

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 5:30 am on the hunt day.
 - o For example, permits for December 13 will be available between 6:00 pm on December 11 and 5:30 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) 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. It also has a parking permit for you to place in your windshield while you're hunting.
7. ON THE HUNT DAY, go to your designated hunting area **no earlier than 2 hours before sunrise**. 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**. 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.

We are moving to this system now, during the 2nd split, in order to help you get used to the process before opening day next season. If you're not planning to hunt here during the remainder of the 2nd split, at least create your account so that you are set up before next season!

I'm sure there will be growing pains for you and for us. Let's work together to make sure we make the transition to this new system as smooth as possible! 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.

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