



Instructions to Renew your Commercial Hunting Club License Online

Read this first: To log-in, you will need your last name, date of birth, and GO ID# (or other ID). Items purchased online will include a five percent (5%) nonrefundable license agent handling fee.

1. Visit www.wildlife.ca.gov/Licensing/Online-Sales.
2. Click on the “Customer Login/Register” tab.

(For mobile devices, click the icon towards the top left and select “Customer Login/Register.”)
3. Enter the individual’s (or business owner’s, if renewing a business license) Date of Birth, and Last Name and click “Next.”
4. Under “Select Official Document ID Type,” select an appropriate ID registered with the account from the drop-down menu (i.e., GO ID#, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click “Next.”

Individual Profile Update: If you would like to update the **individual** customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.”

(For mobile devices, click on the icon towards the top left, click on “Edit Customer Profile,” update the necessary information, and click “Save.”)

5. Click the “Add Customer” tab and then click “Start” to retrieve the business profile.

(For mobile devices, click the icon towards the top left and select “Add Customer,” then click “Start.”)
6. Select “Business” from the drop-down menu and click “Start.”

7. Enter the Business GO ID# (located under the barcode on your preprinted license renewal or last

year’s license). Enter the business mailing address Postal Code (zipcode) and click “Next.”

Business Profile Update: If you would like to update the **business** customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.”

(For mobile devices, click on the icon towards the top left, click on “Edit Customer Profile,” update the necessary information, and click “Save.”)

8. Click “View My Special Permits.”

(For mobile devices, click the icon towards the top left and select “View My Special Permits.”)
9. Under “Permits on File,” locate your Commercial Hunting Club permit and click “View.”
10. Click “New Application.” If prompted with an application year, check the box next to appropriate “Application Year” and then click “Continue.”

Note: If there is no “New Application” button, click “Edit” for the appropriate “Application Year.”

11. Complete/Update all sections of the application renewal page.
12. Check the box to certify under penalty of perjury that the application is true and correct.
13. Click “Submit and Finish” then click “Continue.”
14. Select “2022 - Permits” and click the “Add” button for the item you would like to renew.

(For mobile devices, select “2022 - Permits”, scroll down and click the “Add” button for the item you would like to renew.)

15. Confirm the selections in your Shopping Cart and click “Check Out.”

16. Confirm your shipping information and enter your payment information.

Note: Only Visa and MasterCard are accepted.

17. For a purchase confirmation via email, check button for the item you would like to renew.

18. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase(s). **The transaction will not proceed if the box is not checked.**

19. Click “Complete Transaction.”

20. The “Transaction Complete” page will appear, confirming you have completed your purchase(s) and have renewed your Commercial Hunting Club License. Click “Download Receipt/Licenses” for your license and proof of your purchase(s).