

VENDORS - How to Purchase a Permit

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

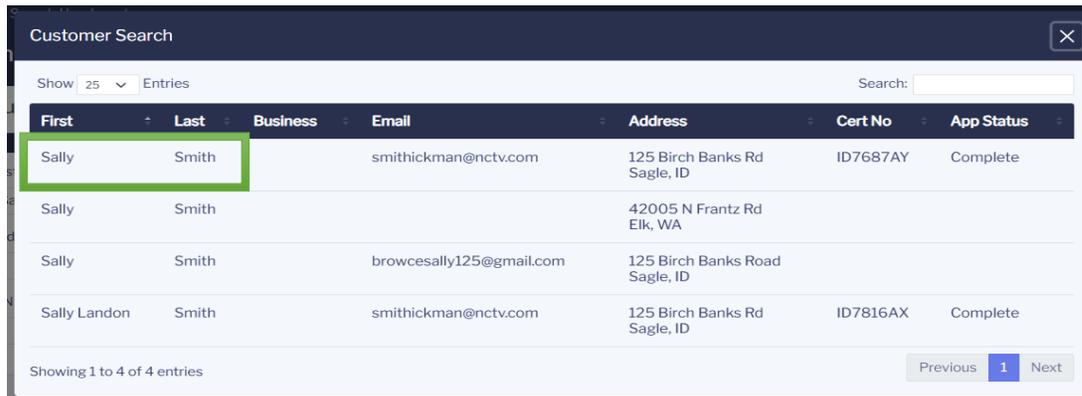
| | | |
|----------------------|----------------------|----------------------------|
| First Name | Last Name | Business Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | City | State / Province |
| <input type="text"/> | <input type="text"/> | State <input type="text"/>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

VENDORS - How to Purchase a Permit

If the customer has a common name, a list will populate to choose from. Ensure you are selecting the correct customer.

****Duplicate profiles will be cleaned up soon!**

Select Customer.



Customer Search

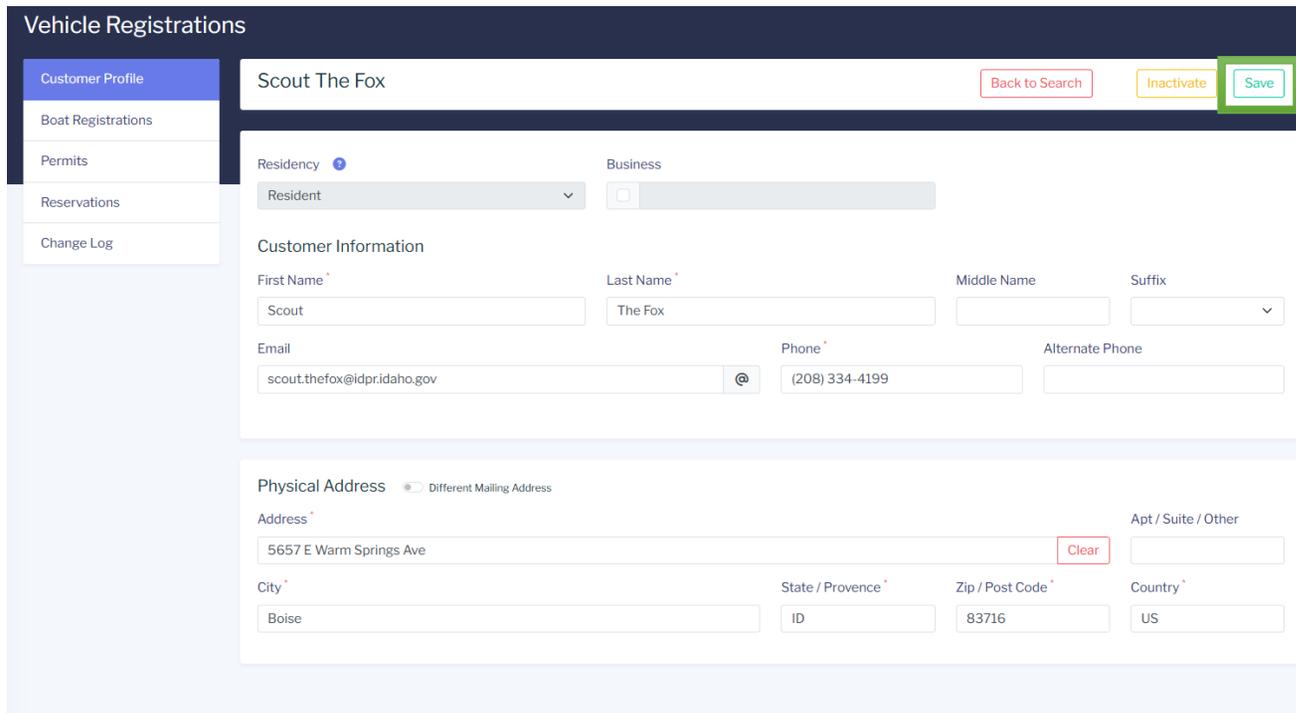
Show 25 Entries Search:

| 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 Business

Resident

Customer Information

First Name: Scout Last Name: The Fox Middle Name: Suffix:

Email: scout.thefox@idpr.idaho.gov Phone: (208) 334-4199 Alternate Phone:

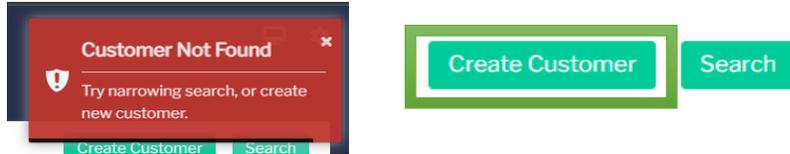
Physical Address Different Mailing Address

Address: 5657 E Warm Springs Ave [Clear](#) Apt / Suite / Other:

City: Boise State / Province: ID Zip / Post Code: 83716 Country: US

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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 ⓘ Business *

Select Current Residency Status → Idaho Parks and Recreation

Customer Information

First Name Last Name Middle Name Suffix

Email @ Phone * Alternate Phone

Physical Address Different Mailing Address ←

Address * USPS Verified Deliverable Address USPS Verified Deliverable Address [Clear](#)

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

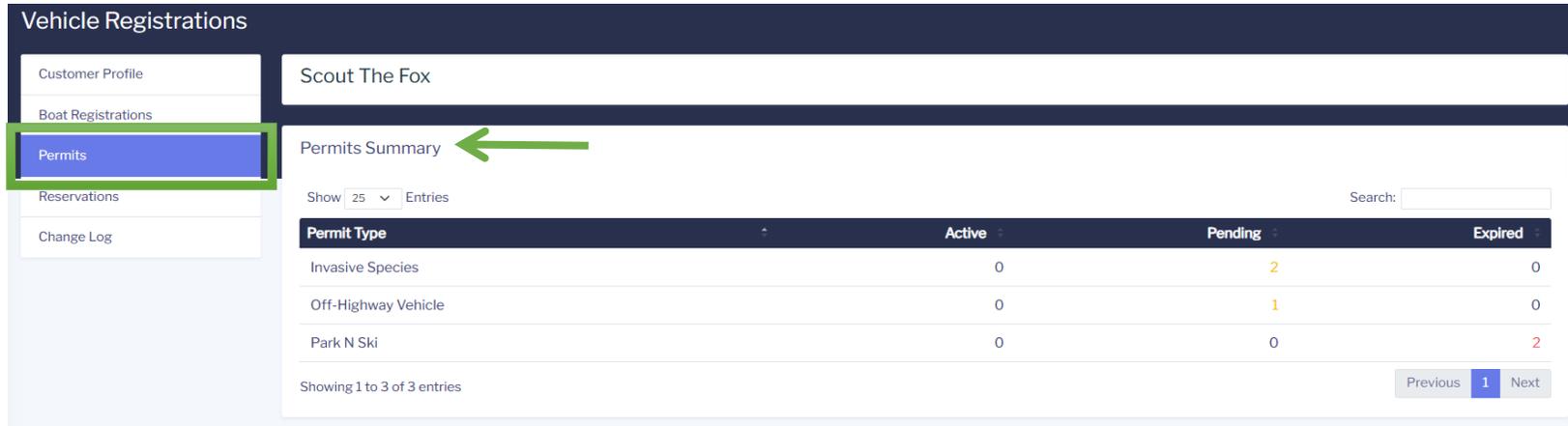
Mailing Address

Address [Clear](#)

City State / Province Zip / Post Code Country

VENDORS - How to Purchase a Permit

Select PERMITS. Any existing permits can be seen in the Permit Summary.



Vehicle Registrations

- Customer Profile
- Boat Registrations
- Permits**
- Reservations
- Change Log

Scout The Fox

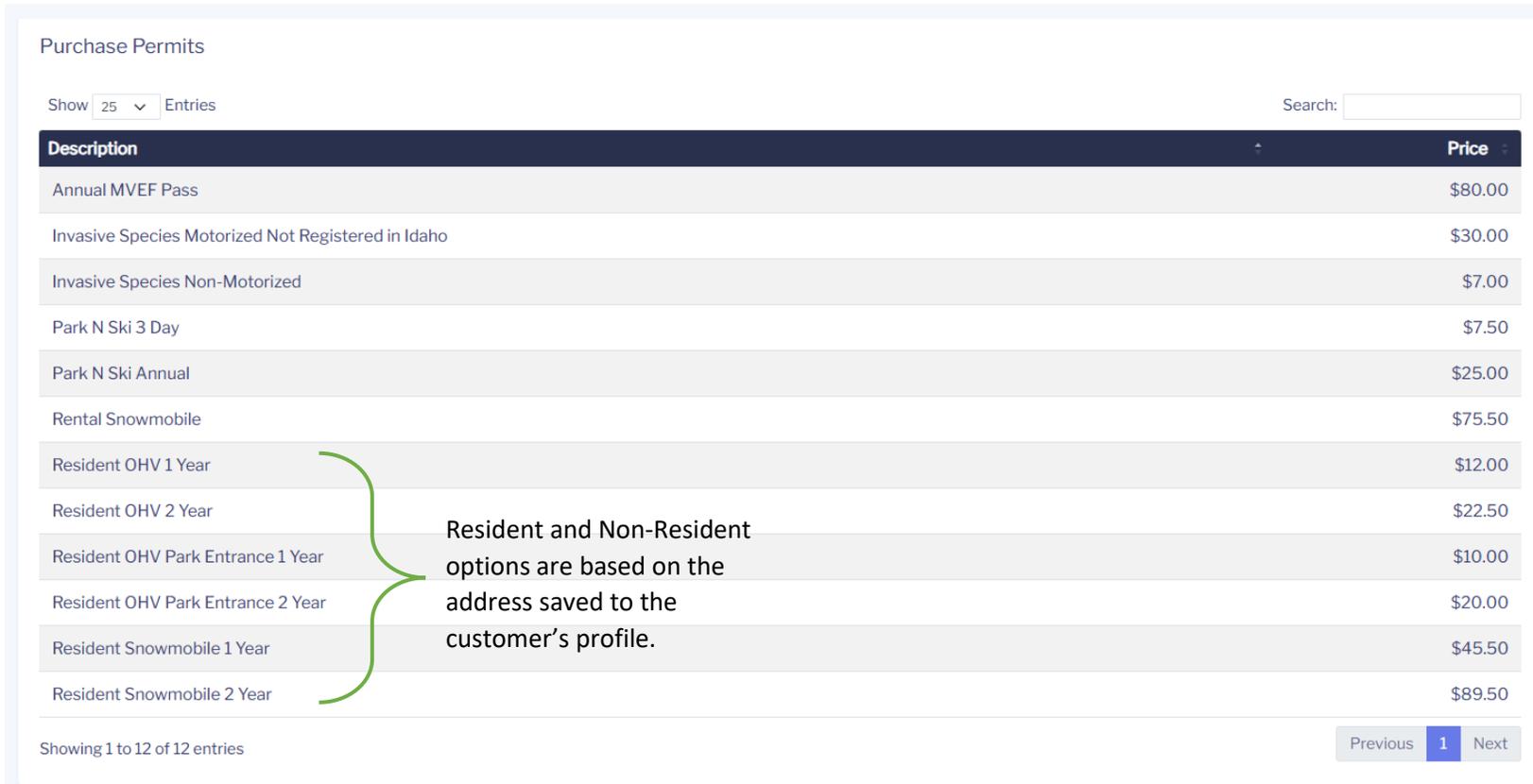
Permits Summary

Show 25 Entries Search:

| Permit Type | Active | Pending | Expired |
|---------------------|--------|---------|---------|
| Invasive Species | 0 | 2 | 0 |
| Off-Highway Vehicle | 0 | 1 | 0 |
| Park N Ski | 0 | 0 | 2 |

Showing 1 to 3 of 3 entries Previous 1 Next

Select the Permit Type from the Purchase Permits section. Only permits your Park sells will be in your list.



Purchase Permits

Show 25 Entries Search:

| Description | Price |
|--|---------|
| Annual MVEF Pass | \$80.00 |
| Invasive Species Motorized Not Registered in Idaho | \$30.00 |
| Invasive Species Non-Motorized | \$7.00 |
| Park N Ski 3 Day | \$7.50 |
| Park N Ski Annual | \$25.00 |
| Rental Snowmobile | \$75.50 |
| Resident OHV 1 Year | \$12.00 |
| Resident OHV 2 Year | \$22.50 |
| Resident OHV Park Entrance 1 Year | \$10.00 |
| Resident OHV Park Entrance 2 Year | \$20.00 |
| Resident Snowmobile 1 Year | \$45.50 |
| Resident Snowmobile 2 Year | \$89.50 |

Showing 1 to 12 of 12 entries Previous 1 Next

Resident and Non-Resident options are based on the address saved to the customer's profile.

VENDORS - How to Purchase a Permit

Invasive Species Motorized Not Registered in Idaho – Enter the total amount of permits needed, then select ADD TO CART.



Invasive Species Motorized Not Registered in Idaho

Quantity

- 1 +

Add to Cart

Invasive Species Non-Motorized – Enter the total amount of permits needed, then select ADD TO CART.



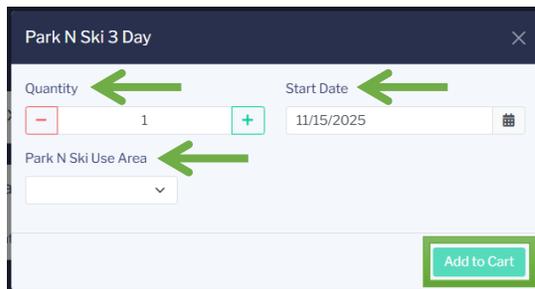
Invasive Species Non-Motorized

Quantity

- 1 +

Add to Cart

Park N Ski 3 Day – Enter the total amount of permits needed, the Start Date, and Use Area. Select ADD TO CART.



Park N Ski 3 Day

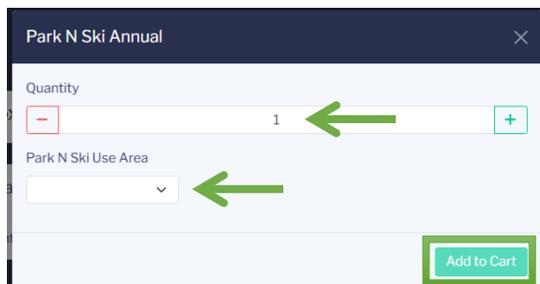
Quantity Start Date

- 1 + 11/15/2025

Park N Ski Use Area

Add to Cart

Park N Ski Annual – Enter the total amount of permits needed and Use Area. Select ADD TO CART.



Park N Ski Annual

Quantity

- 1 +

Park N Ski Use Area

Add to Cart

VENDORS - How to Purchase a Permit

OHV 1 Year & 2 Year – Enter the total amount of permits needed, OHV Type, and Use Area. Select ADD TO CART.

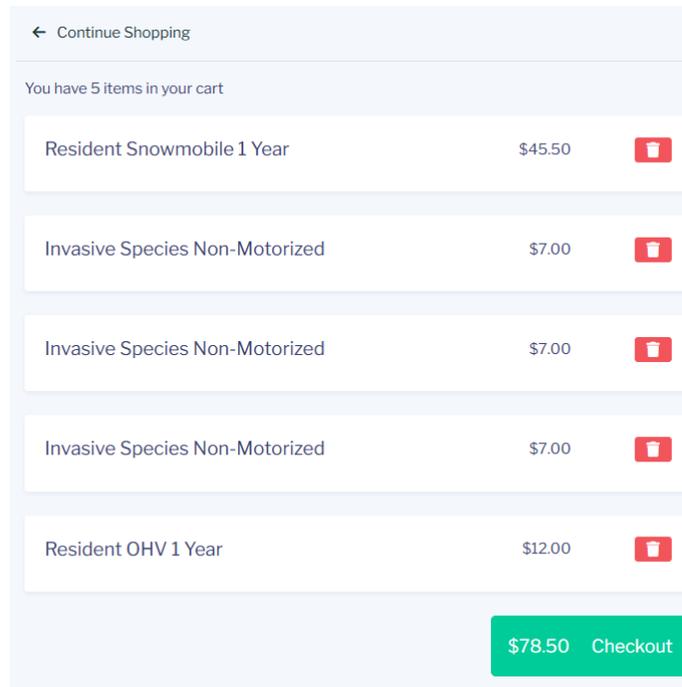
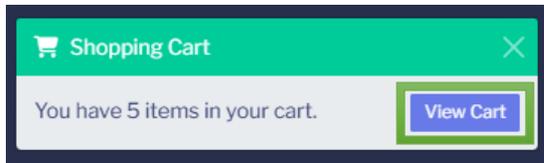
The screenshot shows a form titled "Resident OHV 1 Year". It features a "Quantity" field with a minus sign on the left and a plus sign on the right, with the number "1" in the center. Below this are two dropdown menus: "OHV Type" and "OHV Use Area". A green arrow points to the "OHV Type" dropdown, another points to the "OHV Use Area" dropdown, and a third points to the "Quantity" field. A green box highlights the "Add to Cart" button in the bottom right corner.

Snowmobile 1 Year & 2 Year – Enter the total amount of permits needed, Snowmobile Type, and Use Area. Select ADD TO CART.

The screenshot shows a form titled "Resident Snowmobile 1 Year". It features a "Quantity" field with a minus sign on the left and a plus sign on the right, with the number "1" in the center. Below this are two dropdown menus: "Snowmobile Type" and "Snowmobile Use Area". A green arrow points to the "Snowmobile Type" dropdown, another points to the "Snowmobile Use Area" dropdown, and a third points to the "Quantity" field. A green box highlights the "Add to Cart" button in the bottom right corner.

VENDORS - How to Purchase a Permit

As you add permits to the cart, you will see a summary appear on the side of the screen. Select VIEW CART to see all items.



VENDORS - How to Purchase a Permit

You can remove items from the cart in this section by selecting the TRASH CAN icon. To add more items, select CONTINUE SHOPPING. To process the order, select CHECKOUT.

The screenshot displays a shopping cart interface. At the top left, there is a button labeled "Continue Shopping" with a left-pointing arrow, highlighted with a green border. Below this, a message states "You have 5 items in your cart". The cart contains five items, each in a white box with a light blue border. The items are: "Resident Snowmobile 1 Year" for \$45.50, "Invasive Species Non-Motorized" for \$7.00, another "Invasive Species Non-Motorized" for \$7.00, a third "Invasive Species Non-Motorized" for \$7.00, and "Resident OHV 1 Year" for \$12.00. Each item has a red trash can icon to its right. A red arrow points to the trash can icon for the "Resident Snowmobile 1 Year" item. At the bottom right of the cart, there is a button labeled "\$78.50 Checkout", also highlighted with a green border.

| Item | Price | Action |
|--------------------------------|---------|--------------------|
| Resident Snowmobile 1 Year | \$45.50 | Remove (Trash Can) |
| Invasive Species Non-Motorized | \$7.00 | Remove (Trash Can) |
| Invasive Species Non-Motorized | \$7.00 | Remove (Trash Can) |
| Invasive Species Non-Motorized | \$7.00 | Remove (Trash Can) |
| Resident OHV 1 Year | \$12.00 | Remove (Trash Can) |

\$78.50 Checkout

VENDORS - How to Purchase a Permit

You are now at the Customer's Invoice. You can remove items from the cart in this section by selecting the TRASH CAN icon.

32-00378659 OPEN Done X Scout The Fox Due \$33.00

Invoice Customer History 

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

Payment Reservations Items / Fees

Balance 33.00 Total Paid 0.00 Payment 33.00

| Description | Quantity | Price | Total |
|--------------------------------|----------|--------------------------------|---------|
| Invasive Species Non-Motorized | | Select Sticker | |
| | 1 | 4.40 | 4.40 |
| Vendor Fee | 1 | 1.50 | 1.50 |
| Admin Distribution | 1 | 1.10 | 1.10 |
| Invasive Species Non-Motorized | | Select Sticker | |
| | 1 | 4.40 | 4.40 |
| Vendor Fee | 1 | 1.50 | 1.50 |
| Admin Distribution | 1 | 1.10 | 1.10 |
| Invasive Species Non-Motorized | | Select Sticker | |
| | 1 | 4.40 | 4.40 |
| Vendor Fee | 1 | 1.50 | 1.50 |
| Admin Distribution | 1 | 1.10 | 1.10 |
| Resident OHV 1 Year | | Select Sticker | |
| | 1 | 7.23 | 7.23 |
| Vendor Fee | 1 | 1.50 | 1.50 |
| IDL | 1 | 1.00 | 1.00 |
| County Law Enforcement | 1 | 1.00 | 1.00 |
| Admin Distribution | 1 | 1.27 | 1.27 |
| Total Price | | | \$33.00 |

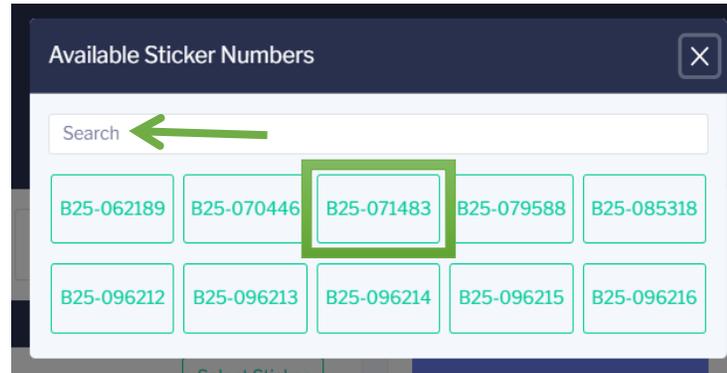
Vendor Collected

< Select or Swipe

VENDORS - How to Purchase a Permit

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 | | Select Sticker | |
| | 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 Sticker No: B25-071483 | | Remove Sticker | |

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

VENDORS - How to Purchase a Permit

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

| Description | Quantity | Price | Total |
|--|----------|-------|----------------|
| Boat 12' and Under Sticker No: B25-082175 | | | |
| | 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 |
| Total Price | | | \$31.50 |

Remove Sticker

Payment Reservations Items / Fees

Balance 31.50 Total Paid 0.00 Payment 31.50

Vendor Collected

< Select or Swipe

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**

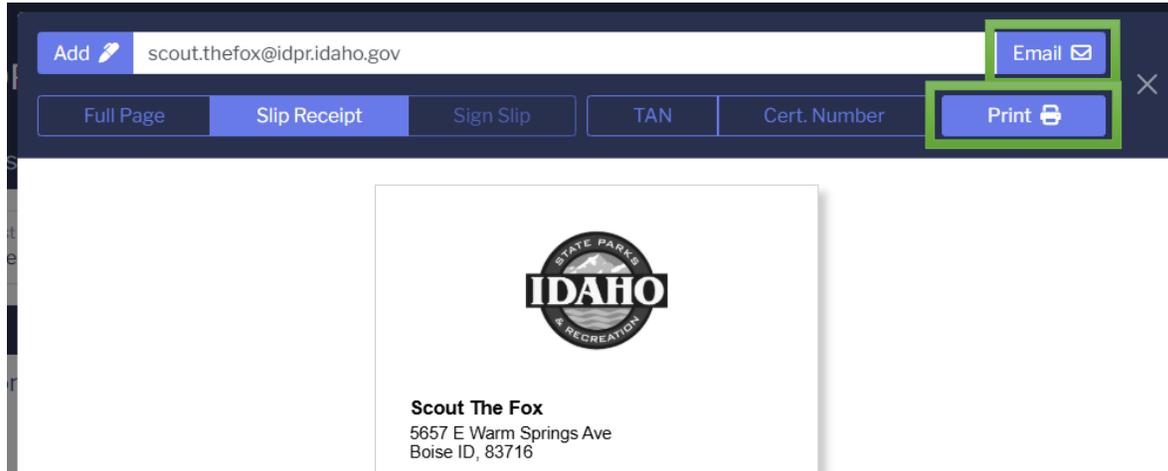
First Rebecca Last Honsinger Email rebecca.honsinger@idpr.idaho.gov

Payment Reservations Items / Fees Camping Day Use

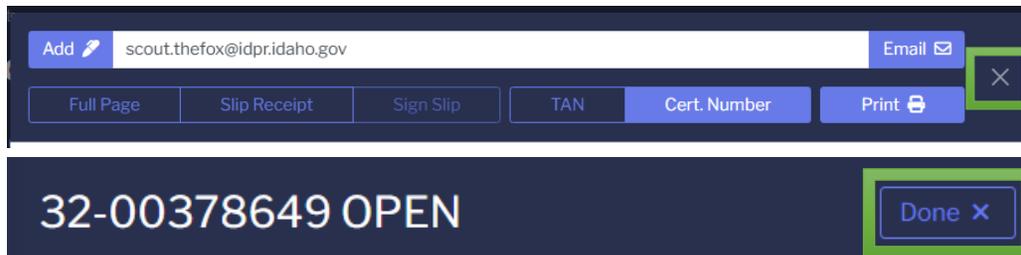
Balance 0.00 Total Paid 161.00 Payment 0.00

VENDORS - How to Purchase a Permit

Select RECEIPT. You can print the customer a cash drawer receipt or email them a copy. **For PERMITS, you do not have to print the Cert Number – that is JUST FOR BOATS.** Some customers may request the paperwork, you can print it if needed.



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 BACK TO SEARCH.

