

RESIDENT CANADA GOOSE NEST AND EGG REGISTRATION WEBSITE USER'S GUIDE

How does the process work?

The on-line registration is really a four-step process.

Step 1 – User Login ID and Password. The first step is the creation of a **User Login ID** and **Password**. After their creation you will be automatically taken to Step 2. Please note that if you create a **User Login ID** and **Password** and then exit the system without completing Step 2, your **User Login ID** and **Password** will be purged from the system in 24 hours.

Step 2 – User Profile. The next step in the process is the completion of a **User Profile**. After creating a **User Login ID** and **Password**, you will be asked to supply contact information such as whether you are registering as an individual or a business, name, address, email address, phone number, etc. Think of this as your account information. The process is fairly simple and straightforward. At the end of this process, you will be asked to certify your information.

Please note: If you are registering under a business you will now be required to provide a primary point of contact with the appropriate name, email address and phone number for the person who will respond to inquiries on the behalf of the Registrant, regarding the activities to be conducted under the RCGR Registration. The primary contact email address will be the address used for registration and report of activity confirmations.

Step 3 – Registration. After completing your **User Profile**, you will be taken to the registration site's home page to provide information on where the nest and egg activities will take place and who will be conducting the work. At any time in the future, you may either correct this information or add additional locations and/or agents. After you provide the location and agent information you will be asked to certify the information. Following certification, you will be sent an email confirmation to the email address you supplied in your **User Profile**. The email confirmation will contain your registration number and all of your pertinent information related to your registration (i.e., locations, agents, etc.) If you change your registration information in the future, you will be asked to recertify and will be sent another email confirmation containing the new information.

Step 4 – Reporting. Following the nest and egg season (or during the season), you must return to the site and report your take. As an aid to the registrant, the report automatically fill's-in the counties (or equivalent) you provided in your registration. To complete the report, simply input the number of nests, by month, that you destroyed or addled. If you registered multiple locations within the same county, simply summarize the various locations and provide one number for each month, for that county. The report will automatically total the monthly data. A report is required even if no nests or eggs were destroyed and you must enter "0" for each month for each county if none were destroyed. You should complete the report by October 31. It is important to note that failure to complete the report will result in you not being able to register for future nesting seasons.

Next Year. In January, you may log back into the site and renew your registration for the next nesting season.

What is the User Profile and why is it important?

The User Profile opens the registration process and provides us with basic account information (i.e., name, address, phone numbers, etc.) that is specifically tied to your registration. It also provides us with contact information should we need to contact you regarding your registration.

What is the ABN number on the log-in page?

The ABN number is a security feature that prevents hacking. The ABN number is only required the first time you set up your account profile.

Please Note: For existing users accessing the new version of the web site, you must enter your existing password and will then be prompted to enter and confirm a new password. The only password requirement is that the password contains at least three characters. (See Password further explained in this document.)

I've typed everything in correctly on the log-in page and still keep getting an error message. What now?

This could result from either inactivity or website problems. Try refreshing the page and try your login and password again. If that doesn't work, make sure you are typing your password in correctly. If you are still having problems, contact us.

What if my State doesn't show up on the dropdown list under the "Locations of Activity"?

States that are not participating in the Federal on-line nest and egg registration system are blocked from the available locations. You should contact your State for further information.

Why is the Report necessary?

The report information is used by the Service to monitor and assess resident Canada goose populations and is vital to the overall evaluation of the program. We use this information to annually review the necessity and effectiveness of the program.

What methods are allowed for destroying and disposing of nests and eggs?

Eggs may be shaken, punctured, or oiled. Anyone oiling eggs must use 100% corn oil, a substance exempted from regulation by the US EPA under the Federal Insecticide, Fungicide & Rodenticide Act. Destroyed nest material and eggs may be left in the field or disposed of by burial, incineration, or placement in outgoing trash, in accordance with local ordinances. Nests and eggs may not be retained for personal use. No one is authorized to possess, sell, offer for sale, barter, or ship for the purpose of sale or barter nests or eggs taken under the depredation order.

Do I have to comply with other laws and regulations?

Although you are no longer required to have a federal permit, it is important that you check with your state or tribal wildlife agency to determine if your state or tribe has additional or stricter requirements for destroying resident Canada goose nests and eggs. You must be in compliance with state or tribal laws in order to lawfully operate under the depredation order. A list of links to the State wildlife agencies and more specific State contact information is posted on the registration website homepage.

If I had a Federal nest and egg permit before, do I need that information to register?

No. Your prior permit has nothing to do with your registration.

Definitions and Functions:

Add Locations/Agents – This function allows you to add either locations or agents and employees to your registration. You must enter individual names of the agents or employees who are conducting the work on your behalf.

Back – This function discards any unsaved new data you may have entered and takes you to the previous page.

Certify – This function provides us with verification that you are the person responsible for the registration and the information submitted is complete and accurate to the best of your knowledge and belief.

Change User Login ID – Allows the user to change the existing login ID. You must know your current User Login ID and Password to make any changes.

Change Password - Allows the user to change the existing password. You must know your current User Login ID and Password to make any changes.

Continue – This function saves your data and allows you to move to the next page.

Error Messages or Website not Available – This could result from either inactivity or website problems. Try refreshing the page, using the “Back” key, or Re-logging in. There may also be a “Compatibility” issue with your internet browser and operating system.

You may click on the Compatibility icon  to enable. If you do not see this icon, you may also click on Tools from the Menu Bar to see if Compatibility View is enabled. If the words “Compatibility View” are “grayed” out then it is enabled. If you are still having problems, contact us.

Exit – This function logs you off the system and leaves the site.

Forgot User Login ID or Password – Allows the user to request a forgotten ID or Password by email. An email message will forth with today news

Password - Passwords must contain at least three characters or numbers or any combination of these. Example: 123, dog, etc.

Report of Activity – This function accesses the **Nest and Egg Registration Report** page where you input the take of nests by month and county.

Save - This function saves your input for access at a later time.

Save & Exit - This function saves your input for access at a later time and exits you from the registration site.

Submit – This function validates your data and uploads the data into your registration.

User Login ID – An identifier used in conjunction with your **Password** to allow access to the online system. Not case sensitive.

View/Print Current Registration Form – This function provides a summary of your registration information.