

Catch Share Online System Troubleshooting Guide

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SECatchShares.Fisheries.NOAA.gov

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Disclaimer: Screen shots contained in this document are subject to change. Revisions to this document will be periodically posted on the Southeast Regional Office IFQ website.

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Gulf IFQ Program Introduction

Welcome to the Red Snapper and Grouper-Tilefish Individual Fishing Quota (IFQ) programs. The IFQ programs are managed and accessed through an online accounting system, where all transactions are completed through our website. If this is your first time using the SERO Catch Share system, this document will guide you through the different functions of the website. If you have any questions, please feel free to e-mail nmfs.ser.catchshare@noaa.gov, or call SERO Catch Share Support at **1-866-425-7627 (Option 2)** Monday through Friday, 8:00 am to 4:30 pm, Eastern Time, excluding Federal holidays.

The online system is dynamic and some changes to the layout may occur over time. We frequently update the supporting documents for the online system and you can access these updated versions from the SERO Catch Share website. We encourage you to provide feedback and suggestions about the online system. Your suggestions are often incorporated into the design to provide a system with functions adapted to your needs.

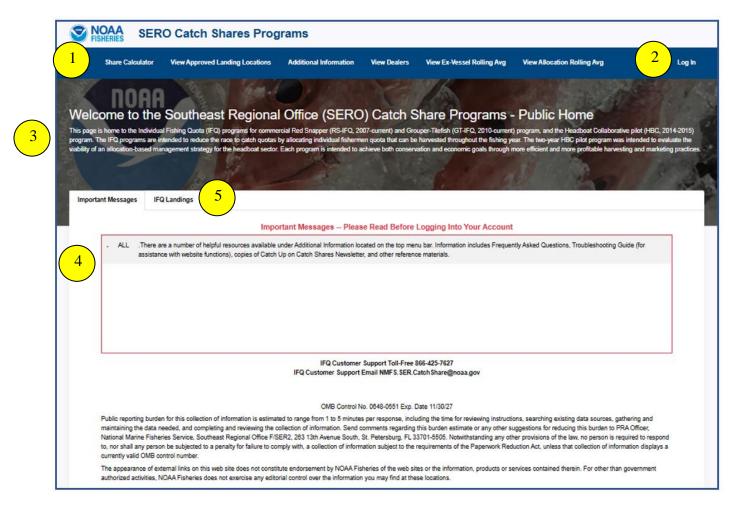
The red snapper IFQ program was implemented in 2007, and included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2012, the red snapper IFQ program became open to all U.S. citizens and permanent resident aliens. The Grouper-Tilefish IFQ program was implemented in 2010, and similar to the Red Snapper IFQ program, included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2015, the Grouper-Tilefish IFQ program became open to all U.S. citizens and permanent resident aliens. This means that any qualifying entity may apply for an IFQ account by completing an IFQ Online Account Application. With this account, a non-permitted participant may purchase shares and allocation of red snapper, grouper, or tilefish, but may not land these species. **An active IFQ account and valid reef fish permit are still required to land** *any* **IFQ species.** The IFQ program is a commercial limited access program; therefore, the allocation cannot be used toward recreational catch.

Overview of Account Features

Account Features	Role		
	Shareholder	Dealer	Vessel
View Shares	X		
Transfer Shares	X		
Receive Shares	X		
View Share History	X		
View Allocation	X		X (for vessel only)
Transfer Allocation	X		
View Allocation History	X		
Allocation Ledger	X		
View Allocation Transfers Rolling Average	X		
View Vessels	X		
Create a Vessel Account	X		
Report a Landing Notification	X		
Submit a Landing Location	X	X	X
View Approved Landing Locations	X	X	X
View Landing Notifications	X	X	X (for vessel only)
View Landing Transaction History	X	X	X (for vessel only)
View Landings Summary by Year	X		
View Landings Summary by Species	X		
View Landings Summary by Vessel	X		
Update Trip Ticket		X	
View Ex-Vessel Rolling Average	X	X	
Update Your Account	X	X	X
View Messages	X	X	X
View/Print Dealer Endorsement		X	
Complete a Landing Transaction		X	
Landing Transaction Correction		X	
View Cost Recovery Fees		X	
Pay Cost Recovery Fees		X	

The table above summarizes online account features available to shareholders, dealers, and vessel account holders. The features you will be able to use and see when logging on to the SERO Catch Share system will be different depending on your role.

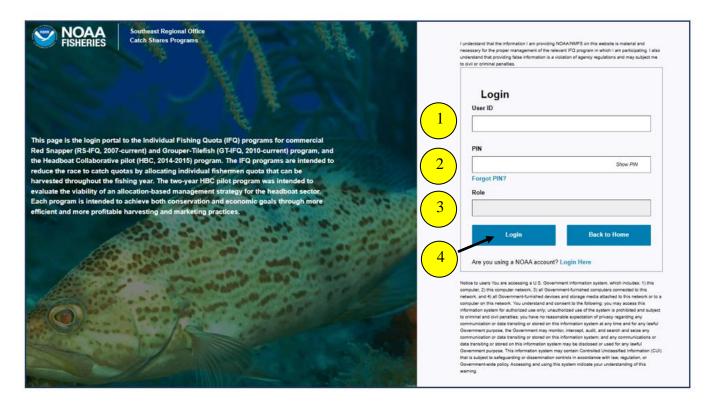
SERO Catch Shares Online System - Public Homepage



Public Homepage features:

- Menu bar allows you to calculate shares (Share Calculator), view landing locations (View Landing Locations), view additional information (Additional Information), view approved dealers (View Dealers), view ex-vessel rolling average prices (View Ex-Vessel Rolling Avg), and view allocation rolling average prices (View Allocation Rolling Avg). The Additional Information tab provides links to important documents, such as Frequently Asked Questions, Catch Shares Online System Troubleshooting Guide, IFQ Fishing Guide, etc.
- 2. Log In button
- 3. Description of the SERO Catch Share program website and the different programs that are hosted through the site.
- 4. Important Messages to read before logging in.
- 5. If you select the tab for IFQ Landings, you will see the commercial quotas/allowances by share category, current reported landings, annual quota remaining, and the IFQ customer service phone number and e-mail address.

Logging In

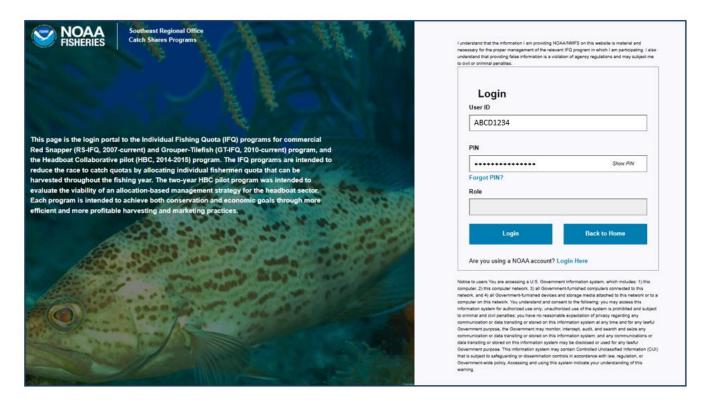


After clicking on the **Log In** button in the upper right corner of the SERO Catch Shares homepage, the login page will appear.

To log in to the SERO Catch Share system:

- 1. Enter your User ID (mailed to you in your IFQ packet). User IDs are usually 4 letters followed by 4 numbers and are NOT case sensitive.
- 2. Enter your PIN. PINs are case sensitive (upper and lower case must be exact).
- 3. Your role (IFQ Shareholder, IFQ Dealer, or IFQ Vessel) will automatically appear here after the User ID has been entered.
- 4. Click the Login button to access your account. Clicking on the login button indicates acceptance of the Terms of Use of the web application. You are required to change your PIN when you login for the first time and 180 days after your password was last changed.

Personal Identification Numbers (PINs)



You must change your PIN after logging in for the first time. PIN changes are required security measures for your protection; think of your IFQ account like a bank account. You will be required to change your PIN every 180 days.

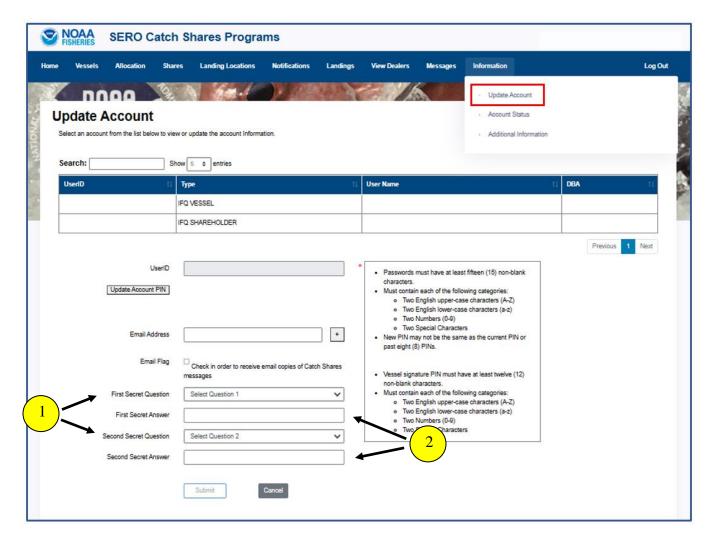
New PINs must be at least 15 non-blank characters, and consist of the following:

- At least 2 uppercase letters (A-Z)
- At least 2 lowercase letters (a-z)
- At least 2 numbers (0-9)
- At least 2 special characters (! @ \$ % ^ & * () ? . #)

Examples:

- IFQpassword123!!
- Love2Red\$napper#1
- RatherBeF!\$H!NG2021

Secret Questions

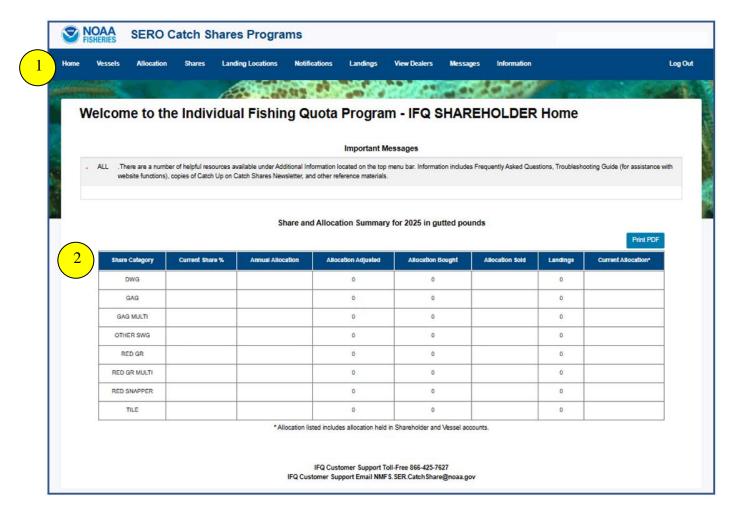


You will be required to establish two secret questions and answers when logging in for the first time. Answering your secret questions is the only way to recover or change your PIN, so it is important to keep record of the secret answers you have created.

- 1. Select your secret questions from the drop-down menu.
- 2. Type your customized secret answers in the blank text boxes.

Note: You will be able to change your secret questions and/or answers at any time following the steps on the **Update Account** page under the Information tab on the menu bar.

Shareholder Homepage

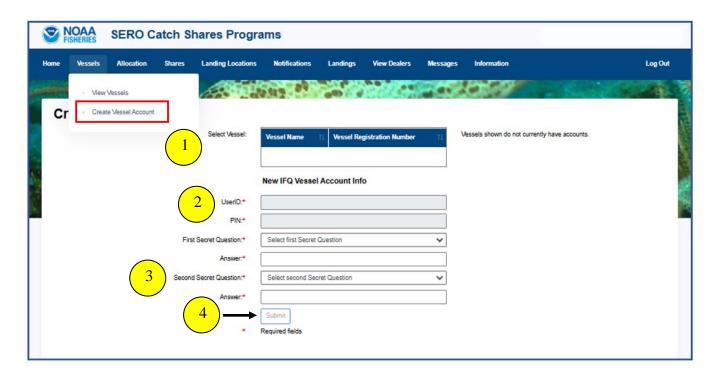


Shareholder Home features:

- 1. The menu bar allows you to access functions within your account.
- 2. The table on the center of the screen will summarize your IFQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year, total annual landings, and allocation remaining to be used.

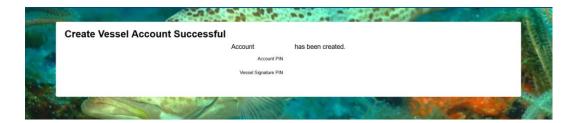
Note: Your total red grouper allocation can be calculated by adding the Red Grouper allocation and Red Grouper Multiuse allocation. Your total gag grouper allocation can be calculated by adding your Gag Grouper allocation and your Gag Grouper Multiuse allocation.

Create Your Vessel Account



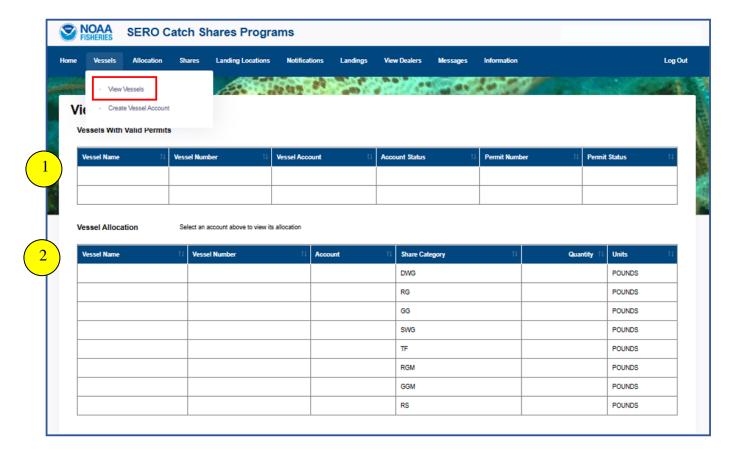
On the menu bar, select Vessels then Create Vessel Account

- 1. Click on the vessel listed in the table at the top and make sure it is highlighted in dark gray.
- 2. When a vessel is selected, the UserID and PIN will be automatically generated by the system.
- 3. Select two secret questions and answer them.
- 4. Select Submit.
- 5. The following page will display both the vessel account PIN and vessel signature PIN.



Note: You will be able to change the Vessel Account PIN and Vessel Signature PIN following the steps on the **Update Account** page under the Information tab on the menu bar.

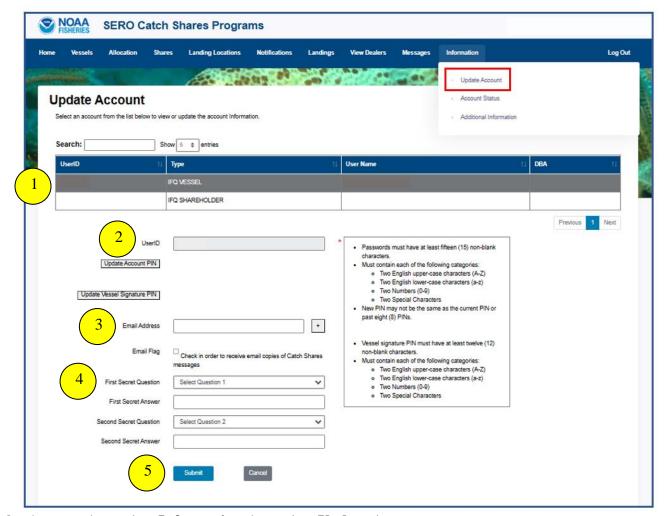
View Vessels



On the menu bar, select Vessels then select View Vessels

- 1. The "Vessels with Valid Permits" table provides a summary of vessels with valid reef fish permits. The table includes pertinent information about the vessel, including vessel name, vessel number, vessel account User ID, and reef fish permit number.
- 2. The "Vessel Allocation" table summarizes allocation (pounds) by share category for each of your vessel accounts. You can transfer allocation from your main shareholder account to your vessel account(s) by going to **Allocation** then selecting **Transfer Allocation**.

Update Your Account



On the menu bar, select Information then select Update Account

To update your account or find a UserID and personal identification number (PIN):

- 1. Click on the account you would like to update. It will be highlighted in dark gray when selected.
- 2. Once you have selected a UserID, click the "Update PIN" button to change your PIN for that account. For vessel accounts, select either the "Update Account PIN" or "Update Vessel Signature PIN" box. To update your PIN, type a new PIN, then retype the PIN to confirm the change in the space below. All PINs must meet the PIN criteria shown on the page.

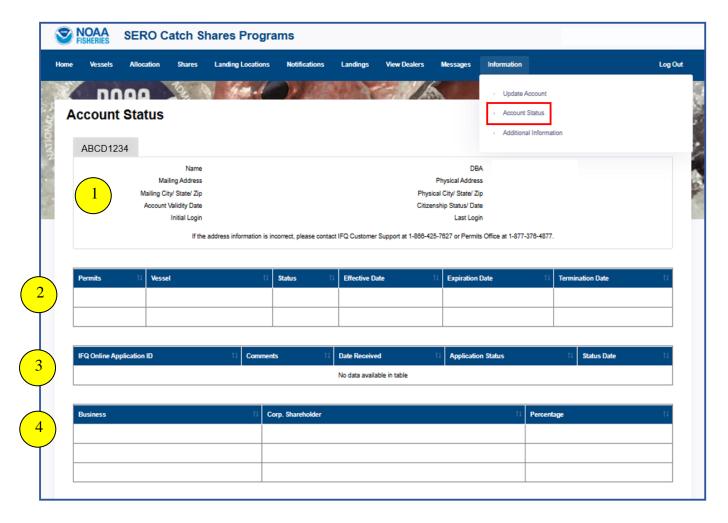
Note: Your Vessel Account PIN will only be used for logging into your vessel account. Vessel *Signature* PINs are used for confirming a landing transaction with a dealer.

3. Enter your e-mail address and check the email flag box to receive IFQ-related messages, such as transaction confirmations and dealer CRF payment reminders. You may enter more than one email address by clicking the plus sign (+) next to the email address. To remove an email address, click the minus sign (-).

Update Your Account (continued)

- 4. Select two secret questions and provide answers to each of these questions. These secret questions allow you to retrieve your PIN using the Forgot PIN feature on the Gulf Reef Fish IFQ homepage. If you call with specific questions about your account, Customer Support may also ask you these questions to confirm your identity.
- 5. Press 'Submit' to update your account.

Account Status



On the menu bar, select **Information** then select **Account Status**. This page displays important information that is related to the account.

- 1. The top portion of the page displays the account holder names, mailing address, account validity date (the date that a new IFQ Online Account Application is due), doing business as name (DBA if applicable), and the citizenship status (you must be a U.S. citizen or permanent resident alien to participate in the IFQ program).
- 2. This table displays information relevant to reef fish permits associated with the account. It can be used as a reminder for renewing your permit.
- 3. This table displays information related to the Online Account Application that you submitted.
- 4. If you have a corporation or business account, this table will display the shareholders of the company and shareholdings.

Share Cap, Share Cap Exposure, and Allocation Cap

Business Shareholder Information

All businesses are required to report their ownership and officers. When renewing a Reef Fish Permit or applying for an IFQ Online Account, NOAA Fisheries Service requires businesses to provide their ownership and officer information to ensure no person, including a corporation or entity, individually or collectively, holds IFQ shares in excess of the IFQ Share Cap. Businesses should provide updated information to NOAA Fisheries Service within 30 days of when changes occur.

Share Cap

The Magnuson-Stevens Act prohibits IFQ shareholders from acquiring an excessive share of the total allowable catch of an IFQ fishery. The Gulf Council defined the IFQ share caps for commercial grouper-tilefish and red snapper as the maximum IFQ shares per share category initially issued to a person, corporation, or other entity at that start of each program. The intent of the IFQ share cap is to prevent any IFQ participants from holding an excessive amount of IFQ shares and monopolizing the fishery.

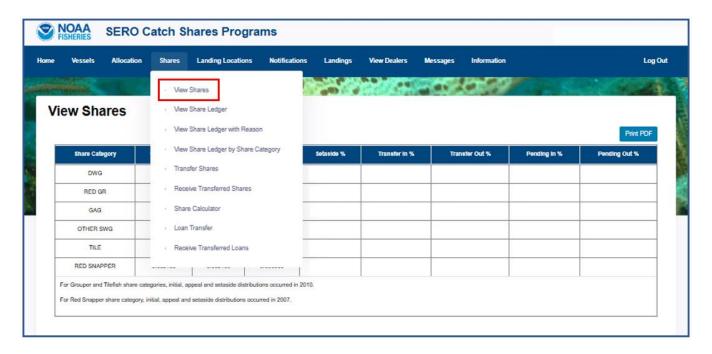
The share cap percentages are below:

Share Category	Share Cap (%)
Red snapper	6.0203
Deep-water grouper	14.704321
Gag	2.349938
Red grouper	4.331882
Shallow-water grouper	7.266147
Tilefish	12.212356

Allocation Cap

The total Grouper-Tilefish allocation cap is the sum of the maximum allocations associated with all five grouper-tilefish IFQ share caps. The allocation cap is calculated annually based on the applicable quotas or catch allowance associated with each share category. There is no allocation cap for red snapper.

Viewing Shares

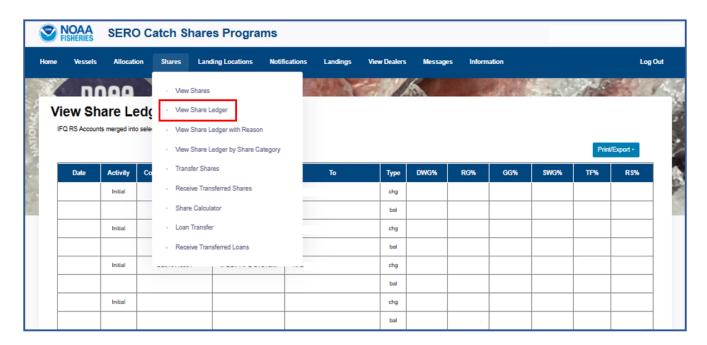


On the menu bar, select Shares then select View Shares

This page displays the percent shares (i.e., percent of the annual quota) you hold for each share category.

You can also view your share history by selecting **Shares** on the menu bar then selecting **View Share Ledger** or **View Share Ledger with Reason.**

Share Ledger



On the menu bar, select Shares then select View Share Ledger

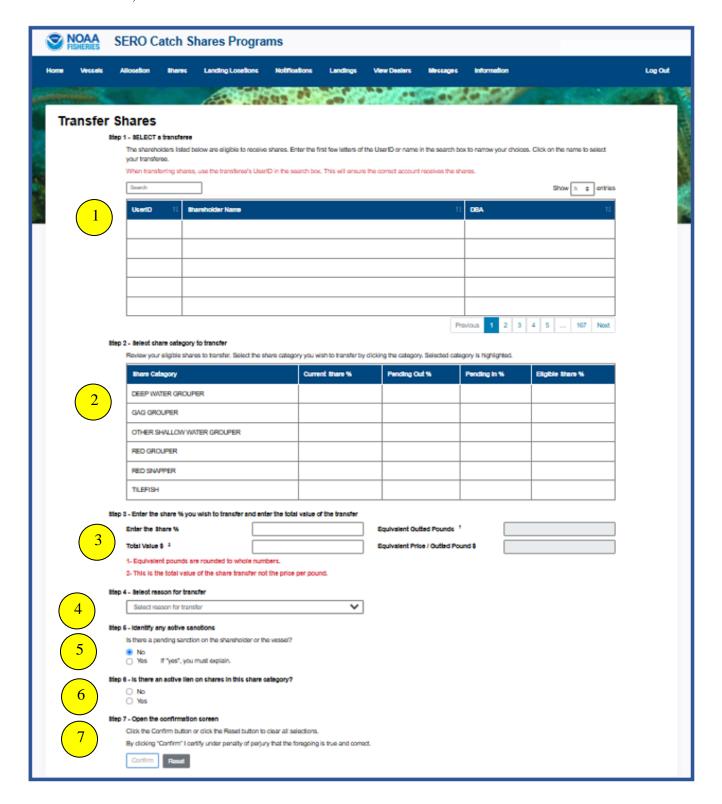
This page displays all share transfers into and out of your account by share category. At the bottom of the table you can view your current shares by share category.

Select the **Print/Export** button to print a copy of your entire share history.

The function **View Share Ledger with Reason** shows the share transfer history, including the total price recorded and equivalent pounds for each transfer.

Transfer Shares

On the menu bar, select Shares then select Transfer Shares



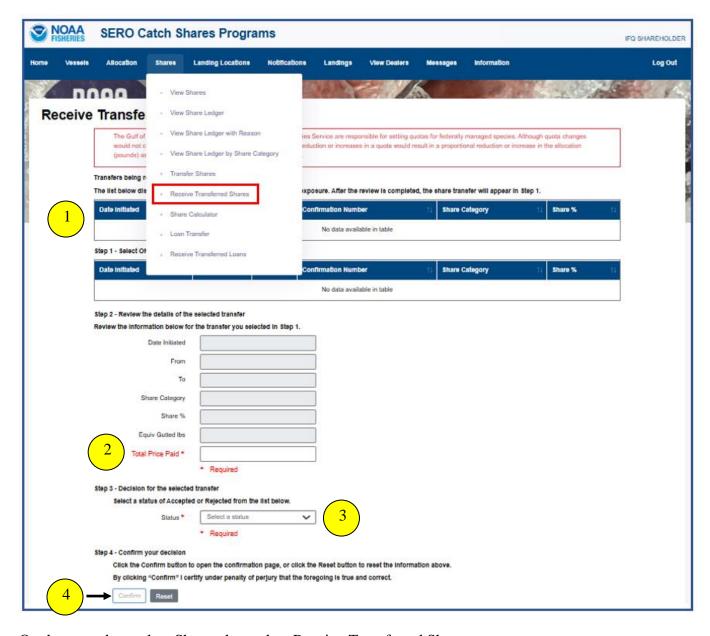
Transfer Shares (continued)

- 1. Select a shareholder who is eligible to receive transferred shares.
- 2. Review your eligible shares and select the row of the share category you wish to transfer. When you click on the row, it will be highlighted in gray. You cannot transfer a greater amount of shares than the amount listed in the **Eligible Share** % column. Eligible shares are your **Current Share** % minus any shares listed in **Pending Out** %, and do not include shares listed under **Pending In** %. Shareholders are also prohibited from selling shares that would reduce the account's shares fewer than the amount needed to repay an overage in the following fishing year, and therefore these shares are not eligible to be transferred.
- 3. Enter the percent of shares being transferred and the total price for the transfer. Please provide accurate price information to allow for review of IFQ program performance. The Equivalent Gutted Pounds and Equivalent Price / Gutted Pound \$ will automatically calculate and populate the boxes.
- 4. Select the reason for the transfer. The reasons listed in the drop down help managers analyze price reporting data when evaluating IFQ program performance.
 - a. Below are the available choices and their definitions:
 - i. <u>Sale to Another Shareholder</u>: Sold the allocation and/or shares to another, unrelated account.
 - ii. <u>Transfer to Related Account</u>: Sold to an account which you are the owner or similar association.
 - iii. <u>Bartered Trade for Shares</u>: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
 - iv. <u>Bartered Trade for Allocation</u>: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
 - v. <u>Package Deal (e.g., purchased vessel with shares)</u>: Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
 - vi. Gift: Gift to another shareholder.
 - vii. Package Deal (e.g. purchased vessel with shares)
 - viii. <u>Loan Program:</u> Shares obtained through the Federal Finance Program (Account User ID FFLA2020).
 - ix. No Comment
- 5. An IFQ shareholder subject to a sanction is prohibited from initiating a share transfer. An IFQ shareholder who is subject to a *pending* sanction must disclose in writing to the prospective transferee the existence of any pending sanction at the time of the transfer. Select 'Yes' if there is a pending sanction. If you select 'Yes' a box will appear and you must explain the pending sanction.
- 6. An IFQ shareholder who has an active lien on the share category being transferred is prohibited from initiating a share transfer for that share category. Shareholders with an active lien on the share category they are transferring must select 'Yes'. Otherwise, shareholders who do not have an active lien can select "No"

Transfer Shares (continued)

- 7. Confirm the request for share transfer. *Remember that a share transfer is not complete when the transferor submits the share transfer.* The transferee must log into their shareholder account, select the "Receive Transferred Shares" tab, and then accept the share transfer.
 - a. Both steps of the share transaction must be completed before the shares are transferred to the transferee's shareholder account.
 - b. If the transferee does not accept the share transfer within 30 days, the transaction will be cancelled and all pending shares will then be available to the shareholder who initiated the transfer.

Receive Transferred Shares



On the menu bar, select Shares then select Receive Transferred Shares

The top table shows any share transfers that are under REVIEW for share cap exposure. Once the transfer has been reviewed by Catch Share staff, the transfer will appear in Step 1 to be accepted.

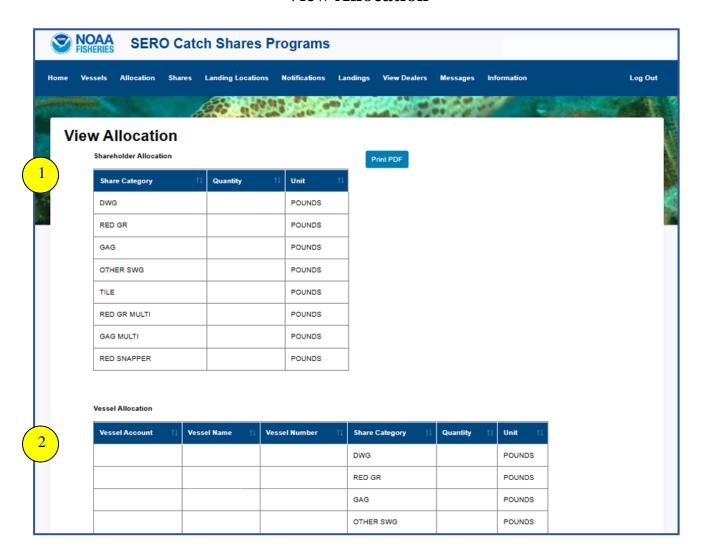
- 1. Step 1 provides a summary of pending transfers from another IFQ shareholder to you. Included in the table are the percentage of shares transferred by share category and the transfer status. Select a transfer from the list so it's highlighted in dark gray.
- 2. Review each share transfer to ensure the percentage, price, and other information are correct. Enter the total price paid for the share transfer in Step 2.

Receive Transferred Shares (continued)

- 3. Click on the down arrow and select 'Accepted' to accept the transfer or 'Rejected' if the information is incorrect and you are rejecting the transfer.
- 4. Select the 'Confirm' button to confirm your acceptance/rejection of the share transfer.
- 5. A pop-up summary screen (shown below) will appear, asking you to confirm the transaction for final submission. If all of the information is correct, click the blue 'Submit' button.

Receive Transferred Shares Confirmation			
	sfer you accepted or rejected on the previous screen. Confirm the information below. If correct, click the Submit k the Cancel button to return to the previous screen.		
From			
То			
Share Category	RED SNAPPER		
Share %	0.0001		
Status	ACCEPTED		
Total Price Paid	100.00		
By clicking "Submit" I certify under penalty of perjury that the foregoing is true and correct.			
Submit Cancel			

View Allocation



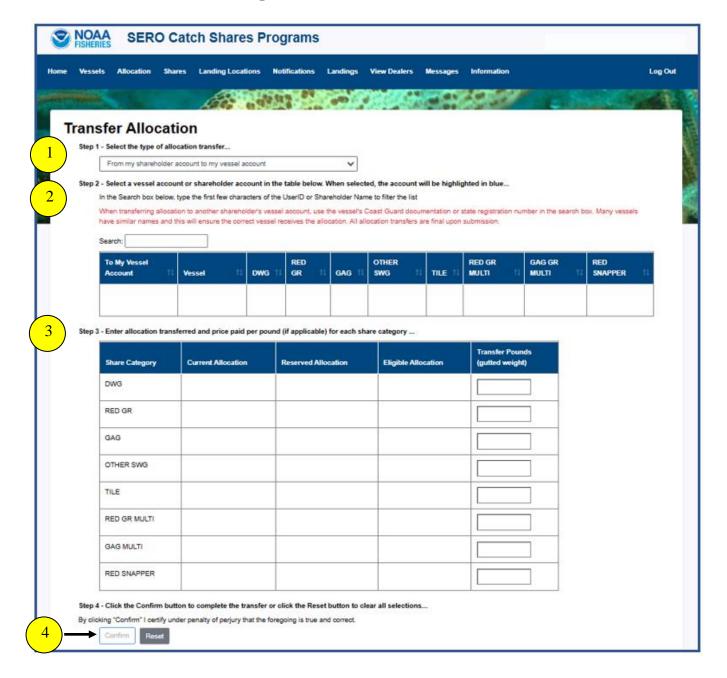
On the menu bar, select Allocation then select View Allocation

View Allocation features:

- 1. The top table summarizes your annual allocation (in pounds gutted weight) by share category held in the shareholder account. This table will include only allocation that has not been landed during the year or that has not been transferred to a vessel account or another shareholder.
- 2. The bottom table summarizes allocation in pounds gutted weight in your **vessel account(s)**. Allocation may be transferred to your vessel account(s) from your main shareholder allocation account or from other shareholder accounts. The allocation in a vessel account must be sufficient to cover the amount being landed on a trip.

Note: A vessel landing IFQ species must have sufficient IFQ allocation in the IFQ vessel account, or its linked IFQ shareholder account, at least equal to the pounds in gutted weight of all IFQ species on board (except for any overage up to the 10 percent allowed on the last fishing trip for an account that holds shares) at the time of the advance notice of landing.

Transferring Allocation To Your Vessel Account



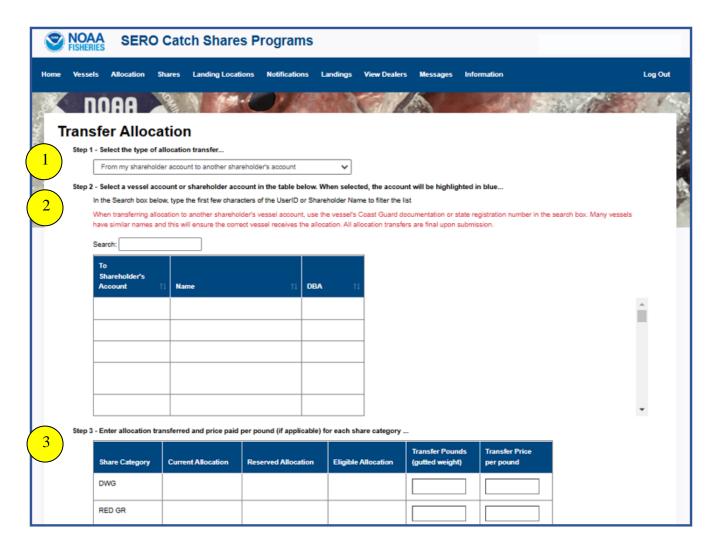
On the menu bar, select Allocation then select Transfer Allocation

- 1. Select "From my shareholder account to my vessel account" from the drop-down menu.
- 2. Select your vessel account by clicking the vessel name so that it is highlighted in dark gray. The numbers to the right of your vessel's name indicate the allocation currently held in the **vessel account** by share category.

Transferring Allocation To Your Vessel Account (Continued)

- 3. The bottom table shows the allocation currently in your **shareholder account**. In the "Transfer Pounds (gutted weight)" column type in the number of allocation pounds you wish to transfer for each share category. If you only enter pounds in one row, press tab or click outside of that cell to move on. Allocation is reserved if the account has a landing notification without a matching landing transaction. Landing notifications reserve allocation for 96 hours or until the landing transaction is completed, whichever comes first. Eligible allocation is your current allocation minus the reserved allocation.
- 4. To complete an allocation transfer, click the 'Confirm' button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer.

Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account



On the menu bar, select Allocation then select Transfer Allocation.

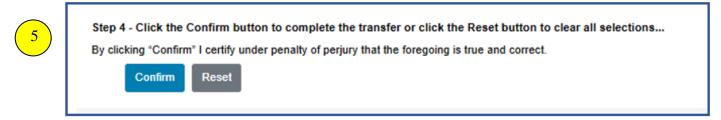
- 1. On the drop down menu, select "From my shareholder account to another shareholder's account" or "From my shareholder account to another shareholder's vessel account".
- 2. Click on the account you are transferring allocation to using the table, which will highlight that row in dark gray.
- 3. The table at the bottom shows the allocation currently held by your **shareholder account**. In the column for "Transfer Pounds (gutted weight)" type in the number of pounds of allocation transferred for each share category. Also, enter the price paid per pound for the allocation transfer. If you only enter pounds in one row, press tab or click outside of that cell to move on.

Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account (Continued)

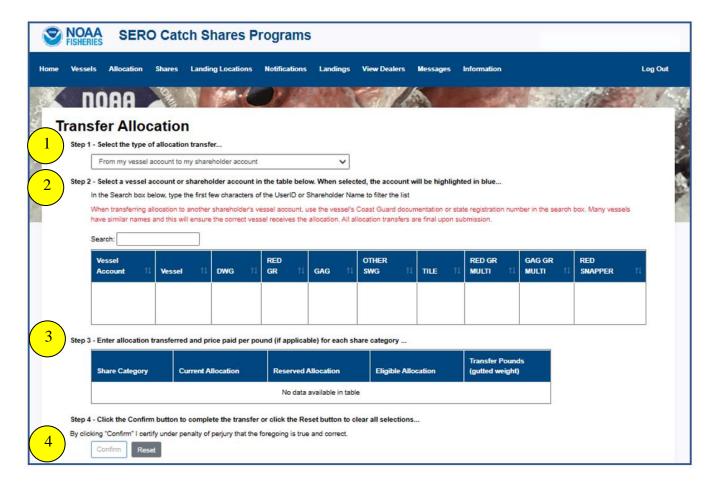
- 4. Select the reason for the transfer. This information is used to evaluate the IFQ program.
 - o Below are the available choices and their definitions:
 - <u>Sale to Another Shareholder</u>: Sold the allocation and/or shares to another, unrelated account.
 - <u>Transfer to Related Account</u>: Sold to an account which you are the owner or similar association.
 - <u>Bartered Trade for Shares</u>: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
 - <u>Bartered Trade for Allocation</u>: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
 - Package Deal (e.g., purchased vessel with shares): Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
 - Gift: Gift to another shareholder.
 - No Comment
 - o If you select either of the **Bartered Trade** options, Step 3b will appear which asks that you provide the bartered share categories.



5. To complete an allocation transfer, click the 'Confirm' button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer. Click the blue 'Submit' button.



Transferring Allocation From Vessel Account

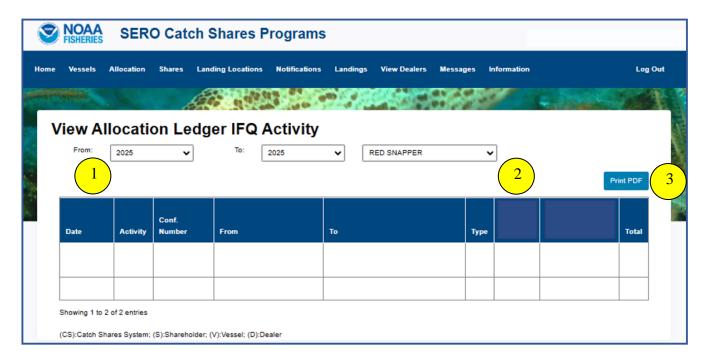


On the menu, bar select Allocation then select Transfer Allocation

- 1. On the drop down menu, select "From my vessel account to my shareholder account".
- 2. Click on the vessel account you are transferring allocation from using the table on the middle of the screen and highlight it in dark gray.
- 3. The table at the bottom shows the allocation currently held by your **vessel account**. In the column for "Transfer Pounds (gutted weight)" enter the pounds of allocation for each share category you wish to transfer back to your shareholder account. If you only enter pounds in one row, press tab or click outside of that cell to move on.
- 4. To complete an allocation transfer, click the 'Confirm' button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer.

Note: Allocation in a vessel account cannot be transferred directly to another shareholder or another vessel account. Allocation transferred from a vessel account is always transferred back into the shareholder account associated with that vessel.

Allocation Activity Ledger



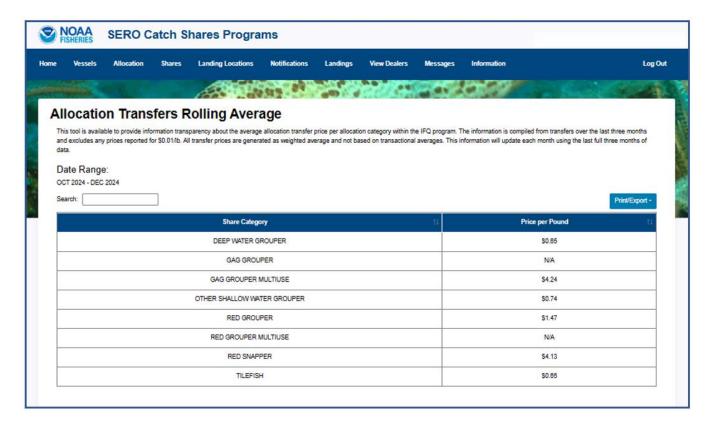
On the menu bar, select Allocation then select Allocation Ledger IFQ Activity

This page shows all transactions and landing notifications in chronological order for your shareholder and vessel accounts by share category.

To view allocation transactions:

- 1. Select the year or range of years.
- 2. Select the share category you wish to view using the drop-down menu and the table below will populate with all allocation transfers related to your accounts.
- 3. Select **Print PDF** to open the ledger with all details in a print-friendly PDF version.

Allocation Transfers Rolling Average

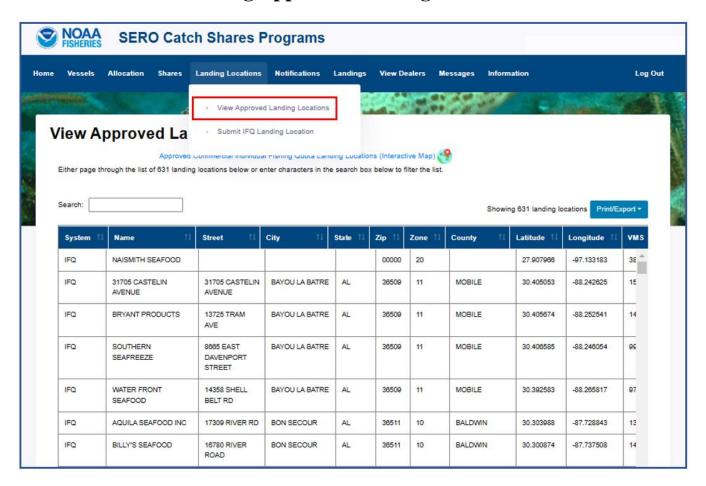


On the menu bar, select Allocation then select Allocation Transfers Rolling Average

This page shows the average allocation transfer price per allocation category within the IFQ program. The information is compiled from transfers over the last three months and excludes any prices reported for \$0.01/lb.

To open the ledger with all details in a print-friendly version, select **Print/Export** and choose your desired format.

Viewing Approved Landing Locations



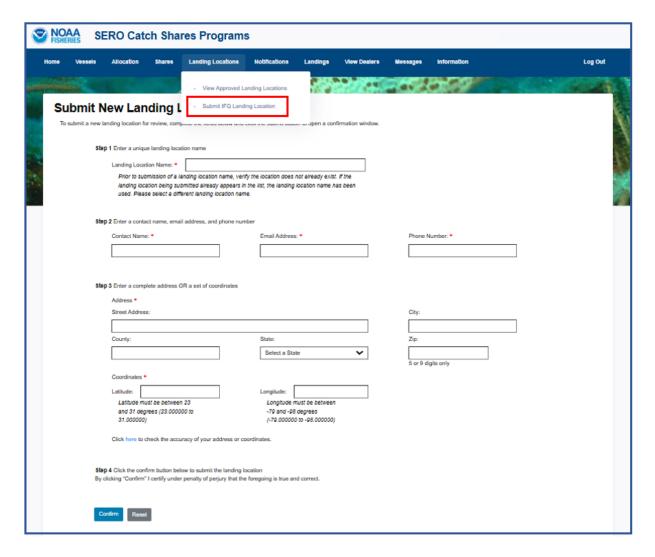
On the IFQ homepage, select **View Approved Landing Locations**. You can also view this page by selecting **Landings Locations**, then **View Approved Landing Locations** while in your shareholder or dealer account.

View Approved Landing Location features:

This screen allows you to view a list of pre-approved IFQ landing locations. Only pre-approved IFQ locations can be used for landing IFQ species. Landing locations can viewed in the table or viewed on an interactive map. The landing location table can be sorted by clicking on the column heading. To search the landing location list, enter what you are searching for in the **Search** box. To view an interactive map of approved landing locations, click on the globe icon.

To submit a landing location that is not on this list for review, go to the **Submit Landing Location** page under the Landing Locations tab while logged into your account.

Submitting a Landing Location



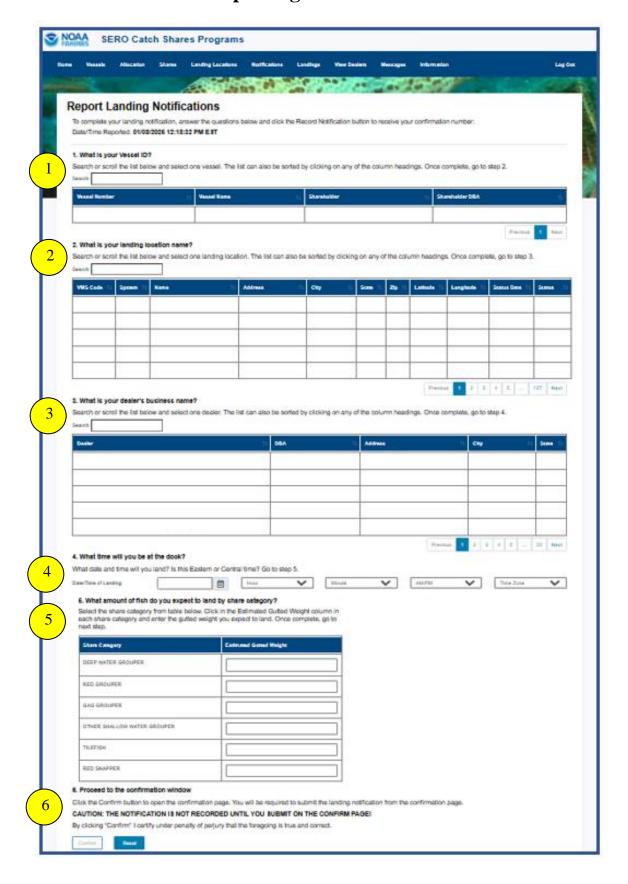
On the menu bar, select Landings Locations then select Submit IFO Landing Location

This webpage allows you to submit an IFQ landing location. You will need to provide a location name, contact information, a complete landing location address, and/or a set of GPS coordinates for the location. When submitting a landing location, it is recommended that you first review the list of preapproved landing locations on the **View Approved Landing Locations** page to ensure your landing location has not already been approved. Submitted landing locations will be reviewed by NMFS quarterly for compliance, based on, but not limited to, the following criteria:

- o Landing locations must be publicly accessible by land and water.
- Vehicles must have access to the site via public roads.
- Vessels must have access to the site via navigable waters.
- O No other condition may impede free and immediate access to the site by an authorized law enforcement officer. Examples of such conditions include, but are not limited to, a locked gate, fence, wall, or other barrier preventing 24-hour access to the site; a gated community entry point; a guard animal; a posted sign restricting access to the site; or any other physical deterrent.

If approved, your submitted landing location will be added to the list of approved landing locations.

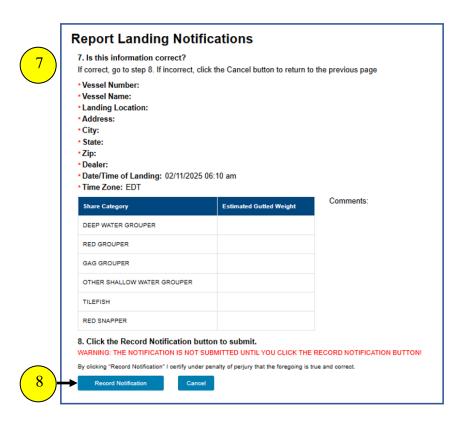
Reporting a Notification



Reporting a Notification (continued)

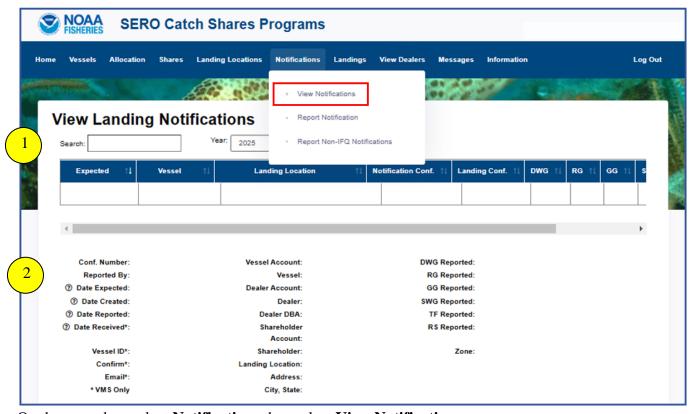
On the menu bar, select **Notifications** then select **Report Notification**

- 1. Begin typing in your vessel ID in the search box to narrow the list of vessels displayed in the grid below. Click on your vessel in the list below so it is highlighted in dark gray.
- 2. Begin typing in the landing location name in the search box to narrow the list of landing locations displayed in the grid below. Click on the landing location in the list below so it is highlighted in dark gray.
- 3. Begin typing in the dealer's business name in the search box to narrow the list of dealers displayed in the grid below. Click on the dealer in the list below so it is highlighted in dark gray.
- 4. Enter the date and time of landing, including time zone.
- 5. Enter the estimated pounds of landings for each share category in estimated gutted weight.
- 6. Press **Confirm**. You will receive the Landing Notification Confirmation screen.
- 7. Review the notification information; if incorrect, click the Cancel button to return to the previous window to correct the data.



8. If the notification information is correct, click the **Record Notification** button to submit. The Landing Notification Confirmation Code block will appear with the confirmation code following this format: 3H-mmddyy-nnn.

View Notifications



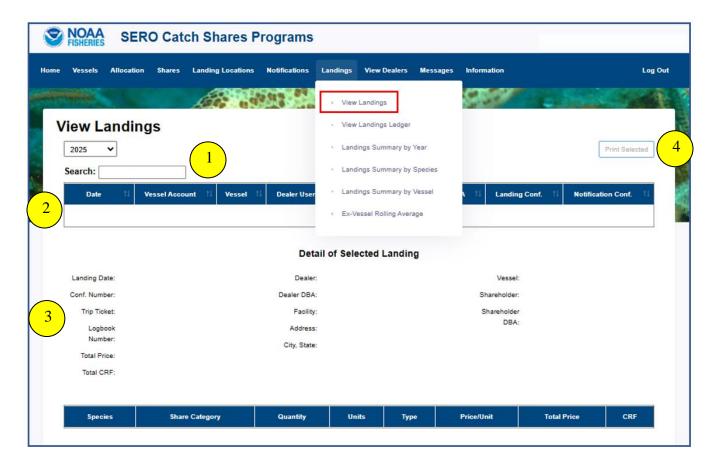
On the menu bar, select Notifications then select View Notifications

Every notification that you have made will be displayed on the **View Notifications** page. You can use this page to match up your landings transaction history (next page) with your notifications.

- 1. You can search your notifications by vessel, confirmation number, date, or landing location.
- 2. Select a notification from the table by clicking it to highlight the row in dark gray. Details from the landing transaction that you select will be displayed in the space below.

You can also view your landings from previous years by selecting the year filter at the top.

Landing Transaction History



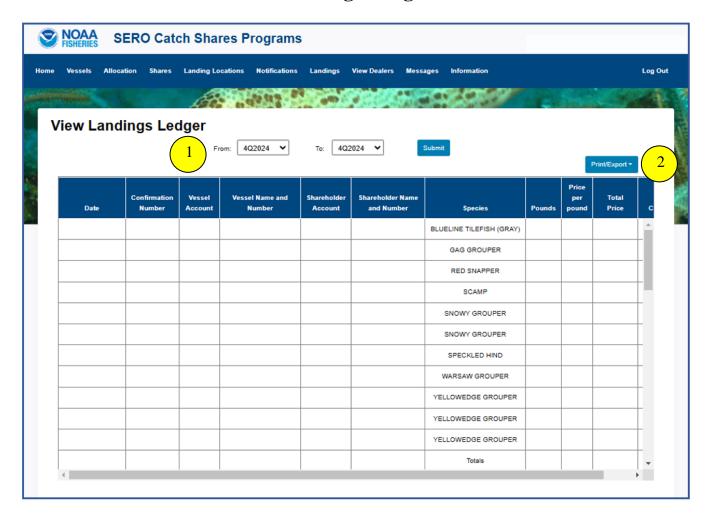
On the menu bar, select Landings then select View Landings

This page shows your landing transactions in chronological order.

- 1. You can search landing transaction by any component of the transaction (i.e. landing transaction code, vessel, dealer, etc.).
- 2. Select the landing transaction; you can sort by any of the headings.
- 3. Details of the selected transaction will populate below.
- 4. Select **Print Selected** to open the landing transaction with all details in a print-friendly PDF version.

You can match this page with your notifications (previous page).

Landings Ledger

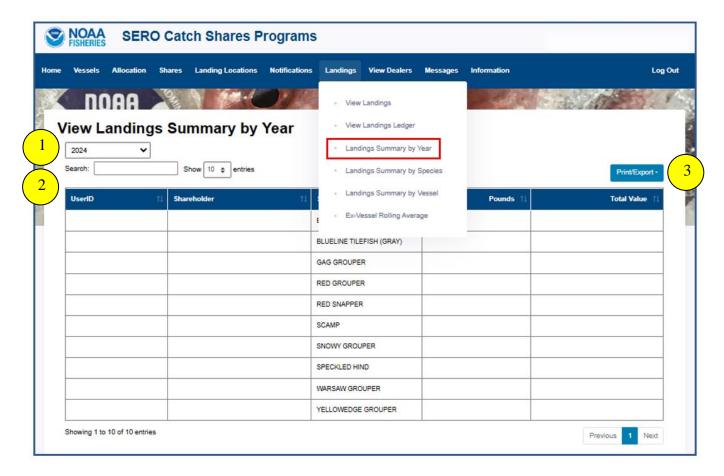


On the menu bar, select Landings then select View Landings Ledger

To view your landings:

- 1. Select the quarter(s) of the fishing year(s) of interest. The table will populate all of your landings for that time period. Price per pound and cost recovery fees are summarized in the table as well.
- 2. Select **Print/Export** to open the landing ledger with all details in a print-friendly PDF version or in Microsoft Excel.

Landings Summary by Year

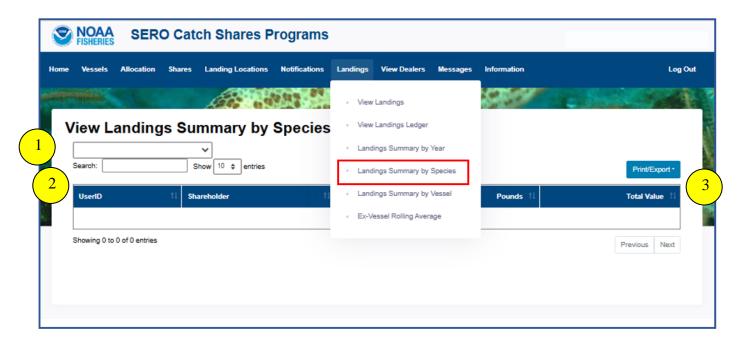


On the menu bar, select Landings then select Landings Summary by Year

To view landings by year:

- 1. Select the fishing year of interest.
- 2. If desired, enter the name of the shareholder of interest in the search bar.
- 3. Select **Print/Export** to open the landings summary with all details in a print-friendly PDF version or in Microsoft Excel.

Landings Summary by Species

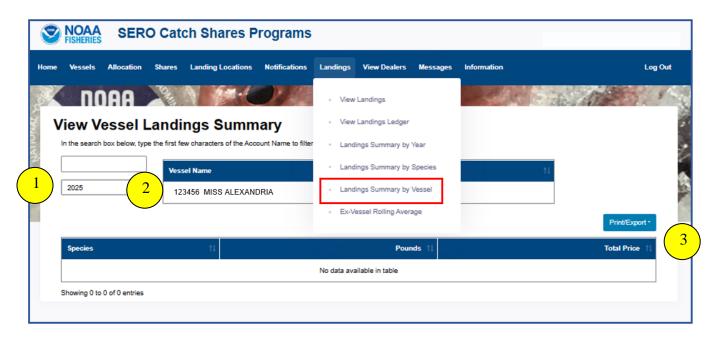


On the menu bar, select Landings then select Landings Summary by Species

To view landings by species:

- 1. Select the species of interest from the dropdown list.
- 2. If desired, enter a year of interest in the search bar.
- 3. Select **Print/Export** to open the landings summary with all details in a print-friendly PDF version or in Microsoft Excel.

Landings Summary by Vessel

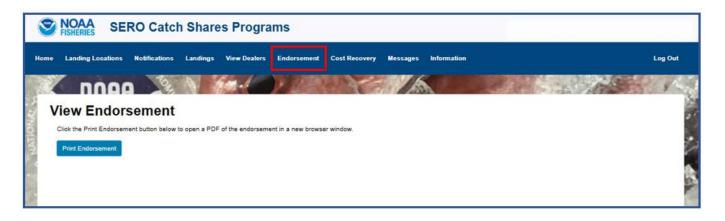


On the menu bar, select Landings then select Landings Summary by Vessel

To view landings by vessel:

- 1. Select the fishing year of interest from the dropdown list.
- 2. Click on the row of the vessel of interest.
- 3. Select **Print/Export** to open the landings summary with all details in a print-friendly PDF version or in Microsoft Excel.

View/Print Dealer Endorsement

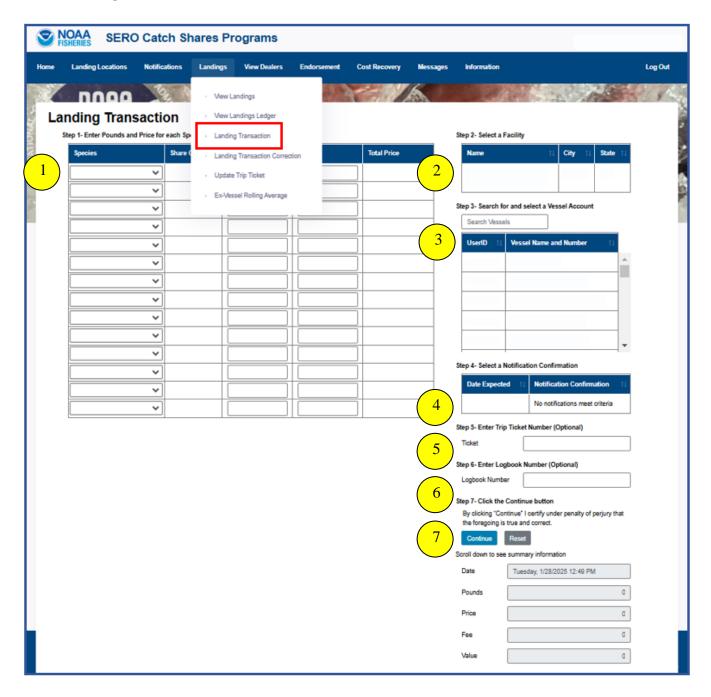


Log in to the SERO Catch Share system as an IFQ Dealer. On the menu bar, select Endorsement.

Anyone holding a federal Gulf South Atlantic dealer permit (GSAD), formerly a reef fish dealer permit, must abide by the federal regulations for the IFQ program when purchasing groupers, tilefishes, or red snapper regardless of where in the Gulf the fish are caught. A dealer wishing to purchase IFQ species must have an IFQ dealer account and a dealer endorsement. The endorsement is only valid with a federal GSAD permit. A copy of the dealer's endorsement must accompany any IFQ species from the landing location through possession by a dealer.

Completing a Landing Transaction

Log in to the SERO Catch Share system as an IFQ Dealer. On the menu bar, select **Landings** then select **Landing Transaction.**



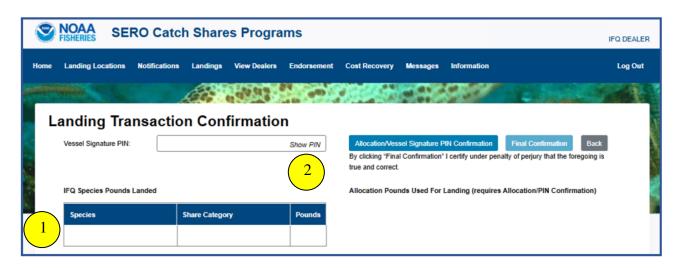
Completing a Landing Transaction (continued)

- 1. Select the species from the drop-down menu and the share category will automatically populate. Enter the pounds (in gutted weight) and price per pound for all species landed.
- 2. Select the dealer's facility.
- 3. Select the vessel account which landed the fish for the landing transaction.
- 4. Select a landing notification confirmation number.
- 5. Enter a trip ticket number (optional, helps NOAA Fisheries link to IFQ records to trip tickets).
- 6. Enter a logbook number (optional, helps NOAA Fisheries link to vessel trip reports).
- 7. Review the total pounds and total price entered then press **Continue**.

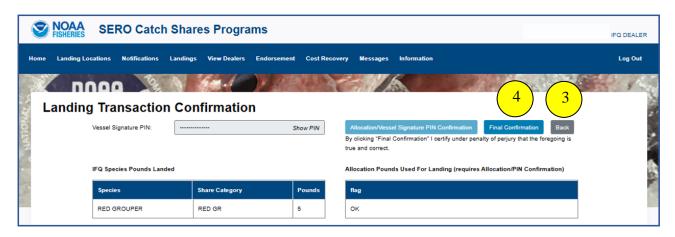
Note: 'Graded' landings where you have different prices per pound for a species can be performed in a *single* landing transaction. See example shown above for red snapper.

Confirming a Landing Transaction

This screen will appear after pressing Continue on the Landing Transaction screen.



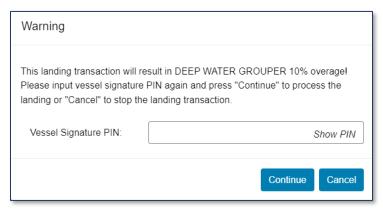
- 1. Review the reported pounds landed by species.
- 2. To check that the vessel account has sufficient allocation, the shareholder must enter the Vessel Signature PIN, then select **Allocation/Vessel Signature PIN Confirmation**.



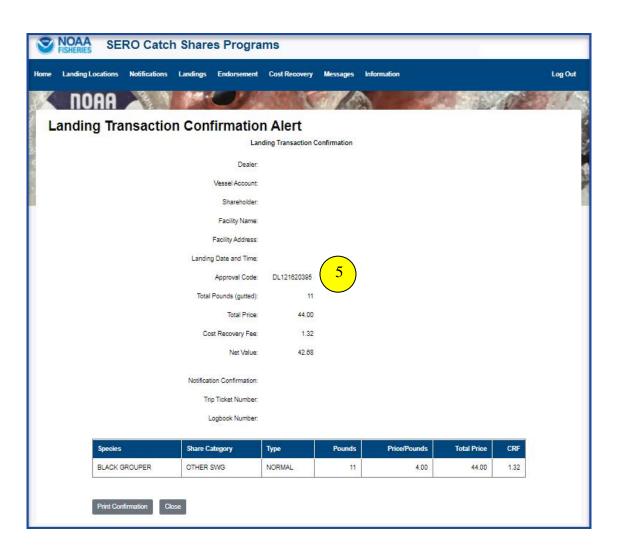
- 3. If the vessel has sufficeint allocation to complete the landing transaction, the "flag" box on the right will read 'OK'. If the "flag" box reads 'Not OK', the vessel does not have enough allocation in the vessel account. Use the 'Back' button if allocation is insufficient to return to the Landing transaction page. Sufficient allocation must be available to process the landing transaction. The shareholder must obtain and transfer allocation to the vessel account to complete the landing transaction.
- 4. Select the 'Final Confirmation' button to complete the landing transaction.

You will get the bellow warning if the landing transaction will use the 10% overage flexibility measure. To confirm that the shareholder wants to use the 10% overage, the shareholder must enter the Vessel Signature PIN again and select the 'Continue' button.

Confirming a Landing Transaction (continued)

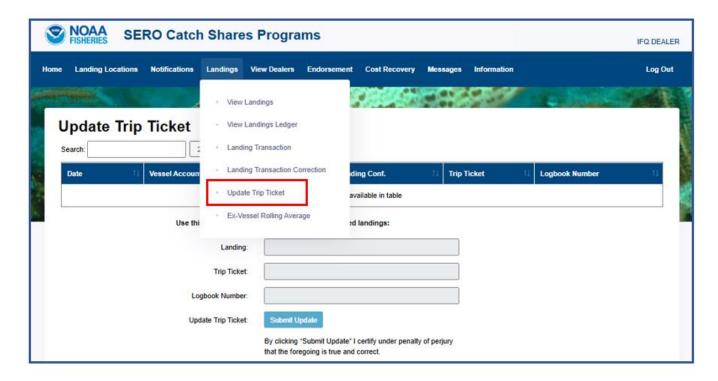


Select the 'Continue' button to complete the landing transaction.



5. The Landing Transaction Confirmation Alert page will appear with the confirmation code following this format: DL-mmddyy-nnn.

Updating Trip Ticket / Logbook Number



A dealer may add or update a trip ticket and/or logbook number associated with a landing transaction by selecting **Landings** then **Update Trip Ticket**.

Select the year of the landing transaction. Select the trip from the table to be changed. When you select the trip, the Landing field populates with the Landing Transaction Confirmation Number. You can add or edit the Trip Ticket and/or Logbook Number fields then select **Submit Update** to save the changes.

Completing a Landing Transaction Correction Form

	OMB Control No. 0648-0551 Exp. Date 11/30/2027
	LANDING TRANSACTION CORRECTION REQUEST
a f	Instructions: Please complete this form if you have a landing transaction that should be corrected. This form must be completed and signed by the IFQ dealer and the IFQ Fisherman within 15 days of the original transaction. By completing and signing this form, both the IFQ dealer and fisherman acknowledge the information below is accurate. Please mail this form to National Marine Fisheries Service, Sustainable Fisheries Division, 263 13th Avenue South, St. Petersburg, Florida 33701-5505. Any other corrections to landing transactions should be reported via the IFQ Customer Service phone line at 1-866-425-7627.
1	Approval Code from Transaction to be Corrected: DL Date of Transaction to be Corrected: IFQ Dealer:
	IFQ Dealer: Incorrect Pounds: Correct Pounds: Incorrect Price: \$ Correct Price: \$ _
	t, (Dealer), hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).
	Signature of IFQ Dealer: Date:
5	, (Fisher), hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).
5	Signature of IFQ Fisher: Date:
F F e ti	Under the provisions of the Paperwork Reduction Act of 1995 (PL 104-13) and the Privacy Act of 1974 (PL 93-579), you are advised that disclosure of the requested information is mandatory for the purpose of managing the Gulf of Mexico Reef Fish fishery. The requested information is used to ensure proper compliance with Gulf reef fish IFQ programs. Confidentiality of the information provided will be treated in accordance with NOAA Administrative Order 216-100. The public reporting burden for this collection of information is estimated to be 5 minutes. The estimate of public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing he collection of information. Written comments regarding the burden-hour estimate or other aspects of the collection-of-information requirements, or suggestions for reducing this burden, should be ent to PRA Officer, NMFS, Southeast Regional Office, 263 13th Avenue South, St. Petersburg, FL 33701-5505.
	Rev. 04/30/15

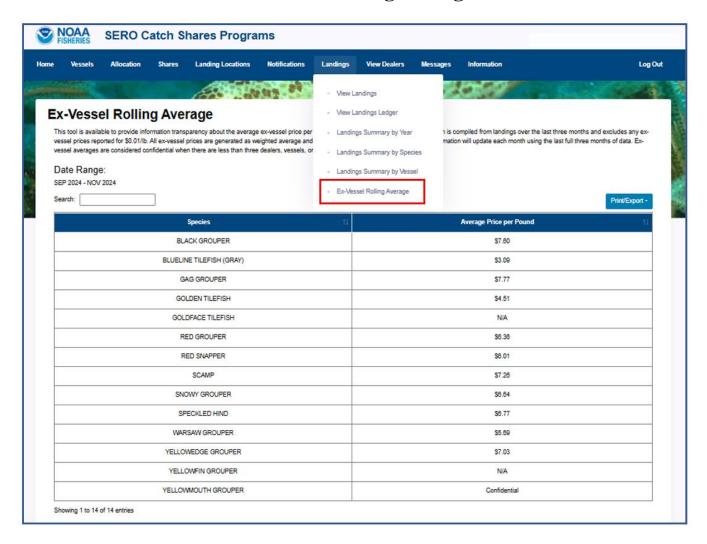
A dealer may initiate a Landing Transaction Correction by selecting **Landings** then **Landing Transaction Correction**

Fill out all fields that apply. Required fields include:

- 1. Landing transaction approval code (DL#) and date of the transaction to be corrected.
- 2. Dealer Name and IFQ Shareholder Name.
- 3. Species that is being corrected.
- 4. Incorrect and correct data for pounds and/or price.
- 5. Both the dealer and fisher must sign and date the form.

The form must be mailed to NMFS at the address provided and received within 15 days of the original transaction.

Ex-Vessel Rolling Average

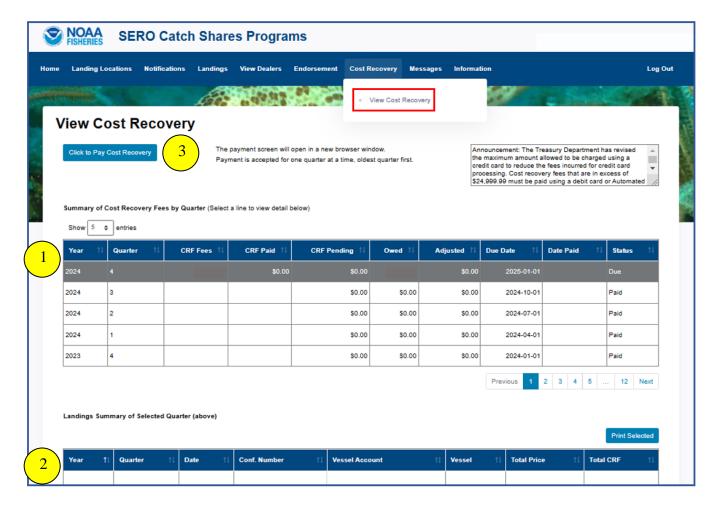


On the menu bar, select Landings then Ex-Vessel Rolling Average

The Ex-Vessel Rolling Average view shows an average ex-vessel price compiled from the last three months of ex-vessel prices reported, excluding values of \$0.01/lb.

To open the ledger with all details in a print-friendly version, select **Print/Export** and choose your desired format.

View/Pay Cost Recovery Fee



On the menu bar, select Cost Recovery then select View Cost Recovery

- 1. This table displays a summary of cost recovery fees collected by quarter.
- 2. After clicking on a quarter in the top table, a summary of landings and associated cost recovery fees for that quarter will appear in the bottom table.
- 3. To pay the cost recovery fee, select **Click to Pay Cost Recovery**; the steps are very similar to making online purchases. Cost recovery fees will become available to pay the first day after the end of each calendar quarter. Dealers have 30 days to pay cost recovery fees. If dealers have an email address entered under the "Update Account" page, they will receive an email reminder the first day that cost recovery fees are available to be paid.