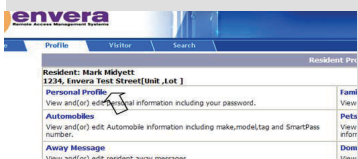


- Login at www.myenvera.com
- Type in Login ID and Password
- On main menu bar, click on **Profile**



- Click on **Personal Profile**



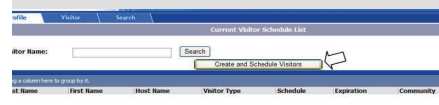
- Verify all your information, if incorrect, feel free to make changes/updates

- Type in a new Password
- Reset by re-typing your new Password

- Click **Save**
- To Manage Visitor, click **Visitor** tab on menu bar



- Click on **Create and Schedule Visitors**



- Add new Visitor Information
- Click **Add to List**

- For additional Visitors, repeat process - Click **Save**

Communicating with Envera and Scheduling Visitors- 3 easy methods

1. www.myenvera.com
See Reverse Side
2. Call Envera's Automated Voicemail system at:
 - (954) 773-9016
- a. If you have provided your profile to Envera and your phone number(s) are in your profile, Envera stores up to 10 numbers, the system uses caller ID to identify you.
 - At prompt, enter your myenvera password. Use letters to spell alpha passwords.
- b. If your phone number is not in your profile, you will be prompted to enter you community ID. (This is the two digit number after the @ symbol in the provided Login ID.

Quickstart Guide Page 2

XXXX@YY— YY is the community ID

- You will then be prompted to enter your user ID#. This is the four digit number before the @ symbol
XXXX@YY—XXXX is the user ID.
- At prompt, enter your myenvera password. Use letters to spell alpha passwords.
- 3. You may always speak with a live person at Envera's Central Station. 24 hours a day—7 days per week.
 - (954) 642-1877 or (877) 9ENVERA (877) 936-8372, opt 2

Questions?

You may always speak with a live person at Envera's Central Station. 24 hours a day—7 days per week.

(954) 642-1877 or (877) 9ENVERA (877) 936-8372, opt 2