Maryland E-Reporting with FACTS™

Commercial Harvester User Manual for Daily Shellfish Electronic Reporting

TROUBLESHOOTING

AND GETTING ASSISTANCE

Call Toll Free Helpline Available 24 Hours a Day

1-877-979-1820

Some common problems that the helpline can assist with are listed below:

- Issues with your device or the FACTS system
- Forgetting your password
- Forgetting to report your trip hails daily

For additional details on troubleshooting or how to provide feedback, please refer to Section 12 on Page 36.

Further E-Reporting information and training videos can be found at
dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx

The use of the term "fishing" or "fished" throughout this manual is meant to describe the harvesting of shellfish.

Table of Contents

1 – Reporting Options

You can choose between three different reporting platform options to report your harvest electronically using FACTS.

Reporting Platform Options

1. **Mobile Website** (Smartphone or Tablet): maryland.fisheryfacts.com/mobile.com

- Best for reporting using mobile devices while fishing.
- Drop-down menus for quick and simple reporting.
- Allows access to *"My Account"* preference settings and received messages in *"View Messages"*.

2. **Portal Website** (Laptop and Desktop Computer): maryland.fisheryfacts.com

- Can be used to submit daily trip hails/harvest information, but the mobile website is better suited for these tasks.
- Allows access to trip and harvest history records.
- Allows access to *"My Account"* preference settings and received messages in *"Messages"*.

3. **Call Center:** Call **1-855-390-2722** to have an electronic reporting representative enter your daily trip and harvest information for you.

2 – How to Set Up Your Account

To make the reporting process faster and more streamlined, you can set up preferences within your account that will create drop-down menus or auto-fill information for you when you report.

To do this, please go to maryland.fisheryfacts.com or maryland.fisheryfacts.com/mobile, log in using your username and password and click on *"My Account"* (located below **"Enter/Revise Trip Hails"** on the mobile site and in the upper right corner on the portal website).

In Mobile:
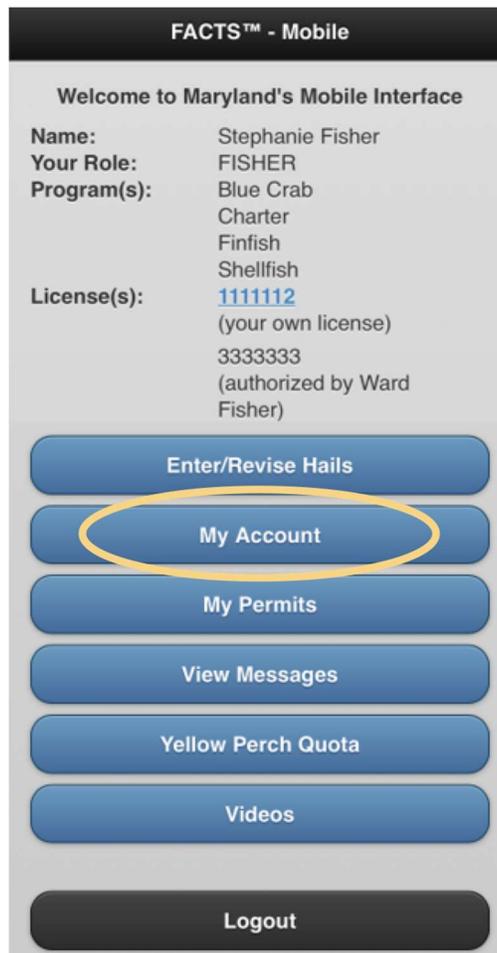
In Portal:
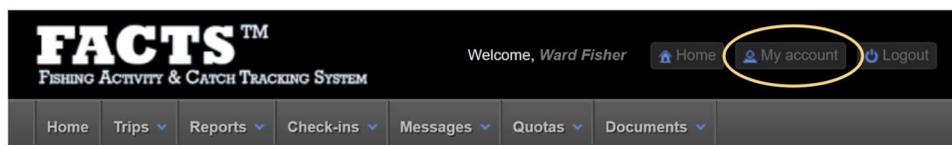
This page allows you to perform the following functions:

- Change your username and password
  - We recommend your username be something clear and easy to say over the phone. This will make it easier to receive assistance from the Helpline and the Call Center.
- Enter your mobile phone number to enable text message reminders
- Enter an email address to receive important messages from FACTS
- View vessel information
  - A new vessel can be added to your account at any time on this page. Simply Select "*Add New*" and enter the vessel's name and VRN number.
- Save landing locations you commonly use during shellfish harvesting
  - A landing location is the first location at which you will land with your full harvest. This can be a private or public address and is where you offload your harvest from your boat.
  - A list of public water access for use in determining landing locations can be accessed at: dnr.maryland.gov/Boating/Pages/water-access/boatramps.aspx
- Fishery-dependent information: Save your daily fishing routine information (remember to update if your routine changes).
  - Commonly harvested NOAA areas
  - Commonly used dealer
  - Authorized representatives

Click on the *"Add New"* button to add new information and click *"Edit"* and/or "*Delete"* to remove. In the mobile version, these buttons appear as a pencil to edit and an "x" to delete.

You must click the *"Update Account Details"* button on the bottom of the page to save changes.

In Portal:

6

In the mobile version, you need to click on the option you would like to look at before editing. The example below shows the "**My Account**" page, and what the page looks like when we click on the plus sign next to "Commonly Harvested NOAA Areas" to expand. The "x" sign allows you to delete areas. New commonly used NOAA codes, dealers, or authorized representatives can be added at any time.
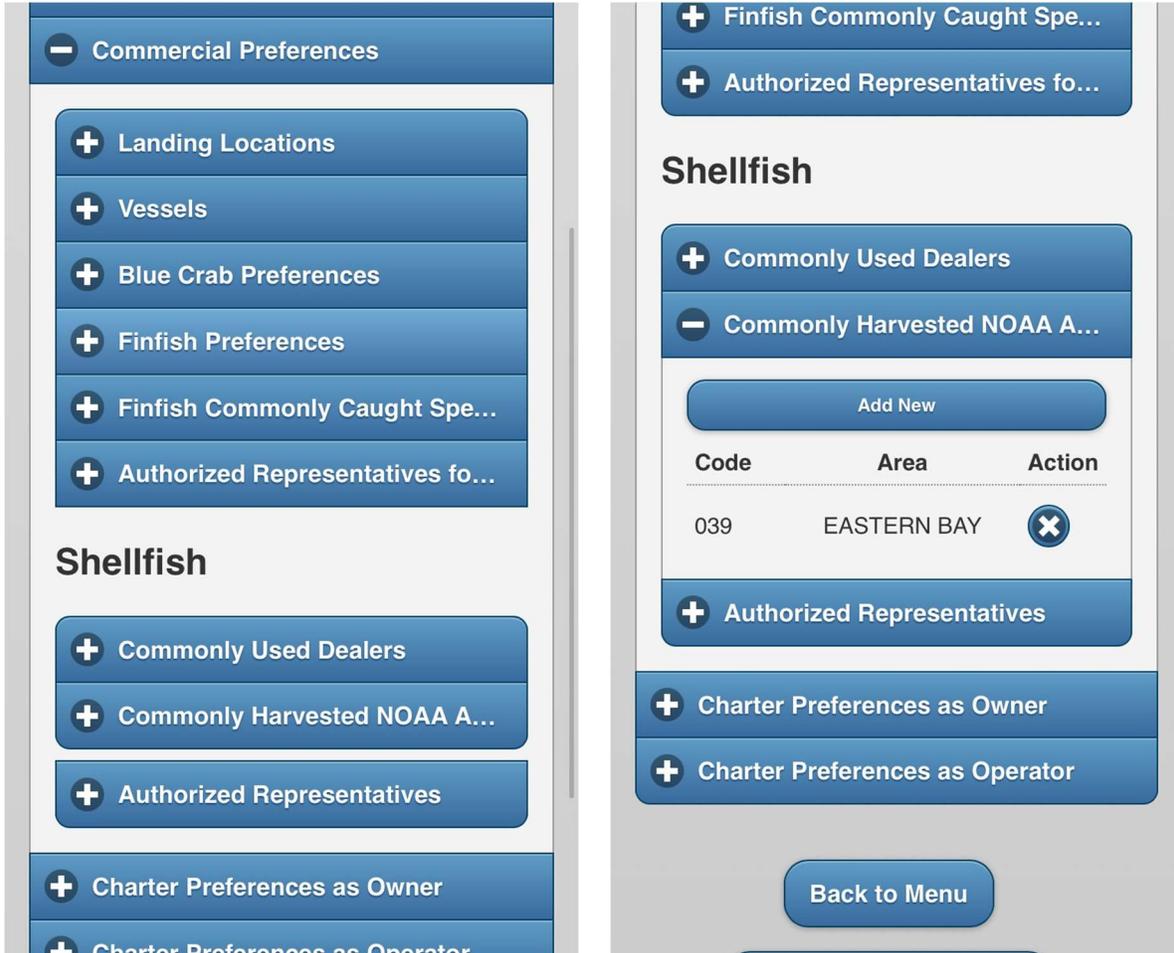
3 – Pilot Program Permits

What is a Pilot Program Permit?

In order to participate in the electronic reporting program as a harvester and/or shellfish dealer, you must first have a valid electronic reporting shellfish permit. The permit outlines the requirements and benefits of participating in the E-Reporting with FACTS program. This permit must be obtained prior to harvesting and will continue to be in effect as long as you wish to participate in the E-Reporting with the FACTS program. Participation in the program is completely voluntary and you may return to using weekly paper reports at any time by completing the Opt-Out process.

If you are a shellfish dealer or have a shellfish dealer add-on, please see section 13. This section will only outline how to request a permit as a harvester.

## How to Request a Shellfish Pilot Program Permit

You can request a Shellfish Pilot Program permit through your FACTS online account. Please follow the steps outlined in the figures below to request and obtain your Pilot Program permit. You will receive a notification once Maryland DNR has authorized the permit. If you have any questions, please call the Program Coordinator *(Stephanie Richards, 410-260-8314).*

Requesting a Pilot Program Permit using a Laptop or PC

1. Log on to your account maryland.fisheryfacts.com.
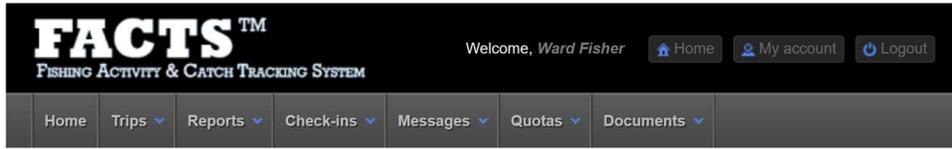
2. You may get a message prompt to request a shellfish permit when you log in, then click **"Ok."** If you do not get the prompt (or have dismissed this prompt before), go to the **"My Account"** button in the upper right.
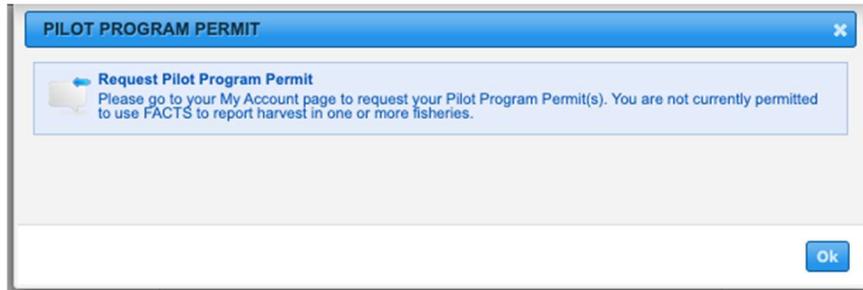
3. Click **"Request Permit"** under Shellfish Pilot Permit.
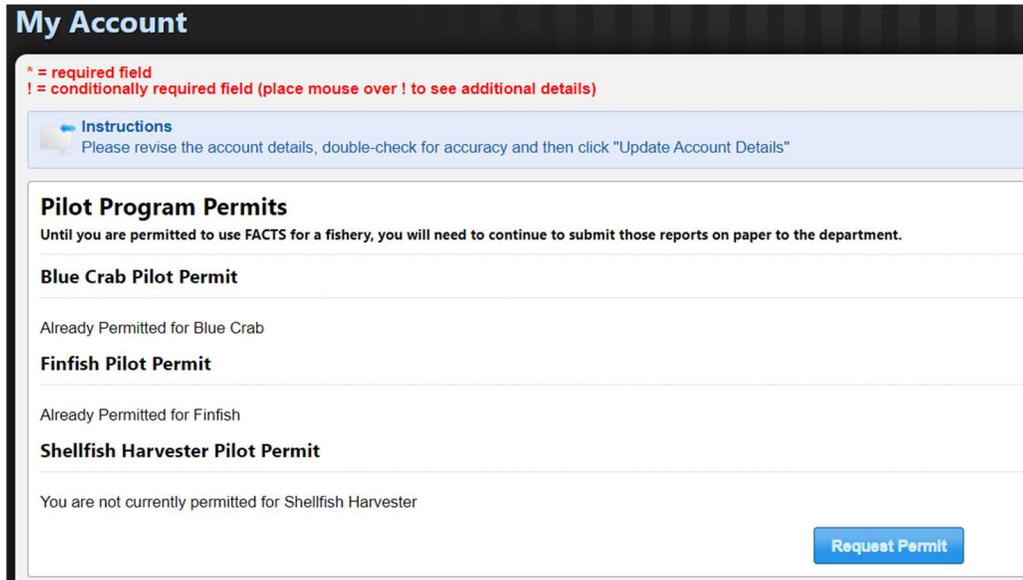
4. Agree to the terms by clicking the check box at the bottom of the permit and click "*Request Permit*". This check box serves as your electronic signature and is legally binding.

Please contact Stephanie Richards at 410-260-8314 with any questions regarding this pilot program.

☑ I hereby acknowledge that I have read and understand the above provisions and accept the terms of this permit. I also acknowledge that, with the exception of the terms of this permit, I understand that all other State fishery laws and regulations still apply to my commercial fishing and dealing activities.

Request Permit

## Requesting a Pilot Program Permit from a smartphone or mobile device

1. Log on to your account maryland.fisheryfacts.com/mobile.

2. Go to *"My Account"*.
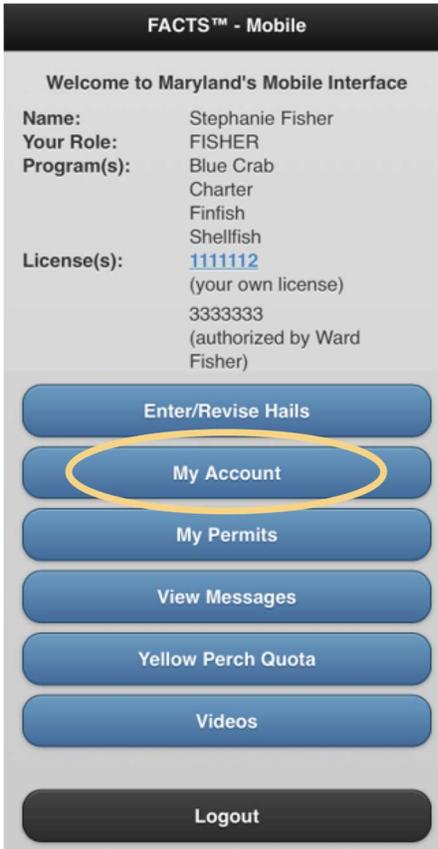

3. Select *"Pilot Program Permits"* from "*My Account."* If you have other commercial license(s), more buttons will be present.
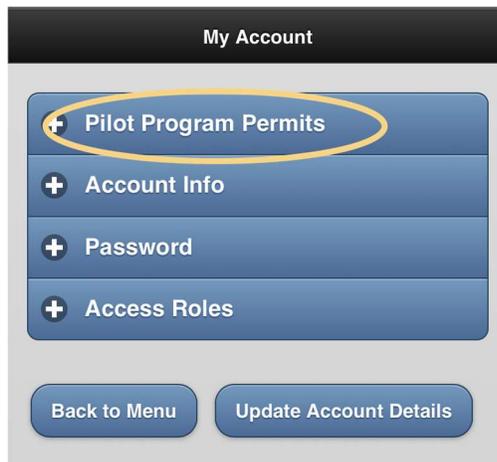
4. Review and select *"Request Permit"* for your fishery (shellfish).
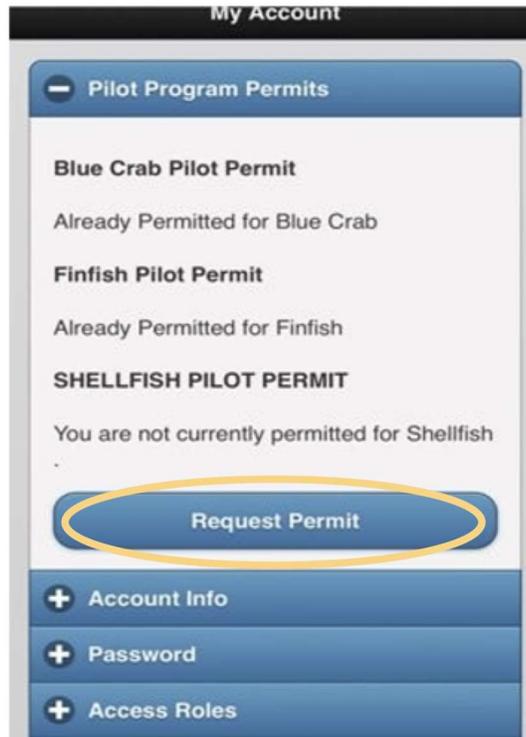
5. Agree to the terms by checking the box and click "*Request Permit"*. This check box serves as your electronic signature and is legally binding.
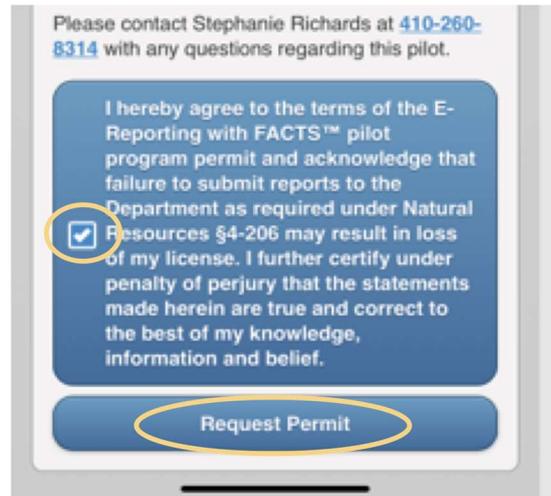
4 – Daily E-Reporting Process and Best Reporting Practices

Daily E-Reporting Process

Includes three required steps (Trip Start Hail, Trip End Hail, and Harvest Verification) and two additional steps, if applicable (Revise or Cancel for both Trip Start Hail and Trip End Hail).

Daily E-Reporting Process

Trip Start Hail → Optional: Revise trip Start Hail or cancel trip → Trip End Hail → Optional: Revise trip End Hail or cancel trip → Harvest Verification

Descriptions	
Start Hail	The **Start Hail** includes the vessel you are using, your crew count, the time you will return to dock (termed "landing time"), and your landing location
Optional: Revise trip Start Hail or cancel trip	At any point in the day, you can revise and update your trip **Start Hail**. You can also cancel the trip after you have submitted a **Start Hail**.
End Hail	The **End Hail** includes all of the information from your **Start Hail**, which can be updated if changes were made during the trip. Additionally, it includes the gear you were using, the hours spent harvesting, the location you were harvesting in, the dealers being sold to, and the harvest details.
Optional: Revise trip End hail or cancel trip	At any point in the day, you can revise and update your trip **End Hail**. You can also cancel the trip after you have submitted an **End Hail**.
Harvest Verification	A dockside monitor may meet you at your landing location to verify your harvest. This is for data validation purposes only (not enforcement). This would be an unplanned visit. Therefore, it is important that your landing time and landing location are accurate.

Best Reporting Practices

When reporting electronically with FACTS, it is recommended that you follow a set of established *"Best Reporting Practices"* (listed in the table below).

"Best Reporting Practices" when Reporting Harvest using FACTS	
Sending a Trip Start Hail	The trip **Start Hail** should be sent in the morning before you leave the dock.
Revising a Trip Start Hail	The trip **Start Hail** should be revised if anticipated landing time or location changes. Revisions should be sent right away if there is a change in crew count and at least 30 minutes prior to a new landing time and landing location.
Sending a Trip End Hail	The trip **End Hail** should be sent any time after you have stopped actively harvesting for the day but before you return to the dock. Please send your **End Hail** at least 30 minutes prior to landing at the dock.
Revising a Trip End Hail	The trip **End Hail** should be revised if any information changes from the original trip **End Hail**. Revisions can be made before midnight of the day you went fishing. If you need to correct harvest information after the day you went fishing, contact the helpline.
Canceling a Trip	Trips submitted in FACTS should only be canceled if fishing did not occur (example: boat breaks down). If you accidentally cancel a trip, then start the trip over and re-enter your information as soon as possible.

5 – E-Reporting Flexibilities that Increase Business Opportunities

Real-time, accurate, and verifiable data provides more flexibilities with your harvesting business. For those using FACTS to report harvest electronically, the Maryland Department of Natural Resources (DNR) is offering several fishery dependent flexibilities. For all FACTS available fisheries, only report on the days you go out to actively harvest. Shellfish specific flexibilities are outlined below:

- Participants may start harvesting 30 minutes prior to sunrise when reporting with FACTS. If they do so, the participant should select the early start checkbox in their start hail (shown below). Gear-specific end-time restrictions still apply and should be considered if a participant starts early.

- Participants can have authorized representatives sell their harvest to dealers. Your authorized representative must be a commercially licensed shellfish harvester and permitted in the FACTS program for shellfish.

6 – How to Start a Fishing Trip in FACTS (Trip Start Hail)

Before you start fishing for the day you will submit a trip start hail, which includes your vessel information, crew count, and anticipated landing information. Please see below for trip start hail examples.

Call Center:

Call **1-855-390-2722**. The operator will ask which fishery you are reporting for and then your username. The operator will then ask you questions about what you would like to enter in your Trip Start Hail.

Mobile Website:

1. Click "***Enter/Revise Hails***", which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day.
2. Select the correct fishery (oyster is shown in this example, but reporting clam harvest requires the same process).
3. Click ***"Start a New Trip"***.
4. Fill out the required fields and select "***Send Trip Start Hail***".

See images below for details:
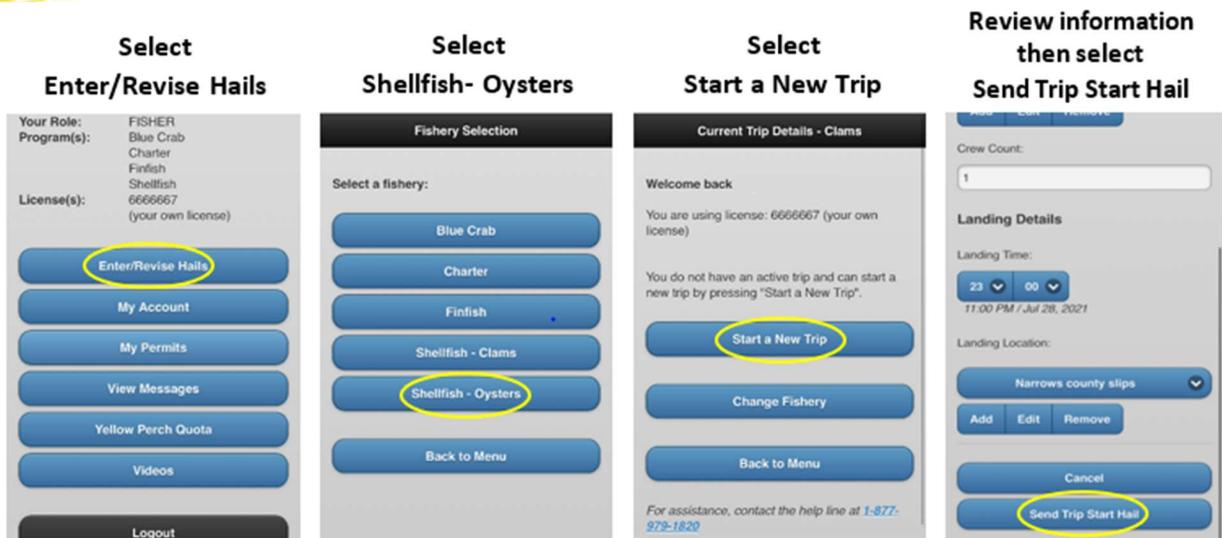
1) Click on the "**Trips**" menu tab in the top left corner of the home page and select "**Enter/Revise Hails**" from the drop-down menu.

2)Select the fishery you will be fishing in for the day.
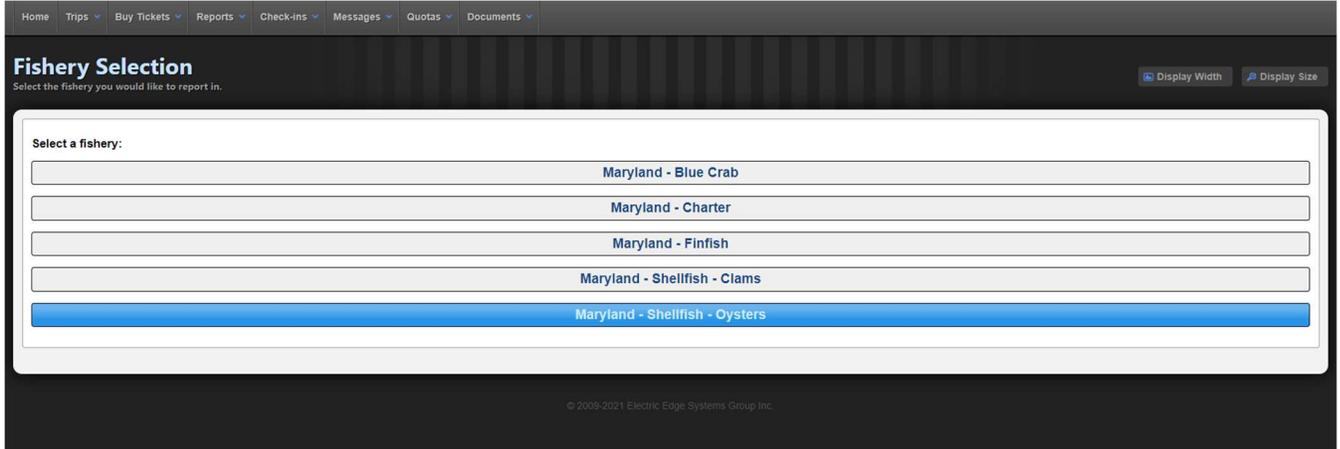
3) Select **"Start a New Trip"**.
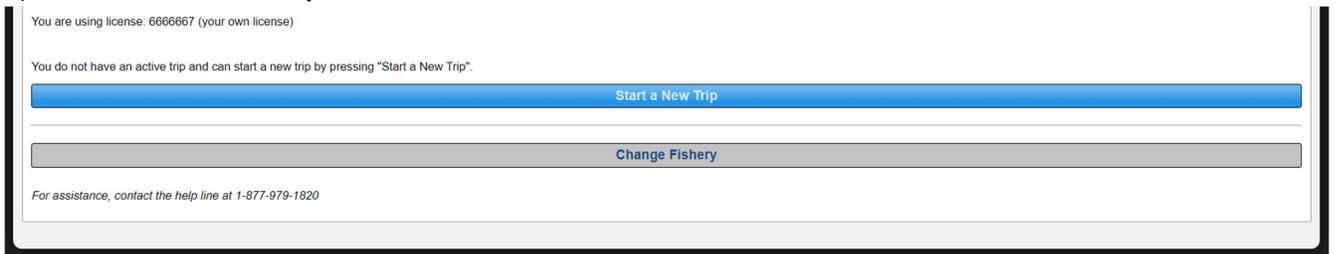
4) Fill out the required fields and select **"Send Trip Start Hail**".
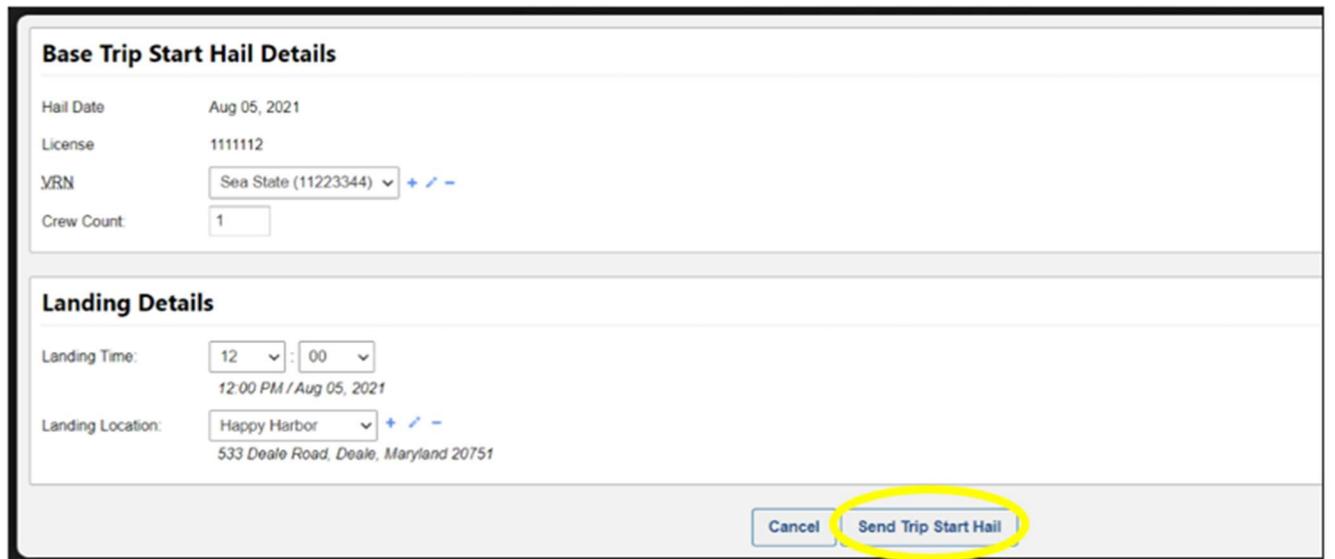
7 – How to Submit Your Shellfish Harvest (Trip End Hail)

When you open the **End Hail** to fill it out, all the information from your **Start Hail** will be populated into the form for you. If any of the information has changed since the **Start Hail**, please update it.

As part of the harvest report, the following details are required:

Oyster harvest

- Relative fishing location
- Quantity harvested
- Dealer

Clam harvest

- Relative fishing location
- Species, unit of measure, disposition (food or bait), and quantity
- Dealer
- Price per bushel/individual (optional)

To report your fishing location, first select the NOAA code in which you were fishing. Location can be reported for oyster harvest either by selecting an existing oyster bar or by selecting a point if you were not harvesting on an established bar. For clam harvest, location is reported by selecting a point central to the area where harvest occurred.

Oyster Trip End Hail - Portal Website:

1) First go to **"Trips"** and click "**Enter/Revise Hails**" which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day. Select the correct fishery, click **"Send Trip End Hail"**.

2) You will first need to fill out basic trip details, some of which will be auto-populated based on the information submitted in your start hail. Select the gear type you used to harvest and confirm that your crew count and landing details are correct. List the number of hours you spent harvesting oysters. Note that this is different than your total trip time from start hail to end hail.

3) Next, enter your harvest location details. First, select the NOAA code where your harvest occurred. To select an existing oyster bar, click on **"Select an Oyster Bar"** (See 4a). To select a point outside of existing oyster bars, click on **"Select a Point"** (See 4b).
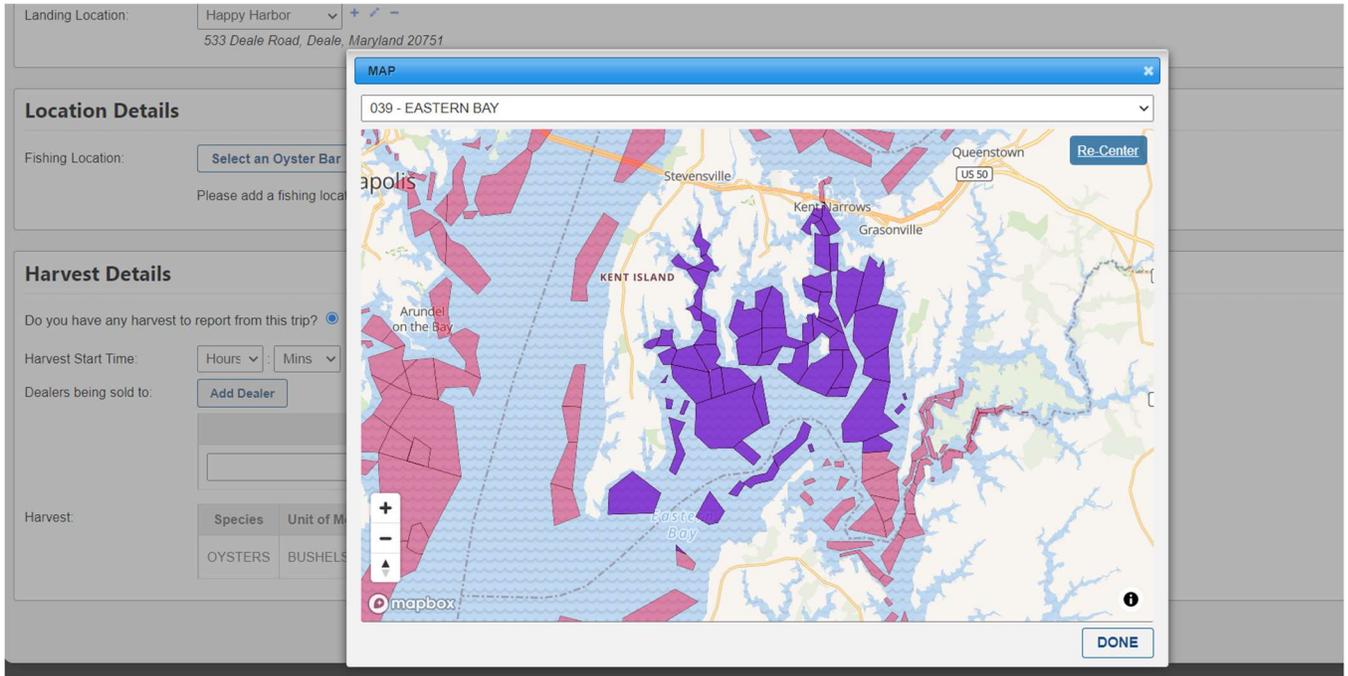
4a) If selecting an established oyster bar, select the bar you harvested from. Confirm your selection, then select **"Done"**. Note that FACTS will automatically change your NOAA code entry if you select a bar from outside the NOAA code you originally selected.
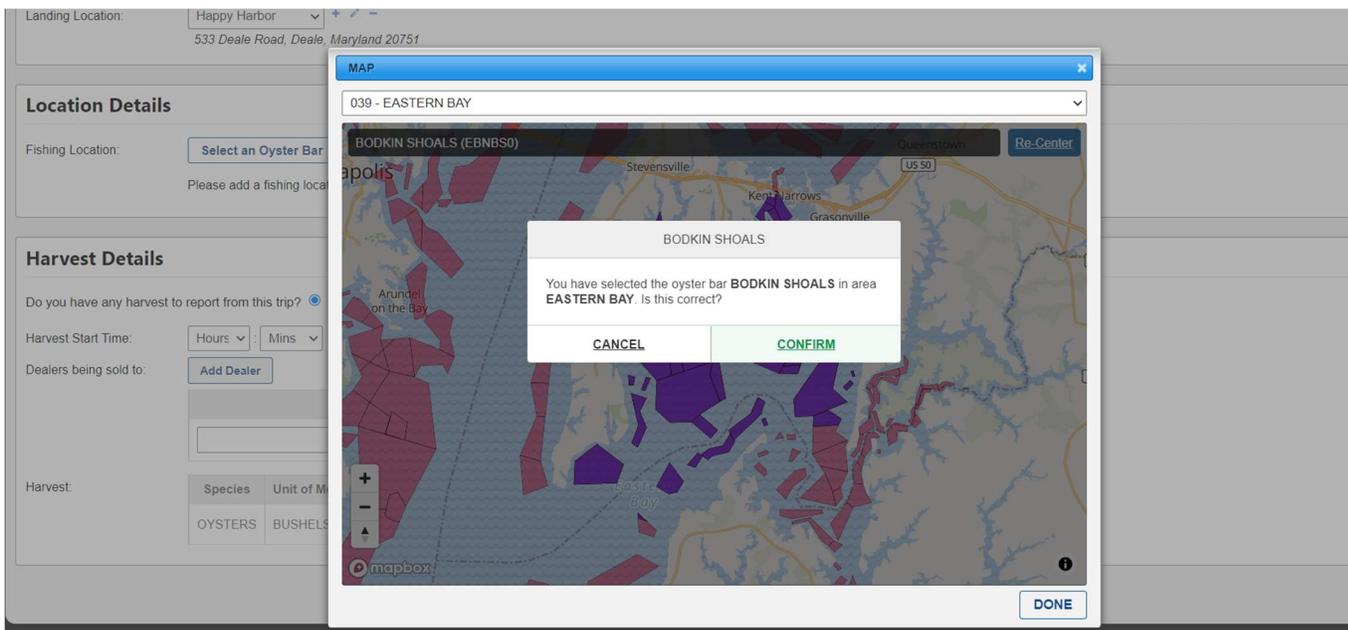
4b) If selecting a point from outside the existing oyster bars, click on the map to stamp the central location of where your harvest occurred. This will drop a point and the general coordinates of your harvest location will be recorded. Select **"Done"** to log your fishing location.
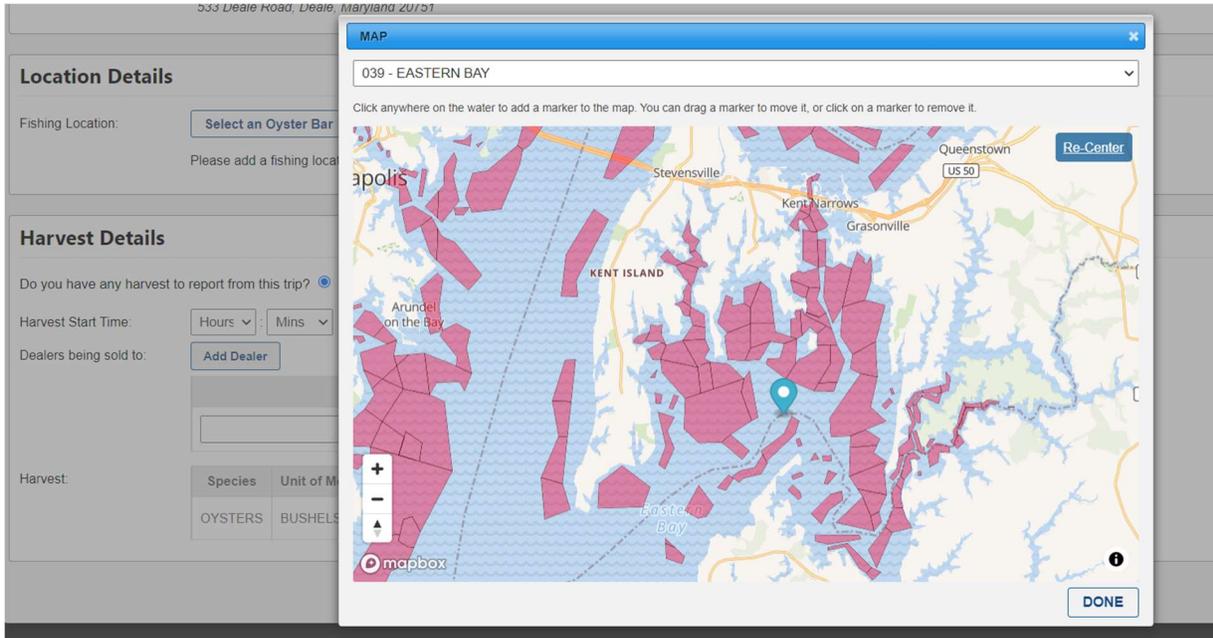
5) To enter your harvest details, first enter the time you began harvesting on the trip. Next, select the dealer you plan to sell your harvest to from the dropdown list. Frequently used dealers saved in your preferences will automatically be placed at the top of the list. If selling to multiple dealers, select **"Add Dealer"** to add another line.

6) Finally, list the quantity of oysters you harvested. Review your end hail details to ensure everything is correct and then select **"Send Trip End Hail"**.

Oyster Trip End Hail - Mobile Website:

Note: See descriptions of portal website end hail above for detailed information about each step in the end hail process.

Select "Send Trip End Hail"
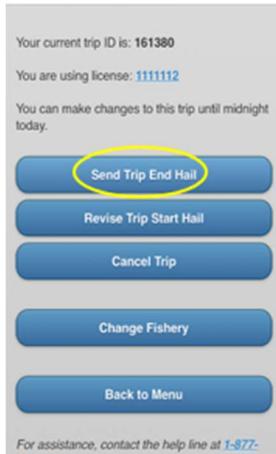
Select Gear Type and list Hours Spent Harvesting

Fill out Location Details by clicking Select an Oyster Bar or Select a Point
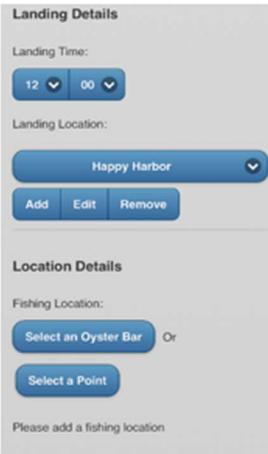
If selecting a bar, select the correct NOAA code, then select the bar from the map
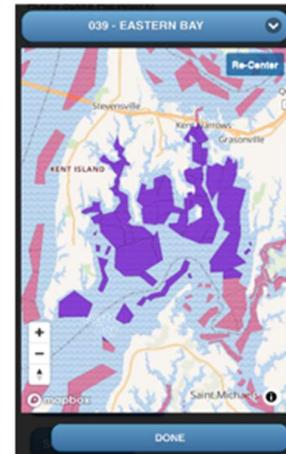
If selecting a point, select the correct NOAA code, then click on the map to add a point

Confirm that you selected the correct location and click "Done"

Fill out Harvest Details by listing Harvest Start Time and Dealer(s)

Add quantity of oysters harvested, review and select "Send Trip End Hail"

Clam Trip End Hail - Portal Website:

1) First go to *"Trips"* and click "*Enter/Revise Hails*", which will direct you to a fishery selection page to select the fishery you are fishing in for the day. Select the correct fishery and click *"Send Trip End Hail"*.

2) You will first need to fill out basic trip details, some of which will be auto-populated based on the information submitted in your start hail. Select the gear type you used to harvest and confirm that your crew count and landing details are correct. List the number of hours you spent harvesting clams. Note that this is different than your total trip time.

3) Next, enter your harvest location details. Click on **"Select a Point"**. First, select the NOAA code where your harvest occurred. Then, select the central location of where you harvested clams during the trip. This will log the general coordinates of your harvest location.

4) To enter your harvest details, first enter the time you began harvesting on the trip. Next, select the dealer you plan to sell your harvest to from the dropdown list. Frequently used dealers will automatically be placed at the top of the list. If selling to multiple dealers, select **"Add Dealer"** to add another line. List harvest by selecting unit of measure and filling out the quantity. If not selling the species for either food or bait, list a 0 for this unused quantity. If you did not harvest a particular species, check the box that says **"No Harvest"**.

5) Review your end hail details to ensure everything is correct and then select **"Send Trip End Hail"**.

Clam Trip End Hail – Mobile Website:

Note: See descriptions of portal website end hail above for detailed information about each step in the end hail process.

**Select
"Send Trip End Hail"**

**Select Gear Type
and list Hours Spent
Harvesting**

**Fill out Location
Details by clicking
Select a Point**

**Select the correct
NOAA code, then
select the harvest
area from the map**

**Fill out Harvest
Details by listing
Harvest Start Time
and Dealer(s)**

**For each species
harvested, select
Unit of Measure and
list Quantity**

**If you did not
harvest a species,
select No Harvest**

**Make sure to list a 0
if only selling a
species for one
disposition
(food or bait)**

Review details and select "Send Trip End Hail"

8 – How to Revise Trip Start Hails and Harvest Reported (Trip End Hails)

Making Hail Revisions

You have the option to revise and/or cancel all hails when necessary. All revisions must be made before midnight on the same day that the harvest occurred; otherwise, you will have to contact the helpline so that a representative from Maryland DNR can contact you to edit the trip. You can also cancel the entire trip by selecting *"Cancel Trip."* Please refer to Section 4, Daily E-Reporting Process and Best Reporting Practices, for more details on when to revise and cancel a trip. Examples of how to provide revised trip hails using the portal and mobile are shown below.

In Portal:

1) First go to *"Trips"* and click "*Enter/Revise Hails*" which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day.

2) Select the correct fishery.

3) Click *"Revise Trip Start Hail"* or *"Revise Trip End Hail"*.

Current Trip Details - Oysters
Current Trip details for STEPHANIE FISHER

[⊞ Display Width] [🔍 Display Size]

Welcome back Stephanie Fisher

Your current trip ID is: 161364

You are using license: 1111112 (your own license)

You can make changes to this trip until midnight today.

Send Trip End Hail
Revise Trip Start Hail
Cancel Trip
Change Fishery

*For assistance, contact the help line at 1-877-979-1820*

1) First click "***Enter/Revise Hails***" which will direct you to a fishery selection page for you to select the fishery you are fishing in for the day.

2) Select the correct fishery.

3) Click ***"Revise Trip Start Hail"*** *or* ***"Revise Trip End Hail"***.
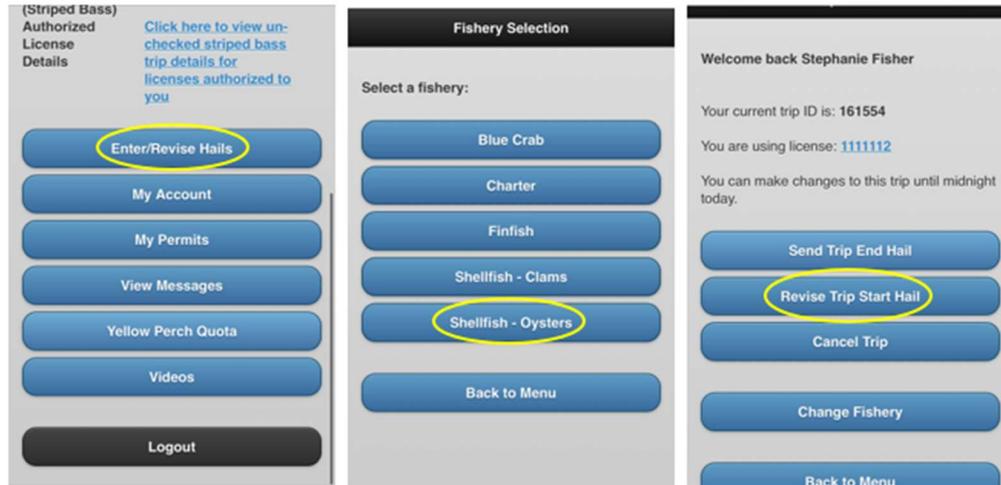
9 – How to Back-Enter Missing Trip End Hails

Submitting Missing Trip End Hails

If you have forgotten to submit a trip *End Hail* for any prior fishing trips, FACTS will prompt you to back-enter the missing trip *End Hail* information when you go to start a new trip *Start Hail*. A missing trip *End Hail* can be back entered on either the mobile or portal sites. To submit the information, select the *"Submit End Hail"* button (see image below).
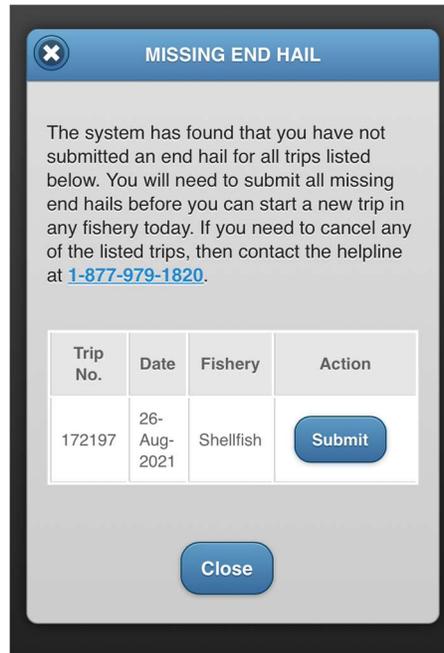
After selecting the button, a new page will open in which you can enter your prior trip's information. The process for back-entering missing Trip End Hail information is the same as submitting a trip *End Hail* (see your fishery specific Trip End Hail Section).

10 – Harvest Verification

Dockside Monitors

Dockside monitors may randomly meet you at your landing location and observe the harvest you have landed for that day's fishing trip. Your trip must have a trip end hail before harvest can be verified. After conducting a harvest report, the dockside monitor will ask you to enter your username and password on their tablet (electronic monitor report) or ask for your signature (paper monitor report) to confirm that their report entry is correct. The dockside monitor's report will be visible in the trip details of your trip records, accessible under *"My Trips"* (refer to Section 12 for complete guide). If you have any questions or concerns while working with a dockside monitor, please call the

24-hour Helpline at **1-877-979-1820**

11 – How to Access Your Records and Messages

Accessing Your Records

By accessing the portal version of FACTS on a computer (maryland.fisheryfacts.com) using your username and password, you will be able to view past trip/harvest information in the **"Trips"** menu under **"My Trips"**.

Additionally, you can go to the *"Reports"* button and click *"Harvest Summary"* to see this information summary. You can also view past messages by clicking the **"Messages"** button and then *"View History"*.

My Trips

How to view past trip and harvest information from each of your trips:

1) Click on the *"Trips"* menu tab in the top left corner of the page and select **"My Trips"** from the drop-down.

2) Initially, you will see all of your trips listed. To narrow your search results, select a specific date range, trip number, area you fished, vessel, and/or fishery and then click **"Search"**.

3) To view the details of a particular trip, click on the magnifying glass icon in the **"Action"** column of the table.

The Trips Search will display your trip information (when and where you landed) as well as your harvest information. On this same page, you will be able to see a dockside monitor report if one occurred. If any of these reports have been revised, you can still view the original report (indicated by the word "replaced" next to it) by clicking on the arrow in the circle on the right side of the header bar. This will expand the hidden information that was replaced.

Harvest Summary

You can also view your entire catch history by accessing maryland.fisheryfacts.com on a computer via your username and password.

To view your harvest summary:

1) Click on the *"Reports"* menu option at the top of the page and select "*Harvest Summary*" from the drop down.

2) Next, select the fishery that you are trying to view the harvest summary for.

3) You will then be able to select a date range of the harvest history you wish to view, as well as the harvest for a specific gear type or area fished.

If you wish to view your entire harvest summary for a given date range, leave the **"Gear Type"** and **"Area"** fields filled in with **"All"**, and select **"Generate Report"** at the bottom right of the page.

After generating the report, your harvest summary will be displayed below the search criteria fields.

You will then be able to download and save a copy of this report for your records, as either a CSV spreadsheet file or PDF, by clicking the respective download button above. A green **"Success"** box will pop up from which you can download the report and save it to your computer.

Accessing Your Messages

To view messages on the portal website, navigate to the *"Messages"* button. You can view messages from Maryland DNR and notifications for future updates to FACTS by selecting the *"Messages"* and then *"View History"* options. You can search previous messages using a specific date range.

To view messages on the mobile website, navigate to the *"View Messages"* button. You can search previous messages using a specific date range or sort by changing the status to **"Read"** or **"Unread"**.

12 – How to Troubleshoot, Get Assistance and Provide Feedback

If you ever encounter an issue while reporting, have a question or concern, or would just like to provide feedback on the FACTS E-Reporting system or process, please call the Helpline at **1-877-979-1820**. A member of the electronic reporting team staffs this toll-free helpline 24/7. If you leave a voicemail, please leave your name, license number, phone number, and a short message describing the problem or feedback and someone will return your call shortly.

Additional E-Reporting information and training videos can be found at
dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx

Below are some commonly encountered problems and how you can go about resolving them.

Error Message

When Submitting a Trip Hail, if you encounter an error or have incomplete data, FACTS will display an error message.
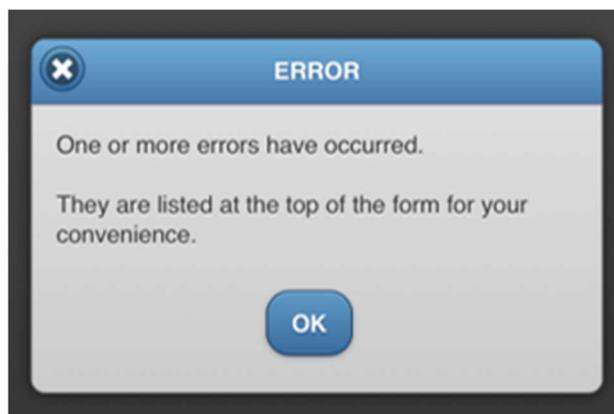
Click "**OK"** and FACTS will provide instructions as to where the error occurred and how to fix the error. Instructions will be listed at the top of the page in a red box.

An example of an error message is shown below.

Once all errors have been corrected on the form, click the **"Send"** button at the bottom of the page. If errors still occur, FACTS will display another red error box with instructions. If no errors occurred, FACTS will display a green box stating that the trip hail was submitted successfully.

Device or Reporting Problems

If you encounter a problem with reporting your harvest using FACTS, you can call the toll-free Helpline at **1-877-979-1820** for assistance.

Forgetting Passwords

If you have forgotten your password and you had previously set up your security question in **"My Account",** you can retrieve your password by selecting **"Forgot Password?"** on the home page of the mobile or portal website. You will be prompted to answer the security question. If you answer the question correctly, your password will be shown to you on the screen. If you did not set up your security question in your account preferences or are unsure, you can receive help retrieving your password by contacting the Helpline (toll free) at **1-877-979-1820**.

Forgetting to Report Daily Harvest

If you have forgotten to start a daily trip and report harvest for the day, you can still submit your daily harvest up until midnight of the night of your trip. If you forget to submit a trip end hail and harvest information before midnight, you must fill in the missing trip end hail form that appears when you start a new trip. You must submit all missing trip end hails from all fisheries before starting a new trip in any fishery. A missing trip end hail notification will display and direct you to fill in the required information (refer to Section 10). If you do not submit your harvest report via FACTS during the day of harvest, you will have to follow the procedures outlined in the "***Alternative Reporting Methods***" section below.

Alternative Reporting Methods

If your problem cannot be resolved during the day of harvest, then you should call the Helpline and let the support staff know about the problem. Document any harvest that you are unable to report using the paper report until the problem can be resolved. The helpline should be able to help you enter the trip. If the helpline cannot assist, a Maryland DNR representative will contact you to collect any harvest information that you could not submit electronically. You will not be submitting the paper report to DNR but will be using it to provide the helpline or DNR representative with your accurate harvest details for back-entry. Paper forms are provided for your convenience at: dnr.maryland.gov/fisheries/Pages/e-reporting/index.aspx

Regulation Issue or Question

If you have a regulation issue or question, please contact Jacob Holtz with the department's Regulatory and Legislative Review group at the phone number or email listed below:

Phone Number: 410-260-8262

Email: jacob.holtz@maryland.gov

13 – Dealers

For FACTS users selling to Dealers who use FACTS

The FACTS Dealer Pilot is voluntary and expanding, so your preferred dealer might not (yet) be included in the program's list of available dealers. If they are not, you will be able to complete your sale using a paper buy ticket. Make sure you know your FACTS username and password as this will be your electronic signature.

To simplify your record keeping, you can request to receive an emailed receipt of your buy ticket. To do so, make sure your email is saved in your account preferences and select the checkbox on the buy ticket to request an email receipt. If your email is not saved in your account, you can manually enter one on the buy ticket screen.

Once you have entered your username and password as your signature and verified that all of the information on the form is correct, click the checkbox stating *"By checking this box I solemnly affirm under the penalty of perjury that the contents of the foregoing form are true to the best of my knowledge, information, and belief. Willfully falsifying information on this form is a crime. MD. CODE ANN., CRIM. LAW § 8-606."* to continue.

For Dealers

How to Request a Dealer Pilot Program Permit

1) Log on to your account maryland.fisheryfacts.com

2) Go to *"My Account"*

3) Select **"Request Permit"** under Shellfish Dealer Pilot Permit

4) Agree to the terms by clicking the checkbox. Please enter your Maryland Department of Health certification number for the team to cross reference their database to validate your credentials. Once you have finished, select continue.

5) Review the permit conditions and agree to the terms by clicking to checkbox. Select **"Request Permit"** to submit your request.

Creating a buy ticket

You can create a buy ticket for both FACTS users and users who are using traditional reporting methods.

1) On portal, go to *"Buy Tickets"* and click *"Add a Buy Ticket*".

2) Select the species reported and add the seller's license number. If they are a recent seller, they will appear in the drop down next to the license number box with their name and license number. There is a box that allows you to select how many recent sellers appear in this drop-down menu. Finally, either manually enter the license number or select one from the dropdown, then hit *"Submit"*.

3) Once you do this, if the seller is a FACTS user, the buy ticket will populate with information from the seller's end hail on that same day to save time. Best reporting practices specify that a waterman's end hail should be submitted 30 minutes prior to returning to the dock, and thus it should already be submitted when he/she arrives at the dealer. There is an email receipt checkbox in the buy ticket form. If the seller is a FACTS user and they have their email address in their account information, then it will populate. If not, the email will have to be manually entered.

4) If an end hail has not been submitted upon arrival at the dealer, the buy ticket will not be auto-filled, and information will need to be entered manually. If the seller is not a FACTS user, the information will also need to be entered manually. An example of a buy ticket form for a harvester who is not using FACTS is shown below.

5) FACTS users will have to know their username and password, this will count as their signature on the electronic buy ticket. If they are not a FACTS user, they must enter their full name and the last four digits of their DNR ID. Once they put in their credentials, they will have to click the checkbox stating "*By checking this box I solemnly affirm under the penalty of perjury that the contents of the foregoing form are true to the best of my knowledge, information, and belief. Willfully falsifying information on this form is a crime. MD. CODE ANN., CRIM. LAW § 8-606.*" to continue. Select "***Submit & Complete***" to finalize the buy ticket.

View Buy Ticket History

You can view your buy ticket history on the portal version of FACTS by going to *"Buy Tickets"* and *"View History"*.

Purchase Summary Report

You can view your purchase history on the portal version of FACTS under *"Reports"* and *"Purchase Summary"*.

Tax Form

Dealers can add tax forms directly to their FACTS account for reference.

1) In order to view or edit tax forms, select the "**Tax Forms**" option from the toolbar.
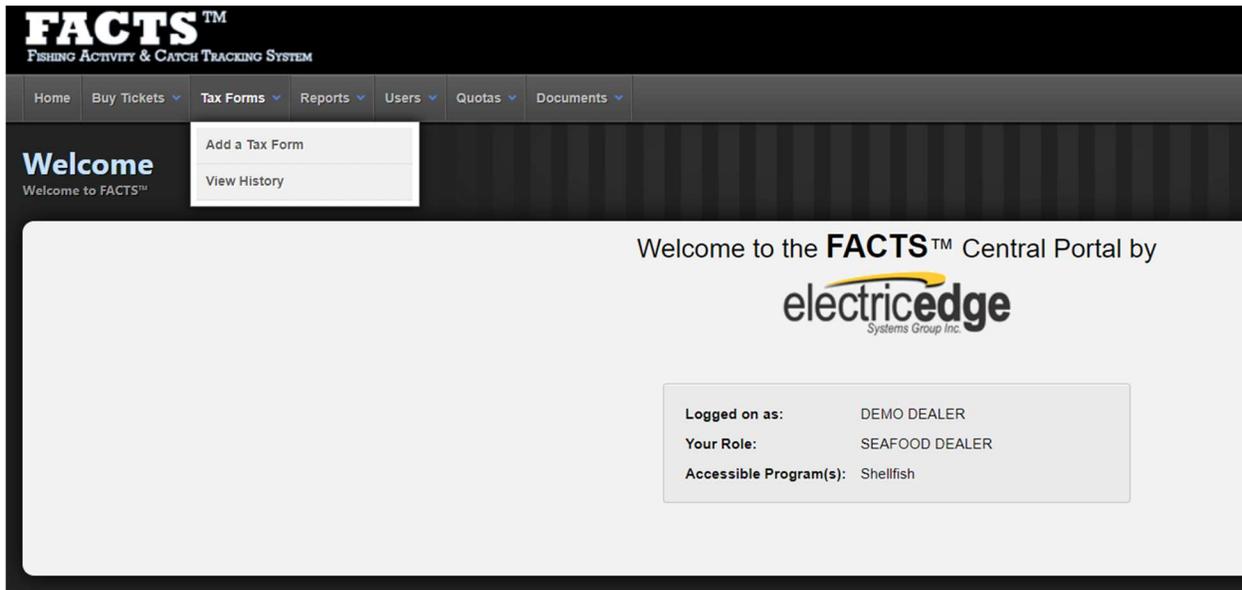
2) To add a new tax form, select "**Add a Tax Form**". Enter the time period the form should include and select the appropriate options for the purchase and export of oysters. Then select "**Save Tax Form**".

3) If oysters were exported, select **"Yes"** for the prompt "Did you export oysters?" You will then be required to fill out Section III of the tax form, which includes the export location and number of bushels exported. Export locations can be saved as a preference in your account settings. After filling out this information, select "*Save Tax Form".*

To view your tax form history, select "*View History*" from the tax form option on the toolbar. You will be able to view, edit, download, print, or delete your saved tax forms.

Page one of a sample printed tax form is shown below. The printed tax form and corresponding payment can be mailed directly to: Maryland Department of Natural Resources, Licensing and Registration Service, 160 HARRY S TRUMAN PKWAY, ANNAPOLIS, MARYLAND 21401.

9/23/21, 10:28 AM   Tax Form

Section I - Base Details

License #	3465345
Name	DEMO DEALER
Address	1337 DEMO AVE
City/State/Zip	DEMOSVILLE, HAWAII, 90210
Period Ending	30-Sep-2021

Section II - Taxes to be Remitted

	Quantity of Bushels	Fee	Tax Due
SSVT - Oyster Severance Tax	5.00	$1.00	$5.00
		[Sub-Total]	$5.00

Section III - Export Locations

Export Location	Test
Address	937 Esslinger Road
City/State/Zip	Parksville, Alabama, 90210

	Quantity of Bushels	Fee	Tax Due
SSVT - Oyster Export Tax	15	$0.30	$4.50
		Total	$4.50

Export Location	Test
Address	937 Esslinger Road
City/State/Zip	Parksville, Alabama, 90210

	Quantity of Bushels	Fee	Tax Due
SSVT - Oyster Export Tax	5	$0.30	$1.50
		Total	$1.50