

# **SELP Check-IN Instructions**

You can Check-In after **3PM**

**To Check-In :**

1. Go to the Entrance of the Building – see image below



2. Use the **Electronic FOB** to Touch Entrance Gate / Door
3. Immediately the door will open automatically, then go in and repeat the same procedure for the Next Door.
4. After the 2<sup>nd</sup> Door, locate the **Lift** and go to the 2<sup>nd</sup> FLOOR.
5. At the 2<sup>nd</sup> Floor, toward Apartment 204, again use the **Electronic FOB** to Touch on Corridor Door.

6. Get into the Corridor and Open Apartment 204 with the **Physical KEY**



7. Once inside the Apartment, please open the **Water circulation TAP**, located in the Utility section – see below



8. You have completely **Checked-In**, enjoy your stay.