



HOW TO USE ELICENSE FOR AQUACULTURE
SEED OYSTER SELLERS AND TRANSPLANTERS (AQSO)
****ADDING/DELETING CAPTAIN, HELPER & BOAT INFORMATION ****

Department of Agriculture



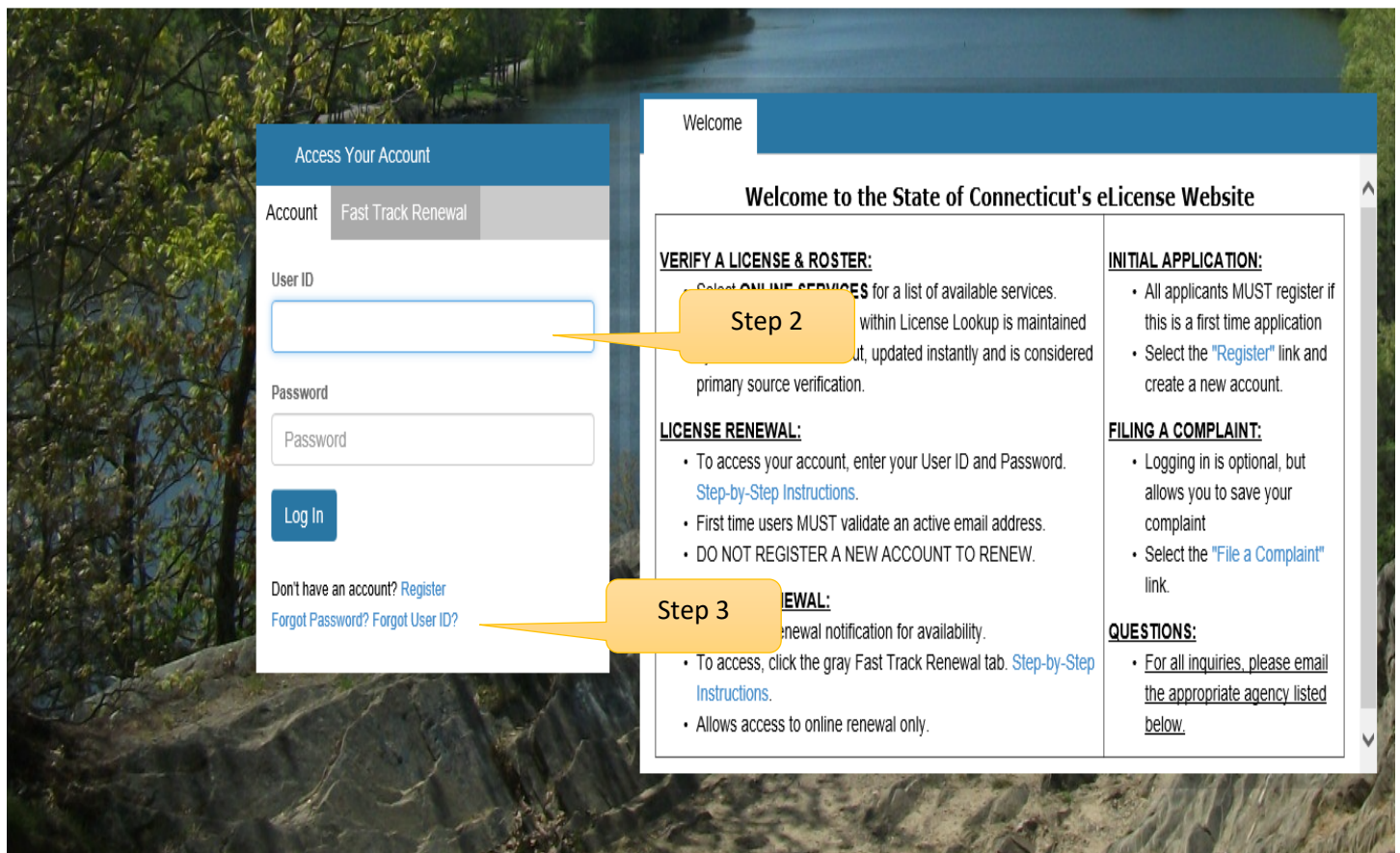
OCTOBER 5, 2022

Background

After the initial application has been approved and a license has been issued, you may add or delete captains, helpers and boats from your license using the following guide. There is a \$20 charge to add each captain and helper, and a \$30 charge to add each boat. You will not be charged for deleting individuals or boats. The license change request will be sent to the Bureau of Aquaculture for review and approval, and an updated license will be sent to the email associated with your account.

Log into www.elicense.ct.gov with your existing ID and password. **Do not create a new account.**

Step 1: Type www.elicense.ct.gov on the command line of your browser.



Step 2: Type in your User ID and password

Step 3: (if needed) Forgot Password or Forgot ID

Step 4 - Click on the ONLINE Services button

The screenshot shows the top navigation bar of the State of Connecticut eLicense website. On the left is the logo 'ct.gov | STATE OF CONNECTICUT'. In the center is a 'Logout' link. On the right is a shopping cart icon with '\$0.00' and a 'Checkout' button. A yellow callout box labeled 'Step 4' points to the 'ONLINE SERVICES' dropdown menu. Below the navigation bar is a blue header with a navigation menu: 'i Welcome', 'Contact Information', 'Credential Information', 'Supervision', and 'My Complaints'. The main content area has a white background with the following text:

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select **"RENEWAL"** under **"Online Services."**

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From **"Online Services"**, select **"INITIAL APPLICATION"** under **"Activities"** to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 5 – Click on Address and General Maintenance

Seed Oyster #15 Logout \$0.00 Checkout

STATE OF CONNECTICUT HOME MY ACCOUNT

Step 5

Activities	License Lookup & Download	Account
Initial Application License Status Request License Verification File a Complaint Classifications	Lookup a License Generate Roster(s) Public Reports	Account Details Address and General Maintenance

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From "**Online Services**", select "**INITIAL APPLICATION**" under "**Activities**" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 6 – Click on the “Start” Button with your license number

Change Address

Selecting "Start" under the first "Item" will allow a **mailing** address change only.

All primary address changes, including mailing, can be made by selecting "Start" next to the available license listed.

Item	
Start	
Item	
License	
Start	AQSO.0000017



You are at the start of the change application.

Updating Boat, Captain and Helper Information

Report new and terminated boats, captains and helpers information below. There are additional charges to add Captains and Helpers of \$20 each. Boats are assessed at \$30 each. There are no charges to terminated.


Click on the Next button to continue

Previous Next Close and Save

This screen will allow you to terminate existing captains. Use the 'ADD' button to add new captains. There is a \$20 fee per added captains.

AQSO - Update Captain Information

1. Update termination date to remove Captains that no longer work for you:
Click on the pencil and pad to update Captains.

Action	Name	Relationship	Relationship Status	Start Date	Termination Date
	JOHN CARSON	Captain	Active	10/02/2022	

2. Click on the ADD button to add new Captains:

Action	First Name	Last Name	E-Mail	Relationship	City	Zip
No Records Found						

[Add](#)


Click on the Next button to continue

[Previous](#) [Next](#) [Close and Save](#)

This screen will allow you to terminate existing helpers. Use the 'ADD' button to add new helpers. There is a \$20 fee per added helpers.

AQSO - Update Helper Information

3. Update termination date to remove Helpers that no longer work for you:
Click on the pencil and pad to update Helpers.

Action	Name	Relationship	Relationship Status	Start Date	Termination Date
	JOHN CARSON	Captain	Active	10/02/2022	

4. List of Helpers:

Action	First Name	Last Name	E-Mail	Relationship	City	Zip
No Records Found						

[Add](#)

Click on the Next button to continue

[Previous](#) [Next](#) [Close and Save](#)

Existing boats are displayed.

Use question 5 to list the names of any boats you wish to remove from service.

Click on the 'Add' button to add new boats (not listed on the first line).

AQSO - Update Boat Information

List of Boats in Service

Rubber Ducky CT 12345, fish tail ct 12345, cookie cutter ct 9999, Just Fishy CT 4567

5. List of Boats Removed from Service:

6. Click on the ADD button to add new Boat:

Action	Boat Name	CT Registration-US DOC#	Length	Color	Boat Owner	Boat Location - Marina Name	Boat Location - Marina Town
No Records Found							

[Add](#)

Click on the Next button to continue

[Previous](#) [Next](#) [Close and Save](#)

Only provide totals for new boats, captains and/or helpers.

AQSO - Additional Totals

Fields marked with an asterisk * are required.

There are additional charges to add new captains (\$20 each), new helpers (\$20 each), and new boats (\$30 each).

7. Number of new boats added (enter 0 if applicable):

* Enter the # **new** of boats

8. Number of new Captains added (enter 0 if applicable):

* Enter the # **new** of captains

9. Number of new helpers added (enter 0 if applicable):

* Enter the # **new** of helpers

Click on the Next button to continue

Previous Next Close and Save

Review your requested changes. You must pay the invoice before your changes are submitted for review. A new license will be emailed to you once the Bureau has approved your changes.

Review Print Review

Fees

Additional Boat	\$30.00
Additional Captains and Helpers	\$40.00
Total Fees:	\$70.00

Updating Boat, Captain and Helper Information

AQSO - Update Captain Information

1. Update termination date to remove Captains that no longer work for you:
Click on the pencil and pad to update Captains.

Name	Relationship	Relationship Status	Start Date	Termination Date
JOHN CARSON	Captain	Active	10/02/2022	

2. Click on the ADD button to add new Captains:

First Name	Last Name	EEmail	Relationship	City	Zip
No Records Found					

Click on the Add to Invoice to continue

Previous Add to Invoice Close and Save

This item was successfully added to the invoice


Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu


State of Connecticut Invoice Transaction Summary
Online Licensing, Credentials, and Certifications

 Invoice

Date:
10/3/2022
Invoice #
3855724

SEAWEED 75 4 U
SEED OYSTER # 75
SEAWEED 10 4 U
500 MAIN STREET
MIDDLETOWN, CT 06457

Description	Amount
 AMENDMENT - AQSO.0000017	
Additional Boat	\$30.00
Additional Captains and Helpers	\$40.00
	Subtotal: \$70.00
	Total: \$70.00

Click on the Pay Invoice 

Success: 123456789
Failure: Any other 9 digit number.

** Indicates a value is required

Attention 300 MAIN STREET

** Address 4515 Falls Of Neuse Rd

Address

** City MIDDLETOWN

** State Connecticut ▾

** Zip 06457

Country UNITED STATES ▾

Phone 9195551212

Address

Note: This email is used for sending a copy of your receipt.

Submit Payment

Add you credit card information and Click on Submit Payment

Your changes are paid for and have been submitted for review. You can print the receipt for your records.

SEED OYSTER # 75 Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES ▾

Payment Receipt [Click to print your receipt](#)

[Print Receipt](#)

State of Connecticut
Invoice Transaction Summary
Online Licensing, Credentials, and Certifications

Date: 10/3/2022 Invoice # 3855724 Confirmation #: 732983

SEED OYSTER # 75

Approved

You have been charged **\$70.00**. Please print a copy for your records from the button above.

This payment receipt is not a license or an authorization to do business!