

How to Process Your Renewal

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

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

My Account.


Account Information

Test Test
1234 Test Drive
Charlotte, NC 28273

Email: support@orbisinc.com
Phone: (111) 111-1111

[Edit](#)

You have 1 Club Members associated with this account.

You have 0 new  Messages

Active licenses currently held by the clubs.

My Licenses

No Active License.

Reservations waiting for approval from club.

My Reservations

RLU: [42](#)
Acres: 4525
Reserved: 6/18/2015 9:12:30 AM




RLUs currently bidding on.

Current Bids

No Active Bids.

2. Click on the RLU number in the “My Reservations” column.
You will be directed to the “Reservation Details” page where 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 license for the RLU, clicking **Decline** effectively releases it out to open bid for all bidders.

Reservation Details.

Club Name	Test Club
RLU #	42
Location	Williamsburg County, SC
Acres	4525
Description	
License Start Date:	Jun 30, 2015
License End Date:	Jul 01, 2016
Reserved On:	Jun 18, 2015
License Fee:	\$32,000.00
Payment Due Date:	Jul 31, 2015
License Terms:	1 Terms
Property Maps:	 Aerial  TOPO  Location

[Accept Reservation](#) [Decline](#)

3. Next, create your license 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 License Document. To proceed through the tabbed pages, click the button located at the bottom center 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 license 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 “License Summary” to proceed to the next tab.

Start Here | 1. License Summary | 2. Verify Club Members | 3. Create License | 4. Payment Options

Thank you for starting your license creation process.

Before proceeding, please be advised that you will be asked to update and/or verify the following information for each and every club member associated with this recreation license unit (RLU):

- First Name
- Last Name
- Street Address
- City
- State
- Zip Code
- Phone Number
- Email Address

If you do not have this information available now to enter or confirm please click the exit button below. You may return at any time by clicking on the "Create License" link next to your previously accepted reservation on the "My Account Info" page to complete the process.

If you have the required information please continue on to the next page where you will be walked through a simple 3-step process which should only take a few minutes to complete.

The next window will provide you with a summary of your license. Following windows will provide you the opportunity to create license document and update your club's membership roster.

Please Note: Adobe Reader is required to view and print your documents. If you do not have Adobe Reader installed, please visit www.adobe.com to download and install the application before proceeding.

Click the button below to Start your License Creation Process

1. License Summary >> | Exit

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

Please verify your license information below:	
RLU No	42
Acres	4,525.00
Location	Williamsburg County, SC
License Start Date	June 30, 2015
License End Date	July 01, 2016

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. Click “Create License” to proceed to the next tab.

Name	Address
Test Test	1234 Test Drive , Charlotte - NC 28273

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

Current Year RLU Price : \$32,000.00

Click the button below to create your license document.

This will generate a preview of the license document with the Terms and Conditions associated with the License Agreement.

Create License Document

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

1. The term of this License shall be from June 30, 2015, through July 01, 2016 inclusive, and at the expiration of which time it shall expire without notice, and all rights of the Licensee shall cease.
2. No holdover by the Licensee after the expiration of said term, nor the circumstances thereof, shall be construed to give Licensee any longer or greater estate than a Licensee at the will of Licensor, terminable upon the demand of the latter, without previous notice, and with full liability on the part of the Licensee for rent during such holder.
3. The monetary rental to be paid hereunder is:

Amount: \$32,000.00 Payment Due Date: July 31, 2015

A complete listing of the officers and members of the club, with a current mailing address for each (Exhibit B, attached), are required as partial consideration for this agreement and all future renewals. Failure to complete and return these documents and a full membership list to the designated Licensor representative by the Due Date of each year during the term hereof will constitute grounds for immediate cancellation of the Hunt Club License Agreement.
4. The said premises during this License shall be subject to the possession and control by Licensor, its heirs, successors or assigns, and its agents, officers and employees, for all other uses and purposes than those above stated; and they may enter said premises at any time for all such other purposes, and especially to cut and remove timber, which shall not be obstructed in any way by the exercise by Licensee or those entering under Licensee of any privileges hereunder.
5. Licensee and those entering under Licensee shall not cut, remove or disturb any timber, trees or other property on said premises, nor upon any other premises of Licensor, nor shall Licensee be permitted to open any new roads on said premises without express permission of Licensor. Licensee shall remain any

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

[I Agree](#) [Disagree](#)

[Start Here](#) [1. License Summary](#) [2. Verify Club Members](#) [3. Create License](#) [4. Payment Options](#)

Create License

Current Year RLU Price : \$32,000.00

✔ Your license document has been created and submitted.

Please do not mail your license agreement.

License agreement and all related documents can also be accessed from your account page by clicking on the "Download Documents" link.

View License Agreement: [License Document](#)

[4. Payment Options >>](#)

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

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

Payment Options

Payment Information:

Total Amount Due: **\$32,000.00**

Payment Due Date: **July 31, 2015**

Mail Payments To: Attn: Milliken Hunt Lease Payments
8809 Lenox Pointe Drive, Suite F
Charlotte, NC 28273

Make Check Payable to: **Milliken Forestry Escrow Account**

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

View: [Payment Invoice](#)

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.