

# WELCOME

TO THE **FUTURE** OF ENTRY  
FOR YOUR **COMMUNITY**



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Tap2Open allows you and your guests to enter your community via smartphone (iPhone, Android, and Windows Phone devices)

The following guide will provide you with an easy step-by-step process explaining how to set up your profile, send your first invitation to a guest, and how to use Tap2Open to access your community with your smartphone.

To get started, visit [www.tap2open.com/residents](http://www.tap2open.com/residents) then enter your username and password to login.

**Please contact your community management for your username and password.**

**SETTING UP YOUR PROFILE** ..... 1

**CREATING AN INVITATION** ..... 2

**ACCESS YOUR COMMUNITY** ..... 3



## STEP 01

### LOGIN

Type in your username and password and click "Login".

•••••

•••••

→

Username

Password

Login



## STEP 02

### CLICK PREFERENCES

At the top of the page click the "Preferences" page tab.

Preferences Policies ▾ Logout



## STEP 03

### CONTACT DETAILS

You can insert/edit your profile contact details here: name, nickname, phone, email, etc.

Contact Details Account Settings



## STEP 04

### ACCOUNT SETTINGS

You can create/edit your username and password here for your account.

Contact Details Account Settings



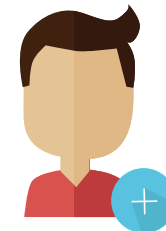
## STEP 05

### OCCUPANTS (Optional)

To modify occupants click on the "Occupants" tab to add a new resident or delete an existing one from the property.

- **Property Supervisor** [can add/delete other residents]
- **Resident** [has access to invite guests]

Invitations Occupants



## STEP 06

### ADD RESIDENT (Optional)

Click on the "Add Resident" button to begin entering in the new resident's information.

Current Residents

Add Resident



## STEP 01

### LOGIN

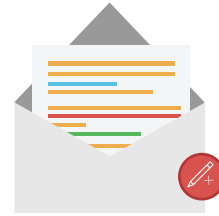
Type in your username and password and click "Login".




Username

Password

Login



## STEP 02

### CREATE INVITATION

Click "New Invitation" to begin creating your invitation.

No invitations

Click **New Invitation** to get started!



## STEP 03

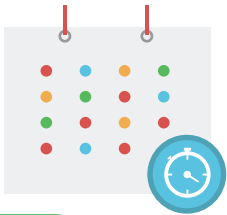
### DESCRIBE YOUR EVENT

In the "Purpose" dialog box type in a reason for your event and click "Next".  
(for example: Birthday Party)

Name/Describe Your Event

Purpose

Next



## STEP 04

### DATES/TIME

By default your invitation will be good for the day it was created. Click "Add" to add a custom date & time. Once you're finished click "Next".

Dates/Times Invited

Starting

2/18/16 12:00am

Add

Actions

Delete



## STEP 05

### INVITE GUEST

Type in the name of your guest and click the "Add" button. Repeat for multiple guests. The guest name helps you identify who you invited to this invitation.

Invite a guest

Name

Add

Cancel

## STEP 06

### CONTACT GUESTS

You can choose to contact your guest through e-mail, text message, or social media by clicking the "Contact" button. Alternatively you can send your own message by copying and pasting the link.

Contact your guests

Name

Guest Name

Actions

Contact

Done

## FOR RESIDENTS: USE TAP<sup>2</sup>OPEN TO LET YOURSELF INTO YOUR COMMUNITY



### STEP 01

#### ACCESS ON MOBILE

Visit [www.tap2open.com/access](http://www.tap2open.com/access) on your smartphone.



### STEP 02

#### LOGIN

Type in your username and password and click "Login".



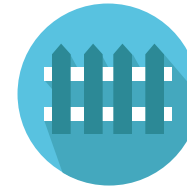
Resident Login

Username

Password

Login

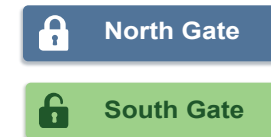
Stay logged in



### STEP 03

#### RESIDENT ACCESS

When the blue button turns green you are in range of that entrance. Press the green button when you are ready to enter.



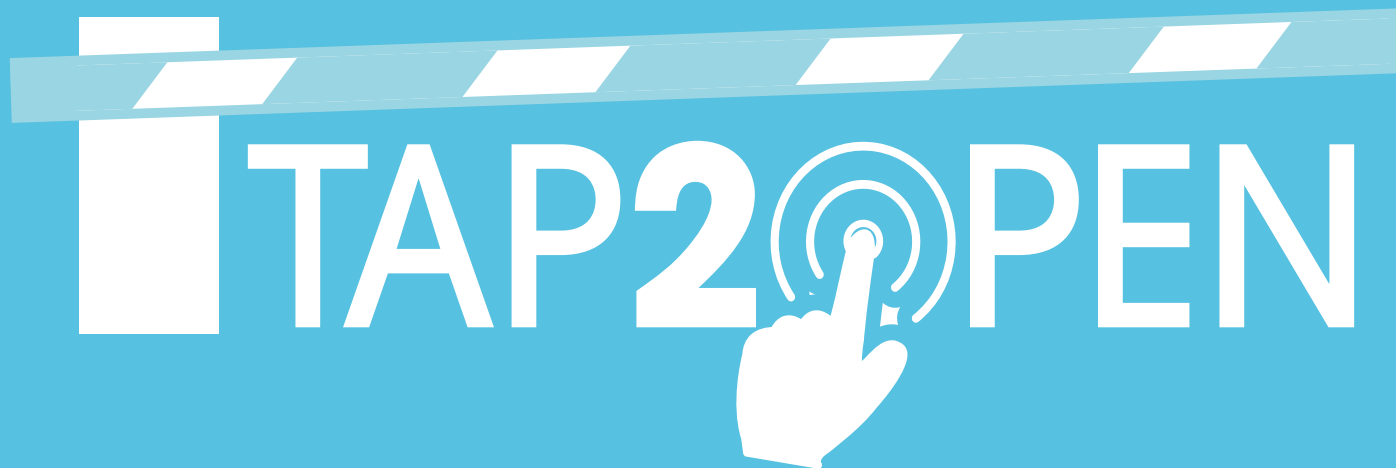
Alternatively you can add the Tap2Open Access app to your Smartphone Home Screen for quick and easy access.

#### For Android (Using Chrome):

- + Visit [www.tap2open.com/access](http://www.tap2open.com/access)
- + Press the or menu icon usually found the upper right corner of the browser
- + Click "Add to Home screen"

#### For iPhone:

- + Visit [www.tap2open.com/access](http://www.tap2open.com/access)
- + Press the icon or the "Share" button
- + Click "Add to Home Screen"



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**Have Questions?**  
[support@tap2open.com](mailto:support@tap2open.com)  
[www.tap2open.com](http://www.tap2open.com)

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