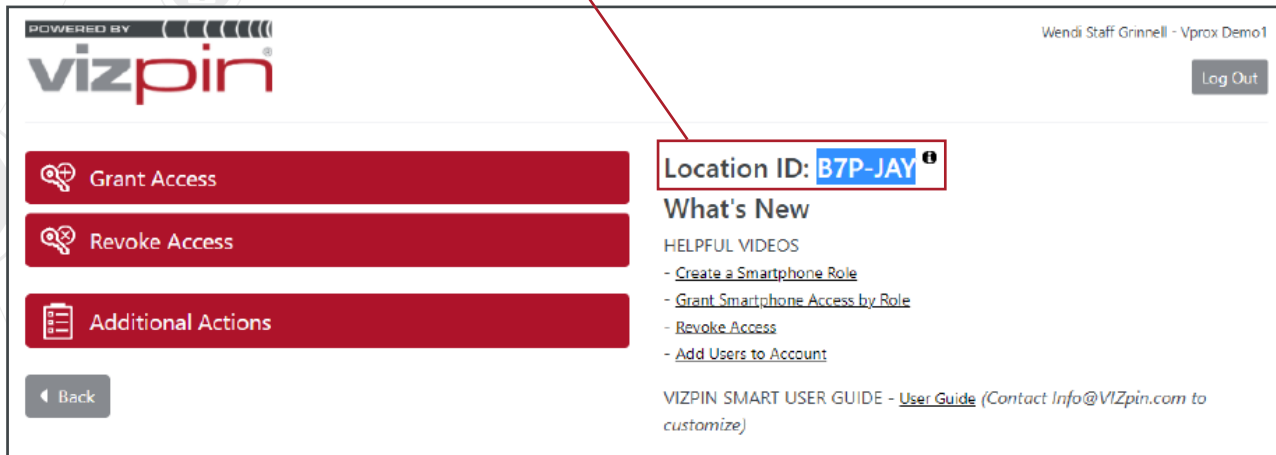


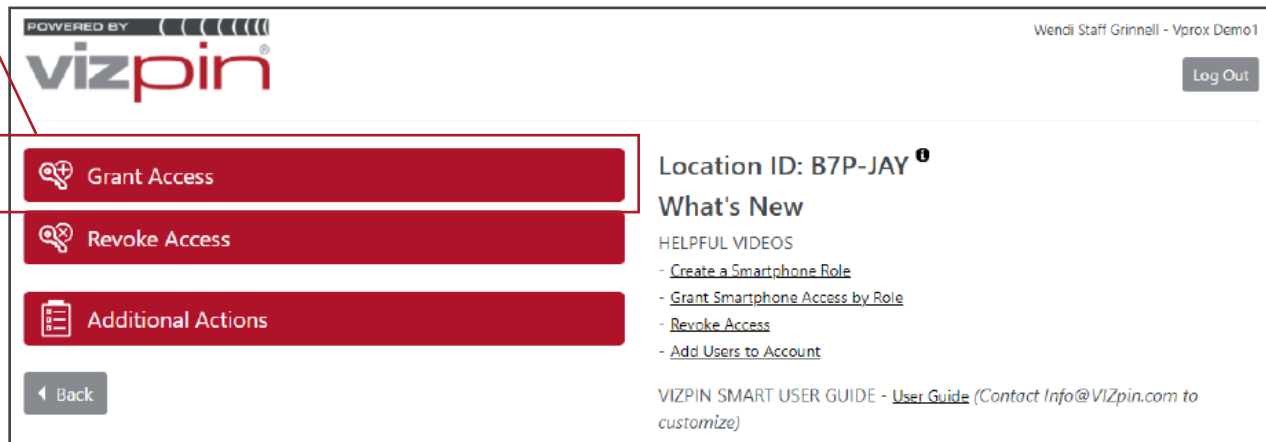
Step 1

Have your employees & tenants download and register the VIZpin SMART app. They should request access by entering your unique **LOCATION ID code**.



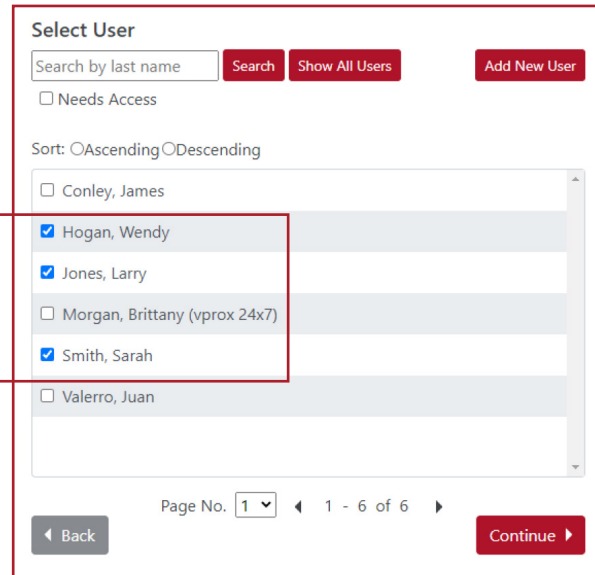
Step 2

After you receive an email that says they are requesting access, log into VIZpin.net and click **Grant Access**.



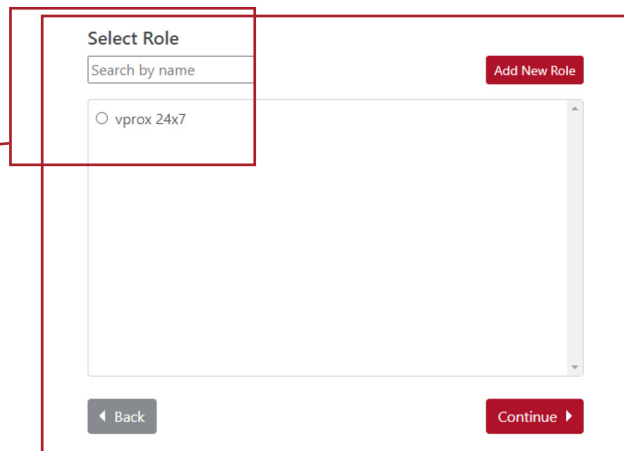
Step 3

Select the user(s) you want to send Smartkeys to and click Continue.



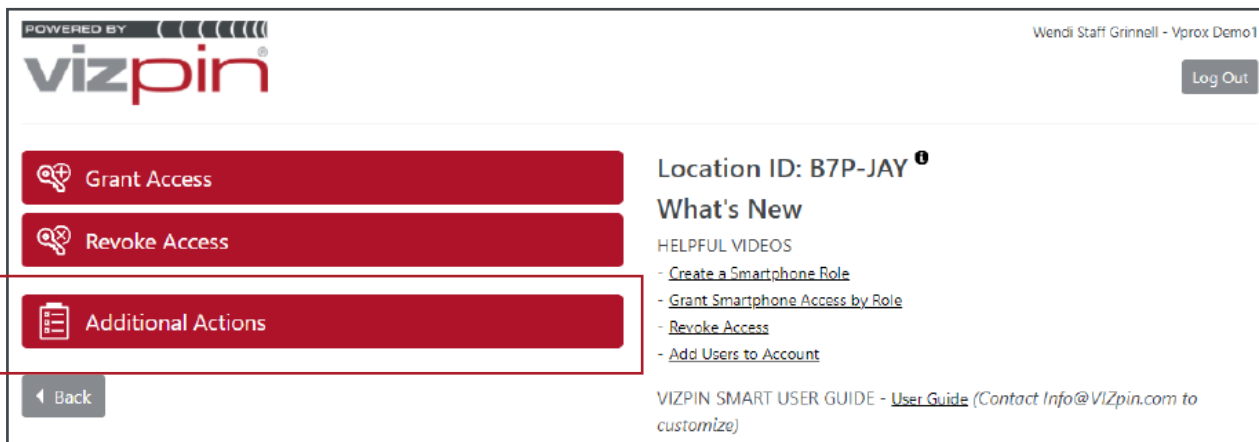
Step 4

Select the role you want to grant to the user(s) and click Continue. Click OK on the confirmation pop-up message.



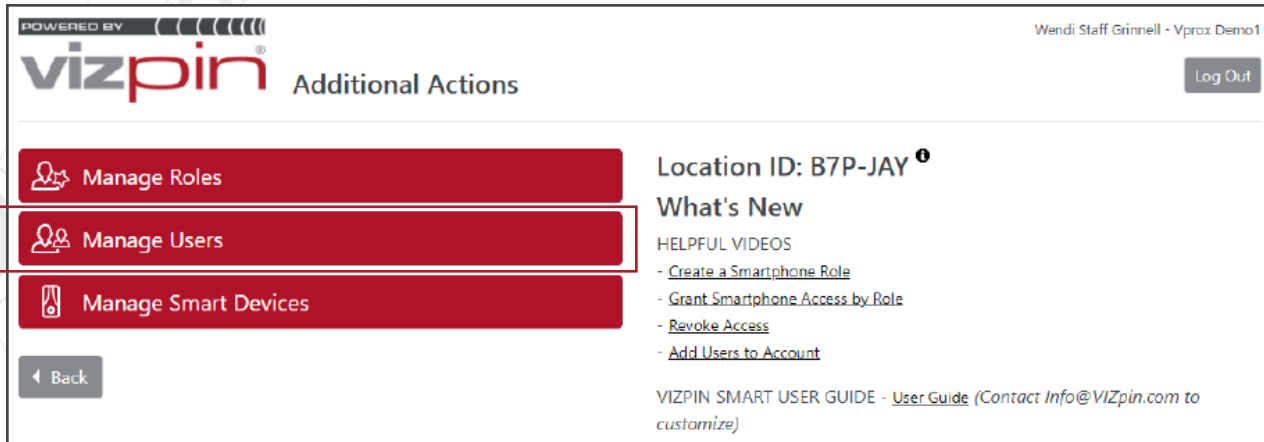
Step 5

Select **Additional Actions**.



Step 6

Select **Manage Users**.



Wendi Staff Grinnell - Vprox Demo1

Log Out

Additional Actions

- Manage Roles
- Manage Users**
- Manage Smart Devices

Back

Location ID: B7P-JAY ¹

What's New

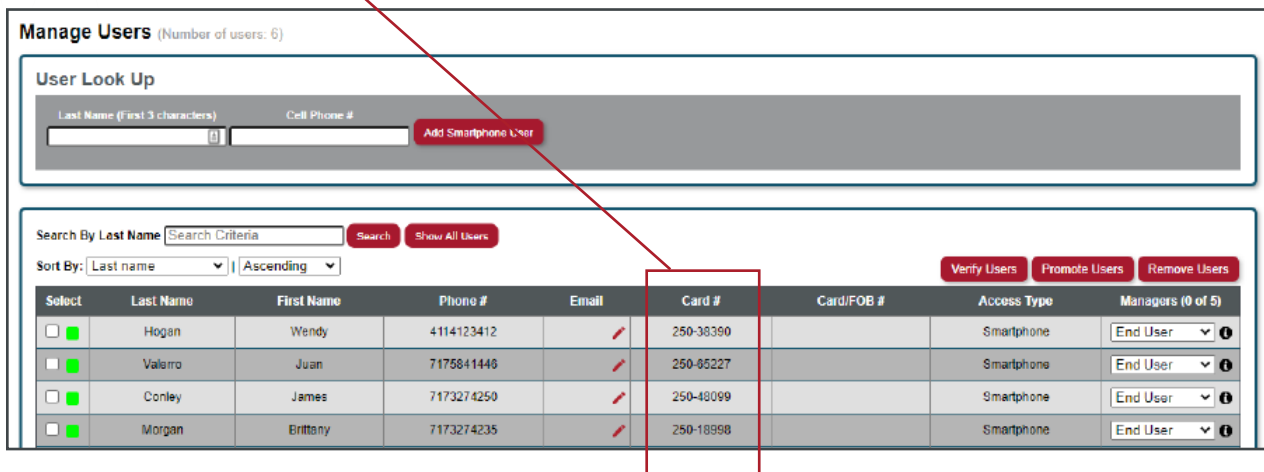
HELPFUL VIDEOS

- [Create a Smartphone Role](#)
- [Grant Smartphone Access by Role](#)
- [Revoke Access](#)
- [Add Users to Account](#)

VIZPIN SMART USER GUIDE - [User Guide](#) (Contact Info@VIZpin.com to customize)

Step 7

Make note of their **Card #**.



Manage Users (Number of users: 6)

User Look Up

Last Name (First 3 characters) Cell Phone # Add Smartphone User

Search By Last Name Search Criteria Search Show All Users

Sort By: Last name Ascending

Verify Users Promote Users Remove Users

Select	Last Name	First Name	Phone #	Email	Card #	Card/FOB #	Access Type	Managers (0 of 5)
<input type="checkbox"/>	Hogan	Wendy	4114123412		250-36390		Smartphone	End User
<input type="checkbox"/>	Valero	Juan	7175841446		250-65227		Smartphone	End User
<input type="checkbox"/>	Conley	James	7173274250		250-48099		Smartphone	End User
<input type="checkbox"/>	Morgan	Brittany	7173274235		250-18998		Smartphone	End User

Step 8

Add the **vPROX Card #** to your access control system just like you are adding a keycard #.

Access Control System User Field	
First Name	Wendy
Last Name	Hogan
Card Format	26 Bit Wiegand
Site/Facility Code	250
Card #	38390