Login(s)

User Login	Password	Email
(	.	

Email Body

Dear QuickPass User,

Welcome to Bellasera and QuickPass! Your QuickPass account allows you to authorize visitors and deliveries to your property. Please find your Login and Password towards the end of this message.

QuickPass is a superior web-based access control solution created specifically for managing the unique needs of gated communities. Security personnel get easy hand-held traffic processing from the gatehouse, driveway or vehicle and real-time access to information and reports. Community residents love the speedy entry and convenience of managing visitor lists online, through the mobile app or via text.

Using QuickPass® allows **YOU** to manage and update the following:
- Phone numbers
- Current residents in your home
- A permanent admit list
- Daily visitors, residential services, over-night guests and special events
- Request means of access to the community

Website: ~website~
Your login ID (User Name) is: ~login~
Your password is: ~password~

Please download our mobile app, QuickPass Visitor Management, from Google Play and App Store!

Sincerely,

QuickPass Support
1-888-444-6343

Resident QuickStart Guide

QUICK PASS®

Welcome to QuickPass!

QuickPass Visitor Management is the premier community management system and offers residents many tools to manage your visitors, personal vehicles, contact information and more. This Quick Start Guide will show you the basics of accessing your personal account and how to use the important tools QuickPass has for you

*Please make sure you have been given your login and password from your community before you begin

1 Getting Started

▶ Login at www.quickpass.us to activate your personal QuickPass Account

▶ Login information can be provided by your HOA

▶ Passwords are case sensitive, should be at least 7 characters, including one capital letter and one number

QUICK PASS®   USER LOGIN

THE **QUICKPASS** ADVANTAGE

LEARN MORE
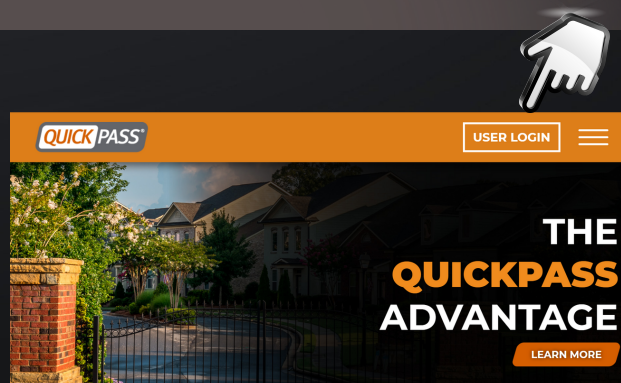
2 How to use My Account

▶ **Account Logins:** Manage account logins and passwords

▶ **Residents:** Update/View any additional residents, minors, or owners

▶ **Email Addresses:** Add your email and subscribe for updates from your community

▶ **Phone Numbers:** Add phone numbers in the order you wish to be called for community contact

▶ **Codeword:** Customize optional codeword for extra security when discussing your account over the phone (If unavailable, it's not required by your community)

▶ **Alternate Address:** Add an additional address

Account Logins ➕

Residents ➕

Email Addresses ➕

Phone Numbers ➕

Alternate Address ➕

Global Notifications ➕

✏️ Edit   🗑️ Delete   ➕ Expand

3 Activating Text to QUICK (78425)

▶ This feature allows you to quickly add last minute visitors through text message

▶ Once you are logged into your QuickPass account, on the top of the screen go to Menu. Then you will select My Account 👤

▶ In the Phone Numbers section, select the orange plus ➕ to drop-down to view

▶ If your phone number has already been added select, the orange pencil ✏️ to edit. If your phone number needs to be added, select Add Phone Numbers

Confirm your phone number information is correct, check the Text to QUICK box

▶ You will now see your phone number listed with Text to QUICK(78425) activated. On your mobile device, text your visitor's name to QUICK (If QUICK fails, use the #78425). Your visitor will then be added for the day, you can then respond to the automated message to add additional days

Phone Numbers ➖

Note: Please enter phone numbers in the order that you wish to be called.

Phone Number:
888 - 444 - 6343   Ext:

Description:
Test Number

Type:
Owner

Text to Quick:
☑

Save   Cancel

Check off

Phone Numbers ➖

Add Phone Numbers

Note: Please enter phone numbers in the order that you wish to be called.

			Number	Ext	Description	Type	Text to Quick
✏️ 🗑️		↑ ↓	888-444-6343		Test Number	Owner	☑

3 Activating Global Notifications

▶ This feature provides you with notifications on all visitors that enter the gate

▶ Under My Account 👤 , drop down the Global Notifications section

▶ Fill in your contact information to be notified via text &/or email

▶ Under All Visitors 📇 , select the Global Notify box

You **MUST** complete **BOTH** steps to start receiving Global Notifications

Global Notifications ✖

Mobile Phone 1:
888 - 444 - 6343

Mobile Phone 2:
888 - 444 - 6343

Email Addresses (; separated):
test@quickpass.us

Save

🟧 Global Notify

✏️ Edit   🗑️ Delete   ➕ Expand

▶ Under All Visitors 📇 , select **ADD VISITOR**

▶ Fill in the visitor/vendor name, select Access Type(One Time Entry, Temporary, Duration, Permanent)

▶ *Allow **EXTRA TIME** for early visitor arrivals when selecting a time

▶ If Global Notifications is not activated, Toggle the Notify Upon Entry button on to be notified for that particular visitor/vendor

▶ Fill in your preferred notification method, Mobile Phone Number and/or Email Address

▶ Select **SAVE**

▶ *If your visitor is saved properly you will see it on your ongoing visitor list (scroll to the bottom of the page to view)

Visitors

Name:

Access:
○ One Time Entry ○ Temporary ○ Duration ● Permanent

Visitor Type:

Notify Upon Entry:

Note: Notification on entry is by email or text message ONLY. Please be sure your email address or phone number for this visitor is listed below. Global notification settings are managed on the 'My Account' tab.

Mobile Phone 1:   **Mobile Phone 2:**

Email Addresses:

Send Your Visitor a QUICK Pass

Note: Sending a Quick Pass to your visitor is optional and designed so your visitor can have the information they need for entry to the community ready for the officer.
Please have your visitor present their Quick Pass to the officer at the gate.

Visitor Phone: **Visitor Email Address:**

Save   Cancel

✏️ Edit   🗑️ Delete   ➕ Expand
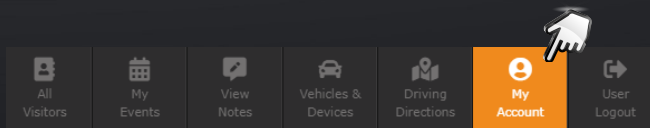
Download the Mobile App:
Quickpass Visitor Management

App Store   Google Play

Resident Support
Support@quickpass.us
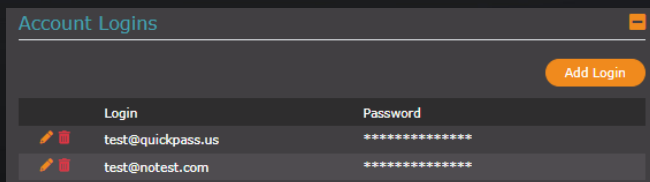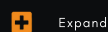888-444-6343
www.quickpass.us

How to change Login Information

- Once you are logged into your QuickPass account, on the top of the screen go to Menu

- Select My Account

- Select the orange plus to dropdown and view your login information
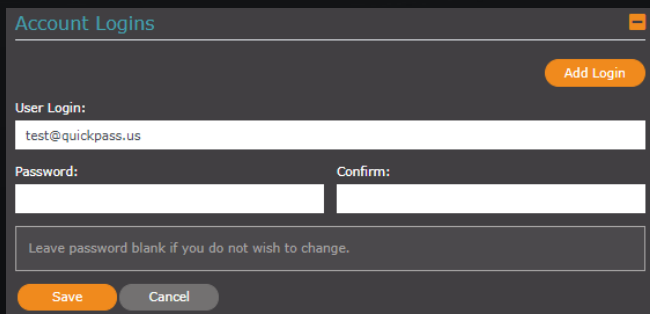
- If you would like to add an additional login, select Add Login

- To edit, select the orange pencil

- To delete, select the red trash can

- Select Save

Account Logins

Add Login

Login	Password
test@quickpass.us	***************
test@notest.com	***************

Account Logins

Add Login

User Login:
test@quickpass.us

Password:

Confirm:

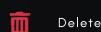Leave password blank if you do not wish to change.

Save   Cancel

Edit   Delete   Expand

QUICKPASS®

- Login at www.quickpass.us

- Once logged in, you will see your overview page

- Select Manage under your Visitors section or All Visitors on the top main menu bar

- You will now see your visitor list and the option to Add Visitors

- Select Add Visitor

- Fill in your Visitor's name

- Then select the Access Type:
  - One Time Entry: Can enter only once & then will be removed from your list
  - Temporary: Will work for just the day scheduled
    - *Please allow extra time for your visitor to arrive
  - Duration: Duration of days
  - Permanent: Will remain on your list until deleted

- If you would like to receive a notification when your visitor get checks in at the gate, toggle on Notify Upon Entry

- Then input your desired notification method

- Sending your Visitor a QUICK Pass allows for quicker entry at the gate. Your visitor will receive a QR code that the guard can scan for expedited entry

- Fill in your visitors phone number or email address

- Select Save to add your visitor
  *You can scroll to the bottom of the page to see that your visitor has been added

---

QUICK PASS

All Visitor | My Events | View Notes | Vehicles & Devices | Driving Directions | My Account | User Logout

My Location

Print

No email address detected. Please add an email address to your account here here.

| Lot or Acc't: | C99-999 |
| Address: | 500 North South Street |

Account Info

Contact Info

Owner(s): Test, Test

No Contact Info on file. Please click the 'Manage' link to add.

Show Tenants | Overview

Manage

Community Message ✖

Residents 1

Welcome to Quickpass.

Test Test | Owner

Manage

Visitors

Contact Numbers ✖

Visitor Activity Report

Activity

Visitors 0

Manage

Visitors

Name:

Test Visitor

Access:
○ One Time Entry ● Temporary ○ Duration ○ Permanent

Admit Beginning:

9/16/2021 📅   12:27 PM 🕐

Note: Allow extra time before the event for visitors to arrive.

Notify Upon Entry:

[toggle on]

Note: Notification on entry is by email or text message ONLY. Please be sure your email address or phone number for this visitor is listed below. Global notification settings are managed on the 'My Account' tab.

Mobile Phone 1: [ ] - [ ] - [ ]

Mobile Phone 2: [ ] - [ ] - [ ]

Email Addresses:

Test@quickpass.us

Send Your Visitor a QUICK Pass

Note: Sending a Quick Pass to your visitor is optional and designed so your visitor can have the information they need for entry to the community ready for the officer. Please have your visitor present their Quick Pass to the officer at the gate.

Visitor Phone: 888 - 444 - 6343

Visitor Email Address: [ ]

Save | Cancel

✏️ Edit   🗑️ Delete   ➕ Expand

QUICKPASS®

500 North South Street ⌄

Residents

Test Test
Owner

Residence contacts (0)

＋ Add contact

More

Notes ⟩

Overview Visitors Events Vehicles Profile

500 North South Street ⌄ ＋

Visitor type All ⌄

This location has no visitors

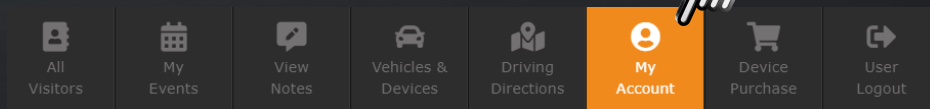Add a visitor

Overview Visitors Events Vehicles Profile
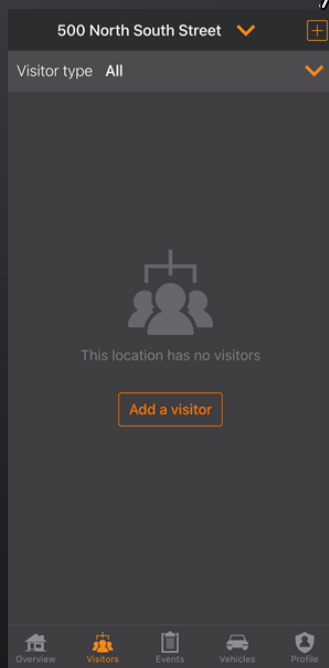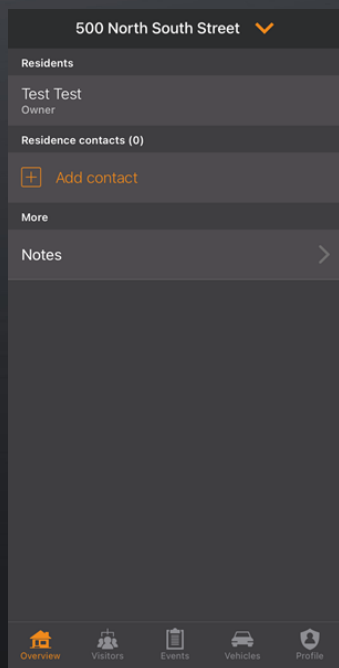
▸ Login to the QuickPass Visitor Management Mobile App

▸ Once logged in, you will see your overview page

▸ On the bottom of the page select Visitors

▸ You will then be brought to your visitor list

▸ In the top right corner, select the ＋ to add a new visitor

Cancel **Add Visitor** Save

Visitor details

Name Test Visitor

Type Temporary ⟩

Admit beginning 9/16 11:29am ⟩

Notifications

Notify upon entry ⬤

＋ Add notification method

QuickPass

⇢ Send QuickPass

▸ Fill in your visitors name

▸ Then select the Access Type:
　One Time Entry: Can enter only once & then will be removed from your list
　Temporary: Will work just for the day scheduled
　*Please allow extra time for your visitor to arrive
　Duration: Duration of days
　Permanent: Will remain on your list until deleted

▸ Then select the admit time or class

▸ If you would like to receive a notification when your visitor get checks in at the gate, input your desired notification method & then toggle on Notify Upon Entry

▸ Sending your Visitor a QUICK Pass allows for quick entry at the gate. Your visitor will receive a QR code that the guard can scan for expedited entry, fill in your visitors phone number or email address

▸ Select Save to add your visitor
　*To edit, select the visitor. To delete, slide the visitor to the left

Download the Mobile App:
Quickpass Visitor Management

QUICK PASS

Available on the App Store

ANDROID APP ON Google Play

RESIDENT SUPPORT
support@quickpass.us | 888-444-6343

www.quickpass.us

How to Activate Text to QUICK (78425)

*Please note: Activating Text to QUICK (78425) must be done from www.QuickPass.us, not the mobile app

1 Once you are logged into your QuickPass account, on the top of the screen go to Menu.
Then you will select My Account 👤

All Visitors	My Events	View Notes	Vehicles & Devices	Driving Directions	My Account	Device Purchase	User Logout

2 Next to the Phone Numbers sections, select the orange plus ➕ to drop-down and view.
If your phone number has already been added select, the orange pencil ✏️ to edit. If
your phone number needs to be added, select Add Phone Numbers

Account Logins	➕

Residents	➕

Tenants	➕

Email Addresses	➕

Phone Numbers	➖

Add Phone Numbers

Note: Please enter phone numbers in the order that you wish to be called.

		Number	Ext	Description	Type	Text to Quick
✏️🗑️	↑↓	888-444-6343		Test Number	Owner	☐

Codeword	➕

Alternate Address	➕

Global Notifications	➕

✏️ Edit   🗑️ Delete   ➕ Expand

3 Confirm your phone number information is correct, check the Text to QUICK box

Phone Numbers ▬

Note: Please enter phone numbers in the order that you wish to be called.

Phone Number:

888 – 444 – 6343 **Ext:**

Description: **Type:**

Test Number   Owner ⌄

Check off →

Text to Quick:
☑

[Save]   [Cancel]

4 You will now see your phone number listed with Text to QUICK(78425) activated. On your mobile device, text your visitor's name to QUICK (If QUICK fails, use the #78425). Your visitor will then be added for the day, you can then respond to the automated message to add additional days

Phone Numbers ▬

[Add Phone Numbers]

Note: Please enter phone numbers in the order that you wish to be called.

		Number	Ext	Description	Type	Text to Quick
🖊 🗑	↑↓	888-444-6343		Test Number	Owner	☑

QUICK PASS   Available on the App Store   ANDROID APP ON Google Play

f ▶ 📷 in