

How to Purchase Permit

1. #1 Search for and locate the correct customer. Once on the customer details page, select Purchase Permit button at the top

FIND CUSTOMER: [Customer Search/List](#) » [Customer Details](#)

Customers | **Permits** | #1

Actions: PRINT CUSTOMER RECORD | CHANGE HISTORY | **PURCHASE PERMIT** | MERGE | CUSTOMER'S ORDERS

Customer Info: Customer # 204172647 | Status Active | Customer Class Individual | Tax Exempt No | Creation Application LicenseManager | Creation Date Thu Jul 9 2020 | Creation User Dahle,Zayna

Name/DOB: Salutation | First Name Zayna | Middle Name | Last Name Dahle | Suffix | Date of Birth 01/01/2000 | Override Required Ident

Phone/Email: Home Phone *****5555 | Business Phone | Mobile Phone | Text (SMS) Phone | Use Mobile Phone
 Unusable | Unusable | Unusable | Unusable

Contact Preferences: Phone Contact Preference | Phone Contact Time

2. #1 Select Residency Status
#2 Select OK.

PERMIT SALE: **Identify Customer**

Customer Info: Customer # 204172647 | Status Active | Customer Class Individual | First Name Zayna | Middle Name | Last Name Dahle | Suffix | Date of Birth Sat Jan 1 2000

Customer Identifier: Identifier Type Customer # | Identifier# 204172647

#2 Residency Status: Resident | Non Resident: #1

OK | Cancel

Purchase Permit Continued

- #1** Select the quantity of desired permits.
- #2** Select **Add To Cart**.
Select the sticker(s) number that you will be giving to the customer
- #3** Select **Go To Cart**.

PERMIT SALE: [Identify Customer](#) » [Add Item](#)

Customer Info: Customer # 204172647, Status Active, Customer Class Individual, First Name Zayna, Middle Last Name Dahle, Date Of Birth Sat Jan 1 2000

Original Permits | Replacement Permits

LICENSE YEAR	PRODUCT	PRICE	QUANTITY	# ENTRIES	# OF ITEMS IN CART	GO TO CART
Vehicle Entrance Fees						
2020	PSS-Motor Vehicle Entry Fee	\$40.00	1		0	ADD TO CART
Park N Ski						
2020	PS1-Park N Ski 3-Day	\$7.50	1		0	ADD TO CART
2020	PS2-Park N Ski Annual	\$25.00	1		0	ADD TO CART
Invasive Species						
2020	PS3-PAISS Non-Motorized	\$7.00	#1 1		0	#2 ADD TO CART
2020	PS4-PAISS Not Reg. in Idaho	\$30.00	#3 1		0	ADD TO CART

[Go to Cart](#)

- #1** Select **Payment Type**
- #2** Select **Process Order**

Your Cart

Customer: Name Allen, Shellie, Customer # 203755657, Phone 2086602668, Zip 83835-8334 [CHANGE CUSTOMER](#)

Actions: [PURCHASE PERMIT](#) | [PURCHASE POS](#) | New: Boat - Registration | [GO](#)

ORDER	ITEM	QTY.	FEE TYPE	PRICE
<input type="checkbox"/>	Purchase Permit Permit Sale(New - 1)	1	State Fee	\$5.50
			Vendor Fee	\$1.50
			Transaction Fee	\$0.00
			Order Total	\$7.00

Address: Allen, Shellie(203755657) Resident, 6993 E Ohio Match Rd, Hayden, ID, 83835-8334, United States

Totals: Outstanding **#1** \$7.00

Payment: Type **#1** Amount 7.00 Currency USD [SWIPE CARD](#)

Shipping Address: **#2** 6993 E Ohio Match Rd, Hayden, Idaho, Kootenai

[Process Order](#) [Cancel Cart](#)

Order Summary

5. **#1 Print Documents**- A printer dialogue box may pop up. See page 7 for instructions.
#2 Finish Order to complete the transaction.
 The system will automatically email them a receipt of the completed transaction.

Order Summary										
Receipt Details	Receipt #	Receipt Date & Time	Sales Location	Created By						
	373212349	Thu Jul 9 2020 12:47 PM MDT	HQ REG UNIT	Dahle,Zayna						
Customer	Name	Customer #	Phone	Email	Organization Name					<input type="button" value="PRINT RECEIPT"/> <input type="button" value="PRINT DOCUMENTS"/>
	Dahle,Zayna	204172647	2082225555	zdahle@yahoo.com						
Shipping Address	Address	Supplemental Address	City/Town	State	County	ZIP/Postal	Country	Status		
	123 Fairview		Boise	Idaho	Ada	83704	United States	Zip Only		
Transaction(s)	Purchase Permit, Make Payment									
Receipt Item	Order # 8-24599	(2020)PS3-PAISS Non-Motorized			1			State Fee	\$5.50	
	Dahle,Zayna(204172647)	Valid From: Thu Jul 9 2020						Vendor Fee	\$1.50	
	Resident							Transaction Fee	\$0.00	
	123 Fairview							Order Total	\$7.00	
	Boise, ID, 83704									
	United States									
Receipt Fees Summary									State Fee	\$5.50
									Vendor Fee	\$1.50
									Transaction Fee	\$0.00
Totals									Total Price	\$7.00
									Total Past Paid	\$0.00
Payments & Change									Payment Tendered	\$7.00
									Change Tendered	\$0.00
Outstanding									New Amount Owing	\$0.00
Payment Details	Type	Amount	Currency	#1						
	Cash	7.00	USD							
#2										
Print Actions	<input type="button" value="PRINT RECEIPT"/> <input type="button" value="PRINT DOCUMENTS"/>									
#2	<input type="button" value="Finish Order"/>									
Production										

Printer Dialogue Box

- #1 select the printer from the list.
- #2 select **Print**.
- #3 Complete #2 from page 3.

