

# How to Process Your Renewal

When renewing a previously licensed RLU, the following steps should be taken to complete the process:

1. Login to the website, arriving at the “My Account” page.

The screenshot shows the 'My Account' page with the following details:

- Messages:** You have 5 new Messages.
- Club Members:** You have 1 Club Members associated with this account.
- Contact Info:** Edit. Name: Test User, Email: support@orbisinc.com, Phone: (555) 555-5555, Accounting Customer #: N/A.
- Contact Address:** Edit. 11 Test Ave, Charlotte, NC 28273.
- Active licenses currently held by the clubs:**
  - My Licenses:**
    - RLU #: 015-00204-002, Acres: 754.99, Accepted: 4/14/2015 9:22:36 AM, Status: Accepted, Club: Test Club.
    - RLU #: 015-00227-003, Acres: 230.96, Accepted: 3/30/2015 9:47:23 AM, Status: Executed, Club: Test Club.
- New reservations awaiting approval from the club:**
  - My Reservations:**
    - RLU: 015-00201-001, Acres: 1496.35, Reserved: 4/14/2015 1:36:24 PM.
- RLUs currently bidding on:** No Active Bids.

2. Click on the RLU number in the “My Reservations” column.

After clicking on “View Reservation Details”, you are given the opportunity to **Accept** or **Decline** the RLU reservation made for your club. If you choose to **accept** the reservation, you will be directed to the **Reservation Wizard**. Alternatively, if you do not want to renew your license for the RLU, clicking **decline** effectively releases it out to open bid for all bidders.

The screenshot shows the 'My Reservation Details' page with the following details:

- Reservation Details:**
  - Club Name: Test Hunt Club
  - RLU No: 030-00358-006
  - Location: Baldwin County, AL
  - Acres: 88.66
  - License Start Date: Jul 01, 2017
  - License End Date: Jun 30, 2018
  - Reserved On: Apr 28, 2017
  - Contact:
    - Consultant:** Patrick McGough, Phone: (334) 392-0025, Email: pmcgough@larsonmcgowin.com
    - RLU Administrator:** Ronnie Wilson, Phone: (229) 883-0505 ext. 147, Email: dtahunting@fvforestry.com
  - License Terms: 1 Terms
- Term Start Date:** Jul 01, 2017
- Term End Date:** Jun 30, 2018
- Price:** \$721.34
- Payment Due:** May 31, 2017
- Property Maps:** Aerial, TOPO, Location
- Buttons:** Accept, Decline

3. Next, create your license agreement using the “Reservation Wizard”. Directions are provided below.

## Reservation 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 “Next” located at the bottom 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 “License Summary” tab.

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

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):

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 “Next” to proceed to the “Verify Club Members” tab.

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

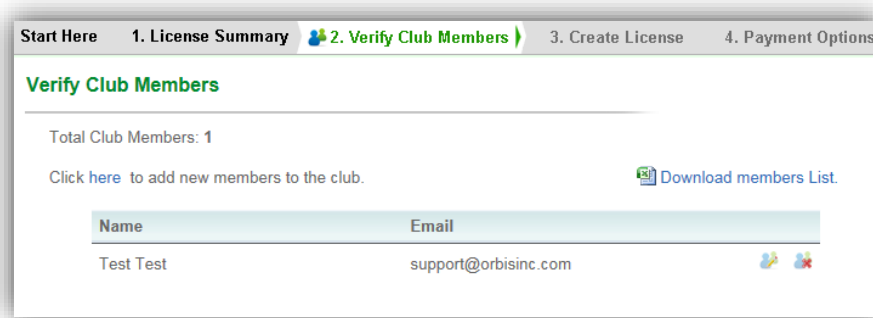
### License Summary

Please verify your license information below:

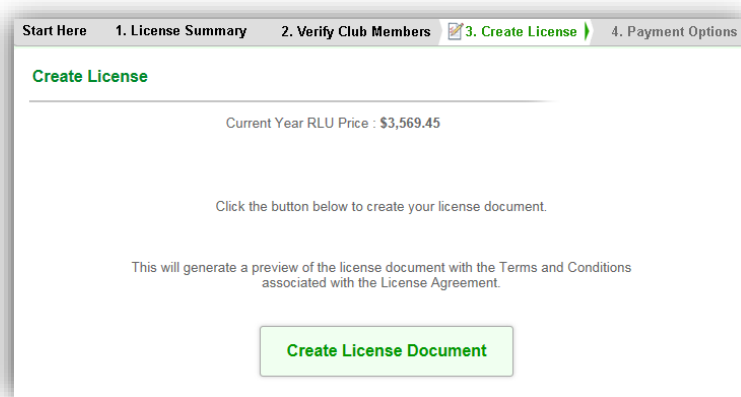
RLU No	019-00325-045
Acres	513.68
Location	Conecuh County, AL
License Start Date	July 01, 2015
License End Date	June 30, 2016
License Fee	\$3,569.45
Payment Due Date	April 30, 2015
Licensee	Test Test
	1234 Test Drive , Charlotte, NC
Hunting License#	123456789
Club Name	TEST CLUB

Click "Next" to Verify/Add Club members for tthis License

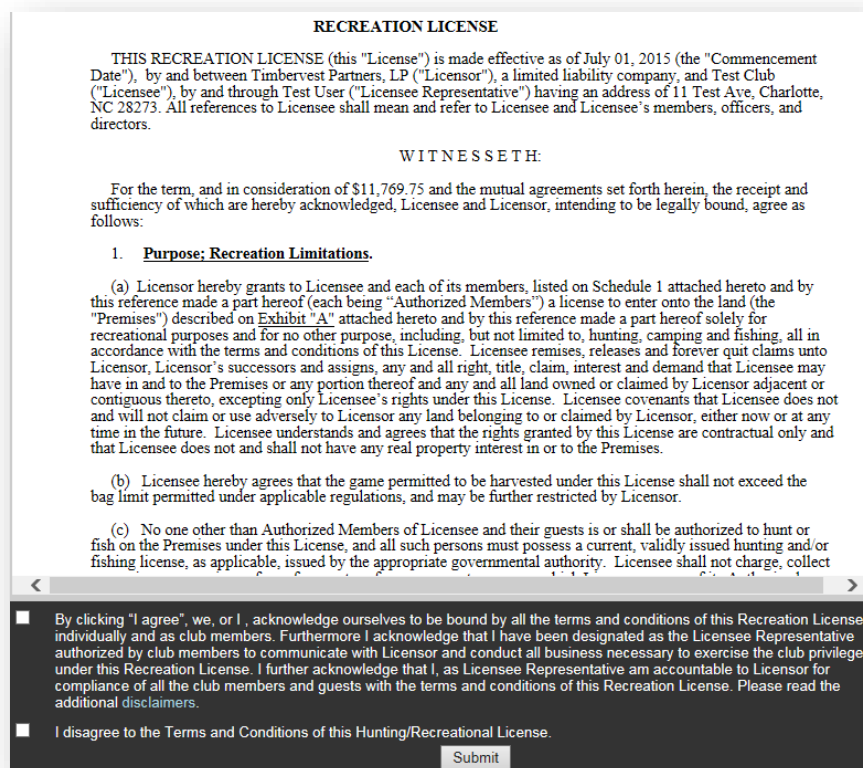
3. Verify Club Members: Displays your hunt club's information. It is very important that you make sure this page lists all of your club's members with their correct address, phone number, and email address. Click "Next" to proceed to the "Create License" tab.



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".





Click the box to agree to the Terms and Conditions of the License and click "Submit".



5. Payment Options: Please mail Check (Personal or Cerified) or Money Order to the address listed in the "Payment Invoice" PDF document.

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

### Payment Options

Payment Information:	
Total Amount Due:	<b>\$721.34</b>
Payment Due Date:	<b>May 31, 2017</b>
Mail Payments To:	F&W Forestry Services, Inc. Domain Timber Advisors Hunting Attn: Ronnie Wilson P.O. Box 3610, Albany, GA 31706-3610
Make Check Payable to:	Hunting Operating Account
All related documents can also be accessed from your account page by clicking on the "Download Documents" link.	
Payment Invoice:	 <a href="#">Payment Invoice</a>
ATV Permission:	 <a href="#">ATV Request Form</a>

Click here to go back to your [Account Information](#) page.

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.