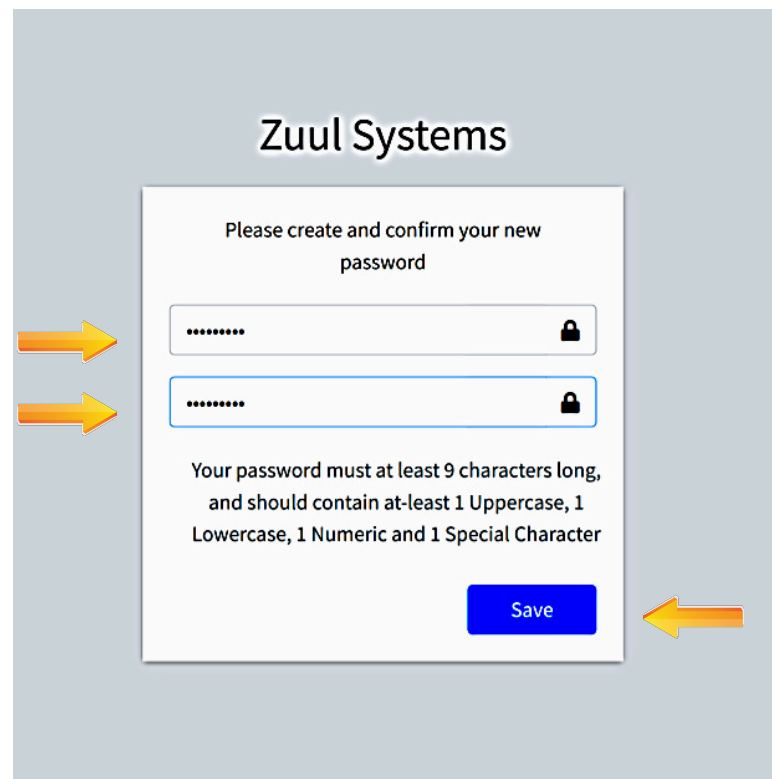
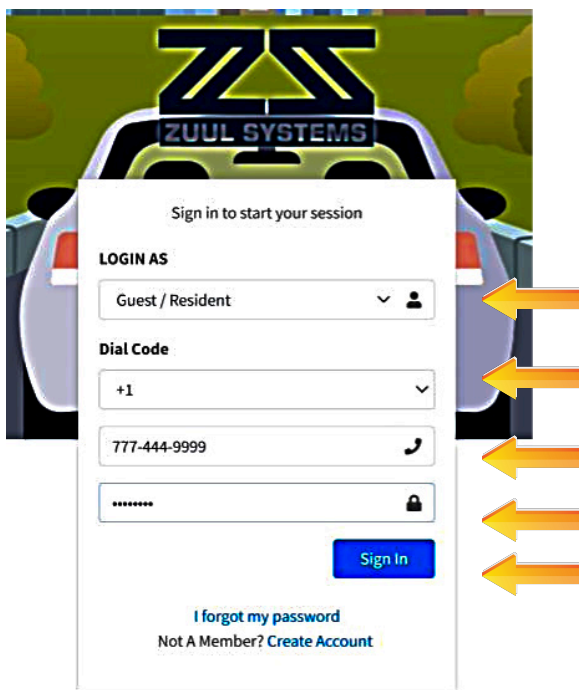
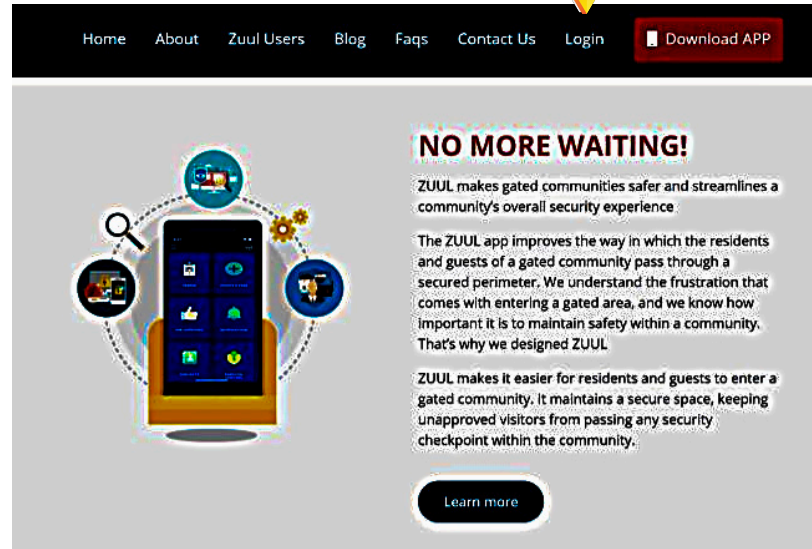
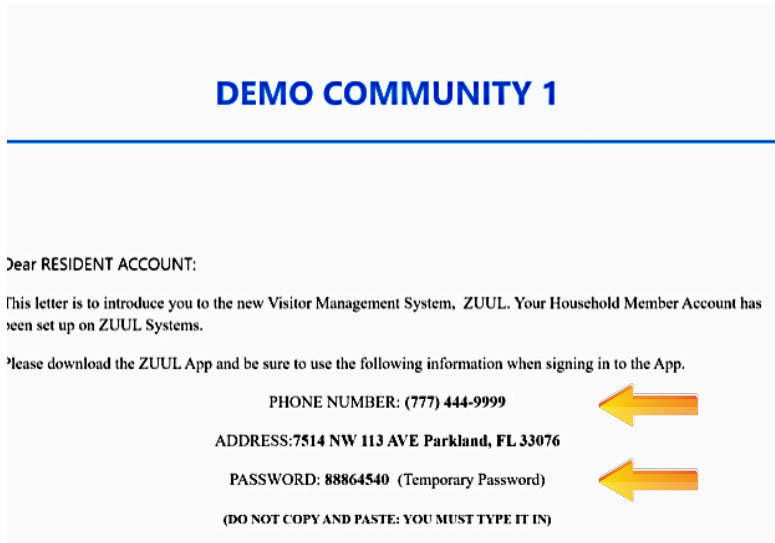


# GETTING STARTED – ZUUL WEB-BASED VERSION



Open your email and look for the Welcome email from [support@zuulsystems.com](mailto:support@zuulsystems.com). If not found in your inbox, please look in your spam folder. Take note of the Phone Number and Temporary Password as they will be needed to create your account

Go to <https://zuulsystems.com/>

In the upper right corner, press Login

Enter the phone number and temporary password found in your Welcome email. Press Sign In

Create and confirm your new password. Press Save when done.

# COMPLETING YOUR ZUUL PROFILE

**ZUUL SYSTEMS** Home / Account Settings

Manage Account / Settings

Please Complete Your Profile

Profile Image (Optional)  
Choose File No file chosen

License Type  
Driver's License

License Image Choose File american flag.jpg 1. ←

Phone  
777-444-9999

First Name  
RESIDENT

Last Name  
ACCOUNT

Email  
RESIDENT@ACCOUNT.COM

Street Address  
7514 NW 113TH AVE 2. →

Apartment  
Apartment

City  
PARKLAND

State  
FL

Zip code  
33076

Save

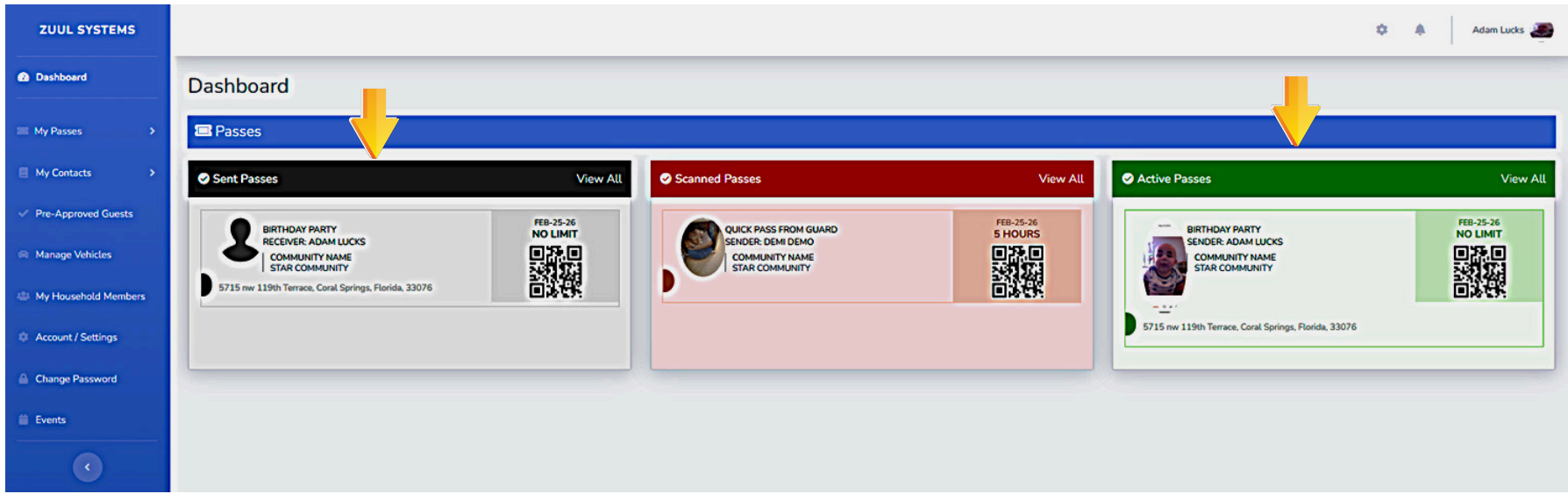
Copyright © 2020-2021 Zuul Systems.

1. - Press Choose File button next to License Image. Select ANY .jpg image on your computer. It is not mandatory that you enter your Driver's License.

2. – Fill out the street address of the property using ZUUL
- Apartment Number (if applicable)
  - City
  - State
  - Zip Code

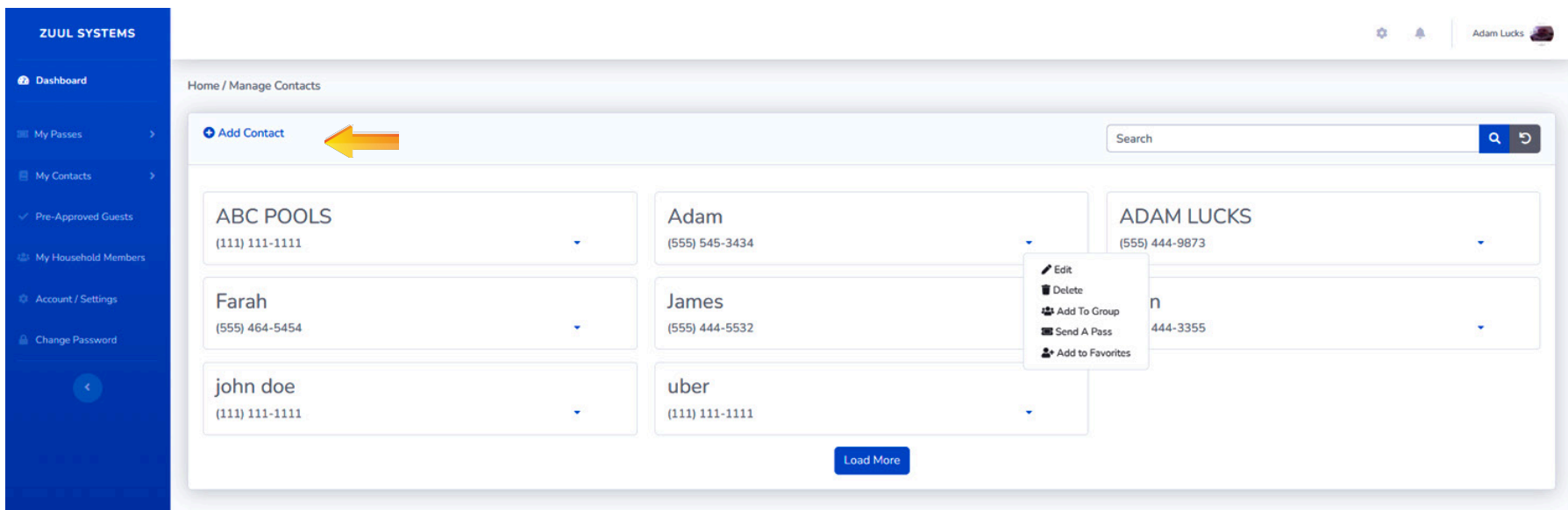
Press SAVE when finished.

# ZUUL DASHBOARD



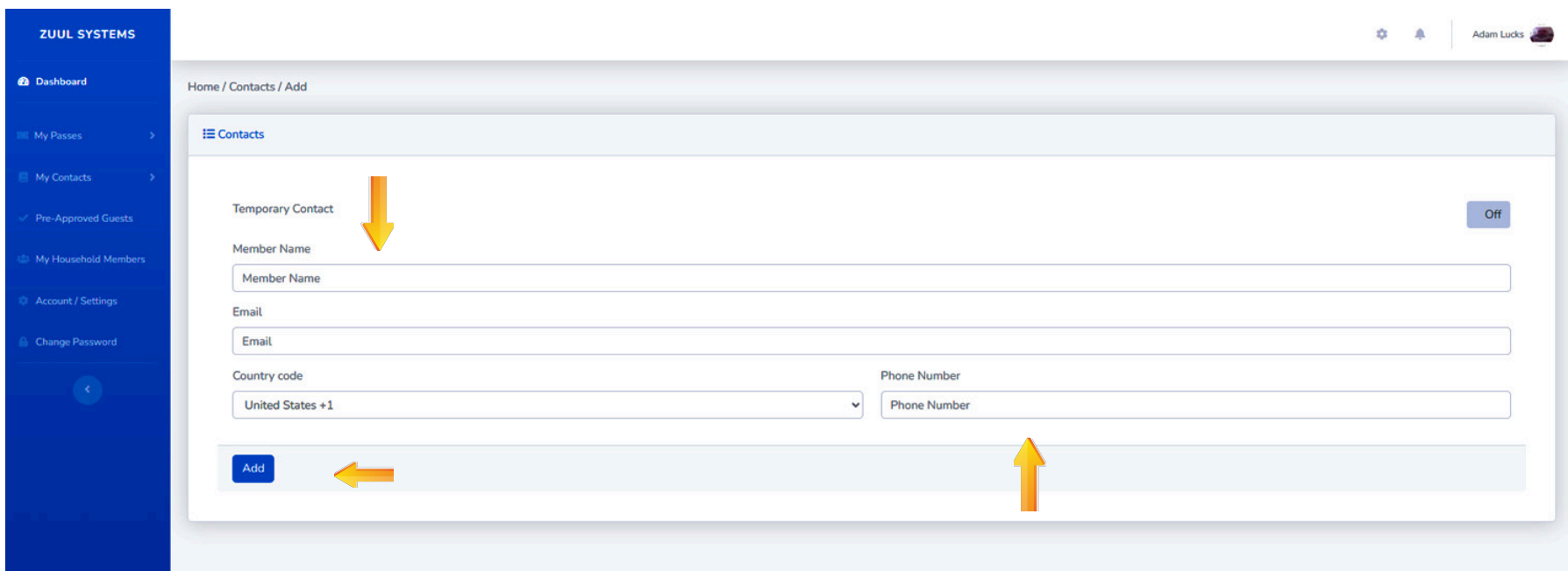
Your Dashboard will display up to 3 different sets of passes. Those that you have SENT to guests. Those that have been SCANNED. Those that are ACTIVE for you to use to get into a ZUUL Community.

## CONTACTS / ADD CONTACTS



In order to send a guest a pass, you must first make them a Contact. This feature should NOT be used for vendors and deliveries

To ADD a Contact, Press on the + Add Contact Button in the upper left of your page



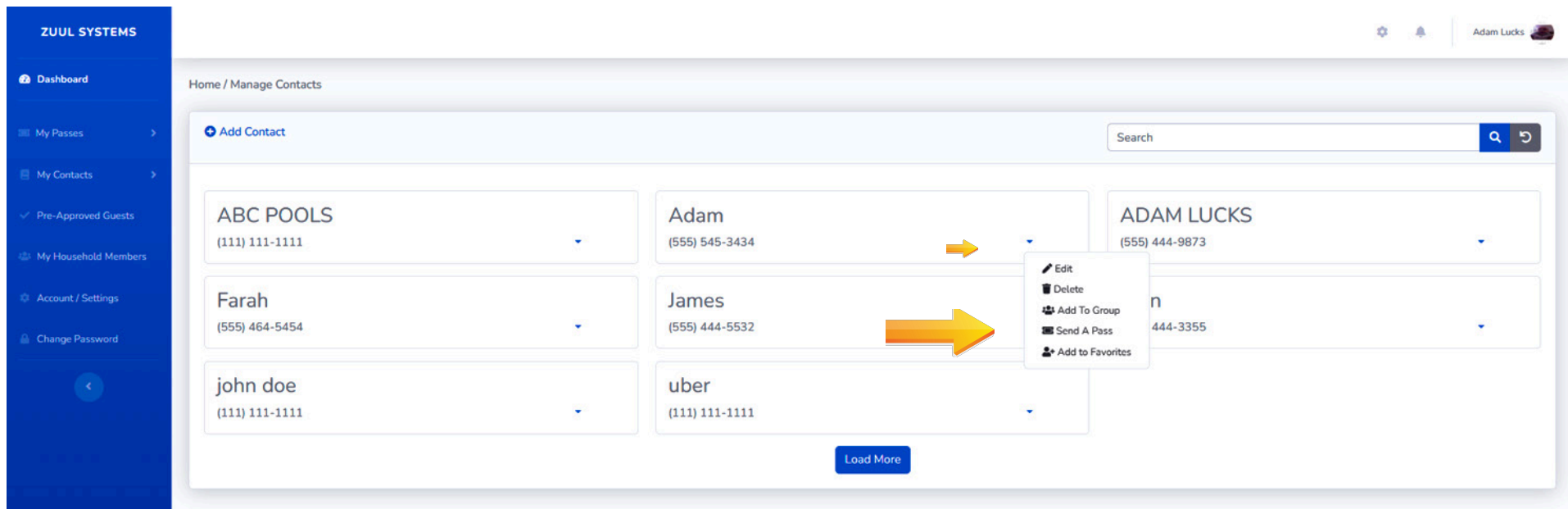
Enter the name of your Guest (Family or Friend)

Entering an email is optional

Enter their cell phone number. If the Cell Phone number doesn't have a +1 Country Code, you must use the Pre-Approved list for this guest.

**PRESS ADD**

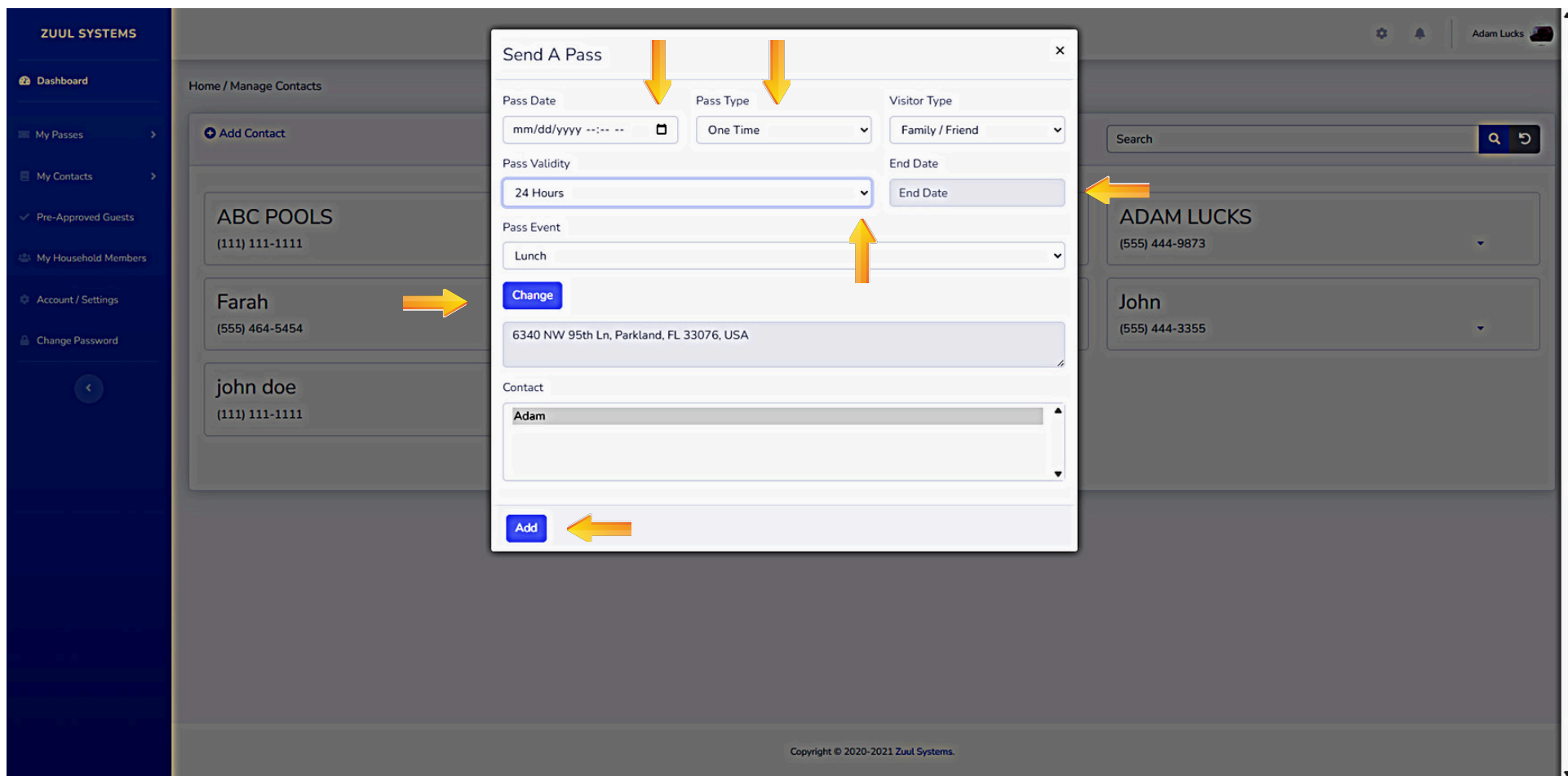
# CREATE A PASS



To open the menu options, press on the ▼ in the bottom right corner of any contact

You can choose to Edit, Delete, Send a Pass or Add to a Group or Favorites

## PRESS SEND A PASS



**PRESS** on the Calendar and **SELECT** your Start Date

Select if you want to send a One-Time or Recurring Pass

Select How long the pass is to be valid for

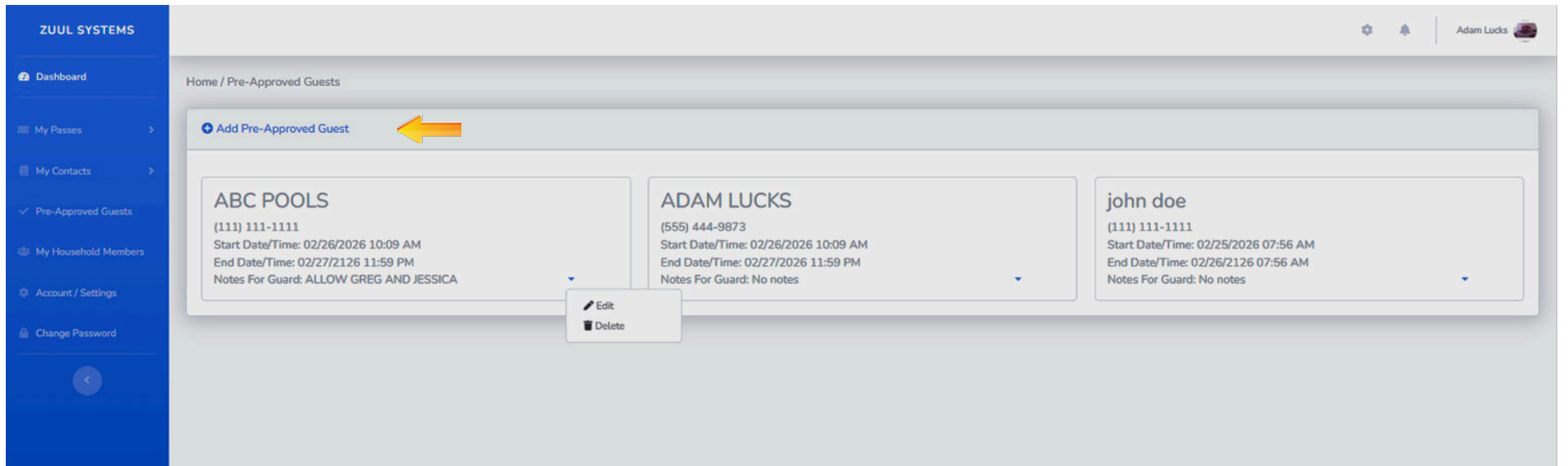
The End date will automatically change based on your duration selection

If you want to change the Address of their Final Destination, Press Change Button. Otherwise, leave alone

## PRESS ADD

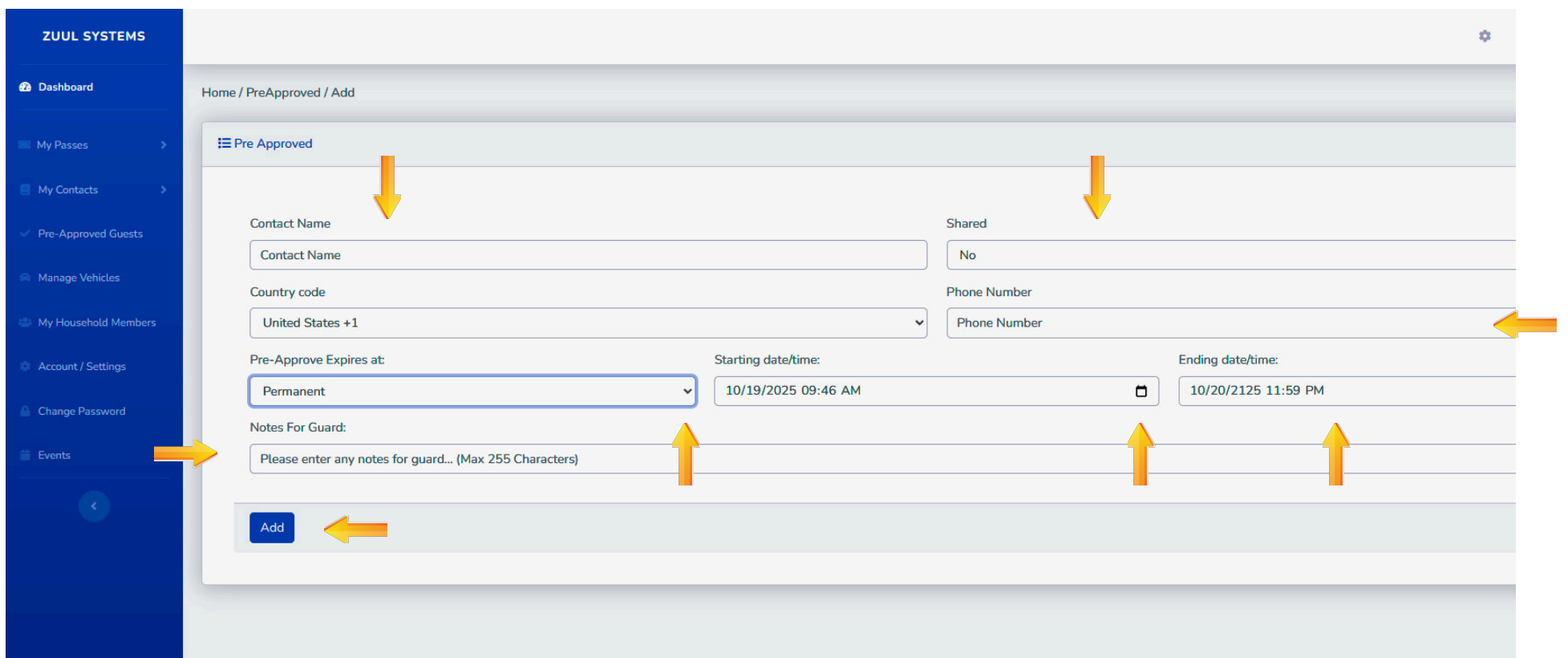
**Guests must have the ZUUL app downloaded on their cell phone and an account created to receive their pass**

# ADDING GUEST OR VENDOR TO PRE-APPROVED LIST



On the left-hand side of the screen, **PRESS Pre-Approved Guests.**

To add a new entry, **PRESS Add Pre-Approved Guest link**



Enter your Guest's name. If a Vendor or delivery, enter name of the company

Select to share this entry with your household and put it on their Pre-Approved list as well, or just add it to your list only

Enter your friend/family member's cell phone number (If you do not know it, leave it blank).

For Vendors and Deliveries ALWAYS LEAVE PHONE NUMBER BLANK

Select when you want this guest to expire from being Pre-approved (End of Today, End of Tomorrow, Custom, and Permanent (100 years))

Enter any notes for the officers to see regarding that guest (Optional)

**PRESS ADD**