CHAPTER 7 INTERFACE TO THE INTERNET

Introduction
Hunters can view their hunt records and history, apply for game tags, view the draw results, and submit their Harvest Questionnaires on the Internet at www.huntnevada.com.

Applying on the Internet offers several benefits. The site is available 24x7x365 for reference and applications. Built-in edits eliminate almost all of the errors that we have experienced in the paper application process and rejections in web applications are very rare. Applying on the web is much more cost-effective, both for NDOW and for the hunter.

The web application process differs from the mail-in process in three significant ways.
1. Since the hunter enters all the data, there is no verification batch.
2. Web applicants must pay by credit card.
3. Web applicants do not pay the refundable game tag fee when they apply.

Internet fees are all paid by credit card, and only the non-refundable fees are charged on submission of the application. This is a significant saving for the hunter over the paper application process, since the credit card will not be charged for the tag fee until the Draw takes place. For example, a resident hunter applies on the web site in 2008 for deer, elk, and antelope tags and submits the following fees with the application:
Comparing the fees to the paper application fees on page 5-2, where the fees total $254 for the same selection of hunts.

For a nonresident hunter applying on the web site in 2008 for deer, elk, and antelope tags the fees are the same except that the Internet Fee is $3.50 per application. Nonresidents can elect to purchase a license only if successful in the draw.

Both residents and nonresidents may elect to purchase a mountain lion tag either regardless of draw results or only if successful.

Both residents and nonresidents may opt to apply for a Bonus Point only without applying for the hunt by paying the application fee of $10.00 per species and the Internet Fee.

**Applying on the Web**

Hunters desiring to apply for a game tag on the web address the URL [www.huntnevada.com](http://www.huntnevada.com). This web site is maintained by Systems Consultants. While it is a completely separate software package entity from the Application Hunt System™, HuntNevada.com plays such an integral part in the process that it is included in this manual.
HUNTNEVADA MAIN PAGE
The main web page is shown in Figure 7-1. Note that an 800 number for the Wildlife Administrative Services Office is available if the hunter has a problem with the web site.

A hunter can lookup his hunter education status, the status of his bonus points, eligibility, and current applications, and tag results statistics from the previous season. SSN or Sportsman’s ID Number plus Date of Birth or PIN are required to access a record.

For convenience, the site also provides links to the NDOW web site, guide information, Nevada Hunt Pictures, the Nevada Wildlife Record Book, and the hunt brochures at www.ndow.org.

Note the link to 2008 Saleable Lists. This opens a set of instructions in Adobe Acrobat for ordering sportsmen lists available from NDOW.
Figure 7-1 HuntNevada Main Page
**HUNTNEVADA HUNTER EDUCATION LOOKUP**
A hunter may check to ensure that his or her Hunter Education is on file in the system by selecting **Hunter Education Confirmation Lookup**. The identification screen in Figure 7-2 appears, requiring Sportsman's ID or SSN and Date of Birth or PIN.

![Figure 7-2 HuntNevada Hunter Ed Lookup](image)

If the user’s hunter education is recorded in the database, a message to that effect appears. “We have your complete client information recorded in our database. No further action is required.”

If the data is not recorded in our database, the screen in Figure 7-4 appears.

If the hunter believes there is a problem, the matrix in Figure 7-5 appears with numbers and contacts for follow-up.
No client information was found in our database matching the entered information. If the information you entered was incorrect, correct it and try again.

Pre-registration of Hunters Education – First time applicants to Nevada and born after 1/1/1960 will need to submit a paper application and a copy of proof of hunter education in the mail OR pre-register your proof of hunter education up to seven days prior to the tag application deadline.

To pre-register your hunter education card number, please download and print the form and mail or fax it with copy of proof of your hunter education.

This is to satisfy statutory requirements for proof of hunter education certification, NRS 502.330. Once established in the program the hunter education information is retained and will be utilized in future applications.

If you are having difficulties where you seek help will depend on the nature of your problem. Please review below and make a selection:

Form requires Adobe Acrobat Reader:

Download Form

Figure 7-4 HuntNevada Hunter Ed Not in Database

The contact matrix in Figure 7-5 appears whether there is a record or not, offering points of contact for hunter education issues.
### HUNTNEVADA HUNTER HISTORY

Hunters desiring to check their hunt history — return card status, eligibility, bonus points, etc — or to update their demographic information may select the My Return Card, Bonus Point, Eligibility, and Application History link. The login screen is shown in Figure 7-6.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your hunter education is from a state other than Nevada</td>
<td>Please Call (800) 576-1020 or eMail <a href="mailto:haco@sci-nevada.com">haco@sci-nevada.com</a></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>If you have previously mailed or faxed your hunter education certificate to the Nevada Wildlife Administrative Services office and you still cannot purchase a license through the big game application hunt database.</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>If you have a copy of your NV hunter ed certificate and wish to submit it for big game application purposes.</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>If you have taken a Nevada Hunter Ed course, received your certificate but no longer have a copy.</td>
<td>Please call Gayle Gregg at (775) 688-1559 or eMail <a href="mailto:ggregg@ndow.org">ggregg@ndow.org</a></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>If you have questions or comments regarding Hunter Education in Nevada</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>If you would like to sign up for a Nevada Hunter Education class for Nevada hunter ed.</td>
<td></td>
</tr>
</tbody>
</table>
Figure 7-6 HuntNevada Hunter History Login

Entering the SSN or Sportsman's ID and either Date of Birth or PIN will call up the user's hunting record, an example of which is shown in Figure 7-7.
The **My Return Card** tab displays by default listing all required return cards and their status.

The client can click **My Contact Info Update** to display the demographic info for update as shown in Figure 7-8. Note that the user must have and use a PIN to perform this function. Clicking **Update Contact Information** after the updates have been made saves the changes to the database.
Internet Applications

To view his/her hunt eligibility information, the user selects the My Eligibility tab. The screen in Figure 7-9 shows the hunter’s current eligibility for all big game species.
Selecting **My Application History** displays all applications made and the outcome since the specific hunt record keeping was automated. Depending on the species, this may stretch back as far as 1983, but all big game applications were automated starting in 1993.

**Figure 7-9 HuntNevada Hunter Eligibility**

<table>
<thead>
<tr>
<th>Hunt Description</th>
<th>Points</th>
<th>Year Last Tag</th>
<th>Harvest?</th>
<th>Eligible?</th>
<th>Reason (If Ineligible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Res Wild Turkey (0131)</td>
<td>0</td>
<td>2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Res Wild Turkey (0135)</td>
<td>0</td>
<td>2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Res Junior Wild Turkey (0138)</td>
<td>0</td>
<td></td>
<td>No</td>
<td></td>
<td>Doesn't meet the age requirements for any of the choices in this hunt.</td>
</tr>
<tr>
<td>Antlered Mule Deer (1331, 1341, 1371)</td>
<td>1</td>
<td>2007</td>
<td></td>
<td>2008</td>
<td></td>
</tr>
<tr>
<td>Res Antlerless Mule Deer Depredation (1101)</td>
<td>0</td>
<td>2008</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Res Junior Mule Deer (1107)</td>
<td>0</td>
<td></td>
<td>No</td>
<td></td>
<td>Doesn't meet the age requirements for any of the choices in this hunt.</td>
</tr>
</tbody>
</table>
The system also maintains a record of all documents that are sold through the draw under the **My Licenses and Tags** tab, seen in Figure 7-11.

![Figure 7-10 HuntNevada Application History](image)

<table>
<thead>
<tr>
<th>Year</th>
<th>App #</th>
<th>Draw</th>
<th>Successful Choice</th>
<th>1st Choice</th>
<th>Hunt Description</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>690433</td>
<td>Main Big Game</td>
<td>UNITS 101 - 108 LATE</td>
<td>MULE DEER ANTLERED HUNT 1331</td>
<td>No Tag</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>652939</td>
<td>Main Big Game</td>
<td>THAT PORTION OF UNIT 205 NORTH AND WEST OF STATE ROUTE 361</td>
<td>RESIDENT NELSON BIGHORN SHEEP HUNT</td>
<td>No Tag</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>652938</td>
<td>Main Big Game</td>
<td>UNITS 076, 077, 079, 081 EARLY</td>
<td>UNITS 161 - 164 EARLY</td>
<td>RESIDENT ANTLERED ELK HUNT 4151</td>
<td>Tag</td>
</tr>
<tr>
<td>2007</td>
<td>683816</td>
<td>Main Big Game</td>
<td>UNITS 101 - 108 LATE</td>
<td>UNIT 033 LATE</td>
<td>MULE DEER ANTLERED HUNT 1331</td>
<td>Tag</td>
</tr>
</tbody>
</table>
Note the status “Claimed” in the Status column. This is a license that the hunter already held and recorded when applying.

Finally, a record of refunds made can be accessed through the **My Refunds** tab seen in Figure 7-12.
To access the Application Page, the hunter selects **Click Here to Apply Online**. The page in Figure 7-13 appears.

From this page, the hunter may go to the NDOW Main Page, download the hunt brochures, or begin the application process.

The available draws are listed in the table on the page with the date of posting and the status. Open draws are shown in boldface and may be selected by clicking on the adjacent radio button.
In the Big Game draw, hunters may submit applications for multiple species in one session and party applications for the antlered mule deer hunts.

Many clients have expressed concern over identity theft, since they provide personal information such as SSN and date of birth and credit card information. This information is protected fully in the system, and the SSN and credit card information is never printed out on any report. NDOW uses the Sportsman’s ID Number to identify the client once they are in the database. To protect the data, the user’s browser must support 128 bit encryption. While most browsers have this capability, those that do not will receive a security error message requiring them to upgrade before the user can apply online.
Figure 7-13 Web Application Page (Top)
Once an application has been submitted the hunter can revisit it by entering the Session ID and Confirmation Number in the form at the bottom of screen, shown in Figure 7-14. These numbers are automatically e-mailed to him once his web application has been received and accepted.

![Figure 7-14 Web Application Page (Bottom)](image)

To apply the hunter selects the radio button next to the desired draw and clicks **Start Application**.

If the hunter has not applied before in Nevada, he or she may select **Blank Application** at the bottom of the page to input all the required information.

The hunter enters essentially the same information found on the paper application form.

The application process begins with the entry of the Hunter’s SSN or Sportsman’s ID Number and his date of birth as seen in Figure 7-15. If the customer has a PIN, it may be used in lieu of date of birth.
The system will search for the client and if the record is located, the application demographics will be pre-filled. If the client is not in the database, the user selects the Blank Application button to create a new record.
Note the red text – please advise clients that if there is a chance that they are in the database, they should search so as not to create a duplicate record.

Hunters born after January 1, 1960 must furnish proof of Hunter Education, such as a Nevada hunting license number, a copy of the card or certificate, or an out-of-state license with a unique mark indicating completion of hunter education. Only a current Nevada hunting license is accepted as proof for online applications. Others may apply online after faxing or eMailing proof of hunter education (certificate, card, or license) to Wildlife Administrative Services. The staff will enter it within 3 working days. Clients who opt to do this are encouraged to call SCI’s Nevada Supervisor after faxing the documents to ensure that the material was received in legible condition. If proof is not on file in the database, the client cannot use the web application process to apply.

- A pre-filled screen is shown in Figure 7-16. Note that the **Resident** and **Length of Residency** information must be completed for each visit to the site. The client may edit the address, telephone, and attribute information as required on this screen.

This client has already purchased a hunting license so the license details are shown pre-filled on the form.
Figure 7-16 Application Demographic Information
Click **Next** to display the Eligibility and Bonus Point information in Figure 7-17. The hunter can check on Bonus Point and Eligibility using this screen before selecting hunts and hunter choices.

Nevada now offers Mountain Lion tags as part of the Big Game application process. Clients who have not used their two tag quota see the dialog in Figure 7-17.

Note that the hunter in Figure 7-18 has already purchased two mountain lion tags.
Figure 7-18 HuntNevada Eligibility Display

Clicking **Continue** lists the hunters in the part thus far as seen in Figure 7-19 and offers the opportunity to **Add Additional Hunter to Party**. The process is repeated with the entry of SSN/Sportsman’s ID.
and DOB to locate the record and the display eligibility and Bonus Pointy status for each hunter added. A party of two is also shown in Figure 7-19.

**Figure 7-19 Hunt Nevada – Make Up Hunt Party**

Once the party is complete, the user selects Continue to Applications to select the hunt for the first application, as seen in Figure 7-20.

The Hunt specifies the species and category (physical characteristics) that the hunter is applying for. The list of available hunts is determined by the Draw selected at entry to the web site. Party applications are only accepted for the Antlered Mule Deer Hunts (1331, 1341, and 1371) in Nevada.
Since a user can apply for several different hunts in one online session, the screen in Figure 7-21 displays listing the hunters entered and asking which hunters will participate in the hunt selected. Clicking on a checkbox selects or deselects the hunter.
The next step is to click **Next** to select the **Hunter Choice Information** button, which identifies the weapon, the season, and the area for which the client is applying, as seen in Figure 7-22.
The participating hunters are listed here again and given the opportunity to make a contribution to Operation Game Thief and/or Predator Management. The detailed hunter choices relevant to the hunt number selected (1331, 1341, and 1371 in this case) appear in a list at the bottom of the screen for reference, and the hunter can select up to 5 hunter choices by number using the Select your hunter choices pulldowns.

Click Continue to display the confirmation for the donations, if any, in Figure 7-23.
If the screen is correct click **Yes** to display the PIW confirmation screen in Figure 7-24.

**Figure 7-23 HuntNevada Confirm Donations**

Click **Yes** to confirm the Hunter Choices as shown in Figure 7-25.
The user may edit selections by clicking **Edit** or confirm them by clicking **Next**. The application for this species is complete at this point, and the screen in Figure 7-26 appears, offering the user the choice of **Adding Hunter Choices for Remaining Hunters**, selecting another hunt to apply for, or **Continue to Payment**.
Figure 7-26 HuntNevada Application Summary for 1 Application

Clicking **Continue to Payment** displays a summary of all the application(s) for review and correction as required.
### HuntNevada Application Summary (Top)

<table>
<thead>
<tr>
<th>Hunter Name</th>
<th>Nevada Sportman’s #</th>
<th>Game</th>
<th>License Type</th>
<th>Fee</th>
<th>License Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLENN ROBERT</td>
<td>3249748</td>
<td>30</td>
<td>General Hunting License</td>
<td>$50.00</td>
<td>Already own, 3/26/84</td>
</tr>
<tr>
<td>Glenen, Erna P</td>
<td>3249748</td>
<td>30</td>
<td>General Hunting License</td>
<td>$50.00</td>
<td>Already own, 3/26/84</td>
</tr>
</tbody>
</table>

**Note:** If you choose to purchase a license now or if you choose to purchase a license point, you will be charged for a license and it will be mailed in five business days.

**NOTE:** There will be no refunds on a combined hunting and fishing license.

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**Internet Applications**

**What's New?**
- HuntNevada.com Main Page
- Nevada Department of Wildlife Homepage
- How Does This Work?
- Frequently Asked Questions
- Cancel This Application
- Click Here to Download Brochures
- My Return Card, Renew Point, Eligibility and Application Information

**Site Developers:**

**Collections:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Nevada Sportman’s #</th>
<th>Tag Fee</th>
<th>Application Fee</th>
<th>Operation Game Thief</th>
<th>Predator Management Donation</th>
<th>IMW</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLENN ROBERT</td>
<td>3249748</td>
<td>$30.00</td>
<td>$15.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>Yes</td>
</tr>
<tr>
<td>Glenen, Erna P</td>
<td>3249748</td>
<td>$30.00</td>
<td>$15.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Hunt Choice:**

1. 644 - 1331 - DEER ANTLERED - UNITS 011 - 013 EARLY
2. 645 - 1331 - DEER ANTLERED - UNITS 011 - 013 LATE
3. 546 - 1331 - DEER ANTLERED - UNITS 014 EARLY
4. 847 - 1331 - DEER ANTLERED - UNITS 014 LATE
5. 948 - 1331 - DEER ANTLERED - UNITS 015

*App Fees include $10.00 Application Fee, $3.00 Predator Control Fee, and $2.00 Ret On-Line Convenience Fee OR $3.50 Non-Ret On-Line Convenience Fee.
The required attestations are shown at the bottom of the page. Agreeing to these attestations is the legal equivalent of a signature.

![Figure 7-28 HuntNevada Application Summary Attestations](image)

The user then selects **Continue to Credit Card Screen** to enter the payment information. Validation of the card by the credit card gateway requires the name of the cardholder as it appears on the card, the correct 16 digit card number, the correct expiration date, and the correct CID number. For VISA™, MasterCard™, and Discover™, the CID number is the 3 digit number printed on the back of the card. For American Express™, it is a 4-digit number printed on the front of the card.
### Figure 7-29 HuntNevada Credit Card Screen

#### HuntNevada.com
Nevada Department of Wildlife
2008 Main Big Game Online Application

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fees</td>
<td>$30.00</td>
</tr>
<tr>
<td>Donations</td>
<td>$40.00</td>
</tr>
<tr>
<td>License and Stamp Privilege Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mountain Lion Tag Fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Agent Tax</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Note:** For now only application fees, donations, and fees for any licenses to be purchased now will be charged. After the draw, successful applications will be charged for the tag fee and any license and stamp privilege fees (if the client requested the license only if successful). If the card is declined for the tag and license fee, the tag will be awarded to an alternate. Don’t let that happen! Make sure you have balance available.

#### Debit Card Information
It is **NOT** recommended that you use Debit cards. Because of the timing of the charges after the draw, and the way some banks handle overdrafts, it is possible that you may incur substantial penalties if there are insufficient funds in the account when charges are made after the draw. These penalties WILL NOT be reimbursed by the Department. It is recommended that you use a Credit card rather than a Debit card to avoid these potential problems.

#### Credit Card Information
- **Card Type:** [Pick]
- **Card Number:**
- **CVV:** [Click for CID Info]
- **Expiration Date:** (Month) / (Year)

#### Cardholder Information
- **Cardholder’s Name:**
- **Billing Address:**
- **Billing City:**
- **State/Province:** [Pick State]
- **Billing Zip Code:**
- **Billing Country:** United States

#### Select which e-mail address you want to receive copies of e-mail invoice:
- [Submit]

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What's New?
Nevada.com Web Page
Nevada Department of Wildlife Homepage
How Does This Work?
Frequently Asked Questions
Cancel This Application
Click Here to Download Brochures
My Return Card, Bonus Points, Eligibility and Application Information

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Site Development:
Sprint Systems Consulting

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Internet Applications
When the user clicks **Submit**, the transaction is sent to Authorize.Net, which validates the card and obtains payment authorization from the card issuer. Authorize.Net then sends the card acceptance to HuntNevada.com and the transaction is complete. If there is a problem with the card, a rejection message appears and the user can either make a correction to the credit card transaction or try a different card.

**Importing and Processing Internet Applications**

Web applications are stored in a separate database for information security purposes, and they must be imported into the AHS for processing.

**BATCHES**

Internet applications are automatically numbered and assigned to a batch. Internet batches normally consist of 500 applications. Each document receives a serial Application Number beginning with 6 for web applications, which is combined with the Hunt Year, the Draw Number, the Hunt Number, and the Man Number to uniquely identify each application. An example of the full application number 2008-5-600547-1181-1 is shown in Figure 7-30.

<table>
<thead>
<tr>
<th>Hunt Year</th>
<th>Draw #</th>
<th>Appl #</th>
<th>Hunt #</th>
<th>Man #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>5</td>
<td>600547</td>
<td>1181</td>
<td>1</td>
</tr>
</tbody>
</table>

**Figure 7-30 sample Application Number (Full)**

Party applications for mule deer hunts are submitted together and handled as one application with multiple hunters, each of which is assigned a different Man Number.

All applications included in a batch must be for the same draw, and all must be paid by credit card for web applications. All web application Batch Numbers and Application Serial Numbers begin with 6.
Importing Web Applications

Web applications are stored in a separate database and imported into the Application Hunt System™. An ODBC connection to the web site database provides the interface. From the AHS, click File>Applications>Data Entry>Processes>Import Web Apps from the Application Browse to begin the process. If the ODBC connection to the web database is not in place, an error message displays. Contact the System Administrator for assistance.

The import process gives each web application an Application Number, cleanses the addresses through AccuMail™, creates batches of 500 applications each, and calculates the Batch Total for reconciliation. The records are then placed in the Application Hunt System™ Application Browse for Posting. Figure 7-31 shows the Application Batch Browse with some web batches.
Note that the batches starting with 6 are web batches. They are all marked as Verification Batches and the CC Radio Button is selected. The Keyer field is marked WEBAPPS.

The Application Detail Form for a web application is shown in Figure 7-32.

![Figure 7-32 Application Detail Form – Web Application](image)

The only readily apparent differences from the paper version are the Method of Payment (Credit Card) and the Fee of $13.00. Note that the Batch Number and Application Serial number both begin with a 6, as well. From this point until the Draw is complete, the Application Hunt System™ treats web applications exactly the same as paper applications. After the Draw, the system will generate a charge to the
successful hunter’s credit card for the Tag Fee and License Fee as applicable. Normally, since the web applicants only pay the non-refundable fees, there are no refunds on web applications if unsuccessful.

**Importing Web Application Adjustments**
Adjustments to web applications are made in the web site database and imported into the Application Hunt System™. Once the corrections have been made, click **Import Web App Adj** to update the main database.

**Summary**
The HuntNevada web site is a separate application that furnishes hunters with access to their hunting records and accepts draw applications and the associated payments online. The applications are then imported into the Application Hunt System for inclusion in the draw.
Internet Applications