

Guidance for: *Applicant Information*



Applicant information is required for all ezFile filings. Once you have provided your applicant information, it is available in the system for re-use in other filings.



A group, club, organization, or individual must provide the following:

- Name
- Address
- Phone number
- Contact Person

Applicant Information

(Includes name, address, phone)

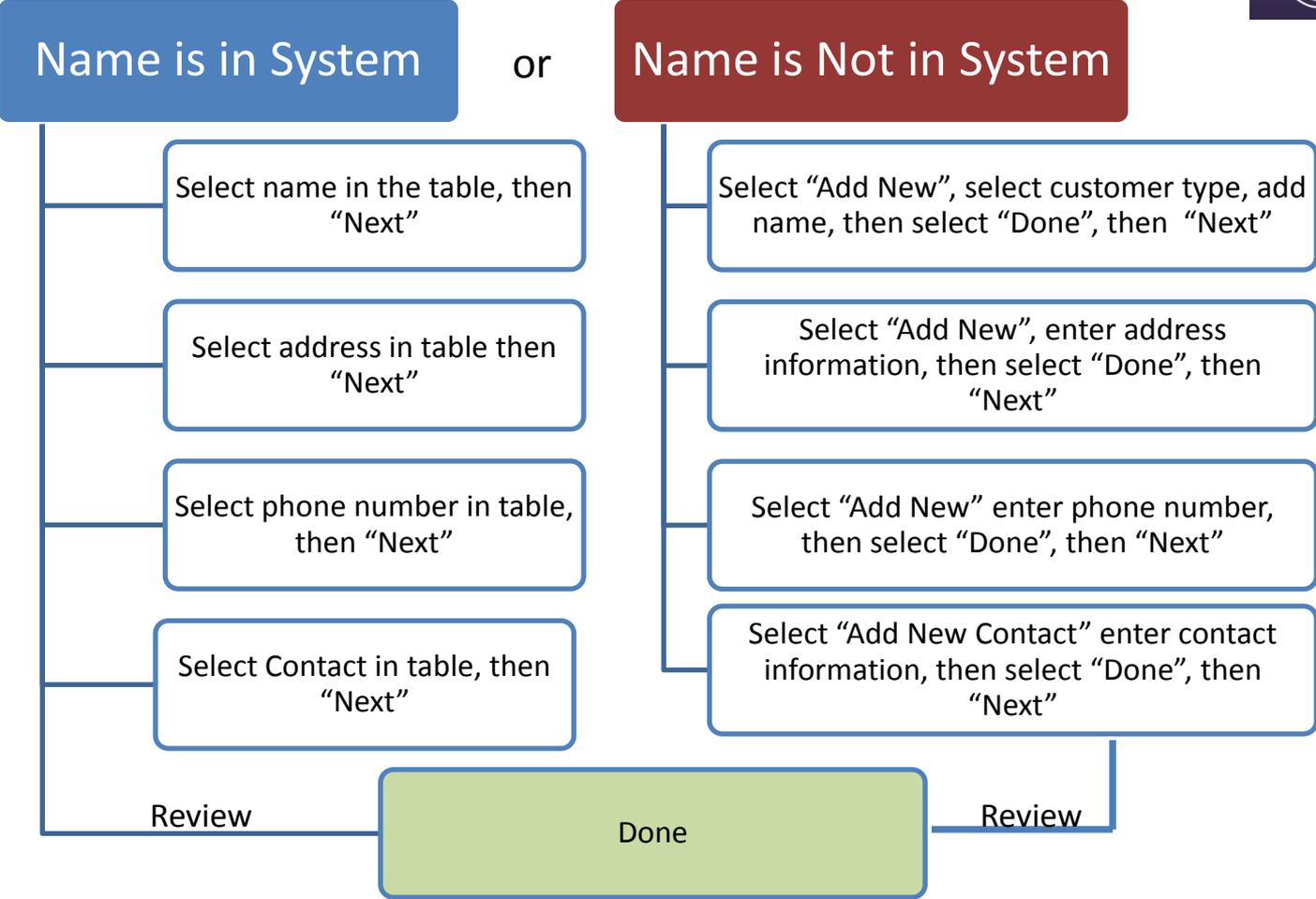


The screenshot shows the 'eFiling System' interface for a 'Fishing Tournament Registration' bundle summary. The breadcrumb trail is: Home > Boating & Fishing Permits > Fishing Tournament Registration > Bundle Summary. The navigation tabs are: Overview, Form Info (selected), Attach, Submit, and Pay. The 'Application Summary' section states: 'Here is your application summary:'. Under 'Applicant Information', there is a green person icon, the text 'Applicant Information' and 'The contact for the bundle.', an 'Edit' button, and a pencil icon. Under 'Primary Application', there is a fish icon, the text 'Freshwater Fishing Derby or Tournament', an 'Edit' button, and a pencil icon. Under 'Additional Applications', there are three items: 'Importation Permit', 'Liberation Permit', and 'Special Regulations', each with a fish icon, an 'Edit' button, and a pencil icon. A 'Note' at the bottom states: 'You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.' A 'Back' button is at the bottom left.

Applicant information:
Select previously entered applicant information or if new ezFile applicant, add your information.

A "pencil" indicates details within the section need to be provided. A "check mark" indicates all details have been provided.

Data entry sequence for Applicant Information



Begin by Searching

Select "Add" to search for your name or the name of the club or organization you are representing.



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eFiling System Save As Draft

Home > Boating & Fishing Permits > Inland Fishing Tournament > Applicant Information

Overview Form Info Attach Submit Pay

Tell us which organization you belong to. ?
Identify the organization or individual responsible for the event.

Affiliations (organization or individual responsible for the event)
1. Select a row.
[Click on each row to add or edit.](#)

Affiliation	Organization	Name	Mailing Address	City/Town	State
Applicant					No

2. Select to add or edit [Which ones are required?](#)

Note: To add or edit information in the table, select a row. Once a row is selected and turns blue, select the "Add" button to add information, or the "Edit" button to edit information that already appears in the table.

Back Step 1.1 of 1.1 | Organization Done

Everyone must start by searching the database. Select "Add".

Navigation buttons to move forward and back through the forms.

Search Names

Review results to find your name or the name of the club or organization you are representing. If you are not found, select "Add New".



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eFiling System
Home > Boating & Fishing Permits > Fishing Tournament Registration > Applicant Information

Overview Form Info Attach Submit Pay

Who is the Organization (Association, Club, or Individual)?
Search for an existing (or add a new) organization or individual.

Find an existing organization or individual:

1. Search organization or individual (last name): Search
Individual name or company name

2. Choose an organization or individual by selecting the row:

Select One	Name
Select	Ace Fishing Club 2
Select	Ace Fishing Club 3
Select	Ace Fishing Club 4
Select	Ace Fishing Club 5

OR

Add a new organization or individual
Can't find the company or individual you are looking for? Select the 'Add New' button

Back Filing No. 1.836 Step 1.1 of 1.4 | Client List Next

Type at least 3 letters to search for yourself, your organization or your club, and then select "Search".

Select the row that contains your information OR if you are not found, select "Add New". THEN select "Next".

Add New: *Customer Type*



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eFiling System
Home > Boating & Fishing Permit > Fishing Tournament Registration > Applicant Information > Add New Client

Overview Form Info Attach Submit Pay

Are you an Organization, Club, or Individual?

Select One:

Organization

Club

Individual

What is the name of the Organization?

Back Filing No. 1,836 Step 1.1 of 1.1 | New Client Details Done

Select the appropriate option and then enter the name.

Add New: Customer Address



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eFiling System Save As Draft

Home > Boating & Fishing Permits > Inland Fishing Tournament > Applicant Information

Overview **Form Info** Attach Submit Pay

What is the address? ?
Select an existing (or add a new) address for the Organization (Association, Club, or Individual)

Use an existing address from DEEP's records:
Select the applicable row.

Select One	Address	Address 2	City	State	Zip
There are no submissions.					

OR

Add a new address:
If the address was not found above, select the Add New button Add New

Back Step 1.2 of 1.4 | Client Address Next

Select an existing address or "Add New".

Add New: Customer Phone Number



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eFiling System
Home > Boating & Fishing Permits > Fishing Tournament Registration > Applicant Information

Overview Form Info Attach Submit Pay

What is the phone number?
Select an existing (or add a new) phone number for the Organization (Association, Club, or Individual)

Use an existing phone number from DEEP's records:
Select the applicable row

Select One	Business Phone	Ext
There are no submissions.		

OR

Add a new phone number:
If a phone number was not found above, select the Add New button

Back Filing No. 1,836 Step 1.3 of 1.4 | Client Phone Next

Select an existing phone number or "Add New".

Add New: *Customer Contact Person*



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eFiling System
Home > Boating & Fishing Permits > Fishing Tournament Registration > Applicant Information

Overview **Form Info** Attach Submit Pay

Please tell us who we can contact for questions about this application.
Select an existing (or add a new) contact person for the Organization (Association, Club, or Individual)

Use an existing contact person from DEEP's records:
Select the applicable row

Select One	Name	Title	Email	Primary Phone	Cell Phone
There are no submissions.					

OR

Add a new contact person:
If the contact person was not found above, select the Add New button

Back Filing No. 1,836 Step 1.4 of 1.4 | Contact Person Next

Select an existing contact or "Add New".

Add New: *Completed*



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eFiling System
Home > Boating & Fishing Permits > Fishing Tournament Registration > Bundle Summary

Overview Form Info Attach Submit Pay

Application Summary.
Here is your application summary:

Applicant Information:

	Applicant Information The contact for the bundle.	Edit	✓
--	---	------	---

Primary Application:

	Freshwater Fishing Derby or Tournament	Edit	
--	---	------	--

Additional Applications:

	Importation Permit	Edit	
	Liberation Permit	Edit	
	Special Regulations	Edit	

Note: You must complete all sections to submit your application. A green check will display when a section is complete. Select the blue "Edit" button to enter or edit information. When available, select "Done" or "Save as Draft" before leaving a page to prevent the loss of information entered.

Next

The green "check mark" indicates you have entered all of the necessary applicant information. You can now proceed to the Primary and Additional Application(s).