

How to Process Your Renewal

The following guide will assist your club in processing your renewal documents. After logging into your account, follow the steps below to generate your license document and make payments.

1. Login to the website, arriving at the “My Account” page.

The screenshot displays the 'My Account' page on the Rayonier Hunting Division website. The header includes the Rayonier logo and navigation links: 'Find A Property Portal', 'HOME', 'FIND A PROPERTY', 'HELP', 'RAYONIER PERMITS', 'Manage Your Account', and 'Sign Out'. The main content area is titled 'My Account' and shows the following details:

- Messages: You have 0 new Messages
- Club Members: You have 1 Club Members associated with this account.
- Contact Info: Edit (Name: Test User, Email: mfeltman@orbisinc.com, Phone: (111) 111-1111)
- Contact Address: Edit (111 Road Name, Charlotte, NC 28273)
- Active licenses currently held by the clubs: No Active License.
- New reservations awaiting approval from the club: My Reservations (RLU: 313077 (242 Acres), Reserved: 1/24/2014 3:11:10 PM)
- RLUs currently bidding on: No Active Bids.

On the right side, there are sections for 'FIND OTHERS' (Find a Club in Your Area, Find Members in Your Area) and 'USEFUL TIPS' (How to Create Your Account, How to Process Your Renewal, How to Search for Available Properties).

2. Click on the RLU number in the “My Reservations” column.

This is a close-up view of the 'My Reservations' section from the screenshot. It shows the text 'New reservations awaiting approval from the club.' above a header 'My Reservations'. Below the header, a reservation is listed: 'RLU: 313077 (242 Acres)' with 'Reserved: 1/24/2014 3:11:10 PM'. The RLU number '313077' is circled in red to indicate it should be clicked.

After clicking on “View Reservation Details”, you are given the opportunity to **Accept** or **Decline** the RLU reservation made for your club. If you choose to **accept** the reservation, you will be directed to the **Reservation Wizard**. Alternatively, if you do not want to renew your license for the RLU, clicking **decline** effectively releases it out to open bid for all bidders.

Reservation Details

Club Name:	Test Hunt Club
RLU No:	313077
Location:	McIntosh County, GA
Acres:	242
License Start Date:	Jul 01, 2017
License End Date:	Jun 30, 2018
Reserved On:	Jul 07, 2017
RLU Manager:	Customer Service 1 Rayonier Way Yulee, FL - 32097 Phone: (855) 729-4868 Email: hunting@rayonier.com
License Terms:	1 Terms

Term Start Date	Term End Date	Price	Payment Due
Jul 01, 2017	Jun 30, 2018	\$1,838.00	Jun 30, 2017

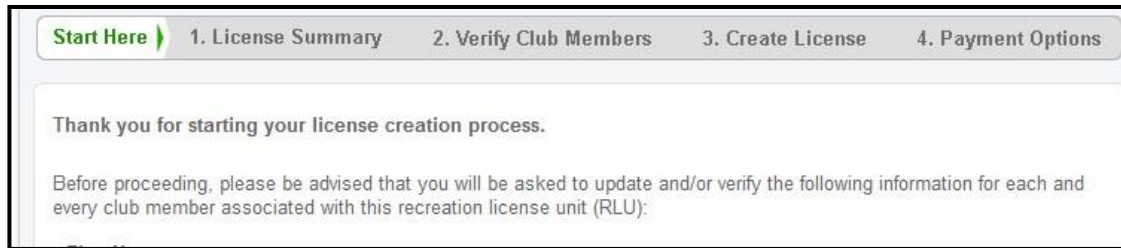
Property Maps: Aerial TOPO Location Stand

3. Next, create your license agreement using the “Reservation Wizard”. Directions are provided below.

Reservation Wizard

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 "Next" located at the bottom of the screen.

1. Start Here: Outlines the license creation process and lists the items you will need to finalize the reservation (i.e. club member addresses, phone numbers, and email addresses (if available)). Click "Next" to proceed to the "License Summary" tab.

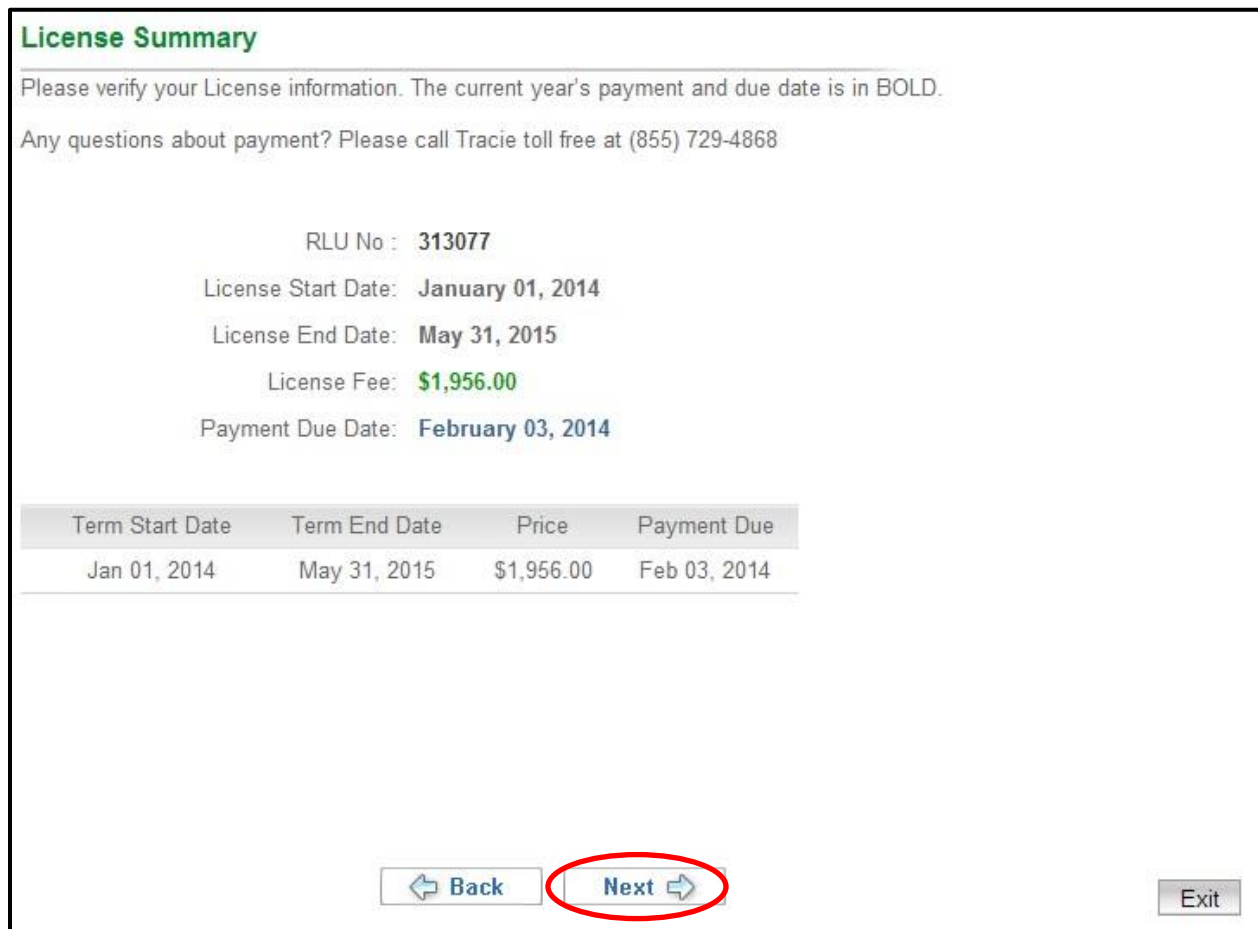


Start Here 1. License Summary 2. Verify Club Members 3. Create License 4. Payment Options

Thank you for starting your license creation process.

Before proceeding, please be advised that you will be asked to update and/or verify the following information for each and every club member associated with this recreation license unit (RLU):

2. License Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the term start/end dates are correct and click "Next" to proceed to the "Verify Club Members" tab.



License Summary

Please verify your License information. The current year's payment and due date is in BOLD.

Any questions about payment? Please call Tracie toll free at (855) 729-4868

RLU No : **313077**

License Start Date: **January 01, 2014**

License End Date: **May 31, 2015**

License Fee: **\$1,956.00**

Payment Due Date: **February 03, 2014**

Term Start Date	Term End Date	Price	Payment Due
Jan 01, 2014	May 31, 2015	\$1,956.00	Feb 03, 2014

[← Back](#) [Next →](#) [Exit](#)

3. 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 "Create License" tab.

Name	Address	Phone
John Deere	111 Tractor Dr. , Unknown - SC 11111	(123)456-7458
Rayonier Hunting	111 Hunter Rd , Unknown - SC 11111	(123)456-7890

4. Create License: Allows you to create your license document. When you are sure that all of the reservation information is correct, click "Create License Document". A separate window will automatically open containing a printable/downloadable PDF document.

License Fee : \$1,000.00

Please review your license fee amount above and click the button below to create your license documents. A separate window should open automatically containing a printable/downloadable PDF document.

If you do not see this window, please return to the "Account History" page and click the Download Documents button found next to your previously accepted reservation to find the appropriate documentation. If you still do not see your license documents please contact your RLU administrator.

[Back](#) **Create License** [Exit](#)

5. Payment Options: If you plan to mail your license payment, please follow the instructions under “Cashier’s Check/Money Order”. If you wish to pay online, click “Pay Online Now” next to your desired payment option.

[Start Here](#) [License Summary](#) [Create License](#) [Verify Club Members](#) **[Payment Options](#)**

Payment Options

By clicking on payment method below, you agree that Rayonier is authorized to process such payment in the amount specified. You further agree that all payments for deposits are non-refundable and that you have read, understand and agree to abide by Rayonier’s [terms and conditions](#) governing your License Agreement.


RLU No:628057
Total Reservation Price : \$10,000.00
Payment Due Date : July 21, 2017

Select Payment Method

Online Credit/Debit Card

Click the “Pay Online Now” button to the right to pay the fee online, using your credit or debit card.

[Pay Online Now](#)



Online E-Check

Click the “Pay Online Now” button to the right to pay the fee online, using an e-check. You will be required to enter in your bank routing number and account number.

[Pay Online Now](#)

Cashier's Check/Money Order

If at all possible, please make your payment online using your credit card or e-check. If you are not able to pay online, you can mail a cashier’s check or money order to the address on the right.

Personal checks are NOT accepted.

Mail Cashier's Checks/Money Orders To:

Rayonier Operating Company, LLC
Attn:Hunting License Payments
1 Rayonier Way
Yulee, FL 32097

Make Checks Payable To: Rayonier Operating Company, LLC

[Click here to go back to Account History page.](#)