

Hunter Walk-in Access Enrollment Information System

[COOPERATORS](#) [CONTRACTS](#) [CONSERVATION PROGRAMS REPORT](#)[HELP AND SUPPORTING DOCUMENTS](#)

1

Find Cooperators

[New Cooperator](#)

Last name

Land owner

County

First name

Swift vendor
IDShow inactive cooperators?

List

Clear

1. If cooperator is new and never been enrolled in WIA previously, click “New Cooperator”

Land owner	<input type="text"/>
Swift vendor ID	<input type="text"/>
Contact Salutation	<input type="text"/>
* Contact First Name	<input type="text"/>
* Contact Last Name	<input type="text"/>
Contact Middle Initial	<input type="text"/>

* Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
* Zip code	<input type="text"/>
* County	<input type="text"/>
Notes	<input type="text"/>

Active?	Yes <input type="text"/>
Phone number	<input type="text"/>
Alternate phone number	<input type="text"/>
Email address	<input type="text"/>

Create Cooperator

Enter in all highlighted data above.
Click "Create Cooperator"

Cooperator

Edit

Cooperator data has been saved. However, no invoices can be generated until a Swift Vendor ID has been assigned.

Land owner Pheasant Hunter

* Address 1 1234 pheasant st

Active? Yes

Swift vendor ID

Address 2

Phone number 5555555555

Contact Salutation

* City Pheasant City

Alternate phone number

* Contact First Name Joe

* State MN

* Zip code 56223

Email address

* Contact Last Name Hunter

* County Chippewa

Contact Middle Initial

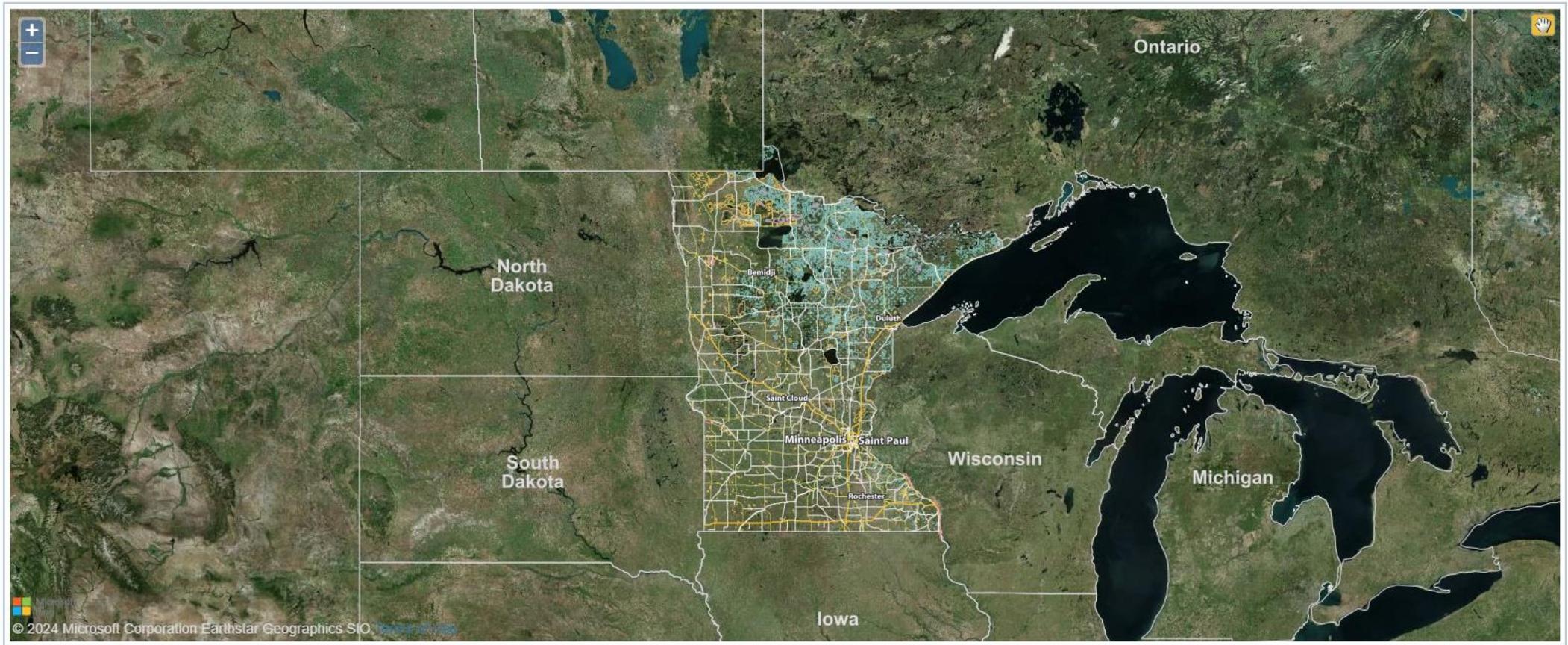
Notes

Sites

New Site

No sites for cooperator.

Click "New Site"



Site name will be assigned when the site polygon is saved.

Edit Features

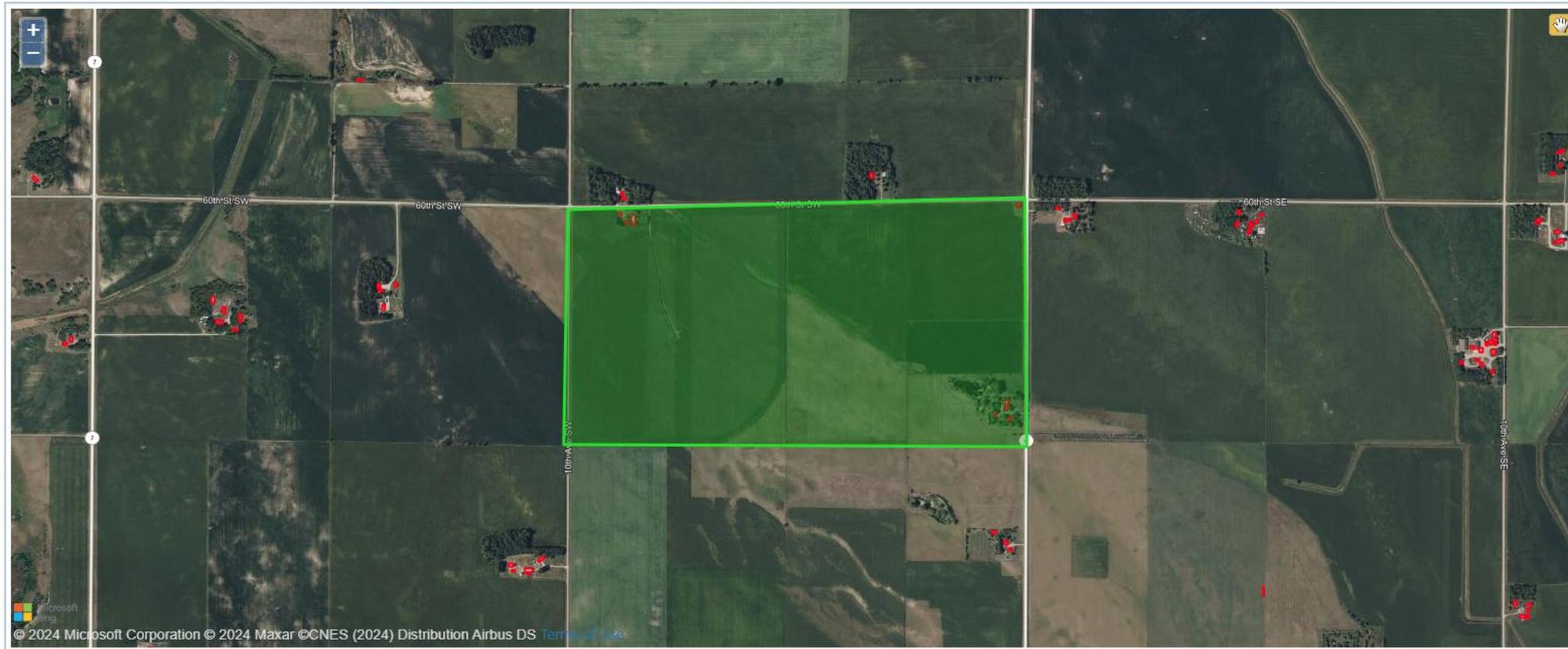
Buffer Farmsteads

Upload Site Shapefile

Cooperator

Search for locations by name.
Place: Type: go

- Map page: Zoom to your location, click edit features to add (draw) the boundary. Save Edits.



CHIP-01008 (New)

Edit Features

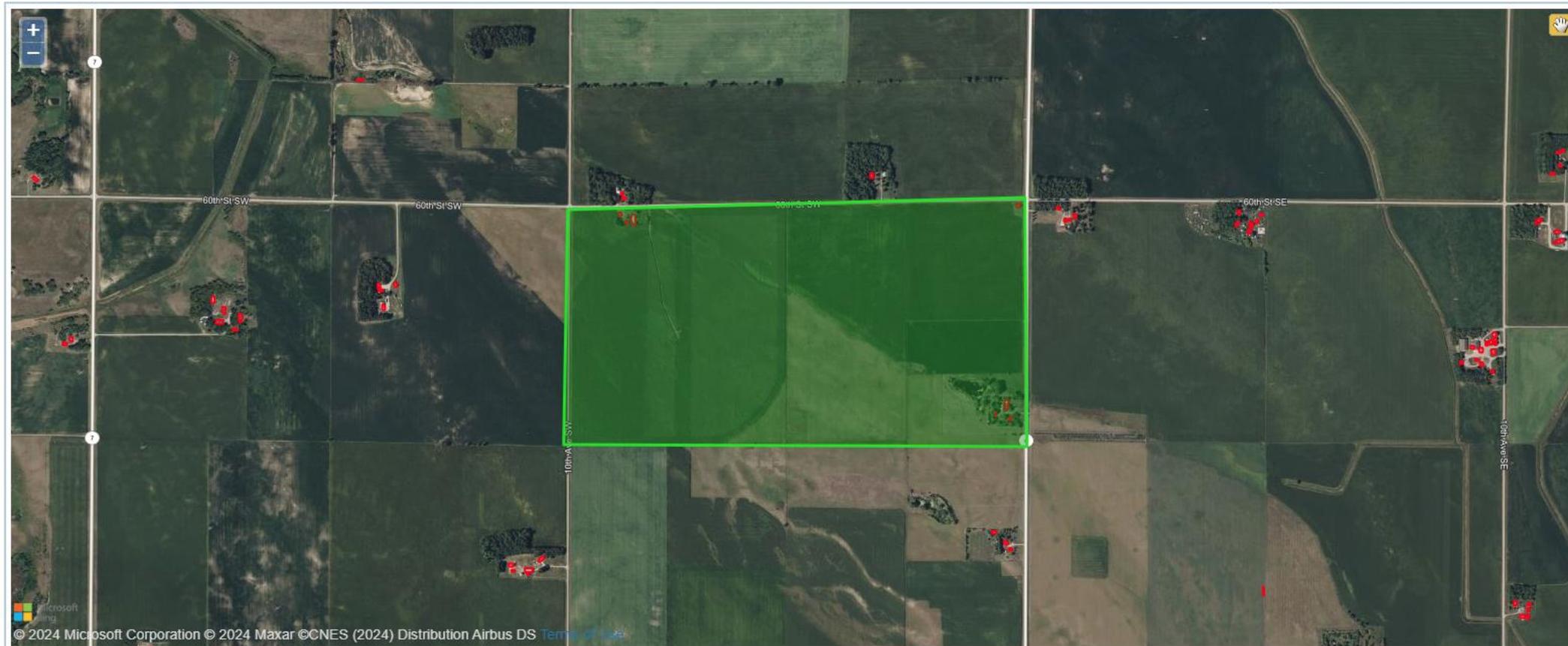
Buffer Farmsteads

Upload Site Shapefile

[Google map](#)
[Bing map](#)

[Cooperator](#)

- Once saved, your parcel should look like the above.
- If there are occupied building sites (people and/or animals) you will need to buffer those locations on the map unless you get a signed Boundary Waiver document from those landowners.



CHIP-01008 (New)

Edit Features

Buffer Farmsteads

Upload Site Shapefile

[Google map](#)
[Bing map](#)

[Cooperator](#)

Search for locations by name.
Place: Type: -- any --

To create a buffer, click “Buffer Farmsteads”



CHIP-01008 (New)

Use the polygon tool to digitize farmstead boundaries. Click 'Generate Buffers' to create buffers for your digitized farmsteads.

Clear Farmsteads

Generate Buffers

Clear Buffers

Save Edits Cancel Edits

Google map
Bing map

Cooperator

Search for locations by name.

Zoom into farm site, outline the house and areas occupied by livestock. Select “Generate Buffers”



CHIP-01008 (New)

- Select Edit Mode:
- Add
 - Modify
 - Delete
-

[Google map](#)
[Bing map](#)

[Cooperator](#)

Click “Modify” to modify your boundary to exclude the buffers.

- To modify the shape, click and hold to drag the red “plus” to the boundary.
- Try and make the boundaries as straight edged as possible (easier to post and follow boundaries in the field)

- Save your edits!
- Click “Cooperator”

Land owner Pheasant Hunter

* Address 1 1234 pheasant st

Active? Yes

Swift vendor ID

Address 2

Phone number 5555555555

Contact Salutation

* City Pheasant City

Alternate phone number

* Contact First Name Joe

* State MN

* Contact Last Name Hunter

* Zip code 56223

Email address

Contact Middle Initial

* County Chippewa

Notes

Sites

New Site

CHIP-01008 (New)



[Edit Site](#)

Calc. Acres: 275.74

Site should appear on your main cooperators page.

CHIP-01008 (New)

[Edit Site](#)

Calc. Acres: 275.74

[Copy to Cooperator](#)[Destroy Site](#)

No contracts for cooperator.

Scroll down to bottom of page, click “New Contract”

New Contract for Pheasant Hunter (As Represented by Joe Hunter)

Please choose the site to be used on this contract:

* Site
..

Select site from
drop down menu.

New Contract for Pheasant Hunter (As Represented by Joe Hunter)

Please choose the site to be used on this contract:

* Site
..

Then click “Initialize
Contract”

Contract Cancel

Site

CHIP-01008 (New)

© 2024 Microsoft Corporation © 2024 Maxar © ONES (2024)
Distribution Airbus DS Terms of Use

[Edit Site](#) Calc. Acres: 275.74

Base Data

Beginning July 1st
2024

Ending June 30th

Site acres

Per acre payment \$

PO #

Contract #

Enrolling county

Comments

Conservation Program Enrollments

Program **Acres**

[Add](#) [Remove](#)

Status Tracking

Agreement generated on

Agreement received by dnr

Agreement accepted

Agreement declined comments

Executed agreement mailed to landowner

Cancelled?

Cancellation notes

Documents

Attachments

[Update Contract](#)
[Destroy Contract](#)

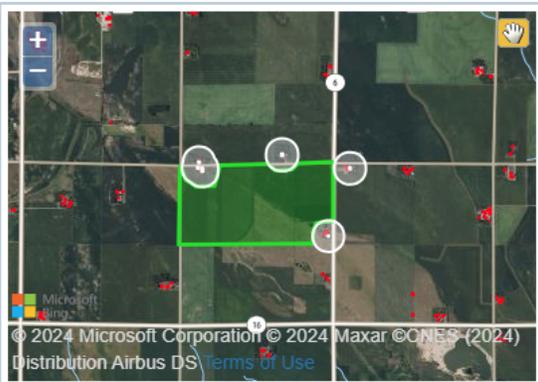
- Select ending year from drop down menu.
- Fill in site acres from map, round to nearest acre.
- Identify your county from the drop down menu (so you get paid!)

- Identify the program (CRP, RIM, etc) and acres
- Select “Update Contract”

Contract data has been saved. However, no invoices can be generated until Purchase Order and Contract numbers have been assigned and the Agreement has been accepted.

Site

CHIP-01008 (New)

[Edit Site](#)

Calc. Acres: 275.74

Base Data

Beginning July 1st

2024

Ending June 30th

2025

Site acres 275

Per acre
payment \$18.00

PO #

Contract #

* Enrolling
county MNDNR

Comments

Conservation Program Enrollments

Program	Acres
CRP	275

Status Tracking

Agreement generated on
Agreement received by dnr
Agreement accepted

Agreement declined comments

Executed agreement mailed to landowner

Cancelled? No

Cancellation notes

Documents

[Generate Agreement](#)

Attachments

- Click “Generate Agreement”
- Print out agreement, have landowner sign. Scan and submit to amber.Knutson@state.mn.us along with signed W-9 form