




# 1. Create User



**Access via Autenticação.GOV**

This option allows you to make use of your Citizen Card to authenticate and to access information in the reserved area



Authentication by Citizen Card will require different PINS for Address and for Certification.  
*For Portuguese ID holders only. Need more information?*

**User Authentication**

To start a session, user credentials must be provided.

Username

Password

[Forgot your password?](#) [Forgot your username?](#)

[Not a user yet?](#) [Create Account >>](#)

1

To make a new application you have to register the user, in order to check and submit BMAR requests from home.

Online Verification  
PortugueseFlagControl



Editais  
TAA  
TUPEM



## Registration for Application User

**i** This is the screen for the registration of a new user application.  
If already registered should return to the previous screen to authenticate with your username and Password.  
Otherwise fill out the form below and at the bottom select the "submit" button to continue.

Complete Name \* **i**Birthday Date \* **i**VAT Number \* **i****i** Should ensure the completion of at least one of the following identification documents: \*Id Card Number **i**Passport Number **i**Other Identification Document **i**Other Document Identification Number **i**Mobile Number \* **i**Email Address \* **i****i** Enter the desired authentication credentials (user name and password to access the application):Username \* **i**Password \* **i**Validation code \* **i**

You should enter the result of the calculation in the image

2

Fill the compulsory fields marked with the red \*

3

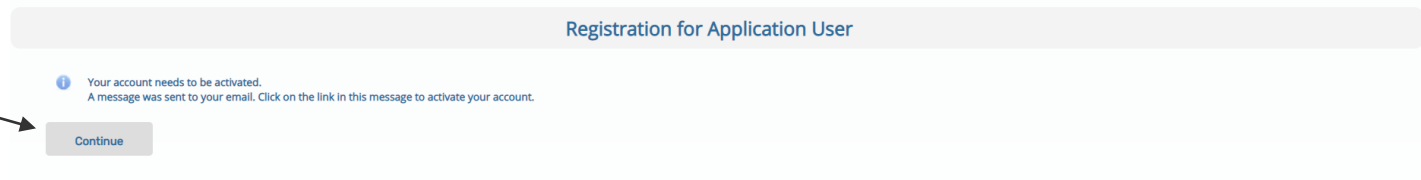
Click on the "Submit" button

Back

Submit

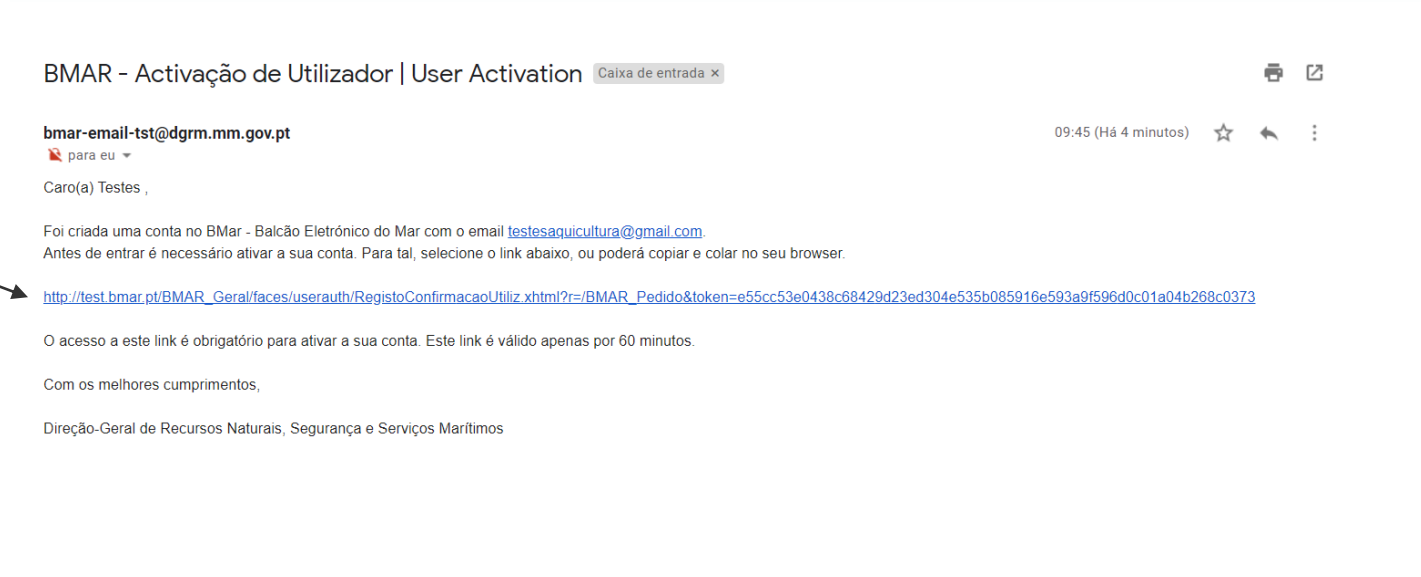
4

You will receive a message confirming the account creation



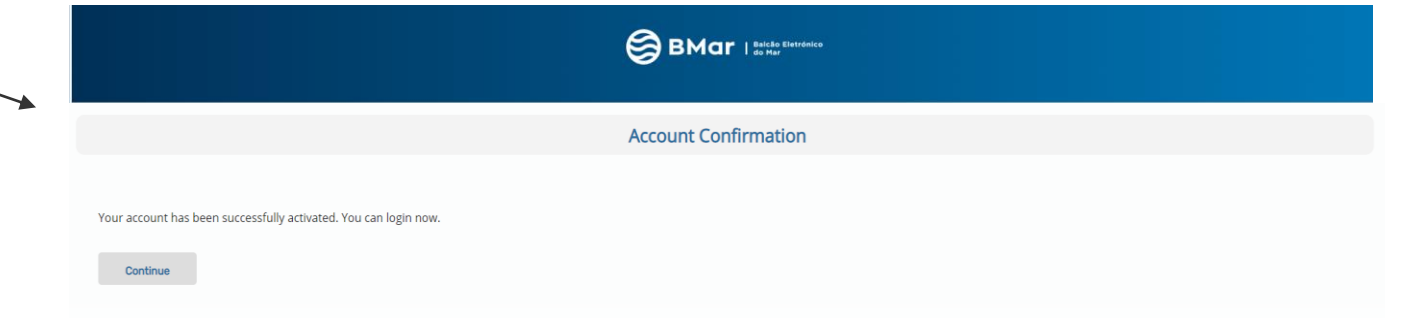
5

Check your e-mail, open the message received and click on the link to activate your account



6


Open the confirmation page and receive a success message for the operation





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**User Authentication**

To start a session, user credentials must be provided.

Username

Password  

**Login**

[Forgot your password?](#)   [Forgot your username?](#)

---

[Not a user yet?](#)   [Create Account >>](#)

7

After activation, insert the username and password chosen and click enter

Online Verification  
PortugueseFlagControl



Editais  
TAA  
TUPEM



## 2. Fill and update Personal data

1

The first time that you access the application you have to complete the personal data. Fill the compulsory fields with the red \*

2

Fill your main address and others addresses like the mailing address.

3

In order to proceed electronicly with your request you have to authorize the data treatment .

4

Click the “Submit” button

The screenshot shows the 'Dados Pessoais' form in the BMar system. The form is divided into several sections:

- Header:** BMar logo and 'Boiçao Eletrónico do Mar'.
- Nome Completo da Pessoa:** A text field with a red asterisk and an information icon. An arrow points to this field from step 1.
- Nacionalidade:** A dropdown menu with a red asterisk and an information icon. An arrow points to this field from step 1.
- Data de Nascimento:** A date field with a red asterisk and an information icon. An arrow points to this field from step 1.
- Nº de Telemóvel:** A text field with a red asterisk and an information icon. An arrow points to this field from step 1.
- Moradas:** A section titled 'Moradas' with a message 'Não existem registos para apresentar' and an 'Adicionar novo' button. An arrow points to this section from step 2.
- Footer:** A 'Submit' button with an arrow pointing to it from step 4.

Other fields include: Género, Nº Identificação Fiscal, Nº do Cartão de Cidadão, Data de Validade do Cartão de Cidadão, Nº do Passaporte, Data de Validade do Passaporte, Outro Documento de Identificação, Nº do Outro Documento de Identificação, Data de Validade do Outro Documento, Nº de Telefone, and Correo Eletrónico.



País \* Portugal  
 Morada Principal? \*  
 Código Postal \* Extensão do Código Postal \*  
 Localidade Postal \*  
 Distrito \* Concelho \* Freguesia \*  
 Morada \*  
 Observações da Morada \*  
 \* Campo de preenchimento obrigatório

Voltar Confirmar

**5** Define if this is the main address

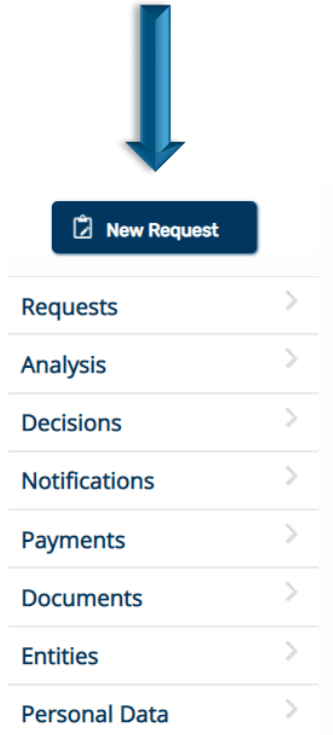
**6** Fill the Postal code (Zip Code) 4 digits and extension (3 digits). Click on “ check address for the Postal Code (Zip Code)”.

**7** Verify if all fields are automatically filled if not, please complete the remaining data.

**8** Click on “Confirm”

## 2. Create a new request

1 To make a request select "New Request" on the left side of the Menu.

A screenshot of a web form titled 'Request'. At the top is a progress bar with seven steps: 1. Tipology (active), 2. Applicant/Holder, 3. Characterization, 4. Annexes, 5. Statements, 6. Resume, and 7. Final. Below the progress bar is a header 'Request' and an information icon with the text: 'This is the initial screen of the request, where you can choose the category and the type of request. At the end select the button "next" to continue.' There are two dropdown menus: 'Category of Request' and 'Type of Request', both with red asterisks and information icons. Below them is a link '+ Assisted Attendance?'. At the bottom right are 'Cancel' and 'Next' buttons.

**2** The structure of the form is identical to every category or request type, having 7 steps- Tipology, Applicant/Holder, Characterization, Annexes, Statements, Resume and End.



**3** In the Category of the Request select “Recreational Fishing” and in the type select : Singular/Collective Licence by Bank Transfer.

1

Tipology

2

Applicant/Holder

3

Characterization

4

Annexes

5

Statements

6

Resume

7

Final

## 4 Select Applicant

The Applicant can be the Holder or a represented.

If it is a represented, a power of attorney has to be presented.

### Applicant or Holder Characterization

**i** This is the collection of information on the applicant's request and on the holder. The information requested will be adjusted to the type of applicant and holder to identify. When finish filling select the button "next" to continue.

Applicant

Applicant Details **i**

TESTE PESCA LUDICA 1

Type of Applicant \* **i**

Type of Applicant \* **i**

Individual Applicant

Entity Represented

Select the Type of Applicant

**Individual Applicant:** you are applying on your own behalf. No further details on the applicant are requested.

**Entity Represented:** you are applying in the role of representative of an entity. The entity will be considered as requesting the application and the entity's details have to be completed

1  
Tipology

2  
Applicant/Holder

3  
Characterization

4  
Annexes

5  
Statements

6  
Resume

7  
Final

## 5 If you are an entity represented

Information is requested from the entity it represents, including a statement attesting to the user's relationship with the applicant entity.

If you have already submitted a declaration of representation of an applicant at the BMar, you can click on "Get Register Entity".

Applicant

Applicant Details ⓘ  
TESTE PESCA LUDICA 1

Type of Applicant \* ⓘ  
Entity Represented

ⓘ For the purposes of submission of this type of request is required to have a statement of the entity represented

Declaration Issued Date \* ⓘ Declaration Expiring Date \* ⓘ

ⓘ You can get the data of an entity through the button, if already registered in the system, or enter directly the requested information, in the case of a new entity registration. It is always recommended a search before inserting a new entity record.

Get Register Entity

Entity Acronym ⓘ Entity Corporate Name \* ⓘ

VAT Entity Number \* ⓘ Email Address \* ⓘ

Nationality \* ⓘ Phone \* ⓘ Activity Start Date ⓘ

Entity Nature ⓘ

Entity Applicant's Address and Holder

ⓘ Deverá indicar uma ou mais moradas.\*

There are no records to display

Add New



6

**Information concerning the holder**

After the applicant's selection, the holder is automatically filled in as: Holder is the same as the applicant.

Holder

Type of Holder \* ⓘ  
Holder is the same as the Applicant

Holder's Full Name \* ⓘ  
TESTE PESCA LUDICA 1

Gender ⓘ

Nationality \* ⓘ  
Portugal

Birth Date \* ⓘ  
1959-12-14

VAT Number \* ⓘ  
272841714

Fill at least one of the following Id Documents and expiring date \*

Id Card ⓘ  
02123212

Id Card Expiring Date ⓘ  
2025-12-31

Passport Number ⓘ

Passport Expiring Date ⓘ

Other Identification Document ⓘ

Other Document Number ⓘ

Other Document Expiring Date ⓘ

Mobile Number \* ⓘ  
999999999

Phone Number ⓘ

Email Address \* ⓘ  
vanessa.sofia.p.m@hotmail.com

Holder's Address

Primary / Fiscal? ▾	Address ▾
Yes	Rua Cidade da Horta, 1000-100 LISBOA - Portugal

(1 - 1 from 1) [Navigation icons]

Please select a record to unlock the following operations

View Change Remove Add New



7

**According to the type of request, fill in the characterization fields.**

**You must select the Type of Licence (On Boat, On Foot, Under Water or All Types), Period (Daily, Monthly or Annual) and whether the request is Urgent.**

**Then you must select the Start Date of the License. The Expiration Date is calculated automatically according to the selected period.**

**After filling in the licence data you must indicate the Licence Holders.**

Licence

Licence Type \* ⓘ  
On Boat

Licence Period \* ⓘ  
Monthly

Urgent? \* ⓘ  
No

Start Date \* ⓘ  
2020-11-30

Expiration Date ⓘ  
2020-12-29

Recreational Fishing Licence Holders

ⓘ You must add at least one record to the list \*

There are no records to display

Add New



8

**You must fill in the data of the Licence Holders (Name, Type of Document, Identification Document Number, Email Address and Mobile Phone Number) and Confirm.**  
**If you want to add more than one holder you must select Add New.**

Recreational Fishing Licence Holders

Full Name \* i

Document Type \* i    Id Document No. \* i    Email address i    Mobile Number i

\* Required field

Back
Confirm

Recreational Fishing Licence Holders

i You must add at least one record to the list \*

Name	Doc. Type	Id Number	Email	Mobile
Teste Pesca Lúdica	Passport	ES2817281	teste@bmar.pt	912345678

(1 of 1) ⏪ ⏩ 1 10

Please select a record to unblock the following operations

View
Change
Remove
Add New

9

Then you must select **Calculate Invoice Amount**.  
 The amount and the IBAN to be transferred are available.  
 You must indicate the **Transfer Origin IBAN / Account Number**.

Payment

*Please select the button "Calculate Invoice Amount" before advancing*

Calculate Invoice Amount

Payment

Calculate Invoice Amount

Total Value <sup>i</sup>  
12.0

Recreational Fishing Licence Services

Service	Quant.	Value without VAT	% VAT	Value with VAT	Urgency Fee?
Licenças de pesca lúdica embarcada mensal	1.0	12.0	0.0	12.0	No

(1 of 1) [1] [10]

IBAN <sup>i</sup>  
numero\_do\_iban\_da\_dgrm\_parametrizado

SWIFT <sup>i</sup>  
codigo\_swift\_da\_dgrm\_parametrizado

<sup>i</sup> (i) To finalize this request, you must upload a payment evidence in the anexes section.  
 (ii) Before proceeding with Bank Transfer please select the "Save" button.  
 (iii) To print the amounts please use the keys Control + P or the print button of the internet browser.

Transfer Origin IBAN / Account Number \* <sup>i</sup>

\* Required field

Back Validate Save **Next**

1

Typology

2

Applicant/Holder

3

Characterization

4

Annexes

5

Statements

6

Resume

7

Final

10

**For the Singular/Collective Licence by Bank Transfer application it is necessary to attach the Payment Evidence.**

### Request Annexes

**i** On this screen you must attach documentation identified below to complete the request, by selecting each button "Add New". or each type of attachment you can attach more than one document, according to the needs.

Payment Evidence \* **i**

There are no records to display

Add New

Other document **i**

There are no records to display

Add New



# 11

**To submit the request you must agree with the bellow statements.**

**Final Statements**

**i** Before moving forward should ensure that you are properly informed about these type of processes. A detailed knowledge about the processes is critical, so we strongly advise you to view all the information available. At the end select the button "next" to continue.

- I hereby declare on my honor that all the information provided corresponds exactly to the truth \* **i**
- I hereby declare that I understand and accept the terms and conditions of use of BMar \* **i**
- I hereby declare that I am aware and I fulfill all legal obligations and regulations \* **i**
- I hereby declare that I authorize the use of my personal data for the purposes described in the applicable legislation \* **i**
- I hereby declare that all communications with the DGRM, AMN and other Entities are carried out by electronic means to the electronic address provided by me \* **i**

\* Required field





12

All information entered in the request is displayed on the request Resume screen. On this page you can submit the application and if there are any errors, they will be displayed when you click on "Submit".

**i** This is the last screen before the request submission. You should review all the information presented before submitting the request. If you notice any inaccuracy, use the navigation buttons ("back" and "next") to reach the respective form and proceed with the correction. Once you completed all the validations, select the "submit" button to complete your request.

Back

Submit

## Applicant or Holder Characterization

## Applicant

Applicant Details **i**

TESTE PESCA LUDICA 1

Type of Applicant **i**

Individual Applicant

1 Tipology      2 Applicant/Holder      3 Characterization      4 Annexes      5 Statements      6 Resume      **7 Final**

Request Number	Request Status	Status Date	Submission Date
PT2020IPLD001499801	Submetido	2020-11-26 11:35:28	2020-11-26 11:35:24
Category of Request	Type of Request		
Recreational Fishing	Licença Individual/Coletiva por Transferência Bancária		

**Request Submission**

### Your request was submitted successfully

Date/Time of submission 2020/11/26 11:35:24

[Get Submission Receipt](#)

Any information or notification will be send through email address which we recommend that you pay special attention to your mail box  
The email address for this communications is: [vanessa.sofia.p.m@hotmail.com](mailto:vanessa.sofia.p.m@hotmail.com)

Soon you will receive information regarding the payment for the requested services

[Exit](#)