



Online License Services Manual for Outfitters/Designated Agents

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

Online Renewal Benefits

Cheaper and faster license processing • Secure, encrypted connection • Guide renewals avoid expedited/pull-forward fees (receipt serves as 20-day temporary license when in compliance with licensing guidelines—Guide renewals and new Guide applications only) • 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.

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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 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.

Registered Users

Passwords expire every 6 months.

Username: [Forgot username?](#)

Password: [Forgot password?](#)

* Username and password are case sensitive.

If you are unable to access this application with your current username and password, please contact [Access Idaho](#).

New Users

To use this service you will need a username and password supplied by Access Idaho.

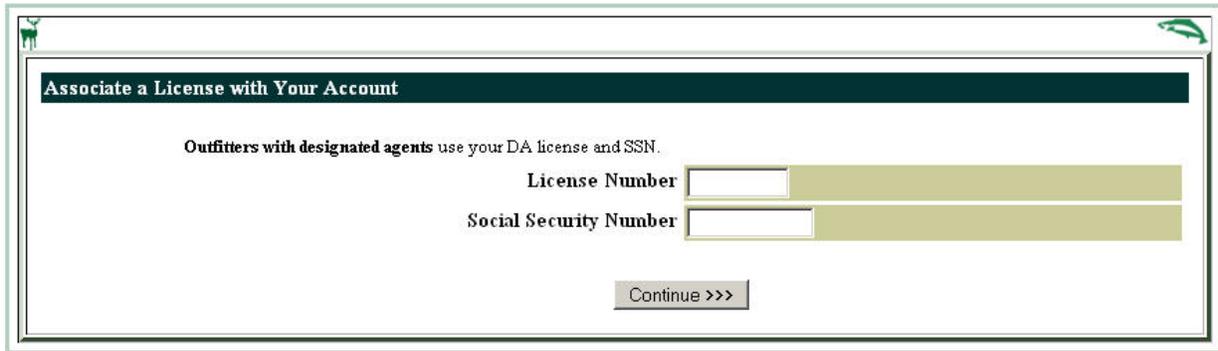
[Create A New User Account](#)

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

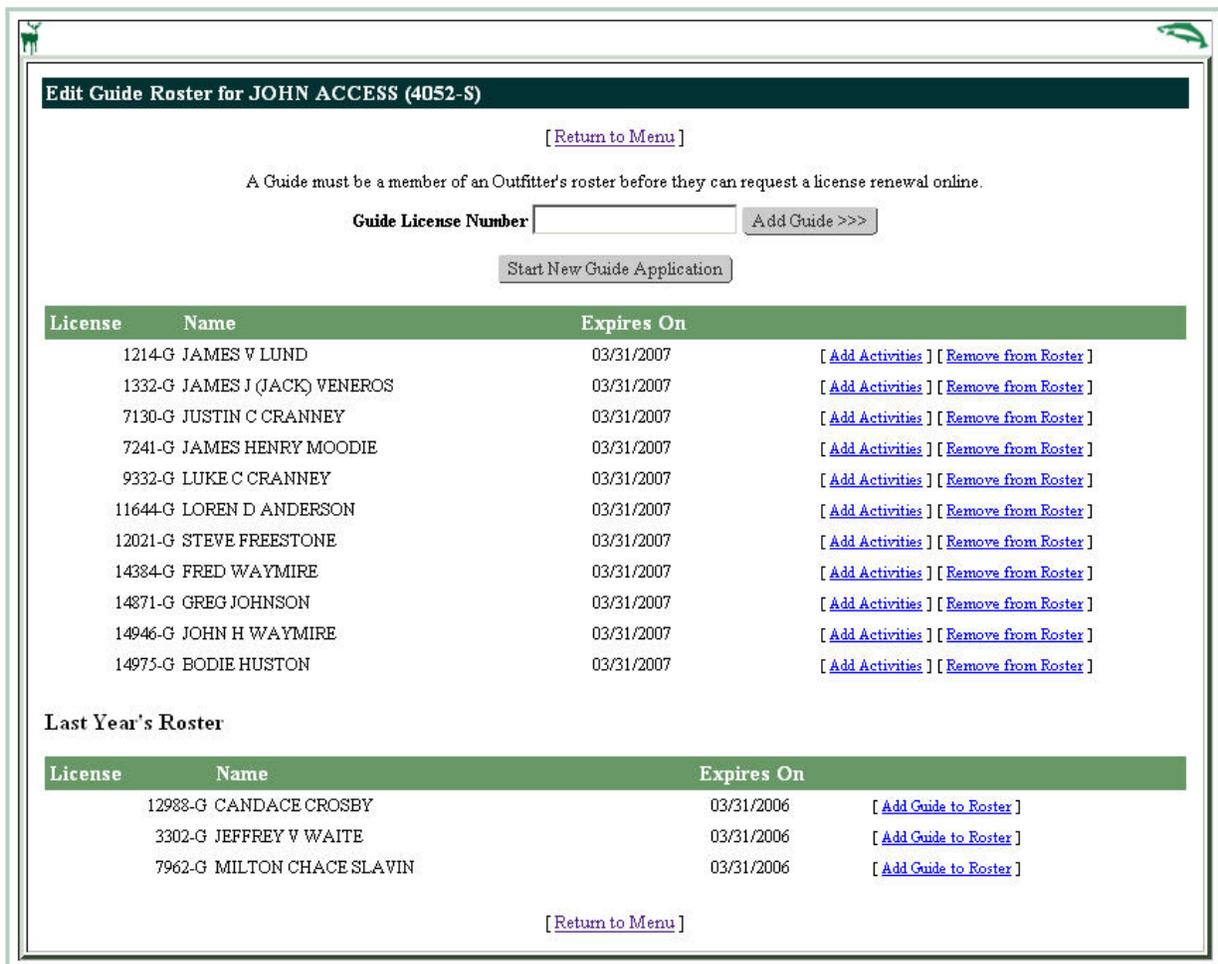
Section 2: Associating a License with Your User Account

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.



The screenshot shows a web form titled "Associate a License with Your Account". Below the title, there is a message: "Outfitters with designated agents use your DA license and SSN." The form contains two input fields: "License Number" and "Social Security Number", both with light green backgrounds. Below these fields is a "Continue >>>" button.

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



The screenshot shows a web page titled "Edit Guide Roster for JOHN ACCESS (4052-S)". At the top, there is a "[Return to Menu]" link. Below it, a message states: "A Guide must be a member of an Outfitter's roster before they can request a license renewal online." There is an input field for "Guide License Number" and an "Add Guide >>>" button. Below this is a "Start New Guide Application" button. The main content is a table of licenses with columns for "License", "Name", and "Expires On". Each row includes links for "[Add Activities]" and "[Remove from Roster]".

License	Name	Expires On	
1214-G	JAMES V LUND	03/31/2007	[Add Activities] [Remove from Roster]
1332-G	JAMES J (JACK) VENEROS	03/31/2007	[Add Activities] [Remove from Roster]
7130-G	JUSTIN C CRANNEY	03/31/2007	[Add Activities] [Remove from Roster]
7241-G	JAMES HENRY MOODIE	03/31/2007	[Add Activities] [Remove from Roster]
9332-G	LUKE C CRANNEY	03/31/2007	[Add Activities] [Remove from Roster]
11644-G	LOREN D ANDERSON	03/31/2007	[Add Activities] [Remove from Roster]
12021-G	STEVE FREESTONE	03/31/2007	[Add Activities] [Remove from Roster]
14384-G	FRED WAYMIRE	03/31/2007	[Add Activities] [Remove from Roster]
14871-G	GREG JOHNSON	03/31/2007	[Add Activities] [Remove from Roster]
14946-G	JOHN H WAYMIRE	03/31/2007	[Add Activities] [Remove from Roster]
14975-G	BODIE HUSTON	03/31/2007	[Add Activities] [Remove from Roster]

Below the table is a section titled "Last Year's Roster" with another table:

License	Name	Expires On	
12988-G	CANDACE CROSBY	03/31/2006	[Add Guide to Roster]
3302-G	JEFFREY V WAITE	03/31/2006	[Add Guide to Roster]
7962-G	MILTON CHACE SLAVIN	03/31/2006	[Add Guide to Roster]

At the bottom of the page, there is a "[Return to Menu]" link.

Outfitter/Designated Agent Services

Section 3: Renewing an Outfitter/D.A. License

To access OGLB's online services, you must log in with an Access Idaho username and password (see Sections 1 and 2).

Step 1. Select the "Renew Your License" link (should be underlined if applicable).

The screenshot displays the 'User Services' page with the following content:

User Services [I Have Another License] [Logout]

4052-S : JOHN ACCESS
[Remove this License]
Liability insurance expires 04/14/2007.

- [Guide Roster](#)
 - Continue a New Guide Application
 - Add or Remove Guides
 - Renew Guides
- [New Guide Application](#)
- [Activity Amendment](#)
- [Submit Training & Trip Logs](#)
- [Renew Your License](#) -- License has already been renewed.
- [Change Contact Information](#)

5501-C : ACCESS MOUNTAIN GUIDES, INC
Liability insurance expires 04/11/2007.

- [Guide Roster](#)
 - Continue a New Guide Application
 - Add or Remove Guides
 - Renew Guides
- [New Guide Application](#)
- [Activity Amendment](#)
- [Submit Training & Trip Logs](#)
- [Renew Your License](#) -- License has already been renewed.
- [Change Contact Information](#)

6990-D : DICK DORWORTH
[Remove this License]

- [Change Contact Information](#)

[I Have Another License] [Logout]

Section 3: Renewing an Outfitter/D.A. License

Step 2. Answer litigation questions.

The screenshot shows a web form titled "Edit Guide Roster" with a sub-header "[Guide Roster] [Main Menu]". A green banner reads "You are about to renew the following license:". Below this, the license number "11347-G TOBY J MCMULLEN" is displayed. A red circle highlights a text input field with the red text "Enter your name." and an arrow pointing to it. Below the input field is a statement: "I, [input field] understand that my answers to these questions are legally binding. Since their last renewal, have any of the above licenses, :". To the right of this statement is a red bracket with the text "All questions must be answered." and a list of five questions, each with "Yes" and "No" radio buttons. The questions are: 1. "been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.", 2. "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", 3. "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", 4. "forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho", and 5. "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". A "Continue >>>" button is at the bottom.

Step 3. Click inside the boxes to select which Guide licenses (that are associated with Sole Proprietors and Designated Agents) you wish to renew.

The screenshot shows a web form titled "Select Guide Licenses to Renew" with a sub-header "[Cancel Renewal]". The text reads: "The licenses being renewed are associated with guide licenses that have been active in the last year. Indicate below which, if any, of these guide licenses you would like to renew now. There are no additional charges for these guide renewals if they are done now. You will be charged a \$10 amendment fee to renew them later. Check the boxes next to the guide licenses you would like to renew." Below this text is a list of two licenses: "1-G : GLEN ABC" and "10-G : SMITH ANDERSON". Each license has a checkbox to its right. Red text "Demonstration purpose only: Business entities never have Guide licenses associated with them." has an arrow pointing to the checkboxes. A red circle highlights the checkboxes for both licenses. A "Continue >>>" button is at the bottom, and another "[Cancel Renewal]" link is at the very bottom.

Section 3: Renewing an Outfitter/D.A. License

Step 4. Review your renewal fees.

Review Renewal Fees

[[Cancel Renewal](#)]

Litigation : You answered "No" has been entered indicating that no citations, violations or litigations against these licenses have occurred since their last renewal.
[[Change Your Answer](#)]

Demonstration only: Business entities never have Guide licenses associated with them. →

D.A. and Outfitter Special Processing Fees (fees shown are for example only) →

GLEN ABC 1-C	\$300.00
SMITH ANDERSON 10-D	\$120.00
GLEN ABC 1-G	\$0.00
SMITH ANDERSON 10-G	\$0.00
DA Special Handling Fee	\$75.00
OT Special Handling Fee	\$100.00
[Change Guide Licenses to Renew]	
Subtotal	\$595.00
Online Convenience Fee	\$17.00
Total	\$612.00

Pay for Renewal >>>

[[Cancel Renewal](#)]

Section 3: Renewing an Outfitter/D.A. License

Step 5. Enter 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 1-C

Service: License Renewal (43)				
Description	Cost	Qty	Total	
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00	<i>Demonstration only: Business entities never have Guide licenses associated with them.</i>
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00	
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00	
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00	
DA Special Handling Fee	\$75.00	1	\$75.00	
OT Special Handling Fee	\$100.00	1	\$100.00	
Online Convenience Fee	\$17.00	1	\$17.00	
Total:			\$612.00	

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:

* Postal/Zip Code:

Telephone Number:
(Optional: For billing questions)

E-mail Address:
(Optional: For billing questions and e-mail receipt)

* Payment Method:

<<< Back Next >>>

Required fields

No need to change this.

Billing problems? Contact [Access Idaho](#) (208) 332-0102, 1 (877) 41D-EGOV.

Section 3: Renewing an Outfitter/D.A. License

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 1-C

Service: License Renewal (43)

Description	Cost	Qty	Total
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00
DA Special Handling Fee	\$75.00	1	\$75.00
OT Special Handling Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$17.00	1	\$17.00
Total:			\$612.00

Name: Anderson Smith
Address: 123 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: *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.

<<< Back Next >>>

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

Section 3: Renewing an Outfitter/D.A. License

Renewal Receipt *(The application automatically emails a receipt to you as well.)*

[[Return to Menu](#)]

Renewal Receipt

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

Notice!

Notice! Before the Outfitter license renewal can be processed, you must mail the Outfitters and Guides Licensing Board:

- Proof of current liability insurance
- Use reports for the previous year
- Proof of bond, if it is not continuous

You should include a copy of this receipt in your mailing. If you do not have a printer, include a note stating:

- The date you completed this renewal on-line (11/03/2005)
- The license number of the license being renewed (1-C)
- The Access Idaho transaction number (3862)

Mail all documentation to:

Idaho Outfitters and Guides Licensing Board
1365 North Orchard, Room 172
Boise, ID 83706

License Renewal for 1-C

Transaction ID	3862
Date Created	Thu 11/03/2005 12:18:48 PM MST
Description	OGLB: Renewal for 1-C
1-C : GLEN ABC 2005 Renewal	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00
DA Special Handling Fee	\$75.00
OT Special Handling Fee	\$100.00
Online Convenience Fee	\$17.00
Cost	\$612.00

Demonstration only: Business entities never have Guide licenses associated with them.

When to Expect Your License

Your license will be issued and mailed to you once the Board has received the additional information requested and verified your renewal requirements.

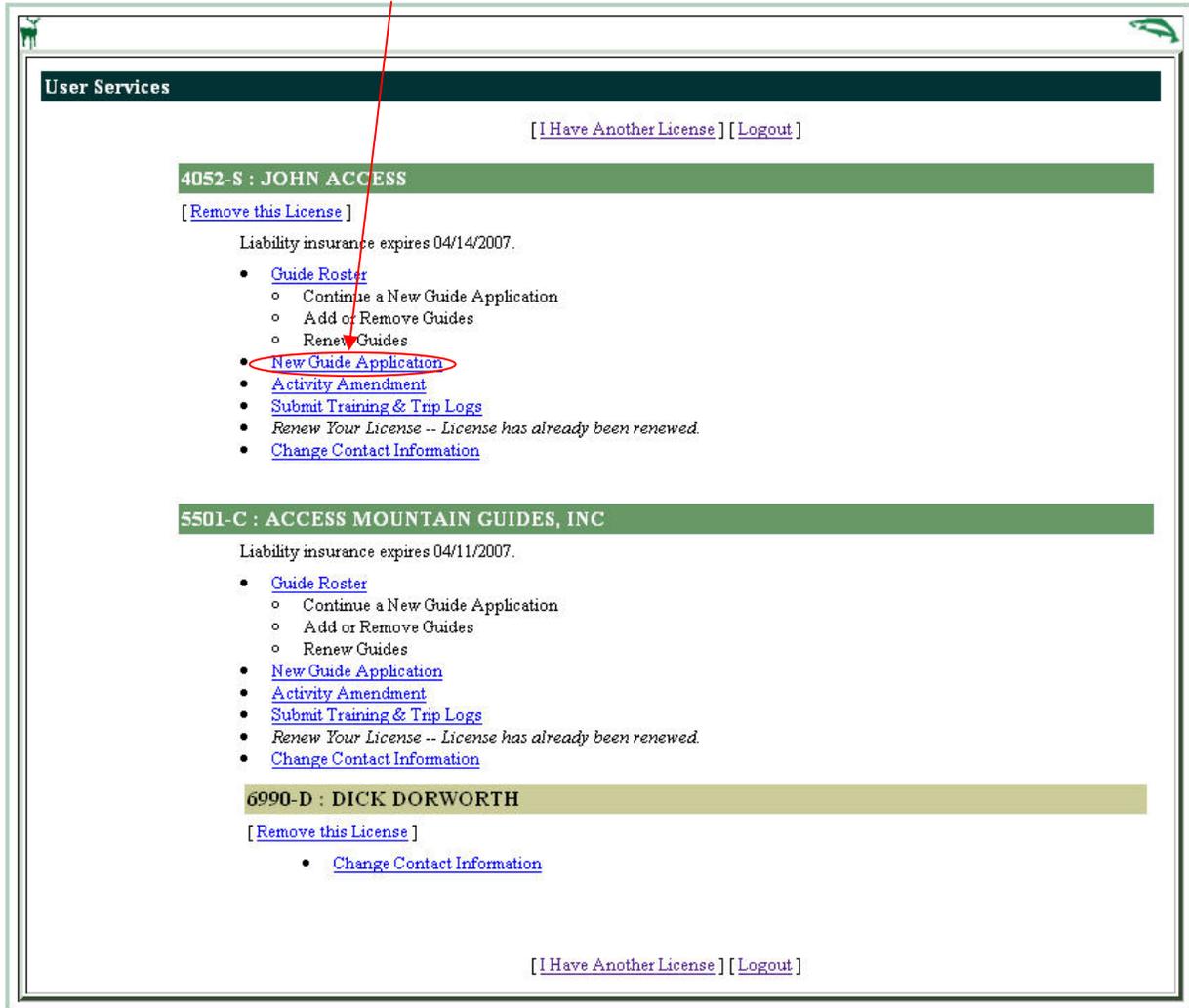
Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your license number (1-C) as well as the Access Idaho transaction number (3862).

[[Return to Menu](#)]

Section 4: Adding New Guides

Scenario A: Outfitter Initiates New Guide Application and Completes Form on Behalf of Applicant

Step 1. Select the “New Guide Application” link from menu.



The screenshot displays the 'User Services' interface. At the top, there is a dark green header with the text 'User Services'. Below the header, there are two links: '[I Have Another License]' and '[Logout]'. The main content area is divided into sections for different license holders. The first section is for '4052-S : JOHN ACCESS', which includes a '[Remove this License]' link and a message: 'Liability insurance expires 04/14/2007.'. Below this, there is a list of menu items: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application' (circled in red), 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The second section is for '5501-C : ACCESS MOUNTAIN GUIDES, INC', which includes a message: 'Liability insurance expires 04/11/2007.', and a list of menu items: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application', 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The third section is for '6990-D : DICK DORWORTH', which includes a '[Remove this License]' link and a list of menu items: 'Change Contact Information'. At the bottom of the interface, there are two links: '[I Have Another License]' and '[Logout]'. A red arrow points from the text 'Step 1. Select the “New Guide Application” link from menu.' to the 'New Guide Application' link in the first section.

Section 4: Adding New Guides

Step 2. Input Applicant's information and select activities.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » APPLICANT INFO » LITIGATION » REVIEW » PAY

* Fields are required

Applicant Set-Up

Applicant Identity
First Name *
Last Name *
SSN# if no SSN# Green Card

Select From Outfitter's Activities

For each activity that requires training, the Board must receive and approve any required training forms before the guide can be licensed. Some of the training requirements can be supplied online, either through this application process or with the 'Submit Training & Trip Logs' tool. A list of remaining requirements that must be mailed to OGLE will be included on the final receipt.

JOHN ACCESS

 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)

← Click to generate a Guide license number.

[Save & Quit for Now]

Section 4: Adding New Guides

Step 3. For snowmobiling and big game hunting only, you must certify the applicable activity statements.

The screenshot shows a web interface for a 'NEW GUIDE APPLICATION'. The breadcrumb trail is: HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION. The main navigation menu includes: ACTIVITIES, CERTIFY, APPLICANT INFO, LITIGATION, REVIEW, and PAY. The page title is 'Hunting Training'. The text reads: 'I, Holly Suit, wish to certify that:'. Below this is a numbered list of three statements regarding the applicant's training. A button labeled 'I Certify the Above Statements >>>' is positioned below the list. Below that, a paragraph states: 'I DO NOT certify the above statements: I wish to license the applicant as an hunting guide apprentice and will pay an amendment fee when their training is complete.' A button labeled 'License the Applicant as an Apprentice >>>' is circled in red, with a red arrow pointing to it from the text: 'This button displays only for hunting training.' At the bottom, there is a button labeled '[Save & Quit for Now]'.

Step 4. Click “Continue” to complete Guide license form on Applicant’s behalf.

The screenshot shows a web interface for a 'NEW GUIDE APPLICATION'. The breadcrumb trail is: HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION. The main navigation menu includes: ACTIVITIES, CERTIFY, APPLICANT INFO, LITIGATION, TRAINING & LOGS, REVIEW, and PAY. The page title is 'Continue or Hand-Off to Applicant'. The text reads: 'You can now:'. Below this is a numbered list of two instructions. The first instruction is 'Complete the application' followed by a button labeled 'Continue >>' which is circled in red. The second instruction is 'Give license number 15155-G to the applicant who will login to continue application (will need your final approval). [Print this page.](#)'. At the bottom, there is a button labeled '<< Return to Menu'.

Section 4: Adding New Guides

Step 5. Enter Guide's information.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » **APPLICANT INFO** » LITIGATION » TRAINING & LOGS » REVIEW » PAY

Applicant Information

Review and complete the information below.

Permanent Mailing Address

First Name *
Last Name *
Outfitter Address Not Acceptable
Street Address *
City, State, Zip * ID

Phone Number(s) (optional)

US Phone Number Including Area Code
Home Phone
Other Phone

Personal Information

Gender *
Hair Color *
Eye Color *
Height * ft in
Weight * lbs
Birthdate * / / MM/DD/YYYY

[\[Save & Quit for Now \]](#)

Step 6. Answer litigation questions on behalf of Applicant and enter your name.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » APPLICANT INFO » **LITIGATION** » TRAINING & LOGS » REVIEW » PAY

Litigation Questions

Notice: Your answers to these questions are legally binding.

NOTE: A conviction includes any forfeiture of bail or bond, suspended sentence, probation, or withheld judgment.

I certify that the applicant:

- HAS HAS NEVER
been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C.
- HAS HAS 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
- HAS HAS 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
- HAS HAS 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
- HAS HAS 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

I, , understand that my answers to the above questions are correct and legally binding.

[Save & Quit for Now]

Enter your name

Step 7. You can only submit/save training for activities that you are licensed for as an Outfitter (available activities are listed on tabs).

» HOME » ON-LINE LICENSING » TRAINING & TRIP LOGS

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » **TRAINING & LOGS** » REVIEW » PAY

Activity Training for 15155-G

Use the tabs at the top to browse and edit different types of training.

Float Boating | 500-Mile Trips

Training for partial river sections cannot be accepted online.
Only commercial trips can be accepted.

Date In: 5 / 15 / 2007
Date Out: 5 / 15 / 2007
Body of Water: SA3

You can only remove training records if you created them.

Water	Date In	Date Out
Water Trips		

Section 4: Adding New Guides

Note: Click the “remove” link(s) to delete any unwanted or incorrect info that you’ve already entered.

» HOME » ON-LINE LICENSING » TRAINING & TRIP LOGS

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » TRAINING & LOGS » REVIEW » PAY

Activity Training for 15155-G

Use the tabs at the top to browse and edit different types of training.

Float Boating [500-Mile Trips](#)

Training for partial river sections cannot be accepted online.
Only commercial trips can be accepted.

Date In / /

Date Out / /

Body of Water

You can only remove training records if you created them.

Water	Date In	Date Out	
SA3	05/05/2007	05/05/2007	remove
SA4A	05/01/2007	05/01/2007	remove
SA4B	05/02/2007	05/02/2007	remove
SA5	05/06/2007	05/06/2007	remove

Water Trips

SA3	1	0 trips remaining
SA4B	1	0 trips remaining
SA5	1	0 trips remaining
SA4A	1	0 trips remaining

Section 4: Adding New Guides

Step 8. Review/edit Applicant information.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » TRAINING & LOGS » REVIEW » PAY

Review

Review the following for accuracy before continuing to payment.

Personal Information

Pending License Number 15155	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	

[<< change Personal Information](#)

Litigation

You certified that the applicant:

- HAS NEVER been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113 I.C.
- HAS 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
- HAS 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
- HAS 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
- HAS 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

[<< change Litigation](#)

Activities

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 (2E)
- 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) - 1 training trips submitted
- Float SALMON RIVER- IRON CREEK TO NORTH FORK FROM 5/1 TO 9/30 (SA4A) - 1 training trips submitted
- Float SALMON RIVER-IRON CREEK TO NORTH FORK 10/1 TO 4/30 (SA4B) - 1 training trips submitted
- Float SALMON RIVER-NORTH FORK TO CORN CREEK (SA5) - 1 training trips submitted

[<< change Activities](#)

Fees

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

By continuing you are approving all the above information as correct:

[Approve, but Applicant Will Pay >>](#)

[Approve & Pay >>](#)

[\[Save & Quit for Now \]](#)

Use these links to edit information

Section 4: Adding New Guides

Step 9. Two Options: 1) Click “Approve & Pay for Application” and go to Step 9; or 2) Click “Approve, but Applicant Will Pay,” notify Applicant that they can log in and pay for application, and you’re done.

The screenshot shows a summary of activities and a table of fees. The fees table is as follows:

Fee Type	Amount
Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

Below the table, there are two buttons: "Approve, but Applicant Will Pay >>" and "Approve & Pay >>". The "Approve, but Applicant Will Pay >>" button is circled in red. A link "[Save & Quit for Now]" is at the bottom.

Step 10. If paying for Applicant’s Guide application, enter your billing info.

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

New Guide Application for 15155-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: Outfitter Name

* Billing Address: 999 Main, Ste. 910

* City: Boise

* State/Province: ID

Country: United States

* Postal/Zip Code: 83702

Telephone Number: 208.332.0102
(Optional: For billing questions)

E-mail Address: webmaster@accessidaho.org
(Optional: For billing questions and e-mail receipt)

* Payment Method: Credit Card

Next >>>

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

Required fields (indicated by a red bracket on the right side of the form)

No need to change this. (indicated by a red arrow pointing to the Payment Method dropdown)

Section 4: Adding New Guides

Step 11. Enter your credit/debit card info.

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 15155-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: **Outfitter Name**
Address: **999 Main, Ste. 910
Boise, ID US 83702**
Telephone Number: **208.332.0102**
E-mail Address: **webmaster@accessidaho.org**

[\[<<< Back to payment information page 1 \]](#)

Credit Card Information

Please provide your credit card information below:

Card Number: 4444-4444-4444-4444
Card Type: **Visa**
Expiration Date: 10 / 10

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

Section 4: Adding New Guides

Step 12. Save or print receipt (the application automatically emails a receipt to you as well), which provides an overview of the Applicant's 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 outfitter 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 (20FT)
- 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 COORN CREEK (SA5)

Fees

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

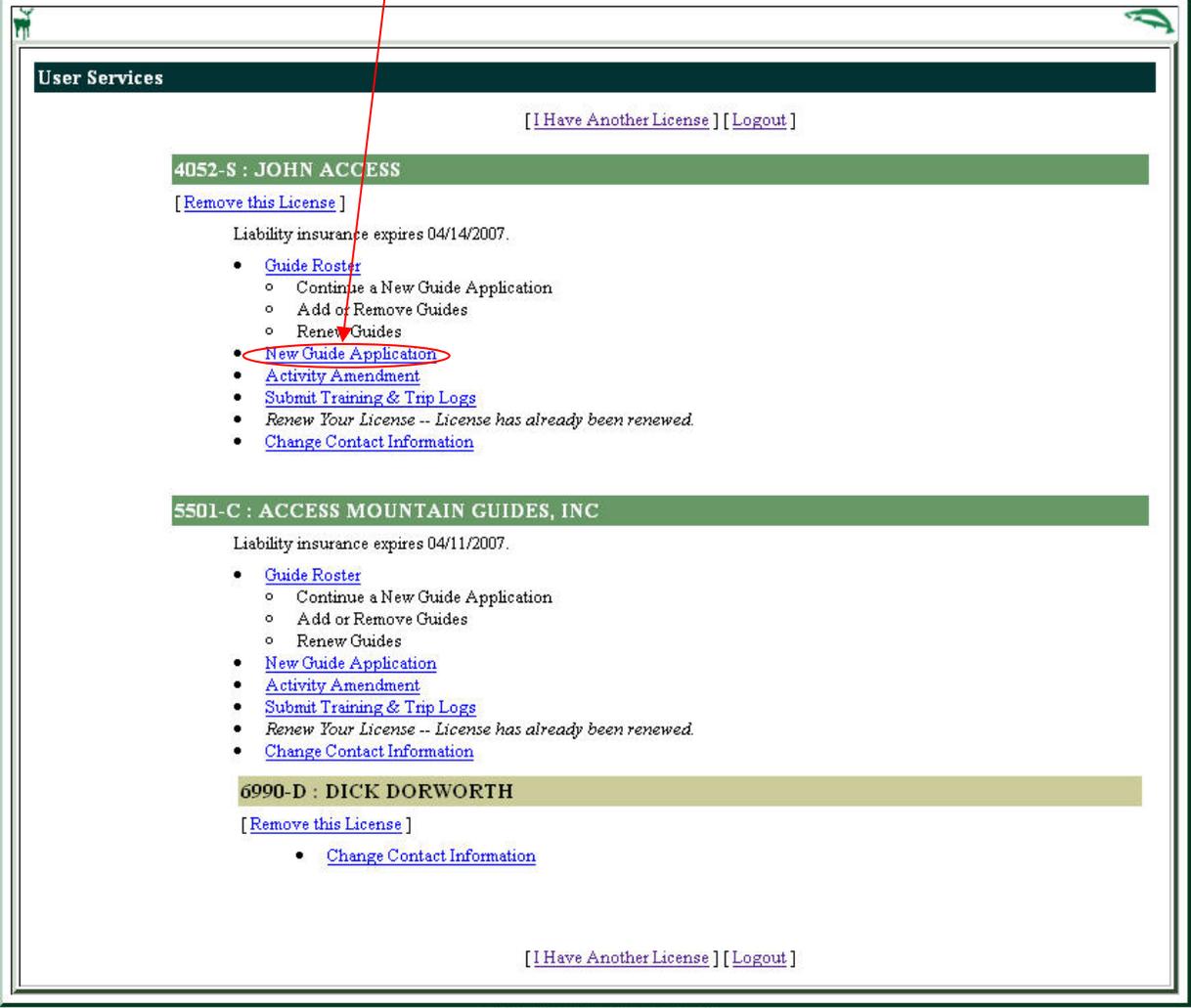
Transaction ID	4713
Create date	Tue 06/26/2007 01:54:50 PM GMT-07:00
Description	New Guide Application for 15155-G
Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

[Return to Menu](#)

Receipt may be used as a 20-day temporary license if all training for all activities has been submitted to OGLB. (No 20-day temporary license is issued for 500-mile trip log.)

Scenario B: Outfitter Initiates New Guide Application and Applicant Completes Form

Step 1. Select the “New Guide Application” link from menu.



The screenshot displays the 'User Services' interface. At the top, there is a dark green header with the text 'User Services'. Below this, there are two links: '[I Have Another License]' and '[Logout]'. The main content area is divided into sections for different users. The first section is for '4052-S : JOHN ACCESS', with a green background. Below this, there is a link '[Remove this License]' and a message: 'Liability insurance expires 04/14/2007.'. A list of menu items follows: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application' (circled in red), 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The second section is for '5501-C : ACCESS MOUNTAIN GUIDES, INC', with a green background. It includes a message: 'Liability insurance expires 04/11/2007.', and a list of menu items: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application', 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The third section is for '6990-D : DICK DORWORTH', with a light green background. It includes a link '[Remove this License]' and a list of menu items: 'Change Contact Information'. At the bottom of the interface, there are two links: '[I Have Another License]' and '[Logout]'. A red arrow points from the text 'Step 1. Select the “New Guide Application” link from menu.' to the 'New Guide Application' link in the first user's menu.

Step 2. Input Applicant's information and select activities.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » APPLICANT INFO » LITIGATION » REVIEW » PAY

* Fields are required

Applicant Set-Up

Applicant Identity
First Name*
Last Name*
SSN# if no SSN# Green Card

Select From Outfitter's Activities

For each activity that requires training, the Board must receive and approve any required training forms before the guide can be licensed. Some of the training requirements can be supplied online, either through this application process or with the 'Submit Training & Trip Logs' tool. A list of remaining requirements that must be mailed to OGLE will be included on the final receipt.

JOHN ACCESS
 Check All
 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)

← Click to generate a Guide license number.

[Save & Quit for Now]

Section 4: Adding New Guides

Step 3. Provide the Applicant with their newly generated Guide license number so they can log in and continue the application process.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » TRAINING & LOGS » REVIEW » PAY

Continue or Hand-Off to Applicant

You can now:

1. Complete the application
2. Give license number **15155-G** to the applicant who will login to continue application (will need your final approval). [Print this page.](#)

Step 4. After the Applicant has completed the form, log back in to your Guide Roster and click "Resume."

Edit Guide Roster for IDAHO & OREGON RIVER JOURNEYS LLC (284-C)

[Return to Menu](#)

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number

License	Name	Expires On	
9579-G	JANE DOE	N/A	<i>Guide application in progress</i> <input type="button" value="Resume"/>
1262-G	MICHAEL G O'MALLEY	03/31/2006	Add Activities Not Guiding for Us
1325-G	TOM TREMAIN	03/31/2006	Add Activities Not Guiding for Us
1758-G	JAMES FREDERICK RITTER	03/31/2006	Add Activities Not Guiding for Us
2259-G	STEPHEN L CUTRIGHT	03/31/2006	Add Activities Not Guiding for Us
2907-G	LARRY ALFORD	03/31/2006	Add Activities Not Guiding for Us
4039-G	JON E HARNED	03/31/2005	Add Activities Not Guiding for Us Renew
4311-G	ELIZABETH CARLSON	03/31/2006	Add Activities Not Guiding for Us
5132-G	MARIBETH SMITH ROTHWELL	03/31/2006	Add Activities Not Guiding for Us
5253-G	WILLIAM VOLPERT	03/31/2006	Add Activities Not Guiding for Us
7047-G	MARK EVANS	03/31/2006	Add Activities Not Guiding for Us
7048-G	THOMAS B HARNED	03/31/2005	Add Activities Not Guiding for Us Renew
9133-G	MICHAEL JOHN SLAVIN	03/31/2006	Add Activities Not Guiding for Us
9695-G	RICHARD E WILKIN	03/31/2006	Add Activities Not Guiding for Us
10499-G	MATT SCHREIBER	03/31/2006	Add Activities Not Guiding for Us
10643-G	CHARLES I CARROLL	03/31/2006	Add Activities Not Guiding for Us
10972-G	JOSEPH DANIEL LELLEK	03/31/2006	Add Activities Not Guiding for Us
11290-G	JOHANNA SCHROEDER	03/31/2006	Add Activities Not Guiding for Us
11874-G	JOHN C BOONE	03/31/2005	Add Activities Not Guiding for Us Renew
11907-G	BRIAN C CHAFFIN	03/31/2005	Add Activities Not Guiding for Us Renew

[Next >>>](#)

Last Year's Roster

License	Name	Expires On	
10304-G	PHIL FINKEL	03/31/2004	Add Guide to Roster
12277-G	TAUNO HOGUE	03/31/2004	Add Guide to Roster

[Return to Menu](#)

Step 5. Review and approve Applicant's training.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

set-up > applicant info > litigation > training & logs > review > pay

Approve Training

You must now indicate that you have personally verified each item of the applicant's training.

Float Boat Trips

Approve Trip	River	Date In	Date Out
<input checked="" type="checkbox"/>	MF1	11/26/2006	11/26/2006
<input checked="" type="checkbox"/>	MF1	11/25/2006	11/25/2006
<input checked="" type="checkbox"/>	MF1	11/27/2006	11/27/2006

Click inside boxes to verify Applicant's training.

Continue & Approve Training

Section 4: Adding New Guides

Step 7. Review/edit Applicant information.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » TRAINING & LOGS » REVIEW » PAY

Review

Review the following for accuracy before continuing to payment.

Personal Information

Pending License Number 15155	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	

[<< change Personal Information](#)

Litigation

You certified that the applicant:

- HAS NEVER been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113 I.C.
- HAS 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
- HAS 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
- HAS 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
- HAS 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

[<< change Litigation](#)

Activities

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 (2E)
- 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) - 1 training trips submitted
- Float SALMON RIVER- IRON CREEK TO NORTH FORK FROM 5/1 TO 9/30 (SA4A) - 1 training trips submitted
- Float SALMON RIVER-IRON CREEK TO NORTH FORK 10/1 TO 4/30 (SA4B) - 1 training trips submitted
- Float SALMON RIVER-NORTH FORK TO CORN CREEK (SA5) - 1 training trips submitted

[<< change Activities](#)

Fees

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

By continuing you are approving all the above information as correct:

[Approve, but Applicant Will Pay >>](#)

[Approve & Pay >>](#)

[Save & Quit for Now]

Use these links to edit information

Section 4: Adding New Guides

Step 8. Two Options: 1) Click “Approve & Pay for Application” and go to Step 9; or 2) Click “Approve, but Applicant Will Pay,” notify Applicant that they can log in and pay for application, and you’re done.

[<< change Activities](#)

Fees

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

By continuing you are approving all the above information as correct:

[\[Save & Quit for Now \]](#)

Step 9. If paying for Applicant’s Guide application, enter your billing info.

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

New Guide Application for 15155-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:

* Postal/Zip Code:

Telephone Number:

 (Optional: For billing questions)

E-mail Address:

 (Optional: For billing questions and e-mail receipt)

* Payment Method:

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

Section 4: Adding New Guides

Step 10. Enter credit/debit card info.

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 15155-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: **Outfitter Name**
Address: **999 Main, Ste. 910
Boise, ID US 83702**
Telephone Number: **208.332.0102**
E-mail Address: **webmaster@accessidaho.org**

[<<< Back to payment information page 1]

Credit Card Information

Please provide your credit card information below:

Card Number: 4444-4444-4444-4444

Card Type: **Visa** *Choose between VISA, MasterCard, Discover, and American Express.*

Expiration Date: 10 / 10

Next >>>

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

Section 4: Adding New Guides

Step 11. Save or print receipt (the application automatically emails a receipt to you as well), which provides an overview of the Applicant's 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 (2P)
- 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.

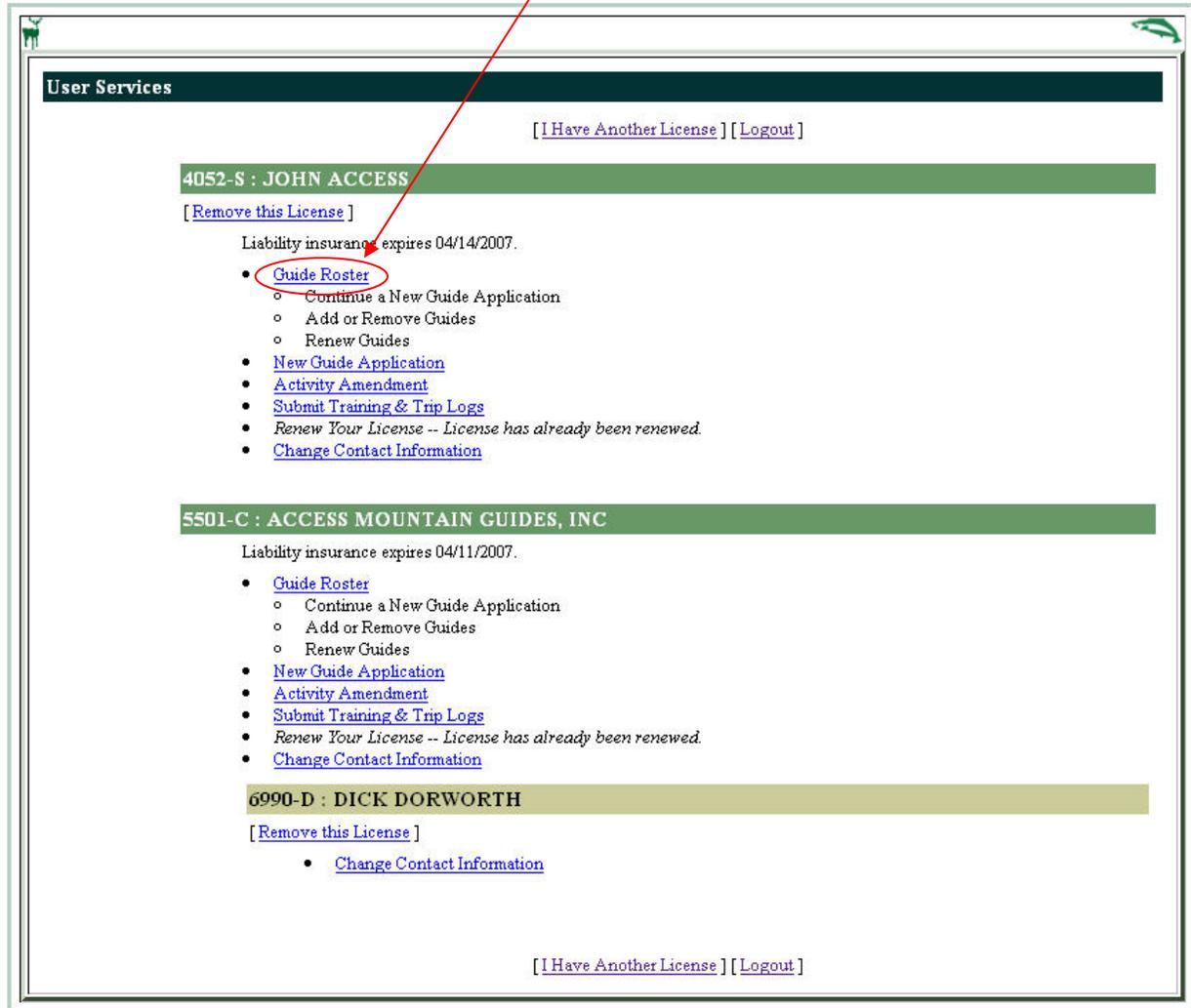
Transaction ID	4713
Create date	Tue 06/26/2007 01:54:50 PM GMT-07:00
Description	New Guide Application for 15155-G
Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

Return to Menu

Receipt may be used as a 20-day temporary license

Section 5: Renewing Guides on Outfitter Roster

Step 1. Select the “Guide Roster” link.



The screenshot shows a web interface for "User Services". At the top right, there are links for "[I Have Another License]" and "[Logout]". Below this is a green header for license "4052-S : JOHN ACCESS" with a link "[Remove this License]". Underneath, it states "Liability insurance expires 04/14/2007." and lists several options: "Guide Roster" (circled in red), "Continue a New Guide Application", "Add or Remove Guides", "Renew Guides", "New Guide Application", "Activity Amendment", "Submit Training & Trip Logs", "Renew Your License -- License has already been renewed.", and "Change Contact Information". Below this is another green header for "5501-C : ACCESS MOUNTAIN GUIDES, INC" with "Liability insurance expires 04/11/2007." and the same list of options. At the bottom, there is a yellow header for "6990-D : DICK DORWORTH" with a link "[Remove this License]" and the option "Change Contact Information". At the very bottom, there are links for "[I Have Another License]" and "[Logout]".

Step 2. Read statements of understanding.

Edit Guide Roster

First Aid Card Necessary
I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file.

A Guide's License Must Be Available
I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005.

Forgery of License Documents a Felony
Forgery or altering first aid card or other documents required for a license to the state is a felony, pursuant to Idaho Code 36-2113(a). License is subject to denial, suspension, revocation or restriction by the Board for supplying false information or for failure to provide information required to be furnished by the license application form for a license currently valid or for other fraud or deception in procuring a license under the provisions of Title 36, Chapter 21, Idaho Code.

Section 5: Renewing Guides on Outfitter Roster

Step 3. Review your Guide roster, add new guides, add activities, and/or indicate who will and won't be guiding for you.

Edit Guide Roster for IDAHO & OREGON RIVER JOURNEYS LLC (284-C)

[\[Return to Menu \]](#)

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number: [Add Guide >>>](#)

[Start New Guide Application](#)

License	Name	Expires On	
9579-G	JANE DOE	N/A	Guide application in progress [Resume]
1262-G	MICHAEL G O'MALLEY	03/31/2006	[Add Activities] [Not Guiding for Us]
1325-G	TOM TREMAIN	03/31/2006	[Add Activities] [Not Guiding for Us]
1758-G	JAMES FREDERICK RITTER	03/31/2006	[Add Activities] [Not Guiding for Us]
2259-G	STEPHEN L CUTRIGHT	03/31/2006	[Add Activities] [Not Guiding for Us]
2907-G	LARRY ALFORD	03/31/2006	[Add Activities] [Not Guiding for Us]
4039-G	JON E HARNED	03/31/2005	[Add Activities] [Not Guiding for Us] [Renew]
4311-G	ELIZABETH CARLSON	03/31/2006	[Add Activities] [Not Guiding for Us]
5132-G	MARIBETH SMITH ROTHWELL	03/31/2006	[Add Activities] [Not Guiding for Us]
5253-G	WILLIAM VOLPERT	03/31/2006	[Add Activities] [Not Guiding for Us]
7047-G	MARK EVANS	03/31/2006	[Add Activities] [Not Guiding for Us]
7048-G	THOMAS B HARNED	03/31/2005	[Add Activities] [Not Guiding for Us] [Renew]
9133-G	MICHAEL JOHN SLAVIN	03/31/2006	[Add Activities] [Not Guiding for Us]
9695-G	RICHARD E WILKIN	03/31/2006	[Add Activities] [Not Guiding for Us]
10499-G	MATT SCHREIBER	03/31/2006	[Add Activities] [Not Guiding for Us]
10643-G	CHARLES I CARROLL	03/31/2006	[Add Activities] [Not Guiding for Us]
10972-G	JOSEPH DANIEL LELLEK	03/31/2006	[Add Activities] [Not Guiding for Us]
11290-G	JOHANNA SCHROEDER	03/31/2006	[Add Activities] [Not Guiding for Us]
11874-G	JOHN C BOONE	03/31/2005	[Add Activities] [Not Guiding for Us] [Renew]
11907-G	BRIAN C CHAFFIN	03/31/2005	[Add Activities] [Not Guiding for Us] [Renew]

[\[Next >>> \]](#)

Last Year's Roster

License	Name	Expires On	
10304-G	PHIL FINKEL	03/31/2004	[Add Guide to Roster]
12277-G	TAUNO HOGUE	03/31/2004	[Add Guide to Roster]

[\[Return to Menu \]](#)

Removes guide from your roster.

Allows you to select and authorize guide's activities (see Step 4 on next page).

Click if you want to pay for Guide's renewal.

Section 5: Renewing Guides on Outfitter Roster

Step 4. Click inside box(es) to select applicable Guide activities.

Indicate Activities for JEFFREY V WAITE (3302-G) [\[Cancel\]](#) [\[Main Menu\]](#)

For each activity that requires training, the Board must receive and approve any required training forms before the guide completes their renewal. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.
To add an activity after the guide renews you will need to submit an amendment, with the exception of activities within the same group.
[\[View Activities and Grouping Information\]](#)

In the past the guide has been trained and licensed for the following activities:

- DEER (1D)
- ELK (1E)
- GOAT (1G)
- SHEEP (1S)
- BEAR (2B)
- COUGAR (2C)
- PREDATORS (3P)
- CHUKAR (4CH)
- FOREST GROUSE (4FG)
- FISHING (5F)
- TRAILRIDES (6TR)
- BACKPACKING (7BP)

Select the activities you wish to authorize JEFFREY V WAITE (3302-G) for below.
The following list includes all the activities the outfitter is currently licensed for.

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

[Continue >>>](#)

[\[Cancel\]](#) [\[Main Menu\]](#)

Section 5: Renewing Guides on Outfitter Roster

Step 5. Verify license renewal authorization.

Certifying 20-G for 1-C [Cancel] [Main Menu]

Notice!
Notice! You are authorizing the guide A K SMITH to submit their license renewal application and fees online.

- Float boating on SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

You can choose to renew this license or have the Guide log on to renew:
Selecting this button →

The Board must receive and approve any required training forms for each activity you choose before the guide completes their renewal. Activities authorized that a guide does not have training for at the time they renew will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity after this guide renews you will need to mail the Board a minor amendment along with the appropriate fee.

[Cancel] [Main Menu]

Selecting this button authorizes Guide to renew him/herself online or allows Outfitters/D.A.'s to renew Guide online at a later time.

Step 6. Answer litigation questions.

Edit Guide Roster [Guide Roster] [Main Menu]

You are about to renew the following license:

Enter your name. 11347-G TOBY J MCMULLEN

understand that my answers to these questions are legally binding.
Since their last renewal, have any of the above licenses, :

- been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C. Yes No
- 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 Yes No
- 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 Yes No
- forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho Yes No
- 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 Yes No

All questions must be answered.

Section 5: Renewing Guides on Outfitter Roster

Step 7. Renew Guide(s) in “cart.”

Edit Guide Roster for GLEN ABC (1-C)

[[Return to Menu](#)]

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number

License	Name	Expires On		
20-G	A K SMITH	03/31/2006	In Renewal Cart	[Edit Activities] [Cancel]

[[Return to Menu](#)]

Selecting this button allows you to pay for the Guides in your “shopping cart.”

Step 8. Review Guide license renewals and fees.

Review Renewal Fees

[[Cancel Renewal](#)]

You are about to pay for the following license renewals:

A K SMITH 20-G for 2005 [[Cancel](#)]

A K SMITH 20-G for 2005	\$95.00
Online Convenience Fee	\$4.50
Total	\$99.50

Section 5: Renewing Guides on Outfitter Roster

Step 9. Enter 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 1-C

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:

Telephone Number:
 (Optional: For billing questions)

E-mail Address:
 (Optional: For billing questions and e-mail receipt)

* Payment Method: *No need to change this.*

<<< Back Next >>>

Step 10. 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 1-C

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: Anderson Smith

Address: 123 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: *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.

<<< Back Next >>>

Section 5: Renewing Guides on Outfitter Roster

Renewal Receipt for a Guide License Renewal (Also serves as a 20-day temporary Guide license, providing each Guide renewed carries a copy.)

Temporary License	
The guides you've renewed may use this receipt as a 20-day temporary license authorization to continue guiding under the activities listed on their previous guide license.	
A copy of this receipt must be in possession of the guide while engaged in outfitting or 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.	
Guide License Renewals	
Transaction ID	3872
Date Created	Fri 11/04/2005 01:55:05 PM MST
Description	OGLB: Renewal for 1-C
20-G : A K SMITH 2005 Renewal	\$95.00
Online Convenience Fee	\$4.50
Cost	\$99.50
When to Expect Your Licenses	
The guide license(s) will be issued and mailed to you once the Board has verified all their application requirements. It is your responsibility as the outfitter to have your guide(s) carry their license when guiding.	
Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your Access Idaho transaction number (3872).	
[Return to Roster]	

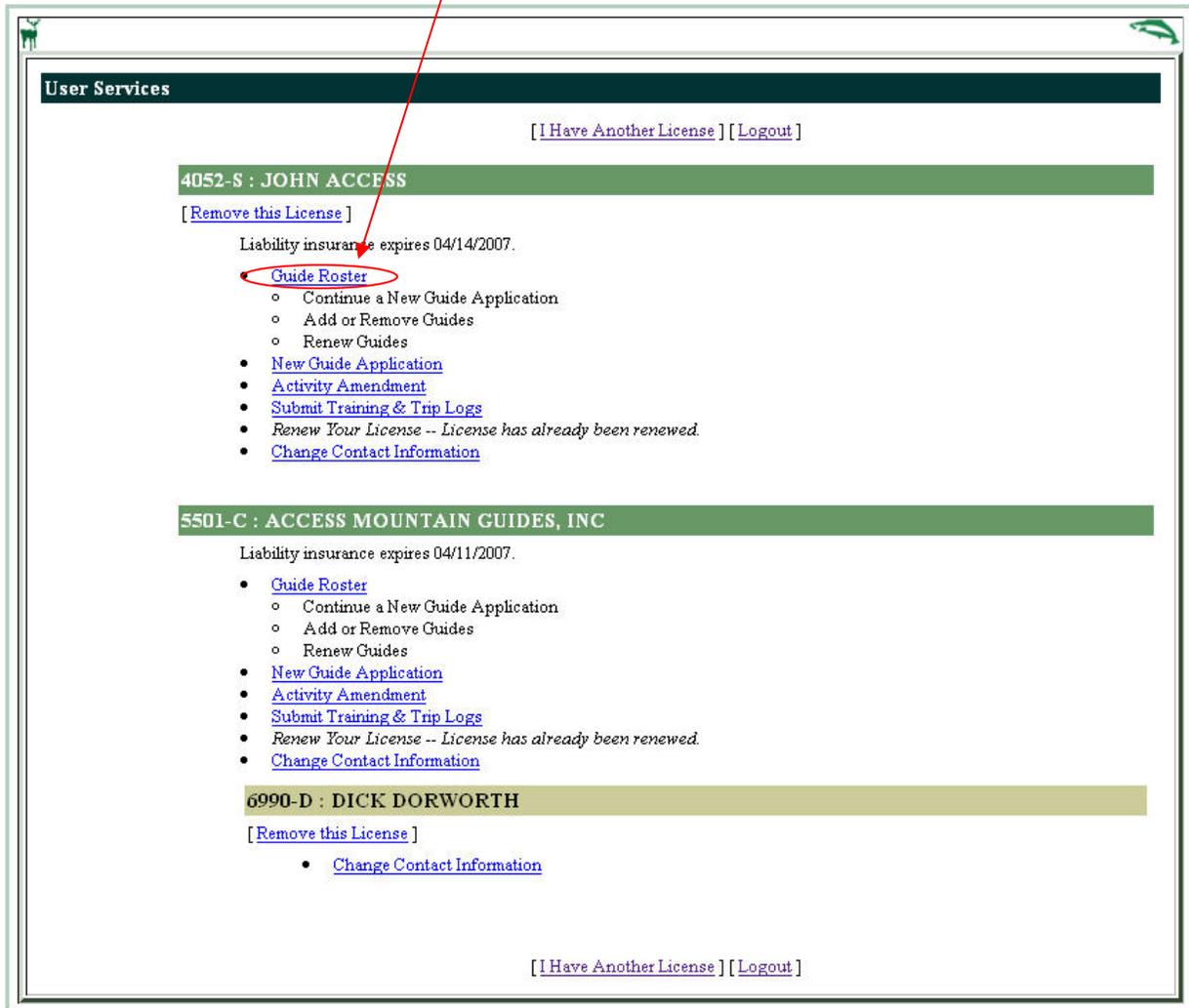
Roster shows renewal as pending until the license has been issued.

Edit Guide Roster for GLEN ABC (1-C)			
[Return to Menu]			
A Guide must be a member of an Outfitter's roster before they can renew their license online.			
Guide License Number		<input type="text"/>	<input type="button" value="Add Guide >>>"/>
License	Name	Expires On	
20-G	A K SMITH	03/31/2006	<i>Added; Renewal for 2005 pending</i> [Receipt]
[Return to Menu]			

Section 6: Guide Amendment Process by Outfitter/D.A.

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

Step 1. Select the “Guide Roster” link.



The screenshot displays the 'User Services' web interface. At the top, there is a dark green header with the text 'User Services'. Below the header, there are two links: '[I Have Another License]' and '[Logout]'. The main content area is divided into sections for different licenses. The first section is for license '4052-S : JOHN ACCESS', which has a green background. Below this header, there is a link '[Remove this License]' and a note 'Liability insurance expires 04/14/2007.'. A red circle highlights the 'Guide Roster' link, and a red arrow points to it from the text above. Below 'Guide Roster' are several sub-links: 'Continue a New Guide Application', 'Add or Remove Guides', and 'Renew Guides'. There are also several bullet points with links: 'New Guide Application', 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The second section is for license '5501-C : ACCESS MOUNTAIN GUIDES, INC', which has a green background. It also has a 'Liability insurance expires 04/11/2007.' note and a list of links: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application', 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The third section is for license '6990-D : DICK DORWORTH', which has a light green background. It has a 'Liability insurance expires 04/11/2007.' note and a link '[Remove this License]' followed by a bullet point with the link 'Change Contact Information'. At the bottom of the page, there are two links: '[I Have Another License]' and '[Logout]'.

Section 6: Guide Amendment Process by Outfitter/D.A.

Step 2. Read statements of understanding.

Edit Guide Roster

First Aid Card Necessary
I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file.

A Guide's License Must Be Available
I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005.

Forgery of License Documents a Felony
Forgery or altering first aid card or other documents required for a license to the state is a felony, pursuant to Idaho Code 36-2113(a). License is subject to denial, suspension, revocation or restriction by the Board for supplying false information or for failure to provide information required to be furnished by the license application form for a license currently valid or for other fraud or deception in procuring a license under the provisions of Title 36, Chapter 21, Idaho Code.

[<< Return to Main Menu](#) [I Understand and Agree >>](#)

Step 3. Enter license number of Guide you would like to add.

Edit Guide Roster for GLEN ABC OUTFITTERS INC (1-C) [\[Return to Menu \]](#)

A Guide must be a member of an Outfitter's roster before they can renew their license online.

Guide License Number [Add Guide >>](#)

No guides found for this outfitter

[\[Return to Menu \]](#)

Step 4. Select applicable license year option.

Edit Guide Roster for GLEN ABC OUTFITTERS, INC (1-C) [\[Cancel \]](#) [\[Main Menu \]](#)

A K SMITH (20-G) is licensed for this year. Would you like this guide to start ...

This license year \$10 amendment fee required

Next license year No amendment fee is charged

Note: The license year ends on March 31st

[Continue >>](#)

[\[Cancel \]](#) [\[Main Menu \]](#)

Not actual amendment fee amount.

These options display together only if you're adding a Guide between Dec. 1 and March 31.

Section 6: Guide Amendment Process by Outfitter/D.A.

Step 5. Click inside box(es) to select applicable Guide activities.

Indicate Activities for JEFFREY V WAITE (3302-G) [\[Cancel\]](#) [\[Main Menu\]](#)

For each activity that requires training, the Board must receive and approve any required training forms before the guide completes their renewal. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.
To add an activity after the guide renews you will need to submit an amendment, with the exception of activities within the same group.
[\[View Activities and Grouping Information\]](#)

In the past the guide has been trained and licensed for the following activities:

- DEER (1D)
- ELK (1E)
- GOAT (1G)
- SHEEP (1S)
- BEAR (2B)
- COUGAR (2C)
- PREDATORS (3P)
- CHUKAR (4CH)
- FOREST GROUSE (4FG)
- FISHING (5F)
- TRAILRIDES (6TR)
- BACKPACKING (7BP)

Select the activities you wish to authorize JEFFREY V WAITE (3302-G) for below.
The following list includes all the activities the outfitter is currently licensed for.

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

[Continue >>>](#)

[\[Cancel\]](#) [\[Main Menu\]](#)

For amendments requiring fees, continue to Step 6. For non-fee amendments, see Section 5, Step 5 on page 32.)

Section 6: Guide Amendment Process by Outfitter/D.A.

Step 6. Review Guide amendment fees.

Fees for Certifying 20-G to 1-C [Cancel] [Main Menu]

Notice!
 Notice! You are submitting an amendment for A K SMITH.

The Board must have on file any required training forms for each activity you choose. Activities chosen that a guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity later you will need to submit another amendment.

- Float boating on SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

[Edit Activities]

You will be charged the following fees for this guide amendment

Add 20-G to 1-C for 2004	\$10.00
Online Convenience Fee	\$2.00
Total	\$12.00

Pay for Amendment >>> [Cancel] [Main Menu]

Not actual amendment fee amount. (with arrow pointing to the \$10.00 fee)

Step 7. Enter credit/debit card billing information.

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:
 OGLB: Add 20-G to 1-C for 2004

Service: License Amendment (46)

Description	Cost	Qty	Total
Add 20-G to 1-C for 2004	\$10.00	1	\$10.00
Online Convenience Fee	\$2.00	1	\$2.00
Total:			\$12.00

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

<<< Back Next >>>

Not actual amendment fee amount. (with arrow pointing to the \$10.00 fee in the table above)

Required fields (with bracket around Name, Billing Address, City, State/Province)

No need to change this. (with arrow pointing to the Credit Card dropdown)

Step 8. 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: Add 20-G to 1-C for 2004

Service: **License Amendment (46)**

Description	Cost	Qty	Total
Add 20-G to 1-C for 2004	\$10.00	1	\$10.00
Online Convenience Fee	\$2.00	1	\$2.00
Total:			\$12.00

Name: **Anderson Smith**
 Address: **123 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:
 Expiration Date: /

<<< Back Next >>>

Not actual amendment fee amount.

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

Step 9. Fee Amendment Receipt (Is not valid as a 20-day temporary Guide license.)

[[Guide Roster](#)] [[Main Menu](#)]

A K SMITH (20-G) for outfitter GLEN ABC OUTFITTERS INC (1-C)

Your licensing request has been sent to the Outfitters & Guides Licensing Board for verification.

Save or print a copy of this page, it is your receipt for this transaction.

Notice!

Notice! You have authorized this guide to submit their license renewal application and fees online.

The Board must have on file any required training forms for each activity you chosen. Activities that the guide does not have training for will be ignored with the exception of hunting. Guides chosen to hunt who do not have the required training will be given "Apprentice" status.

To add an activity later you will need to submit another amendment.

- Float boating on SALMON RIVER-CORN CREEK TO SPRING BAR (SA6)

Certify Guide A K SMITH (20-G) for Outfitter GLEN ABC OUTFITTERS INC (1-C)

Billing Transaction

Transaction ID	3879
Date Created	Wed 11/09/2005 02:48:06 PM MST
Description	OGLB: Add 20-G to 1-C for 2004
Cost	\$12.00 (1 x \$12.00)

Section 6: Guide Amendment Process by Outfitter/D.A.

Section 7: Frequently Asked Questions

1. How do I renew a Guide who will be employed by multiple Outfitters?

- a. If you hold a Sole Proprietor Outfitter license and are a Designated Agent for another Outfitter license, or you are a Designated Agent for two Outfitter licenses and would like a Guide to work for both businesses, follow these two steps to process the Guide license reflecting both Outfitters without incurring amendment fees:
 - i. Manage the Guide roster under one of the Outfitter businesses and authorize the Guide.
 - ii. Manage the Guide roster for the other Outfitter business to either renew and pay for the Guide or authorize the Guide to renew online.
- b. If the online system is attempting to charge the amendment fee for a Guide whom you have just renewed, fax OGLB a copy of the receipt showing you have paid for the renewal and a letter of intent informing OGLB that (as Designated Agent or Sole Proprietor for another company) you wish to employ this Guide and indicate the activities for this Guide. There will be no amendment fee charged as long as the information is received by OGLB prior to issuance of the Guide license.

2. Why do I receive an error message telling me I can't renew my Guide license online?

There could be several reasons, but most likely an employing Outfitter has not authorized you to renew your Guide license online. Check with your Outfitter.