

## Personal Information

Your personal information is accessible from your COMPASS home page. The information is organized logically by the category of information: Personal Information, Address, Identity Information, Appearance Information, Contact Information, and Certifications.

## Addresses

Maintaining accurate address information in COMPASS is essential as this data has an impact on product purchases. To provide maximum flexibility COMPASS allows for the creation of multiple addresses for these entities that are categorized by their address type.

## Address Types

An address in the COMPASS system can be designated as one or more of the following address types: Primary, Mailing, Shipping, and Billing. Once address information is created for an entity all four address types must be represented either on one address or distributed among multiple addresses.

Please note that your Primary address is the address that will be used by COMPASS to determine residency when purchasing products.

## Adding a New Address

### To add a new address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click the Add New Address link
4. When the Add New Address screen appears, enter the New Address
5. Select one or more address type designations
6. Click Save
7. The first address added for an entity will, by default, be assigned all address designations. A secondary address will by default be assigned no address type, requiring the user to explicitly indicate during its creation the address type for this address.

## Editing an Address

### To edit an address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click Edit at the bottom of the address block you wish to edit

In order to change the address type of an address, you must assign it to an address rather than remove it from an address.

Address 1: 580Taylor Ave.	<input type="checkbox"/> Primary
Address 2:	<input type="checkbox"/> Shipping
City: Annapolis	
State: Maryland	
County: Anne Arundel County	
Zip Code: 21401	
Country: United States	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Address 1: P.O. Box 10001	<input type="checkbox"/> Mailing
Address 2:	<input type="checkbox"/> Billing
City: Annapolis	
State: Maryland	
County: Anne Arundel County	
Zip Code: 21401	
Country: United States	
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

4. When the Edit Address dialog appears, modify the information as necessary
5. Select one or more address type designations as necessary
6. Click Save

**Note:** in order to remove an address type designation from Address A and add that designation to Address B you must edit Address B.

### Deleting an Address

#### To delete an address in COMPASS:

1. Navigate to the Home Page
2. Click Manage Addresses
3. Click Delete at the bottom of the address block you wish to delete
4. Click OK in the confirmation dialog

**Note:** An address can only be deleted if there are no address types associated with the address. This means you must first edit one or more of the addresses that are to remain and reassign the address type designations.

### Identity Information

When initially creating your Compass account, you are required to provide Identification, and the last four digits of your Social Security Number. If your residency changes you can always update your identity information.

The screenshot shows a form for updating identity information. It includes the following fields and options:

- Identification Type: US Driver's License \*
- Drivers' License State: Maryland \*
- Identification Number: S-100-200-300-400 \*
- Last 4 of Tax ID Number: \*\*\*-\*\*-1234
- Are you Active Duty Military?: YES (disabled), NO (selected)
- Are you a 100% Service-Connected Disabled Veteran and/or POW?: YES (disabled), NO (selected)
- Are you Legally Blind?: YES (disabled), NO (selected)
- Did you have a hunting license or hunt on private property prior to July 1st, 1977?: YES (disabled), NO (selected)
- Save button

#### Active Duty

If you are an active duty member of the armed forces, and you are **stationed** in Maryland, though not a resident of Maryland, you are subject to the same fees as a MD resident. If this is applicable to your situation, please select YES.

## Disabled Veteran Status

This status can only be set to Yes by a DNR representative at a [DNR Licensing and Registration Center](#) and requires provision of acceptable documentation.

Customers are only eligible for the Disabled Veteran Licenses if they are MD residents, and their combined service connected disability is evaluated at 100%, or if they are prisoners of war.

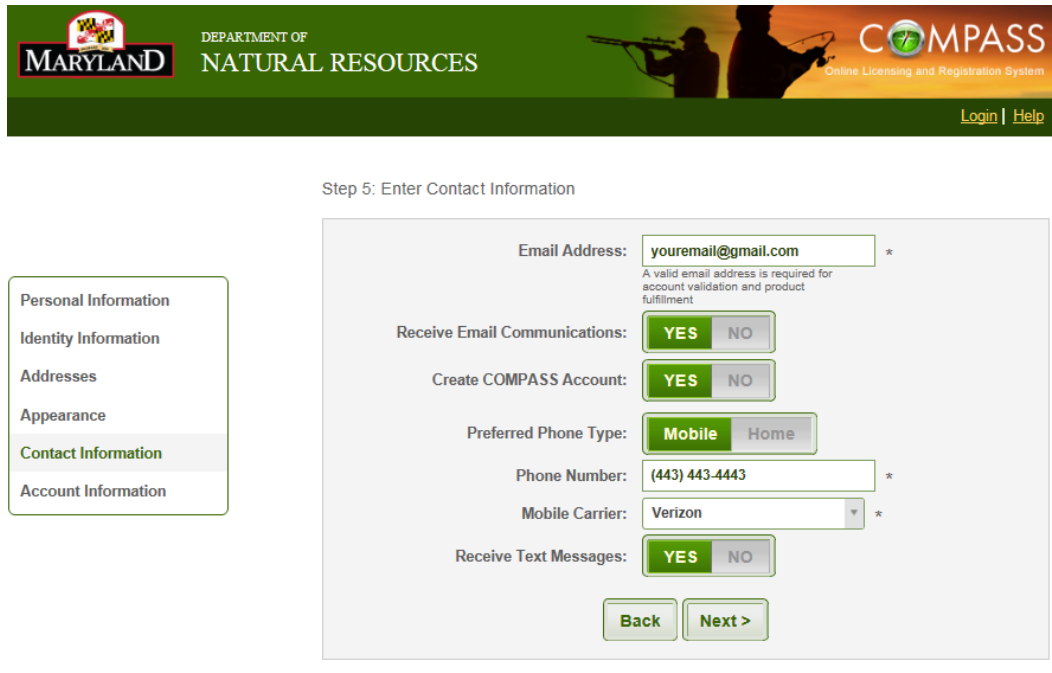
## Hunting License Prior July 1<sup>st</sup>, 1977

If you have held a license, or hunted on private property prior to July 1<sup>st</sup>, 1977, please select YES. By selecting yes, you are exempt from needing to complete the hunter education safety course. You are not required to enter the Hunter Safety Certification Number in order to purchase hunting licenses.

## Contact Information

Please provide a valid email address and day time contact telephone number in the case that the DNR needs to contact you.

Your Contact Information can be updated as needed by you, the customer.



The screenshot shows the 'Step 5: Enter Contact Information' page of the COMPASS system. At the top, there is a banner for the Department of Natural Resources of Maryland, featuring the state logo and the COMPASS logo with the tagline 'Online Licensing and Registration System'. Below the banner, a navigation menu on the left lists: Personal Information, Identity Information, Addresses, Appearance, Contact Information (highlighted), and Account Information. The main form area contains the following fields and options:

- Email Address:** A text input field containing 'youremail@gmail.com' with an asterisk indicating it is required. A note below the field states: 'A valid email address is required for account validation and product fulfillment.'
- Receive Email Communications:** Radio buttons for 'YES' (selected) and 'NO'.
- Create COMPASS Account:** Radio buttons for 'YES' (selected) and 'NO'.
- Preferred Phone Type:** Radio buttons for 'Mobile' (selected) and 'Home'.
- Phone Number:** A text input field containing '(443) 443-4443' with an asterisk indicating it is required.
- Mobile Carrier:** A dropdown menu showing 'Verizon' with an asterisk indicating it is required.
- Receive Text Messages:** Radio buttons for 'YES' (selected) and 'NO'.

At the bottom of the form are two buttons: 'Back' and 'Next >'.

## Certifications

Certifications are required to purchase certain products and, in these cases, COMPASS will disallow the sale of products to Customers if the required certification has not been recorded in the system.

### To record your Certifications with COMPASS:

1. Navigate to your COMPASS home page
2. Click Certifications on the Personal Information heading
3. Click Add New Certification to display the Add New Certification dialog
4. Enter the certification number, type, and start date only, an end date is not needed.
5. Click Save

Enter the Certification Number

Add New Certification

Certification Number: \*

Certification Type: Hunter Education and Safety Cert... \*

Certification Start Date: \*

Certification End Date: \*

Comments: Leave blank if no expiration

Save

If entering Hunter Edu. Or Boater Safety Certifications, **do NOT enter an end date.**