

July 14, 2017
11:00 a.m.

New Guest Pass System First Time Login

As you may be aware, the Security Department has been transitioning to a new Gate Pass system. The old system was no longer receiving tech support by the vendor, thus the need to move to a new system and vendor. The transition took many months and as of July 11, 2017 at 8:00 a.m., passes (when called in) are being entered in to the new system. We are now ready to activate the next feature of the new system.

*** Please note:** There is also a PDF file attached with these instructions to make it easier for you to print out.

As with the old system, you can enter passes online using the link on our website: www.hiltonheadplantation.com. When you click on the ["Visitor Passes" icon](#) located at the center left of the homepage of our website, you will be taken to a login page that looks like this:

(This is a picture below. You must go to our website [see paragraph above] and click on the Visitor Passes icon in order to enter your guest pass request.)

http://www.hiltonheadplantation.com/PDF/Gate%20Access_screenshot%201.pdf

GateAccess.net- Login x

https://gateaccess.net/login.aspx

GATEACCESS.NET

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Login to GateAccess.net

Community Code: HHIP Remember

User Name: 00001 Remember

Password:

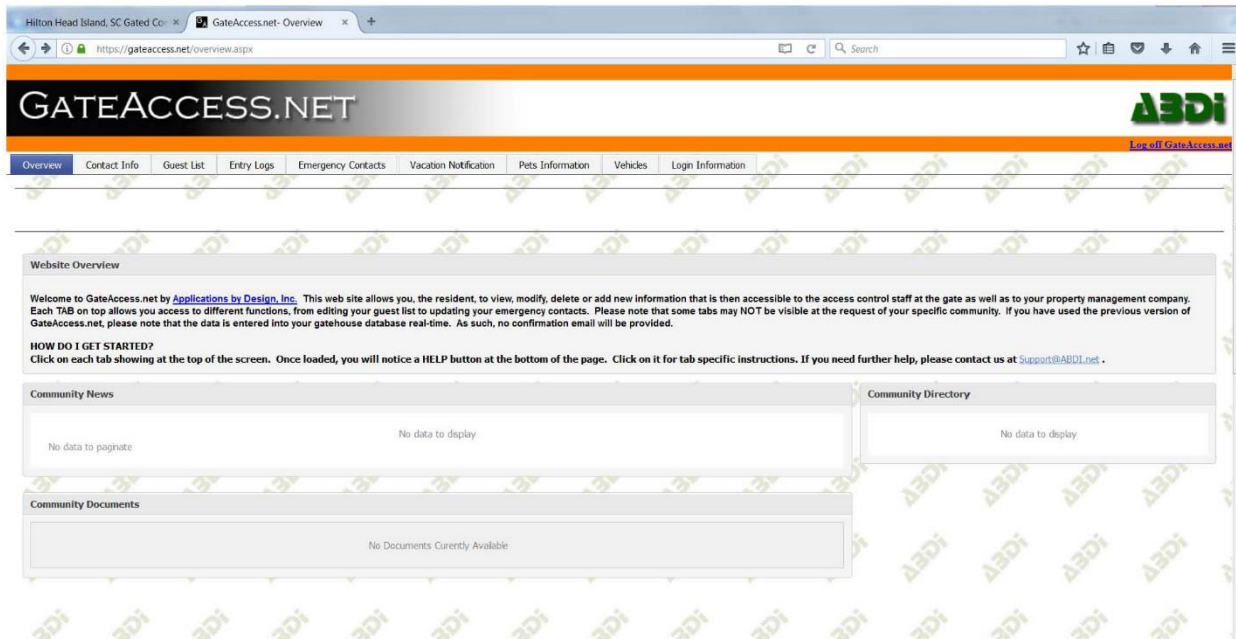
Login

help

Start GateAccess.net- Login ... 1:50 PM

- When you log on for the first time, you will need to enter the “Community Code” which is “HHP” in all caps; then check “Remember”.
- Next, enter your User Name which is your current five (5) digit PIN number and then check “Remember”.
- Next, enter your Password which is your last name in all “CAPS”.
- Press “Login”.
- You will be taken to the screen below: (This is a picture below. You must go to our website and click on the Visitor Passes icon to enter your guest pass request. See above.)

http://www.hiltonheadplantation.com/PDF/Gate%20Access_screenshot%202.pdf



- Click on “Guest List” from the tabs on the top of the page.
- When the next screen appears, click on “Add a New Guest”. Enter the last name and first name of your guest on the appropriate lines.
- Next, enter the start date for the Guest Pass, then enter the end date. Passes entered via the Internet can only be requested for 10 days or less. If you wish to request a guest pass for a longer period (up to 60 days), you will need to call in the pass request to Security at either (843) 681-2459 or (843) 342-9980.
- The new system will allow you to select “Add an Event with Multiple Guests”. This tab will permit you to place passes in the system for up to ten (10) guests for a single event such as a party for a specified day. If your event has more than ten (10) guests, you will need to add them, ten (10) at a time.
- Once you enter a guest, the information on that guest will appear in a table. You can edit each guest by clicking on the edit tab next to each entry.
- Under the “Contact Info” tab from the top of the page, you can provide your email and cell phone information. You may request using this function to be notified via text message or email when your guest picks up their pass.
- If you have any difficulty, please call Security at (843) 681-2459 or (843) 342-9980.

Thank you.

Hilton Head Plantation POA - Property Owners' Association
7 Surrey Lane, Hilton Head Island, SC 29926
Tel. (843) 681-8800 Fax (843) 681-8801
www.hiltonheadplantation.com