

Instructions to Purchase Trails Passes Online

Last Updated: 11/8/18

1. Go to the Natrona County Website (www.natronacounty-wy.gov). Click **Departments**, then click **Parks**.
2. On the left menu, click Nordic Skiing, then click Trails Pass.
3. At the bottom of the page containing general information, there is a button to go to the website to begin the payment process.

Nordic Trails Pass

The Nordic Trails Pass is available in two varieties:

Type	Cost	
Individual	\$35.00	
Family	\$100.00	You can purchase a family trails pass for up to four individuals in your household. After four people, there is an additional \$10.00 per person charge.

How do I buy a Trails Pass?

- Day passes are available at the [Casper Mountain Trails Center](#) for \$10.00.
- Download the seasonal [Trails Pass form \(PDF\)](#) and take it to one of the following locations:

Trails Pass Vendors	
Natrona County Parks Department 538 SW Wyoming Blvd. Mills, WY 82644	Casper Mountain Trails Center Casper Mountain
Mountain Sports 543 S. Center Casper, WY 82601 (307) 266-1136	Zeelo's Sunrise Shopping Center Casper, WY 82601
42° North 128 S. Center St Casper, WY 82601 (307) 333-1382	Crazy Pedaler 100 N. Ash St Casper, WY 82601 333-5880

- Use the online payment system below

**Natrona County
Nordic Trails Pass
Online Payment System**

Important Information

- You must have a valid **credit or debit card** in order to use this service.
- Up to 10 trails passes of each type can be purchased in one transaction.
- Your card receipt is proof of payment, and your temporary trails pass until you receive your trails pass card.
- Please allow **three business days** for processing.

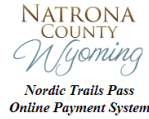
Credit Card Information

The Natrona County Parks Department is partnered with VitalChek, a LexisNexis Company, who processes the payment. **Fees will be assessed for debit/credit card transactions.** [Here](#) is more information on debit/credit card fees.

- A valid **phone** number is required to process your debit/credit card. It is also helpful so that we can contact you if there are questions concerning your payment.
- A valid **email** address is required by the credit card service company VitalChek, a LexisNexis Company, to process your payment.
- Your Trails Pass(es) will be mailed within 5 business days after your purchase.



4. The customer enters the number of Individual and Family passes they would like to purchase and clicks the **Submit Quantity** button.



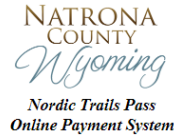
Instructions	Frequently Asked Questions
<p>Step 1: Enter the desired quantity of Trails Passes, then click the Submit Quantity button.</p> <p>Step 2: Verify quantities and the fee to be charged. If incorrect, click Cancel and enter new numbers for quantity.</p> <p>Step 3: Enter billing information and names for Trails Passes.</p> <p>Step 4: Enter the value to verify a valid transaction.</p> <p>Step 5: Click the Submit button.</p> <p>You will then be directed to the LexisNexis website to process the charge for your credit or debit card.</p> <p>Once payment is received, your Trails Passes will be mailed within 5 business days.</p>	<p>What is the cost of a Trails Pass? Individual passes are \$35.00 each. Family passes cost \$100.00 for up to 4 family members. Additional family members cost \$10.00 each.</p> <p>Does this pass cover both the winter and summer seasons? No, the Nordic Trails Pass only is valid during the winter season when we have to groom the trails. However, there is currently no summer trails pass required to hike.</p> <p>When will I get my Nordic Trails Pass and can I access the trails before it arrives? The plastic Nordic Trails Pass will be mailed within 5 business days. However, you can access the Nordic Trails area with your receipt until your season pass arrives in the mail.</p>

STEP 1: Enter Quantities

Quantity for Individual Passes:

Quantity for Family Passes:

5. On the next screen, the Customer confirms the fee and fills out the Billing information. The checkbox is selected if a different Mailing address is desired.



Step 2: Verify the Trails Pass Charge Summary			
Total Individual Passes: 2	Individual Pass Fee Total:	\$70.00	2 Individual passes at \$35.00 each
Total Family Passes: 3	Family Pass Fee Total:	\$100.00	one Family pass at \$100.00 each for 4 or less family members
Total Fees:		\$170.00	plus Card Fee of \$2.50 or 2.39%, whichever is greater

Step 3: Enter Billing and Mailing Information

Use A Different Address for Mailing

Enter Billing Address	Enter Mailing Address
First Name: <input style="width: 90%;" type="text"/>	Address Line 1: <input style="width: 90%;" type="text"/>
Last Name: <input style="width: 90%;" type="text"/>	Address Line 2: <input style="width: 90%;" type="text"/>
Address Line 1: <input style="width: 90%;" type="text"/>	City State Zip: <input style="width: 20%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
Address Line 2: <input style="width: 90%;" type="text"/>	
City State Zip: <input style="width: 20%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	
Email Address: <input style="width: 90%;" type="text"/>	
Phone Number: <input style="width: 90%;" type="text"/>	


6. Next, the Customer completes the form for Trails Pass Names.
7. Then the code must be entered at the bottom to continue. Then click the **Submit** button.

Step 4: Enter Trails Pass Names

Individual Pass Names			Family Pass Names		
First Name	Last Name	Usage	First Name	Last Name	Usage
Name #1: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> SnowShoe <input type="checkbox"/> Cross County Skiing <input type="checkbox"/> Biathlon <input type="checkbox"/> Fat Tire Biking	Name #1: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> SnowShoe <input type="checkbox"/> Cross County Skiing <input type="checkbox"/> Biathlon <input type="checkbox"/> Fat Tire Biking
Name #2: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> SnowShoe <input type="checkbox"/> Cross County Skiing <input type="checkbox"/> Biathlon <input type="checkbox"/> Fat Tire Biking	Name #2: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> SnowShoe <input type="checkbox"/> Cross County Skiing <input type="checkbox"/> Biathlon <input type="checkbox"/> Fat Tire Biking
			Name #3: <input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input type="checkbox"/> SnowShoe <input type="checkbox"/> Cross County Skiing <input type="checkbox"/> Biathlon <input type="checkbox"/> Fat Tire Biking

Step 5: Enter the Captcha Code

Please retype the characters from the image in the space provided below and click Submit:



Submit
Cancel

8. The Customer will then see the screen from LexisNexis to enter their card information. They must confirm their email address and complete all the fields in the right column.

Natrona County Roads, Bridges, and Parks

538 SW Wyoming Blvd., Mills, WY 82644
(307)-235-9311

Agency Amount	\$170.00
LexisNexis Service Fee	\$4.06
Total Amount	\$174.06

Billing Address

Address Type

Domestic (US and Puerto Rico)
 Military (APO/FPO)
 International (including Canada, Mexico)

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

Confirm E-mail*

Phone Number*

Payment Information

Payment Type

Credit Card


Card Number*


Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.



Captcha* 

Enter Captcha

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9. Then the checkbox in the lower right must be selected to confirm the purchase. Click Pay Now.

Natrona County Roads, Bridges, and Parks

538 SW Wyoming Blvd., Mills, WY 82644
(307)-235-9311

Agency Amount	\$170.00
LexisNexis Service Fee	\$4.06
Total Amount	\$174.06

Billing Address	
Billing First Name	FirstName
Billing Last Name	LastName
Billing Zip Code	88888
Billing Address Line1	AddressLine1
Billing Address Line2	AddressLine2
Billing City	City
Billing State	WY
Billing Country	United States of America
E-mail	myemail@gmail.com
Phone Number	(307) 5551212

Payment Information	
Credit Card	
Card Number	*****0248 (MASTER CARD)
Expiration Date	12/2018
Payment Authorization	
Total Amount	\$174.06
Acknowledgment	
<input checked="" type="checkbox"/> By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.	

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[Pay Now](#)

10. A Receipt will be shown, and emailed to the Customer from LexisNexis. Another email is sent as confirmation containing the Trails Pass names from Natrona County.

Natrona County Roads, Bridges, and Parks

538 SW Wyoming Blvd., Mills, WY 82644
(307)-235-9311

Receipt

Payment Date	11/01/2018 09:04 AM CDT	Payment Status	AUTHORIZED
Confirmation Number	20042694		
Payment Method	Credit Card (MASTER CARD) *****0248	Transaction Type	Purchase
Expiration	##/##	CVV2 Response	M
Approval Code	TestOK		
AVS Response	Z		

Bill To

FirstName LastName
AddressLine1 AddressLine2, City, WY - 88888 US

Payment Towards

Payment Towards Reference #	Amount
Nordic Trails Pass 20180053	\$170.00

Charge Information

Agency Amount	\$170.00
LexisNexis Service Fee	\$4.06
Total Amount	\$174.06

Click here for a printer friendly receipt

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

For business or technical support, please send an email to paymentsolutions@lexisnexis.com.

For Natrona County Roads, Bridges, and Parks support, please call: (307)235-9311 .