

About this guide

Reference for **tenants** who register an **authorized guest**. EPASS uses a dark header and clear actions; wording follows your account language.

Other roles: owners, security, and administration use different flows in the app.

BEFORE YOU START

- You are signed in to EPASS.
- You have the guest details your community requires (name, dates, access type, etc.).
- Follow any extra steps your administration requires.

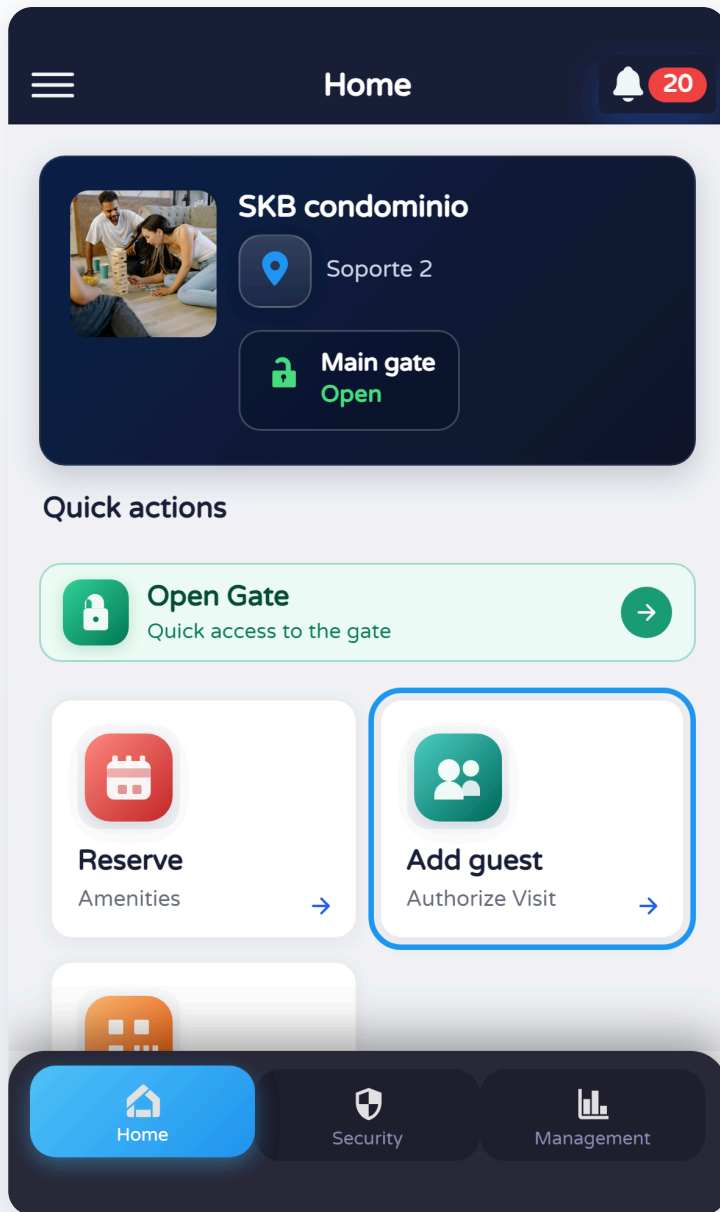
WHAT YOU WILL DO

From **Profile** you open **Add guest**, review the **Authorized** list, confirm when prompted, and complete **New authorized**.

STEPS

STEP 1 Open "Add guest" from Profile

On **Profile**, tap the **Add guest** card (or **Agregar visita** if the app is in Spanish).

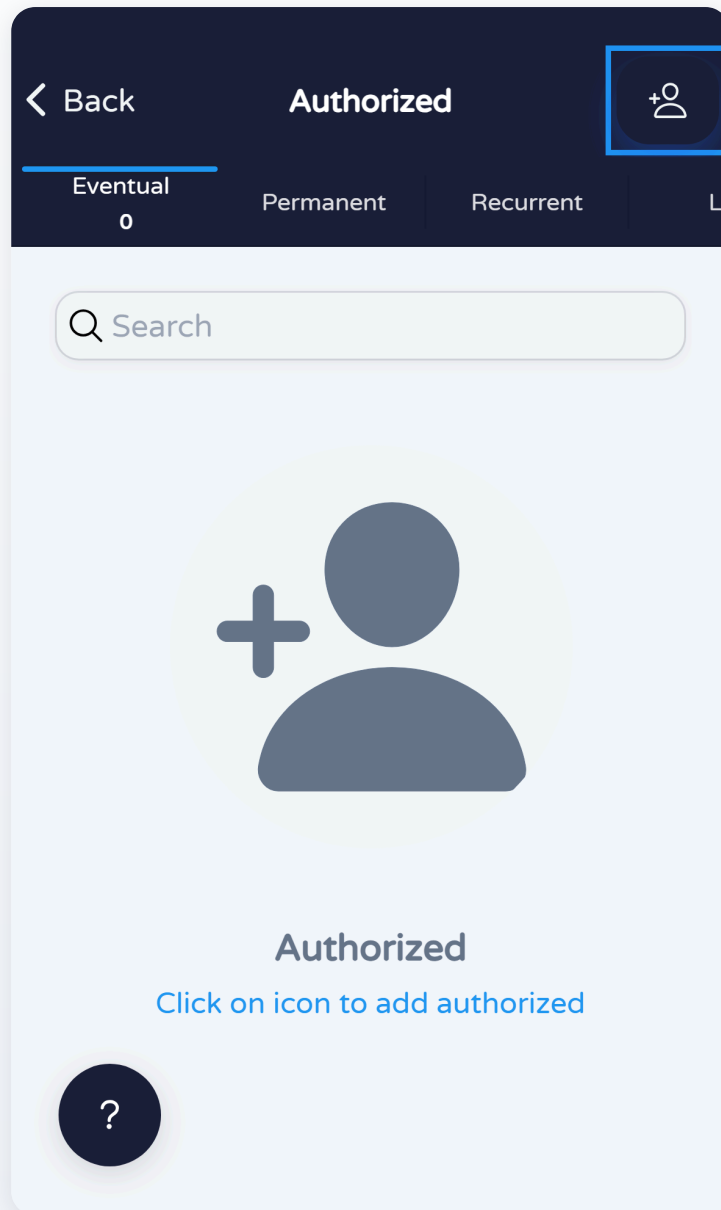


Profile — Add guest card

STEP 2 Authorized list and + button

On **Authorized**, tap + in the header to start registration.

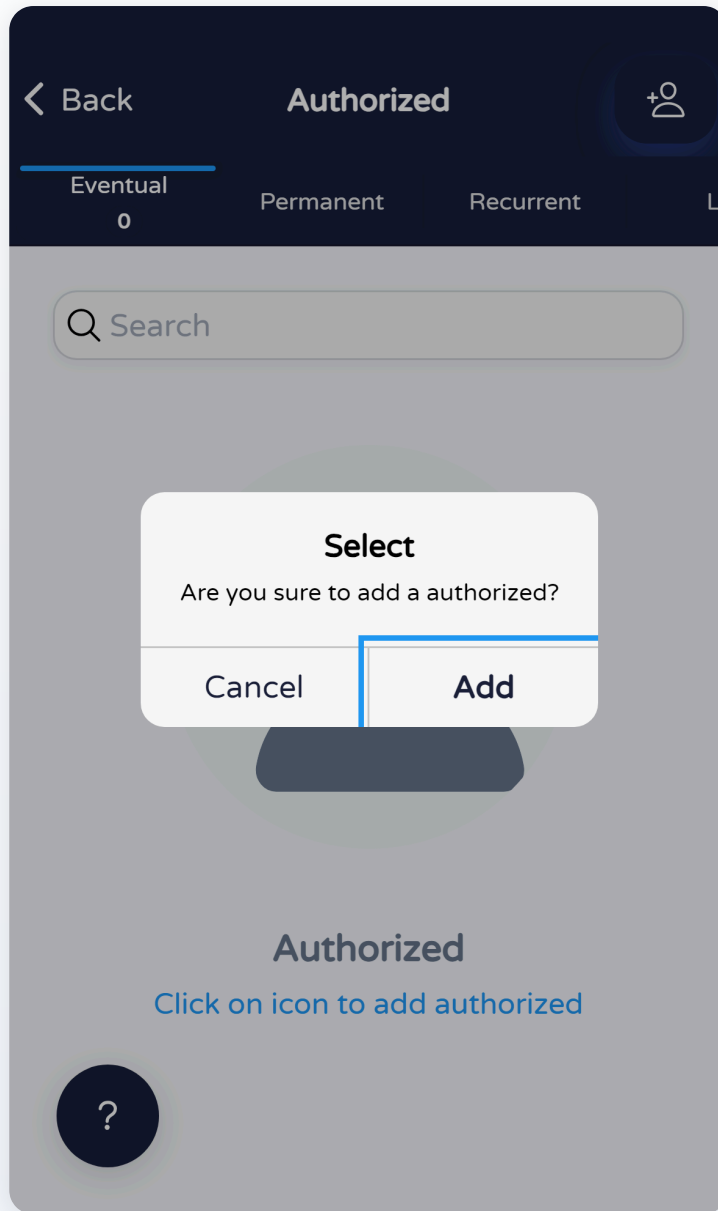
Some communities show a help screen first; continue until you reach **Authorized** or the form.



Authorized — add button

STEP 3 Confirm

If a dialog appears, read the message and tap **Add / Agregar** (or **Cancel** to exit).



Confirmation to add authorized guest

STEP 4 Complete "New authorized"

Fill in the fields your community requires (guest, validity, access type, etc.) and save with the on-screen button.

New authorized

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Guest's personal information

Add photo

Visit type: Other ▾

SELECT THE TYPE OF STAY FOR YOUR GUEST

New authorized form

The screenshot shows one phone screen; scroll in the app to see the rest of the form.

QUICK TIPS

- If you don't see the **Add guest** card, make sure you are on **Profile** and your role allows adding guests.



Thank you for using EPASS

Help guide for tenants. App wording may vary by language and community settings.

User manual · Tenant · Authorized · EPASS · 2026