



# Licensing & Quota Management System (LQMS)

eQuota Catch Reporting

*USER GUIDE*

2026



## **For further assistance:**

If you have any queries or require further assistance in accessing LQMS.

### **Call**

- Commercial Licensing team on **1800 620 896** during **business hours**
- Duty officers on **0418 519 215** – 7 days a week including **after hours**

### **Email**

- [commercial.licensing@vfa.vic.gov.au](mailto:commercial.licensing@vfa.vic.gov.au)

Your local Fisheries Officer or Fisheries Manager will also be able to support you to get on the system.

---

---

## Introduction

The VFA has developed a new Licensing and Quota Management System (LQMS). LQMS is an online portal that will allow you to manage all your licensing and quota transactions in one place, including:

- Licence renewals
- Quota transfers and balances
- Operator transfers
- Vessel registrations
- Permit applications
- Other licensing transactions

The current eQuota system forms part of the VFA's ageing IT infrastructure and will be replaced by new functionality included within LQMS. This means that, from **the end of May 2026**, you will use LQMS not only to manage all your licensing and quota transactions, but also to complete the same real-time catch reporting you currently undertake in eQuota.

With the introduction of the LQMS), the eQuota platform will be decommissioned and aligned with the new LQMS environment.

This User Guide will cover how eQuota Catch Reporting will operate, the obligations of a licence holder and/or operator and how to access the platform. Similarly with eQuota, the licence holder must complete in LQMS a **post-landing catch report**, no later than 60 minutes after the boat arrives at the place of landing and before the fish leave the place of landing, as per *Fisheries Regulations 2019 s84 (1)*.

Catch Reporting is simple and easy to use, with similar functionality to eQuota. The information currently reported on in eQuota will not change with the introduction of LQMS. Once you are logged in, the portal allows you to do two things:

- You can check your quota balance for the year.
- You can complete a post-landing report.

## TOOLS REQUIRED TO ACCESS LQMS

To access eQuota Catch Reporting within LQMS, *you will need*:

- A device with internet access. i.e. mobile phone / laptop / iPad.
- LQMS user login (See **VFA LQMS Onboarding User Guide** if you have not yet logged into LQMS / created an account).
- Access to email address & mobile phone number associate with LQMS login, to complete **Two-Factor Authentication** upon login to LQMS portal.
  - To ensure user safety within LQMS, you will be required to verify your account using the email address associated with your LQMS account.

## 1. How to access eQuota Catch Reporting on LQMS

- 1) Open Safari/ Google Chrome/ Internet browser on your device.
  - a. Navigate to [licensing.vfa.vic.gov.au](https://licensing.vfa.vic.gov.au)
- 2) Login in with your LQMS Username and Password. Complete Two-Factor Authentication (See **VFA LQMS Onboarding User Guide** if you have not yet logged into LQMS / created an account).
- 3) You will then be directed to the **LQMS Dashboard / Home Page** (see below images).


Note the view may appear different on a mobile or on desktop.


## Instructions - How to record catch on LQMS


The image shows two side-by-side screenshots of the LQMS dashboard. The left screenshot is labeled 'MOBILE' and the right is labeled 'DESKTOP'. Both show the 'Dashboard' page for 'Isabelle Staples - personal account'. Red boxes and arrows highlight specific navigation elements. On the mobile view, a red box highlights the hamburger menu icon in the top right corner, with an arrow pointing to a larger red box above it. Another red box highlights the 'eQuota' button in the 'Your commercial licences' section, with an arrow pointing to a larger red box above it. On the desktop view, a red box highlights the 'eQuota' button in the top navigation ribbon, with an arrow pointing to a larger red box above it. Text annotations provide instructions for these actions.

**MOBILE**

**DESKTOP**

4) Click on the  in the top right-hand corner, bringing up the dashboard menu.

5) Click on  in the top left-hand corner.

Click on the  button on the left of the ribbon.

**Dashboard**

Viewing Entitlements For:

Isabelle Staples - personal account

**Your commercial licences** Manage >

No commercial licences available

**Your permits** Manage >

Permits

Stocking exemptions

Group recreational fishing licences

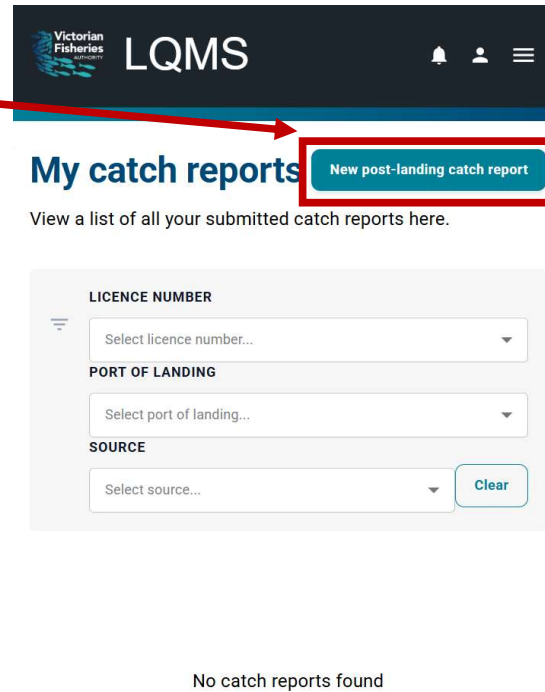
Fit and Proper

**Dashboard**

Viewing Entitlements For:

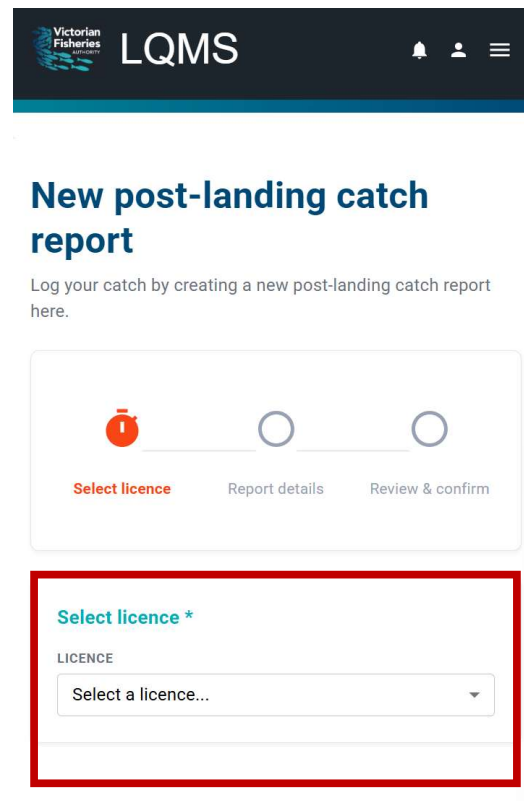
## 2. Creating a Catch Report

- 1) Click on '**New post-landing catch report**'.

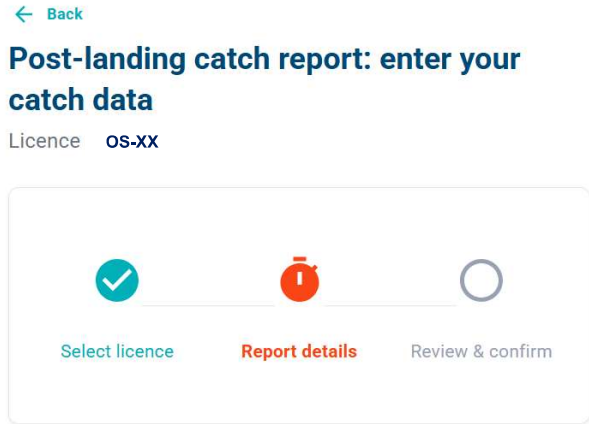


## 3. Completing a Catch Report

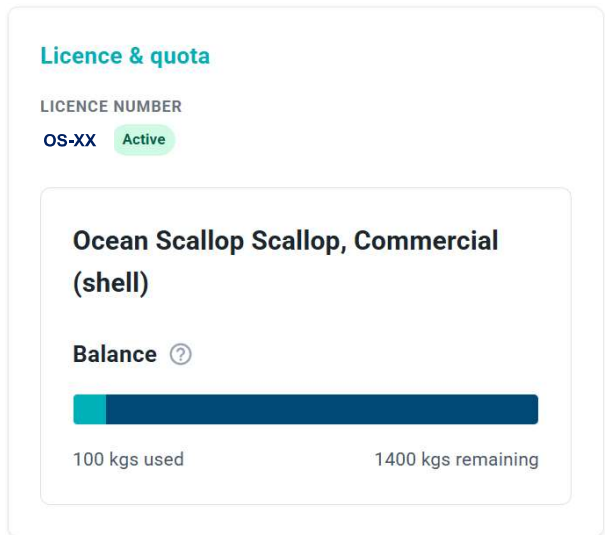
- 1) You will now be directed to the below page, '**New post-landing catch report**'.
- 2) From here, you will **select the licence** from the drop-down list.



3) Upon selecting your licence, you will be brought to the '**Post-landing catch report: enter your catch data**' page.



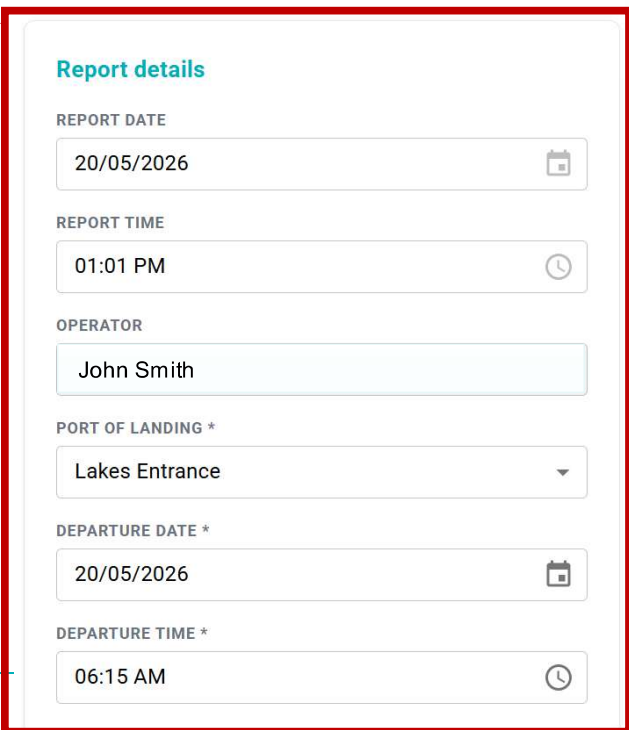
On this page, you can view your current quota balance.



4) Now you can fill in the '**Report details**'.

The '**Report details**' will include:


- Report date (*fixed*)
- Report time (*fixed*)
- Operator (User of LQMS account currently logged in to the platform).
- Port of Landing
- Departure date
- Departure time




## 4. How to complete fields in a Catch Report


- 1) **'Report Date'** and **'Report Time'** are fixed to the when the report was created. →
- 2) **'Operator'** is fixed to the user currently logged in and creating the report. →
- 3) Select **'Port Of Landing'** from the drop-down list. →
- 4) Select **'Departure Date'** from the calendar. →
- 5) Select **'Departure Time'**. A clock interface will open. Choose the Hour, Minute and AM/PM. →


### Report details


REPORT DATE  
20/05/2026 

REPORT TIME  
01:01 PM 

OPERATOR  
John Smith

PORT OF LANDING \*  
Lakes Entrance 

DEPARTURE DATE \*  
20/05/2026 

DEPARTURE TIME \*  
06:15 AM 

### Catch weights by quota type


Enter the landed weight for each quota type. At least one quota must be recorded. Each balance is tracked separately.

**Ocean Scallop Scallop, Commercial (shell)**

150 kg

**Projected balance after submission**

Ocean Scallop Scallop, Commercial (shell)



250 kgs used 1250 kgs remaining

Cancel

Review & submit

## 5. Entering Catch Weight

- 1) Enter the **total weight** being landed in **kilograms**.

Weight can be entered using up to 2 decimal places.

**Ensure all details submitted in the *Report details* are correct before pressing *Review & Submit* button.**

### Report details

REPORT DATE  
20/05/2026

REPORT TIME  
01:01 PM

OPERATOR  
John Smith

PORT OF LANDING \*  
Lakes Entrance

DEPARTURE DATE \*  
20/05/2026

DEPARTURE TIME \*  
06:15 AM

### Catch weights by quota type

Enter the landed weight for each quota type. At least one quota must be recorded. Each balance is tracked separately.

**Ocean Scallop Scallop, Commercial (shell)**

150 kg

**Projected balance after submission**  
Ocean Scallop Scallop, Commercial (shell)

250 kgs used 1250 kgs remaining

Review & submit

Cancel

Review & submit

## 6. Review and confirm your Report

- 2) You have now been directed to the '*post-landing catch report: review and confirm*' page.
- 3) Read all details listed under '*Report summary*' and '*Quota impact*'. Ensure all details are correct.

- 4) If details are correct, press '*Confirm & submit*'.

If details need editing, press '*Back to edit*'.

**Confirm & submit**

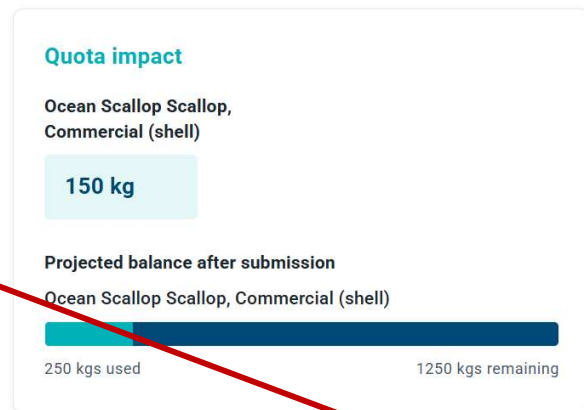
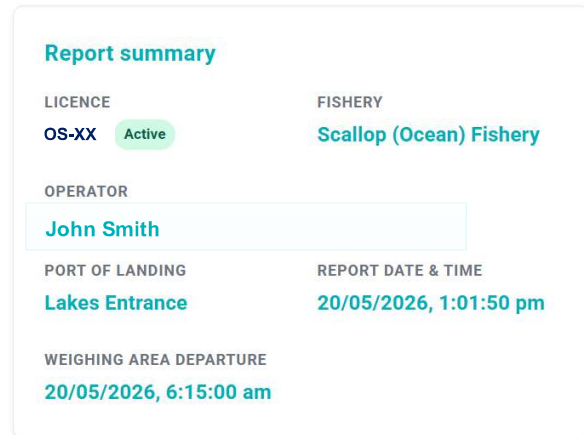
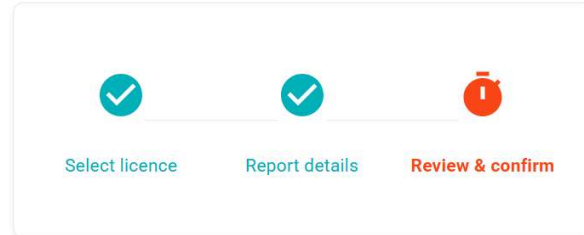
**Back to edit**



[← Back to edit](#)

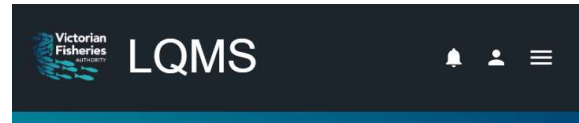
### Post-landing catch report: review and confirm

Licence **OS-XX**



## 7. Save your confirmation number

- 1) **Your report has now been submitted.** You will see a green box come up confirming that your report has been submitted successfully.
- 2) Please **retain the confirmation number** for your records. The number will be in the format CN-XXXX-XXXXXX.



### My catch reports

New post-landing catch report

View a list of all your submitted catch reports here.

✓ **Report successfully submitted** ×

Your post-landing catch report has been recorded. Please retain the confirmation number below for your records.

**CONFIRMATION NUMBER**

**CN-XXXX-XXXXXX**

LICENCE NUMBER

Select licence number...

PORT OF LANDING

Select port of landing...

SOURCE

Select source... Clear

| REPORTED DATE | LICENCE NUMBER | PORT OF LANDING | SOURCE |
|---------------|----------------|-----------------|--------|
| 20/05/2026    | OS-XX          | Lakes Entrance  | Porta  |

Previous catch reports will now appear under '**My catch reports**'.

## For further assistance

If you have any queries or require further assistance in accessing LQMS or completing a Catch Report.

Please contact:

- [commercial.licensing@vfa.vic.gov.au](mailto:commercial.licensing@vfa.vic.gov.au)
- VFA Commercial Duty Officer on 0418 519 215