

## **“FastAccess” Guest Pass Voucher Entry Procedure**

Go to: [www.gateaccess.net](http://www.gateaccess.net)

Community Code: **ACCCA**

Username: *use the gateaccess.net username associated with your property*

Password: *use the gateaccess.net password associated with your property*

Select the **“Guest List (FastAccess)”** tab just below the GateAccess.net heading.

Click on **“Add a New FastAccess Pass”**.

Enter the Guest information in the spaces provided and click **“Update”**. Your guest’s information will appear in the guest list at the bottom of the screen.

To send the voucher to your guest, click on the guest’s name, scroll to the right and click on **“View/Send Rental Voucher”** for that guest. An image of the Voucher will appear. Enter your guest’s email address in the **“Email to”** box at the top of the screen, then click on **“Send Now”**.

The voucher image will disappear, but in the guest information the “Emailed” column will show “Yes” and the “Sent” column will show the date and time the voucher was emailed.

***That’s all there is to it!***

If you have already scheduled guests through the property owner guest pass system, please take a moment to update them in the **“FastAccess”** voucher system using the method above so your guests will have vouchers before they arrive.