**STEP 1: Owner/Manager**

Verification of Eligibility Form (Chamber member in good standing)

The Chamber verifies that an organization is a current member in good standing. Outstanding invoices must be paid before the verification form is completed. This applies to all invoices through October 2019.

The verification of eligibility form is filled out and stamped. This is a triplicate copy: one copy is for the Chamber, one for the business and one is for Aspen Skiing Company.

The only transactions that occur at the Chamber are payments for any outstanding Chamber-related invoices.

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**STEP 2: Owner/Manager**

Purchase pass(es) & receive ASC Chamber Pass Voucher(s)

Bring the completed Chamber form to an Aspen Snowmass ticket office, along with payment for the total number of passes. **Passes are directly purchased from Aspen Skiing Company.** (Refer to the Aspen Skiing Company letter for transaction limits and ticket office locations/hours.)

Until September 8, only Aspen and Snowmass ticket offices are open. Four Mountain Sports (El Jebel) will sell ski passes from September 9-13. **The pass price is only locked-in once you have the ASC voucher.**

**PRICES GO UP SEPTEMBER 14.**

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**STEP 3: Passholder**

Load value from Voucher onto Aspen Card (RFID direct-to-lift pass)

ASC Chamber Pass Vouchers can be loaded onto an Aspen Card in conjunction with Step 2, or at a later date. **Once a voucher has been turned into a pass it becomes nonrefundable even if the pass is never used.** Unused 2019-20 Chamber pass vouchers may be returned to ASC for full refunds through February 15, 2020. Owners, Managers, Employees and Spouses of the business may redeem their Chamber pass voucher at any ticket office, or over the phone if they had a season pass in a previous season and wish to use their existing Aspen Card. See the ASC letter for details.