How to Activate a Guest Pass
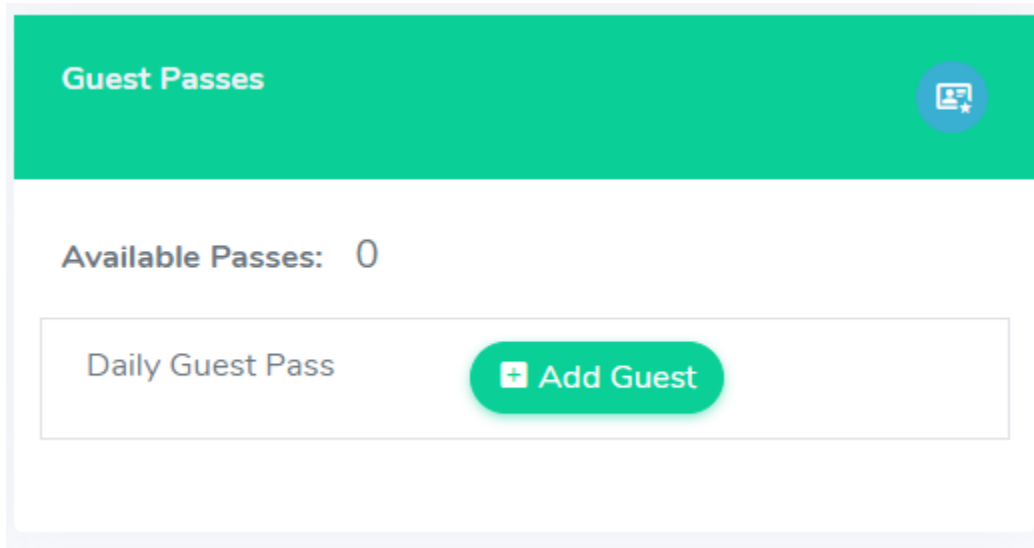
*** *The Guest Pass must be activated online each time you need to use it.* ***

From your dashboard, click "Add Guest" under "Guest Passes".

Select the duration of your guest's stay. You can select a previously registered guest vehicle from the list shown or register a new guest vehicle.
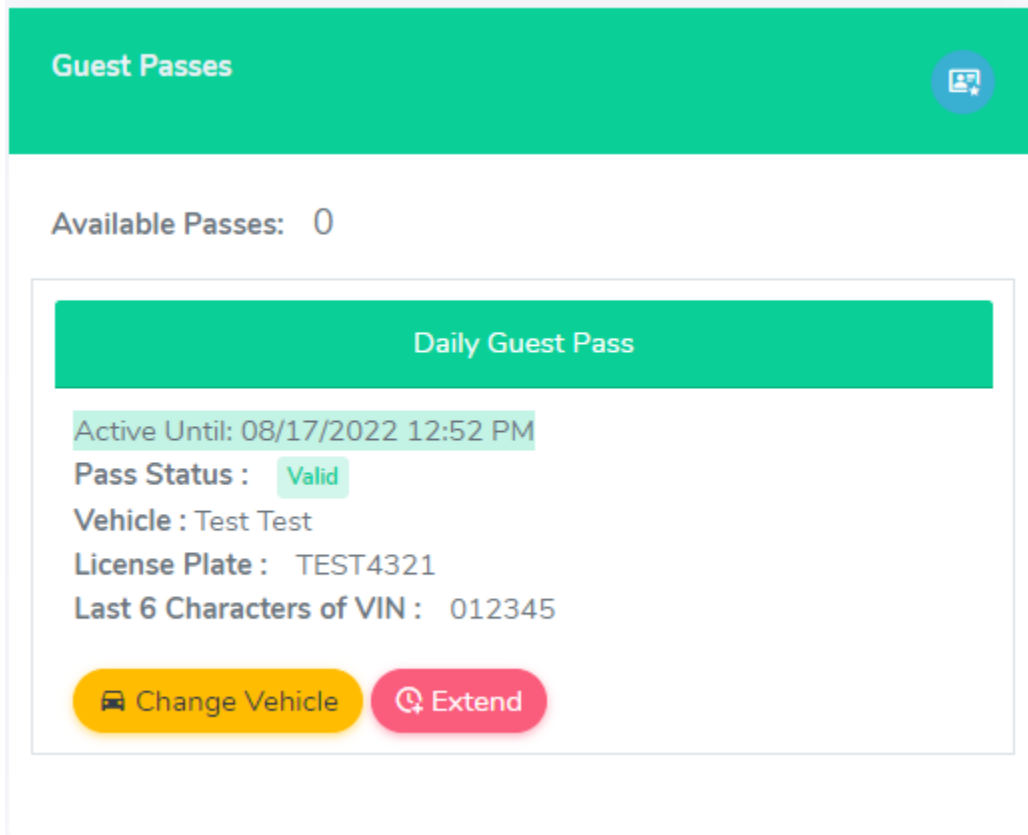

Refer to our welcome letter to know if your property offers guest credits. If there are any credits to use, they will automatically be deducted once you set the duration of the stay. If you exceed your guest credits for the month, you will be required to pay per additional night.

Click "Checkout" to proceed.

If using guest credits, click "Complete Order" once you are directed to the next page. If a payment is required, the website will redirect you to a payment screen. Once payment information has been added, click "Complete Order" to finalize the guest pass activation.

You will be redirected back to the dashboard and notified if the Guest Pass is activated successfully.

Under "Guest Passes", you can view when the activation of your guest's vehicle expires. You may also change the vehicle or extend the activation if needed.