

KENMURE SECURITY

Gate Pass Login Instructions

- From www.kenmure.org click the link for “Gate Pass Login” on the main banner.

- **LOG-IN**

Your Username is assigned by the KPOA Office – typically it is the first letter of your first name added to your last name. Due to similar initials and last names, this may not hold true in all cases. All Passwords are set to the default of kenmure2021. Username and passwords are all lower case. Please note, many times computers will automatically save kenmure as Kenmure. Check to ensure it is lower case.

Example:

Username: bgarrett -- assigned by KPOA Office

Password: kenmure2021 -- default for all users

We strongly encourage everyone to change their password upon login. To change your password, in the left pane under Occupant Info, select Update Credentials.

If there is not an email address on file or the one displayed is incorrect, enter your email address so that password resets can be sent to you when requested. Enter the default password in the Old Password field. Enter your new password in New Password and re-enter to confirm. Then click Save. Please record this New Password in a safe place.

IMPORTANT – only one account is set up for each property address, therefore you will need to share the username and password with each of the occupants in order for everyone to make changes to your visitor list.

- **ADDING VISITORS**

- To manage visitors on your account, under Occupant Info, click on the “**Visitors**” button in the left pane of the screen.
- Click on the “**Add Visitor**” button in the top left-hand corner of the screen:
- On the “**Add Visitor**” screen:
 - Enter in the required information as well as any other information you feel is helpful for the gate staff to identify and process your visitor efficiently.
 - Select the length of time that the visitor pass will be valid
 - Click “**Save**” and this information will be sent to the computers at the guard house
- Keep your list up to date and delete expired passes as needed

- **REVIEWING ADDITIONAL INFORMATION:**

- Account information (Personal)
- Household occupants
- Automobile information

Visitor and Update Credentials are the only areas residents are able to enter or change information. If changes are required to other areas of your account (personal information, occupants or autos), please contact the KPOA office at kpoaoffice@gmail.com and indicate the changes necessary for the Gatehouse system. You may be required to provide documentation for the change (i.e., vehicle registration, insurance, bill of sale, etc.) Be sure to specify the Gatehouse system as the KPOA also has a database with resident information. Thank you!