

Wildlife Information and Licensing Data (WILD) System – Limited Entry Hunting Vendor User Manual

NATURAL RESOURCE PERMITTING PROJECT

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WILD LIMITED ENTRY HUNTING USER MANUAL - FISH AND WILDLIFE BRANCH

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1 INTRODUCTION

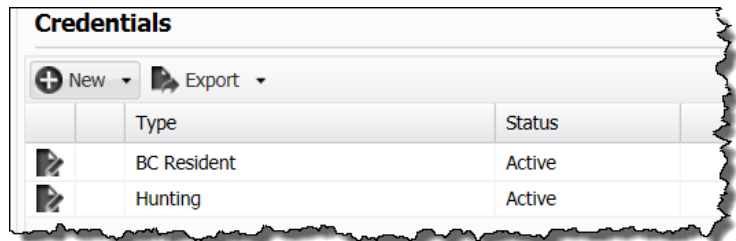
1.1 Format of User Manual

The *Wildlife Information and Licensing Data (WILD) system User Manuals* contain the functionality and related policies of the WILD system. The Fish and Wildlife Branch (FWB), Service BC, FrontCounter BC and vendors will access WILD to complete Hunter Program services on behalf of the hunter. Hunters will also access the WILD system via www.gov.bc.ca/hunting to complete Hunter Program services such as, obtaining the B.C. resident and hunting credentials, obtaining a Fish and Wildlife ID (FWID), and submitting a Limited Entry Hunting (LEH) application.

This *Limited Entry Hunting Vendor User Manual* contains the processes for LEH and detailed information about the WILD system functionality for LEH and financial reconciliation for vendors.

Screenshots - The images in this manual reflect the appearance of the WILD system at the time the manual was created and may change as new features are added to or modified in the system.

“Tear-away” screens are used to emphasize a portion of a larger screen making it easier to focus on what’s important and enlarge the screen for improved readability.



Credentials	
+ New ▾ Export ▾	
Type	Status
BC Resident	Active
Hunting	Active

Example of a Tear-away screen

Document Conventions – The WILD system functionality is described in this user manual using two complementary techniques: How and Why. How describes the process to perform the function and Why describes the related policies to provide additional context for the function.

Formatting - User interface elements such as menus or buttons are indicated in **bold** as well as names of specific screens e.g., **Hunter’s Profile**.

2 GLOSSARY

***Area** – This term is used in conjunction with a place name to denote a specific land area within British Columbia. It can consist of a number of Management Units, a single Management Unit or a portion of a Management Unit, referred to as a Zone. Hunters should be aware that access is limited in some areas and are advised to confirm their ability to access the area before applying.

BCeID - BCeID is an online service that makes it possible to use one user ID and password to sign in securely to many Government services in British Columbia.

***Enhanced odds:** a reduction in the chance of an applicant receiving authorizations repeatedly. Enhanced odds apply to all species except Mule Deer.

Fish and Wildlife ID (FWID) - A personalized identification number obtained when an individual registers in the Wildlife Information and Licensing Data system. The FWID is linked to an electronic profile that consists of the user's personal information, credentials, licences, permits, applications and limited entry hunting application status. Obtaining a FWID is a precondition for accessing hunting programs and services.

***Hunt Code** – Each hunt is given its own unique 4-digit hunt code. Once the hunt code is entered into the WILD system, it will populate the corresponding species, area, and other details corresponding to the code. Hunt codes are highlighted in the left-hand column on each page in the *Synopsis*. Hunt codes can change every year.

Hunting Credential - A prerequisite a hunter must fulfil to access hunting opportunities in British Columbia.

Limited Entry Hunting (LEH) - Means hunting in an area where limited entry hunting authorizations are issued by means of lottery or other random selection.

Limited Entry Hunting Area – an area in which hunters are legally allowed to harvest an LEH animal. An LEH area can consist of any combination of a Management Unit, multiple Management Units, or a portion of a Management Unit.

***Management Units** – The province is divided into 225 management units identified by number. In the *Synopsis*, they are denoted by the initials "MU" and a hyphenated number, e.g., MU 4-24, MU 3-14, etc.

Resident - As defined in the *Wildlife Act* (RSBC 1996 c.488), means
(a) a person who

i) is a Canadian citizen or a permanent resident of Canada, whose only primary residence is in British Columbia, and



ii) has been physically present in British Columbia for the greater portion of each of 6 calendar months out of the 12 calendar months immediately preceding the date making an application under this Act or doing another thing relevant to the operation of the Act,

or

(b) a person who

i) is not a Canadian citizen or a permanent resident of Canada, but whose only or primary residence is in British Columbia, and

ii) has been physically present in British Columbia for the greater portion of each of the 12 calendar months immediately preceding the date of making an application under this Act or doing another thing relevant to the operation of this Act.

Residency Exemptions – as defined in the *Wildlife Act General Regulations* (B.C.Reg.340/82), means a person who

- (a) is a member of the armed services of Her Majesty raised by Canada and enrolled in continuing full time military service who has made his or her permanent residence in British Columbia for thirty consecutive days immediately before making an application under the Wildlife Act or doing another thing relevant to the operation of the Act,
- (b) is a Canadian citizen or permanent resident of Canada, who leaves British Columbia to attend a recognized educational institution, and who returns to British Columbia on completion of studies at the institution concerned, or
- (c) is under 18 years of age, has resided with a parent or guardian in another province and returns to British Columbia to reside with another parent or guardian who is a resident

is, for the purpose of qualifying as a resident, exempt from the requirements set out in paragraph of the definition of "resident" in section 1 of the *Wildlife Act*.

***Substitute Hunt** - Occasionally, some Grizzly Bear hunts have so few applicants that not all available authorizations will be awarded following the initial LEH application processing. Any such leftover hunts will be assigned to applicants who have indicated on their LEH application(s) that they wish to be considered for a substitute hunt. An applicant who applies for a substitute Grizzly Bear hunt should be aware that they might be authorized for a Grizzly Bear hunt in an LEH area that is unfamiliar or inaccessible to them. Enhanced odds will apply to hunters who receive a Substitute Hunt authorization.

***Zone** – Means a portion of one or more management units. If the Management Unit has been divided into Zones, this will appear as Zone A of MU 4-24, Zone B of MU 4-24, etc. Maps of Zones are included in the *Synopsis*, and on the Fish and Wildlife Web site, and are shown in the WILD system.

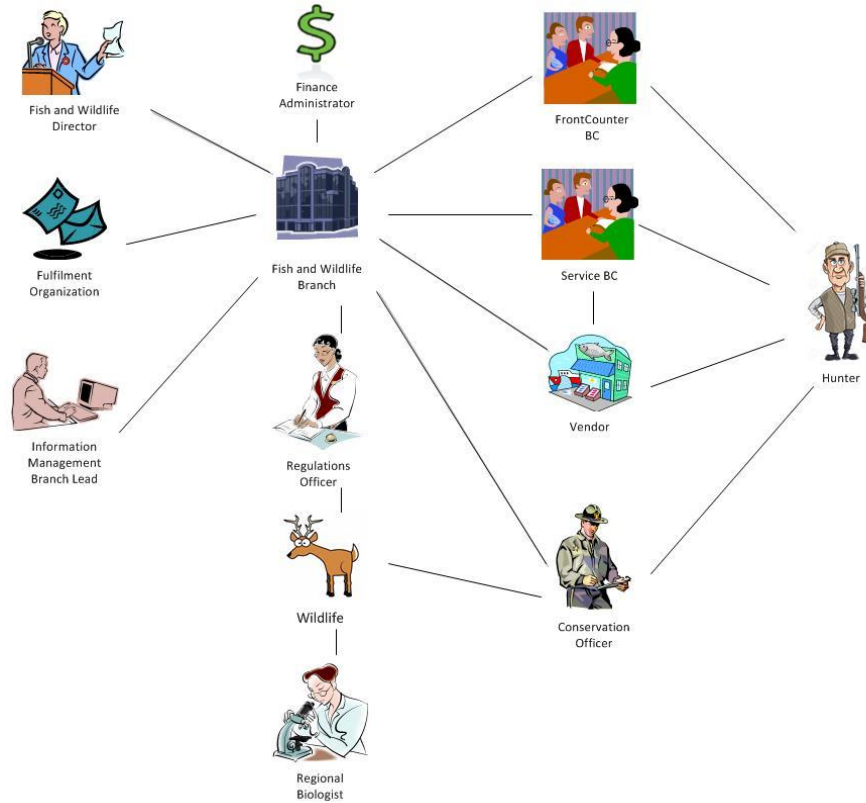


**Key LEH terms that hunters need to know when applying for their LEH authorizations. This will help ensure the information entered corresponds to the hunt that they want, so they do not receive an authorization for a hunt they did not want.*



3 SERVICE DELIVERY NETWORK DIAGRAM

Service Delivery Network



The Service Delivery Network diagram is a conceptual depiction of the many interactions between the stakeholders of the Hunting Network. The next section, Roles and Responsibilities, provides an overview of the roles and responsibilities of these stakeholders and other participant agencies that are in partnership with FWB in the Hunting Network.



4 ROLES AND RESPONSIBILITIES

This section provides an overview of the roles and responsibilities of each stakeholder in the Fish and Wildlife Branch (FWB) and participant agencies with a role in or that are part of the Hunting Network.

4.1 Fish and Wildlife Branch Director

The Fish and Wildlife Director oversees all registries associated with the Wildlife Information and Licensing Data system. The Director is responsible for approving the final numbers of Limited Entry Hunting authorizations and authorizing the draw to be run.

4.2 Information Management Branch (IMB) Lead

The IMB Lead guides system related functions and acts as a liaison between the Fish and Wildlife Branch and the system developer. The IMB Lead works with a designated Biometrics Unit staff member from the Fish and Wildlife Branch to coordinate updates and maintenance being applied to the WILD system.

4.3 Fish and Wildlife Hunting Application Administrator – (Administration & Operational)

The Fish and Wildlife Hunting Application Administrator maintains hunting specific metadata and tables in the WILD administration system, assigns and manages staff user access and acts as the lead contact for system related issues. This role oversees the day to day maintenance of the WILD system, specifically related to customers of hunting programs and services.

The Fish and Wildlife Hunting Application Administrator is responsible for providing support services to stakeholders that use the WILD system, for example, Service BC and FrontCounter BC. Support services include reviewing information, answering enquiries and addressing escalated jobs queued within the system. This role also performs routine maintenance of the WILD system including managing levels of permission, creating user groups, conducting break and fixes and managing administrative tables. Additionally, this role is responsible for all functions related to creating, conducting and reviewing the results of the LEH draw, as well as generating authorizations.

4.4 Regional Biologist

Regional Biologists are responsible for reviewing LEH opportunities and updating the WILD system by entering the recommended number of tentative authorizations at the start of the draw year.



4.5 Regulations Officer

The Regulations Officer focuses on regulating the sustainable use of wildlife by overseeing all hunt opportunities and ensuring they are governed by the B.C. laws and Acts related to hunting in the Province. The Regulations Officer is responsible for adding, initiating, reviewing, generating and updating new hunt opportunities in the WILD system and submitting the final number of authorizations for Director's approval.

4.6 Hunter

Hunters are customers of British Columbia hunting programs and services with a recognized credential to hunt. Hunters will interact with the system online by logging into WILD (Hunting Online Service) from any computer with internet access. When there is a need for assistance or to access a computer, hunters may seek support services from Service BC and FrontCounter BC.

Through WILD (Hunting Online Service), hunters can create a profile and upload documents such as proof of residency and/or successful completion of hunter safety training. Additionally, hunters will be able to view LEH opportunities, customize, submit and pay for applications, and review draw results via WILD (Hunting Online Service) or at FrontCounter BC or Service BC location.

4.7 Vendor

A vendor represents a third party entity authorized to sell B.C. hunting program products and provides related services to hunters on behalf of the Fish and Wildlife Branch.

Vendors are able to update hunters' personal information, generate a FWID for hunters with a valid Hunter Number, and submit LEH applications on behalf of hunters via the WILD system. This includes customizing hunting preferences such as entering hunt codes and type of application (single, group or shared) and taking payments. Vendors are also responsible for reconciliation and producing reports as required by Service BC.

4.8 Service BC and FrontCounter BC

Service BC and FrontCounter BC (in the context of Fish and Wildlife hunting programs and services) provide frontline support for users of hunting programs and services on behalf of the Fish and Wildlife Branch. Service BC provides services at office locations only. In addition to office locations, FrontCounter BC Contact Centre offers a toll free telephone service.

At office locations, Service BC and FrontCounter BC have the ability to register new hunters in the WILD system, retrieve and update existing profiles, verify supporting documents uploaded online or shown in-person that evidence residency, hunting credential and/or any changes to the profile



requested by hunters, and submit LEH applications on behalf of hunters including customizing hunting preferences such as entering hunt codes and type of application (single, group or shared) and taking payments.

Service BC Government Agents are additionally responsible for screening and training vendors, overseeing vendor reconciliation, conducting vendor audit, as well as managing vendors' contract and information as it relates to vendors' profiles, sales, activities and LEH enquiries.

FrontCounter BC Contact Centre assists hunters in navigating through the system and answer questions from hunters via a toll free telephone service.

4.9 Conservation Officer

The Conservation Officer (CO) role represents a public safety provider of the B.C. government, focused on natural resource law enforcement and human wildlife conflict prevention and response.

Conservation Officers are responsible for reviewing LEH draw results and using it as reference to strategize compliance enforcement. COs are also responsible for informing the FWB of any irregularities, such as outstanding fee payment or action against a licence. Conservation Officers will have access to hunters' online profiles, where personal information and status of credentials will be available.

4.10 Fulfilment Organization – BC Mail Plus

The Fulfilment Organization is an organization with an obligation to fulfil hunting related items ordered, purchased or requested on behalf of the Fish and Wildlife Branch. Fulfilment Organization representatives are responsible for printing and mailing LEH authorizations and associated inserts to be included in hunters' packages.

4.11 Financial Services Branch – Revenue Unit

The Revenue Unit, Financial Services Branch, manages revenue and central government reporting for hunting programs and services. The unit is responsible for generating monthly reports and providing financial updates to the Fish and Wildlife Branch.

4.12 Financial Services Branch – Administrator

The Financial Services Branch Administrator maintains finance related metadata and tables for the 'common finance' component of the system and those specific to hunting programs and services. This role is responsible for managing staff user access to finance related roles and



performing general financial administrative updates to the WILD system in order to prepare the system for an upcoming LEH draw.

5 WHAT IS LIMITED ENTRY HUNTING (LEH)?

5.1 What is the Limited Entry Hunting draw?

Limited Entry Hunting is one way the Fish and Wildlife Branch regulates hunting and is offered only to resident hunters. Through LEH, resident hunters can enter a draw to receive an authorization to hunt a specific species (e.g., moose, mule deer), or class of species (e.g., cow moose, antlerless deer) in LEH areas and during specific periods of time that are permitted only for those in possession of the appropriate LEH authorization. LEH authorizations are awarded to resident hunters based on a computer-generated random draw. LEH is a fair and effective way to limit the number of hunters in specific areas, and to protect and manage specific species, or classes of species, by limiting the number of animals harvested. Any resident of British Columbia who has a Fish and Wildlife ID with active B.C. resident and hunting credentials can apply for LEH.

5.2 Wildlife management

Each year, regional Wildlife Biologists review information from the previous year's hunts, population status of individual herds, changes in habitat, changes in access, previous weather conditions and many other factors that may affect a particular herd or hunt area. From this information, the biologists determine the appropriate and sustainable number of LEH authorizations for each species, and in each area, for the coming season. These are submitted as recommendations to the Wildlife Management Section of the Fish and Wildlife Branch in Victoria for review and approval by the Director.

5.3 Defining the hunts in the LEH draw

Once the number of authorizations is approved, the Application Administrator sets up the LEH draw in the WILD system. The draw consists of a series of coded hunts based on species/class of species and areas of the Province. A "hunt" generally refers to the opportunity to hunt a specific species/class of species in a specific area of the Province, with other criteria applied to the species (for example, sex of the animal or horn configuration) or LEH area (management units and zones – more information is provided below). Each hunt is assigned a Hunt Code and the tentative number of authorizations available for that particular hunt. This number can change if new information is received.

5.4 The Synopsis

An overview of the current Limited Entry Hunting regulations and descriptions of each hunt, together with other information, is published each year in the *LEH Regulations Synopsis*. The Synopsis is a printed document (also available in PDF format on the Fish and Wildlife Website) that is distributed to hunters through vendors, Service BC and FrontCounter BC locations. Included in the *Synopsis* are instructions on how to apply for Limited Entry Hunts. All applications must be received by the Fish and Wildlife Branch by the application deadline date and time to be eligible for the draw. The deadline date and time is printed on the front page of the *Synopsis* and can change from year to year. The *Hunting and Trapping Regulations Synopsis* is printed every two years, and provides general hunting information, summarizes important hunting regulations, and defines the open seasons with maps indicating no hunting, no shooting, and other closed areas. The *Hunting and Trapping Regulations Synopsis* is a summary of the B.C. hunting and trapping regulations made under the *Wildlife Act* (British Columbia), prepared for the convenience of hunters and trappers.

5.5 The Draws

There are three Limited Entry Hunting draws each year:

Spring Draw – this draw applies only to Skeena Mountain Sheep and Grizzly Bears. The deadline is usually in early February.

Special Mountain Sheep Draw – this draw applies only to Mountain Sheep. The deadline is usually in early July. Hunters can submit as many applications as they wish for this draw.

The Main Draw (also known as the Fall Draw) – the largest of the three LEH draws encompasses several species, including Moose, Elk, Mule Deer, Caribou, Bison, Mountain Goat, Mountain Sheep, and Grizzly Bear. The deadline is usually in late May.

5.6 Applying for an LEH authorization

LEH consists of multiple draws for multiple hunts resulting in many thousands of LEH authorizations issued to resident hunters. To apply for an LEH authorization, the hunter must provide specific information about what they want to hunt, and where. Each application costs \$6.30 (except for the Special Mountain Sheep Draw, which costs \$15.75) and includes one First Choice and one Second Choice hunt code. The Second Choice is optional but it cannot be the same hunt code as the First Choice and it must be for the same species.

An applicant may only enter one application per LEH species for the spring and fall draws. If an applicant was successful and received an LEH authorization in the spring draw, he/she may not apply for the same species in the fall draw of the same calendar year.

5.7 Types of applications

There are three types of applications that can be submitted for the LEH draw:

Individual – one hunter submits one application to hunt a single animal. Authorizations are non-transferable.

Group Hunt – Group Hunts are available to hunters who wish to apply with a group of hunting partners. If the group is drawn, each member of the group receives an authorization to take an animal. For example, if 4 hunters apply for a group Elk hunt, each hunter will be authorized to take an animal, if they are successful in the draw. This means a group of 4 hunters could potentially take 4 animals. A group of four is put into the draw as one (so one chance to win 4 opportunities to harvest, in comparison with 4 chances to win one authorization if the applications were submitted individually). Group hunts are not available for moose or bison, or for Elk in Regions 1 and 2.

Shared Hunt - Shared hunts apply only to moose and bison. They are similar to group hunts in that hunters can apply as a group, but instead of all group members being entitled to take an animal, there is a group limit. For example, a group of two hunters may take only one moose, while a group of three or four may take two moose (or one if there is only one authorization remaining when the group is selected as a winner). It doesn't matter which group member actually harvests the moose, but all participating group members must possess a valid moose hunting licence and no individual group member may kill more than one moose. Members of a shared group are entered in the draw as individuals, so if one member of the shared group gets drawn they all get drawn (For a group of four, applicants have four chances to win one or two opportunities to harvest).

Review the key LEH terms in the Glossary, Section 2. These are the terms hunters need to know when applying for their LEH authorizations. This will help ensure the information entered corresponds to the hunt that they want, so they do not receive an authorization for a hunt they did not want.



6 VENDOR: Limited Entry Hunting (LEH) in WILD

6.1 Introduction

A vendor represents a third-party entity authorized to sell B.C. hunting program products and provide related services to hunters on behalf of the Fish and Wildlife Branch.

Vendors are able to update hunters' personal information, generate a FWID for hunters with a valid Hunter Number, and submit LEH applications on behalf of hunters via the WILD system. This includes customizing hunting preferences such as entering hunt codes and type of application (Individual, Group or Shared) and taking payments. Vendors are also responsible for reconciliation and producing reports as required by Service BC.

6.2 Purpose

This section explains the functionality and process **from the vendor's perspective** to process LEH applications on behalf of the hunter in the WILD system. Vendors are advised to contact Service BC with concerns processing LEH applications for hunters. Current availability hours for Service BC are Monday – Friday from 8:30am – 4:30pm.

This section describes a comprehensive overview of the LEH application process in the WILD system and includes:

- 6.3 Vendor Obligations
- 6.4 Create an Individual LEH Application
- 6.5 Create a Shared/Group LEH application
- 6.6 Join a Shared/Group Hunt
- 6.7 Void LEH Application(s)
- 6.8 Settle Hunting Account
- 6.9 View Past Settlements
- 6.10 Hunting Activity Report



6.3 Vendor Obligations

ATTENTION: BC HUNTING LICENCE VENDORS

BEFORE YOU ISSUE A LICENCE OR SUBMIT AN LEH APPLICATION FOR A HUNTER, YOU MUST:

1. Ask the hunter (including youth hunters – parents’ ID will suffice if youth does not have one) for a valid photo ID (BC driver’s licence; BC ID; BC Services Card, passport, Permanent Resident card, citizenship card, etc.) or student IDs.
2. Look up hunter in WILD, using Last Name, Date of Birth, Hunter Number.
3. Validate that the hunter’s profile matches to their photo ID and information provided.
4. Validate the hunter’s address, phone number, and email address, and update them, if required.
5. Validate that the hunter’s FWID account is Active, and that the hunter’s BC Resident and Hunting credentials are Active.

IF:	THEN:
Hunter cannot produce a valid photo ID.	Do not proceed with the transaction. Advise the hunter that valid photo ID must be produced.
The hunter’s Last Name, Date of Birth, or Gender on their photo ID, or their Hunter Number does not match their profile.	Do not proceed with the transaction. Advise the hunter to contact the FrontCounter BC Contact Centre at 1-877-855-3222.
The hunter’s FWID account or credentials are not Active in WILD.	See over for more information.
The hunter’s First Name in WILD does not match the First Name on their photo ID.	Proceed with transaction. Advise hunter to call the FrontCounter BC Contact Centre (1-877-855-3222) to resolve the issue prior to returning for any further transactions.
The hunter’s Last Name is not an exact match to their photo ID (but is clearly the same name, i.e., MacKinnon/McKinnon, ORiley/O’Riley).	Proceed with transaction. Advise hunter to call the FrontCounter BC Contact Centre (1-877-855-3222) to resolve the issue prior to returning for any further transactions.



STATUS INDICATORS FOR FWID AND HUNTING CREDENTIALS

The following are specific actions for vendors to take, depending on the status of the FWID or credentials.

FISH AND WILDLIFE ID	
IF STATUS IS	ACTION
Active	None required. Proceed with transaction.
Deceased	Inform hunter that they will need to bring their valid photo ID to a Service BC or FrontCounter BC office to reinstate their FWID to Active.
Expired	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
Inactive	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
Suspended	Not in use for the FWID. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222.
BC RESIDENT CREDENTIAL	
IF STATUS IS	ACTION
Active	None required. Proceed with transaction.
Expired	This will occur every three years. Hunter will need to re-establish their residency. Vendor should direct hunter to a Service BC or FrontCounter BC location, or advise them to go online, to re-prove their residency.
Suspended	If they had ceased to be a resident, they will need to re-establish their residency. Vendor should direct hunter to a Service BC or FrontCounter BC location, or advise them to go online, to re-prove residency.
Cancelled	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.

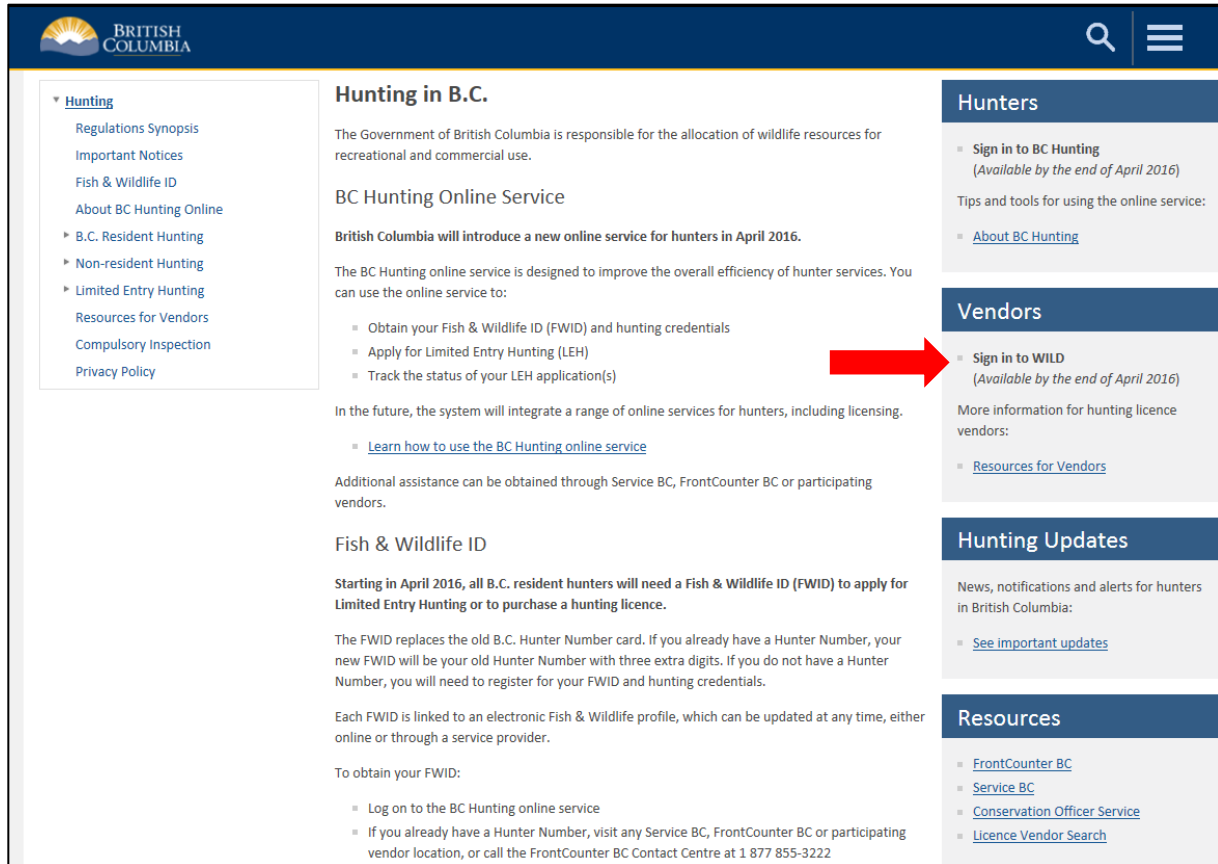


HUNTING CREDENTIAL	
IF STATUS IS	ACTION
Active	None required. Proceed with transaction.
Expired	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
Suspended	This indicates a Licence Action has been taken against the hunter. Advise hunter to contact the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.
Cancelled	Not in use. If this status is indicated, advise the hunter to call the FrontCounter BC Contact Centre at 1-877-855-3222. Contact Centre can email WILD support for assistance.



6.4 Vendor: Create an Individual LEH Application

1. Logon to the E-Licensing Vendor System via www.gov.bc.ca/hunting. Bookmark this page to enter WILD and to be advised of important updates.

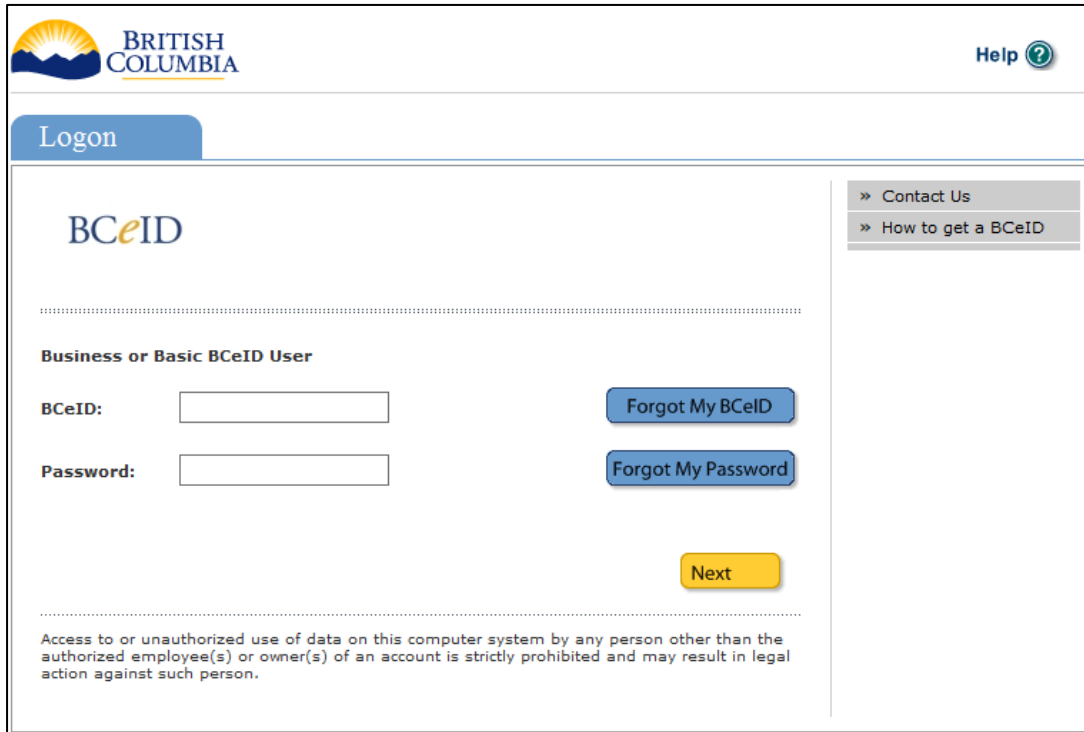


The screenshot shows the British Columbia Government website. The main content area is titled "Hunting in B.C." and contains information about the BC Hunting Online Service, which is set to launch in April 2016. It lists steps for obtaining a Fish & Wildlife ID (FWID) and applying for Limited Entry Hunting (LEH). A red arrow points to the "Sign in to WILD" link in the "Vendors" sidebar, which is available by the end of April 2016. Other sidebar links include "Sign in to BC Hunting", "Resources for Vendors", "Hunting Updates", and "Resources".

Before you can create an LEH application on behalf of the hunter, the hunter must provide the following information:

- A. The name of the Draw
- B. The Hunt Type
- C. Hunt Codes for the LEH Application(s)

2. Vendor BCeID logon screen. Enter Business BCeID.



BRITISH COLUMBIA

Help ?

Logon

BCeID

»> Contact Us
»> How to get a BCeID

Business or Basic BCeID User

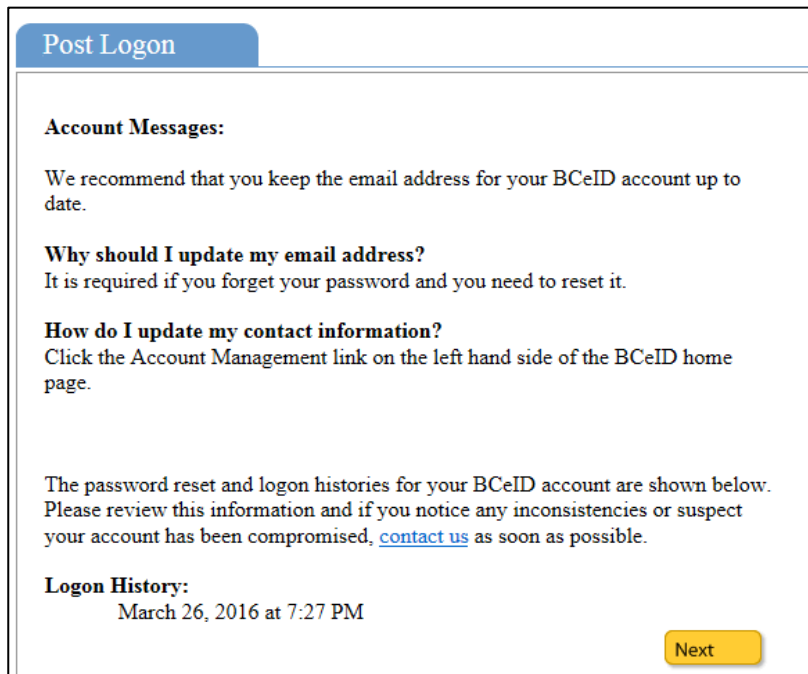
BCeID: [Forgot My BCeID](#)

Password: [Forgot My Password](#)

[Next](#)

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

3. The BCeID logon history will display. Click **Next**.



Post Logon

Account Messages:

We recommend that you keep the email address for your BCeID account up to date.

Why should I update my email address?
It is required if you forget your password and you need to reset it.

How do I update my contact information?
Click the Account Management link on the left hand side of the BCeID home page.

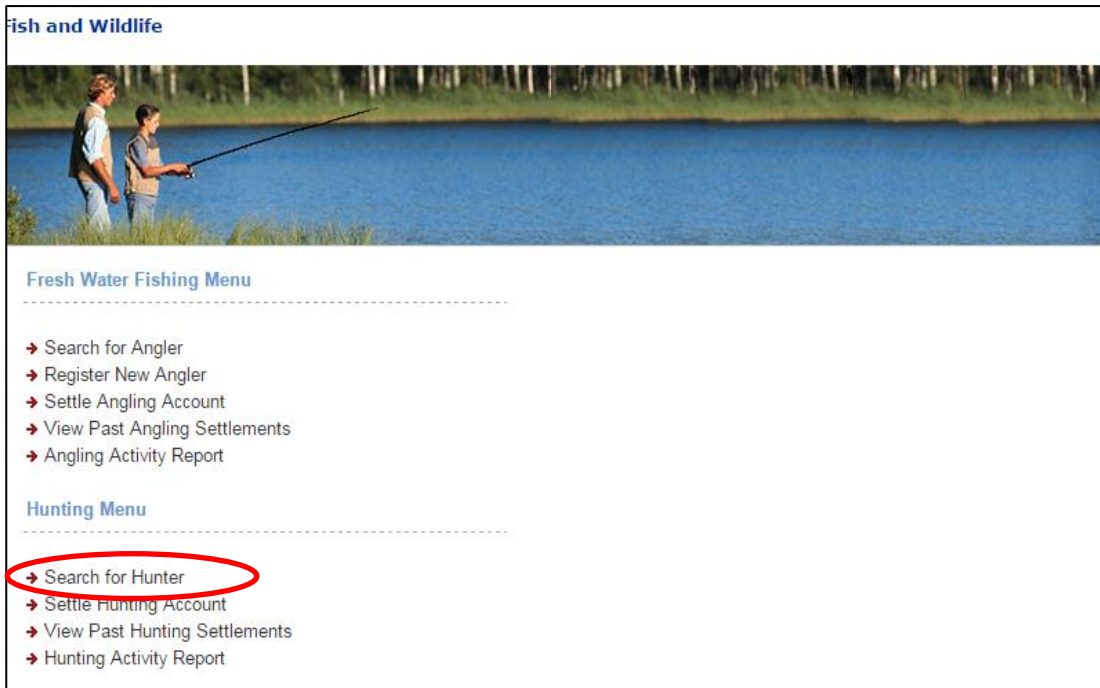
The password reset and logon histories for your BCeID account are shown below. Please review this information and if you notice any inconsistencies or suspect your account has been compromised, [contact us](#) as soon as possible.

Logon History:
March 26, 2016 at 7:27 PM

[Next](#)



4. Click **Search for Hunter** under **Hunting Menu** on the Fish and Wildlife Main Menu screen.



5. The **Search for Hunter** screen will display. Ask the hunter for a valid photo ID and his/her Hunter Number/FWID. Enter the hunter's information. Click **Search**.

The screenshot shows the 'Search for Hunter' screen. At the top is the title 'Search for Hunter'. Below the title is a note: '* An asterisk indicates a required field.' There are three input fields: '* Hunter Number/FWID:', '* Last Name:', and '* Birth Date:'. The 'Birth Date' field has a calendar icon to its right. At the bottom right of the form is a yellow 'Search' button. A large red arrow points down to the 'Search' button.



NOTE: If hunter is not found, the hunter is instructed to call FrontCounter BC Contact Centre at 1-877-855-3222.

Search for Hunter

⊗ A Hunter was not found using the search criteria entered.

* An asterisk indicates a required field.

* Hunter Number/FWID:

* Last Name:

* Birth Date:

The **Hunter's Application** will display. The Fish and Wildlife Branch requires hunters to have active BC resident and hunting credentials to submit an LEH Application and to buy hunting and species licences. Vendors should ALWAYS check a hunter's credential status on the Hunter Application screen.

6. The **Hunter's Applications** screen displays the hunter's credential status, current LEH Applications and contact information. Validate that the hunter's profile matches their photo ID. Validate the hunter's address, phone number, and email address and update them, if required.

7. To **Update** the hunter's address, phone number and/or email address, click **Update**.

Hunter's Applications

FWID: 131872841
Account Status: Active

Hunting Credential: Active
Residency Credential: Active

Hunter Information	Address(s):
Name: Sam Overmars	Type
Birth Date: Feb 1, 1910	Mailing 55 Wahsta Acres Vancouver BC t5t5x8
Gender: Male	Street 35 Wahsta Acres RR Vancouver BC t5t5x8
Main Phone #: (777) 666-5557	
Email: samover@sma.ca	

[UPDATE](#)

LEH Applications [ADD APPLICATION\(S\)](#)

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

	Draw	Species	Status
13760276	2050 - Moose Draw	Moose	Awaiting Draw

8. Click **Edit** to update the hunter's address. Make corrections in the **Address** pop-up window and click **Save**. Inform hunter of the privacy statement. Make required changes to the hunter's phone number and email address, click **Save**.

NOTE: Hunters must provide a phone number or email to apply for Limited Entry Hunting. Inform the hunter that information they provide, including email and phone number, may be used by the Fish and Wildlife Branch for survey and other purposes. If hunters want more information, they can contact the Branch at the number provided in the Privacy Statement on this screen.

Hunter Profile

Below are the Hunter's personal account details. You may edit the information below and press the **EDIT** button.

* An asterisk indicates a required field.

* First Name:	Don	* Date of Birth:	Dec 25, 1
* Last Name:	Training	* Gender:	Male
Middle Name(s):			

Address(s):

Type	
Mailing	RR Victoria BC V1V 1A1
Street	RR 11 Victoria BC V1V 1A1

Contact Information

Main Phone #: () -

Cell #: () -

Email: trainingdon@example.com

Confirm Email: trainingdon@example.com

I agree that my email address may be used by the BC Government for program planning and evaluation, including surveys, and to communicate licensing information and regulation changes. The BC Government will not release my email for any other reason.

Preferred method of contact: Email

Address Pop-up:

* Address Line 1: 24 HALIBURTON ST

Address Line 2:

* City / Town: NANAIMO

* State / Province: British Columbia

* Country: Canada

* Postal / Zip Code: V9R4W1

Buttons: Cancel, Save

9. If it is not required to update the hunter's information click **Add application(s)**.

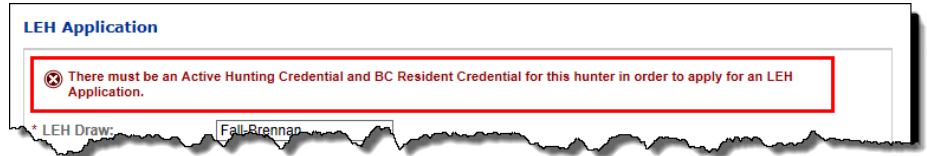
LEH Applications

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

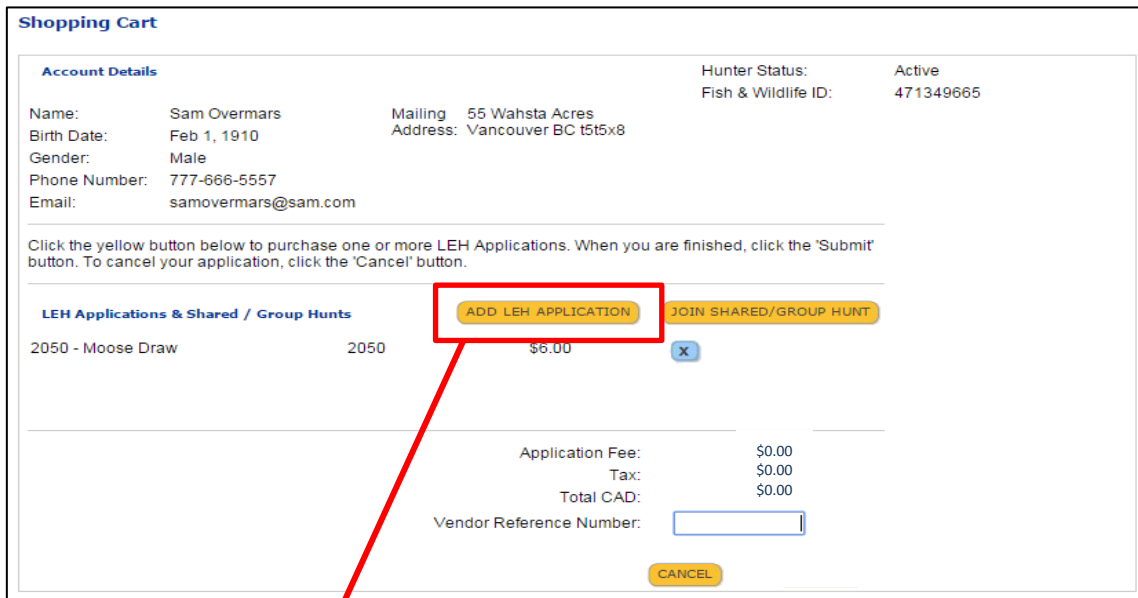
Draw	Species	Status
------	---------	--------

Buttons: UPDATE, ADD APPLICATION(S)

NOTE: If a vendor does click add Application and the hunter has inactive credentials an error will display on the LEH Application screen.



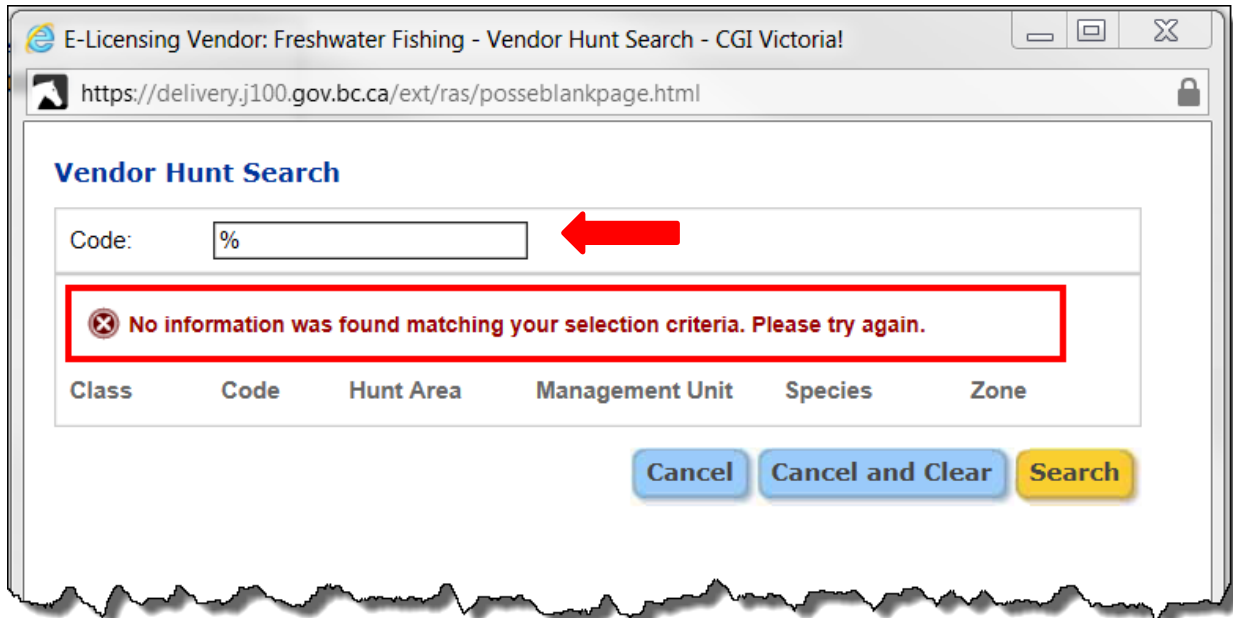
10. The **Shopping Cart** will display. To process an individual LEH Application **click Add LEH Application**. Ask the hunter for **LEH Draw** name and their first **Hunt Code**, Individual Hunt is the default **Hunt Type**. Click **Add**. Enter the hunter's second **Hunt Choice**, which is optional. Click **Save**.



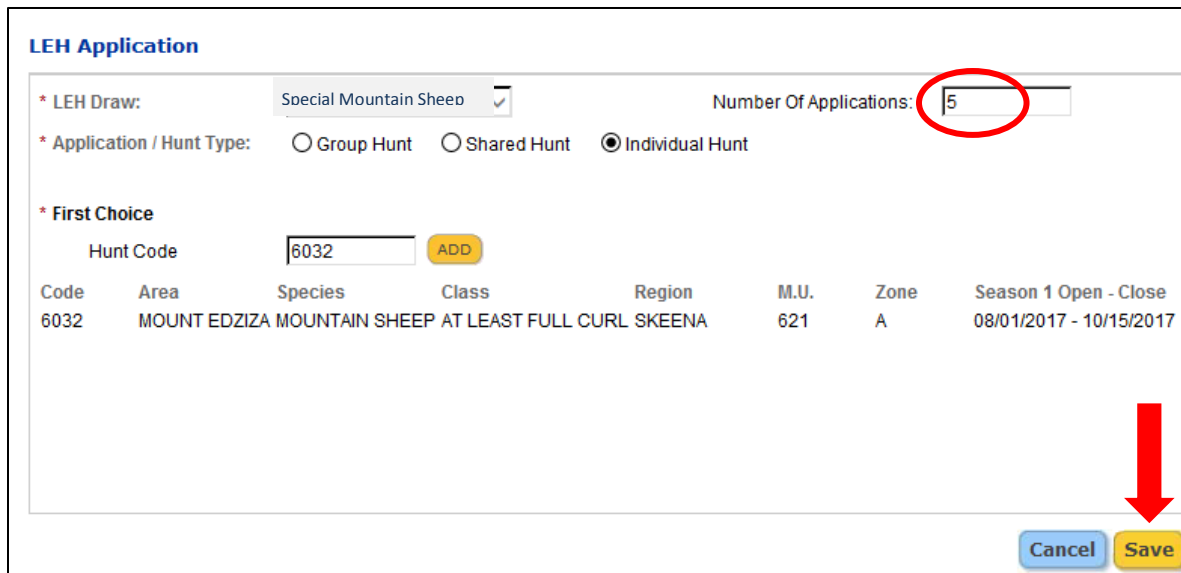
1. Select Draw
2. Individual Hunt Type (default)
3. Enter first Hunt Code
4. Click Add
5. Enter second Hunt Code (optional)
6. Click Add, then Save



NOTE: If the hunter's hunt codes are not found the Vendor Hunt Search window will open. A vendor can perform a wildcard search by entering %. All hunts related to the draw will display. The vendor can help the hunter find the correct hunt code(s) or refer the hunter to the Limited Entry Hunting Synopsis.



11. If the hunter chooses the Special Mountain Sheep Draw enter the **Number of Applications**, click **Add**, then click **Save**.



12. When all hunt codes have been entered and saved, the **Shopping Cart** will display. The vendor can enter their **Vendor Reference Number** (optional field available for vendor's own use, often used to distinguish employees or multiple locations) and click **Recalculate Fees** to display the total owed. A **Confirm** button will display. Click **Confirm**.

NOTE: Multiple Special Sheep LEH applications appear as one LEH application for purchase transaction purposes ONLY. For commission and DRAW purposes however EACH Special Sheep LEH is a separate application.

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

LEH Applications & Shared / Group Hunts		
Special Sheep - TTT	2017	\$65.00

Application Fee: \$65.00
Tax: \$3.25
Total CAD: \$68.25
Vendor Reference Number: 5533

Application Fee: \$0.00
GST: \$0.00
Total CAD: \$0.00
Vendor Reference Number: 5533

13. The **Confirmation** screen will display. Confirm the hunter's address. Make any required changes by clicking **Update Contact Information**. *LEH Authorizations are mailed to hunters.* Read each LEH Application to the hunter to ensure the application(s) is correct. *LEH Applications are non-refundable and non-transferable.* Click the box **The applicant confirms that the LEH Application(s) and the contact information are correct.** Click **Save**. A **Submit** button will appear.

*As a best practice, it is recommended to collect payment from the hunter **before** clicking **Submit**.*

Confirm Hunter Contact Information

Confirm Address
 Type Address
 PO Box 44444 TEST ADDRESS VICTORIA BC V9C 3W2

Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Shared Hunt Name
MOUNT EDZIZA	MOUNTAIN SHEEP	AT LEAST FULL CURL	SKEENA	621	A	Aug 1, 2017	mmm dd, yyyy		

Contact Information
 Individual Email:
 Contact Preference Email
 UPDATE CONTACT INFORMATION

Information are correct CANCEL BACK SUBMIT

Confirm Application Details


Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Shared Hunt Name
246852166	Individual Hunt	Special Sheep - TTT	2017	6032	MOUNT EDZIZA	MOUNTAIN SHEEP	AT LEAST FULL CURL	SKEENA	621	A	Aug 1, 2017	mmm dd, yyyy		

Shopping Cart Total: 68.25

The applicant confirms that the LEH Application(s) and the contact information are correct CANCEL BACK

14. The **Application Confirmation** screen will display. Click **Print** to display the receipt.

Application Confirmation

 **BRITISH COLUMBIA**
The Best Place on Earth

The LEH application(s) have been successfully submitted. See below for a list of LEH applications that have now been submitted.

Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Shared Hunt Name
246852166	Individual Hunt	Special Sheep - TTT	2017	6032	MOUNT EDZIZA	MOUNTAIN SHEEP	AT LEAST FULL CURL	SKEENA	621	A	Aug 1, 2017	mmm dd, yyyy		

Number of Applications: 5

Customer Information
 FWD: 851577142
 Name: MARY SMITH4

Payment Information
 Application Fee: \$65.00
 GST: \$3.25
 Total CAD: \$68.25
 GST Registration #: R107864738

Purchased From: Vendor Site
 Purchase Date: Apr 10, 2016
 Vendor Ref #: 5533

PRINT RECEIPT RETURN TO HUNTER PROFILE

The receipt will display and can be printed.

Receipt

Date: 4/7/2016

Thank you for submitting your LEH application(s). If you are successful in the Draw, you will be notified and receive your authorization in the mail. You can also check the status of your LEH application at any time by logging on to BC Hunting and checking your FWID profile under LEH History.

See below for a list of LEH applications submitted.

Application #	Qty	Type	Draw	Choice	Hunt Code	Species	Area	LEH Hunt Area	Group ID
14839209	5	Individual	Special Shee	Second	5000	Mountain Sheep	Liard	LEH Hunt	

Customer Information

Name: Weller, Peter
 FWID: 375402917
 Address: 121 West Terrace Pla@Vancouver BC V7N 3K3

Payment Information

Receipt Number: R245942
 Transaction Type: Purchase
 Transaction ID:
 Card Type:
 Order Number:
 Approval Code:
 Response Message:
 Response Code:
 GST Registration #: 10235 22
 Application Fee: 65
 GST: 0
 Total CAD: 13
 Purchased From:

Thank You!

Your Limited Entry Hunt (LEH) Application fee includes a conservation surcharge which goes to the Habitat Conservation Trust Foundation (HCTF). HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about the projects supported by your purchase or to sign up for the HCTF's quarterly e-newsletter visit www.hctf.ca



15. Click **Return to Hunter Profile**. The statuses of the LEH Applications will indicate Awaiting Draw. Click the application link to display the details of the LEH Application. Click **Print** to provide a copy to the hunter.

Hunter's Applications

Fish and Wildlife ID: 851 577 142 Hunting Credential: Active
 Fish and Wildlife Status: Active Residency Credential: Active

Hunter Information **Address(s):**

Name: MARY SMITH4 Type
 Date of Birth: Jan 4, 1948 Mailing: 44444 TEST ADDRESS
 Gender: Female VICTORIA BC V9C 3W2
 Main Phone #: () -
 Cell Phone #: () -
 Email:
UPDATE

LEH Applications **ADD APPLICATION(S)**

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw Name	Draw Year	Species	First Choice	Second Choice	Type	Application Date	Status
246852166 Special Sheep - TTT	2017	MOUNTAIN SHEEP	6032		Individual Hunt	Apr 10, 2016	Awaiting Draw VOID
246729366 Fall - TTT	2017	MULE DEER	7030		Individual Hunt	Apr 6, 2016	Awaiting Draw
246729362 Fall - TTT	2017	MOOSE	4133		Individual Hunt	Apr 6, 2016	Awaiting Draw

LEH Application

Payment Date: Apr 10, 2016 Transaction Type: Purchase
 Card Type: Bank Transaction ID:
 Order Number: Application Fee: 65.00
 Receipt Number: R3181787 GST: 3.25
 GST Registration #: R107864738 Total Paid (CAD): 68.25
 Approval Code: Response Message:
 Response Code: Sequence Number:

Application ID: 246852166
 Status: Awaiting Draw
 Draw Name: Special Sheep - TTT
 Draw Year: 2017
 Application / Hunt Type: Individual Hunt **Number of Applications: 5**

First Choice Hunt	Second Choice Hunt
Hunt Code: 6032	Hunt Code:
Area: MOUNT EDZIZA	Area:
Species: MOUNTAIN SHEEP	Species:
Class: AT LEAST FULL CURL	Class:
Region: SKEENA	Region:
MU: 621	MU:
Zone: A	Zone:
Season Dates (1): Aug 01, 2017 - Oct 15, 2017	Season Dates (1):
Season Dates (2):	Season Dates (2):

PRINT RECEIPT

6.5 Vendor: Create a Shared/Group LEH Application

Read the [Vendor Obligations](#) prior to issuing a licence or processing an LEH application.

The Fish and Wildlife Branch requires hunters to have active BC resident and hunting credentials to submit an LEH Application or to buy hunting and species licences. Vendors should ALWAYS check a hunter's credential status on the Hunter Application screen.

The **Hunter's Applications** screen displays the hunter's credential status, current LEH Applications and contact information. Validate that the hunter's profile matches the photo ID. Validate the hunter's address, phone number, and email address and update them, if required.

If the hunter chooses to create a Group/Shared hunt, they are the creator of the Group Application and will receive a Group ID on their receipt. The hunter must give the Group ID to individuals who are going to join the Group.

Before you can create an LEH application on behalf of the hunter, the hunter must provide the following information:

- A. The name of the Draw
- B. The Hunt Type
- C. Hunt Codes for the LEH Application(s)

1. From the **Hunter's Application** screen, click **Add Application**. To update a hunter's address see [section 6.4](#).

Hunter's Applications

FWID: 131872841
Account Status: Active

Hunting Credential: Active
Residency Credential: Active

Hunter Information	Address(s):
Name: Sam Overmars	Type
Birth Date: Feb 1, 1910	Mailing 55 Wahsta Acres Vancouver BC t5t5x8
Gender: Male	Street 35 Wahsta Acres RR Vancouver BC t5t5x8
Main Phone #: (777) 666-5557	
Email: samover@sma.ca	

[UPDATE](#)

LEH Applications [ADD APPLICATION\(S\)](#)

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw	Species	Status
13760276 2050 - Moose Draw	Moose	Awaiting Draw

2. The **Shopping Cart** will display. To create a Shared/Group LEH Application click **Add LEH Application**. Ask the hunter for the name of the **LEH Draw** and **Hunt Type, Group or Shared**. Select the Draw and Hunt Type. The hunter can name the Shared/Group Hunt if they wish. Enter their first **Hunt Code**. Click **Add**. Enter the hunter's second **Hunt Choice**, which is optional. Click **Save**.

Shopping Cart

Account Details

Name: Sam Overmars Mailing: 55 Wahsta Acres
Birth Date: Feb 1, 1910 Address: Vancouver BC t5t5x8
Gender: Male
Phone Number: 777-666-5557
Email: samovermars@sam.com

Hunter Status: Active
Fish & Wildlife ID: 471349665

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

LEH Applications & Shared / Group Hunts

2050 - Moose Draw	2050	\$6.00	X
-------------------	------	--------	---

Application Fee: \$6.00
Tax: \$0.72
Total CAD: \$6.72

Vendor Reference Number:

CANCEL

LEH Application

* LEH Draw:

* Application / Hunt Type: Group Hunt Shared Hunt Individual Hunt

Group / Shared Name: Group ID:

* **First Choice**

Hunt Code: **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4133	CARIBOO	MOOSE	COW OR CALF ONLY	CARIBOU	515	A	11/01/2017 - 12/10/2017

* **Second Choice**

Hunt Code: **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 2 Open - Close
------	------	---------	-------	--------	------	------	-----------------------

Cancel **Save**

1. Select Draw
2. Select Hunt Type (name Hunt)
3. Enter first Hunt Code
4. Click Add
5. Enter second Hunt Code (optional)
6. Click Add, then Save



3. The **Shopping Cart** will display. Enter your **Vendor Reference Number** (optional field available for vendor's own use, often used to distinguish employees or multiple locations) and click **Recalculate fees** to display the total owed. A **Confirm** button will display. Click **Confirm**.

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

LEH Applications & Shared / Group Hunts			
Fall - TTT	2017	\$6.00	X

Application Fee: \$0.00
Tax: \$0.00
Total CAD: \$0.00

Vendor Reference Number:

CANCEL RECALCULATE FEES

Application Fee: \$6.00
Tax: \$0.30
Total CAD: \$6.30
Vendor Reference Number:

CANCEL CONFIRM

4. Confirm the hunter's address. Make any required changes by clicking **Update Contact Information**. *LEH Authorizations are mailed to hunters.* Read each LEH Application to the hunter to ensure the application(s) is correct. *LEH Applications are non-refundable and non-transferable.* Click the box **The applicant confirms that the LEH Application(s) and the contact information are correct.** A **Submit** button will appear.

*As a best practice, it is recommended to collect payment from the hunter **before** clicking **Submit**.*

BRITISH COLUMBIA ELICDEV

Confirm Hunter Contact Information

Confirm Address

Type	Address
PO Box	321 West View Road Vancouver BC V7N 3K3
PO Box	321 West View Road Vancouver BC V7N 3K3

Contact Information

Individual Email:	craig.porter@computronix.com	Telephone #	780-394-3423
Contact Preference	Email	Cell Phone #	250-323-0234

UPDATE CONTACT INFORMATION

Confirm Application Details

Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Shared Hunt Name
1455484Z	Individual Hunt	Test Draw - Winter	5381	T1234	Atlin	Grizzly Bear	Fake	Region 1	1		Mar 17, 2016	mmm dd, yyyy		


Shopping Cart Total: \$6.30

The applicant confirms that the LEH Application(s) and the contact information are correct

CANCEL BACK

5. The successful **Application Confirmation** screen will display and can be printed for hunter. The receipt contains the **Group ID#**. The hunter must give the Group ID to individuals who are going to join the group.

Application Confirmation



The LEH application(s) have been successfully submitted. See below for a list of LEH applications that have now been submitted.

Application #	Type	Draw	Code	Area	Species	Class	Region	M.U	Zone	Open Date	Close Date	Group / Name	Group ID
246428048	Shared Hunt	Fall - TTT	4133	CARIBOO	MOOSE	COW OR CALF ONLY	CARIBOU	515	A	Nov 1, 2017	Dec 10, 2017	Wick's Spring Hunt	58

Customer Information
FWID: 176880054
Name: FRED WICKS

Payment Information
Application Fee: \$6.00
Tax: \$0.30
Total CAD: \$6.30
GST Registration #: R107884738

Purchased From: Vendor Site
Purchase Date: Mar 27, 2016
Vendor Ref #: 11111

[Print](#) [RETURN TO HUNTER PROFILE](#)

6. Click **Return to Hunter Profile**. The statuses of the LEH Applications will indicate Awaiting Draw. Click the application link to display the details of the LEH Application.



6.6 Vendor: Join a Shared/Group Hunt

Read the [Vendor Obligations](#) prior to issuing a licence or processing an LEH application.

The Fish and Wildlife Branch requires hunters to have active BC resident and hunting credentials to apply for an LEH Application and to buy hunting and species licences. Vendors should ALWAYS check a hunter's credential status on the Hunter Application screen.

The **Hunter's Applications** screen displays the hunter's credential status, current LEH Applications and contact information. Validate that the hunter's profile matches the photo ID. Validate the hunter's address, phone number, and email address and update them, if required.

If a hunter wishes to join a Group or Shared hunt he/she must provide the Group ID.

1. From the **Hunter's Application** screen click **Add Application**. To update a hunter's address see [section 6.4](#).

Hunter's Applications

FWID: 131872841
Account Status: Active

Hunting Credential: Active
Residency Credential: Active

Hunter Information

Name: Sam Overmars
Birth Date: Feb 1, 1910
Gender: Male
Main Phone #: (777) 666-5557
Email: samover@sma.ca

Address(s):

Type
Mailing: 55 Wahsta Acres Vancouver BC t5t5x8
Street: 35 Wahsta Acres RR Vancouver BC t5t5x8

[UPDATE](#)

LEH Applications

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

[ADD APPLICATION\(S\)](#)

Draw	Species	Status
13760276 2050 - Moose Draw	Moose	Awaiting Draw



2. The **Shopping Cart** will display. Click **Join Shared/Group Hunt**.

Shopping Cart

Account Details		Hunter Status:	Active
Name:	Sam Overmars	Mailing Address:	55 Wahsta Acres Vancouver BC t5t5x8
Birth Date:	Feb 1, 1910	Fish & Wildlife ID:	471349665
Gender:	Male		
Phone Number:	777-666-5557		
Email:	samovermars@sam.com		

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

LEH Applications & Shared / Group Hunts		ADD LEH APPLICATION	JOIN SHARED/GROUP HUNT
2050 - Moose Draw	2050	\$6.00	<input type="button" value="x"/>

Application Fee:	\$0.00
Tax:	\$0.00
Total CAD:	\$0.00
Vendor Reference Number:	<input type="text"/>

3. Ask the hunter for the Group ID number. Enter the number and click **Search**.

Group Hunt Search

Search for Shared or Group Hunt

* An asterisk indicates a required field.

* Group / Shared ID:



4. The results will display. Read the hunt details on the screen to the hunter to confirm that it is the correct hunt. If correct, click **Join Hunt**. Click **Search Again** to enter a different Group ID or **Cancel** to return to **Hunter's Application** screen.

Group Hunt Search

Shared / Group Hunt Membership Information
 Group / Shared Hunt ID: 57
 Shared Hunt Name:

Hunt Code Area	Species	M.U.	Zone	Open Season Date	Close Season Date	Class of Animal	Tentative Auth.	Hunt Method
7029	CARIBOO	MULE DEER	501	Oct 1, 2017	Oct 31, 2017	ANTLERLESS ONLY	34	MIXED
7029	CARIBOO	MULE DEER	501	Oct 1, 2017	Oct 31, 2017	ANTLERLESS ONLY	34	MIXED

5. The **Shopping Cart** will display. Enter your **Vendor Reference Number** (optional field available for vendor's own use, often used to distinguish employees or multiple locations) and click **Confirm**.

Shopping Cart

Account Details
 Name: CINDY TRAIN : Mailing Address: 1035 WIND
 Date of Birth: Jun 3, 1977
 Gender: Female
 Phone Number:
 Email:
 Hunter Status: Active
 Fish & Wildlife ID: 192497217

Click the yellow button below to purchase one or more LEH Applications. When you are finished, click the 'Submit' button. To cancel your application, click the 'Cancel' button.

LEH Applications & Shared / Group Hunts

Fall - TTT	2017	\$6.00	<input type="button" value="x"/>
------------	------	--------	----------------------------------

Application Fee: \$6.00
 Tax: \$0.30
 Total CAD: \$6.30
 Vendor Reference Number:



6. Confirm the hunter's address. Make any required changes by clicking **Update Contact Information**. LEH Authorizations are mailed to hunters. Read each LEH Application to the hunter to ensure the application(s) are correct. LEH Applications are non-refundable and non-transferable. Click the box **The applicant confirms that the LEH Application(s) and the contact information are correct.** A **Submit** button will appear.

As a best practice, it is recommended to collect payment from the hunter **before** clicking **Submit**.

The screenshot shows a web interface for confirming hunter contact information. It includes a sidebar with navigation links like 'B.C. Home', 'Ministry of Environment', and 'FISH AND WILDLIFE'. The main content area is titled 'Confirm Hunter Contact Information' and contains three sections: 'Confirm Address', 'Contact Information', and 'Confirm Application Details'. The 'Confirm Address' section shows two PO Box addresses. The 'Contact Information' section shows an individual email (craig.porter@computonix.com) and a contact preference (Email). The 'Confirm Application Details' section contains a table with columns for Application ID, Type, Draw, Year, Code, Area, Species, Class, Region, M.U., Zone, Open Date, Close Date, Group ID, and Shared Hunt Name. Below the table, there is a 'Shopping Cart Total' of 6.72 and a checkbox labeled 'The applicant confirms that the LEH Application(s) and the contact information are correct'. To the right of the checkbox are 'CANCEL' and 'BACK' buttons. A red circle highlights the checkbox, and a red arrow points to the 'BACK' button.

Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Shared Hunt Name
14504847	Individual Hunt	Test Draw - Winter	5381	T1234	Atln	Grizzly Bear	Fake	Region 1	1		Mar 17, 2016	mmm dd, yyyy		

7. The successful **Application Confirmation** screen will display and can be printed for the hunter. The receipt contains the **Group ID#**.

8. Click **Return to Hunter Profile**. The status of the LEH Application will indicate Awaiting Draw. Click the application link to display the details of the LEH Application.

6.7 Vendor: Void LEH Application(s)

Vendors can void LEH Applications from the following Hunter's Applications screen. An LEH Application can be voided *only* if the **Void** button is available on the **Hunter's Application** screen and the application was submitted with errors.

The **Void** button will only be available if the transaction is within the void time period which is set by the Fish and Wildlife Branch. Voided transactions will be reflected on the vendor's settlement report and are reviewed by the Fish and Wildlife Branch.

Only the Fish and Wildlife branch can void a transaction after the allotted time period. Vendors requiring a void after the allotted time period has elapsed must submit a "Vendor Repudiation for electronic Angling or Hunting transaction" form to Fish and Wildlife Branch to request a void.



1. On the **Hunter's Application** screen click the **Void** button associated with the LEH application to be voided.

Hunter's Applications

FWID: 471349665
Status: Active


Hunter Information	Address(s):
Name: Sam Overmars	Type
Birth Date: Feb 1, 1910	Mailing 55 Wahsta Acres Vancouver BC t5t5x8
Gender: Male	Street 35 Wahsta Acres RR Vancouver BC t5t5x8
Main Phone #: (777) 666-5557	
Email: samover@sma.ca	

[UPDATE](#)

LEH Applications

[ADD APPLICATION\(S\)](#)

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw	Species	Status	
13760276 2050 - Moose Draw	Moose	Awaiting Draw	VOID 

2. The **Void LEH Application** screen will display. A reason for the void is required. Click **Save**.

Void LEH Application

To void the LEH Application, please enter some comments describing the reason for void and press "Save".

* An asterisk indicates a required field.

Reason: Vendor Repudiation/Void

* **Comments:**

By clicking the "Save" button below, I certify that this LEH Application has not been voided for any fraudulent or illegal purpose. I understand that it is an offence to provide false information.

[Cancel](#) [Save](#)

3. LEH Application **Status** is void.

Hunter's Applications

FWID: 111888444
Account Status: Active
Hunting Credential: Active

Hunter Information

Name: Don Training
 Date of Birth: Dec 25, 1989
 Gender: Male
 Main Phone #: () -
 Email: trainingdon@example.com

[UPDATE](#)

Address(s):

Type
 Mailing RR Victoria BC V1V 1A1
 Street RR 11 Victoria BC V1V 1A1

LEH Applications [ADD APPLICATION\(S\)](#)

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Draw	Species	Status
172575049 Fall-Brennan	Elk	Void

4. Click the LEH Application to display a read-only detailed application.

LEH Application

Application ID: 172575049
Status: Void
Draw Name: Fall-Brennan
Application / Hunt Type: Individual Hunt

First Choice Hunt	Second Choice Hunt
Hunt Code: 103	Hunt Code: 101
Area: Liard	Area: Liard
Species: Elk	Species: Elk
Class: Either Sex	Class: Either Sex
MU: 1-3	MU: 1-1
Zone: A	Zone:
Season Dates (1): Sep 01, 2020 - Sep 28, 2020	Season Dates (1): Feb 01, 2017 - Feb 19, 2017
Season Dates (2):	Season Dates (2):




6.8 Vendor: Settle Hunting Account

It is recommended that vendors generate a settlement each day in order to balance their settlement activity to their point of sale system. Vendors must however generate a settlement not less than monthly and remit payment of their settlement(s) in accordance with the schedule included in their vendor contract.

1. From Fish and Wildlife Main Menu home page, click **Settle Hunting Account**

Fish and Wildlife



testing posse 7.

Fresh Water Fishing Menu

- Search for Angler
- Register New Angler
- Settle Angling Account
- View Past Angling Settlements
- Angling Activity Report

Hunting Menu

- Search for Hunter
- **Settle Hunting Account**
- View Past Hunting Settlements
- Hunting Activity Report


2. Enter **Settlement Date** and click **Next**

Settle Account

To settle your Vendor Account, enter a Settlement Date and the press the 'Next' button. The system will generate a list of LEH Applications you have sold since your last Settlement Date and up to the Settlement Date entered.

* An asterisk indicates a required field.

Please enter a Settlement Date:

* Settlement Date: 

Next



3. The **Settle Account** screen will display. The vendor can settle the account, enter a new date or return to the Main Menu. Click **Next**.

Settle Account

Below is a list of issued LEH Applications that are ready to be settled. Also is a list of LEH Applications that have been cancelled in the Settlement Period.

Choose your next step:

Settle your account as of the Settlement Date and generate your Settlement Report, or

Start again by selecting a new Settlement Date, or

Return to the Main Menu without settling.

Next

Issued LEH Application(s)

Issue Date	Application #	Application	Sold To	Amount Charged	Commission	GST/HST on Commission
Apr 6, 2016	246729069	Standard LEH Draw	JOHN SMITH2	\$6.30	\$1.00	\$0.05
Apr 6, 2016	246729130	Standard LEH Draw	JOHN SMITH1	\$6.30	\$1.00	\$0.05
Apr 6, 2016	246729302	Standard LEH Draw	MARY SMITH3	\$6.30	\$1.00	\$0.05
Apr 6, 2016	246729362	Standard LEH Draw	MARY SMITH4	\$6.30	\$1.00	\$0.05
Apr 6, 2016	246729366	Standard LEH Draw	MARY SMITH4	\$6.30	\$1.00	\$0.05
Totals (CAD):				\$31.50	\$5.00	\$0.25

Voided LEH Application(s)

Issue Date	Application #	Application	Sold To	Voided By
Apr 6, 2016	246729792	Standard LEH Draw	JOHN SMITH2	Fishing MoE Production Support



4. To settle the account, select **Settle your account as of the Settlement Date and generate your Settlement Report** and click **Next**. The account will settle by clicking next and the report will display as below. If there has been no activity since the last settlement period, no settlement report will be generated. Vendors can click **View Applications** to see the applications within (including voided transactions performed prior to generating the settlement) the dates of the settlement report.

The vendor is responsible for remitting to CRA the GST on the commission.


Settlement Period: mmm dd, yyyy to Apr 6, 2016	Gross Amount Charged:	\$31.50
Settlement ID: 66420	Less:	
Created Date: Apr 6, 2016	Commission Earned:	\$5.00
E-Licensing Invoice #: HTI36792	GST/HST on Commission:	\$0.25
	Settlement Amount:	\$26.25
	Less: Post-Settlement Adjustments:	\$0.00
	Settlement Amount after Adjustments:	\$26.25

[VIEW APPLICATIONS](#)

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.

Ministry of Forests, Lands and Natural Resource Operations E-Licensing Vendor Settlement Report	Settlement ID: 66420 E-Licensing Invoice #: HTI36792
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MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS

E-Licensing Vendor Settlement Report

Ministry of Environment Production Support (11111) Government Agent: Service BC Headquarters Victoria (98) Phone: (250) 387-9589 Address: 2975 Jutland Road, Victoria BC V8W 9M2 GST/HST Reg No.:	Settlement Period: to Apr 06, 2016 Settlement ID: 66420 E-Licensing Invoice #: <u>HTI36792</u> GST/HST on Commission: \$0.25 Settlement Amount: \$26.25
---	---

Issued Applications

Standard LEH Draw	# of Applications Issued	Amount Charged	Commission Earned	GST/HST on Commission	Settlement Amount
Standard LEH Draw	5	\$31.50	\$5.00	\$0.25	\$26.25

Settlement Totals:	5	\$31.50	\$5.00	\$0.25	\$26.25
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Voided Applications

Issue Date	Application ID	Authorization Type	Sold To	Vendor Reference #	Voided By	Voided Date
Apr 06, 2016	246729792	Standard LEH Draw	JOHN SMITH2	3355	Fishing MoE P	Apr 06, 2016

5. Applications during the settlement dates are displayed below.

Settlement Period: mmm dd, yyyy to Apr 6, 2016 Settlement ID: 66420 Created Date: Apr 6, 2016 E-Licensing Invoice #: HTI36792	Gross Amount Charged: \$31.50 Less: Commission Earned: \$5.00 GST/HST on Commission: \$0.25 Settlement Amount: \$26.25 Less: Post-Settlement Adjustments: \$0.00 Settlement Amount after Adjustments: \$26.25						
RETURN TO SETTLEMENT							
Issued Applications							
Issue Date	Application #	Application	Sold To	Amount Charged	Commission	GST/HST on Commission	
Apr 6, 2016	246729069	Standard LEH Draw	JOHN SMITH2	\$6.30	\$1.00	\$0.05	
Apr 6, 2016	246729130	Standard LEH Draw	JOHN SMITH1	\$6.30	\$1.00	\$0.05	
Apr 6, 2016	246729302	Standard LEH Draw	MARY SMITH3	\$6.30	\$1.00	\$0.05	
Apr 6, 2016	246729362	Standard LEH Draw	MARY SMITH4	\$6.30	\$1.00	\$0.05	
Apr 6, 2016	246729366	Standard LEH Draw	MARY SMITH4	\$6.30	\$1.00	\$0.05	
Totals (CAD):				\$31.50	\$5.00	\$0.25	
Voided Applications							
Issue Date	Application #	Application	Sold To	Amount Charged	Commission	GST/HST on Commission	
Apr 6, 2016	246729792	Standard LEH Draw	JOHN SMITH2	\$6.30	\$1.00	\$0.05	
Totals (CAD):				\$6.30	\$1.00	\$0.05	
Post-Settlement Adjustments							
Issue Date	Refund Date	Application ID	AuthorizationType	Sold To	Amount Charged	Commission	GST/HST on Commission
(There are no LEH Applications which have been refunded to you after the settlement was completed.)							
Totals (CAD):							



NOTE: The settlement below contains a "Post Settlement adjustments" amount because the Fish and Wildlife Branch voided a transaction for the vendor after the vendor settled the account. If the allotted time has passed to void a transaction ([see section 6.7 for voiding hunting transactions](#)) the vendor must submit a "Vendor Repudiation for electronic Angling or Hunting transaction" form the Fish and Wildlife Branch to request a void. Only the Fish and Wildlife Branch can void a transaction after the allotted time has passed.

The Settlement is complete.

Settlement Period:	Feb 19, 2014 to Feb 21, 2014	Gross Amount Charged:	\$288.75
Settlement ID:	50793	Less:	
Created Date:	Feb 21, 2014	Commission Earned:	\$12.00
E-Licensing Invoice #:	RAI30107	GST/HST on Commission:	\$0.64
		Settlement Amount:	\$276.11
		Less: Post-Settlement Adjustments:	\$61.42
		Settlement Amount after Adjustments:	\$214.69

[VIEW LICENCES](#)


Vendor Settlement Report
Your Settlement Report is generating below. Please print and return this report with your payment.



6.9 Vendor: View Past Settlements

1. Click **View Past Hunting Settlements** from Fish and Wildlife Main Menu.

Fish and Wildlife



testing posse 7.

Fresh Water Fishing Menu

- Search for Angler
- Register New Angler
- Settle Angling Account
- View Past Angling Settlements
- Angling Activity Report

Hunting Menu



- Search for Hunter
- Settle Hunting Account
- **View Past Hunting Settlements**
- Hunting Activity Report



2. Enter **Settlement ID, Settlement Date OR Created Date** range, and then click **Search**.

View Past Settlements

To view past settlements, enter some search criteria and click the "Search" button below.

Settlement ID:

Settlement Date: From:  To: 

Created Date: From:  To: 



3. A report of the past settlements will display. Clicking the **Settlement ID** will display the selected settlement report.

NOTE: Prior to remitting a settlement payment to Service BC, vendors should always check the current outstanding balance of their settlement(s) to ensure they are remitting the current balance outstanding.

View Past Settlements

Settlement ID	Settlement Date	Created Date	Settlement Amount	Payments	Fee Adjustments	Outstanding Invoice Balance
66418	Apr 5, 2016	Apr 6, 2016	\$2746.80			\$2746.80
66420	Apr 6, 2016	Apr 6, 2016	\$26.25			\$26.25
		Totals (CAD):	\$2773.05			\$2773.05

[Search Again](#)




6.10 Vendor: Hunting Activity Report

Vendors should generate the Hunting Activity Report when preparing their GST remittance forms for the GST on commission they have earned. This report includes a cumulative list of settlement activity AND post settlement adjustments completed during the date range selected. As commission and GST on commission is reversed on post settlement adjustments this report is key in assisting vendors with determining the correct GST amount to remit to CRA for a reporting period.

This report can also be used for a vendor that utilizes the **vendor reference field** when completing an LEH application, in order to see subtotals of sales activity by the vendor reference field. For example, if the vendor reference field is used to record a store location or employee name, this report is useful in seeing activity totals by each location or employee.

1. From the Fish and Wildlife Main Menu click **Hunting Activity Report**.

Fish and Wildlife



testing posse 7.

Fresh Water Fishing Menu

- Search for Angler
- Register New Angler
- Settle Angling Account
- View Past Angling Settlements
- Angling Activity Report

Hunting Menu

- Search for Hunter
- Settle Hunting Account
- View Past Hunting Settlements
- **Hunting Activity Report**



2. Enter the dates for the report, **Summary** is the default for **Detail Level**. Click **Next**.

Note: If vendors utilize the vendor reference number when selling LEH applications, there is an option to group activity on their report, by the vendor reference number. For example, a vendor may use the vendor reference number to distinguish between store locations or employees.


Activity Report

* Created Date From: To:

Detail Level: Detail Summary

Group by Vendor Reference Number:

* An asterisk indicates a required field.


 **Next**

3. A summary Activity Report will display as below.

Vendor Activity Report

Report

Please be patient as the report is generating below.

 **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**
E-Licensing Vendor Activity Report
Summary

Ministry of Environment Production Support (11111) **Report Created Date:** Apr 07, 2016
Government Agent: Service BC Headquarters Victoria (98) **Created Date Period:** Apr 01, 2016 to Apr 30, 2016
Phone: (250) 387-9589
Address: 2975 Jutland Road, Victoria BC V8W 9M2
GST/HST Reg No.:

Issued Applications

Issue Date/Time	Application ID	Application Type	Sold To	Vendor Reference Number	Settlement ID	Amount Charged	Commission	GST/HST on Commission
Issued Applications Totals:				9 Applications		\$56.70	\$9.00	\$0.45




The report below is a detail view of the report displayed in #3.

NOTE: The Vendor Reference Number was used and the applications are grouped by reference number.

Vendor Activity Report

Report
Please be patient as the report is generating below.



**MINISTRY OF FORESTS, LANDS AND
NATURAL RESOURCE OPERATIONS**

E-Licensing Vendor Activity Report
Detail

Ministry of Environment Production Support (11111)

Government Agent: Service BC Headquarters Victoria (98)
Phone: (250) 387-9589
Address: 2975 Jutland Road, Victoria BC V8W 9M2
GST/HST Reg No.:

Report Created Date: Apr 07, 2016
Created Date Period: Apr 01, 2016 to Apr 30, 2016

Issued Applications

Issue DateTime	Application ID	Application Type	Sold To	Vendor Reference Number	Settlement ID	Amount Charged	Commission	GST/HST on Commission	
4/5/2016 16:14:45	246712087	Standard LEH Draw	TODD M SUSAK		434235	\$6.30	\$1.00	\$0.05	
4/5/2016 16:15:03	246712146	Standard LEH Draw	AARON A HOVERD		434235	\$6.30	\$1.00	\$0.05	
4/5/2016 16:50:52	246712957	Standard LEH Draw	CHRISTOPHER CAVIGLIA		434235	\$6.30	\$1.00	\$0.05	
4/5/2016 16:51:22	246713034	Standard LEH Draw	YOUNG CHUL WON		434235	\$6.30	\$1.00	\$0.05	
4 Applications for Vendor Reference Number: n/a						\$25.20	\$4.00	\$0.20	
4/5/2016 13:16:30	246729069	Standard LEH Draw	JOHN SMITH2	3355	434235	\$6.30	\$1.00	\$0.05	
1 Applications for Vendor Reference Number: 3355						\$6.30	\$1.00	\$0.05	
4/5/2016 13:18:03	246729130	Standard LEH Draw	JOHN SMITH1	4455	434235	\$6.30	\$1.00	\$0.05	
1 Applications for Vendor Reference Number: 4455						\$6.30	\$1.00	\$0.05	
4/5/2016 13:22:15	246729302	Standard LEH Draw	MARY SMITH3	6655	434235	\$6.30	\$1.00	\$0.05	
1 Applications for Vendor Reference Number: 6655						\$6.30	\$1.00	\$0.05	
4/5/2016 13:26:07	246729362	Standard LEH Draw	MARY SMITH4	7788	434235	\$6.30	\$1.00	\$0.05	
4/5/2016 13:26:07	246729366	Standard LEH Draw	MARY SMITH4	7788	434235	\$6.30	\$1.00	\$0.05	
2 Applications for Vendor Reference Number: 7788						\$12.60	\$2.00	\$0.10	
Issued Applications Totals:						9 Applications	\$56.70	\$9.00	\$0.45

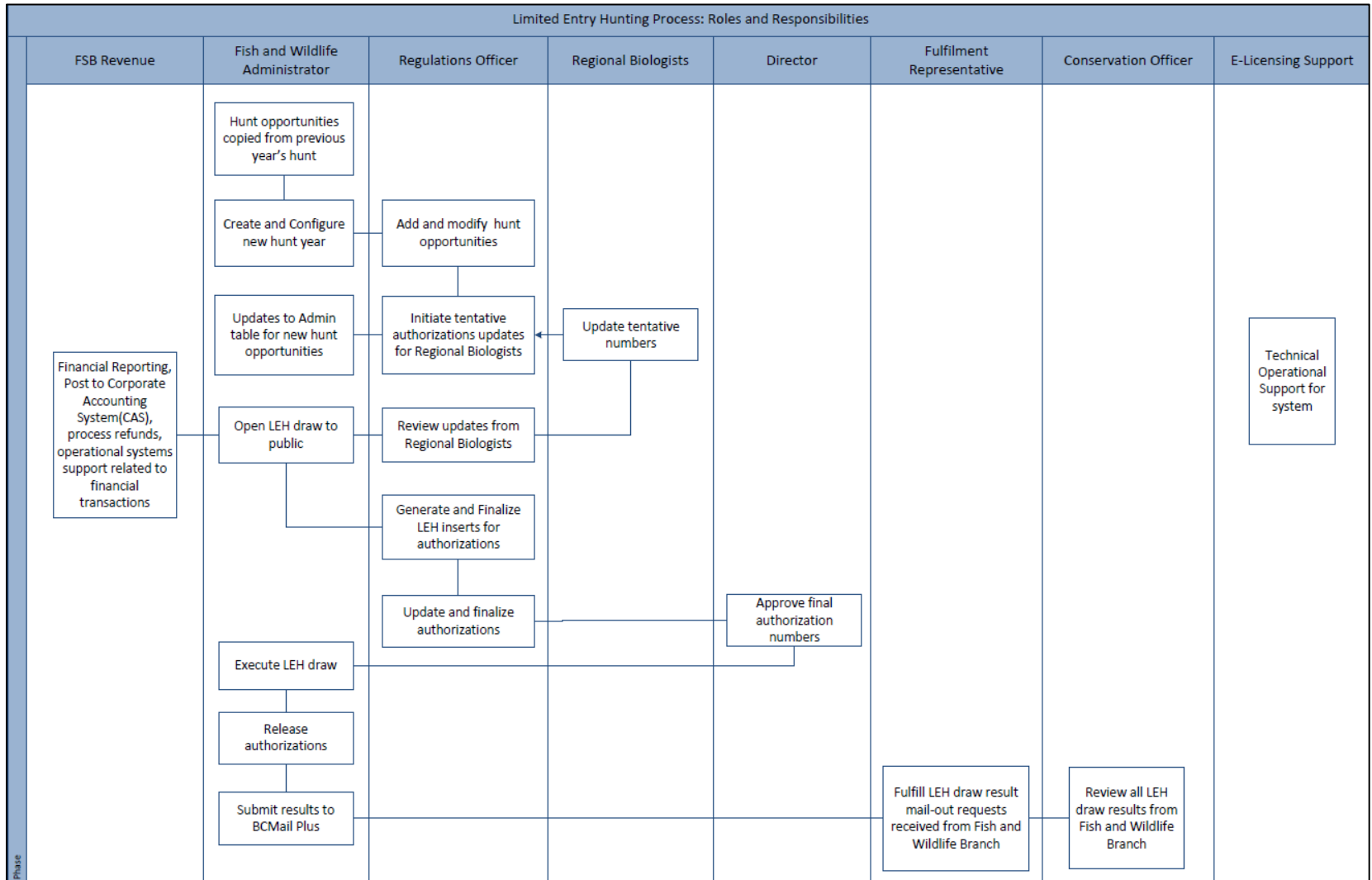
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E-Licensing Vendor Activity Report

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7 APPENDIX



7.1 LEH Application Process Diagram (hunter perspective)

