

HOW TO REPORT RBS PROGRAM VISITS

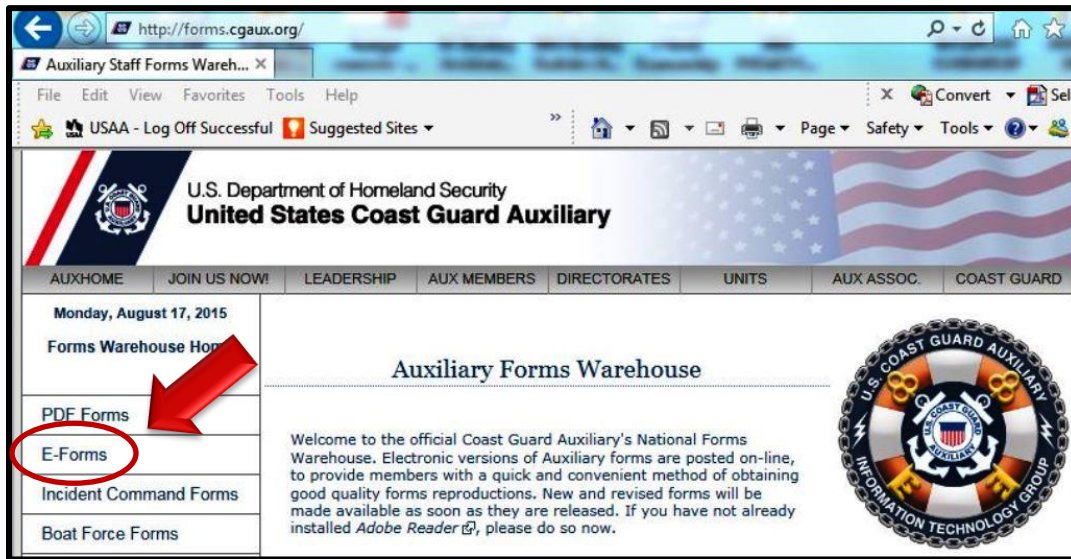
Guide to completing ANSC FORM 7046

Note: Auxiliary E-Forms only work with PCs and MACs (not iPads, Androids, etc.)

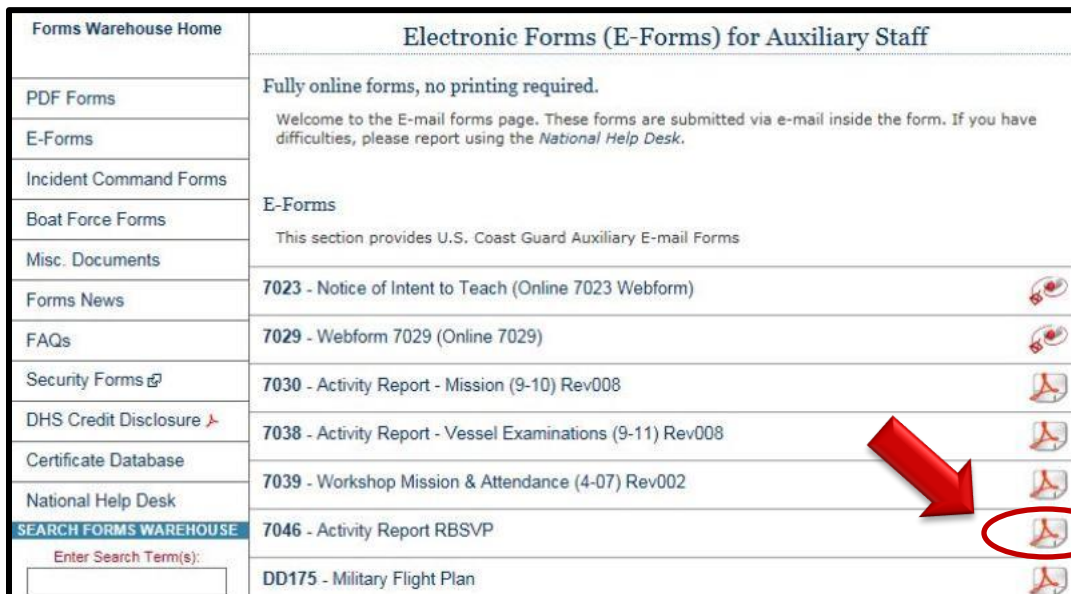
Reporting your PV visits is easy using the online e-forms. Here's what to do:

Go to: <http://forms.cgaux.org/>

Click on **E-Forms**



On the next page, Click on the **PDF** icon for 7046-Activity Report RBSVP



Enter all information on ANSC 7046.

Enter Division # Flotilla #
(2 digits each)

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC 7046 (03/11)		U.S. COAST GUARD AUXILIARY ACTIVITY REPORT RBS VISITATION			Division <u>12</u> Flotilla <u>03</u>				
SECTION I - MEMBER INFORMATION					AUXDATA USE ONLY Start Date Local: DD HHMM MON YYYY 01 0000 AUG 2015 Visits: <u>5</u> Hours: <u>3</u> Activity: UMS Mission: 11				
Member ID		Last Name and Initials		ROLE					
1	2	3	4	5		6	7	SMITH, J.P.	LEAD
									TRAINEE
									TRAINEE
								TRAINEE	
SECTION II - VISIT INFORMATION									
	Visit Date DDMM	Business Name		Location	Hours				
1	14AUG	Mike's Marina		Chapin	0				
2	14AUG	Lakewood Bait Shop		Chapin	1				
3	15AUG	Midway Marina		Newberry	1				
4	15AUG	Newberry Boat Sales		Newberry	0				
5	15AUG	State Farm Insurance		Newberry	1				
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SECTION III - REMARKS					Total Hours 3				
_____ _____ _____									
Use Member Activity Report (ANSC-7029) to record travel and prep time associated with visits. Additions, deletions or changes to business listings must be reported on ANSC-7047, Manufacturer ID Code System (MIC) & Mailing Label System (MLS) form.									
Date submitted 15AUG15					Report number <input type="text"/>				

Enter your AUXID and
Last Name/Initials

Enter the date of each program visit, business
name, location and time spent at each visit.
If you completed 2 PV in one hour, enter only
one hour as shown 14AUG.

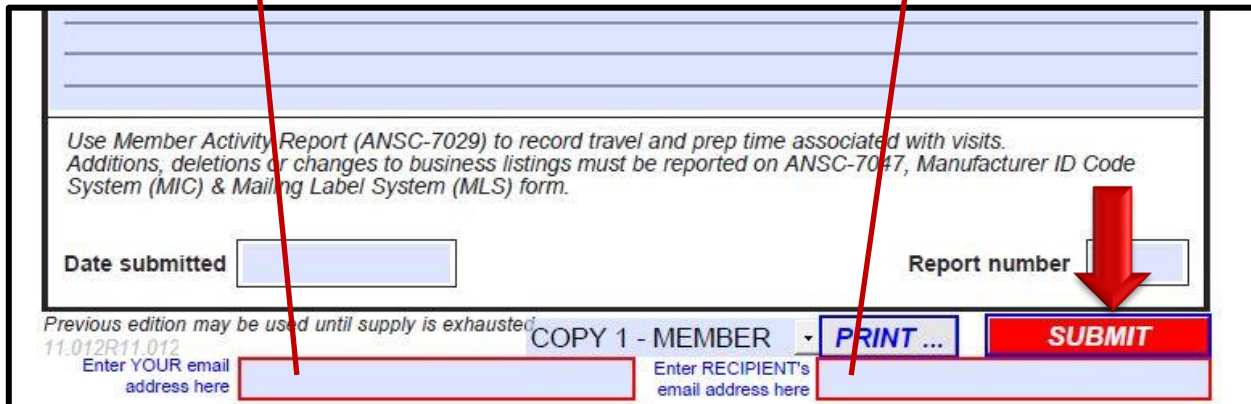
An entry **must** be made
in the "Hours" column
or the PV visit will not
be recorded.

Enter date you submitted the form. Report # is optional. Reminder:
use **ANSC-7029** form to record your travel and prep time separately.

At the bottom of ANSC 7046, enter the date submitted and the two fields for Your Email and the Recipients email:

Sender's Email Address Field:
Enter your email address here.

Recipients Email Address Field:
Enter the email address of your FSO-IS and your email address here. You will get an email copy for your records only if you enter your email address.



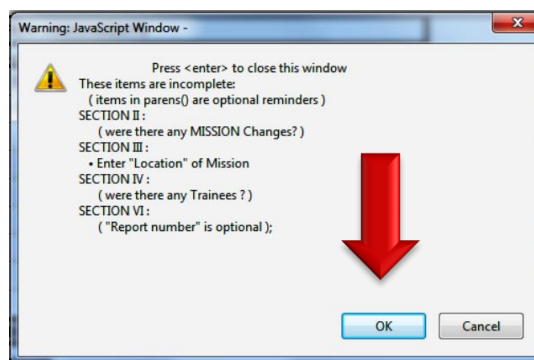
The screenshot shows the ANSC 7046 form with several fields and buttons. At the top, there are three empty text input fields. Below them is a section with instructions: "Use Member Activity Report (ANSC-7029) to record travel and prep time associated with visits. Additions, deletions or changes to business listings must be reported on ANSC-7047, Manufacturer ID Code System (MIC) & Mailing Label System (MLS) form." Below the instructions are two input fields: "Date submitted" and "Report number". At the bottom, there is a dropdown menu set to "COPY 1 - MEMBER", a "PRINT ..." button, and a "SUBMIT" button. Below these are two more input fields: "Enter YOUR email address here" and "Enter RECIPIENT's email address here". A red arrow points to the "SUBMIT" button. Two red callout boxes with arrows point to the "Enter YOUR email address here" and "Enter RECIPIENT's email address here" fields.

Click **PRINT** for a printed copy (optional)

Click **SUBMIT** to send the report to the Information Services Officer

If you get a popup, it's a reminder to enter trainee information, report number, etc. **You can ignore that** and continue if it is not relevant or needed.

Click **OK** 



You can print the summary page that shows up. (optional)

Check your email inbox for an automated message containing your report details (if you included your own email address in the Recipient box).

That's it – you're done!



Thank you for supporting boating safety!