

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.

1. 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)

The screenshot shows a modal window titled "Landowner (Expired)" with a subtitle "Valid from 8/24/2020 to 12/31/2020". It contains a table with the following data:

Question	Response
SWIS Code 1	222333
Tax Map ID 1	12-2-6-23
Wildlife Management Unit (WMU)	SS

Below the table is a "CLOSE" button. The background shows a customer profile page with a red box highlighting the "Landowner" button under the "Customer Eligibilities" section.

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

The screenshot shows the customer profile page for "maloney kevin" with ID "999900954083". A "PURCHASE LICENSES/TAGS" button is in the top right. The "Personal Information" section is highlighted with a red box, and the "EDIT" button is also highlighted with a red box. Other sections visible include "Identifiers", "Additional Customer Details", and "Addresses".

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:

The screenshot shows a form for editing eligibility information. It has three columns and five rows of input fields. The first row is highlighted with a red box. The first column has a dropdown menu with 'Landowner' selected. The second column has a text input field with '222333'. The third column has a text input field with '12-26-23'. The second row has a dropdown menu with '5S' selected. The third row has three empty text input fields. The fourth row has three empty text input fields. The fifth row has three empty text input fields. At the bottom left is a button labeled 'ADD ANOTHER ELIGIBILITY'. At the bottom right are two buttons: 'CANCEL EDIT' and 'SAVE CHANGES'.

Eligibility Type	* SWIS Code 1	* Tax Map ID 1
Landowner	222333	12-26-23
5S		
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 EDIT SAVE CHANGES

Important: 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 it 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.

The first screenshot shows the 'Hunt Choice Selection' screen. It has a dropdown menu for 'Hunt Choice 1' with a list of options: 4L, 4O, 4P, 4R, 4S, 4T, 4U, 4W, 4Y, 4Z, 5R, 5S - Landowner, 6C, 6G, 6H, 6K, 6P, 6R, 6S. The option '5S - Landowner' is highlighted with a red box. The second screenshot shows the 'Cart Summary' screen. It lists items in the cart: Resident Hunting - Military Disabled (1) for \$5.00, Harvest Document (1) for \$0.00, and Deer Management Permit - Instant (1) for \$10.00. The 'Deer Management Permit - Instant (1)' item is highlighted with a red box. Below the items are 'Taxes' for \$0.00 and 'Surcharges' for \$0.00. The 'Total' is \$15.00. At the bottom is a button labeled 'CHECKOUT \$15.00'.

Hunt Choice Selection

Select up to 2 choice(s)

* Hunt Choice 1

4L
4O
4P
4R
4S
4T
4U
4W
4Y
4Z
5R
5S - Landowner
6C
6G
6H
6K
6P
6R
6S

Items Other

Cart Summary

CLEAR CART

Resident Hunting - Military Disabled (1) \$5.00
remove

Harvest Document (1) \$0.00
remove

Deer Management Permit - Instant (1) \$10.00
5S - Landowner
remove

Taxes: \$0.00
Surcharges: \$0.00
Total: \$15.00

CHECKOUT \$15.00

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.