

## VENDORS - How to Register a New Boat

From your sidebar, access VEHICLE REGISTRATIONS. Search for the Customer using: first name, last name, business name, address, etc. \*\*Searching by phone number and email address coming soon. You can also search by: HIN, Registration Number. Select SEARCH.



Rebecca IdahoParksRec  
Vendor Staff

- Invoices
- Vehicle Registrations ←
- Accounting
- Administration

### Vehicle Registrations

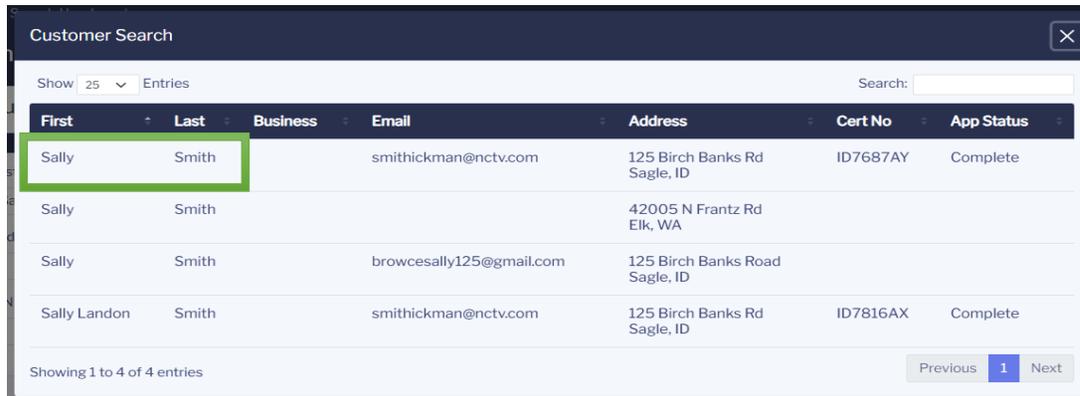
Customer Search Clear Create Customer Search

First Name	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State / Province
<input type="text"/>	<input type="text"/>	State <input type="text"/>
HIN	Registration Number	Sticker Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## VENDORS - How to Register a New Boat

If the customer has a common name, a list will populate to choose from. Ensure you are selecting the correct customer. Customers may have duplicate profiles with Boat records in both, or either. If you don't find the boat in the first profile, re-search and try the other profile(s). \*\*Duplicate profiles will be cleaned up soon!

Select Customer.



Customer Search

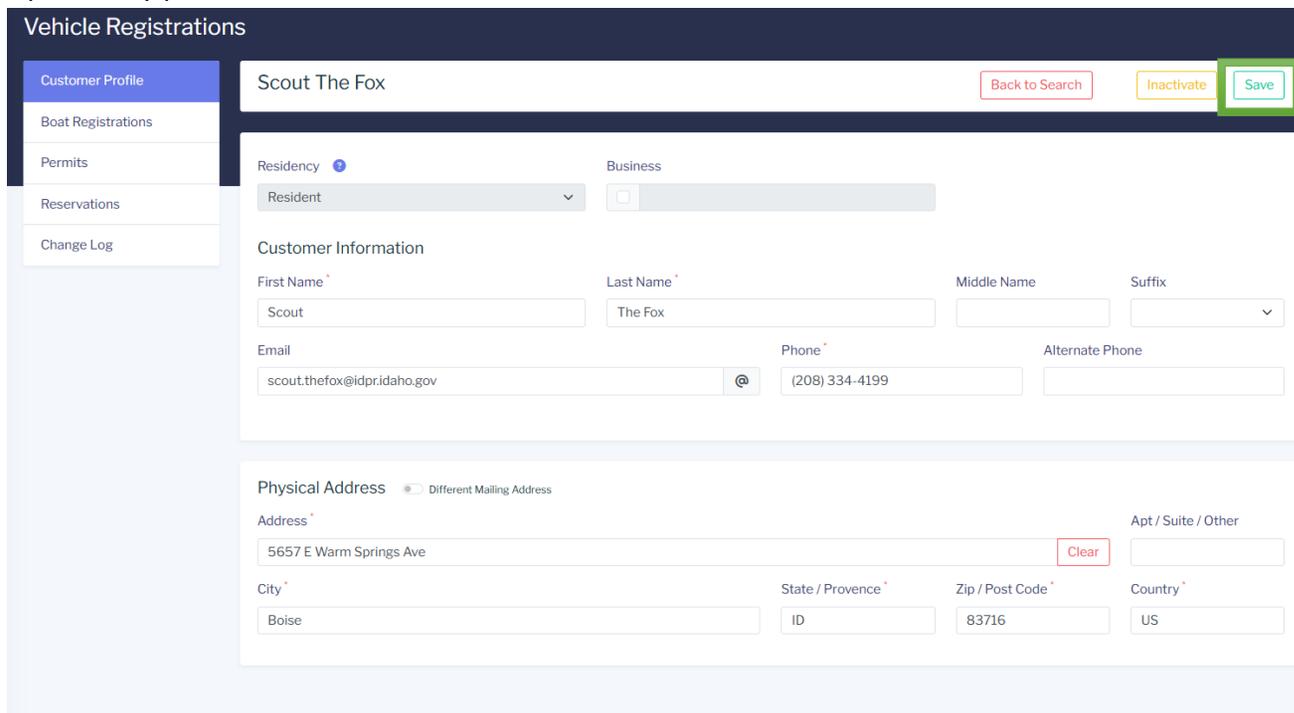
Show 25 Entries Search:

First	Last	Business	Email	Address	Cert No	App Status
Sally	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7687AY	Complete
Sally	Smith			42005 N Frantz Rd Elk, WA		
Sally	Smith		browcesally125@gmail.com	125 Birch Banks Road Sagle, ID		
Sally Landon	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7816AX	Complete

Showing 1 to 4 of 4 entries

Previous 1 Next

Update any profile information needed and select SAVE.



Vehicle Registrations

Customer Profile | Boat Registrations | Permits | Reservations | Change Log

Scout The Fox [Back to Search](#) [Inactivate](#) [Save](#)

Residency  Resident  Business

Customer Information

First Name \*  Last Name \*  Middle Name  Suffix

Email  @ Phone \*  Alternate Phone

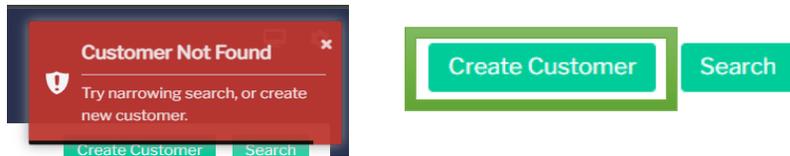
Physical Address  Different Mailing Address

Address \*  [Clear](#) Apt / Suite / Other

City \*  State / Province \*  Zip / Post Code \*  Country \*

## VENDORS - How to Register a New Boat

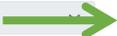
If the customer does not have a profile in the system, select CREATE CUSTOMER.



The following fields are required: First Name, Last Name, Phone, and Physical Address. If the customer has an alternate Mailing Address, check the box and enter. PLEASE COLLECT EMAIL ADDRESS FROM CUSTOMER – WITHOUT AN EMAIL ON FILE, CUSTOMERS WILL NOT BE ABLE TO RECEIVE: RECEIPTS, TEMPORARY DOCUMENTS, RENEWAL REMINDERS, ETC. To include a Business Name, check the box and enter. Residency will be auto-selected based off the address. Select CREATE CUSTOMER.

New Customer Back to Search Save Changes

Residency <sup>?</sup> Business <sup>+</sup>

Select Current Residency Status   Idaho Parks and Recreation

Customer Information

First Name  Last Name  Middle Name  Suffix

Email  @ Phone <sup>+</sup>  Alternate Phone

Physical Address  Different Mailing Address 

Address <sup>+</sup>  USPS Verified Deliverable Address  USPS Verified Deliverable Address Apt / Suite / Other

Clear

City <sup>+</sup>  State / Province <sup>+</sup>  Zip / Post Code <sup>+</sup>  Country <sup>+</sup>

Mailing Address

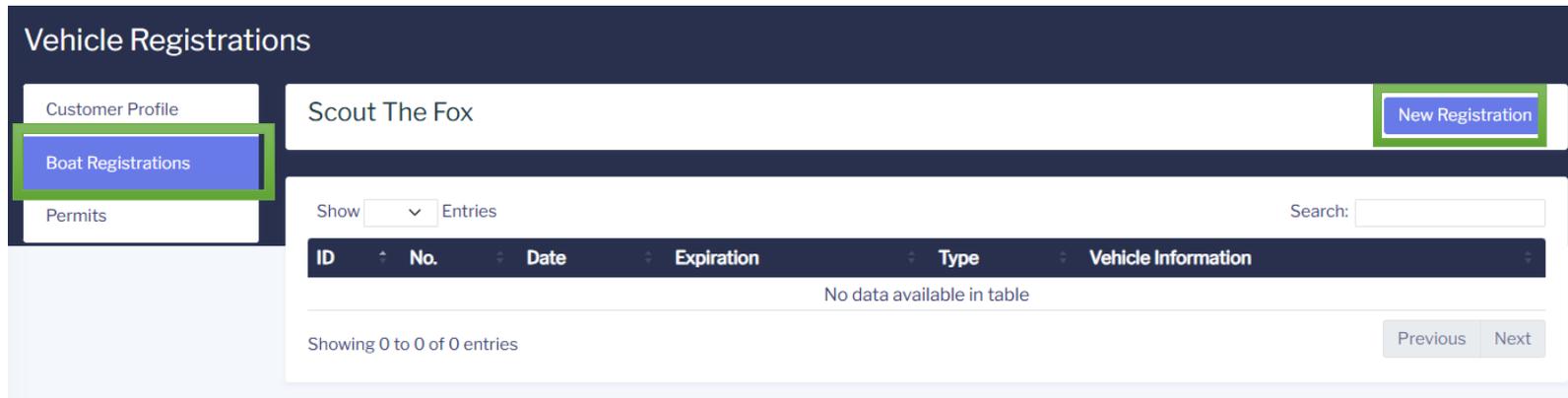
Address  Apt / Suite / Other

Clear

City  State / Province  Zip / Post Code  Country

## VENDORS - How to Register a New Boat

Select BOAT REGISTRATIONS, then NEW REGISTRATION.



The screenshot shows a web interface for 'Vehicle Registrations'. On the left, there is a sidebar with three menu items: 'Customer Profile', 'Boat Registrations', and 'Permits'. The 'Boat Registrations' item is highlighted with a blue background and a green border. The main content area has a dark blue header with the text 'Scout The Fox' and a 'New Registration' button on the right, also highlighted with a blue background and a green border. Below the header, there is a search bar and a table with columns: ID, No., Date, Expiration, Type, and Vehicle Information. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' navigation buttons at the bottom right of the table area.

Enter the **Hull Identification Number (HIN)** and **Registration Number** (bow number).

If the boat has an existing Idaho **Registration Number** (bow number), be sure to enter it in this section – the boat may not have been registered since 2020 and would not have been migrated into the system. A **new-to-Idaho boat** would not have this; leaving this field blank will generate a new Idaho Registration Number for the boat.

**DO NOT USE THE NO HIN TOGGLE** – For boats older than 1972 that do not have a HIN, enter NONE in the HIN field.

**DO NOT ENTER ANYTHING INTO USCG DOCUMENT NUMBER** – Idaho does not register USCG Documented Vessels.

**Customers needing to register boats for GOVERNMENT, NON-PROFIT, or DEALER purposes must do so directly with IDPR.**

# VENDORS - How to Register a New Boat

Select START APPLICATION.

## Vehicle Registrations

Start Your Registration Application Here Exit Registration Start Application

To begin the registration application, please enter the vessels / boats Hull Identification Number (HIN) AND the Registration Number (if the vessel / boat has been previously registered in the state of Idaho) and click Start Application.

If the vessel does not have a Registration Number, enter only the Hull Identification Number.

If you do not have the HIN or ID Registration Number, click the "No HIN / HIN Unavailable" checkbox

No HIN / HIN Unavailable

Hull Identification Number (HIN):

Registration Number:

United States Coast Guard (USCG) Document Number:

Transaction Type: **(Required)**

Registration

### What is a Hull Identification Number (HIN)?

The Hull Identification Number (HIN) is a 12 or 14 character serial number that uniquely identifies a boat. The HIN is analogous to a VIN on a car. All boats manufactured or imported on or after November 1, 1972, must bear a HIN, and this HIN must be identified during the boat registration process. Vessels manufactured or imported before 1972 are EXEMPT because they often do not have a HIN.

### What is a Registration Number?

This is displayed on the front of the boat on both sides: ID####AA

## VENDORS - How to Register a New Boat

Now you will navigate through the tabs at the top of the page.

**Ownership Details** – This should be blank, unless a Co-Owner has been added to the boat. To add a Co-Owner, select ADD CO-OWNER. Enter in the Customer's information and select SAVE & CONTINUE before moving on to the next tab.

Vehicle Registrations

Registration Exit Registration Cancel Application Add Co-Owner

Ownership Details Vessel / Boat Information Seller Information Review & Submit

Search:

CustomerID	First	Last Name	DOB
No data available in table			

Showing 0 to 0 of 0 entries

Vehicle Registrations

New Co-Owner Exit Registration Cancel Application Cancel Save & Continue

Ownership Details Vessel / Boat Information Seller Information Review & Submit

Residency \* ? Business

Resident

Co-Owner Information

First Name \* Last Name \* Middle Name Suffix

Ida Parks

Email \* Phone Alternate Phone

ida.parks@idpr.idaho.gov @ (208) 334-4199

Physical Address  Different Mailing Address

Address \* ✓ USPS Verified Deliverable Address Apt / Suite / Other

5657 E Warm Springs Ave Clear

City \* State / Province \* Zip / Post Code \* Country \*

Boise ID 83716 US

## VENDORS - How to Register a New Boat

**Vessel / Boat Information** – Fill out all sections in red below. Some sections will be auto-filled from the HIN provided. You may have to update the Manufacturer/Make. Select SAVE & CONTINUE before moving on to the next tab.

### Vehicle Registrations

Registration Exit Registration Cancel Application Save & Continue

Ownership Details **Vessel / Boat Information** Seller Information Review & Submit

Hull ID Number (HIN)  HIN Status  X Vessel Age

No valid HIN. A new one will be assigned.

Registration No.  **Left Blank = System will assign a Registration Number** Title State  Title Number

#### Vessel Description

Manufacturer / Make  Model  Model Year  Year Built

Length  ft  in Max Horsepower

#### USCG Standard Descriptions

Boat Type  Color (Primary)  Color (Secondary)

Engine Drive  Fuel Type  Hull Material

Propulsion Type  Use Area (Primary)  Use Area (Secondary)

Use Type

Description (100 char max.)

## VENDORS - How to Register a New Boat

**Seller Information** – This section will be blank for a new-to-system boat. You DO NOT need to enter any information here.

Vehicle Registrations

Registration Exit Registration Cancel Application Clear Seller Info Save & Continue

Ownership Details Vessel / Boat Information **Seller Information** Review & Submit

Is Seller a Business?

First Name  Last Name  Middle Name  Phone

Address  Clear Apt / Suite / Other

City  State / Province  Zip / Post Code

Date Purchased  State Purchased From  Previous Out of State Registration Num.

**Review & Submit** – Review that the boat record is accurate. To make any edits, go back to the Vessel/Boat Information tab. Have the Customer agree to the attestation statement (only applicable for new boats and transfers) and check the box. \*\*The check box is hard to see.

Vehicle Registrations

Registration Exit Registration Cancel Application Manage Application

Ownership Details Vessel / Boat Information Seller Information **Review & Submit**

Submitting the Application

Before you submit this application, make certain the information below is correct and complete to the best of your knowledge.

~~I authorize that I am making these purchases using my personal sign-in credentials for my account on the Idaho Department of Parks and Recreation website.~~

I attest that the individual named on this certificate of number is the owner of the vehicle/vessel as defined by Idaho law, that the vehicle information listed on the certificate is correct, and that the hull identification number listed on the certificate matches the hull identification number on the vessel.

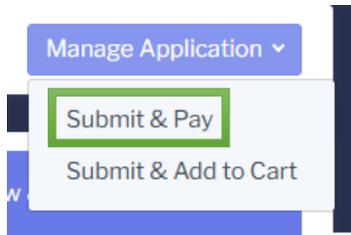
## VENDORS - How to Register a New Boat

Questionable HIN – if the following message appears, you are good to continue with the order. A representative from IDPR Headquarters will reach out to the customer to resolve the issue.

 HIN Status

If your HIN is flagged as "Questionable" a representative from the Idaho Department of Parks & Recreation will reach out to you to resolve the issue. You will not be issued a full registration until the issue is resolved. Please ensure your contact information is up to date.

Once the attestation check box has been checked, the MANAGE APPLICATION drop-down will become accessible. Select SUBMIT & PAY to check out with only this registration. Select SUBMIT & ADD TO CART to add other items to the cart before checking out.



You are now at the Customer's Invoice.

32-00523787 OPEN Done x Scout The Fox Due \$31.50

**Invoice** | Customer | History | 

First Scout	Last The Fox	Email scout.thefox@idpr.idaho.gov	
Description	Quantity	Price	Total
Boat 12' and Under	1	17.00	17.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
<b>Total Price</b>			<b>\$31.50</b>

**Payment** | Reservations | Items / Fees

Balance	31.50	Total Paid	0.00	Payment	31.50
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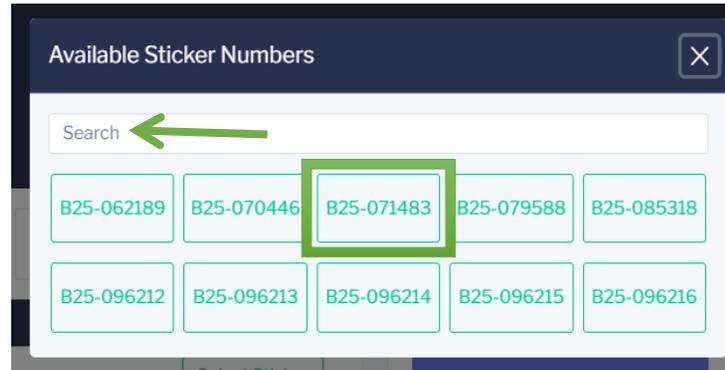
Vendor Collected

< Select or Swipe

## VENDORS - How to Register a New Boat

Assign a sticker to each product in the invoice by selecting SELECT STICKER. If the sticker in hand is not in the default list shown, you can type in the number in the search field. Select the sticker.

Description	Quantity	Price	Total
Boat Over 12 Ft		<a href="#">Select Sticker</a>	
	1	17.00	17.00
Per foot over 12 feet	3	2.00	6.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price			\$37.50



If you choose the wrong sticker, simply select REMOVE STICKER, and re-select.

Description	Quantity	Price	Total
Boat Over 12 Ft		<a href="#">Remove Sticker</a>	
Sticker No: B25-071483			

**MAKE SURE THE STICKER YOU ARE PHYSICALLY HANDING TO THE CUSTOMER MATCHES THE STICKER YOU HAVE SELECTED IN THE INVOICE!**

## VENDORS - How to Register a New Boat

You are now ready to process payment. Collect and process payment in your business's payment system FIRST. Once the transaction is complete, select VENDOR COLLECTED.

32-00523787 OPEN Done X Scout The Fox Due \$31.50

Invoice Customer History

First Scout Last The Fox Email scout.thefox@idpr.idaho.gov

Payment Reservations Items / Fees

Balance 31.50 Total Paid 0.00 Payment 31.50

**Vendor Collected**

< Select or Swipe

Description	Quantity	Price	Total
Boat 12' and Under Sticker No: B25-082175 <span>Remove Sticker</span>	1	17.00	17.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
<b>Total Price</b>			<b>\$31.50</b>

Once an Invoice has a \$0.00 balance, the RECEIPT button will appear.

02-00068227 OPEN Done X Rebecca Honsinger Idaho Parks Recreation \$0.00

Invoice Customer History **Receipt**

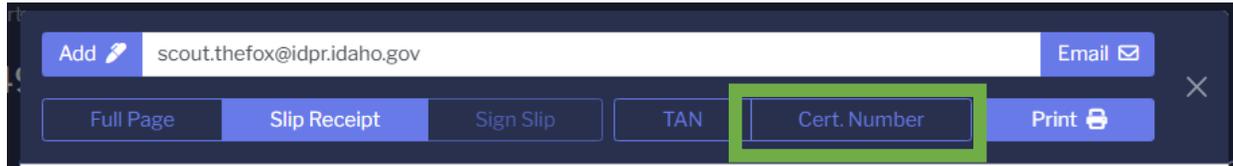
First Rebecca Last Honsinger Email rebecca.honsinger@idpr.idaho.gov

Payment Reservations Items / Fees Camping Day Use

Balance → 0.00 Total Paid 161.00 Payment 0.00

## VENDORS - How to Register a New Boat

Select RECEIPT. You can print the customer a cash drawer receipt or email them a copy. **YOU MUST PRINT THE CERT. NUMBER** – this is the Customer's official Registration Paperwork. Select CERT. NUMBER.



Note that in this example, where we left the Registration Number blank, the system has now assigned a Registration Number to this boat. Select PRINT.

A screenshot of the same software interface, but now showing the registration details. The 'Print' button is highlighted with a green rectangular box. A green arrow points from the 'REGISTRATION: ID6592ZE' field to the left. The interface displays the following information:

ISSUE DATE: 7/31/25 REGISTRATION: ID6592ZE ←

BOAT REGISTRATION: B25-071483

BOAT INFORMATION:		CUSTOMER #: 337906		FEES:	
HIN:	HDE12345D525	Propulsion Type:	Propeller	Registration:	\$30.00
Make:	HYDE DRIFT BOATS	Fuel Type:	Gas	Admin Fees:	\$7.50
Year:	2025	Max Horsepower:	150	Total Paid:	\$37.50
Length:	14 Ft 6 In	Color:	Pink / Camo	USE AREA:	
Hull Material:	Aluminum	Description:		STATE OF PRINCIPAL USE: ID	
Type of Boat:	OPEN MOTORBOAT	Title:		PRIMARY USE: 18 Elmore	
Model:	SCOUT SCOOTER	Title State:		SECONDARY USE: 34 Owyhee	
Type of Use:	Pleasure				
Engine Drive:	Outboard				

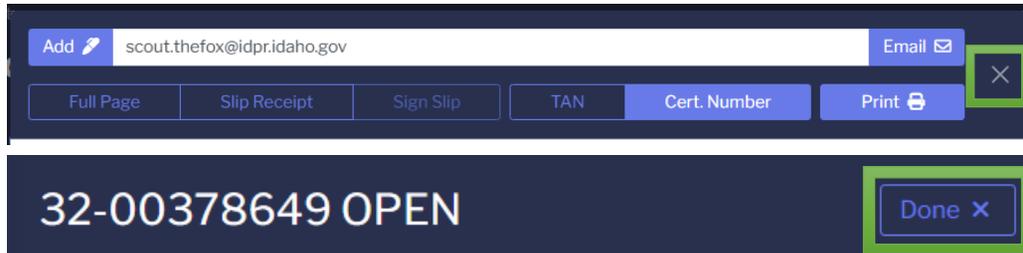
OWNER #1: Scout The fox  
5657 E Warm Springs Ave  
Boise, ID 83716

OWNER #2: Ida Parks  
5657 E Warm Springs Ave Boise, ID 83716

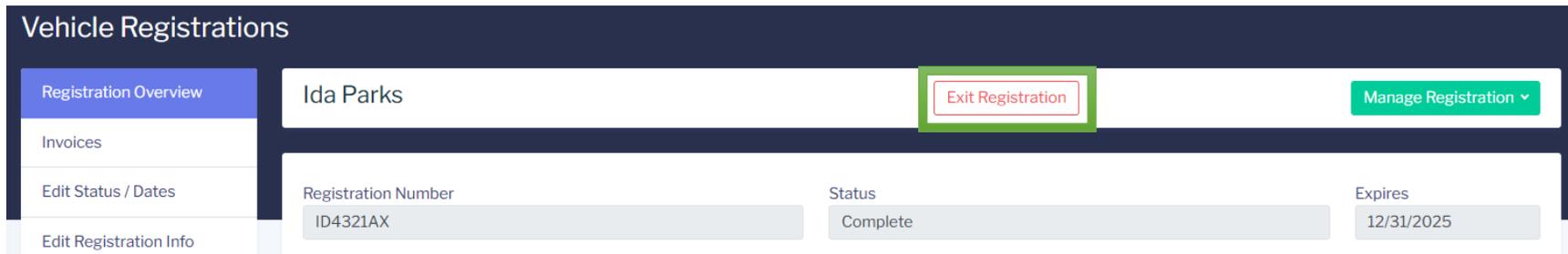
12/31/25

## VENDORS - How to Register a New Boat

To get back to the CUSTOMER SEARCH SCREEN, select the X to close the print window, then DONE.



Select VEHICLE REGISTRATIONS from your sidebar, then EXIT REGISTRATION.



Select CUSTOMER PROFILE, then BACK TO SEARCH.



**YES, IT IS A LOT OF CLICKS... BUT YOU WILL GET USED TO IT!**

**DOWN THE ROAD, THIS FINAL PIECE MAY BE SIMPLIFIED**