SYSTEM INSTRUCTIONS

INITIAL SET-UP: ACCESSING YOUR ACCOUNT

Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to www.GateAccess.net.

At the login screen:

Select "LBRS" community code from the dropdown list.

Enter the User Name provided (Primary Telephone Number) NO SPACES

Enter the Password provided – NO SPACES. *Keep this code as you will need it to access key information about your account.*

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

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. You will then be prompted to enter a new user name and password. If the user name you select is already in use, the system will let you know so you can select a different one. Guidelines on the page will direct you in selecting a valid user name and a strong password.

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*   *Login Information*

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.

MANAGING VISITOR LIST:
You may review and update your Guest List as often as you like. We encourage you to review the list on a regular basis, deleting those who no longer have access. Go to the Guest List in your account to make changes.

MOBILE DEVICE APPS

Once you have confirmed your account information is correct, we recommend that you download the GateAccess Mobile App on your Android and iOS devices (iPhone or iPad) so you can conveniently access and edit your guest list and view your recent visitor list. The log-in information for the GateAccess apps are the same as for the gateaccess.net website.