HOW TO PAY FEES USING eFISH

The following document provides step--by--step instructions on how to access the eFISH application, activate your account, and change your password or Username. Before logging into eFISH for the first time, you will need your Username or NMFS ID, and your current email address must be on file with NMFS. If you need help with your Username or NMFS ID, or need to update your email contact information with NMFS, please contact us at:

phone: 1--800--304--4846, option 4
or email: efish.alaska.support@noaa.gov

Access the eFISH Application

Go to the eFISH website: https://alaskafisheries.noaa.gov/webapps/efish/login

Activate Your Account

When you are ready to login to eFISH for the first time, go to the Login page, then click ‘Activate an Account’:
On the first Account Activation page, click the ‘click here’ link shown below. If you require assistance at any point, please refer to the contact information on this web page for assistance.

This will bring you to the second Account Activation page. Enter your email address and Username or NMFS ID, and then click ‘Submit’. Note: the email address must match that on file with NMFS.

Logging in with a Username is the preferred option. If you do not know your Username or have not yet setup your account for access with a Username login, please contact the Restricted Access Management Staff by phone at 1-800-304-4846, option 2, or Email RAM.Alaska@noaa.gov.
You should then see a message confirming that an email was sent to your email account:

![Email Sent Successfully](image)

An email message will arrive within a few minutes from efish.alaska@noaa.gov. The message contains a link to activate your eFish account. Please use the link immediately. The link expires one hour from the time it was sent. If you do not see the email message in your inbox within a few minutes, please check your ‘SPAM’ folder (or its equivalent).

![NMFS AKR System Request](image)

Click on the email link to open it in a browser window, or copy and paste the entire link into a browser window. This will bring you to the Password Creation page.

![Password Creation](image)
Enter your Username or NMFS ID, then enter and re-enter your new password (conforming to the password standards) in the fields provided, then click ‘Submit Change’. Note, your new password should be protected and stored securely.

The Account Activation page shown below confirms that your password has been set. Click on ‘Click here to login’ to open the Login page.

Check the ‘Acknowledge and Accept’ box on the Login page, then enter your NMFS ID and new password and click ‘Login’:

Once your account has been activated, your username or password may be changed at any time. A lost or forgotten password may also be reset by following the account activation process described above.

To change a Username or Password, begin by logging in to the eFISH application.

Select ‘Account’ from the top menu, then ‘Change Password’ or ‘Change Username.’ Note, the Username change option is only available to users logging in with a Username. It is not available for NMFS ID logins.
To change a password, select ‘Change Password’ from the ‘Account’ menu:

Complete the form shown below, then click ‘Submit Change.’

![Change Password Form]

To change your Username, select ‘Change Username’ from the ‘Account’ menu:

Complete the form shown below, then click ‘Submit Change.’ Following successful completion of a Username change, you should see a message indicating a successful change and a link to the ‘Login’ page similar to the one shown above for a password change.
Payment of Cost-Recovery or Program Fees

To pay your cost-recovery or program fees, begin by logging in to the eFISH application. If you are logging in with a Username and have access to accounts belonging to more than one entity, be sure to select the correct company, group, or cooperative from the ‘Account Details’ drop-down list (arrow below).

If you are logging in with a NMFS ID, you will have access only to the permit and account information belonging to that single NMFS ID. The menu items available, including payment options are displayed dynamically, depending on the logged-in user and account selected.

The logged-in user or selected account shown below has access to IFQ, Crab, and Observer Fee program information:

An AFA Cooperative account is shown below:

A Rockfish Cooperative account is shown below:

A CDQ Group, with IFQ accounts is shown below:
An A80 Cooperative account is shown below:

![A80 Cooperative account](image)

An AIP account is shown below:

![AIP account](image)

Important! If you do not see the option to make a fee payment for a program for which you owe fees, please contact NMFS staff for assistance. Contact information is available from the top menu by clicking on ‘Contacts.’ Note, selecting this option will open a contacts web page in a new tab or browser window. You will not be logged out of eFISH.

![Contacts](image)

Paying Fees

From the Main Menu page, select the ‘Payments’ tab, then locate the link for the program for which you are making a fee payment.

The Observer Fee Payment page is shown below. Note, the appearance of the screen may vary somewhat depending on the program selected. Be sure you are in the desired fee program screen before proceeding!
Fee Detail Report

A Fee Detail report is available for some Cost-Recovery or Program fees. The information available in this report varies by program. For Observer Fees, the report provides the level of detail shown below:

For other programs, the following information may be provided:

Submitting a Payment

Carefully review the Fee Payment page, then select a Payment Method and enter a Payment Amount in the fields provided. Note, the ACH payment method option should be selected for payments of $25,000 or more.

After clicking on ‘Submit Payment’ you will briefly see a window with a message ‘Redirecting to Pay.gov’ before you are taken to the Pay.gov payment entry screen. Pay.gov is a secure payment service offered by the Department of Treasury used to process payments for many government agencies including NMFS. By using Pay.gov, NMFS does not handle the storage or processing of your credit/debit card or bank account information.

Once at the Pay.gov screen, select a payment method. Be sure to select the same method you selected back at the NMFS Fee Payment page:
Payment by Credit Card

Enter all required information in the Pay.gov Credit or Debit Card entry screen. When finished, click 'Continue.'
Review the payment information shown on the confirmation screen. Your payment will not be processed until you click ‘Submit’ on this screen. Be sure to check to box next to ‘I authorize a charge…’

After submitting your payment through Pay.gov, you will be redirected back to the NMFS eFISH site to a Receipt of Payment screen.

From the Receipt of Payment screen you have the option to Print Receipt or Email Receipt. The print receipt option will send a copy of the receipt page to your system’s default printer (if available). The Email receipt will send an email to the email contact address on file with NMFS. It is highly recommended that you make use of one or both of these options. Make note of the Remittance Id, which is the unique identifier for your payment in the NMFS system.
If you do not at first see the Payment Confirmation email, look in your ‘Spam’ folder or equivalent.

Payment by ACH (Automated Clearing House)

As previously noted, payments of $25,000 or more should be made using the ACH payment method whereby the payment amount will be withdrawn directly from your bank account. To pay by ACH, select the ACH Payment Method from the eFISH Fee Payment page. As described in the Payment by Credit Card section above, you will then be redirected to the Pay.gov site and prompted to (again) select a payment method option with Pay.gov.

Be sure to select the ACH payment method at the Pay.gov screen.
After selecting the ACH payment method in the screen shown above and then clicking ‘Continue’ you will be taken to the ACH entry screen. Enter all required information in the Pay.gov ACH entry screen. When finished, click ‘Continue.’

Review the payment information shown on the confirmation screen. Your payment will not be processed until you click ‘Continue’ on this screen. Be sure to check to box next to ‘I agree to the Pay.gov authorization…’
After submitting your payment through Pay.gov, you will be redirected back to the NMFS eFISH site to a Receipt of Payment screen. From this screen you have the option to Email or Print a receipt. It is highly recommended that you take advantage of one or both of these options. Additionally, it is important to make note of the Remittance Id, which is the unique identifier for your payment in the NMFS system.

When finished you may logout of the system, or click ‘Main Menu’ to return to the main eFISH menu page for other account access options.

If you have any questions or need assistance with eFISH, please call: (-800) 304-4846 (option #4), or email: efish.alaska.support@noaa.gov.

If you experience problems when trying to submit your fee payments, please call: (800) 304-4846 (option #5) or (907) 586-7202 (option #5) or send an email to: NMFS.AKR.Fees@noaa.gov.