

# DIGITAL KEY HOLDER

**Email Registration Tutorial** 

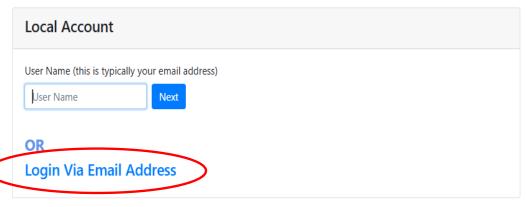






### Digital Key Holder

Choose how to login



External Account	
Google Okta	

To begin, navigate to:

https://securityrecords.com/digitalkeyholdercore

Select "Login via Email Access"





Enter your email address below and a Link will be sent for 24 hour access into Digital Key Holder



First Name:

Last Name:

Email Address:

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

An email verification page will ask to input: **First Name, Last Name and Email Address** 

Note: Users must input their work email address

Email addresses are authenticated from a verified email domain, or an error message will appear



### Digital KeyHolder Update Verification





In order to use Security Records Digital KeyHolder Update program, you must verify receipt of this message.

Verification allows you to use the program for one day only - all verifications expire on midnight, and your access must be re-verified on subsequent days.

Follow the link below to verify your email, and access the Digital KeyHolder Update program.

Digital KeyHolder Update Verification

If you have any problems, or need help, please contact InstaKey Customer Support at 800-316-5397

Security Records Customer Support

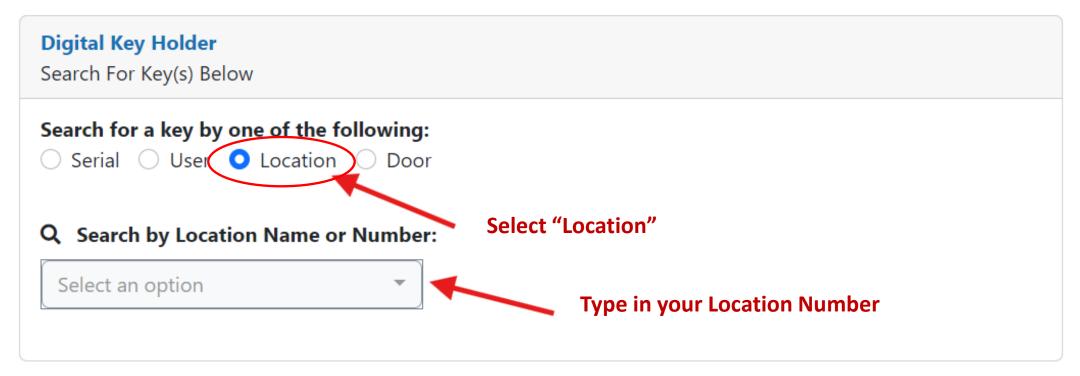
An email will be sent with a link to access
Digital Key Holder

NOTE: If your IT department has not whitelisted "<u>InstaKey.com</u>", this email may be captured in your spam/junk folder

Click on the link provided to be sent to the registration page

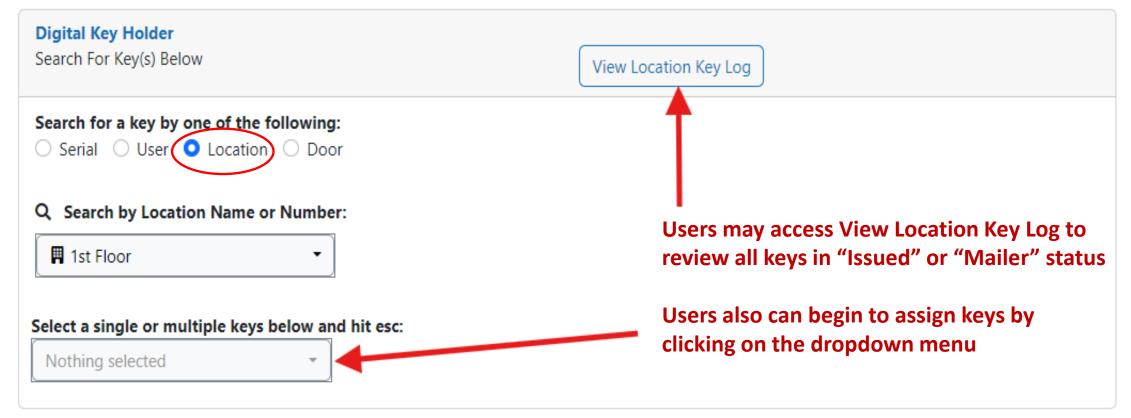






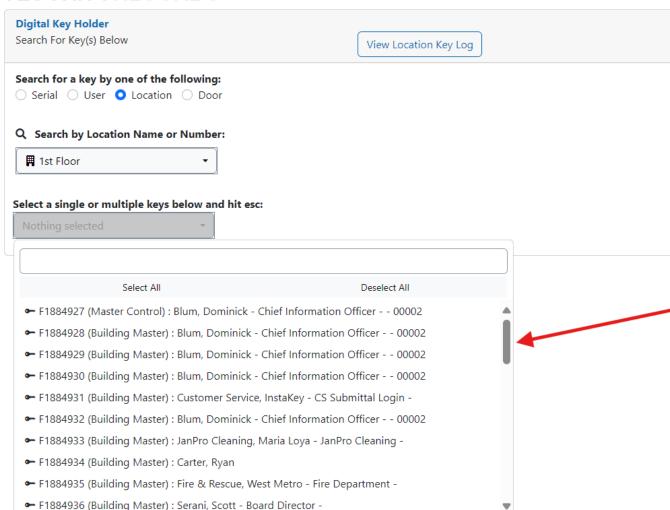










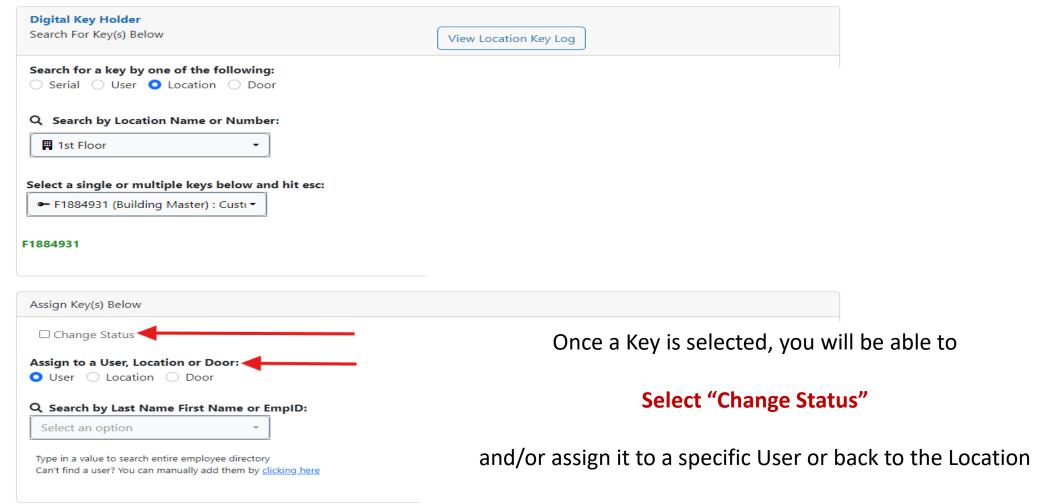


# Select a Key(s) from the dropdown box to be assigned

Keys are ordered by serial number and displays the specific User currently is assigned to each key

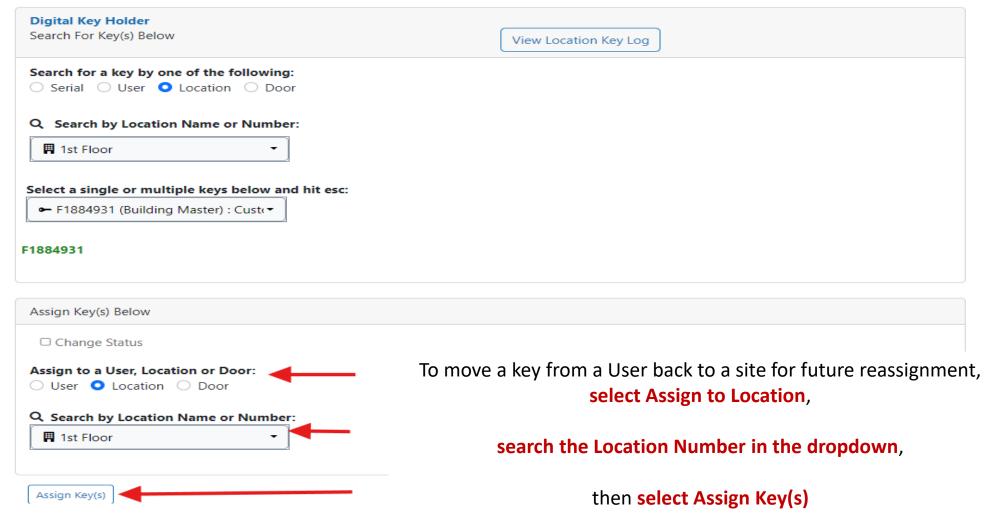












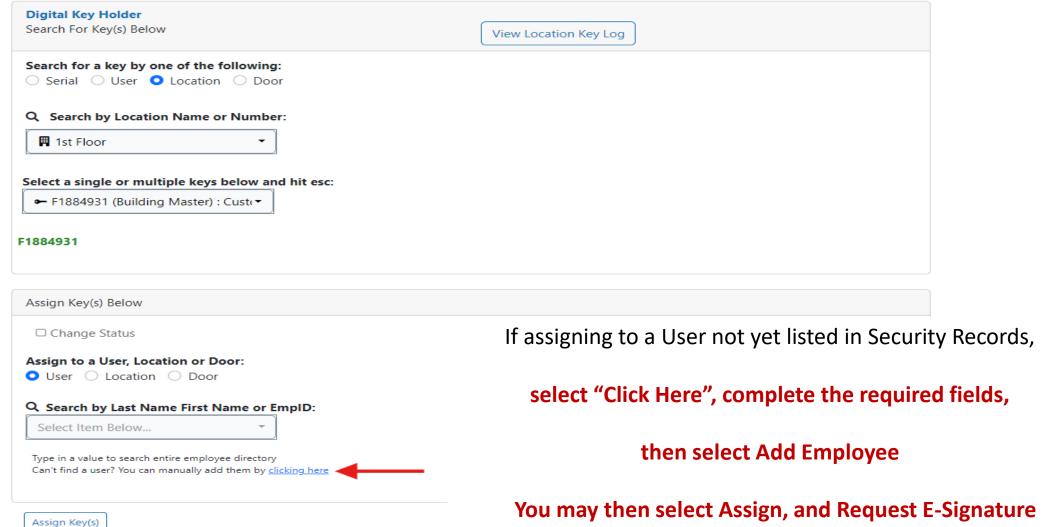




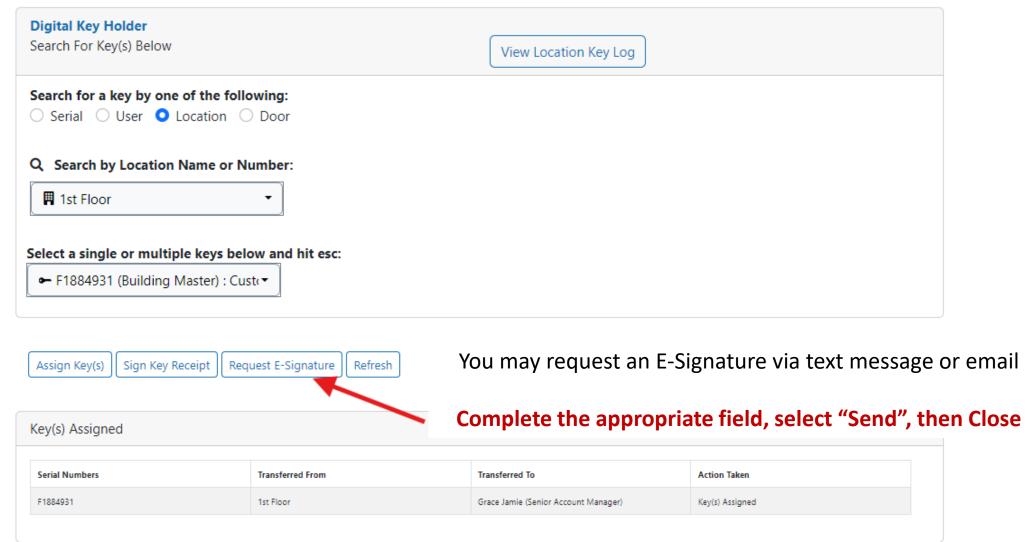
Digital Key Holder Search For Key(s) Below	View Location Key Log
Search for a key by one of the following:  Serial User Location Door	
Q Search by Location Name or Number:	
■ 1st Floor ▼	
Select a single or multiple keys below and hit esc:	
► F1884931 (Building Master) : Custr ▼	
F1884931	
Assign Key(s) Below	
□ Change Status	
Assign to a User, Location or Door:  User    Location    Door	Search by name or employee number
Q Search by Last Name First Name or EmpID:  ♣ Grace Jamie (Senior Account Man. ▼	Click in the drandown and two any part of
Type in a value to search entire employee directory  Can't find a user? You can manually add them by clicking here	Click in the dropdown and type any part of the Employees name
Assign Key(s)	Select an Employee, then select Assign Key(s)





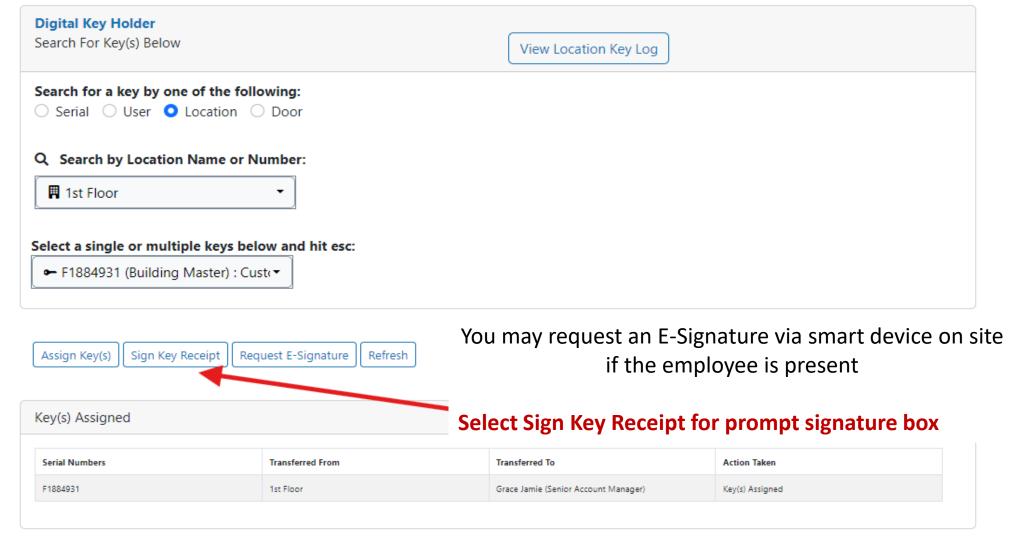






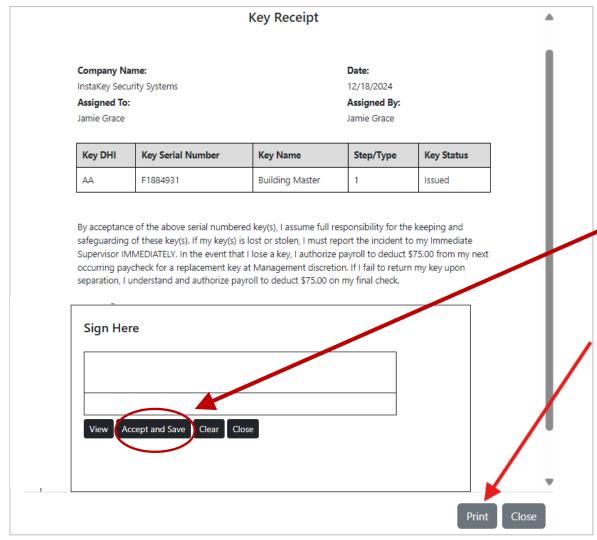












Users will receive a link to click that brings them to the Key Receipt page, or you will be redirected to this page if employee is signing on site

Once signature is captured, select "Accept and Save"

You can also Print a copy of the Key Receipt





#### **Key Receipt**

Company Name: Date:
InstaKey Security Systems 12/18/2024
Assigned To: Assigned By:
Jamie Grace Jamie Grace

Key DHI	Key Serial Number	Key Name	Step/Type	Key Status
AA	F1884931	Building Master	1	Issued

By acceptance of the above serial numbered key(s), I assume full responsibility for the keeping and safeguarding of these key(s). If my key(s) is lost or stolen, I must report the incident to my Immediate Supervisor IMMEDIATELY. In the event that I lose a key, I authorize payroll to deduct \$75.00 from my next occurring paycheck for a replacement key at Management discretion. If I fail to return my key upon separation, I understand and authorize payroll to deduct \$75.00 on my final check.

Signature

E-Signed on: 12/18/2024, 3:44:33 PM -

Key Receipt Saved

The User will be shown a preview of their receipt and will receive an emailed (if assigned) copy for their records









## By:



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