

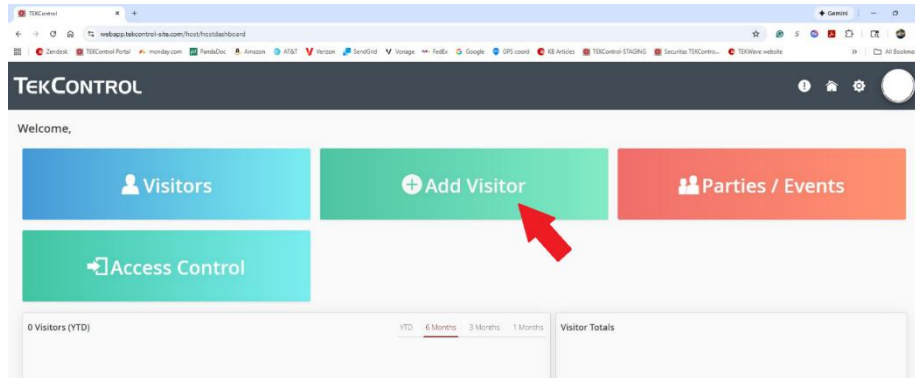
# TEKControl Visitor Management

## How to Add a Visitor and Send E-Pass Desktop Site

### 1. Login to your owner profile at <https://webapp.tekcontrol-site.com/>

- 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.

### 2. Click the green "Add Visitor" Button on the homepage



### 3. Enter the visitors' information by filling out the required and optional fields:

- First Name \*
- Last Name \*
- Company Name (if applicable)
- Select Destination from the drop-down \*
- Select Type from the drop-down \*
- Enter Contact Email
- Enter Contact Phone

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

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Company	Destination *
<input type="text"/>	Host Address <input type="text"/>
Additional Destination	Type *
<input type="text"/>	One-Day Visitor <input type="text"/>
Host Property	Schedule Date *
--Select Property <input type="text"/>	<input type="text" value="12/10/18 03:22 PM"/>
Expiration Date	Contact Email
<input type="text" value="12/11/18 03:22 PM"/>	<input type="text"/>
Contact Phone	Notes
<input type="text"/>	<input type="text"/>

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### 4. Click Save or Save & Send E-Pass

Host Property: --Select Property

Expiration Date: 12/11/18 03:22 PM

Contact Phone: [Empty Field]

Schedule Date: 12/10/18 03:22 PM

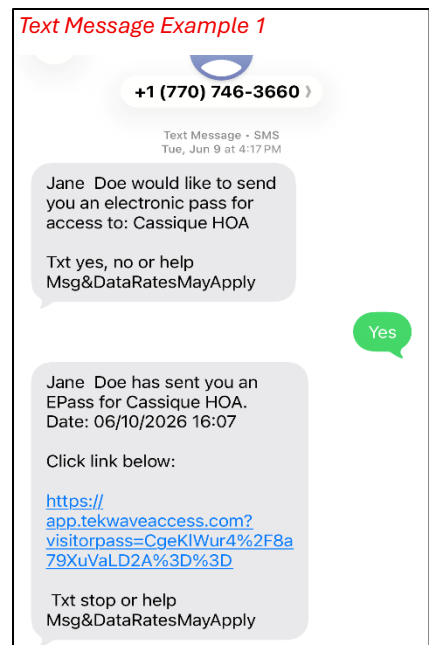
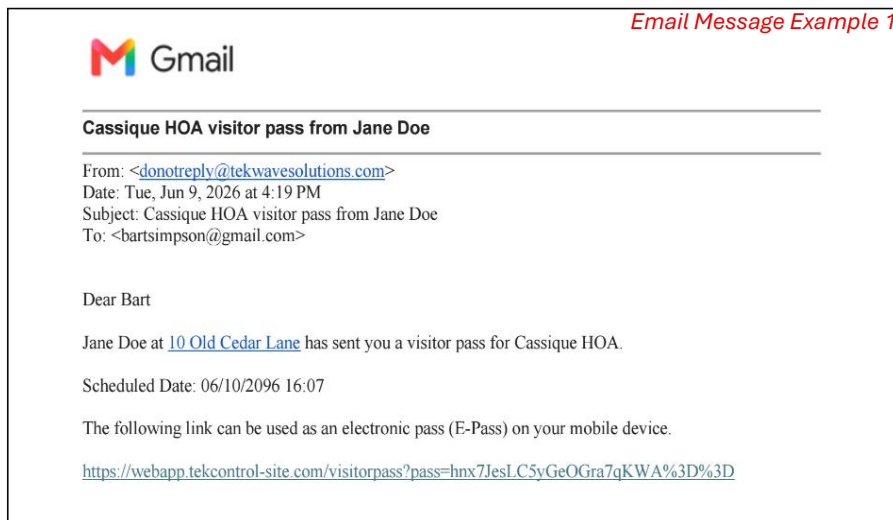
Contact Email: [Empty Field]

Notes: [Empty Text Area]

Buttons: Save, Save and Send E-Pass, Cancel

### 5. 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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## How to Add a Visitor and Send E-Pass

### Desktop Site

- Click the link in the message to open the E-Pass



- 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.

