

Summary of the RecAccess Process for Reserving a Waterfowl Hunting spot and obtaining a permit

1. Create your account for Montezuma's RecAccess site at <https://montezuma.recaccess.com/#/create-account>
 - o **DO THIS NOW!** You will thank yourself for having your account established before you go on to get a permit.
 - o Be sure to view and answer the **Waterfowl Hunt Requirements** at the bottom of the form. Otherwise you will not be able to create your account.
2. Permits for each hunt day will be available on a first-come/first-served basis two days before the hunt day at 6:00 pm through 5:00 am on the hunt day.
 - o For example, permits for December 13 will be available between 6:00 pm on December 11 and 5:00 am on December 13.
 - o Here is some **helpful information** about the first-come/first-served set up: <https://help.recaccess.com/#/FCFS>
3. Permits will be available at <https://montezuma.recaccess.com/>. You must have an account to get your permit (see #1 above).
 - o You will only be able to get permits during the timespan described above (see #2 above); otherwise you will see a message that says, "There are no products available at this time".
4. Select your hunting area (Tschache Pool, Sandhill Crane, Unit 17, Kipp Island, Hidden Marsh) and parking area. It's like online shopping. Put your selection in your Cart. NOTE: Your spot will not be reserved just by putting it in your Cart. You must pay/check out to claim your spot.
5. **Pay/Check Out.** Permits will cost \$5 for each hunt day. This is the price of business; this fee pays for the service.
6. You will get your permit after payment, and an email confirmation. Print your permit or save it on your phone.
7. **ON THE HUNT DAY**, go to your designated hunting area **no earlier than 5:00 am**. Go online to your RecAccess account and click on **Check-In**. Follow the prompts to check in and get the gate code.
8. You will have the option to Check-In without a Guest or Check-In with a Guest. If you select Check-In with a Guest, you will then be prompted to enter the guest's name. **There is no additional cost to bring a guest.** The guest must meet all requirements for hunting waterfowl at the Montezuma National Wildlife Refuge. The regulations for one vehicle in the hunting area and one boat per hunting party still apply.
9. If your designated hunting area requires you to go through a gate, **the gate code will be provided to you at Check-In (ex. Tschache Pool)**. Please CLOSE & LOCK the gate behind you when you enter and exit the hunting area.

10. **Enjoy your hunt as usual!** Hunting ends at noon and you must be out of the hunting area by 1:00 pm.
11. Once you leave the hunting area, go back to your RecAccess account and **Check-Out**. Follow the prompts for completing your Harvest information. Record the harvest for yourself and, if you hunted with a guest, include your guest's harvest as well.

NOTES

- **Create ONE account.** Duplicate or suspected duplicate accounts will be flagged, investigated, and disabled if confirmed as duplicate.
- You may only purchase one permit per hunt day at Montezuma. If you want to buy permit for another location (ex., Iroquois) for the same day, you will be able to do so.
- We will not be able to accommodate Stand-By with this system. **HOWEVER**, to somewhat mitigate that, if you can let me know the day before the hunt that you cannot make it, I can go into the system and free your spot up for someone else (refunds will not be issued). **If you don't let us know ahead of time, or if you don't check in/check out, your Montezuma privileges may be suspended. First offense, suspended the next 3 hunt days. Second offense, suspended the rest of the split. Third offense, suspended for the entire season.**
- There will be times when we will be present to check your credentials and permits. These will be random checks to help keep us honest. Permits are non-transferrable, so don't get caught with someone else's permit.

Questions can be directed towards me via andrea_vanbeusichem@fws.gov or my work cell phone (315-237-9862); I will be able to help you during regular business hours.

Andrea

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