Guest (Short Term) Safelist Instructions

Guest vehicles must have approved Safelists for each and every night parked in common area parking. Follow **one** of the methods below to Safelist a guest vehicle.

Each on-site address is allocated **30 Safelists**. A Safelist represents a single approved overnight stay for a single vehicle on a single date. Safelist may be used for a single vehicle over multiple nights, or for multiple vehicles on a single night. Each time a Safelist is used, that specific becomes **Locked** for a period of **90 days** (Lock Duration), before becoming unlocked and eligible for an additional use.

If you do not have access to an Internet connected computer, you may call our 24-hour Communication Center, at 714.541.0999, and our staff would be happy to complete the below process with you over the phone.

Safelist Profile Setup First time use only	1	Obtain your Safelist Profile Activation Code from the attached document. **You may have already set up your safelisting profile. This is only done one time!**
	2	Visit www.patrol-one.com
	3	Click the blue **Safelisting** button on the home page
	4	Click the **Create/Activate** button in the blue bar at the top right
	5	Enter your **Profile Activation Code**, then click the **Activate** button
	6	Complete the Resident **Profile Information** section, then click the **Create** button

Logging in to a previously configured Profile	7	Visit www.patrol-one.com
	8	Click on the blue **Safelisting** button on the home page
	9	Click the **Login** button in the blue bar at the top right
	10	Enter the **Email address** and **password** used the configure the Profile

Adding guest vehicles to a Profile	11	Enter the desired **Vehicle Plate** into the **Vehicle Information** box on the left
	12	Click the **Check** button
	13	If the vehicle already exists in our system, the vehicle details will appear
	14	If the vehicle is new to our system, enter the **Make**, **Model**, and **Color**
	*	Once entered, vehicles are saved to your Profile, for easy future access

Selecting Safelist Dates	15	Be sure the **Property Information**, **Vehicle Information**, and **Contact Information** sections are complete
	16	Enter a desired Safelist Date (or use the calendar selector) into one of your available/unlocked Safelist Token slots
	17	Continue **Step 2** above, until you have selected all of your desired Safelist overnight dates
	18	Click the **Submit** button
	19	Confirm the Safelist request information
	20	Print the **Safelist Confirmation Number** page (optional)

Please take note of any parking violations listed on your **Safelist Activation Document** that are not covered by Safelisting. Those violations **will** be enforced per the parking rules, **even if the vehicle has a valid Safelist**.