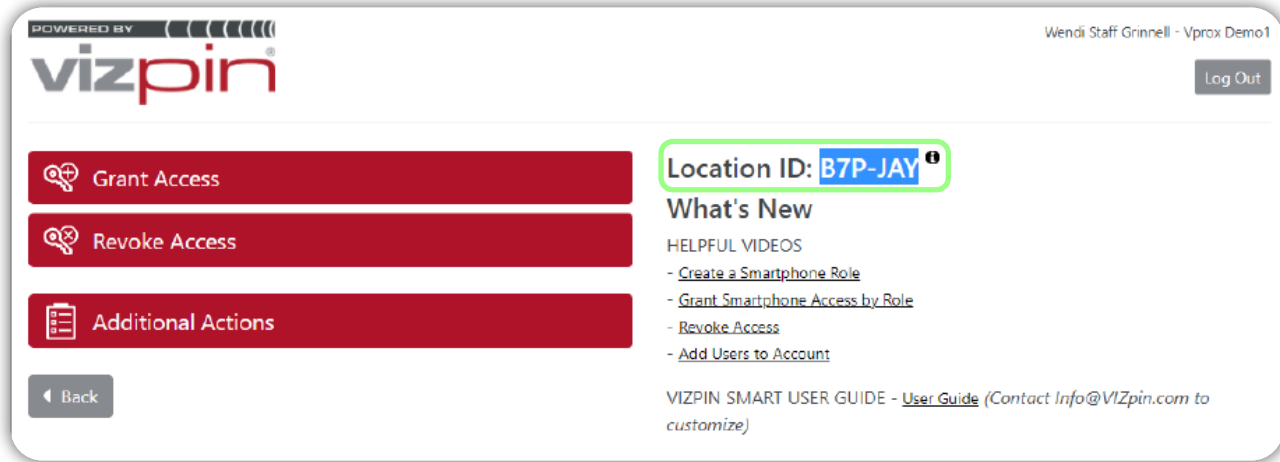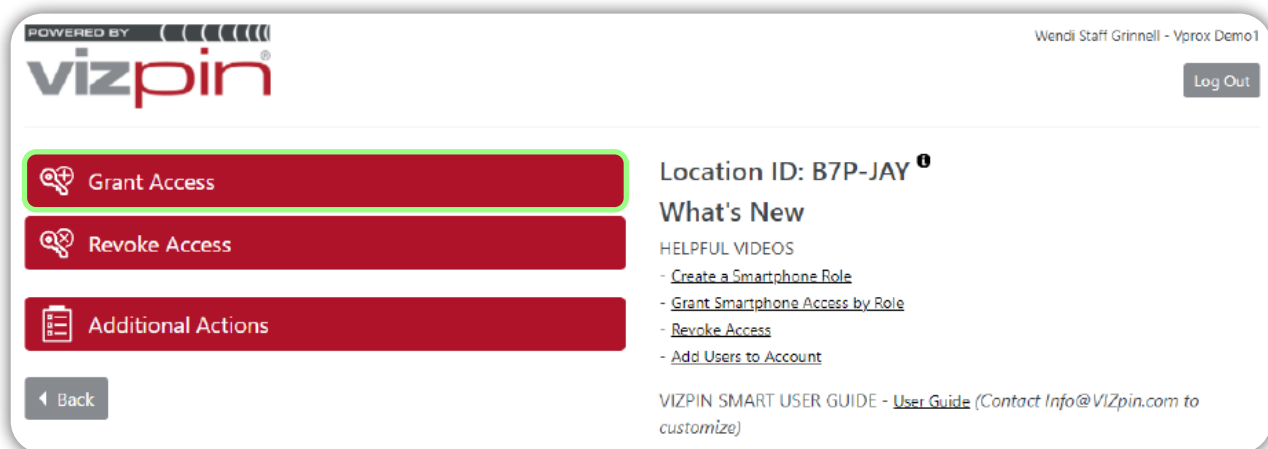## Step 1

Have your employees & tenants download and register the VIZpin Smart app. They should request access by entering your unique **Location ID code.**

Step 2

After you receive an email that says they are requesting access, log into VIZpin.net and click **Grant Access.**

Step 3

Select the user(s) you want to send Smartkeys to and click Continue.

Select User

Search by last name | Search | Show All Users | Add New User

☐ Needs Access

Sort: ○Ascending ○Descending

☐ Conley, James
☑ Hogan, Wendy
☑ Jones, Larry
☐ Morgan, Brittany (vprox 24x7)
☑ Smith, Sarah
☐ Valerro, Juan

Page No. 1 ▾ ◀ 1 - 6 of 6 ▶

◀ Back | Continue ▶

Step 4

Select the role you want to grant to the user(s) and click Continue. Click OK on the confirmation pop-up message.

Select Role

Search by name | Add New Role

○ vprox 24x7

◀ Back | Continue ▶

Step 5

Select **Additional Actions.**

POWERED BY

vizpin®

Wendi Staff Grinnell - Vprox Demo1

Log Out

🔍 Grant Access

🔍 Revoke Access

📋 Additional Actions

◀ Back

Location ID: B7P-JAY ⓘ

What's New

HELPFUL VIDEOS
- Create a Smartphone Role
- Grant Smartphone Access by Role
- Revoke Access
- Add Users to Account

VIZPIN SMART USER GUIDE - User Guide *(Contact Info@VIZpin.com to customize)*

Step 6

Select **Manage Users.**

POWERED BY
vizpin Additional Actions

Wendi Staff Grinnell - Vprox Demo1   Log Out

Manage Roles

Manage Users

Manage Smart Devices

◀ Back

Location ID: B7P-JAY ❶
What's New
HELPFUL VIDEOS
- Create a Smartphone Role
- Grant Smartphone Access by Role
- Revoke Access
- Add Users to Account

VIZPIN SMART USER GUIDE - User Guide *(Contact Info@VIZpin.com to customize)*

Step 7

Make note of their **Card #.**

Manage Users (Number of users: 6)

User Look Up

Last Name (First 3 characters)   Cell Phone #   Add Smartphone User

Search By Last Name Search Criteria   Search   Show All Users
Sort By: Last name ▾ | Ascending ▾   Verify Users Promote Users Remove Users

Select	Last Name	First Name	Phone #	Email	Card #	Card/FOB #	Access Type	Managers (0 of 5)
☐	Hogan	Wendy	4114123412	✎	250-38390		Smartphone	End User ▾ ❶
☐	Valerro	Juan	7175841446	✎	250-65227		Smartphone	End User ▾ ❶
☐	Conley	James	7173274250	✎	250-48099		Smartphone	End User ▾ ❶
☐	Morgan	Brittany	7173274235	✎	250-18998		Smartphone	End User ▾ ❶

Step 8

Add the **vPROX Card #** to your access control system just like you are adding a keycard #.

Access Control System User Field	
First Name	Wendy
Last Name	Hogan
Card Format	26 Bit Wiegand
Site/Facility Code	250
Card #	38390