Step 1: Log into TEKControl & click this Add Visitors button.

Add Visitor

Step 2: Type in your guest's First AND Last name

Or

the Company Name.

First Name *
Sebastian

Last Name *
Freeman

Company
Thompson Mill Guardhouse

Destination *

NOTE: Do not select anything for Destination or Additional Destination. These are unused features.

Additional Destination

Type *
Temporary Visitor

Step 3: Select the type of visitor. This is where you can designate them as Temporary or Permanent.

Schedule Date
12/12/2024   ☑ Add Time

Contact Email

Expiration Date
12/12/2024   ☑ Add Time

Contact Pho

Also, add everyone in the household as Residents, in case they need to enter without their RFID.

OPTIONAL: If you want to send an ePass, type in their email or phone number. Otherwise, that information is _not_ required.

| Save | Save and Send E-Pass | Deny Visitor | Cancel |

Step 5: Click Save

OR

Click "**Save and Send E-Pass**" if you entered a phone number or email address.

Step 4: IF you designate a time, they can only enter between Scheduled and Expiration date/time. Otherwise, the default access begins as soon as you enter them and ends at 11:59pm.

Helpful Tips!

- **Allow 5 minutes for an ePass to get into the system before your guest attempts to use it at a Gate.**
- **Please do not list your guests by a nickname or an alias, as guards match their ID to your guest list to grant entry.**

- **If you have a large remodel or construction project, please include "Contractor" in the General Contractor's name or company when you add that person/business to your guest list.**

  This helps guards in the event of language barriers or incomplete information