



## Resident Quick Start Guide

Login to access your account

User Name

Password

<https://www.QuickPass.us>

## Getting Started 1

- You can find your website at <https://www.QuickPass.us>
- Place a bookmark on your PC by going to our website and going to the Favorites menu. Select Add to Favorites.



## Log In/ Password Recovery 2

- Login to the QuickPass® website using your QuickPass® username (i.e. WVCC999999) and password. Passwords are up to 12 characters and can be alpha, numeric, upper and lower case. **Passwords are case sensitive.**
- If you have forgotten your password, you can click on **Forgot your password?** This option is only available to residents who have an email address saved in the system.

User Name  
WVCC999999

Password  
••••••

## Contact Info 3

- In this section, you can provide us with 6 phone numbers. Please add your Emergency contacts at the bottom of the list.

Contact Info	Notes	User Logins	Directions
Overview	Visitors	Events	Residents
Add/Modify Phone Numbers:			
Phone Numbers Please enter phone numbers in the order that you wish to be called.			
Label:	Number:		
Tamara Home	480	456	6019

## Notes 4

- In the Notes section, you can change the note on your account. Use this section to inform the gate house officers of things such as: extended absences, large pets and emergency instructions. Please **do not** use this section to grant or deny access to visitors.

## Change Password 5

- You can change the username and password on your account. Remember to include your email address if you want to participate in Notify Upon Entry and Password Recovery.

Contact Info	Notes	User Logins	Directions
Overview	Visitors	Events	Residents
Add/Modify Logins: Add Login(s)			
Logins	(1)	Email	
Edit Del	QPEC99-999	4803236223@vtext.com	
Verbal Validation Code: PEASBL0SSOM			
<input type="button" value="Save"/>			

## Vehicle Information 6

- Most HOAs will track your vehicle information and the devices you use to open the gates. If you see any discrepancies here, please use the **Vehicle/Device Request** button to send a message regarding your vehicle.

Contact Info	Notes	User Logins	Directions
Overview	Visitors	Events	Residents
Vehicles/Devices: Vehicle/Device Request			
Vehicles With Device	(1)	Color	License
Make	Model	White	3Y2123
Mercedes	GL450		0-12547

## Events / Visitors 7

People are admitted into the community by three different categories: Events, Visitors or Residents.

### Events

- Go to the Events tab and click on [Add Event](#). Enter the event name, date and time. Then add the anems of your visitors.
- Click Save when you are done.

### Visitors

- Go to the Visitors tab and enter the visitors name, type of visitor, date and time. Also check Notify Upon Entry if you want to receive an email when this visitor enters the community. Click Submit.
- Permanent-permanent visitors are allowed entry until you remove them from this list. Please be sure to add your Emergency contact to the Permanent list.
- Temporary-temporary visitors are authorized for one day only.
- Duration-duration visitors are authorized for multiple days.

### Adding an e-code (OPTIONAL FEATURE)

- Visitors can go through unmanned gates if you assign an e-code.
- Enter the visitor like you normally would and then click **Assign Code**
- Either Generate Code or use a code of your choice. We suggest the use of the visitors cell phone number, i.e. 456-6223, as it is easy for the visitor to remember.

Contact Info	Notes	User Logins	Directions
Overview	Visitors	Events	Residents
<p><b>Assign Code To:</b></p> <p><b>Visitor Name:</b> Tamara Moore</p> <p><b>Visit Type:</b> Temporary</p> <p><b>Admit Beginning:</b> 4/9/2007 9:45</p> <p><b>Notify Upon Entry?</b> No</p> <p><b>Group:</b> <input type="text" value="8AM-6PM"/></p> <p>Enter a number between 1000 and 9999999 (or click 'Generate Code').</p> <p><b>Visitor Key Code:</b> <input type="text"/> <b>Generate Code</b></p> <p><b>Email Code to:</b> <input type="text"/></p> <p style="text-align: center;"><b>Save</b> <b>Close</b></p>			

For questions please contact: [support@quickpass.us](mailto:support@quickpass.us)