Step 1: log on to portal.proptia.com, click on **"individual"** and then proceed to Click on **"Add visitor"**

Royal Oaks RCOA

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What's new   Help ⌄   **Submit Ticket**   🔔   English (US) ⌄

Dashboard
Dashboard

Add Visitor

Individual   Vendor   Event   Activity   Expired   Restricted   Deleted

[T] Temporary   [P] Permanent   Export CSV   Export Excel   Search   🔍   ⚙ ⌄

Type ▲	First Name	Last Name	Approved Thru	Company	License Plate	Host Name	Pass Name	Start Date - End Date	Valid Days	Visitor Type	Max. Duration	Is ePass	ePass	Actions

Showing 1 to 3 of 3 rows   10 ⇕ rows per page

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Add Visitor

Step 2: For an Authorized Guest, click on **"Permanent Visitor"** then select **"Visitor Type"** & choose Guest.

Visitor Details

○ Temporary Visitor   ● Permanent Visitor   ○ Restricted Person

Select Registration Type

Individual	▼

Select Visitor Type

	▲

Guest

Vendor

Select Pass

Select Pass	▼

Guest Details

[Import List]

Add Visitor

Step 3: On Select pass click on **Authorized Guest**

Visitor Details

○ Temporary Visitor   ● Permanent Visitor   ○ Restricted Person

Select Registration Type

Individual	▼

Select Visitor Type

Guest	▼

Select Pass

Select Pass	▲

Authorized Guest

Guest Details

[Import List]

<u>Step 4:</u>
1) If your **"Selected Visitor Type"** is a **"Guest"** fill out all necessary information.

2) Once filled out click **"Save"**.

Visitor Details

○ Temporary Visitor   ● Permanent Visitor   ○ Restricted Person

Select Registration Type

| Individual ▾ |

Select Visitor Type

| Guest ▾ |

Select Pass

| Authorized Guest ▾ |

Guest Details

[Import List]

First Name *

| John |

Last Name *

| Doe |

Email

| example@gmail.com |

Phone Number

| 🇺🇸 ▾ +1 987-654-321 |

License Plate

| XXXXXX |

Space Number

| Space Number |

Notes For Attendant

| Notes For Attendant |

Identification

| Identification |

☑ Sunday ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday

Start Date

| 08/07/2025 |

End Date

| 08/06/2026 |

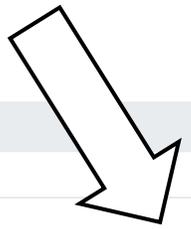**Approved Thru Date (Authorized to Re-Issue Pass)**

| 11/04/2026 |

[Cancel]   [Save]

Step 5: **Confirm** your guest has been saved in the system.

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What's new | Help ⌄ | **Submit Ticket** | 🔔 | English (US) ⌄ | Resident

Dashboard
Dashboard

Add Visitor

| Individual | Vendor | Event | Activity | Expired | Restricted | Deleted |

T Temporary   **P** Permanent   Export CSV   Export Excel   Search 🔍   ⚙⌄

Type	First Name	Last Name	Approved Thru	Company	License Plate	Host Name	Pass Name	Start Date - End Date	Valid Days	Visitor Type	Max. Duration	Is ePass	ePass	Actions
P			Nov 02, 2026		TSX8092		Authorized Guest	Aug 05, 2025 - Aug 05, 2026	Su, M, Tu, W, Th, F, Sa	Guest	365 - Days	No	Send Epass	•••
P			Feb 28, 2026				Authorized Guest	Aug 01, 2025 - Nov 30, 2025	Su, M, Tu, W, Th, F, Sa	Guest	365 - Days	No	Send Epass	•••
P	John	Doe	Nov 04, 2026		XXXXXX		Authorized Guest	Aug 07, 2025 - Aug 06, 2026	Su, M, Tu, W, Th, F, Sa	Guest	365 - Days	No	Send Epass	•••
T			Oct 30, 2026		WMV8436		Authorized Guest	Aug 01, 2025 - Aug 01, 2026	Su, M, Tu, W, Th, F, Sa	Guest	365 - Days	No	Send Epass	•••

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