GATE ACCESS: SYSTEM INSTRUCTIONS

INITIAL SET-UP: ACCESSING YOUR ACCOUNT
1. Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to https://gateaccess.net/login.aspx
2. At the log-in screen:
    a. Select the dropdown and look for **HAC**
    b. Enter the User Name provided (no spaces or dashes)
    c. Enter the Password provided
    d. Once these 3 data fields have been filled out, click the LOGIN button
    e. Upon a successful login, the OVERVIEW page will open the community news and important phone numbers

CHANGING MY USERNAME AND PASSWORD
- **It is recommended to change your initial username and password.** This is done by clicking the *Login Information* tab. You will then be prompted to enter a new username and password. If the username you select is already in use, the system will let you know so you can select a different one. Guidelines on the page will direct you in selecting a valid user name and a strong password.

NAVIGATING THE WEBSITE
- Once you have successfully accessed your account, on the upper part of the screen you will see a tab selection bar that allows you to access various categories of information such as:
    a. Contact information
    b. Guest List
    c. Entry Logs
    d. Emergency Contacts
    e. Vacation Notification
    f. Vehicles
    g. Login Information
    h. Community Documents
- Should you need assistance while updating these tabs, click on the HELP button that is located at the bottom right hand corner of each page. The HELP button will generate a pop-up screen detailing information regarding editing, deleting, and adding data.

MANAGING GUEST/VISITOR LIST
- You may review and update your Guest List as often as you like. We encourage you to review the list on a regular basis, deleting those who no longer have access. Go to the Guest List in your account to make changes.

MAKING VEHICLE UPDATES
- Vehicle descriptions and decal information may ONLY be updated by the HOA. Forward changes to your vehicle descriptions to heritagefrontdesk@managementtrust.com. Please remember, any time your license plate or vehicles are changed, the new information must be sent to HOA.

MOBILE DEVICE APPS
- Once you have confirmed your account information is correct, we recommend that you download the GateAccess Mobile App on your Android and iOs devices (iPhone or iPad) so you can conveniently access and edit your guest list and view your recent visitor list. *The log-in information for the gateaccess.net apps are the same for the gateaccess.net website.*