

Submit a Limited Entry Hunting (LEH) Application - Vendor

Hunter's Product Inventory

Fish and Wildlife ID: 589 332 380 (Verified)
 Fish and Wildlife Status: Active

Hunter Information	Address(es)	Credentials
Name: Hunter Example	Type	Residency: B.C. Resident (Active)
Date of Birth: Jan 1, 1990 (30)	Mailing 555 Main Street	Hunting (Active)
Gender: Female	Victoria BC V9A 0A8	
Main Phone #: (000) 000-0000	Street 555 Main Street	
Cell Phone #: () -	Victoria BC V9A 0A8	
Email: Example@gmail.com		

UPDATE
BUY HUNTING PRODUCT(S)

LEH Applications Hunting Licences LEH Authorizations

LEH Applications

Below is a list of the Hunter's current applications. You may click the Application Number link below to view the payment information for applications that have been submitted by your vendor account.

Getting started

Ask hunter to provide:

- Photo ID
- Fish and Wildlife ID number

Search for hunter's profile

- Review the hunter's contact information and click the **UPDATE** button to make changes if requested.

To begin an LEH application purchase, click on the **BUY HUNTING PRODUCTS** button.

***NOTE:** The system will not allow LEH purchases if the hunter does not have an active FWID and active hunting and BC resident credentials. Advise the hunter to call the FrontCounter BC Contact Center at 1-877-855-3222 if updates to the FWID or credentials are required.*

Shopping Cart - Items appearing in the shopping cart that are not completed within one hour will be removed

Account Details	FWID Status: Active
Name: Hunter Example	Hunting Credential Status: Active
Date of Birth: Jan 1, 1990	Mailing 555 Main Street
Gender: Female	Address: Victoria BC V9A 0A8
Phone Number: 000-000-0000	
Email: Example@gmail.com	

Click the yellow buttons below to purchase Hunting Products. When you are finished, click the 'Continue' button.

LEH Applications & Shared / Group Hunts BUY LEH APPLICATION(S)

Licences BUY HUNTING LICENCE(S)

Fee:	\$0.00
GST:	\$0.00
Total CAD:	\$0.00

Vendor Reference Number: 44444

CHANGE LOCATION
CANCEL

Step 1 – Apply for LEH

- Click on the **BUY LEH APPLICATIONS** button
- A pop-up box will appear
- If hunter is applying for an Individual hunt, go to [Step 2](#)
- If hunter is creating a new Group/Shared hunt, go to [Step 3](#)
- If hunter is joining an existing Group/Shared hunt, go to [Step 5](#)

Submit an LEH application – Vendor

LEH Application

* LEH Draw: 2020 FALL LEH

* Application / Hunt Type: Individual
 Join Existing Group / Shared
 Start a new Group / Shared

* First Choice
 Hunt Code: 4026 **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4026	Kamloops	Moose	Bull Only	Thompson	320		10/01/2020 - 10/31/2020

Second Choice
 Hunt Code: **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close

Save

Step 2 – Apply for an Individual hunt type

- Select the **LEH Draw**
- Select **Application/Hunt Type** – in this case “Individual”
- Enter the “First Choice – Hunt Code” then click the **ADD** button
- The hunt information will populate automatically. Confirm the hunt information with the hunter to ensure the correct hunt code was entered.
- The hunter may wish to choose an optional Second Choice Hunt Code
- If so, enter a “Second Choice – Hunt Code” and click the **ADD** button
- Click the **SAVE** button
- Go to [Step 6](#)

NOTE: Hunter will supply the hunt codes
 Hunter must come prepared with the hunt code(s) they would like to apply for. If the hunter does not have hunt codes, advise them to review the LEH synopsis and select hunt codes to apply for before coming to buy LEH applications.

LEH Application

* LEH Draw: 2020 FALL LEH

* Application / Hunt Type: Individual
 Join Existing Group / Shared
 Start a new Group / Shared

* First Choice
 Hunt Code: 4343 **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4343	Prince George	Moose	Bull Only	Omineca	725		09/10/2020 - 11/05/2020

Second Choice
 Hunt Code: **ADD**

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close

Group Members
 H. Example - Initiator

ADD GROUP MEMBER

Save

Step 3 – Create a new Group/Shared hunt

- Select the **LEH Draw**
- Select **Application/Hunt Type** – in this case “Start a new Group / Shared”
- Enter the “First Choice – Hunt Code” then click the **ADD** button.
- The hunt information will populate automatically. Confirm the hunt information with the hunter to ensure the correct hunt code was entered.
- The hunter may wish to choose an optional Second Choice Hunt Code. If so, enter a “Second Choice – Hunt Code” and click the **ADD** button.

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Step 4 – ADD GROUP MEMBER

NOTE: The hunter creating the new group/shared hunt application may add group members and pay for their applications at this time. They also have the option of giving their hunting partners the Group ID that is on their receipt, and the group members can apply to join the group by submitting their own applications.

LEH Application

* LEH Draw: 2020 FALL LEH

* Application / Hunt Type: Individual
 Join Existing Group / Shared
 Start a new Group / Shared

* First Choice
 Hunt Code: 4343 ADD

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4343	Prince George	Moose	Bull Only	Omineca	725		09/10/2020 - 11/05/2020

Second Choice
 Hunt Code: ADD

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close

Group Members

H. Example - Initiator x

J. Hunter - Member x

ADD GROUP MEMBER

The applicant has been authorized by each person named on this application to submit on his or her behalf a limited entry hunting application for a group or shared hunt.

Save

- To add a new hunter to the Group / Shared hunt, click **ADD GROUP MEMBER**
- The initiating hunter (the “Initiator”) must provide each additional member’s FWID, Last Name and First Initial
- Enter the new group member’s information and click **SEARCH**
- If the hunter’s profile is found, click **SELECT** to add the hunter to the Group/Shared hunt
- You can now add up to 2 more members in the Group/Shared Hunt
- Once all members have been added, confirm that the applicant has been authorized to submit the application on behalf of each member
- Check the confirmation box and click **SAVE** to proceed to payment
- Go to [step 6](#)

Group Member Search

Fish and Wildlife ID: 528993018

Last Name: Hunter

First Initial: J

Search

Group Member Search

Selected	FWID	First Name	Last Name
<input checked="" type="checkbox"/>	528993018	J	Hunter

Select Search Again

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LEH Application

* LEH Draw: 2020 FALL LEH

* Application / Hunt Type:

 Individual

 Join Existing Group / Shared

 Start a new Group / Shared

Group ID: 33GMP **FIND GROUP**

* First Choice
Hunt Code: 4343

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close
4343	Prince George	Moose	Bull Only	Omineca	725		09/10/2020 - 11/05/2020

Second Choice
Hunt Code:

Code	Area	Species	Class	Region	M.U.	Zone	Season 1 Open - Close

Group Members
H. Example - Member
J. Hunter - Initiator
P. Member - Member

Save

Step 5 – Join an existing Group/Shared hunt

- Select the **LEH Draw**
- Select **Application/Hunt Type** – in this case “Join an Existing Group / Shared”
- Enter the Group ID provided by the hunter
- Click **FIND GROUP**
- If the Group/Shared hunt is found, details about the hunt code and group members will appear
- Confirm with the hunter that this is the group that they wish to join, and click **SAVE**
- Go to [step 6](#)

NOTE: Hunter will supply Group ID

Shopping Cart - Items appearing in the shopping cart that are not completed within one hour will be removed

Account Details

Name: Hunter Example	FWID Status: Active
Date of Birth: Jan 1, 1990	Hunting Credential Status: Active
Gender: Female	Mailing: 555 Main Street
Phone Number: 000-000-0000	Address: Victoria BC V9A 0A8
Email: Example@gmail.com	

Click the yellow buttons below to purchase Hunting Products. When you are finished, click the 'Continue' button.

LEH Applications & Shared / Group Hunts					BUY LEH APPLICATION(S)
2020 FALL LEH	2020	\$6.00	H. Example	X	

Licences

Licences		BUY HUNTING LICENCE(S)

Fee:	\$6.00
GST:	\$0.30
Total CAD:	\$6.30

Vendor Reference Number: 44444

CHANGE LOCATION

CANCEL **CONTINUE**

Step 6 – LEH Grid

- The LEH application(s) will appear under the **LEH Applications & Shared/Group Hunts** grid in the Shopping Cart
- You can now continue to buy LEH applications or fill in the Vendor Reference Number (if applicable) and click **CONTINUE** to proceed with the transaction.

Submit an LEH application – Vendor

Review Hunting Products - Items appearing in the shopping cart that are not completed within one hour will be removed

Address
 Address Type: Address
 Mailing: 555 Main Street Victoria BC V9A 0A8
 Street: 555 Main Street Victoria BC V9A 0A8

Contact Information
 Individual Email: Example@gmail.com Telephone #: 000-000-0000
 Contact Preference: Mail Cell Phone #: - -

[UPDATE CONTACT INFORMATION](#)

Confirm Application Details

Application ID	Type	Draw	Code	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Applicant
485357088	Shared Hunt	2020 FALL LEH	4343	Moose	Bull Only	Omineca	725		Sep 10, 2020	Nov 5, 2020	33GMP	H.Example

Shopping Cart Total: \$6.30 **PLEASE COMPLETE TRANSACTION BY SELECTING THE BUTTON BELOW**

Hunter confirms all products within the shopping cart are correct. By clicking the 'COMPLETE TRANSACTION' button, you (as an authorized agent of the government completing this application for the purchaser), confirm the purchaser has agreed to the following:

I understand I must abide by the BC Provincial Health Officer's guidance to abide by all Provincial Health Officer guidance related to COVID-19 while hunting.

[CANCEL](#) [MAKE CHANGES TO SHOPPING CART](#) [COMPLETE TRANSACTION](#)

Step 7 – Complete the transaction

- Confirm the LEH purchases with the hunter
- Click the Hunter confirms all products box.
- You can also **Make Changes To The Shopping Cart**, if requested
- Click **COMPLETE TRANSACTION**.
- You must provide the hunter with a printed receipt from the Elicensing system

Submit an LEH application – Vendor

Hunting Product(s) Confirmation

The transaction for the following Hunting Product(s) has been successfully processed.

LEH Application Details

Application ID	Type	Draw	Year	Code	Area	Species	Class	Region	M.U.	Zone	Open Date	Close Date	Group ID	Applicant
485357988	Shared Hunt	2020 FALL LEH	2020	4343	Prince George	Moose	Bull Only	Omineca		725	Sep 10, 2020	Nov 5, 2020	33GMP	H. Example

PRINT RECEIPT **RETURN TO HUNTER PROFILE**

Vendor MUST provide a copy of this receipt to the customer.

Fee:	\$6.00
GST:	\$0.30
Total CAD:	\$6.30
Vendor Ref #:	44444

* Your fees include a \$1.00 conservation surcharge which goes to the Habitat Conservation Trust Foundation (HCTF). HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about the projects supported by your licence purchase OR to sign up for HCTF's quarterly e-newsletter visit www.hctf.ca. For more details about the conservation surcharge, go to <http://www.gov.bc.ca/hunting>.

Step 8 – Print receipt

- Print receipt and give to hunter
- The receipt is proof that the hunter has purchased the LEH application(s) and that the transaction has been completed.



Ministry of Forests, Lands, Natural Resource Operations and Rural Development
**Ministry of Forests, Lands, Natural Resource Operations and Rural Development
 Fish and Wildlife Branch**

Customer Information	Payment Information	
Name: Example, Hunter	Receipt Date: Aug 10, 2020	Transaction Type: Purchase
FWID: 589 332 380	Card Type:	Response Code:
Shipping / Mailing Address: 555 Main Street, Victoria BC V9A 0A8	Approval Code:	GST Registration #: R107864738
	Response Message:	Total Fees: \$6.00
	Receipt Number: R5756423	GST: \$0.30
	Transaction ID:	Total CAD: \$6.30
	Order Number:	Purchased From: Vendor: Ministry of Forests (Testing & Verification Account) [22222]

LEH Applications

Application ID	Type	Draw	Species	1st Choice Hunt		2nd Choice Hunt		Group ID*	Applicant	Fee
				Code	LEH Area	Code	LEH Area			
485357988	Shared	2020 FALL LEH	Moose	4343	725			33GMP	Example, H.	\$6.00

*Group ID is applicable only to Group/Shared hunts.

Fees:	\$6.00
GST:	\$0.30
Subtotal:	\$6.30

Receipt Total

NOTE: Your fees include a \$1.00 conservation surcharge which goes to the Habitat Conservation Trust Foundation (HCTF). HCTF uses this money to fund wildlife and habitat conservation projects in BC. To find out more about the projects supported by your purchase or to sign up for the HCTF's quarterly e-newsletter visit www.hctf.ca. For more details about the conservation surcharge, visit <http://www.gov.bc.ca/hunting>.

Fees:	\$6.00
Shipping:	\$0.00
GST:	\$0.30
Total:	\$6.30

IMPORTANT INFORMATION:

If the holder of a hunting licence has fines under the *Wildlife Act* or *Firearm Act*, and fails to pay those fines within the time required by law, any licence, permit or Limited Entry Hunting authorization that was issued to the holder will be cancelled (*Wildlife Act* s. 85).

In addition, the holder of the cancelled hunting licence will remain ineligible to obtain a hunting licence for the remainder of the licence year (*Wildlife Act*'s Hunting Licensing Regulation s.15), or until such time as the fine(s) is paid in full, whichever is later.

All persons hunting in BC are required to comply with hunting regulations under the *Wildlife Act* as outlined in the Hunting and Trapping Regulations Synopsis. For more information: www.gov.bc.ca/hunting.

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

Contact your [Service BC](#) managing office