

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 and click “View Details”.

The screenshot shows a user interface with a blue header for 'Reservations waiting for approval.' Below this, a reservation card displays 'RLU #: 630238 (250 Acres)' and 'Reserved: 9/18/2018 1:16:37 PM'. A blue 'View Details' button is circled in red. To the right, a 'License Holder Information' section lists: Name: Test User, Address: 8809 Lenox Point Drive, Charlotte, NC 28273, Email: mdodd@orbisinc.com, Phone: (980) 587-0070, and Club Name: Orbis Hunt Club. An 'Edit' button is at the bottom right of this section. Below the license holder info, a light blue box states 'Total Club Members associated with this account. 1' with an 'Edit Club Members' button.

2. Review the Reservation Details and click “Accept”

The screenshot shows a 'Reservation Details' page with a table of reservation information. The 'Accept' button is circled in red.

Club Name:	Orbis Hunt Club
RLU No:	630238
Location:	Beauregard County, LA
Acres:	250
License Start Date:	Jun 01, 2018
License End Date:	May 31, 2019
Reserved On:	Sep 18, 2018
RLU Manager:	Customer Service 1 Rayonier Way Wildlight, FL - 32097 Phone: (855) 729-4868 Email: hunting@rayonier.com
License Terms:	1 Terms

Term Start Date	Term End Date	Price	Payment Due
Jun 01, 2018	May 31, 2019	\$1,000.00	May 31, 2018

Property Maps: Aerial TOPO Location Stand

3. 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 License Summary Create License Verify Club Members 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):

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Phone Number
- Email Address

If you do not have this information available now to enter or confirm please click the exit button below. You may return at any time by clicking on the next to your previously accepted reservation on the “Account History” page to complete the process.

If you have the required information please continue on to the next page where you will be walked through a simple two-step process which should only take a few minutes to complete.

The next window will provide you with a summary of your license. Following windows will provide you the opportunity to create license document and update your club’s membership roster.

Please Note: Adobe Reader is required to view and print your documents. If you do not have Adobe Reader installed, please visit www.adobe.com to download and install the application before proceeding.

Click Next to Start your License Creation Process **Next** Exit

4. 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 “Create License” tab.

Start Here **License Summary** Create License Verify Club Members Payment Options

License Summary

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

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

RLU No : **630238**

License Start Date: **June 01, 2018**

License End Date: **May 31, 2019**

License Fee: **\$1,000.00**

Payment Due Date: **May 31, 2018**

Term Start Date	Term End Date	Price	Payment Due
Jun 01, 2018	May 31, 2019	\$1,000.00	May 31, 2018

Back **Next** Exit

5. Confirm Amount: Click “Create License Document”

Start Here License Summary **Create License** Verify Club Members Payment Options

Create License

Current Year Reservation Price : **\$1,000.00**

Please review your license reservation amount above and click the button below to create your license documents.

Create License Document

[← Back](#) [Exit](#)

6. Review the license agreement, “Check” the box to agree to the terms and conditions, and click “Submit”

RLU # 630238

RECREATIONAL LICENSE AGREEMENT

This Recreational License Agreement (“License”) sets forth the terms and conditions by and between Test User, whose address is 8809 Lenox Point Drive, Charlotte, NC 28273 (“Licensee”) and **RAYONIER OPERATING COMPANY LLC (“ROC”)**, a Delaware limited liability company, acting on behalf of and as agent for the owner(s) and/or Lessee(s) of the land, whose address is 1 Rayonier Way, Wildlight, FL 32097 (ROC and the owner(s) and/or Lessee(s) of the land are collectively “Licensor”), by which Licensor grants to Licensee the right to enjoy access, entrance and use of approximately 250 (+/-) acres of real property located in Beauregard County, LA, RLU# 630238, as more particularly depicted or described on Exhibit “A” attached hereto and incorporated herein (“Land” or “Lands”) for the limited purpose of conducting the recreational activity(ies) described on Exhibit “B” attached hereto and incorporated herein (“Licensed Rights”). Licensee shall comply with the terms and conditions specified herein together with those specified in the attached exhibits.

IT IS UNDERSTOOD AND AGREED THAT:

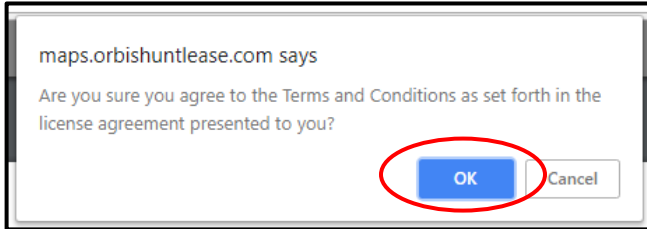
1. LICENSE. This License shall begin on June 1, 2018 and end on May 31, 2019 (“Term”), unless extended or sooner terminated in accordance with the terms of this License; provided, however, that no right to enter the Land shall exist until such time as Licensee and all of its members have fully executed Exhibit “C” attached hereto and incorporated herein and payment in full has been received by Licensor (the “Conditions of License”). Should Licensee or any of its members enter the Land prior to satisfying the Conditions of License, they will be deemed to be trespassing and may be subject to prosecution. Said Term and the right to use the Land is dependent upon Licensee’s compliance with all of the terms and conditions contained herein, together with the legal viability of Section 6 and of the indemnity, defense and hold harmless provision as set forth herein (Section 14(b) and Exhibits “C” and “D” attached hereto), so as to permit Licensee and its members and guests the use of the Land without risk of any liability to Licensor or any affiliated or related companies, as is the intent of the parties. If at any time during the Term and whether by reason of the act(s) or inaction(s) of Licensee or by reason of a change in applicable law, the effect of either or both of which would expose Licensor to any liability risk inherent in the use or occupancy of the Land by Licensee, its members or guests, then the Term of this License shall automatically cease, without barring Licensor from any recourse for recovery against Licensee or its members or guests, as appropriate. Termination of this License under this Section shall require no prior written notice to Licensee; any refund of the fee shall be governed under the terms of Section 13. The provisions of this License requiring action or forbearance of action by Licensee are equally applicable to Licensee’s members, guests, employees, agents and contractors. Licensee hereby acknowledges that in connection with grant of this

By clicking on the “Accept” button below, I agree to all the terms and conditions contained in that certain Hunting License Agreement between Rayonier Operating Company LLC and the ORBIS HUNT CLUB for RLU 630238 for the Term commencing on June 01, 2018, including in particular the Release and Waiver of Liability, Indemnity and Hold Harmless Agreement attached hereto as Exhibit C.

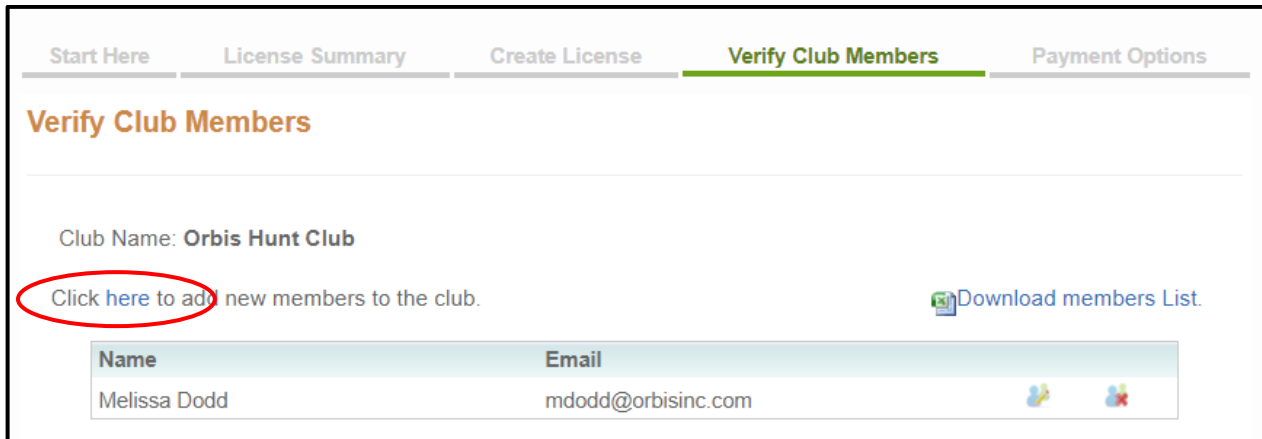
I disagree to the Terms and Conditions of this Hunting/Recreational License.

Submit

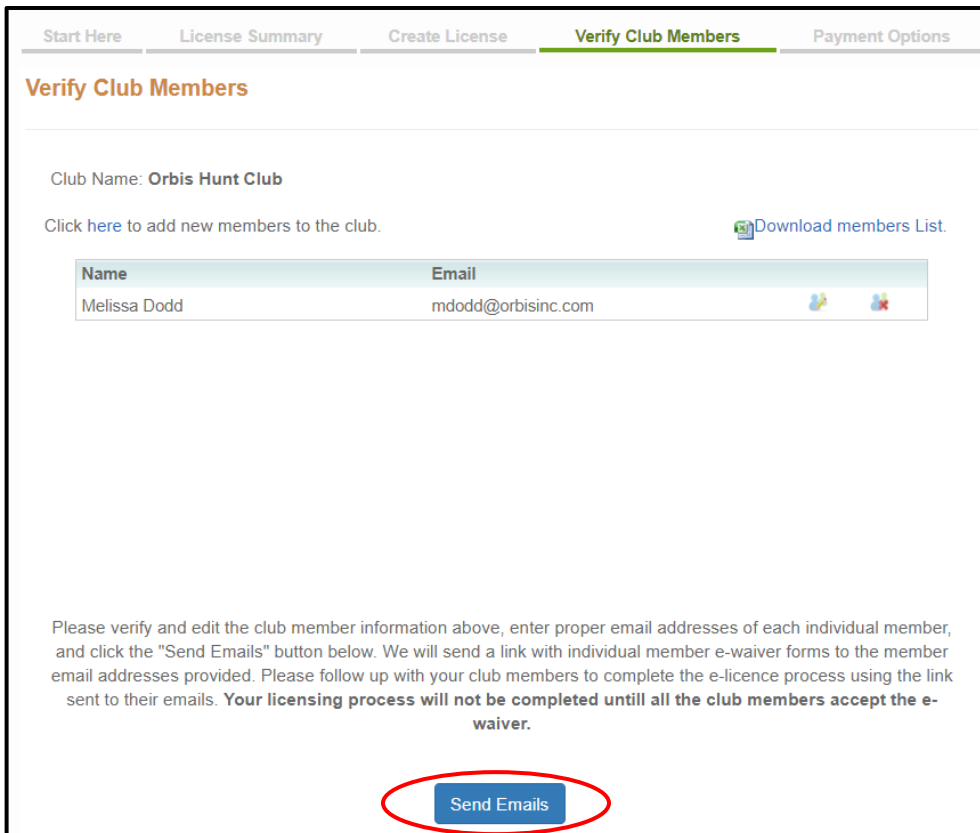
7. Click "OK" that you agree to the agreement



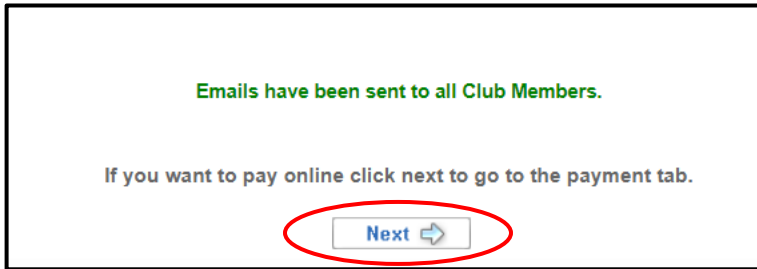
8. Add all club members



9. Send all club members a link for the e-waiver



10. Click “Next” to view payment options



11. 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.

A screenshot of a web page titled "Payment Options". At the top is a navigation bar with links: "Start Here", "License Summary", "Create License", "Verify Club Members", and "Payment Options" (which is highlighted). Below the navigation bar is the heading "Payment Options". A paragraph states: "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." Below this are the details: "RLU No: 630238", "Total Reservation Price : \$1,000.00", and "Payment Due Date : May 31, 2018". A red warning message says: "Any payment(s) returned due to insufficient funds will incur a \$35.00 processing fee. The payment and processing fees must be received within 10 days from the date of notification via certified funds." A section titled "Select Payment Method" contains three options: "Online Credit/Debit Card" with a "Pay Online Now" button and logos for MasterCard, VISA, AMERICAN EXPRESS, and DISCOVER; "Online E-Check" with a "Pay Online Now" button; and "Cashier's Check/Money Order" with a "Pay Online Now" button. To the right of the "Cashier's Check/Money Order" option is the mailing address: "Mail Cashier's Checks/Money Orders To: Rayonier Operating Company, LLC, Attn:Hunting License Payments, 1 Rayonier Way, Wildlight, FL 32097". A red note states: "Personal checks are NOT accepted." At the bottom, it says: "Make Checks Payable To: Rayonier Operating Company, LLC" and "Click here to go back to Account History page."