





**RAMCO
PROTECTIVE**
Security Solutions By Professionals

HOW TO AUTHORIZE YOUR GUESTS FOR GATE ACCESS

1.  **INTERNET** (the easiest and preferred method)
 - a. Use your computer ... or your Apple or Android device
 - Download GateAccess.net (ABDi) from your device's app store (it's free!) ... and it will remember your login information so you don't have to enter it each time
 - b. Go to www.GateAccess.net
 - c. Select Community Code IGC from the drop-down list
 - d. Enter your User Name and Password
 - User Name = your 10 digit primary phone number (unless you changed it)
 - Password = your Security Code (PIN) (same as when using the Voice Message option)
 - e. Click Login
 - f. Click on the Guest List tab
 - Please 'scrub' your list by deleting old entries that no longer apply
 - Add your visitor's name ... along with the beginning and end date of their visit; leave the end date blank for 'permanent guests'
 - **Be sure to click 'Update'** on the right at the bottom of the list

2.  **VOICE MESSAGE (Dial 239.597.2005)**
 - a. Enter your Security Code (PIN) if asked
 - b. Follow the prompts. These options are *different* than our prior system. **DO NOT** hang up until told to do so or your authorization will not be recorded. You can authorize a guest for:
 - Today (press 1)
 - Tomorrow (press 2)
 - Today **and** tomorrow (press 3)
 - **Any** beginning and ending date you want (press 4)



Authorize Guests

My GateAccess.net Community Code: **IGC**

My GateAccess.net User Name: _____ Password: _____

Imperial Golf Estates Voice Authorization (239.597.2005) Security Code (PIN): _____

Forgot your User Name, Password or Security Code (PIN) ?

Send an email to BeverlyF@sandcastlecm.com; include your name, phone and address