



TO ALL LBTS RESIDENTS:

We want to provide our residents with tips on how to use the Resident Module at lbts.gatehouseportal.com . We are diligently working to help you have a great experience using the new module to register your guest(s).

1. Sign on to the URL, <https://lbts.gatehouseportal.com> with the initial username and password that you have been assigned. By now we believe that the vast majority of our residents have done this and have now established their permanent username and password. IF not, please contact Waccamaw Management for assistance.
2. Again, please remember that your email address **MUST** be registered in the system.
3. **LBTS resident's guest(s)** can pick up their scanned pass from the LBTS guard gate. **River Club resident's guest(s)** can pick up their scanned guest pass at the River Club guard gate and **Willbrook residents** can pick up their scanned guest(s) passes at the **Willbrook guard gate**.
4. **Reunion Hall and The Reserve resident's guest(s)** can pick up their guest(s) scanned passes at the LBTS guard gate.

Details on using the <https://lbts.gatehouseportal.com> URL

Listed below are the instructions for the Resident Module:

Log in Page:

Welcome to Litchfield by The Sea Resident Module.

Please use your username and password to login. If you do not have your username and password; please contact Waccamaw Management to obtain your login credentials. (*Interval owners have unique usernames and passwords that was not in any of the previous mailings.*)

If forgot your password and did not receive a link to reset your password, please call Sherell Henry, Waccamaw Management at [843.314.0844](tel:843.314.0844), or you can send an email to SherellH@waccamawmanagement.com .

Welcome Page:

Welcome LBTS homeowners, this is the homepage for your security system. Please review information under the **Personal** and **Auto** tabs for accuracy. **If you have already obtained your barcodes. If not, the vehicle information will not show here.**

Managed by:

www.waccamawmanagement.com
info@waccamawmanagement.com



Pawleys Island Office
P.O. Box 2308
Pawleys Island, SC 29585
843.237.9551

Carolina Forest Office
P.O. Box 51558
Myrtle Beach, SC 29579
843.903.9551

Briarwood Office
605 Briarwood Drive, Suite C
Myrtle Beach, SC 29572
843.272.8705

Personal Tab:

Residents are not able to add/delete/modify any of the personal information. Residents do, however, have the ability to change/add email addresses and telephone numbers. Please list primary telephone numbers first.

Residents must call Waccamaw Management at 843.314.0844 to make any changes to the name and address fields. Click on the **More** icon to add/change/delete/identify additional email addresses and telephone numbers associated with your account.

Telephone numbers and email addresses must be listed on this page. *(If a resident owns multiple properties, a different email address is required, one for each property.)*

Autos Tab:

Residents are not able to add/delete/modify any vehicle information.

Automobile information is view only. Residents must call Waccamaw Management at [843.314.0844](tel:843.314.0844) to make any changes.

If any vehicle showing under the **Auto Tab** is no longer in your possession, please call Waccamaw Management to remove your vehicle and barcode information.

Please remember to let us know if the license plate number in the system does not match the one on your car.

Guest Tabs:

To enter a guest, you will need to use the tab labeled **VISITORS**. Enter the visitor and/or vendor's **First Name, Last Name**. For **Relationship** use the drop-down menu to make a selection, if a company or vendor, type in the name of the company/vendor in the **Company/Vendor Name** section.

Length of Visit: use the drop-down menu to choose **1 Day, 2 Days, 7 Days, Permanent (pass will never expire)**, the From and To dates will automatically populate, or you may use the **Custom Range** to choose the arrival and departure dates.

Memo section can be used to make any additional comments that you want the guard to be aware of.

Access Privilege: use the drop-down menu to make a selection.

Allow Beach Access, Yes is pre-selected. If you do not want the guest or vendor to have beach access, click on **Yes**, and it will change to **No**.

Once you have completed all the sections; **Save** your visitor's information. An **Edit** and **Delete** feature are available.

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