

1. UNDERSTANDING YOUR PORTAL

When you log in your screen will look similar to the example below.

The screenshot shows a user portal with a blue header containing navigation tabs: "My Account", "Available Permits", and "My Safety Briefs". A "Help" icon is in the top right. Below the header is an orange breadcrumb trail: "Your Name / Home / Permits".

On the left, a white box states "You have not completed the following safety briefs:" with a button for "CA Brief 2019".

On the right, two white boxes provide instructions: "Click button to view available permits:" with an "Acquire Permit(s)" button, and "Click button to use the web Checkin / Checkout:" with a "Checkin / Checkout" button.

Below these, another white box says "Click button to view your Checkin / Checkout and harvest history:" with a "History" button.

The "My Permits" section features a table with columns for "Permit #:", "Name", and "Dates". A "Print Permit" button is located above the table.

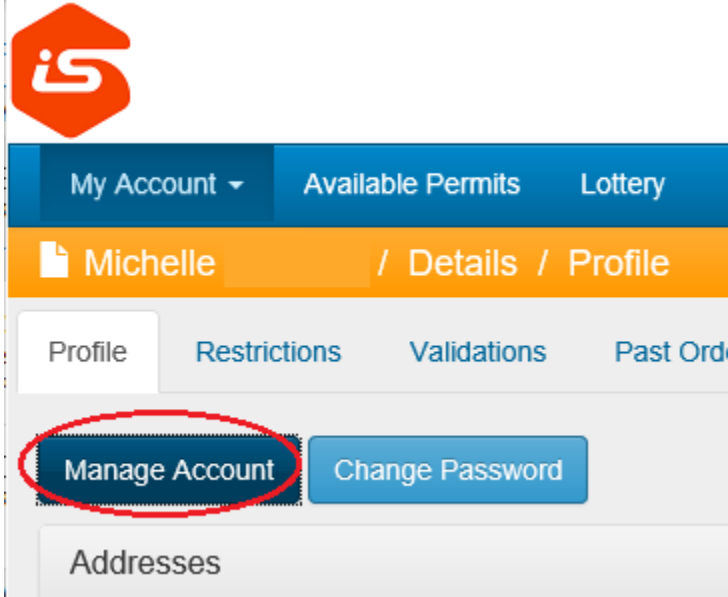
Permit #:	Name	Dates
	Hunting Observer Pass	Sep 18, 2019 - Aug 31, 2020

1.1 My Account

Is where you can update your account information and manage [Account Details](#).

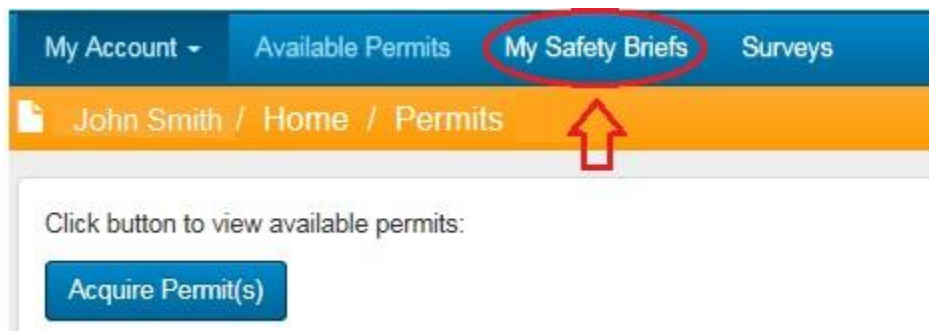
The screenshot shows the "My Account" dropdown menu. A red arrow points to the "My Account" tab in the header. The dropdown menu is open, showing options: "Account Details", "History", "Home", and "Update Registration". Below the menu are buttons for "Manage Account" and "Change Password".

Under Account Details select [Manage Account](#), there you can add more vehicles, email addresses, and update your address and phone number.



1.2 Acquire Permits

Click on [Acquire Permit\(s\)](#) to purchase permits. If you click on [Acquire permits\(s\)](#) and there is nothing visible; some facilities require you to watch a safety briefing before you can see or acquire permits, this can be accessed at [My Safety Briefs](#). After watching the video and answering questions correctly you will then be able to view permits.



Some facilities require a proof of ID, background check or weapons registration form before purchasing permits. Check with the facilities' website to see what validation you need before purchasing permits.

To see if you have the correct validation

Click My Accounts

Click Account Details

Click Validations



My Account ▾ Available Permits Lottery My Safety Briefs Surveys

Michelle / Details / Profile

Profile Restrictions **Validations** Past Orders Change Password

Manage Account Change Password

If the validation is not listed, then you need to view the Facility's website or call the facility to inquire the validation.