



ADDING SOMEONE WHO LIVES WITH YOU

Add your family so their face opens the gate. It takes about a minute.

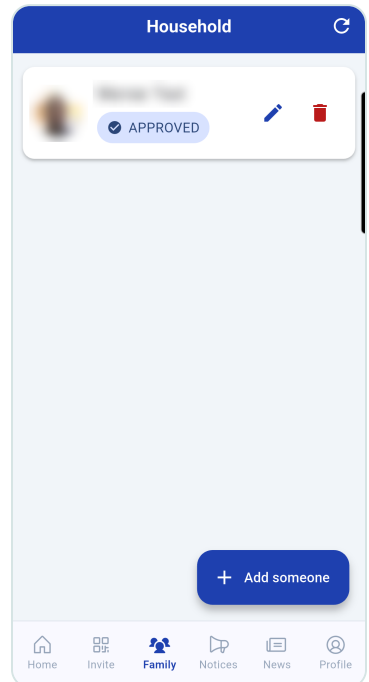
1

Open Family

Open the GateControlX app.

Tap **Family** at the bottom of the screen. You will see everyone already added to your house.

Tap the blue **Add someone** button.



2

Type their name

Type the person's **name**.

Their phone number is optional. You can leave it empty.

A screenshot of a mobile app interface showing a form titled "Add Household Member". The form has two input fields: "Name" and "Phone (optional)". The "Name" field is currently empty with a cursor. Below the fields are "Cancel" and "Save" buttons. The app's header is dark blue with a refresh icon on the right.

3

Add a photo of their face

Tap the **camera** to take a photo, or the **picture** button to choose one from your phone.

Tip: look straight at the camera, good light, no sunglasses or hat. The gate reads this photo.

A screenshot of the same "Add Household Member" form, but now with a photo added to the "Name" field. Below the "Phone (optional)" field is a new section with a checkbox and text: "This person agreed to their photo being used to open the gate. Ask them first. The estate has to be able to show they agreed." Below this text are three icons: a camera, a gallery, and a trash can. At the bottom are "Cancel" and "Save" buttons. The app's header is dark blue with the word "Household" and a refresh icon. The bottom navigation bar shows icons for Home, Invite, Family (selected), Notices, News, and Profile.

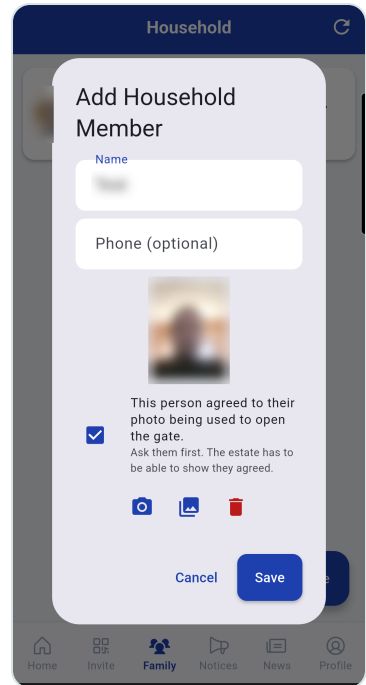
4

Ask them, then tick the box

Ask the person if they agree to their photo being used to open the gate.

If they agree, **tick the box**. You cannot save a photo without it.

Then tap **Save**.

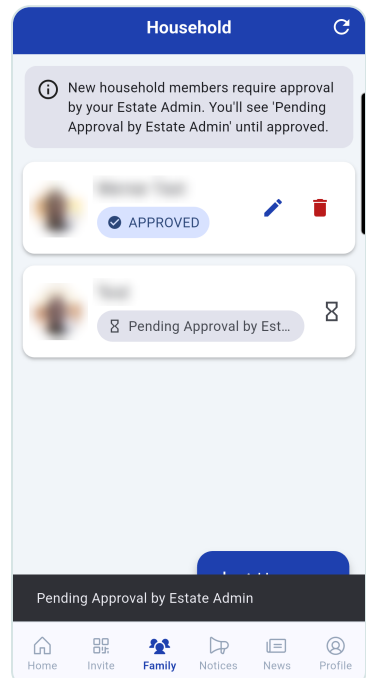


5

Wait for the estate office

They now show **Pending Approval by Estate Admin**.

When the estate office approves them it says **Approved**, and their face works at the gates.



GOOD TO KNOW

A few answers to common questions.

CHANGING SOMEONE

- While a person is **pending** you cannot change them.
- Once they are approved, tap the **pencil** to change their name or photo.
- Tap the **red bin** to remove someone who has moved out. Their face stops opening the gate.

VISITORS ARE DIFFERENT

- Only add people who **live with you**.
- For visitors, tap **Invite** and send them a pass instead.

Need help?

In the app, tap **Home** → **Help**, or tap **Office** to write to the estate office.
Contact your estate administration if you have any further questions.
For app support: admin@gatecontrolx.com

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