Online License Services Manual for Guides

The Idaho Outfitters and Guides Licensing Board enables Guides to easily process license renewals and new applications online and conveniently pay fees with a credit/debit card (American Express, Discover, MasterCard, VISA). This manual features step-by-step instructions for various renewal activities. ***Screen images, text, and fees shown in this manual may differ in actual application.***

Online Renewal Benefits

Cheaper and faster license processing ● Secure, encrypted connection ● Guide renewals avoid expedited/pull-forward fees (If receipt serves as 20-day temporary license— Only Guide renewals and new Guide applications may qualify) ● Calculates fees automatically ● Application is guaranteed complete and accurate ● Provides a printable receipt ● Allows you to update contact information instantly.

Need Assistance?

For questions about this service, call Access Idaho at 208-332-0102 (toll free: 1-877-443-3468). For license questions and information, please call the Outfitters and Guides Licensing Board office at 208-327-7380.

Important: This application may not work correctly in the MSN browser. It is recommended that you use another browser, such as Internet Explorer, Netscape, or Firefox. Please make sure your browser is enabled to accept cookies. Access Idaho (the State's official web administrator) processes credit/debit card payments on behalf of OGLB.

Last updated 11/12

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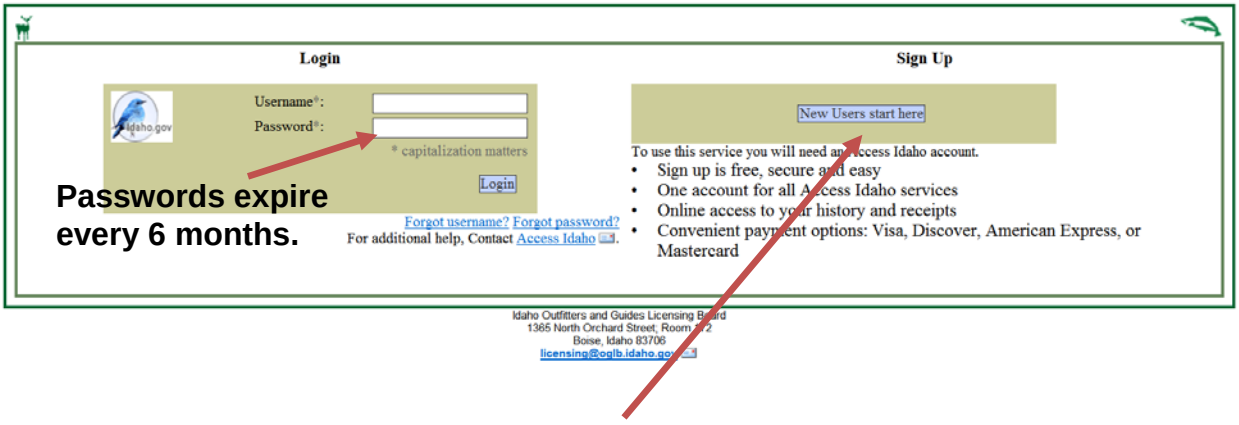
Section 1: Logging into OGLB's Licensing Services

To ensure maximum security, you will need an Access Idaho username and password to conduct any business online with the Outfitters and Guides Licensing Board.

The web address for OGLB's online licensing services is:

https://www.accessidaho.org/secure/oglb/licensing/services.html

Don't forget the "s" in the web address, which means it's a secure site. Add this web page to your favorites list for easy reference.



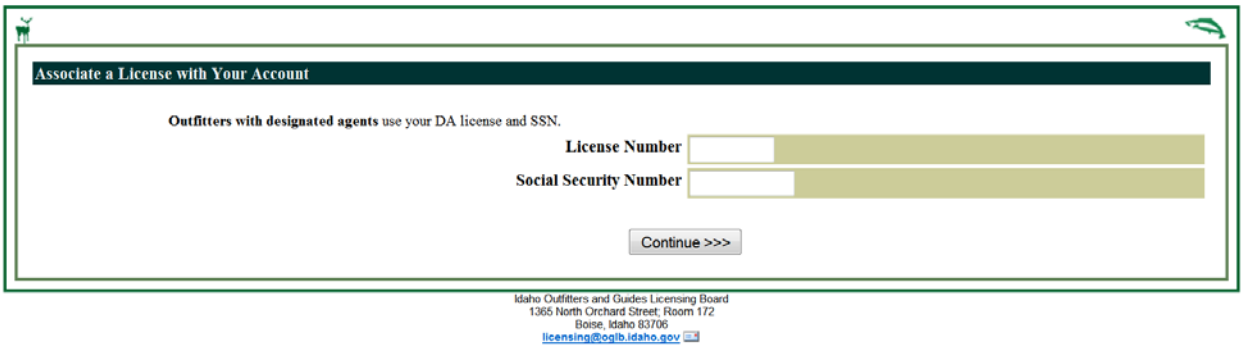
Passwords expire every 6 months.

Select this link to set up your username and password. An initial password will be sent to the email address you provide after you create your user account.

Note: The first time you log into this page with your initial password, you will be prompted to change your password to one of your choosing. Passwords are case-sensitive, must be at least 5 characters long, and can contain numbers, letters, and/or symbols. For security purposes, do not allow your web browser (Internet Explorer, Netscape, Firefox, etc.) to remember your login information.

Section 2: Associating a License with Your Account

After logging in successfully for the first time (or after selecting the "I Have Another License" link on the User Services page), you will see the screen below. Enter the requested information and select the "Continue" button.

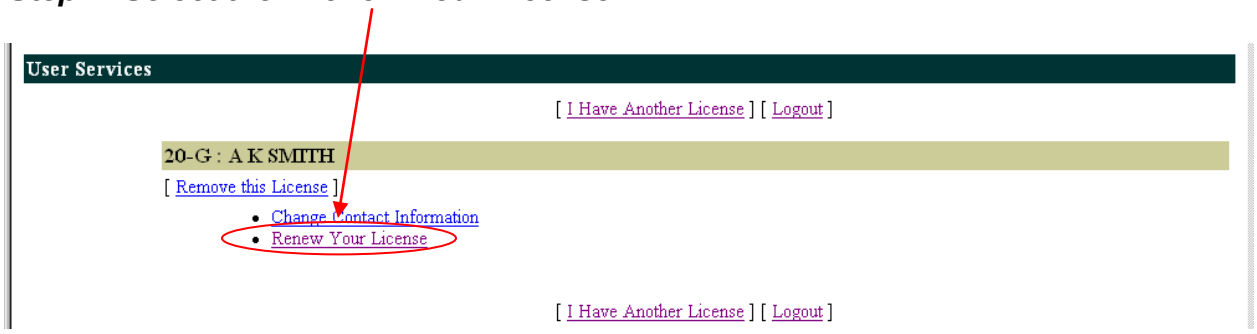


After associating your user account with your license, the application displays all licenses associated with your account.

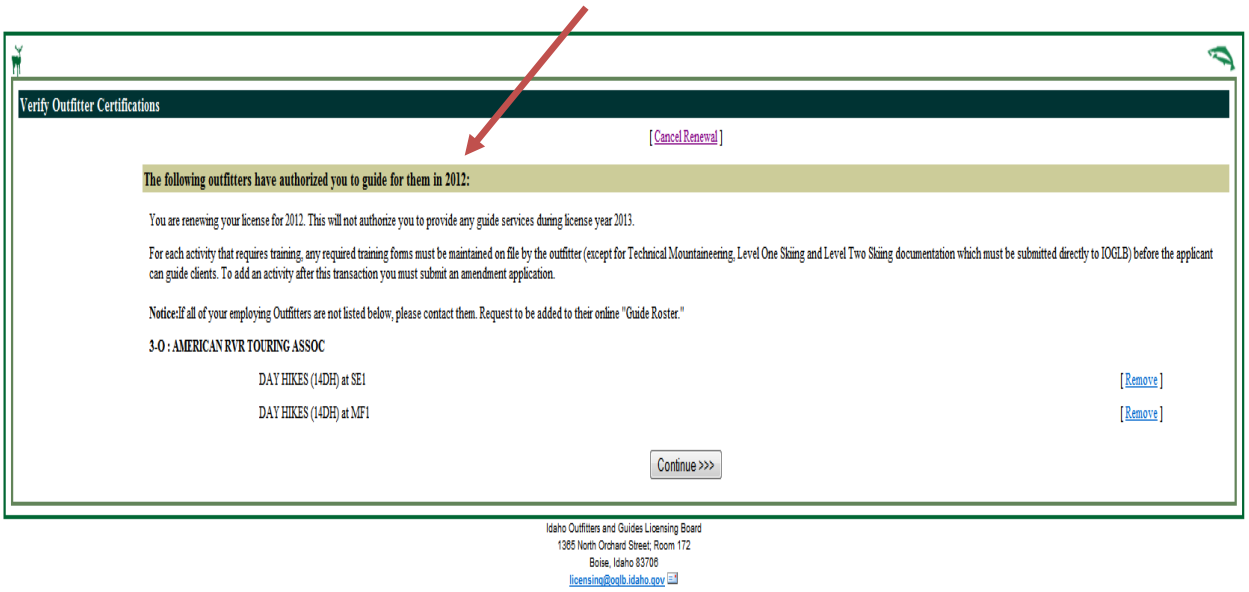
Section 3: Renewing Guide License—Paying for Own License

Before renewing your Guide license online, you must log in with your Access Idaho username and password (see Sections 1 and 2).

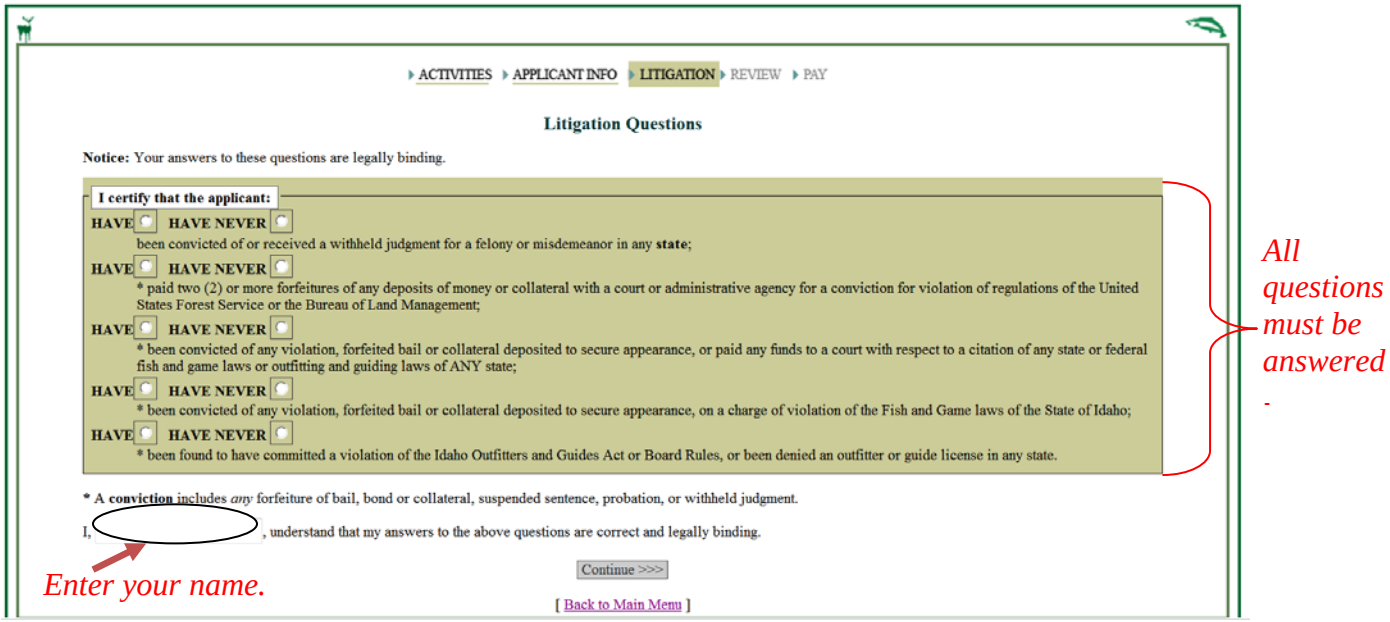
Step 1. **Select the "Renew Your License" link.**



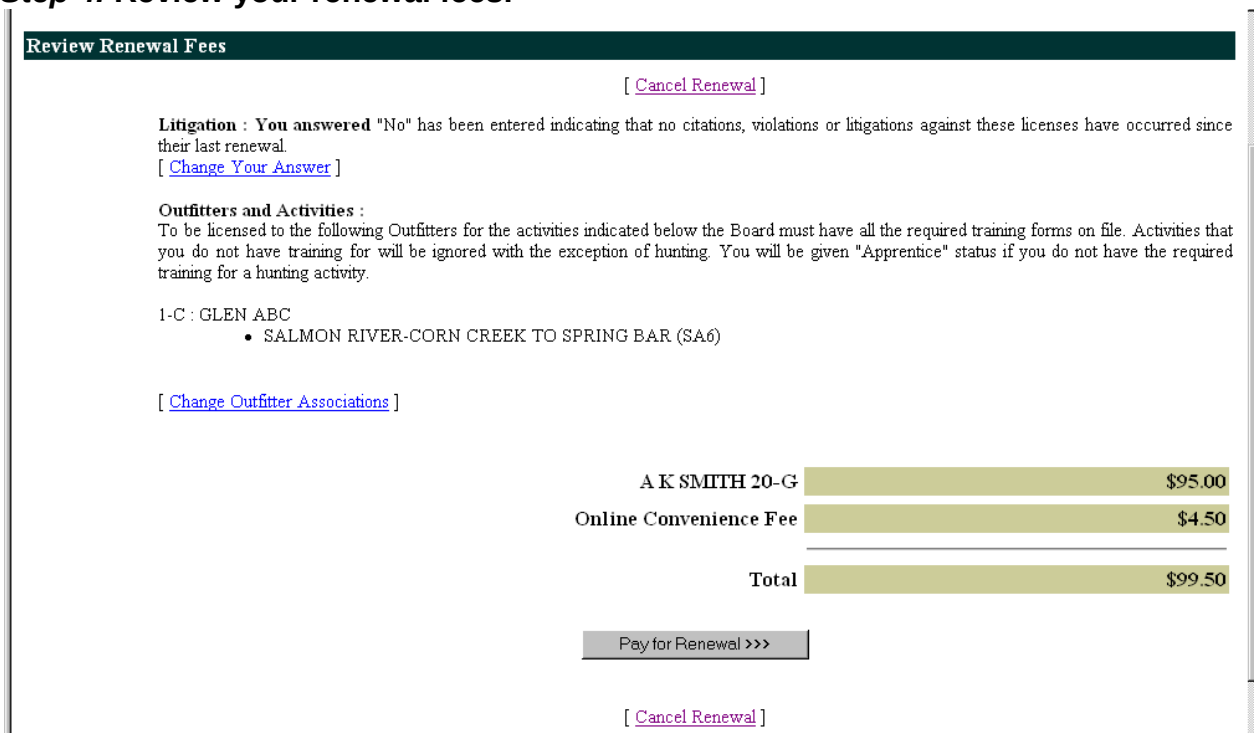
Step 2. **Verify Outfitter authorization(s) and click "Continue."**



Step 3. Answer litigation questions.



Step 4. Review your renewal fees.



Step 5. Enter your credit/debit card billing information.

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

OGLB: Renewal for 20-G

Service: License Renewal (43)

Description	Cost	Qty	Total
20-G : A K SMITH 2005 Renewal	$95.00	1	$95.00
Online Convenience Fee	$4.50	1	$4.50
	Total:		$99.50

Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read Access Idaho's privacy policy.

*** Name:**
*** Billing Address:**
*** City:**
*** State/Province:**
Country: United States
*** Postal/Zip Code:**

Required fields

Telephone Number: (Optional: For billing questions)
E-mail Address: (Optional: For billing questions and e-mail receipt)
*** Payment Method** Credit Card ← *No need to change this.*

<<< Back | Next >>>

Step 6. Enter card number, type, and expiration date.

Billing Information

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.

OGLB: Renewal for 20-G

Service: License Renewal (43)

Description	Cost	Qty	Total
20-G : A K SMITH 2005 Renewal	$95.00	1	$95.00
Online Convenience Fee	$4.50	1	$4.50
	Total:		$99.50

Name: AK Smith
Address: 321 Any Street
Wilderness, ID US 83555
Telephone Number:
E-mail Address:

[<<< Back to payment information page 1]

Credit Card Information

Please provide your credit card information below:

Card Number:
Card Type: — select one — ← *Choose between VISA, MasterCard, Discover, and American Express.*
Expiration Date: /

Notice: If you supplied your e-mail address on the previous page, you will see your receipt quickly flash on the screen as it is transmitted to you. The application will then automatically forward to the next step.

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Renewal Receipt (Carry it with you as a valid, 20-day temporary license if qualified.)

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Temporary License

You may use this receipt as a 20-day temporary license authorization to continue guiding under the activities listed on your previous license.

A copy of this receipt must be in your possession while guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.

Renewal Receipt

Save or print a copy of this receipt for your records.

Outfitters and Activities

You will be licensed for the following Outfitters and Activities, provided the Board has all the required training forms on file. Activities that you do not have training for will be ignored, with the exception of hunting. You will be given "Apprentice" status if you do not have the required training for a hunting activity.

1-C : GLEN ABC
- SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

License Renewal for 20-G

Transaction ID	3875
Date Created	Mon 11/07/2005 01:28:06 PM MST
Description	OGLB: Renewal for 20-G
20-G : A K SMITH 2005 Renewal	$95.00
Online Convenience Fee	$4.50
Cost	$99.50

When to Expect Your License

Your guide license will be issued and mailed to your employing outfitter once the Board has verified your application requirements. It is your responsibility to have your guide license in hand when guiding for any outfitter.

Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your license number (20-G) as well as the Access Idaho transaction number (3875).

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Receipt may be used as a 20-day temporary license if all training and qualifications for the applicant have been certified by the Outfitter.

No 20-day temporary license will be issued for Skiing Level I & II, Technical Mountaineering/Climbing.

No 20-day temporary license will be issued for responding to any of the Litigation questions as "Have" for any violations.

After successfully renewing, your "Menu" indicates your license has been paid and that you can view your receipt.

User Services

[I Have Another License] [Logout]

20-G : A K SMITH

[Remove this License]

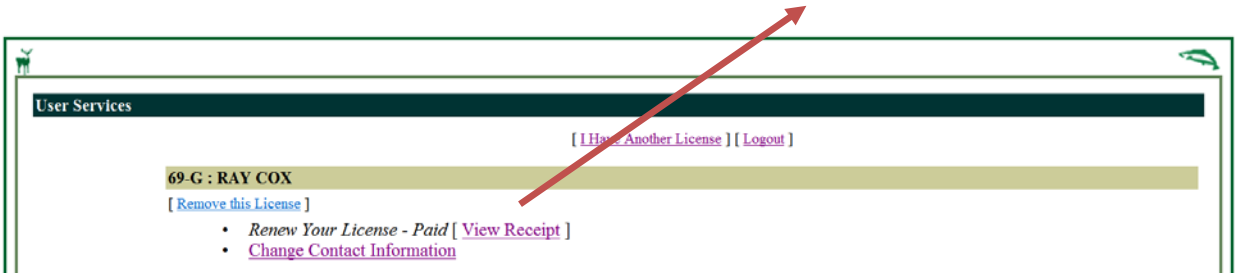
- Change Contact Information
- *Renew Your License - Paid* [View Receipt]

[I Have Another License] [Logout]

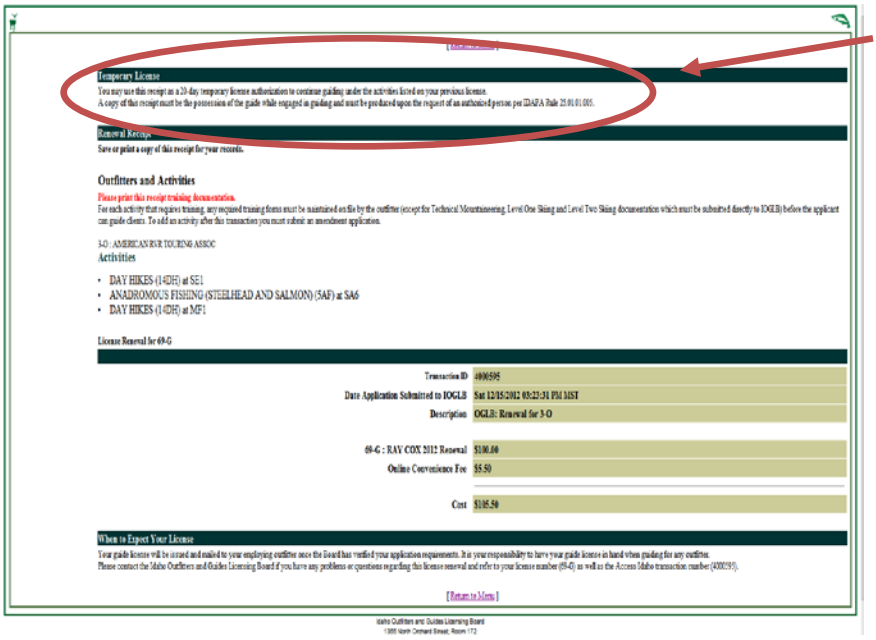
Section 4: Renewing Guide License—Outfitter Pays

Before viewing your Guide license receipt, you must log in with an Access Idaho username and password after the Outfitter has paid for the license (see Sections 1 and 2).

Step 1. **Select the "Renew Your License" link to [View Receipt].**



Step 2 The receipt paid for by the Outfitter will show up as follows. If you qualify, this receipt may act as a 20-day temporary license as stated on the receipt:



Receipt may be used as a 20-day temporary license if all training and qualifications for the applicant have been certified by the Outfitter.

No 20-day temporary license will be issued for Skiing Level I & II, Technical Mountaineering/Climbing.

No 20-day temporary license will be issued for responding to any of the Litigation questions as "Have" for any violations.

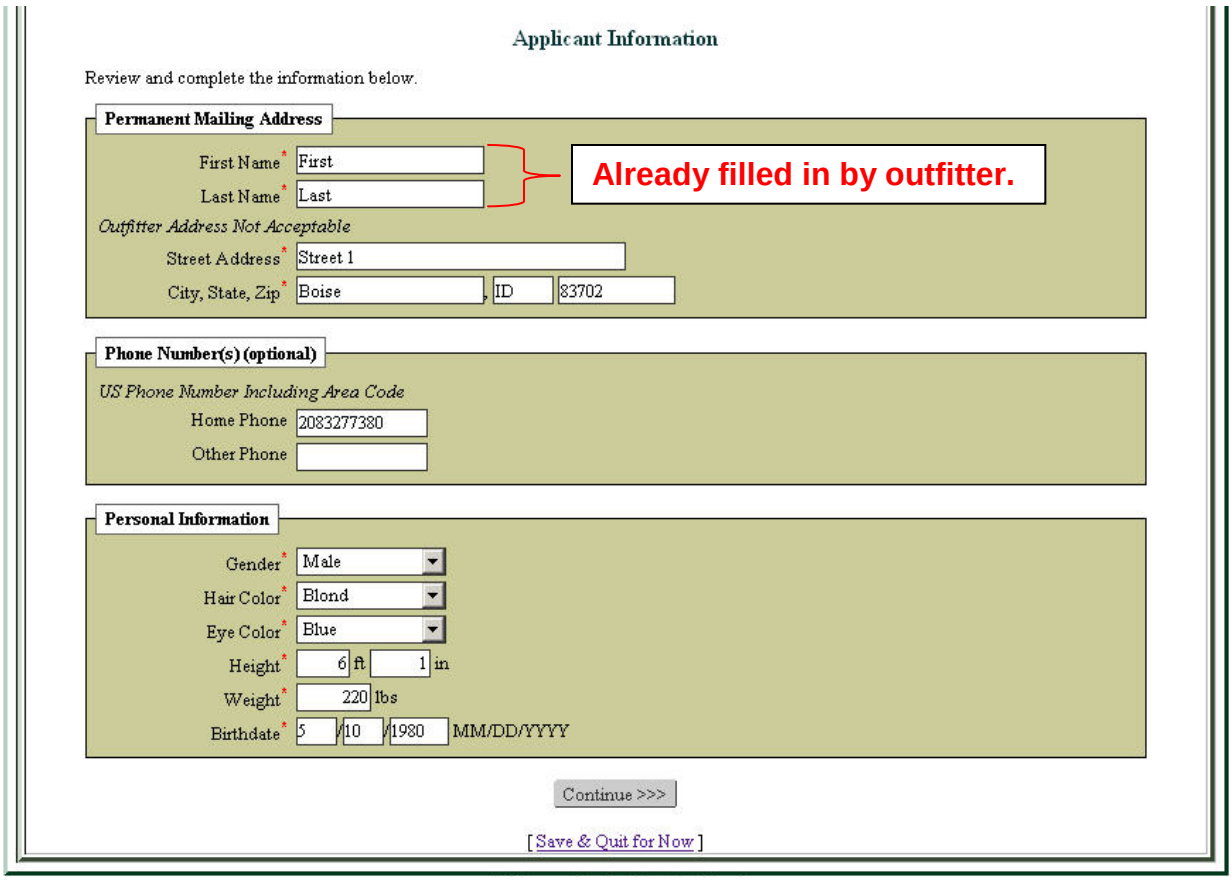
You must have a copy of this receipt while guiding within the 20 days or until your license is in your possession.

Section 5: New Guide Applicant—Complete Form and Pay

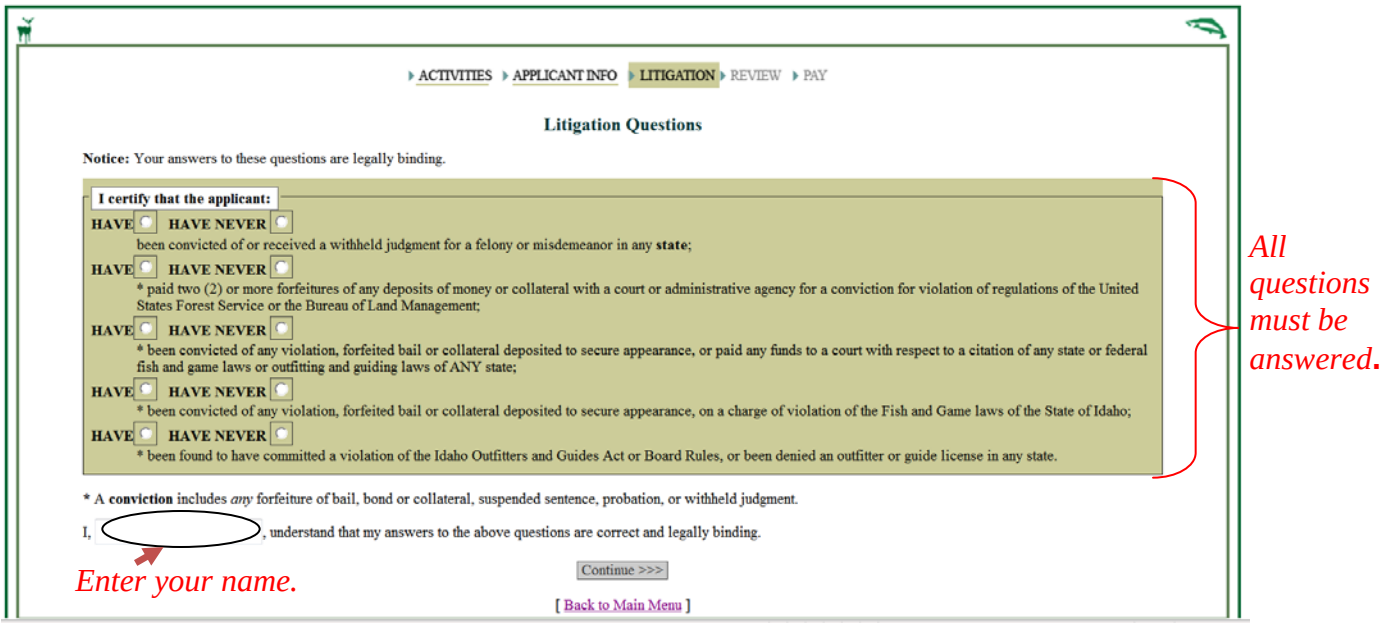
To complete the new Guide license application form and pay, you must log in with an Access Idaho username and password (see Sections 1 and 2). You must receive a Guide license number from your Outfitter, who receives the guide license number after initiating a "New Guide Application" step then inputting the applicant's first and last name with the social security number and indicating the activities you are to be licensed for.

Step 1. **Select the "New Guide Application" link.**

Step 2. Enter your information.

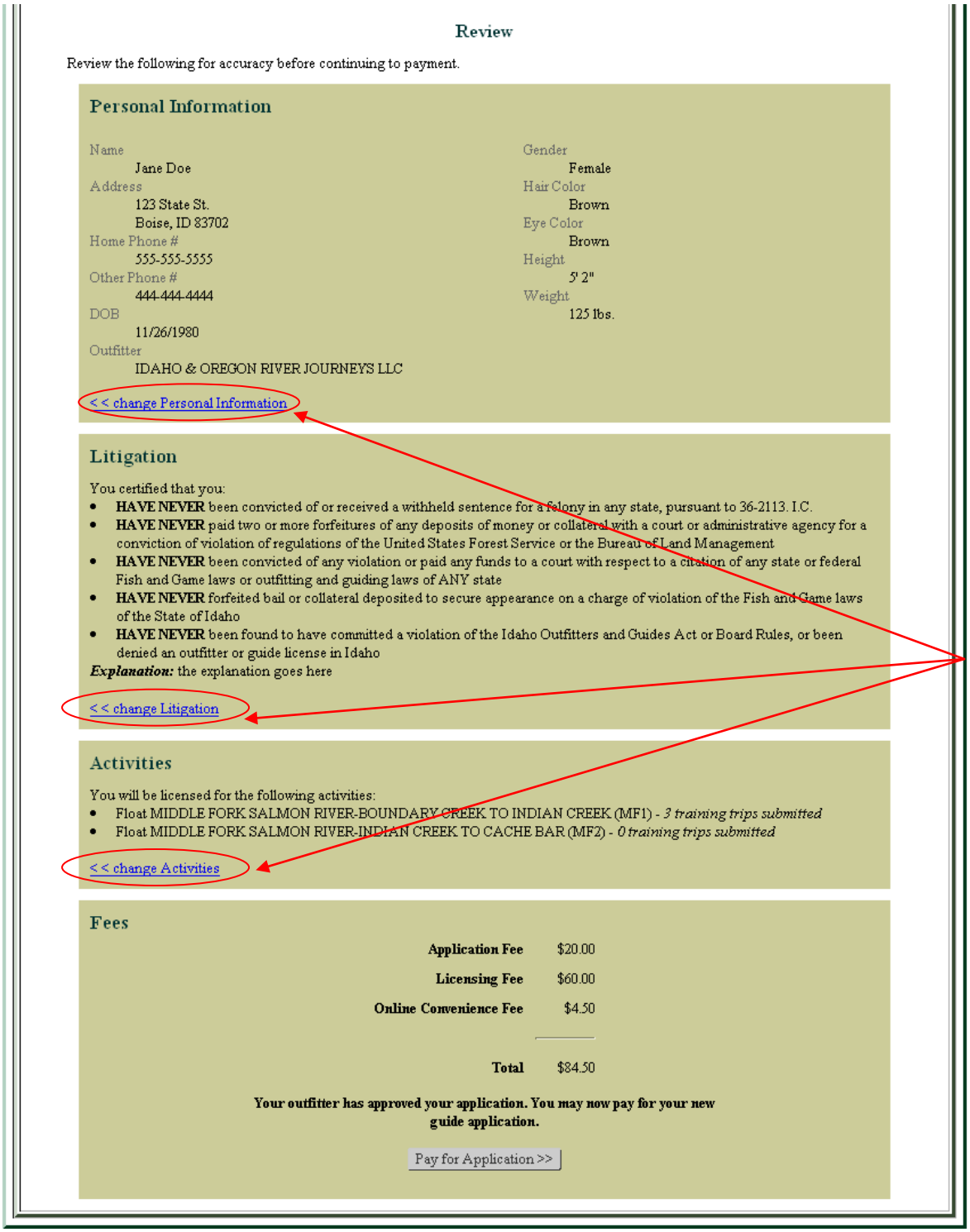


Step 3. **Answer litigation questions and enter your name. (If you select "Have" for any question, an online form will display to explain the conviction. The explanation will be forwarded to the Board.)**



Step 4. **Outfitter certifies training. The actual forms are to be kept on file with the outfitter.**

Step 5. **Verify information on the review page and click "*Pay for Application.*"**



Review

Review the following for accuracy before continuing to payment.

Personal Information

Name
Jane Doe
Address
123 State St.
Boise, ID 83702
Home Phone #
555-555-5555
Other Phone #
444-444-4444
DOB
11/26/1980
Outfitter
IDAHO & OREGON RIVER JOURNEYS LLC

Gender
Female
Hair Color
Brown
Eye Color
Brown
Height
5' 2"
Weight
125 lbs.

< < change Personal Information

Litigation

You certified that you:

- **HAVE NEVER** been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.
- **HAVE NEVER** paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management
- **HAVE NEVER** been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal Fish and Game laws or outfitting and guiding laws of ANY state
- **HAVE NEVER** forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho
- **HAVE NEVER** been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho

Explanation: the explanation goes here

< < change Litigation

Activities

You will be licensed for the following activities:

- Float MIDDLE FORK SALMON RIVER-BOUNDARY CREEK TO INDIAN CREEK (MF1) - *3 training trips submitted*
- Float MIDDLE FORK SALMON RIVER-INDIAN CREEK TO CACHE BAR (MF2) - *0 training trips submitted*

< < change Activities

Fees

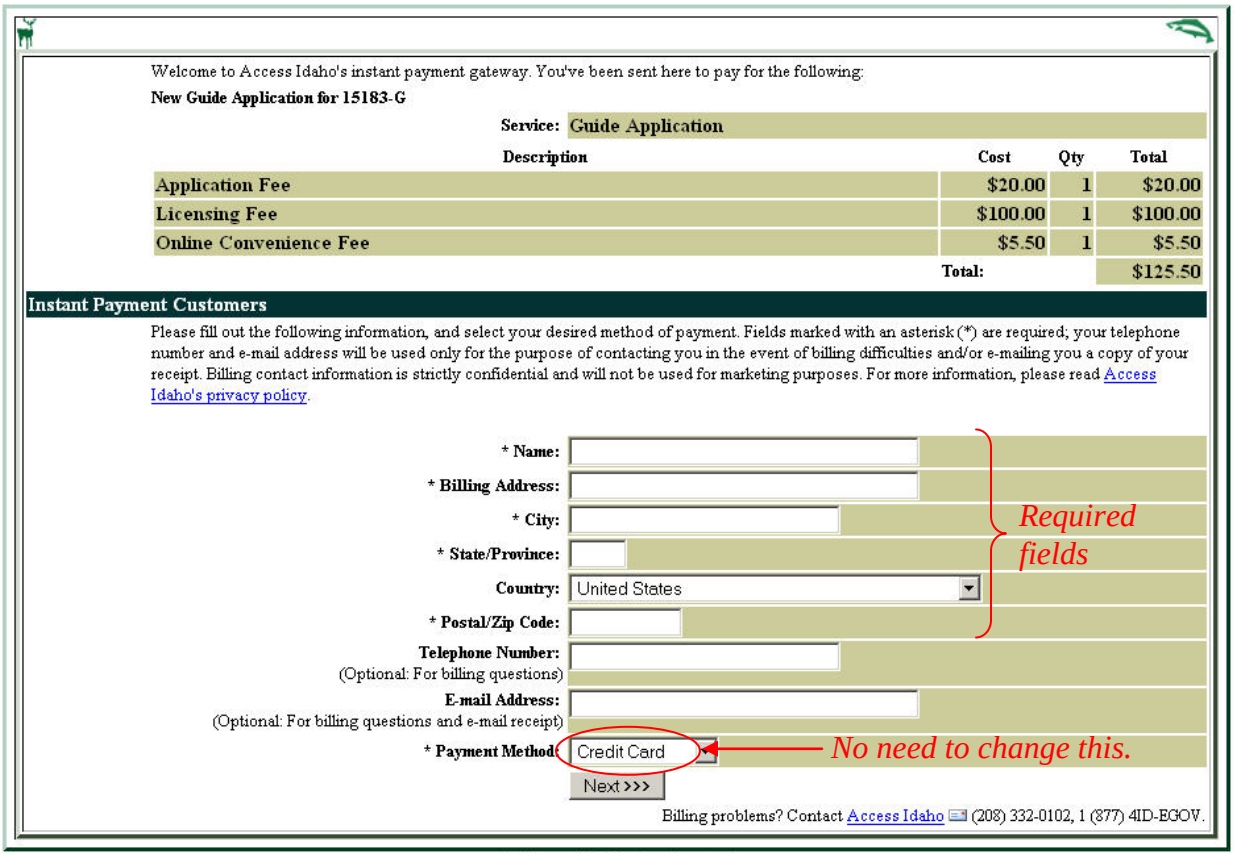
Application Fee	$20.00
Licensing Fee	$60.00
Online Convenience Fee	$4.50
Total	$84.50

Your outfitter has approved your application. You may now pay for your new guide application.

Pay for Application >>

Use these links to edit information

Step 6. Enter your credit/debit card billing information.



Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

New Guide Application for 15183-G

Service: Guide Application

Description	Cost	Qty	Total
Application Fee	$20.00	1	$20.00
Licensing Fee	$100.00	1	$100.00
Online Convenience Fee	$5.50	1	$5.50
	Total:		$125.50

Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read Access Idaho's privacy policy.

*** Name:**
*** Billing Address:**
*** City:**
*** State/Province:**
Country: United States
*** Postal/Zip Code:**
Telephone Number: (Optional: For billing questions)
E-mail Address: (Optional: For billing questions and e-mail receipt)
*** Payment Method:** Credit Card

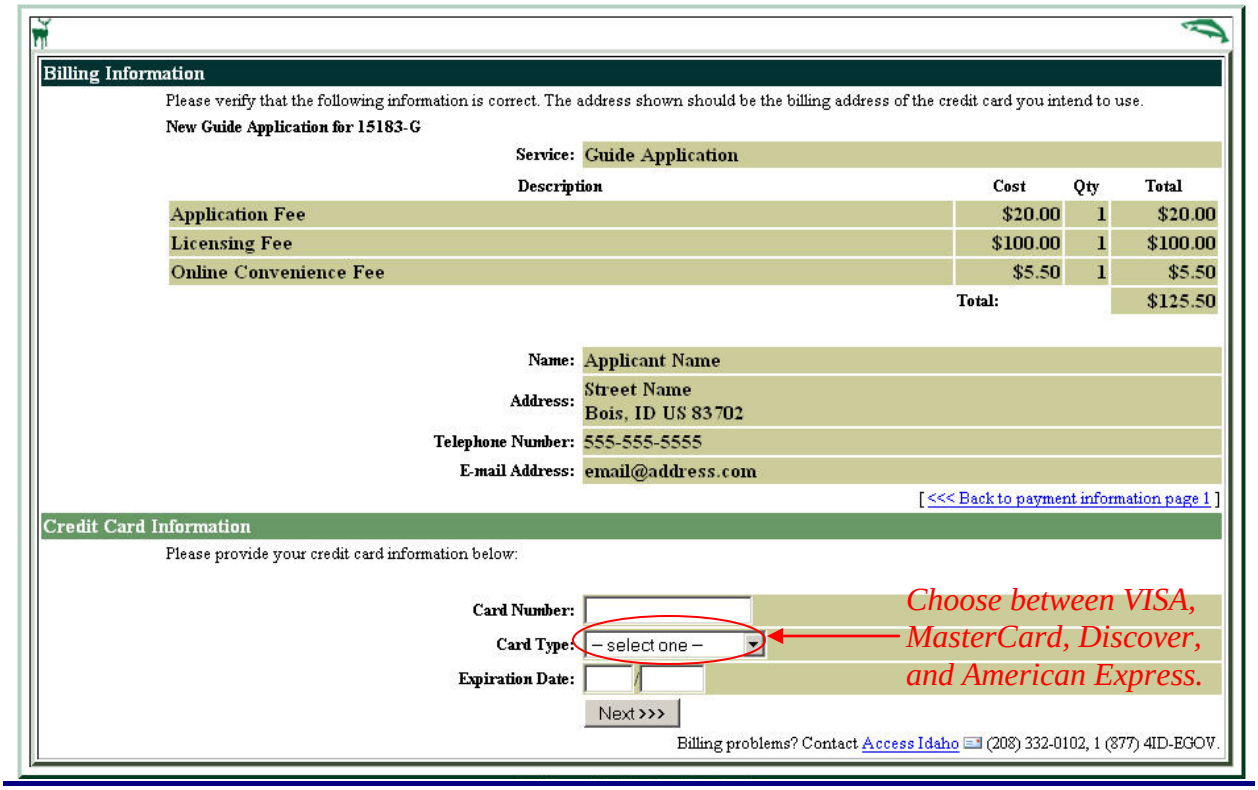
Required fields

No need to change this.

Next >>>

Billing problems? Contact Access Idaho (208) 332-0102, 1 (877) 4ID-EGOV.

Step 7. **Enter your credit/debit card number, type, and expiration date.**



Billing Information

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.

New Guide Application for 15183-G

Service: Guide Application

Description	Cost	Qty	Total
Application Fee	$20.00	1	$20.00
Licensing Fee	$100.00	1	$100.00
Online Convenience Fee	$5.50	1	$5.50
	Total:		$125.50

Name: Applicant Name
Address: Street Name
Bois, ID US 83702
Telephone Number: 555-555-5555
E-mail Address: email@address.com

[<<< Back to payment information page 1]

Credit Card Information

Please provide your credit card information below:

Card Number:
Card Type: – select one –
Expiration Date: /

Next >>>

Billing problems? Contact Access Idaho (208) 332-0102, 1 (877) 4ID-EGOV.

Choose between VISA, MasterCard, Discover, and American Express.

***Step 8.* Save or print receipt *(the application automatically emails a receipt to you as well)*, which provides an overview of your information, answers to litigation questions, activities, and a list of any documentation that needs to be mailed to the OGLB office.**

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

Guide Application Receipt

Please save or print this page for future reference -- **It is your receipt for this license application**

Temporary License

You may use this receipt as a 20-day temporary license authorization beginning 03/01/2006.

A copy of this receipt must be in your possession while guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.

FIRST LAST 15155-G

Pending License Number: 15155-G	Gender: Male
Name: First Last	Hair Color: Blond
Address: Street 1, Boise, ID 83702	Eye Color: Blue
Home Phone #: 2083277380	Height: 6' 1"
Other Phone #: *Not Provided*	Weight: 220 lbs.
DOB: 05/09/1980	License Year: 2006
Outfitter: JOHN ACCESS	

Litigation

You certified that the applicant:

- **HAVE NEVER** been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.
- **HAVE NEVER** paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management
- **HAVE NEVER** been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal Fish and Game laws or outfitting and guiding laws of ANY state
- **HAVE NEVER** forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho
- **HAVE NEVER** been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho

Activities

Once the board has reviewed and approved the documentation the applicant is applying for the following activities:

- DAY HIKES (14DH)
- ANTELOPE (1A)
- DEER (1D)
- ELK (1E)
- GOAT (1G)
- MOOSE (1M)
- SHEEP (1S)
- PHOTO TRIPS (20PT)
- BEAR (2B)
- COUGAR (2C)
- PREDATORS (3P)
- CHUKAR (4CH)
- FOREST GROUSE (4FG)
- HUNGARIAN PARTRIDGE (4HP)
- FISHING (5F)
- TRAILRIDES (6TR)
- BACKPACKING (7BP)
- SNOWMOBILING (8SN)
- Float SALMON RIVER-1st HIWAY 93 BRIDGE ABOVE CHALLIS TO IRON CRK (SA3)
- Float SALMON RIVER - IRON CREEK TO NORTH FORK FROM 5/1 TO 9/30 (SA4A)
- Float SALMON RIVER-IRON CREEK TO NORTH FORK 10/1 TO 4/30 (SA4B)
- Float SALMON RIVER-NORTH FORK TO CORN CREEK (SA5)

Fees

Your credit card will show a charge from **Access Idaho**.

Transaction ID	4713
Create date	Tue 06/26/2007 01:54:50 PM GMT-07:00
Description	New Guide Application for 15155-G
Application Fee	$20.00
Licensing Fee	$100.00
Online Convenience Fee	$5.50
Total	$125.50

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Receipt may be used as a 20-day temporary license if all training and qualifications for the applicant have been certified by the Outfitter.

No 20-day temporary license will be issued for Skiing Level I & II, Technical Mountaineering/Climbing.

No 20-day temporary license will be issued for responding to any of the Litigation questions as "Have" for any violations.