

**Start at My.VailResorts.com**



**Enter your employee ID number & your password (same as PeopleSoft)**

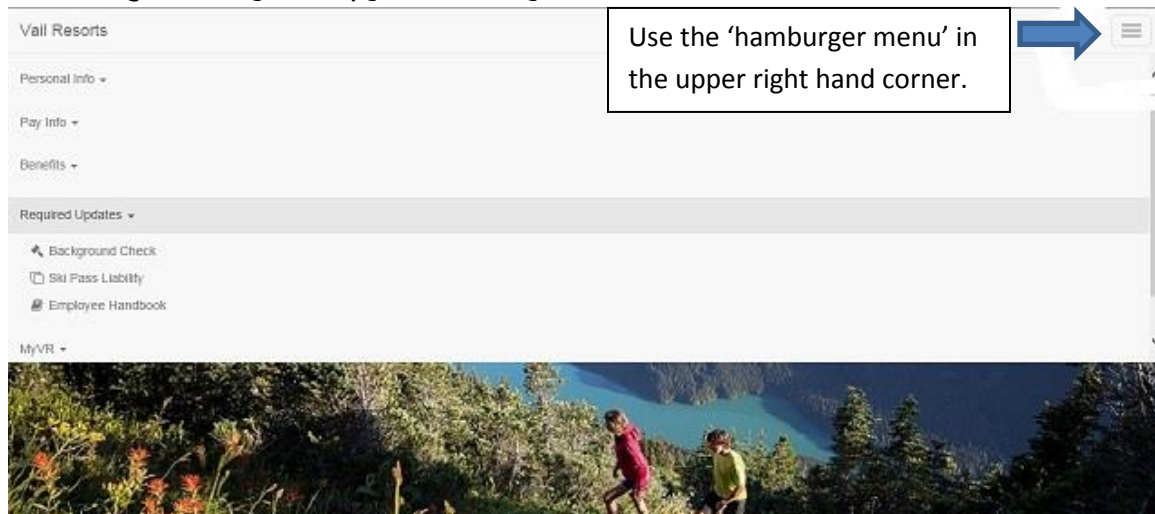
*If you forgot your password use the "forgot password" link. You will be prompted to answer your default security questions and then you can reset your password. If you attempt to login three times unsuccessfully your account will lock and you MUST call the IT Support Center at 970-496-4357.*



**Click on the 'Required Updates' tab**



**There are 3 'Required Updates, please complete all 3**



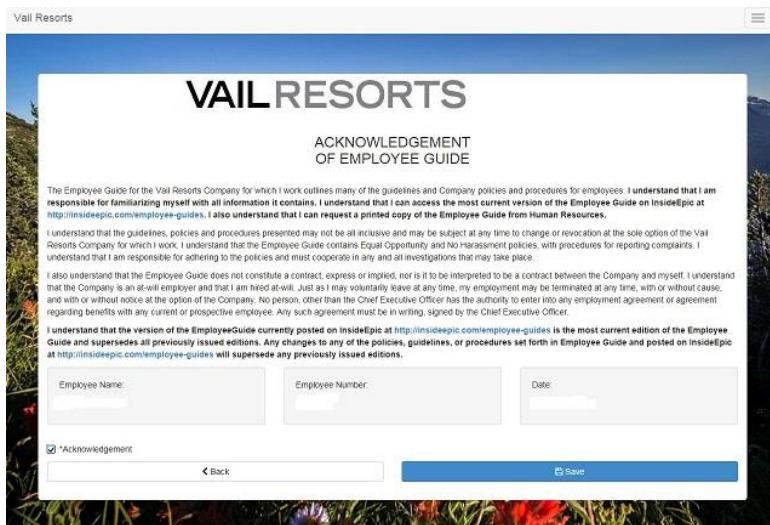
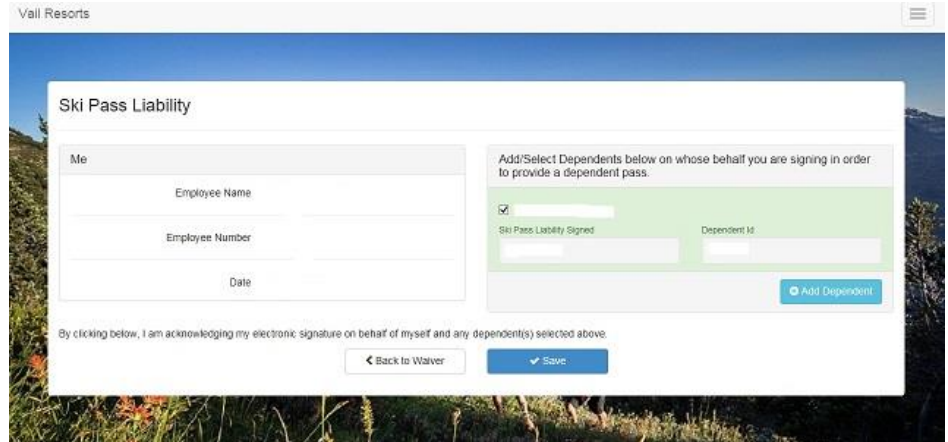
Use the 'hamburger menu' in the upper right hand corner.

## **Trouble-Shooting**



The background check says you're not authorized: you aren't required to submit a background check, go on to the next 'Required Update.'

It's important to add any eligible dependents (spouse, children)\* to your liability record BEFORE you click 'Save'



After checking the 'Acknowledgement' box and clicking 'Save' the page doesn't change, but your acknowledgement HAS been documented.

\*Who is eligible for ski and snowboard dependent passes:

- Your legal spouse (unless legally separated) as defined by the state in which you reside. A legal spouse does not include a common-law marriage spouse or domestic partner for benefit purposes including health coverage and ski pass benefits.
- Your unmarried child to the date he/she reaches age 19.
- Your unmarried child at least 19 years of age to the date he/she attains 23 years of age provided the child is a full-time student in an accredited school and is principally dependent on you for his/her support (i.e. named as an exemption on your most current Federal Income Tax Return and relies on you for more than 50% of his/her financial support).
- Your unmarried child at least 19 years of age to the date he/she attains 23 years of age provided the child is volunteering full time for a qualified 501(c) for a minimum of 16 weeks during the course of the applicable winter season and is principally dependent on you for his/her support (i.e. named as an exemption on your most current Federal Income Tax Return and relies on you for more than 50% of his/her financial support).
- An unmarried disabled child may be considered eligible beyond the age specified above if he/she is incapable of self-sustaining employment due to mental or physical disability and is principally dependent on you for support and maintenance. Proof of such incapacity must be provided to Vail Resorts within 31 days of the child's 19th birthday and upon request thereafter.

A child is defined as:

- Your natural or adopted child.
- Your stepchild, who resides in your household in a regular parent-child relationship and is principally dependent on you and your spouse for support (i.e. named as an exemption on your most current Federal Income Tax Return and relies on you for more than 50% of his/her financial support).
- Foster children or children for whom you have legal custody by court decree and who depend on you for financial support.

