

eLandings User Manual

# How to Register a New Operation in eLandings

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## Establishing an eLandings Account [🔗](#)

Before a person/company can access **eLandings** to report fishery harvest, the primary User must establish an Operation in eLandings which will need to be approved for use by interagency staff.

**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 [elandings@alaska.gov](mailto:elandings@alaska.gov) 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 like the one below.

The 'Register' form is divided into two main sections: 'New Operation' and 'New User'.  
 The 'New Operation' section includes fields for: Type (dropdown), Operation Name, Proc Code, Fed. Permit #, Reg. Buyer #, RCR #, Port (dropdown), and ADFG Vessel #.  
 The 'New User' section includes fields for: User ID, Password, Confirm Password, Company Name, First Name, Last Name, City, State, Telephone (with area code (555) 555-5555), Fax (with area code (555) 555-5555), Email, Secret Answer, and Security Question.  
 At the bottom, there is a 'Note' section with instructions on how to request a registration form and a 'Register' button.

- Select the Operation Type from the drop-down menu
  - *Plant/Receiver*: Physical location that processes fish into product or receives fish product
    - *Salmon* - need ADF&G Processor Code permit
    - *Groundfish* - need ADF&G Processor Code permit, FPP, RB (if purchasing IFQ species)
    - *Crab* - need ADF&G Processor Code permit and RCR
  - *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

**You will need to acquire both State and Federal permits applicable to your particular business type in order to complete your Operation registration.**

- A glossary of terms and definitions can be found here <https://elandings.atlassian.net/wiki/spaces/doc/pages/10427661/eLandings+Glossary>

State of Alaska	Contact
ADF&G Processor Code	Martina Kallenberger (907) 465-6131

NOAA Fisheries Service	Contact
Federal Processor Permit (FPP)	RAM (800) 304-4846 option 2
Federal Fishery Permit (FFP)	RAM (800) 304-4846 option 2
Registered Buyer Permit (RB)	RAM (800) 304-4846 option 2
Registered Crab Receiver (RCR)	RAM (800) 304-4846 option 2

- 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.

- Fax your signed registration form to the number listed on the page or scan and email it to [elandings@alaska.gov](mailto:elandings@alaska.gov), I will enable your operation when I receive the form.
- Please make sure that you save your **UserID** and **Password** for future use.
- If you need to reprint your registration form please email [elandings@alaska.gov](mailto:elandings@alaska.gov)



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