

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:

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", a date "07-Feb-2025", and user icons. Below the header, the main content area is titled "HELLO OUTFITTER" and includes the address "11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021". On the right, it says "Welcome, Outfitter 1" and "You last logged in on Friday, Feb 7, 2025 3:25:39 PM" with a "Manage My Profile" link. A navigation bar contains "Summary", "Action Center", "Settings", and "More...". Below this is a "Filter" input field. The main content area is divided into two sections. The top section is titled "Outfitter" and contains the same address information. To the right of this is a "License/Registration Number 5011524" section. This section shows the status as "Active" in green, with a red arrow pointing to it. Below the status are details: "Type: Outfitter", "Date Issued: 05-Feb-2025", and "Date Expires: 31-Mar-2026". To the right of these details is a menu with options: "Menu", "Document Upload", "Review Guide Roster Requests", "Submit Outfitter Use Report", and "Submit Continuing Education Records". The bottom section is titled "Balance" and shows "Balance \$0.00".

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

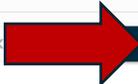
Review Guide Roster Requests

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		<input type="checkbox"/>	<input type="checkbox"/>	

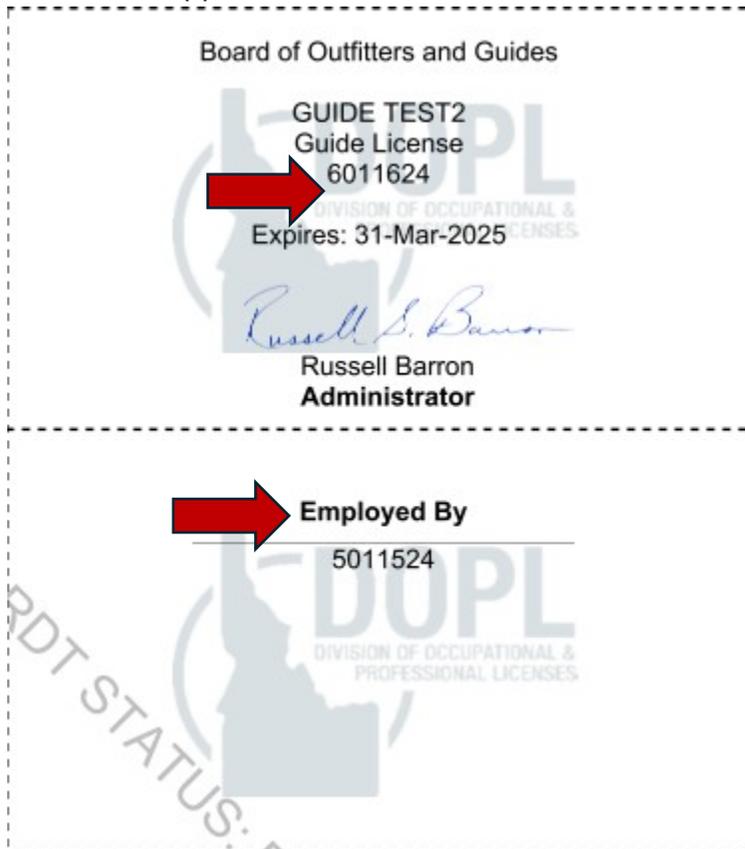


3. If you approve the request, both you and the guide will receive an email link to the updated guide's license. The guide will get this license immediately via email. NOTE: The guide license will now be active and display the Outfitters number under the "Employed By" section.

Before roster approval;



After roster approval;



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

The screenshot shows the DOPPL Online Services interface. At the top left is the DOPPL logo (Division of Occupational & Professional Licenses) and the text 'Online Services'. On the right, there are help and user icons. Below the header, the user is identified as 'HELLO OUTFITTER' with address '11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021'. A welcome message says 'Welcome, Outfitter 1' and notes the last login on 'Tuesday, Jan 14, 2025 1:57:26 PM'. A 'Manage My Profile' link is present. A navigation bar includes 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. A search bar labeled 'Filter' is above a card for 'Outfitter HELLO OUTFITTER'. The card displays the address and 'Action Center Items' (with a notification icon). To the right, the license status is 'Active' (with a green checkmark), issued on '14-Jan-2025', and expires on '31-Mar-2025'. A red arrow points from the license number '7' to a 'Menu' dropdown which includes 'Renew', 'Document Upload', 'Review Guide Roster Requests', and 'Submit Outfitter Use Report'.

5. From the Menu tab click “Manage Relationships”

The screenshot shows the 'Menu' dropdown for 'HELLO OUTFITTER'. The header includes a back arrow and the name 'HELLO OUTFITTER'. Below, the user's name 'Outfitter 7471544' and address 'HELLO OUTFITTER' are listed. A search bar labeled 'Filter' is present. The main content is a list of 'License/Registration Links' with a red arrow pointing to 'Manage Relationships'. The list includes: 'Renew License/Registration' (Renew a license/registration), 'Manage Relationships' (Manage linked license/registration relationships), 'View License' (View a PDF copy of your license), 'Request a Good Standing Letter' (Request a Good Standing Letter), 'Request Certified Licensure History Letter' (Request a Certified Licensure History Letter), 'Upload a Document' (Submit additional documents pertaining to a complaint, license application, etc.), 'Submit Outfitter Use Report' (Submit Outfitter Use Report), 'Review Guide Roster Requests' (Review Guide Roster Requests), 'OGLB Major Amendment' (File an Activity Change, Partial Sale, or Full Sale Major Amendment), 'OGLB Minor Amendment' (File a Designated Agent Change, One-Time Controlled Hunt, Hot Pursuit, Predator Overlap Agreement, or One-time Hazard Excursion Minor Amendment), 'OGLB Clearwater Sticker Request' (Request Clearwater Stickers), and 'Request Transaction Receipts' (Request transaction receipts for a specified time period).

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.

Image 1

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



Image 2

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



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

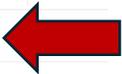
Account Type: Outfitter License

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](#)