

TEKControl Visitor Management

How to Add a Visitor and Send E-Pass Mobile App

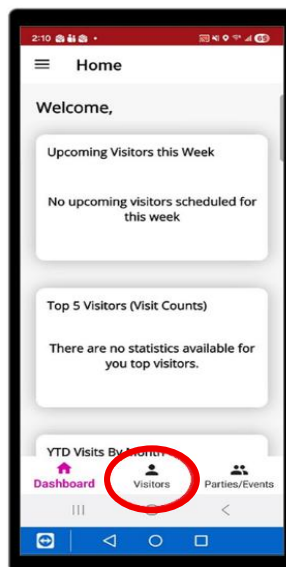
1. Download the TEKControl Visitor Management mobile application:



2. Sign into your profile on the mobile app

- If you have not registered your owner's profile, please contact the community manager to request the registration details be re-sent to your preferred email address.

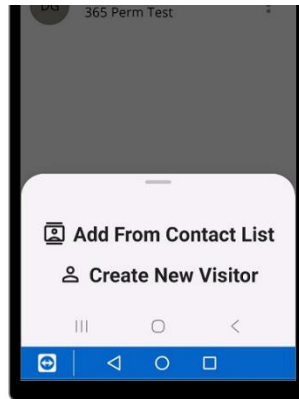
3. Select the "Visitor" option at the bottom of the home screen



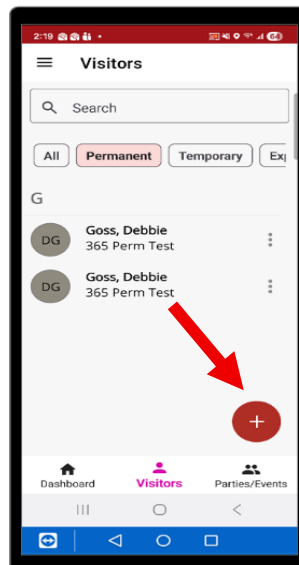
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4. Select from an existing Visitor or add a new one by clicking the red circle



5. To add a new visitor, choose to from an existing contact in your phone or input the visitor information manually



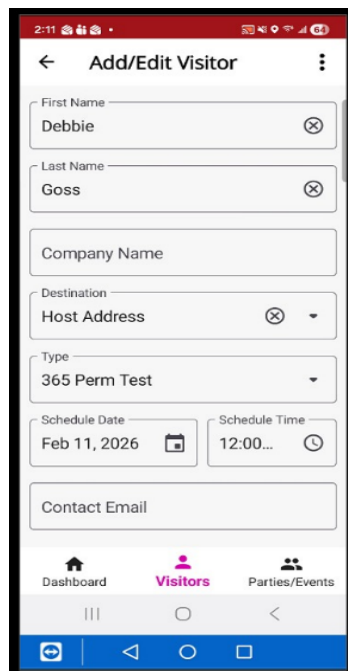
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6. Fill out the information for your visitor or, if populated from a phone contact, make sure all required and/or applicable fields are complete

- First Name *
- Last Name *
- Company Name (if applicable)
- Select Destination from the drop-down *
- Select Type from the drop-down *
- Arrival/Departure Dates
- Contact Email
- Contact Phone

Please note, a valid email and/or mobile number is required to send an E-Pass to your visitor. If both are provided, a link to the E-Pass will be sent to both.



The screenshot shows the 'Add/Edit Visitor' form in the TEKControl mobile app. The form fields are as follows:

- First Name: Debbie
- Last Name: Goss
- Company Name: (empty)
- Destination: Host Address
- Type: 365 Perm Test
- Schedule Date: Feb 11, 2026
- Schedule Time: 12:00...
- Contact Email: (empty)

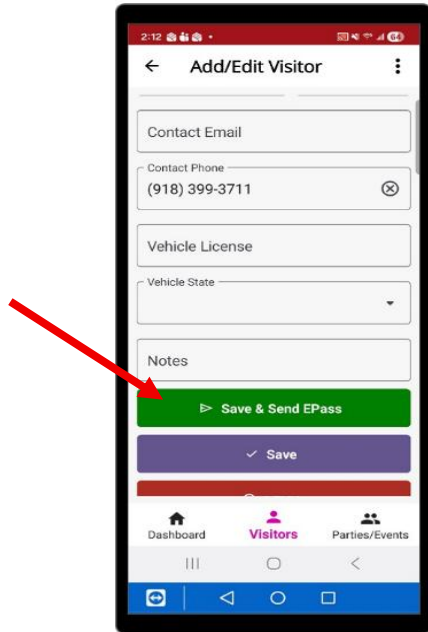
The bottom navigation bar shows 'Dashboard', 'Visitors', and 'Parties/Events'. The 'Visitors' tab is currently selected.

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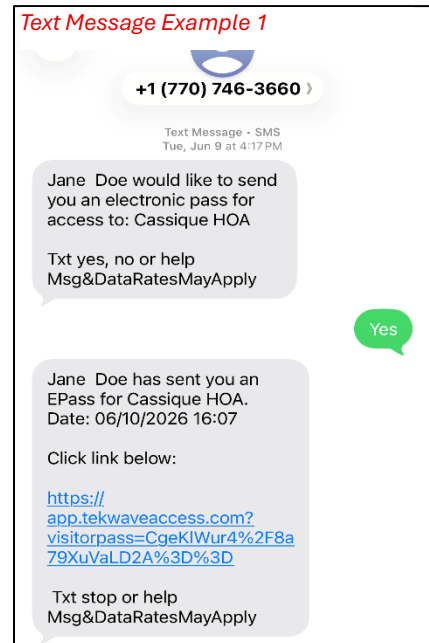
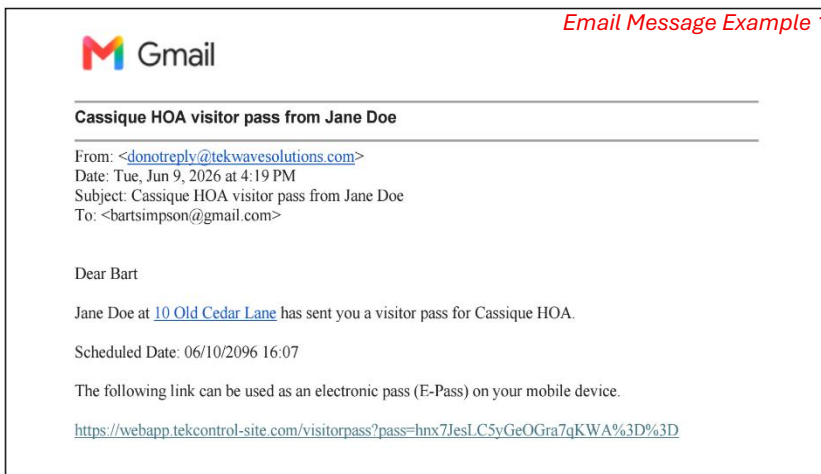
Mobile App

7. Click Save or Save & Send E-Pass



8. Receiving and using the E-Pass

- Your visitor will receive a link to their E-Pass via text and/or by email



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- Click the link in the message to open the E-Pass, which will contain a QR Code to scan at the gate Allbox



- Hold the QR code (on phone screen or printed copy) facing the reader located below the Allbox screen to open the gate automatically during the date & time authorized by the owner host

