

CapSure COMMUNITY **STEP BY STEP** GUIDE

Information You Need

- WEBSITE address:
<http://www.wigginbayfoundation.info>
- Your USER NAME: Last Name & Unit # (Smith102)
- Your PASSWORD: 1234

How to Log-In

1. Open Internet Explorer.
2. Go to the WEBSITE listed above.
(www.wigginbayfoundation.info)
3. Click on the VISITOR MANAGEMENT link at the bottom left side of the website.
4. Enter Your USERNAME.
5. Enter Your PASSWORD .

I'm Logged-In. Where do I go?

Once you have logged-in, change your password. You can navigate by using the **Tabs** near the top of the window:



- **Home** is where you start.
- **My Profile** is where you can modify your personal information (see below).
- **Visitor** is where you can add, modify and delete visitors/vendors from your list.
- **Help** is where you can view video demonstrations to help you use the portal.

Modify Your Profile

Personal Profile is where you can change your PASSWORD and specify what contact information you want to publish. Be sure to add your email address.

Phone is where you enter your important contact phone numbers (Emergency, Home Watch and Cell Phones).

*** PLEASE CHANGE YOUR PASSWORD *** SOMETHING SIMPLE ** *
NUMBERS ARE SUGGESTED

Personal Profile View and(or) edit personal information including your password.	Family Profile View and(or) edit Family member(s) profile
Automobiles View and(or) edit Automobile information including make,model,tag and SmartPass number.	Pets Profile View and(or) edit pet information including type, breed, and veterinarian contact information
Away Message View and(or) edit resident away messages	Domestic/Contractors View and(or) edit information for domestic contractors including gate passes.
Phone View and(or) edit resident phone number	Comment Resident Comments

Using Quick Tasks

By Using Quick Tasks on the Home Screen, you can quickly manage your visitors and away messages. Clicking **Schedule New Visitors(s)** will generate a pop-up window, in which you can enter visitor information.

Clicking Create **New Away Message** will allow you to write a new away message.

Just in Case....Need Help

Click on Help in the top right corner of the screen!