

Electronic License System License Online Sales Manual



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License Sale Main Menu

The License Sales Main Menu allows you to sell a license, void a license, reprint a license, view reports and receive messages.

The screenshot shows the 'Minnesota Department of Natural Resources Online License Sales' web application. At the top, there is a navigation bar with links for 'DNR Home', 'About the DNR', 'DNR News', and 'Contact us'. Below this is the 'Minnesota's Online Licensing Center' window, which contains several buttons: 'Customer Search', 'Void License', 'Reprint License', 'Reports', and 'Messages'. A 'Close' button is located in the top right corner of this window. A reminder message is displayed, stating: 'REMINDER: Agent, please remind customers to read the posted Collection of SSN and Private Data Notice. ELS personal data collected: name, addresses, driver's license, and date of birth is considered private and cannot be released to anyone. Any questions or any request for data on individuals may be directed to DNR at 651-297-1230 or toll free at 1-877-348-0498.' Below the reminder, it says 'You have 0 Unread Messages'. At the bottom of the page, there is a footer with the text '99910 - DNR WEB POS', contact information for the MN Department of Natural Resources, and copyright notice for 2010.

Located across the top right corner of the screen there is a *close* button. Clicking on the *close* button will close the application.

Sell a License

In order to sell a license, click the Customer Search button on the License Sales Main Menu screen. This will open the Customer Identification screen.

Customer Identification Page

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

*MN residents 21 and older must search by Driver's License, Date of Birth

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

READ THIS IMPORTANT NOTICE PRIOR TO COMPLETING DNR ELECTRONIC LICENSING TRANSACTION

Collection of Social Security Numbers

Federal and state laws require the Minnesota Department of Natural Resources (DNR) to collect your Social Security Number (SSN) when purchasing a DNR game and fish license. The federal law is Title IV-I of the Social Security Act, U.S.C., Title 42, section 666(a) 13. The state law is Minnesota Statutes, section 97A.482. Your SSN is private data under the Federal Privacy Act, 1974 and Minnesota Statutes, section 13.355. If you apply for a DNR license or registration and you do not have a SSN you must give us a certification that you do not have a SSN. If you do not give us your SSN or a certification, DNR cannot issue your license. The DNR is required to provide your SSN or certification to the Minnesota Department of Human Services for child support enforcement purposes. Others who may have access to your SSN include individuals whose work assignment require access and persons authorized by state or federal law or pursuant to a court order, or by your written consent.

Collection of Private Data

Your name, addresses, date of birth, and driver's license number collected under Minnesota Statutes, section 97A to complete a Minnesota Department of Natural Resources (DNR) electronic licensing transaction are classified as private data under Minnesota Statutes, section 84.0874. You can refuse to provide this information, but without it, DNR cannot issue a license, pass, sticker, registration, or other electronic license transaction. The private data may be released to law enforcement, individuals whose work assignment requires access, and persons authorized by state or federal law or pursuant to a court order, or by your written consent. In addition, private data, other than your driver's license number, may also be released to a government entity and for natural resource management purposes, including recruitment, retention, and training certification and verification.

Clicking on the cancel button located at the top of the screen will bring you back to the License Sales Main menu. The Customer Identification screen allows you to identify the customer in several ways.

- Drivers license and Date of Birth
- DNR customer number and Date of Birth
- Firearm safety and Date of Birth
- Social Security number and Date of Birth
- Foreign Customer ID number and Date of Birth

Manual Customer Search

Customer searches can be performed manually using other criteria such as the Social Security number and Firearms Safety number. Examples of each search are below.

Driver's License and Date of Birth

Customer Identification Page

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

*MN residents 21 and older must search by Driver's License, Date of Birth

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

(Enter your Driver's License or Public Safety Number)

Driver's License or Public Safety #:

Date of Birth:

Customer DNR number and Date of Birth

Customer Identification Page

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

*MN residents 21 and older must search by Driver's License, Date of Birth

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

(Enter your DNR Customer ID # as it appears on a previously issued license)

DNR Customer ID #:

Date of Birth:

Firearm Safety number and Date of Birth

Customer Identification Page Cancel

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

**MN residents 21 and older must search by Driver's License, Date of Birth*

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

(Enter your Firearm Safety Number)

Firearm Safety #:

Date of Birth:

Social Security number and Date of Birth

Customer Identification Page Cancel

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

**MN residents 21 and older must search by Driver's License, Date of Birth*

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

(Enter your 9-digit Social Security Number)

Social Security #:

Date of Birth:

Foreign Customer and Date of birth

Customer Identification Page Cancel

Select for your customer record. Choose a search method

Driver's License # and Date of Birth

**MN residents 21 and older must search by Driver's License, Date of Birth*

Customer ID # and Date of Birth

Firearm Safety # and Date of Birth

Social Security # and Date of Birth

Foreign Customers

Foreign Customer ID # and Date of Birth

Business Customers

Customer ID # and first 3 letters of business name

(Enter your Foreign Customer Number Identifier)

Foreign Customer Identifier #:

Date of Birth:

If under any of the five options of customers search criteria the customer is not found, a new customer record will need to be created using the data provided. **NOTE: Resident's 21 and older can only be searched by their Minnesota Driver's License or Public Safety ID Number, in order to purchase resident licenses.**

Customer Not Found/Create a New Customer

If the customer information you are searching is not located or has not previously purchased a license, click on the Create New Customer button. Next, select/click on whether the customer is an **individual** or **business customer**.

Customer Identification Page	
<i>• Unable to locate customer using information entered. Please revise your search. If you have any questions please contact DNR for further assistance.</i>	
	<input type="button" value="Create New Customer"/>

Customer Identification Page	
Create a New Customer	
Select which type of customer you wish to create:	
<input type="button" value="Individual Customer"/>	
<input type="button" value="Business Customer"/>	
<input type="button" value="Cancel"/>	

Individual Customer

Enter the customer's Social Security Number (SSN) and Date of Birth or Minnesota Driver's License, and Date of Birth. If you have entered a SSN for the customer, click on the continue button. Next, fill out the applicable customer information on the Customer Information screen. Once all data on the customer has been entered click the submit button. Individuals that do not have a SSN click on the Create US customer w/o SSN button.

Customer Identification Page

Create a New Customer

There are a few exceptions to the SSN requirements. Non U.S. Citizens can create a DNR customer record by providing their Visa or Passport # in lieu of a SSN. State and Federal law allows customers who are U.S. Citizens, but do not have a SSN, to submit a sworn affidavit in lieu of an SSN. Affidavit forms are available from the DNR License Center and must be completed before sale can continue.

Social Security #:

Date of Birth: 

-- OR --

Create US customer w/o SSN

-- OR --

Customer Identifier #:

Identifier Type:

Date of Birth: 

Customer Identification Page

Customer Information

First Name:

Middle Name:

Last Name:

Birth Date: 

Drivers License State:

Drivers License Number:

Country:

Address Line 1:

Address Line 2:

City:

State/Province:

Postal Code:

Phone Number:

Gender:

Weight:

Eye Color:

Height:

Email:

NOTE: Customers without SSN can only purchase certain licenses. There are some exceptions to this requirement. Contact the DNR for more information.

Business Customer

When Business customers purchase licenses and permits they will need a business customer profile to reflect their status. Selecting the Business customer button, you will enter the Business Name, Contact Name, and the Business Address for that business customer. Once all information on the customer has been entered click the submit button

Customer Identification Page

Customer Information

Business Name:

Contact Name:

Country: UNITED STATES

Address Line 1:

Address Line 2:

City:

State/Province:

Postal Code:

Phone Number:

Confirm Customer Information

Once you have submitted the new customer information, confirm that all the information is accurate. If you discover any discrepancies click on the Edit Customer Info button at the bottom of the screen. If there are no changes click on the Purchase button on the right side of the screen which will bring you to the Residency Verification screen.

Customer Identification Page

Customer Information

Customer ID: 999912348
First Name: JOHN
Middle Name: TEST
Last Name: SMITH
Birth Date: 03/08/1956
Drivers License State: MICHIGAN
Drivers License Number: S999912348000

Country: UNITED STATES
Address Line 1: 1356 FISHING ST
Address Line 2:
City: MUNCHKIN LAND
State/Province: MN MINNESOTA
Postal Code: 55026

Phone Number: (651)355-0150
Gender: MALE
Weight: 50
Eye Color: BROWN
Height: 4' 0"
Email:

Residency Verification

Upon review of the Customer Information screen for accuracy and selecting the Purchase button you will need to select if the customer is a Resident or Nonresident. Selecting either Resident or Nonresident will then bring you to the License Selection screen.

Minnesota's Online Licensing Center

Customer Information

Acceptable Residency Requirements and Forms of Identification
A Minnesota Resident is defined as: A United States citizen or resident alien who has maintained a legal residence in the state for at least 60 consecutive days before purchasing a license.

Proof of Residency:
Residents Age 21 and Older: Must provide a valid Minnesota Driver's License or Public Safety ID Card.
Residents Under Age 21: If under 21 and you do not have a Minnesota Driver's License or Public Safety ID the person must provide other evidence of 60-day residency. It is the person's responsibility to provide enough documentation to prove that they have maintained legal residency in the state for at least 60 days.
Residents Claiming Exemption Under Religious Freedom Act: Contact MN DNR.
Nonresident Under Age 21 Whose Parent Is A Minnesota Resident: May obtain resident licenses by parent providing Minnesota Driver's License or Public Safety ID.
Nonresident Student: Students spending the full-term school year may purchase a resident license by providing documentation of full-time student status and proof they reside in the state during the school year.
Nonresident Military: A person in the U.S. Armed Forces who is stationed or training in the state and their spouse may purchase resident hunting and fishing licenses by providing official military papers stating that the person is stationed in the state.

Note: Failure to properly verify residency and request appropriate customer identification as required by your ELS Agent Contract could result in termination of your authority to issue DNR licenses.
Note: For customers who can claim a residency other than what is on their customer file, please select an exception by selecting the "Nonresident Residency Exception" below.
Note: For resident customers who can purchase special military privileges, please select a military status by selecting the "Resident Military Status" below.

Residency Exceptions:
 No Exceptions Nonresident Residency Exception Resident Military Status

Resident

Nonresident

View Customer Information

NOTE: Please read all on-screen instruction for Residency Requirements. For any question about a customer's eligibility to purchase a resident license, contact the DNR.

License Selection Screen and License Description Screen

The License Selection screen will allow you to select the products your customer wishes to purchase. If they wish to purchase a duplicate license that they have already purchased in a previous transaction click on the View Duplicates button at the top of the screen. Selected licenses will then bring you to the License Description screen and allow you to select/purchase sub categories within that license. In addition, you may need to ask the purchaser harvest program information or donation questions if applicable depending on the license being purchased. You will have the option to add licenses to your cart and continue shopping, add to cart and begin checkout or continue on back to the list of licenses.

Fishing		
General Fishing		
130	STURGEON TAG	\$5.00
121	NONRESIDENT INDIVIDUAL ANGLING	\$40.50
124	NONRESIDENT FAMILY ANGLING	\$53.50
118	NONRESIDENT SPEAR FROM DARK HOUSE	\$40.50
Short Term		
110	24 HOUR ANGLING	\$9.50
126	NONRES 7-DAY ANGLING	\$29.50
127	NONRES 72-HOUR ANGLING	\$25.00
125	NR 14-DAY MARRIED COUPLE ANGLING	\$41.50
Ice Shelter		
118	NONRESIDENT SPEAR FROM DARK HOUSE	\$40.50
116	NONRESIDENT SHELTER	\$34.00
117	NONRESIDENT SHELTER 7-DAY	\$20.00
132	RENTAL 3 YEAR SHELTER	\$79.00
133	NON RESIDENT 3 YEAR SHELTER	\$100.00
Hunting/Trapping		
Small Game/Trap		
221	NONRESIDENT SMALL GAME	\$85.50

NONRESIDENT SMALL GAME \$85.50 This license must be printed on your printer

License Description

Valid for nonresidents age 18 and older. Nonresidents must also purchase a nonresident furbearer hunting license to take raccoon and bobcat.

Harvest Information Program Questions

Do you intend to hunt migratory birds this year in Minnesota? Yes No

How many Ducks did you bag last Year? Did Not Hunt This Species ▼

How many Geese did you bag last Year? Did Not Hunt This Species ▼

How many Woodcock did you bag last Year? Did Not Hunt This Species ▼

How many Morning Dove did you bag last Year? Did Not Hunt This Species ▼

Did you hunt Rails & Gallinules last year? Yes No

Did you hunt Coots & Snipe last year? Yes No

Add to cart and continue Shopping Add to cart and begin checkout Back to Licenses

Add to cart and begin to checkout

Shopping Cart Screen

The Shopping Cart screen allows you to view what licenses have been selected to be purchased, you will have the option to proceed to check out or continue to shop for additional licenses. Clicking on the Proceed to Check out or the continue button will bring you to the Payment screen. **Note: You should collect payment for items generated for the customer at this time.**

Navigation: << Back, Continue >>, Finish, Cancel

JOHN TEST SMITH / Purchase a License

1. License Selection >> 2. Shopping Cart >> 3. Payment

Customer Information

Name: JOHN TEST SMITH
DNR Customer ID #: 999912348
Date of Birth: 03/08/1956



Shopping Cart

To review a license description or edit a license in your cart, including any stamps you may have purchased with the license, click on the license below. You will be returned to the license description page. If the selected license required variable information, you will be allowed to edit that information. When you are finished, click on the "Add to shopping cart" button to save your changes and return to the shopping cart. To remove an item from your shopping cart, check the "Remove Item" box next to that item, then click "Update Shopping Cart".

Update Shopping Cart

License Type	Delivery	Total	Remove Item
221 NONRESIDENT SMALL GAME	printable	\$85.50	<input type="checkbox"/>
227 HIP CERTIFICATION	printable	\$0.00	<input type="checkbox"/>
		Total:	\$85.50

Proceed to Checkout Continue Shopping

<< Back Continue >> Finish Cancel

Payment Screen

Verify customer information and shipping address if applicable on the Payment Screen and collect payment for license then click the submit button, this will bring you to the printing of receipt screen.

Navigation: << Back, Continue >>, Finish, Cancel

JOHN TEST SMITH / Purchase a License

1. License Selection >> 2. Shopping Cart >> 3. Payment

Customer Information

Name: JOHN TEST SMITH
DNR Customer ID #: 999912348
Date of Birth: 03/08/1956

Shipping Address

Street: 1356 FISHING ST
City: MUNCHKIN LAND
State, Zip: MN, 55026
Country: USA

Selected Licenses

License Type	Delivery	Total	
221 NONRESIDENT SMALL GAME	printable	\$85.50	
227 HIP CERTIFICATION	printable	\$0.00	
		Total:	\$85.50

Submit

<< Back Continue >> Finish Cancel

Printable Receipt Screen

Review the information on the receipt of the license sold then click on the **Printable Receipt** button (located at the top and bottom of the screen. This will give a printable view of the receipt to be printed, click the **print** button to print it.

[Return to Main Menu](#)

Thank you for using our Online Licensing Center.

This page is your receipt. Please print this page and keep it for your records.

[Printable Receipt](#) [Void](#)

Customer Information	
DNR Customer ID #:	999912348
Name:	JOHN TEST SMITH
Date of Birth:	03/08/1956
Address:	1356 FISHING ST MUNCHKIN LAND, MN 55026

Transaction Information	
Transaction Number:	1
Temporary Authorization Number:	
Date / Time:	10/28/2011 15:27

Licenses	
License Type	Delivery Total
000 TEST LICENSE	\$0.00
Total: \$0.00	

[Printable Receipt](#) [Void](#)

[Return to Main Menu](#)

Print Receipt Screen

To print this page, click the print button below.

 [Print](#) [Close](#)

Customer Information	
DNR Customer ID #:	999912348
Name:	JOHN TEST SMITH
Date of Birth:	03/08/1956
Address:	1356 FISHING ST MUNCHKIN LAND, MN 55026

Transaction Information	
Transaction Number:	1
Temporary Authorization Number:	
Date / Time:	10/31/2011 09:51

Licenses	
License Type	Delivery Total
000 TEST LICENSE	\$0.00
Total: \$0.00	

Printed License

See sample of printed license below:

Minnesota Department of Natural Resources License

CLICK ON THE PRINT BUTTON TO PRINT YOUR LICENSE.
For your convenience, you may print multiple copies of this license (see #5 below)
After printing, close this window [x] and click on "Return Home"

Your license is printed below. To legally use your license, you must follow these instructions:

1. Sign your license. Licenses are not valid until signed.
2. Cut along the outside border of the license, then fold as indicated. (NOTE: Should you choose to laminate your license document, you MUST ensure that all four sections of the license are visible for display to a law enforcement officer.)
3. Carry this license with you while participating in the activity covered by the license and display it to a law enforcement officer upon request. You are strongly encouraged to carry photo identification in addition to your license, as law enforcement officers may require additional identification during routine license checks.
4. I understand that a hunting license issued by the Department of Natural Resources does not authorize the possession of a firearm by a felon or anyone who cannot possess a firearm due to a conviction for a crime of domestic violence.
5. Be aware of the following: You are allowed to print multiple copies of this license. However, state law prohibits you from borrowing or loaning this license to anyone.

<p>JOHN TEST SMITH 500 LAFAYETTE RD N SAINT PAUL, MN 55155</p> <p>Customer Number: 007-907-009</p> <p>DOB: 11/16/1999 DL #: F108000000000 Sex: MALE Height: 6'0" Eye: BLUE Weight: 180 lbs Firearm Cert #: MN F108000000000 Issued: 11/14/2011 09:27 Tran #: 34928519 Terminal: WEBPOS Agent: 99910</p>	<p><input checked="" type="checkbox"/> CHECK accuracy of License and/or Receipt <input checked="" type="checkbox"/> NOTE: Licenses requiring a tag (deer, wild turkey, bear, fish shelter...) are not valid until mail delivery of the license and tag.</p> <p>F Turn In Poachers T I P: 800-652-9093 O AT&T, Midwest Wireless, Unicoel, and Verizon L customers can type #TIP (847) D Cash rewards for tips leading to an arrest. You can remain anonymous.</p> <p>H Subscribe to the DNR's Minnesota Conservation Volunteer E magazine. Devoted to wildlife and conservation issues in Minnesota, R the donor-supported Conservation Volunteer is sent free E to anyone who requests it. Call 1-888-646-6367 or visit www.mndnr.gov/magazine</p> <p>Minnesota DNR Info: 651-296-6157 or 888-646-6367 Hunting and fishing regulations are available from DNR agents, DNR Information or the DNR website. Web Site: www.mndnr.gov</p> <p style="text-align: center;">Web Site: www.dnr.state.mn.us</p>						
FOLD HERE	FOLD HERE						
<p>Transaction Authorization Number 10927000990990000301</p> <hr/> <table style="width: 100%;"><thead><tr><th style="text-align: left;">Items Purchased</th><th style="text-align: right;">\$0.00</th></tr></thead><tbody><tr><td>099 Res Youth Small Game Ages 0-15</td><td></td></tr><tr><td style="text-align: right;">Total: \$0.00</td><td></td></tr></tbody></table> <p style="text-align: center;">Minnesota Department of Natural Resources</p>	Items Purchased	\$0.00	099 Res Youth Small Game Ages 0-15		Total: \$0.00		<p>I certify that I meet the citizenship requirements and maintained a legal residence in the state for a period of 60 days immediately preceding the date of this application. My license(s) are not otherwise revoked.</p> <p style="text-align: center;">11</p> <p>Expires February 29, 2012 (Unless noted elsewhere)</p> <p>Signature: _____ RAY KAPPERS</p>
Items Purchased	\$0.00						
099 Res Youth Small Game Ages 0-15							
Total: \$0.00							

1

Voiding a License

As part of selling hunting and fishing license, sometimes you may wish to void a sale. The void license function facilitates this process. Click on the Void button at the bottom or top of the printable receipt screen. This action will then bring you to the Void Reasons screen where you will need to select why the transaction is being voided. After marking the void reason, click the void button to complete the action. A confirmation of the void will appear on the screen.

This page is your receipt. Please print this page and keep it for your records.

Printable Receipt Void ←

Customer Information

DNR Customer ID #: 999912348
Name: JOHN TEST SMITH
Date of Birth: 03/08/1956
Address: 1356 FISHING ST
MUNCHKIN LAND, MN 55026

Transaction Information

Transaction Number: 1
Temporary Authorization Number:
Date / Time: 10/31/2011 08:46

Licenses

License Type	Delivery	Total
000 TEST LICENSE		\$0.00
Total:		\$0.00

Printable Receipt Void ↓

Void Reasons (X)

Payment Not Received

Printer Problem

Wrong License or Unit

Other

Void Cancel

NOTE: You must send the voided license document to the DNR for credit when voided. If there are not documents to return, write a statement explaining the reasons for no document and return it with other voids. Contact the DNR with any questions.

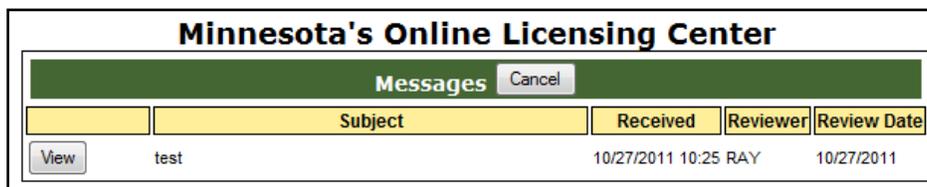
Reprinting a License

If the printed license is damaged in printing, you may wish to reprint the license. The reprint license function allows you to reprint the most recent license sold. Click on the Reprint License button on the License Sales Main menu screen to reprint the license.



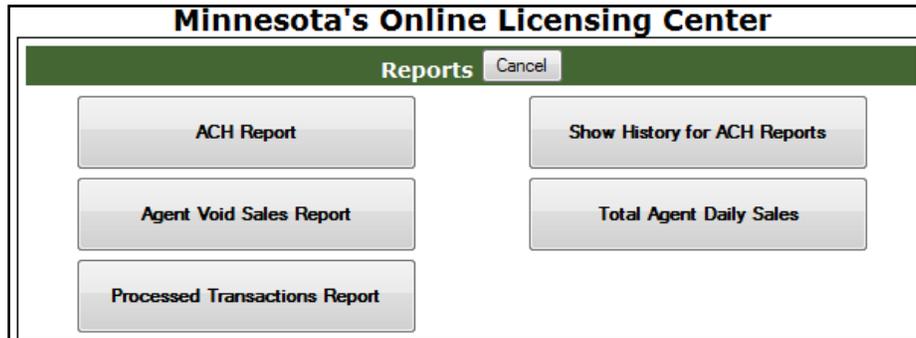
Receiving Messages

Your system is capable of receiving messages from the Minnesota DNR. To access your messages, click on the Messages button located on the License Sales Main Menu screen. Clicking on this button will enable you to view any recent messages that have been sent out to agents, click on the view button to read them.



Reports

From the License Sales Main Menu screen, you can select the Reports button to open up the Reports Screen. The Reports screen is designed to give agents a variety of ways to view detailed reports regarding the sale of hunting and fishing licenses. The screen displays the following report options: *ACH Report*, *Show History for ACH Reports*, *Total Agent Daily Sales*, *Agent Void Sales Report*, and *Processed Transactions Report*.



ACH Reports

The ACH Report displays Automated Clearing House transaction for the last week for the agent.

The screenshot shows the 'Minnesota's Online Licensing Center' interface for an ACH Report. At the top, there is a green header bar with the text 'ACH Report' and buttons for 'Printable Version' and 'Cancel'. Below this, the report details are displayed:

Agent ID: 99910 ACH Period: 10/18/2011 thru 10/24/2011	
Gross Sales:	\$0.00
- Agent Fees:	- \$0.00
- Late Void Credit:	- \$0.00
+ Late Void Charge:	+ \$0.00
Net ACH Amount:	\$0.00
Current Sales:	
After 10/24/2011 thru today	\$0.00
Gross Sales:	
License year to 10/24/2011	\$0.00

The agent ID and dates defining the ACH period are displayed at the top of the page. Financial information for the period includes the agent's gross sales amount, total agent fees, late void credit amount, late void charge amount, and the net ACH amount. Current sales amount (since the end of the ACH period) and year-to-date sales amount are also shown. Press the Printable Version button to print out a copy.

Total Agent Daily Sales Reports

The Agent Daily Sales Report displays a list of sales transactions for the agent for a specific date. The date is initially set to the current date. If you click on the small calendar to right of the current date you may select a new date and then click on the refresh button to review the selected date's sales report. For each transaction on the report you may click on the View button next to it and see a more information about the transaction.

Agent Void Sales Reports

The Agent Void Sales *From:* section is initially set to one month prior to the current date. The *To:* section is set to the current date. If you select either of the calendars located next to each of the sections you may change the dates and click the refresh button thus allowing you to view voided transactions on different dates. The Void status will describe where in the void return process your documents are. The statuses and meanings are listed below.

Void Status	Meaning
Charged	License document was not returned to DNR within 30 days
Declined	Received only part of the license document
Blank	Void not posted to the account
Reimburse	DNR charged for the item and the item was later returned with a an explanation
Returned	Item was successfully returned to DNR

Processed Transaction Report

The Processed Transaction Report provides a detailed view on how many licenses/transactions were sold on a specific day and the cash and credit card totals. The license code, license description, quantity, and sale amount, are shown for each type of license sold. Selecting the calendar will allow you view another date after you have selected a date and clicked on the refresh button.

Minnesota's Online Licensing Center

Printable Version Cancel

Processed Transactions Report For: 10/31/2011 Refresh

Processed Transactions Report

Processed Transactions Report For: 10/31/2011

Sales Summary:		Sales Totals:	Transactions	Amount
Sales Amount:	\$0.00	Cash:	0	\$0.00
minus Agent Amount:	\$0.00	Credit Card:	0	\$0.00
plus Non-Returned Voids:	\$0.00	Total:	0	\$0.00
minus Returned Voids:	\$0.00			
Net ACH Amount:	\$0.00			

Tran Nbr	DNR Customer ID#	Tran Type	Status	ATP Date	Sale Amt	Pay Type
No transactions found for the specified date.						

Agent ACH History Report

The Agent ACH History Report will show a list of up to five (5) dates for which ACH Report history is available. The Ach History is similar to the ACH Report however; current and year to date sales amounts are not shown. The Agent ID and Dates defining the Ach period will be displayed on the screen. Financial information for the period includes the agent's gross sales amount, total agent fees, late void credit amount, late void charge amount, and the net ACH amount.

Minnesota's Online Licensing Center

Agent ACH History Cancel

No Prior ACH History Found

Technical Support and Regulatory Questions

If you have questions regarding regulations for hunting and fishing in the State of Minnesota, please call the Minnesota Department of Natural Resources.

1.877.348.0498