

Sign Up

1. Go to [www.qrfastpass.com](http://www.qrfastpass.com)
2. Click on Sign up
3. Move to End of Licensee agreement and accept
4. Click on Continue
5. Fill in the section Labeled Subscriber Information (This is the Entity getting billed)
6. Fill in the Physical Location ( The location of the property being protected)
7. Create a gate keeper password which will be used by the security guard.
8. Fill in the Gate Access Information ( Name of gate and phone number)
9. Click on Continue
10. Shows your recap page with your password and email
11. This complete the sign up

Modify Subscriber Information

1. Go to [www.qrfastpass.com](http://www.qrfastpass.com)
2. Log in using your email and password
3. The following screen should appear with your subscriber name in the center



1. In the top left corner is a pull down menu labeled **Maintenance**
2. Pull down the maintenance tab and select **Modify Profile**
3. Make the Necessary correction and then click on Continue

Issue Tenant Invitation to Register

1. go to [www.qrfastpass.com](http://www.qrfastpass.com)
2. Log in using your email and password
3. The following screen should appear with your subscriber name in the center



1. In the top left corner is a pull down menu labeled **Maintenance**
2. Pull down the maintenance tab and select **Issue Signup Code**
3. The screen should appear as shown below.



1. Fill in the Resident/Owner, Phone Number, and Email
2. Click on Update
3. A new signup code will be emailed to this Resident/Owner so they can register.

How to start Scanning Codes

Method A

1. Go to [www.qrfastpass.com](http://www.qrfastpass.com)
2. Log in using your email and password
3. The following screen should appear with your Subscriber name in the center



1. Under the heading tab called Security Guard is a sub heading called start scan location.
2. Select the gate that the guard is working at and click continue
3. The system is ready to accept scans as shown below.



1. The screen will turn green or red depending on the status of the QR code.
2. Just hit process and the screen is ready for the next scan.

Method B

1. Go to [www.qrfastpass.com](http://www.qrfastpass.com)
2. The security Guard logs in using his own password with the subscriber’s email
3. Select the gate that the guard is working at and click continue
4. The system is ready to accept scans as shown above.