



# **License Vendor Manual**

**2026-2027**

# Table of Contents

## **Getting Started in the Sales System, Pages 3-11**

- 2026 License Year Announcements – 3
- Overview – 4
- License Vendor Computer Requirements – 5
- Getting Started – 6
- Manager Log-in Credentials – 7
- Setting Up Users – 9
- User Log-in Credentials - 10
- Security Measures - 11

## **Customer Accounts Pages, 12-16**

- Creating A Customer Account – 12
- Customer Identification Number (CIN) – 13
- Registering A Customer Account – 14
- Searching For A Customer – 15
- Inactive Customers/ Duplicate Customer Accounts – 16

## **License Sales & Carcass Tags Pages, 17-41**

- VLS License Sales – 17
- Informative Messages – 20
- Required Stamps & Game-Hunting License – 27
- Over The Counter Private Land Licenses – 29
- Private Land Elk/Pronghorn – 30
- Change Hunt Dates For Ranch Only, Ranch Code & Ranch-wide Licenses - 31
- Payment Credit Card/Cash – 32
- Carcass Tags, E-Tag & Duplicate Carcass Tags – 33
- Print License & Receipt/License Reprint – 40
- Voiding Licenses – 41

## **Information For Managers, Pages 42-45**

- Store Payment For Cash Transactions – 42
- Penalty Payment For Carcass Tags – 43
- Reports For Managers/Carcass Tag Reports – 44
- Contact Information - 45

# 2026 License Year Announcements

**License Fee Increase** License fees have changed this year. See pages 16-17 of the 2026-2027 NM Hunting Rules & Info booklet for details.

**Vendor Fee Increase** A license vendor fee of \$ 2.00 may apply to all over-the-counter transactions. An additional \$ 1.00 fee may be applied per carcass tag issued at non-NMDOW vendors.

---

**Dual License Year Sales from March 25-31** Beginning March 25, you'll need to choose the license year (2025 or 2026) you need to vend licenses for. All 2025-26 licenses expire March 31. All 2026-27 licenses become valid April 1. Be sure to ask customers when they plan to fish, hunt or trap before choosing the license year.

**Over-The-Counter (OTC) Licenses Available July 1** OTC Licenses for javelina, Fall turkey, private-land deer, private-land pronghorn, private-land Barbary sheep, secondary management zone private-land elk and the federal duck stamps will be available beginning July 1.

---

## Free Fishing Weekends – Save The Dates

**June 6-7, 2026** - New Mexico Free Fishing Weekend. No license required (all other fishing rules apply)

**September 26-27, 2026** - National Hunting and Fishing Day. No fishing license required (all other fishing rules apply)

**Gila Trout Permit** Is a permit required ONLY for Black Canyon, Gilita Creek, Mineral Creek, Mogollon Creek, Sapillo Creek, West Fork Gila River (headwaters to East Fork confluence), Whitewater Creek, and Willow Creek (including tributaries). The Department tracks how many of these permits are issued, therefore please **DO NOT** vend this permit unless customer specifically requests it.

---

**Carcass Tag Audit Schedule & Carcass Tag Tracking Sheet** It is recommended to conduct carcass tag audits every other month to ensure all the blank/unissued (unused) carcass tags are accounted for. The schedule is available on the NMDOW website. A carcass tag will automatically be displayed in the system as "issued" when it is properly vended through the system. License vendors should maintain a carcass tag tracking sheet and document each carcass tag that is issued. This will help resolve any issues with control numbers that may have been transposed or carcass tags that have been given to customers without being vending it through the system.

**Carcass Tags** A carcass tag is required in addition to the printed license for all big-game and turkey hunts. License vendors will issue a carcass tag with each big-game or turkey license they vend they and can also issue duplicate tags for any applicable license the customer has previously purchased. Only one control number will be required with any purchase of a cougar and spring turkey license. A Second Tag will be included with the antler/horn and carcass tag.

**Duplicate Carcass Tag Fee** A \$6.00 Fee will only be charged when a duplicate carcass tag is obtained. A reprint of the license will be required when a new control number is issued. This fee will be charged in addition to the vendor fee.

**E-Tag Option** Customers may choose to e-tag their big-game animal or turkey when purchasing their license(s). If they choose to receive a physical carcass tag, they cannot convert it to an e-tag. If the e-tag option was used for the prior 2025-2026 license year, customers must uninstall and reinstall the NM E-Tag App for the 2026-2027 license year.

**Big Game Draw License Reprint** Applicants who are successful in drawing big game licenses will receive their carcass tags in the mail if they did not choose the e-tag option. License vendors must issue duplicate carcass tags to reprint big game draw licenses.

---

**Private Land Elk/Pronghorn** Ranch numbers are no longer required when vending private land elk and pronghorn antelope licenses. Customers must provide authorization numbers which for elk, start with EM-123456 (mature bull), EE-123456 (either sex), EA-123456 (antlerless/cow) or SMZ-1234567 (special management zone). For pronghorn antelope authorization numbers will start with AM-123456 (mature buck) or AF-123456 (female/immature male).

**Private-Land OTC Pronghorn Antelope** Private-land pronghorn licenses are available to purchase over-the-counter. A public land hunt code must be selected when purchasing these licenses. A game hunting license and the HMAV will be required at time of purchase. There is a limit on the number of private land pronghorn licenses sales on GMU's 41, 42, 47, 56, 57, 58 & 59.

# Overview

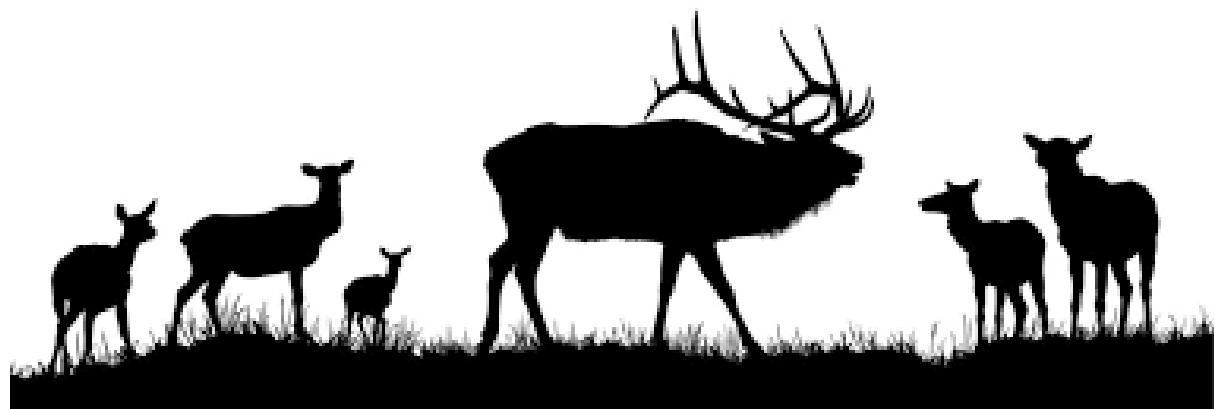
New Mexico Department of Wildlife license vendors use a web-based sales system also known as the Vendor Licensing System (VLS) to vend hunting, fishing and trapper licenses.

The system is based on a unique customer identification number (CIN) which includes the date of birth, a dash and three random generated letters.

It provides customer-based smart sales options. The fees for licenses, permits and stamps are based on age, residency and military status.

The system accepts Visa/MC/AMEX/Discover and gives each license vendor the option to take cash.

License vendors are subject to certain conditions and eligibility requirements when they choose to accept cash for license sales.



# License Vendor Computer Requirements

Any modern computer with a USB port,

A plain paper printer,

PDF reader (such as Adobe®) software installed,

---

Operating Systems Supported:

Windows 10

IOS Version 14, 15 (Safari browser is the same version.)

---

\*A high-speed internet connection:

Google Chrome

Microsoft Edge

Firefox Browser

Apple Safari

No Longer Supported:

Internet Explorer All Versions

Windows 7

---

\*Browser versions change constantly. A lower version number may not work with our code. It is recommended for license vendors to perform routine updates to ensure they are using the latest versions of their internet browsers.

---

The license vendor is responsible for all costs pertaining to the internet service provider, computer, monitor, printer and supplies needed to utilize the vendor licensing system.

A carcass tag printer is not an available option for license vendors.

# Getting Started

License vendors are provided with a username and password for the primary contact (manager), this person will have “manager” credentials.

The manager can then create usernames and passwords for all other users—these people will have “user” credentials.

License vendors may have “users” changed to “managers” by contacting vendor licensing (see page 45 for contact information).



# Manager Log-in Credentials

## Global Announcement:

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

## Message For Vendor:

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

---

## To Log-in:

Go to [vendorsales.wildlife.state.nm.us](http://vendorsales.wildlife.state.nm.us),

The site requires a two-step login,

A manager must log in with username and password (opening the terminal for sales),

A user must then log in, which will be the actual salesperson. (The manager may also be the user.)

The manager's session will automatically stay open for 9 hours unless the manager logs out.

## To Log-out:

Managers can log out when needed;

Managers must enter their username and password to log out.

At the top right of the screen the system displays who is logged in.

## Store Level Managers:

Can assign and deactivate store users (p. 9);

Can void licenses within the noted guidelines (p. 41);

Can run reports: (p. 44)

Sales Detail/Carcass Tag Detail

Sales Summary/Carcass Tag Summary

Can make payments for cash collected (p. 42).

## Adding Store Managers

A manager should set up the person as a user in the system, then contact vendor licensing to change the user to a manager.

# Setting Up Users

On the **Home** screen go to **Search**:

Select **Users**,

Then select **Add User**,

Enter a **User Name**

Must be unique, 4-15 letters or numbers with no special characters;

The Department strongly recommends choosing a username with which you can identify the user as an individual, such as first initial and last name, or an employee number.

Enter the **First Name** and **Last Name, Middle Initial**

Enter user a generic **Password**, for example: Huntfish@2026.

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.

Please refer to the *Password Reset Instructions* that are accessible by selecting Help on the Home screen.

For new users, check the **Active** box,

To deactivate a user, uncheck the Active box.

Select **Save**.

# User Log-in Credentials

A user can only log in if a manager is logged in.

Users will enter their username and password.

User log in will time out after 30 minutes without activity—after that time the user will automatically be logged off,

Only one user at a time can be logged in.

**Notice:** The system will automatically deactivate usernames for all personnel with “user” credentials that have not logged in for 90 days.

Active users with manager credentials will continue to have the ability to reactivate usernames for those individuals that need to regain access.

# Security Measures

Usernames in the system are unique and should identify the person so the license vendor can:

- Follow up with transactions,
- Address licensing issues,
- Track sales and unusable carcass tags on reports.

**Notice:** Usernames and passwords should not be shared.

Users and managers should log out if leaving the terminal unattended.

# Creating A Customer Account

Customers must have a valid account with a customer identification number (CIN) to purchase hunting, fishing or trapper licenses. If a customer is not in the system (see Searching for a customer, page 15), the license vendor must select “**Create a new Customer**” and enter all the required information to create an account.

All the required information to create an account is marked by an asterisk and it can be found on the customer’s driver’s license (if they are 18+ years old.).

## Required Information:

Legal first name

Legal last name

Date of birth

Last four digits of social security number

Enter 0000 if the customer does not have a SSN

Gender

Height/Weight

Eye/Hair Color

Once an account is created, only Department personnel can change the identifying information highlighted above.

## Customer Residency Status:

Customers must answer if they are a resident of New Mexico—yes or no.

If they are a New Mexico resident, they must provide the date residency was established. A customer must have lived in New Mexico for 90 days to claim residency and not claim residency in another state.

Please enter the physical address for the customer. If the customer has a foreign address the state field is left blank and the province/country, city and zip code fields will have to be entered.

If the customer has a New Mexico address but has not lived in New Mexico for 90 days, they must be marked as a nonresident, and the address can be entered.

A primary phone number is required.

Select **Save Customer**.

## Customer Identification Number (CIN)

When a customer's information is entered, they should be unique in the system, and the system should generate a message if an account already exists.

A unique Customer Identification Number (CIN) is assigned to a customer when an account is created:

The CIN consists of the customer's complete date of birth, mmddyyyy, followed by a dash and three randomly assigned letters, i.e., 01041983-EFQ.

This allows the Department to provide license options suitable for the customer profile. The license fees are based on age, residency and military status.

It allows the Department to prevent duplicate license sales (can't buy a fishing license twice) and to issue only true duplicates (reprints).

It allows the Department to keep accurate records related to individual hunting, fishing, and trapper privileges.

# Registering A Customer Account

An “Unregistered” Customer is a customer who has a partial account in our database.

If a customer has an unregistered account, you will need to enter all required information to register the account.

Information required from the customer is marked by an asterisk.

A driver’s license number and state may be entered; this is NOT required information, but it is useful to our game wardens.

License vendors may enter a hunter education number for a course that was completed out of state for a customer who is 17 years old and younger.

An email address is requested but is not required. It allows the customer to receive electronic copies of their hunting, fishing & trapper licenses and receipts for online purchases. It also allows the Department to notify Big Game Draw applicants if they are successful in drawing big game or turkey licenses.

# Searching For A Customer

On the **Customer Search** screen the most effective search is by last name and the last four digits of the social security number.

This may produce multiple choices, which will then allow you to pick the correct one by verifying their date of birth. (DOB is part of the CIN).

You may use any or all of the search fields available—the less information you search by, the more results you will get. The more information you search by, the narrower your results will be.

Search by the CIN or the Username should provide exact matches as these fields are unique in our system.

**CUSTOMER SEARCH**

<b>DL Scanner Field:</b> (Click here, then scan Driver's License)	<input type="text" value="DL Scanner Field"/>	<b>Last Name:</b>	<input type="text" value="Last Name"/>
<b>First Name:</b>	<input type="text" value="First Name"/>	<b>SSN-Last 4:</b>	<input type="text" value="SSN-Last 4"/>
<b>Date of Birth:</b>	<input type="text"/> 	<b>CIN:</b>	<input type="text" value="01041983-EFQ"/>
<b>Username:</b>	<input type="text" value="Username"/>	<b>Search</b> (Helpful Hint: Search by last name and last four of SSN.)	

A search may return multiple customer results.

Work with the customer to determine which account is the correct one.

A search may return an unregistered customer or an inactive customer.

# Inactive Customers

An “inactive” customer is a customer whose account has been deactivated by the Department.

Look for an active account using any two combinations of first name, last name, DOB and last four of SSN.

View the results you receive and determine if any are the correct customer.

Customer accounts may be in a dormant status due to (3) years of inactivity.

Using the same search criteria will reactivate a dormant customer account.

# Duplicate Customer Accounts

If you find duplicate customers in your search, you will need to verify the customer’s date of birth and last four of their SSN.

If this information is different, use the account with the correct information. If it is the same, use the first account that displays.

Inform the customer they have two (or more) accounts.

Ask the customer to contact the Department to resolve the issue (888-248-6866).

Click **Select** once you have verified that you have the correct customer.

# VLS License Sales

On the **Customer Home** screen, under the **VLS License Year** section the license vendor has the option to vend, reprint or void over-the-counter hunting, fishing and trapper licenses, stamps, and other permits.

## VLS LICENSE YEAR



The Available VLS Items screen will have three columns for hunting/trapping, fishing and permits, stamps and fees. Each section will include a description and fee for each item.

A screenshot of a software interface titled 'AVAILABLE VLS ITEMS'. At the top, there is a navigation bar with links for Home, My Account, Search, Reports, Admin, and Help. Below the navigation bar, the text 'Customer : BEAU N. ARROW CIN : 01041983-EFQ' is displayed, along with a 'Shopping Cart' icon showing '( 0 )'. On the right side of the top bar are three buttons: 'Customer Home', 'View Customer', and 'Edit Customer'. The main area is titled 'AVAILABLE VLS ITEMS' and contains three buttons: 'Review Order' and 'Cancel'. Below these buttons are three tabs: 'HUNTING / TRAPPING', 'FISHING / HUNTING AND FISHING', and 'PERMITS / STAMPS / FEES'.

The VLS Items screen will automatically display the license fees based on age, residency & military status. Therefore, you will see different prices listed for customers who are residents/non-residents, under 17 yrs., 18-64 yrs., 65-69 yrs., 70 yrs. & over and customers who are on active duty or veterans.

If the selections or fees appear incorrect, check the customer's information (age, residency, military discounts) by selecting **View Customer** or **Edit Customer** to ensure their information correct in the system.

# VLS License Sales-continued

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

Select **Edit Customer**



Verify if the customer is resident/nonresident. Select **Yes** or **No** to the NM Resident question. If applicable, enter the Residency Date. (The date must be 90 days in the past to claim residency.)

Verify the customer's physical address and update it, as necessary. Select **Submit** to save any changes that are made.

---

To vend a license that does not require a carcass tag (fishing, trappers), below the

**VLS License Year** column select:

**Original,**

Select the **(add to order)** box on all the items the customers wants to purchase.

Once the selections are made select **Review Order,**

Review customer selections and if the choices are incorrect, select **Edit Selection**

Uncheck the **(add to order)** box for the incorrect item to remove it from the order.

When the order is correct select **Add to Cart,**

# VLS License Sales-Completing Order

If the order is complete, select the **Shopping Cart**,

Review the order and total amount with the customer to confirm.

Once order is confirmed, select **Checkout**,

The customer must acknowledge the Terms of Agreement and agree to follow New Mexico hunting and fishing laws;

Please ask the following terms to the customer:

Do you understand that you are subject to all Department of Wildlife rules & regulations? Do you certify that you are providing accurate information, and you accept responsibility for all applicable fees?

**Check the box** to acknowledge that you have read the Terms of Agreement.

The customer must also confirm their current Customer Residency Status.

**Check the box** to confirm the Residency Status is accurate and Correct

Select **Cash** and **Continue**; OR if the **Credit Card** is selected, enter the required information and **Continue**.

If the license sale is for big game or turkey, the system will prompt you to issue a carcass tag. Refer to pages 34-35 for carcass tag instructions.

When the order has been successfully processed, select **Print License & Print Receipt**.

# Informative Messages

## Purchase Conflict

The system will populate informative messages to notify license vendors if the customer is purchasing an item they already have, if they are ineligible to purchase an item or to verify if they are eligible for the military discount.

If you select a license a customer has already purchased in the current license year, you will receive an error stating there is a “conflict with an existing purchase.”

The pop-up box will display the conflicting licenses.

Inform the customer of the conflict and ask if they need a license reprinted instead.

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.

## Hunter Harvest Conflict

All barbary sheep, deer, elk, ibex, javelina, oryx, pronghorn, turkey and trapper license holders must submit a harvest report, whether they hunted or harvested.

If you receive a message displaying that a customer did not file a harvest report,

Inform the customer they will have to file the report online or by phone before purchasing the license.

Harvest reports can be filed by calling 888-248-6866 during normal business hours (M-F 8am-5pm) closed holidays and weekends.

License vendors cannot file harvest reports for customers.

# Informative Messages-continued

## Resident Active Duty or Military Discount

The Active-Duty Military and Veteran discounts apply to New Mexico 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.

Members of the National Guard or Military Reserve Component and commissioned officers of the U.S. Public Health Service or National Oceanic and Atmospheric Administration who have completed a minimum of six years of continuous honorable service.

The resident active duty/military discount message will populate every year for anyone who has previously claimed the discount.

Please read the messages that are displayed to the customer.

On the **MILITARY DISCOUNT FOR 2026 LICENSE YEAR** message,

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

If the customer is on active duty or a veteran an additional message, **TERMS OF '2026 MILITARY ACTIVE DUTY' DISCOUNT** 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.

Customers who are eligible for the active duty/military discount must contact NMDOW to claim the discount if the system does not automatically display the highlighted messages.

Veterans who submit a Member 2 or 4 DD Form 214 to the Department will be claimed & verified in the system and they will not be required to provide proof of service if they remain residents.

# Informative Messages-continued

## Harvest Information Program (HIP) Number

Also known as the Migratory Bird Permit.

A federal validation is required of any hunter purchasing a game-hunting license who intends to hunt migratory birds in the upcoming season.

Migratory birds include doves (except Eurasian collared doves), band-tailed pigeons, sandhill cranes, ducks, geese, coots, common moorhens, snipes, soras, and Virginia rails.

The survey questions future hunters about the previous year's results, ask each question in the survey and record the customer's answers.

Customers who purchase any type of game-hunting license should be asked:

“Do you intend to hunt migratory birds this year?”

If they say “Yes” they need the HIP validation;

If they say “No” they do not need the HIP validation.

# Informative Messages-continued

## Handicapped Licenses

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

The attestation below will pop-up 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.

**IMPORTANT!** You have selected a resident handicapped license. Handicapped licenses are available to any resident of New Mexico that has a severe physical or developmental disability. To qualify, an applicant must have one or more disabilities that substantially limit one or more major life activities. See the appropriate rules and information booklet for details. All other laws and rules must be followed.

**By accepting this acknowledgment, I certify that I meet established requirements as documented in Chapter 17 NMSA 1978 to possess this type of license.**

# Informative Messages-continued

## License Restrictions

 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.

If the message above populates after you search for a customer, the customer must call the Revocation Manager at 505-476-8065.

Customers who violate any rule stated under the Hunting and Fishing License Revocation 19.31.2 NMAC Rule may have their accounts restricted by the Department.

New Mexico is a member of the Interstate Wildlife Violator Compact (IWVC) and may recognize the suspension or revocation of license privileges of any person listed as a wildlife violator by another participating state. New Mexico will notify IWVC of all revocations, and other states may reciprocate New Mexico's revocations.

**DO NOT** attempt to create another customer account if you receive this message.

# Informative Messages-continued

## 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 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.

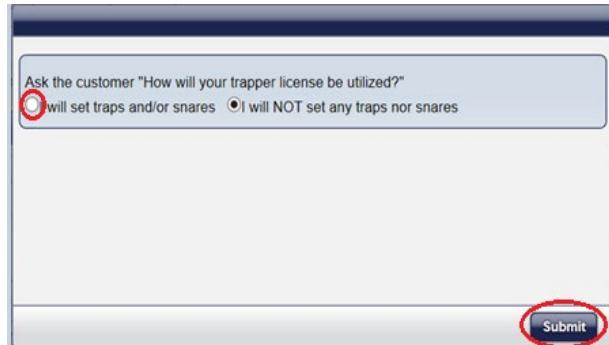
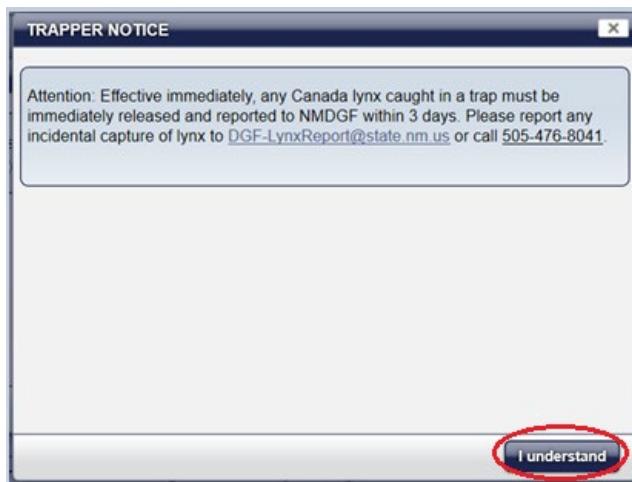
The system will generate this message if a customer is purchasing a cougar license but has not completed the cougar quiz.

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.

# Informative Messages-continued

 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 above will also populate.

Please read the Trapper Notice to the customer and select *I 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 ONLY (WHEN TRAPS OR SNARES WILL NOT BE USED)

Completion of the NM Furbearer Hunt Course will enable the customer purchase a Trapper license only for hunting of protected furbearers without the use of traps or snares.

## 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.

# Required Stamps & Game-Hunting License

**Stamp Requirement Notice** 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.

License vendors must publicly display the stamp requirements. Stamp requirement signs are available and provided by NMDOW.

The Habitat Management & Access Validation, or HMAV, will automatically be added to the shopping cart with the first purchase a game hunting, fishing or trappers license.

A pop-up box may appear regarding stamps, if this appears, the customer does not have the Habitat Stamp and/or HIP number in their account.

A game-hunting license pop up box may appear if they are purchasing a big game or turkey license and they do not have a game-hunting license through the Department.

# Required Stamps - continued

## Habitat Management & Access Validation

The Habitat Management & Access Validation (HMAV) is required for anyone 18 and older for fishing, hunting, and trapping. It will automatically be added to the first purchase of any hunting, fishing or trapper license.

It is not required in conjunction with any free license or privilege (fishing licenses for residents 70 yrs. & older, 100% disabled veterans who carry a DAV card)

Funds from the sale are used to lease access to private lands for public use, provide public access to landlocked public land, and provide improvement, maintenance, development and operation of State Wildlife Commission property for fish and wildlife habitat management.

## Habitat Stamp

The Habitat Stamp is required for fishing, hunting, and trapping ONLY on U.S. Forest Service or Bureau of Land Management Lands (public land).

It is required for anyone over 12 yrs. old in conjunction with any purchase of a game hunting license and/or big game/turkey licenses.

It is not required in conjunction with any free license or privilege (fishing licenses for residents 70 yrs. & older, 100% disabled veterans who carry a DAV card)

Funds from the sale of habitat stamps are used to improve wildlife habitat.

# Over The Counter (OTC) Private Land Licenses

Customers must possess written permission from the landowners to hunt on private land, but they are not required to provide proof of the written permission to purchase over-the-counter (OTC) private land licenses.

Starting in April, license vendors will be able vend OTC private-land oryx licenses. After July, license vendors will be able to vend OTC private-land licenses for deer, pronghorn antelope and barbary sheep.

License vendors must verify the residency status & address with a customer before vending any OTC private land licenses.

To vend an OTC private land license, on the **Customer Home** screen, under the **VLS License Year** column select, **Original**,

Under the **Hunting/Trapping** column select a **Weapon** and **Hunt** from the drop-down box of the private land only license,

When selecting a weapon & hunt, you are selecting a hunt code that coincides with the Big Game Draw. The hunt codes can be found in the current Hunting Rules & Info. booklet.

You must confirm with the customer they are purchasing the correct hunt by verifying the hunt dates and game unit before proceeding to the next step.

Select the **(add to order)** box,

Select the **(add to order)** boxes for the game hunting license and applicable stamps if not previously purchased. Only the HMAV is required to hunt on private land.

Once the selections are made select **Review Order**,

Once order is confirmed, under the **Choose Tagging Option**,

The system will default to **Issue** a physical carcass tag.

Only select the E-Tag Option, if the customer wants an e-tag. You will not be prompted to issue a tag if it is selected.

Select **Add To Cart**

Select the **Shopping Cart**,

Select **Checkout**,

Proceed with checkout by acknowledging the terms of agreement with the customer, confirm their current residency status and select the method of payment.

After the payment is processed the system will prompt you to issue a carcass tag. Refer to pages 34-35 for carcass tag instructions.

Spring & Fall turkey, bear, cougar and javelina licenses are vended by following the same steps. Starting April, license vendors will be able vend Spring turkey and cougar licenses. After July, license vendors will be able to vend Fall turkey, bear and javelina licenses.

# Private Land Elk/Pronghorn

The New Mexico Department of Wildlife distributes a portion of the state's elk and pronghorn hunting opportunities to private-land owners. Private-landowners receive elk and pronghorn antelope authorizations from the Department which can be used by customers to purchase private-land licenses.

Customers must provide authorization numbers which for elk, start with **EM-123456 (mature bull)**, **ES-123456 (either sex)**, **EA-123456 (antlerless/cow)** or **SMZ-1234567** (special management zone). Pronghorn antelope authorization numbers will start with **AM-123456** (mature buck) or **AF-123456** (female/immature male).

A game hunting license along with applicable stamp(s) are required with the purchase of a private land elk/pronghorn license, and if necessary, they can be added to the shopping cart under VLS License Year section.

The license vendor may verify if the customer has purchased a game hunting license and applicable stamps. Please refer to page 40 for the License Reprint instructions.

The license vendor must verify the customers' residency status/address. (Refer to Page 18).

On the **Customer Home** screen, under the **Private Land Elk/Pronghorn** section the license vendor has the option to vend, reprint, change hunt dates or void private-land elk and pronghorn antelope licenses.

To vend a license, below the **Private Land Elk/Pronghorn** column select:

**Original,**

Enter the authorization number provided by the customer, which will include two or three letters followed by a dash & six or seven numbers.

Select **Continue**,

If the system indicates the authorization number has been sold or issued to a different customer, the customer must contact the landowner who issued it to them.

On the **Select Hunt To Vend** screen, select the drop-down box to view all the available hunt codes & hunt dates. Ask the customer what hunt dates and weapon type they would like to select. The weapon type is included with the hunt code.

ELK-1-1234 – Any Legal Weapon/Rifle, ELK-2-1234 – Bow, ELK-3-1234 – Muzzleloader

Select a **Hunt**,

Select **Vend To** [Customer Name],

# Private Land Elk/Pronghorn - continued

On the **Hunt Information** screen, verify all the hunt information with the customer. If the *Description* indicates it is unit-wide, the customer will need to possess both the HMAV and habitat stamps.

If the authorization number is for a ranch only, or a ranch code that starts with SMZ, or ranch-wide (pronghorn antelope), the customer will need to only possess the HMAV.

If the authorization number is for a ranch only, or a ranch code that starts with SMZ, the customer must provide a start and end date for five consecutive hunt days. For ranch-wide (pronghorn antelope), the customer must provide a start and end date for three consecutive hunt days.

Under the **Hunt Dates** section, enter a Start Date and End Date,

Select **Vend To** [Customer Name],

On the **Review Order** screen, confirm the total amount with the customer,

Under the **Choose Tagging Option**, the system will default to **Issue** a physical carcass tag.

Only select the E-Tag Option, if the customer wants an e-tag. You will not be prompted to issue a tag if it is selected.

Select **Add To Cart**

Select the **Shopping Cart**,

Select **Checkout**,

Proceed with checkout by acknowledging the terms of agreement with the customer, confirm their current residency status and select the method of payment.

After the payment is processed the system will prompt you to issue a carcass tag. Refer to pages 34-35 for carcass tag instructions.

## **Change Hunt Dates For Ranch Only, Ranch Code & Ranch-wide Private Land Licenses**

A customer may change the allotted three or five days to hunt on their license before the start of the original hunt date without having to void the license.

On the **Customer Home** screen, under the **Private Land Elk/Pronghorn** section select:

**Reprint**,

Choose **Select**, located to the left of the elk or pronghorn antelope license.

Under the **Hunt Dates** section, you must verify the Start Date is a future date and the date has not passed.

Enter a new Start Date and End Date,

Select **Add To Cart**

**Notice:** A duplicate carcass tag must be issued when the hunt dates are changed. Please refer to page 38 for the duplicate carcass tag instructions.

## Payment-Credit Card

We accept Visa/MasterCard/AMEX/Discover credit/debit cards.

Type in the required information for credit/debit card payments including the customer's zip code and security code located on back of the card.

If you receive an error message for the customer to contact their financial institution, you may reenter their credit card information and process it again.

If you continue to receive the error message, the customer should contact their financial institution or provide a different a credit card. The customer may have insufficient funds on their credit card, or they may have to authorize their financial institution to release the funds.

Credit Card payments go directly to the Department.

## Payment-Cash

Cash payments are accepted by choosing the "Cash" option.

Each license vendor accepting cash must submit payment for license sales to the Department every two weeks or when the total amount due reaches \$ 5,000; whichever comes first.

Refer to page 42 for information on payment to the Department of Wildlife.

# Carcass Tags

The Department will consign carcass tags to each license 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.

## Helpful Tips to Avoid Financial Liability

- ✓ Keep all unusable and unissued/blank 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 reports.
- ✓ Maintain a written log or carcass tag tracking sheet (optional).
- ✓ Report discrepancies to the Department and request assistance, as necessary.
- ✓ Stay informed of procedural changes as they may occur every license year.

# Issuing Carcass Tags

A carcass tag and license must be issued in conjunction with any big game or turkey license sale.

After completing a sale that includes a big game or turkey license the license vendor will enter the six-digit control number that is printed on the carcass tag and select **Continue Tag 1 of 1**.

The system will then display the completed carcass tag as it should appear.

The license vendor must clearly handwrite the information contained in all the fields using a thin sharpie, including the squiggly line on the top section as shown in the system.

The completed carcass tag should look exactly like what is displayed on the screen.

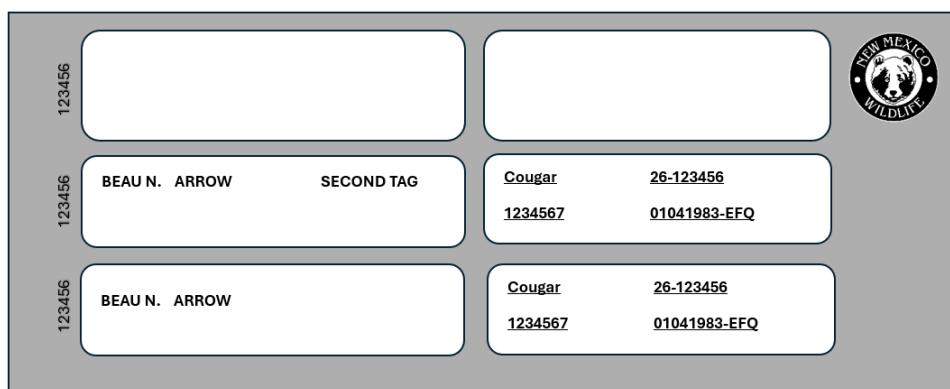
**Please write the information displayed in all fields clearly. You must complete the antler/horn tag (middle) portion as well as the carcass tag (bottom) portion even for non-antlered/horn species.**

**You have 9 minutes before the screen times out.**

**Use the provided sharpie and write 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.**



**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 a control number as unusable in the system. You may enter a different control number to rewrite the tag.

# Issuing Carcass Tags-continued

If there are no mistakes on the handwritten carcass tag, select **Tag Completed** to issue the tag.

If the sale included more than one big game license, repeat these steps until all the carcass tags are issued.

Once the carcass tag(s) are issued the license vendor will select **Print License** and then **Print Receipt**.

The tag number is an eight-digit number ( i.e. 26-123456), which is different from the six-digit control number, is printed on the license and it should match the tag number that is handwritten on the carcass tag .

If the control number was entered incorrectly, select **Entered Wrong Control Number** to return to the previous screen and enter the correct control number.

If a mistake is made while handwriting the information on the carcass tag, the license vendor should select **Unusable-Not Issued** and then write “UNUSABLE” in large letters across the face of the carcass tag.

**DO NOT DISCARD THE TAG!**

All unusable tags must be returned to the Department by 10<sup>th</sup> day of the following month to avoid financial liability.

License vendors will receive an invoice for unusable carcass tag(s) that have not been returned after 30 days of noncompliance. The penalty fee(s) may be waived if the unusable carcass tag(s) can be returned.

# E-Tag Option

On the Review Order screen license vendors can select the E-Tag Option for the purchase of any big game or turkey license and add it to the cart.

CHOOSE TAGGING OPTION		
Species		
Ibex License:	<input type="radio"/> Issue Tag	<input checked="" type="radio"/> E-Tag Option - No tag will be issued
<b><a href="#">Edit Selection</a></b> <b><a href="#">Add To Cart</a></b>		

Once the sale is processed the system will not require the license vendor to issue a carcass tag.

The system will automatically populate the screen to print the license and receipt for the customer.

The license will include an additional page of information and instructions;

## **E-TAG OPTION INFORMATION AND INSTRUCTIONS**

- You have chosen the E-Tag option. You are now required to install the NM E-Tag app on your smartphone, log in to your account to upload your license information, and must be able to display your license on your phone at all times while in the field.
- It is your responsibility to ensure that your smartphone is operational and charged at all times.
- Upon harvesting an animal, you will obtain your E-Tag number through the app, and must then write the E-Tag number, CIN and date of kill on a durable material in permanent ink and attach it to the animal as required for physical tags.
- If an antler or horn tag is required, you will need to write the information on durable material a second time and attach it to the antler or horn as required for physical tags.
- If you decide you'd prefer a physical carcass tag, you may purchase a duplicate tag at any license vendor or NMDGF office for a \$6 fee. If a physical tag is purchased, the E-Tag option will be invalidated and may not be reselected.

## E-Tag Option - continued

The NM E-Tag app will be operable in field even if the customer is out of cell service.

The license must be verified prior to leaving cell service, the customer must not log out of the app and their smartphone/device must be fully charged.

If the e-tag option was used previously for the 2025-2026 license year, customers must uninstall and reinstall the NM E-Tag App for the 2026-2027 license year.

Customers **MUST** be able to show their license on their smartphone/device.

Customers choosing to e-tag must still submit a harvest report.

Customers may obtain a duplicate carcass tag for \$ 6.00 if they decide to change their tagging option and want a physical carcass tag instead.

Once a physical carcass tag is issued to a customer, they will not be able to change it to an e-tag.

# Duplicate Carcass Tags

License vendors can issue duplicate carcass tags for any big game or turkey license that has been previously purchased, including Big Game Draw licenses.

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

Select **Issue** or **Reissue** next to the species that requires a duplicate carcass tag, and the system will add the \$ 6.00 duplicate carcass tag fee to the Shopping Cart.

Select the green **Shopping Cart** and then select **Checkout**

Check the boxes to acknowledge the **Terms of Agreement** and verify the **Customer Residency Status**

After selecting **Cash** or **Credit Card** and completing the sale,

The license vendor will enter the six-digit control number that is printed on the carcass tag and select **Continue Tag 1 of 1**.

The system will then display the completed carcass tag as it should appear.

The license vendor must clearly handwrite the information contained in all the fields using a thin sharpie, including the squiggly line on the top section.

The completed carcass tag should look exactly like what is displayed on the screen.

If there are no mistakes on the handwritten carcass tag, select **Tag Completed** to issue the tag.

Once the carcass tag is issued the license vendor will select **Print License** and then **Print Receipt**.

A duplicate carcass tag can not be reissued as an E-Tag.

# Carcass Tags When Bag Limit is 2

123456			
123456	BEAU N. ARROW	SECOND TAG	<u>Cougar</u> <u>26-123456</u> <u>1234567</u> <u>01041983-EFQ</u>
123456	BEAU N. ARROW		<u>Cougar</u> <u>26-123456</u> <u>1234567</u> <u>01041983-EFQ</u>

Only one control number (carcass tag) will be required with any purchase of a cougar and Spring turkey license.

The system will display how to complete the middle and bottom sections of the tag. The middle section will require either “Second Tag,” “Antler/Horn Tag” or “Invalid-Do Not Use” to be handwritten in addition to other required fields.

License vendors will not be required to handwrite the top portion of the carcass tag but must cross it out as shown on the screen.

# Print License & Receipt

A PDF reader, such as Adobe® must be installed.

Once payment has been submitted and any carcass tags have been issued for the order, the license vendor can print the license and receipt.

Customer receipts cannot be reprinted through the vendor licensing system. However, customers may log-on to their account online at [onlinesales.wildlife.state.nm.us](http://onlinesales.wildlife.state.nm.us). to reprint receipts.

## License Reprint

On the **Home** screen, search for the customer by their name and the last four digits of their SSN.

Under the **VLS License Year** section select **Reprint**.

The licenses that are available to reprint will be displayed.

(Draw licenses are not available to reprint unless a duplicate carcass tag is issued.)

**Select** the license that you want to reprint.

Select the green **Shopping Cart**; The system will automatically charge a vendor fee

(This fee can be waived at license vendor's discretion by selecting **Remove Vendor Fee**)

Select **Checkout**.

Select **Print License** to print the license.

# **Voiding Licenses**

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

Under the **VLS License Year or Private Land Elk/Pronghorn** section select **Void**.

Select the license that needs to be voided.

Select **Void (update payments)**

This will automatically generate a full refund to the original credit card.

If the customer paid with cash, it must be refunded manually.

License vendors are responsible for all cash transactions in their location. The Department will not void cash sales for license vendors.

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

# Store Payment For Cash Transactions

License Vendors may accept cash for license sales without securing a surety bond if they have a credit score of 550 or higher.

License vendors 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 license vendor is more than five (5) days delinquent in payment, Vendor privileges to accept cash for license transactions shall be suspended and the Department shall only reactivate the vendor's privileges once payment is received in full.

License vendors will be notified by email on a weekly basis, and messages will be posted under the **Message For Vendor** section when payments for cash transactions are due.

To make payment a user with manager credentials must log-in the system.

On the **Home** screen select **Admin**

Select **Make Cash Sales Payment**

Select either **Credit Card** or **Checking Account** and enter all the required information (noted by an asterisk).

Select **Continue** to process the payment successfully.

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

Payment information is updated every night at midnight.

# 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.

Vendor licensing will change the carcass tag status to **Penalty** for any blank/unissued or unusable carcass tag that is not returned by the specified deadlines.

License vendors will be sent an invoice for any carcass tags that have been marked as penalties.

To make payment a user with manager credentials must log-in in the system.

On the **Home** screen select **Admin**

Select **Make Tag Penalty Payment**

Select either **Credit Card** or **Checking Account** and enter all the required information (noted by an asterisk).

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

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

Money orders or company/personal checks can be mailed to the attention of Vendor Licensing at 1 Wildlife Way Santa Fe, NM 87507. A copy of the invoice must be included with payment.

# Reports For Managers

Users with manager credentials have access to **Reports** that can be found on the **Home** screen.

**Sales Detail** - This report provides a record of every transaction for a chosen timeframe.

**Sales Summary report** - This report provides a summary of transactions for a chosen timeframe.

## Carcass Tag Reports

The Department recommends generating the tag summary and detail reports to conduct monthly and annual carcass tag audits.

### Tag Summary

Select the dropdown box to select the license **Year** and **Run Report**

The report will display the vendor number and name, and the quantities of the carcass tags that are blank/unissued, unusable, vended, penalties, penalties paid, returned and the total that have been consigned.

### Tag Detail

Click the dropdown boxes to select the license **Year** and **Tag Status**

The report will allow license vendors to search for All, or by blank/unissued, issued unusable, penalties and penalties paid.

The report will display all the control numbers consigned to a license vendor, with tag number, status, active, date, and salesperson.

# Contact Information

Contact Vendor Licensing for customer assistance, questions, to schedule training or to report systematic issues.

For non-urgent issues you may contact Vendor Licensing via email at [DGF-Vendor@dgf.nm.gov](mailto:DGF-Vendor@dgf.nm.gov)

Melody Gonzales, 505-476-8164

Vendor Licensing Specialist

[Melody.Gonzales@dgf.nm.gov](mailto:Melody.Gonzales@dgf.nm.gov)

Lisa Brejcha, 505-476-8093

Special Hunts Supervisor

[Lisa.Brejcha@dgf.nm.gov](mailto:Lisa.Brejcha@dgf.nm.gov)

Chad Nelson 505-476-8072

Assistant Chief, Licensing Operations

[Chad.Nelson@dgf.nm.gov](mailto:Chad.Nelson@dgf.nm.gov)

If a License vendor is unable to contact Vendor Licensing, they may call the Information Call Center at 1-888-248-6866.