



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

Please submit your order, in excel format, to passorders@rfta.com Light Blue Boxes - Information input Gray Boxes - Select from Drop down		SEASONAL ZONE PASS ORDER FORM	
Pass Effective Date	May 1	Today's Date	
Company Name		Season	Spring/Summer/Fall 2018
Mailing Address		Contact Person	
City		Phone	
State		Fax	
Zip		E-mail	
Chamber Member?		City of Chamber Member	
		ACRA Voucher #	

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: **May 1, June 1, or July 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.
- **ACRA Voucher #:** City of Aspen Chamber Members only.

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

Description	Unit Price	Qty	Employee Last Name	Employee First Name	New Photo	Comments
<div style="border: 1px solid black; background-color: #FFFF00; padding: 2px; display: inline-block;"> Pick from the dropdown box </div>						



- Click on the Gray box under the “Description” column and choose the preferred zone. The “Unit Price” column will automatically fill with the zone price.
- Click on Blue box under the “Employee Last Name” & “Employee First Name” columns and input the employee’s information.
- Click on Gray box under the “New Photo” column and choose “yes” for employees you will provide a new photo for, and “No” for employees who already have a photo on file with us.
- Click on the Blue box under the “Comments” column to inform RFTA of needed information regarding this employee. Example: “Photo included in email”. See how to prepare photos in step 3.

PDF Pass Order Form Zone Pass Info

Click the Plus sign (+) to add rows to the table; Click the X to remove a row. **RFTA USE ONLY**

	Description	Unit Price	Qty	Amount	Employee Last Name	Employee First Name	New Photo	Issued Date	Initial	Notes
+										
X		\$0.00	1	\$0.00						
<input type="checkbox"/> Click here to add comments								Grand Total		\$0.00

In the PDF for you may add or remove lines as needed simply by hitting the plus or minus sign.

- Under description use the drop down box to choose the appropriate Chamber or Non-Chamber zone pass you would like to purchase.
- Unit price, quantity and amount are automatically entered based on pass effective date.
- Enter your employee’s last name, then first name.
- New photo box – use drop down box. Choose “Yes” for employees you will provide a new photo for (See step 3 below), and “No” for employees who already have a photo on file with us.
- To add employees, hit the green plus sign and repeat above instructions for each employee.

Step 3: Prepare Photos for Email:

NOTE: Photos cannot be attached to Pass Order Form.

- With a camera or smart phone take a clear face shot.
- If possible (maybe not with smart phone), label each photo in JPEG format with your business name and employee name. For example, “RFTA – John Doe.jpg”.
- Include business and employee info in the email as well.
- Send the photo to passorders@rfta.com by computer with pass order (best choice – see step 5), or send the photo alone by computer or smart phone with business and employee identity in the email.



Step 4: 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 5.

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.

Choose Payment Type	<input type="text"/>		
Check Number	<input type="text"/>		
Grand Total	<input type="text"/>	Please wait for RFTA Invoice before payment	
For questions regarding this form, please email passorders@rfta.com or call 970-384-4957			

- 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.

PDF Pass Order Form Billing:

NOTE: Unpaid orders will be delayed until payment has been received.

Billing Information			
Type of Card	<input type="text"/>	Expiration Date	<input type="text"/>
Credit Card #	Do Not Complete	Verification Code	Do Not Complete
Name on Card	<input type="text"/>	Billing Phone #	<input type="text"/>
Amount to be Charged:			
and / or			
Company Check #	<input type="text"/>	Check Date	<input type="text"/>
Check Amount	<input type="text"/>	Contact Person	<input type="text"/>



- If you wish to pay by credit card, write credit card on the PDF form and RFTA will contact you to process your order. Remember you will not be able to complete the credit card information on the PDF form.
- To pay by check complete the check portion of the form. Wait for invoice before creating your check – see below.
- Print and/or save a copy of your order for your records by using the “Print Form” or “Save As” button. After saving and/or printing your order, submit your order by clicking on the “Submit by Email” button. An e-mail message will appear. See below.

Step 5: 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
 - c. Attach new photos (See step 3)
- 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.