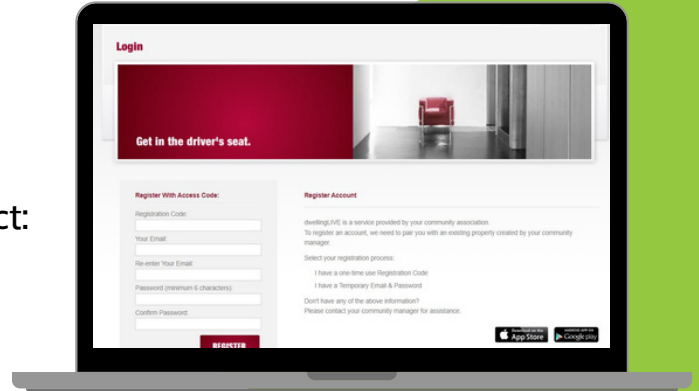


How-To Guide:

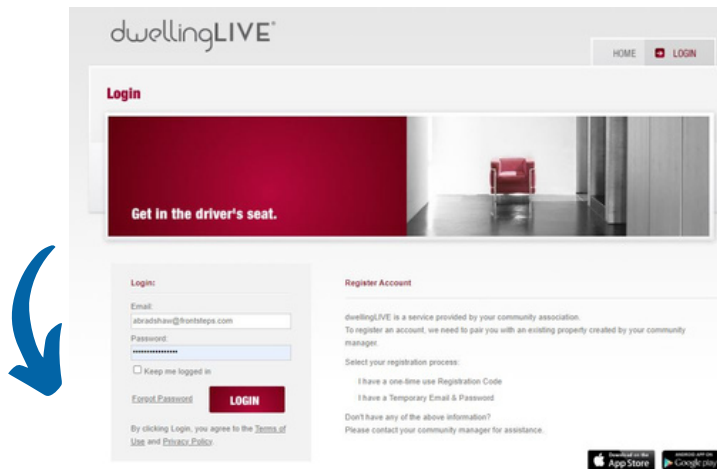
Add a guest or vendor (aka service provider) to your list and create ePasses on the web

If you do not already have a FRONTSTEPS dwellingLIVE account, please contact: **Darren Brooks, REATA District Manager** [720-317-2491](tel: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.



Welcome steph Test
Firewheel Estates Demo

Home My Account Change Account Tech Support Log Out

dwellingLIVE

BY FRONTSTEPS SECURE

My Community

Guest List  

[Add Guest](#) [Add Party](#) [Restrict Guest](#) [Guest History](#)

Verbal Confirmation Code: Resident/Owner:

Call Restrictions:

Call Priority:

1: 3:

2: 4:

[Save Preferences](#)

Guests Temporary Permanent Party Restricted

No guests found.

Vendors [Add](#)

Use of this website constitutes acceptance of dwellingLIVE's [Terms of Use](#) and [Privacy Policy](#) | [CCPA](#)

dwellingLIVE



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".

Add Guest [Back to Guest List](#)

Temporary Guest Permanent Guest Party Attendee

Select Pass Type:

First Name:

Last Name:

Company:

Email This Pass: Email

Email:

Text This Pass: Text

Phone Number:

Notes for Attendant:

Start Date:

End Date:

[Save](#) [Cancel](#)

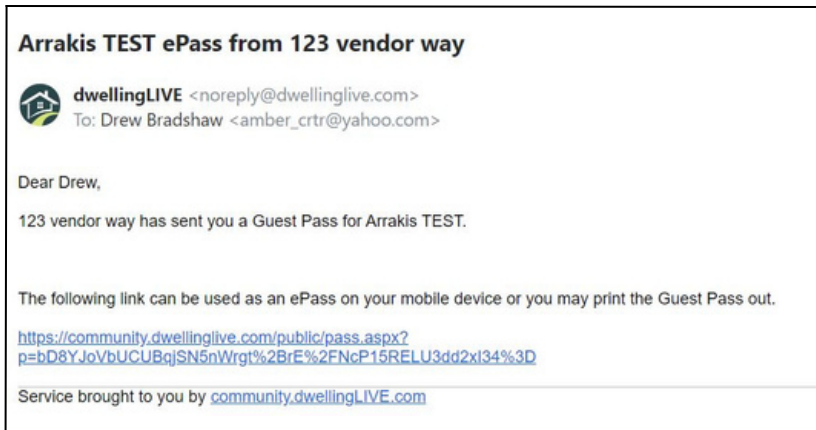




Next, you will receive a confirmation and guest overview. This is a sample of the ePass that was sent to your guest.

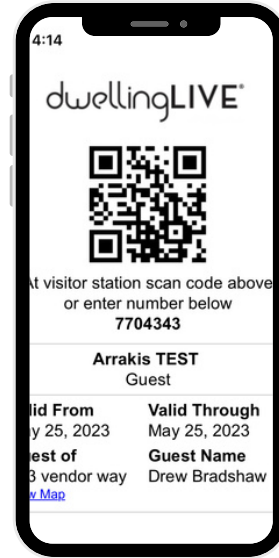
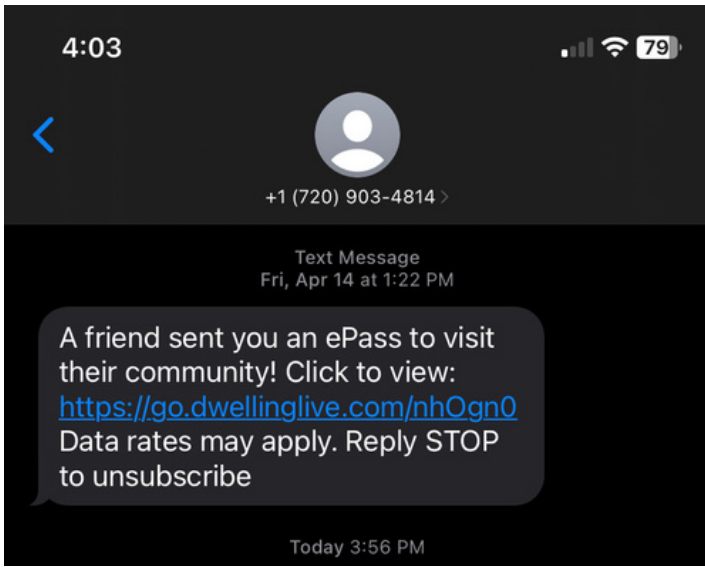


If you entered the recipient's email address, they will receive an email that looks like this:



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.

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