NMDGF Vendor Licensing System

2019-2020 License Year

New Tab   ×

← → C   https://vendorsales.wildlife.state.nm.us

- **Type https://vendorsales.wildlife.state.nm.us in the browser address bar to access the New Mexico Game and Fish Vendor Licensing System.**

Manager Login Screen

- **The *Global Announcement* will regularly have important messages for all vendors to view.**

- **Someone with manager credentials in the system must log into the manager login screen before any user can login. The manager login persists for 9 hours.**

User Login Screen

- **The *Message For Vendor* will have important messages for individual vendors to view. A vendor will be able see these messages after a manager logs in.**

- **Once a manager has logged in (note message in green at the top), a user must login. User logins expire after 30 minutes of inactivity.**

- **Store managers are responsible for ensuring that all users in their location are current employees at that location. Employees who transfer from one location to another must be inactivated at the previous store and new credentials created for the new location. Users who leave must also be inactivated.**

Customer Search Screen

- **NMDGF recommends searching by the customer's last name and SSN-last 4. This will almost always get you the correct customer and take you directly to their account. If more than one customer comes up on the customer search results screen, clarify the correct customer by asking for date of birth, which is part of the CIN number displayed. The CIN number is DOB with 3 randomly-generated letters, example: 10271970-EIV**

- **If you use a driver's license scanner (not provided), you can click in the DL scanner field and then scan the driver's license.**

Customer Search Results Screen

CUSTOMER SEARCH RESULTS

SELECT A CUSTOMER

| 10 ▼ | « First « Previous | Page: 1 2 3 4 5 | Next » Last » | | | | Showing **1-10 of 100** |

	Last Name	First Name	Username	Resident	CIN	SSN
Select	HENDERN	RUBEN	rubenhendren	N	10122002-KQT	6154
Select	HENDERON	DALE	2apyj5fx	N		4872
Select	HUNDERMAN	DOUG	dhunderman	N	02241951-PSZ	4911
Select	HENDERHAN	JEFFREY	e49to32y	N	04281978-EPZ	3711
Select	HENDERHAN	KYLEE	7f33ntbu	N	07072001-ADZ	1710
Select	HENDREN	AARON	83xn6eu6	Y	09121972-UVZ	7007
Select	HENDREN	ALAN	ALANHENDREN	N	12241964-JRZ	0289
Select	HENDREN	ALEX	alhendrenjr	Y	04031979-DEQ	8104
Select	HENDREN	ALEX	alhendren	Y	09131949-BIM	5402
Select	HENDREN	ALEX	x7hvvpsi	Y		5402

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⊕ Create a new Customer   ← Back

- When multiple customers appear after your initial search, click the select link next to the correct customer after you've verified DOB.

- If no CIN number appears for the customer, you'll need to complete the registration for their account.

- If none of the listed customers is correct, you'll need to click the *Create a new Customer* link at the bottom left to create a new account for the customer.

- Do not create a new account if the customer already has one.

Create a New Customer Screen

CREATE A NEW CUSTOMER

Attention Vendor:
This is a new customer please review information for accuracy and read the following to the customer.

"By completing this you are certifying that the information you provided is true and correct. It is unlawful to provide false information to create a New Mexico Department of Game and Fish account or to procure a New Mexico hunting or fishing license with false information."

CUSTOMER INFORMATION

DL Scanner Field: (Click here, then scan Driver's License)   DL Scanner Field

* **First Name:** Buck   * **Last Name:** Hunter   **M.I.:** M.I.

* **Date of Birth:**   * **SSN:** (Last 4) SSN   **Email:** Email

* **Are you a New Mexico Resident?:**   ○ yes   ● no

ADDITIONAL INFORMATION

* **Gender:** [▼]   * **Height (ft):** Height (ft)   * **(in):** (in)   * **Weight (lb):** Weight (lb)

* **Eye Color:** [▼]   * **Hair Color:** [▼]

Drivers License #: Drivers License #   **D.L. State:** [▼]

Hunter Ed #: Hunter Ed #   **Hunter Ed State:** [▼]

Mentor Youth #: Mentor Youth #

CONTACT INFORMATION

* **Address 1:** Address 1

Address 2: Address 2

* **City:** City

* **State:** [NM - NEW M ▼]   * **Zip:** Zip

* **Country:** [United States   ▼]

* **Primary Phone #:** Primary Phone #

Secondary Phone #: Secondary Phone #

Save Customer   **← Cancel**

- When creating an account for a new customer, you'll need to populate all required fields on this page. If any required fields are left blank, you'll see an error message in yellow at the top of the screen.

- Required fields are: first name, last name, date of birth, ssn (last 4 only), residency status (and date if nm resident), gender, height, weight, eye color, hair color, address, city, state, country (defaults to USA) and primary phone number.

- Click *Save Customer* when finished.

Completing Registration for Existing Account

- To complete registration for an unregistered account (no CIN number in customer search results), populate all required fields on this page. If the account has been migrated from NMDGF's old system, most fields will be populated but you should verify with the customer.
- NOTE: the old system defaulted to nonresident, so note the warning message at the top. Residency status must be updated if the customer is a NM resident.
- Required fields have an orange asterisk next to them. You'll see an error message if you miss anything.
- Click *Register* when finished.

Resident Active-Duty or Military Veteran Discount

- **Resident active-duty military and veterans get a 50% discount on all licenses, stamps, etc.**

- **When you see this screen, ask the customer if they are active-duty military or a veteran.**

- **Click the appropriate button.** *(No, Active Duty or Veteran)*

- **Note: if the customer does qualify for this discount but the system did not automatically prompt you to claim it, then you or the customer can call the NMDGF office so we can manually apply the discount to the customer's account.**

Discount Claim Screen

- **If you click active duty or veteran on the previous screen, you'll need to have the customer agree to the terms on this page before clicking the *Claim* button.**

- **At a minimum, you must say: "Do you certify that you are active duty/veteran and that you can provide valid proof of service upon request".**

- **Once the discount has been claimed, the available VLS items screen will display the discounted prices for all items.**

Customer Home Screen

- **Click *Original* to vend licenses, permits and stamps.**

- **Click *Reprint* to reprint an existing license for a customer. Note: SOME licenses (including draw licenses) are only available to reprint if the customer is issued a duplicate tag.**

- **Click *Void* to void a transaction that has been processed within the past 8 hours. If the transaction was processed more than 8 hours previously, you'll need to contact NMDGF at 888-248-6866 to have us void it.**
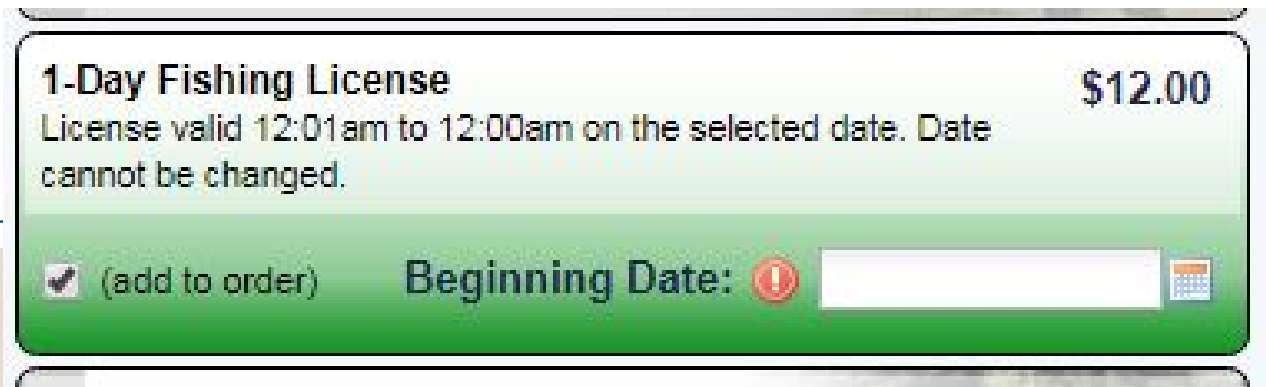
Available VLS Items Screen

- **After clicking original on the customer home screen, you'll see all available products the customer is eligible to purchase. (This is a partial screenshot)**

- **Check the (*add to order*) box next to each product you want to add to the order. The $1 vendor fee is checked by default.**

- **Click on *Review Order* located at the bottom of the screen after you have selected all the products the customer wants to purchase.**

Temporary Licenses

1-Day Fishing License $12.00
License valid 12:01am to 12:00am on the selected date. Date
cannot be changed.

☑ (add to order)   Beginning Date: ⊘ [   ]

- If adding any temporary license to an order, the system requires a beginning date. You'll see an error message if you fail to enter the beginning date.

- For all customers, a one-day and five-day fishing license is available. For nonresidents a temporary game hunting license (4-day) is also available.

Required Stamps

ADDITIONAL REQUIREMENTS MAY APPLY

IF YOU PLAN TO:

- **Hunt, fish or trap on U.S. Forest Service or BLM lands,** you need a **Habitat Stamp** (Required once per season in conjunction with any hunting, fishing or trapper license; not required in conjunction with any free license or privilege).
- **Hunt migratory game birds,** you need a **Harvest Information Program Number** (To hunt migratory birds in the current license year, hunters are required to complete a HIP survey for the previous year).

If you need to add an item to your purchase, click **[OK]** then the **[Edit Selection]** button.

OK

- When adding any hunting, fishing or trapping license to an order, when you click the review order at the bottom, you'll see this popup. (Click *OK*)
- The habitat stamp is only required on forest service and BLM lands with a few exceptions.
- The habitat management and access validation will automatically be added to the shopping cart with the first purchase of a hunting, fishing or trapper license. It is required anywhere in NM, also with a few exceptions.
- If selecting any game hunting license, the harvest information program number will also appear on the popup. This is required for hunting of migratory game birds, and requires completion of a survey regarding the previous year's hunting if selected.

Firearm Eligibility Notice

NOTICE

FIREARM ELIGIBILITY

Any applicant who is a felon according to New Mexico law shall be restricted to the use of archery equipment only if successful in drawing or purchasing a license that allows for the use of a firearm, including "any legal sporting arm" or "muzzleloader" license types.

Per New Mexico statute 30-7-16 NMSA 1978, "firearm" includes any handgun, rifle, muzzleloader or shotgun.

According to New Mexico law, can you legally possess and hunt with a handgun, rifle, muzzleloader or shotgun?
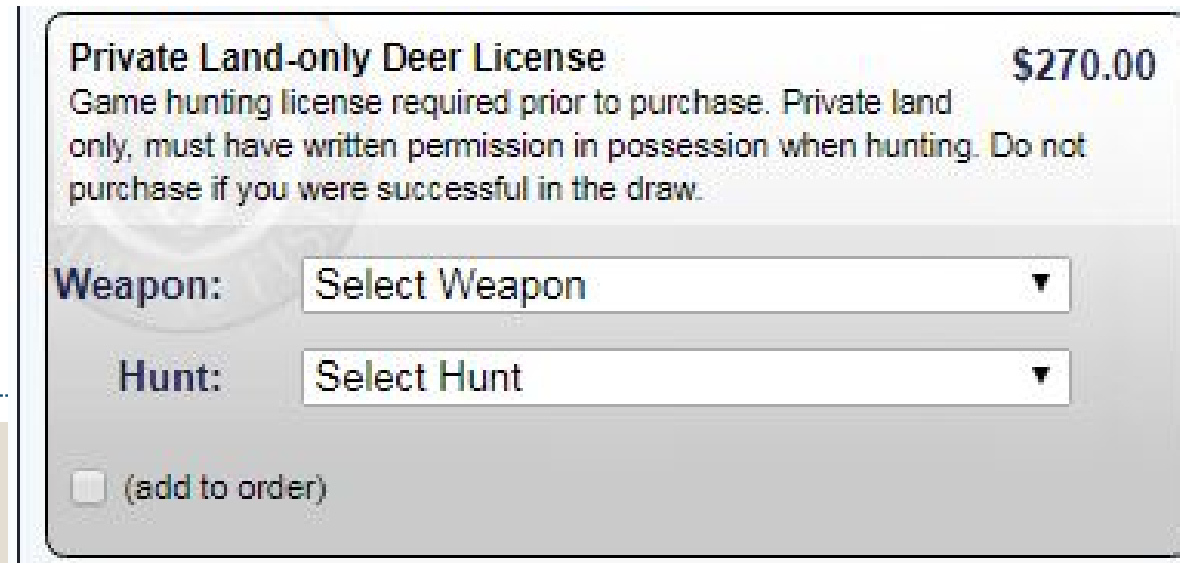
○ Yes, I can legally possess and hunt with a firearm.
○ No, I cannot legally possess and hunt with a firearm.

SAVE

- **If a game hunting license is added to an order, you'll see this popup.**

- **Ask the customer if they can legally possess and hunt with a firearm in New Mexico and select the appropriate radio button and click *Save*.**

Big-Game Licenses

- **Certain big-game licenses require a hunt code, including private-land deer (nonresidents would also see quality private-land deer), private-land barbary sheep, private-land oryx, private-land pronghorn antelope and javelina.**

- **You'll first need to select the weapon, 1=any legal weapon (rifle, muzzleloader, crossbow or bow), 2= bow only, 3=muzzleloader (or crossbow or bow)**

- **After selecting the weapon, you'll choose the hunt. The entire hunt code is displayed in the drop-down list, with the hunt dates, unit and bag limit.**

- **Note: Customers who purchase over-the-counter private-land licenses must possess written permission before entering private lands. (not required to purchase license)**

Game Hunting License

- **A current-year game hunting license is required for any big-game or turkey license purchase. If adding a big-game or turkey license to an order, you'll see this popup if the customer doesn't have a game hunting license.**

- **Click *OK* and then click edit selection to go back to the available VLS items screen and add the game hunting license and/or appropriate stamps.**

- **If required, the habitat management and access validation will automatically be added to the shopping cart after the game hunting license has been added.**

Review Order Screen

A Habitat Management and Access Validation Stamp has been added to this order. The customer must purchase an HMAV stamp (at the same time) when purchasing a fishing, hunting or trapper license.

REVIEW ORDER

Item	Beginning Date	Fee
Game Hunting License Allows license holder to purchase big game or turkey license and to hunt small game. Valid during open seasons April 1 to March 31.		$15.00
Spring Turkey License Game Hunting license required. Valid April 15 to May 10. See the Hunting Rules and Information Booklet for open areas. Carcass tags required.		$25.00
Vendor Fee		$1.00
Habitat Stamp Required once per season in conjunction with any hunting, fishing or trapping license used on US Forest Service or BLM land. Not required for anglers or trappers under 12, or in conjunction with any free license or Disabled Veteran cardholder privilege.		$5.00
Habitat Management and Access Validation Required once per season in conjunction with any hunting, fishing or trapping license; not required for persons under 18, or in conjunction with any free license or Disabled Veteran cardholder privilege.		$4.00
	Total:	$50.00

SHARE WITH WILDLIFE

VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found here if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

[Add To Cart] [Edit Selection]

- On the review order screen, you will review with the customer the items they are purchasing. In this example, the customer is a resident purchasing a game hunting license, a spring turkey license, habitat management and access validation (HMAV) and habitat stamp, with the vendor fee added.

- Click *Add To Cart* if the order is correct, or *Edit Selection* to add or subtract items by checking or unchecking the appropriate boxes on the available items screen.

Items Added to Shopping Cart

- **Once you click add to cart, you'll see a message in green indicating that the order has been added, and you'll see a green shopping cart icon at the top, with one or more items in it.**

- **Click the green *Shopping Cart* icon to continue.**

Shopping Cart

- **In the shopping cart screen, you will have the option to *Edit* or *Delete* the order on the right, clear the cart at the bottom, or click the *Checkout* button to process the payment.**

Terms of Agreement

- On the checkout screen, you'll need to have the customer acknowledge the terms of agreement.
- At a minimum, you should say: "Do you acknowledge that you are subject to all game and fish rules and regulations?".
- Check the box if they agree. Once the box is checked, the payment options will appear.
- If processing a credit card payment through terminal (not through our system), or accepting a physical check (also not through our system) you'll need to select cash.
- A message will appear that says a cash payment record will be created, click *Continue* and then you'll run the credit card on your terminal.

Issuing Carcass Tags

- **This process must be completed prior to printing the licenses(s) for any big game or turkey license sale, or duplicate tag.**

- **First, enter the control number at the top left of the tag and click *Continue Tag 1 of 1*.**

- **Verify control number on screen matches tag-click *Entered Wrong Control Number* if you need to go back and correct it.**

- **Clearly write the information on the screen in all fields on the tag with a thin sharpie. Do not write in cursive. VENDORS WILL NOT BE REQUIRED TO COMPLETE THE TOP PORTION, and must cross this portion out as shown. When finished, the tag should look exactly like what's on the screen.**

- **Click *Tag Completed 1 of 1* if the tag looks acceptable. Repeat for all tags in the order if the customer purchased more than one big game license.**

  Only one control number will need to be entered if the order includes the purchase of a spring turkey or cougar license.

- **If there's a mistake or for any reason the tag can't be issued, click *Unusable-Not issued*. Do not discard the tag!!! Return all unusable tags to the Department.**

Order Successfully Processed

- **Once you've completed the transaction and/or issued all tags, you'll be able to click *Print License* You must print the license every time you issue tag(s).**

- **After printing the license, you'll need to go back to the tab that says order complete to *Print Receipt.***

- **Once you've printed the license and receipt for the customer and issued any tags, click the *Home* tab at the upper left to exit the customer's account.**

- **Note: if you click *Done,* you'll go back to the customer's home screen.**