

How to Process Your Renewal

When renewing a previously licensed RLU, the following steps should be taken to complete the process:

1 Login to the website, arriving at the “My Account” page.


The screenshot displays the 'My Account' page with the following sections:

- Account Information:** Test Test, 1234 Test Drive, Charlotte, NC 28273. Email: support@orbisinc.com, Phone: (111) 111-1111. Includes an 'Edit' button.
- Account Summary:** You have 1 Club Members associated with this account. You have 0 new Messages.
- Active licenses currently held by the clubs:** My Licenses. No Active License.
- Reservations waiting for approval from club:** My Reservations. RLU: [42](#), Acres: 4525, Reserved: 6/18/2015 9:12:30 AM.
- RLUs currently bidding on:** Current Bids. No Active Bids.

2. Click on the RLU number in the “My Reservations” column.

You will be directed to the “Reservation Details” page where you are given the opportunity to **Accept** or **Decline** the RLU reservation made for your club. If you choose to **Accept** the reservation, you will be directed to the **Reservation Wizard**. Alternatively, if you do not want to renew your license for the RLU, clicking **Decline** effectively releases it out to open bid for all bidders.

Reservation Details.

Club Name	Big Buck Hunt Club
RLU #	13
Location	Bossier County, LA
Acres	42
Description	22131901&02 and 22132002
License Start Date:	Jul 01, 2015
License End Date:	Jun 30, 2016
Reserved On:	Aug 27, 2015
License Fee:	\$210.00
Payment Due Date:	Aug 31, 2015
License Terms:	1 Terms
Property Maps:	 Aerial  TOPO  Location

[Accept Reservation](#) [Decline](#)

3. Next, create your license agreement using the “Reservation Wizard”. Directions are provided below.

Reservation Wizard

Be sure to carefully read the directions on each page to verify the information before creating the License Document. To proceed through the tabbed pages, click the button located at the bottom center of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Start Here: Outlines the license creation process and lists the items you will need to finalize the reservation (i.e. club members address, phone numbers, and email addresses (if available.)). Click “License Summary” to proceed to the next tab.

Start Here | 1. License Summary | 2. Verify Club Members | 3. Create License | 4. Payment Options

Thank you for starting your license creation process.

Before proceeding, please be advised that you will be asked to update and/or verify the following information for each and every club member associated with this recreation license unit (RLU):

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Phone Number
- Email Address

If you do not have this information available now to enter or confirm please click the exit button below. You may return at any time by clicking on the "Create License" link next to your previously accepted reservation on the "My Account Info" page to complete the process.

If you have the required information please continue on to the next page where you will be walked through a simple 3-step process which should only take a few minutes to complete.

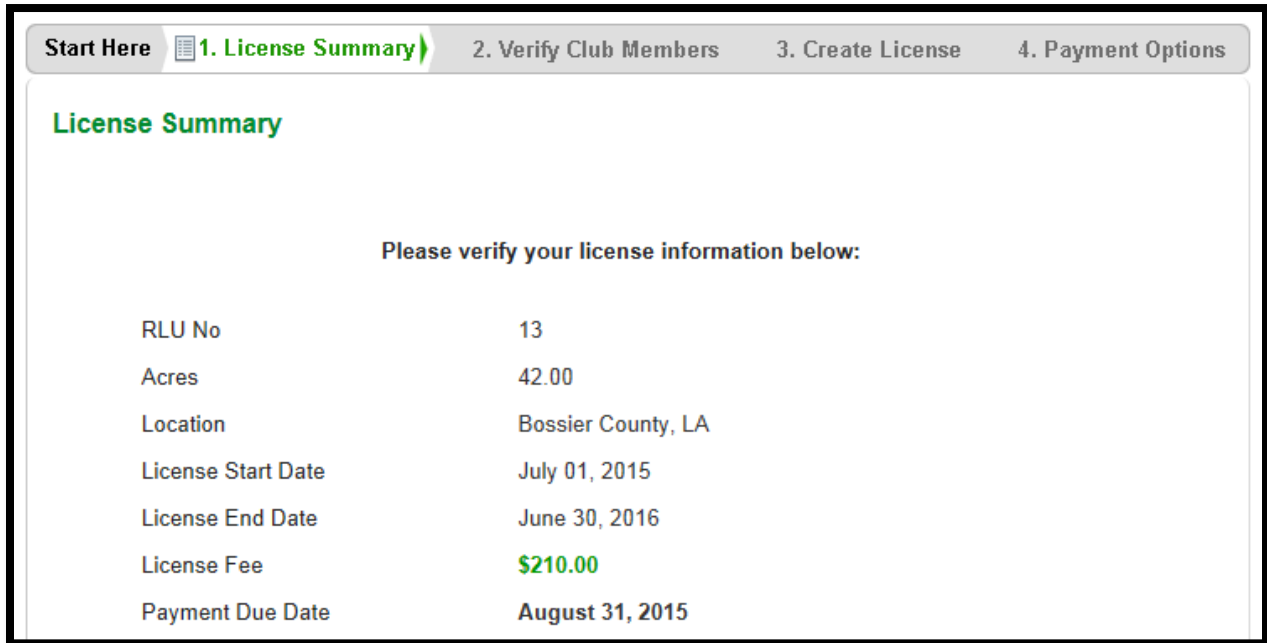
The next window will provide you with a summary of your license. Following windows will provide you the opportunity to create license document and update your club's membership roster.

Please Note: Adobe Reader is required to view and print your documents. If you do not have Adobe Reader installed, please visit www.adobe.com to download and install the application before proceeding.

Click the button below to Start your License Creation Process

1. License Summary >> | Exit

2. License Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the license start, and end date are correct and click “Verify Club Members” to proceed to the next tab.



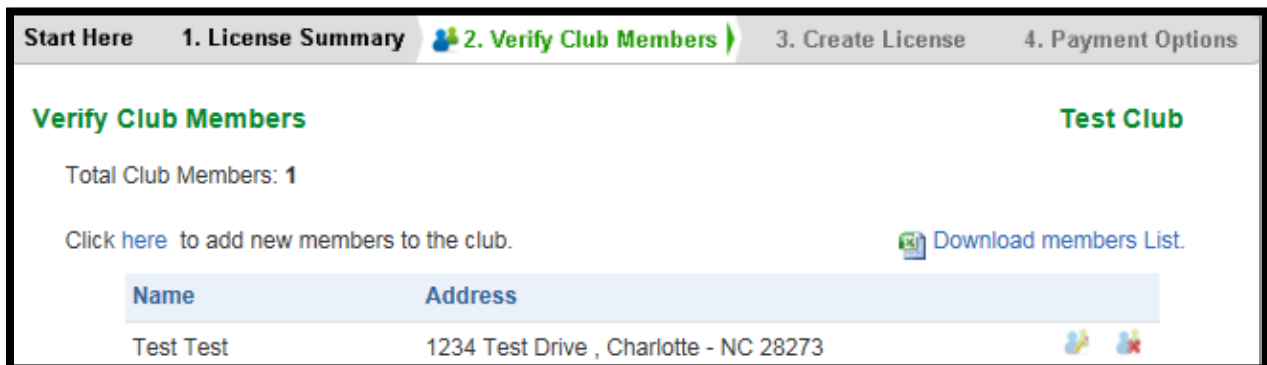
Start Here 1. License Summary 2. Verify Club Members 3. Create License 4. Payment Options

License Summary

Please verify your license information below:

RLU No	13
Acres	42.00
Location	Bossier County, LA
License Start Date	July 01, 2015
License End Date	June 30, 2016
License Fee	\$210.00
Payment Due Date	August 31, 2015

3. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Click “Create License” to proceed to the next tab.



Start Here 1. License Summary 2. Verify Club Members 3. Create License 4. Payment Options

Verify Club Members


Test Club

Total Club Members: 1

Click [here](#) to add new members to the club. [Download members List.](#)

Name	Address
Test Test	1234 Test Drive , Charlotte - NC 28273

4. Create License: Allows you to create your license document. When you are sure that all of the reservation information is correct, click “Create License Document”.

Start Here 1. License Summary 2. Verify Club Members  3. Create License 4. Payment Options

Create License

Current Year RLU Price : \$32,000.00

Click the button below to create your license document.

This will generate a preview of the license document with the Terms and Conditions associated with the License Agreement.

[Create License Document](#)

5. Payment Options: Please mail Check Certified or Money Order to the address listed in the “Payment Invoice”

[Start Here](#) [1. License Summary](#) [2. Verify Club Members](#) [3. Create License](#) **[4. Payment Options](#)**

Payment Options

Payment Information

Total Amount Due: **\$225.00**

Payment Due Date: **June 15, 2019**

Mail Payments To: **Bird Forestry**
Attn: Hunting Leases
8809 Lenox Pointe Drive, Suite C
Charlotte, NC 28273

Make Check Payable to: **Bird Forestry**

Please Note: **Personal checks are NOT accepted. Payment must be in the form of a certified check or money order.**

All related documents can also be accessed from your account page by clicking on the "Download Documents" link.

View: [Payment Invoice](#)

[Click here to go back to your Account Information page.](#)

After the license document and payment, you submit are received and approved, you will receive an email informing you that your license has been “**Executed**”. Nothing will be mailed back to you, so please access your account for a copy of your license agreement.