

Atlantic Highly Migratory Species

Electronic Dealer Reporting Program (eDealer) User Guide for Dealers

2026



NOAA
FISHERIES

Contents

1. Introduction.....	3
2. Purpose & Audience.....	3
3. Document Overview.....	4
4. System Overview.....	4
4.1 Global Navigation.....	5
5. eDealer Dashboard.....	6
6. Dealer Profile Section.....	8
7. Prepare New Landings Report.....	11
7.1 Vessel and Trip Details.....	11
7.2 Enter Fish-Sharks.....	13
7.3 Enter Fish – Swordfish.....	14
7.4 Enter Fish – BAYS Tunas.....	15
7.5 Submitting Report.....	16
8. Prepare Negative Report.....	17
9. Search/Edit Reports.....	18
10. Contacts.....	21
11. eDealer Documents.....	21

1. Introduction

This user guide is for dealers using the NOAA Fisheries Atlantic Highly Migratory Species (HMS) Electronic Dealer (eDealer) reporting program. NOAA Fisheries' HMS eDealer program allows dealers to report commercially-harvested sharks, swordfish, and bigeye, albacore, yellowfin, and skipjack (BAYS) tunas within the Atlantic, Gulf, and U.S. Caribbean regions as required by NOAA Fisheries.

Please note that the eDealer reporting program ONLY meets the federal reporting requirements associated with federal tuna (excluding bluefin tuna), shark, and/or swordfish dealer permit holders. If you have other electronic state or federal dealer reporting requirements, please contact the eDealer customer service line at 301-427-8950 to discuss your dealer reporting options.

2. Purpose & Audience

This user guide includes information on how to access and log into the eDealer reporting program, navigating through different sections, creating new reports, and overall use of the online system.

Federal Atlantic HMS dealers needing access to the eDealer reporting program will be provided a username and password to access the program within the SAFIS environment via the URL:

https://safis.accsp.org/safis_prod/f?p=200:101:0:REDIRECTED:::



Note: Atlantic HMS Dealers who are using other electronic reporting software like SAFIS eDr, VESL, or a state-run trip ticket program can continue to use their reporting software to report HMS purchases. If you have other electronic state or federal dealer reporting requirements, please contact the eDealer customer service line at 301-427-8950 to discuss your dealer reporting options.

3. Document Overview

This user guide is broken down into five topics. A short description of each topic is provided in the table below.

Section	Content
System Overview	Describes how the system works and what the system does. Describes how global navigation is set up in the application.
eDealer Dashboard	Describes different components of the eDealer Home page and its functionality.
Dealer Profile	Provides instructions for viewing your profile and setting up “favorite” lists for preparing landings reports.
Working on eDealer Reports	Provides instructions for creating and submitting new dealer landings reports, negative reports, searching existing reports, and editing previously-submitted reports.
Contacts and Documents	Provides contact information, including email address and the phone number, for any eDealer related issues.

4. System Overview

The NOAA Fisheries Atlantic HMS eDealer reporting program collects timely HMS dealer data for quota monitoring and management of commercially harvested Atlantic sharks, swordfish, and BAYS tunas. This user guide is designed to help Atlantic HMS Dealers effectively and efficiently use the HMS eDealer reporting program to submit their fish reports in a timely manner.



Note: Please note that the eDealer program is for reporting Atlantic HMS other than Atlantic bluefin tuna (BFT). Dealer reporting requirements for Atlantic BFT can be found at:

<https://www.fisheries.noaa.gov/atlantic-highly-migratory-species/atlantic-highly-migratory-species-dealer-reporting>

The eDealer reporting program is accessed via the SAFIS login page. You will see several SAFIS programs once you log into the SAFIS login page if you are set up to report in additional programs besides eDealer. A SAFIS username/password will be provided to dealers who do not currently use SAFIS. After logging into SAFIS, a link to access the eDealer application is displayed. Clicking the link directs you to the eDealer application “Dashboard” page.

4.1 Global Navigation

Dealers with valid federal dealer permits are required to submit their reports for purchases made from Sunday through Saturday of each week by the following Tuesday, no later than midnight, local time. If no purchases were made during this time, you are required to submit a negative report for that week by the same Tuesday deadline.

The eDealer dashboard displays the buttons for submitting reports:

- **'Prepare New Report'** allows you to create a new landing report and submit it.
- **'Prepare Negative Report'** allows you to submit a negative report if no HMS were purchased during the reporting period. The negative report submission helps NOAA Fisheries determine that no reports are missing.

The sections further down the screen provide information about report activity.

- The **'Recent Reporting Activity'** section lists the most recently saved or submitted landing or negative reports.
- The **'Missing Dealer Report'** section displays the weeks you did not submit a positive or negative report since either the start of the calendar year or since you started using the eDealer reporting program, whichever is closer.
- The **'Reporting Month Status'** section shows your history of submitted positive and negative reports. Dates on which positive reports were submitted are in blue while dates for which negative reports were submitted are shown in red.

The top-level menu bar provides a dealer with the option to navigate to other sections of the application.

- The **'Dealer Reports'** menu items provide links to prepare new landing reports or negative reports and to search previously submitted reports. **'Search Report'** allows searches for any report that is available within the eDealer reporting program.
- **'Dealer Profile'** displays your information. This information is from the Southeast (SERO) and Greater Atlantic Regional Fisheries Office (GARFO) Permit Systems and cannot be updated in the eDealer program. If you need to make updates to your dealer profile, you should contact the appropriate regional Permit Office to make those changes. The system allows dealers to customize their favorite vessels, gear types, ports, and municipalities to ease reporting.
- The **'Contacts'** page displays a list of resourceful NOAA Fisheries websites.
- The **'Documents'** menu item has two sub-items, the **'PRA and the Privacy Act Statement'** and the **'Optional Fishing Vessel (FV) Data Form'**. It is recommended that you provide the fishing vessel with the optional FV information form to collect the required data elements from fishermen. These required elements include vessel-specific information. The form is to be completed by fishermen and given to you.
- The **'Account'** menu provides a **'Logout'** link to end the session.



Note: Any violations in reporting may result in cancellation of permits and/or legal action.

5. eDealer Dashboard

The eDealer dashboard (see Figure 1) displays the global navigation menu bar and icons which enable you to navigate directly to the **'Prepare New Report'** and the **'Prepare Negative Report'** forms.

The **'Recent Reporting Activity'** section lists the most recently saved or submitted landing or negative reports for Atlantic shark, swordfish, and BAYS tunas. Clicking on the Report Number value will open the report details for review.

The **'Missing Dealer Report'** table shows the weeks where we do not have a record of a positive or negative report since either the start of the calendar year or since you were set up with the eDealer reporting program, whichever is closer.

The **'Reporting Month Status'** section shows your history of submitted positive and negative reports. Positive report dates will have blue marks while negative report dates will have red marks. The Previous Month button above the calendar changes to the prior month's reporting.



Note: Any purchase made during a reporting period must be reported before the deadline for that reporting period.



Welcome to the eDealer Reporting System

[The Paperwork Reduction Act Notices and the Privacy Act Statement](#)

PREPARE REPORTS

Dealers must submit reports for commercially-harvested Atlantic sharks, swordfish, and BAYS tunas on a weekly basis (Sunday to Saturday) no later than midnight, local time, of the first Tuesday following the end of the reporting week. Reports are required whether dealers bought HMS during that weekly reporting period (i.e., a "positive" report) or did not buy HMS during that weekly reporting period (i.e., a "negative" report).

1



2



3

RECENT REPORTING ACTIVITY

Permit #	Report Type	Report Number	Create Date	Purchase Date/Report Range	Last Date Submitted
2862 (GAR)	Landing Report	20251024130790	2025-10-24	2025-10-15	2025-10-24
2862 (GAR)	Negative Report	202510241820083N	2025-10-24	2025-10-06 - 2025-10-10	2025-10-24

4

MISSING DEALER REPORT

Report From	Report To	Due Date (Local time)
No Missing Report Found for this Reporting Year		

5

REPORTING MONTH STATUS

OCTOBER						
Previous Month						Current Month
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Legend: Landing Report Submitted (Marked by Purchase Date) Negative Report Submitted						

Figure 1 - eDealer Dashboard

Callout #	Description
1	Link to 'Prepare New Report'
2	Link to 'Prepare Negative Report'
3	Recent Reporting Activity

4	Missing Dealer Report
5	Reporting Month Status

6. Dealer Profile Section

Clicking on the **'Dealer Profile'** tab on the top menu bar takes you to your profile section. The **'Dealer Profile'** page shows your information as stored in the regional Permit Systems and allows you to customize favorite lists. Dealer information, such as username, permit number, dealer first name, last name, address, email, etc., is displayed at the beginning of the page. You can only view the profile information. If profile changes are needed, you must contact the appropriate NOAA Fisheries Regional Permit Office to make any changes. The **'Southeast Portal'** and **'GARFO Portal'** links forward you to the appropriate Permit Office website.

Figure 2a shows a screenshot of the top portion of the **'Dealer Profile'** page. For dealers with multiple permits, profile information is only displayed as stored for one of the permits. If you have permits issued from both the GARFO and Southeast Regional Offices, the information provided on the GARFO-issued permit will be displayed. If you do not have a GARFO-issued permit, information from the Southeast-issued permit will be displayed.

Dealer Profile

Dealer profile information is listed below.

If any of this information is not correct, please update your information in the Southeast Permits Office's online portal for swordfish and/or shark dealer permits ([Southeast portal](#)) and/or the Greater Atlantic Regional Fisheries Office (GARFO) online portal for Atlantic tunas dealer permits ([GARFO portal](#)). Please contact the HMS Management Division at (301) 427-8590 to update your email address. Please customize your favorite Fishing vessels and Ports/Municipalities lists. Customizing the favorites is required to select them in the Landings report.

Dealer Information

Username:		Permit#:	
First Name:		Middle:	
Last Name:		Phone #:	
Mobile #:		Fax #:	
Company Name:		Address:	
Address 2:		City:	
State:		City:	
Email:			
Alternate Email:	Delete		
Add Alternate Email:	Add		

Figure 2a – Dealer Information section in Dealer Profile

You can store multiple alternate email addresses within the eDealer reporting program

to allow more people to receive system notifications. Enter the alternate email address in the textbox and click on the **'Add'** button to maintain additional emails in the eDealer reporting program. Notifications sent to the alternate email addresses are exactly the same as those sent to the primary email address.



Note: Dealer Profile information cannot be updated in eDealer. Please contact the appropriate NOAA Fisheries Regional Permit Office for updates, including changes to the primary email. All eDealer notifications are sent to primary and alternate email addresses within your profile.

'Dealer Profile' also allows users to maintain a list of favorites or most commonly used vessels and ports/municipalities. The items in the favorite lists are shown in the dropdown lists. You must first set up your list of favorites in order to create your landings reports. These dropdown lists will facilitate data entry on the landings reports. You can edit/delete vessels and ports from their favorites lists any time.



Note: You must first customize your favorite vessels and ports/municipalities before you can create a landings report.

Below the Dealer Information section, favorite lists for **Vessels** and **Ports/Municipality** are displayed. This section will be empty upon your first login and require you to add the most common items to the lists. The favorite items are then displayed to you in corresponding dropdown menus while preparing the landings report. Figure 2b shows the **'Favorites'** section in the Dealer Profile screen.

Report Items Often Used by Dealer

Items in this section originate from very long lists. Please select the most commonly used items using Favorites to reduce your time to prepare a report. Please note that you MUST add a favorite vessel and port before it can be added to a report.

Favorite Vessels

Add Favorite Vessel:

☒ Vessel Name
 ☐ Vessel Id

Search

Or

All Vessels

Favorite Vessel:

Vessel Name/State	Vessel ID	Action
Glass Minnow/NJ	NJ1601FY	Delete
Tita/PR	PR0722HH	Delete

Favorite Ports/Municipalities

Select all Ports/Municipalities you regularly purchase HMS from.

Add Favorite Port/Municipality:

▼

Add

Favorite Port/Municipality:

Port/Municipality	Action
PR/Other Aguadilla	Delete
TD/Tobago	Delete
NC/Wilmington	Delete

Figure 2b – Favorites

Callout #	Description
1	Report items often used by Dealer / Favorites section
2	Search allows you to search for vessels
3	‘Delete’ button to remove an already added vessel
4	Dropdown boxes to select and ‘Add’ button to customize the Ports/Municipalities
5	Delete button to remove an already added Port/Municipality

The eDealer reporting program maintains a database of fishing vessels. You can search for existing vessels either by vessel name or ID (state registration number or U.S. Coast Guard number) by selecting the respective radio button, entering the search criteria, and clicking the **‘Search’** button. The search results show the vessel name, registered state, and vessel ID. You can click on the **‘Add’** button next to the vessel to add it to your favorites. You can enter part of the vessel name or ID to find relevant records matching the search criteria.

User Guide for Dealers

10

NOAA eDealer Program

You can also use the **‘All Vessels’** button for a listing of vessel name, ID, state, and port to choose a vessel. You can delete an earlier added vessel from his favorites list using the **‘Delete’** button. All vessels that have been added by you are displayed in the vessel dropdown list when you create a new report.

You can select a state and a port and add them to the favorite **‘Ports/Municipalities’** with the **‘Add’** button. You can delete an item from the list any time using the **‘Delete’** button.

7. Prepare New Landings Report

Clicking on the **‘Prepare New Report’** icon on the dashboard or drop down menu directs you to the **‘New Landings Report’** page. The top screen displays your information for verification. Note: You should update your profile by contacting the appropriate NOAA Fisheries Regional Permit Office if any change is required.

New Landings Report

Please populate the fields below with relevant information and click on the "Continue" button to create a new Landings Report. Please enter the fish information on following screen. All mandatory fields need to be entered prior to submission of the report. To submit the report, click on the "Submit" button. Please customize your favorite Gear types and Vessels in the Dealer Profile section before preparing a new report.

Verify Dealer Information

If any of this information is not correct, please update your information in the Southeast Permits Office's online portal for swordfish and/or shark dealer permits ([Southeast portal](#)) and/or the Greater Atlantic Regional Fisheries Office (GARFO) online portal for Atlantic tunas dealer permits ([GARFO portal](#)). Please contact the HMS Management Division at (301) 427-8590 to update your email address.

DEALER INFORMATION	
Name: RETAIL SUBSIDIARY	Username: DEYV-001
Address: 3400 HENRIE AVE, SUITE 100, WILMINGTON, DE 19804	Permit#: 20050001
Phone: 302-500-0000	Fax:
Mobile:	Email: retail@deyco.com

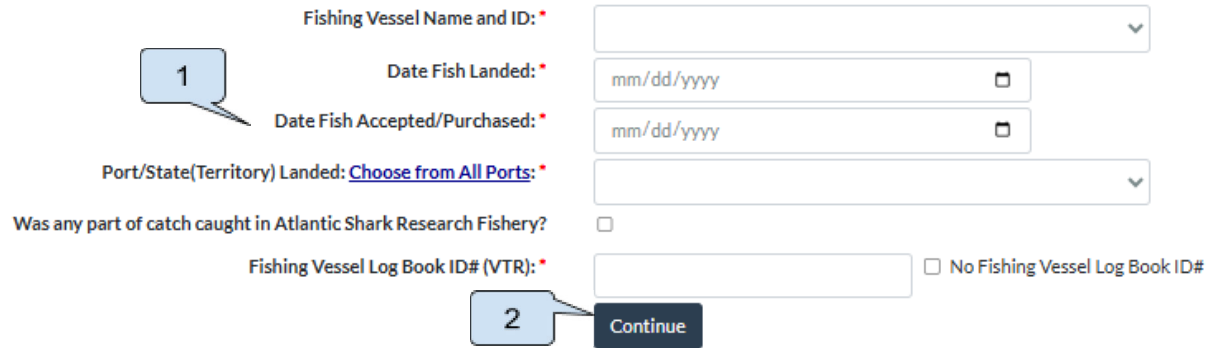
Figure 3a – New Landings Report – Dealer Information

Callout #	Description
1	Instructions for creating New Landings Report.
2	Dealer Information retrieved from Permit System

7.1 Vessel and Trip Details

The **‘Dealer Information’** section is followed by the **“Vessel & Trip Details”** section. You must enter the requested vessel and trip information – ‘Fishing Vessel Name and ID’, ‘Date Fish Landed’, ‘Date Fish Accepted/Purchased’, and ‘Port/State(Territory) Landed’, etc. All fields with an asterisk (*) are mandatory and will display a validation message upon clicking the **‘Continue’** button if incomplete.

VESSEL & TRIP DETAILS



Fishing Vessel Name and ID: *

1

Date Fish Landed: * mm/dd/yyyy

Date Fish Accepted/Purchased: * mm/dd/yyyy

Port/State(Territory) Landed: [Choose from All Ports](#) *

Was any part of catch caught in Atlantic Shark Research Fishery? ☐

Fishing Vessel Log Book ID# (VTR): * ☐ No Fishing Vessel Log Book ID#

2 Continue

Figure 3b – New Landings Report – Vessel and Trip Details section

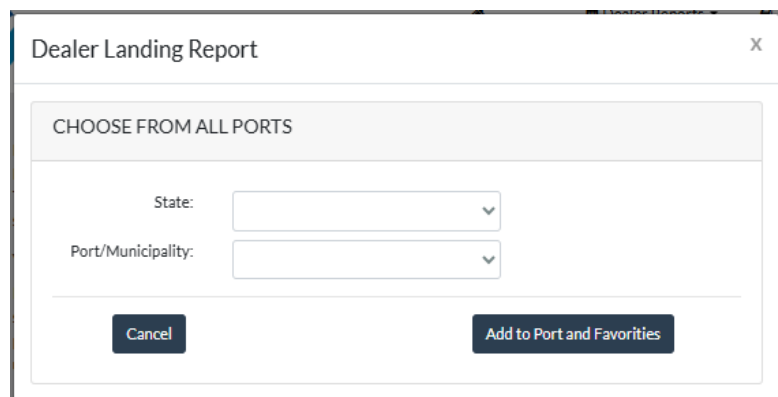
Callout #	Description
1	Vessel & Trip Details Section
2	'Continue' button to save the 'Vessel and Trip Details' and proceed to Fish Information section

If any part of the catch is caught in an Atlantic Shark Research Fishery, please select the corresponding checkbox. Upon selection, a new textbox will be displayed, prompting you to enter in a Southeast Observer Logbook ID #. The Southeast Observer Logbook ID # should be alphanumeric, three characters followed by three numbers. If 'No Fishing Vessel Logbook ID#' is checked, you will be prompted to provide the appropriate reason in the field that appears.



Note: A landing report can have only one landing date and fishing vessel. Please prepare multiple reports to report purchases from multiple fishing vessels or landing dates.

If the port landed is not in your favorites list, you can click on **'Choose from All Ports'** and to see the popup screen shown in Figure 3c. Here you can select a port and click either the **'Add to Report'** or **'Add to Report & Favorites'** button. As the name suggests, clicking on **'Add to Report & Favorites'** adds the port to your favorites list.



Dealer Landing Report

CHOOSE FROM ALL PORTS

State:

Port/Municipality:

Cancel Add to Port and Favorites

Figure 3c – Choose from All Ports

7.2 Enter Fish-Sharks

Once you click on the **‘Continue’** button, the Fish Report section appears for you to enter the details for any HMS purchased within the reporting period. The top portion of the screen shows the Dealer and Vessel Trip information in read-only format. A unique **‘Report Number’** is generated and displayed below the Dealer Information.

Figure 4 shows the shark entry form. Select the ‘Shark Species’, ‘Grade Code’, ‘Gear Type’, ‘Market Code’, ‘Weight’, ‘Purchase Price’, ‘Disposition’ and ‘Catch Area’ and click **‘Save Shark Entry’**. ‘Grade Code’ options depend on the ‘Species’, and ‘Market Code’ options depend on the ‘Grade Code’.

If you report a dressed shark, then you must indicate if shark fins were naturally attached to the shark body. If the shark is whole or live, then no further explanation is required. If there is no ‘Purchase Price’, select the **‘No Purchase’** checkbox. A new textbox for the ‘Sales price’ is displayed. If both the purchase price and sales price are not known at the time of reporting, you may select both ‘No Purchase’ and ‘No Sale’ and submit the report. You can edit the report within 30 days and provide the purchase and total sales price. At least one price, either the purchase or total sales price, must be recorded for each report, unless the product was of no value, in which case an appropriate Disposition should be selected.

The ‘Catch Area’ indicates where the fish was removed from the water. Click the **‘Choose from Map’** button for a map of valid Atlantic Ocean and Gulf catch areas. Clicking the desired catch area in the map will populate the input field for the landing entry.

The screenshot shows a web form for entering shark data. At the top, there are two tabs: 'FISH REPORT' and 'SHARKS'. Below the tabs is a table header with columns: Species, Grade Code, Market Code, Weight, Purchase Price/lb, Total Sale Price, Disposition, Gear Type, Catch Area, Fins Naturally Attached, and Action. The form fields are as follows:

- Species:** A dropdown menu with a red asterisk.
- Grade Code:** A dropdown menu with a red asterisk.
- Weight(lbs):** A text input field with a red asterisk.
- Purchase Price/lb:** A text input field with a red asterisk, and a checkbox labeled 'No Purchase'.
- Disposition:** A dropdown menu with a red asterisk.
- Fins Naturally Attached?:** A dropdown menu with a red asterisk.
- Gear Type:** A dropdown menu with a red asterisk.
- Market Code:** A dropdown menu with a red asterisk.
- Catch Area:** A text input field with a red asterisk, and a button labeled 'Choose From Map'.

At the bottom of the form are two buttons: 'Cancel' and 'Save Shark Entry'. Three callout boxes are present: Callout 1 points to the Species field, Callout 2 points to the 'Choose From Map' button, and Callout 3 points to the 'Save Shark Entry' button.

Figure 4 – Enter Fish-Sharks

Callout #	Description
1	Fish Report - Sharks section
2	‘Choose from Map’ button to select the Catch Area
3	‘Save Sharks Entry’ button to save changes

Once all required fields are entered and saved, the landing record is added and displayed above the data entry section. You may delete or edit the fish information species entry before submitting the report by clicking on the **Edit** or **Delete** link.

7.3 Enter Fish – Swordfish

Figure 5 shows a screenshot of the swordfish entry form. Select the 'Species', 'Grade Code', 'Gear Type', 'Market Code', 'Weight', 'Purchase Price', 'Disposition' and 'Catch Area'; then click on the **'Save Swordfish Entry'** button. The functionality of this section is similar to that of sharks. After all the required fields are entered and saved, the landing record added is displayed above the data entry section.

Once all required fields are entered and saved, the landing record is added and displayed above the data entry section. You may delete or edit the fish information species entry before submitting the report by clicking on the **Edit** or **Delete** link.

The screenshot shows the 'SWORDFISH' entry form. At the top, there is a table with the following data:

Species	Grade Code	Market Code	Weight	Purchase Price/lb	Total Sale Price	Disposition	Gear Type	Catch Area	Action
Swordfish	Chunks	Unclassified	100	3.00		Packing, Only	HOOK AND LINE	testC	Edit Delete

Below the table is a form with the following fields and callouts:

- Callout 1:** Points to the 'Species' dropdown menu.
- Callout 2:** Points to the 'Choose From Map' button next to the 'Catch Area' field.
- Callout 3:** Points to the 'Save Swordfish Entry' button.
- Callout 4:** Points to the 'Edit Delete' link in the table.

The form fields include: Species, Grade Code, Weight(lbs), Purchase Price/lb (with a 'No Purchase' checkbox), Disposition, Gear Type, Market Code, and Catch Area. There are also 'Cancel' and 'Save Swordfish Entry' buttons at the bottom.

Figure 5 – Enter Fish-Swordfish

Callout #	Description
1	Fish Report - Swordfish section
2	'Choose from Map' button to select the Catch Area
3	'Save Swordfish Entry' button
4	Saved Swordfish entry displayed at top

7.4 Enter Fish – BAYS Tunas

Figure 6 shows a screenshot of BAYS Tunas entry form. Select the 'Species', 'Grade Code', 'Gear Type', 'Market Code', 'Weight', 'Purchase Price', 'Disposition' and 'Catch Area'; then click on the '**Save Tuna Entry**' button. This section's functionality is similar to that of sharks and swordfish.

Once all required fields are entered and saved, the landing record is added and displayed above the data entry section. You may delete or edit the fish information species entry before submitting the report by clicking on the **Edit** or **Delete** link.

BAYS (Bigeye, Albacore, Yellowfin and Skipjack) TUNAS

Species	Grade Code	Market Code	Weight	Purchase Price/lb	Total Sale Price	Disposition	Gear Type	Catch Area	Action
Albacore	Chunks	Unclassified	66			Seized by Law Enforcement	WEIRS	testE	Edit Delete

1 Species: *
 Grade Code: *
 Weight(lbs): *
 Purchase Price/lb: * ☐ No Purchase
 Disposition: *

2 Choose From Map

3 Save Tuna Entry

4

Figure 6 – Enter Fish-BAYS Tunas

Callout #	Description
1	Fish Report-Tuna section
2	'Choose from Map' button to select Catch area
3	'Save Tuna Entry' button
4	Saved Tuna entry displayed at top

7.5 Submitting Report

After completing your report, you must click the check box confirming the report's accuracy before submitting the report to NOAA Fisheries. You are not in compliance with their federal reporting until the report is submitted. Figure 7 shows a screenshot of the bottom section of the report with the **'Submit Report'** button and the **'Delete Report'** button, which lets you delete the report from the system before submitting it.

BAYS (Bigeye, Albacore, Yellowfin and Skipjack) TUNAS

Species	Grade Code	Market Code	Weight	Purchase Price/lb	Total Sale Price	Disposition	Gear Type	Catch Area	Action
---------	------------	-------------	--------	-------------------	------------------	-------------	-----------	------------	--------

Add Tuna Entry

☐ I agree by submitting this report to NMFS, I declare under penalty of perjury that the information contained therein is true and correct. (28 U.S.C. §1746; 18 U.S.C. §1621; 18 U.S.C. §1001; 16 USC §1857)

1 **2** **3**

Submit Report **Delete Report** **Cancel**

Figure 7 – Bottom section of Landing Report - Submission

Callout #	Description
1	Confirmation checkbox of report accuracy
2	'Submit Report' button to send the report for review
3	'Delete Report' button to discard the report before submission

Click the **'Submit Report'** button at the bottom left corner of the screen to see a confirmation message. Click the OK button to return to the eDealer Dashboard where you will see the new submission added to the Recent Reporting activity table.

8. Prepare Negative Report

A dealer not purchasing HMS during a reporting period is required to submit a negative report to indicate that no fish were purchased. Click on the **'Prepare Negative Report'** icon on the eDealer Dashboard to prepare a negative report. Figure 8 is a screenshot of the **'Prepare Negative Report'** page. On the form, enter the date range for the report and an explanation for the negative report. You can enter one date or a range of dates up to 90 days into the future. You then must click the checkbox to acknowledge fish were not purchased during the corresponding time period, and click **'Submit'**. All fields are mandatory. The system displays a validation error if mandatory fields are not filled in before clicking **'Submit'**. After submission, a confirmation message and the negative report is listed in the 'Recent Reporting Activity' table of the eDealer Dashboard.

New Negative Report

Dealer needs to submit a negative report if he/she has not purchased product during a given reporting period. Please enter the date range for the negative report with an explanation and click on "Submit" button. You can also save the report by clicking on the "Save" button and then submit it later. Note that the report is not submitted to HMS division until you click on the "Submit" button. The federal dealer reporting week is Sunday through Saturday.

PLEASE ENTER A DATE RANGE

1 **Begin Date:** **End Date:**

NEGATIVE REPORT EXPLANATION

2

☐ I acknowledge the submission of a negative report is a statement that no species required to be reported were received or purchased during the reporting period

3 ☐ **4** **Submit** **Cancel**

Figure 8 – Prepare Negative Report

Callout #	Description
1	Date range for the negative report
2	Explanation for the negative report
3	Report acknowledgement checkbox
4	'Submit' button to submit the negative report

	<i>Note: A negative report end date cannot be beyond 90 days from the current date.</i>
---	---

9. Search/Edit Reports

You can search for a particular report by clicking the **'Search Report'** sub-menu item under the **'Dealer Reports'** menu header. Figure 9 shows a screenshot of the initial **'Search Dealer Report'** page. Begin by selecting one of the Search Methods: Date, Vessel ID, or Report Number. Each method will show their appropriate search parameters.

Search Dealer Report

Please enter the date range and report type and click on 'Search' button to view reports based on your search criteria.

SEARCH:
Fields with an asterisk (*) are required.

Search Method*:

Search

Type	Permit #	Report Number	USCG #/State Registration #	Create Date	Last Date Submitted
No Report Found					

Figure 9 – Initial Search Report

Search By Date

Click the desired report type(s) to find Dealer Reports and/or Negative Reports. The dates to be searched can be specified by

- a preset range (e.g., last 14 days, 30 days, 90 days, or year) via the 'Search reports submitted within' selection or
- a specific window of dates via the 'Begin Date' and 'End Date' fields, which accepts direct entry of dates or selection with the date picker.

Search Method*:

Report Type*: ☒ Dealer Report ☒ Negative Reports

Date*:
Search reports submitted within:

OR

Begin Date: Show date picker

End Date:

Search

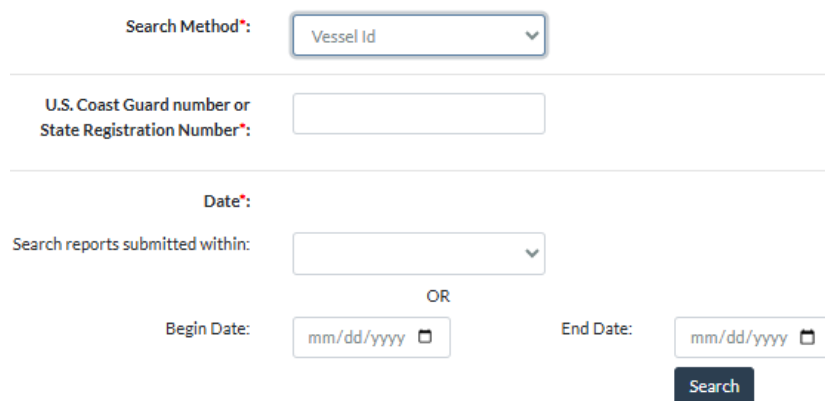
Figure 10 – Search by Date

Search By Vessel ID

Enter the U.S. Coast Guard Number or State Registration Number. The dates to be

searched can be specified by

- a preset range (e.g., last 14 days, 30 days, 90 days, or year) via the 'Search reports submitted within' selection or
- a specific window of dates via the 'Begin Date' and 'End Date' fields, which accepts direct entry of dates or selection with the date picker.

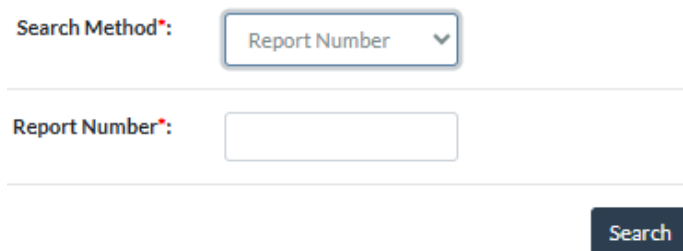


The form for searching by Vessel ID consists of several sections. The first section has a label 'Search Method*' followed by a dropdown menu currently showing 'Vessel Id'. The second section has a label 'U.S. Coast Guard number or State Registration Number*' followed by a text input field. The third section is titled 'Date*' and contains a label 'Search reports submitted within:' followed by a dropdown menu. Below this is the word 'OR'. The fourth section has two labels: 'Begin Date:' followed by a text input field with a date format hint 'mm/dd/yyyy' and a calendar icon, and 'End Date:' followed by a similar text input field with a date format hint 'mm/dd/yyyy' and a calendar icon. A dark blue 'Search' button is located at the bottom right of the form.

Figure 11 – Search by Vessel ID

Search By Report Number

Enter the Report Number to be found. Searches of partial entries can be performed. For example, enter the date the report was submitted in YYYYMMDD format to find your reports from that day.



The form for searching by Report Number is simpler. It has a label 'Search Method*' followed by a dropdown menu currently showing 'Report Number'. Below this is a label 'Report Number*' followed by a text input field. A dark blue 'Search' button is located at the bottom right of the form.

Figure 12 – Search by Report Number

After the search parameters have been entered, click the ‘**Search**’ button. If any required fields are left blank, the system will display a validation error. After clicking on ‘**Search**’, reports meeting the search criteria are displayed. The report type, permit number, report number, USCG #/State Registration #, date created, and last date submitted are displayed. If the results have more than 10 reports, the results are paginated.

Type	Permit #	Report Number	USCG #/State Registration #	Create Date	Last Date Submitted
Negative Report	2862 (GAR)	202512151820087N		12/15/25, 12:34 PM	12/15/25, 12:41 PM
Landing Report	2862 (GAR)	20251215130808	NJ1601FY	12/15/25, 10:29 AM	12/15/25, 10:37 AM
Landing Report	2862 (GAR)	20251215130807	NJ1601FY	12/15/25, 9:42 AM	12/15/25, 10:30 AM

Figure 13 – Search Results

You can click on an individual report number and view its details. If a landing report was submitted in the last 30 days, an “**Edit**” button at the bottom of the screen allows you to make updates. Landing reports older than 30 days from the original submission and all negative reports do not have an “**Edit**” button.

BAYS (Bigeye, Albacore, Yellowfin and Skipjack) TUNAS									
Species	Grade Code	Market Code	Weight	Purchase Price/lb	Total Sale Price	Disposition	Gear Type	Catch Area	Fins Naturally Attached
Albacore	Chunks	Unclassified	99			Seized by Law Enforcement	WEIRS	testA	

Edit

Print

Close

Figure 14 – Landing Report Details with Edit Button



Note: You can only edit landings reports submitted within the last 30 days. To edit older landing reports or negative reports, please contact the HMS system administrator.

10. Contacts

Click the 'Contacts' item in the top menu header to see pertinent HMS links. Figure 15 is a screenshot of the Contacts page. Click the links to visit these websites. The contact information for the eDealer System administrator is also provided.

Contacts

Important contacts in HMS Division are listed below. To get further information on a specific division, please click on appropriate links below.

SYSTEM ADMINISTRATOR

To contact the Atlantic HMS Electronic Dealer Reporting System administrator, please use the contact information below.
Email: HMS.DealerReports@noaa.gov, eDealer phone number: 301-427-8590

HIGHLY MIGRATORY SPECIES DIVISION

[HMS Management Division](#)

[Atlantic HMS Dealer Reporting](#)

[Atlantic HMS Vessel Reporting](#)

[Information on Greater Atlantic Regional Fisheries Office Permits](#)

[Information on Southeast Permits](#)

Figure 15 – Contacts

11. eDealer Documents

The 'Documents' menu header has three sub-items, the 'User Manual', 'The PRA and the Privacy Act Statement', and the 'Optional FV Data Form'. Clicking on the 'User Manual' opens the current user guide. Clicking 'The PRA and the Privacy Act Statement' opens the Paperwork Reduction Act Notice and Privacy Act Statement in a new tab. The Fishing Vessel (FV) Data Form is an optional form you can provide to the fisherman to collect vessel-specific information needed for landings reports to help facilitate better data collection and accuracy of reports.



Note: For questions or problems regarding eDealer reporting, you may contact the eDealer support office by phone or email. Phone support is available on non-holiday weekdays from 8 am to 5 pm EST.
Phone: 301-427-8590
Email: HMS.DealerReports@noaa.gov