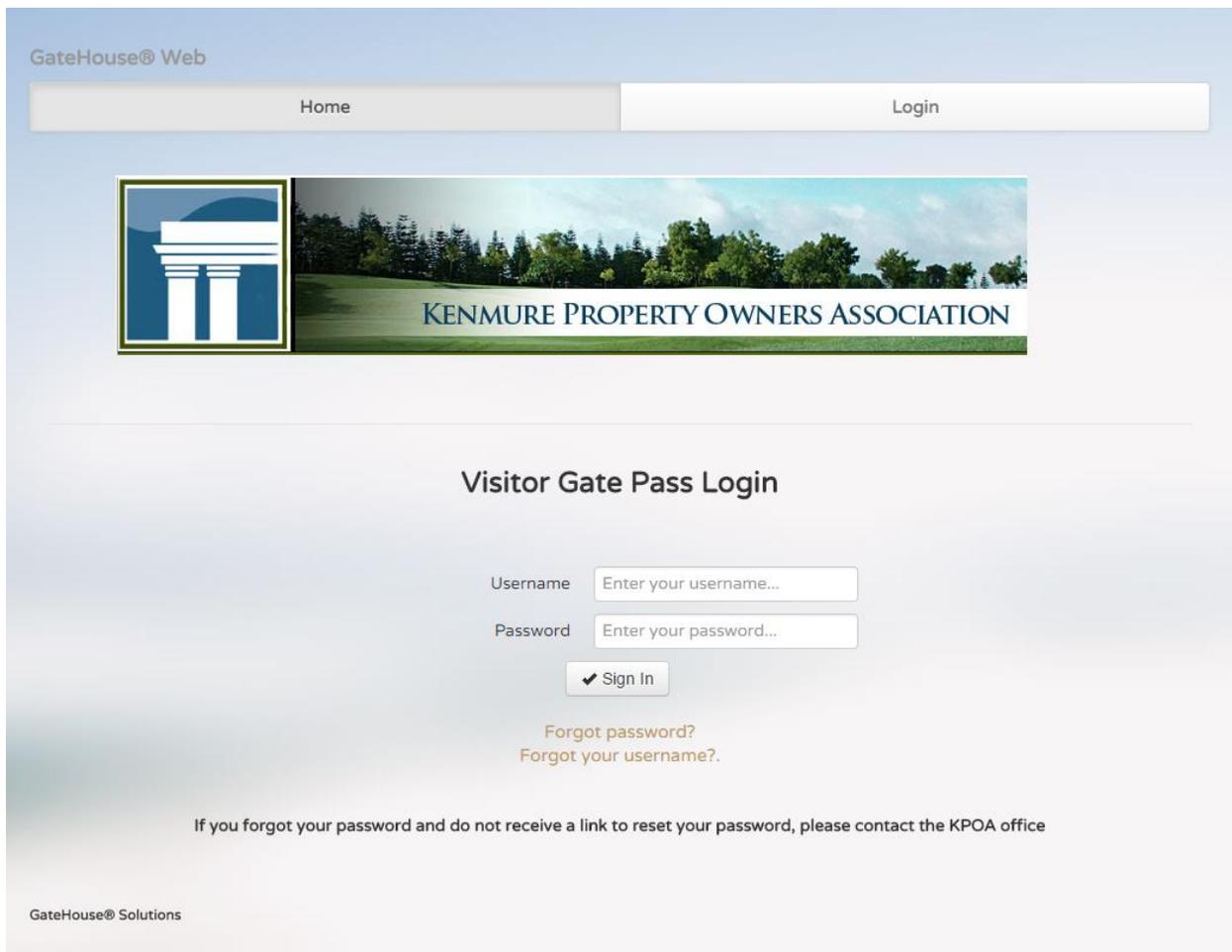


Visitor Gate Pass Login Quick Guide

Once you click on the link in the web portal, you will be presented with the following page



The screenshot shows a web portal interface. At the top left, it says "GateHouse® Web". Below this is a navigation bar with "Home" and "Login" buttons. A banner image features a logo of a classical building on the left and a landscape with trees on the right, with the text "KENMURE PROPERTY OWNERS ASSOCIATION" overlaid. The main heading is "Visitor Gate Pass Login". Below this are two input fields: "Username" with the placeholder "Enter your username..." and "Password" with the placeholder "Enter your password...". A "Sign In" button with a checkmark icon is positioned below the password field. Underneath the button are two links: "Forgot password?" and "Forgot your username?". At the bottom of the form area, there is a note: "If you forgot your password and do not receive a link to reset your password, please contact the KPOA office". The footer of the page reads "GateHouse® Solutions".

The first time you log-in to system, your username is first initial of your first name followed by your entire last name. So if your first name is Phil and your last name is Seidman, your username would be pseidman.

The password is kenmure in all lower case letters the first time you logon. You will then get a screen to update your profile as soon as you successfully logon.

If you want to create a new username or change your password, you can do this from here. Please verify your email address is correct, this is required for password resets.

GateHouse® Web

Personal Autos Guests Logout



KENMURE PROPERTY OWNERS ASSOCIATION

Update credentials

Hello Phil.
Change your username, email address and password here.
(You may use your e-mail address as your username)

UserName

E-mail Address (required for password resets)

MAKE SURE TO PUT YOUR EMAIL ADDRESS HERE IN CASE YOU NEED A PASSWORD RESET

1

Password

re-enter password

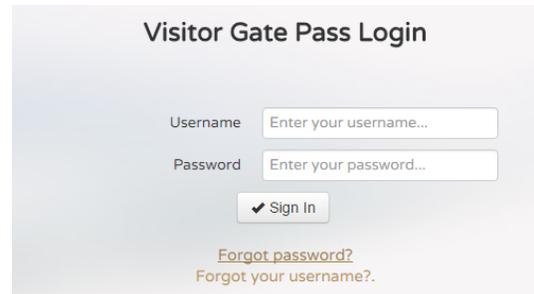
2

Please choose a new password here and re-enter it.

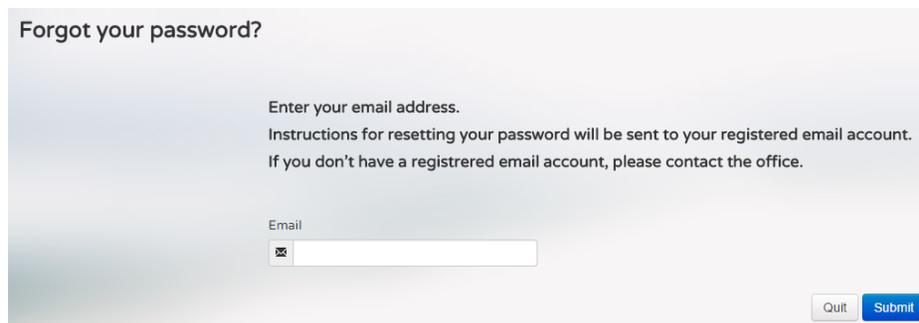
3
Don't forget to Submit to save it

Quit Submit

If you forget your password or username, it will get e-mailed to you as long as you already put your email address into the profile screen.



The screenshot shows a login form titled "Visitor Gate Pass Login". It contains two input fields: "Username" with the placeholder text "Enter your username..." and "Password" with the placeholder text "Enter your password...". Below these fields is a "Sign In" button with a checkmark icon. At the bottom of the form, there are two links: "Forgot password?" and "Forgot your username?".



The screenshot shows a form titled "Forgot your password?". It contains the following text: "Enter your email address. Instructions for resetting your password will be sent to your registered email account. If you don't have a registered email account, please contact the office." Below this text is an "Email" input field with a small icon to its left. At the bottom right of the form, there are two buttons: "Quit" and "Submit".

Make sure you check your spam or clutter if you don't receive the email. When you receive it, it will look similar to this, albeit with a different name: You will get a 5-digit number as your password. Log back in with that password and you will be able to change it to something more memorable.

Web administrator

Web Administrator <gateaccess@gatelogeight.com>

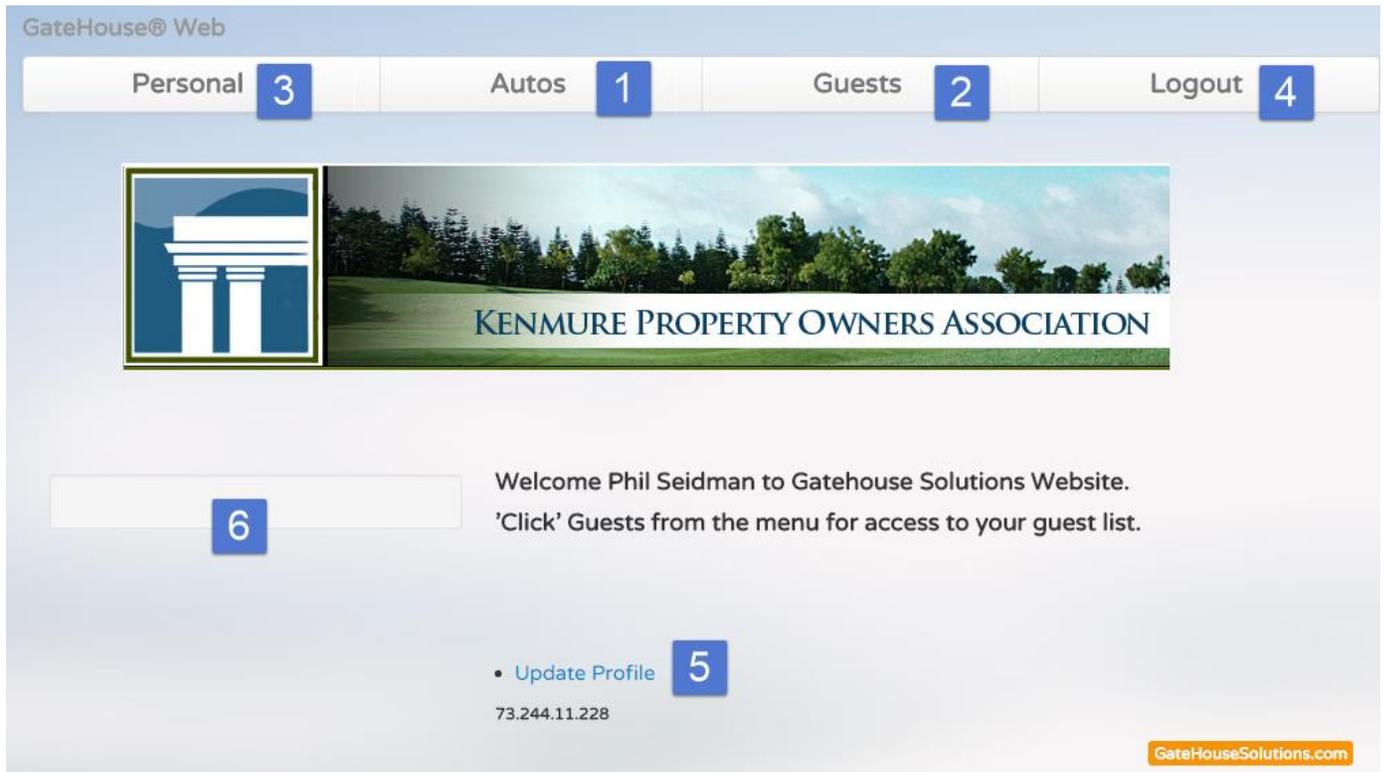
Sent: Mon 8/10/2015 12:04 PM

To: Phil Seidman

Hello JUSTIN BEIBER,
Your new password is 33342

regards,
Website administrator

Main Menu



1. Display the automobile information screen (you can only view this information)
2. Display the guest information screen (add/update visitors)
3. View Personal Information (such as address, etc.)
4. Logout
6. Weather information for the community (note: available soon)
5. Update the username, password, and email address. (update profile)

Guest Information Screen

GateHouse® Web

Personal Autos Guests Logout



Guests

Friendly reminder : Guest names on this list will be automatically removed after the expiration date. ✕

Last Name	First Name	Relationship	Access	Activates	Expires	Edit
JACKSON	JERMOE	CONTRACTOR	CONTRACTOR	04/15/2016		 
JOHNS	SAMBOA	RELATIVE	CALL FIRST	04/12/2016	04/18/2016	 

ADDING A GUEST

Fill in the information including the relationship

Personal Autos Guests Logout



New Guest

Last Name:

First Name:

Company/vendor name:

Memo:

RELATIONSHIP

- CONTRACTOR
- CONTRACTOR**
- RENTAL GUEST
- RELATIVE
- FRIEND
- REALTOR
- HOME SERVICES
- NORMAL

Choose the number of days you want to allow your visitor access to your property.

GateHouse® Web

Personal Autos Guests Logout



KENMURE PROPERTY OWNERS ASSOCIATION

New Guest

Last Name: Jackson

First Name: Stanley

RELATIONSHIP: CONTRACTOR

Company/vendor name: Roof Repair Inc

LENGTH OF VISIT: 04/17/2016 - 04/18/2016

ACCESS PERMISSION: NORMAL

MEMO:

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1 Day
2 Days
7 Days
30 Days
90 Days
PERMANENT
Custom Range

FROM: 04/17/2016 TO: 04/18/2016

Submit Clear

Quit



New Guest

Last Name: Jackson

First Name: Stanley

RELATIONSHIP: CONTRACTOR

Company/vendor name: Roof Repair Inc

LENGTH OF VISIT: 04/17/2016 - 04/18/2016

ACCESS PRIVILEGE: NORMAL

Memo: [Empty text area]

One you are done, don't forget to click Add to SAVE it!

Add Quit

Deleting Visitors

Select The Visitor you want to remove from your list.

Friendly reminder : Guest names on this list will be automatically removed after the expiration date.

Last Name	First Name	Relationship	Access	Activates	Expires	Edit
JACKSON	JERMOE	CONTRACTOR	CONTRACTOR	04/15/2016		[Delete] [Edit]
JOHNS	SAMBOA	RELATIVE	CALL FIRST	04/12/2016	04/18/2016	[Delete] [Edit]

Add Guest Quit

Delete Guest

You will be presented with the following screen

Guest's name: JERMOE JACKSON

Relationship: CONTRACTOR

Quit Delete

Update Profile

GateHouse® Web

Personal Autos Guests Logout



Update credentials

Hello Phil.
Change your username, email address and password here.
(You may use your e-mail address as your username)

UserName:
E-mail Address (required for password resets)
 Email address

Password:
re-enter password

Quit Submit

PERSONAL

GateHouse® Web

Personal Autos Guests Logout



Note: This is only viewable data, you can't make any changes.

Personal Information

Last name: First name: Status:

Email address (For Web Resets): Primary phone#:

Local address
 House #: Street: City: State: Zip:

Away address
 Address: Address 2: City: State: Zip:

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AUTOS

GateHouse® Web

Personal Autos Guests Logout



Autos

Note: Please contact KPOA Office at kpoa@bellsouth.net if you purchase/change vehicle or change license plate so we can update records and issue you a barcode.

License Plate #	Make	Model	Color	Year
TEST12				0
CAR12				0

Quit

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