



Economic Data Collection (FRAM Division)  
National Marine Fisheries Service  
Northwest Fisheries Science Center  
2725 Montlake Blvd East  
Seattle, WA 98112

## Economic Data Collection (EDC) Web Form Login Instructions

To submit your EDC form online, you will need access to the **Pacific Coast Groundfish and Halibut Portal**. You can use the same account for the Economic Data Collection Program, Limited Entry Permit Renewal, and First Receiver Site Licensing. It is your responsibility to safeguard your Token and Password. NMFS will not manage access privileges or attempt to resolve disputes over access.

### Logging-in

- If you already have an account in the system for your Limited Entry Permit Renewal, First Receiver Site Licensing, and/or another EDC form including the previous year's EDC form, login to:  
<https://www.webapps.nwfsc.noaa.gov/permitting>
  1. Log in with your email address and the password you set
- If you **do not have an account**, go to:  
[https://www.webapps.nwfsc.noaa.gov/create\\_account](https://www.webapps.nwfsc.noaa.gov/create_account)
  1. Enter your email address as the username.
  2. An email will be sent to that email address with a link that will allow you to validate your email address and activate your account by setting a password.
  3. Passwords must have at least 12 characters, not contain any dictionary words and must contain one character from at least three (3) of the following four (4) categories.
    - a. One special character among: `! # $ % & ( ) ' * + , - . / : ; < = > ? _`
    - b. One upper case character
    - c. One lower case character
    - d. One numeric character

*Note that passwords cannot be reused for four years. If you would like assistance creating a password, you can use password generator (e.g., <https://passwordsgenerator.net/>) and specify the rules listed above.*
  4. Once you have created and validated your account, go to:  
<https://www.webapps.nwfsc.noaa.gov/permitting>
  5. Log in with your email address and the password you set.

### Accessing your Survey(s)

1. Click the EDC Data Entry tile which will take you to a landing page to type in your token.
2. Click the button "Enter a Token to Add a Survey"
3. Type the Token that printed on your letter in the Survey Packet and click "Assign"
4. Repeat for all Tokens and then click close.
5. Click on the "Go to Survey" button for the survey you wish to begin and follow the steps to enter the information.

*Please see opposite side for frequently asked questions.*

## Frequently Asked Questions:

### **Who should I call if I have a question about how to answer questions on the survey?**

For questions about why you are required to complete the survey or specific concerns about how to answer questions in the survey call (866) 791-3726 or email [NWFSC.EDC@noaa.gov](mailto:NWFSC.EDC@noaa.gov).

### **What if I don't remember the password I set for the Pacific Coast Groundfish and Halibut Portal?**

If you don't remember your password for the portal, click on the link below the username and password that says "*Re-enable account, set or reset account password*". From there you can enter your username (the email you used to register) and follow the prompts to change your password. Please note, in order to reset your password you must know the email previously registered with the portal.

### **What if I don't remember which email I used for the Pacific Coast Groundfish and Halibut Portal?**

If you know that you have logged in to the portal in the past, but cannot remember which email address was used, or no longer have access to the email that was previously used, we recommend creating a new account with your preferred email address.

### **What if I am trying to make a new account and it tells me that there is already an account with that email address?**

This message means that you have already registered with the portal in the past using that email address. Follow the steps above to reset your password. If you no longer have access to the email that you previously registered with, please create an account using a new email.

### **What if I attempt to log-in and it tells me that my account has been disabled?**

If your account has been disabled, please email [nwfs.sdm.help@noaa.gov](mailto:nwfsc.sdm.help@noaa.gov) or call 206-860-3433.

### **Can more than one person access the same survey through a token?**

If you would like more than one user to have access to your EDC form, they can follow the steps outlined on the front of this letter and add the token provided in the notification letter. To ensure that data that have been entered are protected, the EDC program will review the request to add the token to a second account and either grant permission or reach out to the original user within 3 business days. A form only needs to be submitted once, regardless of how many accounts a token has been added to.

### **I need a copy of what I submitted last year, how do I access it?**

Login to the account that you used last year and use the drop-down menu at the top-left to select the year for the form you wish to access. Click on the "Go to Survey" button where you can review each page of the submission or you can navigate to the last page of the form and print a pdf of your submission.