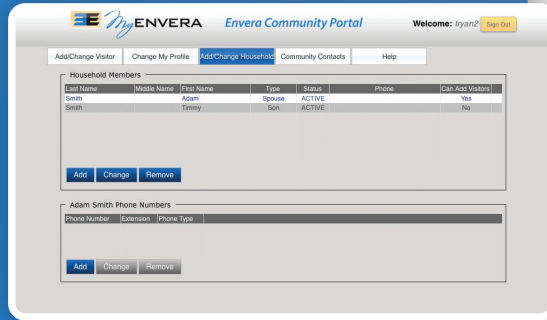


06.

To add additional household members to your profile, you will need to click on the Add/Change Household tab at the top.

Here you can add, edit or remove family members. The household members list should only include individuals living in the home (you do not need to add tenants). To add, click **Add** and then enter the name and type of household member. If you would like for this person to be able to add Visitors, be sure to select the **Add Visitor** checkbox. Click **OK** and then **Save** at the bottom of the page. You can also add phone numbers for each household member. That way if an unregistered guest arrives for a household member, Envera will be able to reach out directly to that person for authorization.



TUTORIAL VIDEOS

EnveraSystems.com/MyEnveraVideos



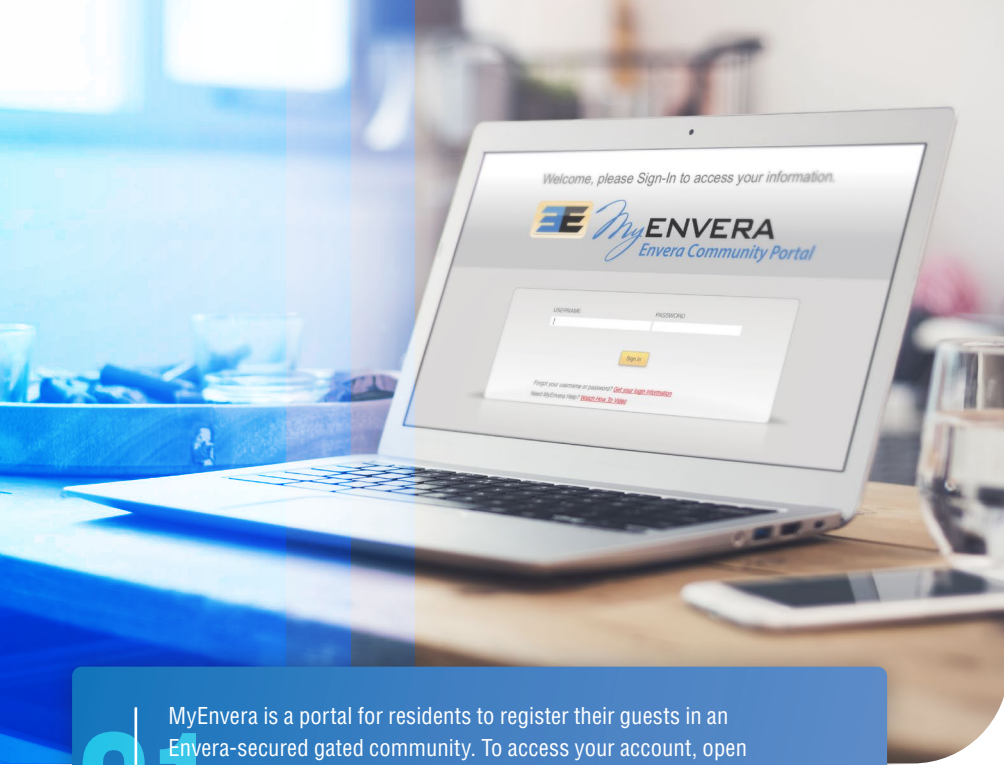
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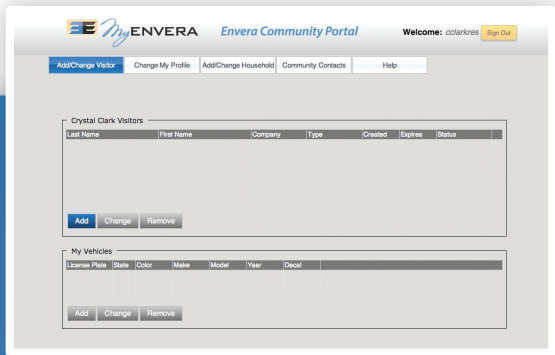
MyEnvera is a portal for residents in Envera-secured gated communities to manage their guest list



01. MyEnvera is a portal for residents to register their guests in an Envera-secured gated community. To access your account, open your web browser. In your web browser, type www.MyEnvera.com. Enter your username and password.*

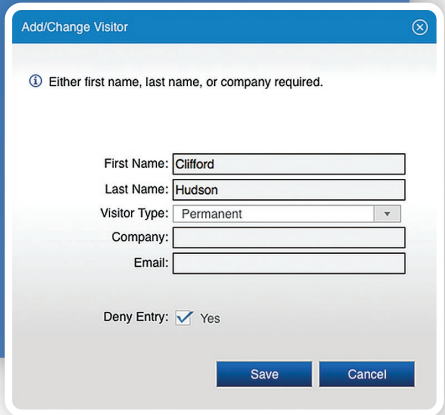
02. The first page you see will be the Add/Change Visitor screen.

To add a visitor, you need to click **Add** under the Visitors table. When the pop up opens, enter the first and last name of the visitor and/or the company if applicable. If this is a temporary visitor, select **Temporary** next to Visitor Type and then put the expiration date for this visitor. **Their access will expire at midnight of the date you enter.** Select **One Time** for a visitor to be granted entry once, unless added to the guest list again.



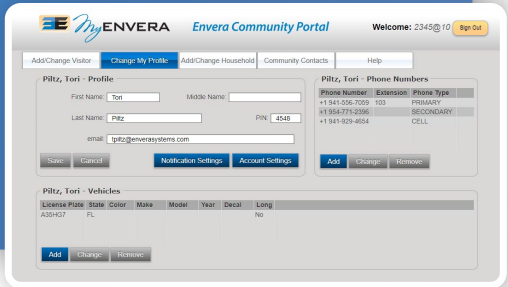
03. Permanent guests are allowed entry until you delete them from your visitor list.

If you are registering a permanent visitor, such as a friend or family member, please select **Permanent** next to Visitor Type, and you will not be required to enter an expiration date. You can also deny entry if needed by selecting the **Deny Entry** checkbox. Remember to click **Save** once you have entered the information.



04. The second tab in MyEnvera is where you update your information.

If you click on **Change My Profile**, you can edit your email address, pin, password, phone numbers and vehicles. The phone numbers are used to call you in the event someone arrives who is not on your guest list. To add, click the **Add** button, enter the phone number and Phone Type, then click OK. To change a phone number, select the phone number you want to edit, and click **Change**. Be sure to click **Save** at the bottom. Click **Account Settings** to change your username or password.



05. Notification settings are used to enable push, text or email notifications for your account and/or visitors.

To enable notifications when a visitor arrives, check push, text, or email. You can be notified when changes are made to your account as well. When you select text, you will also choose the phone numbers by clicking Text Phones. Then click **Save**.

