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.

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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.