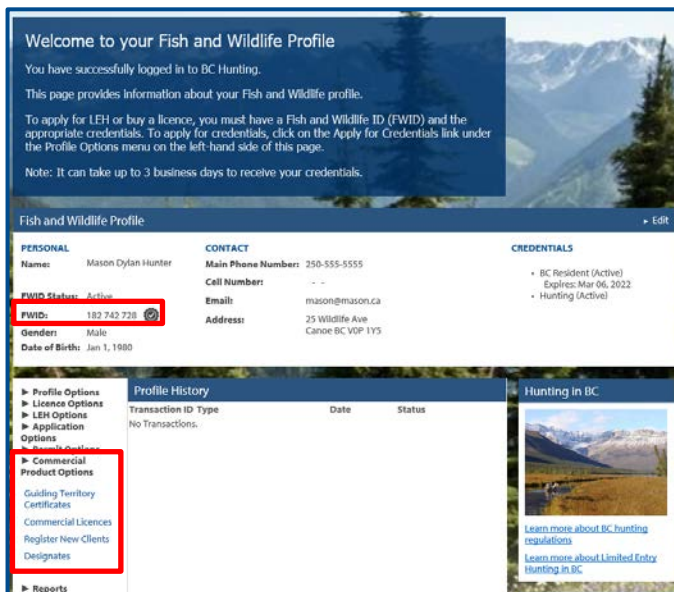


Guide Outfitter Designate Registration

| | |
|-----------------------------------|--|
| Required when: | A guide outfitter wants to designate a person to submit guide outfitter reports on their behalf. A guide outfitter wants to designate a person to purchase licences for their clients on their behalf, at FrontCounter BC and Service BC locations. |
| Who is eligible to submit? | A Guide Outfitter who has held a guide licence in the BC Hunting online service. |
| Fee | There is no fee to assign a designate. |



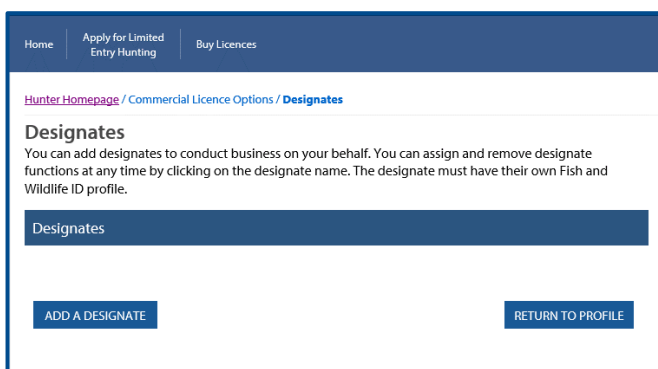
Before you start

Before you assign a person to be a designate, make sure you have:

- An active Fish and Wildlife ID with verified user status.
- A Guide Outfitter Licence.

Log in to your Fish and Wildlife profile from the B.C. Hunting homepage at www.gov.bc.ca/hunting.

Next, click on **Designates** under **Commercial Product Options** on the left-hand side of your profile home page.

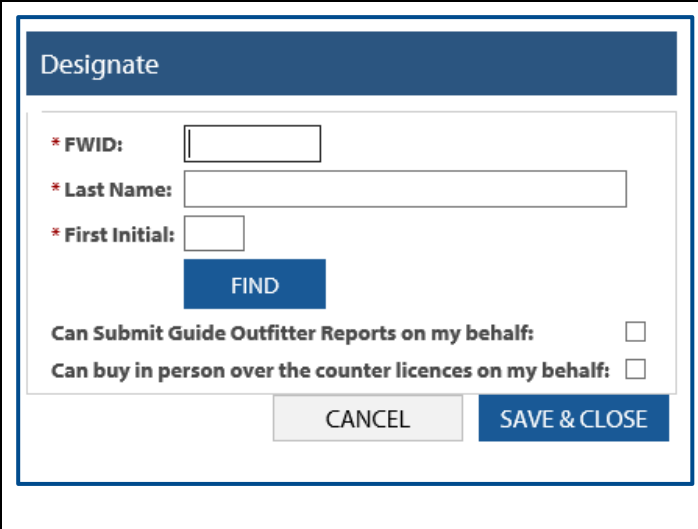
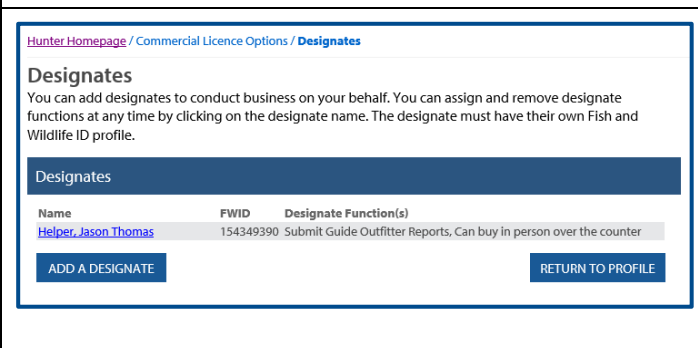


Add a Designate

- Select **Add a designate**, to search for the individual you would like to assign as a designate.

NOTE: The individual you would like to assign as a designate must have a valid and verified Fish and Wildlife ID.

Guide Outfitter Designate Registration

| | |
|--|---|
|  | <h3>Search for the Individual</h3> <ul style="list-style-type: none"> • Enter the Fish and Wildlife ID (FWID), last name and first initial of the person you would like to add as a designate. • Click the Find button. • Select the tick boxes next to the functionality you give consent for the individual to perform on your behalf. • Click the Save & Close button. |
|  | <h3>Designate Has Been Added</h3> <ul style="list-style-type: none"> • You will see the list of designate(s) that you have authorized to perform business functions on your behalf. <p><i>NOTE: You can assign and remove designate functions at any time by clicking on the designate name.</i></p> |

Need help or have questions?

Visit www.gov.bc.ca/hunting

OR

Contact the FrontCounter BC Contact Centre
at 1-877-855-3222