

Non-Motorized Permit Process

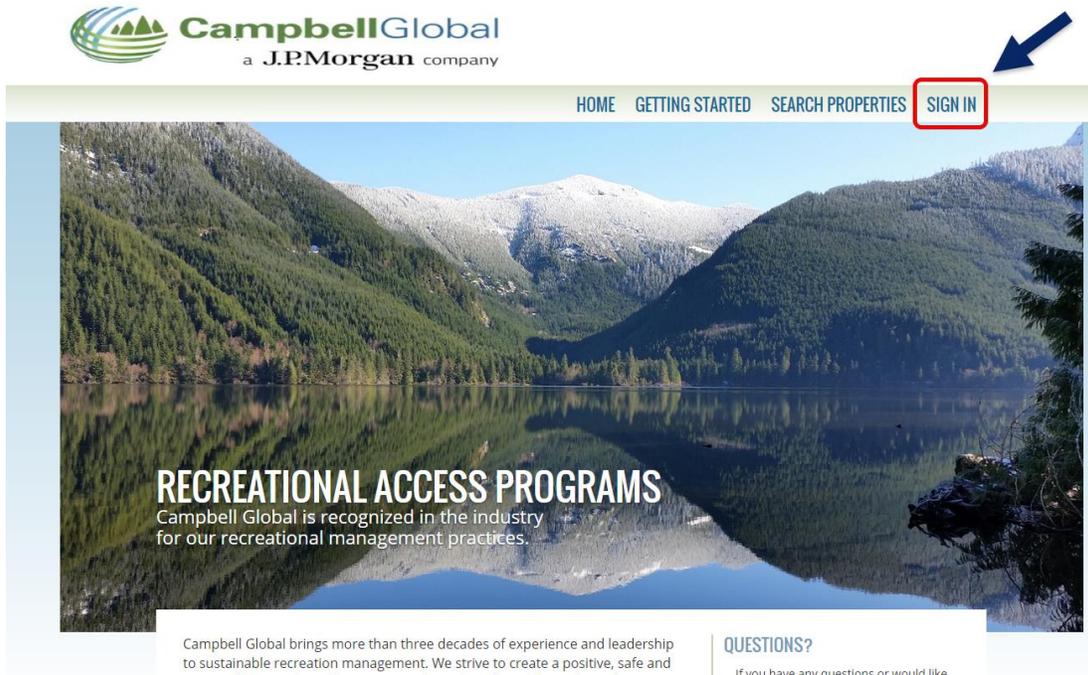
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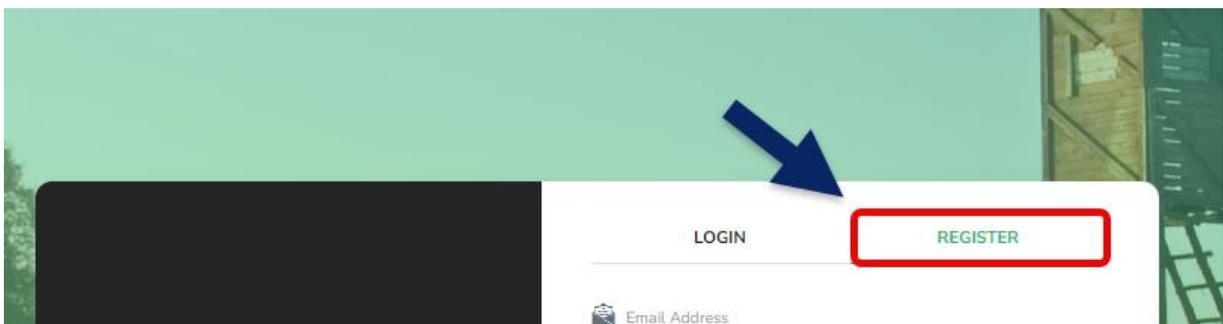
Create Account

1. Visit our website at <https://cgrecreationpermit.com/>

- Click “Sign In”.
- This will redirect you to the My Outdoor Agent™ platform to complete your registration.



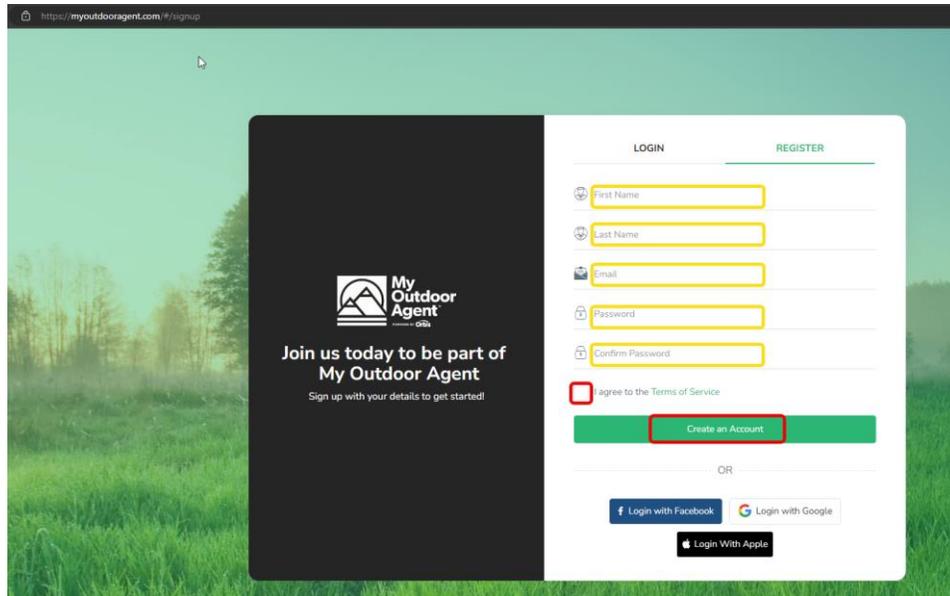
2. Select the “Register” Tab



3. Complete the empty registry fields or sign-up using another method available such as Facebook, Google, or Apple.

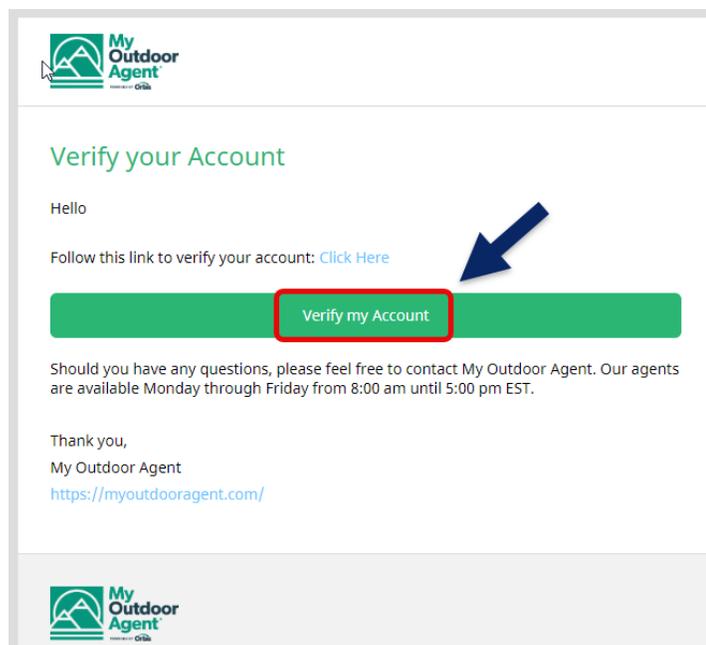
- All fields must be completed.
- Ensure you use a valid email address that you have access to, as you will need to complete a verification of that email.
- Password will need to be entered twice (identical entry for confirmation)
- You must agree to the Terms of Service and Click “**Create Account**” to Move forward.

**Note the method you chose to create your account with, email, Facebook, Google, or Apple you must use this method each time you login. You cannot choose to change it to an alternative method later.*

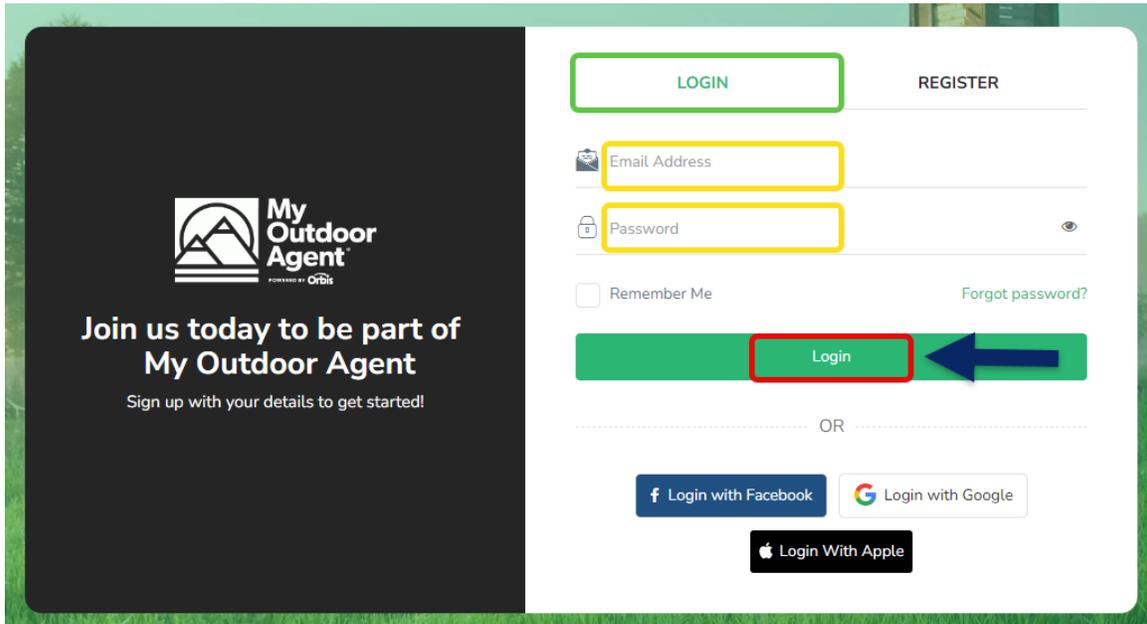


4. You will receive a verification email.

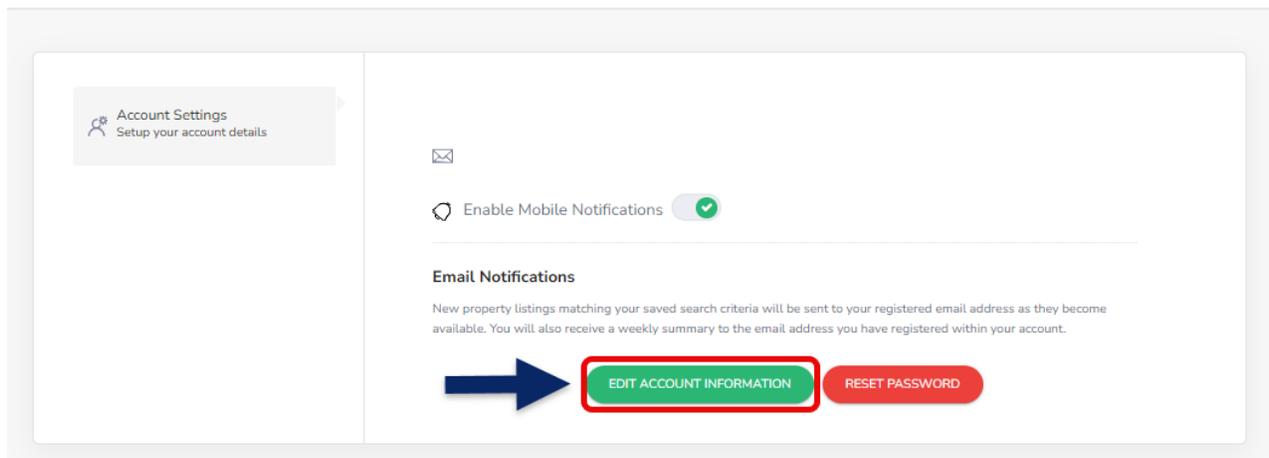
- a. Please click the **“verify my account”** button or the **“Click Here”** button with the email.
- b. You will receive a pop-up notice stating you are verified.
- c. To complete your account set up the next step will be to log in using your email and password you set up.



5. From <https://cgrecreationpermit.com/>
 - a. Click “Sign In” (Make sure you click on the Login option it should highlight it)
 - b. Put in your Email Address and Password
 - c. Click “Login”



6. You will then be prompted to complete your registration.
 - a. Please click “edit account information” to complete your registration.



7. Fill In your information.

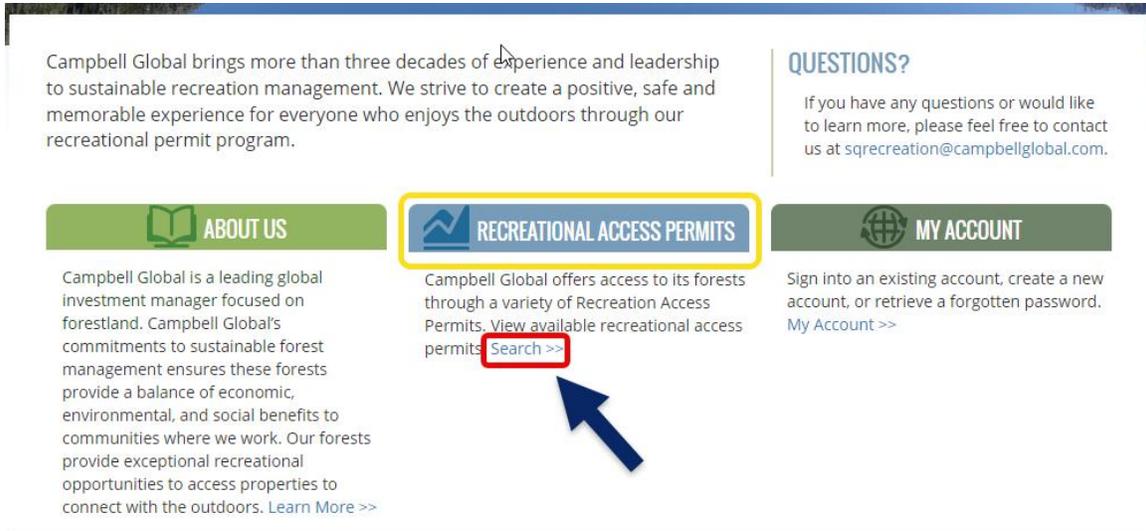
- a. Your Name and email address will already be filled populated and cannot be changed.
- b. Complete the remaining fields.
- c. The Group Name does not need to be populated.
- d. Click “Update” to save your information.
- e. This completes your registration.



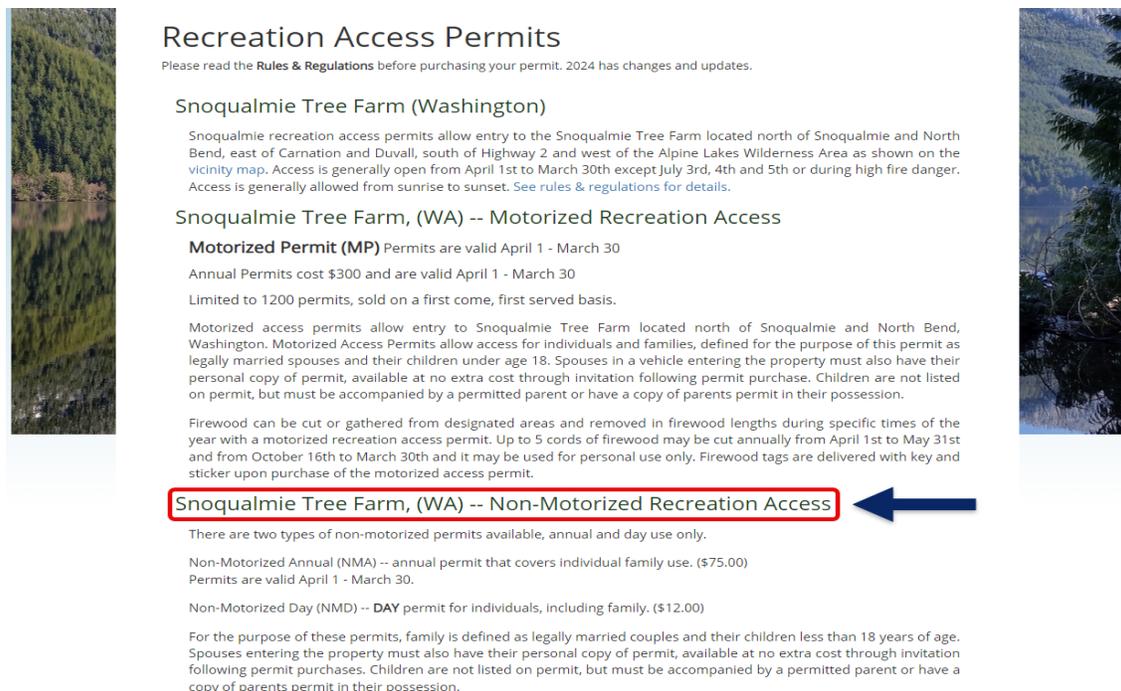
The screenshot shows a web interface for account settings. On the left, there is a sidebar with a user icon and the text "Account Settings" and "Setup your account details". The main content area contains several input fields: "First Name", "Last Name", "Email", "Address", "City", "State" (a dropdown menu with "Select State" and a downward arrow), "Phone", "Zip Code", and "Group Name". A blue arrow points to the "UPDATE" button, which is highlighted with a red box. A "CANCEL" button is also visible to the right of the "UPDATE" button.

Search and Purchase Permit

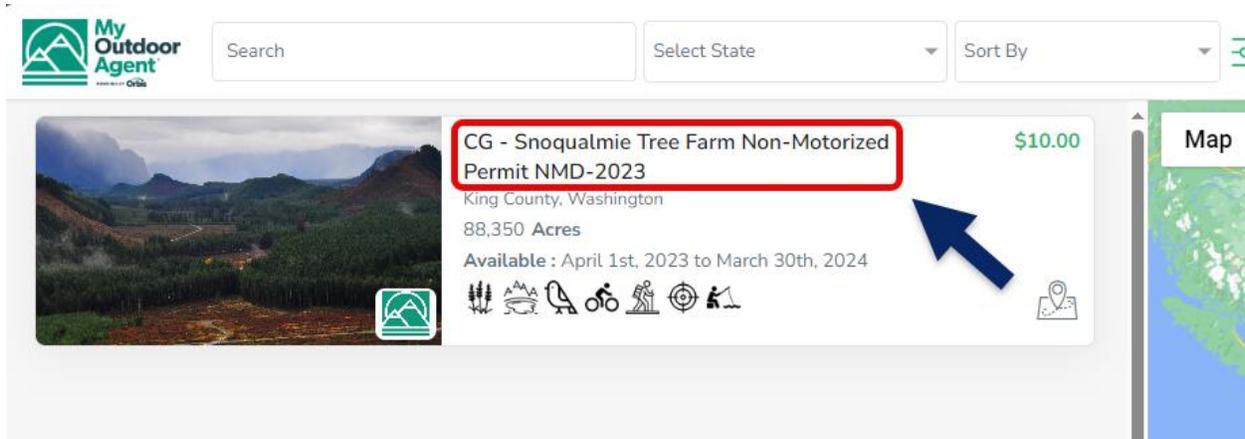
1. Please visit our website <https://cgrecreationpermit.com/>
2. Near the bottom of the website, there is a selection for Recreational Access Permits
 - a. Click on the "Search" listed within the verbiage.



3. A Description of the **Motorized** and **Non-Motorized** Permit Options are available to review.
 - a. Click if you are looking for **Motorized** or **Non-Motorized** to see the selection available for purchase.
**Please note if you are not already signed in, you will need to do so prior to purchasing.*

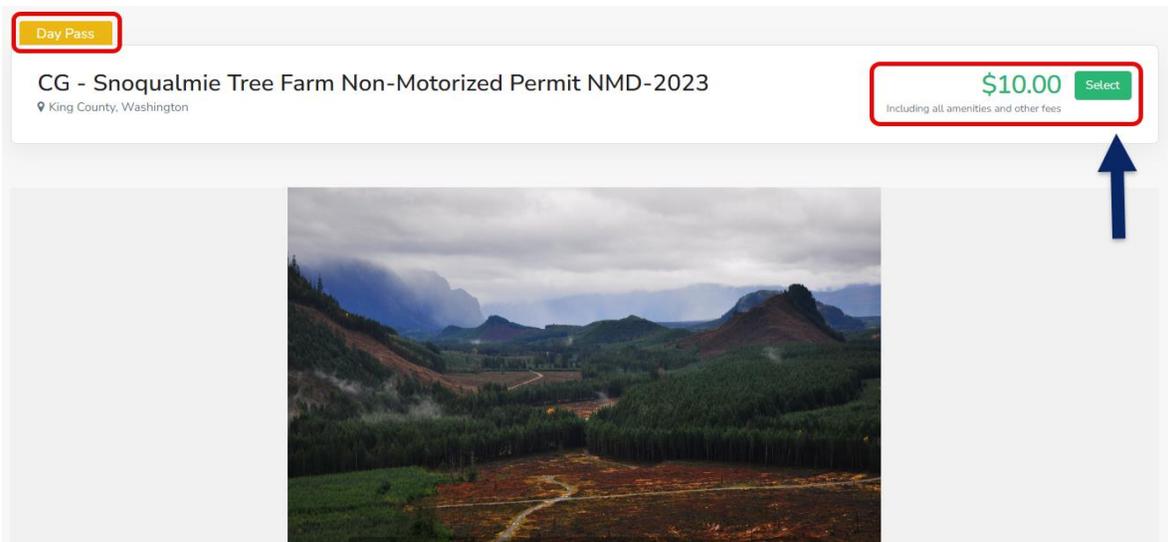


4. Click within the permit box that you want to purchase.

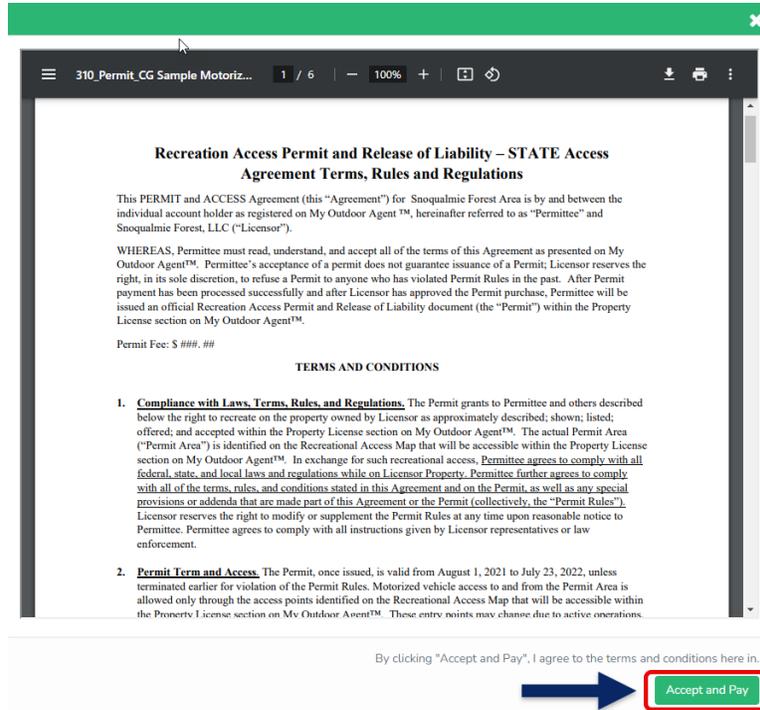


5. The price of the permit will be confirmed at the top right corner. Click on **“Select”** to move forward with purchasing.

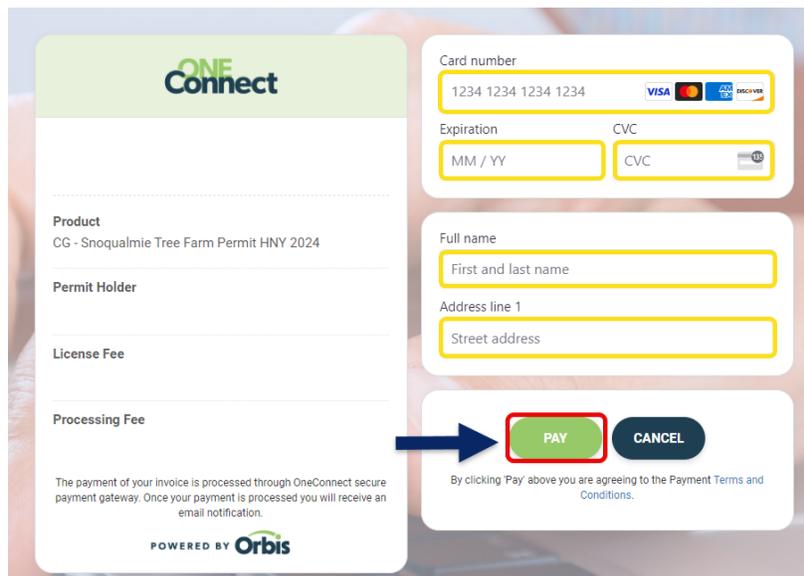
- a. Note the description of the permit and any additional information about the permit will be listed in the property description section, below the permit. Example: This permit is a Day Pass and clearly shows this by the tag (Day Pass)



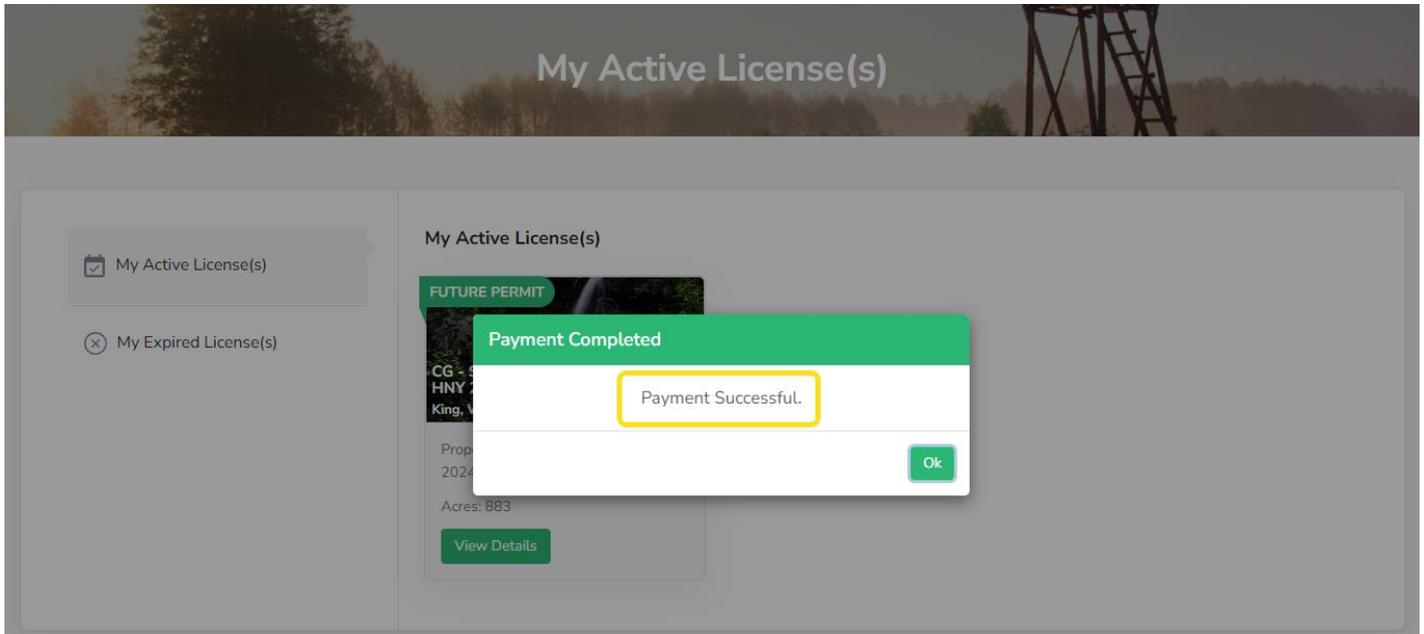
6. The Release of Liability and Recreational Advisory will appear.
 - a. You will have the ability to scroll and read the document or print prior if you choose.
 - b. The next step will be to click **“Accept and Pay”**.



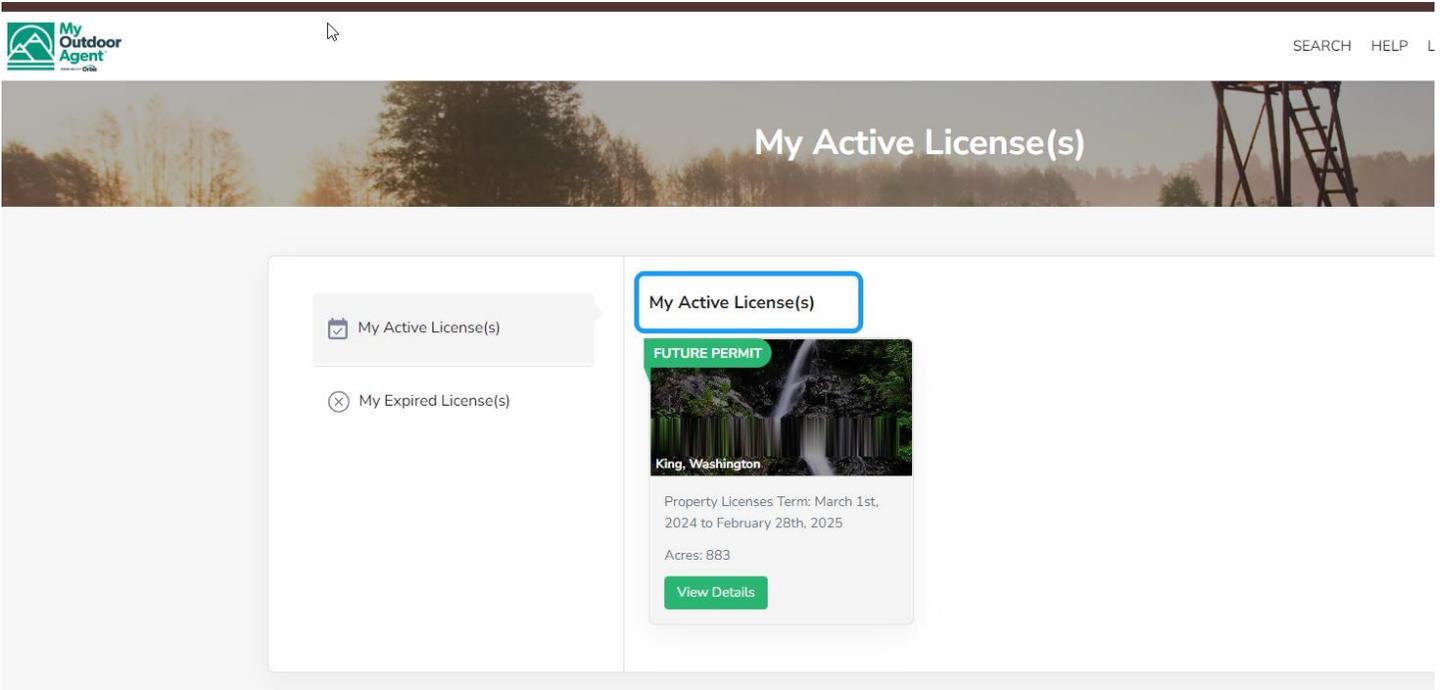
7. A secure payment screen will appear. You have the option to pay with a credit or debit card.
 - a. To ensure valid processing, ensure you use the address on file with your issuing bank.
 - b. Click **“Pay”** to complete your purchase.



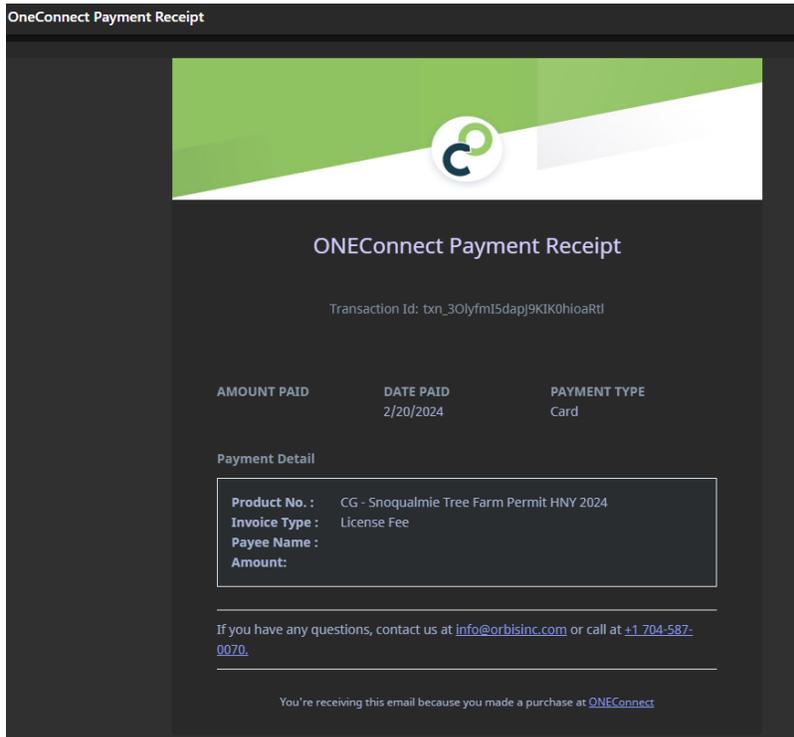
8. Once you have completed your payment you will receive the following screen.
 - a. **“Payment Successful”** you can click okay to get out of this screen.



9. The permit will be listed in your account.
 - a. This will appear under My Active License(s)
 - b. Note if the permit is not valid yet, the status is a **future permit**, it will state this, until it is active.

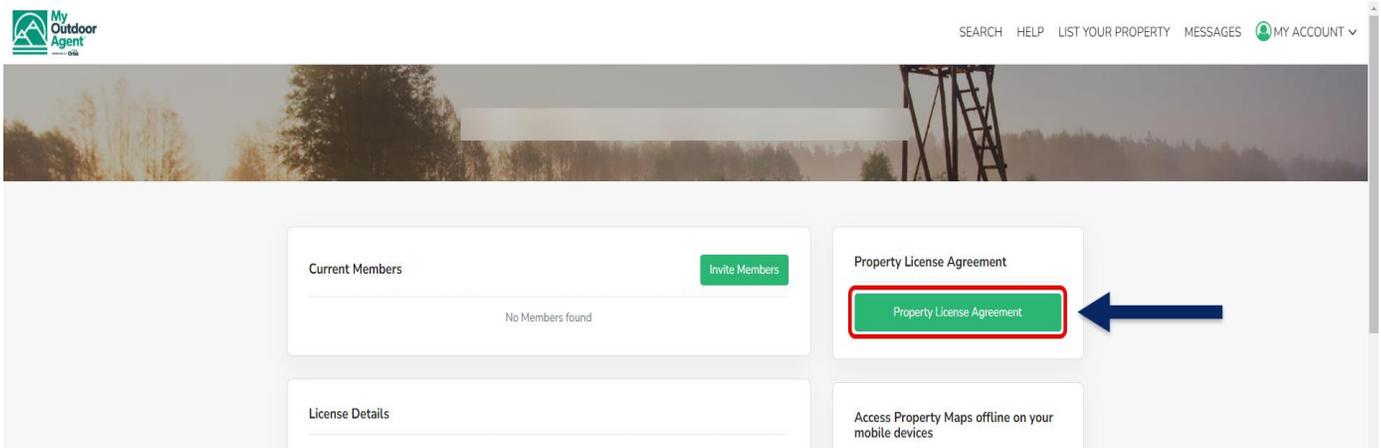


10. You will also receive a Payment Receipt from the payment processor **ONEConnect**
- a. This will come directly to the email address on file.
 - b. It will advise you of the type of permit and permit amount charged.

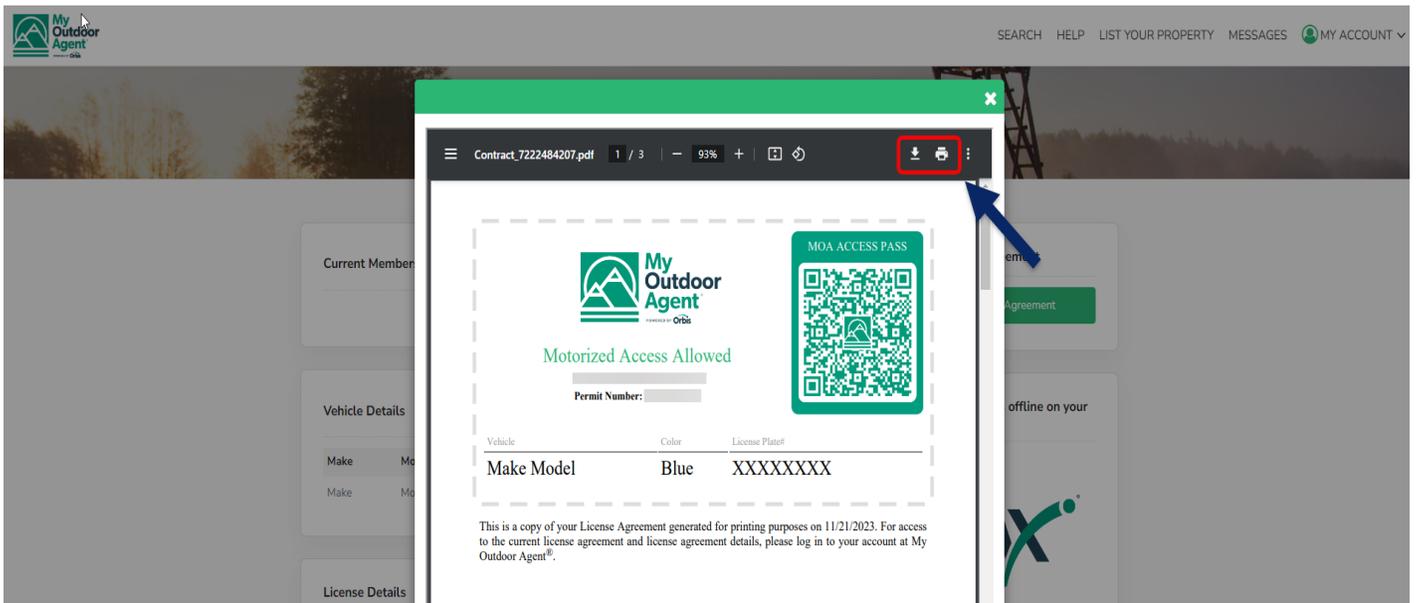


Print Permit

1. Select **"PROPERTY LICENSE AGREEMENT"** on the right side of the dashboard (this is your actual permit agreement, you can choose to only print the first page, which is what is needed).



2. Print off your permit and make sure you have it in your possession while visiting the property. Enjoy and refer to your lease agreement, FAQs or message or email for any additional assistance.



Example of Page to Print

- This needs to be on your person when visiting.

License Contract



Motorized Access Allowed
CG - Snoqualmie Tree Farm Permit HNY 2024
Permit Number: HNY 2024-4

SCAN CODE



Vehicle

PASS TYPE

License Plate#

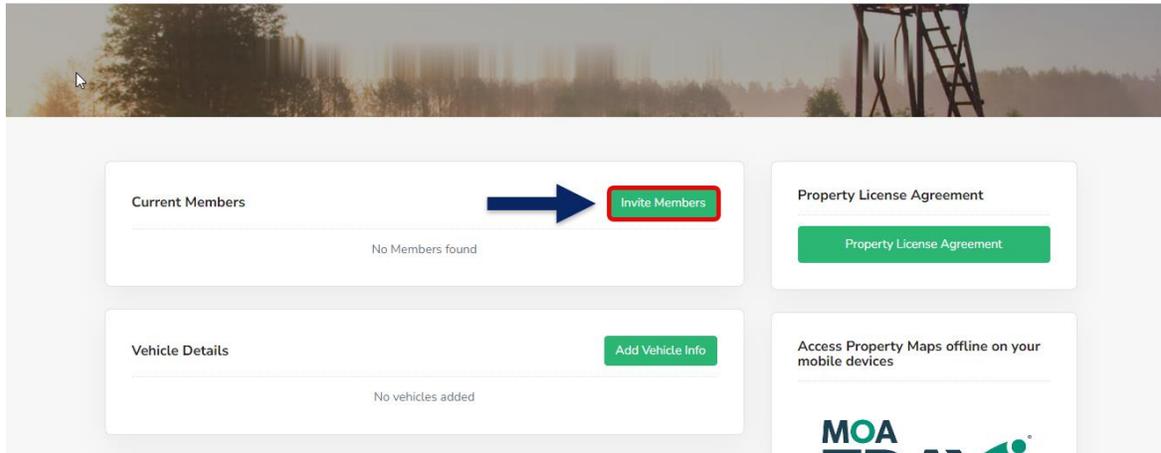
This is a copy of your License Agreement generated for printing purposes on 02/21/2024. For access to the current license agreement and license agreement details, please log in to your account at My Outdoor Agent®.

INDIVIDUAL INFORMATION

Licensee Name:	Jessica
Licensor Name:	Snoqualmie Timber, LLC
Recreational License Unit:	CG - Snoqualmie Tree Farm
License Term:	March 01, 2024 - February 28, 2025
Date Executed:	02/20/2024

Add Spouse/Domestic Partner to Permit

1. Select **“INVITE MEMBERS”** under the *Current Members* section.



2. Fill out the requested email address of your spouse or domestic partner. Please note that according to the Rules and Regulations, only a spouse or domestic partner can be added to your permit. Any other individual 18 years and older must purchase their own permit to access the property. Once filled out, select **“ADD MEMBER”**.
 - a. That individual will receive an email with a link, to redirect to the website to fill out their information to be part of your permit.
 - b. A spouse or Domestic Partner must have a copy of the permit on their person as well when accessing the property (see guidelines for additional information if you have questions).