

## Checkout

### Information

**IMPORTANT!** Review what you are purchasing before completing checkout.

**Licenses, permits, and registrations are non-refundable.**

Service fees will be assessed on the payment page depending on the payment type you have selected. We accept Visa, MasterCard, Discover, ApplePay (on Apple devices thru Safari), PayPal, and Electronic Check.

When entering Electronic Check information, review for accuracy to avoid additional charges. Electronic Check transactions that complete, are considered VALID, however banking information is then sent over to the bank, and that may result in a returned payment if the information was entered incorrectly or there are insufficient funds. You will receive an invoice in the mail if your payment fails.

### Instructions

1. **Review all products in your cart for accuracy.** You have the option to remove individual items as well as to remove all from cart if necessary.
2. **Donor Question** [Optional] – Only displayed for hunt/fish licenses for Wisconsin Residents. Check the box if you wish to be an organ, tissue, and eye donor. If you check this box you will go to a screen to agree to the organ donor terms and conditions.
3. Click on green **Checkout** button when you are ready to checkout.
4. **Shipping Address** – If any of the products you are purchasing will need to be shipped to you, you will land on a ‘Shipping Details’ page. This page will not display if no products requiring shipping.
  - a. If logged into your account, the information from your account will be defaulted, but you can enter in a different address as necessary.
  - b. If not logged into your account, fill in the name, address, phone number and email address.
5. **Donation** – the donation page you will see will be dependent on the products you are purchasing.
  - a. Select one of the set amounts, or other to enter in a custom account (even dollar amounts only). Select ‘No thank you’ to proceed without donating.
6. **Payment Type** – select the payment type you wish to use. The Service Fee will be added after the payment type is selected.

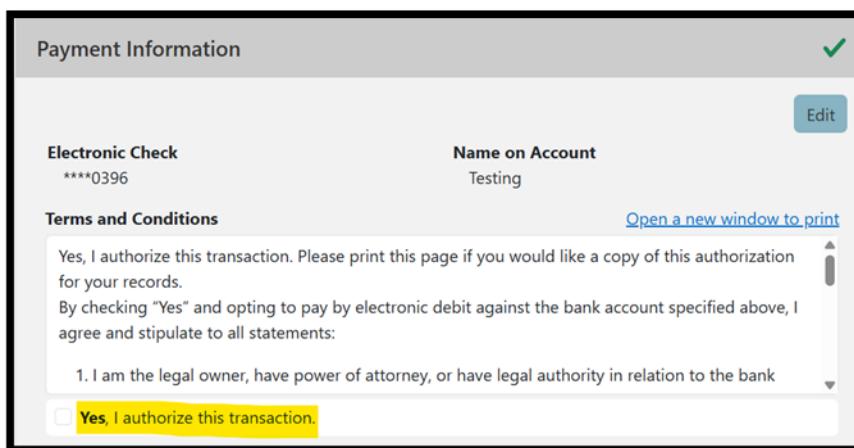
#### Transaction Summary

Go Wild Conservation Card	\$3.50
Service Fee	\$0.25
<b>TOTAL</b>	<b>\$3.75</b>

- a. ApplePay will only show when using Apple Products (using the Safari browser).
- b. If using ApplePay and PayPal, an icon will display for you to click on to access that account.

## Checkout

7. **Customer Information** – this information will generate from your customer account.
  - a. Apple Pay/PayPal: Customer information associated with those accounts will pull in and is not editable from the payment site. Edits need to be done within your ApplePay or PayPal account.
  - b. Electronic Check and Credit/Debit Card: edit the information to match biller information as necessary. **NOTE**: This site checks the zip code listed in the customer information section matches the zip code of the biller (card/account holder). Enter the zip code for the biller if different.
8. **Payment Information** – will collect either your credit/debit card information or your Electronic Check information.
  - a. When using Electronic Check, please review the information you have entered – we can only verify that the routing number entered exists. **NOTE**: Should you enter in bad information, the charge will be returned and additional fees applied. Check this box to confirm you agree to the terms of using Electronic Check. If payment is returned, you will be sent an invoice to complete payment.



The screenshot shows a 'Payment Information' screen with a 'Payment Information' header and a green checkmark icon. It includes fields for 'Electronic Check' (routing number \*\*\*\*0396) and 'Name on Account' (Testing). A 'Terms and Conditions' section contains a link to 'Open a new window to print' and a text area with a scroll bar. The text in the scroll area states: 'Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:'. Below this is a list: '1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank'. At the bottom is a yellow button with the text 'Yes, I authorize this transaction.' and a checked checkbox.

9. **Verification** – please check the box and review the images presented to you in the reCAPTCHA as necessary.
10. Once your payment has been processed, you will land on an order receipt page where you can **print your documents**.

**Receipt and License Documents** 

- a. You will also receive two emails – one for payment and one with a link to your documents.