

Locating and Understanding Your Commercial Hobbyist Account

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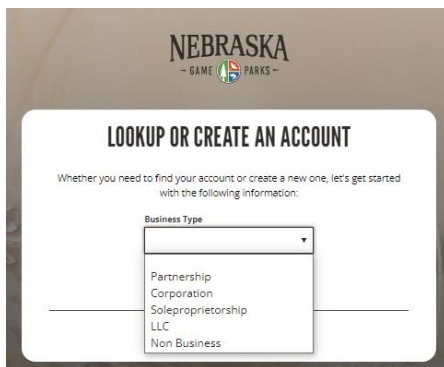
Select Commercial Hobbyist User



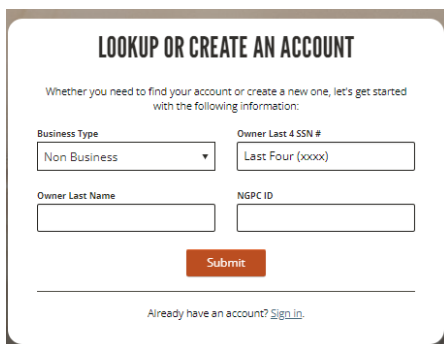
Select Lookup Commercial Account



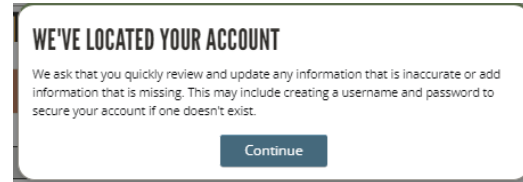
Select Business Type – NonBusiness



Fill in Owner Last 4 SSN#, Owner Last Name and NGPC ID (this is the number found next to your name or business name on your permit, example: 1115512). Select Submit.



An Account has been located message will be displayed, select Continue.



If your account has not been located, call our office so we can assist you 402-471-0641 ask for Permits.

Verify your account information is correct.

If your mailing address is different than the address entered select:



Account Information page:

Enter an email address if not already provided. It will be used to send renewal reminders and other account related information.

Username and Password

A screenshot of the "Username and Password" form. It has three input fields: "Username", "Password", and "Confirm Password". Below the Password field is a list of password requirements: "Passwords must be at least 10 characters and contain at least 3 of the following: upper case, lower case, digit, or special character." The requirements are: 10 characters minimum, One number, One lowercase character, One uppercase character, and One special character. Below the form is a checkbox: "I acknowledge that knowingly providing false information is illegal". There is also a CAPTCHA box with the text "I'm not a robot" and a "Verify & Continue" button.

Read and check the I acknowledge and I'm not a robot boxes.

Select Verify and Continue.

In the event you cannot save, there may be an issue with your email address. Call our office 402-471-0641 and ask for Permits.

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On the Customer Home page you can edit your address, phone number and other profile information.

| IDENTIFICATION INFORMATION | | | |
|----------------------------|--------------|----------------------|---------------|
| Business Type: | NonBusiness | Commercial Hobbyist: | tester fester |
| Nebraska Business ID: | Not Provided | | |

| ADDRESS INFORMATION | | | |
|---------------------|--|------------------|--|
| Physical Address: | 2200 N 33rd St Lincoln, Nebraska 68503 Knox, United States | Mailing Address: | 2200 N 33rd St Lincoln, Nebraska 68503 Knox, United States |

| ACCOUNT INFORMATION | | | |
|---------------------|-----------------|--------|-----------------------|
| Email Address: | nnddd@mmish.sns | Phone: | (000) 000-0000 (Home) |
| Username: | Turtle | | |

Your name and your Commercial Hobbyist ID number is on the top left.

The NGPC ID number is also your Captive Wildlife number. Use your NGPC ID number for animal and bird sales and/or purchases.

Captive Wildlife Application: Used for new applicants and renewals

Purchase permit: Taxidermy permit can be purchased directly.

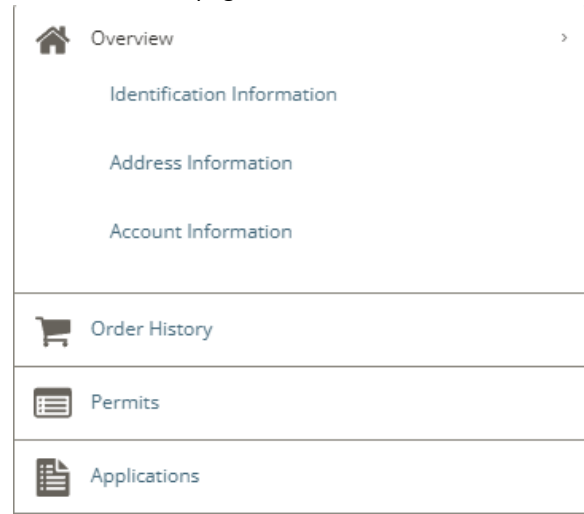
TESTER FESTER
2495475

ACTIVE

 Captive Wildlife Application

 Purchase Permit

Customer Home page overview:



- Overview
- Identification Information
- Address Information
- Account Information
- Order History
- Permits
- Applications

Order History: Lists all applications and permits that have been issued to you.

Permits: List of your permits and option to reprint a current permit.

Applications: List of applications/renewals and their status.

Files: (not shown) You will be able to upload spreadsheets and other documents such as receipts.

Our goal is to make your application and renewal process easier and provide current information to our conservation officers.

If you have any questions, call

Judy Foreman
402-471-1931
Mon-Friday 8:00am-5:00pm