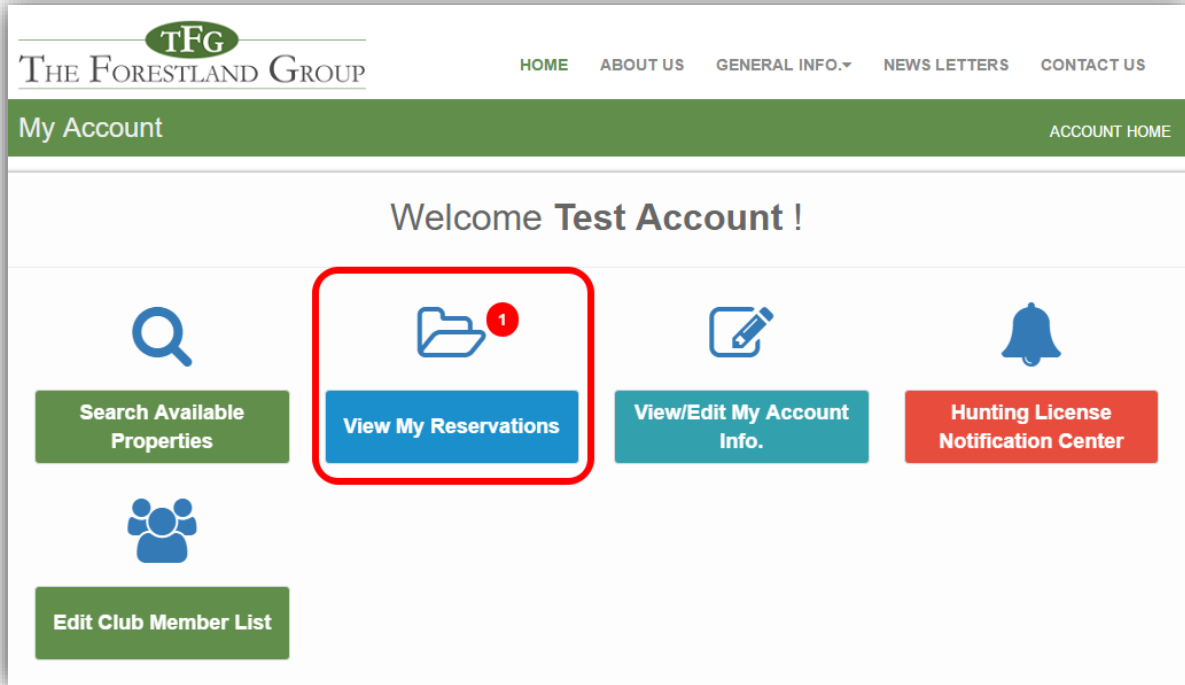
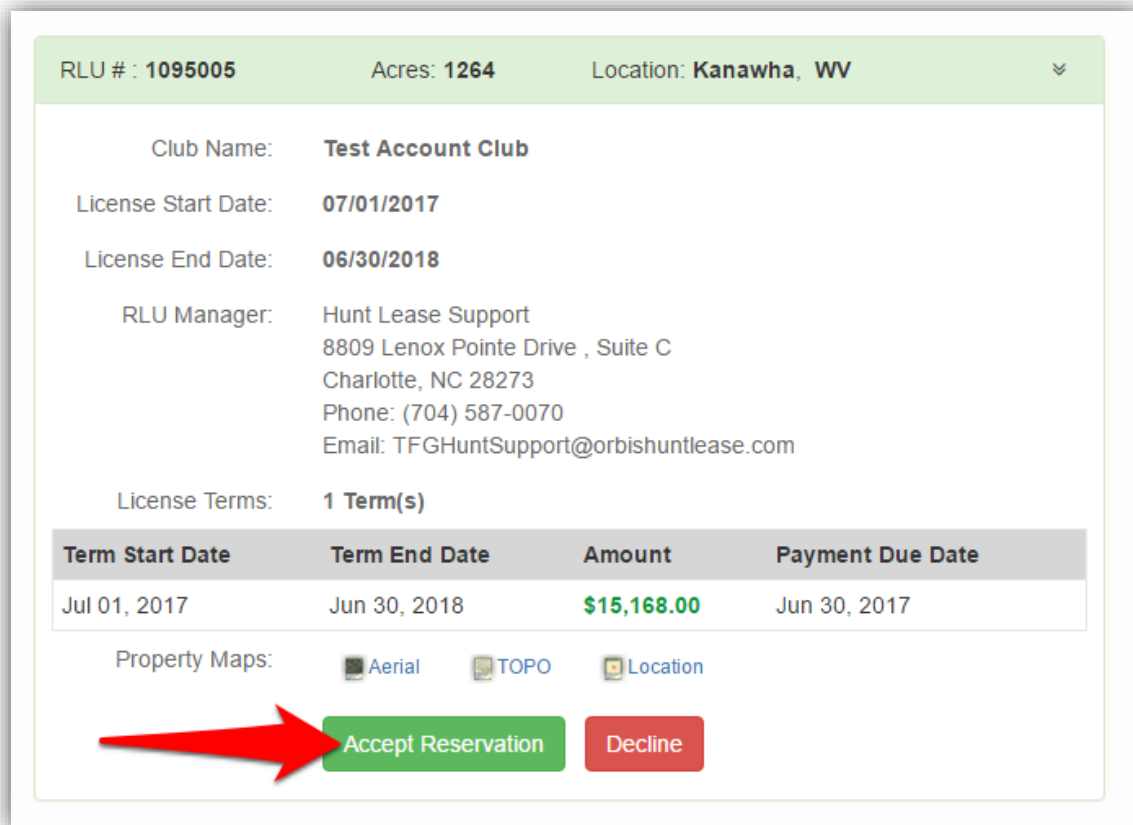


How to Create Your License Agreement

Login to the website, arriving at the “My Account” page. Click on the “View My Reservations” Button.



You will be directed to the “Reservations” page where you are given the opportunity to accept your reservation and create your license agreement. To begin, click the “Accept Reservation” button.



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 “License Summary” to proceed to the next tab.

Thank you for starting your license creation process.

Before proceeding, please be advised that you will be asked to update and/or verify the following information for each and every club member associated with this recreation license unit (RLU):

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Phone Number
- Email Address

If you do not have this information available now to enter or confirm please click the exit button below. You may return at any time by clicking on the “Create License” link next to your previously accepted reservation on the “My Account Info” page to complete the process.

If you have the required information please continue on to the next page where you will be walked through a simple 3-step process which should only take a few minutes to complete.

The next window will provide you with a summary of your license. Following windows will provide you the opportunity to create license document and update your club’s membership roster.

Please Note: Adobe Reader is required to view and print your documents. If you do not have Adobe Reader installed, please visit www.adobe.com to download and install the application before proceeding.

Click the button below to Start your License Creation Process

1. License Summary >> Exit

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.

Please verify your license information below:

RLU No: 1095005
Acres: 1,264.00
Location: Kanawha County, WV
License Start Date: July 01, 2017
License End Date: June 30, 2018
License Fee: **\$15,168.00**
Payment Due Date: **June 30, 2017**
Licensee: Test Account
1234 Test , Charlotte, NC 28273
Club Name: TEST ACCOUNT CLUB

2. Verify Club Members >> Exit

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

Start Here 1. License Summary **2. Verify Club Members** 3. Create License 4. Payment Options

Make changes to your club member roster as needed, using the tools below. Make sure ALL club members are listed.

[Click Here to Add a New Club Member](#)

Name	Address	
Test Account	1234 Test Charlotte, NC 28273	Edit
Test Club Member	1234 Test Drive Charlotte, NC 28273	Edit Delete
Test Member	1234 Test Drive Charlotte, NC 28273	Edit Delete

[3. Create License >>](#) [Exit](#)

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".

Start Here 1. License Summary 2. Verify Club Members **3. Create License** 4. Payment Options

Current Year RLU Price : **\$15,168.00**

Payment Due Date: **Friday, June 30, 2017**

Click the button below to create your license document.

A separate window should open automatically containing a printable/downloadable PDF document.

If you do not see this window, please return to the "Account Home" page and click the Download Documents button found next to your previously accepted reservation to find the appropriate documentation. If you still do not see your license/lease documents please contact your RLU administrator.

[Create License Document](#) [Exit](#)

Sign the license document where indicated. Mail the **signed license document** and **FULL payment** to the address indicated on the coversheet of the license agreement.

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.