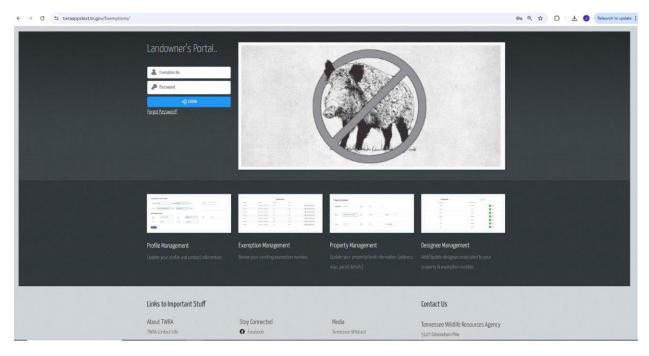
Wild hogs Exemption Website

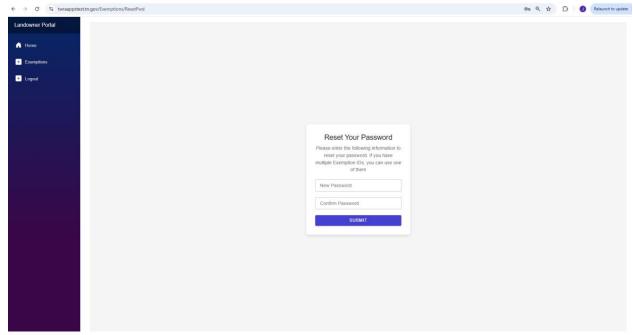
This document is designed to show users how to properly utilize the functionality of the Wild hogs Exemption website. It will be filled with images and descriptive text to walk any user through how to use this application.

Landing Page



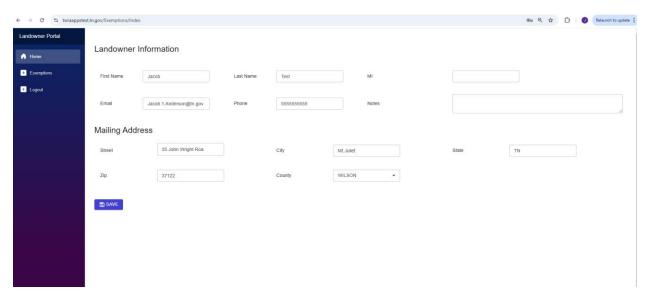
On the landing page you will be prompted to enter in the exemption number associated with your account and password. If this is your first-time logging into your account, you will need to use the Temporary password that was sent to you via email. If you don't think you received an email, please check for your inbox for an email from twra hogcontrol@tn.gov

Upon logging in you will land in one of 2 pages. If this is your first-time logging in, you will be sent to a page to set your password for your account



After setting your password you will be sent to the home landing page.

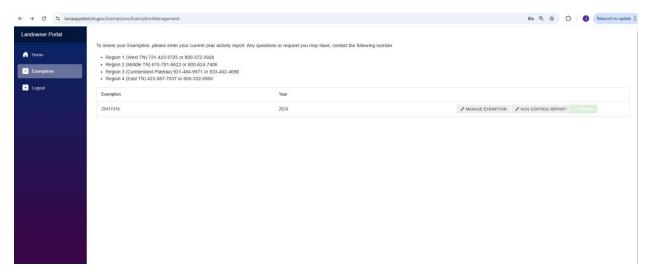
Home Landing page



On this page Landowners can modify and update their personal information such as Name, Email, Phone, and mailing address. If you'd like to do so simply change the fields and click the save button.

Managing Exemptions

To manage your exemption information simply click on the Exemptions tab in the nav menu.

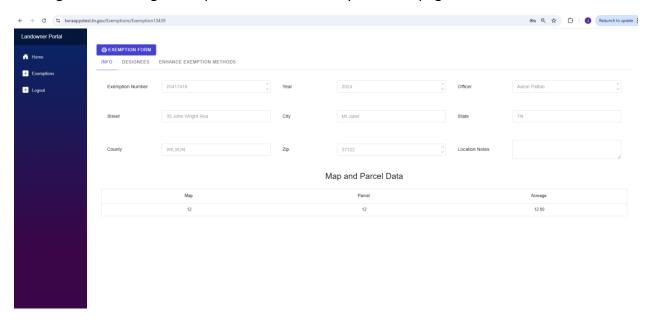


In this section I will discuss managing information on your exemption and how to do things like

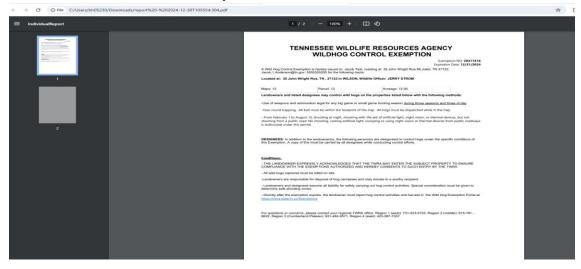
- Print your Exemption form
- Add designees to your exemption
- Viewing Enhanced Exemptions methods added to your permit
- Filling out your yearly hog control report
- Renewing your Exemption



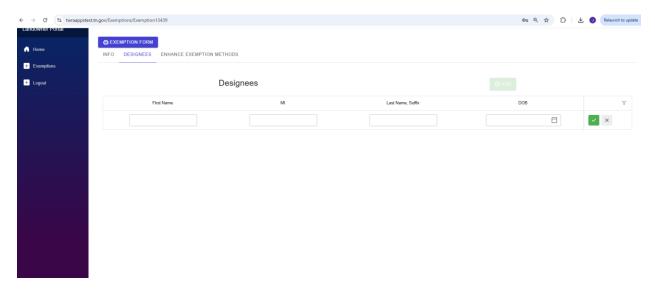
Clicking on the Manage Exemption button will take you to this page.



Here you can view your exemption info such as address, map and parcel information, Designee, and Enhanced Exemption methods. On this page you can also print your exemption by clicking the printing button at the top of the page. After clicking this button your exemption will be downloaded to the browser and you will see this form.

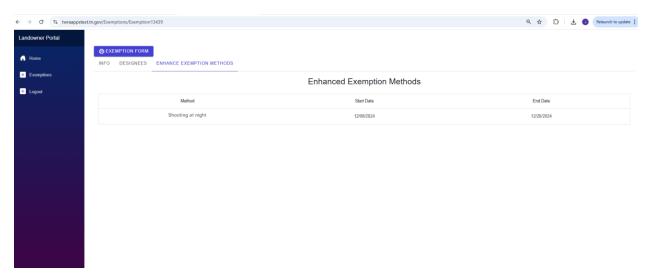


Adding Designees



To add a designee to your exemption, click on the designee's tab on the page and then click the green add button. Once you've done that fill in the designee's name and date of birth and then click the green check mark button and the designee will be added to your exemption.

Enhanced Methods on Exemption

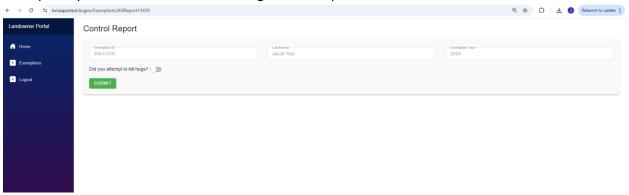


To view enhanced methods that have been added to you exemption click on Enhanced methods tab. If an enhanced method has been added to your account, you will need to reprint you exemption form.

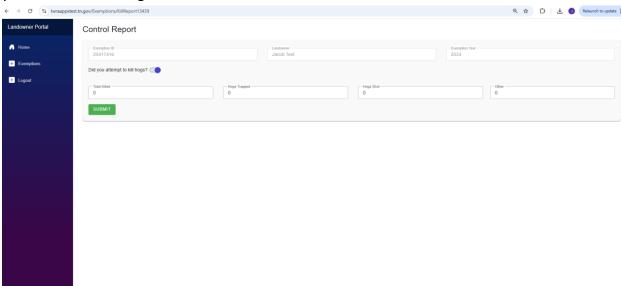
Renewing Your Exemption

To successfully renew your exemption for the upcoming year you will need to follow these steps.

1. If you have not already filled out, you Hog control report for the year marked on the exemption you will need to click the hog control report button

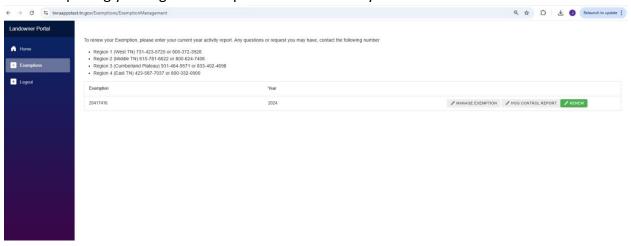


- 2. If you have attempted to kill hogs this year, click on the switch that asks you if you have attempted to kill any hogs. If you didn't attempt to kill any hogs this year you can simply click submit.
- 3. If you did attempt to kill hogs you will need to fill out how many total hogs you killed and your method of killing them. Then click submit.



4. After submitting your hog control report head back to the exemption page and you will notice that the renew button should be green. If the renew button is still grayed out

after completing you hog control report it is still too early to renew.



5. After clicking renew a green message saying success should pop up on your screen. Once that happens refresh the page and you will see your renewed exemption for the new year

