

October 27, 2015

Island Lakes Residents and Homeowners

RE: NEW GATE-ACCESS SYSTEM INSTRUCTIONS

The Island Lakes entry gate enhancements have now been completed. Effective immediately, you may now use a website directly to update your vehicle information, visitor list, and contact information. This user-friendly community management system offers more features to allow the gate staff to process your visitors more efficiently.

Instructions on how to log-in and update your new account are listed on the back of this page. To log-in to your account for the first time you will use the following information:

User Name: <your principal phone number> No dashes, spaces or periods

Password: <your 4-digit PIN>

While every effort will be taken to preserve your previously existing visitor list correctly, it is important you establish your log in, confirm your list and make needed changes or updates. Please review your list carefully, deleting those who no longer require access.

Keep the attached instruction page for reference as it contains important information such as the new website address, directions to log into the system, and a brief overview on navigating the web site once you have successfully accessed your account.

We apologize for any inconvenience this may cause you. While this new system will expedite time at the gates, it works well only with your assistance. Remember, it is the responsibility of the homeowner to update visitor access lists and it is the homeowner who is responsible for those identified as always authorized to enter the gates.

Thank you for your cooperation. Again, should you have any difficulties logging on for the first time contact TMG Management for direction and assistance.

On behalf of the Island Lakes Board of Directors,

TMG Management

Ofc: 954.782.7820

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SYSTEM INSTRUCTIONS

INITIAL SET-UP: ACCESSING YOUR ACCOUNT

Using any standard web browser (Internet Explorer, Firefox, Chrome, etc.), navigate to HYPERLINK "http://www.GateAccess.net" www.GateAccess.net.

At the login screen, select the "IL" community code from the dropdown list. Then enter your primary phone number (10 digits ONLY, without spaces, dashes or parenthesis).

When logging in for the first time, your password will be the code number represented by your existing 4-digit pin. Always keep this code or a new one if you change it, as you will need it to access key information about your account.

Once you have filled in these 3 data fields, click on the LOGIN button.

Upon a successful login, the OVERVIEW page will open up with community news and important phone numbers.

NAVIGATING THE WEB SITE

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:

Contact Information
Emergency Contacts

Guest List
Vehicles

Entry Logs
Login Information

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.

MAKING VEHICLE UPDATES: Vehicle descriptions and bar code sticker information may only be updated by the system administrator, who is Lisa Taylor at TMG Management. Forward changes to your vehicle descriptions to TMG. Please remember, any time your license plate or vehicles are changed, the new information must be sent to TMG Management.

MANAGING 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 tab in your account to make changes.

CHANGING MY USER NAME AND PASSWORD

It is recommended to change your initial user name and password. This is done by clicking the ***Login Information*** tab. You will then be prompted to enter a new user name and password. If the user name 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.

MOBILE DEVICE APPS

Once you have confirmed your account information is correct, you may want to download the Gate Access Mobile App on your Android and iOS devices so you can conveniently access and edit your guest list, and view your recent visitor list.