NWCS Workflow

Nuisance Wildlife Control Specialists Permit

1. Customers come in person to DEM office to take a test. Once DEM has confirmed they pass the test they will apply NWCS eligibility to the customer’s profile.
2. To Add Eligibility
   1. Customer Management > Edit customer profile > Add Eligibility
   2. Eligibility Type = NWCS
   3. **Status = Active**
   4. **Enable Verified**
   5. Day to Expire from Verification Date should be left blank
   6. Date of Test and Score are optional and used for DEM record keeping

A screenshot of a computer

Description automatically generated

1. Once Eligibility is applied the customer will now see the Nuisance Wildlife Control Specialists Permit available in the Hunt/Fish section of the online store.
   1. **NOTE: steps 2c and 2d are required in order for the product to be available to the customer**.
2. Once eligibility is added to a customer’s profile they will be eligible to purchase the NWCS permit each year. If eligibility needs to be removed from a specific customer:
   1. Look up profile in Customer Management
   2. Scroll down to Eligibility section and edit NWCS
   3. Change Status from Active to Expired
   4. This will not expire any active permit, but will prevent customer from buying the NWCS permit moving forward