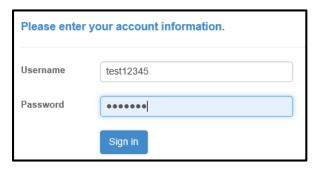
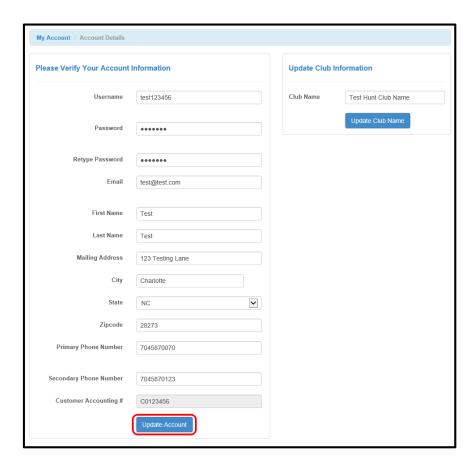
How to Create & E-Sign Your License Agreement

1. Click the "Sign In" button on the home page, then login to your account using the username and password that were provided.

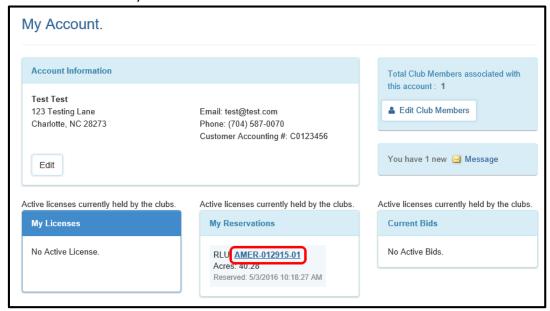




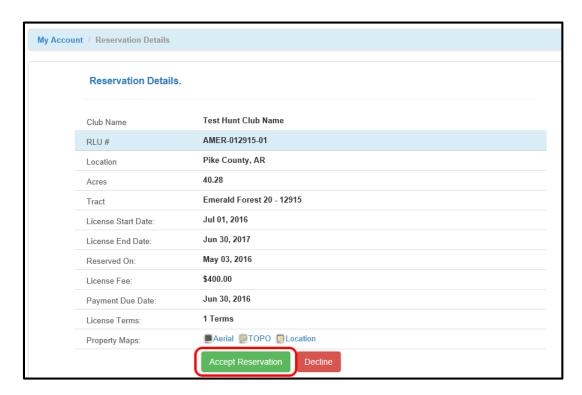
2. Verify that your account information is correct, then click "Update Account":



3. Click on the RLU number in the "My Reservations" column:



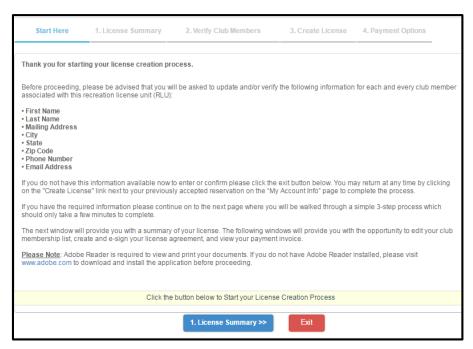
You will be directed to the "Reservation Details "page where you are given the opportunity to accept the reservation that has been made to your account. To do so, click the "Accept Reservation" button:



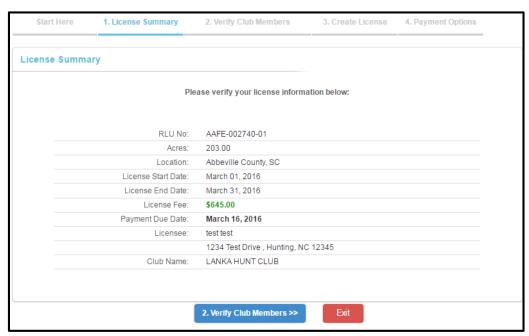
After accepting the reservation, you will automatically be directed to the license creation wizard. You will be given step-by-step instructions that walk you through editing your club member list, e-signing your license agreement, payment instructions, and the opportunity to download other documents related to your license.

Be sure to carefully read the directions on each page to verify the information before creating the License Document. To proceed through the tabbed pages, click the button located at the bottom center of the screen. You can select the "Exit" button located at the bottom right of the screen to exit the wizard at any time.

1. <u>Start Here:</u> Outlines the License creation process and lists the items you will need to finalize the reservation (i.e.club member addresses, phone numbers, and email addresses (if available)). Click "License Summary" to proceed to the next tab.



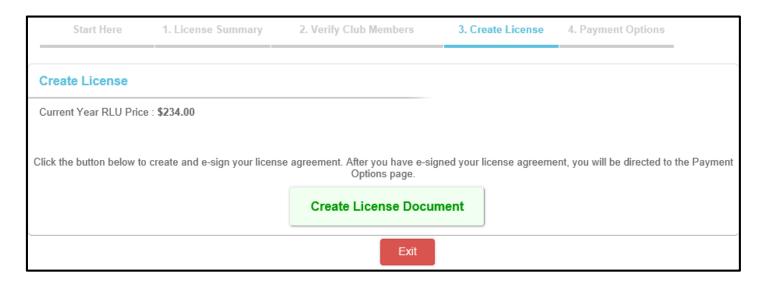
2. <u>License Summary</u>: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the License start and end date are correct and click "Verify Club Members" to proceed to the next tab.



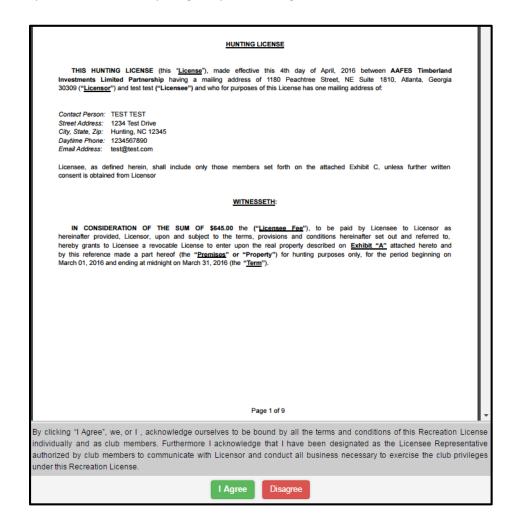
3. <u>Verify Club Members</u>: Displays your hunt club's information. It is very important that you make sure this page lists all of your club's members with their correct address, phone number, and email address. Click "Create License" to proceed to the next tab.



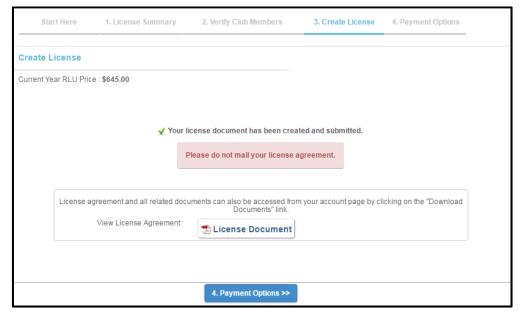
4. <u>Create License:</u> Allows you to create your License document. When you are sure that all of the reservation information is correct, click "Create License Document".

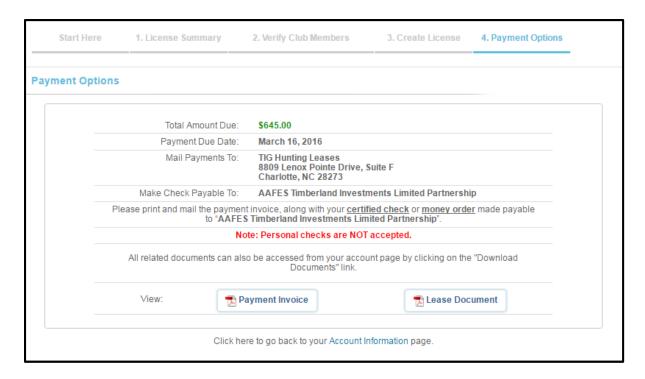


Click the" I Agree" button to accept the terms and conditions of the License agreement. Once you have agreed to the terms and conditions, you have successfully e-signed your hunting license!



5. <u>Payment Options</u>: Please mail Certified Check or Money Order to the address listed in the "Payment Invoice" PDF document.





After the License document and payment you submit are received and approved, you will receive an email informing you that your License has been "**Executed**". Nothing will be mailed back to you, so please access your account for a copy of your License agreement.