

nForm Managed Land Access Permit Guide

Table of Contents

Requesting a Managed Land Access Permit	1
Filling out the Form.....	1
Find a Form you Saved and did not Finish	3
Get a Copy of a Previously Submitted Form through nForms	4
NY.Gov Account Help	4

Requesting a Managed Land Access Permit

You must have a NY.Gov Account to use this permit. You may already have an NY.Gov account if you have purchased a hunting, or fishing license online or have ever logged into the civil service website. You can view the [instructions on DEC's website](#) to create a new NY.gov account if you do not have one.

1. Click on [Start a new Managed Land Access Permit](#) on the [Managed Land Access permit](#) page.
2. You will be asked to login to NY.gov with your username and password. If you have forgotten either, use the "Forgot your username or Password" feature on NForms NY.Gov login page.
3. You will arrive at the Managed Land Access Permit.
4. To start filling out the form scroll to the bottom of the page and choose to begin form entry.

If you need additional help the next section will guide you through filling out the form. If there is an issue with the form, please contact R1LandUse@dec.ny.gov.

Filling out the Form

The main part of the page has important information on the form and some information about the regulations. To the right of the page there is various contacts and links that can help you if you have any issues or need additional information.

1. Scroll down to the bottom and Choose **"Begin Form Entry"**



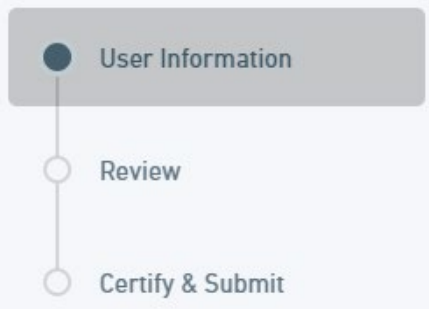
2. Below is a diagram of what you should see on your page. It's possible that the left Navigation will not show on mobile devices or if your browser window is too small. You will have to navigate using the buttons at the bottom of the form.

A screenshot of the "Managed Land Access Permit" form interface. The page title is "Managed Land Access Permit" with a subtitle "Submission HPQ-K33H-FZJ64 Revision 1 Form Version 3.1". There are three main sections: "User Information", "Applicant Details", and "Navigation". The "User Information" section is highlighted with a green box and labeled "Main Section". It contains a "Please insert your User information in the boxes below" instruction and fields for "First Name", "Last Name", "Phone Type", and "Phone Number". The "Applicant Details" section is highlighted with a red box and labeled "Removes all data entered in this section". It contains a "CLEAR SECTION" button. The "Navigation" section is highlighted with a green box and labeled "Navigation". It contains a "Begin Form Entry" button. There are also "Save to come back later" and "SAVE PROGRESS" buttons at the top right. A red arrow points from the "Save to come back later" button to the "SAVE PROGRESS" button.

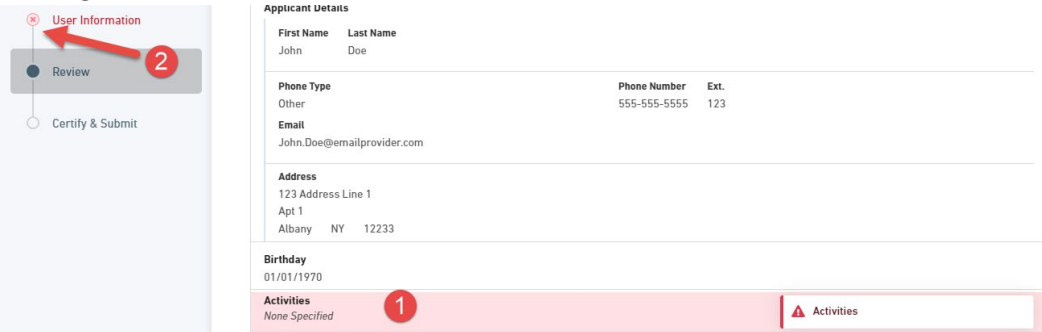
- Fill out all the form fields in the main section. When you're finished with a section of the form, you can click the **"Next Section"** button.



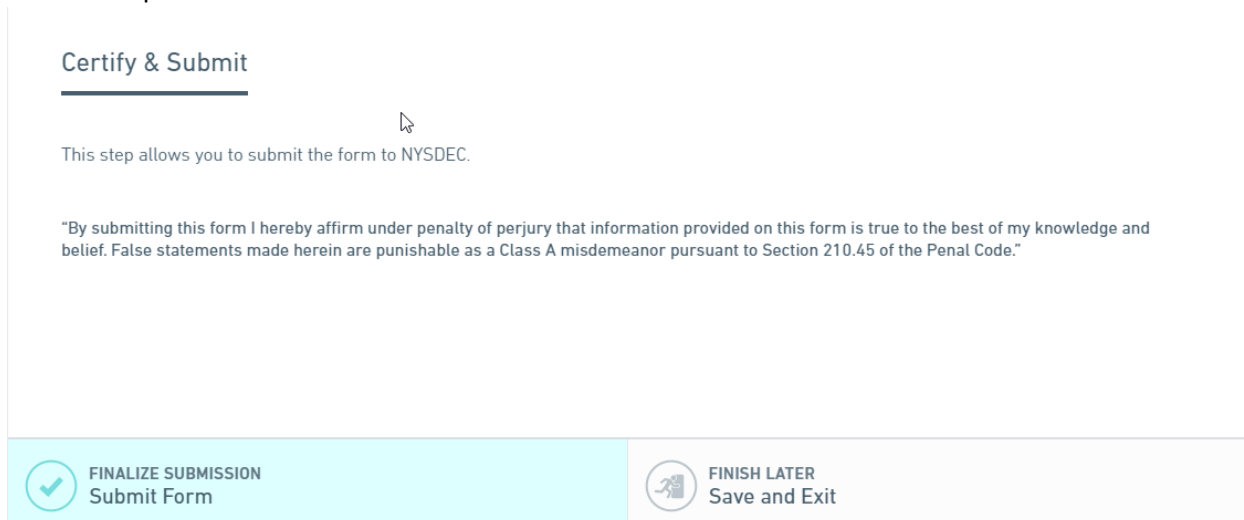
- If you want to go back to a previous section, you can use the section menu on the left side. You can skip ahead, but you must visit all the sections of a form.



- When you get to the review section if any field is not filled in or filled out incorrectly it will show an error warning and the section will have a red X



- Click on the section and fix the part of the form that was incorrect and go back to review.
- The final section is **Certify & Submit**. Clicking **Finalize Submission Submit Form** button will agree to the terms submit the permit. You can also **Save and Exit** to finish later.



- IMPORTANT!** The pop up below will appear asking you to print and retain a copy of this confirmation. **This is not your permit!** This tells you what permit you submitted and a unique submission string. An email will follow shortly with a link to the permit, or you can click view submission and scroll to the bottom and open the

attached PDF of your permit.

Submission Complete

Print Confirmation

Managed Land Access Permit

Submission **HPQ-K33H-FZJ64** Revision 1 Form Version 3.1

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

View Submission

Return to Home

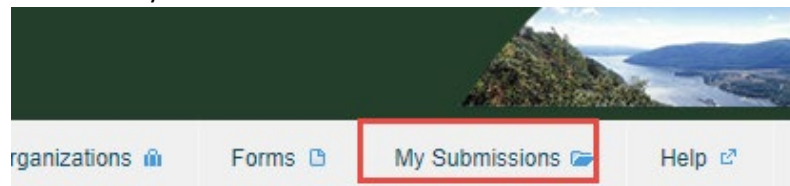
- You need to print out the form either from the email that contains the PDF, or from the view submission page with the link at the bottom. The form should be printed out single sided so you can leave the parking permit inside your vehicle and keep the Access Permit on your person.

This access permit must be carried while on the property and a copy of the Managed Land Parking Permit must be visible on the dashboard of your vehicle while you are on the property. Children under 12 do not require a Managed Land Access Permit if accompanied by an adult with an access permit. The permit is free and valid for three years.

The first page is the Completed Access Permit. The second page is the Managed Land Parking Permit.

Find a Form you Saved and did not Finish

- Login to nForms from the [nForm portal on NYSDEC's website](#).
- Click on the nForm Login Button
- Click on "My Submissions"



Your submissions list will be there. If you find a list item with the status of Draft and a name of Managed Land Access Permit that should be your submission. Your other submitted forms will be here as well including other nForms you may have also submitted.

- Click on the Pencil icon of the form you would like to reopen to add/finish filling out the information.

My Submissions

Print

Quick search

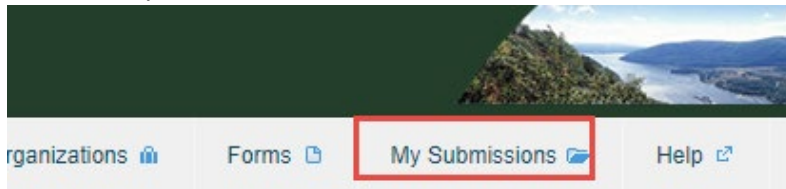
65 results found

Name	Alternate Identifier	Submission ID	Started on	Submitted on	Balance Due	Status	
Managed Land Access Permit		HPQ-K5RK-YB965	1/10/2023 12:14 PM		—	DRAFT	<div><div>></div><div><div><div></div></div></div><div><div></div></div></div>
Managed Land Access Permit		HPQ-K3K2-D8HS9	1/10/2023 10:10 AM	1/10/2023 12:01 PM	—	ISSUED	<div><div>></div></div>

Get a Copy of a Previously Submitted Form through nForms

You can always retrieve the copy from your email, but it can be easier to just find it in the system.

1. Login to nForms from the [nForm portal on NYSDEC's website](#).
2. Click on "My Submissions"



Your submissions list will be there. If you find a list item with the status of Issued and a name of Managed Land Access Permit that should be your submission. Your other submitted forms will be here as well including other nForms you may have also submitted.

1. Click on the arrow icon of the form you would like to reopen to add/finish filling out the information.

Managed Land Access Permit	HPO-K3K2-D8H9	1/10/2023 10:10 AM	1/10/2023 12:01 PM	—	ISSUED	>
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2. This will open the "Submission Overview page." **IMPORTANT** there are various controls to the right column. These are **NOT your permit**. You can View your form, print, download, view the confirmation message, A **copy of your permit is at the bottom of this page**. Click on the blue text and the document will be downloaded and you can print it.

Documents & Attachments

[Managed Land Access Permit.pdf](#)

Attached to Submission by System 2023-01-10 12:01 PM

SYSTEM-GENERATED

VISIBLE TO APPLICANT

NY.Gov Account Help

ITS Service Desk Help line: 844-891-1786

Use the number above for help with your NY.Gov account. If you are unable to reset your password on the NY.Gov website via the NForm login button or for any other error messages that you are encountering when on the site trying to log in to obtain your State Land Access permits.

The Department of Environmental Conservation does not maintain the NYS GOV website.