



# STEP BY STEP GUIDE

## #1. Information You Need

- WEBSITE address:  
<http://communityname.capsure.com>
- YOUR NAME:
- Your PRIMARY CONTACT NUMBER/LOG IN ID:
- Your Password or Pin Number:
- Call [email] questions to:

## #2. How to Log-In

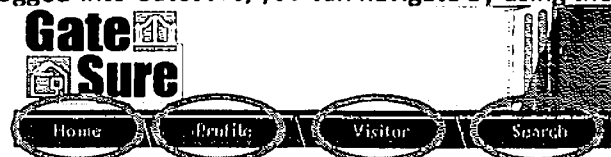
1. Open Internet Explorer.
2. Go to the WEBSITE listed above. You will see this:

GateSure Login	
Login:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

3. Your PRIMARY PHONE NUMBER goes on the line called Login. Do not include any dashes, spaces or parenthesis.
4. Your PIN NUMBER goes on the line called Password.

## #3. I'm Logged-In. Where do I go?

Once you have logged-into GateSure, you can navigate by using the Tabs near the top of the window:



- Home is where you start. It's a picture of the community.
- Profile is where you can modify your personal information (see below).
- Visitor is where you can add, modify and delete visitors from your list (see below).
- Search is where you can find contact information for other residents if they choose to publish it in their PROFILE (see below).

## #4. Modify Your Profile

Personal Profile is where you can change your PIN and specify what contact information you want to publish to others.

Be sure to add your email address.

Phone is where you enter your

Important Contact Phone Numbers (Emergency, Home Watch and Cell Phones).

Everything else you can modify except Automobiles. Administrators need to update those.

<b>Personal Profile</b> View and/or edit personal information including your password.	<b>Family Profile</b> View and/or edit family member(s) profile
<b>Automobiles</b> View and/or edit Automobile information including make, model, tag and SmartPass number.	<b>Pets Profile</b> View and/or edit pet information including type, breed, and veterinarian contact information
<b>Away Message</b> View and/or edit resident away messages	<b>Domestic/Contractors</b> View and/or edit information for domestic contractors including gate passes.
<b>Phone</b> View and/or edit resident phone number	<b>Comment</b> Resident Comments

## #5. Adding Visitors

Press **Create and Schedule Visitors**, then fill out the form. Press **Add to List** after every name. This makes it easier to schedule parties and events.

Selected Visitors.	
<input type="button" value="Add To List"/>	<input type="text"/>
<input type="button" value="Remove from List"/>	

Don't forget to add your Permanent Visitors.

## Just in Case....Getting Help

For a short training video go to [www.capsure.com/residents](http://www.capsure.com/residents). To get help, please or call [Email] the number in the section called **Information You Need**.