

## YPG iSportsman New User Registration Directions 2018

**STEP ONE:** Click on “New User Registration” under “My Account”

**STEP TWO:** Create a username and password and fill out all your personal information

**STEP THREE:** Fill out additional registration information. This information will be used to conduct the background check required for you to be able to hunt on Yuma Proving Grounds

- **NOTE, UNDER CUSTOMER TYPE YOU ARE PROVIDED WITH TWO OPTIONS, “HUNTER” IF YOU ARE HUNTING OR A MEMBER OF A HUNTING PARTY ON YPG. “YPG Resident (non-hunter)” if you are a resident on YPG registering firearms in your home**

**STEP FOUR:** Read and accept the acknowledgment regarding the required registration of your firearms

**STEP FIVE:** Read the “Hold Harmless” agreement. Once you have acknowledged this document, click the button that reads “I Accept”.

**STEP SIX:** Click on the “Acquire Permit(s)” button located on the far-left side of the page. You will then notice that there is only one available FREE “permit” titled **START MY BACKGROUND CHECK**. Click add to cart and continue through the checkout process (note: this mimics a typical online purchase process, however there is no actual charge made, as the permit is free)

- *\*This “start my background check permit” is not an actual permit, but rather the way in which you will begin your required annual background check. Allow up to a week for background check completion.*

**STEP SIX:** Once the background check has been approved, log-in to your portal. Click the tab on the blue bar at the top of your page titled “My Safety Briefs”. Here you will see a link titled “Hunter Safety Quiz”. Click this link read the PDF, watch the video, then take the quiz. **YOU MUST TAKE AND PASS THIS QUIZ TO BE ELIGIBLE TO PURCHASE YOUR FREE HUNTING ACCESS PERMIT AND FIREARMS REGISTRATION PERMIT**

- **NOTE, HUNTING ACCESS PERMITS AND FIREARMS REGISTRATION ARE FREE. TO OBTAIN THEM, YOU MUST ADD THEM TO YOU CART AND CHECKOUT SIMMILAR TO AN ONLINE PURCHASE, BUT THERE IS NO CHARGE.**

**STEP SEVEN:** If you need to manage your account, i.e. make any changes to your personal information, click on the “Account Details” button located under the “My Account” tab on the main blue bar across the top of your portal. Once you open this link, you will see a button at the top left corner of the page that says “Manage Account”, by clicking on this you will be able to update as well as add any new information.

- **FOR ANYONE LOOKING TO ADD A SECOND VEHICLE SCROLL TO THE VERY BOTTOM OF THE PAGE WHERE IT SAYS “VEHICLES” AND CLICK ON THE “ADD NEW” BUTTON LOCATED DIRECTLY NEXT TO IT. FILL IN ALL THE INFORMATION. YOUR SECOND VEHICLE WILL THEN BE ADDED TO YOUR INFORMATION.**

At this point, you should have all the information required to recreate on YPG. Questions? Call (928) 328-2125.