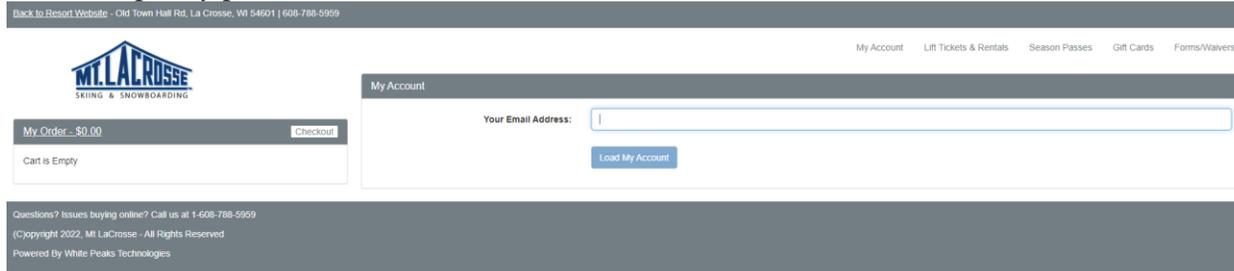


Online Account Set Up Instructions

Step 1: Follow the link to our new shop page <https://shop.mtlacrosse.com/account>

Step 2: Login with the email used to purchase your pass(s) and click "load my account" it will send you an email with a temporary password



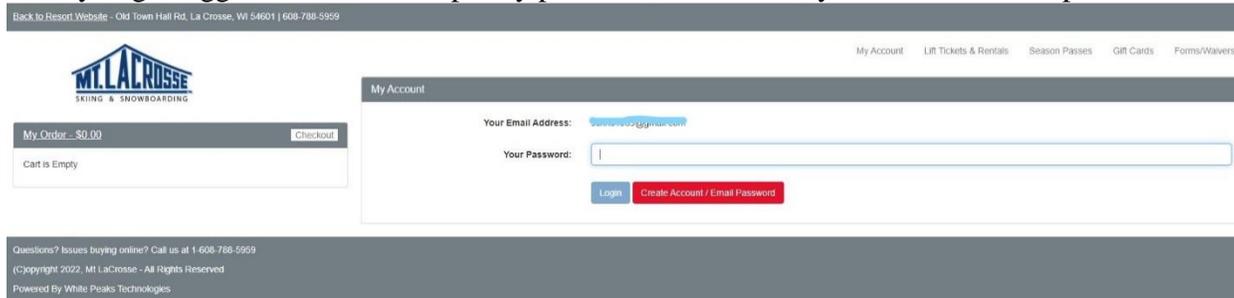
Step 3: Check for an email from Mt La Crosse

-if you have the email, click on the link to direct you to sign in

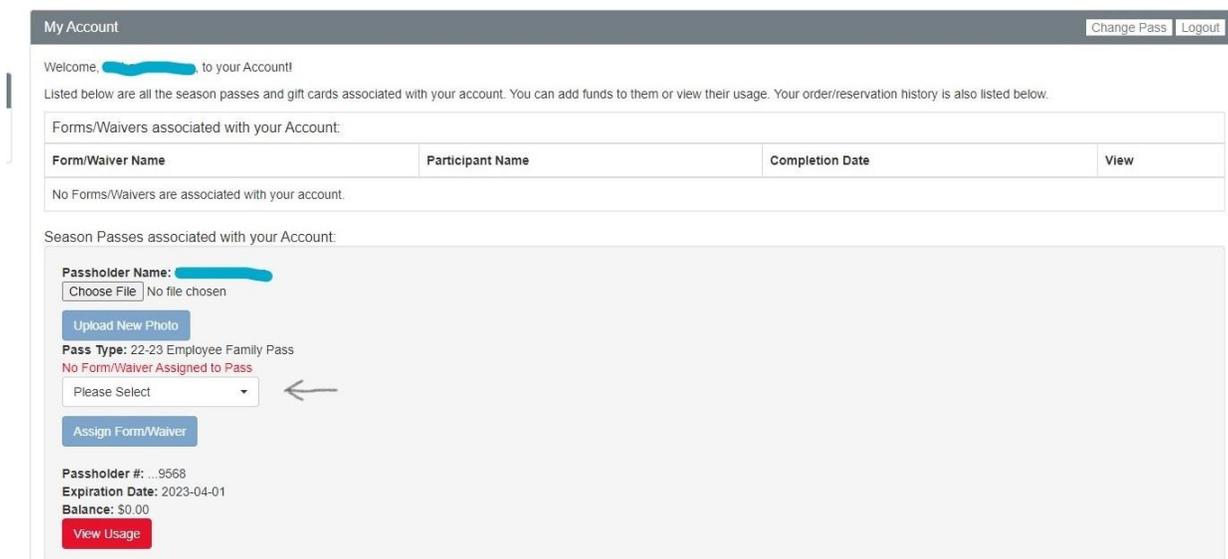
-if you don't get an email, chances are you didn't have an email linked to your account (give us a call to set up)

Step 4: It will take you back to the login screen, you MUST hit "login" to get to the next step.

Once you get logged in with the temporary password it will direct you to create a new password.



Step 5: It will bring you to the home page (see photo below), this is where you can see all your current passes.



Step 6: Upload a photo: Choose a file to upload Photo must have the following in order to be print ready:

-The passholder only w/ simple background

-Photo must appropriate

Step 7: Signing the Waiver: Select the wavier you'd like to sign (adult or minor) and then hit "assign form/wavier. Follow steps until you sign the wavier and then hit "complete form/wavier"

Step 8: Stop out to get your pass card!