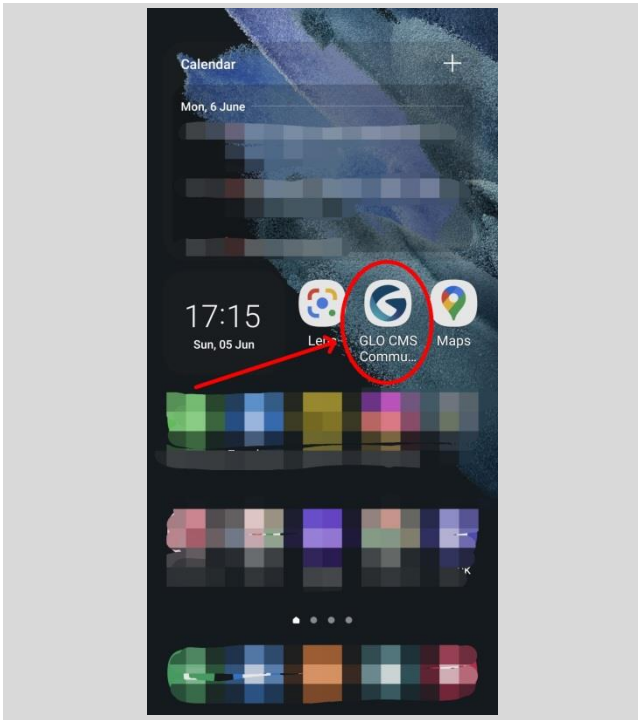
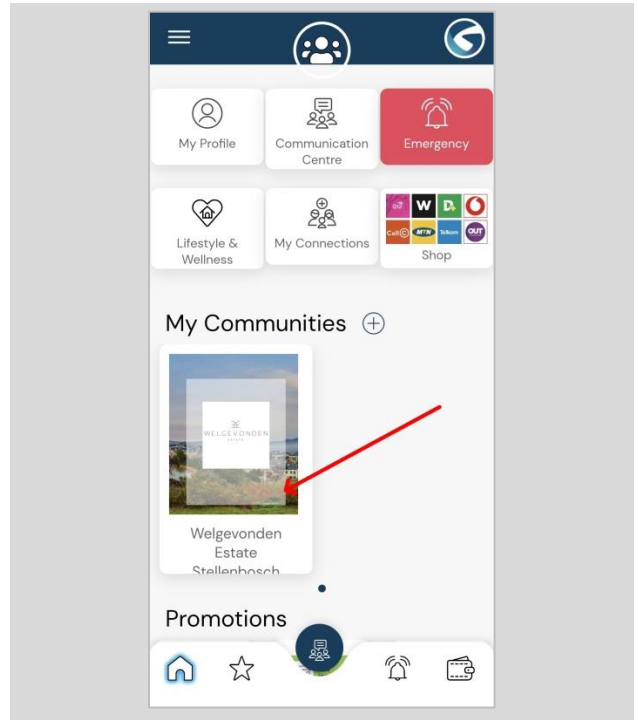


**How to invite a visitor to your premises using the GLOCMS Community app**

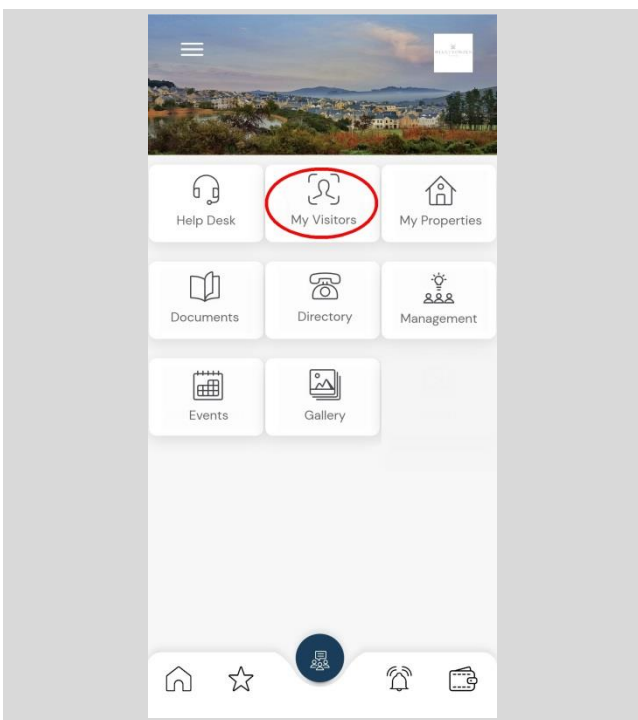
**Step 1:** Open the GLOCMS Community app on your mobile device.



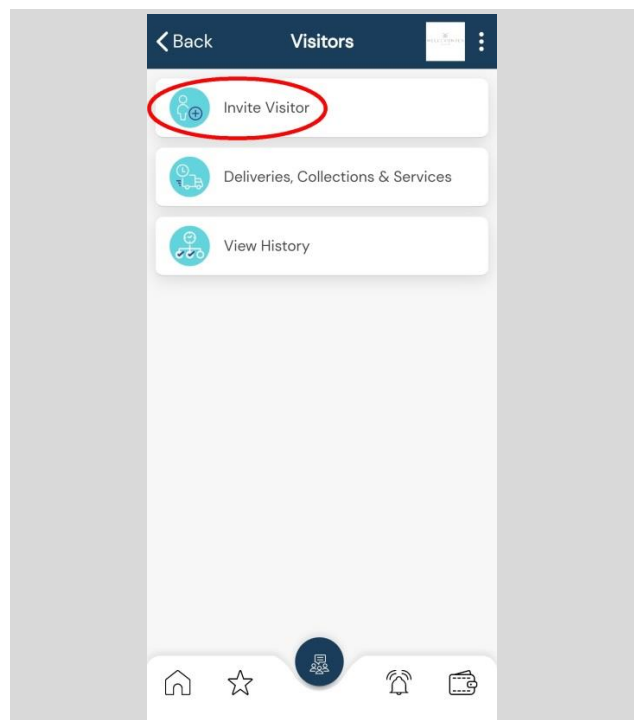
**Step 2:** Select "Welgevonden Estate Stellenbosch" under My Communities.



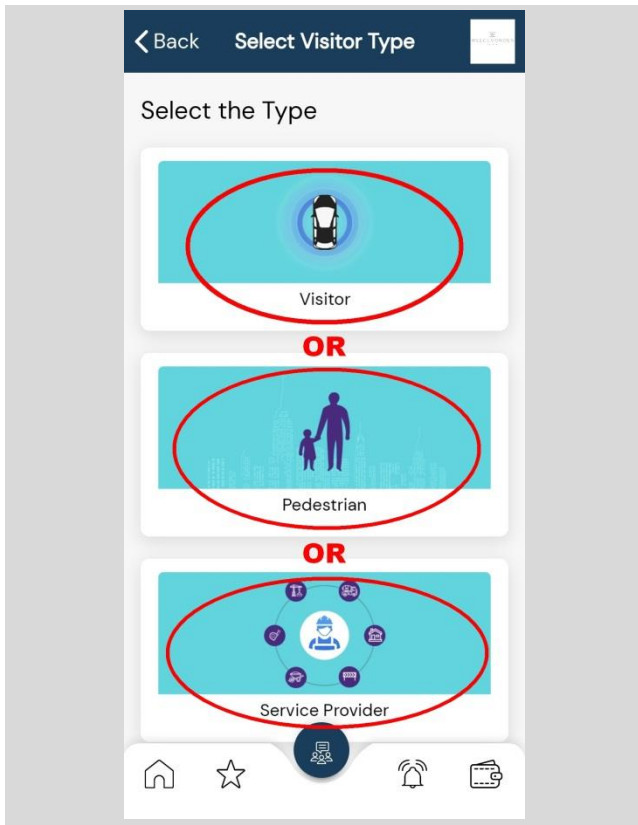
**Step 3:** Click on "My Visitors".



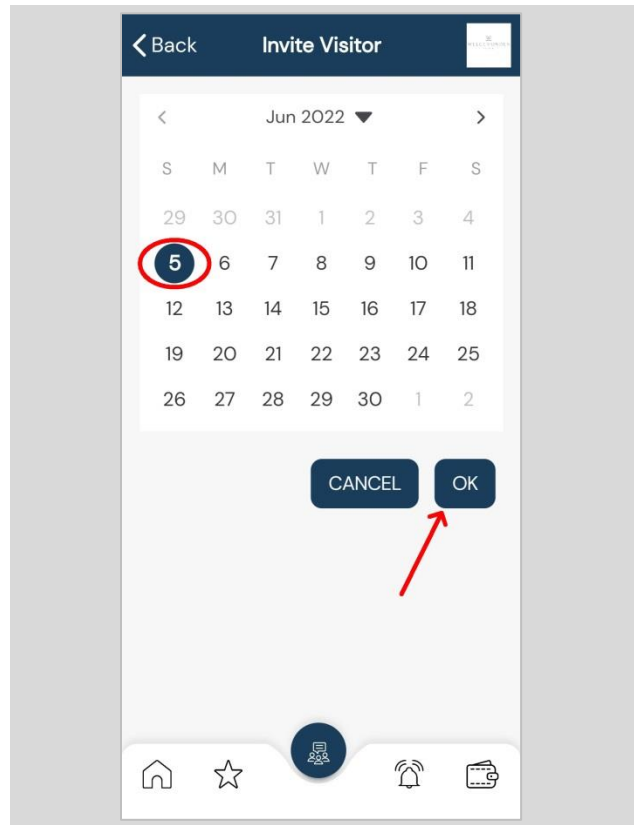
**Step 4:** Select "Invite Visitor" from the list.



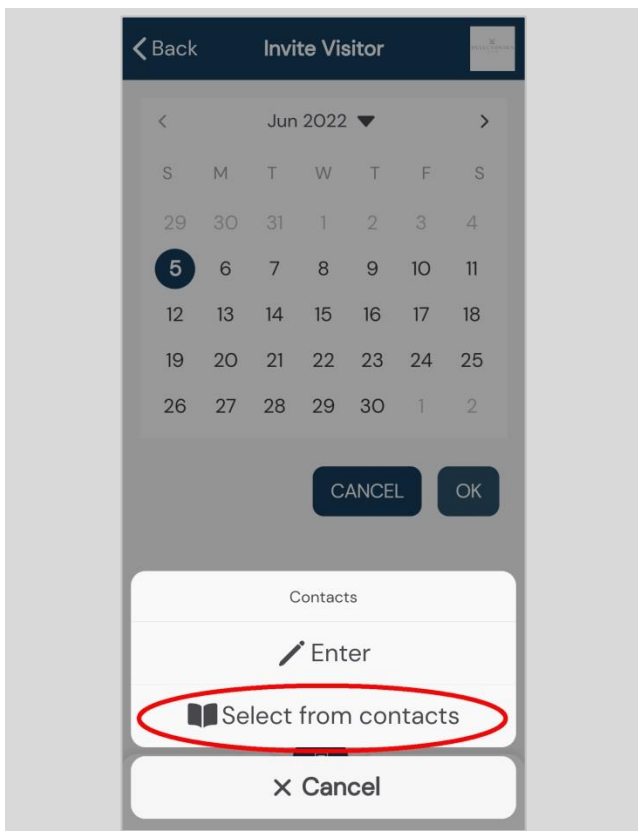
**Step 5: Choose your visitor type.**



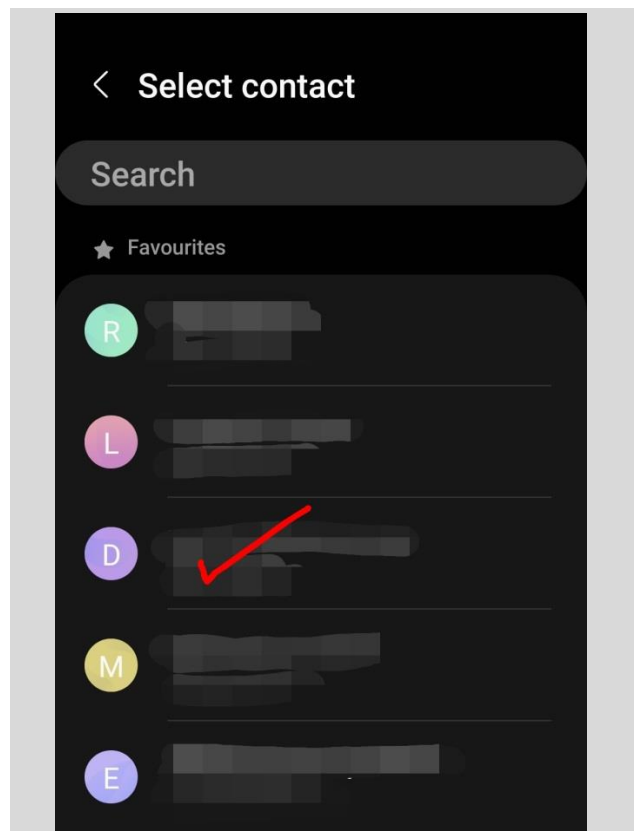
**Step 6: Select the visit date, then "OK".**



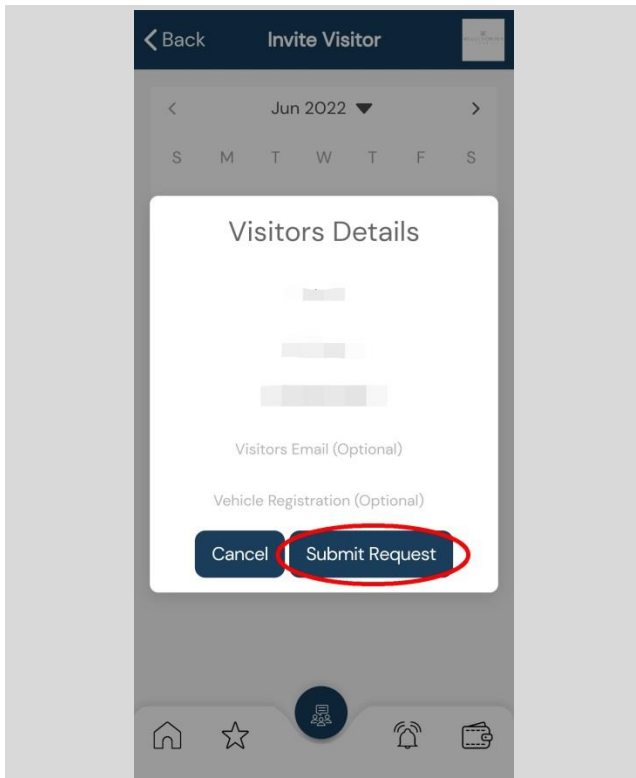
**Step 7: Select "Select from contacts".**



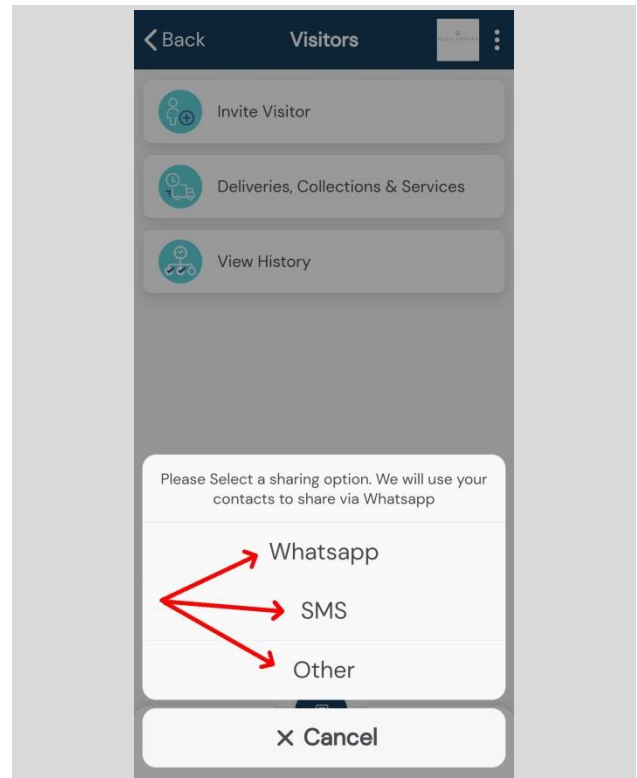
**Step 8: Select the required contact from the contacts list on your device.**



**Step 9:** Select “Submit request”.

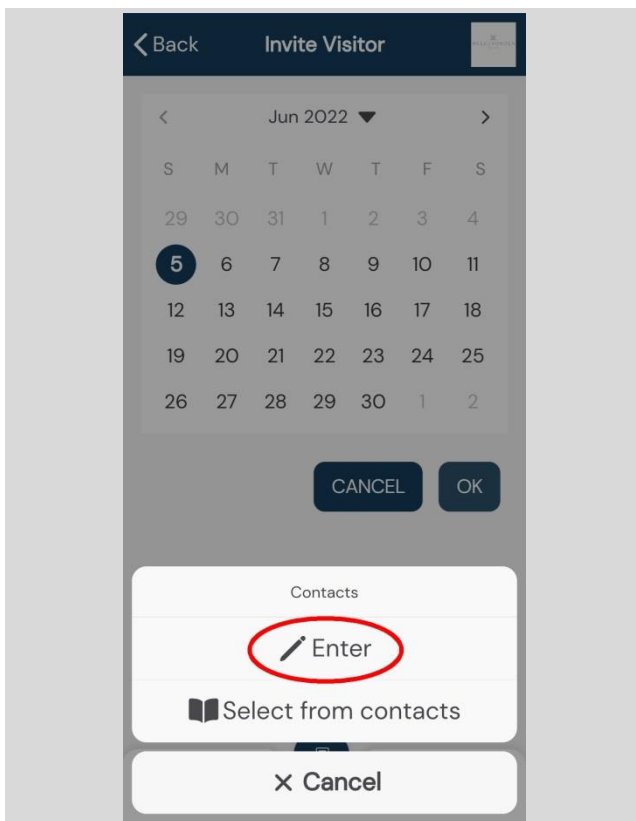


**Step 10:** Select the communication method you prefer.



**Optional:** You can enter a visitor’s details manually if not on your contacts list.

**A.** On the screen below, select “Enter”.



**B.** Manually enter the details indicated below, then select “Submit request” and follow the on-screen steps.

