



Marine
Management
Organisation

Transcript for I-VMS EMFF grant application 'how to apply' video

Welcome to this video guide on how to submit your I-VMS application on the UK Fisheries support portal.

The portal can be accessed via our I-VMS page on gov.uk (<https://www.gov.uk/guidance/inshore-vessel-monitoring-i-vms-for-under-12m-fishing-vessels-registered-in-england>).

Here you will find all the relevant information and updates on the scheme. Scrolling down we will find the apply now section which includes a link to the IVMS E System (https://scis.marineservices.org.uk/FaSS_funding_portal.ofml).

The first page outlines what information and documents that may be needed when you apply. It also includes a link to the general guidance documents.

If you have not previously registered on the UK Fisheries support portal, please select 'start now' where you will be taken through the registration process.

If you have previously registered, please select 'existing user' where you will be directed to login using your username and password.

Please enter your email address in the username field. If you have forgotten your password, please select 'forgotten your password' where a reset link will be emailed to you.

Now we have launched a new application form, we can see that a new application reference number has been generated in the top field. Fields will be greyed out with information you have already entered. From here we can begin filling in the details of our application here.

If you are applying on behalf of a business, please select 'yes' and enter the details of your business below. Please make sure to select the relevant information from each drop-down menu in order to proceed to the next page. If you are V.A.T. registered, please select 'yes' and enter your V.A.T. registration number.

If your V.A.T. status has changed since a prior application please utilise the comment box at the end of this form to provide more information.

Please note that a transponder number is not required if you are applying before installation. Similarly, if you do not have an installation date to enter, please enter the payment date that you have supplied above.

Throughout the application you will be given the opportunity to review your answers before you proceed.

On page six of the form, you will attach the documents required to support your application. Once you have uploaded your file you will be able to select what document type it is from the drop-down menu. Please upload a minimum of two documents in order to progress to the next page, selecting the 'save' button once you have uploaded each file.

On page eight of your application please enter the details of the bank account you would like the payment to be made into. These details should match the bank statement you attach to your application.

On page nine you will have the opportunity to check your answers before submitting your application. You will also be able to print or save a copy of your application before you submit it.

On the final page please make sure to select each hyperlink including the privacy notice and the terms and conditions, and also check each box before you are able to submit your application.

Once you have submitted your application, we will see the confirmation message.