



### Gate Cards

Please list below ALL the Gate Cards issued for your LWPOA property. This includes Members, Residents, Guests and Vehicle Cards

First Name	Last Name	Type of Card	Number on back of card

### Vehicle Information

Registration for ALL Vehicles must accompany this form with any updates/changes

Make	Model	Year	Color	License Plate #	State of Plate

### Emergency Contact Information

Please list who security should contact in the event of an emergency if we are unable to contact you

Name	Phone #

I hereby stated that the information furnished above is accurate to the best of my knowledge, and that any access cards assigned to me will not be given to others. I authorize all people or companies identified on this form access to the community on my behalf and without notifying me. I understand that I (the legal owner of the property) am responsible for all actions, violation or fines caused by anyone visiting me. I understand, agree and authorize this information to be used by the Association, its agents and security officers.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

GateKey is an Internet based resident and guest management system for gated communities that is used by Security to control access to the community. **This is the ONLY information received by the Security Office, Please do not enter this information into the "connect" website as security does not have access to the management system.** GateKey provides you with the ability to update your household's information, manage your guests, and create guest arrival notifications and reports. Your information is immediately available to the Security Office.

Access your account by visiting: [www.GateKeyResident.com](http://www.GateKeyResident.com) and entering your login phone number (usually your home phone number) or email address, and password. If you do not know your login and password please contact the Security Office.

Residents can perform the following in the GateKey System:

1. Edit Login Information (Phone Number, e-mail, password)
2. Select a call-in code
3. Add or Edit Contact Information (Phone Numbers, e-mail address, sms text)
4. Add or Edit Additional Residents
5. Add or Edit Health Information
6. Add or Edit Pet Information
7. Add or Edit Emergency Contacts
8. View Pass History
9. View Turn Away History
10. Add or Edit Temporary Guests for a day, week, month or up to a year.
11. Add or Edit Party Guests
12. Add or Edit Denied Guests
13. Set Call Restrictions
14. Add additional Authorized Users to their account.

Residents cannot perform the following in the GateKey System:

1. Add or Edit Permanent Guests (The association limits them to 6 therefore you must complete a resident information form and return it to the security office)
2. Add or Edit Vehicle Information
3. Add or Edit Directions to residence

If you need further assistance please call Security at 570-739-4158

Or e-mail [security@lwbod.com](mailto:security@lwbod.com)