



Gate entry information
for new residents

It's as easy as 1,2,3

This is for the following communities **ONLY** behind main guard house gates:

Atlantis, Bali, Barbados, Capri, Caribbean Isles, Leeward I, Mirage

Good day and welcome to the Isles at Oasis community !

Please read carefully in order to ensure we can help you to the max!

Regarding applying for and receiving *resident side* gate transponders, we have a contactless procedure and form (**attached**).

1. In order to gain access and receive transponder decals to the resident side, you will need to mail **or** drop off the attached completed form and the **following documents** to register for transponders:

- * Transponder form (attached) – instructions below
- * Envera Registration Form (attached) – email it to oasis@altonmadison.com
- * Copy of Driver License (individual must be on deed or lease)
- * Warranty Deed *and/or* closing disclosure or Lease if you are a tenant
- * Money order, \$20 for each transponder

TRANSPONDER RESIDENT ACCESS FORM:

- Please read it carefully.
- Complete all blanks
- **Mail (or drop in office mail slot) OASIS Transponder form**, along with copies of the above-mentioned documents *(deed or lease & DL), and Money Order for transponders. Transponders are \$20 each (up to 5), via Money Order only, made payable to: "**OASIS Community HOA**".

2. Mail (or drop in our mail slot) Transponder Form and ALL required documents to:
Oasis Community Association
c/o Alton Madison Property Management
381 N. Krome Ave, Suite 205
Homestead, FL 33030

Do not hesitate to contact us with any questions. Incomplete applications will be returned. Please retain your money order receipt and copy for your records.

3. Contactless Delivery - We will **Fedex** your transponder(s) and installation instructions at no additional charge and include a written payment receipt. Note that transponders are non-transferable from vehicle to vehicle and will be damaged if bent or removed so please follow the instructions carefully.

Please feel free to contact us with questions or for additional information. Also visit www.thelslesAtOasis.com and like our Facebook page @IslesAtOasis

~ The Alton Madison Customer Service Team - oasis@altonmadison.com

Gate Transponder Application & Registration Form



FREE No-contact Fedex delivery with
1. this completed application,
2. proper payment / amount, and
3. Owner or Tenant Docs
Also, get visitor app: theislesatoasis.com

Money orders only, made payable to: "Oasis Community HOA". No cash accepted.

☒ To get your transponder(s), mail this completed form, proper payment, and applicable docs to:

→ 381 N. Krome Ave, Suite 205; Homestead, FL 33030 ←

① This section to be completed by the Owner or Resident

→ Community Name: _____ (Fill in one from below)

Applies ONLY to 152nd Ave Gate: Atlantis, Barbados, Capri, Caribbean Isles

147th Ave Gate: Bali, Leeward 1, Mirage

Resident Name: _____

☐ Owner – submit 1. Driver's license and 2. copy of Warranty Deed or Closing Disclosure

☐ Tenant – submit 1. Driver's License 2. HOA Approval Certificate 3. Copy of Lease

Phone Number: (____) _____ - _____

Email address: 1. _____, 2. _____

Property Address: _____ Homestead, FL 33033

Vehicle Make and Model: _____ Color: _____ Plate # _____

Owner / Landlord's Name (if you are a tenant) _____

Owners' Telephone Number: (____) _____ - _____ (if you are a tenant)

Owner's Email address: _____

*Owner's Mailing Address: _____

City: _____ State: _____ Zip code: _____

② Number of transponder decals requested _____ (up to 5) @ \$20.00 each = \$____.00 **money order only**
payable to "Oasis Community HOA". **Do not send cash or check or application will be returned.**

*Address to MAIL transponder: _____ City _____ State _____ ZIP _____

③ I **certify** that I, the above applicant, is ☐ owner occupant or ☐ tenant in the property. I understand that gate entry devices are not transferable, transponders expire on last day of lease for tenants, and I must notify Association within 3 days of any person vacating the property.

Signature X _____ Date: _____

④ This section to be completed by Management Office ONLY:

A. Payment received - \$20.00 X _____ = \$____.00 (copy money order, Fedex label, and attach) ☐

B. Fedex # _____ Date ____/____/____ Delivered? _____ (☒) ☐

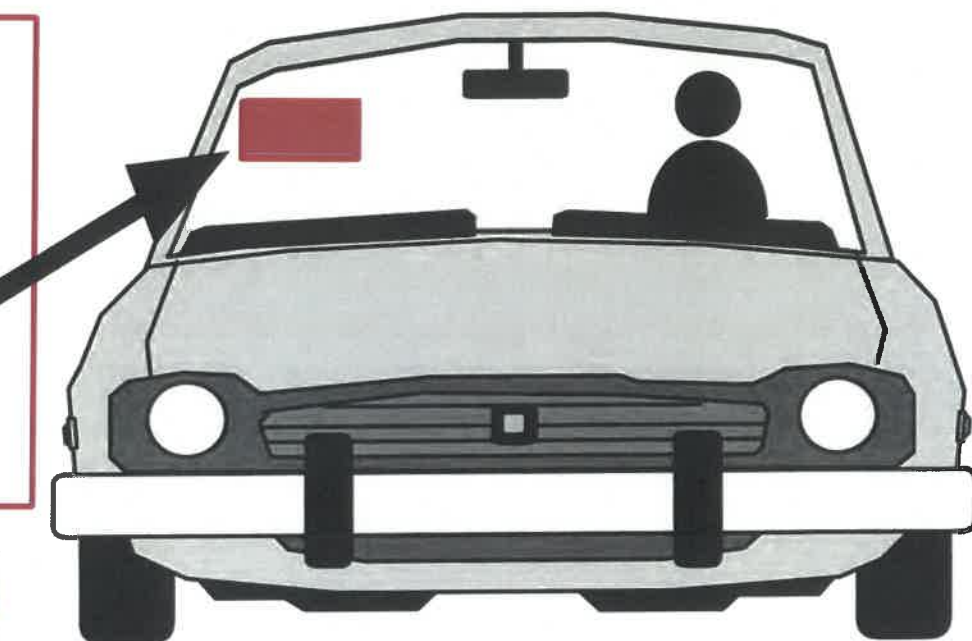
C. Number(s): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

IMPORTANT: KEEP RECORD OF THE DECAL NUMBERS FOR YOUR FUTURE REFERENCE.

Tailgating through, tampering with, touching, or breaking the gate is a violation for which you will be penalized. Trespassing, hit and run, and destruction of private property will be reported, billed, and prosecuted as applicable.

OASIS Guard Gate TRANSPONDER PLACEMENT

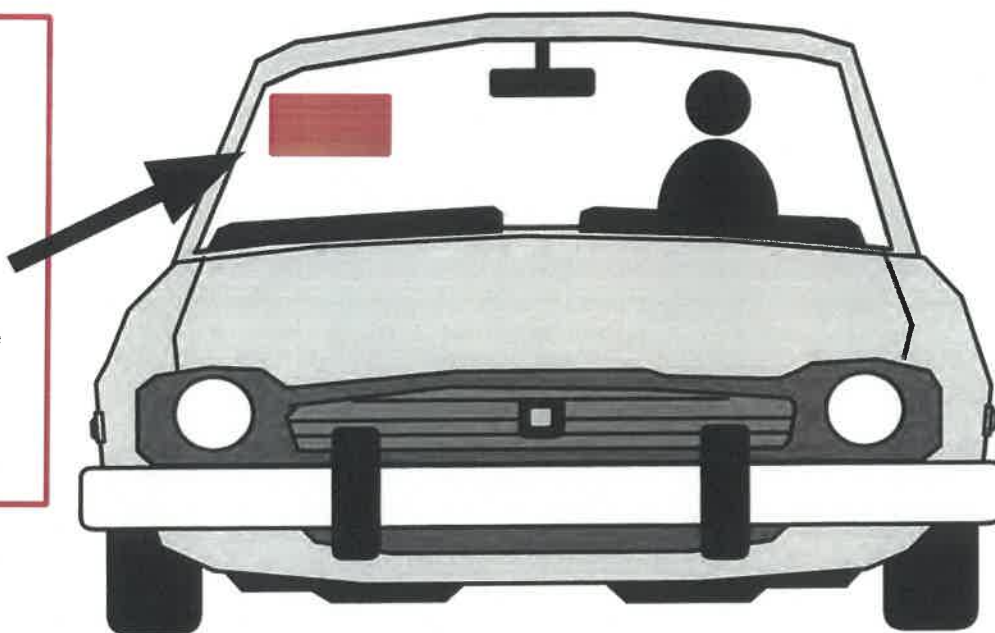
1. Do not fold or tear transponder.
2. Peel off backing carefully.
3. Place inside, on the upper right hand corner on passenger side, below any *tint*.*
4. Once placed, do not attempt to remove.



Transponder will not work if placed on any tinting strip at top of windshield

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** Transponder will not work if placed on any tinting strip at top of windshield*



email completed form to oasis@altonmadison.com

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF.

Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing.
If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

☐ NEW Homeowner	☐ UPDATE Existing Homeowner	☐ NEW Tenant	☐ UPDATE Existing Tenant
New Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be removed? ☐ Yes ☐ No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact: The primary number is the first phone number that will be used when an Envera representative needs to contact you. The secondary number will be used if a homeowner/tenant cannot be reached at the first number. A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.

What is Envera Visitor Access System ?



Once you return the form, you will receive a username and password for the myenvera.com portal. There you control your own authorized visitors, guests, contractors, deliveries, lawn crew, maid, caretaker, etc. You can set it for 24/7 access or limit such as M-F / 7am to 5pm for example. To maximize your use and settings, watch the [MyEnvera tutorial videos](https://enverasystems.com/myenveravideos/) at <https://enverasystems.com/myenveravideos/>

How do residents register guests allowed into the community?

Envera's [MyEnvera](https://myenvera.com) web portal and smartphone app can be used by residents to register permanent, temporary, and one-time guests. MyEnvera provides residents ability to edit their approved guest lists and profile information, with access to important community contacts.

How do I add visitors to my list?

The web portal includes a section called Add/Change Visitor. In blue, you will see the option to Add a visitor. For further assistance, please view our [MyEnvera tutorial videos](https://myenvera.com). In the app, you will select the icon with two figures and a plus sign in the upper, right corner.

How can I change my username, password, or PIN?

You can request your username, reset your password, and change your PIN at [MyEnvera.com](https://myenvera.com) or with the app. If you have any issues, you can email customerservice@enverasystems.com for assistance. Please note, a username **cannot** be created without confirmation from an authorized community contact that you are a resident/renter within the Oasis community

Can my household use the app while sharing login information?

Yes, household members can all use the app if they have access to their household login information and credentials.

Can/does my spouse, kids, or other household members have a login?

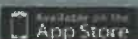
There is only one login per household, with the exception of tenants (if applicable) who have a separate login.



TRY THE MYENVERA MOBILE APP
FOR SMART PHONES & TABLETS



1-877-936-8372
WWW.ENVERASYSTEMS.COM
WWW.MYENVERA.COM
EX 7175000406, 08/00191



USING THE *My* ENVERA MOBILE APP

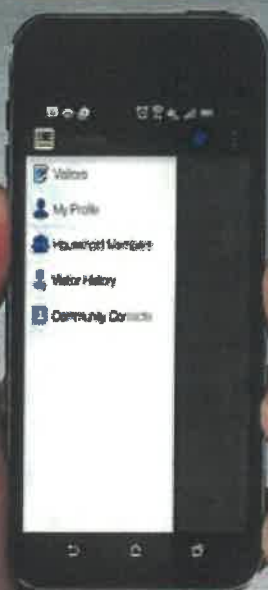
My ENVERA

1-877-936-8372

www.enverasystems.com

www.myenvera.com

Download App

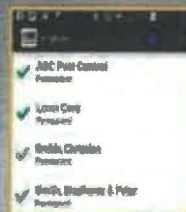


Icon Key

- | | |
|-------------------------|-----------------------------------|
| View Visitors | Add Visitors or Household Members |
| View My Profile | Search Expired Visitors |
| View Household Members | Add Vehicles |
| View Visitor History | Add Phone Numbers |
| View Community Contacts | Not Allowed to Add Guests |

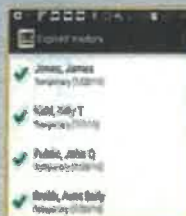
Visitor List

The MyEnvera app will open to your visitor list. Once there, you can manage permanent and temporary visitors as well as household members.



Expired Visitors

To view expired visitors, click on the menu bar, click Visitors, followed by to add visitors, and then click to search expired visitors. To reactivate an expired visitor, select the visitor's name and update the expiration date and Save.



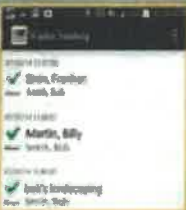
Your Profile

To view or edit your profile, click My Profile from the menu bar. Click to update your vehicles. Click to update your phone numbers.



Visitor History

You can view Visitor History from the main menu by clicking Visitor History.



Help your guests with easy & fast entry by sending a **VISITOR PASS**

You can send a visitor pass ➡ QR code
to your pre-approved guests with **MyEnvera**.
Just go to MyEnvera.com or download the
[Apple/Android app](#).

**Send pass via text or email to your visitor *BEFORE* they arrive
at the GATE. The pass is a QR code, similar to the type of
code used for electronic boarding passes or movie tickets.**

Follow these simple
steps:

1. Login to MyEnvera.com or the latest version of the app. Contact Customer Service if you do not know your account information.
2. Add a phone number or email address for the visitor(s) you would like to send a pass to.
3. Simply click 'Save' after adding the contact information, and the pass will send.



Visitors

Visitor

First: Jan

Last: Janssen

Type: Permanent

Company:

Deny Entry: ☐ Yes

Email: jj@mail.com

Country: United States

Phone Number: (561) 555-1234

Send Pass: Send

Save Cancel Remove

Logout

**Visitors simply scan
their QR code at the
Kiosk for fast, easy,
contactless entry.**



**When guests show a *valid* code to the kiosk,
they will be granted access.**

The pass allows entry when presented at the kiosk if the visitor is valid. It will not grant entry to visitors with a 'Deny' status, expired visitors, or visitors who arrive outside of their allowed days/times.