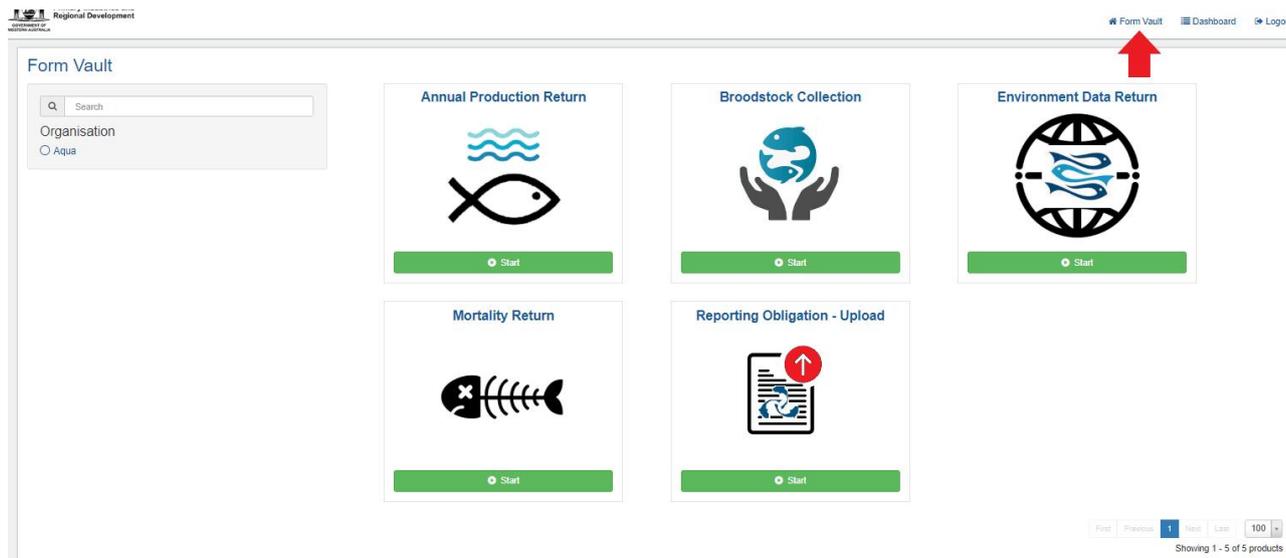


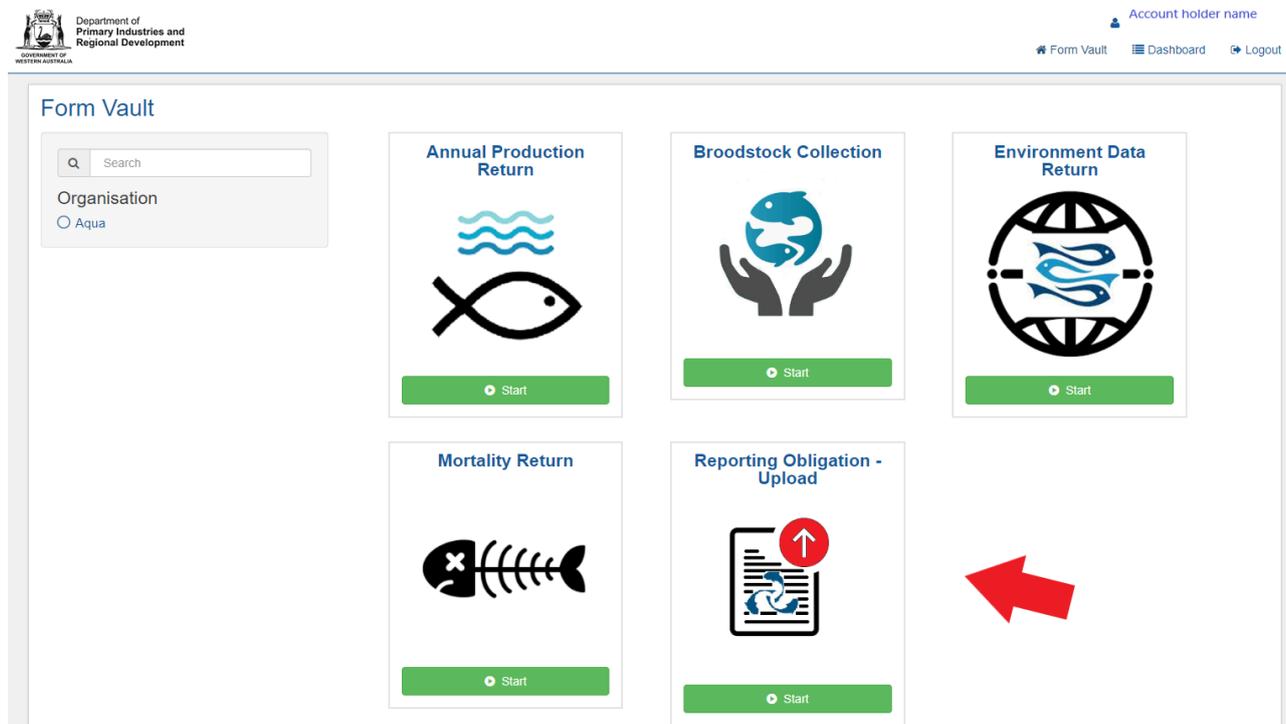
User Guide for Reporting Obligation - Upload

Step 1 - Accessing the Reporting Obligation Form

Log in to <https://aqua.fish.wa.gov.au> 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.



Reporting Obligation - Upload

20 July 2022

[Start](#)

Description

Reporting Obligation - Upload

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.

Reporting Obligation - Upload

General

This form is for the submission of documents or reports, as required under a condition of an Exemption or Aquaculture Licence. These include but are not limited to:

- MEMP reports
- Annual Exemption reports
- Photographs (coral or algae, as per Exemption condition)

Application Id. RP-908

* Is the Licence Holder the author of the following information?

Yes No

▼ Person submitting the report

* Name

* Email Address

* Provide at least one phone number

Business phone number

Mobile phone number

[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”.

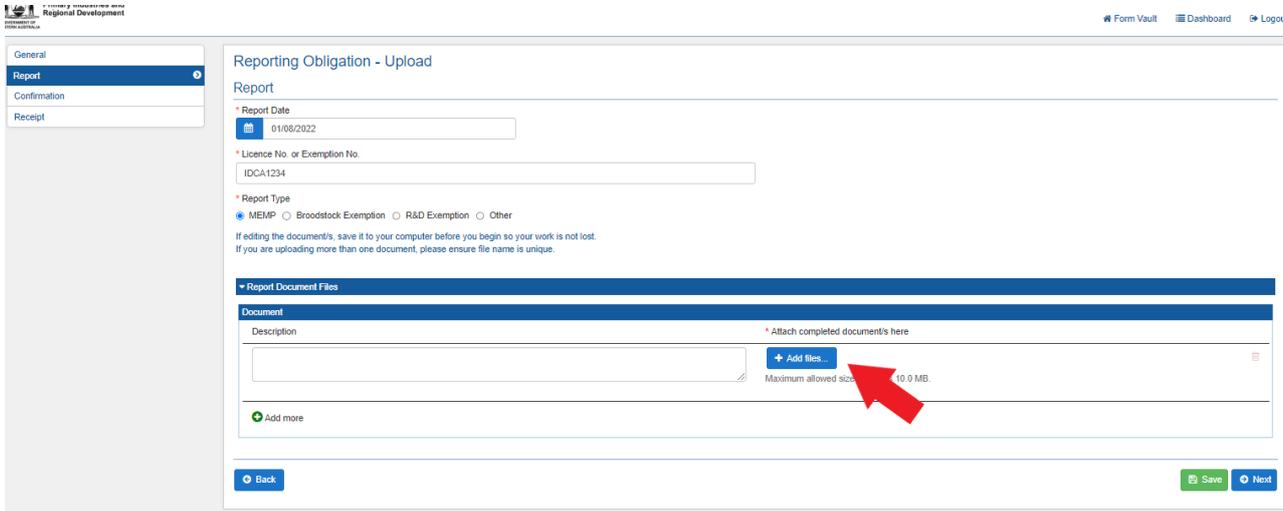
Select the Licence number that the report relates to.

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.

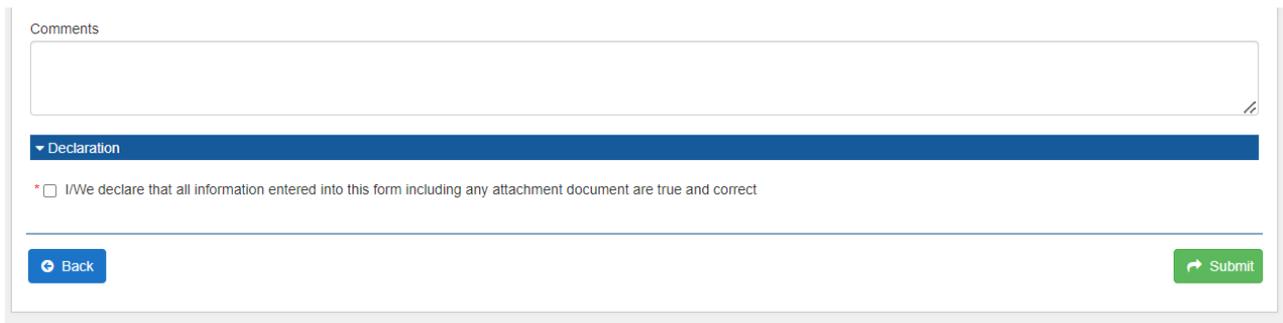


Click next.

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.



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 right-hand corner of the screen) and under “Reporting Obligation – Upload”.