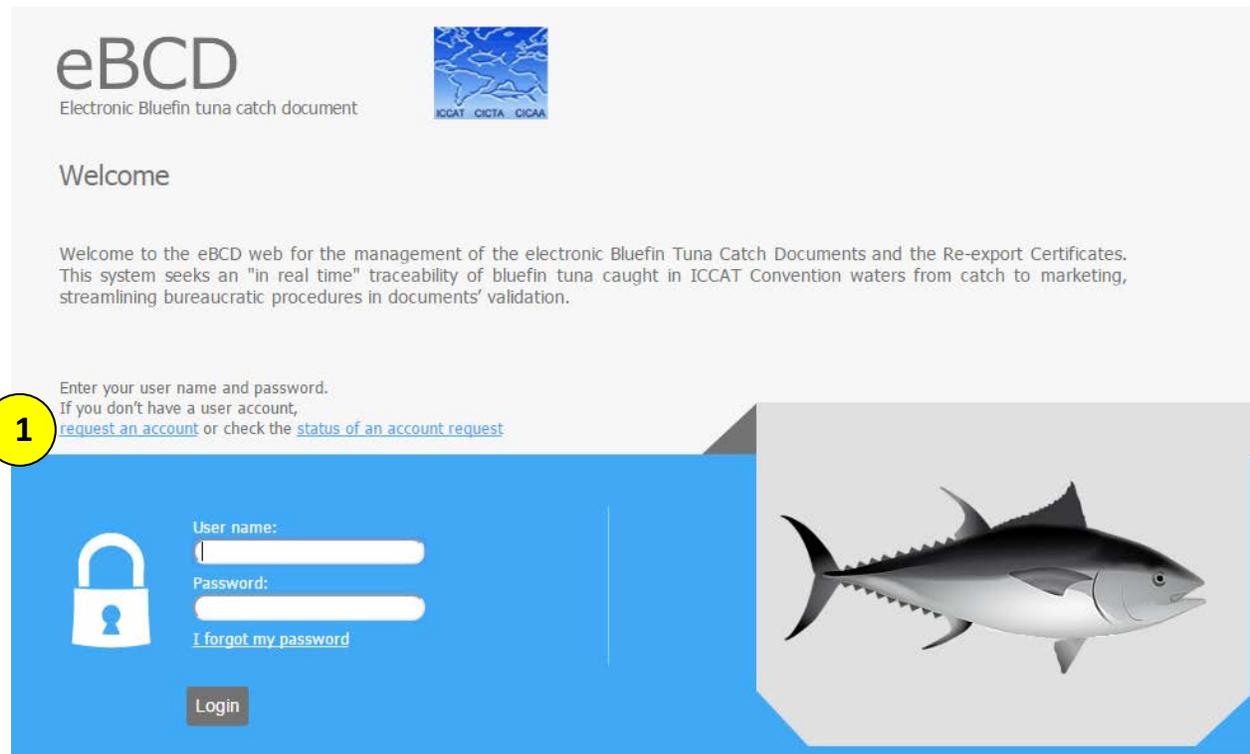


## 4. Request a User Account



The screenshot shows the eBCD website interface. At the top left, the logo "eBCD" is displayed with the text "Electronic Bluefin tuna catch document" below it. To the right is a blue map icon with the text "ICCAT CICTA CICA" underneath. Below the logo, the word "Welcome" is centered. A paragraph of text follows: "Welcome to the eBCD web for the management of the electronic Bluefin Tuna Catch Documents and the Re-export Certificates. This system seeks an 'in real time' traceability of bluefin tuna caught in ICCAT Convention waters from catch to marketing, streamlining bureaucratic procedures in documents' validation." Below this text, a yellow circle with the number "1" highlights the instruction: "Enter your user name and password. If you don't have a user account, [request an account](#) or check the [status of an account request](#)". The main content area has a blue background. On the left, there is a white padlock icon. To its right are two white input fields labeled "User name:" and "Password:". Below the password field is a blue link that says "I forgot my password". At the bottom left of this section is a dark blue "Login" button. On the right side of the blue section, there is a 3D illustration of a bluefin tuna fish.

1. On the main page, click on “request an account.”

**eBCD** Electronic Bluefin tuna catch document

Login request an account Help

**Users Registration**

**User Data**

2

Name

Surnames

Title

Job Title

Language

City

Address

Postal Code

Phone

Fax

E-mail

**Type of role**

3 Access eBCD system as:

**Security**

4

Write the word

5

Save

Return to Login

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.

**Type of role**

3 Access eBCD system as:

Exporter

Farm operator

Farm representative

Importer

Master of non-listed vessel

Representative of non-listed vessel

Trap operator

Trap representative

Vessel catch master

Vessel catch representative

Vessel transport master

Vessel transport representative

**WBFT Exporter**

WBFT Importer

**Security**

Write the word

- 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.

▶ Type of role

3 Access eBCD system as: WBFT Importer

Country: U.S.A.

National registration No.: SE10999

Name: ABC FISH COMPANY

New Company

Add

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

▶ Type of role

3 Access eBCD system as: [dropdown]

Access eBCD system as:	Name	ICCAT No / No N. Registration	Country	
WBFT Importer	ABC FISH COMAPNY	SE10999	U.S.A.	

4. Enter the security word.
5. Hit Save.

▶ Security

4

Write the word

5 Save

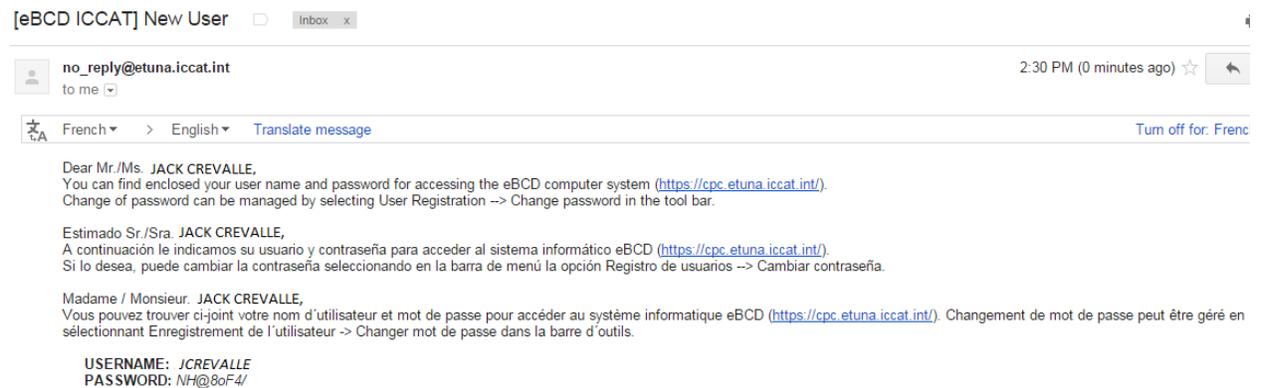
Return to Login

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).

