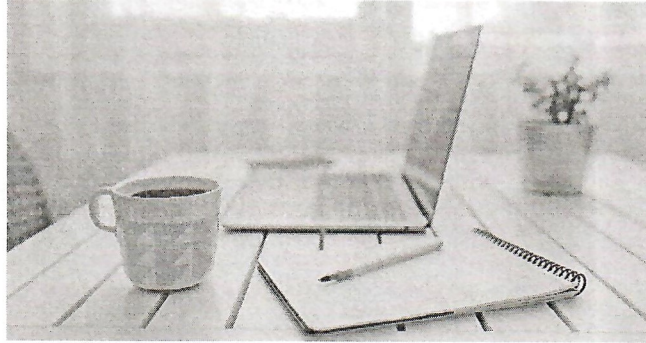RIVER STRAND
GOLF AND COUNTRY CLUB

Securitas

Using the **Securitas Resident Web Portal,** residents can quickly schedule their visitors from their computer. Visitors are instantly visible by the officers giving the officers more time to focus on community security.

SCHEDULE YOUR VISITORS USING THE SECURITAS RESIDENT WEB PORTAL (DESKTOP)
1. Schedule visitors by using the "+ Add Visitor" button located in the top center of the page
    a. Add Visitors First/Last Name
    b. Add Company Name (if applicable)
    c. Select Visitor Type
    d. Scheduled Date
    e. Expiration Date

VISITOR E-PASS
1. Send your visitor a mobile E-Pass by selecting, "Save & Send E-Pass" after entering visitor details
    a. Enter Visitor Email Address (if you wish to send E-Pass via email)
    b. Enter Visitor Phone Number (if you wish to send E-Pass via SMS)

NOTIFICATIONS
1. Select "Profile Settings" from user profile menu by clicking the gear icon in the top right to enable visitor arrival notifications
    a. To enable notifications, simply select the button that corresponds with the desired notification
    b. SMS notifications will be sent to the numbers listed in your profile that have the notify option enabled

USER PROFILE
1. Select "Profile Settings" from user profile menu by clicking the gear icon in the top right
    a. To edit information, select the corresponding tab at the top with the category of information you would like to edit
    b. Once changes have been made, select "Save" to save information for each tab