PENNSYLVANIA GAME COMMISSION
DEER MANAGEMENT ASSISTANCE PROGRAM (DMAP)
ONLINE DMAP RENEWAL INSTRUCTIONS
DEADLINE TO APPLY IS JULY 1

Any applicant that used the online renewal in the past and provided an email address will have their information migrated into this new system and can now use it to renew their DMAP application.

- o **Your information will be automatically populated there this year and in future years.**
- o **You will not need to re-enter your information into the forms each year.**
  - ▪ **The steps below are for first time users, returning users can simply click through to verify previously entered records and then submit.**

- **This new online system will allow for a faster review process, less paper and mail (and the delays associated with mail), and more control for the applicants.**

- **The system also allows for easier changing of contact info, updating acreages, boundary changes, or adding nearby property to an existing DMAP unit.**

- **New this year, online users can track DMAP purchases and harvest reports. We are working to further improve this system to incorporate the regular application in future years and expand capabilities for applicants.**

STEP 1) Create an account with PA KEYSTONE LOGIN

Click on the link sent in your email or the link below:

https://pgcdata.pa.gov/DeerControlProgram

> *This is a one-time step,*
> *next time you can skip to STEP 3*
> *You already may have an account if you used state services in the past*

Login Help

New Keystone Login Account – Registration

- Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
  - You will be asked to create your profile, login information and security questions.
- If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
- If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
  - Some additional information may be required for those agencies.

Account Migration - Migrate Account

- If you would like to migrate your exiting PA Login account(s) to a new Keystone Login account, this must be done from the Keystone Login Website
  - If you have multiple PA Login accounts, and you wish to continue to use them, each account will need to be migrated to Keystone Login account.

Keystone Login Services

- There are many account options that can be configured for your Keystone Login account. Please see the help documents provided by the Keystone Login Service

Login

Username

Password

Forgot Username | Forgot Password   Login

Powered by

PA KEYSTONE LOGIN

Learn more about Keystone Login

STEP 2) Register Your Account:

This is a one-time step, next time you can skip to STEP 3

Login Help

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  - Some additional information may be required for those agencies.

- **Click on the registration link**

- **Enter your information**

Personal Information:

First Name *

Last Name *

Date Of Birth * mm/dd/yyyy

Contact Information:

Email

Mobile Phone Number ###-###-####

- **Create a username and password (remember this for the future)**

Login Information:

Username *

Password *

Confirm Password *

- **Create security questions (in case you do forget your password)**

Security Questions:

Security Question 1 * Select a security question

Security Answer 1 *

Security Question 2 * Select a security question

Security Answer 2 *

Security Question 3 * Select a security question

Security Answer 3 *

Register   Cancel

- **Click "Register"**

STEP 3) Login to your account:

- **NOTE: When you Click "Register" in STEP 2, it may route you to the <u>general</u> PA Keystone Login page. If you do not see the Pennsylvania Game Commission information at the top, then click on the link provided in your email or below to get to the correct page:**
    - https://pgcdata.pa.gov/DeerControlProgram

- **Enter your username and password (that you created in Step 2) and click Login**

Login Help

New Keystone Login Account – Registration

- Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
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Login

Username

Password

Forgot Username | Forgot Password   **Login**

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PA KEYSTONE LOGIN

Learn more about Keystone Login
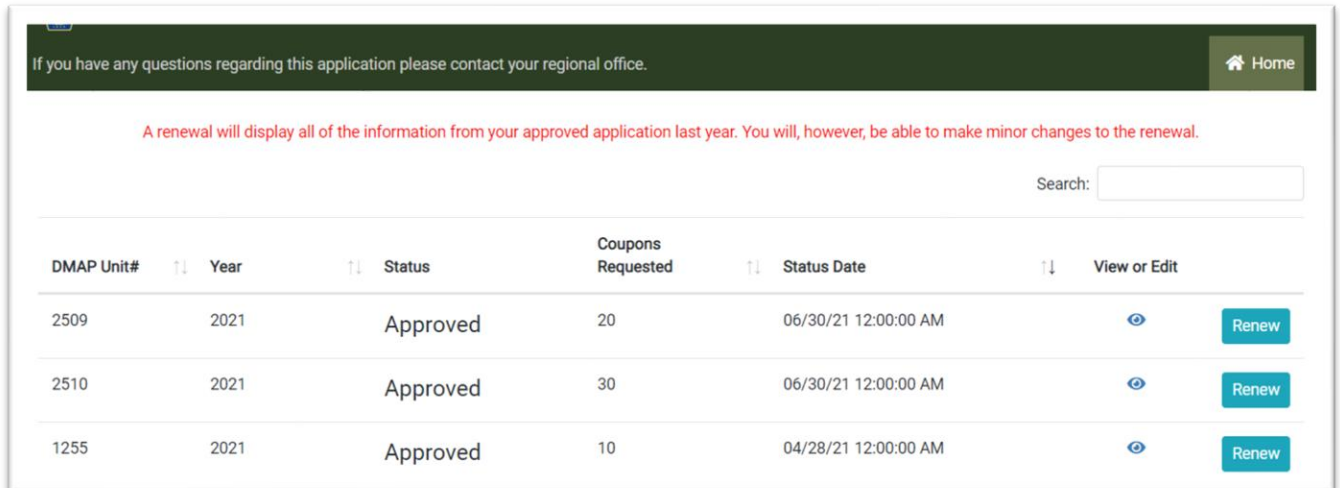
- **For your first time logging in, a pop-up will display where you will need to enter your last name and your 10-digit Access Code**
    - **This should have been emailed to you from GM, LandDeerPrgms LandDeerPrgms@pa.gov if you have provided your email address on past applications or re-enrolled online before.**

Setup Page

As part of this one-time setup, please enter the required information below.
Please reach out to your regional office if you need assistance.

Last Name *   Access Code *

Buck   9989887712   ✓ SUBMIT

This is a one-time step, you will not need to enter this access code in future

STEP 4) Home Page:

- **When you login, it will take you to your homepage, which shows the history for your DMAP unit or units enrolled in the past.**

*You will see "**Approved**" in black text under the Status tab for all **past** applications.*

STEP 5) RENEW your Application for a DMAP unit:

- **To renew a DMAP unit for the <u>current year</u>, simply click on** [Renew] **to start the process.**

- **You will see a pop-up asking if you are sure you want to renew?**
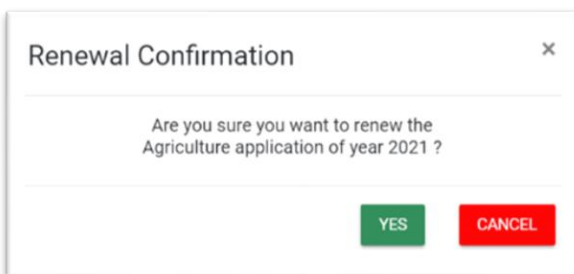
Return to your Home page at any time by clicking on the Home [Home] button (top right of every page)

If you need to return later to finish, click [Save & Next >] and exit. When you return, you will see [In-Progress] under status for that application and you can continue the application by clicking the "edit" icon. [edit icon]

Important: If you are on any page for over 20 minutes without clicking [Save & Next >], your session will "time out" and any unsaved changes may be lost.

Review Applicant Contact Info:

- **Your previous contact info has been transferred into this new system.**
- **Please ensure information is correct and required fields marked with a red asterisk *are filled.**
- **If you need to edit any entry, simply click in the field and make the appropriate changes.**
- ***This information will NOT be made public unless you authorize it later in the application.***

Applicant Contact Info	Application	Property Info	Attachments	Certifications

Enter contact information for the person who is applying for DMAP coupons. This person may or may not be the landowner whose land will be hunted.

First Name *
John

Middle Initial

Last Name *
Buck

Suffix
Select suffix

Organization/Agency

Address Line 1 *
100 Deer Tail Street

Address Line 2

City *
Harrisburg

State *
Pennsylvania

Zip Code *
17110

Phone Number *
(717) 787-4250

Alternate Phone

Email Address *
jb2022@gmail.com

- **When you click Save & Next, it ensures that the mailing or physical address that you entered is valid. You can either select EDIT to fix it or OK to move ahead with the address.**

Example 1:

Applicant contact address- USPS verification   ✕

USPS verification failed: Address Not Found.
Please click save to use the entered address or close the page to edit the address
⦿ Original Address: 100 Deer Tail Street Harrisburg PA 17110

✏ EDIT   💾 OK

Example 2:

We have found a possible match in the USPS database
Please select the best match below or close the page to edit the address
⦿ USPS Address: 2001 ELMERTON AVE HARRISBURG PA 17110
◯ Original Address: 2001 Elmerton Ave. Harrisburg PA 17110

✏ EDIT   💾 OK

Applicant Contact Info (Continued):

- **If you are applying on behalf of a landowner (joint applicant or agricultural lessee), then you will have an additional box below to enter the landowner information for the property.**
  - *==None of this information will be made public unless you authorize it later in the application.==*

Landowner Name and Address for Agriculture Lessee and Joint Applicant

First Name *   Middle Initial   Last Name *   Suffix
                                                            Select suffix ▾

Address Line 1 *

Address Line 2   City *   State *   Zip Code *
                                    Pennsylvania ▾

Phone Number *   Alternate Phone   Email Address

🔍 VERIFY ADDRESS WITH USPS

Application Tab:

- **Review the information for the property acreage and number of coupons requested.**
  - **The standard DMAP coupon issuance field is automatically calculated based on past reported acreage.**

Online renewal applicants can make minor changes, such as requesting more than the standard allocation of coupons, updating acreages, boundary changes, or adding property within 1 air mile of the existing DMAP unit, without having to complete a new paper REGULAR application. However, additional documentation (i.e., map.) must be uploaded once you get to the attachments tab if you have property boundary changes (e.g., have increased acreage).

Requesting more than the standard allocation of coupons:

- **If you request more than the standard allocation of coupons, check the box and then provide additional information for why the additional coupons are necessary (Management Plan questions will show up when you select the box).**

- **You may also choose to upload a Management Plan as a separate document in the attachments tab (however, since these questions are required, you will need to enter text such as "see attached" in each of the fields).**

Standard DMAP coupons issuance:	13
Total number Of DMAP coupons requested: *	15

☑ I am requesting more than the standard number

Upon approval, no additional coupons will be issued.

Management Info   ⌄

Number of hunters anually hunting area in past: *

Describe deer management problem on this area. Please provide area specific information to substantiate the deer problem. For example, how many deer do you observe on your property, how many deer would you like to observe on your property, describe and quantify amount of damage to crops, forests, and/or landscaping or other deer-related impacts. *

Describe deer management goals and objectives for this area: *

Describe how additional DMAP permits will solve the deer problem and achieve management goals and objectives. *

Coupon Distribution:

- **The next section is for you to decide if (YES), you would like to distribute coupons to hunters that you choose, or (NO) if you would like hunters to buy permits from a licensing agent or the electronic licensing system without a coupon.**

- **If you choose (YES) to distribute coupons, you have two options:**
    - **Digital copy of the coupons (as a pdf) will be emailed to you and uploaded to your profile once approved. You can print these to distribute physical coupons, email a copy to a hunter, send a photo to hunters with your smartphone, etc. This is the fastest and preferred option.**
    - **Mail. I want the Game Commission to print and mail the coupons to me.**

Publication of Application Information:

- **This section is to select whether you would like to make the property and your contact information available on the Game Commission's website for hunters to contact you for permit opportunities.**

Note, If you chose "NO, any hunter can get a permit to hunt my property through the electronic licensing system without a coupon" for the previous section, then you should select "YES" here to provide your contact info so hunters can find out the DMAP unit and property information.

- **If you select "YES", a pop-up displays a preview of what the hunters will see. If you select Cancel, it will automatically change your response to "NO".**

- **When you click Edit/Confirm, additional space is provided where you can edit your information and add additional information or instructions if you choose (e.g., please park by yellow gate).**
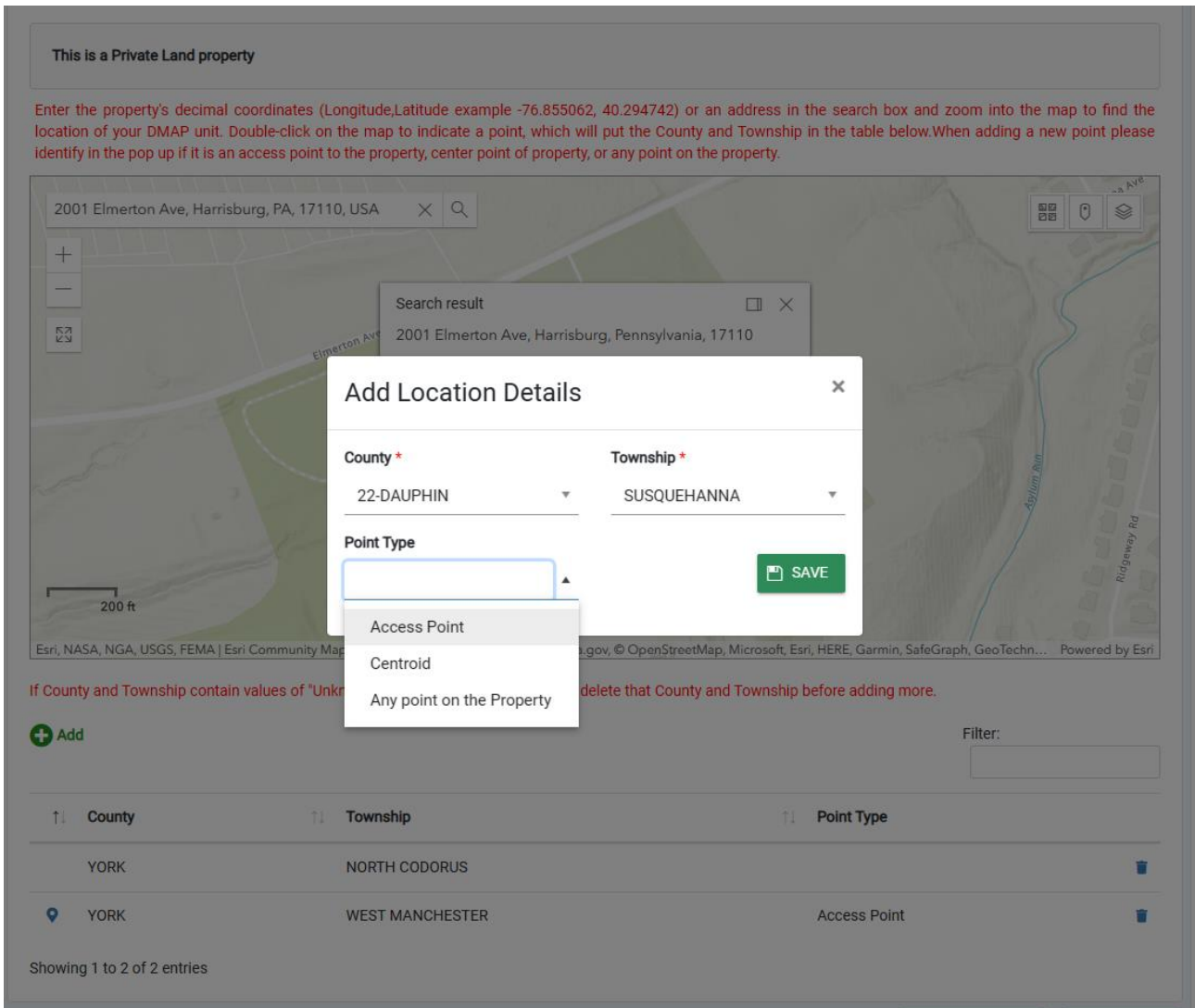
Property Info:

- **The property info tab requires you to select at least one GPS location for the property.**
- **This is to make sure that your application goes to the appropriate region office and law enforcement district <u>and is not made public</u>.**

1) **You can enter a GPS location or address into the Search box** [Find address or place 🔍] **, click enter, then double-click on the map at that location to place a dot on the map. Or you can scroll on the map, zoom-in, and double-click on the map to place a dot on the map (e.g., access point or parking area for the property). County and township will automatically populate below.**

   - **To delete an erroneous point, click the trash icon on the bottom right.** 🗑️

Attachments:

- **This section is where you can upload any attachments.**
  - **(e.g., written management plan, copy of a map, landowner signature, club charter, etc.)**

- **Most applicants will not need to upload anything.**

- **This is also where you will find your digital DMAP coupons, <u>after your application is approved</u> <u>(remember you will get a notification email after it is approved)</u>, if you chose "Yes, I want to distribute coupons directly to hunters whom I choose." for the coupon distribution question.**
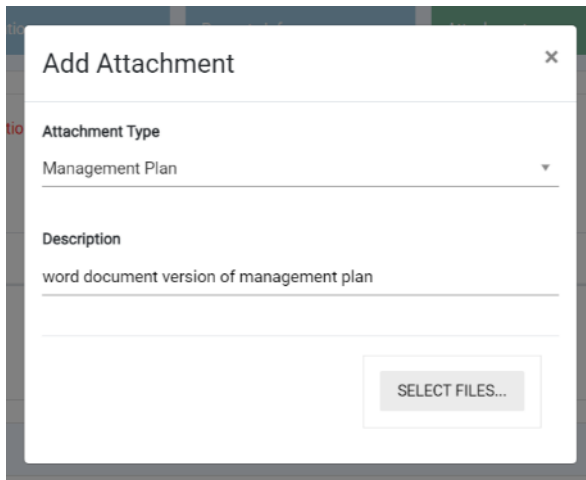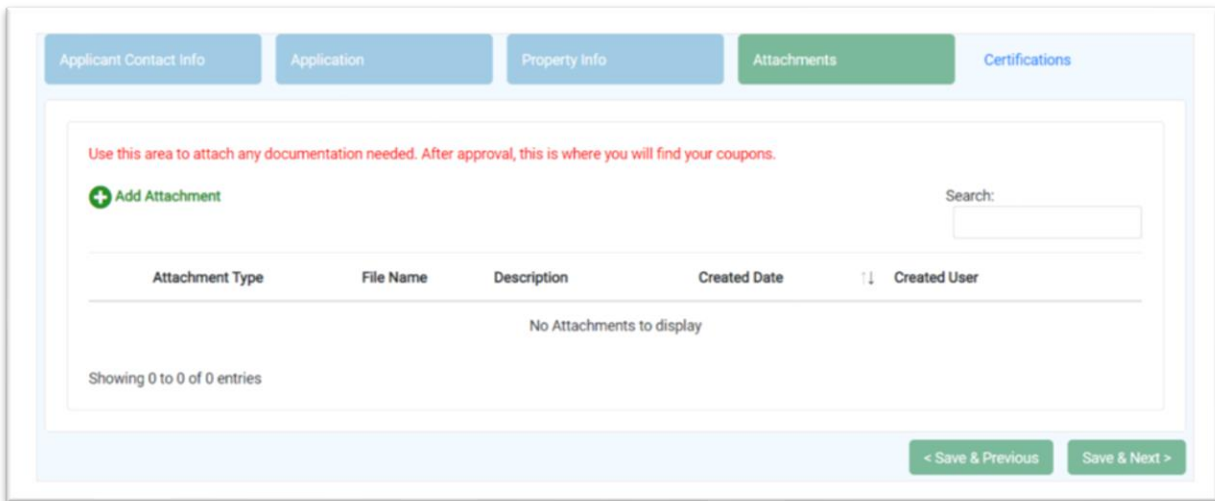
<u>Certifications and Signature:</u>

- **Read the certifications and then check the boxes, <u>type</u> your name for your signature, and select the date by clicking on the calendar icon at the end of the "Date" field.**

- **<u>Click Submit! (DEADLINE IS JULY 1)</u>**
    - *Once you hit submit, you can't edit any of your information or request more coupons.*

- **You will then be taken back your home page where you will see the status for that DMAP unit now says Submitted**

- **If this was your only DMAP unit, then you are done for now. Otherwise, renew each DMAP unit.**

- **Once the application has been reviewed and approved (may take several weeks), this will change to "Approved" in green and you will receive an email alert.**
    - If you chose to have your coupons mailed, you will need to wait for them to arrive.
    - If you chose to have your coupons in digital form, you can log back in and go to your attachments page to find your coupons (click the download icon).

    - Applicants who chose to receive coupons in digital form will also receive a Coupon Number List. This document is provided for your convenience so that you can track who you give your coupons to.

If you have any questions, call 1-833-PGC-HUNT (1-833-742-4868), and ask to speak to your Regional Wildlife Management Supervisor. Questions can be addressed to the region office where your property is located. If your property straddles more than one region, direct questions to the region where you have sent your application in the past, or the region where the bulk of your property lies.

(DEADLINE TO APPLY IS JULY 1)

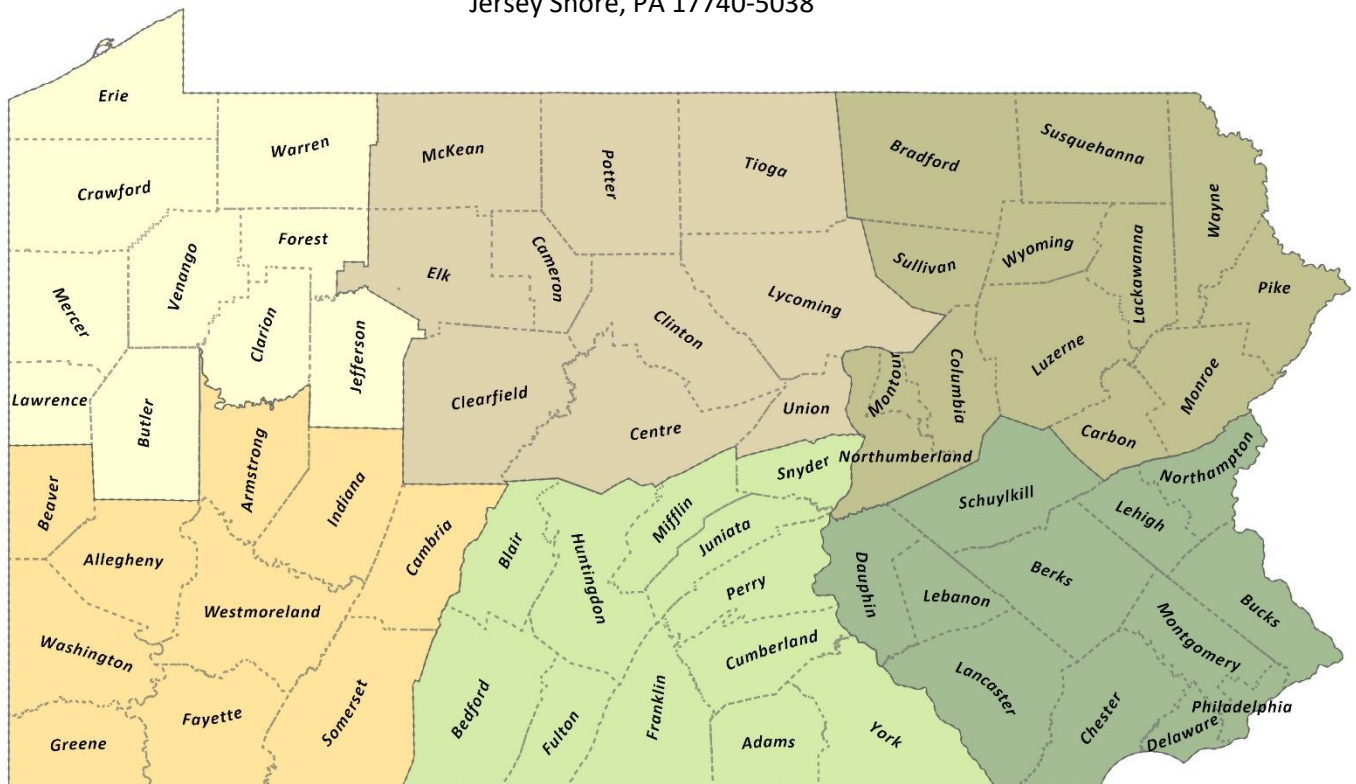# <u>Pennsylvania Game Commission Region Offices:</u>

Northwest Region
1509 Pittsburgh Road
Franklin, PA 16323

Northcentral Region
1566 South Route 44 Highway
Post Office Box 5038
Jersey Shore, PA 17740-5038

Northeast Region
3917 Memorial Highway
Dallas, PA 18612-0220

Southwest Region
4820 Route 711
Bolivar, PA 15923

Southcentral Region
8627 William Penn Highway
Huntingdon, PA 16652

Southeast Region
253 Snyder Road
Reading, PA 19605