

Accentronix OTP Function

HOW TO INVITE A GUEST USING THE APP

1. Click on the invite guest button to add visitors.
2. Select your guest from contacts (Note: you will be prompted to provide access to your contacts the first time you use this feature)
3. The name and number of your guest will auto populate.
4. Visitors can be restricted to single or multi-use OTP's (valid for one day only).
5. Select a date from the calendar for when the PIN will expire (Note: If you want to send your guest an entry code a few days in advance, ensure the PIN expiry date is changed to the required date).
6. Change the PIN expiry time if the default 22:00 is not suitable. (Note: this is very important especially for Multi Entry PIN's).
7. The visitor will receive a SMS or WhatsApp containing their OTP as well as instructions and a google maps link to the property.

