



OPEN PATH SECURITY INFORMATION

Tenant Name: _____

Individual Name: _____

Building: _____ Suite # _____

Office Phone: _____

E-mail Address: _____

List of individuals (name, e-mail address and phone #) who will be given access to Open Path. All Access cards are a charged of \$25 each. Please mark whether the individuals below will need a physical access card or just phone access. This form should be returned sgould@evbco.com.

1. _____ Card Yes / No

E-mail _____

Phone _____

2. _____ Card Yes / No

E-mail _____

Phone _____

3. _____ Card Yes / No

E-mail _____

Phone _____

4. _____ Card Yes / No

E-mail _____

Phone _____

I acknowledge that individuals listed above are authorized to have Open Path access to our office.

Signature: _____

Date: _____



Everyday Commercial Use - Openpath Door Access

Introduction

Openpath is a cloud based access control system. It will be the primary means of entry for owners, tenants, staff, and authorized contractors. It brings the latest technology and features to your building. It's cloud based, so you will always have up to date software and mobile apps for your devices. When new features are added, they will appear automatically. Openpath has many features that make it highly reliable and convenient to use everyday.

Important Prerequisites

Please look for communication from us or your property manager about critical dates for the following: user data collection, app invites, access card disbursement, service impacts & system go live dates. Failure to participate could cause you to temporarily lose access to your building or secured area. In order to link your mobile device app, you'll need to watch for an email invitation, and always be sure to carry your access card as a backup!

First Use - App users only

1. Go to your App Store / Play Store
2. Search for and install "Openpath" app
3. Go to your invitation email from "Openpath Security"
4. Click the orange button "set up phone"
5. Allow All Permissions -
6. Start opening doors!

Building Access - Everyday Use



Additional Help

Each user must have at least one credential. The minimum credential is an Access Card that can be presented to the reader (hold for 2 seconds). If the user has a mobile credential installed on their mobile device, the phone can be kept in the pocket, purse, etc. The user will closely wave or lightly touch the reader with hand, elbow, etc and access will be granted rapidly with a valid mobile device in range. Mobile devices communicate via Bluetooth. Location permissions are required for the App.

Important Notes

1. Always carry your Access Card with you as a backup to the app!
2. If you reboot your phone, you will need to manually open the app once to allow it to run in the background.
3. If you find that the reader is denying entry, please open your Openpath app and it will quickly let you in.
4. In order for the app to function properly, users must Allow All permissions that it prompts for when setting up the app
5. Watch for a blue banner stating "Fix Permissions" please follow the prompts. Please scan the Help QR Code above
6. If a user gets a new device or wipes their current device, the mobile credential will need to be re-issued via email from management. There is no way to "login" on your own.
7. If you see on the app: "you don't have access to any entries", your new system may not have been installed yet. Please check the installation date in correspondence from the property manager. However, If the new system has been installed, and you see that message, you must simply kill the app or reboot your device, then reopen the app.

Help

Your property manager will be your main point of contact for assistance relating to building access. It is their responsibility for maintaining the user database, user change over, access permissions, and schedules. Verde will be available to support your property manager, should any challenges arise. Additionally, Verde will remain the servicing dealer for all physical installation and system service related needs.



Openpath Additional Features

The following features listed here are just part of a greater set of features offered by Openpath. Your building manager may opt to provide additional functionality to you at their sole discretion. Some of these features, while adding convenience, can also pose a security risk to the building if used inappropriately.

Remote Door Unlock - "Buzzing In"

Navigate your Openpath app to the main screen (Access Tab). Here, you will see a list of available doors. To operate the remote door unlock, simply touch the "padlock icon" next to the desired door. This will trigger the door to unlock for a specified period of time (usually 5 - 10 sec). Please exercise caution when using this feature, especially when out of sight of the door. This feature is a security risk when used inappropriately. Some organizations may opt to disable this feature.

Guest Pass - Planned Visitors

This function is best suited for houseguest or business meetings with well known people. The guest pass can be easily sent via text message, with particular doors and expiration times defined prior to issuing the guest pass. The guest will receive a text or email with a link. They can open the link anytime to familiarize themselves and understand how it will work. But they should only click the "unlock" button only once they are in front of the desired entry. Used improperly can cause risk of security. Each Guest Pass has a validity range of 1 hour up to 14 days, depending on your organization's rules.

Sending a Guest Pass

1. Go to your "Openpath" app
2. Touch the tab at the bottom called "Guest Pass"
3. Enter a description meaningful to you
4. Select the valid dates, times, and doors
5. Share Access - Text, Email, etc

Does Your business have Openpath?

There are many various integrations that can be taken advantage of with the Openpath Platform. If your internal suite has Openpath installed in it, the buildings Common ORG and your Internal ORG can be joined in the software to make a seamless entry experience without sharing, compromising data or physical security. Setup Fees Apply