Outfitters Managing Requests/Roster

"Outfitter Roster Request" and "Manage My Links" are the online features that outfitters will use to manage licensed guides to confirm their employment to the Board as required in IDAPA 24.35.01.103.03. for a guide's license to be valid. Roster requests can only be made by guides. Outfitters will not have the ability to add a guide without first receiving a request from them.

Once the Guide has submitted a roster request it will then be on the Outfitter to complete the process by either approving or denying the request from the Outfitter's Online Services page.

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 review requests, click on the "Review Guide Roster Requests" Link in the License panel:

2. From this page, outfitters can see all pending requests they have received. You have the option to "Approve" or "Deny" any number of requests all at once. If you select "Deny" the "Comments" box will become required. It is optional if you would like to state your reasoning for denying the request, if you do not simply put NA.

Once you have selected either option you may click "Submit" to complete the request.
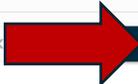

HELLO OUTFITTER

Review Guide Roster Requests

Outfitter
5011524
HELLO OUTFITTER

Guide Requests

Review the below guide request(s) and either approve or deny them.

Guide Name	Requested Date	Approve	Deny	Comments
GUIDE TEST2		☐	☐	

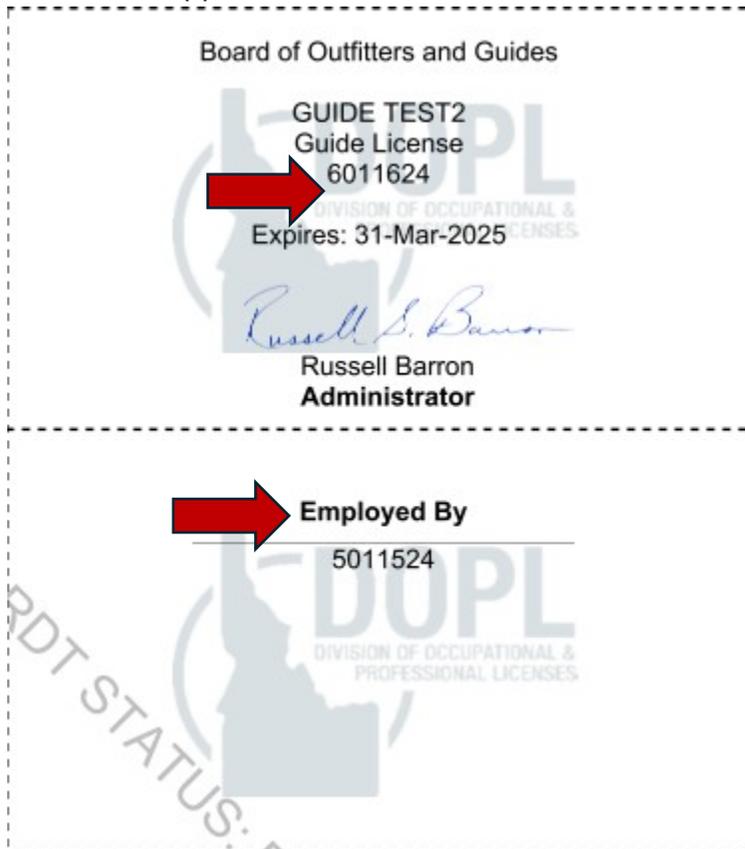Cancel   Submit

3. If you approve the request, both you and the guide will receive an email link to the updated guide's license. The guide will get this license immediately via email. NOTE: The guide license will now be active and display the Outfitters number under the "Employed By" section.

Before roster approval;

Board of Outfitters and Guides

GUIDE TEST2
Guide License
6011624
Inactive

Expires: 31-Mar-2025

Russell Barron
Administrator

After roster approval;

Board of Outfitters and Guides

GUIDE TEST2
Guide License
6011624

Expires: 31-Mar-2025

Russell Barron
Administrator

Employed By

5011524

4. To remove a guide from your roster, click "Menu"

5. From the Menu tab click "Manage Relationships"

6. The screen will show you all the Links/Relationships associated with your license. This will include guides and designated agents. To remove one, click "Cease Link" as shown in the image 1 below. This will take you to a summary page similar to image 2 below, this is to verify the individual you selected on the previous page is correct. If so, click submit to cease the link also known as remove from roster.

<u>Image 1</u>

Manage Relationships

Manage relationships and linked entities.

Current Account:

Account Name	HELLO OUTFITTER
Account Type	Outfitter License
License Type	Outfitter
ID Type	License Number
ID	7471544

List of Linked Relationships   Export   Add Link/Relationship   Hide History

Link Type	Linked Name	Linked License Type	Linked ID	Commence Date	Cease Date	Cease
Guide to Outfitter	HELLO GUIDES	Guide	8471544	14-Jan-2025		Cease

<u>Image 2</u>

Cease Link/Relationship

Outfitter
7471544
HELLO OUTFITTER

Main

Cease Relationship

This request will cease the selected relationship, which may result in either license or registration being inactivated if a relationship is required for licensure. Verify the information of the linked relationship before proceeding.

Linked Account Name
HELLO GUIDES

Linked Account Type
Guide

Linked License Type
Guide

Linked ID Type
License Number

Linked ID
8471544

Link Type
Guide to Outfitter

Commence Date
14-Jan-2025

Current Cease Date

Cancel   < Previous   **Submit**

7. Click "OK" on the Confirmation to be taken back to the Manage Relationships page. You may need to go back to the Menu and back into the Manage Relationships page for it to update. Once it updates you will see the date the link was ceased under the Cease Date column.

Manage Relationships

Manage relationships and linked entities.

Current Account:

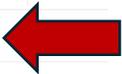|	
Account Name	HELLO OUTFITTER
Account Type	Outfitter License
License Type	Outfitter
ID Type	License Number
ID	7471544

List of Linked Relationships

Export   Add Link/Relationship   Hide History

Link Type	Linked Name	Linked License Type	Linked ID	Commence Date	Cease Date	Cease
Guide to Outfitter	HELLO GUIDES	Guide	8471544	14-Jan-2025	15-Jan-2025	

8. NOTE: The "Add Link/Relationship" hyperlink is disabled. Guides will need to initiate the request to be added to a roster through their initial application or if they already hold a license through the Outfitter Roster Request mentioned in the How to Submit Roster Requests as a Guide.

Designated Agents can be added through the Minor Amendments application. See separately; OGLB-How-to-submit-Amendment-requests.pdf