

**PMLA DEPARTMENT OF SAFETY  
GUEST PASS INTERNET PROGRAM**

Rather than calling in an entry pass for guests, PML members can now take advantage of our new Guest Pass Internet program. Go to our website access program at [www.gateaccess.net](http://www.gateaccess.net) and follow the instructions listed below.

**Community Code:** PMLA (must be in caps)

**User Name:** Using your home phone number enter your telephone number starting with the area code, and no dashes: e.g. (209)9628600)

**Personal Access Code:** enter your PIN #

If you don't know your PIN number or if you need assistance you can contact the Department of Safety at (209) 962-8615 or Member Relations at (209) 962-8632.

Using the tabs at the top of the page go to **Guest List** and **Add a New Guest**.

**Temporary Guest Internet Entry Pass Procedure**

Passes for guests staying one day to two weeks, vendors or contractors.

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Notes</u>
Doe	John	04/18/2008	04/25/2008	(pertinent info for guest)

\* Click on **Update** (guest is now entered into our system).

**Permanent Guest Internet Entry Pass Procedure**

Passes for family members, close friends and guests that visit frequently.

<u>Last Name</u>	<u>First Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Notes</u>
Doe	John	<b><u>LEAVE DATES BLANK</u></b>		(pertinent info for guest)

\* Click on **Update** (guest is now entered into our system).

After you complete your guest pass entries, you should receive a confirmation e-mail from the Gate Access program, if you do not please contact the Main Gate at (209) 962-8615 or Member Relations (209) 962-8632.

If you have any questions please contact the Pine Mountain Lake Main Gate at (209) 962-8615.