



INSTRUCTIONS TO INSTALL MOBILE CREDENTIAL FOR POOL ACCESS

The following information below is your step-by-step process for getting mobile credentials to access your Community Pool. Prior to proceeding with the step-by-step, you must complete and return the updated Pool Access Request Form & Download the “Paxton Key” mobile App.

IMPORTANT!!!

This is only good for **ONE REGISTRATION PER USER**. Cannot be used on multiple devices. For additional users, you must contact us via email at poolkeys@essexhoa.com to get additional users added to the account.

1. Once the completed Pool Key Request Form is received in our office, you will receive an email from the following email “Paxton – support@paxton10portal.com”. *Be sure to check your spam folder!*
2. Download the “Paxton Key” App from the Apple Store or the Android Play Store.



App picture below:



3. Once it's installed, go back to the email, and follow step 2 in the email.
Example: 2. **Once installed**, A registration code will be provided via email from support@paxton10portal.com. Once you click on “register” it takes you to the APP and it auto populates your registration code.



Request for Pool Access

All assessments and fees must be current

LEGAL OWNER NAME: _____
Last First

PROPERTY ADDRESS: _____

RENTER (If Applicable): _____

CELL: _____ EMAIL: _____

IMPORTANT!!!

*Mobile Access Credentials will only be provided to residents ages 16 years or older.
Please review pool rules and regulations posted on the Association's website.*

This form must be completed and returned to our office to receive mobile credential access
This form can be returned by regular mail or via-email to poolkeys@essexhoa.com

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