



# Nominate a Master for an MFL using Fish Eye Online

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The MFL Online Operator can nominate a person, who is registered for Fish Eye Online Services and holds a current Commercial Fishing Licence (CFL), as a master. This is the fastest and simplest way to nominate a master.

The alternative method is to use the Nomination Form ([ET-2](#)), which is available the Department of Fisheries website.

The Fish Eye Online>Licensing> Masters Management>Delete function is the simplest way to denominate a Master.

## Conditions

A person must be nominated for the role of Master to be able to use Fish Eye Online Services or the CatchER App to submit trip returns. More than one person can be nominated to the role of Master but each Master must have a unique email address (not able to be accessed by any other person) and must not share their Fish Eye password or CatchER PIN with any other person.

## Applies to

MFL Holder	No
<b>MFL Online Operator</b>	<b>Yes</b>
Master	No
Receiver	No
Receiver Online Operator	No

## Requirements

The Master must be registered for Fish Eye Online Services and have a current Commercial Fishing Licence (CFL).

You will also need to nominate your master for Interactive Voice Response (IVR), this is a separate process. The Catch and Disposal Record (CDR) and IVR is the fall back system in case of a failure with Fish Eye or CatchER nominations.

## Instructions

1. Open the **Fish Eye** website.

The **Log On** screen will display.

2. Complete the following fields:

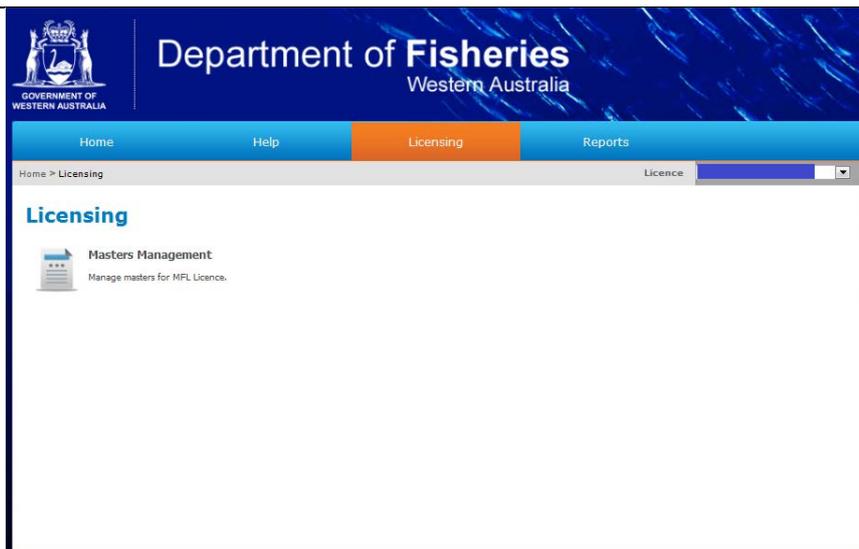
- a) **User ID**
- b) **Password**
- c) Click the **Log On** button.

The **Dashboard** screen will display.

3. Click on **Licensing**

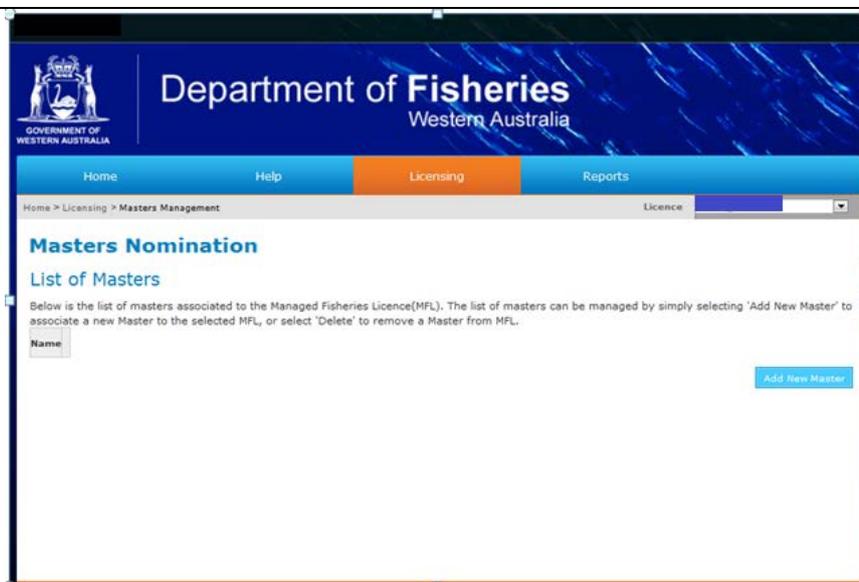
Entitlement Part	Current Entitlement (Units)*	Entitlement Remaining (kg)**
Western Rock Lobster Zone A	1753	Balance is not available
Western Rock Lobster Zone B	1147	Balance is not available

4. Click on **Masters Management**



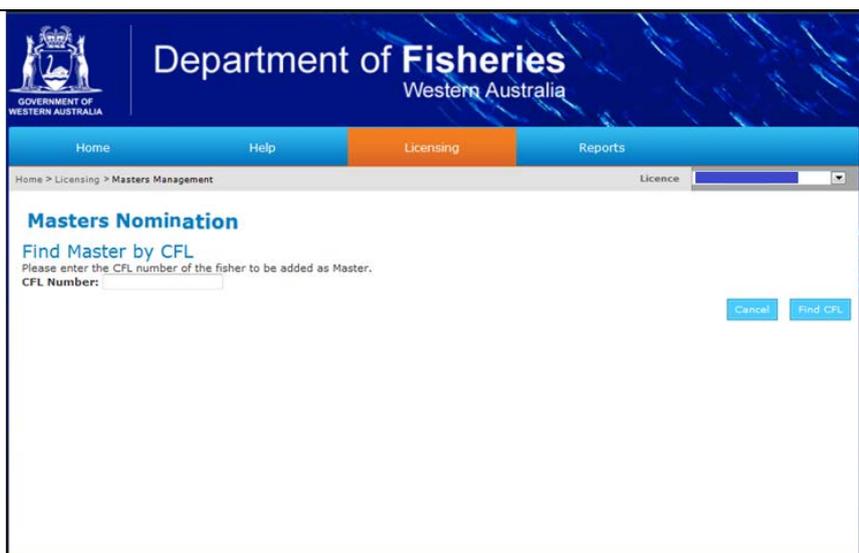
Your list of masters will show.

5. Click on **Add New Master**



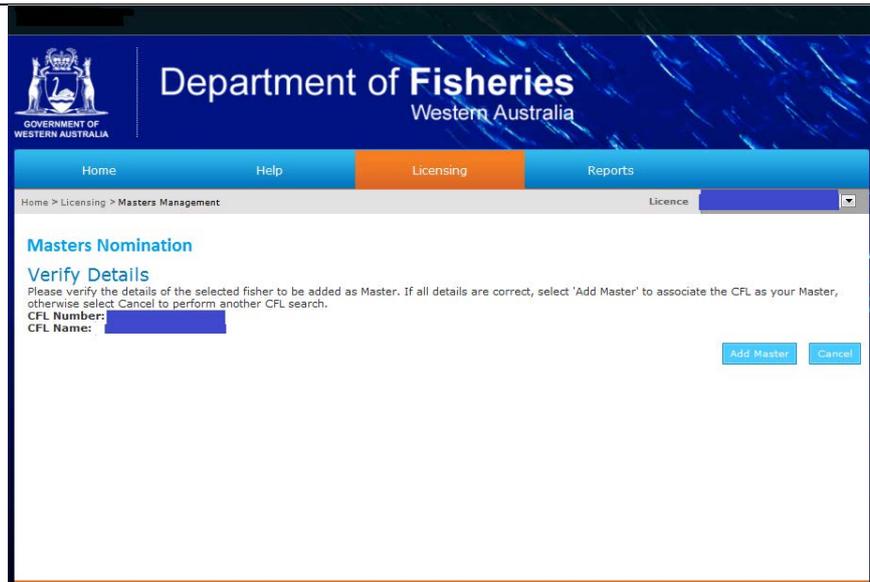
6. Enter the Master's CFL number in the **CFL Number** field.

7. Click on **Find CFL**



8. Verify the details listed against **CFL Number** and **CFL Name**.

9. If they are correct then click on **Add Master**.



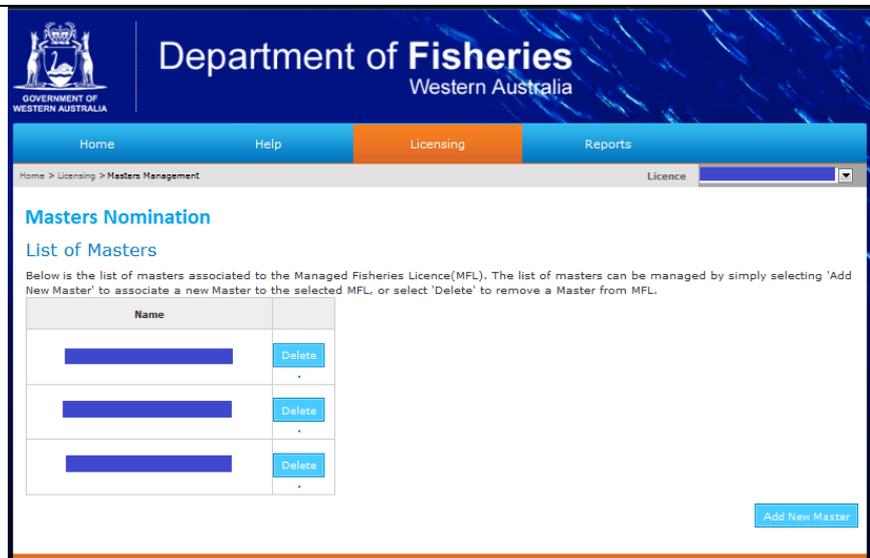
The **List of Masters** will be displayed.

To add another master repeat steps 5 to 9.

You can have more than one Master nominated for an MFL.

10. Click on **Delete** to denominate a master.

**Note:** There is no need to delete masters if they are not fishing.



End of instructions.

## ***Fish Eye Helpline and Support***

A dedicated Fish Eye and CatchER Helpline is in operation from 8.30am to 4.30pm, Monday to Friday. The Helpline will answer questions related to Fish Eye.

**Email:** [Fisheye.Support@fish.wa.gov.au](mailto:Fisheye.Support@fish.wa.gov.au)

**Phone:** 1300 550 763

## ***Online Troubleshooting Guide for Fish Eye issues***

An online troubleshooting guide is available on the Department of Fisheries [website](#).

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