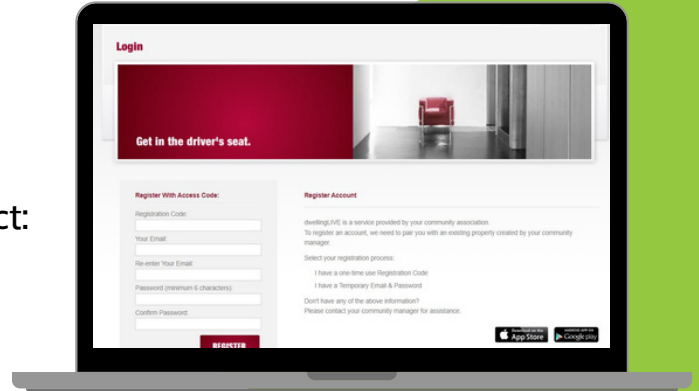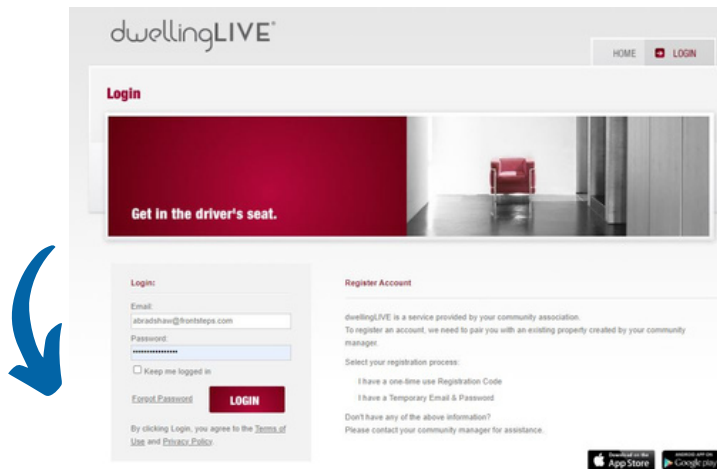# How-To Guide:

Add a guest or vendor (aka service provider) to your list and create ePasses on the web

If you do not already have a FRONTSTEPS dwellingLIVE account, please contact:

Darren Brooks, REATA District Manager
720-317-2491 or browning@coloradogolfclub.com
to set up your account today.

GETTING STARTED:

1 Open an internet browser (Chrome, Firefox, or Safari preferred) and go to community.dwellinglive.com

2 Login to your account using the same email and password that was created during the initial setup process.

3 Once you've logged in, locate the "**My Community**" section on the left-side of the page. Select "**Guest List**" from the drop-down menu.

4   Next, click on "Add Guest". This will be highlighted in blue at the top, right-side of the page.

5   Fill out the required information on the screen. You can create a temporary guest or a permanent guest. You also have the options to email a guest pass, text a guest pass, or both, Once completed, click "SAVE".
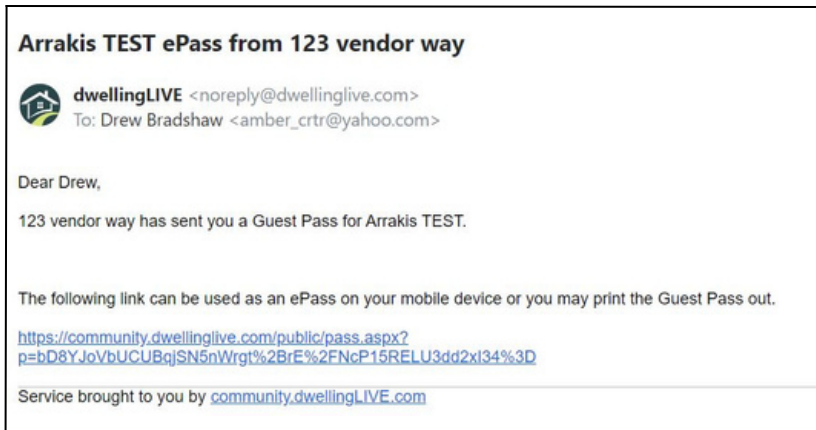
6 Next, you will receive a confirmation and guest overview. This is a sample of the ePass that was sent to your guest.
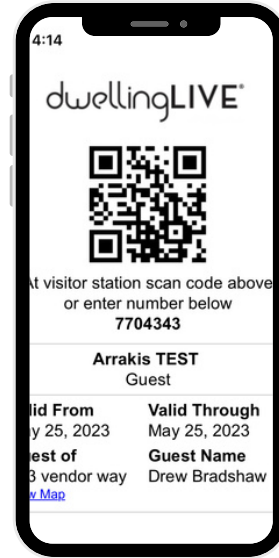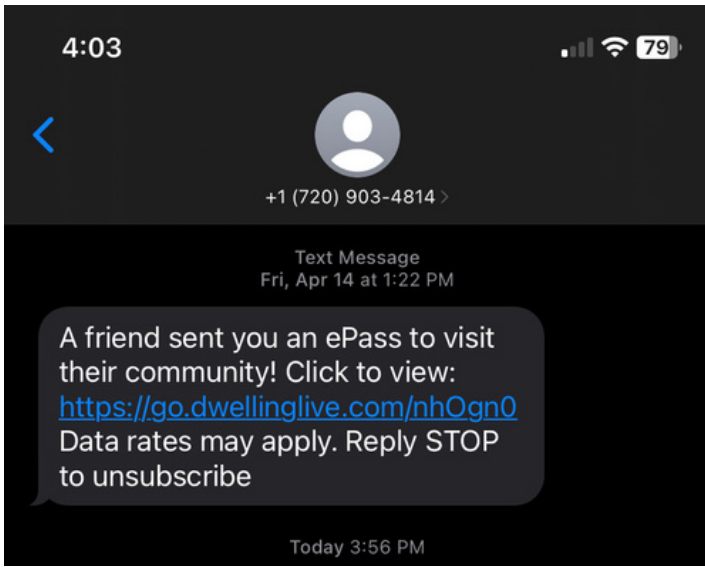

If you entered the recipient's email address, they will receive an email that looks like this:

The link within the email can be used as an ePass on their mobile device.

If you entered the recipient's phone number, they will receive a text message that looks like this:

The link within the text message will be their ePass to get inside the community.