

# Outfitter/DA License Renewals

All OGLB licenses expire on March 31<sup>st</sup> of each year. The window for renewals opens December 1<sup>st</sup> and runs through the expiration date. Renewal reminders will be sent out when the renewal window opens, at the 30-day mark before expiration, and one more when there are 10 days left before the expiration date. These reminders will be sent via email and appear in the “Action Center” of your DOPL Online Services account.

1. Once you have logged into your online profile, click on the “Summary” tab. The “Summary” tab will show your License(s).

To begin the Renewal process, click on the “Renew” Link in the License panel:

The screenshot shows the DOPL Online Services interface. At the top, there is a dark blue header with the DOPL logo, the text 'Online Services', and a date '05-Feb-2025'. Below the header, the user is greeted with 'HELLO OUTFITTER' and their address: '11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021'. A 'Welcome, Outfitter 1' message is also present, along with the login time: 'You last logged in on Saturday, Oct 5, 2024 3:04:36 PM' and a 'Manage My Profile' link. A navigation bar contains 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. Below this is a 'Filter' input field. The main content area shows a license panel for 'Outfitter' with the following details: 'HELLO OUTFITTER', '11341 W CHINDEN BLVD', 'GARDEN CITY ID 83714-1021', and 'Action Center Items' (with a notification icon). The license information includes 'License/Registration Number 5011524', 'Status: Active', 'Type: Outfitter', 'Date Issued: 04-Oct-2024', and 'Date Expires: 31-Mar-2025'. A menu is visible on the right side of the license panel, with options: '> Menu', '> Renew' (highlighted by a red arrow), '> Document Upload', '> Review Guide Roster Requests', and '> Submit Outfitter Use Report'.

2. You will be taken to a page like this. The type of License or Registration will determine the sections that need to be completed for renewal.

Click on the “Start” button in the “Update Info” section or click the “Start Update Info” button on the bottom right.

DOPL  
Division of Occupational Professions & Licensing  
Online Services

05-Feb-2025

< HELLO OUTFITTER

License Renewal

License Renewal

Amount  
**\$400.00**

 <b>Update Info</b> <i>Email, phone, and addresses available to be updated</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Application Questionnaire</b> <i>Questions specific to your selected license, registration, or permit.</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Fees</b> <i>Fees associated to your transaction.</i>	<input type="radio"/> Not Started <b>Start</b>

Cancel

**Start Update Info >**

3. If you need to update your information, select “Yes” and modify the appropriate information. If your information is up to date, then select “No”.

Update Info

### Contact

Update Contact Info

Yes  No

Email

OUTFITTER1TEST@TEST.COM

Phone Type Country Phone Number Extension

Cell Phone USA (111) 111-1111

Applicant has additional phone number

Yes  No

Phone Type Country Phone Number Extension

### Address of Record (Public Record)

Update Address of Record

Yes  No

Is the address of record the same as the current mailing address?

### Mailing Address

Update Mailing Address

Yes  No

Is the mailing address the same as the address of record?

4. Idaho Code 73-122 requires that social security numbers (SSN) be recorded for all applicants for professional, occupational, and recreational licenses. If your SSN is not on file you will be asked for this information in this section after the “Military Information” question.

Once all information is completed, click on the “Next” button at the bottom of the page. This will take you back to the “Renewal” page.

### Military Information

Are you a member of the military?

Yes  No

### Additional Information

Social Security Number \*

Required

< Previous **Next** >

- Click on the “Start” button in the “Application Questionnaire” section or the “Start Application Questionnaire” button at the bottom right of the page. Then proceed to answer the questions present for the renewal. All questions with a red asterisk (\*) must be completed to proceed to the next page.

**Application Questionnaire** Amount  
**\$400.00**

Questions specific to your selected license, registration, or permit.

Questions - 1

### General Attestations

Since your last renewal/application have you been convicted of or received a withheld judgment for a felony in any state? \*

Yes	No
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Since your last renewal/application have you paid two (2) or more forfeitures of any deposits of money or collateral with a court or administrative agency or for a conviction for violation of regulations of the United States Forest Service (USFS) or the Bureau of Land Management (BLM)? \*

Yes	No
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Since your last renewal/application have you been convicted of any state or federal fish and game laws or outfitting and guiding laws of ANY state? \*

Yes	No
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Since your last renewal/application have you been found to have committed a violation of the Idaho Outfitters and Guides Act or Board rules? \*

Yes	No
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After the “General Attestations” section you will have an “Attachment” section that may require you to upload specific documents also marked with a red asterisk (\*). Click on the “Next” button at the bottom of the page. This will take you back to the “Renewal” page once more.

- Click the “Start” button in the “Fees” section. Fees are calculated based on the license type. Click “Next” at the bottom of the page:

[<](#) License Renewal

### Fees

Fees associated to your transaction. Amount  
**\$400.00**

Fee

### Fees Calculated

These are the fees calculated depending on the answers in your submission.

Renewal Fee	400.00
<b>Total</b>	<b>400.00</b>

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7. You will be taken back to the “Renewal” page once more. In this example, we have completed the Renewal application process and are ready to add the request to the shopping cart. Click on the “Add to Cart” button:

License Renewal Amount  
**\$400.00**

License Renewal

 <b>Update Info</b> <i>Email, phone, and addresses available to be updated</i>	 Complete
 <b>Application Questionnaire</b> <i>Questions specific to your selected license, registration, or permit.</i>	 Complete
 <b>Fees</b> <i>Fees associated to your transaction.</i>	 Complete

[Cancel](#)  [Add to Cart](#)

8. The next page will be the Cart Confirmation Page for the licensee to review. If you have any other licenses you would like to renew at the same time you may do so by clicking the “I have more to do before I checkout” link. This will take you back to the “Summary” tab on the main page of your profile.

If you don't have anything else to renew, click on the “Checkout” button:


Cart Amount Due  
**\$400.00**

1 item

Items

<b>License Renewal</b> HELLO OUTFITTER Outfitter 5011524 <a href="#">Delete</a>	<b>\$400.00</b>
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[< I have more to do before I checkout](#)

 [Checkout](#)

9. The next page you are taken to is the Payment confirmation page. If the amount displayed matches the amount due click “Next” to proceed.

Cart Amount Due  
**\$400.00**  
1 item


Amount



The next page you are taken to is the Confirm Order Page. Click on the “Pay” button at the bottom of the page. You will then be taken to the payment portal to enter your payment method (credit card or eCheck):

Cart Amount Due  
**\$400.00**  
1 item

**Confirm Order**  
Are you sure you want to submit this payment for **\$400.00**?

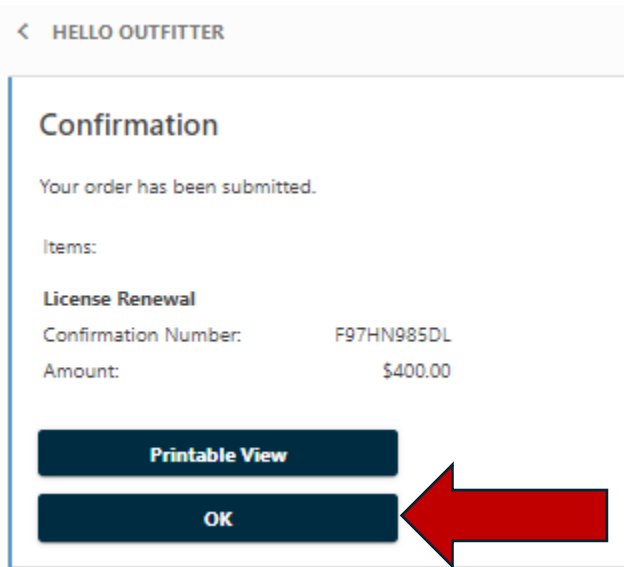


10. After selecting the “Pay” button you will be taken to the payment processor. To Complete the renewal process, enter the required information and your payment method:

The screenshot displays the 'Official Payment Site of the State of Idaho'. At the top, the Idaho logo is on the left, and the text 'Official Payment Site of the State of Idaho' is on the right. Below this is a progress bar with four steps: 1. Payment Type (highlighted in blue), 2. Customer Info, 3. Payment Information, and 4. Submit Payment. The main content area is titled 'Payment' and contains a form with the following elements:

- A header bar labeled 'Payment Type'.
- A dropdown menu labeled 'Payment Type \*' with the text 'Select One' and a downward arrow.
- A blue button labeled 'Next >'.
- Below the form, three horizontal bars represent the next steps: 'Customer Information', 'Payment Information', and a blank bar.
- A 'Cancel' button is located at the bottom left of the form area.

11. Once payment has been successfully processed you will be brought back to a confirmation page. Click on the “OK” button to go back to your profile main page:



12. On your online services main page, you can now see the license Issued and Expires dates have been updated (this may take a minute and you might have to refresh to see the update). Your renewal is now complete.

