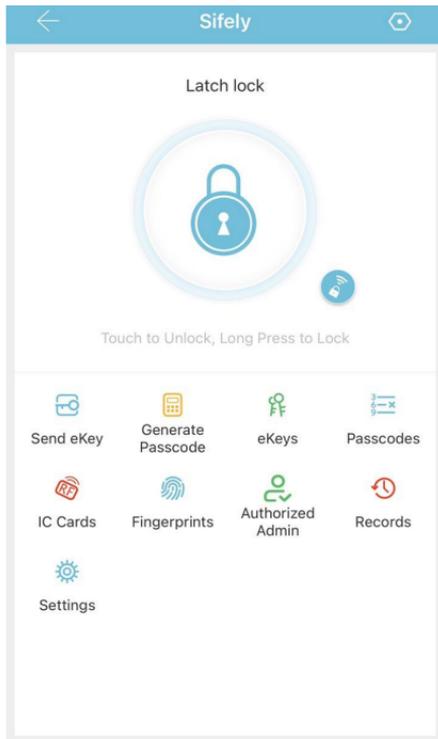# SIFELY
Guide to eKeys

eKeys

eKeys are a great way to share access of your Sifely Smart lock with other people!
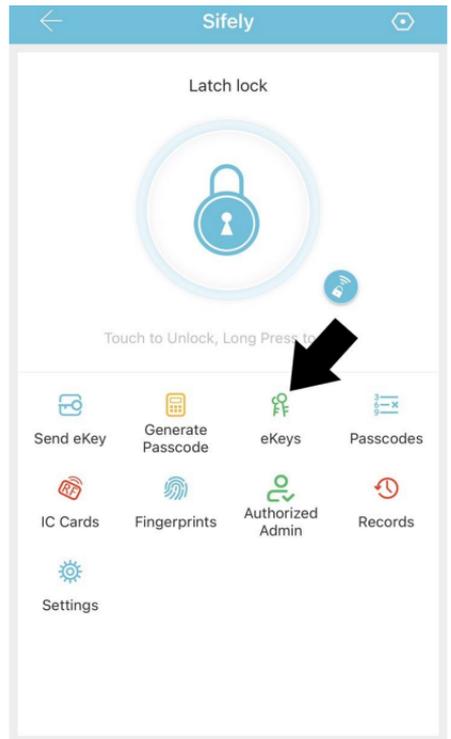
How do eKeys work?

eKeys work by sharing app access of your lock with another Sifely Smart Lock account.

How to send an eKey
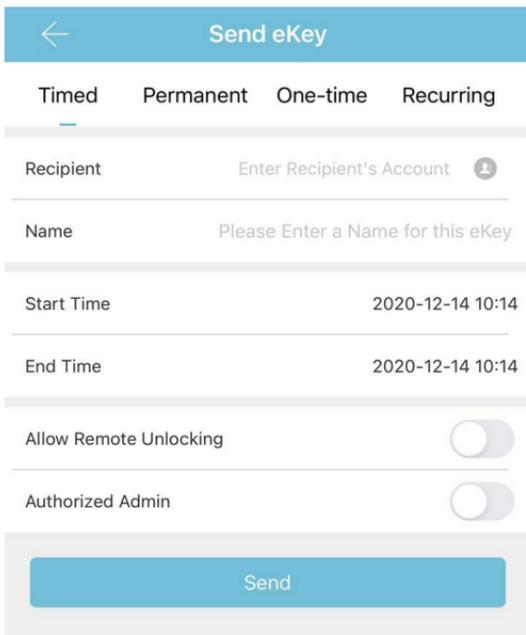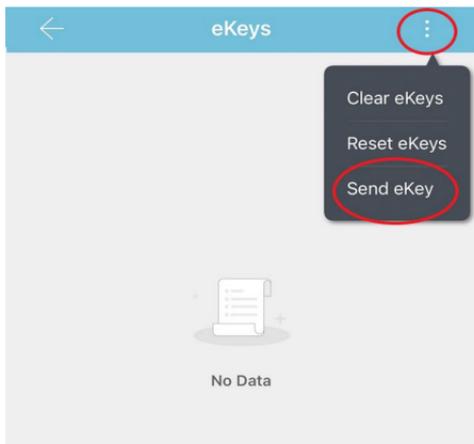
Step 1: Go into your lock page

Step 2: Tap on "eKey"

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Step 2a: Tap on the 3 dots in the top right corner and tap on "Send eKey"

Step 3: Choose eKey Type

←	eKeys	⋮

Clear eKeys
Reset eKeys
Send eKey

No Data

←	Send eKey

Timed   Permanent   One-time   Recurring

Recipient	Enter Recipient's Account 👤
Name	Please Enter a Name for this eKey
Start Time	2020-12-14 10:14
End Time	2020-12-14 10:14
Allow Remote Unlocking	⬤
Authorized Admin	⬤

Send

eKey Types

Timed	eKey lasts only between Start Time and End Time.
Permanent	eKey will last until it is deleted.
One-Time	eKey lasts for 1 hour and allows for one unlock or lock.
Recurring	eKey is only available during a schedule for set period of days.

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What are eKey Permissions?

eKey permissions are different levels of access for your lock.

Basic eKeys allow the recipient to <u>only</u> unlock and lock the lock with the button in the app

With **Authorized Admin** turned on, the recipient can do the following:

- Unlock/ lock via the app.
- Generate, Edit, Delete passcodes, IC cards, & fingerprints.
- Adjust settings like passage mode, auto-lock timer, & turn on/off the lock sound.

With **Allow Remotely Unlocking** turned on, the recipient can do the following:

- If a gateway is set up and connected to the lock, they will be able to remote unlock/lock.

←	Send eKey		
Timed	Permanent	One-time	Recurring

Recipient	Enter Recipient's Account 👤
Name	Please Enter a Name for this eKey

Start Time	2020-12-14 10:14
End Time	2020-12-14 10:14

Allow Remote Unlocking	⬭
Authorized Admin	⬭

Send

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Here are examples of what a recipient may see

Basic eKey   Authorized Admin eKey
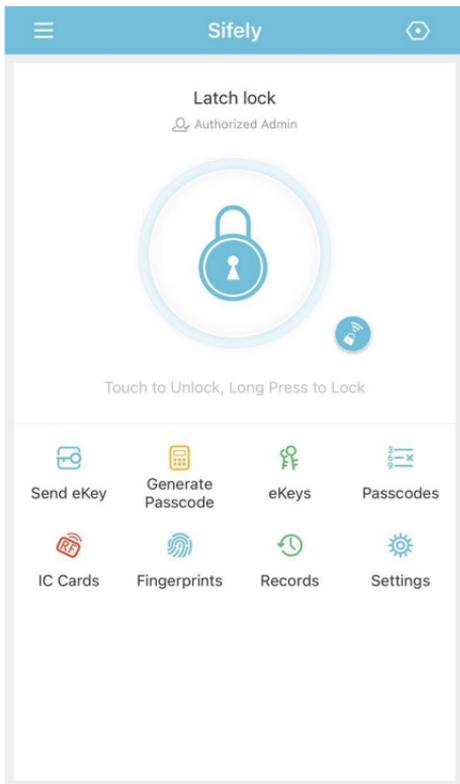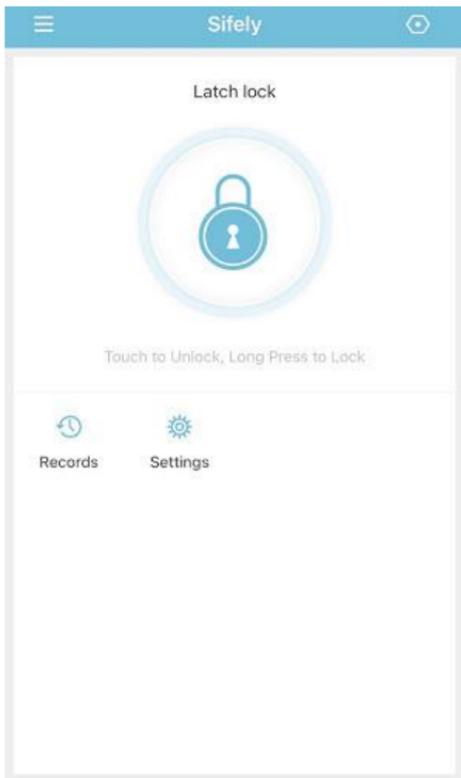
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Step 4: Enter recipient's username

It is highly recommended that the recipient register for a Sifely App account first.

For "Name", choose what you want the eKey to be called to be able to identify it easier.

←	Send eKey		
Timed	Permanent	One-time	Recurring

Recipient	+1 ████
Name	Bill

Allow Remote Unlocking ⬤

Authorized Admin ⬤

Send

Recipient's Setting Page

Once, the recipient has registered an account, you will enter their username which is found on the Recipient's Setting Page into the field space in the "Send eKey" menu.

Account: _____

+ Add Lock

🖸 Gateway

💬 Messages

ⓘ Customer Service

⚙ Settings

Example: If recipient used the phone number (555)555-5555 to register their account, you would enter +15555555555 as recipient.

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Step 5: Send eKey

Once entered all the information for your eKey, Tap on "Send".

If the recipient's username was entered correctly, you will see this pop up.

Send eKey

Timed	Permanent	One-time	Recurring

Recipient	Enter Recipient's Account

Name	Please Enter a Name for this eKey

Allow Remote Unlocking

Authorized Admin

Send

eKey sent successfully

Going to the eKey menu, the eKeys that you have sent will be displayed here.

eKeys

Bill
2020.12.14 10:19 Permanent

Pending...

eKey Info

Name	Bill >
Validity Period	Permanent >
Recipient	+1
Issued by	
Time Issued	2021-01-04 11:17:31
Records	>

Delete

Pending…
means that the recipient has not opened up their app yet.

You can Deauthorize or Freeze eKey.

You can check the eKey activity.

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Potential Scenarios and Suggested eKey uses

Scenario 1: You own rental properties and want to outfit them with Sifely Smart Locks. Your tenants are medium to long term.

Suggested Set up: Send Timed or Permanent eKey to tenants with Authorized Admin enabled.

Scenario 2: You are a homeowner who has other family members that need more robust access options.

Suggested Set up: Send Permanent eKey to family members with Authorized Admin enabled. If the lock has a Sifely Gateway associated with it, turn on Allow Remote Unlock.

Scenario 3: Your property needs servicing every so often. A maintenance person needs to be able to access your property.

Suggested Set up: Send Timed, Recurring, or Permanent eKey to maintenance with Basic eKey permissions.

Got anymore questions? Feel free to reach out to us as cs@sifely.com

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