

Linked Users Functionality

Customers can create and remove relationships between users within the Licensing System. In addition to the ability to create and remove the relationship, linked users can also (depending on age):

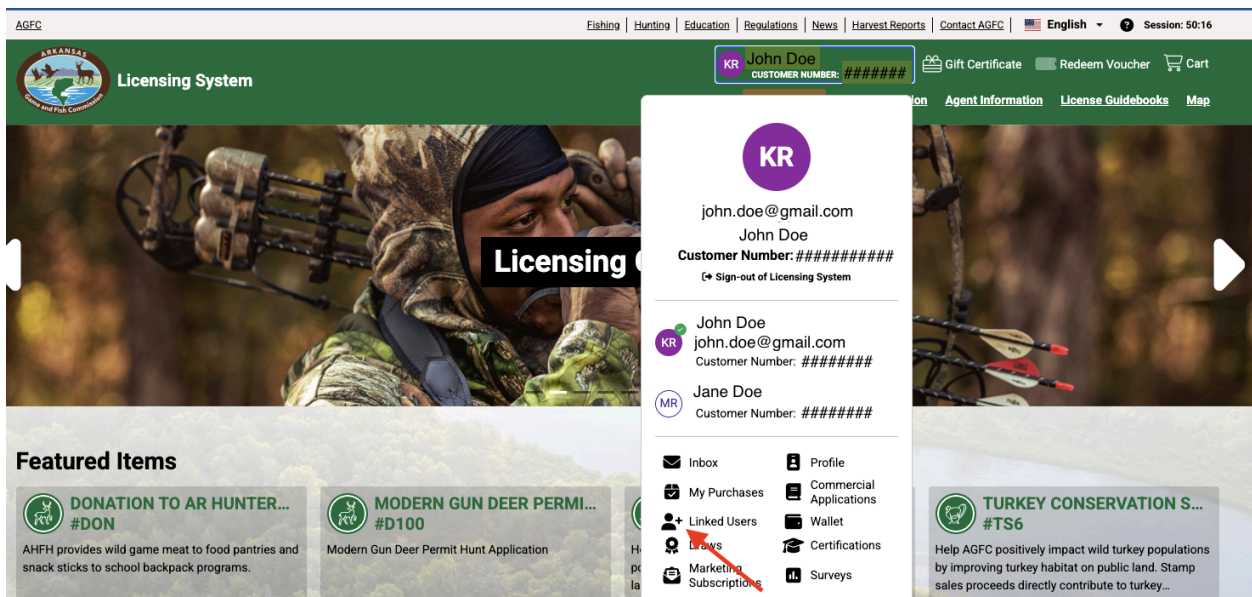
- Approve, deny, or cancel a request for connection or disconnection.
- Purchase or select items on behalf of a linked customer.

The “Linked Users” feature allows you to create a Guardian/Member or Peer-to-Peer relationship between customer accounts within the system.

- Guardian/Member: The user in the guardian role can manage their associated member users. For example, this allows parents to view and manage their children's profiles.
- Peer-to-Peer: Users in a peer-to-peer relationship can purchase items on behalf of customer accounts they are associated with. However, they are not allowed to access other profiles, maintaining the privacy of the adult customer.

How to Create a New User Under the Age of 13 and Link their Profile:

1. Log in as an Adult Customer
 - Use your account to log in to the platform
2. Navigate to the Linked User Section
 - Go to the "Linked User" location or menu.
 - Select the option to "Link a User."



Manage Linked Accounts

By linking your account to a friend or family member, you can buy and manage license and draw hunts on their behalf. Linked accounts are a great way to help other hunters manage their licenses, permits, and draws without the inconvenience of logging in and out of multiple accounts.

Link
a
User

3. Create or Search for the User

- If the user already exists, search for their profile.
- Otherwise, select the option to create a new customer.

Customer Search

Customer Search

* Required Field

Identification Type *
Drivers License

Drivers License Number *Drivers License State *
Select One...

Date of Birth *Last Name *

Search Customer

Clear

+ Create Customer

Search Results

4. Fill Out Required Information

- Enter the necessary details for the new user, including their date of birth (must be under the age of 13).
- Complete all required fields, including their address.
- Note: Social Security and Driver's License details are not required for users under 13.

5. Handle Communication Preferences

- Email fields will be grayed out (no email address is required).
 - Set preferences to ensure the child does not receive text messages or promotional emails.
6. Consent and Permissions
 - In the "Access Info" step, confirm that you are the child's legal guardian or authorized to manage their account under COPPA consent.
 - Optionally, choose to "Disallow Other Guardians" if you don't want other adults to link to this child's account.
 7. Submit and Create the Profile
 - Submit the form to create the child's profile.
 - At least one guardian will be linked to the child's account, as they require an adult to manage their profile.
 8. Manage the Linked Profile
 - Once the profile is created and linked, you can manage it as the child's guardian.

This process ensures compliance with regulations and provides proper management for users under 13.

How to Link a User Aged 13-18

1. Log In as a Guardian Customer
 - Use your account to log in to the system.
2. Navigate to the Linked User Section
 - Select "Link a User" from the linked user menu.
3. Create or Search for the User
 - Choose to create a new customer (if the user does not already exist).
 - Enter the user's date of birth, ensuring they are between the ages of 13 and 18.
 - Provide any other required information.
4. Add an Email Address (Optional)
 - Users aged 13-18 can have an email address added to their profile.
 - This email can be used to give them login access to manage their account independently.
5. Grant Login Access (Optional)
 - If needed, assign the email address as the login for the user.
 - This will allow them to log in and manage their account, while still being linked to a guardian.

6. Set Permissions

- As their guardian, you can choose to "Disallow Other Guardians" if you don't want others managing the account.

7. Submit the User Profile

- Once all information is completed, submit the form.
- The user will be linked to your account in a guardian-member relationship.

8. Manage the Relationship

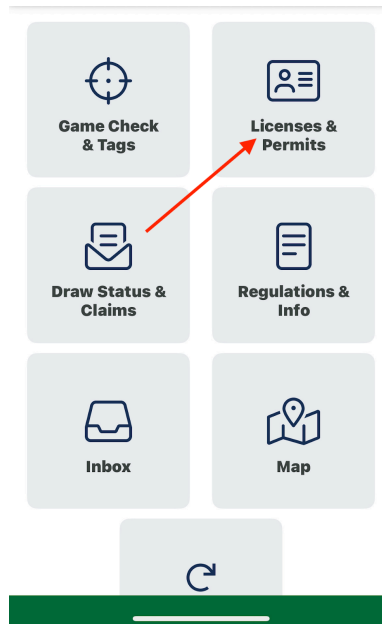
- Unlike users under 13, those aged 13-18 can have login access and manage their accounts independently.
- However, they still remain linked to the guardian for oversight.

By following these steps, you can link and manage users aged 13-18 effectively.

How To Link a User on the Mobile App

To link a user on the mobile app, follow these steps:

1. Log in to the mobile app
2. Navigate to the Licenses & Permits page
3. Click on the Buy License and Permits button at the top of the page
4. Click on the Linked User/Purchase on Behalf Of
5. Select Link a User



How to Create, Use, and Disconnect a Peer-to-Peer Relationship

1. Log In as an Adult Customer
 - Start by logging in to your account.
2. Create a Peer-to-Peer Link
 - Go to your linked user section and select "Link a User."
 - Search for an existing customer or create a new one if needed.
 - Choose the "Peer-to-Peer" connection option (not "Guardian").
 - Submit the request, which will send an approval notification to the other customer.
3. Approve the Peer-to-Peer Link
 - The other customer will receive an email or can log in to view the pending request in their linked user section.
 - Approve the request to establish the connection.
4. Make Purchases Using Peer-to-Peer Link
 - Navigate to the catalog and choose the items you wish to purchase.
 - Use the dropdown menu to switch between linked users (e.g., Molly or Hunter).
 - Add items to the cart for each individual while maintaining separate profiles.
 - Complete the checkout process, including filling out payment details and submitting the transaction.
 - Receipts and transaction documents for both users will be sent via email.
5. Manage Peer-to-Peer Transactions
 - Both users can make purchases on behalf of the other, as long as the link remains active.
6. Disconnect a Peer-to-Peer Link
 - Go to the linked user section and select the option to disconnect.
 - Confirm the disconnect action.
 - No notification is sent; the disconnect happens immediately.

By following these steps, you can create, use, and manage peer-to-peer relationships efficiently.

How to Create a Linked User Who is an Adult

1. Log In as a Customer
 - Use your account to log in to the platform.
2. Navigate to the Linked User Section

- Go to the "Linked User" page and select "Link a New User."
- 3. Create or Search for a Customer
 - Search for an existing customer or choose to create a new one.
 - Fill out the required details, including:
 - Name
 - Address
 - Date of birth (ensure the user is over the age of 18).
 - Driver's license number and Social Security number (if applicable).
- 4. Add Email Address (Optional)
 - You can provide an email address for the new user to give them login access, but this step is optional.
- 5. Choose the Relationship Type
 - Guardian Relationship:
 - Allows you to manage the linked user's account.
 - Optionally, disallow other guardians from being linked.
 - Email is optional for login creation.
 - Peer Relationship:
 - Links to an adult user with their own account.
 - You cannot manage their profile.
 - Requires an email address for account creation.
- 6. Finalize the Relationship
 - For a peer relationship, an email will be sent to the user to create their account.
 - Complete the process to link the new adult user to your profile.

By following these steps, you can link an adult user to your account either as a peer or in a guardian-member relationship.