

### **Instructions on how to purchase a Charter Boat Fishing Guide Permit (CODE 178-Resident \*179-Non-Resident)**

- 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 has the ability to create a username and password. The username and password step are not required as long as 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 Charter Boat Fishing Guide Permit Code 178- for Resident or 179- for Non-Resident
- The Add to Cart screen will appear. This screen allows the Customer to verify the item or cancel if the item was selected in error.
  - 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
  - The Charter Boat Fishing Guide Application screen will appear
  - Complete all required fields
  - Customer will certify that all required documentation is current, maintained and in possession
  - Charter Boat Fishing Guide will certify to comply with the Federal laws and regulations and that all information is true and correct to the best of their knowledge, information, and belief.
- The Shopping Cart screen is presented with the item selected, price and the ability to Keep Shopping or Checkout
- Once credit card payment is processed, the Order Receipt screen will appear
  - License Documents and Receipt will be printed at this time
- Customers have the ability to create a username and password at any time if desired

- Customers have the ability to 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