

Ashburn Farm Association Digital Pool Pass Instructions

Please chose a primary account holder when creating an account as only one account can be obtained per household and the primary account holder must create passes for all household members.

There are two (2) ways that you can apply for your digital pool pass for your household. Please choose one of the following that is most convenient:

1. On your computer, tablet, or cell phone, visit <https://ashburnfarm.mokopass.com/>.
 - Click on the **“Sign Up”** link at the bottom, right of the home screen.
 - Enter your contact information and press the **“Sign Up”** button. Each field must be completed, or your account will be considered incomplete, and we cannot process for approval.
 - You will receive a verification email to the email address registered.
 - Access the verification email sent to the registered email address and click **“verify”**.
 - Follow the prompt on how to create the primary account holder’s pool pass.
 - Click on the **pencil** next to the circle to upload your pool pass photo.
 - ALL photos uploaded must be recent, in passport-style against a bare wall. Please be sure to upload a clear passport-style photo as it cannot be changed once created.
 - Enter your contact information
 - Click on **“Submit”**.

Your application is complete. An Association staff member will review your application, please allow 2 to 3 business days for approval. If approved, you will receive an approval notification at the email address provided along with the next steps to access your pool pass account. If you are not approved, you will receive an email at the email address provided, stating that your account is invalid. Please check under the **“activity”** box located on the **“dashboard”** page for information explaining the denial. Please email pools@afhoa.net if you need further assistance.

Once your application has been approved, you will receive an invitation to log in to your account. This invitation will be sent to the email address provided during registration. To add members of your household to your account, log in to your account at <https://ashburnfarm.mokopass.com/>.

- After you have logged in:
 - Click on **“Pool Pass Request”** on the top left menu
 - Then click on the **“Add New Member”** button. Photos are required for all members over the age of nine. Please use the **“pool fun”** image using the QR Code labeled **2–9-year-old required photo**, for all members under the age of nine.
 - Complete the required fields, then click **“Submit”**.
2. Visiting the Association Office at 21400 Windmill Drive, Ashburn, VA 20147.

If you are not comfortable registering on your phone, or computer or need assistance registering, please stop by the Association Office and an associate will assist you. Please be sure to bring all required documentation needed if you are signing up for the first time.

Contact the Association Office at 703-729-6680 or email pools@afhoa.net if you have any additional questions.