



ECO (Environmental Consultation Organizer) Public Portal

Instructions for Public Users with Personal or Corporate Emails (non-U.S. Federal emails)

September 2019

ECO is an information management application covering NOAA Fisheries consultations under the Endangered Species Act (ESA) and Magnuson-Stevens Fishery Conservation and Management Act sections 305(b)(2) & 305(b)(4) Essential Fish Habitat (EFH).

## ECO Public Portal Registration

If you are a public user with personal or corporate email (non-U.S. Federal email), please follow below steps to register and get access to the ECO Public Portal.

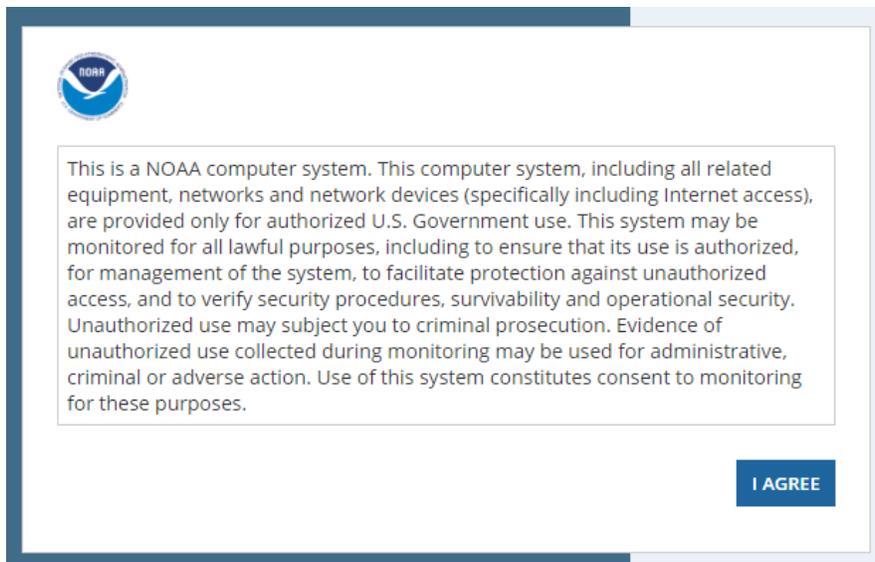
### 1. ECO Public Portal Self-Registration:

Click on the following link, or copy and paste it into your web browser:

<https://eco.fisheries.noaa.gov/suite/plugins/servlet/registration>

### 2. Begin the Registration Process:

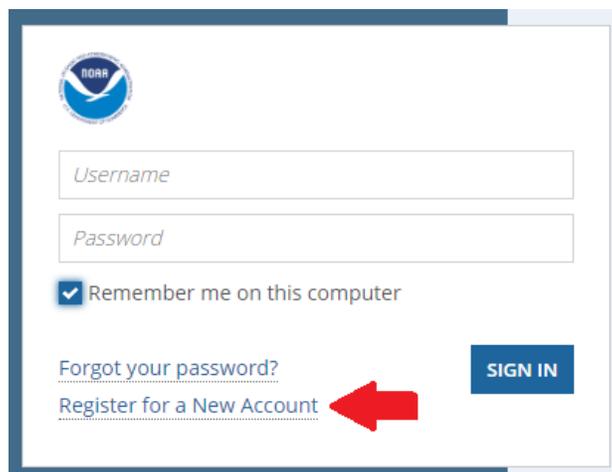
- a) On the NOAA Computer System Notification screen, click on “I Agree”.



This is a NOAA computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. This system may be monitored for all lawful purposes, including to ensure that its use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

I AGREE

- b) On the Login Screen, click on "Register for a New Account."



Username

Password

Remember me on this computer

[Forgot your password?](#)

[Register for a New Account](#)

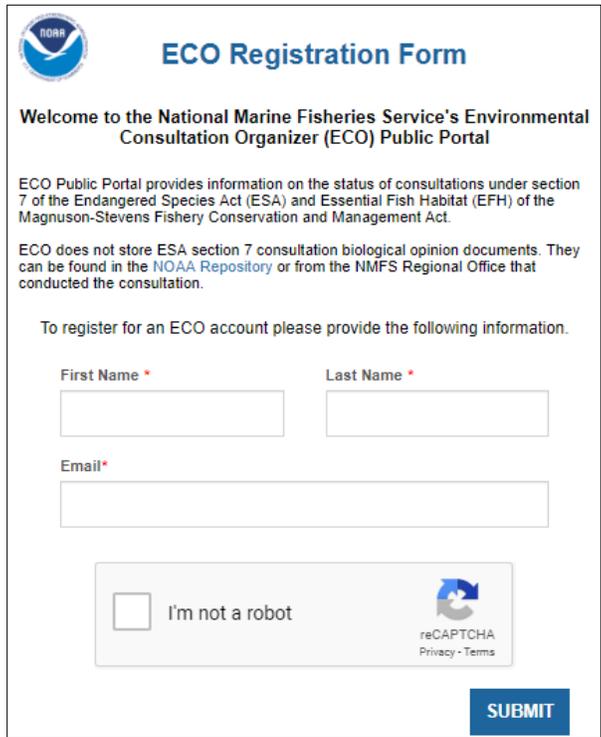
SIGN IN

c) On the ECO Registration Form screen, fill in "First Name", "Last Name", and "Email" information.

**NOTE: The e-mail account should be an account that you have access to, in order to receive follow-up instructions.**

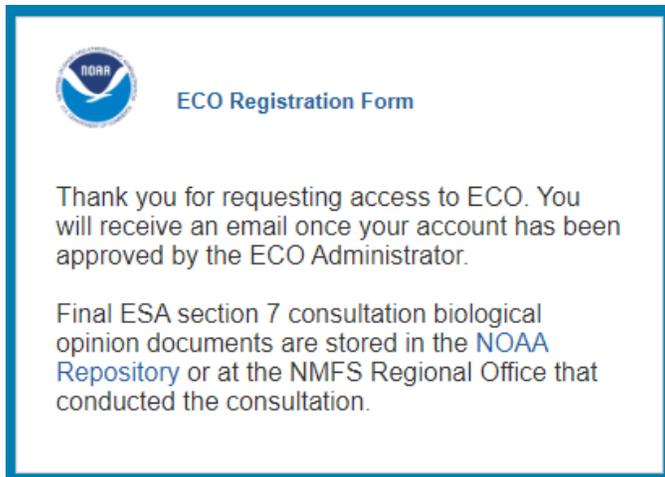
d) Click the "I'm not a robot" selection, and complete the reCAPTCHA visual challenge, as prompted.

e) Click "Submit".



The screenshot shows the "ECO Registration Form" page. At the top left is the NOAA logo. The title "ECO Registration Form" is centered. Below the title is a welcome message: "Welcome to the National Marine Fisheries Service's Environmental Consultation Organizer (ECO) Public Portal". A paragraph explains that the portal provides information on consultations under section 7 of the Endangered Species Act (ESA) and Essential Fish Habitat (EFH) of the Magnuson-Stevens Fishery Conservation and Management Act. Another paragraph states that the portal does not store ESA section 7 consultation biological opinion documents, which can be found in the NOAA Repository or from the NMFS Regional Office. Below this is a prompt: "To register for an ECO account please provide the following information." There are three input fields: "First Name \*", "Last Name \*", and "Email\*", each with a corresponding text box. At the bottom left is a checkbox labeled "I'm not a robot". To its right is a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. A blue "SUBMIT" button is located at the bottom right of the form area.

f) Validate the following submission screen is presented.

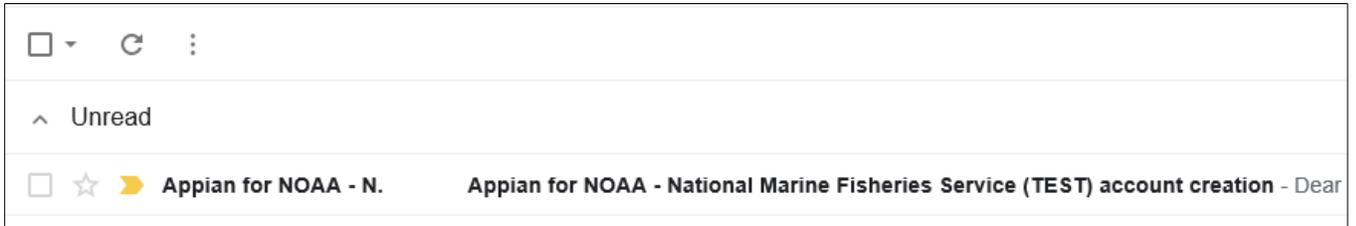


The screenshot shows the "ECO Registration Form" confirmation page. At the top left is the NOAA logo. The title "ECO Registration Form" is centered. The main text reads: "Thank you for requesting access to ECO. You will receive an email once your account has been approved by the ECO Administrator." Below this is another paragraph: "Final ESA section 7 consultation biological opinion documents are stored in the NOAA Repository or at the NMFS Regional Office that conducted the consultation." The text "NOAA Repository" is a blue hyperlink.

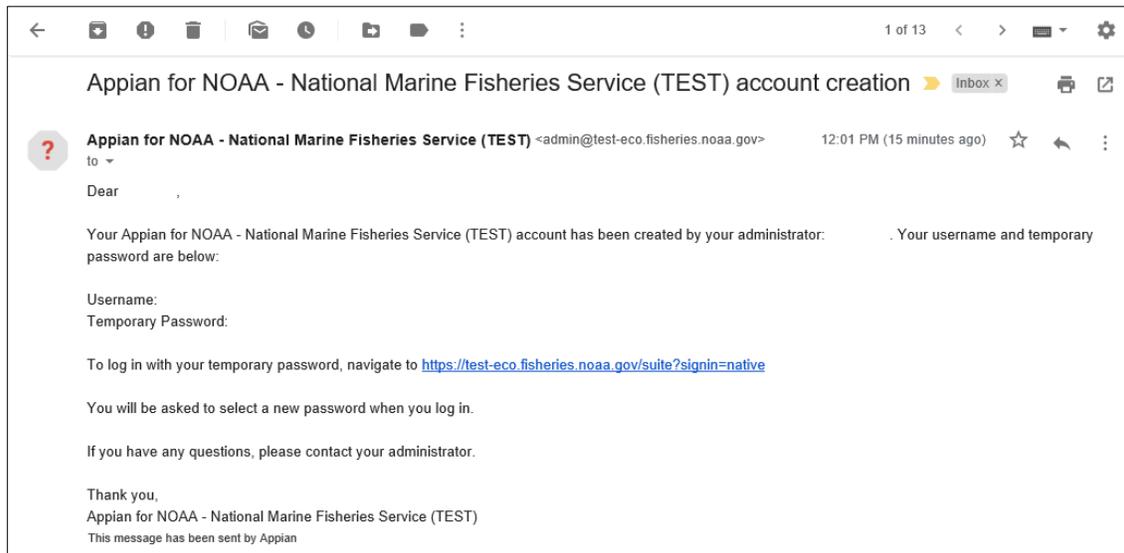
### 3. Account Approval Notification:

You will receive an email notification that the self-registration request for an ECO account has been approved.

**NOTE: The NOAA ECO support team will review your ECO Public Portal access request and activate your account upon approval.**



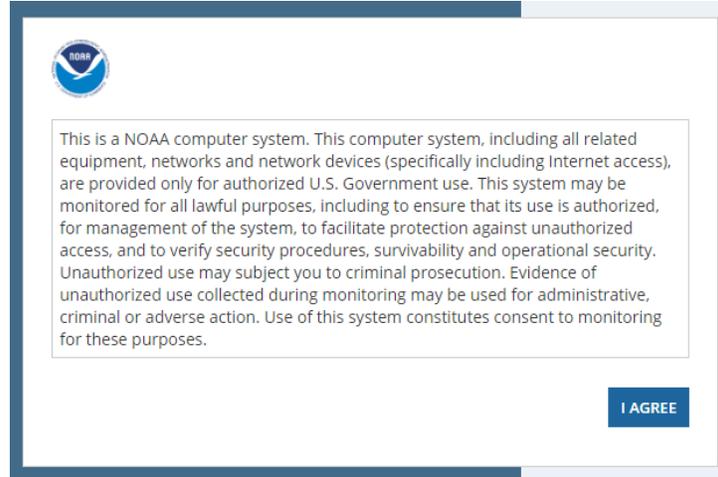
a) Upon approval, you will receive instructions on how to set your password.



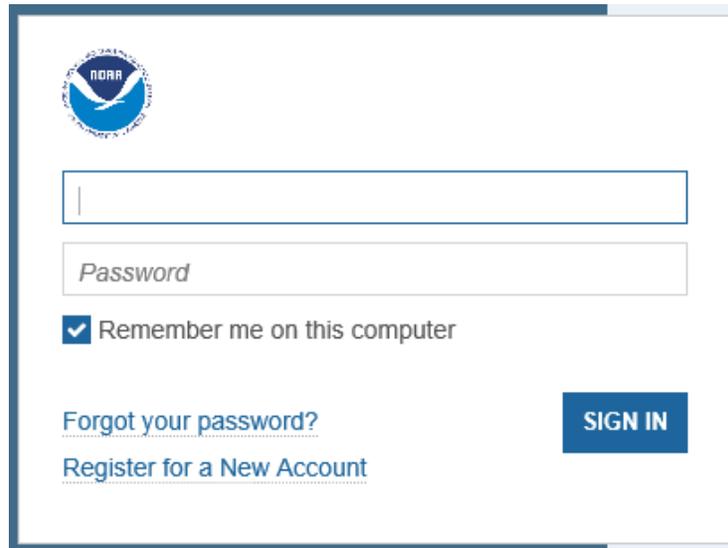
#### 4. Login to the ECO Public Portal:

Navigate to the ECO login screen and authenticate using the credentials defined in the self-registration process, to log into ECO.

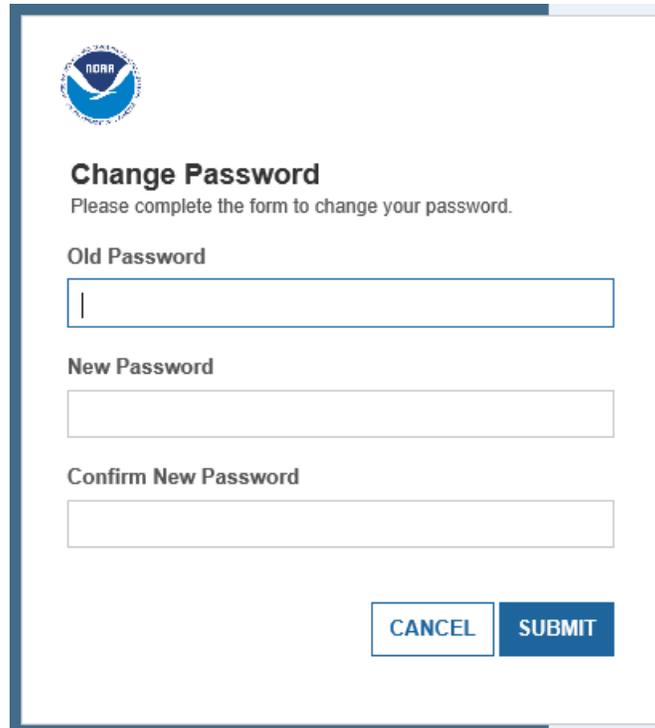
- a) Navigate to: <https://eco.fisheries.noaa.gov/suite/?signin=native> and on the NOAA Computer System Notification screen, click on "I Agree".



- b) On the ECO Login Screen, enter the credentials that you established during the self-registration process.

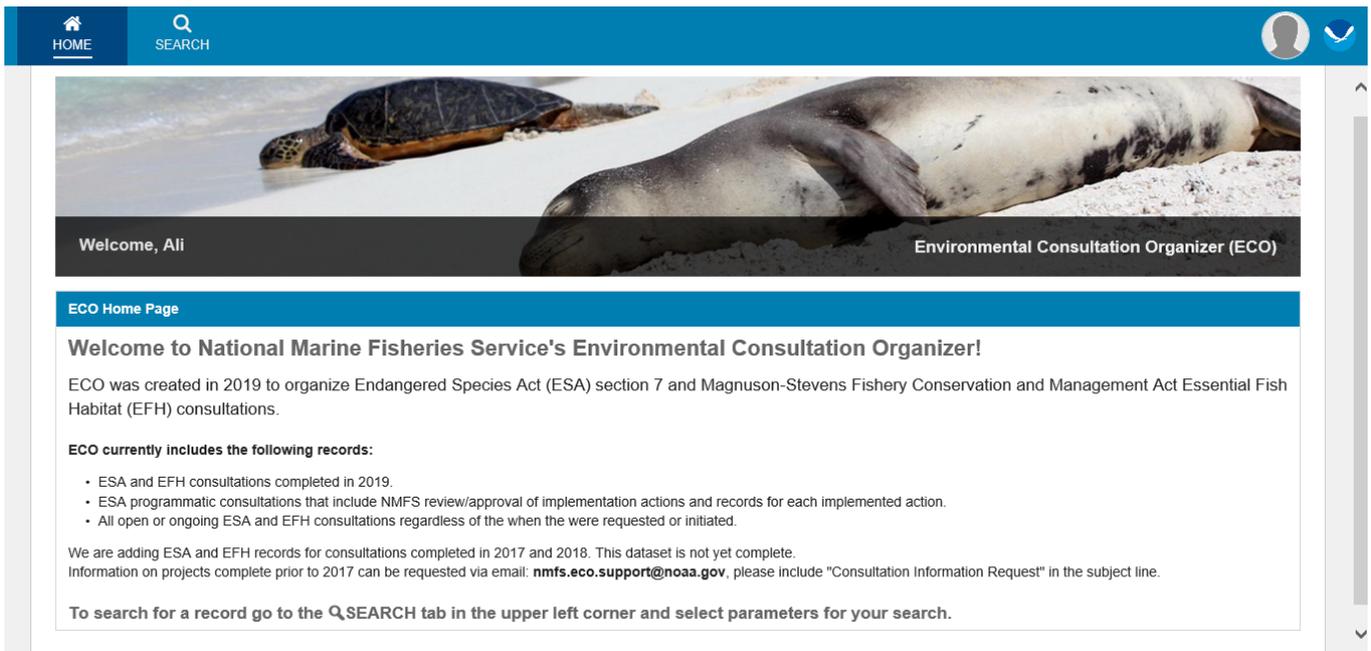


- c) Insert the Temporary Password in the account activation email into the “Old Password” and create your New Password. After confirming your New Password, click “Submit”.



The screenshot shows a web form titled "Change Password" with the NOAA logo at the top left. Below the title is the instruction "Please complete the form to change your password." The form contains three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom right of the form are two buttons: "CANCEL" and "SUBMIT".

- d) When you are presented with the ECO Welcome Page, you have successfully been authenticated into the ECO system!



The screenshot displays the "ECO Home Page" interface. At the top, there is a navigation bar with "HOME" and "SEARCH" options, along with user profile and notification icons. Below the navigation bar is a banner image featuring a sea turtle and a seal. The banner includes the text "Welcome, Ali" on the left and "Environmental Consultation Organizer (ECO)" on the right. The main content area is titled "Welcome to National Marine Fisheries Service's Environmental Consultation Organizer!" and provides information about the ECO system, including its purpose and current records. A search instruction is provided at the bottom of the main content area.