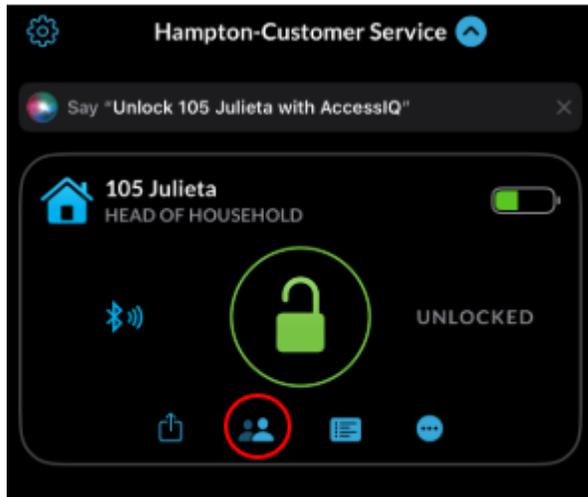


Sending Ekeys

Each individual is permitted to install the mobile application, establish an account, and accept the eKey that has been shared with them. When creating an account, it is essential to use the email address that was provided to the Head of Household (HoH).

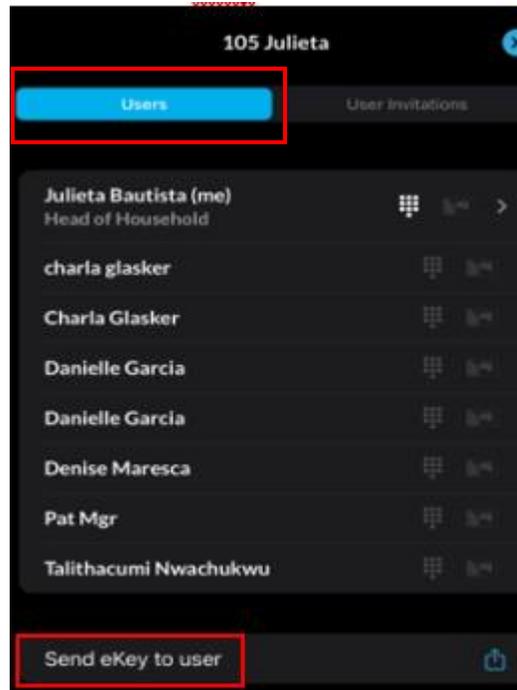
Sign in to your mobile application. Your lock should be displayed accordingly

1. Select the person icon

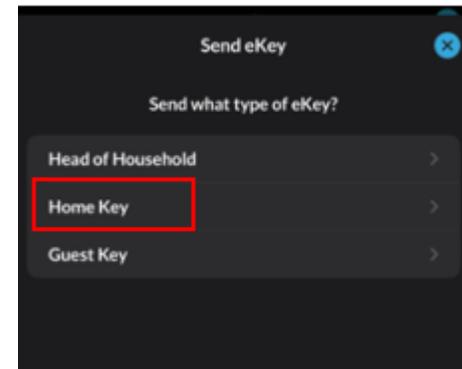


You will see Users/Users Invitations

2. Click **“Send ekey to user”**



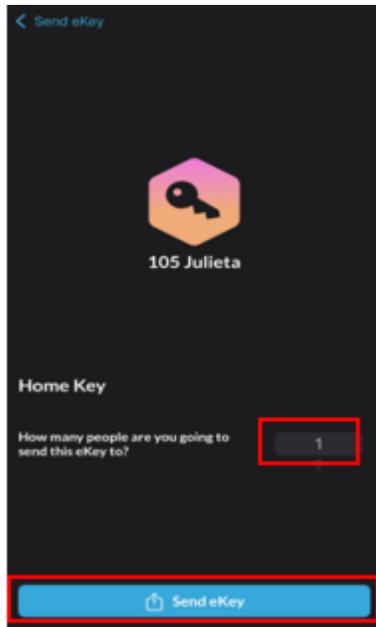
3. Click on **“Home Key”**



*Procedures remain consistent regardless of whether the individual is a Head of Household (HoH) or a guest. *

4. Indicate the **number of users** to whom you would like to send the key. *They will receive an 8-digit code automatically, and you will have the option to make changes at a later time.*

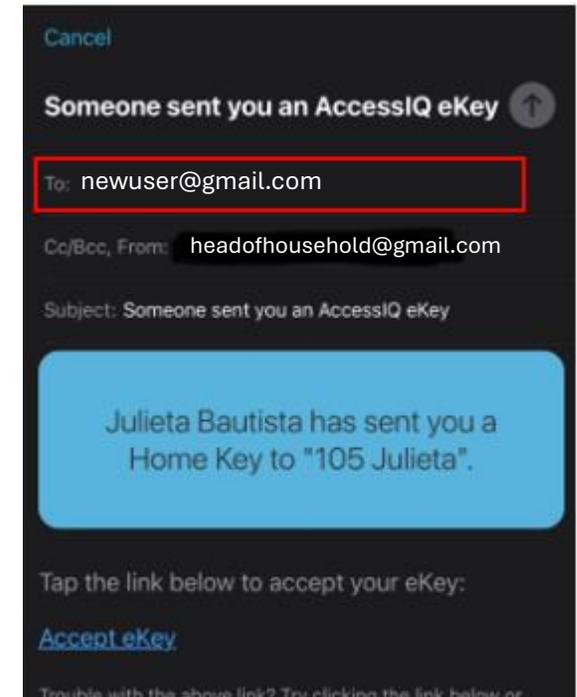
- Press **“Send ekey”**



5. Click **“Mail”**



6. Type the individual's **email address**



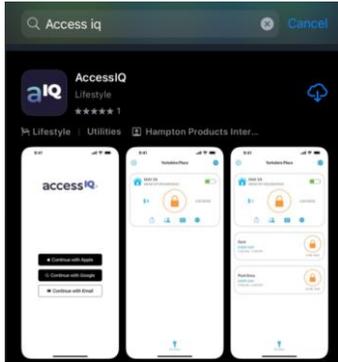
Once the Ekey invitation has been sent, it is necessary for the recipients to accept the invitation.

Accepting Ekeys

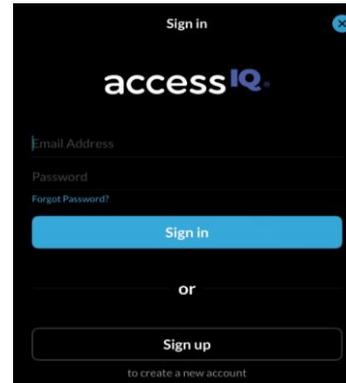
It is necessary for you to use the email provided to the Head of Household

Ekey invitation as a new user. Please follow the instructions provided in the invitation email to complete your registration

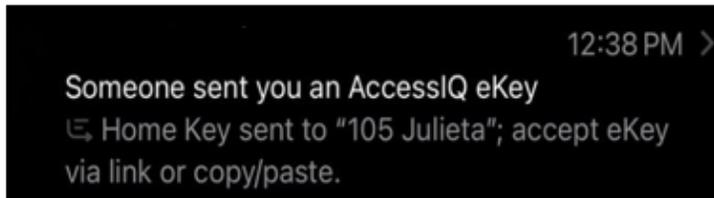
Visit your App Store to download the application.



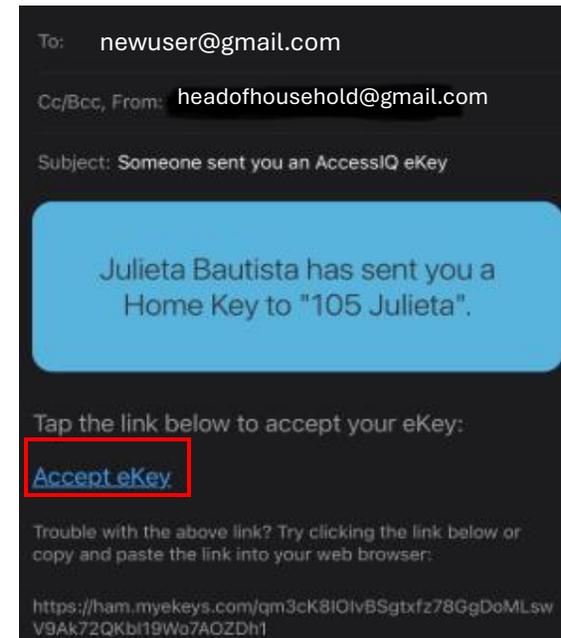
Upon completion of the download, you may proceed to sign up, or alternatively, you can click on the invitation that has been sent to your email for various options regarding the sign-up process



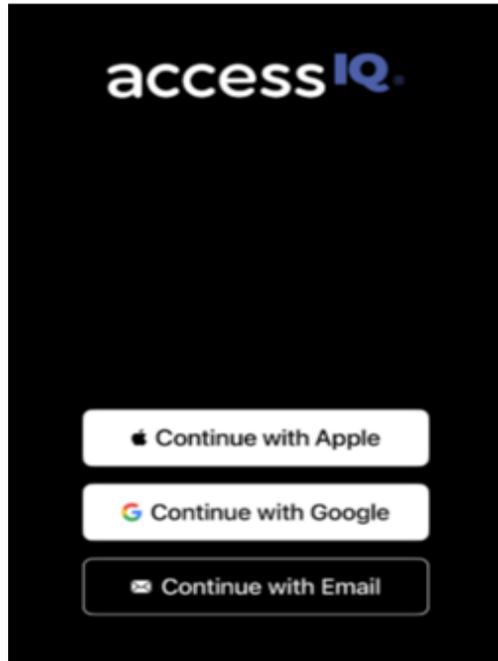
1. Access your email account and locate the email referenced below



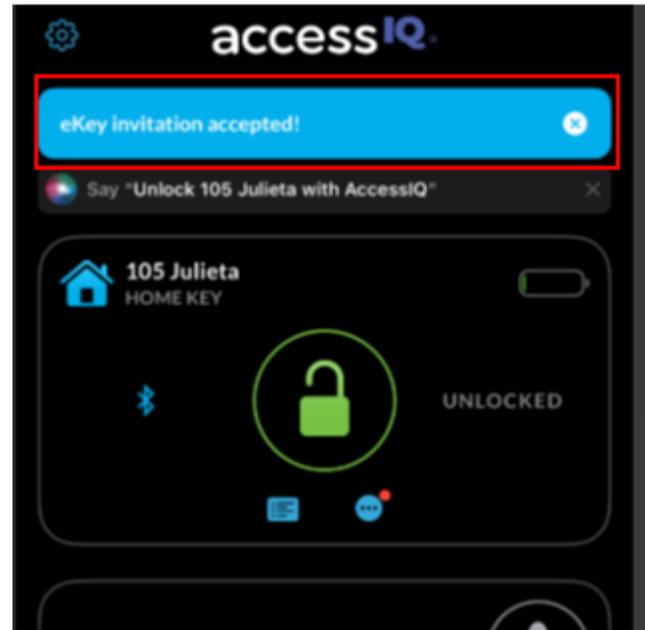
2. Click "Accept ekey"



3. Select your preferred method for signing in.



4. Upon successful signing in by accepting Ekey invitation, you will receive an alert.



Upon the creation and acceptance of the Ekey invitation, it is necessary for the Head of Household to log into their application to assign a new code to you.

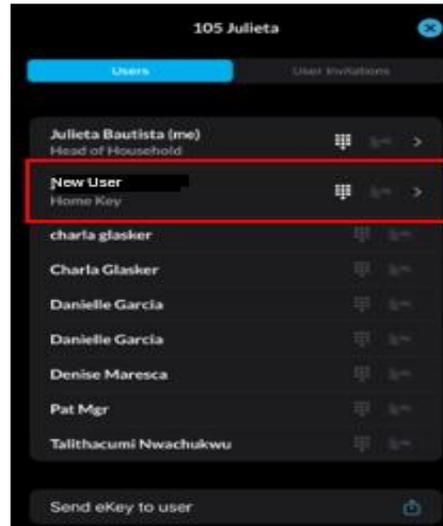
Log into your account

1. Click on the Person Icon

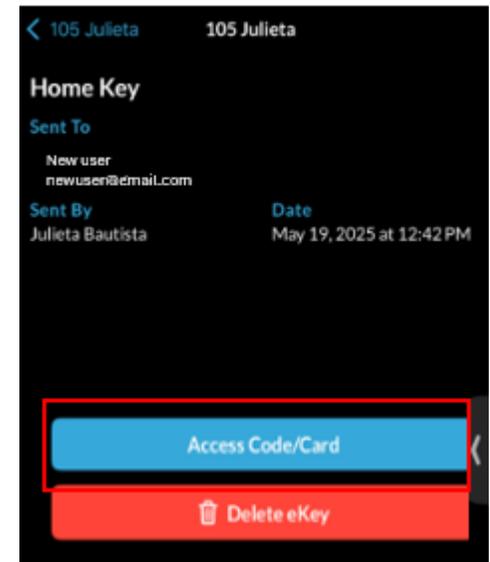


2. Please select the individual to whom you would like to provide a code.

• **New User**

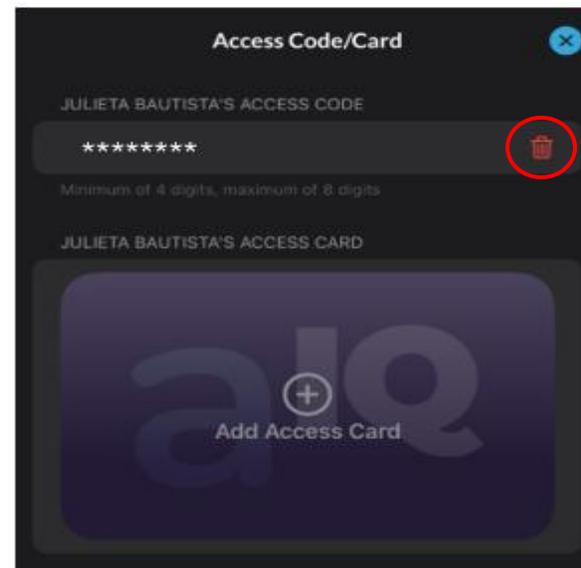


3. Click “**Access Code/Card**”



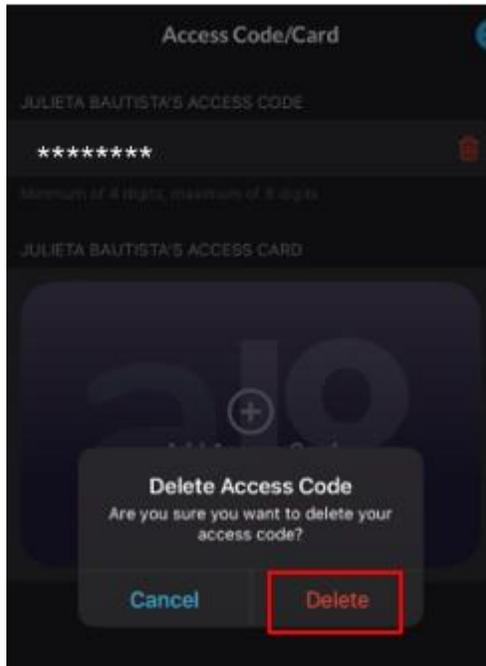
*You will find an 8-digit code that has been generated automatically. *

4. Remove this code by selecting the “**trash bin**” icon,



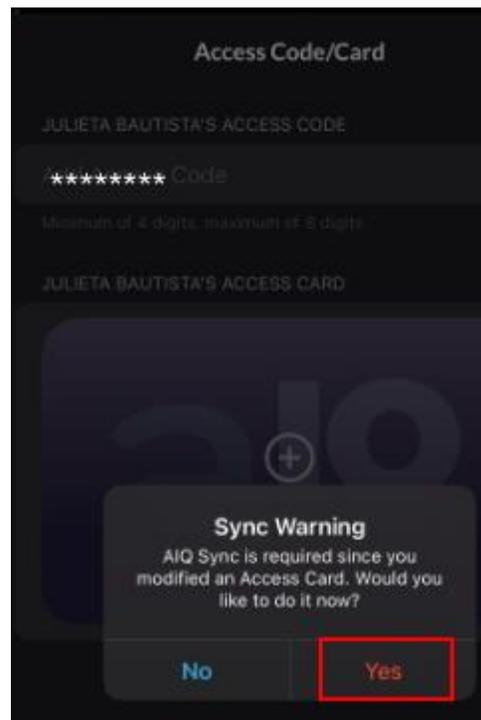
Upon clicking the “trash bin” icon, you will encounter the pop-up displayed below.

5. Click **“Delete”**



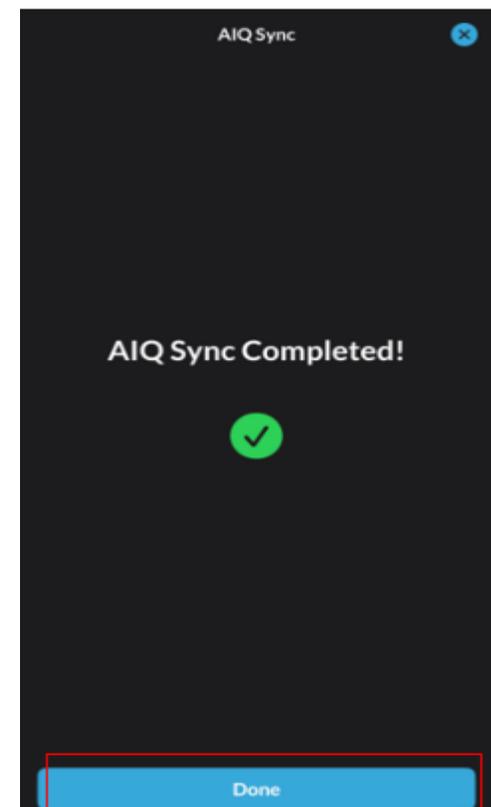
Upon deletion, you will receive the warning message displayed below.

6. Click **“Yes”**



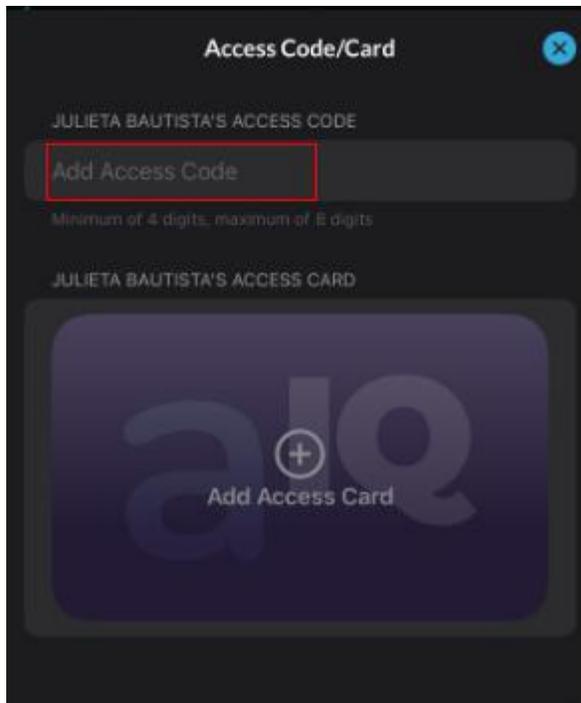
Upon the completion of the "Sync" process, you will see the image displayed below

7. Click **“Done”**



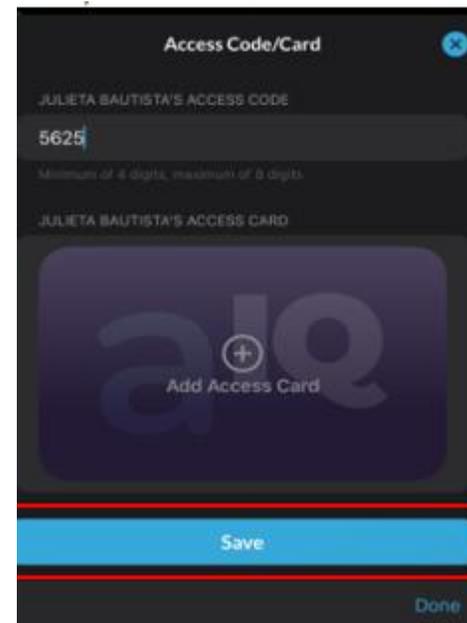
Once the synchronization process has been finalized

8. Enter new “**Access Code**” which can be 4-8 digits



Once the new code has been entered

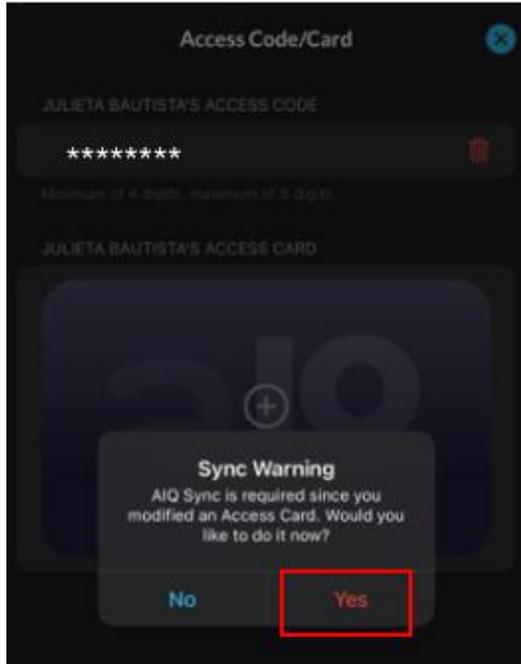
9. Click “**Save**”



Be informed that upon clicking “Save,” your code will be displayed as *********, despite it being a 4-8 digit code

Upon selecting Save, you will receive a “Sync Warning.”

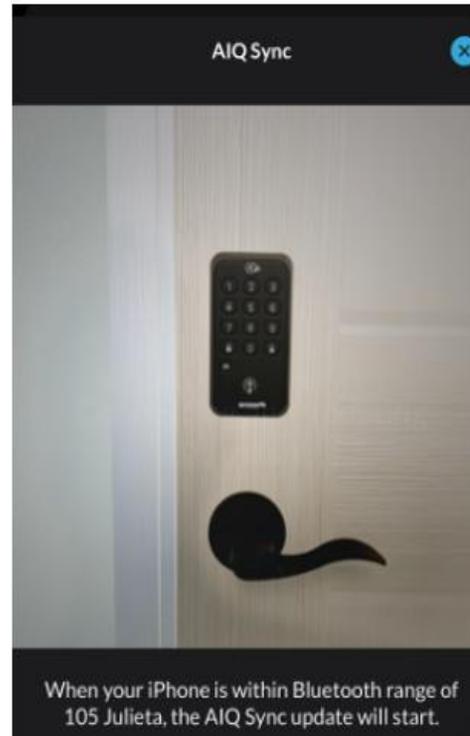
10. Click “Yes”



After you click “Yes” you will get the image below

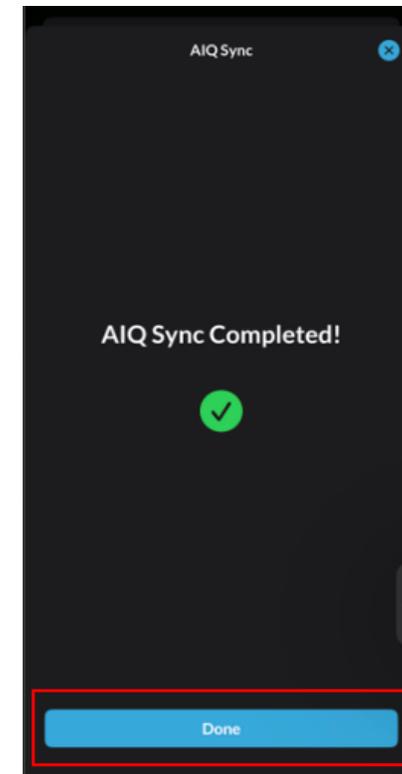
* The lock needs to be in range*

11. The lock will do a **Sync update**



Upon the completion of the "Sync" process, you will receive the image presented below.

12. Click “Done”



Once the notification “AIQ Sync Completed!” appears, the code for the new user should be operational

