

**Alaska Department of Fish & Game
Division of Commercial Fisheries
Online Bristol Bay District Registration Application
Instruction Manual for Permit Holders
Updated 4/11/2018**

Purpose of the website

The Alaska Department of Fish & Game and the Commercial Fisheries Entry Commission have partnered to create the Bristol Bay District Registration Application. The application allows registered processor agents and other authorized agents as well as individual permit holders to submit dual drift registrations, drop blue cards and transfer districts electronically via the internet. The application performs these actions for “S03T” (Bristol Bay drift gillnet) permits only.

Disclaimer

The regulations established by the Alaska Department of Fish and Game are reflected in the Bristol Bay District Registration Application (BBDRA). If at any time there is a discrepancy between the actions of the application and the regulations, the regulations take precedence. Please contact Commercial Fisheries staff in King Salmon or Dillingham with questions regarding regulations.

Website Address

<https://www.cfec.state.ak.us/bbay/>

The screenshot shows the login page of the Bristol Bay District Registration Application. At the top, there are navigation links for [FAQ](#), [Instruction Manual](#), and [Comments](#). The page title is "Bristol Bay District Registration Application - Production (2-11.06.09-07)" with a status "Not currently logged in". The main content area contains the following text: "If you are already signed up with a valid account name, please login and continue." Below this is a login form with fields for "Login Name:" and "Login Password:", and a "Login" button. Further down, it says: "If you would like to sign up, forgot your password OR would like to download a publicly available form, please select one of the following." Below this text are three buttons: "Create New Account", "Public Forms", and "Forgot My Password". At the bottom of the page, it says "Welcome to the Bristol Bay District Registration Application".

Note: There are links to the application on CFEC’s front page and on ADF&G’s Bristol Bay Commercial Fisheries home page.

System Requirements

- Computer
- Internet Connection
- Internet Browser
 - Internet Explorer
 - Firefox
 - Google Chrome
 - Safari

Mobile Devices and Smart Phones

This application was not intended for use on mobile devices or smart phones and may not work properly when used by such devices.

Work Flow for Permit Holders

1. Create account
2. Submit Dual Drift Registrations if fishing dual or stacking permits
3. Drop Blue Card(s)
4. Transfer Permit(s)

Permit Holder Account Summary

The permit holder account is for an individual who has a Bristol Bay drift gillnet permit. Permit holders are authorized to submit dual drift registrations, drop their blue card and submit district transfers.

You must have a valid email address before you can create an account.

Creating a Permit Holder account

- Go to the main website at <https://www.cfec.state.ak.us/bbay/>
- Click the Create New Account button.
- Click the New Permit Holder button.
- Enter your CFEC number
- Enter your SSN number without any dashes. For example: 574361234
- Click Get Data. The rest of the form should automatically complete.
- Fill out the areas that require information.
 - Phone Number and Mobile Number require the user to enter their phone numbers in a specific format. For example: 907-376-3452.
 - Email Address must be entered in a specific format. For example: john@mymail.com.
 - Enter your password
 - Enter a validation question and answer. If you forget your password you will be required to remember the exact answer you provided for the question.
- Click the Save new user button.
 - If you receive an error message, you filled out at least one of the areas incorrectly. The area(s) that are incorrect will be identified by a wavy red line. Hold the mouse arrow over the area to identify the error. Once you correct the red fields click Save New User again.

- If you correctly entered the information, you will be taken to the front page.
- You will receive a confirmation email with your username and password.

To create an account of another type click the **Select other Account** button.
To return to the login screen click the **Return to Login Screen** button.

REMEMBER your email address and password because you will need them to log into your account.

Logging in to your Account

- **DO NOT** log in multiple people at the same time on one computer.
- Go to the main website at <https://www.cfec.state.ak.us/bbay/>
- Enter the email address you used to create your account.
- Enter the password you used to create your account.
- Click the **Login** button.
- If you receive an error message, you must have entered the wrong login information.

Note: Please log out when finished. For security reasons the website will log a user off after 1 hour of inactivity.

Understanding the permit view

- **FirstName** – Permit holders first name
- **LastName** – Permit holders last name
- **Serial** – Permit serial number (permit number)
- **Vessel Name** – Name of the vessel the permit is registered too
- **ADFG** – ADFG number of the vessel
- **District** – District the permit is currently in
- **Stacking** – Multiple permits registered to a single vessel. Hold mouse arrow over the stacking status and a detailed message will appear.
 - **No** – This permit is not fishing dual.
 - **Intent** – The permit has intent to fish dual but has not submitted a complete dual drift registration or has submitted only a partial dual drift registration.
 - **Intent** – The permit has intent to fish dual and the dual drift registration has been submitted.
 - **Yes** – The permit has intent to fish dual, the dual drift registration has been submitted, and this permit has registered to a district.
- **Status** – Short message stating status of permit. Hold mouse arrow over status and a detailed message will appear.
 - **Permit is Fishing** – ([Last Transaction – BlueCard](#))
 - The last transaction performed by this permit was dropping the Blue Card.
 - **Permit is Pending** – ([Waiting to Transfer](#))
 - The permit has been transferred to another district but is not yet legal to fish because the district transfer wait time has not passed yet.
 - **Permit is Fishing** – ([Last Transaction – Join](#))
 - The permit is now on a vessel with at least one other legal permit.

- Permitting is Pending – (Waiting to Join)
 - The permit join is pending because the permit is in the designated wait period.
 - Vessel is Pending – (Waiting to Join)
 - The vessel's 48 wait time has not passed so it is not yet legal to fish.
 - Permit is Fishing – (Last Transaction – Transfer)
 - The permit has transferred and is legal to fish.
 - Permit Is Idle – (Separated from Vessel)
 - The permit has left a vessel and has not yet selected another vessel. This permit is not legal to fish.
 - Ready for initial district
 - The permit is ready to be registered.
 - This permit cannot be registered
 - The permit cannot be registered for at least one of the reasons listed below.
 - Vessel fee not paid
 - Vessel missing T sticker
 - Permit fee not paid
 - No MSNA for this permit
- Note: To see the list of reasons hover the mouse arrow over the red text.
- Not Valid – Emergency Transferred Permit
 - The permit has been Emergency Transferred to another person.
 - Not Valid – Permit Revoked
 - The permit has been revoked
 - Not Valid – Permit Permanently Transferred
 - The permit has been permanently transferred to someone else.

Submitting a Dual Drift Registration

A *join* dual drift registration must be submitted when two permits are going to fish together on one vessel. A dual drift registration must be submitted before those permits can drop their blue cards or submit a district transfer. A *split* dual drift registration must be submitted when two permits decide to no longer fish dual.

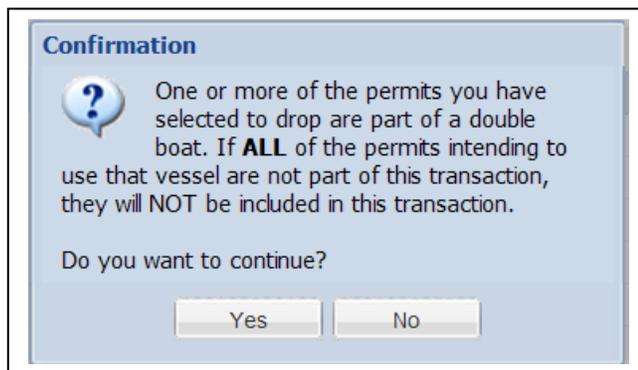
- Check the check box next to your name.
- Click the arrow next to the Registration button.
- Click Dual Drift
- A form will pop up with your permit and vessel information.
- Enter the permit number for the permit you want to partner with.
- To change the vessel, enter a new ADFG number. (Optional)
- Click Validate
- Check to make sure the information is correct.
- Click Join DDR if you are not fishing jointly with anyone and wish to.
- Click Split DDR if you wish to split from someone you are fishing with jointly.
- Click Submit Request

Note: To protect permit holders from fraudulent activity, electronic dual drift registrations are considered complete only after both you and your partner submit your registrations.

Note: After you submit your electronic dual drift registration your partner's permit will show up in your list but you cannot manage their permit. Permit holders cannot manage their partners permit with a permit holder account. Your partner's permit is in your list only as a reference.

Registering a Permit to a District (Dropping a Blue Card)

- Click the check box to the left of your name.
- Click the arrow next to the **Registration** button.
- Click on **Set Initial District(s)**
- If this image pops up it's because the permit being registered (dropped) is intending to fish in dual relationship. The message is a reminder that there are other permits intending to fish on that vessel.



- Click No if you do not want to continue.
- Click Yes if you want to continue.
- You should see two windows.
 - The left window is titled Permit Registration staging area and contains the permit selected for registration.
 - The right window is titled New Districts Registration Area and contains districts names.
- Click and drag the permit in the left window and drag it over to the desired district.
- Click on the black arrow next to the district name. The permit should be listed directly under the district name.
- If a permit is in the wrong district, drag it to **Return to Staging List** then drag and drop it into the correct district.
- To cancel the registration, click the little arrow next to the **Registration** button and click **Cancel Transaction**
- To submit the registration, click on the little arrow next to the **Registration** button and click **Submit Initial Districts**.
- If the drop was successful the permit list will show the registered permit with a status of "Permit is Fishing – (Last Transaction – BlueCard)"

- You're partners permit should show status **This Permit cannot be registered** and if your holder your mouse arrow over the text you should see more text that says "Missing Permit Auth Form" which is the default message because you are not allowed to view your partners status.

Re-Registering Permits (District Transfer)

NOTE: Dual Drift Permit Holders

To transfer both permits to another district only one of you is required to submit a district transfer. Please refer to the section labelled "Transferring 2 permits in a dual drift registration".

Transferring a single permit and its vessel to a different district

- Check the check box for that permit
- Click the black arrow on the right side of the Transfer button.
- Click **Set Transfer**
- You will be taken to the transfer window. The left window contains the permit(s) you want to Transfer and the right window contains the districts.
- You should see a folder icon with the name and ADFG number for the vessel(s) that the permits are on.
- You can expand the folder icon to see what permits are associated to that vessel.
- To transfer the permit(s) on that vessel to another district click on the name of the vessel and drag it over to the desired district.
- If you placed it in the wrong district drag the vessel name to **Return to Staging Area List**.
- If at anytime you wish to cancel the transfer you can click the black arrow on the Transfer button and select **Cancel Transfer**. You cannot cancel a transfer after you have submitted it.
- Once you have the vessels/permits where you want them click the black arrow on the right side of the Transfer button and click **Submit Transfer**.
- Once you click **Submit Transfers** the transfer is complete and CANNOT be undone.
- The status field(s) for the permit(s) you transferred should say "Permit is Pending – **(Waiting to Transfer)**"
- Once the designated wait period has passed the permit is legal to fish and the status will say Permit is Fishing – **(Last Transaction – Transfer)**

NOTE: You do not have to print or save the transfer forms. The option is there so you can save them for your own records.

Transferring 2 permits in a dual drift registration

- Check the check box for your permit
- Click the black arrow on the right side of the Transfer button.
- Click **Set Transfer**
- You will be taken to the transfer screen. The left window contains your permit and your partner's permit. The right window contains the districts.

- Click on the black triangle next to the folder icon and it should open and show your permit and your partners permit.
- Click on your vessel name and drag it over to the desired district.
- Double click the name of the district you chose and you should see the name of your vessel.
- Double click the name of your vessel and you should see you permit and your partners permit.
- Click the triangle next to the Transfer button then click Submit Transfer.
- Your status should now say “Permit is Pending – (Waiting to Transfer)” and if you hold the mouse arrow over the blue text more information will be displayed.

Transferring a permit to a different vessel

- Select permit you wish to transfer
- Click Transfer -> Set Transfer
- Expand the folder for the Vessel that the permit is currently fishing on
- Click **ADD ANOTHER VESSEL**
- Enter the ADFG number for the desired vessel
- Click OK
 - The vessel and any permits on that vessel will appear
- Drag the permit holder from their current vessel to the other vessel
- Drag the vessel over to the desired district
- Click Transfer -> Submit Transfer
- If the Permit transferred to a vessel in the same district the status should show “Permit is Fishing – (Last Transaction – Join)”
 - This means that the permit is now joined on the vessel with the other permit(s) on the vessel if there are any.
- If the permit was transferred to a vessel in a different district the status should show “Permit is Pending – (Last Transaction – Waiting to Join)”
 - This means both permits have to wait for the designated amount of time to lapse before they can legally fish.

Handling an Idle Permit

An idle permit occurs when a vessel contains several permits and one of those permits transfers to another district. For example when two permits are fishing on a vessel in Ugashik and permit A decides to transfer to Egegik. If permit B is not transferred along with permit A, permit B will be left in Ugashik and set to idle. Permit B cannot legally fish because it is technically no longer on a vessel. To prevent a permit from becoming idle transfer both permits at the same time. If a permit becomes idle it must be transferred back onto a vessel to be legal to fish.



- Select permit you wish to transfer
- Click Transfer -> Set Transfer
- There should be a folder for a vessel and it should say Idle Permits...
- Open this to show all idle permits
- Click **ADD ANOTHER VESSEL**
- Enter the ADFG number for the desired vessel
- Click OK
 - The vessel and any permits on that vessel will appear
- Drag the permit holder from their current vessel to the other vessel
- Drag the vessel over to the desired district
- Click Transfer -> Submit Transfer
- If the Permit transferred to a vessel in the same district the status should show “Permit is Fishing – (Last Transaction – Join)”
 - This means that the permit is now joined on the vessel with the other permit(s) on the vessel if there are any.
- If the permit was transferred to a vessel in a different district the status should show “Permit is Fishing – (Last Transaction – Waiting to Join)”
 - This means both permits have to wait for the designated amount of time to lapse before they can legally fish.

Removing a permit from a stacked vessel

- Select the permit you wish to make idle
- Click Transfer -> Set Transfer
- Open the vessel folder
- Drag the permit out of the folder into the empty white space below the vessel folder
- Drag the vessel back to its current district
- Do NOT drag the permit to a district. Leave it on the left
- Click Transfer -> Submit Transfer
- Permit status should now say “Permit is Idle – (Separated from Vessel)”

Public Forms

- Go to the main website at <https://www.cfec.state.ak.us/bbay/>
- Click the **Public Forms** button.
- Select the form you want.
- You can print the blank form or save it to your computer.

Note: You can also get these blank forms at your local ADF&G office just like you were able to in the past.

Forgot Your Password

- Click the Forgot My Password button.
- Enter your username in the pop up window and click OK.
- Enter the answer to your secret question and click OK.
- If you entered your information correctly, then you will receive an email containing your password.

Terminology

- *Permit Stacking or Fishing Dual* – Multiple permits being registered to the same vessel.
- *Double Boat* – Two permits being registered to the same vessel. Also known as Permit Stacking.
- *Intend* – When a permit holder registers with CFEC they specify a vessel that they “Intend” to use to fish.
- *Register* – Register can have two meanings.
 1. A permit holder has to register with CFEC to get their permit card. They have to state the vessel they intend to fish on.
 2. A permit holder has to register their permit to an initial district with the Department of Fish & Game. Also known as “Dropping a Blue Card”.
- *Dropping a Blue Card* – A permit holder has to register their permit and vessel to an initial district with the Department of Fish & Game.
- *Re-register* – If a permit holder wants to fish in a district different from the one they are currently in they have to Re-register their permit with the Department of Fish & Game. Also known as a “Transfer”.
- *Transfer* - If a permit holder wants to fish in a district different from the one they are currently in they have to Re-register their permit with the Department of Fish & Game. Also known as “Re-register”.
- *Idle Permit* – When a permit was once legally fishing on a vessel and was registered to a district but is no longer legally able to fish. The permit is no longer on a vessel and no longer legally able to fish. For example a permit (permit A) will be listed as idle if it is fishing on a vessel with another permit (permit B) and permit B transfers to another district. If permit A is not transferred at the same time as permit B, permit A will be set to idle. If this occurs, permit A is not legal to fish. If permit A wants to legally fish it needs to transfer back onto the original vessel or onto some other vessel. In which case all transfer rules and wait times apply.

Security

- All actions performed on this web site are automatically logged by the program.
- When a user logs in their user name is recorded and associated with every action they perform.

Reporting Problems

- If an error message is ever received please record exactly what the message says.
- Record the exact actions that were performed that caused the error.
- Record the Version number you see at the very top of the program window. The numbers are green. Example: (2-10.06.11-01)
- Record the internet browser you were using.
- Take a “Screen Shot”.
 - A screen shot is a picture of what is currently on your computer screen.
 - On your key board there is a key that has “PrtScn” printed on it.
 - Press that key
 - To paste the image into an email or word document press and hold down the Ctrl key and press the letter V key.
- Email this information to DFG.CFEC.BBay@alaska.gov

Note: It is important to follow these steps to ensure a prompt correction of the error.

Frequently Asked Questions

Q. Why register (drop blue card) online?

A. By performing the drop online you ensure that all the information is correct and speed up the process of registering permits.

Q. If a permit holder’s registration (blue card) is completed online when is he or she legal to fish?

A. The permit holder is legal to fish as soon as the submit button is clicked.

Q. If I make an online district transfer at 2pm (during ADF&G office hours) on a Tuesday when does the 48 hour wait period begin?

A. The 48 hour wait period starts immediately. It would start at 2pm that Tuesday. The permit holder would be legal to fish Thursday at 2pm.

Q. If I make an online transfer at 7pm (after ADF&G office hours) on a Tuesday when does the 48 hour wait period begin?

A. The 48 hour wait period begins immediately. It would start at 7pm that Tuesday. The permit holder would be legal to fish Thursday at 7pm.

Q. If I make an online district transfer at 6pm (after ADF&G office hours) on a Saturday when does the 48 hour wait period begin?

A. The 48 hour wait period begins immediately. It would start at 6pm that Saturday. The permit holder would be legal to fish Monday at 6pm.

Q. What happens if I accidentally transfer someone to the wrong district?

A. You will have to submit another district transfer to transfer them to the correct district and their 48 hour wait period would start over. You CANNOT withdraw a transfer once it has been submitted.

- Q.** What happens when a permit is on a vessel in Egegik and transfers to a different vessel in Ugashik?
- A.** The permit will be transferred to the other vessel and district and the permit cannot fish until district wait time has passed for that permit.
- Q.** What happens when a permit is on a vessel in Egegik and transfers to a different vessel that is also in Egegik?
- A.** The permit will be transferred to the other vessel. Because the permit did not transfer to another district it does not have to wait for the district wait time to pass. The permit is immediately legal to fish.
- Q.** What do I do when I mistakenly transfer only one permit on a vessel that has two permits fishing on it?
- A.** See the section titled Handling an Idle Permit.
- Q.** What is the work flow for a permit holder who is jointly operating on one vessel and wishes to transfer to another district to operate jointly on another vessel.
- A.** The permit holder must fill out a dual drift registration (DDR) showing he is no longer jointly operating on the vessel he is currently registered too. Then the permit holder must submit a DDR for the joint operation on the vessel he wishes to transfer too. After both DDRs have been submitted the permit holder can submit a district re-registration (transfer).
- Q.** If two permit holders are going to jointly operate together all season do they have to submit a DDR every time they transfer together to another district?
- A.** No. As long as they continue to operate jointly with each other they only need to submit one DDR regardless of how many times they transfer to other districts.
- Q.** What happens if a permit holder who is operating jointly tries to transfer to another vessel in another district but has not submitted a DDR.
- A.** The permit holder will not be allowed to transfer and will receive a message informing them they have not submitted the proper DDR forms.
- Q.** If two permit holders want to operate jointly and want to register by submitting an electronic DDR do both of them have to submit an electronic DDR?
- A.** Yes. To protect permit holders from fraudulent registrations both permit holders must submit an electronic DDR.
- Q.** If an agent is submitting an electronic DDR for two permit holders does the agent have to submit two electronic DDRs?
- A.** No. If the agent has submitted PHAAs for both permit holders he or she has to submit only one DDR.

Contacts (Email is the most reliable and ensures the fastest response time)

- Email: DFG.CFEC.BBay@alaska.gov
- Isabelle Boutin: 907-267-2134
- Heath Kimball: 907-267-2894
- Ty McMichael: 907-790-6950

The old paper system is still available. You can visit your local ADF&G office for the same forms that have been used in the past.