



### 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](mailto: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](mailto: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](mailto: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](mailto:poolkeys@essexhoa.com)

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