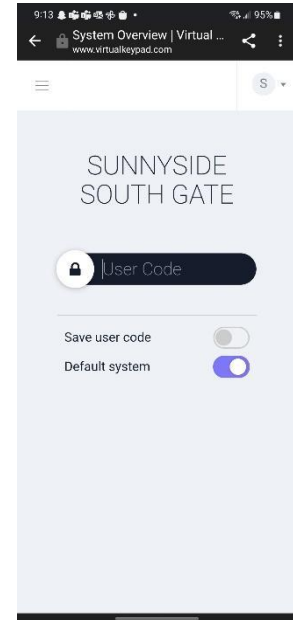
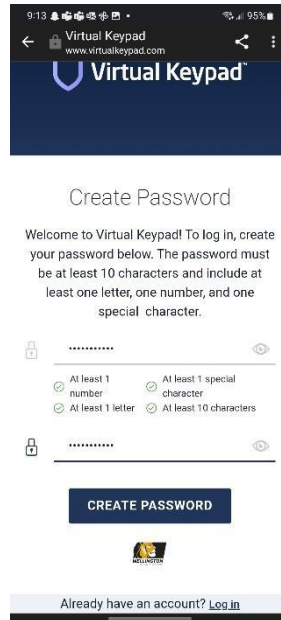
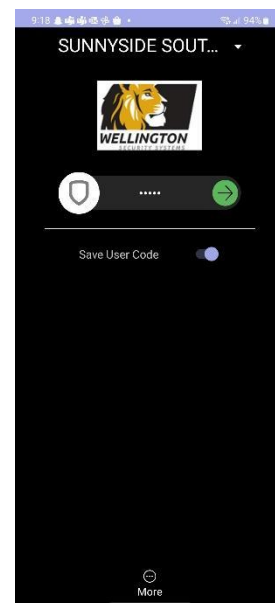
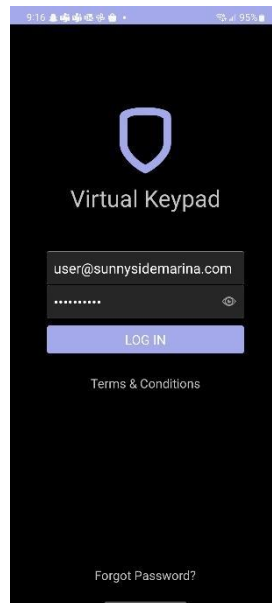
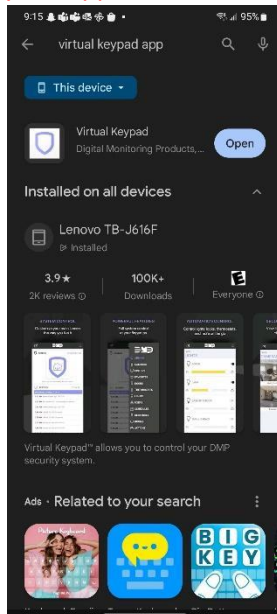


## Setting up your Virtual Keypad account

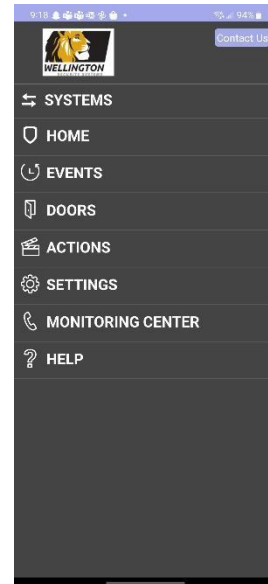
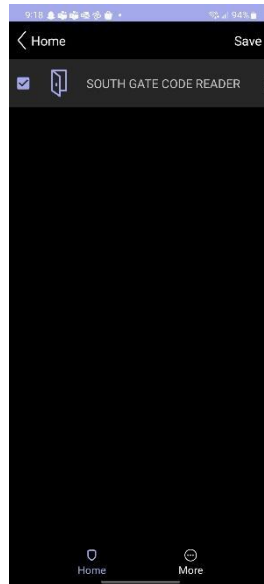
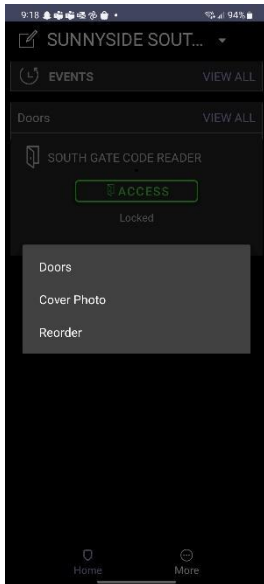


1. You will receive a welcome email from Wellington Security
2. This is the web viewer login.
3. Click the **Set Up Account** link.
4. Create your password using the requirements listed and click the **CREATE PASSWORD** button.
5. Do not click on the "Download Virtual Keypad" link, it doesn't work. Close this window and go to your App store.

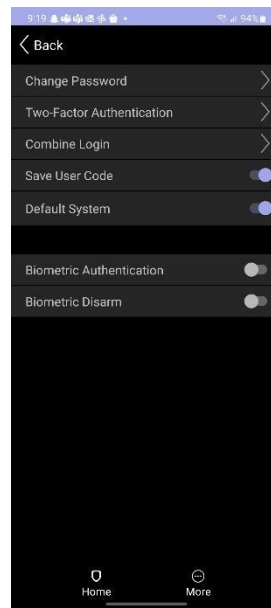
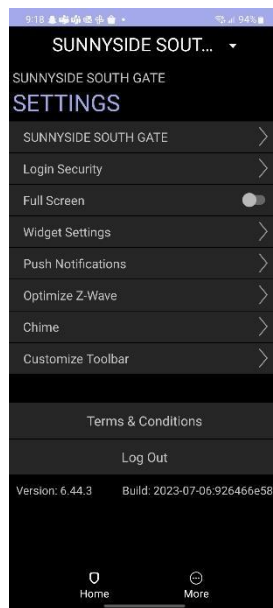


6. Search for and download the Virtual Keypad app. The icon is a purple shield like shown above.
7. Log into your account and agree to the End User License on the next page.

- Main login page. Select the South or North gate on top, type in your car ID tag or Wellington provided user code. Choose **Save User Code**.



- Once logged in, click the **edit icon** on the top left and select **Doors**.
- Check the box for the SOUTH/NORTH GATE CODE READER and press **Save**. This will put the access button on your home page when you first log in. You will want to do this for both gates.
- Click the **More** button on the bottom right. Then select **SETTINGS**.



- Select **Login Security**
- From here you can enable and disable **Save User Code** and make one of the two gates your **Default System** if you'd like.

**NOTES:** If you commonly use one specific gate, you can make this gate your **“Default System”**. If the gate is your default system and you saved the user code, opening the app on your phone will launch the app, connect to the gate, and bring you to the home page that has the access button to open the gate. You can select the other gate by clicking the top header and choosing the other gate. If this gate also has a saved user code, it will automatically connect you to this gate.