• Any applicant that used the online renewal in 2021 and provided an email address will have their information migrated into this new system and can now use it to renew their DMAP application.
  o Your information will be automatically populated there this year and in future years.
  o You will not need to re-enter your information into the forms each year.

• This new online system will allow for a faster review process, less paper and mail (and the delays associated with mail), and more control for the applicants.

• The system also allows for easier changing of contact info, updating acreages, boundary changes, or adding nearby property to an existing DMAP unit.

• We are working to further improve this system to incorporate the regular application in future years and expand capabilities for applicants (e.g., to view application history, track DMAP purchases and harvest reports, etc.)

**STEP 1) Create an account with PA KEYSTONE LOGIN**

Click on the link sent in your email or the link below:
https://pgcdata.pa.gov/DMAP

*This is a one-time step, next time you can skip to STEP 3
You already may have an account if you used state services in the past*
STEP 2) Register Your Account:

- Click on the registration link
- Enter your information
- Create a username and password (remember this for the future)
- Create security questions (in case you do forget your password)
- Click “Register”
STEP 3) Login to your account:

- **NOTE:** When you Click “Register” in STEP 2, it may route you to the general PA Keystone Login page. If you do not see the Pennsylvania Game Commission information at the top, then click on the link provided in your email or below to get to the correct page: https://pgcdata.pa.gov/DMAP

- Enter your username and password (that you created in Step 2) and click Login

- For your first time logging in, a pop-up will display where you will need to enter your last name and your 10-digit Access Code
  - This should have been emailed to you from GM, LandDeerPrgms LandDeerPrgms@pa.gov if you used the online renewal option in 2021 and provided your email address.
STEP 4) **Home Page:**
- When you login, it will take you to your homepage, which shows the history for your DMAP unit or units enrolled in the past.

![DMAP Home Page](image)

You will see “Approved” in black text under the Status tab for all past applications.

STEP 5) **RENEW your Application for a DMAP unit:**
- To renew a DMAP unit for the current year, simply click on [Renew] to start the process.
- You will see a pop-up asking if you are sure you want to renew?

![Renewal Confirmation](image)

Return to your Home page at any time by clicking on the Home [Home] button (top right of every page)

If you need to return later to finish, click [Save & Next >] and exit. When you return, you will see under status for that application and you can continue the application by clicking the “edit” icon.

*Important: If you are on any page for over 20 minutes without clicking [Save & Next >] your session will “time out” and any unsaved changes may be lost.*
Review Applicant Contact Info:

- Your previous contact info has been transferred into this new system.
- Please ensure all information is correct and all required fields marked with a red asterisk * are filled.
- If you need to edit any entry, simply click in the field and make the appropriate changes.
- **None of this information will be made public unless you authorize it later in the application.**

- When you click Save & Next, it ensures that the mailing or physical address that you entered is valid. You can either select EDIT to fix it or OK to move ahead with the address.

Example 1:

![Example 1](image1.png)

Example 2:

![Example 2](image2.png)
Applicant Contact Info (Continued):

- If you are applying on behalf of a landowner (joint applicant or agricultural lessee), then you will have an additional box below to enter the landowner information for the property.
- **None of this information will be made public unless you authorize it later in the application.**

<table>
<thead>
<tr>
<th>Landowner Name and Address for Agriculture Lessee and Joint Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
</tr>
<tr>
<td>Middle Initial</td>
</tr>
<tr>
<td>Last Name *</td>
</tr>
<tr>
<td>Suffix</td>
</tr>
<tr>
<td>Address Line 1 *</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td>State *</td>
</tr>
<tr>
<td>Zip Code *</td>
</tr>
<tr>
<td>Phone Number *</td>
</tr>
<tr>
<td>Alternate Phone</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
</tbody>
</table>

[VERIFY ADDRESS WITH USPS]
Application Tab:

- Review the information for the property acreage and number of coupons requested.
  - The standard DMAP coupon issuance field is automatically calculated based on past reported acreage.

New with this year, we are allowing renewal applicants to make minor changes, such as requesting more than the standard allocation of coupons, updating acreages, boundary changes, or adding property within 1 air mile of the existing DMAP unit, without having to complete a new paper REGULAR application. However, additional documentation (i.e., map) must be uploaded once you get to the attachments tab if you have property boundary changes (e.g., have increased acreage).
**Requesting more than the standard allocation of coupons:**

- If you request more than the standard allocation of coupons, check the box and then provide additional information for why the additional coupons are necessary (Management Plan questions will show up when you select the box).

- You may also choose to upload a Management Plan as a separate document in the attachments tab (however, since these questions are required, you will need to enter text such as “see attached” in each of the fields).
Coupon Distribution:

- The next section is for you to decide if (YES), you would like to distribute coupons to hunters that you choose, or (NO) if you would like hunters to buy permits from a licensing agent or the electronic licensing system without a coupon.

- If you choose (YES) to distribute coupons, you have two options:
  - Digital copy of the coupons (as a pdf) will be uploaded to your profile once approved (you will be notified via email). You can print these to distribute physical coupons, email a copy to a hunter, send a photo to hunters with your smartphone, etc. This is the fastest option.
  - Mail. I want the Game Commission to print and mail the coupons to me.
Publication of Application Information:

- This section is to select whether you would like to make the property and your contact information available on the Game Commission’s website for hunters to contact you for permit opportunities.

Note, If you chose “NO, any hunter can get a permit to hunt my property through the electronic licensing system without a coupon” for the previous section, then you should select “YES” here to provide your contact info so hunters can find out the DMAP unit and property information.

- If you select “YES”, a pop-up displays a preview of what the hunters will see. If you select Cancel, it will automatically change your response to “NO”.

- When you click Edit/Confirm, additional space is provided where you can edit your information and add additional information or instructions if you choose (e.g., please park by yellow gate).
Property Info:

- The property info tab requires you to select a county and township of the property.
- This is to make sure that your application goes to the appropriate region office and law enforcement district and is not made public.

1) You can enter a GPS location or address into the Search box, click enter, then double-click on the map at that location to place a dot on the map. Or you can scroll on the map, zoom-in, and double-click on the map to place a dot on the map (e.g., access point or parking area for the property). County and township will automatically populate below.

2) Or you can bypass the map and click the under the map to and select the county and township. Or if the property covers multiple county townships, you can select more than one.
   - To delete an erroneous point, click the trash icon on the bottom right.
Attachments:

- This section is where you can upload any attachments.
  - (e.g., written management plan, copy of a map, landowner signature, club charter, etc.)
- Most applicants will not need to upload anything.
- This is also where you will find your digital DMAP coupons, after your application is approved, if you chose “Yes, I want to distribute coupons directly to hunters whom I choose.” for the coupon distribution question.
Certifications and Signature:

- Read and check the boxes, **type** your name for your signature, and select the date by clicking on the calendar icon at the end of the “Date” field.

- **Click Submit!**
  - Once you hit submit, you can’t edit any of your information or request more coupons.

- You will then be taken back your home page where you will see the status for that DMAP unit now says **Submitted**.

- If this was your only DMAP unit, then you are done for now. Otherwise, renew each DMAP unit.

- Once the application has been reviewed and approved (may take several weeks), this will change to “Approved” in green and you will receive an email alert.
  - If you chose to have your coupons mailed, you will need to wait for them to arrive.
  - If you chose to have your coupons in digital form, you can log back in and go to your attachments page to find your coupons (click the download icon).

- Applicants who chose to receive coupons in digital form will also receive a Coupon Number List. This document is provided for your convenience so that you can track who you give your coupons to.
Questions can be addressed to the region office where your property is located. If your property straddles more than one region, direct questions to the region where you have sent your application in the past, or the region where the bulk of your property lies.

Pennsylvania Game Commission Region Offices:

**Northwest Region**
1509 Pittsburgh Road
Franklin, PA 16323
Phone: 814-432-3187

**Northcentral Region**
1566 South Route 44 Highway
Post Office Box 5038
Jersey Shore, PA 17740-5038
Phone: 570-398-4744

**Northeast Region**
3917 Memorial Highway
Dallas, PA 18612-0220
Phone: 570-675-1143

**Southwest Region**
4820 Route 711
Bolivar, PA 15923
Phone: 724-238-9523

**Southcentral Region**
8627 William Penn Highway
Huntingdon, PA 16652
Phone: 814-643-1831

**Southeast Region**
253 Snyder Road
Reading, PA 19605
Phone: 610-926-3136