



ANNUAL DISCOVER PASS SALES PROCESS

1. Overview

WDFW has modernized the way customers receive their license privileges with the introduction of the myWDFW mobile application and the option to print licenses on standard 8½" x 11" paper. As part of this transition, all legacy license-printing hardware, touchscreen point-of-sale terminals, Zebra printers, and Datamax Discover Pass label printers, has been fully decommissioned.

Because these devices are no longer in use, the process for issuing Annual Discover Passes at authorized WDFW License Dealers has changed. Dealers will now complete Discover Pass sales through the WILD system, and customers will receive:

- A **15-day temporary Discover Pass**, printed on standard paper at the time of sale
- Their **permanent Annual Discover Pass** by mail within 7–10 business days

This guide provides step-by-step instructions for completing Annual Discover Pass sales using both the customer's WILD account and the Limited Sales option. It also outlines what information to provide to customers and how to ensure they leave with a valid temporary pass.

2. Sales Paths for Annual Discover Pass Transactions

Authorized WDFW License Dealers now have two methods for completing Annual Discover Pass sales:

- **Sales via a customer's WILD account**, and
- **Sales via Limited Sales** (no account required).

Both methods result in the customer receiving a 15-day temporary Discover Pass at the time of purchase and a permanent Annual Discover Pass mailed to them within 7–10 business days. The key difference is whether the customer chooses to use or create a WILD account.

2.1 When to Use a WILD Account Sale

Use this option when the customer:

- Already has a WILD ID
- Wants their Discover Pass linked to their WILD profile
- Plans to purchase other WDFW products in the future
- Prefers having all their licenses and privileges stored in one place

This is the **recommended method** whenever the customer has or wants a WILD account.

2.2 When to Use a Limited Sale

Use this option when the customer:

- Does not have a WILD ID
- Does not want to create an account
- Is making a one-time purchase
- Prefers a quick transaction without account setup

Benefits:

- No account creation required
- Fastest option for visitors, tourists, or infrequent users

This method still requires basic contact information so the permanent pass can be mailed.

2.3 What Dealers Should Communicate to Customers

Regardless of the sales path used, inform the customer that:

- They will receive a **temporary Discover Pass** valid for 15 days
- Their **permanent Annual Discover Pass** will arrive by mail
- They must write up to **two license plate numbers** on the pass
- The temporary pass must be placed on the vehicle dashboard

3. What's New/What Dealers Need to Know

The transition away from legacy printing hardware has changed how Annual Discover Passes are issued at authorized WDFW License Dealers. The following points summarize the key updates that affect your daily operations:

3.1 No More Specialized Printing Hardware

Dealers will no longer use:

- Touchscreen point-of-sale terminals
- Zebra printers for rugged stock Datamax printers for Discover Pass labels
- All printing is now done on **standard 8½" x 11" paper** using your own printer.

3.2 Customers Now Receive Two Items

Every Annual Discover Pass sale—whether through a WILD account or Limited Sales—produces:

1. A 15-day temporary Discover Pass

- Printed immediately at the time of sale
- Must be placed on the vehicle dashboard
- Customer must write up to two license plate numbers on it

2. A permanent Annual Discover Pass

- Automatically mailed to the customer
- Arrives within **7–10 business days**

Dealers no longer issue permanent passes on site.

3.3 Customer Address Accuracy Is Critical

Because the permanent pass is mailed:

- Verify the customer's mailing address
- Remind them that incorrect addresses may delay delivery
- Encourage them to double-check spelling, apartment numbers, and ZIP codes

3.4 Two Valid Sales Methods

Dealers may complete the sale using:

- **The customer's WILD account** (recommended when available)
- **Limited Sales** (for customers without or not wanting a WILD ID)

Both methods produce the same temporary pass and trigger the same mailing process.

3.5 Consistent Customer Messaging

Dealers should clearly inform customers:

- “You will receive a temporary Discover Pass today, **valid for 15 days.**”
- “Your permanent Annual Discover Pass will be **mailed to you within 7–10 business days.**”
- “Please write up to two license plate numbers on the pass and place it on your dashboard.”

This ensures consistent communication across all dealer locations.

3.6 No Changes to Pricing or Eligibility

Only the **fulfillment process** has changed.

Pricing, validity, and usage rules for the Annual Discover Pass remain the same.

3.7 Cancelling a Discover Pass ****NEW SECTION****

Due to recent changes in how Discover Passes are sold and now mailed to customers, the cancellation requirements have been updated. Please follow the guidelines below to ensure passes are cancelled correctly and on time.

Dealer Cancellation Window

Dealers may cancel Discover Pass documents in the WILD Licensing System within 1 hour of completing the transaction.

If the 1-Hour Window Has Passed

If you are unable to cancel the transaction within the initial hour, you must contact WDFW Customer Service at 360-902-2464 by 4:30 p.m. on the same day to prevent the pass from being mailed to the customer.

After-Hours or Weekend Transactions

For transactions processed after business hours or on weekends, you must contact Customer Service by noon on the next business day to request cancellation.

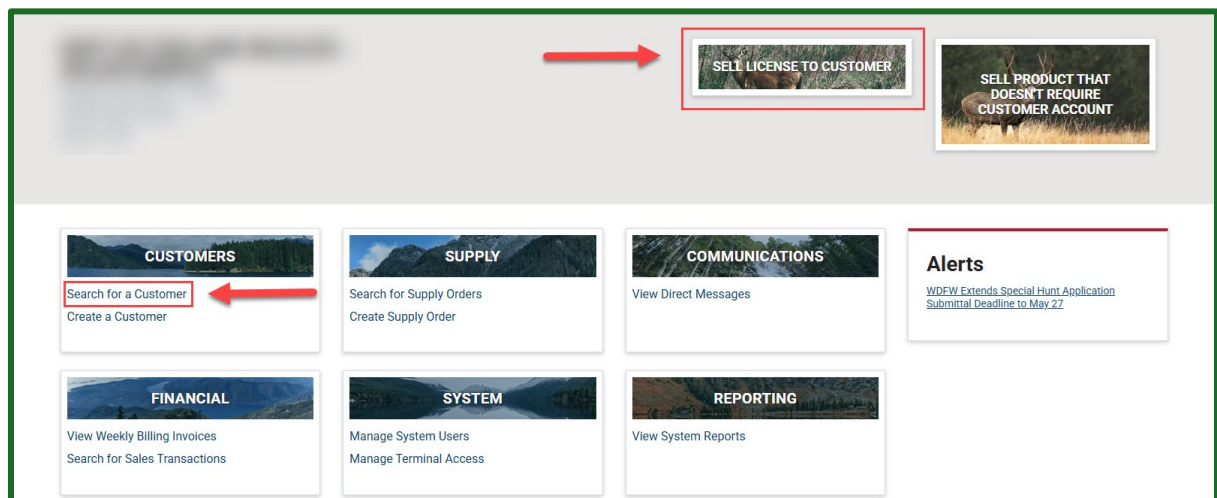
Failure to Meet Deadlines

If Customer Service is not contacted within the required timeframes, the Discover Pass will be mailed to the customer. At that point, the document cannot be cancelled, and the issuing dealer location will be responsible for the cost.

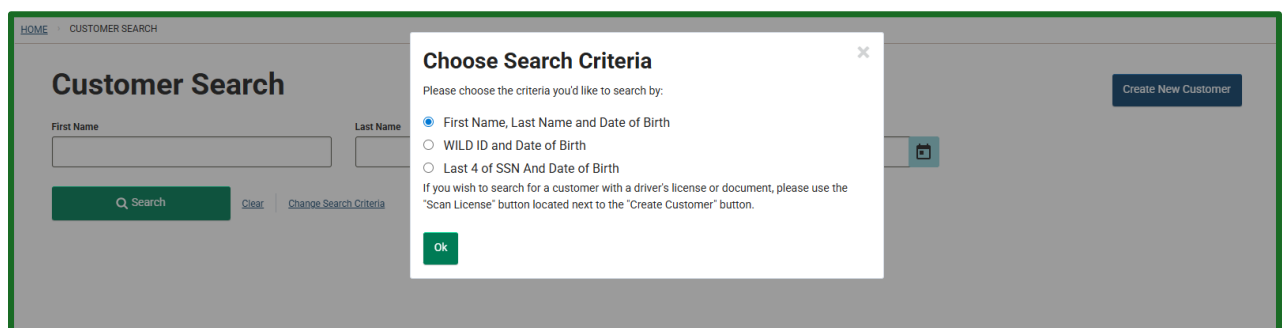
4. Step-By-Step Instructions

SALES VIA WILD ACCOUNT:

1. Go to <https://fishhunt.dfw.wa.gov>
2. Log into WILD with your dealer username and password.
3. Select either “Search for a Customer” or “SELL LICENSE TO CUSTOMER.”



4. In the “Choose Search Criteria” pop-up, select from the following:
 - First Name, Last Name and Date of Birth
 - WILD ID and Date of Birth
 - Last 4 of SSN And Date of Birth



- Depending on your choice, enter your search criteria, then select “Search.”
- Click “Select” to open the customer profile.

HOME > CUSTOMER SEARCH

Customer Search

Create New Customer

WILD ID: 800289669262 Date of Birth: 01/01/1980

Search Clear Change Search Criteria

WILD ID	NAME	DATE OF BIRTH	IDENTIFICATION	ACTIVE
800289669262	Joan Q Customer	01/01/1980	Not Provided	Yes

Viewing 1 - 0 of 1

Select

- Select “Sell A License, Tag, or Permit” tile.

HOME > CUSTOMER SEARCH > CUSTOMER HOME

Joan Q Customer

800289669262 | Resident

Active account Paper License Holder

CUSTOMER HOME

CUSTOMER ACCOUNT

- Customer Profile
- Hunter Safety Education
- Hunting Authorizations
- Disability Information

Active Privileges

You currently have no Active Privileges

View All Privileges

SELL A LICENSE, TAG, OR PERMIT

SELL SPECIAL HUNT APPLICATIONS

VIEW CUSTOMER PROFILE

Duplicate an Item Exchange an Item Cancel Transaction

- From the “All Categories” drop menu, select “General.”

HOME > CUSTOMER SEARCH > CUSTOMER HOME > PRODUCT CATALOG

▼ All Categories Search within All Categories VALID FOR All Seasons PURCHASE FOR Joan Customer

Show All Bundles Fishing Annual Daily Catch Record Card Endorsements Hunting Special Hunts Big Game Small Game Tags Raffle

General

Outdoor package with CRSE

rs Package include: Freshwater, Saltwater, Shellfish (including razor clams) & Seaweed, Two-Pole endorsement, d Dungeness Crab endorsement, Columbia River salmon steelhead endorsement, deer, elk, bear, cougar and sm...

Details

\$323.54

/ 2026 - 03/31/2027

Fishing

Washington with CRSE

Annual Freshwater Fishing, Annual Saltwater Fishing, Annual Shellfish and Seaweed Licenses (includes razor clams). as the Puget Sound Dungeness crab, Columbia River salmon steelhead, and two-pole endorsements.

Details

\$98.38

/ 2026 - 03/31/2027

al Combination License

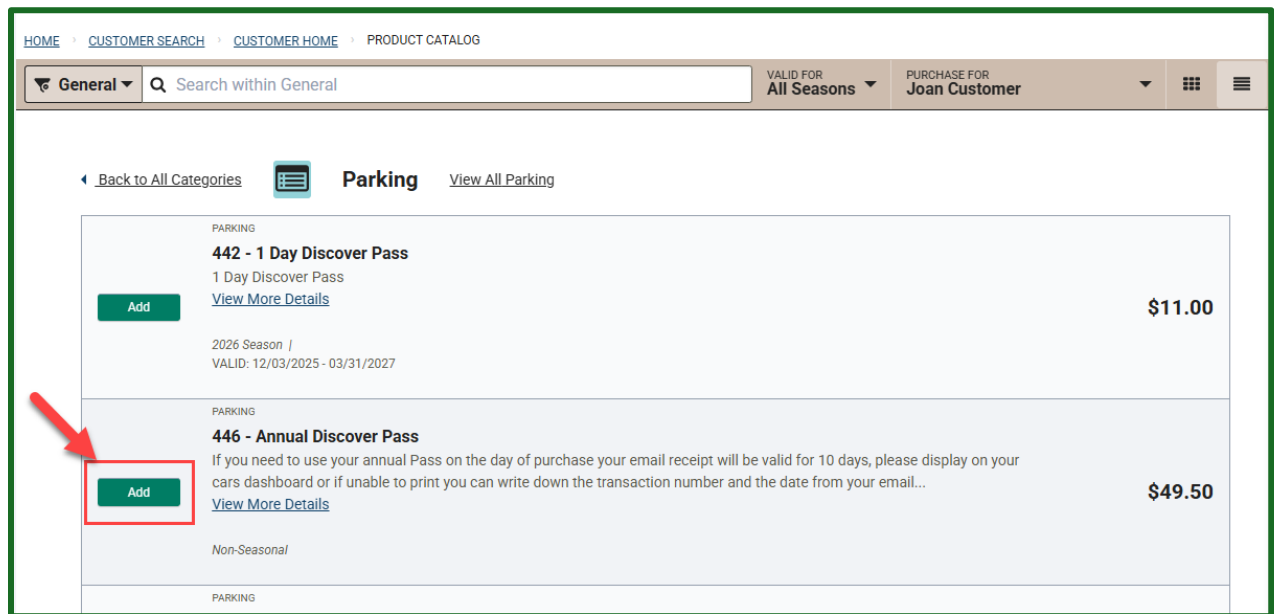
combination fishing license allows you to fish in Freshwater and saltwater. Harvest fish, seaweed, shellfish (clam, razor clams) and coastal crab (not Puget Sound crab). Some species may require additional endor...

Details

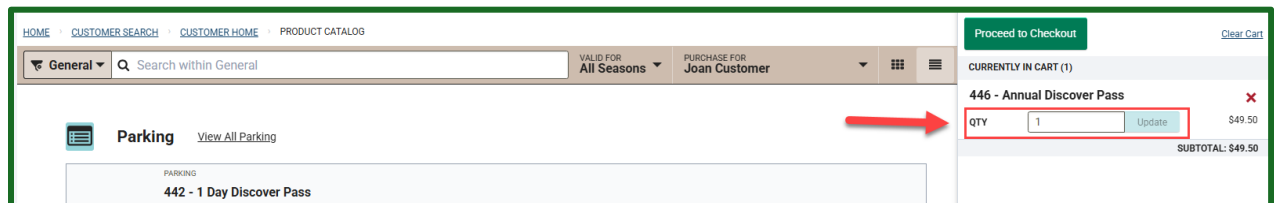
\$72.37

Add View More Details

9. Select “Add” for “Annual Discover Pass.”

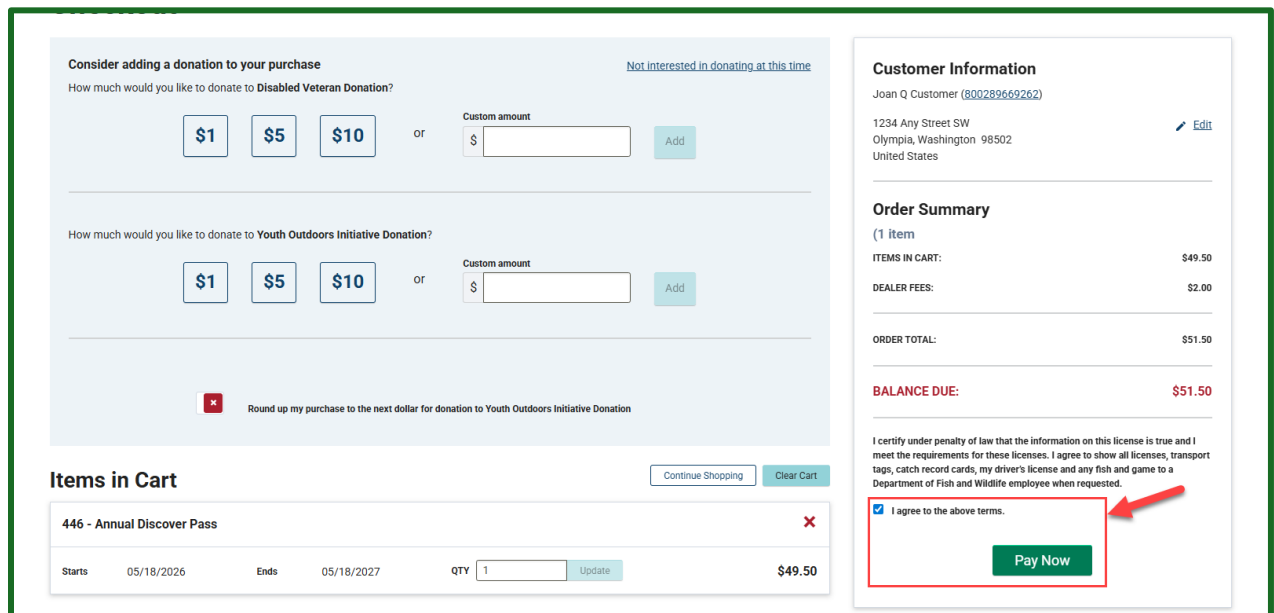


10. If needed, adjust the quantity, then select "Update."



11. Select “Proceed to Checkout.”

12. Check the attestation box, then select “Pay Now.”



13. Select "Print Documents".

[HOME](#) > [CUSTOMER SEARCH](#) > [CUSTOMER HOME](#) > [PRODUCT CATALOG](#) > [CUSTOMER CHECKOUT](#) > [CHECKOUT CONFIRMATION](#)

Thank you for your order!

Access Your WILD account from Anywhere

Sync your Recreational Account directly to your mobile device by downloading our WDFW app. Once synced, your account will be accessible even when outside of network range - perfect for a day outdoors!

To determine which app is best for you, follow this [link](#).



If you are a paper license holder with Active Privileges and want to become a Mobile License Holder, please contact WDFW for assistance at licensing@dfw.wa.gov.

Items Purchased

Please use the links below to print your sales receipt as well as any additional documents [printant](#) from this sale.

[Print Documents](#) Your document(s) include a Temporary Discover Pass. Please print this Temporary Discover Pass if you plan to use state lands before your Discover Pass arrives in the mail. You must print this item now to use immediately or wait until your permanent Annual Pass arrives in the mail. You will need to display the Temporary Discover Pass in your front windshield.

[Print Sales Receipt](#) Print this sales receipt for your records.

446 - Annual Discover Pass

Purchased for Joan Customer

VALID 05/18/2026 - 05/18/2027

QTY 1

\$49.50

Customer Information

Joan Q Customer (800289669262)

Mailing Address

1234 Any Street SW
Olympia, Washington 98502
United States

Order Summary

ORDER SUBTOTAL:	\$49.50
DEALER FEES:	\$2.00
ORDER TOTAL:	\$51.50

14. At this point, a printable 15-day temporary Discover Pass will be generated in .pdf format. Print the temporary pass and inform the customer that their Annual Discover Pass will be mailed to them. The customer will receive the annual pass within 7-10 business days.



Temporary Discover Pass

Valid for 15 days from purchase date

Temporary Pass Expiration Date
06/02/

Valid on WDNR, WDFW, and WIA State Park Lands

1. _____

2. _____

LICENSE PLATE NUMBER REQUIRED TO BE VALID

Print and display this temporary pass in your front windshield until your permanent Discover Pass arrives.

Transaction #: _____

Enforcement Reference #: _____

FishHunt.wdfw.wa.gov or email at licensing@dfw.wa.gov

15. Inform the customer to:

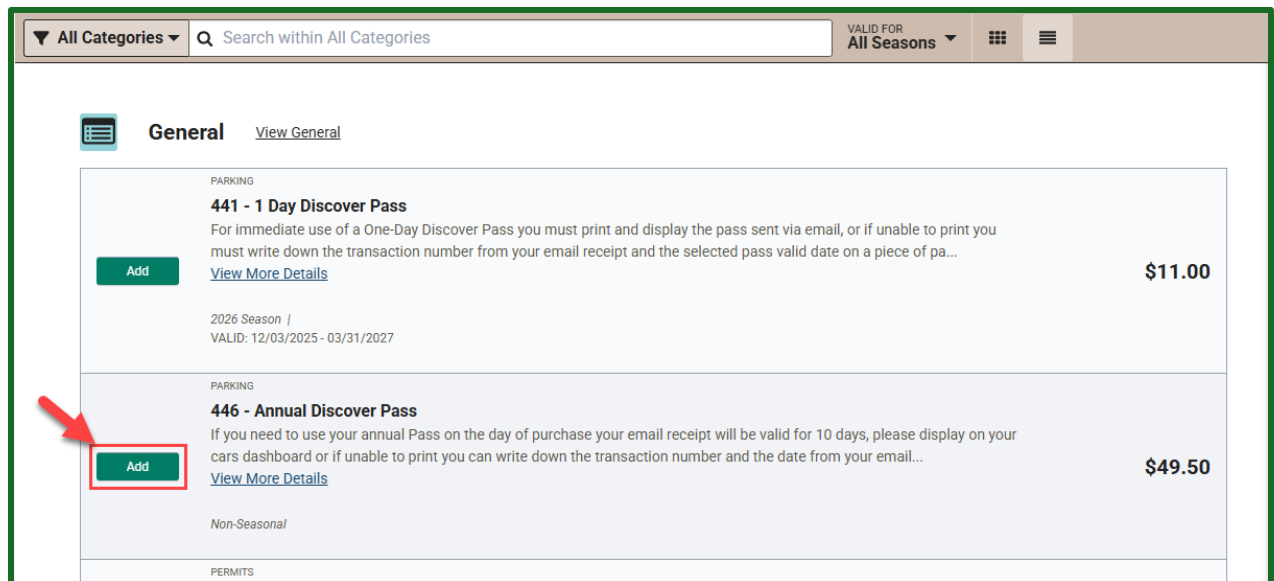
- Write the license plate number(s) for the vehicle(s) the pass will be used with. The maximum is TWO vehicles.
- Place the temporary Discover Pass on the dashboard of the vehicle.

SALES VIA LIMITED SALES:

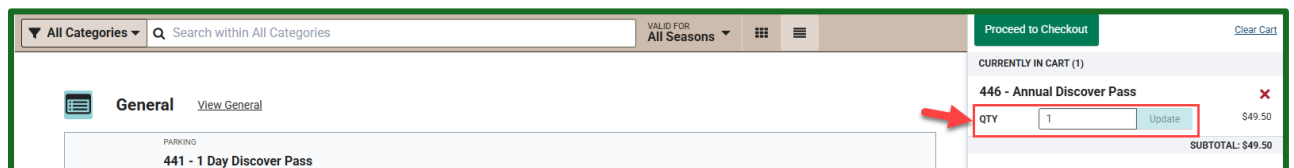
1. Go to <https://fishhunt.dfw.wa.gov/>
2. Select “Shop for Products that Don’t Require a Customer Account.”



3. Select “Add” for “Annual Discover Pass.”



4. If needed, adjust the quantity, then select "Update."



5. Select “Proceed to Checkout.”

6. Enter the customer's contact information in the "Enter Customer Information" pop-up window, then select "Continue."

Enter Customer Information

Your Contact Information

Please enter your contact information below:

First Name	Middle Name (optional)	Last Name
Joan	Q	Customer

Email Address	Phone Number (optional)	Phone Number Type
joan@customermail.com	(360) 555-1234	Home

Address 1	Address 2 (optional)
1234 Any Street SW	

Country	Zip/Postal Code	City	State
United States	98502	OLYMPIA	Washington

Continue

Cancel

7. In the Guest Information pop-up window, select "Save."

Guest Information

Joan Q Customer

Products: Annual Discover Pass

Edit

Save

Cancel

8. Check the attestation box, then select “Pay Now.”

Checkout

Items in Cart

446 - Annual Discover Pass
Purchasing for Joan Customer

Starts

05/18/2026

Ends

05/18/2027

QTY

1

Update

\$49.50

[Continue Shopping](#) [Clear Cart](#)

Customer Information

Joan Q Customer

1234 Any Street SW
OLYMPIA, Washington 98502
United States [Edit](#)

Order Summary

(1 item)

ITEMS IN CART:	\$49.50
DEALER FEES:	\$2.00
CONVENIENCE FEE:	\$1.49
ORDER TOTAL:	\$52.99

BALANCE DUE: **\$52.99**

I certify under penalty of law that the information on this license is true and I meet the requirements for these licenses. I agree to show all licenses, transport tags, catch record cards, my driver's license and any fish and game to a Department of Fish and Wildlife employee when requested.

I agree to wait 10-15 days to receive documents in the mail before I participate in the activity for any document that is required to be in my possession such as tags, catch record cards, etc. I also agree to notify Washington Department of Fish and Wildlife if documents are not received within 30 days of the purchase date. I acknowledge I am responsible for duplicate fees if I do not contact WDFW within 30 days of the purchase date.

☒ I agree to the above terms.

[Pay Now](#)

9. In the “Pay Now” pop-up window, enter the customer’s credit or debit card information, then select “PAY.”

Pay Now

Card Number  CV Exp. Date

Joan Customer

Billing Address [Edit Billing Address](#)

1234 Any Street SW,
OLYMPIA, WA 98502

[PAY](#)

10. Select "Print Documents."

HOME CUSTOMER SEARCH CUSTOMER HOME PRODUCT CATALOG CUSTOMER CHECKOUT CHECKOUT CONFIRMATION

Thank you for your order!

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DISCOVER
PASS



Temporary Discover Pass
Valid for 15 days from purchase date

Temporary Pass Expiration Date
06/02/

Valid on WDNR, WDFW, and WIA State Park Lands

1. _____
2. _____

LICENSE PLATE NUMBER REQUIRED TO BE VALID

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FishHunt.wdfw.wa.gov or email at licensing@dfw.wa.gov

12. Inform the customer to:

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