

## About this guide

Reference for **security staff** who register **authorized guests** linked to a resident or unit. The UI may be in English or Spanish depending on settings.

**Other roles:** residents and tenants use Profile flows; administration uses a unit dialog.

## 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.

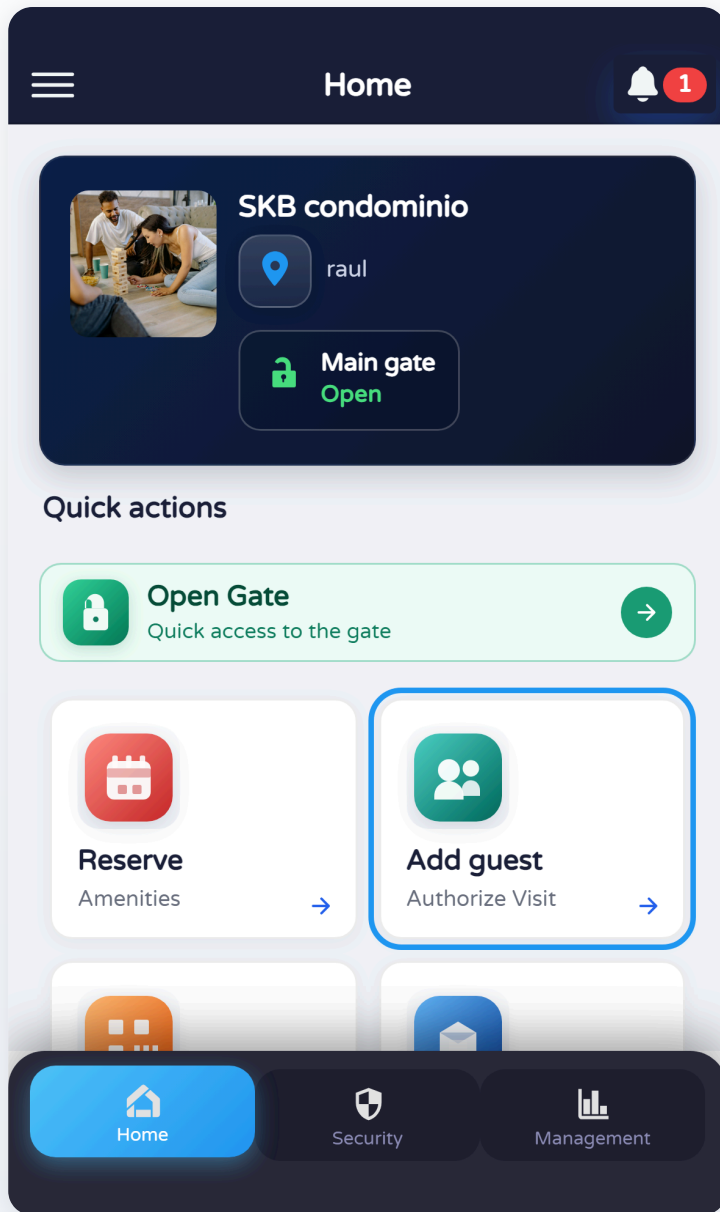
## WHAT YOU WILL DO

From **Profile** open **Add guest**. On **Authorized**, + opens **resident search**; select the resident 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).

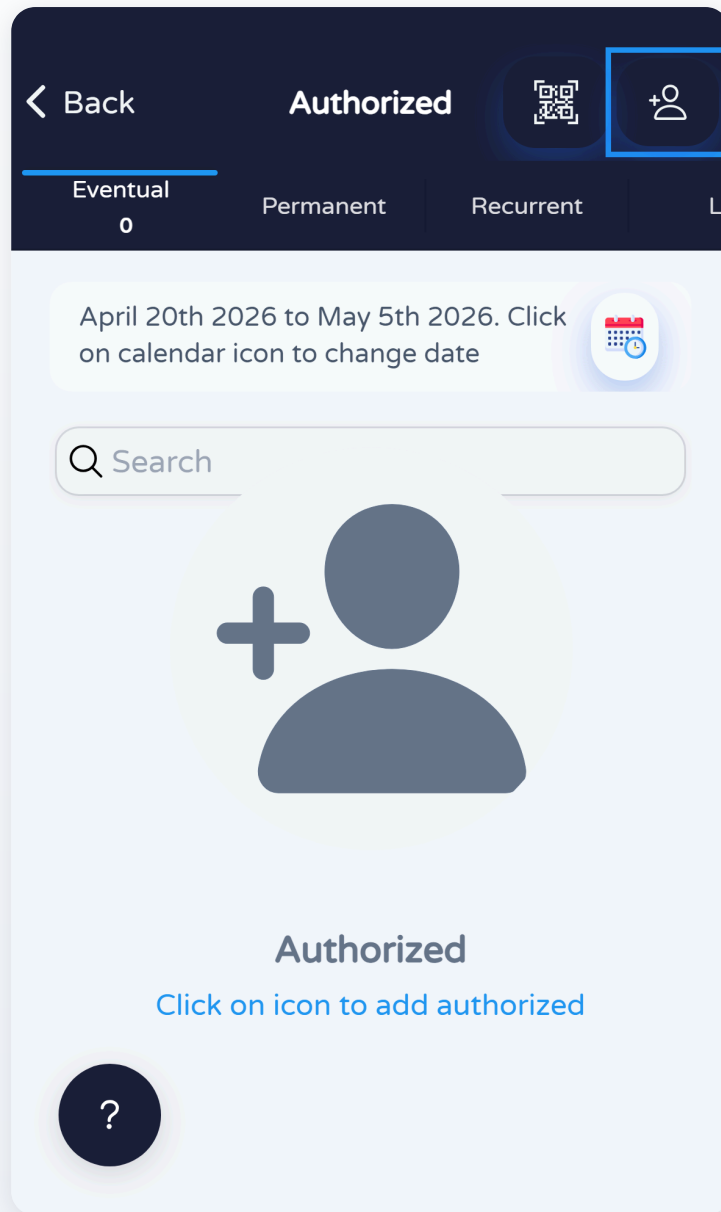


Profile — Add guest card

## STEP 2 Authorized list and + button

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

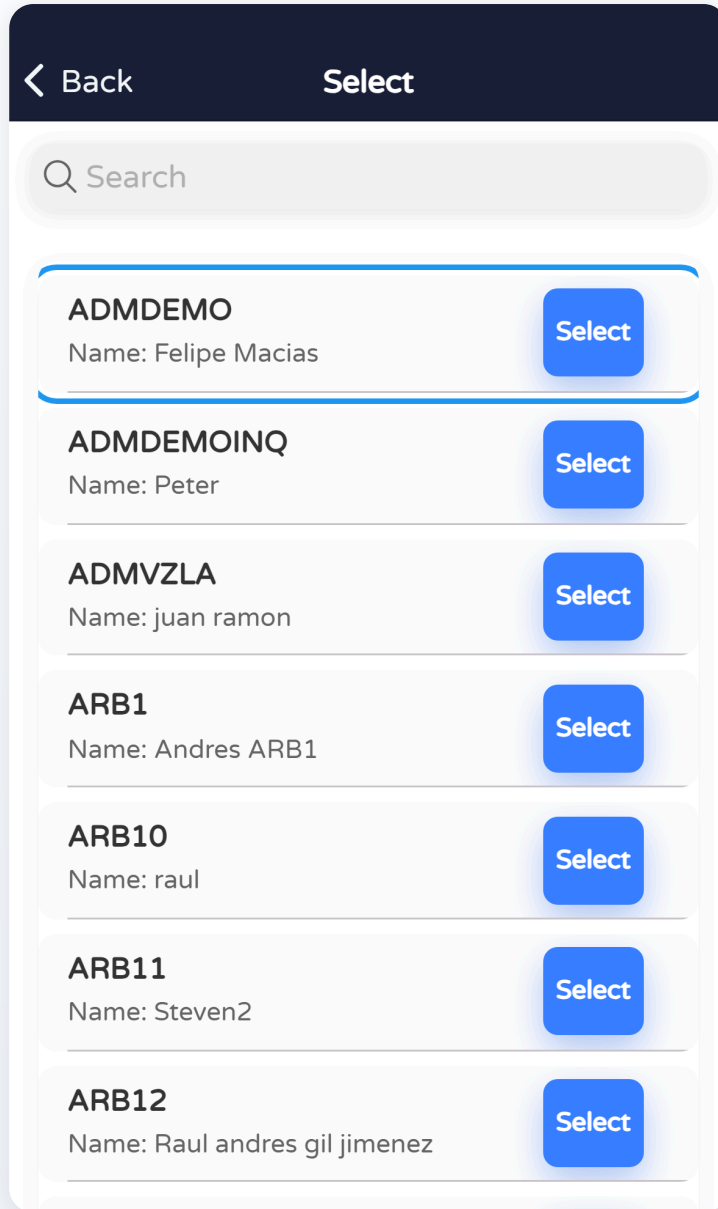
Some communities show a help screen first; continue until you reach **Authorized** or the form.



Authorized — add button

### STEP 3 Search and select a resident

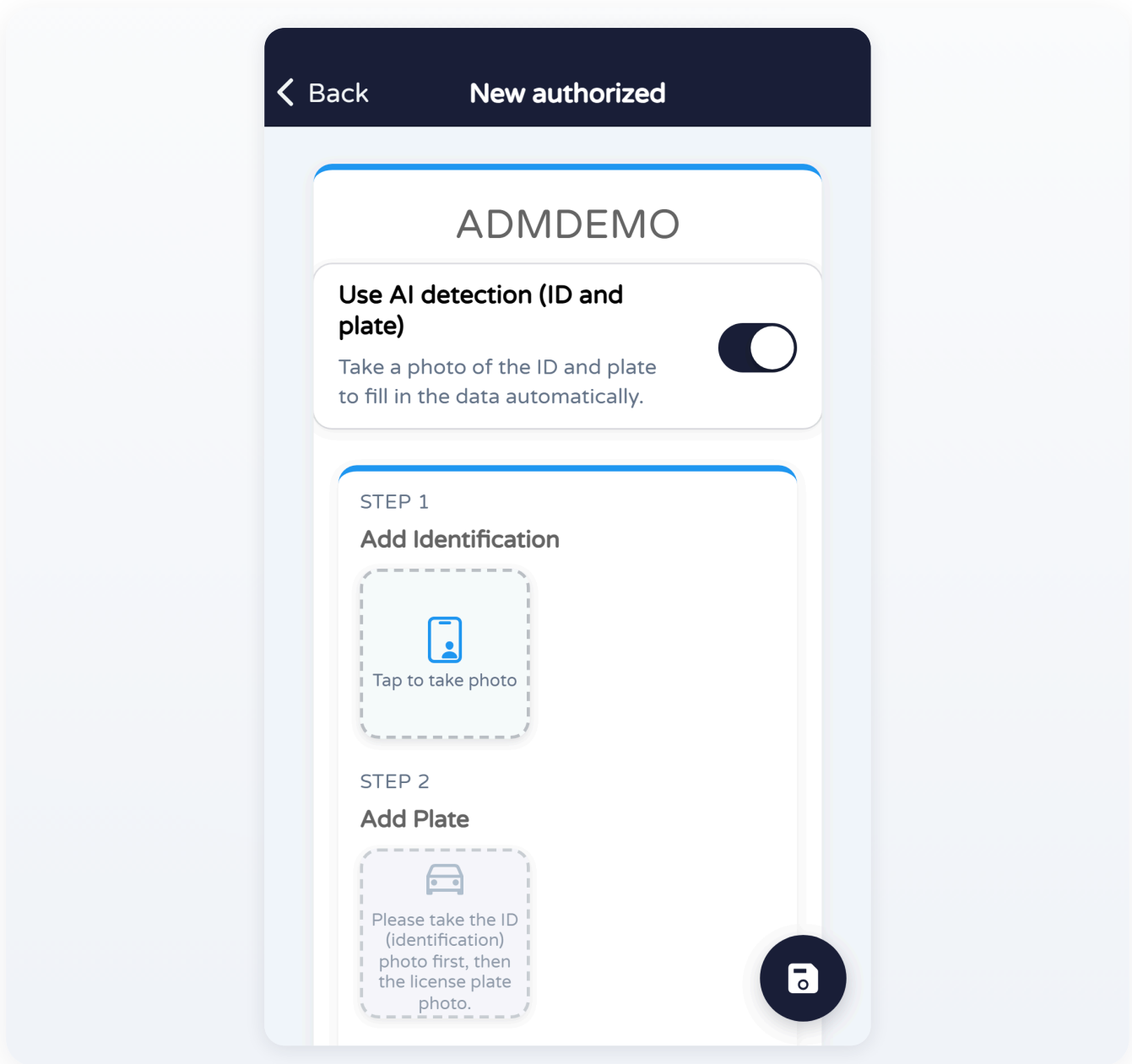
On the search screen, tap the **resident** row to continue to the registration form.



Resident search

**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 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 **Add guest**, confirm your security role and that you are on **Profile**.



Thank you for using EPASS

Help guide for security staff.

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User manual · Security · Authorized · EPASS · 2026