



NOAA FISHERIES

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':

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

[Forget your password?](#) OR [Activate an Account](#). Updates to contact information may be made under Account after login.

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](#).

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.

Activating an eFISH Account

Your current e-mail address must be on file with NMFS to activate your eFISH account

- If you know your Username or NMFS ID and are ready to activate your eFISH account using the e-mail NMFS has on file, [click here](#).
- If not, please contact NMFS staff through one of the options below.

How to contact NMFS staff to add or update your eFISH account information

- Send a written request by fax to (907) 277-2520 or by mail to NOAA Fisheries AKR/RAM P.O. Box 21668, Juneau, Alaska 99802.
- Send an e-mail to NMFS eFISH support staff eFISH.Alaska.Support@noaa.gov.

Questions?

For further assistance contact NMFS' eFISH support staff by phone: (800) 304-4846 (option #4) or (907) 586-7202 (option #4) during business hours.

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.

PROGRAM PARTICIPANT PASSWORD (RE)CREATION / ACCOUNT ACTIVATION

Password Reset/Account Activation Request

Your email address must be on file with NMFS staff to reset your password or activate your account. To contact NMFS staff regarding your NMFS ID or e-mail address on record, please refer to the [new account activation](#) information.

1. Enter your email address (ex: somebody@example.com) and NMFS ID or Username.
2. Click "Submit" and a password reset link will be sent to you shortly.

Password Reset

Email Address Username or NMFS ID

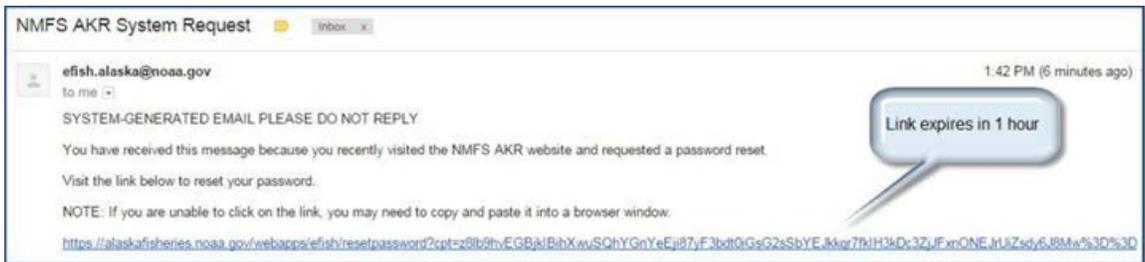
NOTE: A reset link will only be sent to the primary business contact's email address recorded in the NMFS Alaska Region database.

Password Reset

You should then see a message confirming that an email was sent to your email account:

Email Sent Successfully

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).



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.

PROGRAM PARTICIPANT PASSWORD (RE)CREATION / ACCOUNT ACTIVATION

To create your password

1. Enter your NMFS ID
2. Enter a new password (twice) and click "Submit Change".

Create Password

Username or NMFS ID

New Password Repeat New Password

Enforced Password Standards

- Passwords will be comprised of at least 12 characters
- Passwords cannot contain account name parts in the password (the NAME associated with the NMFS ID).
- Passwords must contain characters from 3 of the 4 groups:
 - English Upper Case (A-Z)
 - English Lower Case (a-z)
 - Numbers (0-9)
 - Special Characters from this set (!, \$, %, #)

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.'

To change your password

1. Enter your NMFS ID or Username and current password.
2. Enter a new password (twice) and click "Submit Change".

Change Password

Username or NMFS Id 

Current Password

New Password Repeat New Password

Change Password

Username or NMFS Id 

Current Password

New Password Repeat New Password

Password Changed Successfully. [Click here to login](#) 

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

To change your username

1. Enter your current Username and current Password.
2. Enter a new username and click "Submit Change".

Change Username

Current Username 

Current Password

New Username

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:



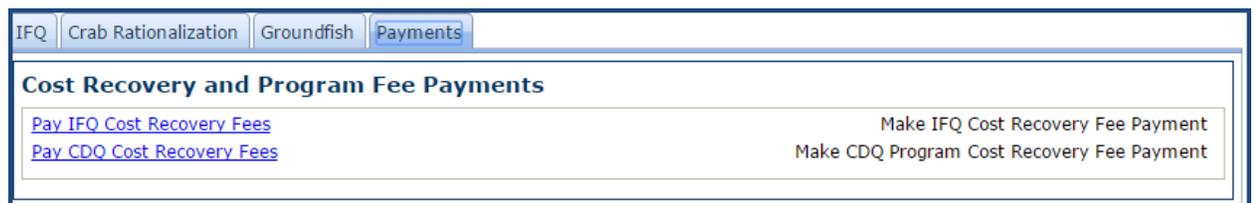
An AFA Cooperative account is shown below:



A Rockfish Cooperative account is shown below:



A CDQ Group, with IFQ accounts is shown below:



An A80 Cooperative account is shown below:

Groundfish **Payments**

Cost Recovery and Program Fee Payments

[Pay A80 Cost Recovery Fees](#) Make A80 Program Cost Recovery Fee Payment

An AIP account is shown below:

Payments

Cost Recovery and Program Fee Payments

[Pay AIP Cost Recovery Fees](#) Make AIP Program Cost Recovery Fee Payment

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 **DAA Site Navigation** **Account** **Help** **Logout**

ACCOUNT DETAILS

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!

OBSERVER FEES

Label displays the selected cost-recovery or fee program. Verify correct program before proceeding!

Fee Liability Summary

NMFS Id: [input]
Due Date: 2017-02-15
Fee Liability Due: [input]
Additional Credits: [input]
Additional Debits: [input]
Amount Paid: [input]
Balance Due: [input]

[Fee Detail Report](#) CSV XLS

A Fee Detail Report is available for some programs.

Fee Transactions

Date	Description	Payment Method	Amount
Fee transactions, such as amount billed, and payments made are displayed here.			

Observer Program Fee Payment

Payment Method: Credit Card
Payment Amount: [input]
Submit Payment

NOTE: Credit Card payments cannot exceed \$24,999 for single or multiple payments. If your payment due exceeds that amount, please use the ACH payment option.

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:

1	Observer Program CRF Detail Report															
2	Retrieving Fees for:															
3	Year: 2014															
4	NMFS ID: 1000															
5	BUYER NUMBER	Vessel ADFG NUMBER	ADFG PROC CODE	Report ID	Fish Ticket	IFQ Transaction	LANDING DATE	IFQ PERMIT	SPECIES	PORT	WEIGHT	STAND. PRICE	Price PER LB	Fee - Processor Portion	Fee - Harvester Portion	TOTAL FEE

For other programs, the following information may be provided:

A1											Program CRF Detail Report				
A	B	C	D	E	F	G	H	I	J	K					
1	Vessel ADFG Number	Date	Category	Species Code	Species Gr	Gear Group	Fee Weigh Metric	Ton Standard P	Fee Percen	Total Fee					

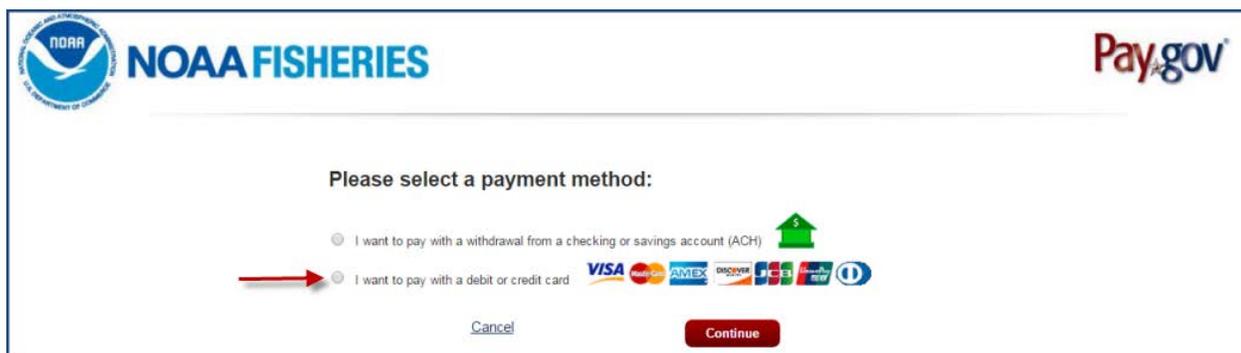
Submitting a Payment

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.'

Please provide the Credit or Debit Card Information below.
* indicates required fields

Agency Tracking ID: 138001
Payment Amount: \$25.00
Country: United States

* Billing Address: 123 Main St
Billing Address 2:
* City: Juneau
* State/Province: Alaska
* ZIP/Postal Code: 99801
* Account Holder Name: J. Smith
* Card Type: Visa
* Card Expiration Date: 01/15 12/16
* Account Number: 0000000000000000

[Previous](#) [Cancel](#) [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...'

Review and submit payment
* indicates required fields

Agency Tracking ID: 138061
Payment Amount: \$25.00
Payment Method: Plastic Card
Account Holder Name: [REDACTED]
Card Type: Visa
Account Number: [REDACTED]
Billing Address: [REDACTED]
Billing Address 2: [REDACTED]
City: [REDACTED]
Country: United States
State/Province: [REDACTED]
ZIP/Postal Code: [REDACTED]

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) [Submit](#)

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

PAY.GOV RECEIPT

Receipt of Payment

Name:	[REDACTED]
Transaction Status:	Success
Remittance Id:	138061
Pay.gov Tracking Id:	[REDACTED]
Amount Paid:	[REDACTED]
Record Date:	2016-11-25

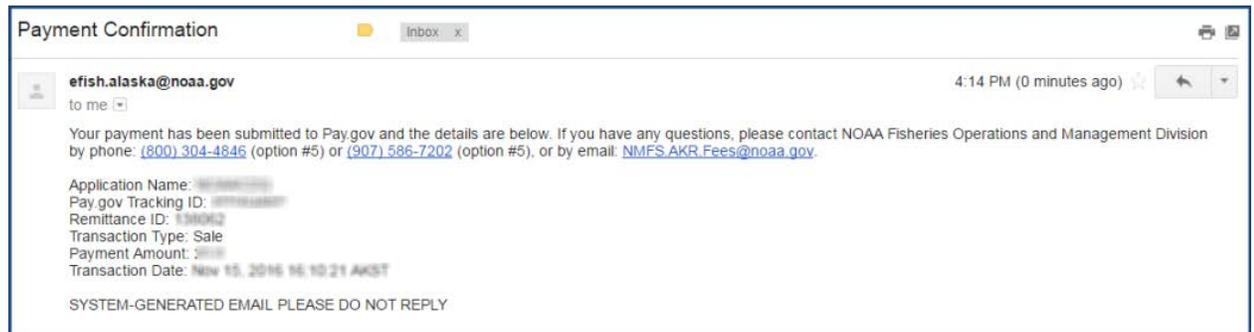
[Main Menu](#) [Print Receipt](#) [EEmail Receipt](#)

Send receipt to printer.

EEmail receipt to your email account.

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.

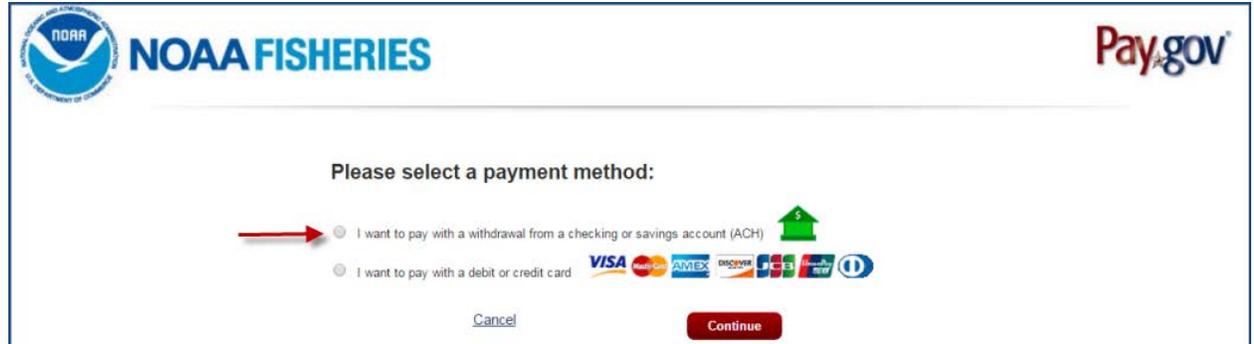
If you do not at first see the Payment Confirmation email, look in your 'Spam' folder or equivalent.



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.'

Please enter checking or savings account information below.
* indicates required fields

Agency Tracking ID: 138062
Payment Amount: \$25.00

* Account Holder Name:

* Account Type: Business Checking

Routing Number Account Number Check Number

* Routing Number:

* Account Number:

* Confirm Account Number:

[Previous](#) [Cancel](#) ←

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...'

Review and submit payment
* indicates required fields

Agency Tracking ID: 138062
Payment Amount: \$25.00
Payment Method: ACH Debit

Account Holder Name:

Account Type: Business Checking

Routing Number:

Account Number:

Authorization and Disclosure Statement:

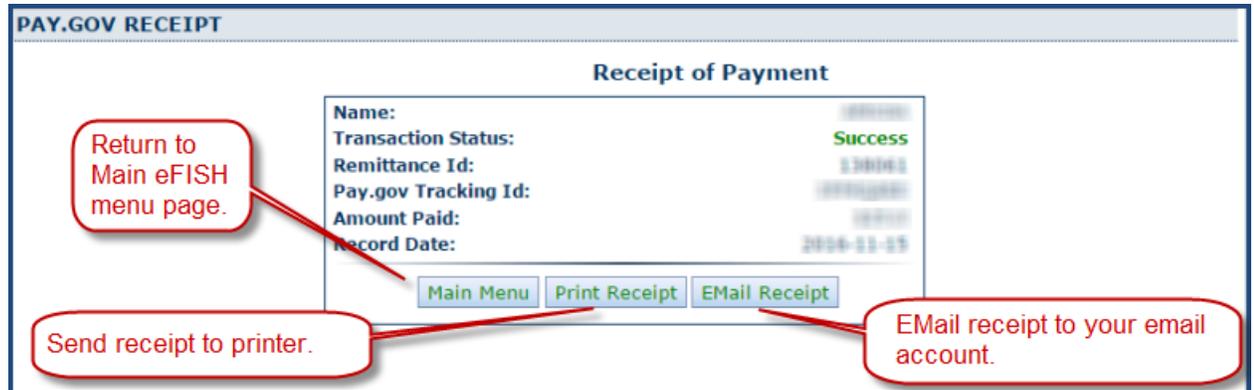
Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.

I. Consumers
▲ Authorization

← I agree to the Pay.gov authorization and disclosure statement.

[Previous](#) [Cancel](#) ←

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.