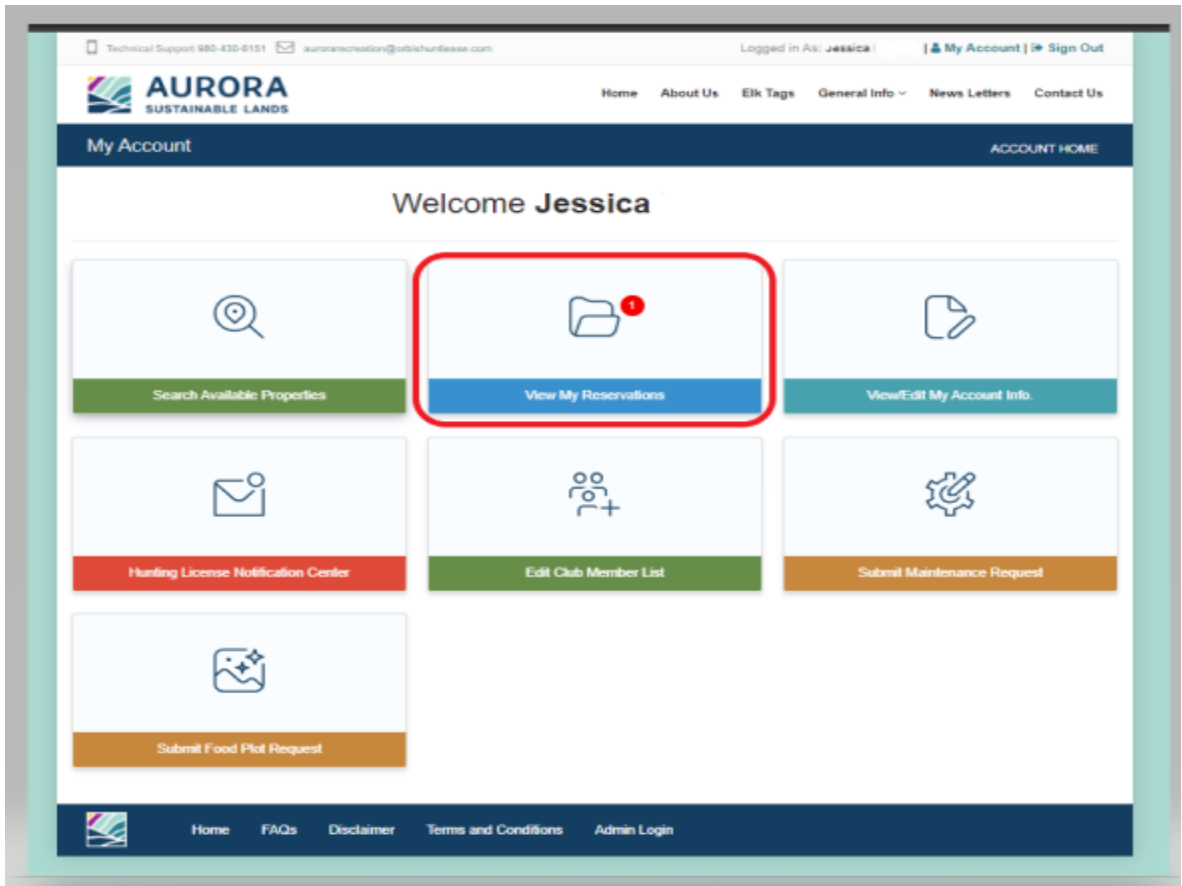
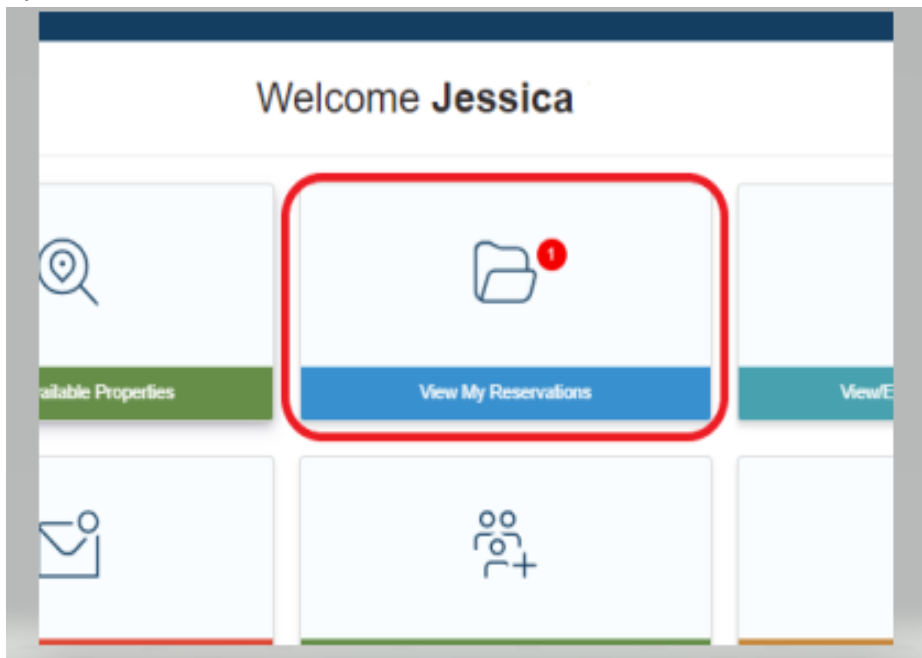


How to Create Your License Agreement

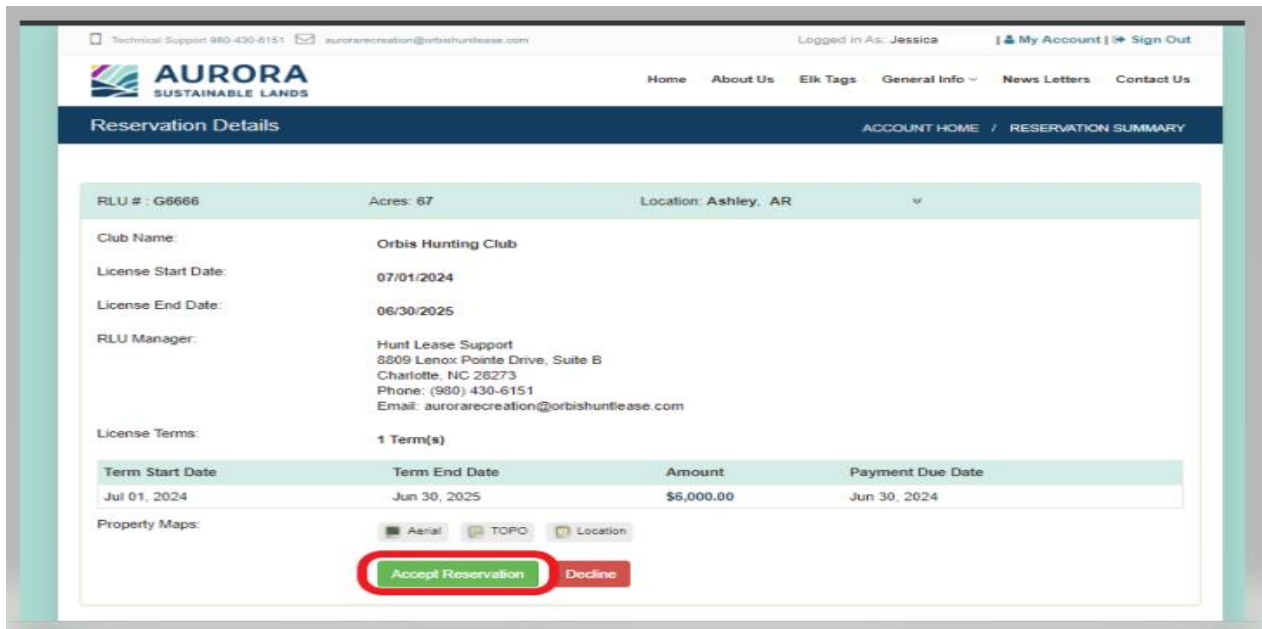
1. Login to your account on the website, arriving at the “My Account” page:



2. Click on the “View My Reservation” this is the folder and will have a red dot with the number of Reservations.



Click “Accept Reservation” to accept the reservation and start the renewal process:

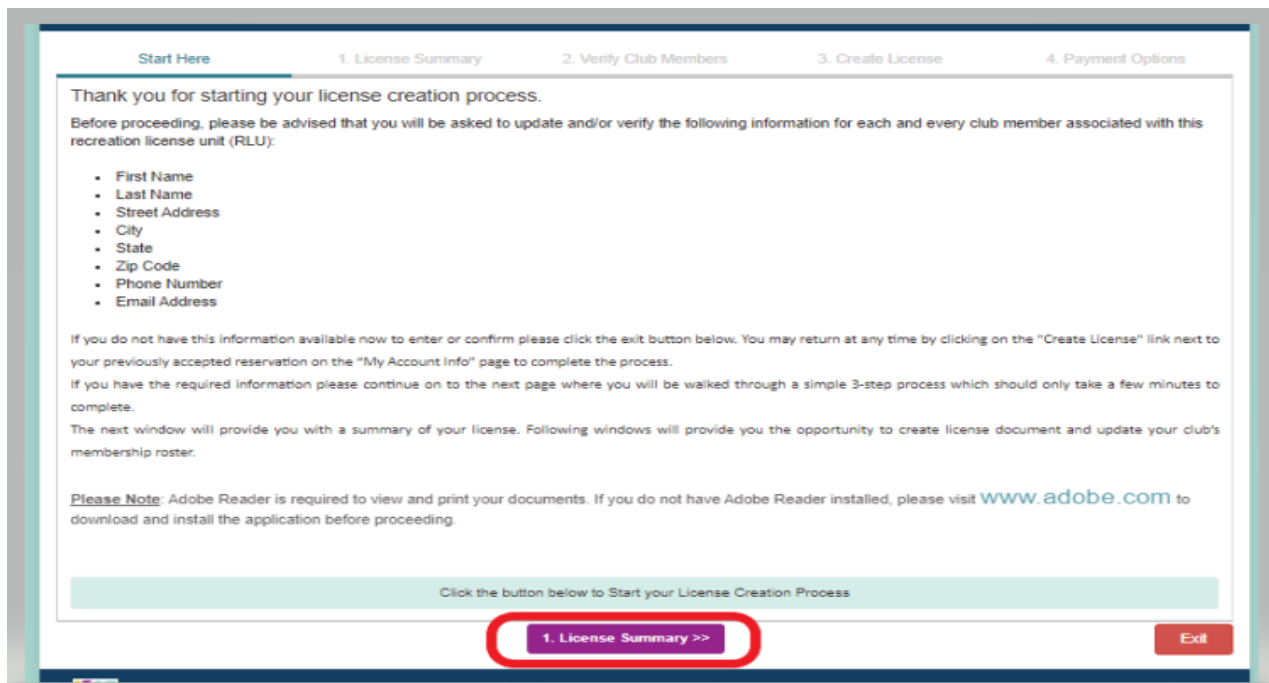


You will be directed to the License Creation Wizard where you can edit your club membership list and create your license document.

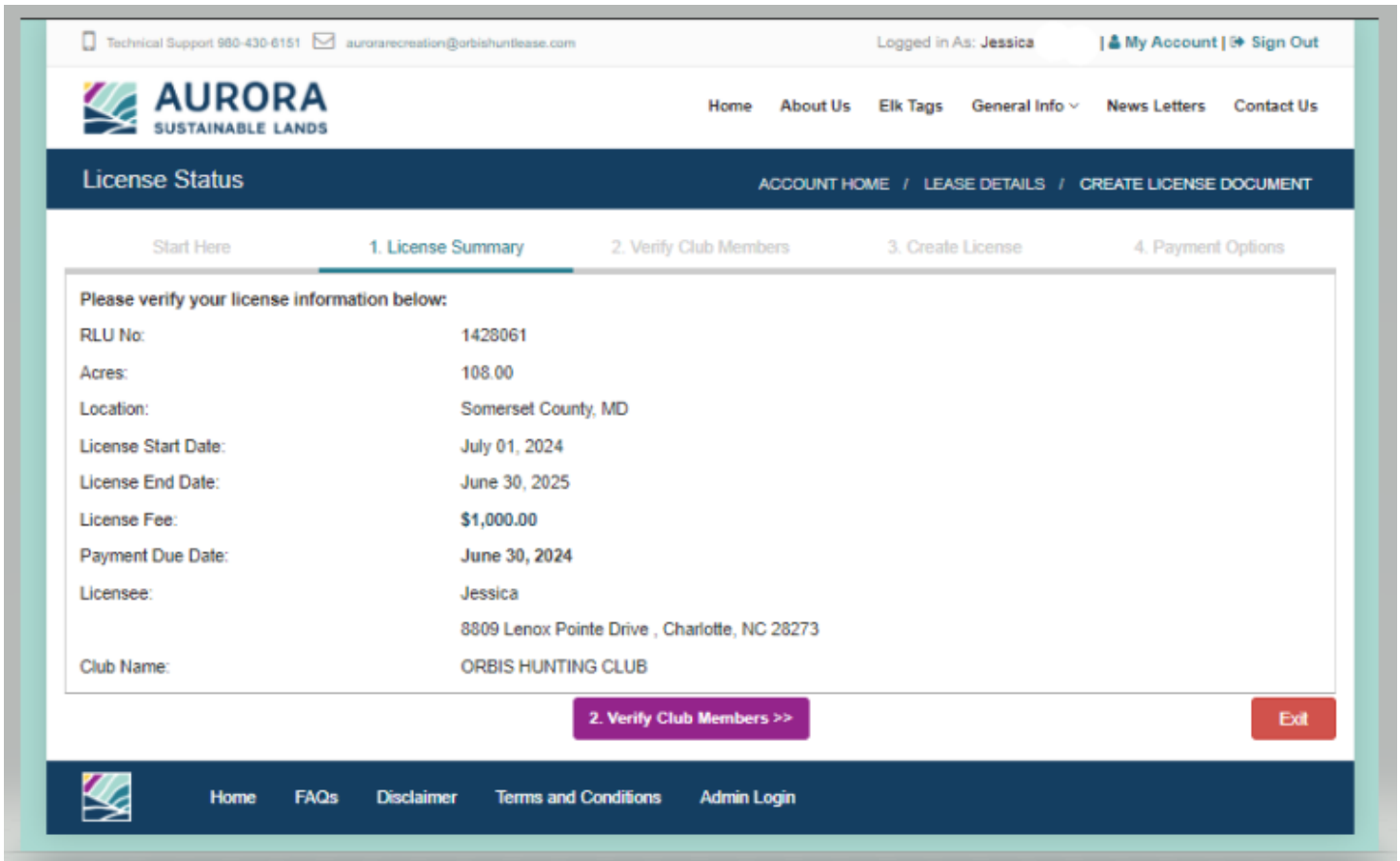
[License Creation Wizard](#)

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. Start Here: 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 “Next” to proceed to the next tab.

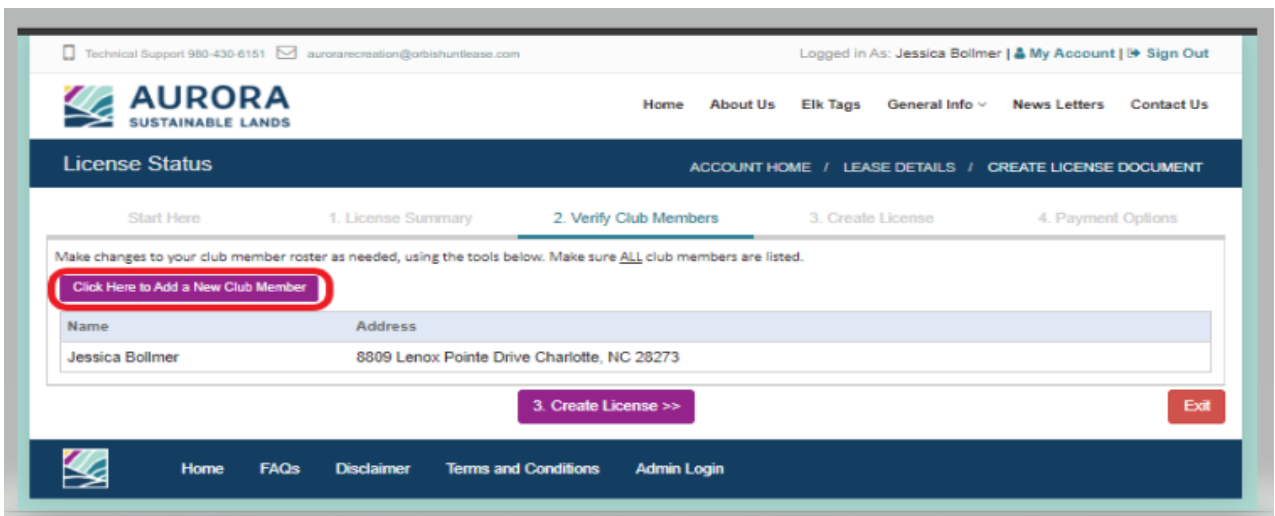


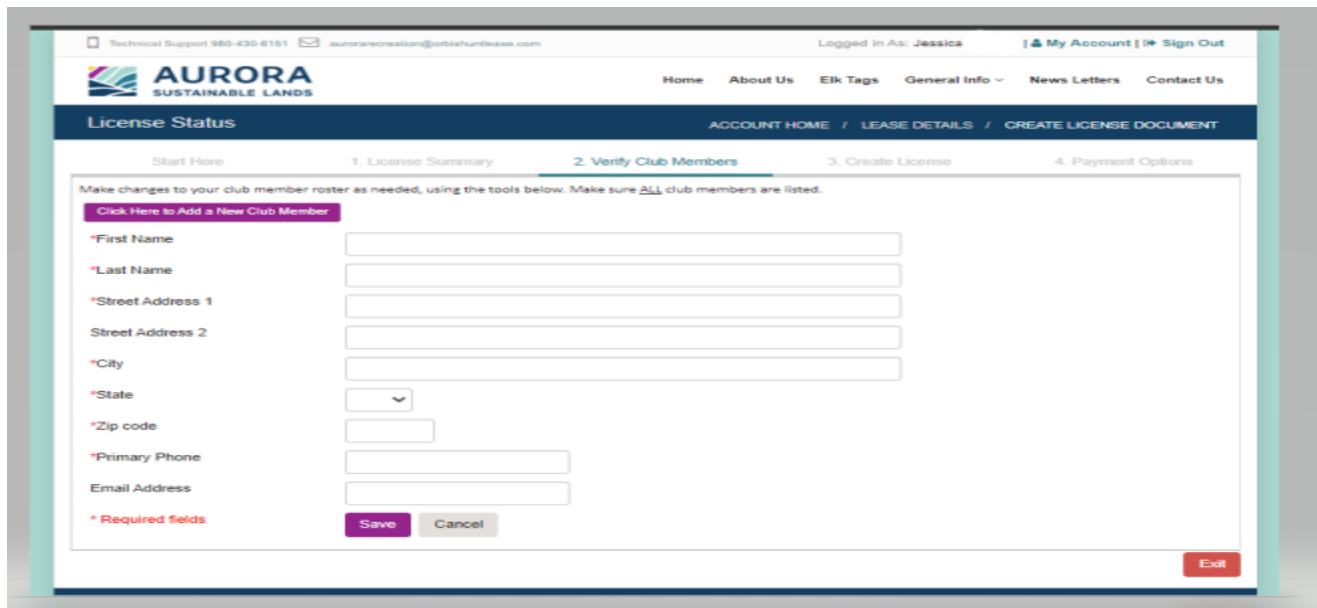
2. License Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the License start, and end date are correct and click “Verify Club Members” to proceed to the next tab.



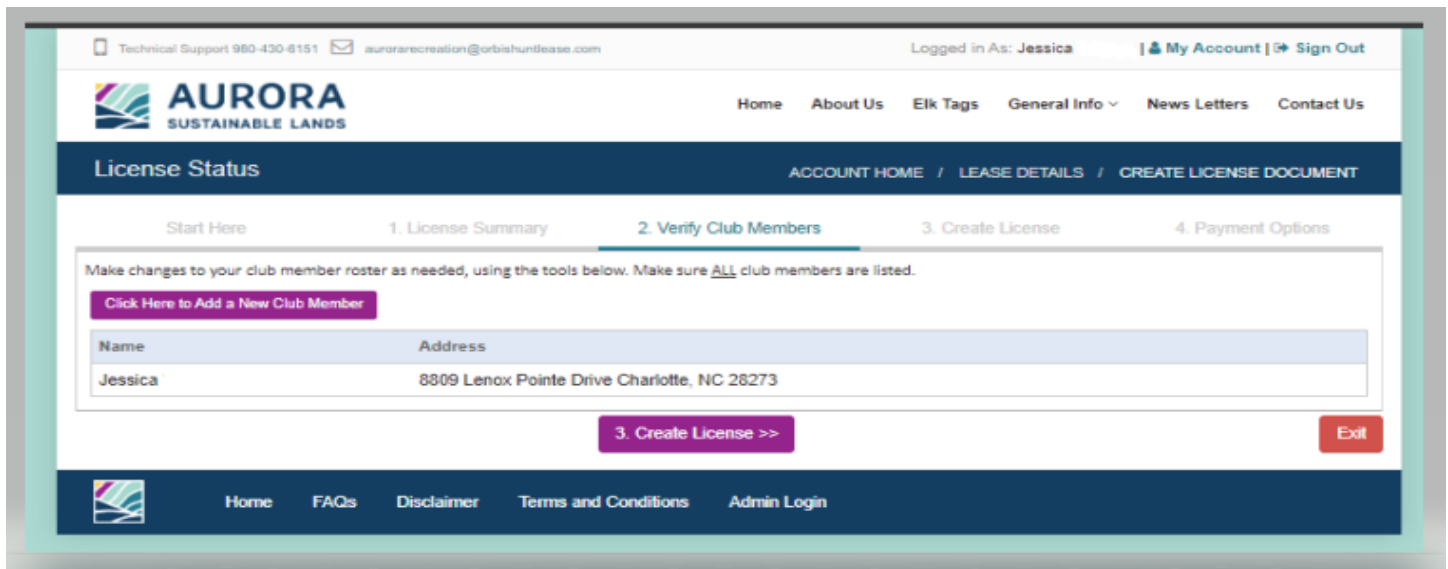
3. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address.

Please add your club membership prior to going to this step on your my account page, if you need to add multiple members, if not, you can add or submit membership here as well. See below:



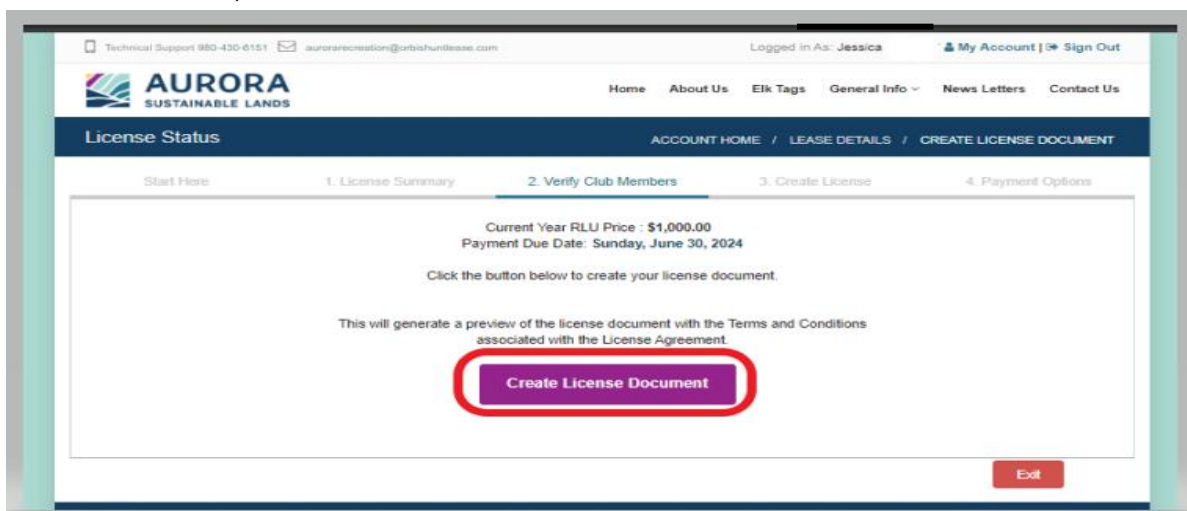


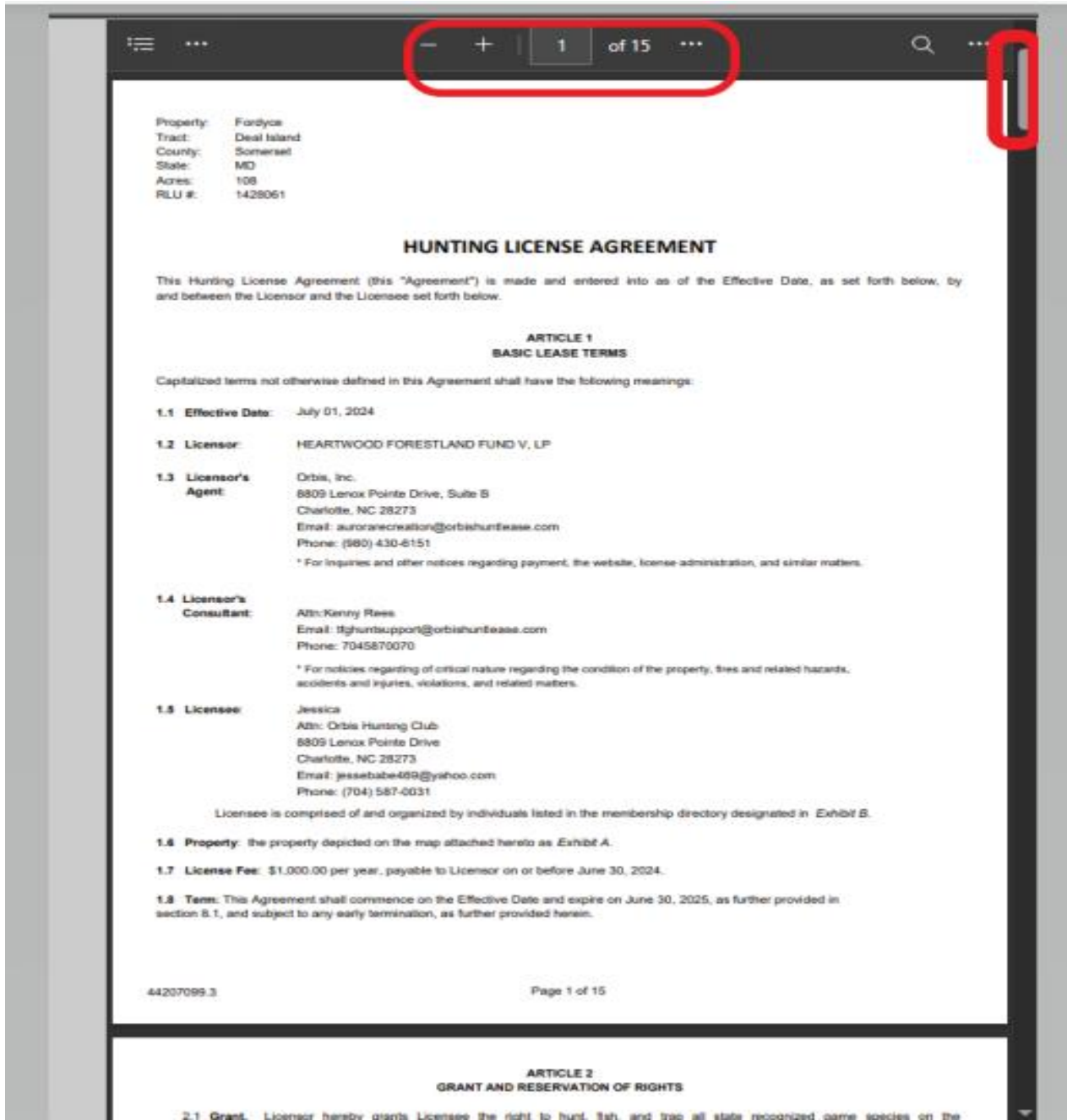
Once you update and save your membership, you will need to proceed to the next step.



Click "Create License" to proceed to the next tab.

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

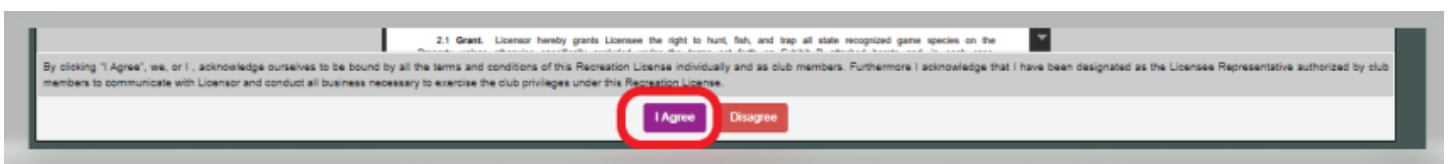


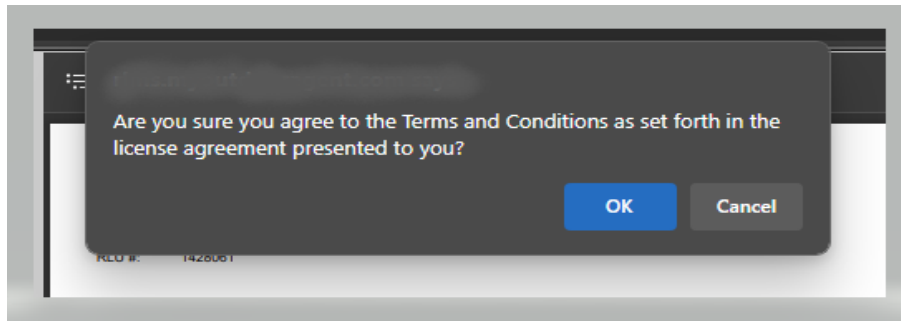


The Hunting License Agreement will appear, you have the ability to review it prior to moving forward and agreeing to the terms and conditions. You can scroll through it or download and review.

The next step is to agree to the terms and conditions to move forward for payment. This is completed by clicking “I Agree” if you want to back out of this you can click Disagree. You will have to start the process over if you do this option.

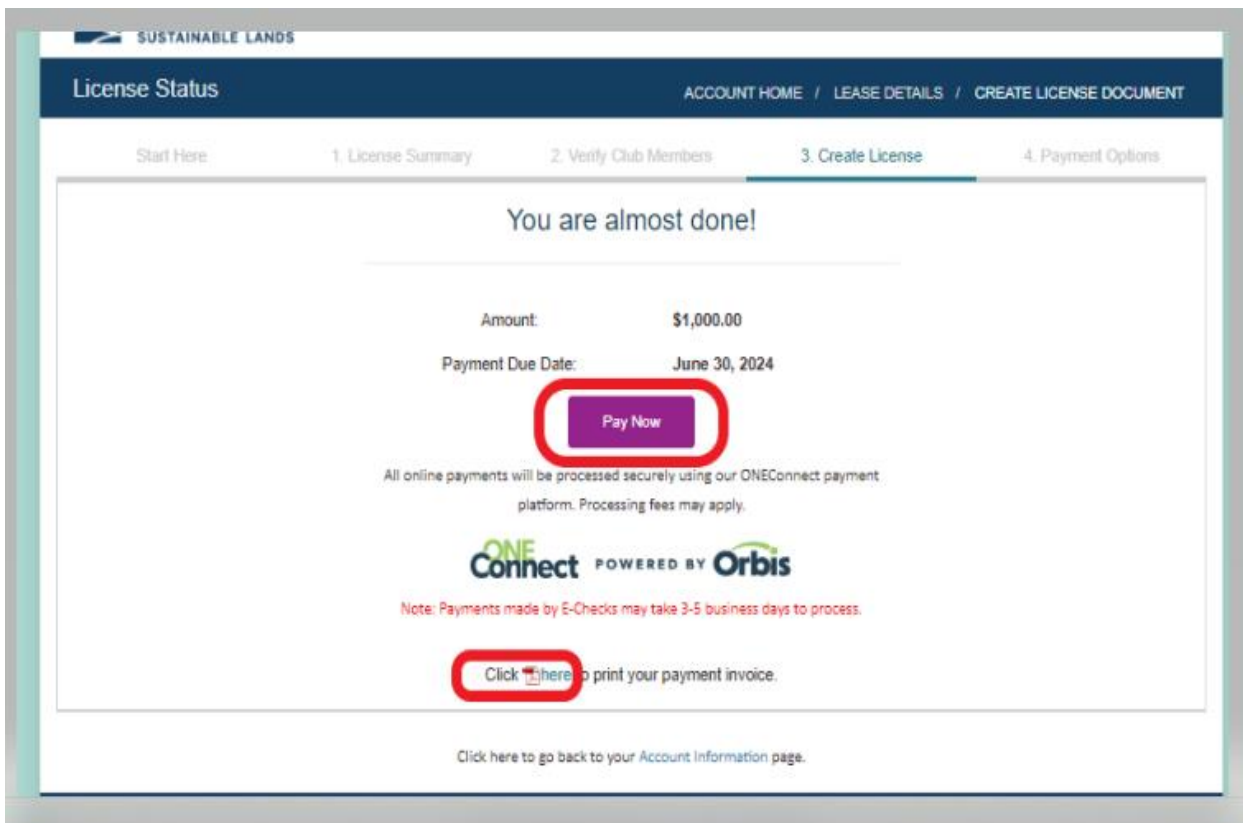
By clicking “I Agree” this authorizes an auto e-signature onto the document and allows you to move forward.





A confirmation of your agreement to the terms, will pop up and confirm you want to move forward.

5. Making Payment: The final step is making payment. You have the option to pay online* by clicking “Pay Now” or you have the option to print off your payment invoice and mail in your payment.



*Note paying online as it states we use ONEConnect payment platform. This is how the charge will be listed on your statement for the manner in which you pay via Credit Card, Debit Card, or ACH. Please do not dispute these charges, as this will cause your license to not be active and there is additional fees for reinstatement.

After payment is Made/Received, you will receive an executed email and if you pay online, you will receive this as well as a receipt for the payment. Nothing will be mailed back to you, so please access your account for a copy of your License agreement.