

# Creating an Online Account and Claim Existing Permits

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Commonwealth of Massachusetts, Division of Marine Fisheries  
Online Commercial, Dealer, and Special Permit Sales Guide Series  
Volume 1

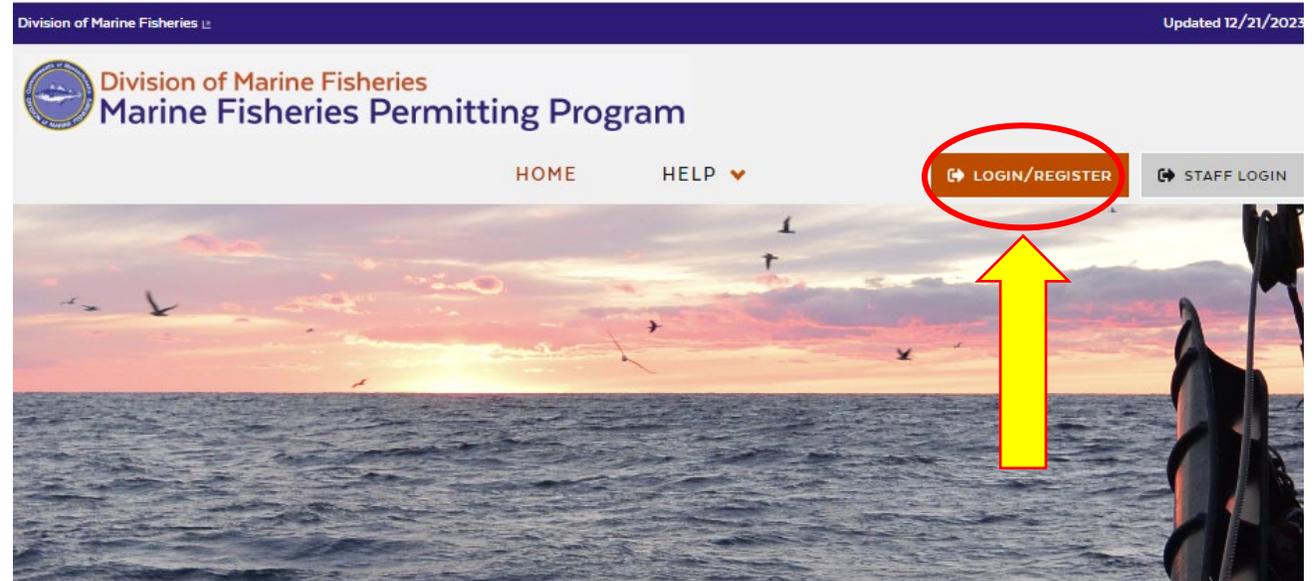
Last updated: December 2024

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- Navigate to the Permits website at <https://eeaonline.eea.state.ma.us/DFG/FISHING>
- Click the LOGIN/REGISTER button



Division of Marine Fisheries Updated 12/21/2023

**Division of Marine Fisheries**  
**Marine Fisheries Permitting Program**

HOME HELP ▾ **LOGIN/REGISTER** STAFF LOGIN

## Apply for Permits

### Commercial Fishing Permits, Seafood Dealer Permits, & Special Permits

Massachusetts is home to some of the nation's most productive commercial fishing ports, and the industry is important to the Commonwealth and its coastal towns. The Division of Marine Fisheries (DMF) manages the state's commercial and recreational saltwater fisheries and oversees other services that support the marine environment and fishing communities. DMF issues and renews licenses or permits for recreational fishing and the commercial industry. This application is dedicated to the commercial industry and special permitted activities only. To find out more information on recreational fishing, or if you are looking to buy or renew a recreational fishing permit, please visit our [recreational permitting page](#).

### Commercial Fishing Permits

### Contact

**Division of Marine Fisheries**

Phone  
(617) 626-1520

Email  
[marine.fish@mass.gov](mailto:marine.fish@mass.gov)

# Creating an online account

- To create an online account, choose “Create an account”

Energy & Environmental Affairs  
Department of Fish and Game

### Login

Username\*

Password\*

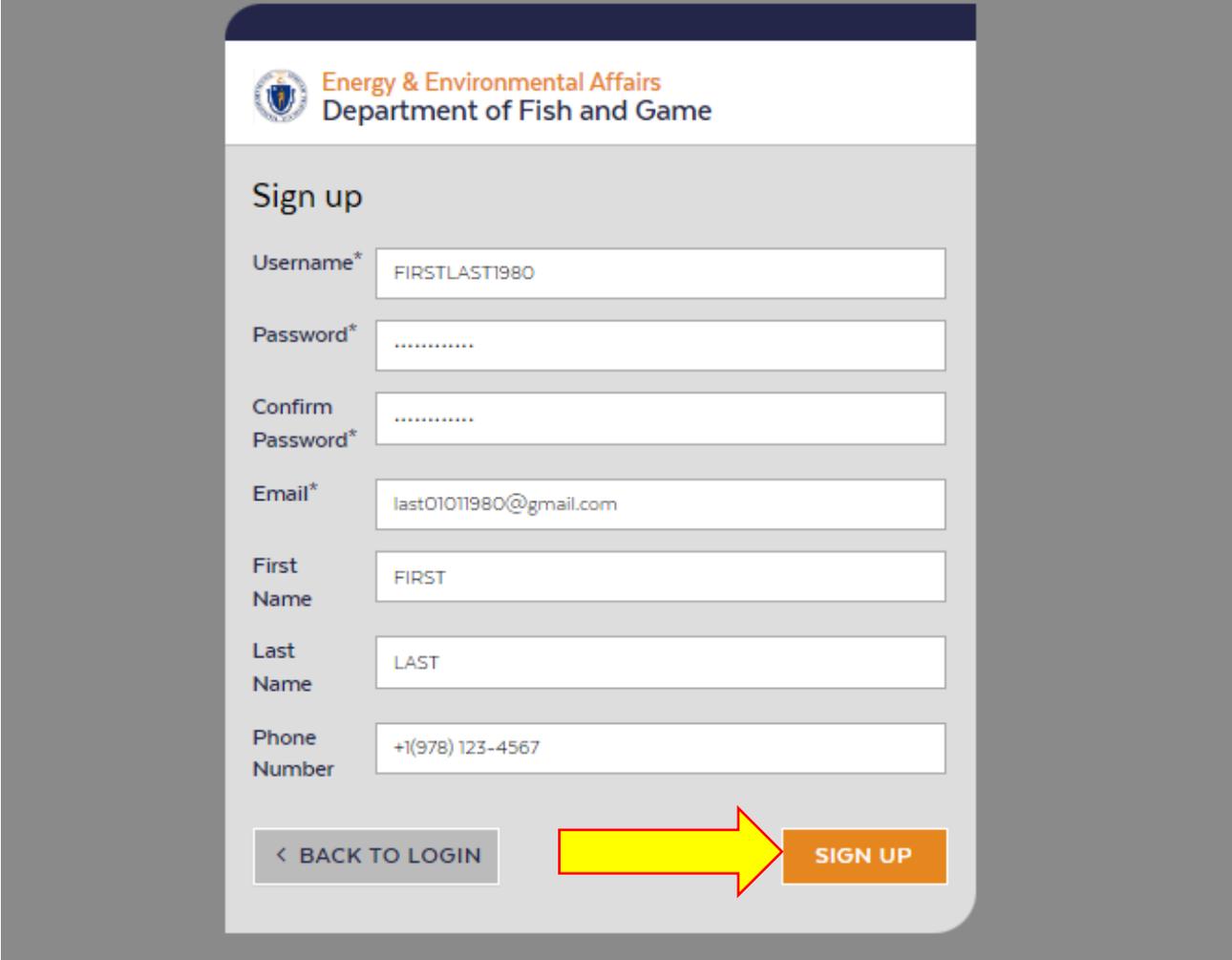
[CANCEL](#) [LOGIN](#)

[Create an account >](#) [Activate user >](#)

[Forgot password >](#) [Update User Profile >](#)

# Creating an online account

- Choose a username and password.
- Passwords must be eight characters including one uppercase letter, one special character and alphanumeric characters.
- Enter your email address.
- Enter your first and last name as they appear on your permit. This is important to claim your permits easily.
- Enter your phone number.
- Then click “SIGN UP”.



The screenshot shows a web form titled "Sign up" for the Energy & Environmental Affairs Department of Fish and Game. The form includes the following fields and buttons:

- Username\***: FIRSTLAST1980
- Password\***: .....
- Confirm Password\***: .....
- Email\***: last01011980@gmail.com
- First Name**: FIRST
- Last Name**: LAST
- Phone Number**: +(978) 123-4567

At the bottom of the form, there are two buttons: a grey button labeled "< BACK TO LOGIN" and an orange button labeled "SIGN UP". A large yellow arrow with a red outline points from the "BACK TO LOGIN" button towards the "SIGN UP" button.

# Activating your account

- You should receive an email containing an activation code at the email address you entered in the previous step.
- Enter your username and the activation code from your email.
- Click “ACTIVATE”.

**Energy & Environmental Affairs**  
**Department of Fish and Game**

## Activate User

Please check your email inbox for an activation code. Please enter this code in the activation form with your username to activate your account. If you don't receive the email, please check your spam or junk folder. If your code does not work, please contact us.

Username\*

Activation Code\*

[< BACK TO LOGIN](#) [Resend Activation Code >](#) [ACTIVATE](#)

If you do not receive an activation code, check your email's spam folder. If you still haven't received it, you can resend the activation code .

# Logging in for the first time

- Enter your username and password
- Click “LOGIN”

Energy & Environmental Affairs  
Department of Fish and Game

## Login

Username\*

Password\*

[Create an account >](#) [Activate user >](#)

[Forgot password >](#) [Update User Profile >](#)

# Logging in for the first time

You will be prompted to complete your user profile. If you already have a permit with DMF, the information entered here will be used to match you with your existing permit information. For best results use the same information as it is entered on your existing permit.

- Enter your middle initial and suffix if you have one on your existing permit.
- Enter your date of birth.
- Choose your preferred renewal method.

The screenshot shows the 'User Profile' page for the 'Division of Marine Fisheries Marine Fisheries Permitting Program'. The page has a navigation bar with 'DASHBOARD', 'REQUEST', 'HELP', and 'LOGOUT' options. The main content area is titled 'User Profile' and includes a message: 'Thank you for creating an account. Please provide your information. All fields marked with an asterisk (\*) are required.' The form is divided into two tabs: 'PERSONAL PROFILE' (active) and 'ORGANIZATIONS'. The 'Personal Profile' section contains the following fields:

- First Name \***: Text input with 'FIRST' entered.
- MI**: Text input with a yellow highlight.
- Last Name \***: Text input with 'LAST' entered.
- Suffix**: Dropdown menu with 'Select One' and a downward arrow.
- Email Address \***: Text input with 'last01011980@gmail.com' entered.
- Additional Email Address**: Text input.
- Date of Birth**: Text input with a yellow highlight and a calendar icon, containing 'mm/dd/yyyy'.
- Preferred Renewal Method**: Radio buttons for 'Online (paperless)' (selected, highlighted in yellow) and 'Mail'.
- Residential Address**: A section with an 'International Address' checkbox.
- Address Line 1 \***: Text input.
- Address Line 2**: Text input.
- Country \***: Dropdown menu with 'United States Of America' selected.
- State \***: Dropdown menu with 'Select One' selected.
- City/Town \***: Dropdown menu with 'Select One' selected.
- Zip Code \***: Text input with 'Select One' selected.

# Logging in for the first time

- Enter your residential address information.
- If your mailing address is the same, click the “Same as Residential Address” box.
- If not, enter your mailing address in the correct boxes.
- Enter your phone number. If you wish to add an additional number click “+ADD ANOTHER PHONE NUMBER”. Be sure to select a phone type.
- Click “SAVE UPDATES”.

**Residential Address**  
 International Address

Address Line 1 \* Address Line 2 Country \*  
United States Of America

State \* City/Town \* Zip Code \*  
Select One Select One Select One

**Mailing Address**  
 Same as Residential Address  International Address

Address Line 1 \* Address Line 2 Country \*  
United States Of America

State \* City/Town \* Zip Code \*  
Select One Select One Select One

**Phone \***

Phone Number	Extension	Phone Type	Action
(xxx) xxx-xxxx		Select One	

+ ADD ANOTHER PHONE NUMBER

**Comments**

+ SUBMIT COMMENT

CANCEL SAVE UPDATES

If you already have a permit with us, please be sure to match what is printed on your permit as best you can. Note that if an element has changed, you can update it after you claim your permits.

# Matching permits

The system will attempt to match the information you entered with pre-existing permits. If successful, the message to the right will display.

Click "OK" to move to the next page.

If you do not see this message, you either do not have permits with DMF, or there was a difference between your profile and what we had on file. Information on how to add your permits, if you have any, is in the next few steps.

Updated 10/26/2023

**Notification**

We found permit(s) matching with your profile.

To see your permits, please navigate to your dashboard and review your list of permits for accuracy. If any of these permits are held in the name of an organization, you will also see your organization affiliations in your profile. All active permits will automatically become available for renewal in December.

Please contact DMF at 617-626-1520 or [marine.fish@mass.gov](mailto:marine.fish@mass.gov) if you see any discrepancies in your list of permits. If you are still missing some of your permits, you can request additional review by clicking on the Requests option in the main menu and selecting the Request access to existing permits option.

**OK** ←

MI: M, Last Name: LAST, Suffix: Select One, Additional Email Address: , Date of Birth: 01/01/1980

# Main Dashboard

Permits that were automatically matched will appear here, on your Dashboard. You can use the search function to search through the list as needed. You can also add columns by clicking on the boxes on the bottom of the grid.

From here you can:

- A. Print copies of your Active permits by clicking on the permit number,
- B. renew or change your permits through the Manage options,
- C. apply for new permits, and
- D. see any pending requests in the request tab.

Continued on next slide.

Division of Marine Fisheries  
Marine Fisheries Permitting Program

FIRST LAST

DASHBOARD REQUEST HELP 0

DASHBOARD

Dashboard

Dashboard

+ APPLY FOR A NEW PERMIT

PERMIT(S) REQUEST(S)

Search Permit

Permits List

Permit Number	Permit Holder's Name	Organization's Name	Permit Category	Permit Type	Issue Date	Expiry Date	Permit Status	Action
184387	FIRST LAST		COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	11/01/2023	12/31/2023	Active	MANAGE

Showing 1 - 1 of 1 results 15/Page

Manage Columns

Permit Holder's Name  Organization's Name  Permit Category  Permit Type  Issue Date  Expiry Date

Vessel Name  Hull No  Compliance Status  Permit Status

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# Main Dashboard

If you do not see all your permits, you can manually request access to them using the request menu at the top of the screen (E, see next slide). From that menu, you can also request duplicate shellfish transaction cards if you have lost yours, and access links to other forms.

Other navigation items include:

- F. A help menu that includes links to various help items,
- G. notifications, and
- H. access to your user profile and organizations.

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Marine Fisheries Permitting Program

DASHBOARD REQUEST HELP [Notification] [User Profile] LOGOUT

Dashboard

PERMITS REQUEST(S)

Search Permits

Permits List

Permit Number	Permit Holder's Name	Organization's Name	Permit Category	Permit Type	Issue Date	Expiry Date	Permit Status	Action
184387	FIRST LAST		COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	11/01/2023	12/31/2023	Active	MANAGE

Showing 1 - 1 of 1 results 15/Page

Manage Columns

Permit Holder's Name  Organization's Name  Permit Category  Permit Type  Issue Date  Expiry Date

Vessel Name  Hull No  Compliance Status  Permit Status

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# Requesting access to an existing permit

- If you are missing permits in your Permits List, click the Request Menu and select “Request to Existing Permit” option.

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FIRST LAST

DASHBOARD REQUEST HELP LOGOUT

Dashboard

Dashboard

PERMIT(S) REQUEST(S)

Search Permits

Permits List

Permit Number	Permit Holder's Name	Organization's Name	Permit Category	Permit Type	Issue Date	Expiry Date	Permit Status	Action
184387	FIRST LAST		COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	11/01/2023	12/31/2023	Active	MANAGE

« < 1 > » Showing 1 - 1 of 1 results 15/Page

Manage Columns

Permit Holder's Name  Organization's Name  Permit Category  Permit Type  Issue Date  Expiry Date

Vessel Name  Hull No  Compliance Status  Permit Status

# Requesting access to an existing permit

- Enter the permit number for which you are requesting access.
- Select the permit category of that permit from the drop down. Choices are commercial, dealer, or special permit.
- Hit “SUBMIT”.
- DMF will receive your request and review it. If there are questions, DMF will reach out to you by phone and/or email.
- Upon approval, you will get a notification and be able to see your permits in your dashboard
- Please only submit one of these at a time even if you hold multiple permits. DMF will reach out if we need you to do this process multiple times.
- While you have a pending permit request, you will be unable to apply for new permits.

Division of Marine Fisheries Updated 01/05/2024

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Anna Webb

DASHBOARD REQUEST ▼ HELP ▼ 45 ▼ ▼ LOGOUT ↗

Dashboard > Request to Existing Permit

### Request Access to Existing Permits

Fields marked with an asterisk (\*) are required.

Permit Number \*

Permit Category \*

Division of Marine Fisheries

# Questions?

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- Contact DMF's permitting help desk at
  - Phone: 617-626-1520
  - Email: [marine.fish@mass.gov](mailto:marine.fish@mass.gov)
- See more user guides on our website!
  - Managing your user profile and organizations
  - Applying for a new permit
  - Amending a permit
  - Renewing a permit
  - Paying for a permit