EasyCode Enrollment:

EasyCode is the tenant-facing mobile application that allows tenants to control doors and gates throughout a self-storage property. To use the mobile app, tenants must first download and enroll in EasyCode. There are two ways to enroll. The first is through the Auto-Enrollment process, while the second is called the Manual Enroll process. We will discuss both options below.

Auto-Enrollment Process:

1. After downloading the EasyCode app from the Play or App Store, click **Enroll**:
    a. A screen will appear on your phone, displaying a 6-digit Enrollment Code like the one below.
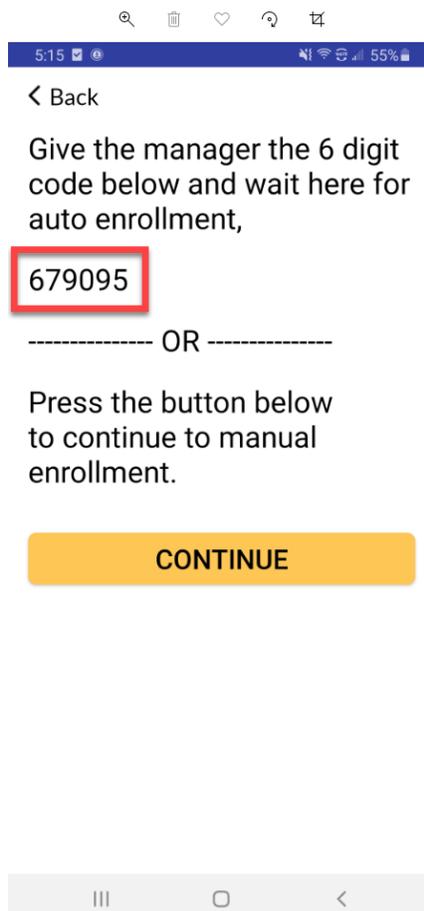
b. <u>Do Not</u> press **Continue**. That will take you through the manual enrollment process, which is more tedious but can allow you to enroll without the Site Manager's help.
c. Instead, stay on the first screen and give a 6-digit code to the Site Manager.
d. You will need to provide the Site Manager all the additional information below.
    i. Email Address
    ii. 6-Digit Code Enrollment Code
    iii. Country Code ("1" for North America)
    iv. Mobile Phone Number
    v. Type of Mobile Phone (Android or iPhone)

2. After the Site Manager has entered all the above information into their software, your EasyCode screen will have changed to the password creation step shown below. Follow the EasyCode prompts to complete the enrollment process on your own.

a. After creating a password and clicking **Next**, the next page will allow you to set notification permissions. EasyCode can notify you if your unit is opened, but you have not keyed onto the property. Be sure to click **Notify Me** if you want this feature turned on.
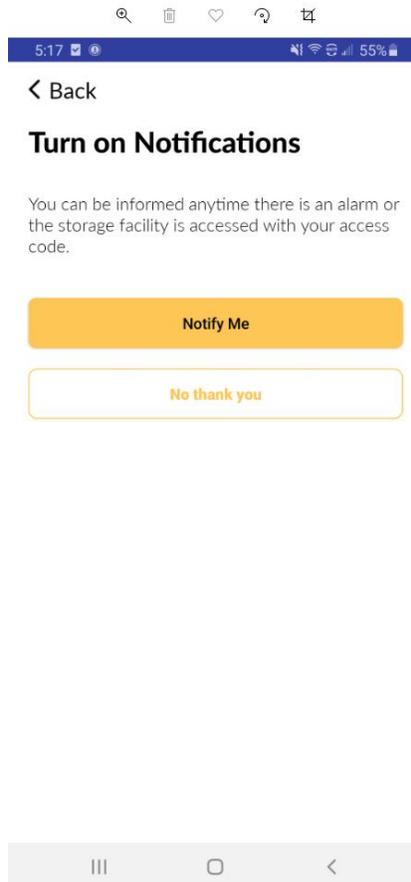
b. The next screen indicates that you will receive a text message confirmation link within 5 seconds.
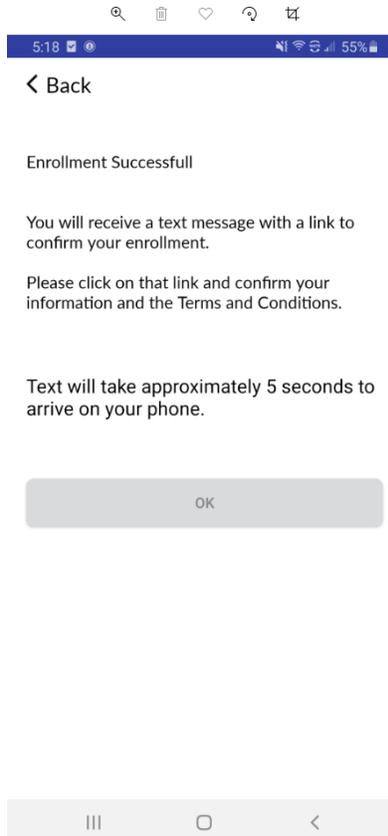
c. Open the EasyCode text message and click the embedded link.
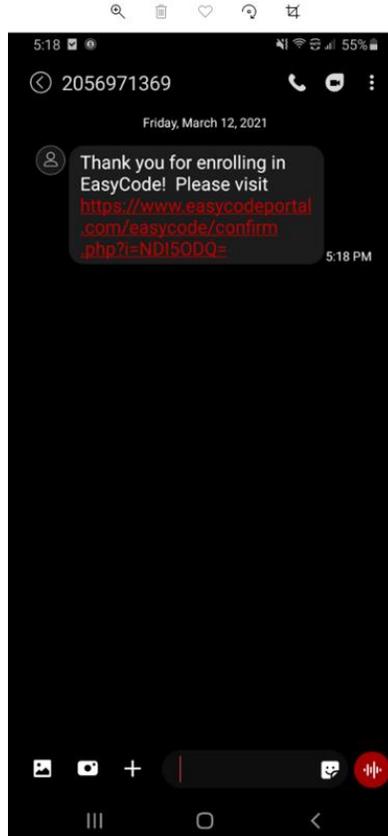
d. Clicking on the EasyCode link will take you to the enrollment processes last step; the confirmation page.

e. After entering your **Email Address** and **Phone Number**, then click **Submit**.
f. Click the check box and hit **Submit** one more time to finish the confirmation process.
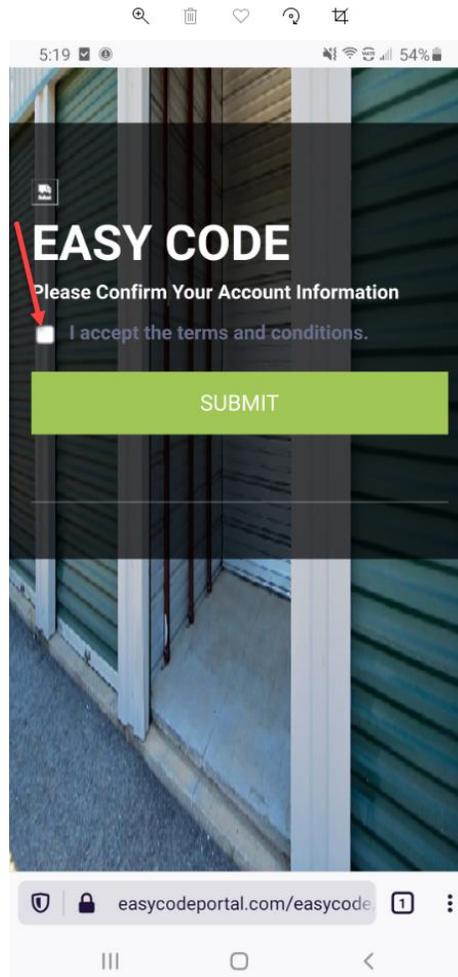
g. This concludes the EasyCode Auto-Enrollment process. You can now log in and use the EasyCode mobile app.

Manual Enrollment Process:

3. The Manual Enrollment Process allows you to enroll without interacting with a Site Manager. Follow the steps below to use this process to enroll.
    a. After downloading the EasyCode app from the Play or App Store, click **Enroll**:
    b. Instead of providing the 6-digit Enrollment Code to the Site Manager click the **Continue** button shown below.
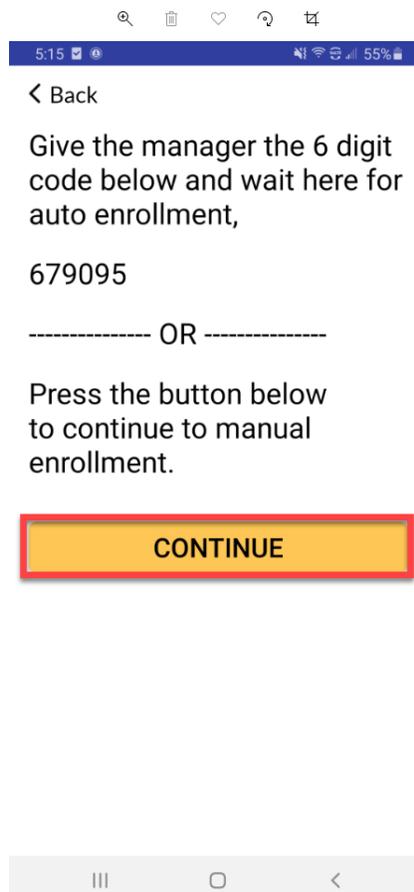
c. The next screen will prompt you to enter the facility's 10 Character Site Key, which located on the Site Key Card provided to you.

d. After clicking **Next**, the following page will prompt you to enter your assigned Access Code and your Last Name. Click **Next** to continue.

e. The following screen will ask you for your email address and phone number. Make sure this is a mobile number that can receive text messages, because you will need this to finish enrollment.

f. After hitting **Send**, you will be prompted to create a password that is 8 characters long and includes at least one symbol.

g. After clicking **Next**, you should see an **Enrollment Successful** message.
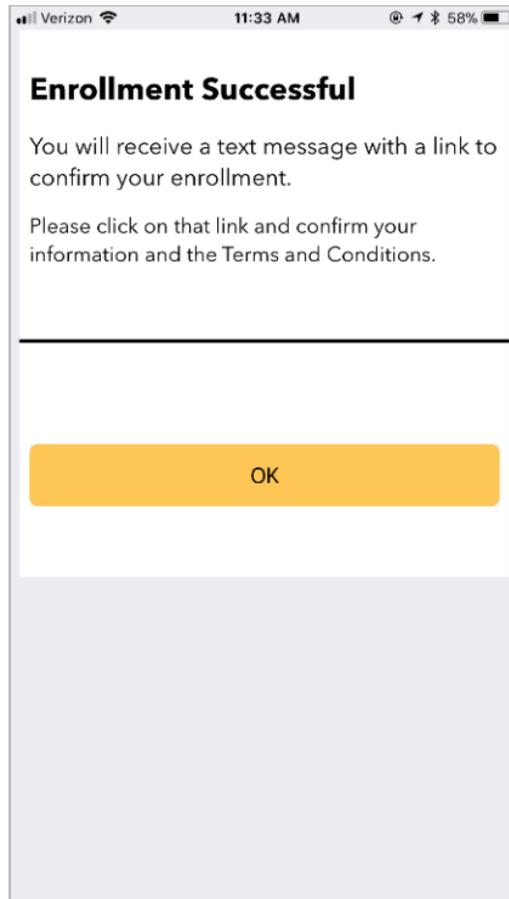
a. Next, you should receive a text message. Open the EasyCode text message and click the embedded link.
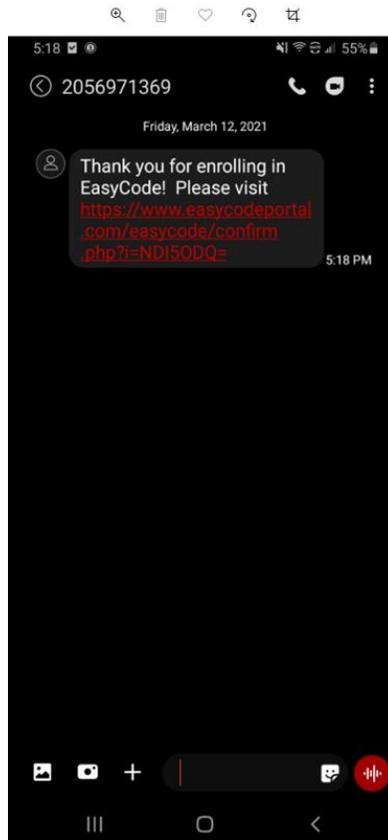
b.   Clicking on the EasyCode link will take you to the enrollment processes' last step; the confirmation page.
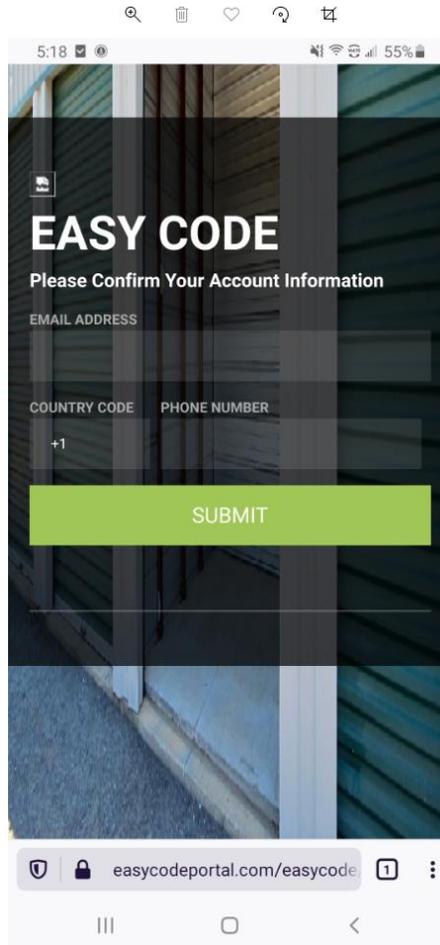
c. After entering your **Email Address** and **Phone Number**, then click **Submit**.

d. Click the check box and hit **Submit** one more time to finish the confirmation process.
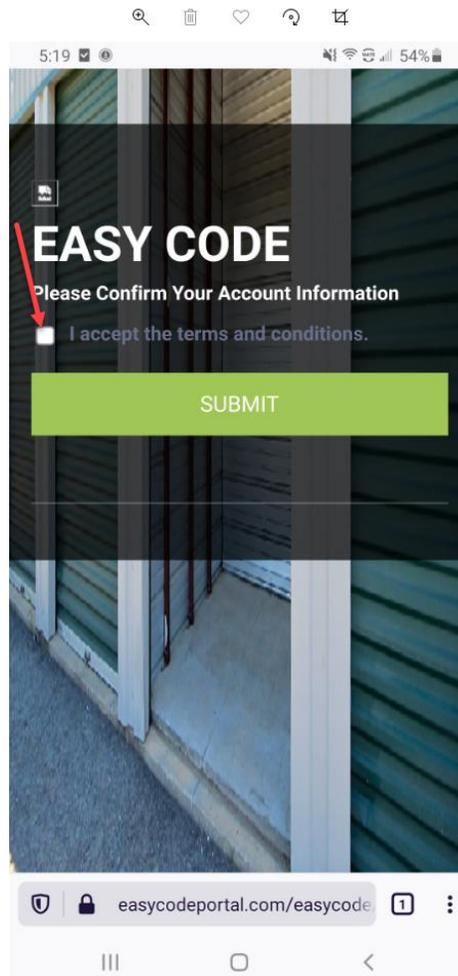
e. This concludes the EasyCode Manual Enrollment process. You can now log in and use the EasyCode mobile app.