



# NOAA FISHERIES

## Catch Share Online System Troubleshooting Guide

**July 2022**

[SECatchShares.Fisheries.NOAA.gov](https://SECatchShares.Fisheries.NOAA.gov)

Southeast Regional Office  
263 13<sup>th</sup> Avenue South  
St. Petersburg, FL 33701

Catch Share Customer Support: 866-425-7627 (option 2)

E-mail: [nmfs.ser.catchshare@noaa.gov](mailto:nmfs.ser.catchshare@noaa.gov)

Disclaimer: Screen shots contained in this document are subject to change. Revisions to this document will be periodically posted on the Southeast Regional Office IFQ website.

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## Gulf of Mexico IFQ Program Introduction

Welcome to the Red Snapper and Grouper-Tilefish Individual Fishing Quota (IFQ) programs. The IFQ programs are managed and accessed through an online accounting system, where all transactions are completed through our website. If this is your first time using the SERO Catch Share system, this document will guide you through the different functions of the website. If you have any questions, please feel free to e-mail [nmfs.ser.catchshare@noaa.gov](mailto:nmfs.ser.catchshare@noaa.gov), or call SERO Catch Share Support at **1-866-425-7627 (Option 2)** Monday through Friday, 8:00 am to 4:30 pm, Eastern Time, excluding Federal holidays.

The online system is dynamic and some changes to the layout may occur over time. We frequently update the supporting documents for the online system and you can access these updated versions from the SERO Catch Share website. We encourage you to provide feedback and suggestions about the online system. Your suggestions are often incorporated into the design to provide a system with functions adapted to your needs.

The red snapper IFQ program was implemented in 2007, and included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2012, the red snapper IFQ program became open to all U.S. citizens and permanent resident aliens. The Grouper-Tilefish IFQ program was implemented in 2010, and similar to the Red Snapper IFQ program, included a provision to allow non-permitted public participation after 5 years of the program's operation. On January 1, 2015, the Grouper-Tilefish IFQ program became open to all U.S. citizens and permanent resident aliens. This means that any qualifying entity may apply for an IFQ account by completing an IFQ Online Account Application. With this account, a non-permitted participant may purchase shares and allocation of red snapper, grouper, or tilefish, but may not land these species. **An active IFQ account and valid reef fish permit are still required to land *any* IFQ species.** The IFQ program is a commercial limited access program; therefore, the allocation cannot be used toward recreational catch.

## Overview of Account Features

Account Features	Role		
	Shareholder	Dealer	Vessel Accounts
View Shares	X		
Transfer Shares	X		
Receive Shares	X		
View Share History	X		
View Allocation	X		X (for vessel only)
Transfer Allocation	X		
View Allocation History	X		
Allocation Ledger	X		
View Vessels	X		
Create a Vessel Account	X		
Report a Landing Notification	X		
Submit a Landing Location	X	X	X
View Approved Landing Locations	X	X	X
View Landing Notifications	X	X	X (for vessel only)
View Landing Transaction History	X	X	X (for vessel only)
Update Your Account	X	X	X
View Messages	X	X	X
View/Print Dealer Endorsement		X	
Complete a Landing Transaction		X	
Landing Transaction Correction		X	
View Cost Recovery Fees		X	
Pay Cost Recovery Fees		X	

The table above summarizes online account features available to shareholders, dealers, and vessel account holders. The features you will be able to use and see when logging on to the SERO Catch Share system will be different depending on your role.

# SERO Catch Shares Online System - Public Homepage

The screenshot shows the NOAA Fisheries SERO Catch Shares Programs Public Homepage. The page has a blue header with the NOAA Fisheries logo and the title "SERO Catch Shares Programs". Below the header is a navigation bar with links: "Share Calculator", "View Approved Landing Locations", "Additional Information", and "View Dealers". A "Log In" button is located in the top right corner. The main content area features a large image of a fish with the text "Welcome to the Southeast Regional Office (SERO) Catch Share Programs - Public Home". Below this is a paragraph describing the Individual Fishing Quota (IFQ) programs for commercial Red Snapper (RS-IFQ, 2007-current) and Grouper-Tilefish (GT-IFQ, 2010-current), the Bluefin Tuna Individual Bycatch Quota (BFT, 2015-current) program, and the Headboat Collaborative pilot (HBC, 2014-2015) program. Below the text is a tabbed interface with tabs for "Important Messages", "IFQ Landings", "BFT Catch", and "BFT Catch Accounting". The "Important Messages" tab is selected, showing a message about system maintenance on Tuesday, Feb 28, 2020, and a version update to 5.3.8. At the bottom, there is a section for OMB Control Nos. and a public reporting burden statement.

1 Share Calculator View Approved Landing Locations Additional Information View Dealers

2 Log In

3

5

4

Important Messages - Please Read Before Logging Into Your Account

- ALL The Catch Shares Online System (CSOS) may be unavailable on Tuesday, Feb 28, 2020 from 11:00 PM through 3:00 AM Eastern on Wednesday, Feb 29, 2020 for scheduled system maintenance.
- ALL As of 1/1/20, the current version of the Catch Shares Online System is 5.3.8. If you do not have this version, please close your web browser and reopen the application.

OMB Control Nos. 0648-0551 Exp. Date 5/31/21; 0648-0677 Exp. Date 2/28/21; 0648-0040 Exp. Date 11/30/21; 0648-0372 Exp. Date 1/31/2020

Public reporting burden for this collection of information is estimated to range from 1 to 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to PRA Officer, National Marine Fisheries Service, Southeast Regional Office F/SER2, 283 13th Avenue South, St. Petersburg, FL 33701-5505. Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB control number.

The appearance of external links on this web site does not constitute endorsement by NOAA Fisheries of the web sites or the information, products or services contained therein. For other than government authorized activities, NOAA Fisheries does not exercise any editorial control over the information you may find at these locations.

## Public Homepage features:

1. Menu bar allows you to calculate shares (Share Calculator), view landing locations (View Landing Locations), view additional information (Additional Information), and view approved dealers (View Dealers). The Additional Information tab provides links to important documents, such as Frequently Asked Questions, IFQ Fishing Guide, video tutorials, etc.
2. Log In button
3. Description of the SERO Catch Share program website and the different programs that are hosted through the site.
4. Important Messages to read before logging in.
5. If you select the tab for IFQ Landings, you will see the commercial quotas/allowances by share category, current reported landings, annual quota remaining, and the IFQ customer service phone number and e-mail address.

# Logging In

**NOAA FISHERIES** | Southeast Regional Office  
Catch Shares Programs

This page is the login portal to the Individual Fishing Quota (IFQ) programs for commercial Red Snapper (RS-IFQ, 2007-current) and Grouper-Tilefish (GT-IFQ, 2010-current), the Bluefin Tuna Individual Bycatch Quota (BFT, 2015-current) program, and the Headboat Collaborative pilot (HBC, 2014-2015) program. The IFQ programs are intended to reduce the race to catch quotas by allocating individual fishermen quota that can be harvested throughout the fishing year. The BFT program is intended to limit bluefin tuna landings and discards and provide fishermen with incentives to avoid bluefin tuna interactions. The two-year HBC pilot program was intended to evaluate the viability of an allocation-based management strategy for the headboat sector. Each program is intended to achieve both conservation and economic goals through more efficient and more profitable harvesting and marketing practices.

**Login**

1 User ID  
ABCD1234

2 PIN  
\*\*\*\*\* Show PIN  
[Forgot PIN?](#)

3 Role

4 Login Back to Home

Are you using a NOAA account? [Login Here](#)

Notice to users You are accessing a U.S. Government information system, which includes: 1) this computer; 2) this computer network; 3) all Government-furnished computers connected to this network; and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicate your understanding of this warning.

National Oceanic and Atmospheric Administration  
U.S. Department of Commerce

[NOAA Fisheries Privacy Policy](#) | [Catch Shares Privacy Policy](#) | [Privacy Act Statement](#) | [Website Satisfaction Survey](#)

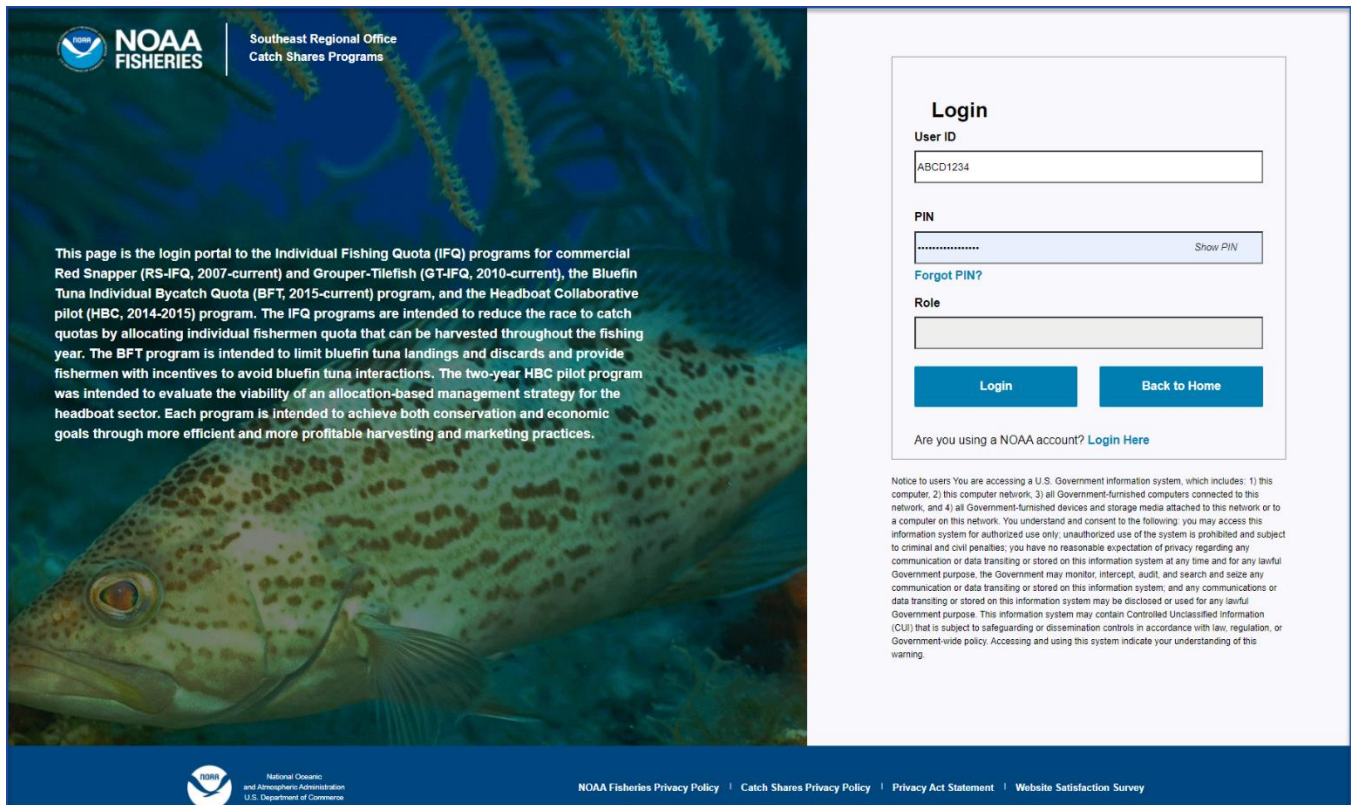
After clicking on the **Log In** button in the upper right corner of the SERO Catch Shares homepage, the login page will appear.

To log in to the SERO Catch Share system:

1. Enter your User ID (mailed to you in your IFQ packet). User IDs are usually 4 letters followed by 4 numbers and are NOT case sensitive.
2. Enter your PIN. PINs are case sensitive (upper and lower case must be exact).
3. Your role (IFQ Shareholder, IFQ Dealer, or IFQ Vessel) will appear here after the User ID has been entered.
4. Click the Login button to access your account. Clicking on the login button indicates acceptance of the Terms of Use of the web application. You are required to change your PIN when you login for the first time and 180 days after your password was last changed.



# Personal Identification Numbers (PINs)



**NOAA FISHERIES** Southeast Regional Office Catch Shares Programs

This page is the login portal to the Individual Fishing Quota (IFQ) programs for commercial Red Snapper (RS-IFQ, 2007-current) and Grouper-Tilefish (GT-IFQ, 2010-current), the Bluefin Tuna Individual Bycatch Quota (BFT, 2015-current) program, and the Headboat Collaborative pilot (HBC, 2014-2015) program. The IFQ programs are intended to reduce the race to catch quotas by allocating individual fishermen quota that can be harvested throughout the fishing year. The BFT program is intended to limit bluefin tuna landings and discards and provide fishermen with incentives to avoid bluefin tuna interactions. The two-year HBC pilot program was intended to evaluate the viability of an allocation-based management strategy for the headboat sector. Each program is intended to achieve both conservation and economic goals through more efficient and more profitable harvesting and marketing practices.

**Login**

User ID  
ABCD1234

PIN  
Show PIN

[Forgot PIN?](#)

Role

[Login](#) [Back to Home](#)

Are you using a NOAA account? [Login Here](#)

Notice to users You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all Government-furnished computers connected to this network, and 4) all Government-furnished devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose, the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Accessing and using this system indicate your understanding of this warning.

NOAA National Oceanic and Atmospheric Administration U.S. Department of Commerce

NOAA Fisheries Privacy Policy | Catch Shares Privacy Policy | Privacy Act Statement | Website Satisfaction Survey

You must change your PIN after logging in for the first time. PIN changes are required security measures for your protection; think of your IFQ account like a bank account. **You will be required to change your PIN every 180 days.**

New PINs must be at least 15 non-blank characters, and consist of the following:

- At least 2 uppercase letters (A-Z)
- At least 2 lowercase letters (a-z)
- At least 2 numbers (0-9)
- At least 2 special characters (! @ \$ % ^ & \* ( ) ? . #)

Examples:

- IFQpassword123!!
- Love2Red\$napper#1
- RatherBeF!\$H!NG2021

# Secret Questions

**Update Account**

Select an account from the list below to view or update the account information.

Search:  Show  entries

UserID	Type	User Name	DBA
	IFQ SHAREHOLDER		
	IFQ VESSEL		

Previous **1** Next

UserID

Email Address

Email Flag ☐ Check in order to receive email copies of Catch Shares messages

First Secret Question

First Secret Answer

Second Secret Question

Second Secret Answer

- Passwords must have at least fifteen (15) non-blank characters.
- Must contain each of the following categories:
  - Two English upper-case characters (A-Z)
  - Two English lower-case characters (a-z)
  - Two Numbers (0-9)
  - Two Special Characters
- New PIN may not be the same as the current PIN or past eight (8) PINs.
- Vessel signature PIN must have at least twelve (12) non-blank characters.
- Must contain each of the following categories:
  - Two English upper-case characters (A-Z)
  - Two English lower-case characters (a-z)
  - Two Numbers (0-9)
  - Two Special Characters

You will be required to establish two secret questions and answers when logging in for the first time. Answering your secret questions is the only way to recover or change your PIN, so it is important to keep record of the secret answers you have created.

1. Select your secret questions from the drop-down menu.
2. Type your customized secret answers in the blank text boxes.

Note: You will be able to change your secret questions and/or answers at any time following the steps on the **Update Account** page under the Information tab on the menu bar.



# Shareholder Homepage

**NOAA FISHERIES SERO Catch Shares Programs**

Home Vessels Allocation Shares Landing Locations Notifications Landings Messages Information View Dealers Log Out

## Welcome to the Individual Fishing Quota Program - IFQ SHAREHOLDER Home

**Important Messages**

- ALL The Catch Shares Online System (CSOS) may be unavailable on Tuesday, Feb 28, 2020 from 11:00 PM through 3:00 AM Eastern on Wednesday, Feb 29, 2020 for scheduled system maintenance.
- ALL As of 1/1/20, the current version of the Catch Shares Online System is 5.3.8. If you do not have this version, please close your web browser and reopen the application.

**Share and Allocation Summary for 2020 in gutted pounds** [Print PDF](#)

Share Category	Current Share %	Annual Allocation	Allocation Adjusted	Allocation Bought	Allocation Sold	Landings	Current Allocation*
DWG	0	0	0	594	333	10	241
GAG	1.000000	0	0	222	227	0	4
GAG MULTI	0	0	0	47	47	0	0
OTHER SWG	0	0	0	510	357	10	150
RED GR	0	0	0	72	133	0	7
RED GR MULTI	0	0	0	12	12	0	0
RED SNAPPER	0	0	0	5995	704	0	5293
TILE	0	0	0	0	0	0	0

\*Allocation listed includes allocation held in Shareholder and Vessel accounts.

Shareholder Home features:

1. The menu bar allows you to access functions within your account.
2. The table on the center of the screen will summarize your IFQ shares and annual allocation by share category. The table will also include allocation bought and sold during the year, total annual landings, and allocation remaining to be used.

Note: Your total red grouper allocation can be calculated by adding the Red Grouper allocation and Red Grouper Multiuse allocation. Your total gag grouper allocation can be calculated by adding your Gag Grouper allocation and your Gag Grouper Multiuse allocation.

## Create Your Vessel Account

On the menu bar, select **Vessels** then **Create Vessel Account**

1. Click on the vessel listed in the table at the top and make sure it is highlighted in dark gray.
2. When a vessel is selected, the UserID and PIN will be automatically generated by the system.
3. Select two secret questions and answer them.
4. Select **Submit**.
5. The following page will display both the vessel account PIN and vessel signature PIN.

Note: You will be able to change the Vessel Account PIN and Vessel Signature PIN following the steps on the **Update Account** page under the Information tab on the menu bar.

## View Vessels

**NOAA FISHERIES** SERO Catch Shares Programs

Home Vessels Allocation Shares Landing Locations Notifications Landings Messages Information View Dealers Log Out

View Vessels

View Vessels

Create Vessel Account

**Vessels With Valid Permits**

Vessel Name	Vessel Number	Vessel Account	Account Status	Permit Number	Permit Status

**Vessel Allocation** Select an account above to view its allocation

Vessel Name	Vessel Number	Account	Share Category	Quantity	Units
			DWG	0	POUNDS
			RG	5	POUNDS
			GG	2	POUNDS
			SWG	100	POUNDS
			TF	0	POUNDS
			RGM	0	POUNDS
			GGM	0	POUNDS
			RS	0	POUNDS

On the menu bar, select **Vessels** then select **View Vessels**

1. The “Vessels with Valid Permits” table provides a summary of vessels with valid reef fish permits. The table includes pertinent information about the vessel, including vessel name, vessel number, vessel account User ID, and reef fish permit number.
2. The “Vessel Allocation” table summarizes allocation (pounds) by share category for each of your vessel accounts. You can transfer allocation from your main shareholder account to your vessel account(s) by going to **Allocation** then selecting **Transfer Allocation**.

# Update Your Account

**Update Account**

Select an account from the list below to view or update the account information.

Search:  Show  entries

UserID	Type	User Name	DBA
	IFQ SHAREHOLDER		
	IFQ VESSEL		

Previous 1 Next

UserID

Email Address  +

Email Flag ☐ Check in order to receive email copies of Catch Shares messages

First Secret Question

First Secret Answer

Second Secret Question

Second Secret Answer

- Passwords must have at least fifteen (15) non-blank characters.
- Must contain each of the following categories:
  - Two English upper-case characters (A-Z)
  - Two English lower-case characters (a-z)
  - Two Numbers (0-9)
  - Two Special Characters
- New PIN may not be the same as the current PIN or past eight (8) PINs.
- Vessel signature PIN must have at least twelve (12) non-blank characters.
- Must contain each of the following categories:
  - Two English upper-case characters (A-Z)
  - Two English lower-case characters (a-z)
  - Two Numbers (0-9)
  - Two Special Characters

On the menu bar, select **Information** then select **Update Account**

To update your account or find a UserID and personal identification number (PIN):

1. Click on the account you would like to update. It will be highlighted in dark gray when selected.
2. Once you have selected a UserID, click the “Update PIN” button to change your PIN for that account. For vessel accounts, select either the “Update Account PIN” or “Update Vessel Signature PIN” box. To update your PIN, type a new PIN, then retype the PIN to confirm the change in the space below. All PINs must meet the PIN criteria shown on the page.

**Note: Your Vessel Account PIN will only be used for logging into your vessel account. Vessel Signature PINs are used for confirming a landing transaction with a dealer.**

3. Enter your e-mail address and check the email flag box to receive IFQ-related messages, such as transaction confirmations and dealer CRF payment reminders. You may enter more than one email address by clicking the plus sign (+) next to the email address. To remove an email address, click the minus sign (-).

## **Update Your Account (continued)**

4. Select two secret questions and provide answers to each of these questions. These secret questions allow you to retrieve your PIN using the Forgot PIN feature on the Gulf Reef Fish IFQ homepage. If you call with specific questions about your account, Customer Support may also ask you these questions to confirm your identity.
5. Press '**Submit**' to update your account.



# Account Status

**Account Status**

1

Name  
Mailing Address  
Mailing City/ State/ Zip  
Account Validity Date  
Date Account Created

DBA  
Physical Address  
Physical City/ State/ Zip  
Citizenship Status/ Date

If the address information is incorrect, please contact IFQ Customer Support at 1-888-425-7627 or Permits Office at 1-877-376-4877.

2

Permits	Vessel	Status	Effective Date	Expiration Date	Termination Date
RR-					

3

IFQ Online Application ID	Comments	Date Received	Application Status	Status Date

4

Business	Corp. Shareholder	Percentage

On the menu bar, select **Information** then select **Account Status**. This page displays important information that is related to the account.

1. The top portion of the page displays the account holder names, mailing address, account validity date (the date that a new IFQ Online Account Application is due), doing business as name (DBA - if applicable), and the citizenship status (you must be a U.S. citizen or permanent resident alien to participate in the IFQ program).
2. This table displays information relevant to reef fish permits associated with the account. It can be used as a reminder for renewing your permit.
3. This table displays information related to the Online Account Application that you submitted.
4. If you have a corporation or business account, this table will display the shareholders of the company and shareholdings.

## Share Cap, Share Cap Exposure, and Allocation Cap

### Business Shareholder Information

All businesses are required to report their ownership and officers. When renewing a Reef Fish Permit or applying for an IFQ Online Account, NOAA Fisheries Service requires businesses to provide their ownership and officer information to ensure no person, including a corporation or entity, individually or collectively, holds IFQ shares in excess of the IFQ Share Cap. Businesses should provide updated information to NOAA Fisheries Service within 30 days of when changes occur.

### Share Cap

The Magnuson-Stevens Act prohibits IFQ shareholders from acquiring an excessive share of the total allowable catch of an IFQ fishery. The Gulf Council defined the IFQ share caps for commercial grouper-tilefish and red snapper as the maximum IFQ shares per share category initially issued to a person, corporation, or other entity at that start of each program. The intent of the IFQ share cap is to prevent any IFQ participants from holding an excessive amount of IFQ shares and monopolizing the fishery.

The share cap percentages are below:

Share Category	Share Cap (%)
Red snapper	6.0203
Deep-water grouper	14.704321
Gag	2.349938
Red grouper	4.331882
Shallow-water grouper	7.266147
Tilefish	12.212356

### Allocation Cap

The total Grouper-Tilefish allocation cap is the sum of the maximum allocations associated with all five grouper-tilefish IFQ share caps. The allocation cap is calculated annually based on the applicable quotas or catch allowance associated with each share category. There is no allocation cap for red snapper.

# Viewing Shares

**NOAA FISHERIES SERO Catch Shares Programs**

Home Vessels Allocation **Shares** Landing Locations Notifications Landings Messages Information View Dealers Log Out

**View Shares**

- View Shares
- View Share Ledger
- View Share Ledger with Reason
- View Share Ledger by Share Category
- Transfer Shares
- Receive Transferred Shares
- Share Calculator

Share Category	Setaside %	Transfer in %	Transfer Out %	Pending in %	Pending Out %
DWG	0.000000	0.002000	0.002000	0.750000	0.000000
RED GR	0.000000	0.000000	0.000000	0.660101	0.000000
GAG	0.000000	1.000000	0.000000	0.100021	0.000000
OTHER SWG	0.000000	0.000000	0.000000	0.270000	0.000000
TILE	0.000000	0.000000	0.000000	1.250000	0.000000
RED SNAPPER	0.000000	0.000000	0.000000	0.000010	0.000000

For Grouper and Tilefish share categories, initial, appeal and setaside distributions occurred in 2010.  
For Red Snapper share category, initial, appeal and setaside distributions occurred in 2007.

On the menu bar, select **Shares** then select **View Shares**

This page displays the percent shares (i.e., percent of the annual quota) you hold for each share category.

You can also view your share history by selecting **Shares** on the menu bar then selecting **View Share Ledger** or **View Share Ledger with Reason**.

# Share Ledger

The screenshot shows the NOAA Fisheries SERO Catch Shares Programs interface. The 'Shares' menu is open, and 'View Share Ledger' is selected. The page title is 'View Share Ledger'. Below the title, there is a sub-header 'IFQ RS Accounts merged into sele'. A 'Print/Export ~' button is visible. The main table has the following columns: Date, Activity, Confirmed, To, Type, DWG%, RG%, GG%, SWG%, TF%, and RS%. The table is currently empty.

On the menu bar, select **Shares** then select **View Share Ledger**


This page displays all share transfers into and out of your account by share category. At the bottom of the table you can view your current shares by share category.

Select the **Print/Export** button to print a copy of your entire share history.

The function **View Share Ledger with Reason** shows the share transfer history, including the total price recorded and equivalent pounds for each transfer.

# Transfer Shares

On the menu bar, select **Shares** then select **Transfer Shares**

**SERO Catch Shares Programs**

[Home](#) [Vessels](#) [Allocation](#) [Shares](#) [Landing Locations](#) [Notifications](#) [Landings](#) [Messages](#) [Information](#) [View Dealers](#) [Log Out](#)

## Transfer Shares

**Step 1 - SELECT a transferee**

The shareholders listed below are eligible to receive shares. Enter the first few letters of the UserID or name in the search box to narrow your choices. Click on the name to select your transferee.

1

Show 5 entries

UserID	Shareholder Name	DBA

Previous 1 2 3 4 5 ... 123 Next

**Step 2 - Select share category to transfer**

Review your eligible shares to transfer. Select the share category you wish to transfer by clicking the category. Selected category is highlighted.

2

Share Category	Current Share %	Pending Out %	Pending In %	Eligible Share %
DEEP WATER GROUPER				
GAG GROUPER				
OTHER SHALLOW WATER GROUPER				
RED GROUPER				
RED SNAPPER				
TILEFISH				

**Step 3 - Enter the share % you wish to transfer and enter the total value of the transfer**

3

Enter the Share %

Total Value \$ <sup>2</sup>

Equivalent Gutted Pounds <sup>1</sup>

Equivalent Price / Gutted Pound \$

1- Equivalent pounds are rounded to whole numbers.  
2- This is the total value of the share transfer not the price per pound.

**Step 4 - Select reason for transfer**

4

**Step 5 - Identify any active sanctions**

Is there a pending sanction on the shareholder or the vessel?

5

☒ No  
☐ Yes If "yes", you must explain.

**Step 6 - Is there an active lien on shares in this share category?**

6

☐ No  
☐ Yes

**Step 7 - Open the confirmation screen**

Click the Confirm button or click the Reset button to clear all selections.

7



## Transfer Shares (continued)

1. Select a shareholder who is eligible to receive transferred shares.
2. Review your eligible shares and select the row of the share category you wish to transfer. When you click on the row, it will be highlighted in gray. You cannot transfer a greater amount of shares than the amount listed in the **Eligible Share %** column. Eligible shares are your **Current Share %** minus any shares listed in **Pending Out %**, and do not include shares listed under **Pending In %**. Shareholders are also prohibited from selling shares that would reduce the account's shares fewer than the amount needed to repay an overage in the following fishing year, and therefore these shares are not eligible to be transferred.
3. Enter the percent of shares being transferred and the total price for the transfer. Please provide accurate price information to allow for review of IFQ program performance. The Equivalent Gutted Pounds and Equivalent Price / Gutted Pound \$ will automatically calculate and populate the boxes.
4. Select the reason for the transfer. The reasons listed in the drop down help managers analyze price reporting data when evaluating IFQ program performance.
  - a. Below are the available choices and their definitions:
    - i. Sale to Another Shareholder: Sold the allocation and/or shares to another, unrelated account.
    - ii. Transfer to Related Account: Sold to an account which you are the owner or similar association.
    - iii. Bartered Trade for Shares: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
    - iv. Bartered Trade for Allocation: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
    - v. Package Deal (e.g., purchased vessel with shares): Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
    - vi. Gift: Gift to another shareholder.
    - vii. Package Deal (e.g. purchased vessel with shares)
    - viii. Loan Program: Shares obtained through the Federal Finance Program (Account User ID FFLA2020).
    - ix. No Comment
5. An IFQ shareholder subject to a sanction is prohibited from initiating a share transfer. An IFQ shareholder who is subject to a *pending* sanction must disclose in writing to the prospective transferee the existence of any pending sanction at the time of the transfer. Select 'Yes' if there is a pending sanction. If you select 'Yes' a box will appear and you must explain the pending sanction.
6. An IFQ shareholder who has an active lien on the share category being transferred is prohibited from initiating a share transfer for that share category. Shareholders with an active lien on the share category they are transferring must select 'Yes'. Otherwise, shareholders who do not have an active lien can select "No"

## Transfer Shares (continued)

7. Confirm the request for share transfer. ***Remember that a share transfer is not complete when the transferor submits the share transfer.*** The transferee must log into their shareholder account, select the “Receive Transferred Shares” tab, and then accept the share transfer.
  - a. Both steps of the share transaction must be completed before the shares are transferred to the transferee’s shareholder account.
  - b. If the transferee does not accept the share transfer within 30 days, the transaction will be cancelled and all pending shares will then be available to the shareholder who initiated the transfer.

# Receive Transferred Shares

**NOAA FISHERIES SERO Catch Shares Programs**

Home Vessels Allocation **Shares** Landing Locations Notifications Landings Messages Information View Dealers Log Out

**Receive Transferred Shares**

- View Shares
- View Share Ledger
- View Share Ledger with Reason
- View Share Ledger by Share Category
- Transfer Shares
- Receive Transferred Shares**
- Share Calculator

The Gulf would not (pounds)

Transfers being reviewed are listed below

The list below

Share cap exposure. After the review is completed, the share transfer will appear in Step 1.

Show 5 entries

Date Initiated	Confirmation Number	Share Category	Share %

Previous 1 2 Next

**2** Step 1 - Select ONE transfer

Date Initiated	From	To	Confirmation Number	Share Category	Share %

**3** Step 2 - Review the details of the selected transfer

Review the information below for the transfer you selected in Step 1.

Date Initiated

From

To

Share Category

Share %

Equiv Gutted lbs

Total Price Paid \*

\* Required

**4** Step 3 - Decision for the selected transfer

Select a status of Accepted or Rejected from the list below.

Status \*

\* Required

**5** Step 4 - Confirm your decision

Click the Confirm button to open the confirmation page, or click the Reset button to reset the information above.

On the menu bar, select **Shares** then select **Receive Transferred Shares**

1. The top table shows any share transfers that are under REVIEW for share cap exposure. Once the transfer has been reviewed by Catch Share staff, the transfer will appear in Step 1 to be accepted.
2. Step 1 provides a summary of pending transfers from another IFQ shareholder to you. Included in the table are the percentage of shares transferred by share category and the transfer status. Select a transfer from the list so it's highlighted in dark gray.

## Receive Transferred Shares (continued)

3. Review each share transfer to ensure the percentage, price, and other information are correct. Enter the total price paid for the share transfer.
4. Click on the down arrow and select 'Accepted' to accept the transfer or 'Rejected' if the information is incorrect and you are rejecting the transfer.
5. Select the '**Confirm**' button to confirm your acceptance/rejection of the share transfer.
6. A pop-up summary screen (shown below) will appear, asking you to confirm the transaction for final submission. If all of the information is correct, click the blue '**Submit**' button.

6

Receive Transferred Shares Confirmation

Below is the share transfer you accepted or rejected on the previous screen. Confirm the information below. If correct, click the Submit button. If incorrect, click the Cancel button to return to the previous screen.

From	<input type="text"/>
To	<input type="text"/>
Share Category	<input type="text" value="GAG GROUPER"/>
Share %	<input type="text" value="0.1"/>
Status	<input type="text" value="ACCEPTED"/>
Total Price Paid	<input type="text" value="3,000.00"/>

## View Allocation

**View Allocation**

Shareholder

Share Category	Quantity	Unit
DWG		
RED GR		
GAG		
OTHER SWG		
TILE		
RED GR MULTI		
GAG MULTI		
RED SNAPPER		

Vessel Allocation

Vessel Account	Vessel Name	Vessel Number	Share Category	Quantity	Unit
			DWG	0	POUNDS
			RED GR	0	POUNDS
			GAG	0	POUNDS
			OTHER SWG	0	POUNDS
			TILE	0	POUNDS

On the menu bar, select **Allocation** then select **View Allocation**

### View Allocation features:

1. The top table summarizes your annual allocation (in pounds gutted weight) by share category held in the shareholder account. This table will include only allocation that has not been landed during the year or that has not been transferred to a vessel account or another shareholder.
2. The bottom table summarizes allocation in pounds gutted weight in your **vessel account(s)**. Allocation may be transferred to your vessel account(s) from your main shareholder allocation account or from other shareholder accounts. The allocation in a vessel account must be sufficient to cover the amount being landed on a trip.

Note: A vessel landing IFQ species must have sufficient IFQ allocation in the IFQ vessel account, or its linked IFQ shareholder account, at least equal to the pounds in gutted weight of all IFQ species on board (except for any overage up to the 10 percent allowed on the last fishing trip for an account that holds shares) at the time of the advance notice of landing.



# Transferring Allocation To Your Vessel Account

**Transfer Allocation**

Step 1 - Select the type of allocation transfer...

From my shareholder account to my vessel account

Step 2 - Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...  
In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Search:

To My Vessel Account	Vessel	DWG	RED GR	GAG	OTHER SWG	TILE	RED GR MULTI	GAG GR MULTI	RED SNAPPER

Step 3 - Enter allocation transferred and price paid per pound (if applicable) for each share category ...

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
DWG	8	0	8	<input type="text"/>
RED GR	5	0	5	<input type="text"/>
GAG	10	0	10	<input type="text"/>
OTHER SWG	0	0	0	<input type="text"/>
TILE	10	0	10	<input type="text"/>
RED GR MULTI	0	0	0	<input type="text"/>
GAG MULTI	0	0	0	<input type="text"/>
RED SNAPPER	0	0	0	<input type="text"/>

Step 4 - Click the Confirm button to complete the transfer or click the Reset button to clear all selections...

On the menu bar, select **Allocation** then select **Transfer Allocation**

1. Select “From my shareholder account to my vessel account” from the drop-down menu.
2. Select your vessel account by clicking the vessel name so that it is highlighted in dark gray. The numbers to the right of your vessel’s name indicate the allocation currently held in the **vessel account** by share category.
3. The bottom table shows the allocation currently in your **shareholder account**. In the “Transfer Pounds (gutted weight)” column type in the number of allocation pounds you wish to transfer for each share category. If you only enter pounds in one row, press tab or click outside of that cell to move on. Allocation is reserved if the account has a landing notification without a matching landing transaction. Landing notifications reserve allocation for 96 hours or until the landing transaction is completed, whichever comes first. Eligible allocation is your current allocation minus the reserved allocation.
4. To complete an allocation transfer, click the ‘**Confirm**’ button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer.

# Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account

**Transfer Allocation**

Step 1 - Select the type of allocation transfer...

From my shareholder account to another shareholder's account

Step 2 - Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...

In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list:

Search:

To Shareholder's Account	Name	DBA

Step 3 - Enter allocation transferred and price paid per pound (if applicable) for each share category...

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)	Transfer Price per pound
DWG	0	0	0		
RED OR	0	0	0		
GAG	0	0	0		
OTHER SWG	0	0	0		
TILE	0	0	0		
RED OR MULTI	0	0	0		
GAG MULTI	0	0	0		
RED SNAPPER	0	0	0		

Step 3a - Select reason for allocation transfer...

Select reason for transfer

Step 4 - Click the Confirm button to complete the transfer or click the Reset button to clear all selections...

Confirm Reset

On the menu bar, select **Allocation** then select **Transfer Allocation**.

1. On the drop down menu, select “From my shareholder account to another shareholder’s account” or “From my shareholder account to another shareholder’s vessel account”.
2. Click on the account you are transferring allocation to using the table, which will highlight that row in dark gray.
3. The table at the bottom shows the allocation currently held by your **shareholder account**. In the column for “Transfer Pounds (gutted weight)” type in the number of pounds of allocation transferred for each share category. Also, enter the price paid per pound for the allocation transfer. If you only enter pounds in one row, press tab or click outside of that cell to move on.

## Transferring Allocation To Another Shareholder or Another Shareholder's Vessel Account (Continued)

4. Select the reason for the transfer. This information is used to evaluate the IFQ program.
  - Below are the available choices and their definitions:
    - Sale to Another Shareholder: Sold the allocation and/or shares to another, unrelated account.
    - Transfer to Related Account: Sold to an account which you are the owner or similar association.
    - Bartered Trade for Shares: Bartered or traded shares/allocation for one share category to receive shares for a different share category.
    - Bartered Trade for Allocation: Bartered or traded shares/allocation for one share category to receive allocation for a different share category.
    - Package Deal (e.g., purchased vessel with shares): Bought shares and/or allocation in conjunction with another purchase (such as shares/allocation were bought alongside the Gulf Reef Fish commercial fishing permit).
    - Gift: Gift to another shareholder.
    - No Comment
  - If you select either of the **Bartered Trade** options, Step 3b will appear which asks that you provide the bartered share categories.

The screenshot displays a web-based form for transferring allocation. It is divided into two sections: Step 3a and Step 3b. Step 3a, titled "Step 3a - Select reason for allocation transfer...", contains a dropdown menu with "Bartered Trade for Shares" selected. Step 3b, titled "Step 3b - Select all the share categories that were included in the bartered trade", features six checkboxes for different fish species: Deep Water Grouper, Red Grouper, Gag Grouper, Other Shallow Water Grouper, Tilefish, and Red Snapper. All checkboxes are currently unchecked. At the bottom of Step 3b, there is a "Select" label followed by "All" and "None" in blue text, separated by a vertical bar.

5. To complete an allocation transfer, click the '**Confirm**' button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer. Click the blue '**Submit**' button.

# Transferring Allocation From Vessel Account

**Transfer Allocation**

**1** Step 1 - Select the type of allocation transfer...

From my vessel account to my shareholder account

**2** Step 2 - Select a vessel account or shareholder account in the table below. When selected, the account will be highlighted in blue...  
In the Search box below, type the first few characters of the UserID or Shareholder Name to filter the list

Search:

Vessel Account	Vessel	DWG	RED GR	GAG	OTHER SWG	TILE	RED GR MULTI	GAG GR MULTI	RED SNAPPER

**3** Step 3 - Enter allocation transferred and price paid per pound (if applicable) for each share category ...

Share Category	Current Allocation	Reserved Allocation	Eligible Allocation	Transfer Pounds (gutted weight)
No data available in table				

**4** Step 4 - Click the Confirm button to complete the transfer or click the Reset button to clear all selections...

Confirm Reset

On the menu, bar select **Allocation** then select **Transfer Allocation**

1. On the drop down menu, select “From my vessel account to my shareholder account”.
2. Click on the vessel account you are transferring allocation from using the table on the middle of the screen and highlight it in dark blue.
3. The table at the bottom shows the allocation currently held by your **vessel account**. In the column for “Transfer Pounds (gutted weight)” enter the pounds of allocation for each share category you wish to transfer back to your shareholder account. If you only enter pounds in one row, press tab or click outside of that cell to move on.
4. To complete an allocation transfer, click the ‘**Confirm**’ button at the bottom of the screen. You will receive a pop-up asking you to confirm the transfer.

Note: Allocation in a vessel account cannot be transferred directly to another shareholder or another vessel account. Allocation transferred from a vessel account is always transferred back into the shareholder account associated with that vessel.

## Allocation Activity Ledger

**View Allocation Ledger IFQ Activity**

From:  To:   [Print PDF](#)

Date	Activity	Conf. Number	From	To	Type	2SEA8281	TEAM8586 (V) TEAM GALATI 1243862	Total

Showing 1 to 6 of 6 entries

(CS): Catch Shares System; (S): Shareholder; (V): Vessel; (D): Dealer

On the menu bar, select **Allocation** then select **Allocation Ledger IFQ Activity**

This page shows all transactions and landing notifications in chronological order for your shareholder and vessel accounts by share category.

To view allocation transactions:

1. Select the year or range of years.
2. Select the share category you wish to view using the drop-down menu and the table below will populate with all allocation transfers related to your accounts.
3. Select **Print PDF** to open the ledger with all details in a print-friendly PDF version.



## Viewing Approved Landing Locations

**View Approved Landing Locations**

ALL Systems Approved individual fishing quota Landing Locations (interactive Map)

Either page through the list of 803 landing locations below or enter characters in the search box below to filter the list.

Search:  Show  entries Print/Export

System	Name	Street	City	State	Zip	Zone	County	Latitude	Longitude	VMS
IFQ	12 DAISIES FOR YOU					5		23.150148	-94.125400	1032
IFQ	ALPHA BETA PIER					2		23.200000	-86.410000	1030
IFQ	APRIL'S BOAT LANDING					3		27.105487	-84.021350	1047
IFQ	APRIL'S DOCK					4		28.132054	-89.120000	1067
GFH	ARIEL'S GROTTO					2		23.000000	-82.000000	1068
IFQ	BEACH BODY					15		23.000000	-85.000000	
IFQ	BLIMP ROAD BOAT RAMP					1		24.694741	-81.499634	883
GFH	BRITNI FOR-HIRE TEST					5		28.321548	-86.215649	1053
IFQ	CAT'S LANDING					1		24.000000	-96.000000	1041
IFQ	CHICHI'S HOUSE					16		29.378000	-92.430000	1050

Showing 1 to 10 of 803 entries

Previous **1** 2 3 4 5 ... 61 Next

On the IFQ homepage, select **View Approved Landing Locations**. You can also view this page by selecting **Landings Locations**, then **View Approved Landing Locations** while in your shareholder or dealer account.

### View Approved Landing Location features:

This screen allows you to view a list of pre-approved IFQ landing locations. Only pre-approved IFQ locations can be used for landing IFQ species. Landing locations can be viewed in the table or viewed on an interactive map. The landing location table can be sorted by clicking on the column heading. To search the landing location list, enter what you are searching for in the **Search** box. To view an interactive map of approved landing locations, click on the globe icon.

To submit a landing location that is not on this list for review, go to the **Submit Landing Location** page under the Landing Locations tab while logged into your account.

# Submitting a Landing Location

The screenshot shows the NOAA Fisheries SERO Catch Shares Programs website. The top navigation bar includes links for Home, Vessels, Allocation, Shares, Landing Locations, Notifications, Landings, Messages, Information, View Dealers, and Log Out. The main content area is titled 'Submit New Landing Location for Review' and includes a sub-header 'To submit a new landing location for review, complete the fields below and click the submit button to open a confirmation window.'

**Step 1 Enter a unique landing location name**

Landing Location Name: \*

*Prior to submission of a landing location name, verify the location does not already exist. If the landing location being submitted already appears in the list, the landing location name has been used. Please select a different landing location name.*

**Step 2 Enter a contact name, email address, and phone number**

Contact Name: \*  Email Address: \*  Phone Number: \*

**Step 3 Enter a complete address OR a set of coordinates**

**Address \***

Street Address:  City:

County:  State:  Zip:

5 or 6 digits only

**Coordinates \***

Latitude:  Longitude:

Latitude must be between 23 and 31 degrees (23.000000 to 31.000000) Longitude must be between -79 and -98 degrees (-79.000000 to -98.000000)

Click [here](#) to check the accuracy of your address or coordinates.

On the menu bar, select **Landings Locations** then select **Submit Landing Location**

This webpage allows you to submit an IFQ landing location. You will need to provide a location name, contact information, a complete landing location address, and/or a set of GPS coordinates for the location. When submitting a landing location, it is recommended that you first review the list of pre-approved landing locations on the **View Approved Landing Locations** page to ensure your landing location has not already been approved. Submitted landing locations will be reviewed by NMFS quarterly for compliance, based on, but not limited to, the following criteria:

- Landing locations must be publicly accessible by land and water.
- Vehicles must have access to the site via public roads.
- Vessels must have access to the site via navigable waters.
- No other condition may impede free and immediate access to the site by an authorized law enforcement officer. Examples of such conditions include, but are not limited to, a locked gate, fence, wall, or other barrier preventing 24-hour access to the site; a gated community entry point; a guard animal; a posted sign restricting access to the site; or any other physical deterrent.

If approved, your submitted landing location will be added to the list of approved landing locations.

# Reporting a Notification

NOAA  
FISHERIES

SERO Catch Shares Programs

Home

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Allocation

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Notifications

Landings

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View Dealers

Log Out

View Notifications

Report Notification

## Report Landing Notifications

To complete your landing notification, answer the questions below and click the Record Notification button to receive your confirmation number:  
Date/Time Reported: 12/16/2020 03:47:47 PM EST

1

### 1. What is your Vessel ID?

Search or scroll the list below and select one vessel. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 2.

Search:

Vessel Number	Vessel Name	Shareholder	Shareholder DBA

Previous1Next

2

### 2. What is your landing location name?

Search or scroll the list below and select one landing location. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 3.

Search:

VMS Code	System	Name	Address	City	State	Zip	Latitude	Longitude	Status Date	Status
69	IFQ	SAFE HARBOUR SEAFOOD	5822 HERITAGE CIRCLE	BON SECOUR	AL	36511	30.309201	-87.729453	12/08/2009	APPROVED
14	IFQ	THE CRAB PLANT	201 NW 5TH ST	CRYSTAL RIVER	FL	34428	28.897888	-82.596222	12/16/2009	APPROVED
23	IFQ	DUNEDIN MARINA NORTH WALL	51 MAIN ST	DUNEDIN	FL	34698	28.012061	-82.791549	12/04/2009	APPROVED
34	IFQ	GREG ABRAMS SEAFOOD	234 EAST BEACH DR	PANAMA CITY	FL	32405	30.151397	-85.660416	12/08/2009	APPROVED
38	IFQ	HARBOR DOCKS INC	538 HIGHWAY 98	DESTIN	FL	32541	30.392333	-86.457015	12/08/2009	APPROVED

Previous12345...121Next

3

### 3. What is your dealer's business name?

Search or scroll the list below and select one dealer. The list can also be sorted by clicking on any of the column headings. Once complete, go to step 4.

Search:

Dealer	DBA	Address	City	State
#1 DISCOUNT CORNER LLC (DISC6764)		190 AZALEA ST	TAVERNIER	FL
AIRLINE SEAFOOD INC (AIRL6769)		1841 RICHMOND AVE	HOUSTON	TX
A C WILLIAMS SEAFOOD COMPANY INC (ALLE6771)		720 SOUTH C ST	PENSACOLA	FL
ANGELOS & SONS SEAFOOD RESTAURANT INC (ANGE7261)		5 MASHES SANDS RD	PANACEA	FL
A. P. BELL FISH COMPANY, INC. (APBE6767)		4600 124TH ST W	CORTEZ	FL

Previous12345...33Next

4

### 4. What time will you be at the dock?

What date and time will you land? Is this Eastern or Central time? Go to step 5.

Date/Time of Landing   Hour  Minute  AM/PM  Time Zone

5

### 5. What amount of fish do you expect to land by share category?

Select the share category from table below. Click in the Estimated Gutted Weight column in each share category and enter the gutted weight you expect to land. Once complete, go to next step.

Share Category	Estimated Gutted Weight
DEEP WATER GROUPER	<input type="text"/>
RED GROUPER	<input type="text"/>
GAG GROUPER	<input type="text"/>
OTHER SHALLOW WATER GROUPER	<input type="text"/>
TILEFISH	<input type="text"/>
RED SNAPPER	<input type="text"/>

6

### 6. Proceed to the confirmation window

Click the Confirm button to open the confirmation page. You will be required to submit the landing notification from the confirmation page.  
**CAUTION: THE NOTIFICATION IS NOT RECORDED UNTIL YOU SUBMIT ON THE CONFIRM PAGE!**

31

## Reporting a Notification (continued)

On the menu bar, select **Notifications** then select **Report Notification**

1. Begin typing in your vessel ID in the search box to narrow the list of vessels displayed in the grid below. Click on your vessel in the list below so it is highlighted in dark gray.
2. Begin typing in the landing location name in the search box to narrow the list of landing locations displayed in the grid below. Click on the landing location in the list below so it is highlighted in dark gray.
3. Begin typing in the dealer's business name in the search box to narrow the list of dealers displayed in the grid below. Click on the dealer in the list below so it is highlighted in dark gray.
4. Enter the date and time of landing, including time zone.
5. Enter the estimated pounds of landings for each share category in estimated gutted weight.
6. Press **Confirm**. You will receive the Landing Notification Confirmation screen.
7. Review the notification information; if incorrect, click the Cancel button to return to the previous window to correct the data.

**Report Landing Notifications**

**7. Is this information correct?**  
If correct, go to step 8. If incorrect, click the Cancel button to return to the previous page

- \* Vessel Number:
- \* Vessel Name:
- \* Landing Location:
- \* Address:
- \* City:
- \* State:
- \* Zip:
- \* Dealer:
- \* Date/Time of Landing:
- \* Time Zone:

Share Category	Estimated Gutted Weight
DEEP WATER GROUPER	100
RED GROUPER	
GAG GROUPER	
OTHER SHALLOW WATER GROUPER	
TILEFISH	
RED SNAPPER	

Comments:

**8. Click the Record Notification button to submit.**  
**WARNING: THE NOTIFICATION IS NOT SUBMITTED UNTIL YOU CLICK THE RECORD NOTIFICATION BUTTON!**

8. If the notification information is correct, click the **Record Notification** button to submit. The Landing Notification Confirmation Code block will appear with the confirmation code following this format: 3H-mmddyy-nnn.

## View Notifications

**View Landing Notifications**

Search:  Year: 2019

Show  entries

Expected	Vessel	Landing Location	Notification Conf.	Landing Conf.	DWG	RG	GG	SWG	TF	RS
06-Aug-19					75	650	15	50	50	175
06-Aug-19					75	650	15	50	50	175
02-Jul-19					30	125	100	200	0	200
02-Jul-19					30	125	100	200	0	200
05-Jun-19					0	1700	20	35	0	700

Previous 1 2 Next

Conf. Number: Vessel Account: DWG Reported:

Reported By: Vessel: RG Reported:

① Date Expected: Dealer Account: GG Reported:

② Date Created: Dealer: SWG Reported:

③ Date Reported: Dealer DBA: TF Reported:

④ Date Received\*: Shareholder Account: RS Reported:

Vessel ID\*: Shareholder: HGG Reported:

Confirm\*: Landing Location: HRS Reported:

Email\*: Address: PLL NED Reported:

\* VMS Only City, State: Zone:

On the menu bar, select **Notifications** then select **View Notifications**

Every notification that you have made will be displayed on the **View Notifications** page. You can use this page to match up your landings transaction history (next page) with your notifications.

1. You can search your notifications by vessel, confirmation number, date, or landing location.
2. Select a notification from the table by clicking it to highlight the row in blue. Details from the landing transaction that you select will be displayed in the space below.

You can also view your landings from previous years by selecting the year filter at the top.

# Landing Transaction History

**View Landings**

2020 1

Search:  Show  entries

2

Date	Vessel Account	Vessel	Dealer User ID	Dealer Name	Dealer DBA	Landing Conf.	Notification Conf.

4 [Print Selected](#)

Previous 1 Next

**Detail of Selected Landing**

Landing Date: 3

Conf. Number:

Trip Ticket:

Logbook Number:

Total Price: \$50.00

Total CRF: \$1.5

Dealer:

Dealer DBA:

Facility:

Address:

City, State:

Vessel:

Shareholder:

Shareholder DBA:

Species	Share Category	Quantity	Units	Type	Price/Unit	Total Price	CRF
WARSAW GROUPER	OTHER SWG	5	POUNDS	ANNUAL	\$10.00	\$50.00	\$1.50

On the menu bar, select **Landings** then select **View Landings**

This page shows your landing transactions in chronological order.

1. You can search landing transaction by any component of the transaction (i.e. landing transaction code, vessel, dealer, etc.).
2. Select the landing transaction; you can sort by any of the headings.
3. Details of the selected transaction will populate below.
4. Select **Print Selected** to open the landing transaction with all details in a print-friendly PDF version.

You can match this page with your notifications (previous page).

# Landings Ledger

NOAA FISHERIES SERO Catch Shares Programs

Home Vessels Allocation Shares Landing Locations Notifications Landings Messages Information View Dealers Log Out

View Landings  
View Landings Ledger

1 From: 1Q2020 To: 4Q2020 Submit

2 Print/Export ~

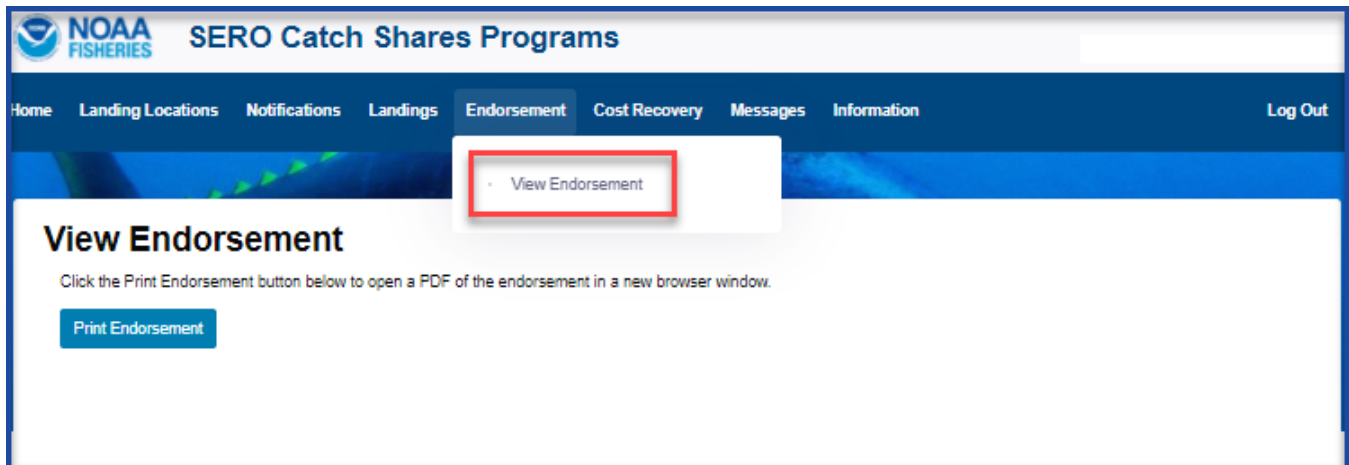
Date	Confirmation Number	Vessel Account	Vessel Name and Number	Shareholder Account	Shareholder Name and Number	Species	Pounds	Price per pound	Total Price

On the menu bar, select **Landings** then select **View Landings Ledger**

To view your landings:

1. Select the quarter(s) of the fishing year(s) of interest. The table will populate all of your landings for that time period. Price per pound and cost recovery fees are summarized in the table as well.
2. Select **Print/Export** to open the landing ledger with all details in a print-friendly PDF version or in Microsoft Excel.

## View/Print Dealer Endorsement



Log in to the SERO Catch Share system as an **IFQ Dealer**. On the menu bar, select **Endorsement** then select **View Endorsement**.

Anyone holding a federal Gulf South Atlantic dealer permit (GSAD), formerly a reef fish dealer permit, must abide by the federal regulations for the IFQ program when purchasing groupers, tilefishes, or red snapper regardless of where in the Gulf the fish are caught. A dealer wishing to purchase IFQ species must have an IFQ dealer account and a dealer endorsement. The endorsement is only valid with a federal GSAD permit. A copy of the dealer's endorsement must accompany any IFQ species from the landing location through possession by a dealer.



## Completing a Landing Transaction

Log in to the SERO Catch Share system as an IFQ Dealer. On the menu bar, select **Landings** then select **Landing Transaction**.

The screenshot displays the NOAA Fisheries SERO Catch Shares Programs interface. The 'Landings' menu is open, and 'Landing Transaction' is highlighted. The process is divided into seven numbered steps:

- Step 1: Enter Pounds and Price for each Species** (indicated by a yellow circle with the number 1). This step involves a table with columns for Species, Pounds, Price, and Total Price. The table contains entries for Yellowfin Grouper, Gag Grouper, Yellowedge Grouper, Goldface Tilefish, and Red Snapper.
- Step 2: Select a Facility** (indicated by a yellow circle with the number 2). This step involves a table with columns for Name, City, and State.
- Step 3: Search for and select a Vessel Account** (indicated by a yellow circle with the number 3). This step involves a search bar and a table with columns for UserID and Vessel Name and Number.
- Step 4: Select a Notification Confirmation** (indicated by a yellow circle with the number 4). This step involves a table with columns for Date Expected and Notification Confirmation.
- Step 5: Enter Trip Ticket Number (Optional)** (indicated by a yellow circle with the number 5). This step involves a text input field for the Ticket number.
- Step 6: Enter Logbook Number (Optional)** (indicated by a yellow circle with the number 6). This step involves a text input field for the Logbook Number.
- Step 7: Click the Continue button** (indicated by a yellow circle with the number 7). This step involves clicking the 'Continue' button.

Below the steps, there is a section for summary information:

Scroll down to see summary information

Date	Wednesday, 12/16/2020 5:35 f
Pounds	200
Price	659.95
Fee	19.8
Value	640.15

## Completing a Landing Transaction (continued)

1. Select the species from the drop-down menu and the share category will automatically populate. Enter the pounds (in gutted weight) and price per pound for all species landed.
2. Select the dealer's facility.
3. Select the vessel account which landed the fish for the landing transaction.
4. Select a landing notification confirmation number.
5. Enter a trip ticket number (optional, helps NOAA Fisheries link to IFQ records to trip tickets).
6. Enter a logbook number (optional, helps NOAA Fisheries link to vessel trip reports).
7. Review the total pounds and total price entered then press **Continue**.

Note: 'Graded' landings where you have different prices per pound for a species can be performed in a *single* landing transaction. See example shown above for red snapper.

## Confirming a Landing Transaction

This screen will appear after pressing Continue on the **Landing Transaction** screen.

The screenshot shows the 'Landing Transaction Confirmation' screen. At the top, there is a NOAA Fisheries logo and the title 'SERO Catch Shares Programs'. Below this is a navigation bar with links: Home, Landing Locations, Notifications, Landings, Endorsement, Cost Recovery, Messages, Information, and Log Out. The main content area has a background image of a coral reef. On the left, there is a section titled 'IFQ Species Pounds Landed' with a table. A yellow circle with the number '1' points to the table. The table has three columns: Species, Share Category, and Pounds. Below the table, there is a section titled 'Allocation Pounds Used For Landing (requires Allocation/PIN Confirmation)'. To the right of the table, there is a 'Vessel Signature PIN' input field and three buttons: 'Allocation/Vessel Signature PIN Confirmation', 'Final Confirmation', and 'Back'. A yellow circle with the number '2' points to the 'Allocation/Vessel Signature PIN Confirmation' button.

Species	Share Category	Pounds

1. Review the reported pounds landed by species.
2. To check that the vessel account has sufficient allocation, the shareholder must enter the Vessel Signature PIN, then select **Allocation/PIN Confirmation**.

The screenshot shows the 'Landing Transaction Confirmation' screen. At the top, there is a NOAA Fisheries logo and the title 'SERO Catch Shares Programs'. Below this is a navigation bar with links: Home, Landing Locations, Notifications, Landings, Endorsement, Cost Recovery, Messages, Information, and Log Out. The main content area has a background image of a coral reef. On the left, there is a section titled 'IFQ Species Pounds Landed' with a table. A yellow circle with the number '3' points to the table. The table has three columns: Species, Share Category, and Pounds. Below the table, there is a section titled 'Allocation Pounds Used For Landing (requires Allocation/PIN Confirmation)'. To the right of the table, there is a 'Vessel Signature PIN' input field and three buttons: 'Allocation/Vessel Signature PIN Confirmation', 'Final Confirmation', and 'Back'. A yellow circle with the number '4' points to the 'Final Confirmation' button.

Species	Share Category	Pounds

3. If the vessel has sufficient allocation to complete the landing transaction, the “flag” box on the right will read ‘OK’. If the “flag” box reads ‘Not OK’, the vessel does not have enough allocation in the vessel account. Use the ‘Back’ button if allocation is insufficient to return to the Landing transaction page. Sufficient allocation must be available to process the landing transaction. The shareholder must obtain and transfer allocation to the vessel account to complete the landing transaction.
4. Select the ‘**Final Confirmation**’ button to complete the landing transaction.

You will get the below warning if the landing transaction will use the 10% overage flexibility measure. To confirm that the shareholder wants to use the 10% overage, the shareholder must enter the Vessel Signature PIN again and select the ‘Continue’ button.

## Confirming a Landing Transaction (continued)

Warning

This landing transaction will result in DEEP WATER GROUPER 10% overage!  
Please input vessel signature PIN again and press "Continue" to process the landing or "Cancel" to stop the landing transaction.

Vessel Signature PIN:

Show PIN

Continue

Cancel

Select the ‘**Continue**’ button to complete the landing transaction.

NOAA FISHERIES

SERO Catch Shares Programs

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NOAA

Landing Transaction Confirmation Alert

Landing Transaction Confirmation

Dealer:

Vessel Account:

Shareholder:

Facility Name:

Facility Address:

Landing Date and Time:

Approval Code: DL121620395

Total Pounds (guttid): 11

Total Price: 44.00

Cost Recovery Fee: 1.32

Net Value: 42.68

Notification Confirmation:

Trip Ticket Number:

Logbook Number:

Species	Share Category	Type	Pounds	Price/Pounds	Total Price	CRF
BLACK GROUPER	OTHER SWG	NORMAL	11	4.00	44.00	1.32

Print Confirmation

Close

- The Landing Transaction Confirmation Alert page will appear with the confirmation code following this format: DL-mmddyy-nnn.

## Updating Trip Ticket / Logbook Number

NOAA FISHERIES SERO Catch Shares Programs

Home Landing Locations Notifications **Landings** Endorsement Cost Recovery Messages Information Log Out

**Update Trip Ticket**

Search:  20

- View Landings
- View Landings Ledger
- Landing Transaction
- Landing Transaction Correction
- Update Trip Ticket**

Date	Vessel Account	Landing Conf.	Trip Ticket	Logbook Number

Use this form to update the trip ticket for the selected landings:

Landing:

Trip Ticket:

Logbook Number:

Update Trip Ticket:

A dealer may add or update a trip ticket and/or logbook number associated with a landing transaction by selecting **Landings** then **Update Trip Ticket**.

Select the year of the landing transaction. Select the trip from the table to be changed. When you select the trip, the Landing field populates with the Landing Transaction Confirmation Number. You can add or edit the Trip Ticket and/or Logbook Number fields then select **Submit Update** to save the changes.

# Completing a Landing Transaction Correction Form

OMB Control No. 0648-0551 Exp. Date 11/30/2014

## LANDING TRANSACTION CORRECTION REQUEST

**Instructions:** Please complete this form if you have a landing transaction that should be corrected. **This form must be completed and signed by the IFQ dealer and the IFQ Fisherman within 15 days of the original transaction.** By completing and signing this form, both the IFQ dealer and fisherman acknowledge the information below is accurate. Please mail this form to National Marine Fisheries Service, Sustainable Fisheries Division, 263 13th Avenue South, St. Petersburg, Florida 33701-5505. Any other corrections to landing transactions should be reported via the IFQ Customer Service phone line at 1-866-425-7627.

Approval Code from Transaction to be Corrected: <b>DL-</b> <b>1</b>		Date of Transaction to be Corrected: _____	
IFQ Dealer: <b>2</b>		IFQ Fisher: _____	
Species <b>3</b>	Incorrect Pounds: _____	Correct Pounds: <b>4</b>	Incorrect Price: \$ _____ Correct Price: \$ _____
Species <b>3</b>	Incorrect Pounds: _____	Correct Pounds: _____	Incorrect Price: \$ _____ Correct Price: \$ _____
Species <b>3</b>	Incorrect Pounds: _____	Correct Pounds: _____	Incorrect Price: \$ _____ Correct Price: \$ _____
Other Correction (please describe): _____			
Reason for the Landing Transaction Correction (e.g. duplicate entry, wrong amount of pounds, etc): _____			

I, **(Dealer)** \_\_\_\_\_, hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).

Signature of IFQ Dealer: \_\_\_\_\_ Date: \_\_\_\_\_

I, **(Fisher)** \_\_\_\_\_, hereby declare under penalty of perjury that the foregoing information is true and correct. (28 U.S.C. § 1746; 18 U.S.C. § 1621; 18 U.S.C. § 1001).

Signature of IFQ Fisher: \_\_\_\_\_ Date: \_\_\_\_\_

Under the provisions of the Paperwork Reduction Act of 1995 (PL 104-13) and the Privacy Act of 1974 (PL 93-579), you are advised that disclosure of the requested information is mandatory for the purpose of managing the Gulf of Mexico Reef Fish fishery. The requested information is used to ensure proper compliance with Gulf reef fish IFQ programs. Confidentiality of the information provided will be treated in accordance with NOAA Administrative Order 216-100. The public reporting burden for this collection of information is estimated to be 5 minutes. The estimate of public reporting burden for this collection of information includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Written comments regarding the burden-hour estimate or other aspects of the collection-of-information requirements, or suggestions for reducing this burden, should be sent to PRA Officer, NMFS, Southeast Regional Office, 263 13<sup>th</sup> Avenue South, St. Petersburg, FL 33701-5505.

Rev. 12/13/13

A dealer may initiate a Landing Transaction Correction by selecting **Landings** then **Landing Transaction Correction**

Fill out all fields that apply. Required fields include:

1. Landing transaction approval code (DL#) and date of the transaction to be corrected.
2. Dealer Name and IFQ Shareholder Name.
3. Species that is being corrected.
4. Incorrect and correct data for pounds and/or price.
5. Both the dealer and fisher must sign and date the form.

The form must be mailed to NMFS at the address provided and received within 15 days of the original transaction.

# View/Pay Cost Recovery Fee

**View Cost Recovery**

[Click to Pay Cost Recovery](#)

The payment screen will open in a new browser window.  
Payment is accepted for one quarter at a time, oldest quarter first.

Announcement: The Treasury Department has revised the maximum amount allowed to be charged using a credit card to reduce the fees incurred for credit card processing. Cost recovery fees that are in excess of \$24,999.99 must be paid using a debit card or Automated Clearing.

Summary of Cost Recovery Fees by Quarter (Select a line to view detail below)

1 Show 5 entries

Year	Quarter	CRF Fees	CRF Paid	CRF Pending	Owed	Adjusted	Due Date	Date Paid
2020	4	5.03	0.00	0.00	5.03	0.00	2021-01-01	
2020	3	85.10	30.80	54.30	0.00	0.00	2020-10-01	2020-11-05
2020	2	0.17	0.17	0.00	0.00	0.00	2020-07-01	2020-07-13
2019	3	77.97	77.97	0.00	0.00	0.00	2019-10-01	2020-07-13
2019	1	19.80	19.80	0.00	0.00	0.00	2019-04-01	2019-04-08

Previous 1 2 3 4 5 6 Next

Landings Summary of Selected Quarter (above)

2

[Print Selected](#)

Year	Quarter	Date	Conf. Number	Vessel Account	Vessel	Total Price	Total CRF
2020	2					0.51	0.02
2020	2					3.00	0.09
2020	2					0.80	0.03
2020	2					1.00	0.03

On the menu bar, select **Cost Recovery** then select **View Cost Recovery**

1. This table displays a summary of cost recovery fees collected by quarter.
2. After clicking on a quarter in the top table, a summary of landings and associated cost recovery fees for that quarter will appear in the bottom table.
3. To pay the cost recovery fee, select **Click to Pay Cost Recovery**; the steps are very similar to making online purchases. Cost recovery fees will become available to pay the first day after the end of each calendar quarter. Dealers have 30 days to pay cost recovery fees. If dealers have an email address entered under the "Update Account" page, they will receive an email reminder the first day that cost recovery fees are available to be paid.