

Login Information for Guest Access

Community Code: SBE

User Name: Your primary phone #, no parenthesis or dashes

PIN/Password: _____

CALL AUTHORIZATION INSTRUCTIONS

(Available 24 hours a day, 7 days a week)

1. **Dial the following number (407) 306-8288.** The computer will pick up and request that you enter your personal security PIN # and then press the # sign. The computer system will walk you through a series of steps in order to add your guest to the guest list.
2. Next, the computer will ask you to press 1# if you expect your guest today, press 2# if you expect your guest tomorrow, or press 3# if you wish to clear your guest for both today and tomorrow. For any other date press 4.
3. If you press 4 for another date, the system will ask you to enter the month and then the # sign. For example, enter 8# for August. Next, you will be asked to enter the day of arrival followed by the # sign. For example, press 16# for the 16th of the month. Finally you will enter the year followed by the # sign. Once verified as a valid date, the system will prompt you for the number of days that you would like to clear your guest. For example pressing 7# would clear the guest for 7 days. When complete the phone system will read back the date and number of days, which you may accept by pressing 1 and the # sign or reject and try again by pressing 2#.

*****Please DO NOT hang up until the computer prompts you to do so.**

4. Your visitor will now be authorized to enter. The message will now be stored in the system for the number of days you have cleared him/her. Upon expiration this guest will no longer appear on your guest list.

NOTES:

- The computer can only recognize touch-tone phones.
- No one will be admitted to the community without prior authorization.



www.gateaccess.net

Gate Access Online - a premier website that allows residents of member communities to access certain parts of their file's information. The specific areas available are decided upon by the HOA, and differ from one community to the next.

1. Visit www.gateaccess.net and enter your personal login information. Begin with entering your community code **SBE** from the drop down menu.
2. Then, enter your primary telephone number associated with the account with no parenthesis or dashes.
3. Next, enter the 4 digit PIN given to you by the management office. Upon successful login, the OVERVIEW page will open up, with community news and important phone numbers.

To Change your username or password:

- Navigate to the LOGIN INFORMATION tab and enter a username that you would like to use, as well as a password you can easily remember. If the username that you selected is already in use, the system will let you know so that you can pick a different one. Follow the guidelines on the page in order to select a valid username and a strong password.



At the bottom right corner of each page you will find a HELP button. Clicking on this button will generate a pop-up screen detailing information regarding the open screen. Use this information for help or questions regarding editing, deleting or adding data.

**For additional help please contact your property management office. For questions regarding the website itself, or if you need help with specific tasks, please write to Support@abdi.net and an engineer will get back to you. Please specify the name of your community, as well as the description of your problem and your contact information.