

# How to E-Sign Your License Agreement

1. Login to the website, arriving at the “My Account” page. Click on the RLU number in the “My Reservations” column.

The screenshot shows the 'MY ACCOUNT.' page with the following sections:

- Account Information:** Test User, 1234 Test Drive, Hunting, NC 12345, Email: Testemail@test.com, Phone: (123) 456-7890. Includes an 'Edit' button.
- Total Club Members:** 1. Includes an 'Edit Club Members' button.
- Messages:** You have 1 new Message.
- My Licenses:** No Active License.
- My Reservations:** RLU: [914530501](#) (highlighted with a red arrow), Acres: 51, Reserved: 2/1/2017 4:40:40 AM.
- Current Bids:** No Active Bids.

2. You will be directed to the “Reservations Details” page where you are given the opportunity to create your license. To begin, click the “Accept Reservation” button.

The screenshot shows the 'RESERVATION DETAILS.' page with the following information:

Club Name	Test Club
RLU #	914530501
Location	Walker County, TX
Acres	51
Description	Test RLU
License Start Date:	Jul 01, 2017
License End Date:	Jun 30, 2018
Reserved On:	Feb 01, 2017
License Fee:	\$.
Payment Due Date:	Apr 30, 2017
Property Maps:	<input checked="" type="checkbox"/> Aerial <input type="checkbox"/> TOPO <input type="checkbox"/> Location
<input checked="" type="button" value="Accept Reservation"/> <input type="button" value="Decline"/>	

Be sure to carefully read the directions on each page to verify the information before creating the License Document. To proceed through the tabbed pages, click the "Next" button located at the bottom center of the screen. You can select the "Exit" button located at the bottom right of the screen to exit the wizard at any time.

1. **License Summary:** Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the license start and end date are correct and click "Next" to proceed to the next tab.

1. License Summary      2. Verify/Update Club Members      3. E-Sign License Agreement      4. Payment Information

**PLEASE REVIEW YOUR HUNTING LICENSE DETAILS BELOW, THEN CLICK THE GREEN "NEXT" BUTTON AT THE BOTTOM OF THE PAGE TO PROCEED.**

Club Name:	TEST CLUB
RLU:	914530501
RLU County/State:	Walker County, TX
RLU Acres:	51.00
Term of License:	July 01, 2017 June 30, 2018
License Fee	<b>\$1,000.00</b>
Payment Due Date	<b>April 30, 2017</b>
Property Maps	<input checked="" type="checkbox"/> Aerial <input type="checkbox"/> TOPO <input type="checkbox"/> Location

Click the 'Next' button below to verify and update your club membership list.

If you have questions regarding your license, please contact our customer support line at 704-587-0070.

**NEXT**      Exit

2. **Verify Club Members:** Displays your hunt club's information. It is very important that you make sure this page lists all of your club's members with their correct address, phone number, and email address. Click "Next" to proceed to the next tab.

1. License Summary      2. Verify/Update Club Members      3. E-Sign License Agreement      4. Payment Information

Make changes to your club member's list as needed, using the tools below. Make sure **ALL** club members are listed.

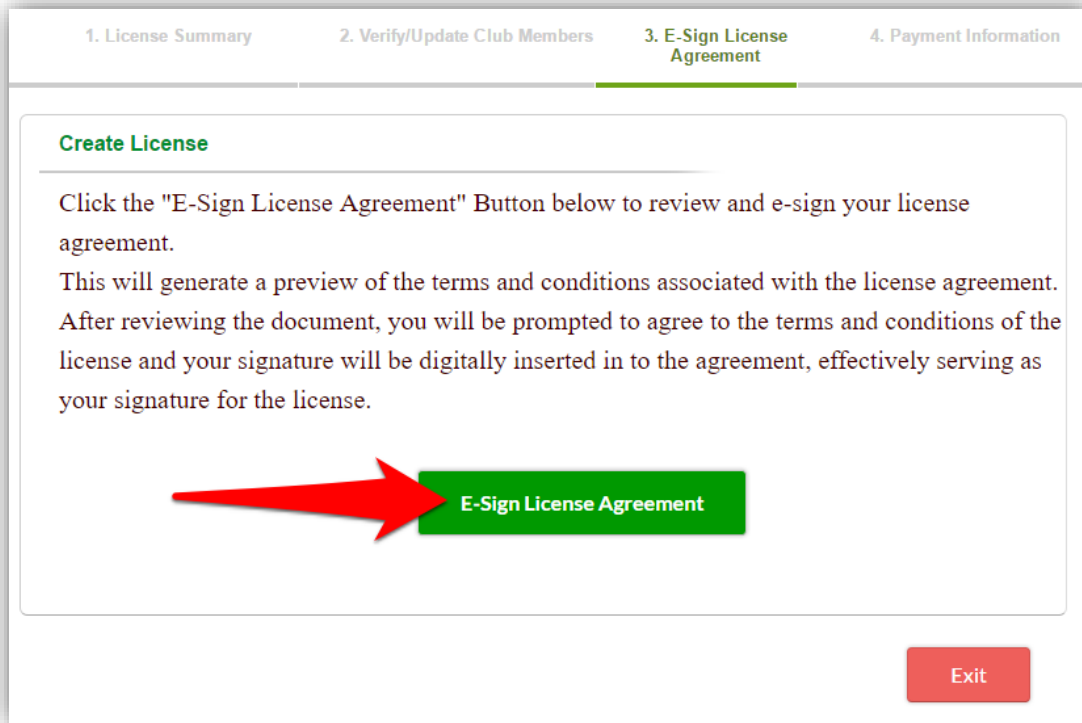
Once you have verified that the list is correct, click the green "NEXT" button at the bottom of the page to view and e-sign your license agreement.

**Click Here to Add a New Club Member**

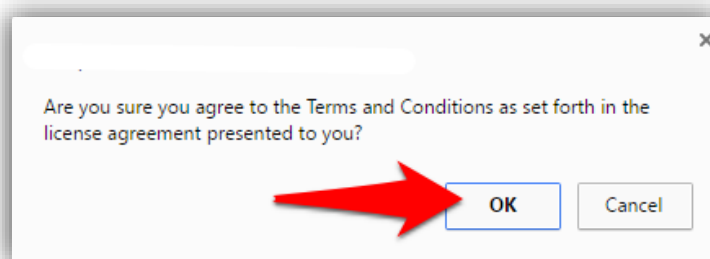
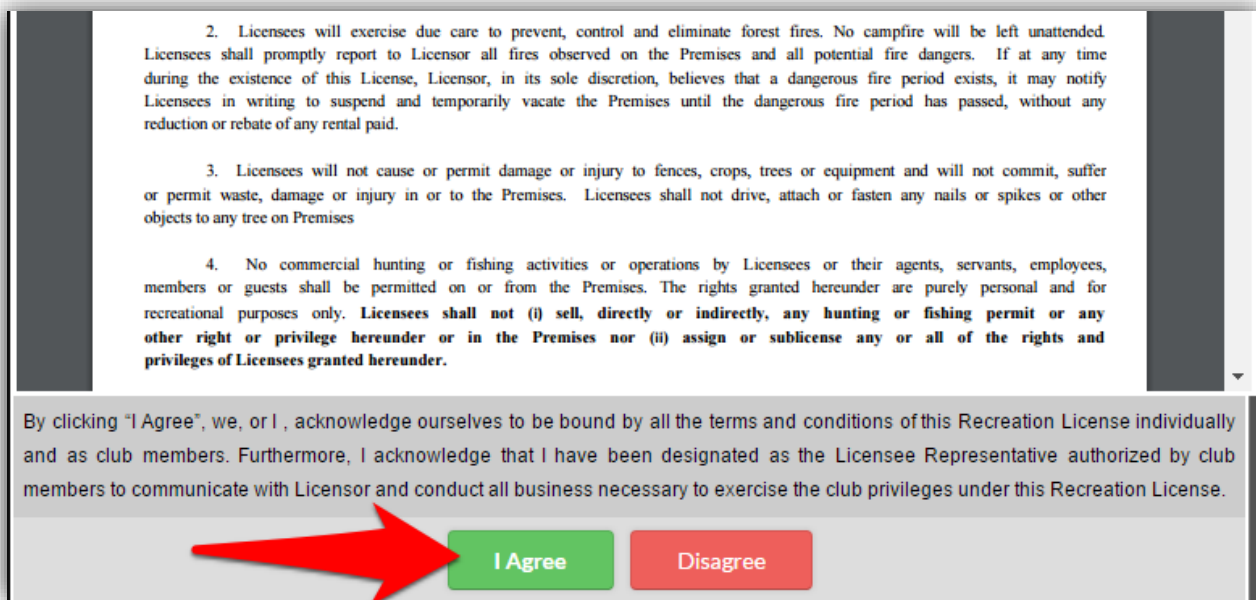
Club Member Name	Address	Edit Info /Delete Members
Testing User	1234 Test Drive , Hunting - NC 12345	<a href="#">Edit</a> <a href="#">Delete</a>

**NEXT**      Exit

3. E-Sign License Agreement: Allows you to create and E-Sign your license document. When you are sure that all of the reservation information is correct, click “E-Sign License Agreement”.



Click the “I Agree” button to accept the terms and conditions of the lease agreement. Then click “OK” in the pop up box.



4. Payment Information: Please mail a Certified Check or Money Order, along with your Club Member Signatures, to the address listed in the "Payment Invoice" PDF document.

1. License Summary      2. Verify/Update Club Members      3. E-Sign License Agreement      **4. Payment Information**

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In order to ensure the processing of your hunting license, please follow the instructions provided below:

**Items Required for License Processing**

1. Certified Check or Money Order (NO PERSONAL CHECKS ACCEPTED)


Made Payable to: .  
Amount:  
Payment Due Date: **April 30, 2017**

2. Signed Club Members List (Click "Print Invoice/Club Members List Button" below)

**\*\*ALL Club Members must sign the document in order for your license to be executed**

Mail the two items listed above to:

Atakapa, LLC  
Attn: Hunting Leases  
8809 Lenox Pointe Drive, Suite C  
Charlotte, NC 28273

 [Click here to PRINT Payment Invoice & Document for club Member Signatures](#)

[Exit](#)

After the Club Member Signatures document and payment you submit are received and processed, you will receive and email informing you that your license has been "Executed ". A signed signature page will be uploaded into your account on our website. **NOTHING** will be mailed back to you, so please access your account for a copy of your license document.

*Note: Please allow up to 2 weeks for processing your payment and license agreement. Failure to follow the above directions will further delay processing.*