



# 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)

Login to GateAccess.net

Community Code: VGCC

Username:

Password:

Login

- Click the **Guest List** tab
- 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

Overview Contact Info **Guest List** Entry Logs Emergency Contacts Vacation Notification Vehicles Login Info

Add a New Guest Add an Event with Multiple Guests

Enter text to search...

#	Last Name/Company	First Name	Start Date	End Date	Vendor?	Notes
	Last Name:	First Name:	Start Date:	End Date:	Vendor?:	Notes:

Update Cancel



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**.