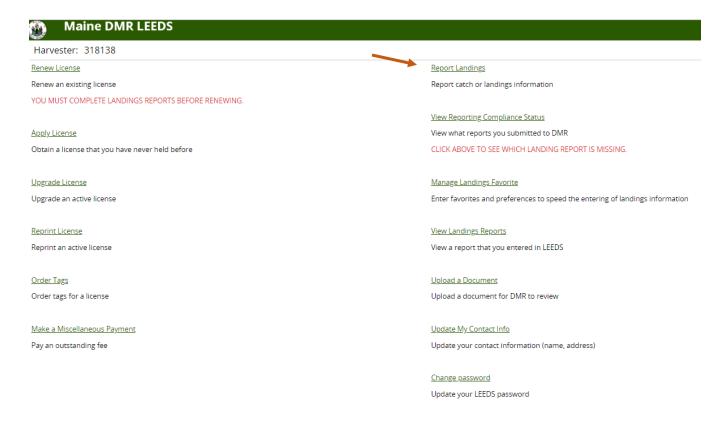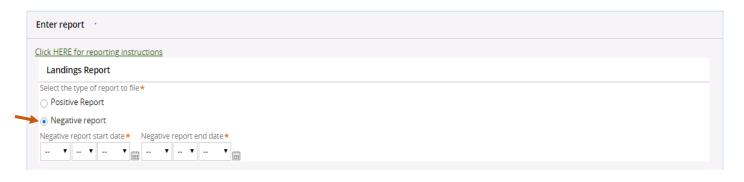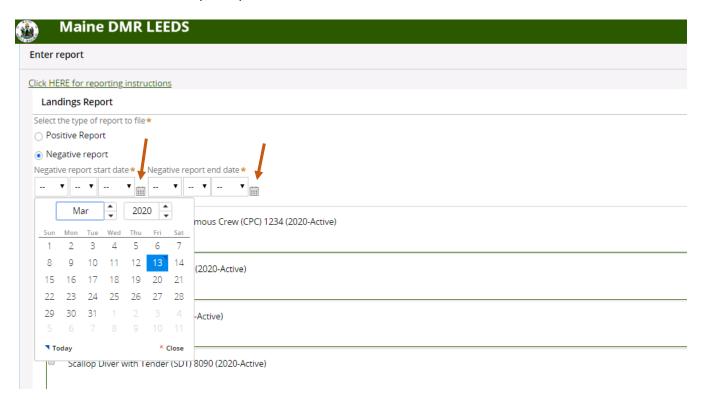# FILE A NEGATIVE LANDINGS REPORT

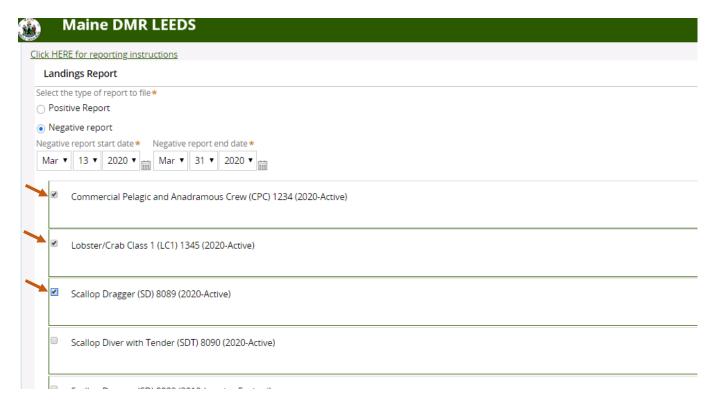1. Click on "Report Landings" to file a negative report.

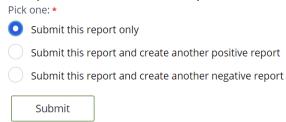2. Select "Negative Report."

3. To set the date range of the negative report, you can click the calendar icon or you can use the drop-down arrows to select the month, day, and year. You will need to select both a start and end date.

4. Once the date range has been selected, you will need to select the licenses that you wish to file a negative report for by clicking the box next to each license type.

5. Scroll to the bottom of the page and click "Submit this report only" if you do not wish to submit anymore reports. Click "Submit" once you are finished.

Pick one: *

○ Submit this report only

○ Submit this report and create another positive report

○ Submit this report and create another negative report

[Submit]

6. You'll receive a notification telling you the negative report was filed successfully. Click "Close" to return to the home screen.

Maine DMR LEEDS   👤 Test Harvester

Compliance Report (CR-82)   Close

Report created successfully