



EasyCode Sign Up Instructions

EasyCode Renter Sign Up: Best Practices and Training for Facility Management

Step 1: Advertise EasyCode to Your Renters

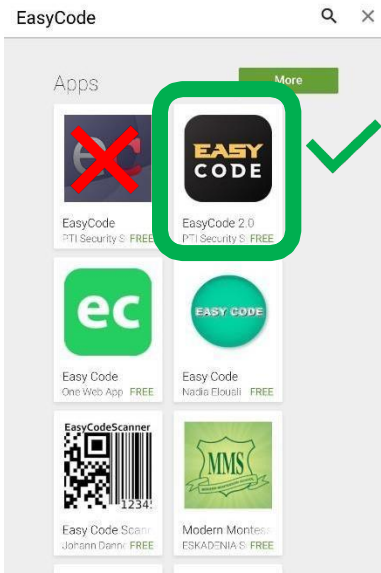
- Hang the posters (provided in the welcome kit) in common areas.
- Place the counter card (provided in the welcome kit) on the main office counter or desk.
- Put the EasyCode Site Key Card in a card holder near the counter card.
- If you run out of cards, you can quickly print more here:
http://go.ptisecurity.com/l/547872/2018-08-02/6cjl/547872/62103/Digital_Site_Key_Doc_Editable_4.docx
- Loop the EasyCode renter-facing video in the office and put it on the website. You can view the video here: <https://pti-security-systems.wistia.com/medias/auo9l4war3>

Step 2: Sign Up Renters

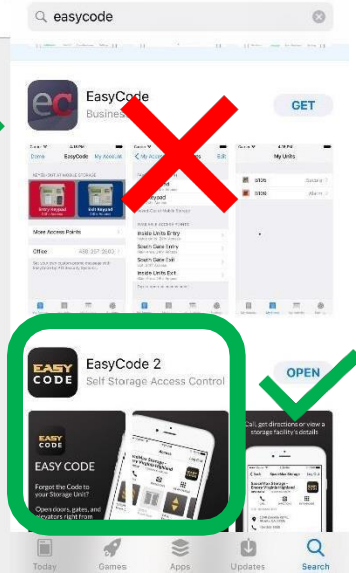
- Signing up new renters is a very simple process!
- Executing a new rental agreement is the best time to sign up a new EasyCode user.
- Links to the app can be texted or emailed to renters from EasyCodeSignUp.Com.
- Or you can hand the renter a site key card
- The app is also searchable via the App Store or Google Play Store: “EasyCode”
Note: it’s important to download “EasyCode 2.0” or “EasyCode 2.” It is the black and yellow icon. (see below).

First, have your customer download the app.

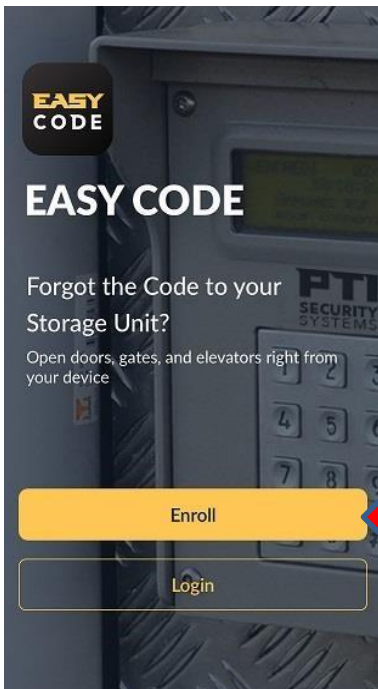
Google Play



Apple App Store



Once the app is downloaded, you should see this screen



Click on the Enroll Button

Enter the Site Key

NOTE: The site key is the 10-digit alphanumeric code on the site key cards your facility staff will provide you with

NOTE: Location services need to be turned on while EasyCode is in use

Verizon LTE 11:45 AM 88%

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Sign Up for Secure Access

Enter the authorization code sent to your email address or mobile number.

AUTHORIZATION CODE

Authorization Code

OR

SITE KEY

10 Digit Site Key

Next

SEND NEW CODE OR ENTER SITE KEY

Enter the 10-digit Site Key

Click on the Next Button

Enter Access Code and Last name

NOTE: The Last Name does not need to be capitalized, but does need to be spelled the same as the Last name associated with the Access Code

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Access Code

Enter your assigned access code to quickly access your storage facility

ACCESS CODE

Access Code

Last Name

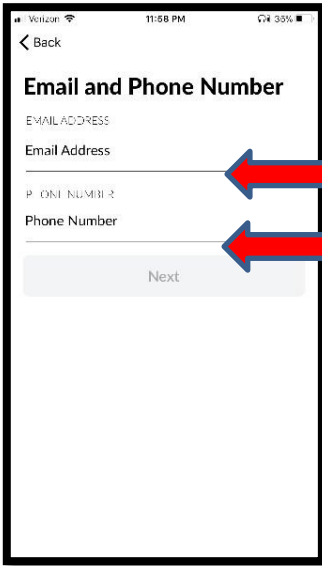
Next

Enter Access Code (* and # are not needed)

Enter Last Name

Enter your Email Address and Phone Number

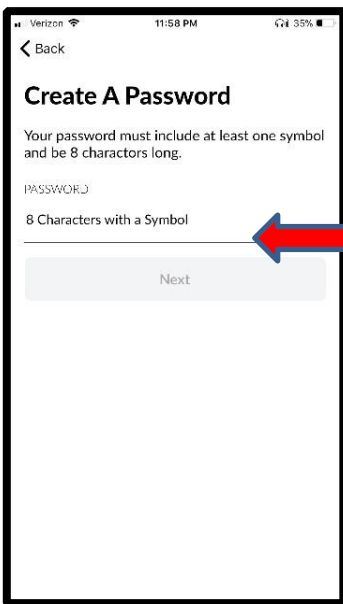
NOTE: Phone Number is the cell phone number of the phone being used to setup EasyCode on



The screenshot shows a mobile app interface for entering contact information. At the top, there is a 'Back' button and the title 'Email and Phone Number'. Below the title, there are two input fields: 'Email Address' and 'Phone Number'. A red arrow points from a callout box labeled 'Enter Email Address' to the 'Email Address' field. Another red arrow points from a callout box labeled 'Enter Cell Phone Number' to the 'Phone Number' field. At the bottom of the form is a 'Next' button.

Create a Password

NOTE: Password needs to be 8 characters with at least one special symbol

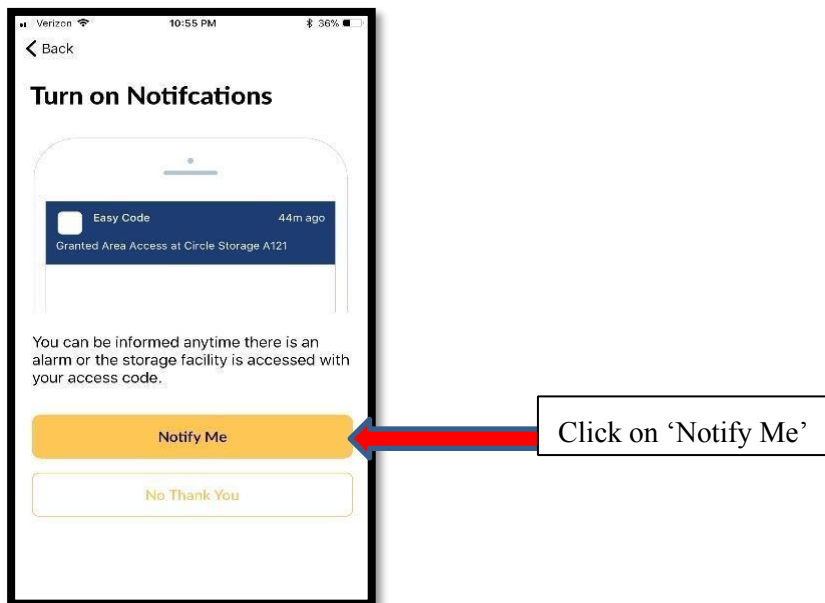


The screenshot shows a mobile app interface for creating a password. At the top, there is a 'Back' button and the title 'Create A Password'. Below the title, there is a instruction: 'Your password must include at least one symbol and be 8 characters long.' Below this instruction is a 'PASSWORD' label and an input field. A red arrow points from a callout box labeled 'Create password, will be used to log into EasyCode app' to the password input field. At the bottom of the form is a 'Next' button.

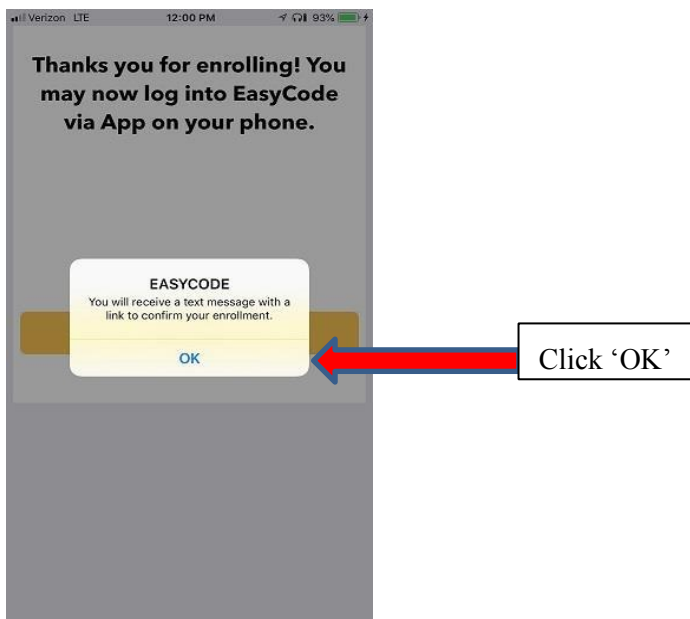
Turn on Notifications

NOTE: We recommend that all customers receive push notifications

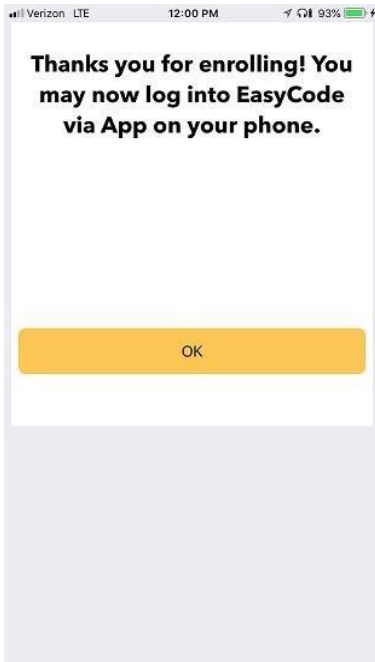
NOTE: If you decline to receive push notifications, you will not be automatically notified when your access code is used or if an alarm is triggered or deactivated



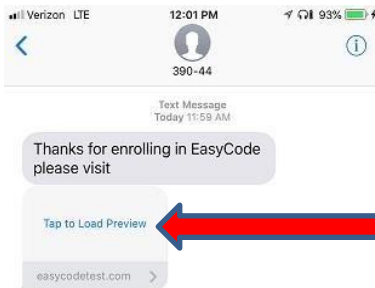
Enrollment Complete



Click OK and go to Text Messages



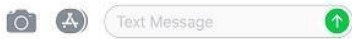
Text Message: Tap to Load Preview



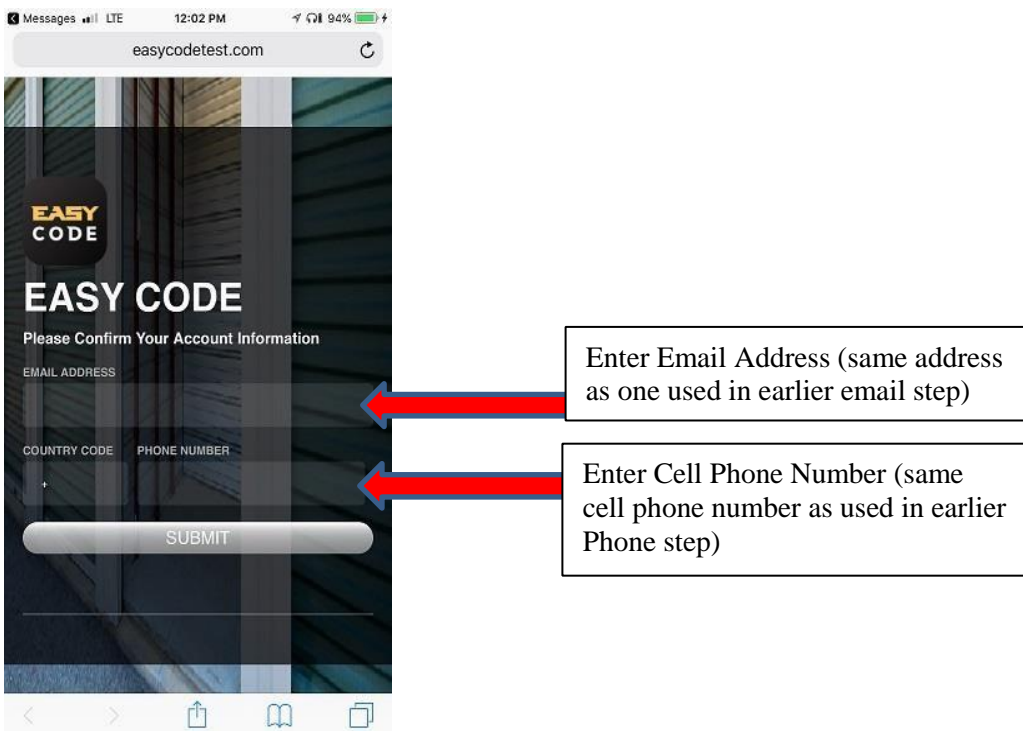
Click on 'Tap to Load Preview'



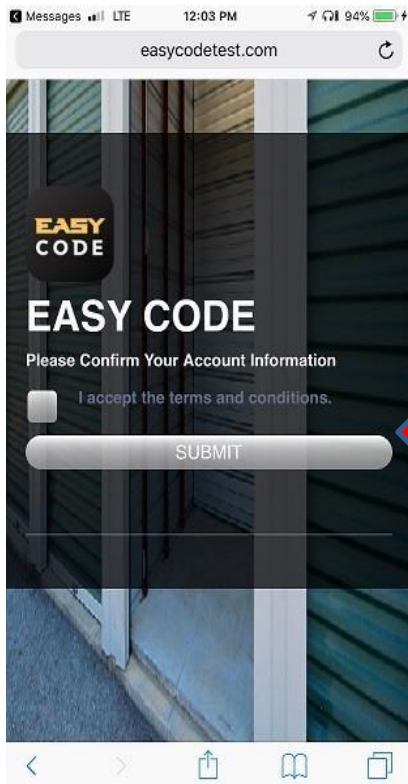
Click on Easy Code webpage link to continue verification process



Confirm Account Information



Accept Terms / Complete Verification

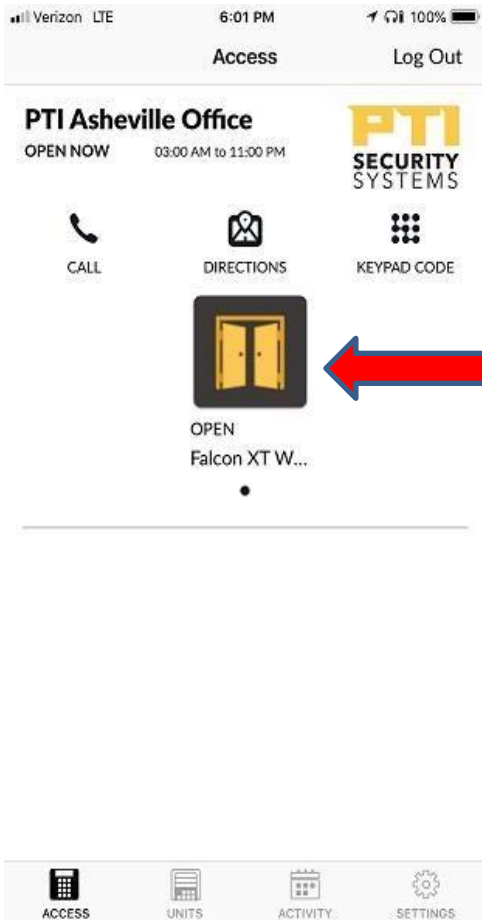


Click on box to accept terms and conditions of EasyCode app, then click on Submit

Verification Complete



Now open EasyCode app and Login using your Email Address and Created Password. Below is an example of the app screen after logging in.



Most importantly are the visible icons, for example selecting the Entry Gate icon within seconds will open the Entry Gate.