Setup for the digital annual pass of the Jungfrau Region

- User documentation for vacation home owners -

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Grindelwald
Wengen
Mürren
Lauterbrunnen
Haslital

Jungfrau Region 🇨🇭

Introduction

This short documentation is an extract from the administrator manual for the CM Studio .GRM-CLOUD from MASCH Software Solutions.

It describes the administration of digital annual passes for vacation home owners, who can independently register and issue the digital annual passes for themselves and their authorized family members or life partners.

This document does not include instructions on how to classify eligible persons or groups of persons. All necessary requirements, to whom you as a vacation home owner and payer of a visitor's tax flat rate may issue these digital annual passes, are regulated by the visitor's tax regulations of the respective municipality. You can find more detailed documentation in German language only at the following link:

https://www.registration-jungfrauregion.swiss/kurtaxen-reglement/

For questions regarding the visitor's tax regulations of your municipality, please contact the local tourist office or Jungfrau Region Tourismus AG at +41 (0)33 521 4343.

Login to the digital reporting system of the Jungfrau Region

The digital registration system of the Jungfrau Region is the basis for the issuance of digital guest cards for your visitors as well as for the administration and issuance of digital annual passes for you as the owner of a vacation home in the Jungfrau Region.

You can access the login page of the digital registration system via the following link:

https://www.registration-jungfrauregion.swiss/admin/
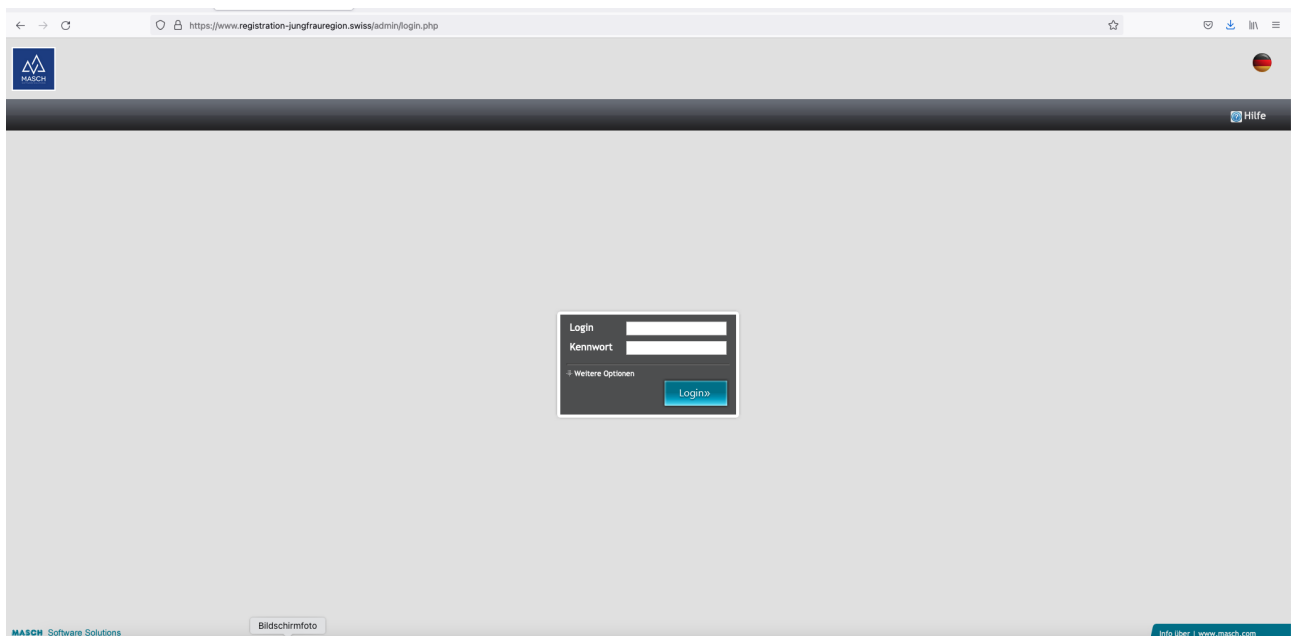
Please now use your login and the corresponding password. You defined both by yourself as part of the registration process for the digital registration system and these should be available to you. If you have forgotten your password, please follow this link to renew your password:

https://www.registration-jungfrauregion.swiss/en/remind-password/

The related password reset instructions can be found at:

https://customer-service.masch.com/en/faq-24/.

# Management and creation of digital annual passes

After login, you can switch the language of your user interface to English, by clicking on the FLAG icon at the top bar in the right corner.
(The screen shots of our document are not translated, but will be translated within the software itself.)

After this, you should click in the left module bar on the module: GRM-CLOUD. The user interface of the digital reporting system opens:
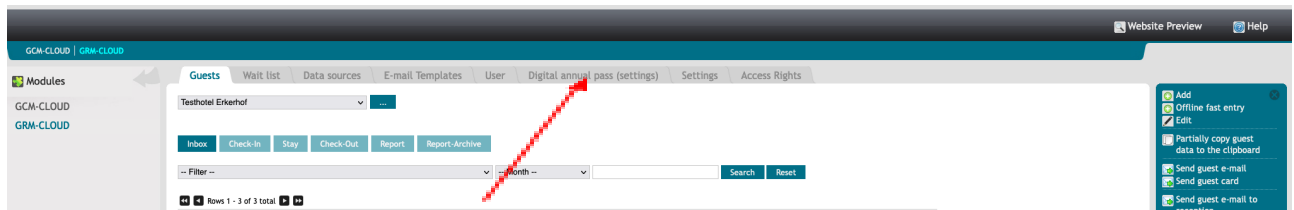
If you are a vacation home owner paying flat tourist tax for your apartment, you will see the "**Digital annual pass (settings)**" tab in the file tab bar. Click on this tab with your mouse:
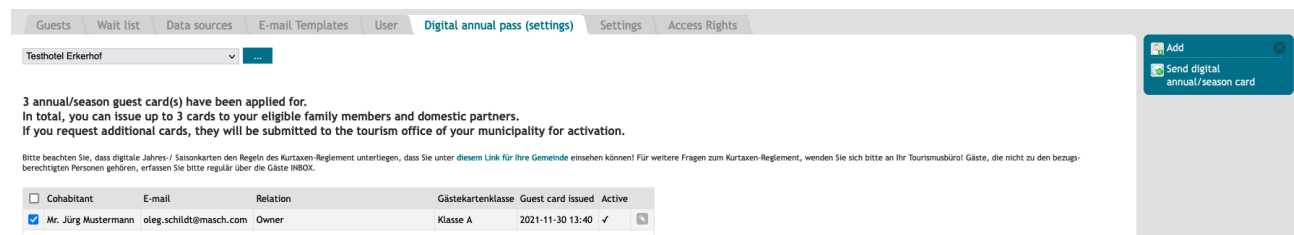
The administration of your digital annual passes will open. The explaining text phrases are depending on the specifications of your municipality and may differ from the screenshot shown here.

Please note that the digital annual passes are subject to the rules of the tourist tax regulations, which you can review under the link provided on this screen for your respective municipality! Please take care, that those documents are currently available only in German language.

For further questions about the visitor's tax regulations, please contact your tourist office! Guests who do not belong to the entitled persons, please register regularly via the guests INBOX and thus issue a temporary digital guest card for these guests for their stay.

Add / edit digital annual passes

For adding an additional new digital anual pass, please click with your mouse on the "**Add**" function button as shown on the screen above.

The following window will now open:

Please now enter the required data for issuing a digital annual pass. All fields marked with "*" are mandatory and must be filled in. Use the "**Relation**" drop-down list to enter the degree of relationship that entitles the registered person to receive the digital annual pass.

After saving, please do not forget to activate the digital annual pass:

Then complete the data entry with a mouse click on the "Save and close" function button. You can now send the issued digital annual pass. To do this, mark the recorded person on the left with a check mark:

and trigger the sending of the digital annual pass via the function button "**Send digital annual / season pass**". This will then be sent to the stored e-mail address.

If you have made mistakes when entering the personal data, this is not tragic, because you can correct the data at any time via the small button "**Edit**" (marked red here) and then resend it:

If a record is incomplete, this may result in the digital annual pass not being sent. In particular, also check your owner account via the "**Edit**" button as shown above. Here, not all personal information is already available due to registration.

You can use the "**Edit**" function to view your details and complete them if necessary.

Printing the digital annual pass

If you do not want to use the digital annual pass on your smartphone in Apple Wallet or Google Pay, then you can also use or print out the PDF document sent as an attachment to the e-mail at any time.

If you do not want to send recipients a digital annual pass, but only want to make it available as an "analog" printout, then this is also possible. Open the respective data record via the "**Edit**" button:

and then click on the button "**Print digital annual/season card**" in the function bar on the right.

A PDF with the digital annual pass will then be opened, as you can see in the attachment on the following pages.
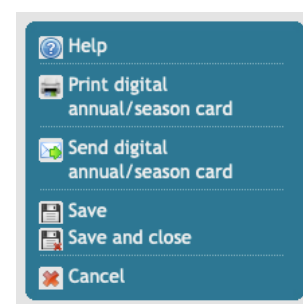
Grindelwald

FERIENDOMIZIL - LIEDTKE

Jungfrau Region ✚

ID Digitale Jahreskarte

219-882-656-002

Karten-Inhaber	Karten-Klassifizierung
Herr Michael Mustermann	A
ID Digitale Jahreskarte	Anzahl Personen
219-882-656-002	1
Geburtsdatum	Resort
12.01.1993	Grindelwald
Gültigkeit	Unterkunft
01.01.2021 - 31.12.2021	Feriendomizil - Liedtke

Renewing the digital annual card for a new year

If you want to extend the digital annual card in time for the start of a new year, you do not need to enter a new card owner, but only renew the existing record if the card owner has not been changed.

To do this, click on the "**Edit**" button to the right of the listed card owners within the table:

The data record for the annual card to be extended will then open:

Now click on the button "**Update / prolong digital annual/season card**" in the function bar on the right.

The process takes about 30 to 60 seconds and at the end you will see that the new annual/season card has been saved. You can then print it out or send it to your e-mail address using the function buttons above.

Please note that the extension of a digital annual ticket can only be issued 10 days before the old year will end.