PGA PROPERTY OWNERS ASSOCIATION, INC.

Visitor Voicemail Call Authorization Instructions
(System is available 24 hours a day, 7 days a week)

Dial the following telephone number: **694-2783,** and follow the prompts. A voice prompt will pick up. The computer will request that you enter your personal security code (NOTE: THIS IS THE 5-DIGIT NUMBER PROVIDED ON THE ATTACHED LETTER). After entering your code, press the # sign. Once the computer identifies your code, it will access your resident file.

1. The prompt will ask you to wait for the beep and then **clearly state the name of your guest** (or the name of your first guest, in the event of more than one guest being authorized at this time).

2. Next, the prompt will ask you to **PRESS "1" if you expect your guest today, PRESS "2" if you expect your guest tomorrow, or PRESS "3" if you wish to authorize your guest for both today AND tomorrow.** For any other date, **PRESS "4".**

3. If you pressed 1, 2 or 3, the prompt will announce that the guest has been added to your list. After you have heard that message, you may hang up the phone, or press 1 and the # sign to add another guest.

4. **If you pressed 4 for another date**, the prompt will ask you to enter the month and the # sign. For example, enter "8" "#" for August. Next, you will be asked to enter the day of arrival followed by the # sign. For example, press "1" "6" "#" for the 16th of the month. Finally, you will enter the year followed by the # sign. For example, you may enter "0" "8" "#" for the year 2008. Once verified as a valid date, the system will prompt you for the number of days you wish to authorize your guest, which you should enter, followed by the # sign. For example, "7" "#" will authorize the guest for 7 days starting 8/16/2008. When completed, the system will read back the date and number of days, which you may accept by pressing "1" and the "#" sign, or if not correct, reject and try again by pressing "2" and the "#" sign. **PLEASE DO NOT HANG UP THE PHONE UNTIL THE COMPUTER PROMPTS YOU TO DO SO.**

5. Your visitor will now be authorized to enter. The message will be stored in the system for the number of days you have authorized your guest. Your guest's name will not appear until the starting date you have entered. Upon expiration of the allowed days, this guest's name will no longer appear on your guest list.

NOTES:
- No one will be admitted into the community without prior authorization.
- **Wait for the computer to tell you to hang up**, otherwise the information will **NOT** be recorded in the system.
- If you live in CHAMPIONSHIP, the above will allow guests to enter your gate and the PGA POA main gates. If you live in Preston, The Island or Devonshire, you must also call your community gate to notify them of guests. Once Devonshire and Preston change to the new Bar Code reader system, calling the Visitor Call Authorization will allow entry to both gates. Your community will notify you once this has taken place.

PGA PROPERTY OWNERS ASSOCIATION
GUEST ACCESS VIA INTERNET:
GateAccess.net

If you have access to the internet, you can update your guest list, print copies and make notes when you will be out of town. Please note, you must provide the Community code (PGA) and your personal security code. To use the GateAccess.net program, use the following steps:

Using your Internet connection and web browser, go to www.GateAccess.net
At the login screen, select your community code from the drop down menu.
There are three areas you need to enter: Community Code, User Name, and Password.   You will be able to change your User Name and Password (see end of these directions) but the first time you log in do the following:

COMMUNITY CODE: Use the drop down menu and go to PGA
USER NAME: Enter your **home phone number** (10 digits ONLY with no spaces, dashes or parenthesis). NOTE: The number must be the same number you have given PGA POA for contacting. If you are unsure which number you provided, you can call the POA office at 561-627-2800 and give us your PGA address and your Personal 5 digit code and we will be happy to tell you which number you should enter.
PASSWORD: This is your PERSONAL CODE (**the 5 digit number** we provided we refer to as your ID Code or Security Code).

After completing this information, you will go to the OVERVIEW page which gives general information about the site. Across the top of the screen there are several categories you can access as follows:

OVERVIEW General Information and how to get help while navigating the system
GUEST LIST Will show you those on your list presently and will allow you to delete or edit guests, as well as add new guests. CAUTION: Please be sure to enter beginning and ending dates for your guests unless you want them to come in forever without being called first. For your safety and your neighbors' we ask that only family members be added as "permanent" guests.
ENTRY LOGS This will allow you to see anyone who has registered to go to your residence. Note: this will only show guests registered between 9:00 p.m. – 6:00 a.m., except at the Championship/Eagleton, Devonshire, and Preston gates where guests are registered 24 hours per day.
EMERGENCY CONTACTS You can update emergency contact information
VACATION NOTIFICATION If you plan to be away (or are going north for the season) please be sure to provide the dates you will be away. This will allow security to know in case someone comes to visit and will allow security to keep a closer watch on your residence.
 PET INFO Not only can you list the name, species, color, etc, you can now download a photo of your pet(s). If we find (for example) a white cat, we can enter that description in the computer and it will list everyone in PGA with a white cat! Very helpful when one of your pets sneak out
VEHICLES This is a "read only" file; you cannot make changes; however, if you see a vehicle you no longer own or your license plate has changed, please notify the POA office immediately
LOGIN This will allow you to create your own user name and password to access the system the next time.

If you have a question, please call the POA at 561-627-2800 or click on the HELP button on each page.