# **TTG LEASING WEBSITE DETAILED INSTRUCTIONS**

### Help to Access and Navigate the TTG Lease Website:

1. Click on a new web browser. We know that Google Chrome works well with this. (See Below!)



2. Type in www.ttgleasing.com



3. It will take you to your TTG lease page.

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(#)TT	G					
Home	Available Leases	Available Club Membe	rships Res	ources	FAQs	Contact
Member Login	News & In New Website w February 1st, 2024 0 The Crown Pir www.ttgleasin	News & Information <u>New Westers www.telessipe.com</u> Financy III, 287 4000 The Crown Pine Leasing weblick has changed from www.crownpineleasing.com to www.telessing.com. Piesse click has donore to see more details on the domain change.jest.new]				
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4. Click Member Login.



#### 5. Log into your lease account.

Login	
	Login
	E-mail Address
	Password
	Remember Me?
	Login Reset
	Reset Password/Forgot Password?

On this screen, type in your Email Address and Password. Click Login

6. The website should pull up your club information. (See Below!)

0	Lanin Currented
	Login Successful
	Welcome Where would you like to go?
	► <u>View My Clubs</u>
	Return to last location
	Browse Available Leases
	Return Home

Click on View My Clubs Click your Club Name

7. Update Club Roster.



<u>UPDATING YOUR LEASE ROSTER ONLINE IS MANDATORY!</u> This step is a requirement when you accept and sign your company contract and policies. It is required that your lease roster be maintained and updated throughout the lease year. If this step fails to be completed, there is a possibility of your lease being cancelled.

#### 8. CLUB ROSTER.

#### To ADD, EDIT or DELETE lease member names:

a. Look for Club Menu on the left side of your screen.



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b. Look for Club Roster (In Blue) under the Club Menu.



c. To <u>Add A Member</u> to your Roster: Click Add Member.

Roster						
					Add	Member
Click on a me	mber to view profile					
Avatar	Name		Last Active	В	adges	Status
		(j)			9	0
					Add	Member
		Downlo	ad Roster			

Once you click on "Add Member", fill in the information requested, (Name, Address, Home Phone #, Cell Phone #). *Phone # fields are required.* You can put a cell phone # in this field if a home phone # is not available.

*Email addresses and passwords are NOT required for "Members" of your lease.* Email addresses are only required for the President and / or Contact Person for each lease.

# If an email address automatically populates in the email field, please delete it unless that email address belongs to that member of your club.

Please see the example below of the fields (Highlighted in Yellow) that are required to be completed for each member of your lease.

Required Enter this member's first name.
Required Enter this member's first name.
Required! Enter this member's last name.
Family Member: O Individual: O Required Family member of an individual
Member   Required What is this member's position in the dub?
Required Enter this member's mailing address.
Requeed Enter this member's sity
Esselect State ::   Required Select this member's state.
Requeed Enter this member's alp code.
Enter this member's cull phone number.
Enter this member's home phone number.
Enter this member's work phone number.
e website and using the club feetures, enter their e-mail address and select a password.
Enter a valid e-mail address belonging to this member. E-mail addresses must be unique
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d. To **Delete a Member** from your Roster:



Click on the **<u>Blue Wheel</u>** beside the name you are wanting to delete.

Once the category box is showing, click "Remove Member"



Except for adding a new lease member, the **"Blue Wheel" controls the member roster.** This is where you go to:

> View Member Information Edit Member Information \*\*\* Register Hunter Remove Member Suspend Member

Once you choose the category that you are needing for that lease member, click on that specific category, follow the instructions on the website and fill out the information requested. Don't forget to save or verify your information by answering the questions asked from the website.

\*\*\* When using the "Edit Member" category under the "Blue Wheel", please change whatever information that you need to edit.

If an email address automatically populates in the email field, please delete it unless that email address belongs to that member of your club.

Once you have saved, edited, or deleted the members of your roster, you can download a copy of the roster for yourself.

Do Not Email A Copy Of The Roster To The Recreational License Department. TTG Recreational License Department can access the roster when needed.

#### 9. Club Contracts & Invoices: (See Example Below)

On the left side of the screen, find the box with the **RED** letters. Click Club Contract & Invoices



#### Invoices: Click on the invoice # and it will pull up your invoices. Contracts: Click on contract # to read or print the contract. Click on Sign Electronically highlighted in blue under "Action" to sign your contract. See Below Example:

#### **Club Billing**

#### Invoices

Click on an invoice to view its details

II.	Invoice	Contract	Due Date	Total Due (\$)	Total Paid (\$)	Balance (\$)
	<u>#12345</u>	XX-1025	01/04/15	\$XXX.XX	\$0.00	\$XXX.XX
	Total Balance					\$XXX.XX

#### Contracts

Click on a contract to view its details

Contract	Exhibit A	Effective Date	Expires	Action
<u>XX-0000</u>	None	07/01/14	06/30/15	
<u>XX-1111</u>	None	07/01/15	06/30/18	Sign Electronically

#### **10. Electronic Signing of Contract:**

Sign Electronically: When you click on "Sign Electronically", it will forward you to the DocuSign website. Please see the below example.

#### **Click CONTINUE**



## AT THIS TIME, READ ALL OF YOUR CONTRACT AND POLICIES BEFORE SIGNING!

Once you have completed reading your full contract and policies and ready to move forward to sign your contract, please follow the next steps.



There are 2 FINISH Buttons that are available to be used for submitting your signed contract. Button One is at the very top of the page when you press the Start button to begin signing the contract. FINISH Button Two is at the bottom of the document. You will have to scroll down until you get to the last page of the complete contract. **ONE OF THE 2 FINISH BUTTONS MUST BE SUBMITTED BEFORE THE CONTRACT IS CONSIDERED SIGNED. IF THE FINISH BUTTON IS NOT SUBMITTED, YOUR CONTRACT WILL NOT SHOW AS SIGNED.** 

Once your contract has been signed and submitted to DocuSign, you will receive a message stating that your document has been signed. (See below example.)

Sign Contract

Thank you! Your document has been signed.

Please allow a few minutes for the system to update. Then refresh the page on your available lease.

At this time, you have successfully signed and submitted your contract.

Thank you for being a member of TTG Leasing.



Recreational License Department

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