## HOW TO EDIT A REPORT IN MAINE LEEDS

- Contact the Landings Program by calling 207-633-9414 or emailing Landings.DMR@maine.gov. Tell us your name, landings #, and which license + report date you need to correct. We will reject the report, and an email will be sent notifying you of this.
- 2. Click 'View Landings Reports' on your Maine DMR LEEDS dashboard.

Maine DMR LEEDS				
Harvester: 318138				
Renew License	Report Landings			
Renew an existing license	Report catch or landings information			
You have a license that may not be renewed until delinquent reports have been submitted.				
You have a license that may not be renewed until administrative fees have been paid.	View Reporting Compliance Status			
	View what reports you submitted to DMR			
<u>Apply License</u>	Click above to see which landing report is missing.			
Obtain a license that you have never held before				
	Manage Landings Favorite			
Upgrade License	Enter favorites and preferences to speed the entering of landings information			
Upgrade an active license				
	View Landings Reports			
Reprint License	View a report that you entered in LEEDS			
Reprint an active license				
	Upload a Document			
Order Tags	Upload a document for DMR to review			
Order tags for a license				
	Update My Contact Info			
Make a Miscellaneous Payment	Update your contact information (name, address)			
Pay an outstanding fee				
Click above to pay your administrative fee.	Change password			
	Update your LEEDS password			

**3.** Select License Type, License Number, Report Year & Month of the report you are looking to edit.

View/Update report			
View reports			
License type *		License number \star	
Lobster/Crab Class 3 (LC3)	~	8006 (2022-Inactive-Suspended)	~ 🖊
Issue date	Status	Start date	Expiration date
Dec 12, 2022	Inactive-Suspended	Jan 1, 2022	Dec 31, 2022
Report year \star	Report month *		
2023 V	06 - Jun 🗸		

4. In the Actions column, click on 'Correct.'

View reports							
License type \star					License number *		
Lobster/Crab Class 3 (	LC3)	```	/		8006 (2022-Inactive-Suspende	ed) 🗸	
Issue date		Status			Start date	Expiration date	
Dec 12, 2022		Inactive-Suspen	ded		Jan 1, 2022	Dec 31, 2022	
Report year *		Report month 🛪					
2023 🗸		06 - Jun \vee					
Trip Activity Reports Filed				Click on Correct			
LEEDS TRIP ID	TRIP START DATE	SUBMITTED BY	SUBMIT DATE	STATUS	REJECTED/CORRECTED ON	CORRECTED FROM ACTIONS	
8006-23	JUN 27, 2023	318138	6/30/23 10:04 AM			<u>Viev</u> <u>Correct</u>	

- 5. Your report will load, and a red message at the top will indicate what needs to be corrected on your report. Once you are done making changes, scroll down to the bottom of the screen and click 'Submit Corrections.'
- 6. If you want to view the corrected report version, click 'View' next to the report that has a C-# in the LEEDS Trip ID. Otherwise, you can click "Close" to leave this screen and return to the LEEDS homepage.

View and Update Repo	orts					Refresh	Close
Trip Activity Reports Filed							
LEEDS TRIP ID	TRIP START DATE	SUBMITTED BY	SUBMIT DATE	STATUS	REJECTED/CORRECTED ON	CORRECTED FROM	ACTIONS
8006-21-C-1	JUN 27, 2023	318138	6/30/23 10:04 AM			8006-21	View
8006-21	JUN 27, 2023	318138	6/28/23 11:36 AM	CORRECTED	6/30/23 10:04 AM		View