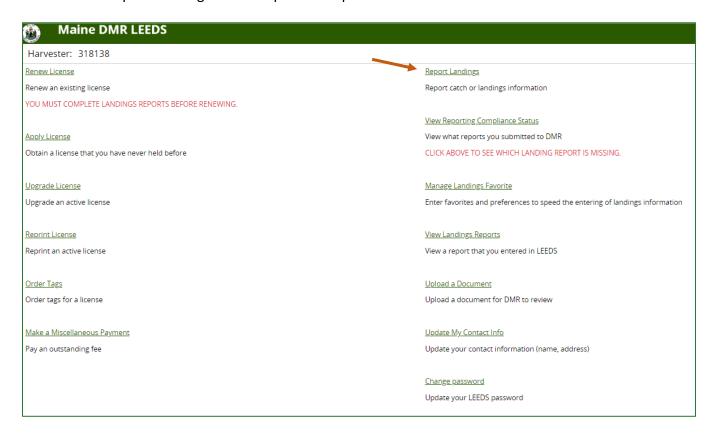
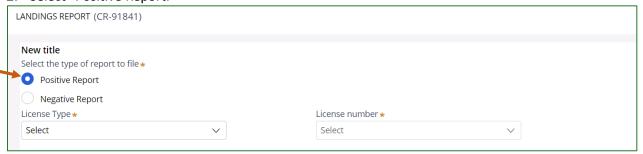
FILE A POSITIVE LANDINGS REPORT- AQUACULTURE

1. Click on "Report Landings" to file a positive report.



2. Select "Positive Report."



3. Next, select the license type and number that you want to submit a report for by using the drop-down arrows. Once the license type has been selected, click "Next."

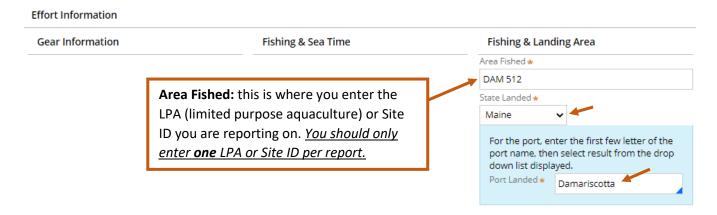


4. The first section of the report is "General Information." Here you'll select the month of your report and vessel (if used). You can select the date by using the calendar icon or by using the drop-down arrows.

*Remember: Your report should summarize an entire month of harvest for each of your LPA or Site ID's.

LANDINGS REPORT (CR-9894) Click HERE for reporting instructions General Information Trip Start Date (Do not select a Future Date) * Unload Date (Do not select a Future Date) * Vessel Name * Nov **∨** 1 **∨** 2020 **∨** 2020 ✔ | 🛗 Nov ▼ 30 ▼ t (TESSSSS) 2020 Effort Information 3 5 **Gear Information** Fishing & Landing Area 8 10 11 12 13 Area Fished * Trip Start Date: Always put the first day of the month in this field. (Example: If you are submitting your monthly report for November, put 11/1 for the start date). Unload Date: This will automatically default to the Trip Start Date. You can leave the date as the default value or select the last day of the month you are submitting a report for.

5. The second section of the report is "Effort Information." Here you'll type in the LPA or Site ID and select State and Port landed.

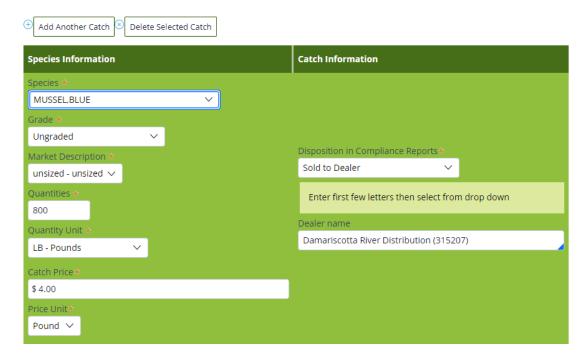


6. Once you are done with the effort information, you will add catch information. If there is no catch associated with the trip, click "No Catch Associated with this Trip." If you choose this option, you will then be able to submit your report (see step #10).

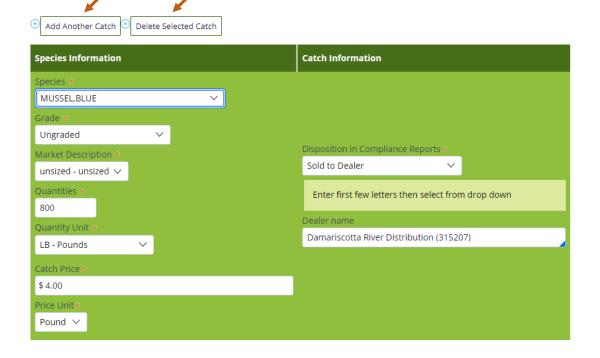


7. Below, you will see the "Species Information" and "Catch Information" sections. For the "Species Information" section, you'll select species and quantity harvested, and for the "Catch Information" section, you'll select what you did with the fish harvested.

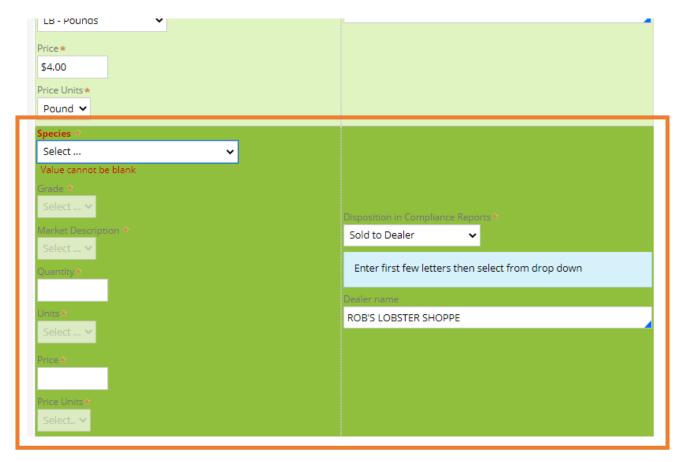
*Remember: The quantity harvested should *only* be for the LPA or Site ID you are reporting on, and it should be the *total quantity harvested (LB, BU, CT)* for the month you are reporting. The price can be the average price for the product for that month.



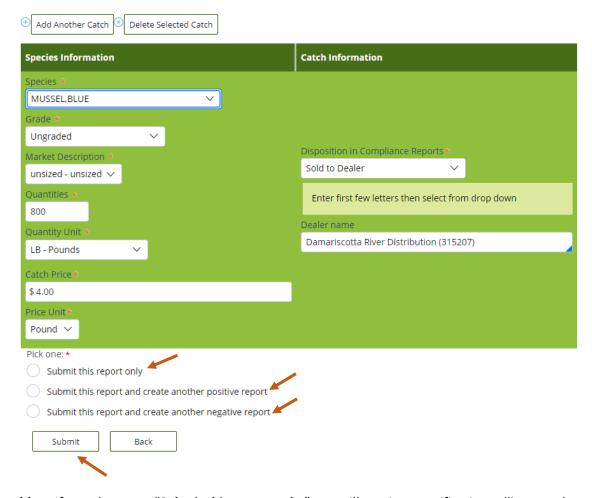
8. If you **grew and harvested** more than one species from the LPA or Site ID during the month you are reporting on, you need to select "Add Another Catch" after entering the information for the first species. If you would like to delete a catch, you can click on the catch you would like to delete and then click "Delete Selected Catch."



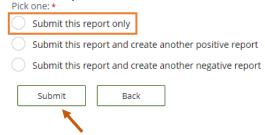
9. Another box will pop-up below the species/product information you just entered, and you can add the next species to your report. You can continue clicking "Add Catch Information" until you have entered all species that were harvested from the LPA or Site ID during the month you are reporting on.

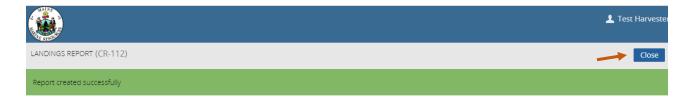


- 10. Once you're done entering the harvest data from the LPA or Site ID that you are reporting on, you'll select whether you want to "Submit this report only," "Submit this report and create another positive report," or "Submit this report and create another negative report." Make sure to click the "Submit" button.
 - **Submit this report only-** submits the landings data you entered for the specific LPA or Site ID and month chosen and returns you to the main LEEDS page.
 - Submit this report and create another positive report- submits the landings data you entered for the specific LPA or Site ID and month chosen. You'll receive a pop-up box giving you the option to submit another report for your Aquaculture license. If you need to report on another LPA or Site ID, you would select "Yes" and then follow steps 4-9 until you have reported on all your LPA or Site ID's for any given month.
 - Submit this report and create another negative report- submits the landings data you entered for the specific LPA or Site ID and month chosen and allows you to file negative reports for any other licenses you may have that require reporting.



11. a. If you choose to "Submit this report only," you will receive a notification telling you the report was filed successfully. Click "Close" to return to the home screen.





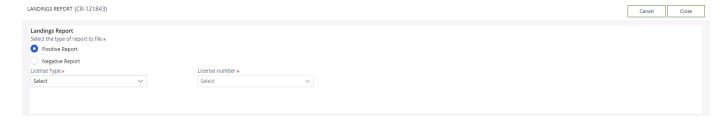
b. If you choose to "Submit this report and create another positive report," a new page will ask you if you would like to report on the same license. Select "Yes" or "No" depending on what license you are creating a positive report for.



If you click "Yes," it will bring you to the General Information section to create a landings report for the same license.



If you click "No," it will bring you to the page where you can select the license and type of report to file.



c. If you select "Submit this report and create another negative report," it will bring you to a the page for filing a negative report. Select the start and end date for your negative report, and check the license you are creating a negative report for.

