

Selling a Preauthorized License



EXTERNAL AGENTS

Sales Agents: use the following instructions to sell a preauthorized license on a customer's record

1. From the main menu select "Purchase Privilege"
2. Identify customer and confirm information on CID (update if necessary)
3. Select residency status
4. Select "Big Game, Turkey & Draws" button
5. Select the appropriate species from the list of available species
6. Click the "Purchase" button across from the R/NR Deer/Elk/Pronghorn Draw Hunt Code (see example below)
 - a. Remember customer may have multiple licenses repeat steps 5 and 6 for all applicable species.

Big Game, Turkey & Draws	+ Black Bear	
Fishing	+ Deer	
Hunting	- Elk This hunt is an example, your hunt code may be different	
Waterfowl	(2021) R Elk Leftover - Hunt Code:EF020P5R	Purchase
Other	(2021) Leftover Limited	Purchase
▼	(2021) Vouchers	Purchase
	(2021) Special Hunt	Purchase

7. Click on "View Cart"
8. Click on "Process Sale"
9. After you have printed the license, collect payment.

If you need assistance please call 1-800-526-9503 during normal business hours or 1-888-698-8558 outside of normal business hours.