

Manage Users and Codes

To manage user codes using the Customer website:

1. Log into the Customer website.
2. Click **Users**.
3. To add a User and Code click “+ **USER**” and follow the instructions
4. To edit a user, click to select the user to manage.
5. In *Access Information*:
 - Click **Access Code** to enter the desired user code or tap **Generate Code**.
 - Click **Access Period** to configure when the user will have access.
 - Click **Access Type** to select which devices or locations the user will have access to.
6. Click **Save** to send changes to the system. Allow

To manage user codes using the Customer app:

1. Log into the Customer app.
2. Tap More (at the bottom right on the app)
3. Tap **Users**.
4. To create a new user click “+”
5. To edit a user, tap to select the user to update.
6. In *Access Information*:
 - Tap **Access Code** to enter the desired user code or tap **Generate Code**.
 - Tap **Access Period** to configure when the user will have access.
 - Tap **Access Type** to select which devices or locations the user will have access to.
7. Tap **Save** to send changes to the system. Allow a few minutes for the system to update, and then test the new user code.