



E-Pass and Directory Scanner Options:

Members can send an "E Pass" to their permanent or temporary guests on Dwelling Live. To send an "E Pass," simply enter the guest's email and select "Save & Send E-Pass" when adding a permanent or temporary guest to your guest list. A barcode will be sent via email, which can be scanned using a cellular device or printed out for easy access. Alternatively, the guards at the guardhouse can print a guest or temporary pass as well.

The pass can then be scanned at the guardhouse or at the directory, where a scanner is now available for passes. We believe that this updated feature will make guest access more convenient and efficient for both residents and their visitors.

Community Directory Options:

Option One: We are pleased to inform you of an updated feature in our community directory system that will make the guest entry process even more convenient. The new feature allows guests to dial the number assigned by the resident and select for entrance to the community.

Please note that the names listed in the directory are organized by last name first. If guests or residents need **to terminate the directory phone call, they may press the "Call" button again.**

Option Two: Each member has been assigned a property code, which is listed below. Please note that the "#" sign is to be entered prior to the assigned code for entry.

We kindly request that you are discreet with whom you share your code with. If you feel that your code needs to be changed at any time, please contact the onsite office during business operating hours Monday-Friday from 8:00 A.M. to 6:00 P.M.

If your unit is occupied by tenants and you have provided them with the code, please be reminded that the code will need to be changed upon termination of the lease agreement. For assistance in updating the code and removing tenants, please contact the onsite management during normal business hours.

Thank you!