



Vendor Training

Participants

- Cedric White – Ocean Lakes Campground
- Tracy Wright – Ocean Lakes Campground
- Kim Lynch – Ocean Lakes Campground
- Taylor James – SymLiv
- Pete Lee – SymLiv

Today's Agenda

1. Introductions

2. Meet the Team

- a. Ocean Lakes
- b. SymLiv

3. Vendor Training

- 1. Overview
- 2. Lessons

4. Customer Support

5. Questions

Implementation

Two Phased Implementation: Note...Everyone with access currently, will maintain access.

➤ **Phase 1: Establish Contractor Accounts**

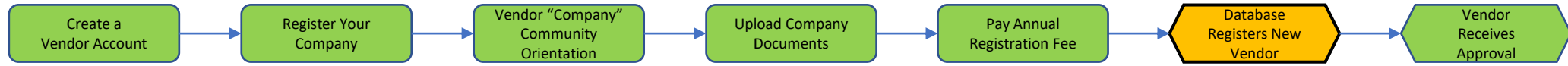
- Starts on January 8, 2023
- Contractors will have access to the Portal
- Contractors have 30 days to access their accounts and complete the annual registration process
 - Verifying / updating the company's background information
 - Reviewing a Community Orientation
 - Uploading required documentation
 - Paying the annual registration fee
- During this phase, the Ocean Lakes Compliance Office will review each contractor's record for compliance.

➤ **Phase 2: Badge Renewals**

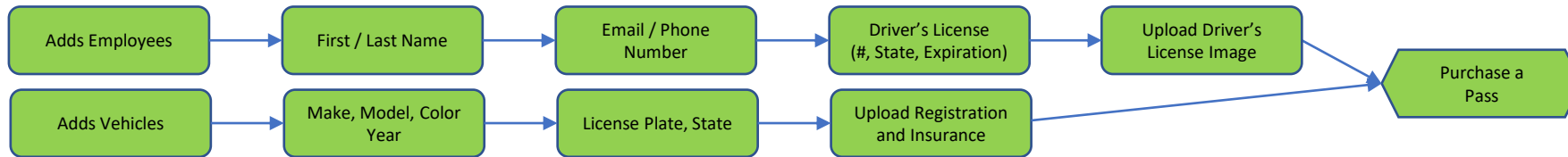
- Starts after each Contractor's account is Approved by the Compliance Office
- Contractors will need to verify their employee information (My Profile)
 - Ensure employees are still working for the company
 - Verify badge numbers by employee
 - Update required Employee information (Driver License / authorized form of Identification)
- Contractors should start this process once their accounts are approved
- Is required to renew any badges

Vendor Process Map

Vendor Registers with Community



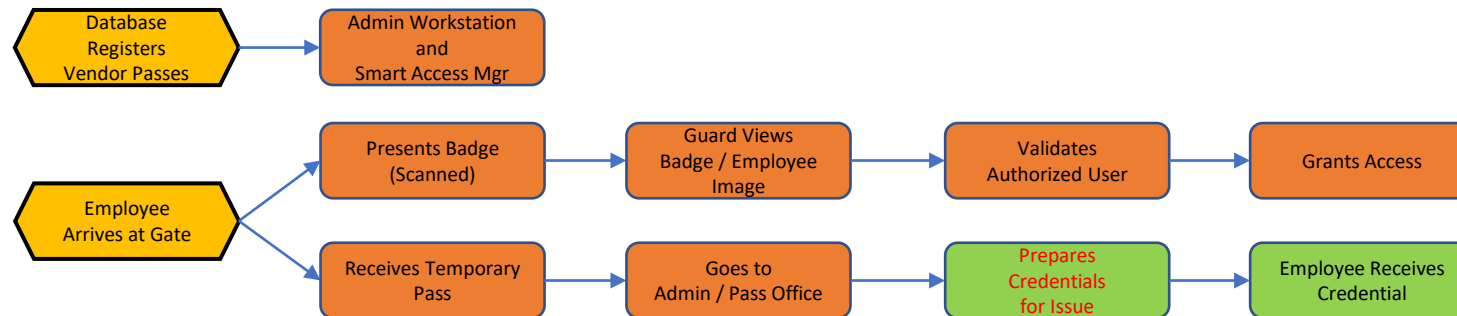
Vendor Builds Profile



Vendor Purchases Passes



Admin Role



Contractor Access



- ☐ Lesson 1: Create a User Account
- ☐ Lesson 2: Register Your Company
- ☐ Lesson 3: My Company Profile
- ☐ Lesson 4: Purchase a Pass (**Badge**)
- ☐ Lesson 5: My Passes
- ☐ Lesson 6: Review Community Rules
- ☐ Customer Support

Lesson 1: Create a User Account



- **Existing Contractors** will claim their accounts using the “Forgot Password” feature
 - 1) Input your account email in the “Email Address”
 - 2) Click on “Forgot Password”
- **New Contractors** will select Create Account
 - 1) Select “Create Account”

The screenshot shows the Ocean Lakes Family Campground Contractor Portal. On the left, a blue box with a star wearing sunglasses contains the text "Don't have an account?" and a "Create Account" button. A red arrow points from the text "New Contractors" below to the "Create Account" button. On the right, a white box contains the text "Existing Contractors" in red. Below this, it says "Welcome to the Ocean Lakes Contractor Portal" and "Registration is required for all contractors entering the community. If you have previously created an account please log in below to access your account and register a new visit or get a pass." It then asks "Please log in to your account" and provides fields for "Email Address" and "Password". A red arrow points from the text "Existing Contractors" to the "Email Address" field, which contains the text "Company@email.com". Another red arrow points from the "Forgot Password?" link to the "Forgot Password?" text, which is circled in red. A "Login" button is also visible.

Lesson 1: Create a User Account



➤ **Existing Contractors will claim their accounts using the “Forgot Password” feature**

- 1) Input your account email in the “Email Address”
- 2) Click on “Forgot Password”
- 3) Input your account email in the “Forgot Password” email field

Logout

Don't have an account?
Create Account

Welcome to the Ocean Lakes Contractor Portal
Registration is required for all contractors entering the community. If you have previously created an account, please log in below to access your account and register a new visit or get a pass.

Please log in to your account
Email Address
Password
Forgot Password? Login

Logout

Forgot Password?
Enter your email address and we'll send you a link to reset your password
Email Address
Enter

Lesson 1: Create a User Account



- 4) Check your email for “Reset Password” email *[if no email make sure to check your Spam folder]*
- 5) From the email, type or copy the code into the “Verification Code” field and select “Enter”
- 6) Next, enter your new password and confirm your password with matching entries.
- 7) Upon completion, you will be redirected to the Log-In page.

Ocean Lakes FAMILY CAMPGROUND

español

Forgot Password?

Please enter the verification code

Verification Code VOqQzmnezt

Did not receive an email? Enter

Ocean Lakes FAMILY CAMPGROUND

español

Forgot Password?

Please enter your new password below

Enter your new password Password

Confirm your new password Password

Reset My Password

Lesson 1: Create a User Account



➤ New Contractors will “Create an Account”

1) Click on the “Create Account”

Note: This is a User Account recommended for the individual processing and managing the access badges for a company.

2) Complete each of the text fields

- a. First Name
- b. Last Name
- c. Email Address
- d. Password
- e. Verify Password

Note: The Email Address is the establishes the account and can not be changed; recommend using a generic email not tied to a specific individual.

Lesson 1: Create a User Account



➤ Next Lesson: Register Your Company

Welcome to Ocean Lakes

Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass

Step 1: Register Your Company
Step 2: Community Orientation
Step 3: Upload Documents
Step 4: Secure Checkout

Step 1: Register Your Company
Please provide the required information below

Business Name

Business Type
Select Your Business Type

Business License Number

Business Address

City State
Select Your State

Zip Code

Primary Company Contact:

First Name Last Name
James Madison

Email Address
jm@email.com

Primary Phone Number
+1

Alternate Phone Number
+1

Emergency Company Contact:

Emergency Contact Name

Emergency Contact Cell Phone Number
+1

Please verify that the above information is current and accurate.

Continue

Lesson 2: Register Your Company



➤ Four-Step Process

- **Step 1: Register Your Company**
- Step 2: Community Orientation
- Step 3: Upload Documents
- Step 4: Secure Check Out

The screenshot displays the registration interface for Ocean Lakes Family Campground. At the top, the logo and a 'Help' link are visible. A welcome message states: 'Welcome to Ocean Lakes. Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass.' Below this, a progress bar shows four steps: Step 1 (Register Your Company), Step 2 (Community Orientation), Step 3 (Upload Documents), and Step 4 (Secure Checkout). Step 1 is the active step, with the instruction 'Please provide the required information below'.

Business Information:

- Business Name: South Carolina Shutters
- Business Type: Carpenters/Handymen
- Business License Number: SC12345678
- Business Address: 1 Seaside Drive
- City: Oceanside, State: South Carolina
- Zip Code: 78567

Primary Company Contact:

- First Name: John, Last Name: Smith
- Email Address: js@email.com
- Primary Phone Number: +1 (850) 850-8500
- Alternate Phone Number: +1 (860) 860-8600

Emergency Company Contact:

- Emergency Contact Name: Andy Taylor
- Emergency Contact Cell Phone Number: +1 (870) 870-8700

A disclaimer at the bottom reads: 'Please verify that the above information is current and accurate.' A blue 'Continue' button is at the bottom right.

Lesson 2: Register Your Company



➤ Four-Step Process

- Step 1: Register Your Company
- **Step 2: Community Orientation**
- Step 3: Upload Documents
- Step 4: Secure Check Out

The screenshot shows the Ocean Lakes Family Campground registration interface. At the top, the logo and a language selector (español) are visible. The main heading is "Welcome to Ocean Lakes". Below it, a paragraph states: "Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass". A progress bar shows four steps: Step 1 (Register Your Company), Step 2 (Community Orientation - currently active), Step 3 (Upload Documents), and Step 4 (Secure Checkout). The main content area for Step 2 is a large grey box with the text "Carpenters/Handymen education is not found". At the bottom of this box is a blue "Continue" button. The footer contains links for "Privacy Policy" and "Terms and Conditions", and a copyright notice: "Copyright Ocean Lakes 2021 | Terms of use | Powered by GuestPass".

Lesson 2: Register Your Company



➤ Four-Step Process

- Step 1: Register Your Company
- Step 2: Community Orientation
- **Step 3: Upload Documents**
- Step 4: Secure Check Out

Note: "Pending Review" status

Lesson 2: Register Your Company



➤ Four-Step Process

- Step 1: Register Your Company
- Step 2: Community Orientation
- Step 3: Upload Documents
- **Step 4: Secure Check Out**

The screenshot shows the 'Step 4: Review Information' page of the Ocean Lakes Family Campground registration process. At the top, the Ocean Lakes logo is visible, along with a language selector (español) and a user icon. Below the logo, a welcome message states: 'Welcome to Ocean Lakes. Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass.' A progress bar shows four steps: Step 1 (Register Your Company), Step 2 (Community Orientation), Step 3 (Upload Documents), and Step 4 (Secure Checkout), with Step 4 being the active step. The main heading is 'Step 4: Review Information', followed by the instruction: 'Please verify all information displayed is current and accurate before submitting purchase.' Below this, a 'Review Information' section contains a table of user details. To the right of the table, a 'Total' of '\$500' is displayed. At the bottom of the form, there are two buttons: 'Edit Documents' and 'Confirm Purchase'.

Review Information	
Please verify all information below is correct	
Company Information	Edit
NAME	John Smith
EMAIL ADDRESS	js@email.com
BUSINESS NAME	South Carolina Shutters
BUSINESS LICENSE	SC12345678
BUSINESS ADDRESS	1 Seaside Drive
CITY	Oceanside
STATE	South Carolina
ZIP CODE	78567
BUSINESS PHONE NUMBER	18508508500
ALTERNATE PHONE NUMBER	
EMERGENCY CONTACT NAME	Andy Taylor
EMERGENCY CONTACT CELL PHONE NUMBER	18708708700

Edit Documents

Confirm Purchase

Lesson 2: Register Your Company



➤ Stripe Payment Processor

- Can save CC information

← Test Connect Account TEST MODE

Ocean Lakes Contractor Annual Registration Fee
\$500.00

Powered by [stripe](#) | [Terms](#) [Privacy](#)

Contact information

Email

Payment method

Card US bank account

Card information

1234 1234 1234 1234 VISA M C A

MM / YY CVC

Cardholder name

Full name on card

Country or region

United States

ZIP

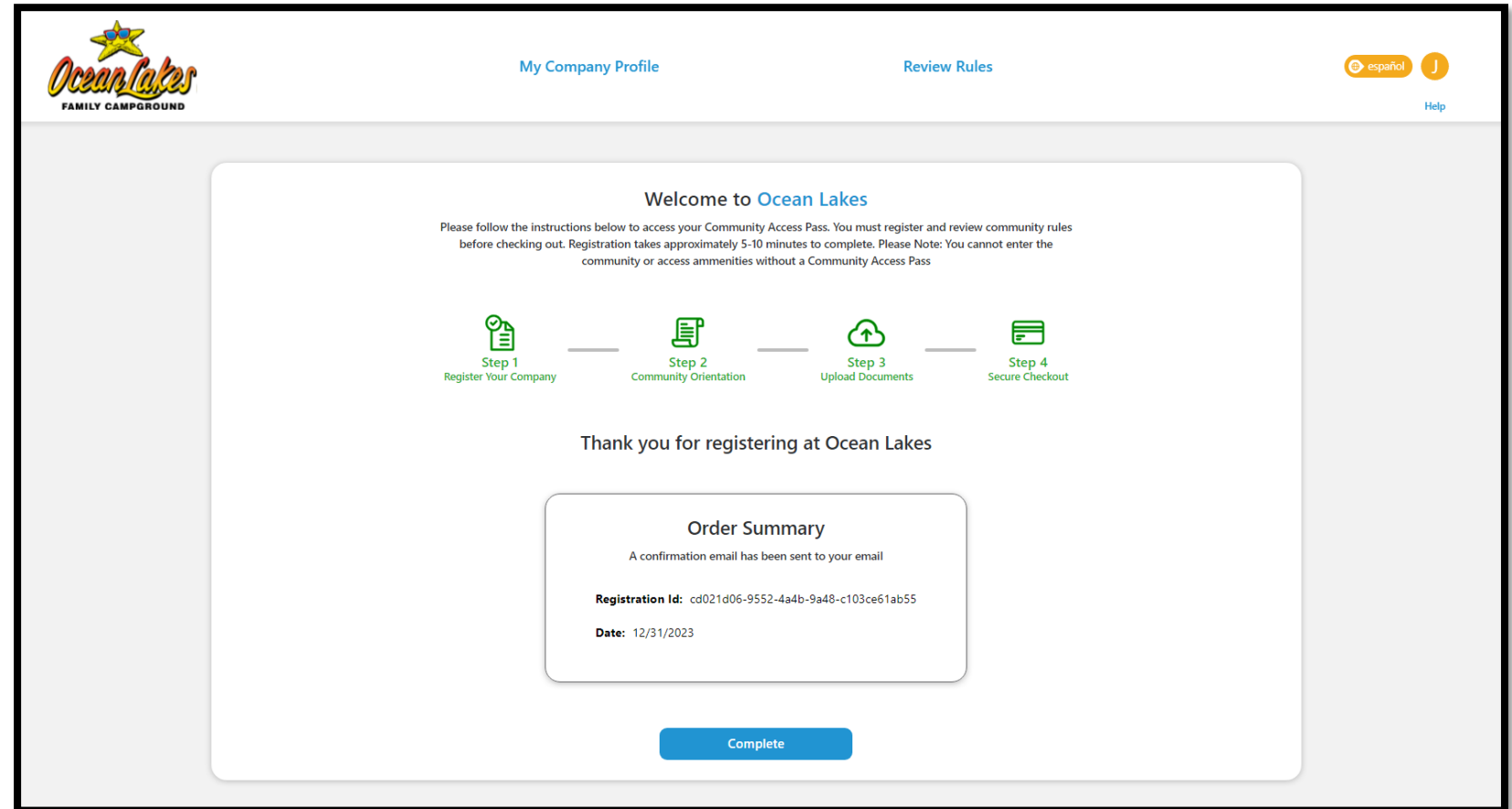
Pay

Lesson 2: Register Your Company



➤ Thank You for Registering!!

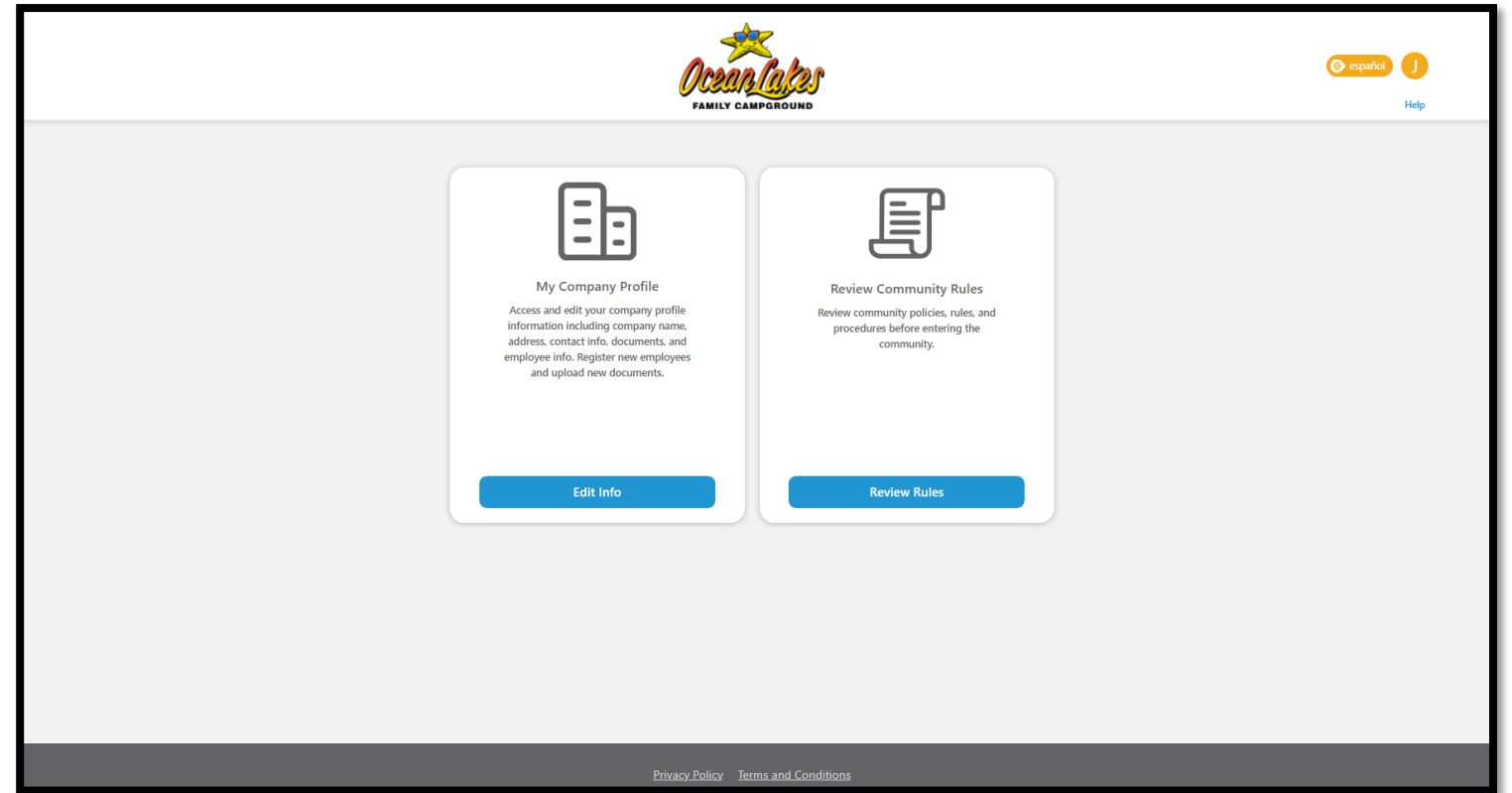
- Contractor Receipt
- Pending Admin Review / Approval



Lesson 2: Register Your Company



➤ Next Lesson: My Company Profile

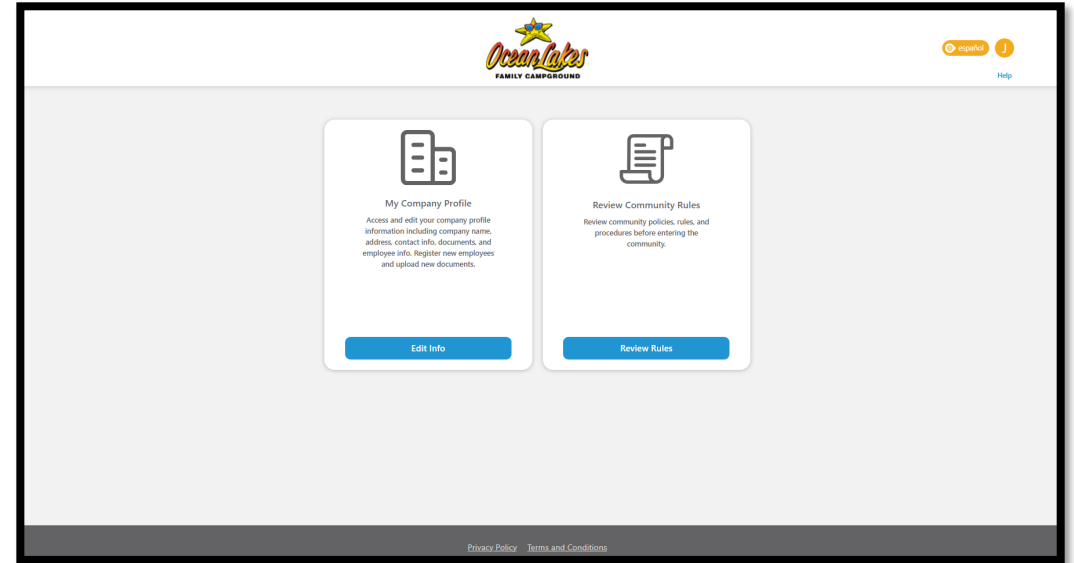


Lesson 3: My Company Profile



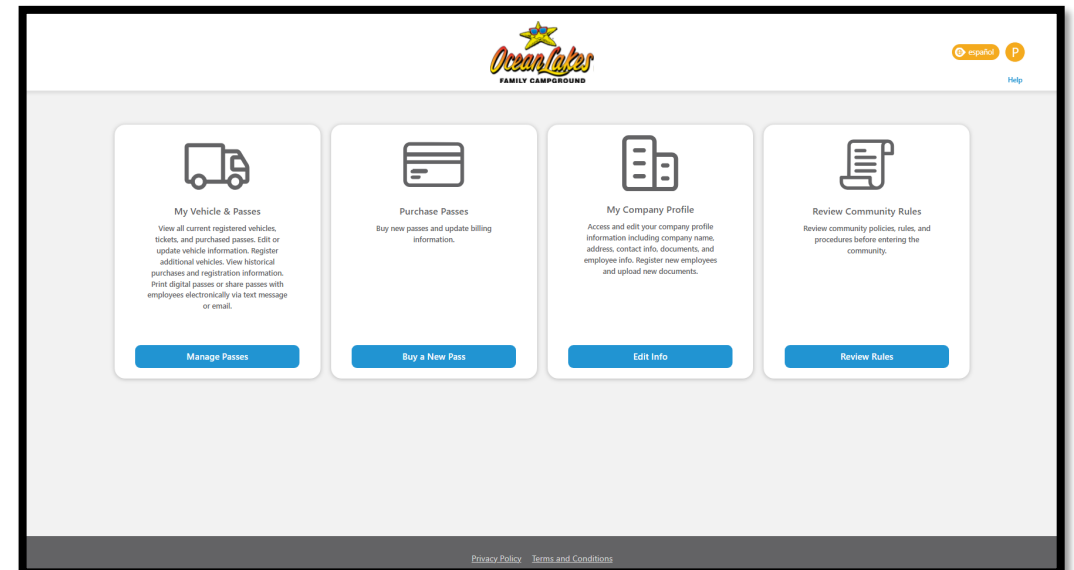
➤ Account (Unapproved)

- Compliance will review and approve
- Contractor will receive notification of approval



➤ Account (Approved)

- My Company Profile
- Purchase Passes (Badges)
- My Vehicles and Passes
- Review Community Rules

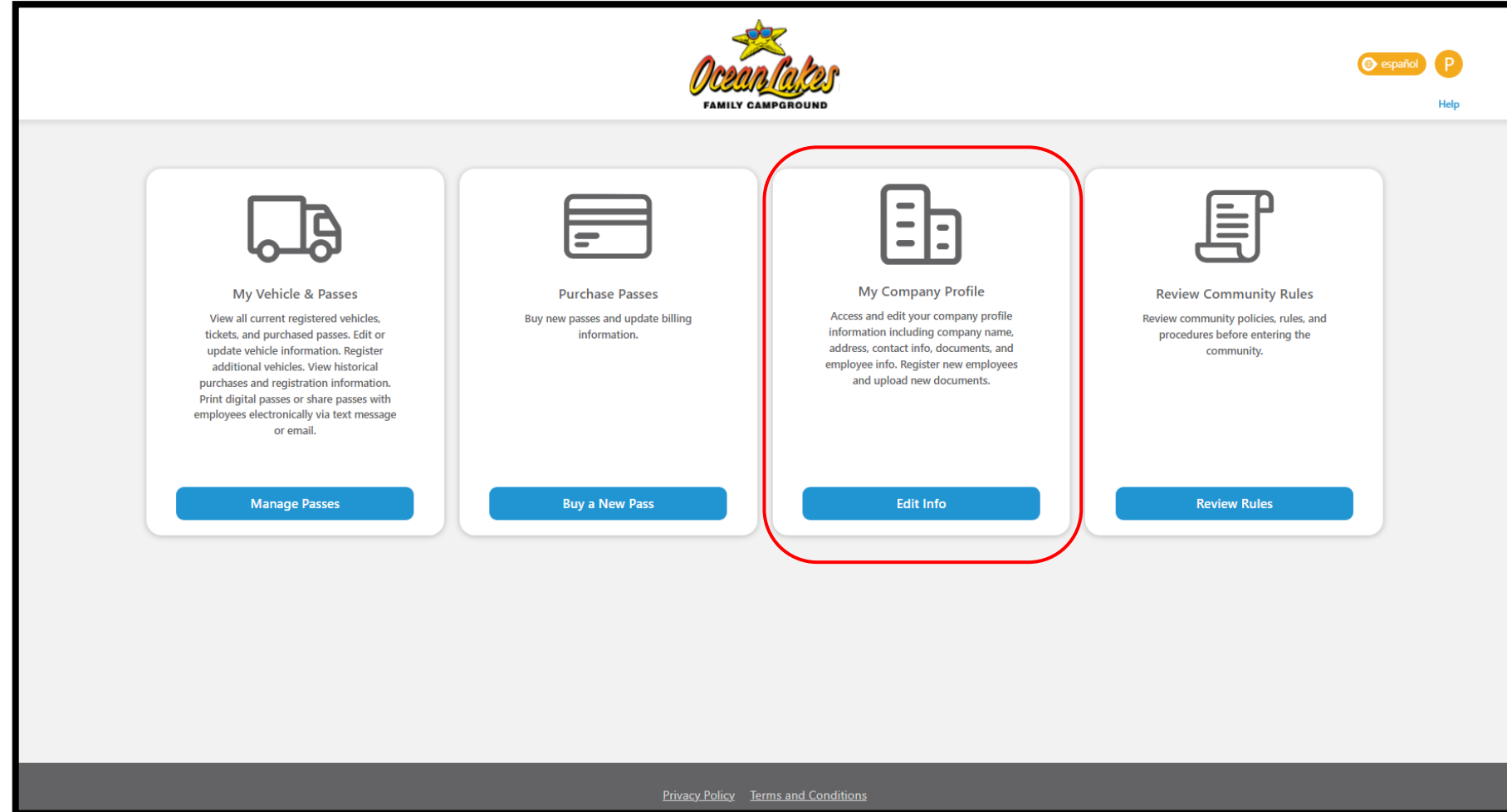


Lesson 3: My Company Profile



➤ Account (Approved)

- **My Company Profile**
- Purchase Passes (Badges)
- My Vehicles and Passes
- Review Community Rules



Lesson 3: My Company Profile



➤ Company Profile

- **Company Profile**
- Company Documents
- Employees
- Vehicles

▪ Within Company Profile

- Business Information
- Primary Company Contact
- Emergency Company Contact
- “Save Changes”

My Passes **Buy New Pass** **My Company Profile** **Review Rules** **español** **P** **Help**

Company Profile

- Company Profile
- Company Documents
- Employees
- Vehicles

Business Name
Lee Construction LLC

Business Type
General Contractors

Business License Number
1234567

Business Address
10 Washington Street

City
Norman

State
Oklahoma

Zip Code
73026

Primary Company Contact:

First Name
Pete

Last Name
Lee

Email Address
peter.lee@symliv.com

Primary Phone Number
+1 (850) 850-8500

Alternate Phone Number
+1 (860) 860-8600

Emergency Company Contact:

Emergency Contact Name
John Smith

Emergency Contact Cell Phone Number
+1 (870) 870-8700

Please verify that the above information is current and accurate.

Save Changes

Lesson 3: My Company Profile



➤ Company Profile

- Company Profile
- **Company Documents**
- Employees
- Vehicles

▪ Actions:

- Ability to View/Download
- Ability to Delete

▪ Add Document:

- Document Name (text)
- Document Type (dropdown)
- Browse files for upload
- Upload Documents

The screenshot shows the 'My Company Profile' page with the 'Company Documents' section active. The table lists three documents: HCBL, Liability Insurance, and Workers Compensation. The 'Actions' menu for the first document is expanded, showing 'View/Download' and 'Delete' options. The 'ADD DOCUMENT' modal is open, showing fields for 'Document Name' and 'Document Type', a 'Browse Files' button, and an 'Upload' button.

Document Name	File Type	Upload Date
HCBL	PDF	12/30/2023
Liability Insurance	Insurance PDF	12/31/
Workers Compensation	WC PDF	12/31/

Lesson 3: My Company Profile



➤ Company Profile

- Company Profile
- Company Documents
- **Employees**
- Vehicles

▪ Actions:

- Ability to View
- Ability to Delete

▪ Add Employee:

- Next slide....

Employees

	Last Name	First Name	Phone Number	Email	Driver's License#	Proximity Card	DL Expiration
Actions	Lee	Peter	18588508500	peter.lee+dl@symliv.com	L000661640240		01/24/2027
Actions	Taylor	Andy	18608608600	at@email.com			01/25/2026
Actions	Wayne	John	18808808800	jw@email.com			--/--/----
Actions	Fife	Barney	18708708700	bf@email.com			01/25/2026
Actions	Ole	Employee	18108108100	eo@email.com			11/28/2024

Add Employee

To add an employee, please enter the employee's name, phone number and email.

☐ Other Form of Identification / Use Photo

Employee 1

Scan/Upload Driver's License

First Name * Last Name *

Phone Number * (+)

Email *

DL Expiration mm/dd/yyyy

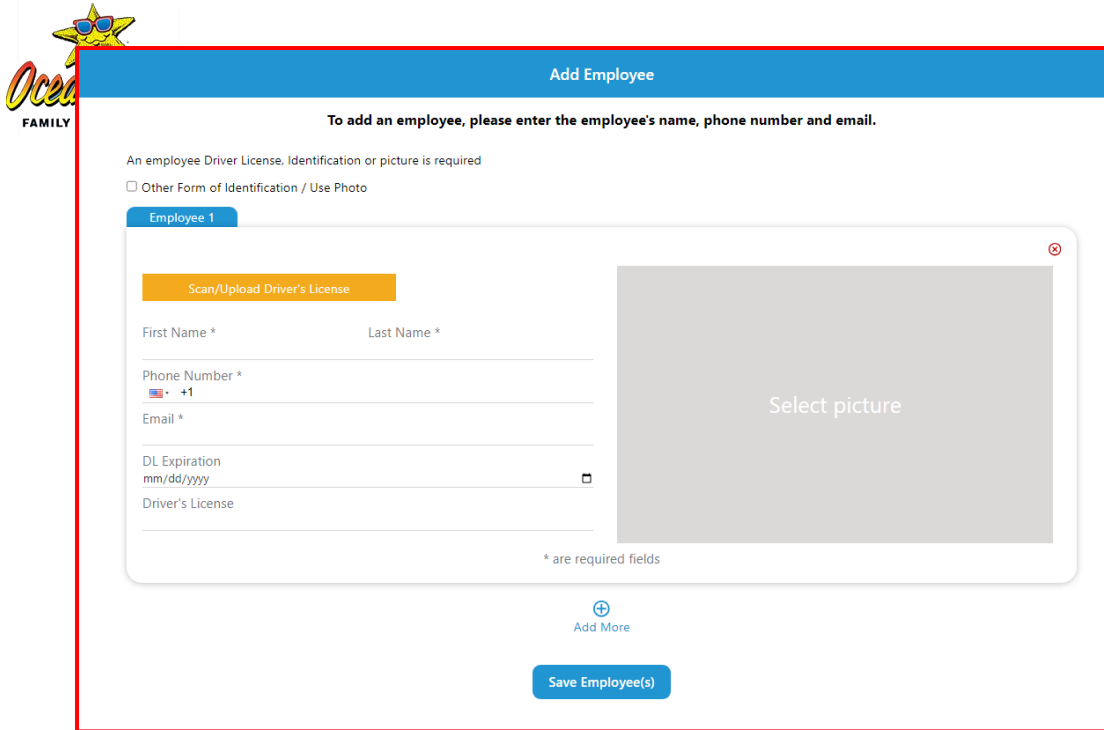
Driver's License

* are required fields

Add More

Save Employee(s)

Lesson 3: My Company Profile



Add Employee

To add an employee, please enter the employee's name, phone number and email.

An employee Driver License, Identification or picture is required

☐ Other Form of Identification / Use Photo

Employee 1

Scan/Upload Driver's License

First Name * Last Name *

Phone Number *
+1

Email *

DL Expiration
mm/dd/yyyy

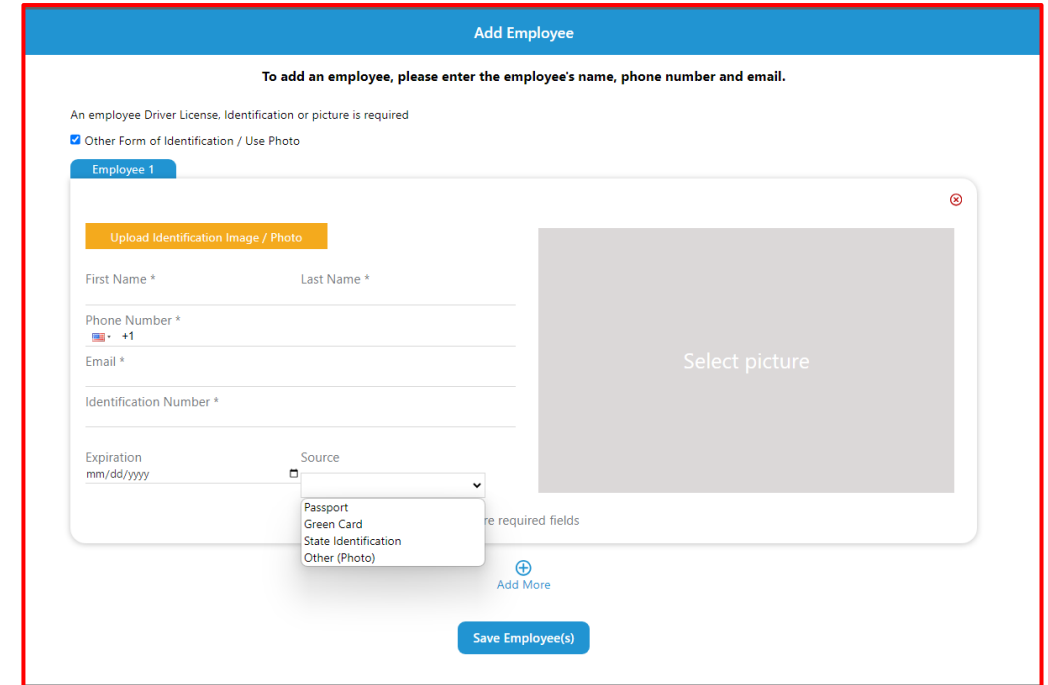
Driver's License

Select picture

* are required fields

[Add More](#)

[Save Employee\(s\)](#)



Add Employee

To add an employee, please enter the employee's name, phone number and email.

An employee Driver License, Identification or picture is required

☒ Other Form of Identification / Use Photo

Employee 1

Upload Identification Image / Photo

First Name * Last Name *

Phone Number *
+1

Email *

Identification Number *

Expiration
mm/dd/yyyy

Source
Passport
Green Card
State Identification
Other (Photo)

Select picture

* are required fields

[Add More](#)

[Save Employee\(s\)](#)

➤ Add Employee: w/ Driver License

- Upload picture of Driver License
- Input required information

➤ Add Employee: Other Form of Identification

- Upload picture of Identification
- Input required information

- Note: Compliance Office will review the information when a badge is purchased

Lesson 3: My Company Profile



➤ Company Profile

- Company Profile
- Company Documents
- Employees
- **Vehicles**

▪ Actions:

- Ability to Edit
- Ability to Delete

▪ Add Vehicle:


- Input Required Information
- Upload Required Documentation
- “Save” your changes

The screenshot displays the 'My Company Profile' page for Ocean Lakes Family Campground. The 'Vehicles' section is active, showing a table of existing vehicles. A red box highlights the 'Add vehicle +' button in the top right corner. Another red box highlights the 'Actions' menu for the 'Chevy' vehicle in the table. A third red box highlights the 'Add Vehicle' modal form, which contains fields for Vehicle Make, Vehicle Model, Vehicle Type, License Plate, Year, Vehicle Color, License Plate State, Vehicle Fleet Number, Set Insurance, and Set Registration. The modal also includes 'Upload File...' buttons and a 'Save' button at the bottom.


Make	Type	Model	Year	Plate Number	Plate State	Fleet Number
Ford	Pickup Truck	F-150	2023	RAINER	OK	
Chevy	Sports Utility Vehicle ...	Tahoe	2021	RAINER	OK	

Lesson 4: Purchase a Badge






[español](#) [P](#)
[Help](#)



My Vehicle & Passes

View all current registered vehicles, tickets, and purchased passes. Edit or update vehicle information. Register additional vehicles. View historical purchases and registration information. Print digital passes or share passes with employees electronically via text message or email.


[Manage Passes](#)



Purchase Passes

Buy new passes and update billing information.


[Buy a New Pass](#)



My Company Profile

Access and edit your company profile information including company name, address, contact info, documents, and employee info. Register new employees and upload new documents.

[Edit Info](#)



Review Community Rules

Review community policies, rules, and procedures before entering the community.

[Review Rules](#)

[Privacy Policy](#) [Terms and Conditions](#)

Lesson 4: Purchase a Badge



- **All Contractor Employees must check-in prior to entering the Ocean Lakes Family Campground**
- **Annual Badges are available for \$30**
- **Purchase a Pass**
 - Employee Badge w/ Driver License
 - Employee Badge w/ No Driver License
 - Employee Badge w/ Drone License

Ocean Lakes
FAMILY CAMPGROUND

[My Passes](#) [Buy New Pass](#) [My Company Profile](#) [Review Rules](#) [español](#) [P](#) [Help](#)

Welcome to **Ocean Lakes**

Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass

Pass Selection
Please select passes below

Employee Badges	Vehicle Passes
<p>Pass Type: Employee Badge w No Driver's License</p> <p>Price: \$30.00 Per Vehicle</p> <p>Number of Passes - 1 +</p>	<p>Pass Type: Vehicle Day Pass</p> <p>Price: \$15.00 Per Vehicle</p> <p>Number of Passes - 0 +</p>
<p>Pass Type: Employee Badge w Driver's License</p> <p>Price: \$30.00 Per Vehicle</p> <p>Number of Passes - 0 +</p>	
<p>Pass Type: Employee Badge w Drone License</p> <p>Price: \$30.00 Per Vehicle</p> <p>Number of Passes - 0 +</p>	

[Continue](#)

Lesson 4: Purchase a Badge



➤ Three-step process

- **Step 1: Complete your Pass**
- Step 2: Community Orientation
- Step 3: Secure Checkout

➤ Step 1: Complete Your Pass

- Add the “Driver” or employee name
- **Must** select the Driver or Employee from the Company Profile – Employees
- Add Employee will allow a User to add an employee to the company profile
- “Badge w/ Driver License” **limited** to employees with a driver license

Welcome to Ocean Lakes

Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass

Step 1: Complete Your Passes | Step 2: Community Orientation | Step 3: Secure Checkout

Step 1: Register Your Vehicle

Please register all vehicles entering the community. Failure to do so will result in fines and possible expulsion from the community

Pass Details
Enter pass details below for each pass being purchased

1. Employee Badge w No Driver's License [Remove]

☐ Complete Information Later

Driver* [Dropdown Menu]

Start Date * 01/01/2024 | End Date * 12/31/2024

1. Employee Badge w No Driver's License

Start Date Mon, Jan 1, 2024 | Valid Through Tue, Dec 31, 2024

Subtotal \$30

Total \$30

[Continue]

Privacy Policy | Terms and Conditions

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Lesson 4: Purchase a Badge

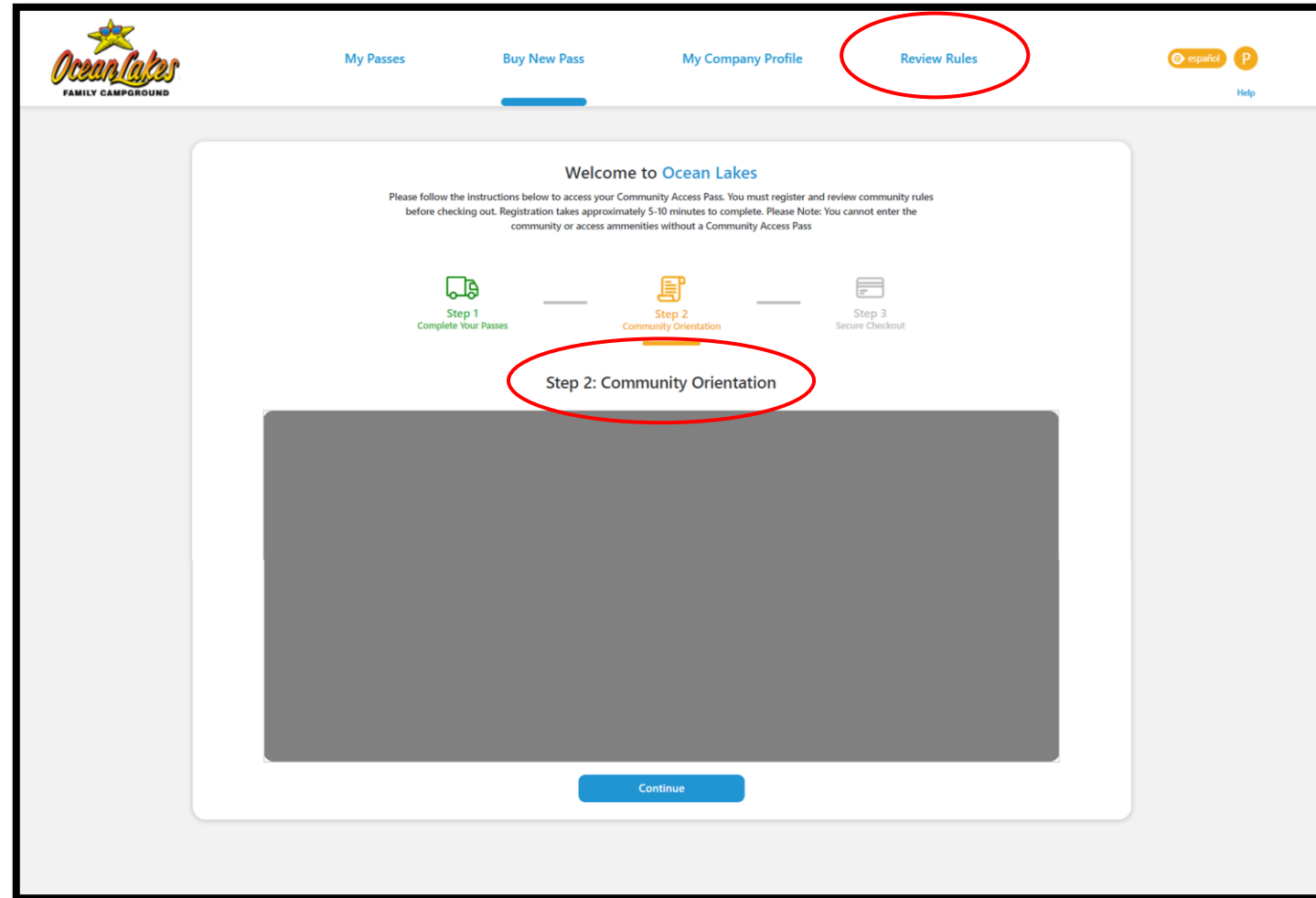


➤ Three-step process

- Step 1: Complete your Pass
- **Step 2: Community Orientation**
- Step 3: Secure Checkout

➤ Step 2: Community Orientation

- All Employees are required to watch the Community Orientation prior to entering the community



Lesson 4: Purchase a Badge



➤ Three-step process

- Step 1: Complete your Pass
- Step 2: Community Orientation
- **Step 3: Secure Checkout**

➤ Step 3: Secure Checkout

- Review Information
- Select Method of Payment (Credit Card)
- Select “Confirm Purchase”

Welcome to Ocean Lakes

Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass

Step 1 Complete Your Passes — Step 2 Community Orientation — Step 3 Secure Checkout

Step 3: Secure Checkout

Please verify all information displayed is current and accurate before

Review Information
Please verify all information below is correct

Company Information Edit

NAME
Peter Lee

EMAIL ADDRESS
peter.lee@symliv.com

BUSINESS NAME
Lee Construction LLC

BUSINESS LICENSE

BUSINESS ADDRESS
10 Washington Street

CITY
Norman

STATE
Oklahoma

ZIP CODE
73026

BUSINESS PHONE NUMBER
18508508500

ALTERNATE PHONE NUMBER

EMERGENCY CONTACT NAME

EMERGENCY CONTACT CELL PHONE NUMBER

Edit Documents

1. Employee Badge w No Driver's License

Start Date Mon, Jan 1, 2024 Valid Through Tue, Dec 31, 2024

Vehicle Information

Primary Driver Name Peter Lee Primary Driver's License # L000661640240

Subtotal \$30

Total \$30

Payment Method

Credit Card

Cash/Paper Check/Other at the Pass Office

All major credit and debit cards are accepted

VISA MASTERCARD DISCOVER AMEX

Prices in US Dollars (USD). Community Access Passes are nonrefundable. Total calculated at checkout.

Confirm Purchase

Lesson 4: Purchase a Badge



➤ Stripe Payment Processor

- Can save CC information

The screenshot shows a Stripe payment page. On the left, there's a summary section with a back arrow, a 'Test Connect Account' label with a 'TEST MODE' badge, the item name 'OCEANLAKES COMMUNITY PASS 2386512', and the price '\$30.00'. At the bottom of this section, it says 'Powered by stripe' with links for 'Terms' and 'Privacy'. On the right, there's a form for payment details. It starts with 'Contact information' and an 'Email' field. Then 'Payment method' with two options: 'Card' (selected) and 'US bank account'. Below that is 'Card information' with fields for the card number (1234 1234 1234 1234), expiration date (MM / YY), and CVC. There are also icons for Visa, Mastercard, American Express, and Discover. The 'Cardholder name' field is labeled 'Full name on card'. The 'Country or region' is set to 'United States' with a dropdown arrow, and there's a 'ZIP' field. At the bottom right is a large blue 'Pay' button.

Lesson 4: Purchase a Badge



➤ Thank you

- Print your receipt
- Down the Pass (QR code)
- Select “Complete”
- Provides notification to Admin
- Sends Receipt to Company (Email / SMS)

Welcome to Ocean Lakes

Please follow the instructions below to access your Community Access Pass. You must register and review community rules before checking out. Registration takes approximately 5-10 minutes to complete. Please Note: You cannot enter the community or access amenities without a Community Access Pass

Step 1
Complete Your Passes

Step 2
Community Orientation

Step 3
Secure Checkout

Thank you for registering at Ocean Lakes
We hope you enjoy your stay!

Order Summary
A confirmation email has been sent to your email along with your Community Access Pass

Community Pass Number: VCB23865782

Date: 1/1/2024

Purchase Total: \$30

Payment Method: Card

[Print Passes & Receipt](#)

[Share Pass](#)

[Download Access Pass](#)

1. Employee Badge w No Driver's License

Start Date: Mon, Jan 1, 2024
Valid Through: Tue, Dec 31, 2024

Vehicle Information

Primary Driver Name: Peter Lee
Primary Driver's License #: L000661640240


Subtotal: \$30

Total: \$30


[Complete](#)

Lesson 5: My Vehicles and Passes






[español](#) [P](#)
[Help](#)



My Vehicle & Passes

View all current registered vehicles, tickets, and purchased passes. Edit or update vehicle information. Register additional vehicles. View historical purchases and registration information. Print digital passes or share passes with employees electronically via text message or email.


[Manage Passes](#)



Purchase Passes

Buy new passes and update billing information.


[Buy a New Pass](#)



My Company Profile

Access and edit your company profile information including company name, address, contact info, documents, and employee info. Register new employees and upload new documents.

[Edit Info](#)



Review Community Rules

Review community policies, rules, and procedures before entering the community.

[Review Rules](#)

[Privacy Policy](#) [Terms and Conditions](#)

Lesson 5: My Passes



➤ My Passes

- Search your records
- See all of your passes (badges)
- “Actions” (manage your passes)
- “Export” your records

My Passes

Search anything here ..

Export CSV


Show 25 Per Page

Bulk Actions	Pass Type	Pass Number	Add-ons	Destination	Start Date	Valid Through	Pass Shared	Status	Payment Status
Actions	Employee Badge w Drive...	2472101			12/27/2023	12/26/2024	No	Ready to Scan	Paid
Actions	Employee Badge w No D...	2018688			12/28/2023	12/27/2024	No	Ready to Scan	Paid
Actions	Employee Badge w Drive...	8692123			12/28/2023	12/27/2024	No	Ready to Scan	Paid
Actions	Employee Badge w No D...	1437346			12/31/2023	12/30/2024	No	Ready to Scan	Paid
Actions	Employee Badge w No D...	7435106			01/01/2024	12/31/2024	No	Ready to Scan	Paid


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Lesson 6: Review Community Rules






[español](#) [P](#)
[Help](#)



My Vehicle & Passes

View all current registered vehicles, tickets, and purchased passes. Edit or update vehicle information. Register additional vehicles. View historical purchases and registration information. Print digital passes or share passes with employees electronically via text message or email.


[Manage Passes](#)



Purchase Passes

Buy new passes and update billing information.


[Buy a New Pass](#)



My Company Profile

Access and edit your company profile information including company name, address, contact info, documents, and employee info. Register new employees and upload new documents.

[Edit Info](#)



Review Community Rules

Review community policies, rules, and procedures before entering the community.

[Review Rules](#)

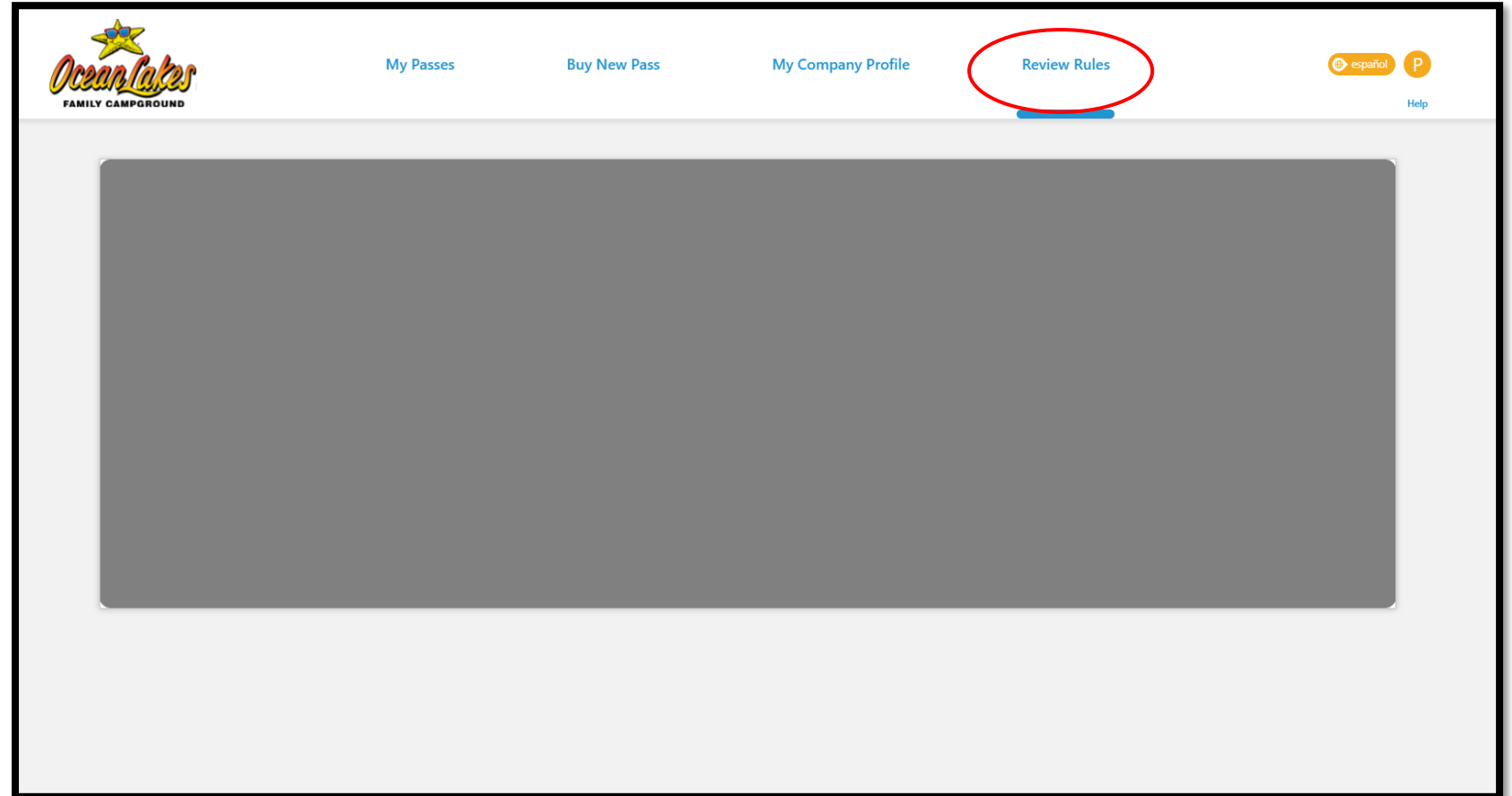
[Privacy Policy](#) [Terms and Conditions](#)

Lesson 6: Community Rules



➤ Review the Rules

- Main navigation bar
- Access to Community Orientation, so employees have easy access



Support Options

Convenient and Easy to Use



GIVE US A CALL

Telephone our Customer Support Team at (435) 612-2668, option 2. Lines open 9 am – 9:30 pm (EST).



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Thank You!

