

Private Land Elk & Pronghorn Antelope Licenses – Authorization Required

Check Residency First

Before vending a license, it is recommended to verify the customer's residency and address.

❖ On the Customer Home screen,

1. Select Edit Customer,
2. If there is a change in residency from a nonresident to a resident, the customer must provide a residency date that is 90 days in the past,
3. Select yes on the New Mexico resident question,
4. Enter the residency date the customer provides,
5. Update their address,
6. Submit to save changes.

By verifying and updating the customer's residency the correct license fees will be charged, and it will allow you to check the box to confirm the residency status on the checkout screen.

Check If A Game Hunting License & Stamps Have Been Previously Purchased

Next you can check to see if the customer has already purchased their game hunting license and stamp(s).

❖ Below the VLS License Year section,

1. Select Reprint.
2. If the system cannot find any matching orders on file, you can add the game hunting license and stamp(s) after you add the private land elk or pronghorn antelope license to the shopping cart.
3. Select Cancel.

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The customer must provide an authorization number for private land elk or pronghorn antelope to buy a license. There are three types of authorization numbers for elk.

Unit-Wide Authorization Number

A unit-wide authorization number allows the customer to buy a license to hunt on public land and unit-wide private ranches with written permission within the same Game Management Unit.

A unit-wide authorization will require the purchase of a game hunting license and both stamps.

Vending The License

❖ Below the Private Land Elk/Pronghorn section,

1. Select Original,
2. Click OK on the messages, “You May Also Need... a Habitat Stamp” & “Game Hunting License Required”
3. Enter the authorization number the customer provided which should include two letters, a dash and six numbers. If you see the highlighted messages “Authorization number/code is not valid” or “Authorization is SOLD”, the customer must contact the landowner who they obtained the authorization number from.
4. Select Continue.
5. On the Select Hunt To Vend screen, click on the dropdown box to view all available choices.

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6. Ask the customer what hunt dates they want to choose based on what is available.
7. Select the Hunt.
8. The Hunt Information screen will include a description as to what type of authorization it is. This is where you can determine if the customer needs to purchase both stamps.
9. Select Vend to the customer.
10. The Review Order screen will allow you to choose a tagging option. The system will automatically default to issue a physical carcass tag. If the e-tag option is chosen you will not be prompted to issue a carcass tag.
11. Select Add To Cart.

Once the order has been added to the cart, you can vend the game hunting license and stamp(s).

❖ Below the VLS License Year section,

12. Select Original,
13. Click to add to the order the Game Hunting license, the Habitat Management & Access Validation and Habitat Stamp.
14. Scroll down to the bottom of the page and select Review Order.
15. Click OK on the message, “You May Also Need... a Harvest Information Program Number”
16. On the Review Order screen select Add To Cart,
17. Select the green Shopping Cart,

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18. Select Checkout,

19. Ask the customer to acknowledge the terms of agreement and check the box.

20. If you confirmed the customer's residency status before vending them a license, you can check the box.

21. Now you can process the transaction by selecting Cash or Credit Card.

22. Select Continue.

Once the transaction is processed you will be prompted to issue the carcass tag.

23. In the control number tab enter the six-digit number that is printed on the carcass tag.

24. Select Continue Elk Tag 1 of 1.

25. Follow the instructions that are displayed below the Attention Vendor message and carefully write down the information you see on the screen on the carcass tag in your hand. You have 9 minutes before the screen is timed out.

26. Select Elk Tag Completed 1 of 1, if the carcass tag looks good.

Select Entered Wrong Control Number, if the six-digit number does not match the one that is printed on the carcass tag. This will allow you to return to the previous screen to correct the data entry.

Select Unusable-Not Issued, if you made a mistake handwriting the carcass tag. This will allow you to enter a new six-digit number. DO NOT discard the carcass tag that you made a mistake on; it must be returned to NMDOW.

27. After the order has been successfully processed, select Print License & Print Receipt.

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Ranch Only Authorization Number

A ranch-only authorization number allows the customer to buy a license to hunt on private land within the boundaries of the ranch. They will not be allowed to hunt on public land.

A ranch-only authorization will require the purchase of a game hunting license and the Habitat Management & Access Validation (HMAV).

A ranch-only authorization allows the customer to pick five consecutive dates between a certain date range.

Vending The License

❖ Below the Private Land Elk/Pronghorn section,

1. Select Original,
2. Enter the authorization number the customer provided which should include two letters, a dash and six numbers.
3. Select Continue.
4. On the Select Hunt To Vend screen, click on the dropdown box to view all available choices.
5. Ask the customer what hunt dates they want to choose based on what is available.
6. Select the Hunt.
7. The Hunt Information screen will include a description which will indicate the authorization is valid on the issuing ranch. This is how you will know only the HMAV is required.

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8. Ask the customer which five days they would like to hunt and enter the Start Date and End Date accordingly.
9. Select Vend to the customer.
10. The Review Order screen will allow you to choose a tagging option. The system will automatically default to issue a physical carcass tag. If the e-tag option is chosen you will not be prompted to issue a carcass tag.
11. Select Add To Cart.
12. Once the order has been added to the cart, you can vend the game hunting license and HMAV. Refer to Pages 3-4, Steps 12-22.
13. If the customer already purchased a game hunting license and HMAV then,
14. Select the green Shopping Cart,
15. Select Checkout,
16. Ask the customer to acknowledge the terms of agreement and check the box.
17. If you confirmed the customer's residency status before vending them a license, you can check the box.
18. Now you can process the transaction by selecting Cash or Credit Card.
19. Select Continue

Once the transaction is processed you will be prompted to issue the carcass tag. Refer to Page 4, Steps 23-27.

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Ranch Code

The last type of authorization number for elk is with a ranch code. A ranch code will allow the customer to buy a license to hunt on other private lands within the same zone and game management unit with written permission from a landowner.

A ranch code will require the purchase of a game hunting license and HMAV.

A ranch code allows the customer to pick five consecutive dates between a certain date range.

Vending The License

❖ Below the Private Land Elk/Pronghorn section,

1. Select Original,
2. Enter the authorization number the customer provided which should include the letters SMZ, a dash and seven numbers.
3. Select Continue.
4. On the Select Hunt To Vend screen, click on the dropdown box to view all available choices.
5. Ask the customer what hunt dates they want to choose based on what is available.
6. Select the Hunt.
7. The Hunt Information screen will include a description which will indicate the authorization is valid on the issuing ranch. This is how you will know only the HMAV is required.

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8. Ask the customer which five days they would like to hunt and enter the Start Date and End Date accordingly.
9. Select Vend to the customer.
10. The Review Order screen will allow you to choose a tagging option.
11. Select Add To Cart.

Once the order has been added to the cart, you can vend the game hunting license and HMAV. Refer to Pages 3-4, Steps 12-22.

12. If the customer already purchased a game hunting license and HMAV then,
13. Select the green Shopping Cart,
14. Select Checkout,
15. Ask the customer to acknowledge the terms of agreement and check the box.
16. If you confirmed the customer's residency status before vending them a license, you can check the box.
17. Now you can process the transaction by selecting Cash or Credit Card.
18. Select Continue

Once the transaction is processed you will be prompted to issue the carcass tag. Refer to Page 4, Steps 23-27.

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Ranch-wide Agreement – Pronghorn Antelope

The only type of authorization number for pronghorn antelope is a ranch-wide agreement, which requires the purchase of a game hunting license, the HMAV and may require the purchase of the habitat stamp.

The authorization allows the customer to pick three consecutive dates between a certain date range.

If the customer does not have an authorization number, an over the counter, private-land license may be vended through the VLS license year section, in which a weapon and hunt must be selected.

Vending The License

- ❖ Below the Private Land Elk/Pronghorn section,
- 1. Select Original,
- 2. Enter the authorization number the customer provided which should include two letters, a dash and six numbers.
- 3. Select Continue.
- 4. On the Select Hunt To Vend screen, click on the dropdown box to view all available choices.
- 5. Ask the customer what hunt dates they want to choose based on what is available.
- 6. Select the Hunt.
- 7. The Hunt Information screen will include a description which will indicate the authorization is valid only on the deeded acreage of the participating ranch. This is how you will know only the HMAV is required. If there is a highlighted message which

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indicates this ranch includes public leased federal lands and will require the habitat stamp, then the habitat stamp is required.

8. Ask the customer which three days they would like to hunt and enter the Start Date and End Date accordingly.
9. Select Vend to the customer.
10. The Review Order screen will allow you to choose a tagging option.
11. Select Add To Cart.

Once the order has been added to the cart, you can vend the game hunting license and HMAV. Refer to Pages 3-4. Steps 12-22.

12. If the customer already purchased a game hunting license and HMAV then,
13. Select the green Shopping Cart,
14. Select Checkout,
15. Ask the customer to acknowledge the terms of agreement and check the box.
16. If you confirmed the customer's residency status before vending them a license, you can check the box.
17. Now you can process the transaction by selecting Cash or Credit Card.
18. Select Continue.

Once the transaction is processed you will be prompted to issue the carcass tag.

Refer to Page 4, Steps 23-27.

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Changing Hunt Dates For Private Land Licenses

Licenses with ranch only authorizations, ranch codes and ranch-wide agreements do not need to be voided if the customer wants to change their hunt dates.

If at all possible, the customer must change their hunt dates prior to the start of the hunt.

❖ Below the Private Land Elk/Pronghorn section,

1. Select Reprint,
2. Choose Select, located to the left of the elk or pronghorn antelope license.
3. On the Hunt Dates section, you must verify the start date.
4. Enter a new Start Date and End Date,
5. Select Add To Cart.
6. Select the green Shopping Cart,
7. Select Checkout,
8. Ask the customer to acknowledge the terms of agreement and check the box.
9. If you confirmed the customer's residency status before vending them a license, you can check the box.
10. Now you can process the transaction by selecting Cash or Credit Card.
11. Select Continue
12. Select Print License & Print Receipt.

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Voiding a Private Land License

Licenses with unit-wide authorizations may be voided up to eight hours after the original sale.

❖ Below the Private Land Elk/Pronghorn section,

1. Select Void,
2. Choose Select on elk or pronghorn antelope license,
3. Select Void (update payments),
4. Select Print Void Confirmation and print it as a form of a receipt for the customer.

If the customer paid for the license with a debit/credit card, their card will automatically be refunded. If the customer paid with cash, it must be refunded manually.