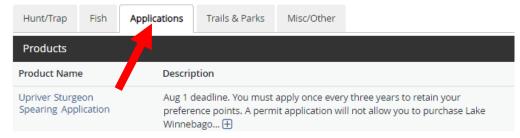
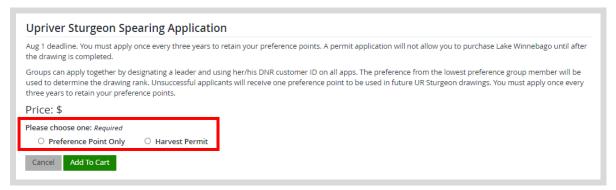
Upriver Sturgeon Spearing Application

The Upriver Sturgeon Application deadline is 11:59pm on August 1. Customers are applying for a permit to spear sturgeon on the Upriver lakes and NOT Lake Winnebago. An application for an Upriver Sturgeon Spearing Harvest Permit prevents you from obtaining a Lake Winnebago Sturgeon Spearing license until after the drawing has been completed. If the customer is unsuccessful, the Winnebago spearing license will be available in the license list again.

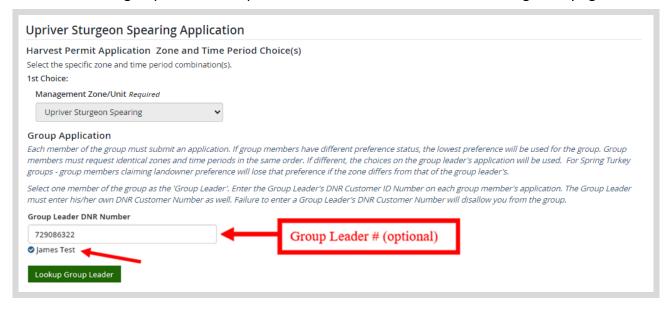
• **Customer Catalog.** Select the <u>Applications</u> tab on the Customer Catalog. Select the <u>Upriver Sturgeon Spearing Application</u> from the Products list (this product will not show on your screen after August 1).



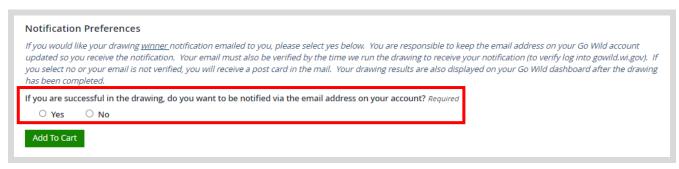
• **Sturgeon Application.** Ask the customer if they wish to apply for a <u>Preference Point only</u> or <u>Harvest Permit</u>. If you choose preference point only, you will be directed to the shopping cart immediately. If you select Harvest Permit, additional information will be required on the next screen. Select Add to Cart.



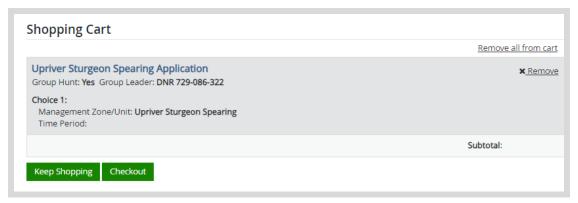
• **Application Choices.** The following screen will only show if you selected Harvest Permit from the previous screen. Read the group application description and add a group leader number if applicable. You will be asked to verify the group leader number by selecting the Lookup Group Leader button. You will see an indication that the group leader lookup was successful or receive an error message to try again.



• **Notification Preferences.** Customers may choose to allow an email confirmation for their drawing results. Select Yes or No and then Add to Cart.



• **Shopping Cart.** The next screen will be the shopping cart. Review with the customer and confirm all is correct. Then select Checkout to proceed. Confirm Payment and have the customer sign.



• **Printing** – The system will print a paper receipt showing the customer submitted their application. Ask the customer to review the receipt to make sure they are correct. It is a good idea that they hang on to this receipt as proof of application. They will receive their harvest tag in the mail if they were successful in the drawing.

