



Oregon Department of Fish and Wildlife
License Services
4034 Fairview Industrial Dr. SE
Salem, OR 97302

Dear Applicant:

The Oregon Department of Fish and Wildlife (ODFW) appreciates your interest in becoming a Point of Sale (iPOS) license agent. When determining the number of agents that can be supported by the program, ODFW considers the following:

- Equipment Available
- Predicted Sales Volume
- Need for Agents in a Particular Geographic Area
- Business Hours
- Convenient and Accessible Location

At this time, the program will not support agents with a sales volume under \$2000 per year, unless there are outstanding geographic considerations.

Here is some information about what is expected of an agent.

- An individual must be 18 years of age or older;
- not be engaged exclusively in selling licensing documents;
- not have been convicted of a violation of any wildlife-related laws;
- present satisfactory evidence of good financial and credit standing;
- demonstrate to the Department's satisfaction that the place of business licensing documents is reasonably secure from criminal conduct, including, but not limited to, burglary, robbery or vandalism; and
- have experience in the retail selling of goods and services.

The iPOS system is internet based and requires a direct connection to your Internet Service Provider, (ISP) internal network, or your own in-store connectivity. Agents will be responsible for their Internet connectivity and the cost of that connection. Wireless connectivity is not directly supported by the POS system. You will also need to provide a dedicated electrical circuit for the workstation. ODFW will provide the POS workstation and all supplies through its Contractor. These will remain the property of the Contractor. Once the equipment is in place and before you can begin to sell license documents, we will provide training to you and all employees at your store who will be issuing documents.

You will be required to make payment to the Department by EFT and to keep your account current. EFT amounts are taken out of your account automatically each Thursday morning for the prior week running Sunday through Saturday. You will retain \$1 for each fee based document, except Non-Resident annual Hunting Licenses, Bear Tags, Elk Tags, Deer Tags, Pronghorn Antelope Tags, Sheep Tags, and Goat Tags. You will retain \$7.50 for each of those. You will also retain \$2.50 for each "Sports Pac" you sell. Be sure to attach a voided check from the account you will be using to the EFT form where indicated.

Please review the enclosed contract which sets forth the terms and conditions under which an agent will sell licensing documents.. If after reviewing the contract you wish to proceed, send a **Retail Information form, EFT Form, and one** contract. Sign on the last page of the contract. Return **contract**, the **Retail Information** form and the **EFT** form. The signature must be from someone authorized to bind your company. Receipt of these forms is required prior to equipment installation. These forms can be faxed or mailed. **We cannot accept Emails.**

Once the signed contract, Retail Information form, and EFT Form are received and **approved**, you will receive a copy of the signed contract and, I will order your iPOS machine from Active Outdoors located in Dallas, TX. They will ship within 7-10 business days directly to your store. Further instructions and information regarding your internet connection will be included with your copy of the contract. Once you call me and confirm your connection, we need to set a date and time for training before you can sell licenses and tags.

I hope this information answers your questions about becoming an agent. If you need further information, please contact me at (503) 947-6115, FAX (503) 947-6113 or email me at: Richard.R.Timm@state.or.us

Ric Timm – Point-of-Sale Agent trainer – Oregon Department of Fish and Wildlife