



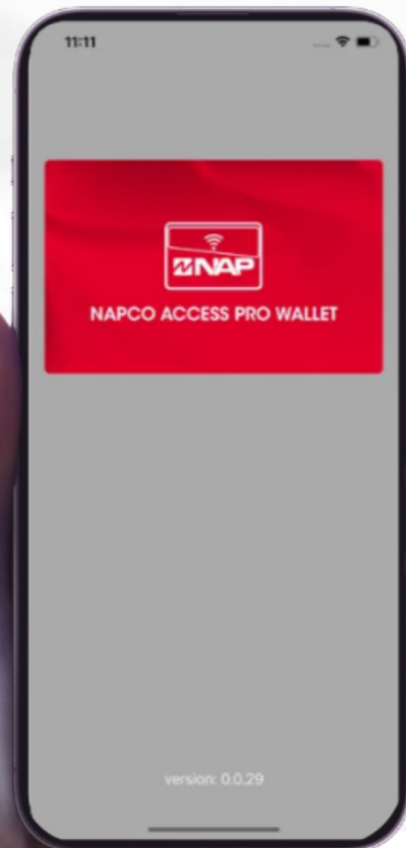
Napco Access Pro is a division of Napco Security Technologies Inc.
(Nasdaq Symbol: NSSC) consisting of Access Control Brands
Continental Access, E-Access, Air Access & MVP Access



Napco Access Pro Wallet

(NFC Credentials)

Administrator Guide



NAPCO Security Technologies Inc.
333 Bayview Avenue, Amityville, NY 11701
Tel: 631-842-9400 Toll-Free: 800-645-9330
www.napcoaccesspro.com
Continentaltechhelp@napcosecurity.com

Publicly traded on NASDAQ Symbol: NSSC

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Napco Access Pro Wallet NFC Credentials for CA4K Administrator Installation Guide

Napco Access Pro Wallet & CA4K support NFC mobile credentials for seamless access using Google Wallet and Apple Wallet. Users can simply tap their smartphone to unlock doors securely and conveniently—no physical cards required.

Supported NFC Readers/Models

- New Wireless ArchiTech / PDL Locks with NFC (NFC must be specified in the part # when ordering).
- Wireless Network Panel or Continental Controller's equipped with a NFC Reader (see supported models below).

Recommended Reader Options: (NFC Factory- Ready)

NA-SIG40PO-NFC: Napco Access HID Signo Standard Format Reader

NA-SIG20PO-NFC: Napco Access HID Signo Mullion Mount Reader

NA-SIG40KPO-NFC: Napco Access HID Signo Standard Reader with Keypad

NA-SIG20KPO-NFC: Napco Access HID Signo Mullion Mount Reader with Keypad

Important: If your site already uses HID Signo readers with NFC or if they have existing ArchiTech or PDL Locks (**iClass Lock Versions Only**), please contact your dealer, as they will need to reach out to a Napco sales representative, to discuss available options for upgrading the existing readers to support Napco NFC credentials.

System Requirements

- **CA4K 1.2.27.192 or later is required.** Please update your CA4K software before proceeding. **Internet Access is Required to use NFC.**
- iOS 9.0+ or Android 4.0+ (Phone must be equipped with NFC)



1 Prepare CA4K

CA4K 1.2.27.192 or higher is required. Please update CA4K software first and then contact your dealer to purchase the NFC Credentials.

1. Set Max Badge Digits

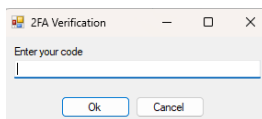
- In CA4K navigate to **System** → **System Settings** → **System-wide Settings** → **Badges**
- Set Max Badge Digits to **19 Digits** then press **Save**.

⚠ Important

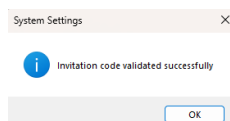
If the Max Badge Digits were changed, you **must** perform a download to each Controller or Wireless Lock by going to **Configuration** → **Panels** → then select **Download** for each panel/lock.

2. Enable NFC

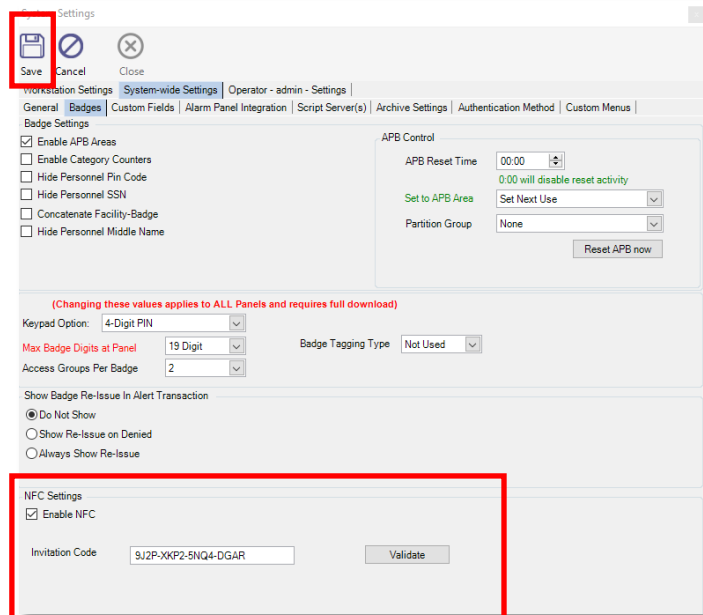
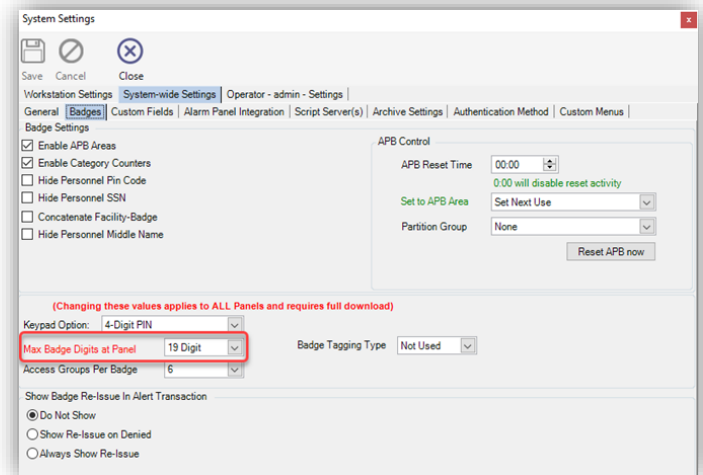
- Check off **Enable NFC**.
- Enter the **Invitation Code** provided in the email.
- Then Press **Validate**. The **2FA Verification** popup will appear, and you will receive an email containing a two-factor authentication code (2FA).



- Enter the 2FA code, then press ok. The **Invitation Code Validated Successfully** message will appear. Press **OK**.



- Press **Save** and close the System Settings.



Prepare CA4K (Continued)

3. Create/Verify the 64-bit Badge Format is created

- In CA4K Navigate to **Administration** → **Badge Formats** → **Select New**

Create/Verify the new 64-bit format is created exactly as shown below then press **Save**.

Description Text	Format Length	Fmt Type	
Format1	36	2	16
Format2	19	1	6
Format3	26	0	16
Format4	31	0	16
Format5	37	0	19
Mobile Credential	64	0	64
NSG 42	42	0	24

All Types		Non ABA Type	
Badge ID	Offset Length	EvenParity	Offset Length
0	0 64	0	0
Facility	0 0	0	0
Issue	0 0		

2 Verify Access Group & Create the NFC Credential

- Navigate to **Access > Access Groups**, then confirm that the controller or wireless lock has a Time Schedule selected for the access group being assigned to the user, or add one if needed. Press **Save** when finished.
- Go to **Personnel** → **Select New Person**
- Tap the **NFC card icon** to "Create a New NFC Credential."
- On the **Manage NFC Credential** prompt screen enter the user's **First Name**, **Last Name** & **E-Mail Address** (which must be accessible from the users Android or iOS mobile phone)
- Press **Create** to continue. If successful, a confirmation message will appear. Press **Ok**.
- Under **Access Groups** tab select the **Access Group** being assigned to the user, then press **Save**.

Badge Number: []

First Name: [] Last Name: [] Middle Name: []

Embossed ID: [0]

Re-Issue: [0]

PIN Code: [] P

Access Time: [0]

Badge Use Limit: [0]

Holiday Calendar: [Default Calendar]

Activation Date Time: []

Expiration Date Time: []

Partition Group: [Admin Partition]

NAPCO Permissions: []

Access Group	Activation Date & Time	Expiration Date & Time
All Access		
No Access		
No Access		
No Access		
No Access		
No Access		

First Name: John

Last Name: Technical

Email: napco@napco.com

Create Delete Resend Suspend Reactivate Update

CardAccess 4K

Successfully created NFC Credentials.

OK

IMPORTANT: After the End User adds the NFC Credential to their phone, the credential will be automatically enabled. If the NFC Credential is not working at the NFC Reader perform these steps, (1) Close CA4K (2) Run and Exit **DBUtility4K** (3) Log back into CA4K to restart the required services.

⚠ If the controller/lock does not update in real time, perform a **Full Data Download** under **Panels**.

3 User Installs the Napco Access Pro Wallet Mobile App

After the NFC Credential is successfully created, the user will receive an email invitation that includes device-specific links for either **Android** or **Apple (iPhone)** devices to download the **Napco Access Pro Wallet** mobile app, along with detailed activation instructions.



1. The user install **Napco Access Pro Wallet** mobile app, using one of the links provided in the email. (Available for iOS or Android)

4 User Activates the NFC Credential

Activation Options:

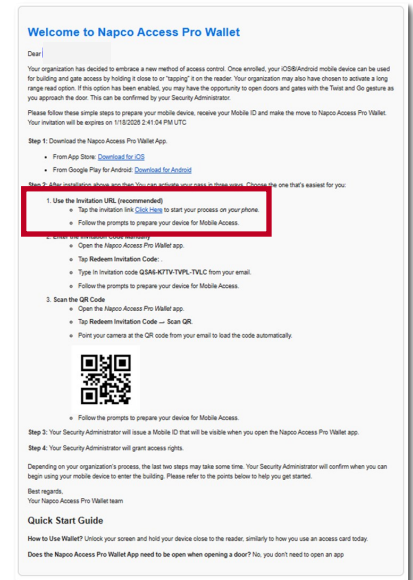
Method 1—Invitation Link (**Recommended**)

Method 2—Redeem Invitation Code / Scan QR Code (In-App)

Method 1 — Invitation Link (Recommended)

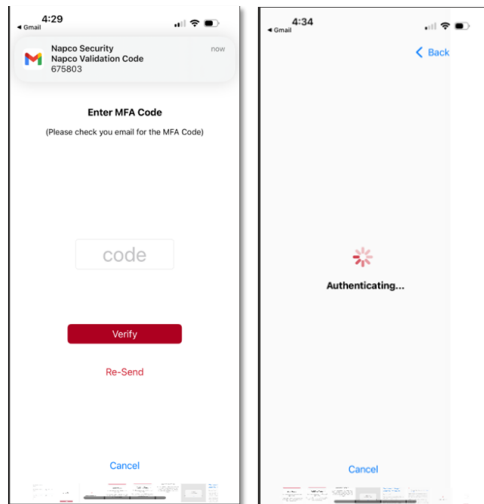
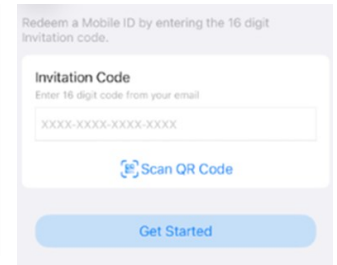
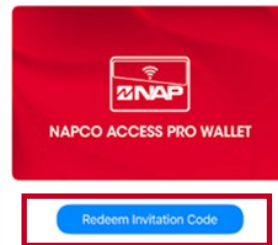
Link is provided in the invitation email.

1. Inside the email, tap the invitation link (**Click Here**) on your phone.
2. Follow the prompts to prepare your device for Mobile Access.
3. When prompted, select **Open with Napco Pro Access Wallet** mobile app.
4. Follow the prompts to activate.



Method 2 — Enter the Invitation Code Manually (In-App)

1. Open **Napco Pro Access Wallet** mobile app.
2. Tap **Redeem Invitation Code**.
3. Enter the **invitation code** from the email or tap **Scan QR code** and scan the QR code located in the email.
4. Follow the prompts to activate.



Complete MFA Authentication (Required). For both Methods, when prompted, complete MFA authentication. A one-time verification code will be sent to the user's email address—enter the code then press **Verify** to complete authentication.

5 User Adds the NFC Credential to Google or Apple Wallet

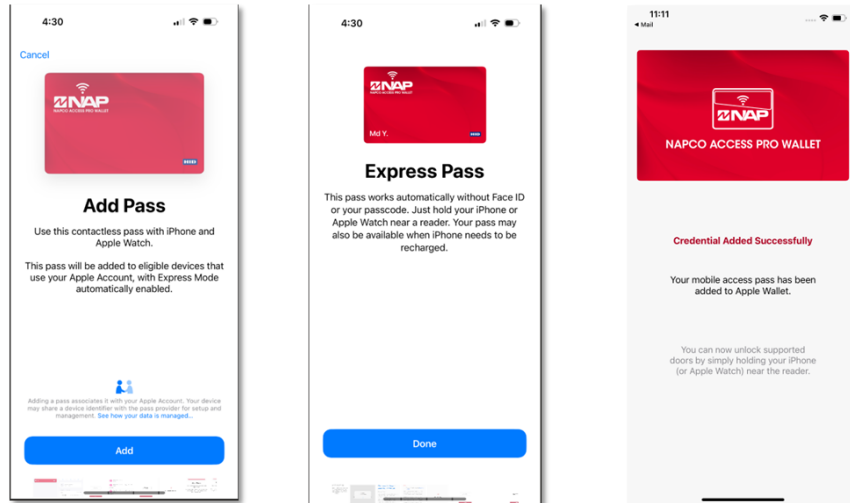
To add your NFC credential to Apple Wallet

Once your credential has been successfully created and provisioned, you will see the Add Pass screen (as shown).

1. Tap **Add** to install your Napco Access Pro Wallet pass to your Apple Wallet.
2. Under Express Pass, tap **Done**. A final message will appear confirming that your credential was added successfully.

Important:

This pass is contactless, securely linked to your Apple ID, and automatically configured with Express Mode for fast access—no Face ID or passcode required at the door.



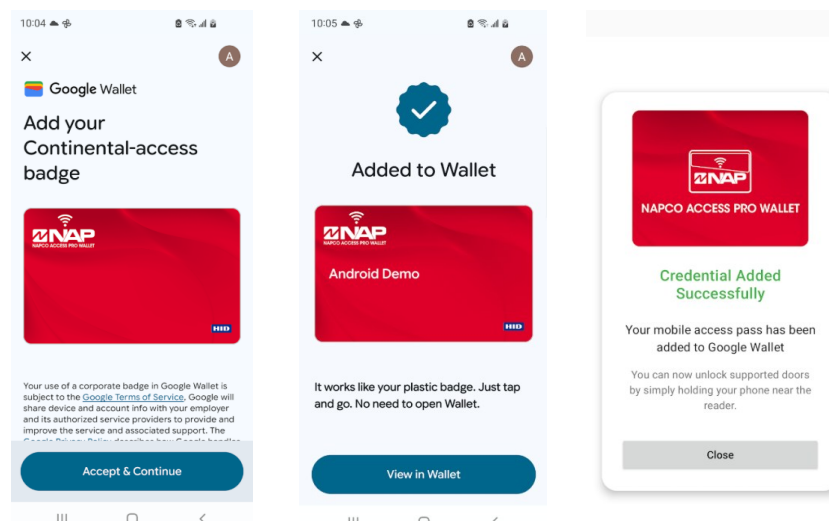
To add your NFC credential to Google Wallet

Once your credential has been successfully created and provisioned, you will see the Add Pass screen (as shown).

1. Tap **Accept & Continue** to install your Napco Access Pro Wallet pass to your Google Wallet.
2. After its added, tap **View in Wallet**. A final message will appear confirming that your credential was added successfully.

Important:

This pass is contactless, securely linked to your Google Account—no Face ID or passcode required at the door.



Using the Napco Access Pro Wallet App

How to Unlock a Door—Make sure your phone is unlocked. Hold it near the reader, just like using a physical access card. You'll hear a beep or see a green light when access is granted.

FAQs

Do I need to open the app every time to unlock a door? No. Once your pass is in the wallet, you can hold your phone or smart watch near the reader to unlock the door. It works securely in the background.

Can I use my Smart Watch? Yes. Once your credential is in your wallet you can also use your paired smart watches to unlock doors. Simply hold your watch near the reader.



Resend, Suspend, Reactivate & Deleting NFC Credentials under Personnel

Resend

After an NFC credential is sent to a user, they are given a time limit—typically one month, as indicated in the email—to activate it. If the user does not activate the credential within that timeframe, the email can be resent as many times as needed until the credential is added. If the credential will no longer be used, the personnel record should be deleted.

Suspend

Once the NFC credential is activated, the resend option will change to “Suspend.” Select **Suspend** to disable the user’s credential. The wallet will show a “Suspended” status during this process.

Reactivate

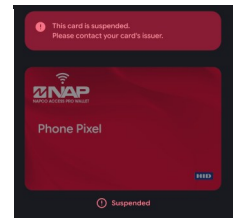
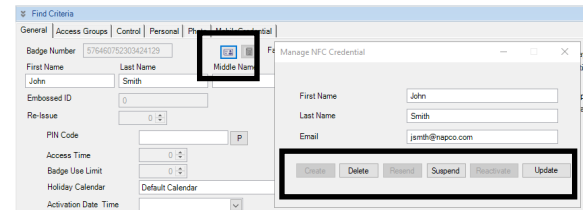
After an NFC credential has been suspended, the suspend option will display “Reactivate.” Select **Reactivate** to restore the NFC credential in the wallet.

Delete

To remove an NFC credential, select **Delete**. If a user loses their phone, or deletes the NFC credential from the wallet you can delete the existing credential and issue a new one. If you are no longer requiring the credential you can then proceed to remove the subscription plan by contacting the dealer.

Update

To replace personnel information, such as First Name, Last Name, or Email, enter the updated information and then select **Update**.



NAPCO Security Technologies, Inc.
333 Bayview Avenue, Amityville, New York
11701
Tech.NapcoSecurity.com
Publicly traded on NASDAQ Symbol: NSSC
Phone: 1-631-842-9400

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