

30 August 2023

DPI Shellfish App

Quick Access Guide

A quick start guide to creating a user account for the NSW DPI Shellfish App using your Authority Number and Access Code

Locating your Authority Number and Access Code

When registering with the DPI Shellfish App for the first time you will need to use the Authority Number and Access Code sent to you via mail. Without entering these details your account will not be linked to your permit and lease details and you will not be able to lodge oyster shipment forms.

The details are located in the grey box on the sign-up letter sent to you by NSW DPI.

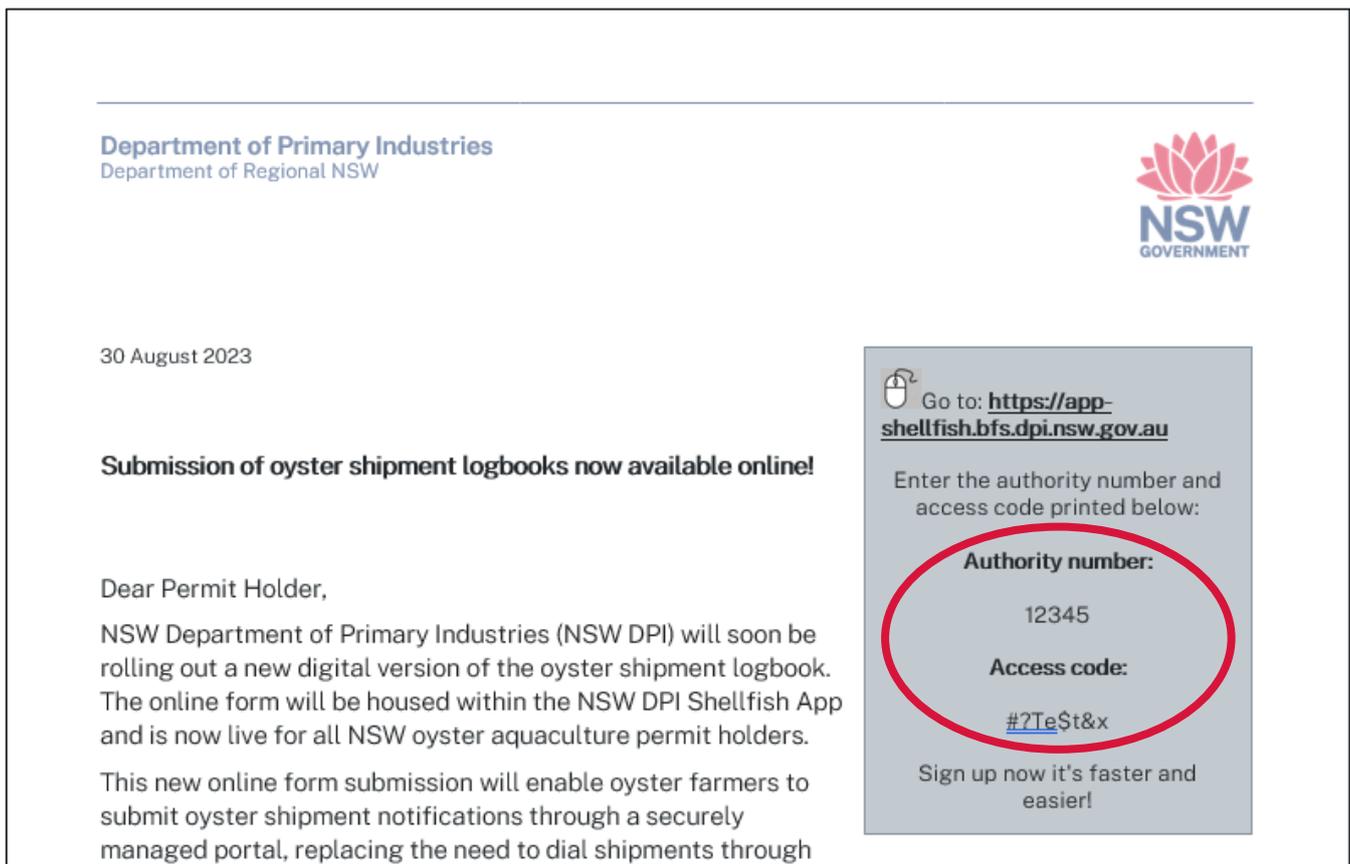
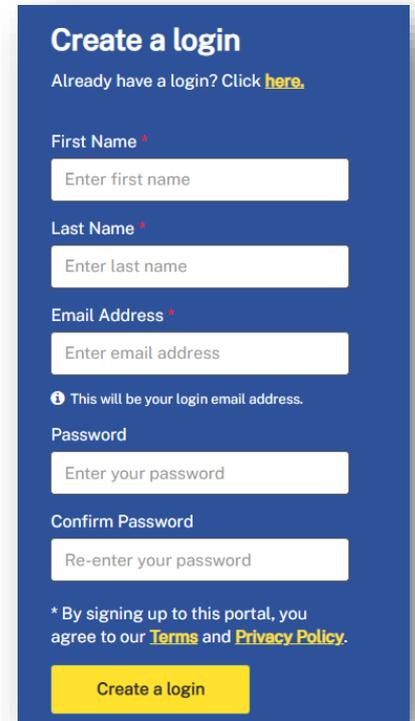
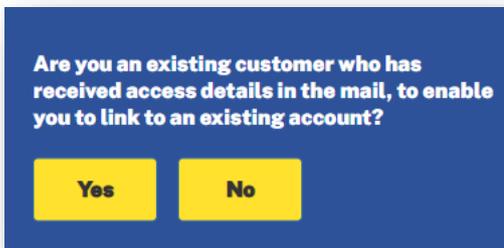


Figure 1: DPI Shellfish App sign up letter showing Authority number and Access code examples circled red in the grey box. If you haven't received this letter, or have registered without entering these codes, please reach out to aquatic.biosecurity@dpi.nsw.gov.au for assistance.

Registering your account

Once you have your authority number and access code, you are ready to register:

1. Navigate to app-shellfish.bfs.dpi.nsw.gov.au on your computer, tablet or smart phone.
2. Click “Log in” button
3. Click “Create a login” button
4. Enter your name and email in the relevant fields.
5. Enter a secure password.
6. Click “Create a login” button.
7. **You will be asked if you have been sent access details to link to an existing account. Click Yes.**



Create a login

Already have a login? Click [here](#).

First Name *

Last Name *

Email Address *

ⓘ This will be your login email address.

Password

Confirm Password

* By signing up to this portal, you agree to our [Terms](#) and [Privacy Policy](#).

Create a login

8. **Enter the Authority number and Access code sent to you by NSW DPI via letter to link your log in to your permit details.**
9. Open your email to verify your account set up (please allow 2-5 minutes for email and check your junk folder if not showing in your inbox).
10. The email will ask you to verify your email, click this link.
11. Once verified, select click the button to return to the Portal.
12. Once completed the NSW DPI Shellfish App dashboard should show for your log in.

For more information

Further information on the NSW DPI Shellfish App and oyster shipment reporting can be found at <https://www.dpi.nsw.gov.au/oyster-shipment>

A User Guide outlining these steps as well as how to add Oyster Shipments within the app can be found at the above website or directly at https://www.dpi.nsw.gov.au/_data/assets/pdf_file/0010/1475515/PUB23-744-User-Guide-Oyster-Shipment-Notifications-via-the-DPI-Shellfish-App.pdf

If you are having issues or require further assistance to access your account, you can contact NSW DPI Aquatic Biosecurity on 02 4916 3900 or e-mail aquatic.biosecurity@dpi.nsw.gov.au

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