INSTRUCTIONS HOW TO COMPLETE
Seasonal Zone Pass Form

Step 1: Entering Customer Information in the Excel or PDF form:

Type in or use the drop down boxes to enter your customer information.

- Blue boxes – Information input
- Gray boxes – Select option from drop down box

Excel Pass Order Form Customer Info

Gray boxes – Select option from drop down box

- Click on the Gray box next to the "Pass Effective Date" and choose the preferred date option: **December 1, January 1, February 1 (this will affect pricing)**.
- Click on Gray box next to the "Chamber Member?" and choose from drop down option. "Yes" –Chamber Member and "No" – Not a Chamber Member.

Blue boxes – Information input (Click on the Blue boxes and enter Customer information data)

- **Company Name**: Enter Business name or Customer name.
- **Mailing Address**: Enter Street or P.O. Box information.
- **City of Chamber Member**: Enter the town/city you are a current Chamber of Commerce member of.

Step 2: Providing Zone Pass Information:

In this section, provide the information needed to provide each employee's zone pass. In the excel form each employee will have his/her own row.

Excel Pass Order Form Zone Pass Info

Step 3: Billing / Payment Options:
NOTE: Unpaid orders will be delayed until payment has been received.

Payment Choices: **NOTE: Wait for RFTA's invoice before you make your Payment. See step 4.**

Credit Card Payments: For security reasons, you will not be able to enter your credit card number and verification code on either Excel or PDF order form. RFTA will contact you for your credit card number and verification code and will process the payment then.
RFTA accepts all credit cards: Visa, Master Card, AmEx and Discover

Check Payments: Once you receive your invoice, mail your check along with a copy of your invoice to:
>   **RFTA Pass Orders**
>   **0766 Industry Way**
>   **Carbondale, CO 81623**

Excel Pass Order Form Billing:
NOTE: Unpaid orders will be delayed until payment has been received.

- Click on the Gray box next to the "Choose Payment Type" column and choose your preferred payment option.
- If you are paying with a check, please enter the check number in the blue box next to the "Check Number" column.

Step 4: Turn in Completed Pass Order:
- Turn in by E-mail to passorders@rfta.com:
    a. In subject line type *"Your Business Name", Pass Order and New Photo* (if applicable)
    b. Attach completed Excel or PDF pass order
- Once received by RFTA, you will receive an invoice via email which will confirm your order. Payment is due upon receipt of your invoice. Please note: **Unpaid orders will be delayed until payment has been received.**
- After payment has been received by RFTA, a copy of your receipt will be sent to the e-mail address on the order form.
- RFTA will notify you when your passes are ready to be picked up.

Questions? Please inquire at passorders@rfta.com or 970-384-4957.