4. Request a User Account

1. On the main page, click on “request an account.”
2. On the next screen, fill in your name (“Name” is your first name here, “Surname” is your last name), job title, address, phone number, fax number, and email address.

3. Select your role from the drop down menu- either “WBFT Importer” or “WBFT Exporter” (see below; WBFT stands for Western Atlantic bluefin tuna). If you both export and import bluefin tuna, select “WBFT Exporter” and you can add the importer role after your account is approved and you log in.
• You can search for the company by name or by National registration number, which in this case is your HMS ITP permit number (see below).
• If your company is in the system it will appear in a drop down menu. Click on the name of your company. The company information will fill in automatically.
• Click Add.

• Your role and company will appear in a table (see below).

4. Enter the security word.
5. Hit Save.
Once you have requested a user account, or once NMFS creates an account for you, you will receive an email notification that the request is pending authorization by the CPC Administrator (in this case, NMFS; see below). The email will include a link where you can check the status of your request using the identifier provided.

NOTE: All communications from the eBCD system will contain text repeated in English, Spanish, and French.

Once the CPC Administrator authorizes your user account, you will receive an email with your user name and temporary password (see below). HINT: When you log in to your account using this password, it is easiest to copy the password from your email and paste it into the field.

When you log in for the first time, you can change your password by selecting “Users Registration” on the home page and then selecting “Change Password” (see below).