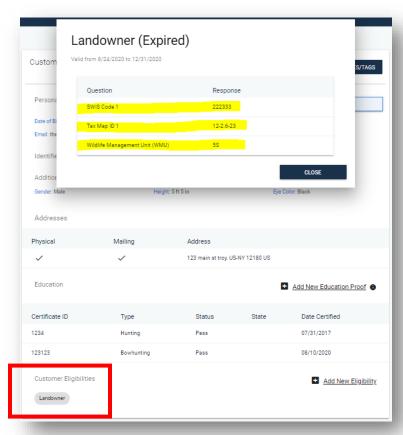
Adding Landowner Preference on Deer Management Permits (DMPs)

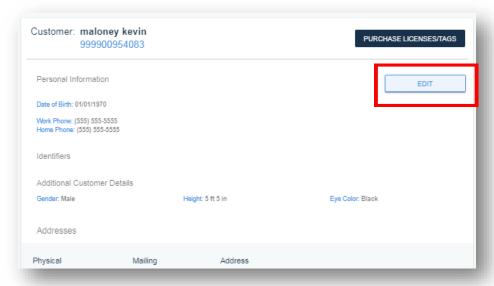
NOTE: You must add landowner eligibility annually! The grey landowner bubbles on a customer's profile indicate a prior year's LO proof and will NOT give a customer preference for this year. You may click on those landowner boxes to obtain SWIS code and Tax Map ID info if your customer does not have proof with them. If you do not add the landowner info for the current license year, your customer will not get preference on DMP selection!

In order to make sure your customer's landowner preference is properly applied to their DMP Application please follow these steps.

 In order to get the customer's past landowner information, locate your customer and scroll down on the "Personal Information" page. Under "Customer Eligibilities" click on the grey bubble labeled "Landowner". You will be able to get the SWIS Code, Tax Map ID and WMU information. (Note: a grey bubble indicates this eligibility has expired; blue bubble indicates it is active)



Once you have your customer's landowner information, you can close that box and click on the "Edit" button on the "Personal Information" page:



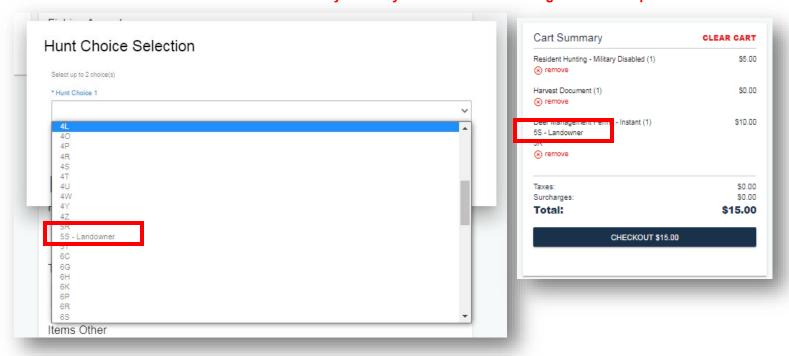
3. Scroll to the bottom of the Edit screen and select "Landowner" in the Eligibility Type dropdown and enter the SWIS Code, Tax Map ID and WMU information and click Save:

Eligibility Type	* SWIS Code 1	*Tax Map ID 1	•
Landowner	222333	122.6-23	
58	SWIS Code 2 (optional)	Tax Map ID 2 (optional)	
SWIS Code 3 (optional)	Tax Map ID 3 (optional)	SWIS Code 4 (optional)	
Tax Map ID 4 (optional)	SWIS Code 5 (optional)	Tax Map ID 5 (optional)	
ADD ANOTHER ELIGIBILITY			
		CANCEL E	DIT SAVE CHANGES

<u>Important:</u> Even though you may see landowner information in your customer's profile, you **MUST** add a new line to correspond with each license year. Further improvements will be released soon to improve this landowner workflow and make it easier to update this eligibility annually.

4. Proceed through your sale. Once you select the Deer Management Application you will be asked to make the selections. If the landowner information is properly saved in the profile you will see that is says "Landowner" next to the unit in the selection dropdown and in the shopping cart.

NOTE: If the word "Landowner" is not shown next to the WMU in the selection box or the shopping cart, there is no information on file for the current license year and your customer will NOT get landowner preference.



5. If you do not see "Landowner" listed next to the customer's WMU you will need to go back and re-enter this information or the customer will not get landowner preference. Please keep in mind that landowner preference can only be applied to units that are on the probability chart as High, Medium. Low, PP Req, LO/DV. Additionally, landowner preference is only a guarantee on the customer's first choice.