Freshwater Fishing E-Licensing System: A Tutorial for Anglers

About the Freshwater Fishing E-Licensing System

The E-Licensing system allows individuals to purchase and pay online for a Freshwater Fishing Licence for recreational purposes.

E-licensing gives anglers a wider variety of choices about how, where and when they buy fishing licences. Licences can now be purchased online from a home computer any day, any time.

Vendors continue to play an important role. Anglers who are not comfortable making their purchases online themselves, can buy licences in person at a retail vendor, Service BC or FrontCounter BC office if they prefer. Click here for a list of retail vendors.

Types of fishing licences



Basic Licence: Every angler who is 16 years of age or older will need to buy a Basic Licence which allows them to fish in BC during a given time period.

A Basic Licence is required in order to purchase a Conservation Species Licence and/or a Classified Waters Licence.



Conservation Species Licence: Anglers who intend to fish for certain special species must buy a Conservation Species Licence (also called a **Conservation Surcharge**) for each species in addition to the Basic Licence. The special species are Steelhead, Non-Tidal Salmon, Kootenay Lake Rainbow Trout, Shuswap Lake Char, or Shuswap Lake Rainbow Trout.

Basic licences can be validated with up to five Conservation Surcharge stamps as well as a **White Sturgeon Conservation Licence**. A White Sturgeon Conservation Licence is required for anglers to participate in the catch and release White Sturgeon fishery.

Conservation Surcharges are valid for the licence year (April 1st to March 31st) except for White Sturgeon Conservation Licences which can be purchased for a one or eight day period, or as an annual licence.



Classified Waters Licence: Anglers who intend to fish in one of BC's specially designated trout streams must buy a Classified Waters Licence in addition to the Basic Licence. A Classified Waters Licence allows B.C. Residents to fish on any classified water in the province during the licensing year (April 1st to March 31st). For Non-Residents, the Classified Waters Licence is sold on a per diem basis and is date and water specific.

What you will need to buy an e-licence

- A computer or device connected to the Internet.
 - Optional: printer loaded with lettersized (8.5 x 11) paper if you need to record your catch retention or choose not to carry your licence in an electronic format.
 - NOTE: If you are planning to purchase a licence to fish for a species that requires you to record retention record, you **must** carry a paper copy of your licence
 - If your printer doesn't work or you lose your licence, do not buy another licence, see the "Lost Licences" section of our Freshwater Fishing Licences webpage here, for more information on how to retrieve or reprint your licence
- One of the following compatible web browsers:
 - Google Chrome (version 34 or greater)
 - ➤ Mozilla Firefox (version 29 or greater)
 - Microsoft Edge (all versions)
 - Microsoft Internet Explorer (version 11 or greater)
 - Any other modern web browser (Apple Safari OS or Apple Safari Mobile, etc) compatible with HTML5 and CSS3
- If the Freshwater Fishing E-Licensing
 System detects that you have an
 incompatible browser, it will display a
 "Browser Not Compatible" error message
 and you will not be able to use the system.

- The Freshwater Fishing E-Licensing System uses pop-up windows; therefore you must have pop-up blocking software turned off.
- Adobe Reader version 6 or higher is needed to print your fishing licence which will be a PDF document. If you do not already have Adobe Reader, or you need to upgrade to a later version, you can download a free copy of Adobe Reader at http://www.adobe.com/products/acrobat/readstep2_allversions.html.
- A valid credit card or debit number to pay for your e-licence on the BC Government's secure payment web site. VISA, VISA Debit, MasterCard, Debit MasterCard and American Express are accepted.
- An Angler Number. You will already have one if you have registered yourself online or purchased an e-licence at a vendor or Service BC Office. If not, the System will give you an Angler Number when you register for the first time.
 - If you've previously held an e-licence, but cannot remember your login credentials (Angler Number or phone number on your profile); there are options available to retrieve your angler number (detailed below)

Step 1 - Getting started

Go to the <u>Freshwater Fishing</u> Licence home page.

This page provides information about licences, fees, and links to further information about freshwater fishing.

When you are ready to buy a licence, click the **Log In to e-Licence System** button located near the top right hand side of the page. The Logon screen (shown below) will appear.



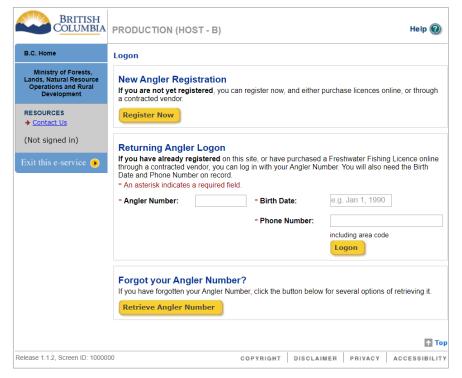
Step 2 – Logon

When you click the **Log In to e-Licence System** button on the previous screen, the Logon page will appear.

If you already have an Angler Number (from a previous visit to this site, or a licence issued by a vendor) enter your Angler Number, Birth Date and Phone number in the Returning Angler Logon section of the page. Click the Logon button and proceed to Step 5.

If you have never registered for an Angler Number through this web site or purchased an e-licence at a vendor, click the **Register Now** button and proceed to Step 3.

If you've previously held an e-licence but forget your Angler Number click the **Retrieve Angler Number** button and proceed to Step 4.



Step 3 – Register and get an Angler Number

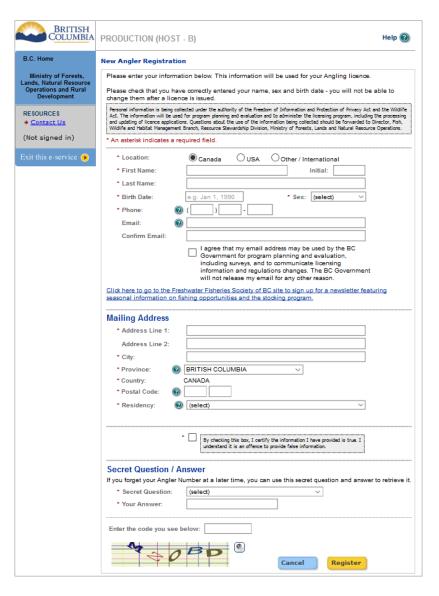
If you clicked the **Register Now** button on the Logon screen, the **New Angler Registration** screen will appear.

Enter the requested information and complete the mandatory fields. The personal information you provide will ultimately appear on your fishing licence.

Click the **Register** button and wait (this may take up to a minute). Your Angler Number will be displayed.

Record your new Angler Number. You will need it to buy licences on-line, or to buy additional licences from an elicence-equipped vendor. If you provided an email address during registration you will receive a registration confirmation email which will include your Angler Number.

Proceed to Step 5 to buy licences.



Step 4 – Retrieve Existing Angler Number

If you clicked the **Retrieve Angler Number** button on the Logon screen, the **Retrieve Angler Number** screen will appear.

Choose the retrieval option that best suits your circumstances.

Once you've retrieved your Angler Number return to Step 2 and logon as a Returning Angler.



Step 5 – Buy and pay for freshwater fishing licences

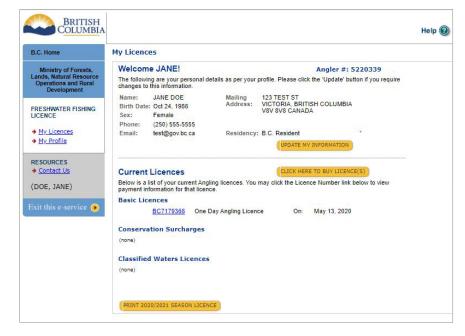
After you have logged on or registered, the **My Licences** screen will appear. It displays a list of all the angling licences that you have bought (either online yourself or at a vendor location) for the current, and (from March 1-31) upcoming licence year.

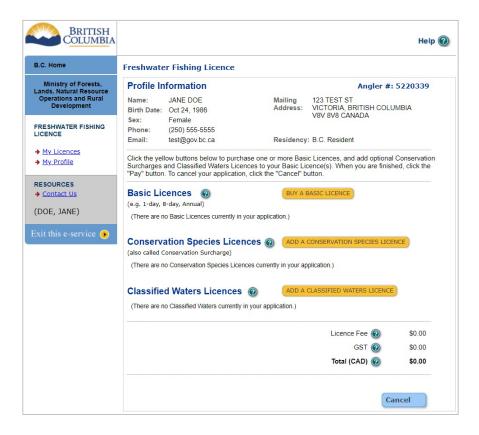
You can either buy additional licences now or exit and buy licences from a vendor. To exit, click the Exit this e-service button at the bottom of the left column.

If you wish to buy licences, select the Click Here to Buy Licences button. The Freshwater Licence Application screen will appear.

On the **Freshwater Fishing Licence** screen, you can buy one or more licences in addition to any current licences you may hold by clicking on any of the following buttons:

- · Add a Basic Licence
- Add a Conservation Species Licence
- Add a Classified Waters Licence





Add a basic licence:

When you click the **Add a Basic Licence** button on the Application screen, a popup window will appear.

Choose the desired licence from the drop-down list, enter the information requested, and click the **Save** button. If you don't want to buy a Basic Licence, click the Cancel button.

Add a Conservation Surcharge:

When you click the **Add a Conservation Species Licence** button on the Application screen, a popup window will appear.

Choose a licence from the dropdown list, enter the information requested, and click the **Save** button. If you don't want to buy a Conservation Species Licence, click the Cancel button.

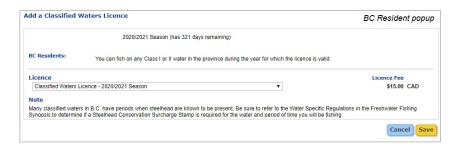
Add a Classified Waters Licence

When you click the **Add a Classified Waters Licence** button on the Application screen, a popup window will appear.

Choose a licence, enter the information requested, and click the **Save** button. If you don't want to buy a Classified Waters Licence, click the Cancel button.









Anytime you click the Save or Cancel button in a popup window, the Freshwater Fishing Licence screen will be displayed again, showing any of the licences you have saved for purchase.

You can add more licences, or click the blue delete button: to remove a licence

To pay for your licences, click the **Pay** button at the bottom of the Application screen above.

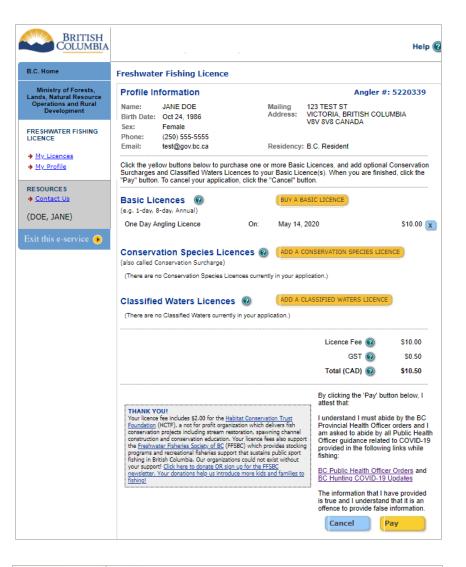
The BC Government's credit card payment screen will appear. Enter the requested information and click the **Pay Now** button.

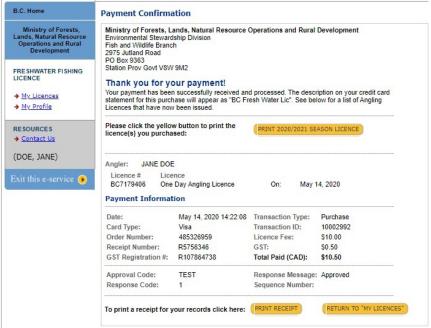
Upon successful payment the **Payment Confirmation** screen will appear

The Payment Confirmation screen will display your payment information as well as buttons to print your licence and receipt.

It is recommended that you print your receipt for your records.

If you wish to print (or email) yourself your licence, click the **Print 2020/2021 Season Licence** button – the Licence screen will then appear.





Step 6 – Print or Email licence

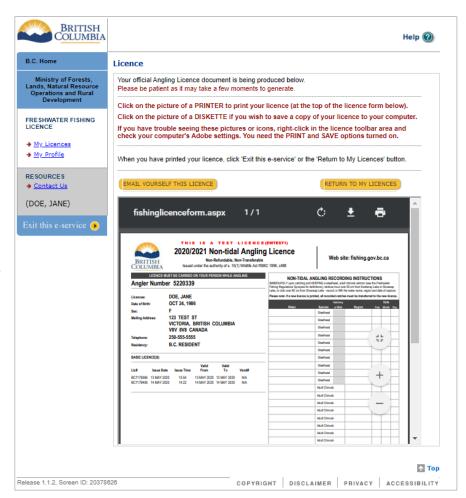
When the Licence screen appears, please be patient as it may take few moments for the printable version of your licence to be displayed on screen.

Once the printable licence is displayed (shown at right), depending on your internet browser, you will either:

- Immediately see a print icon displayed in a toolbar above the licence; or,
- Need to click/hover your mouse on the licence for the print icon to be displayed

Click the print icon to print your licence

If you included an email address on your Angler profile, and would like to email yourself an electronic copy of your licence, you may do so by clicking the **Email Yourself This Licence** button.



Step 7 – Exit the Freshwater Fishing E-Licensing system

You can exit the e-licence system at any time by clicking the **Exit this e-service** button in the left column.



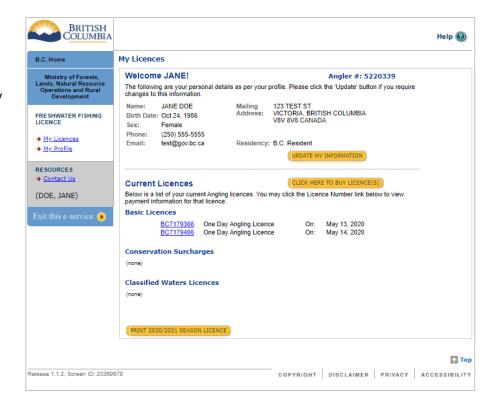
If you selected licences but did not pay before exiting, your data will be lost. You will need to apply for these licences again the next time you log on.

Reprinting your fishing licence

If you lose or damage your licence, you can reprint it at any time.

After you have logged on, click the **My Licences** link in the left column of the screen.

Click the **Print 2020/2021 Season Licence** button at the bottom of the screen.



Questions?

On many of the e-licence screens, you can click the Help icons
to see information about how to complete the fields on the screen.

You can also click the larger Help icon **Help** ② at the top right of every screen, which will display a popup window containing all help topics.

If the online help text doesn't answer your question, you can contact the Help Desk by:

- phoning toll free 1-877-855-3222 from Monday to Friday between 8:30 a.m. and 4:30 p.m., or
- sending an e-mail note to the Help Desk at frontcounterbc@gov.bc.ca

Thank you!

We welcome your feedback and suggestions for improvement. Please e-mail your comments to the Help Desk. Thank you for using this e-service from the Government of British Columbia, and Good Fishing!