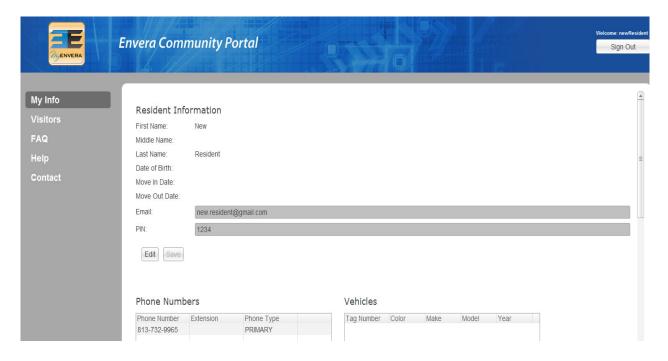
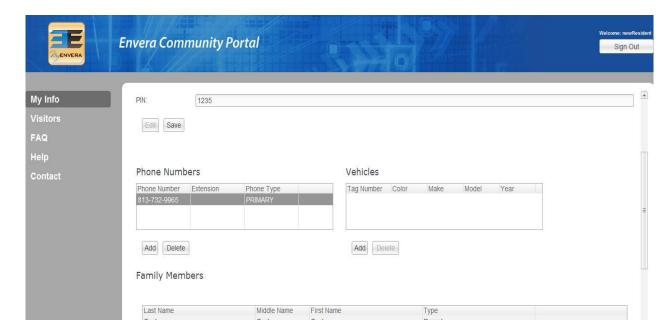
## **MyEnvera.com Quick Start Guide**

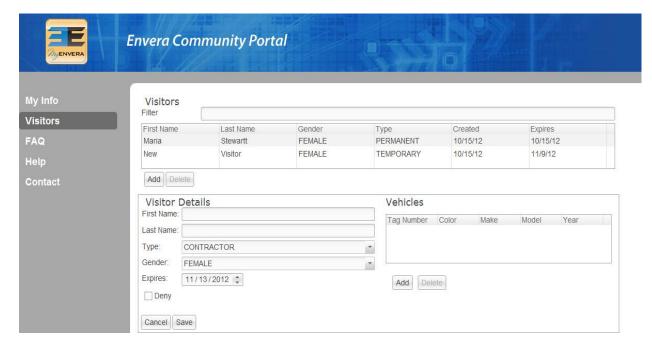
- 1. Go to www.myenvera.com.
  - a. Type in Username and Password.
  - b. To edit profile, click My Info.



- 2. Verify all of your information. If incorrect, please update.
  - a. You can reset your password (PIN) here if needed.
  - b. Click **Save** to update any information.



- 3. To manage your visitor list, click on **Visitors**.
  - a. Click Add to enter Visitor Information & click Save.



Scheduling Visitors with Envera: 3 easy ways

- 1. www.myenvera.com
- 2. Live Guard (24 hours a day—7 days per week): (877) 936-8372, option 2
- 3. Envera's Automated Voicemail system: (877) 936-8378
  - Leave a message including:
    - Community Name
    - Resident Name
    - Resident PIN (password)
    - Visitor Name and length of registration

**Need Help?** 

Email Help@enverasystems.com or call (877) 936-8372, option 2