

User's Guide for the IFQ, and Halibut CDQ Internet Reporting System

Updated November, 2007

This User's Guide describes use of an older NOAA Fisheries Service (NMFS) Internet-based reporting system, for reporting IFQ species and CDQ halibut only. A newer electronic system, called "eLandings", has been introduced by the NOAA Fisheries Service (NMFS), the Alaska Department of Fish and Game (ADF&G), and the International Pacific Halibut Commission (IPHC). Within a year or so, eLandings will become the only authorized electronic reporting system for IFQ landings and for CDQ halibut landings and this older system will be discontinued. eLandings is a more comprehensive reporting system, and can be used to report crab and most fish species and bycatch, including IFQ species and CDQ halibut. eLandings can be used to submit required electronic "IFQ Reports" to NMFS and also to generate both ADF&G Fish Tickets and IFQ/CDQ halibut landing receipts. We strongly encourage you to register as an eLandings User and as soon as possible, start using eLandings. eLandings is located at: <http://elandings.alaska.gov>. Registered Buyers can get help registering to use eLandings by contacting NMFS staff at: 800-304-4846 option 2 or 907-586-7441.

However, if you wish to *temporarily* continue using NOAA's old IFQ, and CDQ halibut reporting system, this User's Guide provides updated information.

The IFQ and halibut CDQ Internet Landing reporting system may be accessed via the NMFS, Alaska Region web site at: <https://www.alaskafisheries.noaa.gov/webapps/ifqaccounts> (note the use of "https" rather than the usual "http"). You can also reach this reporting system from the RAM page of our Regional NMFS web site at: <http://www.alaskafisheries.noaa.gov/ram>.

To use this system you need (at your expense): A computer with printer, paper, Internet service and an Internet browser such as Firefox or Internet Explorer. Also, for security reasons each Registered Buyer will need to know their NMFS ID and password. Hired masters will need to know their NMFS ID (in addition to their permit number and vessel ADF&G number).

November, 2007 Updates

NMFS_ID/Password replaces permit/password: Beginning Monday, November 26th, 2007, Registered Buyers will no longer access the RAM Internet reporting system using their Registered Buyer Permit Number and associated password. Instead, Registered Buyers will access the system using their NMFS_ID and password. For users with multiple permits, this should simplify account access. Additionally, to report a landing, **only the Registered Buyer need log in.** Card holder log in is no longer required.

Hired Masters

If a hired master forgets his/her NMFS ID: Contact NMFS/RAM staff or use the Internet reporting system's NMFS ID retrieval mechanism. Using the Internet reporting system, an IFQ permit holder or hired master may request that a lost NMFS ID be emailed to his/her email address of record by providing their IFQ permit number, vessel ADF&G number (hired masters only), and by providing an email address that matches their email address of record in the RAM database.

Registered Buyers

To activate a password: You should have received your NMFS ID and temporary password by mail. When you log in to the reporting system for the first time, you will be prompted to change this temporary password to a new self-selected password. Changing your password will activate your account. Safeguard your password once it is activated!

To change your password: To change your own password on the Internet: Log in with your current password and select the "change password" function. A new password will be immediately effective.

If you forget your password: Use the online password retrieval mechanism or contact RAM staff. RAM staff will not provide passwords on the telephone. We will re-set your password to a temporary one, then send your password only to addresses we already have on file for the Registered Buyer. For security reasons, we cannot accept address or email change requests by telephone.

How to contact us:

RAM staff

- a) By telephone toll free at: 1-800-304-4846 (option 2); or at: 907- 586-7202.
- b) By fax at: 907-586-7354
- c) By U.S. mail at: NMFS/RAM
PO Box 21668 Juneau, Alaska 99802
- d) By E-mail (monitored 8-4:30 Federal workdays only): RAM.Alaska@noaa.gov

Enforcement Data Clerks

- a) By telephone toll free at: 1-800-304-4846 (option 1) or at: 907-586-7163.
- b) By fax at: 907-586-7313

How to Select a Strong Password

Select a password that is between 6 and 16 characters in length.

A password is not just a way to get into the computer system; it is a way to keep unauthorized people out. Even though you may not store sensitive material on your computer, your password may be all that a hacker needs to pass from the outer regions (where you compute) to the inner regions (where the sensitive data resides) of your organization's network.

Choose a password difficult for an unauthorized user to guess (and one that is easy for you to remember). Random alphanumeric compositions (for example, AX\$78BO@) are difficult to guess, but can be hard to remember. Some ideas for constructing a strong password include:

- a. Use an acronym from an easy to remember phrase. "The Cat in the Hat Ate Green Eggs" can translate into "TCITH8GE."
- b. Alternate between one or two consonants and one or two vowels. This provides nonsense words that are usually pronounceable, and thus easily remembered. Examples: Aroutboo, Aquadpop.
- c. Choose two short words and concatenate them with a punctuation character between them. For example: Adog;rain, Abook+mug, Akid?goat.
- d. Use both upper and lowercase letters.
- e. Use numbers and special symbols (!@#\$) with letters. For example, "You Are My Sunshine" could become "Yr#M#ss."
- f. Use misspelled words (kantUSpel?).

Do Not Use

- a. Any example used in the previous section or in a similar discussion of passwords.
- b. Your login name in any form (as-is, reversed, capitalized, doubled, etc.).
- c. A name associated with you in any way (your middle initial, spouse's first name, a maiden name, pet's name, child's name, or favorite celebrity, sports team, or hobby).
- d. Any proper name (first name or last name).
- e. Other information easily obtained about you. This includes license plate numbers, telephone numbers, social security numbers, the brand of your automobile, the name of the street you live on, etc.
- f. Any word in any dictionary in any language in any form. Don't simply reverse the spelling of a dictionary word.
- g. Slang words, obscenities, technical terms, jargon, or computer brand names.
- h. Simple patterns, including: passwords of all the same letters or digits, simple keyboard patterns, or anything that someone might easily recognize if they see you typing it.
- i. Objects that are in your field of vision at your workstation.
- j. Any password that you have used in the past or any password with fewer than six characters.

LOGGING ON TO REPORT IFQ & CDQ LANDINGS ONLINE

Once you have your NMFS ID, your password, and a current Registered Buyer Permit, you are ready to report online! In helping to get you started, following this page of guidance are “pictures” of screens that you will encounter when logging on and reporting a landing.

From the RAM main page (<http://www.alaskafisheries.noaa.gov/ram/default.htm>), follow a link to report online. After clicking on that link, the “IFQ Halibut/Sablefish & CDQ Halibut Permit Holder Login” screen will appear. Enter the required information.

After entering your NMFS ID and password, you will come to a page displaying a menu of options. Select the appropriate Registered Buyer permit number (may be more than one) from the drop-down list, then select the “Report Landing” option. The “Permit Holder/Hired Master” entry screen will then appear. Enter the required information to go to the Landing screen.

Please do not hesitate to contact us if you have further questions.

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Page Header:** NOAA FISHERIES NATIONAL MARINE FISHERIES SERVICE logo on the left; ALASKA REGIONAL OFFICE on the right with a search box.
- Navigation Bar:** Home | RAM | CDQ | IFQ | Change Password | IFQ Login
- Main Content Area:**
 - Section Header:** IFQ Halibut/Sablefish and CDQ Halibut Permit Holder Login
 - Step 1:** Login below using your **NMFS ID** and password.
 - Step 2:** After logging in, you will be able to:
 - All Users:**
 - Check a vessel balance
 - Change your password
 - Registered Buyers:**
 - Report a landing
 - Print a receipt for a previous landing
 - Make an ex-vessel volume and value report
 - Renew an annual registered buyer permit
 - IFQ Permit Holders and Hired Skippers:**
 - Pay cost-recovery fees
 - Print a landing ledger report
 - Check a permit balance
 - NOTE:** If you are logging in for the first time, you will be prompted to change your password to activate your account.
- Login Form:**

NMFS ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	
Forgot your password or NMFS ID? Click here.	

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, Favorites, Tools, Help.
- Page Header:** NOAA FISHERIES NATIONAL MARINE FISHERIES SERVICE logo on the left; ALASKA REGIONAL OFFICE with a search box on the right.
- Navigation Bar:** Home | RAM | CDQ | IFQ | Change Password | Logout | **IFQ Application Menu** (highlighted).
- Main Content Area:**
 - IFQ Online Application Menu** (Section Header)
 - Permit Holder:** IFQ TEST BUYER33
 - Registered Buyer Permit:** Select a Permit (dropdown menu)
 - Report Landing:** Allows you to submit a landing report for the selected Registered Buyer permit.
 - Renew Permit:** Renew permit for selected Registered Buyer.
 - Annual Report:** Make an Ex-Vessel Volume and Value Report by month for the selected Registered Buyer.
 - Reprint Receipt:** Allows you to reprint a landing receipt, entered using one of your Registered Buyer permits.
 - Vessel ADF&G#:** (Input field)
 - Vessel Balance:** Displays vessel cap information for this vessel and species combination.
- Footer:**
 - Questions?**
 - Please call RAM at (800) 304-4846 (option #2) or (907) 586-7202 (option #2) during business hours, or email RAM.Alaska@noaa.gov.

Card Holder Data Entry Page 1 of 1

The screenshot shows a web browser window with the NOAA Fisheries logo and "ALASKA REGIONAL OFFICE" header. The main content area is titled "Permit Holder/Hired Master Landing Data" and contains three numbered instructions. Below the instructions is a "Note" in red text. At the bottom of the form area is a table with three input fields and a "Submit" button. The footer contains a "Questions?" section with contact information and a navigation menu.

File Edit View Favorites Tools Help

NOAA FISHERIES
NATIONAL MARINE FISHERIES SERVICE

ALASKA REGIONAL OFFICE

Search

Home | RAM | CDQ | IFQ | Menu | **Permit Holder Landing Data**

Permit Holder/Hired Master Landing Data

1. Enter the IFQ card holder's NMFS ID and permit number.
2. If the IFQ card holder is a hired skipper, enter the authorized vessel ADF&G number.
3. Press the "Submit" button to continue to the landing report entry page.

Note: If you have already used eLandings to report your IFQ landing, do **NOT** also report here or your account will be debited twice.

IFQ Cardholder NMFS ID	<input type="text"/>
Permit Number	<input type="text"/>
Vessel ADF&G Number (on card) Hired skippers only	<input type="text"/>
<input type="button" value="Submit"/>	


Questions?

Please call RAM at (800) 304-4846 (option #2) or (907) 586-7202 (option #2) during business hours, or email RAM.Alaska@noaa.gov.

Home | CDQ | Fisheries | Grants | Habitat | Jobs | News | Marine Mammals & Seabirds | Oil Spill | RAM Permits | **SEARCH** | Privacy Policy | Webmaster

IFQ and CDQ Landing Report Page 1 of 2

File Edit View Favorites Tools Help

 **NOAA FISHERIES**
NATIONAL MARINE FISHERIES SERVICE

ALASKA REGIONAL OFFICE

Search

Home | RAM | CDQ | IFQ | Menu | Logout | **IFQ Landing**

IFQ Landing Report

Use this page to report a landing of CDQ Halibut, or IFQ Halibut or Sablefish.
NOTE: This is an alternative to using eLandings which will be phased out.

Registered Buyer:	IFQ TEST BUYER33
Registered Buyer Number:	980000
Permit Number:	980001
Permit Holder:	TEST INDIVIDUAL0
Species:	200
Authorized Vessel:	

Vessel ADF&G#:	<input type="text"/>	Gear Type:	<input type="text"/>
Weight Unit of Measure:	<input type="text" value="Pounds"/>	Port Number:	<input type="text"/>
Fish Ticket Number:	<input type="text"/>	If this landing is for halibut taken as bycatch in another fishery please indicate the fishery type:	<input type="text"/>

For a list of port numbers click [here](#)

IFQ and CDQ Landing Report Page 2 of 2

File Edit View Favorites Tools Help				
Vessel ADF&G#:	<input style="width: 90%;" type="text"/>	Gear Type:	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	
Weight Unit of Measure:	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text" value="Pounds"/> ▼	Port Number:	<input style="width: 90%;" type="text"/>	For a list of port numbers click here
Fish Ticket Number:	<input style="width: 90%;" type="text"/>	If this landing is for halibut taken as bycatch in another fishery please indicate the fishery type:		<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼

Stat Area:	Product Code:	Ice/Slime Included:	Sold Weight:	Retained Weight:
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
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<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
<input style="width: 90%;" type="text"/>	<input style="border: none; border-bottom: 1px solid black; background-color: #e0e0e0; text-align: center;" type="text"/> ▼	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>
Submits the landing report and displays the receipt for you to print. The landing has been reported when the receipt page is displayed. This may take some time.	Resets this page back to the way it looked before you started typing.	Returns to the main menu without submitting any data.

Questions?

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