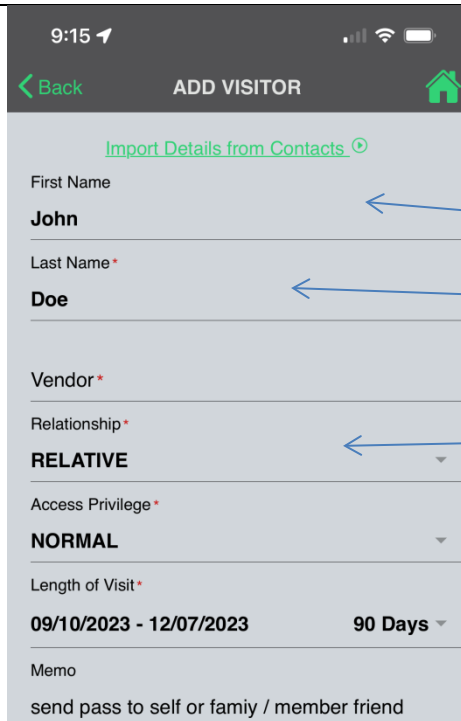
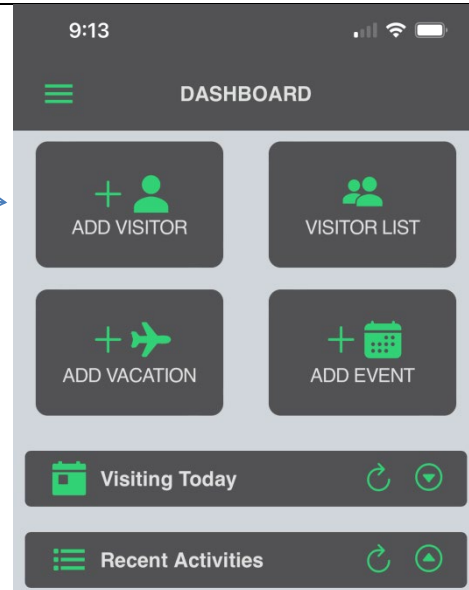


## Step 1:

Open the gatehouse app on your mobile device.

Click on **ADD VISITOR**



## Step 2:

Fill out the required fields. **To send a pass to yourself as an owner, you still need to do this step.**

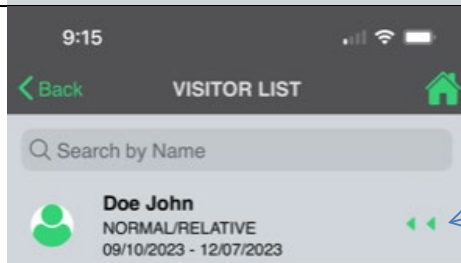
First Name

Last Name

Relationship

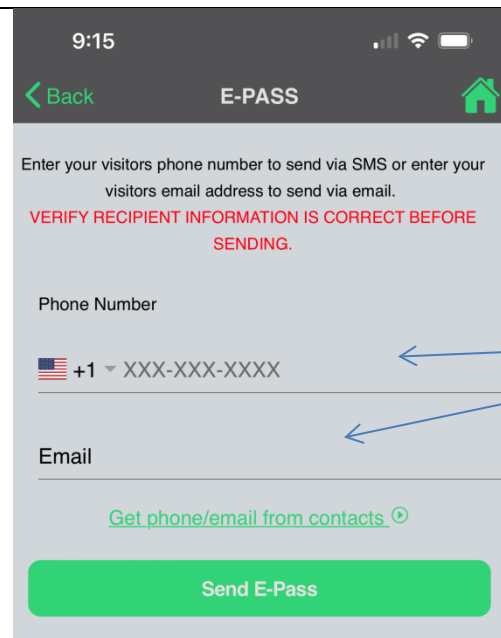
Duration of access (Max is 90 days)

**CLICK SAVE VISITOR TO PROCEED**



## Step 3:

Go to Visitor list. On the visitor you just added, **swipe left** where the two green triangles are located.

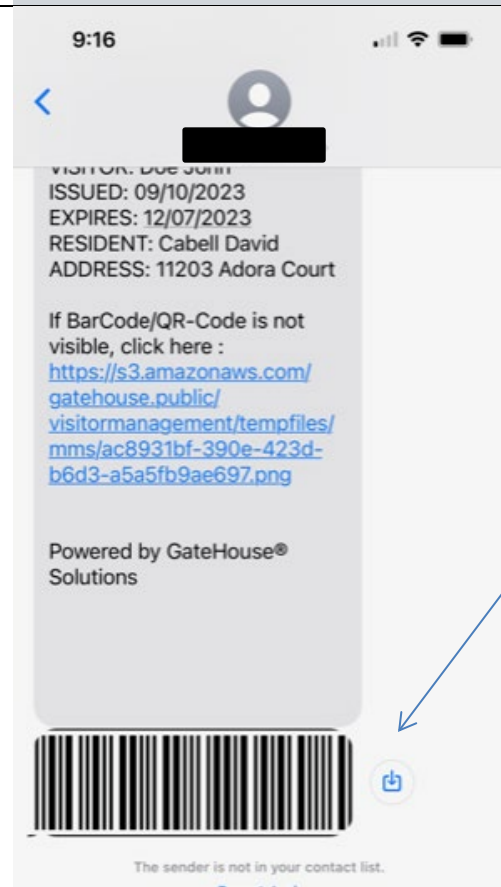


### Step 4:

You have the option to send the E-Pass as a text message or an Email.

**Enter the phone # or email of the guest**

**Click Send E-Pass**



### Step 5:

In this example, the pass was sent as a text message.

**Note that the bar code is “clipped” in the message. Click on the barcode photo to see the entire barcode.**

9:17



Photo

Done



## **Step 6:**

**Use the expanded bar code with the scanner on the kiosk at the guard house entry area. You may have to adjust the brightness on your mobile device and move it around slightly for the scanner to read the barcode.**

The gate arm should lift and allow entry.

Any issues should be reported to:

Kari L. Hardwick, District Coordinator  
[DistrictCoordinator@PaseoCDD.org](mailto:DistrictCoordinator@PaseoCDD.org)  
(239) 936-0913 X0299