To add additional household members to your profile, you will need to click on the Add/Change Household tab at the top.

Welcome: tryan2 Sign Out

Once here you can add, edit or remove family members or renters that may be living in the residence. The household members list should only include individuals living in the home. To add, click Add and then enter the name and type of household member. If you would like this person to be able to add Visitors, be sure to select the Add Visitor checkbox. Click OK and then Save at the bottom of the page. You can also add phone #'s for each household member. That way if an unregistered guest arrives for your spouse or renter, Envera will be able to reach out directly to that household member for authorization.

AVIGATING ENVERA COM

Control 1 Control 2 Control 2 Control 3

EF MyENVERA Envera Community Portal

Change My Profile

Add Change F

Add Change Remove

The community Contacts page is for important contacts within your community such as your property manager. This page is not editable by you but will be updated by your management company.

TRY THE MYENVERA MOBILE APP FOR SMART PHONES & TABLETS



ANDROID APP ON

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1-877-936-8372 www.EnveraSystems.com www.MyEnvera.com Lic #EF20000402, B2700191

Available on the App Store

THE ENVERA IS A PORTAL FOR HOMEOWNERS IN ENVERA PROTECTED GATED COMMUNITIES TO MANAGE THEIR GUEST LIST



5



MyEnvera is a portal for homeowners of an Envera protected gated community to register their guests. To access your account open your web browser. In your web browser, type www.myenvera.com. Enter your username and password.

The first page you see will be the Add/Change Visitor screen.

To add a visitor, you need to click Add under the Visitors table. When the pop up opens, enter the first and last name of the visitor and/or the company if applicable. If this is a temporary visitor, select Temporary or Contractor next to Visitor Type and then put the expiration date for this visitor. Their access will expire at midnight of the date you enter.

Add/Change Visitor

Either first name, last name, or company required.

First Name:	Clifford	
Last Name:	Hudson	
Visitor Type:	Permanent	v
Company:		
Email:		

Save

3

Cancel

Deny Entry: 🗹 Yes

Permanent guests are allowed entry until you delete them from your visitor list.

If you are registering a permanent visitor, such as a friend or family member, please select Permanent next to Visitor Type and you will not be required to enter an expiration date. You can also deny entry if needed by selecting the Deny Entry checkbox. Once you have entered all of your visitor information, click OK in the pop up and then be sure to click on the Save button at the bottom of the page.

nange Visitor	Change My I	Profile	Add/Change Househo	Id Community Contacts	Help
acey Ryan Vis	itors ——	Add/C	hange Vehicle		8
Name	Ers Sare	() F	flease enter license plate	for shorter wait at kiosk	
			License Plate: AB	0123	
dd Chanç	e Remov		Year: 201	5	
ah 2 Vehicle	e		Model: 6	roa -	= 1
ise Plate Stat	e Color		Color: Re Decal:	1	-
dd Chanc	e Remov			Save C.	ancel

E MyENVERA Envera Community Portal

You can expedite guest entry by putting in the license plate # of the visitors on your list.

Welcome: tryan2 Sign Ou

To do so, click on the visitor that you want to add a vehicle for and then click Add in the Vehicles table below. Once you have added the license plate and vehicle info, click OK and then Save at the bottom of the page.

The second tab in MyEnvera is where you would update your information.

If you click on Change My Profile, you can edit your email address, security questions, pin, password, phone #'s and vehicles. The phone #'s are used to call you in the event someone arrives who is not on your guest list. To add – click the Add button, enter the phone # and Phone Type then click OK. To change a phone # select the phone # you want to edit and click Change. Be sure to click Save at the bottom.

6

Cancel

Envera Community	Portal Welcome: tryan2 Sent
ddiChange Visitor Change My Profile AddiChange Household Community Cont	tacts Help
- Tracey Ryan Profile	Tracey Ryan Phone Numbers
First Name: Tracey Middle Name:	Phone Number Edension Phone Type 888.555.1212 PRIMARY
Last Name: Ryan PIN: 1235	
email: trysn@enverssystems.com	
Security Question: What was your childhood nickname? *	
Security Answer:	
Save Cancel Change Password	Add Change Remove
Tracey Ryan Vehicles	
License Plate State Color Make Model Year Decal	
PUSZSZ PL WIND PORO PODUS 2012	

ange Password

Please enter the new password

Resident:	Tracey Ryan	
User Name:	tryan2	
Password:		
Verify Password:		

Save

The security question is used to recover your most recent login information in the event you forget your username or password.

To change your password, click on Change Password, enter your new password and then verify the new password and click OK. Be sure to hit Save at the bottom of the page to save the new password.