

This guide explains how vendors view and complete vendor settlements in WILD and generate settlement and activity reports for fishing and hunting licence sales.

Fishing and hunting settlements are completed separately in WILD. Vendors are required to complete settlements at least once per month and remit payment according to the schedule outlined in their vendor contract.

There are two ways settlements are completed, manually or automatically:

Manual settlements: Vendors complete each fishing and hunting settlement in WILD at least once per month and remit payment in accordance with their vendor contract. Follow the steps in this guide to complete a manual settlement and view settlement details.

Manual settlements with no sales (NIL settlements): A NIL settlement is required when no sales occur during a settlement period. To submit a NIL settlement, complete Steps 1–3 of this guide and follow the NIL instructions provided.

Auto-settlements: Settlements are completed automatically in WILD on a monthly basis. Vendors set up for auto-settlement are not required to manually create settlements but remain responsible for reviewing settlement details and generating reports as needed.

Vendors set up for auto-settlement can skip ahead to [page 4](#) of this guide.

Vendors interested in auto-settlement should contact their vendor manager.

Before you start

- [Log in to WILD](#)

CONTENTS

- [Complete a settlement](#)
- [View licences](#)
- [View past settlements](#)
- [Generate a fishing or hunting activity report](#)

HELPFUL LINKS

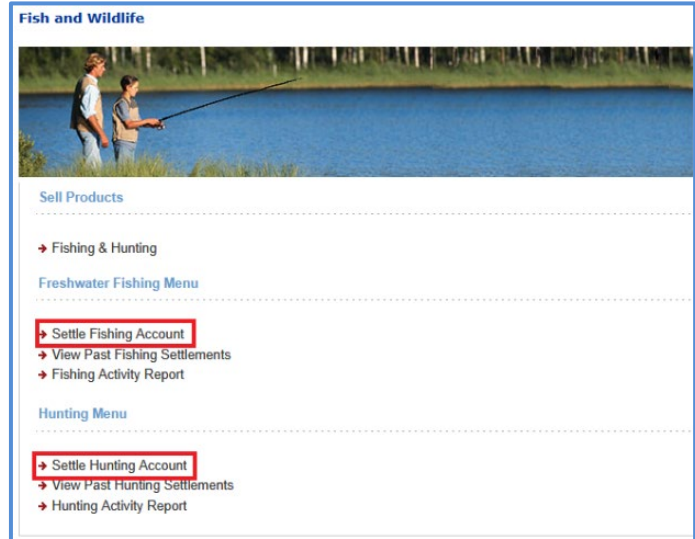
- [WILD vendor log in](#)
- [Vendor resources](#)

Note: Screenshots provided below are examples only.

Complete a settlement

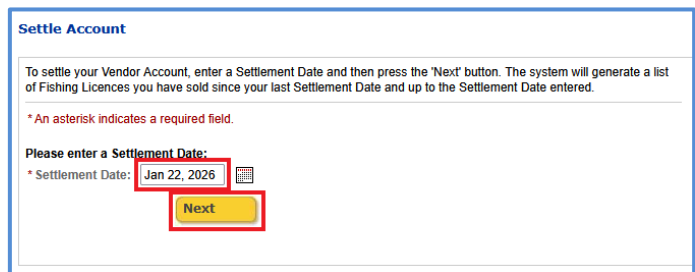
Step 1

Click **Settle Fishing Account** or **Settle Hunting Account** from the main menu.



Step 2

Enter **Settlement Date** and click **Next**.



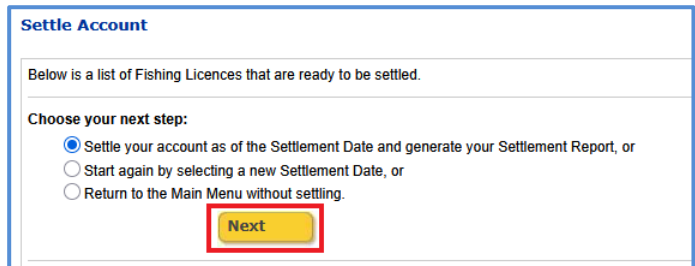
Step 3

A list of licences ready to be settled will be displayed. Confirm you want to settle your account as of the settlement date by clicking **Next**.

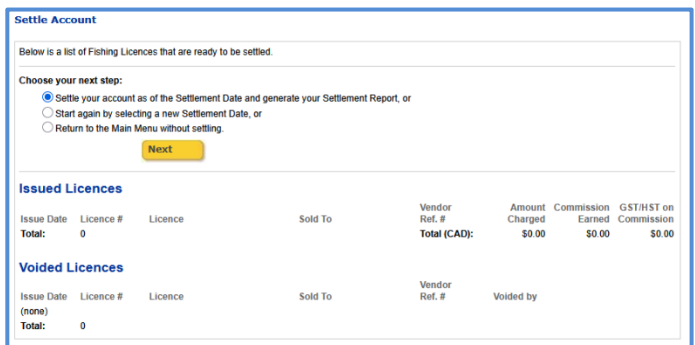
If you are not ready to proceed with settling your account, select either:

- Start again by selecting a new Settlement Date, or
- Return to the Main Menu without settling,

then click **Next**.



NIL settlement: If no sales occurred during the settlement period, no settlement report will generate. To submit a NIL settlement, send your vendor manager a screenshot displaying zero sales activity.



WILD Quick Reference Guide (Vendor)

Complete a Vendor Settlement



Step 4

Print the settlement report.

Settle Account

The Settlement is complete.

Settlement Period:	Jan 23, 2026 to Jan 23, 2026	Gross Amount Charged:	\$91.23
Settlement ID:	197072	Less:	
Created Date:	Jan 23, 2026	Commission Earned:	\$6.00
Invoice #:	RAI85100	GST/HST on Commission:	\$0.32
		Settlement Amount:	\$84.91
		Less: Post-Settlement Adjustments:	\$0.00
		Settlement Amount after Adjustments:	\$84.91

[VIEW LICENCES](#)

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

WILD Vendor Fishing Settlement Report

Ministry of Forests (Production Test) (22222) Government Agent: Service BC Headquarters, Victoria (96) Phone: (250) 387-9725 Address: 2975 Jutland Road, Victoria BC V8T 5J9 GST/HST Reg No.:	Settlement Period: Jan 23, 2026 to Jan 23, 2026 Settlement ID: 197072 Invoice #: RAI85100 GST/HST on Commission: \$0.32 Settlement Amount: \$84.91
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Issued Licences

B.C. RESIDENT

Basic Licence	# of Licences Issued	Amount Charged	Commission Earned	GST/HST on Commission	Settlement Amount
Annual Angling Licence	1	\$43.21	\$1.50	\$0.06	\$41.63
Conservation Surcharge	# of Licences Issued	Amount Charged	Commission Earned	GST/HST on Commission	Settlement Amount
Non-Tidal Salmon Stamp	1	\$18.01	\$1.50	\$0.06	\$16.43
Shuswap Lake Rainbow Trout Stamp	1	\$12.00	\$1.50	\$0.06	\$10.42

View licences

Step 5

Click **View Licences** to review products sold, voided, refunded or adjusted for this settlement.

Settle Account

The Settlement is complete.

Settlement Period:	Jan 23, 2026 to Jan 23, 2026	Gross Amount Charged:	\$91.23
Settlement ID:	197072	Less:	
Created Date:	Jan 23, 2026	Commission Earned:	\$6.00
Invoice #:	RAI85100	GST/HST on Commission:	\$0.32
		Settlement Amount:	\$84.91
		Less: Post-Settlement Adjustments:	\$0.00
		Settlement Amount after Adjustments:	\$84.91

[VIEW LICENCES](#)

Vendor Settlement Report

Your Settlement Report is generating below. Please print and return this report with your payment.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

WILD Vendor Fishing Settlement Report

Step 6

After reviewing products, click **Return to Settlement**.

Settle Account

The Settlement is complete.

Settlement Period:	Jan 23, 2026 to Jan 23, 2026	Gross Amount Charged:	\$0.00
Settlement ID:	197072	Less:	
Created Date:	Jan 23, 2026	Commission Earned:	\$0.00
Invoice #:	RAI85100	GST/HST on Commission:	\$0.32
		Settlement Amount:	\$84.91
		Less: Post-Settlement Adjustments:	\$0.00
		Settlement Amount after Adjustments:	\$84.91

[RETURN TO SETTLEMENT](#)

Issued Licences

Issue Date	Licence #	Licence	Sold To	Vendor Ref. #	Amount Charged	Commission Earned	GST/HST on Commission
Jan 23, 2026	100000044398	Shuswap Lake Rainbow Trout Stamp	John Fisherman	12345	\$12.00	\$1.50	\$0.08
Jan 23, 2026	100000044406	Annual Angling Licence	ABRAHAM SAMUEL BARTEAUX	12345	\$43.21	\$1.50	\$0.08
Jan 23, 2026	100000044419	Non-Tidal Salmon Stamp	ABRAHAM SAMUEL BARTEAUX	12345	\$18.01	\$1.50	\$0.08
Jan 23, 2026	100000044427	Classified Waters Licence	ABRAHAM SAMUEL BARTEAUX	12345	\$18.01	\$1.50	\$0.08
Total:	4				Total (CAD):	\$91.23	\$6.00

Voided Licences

Issue Date Licence # Licence Sold To Vendor Ref. # Voided by
 (There are no voided Fishing Licences in this settlement period.)
Total: 0

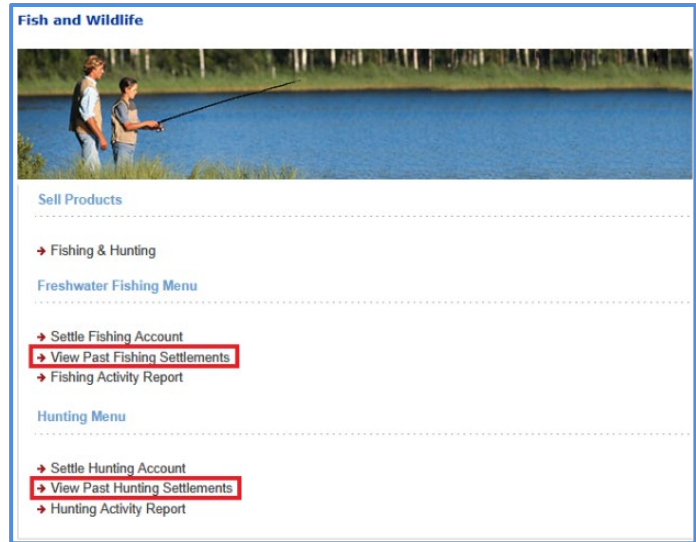
Post-Settlement Adjustments

Issue Date Licence # Licence Sold To Vendor Ref. # Amount Charged Commission Earned GST/HST on Commission
 (There are no Fishing Licences which have been refunded to you after the settlement was completed.)
Total: 0 **Total (CAD):** \$0.00 \$0.00 \$0.00

View past settlements

Step 1

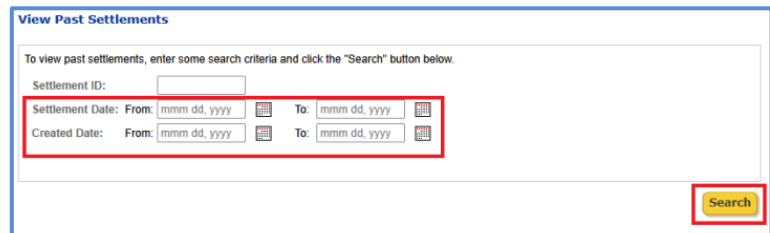
Click **View Past Fishing Settlements** or **View Past Hunting Settlements** from the main menu.



Step 2

Enter a **Settlement Date** range or **Created Date** range and click **Search**.

Note: To view all past settlements, leave dates blank and enter a percentage sign (%) for Settlement ID, then click **Search**.



Step 3

Click on the **Settlement ID** to view the desired report or click Search Again to start a new search.

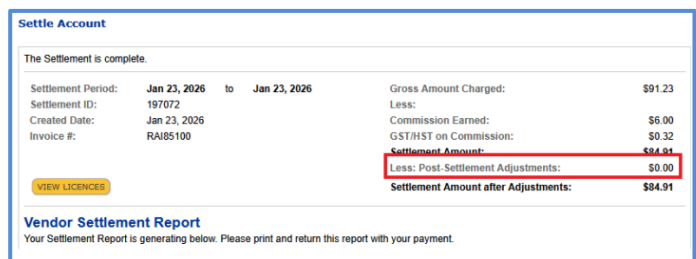


View Past Settlements

Settlement ID	Settlement Date	Created Date	Settlement Amount	Payments	Fee Adjustments	Outstanding Invoice Balance
193853	Jan 22, 2026	Jan 22, 2026	\$534.07			\$534.07
195606	Jan 22, 2026	Jan 22, 2026	\$160.12			\$160.12
197072	Jan 23, 2026	Jan 23, 2026	\$84.91			\$84.91
196751	Jan 23, 2026	Jan 23, 2026	\$28.42			\$28.42
197221	Jan 23, 2026	Jan 23, 2026	\$413.02			\$413.02
Totals (CAD):			\$7014.71	\$1525.98	\$29.76	\$5458.97

Search Again

Note: If a licence or application was cancelled (voided) after the settlement is completed, the settlement will display post-settlement adjustments. [Learn more about licence or application cancellation requests.](#)



Settle Account

The Settlement is complete.

Settlement Period:	Jan 23, 2026 to Jan 23, 2026	Gross Amount Charged:	\$91.23
Settlement ID:	197072	Less:	
Created Date:	Jan 23, 2026	Commission Earned:	\$6.00
Invoice #:	RAI85100	GST/HST on Commission:	\$0.32
		Settlement Amount:	\$84.91
		Less: Post-Settlement Adjustments:	\$0.00
		Settlement Amount after Adjustments:	\$84.91

VIEW LICENCES

Vendor Settlement Report
Your Settlement Report is generating below. Please print and return this report with your payment.

WILD Quick Reference Guide (Vendor)

Complete a Vendor Settlement



Step 4

Remit payment to Service BC.

Note: Prior to remitting payment to Service BC, always check the current outstanding balance of your settlement(s) to ensure you are remitting the current outstanding balance.

View Past Settlements						
Settlement ID	Settlement Date	Created Date	Settlement Amount	Payments	Fee Adjustments	Outstanding Invoice Balance
193853	Jan 22, 2026	Jan 22, 2026	\$534.07			\$534.07
195896	Jan 22, 2026	Jan 22, 2026	\$160.12			\$160.12
197072	Jan 23, 2026	Jan 23, 2026	\$84.91			\$84.91
196751	Jan 23, 2026	Jan 23, 2026	\$28.42			\$28.42
197221	Jan 23, 2026	Jan 23, 2026	\$413.02			\$413.02
Totals (CAD):			\$7014.71	\$1525.98	\$29.76	\$5488.97

[Search Again](#)

Generate a fishing or hunting activity report

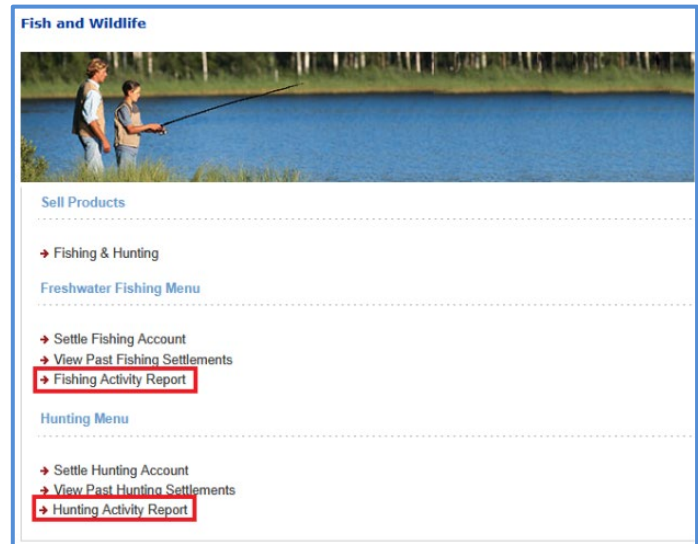
Use activity reports when completing GST remittance forms. Activity reports show all settlement activity and post-settlement adjustments for the selected date range. They do not include licences from settlements where the invoice has not yet been paid.

Before generating a fishing or hunting activity report, confirm there are no sales awaiting settlement. This helps ensure the report includes everything for the reporting period.

When adjustments are made, the commission and the GST on that commission are reversed. The activity report helps confirm the correct GST amount you will send to the CRA for that reporting period.

Step 1

Click **Fishing Activity Report** or **Hunting Activity Report** from the main menu.



Step 2

Enter **date range** and select **Detail Level**. Then click **Next**.

If you have multiple store locations, you can select Group by Vendor Reference Number to sort results by location.

WILD Vendor Fishing Activity Report

* Created Date From: To:

Detail Level: Detail Summary

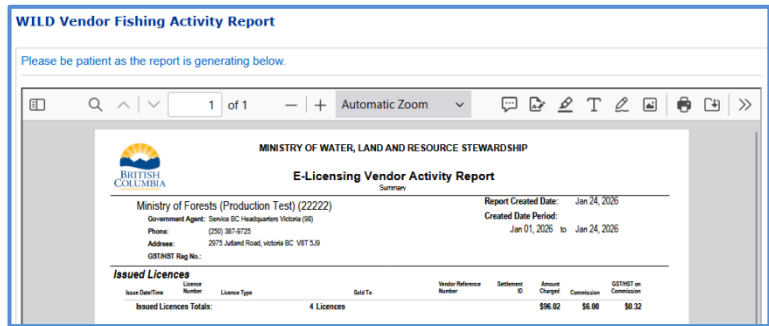
Group by Vendor Reference Number:

* An asterisk indicates a required field.

[Next](#)

Step 3

Print or **save** the report.



Need help or have questions?

Review the **Fish and Wildlife WILD Limited Entry Hunting Vendor User Manual**,

visit gov.bc.ca/WILD-vendor-resources

or

Contact your local [Service BC office](#)