

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 for a user. At the top, the Rayonier Hunting Division logo is visible. The navigation bar includes '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 user has 0 new messages and 1 club member. Contact information is listed, including name, email, phone, and address. Below this, three summary boxes are shown: 'My Licenses' (No Active License), 'My Reservations' (RLU: 313077 (242 Acres) Reserved: 1/24/2014 3:11:10 PM), and 'Current Bids' (No Active Bids). A sidebar on the right contains 'FIND OTHERS' with links to 'Find a Club in Your Area' and 'Find Members in Your Area', and 'USEFUL TIPS' with links to 'How to Create Your Account', 'How to Process Your Renewal', and 'How to Search for Available Properties'.

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

This is a close-up of the 'My Reservations' section. 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) Reserved: 1/24/2014 3:11:10 PM'. The RLU number '313077' is circled in red.

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.

[Back to My Account >>](#) [My Reservation Details](#)

Reservation Details

Club Name:	Orbis Hunting Club
RLU No:	313077
Location:	McIntosh County, GA
Acres:	242
License Start Date:	Jan 01, 2014
License End Date:	May 31, 2015
Reserved On:	Jan 24, 2014
RLU Manager:	Cory Black 1901 Island Walk Way PO Box 728 Fernandina Beach, FL - 32035 Phone: (855) 729-4868 Email: hunting@rayonier.com
License Terms:	1 Terms

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

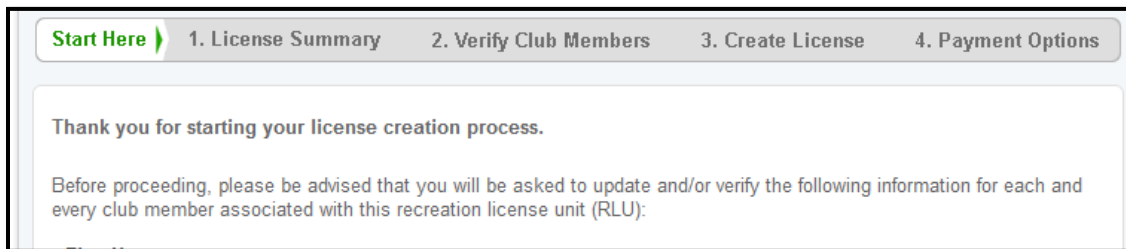
Property Maps: Aerial TOPO Location Stand

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.



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

Navigation buttons: [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.

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

Verify Club Members

Club Representative: Rayonier Hunting Club Name: Rayonier Hunt Club
Total no. of members: 2 Club Representative: Rayonier Hunting
Members in this club: 2 Club Contact: Rayonier Hunting

Click [here](#) to add new members to the club. [Download members List](#)

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.

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

Create License

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 in the license agreement. If you wish to pay online, click “Next” to go to the payment tab.

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

Create License

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.

If you have already paid the full amount, click here to exit to [Account History](#) page.

If you are going to mail your payments, please follow the instructions in the license document.

If you want to pay online click next to go to the payment tab.

Next ➔

⬅ **Back** **Create License** **Exit**

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

Payment Options

By clicking on either 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.

Total Reservation Price : **\$2,000.00** Payment Due Date : **5/1/2013**

You can mail your payments by cashier's check or money order along with the signed license document if you don't want to pay online.

Only payments less than \$10,000 can be processed when paying with PayPal.

Click on the payment button to pay online with PayPal if you have an account with PayPal. You will be redirected to PayPal page to make your payment. **PAY with PayPal**

Click on the button to pay using your Credit/Debit card if you don't have a PayPal account. **Pay Now**

All payments are processed securely through PayPal site.

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

All payments are processed securely though the PayPal site.

Click **PAY with PayPal** to pay online with PayPal if you have an account with PayPal. You will be directed to PayPal to make your payment.

If you don't have a PayPal account, click **Pay Now** to pay using your credit or debit card.

****Note: Only payments less than \$10,000 can be processed using PayPal.**