



# **Hunting and Fishing License**

August, 2012

# *Updates*

## **Point of Sale (POS) II conversion**

We are in the final stages of converting the Point of Sale (POS) licensing system to the upgraded POS II internet based sales system. We expect to have the final agents converted by October and will not support the Legacy POS system beyond October 31, 2012.



## **POS II Troubleshooting**

Most of the issues we have encountered regarding the set up of the equipment are related to the connectivity type (DSL, Ethernet hardwire, Broadband, WiFi wireless, or dial-up) and are provider related issues. Some of the issues can easily be avoided by giving the correct information to your internet provider in advance of setting up the system. If you have no firewall or networking modems, the system will set up without a hitch.

We have sent out documents with static Internet Protocol (IP) addresses and ports that need to be open for agents that have a corporate network, firewall, modem or a router. It is important that this information be provided to your Information Technology (IT) department before attempting to connect to the DNR POS web page.

Based on your feedback, we recommend agents NOT use dial-up due to the extremely slow data exchange. WiFi cards may have issues staying connected, depending upon location. You may want to verify the bandwidth available as that can affect performance of your terminal.

## **POS II Feedback and Upgrades**

Thanks to your feedback, we are working on solutions to address: the inability to print EFT bulletins and Daily Sales Reports and the frequency of log ins required. The terminal will log off after 30 minutes of no activity, which was implemented to prevent unauthorized use of the equipment. We are working on extending the time out period. In the meantime, after you log in, simply press the F5 key to refresh your screen within 30 minutes to prevent the time out.

Please continue to contact us with ideas that will make the customer's buying experience more satisfying as well as improving the ability to sell our product. We look forward to hearing from you.

*This publication is available in alternative formats upon request.*

[www.michigan.gov/dnr](http://www.michigan.gov/dnr)

## Agent Web Page

We want to remind you about the DNR web page with materials designed to assist you. You can access this page at [www.michigan.gov/licenseagent](http://www.michigan.gov/licenseagent) through the POS II terminal by clicking on the address bar and typing in the link. You can find information on the new POS II system, updates on new programs and more.

At any time, you can access the DNR Website through your terminal by clicking on the link on the left navigation bar labeled "Contact the DNR" and then clicking on the "DNR Home" link.

## New Youth Hunting Opportunities – Mentored youth vs. apprentice hunting

It has been brought to our attention that there is some confusion between Apprentice licenses with the new Mentored Youth Hunt (MYH) license.

The Apprentice License can be purchased by any hunter, 10 years of age or older that has not received a Hunter Safety Education certificate. The apprentice must be accompanied by an experienced hunter who is within unaided sight and hearing distance. An apprentice license is available for sale under the same time frames and seasons as a non-apprentice license.

The new Mentored Youth Hunt (MYH) license is for children 9 years of age or younger who may hunt with a mentor designated by the youth's parent or guardian. Youth will be required to purchase a Sport card as identification. The MYH license will consist of two deer licenses, one spring and one fall turkey license and a MYH license which encompasses a Small Game, Fur Harvester and All Species Fish privileges. For a list of rules, visit [www.michigan.gov/mentoredhunting](http://www.michigan.gov/mentoredhunting).



This is a new license offering with a new client base (youth 9 or younger) so we encourage you to promote the MYH to eligible individuals. This generates additional commission possibilities for you and future adult participants for the sports.

For more information on either of these licenses you may look in the 2012 Hunting and Trapping Digest under Youth Hunting Opportunities or on our web page at [www.michigan.gov/dnr](http://www.michigan.gov/dnr).

## Voiding Licenses

If you issue a license from the old POS system for a season that has already started and it must be voided, you should perform a "Void Last Order" immediately before checking the printer. If you don't, you only have 24 hours to void it manually. Instructions for voiding of licenses can be found in your Retail Sales System User Guide and Manual on pages 43 – 45.

Any license issued from a POS II for a current season may be voided within 24 hours from the time of purchase from any license terminal. If the season has not yet begun, you may void licenses up to 30 days from the date the license was issued, through the beginning of the season.

Voiding of Sport cards can be done by calling the DNR. License agents are not allowed to void Sport cards.

If you are unable to void a license, call our office and we can void it for you. Or send in the license with a note explaining the situation and that you need to receive credit for it; be sure to include a note or we will assume you voided the license and already received credit for it. Credit for any void is issued immediately when processed by DNR staff.

## Voiding Licenses—continued

Agents are required to return ALL voided licenses to the Michigan DNR in the pink void envelopes. If it is not possible to return the license, please return the voided license receipt with an explanation of why the license is missing.

The DNR audits voids that are returned in the pink void envelopes. If voided licenses are not returned, it could result in reversal of void and commission credit for the agent.

We appreciate your compliance with this process.

Please remember that you are required to keep all of your POS license SALES receipts for one month. On occasion, we may ask that you send them in.

If a customer has a license that they feel was issued in error and the agent is unable to void the license, they may also return it for refund with a note of explanation to: Michigan DNR, Licensing and Reservations, P.O. Box 30181, Lansing, MI 48909.

## ORV and snow trail permits

Reminder: All licenses and permits must be sold to individual customers using their own identification: a valid Michigan driver's license, personal identification number, Michigan DNR Sport card ID or a Michigan DNR Identification Card. Using one of these allows us to accurately track a customer's purchase for records maintenance and law enforcement purposes.

Agents that pre-print ORV or snow trail permits using their own identifications could be contacted by Law Enforcement when attempting to track down the owner of a vehicle that is displaying one of these permits.

Pre-printed ORV and Snow Trail permit programs are available to assist you in efficiently serving customers. For pre-printed ORV permits you may contact Audrey Powers at 517-373-1204. For pre-printed Snow Trail permits contact the Michigan Snowmobile Association at 616-361-2285 or online at [www.msasnow.org](http://www.msasnow.org).



## You could grow your business with the Passport Perks Program

Approximately 600,000 Michiganders each month renew their driver's license through the Secretary of State and have the opportunity to take advantage of the Passport Perks program.

As a Passport Perks "provider," you'll boost your business' reputation as a champion of Michigan's great outdoors and reach so many more customers! Currently, over 1,000 Michigan businesses are Passport Perks providers, with that number growing weekly. Joining Passport Perks as a provider can lead to potential traffic to your business, with little additional effort by you or your staff.

Find more information on the Passport Perks Program at [www.michigan.gov/passportperks](http://www.michigan.gov/passportperks).

## Sportsmen Against Hunger

State law requires that you to ask each license buyer to make a donation to Sportsmen Against Hunger. The donations are used to pay for the processing and delivery of donated meat to local charities, food banks and shelters, making it available at no cost to individuals and families in need. Over the last few years, the Sportsmen Against Hunger program has helped provide over 100,000 meals annually.



## E-License gift certificates

Customers can continue purchasing E-license gift certificates. These certificates can only be purchased and redeemed online. If customers ask you about the gift certificates, please direct them to the E-License link on the Michigan DNR Web site at <http://www.mdnr-eligence.com>.

The gift certificates may be used to purchase hunting and fishing licenses, snowmobile permits and ORV licenses online.

## Pure Michigan Hunt

Three lucky hunters will be selected by random drawing for the Pure Michigan Hunt in December 2012. This allows them to participate in every 2013 limited-access hunt available - elk, bear, spring and fall wild turkey, and antlerless deer. In addition, drawing winners will get the first pick of a hunting zone in a managed waterfowl area reserved hunt.

Applicants selected for the Pure Michigan Hunt will not lose any preference points or weighted advantages for future limited-access hunts. Hunters who are ineligible to apply for elk licenses because of past success may participate in the Pure Michigan Hunt and hunt elk again if they are selected in the drawing. Non Residents may apply; however, if successful will not be eligible for the Elk License as that is a Resident only license.

Hunters may apply for the 2013 Pure Michigan Hunt from March 1 through Dec. 31, 2012. Applications cost \$4, and individuals may apply as many times as they like. Anyone 12 years old or older may participate, as long as the applicant's hunting privileges have not been suspended. For more information, visit [www.michigan.gov/puremichiganhunt](http://www.michigan.gov/puremichiganhunt).

The Michigan DNR provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan DNRE, PO Box 30028, Lansing, MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information, contact: Licensing & Reservations, Department of Natural Resources, P.O. BOX 30181, Lansing MI 48909-7681 Telephone: 800-737-6367, customer contact telephone number: 517-373-1204