

Delivery Instructions

To make a delivery, please follow the instructions below



STEP 1: SELECT DELIVERY

Click the 'Delivery' icon on the screen, then enter your delivery pin. If you do not have a delivery pin, please speak to the property manager or front desk to get one; otherwise, select 'No delivery pin.' A call will be made to the resident you are delivering to, who can provide access to the package room.

STEP 2: SELECT THE RESIDENT(S)

Once you've entered your pin, select the resident you are delivering to and the number of packages you are delivering. If you are delivering to more than one resident, select those additional residents by either looking them up or scrolling through the directory.

STEP 3: FINISH DELIVERY

Once you've entered your pin and selected the resident(s), click 'Finish Delivery.' The door will open and you can put the packages inside. The residents will be notified of their package deliveries.

