

## **NEBRASKA GAME AND PARKS MOBILE PERMIT SYSTEM**

NOTE: The following images were created on an iPhone 5, with the iOS 7 upgrade. The screens on your device may look slightly different, but should work in the same way.

### **Step 1 – Establish your Permit Profile**

(Note: if you have purchased an electronic permit in recent years OR if you have already created a profile in our permit system, you can skip to step 2)

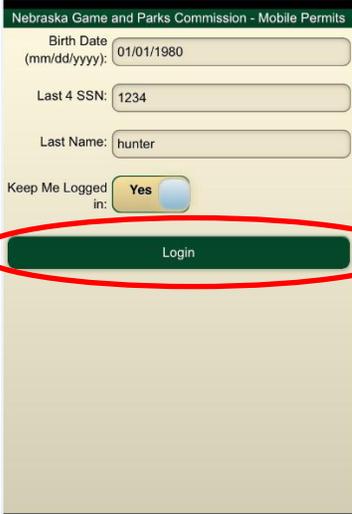
The customer profile must be created first on your PC on the NGPC Permit Sales website <https://ngpc-permits.ne.gov/NGPC-PS/faces/public/welcome> or by purchasing a permit at an NGPC office or another vendor. After the customer profile exists, you can purchase hunt, fish and hunt/fish combo permits on the NGPC mobile permit system.

## Step 2 - LOG IN TO THE NGPC MOBILE PERMIT SYSTEM

On your phone or mobile data device browser go to <https://ngpc-m.ne.gov>

You can bookmark this web address and save it to your device for easy access.

For your security, you must log into your customer profile by entering the following information. Enter your birth date, the last four numbers of your social security number and your last name. Click on the Login button.



Nebraska Game and Parks Commission - Mobile Permits

Birth Date (mm/dd/yyyy): 01/01/1980

Last 4 SSN: 1234

Last Name: hunter

Keep Me Logged in:  Yes

Login

If the customer profile is not found, an error message will be displayed. Check to make sure that you have entered the correct data.



Nebraska Game and Parks Commission - Mobile Permits

- Login Failed. No customers found, please try again.

Birth Date (mm/dd/yyyy): 01/01/1980

Last 4 SSN: 1234

Last Name: hunter

Keep Me Logged in:  No

Login

The message “Multiple customers found.” means you have more than one profile in the permit system. Please contact NGPC.

Nebraska Game and Parks Commission - Mobile Permits

- Login Failed. Multiple customers found..

Birth Date (mm/dd/yyyy): 11/07/1980

Last 4 SSN: 1234

Last Name: hunter

Keep Me Logged in:  No

Login

When the system finds your profile, it will display a screen like the following.

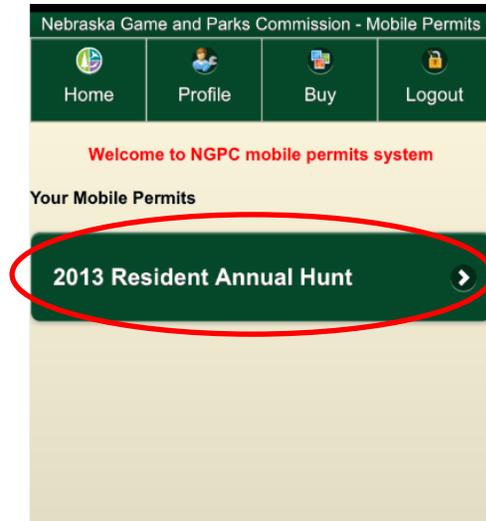
Nebraska Game and Parks Commission - Mobile Permits

Home Profile Buy Logout

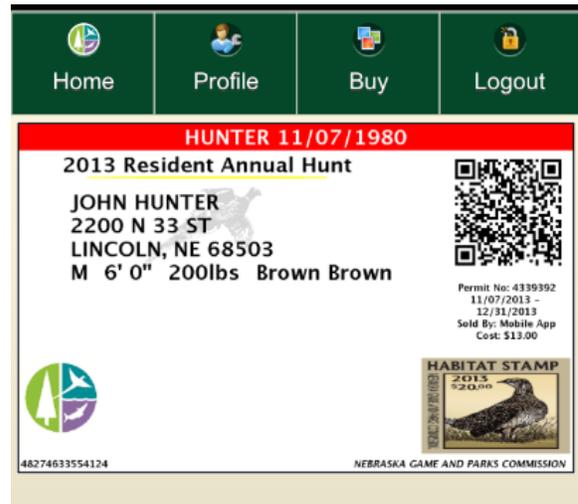
Welcome to NGPC mobile permits system

Your Mobile Permits

If you have already purchased permits, they will be listed, even if you purchased them on the website or at a vendor.

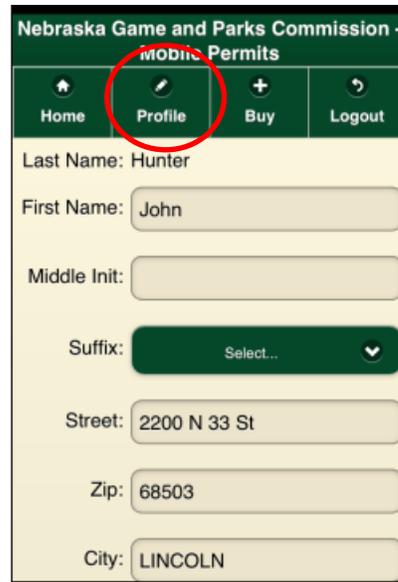


Click on the permit name and the system will display a copy of the mobile permit.



**Step 3 – UPDATE THE CUSTOMER PROFILE DATA; Complete this step if you need to update your customer profile due to changing your address, email, etc. If you don't need to update your profile, you can skip this step.**

Select "Profile".



Scroll down to see more data.

Suffix:

Street:

Zip:

City:

State:

Phone:

Email:

Hair Color:

Email:

Hair Color:

Eye Color:

Weight:

Height:  ft  in

Residency:

Compliance: **I certify that my  
privilege to hunt, fish or  
harvest fur is NOT**

Please update the data with any changes that are needed. To save any changes you've made, verify that you still have privileges, by answering the certification statement. Click on "NO" to change it.

Compliance: **I certify that my privilege to hunt, fish or harvest fur is NOT currently revoked in any state and I am NOT delinquent on any child support payments. I certify that my residency status is accurate as defined by the rules and regulations of the Nebraska Game and Parks Commission.**

No

Save Profile

This will change the "NO" to "I agree". Next, click on "Save Profile".

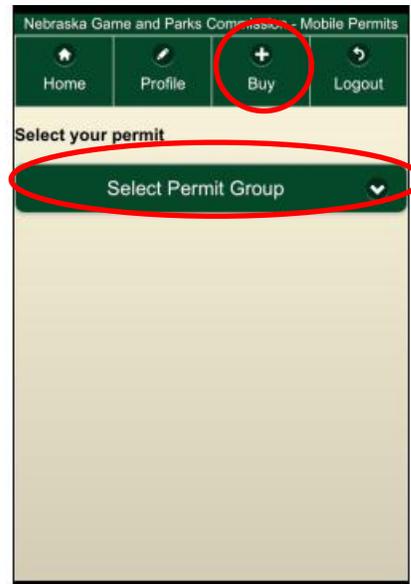
Compliance: **I certify that my privilege to hunt, fish or harvest fur is NOT currently revoked in any state and I am NOT delinquent on any child support payments. I certify that my residency status is accurate as defined by the rules and regulations of the Nebraska Game and Parks Commission.**

I agree

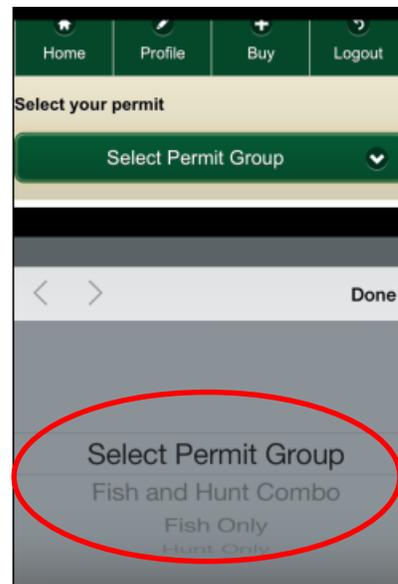
Save Profile

## Step 4 – HOW TO PURCHASE A PERMIT

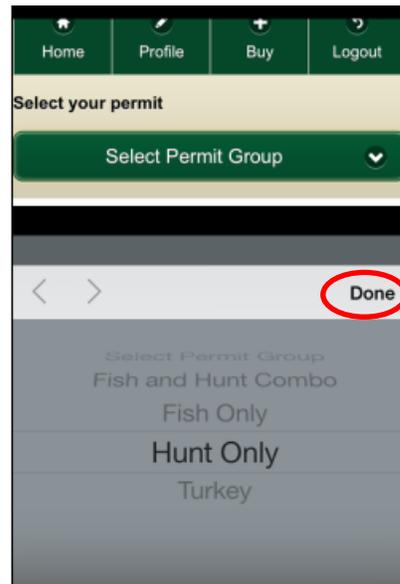
Select “Buy” to purchase a permit on the mobile system. Then click on the “Select Permit Group” option.



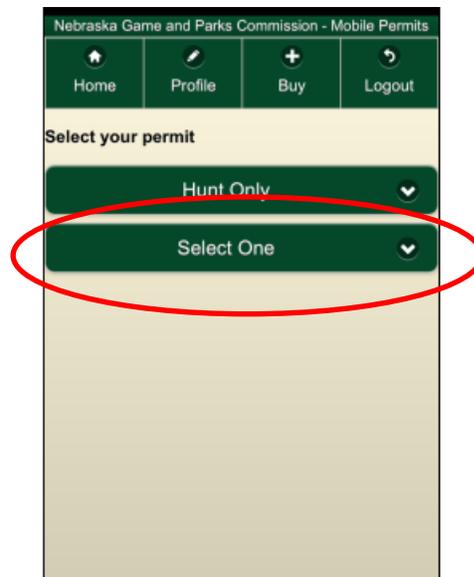
The kind of permits available will be displayed at the bottom of your screen. Scroll down to find the kind of permit you want.



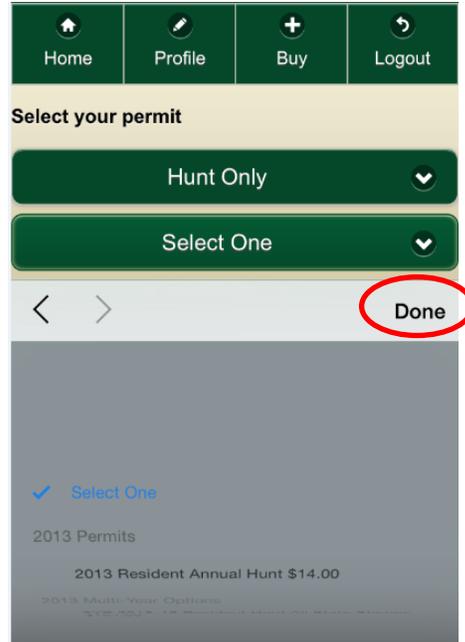
Your selection may be highlighted and/or marked by a checkmark, depending on the phone or device you are using. Click on “Done” to choose this kind of permit.



Next, you'll select the permit to buy.



Scroll down to find the permit you want. When you've chosen the permit, click on "Done".



If a stamp is available for the permit you've chosen, it will be displayed at the bottom of the screen.



Click on a stamp if you want to purchase it with the permit. When you've added the stamp, it will change from "Not Selected" to "In Cart"



When you've chosen the permit and stamps you want, scroll down to click on "Checkout".



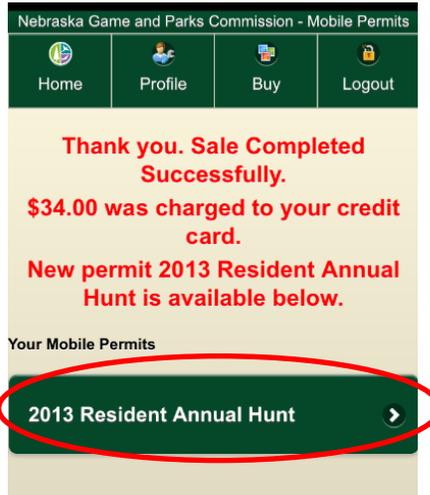
Next, enter your credit or debit card information.



Scroll down the screen. Click on Purchase to buy the permit.



The next screen will confirm that your permit was purchased. It displays the permits you have, including the one you just purchased.

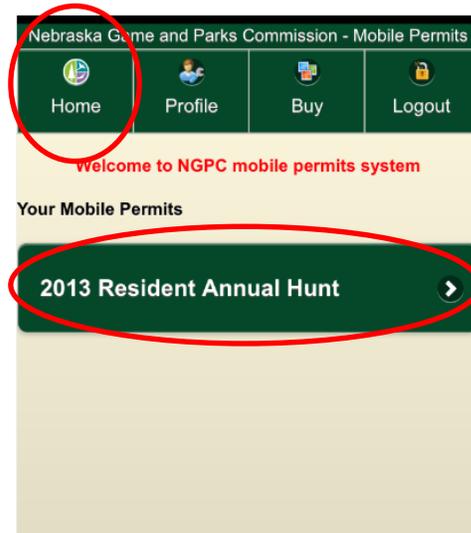


Click on the permit to display it.

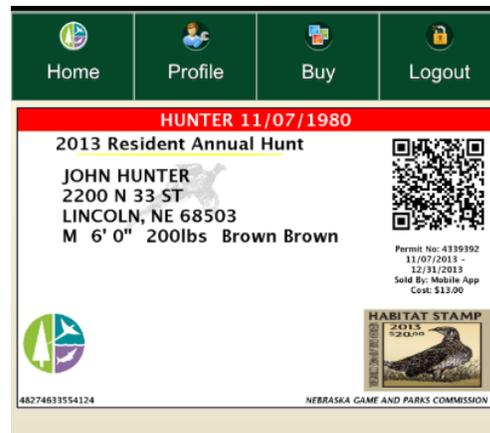


## Step 6 – ADD A STAMP TO A PERMIT YOU ALREADY HAVE PURCHASED

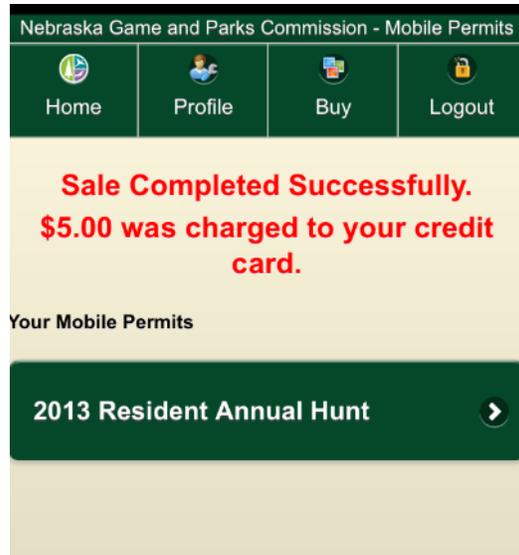
From the Home page, select the permit you will add the stamp to.



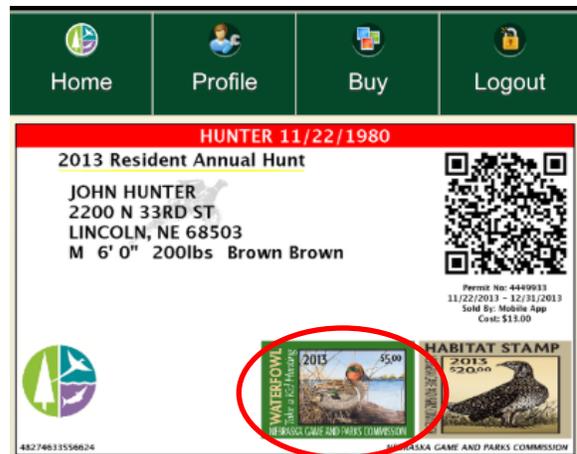
The permit will be displayed. Scroll down and you will find the option to buy any stamps associated with this permit. In the case, only the Waterfowl Stamp appears, because the customer already has a Habitat Stamp. Click on the “Buy Stamp” button. Then provide your credit or debit card information to complete the purchase.



You'll get a message that purchase was successful.



If you click on the permit, it will be displayed, with your stamp added.



## Step 6 – SAVE THE PERMIT ON YOUR DEVICE

Your permits will be available on the Mobile System whenever you have access to the network. In case you will be in a location without reliable wireless or wifi coverage, you should save a copy of your permit on your device or obtain a printed copy of your permit.

You can print a copy of your permit by going to the “Free 24 Hour Reprint” on the NGPC Permits System Website <https://ngpc-permits.ne.gov/NGPC-PS/faces/public/welcome> within 24 hours of purchasing your permit.

One way of saving a copy of your permit is to take a screen shot.

### How to save your permit on an iPhone or iPad

On iPhone and iPad devices, this is done by pressing the “Power” and “Home” simultaneously. A flash of the screen will show that the screenshot was done. It will be saved with your Photos.



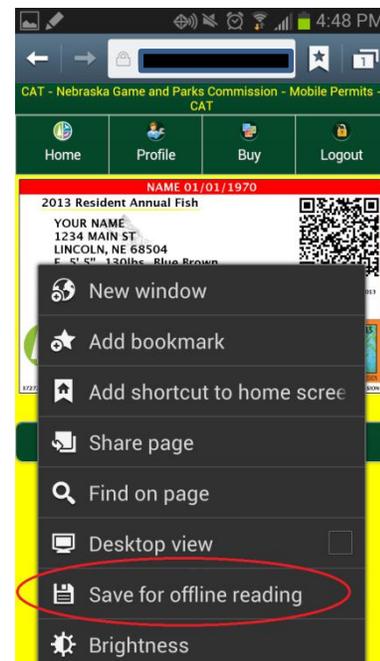
## How to save your permit on an Android phone

(example used: Samsung Note 2)

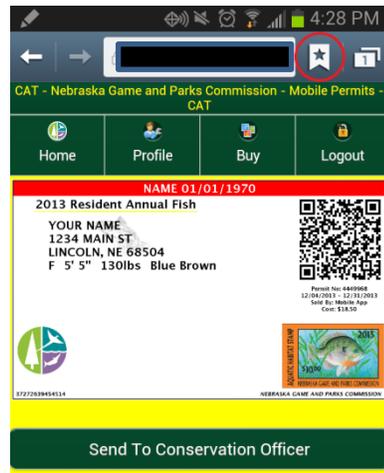
When your permit is displayed on the screen, touch the “Menu” button on the bottom left hand corner of your phone.



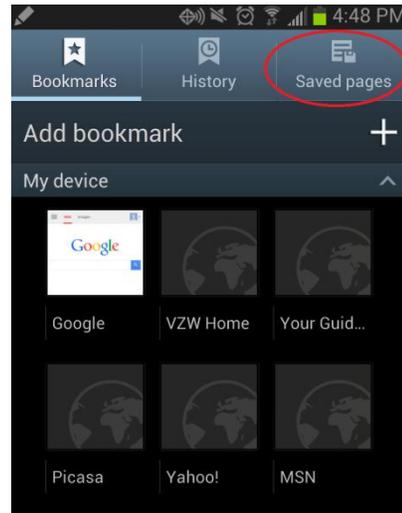
A menu will pop up. Select “Save for offline reading” (circled in red).



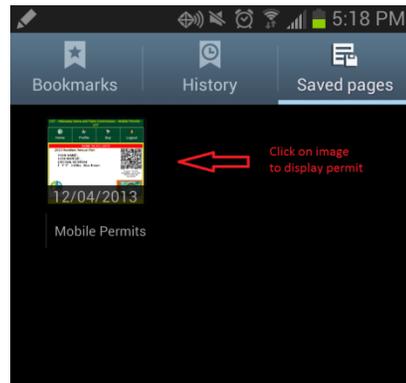
To access your saved permit, click on the "Favorites" tab (circled in red)



On the next screen, click on the "Saved Pages" tab.



Click on the icon to open and display your permit.



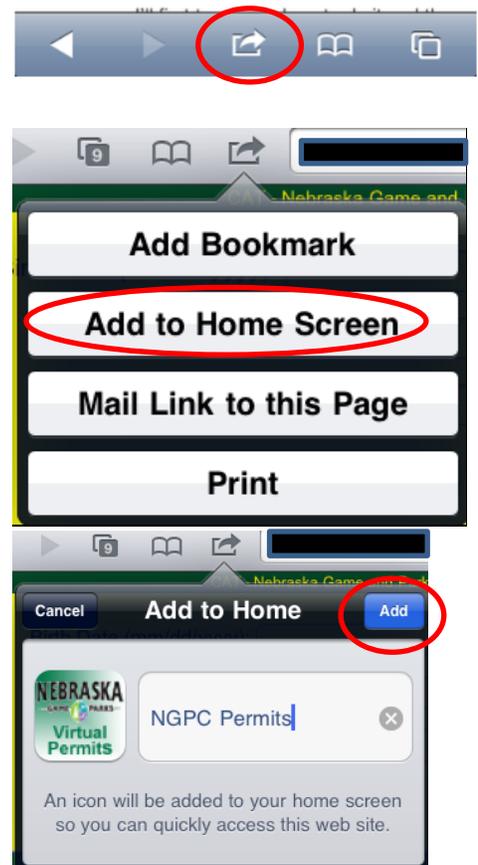
## Step 7 –ADD A BOOKMARK TO YOUR HOME SCREEN

You can bookmark the Mobile Permit System to create an icon on your home screen, making it simple to access the Mobile Permit System in the future.

### How to add a bookmark on an iPhone OR iPad

**Note:** These images were created on a 1<sup>st</sup> generation iPad. The icons and their locations may be different on your device, but should work in a similar way.

- Use the internet browser to go to the mobile permit site:  
**<https://ngpc-m.ne.gov>**
- Select the “share” button—the icon that looks like a square with an arrow.
- Select “Add to Home Screen”
- Select “Add”. The icon will appear on your home screen.

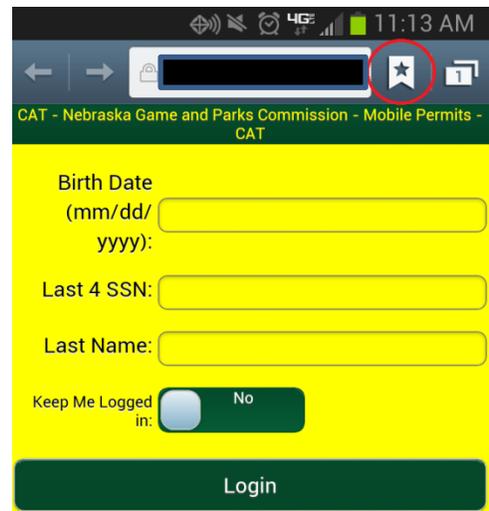


## How to add a bookmark on Android Device

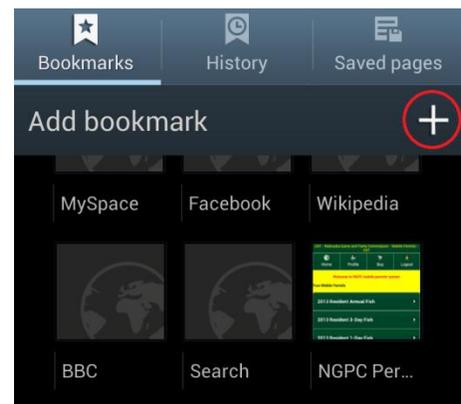
**Note:** These images were created on a **Samsung Note 2**. The icons and their locations may be different on your device, but should work in a similar way. If you have questions, please consult the user documentation for your specific mobile device.

- Use the internet browser to go to the mobile permit site  
**<https://ngpc-m.ne.gov>**

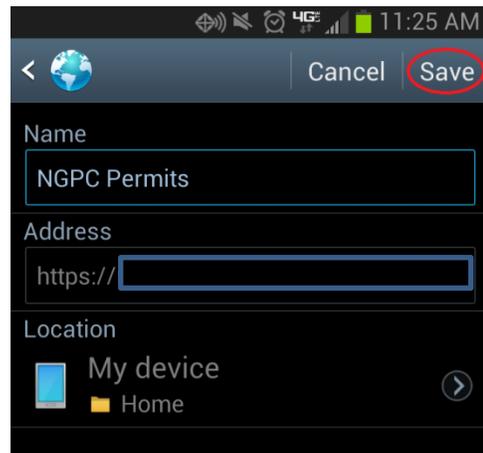
- When the login screen is on your page, touch the “Favorites” button (circled in **red**)



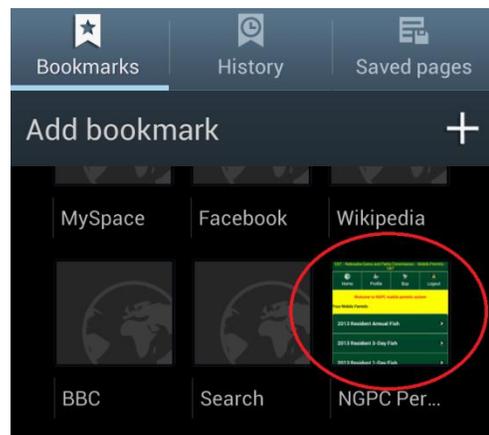
- On the next screen, touch the “+” symbol next to “Add Bookmark”



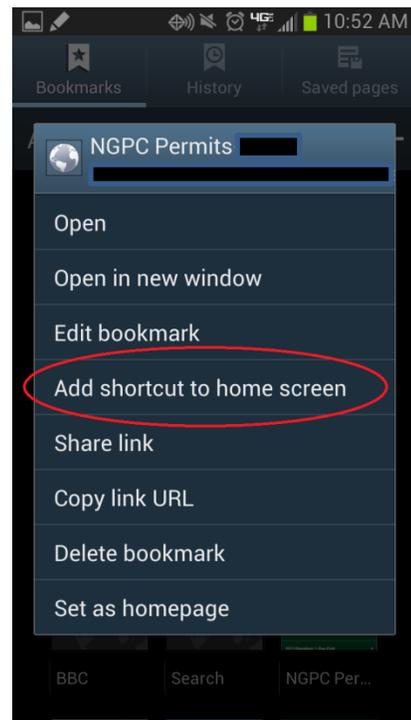
- Click on “Save”.



- On the bookmarks page, touch and hold the “NGPC Permits” icon.



- A menu should pop up. Select “Add shortcut to home screen”



- Your shortcut is now saved to your home screen. If your home screen was already full to capacity with icons, it automatically saves to the next available home screen (android phones typically have several screens you can swipe through)

