

Please ensure you completely fill out all fields that pertain to your submission. Incomplete forms will greatly reduce the usefulness of this report and may not be accepted by the Sault Tribe Natural Resources Department.

If you did not fish in the time period the form is being submitted for, please select the check box and move on to submitting the report.

Complete the first page of the form, entering in all required fields. Please include names and tribal license numbers for all helpers. You can add or remove additional lines by clicking the “+” or “-” buttons to the right of the line. Please also include the name and location of all fish buyers. You can add or remove additional lines by clicking the “+” or “-” buttons to the right of the line.

Please use a separate line for each date you are reporting. You can add a new date by click the “+” in the “+/- Date” column. To remove a date line, click the “-” button in the “+/- Date” column.

Fill in the appropriate date, lake fished, GRID number and depth fished for that day’s catch. If you have fished multiple lakes or GRID numbers in a day, please use a separate date line for each.

If you have harvested multiple species in a single day, you can add a new species to the same date by clicking the “+” button in the “+/- Species” column. To remove a species line, click the “-” button in the “+/- Species” column.

Select the gear used from the dropdown, these abbreviations correlate to the “Gear Type” key in the top right. If applicable, please also fill in the requested gear information such as “Feet of Gill Net” or “# of Trap Nets lifted.”

Once you have completed the catch reporting table, please also complete the second table with the total catch weights for the month, as well as the average price per pound, for each fish type. Please also indicate the total number of days you fished this month.

When you have completed the form, you will need to digitally sign it. If you do not have a digital signature created, clicking on the signature box will prompt you to create one.

- Select “A new digital ID I want to create now” and click Next.
- Select “New PKCS#12 digital ID file” and click Next.
- Fill in the appropriate information and click Next (Leave the default settings for the last three options on the screen).
- You may specify a place to save this file, but we recommend you leave the default file name in place. Then simply and confirm a password and click Finish.

From now, to digitally sign a document, you would click on the signature field, enter your password and click Sign. You will then be required to save the form. We recommend keeping all your reports in a folder on your computer for record keeping.

When you have completed the form, you may print it for your records using the “Print Form” button, or you can submit it electronically using one of the following methods.

- If you use a default email application, such as Outlook, clicking the submit button will automatically open a new email with the form attached and several pieces of information already included. You simply need to click “Send” and it will take care of the rest.

- If you use a web-based email client, such as Gmail or Yahoo! Mail, you will need to open your web-based email client and create a new email. Address this email to [fishharvestreport@saulttribe.net](mailto:fishharvestreport@saulttribe.net) and attach your saved form before sending. Please make the subject "Subsistence Fish Catch Report" to make receiving and sorting these emails easier.