Accessing Your GateAccess.net Account

This tutorial will outline

- How to get into your GateAccess.net account.

- How to navigate the web site.

- How to manage your guest list.

- How to change your user name and password.

- How to add GateAccess.net to your desktop.

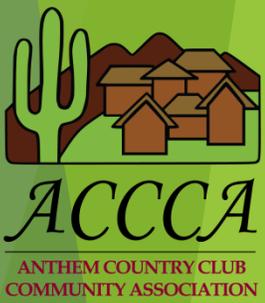- Where to find help as you navigate the web site.

Initial Set-Up
Accessing Your account

- ▶ Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to https://gateaccess.net.

- ▶ At the login screen, select the **ACCCA** community code from the dropdown list.

Initial Set-Up
Accessing Your account

▶ User Name: When logging in for the first time, you will need to refer to the notice you received in the mail for your individual user name.

▶ Password: When logging in for the first time, you will need to refer to the notice you received in the mail for your individual password.

▶ Once you have filled in these 3 data fields, click on the *LOGIN* button.

Login to GateAccess.net

Community Code:
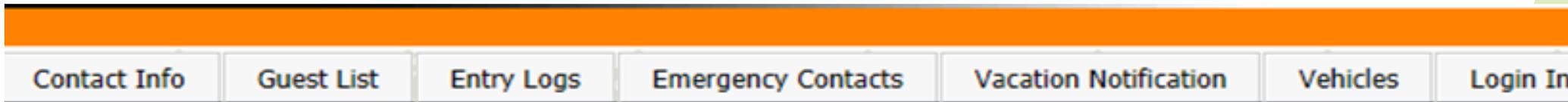ACCCA

User Name:
resident

Password:
•••••••

Login

▶ Upon a successful login, the OVERVIEW page will open up with community news and important phone numbers.

Navigating the Web Site

▶ Once you have successfully accessed your account, on the upper part of the screen you will see a tab selection bar that allows you to access various categories of information such as:

▶ *Contact Information*   *Guest List*   *Entry Logs*

▶ *Emergency Contacts*   *Vacation Notification*   *Vehicles*

▶ *Login Information*

| Contact Info | Guest List | Entry Logs | Emergency Contacts | Vacation Notification | Vehicles | Login In |

My Guest List
Reviewing guest information

▶ It is recommended to review your guest list on a regular basis.

▶ This is done by clicking the *Guest List* tab.

▶ A list of all your guests will be displayed.

▶ Select Edit next to each guest to see guest name, company, and duration of time you have authorized them access into the gates.

  ▶ Vendors who perform services on a regular basis are encouraged to purchase a transponder for $25 each.

  ▶ Once your vendors have a transponder, you can Delete them from your guest list.

My Guest List
Adding a Guest/Vendor

▶ To add a guest to your list, select *Add a New Guest* under the Guest List tab.

▶ Once you select add a new guest, a box will appear that allows you to add the first and last name of your guest along with the name of their business if they are a vendor.

▶ You will then select the duration of time they will need access to your home.

▶ If you are adding a vendor, please check the *Vendor* box.

▶ To save your information select *Update* when you have finished.

Changing My User Name and Password

▶ It is recommended to change your initial user name and password.

▶ This is done by clicking the *Login Information* tab.

Change Login Password

New User Name:

New Password:

Confirm Password:

Update Login Information

▶ User name must be 5-20 characters long.

▶ Password field must be 8-15 characters long.

Adding GateAccess.net to your desktop

- While you are at the GateAccess.net login screen right click on your mouse.

- A box will appear with a list of commands.

- Select "Create shortcut".

- A dialogue box will appear asking if you would like to put a shortcut on your desktop for this website.

- Click the "Yes" button.

- You will now have an icon on your computer desktop that you can click on to access the GateAccess.net login screen.

Finding Help

- Should you need assistance while updating these tabs, click on the HELP button that is located at the bottom right hand corner of each page. The HELP button will generate a pop-up screen detailing information regarding editing, deleting, and adding data.