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.

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 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.

After associating your user account with your license, the application displays all licenses associated with your account.
Section 3: Renewing an Outfitter/D.A. License

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

**Step 2. Answer litigation questions.**

Enter your name.

All questions must be answered.

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

Demonstration purpose only: Business entities never have Guide licenses associated with them.
Section 3: Renewing an Outfitter/D.A. License

**Step 4. Review your renewal fees.**

<table>
<thead>
<tr>
<th>Review Renewal Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ Cancel Renewal ]</td>
</tr>
<tr>
<td><strong>Litigations</strong> You answered &quot;No&quot; has been entered indicating that no citations, violations or litigations against these licenses have occurred since their last renewal.</td>
<td>[ Change Your Answer ]</td>
</tr>
<tr>
<td><strong>Demonstration only: Business entities never have Guide licenses associated with them.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>D.A. and Outfitter Special Processing Fees (fees shown are for example only)</strong></td>
<td></td>
</tr>
<tr>
<td>GLEN ABC 1-C</td>
<td>$300.00</td>
</tr>
<tr>
<td>SMITH ANDERSON 10-D</td>
<td>$120.00</td>
</tr>
<tr>
<td>GLEN ABC 1-G</td>
<td>$0.00</td>
</tr>
<tr>
<td>SMITH ANDERSON 10-G</td>
<td>$0.00</td>
</tr>
<tr>
<td>OT Special Handling Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>DA Special Handling Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$595.00</td>
</tr>
<tr>
<td><strong>Online Convenience Fee</strong></td>
<td>$17.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$612.00</td>
</tr>
</tbody>
</table>

[ Pay for Renewal ]
Section 3: Renewing an Outfitter/D.A. License

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

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

No need to change this.
Section 3: Renewing an Outfitter/D.A. License

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

[Table with credit card details]

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

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

**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.

Filing problems? Contact Access Idaho (208) 332-0102, 1 (877) 4ID-EOOV.
Section 3: Renewing an Outfitter/D.A. License

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

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

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 bank, 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 online (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
1305 North Orchard, Room 172
Boise, ID 83706

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date Created</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3862</td>
<td>Thu 11/03/2005 12:18:48 PM MST</td>
<td>OGLB: Renewal for 1-C</td>
</tr>
</tbody>
</table>

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
  DA Special Handling Fee  $75.00
  OT Special Handling Fee  $100.00
  Online Convenience Fee  $17.00

Cost  $612.00

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).
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.
Section 4: Adding New Guides

**Step 2. Input Applicant’s information and select activities.**

For each activity that requires training, the Board must receive and approve any required training form 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 COLE will be included on the final receipt.
Section 4: Adding New Guides

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

![Image of the online licensing system showing the certification process for hunting training.]

**Step 4.** Click “Continue” to complete Guide license form on Applicant’s behalf.
## Step 5. Enter Guide’s information.

The image shows a form for entering guide information, which includes:

- **Applicant Information**
  - **Permanent Mailing Address**
    - First Name
    - Last Name
    - Street Address
    - City, State, Zip
  - **Phone Number(s) (optional)**
    - US Phone Number Including Area Code
    - Home Phone
    - Other Phone
  - **Personal Information**
    - Gender
    - Hair Color
    - Eye Color
    - Height
    - Weight
    - Birthdate

The form is partially filled out with example information.
**Section 4: Adding New Guides**

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

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).
Section 4: Adding New Guides

**Note:** Click the “remove” link(s) to delete any unwanted or incorrect info that you’ve already entered.
Section 4: Adding New Guides

### Step 8. Review/edit Applicant information.

**Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Number</td>
<td>12345</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Address</td>
<td>123 Main St</td>
</tr>
<tr>
<td>Home Phone</td>
<td>555-1234</td>
</tr>
<tr>
<td>Other Phone</td>
<td>555-5678</td>
</tr>
<tr>
<td>DOB</td>
<td>01/01/1980</td>
</tr>
</tbody>
</table>

**Liturigation**

- Has the applicant been convicted of or received a withhold extension for a violation in any state, pursuant to 36-2613.1 C. I.
- Has the applicant ever been convicted of any violation of any state or federal statute, or any code of regulations of the United States Forest Service or the Bureau of Land Management?
- Has the applicant ever been convicted of any violation of any state or federal statute, or any code of regulations of the United States Fish and Wildlife Service, or any other governmental agency?
- Has the applicant ever been convicted of any violation of any state or federal statute, or any code of regulations of the United States Fish and Wildlife Service, or any other governmental agency?
- Has the applicant ever been convicted of any violation of any state or federal statute, or any code of regulations of the United States Fish and Wildlife Service, or any other governmental agency?

**Activities**

- **Day Hiking**
- **Backpacking**
- **Fishing**
- **Hunting**
- **Riding**

**Fees**

- **Application Fee**: $25.00
- **Licening Fee**: $100.00
- **Online Convenience Fee**: $3.00

**Total**: $125.00

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

[Approve, but Applicant Will Pay]

[Approve & Pay]
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.

**Step 10.** If paying for Applicant’s Guide application, enter your billing info.
Section 4: Adding New Guides

**Step 11. Enter your credit/debit card info.**
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.

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.)*
Section 4: Adding New Guides

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

Step 1. Select the “New Guide Application” link from menu.
**Step 2. Input Applicant’s information and select 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 'Select Training & Trip Logs' tool. A list of remaining requirements that must be mailed to OGS will be included on the final receipt.

- DAY HIKER (4485)
- ANTELOPE (4A)
- DEER (2D)
- ELK (1E)
- GOAT (1G)
- MOOSE (1M)
- SHEEP (2S)
- PHOTO TRIPS (20FT)
- BEAR (2B)
- COUGAR (4C)
- PREDATORS (3F)
- GEAR (4G)
- FOREST (2F)
- HUNGARIAN PARTRIDGE (4BE)
- FISHING (2F)
- TRAIL RIDER (6TR)
- BACKPACKING (7BF)
- SHOWMOBILING (2SH)

Click to generate a Guide license number.
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.

**Step 4.** After the Applicant has completed the form, log back in to your Guide Roster and click "Resume."
### Step 5. Review and approve Applicant’s training.

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

#### Float Boat Trips

<table>
<thead>
<tr>
<th>Approve Trip River</th>
<th>Date In</th>
<th>Date Out</th>
</tr>
</thead>
</table>

*Click inside boxes to verify Applicant’s training.*

[Continue & Approve Training]
Step 7. Review/edit Applicant information.

Use these links to edit information

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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.

**Step 9.** If paying for Applicant’s Guide application, enter your billing info.
Section 4: Adding New Guides

**Step 10. Enter credit/debit card info.**

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

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Online License Services Manual for Outfitters/Designated Agents  Page 27
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.**

![Receipt Image]

Receipt may be used as a 20-day temporary license.

### Guide Application Receipt

**Temporary License**

You may use this receipt as a 20-day temporary license authorization beginning 05/10/2009.

A copy of the receipt must be retained and must be produced upon the request of an authorized person per Idaho Parks and Recreation rules.

<table>
<thead>
<tr>
<th>FIRST LAST</th>
<th>15155-G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding License Numbers</td>
<td>15155-G</td>
</tr>
<tr>
<td>Name</td>
<td>FirstLast</td>
</tr>
<tr>
<td>Address</td>
<td>Smith St, ID 12345</td>
</tr>
<tr>
<td>Home Phone</td>
<td>208-555-1234</td>
</tr>
<tr>
<td>Other Phone</td>
<td>208-555-1234</td>
</tr>
<tr>
<td>DOB</td>
<td>05/01/1980</td>
</tr>
<tr>
<td>Outfitter</td>
<td>JOHN ACCESS</td>
</tr>
</tbody>
</table>

**Litigation**

You notified that the applicant:
- HAVE NEVER been convicted of or received a withhold sentence for a felony in any state, pursuant to 36-213.1(I).
- HAVE NEVER paid two or more fines, any deposit of money or forfeited 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 paid fines or penalties to any person in a jurisdiction where any state or federal Fish and Game laws or statues are in effect.
- HAVE NEVER forfeited bail or bond money 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 HIKER (140H)
- ANTLOR (1A)
- BIRDS (1D)
- ELK (1B)
- OX-1 (1D)
- MOORE (1D)
- SHEEP (1D)
- PHOTO-TRIPS (20FT)
- BEAR (2B)
- COYOTE (1C)
- PREDATORS (1P)
- CRUISE (1B)
- FOREST-ROOSE (400)
- HUNGRARIAN-WARTOOTH (499)
- FISHING (1F)
- TRAILDIDER (1DE)
- TRACING (1T)
- RACKFAT-COW (1F)
- SHOWMOBLE (1M)
- First SALMON FLYER-HOCK CREEK TO NORTH FORK (1A)
- First SALMON FLYER-HOCK CREEK TO NORTH FORK (1A)
- First SALMON FLYER-HOCK CREEK TO NORTH FORK (1A)
- First SALMON FLYER-HOCK CREEK TO NORTH FORK (1A)

**Fees**

Your credit card will show a charge from Access Idaho.

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>4713</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Date</td>
<td>12/30/2007 01:54:30 PM GMT-0700</td>
</tr>
<tr>
<td>Description</td>
<td>New-Outfitter Application for 15155-G</td>
</tr>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Licensing Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Online Convenience Fee</td>
<td>$5.00</td>
</tr>
<tr>
<td>Total</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

[Return to Menu]
Section 5: Renewing Guides on Outfitter Roster

Step 1. Select the “Guide Roster” link.

Step 2. Read statements of understanding.

Online License Services Manual for Outfitters/Designated Agents
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.**

![Guide Roster Editor](image)

- **Remove 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.**

### License Roster Details

<table>
<thead>
<tr>
<th>License</th>
<th>Name</th>
<th>Expires On</th>
<th>Activities</th>
<th>Pay for Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>9379-G JANE DOE</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>1262-G MICHAEL O'MALLEY</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>1355-G TOM TREMAYN</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>1738-G JAMES FREDDERICK RITTER</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>2219-G STEPHEN L CUTRIGHT</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>2807-G LARRY ALFORD</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>4019-G JOHN H BROWN</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>4911-G ELIZABETH CARLSON</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>5122-G MARIBETH SMITH BOTHWELL</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>5233-G WILLIAM WOLFERT</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>7047-G MARK EVANS</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>7048-G THOMAS S HARRIS</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>9131-G MICHAEL JOHN SLAVIN</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>9564-G RICHARD E WILKIN</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>1049-G MATT SCHREIBER</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>1064-G CHARLES I CARROLL</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>10972-G JOSEPH DANIEL LEEK</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>11290-G JOHANNA SCHROEDER</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>11874-G JOHN C BOONE</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
<tr>
<td>11912-G BRIAN C CHAFFIN</td>
<td>03/31/2006</td>
<td>[All Activities]</td>
<td>[Not Guiding for Us]</td>
<td></td>
</tr>
</tbody>
</table>

### Last Year’s Roster

<table>
<thead>
<tr>
<th>License</th>
<th>Name</th>
<th>Expires On</th>
<th>Activities</th>
<th>Pay for Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>10304-G PHIL EINCEL</td>
<td>03/31/2004</td>
<td>[Add Guide to Roster]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12277-G TAIHNO HOCQUE</td>
<td>03/31/2004</td>
<td>[Add Guide to Roster]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 4. Click inside box(es) to select applicable Guide activities.
Section 5: Renewing Guides on Outfitter Roster

Step 5. Verify license renewal authorization.

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

Selecting this button takes you to Step 6.

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 fishing. 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.

Step 6. Answer litigation questions.

Enter your name.

All questions must be answered.
Section 5: Renewing Guides on Outfitter Roster

**Step 7. Renew Guide(s) in “cart.”**

![Feature image showing guide roster edition interface with highlighted button for renewing guides]

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

**Step 8. Review Guide license renewals and fees.**

![Table showing guide license renewals and fees]

- **A.K. SMITH 20-G for 2005**
  - Online Convenience Fee: $4.50
  - Total: $99.50

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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 here to pay for the following:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Cost</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-G: A K SMITH 2005 Renewal</td>
<td>License Renewal (43)</td>
<td>$95.00</td>
<td>1</td>
<td>$95.00</td>
</tr>
<tr>
<td>Online Convenience Fee</td>
<td></td>
<td>$4.50</td>
<td>1</td>
<td>$4.50</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$99.50</td>
</tr>
</tbody>
</table>

**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 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-Provice:
- 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:

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

No need to change this.

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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Cost</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-G: A K SMITH 2005 Renewal</td>
<td>License Renewal (43)</td>
<td>$95.00</td>
<td>1</td>
<td>$95.00</td>
</tr>
<tr>
<td>Online Convenience Fee</td>
<td></td>
<td>$4.50</td>
<td>1</td>
<td>$4.50</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$99.50</td>
</tr>
</tbody>
</table>

Name: Anderson Smith
Address: 123 Any Street
Wilderness, ID US 83555
Telephone Number: 
E-mail Address: 

**Credit Card Information**

Please provide your credit card information below:

- Card Number: [Redacted]
- Card Type: [Redacted]
- Expiration Date: [Redacted]

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.
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.)

<table>
<thead>
<tr>
<th>Temporary License</th>
</tr>
</thead>
<tbody>
<tr>
<td>The guide 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.</td>
</tr>
<tr>
<td>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 24.01.0105.</td>
</tr>
</tbody>
</table>

Renewal Receipt

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

Guide License Renewals

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date Created</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8972</td>
<td>11/04/2005</td>
<td>OGLB: Renewal for 1-C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>20-G : A K SMITH 2005 Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Convenience Fee</td>
</tr>
<tr>
<td>Cost</td>
</tr>
</tbody>
</table>

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 Outfitter and Guide 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.

<table>
<thead>
<tr>
<th>Edit Guide Roster for GLEN ABC (1-C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Guide must be a member of an Outfitter's roster before they can renew their license online.</td>
</tr>
<tr>
<td>Guide License Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License</th>
<th>Name</th>
<th>Expires On</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-G A K SMITH</td>
<td>03/31/2006</td>
<td>Added, Renewal for 2005 pending</td>
</tr>
</tbody>
</table>

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

**Step 2.** Read statements of understanding.

- **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 original 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 Document 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.

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

**Step 4.** Select applicable license year option.

These options display together only if you’re adding a Guide between Dec. 1 and March 31. **Not actual amendment fee amount.**
Step 5. Click inside box(es) to select applicable Guide activities.

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.**

![Image of fee table]

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 (SA)

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

![Image of billing information]

**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

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 20-G to 1-C for 2004</td>
<td>$10.00</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>Online Convenience Fee</td>
<td>$2.00</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Required fields:
- Name
- Billing Address
- City
- State/Province
- ZIP Code
- Telephone Number
- Email Address
- Payment Method

Not actual amendment fee amount.

No need to change this.
Section 6: Guide Amendment Process by Outfitter/D.A.

**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.

**Service:** License Amendment (46)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add 20-G to 1-C for 2004</td>
<td>$10.00</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>Online Convenience Fee</td>
<td>$2.00</td>
<td>1</td>
<td>$2.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$12.00</strong></td>
</tr>
</tbody>
</table>

**Name:** Anderson Smith  
**Address:** 123 Any Street, Wilderness, ID 83555  
**Telephone Number:**  
**Email Address:**

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

**Credit Card Information**

Please provide your credit card information below:

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Not actual amendment fee amount.

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

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**

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**

<table>
<thead>
<tr>
<th>Transaction ID</th>
<th>Date Created</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3879</td>
<td>Wed 11 09 2005 02:48:06 PM MST</td>
<td>OGLB: Add 20-G to 1-C for 2004</td>
<td>$12.00 (1 x $12.00)</td>
</tr>
</tbody>
</table>
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.