

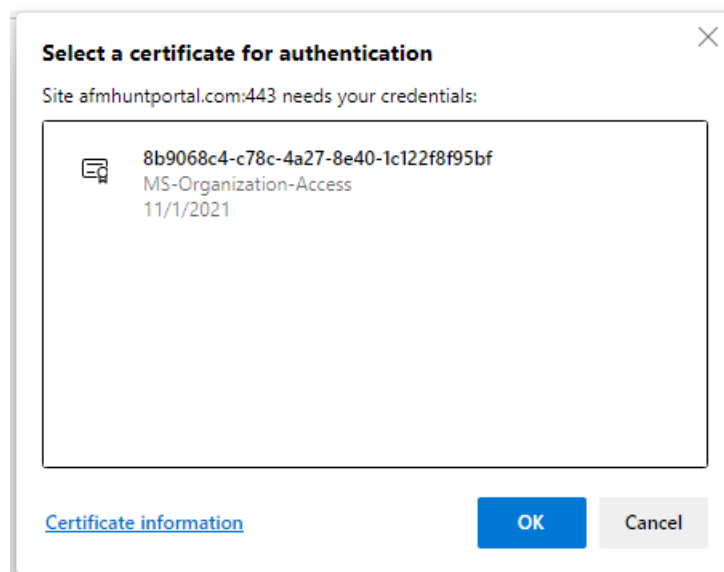


Instructions for Registering for the AFM Hunt Portal

We have developed a new system for getting your lease agreements and documentation to you. It is called the AFM Hunt Portal. This is where you will apply for a recreational permit and download your contracts. We will no longer be emailing out permit application and you must create an account to access your permit information. The instructions below will help you create an account and access your contract.

The first thing you will need to do is create an account:

1. Follow the link below:
 - a. <https://afmhuntportal.com/huntersportal>
 - b. It is important to note that Firefox is not supported by our site and will not work. You need to use Google Chrome or Microsoft Edge.
 - c. If this box pops up, click “cancel.” **DO NOT CLICK “OK”** If you click “OK” you will receive an error message.



2. When you arrive at the hunt portal site, you will click “Register” in the top right corner.
3. Enter your name and email address in the corresponding boxes.
4. Create a password.
 - a. Password must be at least 8 characters, must have a mixture of both uppercase and lowercase letters, must have a mixture of letters and numbers, and must include at least one special character (!, #, \$, %, Etc.)
5. Check the box to indicate you’ve read and agreed to the terms of the AFM Customer Agreement.
 - a. If you wish you can read the customer agreement by clicking on the black text that says “AFM customer agreement”.

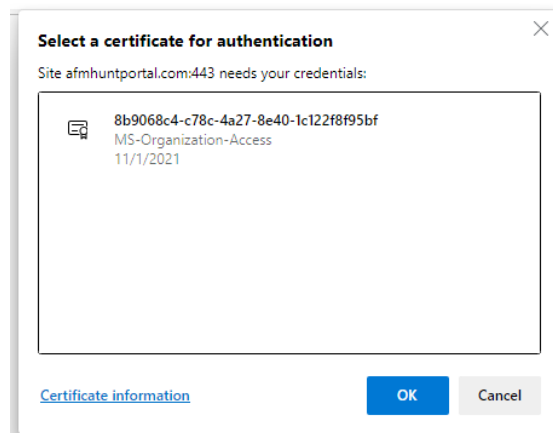


6. Click “Register”.
7. A box will pop up stating that you’ve successfully signed up for the AFM Hunter’s Portal and that we’ve sent you an email to confirm your email address.
8. Go to your email and there should be one from afm.mail.daemon@gmail.com. Open that email and click “Confirm Account”
 - a. **If you do not receive an email, check your spam/junk folder.**
9. This will take you to the Hunter’s Portal login page. Type in your newly created login credentials and click “Log In”
10. This will take you to the Hunter’s Portal Homepage which shows available leases. If you arrive here, you have successfully registered and logged in to the portal.

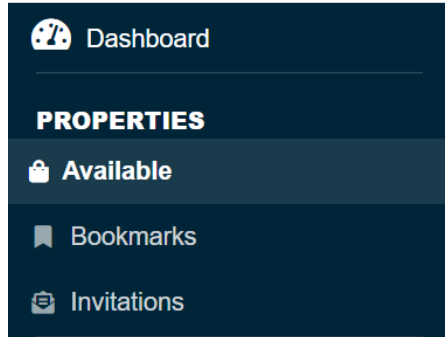
Instructions For Renewing Your Permit

Once you have successfully registered in the AFM Hunt Portal, you will be able to log in and apply to renew your permit. The steps below will walk you through that process.

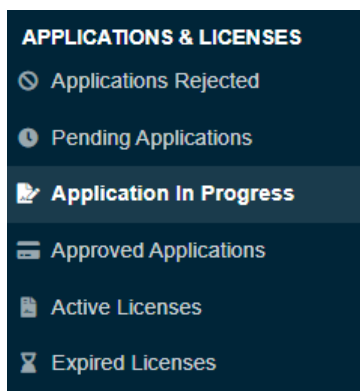
1. First you will navigate to the Hunt Portal site and log in (If you are still logged in from when you confirmed your email, there is no need to log in again).
 - a. <https://afmhuntportal.com/huntersportal>
 - b. Remember to click “Cancel” if this box pops up:



2. After logging in, you will be asked to fill out your Club Information. Club Information is the same as Client Contact Information. You need to provide the information for who is applying for a permit.
3. After filling out your contact information you will navigate to the “Available Properties” page by clicking “Available” on the left.



4. Once on the “Available Properties” page, you will click the red “View Details” button on the right for the type of permit you wish to apply for. Either Walk-in or Drive-in. Make sure you are applying to the correct property.
5. You will need to fill out all the required documents to apply for a recreational permit. Required documents such as a Driver’s License and Vehicle Insurance Card will require photos.
 - a. Walk in permits do not require a copy of Vehicle Insurance.
6. Once you have uploaded the required documents, scroll about halfway down and you will see a section on the right labelled “Agreements.” Below agreements hit the “Apply” button. You will receive an email confirmation of your application. I will personally review every application that comes through. You will need to wait until you receive an email saying that your application is in process before moving forward. Once you have received an email stating that your application is in progress, please following the remaining steps below.
7. Log back into the Hunt Portal. On the Dashboard, go to “Applications In Progress”.



8. On the “Applications In Progress” page, click the Red “View Details” button.
9. On the right side of the screen, you will see a “Signature Requirement”. You must draw your signature and type your name into the box that says “Type your name.”



10. Click the “Save” button above the box where you signed your name.

11. The page will refresh, and you will be prompted to choose your payment option.

a. Personal, Certified, Cashier’s checks and Money Orders will need to be mailed to my office. Your permit will not proceed until the check is received.

i. Checks must be payable to American Forest Management, Inc.

b. Credit Card payments will assessed a 3% fee for processing.

12. Click “Continue with Payment”.

13. Congratulations! You’ve successfully applied. You will be seeing an email confirmation.

Please expect to receive your materials within 2-3 weeks of your application being approved.

If you run into any issues, you can email or call me. If you haven’t received a notification that your application has been advanced after two weeks, please let me know so we can address the issue. Again, please ensure you have followed all instructions properly before calling or emailing with questions.

Sincerely,

Awndrea Pannkuk

Office Administrator

American Forest Management, Inc.

PO Box 827

Chehalis, WA 98532

Awndrea.pannkuk@afmforest.com

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