Fish Export Service Registration Guide

Please follow these steps to register your business and users for the Fish Exports Service.

Step one: Create a Government Gateway Account

1. Click Start now – : https://manage-fish-exports.service.gov.uk/
2. This will take you to the Government Gateway sign-in page. If you already have a Government Gateway ID and Password, enter these and click 'Sign in'. You will be directed to create a Defra account for the Fish Exports Service – see Step two below.

If you do not have a Government Gateway account, click create sign in details and follow the steps below:

3. Enter the email address you want to be associated with your Government Gateway account and click continue.
4. You will receive a 6-digit code to your email address. Enter this 6-digit code to confirm your email address.
5. Your email address is now confirmed, and you can move on to adding personal details by clicking continue.
6. Enter your full name and click continue.
7. Create a password and click continue.
8. You need to set up a recovery word so that you can get back into Government Gateway if you forget your password. Press continue.
9. Set up recovery details by clicking continue.
10. You have now created a Government Gateway Account. This 12-digit ID and password must be used every time you log in to the Fish Exports Service.

Please remember to make a note of your Government Gateway ID and password.

Step two

Creating a Defra Account for A) your businesses or organisation, or B) yourself as an individual

A: Creating a Defra Account for your Business or Organisation

Please read the privacy notice detailing how we process and store your data and agree to the terms and conditions, press continue.

1. Choose business or organisation, press continue.
2. Choose where the business or organisation is registered to trade; select UK, press continue.
3. If your business or organisation is registered with Companies House, select yes and continue. If your organisation is not registered with Companies House choose no and continue as a sole trader or charity.
4. Enter your Companies House number, press continue.
5. Confirm the Companies House registered address is correct. It this is correct, select continue. If no address is returned, enter post code in the look-up table.
6. Enter main contact details for the business or organisation, press continue.
7. Enter contact details for yourself, name and telephone number, press continue.
8. Create a security word and hint, press continue.

9. Check your answers.
10. Submit your registration.

You will now navigate to the Fish Exports Service dashboard

B: Creating a Defra Account for yourself as an individual

Please read the privacy notice detailing how we process and store your data and agree to the terms and conditions, press continue.

1. Choose individual, press continue.
2. Enter your name.
3. Enter your contact details.
4. Enter your address.
5. Enter your security word.
6. Check your answers.
7. Submit your registration.

You will now navigate to the Fish Exports Service dashboard

Step three: Adding team members to the organisation account

You can now add team members to the account. The team member can be another administrator like yourself (this allows them to add/remove team members) or you can give them standard access, which is access to the service only.

We recommend that you have a minimum of two administrators for your account.

1. Log into the Government Gateway account using your Government Gateway ID and password.
2. On your dashboard page, select 'manage account'.
3. Next to your organisation name select 'manage'.
4. Click add a team member.
5. Enter the email address of the person who you want to invite to your account, press continue.

An invitation to join the account will be sent to the team member's email address.

The team member will now complete a short registration process by clicking on the url within the invitation. If the team member already has a Government Gateway account, they can use this by entering their Government Gateway credentials in the' sign in' space, or they can choose to create a new one by clicking on 'create sign in' details.

Once the questions are answered, a notification email will be issued to the administrator to allocate account, service and service role.

Step four: Assigning team member account, service & service role

You will have received an email informing you that a team member has completed their registration. You now need to assign them an account, service and service role. Please complete the following steps:

1. Sign into your service.

2. Go to 'manage account'.
3. Click 'manage' next to organisation name.
4. Click 'manage team access'.
5. Click on invited team member name requiring access.
6. Click 'give account access'.
7. Select 'admin or standard user' and press continue.
   We recommend you have at least two admin roles within each business.
8. Team member has been given access, press continue.
9. Click on 'give service access'.
10. Select 'Fish Exports Service', press continue.
11. Select 'notifier role' and press continue.

The appropriate access has now been given to the team member and email has been sent to confirm their role.

Repeat above steps to add more team members.