MD Check Station Electronic Reporting using FACTS™

To submit your check-in report log on to

For computer: www.fisheryfacts.com/portal

For tablets and phones: www.fisheryfacts.com/mobileMD

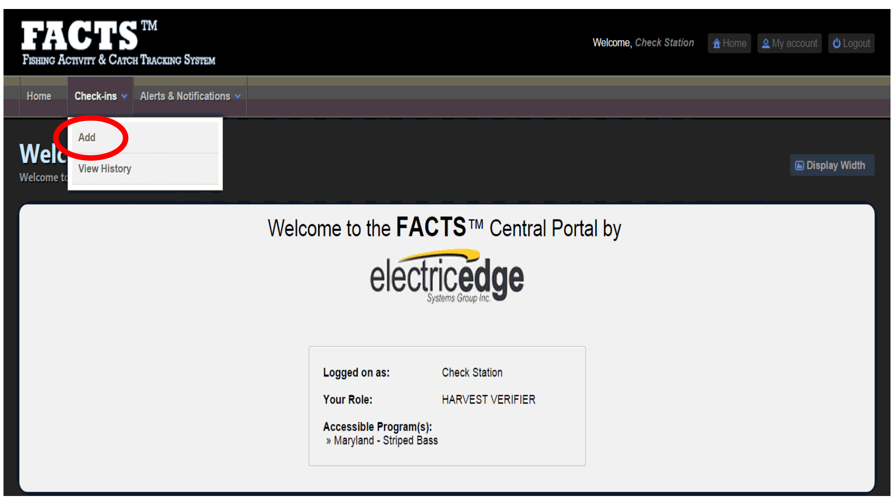
Please feel free to call the HELP LINE (877-979-1820) for any assistance or troubleshooting.

Submitting a Check in Report

Check Station Check-In Requirements

When the waterman or waterman's representative arrive at the check station, the check station operator will weigh and count the harvest observed, just as before, login to the FACTS™ system, select "Add" under the "Check-ins" tab (refer to image below) and provide the following information to submit their check station report:

1. **License Number** – The license number of the waterman reporting harvest under.
2. **Actual Count of Harvested Striped Bass** – The check station operator will report the exact number of striped bass that are being checked in.
3. **Actual Weight of Harvested Striped Bass** – The check station operator will report the exact weight of striped bass that are being checked in.

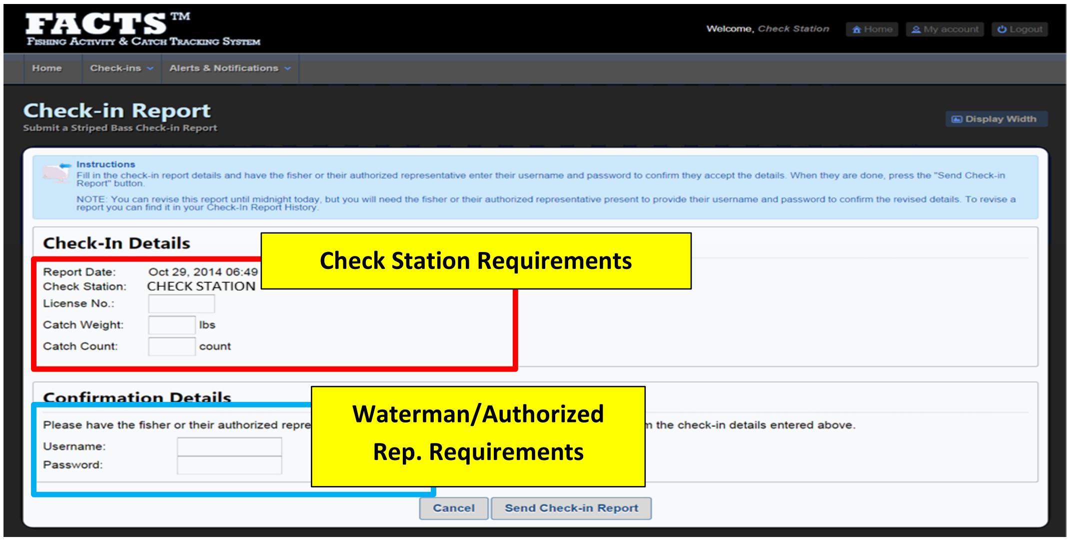


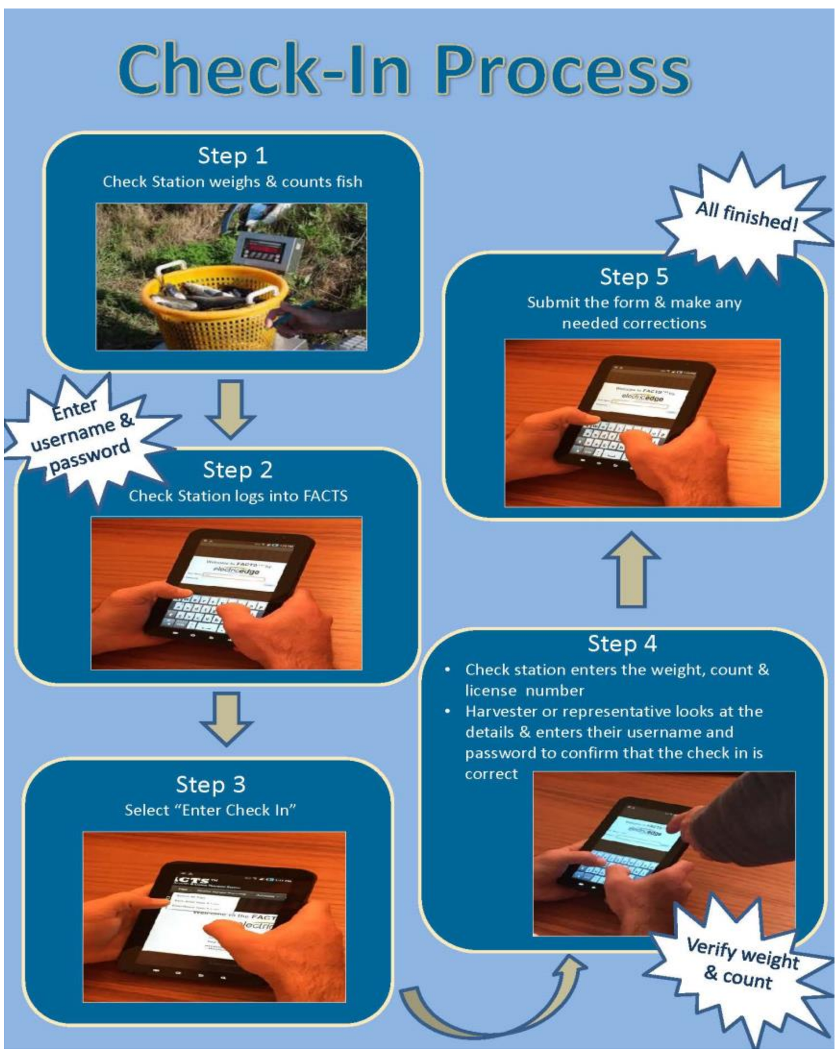
Waterman or Authorized Representative Check-In Requirements

The waterman or authorized representative checking in the harvest will be asked to verify the harvest report information entered by the Check Station representative by providing the following information:

1. **Authentication Username** – This is the username the waterman or waterman's authorized representative provide as verification.
2. **Authentication Password** – This is the password that the waterman or waterman's authorized representative provide as verification.

Once the information entered is verified by the waterman the report can be submitted. ***Refer to the diagram on the following page for an overview of the entire check-in process.***





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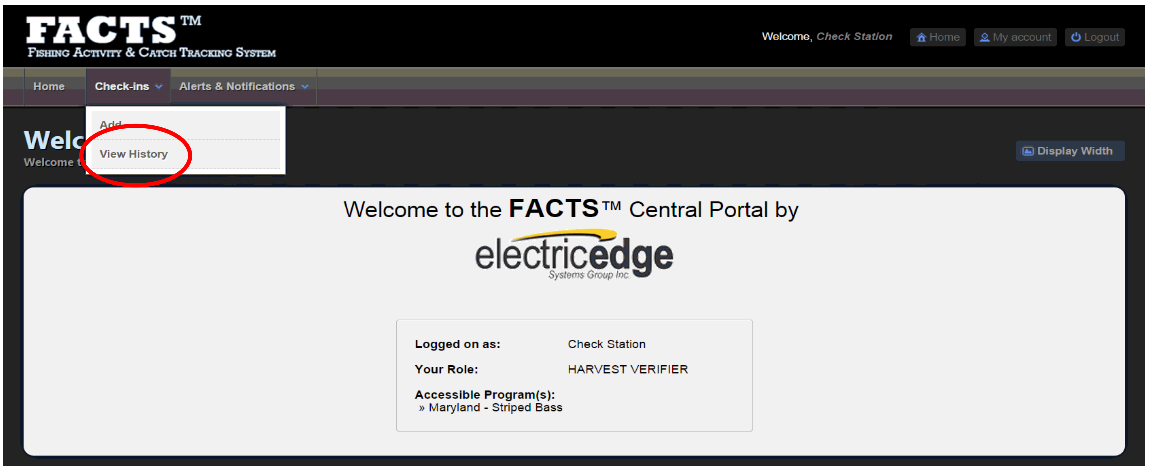
Revising Check Station Reports

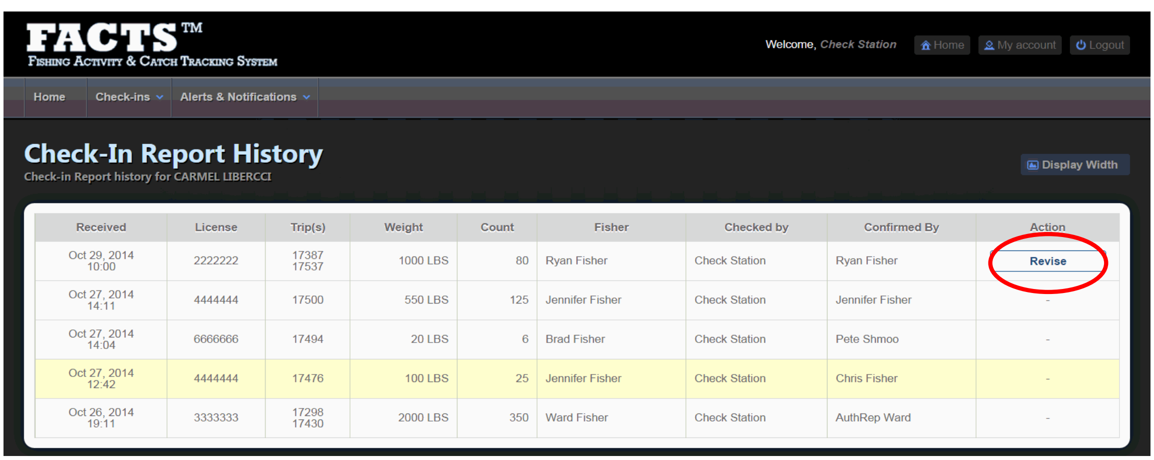
If an error is found after a check station report has been submitted, a revised report can be submitted by the check station operator; however, this will require the username and password of the waterman or waterman's authorized representative to ensure that both parties agree upon the revisions being made. **Revisions can only be made up until midnight of the day of the check-in.**

1. To make a revision to a check station report that has already submitted, click the "**Check-Ins**" drop down menu and select "**View History**" (marked with a red circle).



The system will then display a Check-In Report History for all reports that have been submitted.

2. Scroll through the list to find the report that needs to be revised, and click the "**Revise**" button (marked with a red circle below).



After the "**Revise**" button is clicked, the report will open.

3. Enter the correct information, and submit the report with the authorized username and password from the waterman or waterman's representative.