



## **Coast to Coast Online Enrollment – Enroll members**

### **A. Enroll/Enhance Coast Members Option**

- 1. From the Resort Main Menu screen, click on Enroll/Enhance Coast Members.**

**The Member Enrollment Form screen appears.**

- 2. Complete the required fields. If the member is enhancing their current membership type, include their current CTC membership number.**

#### **A. When finished Click Next Step**

**B. If this is a new member and no matching member is found click the box Click Here.**

**C. If after clicking next step you receive ,”We found a possible match call Resort Services at 800-833-9183 X1412”**

**D. If the membership is an enhancement, <Click Here for next screen.**

**Note: The total purchase price includes the total of the home resort and CTC membership.**

### **Application – Member Information**

1. Complete the information as provided on the member's application including email address and vehicle information.
2. Select the appropriate application fee for the membership type purchased.

**Note: If a member's email address is entered at this time, a temporary ID will be emailed as soon as the enrollment process is complete allowing the member immediate access to the Tripsetter reservation system. Members who do not enter their email address can call Member Services at 800-368-5721 after 48 hours to receive their permanent ID number and utilize the Tripsetter system.**

### **Application – Resort Information**

**Complete the information on the enrollment screen including resort information, sales rep, total purchase price, date of resort purchase and entered by.**

**Click the box confirming the member has reviewed, signed and received a copy of the Coast to Coast application.**

1. **Click** Next Step. If any required information has not been provided return to the top of the page for specific details. Once the missing information has been provided **Click** Next Step again.

**Note: Minimum purchase price for Coast Classic and home resort is \$995.00.**

**Minimum purchase price for Coast Deluxe and home resort is \$2,995.00.**

**Minimum purchase price for Coast Premier and home resort is \$4,995.00.**

**New member kits should be provided to the customer by the selling resort.**

### **Section 3: - Payment Information**

- 1. The price for the Coast membership enrollment fee is indicated on the screen.**
- 2. Complete the Resort Payment Information with credit card details (name on card, card type, card number, expiration date and CVV number).**
- 3. Click Clear Payment Fields to clear and change the credit card information.**
- 4. Click on Submit >> button. A message will appear confirming the enrollment was submitted.**

***Note: Enter member's credit card information if membership enrollment fee is to be paid directly by member.***

- 5. Click **log out** to end the Online Enrollment session or return to the first screen.**