

Virginia Livestock Premises Identification Registration

Instructions for Registering via the Internet

1. Go to <http://www.vdacs.virginia.gov/animals/animalid.html>
2. Click on "First time users or to edit an account click here." (Underneath On-line Livestock Premises Registration)
3. Click on "New Users Register Here" (Underneath First Time Users)
4. This takes you to the Welcome message. Click on the "Next>>" button when finished reading.
5. The first part of registration is to fill in who you are. The red asterisk denotes items that must be filled before continuing. If you try to go forward and something is missing there will be a red error message over the areas that need to be filled in.
 - a. Enter your first name, middle initial, and last name in the set of boxes under "Who is going to be the primary contact for this account?"
 - b. Enter the name of the business in the set of boxes under "What is the name of the business that you operate as?"
 - c. If there is someone else that you may want contacted in the event of an outbreak, click the box with the green arrow and then enter that persons name in the boxes under "Who is going to be the Alternate Contact for this account?"
6. Click on the "Next>>" button to go to the section on where the business is located.
7. Enter the address where the business receives mail in the box for Address. Enter the city, country, state/province, zip/postal code, and Country in their respective boxes then click on the "Next>>" button.
8. If the address in the dark olive box is correct then click on the "Next>>" button. If it is not the correct address of the business then click on the bubble (technically this is a radio button, however we may not want to be technical here) beside "No, the address from the U. S. Postal Service or 911 address databases is not correct. Use the address below that I provided." Click on the "Next>>" button. If they choose "no," then we need to explain the exception process.
9. Select the organization that best describes your business and the click on the "Next>>" button.

Select all that apply

- Production Unit - Farm, Ranch, Flock, Feedlot, Hunting lease, hobby farm, etc.
- Clinic - Location where animals are treated for a disease or injury.
- Exhibition - Animal show or exhibition (i.e. State Fair, National Show, etc.)
- Laboratory - Location where animal is terminated and carcass is examined.
- Market/Collection Point - Livestock market/auction or collection point where animals are sold.
- Non-producer Participant - Organization that records animal information and has no association with the animals (i.e. DHIA, Veterinarian, etc.)
- Port of Entry - Location where animals are allowed to enter into the U.S.
- Quarantine Facility - Location where diseased animals are quarantined.
- Rendering - Location where animals that died at the farm or in transit are processed.
- Slaughter Plant - Location where animals are terminated for consumption.
- Tagging Site - Location where animals are tagged with an official USDA approved ID device.

<< Back

Next >>



10. Select the operational type that best describes the day-to-day activities of the business.
11. Enter the telephone number that will be best to use if needed. If the phone number is not the main business phone then click on the down arrow in the blue box to see more options. Then click on the "Next>>" button. **Optional:** Up to 3 more phone or fax numbers, an email address, and a website address can also be entered.
12. Enter a User ID and password of your choice in the corresponding boxes. These will allow you to access and edit your information if needed. These items must be between 8-12 characters. Your password cannot be the same as your user id. The recovery question is used in the event that you forget your password. The recovery answer is not the same as your password. Then click on the "Next>>" button.
13. This screen is a summary of the information you entered and the account number assigned to you. You can print this information for your records by pressing the "Print" button. Then click on the "Next>>" button.
14. This screen is the instructions for entering premises and after reading click on the "Next>>" button.
15. Look at the address in the light olive box and if it is the same as the physical location of the business then click on the "Same" button. If the business is physically located at a different address than where it receives mail click on the "Different" button.
 - a. If the addresses are the same then enter a description of the premise in the first box. Click on the blue select beside Premise type and then select the operation type(s) by clicking in the box(es). Once finished click on the "Done" button. Click on the blue select beside Species and select all species on that premise then click on the "Done" button.

Species Type Chooser	
<input type="checkbox"/>	BOV- Bovine (Bison and Cattle)
<input type="checkbox"/>	CAM- Camelid (Llama)
<input type="checkbox"/>	CAP- Caprine (Goat)
<input type="checkbox"/>	CER- Cervids (Deer and Elk)
<input type="checkbox"/>	CHI- Chickens
<input type="checkbox"/>	DUC- Ducks
<input type="checkbox"/>	EMU- Emu
<input type="checkbox"/>	EQU- Equine (Horse)
<input type="checkbox"/>	GEE- Geese
<input type="checkbox"/>	GUI- Guineas
<input type="checkbox"/>	OVI- Ovine (Sheep)
<input type="checkbox"/>	PHE- Pheasants
<input type="checkbox"/>	POR- Porcine (Swine)
<input type="checkbox"/>	POU- Poultry
<input type="checkbox"/>	QUA- Quail
<input type="checkbox"/>	TUR- Turkeys

Done Cancel

Premise Operation Type Chooser	
<input type="checkbox"/>	Production Unit- Farm, Ranch, Flock, Feedlot, Hunting lease, hobby farm, etc.
<input type="checkbox"/>	Clinic- Location where animals are treated for a disease or injury.
<input type="checkbox"/>	Exhibition- Animal show or exhibition (i.e. State Fair, National Show, etc.)
<input type="checkbox"/>	Laboratory- Location where animal is terminated and carcass is examined.
<input type="checkbox"/>	Market/Collection Point- Livestock market/auction or collection point where animals are sold.
<input type="checkbox"/>	Non-producer Participant- Organization that records animal information and has no association with the animals (i.e. DHIA, Veterinarian, etc.)
<input type="checkbox"/>	Port of Entry- Location where animals are allowed to enter into the U.S.
<input type="checkbox"/>	Quarantine Facility- Location where diseased animals are quarantined.
<input type="checkbox"/>	Rendering- Location where animals that died at the farm or in transit are processed.
<input type="checkbox"/>	Slaughter Plant- Location where animals are terminated for consumption.
<input type="checkbox"/>	Tagging Site- Location where animals are tagged with an official USDA approved ID device.

Done Cancel

If new geographic coordinates need to be entered then select user defined and begin entering. Once finished click on "Next>>". **Note: The "pop up blocker" on your browser must be turned off, in order for these windows to open.**

- b. If the addresses are different then enter then address at which the business is located. Then click the "Next>>" button. Now follow the instructions in (a).
- 16. The next screen is a summary of the information you entered for the premise. If it is incorrect then click on the "<<Back" button. If it is correct then click on "Finish"
- 17. This is another summary screen that shows the Premise ID number, name, and address.
 - a. To print for your records click on the "Print" button
 - b. To register other premises click on the "Register Next Premises" button
 - c. If you are finished clicked on the "Done" button
- 18. To exit the program click on "Logout" on the top far right in the black bar.