

Instructions to Purchase Trails Passes Online

Last Updated: 9/18/19

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, there is a Pay Online Now button. Click on the graphic to begin the payment process.

Nordic Trails Pass

The Nordic Trails Pass is available in two varieties:

Type	Cost	
Adult	\$50.00	
Minor	\$25.00	18 years old or younger

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. Detailed instructions are available [here](#).

**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 (Adult/Minor) 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.

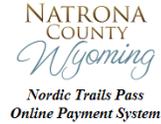
Credit Card Information

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. Enter the number of Adult and Minor passes you would like to purchase and click 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 make corrections.</p> <p>Step 3: Enter billing information and names for Trails Pass holders.</p> <p>Step 4: Enter the value to verify a valid transaction.</p> <p>Step 5: Click the Submit button.</p> <p>You will 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? Adult passes are \$50.00. Minor passes (18 years of age and under) are \$25.00.</p> <p>Does this pass cover both the winter and summer seasons? No, the Nordic Trails Pass is only valid during the winter season when the trails are groomed.</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. You can use the Nordic Trails area with your receipt until your season pass arrives in the mail.</p>

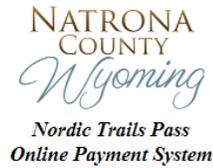
STEP 1: Enter Quantities

Quantity for Adult Passes:

Quantity for Minor (18 and under) Passes:

Submit Quantity

5. On the next screen, confirm the fee and complete the Billing information. The checkbox is selected if a different Mailing address is desired.



Step 2: Verify the Trails Pass Charge Summary			
Total Adult Passes: 1	Adult Pass Fee Total:	\$50.00	1 Adult pass at \$50.00 each
Total Minor Passes: 1	Minor Pass Fee Total:	\$25.00	1 Minor pass at \$25.00 each
Total Fees:		\$75.00	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: 95%;" type="text"/>	Address: <input style="width: 95%;" type="text"/>
Last Name: <input style="width: 95%;" type="text"/>	City State Zip: <input style="width: 25%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 25%;" type="text"/>
Address: <input style="width: 95%;" type="text"/>	
City State Zip: <input style="width: 25%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 25%;" type="text"/>	
Email Address: <input style="width: 95%;" type="text"/>	
Phone Number: <input style="width: 95%;" type="text"/>	

6. Complete the form for Trails Pass Names.
7. Enter the code at the bottom to continue. Then click the **Submit** button.

Step 4: Enter Trails Pass Names

Adult Pass Names			
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 <input type="checkbox"/> Ski Team Member	
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 <input type="checkbox"/> Ski Team Member	

Minor Pass Names			
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 <input type="checkbox"/> Ski Team Member	
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 <input type="checkbox"/> Ski Team Member	
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 <input type="checkbox"/> Ski Team Member	

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 screen from LexisNexis is displayed. Enter your card information. Confirm your 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.

MasterCard, Visa, Discover



Captcha* 

Enter Captcha

Previous Page
Continue

9. Check the box to authorize 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

By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Previous Page

Pay Now

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

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
Expiration	##/##	Transaction Type	Purchase
Approval Code	TestOK	CVV2 Response	M
AVS Response	Z		

Bill To

FirstName LastName
 AddressLine1 AddressLine2, City, WY - 88888 US

Payment Towards

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