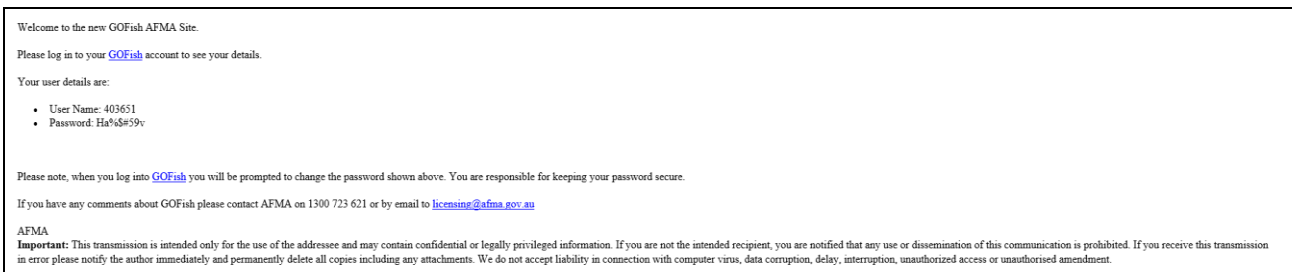


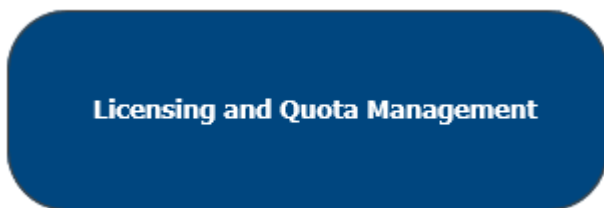
Fish Receiver Portal - Torres Strait eCDR instructions

To set up your password to enable the use of the Torres Strait eCDR system.

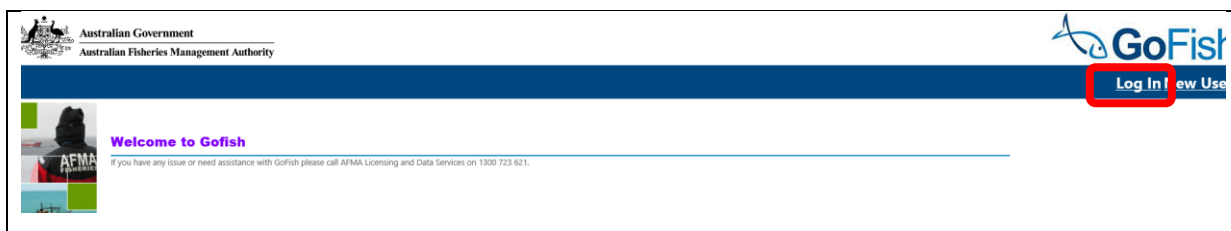
1. To set up your Log in you will receive an email with your User Name (which is actually your client ID) a temporary password, example in the screen below.



2. Select the word [GOFish](#) in the email or open GOFish by clicking on the URL link: <https://ebusiness.afma.gov.au> or by using the link to GoFish on the AFMA website.
3. Click on the Licensing and Quota Management button



4. Click on the word Log In on the top right hand corner, as shown in the screen below



5. This will take you to the log in screen.

Enter your Username and Temporary password as described in the email you received.

Click on [Log In](#)

Log In

Please enter your username and password. If you don't have an account select New User in the top right corner of the screen.

Account Information

Username:

 *

Password:

 *

[Forgotten your Password](#)

Log In

- It will then ask you to read the terms and conditions and then tick the box I have read and agree to the terms and conditions for the use of AFMA electronic services. Re enter your temporary password and click on **Log In**

Log In

Please enter your username and password. If you don't have an account select New User in the top right corner of the screen.

Account Information

Username:

 *

Password:

 *

I have read and agree to the [terms and conditions](#) for the use of AFMA electronic services.

[Forgotten your Password](#)

Log In

7. It will then ask to change your Password, the requirements of password is listed in this screen.

Once completed click on **Change Password**.

Change Password

Use the form below to change your password.

New passwords are required to be a minimum of 8 characters in length. These must include 1 non-numeric, 1 special character and 1 digit.

Account Information

Temporary Password: *

New Password: *

Confirm New Password: *

8. It will then take you to Set the Security Question and Answer screen
You can ask any question and answer, use a question and answer you will remember.
Once completed click on **submit** and your new password has now been set up.

Set the security Question and Answer

Set the security question and answer

Please provide a security question which you can answer if you forget your password:
 *

You will be required to provide this answer to the question above if you forget your password:
 *

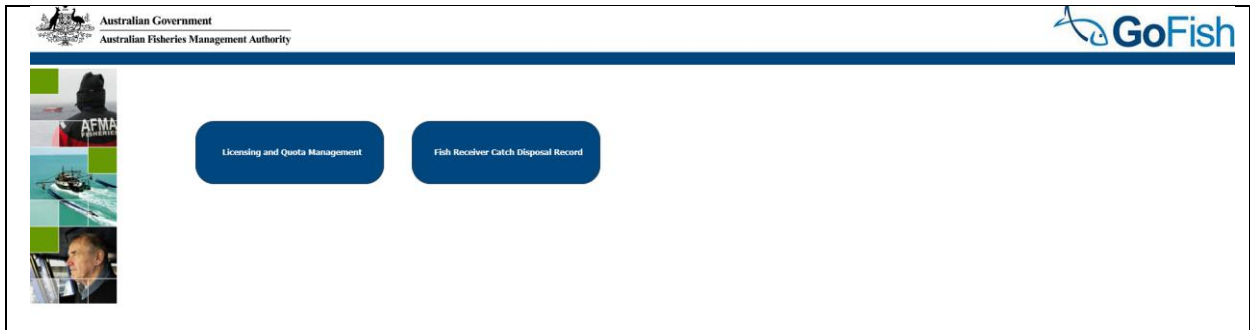
Once you have set up your password then you don't need to do this process again. If you forget your password you can re set the password by clicking on '[Forgotten your Password](#)' in the log in screen.

Instructions on how to submit an eCDR – Steps 1 to 5.

To get back to the main screen you will need to re-open GOFish by clicking on the URL link: <https://ebusiness.afma.gov.au> or you can find a link to GoFish on AFMA's website at <https://www.afma.gov.au>

Step 1.

Connect to GOFish, this will take you to the screen below:



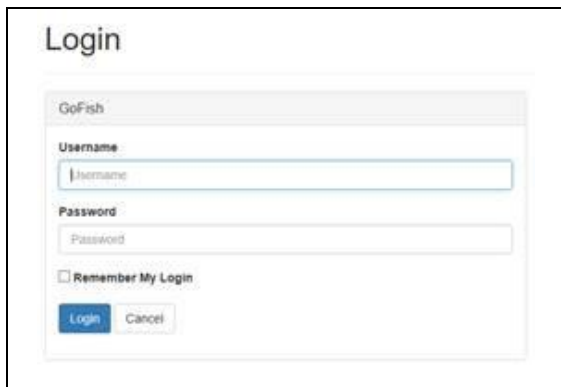
Step 2.

Click on the Fish Receiver Catch Disposal Record button



This will take you into the Fish Receiver Portal login page.

Enter your GoFish Username and Password.

The screenshot shows the 'Login' page for GoFish. It has a title 'Login' at the top. Below it is a form with the following fields: 'GoFish' (a header), 'Username' (a text input field with 'Username' as a placeholder), 'Password' (a text input field with 'Password' as a placeholder), and a checkbox labeled 'Remember My Login'. At the bottom of the form are two buttons: 'Login' and 'Cancel'.

Please note: If you don't have access to the following screens that may be for the following reasons:

- Your Fish Receiver Licence is not active.
- You are not set up as an agent for the Fish Receiver Licence Holder

Step 3.

This screen will enable you to complete an eCDR

To complete an eCDR click on new form [New Form](#)

The next Screen will ask you a question “Has a catch disposal already been completed by another fisher”

Click on Not Sure or No, this will take you through to the screen to enter a new CDR.

If the answer is Yes – do not complete another eCDR (or TDB02) for this fish.

Step 4.

This screen is the eCDR form to complete.

Complete Part A which is mandatory

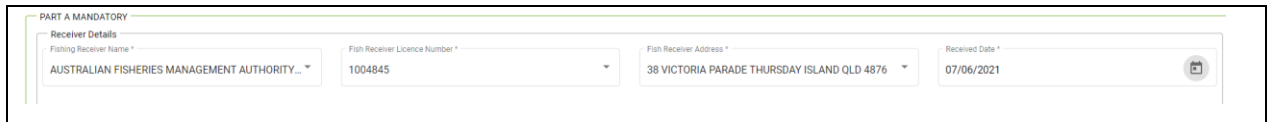
Receiver Details

First select 'Fish Receiver Name' and it will then populate the following:

Fish Receiver Licence Number

Fish Receiver Address – if there is more than one address you will need to select the address the product was received at.

Select the Received Date, see below screen



The screenshot shows a form titled 'PART A MANDATORY' with a sub-section 'Receiver Details'. It contains four input fields: 'Fishing Receiver Name' (dropdown menu showing 'AUSTRALIAN FISHERIES MANAGEMENT AUTHORITY...'), 'Fish Receiver Licence Number' (text box with '1004845'), 'Fish Receiver Address' (dropdown menu showing '38 VICTORIA PARADE THURSDAY ISLAND QLD 4876'), and 'Received Date' (calendar icon with '07/06/2021').

Fisher Details

You can either scroll through the names or start typing the name to find it in the list.

Please note it is important to select the correct Fisher as they get an SMS to their mobile or an email with the landing details.

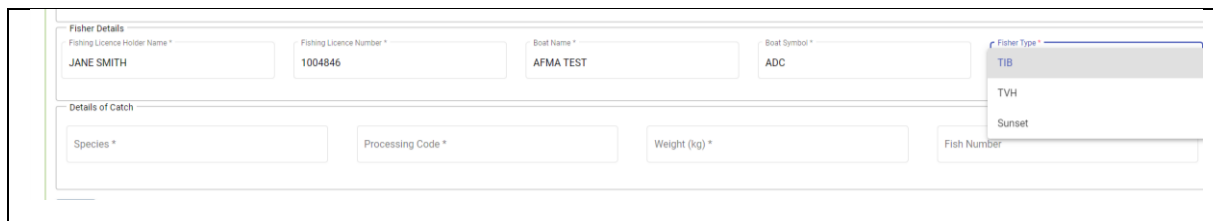
Click on the Fishing Licence Holder Name from the list and it will populate the following details:

Fishing Licence Number

Boat Name

Boat Symbol

Then select the Fish Type, TIB, TVH or Sunset, see screen shot below:

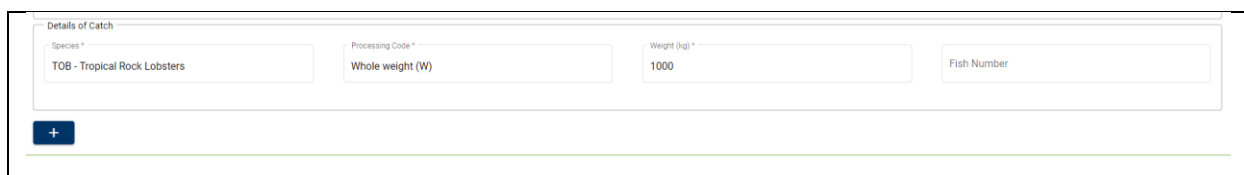


The screenshot shows a form titled 'Fisher Details' with four input fields: 'Fishing Licence Holder Name' (text box with 'JANE SMITH'), 'Fishing Licence Number' (text box with '1004846'), 'Boat Name' (text box with 'AFMA TEST'), and 'Boat Symbol' (text box with 'ADC'). Below these is a 'Fisher Type' dropdown menu with options 'TIB', 'TVH', and 'Sunset'. Below the Fisher Details section is a 'Details of Catch' section with four input fields: 'Species' (text box with 'TOB - Tropical Rock Lobsters'), 'Processing Code' (text box with 'Whole weight (W)'), 'Weight (kg)' (text box with '1000'), and 'Fish Number' (text box).

Details of Catch

Select Species, Processing Code, Weight and Fish Number, see screen shot below:

Please note Fish Numbers are only required for Fin Fish



The screenshot shows a form titled 'Details of Catch' with four input fields: 'Species' (text box with 'TOB - Tropical Rock Lobsters'), 'Processing Code' (text box with 'Whole weight (W)'), 'Weight (kg)' (text box with '1000'), and 'Fish Number' (text box). Below the form is a blue button with a white plus sign (+).

Click on the plus sign  to add more species

Complete Part B Fishing Effort

PART B FISHING EFFORT

Click to Expand

Click in the box to expand and complete the following details:

Number of Fishers

Number of Days

Area Fished

Start Date

End Date

Answer the question: Has the catch been recorded on a daily fishing logbook?

Select the Fishing Method, see screen shot below:

PART B FISHING EFFORT

Fishing Effort and Area

Number of Fishers: 2

Number of Days: 1

Area Fished: 7

Start Date: 07/06/2021

End Date: 07/06/2021

Has the catch been recorded on a daily fishing logbook? Yes No

Fishing Method

Drop Line (LDL) Free Dive (MDF) Handline (LHL) Hookah (MDH) Lamp Fishing (MLF) Rod and Reel (LRR) Troll (LTL)

Once this is all completed, click on submit  and the CDR will be processed.

Step 5.

Click on HOME and this will take you back to your Home Screen, see screen shot below:

HOME Torres Strait CDR

New Form Fish Receiver Licence Holder SELECT

Search Filters

Click to Expand

Saved Forms

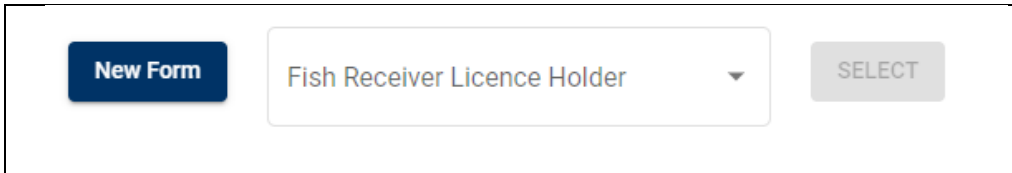
Fishing Licence Holder Name	Boat Symbol	Received Date	Fisher Type	Status
JANE SMITH	ADC	07/06/2021	TIB	Incomplete

Forms Submitted

Fishing Licence Holder Name	Boat Symbol	Received Date	Fisher Type	Status
JANE SMITH	ADC	15/06/2021	TIB	Submitted
JANE SMITH	ADC	06/06/2021	TIB	Submitted
JANE SMITH	ADC	06/06/2021	TIB	Submitted

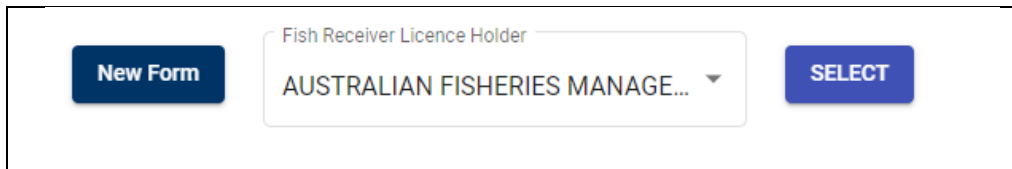
Explanation of your Home Screen

To search on the Home Screen select the Fish Receiver Licence Holder name.



Click in the Fish Receiver Licence Holder box and click on the Holder Name and then click on select

SELECT



Please note: if you are an agent for more than one receiver you select the Fish Receiver Licence Holder you want access to.

This will then display that holder's information

You can click to [Expand](#) in the Search Filters box and this will allow you to search by the following:

Fish Licence Holder

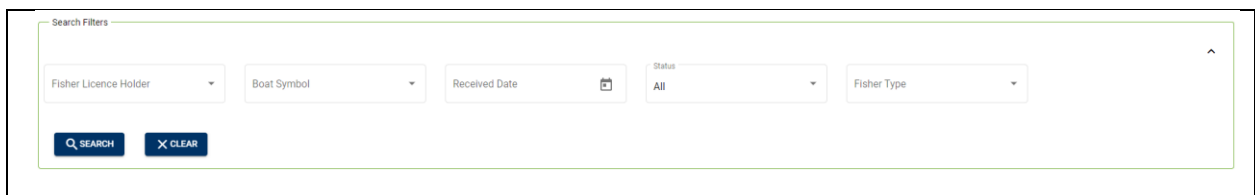
Boat Symbol

Received Date

Status

Fisher Type

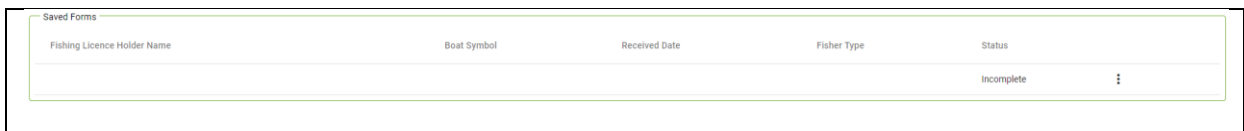
This will assist you if you are looking for a particular form you have submitted, see screen shot below:



Saved Forms – **Please note:** this will only display if you have any saved forms.

If you complete a form but are not in internet range, the form will stay as saved until you can submit the form once in range.

If you start to complete a form and do not submit the form it will save that incomplete form in this section which will allow you to complete the form later on, see screen shot below:



To complete that form click on the Form and then click on the three dots on the right

Fishing Licence Holder Name	Boat Symbol	Received Date	Fisher Type	Status	
				Incomplete	⋮

This will give you two options:

Option one 'Complete', this will allow you to complete the form as per Step 4 instructions

Option two 'Discard', this will allow you to delete the incomplete form by clicking on Discard.

Forms previously submitted

This will display all the forms that have been submitted, see screen shot:

Fishing Licence Holder Name	Boat Symbol	Received Date	Fisher Type	Status	
JANE SMITH	ADC	15/06/2021	TIB	Submitted	⋮

You can view or edit the submitted form by clicking on the three dots on the right, see screen shot:

Fishing Licence Holder Name	Boat Symbol	Received Date	Fisher Type	Status	
JANE SMITH	ADC	15/06/2021	TIB	Submitted	⋮ VIEW EDIT
JANE SMITH	ADC	08/06/2021	TIB	Submitted	
JANE SMITH	ADC	08/06/2021	TIB	Submitted	

Click on view and this will display the form details that were submitted, see screen shot:

HOME **Torres Strait CDR**

Has a catch disposal already been completed by another fisher? * Not sure No
If you are certain the answer is yes - do not complete another TDOE2 for the same fish

PART A MANDATORY

Receiver Details

Fishing Receiver Name: AUSTRALIAN FISHERIES MANAGEMENT AUTHORIT...
Fish Receiver Licence Number: 1004845
Fish Receiver Address: 38 VICTORIA PARADE THURSDAY ISLAND QLD 4876
Received Date: 08/06/2021

Fisher Details

Fishing Licence Holder Name: JANE SMITH
Fishing Licence Number: 1004846
Boat Name: AFMA TEST
Boat Symbol: ADC
Fisher Type: TIB

Details of Catch

Species: TOE - Tropical Rock Lobsters
Processing Code: Live (L)
Weight (kg): 1000
Fish Number:

PART B FISHING EFFORT

Fishing Effort and Area

Number of Fishes: 2
Number of Days: 1
Area Fished: 7
Start Date: 08/06/2021
End Date: 08/06/2021



Has the catch been recorded on a daily fishing logbook? Yes No

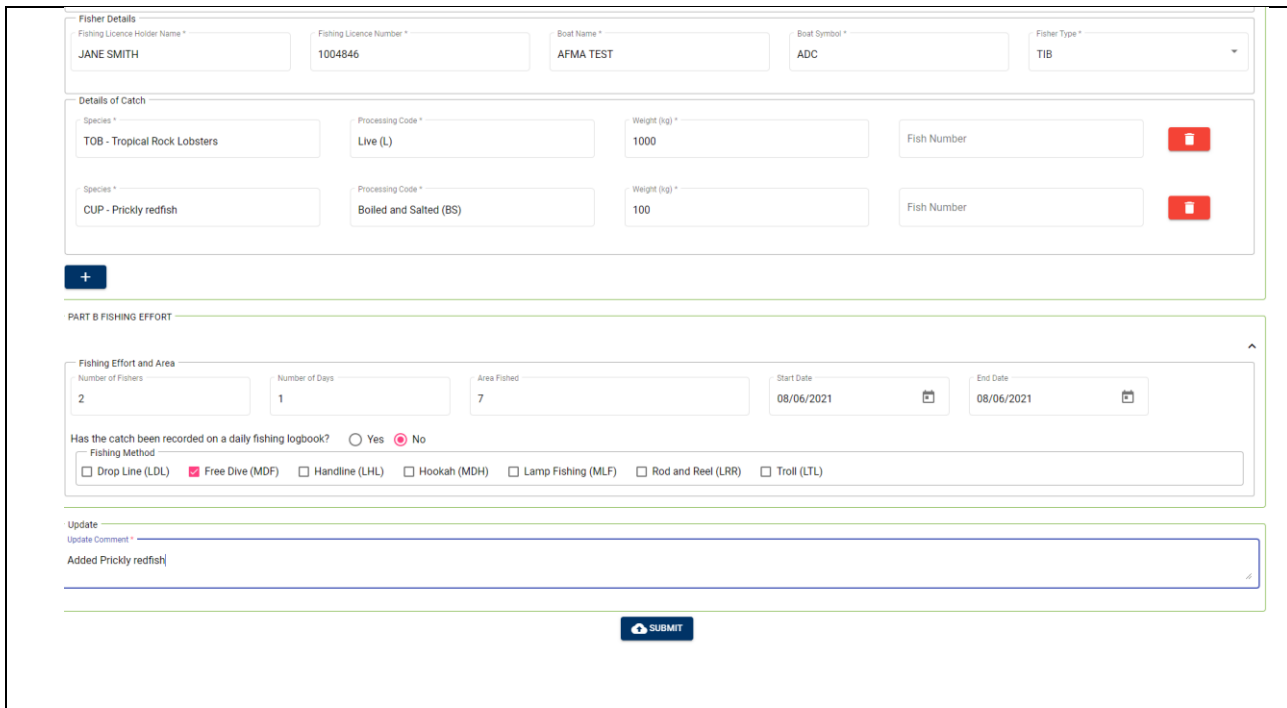
Fishing Method

Drop Line (LDL) Free Dive (MDF) Handline (LHL) Hookah (MDH) Lamp Fishing (MLF) Rod and Reel (LRR) Troll (LTL)

If you have made a mistake and you need to edit the submitted form click on [Edit](#) and it will bring up the submitted form and you can edit the details.


At the bottom of the form you will need to put in a comment under 'Update Comment' before you can submit the updated form, see example.

Example: I have added Prickly redfish by clicking on plus sign , I then added a comment to why I am editing the form and then clicked on submit . This will update the form.



The screenshot shows a web form for logging fishing activities. It is divided into several sections:

- Fisher Details:** Includes fields for Fishing Licence Holder Name (JANE SMITH), Fishing Licence Number (1004846), Boat Name (AFMA TEST), Boat Symbol (ADC), and Fisher Type (TIB).
- Details of Catch:** A table with two rows. The first row is for 'TOB - Tropical Rock Lobsters' with a weight of 1000 and a 'Live (L)' processing code. The second row is for 'CUP - Prickly redfish' with a weight of 100 and a 'Boiled and Salted (BS)' processing code. Each row has a 'Fish Number' field and a red trash can icon for removal.
- Part B Fishing Effort:** Includes fields for Number of Fishers (2), Number of Days (1), Area Fished (7), Start Date (08/06/2021), and End Date (08/06/2021).
- Logbook Recording:** A question 'Has the catch been recorded on a daily fishing logbook?' with 'Yes' and 'No' radio buttons. Below it is a 'Fishing Method' section with checkboxes for Drop Line (LDL), Free Dive (MDF) (checked), Handline (LHL), Hookah (MDH), Lamp Fishing (MLF), Rod and Reel (LRR), and Troll (LTL).
- Update Section:** An 'Update Comment' text area containing the text 'Added Prickly redfish' and a 'SUBMIT' button at the bottom.

If you need to remove a species click on the trash can  and it will remove that species. Add a comment and submit and it will update the form.