

How to Report Production Data in Online Services

Online services for production and employment reporting are available to active licence holders for Fish Processing Licences, Fish Buyers' Licences, and Aquaculture Licences, who have a registered user account. A registered user account can be set up on request by selecting 'Register for an Account' from the online services website or by contacting the Department of Fisheries, Forestry and Agriculture. Below is a step-by-step guide outlining how to report production data.

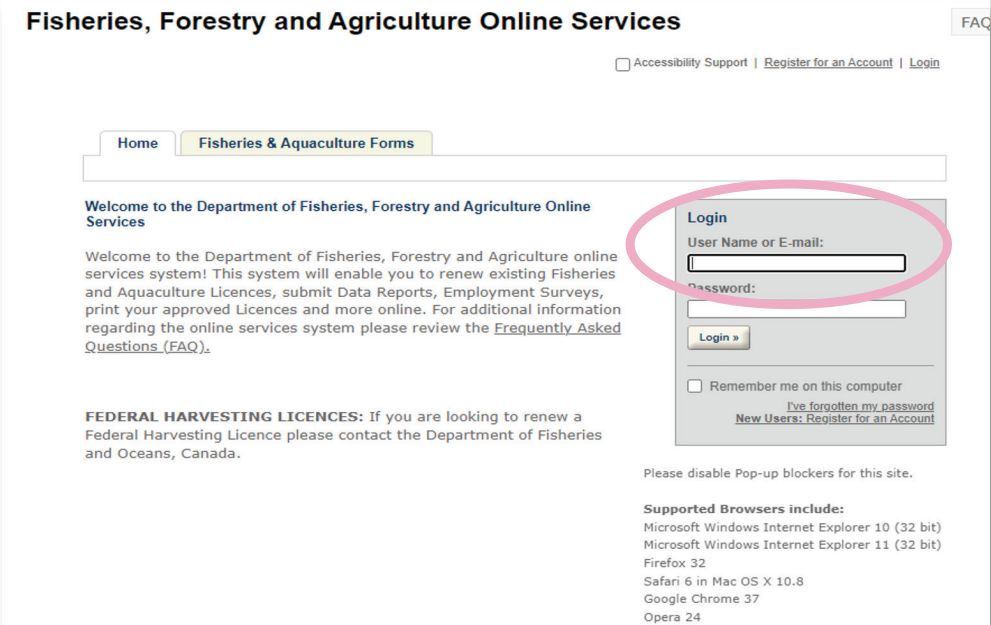
Step 1

Access the Fisheries, Forestry and Agriculture Online Services website

<https://licensing.eservices.gov.nl.ca/citizenaccess/>

Step 2

Login to online services

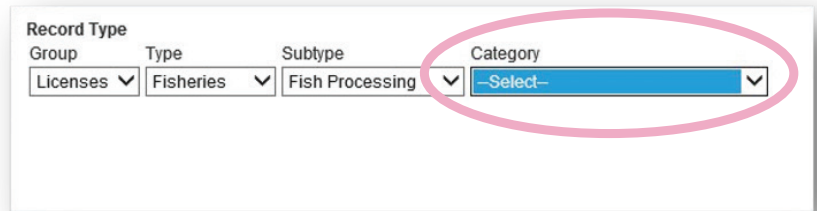


The screenshot displays the 'Fisheries, Forestry and Agriculture Online Services' website. At the top, there is a navigation bar with 'Home' and 'Fisheries & Aquaculture Forms' tabs. Below the navigation bar, a welcome message reads: 'Welcome to the Department of Fisheries, Forestry and Agriculture Online Services. Welcome to the Department of Fisheries, Forestry and Agriculture online services system! This system will enable you to renew existing Fisheries and Aquaculture Licences, submit Data Reports, Employment Surveys, print your approved Licences and more online. For additional information regarding the online services system please review the [Frequently Asked Questions \(FAQ\)](#).' To the right of the welcome message is a 'Login' form with a pink oval highlighting the 'User Name or E-mail:' and 'Password:' input fields. Below the login form are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. At the bottom right, there is a list of supported browsers: Microsoft Windows Internet Explorer 10 (32 bit), Microsoft Windows Internet Explorer 11 (32 bit), Firefox 32, Safari 6 in Mac OS X 10.8, Google Chrome 37, and Opera 24. A note at the bottom right states: 'Please disable Pop-up blockers for this site.'

Step 3

Select New tab (Record type screen will automatically populate)

- a) Select Group
 - I. Select Licence
- b) Select Type
 - II. Select Fisheries
- c) Select Subtype
 - III. Select Fish Processing
- d) Select Category
 - IV. Select report type to be entered

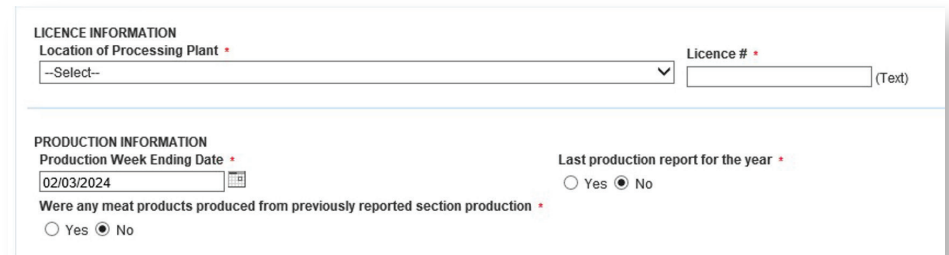


Record Type

Group	Type	Subtype	Category
Licenses	Fisheries	Fish Processing	-Select-

Step 4

Enter licence and production information



LICENCE INFORMATION

Location of Processing Plant *
--Select--

Licence # *
 (Text)

PRODUCTION INFORMATION

Production Week Ending Date *
02/03/2024

Last production report for the year *
 Yes No

Were any meat products produced from previously reported section production *
 Yes No

Step 5

Enter all information on submitted reports (report in kilograms).

Select submit.

The screenshot shows a web form for reporting production information. The form is divided into several sections:

- PRODUCTION INFORMATION**: Includes a date field for "Production Week Ending Date" (02/03/2024) and a radio button selection for "Last production report for the year" (Yes/No).
- TOTAL PRODUCTION**: A section with a radio button for "Were any meat products produced from previously reported section production" (Yes/No) and a text input field for "Total Production (kg)" (Number), which is circled in pink.
- App Specific Info Tables**: Contains two tables for "PRODUCTION" and "RAW MATERIAL PURCHASES". Each table has "Add" and "Delete" icons and a header row with columns for "Production Category", "Product Type", "Amount Produced (kg)(Number)", "Factor(Number)", and "Round Weight Equivalent (kg)(Number)".
- Record Detail**: A section with a note "(This section is required.)" and a "Type" dropdown menu showing "Licenses/Fisheries/Fish Processing/Prod Data Weekly Snow Crab".
- Buttons**: At the bottom right, there are four buttons: "Submit", "Save without Submit", "Validate", and "Cancel". The "Submit" button is circled in pink.

**Report Successfully
Completed**