

# How to Register a New operation in eLandings

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## Establishing Accounts

Before an operation or user ID can access eLandings to report, the operation and user must establish their operation in eLandings and be approved for use.

**NOTE:** If for any reason you cannot follow the registration steps to completion (i.e. printing out the form, signing it and faxing it in) or if you've lost your original form, please contact [suja.hall@noaa.gov](mailto:suja.hall@noaa.gov) or call [907-586-7462](tel:907-586-7462) for assistance.

## Create A New Operation

Go to this website: <https://elandings.alaska.gov/>

Under **How To Get Started**, click on the word **Register** in blue text.

- You will be taken to a screen that looks one the one below.
- Select the Operation Type from the drop-down menu
- Plant/Receiver: Physical location that processes fish into product or receives fish product
- Direct Marketer: Purchaser of fish/fish product with the intent to sell to buyers in and out of state
- At-Sea Processor: Catcher processors that harvest and process at-sea
- Catcher Vessel: Fishing vessel that wants to use the electronic logbook
- Catcher Seller: Fishing vessel that catches and sells fish/fish product dockside
- Buyer-Exporter: Purchaser of fish/fish product with the intent to export product out of state
- Fill in all of the fields as applicable to your Operation type and then click on the Register button at the bottom of the page.

Once you've verified the information on the form you will need to print out a copy and sign it. Then fax it to the number listed on the page or scan and email it to me, I will enable your operation when I receive the form.

Please make sure that you save your UserID and password for future use.

# Register Operation

INFO - 1311: Please enter the following information

Operation Type:	<input type="text" value="Plant/Receiver"/>
Operation Name:	<input type="text" value="The Abalone"/>
ADF&G Processor Code:	<input type="text" value="F1234"/>
Federal Permit Number:	<input type="text" value="5555"/>
Registered Buyer Number:	<input type="text" value="4564"/>
Registered Crab Receiver Number:	<input type="text" value="121"/>
Port: <small>Port Codes</small>	<input type="text" value="DUT"/>
Vessel ADF&G Number:	<input type="text"/>
Vehicle License Number: (For Buying Stations)	<input type="text"/>

**Primary User** If user is already registered just enter userid and password. Otherwise, enter all data including userid password, and a new userid will be created.

UserID:	<input type="text" value="JJOHNSON"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Company Name:	<input type="text" value="Under The Sea Operations, LLC"/>
User Name:	<input type="text" value="Jill Johnson"/>
City:	<input type="text" value="Seattle"/>
State:	<input type="text" value="WA"/>
Telephone Number:	<input type="text" value="907-555-1212"/>
Fax Number:	<input type="text"/>
Email Address:	<input type="text" value="jjohnson@UTSO.com"/>
Security Question: <small>Example: What is your mother's maiden name?</small>	<input type="text" value="What is my favorite color?"/>

