dwellingLIVE®

Need more time? Schedule your visitors with the newly updated resident mobile app.

- With a few quick taps, anyone from your contact list can be registered as a visitor in the community

- Adding guests with the app is faster and more accurate, reducing the number of guard calls back to you while your visitor waits at the gate

- Select visitors from your recent guest list to quickly grant access to returning people or companies
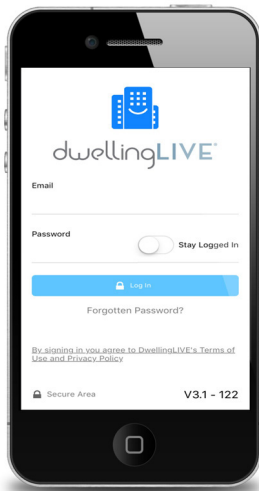
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Download the dwellingLIVE App

Download the app by scanning the QR code on the first page or by visiting the [Apple iTunes](#) or [GooglePlay](#) stores on your device.

Log in with your registered email and password.

If you have trouble logging in or do not have an account set up, please contact your Community Administrator.

Schedule Guests

1. Schedule guests using the "**Invite Guests**" icon. Once selected, a dialog box will appear giving you the option to invite an "**Individual Guest**" or "**Create a Party.**"

2. Restrict access to your property using the "**Restrict Access**" icon.

3. Edit your profile or visitor management settings by navigating to the "**Profile**" page.
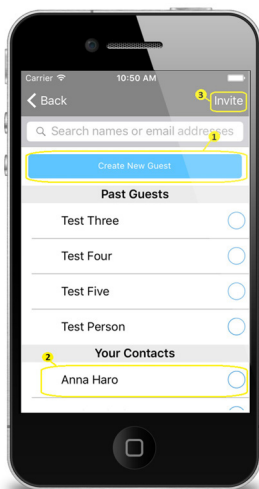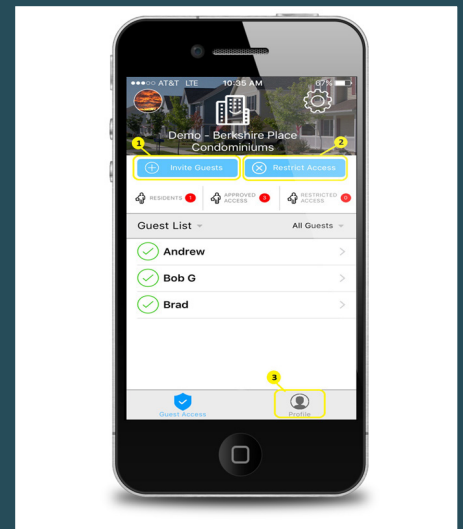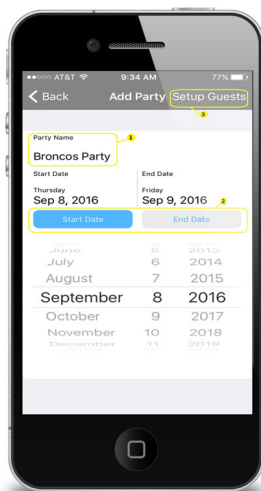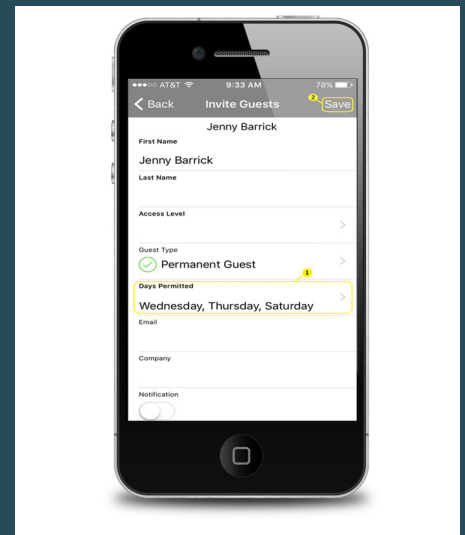
Invite Guests

Whether you are inviting an individual or creating a party, new integration allows you to access the address book on your device.

1. If a guest is not in your address book, manually add them to your guest list by clicking on the "Create New Guest" icon.

2. If a guest is located in your address book, simply scroll to and click on his/her name.

3. Once you have selected the desired guest, click "Invite."

Edit Guest Information

Edit guest information by selecting the field/s you intend to change.

1. Schedule the days a guest is permitted by clicking on the "Days Permitted" field. Please note that this step is required to schedule a guest.

2. Click the "**Save**" button when complete.

Create Party

Create a party by selecting "**Invite Guests**" on the homepage.

1. Select the "Party Name" field to enter a name for the party.

2. To change the date of the party, click on the "Start Date" icon. Use the calendar to scroll to the correct date. Change the end date by selecting the "End Date" icon.

3. Click "Setup Guests" in the upper right corner to create your guest list. From here, refer to Steps 4 & 5 to add guests.

Restrict Access

Restrict access to your property by selecting the "**Restrict Access**" icon on the homepage.

Click on any field to enter information. Select "**Save**" in the upper right corner when you are finished. This information will immediately reflect at the gate house.
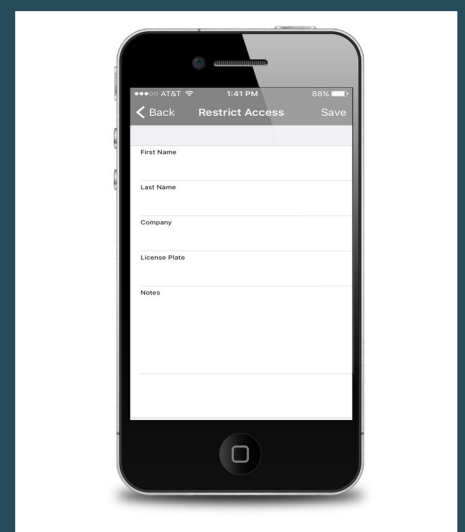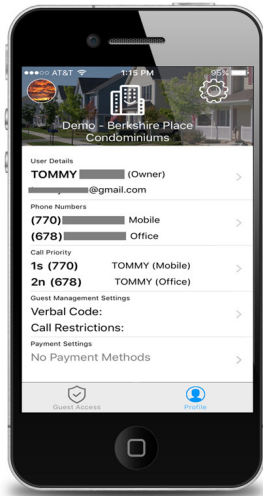
Edit Your Profile

Edit your profile settings by selecting the "**Profile**" icon on the homepage.

Information can be edited by selecting the corresponding field. For example, if you need to change your phone numbers, click on the "**Phone Numbers**" field.

Scroll down on this page to edit your "**Notifications**," "**Property Status**," and "**Telephone Entry System Settings.**" -These are listed below the "**Payment Settings**" field.

Notifications

By selecting "**Notifications**" from the profile page, you can edit how and when you receive notices.

1. To turn a notification on or off, simply click on the button that corresponds with your desired option. In this example, the "Email" notification for a guest registration is turned on while all others are off.

2. Text messages will be sent to the number listed on this page. Change this number by clicking on the "Text Message Number" field. Emails will be sent to the email address associated with your profile. You can change this on the main "Profile" page.

3. When you are finished, select "Done." Your changes will be saved.