B.A.S.E APP SETUP GUIDE FOR MEMBERS
Instructions For: Smart Phones / Tablets

STEP #1 >
Scan this with your camera and click on the link to open the website and **then proceed to step #4**

If you are unable to scan this QR code, please start at step #2 and manually enter in the website information.

ONLY DO THE FOLLOWING TWO STEPS IF SCANNING THE BARCODE IN STEP #1 DID NOT WORK FOR YOU

STEP #2> (**iPhones / iPads**)
On your device tap on the Safari icon

STEP #2> (**Android**)
On your device tap on the Chrome icon

STEP #3>
Place the cursor in the top/bottom URL bar (*not the search box in the middle*) type the following:

https://apll.belaysoftware.com

YOU SHOULD NOW BE AT YOUR BUILDINGS WELCOME SCREEN THAT LOOKS SIMILAR TO THIS

STEP #4>
Now you should see a menu bar at the top or bottom of your screen that looks similar the one below. tap on the item circled in green for your specific device:

iPhone / iPad devices   **Android devices**

STEP #5>
Select the option that says something similar to 'Add to Home Screen" (you may have to scroll down or to the left/right to find it, or it could be under 'MORE…')

STEP #6>
If prompted, tap the blue word(s) **Add** (*iPhone / iPad*) OR **Add Automatically** (*Android*)

Now return to your main phone/tablet home screen and you should have a new ICON on one of your home screen pages (you may have to swipe to the left or right to find it) of a wrench and a screwdriver (pictured below).

← The Building Administrative Software Essentials (B.A.S.E.) icon.

You have now successfully installed the B.A.S.E. icon on your device. To learn how to login refer to the bottom of this page.

Instructions For: Any desktop or laptop

1> Open the internet browser of your choice (Microsoft Edge, Google Chrome, Safari, Firefox, etc)

2> In the URL bar *__at the top of your screen__* (not the Google, AOL, Yahoo search box) type in the website address listed in STEP #3 above

3> Once the login screen appears save it into your 'Favorites' or 'Bookmarks' section

4> Now in your Favorites/Bookmarks menu you should see the BASE icon of a wrench and a screw driver (pictured below)

HOW TO LOG IN:
In the 'Username' field enter **your unit number**, for most buildings, it's 3 digits like **101** or **205**
In the 'Password' field enter **0987** (this is the default password)

If you wish to change your password contact you management staff or maintenance personnel and the password can only be numbers and must be exactly 4 digits, no more no less
NOTE: some buildings don't use the password feature so you only need your unit # to get access