

Department of Land and Natural Resources (DLNR)
Division of Aquatic Resources (DAR)
State of Hawaii

Online Dealer Reports (ODR)
Website User Guide

This guide will help users navigate the Online Dealer Reports website. One will need to provide an email address, five-digit Commercial Marine Dealer License number, and provide a unique password. For questions regarding accessing or filing reports via ODR, please contact DLNR-DAR at (808) 587-0088 or DealerReport@hawaii.gov.

Get Started (Reset Password)

To begin, one will need to complete a four-step process. Please navigate your internet browser to the Online Dealer Reports website:

<https://dlnr.ehawaii.gov/odr>

STEP ONE: For first time ODR users, one will need to reset the password. Please select the “Reset it” link located below the Dealer ID and Password boxes shown below.

STEP TWO: “Reset it” will open a pop-up window asking to enter one’s five-digit Commercial Marine Dealer License number. Please enter the CMDL number and select the “Reset” button.

Reset Password

All fields are required.

Dealer ID

Please, enter the ID of the Dealer.

✓ Reset ✕ Cancel

All fields are required.

Dealer ID

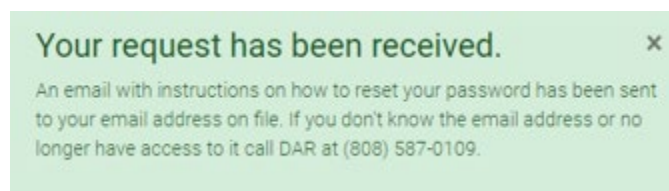
Password

Forgot your password? Reset it.

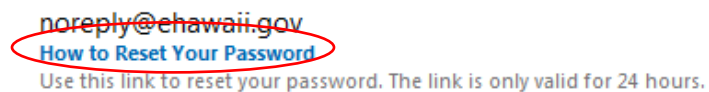
Log In

By using this service, you confirm that you have read, understand, and agree with the Disclaimer.

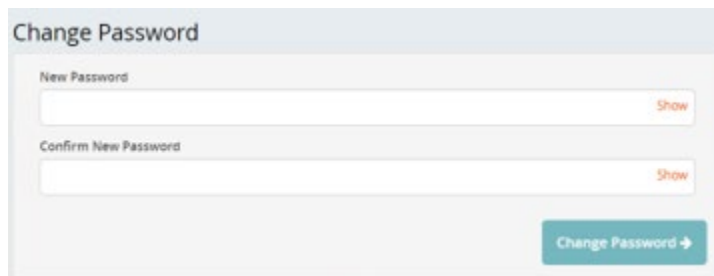
Once the request is submitted the following pop-up message will appear and an email will be sent to the email address on file.



STEP THREE: The email will be addressed from noreply@ehawaii.gov and will include a link titled, “How to Reset Your Password” which will only be valid for 24 hours. Please select the link.



STEP FOUR: Finally, once selected the “Change Password” screen will appear. One will need to enter a unique new password twice and then select the “Change Password →” button.

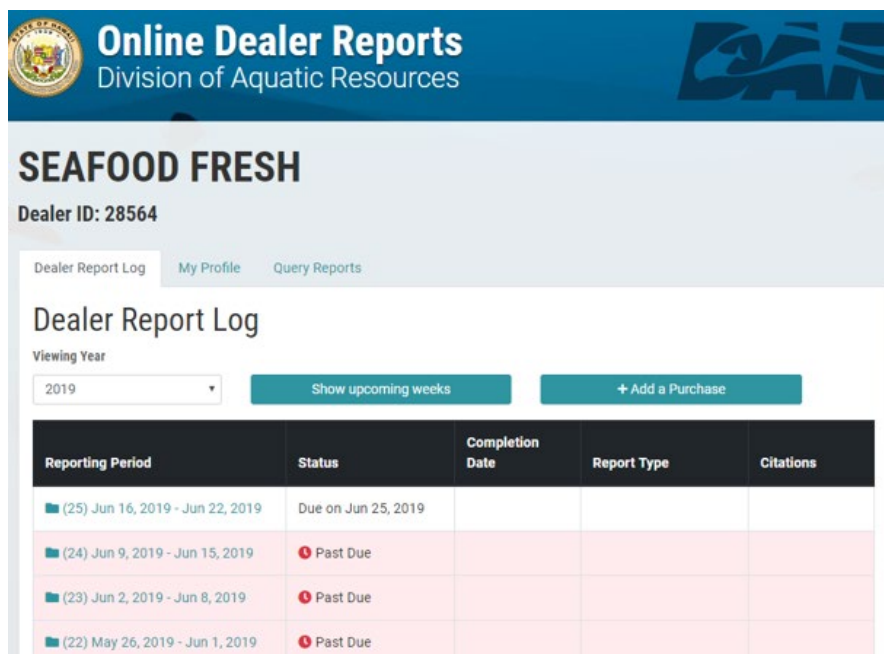


The image shows a web form titled "Change Password". It contains two input fields: "New Password" and "Confirm New Password". Each field has a "Show" button to the right. At the bottom right of the form is a teal button labeled "Change Password →".

Once the password change is processed, the ODR login page will appear. Please proceed to login by entering one’s Commercial Marine Dealer License number and password. This process can be repeated at any time to change the password.

Filing a Dealer Report

Upon login, business name and Commercial Marine Dealer License number are at the top of the page. Below the CMDL number are three tabs named Dealer Report Log, My Profile, and Query Reports. The Dealer Report Log tab is the default view. It displays current and upcoming weekly reporting periods, status of report submissions, completion dates, report type, and citations issued for late reporting.



The image shows the "Online Dealer Reports" interface for the Division of Aquatic Resources. The header includes the state seal and the text "SEAFOOD FRESH". Below this, the "Dealer ID: 28564" is displayed. There are three tabs: "Dealer Report Log" (selected), "My Profile", and "Query Reports". The "Dealer Report Log" section has a "Viewing Year" dropdown set to "2019", a "Show upcoming weeks" button, and an "+ Add a Purchase" button. Below these is a table with the following data:

Reporting Period	Status	Completion Date	Report Type	Citations
(25) Jun 16, 2019 - Jun 22, 2019	Due on Jun 25, 2019			
(24) Jun 9, 2019 - Jun 15, 2019	❌ Past Due			
(23) Jun 2, 2019 - Jun 8, 2019	❌ Past Due			
(22) May 26, 2019 - Jun 1, 2019	❌ Past Due			

Dealer Report Log

To begin filing a dealer report, navigate to the Dealer Report Log tab and select the weekly reporting period under the “Reporting Period” column.



A screenshot of a dropdown menu titled "Reporting Period". The menu is open, showing several options. The first option, "(23) Jun 2, 2019 - Jun 8, 2019", is highlighted with a red oval. Below it are other options: "(22) May 26, 2019 - Jun 1, 2019", "(21) May 19, 2019 - May 25, 2019", and "(20) May 12, 2019 - May 18, 2019". Each option is preceded by a small folder icon.

The selected week will expand, and one should see the following button options: “+ Add a Purchase” and “⊘ Did Not Purchase”.

Add a Purchase to report purchase information or submit a Did Not Purchase report for this week.



A screenshot showing two buttons side-by-side. The first button is teal and says "+ Add a Purchase". The second button is red and says "⊘ Did Not Purchase".

To report no purchases for the week, select the “⊘ Did Not Purchase” button. One will need to confirm that no purchases were made for the reported week, by checking the box and selecting the “✔ Submit” button.

Did Not Purchase

×

By checking off the box below, the primary dealer is certifying that the business did not purchase any marine life for resale purposes from licensed fishers during that Weekly Report Period.

☐ I did not purchase during the period of Jun 2, 2019 to Jun 8, 2019

✔ Submit ✕ Cancel

To report a purchase, select the “+ Add a Purchase” button. This will pop open the following window:

Add Purchase Report

All fields are required unless marked optional.

Comm. Marine Lic. #

Purchase Date

Report Type

The “Comm. Marine Lic. #” search box will look up any Commercial Marine Licensee’s name or number. If a Commercial Marine License (CML) number is invalid, the website will alert you (in red) to their status.

Once the CML number and Purchase Date is selected, the report window will load and from here a report of purchases can be entered and submitted.

Add Purchase Report

All fields are required unless marked optional.

Comm. Marine Lic. #

Purchase Date

Report Type

Fisher Name FISHERMAN, TEST **Report Total:** **\$0.00**
Comm. Marine Lic. # 10189

Purchases

Species Condition (OPTIONAL)

Lbs. Bought Pcs. Bought (OPTIONAL) Price per Lb. (OPTIONAL) Value

Amendments
Add amendments such as tax charged or freight deduction.

Vessel Info

Vessel ID (OPTIONAL)

Vessel Name (OPTIONAL)

Remarks
Add comments for this (OPTIONAL)

☐ Send email receipt to fisher

Report Date: August 13, 2023

Below is the Purchases section where one enters the species purchased. Please make sure to be as specific as possible when describing the species (ex. use Yellowfin, Big Eye or Tombo to describe a tuna"). To add more species, select the "+ Add" button.

Purchases

Species		Condition (OPTIONAL)	
Lbs. Bought	Pcs. Bought (OPTIONAL)	Price per Lb. (OPTIONAL)	Value

[+ Add](#)

The Amendments section is used to add special pricing adjustments, select the "+ Add" button. Entering Vessel Info is encouraged and can be entered in the text boxes.

Amendments

Add amendments such as tax charged or freight deduction.

[+ Add](#)

If you select "+ Add" it will open the Amendments section below. In the left text box, please enter a description. In the right "Amount" box, type in the (positive or negative) numerical amount and it will automatically turn it into a dollar amount.

Amendments

Amendment 1	Amount
Remove	

[+ Add](#)

The Report Total will then be adjusted based off the dollar amounts provided.

Fisher Name	FISHERMAN, TEST	Report Total:
Comm. Marine Lic. #	10189	-\$16.50

Purchases

Species	Condition (OPTIONAL)		
Lbs. Bought	Pcs. Bought (OPTIONAL)	Price per Lb. (OPTIONAL)	Value

+ Add

Amendments

Amendment 1	Amount
tax	\$123.50
Remove	
Amendment 2	Amount
adjustment	-\$140.00
Remove	

+ Add

If there are no additional amendments, please proceed to enter the vessel information. Any remarks or comments may also be submitted here.

Vessel Info

Vessel ID (OPTIONAL)

Vessel Name (OPTIONAL)

Remarks

Add comments for this (OPTIONAL)

Next, one can send an email copy of a receipt to fisher by selecting “Send email receipt to fisher”.

☐ Send email receipt to fisher

Report Date: August 13, 2023

✓ Submit & Continue

✓ Submit

✕ Cancel

Finally, to report and enter another receipt, select “Submit & Continue”. If there are no more receipts to enter, select “Submit”.

My Profile

The second “My Profile” tab mainly contains dealer contact information. It also has a button to request a password change. To update any information on the “My Profile” tab, please contact DLNR-DAR at (808) 587-0088 or DealerReport@hawaii.gov.

The screenshot shows the 'My Profile' tab of the 'Online Dealer Reports' system. The header includes the 'hawaii.gov' logo, navigation links for Home, Search, Reporting Info, and Log Out, and the title 'Online Dealer Reports Division of Aquatic Resources'. Below the header, the user is logged in as 'SEAFOOD FRESH' with 'Dealer ID: 28564'. The 'My Profile' tab is selected, displaying a table of contact information. At the bottom, there is a red notice about updating information and a 'Request Password Change' button.

Business Name:	Business Address	Business Phone
SEAFOOD FRESH	99-999 ALOHA ST HONOLULU, HI 96850	808-777-6666
Dealer ID: 28564	Mailing Address 99-999 ALOHA ST HONOLULU, HI 96850	Fax --
Expiration Date: --	Market Contact Name --	Business E-mail your.name@gmail.com
Business Contact Name: JOHN A BURNS		Market Contact Phone --
License Status: Active		
Market Type: AQ, Non-AQ		

If this information needs to be updated, please contact DLNR: Dina at (808) 587-0088 or Nikky at (808) 587-0564, Monday – Friday, 8:00 AM – 4:00 PM, or email DealerReport@hawaii.gov

[Request Password Change](#)

Query Reports

The third “Query Reports” tab allows one to generate three separate reports:

- Dealer Purchase Receipt Report Summary – Monthly summaries of receipts issued, pieces, pounds, and value.
- Dealer Report Summary of Species Purchased – Monthly summaries of individual species purchased.
- Industry Dealer Report Summary – Monthly summaries of reported purchases by Commercial Marine Dealer Licensees.

Public License Search

The Public License Search can be used to look-up fishers selling their catch. It allows one to search and validate Commercial Marine License status. Please remember, all purchases must be made from fishers with valid Commercial Marine License. The Public License Search can be found at the bottom of the Online Dealer Report login page or bookmark the following link:

<https://dlnr.ehawaii.gov/odr/#/public-license-search>

Public License Search

Welcome to the online query of DLNR-DAR Commercial Marine Licenses. This query is to verify license status information of Commercial Marine Licenses issued by the Dept. of Land and Natural Resources (DLNR) State of Hawaii.

Please complete the fields you have the correct information for:

License Number	First Name	Last Name	Vessel Name

Results of the Public License Search include: Commercial Marine License number, licensee name, vessel name, license type, status, expiration date, and business name.

For questions or to update dealer contact information, please reach us at (808) 587-0088 or DealerReport@hawaii.gov.