



Platform Access Management

Onboarding & Registration Procedure Guide

For Building Administrators & System Integrators



What This Guide Covers. Pre-Registration

01

Building Admin Agreement

Sign up & platform setup with URClyrd



02

Invite Users via Email

Admin sends digital invitations to all user types



03

User App Registration

Users download URClyrd & complete their profile



04

User Profile Validation

ID document, selfie & contact channel confirmation



05

Email & SMS Confirmation

Dual-channel verification for security



06

Pre-Registration Complete

User receives digital credential for all locations



URClyrd uses a register-once, access-everywhere model — one validated user profile works across all integrated buildings, subject to each property's access approval rules.



What This Guide Covers. Reverse QR / Totem

01

Building Admin Agreement

Sign up & platform setup with URClyrd



02

Use of Reverse QR

User reads QR in the phone.
QR should be in Totem



03

Registration

Follow instructions on QR



04

User Profile Validation

ID document, selfie & contact
channel confirmation



05

Communicator and SMS Confirmation

Host receives notification



06

Registration Complete

Host authorize entrance



URClyrd uses a register-once, access-everywhere model — one validated user profile works across all integrated buildings, subject to each property's access approval rules.



STEP 01

Building Administrator Agreement & Setup

The Building Admin (Bud Adm) enters into a formal agreement with URClyrd to deploy the access management platform across their property.

URClyrd is powered by the same access management engine used by Podesubir, adapted for the U.S. market.

Admin Onboarding Checklist

- Contact URClyrd at www.URClyrd.com
- Schedule Technical & Commercial Briefing
- Review & sign platform agreement
- Define property scope & access zones
- Integrate with existing hardware (ACS, elevators, parking)
- Configure role-based access & admin users
- Receive admin dashboard credentials

URClyrd layers over existing infrastructure — no rip-and-replace required



STEP 02

Building Admin Invites Users



The Building Administrator sends email invitations to all authorized users through the URClyrd platform dashboard. Each invitation is personalized, role-specific, and based on the building administrator's authorization. Any individual with host credentials and their delegates can send invitations.



Residents

Long-term occupants
of the building



Workers & Tenants

Employees with
daily access needs



Visitors & Guests

One-time or recurring
scheduled visitors



Delivery & Logistics

Drivers and service
providers on schedule

Each invite is time-stamped and linked to a specific property and access role.



STEP 03

User Downloads the URClyrd App

After receiving the invitation email, users download the URClyrd application from the App Store or Google Play and begin their one-time registration process.

App Store

iOS / iPhone / iPad

Google Play

Android Devices

Available at: www.URClyrd.com

Registration Steps in App

1

Open the invitation email

2

Tap the URClyrd link

3

Download from App Store or Google Play

4

Open app and tap 'Get Started'

5

Enter your invitation email address



STEP 04

User Profile Registration in the App

*Users complete a **one-time profile registration**. URClyrd does not request, store, or validate Social Security Numbers. It does not perform identity verification or background check
User registration is based on building administration's invitation and :*



Email Address

Must match the invitation email received from the Building Admin.



Photo of Government-Issued ID Document

National ID, passport, or driver's license document requested only during initial onboarding. Taken on good faith and not independently validated.

Clear photo of the front of the ID. Must be legible



Mobile Phone Number

Used for SMS validation and access notifications.
Must be active and US valid



Selfie Requirement

Users must also take a picture of themselves. Best practices are good lighting, face straight to camera, plain background.



STEP 05

Dual-Channel Verification

URClyrd confirm that the registered user has access to the email address and cell phone used during registration, to reduce registration fraud and link credentials to the correct profile.

These steps confirm contact channel ownership, not legal identity.



Email Confirmation

- ✓ Sent to the invitation email address
- ✓ Confirms user has access to the registered email address
- ✓ Contains a secure verification link



SMS Verification

- ✓ Sent to the mobile number provided
- ✓ One-time passcode (OTP) for confirmation
- ✓ Confirms user has access to the registered mobile phone number

Both channels must be confirmed before the user profile is activated in the system.



STEP 06

Pre-Registration Complete



The user is now fully pre-registered in the URClyrd platform. Their validated user profile is stored securely in the app, and ready to receive access invitations from any building on the network.

Register once, access across buildings. Final access rights are defined and controlled by the building administrator according to each property's access rules.



Digital Access Credential

Validated user profile stored securely in the app — replaces plastic badges.



Multi-Location Access

One registration works across all URClyrd-enabled buildings. Final access rights are defined and controlled by the building administrator.



Dynamic QR Code

Time-based rotating QR code generated for each access event.



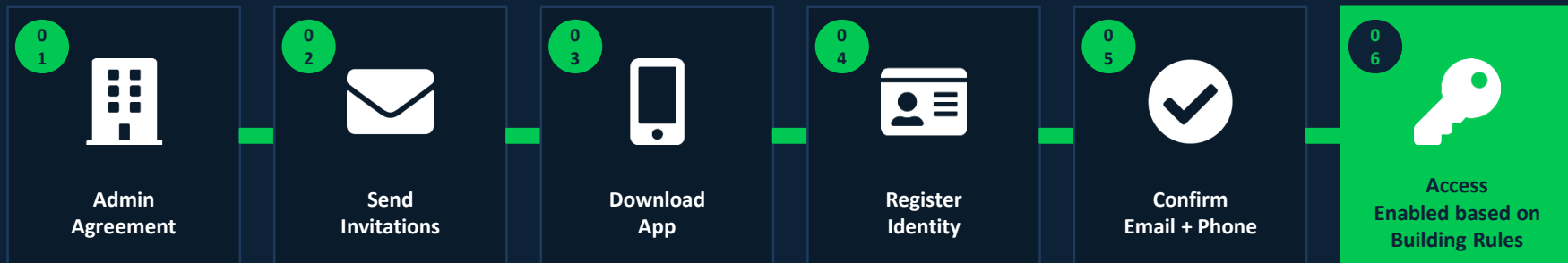
Receive Future Invitations

Accept new building invitations without registering again.



End-to-End Workflow Summary

From agreement to seamless access — the complete URClyrd journey



Register Once

Register once and use the same validated profile across all URClyrd-enabled buildings, subject to each property's access approval rules.

Privacy-by-Design

URClyrd follows a data-minimization approach and avoids collecting highly sensitive information, such as SSNs, when it is not required for building access

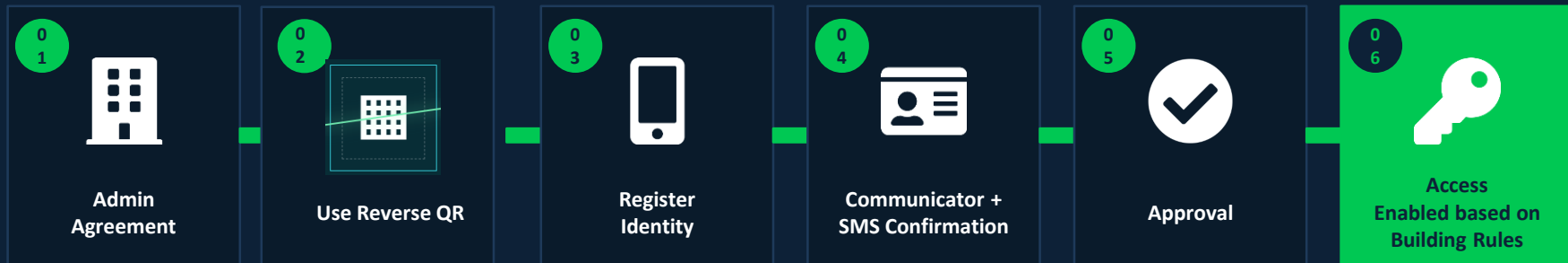
Enterprise Security

Dynamic QR codes, biometric access credentials where enabled, can be used as a convenient credential for authorized users.



Flow with Reverse QR

From agreement to seamless access — the complete URClyrd journey



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Ready to Transform Your Access Experience?

URClyrd is not just about opening doors.
It is about making access feel effortless, pleasant, and expected —
while making the underlying security stronger than before.

[Schedule a Briefing — www.URClyrd.com](https://www.URClyrd.com)

[Download Questionnaire](#)



URClyrd by Podesubir inc.

“URClyrd is a secure access management and user profile validation platform for buildings. It allows authorized users to register once, confirm their contact information, create a validated digital profile, and use dynamic digital credentials across URClyrd-enabled properties. Access rights are always controlled by each building administrator according to the property’s access policies. URClyrd does not request or validate Social Security Numbers