

User Guide for Reporting Obligation - Upload

Step 1 - Accessing the Reporting Obligation Form

Log in to <u>https://aqua.fish.wa.gov.au</u> and click "Form Vault" at the top right-hand corner of the screen.



Five different types of online forms will appear. Click on the Reporting Obligation - Upload (see red arrow below).



Next, click on the green start button.

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Step 2 - General

The next page provides some general information on the returns that can be submitted through this page.

Please read the information and answer the question "Is the Licence holder the author of the following information?" by selecting "Yes" or "No".

If you have selected "No", provide the contact details of the person that is submitting the report.

Primary Industries and Primary Industries and	4	2511349-Bonake	/ Nominees
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Business phone number			
(0x) хооск хооск			
Mobile phone number 04xx xxx xxx xxx			
		🖹 Save	Next

Click "Next".

Step 3 - Report

Provide the Report date. If providing a report that is for a specific reporting period, please provide this period in the report description under "Document".

Select the Licence number that the report relates to.

Select the corresponding report type.

Provide a description for the report. Include company name and report period if possible.



Attach the report document by clicking the "+" add files button (see red arrow).

If you wish to add another document, click on the "+" add more button.

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Click next.

Step 4 – Confirmation

The next page will provide a summary of the information that you have provided. Read through the confirmation summary. If there are any mistakes that you would like to rectify, click on the back button and edit the relevant fields.

On the Confirmation page, you can also add any comments if you wish or leave blank.

Comments	
▼ Declaration	
* I/We declare that all information entered into this form including any attachment document are true and correct	
© Back	A Submit

Before submitting your report, please declare that all information entered into this return form is true and correct by ticking the box.

Click submit.

Step 5 – Receipt

A receipt will be issued to you by email for submitting your report.

You will also be able to view your submitted report online by clicking under "Dashboard" (top righthand corner of the screen) and under "Reporting Obligation – Upload".