

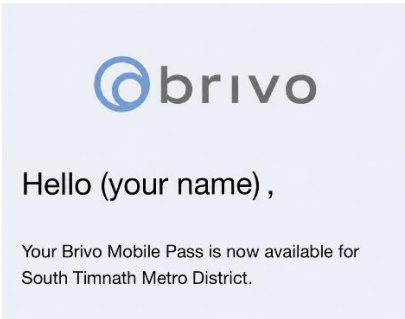
Download & Activate Your Brivo Mobile Pass

1. You will receive an email from: brivomobilepass@brivo.com
(email may show up as “South Timnath Metro District”)
ONE EMAIL PER DEVICE / EACH DEVICE NEEDS OWN EMAIL
CANNOT SHARE ACCOUNTS
EACH DEVICE WILL RECEIVE ITS OWN ACCESS CODE
IF you did not receive your access code, contact district via email to address.

Email will look similar to this:

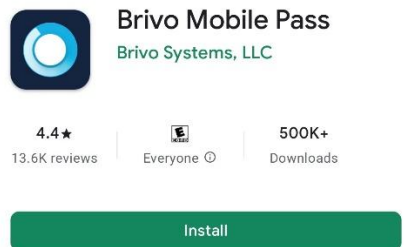


Your Brivo Mobile Pass is ready!



2. If you do not already have the Brivo application, go to the AppStore or Google Play Store to download the app. After app is installed go back to email.

1. Download the Brivo Mobile Pass app



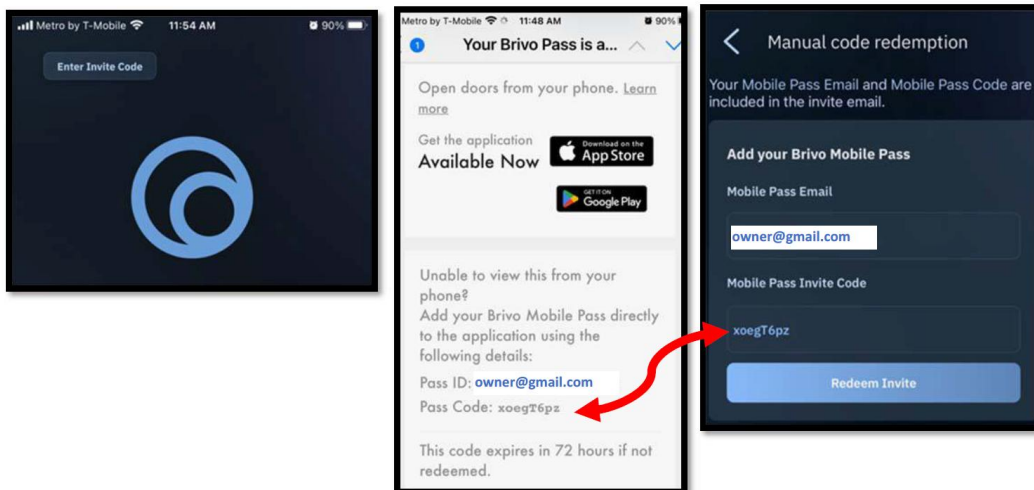
Download & Activate Your Brivo Mobile Pass

3. If receiving email **on mobile device**, you can **directly** add your pass to the Brivo app.
 - In the invite email select “Add Pass to Account”

2. Add your Brivo Mobile Pass to your account

Add Pass to Account

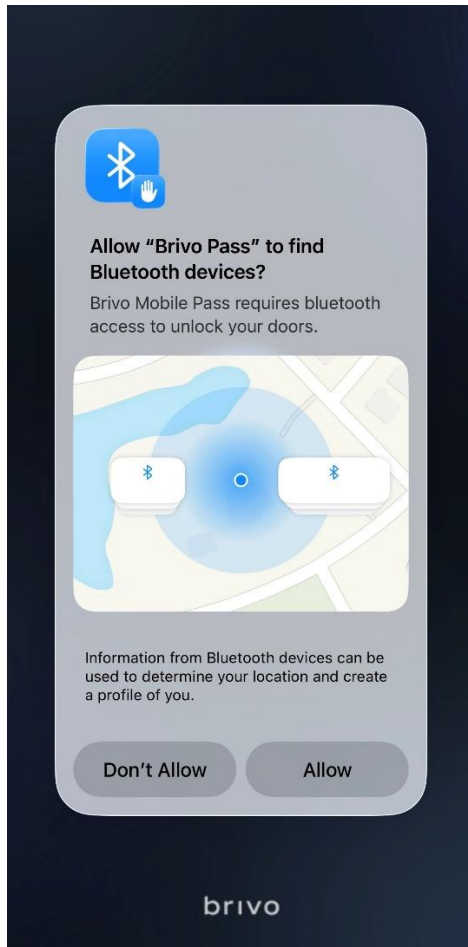
4. If receiving email **on computer** and transferring to phone, you will **manually** enter the access code in.
 - Select “Enter Invite Code”
 - Go back to your email to get the Pass ID and Pass Code
 - Type the ID and Code into the manual code redemption spot on the app.
 - Redeem Invite



Download & Activate Your Brivo Mobile Pass

5. If prompted, you **must allow/turn on Bluetooth** for the Brivo App.

Some devices may already allow this setting. You may not be asked to turn on Bluetooth.



6. If you selected "Don't Allow" on Bluetooth notification, you will need to go to your phone's settings, search for "Brivo" under apps, and turn on Bluetooth for Brivo.

Bluetooth is required for this system.

