



# 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 208-334-3233.

*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 DOPL.*

# Table of Contents

## OGLB User Account Information

Section 1: Logging into OGLB's Licensing Services .....	3
Section 2: Associating a License with Your User Account .....	4

## Outfitter/Designated Agent Services

Section 3: Renewing an Outfitter/D.A. License .....	5
Section 4: Adding New Guides.....	11
Section 5: Renewing Guides on Outfitter Roster .....	29
Section 6: Guide Amendment Process by Outfitter/D.A. ....	36

## Frequently Asked Questions

Section 7: Frequently Asked Questions .....	42
---	----

## Section 1: Logging into OGLB's Licensing Services

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

The web address for OGLB's licensing services is:

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

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

Registered Users

*Passwords expire every 6 months.*

Username:  [Forgot username?](#)

Password:  [Forgot password?](#)

\* Username and password are case sensitive.

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

New Users

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

[Create A New User Account](#)

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

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

## Section 2: Associating a License with Your User Account

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

The screenshot shows a web form titled "Associate a License with Your Account". Below the title, a message states: "Outfitters with designated agents use your DA license and SSN." There are two input fields: "License Number" and "Social Security Number", each followed by a green bar. At the bottom, there is a "Continue >>>" button.

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

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

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

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

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

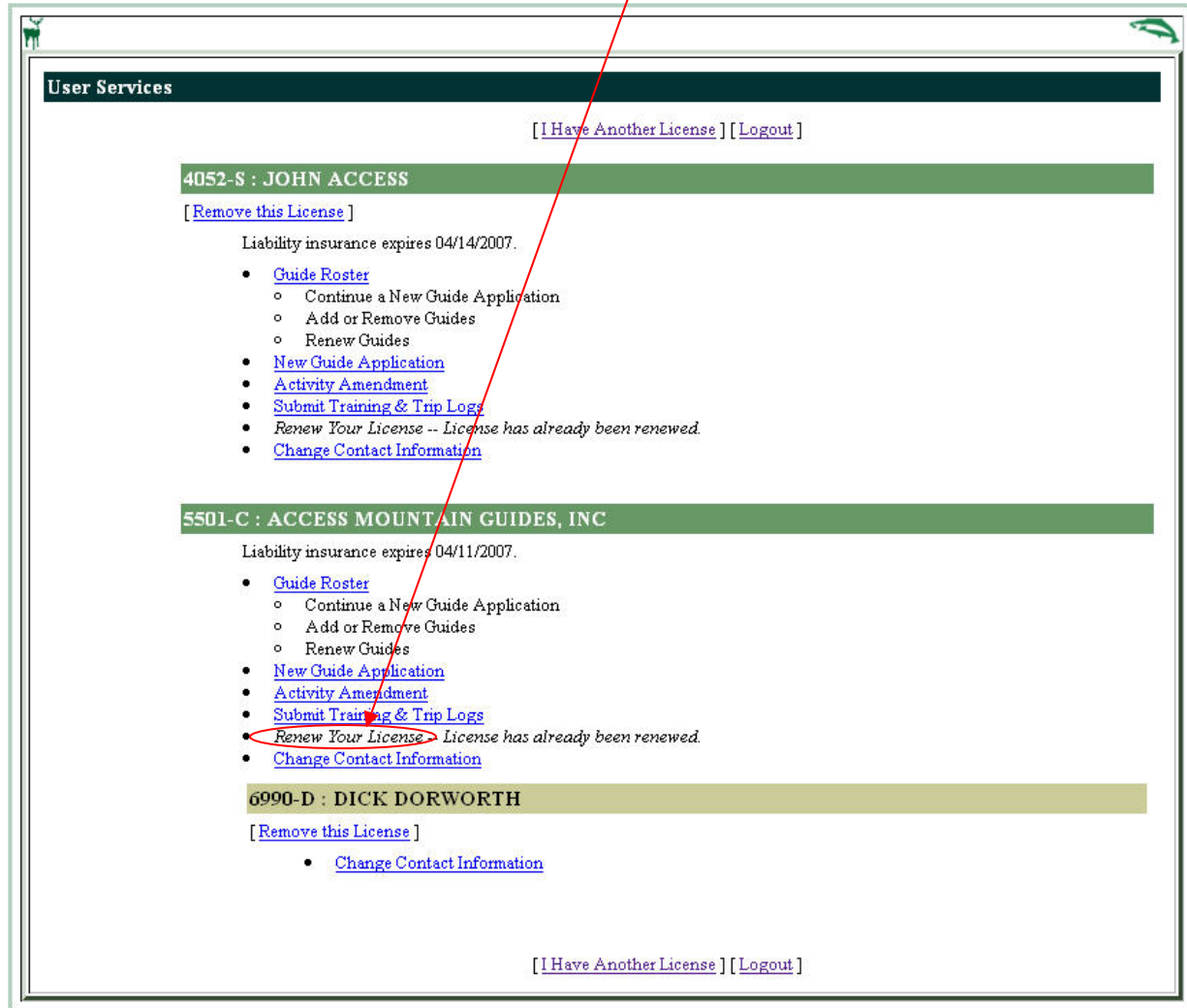
At the bottom, there is a "[ Return to Menu ]" link.

# Outfitter/Designated Agent Services

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

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

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



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

### Step 2. Answer litigation questions.

**Edit Guide Roster**

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

**You are about to renew the following license:**

*Enter your name.* 11347-G TOBY J MCMULLEN

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

- been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113.I.C. ☐ Yes ☐ No
- paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management ☐ Yes ☐ No
- been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal Fish and Game laws or outfitting and guiding laws of ANY state ☐ Yes ☐ No
- forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho ☐ Yes ☐ No
- been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho ☐ Yes ☐ No

*All questions must be answered.*

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

**Select Guide Licenses to Renew**

[ [Cancel Renewal](#) ]

The licenses being renewed are associated with guide licenses that have been active in the last year. Indicate below which, if any, of these guide licenses you would like to renew now. There are no additional charges for these guide renewals if they are done now. You will be charged a \$10 amendment fee to renew them later.

Check the boxes next to the guide licenses you would like to renew.

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

1-G : GLEN ABC ☒

10-G : SMITH ANDERSON ☒

[ [Cancel Renewal](#) ]

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

### Step 4. Review your renewal fees.

**Review Renewal Fees**

[\[ Cancel Renewal \]](#)

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

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

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

GLEN ABC 1-C	\$300.00
SMITH ANDERSON 10-D	\$120.00
GLEN ABC 1-G	\$0.00
SMITH ANDERSON 10-G	\$0.00
DA Special Handling Fee	\$75.00
OT Special Handling Fee	\$100.00

[\[ Change Guide Licenses to Renew \]](#)

Subtotal	\$595.00
Online Convenience Fee	\$17.00
Total	\$612.00

Pay for Renewal >>>

[\[ Cancel Renewal \]](#)

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

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

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

Service: License Renewal (43)			
Description	Cost	Qty	Total
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00
DA Special Handling Fee	\$75.00	1	\$75.00
OT Special Handling Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$17.00	1	\$17.00
Total:			\$612.00

**Instant Payment Customers**

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

* Name:	<input type="text"/>	} <i>Required fields</i>
* Billing Address:	<input type="text"/>	
* City:	<input type="text"/>	
* State/Province:	<input type="text"/>	
Country:	<input type="text" value="United States"/>	
* Postal/Zip Code:	<input type="text"/>	
Telephone Number:	<input type="text"/>	
(Optional: For billing questions)		
E-mail Address:	<input type="text"/>	
(Optional: For billing questions and e-mail receipt)		
* Payment Method:	<input type="text" value="Credit Card"/>	← <i>No need to change this.</i>
<input type="button" value=" &lt;&lt;&lt; Back"/> <input type="button" value=" Next &gt;&gt;&gt;"/>		

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



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

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

Billing Information			
Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.			
OGLB: Renewal for 1-C			
Service: License Renewal (43)			
Description	Cost	Qty	Total
1-C : GLEN ABC 2005 Renewal	\$300.00	1	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00	1	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00	1	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00	1	\$0.00
DA Special Handling Fee	\$75.00	1	\$75.00
OT Special Handling Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$17.00	1	\$17.00
Total:			\$612.00
Name: Anderson Smith			
Address: 123 Any Street Wilderness, ID US 83555			
Telephone Number:			
E-mail Address:			
<a href="#">[ &lt;&lt;&lt; Back to payment information page 1 ]</a>			
Credit Card Information			
Please provide your credit card information below:			
Card Number:	<input type="text"/>		
Card Type:	Choose between VISA, MasterCard, Discover, and American Express.		
Expiration Date:	3 / 09		
<b>Notice:</b> 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.			
<input data-bbox="711 1056 808 1083" type="button" value=" &lt;&lt;&lt; Back "/> <input data-bbox="815 1056 912 1083" type="button" value=" Next &gt;&gt;&gt; "/>			
Billing problems? Contact <a href="#">Access Idaho</a> (208) 332-0102, 1 (877) 4ID-EGOV.			

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

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

[ [Return to Menu](#) ]

#### Renewal Receipt

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

#### Notice!

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

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

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

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

Mail all documentation to:

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

#### License Renewal for 1-C

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

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

#### When to Expect Your License

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

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

[ [Return to Menu](#) ]

## Section 4: Adding New Guides

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

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

The screenshot displays the 'User Services' interface. At the top, there is a dark green header with the text 'User Services'. Below this, on the right, are links '[ I Have Another License ]' and '[ Logout ]'. The main content area lists three users, each with a green header bar. The first user is '4052-S : JOHN ACCESS'. Below this header, there is a link '[ Remove this License ]' and a message 'Liability insurance expires 04/14/2007.'. A bulleted menu follows, with the first item 'Guide Roster' having a sub-menu: 'Continue a New Guide Application', 'Add or Remove Guides', and 'Renew Guides'. The second item, 'New Guide Application', is circled in red. The other items in the menu are 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The second user is '5501-C : ACCESS MOUNTAIN GUIDES, INC' with a similar menu structure. The third user is '6990-D : DICK DORWORTH' with a 'Change Contact Information' link. At the bottom right, there are links '[ I Have Another License ]' and '[ Logout ]'.

User Services

[ I Have Another License ] [ Logout ]

**4052-S : JOHN ACCESS**

[ Remove this License ]

Liability insurance expires 04/14/2007.

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

**5501-C : ACCESS MOUNTAIN GUIDES, INC**

Liability insurance expires 04/11/2007.

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

**6990-D : DICK DORWORTH**

[ Remove this License ]

- [Change Contact Information](#)

[ I Have Another License ] [ Logout ]

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

ACTIVITIES
APPLICANT INFO
LITIGATION
REVIEW
PAY

\* Fields are required

### Applicant Set-Up

**Applicant Identity**

First Name \*
Last Name \*
SSN# \*
if no SSN# Green Card

### Select From Outfitter's Activities

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

**JOHN ACCESS**

Check All

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

Continue >>>

*Click to generate a Guide license number.*

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

## Section 4: Adding New Guides

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

The screenshot shows the 'Hunting Training' certification page. At the top, a breadcrumb trail reads: » HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION. Below this is a navigation bar with links: ACTIVITIES, CERTIFY (highlighted), APPLICANT INFO, LITIGATION, REVIEW, and PAY. The main heading is 'Hunting Training'. The text reads: 'I, Holly Suit, wish to certify that:'. Below this is a numbered list of three statements to certify. Below the list is a button labeled 'I Certify the Above Statements >>>'. Further down, a note states: 'I DO NOT certify the above statements: I wish to license the applicant as an hunting guide apprentice and will pay an amendment fee when their training is complete.' Below this note is a button labeled 'License the Applicant as an Apprentice >>>' which is circled in red. A red arrow points to this button with the text: 'This button displays only for hunting training.' At the bottom, there is a link: [ Save & Quit for Now ]

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

» ACTIVITIES » CERTIFY » APPLICANT INFO » LITIGATION » REVIEW » PAY

### Hunting Training

I, Holly Suit, wish to certify that:

1. The applicant has been in my assigned outfitter area for at least ten (10) days, and has become knowledgeable of the trails, terrain, drainages, and game habits and habitat.
2. The applicant knows the correct caping of an animal and is adequately trained to be able to instruct and assist clients in proper care of meat.
3. The applicant has completed the specified training and is qualified to work as a hunting guide.

I Certify the Above Statements >>>

I DO NOT certify the above statements: I wish to license the applicant as an hunting guide apprentice and will pay an amendment fee when their training is complete.

License the Applicant as an Apprentice >>>

[ Save & Quit for Now ]

*This button displays only for hunting training.*

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

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

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

### Continue or Hand-Off to Applicant

You can now:

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

<< Return to Menu

## Section 4: Adding New Guides

### Step 5. Enter Guide's information.

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

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

Applicant Information

Review and complete the information below.

**Permanent Mailing Address**

First Name \*

First

Last Name \*

Last

Outfitter Address Not Acceptable

Street Address \*

Street 1

City, State, Zip \*

Boise

ID

83702

**Phone Number(s) (optional)**

US Phone Number Including Area Code

Home Phone

2083277380

Other Phone

**Personal Information**

Gender \*

Male

Hair Color \*

Blond

Eye Color \*

Blue

Height \*

6

ft

1

in

Weight \*

220

lbs

Birthdate \*

5

/

10

/

1980

MM/DD/YYYY

Continue >>>

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

## Section 4: Adding New Guides

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

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

### Litigation Questions

**Notice:** Your answers to these questions are legally binding.

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

**I certify that the applicant:**

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

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

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

*Enter your name*

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

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

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

### Activity Training for 15155-G

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

**Float Boating** **500-Mile Trips**

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

Date In: 5 / 15 / 2007  
Date Out: 5 / 15 / 2007  
Body of Water: SA3 [Add Trip](#)

You can only remove training records if you created them.

Water	Date In	Date Out
Water Trips		

[Continue >>](#)

## Section 4: Adding New Guides

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

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

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

Activity Training for 15155-G

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

Float Boating

500-Mile Trips

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

Date In

Date Out

Body of Water

-- select one --

Add Trip

You can only remove training records if you created them.

Water	Date In	Date Out	
SA3	05/05/2007	05/05/2007	<a href="#">remove</a>
SA4A	05/01/2007	05/01/2007	<a href="#">remove</a>
SA4B	05/02/2007	05/02/2007	<a href="#">remove</a>
SA5	05/06/2007	05/06/2007	<a href="#">remove</a>

Water Trips

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

Continue >>



## Section 4: Adding New Guides

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

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

Review

Review the following for accuracy before continuing to payment.

**Personal Information**

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

[<< change Personal Information](#)

**Litigation**

You certified that the applicant:

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

[<< change Litigation](#)

**Activities**

The applicant is applying for the following activities:

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

[<< change Activities](#)

**Fees**

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

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

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

[Approve & Pay >>](#)

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

Use these links to  
edit information

## Section 4: Adding New Guides

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

Float SALMON RIVER-IRON CREEK TO NORTH FORK FROM 5/1 TO 9/30 (SA4A) - 1 training trips submitted  
Float SALMON RIVER-IRON CREEK TO NORTH FORK 10/1 TO 4/30 (SA4B) - 1 training trips submitted  
Float SALMON RIVER-NORTH FORK TO CORN CREEK (SA3) - 1 training trips submitted

[<< change Activities](#)

**Fees**

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
<b>Total</b>	<b>\$125.50</b>

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

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

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

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

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

**New Guide Application for 15155-G**

Service: **Guide Application**

Description	Cost	Qty	Total
Application Fee	\$20.00	1	\$20.00
Licensing Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$5.50	1	\$5.50
<b>Total:</b>			<b>\$125.50</b>

**Instant Payment Customers**

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

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:   
(Optional: For billing questions)

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



\* Payment Method:

[Next >>>](#)

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

## Section 4: Adding New Guides

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



**Billing Information**

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

New Guide Application for 15155-G

Service: **Guide Application**

Description	Cost	Qty	Total
Application Fee	\$20.00	1	\$20.00
Licensing Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$5.50	1	\$5.50
<b>Total:</b>			<b>\$125.50</b>

Name: **Outfitter Name**

Address: **999 Main, Ste. 910**  
**Boise, ID US 83702**

Telephone Number: **208.332.0102**

E-mail Address: **webmaster@accessidaho.org**

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

**Credit Card Information**

Please provide your credit card information below:

Card Number:

Card Type:

Expiration Date:  /

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

## Section 4: Adding New Guides

**Step 12. Save or print receipt (the application automatically emails a receipt to you as well), which provides an overview of the Applicant's information, answers to litigation questions, activities, and a list of any documentation that needs to be mailed to the OGLB office.**

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

### Guide Application Receipt

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

#### Temporary License

You may use this receipt as a 20-day temporary license authorization beginning 03/01/2006.  
A copy of this receipt must be in your possession while guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.

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

#### Litigation

You certified that the applicant:

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

#### Activities

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

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

#### Fees

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

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

[Return to Menu](#)

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

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

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

The screenshot displays the 'User Services' web application interface. At the top, there is a dark green header bar with the text 'User Services'. Below this, there are two links: '[ I Have Another License ]' and '[ Logout ]'. The main content area is divided into three sections, each with a green header bar. The first section is for '4052-S : JOHN ACCESS', with a link '[ Remove this License ]' below it. It shows 'Liability insurance expires 04/14/2007.' and a list of links: 'Guide Roster', 'Continue a New Guide Application', 'Add or Remove Guides', 'Renew Guides', 'New Guide Application' (highlighted with a red circle), 'Activity Amendment', 'Submit Training & Trip Logs', 'Renew Your License -- License has already been renewed.', and 'Change Contact Information'. The second section is for '5501-C : ACCESS MOUNTAIN GUIDES, INC', also showing 'Liability insurance expires 04/11/2007.' and the same list of links. The third section is for '6990-D : DICK DORWORTH', with a link '[ Remove this License ]' below it and the link 'Change Contact Information'. At the bottom of the interface, there are two links: '[ I Have Another License ]' and '[ Logout ]'.

User Services

[ I Have Another License ] [ Logout ]

4052-S : JOHN ACCESS

[ Remove this License ]

Liability insurance expires 04/14/2007.

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

5501-C : ACCESS MOUNTAIN GUIDES, INC

Liability insurance expires 04/11/2007.

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

6990-D : DICK DORWORTH

[ Remove this License ]

- [Change Contact Information](#)

[ I Have Another License ] [ Logout ]

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

ACTIVITIES
APPLICANT INFO
LITIGATION
REVIEW
PAY

\* Fields are required

### Applicant Set-Up

**Applicant Identity**

First Name \*
Last Name \*
SSN# \*
if no SSN# Green Card

### Select From Outfitter's Activities

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

**JOHN ACCESS**

Check All

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

Continue >>>

Click to generate a Guide license number.

[ Save & Quit for Now ]



## Section 4: Adding New Guides

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

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

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

**Continue or Hand-Off to Applicant**

You can now:

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

[<< Return to Menu](#)

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

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

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

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

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

[Start New Guide Application](#)

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

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

**Last Year's Roster**

License	Name	Expires On	
10304-G	PHIL FINKEL	03/31/2004	<a href="#">[ Add Guide to Roster ]</a>
12277-G	TAUNO HOGUE	03/31/2004	<a href="#">[ Add Guide to Roster ]</a>

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

**Step 5. Review and approve Applicant's training.**

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

set-up applicant info litigation training & logs review pay

### Approve Training

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

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

Click inside boxes to verify Applicant's training.

Continue & Approve Training



## Section 4: Adding New Guides

### Step 7. Review/edit Applicant information.

» HOME » ONLINE LICENSING » **NEW GUIDE APPLICATION**

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

**Review**

Review the following for accuracy before continuing to payment.

**Personal Information**

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

[<< change Personal Information](#)

**Litigation**

You certified that the applicant:

- **HAS NEVER** been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113.1.C.
- **HAS NEVER** paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management
- **HAS NEVER** been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal Fish and Game laws or outfitting and guiding laws of ANY state
- **HAS NEVER** forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho
- **HAS NEVER** been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho

[<< change Litigation](#)

**Activities**

The applicant is applying for the following activities:

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

[<< change Activities](#)

**Fees**

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
<hr/>	
<b>Total</b>	<b>\$125.50</b>

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

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

[Approve & Pay >>](#)

[ Save & Quit for Now ]

Use these links to  
edit information

## Section 4: Adding New Guides

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

<< change Activities

**Fees**

Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
<b>Total</b>	<b>\$125.50</b>

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

Approve, but Applicant Will Pay >>

Approve & Pay >>

[ Save & Quit for Now ]

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

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

**New Guide Application for 15155-G**

Service: **Guide Application**

Description	Cost	Qty	Total
Application Fee	\$20.00	1	\$20.00
Licensing Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$5.50	1	\$5.50
<b>Total:</b>			<b>\$125.50</b>

**Instant Payment Customers**

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

\* Name: Outfitter Name

\* Billing Address: 999 Main, Ste. 910

\* City: Boise

\* State/Province: ID

Country: United States

\* Postal/Zip Code: 83702

Telephone Number: 208.332.0102  
(Optional: For billing questions)

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

\* Payment Method: Credit Card

Next >>>

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

## Section 4: Adding New Guides

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

**Billing Information**

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

New Guide Application for 15155-G

Service: **Guide Application**

Description	Cost	Qty	Total
Application Fee	\$20.00	1	\$20.00
Licensing Fee	\$100.00	1	\$100.00
Online Convenience Fee	\$5.50	1	\$5.50
<b>Total:</b>			<b>\$125.50</b>

Name: **Outfitter Name**

Address: **999 Main, Ste. 910**  
**Boise, ID US 83702**

Telephone Number: **208.332.0102**

E-mail Address: **webmaster@accessidaho.org**

[ <<< Back to payment information page 1 ]

**Credit Card Information**

Please provide your credit card information below:

Card Number: 4444-4444-4444-4444

Card Type: **Visa**

Expiration Date: 10 / 10

Next >>>

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

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

## Section 4: Adding New Guides

**Step 11. Save or print receipt (the application automatically emails a receipt to you as well), which provides an overview of the Applicant's information, answers to litigation questions, activities, and a list of any documentation that needs to be mailed to the OGLB office.**

» HOME » ON-LINE LICENSING » NEW GUIDE APPLICATION

### Guide Application Receipt

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

#### Temporary License

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

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

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

#### Litigation

You certified that the applicant:

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

#### Activities

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

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

#### Fees

Your credit card will show a charge from Access Idaho.

Transaction ID	4713
Create date	Tue 06/26/2007 01:54:30 PM GMT-07:00
Description	New Guide Application for 15155-G
Application Fee	\$20.00
Licensing Fee	\$100.00
Online Convenience Fee	\$5.50
Total	\$125.50

Return to Menu

Receipt may be used as a 20-day temporary license

## Section 5: Renewing Guides on Outfitter Roster

**Step 1. Select the “Guide Roster” link.**

The screenshot shows a web application interface for "User Services". At the top, there is a dark green header bar with the text "User Services". Below this, there are two links: "[ I Have Another License ]" and "[ Logout ]". The main content area is divided into three sections, each with a green header bar. The first section is for "4052-S : JOHN ACCESS", with a link "[ Remove this License ]" below it. It shows "Liability insurance expires 04/14/2007." and a list of links: "Guide Roster" (circled in red), "Continue a New Guide Application", "Add or Remove Guides", "Renew Guides", "New Guide Application", "Activity Amendment", "Submit Training & Trip Logs", "Renew Your License -- License has already been renewed.", and "Change Contact Information". The second section is for "5501-C : ACCESS MOUNTAIN GUIDES, INC", with "Liability insurance expires 04/11/2007." and the same list of links. The third section is for "6990-D : DICK DORWORTH", with a link "[ Remove this License ]" and the link "Change Contact Information". At the bottom, there are two links: "[ I Have Another License ]" and "[ Logout ]".

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

The screenshot shows a web application interface for "Edit Guide Roster". It has a dark green header bar with the text "Edit Guide Roster". Below this, there are three sections of text. The first section is "First Aid Card Necessary" with the text "I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file." The second section is "A Guide's License Must Be Available" with the text "I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005." The third section is "Forgery of License Documents a Felony" with the text "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." At the bottom, there are two buttons: "<<< Return to Main Menu" and "I Understand and Agree >>>".

## Section 5: Renewing Guides on Outfitter Roster

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

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

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

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

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

[Start New Guide Application](#)

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

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

**Last Year's Roster**

License	Name	Expires On	
10304-G	PHIL FINKEL	03/31/2004	<a href="#">[ Add Guide to Roster ]</a>
12277-G	TAUNO HOGUE	03/31/2004	<a href="#">[ Add Guide to Roster ]</a>

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

Removes guide from your roster.

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

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

## Section 5: Renewing Guides on Outfitter Roster

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

Indicate Activities for JEFFREY V WAITE (3302-G)

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

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

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

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

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

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

[Continue >>>](#)

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



## Section 5: Renewing Guides on Outfitter Roster

### Step 5. Verify license renewal authorization.

**Certifying 20-G for 1-C** [ [Cancel](#) ] [ [Main Menu](#) ]

**Notice!**

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

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

<<< Change Activities      Back to Roster >>>

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

Selecting this button —————> Add Guide to Your Renewal Cart >>>

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

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

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

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

### Step 6. Answer litigation questions.

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

**You are about to renew the following license:**

11347-G TOBY J MCMULLEN

Enter your name.

I, , understand that my answers to these questions are legally binding.

Since their last renewal, have any of the above licensee, :

- been convicted of or received a withheld sentence for a felony in any state, pursuant to 36-2113. I.C. ☐ Yes ☐ No
- paid two or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction of violation of regulations of the United States Forest Service or the Bureau of Land Management ☐ Yes ☐ No
- been convicted of any violation or paid any funds to a court with respect to a citation of any state or federal Fish and Game laws or outfitting and guiding laws of ANY state ☐ Yes ☐ No
- forfeited bail or collateral deposited to secure appearance on a charge of violation of the Fish and Game laws of the State of Idaho ☐ Yes ☐ No
- been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in Idaho ☐ Yes ☐ No

Continue >>>

All questions must be answered.



## Section 5: Renewing Guides on Outfitter Roster

### Step 7. Renew Guide(s) in “cart.”

**Edit Guide Roster for GLEN ABC (1-C)**

[ [Return to Menu](#) ]

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

Guide License Number

License	Name	Expires On	
20-G	A K SMITH	03/31/2006	<a href="#">In Renewal Cart</a> [ <a href="#">Edit Activities</a> ] [ <a href="#">Cancel</a> ]

[ [Return to Menu](#) ]

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

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

**Review Renewal Fees**

[ [Cancel Renewal](#) ]

You are about to pay for the following license renewals:

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

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

## Section 5: Renewing Guides on Outfitter Roster

### Step 9. Enter credit/debit card billing information.

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

Service: **License Renewal (43)**

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

**Instant Payment Customers**

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

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country:

\* Postal/Zip Code:

Telephone Number:   
(Optional: For billing questions)

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

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

<<< Back   Next >>>

### Step 10. Enter card number, type, and expiration date.

**Billing Information**

Please verify that the following information is correct. The address shown should be the billing address of the credit card you intend to use.  
OGLB: Renewal for 1-C

Service: **License Renewal (43)**

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

Name: **Anderson Smith**

Address: **123 Any Street  
Wilderness, ID US 83555**

Telephone Number:

E-mail Address:

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

**Credit Card Information**

Please provide your credit card information below:

Card Number:

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

Expiration Date:  /

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

<<< Back   Next >>>

## Section 5: Renewing Guides on Outfitter Roster

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

<b>Temporary License</b>	
The guides you've renewed may use this receipt as a 20-day temporary license authorization to continue guiding under the activities listed on their previous guide license.	
A copy of this receipt must be in possession of the guide while engaged in outfitting or guiding and must be produced upon the request of an authorized person per Board rule IDAPA 24.01.01.005.	
<b>Renewal Receipt</b>	
Save or print a copy of this receipt for your records.	
<b>Guide License Renewals</b>	
Transaction ID	3872
Date Created	Fri 11/04/2005 01:55:05 PM MST
Description	OGLB: Renewal for 1-C
20-G : A K SMITH 2005 Renewal	\$95.00
Online Convenience Fee	\$4.50
Cost	\$99.50
<b>When to Expect Your Licenses</b>	
The guide license(s) will be issued and mailed to you once the Board has verified all their application requirements. It is your responsibility as the outfitter to have your guide(s) carry their license when guiding.	
Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your Access Idaho transaction number (3872).	
<a href="#">[ Return to Roster ]</a>	

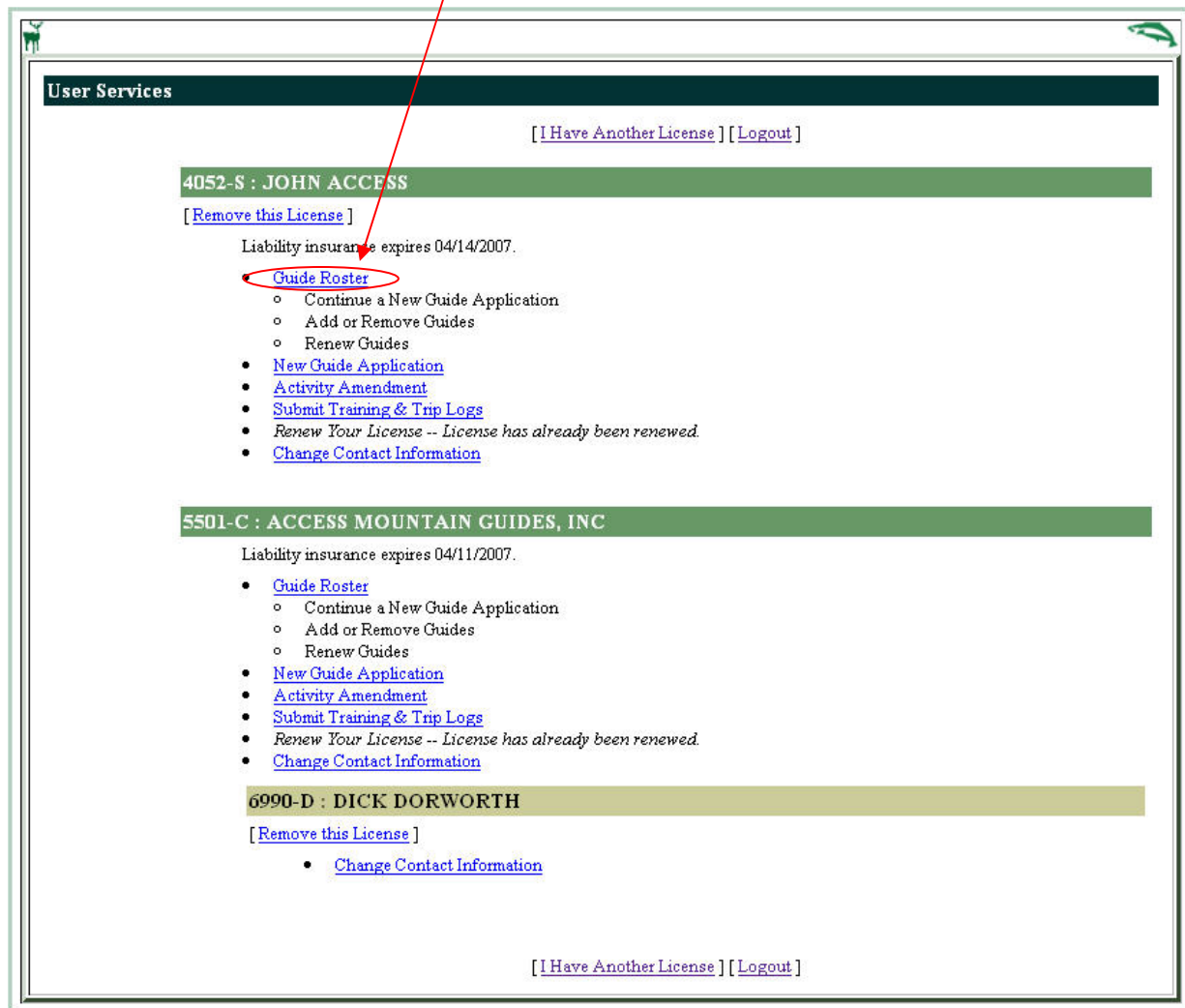
### **Roster shows renewal as pending until the license has been issued.**

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

## 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.

**Edit Guide Roster**  
**First Aid Card Necessary**  
I certify that these guides will have a valid first aid card and a guide license before they begin to guide. I will keep the originals or legible copies of the first aid card on file.  
**A Guide's License Must Be Available**  
I understand that they must provide the guide license for review at the request of any authorized individual pursuant to Board Rule 005.  
**Forgery of License Documents a Felony**  
Forgery or altering first aid card or other documents required for a license to the state is a felony, pursuant to Idaho Code 36-2113(a). License is subject to denial, suspension, revocation or restriction by the Board for supplying false information or for failure to provide information required to be furnished by the license application form for a license currently valid or for other fraud or deception in procuring a license under the provisions of Title 36, Chapter 21, Idaho Code.

<<< Return to Main MenuI Understand and Agree >>>

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

**Edit Guide Roster for GLEN ABC OUTFITTERS INC (1-C)**  
[ Return to Menu ]  
A Guide must be a member of an Outfitter's roster before they can renew their license online.  
Guide License Number  Add Guide >>>  
No guides found for this outfitter  
[ Return to Menu ]

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

**Edit Guide Roster for GLEN ABC OUTFITTERS, INC (1-C)**  
[ Cancel ] [ Main Menu ]  
A K SMITH (20-G) is licensed for this year. Would you like this guide to start ...  
This license year ☐ 20 amendment fee required  
Next license year ☐ No amendment fee is charged  
Note: The license year ends on March 31st  
Continue >>>  
[ Cancel ] [ Main Menu ]

*Not actual amendment fee amount.*

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

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

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

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

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

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

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

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

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

Continue >>> [Cancel] [Main Menu]

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

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

### Step 6. Review Guide amendment fees.

**Fees for Certifying 20-G to 1-C**

[ Cancel ] [ Main Menu ]

**Notice!**

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

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

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

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

[ Edit Activities ]

You will be charged the following fees for this guide amendment

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

Pay for Amendment >>>

[ Cancel ] [ Main Menu ]

*Not actual amendment fee amount.*

### 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:

OGLEB: Add 20-G to 1-C for 2004

Service: License Amendment (46)

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

**Instant Payment Customers**

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

*Not actual amendment fee amount.*

*Required fields*

\* Name:

\* Billing Address:

\* City:

\* State/Province:

Country: United States

\* Postal/Zip Code:

Telephone Number:   
(Optional: For billing questions)

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

\* Payment Method: Credit Card

<<< Back Next >>>

*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.  
OGLB: Add 20-G to 1-C for 2004

Service: **License Amendment (46)**

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

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

[ <<< Back to payment information page 1 ]

**Credit Card Information**

Please provide your credit card information below:

Card Number:   
Card Type:   
Expiration Date:

<<< Back   Next >>>

*Not actual amendment fee amount.*

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

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

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

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

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

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

**Notice!**

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

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

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

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

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

**Billing Transaction**

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





## **Section 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.