

# Residents Use of E-EZ-Gate for Authorizing Guests and Workers

## ACCESS INSTRUCTIONS:

1. Go to [deercreekcc.com](http://deercreekcc.com)
2. Click on tab "EZGate" under Deercreek sign logo
3. Sign in with User ID-contact the gate if unknown
4. Password is your pin #

## QUICK ENTRY:

The first screen that comes up is the Welcome Screen, and at the top of this screen is a menu. When you click on the menu (Resident), another menu drops down and you select (Quick Entry). On the Quick Entry Page, the only information that needs filled in is "Guest Name" and then press the button that says "Add Guest". This adds the guest to the data base until midnight of the same day. (The expiration date on the daily guest is the next day-but the guest does not actually have access for two days. At one minute after midnight, that authorization is deleted automatically.)

If you want to do an authorization for more than just one day, follow the above instructions, but change the expiration date to ONE DAY BEYOND the date you want your guest to have access. Be sure that you leave it in the same format as before the change of date (00/00/0000) or it will not take the authorization.

You are welcome to use the drop down list label for worker, friends, family, sales, food, but it is not necessary. If you are expecting a person with a company and that is the ONLY person with that company you are expecting, then just the LAST name of the person is fine, but if you are expecting several people working for the same company-be sure to put the company name. If you have any questions, feel free to call the guard gate at 363-2147.

## PERMANENT LIST:

To make changes to the Permanent List, from the Welcome Screen click on the "Resident" Menu tab, then the "My Info" tab. This brings up a screen that has static/non-changeable information concerning resident's information and guests authorized. (If changes need to be made on this page-contact the Gate Officers) On the left side of this page is a button (Open Guests). Click on this button and another page is opened.

To put someone on the permanent list, fill in their entire name or company name, click in the permanent check box and use the drop down menu to choose what that person is: pest control is "Maintenance", "Lawn/Pool Care" are your main lawn & pool care-givers, "Family" for family members, etc. If you do not specify-they all are added to the list as "Friends".

*The next step is very important-click on the "SAVE" button, and then check the bottom of the page to verify it has been saved.* Sometimes if you try to change the dates and don't get them back in right, or if you try to use an apostrophe it will kick the authorization out.

If you want to delete someone from the permanent list, go down to the bottom of the page where the list is and click on the "delete" to the left of that person's name. This page may also be used to place guests for a time in the future. *It is very important that you do not forget to ADD AN EXTRA DAY.* ( For example; if you are expecting someone on December 31<sup>st</sup> 2010 and only that day, be sure to make the expiration date 01/01/2011.)

If you have more than 4 authorizations for a party or get-together, the gate requires a WRITTEN list to be either faxed, e-mailed ([24 7deercreek@comcast.net](mailto:24_7deercreek@comcast.net)) , or brought to the gate at least 4 hours prior to the first entry.

If you have any questions, you are welcome to contact the gate at 363-2147.