



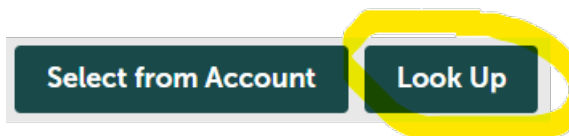


Adding Contacts to Plans when submitting online

- Each Plan requires the following reference contacts to submit the harvest permit.

Required Contact Type	Minimum
 Plan Submitter	1
 Primary RPF	1
 Timber Owner	1
 Timberland Owner	1

- Always check if a contact already exists by either selecting from your account or by looking up an existing contact. It's better to search only a part of the last name or a part of the business name and then narrow down if the list is too long.



Search Tips – the most important tool is the wild card or percent % sign, the search function is not case sensitive.

Look Up Contact

Type:

First: Middle: Last:

Name of Business:

--Select--

- Consulting RPF
- Field Onsite Contact
- Licensed Timber Operator
- Plan Submitter
- Primary RPF
- Timber Owner
- Timberland Owner

- Searching for %redwood% will list all business contacts with “Redwood” in the name. Examples: Redwoodlumber Company, Big-Redwood LLC, or Tall Redwoods

Look Up Contact

Type:

First: Middle: Last:

- Searching for %smith% will list individual contacts with “Smith” in the last name in the name. Examples: Alex Blacksmith, John Smith, or Dana Smithers

!Last Resort!

Create Contact

***This will create a new contact, please spend time doing an exhaustive search to avoid making a duplicate contact.**

(Contact a region office or CalTREES support for any questions)

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