

#### <u>First time logging into the App</u> 1st time logging in/granting permissions on iPhone

### **STEP 1**

Upon being added into a Geokey account, you will receive a text message asking you to confirm to be added to the account.

Please begin by texting CONFIRM and follow the link in the reply to confirm your email.

NOTE: Email confirmation links are valid for only 72 hours.



### **STEP 2**

The Email Confirmation link will bring you to a Reset Password page to set your password. The password must contain a minimum of (8) characters and include:

- a capital letter (A-Z)
- a lowercase letter (a-z)



#### **STEP 3**

Correctly setting a password will bring you to the **Success Screen** shown below. Please tap the **iOS Users** download link to continue. This will take you to the **App Store** where you will tap on **Get**.

(NOTE: The Geokey Portal link is only usable by account admins.)



- a number (0-9)
- one of the following symbols !@#S%

Please continue by tapping the **Reset** button.

## **STEP 4**

Once you have installed and opened the Geokey app, you will need to accept the **Bluetooth** and **Notifications** permissions.

9:12 App Store • w T	9:12 • App Store GEOKEY
Email address	Email address
Password	Password "GeoKey" Would Like to Send You Notifications Notifications may include aierts, sounds, and icon badges. These can be configured in Settings. Don't Allow Porgot Password:
View a demo Request a quote	View a demo Request a quote

# **STEP 5**

Next, enter your **Email Address** and the **Password** you set to log into the Geokey App. Once you tap the **Log In** button, you will be asked to accept the Terms of Use. Tap **Agree** to continue setting up Geokey.

9:13 9:14 9:15 9:
Log in
Forgot password?
Done
2:33
2:33

# **STEP 6**

After you have accepted the Terms of Use, you will be asked to Register your Device. Please tap **Yes** when the **Register Device** windows pops up. Afterwards, tap **OK**, and you will be taken to your access points.

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Email address
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mistergeokey@gmail.com
Password
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Register Device This device doesn't match the device
you currently have registered. Would you like to register this device for use instead?
No Yes
View a demo Request a quote
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# **DONE!**

You will be asked to allow Location Access. After accepting, your Access Points will load and show up in the Geokey App. Simply tap or swipe on an access point to see your available actions.

Welcome to Geokey, unlocking the world around you!

If any issues occur, please contact support@geokeyaccess.com or call (888) 348-9905.

9:13	2:01 <sup>()</sup> 🕆 🗈	2:01 <sup>8</sup> nil 🕈 🗈
GEOKEY	Good afternoon, Jane Doe 🛛 🕒	Good afternoon, Jane Doe 🛛 📴
Access points	Q	Q
The Vault >>>	🤹 Crown Meadow Apartments 🗸 🗸	:
your location? Allow GeoKey to access this device's location?	Apartment #2601	Access Lock More Apartr e 1t #2601
	Building 2129	Building 2129
Allow Once	Building 2129 Elevator Access	Building 2129 Elevator Access
Allow While Using App Don't Allow	Clubhouse Pool Access	Clubhouse Pool Access
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