

## **Using Go Outdoors South Dakota to Purchase Wholesale and Export Bait Licenses**

<https://license.gooutdoorsouthdakota.com/Licensing/CustomerLookup.aspx>

You can access the *Go Outdoors* site by using the link above or going to the GFP website and choosing the “Licenses” tab on the home screen and then clicking on the “PURCHASE LICENSE” tab. If you have not already done so, you will need to create a *MySD* login, which can be used with all State of South Dakota state agency webpages.

Once you are logged-in to *MySD*, you will be taken to *Go Outdoors South Dakota* and your licensing profile will be displayed.

### **Submitting Annual Reports**

If you are renewing a license you held last year, you will need to complete an annual report for the license before you can apply for your 2024 license. License applications will not be approved by GFP if a completed annual report for the previous year has not been submitted.

Complete the following steps to submit annual reports.

1. From your profile, click on the “Season Reports” tab on the upper-right portion of the screen. A list of reports for licenses you held the previous year will be displayed.
2. Click on a report for a specific license, enter the requested information, and click “Submit”. The information required to complete a report form is the same as was required previously on paper annual reports forms.
3. Complete step 2 for each license type you held the previous year.
4. For each report submitted, an email will be sent to you confirming submission of the annual report.
5. Apply for a license by following the instructions provided below.

**New Licenses** - If you are applying for a license you have not previously held, there is no annual report requirement and you can proceed directly to applying for a license.

### **Applying for Licenses**

Complete the following steps to apply for a license.

1. From your profile in *Go Outdoors South Dakota*, choose the “Specialty Licenses” tab near the top right of the screen.
2. Click the “+ Apply” button for the license type for which you would like to apply. That license will be placed in your shopping cart. You can put more than one license type in your shopping cart at one time.
3. In your shopping cart, click on one of the licenses you have placed there.

4. A new screen will open, and you will be asked to provide information about your business, so it can be included in the printed license you must display at the location where bait is sold and have in possession when trapping or transporting bait.
5. Please note that you must add information for all employees besides yourself who may be trapping or transporting bait as a part of your business. You can click on the "+ Add More" button to bring up blank fields to enter information for the next employee.
6. Click the "Submit" button once you have entered all required information.
7. You will receive an email confirming your license application has been submitted.
8. Repeat steps 3 through 6 for each license type for which you need to apply.
9. GFP will review annual reports and license applications submitted and issue a license if all required information has been provided.
10. An email confirming approval to purchase a license will be sent to the applicant once GFP has approved an application, instructing the applicant how to pay for the license in *Go Outdoors*.
11. Credit cards can be used to purchase bait dealer licenses on the *Go Outdoors* website.

Once purchased, wholesale and/or export bait licenses will be listed under your customer profile in *Go Outdoors* and you will receive an email with a copy of the license on the second page. The license can be printed so you can meet the display and possession requirements associated with the license.