

## Search and Request a New Lease – User Instructions

Please visit the property before requesting to lease. You may visit the property at your convenience. You do not need to schedule an appointment.

Following are step-by-step instructions for searching and requesting a new lease on our website.

- **Step 1.** Navigate your web browser to our Recreation Access webpage: <u>www.wyrecreation.com</u>
- **Step 2.** Select your lease "State" and lease "County" of particular interest using the drop-down menus.



**Step 3.** On the Available Lease Listings to the right, click on the "View Details" button to see more information about a specific lease such as additional maps and property descriptions.



**Step 4.** To view a map for the forest cover type(s), planned harvest(s), or the potential of land sale of the available lease, please select the map layer(s) to display by moving the layer button to the right to turn on the layer listing.



- **Step 5.** Click on the "Directions" button for driving directions out to the property. Please visit the property before requesting to lease. You may visit the property at your convenience. You do not need to schedule an appointment.
- **Step 6.** The "Lease Now" button indicates that the lease is available for immediate request. Click on the "Lease Now" button to begin the lease request process.



Step 7. To request a lease, you will need to create an online account or login to your existing account. Click on the "register as a new user" link if you need to create a new account. Enter in your email address and create a password that you can remember. Passwords must be at least six characters long. You have 30 minutes to complete the Lease Request process before your temporary reservation on the property expires.



- **Step 8.** Select your club or create a new club to assign the new lease to.
- **Step 9.** Check the "*I have read the Weyerhaeuser Sample Contract and the Terms of Use*" box.
- **Step 10.** Click the word "*Generate Contract*" button to generate your new lease.



**Step 11.** A confirmation screen will load that confirms your lease request. We will contact you via email within 2-3 business days with additional instructions regarding final document and payment processing to finish the lease process. Lease payment is due in full within 7 days of contract creation.

## **Confirmation:**

You have successfully confirmed this lease request.

## Next Steps:

We will create the contract documents required for this lease. Detailed instructions on how to access and pay for your lease online will be emailed to you when the contract is ready to view. Please allow 2-3 business days for us to process your lease request.

Return to the Recreation Home.