How-To Guide:

Receive email and text notifications of a guest's entry using

F R O N T S T = P S dwellingLIVE

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.

Get in the driver's seat.		1234 • • •
Register With Access Code:	Register Account	dwellingLIVE
Registration Code:		A FRONTST PS COMPANY
	dwellingLIVE is a service provided by your community association. To register an account, we need to pair you with an existing property cre	
Your Email	manager	frail
Re-enter Your Email	Select your registration process:	Recented
	I have a one-time use Registration Code	Password
Password (minimum 6 characters)	France a reproporary crimal & Password	Keen Mall conset In?
Confirm Password	Please contact your community manager for assistance.	 weep we copped in:
	-	Login
REGISTER		Forgot Password?

GETTING STARTED:

Login to your FRONTSTEPS dwellingLIVE account

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Under the Administration tab located at the top, left side of page, select "Community Directory".

O BY			′E ₅				
Administration	Staff Tools	Community Website	Visitor Managemen	t Credentialed Acces	s		
Dashboard Setup & Billing		2	Send Reg	istration Codes Categori	es Add Property Add Memi	ber Add Vendor	Add Facility
Community Direct Properties Club Members	1 ⁹				Property Member V	Vendor F Facili	ty 🚺 Tenant
Vendors		Las	t Name	First Name	Main Phone		
Community Staff		Pet	R	Judy		P	View
Advanced Search						_	
Reports						V	View
Order Center						V	View
Settings Website Theme		Pol	ce	Blackhawk			View
Export Data		Bla	ckhawk Police	Valley Stone			View
Inipert Data		Bla	ckhawk Police	CCC Sheriff			View
Blackhawk Police		Livi	ngston	David			View
Blackhawk Police		Sar	dy	David			View

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With the Community Directory, locate your desired address and click "view" on the right side of the page. 'View' is highlighted in light blue.

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Next, click the "Add" button located on the right side of the page. This is how you'll add a user to the system.

du By F		LIV secure	E				
Administration	Staff Tools Commu	unity Website	Visitor Management	Credentialed Acce	55		
Resident: 70	2 Fleming Str	eet (Pettit)					
Account Info Gue	est List Vendors	Vehicles Acce	ss Devices Pets	Assignments	Notes		
Account Info)				Print Property Profile	User History	Clear All User Data
Property Detail	s						
HOA Account #:		Ed	t Property Statu	s: Occupied		Edit	
Address:	702 Fleming Street Wylie TX 75098	Ed	t				
Lot #:		Ed	t				
Primary User:	Judy Pettit	Ed	t				
Name on Passes:	Address Only	Ed	t				
Member of:	Not Selected	Ed	t				
Users							Add



Fill out the information on the page (First name, last name, email, and new password). On the right side, you'll notice the section where you can setup email and text message notifications.

Photo		Owner O Resident O Tena	et Email / Text Me	essage Notificat	ion Settings	
		steph	Notification		Email	Text Message
NO PHOTO AV	ALADE	Last Name Test	Guest Passes Issued 8	& Denied		•
Choose File No fi	le chosen	Relation to Owner	Guest Registration Cor	nfirmation	2	
		Email	Taut Marraga Dhone	Calari Dona di Ju	Caleri Dravider	
		New Password (minimum 6 characte	(rs)			
		Confirm New Password			7 🤝	
_		Confirm New Password	Da	C		
Allow user to add	and edit other users lie Access	Confirm New Password	Q			
Allow user to add	I and edit other users IIE Access STS	Confirm New Password	Community Add	dress Book Set	tings	
Allow user to add Board Member F Phone Numbe Phone Name	d and edit other users lie Access 2FS Phone # Fon 214	confirm New Password	Community Add	dress Book Set	tings	
Allow user to add Board Member F Phone Numbe Phone Name	and edit other users lie Access Prise Phone # Fon 214 ©	In their account	Community Add Enter the p	dress Book Set	tings umber h	nere
Allow user to add Board Member F Phone Numbe Phone Name	and edit other users lie Access Prone # Fon 214 © @	contine New Password met (000) 000-0000 2142122247 Stephanie Kennedy 2147946691 John Kennedy	Community Add Enter the p	dress Book Set	tings umber h	nere

After entering the phone number below, select that number from the dropdown menu, then select the provider here.

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Next, click the "SAVE" button. Now you will receive notifications when your guests enter the community.

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