



F&W
SINCE 1962

User Guide	2017

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Introduction

Upon accessing the website, any user will see the following:



Main Menus

The home page has four main menu tabs and a convenient login feature. Upon loading the home page, you should see: Login, Forgot Password, Home, Leasing, Contact Us, and Help.

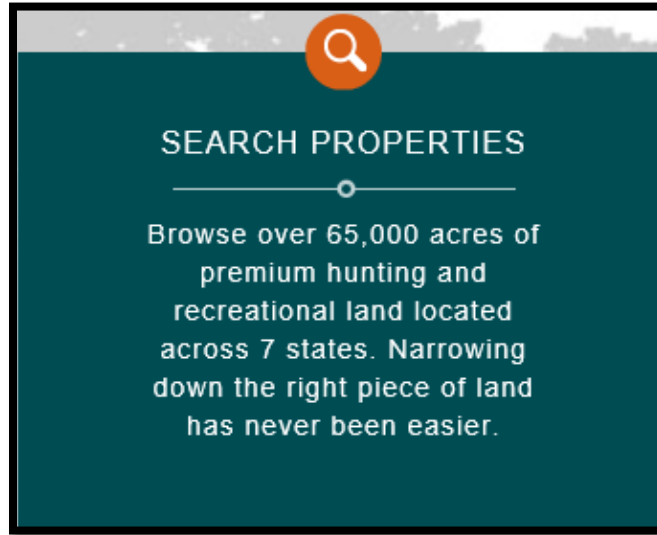
Forgot Password

This page allows you to retrieve your password in the event you forgot it. Simply enter the email address used when creating your account then select "Submit". Your username and password will be sent directly to your email inbox.

A screenshot of the login form on the website. It features two input fields for 'Username' and 'Password', followed by a 'LOGIN' button and a 'Forgot Password?' link. A red arrow points from the 'Forgot Password?' link to the 'Forgot Password?' text below it. Below the login form is a navigation menu with 'HOME', 'LEASING', 'CONTACT US', and 'HELP'.A screenshot of the 'Retrieve Password' form on the website. The form has a title 'Retrieve Password' and a sub-heading. Below the sub-heading is a paragraph of text: 'Please enter the email address used while creating the account. Your username and password will be sent to this email address.' At the bottom of the form are an 'Email' input field and a 'Submit' button.

Search Properties

The “Search Properties” menu allows you to search for available properties and view maps associated with the property. Each tract of land available for leasing is identified by a Recreational Lease Unit (RLU) number. Hunting clubs are allowed to bid on as many RLUs as they like.

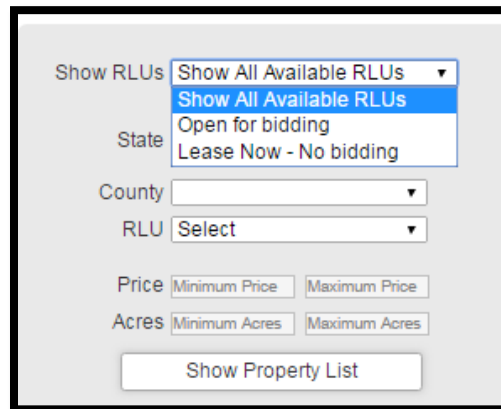


Land available for leasing is listed geographically by state and county. If your preferred county is not listed, then we do not currently have any property available for hunting in that county. Search results can be filtered by using the drop down arrows beside each of the search categories (state, county, RLU, price, and acres).

A screenshot of a web interface showing search filters and options. At the top, there are four tabs: "Search Properties" (selected), "Property Listing", "Property Details", and "View Map". Below the tabs is the heading "Available Areas" in orange. A paragraph of text explains that land is listed geographically by state and county. Another paragraph states that each tract is identified by an RLU number and that hunt clubs can bid on multiple tracts. Below the text are two main sections: "Show RLUs" and "Search Options". The "Show RLUs" section contains a dropdown menu for "Show All Available RLUs", a "State" dropdown menu with "Select" as the current value, a "County" dropdown menu, an "RLU" dropdown menu with "Select" as the current value, and two input fields for "Price" (Minimum Price and Maximum Price) and "Acres" (Minimum Acres and Maximum Acres). A "Show Property List" button is located at the bottom of this section. The "Search Options" section contains a heading "Search Options" and two lines of text: "Shows all properties available for hunting." and "This includes properties currently open for bidding and properties that are available for lease immediately without bidding."

Show RLUs

The “Show RLUs” filter provides you with three options in which you can filter your search: show all available RLUs, open for bidding, and Lease now (no bidding).

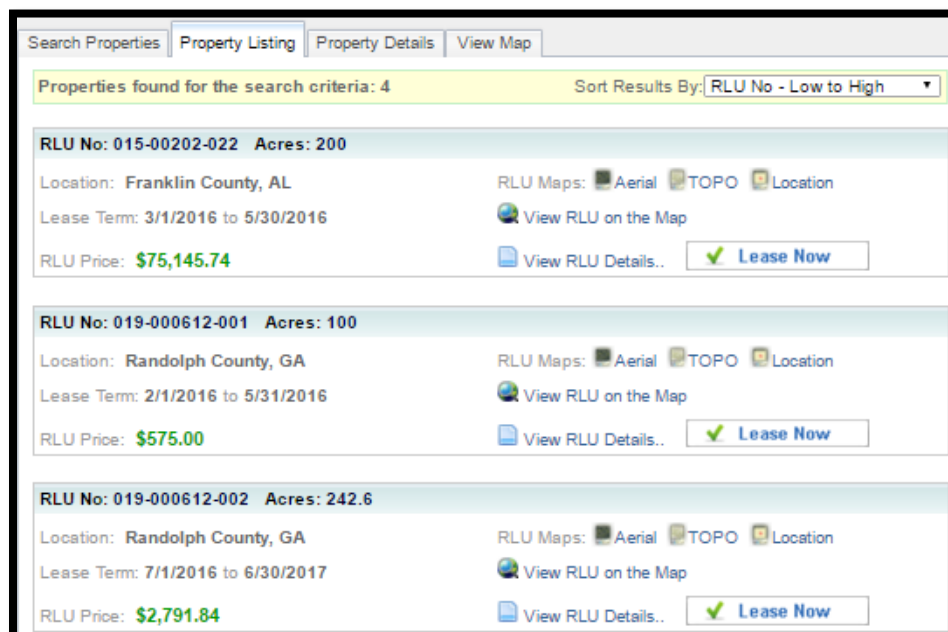


- **Show All Available RLUs:** Shows all properties available for leasing. This includes properties currently open for bidding and properties that are available for leasing immediately, without bidding.
- **Open for Bidding:** Shows properties that are currently open for bidding. These properties will be open until the bidding period ends. Winning bidders will be notified (via email) at the end of the bidding period. RLU prices listed show the current highest bid value.
- **Lease Now (No Bidding):** Shows properties that are available for leasing immediately. There is no bidding for these properties. Users can create their Leases soon after purchasing and will be notified by email about payment amounts and due dates.

After selecting your search criteria and clicking “Show Property List”, you will be automatically directed to the “Property Listing” tab.

Property Listings

Each box on this page contains information about each available RLU that meets your search criteria. This information includes: location, number of acres, RLU price, the option to bid or Lease the RLU, as well as aerial, topographical, and location maps.



RLU No.	Acres	Location	Lease Term	RLU Price	Options
015-00202-022	200	Franklin County, AL	3/1/2016 to 5/30/2016	\$75,145.74	View RLU on the Map, View RLU Details.., Lease Now
019-000612-001	100	Randolph County, GA	2/1/2016 to 5/31/2016	\$575.00	View RLU on the Map, View RLU Details.., Lease Now
019-000612-002	242.6	Randolph County, GA	7/1/2016 to 6/30/2017	\$2,791.84	View RLU on the Map, View RLU Details.., Lease Now

View RLU Details

The RLU Details page shows additional fields not displayed on the Property Listing tab: Property Comments, Consultant Contact Information, RLU Administrator Contact Information, Technical Support Contact Information, and Special Conditions.

Bidding and Lease Now options are also available from this page by clicking the designated button.

Search Properties | Property Listing | **Property Details** | View Map

RLUNo: **015-00202-022**

Acres: **200.00**
Location: **Franklin County, AL**
Purchase Unit: **Not Applicable**
Tract Number: **843**
Tract Name: **Springvale**
Lease Type: **Lease Now**
Bid Start Date: **N/A**
Bid End Date: **N/A**
Lease Start Date: **3/1/2016**
Lease End Date: **5/30/2016**
Comments:
Contact: Consultant:
Brock May
Phone: (205) 952-9389
Email: bmay@fwforestry.com

RLU Administrator:
Janie Blount
Phone: (862) 288-9544
Email: mfeltman@orbisinc.com

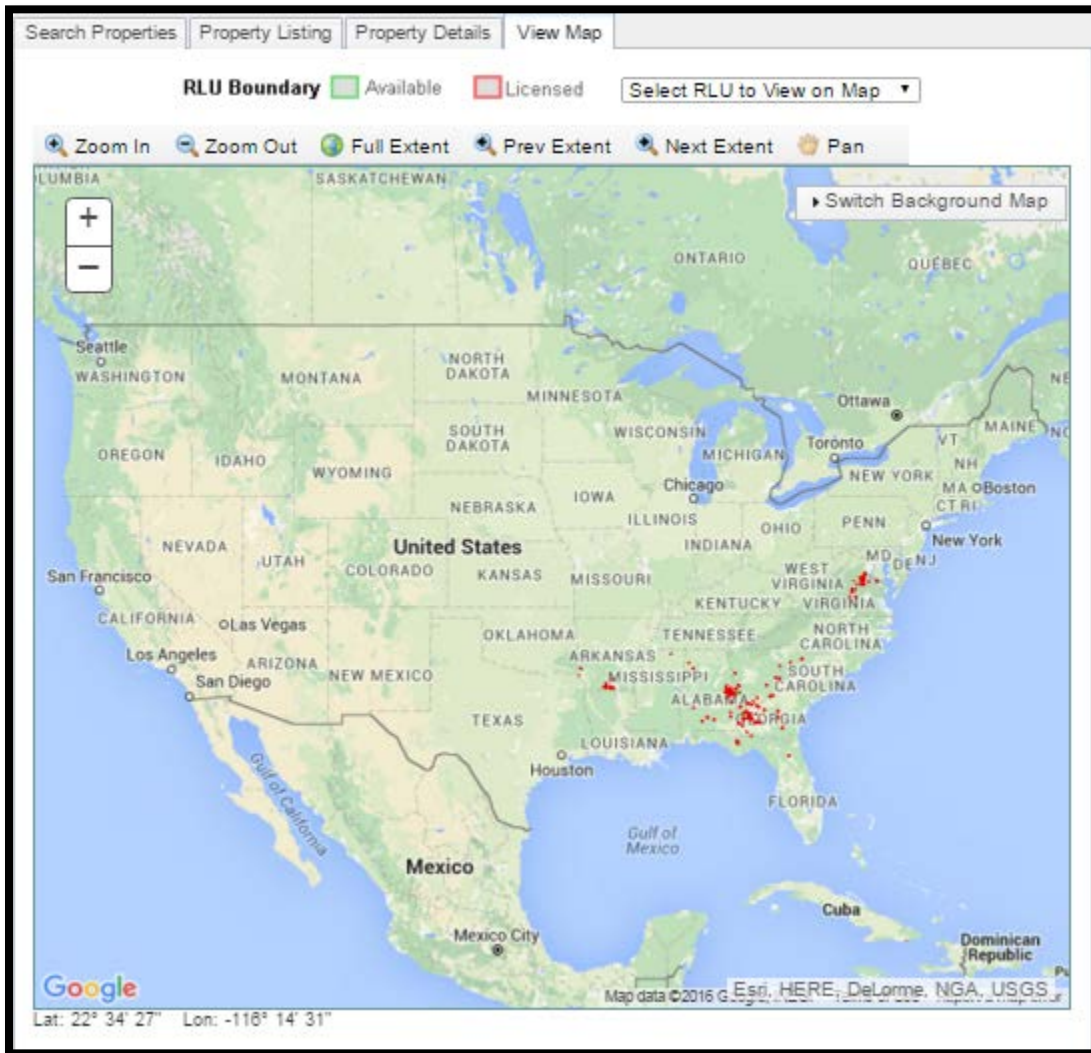
RLU Price: **\$75,145.74** **Lease Now**

RLU Maps: Aerial TOPO Location

Special Conditions: **Not Available**

View RLU on a Map

Clicking [View RLU on the Map](#) allows you to view RLUs on an interactive map. Simply select the RLU you would like to view on the map from the drop-down arrow on the top right portion of your screen.

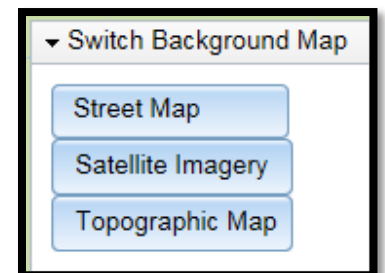


Zoom In/Out: Zooming in/out can be accomplished by dragging the bar on the left side of the map.

Pan: Panning can be accomplished by holding down the left mouse button while dragging the mouse pointer to pull the map in any desired direction.

Map Legend: RLUs on the map outlined in **green** are properties that are available for leasing. RLUs outlined in **red** are currently Leased by a hunt club.

Switch Background Map: The background map can be changed to street, satellite, or topographic map.



Lease Now

In order to Lease a RLU, you must first navigate to the "Available Properties" menu described earlier in this document and search for properties available for leasing in your area. After entering your search criteria, click "Show Property List". You should be directed to a page similar to the one below (if there are RLUs available that meet your search criteria):

RLU No: 019-000612-001 Acres: 100

Location: **Randolph County, GA** RLU Maps: Aerial TOPO Location

Lease Term: **2/1/2016 to 5/31/2016** View RLU on the Map

RLU Price: **\$575.00** View RLU Details..

Once you find a RLU you would like to Lease click



You will be directed to a screen similar to the one below:

Lease RLU

RLU # : **001-254874-444** Acres: 232

Please verify the lease amount for the Hunting Lease for RLU 001-254874-444. The current lease period runs from date of execution, or as indicated in your lease.

Comments:

Special Conditions: Not Available

Buy Now Price: **\$3,302.30**

Lease Term: **Jun 01, 2016 to May 31, 2017**

Payment Due Date: **Apr 06, 2016**

Assign Club to this RLU:

Additional comments:

(Be sure to inform us of any other information that may influence our decision. For example, let us know if you have hunted this land before or own adjacent property.)

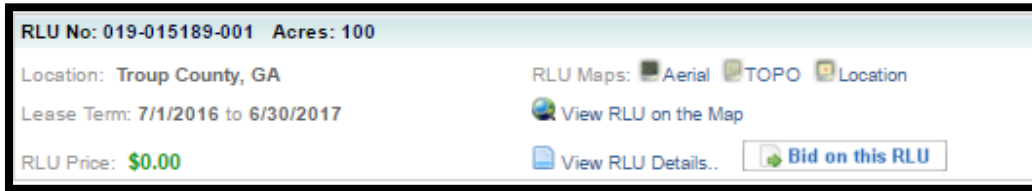
I agree and understand the [Disclaimers](#)

By clicking the button below, you will enter into a legally binding contract to lease this Recreational Lease Unit (RLU).

The Bidding Process

Start Bidding

In order to begin bidding on a RLU, you must first navigate to the “Available Properties” menu described earlier in this document and search for properties available for leasing in your area. After entering your search criteria, click “Show Property List”. You should be directed to a page similar to the one below (if there are RLUs available that meet your search criteria):



RLU No: 019-015189-001 Acres: 100

Location: Troup County, GA

Lease Term: 7/1/2016 to 6/30/2017

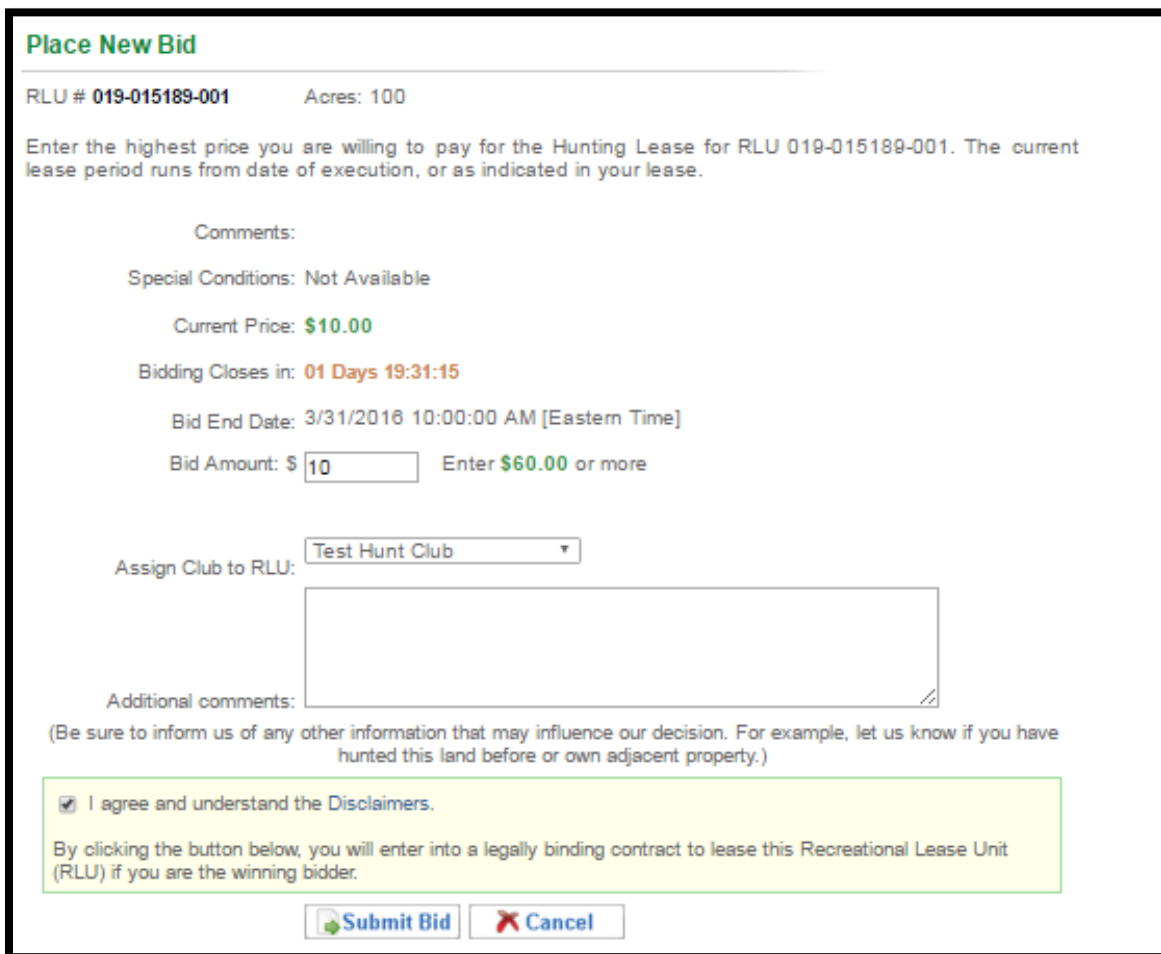
RLU Price: \$0.00

RLU Maps: Aerial TOPO Location

View RLU on the Map

View RLU Details.. Bid on this RLU

Once you find a RLU you would like to bid on, click  You will be directed to a bidding screen similar to the one below:



Place New Bid

RLU # 019-015189-001 Acres: 100

Enter the highest price you are willing to pay for the Hunting Lease for RLU 019-015189-001. The current lease period runs from date of execution, or as indicated in your lease.

Comments:

Special Conditions: Not Available

Current Price: \$10.00

Bidding Closes in: 01 Days 19:31:15

Bid End Date: 3/31/2016 10:00:00 AM [Eastern Time]

Bid Amount: \$ 10 Enter \$60.00 or more

Assign Club to RLU: Test Hunt Club

Additional comments:

(Be sure to inform us of any other information that may influence our decision. For example, let us know if you have hunted this land before or own adjacent property.)

I agree and understand the Disclaimers.

By clicking the button below, you will enter into a legally binding contract to lease this Recreational Lease Unit (RLU) if you are the winning bidder.

Submit Bid Cancel

The bidding screen (above) shows the current high bid and the days/time left until bidding closes. If you wish to bid on the RLU, enter the amount you are willing to pay in the “Bid Amount” box. The minimum amount you are allowed to enter is highlighted in green.

Click “Submit Bid” to submit your bid. By submitting your bid, you are entered into a legally binding contract to Lease the RLU if you are the winning bidder.

RLU Status Types



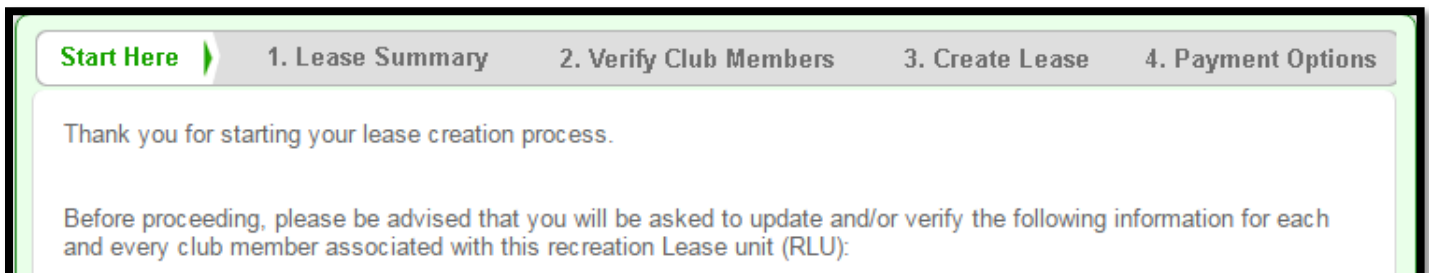
- **Accepted** – Your RLU has been accepted as the winning bid. The leasing process can now begin.
- **Rejected/Declined** – Another person’s bid has been accepted as the winning bid. All other bids have been rejected/declined.
- **Highest Bid** – Your last bid has been placed and is currently the highest (or only) bid.
- **Outbid** – Another person has bid more than your last bid. At this time, you may increase your bid if you choose.
- **Reserved** – The RLU Manager has exclusively reserved the selected RLU for your club (as a renewal).
- **Executed** – The RLU Manager has processed your payment and loaded a signature page to your account containing the land manager’s signature and club account holder’s signature.

Creating a Lease Agreement

If the bid you submit is accepted as the winning bid, you must create a Lease agreement. To begin this process, please visit your “Account History” page and select the corresponding RLU number for which you were the winning bidder. Click “Create Lease”.

Be sure to carefully read the directions on each page to verify the information is correct before creating the Lease document. To proceed through the tabbed pages, click “Next” located at the bottom of the screen.

1. [Start Here](#): Outlines the Lease creation process and lists the items you will need to finalize the reservation (i.e. club member addresses, phone numbers, and email addresses (if available)). Click “Next” to proceed to the “Lease Summary” tab.



2. **Lease Summary:** Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the Lease start and end date are correct and click “Next” to proceed to the “Verify Club Members” tab.

Start Here **1. Lease Summary** 2. Verify Club Members 3. Create Lease 4. Payment Options

Lease Summary

Please verify your lease information below:

RLU No	019-000612-001
Acres	100.00
Location	Randolph County, GA
Lease Start Date	February 01, 2016
Lease End Date	May 31, 2016
Lease Fee	\$575.00
Payment Due Date	April 08, 2016
Lessee	Fw Test
	knkn , kn, GA
Club Name	TEST HUNT CLUB

3. **Verify Club Members:** Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Make sure you update your member’s hunting Lease number annually, and that you add any new members to this list. Once you’ve completed this step, click “Next” to proceed to the “Create Lease” tab.

Start Here 1. Lease Summary **2. Verify Club Members** 3. Create Lease 4. Payment Options

Verify Club Members

Total Club Members:

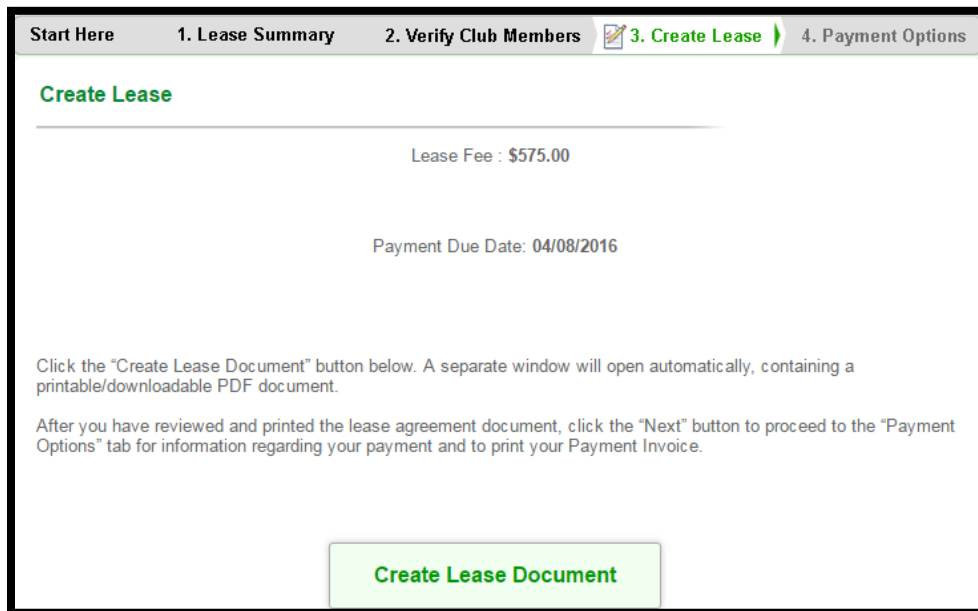
Club Representative: Fw Test
 Total no. of members: 1
 Members in this club: 1

Club Name: TEST HUNT CLUB

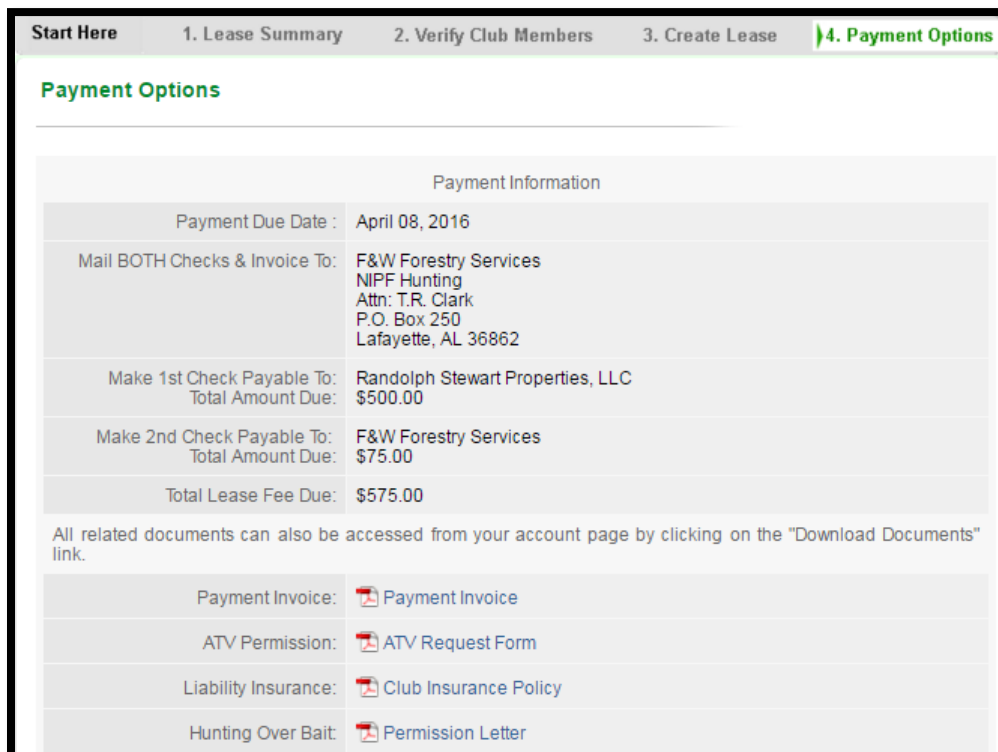
Click [here](#) to add new members to the club. [Download members List.](#)

Name	Address	Phone
Fw Test	knkn , kn - GA 31707	(229)883-0505

4. Create Lease: Allows you to create your Lease document. When you are sure that all of the reservation information is correct, click “Create Lease Document”.



5. Payment Options: Please mail Check (Personal, Club, or Cerified) or Money Order to the address listed in the “Payment Invoice” PDF document.



After the Lease document and payment you submit are received and approved, you will receive an email informing you that your Lease has been “Executed”. Nothing will be mailed back to you, so please access your account for a copy of your Lease agreement.

Contact Us

If you have any questions that are not listed on the “HELP” page, use the “Contact Us” page to contact the RLU Administrator for questions about the property and Lease agreement, or contact Technical Support for help using the website.

Help

Frequently Asked Questions

This page allows you to view tips to getting started, commonly asked questions, troubleshooting, requirements, and the corresponding answers. If you have any questions that are not listed on this page, contact the RLU Administrator for questions about the property and Lease agreement, or contact Technical Support for help using the website.

User Guide

The “User Guide” button located under the “Help” tab on the homepage will direct you to a copy of this document.

Manage My Account

Once you have created an account and logged in, you are now able to utilize everything our website has to offer! Aside from being able to bid on properties, you have access to all the tools needed to track your bidding history, organize club memberships, edit your contact information, and download important documents.

Upon logging in to our website you should see the following:

The screenshot shows the 'My Account' page with the following details:

- Messages:** You have 4 new Messages.
- Club Members:** You have 1 Club Members associated with this account.
- Contact Info:** Edit
- Contact Address:** Edit
- Name:** Fw Test
- Email:** home@fwforestry.com
- Phone:** (229) 883-0505
- Accounting Customer #:** N/A
- knkn**
- kn, GA 31707**

Account Status Summary:

- Active leases currently held by the clubs:** My Leases
 - RLU #: 015-00202-022
 - Acres: 200
 - Accepted: 3/29/2016 2:37:47 PM
 - Status: Accepted
- New reservations awaiting approval from the club:** My Reservations
 - No Pending Reservations.
- RLUs currently bidding on:** Current Bids
 - RLU: 019-015189-001
 - Acres: 100
 - Status: Highest Bid

Messages

This page allows you to view/send messages from/to F&W Hunting. You will receive email notifications when you place a bid, have been out-bid, are the winning bidder, or if a reservation has been made on your behalf.



The screenshot shows the 'My Messages' page with the following details:



- Navigation:** Back to My Account >> My Messages, Inbox, Sent Items, Compose
- Message List:**

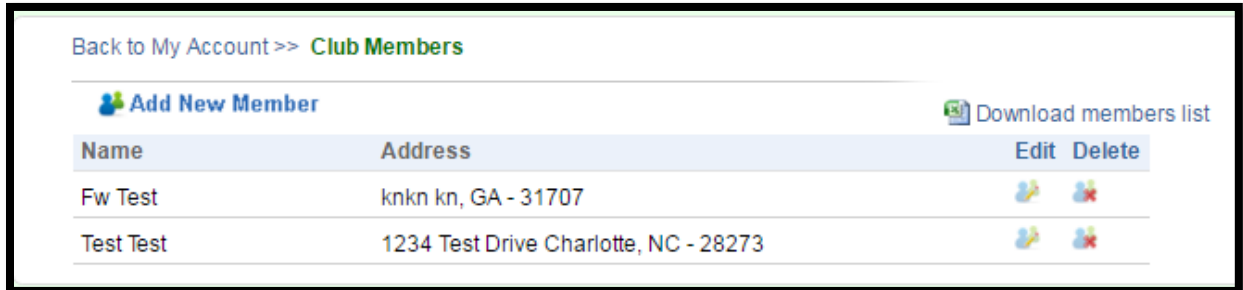
Subject	From	Date
Thank You - F&W Forestry Services Reservation Accepted - F&W Forest	jblount	03-29-2016
Thank You - F&W Forestry Services Reservation Accepted - F&W Forest	jblount	03-29-2016

Club Members





This page allows you to edit, add, or delete members within your club.

Click the  icon to edit a member's contact information. Click the  icon to delete a member from your club.

Click  [Add New Member](#) to add new members. Select the  icon to download the members list.



The screenshot shows a web interface for managing club members. At the top, there is a navigation link "Back to My Account >> Club Members". Below this, there are two buttons: "Add New Member" with a plus icon and "Download members list" with a document icon. A table lists the members with columns for Name, Address, Edit, and Delete. The table contains two entries: "Fw Test" with address "knkn kn, GA - 31707" and "Test Test" with address "1234 Test Drive Charlotte, NC - 28273". Each row has edit and delete icons.

Name	Address	Edit	Delete
Fw Test	knkn kn, GA - 31707		
Test Test	1234 Test Drive Charlotte, NC - 28273		

My Leases

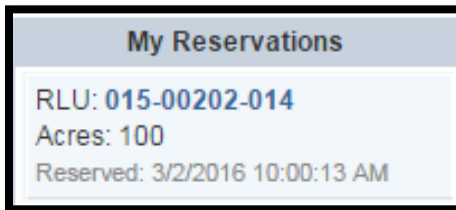
Active Leases currently held by the club.



My Leases
RLU #: 015-00202-022
Acres: 200
Accepted: 3/29/2016 2:37:47 PM
Status: **Accepted**
Club: Test Hunt Club

My Reservations

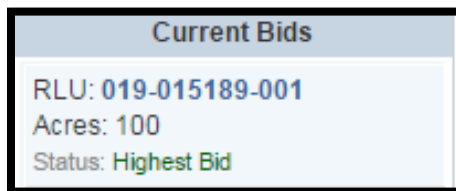
New reservations awaiting approval from the club.



My Reservations
RLU: 015-00202-014
Acres: 100
Reserved: 3/2/2016 10:00:13 AM

Current Bids

RLUs the club is currently bidding on.



Current Bids
RLU: 019-015189-001
Acres: 100
Status: **Highest Bid**

The Renewal Process

When renewing a previously Leased RLU, the following steps should be taken to complete the process:

1. Login to the website, arriving at the “My Account” page.

The screenshot shows the 'My Account' page with the following details:

- Messages:** You have 5 new Messages.
- Club Members:** You have 2 Club Members associated with this account.
- Contact Info:** Edit
- Contact Address:** Edit
- Name:** Fw Test
- Email:** home@fwforestry.com
- Phone:** (229) 883-0505
- Accounting Customer #:** N/A
- knkn**
- kn, GA 31707**

Summary of account activity:

- Active leases currently held by the clubs:**

My Leases
RLU #: 015-00202-022 Acres: 200 Accepted: 3/29/2016 2:37:47 PM Status: Accepted
- New reservations awaiting approval from the club:**

My Reservations
RLU: 015-00202-014 Acres: 100 Reserved: 3/2/2016 10:00:13 AM
- RLUs currently bidding on:**

Current Bids
RLU: 019-015189-001 Acres: 100 Status: Highest Bid

2. Click on the RLU number in the “My Reservations” column. After clicking on “View Reservation Details”, you are given the opportunity to **Accept** or **Decline** the RLU reservation made for your club. If you choose to **accept** the reservation, you will be directed to the **Reservation Wizard**. Alternatively, if you do not want to renew your Lease for the RLU, clicking **decline** effectively releases it out to open bid for all bidders.

The screenshot shows the 'My Reservation Details' page with the following information:

Back to My Account >> My Reservation Details

Reservation Details

- Club Name: Test Hunt Club
- RLU No: 015-00202-014
- Location: Macon County, GA
- Acres: 100
- Lease Start Date: Mar 01, 2016
- Lease End Date: Mar 31, 2016
- Reserved On: Mar 02, 2016
- Contact:
 - [Consultant](#)
Chad Hancock
Phone: (229) 883-0505
Email: chancock@fwforestry.com
 - [RLU Administrator](#)
Brandi Garcia
Phone: (229) 883-0505 ext. 171
Email: bgarcia@fwforestry.com
- Lease Terms: 1 Terms

Term Start Date	Term End Date	Price	Payment Due
Mar 01, 2016	Mar 31, 2016	\$2,695.87	Mar 31, 2016

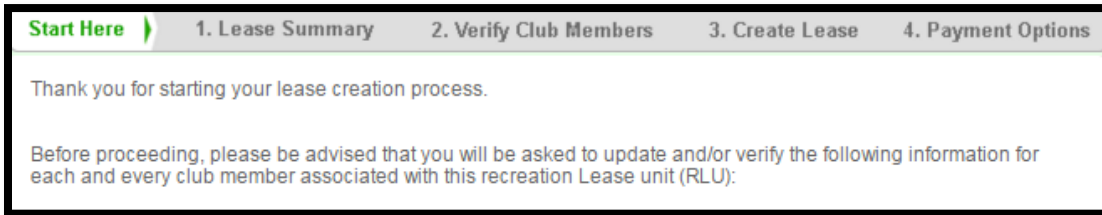
Property Maps: Aerial TOPO Location

3. Next, create your Lease agreement using the “Reservation Wizard”. Directions are provided below.

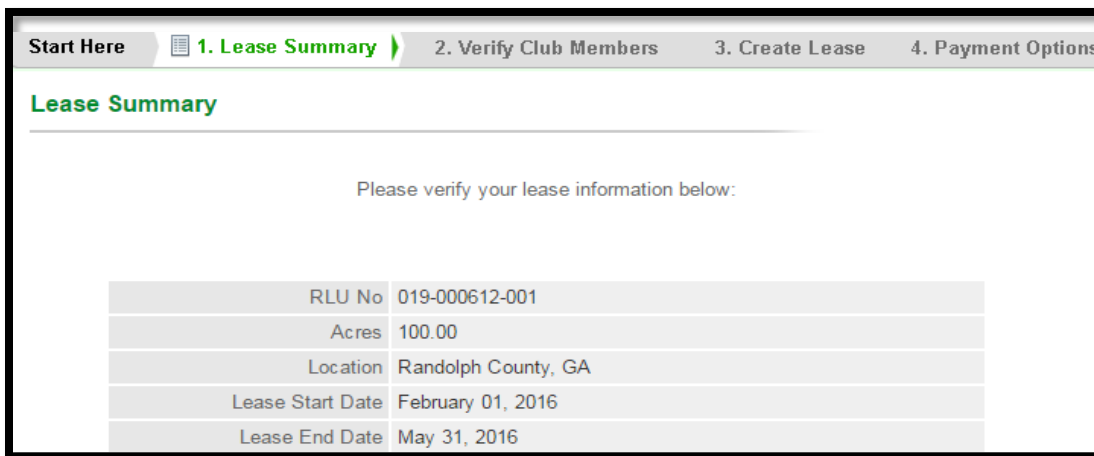
Reservation Wizard

Be sure to carefully read the directions on each page to verify the information before creating the Lease Document. To proceed through the tabbed pages, click “Next” located at the bottom of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

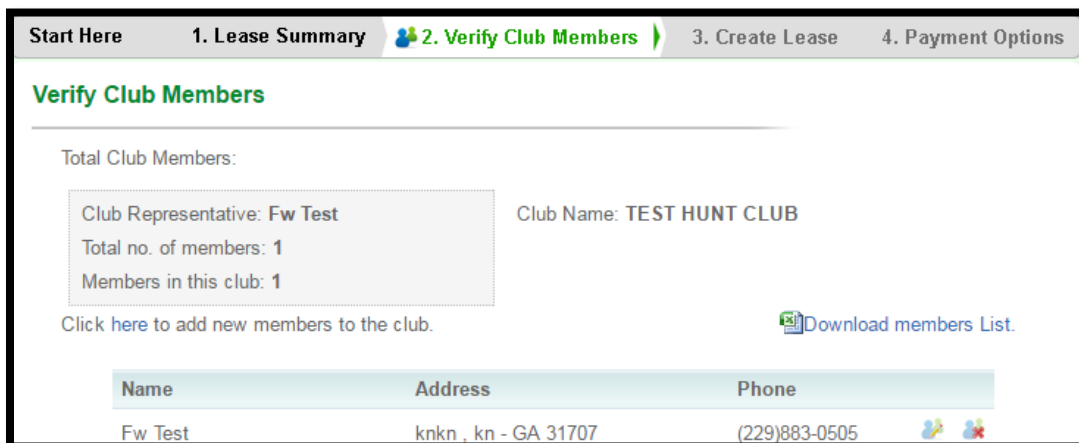
1. Start Here: Outlines the Lease creation process and lists the items you will need to finalize the reservation (i.e. club member addresses, phone numbers, and email addresses (if available)). Click “Next” to proceed to the “Lease Summary” tab.



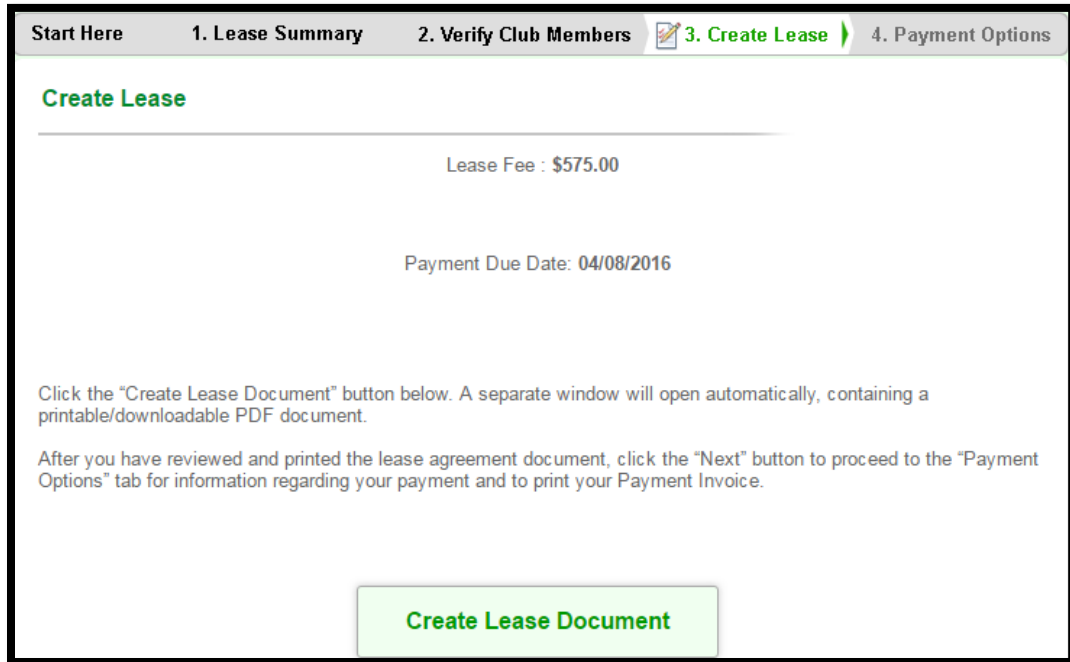
2. Lease Summary: Displays the reservation information for your club. Verify that the RLU number, price, payment due date, and the Lease start and end date are correct and click “Next” to proceed to the “Verify Club Members” tab.



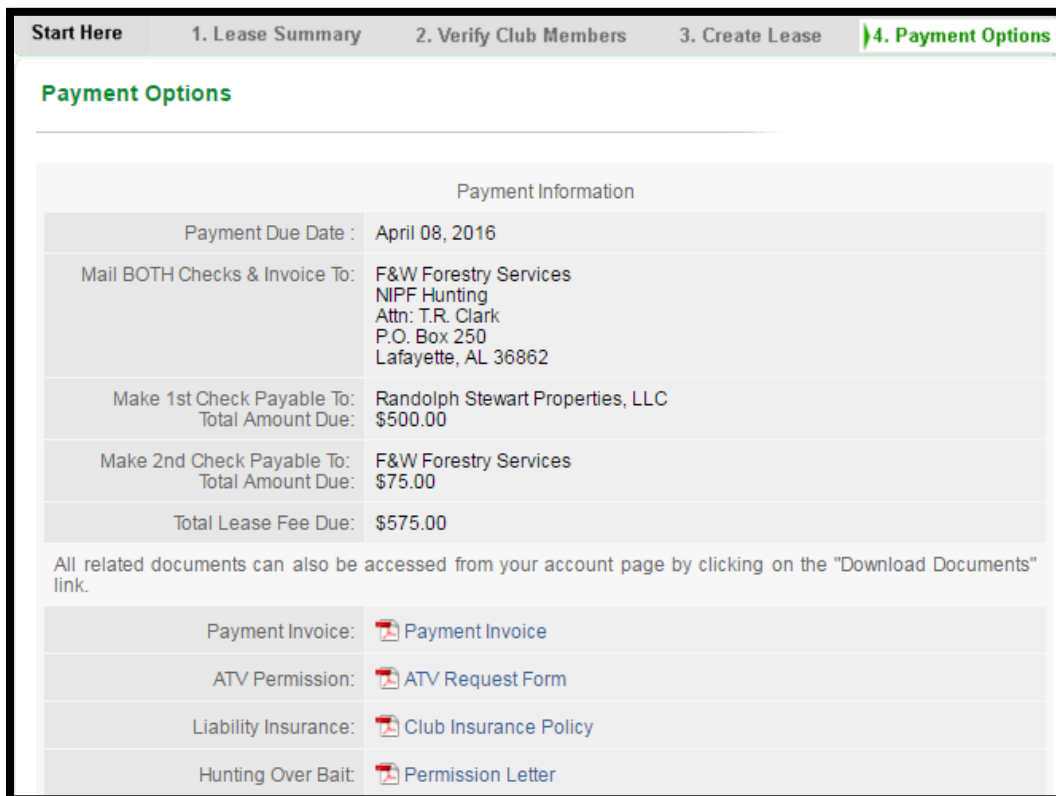
3. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Make sure you update your member’s hunting Lease number annually, and that you add any new members to this list. Once you’ve completed this step, click “Next” to proceed to the “Create Lease” tab.



4. Create Lease: Allows you to create your Lease document. When you are sure that all of the reservation information is correct, click “Create Lease Document”.



5. Payment Options: Please mail Check (Personal or Cerified) or Money Order to the address listed in the “Payment Invoice” PDF document.



After the Lease document and payment you submit are received and approved, you will receive an email informing you that your Lease has been “Executed”. Nothing will be mailed back to you, so please access your account for a copy of your Lease agreement.

Reservation Wizard – E-Lease

Be sure to carefully read the directions on each page to verify the information before creating the Lease Document. To proceed through the tabbed pages, click “Next” located at the bottom of the screen. You can select the “Exit” button located at the bottom right of the screen to exit the wizard at any time.

1. Verify Club Members: Displays your hunt club’s information. It is very important that you make sure this page lists all of your club’s members with their correct address, phone number, and email address. Make sure you update your member’s hunting Lease number annually, and that you add any new members to this list. Once you’ve completed this step, click “Next” to proceed to the “E-Sign Agreement” tab.

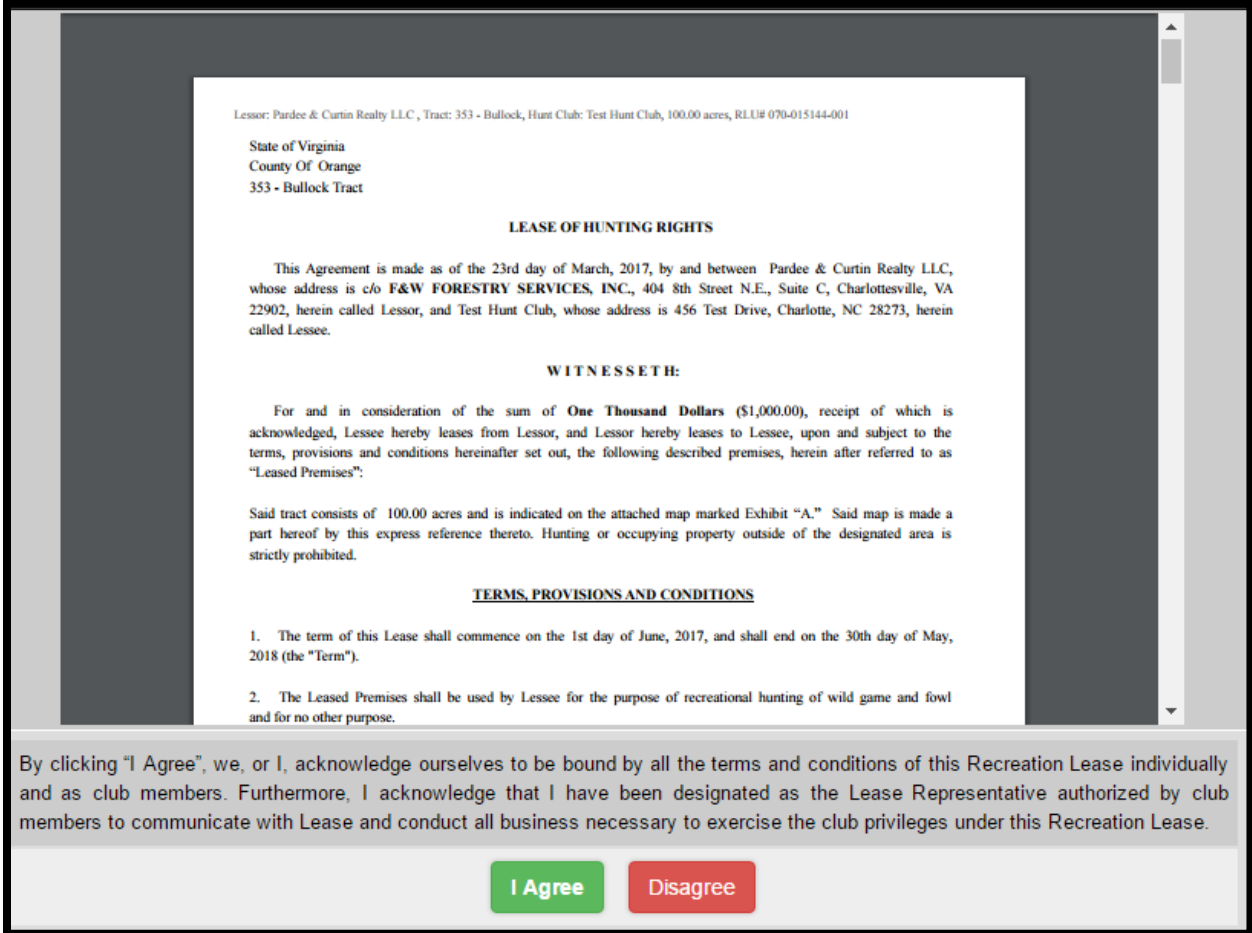
The screenshot shows the '1. Verify/Update Club Members' step of the wizard. At the top, there are three tabs: '1. Verify/Update Club Members' (active), '2. E-Sign Lease Agreement', and '3. Payment Information'. Below the tabs, there is a text box with instructions: 'Make changes to your club member's list as needed, using the tools below. Make sure ALL club members are listed. Once you have verified that the list is correct, click the green NEXT button at the bottom of the page to view and e-sign your lease agreement document.' Below the text is a green button labeled 'Click Here to Add a New Club Member'. Underneath is a table with three columns: 'Club Member Name', 'Address', and 'Edit Info/Delete Members'. The table contains one row with the name 'Test Test', address '456 Test Drive , Charlotte - NC 28273', and two links: 'Edit' and 'Delete'. At the bottom of the screen, there are two buttons: a green 'Next >>' button and a red 'Exit' button.

Club Member Name	Address	Edit Info/Delete Members
Test Test	456 Test Drive , Charlotte - NC 28273	Edit Delete

2. E-Sign Lease: Allows you to E-sign your Lease document. When you are sure that all of the reservation information is correct, click “E-Sign Lease Agreement”.

The screenshot shows the '2. E-Sign Lease Agreement' step of the wizard. At the top, there are three tabs: '1. Verify/Update Club Members', '2. E-Sign Lease Agreement' (active), and '3. Payment Information'. Below the tabs, there is a text box with instructions: 'Click the "E-Sign Lease Agreement" button below to review and e-sign your lease agreement document. This will generate a preview of the terms and conditions associated with the lease agreement. After reviewing the document, you will be prompted to agree to the terms and conditions of the lease and your signature will be digitally inserted in to the agreement, effectively serving as your signature for the lease.' Below the text is a green button labeled 'E-Sign Lease Agreement'. At the bottom right of the screen, there is a red 'Exit' button.

3. Click the "I Agree" button to accept the terms and conditions of the License agreement.



Lessor: Pardee & Curtin Realty LLC, Tract: 353 - Bullock, Hunt Club: Test Hunt Club, 100.00 acres, RLU# 070-015144-001

State of Virginia
County Of Orange
353 - Bullock Tract

LEASE OF HUNTING RIGHTS

This Agreement is made as of the 23rd day of March, 2017, by and between Pardee & Curtin Realty LLC, whose address is c/o F&W FORESTRY SERVICES, INC., 404 8th Street N.E., Suite C, Charlottesville, VA 22902, herein called Lessor, and Test Hunt Club, whose address is 456 Test Drive, Charlotte, NC 28273, herein called Lessee.

WITNESSETH:

For and in consideration of the sum of **One Thousand Dollars (\$1,000.00)**, receipt of which is acknowledged, Lessee hereby leases from Lessor, and Lessor hereby leases to Lessee, upon and subject to the terms, provisions and conditions hereinafter set out, the following described premises, herein after referred to as "Leased Premises":

Said tract consists of 100.00 acres and is indicated on the attached map marked Exhibit "A." Said map is made a part hereof by this express reference thereto. Hunting or occupying property outside of the designated area is strictly prohibited.

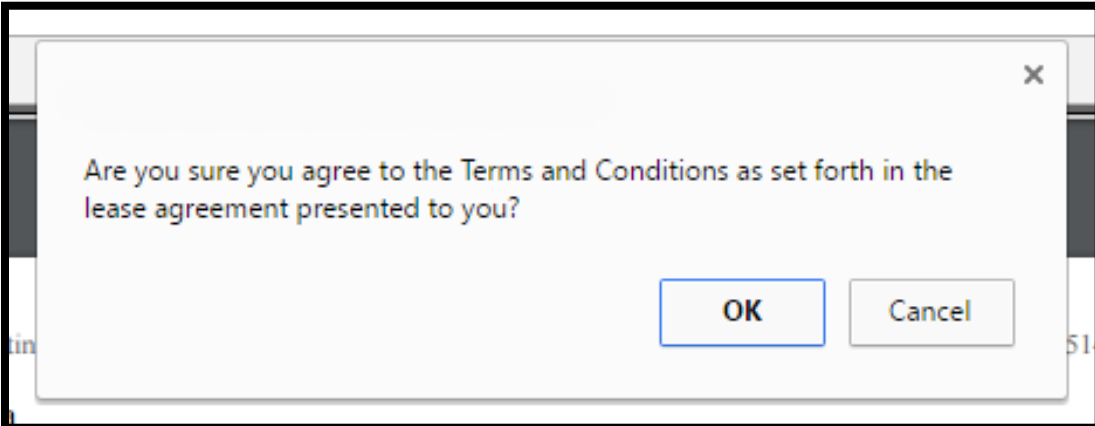
TERMS, PROVISIONS AND CONDITIONS

1. The term of this Lease shall commence on the 1st day of June, 2017, and shall end on the 30th day of May, 2018 (the "Term").
2. The Leased Premises shall be used by Lessee for the purpose of recreational hunting of wild game and fowl and for no other purpose.

By clicking "I Agree", we, or I, acknowledge ourselves to be bound by all the terms and conditions of this Recreation Lease individually and as club members. Furthermore, I acknowledge that I have been designated as the Lease Representative authorized by club members to communicate with Lease and conduct all business necessary to exercise the club privileges under this Recreation Lease.

I Agree **Disagree**

4. Click the "Ok" button to confirm accepting the terms and conditions of the License agreement.



Are you sure you agree to the Terms and Conditions as set forth in the lease agreement presented to you?

OK **Cancel**

5. Payment Information: Please mail a Certified Check or Money Order to the address listed in the “Payment Invoice” PDF document.

1. Verify/Update Club Members2. E-Sign Lease Agreement3. Payment Information

Payment Options

Payment Information

Payment Due Date :	April 30, 2017
Mail BOTH Checks & Invoice To:	F&W Forestry Services NIPF Hunting Attn: Glen Worrell 404 8th Street N.E., Suite C Charlottesville, VA, 22902
Make 1st Check Payable To:	Pardee & Curtin Realty LLC
Total Amount Due:	\$1,000.00
Make 2nd Check Payable To:	F&W Forestry Services
Total Amount Due:	\$84.00
Total Lease Fee Due:	\$1,084.00

All related documents can also be accessed from your account page by clicking on the "Download Documents" link.

Payment Invoice:	Payment Invoice
ATV Permission:	ATV Request Form
Liability Insurance:	Club Insurance Policy

Click here to go back to your [Account Information](#) page.Exit

After the License document and payment you submit are received and approved, you will receive an email informing you that your License has been “Executed”. Nothing will be mailed back to you, so please access your account for a copy of your License agreement.