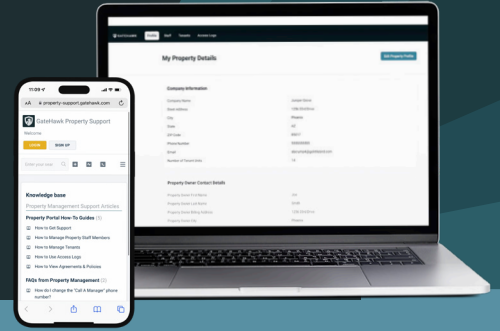


Increase Organization with the GateHawk Web Portal

*Not sure how to use the GateHawk Property Web Portal?
Not a problem. Keep this guide as a reference for what kind
of things you can do in the web portal and where to find help.*



How to find the portal

On your device, use **property.gatehawk.app** to find the manager portal login page.

****If you have trouble logging in, please contact GateHawk's support team.***

How to navigate the portal

The portal is split into 6 key categories, with unique capabilities in each section:

Profile

- View your property's profile information
- View property owner contact details
- View property Administrator contact details

Staff

- View all staff member information for the property (i.e., name, phone, email, and position)
- Tenants
- View all tenant information
- View all guest information (i.e., which tenant they are associated with and their personal access code)

Access Logs

- View when and at what intercom access was granted/denied for both tenants and guests
- Export copy of access log

Intercom Units

- View the details of each intercom on the property

Dealer

- View your property's Dealer contact details
- Use this information for intercom hardware questions

How to get support

Should you encounter any issues with the web portal, there is a support portal available to you.

Navigate to **gatehawk.com/support** and find helpful documents like:

- How to Get Support
- How to Manage Property Staff Members
- How to Manage Tenants
- How to Use Access Logs
- How to View Agreements and Policies

If you need help with something and don't see it on the portal, feel free to reach out to our team.

Contact GateHawk's support team:

Phone: 602-782-8888 (option 4)

Email: info@gatehawk.com.

Visit the digital helpdesk:

Scan the QR code

or navigate to

bit.ly/gatehawkps

on your browser.

