

## How to Get Signed into the Electronic Fish Ticket System (E-Tix)

- 1 – Enter **Username**.
- 2 – Enter **Password**.
- 3 – If username or password is forgotten, click on the “**Forgot Username or Password**”.
- 4 – Click link to “**Etix Question**” if you have a question that you need answered by Etix staff.
- 5 – Click link to “**Report a Problem**” if you are having a problem entering a fish ticket or need immediate assistance.
- 6 – For an Overview of how to use the system, under **Help** click on Oregon.

The screenshot shows the E-Tix Portal login page for the Pacific States Marine Fisheries Commission. The page features a navigation menu on the left and a login form on the right. Numbered callouts indicate the following steps:

- 1**: Points to the Username input field.
- 2**: Points to the Password input field.
- 3**: Points to the "Forgot Username or Password" link.
- 4**: Points to the "Etix Question" link in the navigation menu.
- 5**: Points to the "Report a Problem" link in the navigation menu.
- 6**: Points to the "Oregon" link under the "ETix Guides" section in the navigation menu.

The login form includes a "Submit" button and a maintenance notice: "The ETix Portal will be unavailable Wednesday afternoons from 4:30 PM – 4:45 PM PST for system maintenance."

## The Home Screen On PSMFC E-Tix

On the **Home Screen** you can do a variety of things:

- 1 - Print a Fish Ticket
- 2 - Search Tickets Entered
- 3 - Add a New Ticket
- 4 - Complete Tax & Assessment Reports
- 5 - Find a Code List
- 6 - Manage Lists
- 7 - Access Etix Guides (Oregon Reference Guide)
- 8 - Access State/Fed Guides
- 9 - Contact PSMFC with a Question or a Problem

The screenshot shows the PSMFC E-Tix Portal Home screen. The header includes the PSMFC logo and the text "Pacific States Marine Fisheries Commission". Below the header, the page title is "E-Tix Portal - Home" and the user is identified as "ODFW Test Dealer". The main content area is titled "Welcome to the PSMFC Electronic Fish Ticket Management Portal" and contains a navigation menu with the following items:

- Home**
- Fish Tickets**
  - Print Ticket
  - Search Tickets
  - New Tickets
- Reports**
  - Tax & Assessment
  - Code Lists
- Manage Lists**
  - Licenses
  - Vessels
  - Operators
  - Cost Types
  - Unloading Stations
- ETix Guides**
  - Washington
  - Oregon
  - California
- State/Fed Guides**
  - CDFW User Guide
  - Federal LE Permits
- Contact Us**
  - ETix Question
  - Report a Problem

Numbered callouts (1-9) are placed to the left of the menu items, with blue arrows pointing to the corresponding menu item:

- 1 points to "Print Ticket"
- 2 points to "Search Tickets"
- 3 points to "New Tickets"
- 4 points to "Tax & Assessment"
- 5 points to "Code Lists"
- 6 points to "Manage Lists"
- 7 points to "ETix Guides"
- 8 points to "State/Fed Guides"
- 9 points to "Contact Us"

## What You Need to Know about Adding a New Fish Ticket

When Adding a New Fish Ticket you must:

1 - Choose the **Fish Ticket type** (fish ticket types are assigned by which gear was used during the harvest of the product)

2 - **Troll Ticket** – Uses Salmon or Tuna Troll Gears

3 - **Columbia River Ticket** – Choose one of the 3 types of tickets (Columbia River, Columbia River Tribal or Columbia River Washington Boat) then select the gear used

4 - **Groundfish & Shrimp Ticket and Nearshore Ticket** – Gears used that commonly catch groundfish or shrimp

5 - **Shellfish & Bait Ticket** – Crab, Clams, Crayfish and Squid Gears

Create New Ticket: Step 1

1

Dealer - Location: Coastwide Seafood

State: Oregon

Type: Columbia River

Landing Date:

Cancel Enter Ticket

2

Gear Code	Troll Ticket Gears
110	Coastal gill net (Coastal River Shad)
120	Troll (Salmon and Tuna)
130	Coastal set net (Coastal River Shad)
140	Ocean gill net
150	Pelagic longline
160	Tuna seine
170	Tuna baitboat

3

Gear Code	Columbia River Ticket Gears
210	Col. R. gill net
230	Col. R. set net
240	Col. R. dip net
250	Set line (Columbia River)
260	Col. R. Hook & Line
271	Col. R. Beach Seine
272	Col. R. Purse Seine
290	Smelt trawl

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Gear Code	Groundfish & Shrimp and Nearshore Ticket Gears
300	Fish pot
310	Off Shore Processor
320	Shrimp pot
330	Squid net
340	Other hook & line
350	Bottom longline
360	Midwater trawl
370	Shrimp trawl (Single)
380	Shrimp trawl (Double)
390	Groundfish trawl (discontinued)
391	Groundfish trawl - roller
392	Groundfish trawl - flatfish
393	Groundfish trawl - selective flatfish

5

Gear Code	Shellfish & Bait Ticket Gears
400	Crab pot
410	Crab ring
420	Clam shovel/rake (not on vessel)
430	Scallop dredge
440	Bait shrimp pump
450	Bait net
460	Clam pump/jet
470	Hand device for prying or used diving
480	Cray fish trap
490	Hook & Line

## Timelines for Fish Tickets That Follow This Slide Are:

- ▶ **All** Fish Tickets are required to be submitted by the end of the next working day except the following fish ticket types:
  - ▶ Columbia River Gillnet - Due 24 hours after the landing or 24 hours after the season ends
  - ▶ Columbia River Tribal - Due 5 days after the landing
  - ▶ Columbia River Washington Boat - Due 24 hours after the landing occurs or within 24 hours after the season ends
  - ▶ Groundfish & Shrimp (Sablefish) - Due within 24 hours of landing



# Troll (Tuna) Fish Ticket Directions

- 1 – Add Vessel License Number and Operator
- 2 - Add Port and Gear
- 3 – Select Trip Type
- 4 – Add Species Caught
- 5 – Add Pounds (no decimals)
- 6 – Add Price (fair market value)
- 7 – Select Trip Type off the Dropdown List
- 8 – Select Use off the Dropdown List
- 9 – Add Notes (Any information you want me to know about the ticket, take home, vessel Identification Number)
- 10 – Add Cost Type (If desired)

**Note-Tuna do not need a condition code or grade code change, unless they are landed not in the round or they are graded**

The screenshot shows a fish ticket form with the following fields and sections:

- 1** points to the **Commercial License #** field (value: 45518 (GINNY G)).
- 2** points to the **Port Code** dropdown (value: 02 - ASTORIA).
- 3** points to the **Trip Type** dropdown.
- 4** points to the **Fish Code - Description** column header.
- 5** points to the **Gross Lbs** column header.
- 6** points to the **Price Per Lb** column header.
- 7** points to the **Type** column header.
- 8** points to the **Use** column header.
- 9** points to the **Notes** text area.
- 10** points to the **Cost Type** dropdown menu.

The **Notes** section contains the text: "Fisher took home 50 lbs for personal use." and a **View/Edit Costs** button showing **Total Costs: \$0.00**.

**10** →

Cost Type
CRCFA
Landing Tax
Bait
Ice
State Tax
Salmon Comm Tax @.005