



## **Adding a Visitor for Access to the Anthem Country Club Community**

Anthem Country Club uses the “Gateaccess.net” website system for visitor admittance. There are 3 ways you may add a visitor: Call Authorization System (phone), Smart Phone App, or your personal computer.

### **Personal Computer:**

To add a visitor via computer:

- Open internet browser and go to [www.GateAccess.net](http://www.GateAccess.net).
- Select the community code “ACCCA”; enter your username and password.
- Select guest list at the top of page.
- You can add a new guest or an event with multiple guests.
- Select the type of guest you want to add; enter the information and duration of their stay.

### **Call Authorization System (phone):**

This is an automated phone system for residents to add visitors when a computer or smart phone app is not accessible.

To add a visitor via phone:

- Call the Main Gate at (623) 465-4742; the automated system will answer.
- You will be prompted for the name of guest.
- You will be asked the date of visit – today, tomorrow or today and tomorrow. Press the number associated with your selection.
- The system will then prompt for another guest. If no other guest, please hang up.

The call authorization feature only works if you call from the first three numbers listed on your GateAccess.net account. On the top right hand corner of the home screen, you will see your designated PIN or contact the Gate Access Administrator at the HOA office (623)742-4533. It is recommended that you keep your PIN available for call authorization.

### **Smart Phone App:**

If you have a smart phone, the GateAccess app is quick and easy to use.

To add a visitor via the GateAccess smart phone app:

- Download the GateAccess app onto your smart phone from your favorite app store. The app will show “ABDi” in green and a red stop sign.
- Select the community name “ACCCA”.
- Enter your username and password.
- Once you are logged in you will see the names of your visitors currently on your admit list. To add a new visitor, click on the “+” sign in the top left corner, select add a guest or event guests; and add their information along with the duration of their visit.