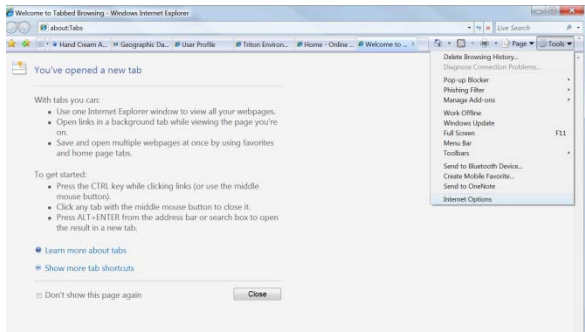
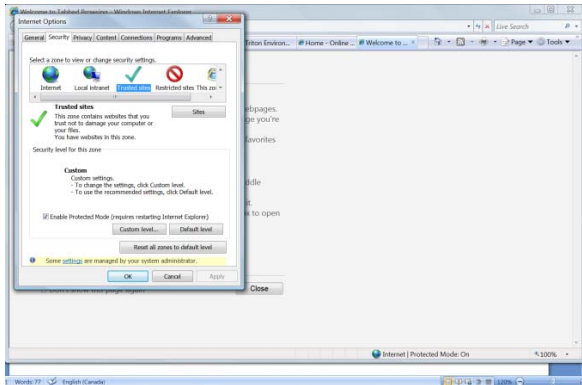


Having difficulty gaining access to the Fish Data Submission Sharepoint Site using Internet Explorer? Follow these steps:

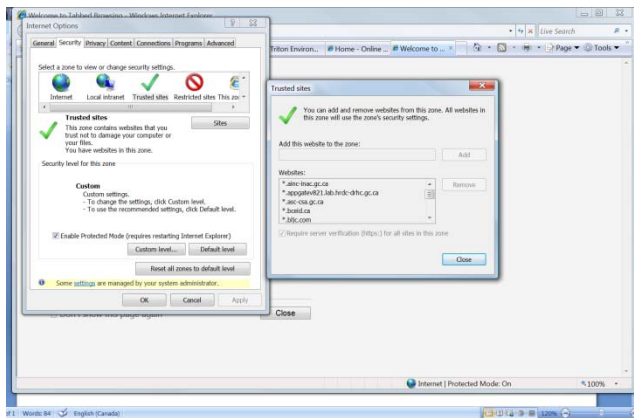
- 1) Follow instructions in **Accessing the FDS SharePoint Site.pdf**
- 2) If you are not getting prompted to enter your username and password, complete Step 3 and then follow on to Step 8.
- 3) Go to Tools, Internet Options:



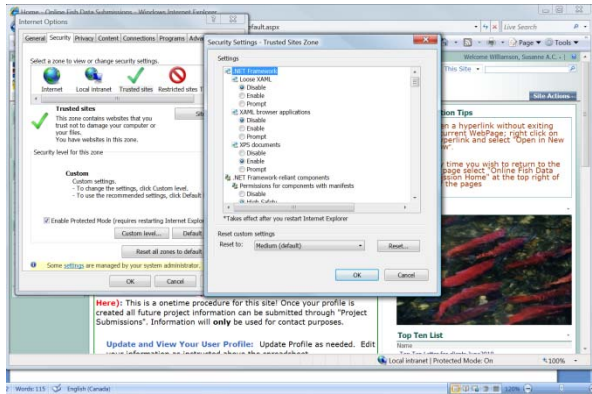
- 4) Click on the Security tab, Trusted Sites:



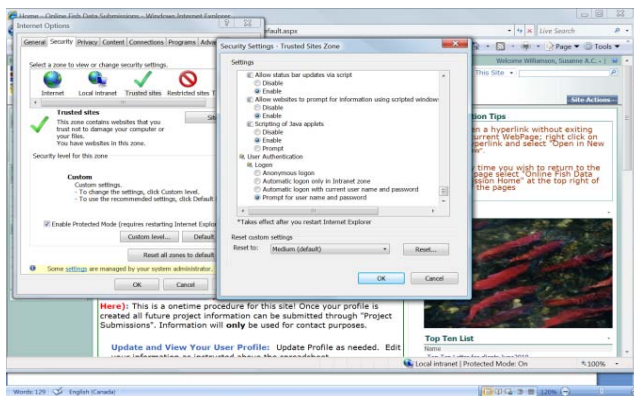
- 5) Click on Sites, enter *bceid.ca into the "Add this Website to the Zone" box:



- 6) Repeat Step 6, adding http://sharepoint.env.gov.bc.ca/ESI/Fish_Info/Fish_Submissions/default.aspx into the “Add this Website to the Zone” box.
- 7) Click on Custom Level, scroll down the Settings dialogue box.



- 8) All the way to the bottom of your choices, click under the User Authentication Logon Heading- “prompt for user name and password”. Click OK, and OK. Restart your browser (for your changes to take effect).



- 9) If you are still having trouble after doing all this, please email fishdatasub@gov.bc.ca and one of our Fish Data Submission team members will contact you to assist you further!