

Outfitter Use Report

Outfitter use reports are now similar to the reports you do for the Forest Service and will be more streamlined. Use reports must be completed before you can renew your license and now allow you to make corrections to them leading up to their due date of April 1st of each year.


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

To begin submitting your use report, click on the “Submit Outfitter Use Report” 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 (Division of Occupational & Professional Licenses) and the text "Online Services". On the right side of the header, there is a date "05-Feb-2025", a help icon (?), and a user profile icon. Below the header, the main content area is divided into two columns. The left column contains the text "HELLO OUTFITTER" followed by the address "11341 W CHINDEN BLVD" and "GARDEN CITY ID 83714-1021". Below this is a navigation menu with "Summary" (highlighted with a blue border), "Action Center" (with a red notification badge), "Settings", and "More...". The right column contains a welcome message "Welcome, Outfitter 1" and the text "You last logged in on Saturday, Oct 5, 2024 3:04:36 PM" followed by a "Manage My Profile" link (with a red notification badge). Below the navigation menu is a "Filter" input field. The main content area is dominated by a large panel for an "Outfitter" license. On the left side of this panel, it repeats the "HELLO OUTFITTER" text and address, and includes a link for "Action Center Items" (with a red notification badge). The right side of the panel displays the "License/Registration Number 5011524" and its status as "Active" in green. Below the status, it lists "Type: Outfitter", "Date Issued: 04-Oct-2024", and "Date Expires: 31-Mar-2025". To the right of this information is a vertical menu with five options: "Menu", "Renew", "Document Upload", "Review Guide Roster Requests", and "Submit Outfitter Use Report". A large red arrow points to the "Submit Outfitter Use Report" link.

2. You will be taken to a page like this. The activities and areas you are licensed for determine what is displayed on this page. The system will populate all activities and areas related to the license.

You will be required to enter the number of clients and number of trip days for each activity in each operating area OR mark “No Activity” where you have no use for the license year if applicable.


05-Feb-2025
?
User Profile

< HELLO OUTFITTER

Submit Outfitter Use Report

Outfitter
5011524
HELLO OUTFITTER

Use Report Summary




2024 Use Report

Area	Activity	No Activity	No. of Clients	No. of Trip Days	Total User Days
1					
	Snowmobiling	<input type="checkbox"/>	* 0	* 0	0
	Rock Climbing	<input type="checkbox"/>	* 0	* 0	0
2					
	River Power Boating	<input type="checkbox"/>	* 0	* 0	0
	Power Boat Fishing	<input type="checkbox"/>	* 0	* 0	0
3					
	Deer	<input type="checkbox"/>	* 0	* 0	0
	Elk	<input type="checkbox"/>	* 0	* 0	0

Cancel
< Previous
Next >

3. Depending on your use, the page will look something like this once you are finished. When you are ready to move on, click “Next” at the bottom of the page.

Reminder: You can now make corrections if you need to before the deadline to submit reports on April 1st. After March 31st, use reports will no longer be editable.

 **Online Services** 05-Feb-2025  

[< HELLO OUTFITTER](#)


Submit Outfitter Use Report

Outfitter
5011524
HELLO OUTFITTER

[>](#)
Use Report Summary

2024 Use Report

Area #	Activity	No Activity	No. of Clients	No. of Trip Days	Total User Days
1					
	Snowmobiling	<input type="checkbox"/>	10	1	10
	Rock Climbing	<input type="checkbox"/>	20	3	60
2					
	River Power Boating	<input checked="" type="checkbox"/>	0	0	0
	Power Boat Fishing	<input checked="" type="checkbox"/>	0	0	0
3					
	Deer	<input checked="" type="checkbox"/>	0	0	0
	Elk	<input type="checkbox"/>	5	7	35



4. The next page you are taken to is the Summary page. If everything looks correct, click “Submit” at the bottom of the page. If anything is incorrect you may click “Previous” to go back to the prior page to make any necessary changes.

DOPL Online Services 05-Feb-2025 ?

< HELLO OUTFITTER

Submit Outfitter Use Report



Outfitter
5011524
HELLO OUTFITTER

Use Report Summary Summary Confirmation

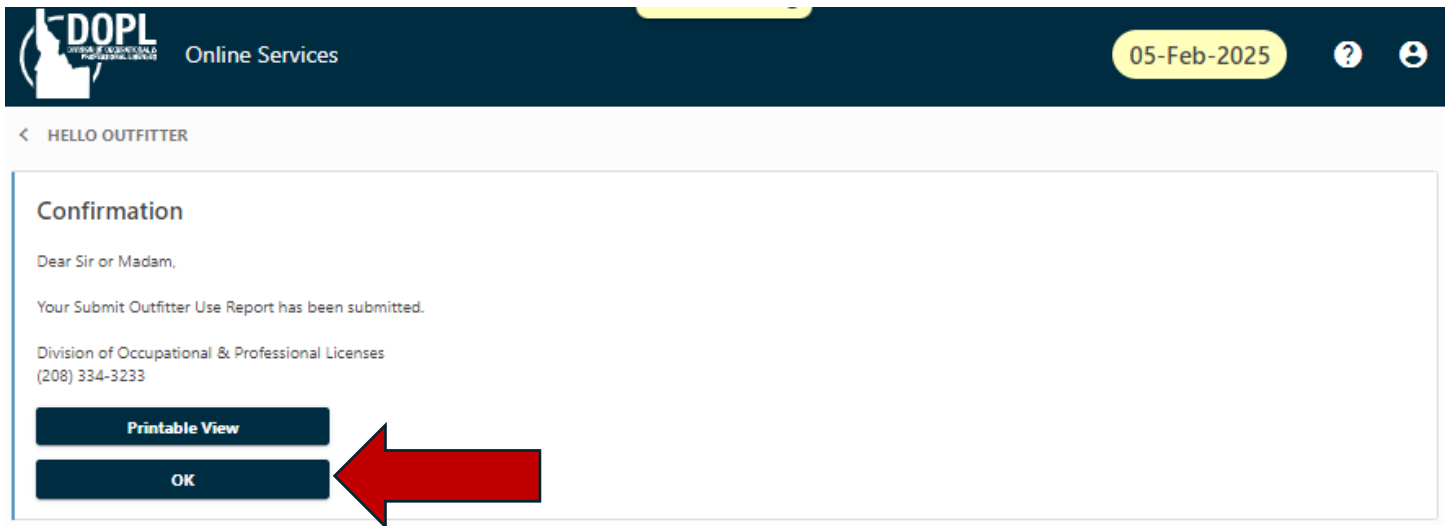
Verify this information is correct. Once submitted it can not be changed without DOPL approval.

2024 Use Report

Area #	Activity	No Activity	No. of Clients	No. of Trip Days	Total User Days
1					
	Snowmobiling	<input type="checkbox"/>	10	1	10
	Rock Climbing	<input type="checkbox"/>	20	3	60
2					
	River Power Boating	<input checked="" type="checkbox"/>	0	0	0
	Power Boat Fishing	<input checked="" type="checkbox"/>	0	0	0
3					
	Deer	<input checked="" type="checkbox"/>	0	0	0
	Elk	<input type="checkbox"/>	5	7	35

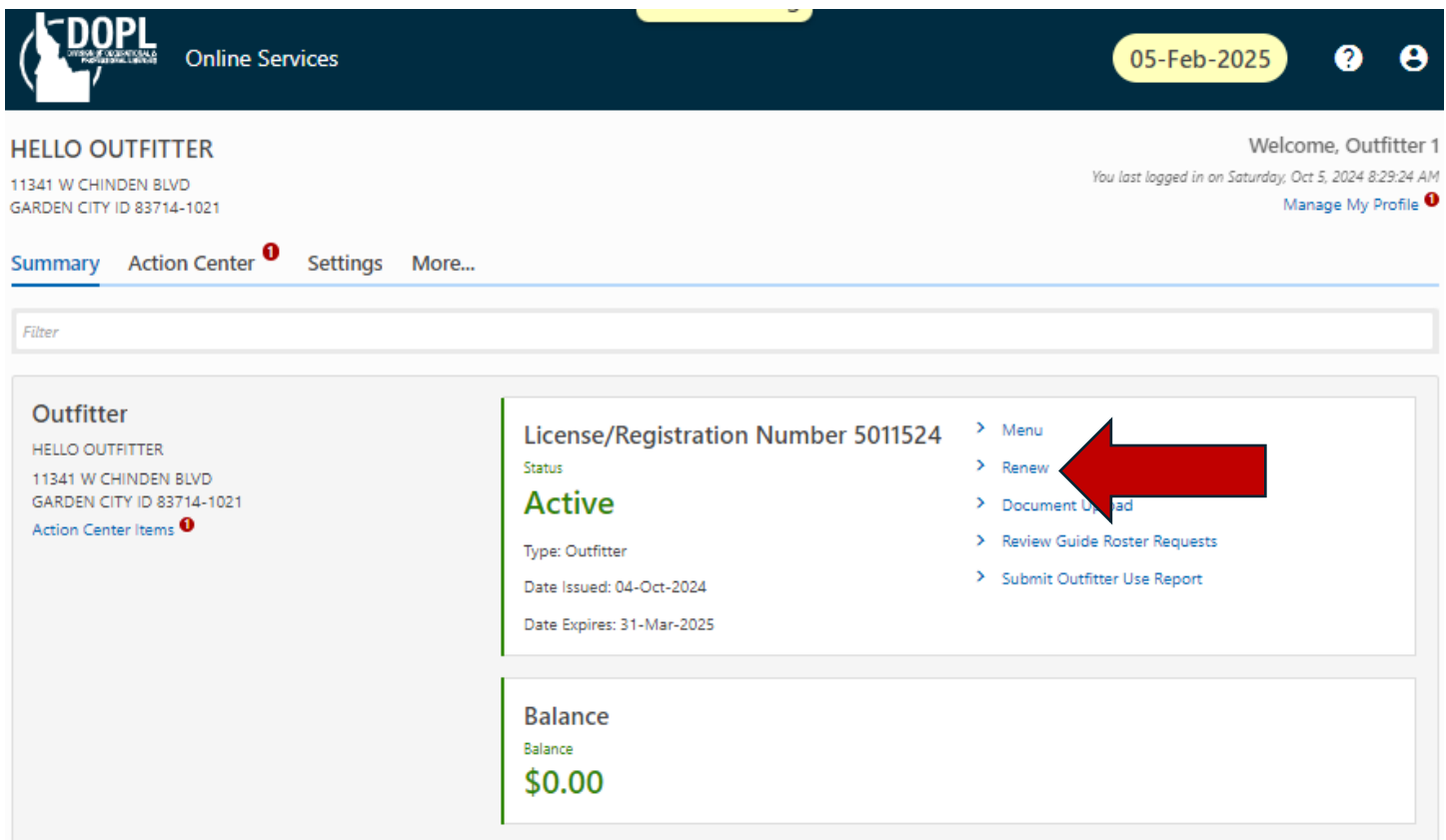
Cancel  [Previous](#) [Submit](#) 

5. Once you click “Submit” the next page you are taken to is the confirmation page. Click the “OK” button to go back to your profile main page:



The screenshot shows the top navigation bar with the DOPL logo, "Online Services", the date "05-Feb-2025", and help/user icons. Below the bar is a breadcrumb "HELLO OUTFITTER". The main content area is titled "Confirmation" and contains the text: "Dear Sir or Madam, Your Submit Outfitter Use Report has been submitted. Division of Occupational & Professional Licenses (208) 334-3233". At the bottom of the content area are two buttons: "Printable View" and "OK". A large red arrow points to the "OK" button.

6. With your Use Report complete, you now may renew your license by clicking on “Renew.” There is a separate How-to guide for the Renewal process on the Board's main page.



The screenshot shows the user profile page. The top navigation bar is identical to the previous screenshot. Below the bar, the user's name "HELLO OUTFITTER" is displayed along with their address: "11341 W CHINDEN BLVD GARDEN CITY ID 83714-1021". On the right, it says "Welcome, Outfitter 1" and "You last logged in on Saturday, Oct 5, 2024 8:29:24 AM" with a "Manage My Profile" link. Below this is a navigation menu with "Summary", "Action Center" (with a notification icon), "Settings", and "More...". A "Filter" input field is present. The main content area is divided into two sections. The top section is titled "Outfitter" and shows the user's name and address. The bottom section is titled "License/Registration Number 5011524" and shows the status "Active" in green. To the right of the license information is a menu with the following options: "Menu", "Renew", "Document Upload", "Review Guide Roster Requests", and "Submit Outfitter Use Report". A large red arrow points to the "Renew" option. Below the license information is a "Balance" section showing "Balance \$0.00".

7. If you need to make any corrections to your Use Report, you may do so by clicking on the “More...” tab:

DOPL Online Services 05-Feb-2025

HELLO OUTFITTER Welcome, Outfitter 1
11341 W CHINDEN BLVD
GARDEN CITY ID 83714-1021
You last logged in on Saturday, Oct 5, 2024 8:29:24 AM
[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

Outfitter
HELLO OUTFITTER
11341 W CHINDEN BLVD
GARDEN CITY ID 83714-1021
[Action Center Items](#)

License/Registration Number 5011524
Status: **Active**
Type: Outfitter
Date Issued: 04-Oct-2024
Date Expires: 31-Mar-2025

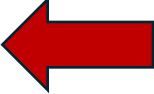
- > Menu
- > Renew
- > Document Upload
- > Review Guide Roster Requests
- > Submit Outfitter Use Report

Balance
Balance: **\$0.00**

8. Then click on the “Search Submissions” tab in the central box:

Navigation: Favorites Summary Action Center **1** Settings **More...**

Search: *What are you looking for?*

<h3>Start Here</h3> <p>Welcome to DOPL Online Services.</p> <ul style="list-style-type: none">> Associate an Existing License, Registration, or Permit	<h3>License/Registration Actions</h3> <p>Actions related to licensure or registration.</p> <ul style="list-style-type: none">> Apply for a License/Registration/Certification> Upload a Document	<h3>Building/Trades Permit Actions</h3> <p>Actions related to Building, Electrical, HVAC & Plumbing Permits.</p> <ul style="list-style-type: none">> Apply for a Building/Trade Permit/Plan Review> View all Permits> Upload a Document
<h3>Non-Licensing Registration</h3> <p>Register without issuing a license.</p> <ul style="list-style-type: none">> Register as a Course Developer> Register a CPA Candidate> Register a MFT Candidate> Register an Accounting Firm	<h3>Submissions</h3> <p>Search for previous submissions.</p> <ul style="list-style-type: none">> Search Submissions > Search Orders	<h3>Messages</h3> <p>View messages I've received from the agency.</p> <ul style="list-style-type: none">> View Messages> Manage Email Subscriptions
<h3>Letters</h3> <p>View letters I've received from the agency.</p> <ul style="list-style-type: none">> View Letters	<h3>Names and Addresses</h3> <p>View or update names and addresses associated to this customer.</p> <ul style="list-style-type: none">> Manage Addresses> Manage Contact Information> Change Name	<h3>Access Management</h3> <p>Manage access of accounts I have access to.</p> <ul style="list-style-type: none">> View Access

9. From here, clicking on “Submit Outfitter Use Report” will open the use report you just completed.

DOPL Online Services 05-Feb-2025

HELLO OUTFITTER

Submissions Submissions are things you have submitted online for processing. Common examples include applications and payments.

HELLO OUTFITTER Submissions older than 12 months can be found using the search.

Pending Processed

Submissions <input type="text" value="Filter"/>				
Date	Submission	Account	Account ID	Period
05-Feb-2025	Submit Outfitter Use Report	Outfitter	5011524	
04-Oct-2024	Review Guide Roster Requests	Outfitter	5011524	
04-Oct-2024	Review Guide Roster Requests	Outfitter	5011524	

10. To edit the Use Report, click “Continue Editing” on the right side near the top:

The screenshot shows the DOPL Online Services interface. At the top, there is a navigation bar with the DOPL logo, 'Online Services', and a date '05-Feb-2025'. Below the navigation bar, there is a 'Submissions' section. The main content area displays 'Submit Outfitter Use Report' with a 'Submitted' status. The report details include 'Outfitter 5011524 HELLO OUTFITTER', 'Confirmation # 0-000-021-162', and 'Submitted 05-Feb-2025 09:37:05 by Outfitter 1'. On the right side, there are two buttons: 'Continue Editing' and 'Delete'. A large red arrow points to the 'Continue Editing' button. Below the report details, there is a progress bar with two steps: 'Use Report Summary' (completed) and 'Summary Confirmation' (in progress). The main content area shows a table titled '2024 Use Report' with columns for 'Activity', 'No Activity', 'No. of Clients', 'No. of Trip Days', and 'Total User Days'. The table is divided into three sections (1, 2, and 3) and contains the following data:

Activity	No Activity	No. of Clients	No. of Trip Days	Total User Days
1				
Snowmobiling	<input type="checkbox"/>	10	1	10
Rock Climbing	<input type="checkbox"/>	20	3	60
2				
River Power Boating	<input checked="" type="checkbox"/>	0	0	0
Power Boat Fishing	<input checked="" type="checkbox"/>	0	0	0
3				
Deer	<input checked="" type="checkbox"/>	0	0	0
Elk	<input type="checkbox"/>	5	7	35

At the bottom of the table, there are 'Previous' and 'Next' navigation buttons.

11. This notification will pop up, click “OK” will allow you to make changes to the use report.

The screenshot shows a notification message with a warning icon (exclamation mark in a triangle). The text of the notification is: "A use report has already been submitted for this license. You can change it by going to the 'More...' tab, navigating to the Submissions panel, and clicking 'Search Submissions'." At the bottom right of the notification, there is an 'OK' button. A large red arrow points to the 'OK' button.

12. Repeat steps 2-5 to make changes to the Use Report. You may make changes as many times as needed until the deadline of April 1st.