

Help Guide

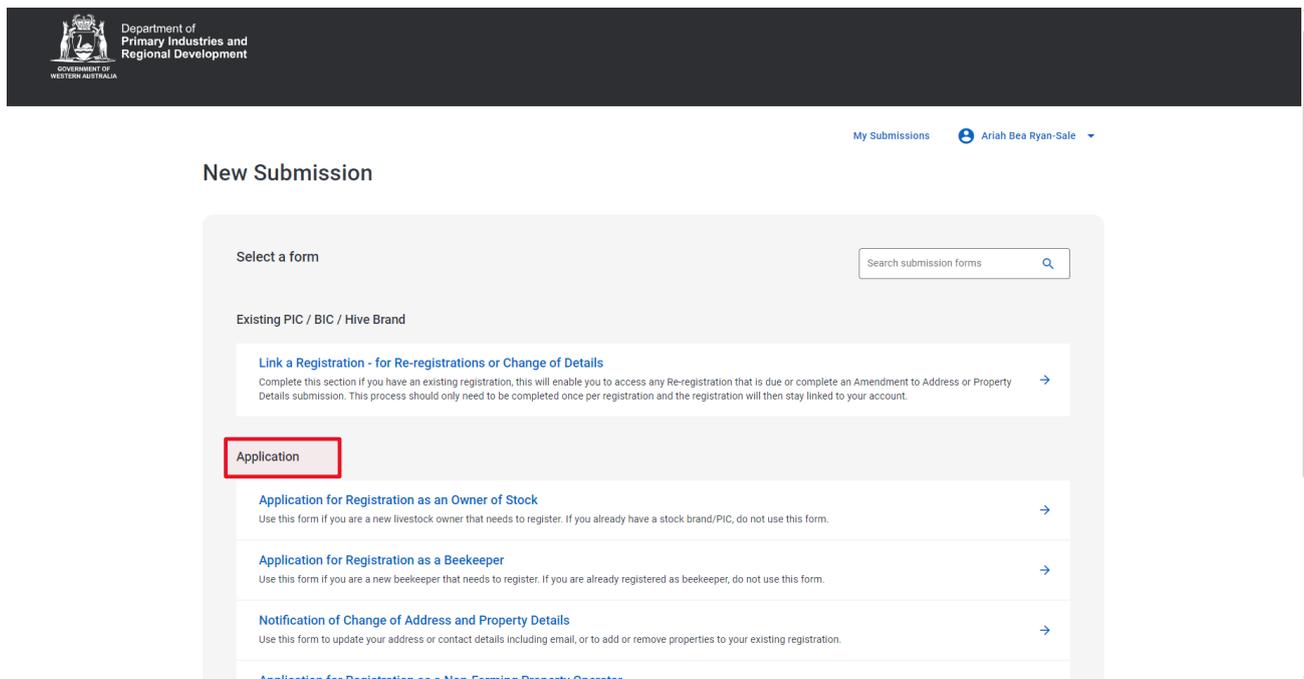
How to complete a new application for registration in the Brands Online Portal

Prerequisite

1. Login to the Brands Online Portal

When logging into the Brands Online Portal, you will need to have a myGovID set up. If you do not have a myGovID already set up, instructions on [setting up your myGovID](#) are available online.

Once you have logged into the portal using your myGovID, you will be taken to the “**New Submissions**” page.



The screenshot shows the 'New Submission' page in the Brands Online Portal. At the top left is the Department of Primary Industries and Regional Development logo. On the right, there are links for 'My Submissions' and a user profile for 'Ariah Bea Ryan-Sale'. The main heading is 'New Submission'. Below this is a search bar labeled 'Select a form' with the placeholder text 'Search submission forms'. Underneath is a section for 'Existing PIC / BIC / Hive Brand' with a link for 'Link a Registration - for Re-registrations or Change of Details'. A red box highlights the 'Application' category. Below this are three application options: 'Application for Registration as an Owner of Stock', 'Application for Registration as a Beekeeper', and 'Notification of Change of Address and Property Details'. A fourth option, 'Application for Registration as a Non-Farming Property Operator', is partially visible at the bottom.

All New Applications for Registration are under the ‘**Application**’ heading.

Note: If you are unsure which application you need to complete, please contact the brands office for clarification. Please do not proceed with an application if you are unsure.

Steps to Complete a New Application:

Note - The Application for Registration as an Owner of Stock is used as an example type of new application in the screenshots in this guide.. However this guide can be used to assist with all types of new applications as the steps are similar.

You must complete all **mandatory fields** in order to submit the online registration.

*For assistance with Brands Online Portal queries, contact the Department of Primary Industries and Regional Development, Brands Office on **1300 926 547** option 4, ex public holidays, Mon to Fri 8.30am-4.30p AWST.*

Step 1

Click on the type of new application you wish to make.

For the remainder of this guide, the '**Application for Registration as an Owner of Stock**' is used as the example in the screenshots.

New Submission

Select a form Search submission forms

Existing PIC / BIC / Hive Brand

[Link a Registration - for Re-registrations or Change of Details](#) →
Complete this section if you have an existing registration, this will enable you to access any Re-registration that is due or complete an Amendment to Address or Property Details submission. This process should only need to be completed once per registration and the registration will then stay linked to your account.

Application

[Application for Registration as an Owner of Stock](#) →
Use this form if you are a new livestock owner that needs to register. If you already have a stock brand/PIC, do not use this form.

[Application for Registration as a Beekeeper](#) →
Use this form if you are a new beekeeper that needs to register. If you are already registered as beekeeper, do not use this form.

[Notification of Change of Address and Property Details](#) →
Use this form to update your address or contact details including email, or to add or remove properties to your existing registration.

[Application for Registration as a Non-Farming Property Operator](#) →
Use this form if you are a new non-farming property operator that needs to register. If you already have a non-farming PIC, do not use this form.

[Application for a Buyer Identification Code \(BIC\)](#) →
Use this form if you need to register for a BIC. If you already have a BIC, do not use this form.

Step 2

You will now be taken to the 'Start' page of your application. Click

NEXT →

Application for Registration as an Owner of Stock

New Submission

Start

Application for registration as a Livestock Owner

Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013, Regulation, 7

New Livestock Owner Registration

Unique Application Reference

44110

Application Date

21 / 08 / 2024



NEXT →

Step 3

Complete the form fields as prompted, particularly the mandatory fields which are marked with an *.

Note: It is preferred that all details are entered in CAPITALS.

The information that you provide in this application will be used to deliver your PIC/BIC/Hive Cards and Certificates. These details will also be used to notify you when your registration is due for renewal, so it is important that these details are correct and your email is monitored regularly. DPIRD would highly recommend selecting your preferred contact method as **'Email'** or **'Both'**, as DPIRD will generally use email to communicate important timely messages such as during a biosecurity response.

[New Submission](#)

Application for Registration as an Owner of Stock

[New Submission](#)

Applicant Details

Applicant Details

Please allocate stock identifiers to me/us as per the details shown:

Owner / Company / Business Name *

Trading as

Preferred Contact Method *

Email

Mail

Both

Continued on Page 5

Preferred Contact Method *

Email

Mail

Both

Postal Address

Australia ▼ 🔍
Enter address

Address *

1A VERY LONG ROAD

Town/Locality *

WEST LAMINGTON WA

Postcode *

6430

← BACK

NEXT →

Once the fields have been completed, click

NEXT →

Step 4

Select the **Signatory** option.

If you (the applicant) will be the sole signatory on the Registration, select “**I have the authority to submit this application on behalf of the applicant**”.

Signature/s

Signatures Required

Party Relationship *

I have the authority to submit this application on behalf of the applicant

There are multiple authorised signatories for the submission of this application

Signature

Full Name *

JOHN CITIZEN

Position *

OWNER

Signatory Email *

JCITIZEN@EMAIL.COM

By completing my details above and ticking this box, I declare the information I have provided is correct and I accept that ticking this box is equivalent to my signature. *

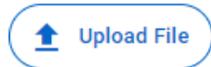
If you (the applicant) will be a signatory on the Registration with 1 or more additional signatories, select “**There are multiple authorised signatories for the submission of this application**”.

If you select the multiple authorised signatories’ option, you must upload the “Authorised signature from”. This form can be downloaded from the link in the portal, but you may find it easier to download and complete it beforehand from the [Registration forms for livestock and bee ownership in Western Australia | Agriculture and Food](#) webpage.

If you need to add more than two signatories, select to 'add' to add an additional signatory.

Upload Authorised Signature Form *

You will need to download and complete the [Authorised Signature Form](#) and then upload it using the Upload button to the left.



Signatures

Full Name *

Position *

Full Name *

Position *

Once you have completed the details for the signatory/s, select



Step 5

If you are completing a new application as an owner of livestock, please enter details of contact person/s for stock identifiers. This person should be someone who will answer emails and phone calls regarding your registration and/or in a biosecurity emergency.

Note - Please include your email address and mobile phone number on your application to improve online communication; e.g. receiving re-registration notices, certificates and other notices about your registration.

DPIRD would highly recommend selecting either “**Email**” or “**Both**” as the preferred contact method.

Contact Person/s

Details of contact person/s for stock identifier/s

Surname *

CITIZEN

Given Names *

JOHN GREGORY

Residential Address *

1A VERYLONG ROAD

Town/Locality *

WEST LAMINGTON WA

Postcode *

6430

Contact Number *

0412 345 678

Contact Email *

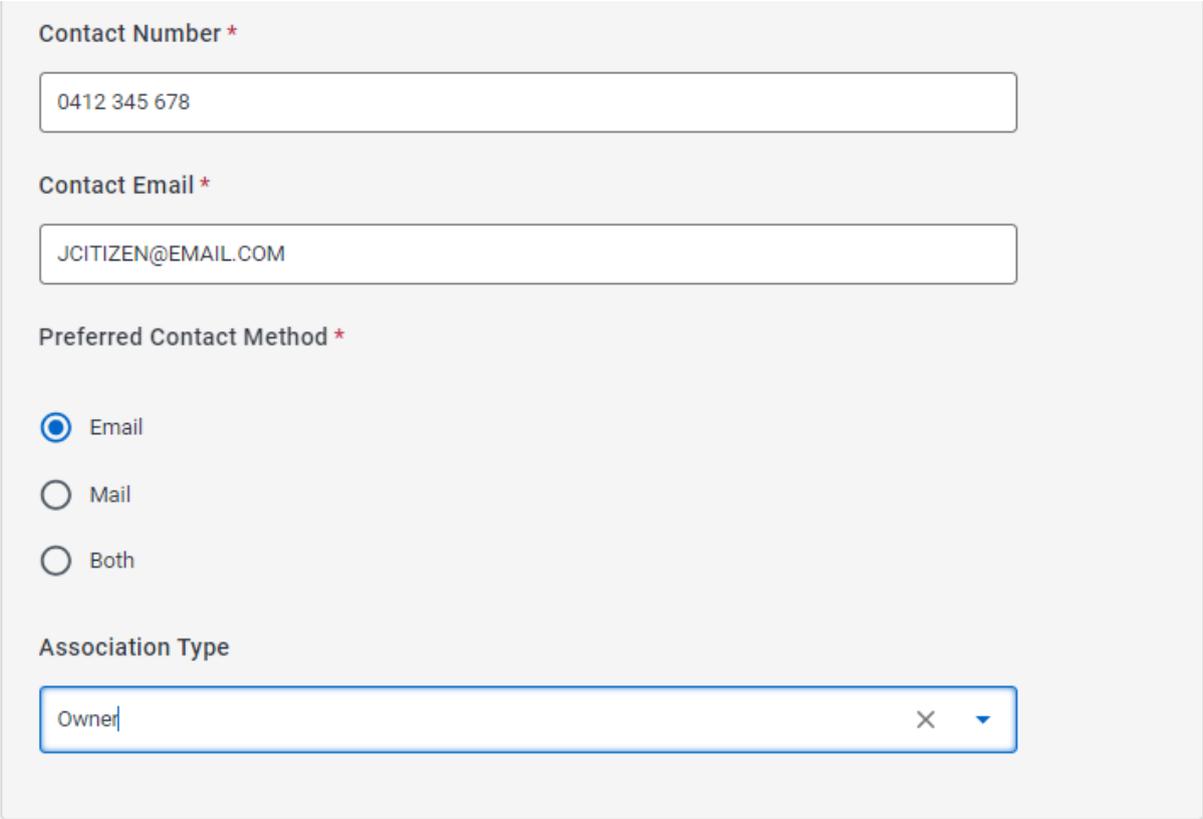
JCITIZEN@EMAIL.COM

Preferred Contact Method *

Email

Mail

To list more than one contact person to the registration, select the  button.



The form contains the following fields and options:

- Contact Number ***: Text input field containing "0412 345 678".
- Contact Email ***: Text input field containing "JCITIZEN@EMAIL.COM".
- Preferred Contact Method ***: Radio button options for "Email" (selected), "Mail", and "Both".
- Association Type**: Dropdown menu with "Owner" selected.

Navigation buttons:

-  (below the form)
-  (bottom left)
-  (bottom right)

Once you have completed the details for contact person/s, select .

Step 6

Complete the 'Property' page with accurate details of the property on which you will be holding/keeping livestock. If you are unclear about specific details in the Property section, please call the Brand office for further clarification.

Please ensure you check all questions with answers relevant to the property you will be using. The below answers are an example.

Property

Property

If more than one property is to be recorded, please press the plus symbol in the lower left hand corner to add additional properties. All properties where you intend to keep stock must be recorded.

Have you purchased this property in the last year? *

Yes

No

(Land) Title *

P123456 D123

Land Owner(s) Name *

JOHN CITIZEN & MARY CITIZEN

Property Name

CITIZEN FARMS

Shire *

KALGOORLIE

Road *

1A VERYLONG ROAD

Town/Locality *

WEST LAMINGTON WA 6430

Location Details

1. The Lot number and Plan, Survey or Strata Number (eg: Plan 123 Lot 1) or
2. Pastoral lease or Reserve number (eg: Pastoral lease 3116/114).

LOT 123

Small Landholder (less than 100 hectares)

Declaration *

- I declare that I am the owner of the above property and I give permission for the stock identifiers listed in this application to be registered and used on this property.
- I declare that I am authorised* to sign on behalf of the owners of the above property and give permission for the stock identifiers listed in this application to be registered and used on this property.

Is this property to be operated in conjunction with another property? *

- Yes
- No

Are you agisting stock on this property? *

- Yes
- No

+ ADD

+ ADD

If you need to add more than one property to your registration, select

Note: If you do not own the property that you have livestock on or the property is named under a company/business name, please ensure you tick the second declaration box (below) and upload evidence of your authority.

This can include:

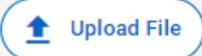
- A signed lease/agistment agreement (specifically any section that stipulates the agreement of the use of the property for livestock/agricultural purposes).
- A current company extract that lists you (the applicant) as a director/authorised person to sign on behalf of the company for the use of the property.

Declaration *

- I declare that I am the owner of the above property and I give permission for the stock identifiers listed in this application to be registered and used on this property.
- I declare that I am authorised* to sign on behalf of the owners of the above property and give permission for the stock identifiers listed in this application to be registered and used on this property.

Documents to prove authorisation *

You will need to upload documents to prove authorisation (lease agreement etc)

 Upload File

Is this property to be operated in conjunction with another property? *

- Yes
- No

Will only stock owned by this trading name be on this property? *

- Yes
- No

Are you agisting stock on this property? *

- Yes
- No

 + ADD

Once you have accurately completed all of the details for the property you will be keeping your livestock on, select  .

Step 7

If you are completing a new application as an owner of livestock, you will now be asked to select your stock identifiers.

Note: This section is intended to allow you to provide a brand request/preference. This does not guarantee the assignment of your requested brand to you. If neither requested identifiers are available, an identifier similar to your first choice will be allocated.

You can view available brands and earmarks by searching the [Brands Search \(dpird.wa.gov.au\)](http://dpird.wa.gov.au).

Stock identifier/s

Select stock identifier/s required

Brand - First Choice *

A brand consists of two letters and a number (0 to 9) in any order. The letter 'I' is not used. The first letter may be a lazy letter (i.e. tipped on its left side).

The final number in this display indicates whether there is a lazy letter in the brand and where it is located.

JC10

Brand - Second Choice

If neither choice is available, a brand similar to your first choice will be allocated.

J1C0

Earmarks

No. of Mark	DIAGRAM
115	

Earmark: 004B115A

Registered Symbol 1	Position of symbol 1	Registered Symbol 2	Position of symbol 2

Cattle, Buffalo, Deer

Sheep, Goats, Hare

Female

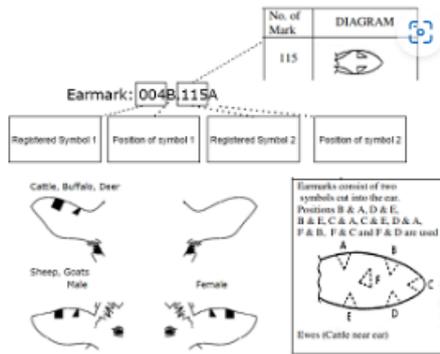
Earmarks consist of two symbols cut into the ear. Positions B & A, D & E, B & E, C & A, C & E, D & A, F & B, F & C and F & D are used

Ewes (Cattle near ear)

[Index of Registered Earmarks](#)

001C.015E

Earmarks



[Index of Registered Earmarks](#)

001C.015E

Earmarks - I wish to use this ear for earmarking cattle, buffalo and deer: *

Earmarking and branding is optional however if you do choose to Brand and/or earmark your stock they must be in accordance with your Brand certificate.

Sheep earmarks MUST be in the left for a girl and right for a boy

NLIS stands for 'National Livestock Identification System'

- Left (usually)
- Right (has the NLIS tag)

← BACK

NEXT →

Once you have completed your preferred/requested identifiers, select

NEXT →

Step 8

Enter the number of livestock you are planning on owning. This information is important to provide as it is used to as part of biosecurity emergency planning and response. It also allows us to send you information on correctly identifying and moving the type of livestock you will specifically have.

Note: If there is a category of livestock that you do not have, please leave it blank, do not enter the number 0. These numbers can be estimates, they do not have to be exact, but the more accurate the better.

New Submission

Livestock Details

Livestock Details (Number of)

Cattle

Buffalo

Sheep

Goats

Horses/Donkeys

Once you have completed your numbers of livestock, select

[NEXT →](#)

Step 9

You will now be taken to the 'Summary' page. Scroll up and down this page to ensure that all details for your registration are current and correct.

If you need to go back and make any further changes you can use the  **Edit** button next to the section you need to update, or you can use the 'Table of Contents' to the right, to navigate back through the application.

Application for Registration as an Owner of Stock

New Submission

Summary

SUBMIT NOW

Start

New Livestock Owner Registration 

Unique Application Reference
44110

Application Date
21/08/2024

Applicant Details

Applicant Details 

Owner / Company / Business Name
JOHN CITIZEN

Preferred Contact Method
Email

Postal Address 

Address
1A VERYLONG ROAD

Town/Locality
WEST LAMINGTON WA

Postcode
6430

Table of contents

-  Start
-  Applicant Details
-  Signature/s
-  Contact Person/s
-  Property
-  Stock identifier/s
-  Livestock Details
-  **Summary**

New Livestock Owner Registration

Applicant Details

Postal Address

Signatures Required

Signature

Details of contact person/s for stock identifier/s

Property

Select stock identifier/s required

Livestock Details (Number of)

Once you are satisfied that all details are correct and current, select  .

You will then stay on the 'Summary' page, but you will no longer be able to edit your application.

Select

CONTINUE TO PAYMENT

Summary **CONTINUE TO PAYMENT** 

Start

New Livestock Owner Registration

Unique Application Reference
44110

Application Date
21/08/2024

Applicant Details

Applicant Details

Owner / Company / Business Name
JOHN CITIZEN

Preferred Contact Method
Email

Postal Address

Address
1A VERYLONG ROAD

Town/Locality
WEST LAMINGTON WA

Postcode
6430

Signature/s

Signatures Required

PAY NOW

Select **PAY NOW** to proceed to payment.

Summary **PAY NOW** ▾

Start

New Livestock Owner Registration

Unique Application Reference
44110

Application Date
21/08/2024

Applicant Details

Applicant Details

Owner / Company / Business Name
JOHN CITIZEN

Preferred Contact Method
Email

Postal Address

The following payment window will appear. Enter your credit card details and select Pay Now.

Department of Primary Industries and Regional Development WA

\$80.00
New Livestock Registration Payment

Name ✓
JOHN CITIZEN

Credit Card Number  ✓
4111 1111 1111 1111

Expiration Date ✓ **CVV** ✓
10 / 27 123

Pay Now

Once payment has been successfully completed, you will be redirect to the '**Payment Summary**' screen.

You have now successfully completed and paid for your Application for Registration as an Owner of Stock!

Receipt

Summary

Payment Summary

Payment Summary

Thank you for contacting the Brands Office. Your submission has been received and will be processed as soon as possible. PLEASE DO NOT POST YOUR PAPERWORK IN AS THIS WILL RESULT IN A DUPLICATE PAYMENT.

If you have any queries or concerns, please contact the Brands Office on 9780 6190 or brands.bunbury@dpird.wa.gov.au

Date

21/08/2024

Receipt Number

46292680528

Payment Amount

80.00

Status

Successful

Payment Notification

 PMN-1619

Card Number

XXXX-XXXX-XXXX-1111

Receipt

 [202408210929_STKNEW-480_RECEIPT.pdf](#)

Receipt emailed to

JCITIZEN@EMAIL.COM

Application

 Livestock JOHN CITIZEN 21/08/2024
STKNEW-480 



While on this screen you will notice that there is a PDF receipt, which you can download and save to your computer or print.

Below that you can see the email address that a copy of your receipt has been emailed to.

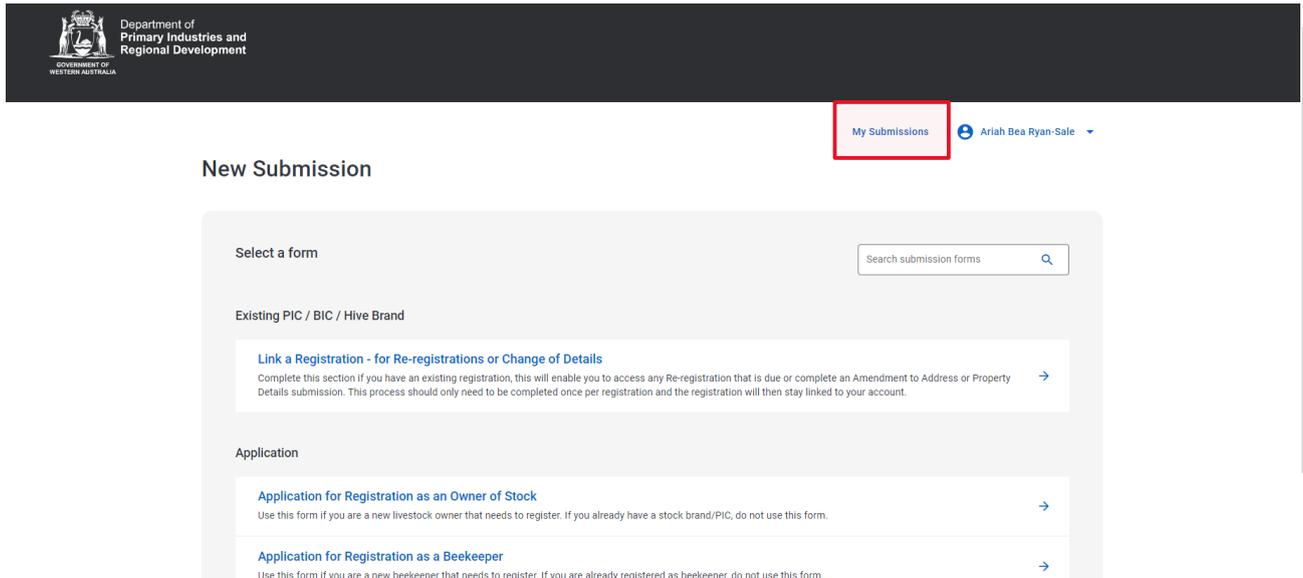
Alternative Payment Path

If you wish to complete payment at a later date, or do not have the appropriate funds at the time of completion, you are able to log back into the Brands Online Portal and re-enter your application to pay.

Step 1

Log in to the Brands Online Portal using your myGovID. Once logged in, you will be redirected to the 'New Submissions' page.

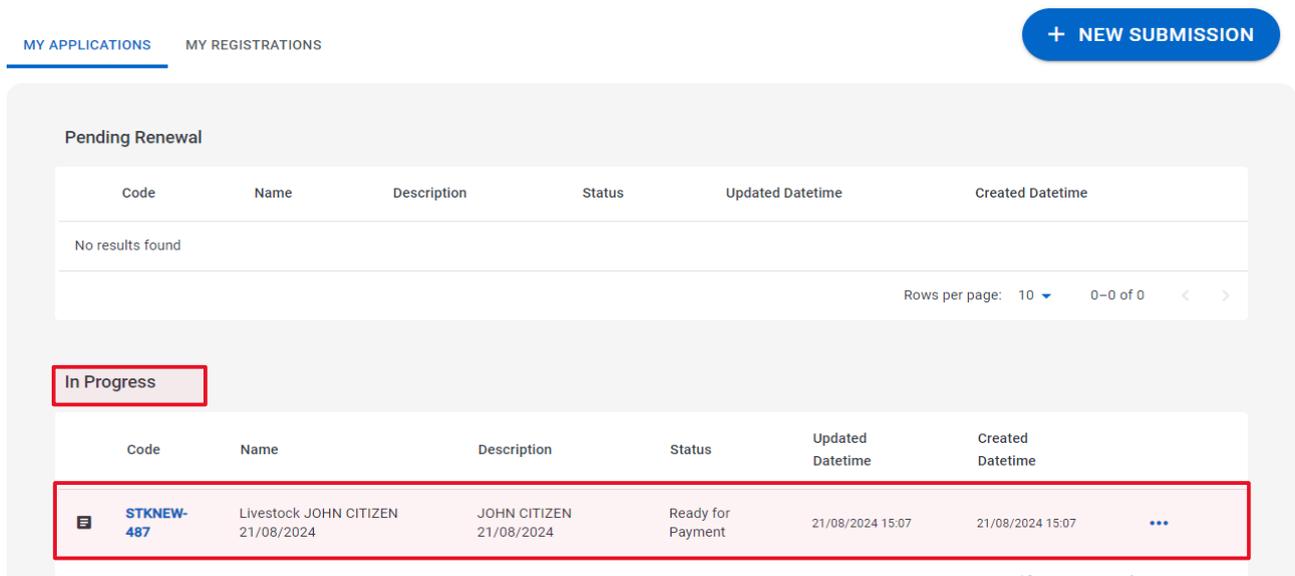
Click on 'My Submissions' in the upper right-hand corner of your screen.



Step 2

Once you have navigated to 'My Submissions' you should see your application under the 'In Progress' heading. (below)

My Submissions



Once you have located your application, click on your application code to enter your application.

My Submissions

MY APPLICATIONS MY REGISTRATIONS + NEW SUBMISSION

Pending Renewal

Code	Name	Description	Status	Updated Datetime	Created Datetime
No results found					

Rows per page: 10 0-0 of 0

In Progress

Code	Name	Description	Status	Updated Datetime	Created Datetime
STKNEW-487	Livestock JOHN CITIZEN 21/08/2024	JOHN CITIZEN 21/08/2024	Ready for Payment	21/08/2024 15:07	21/08/2024 15:07

Rows per page: 10 1-1 of 1

Step 4

Click PAY NOW to open the payment window.

New Submission

My Sub

Application for Registration as an Owner of Stock

Ready for Payment

Summary PAY NOW

Start

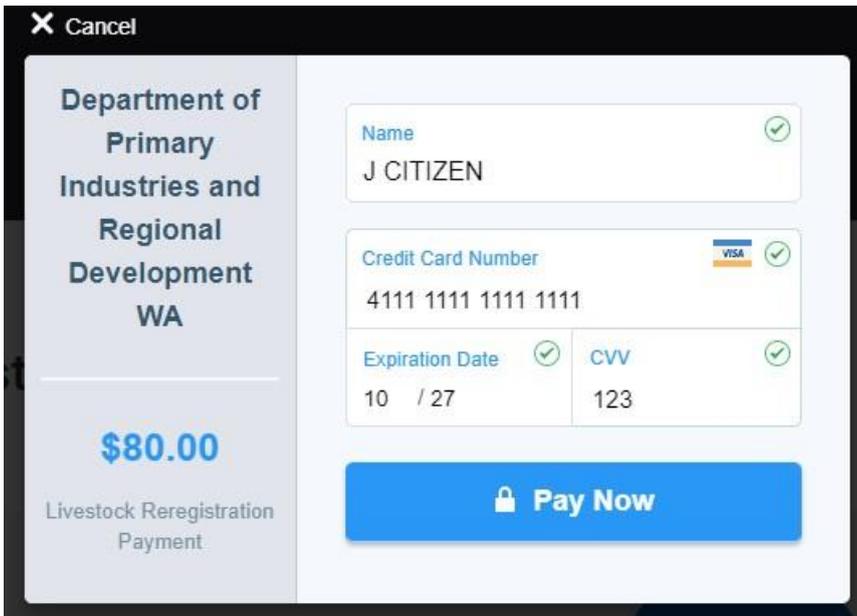
New Livestock Owner Registration

Unique Application Reference
44131

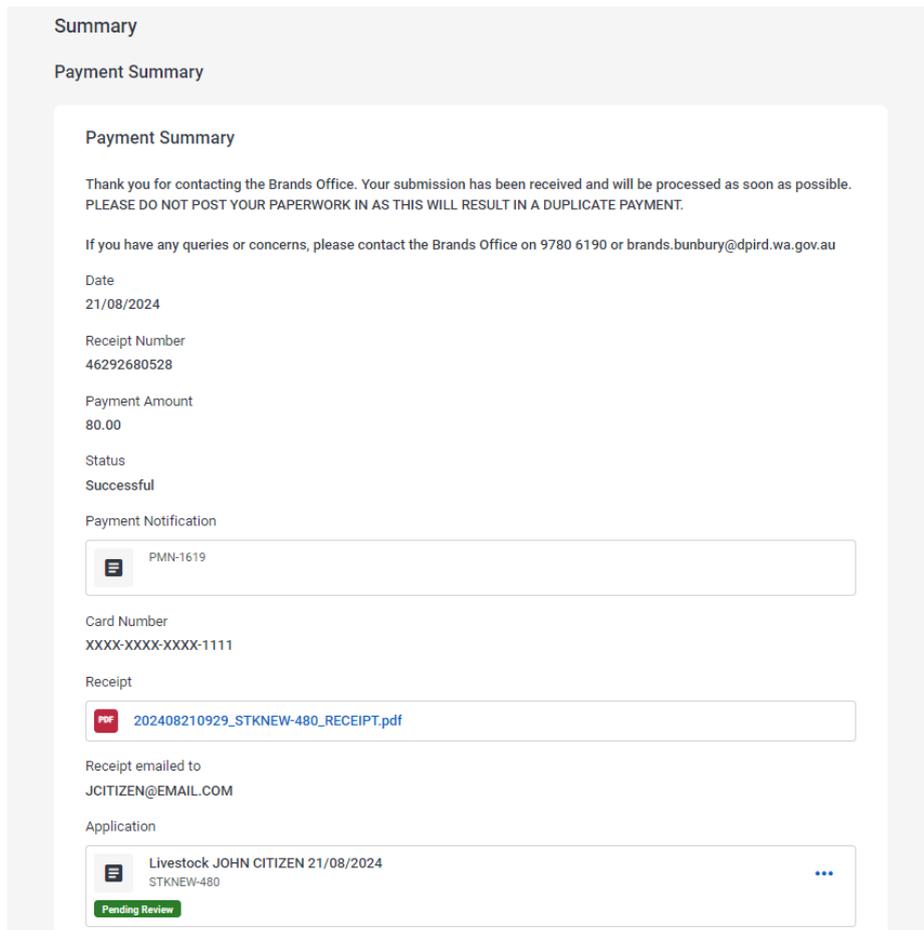
Application Date
21/08/2024

Applicant Details

Enter your credit card details as prompted and then click the **'Pay Now'** button.



Once payment has been successfully completed, you will be redirected to the 'Payment Summary' screen.



You have now successfully completed and paid for your Application for Registration as an Owner of Stock!

While on this screen you will notice that there is a PDF receipt, which you can download and save to your computer or print.

Below that you can see the email address that a copy of your receipt has been emailed to.

Important Disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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