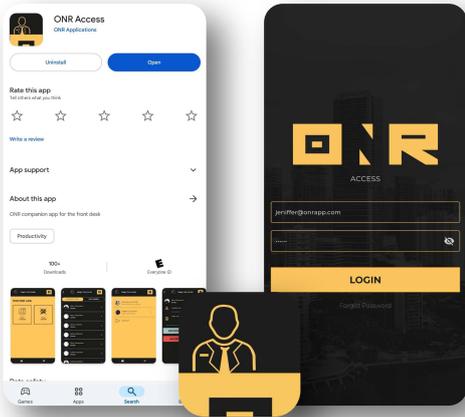




# STEP-BY-STEP PROCESS FOR THE ACCESS APP



## 1 Download the Access App.

Log in with your username (email address) and the password from the Welcome Activation email.

## Main Menu Options

Once logged in, you will see the following options:

- New Visitor ·
- Scan Permit ·
- Visitor Log ·

## 2



## A New Visitor

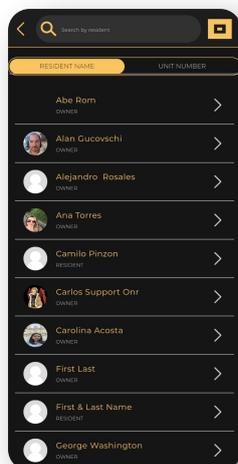


### 1

Click on the New Visitor icon.

### 2

Select the unit or resident the guest is visiting



### 3

Enter the visitor's first and last name, license plate, state, and any additional information required.

### 4

Use the Add Photo option to take a picture of the visitor or their government ID.

### 5

Once all information is entered, click the telephone icon in the top right corner to contact the resident or unit for permission.

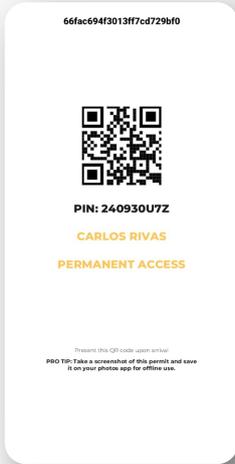
### 6

After confirming, click on Access Granted or Access Denied. A summary of the visitor access pass will be displayed.

### 7

If access is granted, a text message and email will be sent to the resident or unit to inform them that the visitor is on their way.

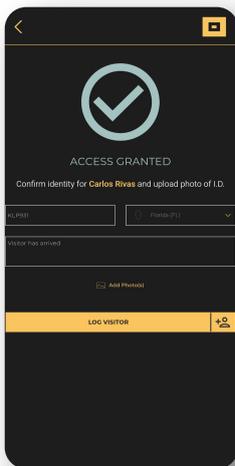
## B Scan Permit



**1** If the guest has already been sent a visitor pass, ask them to see the pass. From there, you can scan the QR code or enter the 4 digit PIN number to manually check-in the guest.



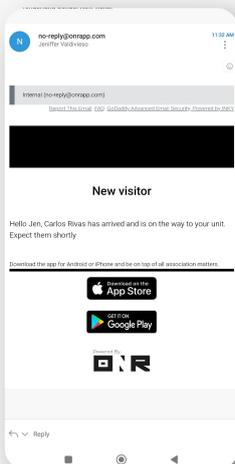
**2** Click on Scan Permit



**3** After scanning the permit, enter the license plate number, state, and any additional notes.

**4** Use the Add Photo option to take a picture of the visitor or their government ID.

**5** Once all steps are completed, click on Log Visitor to receive a confirmation message.



**6** A text message and email will be sent to the resident or unit to inform them that the visitor is on their way.

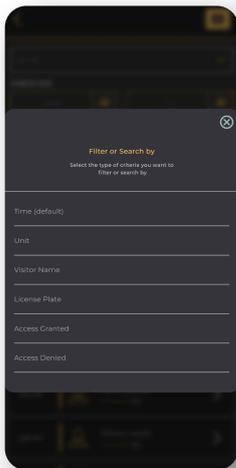


## Visitor Log

1 Click on Visitor Log.



2 Here, you can view the visitor history. You can filter by time, unit visited, visitors name, license plate, and guests who were granted and denied access.



3 After selecting your preferences, the system will automatically load the information.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at [support@onrapp.com](mailto:support@onrapp.com)