



# My Pass Electronic Pool Entry Procedure



Residents of Arbor Creek can now use their Bluetooth or NFC enabled smart phone to gain entry to the pool instead of a key card or fob. The app is called My Pass and can be downloaded from the Apple App store or Google Play for free.

Each Arbor Creek household, current on dues, will be allowed one key card or fob, plus two digital access codes (Pass ID). Requests for a key fob can only be made with the pool key access form located on the [CAS webpage](#) and are \$25 each. Digital access codes (Pass ID) are free, phone specific and cannot be transferred.

To request a MyPass digital access code please follow these procedure:

1. Download the app to your Bluetooth or NFC enabled smart phone
2. Allow MyPass to use your location
3. Allow MyPass to use Bluetooth (iPhone) or NFC (Android)
4. Create a six (6) digit PIN code
5. Click on the three lines at the top left
6. Click "View Pass ID"
7. Email your name, address, and Pass ID to [ACMyPass@gmail.com](mailto:ACMyPass@gmail.com)
8. Allow 2-3 days for your pass to be activated. You will be notified via email.

To use MyPass at the pool, enter your MyPass PIN on the app and follow these directions, depending upon your phone's operating system (Android or iOS)

## Android

- Sends credential instantly like an access card, using NFC
- Android requires the screen to be turned on (app can be closed) - NFC must be ON (Bluetooth not necessary)
- Your phone needs to be presented parallel to the reader (straight up and down)
- Has about 1" to 2" read range (range and performance can vary by Android model) - best to place back of phone directly on the reader, parallel
- Reader will flash green and beep when credential is received

## iOS (iPhone)

- iOS requires the app to be open (screen can be turned off) - Bluetooth must be ON
- Takes slightly longer to read a credential than Android
- Doesn't need to be held parallel to the reader
- Has 2" to 4" read range
- Reader will light up amber while connecting via Bluetooth, then flash green and beep when the credential has been received

