

# National Oceanic and Atmospheric Administration National Marine Fisheries Service, Alaska Regional Office

## Crab Inter-Cooperative IFQ Transfer Instructions

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### HOW TO DO A TRANSFER - TRANSFEROR INSTRUCTIONS

1. Go to the NOAA Fisheries eFISH website:

<https://alaskafisheries.noaa.gov/webapps/efish/login>

NOAA Fisheries NATIONAL MARINE FISHERIES SERVICE ALASKA REGIONAL OFFICE

Contacts NOAA Site Navigation Account Help Logout

**PERMIT HOLDER LOGIN**

**\*\*WARNING\*\* \*\*WARNING\*\* \*\*WARNING\*\***

This is a United States Department of Commerce computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

**\*\*WARNING\*\* \*\*WARNING\*\* \*\*WARNING\*\***

Acknowledge and Accept

**Program Participant Login**

If you are logging in for the first time, you will be prompted to change your password to activate your account. You will not be able to activate your account unless your current e-mail address is on file with NMFS.

Username or NMFS ID Password Login

[Forgot your password?](#) OR [Activate an Account](#). Updates to contact information may be made under Account after login. Please contact NMFS, Alaska Region, Restricted Access Management Program for your eFISH user\_id.

**SYSTEM REQUIREMENTS:** This site requires Internet Explorer version 9 or above. You can also use [Chrome](#), [Firefox](#) or another major

2. Read the warning and check the box next to 'Acknowledge and Accept'. Enter your Coop NMFS ID and password, and then press the 'Login' button.

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NMFS ID Password Login

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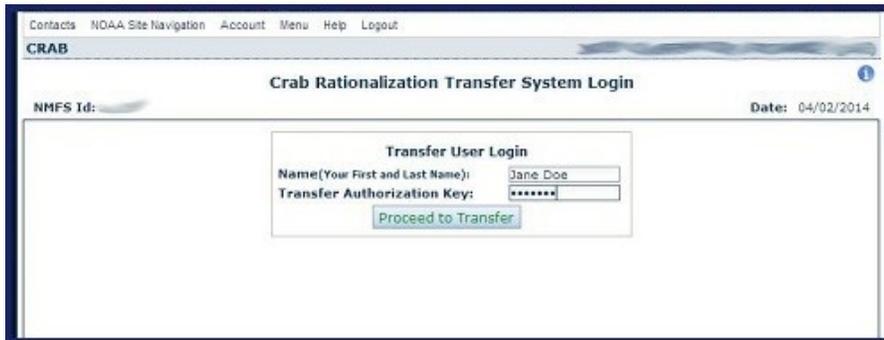
**SYSTEM REQUIREMENTS:** This site requires Internet Explorer version 9 or above. You can also use [Chrome](#), [Firefox](#) or another major browser.

**NOTE:** This site allows access to the online format for [Office of Management and Budget \(OMB\) approved forms](#).

3. Click on the 'Transfer IFQ/IPQ' link on the main menu.



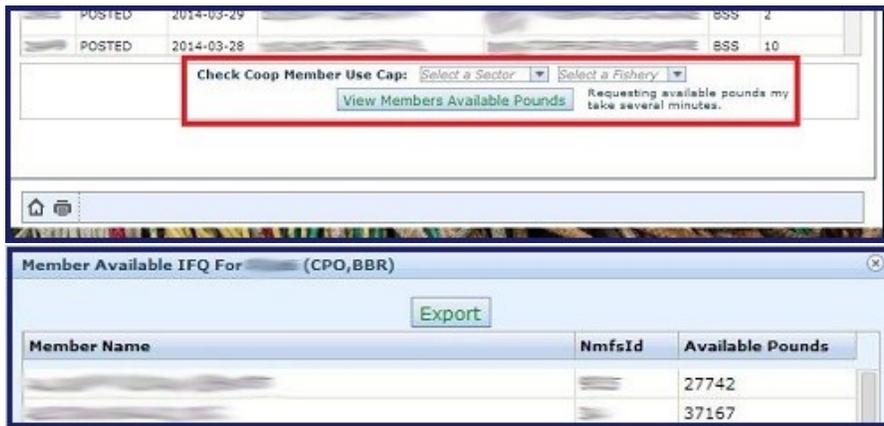
4. Enter the first and last name of the person conducting the transfer, and then the coop's transfer authorization key. You can obtain an authorization key by contacting RAM staff during business hours at (800) 304-4846, option #2 or (907) 586-7202, option #2, or via email: [RAM.alaska@noaa.gov](mailto:RAM.alaska@noaa.gov). One transfer key is issued per cooperative. Click Proceed to Transfer.



5. On the transfer display page, you can view transfers for the current fishing year. By default, all transfers from the past month are displayed, but you may choose to view transfers by date range or status (All, Posted, and Not Posted (red box)). Only transfers from the current crab fishing year may be viewed.



There is also an option to 'View Member's Available Pounds' by sector and fishery before beginning a transfer (this option is useful when receiving IFQ by transfer). Selecting this option will create a report that may be exported and opened within Microsoft Excel. Be warned, the report may take a few minutes to create.



- To initiate a transfer, select a coop from the dropdown menu and click 'New Transfer' (orange box in step six, picture one).
- Select an IFQ permit and a Fishery from the dropdown menus (Sector, Region, Class, and Available IFQ will automatically fill). Click the text entry box under the IFQ Pounds (lbs) header and enter the number of pounds you want to transfer. Click 'Submit' to submit the transaction or 'Cancel' to return to the previous page without submitting the transaction.



- Once the transfer has been submitted, you will be taken back to the transfer display screen. As the transferor, you are able to edit or delete transfers that have a NOT POSTED status. To delete a transaction, click on the row you wish to delete and press the Delete key on your keyboard (be sure to use the Delete or Del key, not Backspace). To edit a row, double-click on the row.

- Once all of the transferor information has been submitted, use the 'Menu' link at the top of the page or the home button (button has a picture of a house on it) to return to the main menu or click 'Logout' to log off. After that, you should notify the transferee that he/she may now complete the transferee portion of the application. Note: You will need to log in again to print your permit after the transferee completes step 7 and logs out. To do this, double-click on the transfer once the status becomes POSTED and then click the 'Print Permit' button. This will bring up a window with a printable permit.

## HOW TO DO A TRANSFER - TRANSFEREE INSTRUCTIONS

- Once the transferor has entered their data and contacted the transferee, the transferee must log on to the transfer system. Follow steps 1-5 of the Transferor Instructions.
- On the transfer display page, double-click on the transfer you wish to complete.
- Click the 'Add Member' button to add a coop member to the list to receive the IFQ pounds. Notice a row has been added to the table below. Double-click 'Select a Member' and then click on the member you wish to assign pounds to. In the column under the header IFQ Pounds Assigned, double-click the number (0) and type in the number of pounds you wish to assign them. The number of pounds to be assigned cannot exceed the number of available IFQ Pounds the member has. To add additional members, click the 'Add Member' button as needed. The Total Remaining Pounds to be Assigned box will auto update as once you've entered the number of pounds to be assigned and press enter or click out of the row. To submit the transfer, you must assign all of the IFQ Pounds that you have received.

**Crab IFQ Transfer** Date: 04/03/2014

NMFS Id: 40879 Transfer Id: 25972 NOT POSTED

Transfer Year: 2014

Transferor Business Contact Information			Transferee Business Contact Information		
Name			Name		
Phone	Fax	NMFSId	Phone	Fax	NMFSId
EMail			EMail		

Individual Fishing Quota to be Transferred

IFQ Permit	Fishery	Sector	Region	Class(A or B)	Available IFQ	IFQ Pounds (lbs)
	WAG	CVO	W	A		10

Transferee Member Distribution IFQ (IFQ Permit Numbers: Unassigned)  
(Use DELETE key to delete selected transfer row) (Double Click to edit columns)

NMFS Person ID and Name	Available IFQ Pounds	IFQ Pounds Assigned
Select a Member	0	0

**Total Remaining Pounds to be Assigned: 10**

Cancel Submit Under penalty of perjury, I certify by submission of this form that I have examined the information and the claims provided on this application and, to the best of my knowledge and belief, the information presented here is true, correct, and complete.

4. Click 'Submit' to complete the transfer or click 'Cancel' to return to the previous page.
5. When you submit your transfer data, you will be taken back to the transfer display page and the completed transfer will now have a status of POSTED. Double-click on the posted transfer to view the completed transfer. You can also print your permit using the 'Print Permit' button.
6. To return to the main menu, click the 'Menu' link at the top of the page, or the 'Home' button at the bottom of the page (button has a picture of a house on it). To log off, click the 'Logout' link at the top of the page.

**NOTE:** The transferor will need to print a revised permit after the transfer becomes posted.