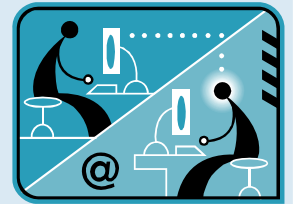


ALL ACCOUNTS

Create an NLIS account

February 2010



To create a database account, you must agree to the NLIS Terms of Use and have a valid E-mail address. Your application for an account will be assessed by the NLIS Helpdesk and/or your local State authority. If approved, the Helpdesk will email your NLIS user ID and password, usually within 7 days.

A User Guide will be posted to agents, feedlots, producers, saleyards, third parties, live exporters, sporting events and transit centres. Information for other account types is available on the NLIS Help tools page.

1 Go to the NLIS website at www.nlis.mla.com.au

2 **Help tools** **Glossary** **NLIS information** **Terms of use**

The document is over 100 pages. You can view it online anytime.

- Click **Terms of use** to see a brief overview.
- Click **NLIS Terms of Use** to open the document.
- Click at the top right to close the document.
- Click **Close window** to return to the **Welcome!** page.



New user

How do I get a user ID and password?

Click the button below to request a new NLIS user account.

Create a new account

If you might already have an account, please contact the NLIS Help Desk on 1800 654 743 before creating a new one.

3 On the NLIS **Welcome!** page click **Create a new account**

4 Fill in the **Account details** form online:

Account details Step 1 2 3 4

Please complete the following information. Fields marked with an * must be filled in.

*Account type
Producer

PICs (Property Identification Codes) assigned to you. Your PIC and tailtag numbers are the same.
QABC1234
QDDE1255

Saleyard ID
(Saleyard accounts only - Saleyards must contact the NLIS Help Desk for an allocated Saleyard ID, before an account can be created.)

Title *First name *Last name
Mr Ashley Crossman

*Property/trading name
Schofield's Pastoral Company Pty Ltd

*Postal address
133 Tindale-Lyons Road

*Town/city *State *Postcode
MALANDA QLD 4885

Phone Fax Mobile
07 4444 6666 07 4444 6688 0414 555 666

*E-mail *Re-type E-mail
scofield@gmail.com scofield@gmail.com

I acknowledge and agree that the use of the ERP and NLIS Database, the use and disclosure of the information in the Database, and the administration of the NLIS is subject to the NLIS Terms of Use. I warrant that the above information provided by me is accurate.

Continue

Select your **Account type** from the drop-down menu.

Type your **PICs** and any PICs you have the authority to link to your account.

If you are creating a Saleyard account, type your **Saleyard ID**.

Select a **Title** and type your **name**.

Enter your **Property/Trading name**.
Note: You cannot enter '&' in this field.

Type your **Postal address** and **Town**, select your **State** and type **Postcode**.

Type your **Phone, Fax** and **Mobile**.
Note: If you don't have a fixed telephone line, just enter your Mobile number.

Type and re-type your **E-mail** address.

Tick box to agree to the **Terms of use**.

5 Click **Continue** to submit your application, and confirm your account details when prompted.