

Digital Pool Passes are required for member pool access. Don't have yours yet? Here's how to set up an account.

Please note: New Accounts and Passes are processed and validated during normal Association business hours. Plan ahead to ensure that you and your family are all set up and ready to go before the weekend.

Ashburn Farm Association Digital Pool Pass Instructions

Please choose a primary account holder before creating an account as only one account can be validated per household and the primary account holder must be an owner or tenant of record. The primary account holder is responsible for creating 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.
 - Carefully enter your contact information and check for accuracy before you 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 at the email address used to Sign Up. NOTE: Please check your spam folder if you do not immediately receive an email. Contact the office if you do not receive an email.
 - 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.
 - Enter your contact information.
 - Click on **"Submit"**.

An Association staff member will review your submittal, please allow 2 to 3 business days for validation. If approved, you will receive a validated 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 primary account has been validated, 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 household members 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 "SplishSplash" image/QR Code as the required photo, for all members between the ages of two and nine years old.
 - 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.