Go to: www.gooutdoorsne.com Select Recreational User

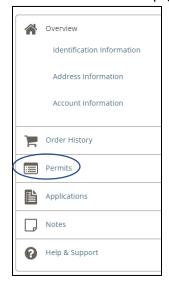
Select Account Login - Enter your username and password

From the Agent home screen, locate the COMMERCIAL HOBBYIST tile. Select Search for a Commercial Hobbyist

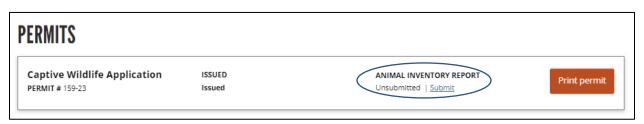
Enter the customer's last name or select **Advanced Search** to enter additional search criteria. Select the customer from the search results list.



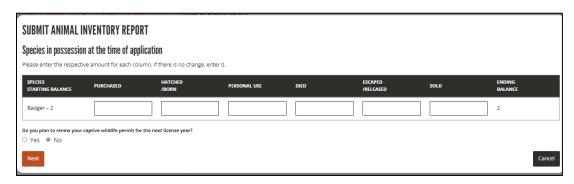
On the customer's home page select **Permits** from the menu options.



Select Submit - located under the heading Animal Inventory Report.

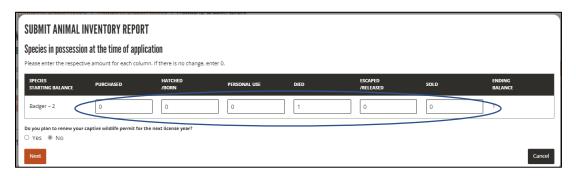


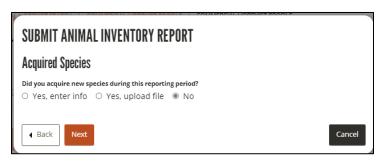
The **Animal Inventory Report** lists the animals reported at the time of application or the last renewal.



Enter the number of animals purchased, born, etc. Enter zero's if there is no change.

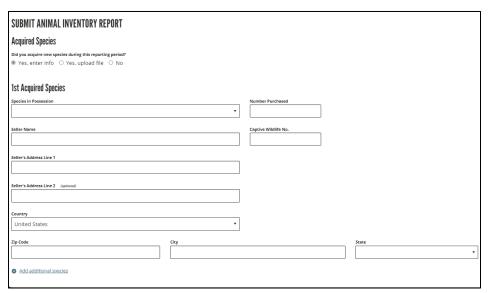
Select **YES** if the customer plans to renew or select **NO** if they do not. Select **NEXT**.



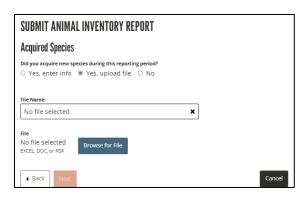


Example 1 acquiring species: If the customer did not acquire animals, select **NO**. Select **NEXT**.

Example 2 acquiring species: If the customer acquired animals but you do not have a file to upload, select "YES, enter info". Then select NEXT.



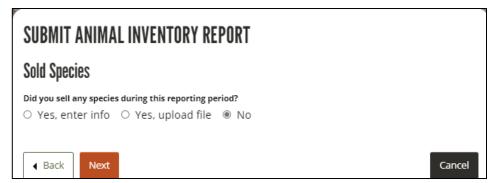
Fill in the required fields for each species. If more than one species acquired, select **Add additional species**. Select **NEXT**.



Example 3 acquired species: If the customer acquired animals and you have a file to upload (customer has provided an electronic copy or you can scan their animal inventory report and upload.) Select **YES**, **UPLOAD FILF**.

Select **NEXT** after the file has been uploaded.

Animal Inventory Report - Sold Species



Enter **NO** if the customer has not sold animals.

Select **YES** if they have and fill out the corresponding form.

Select **YES, UPLOAD FILE** if they have provided an electronic copy or you can scan their animal inventory report.

Select Next

Review the animal inventory numbers and if correct select **submit**, if not select **BACK** and make corrections.



Select **Captive Wildlife Application** from the catalog and complete the sale.

The application/renewal will be sent to a queue for review.

A permit will be mailed once the renewal information has been reviewed and approved.