

## RECREATIONAL LEASE MANAGEMENT (RLM)

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### **LEASE CONTACT USER'S GUIDE – HOW TO SET UP YOUR ONLINE ACCOUNT AND PROCESS YOUR LEASE CONTRACT / PAYMENT**

This user guide provides the primary Leaseholder with step by step instructions to:

- Access your online account with the Plum Creek Recreation Lease website
- Access the lease contract to review and acknowledge all terms and conditions of the formal agreement.
- Make online payment or mail payment to complete the transaction.

#### **ACCOUNT SETUP**

To get started, you must first establish an online account. Your “*User Login*” is the email address that you provide to us during initial Leaseholder registration [existing Leaseholders update this information before lease renewal; new Leaseholders submit this information with their lease offer using the *Leasing Opportunities* web page]. Please remember to register an active, valid email address because your lease information and any password resets will be sent to this email address.

**Step 1:** Navigate your web browser to <http://www.plumcreek.com/Recreation/>. Click the “Existing Leaseholders” link in the middle, or “Manage Lease” on the bottom navigation bar of the Recreation home page. This link will open the *Existing Leaseholders* login page (pictured in Step 2 below).

The screenshot shows the Plum Creek website's Recreation page. At the top is the Plum Creek logo and a navigation bar with links: About, Careers, Resources, News, Community, Our Land & Working Forests, and Contact Us. Below the navigation bar is a search bar. The main heading is "Recreation" with a subheading: "With millions of acres across the US, we offer hunters, anglers and other outdoor enthusiasts a vast resource for enjoying outdoor recreation." A large image of a deer is featured with the text: "Our holdings provide recreational value for all to experience." Below this image are two buttons: "Hunting Programs" and "Existing Leaseholders", both with "Learn More" links. The "Existing Leaseholders" button is circled in red. At the bottom, there are four smaller images with captions: "Hunting", "Other Recreation", "Lease Land", and "Manage Lease". The "Manage Lease" button is also circled in red. A red arrow points from the "Existing Leaseholders" button to a text box that says: "Open the Existing Leaseholders login page from 'Existing Leaseholders' or 'Manage Lease' on the Recreation home page".

Plum Creek

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Search

HOME SUSTAINABILITY WORKING FORESTS WOOD PRODUCTS LAND ENERGY & NATURAL RESOURCES RECREATION INVESTORS

> Recreation

## Recreation

With millions of acres across the US, we offer hunters, anglers and other outdoor enthusiasts a vast resource for enjoying outdoor recreation.

Our holdings provide recreational value for all to experience.

Hunting Programs  
[Learn More](#)

Existing Leaseholders  
[Learn More](#)

Hunting

Other Recreation

Lease Land

Manage Lease

Open the Existing Leaseholders login page from “Existing Leaseholders” or “Manage Lease” on the Recreation home page

**Step 2:** Please enter in the email address and password that you originally used to create your Hunt Club account. **Note: Only Hunt Club contacts can review the documents or process payments.**

The screenshot shows the 'User Login' section of a website. It contains two input fields for 'Email Address' and 'Password', both of which are circled in red. To the right of these fields is a blue 'Log In' button. Below the password field is a link that says 'Forgot Your Password?', which is also circled in red. Further down, there is a link that says 'Need help? Open the Member Login Fact Sheet', which is circled in red. At the bottom, there is a disclaimer in italics: 'Please note that this site does not currently support Chrome or Internet Explorer version 11 and some features of this web page may not function. In addition, some features may not work on mobile devices.'

Enter in the email address and password you used when you first created an online account for your Hunt Club. Click "Log In" to go to your Hunt Club page.

If you remember your email address but have forgotten your password, click "Forgot your password?" to have a new one sent to your email address

For further assistance with your login, click on the Member Login Fact Sheet to open up instructions on using your Plum Creek website login, and changing your email address and password.

If you are having difficulties with your Hunt Club login, please read the Member Login Fact Sheet for information on your Hunt Club account. (<http://www.plumcreek.com/PlumCreek/media/Library/PDFs/Resources/Fact-Sheets/Recreation-Login-Fact-sheet.pdf> )

## Document Review and Acknowledgement

When you log into your Hunt Club account, you can make changes to your Hunt Club member roster as well as view and administer your new lease contracts within the “Pending Lease” tab (See Log In instructions above).

**Step 3:** Log in to your Hunt Club account as instructed in Steps 1 and 2. On this page, you can view information about your Hunt Club, and revise your contact address and telephone number if necessary. You can also add members to your Hunt Club so that they can access the account site.

To add new members to your Hunt Club, click on the yellow Add button in the Hunt Club table and fill in the information in the pop up form. Please supply a valid email address for your Hunt Club members if they wish to access the website. Required fields are indicated by an asterisk (\*). You can also edit information for existing members by clicking on the Edit button in the member row and making changes in the pop up form.

Please remember to click the “Add” button at the bottom of the pop up form box to save any changes you have made.

If you need to delete members who are no longer in your club, click the “Delete” button. A pop up box will ask you to confirm deletion before removing this member from the membership list.

The screenshot shows the 'Membership List' page. At the top, there are links for 'Export Member List', 'Print View', and 'Plum Creek's Privacy Notice'. Below these, a message states: 'To add a member to the list below, click on the yellow "Add" button on the table. Only the Hunt Club contact can make changes to this membership record.' The main table has columns: 'Edit', 'Delete', 'Member First Name \*', 'Member Last Name \*', 'Address \*', 'Address 2', 'City \*', 'State \*', 'Zip Code \*', 'Phone Number', and 'Email Address'. A row of test data is visible: 'TEST', 'TEST', '123 TEST', 'TEST', 'AL', '30606', '7065836745'. A yellow 'Add' button is highlighted in the first row, and a yellow 'Delete' button is highlighted in the second row. Two callout boxes provide instructions: one for the 'Add' button stating 'If you click Add, a large form pops up this allows you to enter member information. Click the Add button at the bottom of this form to save changes. This form also appears if you click Edit.' and another for the 'Delete' button stating 'If you click Delete, a warning pops up asking, "Are you sure you want to delete Member?"'

Membership List

[Export Member List](#) [Print View](#) [Plum Creek's Privacy Notice](#)

To add a member to the list below, click on the yellow "Add" button on the table. Only the Hunt Club contact can make changes to this membership record.

Review and update the Hunt Club membership information. (This information is crucial to our lease insurance program. Failure to maintain current membership information may result in lease cancellation.)

Edit	Delete	Member First Name *	Member Last Name *	Address *	Address 2	City *	State *	Zip Code *	Phone Number	Email Address
Add										
Edit	Delete	TEST	TEST	123 TEST		TEST	AL	30606	7065836745	

If you click Add, a large form pops up this allows you to enter member information. Click the Add button at the bottom of this form to save changes. This form also appears if you click Edit.

If you click Delete, a warning pops up asking, "Are you sure you want to delete Member?"

If you are having trouble updating your Member list or have any questions, please contact our Lease Support line at 1-855-2HUNTPC (1-855-248-6872.)

**Step 4:** From the *Hunt Club Information* page, first click on the “*Pending Lease(s)*” tab to see information about all leases that are pending acceptance. For leases already assigned to your club, click on the “*Current Lease(s)*” tab. Notice: If you have more than one hunt club, use the ‘Hunt Club’ drop-down menu to choose the hunt club of interest. Similarly, if you have more than one lease assigned to your club, use the ‘Select Your Lease’ drop-down menu to choose the appropriate lease name.

When you view a lease for the first time, you will notice a yellow ‘Review Lease’ button which you should click in order to review the contract document. (Note that the red text in the screenshot below may appear as a popup window depending on the version of Internet Explorer that you are using.)

LOGIN > CLUB INFORMATION Test | cathy.allis

Hunt Club | Pending Lease(s) | Current Lease(s) | Contact Us

Pending Lease(s)  
Select Your Lease: Chattahoochee-2920 (03/07/2014-05/31/2014) Review Lease

\*\*\* To avoid a \$50 administrative fee, you must review and accept your lease electronically. To begin this process, please click the Review Lease button above. \*\*\*

When viewing a lease for the first time, click on the “Review Lease” button to review your contract.

Lease Details

Lease Name: Chattahoochee-2920      Lease Start Date: 03/07/2014      ☐ Display this lease to prospective members on the web ([What's This?](#))

Acres: 248.87      Lease End Date: 05/31/2014

Lease Balance: \$1,742.09      Payment Status: UNPAID

Amenity Name	Amenity Type	Contract Acres/Structure
No Amenities		

**Step 5:** Once the 'Review Lease' button is clicked, a window will open displaying the contract document. Scroll through the document and read all terms and conditions of the contract. (You may have dark gray or empty space before and after the contract. Scroll past this to reach your contract.) Once you reach the bottom of the window, if you agree to the terms, select the checkbox and click the 'Accept Lease' button. **You MUST be on the bottom of the contract before you can check the box, including past all the contract pages and any gray space at the end. After you check the box, the "Accept Lease" button becomes active.**

LOGIN CLUB INFORMATION

Please review the contract below. If you accept the terms of the contract, please provide your electronic signature by selecting the checkbox and clicking the Accept Lease button.  
*The contract may take a few minutes to load. If the page below appears empty, please scroll down using the scroll bar on the right to bring the contract into view.*

**HUNTING LEASE**

This Lease, made this 7 day of March 2014 by and between **PLUM CREEK SOUTH CENTRAL TIMBERLANDS, L.L.C.**, a Delaware limited partnership, having its principal place of business at 601 Union Street, Suite 3100 Seattle, WA 98101 hereinafter referred to as "LESSOR," and, **CATHY TEST HUNT CLUB** whose address is 123 TEST STREET BOGART GA 30622 hereinafter referred to as "LESSEE."

☐ I hereby certify that I have read and understand the terms and conditions of this recreational lease agreement.

Accept Lease Decline Lease

1. Once you have scrolled to the bottom of the contract, you can check this box.

2. Once you have checked the box, the "Accept Lease" button can be clicked

Scroll through the contract document to review all the terms and conditions

You must scroll all the way to the end and check the certify box. There are pages after the signature page, and there may be gray space too.

**Step 6:** You will then receive a Confirmation Message that verifies your acknowledgement of the lease terms and conditions. From this page, you have two options to proceed with payment

- Options 1 – To pay immediately via electronic check, click the 'Submit Online Payment' button. This will navigate you to an online payment page (explained in Steps 13-17 below).
- Option 2 – To view instructions on mailing a cashier's check or money order, select the link in the Option 2 section. The offline payment procedure is explained in Step 13 at the end of these instructions.

NOTE: If you select to return to the Hunt Club page at this point or need to close your browser for any reason, you will still have the option to submit an electronic payment. A 'Submit Online Payment' button similar to the one below will appear on the Pending Lease tab of the Hunt Club page once the contract has been accepted.



LOGIN > CLUB INFORMATION > LEASE ACCEPTED

[Edit Profile](#) | [Logout](#)

**Confirmation:**

We have received your acceptance of this lease agreement. In order to activate this lease, please complete the tasks outlined below.

**Next Steps:**

**Submit Payment** - LEASE IS NOT ACTIVE UNTIL PAYMENT IS RECEIVED

**Option 1: Pay with Online Check by clicking here >>**

Submit Online Payment

**Option 2: Pay by Cashier's Check or Money Order**

- For instructions on mailing a payment, review the first page of the contract document (click [HERE](#))
- When mailing payment, you must include a copy of your lease invoice. To view and print the invoice (click [HERE](#))

**NOTE:** If payment is not received by the date identified within the invoice section of the contract, the land requested may be made available to other customers.

Verify and Update Hunt Club Data

- Verify Hunt Club Membership List is up to date (click [HERE](#))
- Verify Hunt Club Contact Information is up to date (click [HERE](#))

Click here to start the Online Payment process

Click here for instructions on how to mail your payment, and to print out a physical copy of your invoice



## Online Payment Procedure

**Step 7:** Once the 'Submit Online Payment' button is clicked, the page below will display. If you have questions about payment or lease balance, select the "lease contract" link, otherwise click the 'Submit' button to open a page for entering banking information.



[Edit Profile](#) | [Logout](#)

To make an online payment, please select an option below:

☒ **Pay lease balance of \$100.00** *(See [lease contract](#) for payment instructions.)*

[Submit](#)

[Privacy Policy \(click here\)](#)

Click here if you need further instructions on how to make payments, or to review contract terms again

Click on Submit once you are ready to pay online



**Step 8:** Once Submit is clicked, the page below will display. On this page, you can enter your banking account information and submit payment. Enter the Account Type, Name on account, Routing Number, and Account Number, then click the 'Continue' button.

To schedule your one-time payment enter your banking and payment information below.

Remit Information

Customer Email: JOHNDOE@INTERNET.COM

Transaction Date: 3/28/2014

Item: Load Test 1

Payment Information for Online Reference #: 101

\*Payment Account Type: ☒ Personal Checking ☐ Personal Savings ☐ Business Checking ☐ Business Savings

\*Name on Bank Account:

\*Bank Routing Number (ABA):

\*Banking Account Number (DDA):

Please enter payment amount. For on-time posting of the payment to your account, please allow 3 business days prior to the due date for processing.

\*Payment Date: 03/28/2014

\*Payment Amount: \$100.00

\* indicates a required field

Continue

Cancel

When your bank information has been entered, click on the "Continue" button.

OR

Select the "Cancel" button to cancel the transaction and return to the Hunt Club page.

Select the account from which you wish to pay, then enter your banking information using the image at the bottom for instructions

Your email/login ID, lease number, and the current date should display here

John Doe 123 10th Avenue Whereville, NJ 00000 1001

PAY TO THE ORDER OF \$

Your Financial Institution Address of Your Financial Institution City, State 12345

FOR

123456789 1234567 1001

123456789 1234567 1001

2 3

(1) The name on the account is found at the top of your check.  
(2) The Bank Routing Number is found on the bottom of your check between the two colons.  
(3) The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number.

**Step 9:** Once the 'Continue' button is clicked, the page below will display. To complete your online payment, enter your 5-digit zip code to verify your identity. Note that this is the zip code that you entered when setting up your hunt club account. Once the zip code has been entered and the payment info has been verified, click the 'Confirm' button.

Please verify that all the information below is correct and select "CONFIRM" to schedule your payment. If the information is inaccurate, select "MODIFY" to make any required changes.

#### Challenge Question

Question: Please enter your 5 digit Zip Code

Answer:

Confirm your ZIP code. Note that this is the zip code you entered on your Hunt Club account during set up.

#### Remit Information

Customer Email: JOHNDOE@INTERNET.COM

Transaction Date: 3/28/2014

Item: Load Test 1

#### Verify Payment Information

Once you have entered your ZIP code above, if all the payment information looks correct, click on the "Confirm" button.

OR

If you notice an error in the payment information, click the "Modify" button to make changes.

Name on Account: John Doe

Online Reference: 101

Bank Name: BANK OF AMERICA, NA

Bank Routing Number (ABA): 063000047

Banking Account Number (DDA): 123465789

Payment Date: 03/28/2014

Payment Amount: \$100.00

TOTAL PAYMENT: \$100.00

Confirm

Modify

Cancel

**Step 10:** Once the 'Confirm' button is clicked, the page below will display. You will receive an automated email confirming that payment was received. To return to the Hunt Club page to view your lease details, click the 'Recreation Home' link.



**Confirmation:**

Your payment was entered successfully!

[Recreation Home](#)

Click on "Recreation Home"  
to return to your Hunt Club  
account page

**Step 11:** When you view your lease on the Pending or Current Lease(s) tab, the Payment Status should updated from 'Unpaid' to 'Paid' as shown below.

LOGIN > CLUB INFORMATION

Hunt Club | Pending Lease(s) | Current Lease(s) | Contact Us

Current Lease(s)

Select Your Lease Swaptest-1 (03/11/2014-03/10/2015) ▼

Lease Details

**Lease Name** Swaptest-1

**Lease Start Date** 03/11/2014

☐ Display this lease to prospective members on the web ( [What's This?](#) )

**Acres** 334.51

**Lease End Date** 03/10/2015

**Lease Balance** \$0.00

**Payment Status** Paid

Amenity Name	Amenity Type	Contract Acres/Structure
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No Amenities

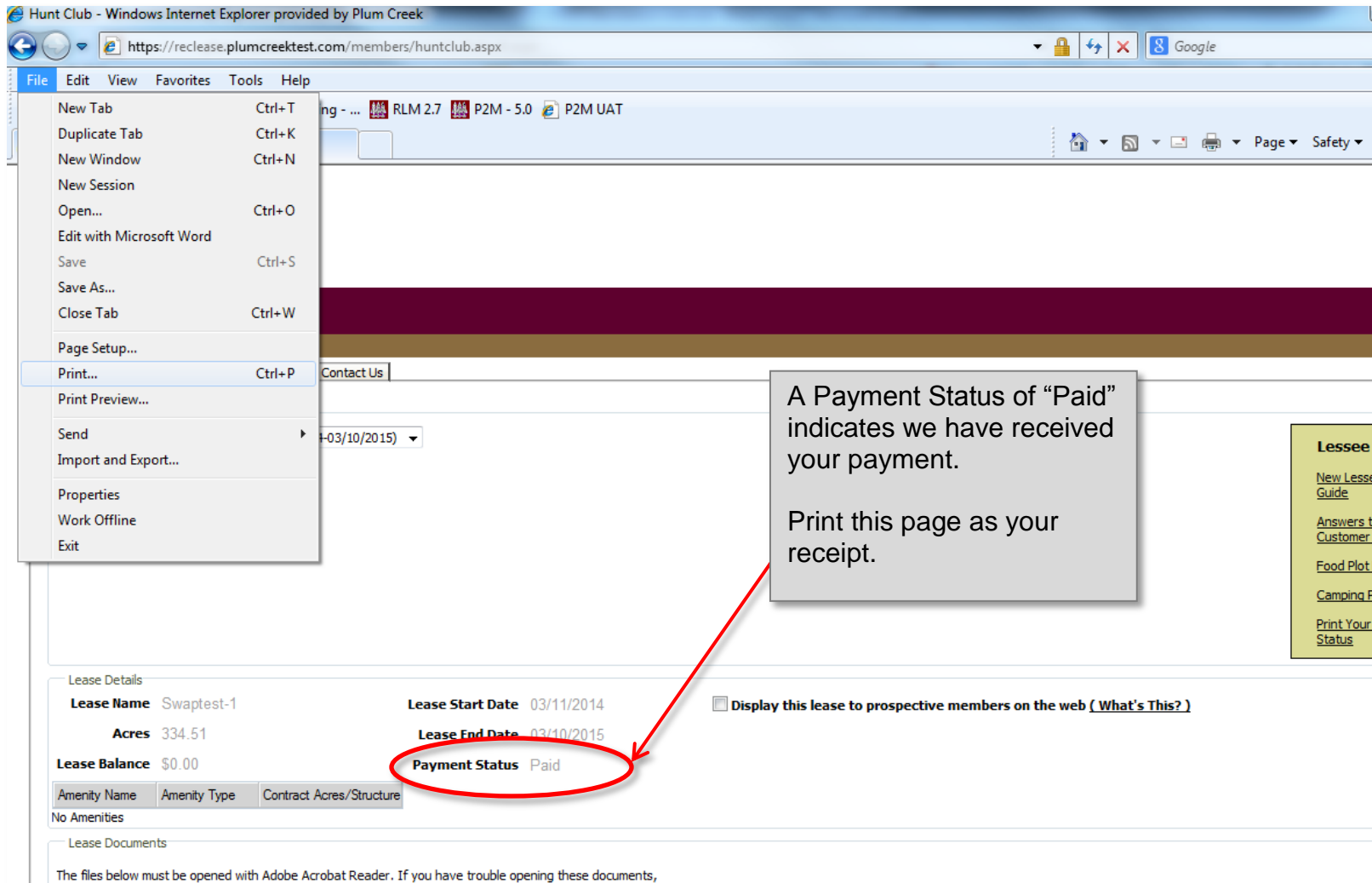


Once the system has successfully processed your payment, your Payment Status will change to paid

## Step 12: Print your receipt

You can print out your Pending Lease(s) page that shows Accepted Lease Contract and Payment Status listed as “Paid” as your record of receipt.

On the **Pending Lease(s)** page of your account simply go to the **File** menu of your web browser and select **Print**.



### **Step 13: Offline Payment Procedure**

If you do not wish to submit an electronic payment, you can mail a cashier's check or money order. Following are simple procedures that will ensure proper, on-time payment delivery:

- 1: Sign your lease contract electronically (See Steps 10-11 above).
- 2: Refer to the invoice in your contract to determine the exact amount of your payment. Obtain a Cashier's Check or Money Order made payable to Plum Creek Timberlands, L.P. for the amount due. Remember that personal checks are **not** an acceptable form of payment.
- 3: Refer to the invoice in your contract to determine the payment due date(s). To avoid any problems, be sure to mail your documents to comply with the USPS postmark requirements as indicated.
- 4: Mail your **Cashier's Check or Money order AND a printed copy of your lease invoice** to the Plum Creek mailing address shown on page 1 of your lease contract.
- 5: Your entire lease process is now complete! When we receive and process your payment, the "Payment Status" field on the "Pending Lease(s)" or "Current Lease(s)" tab of the web page will update from "Unpaid" to "Paid". You will also receive an automated email when payment is processed. This is your confirmation that your payment is received; please do not contact our office to inquire about payment status.

**Thank you for leasing from Plum Creek!**