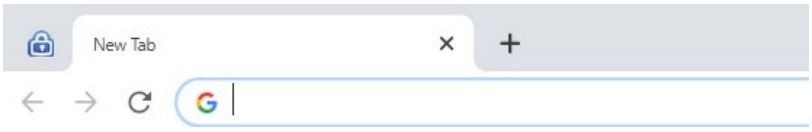
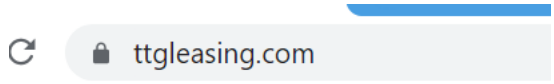
TTG LEASING WEBSITE DETAILED INSTRUCTIONS

Help to Access and Navigate the TTG Lease Website:

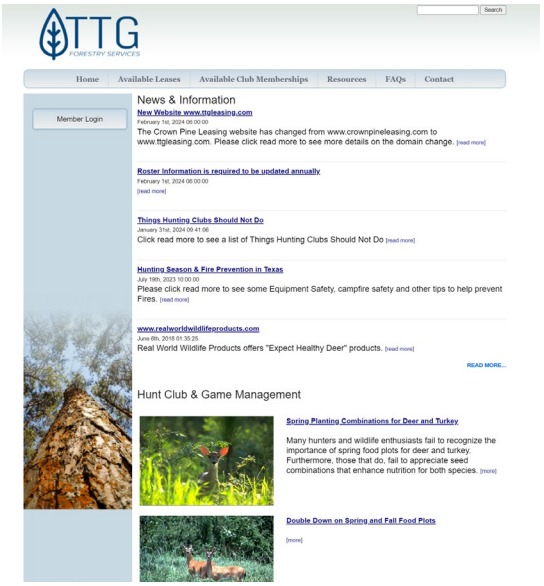
1. **Click on a new web browser. We know that Google Chrome works well with this. (See Below!)**



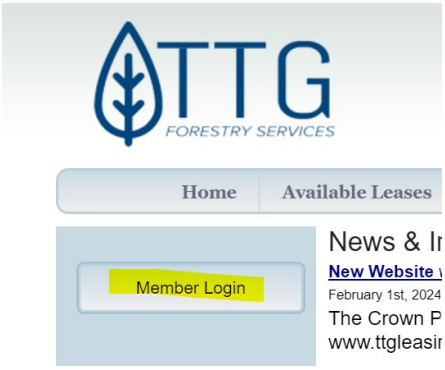
2. **Type in www.ttgleasing.com**



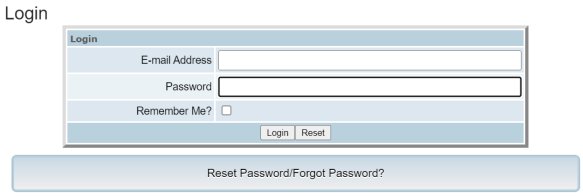
3. **It will take you to your TTG lease page.**



4. **Click Member Login.**

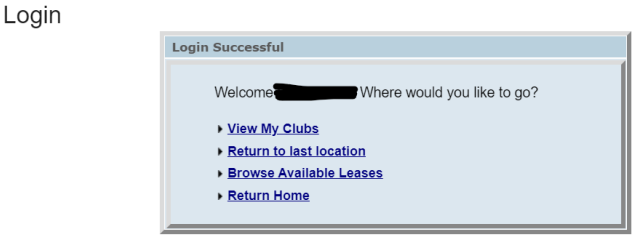


5. Log into your lease account.



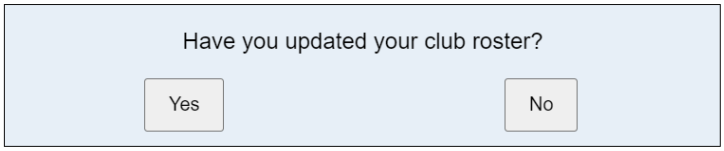
On this screen, type in your Email Address and Password. Click Login

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



Click on View My Clubs
Click your Club Name

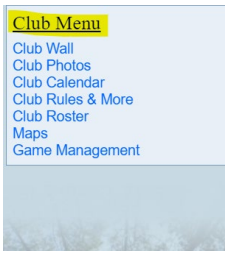
7. Update Club Roster.



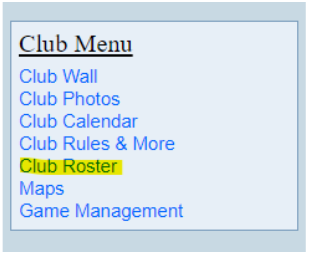
UPDATING YOUR LEASE ROSTER ONLINE IS MANDATORY! This step is a requirement when you accept and sign your company contract and policies. It is required that your lease roster be maintained and updated throughout the lease year. If this step fails to be completed, there is a possibility of your lease being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

8. CLUB ROSTER.
To ADD, EDIT or DELETE lease member names:

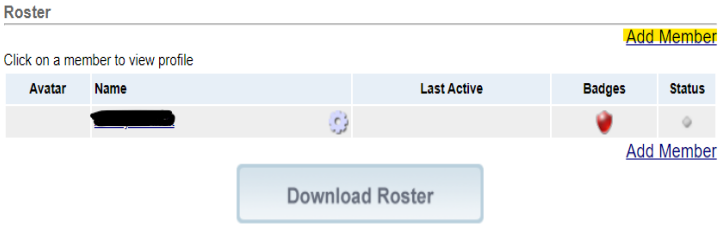
a. Look for Club Menu on the left side of your screen.



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



c. To **Add A Member** to your Roster:
Click **Add Member**.

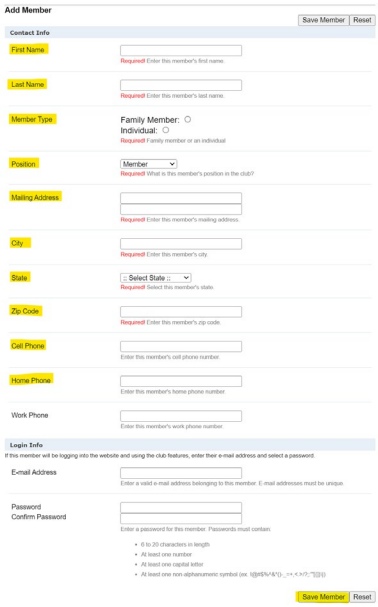


Once you click on "Add Member", fill in the information requested, (Name, Address, Home Phone #, Cell Phone #). ***Phone # fields are required.*** You can put a cell phone # in this field if a home phone # is not available.

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.

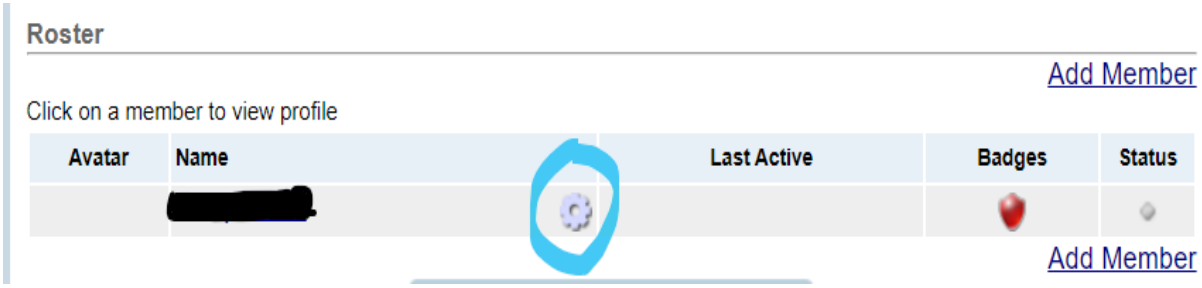
Please see the example below of the fields (Highlighted in Yellow) that are required to be completed for each member of your lease.



SAVE MEMBER!

d. To **Delete a Member** from your Roster:

Click on the **Blue Wheel** 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

Invoice	Contract	Due Date	Total Due ($)	Total Paid ($)	Balance ($)
#12345	XX-1025	01/04/15	$XXX.XX	$0.00	$XXX.XX
Total Balance					**$XXX.XX**

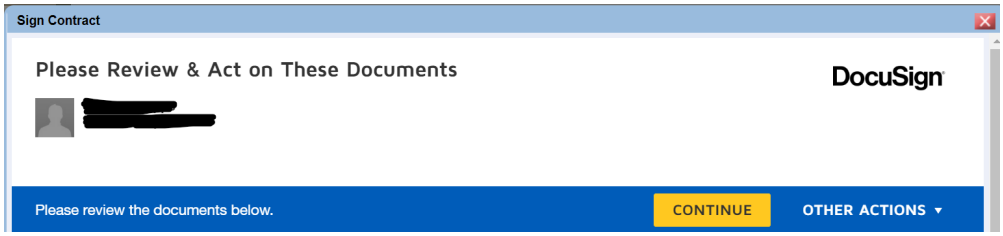
Contracts
Click on a contract to view its details

Contract	Exhibit A	Effective Date	Expires	Action
XX-0000	None	07/01/14	06/30/15	
XX-1111	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.

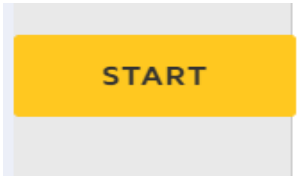
Click CONTINUE



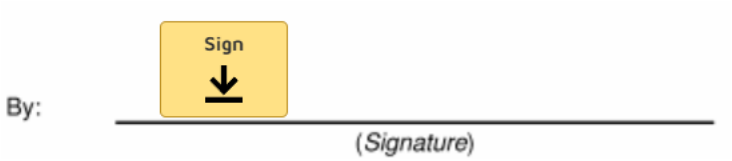
AT THIS TIME, READ ALL OF YOUR CONTRACT AND POLICIES BEFORE SIGNING!

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

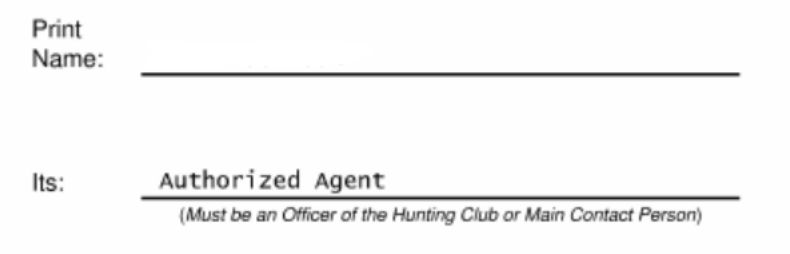
Click START



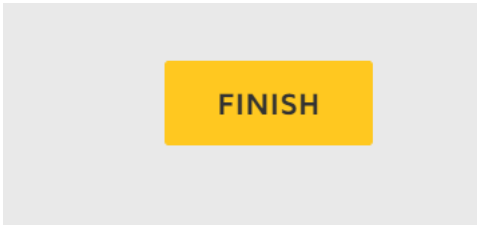
Click SIGN
(Type your name)



Click PRINT
(Print your name)

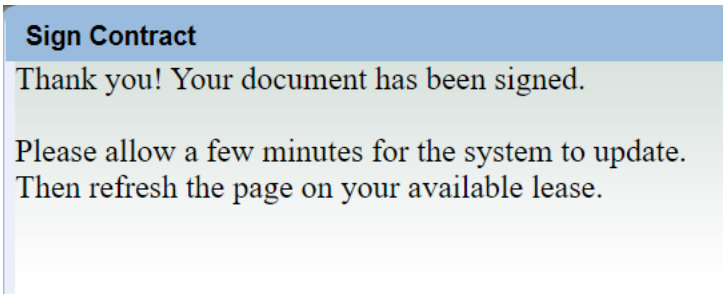


Click FINISH
(To Submit your signed contract)



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.)



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

Thank you for being a member of TTG Leasing.

Recreational License Department
TTG Forestry Services, LLC
415 South First Street, Suite 300B, Lufkin, TX 75901
Office: 936-829-6300
Visit us at: www.ttgleasing.com