

## **Instructions on how to purchase a Voucher as a Guest**

**Important -If checking out as a Guest, please keep your receipt for tracking purposes.**

Go to [HuntFish.PA.gov](http://HuntFish.PA.gov)

- The Homepage will appear.
- Select Guest Checkout
- Select the Fish Tab for a list of Fish Vouchers
- Select the appropriate Voucher
- Select the Quantity and Add to Cart
- The Shopping Cart screen is presented with the item selected, price and the ability to Keep Shopping or Checkout
  - If other items are needed, select Keep Shopping, and add products
- Enter Credit Card Information and Submit
- The Customer is taken to the Order Receipt page
  - Select Print License Document, which will include the receipt and the Voucher document with the voucher number.

**Instructions on how to purchase a Voucher as a Customer that has a CID (Customer Identification Number) in PALS or a Customer that creates an account with identifying information.**

Go to [HuntFish.PA.gov](http://HuntFish.PA.gov)

- The Homepage will appear.
- Existing Customers will go to Account Lookup if they have a CID# in either the PA Fish or PA Game system.
  - Identifying information will be entered to pull Customer's profile up
  - From the Welcome Back Page, customer is taken to the Residency Page. Are you a Resident of the State of Pennsylvania? Resident or Non-Resident will be selected.
  - The customer is taken to the Review Summary Page, where an email address is required and will edit any other personal information unless grayed out, in which they would call the Help desk for edits such as SS#, DOB.
- If a first-time customer who has never had a CID# in Pennsylvania
  - Customer will go to Create a New Account and enter all the required information.
  - For first time Customers, questions to verify the customer has not had a license and that they need the ability to purchase a license and if they are a US Citizen will appear.
  - Customer will see the below questions
  - Have you previously purchased a hunting or fishing license in Pennsylvania?
  - Do you need the ability to purchase a Hunting or Fishing License?
  - Are you a United States citizen?
- Once the Customer answers the above questions, the Customer will enter personal information and follow the prompts.

- A New or Existing Customer can create a username and password. The username and password step are not required if the Customer has a CID # and a profile in the Pennsylvania Automated Licensing System.
  - If Customer would like to set up a username and password, please follow the prompts and check your email for a password link.
- Once this is completed, the Customer will be at the Customer's Homepage
- Customer will select Buy Licenses
  - Select the Fish Tab
  - Select the appropriate Voucher
- The Add to Cart screen will appear.
  - Select the Quantity desired
  - This screen allows the Customer to verify the item or cancel if the item was selected in error.
- The Shopping Cart screen is presented with the item selected, price and the ability to Keep Shopping or Checkout
  - This screen is where a Voucher number will be entered, if redeeming a Voucher
  - If other items are needed, select Keep Shopping, and add products
- Once credit card payment is processed, the Order Receipt screen will appear
  - License Documents and Receipt will be printed at this time
- Customers can create a username and password at any time if desired
- Customers can edit their profile with exceptions such as Social Security Numbers, Date of Birth, Name Changes at any time.
  - HuntFishPA can be contacted or the Pennsylvania Fish and Boat Commission