

Tips & Tricks

Signing into VPass with your Android Phone*

*We recommend setting Chrome as your default browser.



Allow Camera Access

Save your VPass Profile password

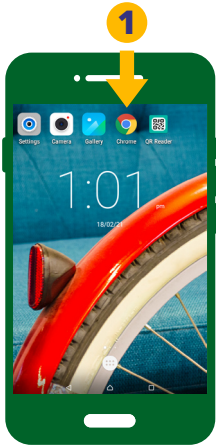
Add shortcut to home screen

Scanning do's and don'ts

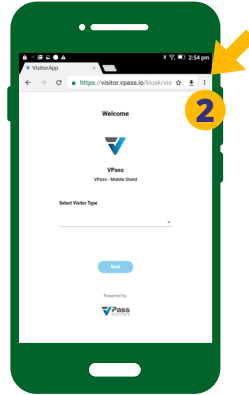
Verify your Profile email address

Allow Camera Access

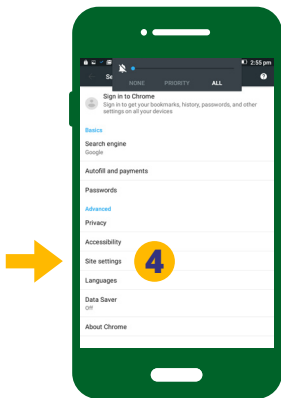
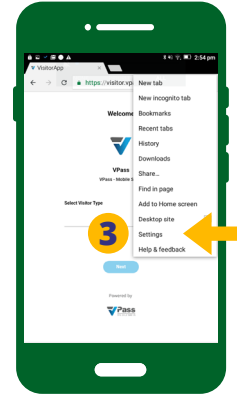
Avoid message popping up at each sign in



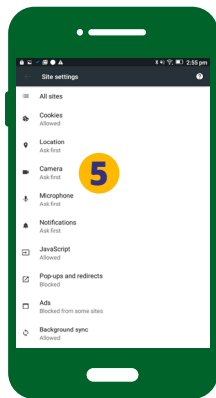
1. On your Android device, open the Chrome browser app.



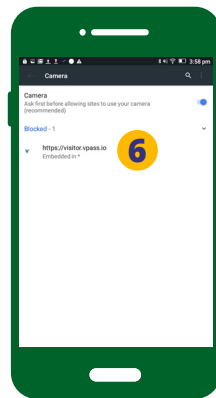
2. To the right of the address bar, tap the three dots icon then Settings (3).



4. Tap Site Settings.



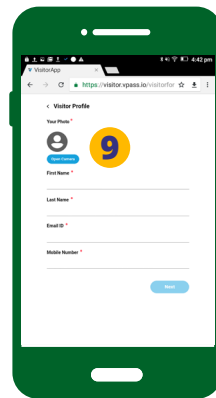
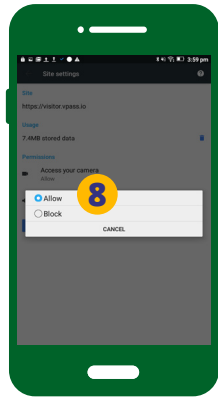
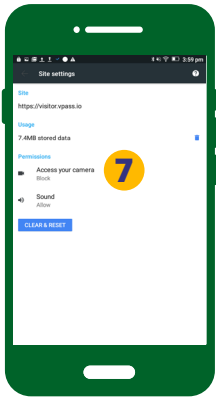
5. Tap Camera.



6. Look for visitor.vpass.io under the *Blocked* list.

Allow Camera Access

(Continued)



If you see it **BLOCKED (7)**, tap **visitor.vpass.io**, then *Access your camera* > then **Allow (8)**.

9. Chrome will no longer ask about camera usage at each sign in.

Save VPass Profile password

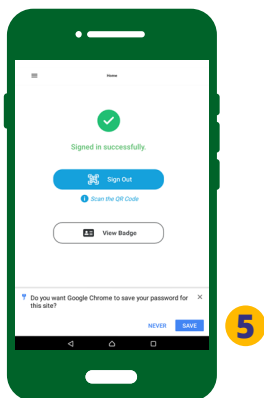
Avoid entering *VPass Profile* password at each sign in



Open your phone's camera (1) and scan the QR code poster (2).

If the above login page appears, enter your *VPass Profile* email and password (3).

4. Select *Log in*.

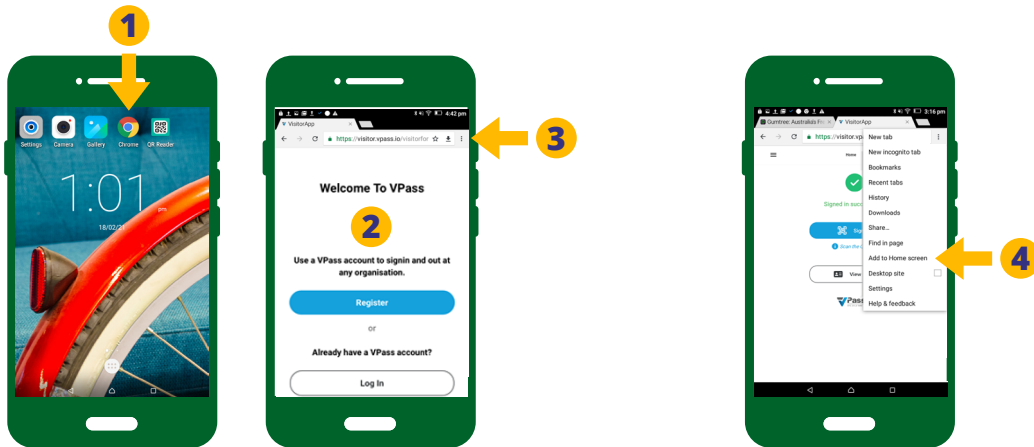


5. You will then be prompted to save your password. Tap *Save*.

At future sign ins your email and password will auto-fill.

Add shortcut to home screen

A VPass App Icon can be used for sign ins and outs



1. Scan a VPass QR code or on your Android phone camera, or go to **visitor.vpass.io*** on the Chrome browser.

2. The VPass welcome page will come up.

3. In the top right of the browser window, tap the three dots icon.

4. A side bar menu will come up - select *Add to Home Screen*.



5. The VPass App Icon will appear on your home screen (or on a homescreen page alongside other App icons).

When tapped, this enables easy access when signing in and out at an organisation using VPass.

*Varies according to region:
UK, EU & ZA: visitor-uk.vpass.io
Canada: visitor-ca.vpass.io
US & rest of world: visitor-us.vpass.io

QR Scanning Do's & Dont's

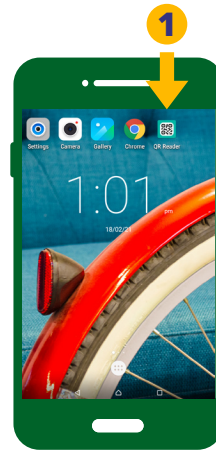
The phone camera is best. Avoid third party QR scanning apps



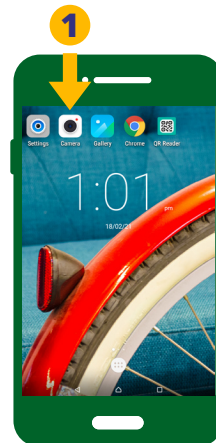
Your mobile phone may have a third-party QR code reading App (1).

However this method of scanning QR codes is not recommended for use with VPass as your sign in success page may be difficult to locate on your device when it comes time to sign out.

Additionally your initial sign in details will not be remembered when it comes time to sign out.

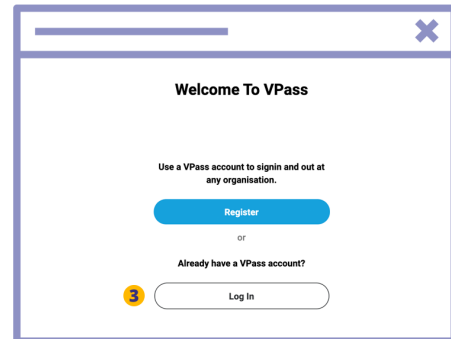
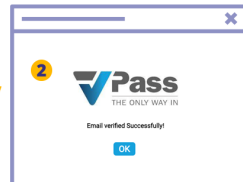
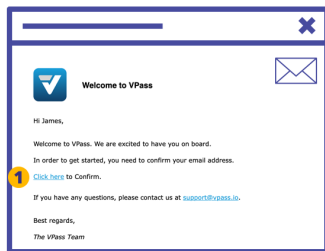


Using your phone's camera (2) will ensure the best sign in / sign out experience.



Verify your *Visitor Profile* email address

Validates your VPass *Profile*



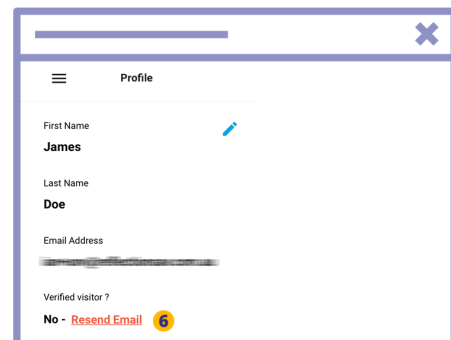
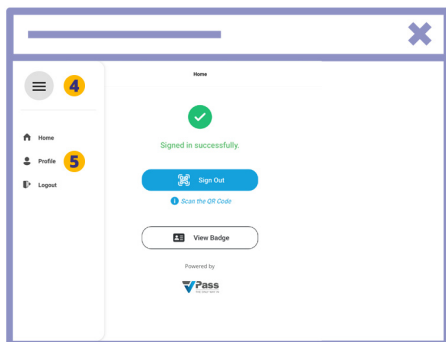
When creating your VPass Visitor Profile, it is necessary to verify your email address.

To do this, your inbox (for the address used) will receive an email entitled "Welcome to VPass" from the sender support@vpass.io.

In that email, click on the confirmation link (1). The confirmation will then take place (2).

If you are unable to locate the email, or the link in the email has expired, go to your *Profile* at <https://visitor.vpass.io>* and login (3).

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Canada: visitor-ca.vpass.io
US & rest of world: visitor-us.vpass.io



4. Click on the menu icon in the top left.

5. Access your Profile page.

Click the red *Resend Email* link (6). Once you have received the email do steps 1 & 2 above.