

CapSure COMMUNITY

STEP BY STEP GUIDE

#1. Information You Need

- **WEBSITE** address:
<http://www.heronsglenhoa.org>
- Your **USER NAME**: is your lot number. Lot numbers are 4 digits. Please email the HOA Office if you do not know your lot number or have trouble signing in.
- Your temporary **Password**: 1234
- **EMAIL** questions to:
HOAOffice@heronsglenhoa.org

#2. How to Log-In

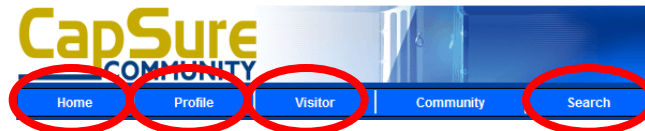
1. Open Internet Explorer.
2. Go to the WEBSITE listed above. You will see this:



3. Click on the Visitor Management Button
4. Enter Your **USERNAME**
5. Enter Your **PASSWORD**

#3. I'm Logged-In. Where do I go?

Once you have logged-into GateSure, you can navigate by using the **Tabs** near the top of the window:



- **Home** is where you start. It's a picture of the community.
- **Profile** is where you can modify your personal information (see below).
- **Visitor** is where you can add, modify and delete visitors from your list (see below).
- **Search** is where you can find contact information for other residents if they choose to publish it in their **PROFILE** (see below).

#4. Modify Your Profile

Personal Profile is where you can change your **PASSWORD** and specify what contact information you want to publish. Be sure to add your email address.

Phone is where you enter your

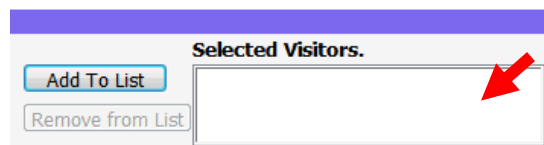
Important Contact Phone Numbers (Emergency, Home Watch and Cell Phones).

***** PLEASE CHANGE YOUR PASSWORD ** SOMETHING SIMPLE ** NUMBERS ARE SUGGESTED**

Personal Profile View and(or) edit personal information including your password.	Family Profile View and(or) edit Family member(s) profile
Automobiles View and(or) edit: Automobile information including make,model,tag and SmartPass number.	Pets Profile View and(or) edit: pet information including type, breed, and veterinarian contact information
Away Message View and(or) edit: resident away messages	Domestic/Contractors View and(or) edit: information for domestic contractors including gate passes.
Phone View and(or) edit: resident phone number	Comment Resident Comments

#5. Adding Visitors

Press **Create and Schedule Visitors**, and then fill out the form. Press **Add to List** after every name. This makes it easier to schedule parties and events.



Don't forget to add your **Permanent Visitors**.

Just in Case....Getting Help

For a short training video go to www.capsure.com/residents. If you need further assistance you can email the HOA Office at hoaoffice@heronsglenhoa.org