



SECURITY RECORDS

DIGITAL KEY HOLDER

Email Registration Tutorial



Digital Key Holder

Choose how to login

Local Account

User Name (this is typically your email address)

OR

Login Via Email Address

External Account

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



CustomerSupport@InstaKey.com

To Jamie Grace



12:35 PM

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](tel: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 white-listed "InstaKey.com", this email may be captured in your spam/junk folder

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



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Digital Key Holder

Search For Key(s) Below

Search for a key by one of the following:

Serial User Location Door

Q Search by Location Name or Number:

Select "Location"

Type in your Location Number



SECURITYRECORDS

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

🔍 Search by Location Name or Number:

Select a single or multiple keys below and hit esc:

Users may access View Location Key Log to review all keys in "Issued" or "Mailer" status

Users also can begin to assign keys by clicking on the dropdown menu



SECURITYRECORDS

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

Search by Location Name or Number:
🔍

Select a single or multiple keys below and hit esc:

- | Select All | Deselect All |
|---|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884927 (Master Control) : Blum, Dominick - Chief Information Officer - - 00002 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884928 (Building Master) : Blum, Dominick - Chief Information Officer - - 00002 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884929 (Building Master) : Blum, Dominick - Chief Information Officer - - 00002 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884930 (Building Master) : Blum, Dominick - Chief Information Officer - - 00002 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884931 (Building Master) : Customer Service, InstaKey - CS Submittal Login - | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884932 (Building Master) : Blum, Dominick - Chief Information Officer - - 00002 | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884933 (Building Master) : JanPro Cleaning, Maria Loya - JanPro Cleaning - | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884934 (Building Master) : Carter, Ryan | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884935 (Building Master) : Fire & Rescue, West Metro - Fire Department - | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F1884936 (Building Master) : Serani, Scott - Board Director - | |



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



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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

Search by Location Name or Number:

1st Floor

Select a single or multiple keys below and hit esc:

F1884931 (Building Master) : Cust

F1884931

Assign Key(s) Below

Change Status

Assign to a User, Location or Door:

User Location Door

Search by Last Name First Name or EmpID:

Select an option

Type in a value to search entire employee directory
Can't find a user? You can manually add them by [clicking here](#)

Once a Key is selected, you will be able to

Select "Change Status"

and/or assign it to a specific User or back to the Location



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Digital Key Holder

Search For Key(s) Below

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Search for a key by one of the following:

Serial User Location Door

🔍 Search by Location Name or Number:

🏠 1st Floor

Select a single or multiple keys below and hit esc:

🔑 F1884931 (Building Master) : Cust

F1884931

Assign Key(s) Below

Change Status

Assign to a User, Location or Door:

User Location Door

🔍 Search by Location Name or Number:

🏠 1st Floor

[Assign Key\(s\)](#)

To move a key from a User back to a site for future reassignment,
select Assign to Location,

search the Location Number in the dropdown,

then select Assign Key(s)



SECURITYRECORDS

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

Search by Location Name or Number:

Select a single or multiple keys below and hit esc:

F1884931

Assign Key(s) Below

Change Status

Assign to a User, Location or Door:
 User Location Door

Search by Last Name First Name or EmpID:

Type in a value to search entire employee directory
Can't find a user? You can manually add them by [clicking here](#)

Search by name or employee number

Click in the dropdown and type any part of the Employees name

Select an Employee, then select Assign Key(s)

[Assign Key\(s\)](#)



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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:

Select a single or multiple keys below and hit esc:

F1884931

Assign Key(s) Below

Change Status

Assign to a User, Location or Door:
 User Location Door

Q Search by Last Name First Name or EmpID:

Type in a value to search entire employee directory
Can't find a user? You can manually add them by [clicking here](#)

[Assign Key\(s\)](#)

If assigning to a User not yet listed in Security Records,

select "Click Here", complete the required fields,

then select Add Employee

You may then select Assign, and Request E-Signature



SECURITYRECORDS

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Search For Key(s) Below

[View Location Key Log](#)

Search for a key by one of the following:

Serial User Location Door

🔍 Search by Location Name or Number:

Select a single or multiple keys below and hit esc:

[Assign Key\(s\)](#)

[Sign Key Receipt](#)

[Request E-Signature](#)

[Refresh](#)

You may request an E-Signature via text message or email

Complete the appropriate field, select "Send", then Close

Key(s) Assigned

Serial Numbers	Transferred From	Transferred To	Action Taken
F1884931	1st Floor	Grace Jamie (Senior Account Manager)	Key(s) Assigned



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Select a single or multiple keys below and hit esc:

[Assign Key\(s\)](#)

[Sign Key Receipt](#)

[Request E-Signature](#)

[Refresh](#)

You may request an E-Signature via smart device on site if the employee is present

Key(s) Assigned

Serial Numbers	Transferred From	Transferred To	Action Taken
F1884931	1st Floor	Grace Jamie (Senior Account Manager)	Key(s) Assigned

Select Sign Key Receipt for prompt signature box



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Key Receipt

Company Name:
InstaKey Security Systems

Date:
12/18/2024

Assigned To:
Jamie Grace

Assigned By:
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.

Sign Here

View **Accept and Save** Clear Close

Print Close

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



SECURITYRECORDS

Key Receipt

Company Name:

InstaKey Security Systems

Date:

12/18/2024

Assigned To:

Jamie Grace

Assigned By:

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

Print

Close

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



SECURITYRECORDS

— CLOUD POWERED KEY MANAGEMENT —

By:



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CustomerSupport@instakey.com | (800) 316-5397