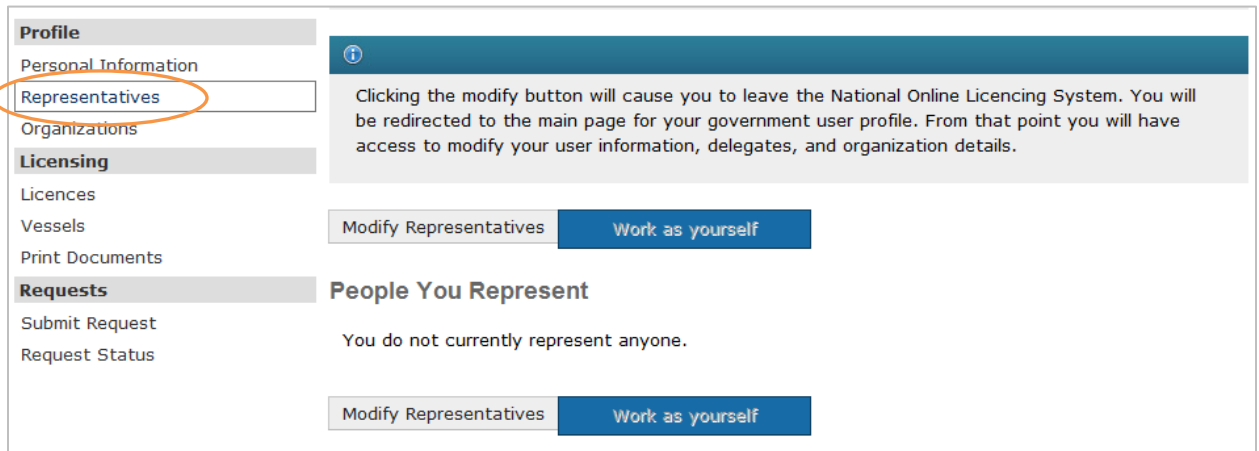


Getting a Delegation Code or a Public Identifier: Step-by-Step

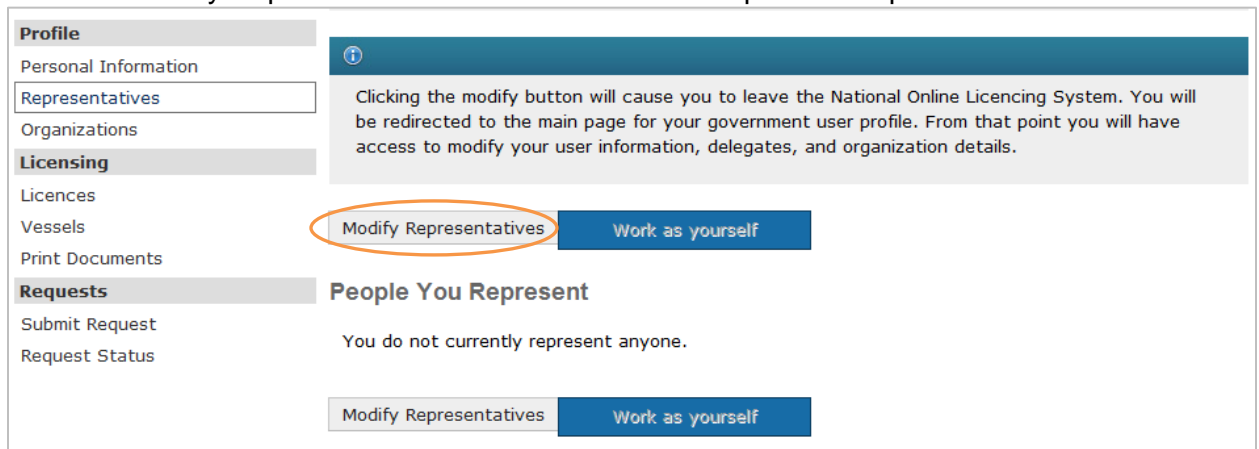
A Delegation Code, or Public Identifier, is a unique number that you need to provide to fishers who wish to appoint you as their representative. The Public Identifier is also used to assign you as an authorized individual for an Organization (contact person). To obtain your unique Delegation Code or Public Identifier, follow the steps below:

1. Click the “Representatives” link under the “Profile” section of the left-navigation menu.



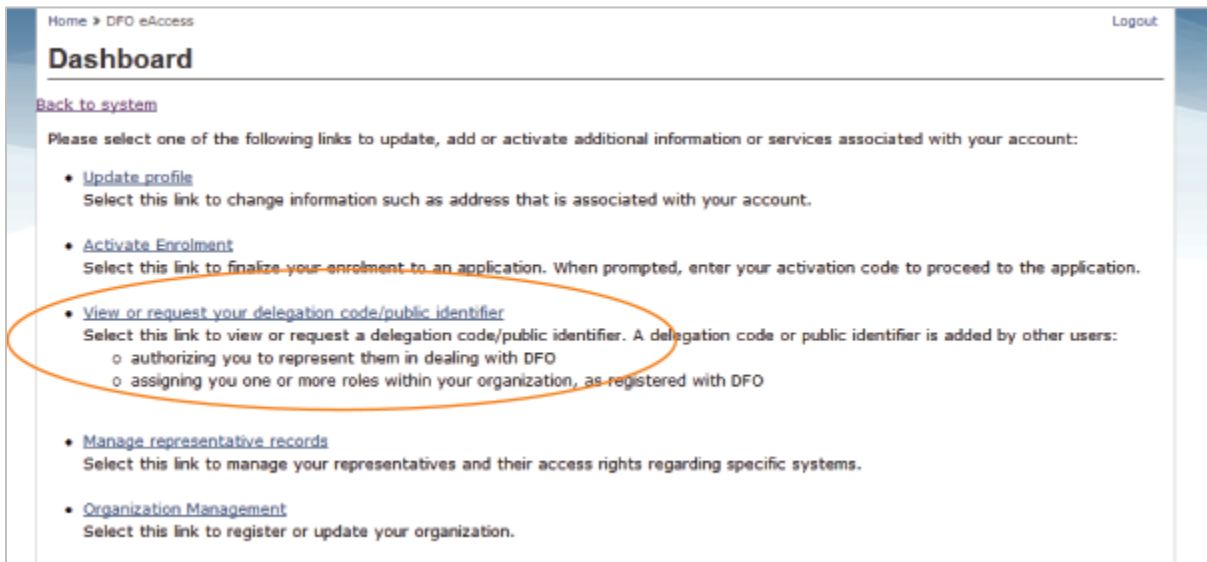
The screenshot shows a user profile page with a left navigation menu. The 'Representatives' link is highlighted with an orange circle. The main content area has a blue header with an information icon and a warning message: 'Clicking the modify button will cause you to leave the National Online Licencing System. You will be redirected to the main page for your government user profile. From that point you will have access to modify your user information, delegates, and organization details.' Below this, there are two 'Modify Representatives' buttons, each with a 'Work as yourself' button next to it. The 'People You Represent' section shows 'You do not currently represent anyone.'

2. Click the “Modify Representatives” button under the “People You Represent” section.

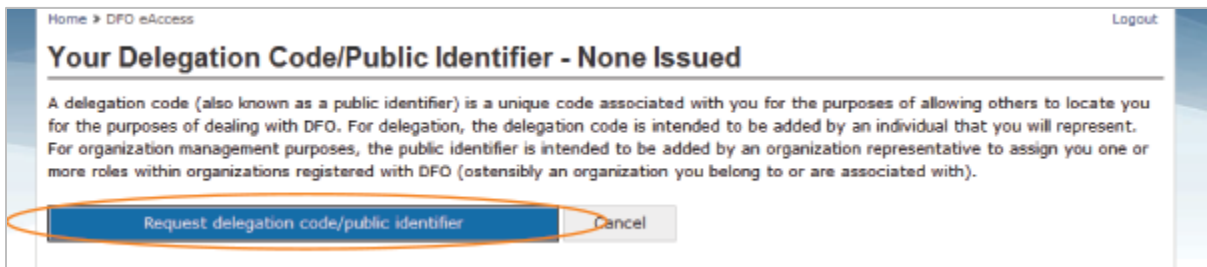


The screenshot shows the same user profile page as the previous one, but now the 'Modify Representatives' button in the 'People You Represent' section is highlighted with an orange circle. The rest of the page content remains the same.

3. Click the “View or request your delegation code/public identifier” link.



4. Click the “Request delegation code/public identifier” button.



5. Your delegation code will appear on the screen.

TIP: Write this number down and keep it in a safe place. You will need to provide this number to the fish harvester(s) who wish to appoint you as a representative.

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Your Delegation Code/Public Identifier

It is your responsibility as a representative to provide accurate information to the DFO. If false or misleading information is provided, you could be held responsible and subject to penalties under the Fisheries Act, notwithstanding any other penalties or proceedings that could be taken against you.

A delegation code (also known as a public identifier) is a unique code associated with you for the purposes of allowing others to locate you for the purposes of dealing with DFO. For delegation, the delegation code is intended to be added by an individual that you will represent. For organization management purposes, the public identifier is intended to be added by an organization representative to assign you one or more roles within organizations registered with DFO (ostensibly an organization you belong to or are associated with).

Delegation Code/Public Identifier: **8001234567**

To use this code:

- Contact the individual you wish to represent or acting as an organization representative
- Give them the Delegation Code/Public Identifier (listed above)
- Instruct the individual to log in to their account
- Instruct the individual to select the link *Manage Delegation Records or Organization Management* (as required) and follow the steps necessary to provide you the required delegated or organizational access.

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6. If you are to be assigned as an authorized individual to conduct business on behalf of an Organization, you will need to contact the individual acting as the Organization's representative and give them your Public Identifier. They will take the necessary steps to assign you as an authorized individual for the Organization.

Date modified:
2014-09-15