

New Mexico Department of Game & Fish

Quick Reference Guide

2024-2025



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Getting Started in the Sales System

Global Announcement

Important messages are posted under the global announcement section and can be viewed before a manager logs-in to the vendor licensing system (VLS).

The screenshot shows a light blue header bar with the text "GLOBAL ANNOUNCEMENT" in bold, which is highlighted with a red border. Below this, a message reads "Please check for important messages that will posted here." To the right is a "VENDOR MANAGER LOGIN" section with two input fields: "* Manager Username:" and "* Manager Password:", each followed by a text box containing the placeholder text "Manager Username" and "Manager Password" respectively. A dark blue "Login" button is positioned below the password field.

Message For Vendor

Individual messages are posted as necessary under the message for vendor section and can be viewed after a manager logs-in to the vendor licensing system (VLS).

The screenshot shows a light blue header bar with the text "MESSAGE FOR VENDOR 'WAL-MART SUPERCENTER #3423'" in bold, highlighted with a red border. Below this, a message reads "Please check for important messages that will posted here." To the right is a "USER LOGIN WAL-MART SUPERCENTER #3423" section with two input fields: "* User Username:" and "* User Password:", each followed by a text box containing the placeholder text "User Username" and "User Password" respectively. A dark blue "Login" button is positioned below the password field.

Always check for important messages!

VLS System Messages

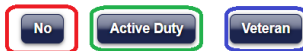
Miscellaneous messages will populate as you maneuver through the vendor licensing system. These messages will prompt you to notify or verify important information to the customer. You will most often see the following:

Resident Active Duty or Military Discount

MILITARY DISCOUNT FOR 2023 LICENSE YEAR

PLEASE READ THE FOLLOWING TO THE CUSTOMER:

The Department of Game and Fish salutes New Mexico veterans and active-duty military service members by offering a 50% discount on licenses, permits and stamps. If you are a resident of New Mexico, you may claim your eligibility for the discount by clicking either the "ACTIVE DUTY" or "VETERAN" button below and agreeing to the terms on the following page. Are you currently a New Mexico resident who is serving on active duty or a veteran of the US military?



TERMS OF '2023 MILITARY ACTIVE DUTY' DISCOUNT

PLEASE READ THE FOLLOWING TO THE CUSTOMER:

IMPORTANT! By clicking the Claim button below, you certify that you are currently serving in the U. S. Military or are a U. S. Military veteran, as defined by the New Mexico Department of Veterans Services, and that you can provide valid proof of service upon request. Failure to provide verifiable proof of military service within the time frame specified by the Department will result in removal of the discount, suspension of all future discounts, and could result in rejection of all draw applications. Any license obtained by falsely claiming this discount shall be unlawful.



The Active-Duty Military and Veteran discounts apply to NM residents only who are currently serving or have served in the Army, Navy, Air Force, Marine Corps or Coast Guard for a minimum period of 90 days.

Please read the messages that are displayed to the customer.

Select either the *No*, *Active Duty* or *Veteran* option.

If the customer is on active duty or a veteran an additional message will prompt you to *Claim* the discount.

The customer must attest that they are able to provide valid proof of service upon request before the discount is claimed.

Hunter Harvest Report Requirement

HUNTER HARVEST REPORTING REQUIREMENT

NMDGF records indicate that the customer has not completed Mandatory Hunter Harvest report(s) for the **2023-2024** season. The customer may complete their harvest report by logging into the [Online Licensing System](#) and choosing the Harvest Report option OR by calling NMDGF @ **888-248-6866**. Thank you.

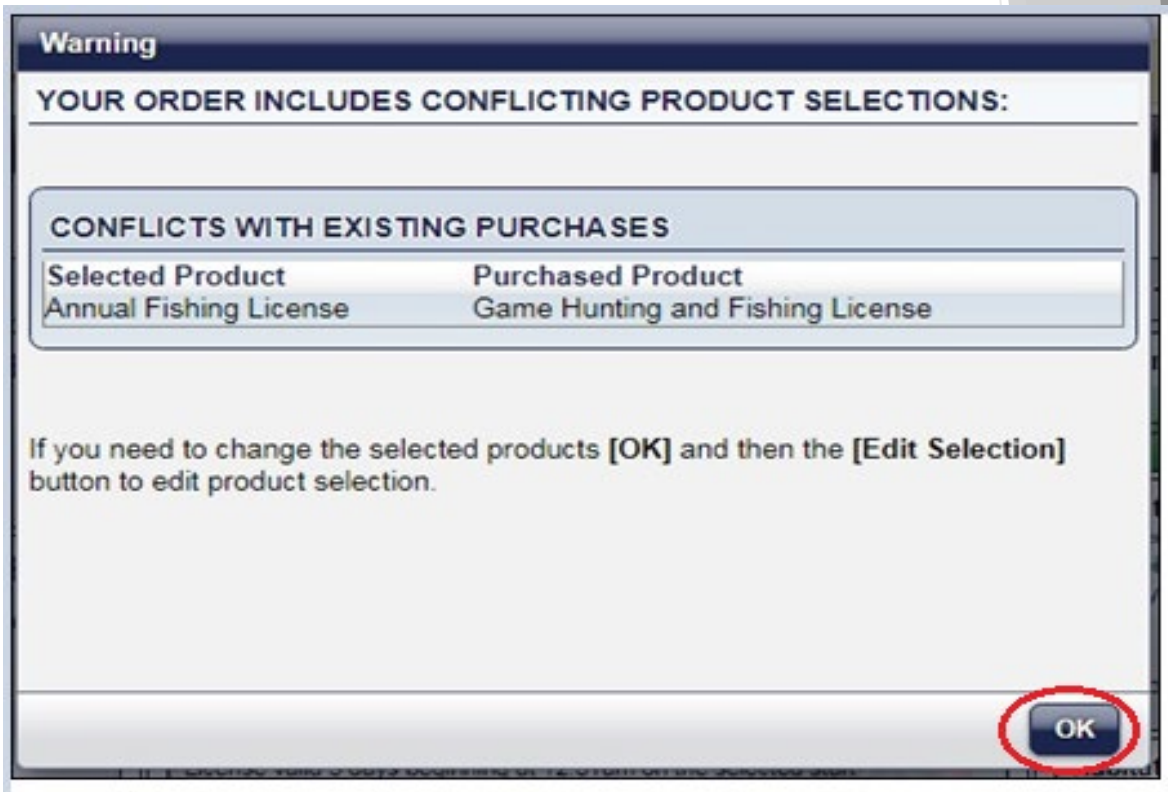
OK

All barbary sheep, deer, elk, ibex, javelina, oryx, pronghorn, turkey and trapper license holders must submit a harvest report, whether they harvested or not.

This message does block the license sale. Please inform the customer they must call 1-888-248-6866 to submit a harvest report.

Select *OK*.

Conflicting Product Selections



The system will generate this message if you add an item to the customer's order that they have already purchased.

Select *OK*.

On the Available VLS Items screen uncheck the box for the conflicting item and either select Cancel or check the box for an item the customer wants to purchase and proceed with the sale.

Note: By selecting the *Reprint* option that is located under VLS License Year section you will be able to view the items the customer has already purchased.



Harvest Information Program Number

2023 Migratory Bird Permit (HIP) Registration

The U.S. Fish and Wildlife Service requires that all migratory bird hunters obtain a Harvest Information Program (HIP) Number by reporting their migratory game bird hunting activity for the previous year. Please complete the following Migratory Bird Survey by selecting a value for **each** of the listed species. If you did not hunt one or more of the listed species please select the "Didn't hunt" option

* **Ducks:** ▼

* **Geese:** ▼

* **Sandhill Cranes:** ▼

* **Doves:** ▼

* **Coots/Snipe:** ▼


* **Rails/Gallinules:** ▼

* **Band-tailed Pigeons:** ▼

This is a U.S. Fish & Wildlife permit that is required for hunting migratory game birds. It requires completion of a survey by selecting *Didn't hunt, None, 1-10, 11-30 or 31+* for each species.

Select *Submit* when survey is completed.

Hunter Education, Cougar and Trapper Numbers Are Required

 Game Hunting License - Cannot purchase without a qualifying Firearm Hunter Education course number or Mentor Youth number.

The system will generate this message if you add a game hunting license to the customer's order who is 17 years & younger and who has not completed a hunter education or mentor youth course.

When a customer completes a hunter education or mentor youth course through the Department their account will be updated with a HE or MY number.


The Department will accept HE numbers from any hunter education courses that have been completed out of state.

 Passing the Cougar Quiz is required before purchasing a Cougar License.

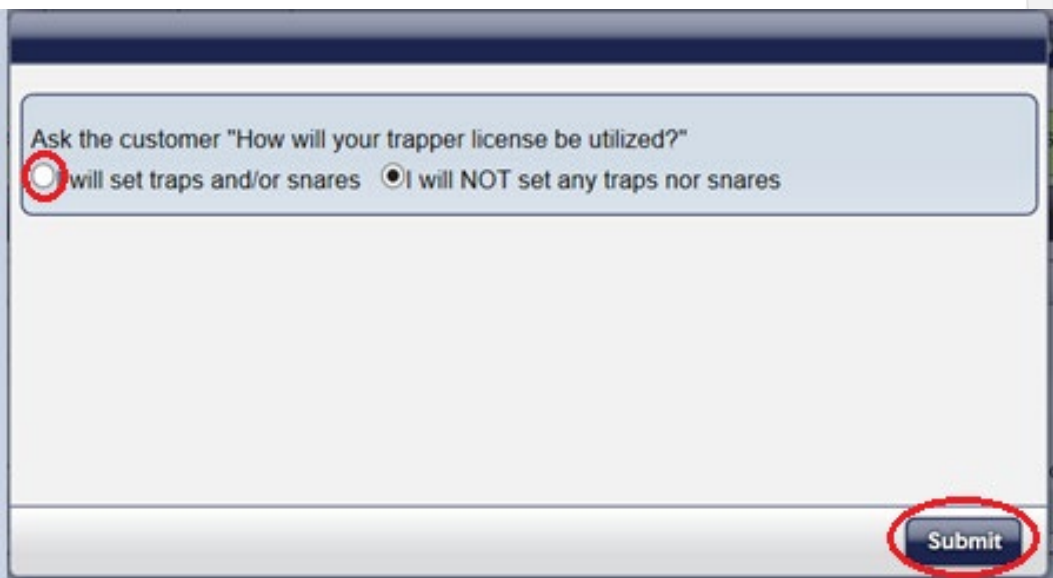
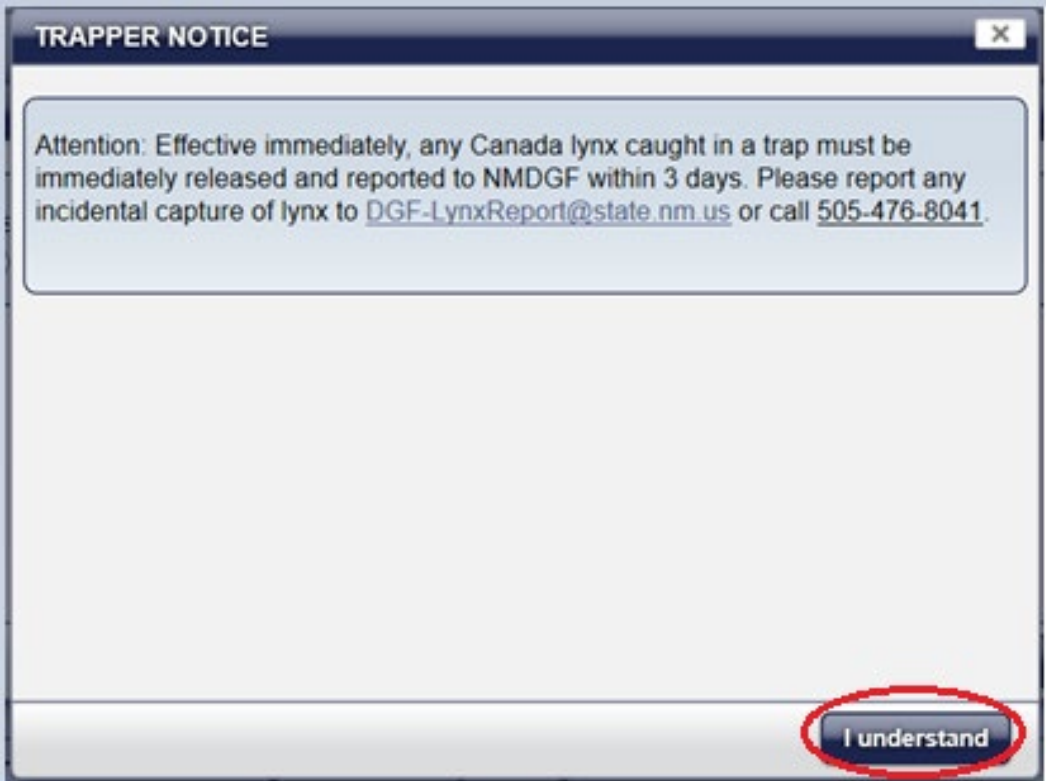
The system will generate this message if a customer is purchasing a cougar license but has not completed the cougar quiz.

The customer will be required to log on to their account at <https://onlinesales.wildlife.state.nm.us/>, review a cougar education booklet and pass the cougar quiz.

When a customer completes the cougar quiz their account will be updated with a cougar number.

 Passing Trapper education is now required prior to purchasing a Trapper license.

The system will generate this message if a customer is purchasing a trapper license but has not completed the NM Trapper Education Course or the NM Furbearer Law and Species Identification Course. The two messages below will also populate.



Please read the Trapper Notice to the customer and select / *understand*. Ask the customer how their trapper license will be utilized and select either of the two options on the second message.

Select *Submit*.

HUNT AND TRAP (WHEN TRAPS OR SNARES WILL BE USED)


Completion of both the NM Furbearer Law and Species Identification Course and the NM Furbearer Hunt Course are required the customer intends to use traps or snares AND provide a trapper education number from another state.

The customer will be required to log on to their account at <https://onlinesales.wildlife.state.nm.us/>, review the NM Furbearer Hunting and NM Furbearer Law & Species ID course guides and pass the quizzes that will follow.

When a customer completes a trapper education course their account will be updated with a trapper number.

The Department will accept trapper numbers from any trapper education courses that have been completed out of state.

Revocation Notice

 This customer has a notification on his or her account. The customer may log in to the account or call 505-476-8065 for more information.

The system will generate this message if a customer's hunting and/or fishing licenses have been revoked. The system will not allow you to proceed with vending any other items. The customer must contact the Department of Game and Fish at the number provided.

Setting Up Users To Vend Licenses

The system requires a two-step login. A person with “manager” credentials must login before a person with “user” credentials can. The user will be the one to vend licenses. A manager must login twice if they’re going to vend licenses.

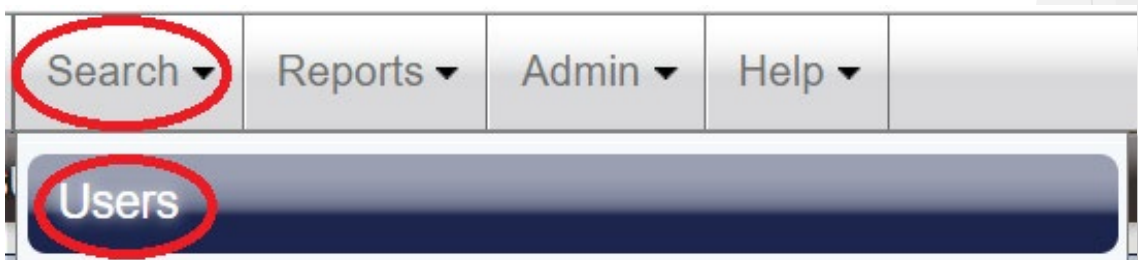
A manager will remain logged-in for 9 hours and they will have the ability to add/deactivate other users, void licenses within 8 hours of purchase, generate sales/carcass tag detail reports and make credit card/electronic check payments for cash due balances.

A user will remain logged-in for 30 minutes. Both the manager and user must enter their login credentials to log out of the system.

Only one user at a time can be logged-in.

The system will automatically deactivate users for all personnel that have not logged-in or had any sale activity for 90 days. Active users with manager credentials will continue to have the ability to reactivate users.

On the Home screen select Search and then select Users



Select Add User



Complete the Username. NMDGF strongly recommends choosing a username that you can identify the user as an individual, such as first initial and last name.

Complete the First Name and Last Name, Middle Initial. This information will be required.

Enter user a generic password, for example: Huntfish@2024. Passwords must be at least 10 characters and require a capital letter, a lowercase letter, a number and a special character.

User should change this password when they initially login.

VENDING USER

* User Name:

* First Name: Middle Initial: * Last Name:

* Password: * Confirm Password:

Active:

* Role:

For new users, check the “Active” box,
To deactivate a user, uncheck the “Active” box. ◦

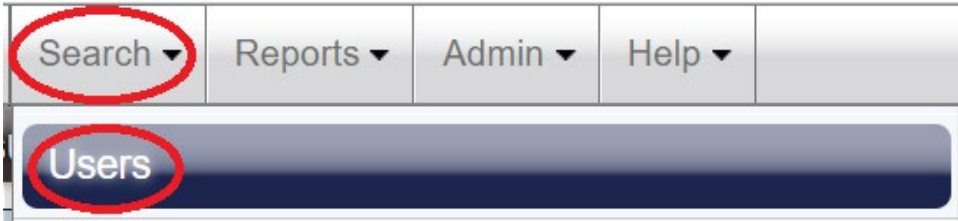
Select Save

A manager can add a user in the system, then contact the Vendor Licensing if the user needs to be given manager credentials.

Security Alert: Manager/User credentials and passwords should not be shared; users and managers should log out if leaving the terminal unattended.

Password Reset Instructions

Search the Username.

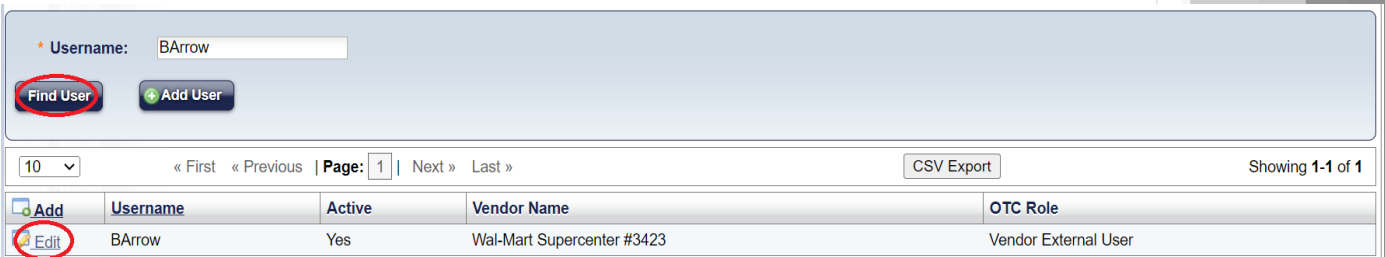


Search ▾ Reports ▾ Admin ▾ Help ▾

Users

A user can be found by entering the username and by selecting Find User.

Select Edit.



* Username: BArrow

Find User Add User

10 « First « Previous | Page: 1 | Next » Last » CSV Export Showing 1-1 of 1

Add	Username	Active	Vendor Name	OTC Role
Edit	BArrow	Yes	Wal-Mart Supercenter #3423	Vendor External User

Select Reset Password.



VENDING USER

Reset Password

* User Name: BArrow

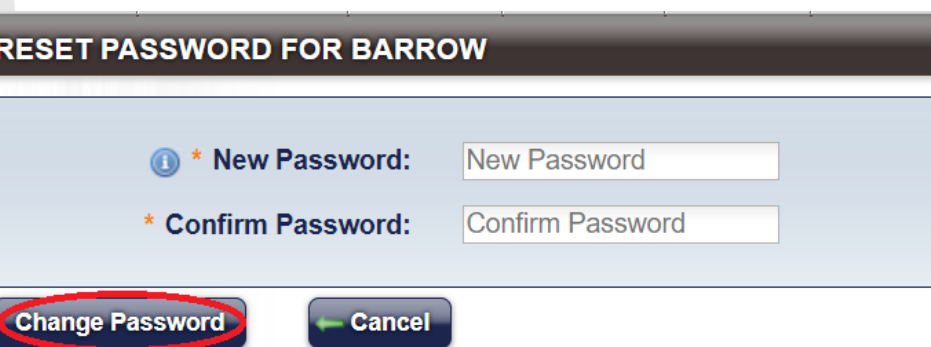
* First Name: BEAU Middle Initial: N * Last Name: ARROW

Active:

* Role: Vendor External User

Enter a New Password and enter the same password to Confirm Password.

Select Change Password.



RESET PASSWORD FOR BARROW

* New Password: New Password

* Confirm Password: Confirm Password

Change Password Cancel

Customer Accounts

The system will display the license fees based on age, military status and residency status. Therefore, there will be different license fees for customers who are under 18 yrs., 18-64 yrs., 65-69 yrs. 70 yrs. of age and older, on active duty or veterans and who are residents/nonresidents.

Residency Verification Instructions

Before vending a license verify if the customer's residency status and address are correct in the system.

On the Customer Home screen select Edit Customer.

The screenshot shows the top navigation bar with links for Home, My Account, Search, Reports, Admin, and Help. Below this, the customer's name (BEAU N. ARROW) and CIN (01041983-EFQ) are displayed. A Shopping Cart icon with (0) items is visible. Three main buttons are present: Customer Home, View Customer, and Edit Customer (circled in red). Below the navigation, there are three panels: VLS LICENSE YEAR 2023, PRIVATE LAND ELK / PRONGHORN, and CARCASS TAGS. Each panel contains buttons for Original, Reprint, and Void (for the first two panels) or Tag History, Issue/Reissue, and E-Tag Instructions (for the third panel).

Verify if the customer is resident/nonresident. Select yes or no to the NM Resident question. If you are changing a nonresident to a resident enter the date the customer established residency in NM as the Residency Date. Do not select yes if the residency date is less than 90 days.

Update the customer's physical address and select Submit.

The screenshot shows a customer profile form. The top section contains personal information: Gender (Male), Email (nmspechunts@state.nm.us), Username (Ilovearchery), New Mexico Resident? (radio buttons for yes and no), Residency Date (01/04/1983), Height (6 ft, 0 in), Weight (180 lb), Eye Color (Green), and Hair Color (Blonde). Below this are fields for Drivers License #, Drivers License State, Hunter Ed #, Hunter Ed State, Mentor Youth #, and Mentor Youth Registered. The bottom section is titled PHYSICAL ADDRESS and contains fields for Address 1 (1 WILDLIFE WAY), Address 2, City (SANTA FE), State (NM - NE), Zip (87507), Country (United States), Primary Phone # (505-476-8164), and Secondary Phone #. A Submit button and a Cancel button are at the bottom right, with the Submit button circled in red.

List of Customer ID Numbers

A customer account must be created in the system before anyone can purchase licenses, stamps and permits. When an account is created the system will generate a customer ID number (CIN). The CIN will include the customer's date of birth, a dash and three random letters.

You can use the CIN to search for a customer or you may search for them by their name and the last four digits of their social security number.

Below is a list of CIN examples that you may search for to get familiarized with the fees and products on the Available VLS Items screen. The VLS Items screen can be accessed by selecting Original under the VLS License Year section on the Customer Home screen.

Resident - 01041983-EFQ A customer is considered a resident if they have lived in NM for 90 days. If you need to mark a customer as a resident, you may enter their DOB as the Residency Date if they have lived in NM all their life. You may also enter the date they established residency in NM. Please enter the customer's Drivers License # and select the Drivers License State if you ask to see their NM drivers license.

Non-Resident - 01191983-VWZ A customer is a nonresident if they live out of state. If the customer does not live in the USA a generic SSN such as 0000 can be used to create an account. When a foreign address is entered the state field is left blank and the province/country, city, and zip code fields are completed.

Youth - 01042013-OTX A youth is a resident customer who is 17 years of age and younger and they're eligible for a discount on the game hunting, fishing, game hunting & fishing, private land deer, elk and deer draw licenses.

They must complete a hunter education course or mentor youth program if they want to purchase a game hunting license and/or any big game or turkey licenses.

Completion of a mentor youth program enables the customer to purchase licenses only for deer, javelina and small game.

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Resident youth customers who are 12 years of age and older must purchase a junior fishing license and the habitat stamp if they are going to fish on US Forest Service or BLM lands.

Senior 65-69 08201957-KQT A resident customer who is 65-69 years of age is eligible for a discount on the game hunting, fishing, game hunting & fishing, private land deer, elk and deer draw licenses.

Senior 70 & Over - 11121948-NUV A resident customer who is 70 years of age and older is eligible for a free fishing license. The habitat management access & validation (HMAV), habitat stamp and second rod validation are all included with the license for fishing only. The HMAV and habitat stamp are required if the customer is purchasing a game hunting license and/or any big game/turkey licenses. You may remove the Vendor Fee.

Active Duty/Veteran - 04281982-DKV A customer who is a NM resident and on active duty or a veteran receives a 50% discount on all licenses. If the discount is not claimed or a message does not populate you must contact DGF to update.

100% Disabled Veteran - 03111962-JQV A customer who is a NM resident and who possesses a green, debit-size DAV card receives a free lifetime game hunting & fishing license. Both habitat stamps are included. However, the customer must purchase additional stamps in conjunction with any big game or turkey license. The cardholder is also eligible to obtain a free deer license.

Less Than 100% Disabled Veteran - A customer who is a NM resident and does not meet the 100% disabled requirement is eligible for a \$10.00 game hunting & fishing license and must purchase both habitat stamps (where applicable).

License Sales

Stamp Requirements

Pursuant to Sec. 203. (b) (2) of the Sikes Act [16 U.S.C. 670i] Public Land Management Area Stamps For Hunting, Trapping, And Fishing On Public Lands Subject To Programs:

Notice of the requirement to possess such stamps shall be displayed prominently in all places where State hunting, trapping, or fishing licenses are sold.

Who Needs A Stamp?

Habitat Management and Access Validation (HMAV)

- Will automatically be added to the first purchase of any hunting, fishing or trapping license
- Required for everyone age 18 and older for fishing, hunting and trapping anywhere in New Mexico (once per license year)

Not required in conjunction with any free license or privilege:

- Free fishing license for resident seniors 70 and older
- Disabled Veteran card issued by NMDGF

Habitat Stamp

- Required for fishing, hunting and trapping ONLY on U.S. Forest Service or BLM lands

Not required in conjunction with any free license or privilege:

- Free fishing license for resident seniors 70 and older
- Disabled Veteran card issued by NMDGF: valid for deer, small game and fishing (required for any big-game or turkey license, except deer)
- No license required for fishing or trapping for juniors under 12 (required for hunting)

Countertop Tent Signs are provided, and replacement signs can be requested at any time.

Senior 70 and Over Fishing Licenses

Senior 70 & Over Fishing Licenses include the habitat stamp, habitat management & validation (HMAV) and second rod validation.

However, the customer will be required to purchase both the HMAV and habitat stamp in conjunction with a senior game hunting license and/or with big game/turkey licenses.

FISHING / HUNTING AND FISHING

Senior 70 and Over Fishing License

Available to residents 70 and over, valid April 1 through March 31. \$0.00

Habitat management and access validation, habitat improvement stamp and second rod validation not required with this license for fishing only.

(add to order)

It is to your discretion to charge or remove the \$1.00 Vendor Fee.

SHOPPING CART

SHOPPING CART

VLS Orders

Type	Items	Total		
ORIGINAL	- Fishing Sr. 70 and over, Vendor Fee	\$1.00	Edit	Delete

Total: \$1.00

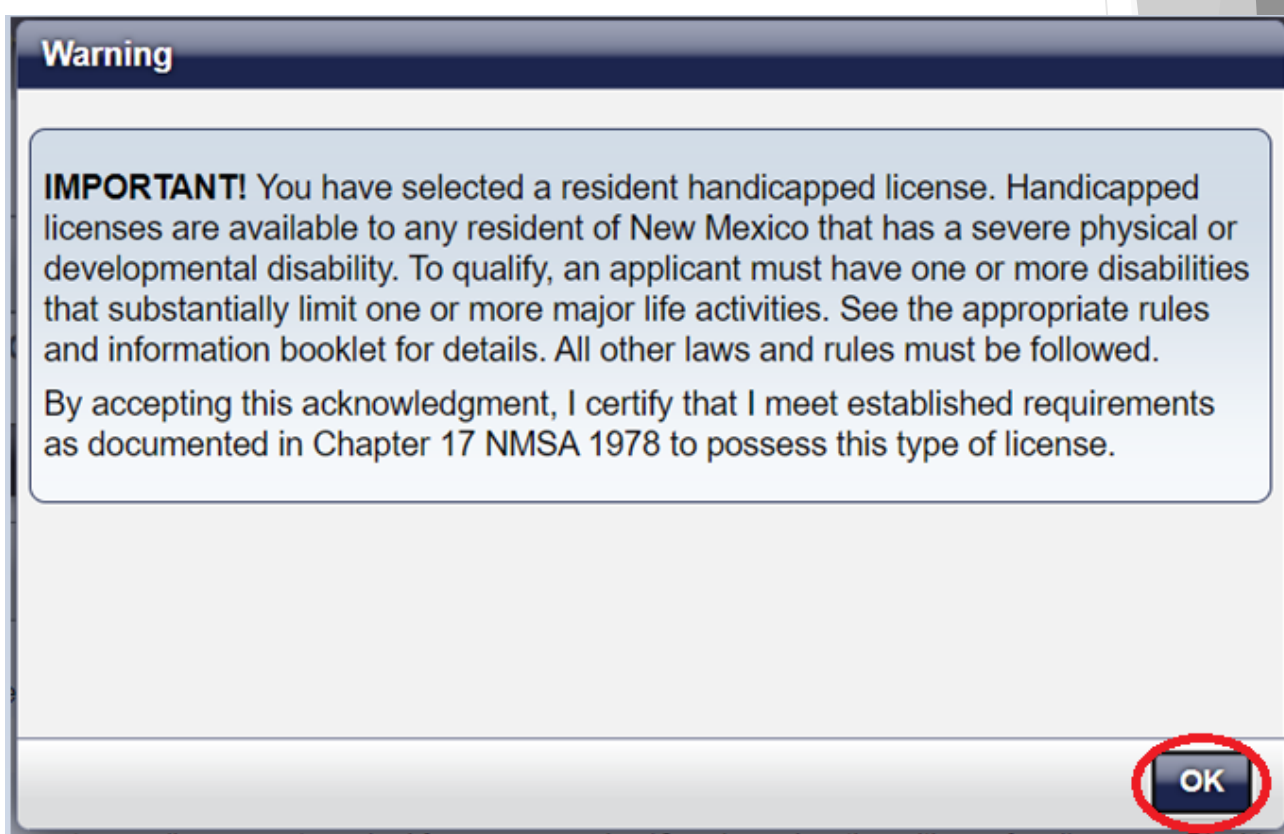
[Checkout](#) [Back](#) [Clear Cart](#) [Remove Vendor Fee](#)

You may provide the customer with two copies of their fishing license, so one can be saved in their tackle box and the other one can be saved in their glove box.

Handicapped Licenses

It is not the Department's policy to request documentation from customers who purchase handicapped licenses. Requesting that customers provide proof of disability or handicapped status is a privacy violation.

The attestation below will populate when this type of license is selected and must be read to any customer requesting a Handicapped License



If the customer certifies they meet the requirement you've done your due diligence and may proceed with sale.

Select OK

Void Instructions

Only users with manager credentials can void licenses up to 8 hours after the original sale.

All over-the-counter licenses are voided under the VLS License Year section.

Select Void.



Select the license that needs to be voided.

Order(s)	Type	Number	Purchase Date	Customer	Items	Tender	Status
Select	ORIGINAL	6784058	07/06/2023	BEAU N. ARROW	- Fishing, - 2nd Rod, Vendor Fee	CREDIT	SOLD
Select	ORIGINAL	6784057	07/06/2023	BEAU N. ARROW	- Game Hunting, Vendor Fee, - HMAV, - Habitat Stamp	CASH	SOLD

Select Void (Update Payments)

Item	Start Date
WC License #: 4988806	
Annual Fishing License	
Second Rod Validation	
License #:	
Vendor Fee	
Total:	
<input type="button" value="Void (update payments)"/> <input type="button" value="Cancel"/>	

There will be a highlighted message that will indicate Order Voided.

If the license was paid for by credit card the card will be automatically refunded. If the license was paid for by cash the total amount can be refunded manually by the license vendor.

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Any voids outside of the parameters noted above must be processed administratively by NMDGF.

Carcass Tags

The Department will consign carcass tags to each vendor prior to the beginning of each license year and will conduct an audit at the end of the license year to account for all carcass tags not issued to customers.

All carcass tags designated unusable in any month during the license year must be returned to the department no later than the 10th day of the next month, and all blank, unused carcass tags must be returned to the department at the end of the license year no later than May 10.

A fee of \$100 per missing carcass tag shall be levied upon the license vendor for failure to return any carcass tag designated unusable or any blank, unused carcass tag as required.

A carcass tag must be issued in conjunction with any big- game or turkey license sale, unless the NM ETAG is chosen.

The following pages will include helpful resource tools to assist with ensuring carcass tags are issued correctly and are accounted for on a routine basis.

- Carcass Tag Guide - Is a visual aide and therefore it should be displayed next to the computer/workstation where licenses are vended.**
- Helpful Tips/Tracking Sheet - The helpful tips should be communicated with and followed by all personnel that are authorized to vend licenses. It is recommended to maintain a tracking sheet for all the carcass tags that are issued, so any discrepancies that are discovered throughout the license year can be resolved.**
- Carcass Tag Audit Schedule/Carcass Tag Detail Reports - By adhering to the schedule and conducting routine carcass tag audits, License Vendors will be able to keep better track of and minimize the risk of discarding or losing any carcass tags.**
- Duplicate Carcass Tag Instructions - An E-Tag can be converted to a carcass tag and Big Game Draw licenses can be reprinted by following these instructions.**

CARCASS TAG VISUAL GUIDE

ATTENTION VENDOR:

Please write the information displayed in all tag fields clearly. You must complete the antler/horn tag portion as well as the carcass tag portion even for non-antlered/horn species. You have 9 minutes before the screen times out.

Use the provided sharpie and print all information displayed legibly. Make sure the control number displayed matches the number on the tag.

DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

Print or reprint the license and verify that the tag number matches.

Issue the customer the license and tag together.

NEW MEXICO DEPARTMENT OF GAME AND FISH

5000001 2024-2025

NEW MEXICO DEPARTMENT OF GAME AND FISH

5000001 2024-2025

NEW MEXICO DEPARTMENT OF GAME AND FISH

5000001 2024-2025

COUGAR 24-123456

1234567 01041983-EFQ

COUGAR 24-123456

1234567 01041983-EFQ

Keep this tag! Game storage authorized for one year from date of kill.

Tag Completed 1 of 1

If the handwritten tag looks exactly like the image on the screen, click Tag Completed to proceed to Print License.

Entered Wrong Control Number

Click Entered Wrong Control Number to go back and re-enter a different control number if the number is transposed.

Unusable Not Issued

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, click Unusable Not Issued. This button marks control number as unusable in the system. You may enter a different control number to rewrite the tag.

Return Unusable Tag to 1 Wildlife Way Santa Fe, NM 87507

Helpful Tips To Avoid Financial Liability

- ✦ Keep all unusable and blank/unissued carcass tags in a safe and secured location.
- ✦ Ensure proper training on issuing carcass tags is provided to new personnel.
- ✦ Perform routine audits by generating carcass tag detail and summary reports.
- ✦ Maintain a written log or tracking sheet. *Example provided.*
- ✦ Report discrepancies to NMDGF and request assistance as necessary.
- ✦ Stay informed of procedural changes as they may occur every license year.
- ✦ Carefully read the information that is populated in the system after a control number is entered.

ATTENTION VENDOR:

PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION— EVEN FOR NON-ANTLERED/HORNED SPECIES.

USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.

MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.

DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.

- ✦ Verify the control number that is displayed on the screen is the same as the physical carcass tag in hand.

5000001 2024-2025
BEAU N. ARROW SECOND TAG COUGAR 24-123456
1234567 01041983-EFQ
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

5000001 CARCASS TAG 2024-2025
BEAU N. ARROW COUGAR 24-123456
1234567 01041983-EFQ
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Keep this tag! Game storage authorized for one year from date of kill.

Cougar Tag Completed 1 of 1

If the handwritten tag looks exactly like the image above, click to proceed to Print License.

Entered Wrong Control Number

Click to go back and re-enter a different control number. No information is recorded in the system.

Unusable-Not Issued

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

- ✦ If the control number is transposed select *Entered Wrong Control Number* to return to the previous screen.
- ✦ If a mistake is made while writing the customer's information on the carcass tag select *Unusable-Not Issued* and do not discard as it must be returned to NMDGF

2024-2025

Carcass Tag Audit Schedule

- ✓ Generate a carcass tag detail report for blank/unissued carcass tags.
- ✓ Audit carcass tag bundles that have been opened.
- ✓ Report discrepancies to dgf-vendor@state.nm.us.
- ✓ Provide copy of carcass tag tracking sheet.

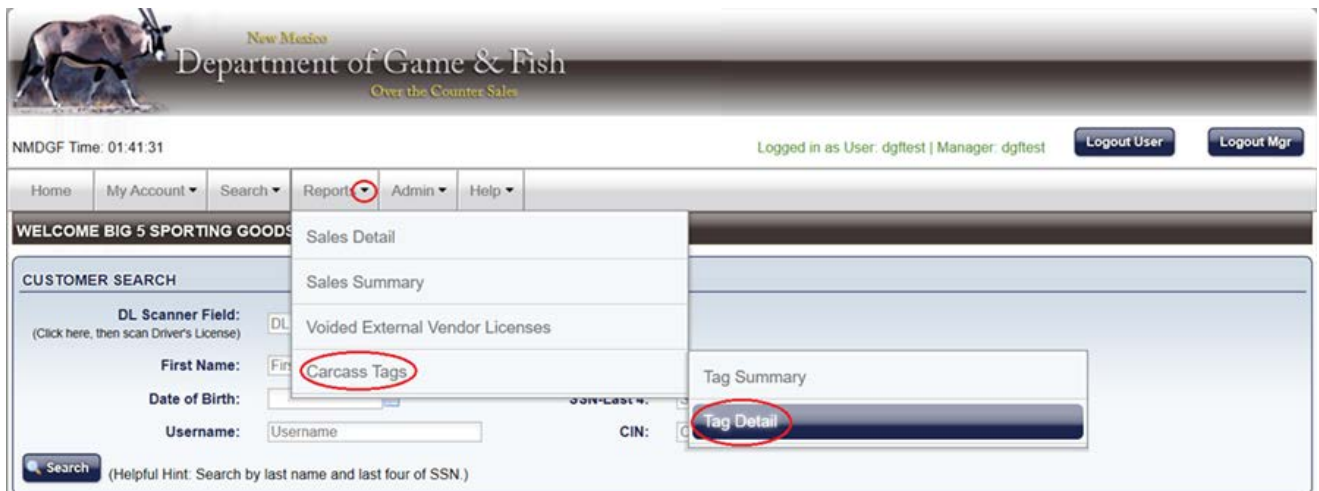
Deadline To Conduct Audit	Deadline To Report Discrepancies
June 28, 2024	July 10, 2024
August 30, 2024	September 10, 2024
October 31, 2024	November 12, 2024
December 31, 2024	January 10, 2025

License vendors should conduct carcass tag audits every other month to ensure all the blank/unissued carcass tags are accounted for and they will be given to the 10th of the following month to report discrepancies.

Carcass Tag Detail Report

The Tag Detail report allows a license vendor to search for carcass tags by status and it will provide a detailed report to show the control numbers assigned to the vendor with tag number, status, active, date and salesperson.

1. A user with manager credentials must log in the system www.vendorsales@state.nm.us to access the **Reports** option on the main menu.
2. On the dropdown list click on **Carcass Tags** then select **Tag Detail**.



3. Click on the dropdown box to select a different **Year**. Below the year, the dropdown box will provide options to generate a report based on the **Tag Status**. Select a Tag Status.

The Blank/Unissued & Unusable Tag Status should routinely be utilized by a license vendor.

4. Once the status is selected click the button to **Run Report**. The system will generate a PDF file to view and save.



Note: NMDGF personnel has access to generate reports, so it is not necessary to mail a report when returning any carcass tags.

The NMDGF strongly encourages license vendors to conduct routine internal audits before returning any voided, unusable or blank/unissued carcass tags to 1 Wildlife Way Santa Fe, NM 87507.

DUPLICATE CARCASS TAG INSTRUCTIONS

- ❖ License vendors can issue duplicate tags for any big game or turkey license that has been previously purchased, including Big Game Draw licenses.
- ❖ Customers who are successful in the Big Game Draw and did not select the e-tag option will receive a carcass tag by mail.
- ❖ Customers who purchase big game or turkey licenses online or by telephone will be mailed their carcass tag within 14 days of the purchase.
- ❖ Anytime a customer obtains a duplicate carcass tag, it will invalidate their prior carcass tag for that species.
- ❖ A \$6.00 duplicate carcass tag fee will be charged when a duplicate carcass tag is obtained.
- ❖ A reprint of the license is required after a duplicate carcass tag is issued.
- ❖ A duplicate carcass tag can not be reissued²⁷ as an E-Tag.

Issue/Reissue

Before issuing a duplicate carcass tag verify if the customer's residency status and address are correct in the system. (Pg. 14)

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2022

- Original
- Reprint
- Void

PRIVATE LAND ELK / PRONGHORN

- Original
- Reprint
- Void

CARCASS TAGS

- Tag History
- Issue/Reissue
- E-Tag Instructions

On the Customer Home Screen under the Carcass Tags section, select Issue/Reissue.

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

CUSTOMER CARCASS TAGS

TAGS

	Tag Number	Year	Species	Hunt Code	License Number
Reissue	22-661017	2022	Elk	ELK-3-806	1672642

Select Issue or Reissue for the species the customer is requesting a duplicate carcass tag for.

Note: The “Issue” status is an indicator a carcass tag has not been issued. The duplicate license/tag fee will not be charged.

The “Reissue” status is an indicator a carcass tag has been issued. The duplicate license/tag fee will be charged.

Shopping Cart

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (2) [Customer Home](#) [View Customer](#) [Edit Customer](#)

Order has been added to the cart.

VLS LICENSE YEAR 2022	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

The order will be added to the green Shopping Cart located at the top of the screen.

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (2) [Customer Home](#) [View Customer](#) [Edit Customer](#)

SHOPPING CART

SHOPPING CART

VLS Orders

Type	Items	Total	
ISSUE / REISSUE	Duplicate License Fee, Vendor Fee	\$7.00	Clear Cart

Over The Counter Hunt Applications

Type	Hunt	Fees	
Private-Land - ISSUE / REISSUE	ELK-3-806	\$0.00	Delete

Total: \$7.00

[Checkout](#) [Back](#) [Clear Cart](#) [Remove Vendor Fee](#)

Select the Shopping Cart and you will notice a combined total for the Duplicate License Fee & Vendor Fee.

Select Checkout to proceed with the sale.

Checkout

CHECKOUT

PURCHASE SUMMARY

You will be charged **\$7.00** when you submit this form.
All sales are final. Thank you.

TERMS OF AGREEMENT

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

- Your current residency status is - **RESIDENT**.
- To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment? Cash Credit Card

Electronic check payments are no longer accepted. We apologize for any inconvenience.

CASH PAYMENT INFORMATION

A cash Record Payment will be created for the Payment Amount when you press the continue button.

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the Residency Status is accurate and correct.

Once both boxes are checked the payment options will appear.

Select a payment option and Continue to process the sale.

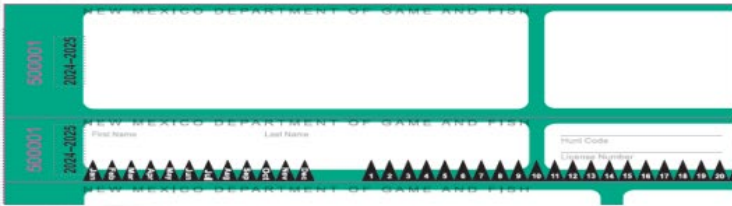
Once the sale is processed the system will prompt you to issue a duplicate carcass tag.

Vend Hunt Tags To Customer

VEND HUNT TAGS TO BEAU N. ARROW

ELK TAG 1 OF 1

ENTER THE CONTROL NUMBER PRINTED VERTICALLY AT THE UPPER LEFT CORNER OF THE TAG.



VERIFY THE CONTROL NUMBER DISPLAYED MATCHES THE TAG ON NEXT PAGE.

ENTER CONTROL NUMBER

Control Number:

[Continue Elk Tag 1 of 1](#)

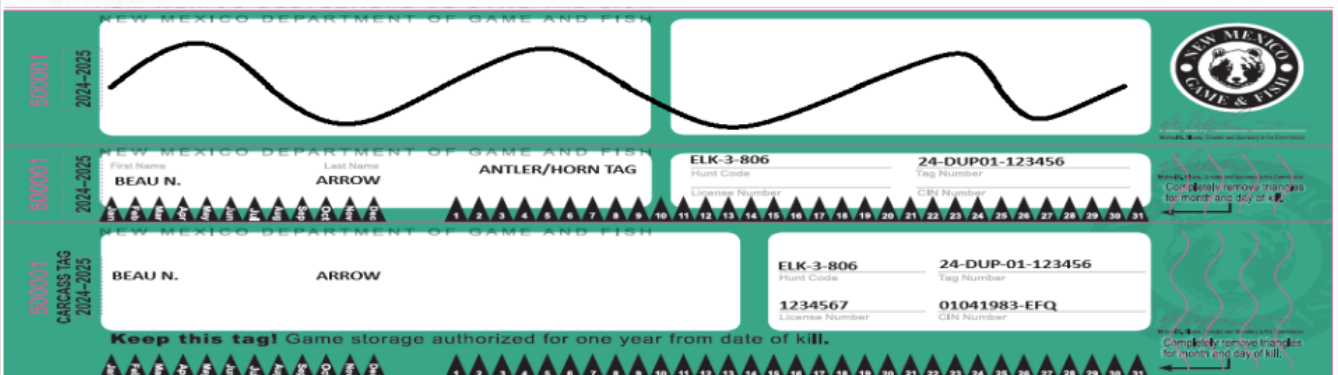
This process must be completed prior to printing any big game/turkey license, or duplicate carcass tag.

Enter the control number that is printed on the left side of the carcass tag and select Continue Tag 1 of 1.

ATTENTION VENDOR:

PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION—EVEN FOR NON-ANTLERED/HORNED SPECIES.
USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.
MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.
DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.



[Elk Tag Completed 1 of 1](#)

If the handwritten tag looks exactly like the image above, click to proceed to Print License.

[Entered Wrong Control Number](#)

Click to go back and re-enter a different control number. No information is recorded in the system.

[Unusable-Not Issued](#)

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

Verify the control number on screen matches, if it does not, then select Entered Wrong Control Number to go back and correct it.

Using a Sharpie pen; clearly write the information as it appears on the screen in the appropriate fields on the carcass tag. Do not write in cursive.

License vendors will be required to cross out the top section and potentially the middle section of the carcass tag, as shown.

When finished, the carcass tag should look exactly like what's on the screen.

Select Tag Completed 1 of 1, if the carcass tag looks acceptable.

If there's a mistake, the carcass tag is damaged or for any reason the carcass tag can't be issued, Select Unusable-Not Issued. Do not discard the carcass tag!!!

Return all unusable carcass tags postmarked by the 10th of the following month to the Department at 1 Wildlife Way Santa Fe, NM 87507.

Note: Only one control number will need to be entered if the order includes a spring turkey or cougar license. The middle section of the carcass tag will be used to tag a second spring turkey or cougar.

Order Successfully Processed

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

ORDER HAS BEEN SUCCESSFULLY PROCESSED

VENDOR: Please remind the customer - Licenses must be printed and carried when hunting, fishing or trapping. A carcass tag is also required in conjunction with any big-game or turkey license. If the E-Tag option is chosen, no physical license or tag is required.

[Print License](#) [Print Receipt](#) [Done](#)

Once the sale is completed and the carcass tag is issued, select Print License to print the license. The license must be printed every time a duplicate carcass tag is issued.

Select the Order Complete tab and select Print Receipt to print the receipt.

Select the Home tab at the upper left side of the screen to exit the customer's account.

Note: Customers may login to their DGF account to reprint their big game/turkey licenses and receipts at <https://onlinesales.wildlife.state.nm.us/>

Information For Managers

Store Payment for Cash Transactions

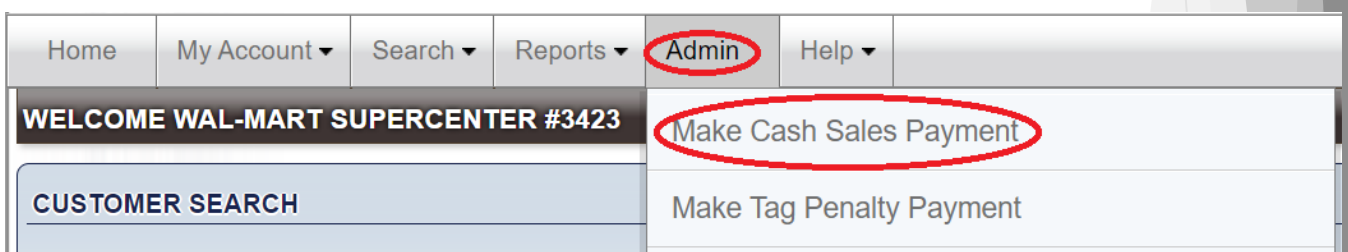
Each vendor accepting cash payments, must submit payment for cash sales to the department every two weeks or when the total amount due (including license and vendor fees) reaches \$5,000, whichever comes first.

If a vendor is more than five days delinquent in its payment for cash sales, the privilege to accept cash for department licenses and permits shall be immediately suspended, and the department shall only reactivate the vendor's full license sale privilege once payment is received in full.

A vendor that is delinquent more than three times in a license year shall be evaluated by the director, who shall determine whether to suspend, restrict or place conditions on the vendor's privileges pursuant to Subsection C of 19.30.9.8 NMAC.

Only users with manager credentials can make payments.

Select ADMIN and then select Make Cash Sales Payment



Select either the Credit Card or Checking Account payment option, enter all the necessary information and select Continue.

Payments are accepted electronically only by Visa, MC, Discover or AMEX or by entering a business or personal check.

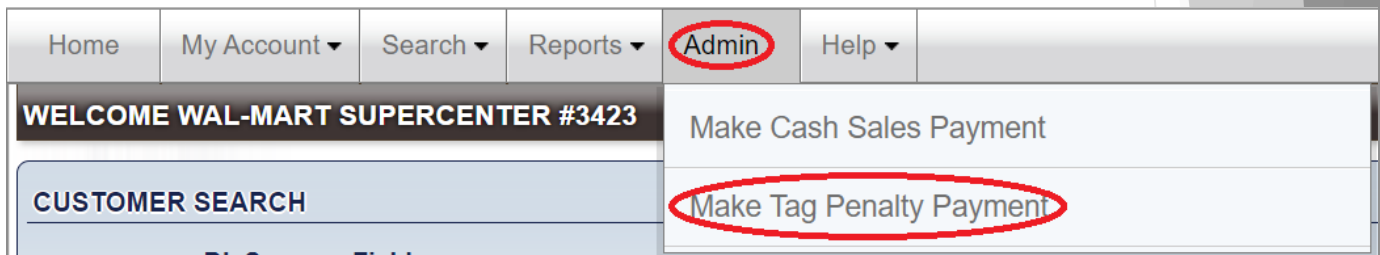
Penalty Payment For Carcass Tags

License Vendors are subject to a \$100 penalty fee for each blank/unissued and unusable carcass tag that is not accounted for on a monthly and annual basis.

Invoices for lost or discarded carcass tags will be mailed and emailed. License Vendors will be given 30 days from the date of the invoice to make a payment.

Only users with manager credentials can make payments.

Select ADMIN and then select Make Tag Penalty Payment



Select either the Credit Card or Checking Account payment option, enter all the necessary information and select Continue.

Payments are accepted electronically only by Visa, MC, Discover or AMEX or by entering a business or personal check.

The system will automatically change the status of the carcass tag(s) to Penalty Paid.

Checks or money orders may also be mailed to Vendor Licensing at 1 Wildlife Way Santa Fe, NM 87507. Please include the invoice with payment.

List of System Requirements

Operating Systems Supported:

Windows 10 IOS Version 14, 15
(Note: Safari browser is the same version)

Supported Web Browsers:

Note: browser versions are changing constantly.
The versions shown below are working with our
code. A lower version number may not.

Microsoft Edge Version 96.0.1054.57
Google Chrome Version 96.0.4664.110
Firefox Browser Version 95.0
Apple Safari
IOS Version 14 and 15

No Longer Supported:

Internet Explorer all version Windows 7

Whitelisting (not blocking) CyberSource/Wells Fargo Payment Gateway:

The information below is for the IT security team/technical support so they can verify everything for approvals and special configurations.

Below is the whitelist of IPs in yellow. The link below is where we obtained the IP documentation for CyberSource. It explains the various IP groupings to be whitelisted as well as the cybersource.com domain name.

Source Document from CyberSource:

<https://support.cybersource.com/s/article/What-IP-addresses-should-I-add-to-my-white-list-to-receive-replies-and-posts-from-CyberSource>

ACCOUNT ADMINISTRATION

What IP addresses should I add to my whitelist to receive replies and posts from CyberSource?

- May 20, 2021 • Answer
- Answer
- **CyberSource.com**

In most cases, it's sufficient to add the cybersource.com domain to your Whitelist. If, for some reason you need to add IP addresses, it's recommended that you add the full CyberSource IP range:

- **66.185.176.1 - 66.185.191.254, or**
- **66.185.176.0/20**
- ('/20' is a representation of the subnet mask)

If you prefer to add only the IP addresses currently in use, you may perform an nslookup command for the cybs-gw.ic3.com domain and add the returned IP addresses to your whitelist. Note: Though these addresses do not change often, it is good practice to periodically re-run the nslookup command to catch any new addresses.

- Secure Acceptance

All Secure Acceptance notification messaging will originate from a different range of servers and IP addresses. If you are using any Secure Acceptance services, you must add the following IP address ranges to any whitelist or filtering logic.

- **198.241.162.1 - 198.241.162.254**
- **198.241.168.1 - 198.241.168.254**
- **198.241.206.1 - 198.241.206.254**
- **198.241.207.1 - 198.241.207.254**

New POST IP ranges

In an effort to maintain service levels and increase application resiliency, CyberSource has added additional server addresses from which asynchronous transaction updates will be delivered to customers. The following types of notifications may be sent from these additional server addresses:

Services	Notification Types
Secure Acceptance	Order Notification messages
Decision Manager	Order Status Notification messages
PayPal Instant Payment Notification (IPN)	messages

If your payment or risk application receives any of these notification types and you have setup a firewall whitelist or other network filter to verify the 'origination IP address' for these types of messages, you must add the following IP address ranges to your configurations:

- **198.241.206.21**
- **198.241.207.21**

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