

Assign an Access Control card, fob, or PIN to a user

GoSafer Security Knowledge Base

This operational reference is organized for GoSafer Security customers and staff. Alarm.com product names are retained where required for technical accuracy.

Overview

A card or PIN code can be assigned to a user using the app or website.

Platform	App + Web
Content type	How-to / Configuration
Source last updated	2025-06-04

Procedure

To assign a card, fob, or PIN to a user using the Alarm.com app

Note: When adding new user credentials, changes made to new or existing users go into effect 2 minutes after the last user credential change is made. When revoking a user's access, the change goes into effect immediately after saving.

1. Log in to the Alarm.com app.
2. Tap [Menu].

3. Tap User Access.
4. Tap [Down] next to Access Plans.
5. Tap Users.
6. Tap Add or tap [More Options] followed by [Edit] next to edit an existing user.
7. Tap Add Credential, then tap Access Badge or PIN to set the user's required credentials. A badge can be assigned by manually entering the badge number or by scanning it. A PIN can be assigned by entering the desired code.

Note: If there are already credentials associated with the user, tap [Add] to add more.

In Access Plans, tap Manage Access to select the desired Access Plans the user will be a part of. Alternatively, you can navigate back to the Access Plans page and add the user to the desired plan.

To assign a card, fob, or PIN to a user using the GoSafer Security customer portal (powered by Alarm.com)

Note: When adding new user credentials, changes made to new or existing users go into effect 2 minutes after the last user credential change is made. When revoking a user's access, the change goes into effect immediately after saving.

1. Log in to the GoSafer Security customer portal (powered by Alarm.com)
2. Click User Access.
3. Click Users.
4. Click Add User or click [More Options] followed by [Edit] next to edit an existing user.
5. Click Add Credential followed by Access Badge or PIN to set the user's required credentials. A badge can be assigned by manually entering the badge number or by

scanning it. A PIN can be assigned by entering the desired code.

Note: If there are already credentials associated with the user, click [Add] to add more.

In Access Plans, click Manage Access to select the desired Access Plans the user will be a part of. Alternatively, you can navigate back to the Access Plans page and add the user to the desired plan.

Source and support

For GoSafer Security assistance, visit gosaferssecurity.com.

Original Alarm.com reference:
https://answers.alarm.com/Customer/Website_and_App/Commercial/Access_Control/Assign_an_Access_Control_card_fob_or_PIN_to_a_user

Always verify safety, installation, compatibility, and current UI details against the original manufacturer documentation before operational use.

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