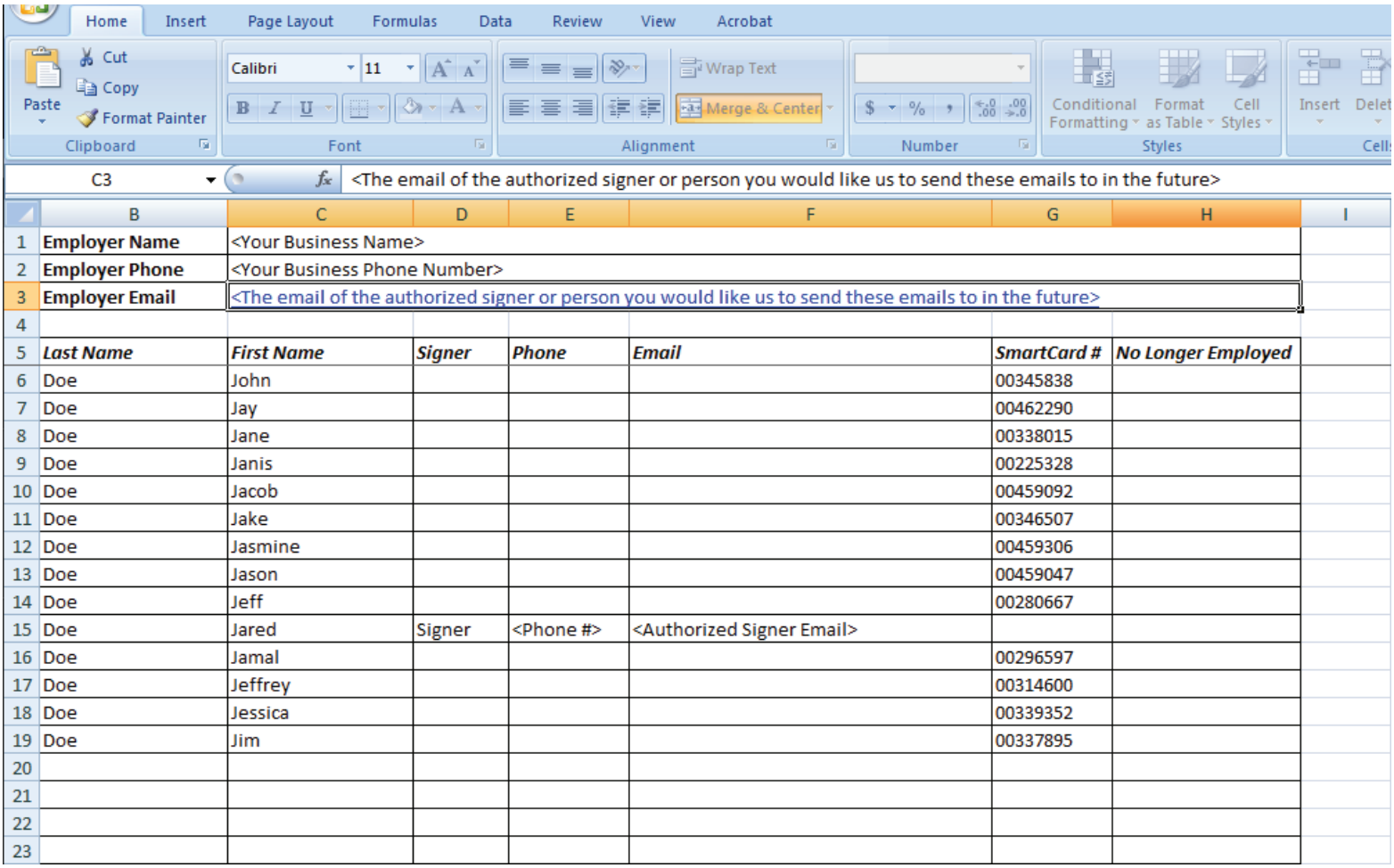
Downtown Employees EcoPass Program

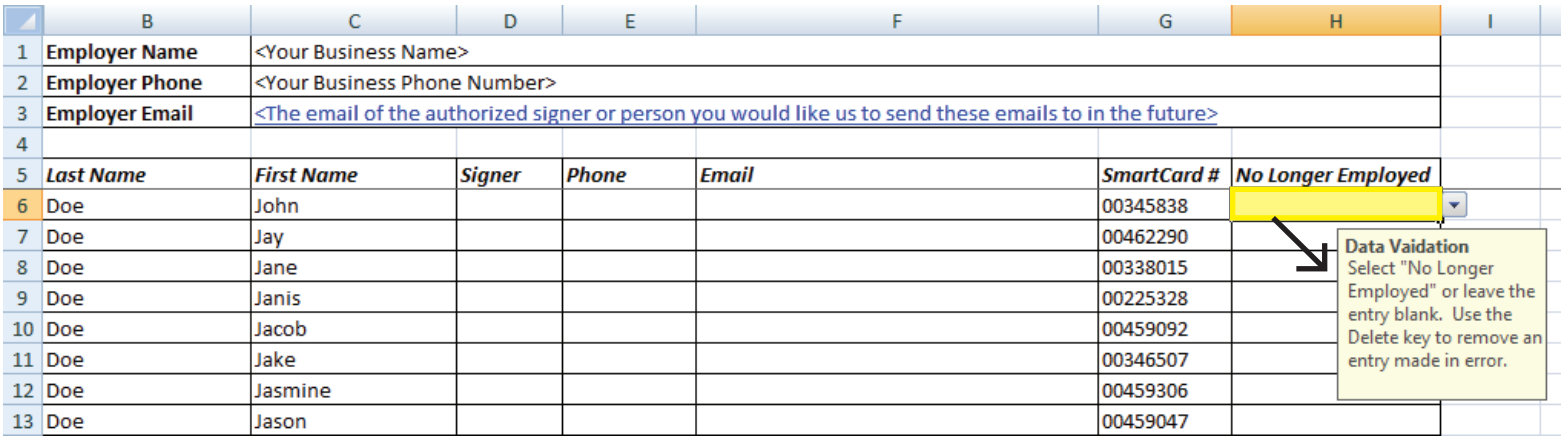
Quarterly Renewal Instructions

1.) Open the attached ***Microsoft Excel spreadsheet*** that was included along with the email you received from ***DowntownEcoPass@bouldercolorado.gov***. It should look something like this:



	B	C	D	E	F	G	H	I
1	**Employer Name**	<Your Business Name>						
2	**Employer Phone**	<Your Business Phone Number>						
3	**Employer Email**	<The email of the authorized signer or person you would like us to send these emails to in the future>						
4								
5	***Last Name***	***First Name***	***Signer***	***Phone***	***Email***	***SmartCard #***	***No Longer Employed***	
6	Doe	John				00345838		
7	Doe	Jay				00462290		
8	Doe	Jane				00338015		
9	Doe	Janis				00225328		
10	Doe	Jacob				00459092		
11	Doe	Jake				00346507		
12	Doe	Jasmine				00459306		
13	Doe	Jason				00459047		
14	Doe	Jeff				00280667		
15	Doe	Jared	Signer	<Phone #>	<Authorized Signer Email>			
16	Doe	Jamal				00296597		
17	Doe	Jeffrey				00314600		
18	Doe	Jessica				00339352		
19	Doe	Jim				00337895		
20								
21								
22								
23								

2.) For listed employees included that no longer work for at this location, select ***"No Longer Employed"*** in **column H**. If there are employees listed who never worked for you, please mark them as ***"No Longer Employed"***.



	B	C	D	E	F	G	H	I
1	**Employer Name**	<Your Business Name>						
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5	***Last Name***	***First Name***	***Signer***	***Phone***	***Email***	***SmartCard #***	***No Longer Employed***	
6	Doe	John				00345838		
7	Doe	Jay				00462290		
8	Doe	Jane				00338015		
9	Doe	Janis				00225328		
10	Doe	Jacob				00459092		
11	Doe	Jake				00346507		
12	Doe	Jasmine				00459306		
13	Doe	Jason				00459047		

If you *mistakenly* mark someone who is still employed at your company as **"No Longer Employed,"** just hit **delete** after clicking on the **"No Longer Employed"** tab *(as indictated above)*.

3.)

For the employees that are the *authorized* as **signers** for the EcoPass program, select **"Signer"** in **column D** and fill in the **direct phone and email address**. ***We do not need*** the email and phone number for any of the employees other than the authorized signers.

	B	C	D	E	F	G	H
1	**Employer Name**	<Your Business Name>					
2	**Employer Phone**	<Your Business Phone Number>					
3	**Employer Email**	<The email of the authorized signer or person you would like us to send these emails to in the future>					
4							
5	***Last Name***	***First Name***	***Signer***	***Phone***	***Email***	***SmartCard #***	***No Longer Employed***
6	Doe	John				00345838	
7	Doe	Jay				00462290	
8	Doe	Jane				00338015	
9	Doe	Janis				00225328	
10	Doe	Jacob				00459092	
11	Doe	Jake				00346507	
12	Doe	Jasmine				00459306	
13	Doe	Jason				00459047	
14	Doe	Jeff				00280667	
15	Doe	Jared	Signer	hone #>	<Authorized Signer Email>		
16	Doe	Jamal				00296597	
17	Doe	Jeffrey				00314600	
18	Doe	Jessica				00339352	
19	Doe	Jim				00337895	
20							
21							

Data Validation
Please select "Signer" or leave the entry blank. Use the Delete key to remove an entry made in error.

If you *mistakenly* mark someone who is not an authorized signer at your company as a **"Signer"** just hit **delete** after clicking on the "Signer tab" *(as indictated above).*

4.)

Add any additional employees who hold a Downtown Employee EcoPass that are **NOT** included on this spreadsheet. **You must include their 8-digit EcoPass number** exactly as shown below the photo.

14	Doe	Jeff				00280667	
15	Doe	Jared	Signer	<Phone #>	<Authorized Signer Email>		
16	Doe	Jamal				00296597	
17	Doe	Jeffrey				00314600	
18	Doe	Jessica				00339352	
19	Doe	Jim				00337895	
20	Doe	John					
21							
22							

1. *Add* ***Last Name***

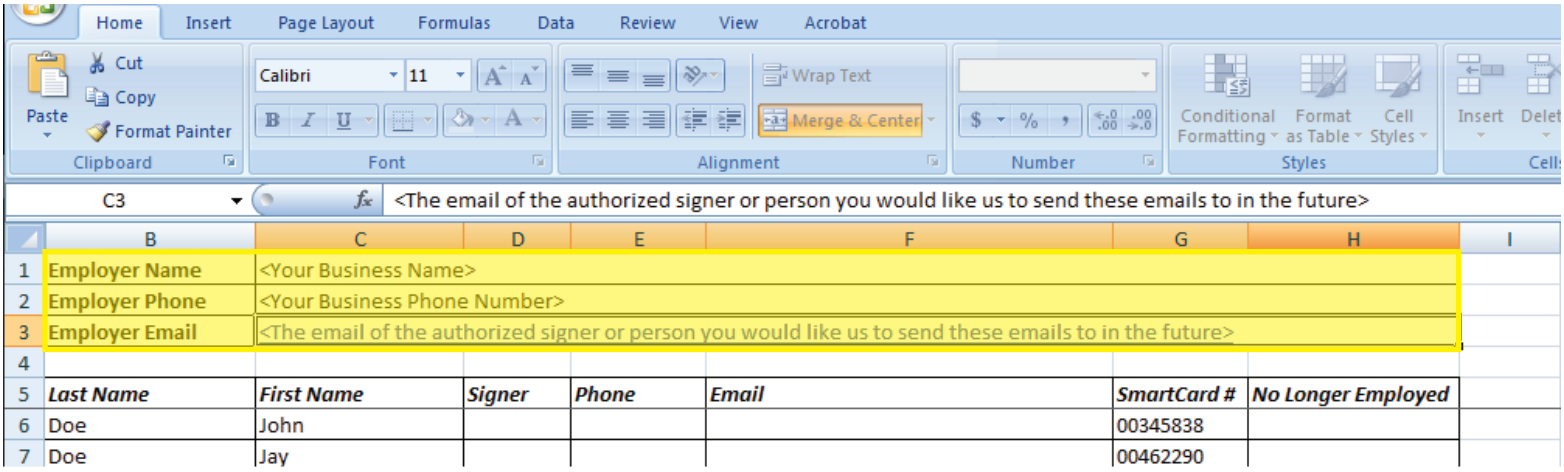
2. *Add* ***First Name*** *with middle initial*

3. *Add* ***EcoPass #***

8-digit EcoPass # can be found here.

This number is *not* necessary.

5.) Please make any corrections to the employer phone and/or email information as needed. **Since this process serves as your audit and your annual renewal of EcoPass cards**, you ***MUST*** inform us of any changes to your business email.



	B	C	D	E	F	G	H
1	Employer Name	<Your Business Name>					
2	Employer Phone	<Your Business Phone Number>					
3	Employer Email	<The email of the authorized signer or person you would like us to send these emails to in the future>					
4							
5	*Last Name*	*First Name*	*Signer*	*Phone*	*Email*	*SmartCard #*	*No Longer Employed*
6	Doe	John				00345838	
7	Doe	Jay				00462290	

6.) Once you have completed the above steps, **modify the spreadsheet title** by *changing the date* to the **date of your submission**. Save this file in Excel and mail it back to us at:

DowntownEcoPass@bouldercolorado.gov

File Name Examples:
West Flanders Brewing CO. 2015-09-30
Boulder High School 2015-10-30
Cheesecake Factory 2015-11-30