

PROCEDURES FOR SELLING THE TEXAS PARKS AND WILDLIFE MAGAZINE

The following procedures will walk you through, step by step, adding a Texas Parks and Wildlife Magazine subscription to the customer's Shopping Cart during a sales transaction.

NOTE: the magazine subscription items will display \$0.00 (zero dollar amount) on the SELECT LIC screen and on the CHECKOUT screen. **DO NOT** collect subscription amounts from customer. Within 3 to 4 weeks, the customer will receive an invoice from the Texas Parks and Wildlife Magazine Department for the subscription chosen.

If you issued additional items to the customer, then **DO** collect the amount shown on the CHECKOUT screen.



1 Look up the customer as you normally do.



2 From the Category screen, select "ACCESS OTHER"



3 Scroll through the License Type choices until the magazines are displayed (at the end of the list). Select either Type 800 (1 Year subscription) or Type 801 (2 Year subscription). You will then be prompted to provide the name and mailing address of the individual to whom the magazine will be mailed to.

