

WELCOME

TO THE FUTURE OF
COMMUNITY ENTRY



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TAP2OPEN ALLOWS YOU AND YOUR GUESTS TO ENTER YOUR COMMUNITY VIA SMARTPHONE

(Works with iPhone™, Android™, and other smart devices)

The following guide will provide you with an easy step-by-step process explaining how to set up your profile, send your first invitation to a guest, and how to use Tap2Open to access your community with your smartphone.

To get started, visit www.tap2open.com/residents then enter your username and password to login. If you don't have your username and password please contact your community manager.

SETTING UP YOUR PROFILE 1

CREATING AN INVITATION 2

ACCESS YOUR COMMUNITY 3

**Guests and residents must have GPS enabled on their phones and be within a few feet from the entrance before being able to enter using Tap2Open*



STEP 01 LOGIN

Type in your username and password and click "Sign in".

•••••
•••••

→

Username

Password

SIGN IN



STEP 02 CLICK PREFERENCES

At the top of the page click the "Preferences" page tab.



STEP 03 CONTACT DETAILS

You can add or edit your profile contact details here: name, nickname, phone, email, etc.



STEP 04 ACCOUNT SETTINGS

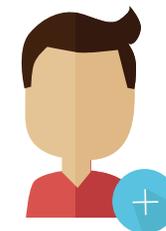
You can edit or update your username and password here for your account.



STEP 05 OCCUPANTS (Optional)

To add other users in your household click on the "Occupants" tab to add new or delete users from the property.

- Property Supervisor [can add/delete other residents]
- Resident [has access to invite guests]



STEP 06 ADD RESIDENT (Optional)

Click on the "Add Resident" button to begin entering in the new resident's information.





STEP 01

LOGIN

Insert your username and password and click "login"

Username

Password

SIGN IN

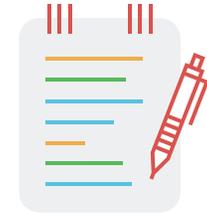


STEP 02

CREATE INVITATION

Click "Add New Invitation" on the Invitations page to start your first invite.

+ Add New Invitation



STEP 03

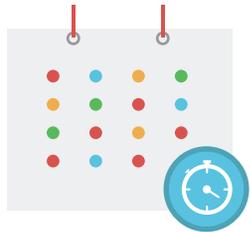
NAME EVENT

In the "purpose" field type in a name for your event and click next.

Name/Describe Your Event

Purpose

Next



STEP 04

DATES/TIME

Click "change" to change the default time of the invitation. Once you're finished click "next".

Dates/Times Invited

Starting

2/18/16 12:00am

Change

Actions

Delete



STEP 05

INVITE GUEST

Type the name of your guest and click the "add" button. Repeat for multiple guests.

Invite a guest

Name

Add

STEP 06

CONTACT GUESTS

Choose the "send invitation" button to send your invite by email and/or by text message if you're on your phone. You can also copy/paste the invite to guests.

Contact your guests

Starting

Guest Name

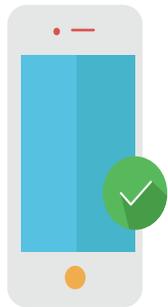
Actions

Send Invitation

Done

RESIDENT ACCESS

The *Resident Access* app allows you to open entrances in your community with your smartphone. Depending on your community, you may be able to open the main entrance, amenities and more using Tap2Open.



STEP 01

ACCESS ON MOBILE

Visit www.tap2open.com/access on your smartphone.



•••••

•••••

→

STEP 02

LOGIN

Type in your username and password and click "Login".

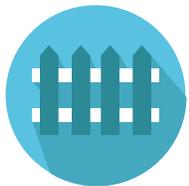
Resident Login

Username

Password

Login

Stay logged in



STEP 03

RESIDENT ACCESS

When the blue button turns green you are in range of that entrance. Press the green button when you are ready to enter.



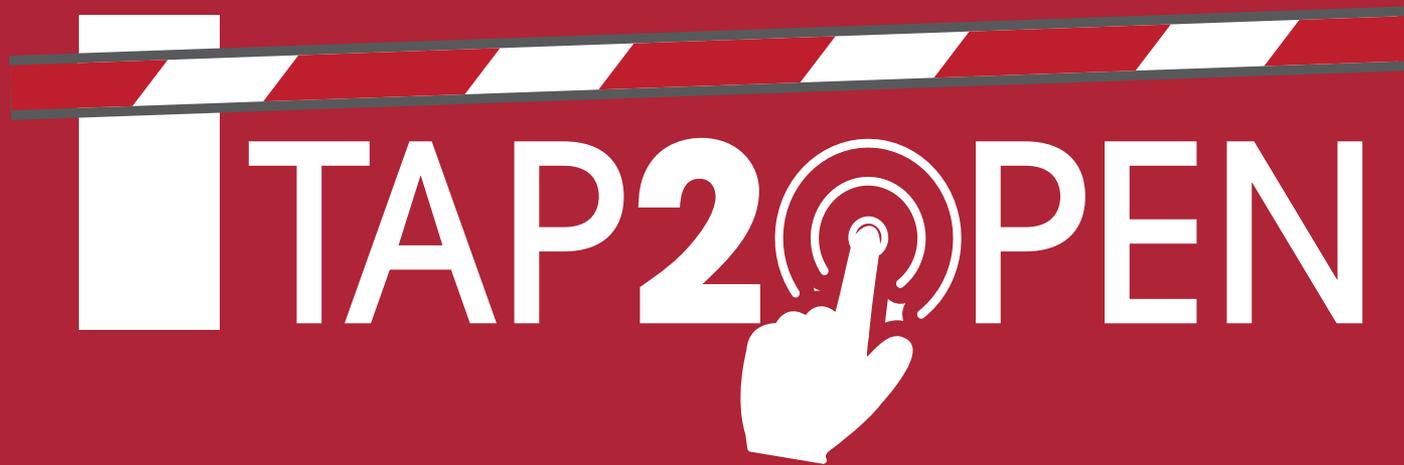
You can add the Tap2Open Resident Access app to your smartphone Home Screen for quick and easy access.

For Android:

- + Visit www.tap2open.com/access
- + Press the  or  menu icon usually found the upper right corner of the browser
- + Click "Add to Home screen"

For iPhone:

- + Visit www.tap2open.com/access
- + Press the  icon or the "Share" button
- + Click "Add to Home Screen"



Tap2Open, LLC

2234 N. Federal Hwy #447
Boca Raton, FL 33431

Have Questions?

support@tap2open.com
www.tap2open.com

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