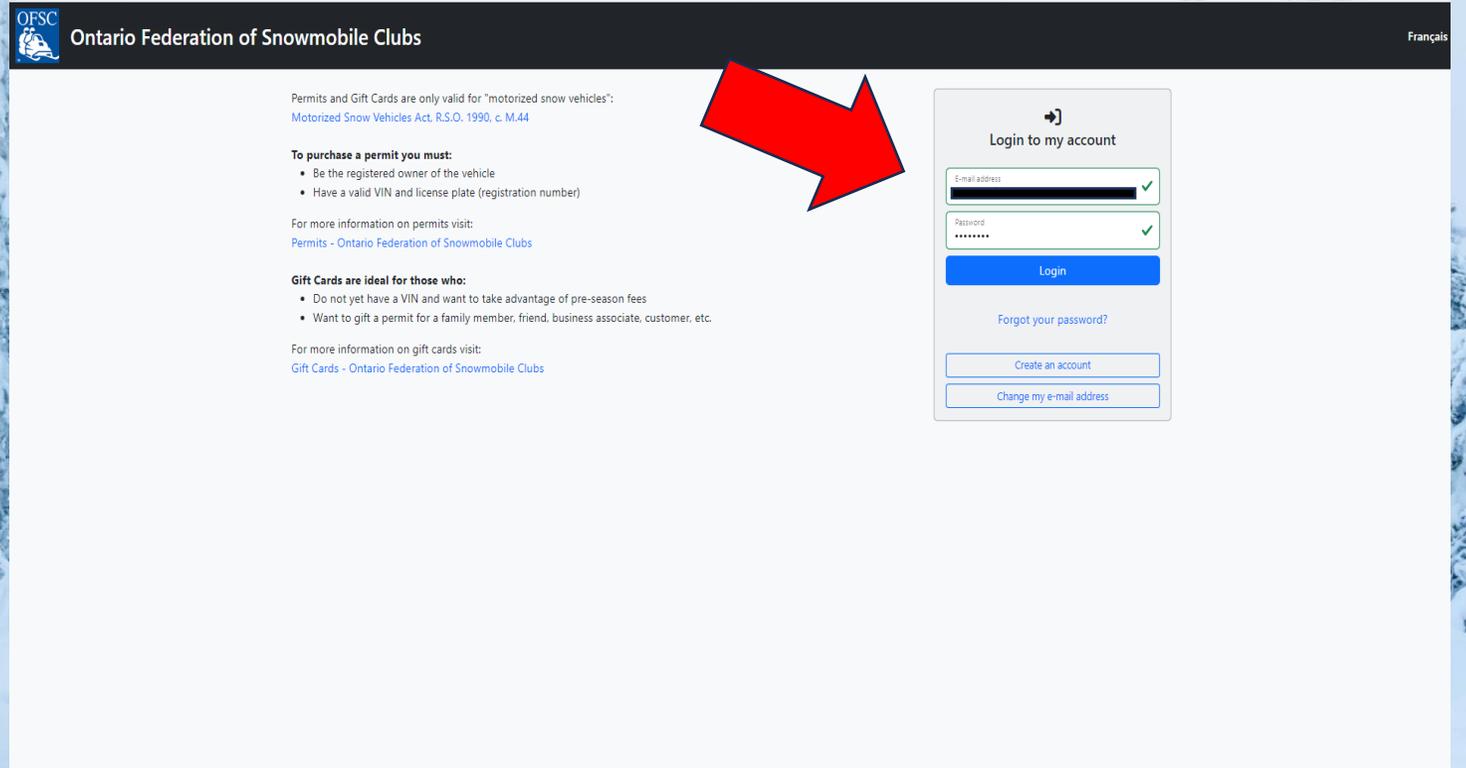


# Step-by-Step Guide

## How to Purchase a Permit



The screenshot shows the website for the Ontario Federation of Snowmobile Clubs (OFSC). The header includes the OFSC logo and the text "Ontario Federation of Snowmobile Clubs" with a "Français" link. The main content area contains information about permits and gift cards, including requirements for purchasing a permit and links for more information. A red arrow points to a "Login to my account" form on the right side of the page. The form includes fields for "E-mail address" and "Password", both with checkmarks indicating they are filled. Below the fields is a blue "Login" button, and further down are links for "Forgot your password?", "Create an account", and "Change my e-mail address".

OFSC Ontario Federation of Snowmobile Clubs Français

Permits and Gift Cards are only valid for "motorized snow vehicles":  
[Motorized Snow Vehicles Act, R.S.O. 1990, c. M.44](#)

**To purchase a permit you must:**

- Be the registered owner of the vehicle
- Have a valid VIN and license plate (registration number)

For more information on permits visit:  
[Permits - Ontario Federation of Snowmobile Clubs](#)

**Gift Cards are ideal for those who:**

- Do not yet have a VIN and want to take advantage of pre-season fees
- Want to gift a permit for a family member, friend, business associate, customer, etc.

For more information on gift cards visit:  
[Gift Cards - Ontario Federation of Snowmobile Clubs](#)

**Login to my account**

E-mail address  ✓

Password  ✓

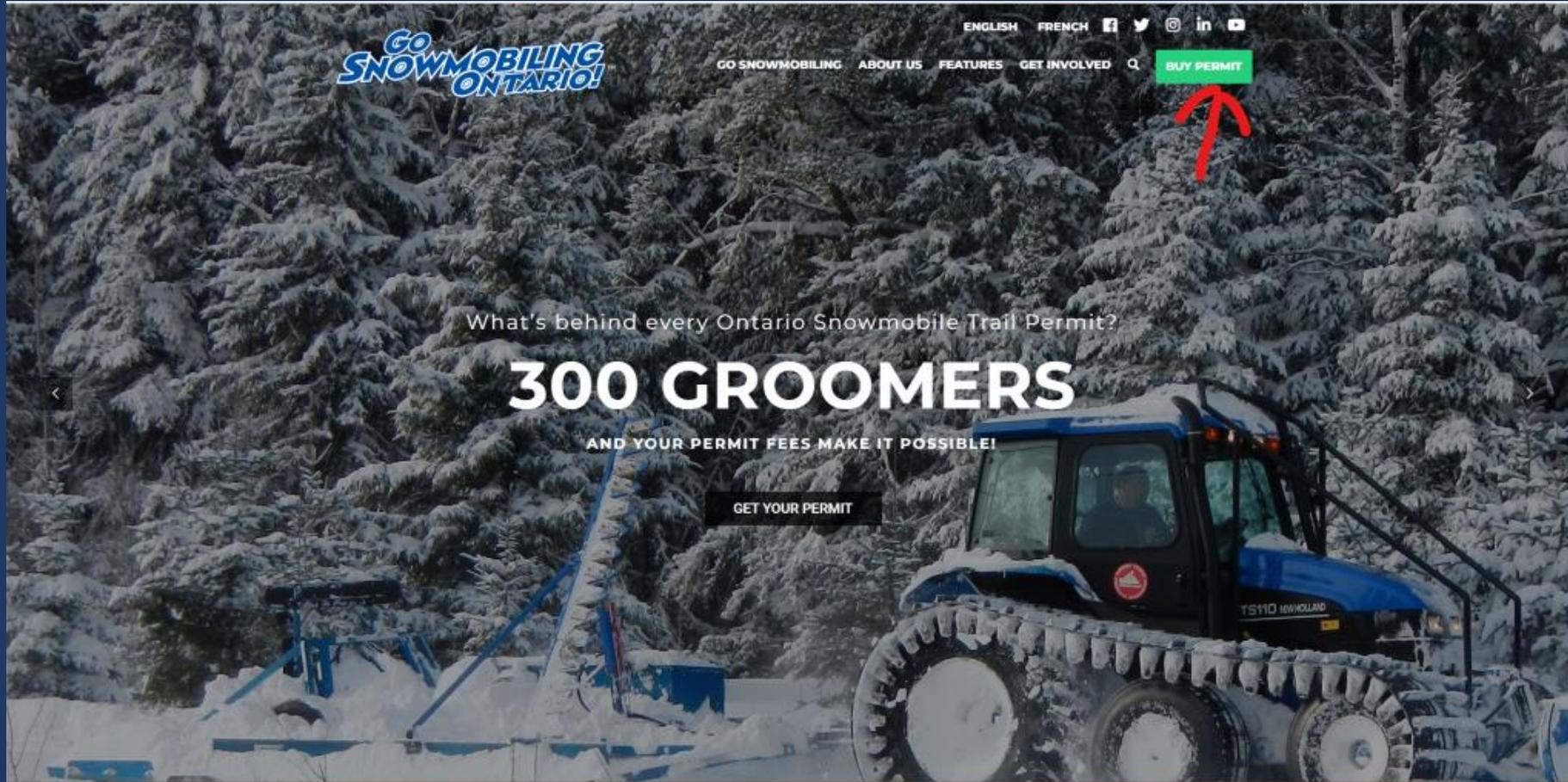
Login

[Forgot your password?](#)

[Create an account](#)

[Change my e-mail address](#)

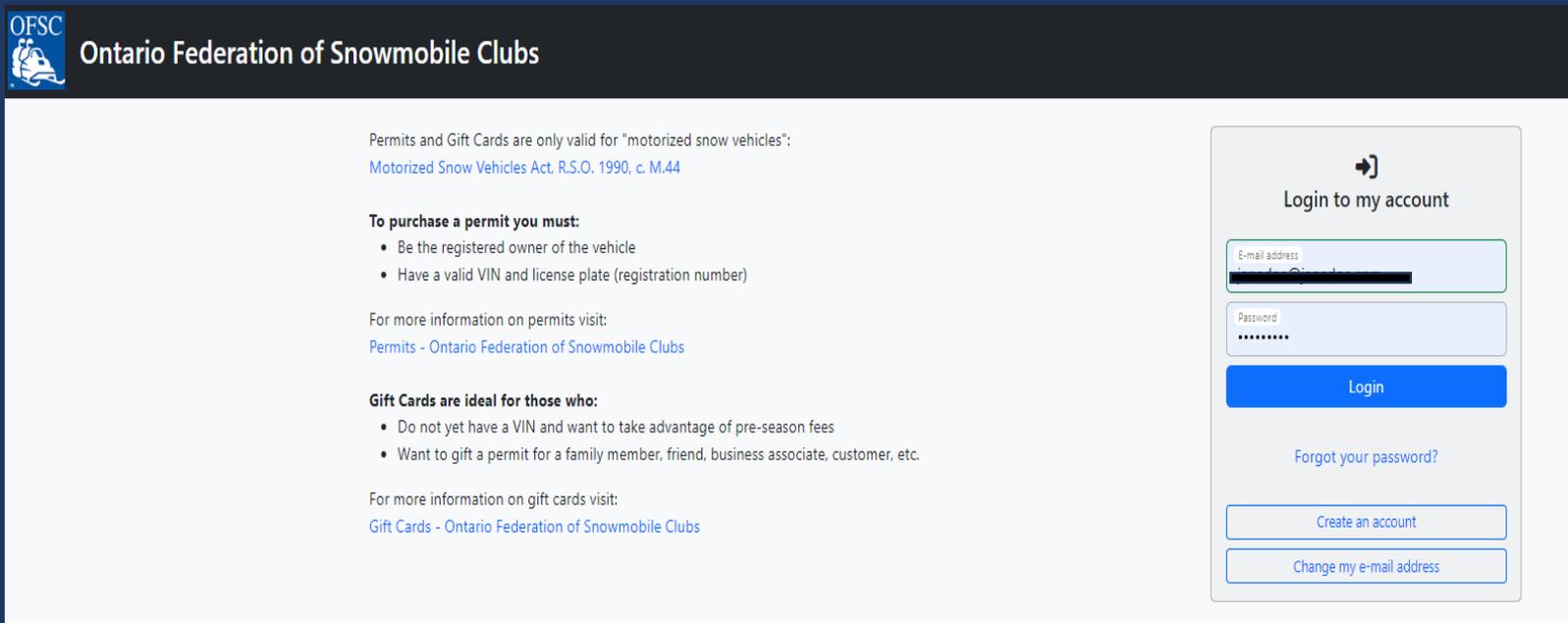
Go to [www.ofsc.on.ca](http://www.ofsc.on.ca) and click on the green “Buy Permits” button



Login to your account.

If you have an account but do not remember your password, click “Forgot your password?” (See separate guide.)

If you do not yet have an account, click the “Create an account” button.



The screenshot shows the OFSC website's login page. At the top left is the OFSC logo and the text "Ontario Federation of Snowmobile Clubs". The main content area is white with a dark header. It contains information about permits and gift cards, including a list of requirements for purchasing a permit and a list of people for whom gift cards are ideal. On the right side, there is a "Login to my account" form with fields for "E-mail address" and "Password", a "Login" button, and links for "Forgot your password?", "Create an account", and "Change my e-mail address".

**OFSC** Ontario Federation of Snowmobile Clubs

Permits and Gift Cards are only valid for "motorized snow vehicles":  
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For more information on gift cards visit:  
[Gift Cards - Ontario Federation of Snowmobile Clubs](#)

**Login to my account**

E-mail address  
[Redacted]

Password  
[Redacted]

Login

[Forgot your password?](#)

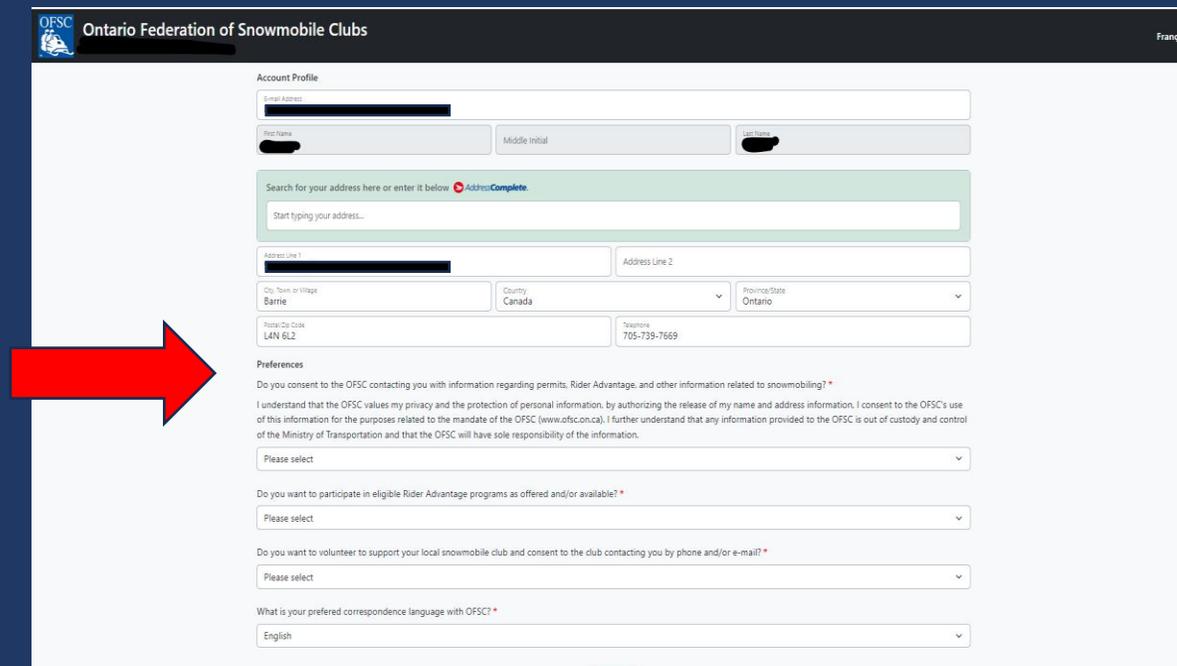
[Create an account](#)

[Change my e-mail address](#)



On your first login of the season, you will be presented with a video message then taken to your Account Profile, where we encourage you to review your details and preferences. Make any necessary updates.

**Important Note:** The address in your account is where your permit will be mailed to, so it is important to ensure that it is accurate.



The screenshot shows the 'Account Profile' page for the Ontario Federation of Snowmobile Clubs (OFSC). The page is in French. The address section is highlighted with a red arrow. The address fields are as follows:

- Search for your address here or enter it below [Address Complete](#)
- Start typing your address...
- Address Line 1: [Redacted]
- Address Line 2: [Redacted]
- City/Town or Village: Barrie
- Country: Canada
- Province/State: Ontario
- Postal/Zip Code: L4N 6L2
- Telephone: 705-739-7669

Below the address fields is a 'Preferences' section with several dropdown menus:

- Do you consent to the OFSC contacting you with information regarding permits, Rider Advantage, and other information related to snowmobiling? \*  
Please select
- Do you want to participate in eligible Rider Advantage programs as offered and/or available? \*  
Please select
- Do you want to volunteer to support your local snowmobile club and consent to the club contacting you by phone and/or e-mail? \*  
Please select
- What is your preferred correspondence language with OFSC? \*  
English



Click on Purchase a “Purchase Permit.”

OFSC Ontario Federation of Snowmobile Clubs

Home Contact Information Snowmobiles and Permits Gift Cards Admin

Welcome to Ontario Federation of Snowmobile Clubs

**❄️ Purchase an Ontario Snowmobile Trail Permit**  
This page will allow you to:

- Add, edit snowmobiles
- Buy a permit
- Transfer or replace a permit
- Redeem a gift card
- View permit order status

Purchase a Permit

**🎁 Purchase a Gift Card**  
This page will allow you to:

- Buy a gift card
- Update gift card information
- View gift card order status

Purchase a Gift Card



On the Snowmobile and Permits page, a list of snowmobiles on your account will be displayed.

OFSC Ontario Federation of Snowmobile Clubs  
Logged in as Lenisa Malfait Logout

Home Contact Information Snowmobiles and Permits Gift Cards District Admin Admin

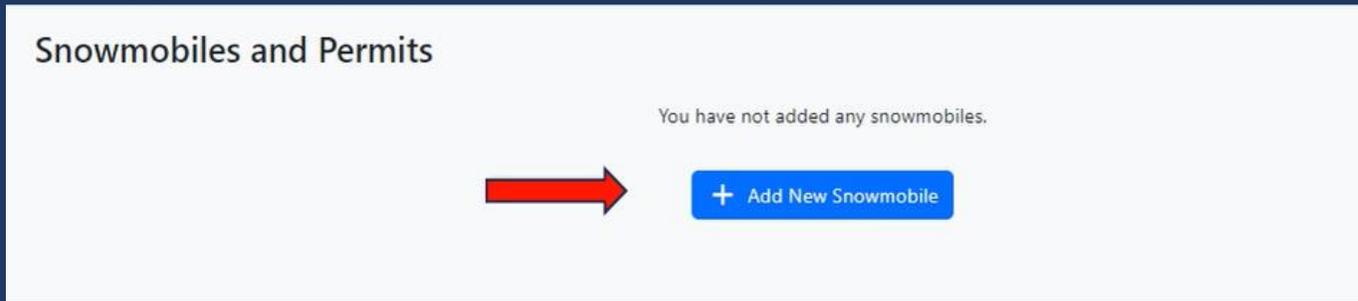
### Snowmobiles and Permits

[I want to transfer a snowmobile and permit from another owner.](#)

Year	Make	Model	VIN	License Plate	Edit	Delete
2017	Arctic Cat	Model	[REDACTED]	[REDACTED]	Edit	Delete
Permit Seasonal — \$294.00						
<a href="#">+ Add Permit to Cart</a>						
2018	Arctic Cat	Cat	[REDACTED]	[REDACTED]	Edit	Delete
Permit Seasonal — \$294.00						
<a href="#">+ Add Permit to Cart</a>						



If the snowmobile you are purchasing the permit for is not shown on the Snowmobiles and Permits page, add your snowmobile to your account by clicking on Add New Snowmobile. Add the year, make, model, VIN, license plate then read and agree to the statements shown and click “Save”.



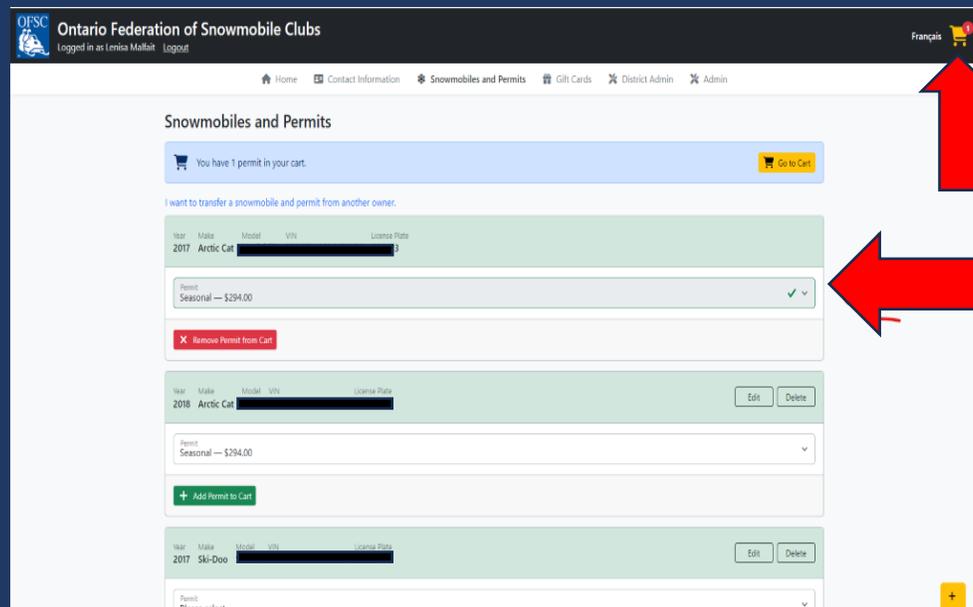
The screenshot shows a form titled "Add Snowmobile" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Year: A dropdown menu with "Please select" and a downward arrow.
- Make: A dropdown menu with "Please select" and a downward arrow.
- Model: A text input field with a red asterisk (\*).
- VIN: A text input field with a red asterisk (\*).
- License Plate: A text input field with a red asterisk (\*).
- Two checkboxes with associated text:
  - I understand that the trail permit for which I am applying is valid only for the motorized snow vehicle identified in this application and is valid only where the sticker (permit) issued under this application is permanently affixed in the required position on that motorized snow vehicle. I certify that the information contained in this application is true and acknowledge and accept the responsibilities imposed by law. \*
  - I confirm I am the registered owner of this vehicle. \*
- A legend at the bottom left: \* mandatory field
- Buttons for "Save" and "Cancel" at the bottom right.



For the snowmobile(s) you wish to purchase the permit for, select from the list of permit options then click the green "Add Permit to Cart" button. You will notice that shopping cart icon at the top righthand corner of the screen will indicate it has been added.

Note: Special Event and Multi Day permits are only available starting December 2.



Once you have selected your permit(s), scroll to the bottom of the page and click on the yellow “Proceed with Purchase” button.

OFSC Ontario Federation of Snowmobile Clubs  
Logged in as Lenisa Malfait Logout

Year	Make	Model	VIN	License Plate	Edit	Delete
1998	Polaris					
Permit Please select						
+ Add Permit to Cart						
2020	Polaris					
Permit Please select						
+ Add Permit to Cart						
2020	Arctic Cat					
Permit Please select						
+ Add Permit to Cart						

+ Add New Snowmobile → Transfer Snowmobile and Permit from Another Owner **Proceed With Purchase**



In the shopping cart, review the order, select a club and shipping method. If you have selected standard shipping, you will also need to agree to the statement below the permit shipping method selection.

Be sure to verify your shipping address as this is the address your permit will be shipped to. If you would like the permit shipped to a different address, click on “Alternate address” provide the address details. Once completed, click on “Begin Checkout.”

The screenshot shows the checkout page for the Ontario Federation of Snowmobile Clubs (OFSC). The user is logged in as Lenisa Malfait. The page displays the following information:

- Redeem Gift Card:** A message stating there are no eligible gift cards available for this permit purchase.
- Select Club:** A dropdown menu with a search icon and a "Use club locator map" link.
- Transaction and Administration Fee:** \$7.50
- Permit Shipping Method:** A dropdown menu set to "Standard" with a price of \$0.00. Below this is a checkbox for "By selecting standard delivery for my permit, I assume all responsibility should my permit get lost or stolen in the mail, or for any other reason that it is not received in the mail, and therefore agree to adhere to all Ministry of Transportation rules for the issuance of a replacement permit."
- Total Amount:** \$301.50
- Shipping Address:** Two radio buttons are present: "Registered Owner Address" (selected) and "Alternate Address".

At the bottom of the page, there are two buttons: "Continue Shopping" and "Begin Checkout >". A large red arrow points to the "Begin Checkout >" button. A small asterisk indicates mandatory fields.



Before the order can be completed, read and agree to the terms and conditions.

OFSC Ontario Federation of Snowmobile Clubs  
Logged in as Lemna Mallart Logout Français 

# Ontario

## Application for Trail Permit - Terms & Conditions

I understand that the trail permit for which I am applying is valid only for the motorized snow vehicle identified in this application and is valid only where the sticker (permit) issued under this application is permanently affixed in the required position on that motorized snow vehicle. I certify that the information contained in this application is true and acknowledge and accept the responsibilities imposed by law.

Information in this form is collected under the authority of the Motorized Snow Vehicles Act and is used for administration and enforcement of the trail permit program only, unless consent to use this information for other purposes is otherwise provided by the person to whom this information relates. If you have any questions about the collection and use of your personal information collected on this form, please call the Supervisor, ServiceOntario, at 416-235-2999 or 1-800-387-2445 or write to the Supervisor, Ministry of Transportation, Licensing Administration Office, Main Floor, Building A, 1201 Wilson Ave., Downsview, Ontario, M3M 1J8. General Inquiries: Direct general inquiries to ServiceOntario, at 416-235-2999, 1-800-387-2445 or visit [www.ServiceOntario.ca](http://www.ServiceOntario.ca)

Note: Name and address on this application form must be the same as the name and address of the registered owner.

If the Trail Permit is lost, stolen or damaged and needs to be replaced, contact the OFSC. The fee for a replacement permit is \$15.00. You must present the original trail permit receipt along with the original permit, or portion thereof. If not available, a police report or police incident # is required for stolen or lost permits.

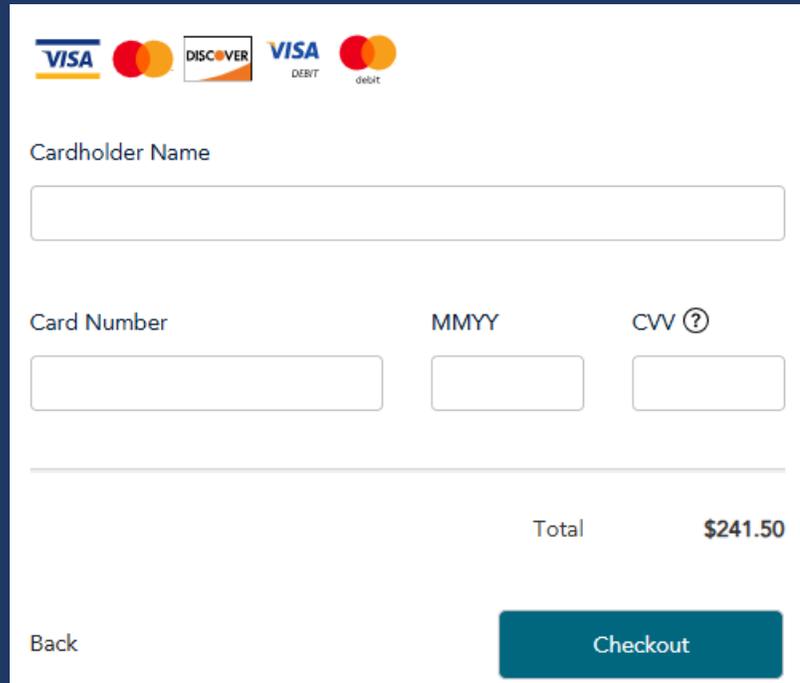
The Trail Permit is valid for the period shown on the Trail Permit and the Application for Trail Permit. A new Trail Permit must be purchased each season or after the expiration date. Trail Permit purchases are non-refundable; Trail Permits may only be transferred through the approved process (see [www.ofsc.on.ca](http://www.ofsc.on.ca)).

I have read and agree to the terms listed above

[Cancel Checkout](#) [Next >](#)



Final step! Add your payment details.



The screenshot shows a payment form with the following elements:

- Logos for VISA, DISCOVER, VISA DEBIT, and Mastercard debit at the top.
- A text input field for "Cardholder Name".
- Three input fields for "Card Number", "MMYY", and "CVV ?".
- A horizontal line separating the form from the total amount.
- The text "Total \$241.50" on the right side.
- A "Back" link on the bottom left and a teal "Checkout" button on the bottom right.

No spaces or special characters in Card Number.

MMYY is the expiry date. MM = two digits representing the month. YY = two digits representing the year.

CVV = three digit code on the back of the credit or debit card.

Upon payment, you will receive an email with your purchase confirmation.



# THANK YOU!

For more helpful information, visit our Frequently Asked Questions at  
[www.ofsc.on.ca/faq/](http://www.ofsc.on.ca/faq/)

