



PopID User Registration Guide

Step by step process for registering users in PopID

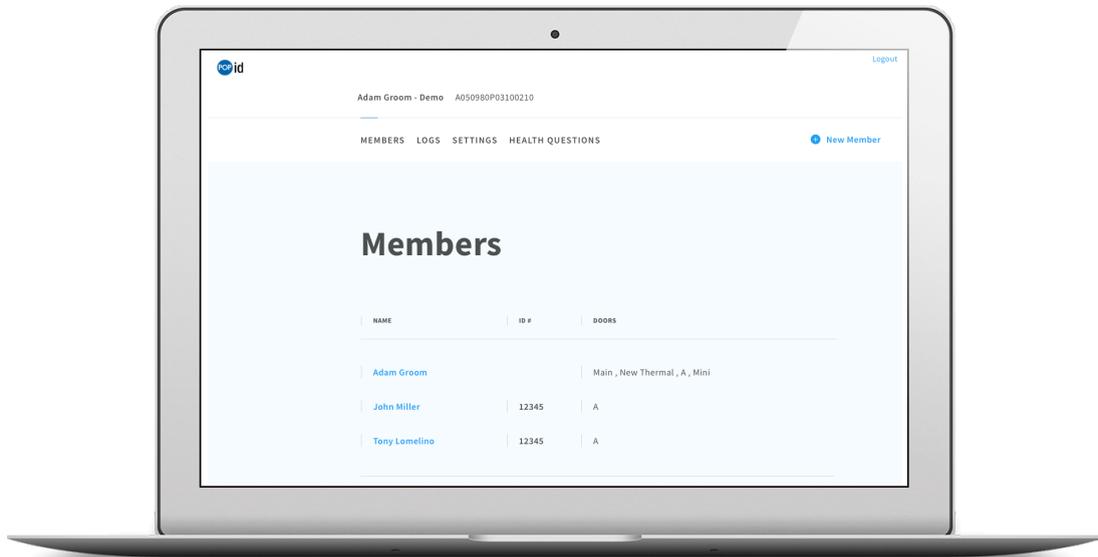


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User Registration Process

Step 1: Locate the PopID Administration Portal at <https://www.popid.com/popentry/admin>

Step 2: Enter the Admin Username and Password and select Submit to login into to PopID.



Admin Username: Password:

Step 3: Click the  **New Member** button to add a new user.

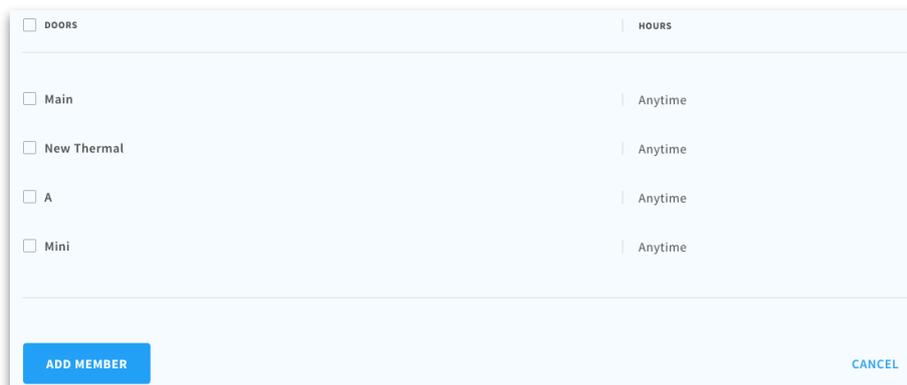
Step 4: Enter the name (First and Last), mobile phone number and ID# (ID# is not required for registration) for the new user*



NAME MOBILE PHONE
ID #

*Mobile phone must have a camera and accept SMS messages. If the user does not have a mobile phone with a camera, please see Alternate Registration Process. iPhone 6S and older are not compatible with the PopID registration process. If the PopEntry MINI device is communicating with a third party access control system, the ID# will be passed via Wiegand as a 34 bit format with no facility code.

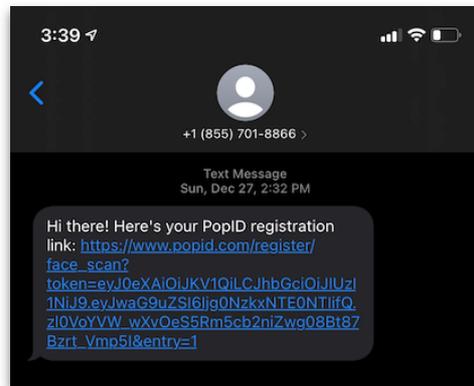
Step 5: Check the boxes of the devices the user should be able to use and click the button.



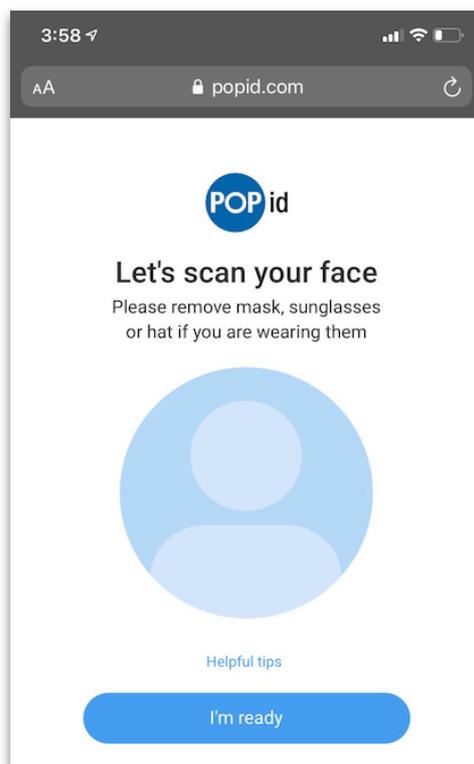
DOORS	HOURS
<input type="checkbox"/> Main	Anytime
<input type="checkbox"/> New Thermal	Anytime
<input type="checkbox"/> A	Anytime
<input type="checkbox"/> Mini	Anytime

User Registration Process Continued

Step 6: The user will receive a SMS message with a secure link and click on the link to start the self registration process.

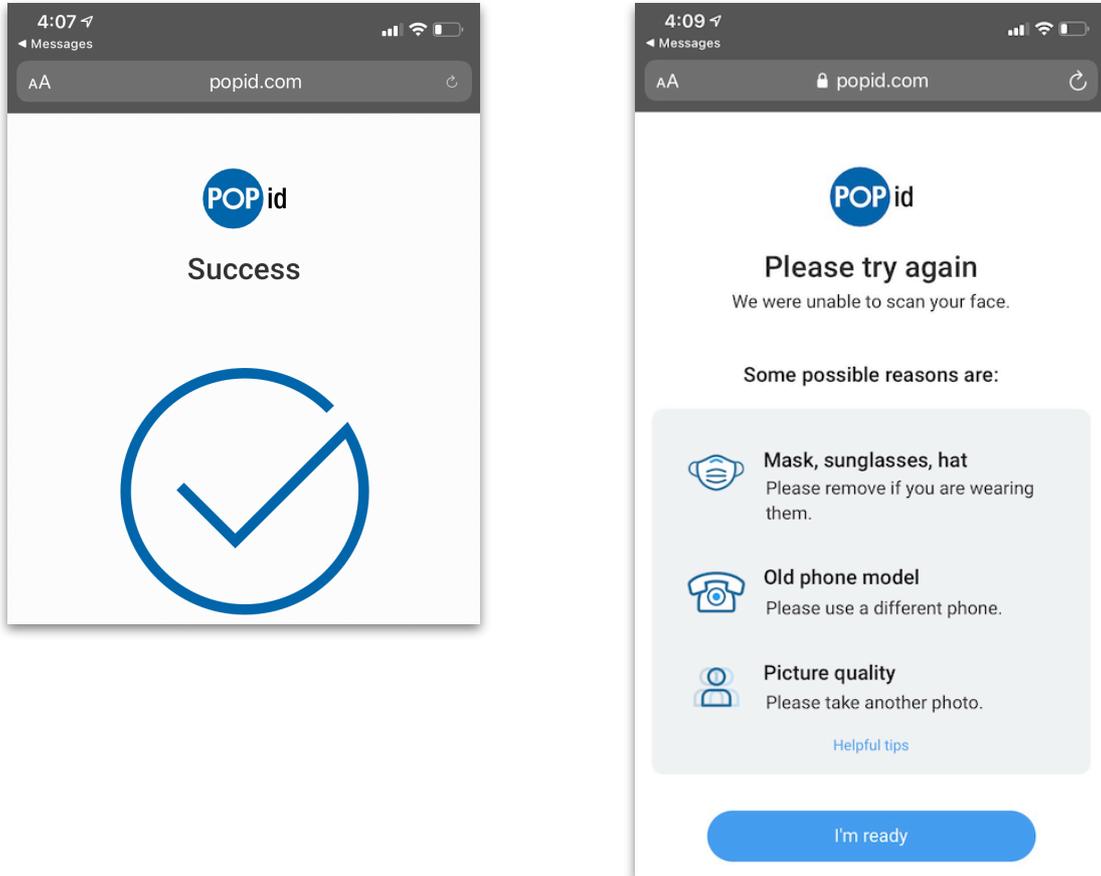


Step 7: The user will click on the  button and take a picture of themselves.



User Registration Process Continued

Step 8: The user will receive an acknowledgement that the picture was successfully processed or they will be asked to take the picture again. If the picture fails to process the user can attempt to retake the picture. If the picture continues to fail please see Alternate Registration Process.

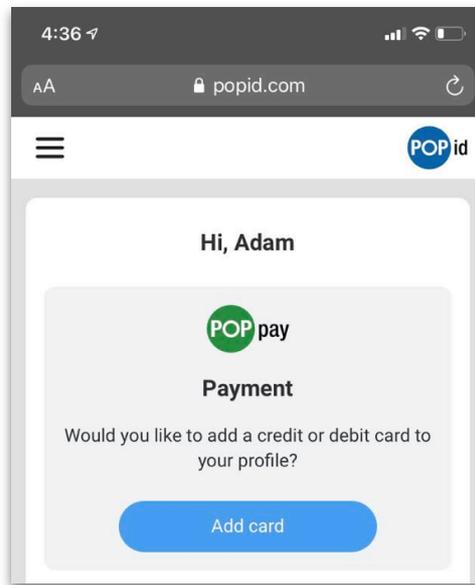


Step 9: The user will be asked to enter their First and Last name and agree to the PopID Terms and Conditions and Privacy Policy.

The image shows a mobile app screen from the POP id website, timestamped 7:57. The screen is titled 'Please enter your name' and features two input fields: 'First name' and 'Last name'. Below the fields is a checkbox with a checkmark, labeled 'By signing up, I agree to the Terms and Conditions & Privacy Policy'. A blue button labeled 'Enter' is at the bottom.

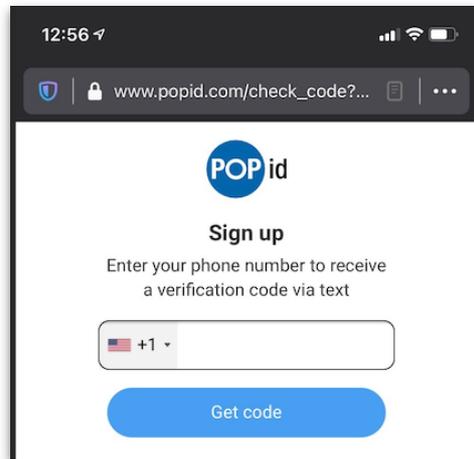
User Registration Process Continued

Step 10 : The user will be asked if they would like to add a payment method to their profile. No action is required at this time unless the user is planning on using PopPay.

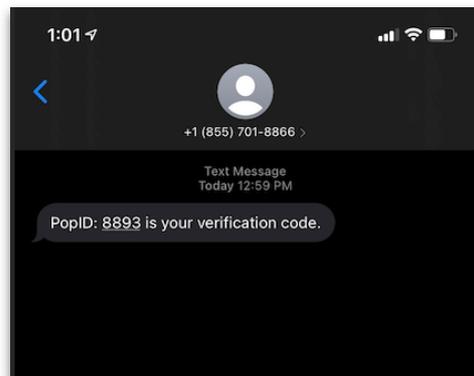


Alternate Registration Process

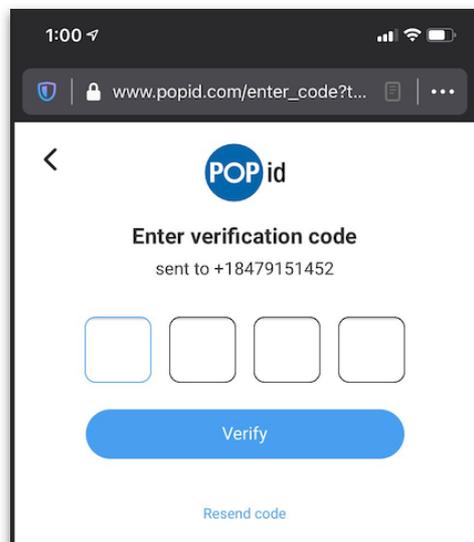
Step 1: Open a new browser on a mobile phone that has been successfully used to register a user. Navigate to the following URL: <https://www.popid.com/register>. Type in the phone number that is associated with the user's mobile phone who is having difficulty registering and select the Get code button.



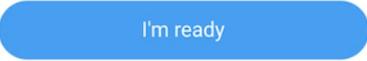
Step 2: The user having difficulty registering will receive a verification code via text message.

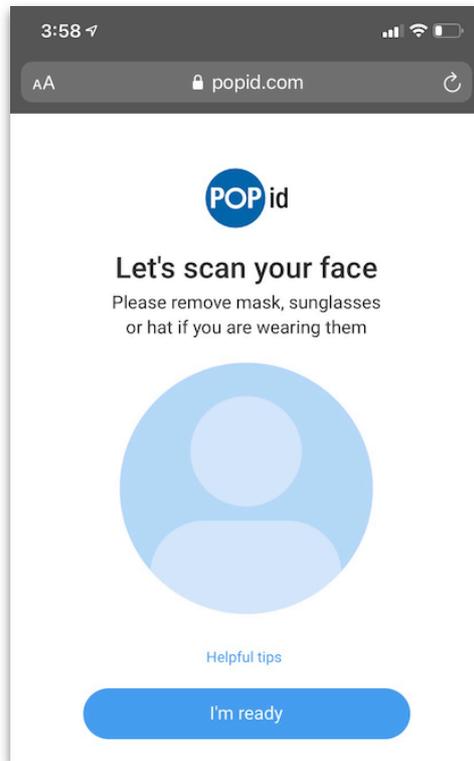


Step 3: The user will enter the verification code on the mobile phone that has been successfully used to register a user and select the Verify button.



Alternate Registration Process Continued

Step 4: The user will click on the  button and take a picture of themselves.



Step 5: The user will receive an acknowledgement that the picture was successfully processed.



Alternate Registration Process Continued

Step 6 : The user will be asked if they would like to add a payment method to their profile. No action is required at this time unless the user is planning on using PopPay.

