



## Granting Access for Deliveries

This document outlines the different methods to allow delivery drivers to enter your community using Tap2Open.

### Standard Invitation:

If you can send a text or email to the driver or driver's company, they can use a standard invitation for entry.

### Buzz in Driver when they Call (Simple and works for everyone):

For neighborhoods without a callbox, for any visitor that doesn't know how to get in, they can simply call the resident. The resident can buzz in the visitor from the two apps. From the Tap2Open Access App, just click on the icon:



The rest is self-explanatory. From the Tap2Open Dashboard app, click on the menu button, and then **Resident Access**:

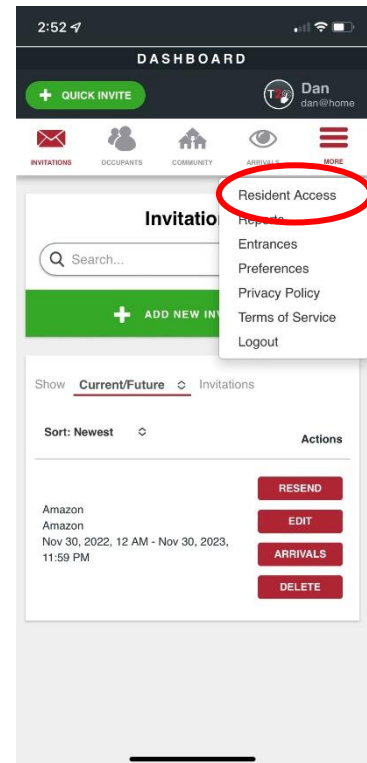
Tap2Open can let the resident open the gate for visitors from anywhere in the world! However, individual neighborhoods may have restrictions. But in general, almost all neighborhoods using our system allow residents to buzz in guests while on the property. We suggest you add a simple sign at the gate letting guests know to simply call the resident for entry.

### Using Invitations and PIN's to allow entry:

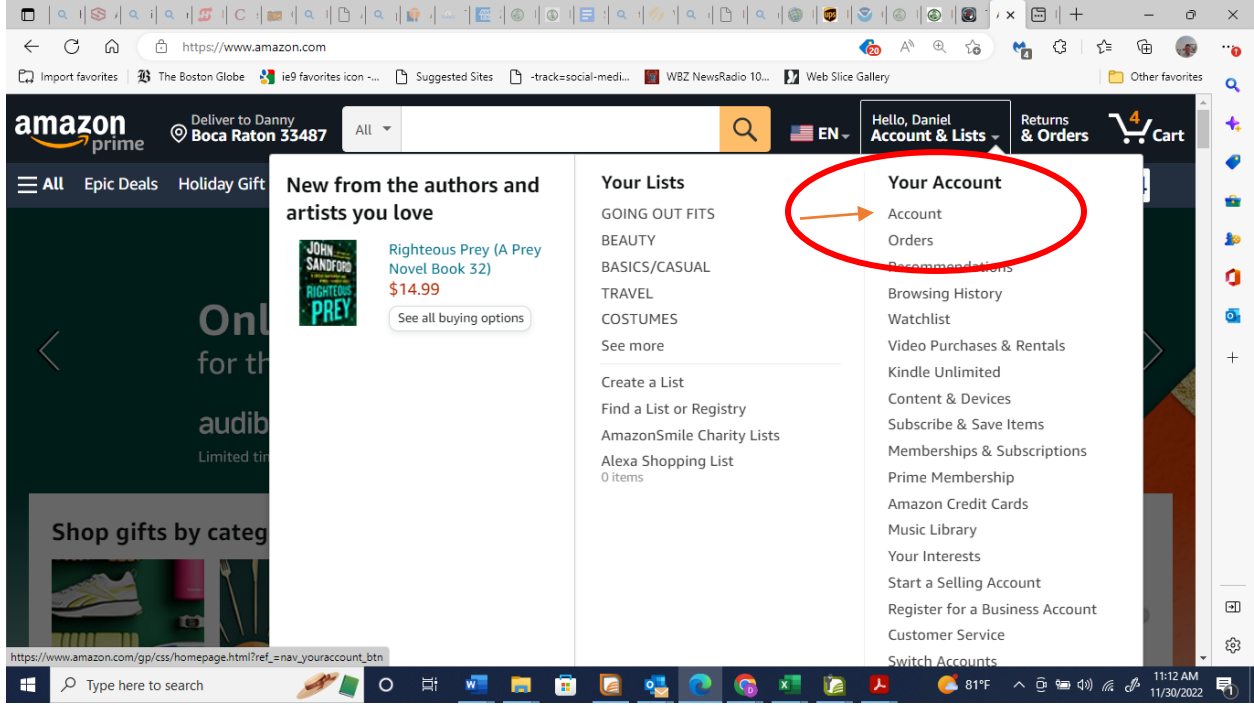
For neighborhoods without callboxes or alternative entry methods for guests, we recommend a Tap2Open keypad. Several of the delivery companies only support PIN's and not links. If the neighborhood doesn't have a keypad, then the delivery company can call, and the resident can buzz the driver in. Like all PIN's a PIN can be one time or for multiple use.

Here is a listing of various delivery companies and the method you can use:

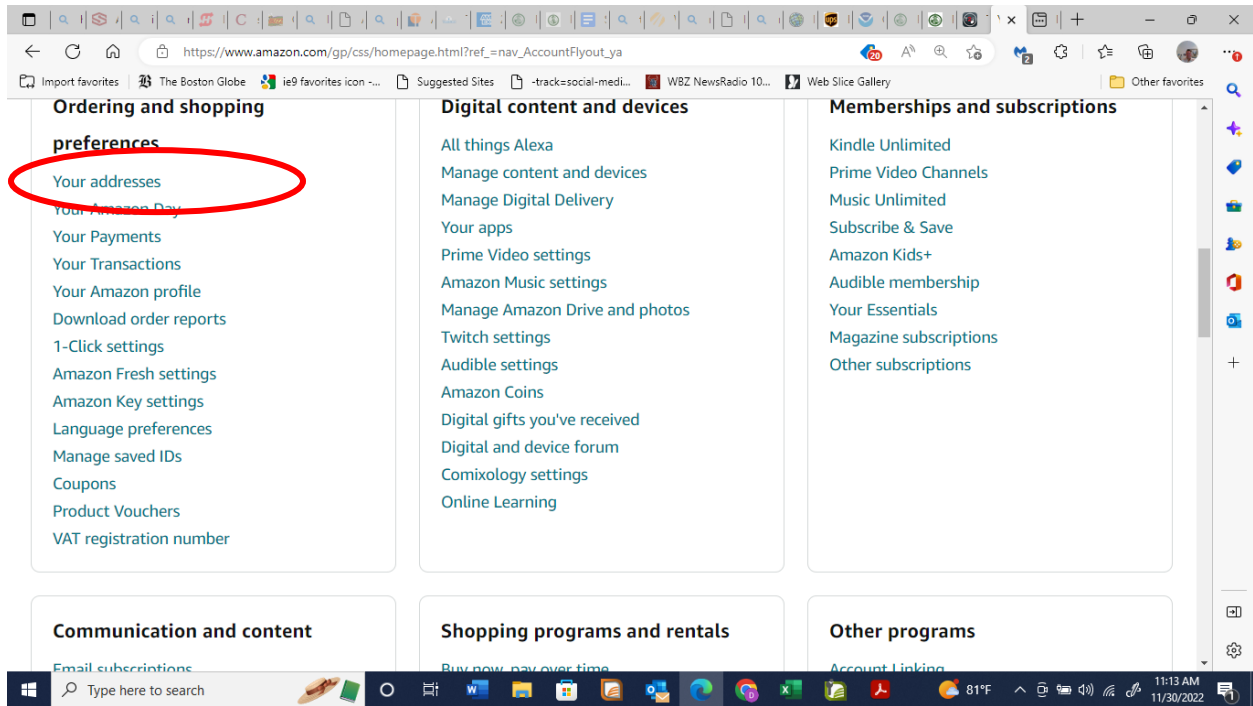
<a href="#">Amazon</a>	PIN
<a href="#">UPS</a>	PIN
<a href="#">FedEx</a>	PIN
<a href="#">Uber</a>	Link or PIN



**Amazon:**



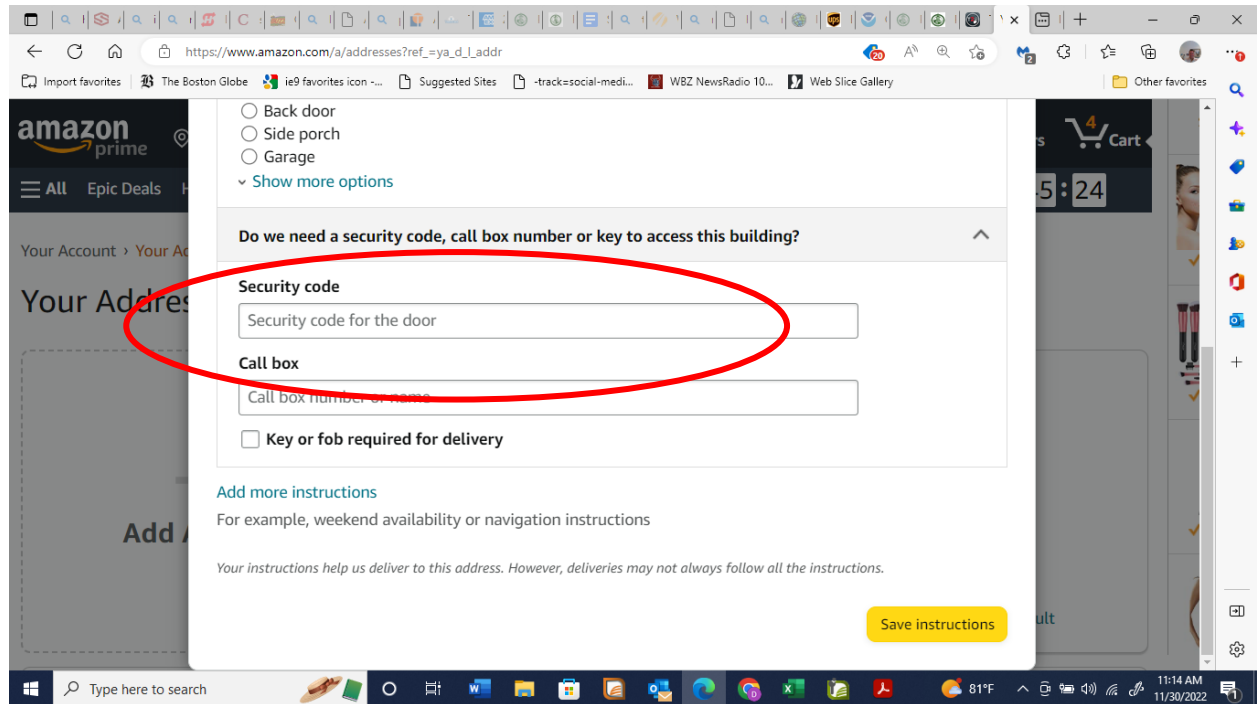
Click on your addresses:



Click on Add Delivery Instructions:

The screenshot displays the Amazon website's 'Your Addresses' page. At the top, the Amazon logo and 'prime' are visible, along with the delivery location 'Boca Raton 33487'. The page title is 'Your Addresses'. On the left, there is a large dashed box containing a plus sign and the text 'Add Address'. On the right, a card shows the address 'Danny Munson' with a green box around the address details. Below the address, the text 'Add delivery instructions' is circled in red. At the bottom of the card, there are links for 'Edit' and 'Remove'. The browser's address bar shows the URL 'https://www.amazon.com/a/addresses?ref\_=ya\_d\_l\_addr'. The Windows taskbar is visible at the bottom of the screen.

On this screen you can either enter a PIN:

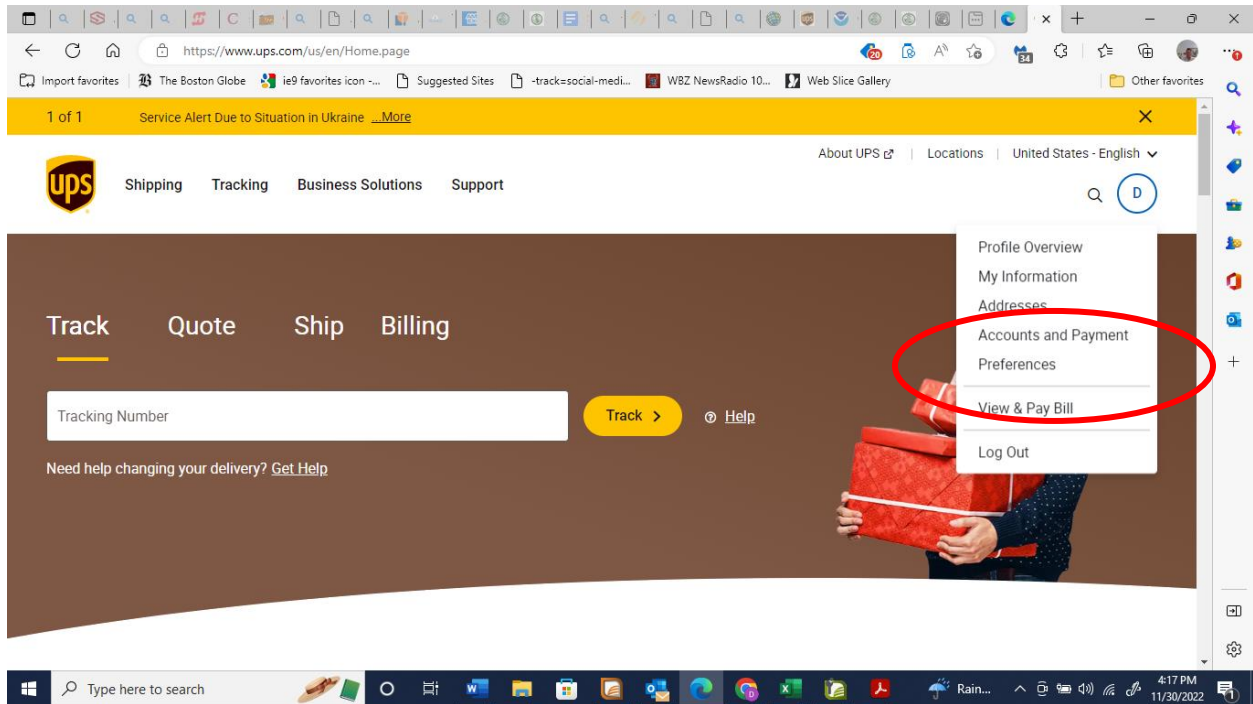


## UPS:

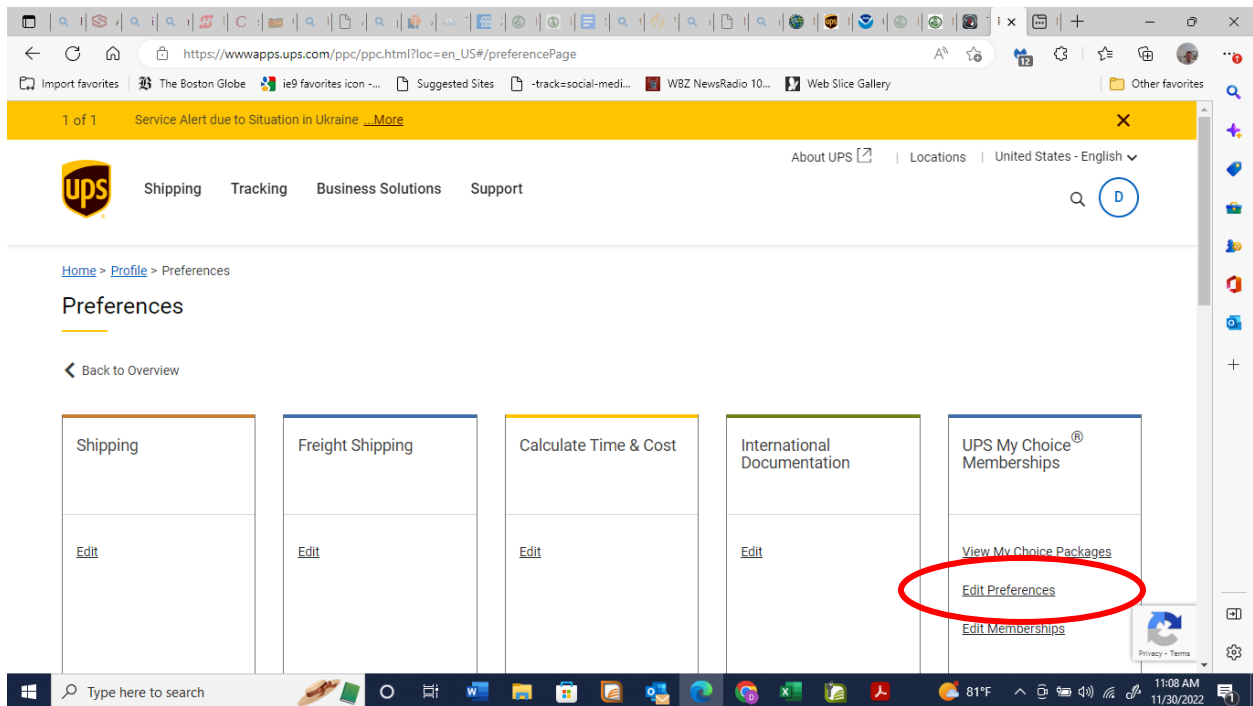
Click on your account (see the circle)

The screenshot shows the UPS website interface. At the top, there is a navigation bar with the UPS logo and links for Shipping, Tracking, Business Solutions, and Support. A yellow banner at the top left contains a service alert: "1 of 1 Service Alert due to Situation in Ukraine [More](#)". The main content area is titled "Edit Membership Preferences" and includes a breadcrumb trail: "Home > Profile > Preferences > UPS My Choice® Memberships > Edit Membership Preferences". Below this, there are links for "Back to UPS My Choice® Memberships" and "View My Choice Packages". A section titled "Membership Details" contains a tip and two input fields: "Membership Nickname" and "Name and Address", each with a plus sign to its right. A red circle highlights the account menu icon in the top right corner, which consists of a magnifying glass and a blue circle containing the letter 'D'. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date and time: "11:07 AM 11/30/2022".

Then pick Preferences



Choose UPS My Choice Memberships. Choose Edit Preferences:



Under Delivery Options/Driver Instructions, enter a PIN.

The screenshot shows the UPS website's "Delivery Options" page. The URL in the browser is [https://wwwapps.ups.com/ppc/ppc.html?loc=en\\_US#/preferencePage/mychoicePreference](https://wwwapps.ups.com/ppc/ppc.html?loc=en_US#/preferencePage/mychoicePreference). The page features the UPS logo and navigation links for Shipping, Tracking, Business Solutions, and Support. A search bar with a "D" icon is also present. The "Delivery Options" section includes a tip: "Tip: You can set up delivery preferences such as always leaving your future deliveries at a convenient location." Below this is a "Driver Instructions" section, which is circled in red. It contains the following text and form fields:

**Gate or Building Security Code**  
If you live in a gated community or neighborhood, make sure you send your driver the entry code.

**Entry Code**

**Re-enter Entry Code**

**Location for Package Delivery**  
Let your driver know if you do not want your packages left at your front door.

**Delivery Location**  
None Selected

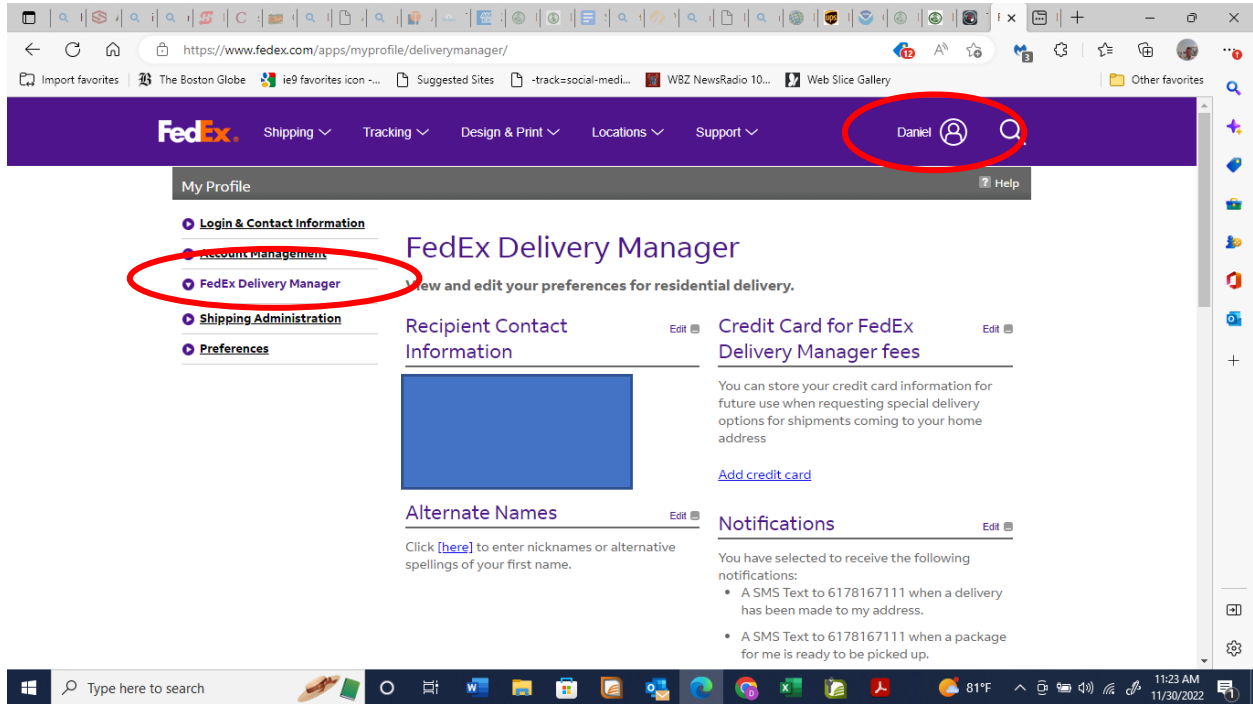
The Windows taskbar at the bottom shows the date and time as 11:09 AM on 11/30/2022, along with system icons for temperature (81°F), network, and volume.



FedEx:

Sign up for the FREE FedEx Delivery Manager. Then under My Profile:

First click on your name. Then Fedex Delivery Manager



Scroll down to Delivery Addresses:

Click on View/Edit

The screenshot shows the FedEx Delivery Manager interface. At the top, there is a navigation bar with the FedEx logo and menu items: Shipping, Tracking, Design & Print, Locations, and Support. The user's name, Daniel, is displayed in the top right corner. Below the navigation bar, the page title is "Delivery Address(es) for : Daniel Munson". A table lists the delivery addresses:

Address	Delivery Instructions	Vacation Hold
1, 7433 NE ORCHID BAY TER, BOCA RATON, FL 33487	No instruction set	No hold set

The "View/Edit" link in the "Vacation Hold" column of the first row is circled in red. Below the table, there is a link to "Add another delivery address" and a note about canceling enrollment. At the bottom of the page, there are sections for "OUR COMPANY", "MORE FROM FEDEX", and "LANGUAGE".

The screenshot shows the "Delivery Instructions" form for the selected address. The form is circled in red. It includes the following fields and options:

- Address:** 7433 NE ORCHID BAY TER, BOCA RATON, FL 33487
- Delivery Instructions:** Provide additional instructions on how you would like your packages to be delivered at your residence. These instructions may be used for all shipments to this residential address.
- Leave package at:** Front Door (dropdown menu)
- Help us find your address:** Code: 7433 (text input field)
- Buttons:** Cancel and Save
- Vacation Hold:** Edit (link)

At the bottom of the page, there is a note about canceling enrollment.

**Uber:**

With Uber, after scheduling a ride, there is a **Contact Driver** button. Through this, you can call or text the driver. You can text the driver a link or PIN. Alternatively, if they call from the gate, you can open the gate for them remotely.

11/30/22