This document provides the basic steps to aid in the 2022 East Stratford Residential Pool Pass Registration process. It provides details for first time registrants for main account setup and provides details on how to add additional family members. NOTE: Pictures submitted must be of the head only. You will be notified if any information does not meet the requirement.

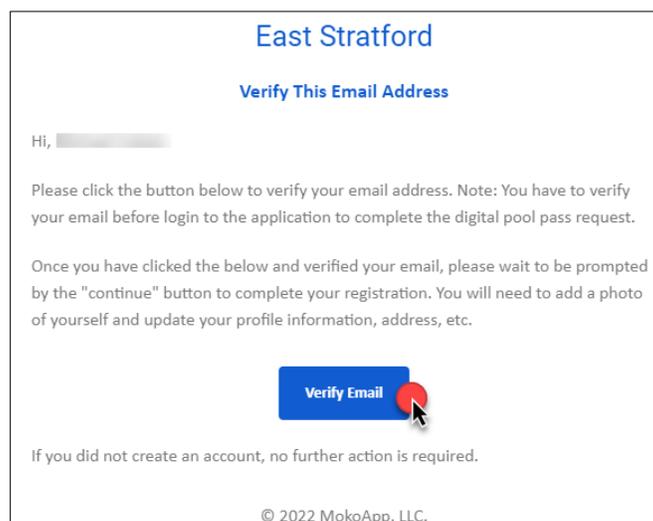## PART 1 - First time registrants – Main Account Setup

1. Point your browser to **eaststratford.mokopass.com**, click on **Sign Up.** *Sign Up form will appear.*
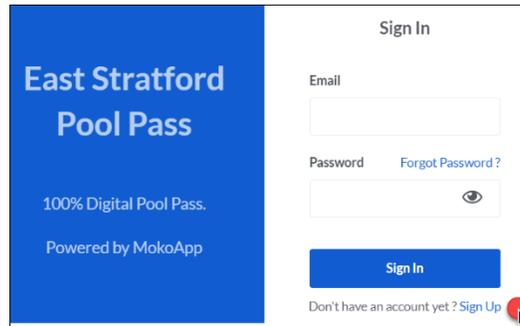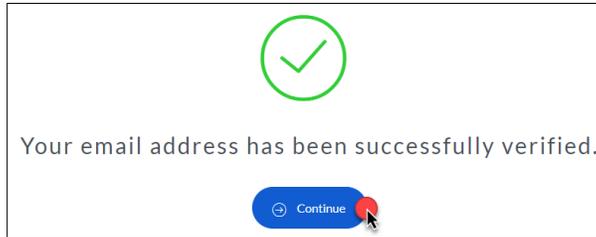

2. Complete the Sign-Up form, click **Sign Up**. *A pop-up will be displayed.*
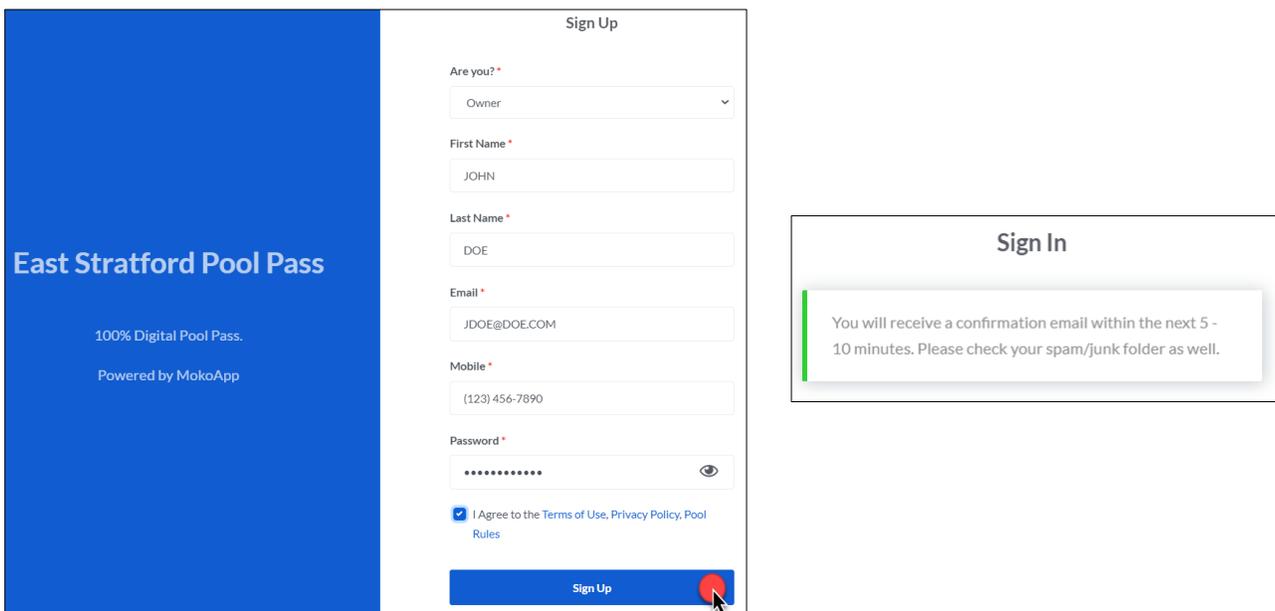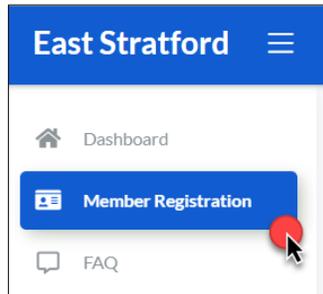

3. Open the **Verify your Email Address** email from East Stratford, click **Verify Email**.

4. A new browser tab will open with 'Email Verified' message. Click **Continue** to go back to the main log in page.

5. Log into the MOTO application using your previously created credentials, click **Member Registration**. *Form is displayed.*

6. Populate the photo and all required fields on the registration form; when complete click **Submit**.
    NOTE: It can take up to 2 business days to process and verify your information.
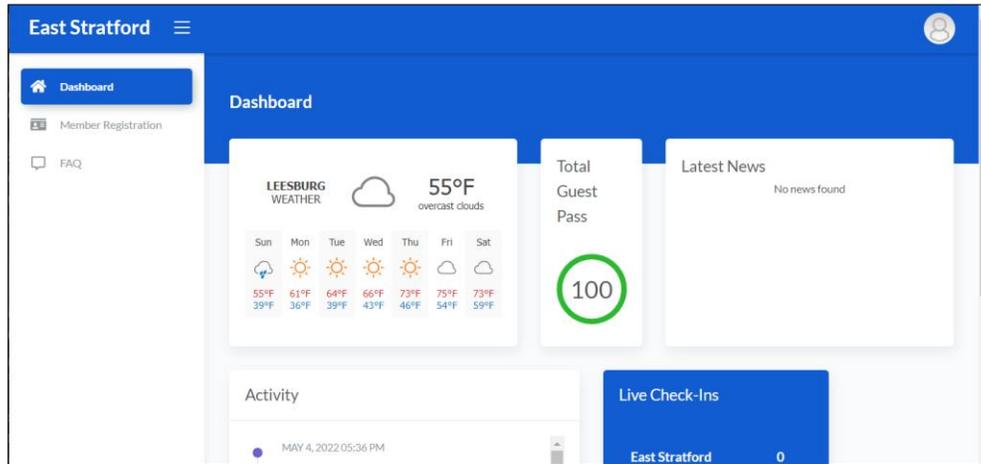

The main account application is now complete. An East Stratford administrator will review your application and if approved, you will receive an approval notification to the email address you provided. If your account is not approved, you will receive an email to the email address provided with a list of additional steps that must be completed.

PART 2 – How to Add Additional Family Members

1. Log into the MOTO application using your previously created credentials. *The MOKOPass Dashboard is displayed.*

2. Click **Member Registration**, then click **Add Members**. *Member Info page is displayed.*

3. Populate the photo and all other required fields on the form; when complete click **Save**.
   NOTE: It can take up to 2 business days to process and verify all your information.
4. Repeat the step above for all family members.

   The addition or edit of family member information is now complete. An East Stratford administrator will review your application and if approved, you will receive an approval notification to the email address you provided. If your account is not approved, you will receive an email to the email address provided with a list of additional steps that must be completed.