



Vendor Training



Participants

- Cedric White – Ocean Lakes Family Campground
- Tracy Wright – Ocean Lakes Family Campground
- Brooke Blashford – Ocean Lakes Family Campground
- LouCin– SymLiv
- Pete Lee – SymLiv

Today's Agenda

1. Introductions

1. Meet the Team

- a. Ocean Lakes
- b. SymLiv

1. Vendor Training

- 1. Overview
- 2. Lessons

4. Customer Support

4. 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**

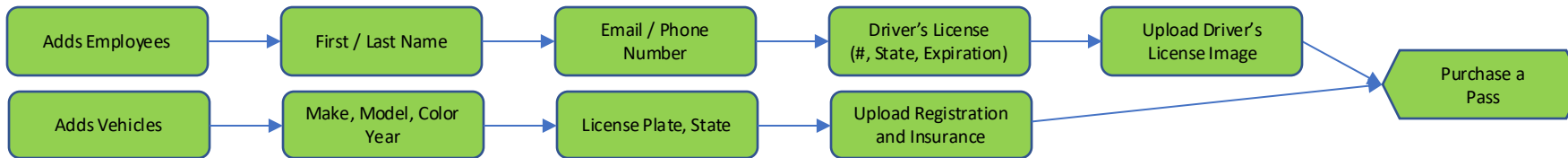
- Starts after each Contractor's account is Approved by the Compliance Office
- Contractors will need to verify their employee information (My Profile)
 - Ensure employees are still working for the company
 - Verify badge numbers by employee
 - Update required Employee information (Driver License / authorized 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



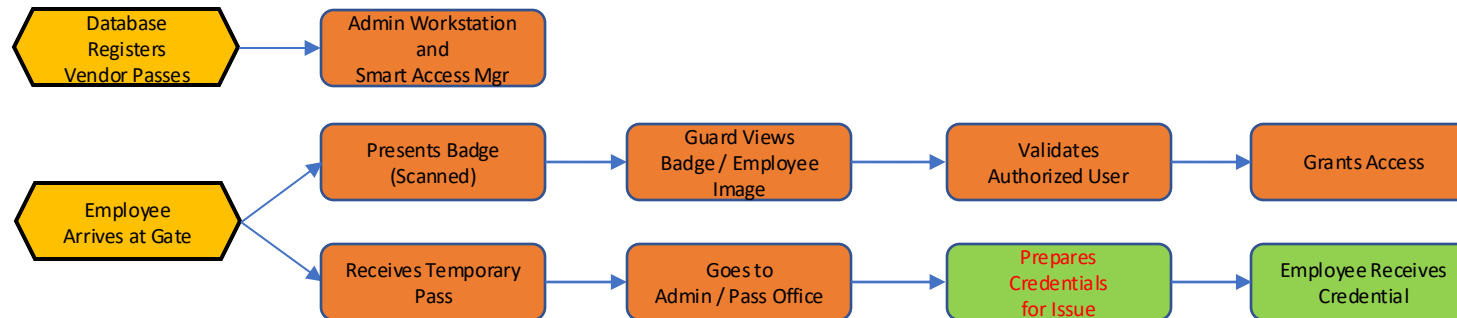
Vendor Builds Profile



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”

New Contractors

Existing Contractors

Company@email.com

Forgot Password?

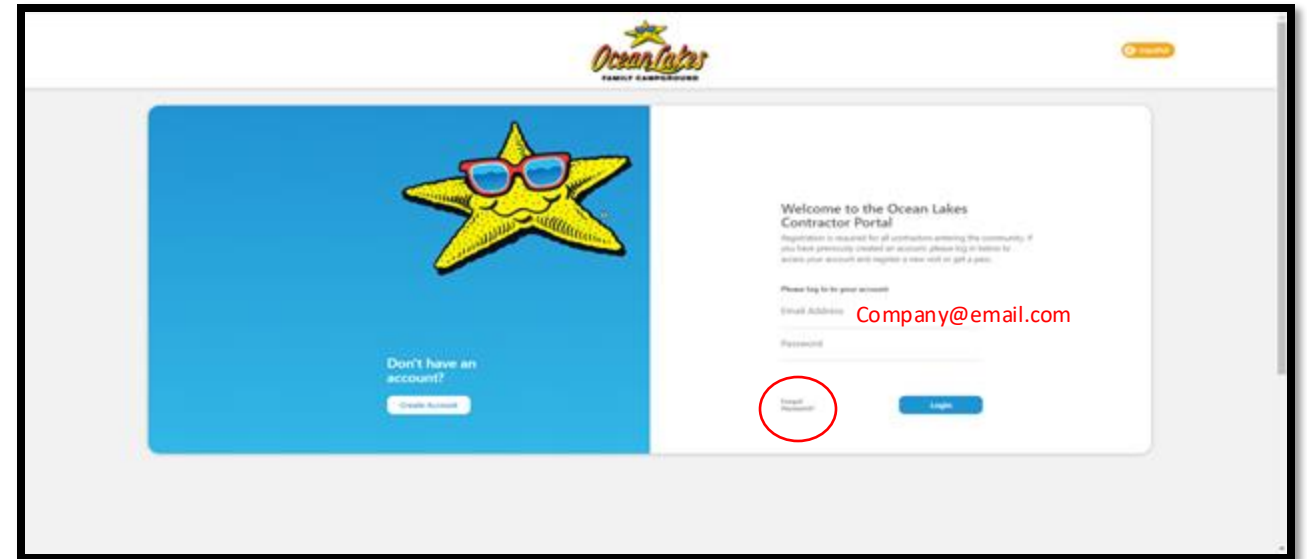
Create Account

Lesson 1: Create a User Account

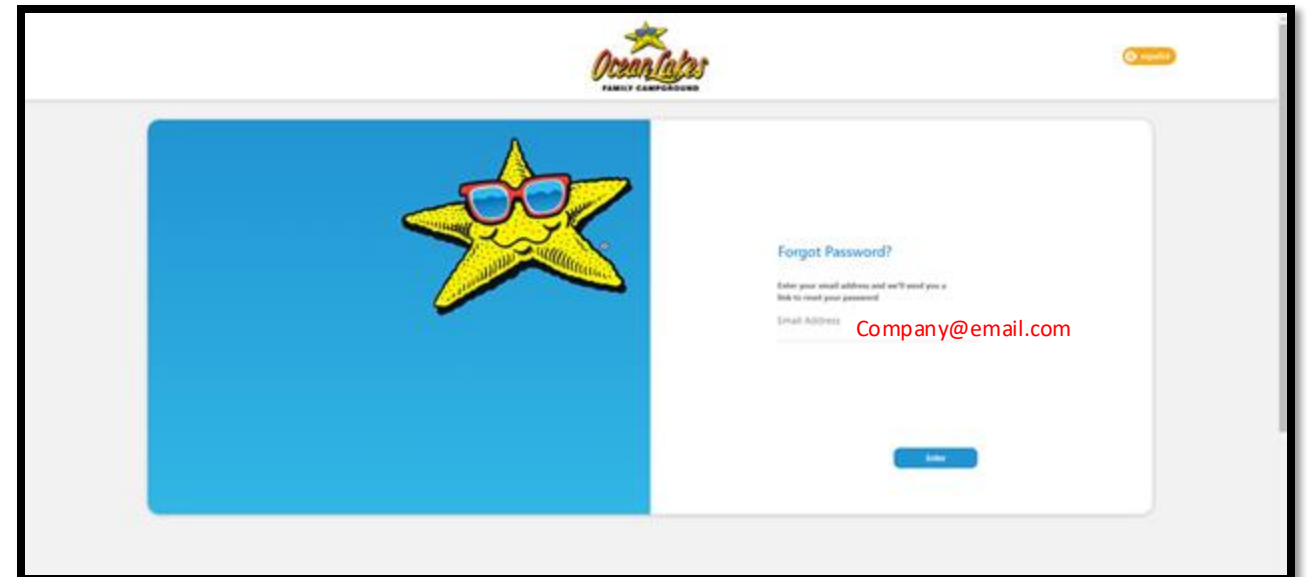


➤ **Existing Contractors will claim their accounts using the “Forgot Password” feature**

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



- 1) Input your account email in the “Forgot Password” email field



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”

4) Next, enter your new password and confirm your password with matching entries.

5) Upon completion, you will be redirected to the Log-In page.

Lesson 1: Create a User Account



➤ New Contractors will “Create an Account”

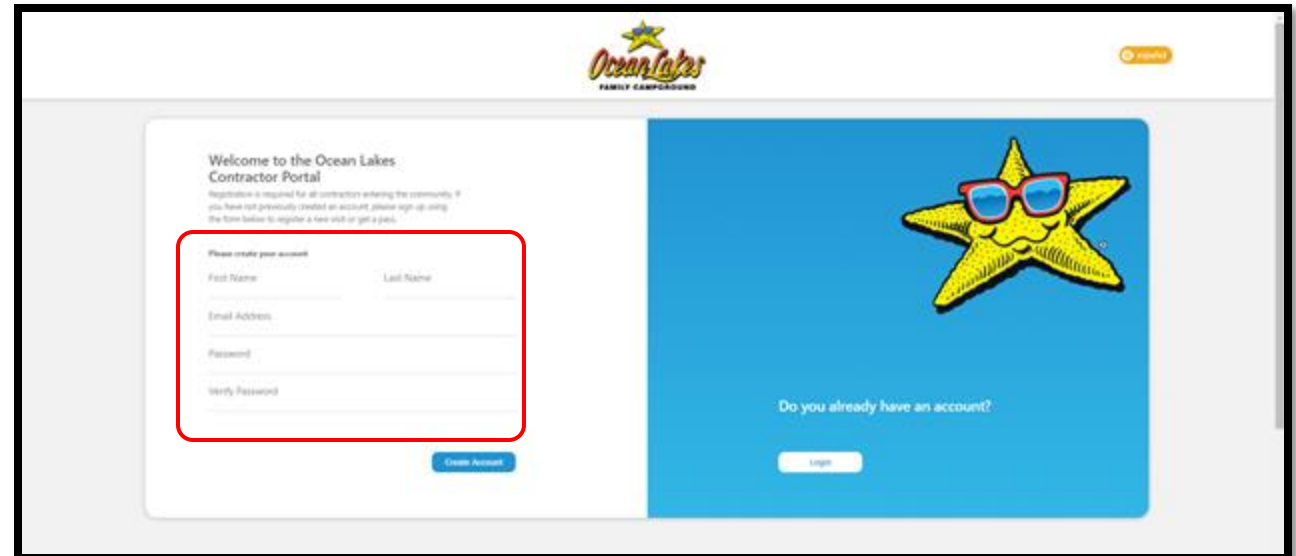
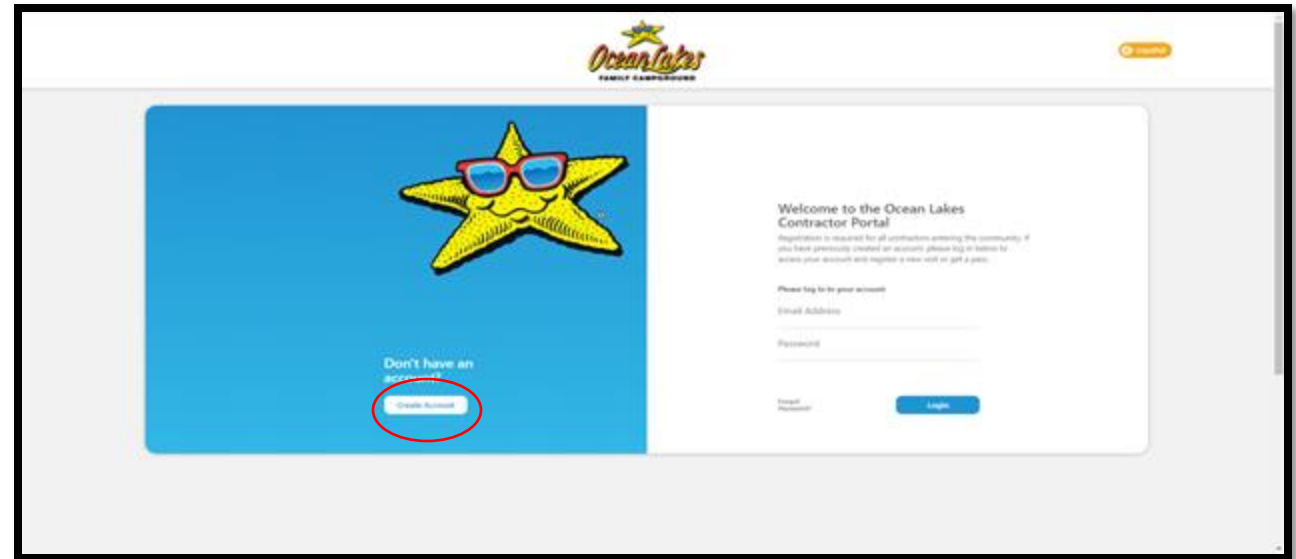
1) Click on the “Create Account”

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

- First Name
- Last Name
- Email Address
- Password
- 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

A screenshot of the Ocean Lakes Family Campground website's registration process. The page is titled "Welcome to Ocean Lakes" and includes a progress bar with four steps: Step 1 (Register Your Company), Step 2 (Community Orientation), Step 3 (Upload Documents), and Step 4 (Secure Checkout). Step 1 is currently active. Below the progress bar, the text "Step 1: Register Your Company" is displayed, followed by the instruction "Please provide the required information below". The form contains several input fields: Business Name, Business Type (a dropdown menu), Business License Number, Business Address, City, State (a dropdown menu), and Zip Code. Below these fields, there is a section for "Primary Company Contact" with fields for First Name, Last Name, Email Address, Primary Phone Number, and Alternate Phone Number. There is also a section for "Emergency Company Contact" with fields for Emergency Contact Name and Emergency Contact Cell Phone Number. At the bottom of the form, there is a blue "Continue" button and a small red circle icon with the text "Please verify that the above information is current and accurate."

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 portal for Ocean Lakes Family Campground. At the top, the logo and a 'register' button are visible. The main heading is 'Welcome to Ocean Lakes'. Below this, a message 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), Step 3 (Upload Documents), and Step 4 (Secure Check Out). The current step is 'Step 1: Register Your Company', with the instruction 'Please provide the required information below'. The form fields include: 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: j@bemail.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 note at the bottom says 'Please verify that the above information is current and accurate.' A '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 is the logo and a 'Help' link. Below is a 'Welcome to Ocean Lakes' message with instructions. 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 Check Out). The main content area for Step 2 displays the message 'Carpenters/Handymen education is not found' within a grey box. A blue 'Continue' button is at the bottom of the form.

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 Check Out

Step 2: Community Orientation

Carpenters/Handymen education is not found

Continue

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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 'register' button and a 'help' link. 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 Check Out), 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 prompts the user to 'Please verify all information below is correct.' A 'Company Information' tab is selected, showing a list of fields with pre-filled values: NAME (John Smith), EMAIL ADDRESS (js@email.com), BUSINESS NAME (South Carolina Shuttles), BUSINESS LICENSE (SC12345678), BUSINESS ADDRESS (1 Seaside Drive), CITY (Oceanside), STATE (South Carolina), ZIP CODE (70547), BUSINESS PHONE NUMBER (18508506500), ALTERNATE PHONE NUMBER, EMERGENCY CONTACT NAME (Andy Taylor), and EMERGENCY CONTACT CELL PHONE NUMBER (18706708700). A 'Total \$500' is displayed in a box on the right. At the bottom, there are 'Edit Documents' and 'Confirm Purchase' buttons.

Lesson 2: Register Your Company



➤ Stripe Payment Processor

- Can save CC information

The image shows a Stripe payment processor interface. On the left, it displays a test payment of \$500.00 for "Ocean Lakes Contractor Annual Registration Fee". On the right, there is a form to enter contact and payment information. The form includes fields for Email, Payment method (Card or US bank account), Card information (Card number, MM / YY, CVC), Cardholder name (Full name on card), Country or region (United States), and ZIP. A blue "Pay" button is at the bottom right. The interface is in "TEST MODE" and is powered by Stripe. Links for "Terms" and "Privacy" are also visible.

← 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

MM / YY CVC

Cardholder name

Full name on card

Country or region

United States

ZIP

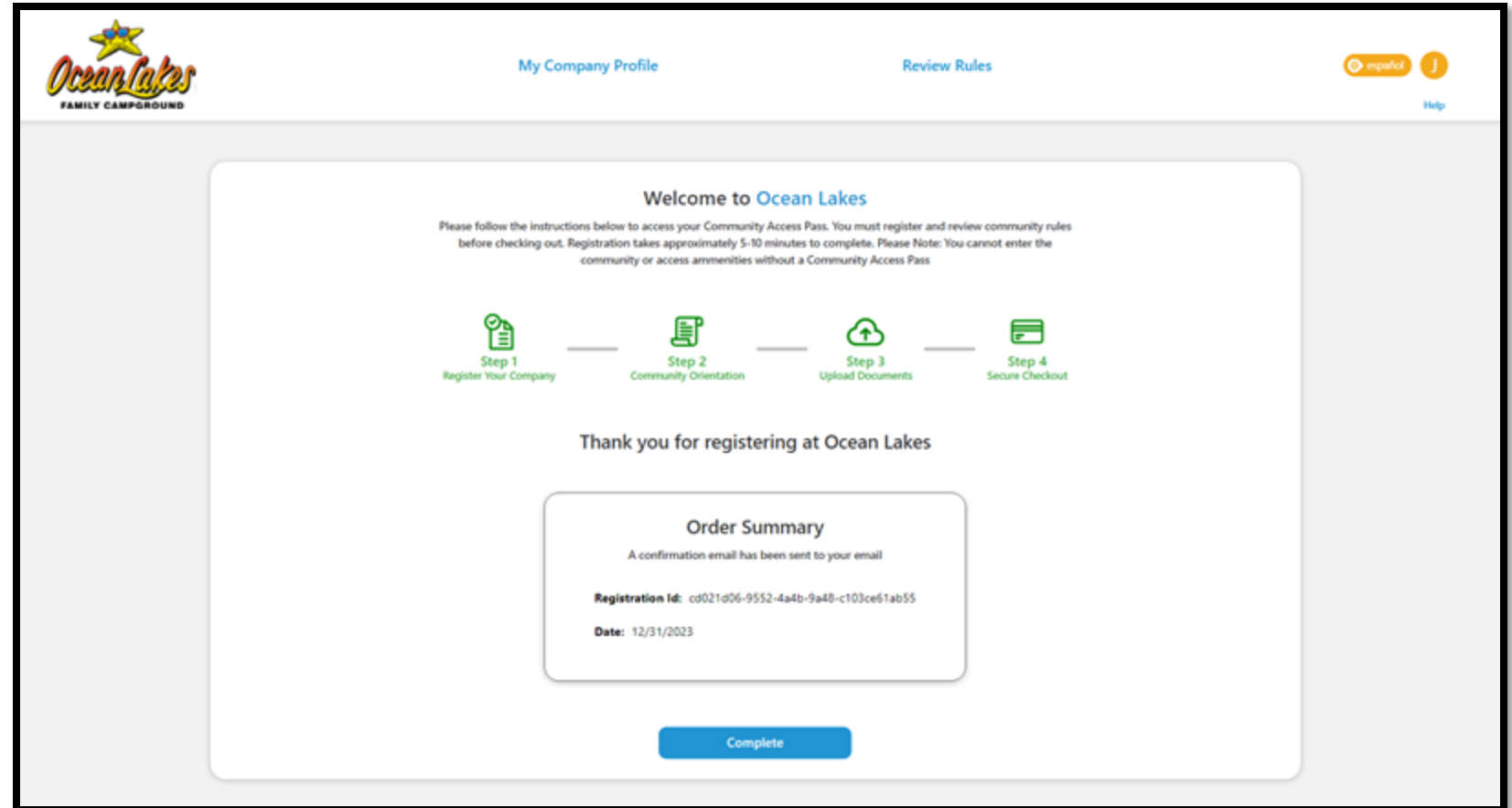
Pay

Lesson 2: Register Your Company



➤ Thank You for Registering!!

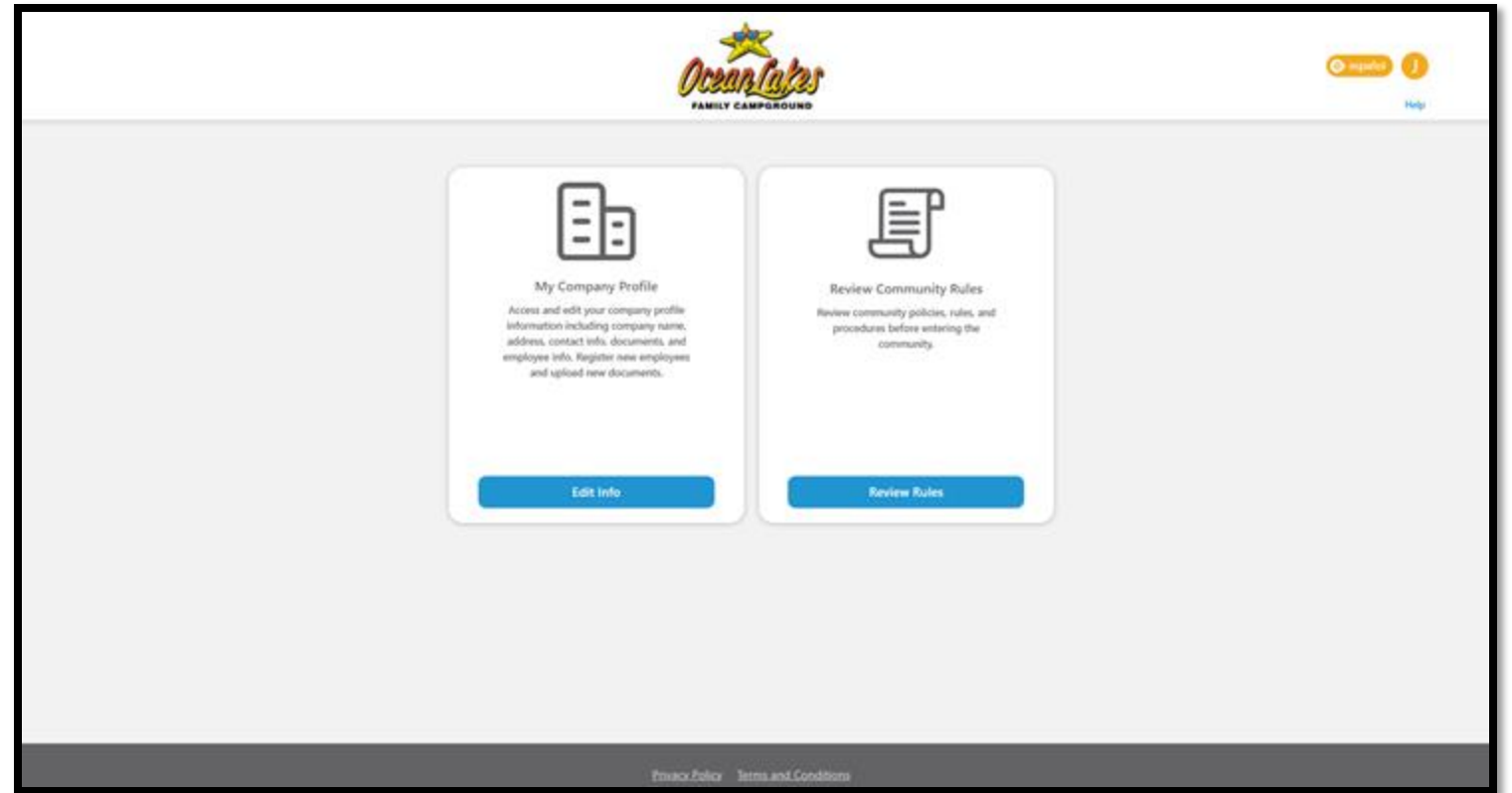
- Contractor Receipt
- Pending Admin Review / Approval



Lesson 2: Register Your Company



➤ Next Lesson: My Company Profile

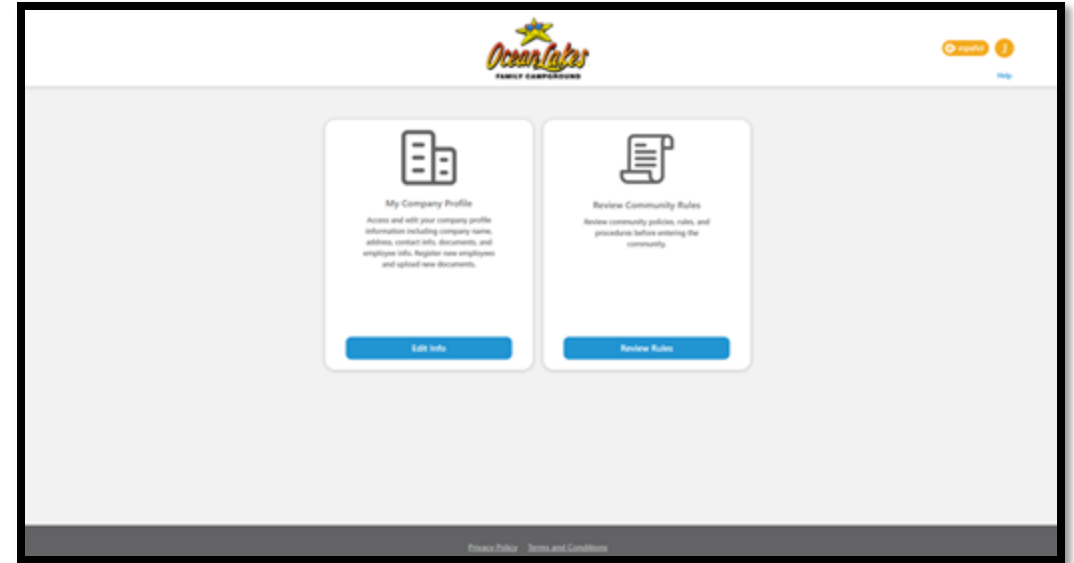


Lesson 3: My Company Profile



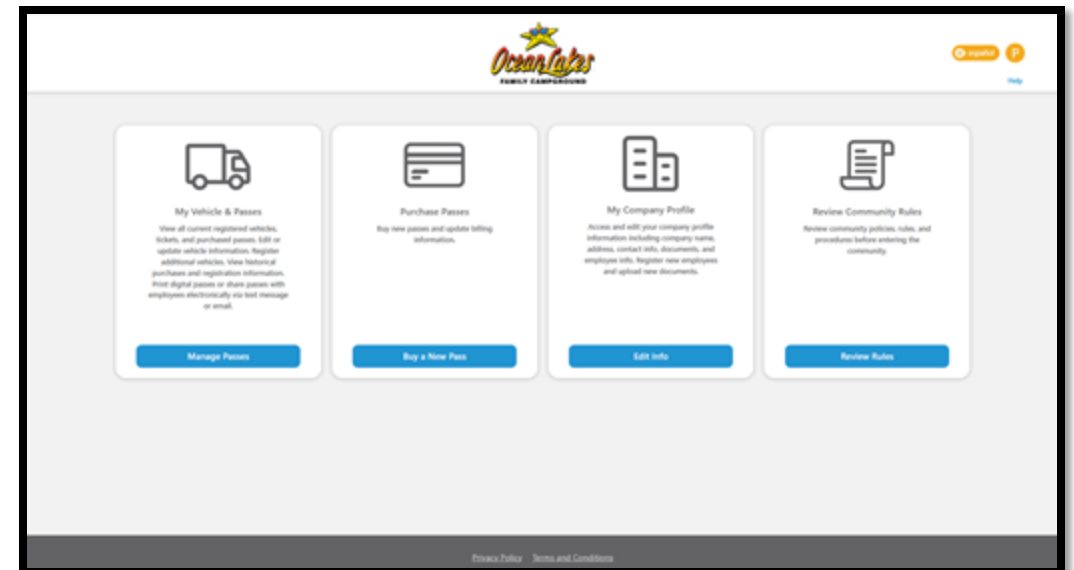
➤ Account (Unapproved)

- 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

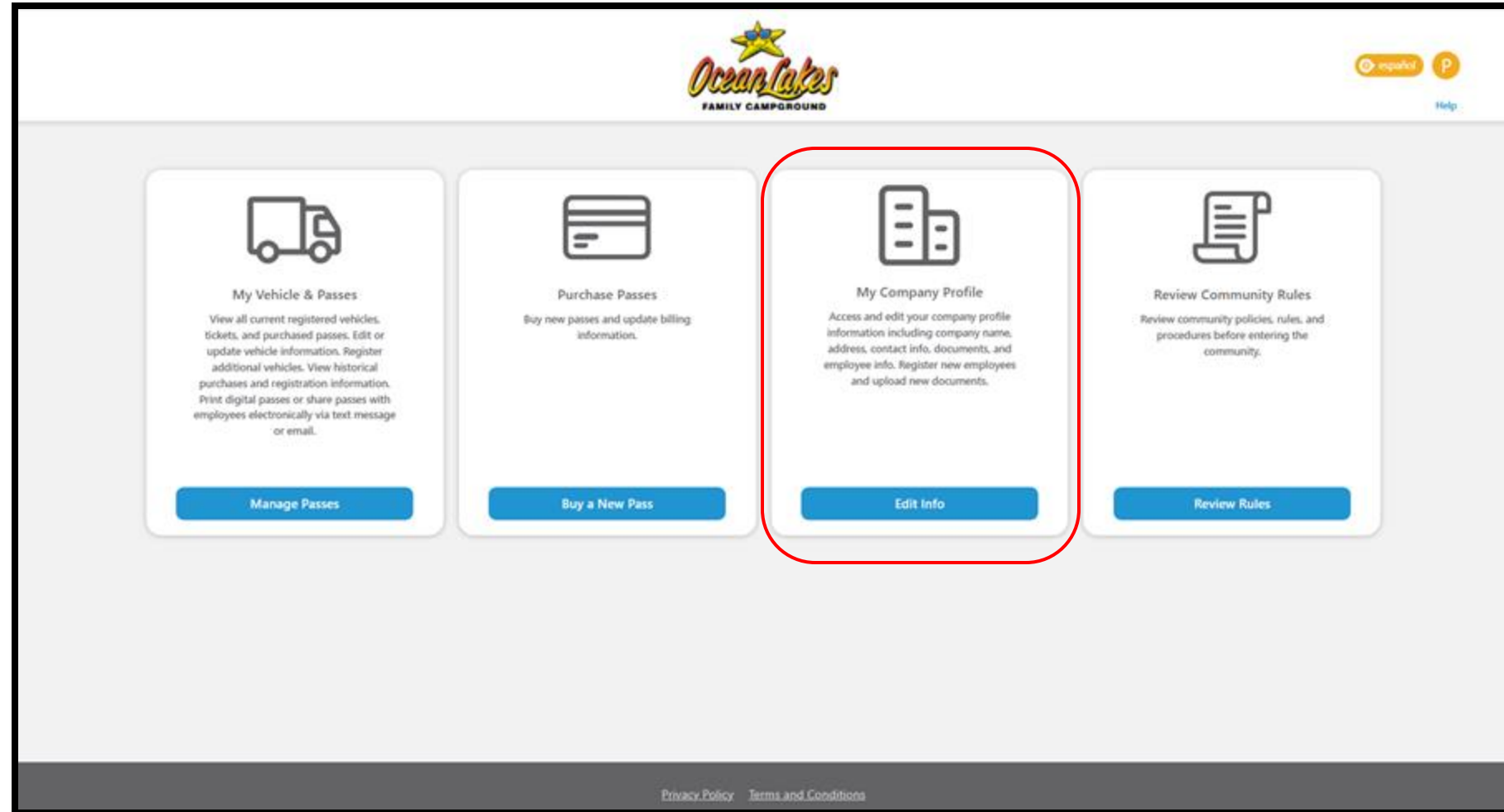


Lesson 3: My Company Profile



➤ 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"**

A screenshot of the Ocean Lakes Family Campground website's "My Company Profile" page. The page has a blue header with the Ocean Lakes logo and navigation links: "My Passes", "Buy New Pass", "My Company Profile" (highlighted with a red box), and "Review Rules". Below the header is a sidebar with a red box around the "Company Profile" link, which is highlighted in orange. The main content area is titled "Company Profile" and contains a form with the following fields: 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@eymlu.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). A "Save Changes" button is at the bottom right. A small red icon and text "Please verify that the above information is current and accurate." are at the bottom center.

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 displays the 'My Company Profile' page for Ocean Lakes Family Campground. The 'Company Documents' section is active, showing a table of existing documents. A red box highlights the 'Add Documents' button in the top right corner. Another red box highlights the 'Actions' menu for each document row, which includes 'View/Download' and 'Delete' options. A third red box highlights the 'Add Document' modal, which contains fields for 'Document Name' and 'Document Type', a 'Drag File to Upload or Browse Files' area, and an 'Upload' button.

Document Name	File Type	Upload Date
HCB	PDF	12/30/2023
Liability Insurance	Insurance PDF	12/31/23
Workers Compensation	WC PDF	12/31/23

Lesson 3: My Company Profile



➤ Company Profile

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

▪ Actions:

- Ability to View
- Ability to Delete

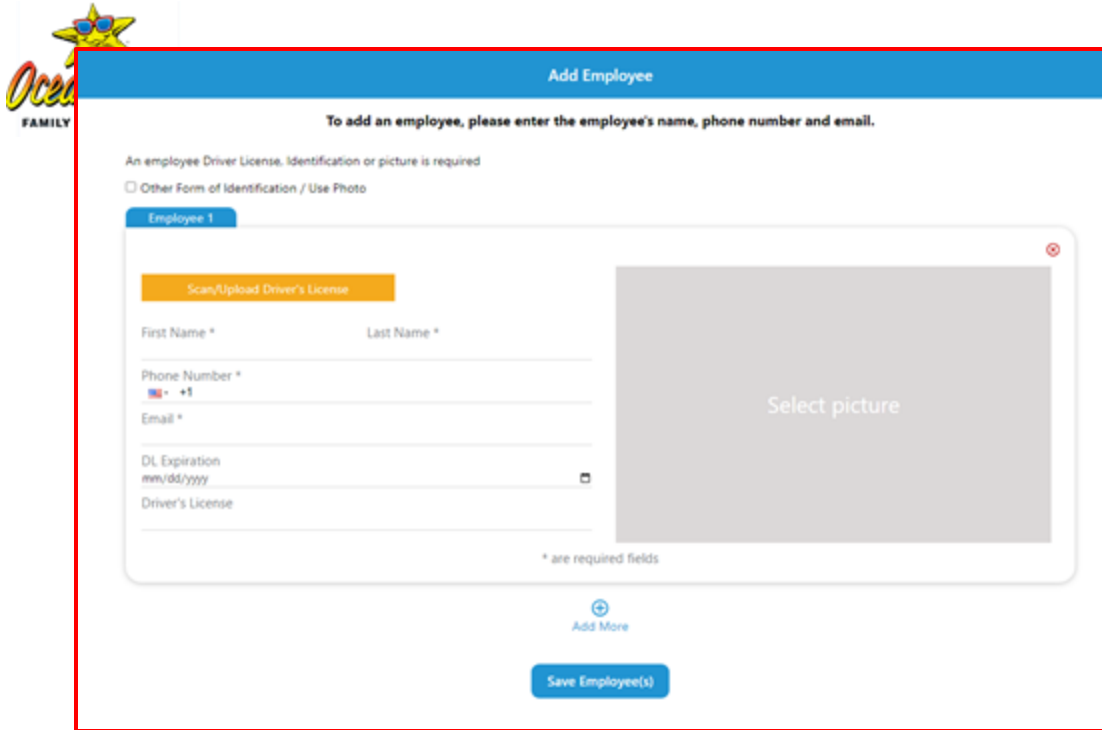
▪ Add Employee:

- Next slide....

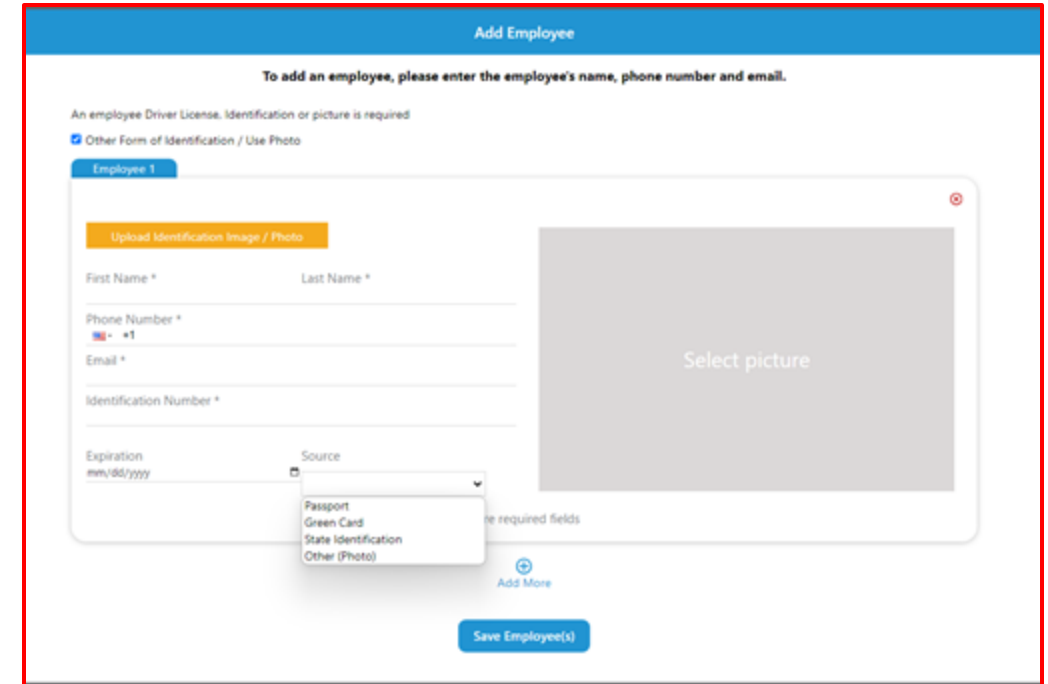
The screenshot displays the 'My Company Profile' page for Ocean Lakes Family Campground. The 'Employees' section is active, showing a table with columns: Last Name, First Name, Phone Number, Email, Driver's License#, Proximity Card, and DL Expiration. A red box highlights the 'Add employee' button in the top right corner. Another red box highlights the 'Actions' menu for the first employee (Lee, Peter), which includes 'View' and 'Delete' options. A third red box highlights the 'Add Employee' form, which prompts the user to enter the employee's name, phone number, email, and driver's license information, along with a photo upload option.

Last Name	First Name	Phone Number	Email	Driver's License#	Proximity Card	DL Expiration
Lee	Peter	18588508500	peter.lee+dl@symliv.com	L000661640240		01/24/2027
Taylor	Andy	18606608600	at@email.com			01/25/2026
Wayne	John	18806608800	jw@email.com			01/25/2026
Fly	Barney	18708708700	bf@email.com			01/25/2026
One	Employee	18108108100	eo@email.com			11/28/2024

Lesson 3: My Company Profile



The screenshot shows the 'Add Employee' form with a blue header. Below the header, it says 'To add an employee, please enter the employee's name, phone number and email.' There is a checkbox for 'Other Form of Identification / Use Photo' which is unchecked. A section titled 'Employee 1' contains a button 'Scan/Upload Driver's License'. Below this button are input fields for 'First Name *', 'Last Name *', 'Phone Number *' (with a country code dropdown), 'Email *', 'DL Expiration mm/dd/yyyy', and 'Driver's License'. A large gray box on the right says 'Select picture'. At the bottom, there is an 'Add More' button and a 'Save Employee(s)' button.



The screenshot shows the 'Add Employee' form with a blue header. Below the header, it says 'To add an employee, please enter the employee's name, phone number and email.' There is a checkbox for 'Other Form of Identification / Use Photo' which is checked. A section titled 'Employee 1' contains a button 'Upload Identification Image / Photo'. Below this button are input fields for 'First Name *', 'Last Name *', 'Phone Number *' (with a country code dropdown), 'Email *', 'Identification Number *', 'Expiration mm/dd/yyyy', and a 'Source' dropdown menu. The 'Source' dropdown is open, showing options: 'Passport', 'Green Card', 'State Identification', and 'Other (Photo)'. A large gray box on the right says 'Select picture'. At the bottom, there is an 'Add More' button and a 'Save Employee(s)' button.

➤ 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 vehicles. The table has columns: Make, Type, Model, Year, Plate Number, Plate State, and Fleet Number. Two vehicles are listed: a Ford F-150 (2023) and a Chevy Tahoe (2021). The 'Actions' column for each vehicle contains 'Edit' and 'Delete' options. A red box highlights the 'Add vehicle +' button in the top right corner. Another red box highlights the 'Actions' column in the table. A red arrow points from the 'Add vehicle +' button to a detailed 'Add Vehicle' form overlay.

Add Vehicle Form:

New Vehicle

Vehicle Make*
Vehicle Model*
Vehicle Type*
Vehicle Color*
License Plate*
License Plate State
Year
Vehicle Fleet Number
Set Insurance
Set Registration
Upload File...
Actions
Save

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 Pass

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

Complete Information Later

Driver*

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

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Lesson 4: Purchase a Badge



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 Pass

Pass Details

To purchase a badge, you must select an employee from the list of employees in your My Company Profile. Only employees with a complete record, will be available for selection in the Driver dropdown

1. Employee Badge w No Driver's License

☐ Complete Information Later

Driver*

Add Employee

John Smith

Taylor James

End Date*

02/02/2025

Subtotal

\$30

Total

\$30

Continue

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 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

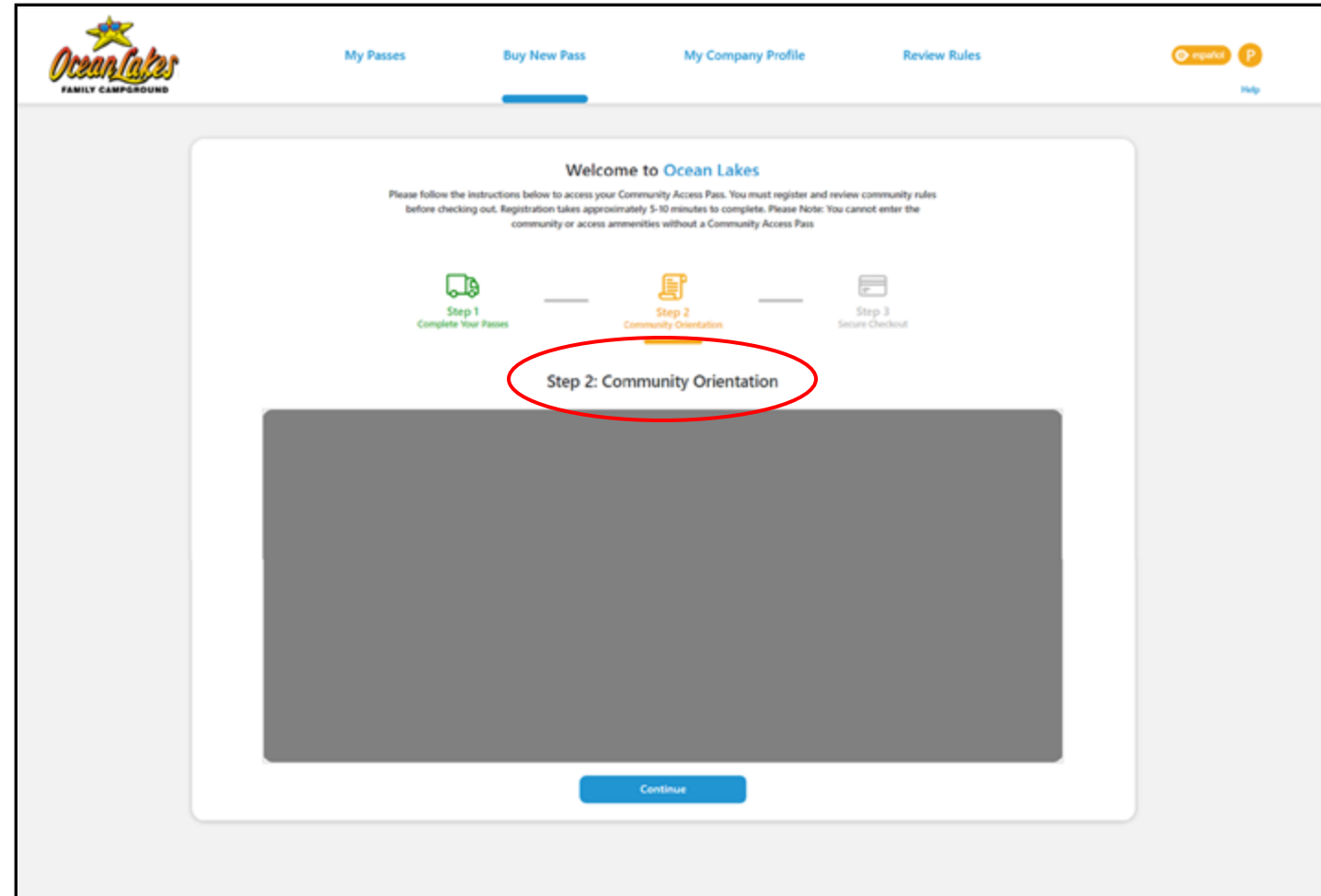


➤ Three-step process

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

➤ Step 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”

Ocean Lakes FAMILY CAMPGROUND

My Passes Buy New Pass My Company Profile Review Rules

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 Pass 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@symbolix.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 #
1800661940340

Subtotal \$10

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 AMERICAN EXPRESS

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

Confirm Purchase

Lesson 4: Purchase a Badge



➤ Stripe Payment Processor

- Can save CC information

A screenshot of the Stripe payment interface for purchasing an OceanLakes Community Pass. The interface is divided into two main sections. The left section displays the item name "OCEANLAKES COMMUNITY PASS 2386512" and the price "\$30.00". Above this, there is a link to "Test Connect Account" with a "TEST MODE" label. The right section contains various input fields for contact and payment information. The "Contact information" section includes an "Email" field. The "Payment method" section has two options: "Card" (selected) and "US bank account". The "Card information" section includes fields for the card number (1234 1234 1234 1234), the expiration date (MM / YY), the CVC, and the cardholder's name (Full name on card). The "Country or region" section includes a dropdown menu set to "United States" and a "ZIP" field. At the bottom right, there is a blue "Pay" button. At the bottom left, it says "Powered by stripe" with links to "Terms" and "Privacy".

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)

A screenshot of the Ocean Lakes Family Campground website's registration completion page. The page has a white background with a blue header. The header includes the Ocean Lakes logo, navigation links for "My Passes", "Buy New Pass", "My Company Profile", and "Review Rules", and a user profile icon labeled "Help". The main content area is titled "Welcome to Ocean Lakes" and includes a welcome message and a three-step process: "Step 1: Complete Your Passes", "Step 2: Community Orientation", and "Step 3: Secure Checkout". Below this, a "Thank you for registering at Ocean Lakes" message is displayed. The "Order Summary" section on the left provides details about the purchase, including the community pass number, date, total amount, and payment method. It also includes buttons for "Print Passes & Receipt", "Share Pass", and "Download Access Pass". The "Vehicle Information" section on the right shows details for the employee badge, including start and valid through dates, primary driver name, and license number. A "Total" of \$30 is displayed at the bottom right. A large blue "Complete" button is located at the bottom center of the page.

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: VCB23065702
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 #: 1000661640240


Subtotal: \$30
Total: \$30

[Complete](#)

Lesson 5: My Vehicles and Passes




españolP[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

The screenshot shows the "My Passes" page on the Ocean Lakes Family Campground website. The page has a blue header with the logo and navigation links: "My Passes", "Buy New Pass", "My Company Profile", and "Review Rules". There are also buttons for "export" and a user profile icon. Below the header, there's a section titled "My Passes" with a search bar and an "Export CSV" button. A table lists the passes with columns for Bulk Actions, Pass Type, Pass Number, Add-ons, Destination, Start Date, Valid Through, Pass Shared, Status, and Payment Status. A red box highlights the search bar and the "Export CSV" button. Another red box highlights the "Bulk Actions" column, and a third red box shows a dropdown menu for the "Bulk Actions" column with options: Download, Print, Share, Refund, Delete, and Vehicle Info. The table contains five rows of pass data.

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

Lesson 6: Review Community Rules



The screenshot shows the user dashboard for Ocean Lakes Family Campground. At the top, there is a navigation bar with the Ocean Lakes logo, a language selector set to "español", a user profile icon labeled "P", and a "Help" link. The main content area contains four white cards with rounded corners, each with an icon, a title, a description, and a blue action button. The fourth card, "Review Community Rules", is highlighted with a red rounded rectangle. At the bottom of the dashboard is a dark gray footer with links for "Privacy Policy" and "Terms and Conditions".

Icon	Title	Description	Action Button
	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

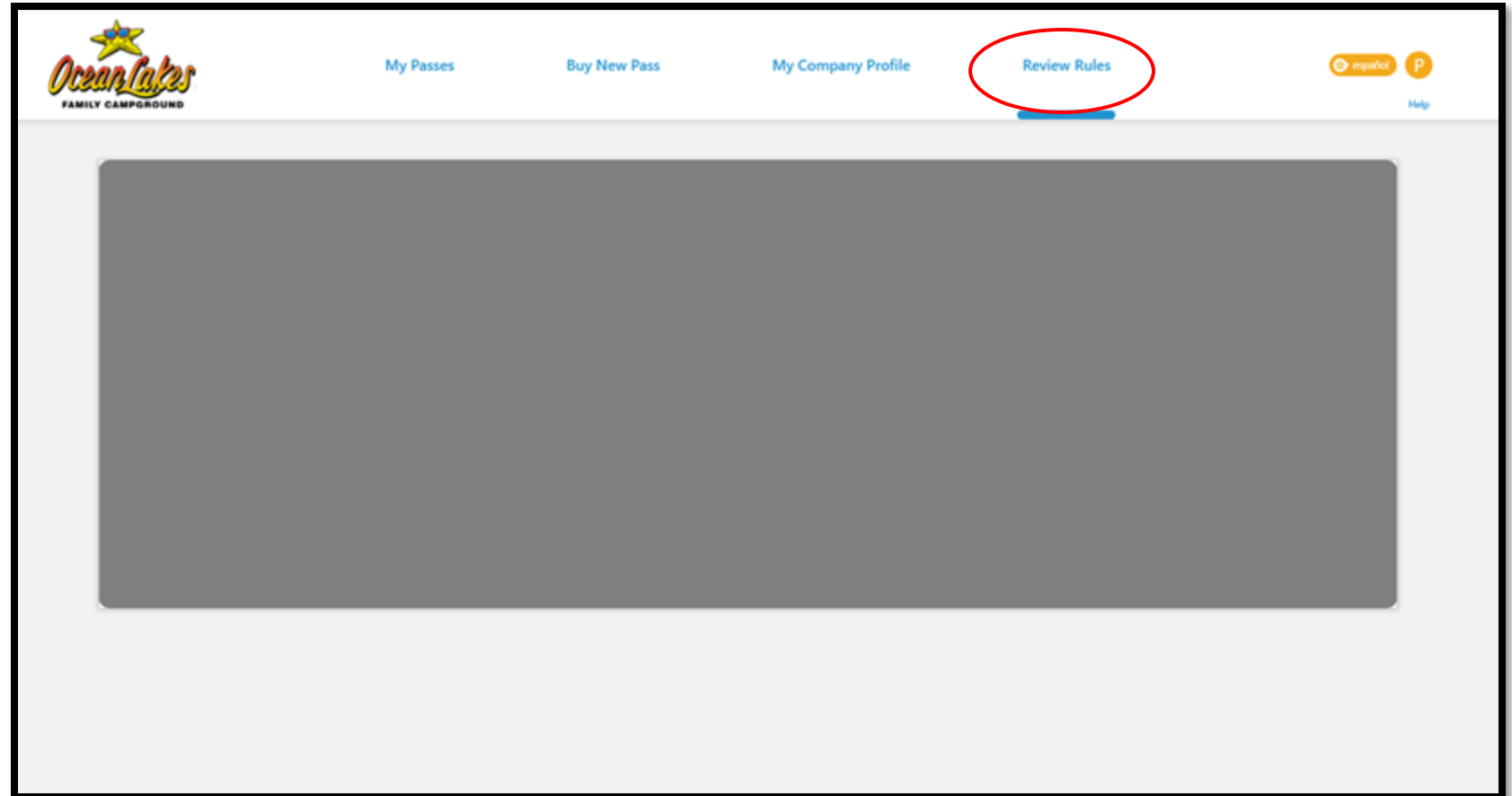
Privacy Policy Terms and Conditions

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).



EMAIL US

Support@Symliv.com



ONLINE KNOWLEDGE BASE

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- Videos
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Thank You!

