

GateAccess.net is a premier website that allows residents of member communities to access certain parts of their individual files in the computers used for community access. The specific areas of their files available is decided upon by the HOA.

HOW TO LOG INTO THE SYSTEM (Computer)

Using any standard web browser (IE, Firefox, Chrome) navigate to www.gateaccess.net. This will open the login screen.



Our Community Code: **VCA**

User Name: this is your primary phone number from your resident information sheet.

Password: this is your 4 digit "code number" in the computer at the gatehouse. *It is not your ECC member number.*

Contact the Gatehouse staff for your code number if you do not remember your code number.

FEATURES OF THE "GATEACCESS" SOFTWARE



Contact Info: you can change your phone numbers and set up to receive either a text message or email notification for anyone who is logged into your file.

Guest List: you can edit, delete or add guests/vendors

NOTE: always "update" the page after each change you make. You cannot make more than one change to your list, if you do it will only save the last item entered.

When entering a couple please use one line for husband & wife (Smith Bob & June)

Children of driving age should be listed. Do not list siblings on one line together, separate them please. **Do not use nicknames.**

Last Name and Note fields: Staff can only see 35 letters in the Last block and 40 letters in the note block. Do not type more than that as it will not be visible.

Entry Logs: you can view who and when people/vendors were logged into your file.

Emergency Contacts: Who should be contacted should you become incapacitated. They need to have the authority to handle all your affairs. Who should be contacted when you are traveling to take care of any problems with your home.

Vacation Notification: enter the dates you will be away. This creates a notice that "pops" up anytime your file is accessed so the gatehouse staff is aware that you are away.

Vehicles: you are able to view all vehicles that have been barcoded for your address

Login Information: after your initial login, this allows you to change your login name and password if you wish too.



Each "Page" has a "HELP" button in the lower right corner. Click it for more information about that page.

SMART PHONE / TABLET

Search for the application **GateAccess by ABDI** from your device application source.

Login is the same as from a PC. You can only view and edit your authorized guest list from this app.

Questions about GateAccess, contact the Security Supervisor.