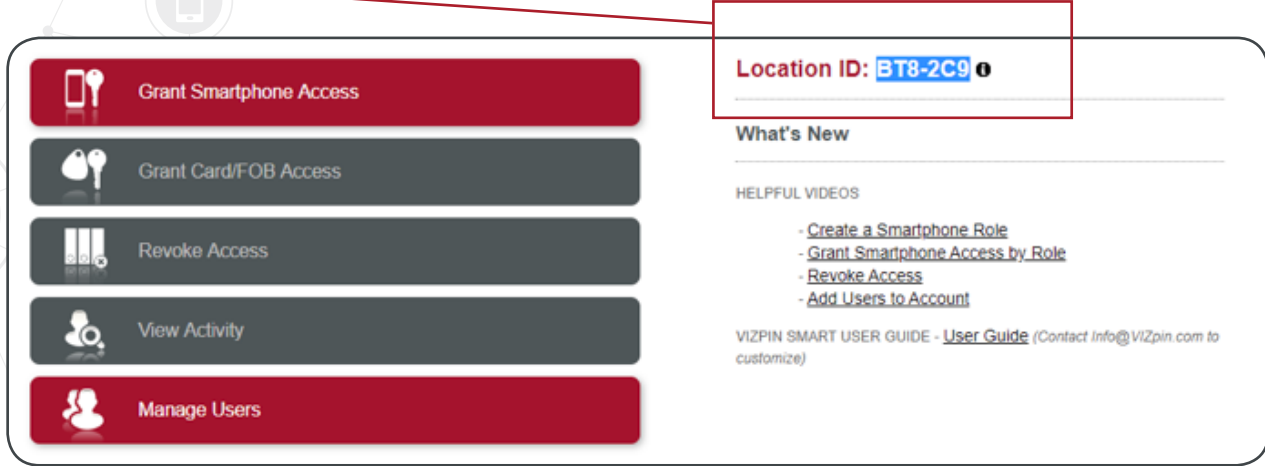


### Step 1

Have your employees & tenants request access in the VIZpin SMART app using your unique **LOCATION ID**



**Location ID: BT8-2C9**

**What's New**

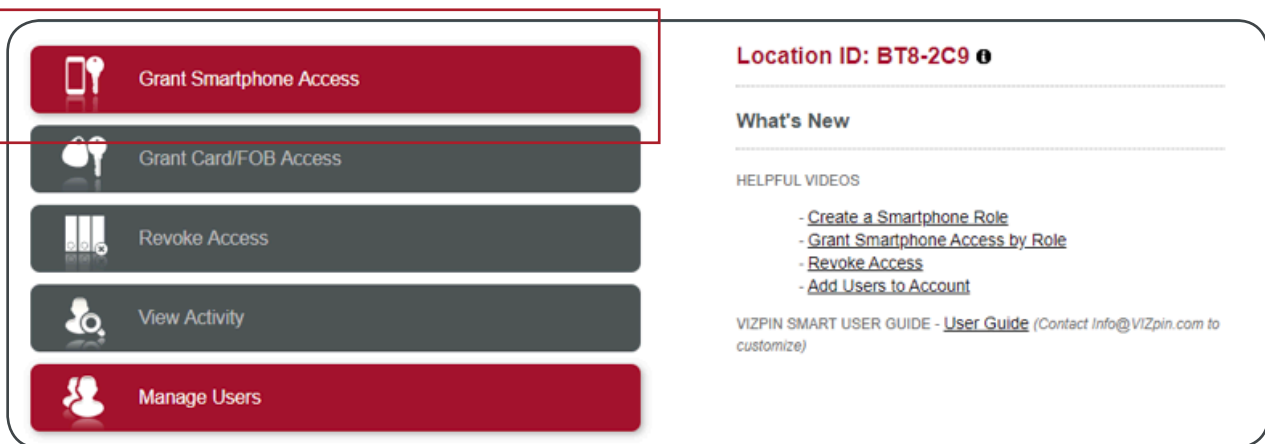
HELPFUL VIDEOS

- [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](mailto:info@VIZpin.com) to customize)

### Step 2

After you receive an email that says they are requesting access, click **GRANT SMARTPHONE ACCESS**



**Location ID: BT8-2C9**

**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](mailto:info@VIZpin.com) to customize)

### Step 3

Select the reader(s) you want them to use

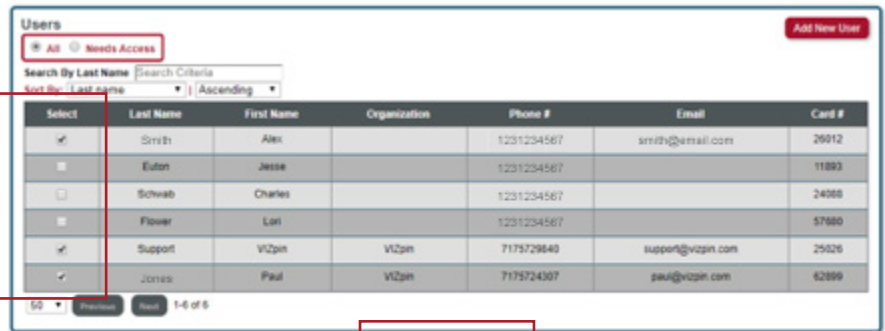
**Readers**  
This account type doesn't allow selection of individual readers. Access is given to all readers on this account.

Search By Reader Name  Search Criteria

Select	Reader Name	Reader Address	Serial #	Firmware	Type
<input checked="" type="checkbox"/>	Genetec Demo	VIZpin vPROX 355 E Liberty St, STE 210 Lancaster	8004014	1.21	VP1
<input checked="" type="checkbox"/>	vPROX 8002137	VIZpin vPROX 355 E Liberty St, STE 210 Lancaster	8002137	1.19	VP1

**Step 4**

Select who you want to send Smartkeys to



Select	Last Name	First Name	Organization	Phone #	Email	Card #
<input checked="" type="checkbox"/>	Srinth	Alex		1231234567	srnth@email.com	26912
<input type="checkbox"/>	Euton	Jesse		1231234567		11893
<input type="checkbox"/>	Schwab	Charles		1231234567		24088
<input type="checkbox"/>	Flower	Lon		1231234567		57880
<input checked="" type="checkbox"/>	Support	VIZpin	VIZpin	7175729840	support@vizpin.com	25026
<input checked="" type="checkbox"/>	Jones	Paul	VIZpin	7175724307	pau@vizpin.com	62899

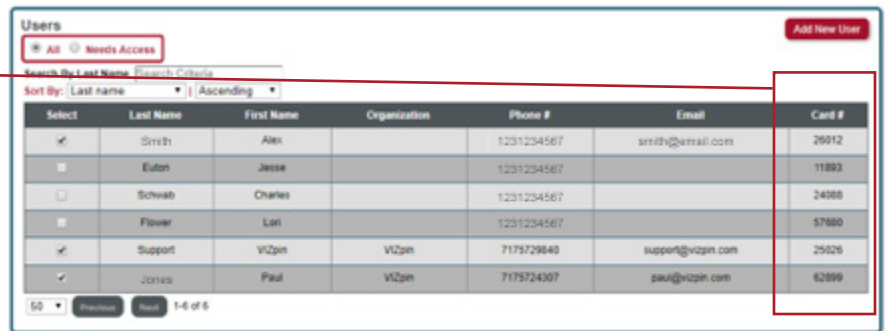
**Step 5**

Click **GRANT VIZpin**



**Step 6**

Make a note of their **CARD #**



Select	Last Name	First Name	Organization	Phone #	Email	Card #
<input checked="" type="checkbox"/>	Srinth	Alex		1231234567	srnth@email.com	26912
<input type="checkbox"/>	Euton	Jesse		1231234567		11893
<input type="checkbox"/>	Schwab	Charles		1231234567		24088
<input type="checkbox"/>	Flower	Lon		1231234567		57880
<input checked="" type="checkbox"/>	Support	VIZpin	VIZpin	7175729840	support@vizpin.com	25026
<input checked="" type="checkbox"/>	Jones	Paul	VIZpin	7175724307	pau@vizpin.com	62899



**Step 7**

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

Access Control System User Field	
First Name	VIZpin
Last Name	Support
Card Format	26 Bit Wiegand
Site/Facility Code	250
Card #	25026