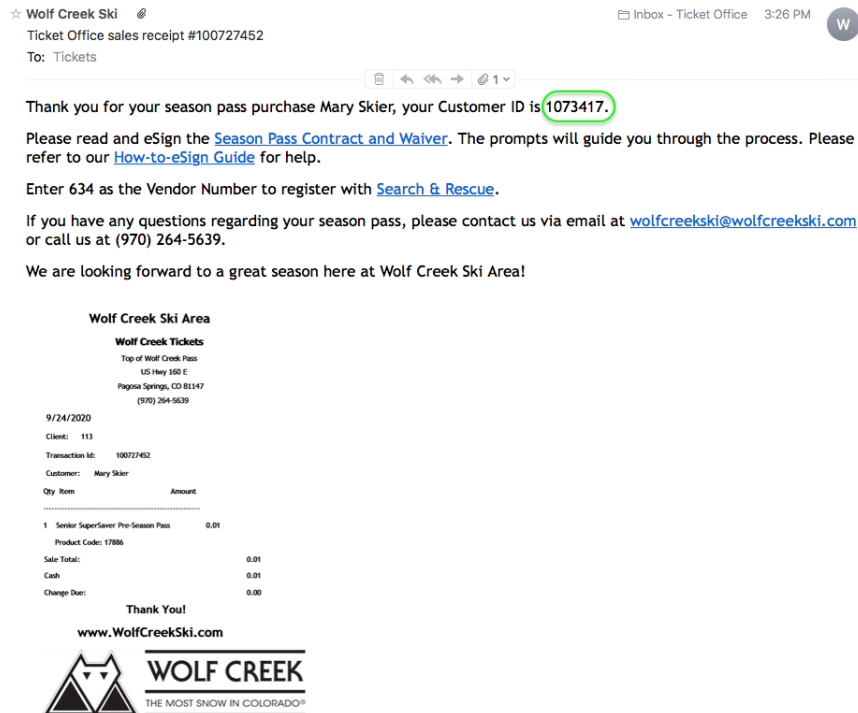


# How to eSign for Pass Holders:

Step 1: Access the email sent to you by Wolf Creek Ski Area. Be sure to check your junk box if you cannot find it in your inbox.



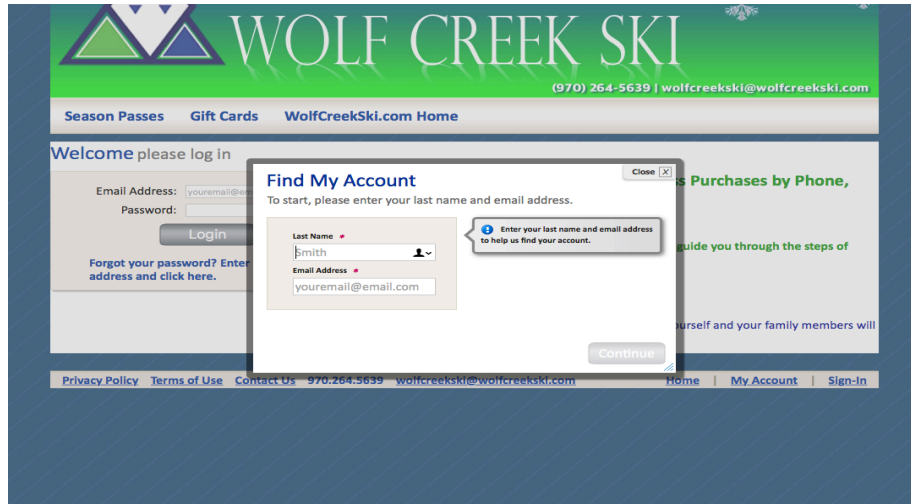
- Take note of your Customer ID number circled in green; you will be asked for it in Step 8.

Step 2: Click on the first link in the email.

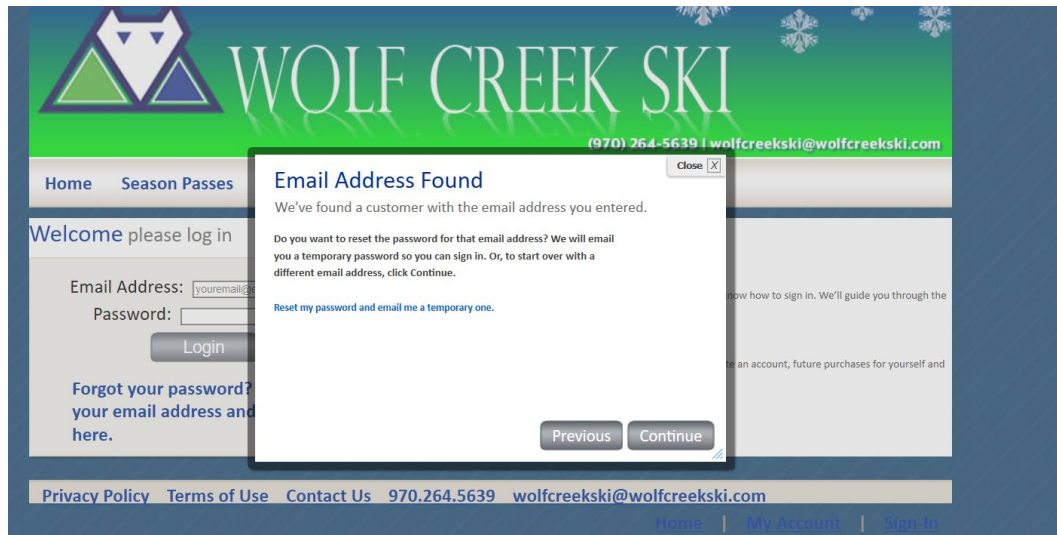
Step 3: After clicking on the link a screen will open and prompt you to enter your Last Name and email address to identify you. If you know your login credentials, close the "Find My Account" box, enter them and click "Login".  
- Skip to Step 12.

## **\*IMPORTANT\***

**DO NOT** click on "Create New Account" as you will duplicate yourself in the system and all existing data will be lost including photos.

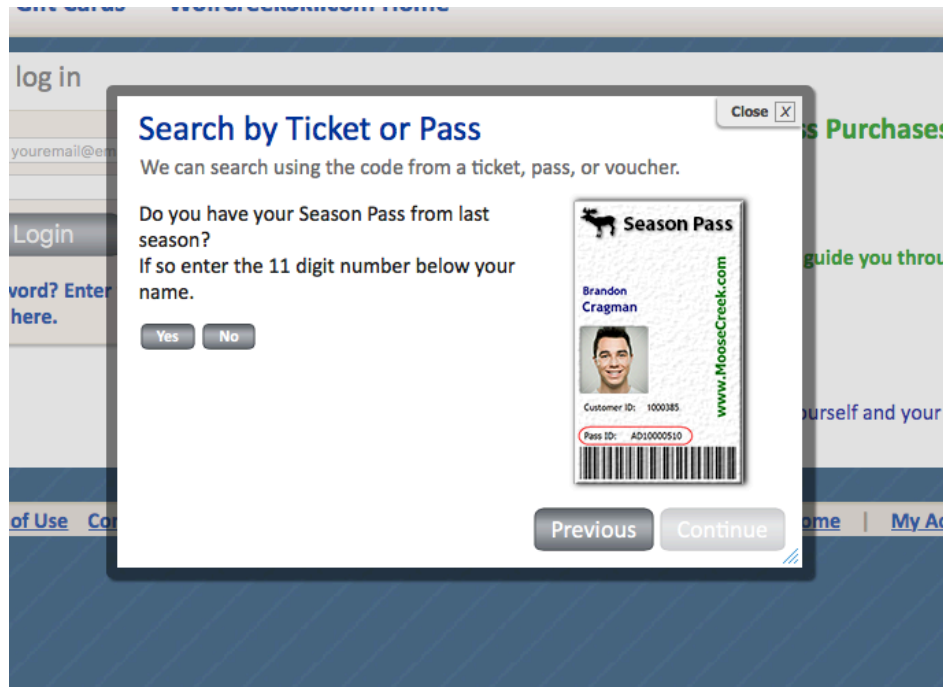


Step 4: Most pass holders will be found in the system. Click on the blue “Reset my password and email me a temporary one” link. Once the link is sent, log into your email and access the temporary password. The system will prompt you to create a new password. Save this password for future seasons.

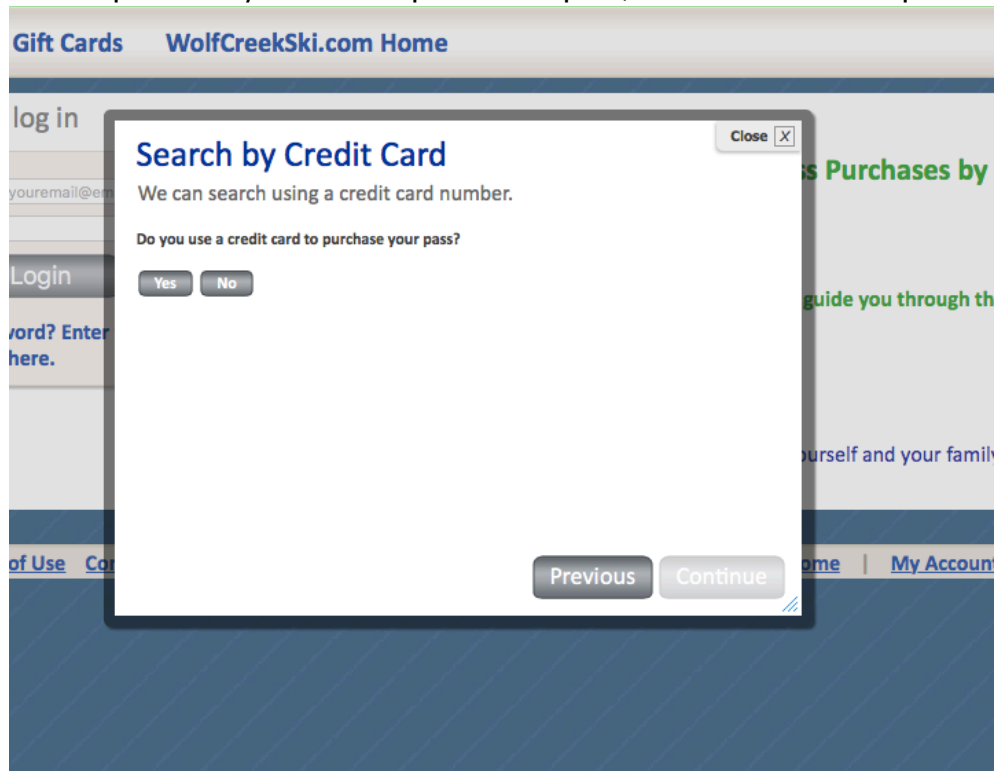


Step 5: **If the system found you and prompted you to reset your password skip to Step 11.** If the system did not prompt you to reset your password complete Steps 6 through 10.

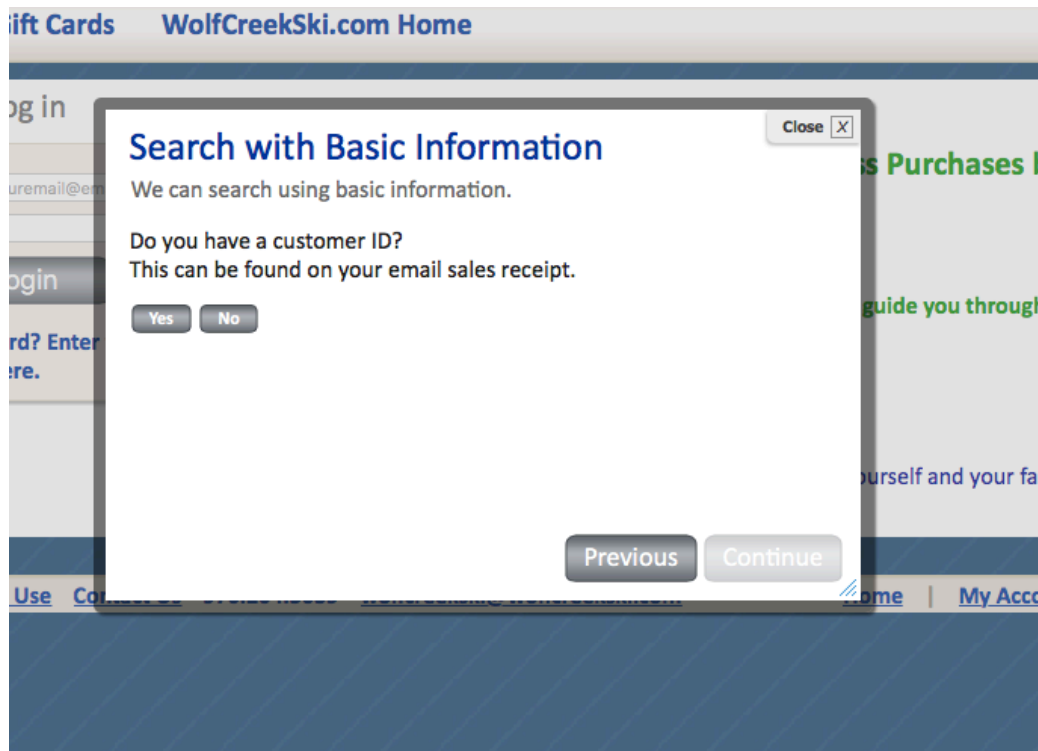
Step 6: The next screen will ask for your season pass number from last season. If you have it readily available, click “Yes” and enter the 11 digit pass number. If you do not have it readily available, click “No”.



Step 7: The next screen is asking if you paid by credit card. Even if you did use a credit card to purchase your season pass in the past, enter "No" on this question.

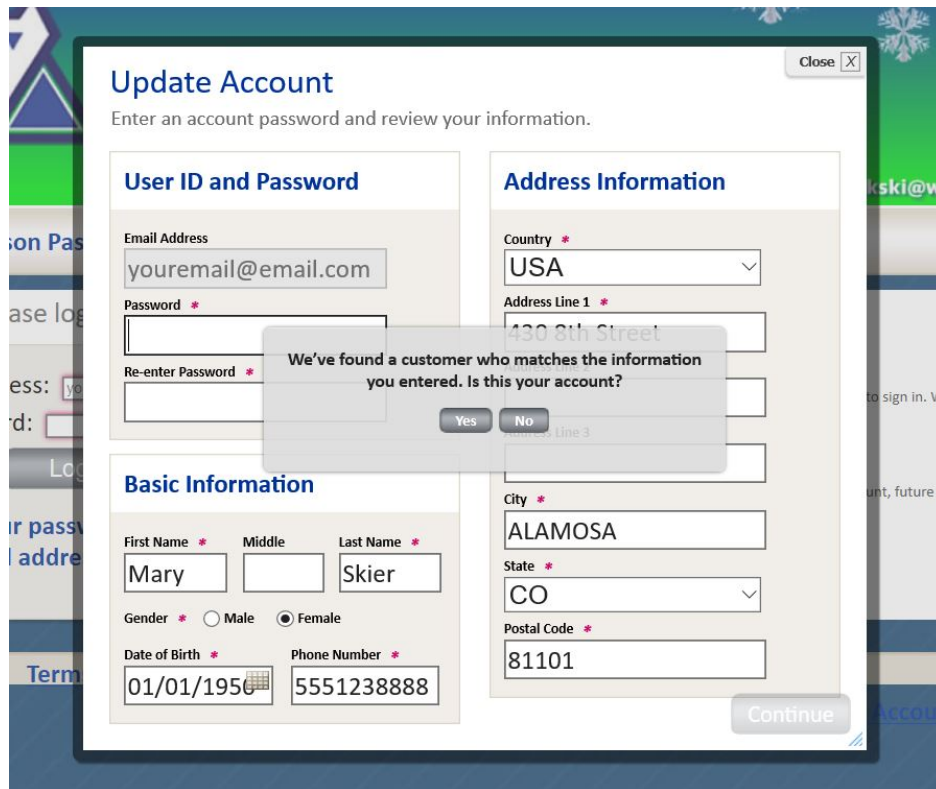


Step 8: The next question is asking if you know your Customer ID. Your Customer ID can be found in your email confirmation.



Step 9: The final question asks for your First Name, Date of Birth, Postal Code and Phone Number.

Step 10: A window will open stating a match has been found. Complete/update all information and create a password. *Passwords must be 8 characters long, contain upper and lower case letters and one number.* Save your password for future seasons.



**Update Account**  
Enter an account password and review your information.

**User ID and Password**

Email Address:

Password:

Re-enter Password:

**Address Information**

Country:

Address Line 1:

Address Line 2:

Address Line 3:

**Basic Information**

First Name:  Middle:  Last Name:

Gender: ☐ Male ☒ Female

Date of Birth:  Phone Number:

City:

State:

Postal Code:

**Confirmation Pop-up:**  
We've found a customer who matches the information you entered. Is this your account?  
Yes No

Continue

Step 11: You are now at the Home Page of the eStore. Click on "My Account" at the top center of the page.



Step 12: Review the information within the menu on the left side of the screen. Use the "Select a Family Member" drop down box to select the family member you'd like to update.

[Home](#)   [Season Passes](#)   [Lessons](#)   [Gift Cards](#)   [Rental Profile](#)   [The Store](#)

My Account

Basic Information

Change Password

Address Book

Communication Preferences

Credit Cards

Upload Photo

Manage RFID

Rental Settings

Skier / Snowboarder Profile

Emergency Contact Information

Voucher History

Access History

Release of Liability

[My Account](#) » [Basic Information](#) » [Mary Skier](#)

Basic Information

Select A Family Member

Current Family Member: 

Mary Skier

Use this form to update your name, birth date, email address, and primary phone number.

Basic Information - Mary Skier

First Name: 

Mary

 \*

Middle Name:

Last Name: 

Skier

 \*

Gender: \*  
☒ Female ☐ Male

Birthdate:

Following is a brief description of each of the menu options. Please review and update the menu options with a \* next to it for you and everyone in your family.

\*Basic Information – Name, gender, phone number and email address.

Change Password – Change your password whenever you'd like.

\*Address Book – Mailing address

Communication Preferences – Wolf Creek does not use this function.

Credit Cards – Store a credit card on file for future purchases.

\*Upload Photo (optional) - Upload a photo to be printed on your season pass card. *Note: We ask that photos are of just the guests face, no group photos, and that nothing be obscuring the face, no hats, sunglasses, goggles or balaclavas. If we find the photo to be unsatisfactory for our standards we reserve the right to retake your photo upon issuing the pass.*

Manage RFID – Wolf Creek does not use this function.

Rental Settings – Input your preferred rental settings.

\*Skier/Snowboarder Profile – Tell us what kind of skier/boarder you are.

\*Emergency Contacts – Enter two emergency contacts and inform us of any drug/allergy info for you and everyone in your family. **This information will only be accessed in case of an emergency.**

Voucher History – Tracks any vouchers assigned to you. Does not apply to season pass holders.

Access History – Ever wonder how many days you’ve skied in a season? Here’s where you look to find out.

\*Release of Liability – Go here to esign the liability waiver and season pass contract.

Step 13: Click on “Release of Liability” from the menu, then click on “Accept”. This accesses the liability waiver and season pass contract.

The screenshot shows a web interface for a user's account. On the left is a navigation menu with options: My Account, Basic Information, Change Password, Address Book, Communication Preferences, Credit Cards, Upload Photo, Manage RFID, Rental Settings, Skier / Snowboarder Profile, and Emergency Contact Information. The main content area is titled 'Release of Liability' and shows a breadcrumb trail: My Account >> Release of Liability >> Mary Skier. Below this, there's a section 'Select A Family Member' with a dropdown menu currently set to 'Mary Skier'. A message states: 'You may view your Release of Liability Information below.' The next section is 'Release of Liability Information - Mary Skier', which has tabs for 'Required', 'Current', and 'Expired'. Under the 'Required' tab, it says 'The following authorizations still need to be accepted:'. There are two rows in a table: 'Season Pass Liability' and 'Season Pass Contract 19-20'. Each row has an 'Accept' button. The 'Accept' button for 'Season Pass Liability' is circled in green. On the right side of the page, there's a 'Shopping Cart (0)' section showing 'Your shopping cart is empty' and an 'edit' link. Below that is a 'Required Information' section with a warning icon and text: 'Authorizations are required for the following family members: Junior Skier, Mary Skier, WC Skier'. There is also a green checkmark icon and text: 'There are no child registrations to be completed.' At the bottom right is a button labeled 'Complete Required Data'.



Step 14: Read, understand and agree to the liability waiver and contract for you and your family. **Everyone must esign.** Pass holders under 18 years of age must have a parent or guardian esign for them. The tabs at the top of the liability waiver indicate whose waiver and contract is currently being esigned. *Note: If somebody in the family is not getting a season pass this season, you can select a different family members name at the top of the screen or click "Skip" at the bottom of the screen.*

The screenshot shows a web form titled "Release of Liability" with a "Close" button in the top right. Below the title is a small explanatory text: "A release of liability must be completed for one or more items you have purchased. You must type I AGREE and your full name. A parent or guardian must complete the release of liability for any minors under the age of 18." There are three tabs: "1. Mary Skier", "2. WC Skier", and "3. Guardian of Junior Skier". The "1. Mary Skier" tab is active. Below the tabs, the text "WOLF CREEK SKI AREA" is displayed. Underneath, there is a bolded section header "SEASON PASS WARNING, ASSUMPTION OF RISK, RELEASE OF LIABILITY & INDEMNIFICATION AGREEMENT" followed by a link: "PLEASE READ CAREFULLY BEFORE SIGNING. THIS IS A RELEASE OF LIABILITY & WAIVER OF CERTAIN LEGAL RIGHTS."

Click on all "I AGREE" checkboxes and in the box at the bottom of the screen, type "I AGREE" all caps and type over your name as it appears in gray font.

This is a close-up of the signature section of the form. It is titled "Release of Liability 1 of 3". It contains three fields: "Type I AGREE:" with an empty text box and a note "\* (case sensitive)"; "Type Name:" with a text box containing "Mary Skier" and a note "\* (case sensitive)"; and "Date:" with the date "8/19/2019" entered.

Step 15: Enter/update emergency contacts and drug/allergy info for you and everyone in your family. This information will only be accessed in case of an emergency.



1. Mary Skier	2. WC Skier	3. Junior Skier
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### Emergency Contact Information

**Primary Contact Name:**  
 \*

**Primary Contact Phone:**  
 \*

**Alternate Contact Name 1:**  
 \*

**Alternate Contact Phone 1:**  
 \*

**Alternate Contact Name 2:**

**Alternate Contact Phone 2:**

### Child Information

If an item below does not apply, check the **None** box to the right.

**Medication:**  
 \* ☒ None

**Food Allergies:**  
 \* ☒ None

**Drug Allergies:**  
 \* ☒ None

**Special Conditions:**  
 \*

☒ None

Step 16: Go back to the emailed receipt and click on the Search and Rescue link to register yourself and your family in the Colorado Search & Rescue database. Use 634 as the Vendor Number when prompted.

Step 17: If you've never had a season pass before, come to the Ticket Office on your first day of skiing so we can print your pass.