

## About this guide

This guide explains how an administrator sends the **official epass flyer** from the **Users** list to the email address saved for a person. It also shows what the **message body** looks like: the same HTML as the flyer, plus a short closing notice.

If a picture shows a **blue frame**, it is only to help you follow the steps; it is not part of the app.

## BEFORE YOU START

- You are logged in as **Administrator**. Other roles do not see the option to send the flyer from this screen.
- The person you pick has an **email address** saved in their profile. If it is missing, the app will tell you and the message will not be sent.
- Sending the flyer queues a real email to that address. Prefer a **test user** while you learn the steps.




## WHAT YOU WILL DO

You will open **Profile** → **Security** → **Users**, open one person's menu, and locate **Send flyer by email**. The annex at the end shows the HTML used in the message body.

## STEPS






### STEP 1 Open the Users list

From **Profile**, open the **Security** tab. Tap **Users**. When the list loads, you will see the active users and their cards.

Back Users   

Search by name, username, phone...

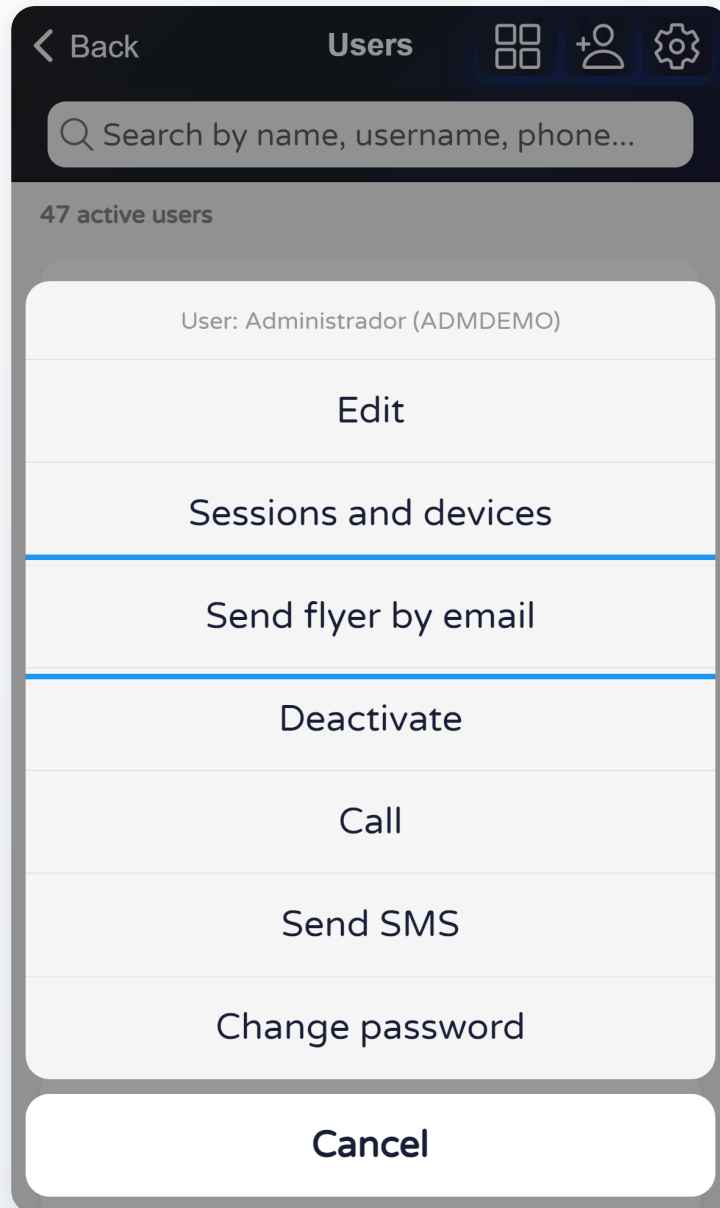
47 active users

-  **Administrador**  
ADMDEMO  
**Administrator** >  
+524426805331 ·epass-manual  
jfeurotecnica@gmail.com
-  **juan ramon**  
ADMVZLA >  
**Administrator**
-  **Andres ARB1**  
ARB1 >  
**Other** 60521310 raul.a.gil.j@gmail.com
-  **ARB1INQ**  
ARB1INQ >  
**Tenant**
-  **Jonathan Garro**  
ARB3 >  
**Owner**

Example of the Users list after it loads

## STEP 2 Open the menu and find Send flyer by email

Tap the person's card. A menu opens from the bottom with several actions. Choose **Send flyer by email** only when you really want to send it: the app will queue the message to the address on file. The pictures for this guide stop before sending: use **Cancel** to close the menu without sending.



Send flyer by email is marked in the menu (example)

### STEP 3 What the recipient receives

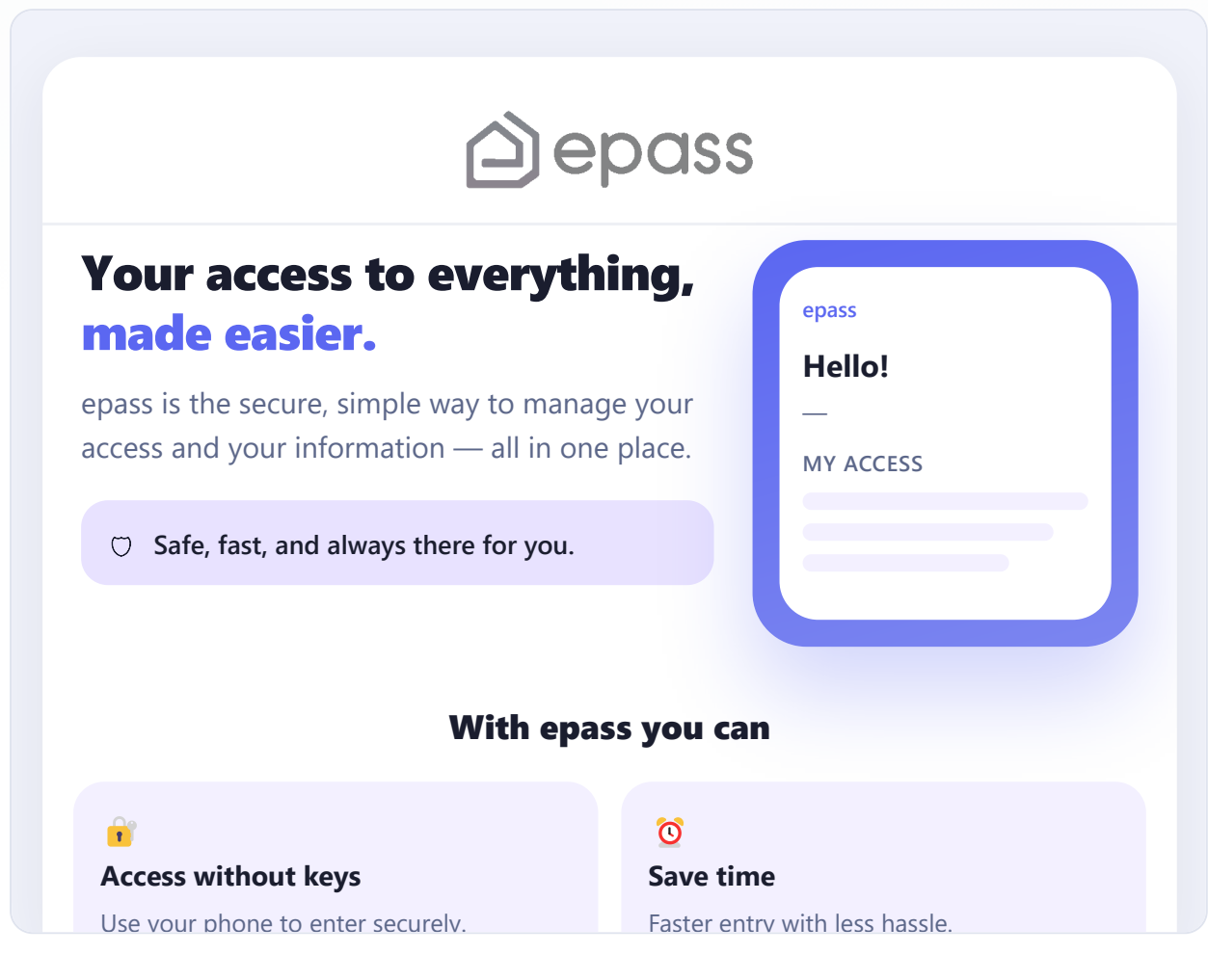
The email has a fixed subject and a **body in HTML**: the same flyer you can open in the app (official links and store buttons), plus a short notice at the end about the epass community and password recovery. If the flyer file cannot be loaded, the app sends a shorter body with a link to open the flyer in the browser instead.


#### ANNEX — HTML USED IN THE EMAIL BODY

The files below match what the app tries to put in the message (same flyer as in the app, plus the closing notice). You can open them in a new tab or save them for your records.

The live app may adjust small details over time; if something does not match what you see in your inbox, trust the message you actually received.

[Open or download this HTML file](#) (fo11eto-correo-cuerpo-en.html)





**Your access to everything,  
made easier.**

epass is the secure, simple way to manage your access and your information — all in one place.


🔒 Safe, fast, and always there for you.


**Hello!**

—

MY ACCESS

**With epass you can**

 **Access without keys**  
Use your phone to enter securely.

 **Save time**  
Faster entry with less hassle.

## USEFUL NOTES

- Only administrators see **Send flyer by email** here. The language of the flyer follows the person's profile language when the app can read it.



Thank you for using EPASS

Help for administrators managing users.

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