

## Clearing guests using gateaccess.net

You have two easy ways to clear your guests.

## Step 1

Call the Public Safety Plaza at **408-223-4665** and give your name, house number, and the name of your guest(s).

## Step 2

Go to www.gateaccess.net. It is simple to use.

- Log on to the web site www.gateaccess.net
- Select **VGCC** from the Community Code drop-down
- Use your primary phone number as your username.
   When putting in your number, leave out the dashes and brackets (i.e., 4081234567)
- Enter your password and click the Login button (password was given at your first registration)



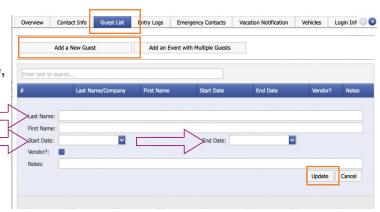


■ Click the Add a New Guest button

■ Fill in the appropriate fields: Last Name, First Name, Start Date, End Date.

Click the **Update** button

to complete task





If you have questions or need assistance, call the Public Safety Administrative Office at **408-239-5246**, Monday — Friday 8:30am — 4:00pm.

After business hours or weekends, please call the Main Gate at **408-223-4665**.