

## HTF Association Functionality

July 2016

The association feature gives customers a way to purchase licenses and act on behalf of minor children. No additional email address and password is required for each associated child. Each associated child will have a separate customer profile and will be assigned a unique customer ID number.

- Only customers that are 17 or under can be added as an associate
- Customers that are 13 and older can create their own account and can also be added as an associate under an adult's account.

There are two levels of permissions when adding an association. The full impersonation level allows the managing adult to ACT AS the associate to edit the associate's profile info, register for HIP, Check-In Game, and purchase licenses.

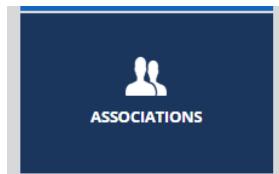
The restricted impersonation level only allows the managing adult to ACT AS the minor child for license purchase and Check-In Game. This restricted level of impersonation comes into play when:

- The child is over 13 years of age and they have already set up their own account.
- The child has already been added as an associate on another Adult's account.

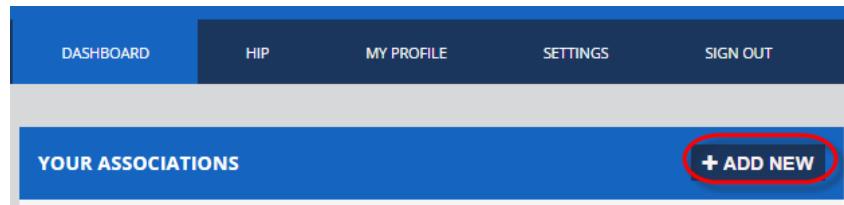
### Association Procedures

To add a child as an Associate

1. From the DASHBOARD screen, click on the Associations tile.



2. Click + ADD NEW



- Fill out the Association Identification info and Submit.

**ADD ASSOCIATION**

Please enter the information of the Customer with which you wish to Associate

CUSTOMER ID:	Customer Id
FIRST NAME: <b>(REQUIRED)</b>	First Name
LAST NAME: <b>(REQUIRED)</b>	Last Name
DATE OF BIRTH: <b>(REQUIRED)</b>	Date of Birth (mm/dd/yyyy)
SSN (LAST FOUR DIGITS): <b>(REQUIRED)</b>	SSN (6789)

- One of three conditions is met.

- The ID does not match any existing customer ID's.
- The ID matches another customer ID that is associated with another managing adult.
- The ID matches another customer ID that already has their own individual account.

**A. The ID does not match any existing customer ID's.**

- The next step is to complete entry of user profile info for the minor child and SAVE.
- At this point the child shows up on the Associations Screen

**YOUR ASSOCIATIONS**

+ ADD NEW

Name	Act on Behalf
Joe MinorChild	Yes

Remove

- To take any actions on behalf of the minor child, Click the down arrow next to customer ID and then click the ACT AS button.

CUSTOMER ID: 2158954

Association Action

Joe MinorChild  
Customer ID: 2158960

ACT AS

**B. The ID matches another customer ID that is associated with another managing adult.**

1. The child immediately shows up as an associate after submitting the identification information, but has a restricted impersonation level as indicated by the Act on Behalf value of No.

YOUR ASSOCIATIONS		+ ADD NEW
Name	Act on Behalf	
Joe MinorChild	No	<a href="#">Remove</a>

2. When attempting to ACT AS this associate from the DASHBOARD screen, the ACT AS button is inactive. Change to the SHOP screen and the ACT AS button is active. This is because the restricted level of impersonation only allows the managing adult to purchase licenses.

From DASHBOARD Screen

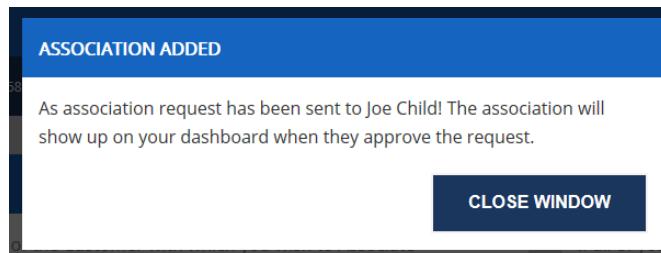
CUSTOMER ID: 215896		DASHB
Association	Action	
Joe MinorChild Customer ID: 2158970	<a href="#">ACT AS</a>	

From SHOP Screen

CUSTOMER ID: 215896		DASHB
Association	Action	
Joe MinorChild Customer ID: 2158970	<a href="#">ACT AS</a>	

**C. The ID matches another customer ID that already has their own individual account.**

1. After submitting the identification info for the child, the managing adult sees the following message.



2. The Child receives an email like this telling them who is trying to add them as an associate and asking them to click the link to confirm.

From:  No Reply <no-reply@dnr.in.gov>  
To:  Eliason, Karl P  
Cc:  
Subject: DNR Account Association Request

**DNR Indiana Department of Natural Resources**

**Confirm Association**

Greetings! Karl Eliason is requesting to associate with your DNR account.

Please click below to approve, deny, or change the requested level of management. If you believe to have received this message in error, please contact DNR customer service.

[Confirm Association](#)

3. Once the child confirms, the associate will show up for the adult with a restricted impersonation level which gives the same impersonation functionality as condition B.