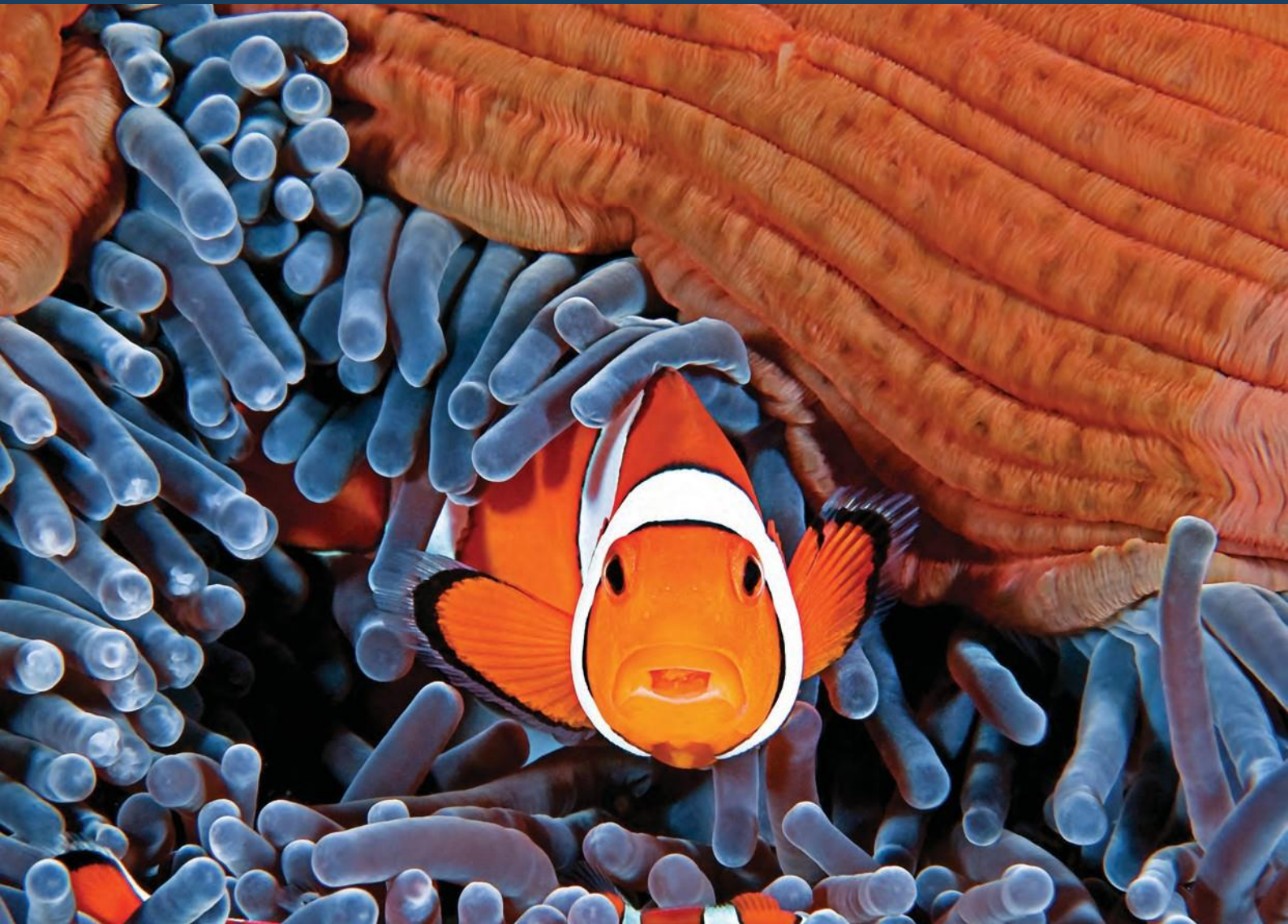**Australian Government**

**Great Barrier Reef
Marine Park Authority**

EMC Online
User manual

The **Environmental Management Charge (EMC)** is a charge associated with most commercial activities, including tourism operations, non-tourist charter operations and facilities, operated under a permit issued by the Great Barrier Reef Marine Park Authority.

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Comments and questions regarding this document are welcome and should be addressed to:

Great Barrier Reef Marine Park Authority
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(PO Box 1379)
Townsville QLD 4810, Australia
Phone: (07) 4750 0700
Email: info@gbrmpa.gov.au
www.gbrmpa.gov.au

Support for the use of EMC Online can be obtained from Great Barrier Reef Marine Park Authority (GBRMPA), Environmental Management Charge (EMC) Unit.

EMC Online Help Desk Telephone   (07) 4750 0837
Email   emc@gbrmpa.gov.au

Additional information is available on the GBRMPA website: www.gbrmpa.gov.au

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1. Great Barrier Reef Marine Park Authority (GBMRPA) Environmental Management Charge (EMC)

The Great Barrier Reef is an outstanding natural ecosystem that supports a world-class array of species and habitats. Almost two million tourists visit this World Heritage Area every year, motivated primarily by the chance to see, experience and learn about the Great Barrier Reef.

We can all play a role in protecting the Great Barrier Reef and preserving the tourism experiences it offers. As an important stakeholder, you contribute to the management of the Great Barrier Reef Marine Park (Marine Park) by collecting and submitting the EMC and visitation records. You can further contribute by working in partnership with the GBRMPA in the management of the Marine Park.

The EMC is a charge associated with some commercial activities, including tourism operations, non-tourist operations and facilities, operated under a permit granted by the GBRMPA.

For most tourism operations, visitors to the Marine Park participating in a tourist activity are liable to pay the charge to the permittee, who then remits the charge to the GBRMPA.

For other operations in the Marine Park, such as those involving the hire of equipment, installation and operation of tourist facilities, underwater observatories, sewage outfalls and vending operations, the permittee must pay fixed quarterly charges to the GBRMPA.

The funds the Australian Government receives from the EMC are vitally important in the day-to-day management of the Marine Park and in improving its long-term resilience.

2. About EMC Online

EMC Online is a feature of Reef Management Systems that allows Marine Park users to manage their EMC obligations. It provides for the collection of EMC information and allows online remittance of associated charges. This system provides users with the ability to integrate EMC reporting into daily business practices and resolve accounts online.

Some of the other features that EMC Online offers include:

- Favourites: establish favourites within the system to accommodate regular trips and reduce data entry time
- Reports: access to personalised reports which can be used to track the visitors you take into the Marine Park
- Payment gateway: you can pay EMC through a secure gateway.

EMC Online is a user-friendly way for Marine Park users to manage EMC requirements for their business. It will also support business through streamlining processes, and allow users to customise the system to suit their operations.

3. Glossary

This section describes the primary fields and icons that will be encountered during use of EMC Online.

3.1. Mandatory fields

EMC Online has a number of mandatory fields which must be completed. Mandatory fields will be highlighted with a red '*'. You cannot proceed without filling in these mandatory fields. If you do attempt to proceed without completing mandatory fields you will be presented with a warning screen and also hear a warning tone.

3.2. Add icon

The add icon will allow you to insert an entry into any field. To add any entry click the Add ( ) icon.

Figure 1 - Image of Add icon

3.3. Edit icon

The edit icon will allow you to make amendments to any of your entries. To edit your entries click the Edit ( ) icon. Logbooks may be edited at any time prior to submission.

Figure 2 - Image of Edit icon

3.4. Delete icon

The delete icon will allow you to remove any of the entries that you have made. If the delete icon is not displayed it means that the entry is being used and you will not be able to delete it. However, if the delete icon is displayed it means the entry is currently not being used and can be deleted. To delete any of your entries click the Delete ( ) icon.

Figure 3 - Image of Delete icon

3.5. Arrow tabs

Arrow tabs allow you to enter numbers or dates into the field. Click the arrow tabs ( ) icon with the cursor to choose the number or dates that you want.
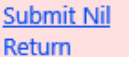
Figure 4 - Image of Up and Down arrows

3.6. Submit Now icon

Once your logbook information is entered and you are confident that the information is correct click the Not Submitted (Submit Now) icon. You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any submitted information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Figure 5 - Image of Submit Now link

3.7. Submit Nil Return
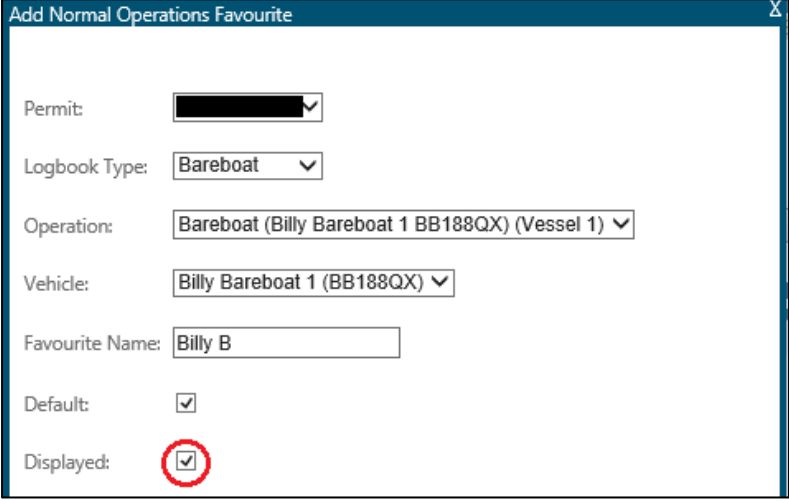
If you are confident that you will have Nil Return for the quarter, click the Submit Nil Return link. Submit Nil Return

Figure 6 - Image of Submit Nil Return link

3.8. Display boxes

Display boxes allow you to pick and choose which of your vehicle, normal operation and transfer operation favourites you would like to appear when entering your logbook data. This allows you to customise your data entry by selecting or unselecting the display option as required.

Please note: *Unselecting the Display tick box automatically results in the Default tick box also being unselected.*

Figure 7 - Screenshot of Add Normal Operations Favourites display box with a red circle around the tick box for Displayed

3.9. Default boxes

Default boxes allow you to set specific vehicle, normal operation and transfer operation favourites to automatically populate vehicles or locations when entering data through the logbook interface. This allows for greater ease of data entry by reducing time spent manually completing required fields. Selecting or unselecting the default option allows you to customise the entry of your logbooks as required.

Please note: *Selecting the Default tick box automatically results in the Display tick box also being selected.*

Figure 8 - Screenshot of Add Normal Operations Favourites display box with a red circle around the tick for Default

3.10.   Date fields

Dates can be entered into the date fields by selecting the field and entering the date:
- in a dd/mm/yyyy format;
- clicking on arrow tabs; or
- by clicking the calendar icon at the right-hand side of the field and selecting the relevant date from the displayed calendar. The current month will be displayed in the calendar by default. Use the drop list arrows to navigate to other months and years.
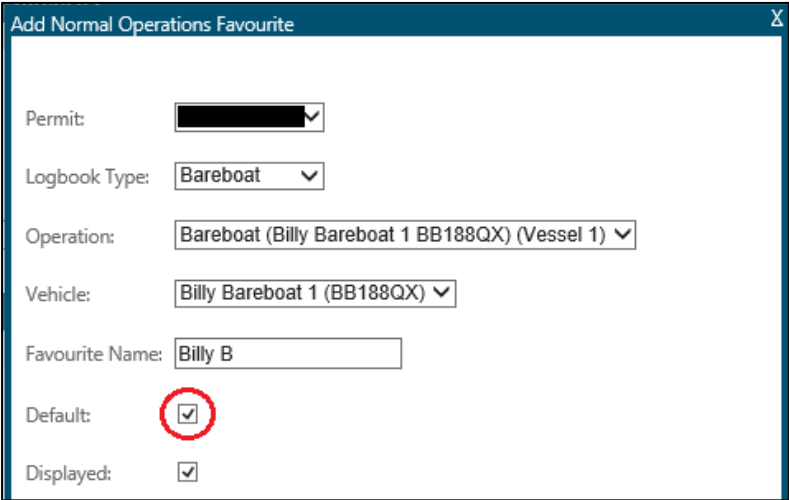
If an inappropriate value is entered into a date field an error message and tone will be generated.

3.11.   Drop lists

EMC Online has drop lists for numerous fields. Each drop list contains a description for each available option. Options can be selected from drop lists by clicking the arrow located at the right hand side of the field and either:
- using your mouse cursor to select the appropriate option directly;
- entering the first letter of your desired selection with the keyboard and finalising your selection with the Enter key; or
- selecting any option with your mouse pointer, scrolling through the drop list with your up and down arrow keys and pressing Enter once the desired option is highlighted.

Upon the selection of an item from a drop list, the description is displayed. To unselect a drop list item, click the drop list and make another selection.

3.12.   Location search

Within EMC Online there are several instances in which you will be required to provide locations data and this can be done by clicking the edit icon to the right of the blank location field. Once the location search window appears a search may be carried out by typing in the name of the reef, island or bay or by using the numerical Reef IDs. Further information can be found in the "Location List" tab in the EMC Logbook spreadsheet templates.

A maximum of 200 matches will appear and you can move through the locations by clicking on the up and down arrows. If the location is not recognised by EMC Online the search will appear blank and if your location is not within the 200 matches that appear you may need to be more specific with your search term (as shown on the next page).

In this example we want to find Ribbon No 8 Reef (150211) but the search term 'Ribbon' is not specific enough.
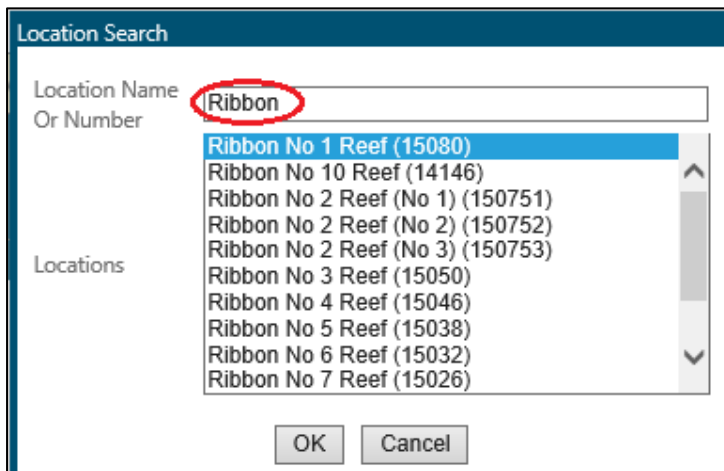
Figure 9 - Screenshot of Location Search display box with a red circle around the name typed in Ribbon

To correct this we need to be more specific with our search term and so have searched 'Ribbon No 8'. We can now select the desired location. Once you type in your search, wait for the location to be found. Once identified, highlight the desired location and hit the Enter key or click OK.

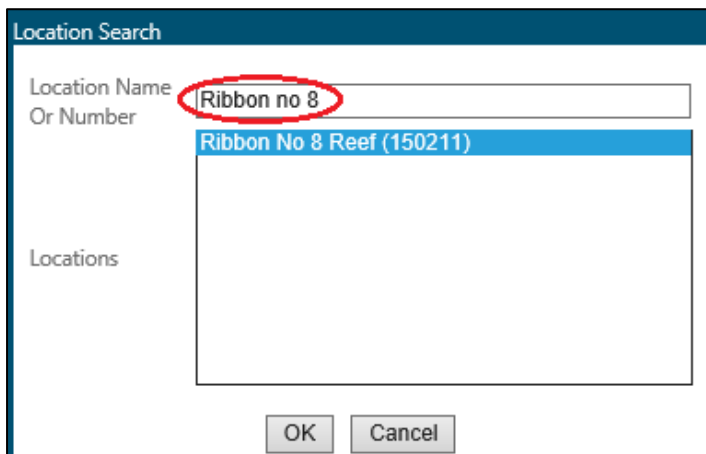*Figure 10 - Screenshot of Location Search display box with a red circle around the name typed in Ribbon no 8*

3.13.   Binocular icon

The binocular icon will allow you to view summary of payments made. To view your past payment click the binocular (🔍) icon.

Figure 11 – Image of binocular icon

3.14. Declaration screen

The Declaration screen that appears when a user attempts to submit data to GBRMPA reads as follows:

WARNING: You are about to submit the MM-MM YYYY logbook for Permit GXX/XXXXX.X, Operation FOR (XXXX OPERATION).

Once this logbook is submitted, you will not be able to make any changes to it, nor will you be able to recall it, therefore only press the *Submit* button when you are sure all the logbook's entries are correct and that there will be no more entries for the quarter. By pressing the submit button, you will be providing the Authority with a copy of the logbook entries for the quarter and the charge return as required by *Regulation 230 of the Great Barrier Reef Marine Park Regulations 2019* (the charge return is automatically generated from the logbook entries).

PLEASE READ THIS DECLARATION

I declare that the information recorded in the logbook entries for this quarter are correct;

I declare that I am duly authorised to submit the logbook entries for this quarter;

I acknowledge that the charge return for the quarter will be provided to the Authority based on the information provided in the logbook entries;

I acknowledge that it is an offence to give false or misleading information; and

I agree to all fees and charges associated with the logbook entries and charge return for this quarter.

This declaration has been added to EMC Online in an attempt to reduce the incidence of data submission by unauthorised persons. Users should confirm that they have the right to submit data that they have collected and/or entered into EMC Online prior to submission.

Please Note: *If data has been entered and submitted in error please contact the EMC Online Help Desk on (07) 4750 0837 or email emc@gbrmpa.gov.au. You will need to provide details of the error and ensure that you have the appropriate authorisation to request changes to be made to submitted logbook data.*

3.15. Error messages

If the data that you enter contains errors you will be presented with an "Error" message with details of the error. Common errors could include, but are not restricted to the following:
- mandatory fields not entered
- number of passengers not entered
- part day EMC payment reason not entered
- location name not entered
- credit card number is invalid.

If you get an error message, make the relevant changes and continue with your logbook entry, payment or submission. If you continue to have trouble entering, submitting or paying your EMC obligations please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

4. Definitions

4.1. Navigational section

The navigational section refers to the side bar within EMC Online on the left hand side, as shown below.
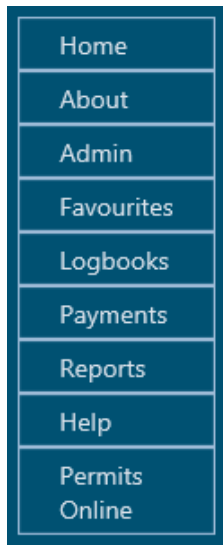
Figure 12 - Screenshot of EMC online navigation menu

4.2. Normal Operations

Normal Operations describes those undertaken by an operator in which a daily chargeable permission may be applied. These include:

- Full Day
- Part Day
- Free Of Charge (FOC)
- Exempt > 3 Days and Exempt Prepaid
- Non-Tourist
- Semi-Submersible (SS) or Glass Bottom Boat (GBB)
- sight-seeing passenger types

4.3. Transfer Operations

Transfer Operations describe those undertaken by an operator in which passengers are transferred from one location to another without the provision of tourist activities within two hours of being delivered to the location.

4.4. Normal Operations Favourites

Normal Operations Favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry of information. Users may set up an unlimited number of favourites containing locations and trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.

4.5. Transfer Operations Favourites

Transfer Operations Favourites can be set up which allows for greater ease of data entry by reducing the number of fields requiring manual entry. Users may set up an unlimited number of favourites containing departure and arrival locations for trips commonly conducted under permits containing multiple operations or applicable to individual operations and/or vessels.

4.6. Tourist related visitors – daily charges

Link to charges*:* [Charges](#)

5. Accessing and Navigating EMC Online

EMC Online is hosted by GBRMPA and is available via the internet. EMC Online can be located at https://secure.gbrmpa.gov.au/emc.

EMC Online can also be logged into directly through the GBRMPA external website secure login facility. This is located through our homepage at www.gbrmpa.gov.au

Hover over *Login for..,* located at the top of the page and select *EMC Online* as shown below.
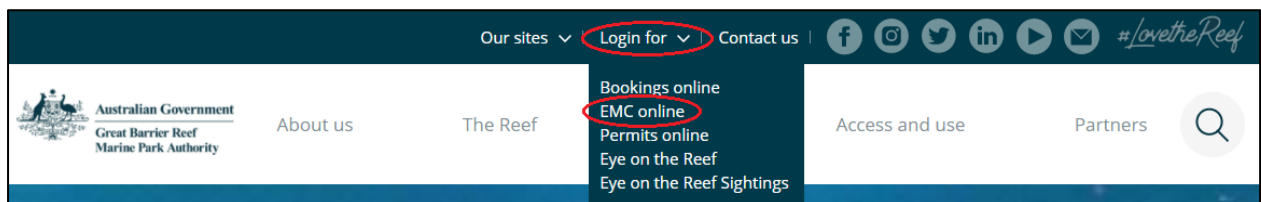

Figure 13 - Screenshot of GBRMPA website with a red circle around the drop list for Login for and a red circle around EMC online

5.1. Logging into EMC Online

The first page you will see when accessing EMC Online is the home page. In order to access EMC Online you must log in using a valid username and password (by clicking the Log In button on the right hand side). If you do not have a username and password please contact the EMC team, who will be able to create a user account for you.

Please note: you must be an authorised contact for EMC purposes in order to have a user account created. If you need to add yourself or others as an authorised contact please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.
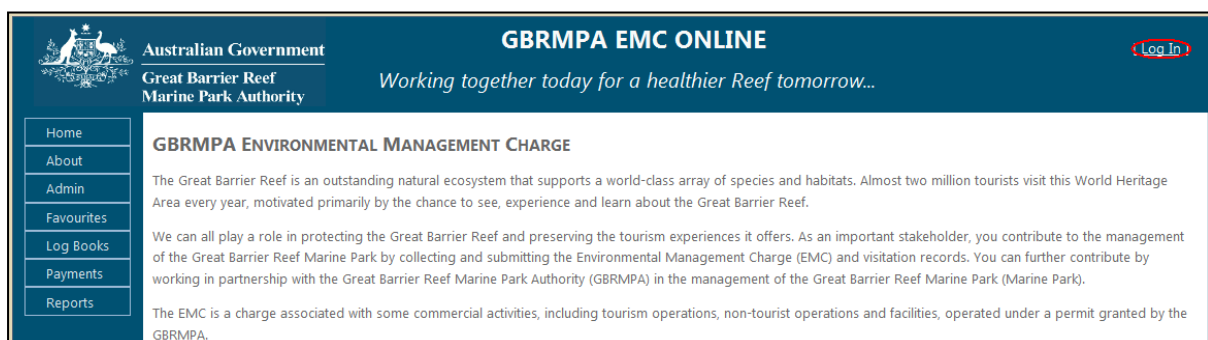
Figure 14 - Screenshot of EMC Online Home page with a red circle around Log In icon

If you have an account enter your username and password into the appropriate fields and click the Log In button (or press the Enter key). A link to a password reset function is also available on the Log In screen.
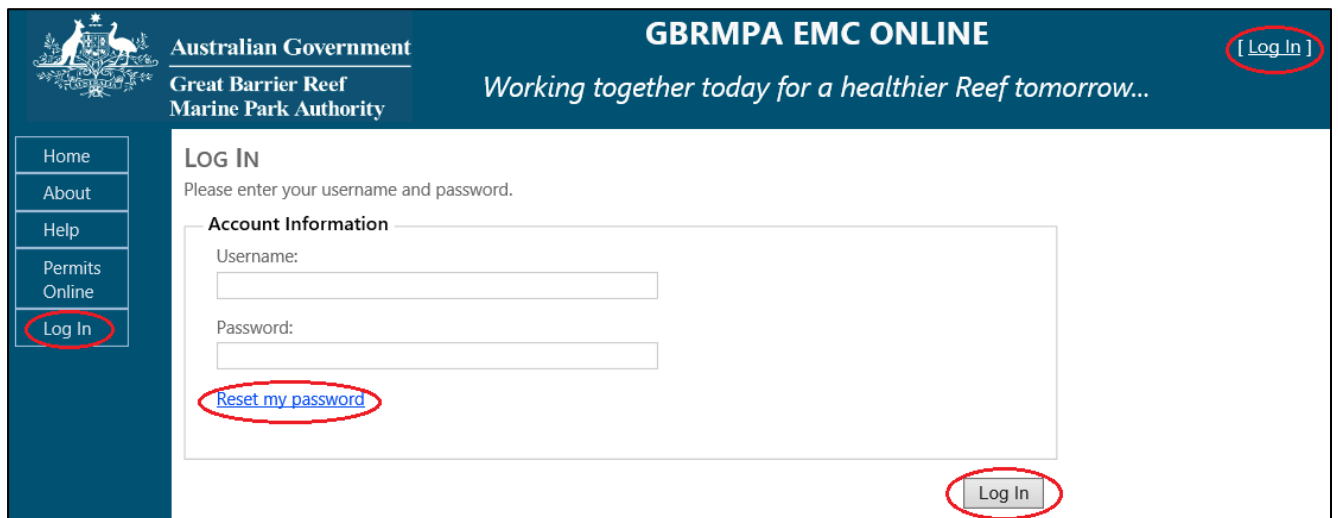

Figure 15 - Screenshot of EMC Online Log In page with a red circles around Reset my password link, Log in button and Log In icon

5.2. Using EMC Online for the first time

If this is the first time you have used EMC Online it is recommended that you change your password.

To change your password hover over the Admin function on the left-hand toolbar and select Change Password.
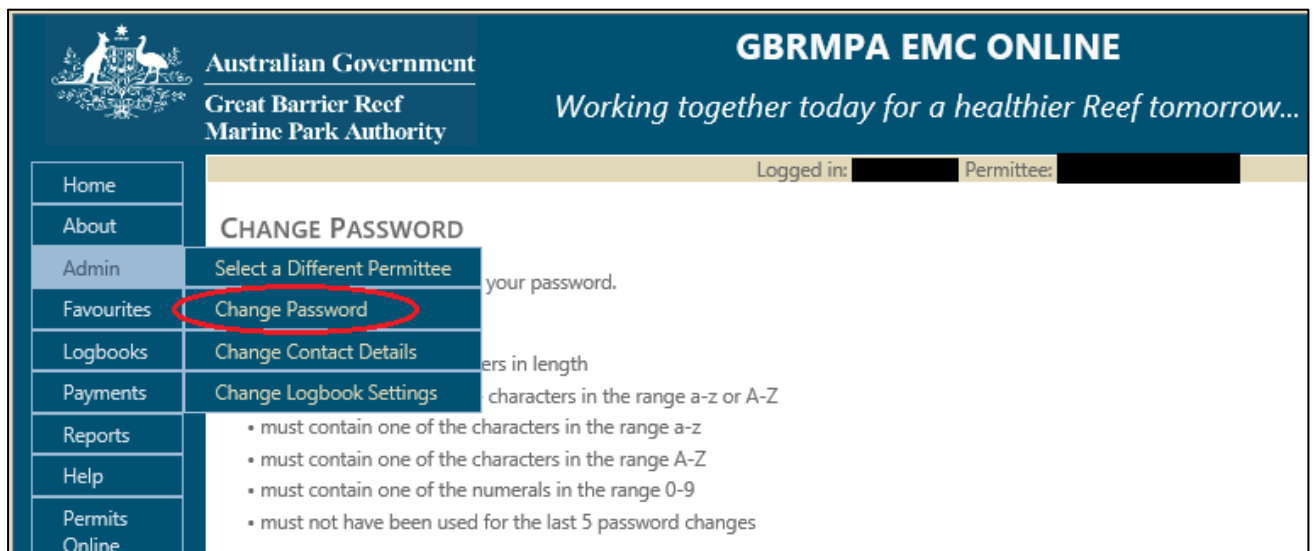

Figure 16 - Screenshot of Change Password screen with a red circle around Change Password section on the navigation menu and a red circle around the Change Password button

For security purposes there are a number of rules that must be adhered to when creating a new password. Please read these rules to ensure that your new password will be accepted. Any attempt to enter a password that does not fit these guidelines will be rejected and will result in an error message.
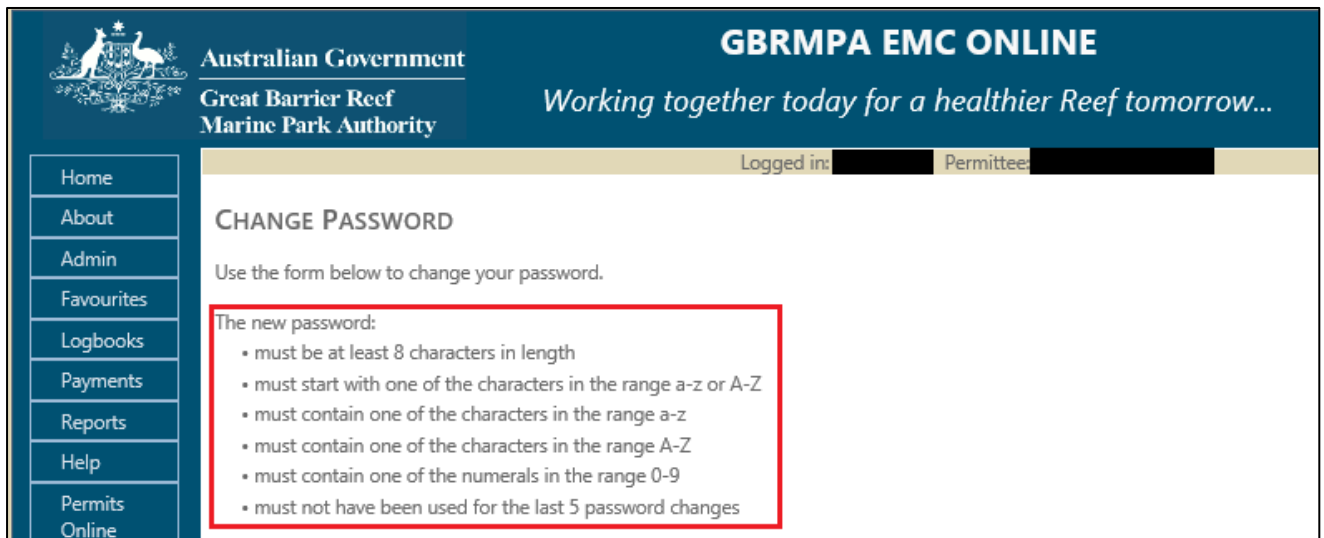

Figure 17 - Screenshot of Change Password screen with a red circle around the rules for changing passwords

5.3. Select a Different Permittee

To select a different permittee, click the Select a Different Permittee in the Admin tab in the navigation section of EMC Online. Note that you can only select a different permittee if you are an approved authorised contact. If you are not an authorised contact please have an existing authorised contact update their contacts using Permits Online.
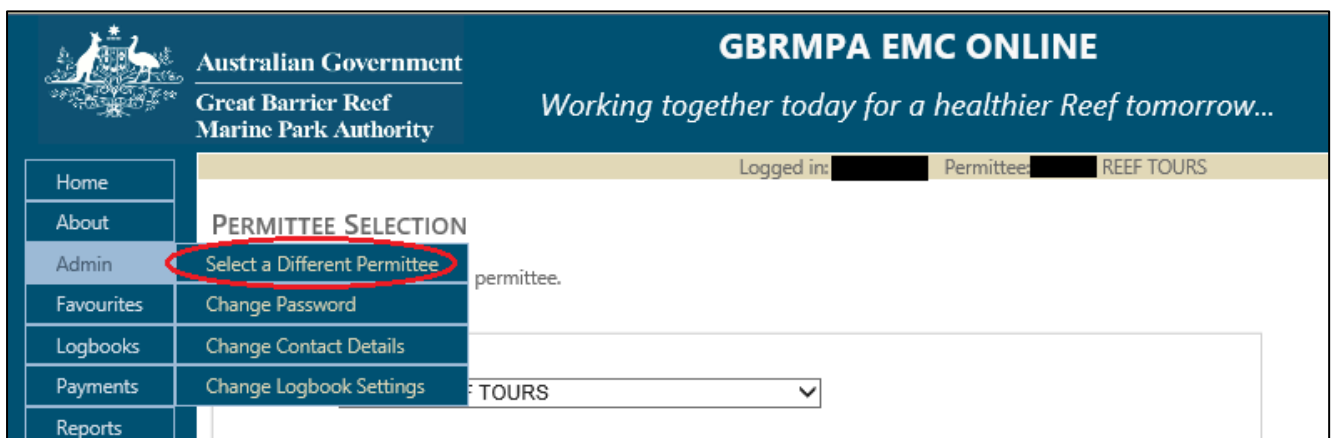

Figure 18 - Screenshot of Permittee Selection screen with a red circle around the Select a Different Permittee section on the navigation menu

Your name and your permittee name will appear in the middle of the screen as shown below.
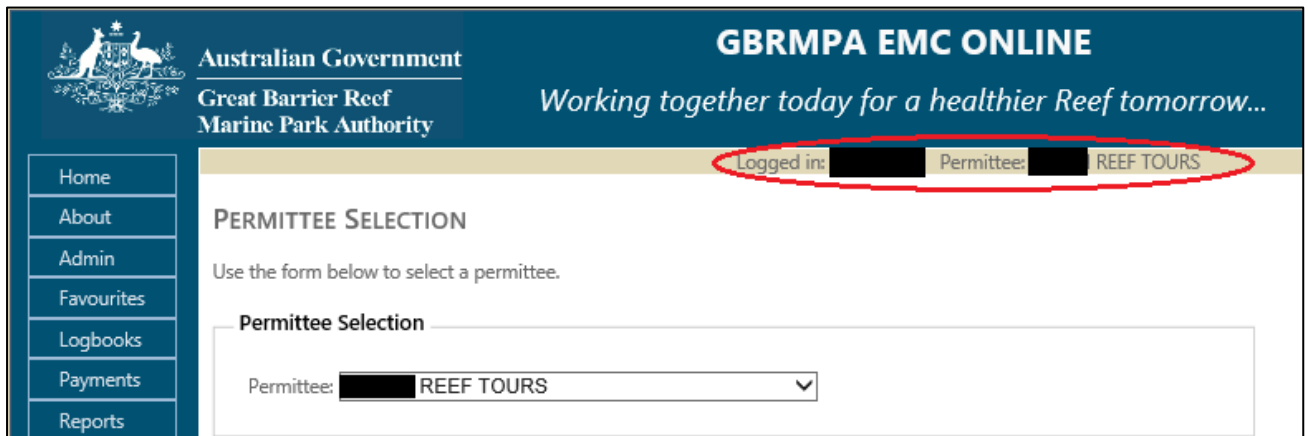

Figure 19 - Screenshot of Permittee Selection screen with a red circle around the user log in details and red circle around the user name in the top right hand corner

5.4. Change Contact Details

To change contact details, click the Change Contact Details button in the Admin column on the navigation section of EMC Online. Through EMC Online you can change your email address, phone and mobile number. More extensive changes to your contact details can be made through Permits Online.
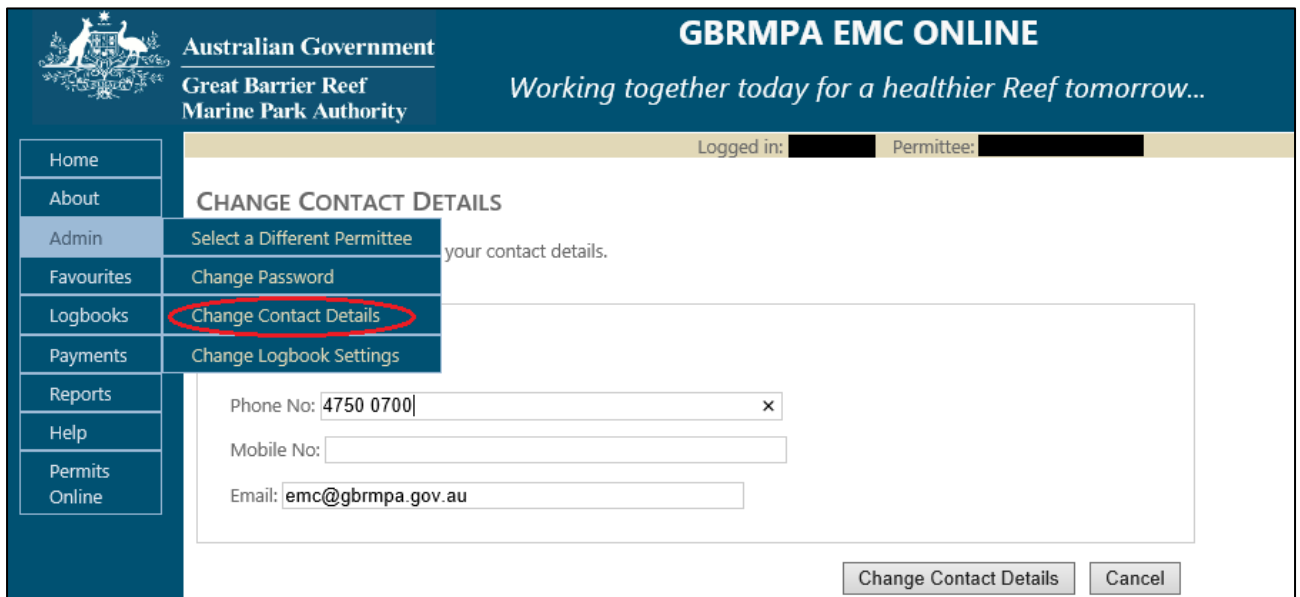

Figure 20 - Screenshot of Change Contact Details screen with a red circle around the Change Contact Details section on the navigation menu

5.5. Change Logbook Settings

When entering logbook data (see Section [7.1](#)), the default settings result in dates automatically incrementing to the following day when the Save and Add Another option is selected. If your operation carries out multiple trips on the same day, using either the same or multiple vessels, turning the default increment date setting off will allow for greater ease of data entry. This may be changed through Change Logbook Settings which can be found in the navigational section under Admin.
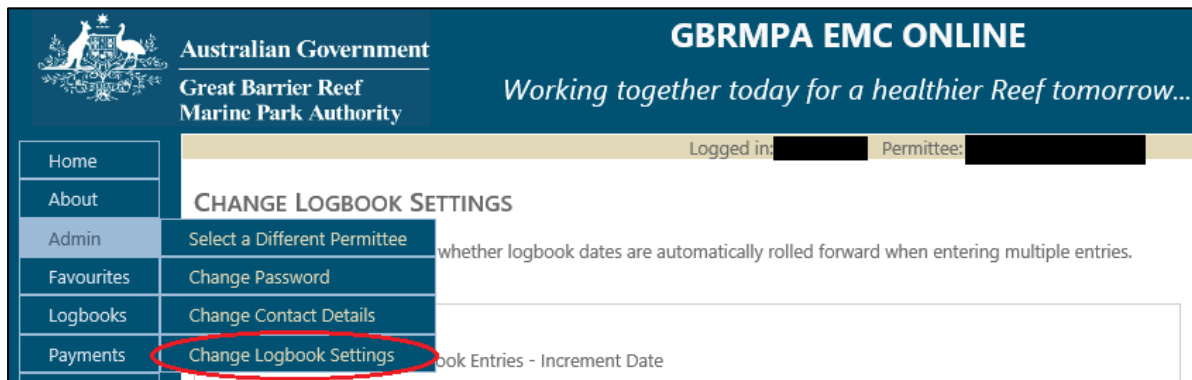

Figure 21 - Screenshot of Change Logbook Settings screen with a red circle around the Change Logbook Settings section on the navigation menu

Once Change Logbook Settings has been selected the screen below will be displayed. If you would like your dates to increment when entering multiple days of data then leave the boxes ticked. If you would like the date to remain static when completing multiple entries for the same day untick the relevant box.
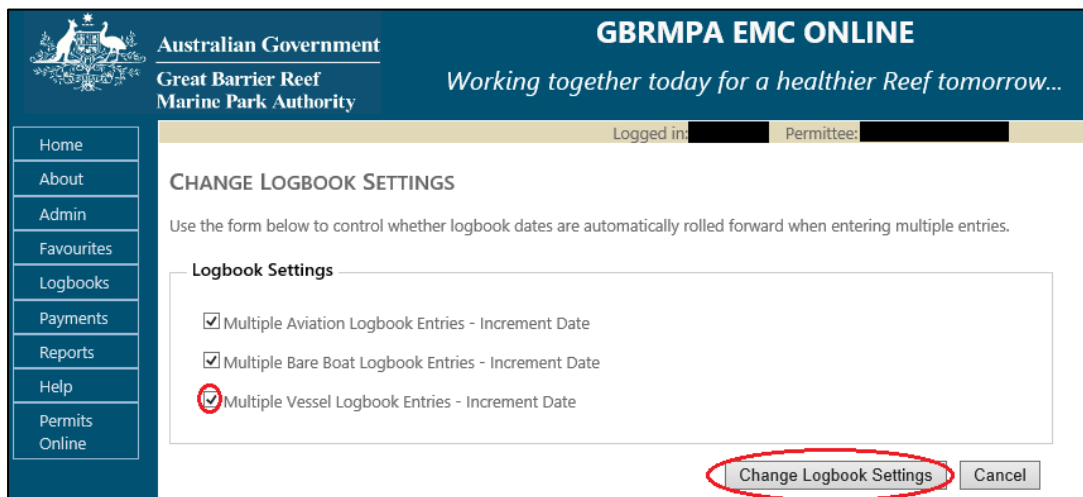

Figure 22 - Screenshot of Change Logbook Settings screen with a red circle Multiple Vessel Logbook Entries – Increment Date tick box and a red circle around the Change Logbook Settings button

5.6. Log Out

To log out of EMC Online Click the Log Out icon in the top right-hand corner.

Figure 23 - Screenshot of EMC Online Home page with a red circle around Log Out icon

6. Setting up Favourites

The Favourites pages allow you to set up your vehicles, preferred trips or locations. When set up correctly can greatly reduce the time it takes to enter logbooks by reducing the amount of data that needs to be manually entered. Your vehicle favourites will be automatically set up for you but if you see a vehicle which you believe shouldn't be there, please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Favourites fall under three specific categories:

- Vehicles - links vehicles to specific operations;
- Normal Operations Favourites - set up regular trips and locations; or
- Transfer Passengers Favourites - set up regular arrivals and departure for transfers.

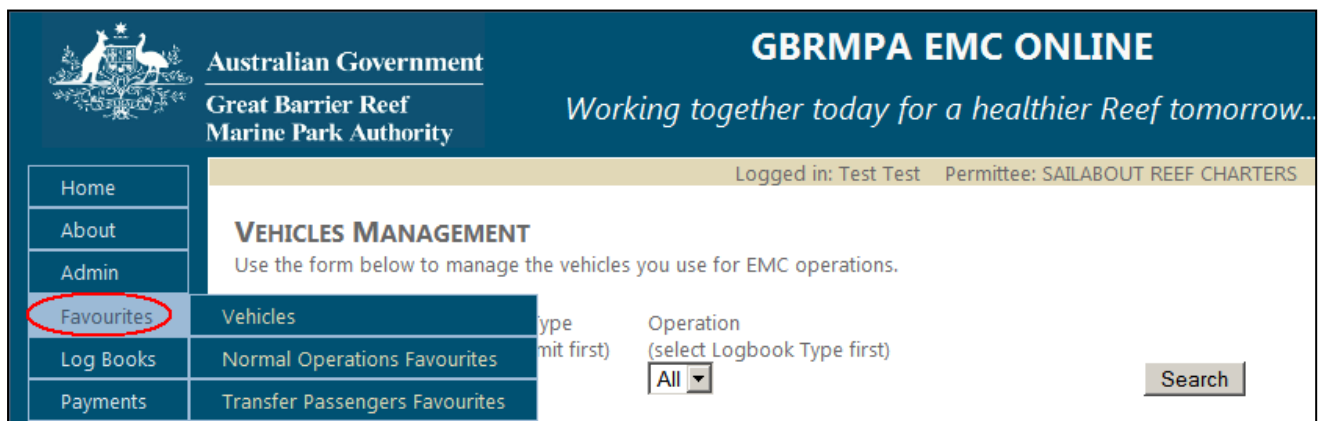You can access the favourites tab by clicking on the Favourites tab in the navigation section of EMC Online.

Figure 24 - Screenshot of Vehicles Management screen with a red circle around Favourites in the navigation menu

6.1. How to set up your Favourites (Vehicles)

To set up a favourite for your vehicles, click Vehicles tab under favourites in the navigation section of EMC Online.

Figure 25 - Screenshot of Vehicles Management screen with a red circle around Vehicles in the navigation menu

By default the search will appear as 'all' in all dropdown boxes, if you wish to refine this search click what permit number, logbook type (bareboat, aircraft or vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Try a search by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (All).
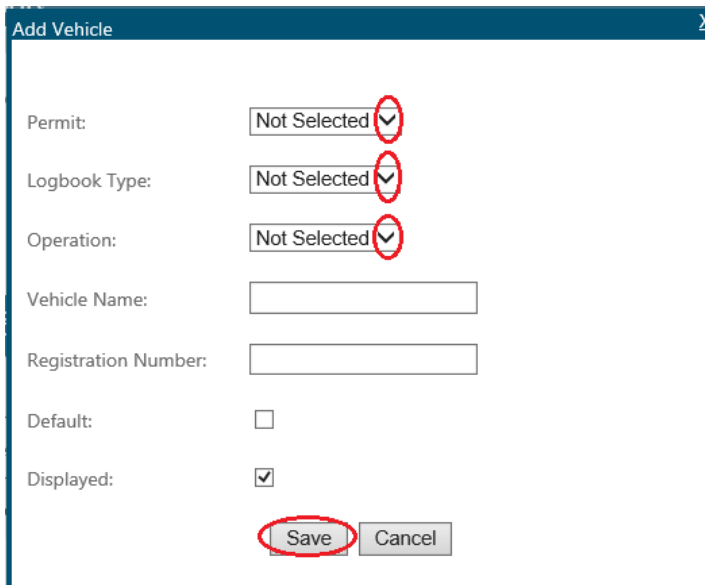4. Click Search.
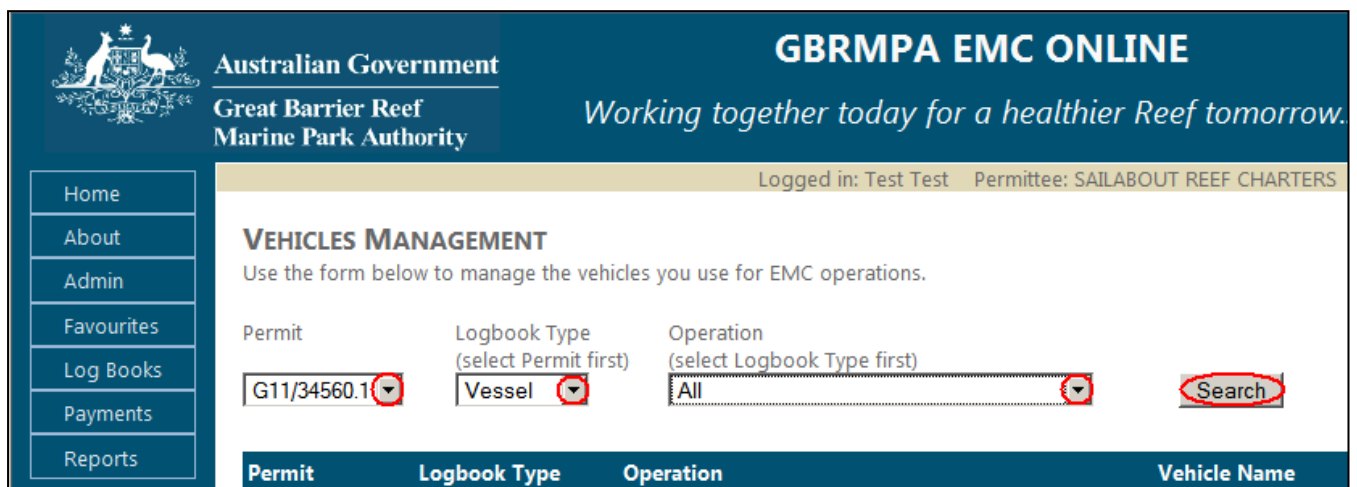
Figure 26 - Screenshot of Vehicles Management screen with red circles around the drop list arrows and a red circle around the Search button

To add a vehicle favourite click the add icon.

Figure 27 - Screenshot of Vehicles Management screen with a red circle around the Add Vehicle Favourites icon
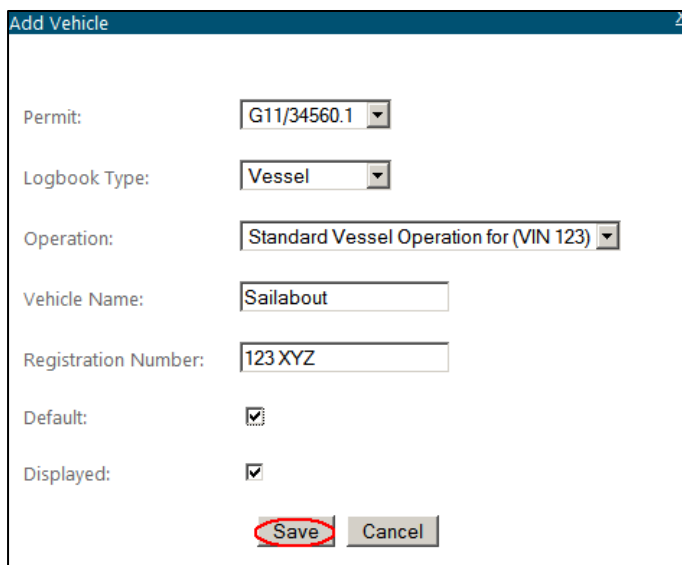
The screen below will be displayed. To add a vehicle as a favourite you must fill in all parameters (except for Registration Number which is only applicable if you have vessel, aircraft or bareboat).

Figure 28 - Screenshot of Add Vehicle pop up window with red circles around the drop list arrows and a red circle around the Save button

Try adding a vehicle by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (e.g. Standard Vessel Operation for (VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your registration number (e.g. 123 XYZ) if you have one.
6. You can select or unselect the default box
7. You can select or unselect the displayed box
8. Click Save.

Figure 29 - Screenshot of Add Vehicle pop up window with details entered and a red circle around the Save button

Your selection will be displayed as shown below. If you wish to add multiple vehicles, click the add icon. If you need to edit your vehicles click the edit icon. If you wish to delete vehicles click the delete icon.

Please note: If the delete icon is not displayed it means the vehicle favourite is currently in use.


Figure 30 - Screenshot of Vehicles Management screen with red circles around the add icon, edit icon and delete icon

You can export your vehicle favourites to a CSV or excel file by clicking Export to CSV file or Export to Excel File.
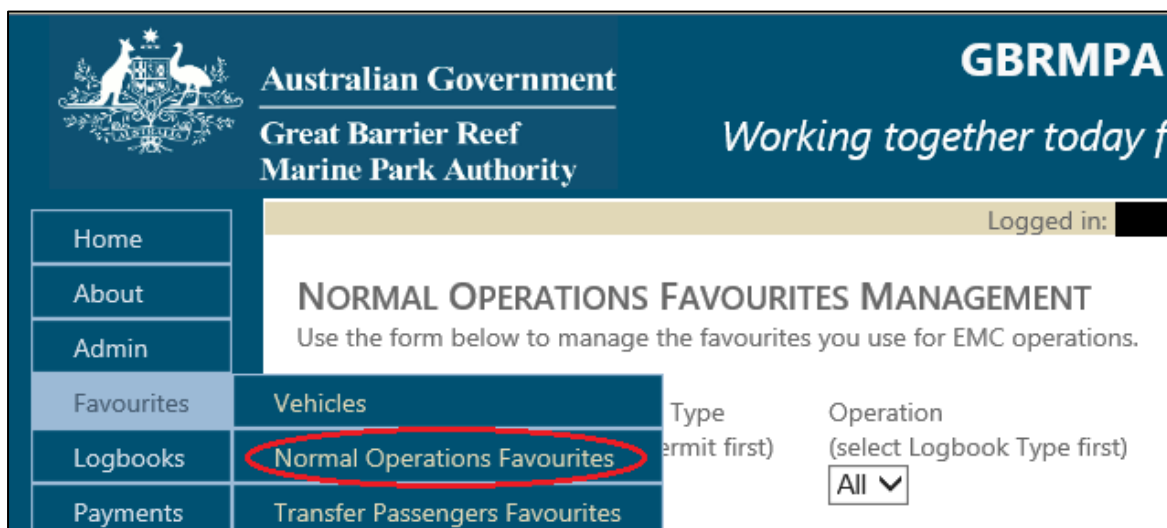

Figure 31 - Screenshot of Vehicles Management screen with red circle around the Export to CSV File link and Export to Excel File link

6.2. How to set up your Favourites (Normal Operations Favourites)

To set up a favourite for your normal operations, click the Normal Operations Favourites tab under Favourites in the navigation section of EMC Online.

Figure 32 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Normal Operations Favourites in the navigation menu

By default the search will appear as 'all' in the dropdown boxes, if you wish to refine this search click what permit number, logbook type (bareboat, aircraft or vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Try a search by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (All).
4. Click Search.

Figure 33 - Screenshot of Normal Operations Favourites Management screen with red circles around the drop list arrows and a red circle around the Search button

To add a normal operations favourite click the add icon.

Figure 34 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Normal Operation Favourites icon

The screen below will be displayed. To add a normal operations favourite you must fill in all parameters.
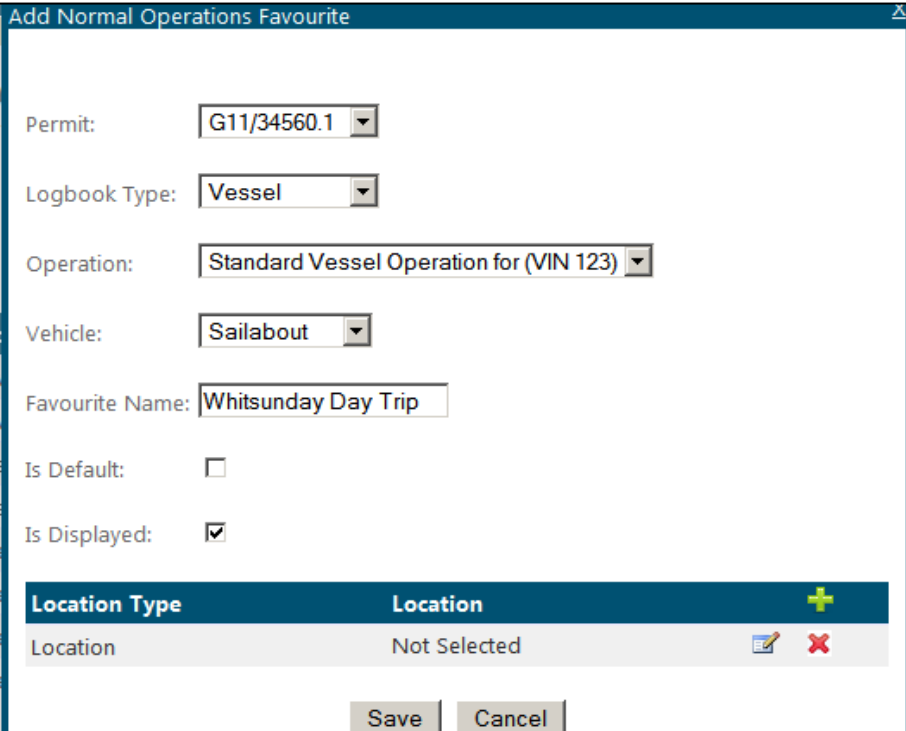
Figure 35 - Screenshot of Add Normal Operations Favourites pop up window with red circles around the drop list arrows and a red circle around the Favourite Name field

Try adding a favourite by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (Standard Vessel Operation for (e.g. VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your favourite name (e.g. Whitsunday Day Trip).
6. You can select or unselect the default *box*
7. You can select or unselect the displayed *box*
8. To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. manta ray bay). If you are unsure about how to add a location please refer to Section 3.12.
9. Click OK.
10. Click Save.

Fill in parameters as shown below.

Figure 36 - Screenshot of Add Normal Operations Favourites pop up window with details entered

Select the location by clicking on the Edit icon or to add a location click the Add icon.

Figure 37 - Screenshot of Add Normal Operations Favourites pop up window with details entered, a red circle around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start by typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can select the desired option with the mouse pointer or you can use the up down arrow keys to move through the drop list. Once the desired location is highlighted hit the Enter key or click OK.
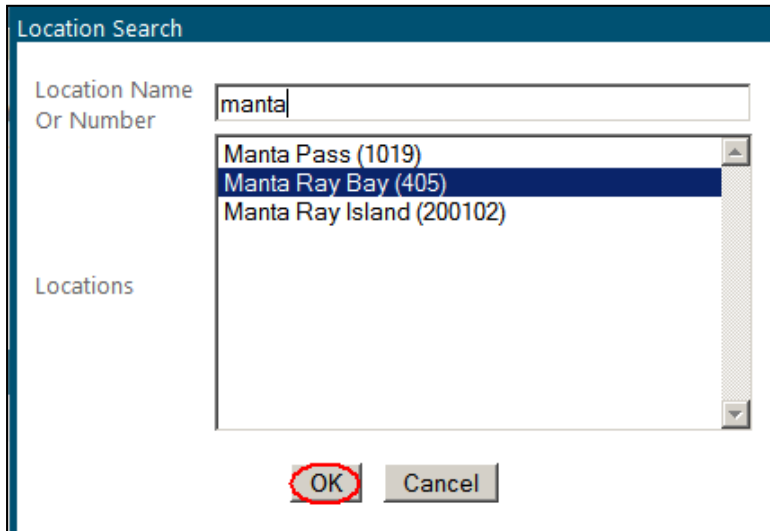
Figure 38 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon. If you wish to delete locations click the delete icon.
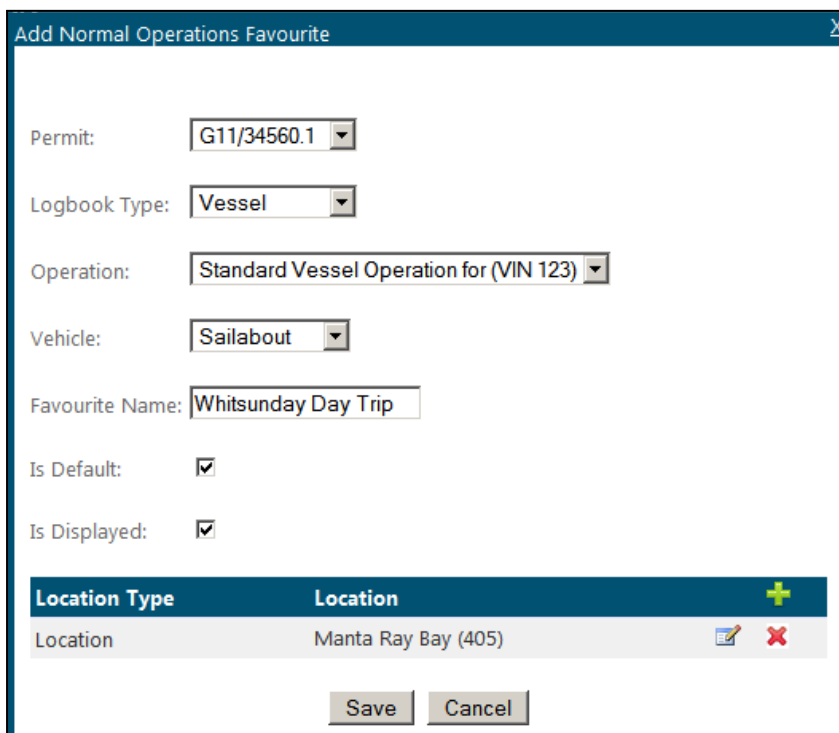
Figure 39 - Screenshot of Add Normal Operations Favourites pop up window with details entered

If you have finished adding your entries click the Save button.

Figure 40 - Screenshot of Add Normal Operations Favourites pop up window with a red circle round the Save button

Your favourites will be displayed as shown below. If you wish to add another favourite, click the add icon. If you need to edit your favourites click the edit icon. If you wish to delete a favourite click the delete icon.

Permit	Logbook Type	Operation	Favourite Name
G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Vessel
G11/34560.1	Vessel	Standard Vessel Operation for (VIN 123)	Whitsunday Day Trip

Figure 41 - Screenshot of Normal Operations Favourites Management screen with a red circle around the Operation Favourite name entered Whitsunday Day Trip

You can export your normal operations favourites to a CSV or Excel file by clicking Export to CSV file or Export to Excel File.

		Export To CSV File	Export To Excel File		
Operation		**Favourite Name**	**Display**		
Standard Vessel Operation for (VIN 123)		Vessel	Y		
Standard Vessel Operation for (VIN 123)		Whitsunday Day Trip	Y		

Figure 42 - Screenshot of Normal Operations Favourites Management screen with red circle around the Export to CSV File link and Export to Excel File link

6.3. How to set up your favourites (Transfer Passenger Favourites)

To set up a favourite for your transfer operations, click the Transfer Passenger Favourites tab under Favourites in the navigation section of EMC Online.

Figure 43 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the Transfer Passengers Favourites in the navigation menu

By default the search will appear as 'all' in all dropdown boxes, if you wish to refine this search click permit number, logbook type (Bareboat, Aircraft or Vessel) and operation by using the dropdown boxes. The records that match your search (which is performed when you click the Search Button) are displayed on the following search page. In effect, the search "filters" the results so that you only see those results that match your search term.

Try a search by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (All).
4. Click Search.

Figure 44 - Screenshot of Transfer Passengers Favourites Management screen with red circles around the drop list arrows and a red circle around the Search button

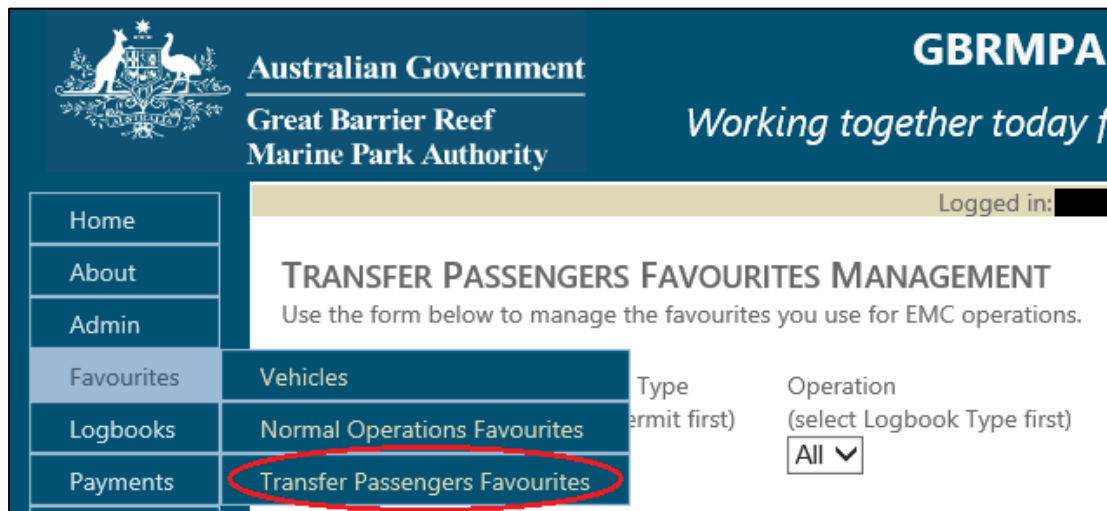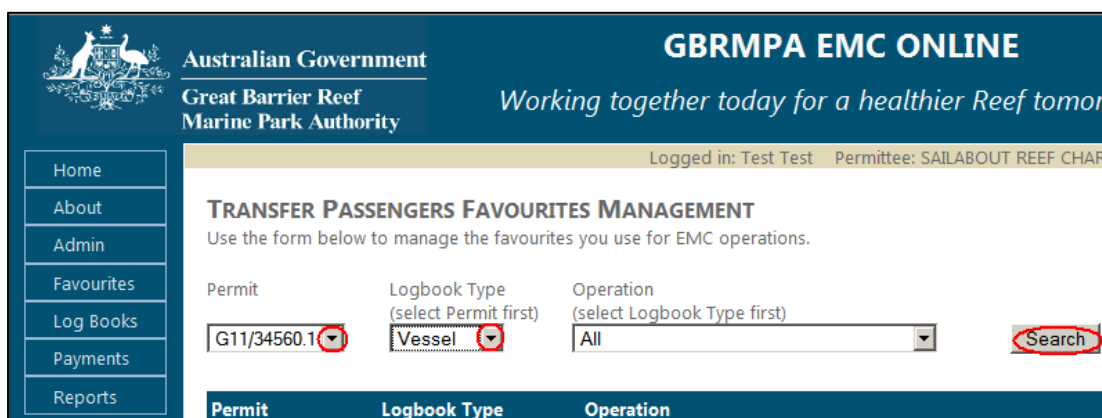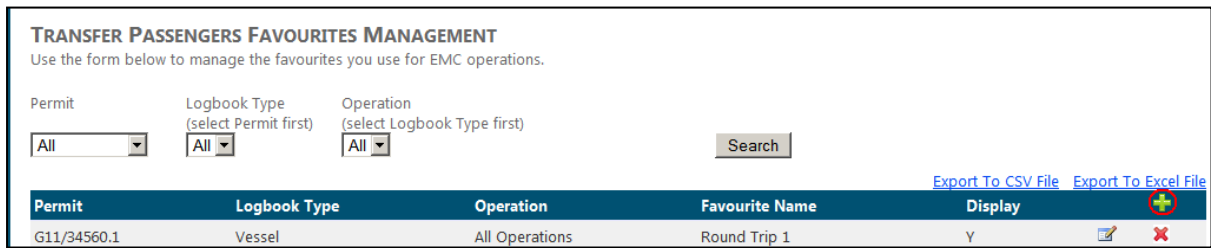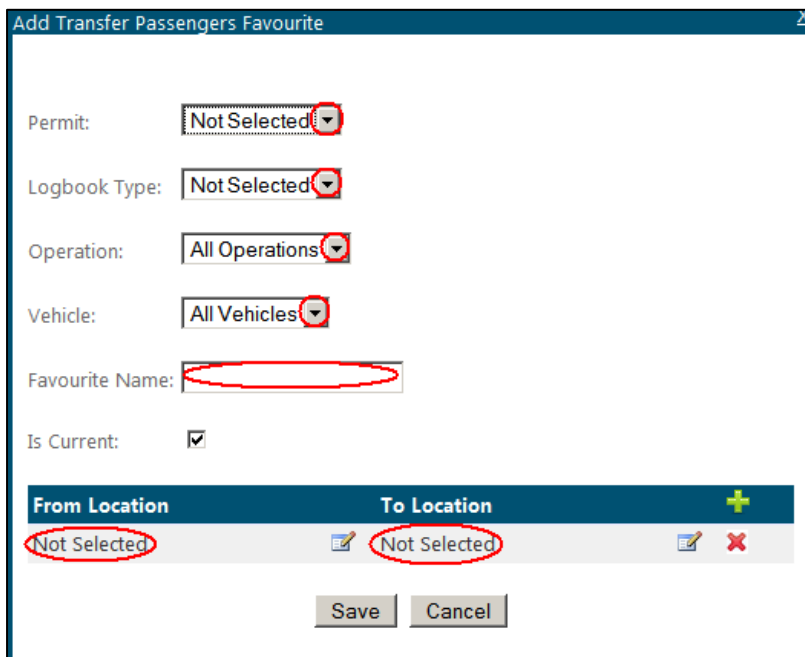To add a transfer operations favourite click the add icon.

Figure 45 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the Add Transfer Passengers Favourites icon

The screen below will be displayed. To add a transfer operation as a favourite you must fill in all parameters.
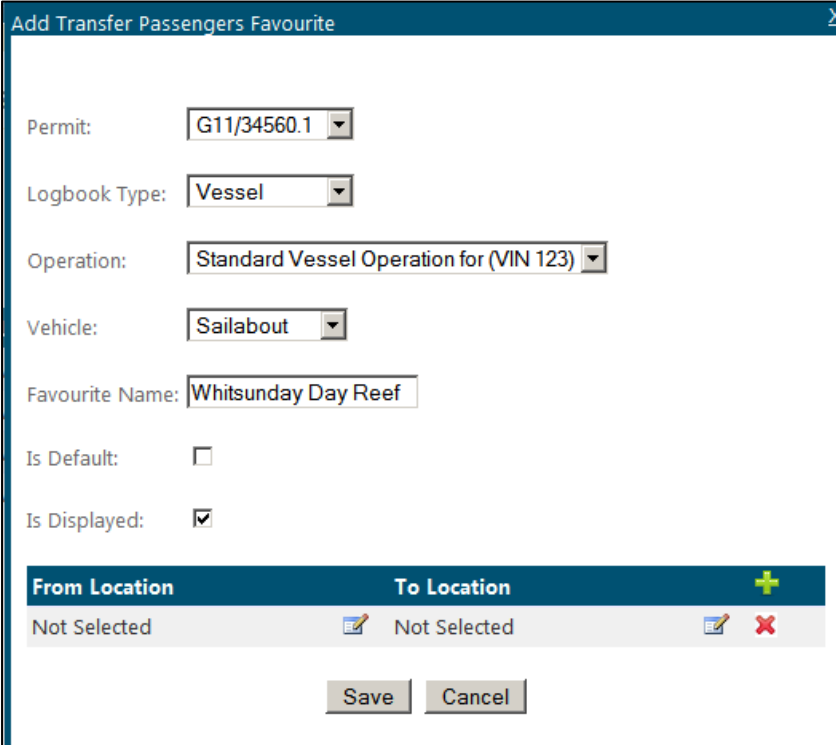
Figure 46 - Screenshot of Add Transfer Passengers Favourites pop up window with red circles around the drop list arrows, red circle around the Favourite Name field and red circles around the Location fields

Try to add a transfer favourite by following these steps:

1. Click drop down and select permit.
2. Click drop down and select logbook type (e.g. Vessel).
3. Click drop down and select operation (Standard Vessel Operation for (e.g. VIN 123)).
4. Click and type in your vehicle name (e.g. Sailabout).
5. Click and type in your favourite name (e.g. Whitsunday day reef).
6. You can select or unselect the default box
7. You can select or unselect the displayed box
8. To add a location click the edit icon or to add a location click the add icon. Type in your location (i.e. Manta Ray bay to Abel Point). If you are unsure about how to add a location please refer to Section 3.12.
9. Click OK.
10. Click Save.

Fill in parameters as shown below.

Figure 47 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered

Select the location by clicking on the edit icon or to add a location click the icon.

Figure 48 - Screenshot of Add Transfer Passengers Favourite pop up window a red circle around Add Location icon and a red circles around the edit icons

When you click the edit icon the following screen will be displayed. To enter a location start by typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can select the desired option with the mouse pointer or you can use the up down arrow keys to move through the drop list. Once the desired location is highlighted hit the Enter key or click OK.
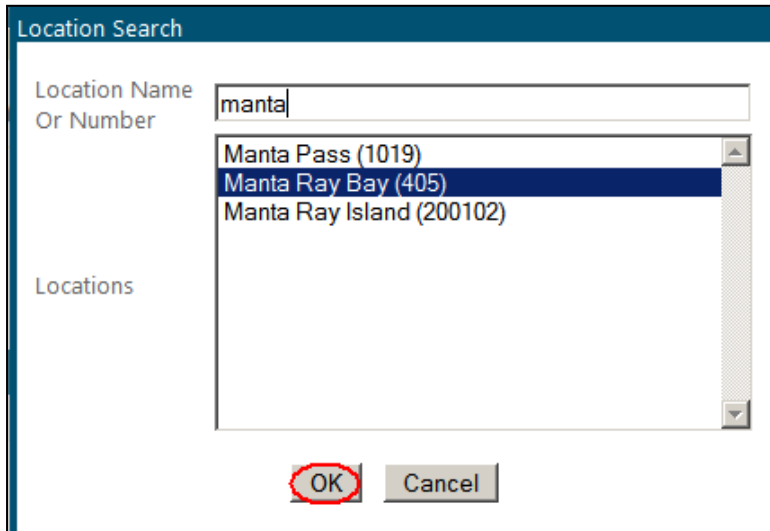
Figure 49 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selection will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your locations click the edit icon.   If you wish to delete locations click the delete icon.
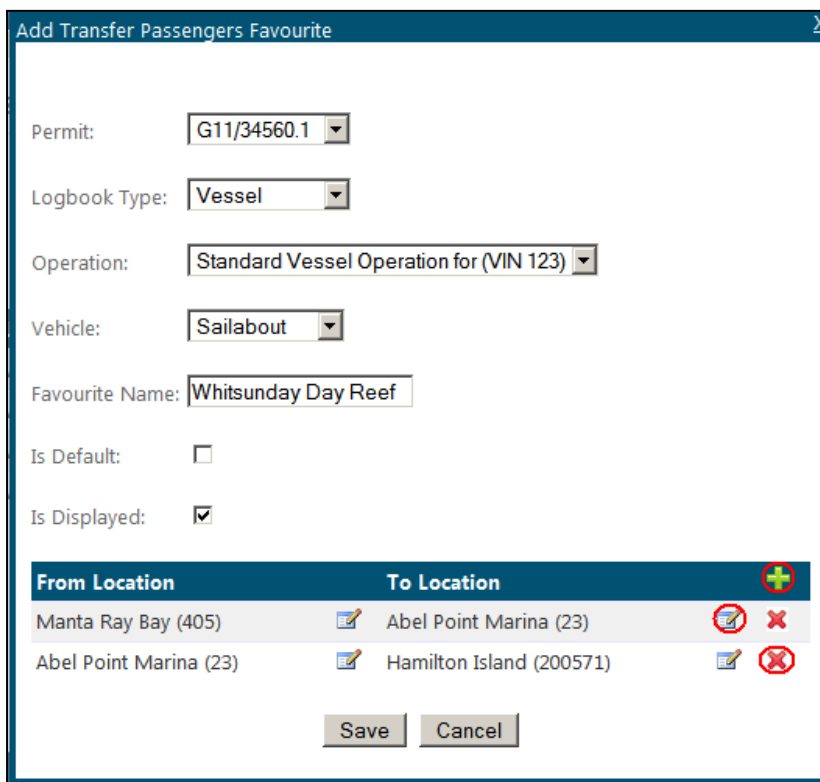
Figure 50 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered and red circles around the add icon, edit icon and delete icon

If you have finished adding your entries click the Save button.

Figure 51 - Screenshot of Add Transfer Passengers Favourite pop up window with details entered and a red circle around the Save button

Your favourites will be displayed as shown below. If you wish to add another favourite, click the add icon. If you need to edit your favourites click the edit icon. If you wish to delete a favourite click the delete icon.

Figure 52 - Screenshot of Transfer Passengers Favourites Management screen with a red circle around the transfer passenger favourite name entered Whitsunday Day Reef

You can export your transfer operations favourites to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Figure 53 - Screenshot of Transfer Passengers Favourites Management screen with red circle around the Export to CSV File link and Export to Excel File link

7. Logbooks

If you are undertaking activities for which daily EMC charges apply, you are required to complete an EMC logbook with information on the number of visitors carried, the amount of EMC payable and all the reefs, islands and bays visited. Separate logbooks must be submitted for each operation.

Please take care to complete the logbook accurately, paying particular attention to:

- providing correct information about the permit you are operating;
- ensuring information for each operation on a permit is recorded, even if there was no activity; and
- providing correct details of the locations you operated to. Further information can be found in the "Location List" tab in the EMC Logbook spreadsheet templates.

Logbooks can be entered manual by adding entries into the EMC Online system or adding by uploading the logbook information via template spreadsheets. This section will explain both manual entry and how to upload information using the logbook spreadsheet templates.

If you are undertaking activities with a fixed quarterly charge, such as beach hire, installation and operation of tourist facilities, underwater observatories, mariculture, pontoons, marinas or vending operations, you are only required to pay your quarterly payment. Please proceed to Section 8.1. View or make payments.

You can access logbooks by clicking on the Logbooks tab in the navigation section of EMC Online.

Figure 54 - Screenshot of Logbook Selection screen with a red circle around the Log Books in the navigation menu

7.1. View or Edit EMC Logbooks

To view or edit EMC logbooks, click the View or Edit EMC Logbooks under the Logbooks tab in the navigation section of EMC Online.
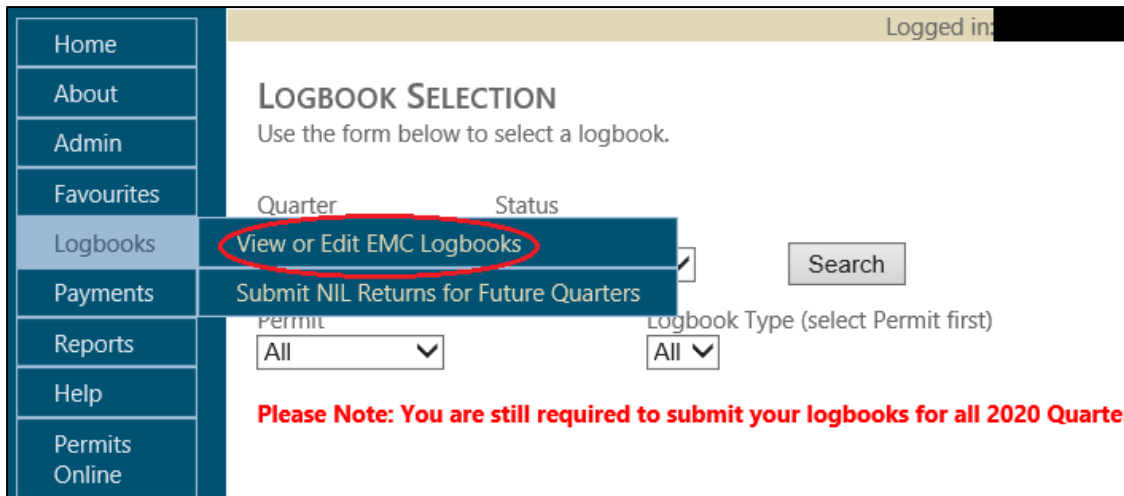
Figure 55 - Screenshot of Logbook Selection screen with a red circle around the View or Edit EMC Logbooks in the navigation menu

The logbooks selection screen allows you to search for logbooks based on quarter, permit, logbook type, operation and status. By default these search terms are set to 'all' with status displaying as not submitted. If you wish to refine this search to include only specific permits and operations from certain quarters change the search parameters to those required and click Search. This search filter effectively allows you to determine what logbooks EMC require for current quarters and also what has or has not been submitted in previous quarters.

Try a search by following these steps:

1. Click dropdown and select quarter (e.g. Oct-Dec 2011).
2. Click drop down and select Status (e.g. Not Submitted).
3. Click drop down and select permit.
4. Click drop down and select logbook type (e.g. Vessel).
5. Click drop down and select operation type (All).
6. Click Search.
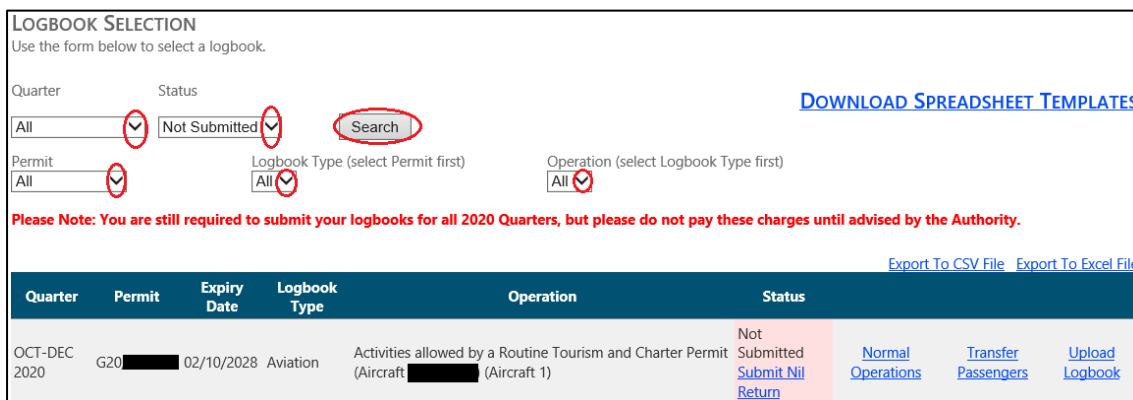
Figure 56 - Screenshot of Logbook Selection screen with red circles around the drop list arrows and a red circle around the Search button

7.2. Vessel Logbooks

If you conduct the following charter programs you must complete a vessel logbook:

- o   vessel charter;
- o   semi-submersible or glass bottom boat;
- o   craftless;
- o   shorebased; or
- o   guided tours;

To view or input data into a vessel logbook click the normal operations button with logbook type displayed as Vessel.

Figure 57 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Vessel and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order 'Date, Vehicle'.

If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term.

Please note: *This search will only yield results once data has been entered for the logbook.*

Try a refresh by following these steps:

1. Click calendar icon and select from date (e.g. 01/07/2011).
2. Click calendar icon and select to date (e.g.30/09/2011).
3. Click drop down and select vehicle (e.g. All).
4. Click drop down and select sort order (e.g. Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
5. Click Refresh.

Figure 58 - Screenshot of Normal Operation Logbook screen with red circles around the drop list arrows and a red circle around the Refresh button

To add a logbook entry click the add icon.

Figure 59 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below, if you are operating under a Vessel Identification Number (VIN) or Vessel Notification Approval (VNA) you must add a vehicle through the favourites page Section 6.1. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set up interface – see Section 3.9) and the passenger counts will all default to zero.
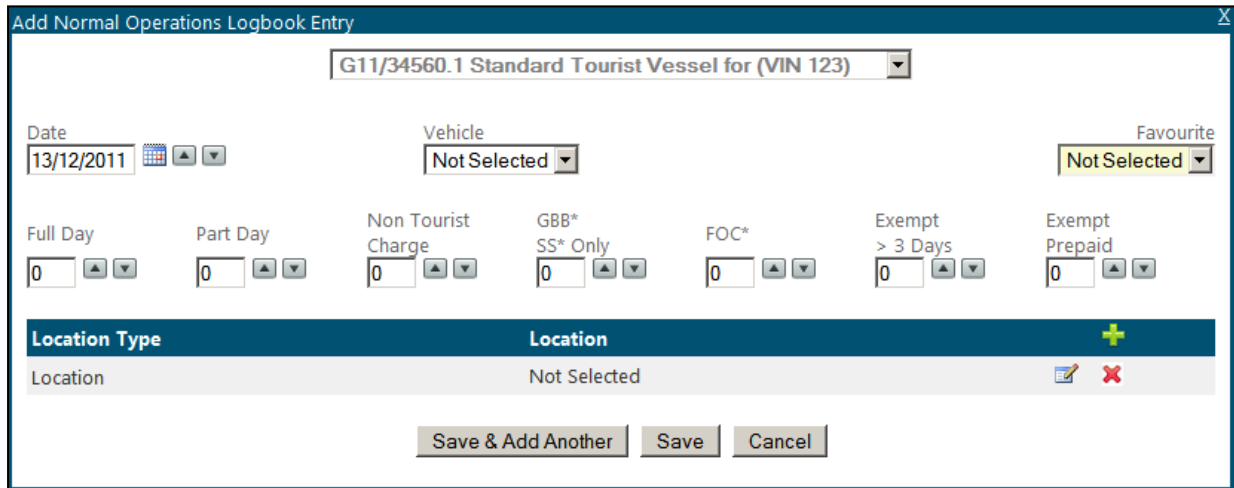
Figure 60 - Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some data by following these steps:

1. Select the date that you operated on.
2. Select the vehicle you used by using the drop down box.
3. If you wish to select a favourite, use the drop down box and your locations will automatically display (for more information on Favourites please see Section 6).
4. Select the number and type of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – What are the charges?)
5. Select the location by clicking the *edit* icon or to add a location click the add icon. If you are unsure about how to add a location please refer to Section 3.12.
6. If you wish to add another entry click the Save & Add Another button and the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see Section 5.5).
7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
8. If at any time you wish to exit out of the data entry interface click on Cancel or the (X) symbol in the top right hand corner of the screen.
9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.

Figure 61 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.
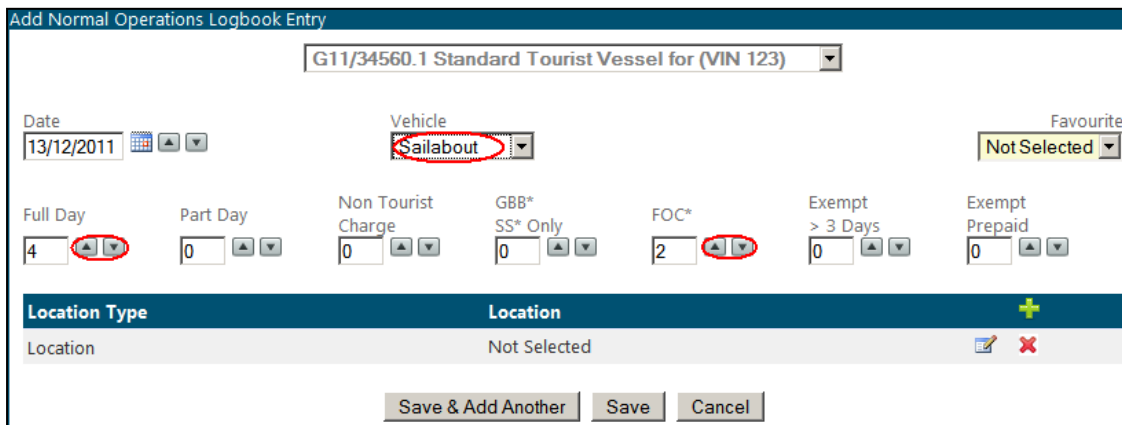
Figure 62 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow for Full Day and FOC fields

Select the location by clicking the edit icon or to add another location click the add icon.
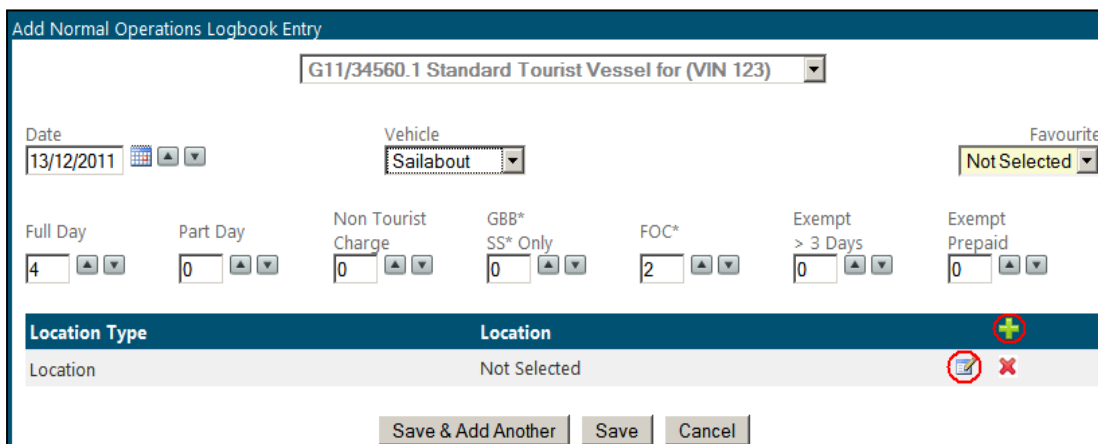
Figure 63 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around the Add Location icon and the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section 3.12.
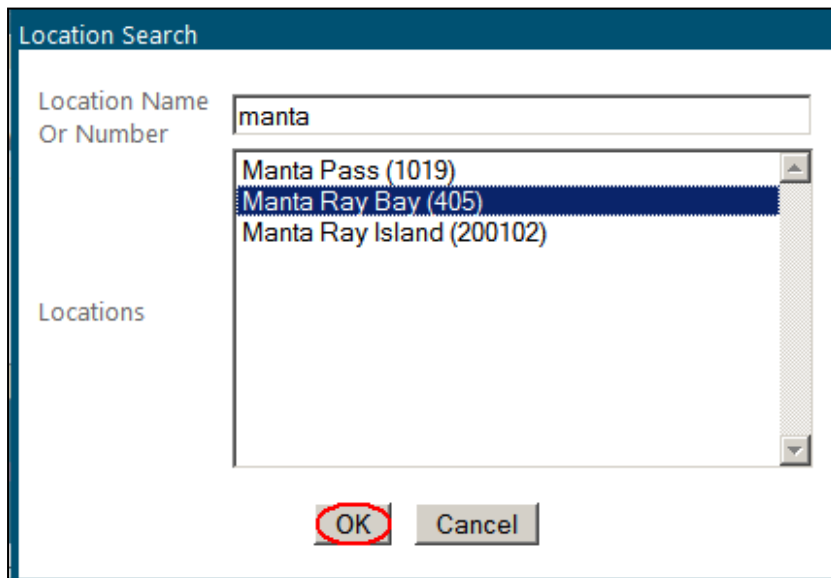
Figure 64 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click the add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.
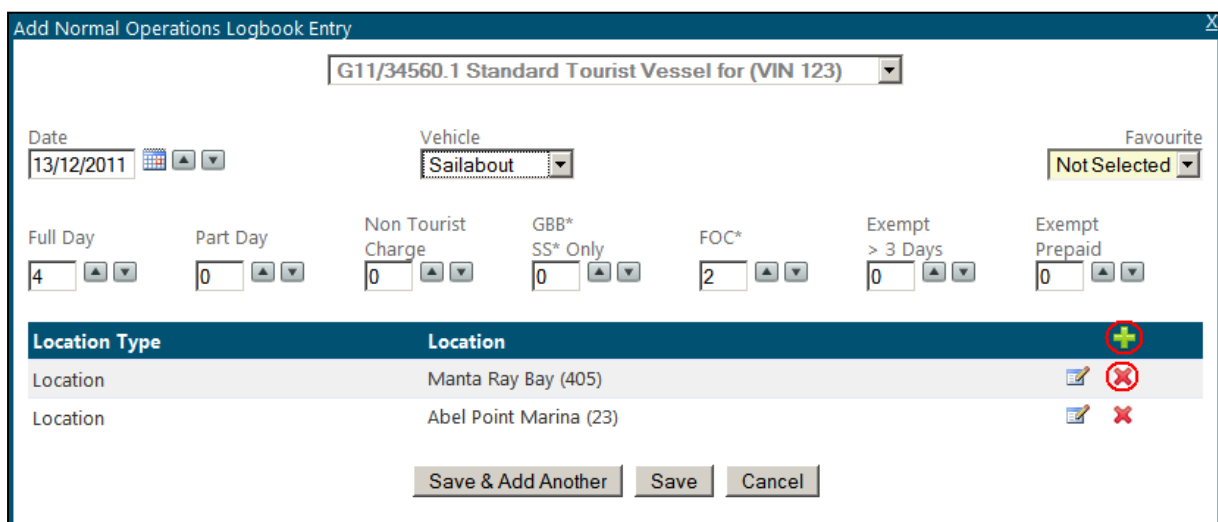
Figure 65 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Figure 66 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen and select the appropriate permit or operation from the dropdown list.

Figure 67 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operations field

Once you have finished your data entry click the Save button. Your entry/entries will be displayed as shown below. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

Figure 68 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Figure 69 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

Figure 70 - Screenshot of Normal Operation Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Not Submit Now link.

Figure 71 - Screenshot of Logbook Selection screen with a red circle around the status 'Not Submitted'

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.

Figure 72 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to pay your EMC charges please proceed to payments in Section 8.

7.3. Bareboat logbook

To add a logbook click the Normal Operations button with logbook type displayed as Bareboat.

Figure 73 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Bareboat and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order will default to Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.*

Try a refresh by following these steps:

1. Click calendar icon and select from date (i.e. 01/07/2011).
2. Click calendar icon and select to date (i.e. 30/09/2011).
3. Click drop down and select vehicle (All).
4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
5. Click Refresh.

Figure 74 - Screenshot of Normal Operation Logbook screen with red circles around the drop list arrows and a red circle around the Refresh button

To add a logbook entry click the add icon.

Figure 75 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys . As shown below. If you are operating under a Bareboat Identification Number (BIN) you must add a vehicle through the favourites page (Section 6.1). Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section 3.9) and the passenger counts will all default to zero.

Figure 76 - Screenshot of Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some logbook data by following these steps:

1. Select the date that you operated on.
2. Select the day of the trip by using the arrow tabs.
3. Select the vehicle you used by using the drop down box.
4. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.
5. Select the day of trip, please note that this will increment with new entries.

6. Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – What are the charges?)
7. Select the location by clicking the edit icon or to add a location click the add icon. If you are unsure about how to add a location please refer to Section 3.12.
8. If you wish to add another entry click the Save & Add Another button and the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see section 5.5).
9. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
10. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.
11. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.
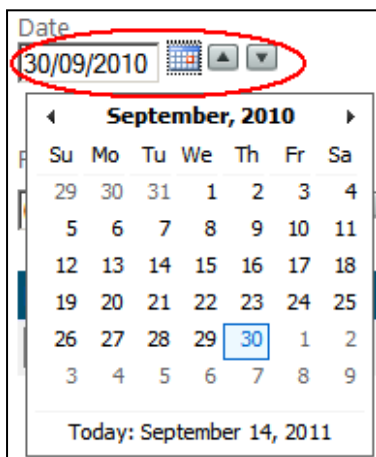
Figure 77 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.
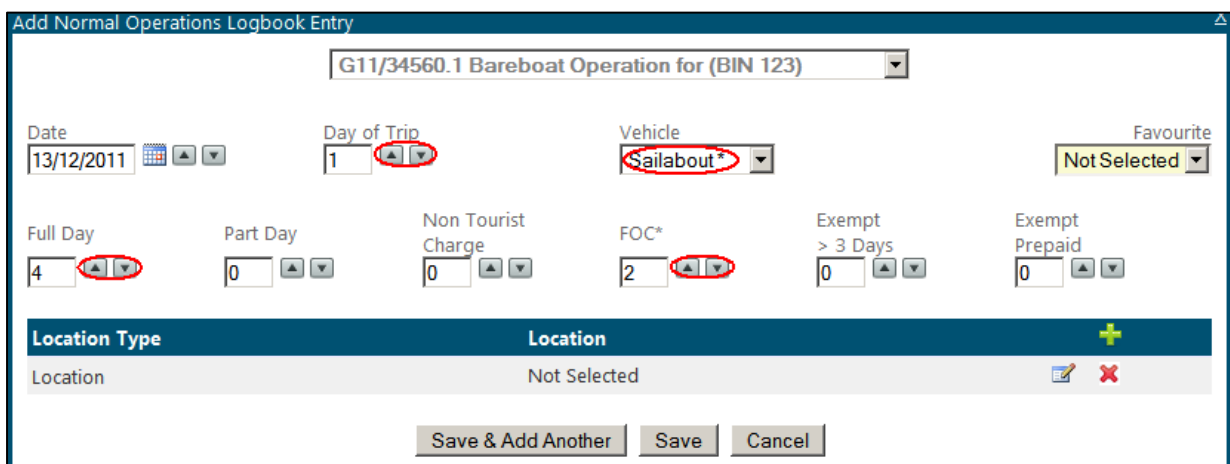
Figure 78 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrows for Day Of Trip, Full Day and FOC fields

Select the location by clicking the edit icon or to add another location click the add icon.

Figure 79 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section 3.12.

Figure 80 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.

Figure 81 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Figure 82 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen.

Figure 83 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operation field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

Figure 84 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Figure 85 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

Figure 86 - Screenshot of Normal Operation Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

Figure 87 - Screenshot of Logbook Selection screen with a red circle around the status 'Not Submitted'

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team.

Please confirm that the data you have entered is correct before submitting your logbook.
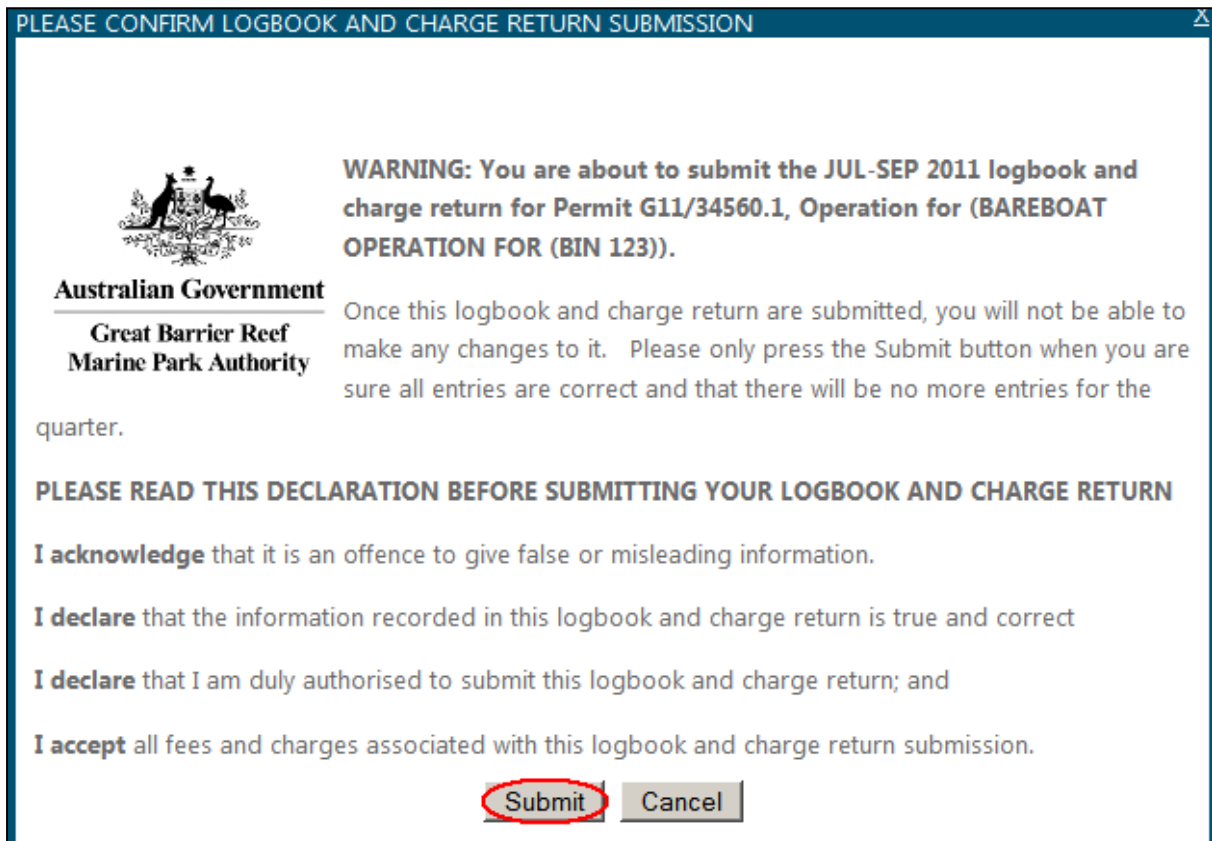
Figure 88 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to remit your EMC charges please proceed to payments in Section 8.

7.4. Aircraft logbook

If you conduct the following charter programs you must complete an aircraft logbook:

- aircraft charter; or
- scenic flights.

To add an aircraft logbook click the Normal Operations button with logbook type displayed as Aviation.

Figure 89 - Screenshot of Logbook Selection screen with a red circle around the logbook type – Aviation and a red circle around the Normal Operations Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order "Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.*

Try a refresh by following these steps:

1. Click calendar icon and select from date (i.e. 01/07/2011).
2. Click calendar icon and select to date (i.e. 30/09/2011).
3. Click drop down and select vehicle (All).
4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
5. Click Refresh.

Figure 90 - Screenshot of Normal Operation Logbook screen with red circles around the drop list arrows and a red circle around the Refresh button

To add a logbook entry click the add icon.

Figure 91 - Screenshot of Normal Operation Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below. If you are operating under an Aircraft Identification Number (AIN) or Aircraft Notification Approval (ANA) you must add a vehicle through the favourites page Section 6.1. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section 3.9) and the passenger counts will all default to zero.

Figure 92 - Screenshot of Add Normal Operation Logbook Entry pop up window

Try entering some logbook data by following these steps:

1. Select the date that you operated on.
2. Select the vehicle you used by using the drop down box.
3. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.

4. Select the number of passengers by clicking the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – What are the charges?).

5. Select the location by clicking the edit icon or to add a location click the add icon. Please note that if you are conducting scenic flights you only need to type in the departure location. If you are unsure about how to add a location please refer to Section 3.12.

6. If you wish to add another entry click the Save & Add Another button, the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see section 5.5).

7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.

8. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.

9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.

Figure 93 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.

Figure 94 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow

Select the location by clicking the edit icon or to add a location click the add icon.

Figure 95 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the *edit* icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section 3.12.
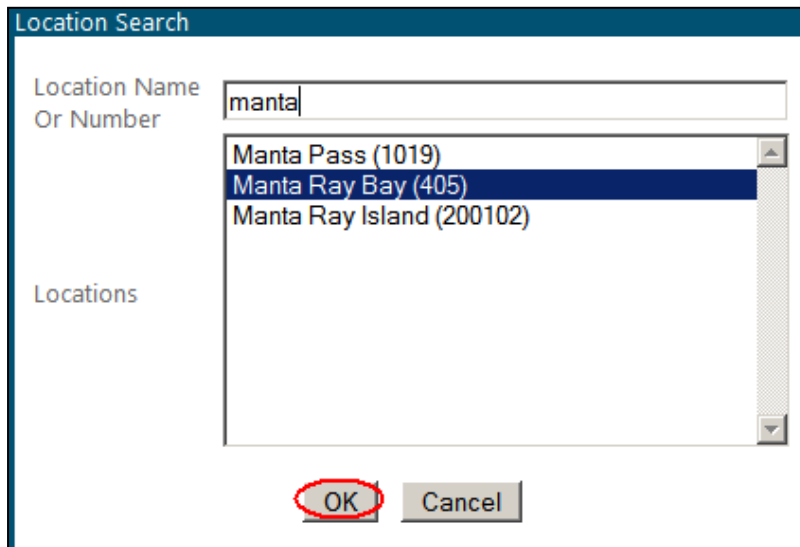
Figure 96 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.
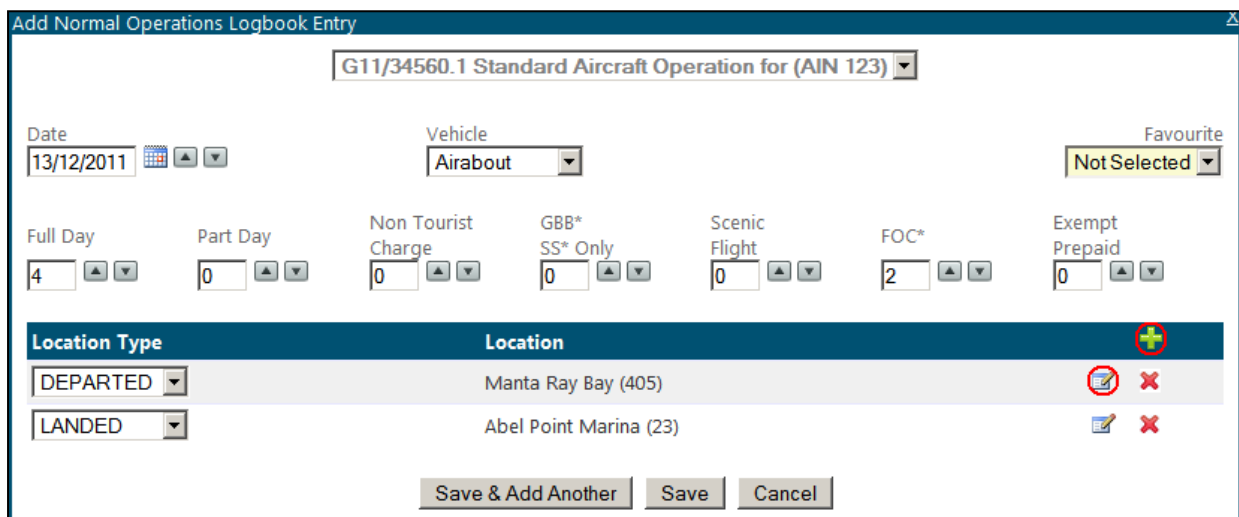
Figure 97 - Screenshot of Add Normal Operation Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.

Figure 98 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen and make a selection.

Figure 99 - Screenshot of Add Normal Operation Logbook Entry pop up window with red circle around the drop list arrow in the operation field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon If you wish to delete an entry click the delete icon.

Figure 100 - Screenshot of Normal Operation Logbook screen with details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Figure 101 - Screenshot of Normal Operation Logbook screen with red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

Figure 102 - Screenshot of Normal Operation Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

Figure 103 - Screenshot of Logbook Selection screen with a red circle around the Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.

Figure 104 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

For information on how to remit your EMC charges please proceed to payments in Section .

7.5. Transfer Logbook

To add a logbook (including vessel or aircraft) for your transfer passengers click the Transfer Passengers link. Transfer passengers have the same parameters for each logbook type (i.e. aircraft and vessel). As the reports are very similar, in terms of functionality, we only cover one type of logbook in this guide - the Vessel Logbook. Following these procedures will also explain how to enter Transfer data for an Aircraft logbook.

Figure 105 - Screenshot of Logbook Selection screen with a red circle around the Transfer Passengers Link

The screen below will be displayed. By default the dates will appear as the start date and the end date of the quarter you have selected, vehicle dropdown will default to 'All' and sort order "Date, Vehicle". If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the Refresh button) are displayed on the following search page. In effect, the search 'filters' the results so that you can only see those results that match your search term. *Please note: this search will only yield results once data has been entered for the logbook.*

Try a refresh by following these steps:

1. Click calendar icon and select from date (e.g. 01/07/2011).
2. Click calendar icon and select to date (e.g. 30/09/2011).
3. Click drop down and select vehicle (e.g. All).
4. Click drop down and select sort order (Date, Vehicle). Changing this sort order allows you to either view your logbook in order of ascending Date or, if using multiple vessels in the one logbook, in order of vessel used. This allows you to view your daily data based on which vessel carried out which trip rather than just in order of date.
5. Click Refresh.

Figure 106 - Screenshot of Transfer Passengers Logbook screen with red circles around the drop list arrows and a red circle around the Refresh button

To add a logbook entry click the add icon.

Figure 107 - Screenshot of Transfer Passengers Logbook screen with red circle around the Add Logbook Entry icon

By default the date will appear as today's date or the end date of the quarter, if you wish to change this click on the text box and use the format DD/MM/YYYY, using the calendar icon or alternatively you can use the arrow keys. As shown below. To select your vehicle you must add a vehicle through the favourites page Section 6.1. Favourite and location will not be selected (unless you have set favourites to Default using the Default tick-box within the Favourites set-up interface – see Section 3.9) and the passenger counts will all default to zero.

Figure 108 - Screenshot of Add Transfer Passengers Logbook Entry pop up window

Try entering some logbook data by following these steps:

1. Select the date that you operated on.
2. Select the vehicle you used by using the drop down box.
3. If you wish to select a favourite, use the drop down box and your locations will automatically be displayed.
4. Select the number of passengers by clicking on the arrow tabs or by typing in the number (if you need clarification on daily charges please refer to the GBRMPA website – What are the charges?).
5. Select the location by clicking the edit icon or to add a location click the add icon. Please remember to enter both from and to location. If you are unsure about how to add a location please refer to Section 3.12.

6. If you wish to add another entry click the Save & Add Another button, the date will automatically increment unless you have turned this function off within Change Logbook Settings (for more details on this function please see Section 5.5).
7. If you have finished adding your entries click the Save button which will take you back to the logbook screen.
8. If at any time you wish to exit out of the data entry interface click on Cancel or the X symbol in the top right hand corner of the screen.
9. If you would like to swap between permits or operations without returning to the logbook selection screen click the dropdown box located at the top of the screen.

Select the date that you operated on as shown below.

Figure 109 - Screenshot of Date Selection feature with a red circle around the date field and up/down arrows

Select the number of passengers by clicking on the arrow keys or by typing the number of passengers. You can tab across the parameters by using the Tab key.
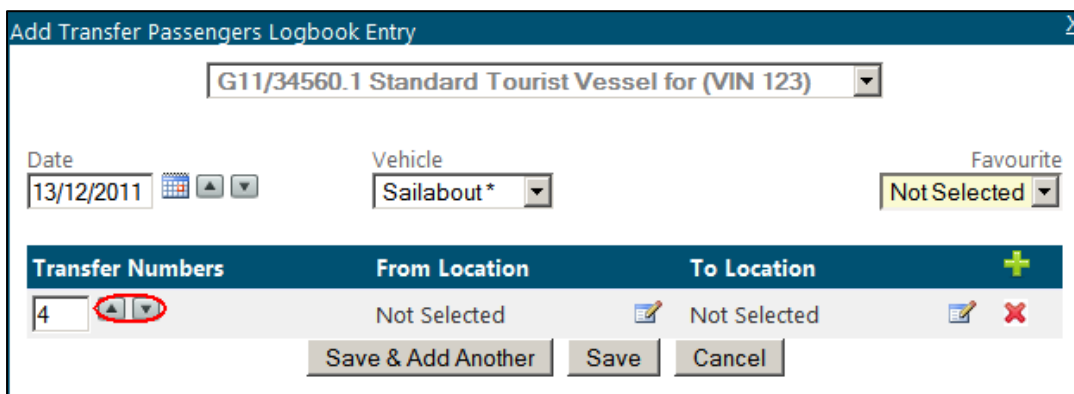
Figure 110 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Vehicle Name field and up/down arrow

Select the location by clicking the edit icon or to add a location click the add icon.
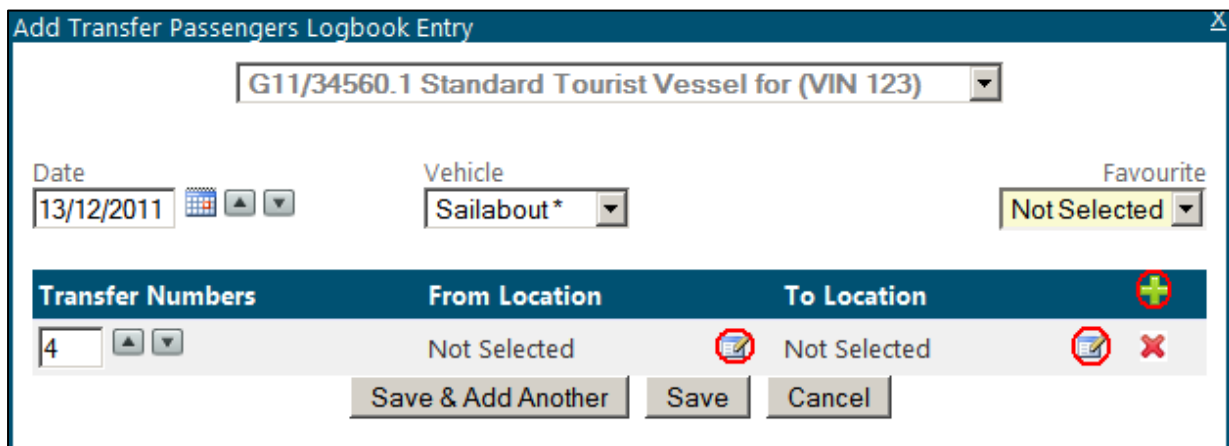
Figure 111 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Add Location icon and a red circle around the edit icon

When you click the edit icon the following screen will be displayed. To enter a location start typing the Reef ID number or name and wait approximately five seconds for it to be displayed. You can click the desired option with the cursor or you can use the up down arrow keys to move through the drop list and when the desired location is highlighted hit the Enter key or click OK. If you are unsure about how to add a location, please refer to Section 3.12.
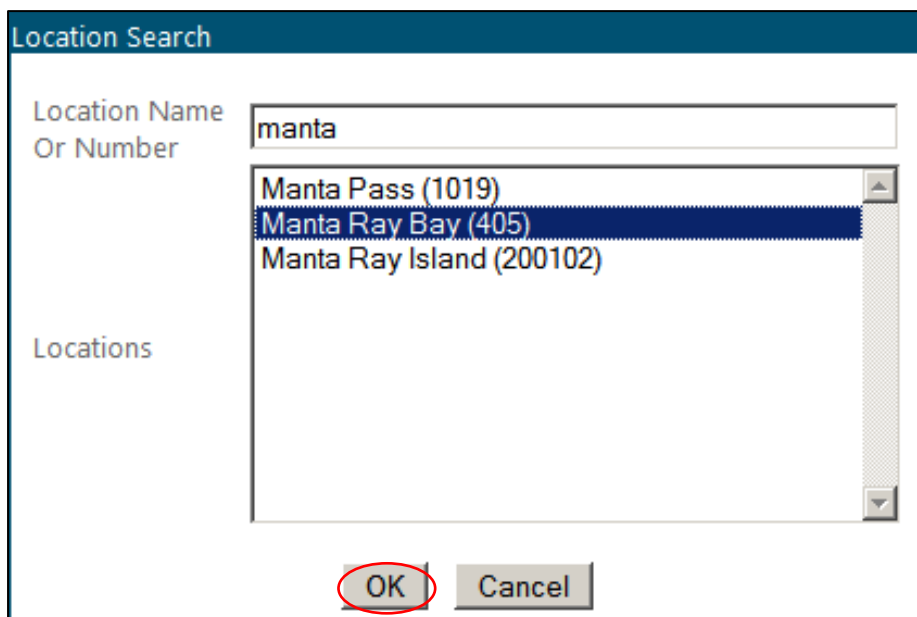
Figure 112 - Screenshot of Location Search pop up window with a red circle round the OK button

Your selections will be displayed as shown below. If you wish to add multiple locations, click add icon. If you need to edit your location click the edit icon. If you wish to delete locations click the delete icon.
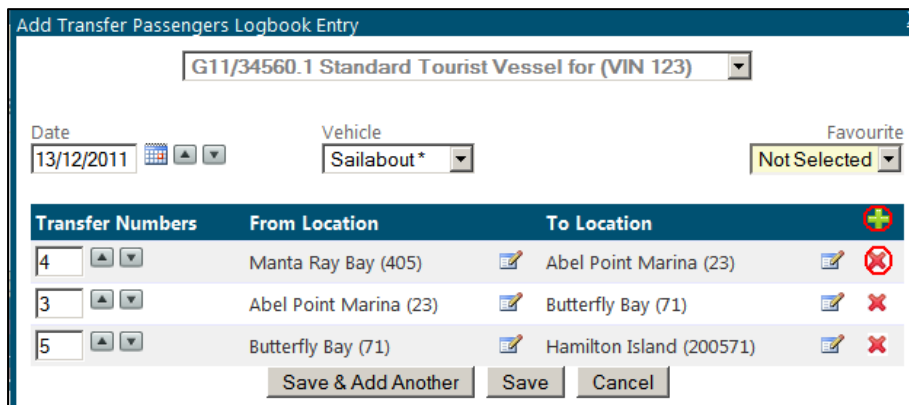
Figure 113 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with details entered and red circles around the add icon and delete icon

If you wish to add another entry for the same permit and operation click the Save & Add Another button or if you have finished adding your entries click the Save button.
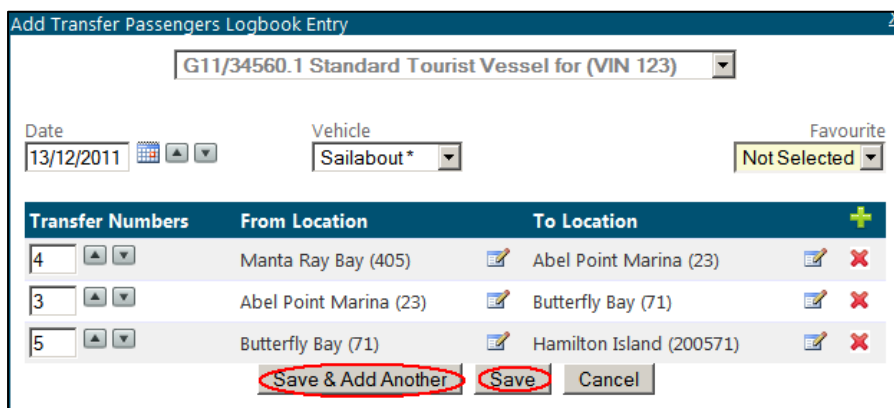
Figure 114 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circles around Save & Add Another button and Save button

If you would like to add another logbook entry under a different permit or operation, click the dropdown box at the top of the screen.
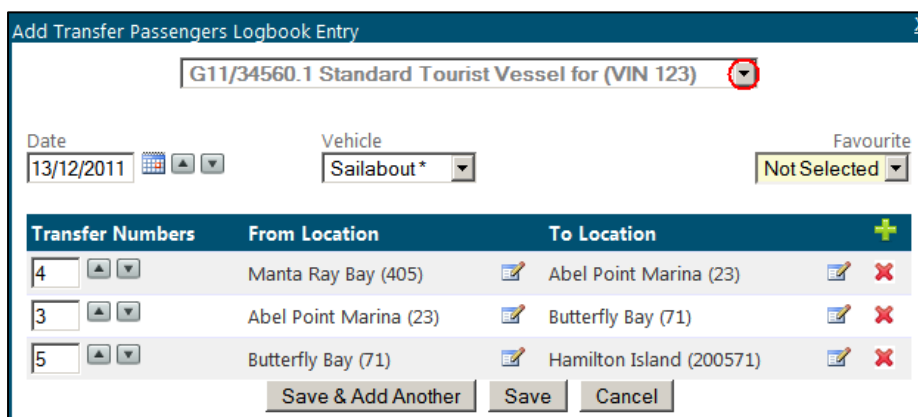
Figure 115 - Screenshot of Add Transfer Passengers Logbook Entry pop up window with red circle around the drop list arrow in the operations field

Your entry will be displayed as shown below. If you wish to add another entry click the add icon. If you need to edit your entry click the edit icon. If you wish to delete an entry click the delete icon.

Figure 116 - Screenshot of Transfer Passengers Logbook screen details added

You can export your vessel logbook entries to a CSV or excel file by clicking Export to CSV file or Export to Excel File.

Figure 117 - Screenshot of Transfer Passengers Logbook screen red circle around the Export to CSV File link and Export to Excel File link

Once your logbooks are entered and you are confident that the information is correct Click the Back to Logbook Selection button. Your logbook entry will automatically be saved.

Figure 118 - Screenshot of Transfer Passengers Logbook screen with red circle around the Back to Logbook Selection button

If you have finished entering your logbook for that quarter you can proceed to submit your logbook. Click the Submit Now link.

Figure 119 - Screenshot of Logbook Selection screen a red circle around the Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information you have submitted please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.

Figure 120 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

7.6. Downloading logbooks

Once you are logged into EMC Online select the Logbook tab on the navigation section on the left hand side of the screen.

Figure 121 - Screenshot of EMC Online navigation menu with a red circle around Logbooks

When on the Logbook Selection screen there is a link titled Download Spreadsheet Templates.

Figure 122 - Screenshot of Logbook Selection screen with a red circle around link for Download Spreadsheet Templates

Once selected the Download Logbook Spreadsheets screen appears. Select which template type you would like to download and save a copy to your personal computer. A link to this document is available via the Download Instructions link.

Figure 123 - Screenshot of EMC Online Download Logbook Spreadsheet screen with a red circle around the title

Tip: Download the template at the beginning of the quarter and enter the trip data as required then upload the data before quarter due dates (30 April, 31 July, 31 October, and 31 January).

When saving the document to your personal computer use a naming protocol that reflects the operation and quarter e.g.

- VIN0888-EMC-Jan-Mar-2021
- Flyaway-EMC-Apr-Jun-2021
- BIN999-EMC-Jan-Mar-2021
- AIN0777-EMC-Jul-Sep-2021

Please Note: *You can add multiple vessel names and aircraft registrations (Column B of template) for an individual VIN/BIN/AIN without having to complete separate logbook templates.*

An example of a Vessel Operation with a VIN is below. For example VIN0567 can have a number of vessel names added for the VIN operation.

	Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *							Reason for Part Day EMC
			Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid (Exemptions)	> 3 Day (Exemptions)	
6	20/04/2020	Flyaway	6				8			
7	29/05/2025	Rigger One		8						Leaving the Marine Park before 6am
8	02/05/2020	Ocean Rider	7							
9	03/05/2020	Ocean Rider	7							
10	05/06/2020	Ocean spirit II	18							
11	06/04/2020	Tea for two	6						7	
12	06/05/2020	Tea for two							7	
13	05/07/2022	Aqua				60				
14	06/04/2020	tea for two	6							

Figure 124 - Screenshot of Vessel Operation with a VIN displaying different vessel names within the logbook spreadsheet

An example of a Bareboat Operation with a BIN is below. For example BIN0143 can have a number of vessel names added for the BIN operation.

	Date (eg. 01/01/2020) *	Vessel Name *	PASSENGER NUMBERS *			Exempt
			Day Of Trip	Full Day passenger numbers	FOC*	> 3 Day
6	09/05/2025	Sea Breeze	1	5		
7	10/05/2020	Sea Breeze	2	5		
8	11/05/2020	Sea Breeze	3	5		
9	12/05/2020	Sea Breeze	4			5
10	13/05/2020	Sea Breeze	5			5
11	18/05/2020	Wave Rider II	1		4	
12	19/05/2020	Wave Rider II	2		4	

Figure 125 - Screenshot of Bareboat Vessel Operation with a BIN displaying different vessel names within the logbook spreadsheet

An example of an Aircraft Operation with an AIN is below. For example AIN0278 can have multiple aircraft registrations added for the AIN operation.

			PASSENGER NUMBERS *					Exemptions	
3 4	Australian Government Great Barrier Reef Marine Park Authority Date (eg. 01/01/2020) *	Aircraft Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	Scenic Flight passenger numbers	FOC*	Prev. Paid	Reason for Part Day EMC
6	23/04/2020	VH-CTT				4		2	
7	24/04/2020	VH-BIG				5			
8	24/04/2020	R44 STQ				5			
9	24/04/2020	VH-BVC	5						
10	24/04/2020	VH-CTP	6						
11	24/04/2020	VH-CTP	4						
12	24/04/2020	VH-CTP		5					Less than 3 hours

Figure 126 - Screenshot of an Aircraft Operation with an AIN displaying different Aircraft Names numbers within the logbook spreadsheet

Please Note: *You can add multiple vessel names and aircraft registrations (Column B of template) for an individual VIN/BIN/AIN without having to complete separate logbook templates.*

Please Note: *You cannot add multiple vessel names and aircraft registrations (Column B of template) for individual operations that do not have a VIN/BIN/AIN. Separate logbook templates are required for operations that do not have an associated VIN/BIN/AIN*

7.7. Entering information into the Spreadsheet

Each spreadsheet template has information within the workbooks on how to fill in the spreadsheets and how to search for a location. Each spreadsheet type (Vessel, Aircraft, Bareboat) has the information associated with the type.

For example the information worksheets for Bareboats are slightly different to the information sheets for Vessel/Aircraft. The Bareboat spreadsheet has an extra worksheet titled Common Bareboat Locations and no worksheet for Troubleshooting – Part day passengers.
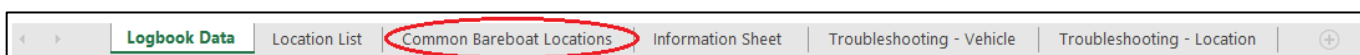
Figure 127 - Screenshot of excel worksheet tabs with a red circle around Common Bareboat Locations worksheet

The Vessel/Aircraft information sheets are titled with the same worksheet names. The Vessel/Aircraft information worksheets have an extra sheet for Troubleshooting – Part Day passengers.
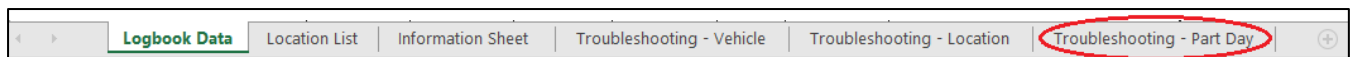
Figure 128 - Screenshot of excel worksheet tabs with a red circle around Troubleshooting – Part Day worksheet

The worksheet Titled 'Information Sheet' has the information required on how to fill in the Logbook Data worksheet.
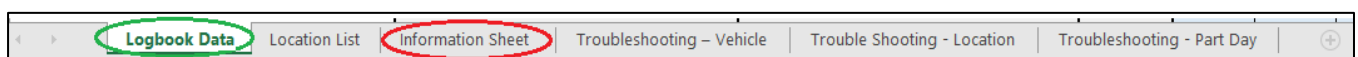
Figure 129 - Screenshot of excel worksheet tabs with a red circle around Information Sheet worksheet

Please Note:
- *Only the 'Logbook Data' worksheet is loaded into EMC online.*
- *Reloading the same information will duplicate the line items.*
- *Information already loaded would need to be deleted out of EMC online or out of the spreadsheet before reloading data.*

7.8. Comments / Notes

The Comments areas of the logbook spreadsheets are for Permit Holder Use Only. Any information entered in this field will not be uploaded to the Authority.

Column AH in the vessel and aircraft spreadsheets and Column W in the bareboat logbooks are enabled to have comments or notes added to any row of information.
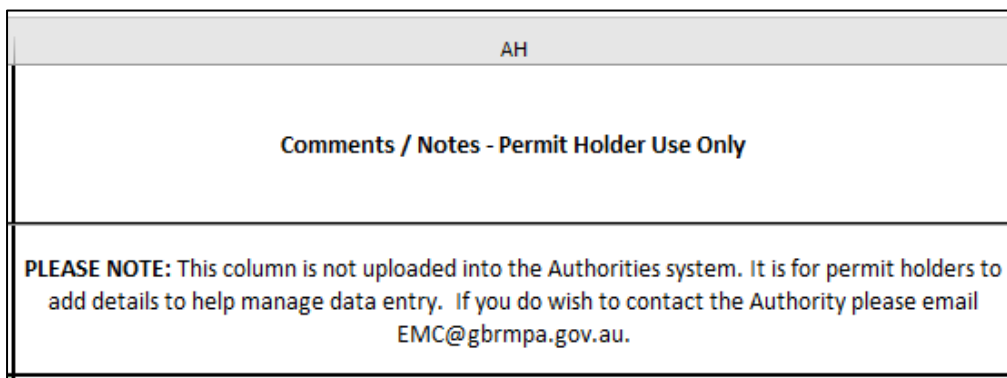
Figure 130 - Screenshot of Comments / Notes field for Aircraft and Vessel logbooks
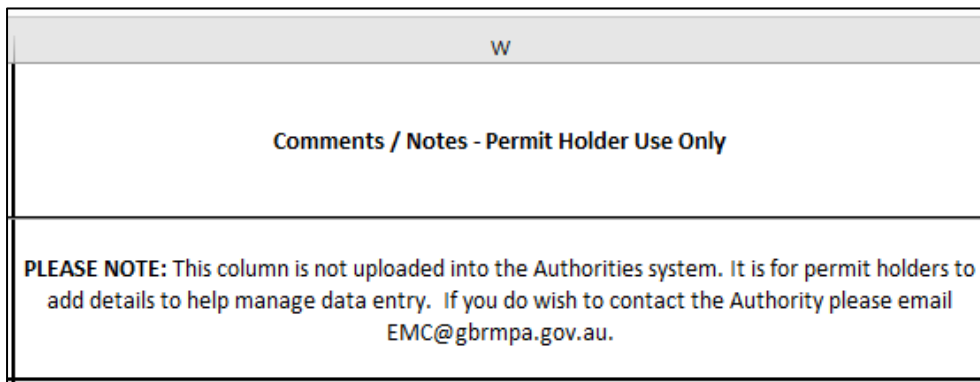
Figure 131 - Screenshot of Comments / Notes field for Bareboat logbooks

7.9. Validating information in the Spreadsheet

Each spreadsheet template has a validation area to the far right of the location columns. If you have not entered the information correctly in the spreadsheet, the validation area will display a message in a blue box which indicates more information is required. Review all validation messages in the row and enter any missing data as required e.g.

Date	Vessel	Pax & Location	Day of Trip	Column G	Column H	Column I	Column J	Column K	Column L
Data Validation to Upload. These data validation columns are set up to be activated once a date has been entered in Column A 'Date'. A tick must be present in any of these cells where corresponding data has been entered.				The columns titled Column G to Column L are location validation columns. For each location entered in the actual columns G to L a tick or cross will appear in the corresponding column in this section. This is to indicate if the location entered is valid or not.					
✓	Enter Data	✓		✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	Enter Loc	✓						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	Enter Data	Enter Data	✓	✓	✓	✓	✓	✓

Figure 132 - Screenshot of validation columns within the logbook spreadsheet displaying ticks and displaying validations for Enter Data and Enter Loc (Location)

When the information is entered correctly the validation cells display green with a tick. To optimise the upload process, ensure the date range is correct for the quarter and all cells are ticked. If your spreadsheet is complete and correct it is ready for upload e.g.

Date	Vessel	Pax & Location	Day of Trip	Column G	Column H	Column I	Column J	Column K	Column L
Data Validation to Upload. These data validation columns are set up to be activated once a date has been entered in Column A 'Date'. A tick must be present in any of these cells where corresponding data has been entered.				The columns titled Column G to Column L are location validation columns. For each location entered in the actual columns G to L a tick or cross will appear in the corresponding column in this section. This is to indicate if the location entered is valid or not.					
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Figure 133 - Screenshot of validation columns within the logbook spreadsheet displaying ticks for all fields

7.10. Uploading logbooks

Once you are logged into EMC Online, select the Logbook tab on the navigation section on the left hand side of the screen.

Figure 134 - Screenshot of EMC Online navigation menu with a red circle around Logbooks

When on the Logbook Selection page, select the Upload Logbook link for the desired vehicle and quarter.
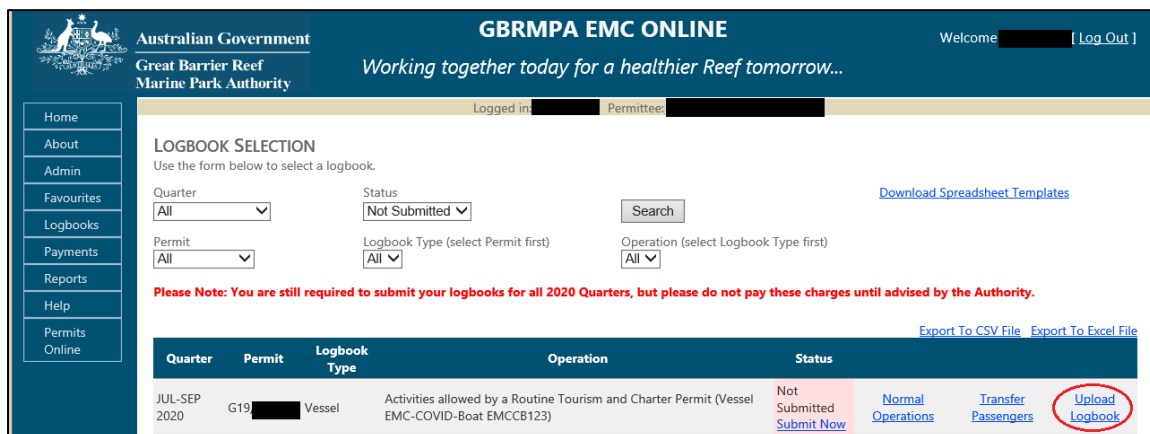
Figure 135 - Screenshot of Logbook Selection screen with a red circle around Upload Logbook link

When on the Bulk Import page, select Browse and then select the file you saved from your personal computer hard drive. Hit the Upload Excel Spreadsheet button. Once uploaded select the Back to Logbook Selection button or select the link to check the normal or transfer operations to see the data loaded in.
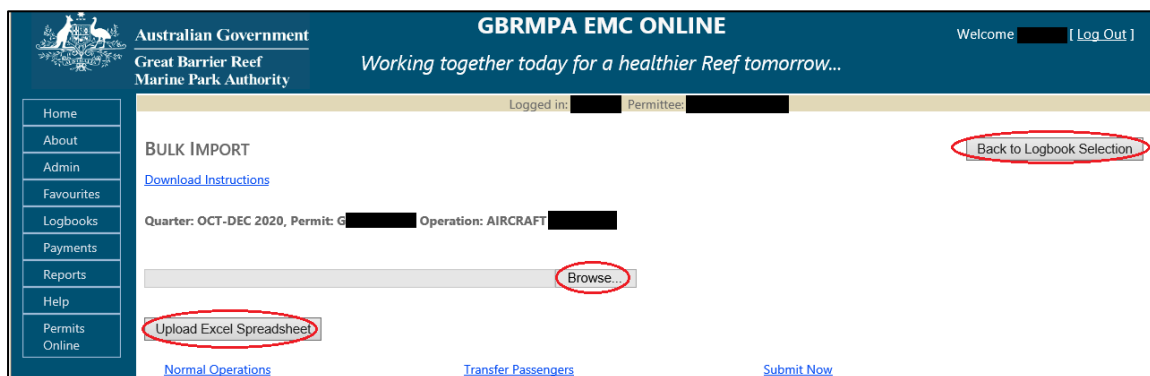
Figure 136 - Screenshot of Bulk Import screen with red circles around Browse, Upload Excel Spreadsheet and Back to Logbook Selection buttons

7.11. System Rules for Uploading logbooks

The EMC Online upload function requires;

- Each operation to be uploaded with separate spreadsheets.
- Vehicle names and Aircraft Registration numbers entered in spreadsheets match the EMC Online Favourite vehicle name.

7.12. Upload successful

Once a logbook is uploaded, a message will appear in green text e.g. **'The spreadsheet [file_name.xls] was processed successfully'. Please Click on "Normal Operations" or Transfer Operations" to review the uploaded data. (Note: use the 'Go to Bulk Import" button to return to this page). Click "SUBMIT NOW" to submit the logbook.**
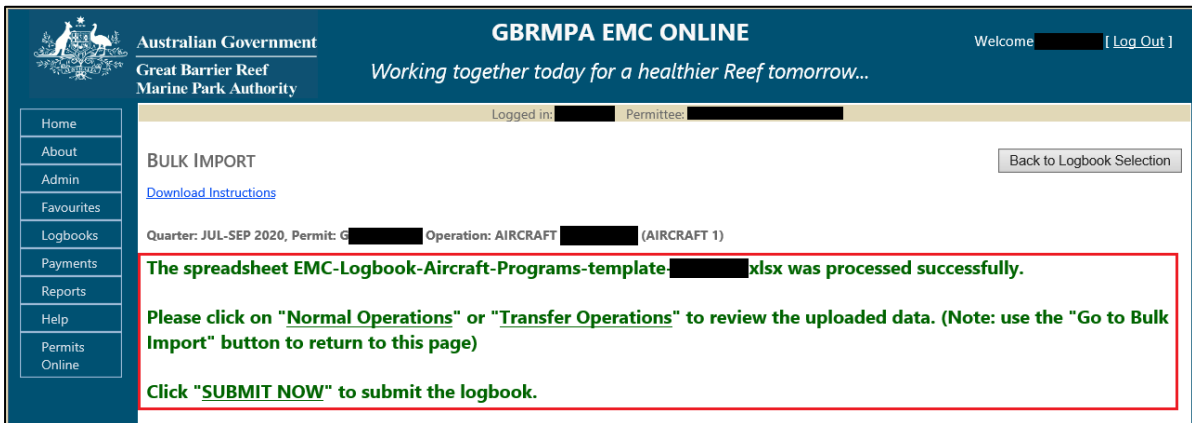
Figure 137 - Screenshot of Bulk Import screen with a red box around message 'The spreadsheet [file_name.xls] was processed successfully'. Please Click on "Normal Operations" or Transfer Operations" to review the uploaded data. (Note: use the 'Go to Bulk Import" button to return to this page). Click "SUBMIT NOW" to submit the logbook.

7.13. Check uploaded data

Following a successful upload options for reviewing Normal and/or Transfer passengers will appear via links. A submit now link will also appear. Select the desired link to check over or submit the uploaded information.
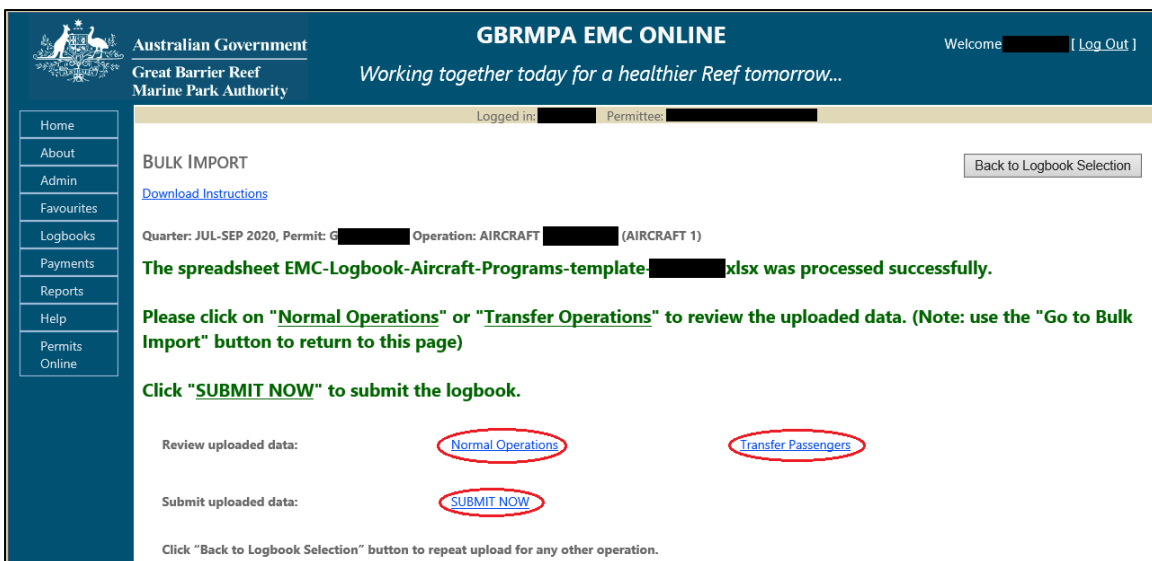
Figure 138 - Screenshot of Bulk Import screen with red circles around links for Normal Operations, Transfer Operations and Submit Now

The logbook data can also be checked by selecting the Back to Logbook Selection button.
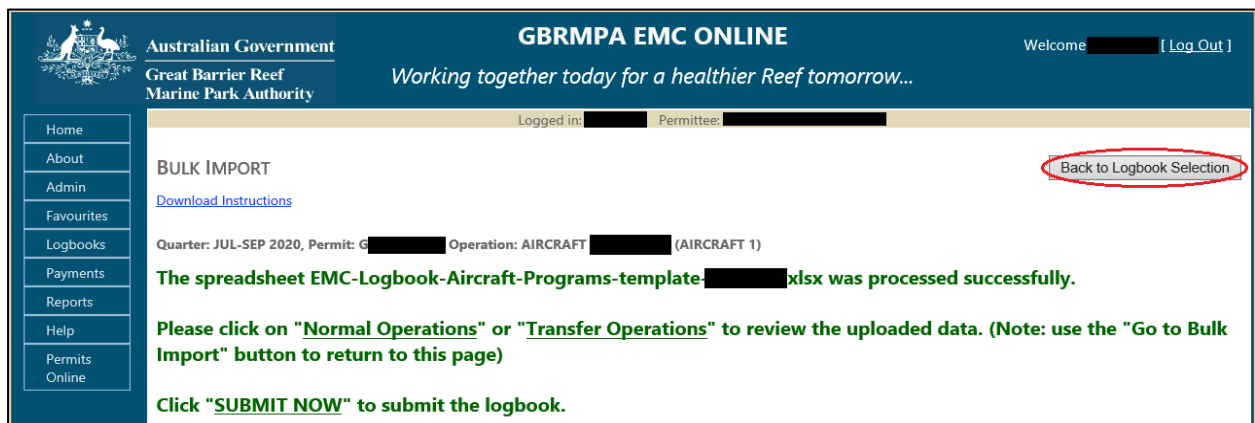
Figure 139 - Screenshot of Bulk Import screen with a red circle around the Back to Logbook Selection button

Once on the Logbook Selection screen appears, select Normal Operations or Transfer Operations for the desired operation to double check the data has loaded correctly.

Figure 140 - Screenshot of Logbook selection screen with red circles around links for Normal Operations and Transfer Operations

Once the log book is opened, to make any edits to uploaded data, click on the edit icon to the right of the data make the change as required, and then click Save.

Figure 141 - Screenshot of edit icon

Figure 142 - Screenshot of logbook data with a red circle around the Edit icon

To remove any uploaded data, click on the delete icon to the right of the data then a dialogue box will appear to confirm deletion. Click on OK/Cancel as required. After making any changes, click on Refresh button and recheck data.

Figure 143 - Screenshot of delete icon
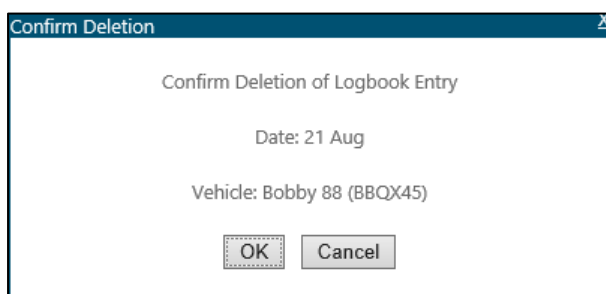
Figure 144 - Screenshot of Confirm Deletion pop up window displaying the date, vehicle name and an OK button and a Cancel button

7.14.   Submit uploaded data

If you are happy with the data, either click on Back to Logbook Selection button or click on Go to Bulk Import button then click on the Submit Now button for that operation. This will complete the EMC logbook obligation process for that operation. Repeat the process for any other operations.

7.15.   Part Quarter Data Upload

If you prefer to upload your data monthly instead of quarterly, the upload process does accommodate this approach but DO NOT submit uploaded data until quarters end.

Tip:

Download the relevant template (Vessel/Aircraft/Bareboat) refer to chapter 7.6 above.

When saving the document to your personal computer use a naming protocol that reflects the operation and month e.g.

- VIN0888-EMC-Jan 2021
- VIN0888-EMC-Feb 2021
- VIN0888-EMC-Mar 2021

- Flyaway-EMC-Apr -2021
- Flyaway-EMC-May-2021
- Flyaway-EMC-Jun-2021

To upload the spreadsheet follow the process outlined in chapter 7 to 7.12 above but . DO NOT submit data until after the final month of the quarter.

If the logbook is submitted mid quarter by mistake, please contact EMC hotline (07) 4750 0837 or emc@gbrmpa.gov.au so that the logbook can be changed to pending allowing you to continue to add data for that quarter.

7.16.   Upload Troubleshooting

7.16.1. What if I get an error message?

When uploading a logbook and an error message displays, you will need to amend the information in the spreadsheet you are trying to upload. Please refer to the next section Upload validation messages for help with error messages.

7.16.2. Upload validation messages

When you upload your data and it is not successful, an error message will display indicating the Row Number and/or Column Name to be corrected in your spreadsheet. You will need to open the spreadsheet and correct the information, save the file and close the spreadsheet. Repeat the upload process as outlined in Section 7.10 above. If further edits are required repeat the process until the upload is successful. Some error message examples are shown below.

7.16.3. Vessel error

An example of this is in the screen shot below. The system has indicated that row 6 Vessel Name is not recognised.
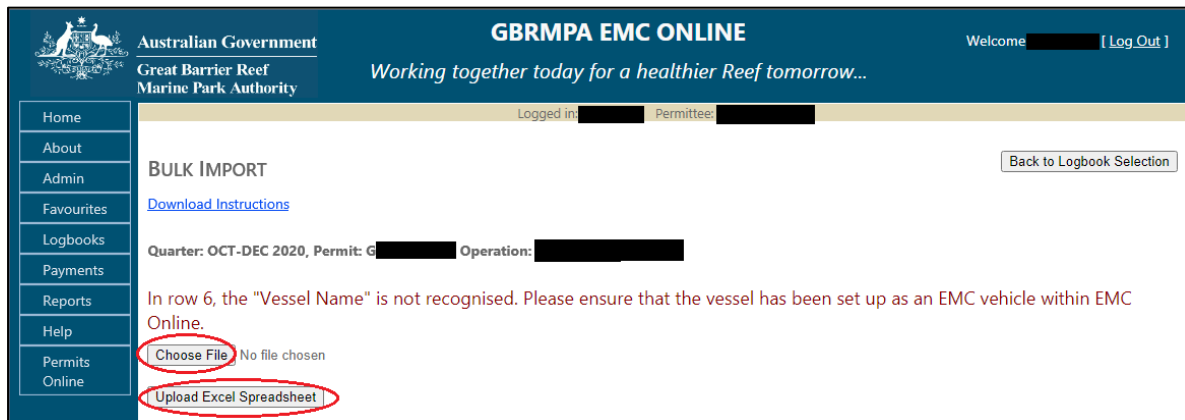
Figure 145 - Screenshot of Bulk Import screen with a red circle around the Choose file and Upload Excel Spreadsheet buttons

Go to the spreadsheet and check row 6, Vessel Name. In the example, 'Jolly Roger88' has been entered incorrectly into the spreadsheet. This is due to EMC Online having Jolly Roger 88 as the vehicle name in the favourites. Incorrect names, numbers and spacing will cause errors to occur, please ensure you use what is saved in the vehicle favourites in EMC Online.
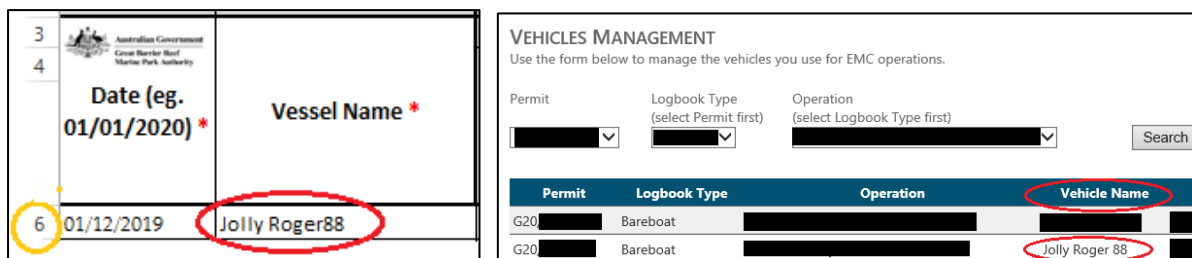
Figure 146 - Screenshots of Vessel spreadsheet with a yellow circle around row 6 and a red circle around Jolly Roger88

Figure 147 - Screenshots of Vehicles Management screen with red circles around Jolly Roger88, Jolly Roger 88 and Vehicle name column

7.16.4. Date error

In row 6, the trip date is not valid for quarter. Please enter a Trip Date between 01/01/2020 and 31/03/2020 before trying again.

Figure 148 - Screenshots of system Error / Validation message for Date field error

An error message will appear if the date is outside the EMC quarter. If you have a trip that is at the end of one month and the beginning of the next month they may cross over two EMC quarters e.g. six day fishing charter 28 June to 3 July (EMC quarter is Apr-Jun and July-Sept). In this case you should add the 1-3 July data to a new spreadsheet for the July-Sept quarter.

An error message will appear if your permit has undergone a continuation process in a quarter. The data will need to be entered against both permit operations to reflect the end of the old permit and the beginning of the new permit e.g.

- Permit G06/14820.1 finished (old) on 20 May – EMC data should be entered 1 April to 20 May inclusive.

- Permit G20/34316.1 commenced (new) on 21 May - EMC data should be entered 21 May to 30 June inclusive.

An error message will appear if a row has a date in column A and no other data on that line. If you did not conduct a trip on a given day do not add the date to the spreadsheet.

An example is in the below screenshot, where 2 dates have no data. Remove the dates 03/07/2020 and 04/07/2020.

			PASSENGER NUMBERS *				Exemptions			
---	Date (eg. 01/01/2020) *	Vessel Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day	Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN *
6	01/07/2020	Flyaway	10				8				Cairns (72)
7	02/07/2020	Flyaway		8						Leaving the Marine Park before 6am	Manta Ray Bay (405)
8	03/07/2020										
9	04/07/2020										
10	05/07/2020	Flyaway	7								Funnel Bay (211)
11	06/07/2020	Flyaway	8				1				Radical Bay (510)
12	07/07/2020	Flyaway	9								Whitehaven Beach (South only) (640)

Figure 149 - Screenshot of logbook spreadsheet with blank details for Vessel Name and other fields for row 8 and 9 of the logbook, which will produce an error message upon upload

Please Note: You cannot insert or delete rows in the spreadsheet. The system can accept full blank rows.

The below screenshot is an example of the blank lines where dates have been taken out of the spreadsheet for 03/07/2020 and 04/07/2020.

			PASSENGER NUMBERS *				Exemptions			
---	Date (eg. 01/01/2020) *	Vessel Name *	Full Day passenger numbers	Part Day passenger numbers	Non-Tourist Charge passenger numbers	GBB* SS* ONLY passenger numbers	FOC*	Prev. Paid	> 3 Day	Reason for Part Day EMC	Reef ID, Bay Name or mooring MRN *
6	01/07/2020	Flyaway	10				8				Cairns (72)
7	02/07/2020	Flyaway		8						Leaving the Marine Park before 6am	Manta Ray Bay (405)
8											
9											
10	05/07/2020	Flyaway	7								Funnel Bay (211)
11	06/07/2020	Flyaway	8				1				Radical Bay (510)
12	07/07/2020	Flyaway	9								Whitehaven Beach (South only) (640)

Figure 150 - Screenshot of the dates taken out of the spreadsheet and leaving full blank lines

7.16.5. Location error

In row 22, the "Reef ID, Bay Name or mooring MRN" in Column G is not recognised. Please correct it before trying again.

Figure 151 - Screenshot of system Error / Validation message for location error

An error message will appear if a location is incorrect. For more information on trouble shooting;

- Refer to "Trouble Shooting – Location" tab in spreadsheet template
- Refer to "Trouble Shooting – Part Day" tab in spreadsheet template
- Refer to "Location List" and/or "Common Bareboat Locations" tab in spreadsheet template
  - Search a location shortcut "Ctrl + F"
  - Copy a location shortcut "Ctrl + C"
  - Paste the location into the Logbook data tab shortcut "Ctrl + V"

Please Note: Moorings and Public moorings are also locations – if your trip is to a mooring it should be recorded as such in your EMC trip data. Search "Location List" and copy that location into the "Logbook Data" location field.

For example;

- GM0565 Hook Island

- Public A10-16.604817 Michaelmas Cay.

7.16.6. Passenger number error

Row 8 does not have the full details for normal operations (passenger numbers and location) or a transfer (transfer from, transfer to, passenger numbers). Please correct it before trying again.

Figure 152 - Screenshot of system Error / Validation message for passenger numbers error

An error message will appear if passenger numbers are missing from a row where a date and vehicle have been added. For more information on trouble shooting;

- Refer to "Information Sheet" tab in spreadsheet template
- Refer to "Trouble Shooting – Part Day" tab in spreadsheet template

7.17. Submit Nil Returns for Current Quarter

Charging returns must be submitted for operations even if you did not operate during the relevant quarter. If you did not operate during a quarter, a Nil Return must be submitted for each operation under which there was no activity.

When you did operate because you have hired your vessel to another permittee who is conducting their own tourist program under their own permit, a Nil Return must be submitted. The other permittee is required to collect any EMC and submit their returns.

If you wish to submit a nil return for a current quarter click the View or Edit EMC Logbooks under the Logbook tab in the navigation section of EMC Online.
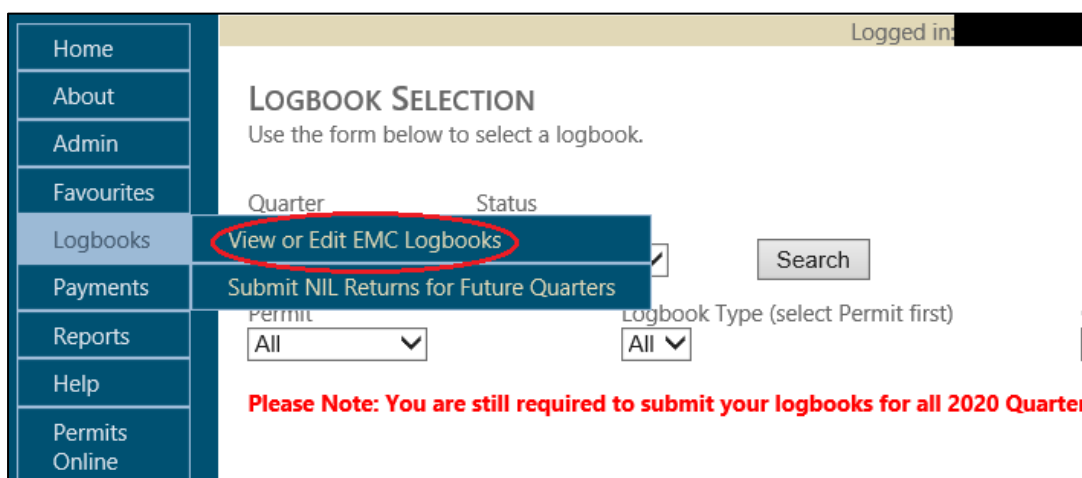
Figure 153 - Screenshot of Logbook Selection screen with a red circle around the View or Edit EMC Logbooks in the navigation menu

If you are confident that you will have Nil Return for the quarter, click the Submit Nil Return link.

Figure 154 - Screenshot of Logbook Selection screen a red circle around the status Submit Nil Return link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.

Figure 155 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

7.18.   Submit Nil Returns for Future Quarters

You may wish to enter nil returns for future quarters, you can do this for up to a year in advance. To access these Returns, click the Submit NIL Returns for Future Quarters under Log Books tab in the navigation section of EMC Online.
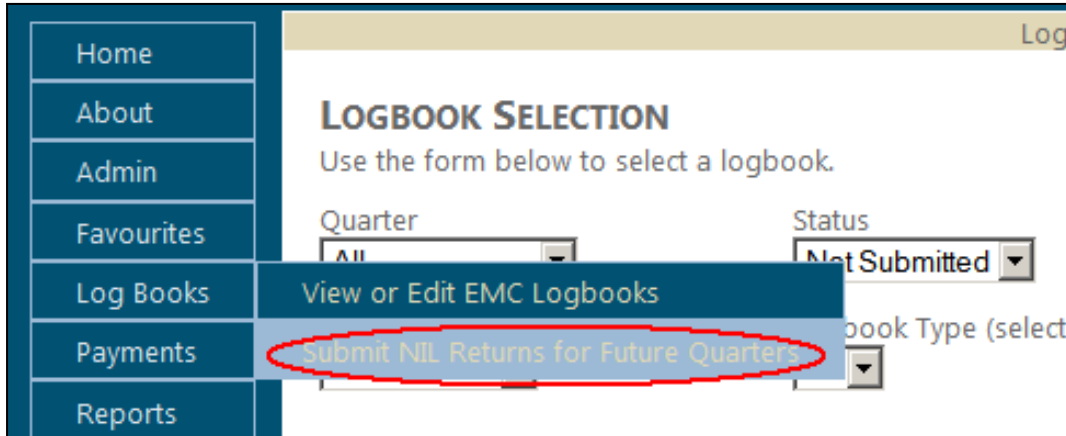

Figure 156 - Screenshot of Logbook Selection screen with a red circle around the Submit Nil Returns for Future Quarters in the navigation menu

By default the search will appear as 'all' in the permit, logbook type and operation dropdown boxes and the subsequent quarter in Quarter. If you wish to refine this search change the parameters by using the dropdown boxes. The records that match your search (which is performed when you click the *Search* button) are displayed on the following search page. In effect, the search "filters" the results so that you can only see those results that match your search term.

Try a search by following these steps:

1. Click drop down and select quarter (e.g. JAN-MAR 2011).
2. Click drop down and select permit.
3. Click drop down and select logbook (e.g. Vessel).
4. Click drop down and select operation (e.g. Standard Vessel Operation (VIN 123).
5. Click Search.

Figure 157 - Screenshot Submit Nil Returns for Future Quarters screen with red circles around the drop list arrows and a red circle around the Search button

If you are confident that you will have Nil Returns for the future quarter/s, click the Not Submit Now icon.

Figure 158 - Screenshot of Logbook Selection screen a red circle around the status Submit Now link

You will be presented with a declaration screen, please take time to read this before proceeding. Once you have submitted your logbook you will not be able to change any of the information entered. If you do wish to change any of the information please contact the EMC team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Please confirm that the data you have entered is correct before submitting your logbook.

Figure 159 - Screenshot of Please confirm logbook and charge summary return submission pop up window with a red circle around the Submit button

8. Payments

At the end of each quarter, payment must be made for your EMC obligations and you have the following month to collate your logbooks and charging returns and submit payment to the GBRMPA.

You may make EMC payments by BPAY, BPOINT, credit card, direct deposits or internet banking.

The due dates are:

Dates of Quarters	Due Dates
1 January to 31 March	30 April
1 April to 30 June	31 July
1 July to 30 September	31 October
1 October to 31 December	31 January

Figure 160 - Screenshot of table with information for Dates of Quarters and Due Dates

8.1. View or make EMC payments

To view or make payments, click the View/ Make EMC Payments button in the Payments navigation section of EMC Online. If you have any outstanding or current payments you will be presented with the following screen. Note that payments from all outstanding quarters have to be paid (indicated in red 'Past Due'), any future payments can be deselected if you do not wish to pay by using the tick box to unselect the payment item.

EMC Payment - Select Outstanding Charges

EMC PAYMENT - SELECT OUTSTANDING CHARGES - TOTAL CHARGES SELECTED $354.00
Please select the charges you wish to pay.

Pay Charge	Amount	Due Date	Charge Type	Permit	Operation	Quarter
Past Due	$46.00	25 Aug 2011	EMC	G11/34560.1	Standard Aircraft Operation for (AIN 123)	JUL-SEP 2011
☑	$308.00	05 Oct 2011	EMC	G11/34560.1	Standard Vessel Operation for (VIN 123)	OCT-DEC 2010
TOTAL	$354.00					

Next Step   Cancel

Figure 161 - Screenshot of EMC Payment – Select Outstanding Charges pop up window with red circles around Past Due and Pay Charge Tick box field

Once you have selected the payments that you wish to make, click the Next Step button. If you make a mistake or change your mind click the Previous Step Button. The page will refresh and you can reselect the payments that you wish to pay.
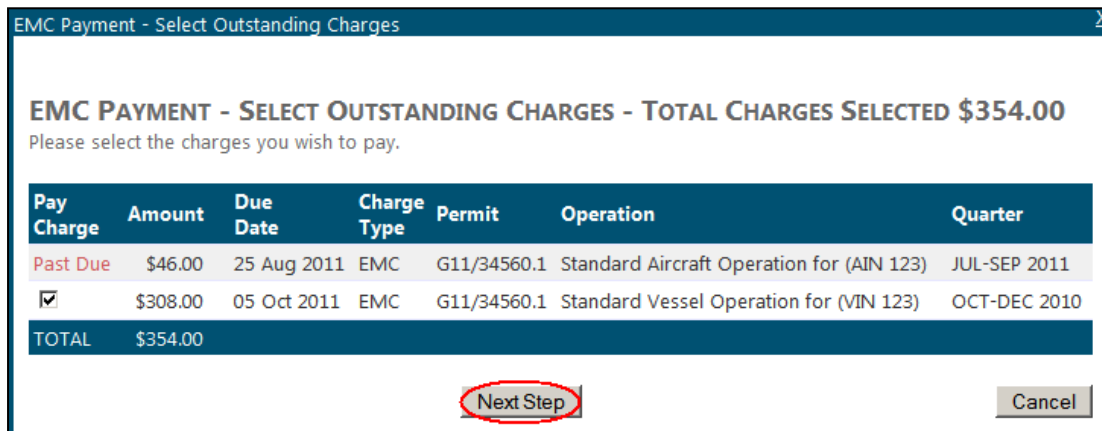
Figure 162 - Screenshot of EMC Payment – Select Outstanding Charges pop up window with red circle around the Next Step button

The default payment method is 'BPAY' and today's date will be shown. If you wish to change these options click the dropdown list next to Payment Method or the calendar icon as shown below.

Please confirm that the Reference number provided on the payment screen matches that which has been provided to you by GBRMPA. This reference number helps us to determine where to allocate money paid to us and if possible should be included as your reference number for any payments made to us. If you are unsure about this please contact the EMC Team on (07) 4750 0837 or email emc@gbrmpa.gov.au.

Figure 163 - Screenshot of EMC Payment – Select Payment Method window with a red circle around the Payment Method drop list arrow and a red circle around the Bpay Reference number

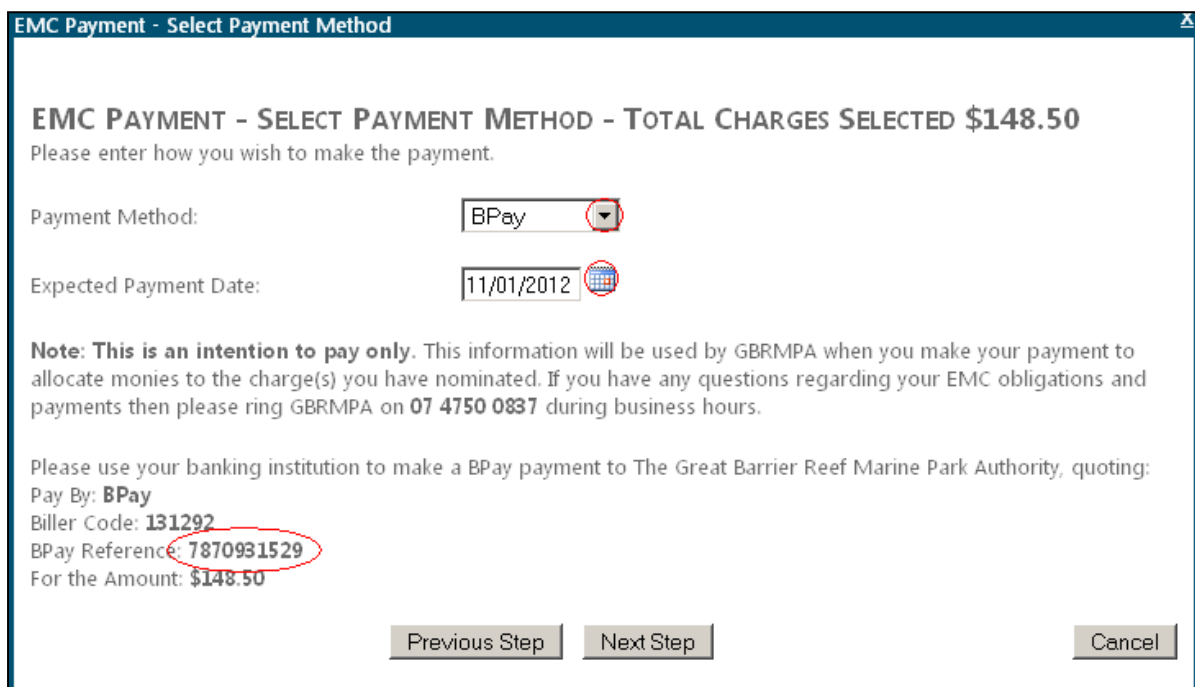Once you have filled in all relative fields and you are confident that all information is correct click the Next Step button.

Figure 164 - Screenshot of EMC Payment – Select Payment Method window with a red circle around the Next Step button

You will be presented with a confirmation screen as presented below, please take time to read this before proceeding. Once you make payment you will not be able to change any of the information entered. To make payment click the Make Credit Card Payment Now button. If you believe that a mistake has been made, please contact the EMC team as soon as possible. You may print your EMC payment confirmation by clicking the Print Details.

Figure 165 - Screenshot of the EMC Credit Card Payment Confirmation window with a red circle around the Make Credit Card Payment Now button

8.2. Intention to pay

An intention to pay is not a payment; it is instruction on how you're going to pay the Authority and how to allocate EMC monies. An intention to pay is generated through BPAY, BPOINT, credit card, direct deposits or internet banking.

Figure 166 - Screenshot of EMC Payment – Select Payment Method window with a red box around the Note, This is an intention to pay only information message

Please note that you need to pay your EMC obligations by the due date. If you have submitted an intention to pay it will appear as a Payment Pledge (as shown below) until your payment has been received by the Authority.

Figure 167 - Screenshot of Payments Management screen with a red circle around Payment Pledge in the Action column

8.3. View Past Payments

To view past payments click the binocular icon, as shown below.



Figure 168 - Screenshot of Payments Management screen with a red circle around binocular icon

9. Reports

EMC Online provides Quarterly and Yearly Activity Reports that provide information on activity and payments. These reports can be viewed in detail or summary.

9.1. Quarterly/Yearly Activity Reports

You can access Quarterly and Yearly Activity Reports by clicking on the Reports tab in the navigation section of EMC Online.
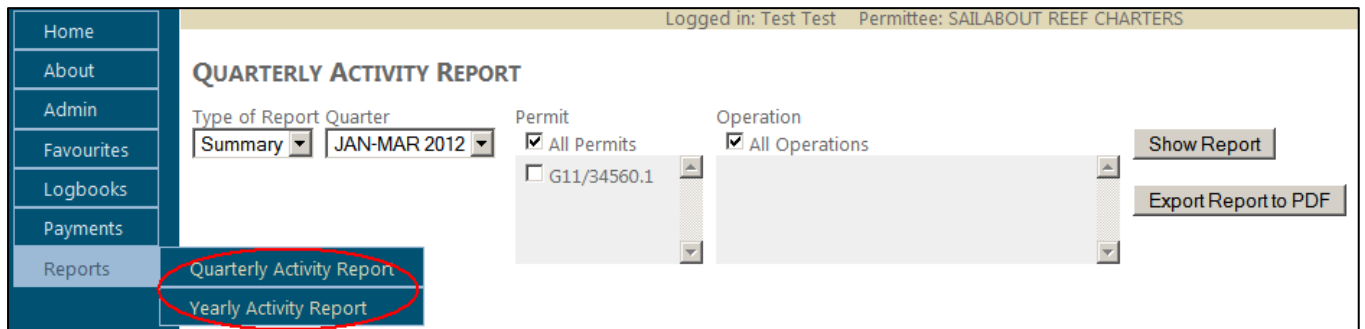
Figure 169 - Screenshot of Quarterly Activity Report screen with a red circle around Quarterly Activity Report and Yearly Activity Report icons in the navigation menu

9.2. Summary Report

Summary reports contain brief information about your Quarterly and Yearly activity for all permits, all operations and includes passenger numbers for all EMC applicable passenger types. These reports also produce a table displaying payments made and payments outstanding and a graph comparing EMC passengers by quarter and by month.

9.3. How to view your summary report

Quarterly and Yearly Activity Reports allow you to select particular parameters, including permit number and operation type. The records that match your search, which is performed when you click the Show Report button, are displayed in the report. Records that do not match your search will not be displayed. In effect, the search "filters" the report results so that you can only see those records that match your search term.

Try a search by following these steps:
1. Click the drop down and select summary report.
2. Click the drop down and select quarter (e.g. JUL-SEPT 2011) or year (e.g. 2011).
3. Tick an individual permit number or if you would like to see results for all permits tick All permits.
4. Tick an individual operation or if you would like to see results for all operations tick All operations.

Once you have finished selecting your report parameters click the Show Report button to generate the report results.
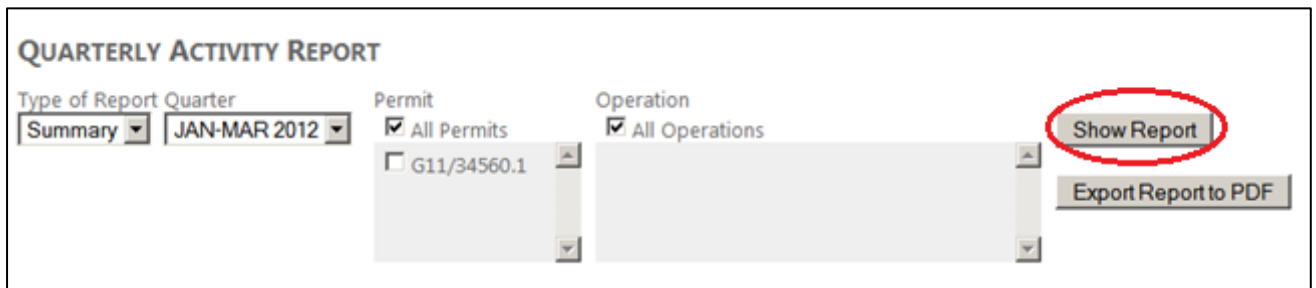

Figure 170 - Screenshot of screen Quarterly Activity Report screen with a red circle around Show Report button

9.4. Detail Report

The detailed report is similar to the summary report; however it includes information on vehicles used, date, number of passengers and locations visited. A detailed report basically provides you with a copy of your entire logbook including related monetary values.

9.5. How to view your detail report

Detailed Quarterly and Yearly Activity Reports allow you to select particular parameters including permit number and operation type. The records that match your search, which is performed when you click the Show Report button, are displayed in the report. Records that do not match your search will not be displayed. In effect, the search "filters" the report results so that you can only see those records that match your search term.

Try a search by following these steps:
1. Click the drop down and select detail report.
2. Click the drop down and select quarter (e.g. JAN-MAR 2012) or year (e.g. 2011).
3. Tick an individual permit number or if you would like to see results for all permits tick All permits.
4. Tick an individual operation or if you would like to see results for all operations tick All operations.

Once you have finished selecting your report parameters click the Show Report button to generate the report results.
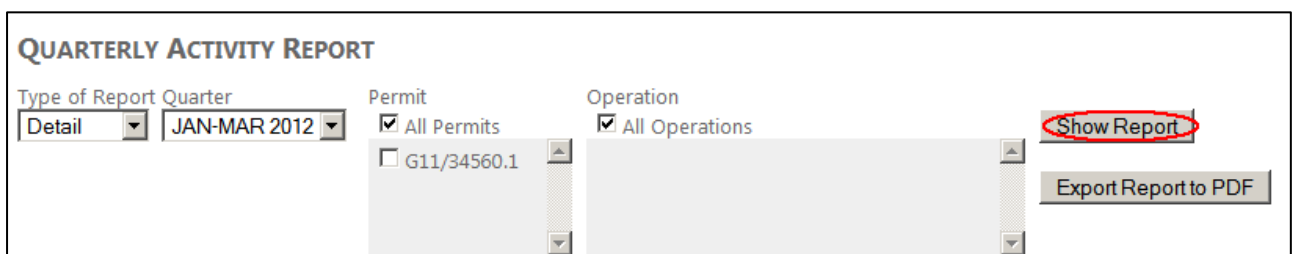

Figure 171 - Screenshot of screen Quarterly Activity Report screen with a red circle around Show Report button

9.6. How to download your report

To download your report results click the Export Report to PDF button. Your report will be displayed in Adobe Reader.
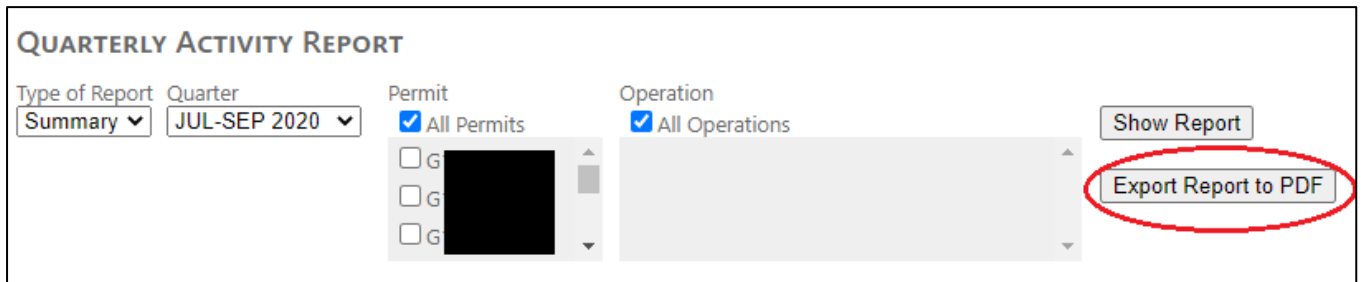

Figure 172 - Screenshot of Quarterly Activity Report screen with a red circle around the Export Report to PDF button

Photograph by *W. Craik*

Comments and questions regarding this document are welcome and should be addressed to:

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Support for the use of EMC Online can be obtained from Great Barrier Reef Marine Park Authority (GBRMPA), Environmental Management Charge (EMC) Unit:

EMC Online Hotline   (07) 4750 0837
Email   emc@gbrmpa.gov.au