Step 1: Log into TEKControl

Step 2: Click on the Gear symbol at the top right, then click on "Profile Settings"

| Profile | Address / Contact | Vehicle(s) | Out of Town | Access Credential(s) | Family | Pet(s) | ✕ |

Username: ████████

Change Password
Edit Profile Image

First Name *
Sebastian

Last Name *
Freeman

Security Pin ❓

Notes
Notes for officers when processing visitors

NOTIFICATIONS OPT-IN

☑ Announcement/Alert By Email?
☐ Visitor Arrival By Email?
☐ Visitor Departure By Email?
☐ Visitor Denial By Email?
☐ Visitor Schedule By Email?

☑ Announcement/Alert By SMS?
☑ Visitor Arrival By SMS?
☐ Visitor Departure By SMS?
☐ Visitor Denial By SMS?
☐ Visitor Schedule By SMS?

Step 3: This is your Profile Settings. Areas highlighted Yellow are features not used in our community.

Please do NOT change your first and last names. These are the fields guards search by when a visitor gives us your name instead of address.

NOTES: Remember, guards can see this on their computer, but they will **NOT** see it at all until they look you up to search for a visitor name.

This field is best for telling guards something like "Joe is our elderly father living with us. Please expect healthcare/hospice."

According to the Rules and Regulations, "Each homeowner shall ensure that the notifications in their TEKWave account are set to receive both text and email announcements. "

Step 4: To comply with this, make sure you see check marks in the boxes next to Announcement/Alert by Email _and_ Announcement/Alert by SMS. If there is not a check mark, click on it, and it will appear.

All other Notifications are optional, and you may select these as desired.

Step 5: Scroll to the bottom of the Profile Settings window.

Click on the Save button to keep and save any changes you have made.

☐ Visitor Schedule By Email?   ☐ Visitor Schedule By SMS?

Save   Cancel