## HOW TO VIEW YOUR REPORTING COMPLIANCE STATUS (LEEDS & VESL APP)

Follow the steps below to check if you are missing any landings reports for your licenses.

## NOTES:

- When you submit a report in Maine LEEDS, and it is successfully saved, your reporting compliance status <u>updates immediately</u>.
- VESL App users: When you submit a report in VESL, your reporting compliance status <u>updates</u> <u>overnight</u> in LEEDS. The VESL App only displays the dates you submitted a report but does not indicate if you are missing reports for a certain reporting period. We recommend following these steps in Maine LEEDS to check your most accurate compliance status.
- Login to your Maine LEEDS account. If you do not have an account set up, you can create one <u>here</u>. Click on "View Reporting Compliance Status" to see if your monthly, weekly, or daily landings reports have been submitted to DMR.

| Maine DMR LEEDS                                     |   |
|---|---|
| Harvester: 318138                                   |   |
| Renew License                                       | Report Landings   |
| Renew an existing license                           | Report catch or landings information  |
| YOU MUST COMPLETE LANDINGS REPORTS BEFORE RENEWING. |   |
|   | View Reporting Compliance Status  |
| <u>Apply License</u>                                | View what reports you submitted to DMR  |
| Obtain a license that you have never held before    | CLICK ABOVE TO SEE WHICH LANDING REPORT IS MISSING.                           |
|   |   |
| Upgrade License                                     | Manage Landings Favorite  |
| Upgrade an active license                           | Enter favorites and preferences to speed the entering of landings information |
|   |   |
| Reprint License                                     | View Landings Reports   |
| Reprint an active license                           | View a report that you entered in LEEDS                                       |
|   |   |
| Order Tags  | <u>Upload a Document</u>  |
| Order tags for a license                            | Upload a document for DMR to review   |
|   |   |
| Make a Miscellaneous Payment                        | Update My Contact Info  |
| Pay an outstanding fee                              | Update your contact information (name, address)                               |
|   |   |
|   | Change password   |
|   | Update your LEEDS password  |

2. Click the drop-down arrows to choose the license type and license number to see what reports have been submitted for your license(s).

| Maine DMR LEEDS            |                             | 🛓 Test Harvester |
|----------------------------|-----------------------------|------------------|
|                            |                             | Close            |
| License type *             | License number <del>*</del> |                  |
| Lobster/Crab Class 3 (LC3) | Select                      | •                |
|                            | Select                      |                  |
|                            | 7208 (2018-Active) Select   |                  |

3. Once you've chosen the license you want to review the compliance status for, a list of months will automatically display. The "Status" column will have "Submitted," "Did not Submit," "Incomplete Submission," or "Rejected."

| Maine DMR LEEDS                            |   |                           |                                       |                |          |  |
|--|---|---------------------------|---------------------------------------|----------------|----------|--|
| icense type*<br>Lobster/Crab Class 3 (LC3) |   |                           | License number*<br>7208 (2018-Active) | Close          |          |  |
| License number Issue<br>7208 Apr 2         | e date Start date Expiry da<br>27, 2018 Jan 1, 2018 Dec 31, 2 | ate Status<br>2018 Active |                                       |                |          |  |
| PERIOD YEAR                                | PERIOD MONTH  | PERIOD WEEK               | PERIOD DAY                            | STATUS         | DUE DATE |  |
| 2018                                       | Apr   |                           |                                       | Submitted      | 5/10/18  |  |
| 2018                                       | May   |                           |                                       | Submitted      | 6/10/18  |  |
| 2018                                       | Jun   |                           |                                       | Submitted      | 7/10/18  |  |
| 2018                                       | Jul   |                           |                                       | Did not Submit | 8/10/18  |  |
| 2018                                       | Aug   |                           |                                       | Did not Submit | 9/10/18  |  |
| 2018                                       | Sep   |                           |                                       | Did not Submit | 10/10/18 |  |
| 2018                                       | Oct   |                           |                                       | Did not Submit | 11/10/18 |  |
| 2018                                       | Nov   |                           |                                       | Did not Submit | 12/10/18 |  |
| 2018                                       | Dec   |                           |                                       | Did not Submit | 1/10/19  |  |

## Status Definitions:

- Submitted- your report was submitted and accepted.
- **Did not Submit** your report hasn't been received, either because it is <u>not due yet</u> or because it is <u>past due</u>.
- Incomplete Submission- your report was submitted but is missing information. Please call our office: 207-633-9414.
- **Rejected** your report was submitted but is missing information and we haven't been able to contact you to obtain the information. Please call our office: 207-633-9414.
- 4. Once you're done viewing the compliance status for the license, you can use the drop-down arrows to change the license type and number to view another license's compliance status. Once you select the license you want to view, a new list will be generated.

| Maine DMR LEEDS   |                               |                    |            |                | 上 Test Harveste |       |
|---|-------------------------------|--------------------|------------|----------------|-----------------|-------|
|   |                               |                    |            |                |                 | Close |
| License type *  |                               | License number *   |            |                |                 |       |
| Lobster/Crab Class 3 (LC3)  |                               | 7208 (2018-Active) |            | •              |                 |       |
| Select<br>Sea Urchin with Tend<br>Elver Dip Net 1 Fyke<br>Sea Urchin Raking (S                | der (SUWT)<br>Net (E6)<br>UR) |                    |            |                |                 |       |
| Scallop Diver (SDI)   |                               |                    |            |                |                 |       |
| Sea Urchin Dragger (SUB)<br>Lobster/Crab Class 3 (LC3)<br>Commercial Fishing Crew (CFC)       |                               | D WEEK             | PERIOD DAY | STATUS         | DUE DATE        |       |
|   |                               |                    |            | Submitted      | 5/10/18         |       |
| Sea Cucumber Drag (SCD)   |                               |                    |            | Submitted      | 6/10/18         |       |
| Commercial Pelagic and Anadramous Crew (CPC)<br>Eel Pot/Hoop Net (EP)<br>Scallop Dragger (SD) |                               |                    |            | Submitted      | 7/10/18         |       |
|   |                               |                    |            | Did not Submit | 8/10/18         |       |
| 2018  | Aug                           |                    |            | Did not Submit | 9/10/18         |       |
| 2018  | Sep                           |                    |            | Did not Submit | 10/10/18        |       |
| 2018  | Oct                           |                    |            | Did not Submit | 11/10/18        |       |
| 2018  | Nov                           |                    |            | Did not Submit | 12/10/18        |       |
| 2018  | Dec                           |                    |            | Did not Submit | 1/10/19         |       |

5. When you're done viewing your compliance status, you can return to the main page by clicking "Close" in the top right corner. If you have additional questions regarding your reporting compliance status after checking in Maine LEEDS, please call the Landings Program at 207-633-9414.

| Maine                                       | DMR LEEDS  |                    |                                    |           | 🛓 Test Harv |
|---|--|--------------------|------------------------------------|-----------|-------------|
| icense type <b>*</b><br>Scallop Diver (SDI) |  | T                  | License number* 7209 (2018-Active) |           | Close       |
| License number Issue (<br>7209 Apr 27       | date Start date Expiry date<br>7, 2018 Jan 1, 2018 Dec 31, 201 | Status<br>8 Active |                                    |           |             |
| PERIOD YEAR                                 | PERIOD MONTH   | PERIOD WEEK        | PERIOD DAY                         | STATUS    | DUE DATE    |
| 2018  | Apr  |                    |                                    | Submitted | 5/10/18     |
| 2010  |  |                    |                                    |           |             |