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*For Immediate Release*

## **How to Check Client Draw Success – An Outfitter Guide**

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During the last month of license sales Outfitters and their clients experienced an unprecedented change in how client information could be accessed. The Department Licensing section, in response to some legal advice related to ID theft, created the “New” MyFWP, a convenient and secure way for individuals to view license, bonus points, preference points, drawing information and results, Hunt roster sign up and your placement on the roster, submit mandatory reporting, and manage your email subscriptions.

Unfortunately, MyFWP was not designed with the Outfitter/Client relationship in mind. Now, after the roll out, we are working with FWP staff to see if we can incorporate key functionality that will help you provide the type of client service they expect/need in a simple manner.

In the meantime, there is a system in place that will partially your need to track client draw success.

### **LOOKING UP CLIENT DRAW SUCCESS**

It will not be as easy as it was before, but it can be done. You will first need to create your own MyFWP Account and then secondly you will need to attach Secondary (Client) account information to your MyFWP account.

Key points:

- Setting up a MyFWP Account is easy
- The number of Secondary (Client) Accounts you can attach, and therefore view, are unlimited
- If the client already has their own MyFWP account, you WILL NOT be able to view their information.

Follow these Steps:

- 1) You will need to establish your own MyFWP account. Some of you may have already done this. It is through your individual My FWP account that you can see your own license information. To accomplish this, go to the FWP Website: [https://myfwp.mt.gov/fwpExtPortal/newUser\\_input.action](https://myfwp.mt.gov/fwpExtPortal/newUser_input.action) and create your own account.
- 2) Attach your ALS information to your MyFWP account. Attaching your ALS information to your MyFWP account allows you to view items you hold, get a duplicate of your fishing license emailed to you, your bonus points, update your personal information and more. This is the individual service the “New” MyFWP was designed for. Follow these steps:

If attaching while creating an account:

Click on the link in the User Account Confirmation email sent to your MyFWP email that you provided when signing up for your account

If attaching to an existing account:

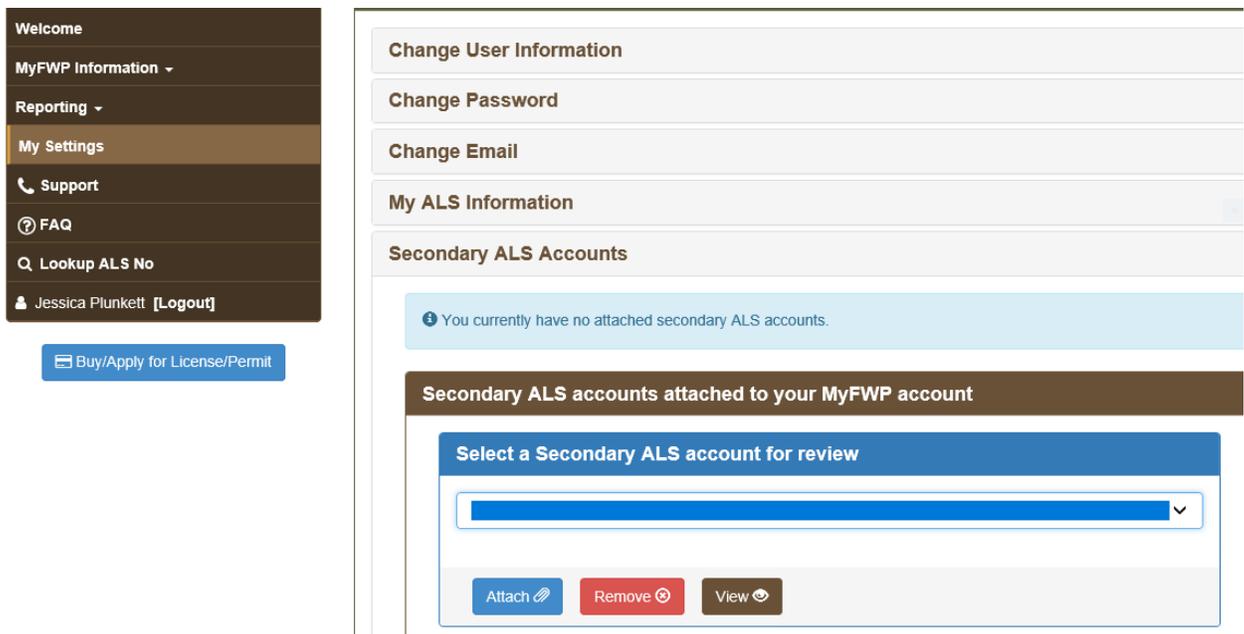
Click on the link in the ALS Information Attached Confirmation link sent to your email you provided when signing up for your account.

A one-time use PIN code is issued every time an account holder needs to update their ALS information.

- 3) To get access to client information you need then to establish a Secondary (Client) ALS Account for each of your clients. Attaching a secondary ALS Account to your MyFWP Account will allow you to view a clients ALS information, items held and self-report surveys for your clients.

Follow these steps:

- a. On a computer, log in to your MyFWP account by opening the link <https://myfwp.mt.gov/fwpxtPortal/login/login.jsp>
- b. Select My Settings from the left-hand menu. On the bottom of the center screen, you will see Secondary ALS Accounts.



- c. If you click on the Attach button, a window will open where you can enter in the ALS Account information for the Secondary (client) Account.

**Attach Secondary ALS Account**

**Enter ALS Account Information**

\*Date of Birth:  \*ALS No:  ⓘ

\*First Name:

\*Last Name:

\*Street Address:

\*Zip Code:

Attach

d. If your request is approved by the ALS customer, you will receive a confirmation email.

If you are accessing the portal through a mobile device, the menu is on the top of the screen instead of the left-hand side. The rest of the steps remain the same.

MyFWP Menu

Welcome

MyFWP Information

Reporting

My Settings

Support

FAQ

Lookup ALS No

Jessica Plunkett [Logout]

**Update Your MyFWP Account Information for user jesseeee**

Change User Information

Change Password

Change Email

My ALS Information

Secondary ALS Accounts

**IMPORTANT: When and if a client creates their own My FWP account, the secondary account the outfitter created will be removed and your ability to assist the client will be eliminated.**