



THE STATE
of

ALASKA

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing

Big Game Commercial Services Board

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: BigGameCommercialServicesBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Instructions - Requesting and Completing Transporter Activity Reports via myAlaska/MY LICENSE

Step-by-Step Guide for users with access to their MY LICENSE self-service portal.

Introduction

Adding a professional license to your MY LICENSE self-service portal (via your myAlaska account) is simple and allows you to manage contact information, renew your license, and request and submit Transporter Activity Reports. Follow these steps to log into myAlaska and view your license record.

Utilize the links below to navigate to that section of the instructions:

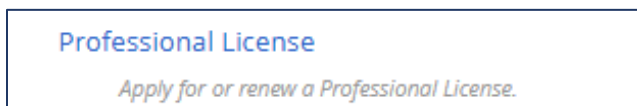
1. [Log Into myAlaska](#)
2. [Access License Details](#)
3. [Request Transporter Activity Reports](#)
4. [Print Blank Transporter Activity Reports](#)
5. [Complete Activity Reports in MY LICENSE](#)

Step 1: Log Into myAlaska

- Visit the myAlaska website at my.alaska.gov/
- Enter your username and password to log in to your myAlaska account. If you do not have an account, you will need to create one by following the registration instructions on the site.
- Click on services



- Scroll to the bottom of the list and click on Professional license.



- If your license is "linked" you will see a "View Details" button. Click "View Details" to gain access to your My License record.
- If your license is not linked you will need to contact the division for a Web Authorization Code. 907-465-2550 or BigGameCommercialServicesBoard@Alaska.Gov

Step 2: Access License Details

- If your license is “linked” you will see a “View Details” button. Click “View Details” to gain access to your My License record.

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / My License

MY LICENSE

Professional Licenses

	License #	Program/License Type	Status	Expiration	Owner(s)	DBA
View Details	242214	Big Game Guides and Transporters Registered Guide-Outfitter	Active	12/30/2025	Dan Boone	

Additional Actions

- ▶ Apply for a New License
- ▶ Add Pending or Existing License

Step 3: Transporter Activity Reports

- In the blue actions box click “Request Transporter Activity Reports”

Actions

-  Edit Contact Information
-  Request Transporter Activity Reports

Resources

- [Big Game Guides and Transporters Website](#)
- [CBPL Website](#)
- [Obtain License Verification](#)

- Enter the number of electronic forms desired and click submit

Request New Forms

Request Type: ☒ Electronic ☐ Hard Copy via mail

Number of Forms:

*Please note that you can follow the same process by requesting “Hard Copy via mail” forms, which will allow you to upload copies of transporter activity reports in the same manner as electronic copies.

Step 4: Print Blank Transporter Activity Reports

- Go to the events section and locate the new Transport Electronic Record.
- Click on Print/Enter Hunt/Transporter info

The screenshot shows a web interface for an 'Event'. At the top right, there is an 'Event Date' dropdown set to '7/18/2025'. Below this, a section titled 'Hunt/Transport Electronic Record' contains a button labeled 'Print/Enter Hunt/Transporter Info'. A table below this button has the following structure:

Status	Item	Amount Owed	Message from Examiner	Documents	Received
Incomplete	Transporter Activity Reports		Please enter your transporter form information using the "Enter Hunt/Transporter Info" button above. Doing so will allow you to enter and submit your information for your transporter forms. During each submission you must provide an upload of your filled out Transporter Activity Report.		

- Select desired Transporter Activity Report and click print.

The screenshot shows a page titled 'TRANSPORTER ACTIVITY REPORTS'. It contains a table with the following data:

	Form #	Status	Date Sent
Enter Info Print	TAR6	Sent	07/18/2025
Enter Info Print	TAR7	Sent	07/18/2025

A green arrow points to the 'Print' button for TAR6. Below the table is a pagination control showing 'Page 1 of 1'.

- This will generate the unique sequentially numbered activity report for you to print.

The screenshot shows a form titled 'TRANSPORTER ACTIVITY REPORT' with the label 'TAR6' in red. The form includes the following sections:

- State of Alaska Big Game Commercial Services Board, Department of Commerce, Community, and Economic Development, P.O. Box 110806, Juneau, Alaska 99811-0806, Telephone: (907) 465-2550.
- TOP PORTION OF TRANSPORTER ACTIVITY REPORT MUST BE COMPLETED ON THE DAY OF TRANSPORT INTO THE FIELD.
- 1. Transporter Business Name: _____ Transporter Lic. No: _____
- 2. Please check the appropriate box:
☐ Drop-Off & Pick Up Service ☐ Drop-Off Service Only ☐ Pick-Up Service Only
- 3. Big Game Hunter(s) Information:
a. Client Name: _____ Tel. No. _____ Hunting Lic. No: _____

* Please ensure that you meticulously track your Transporter Activity Reports. These reports must not be used for more than one transportation service.

Step 5: Provide your transportation service and follow up by completing your Transporter Activity Report following 12 AAC 75.400

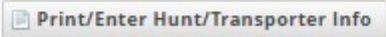
Step 6: After the transportation service is complete return to MY LICENSE


- Locate the event with the corresponding Transporter Activity Report.
- Click on Print/Enter Hunt/Transporter Info

Event Event Date → All

▼ Hunt/Transport Electronic Record 7/18/2025

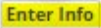





Transporter Activity Record(s): TAR6 - TAR7



Status	Item	Amount Owed	Message from Examiner	Documents	Received
 Incomplete	Transporter Activity Reports		Please enter your transporter form information using the "Enter Hunt/Transporter Info" button above. Doing so will allow you to enter and submit your information for your transporter forms. During each submission you must provide an upload of your filled out Transporter Activity Report.		

- Click on Enter info

TRANSPORTER ACTIVITY REPORTS

	Form #	Status	Date Sent
 	TAR6	 Sent	07/18/2025
 	TAR7	 Sent	07/18/2025

- Complete the data entry.

MY LICENSE

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / My License / Enter Transporter Info

TRANSPORTER ACTIVITY REPORT

License Details

Business Name:

License #:

Please choose the appropriate activity: (Not Selected) ▼

Client Info

First Name:

Middle Name:

Last Name:

Hunting License #:

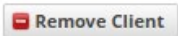
Address:


City:

State: ▼

Zip:

Phone #:





Transportation

Transportation Used:


GMU/Sub-unit:

Species Transported

Species:

Estimated Pounds of Meat:

Notes:

 Remove Species

- Upload image from a computer, phone or tablet after taking a picture of your Transporter Activity Report. Make sure the image is high quality.

Upload

You must provide an upload of your filled out hunt form.

 Upload Hunt Form

[← Back to License](#)

[Submit](#)