### Registering your commercial fishing permit for a commercial fishery and purchasing buoy tags and stickers online

As a permit holder, you can now register your commercial fishing permit for a commercial fishery online using your ADF&G account! Permit holders who are signed in to their ADF&G account can also purchase buoy tags and stickers through the ADF&G online store (www.adfg.alaska.gov/store).

# Please Note: This feature is currently available for commercial set gillnet fisheries in Upper Cook Inlet only.

#### Step 1: Create (or log in to) your ADF&G Account

The first step will be to create an ADF&G account or log in to your existing account. *You will not be able to access these features if you access the online store as a "Guest"*.

- To create an ADF&G account, visit: <u>https://www.adfg.alaska.gov/login/identity/register</u>
- To sign into an ADF&G account, visit: <u>https://www.adfg.alaska.gov/Store/Home/LogIn</u>

If you sign into your account from the online store you will see the online store home screen (see below). After logging in, you will need to click **My Account in the upper right corner** to start the registration process.

If you log in directly to your account, see Step 2.

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#### Step 2: Go to Commercial Fisheries and Registrations

Once you click "My Account," you will arrive on the page displayed below. Click on the **Commercial Fisheries and Registrations** link located on the left side of your screen.

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Click on the Commercial Fisheries Permit Registrations link	Email myADF&G Support	You The           Use Contact ADF&G           State of Alaska myAlaska Departments State Employees           Copyright © State of Alaska Department of Fish and Game Email Us	Alaska Department P.O. Box 115526 1255 W. 8th Street Juneau, AK 99811-4 Office Locations	of Fish and Game 5526 Top of page 🔨

#### Step 3: Click on **Register a Permit**

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#### Step 4: Verify your CFEC ID

Next, you will need to verify your CFEC ID. Follow the prompts to fill in your CFEC ID, Last two of SSN, and Birth Year.

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#### Step 5: Find and register your CFEC Permit

Once all the fields have been completed, click **Find Permit**.

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		Click "Find Permit"

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## Step 6: Select the **District/Area** you would like to register your permit for and select your buoy sticker option (Upper Subdistrict only)

Next, click on the **District/Area** drop down menu and select where you would like to register.

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If you are registering for the General Cook Inlet or the Northern District, select your area from the list and click **Save Registration.** 

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If you are registering for the Upper Subdistrict, you will also need to enter the statistical area where you intend to fish, and the number of buoy stickers (set of 3 or set of 4) you would like to purchase.



Click the **Save Registration** button to finish registering your commercial fishing permit. Group numbers will be assigned by the ADF&G Soldotna office staff. For group assignment numbers, please call the ADF&G Soldotna office, (907) 262-9368, *after* registering your permit.

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You have successfully registered your commercial fishing permit! Registration details can be viewed from your ADF&G account. For those registered for the General Cook Inlet and Northern District, you're all done! Permit holders registered for the Upper Subdistrict should continue to Step 7.



#### Step 7: Purchase Buoy Stickers (Upper Subdistrict Only)

Permit holders registering for the Upper Subdistrict will also need to purchase a set of buoy stickers. To do this, click on the **Purchase Stickers/Replacements in Store** button.

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#### Step 8: Review and Add to Cart

You will be taken to the ADF&G online store. You will see the sticker option you selected in your registration ready for review. If you would like to proceed with this purchase, click **Add to Cart**.



#### Step 9: Proceed with the checkout process

ADF&G will need to provide you with physical buoy stickers. During the checkout process, you will reach a screen asking for a shipping address. Please fill out this information as accurately as possible.

If you would like to pick up your stickers at the ADF&G Soldotna office, please enter the office address (shown below) as your shipping address and call the office after purchase to confirm they will keep your stickers in the office.

ADF&G Soldotna ATTN: Commercial Fisheries 43961 Kalifornsky Beach Rd Suite B Soldotna, AK 99669

For any questions regarding this process, please contact the Division of Commercial Fisheries in Soldotna at (907) 262-9368

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