

1. Account Activation

This user guide will show you how to activate your Canadian Livestock Tracking System (CLTS) database account. If you have purchased approved tags you will already have had an account created for you. The account would have been set up with the name, address and phone number that was provided at the time of purchase. The account remains in Placeholder status until activated by a CCIA Client Support Representative (CSR).

1. To activate your account, call toll-free 1-877-909-2333 or email info@canadaid.ca.
2. Provide your business name (optional), first and last name, mailing address, phone number and email address (optional).
3. Once your account information has been verified by a CSR, your account will be activated and you will be provided with an account number, username and temporary authorization code to use to set up your password.
4. Go to www.clia.livestockid.ca. Click where it says **Need to activate your account with Authorization code**.

CCIA Resource Centre | CLTS Lite | Bilingual | Contact Us | Login

Canadian Livestock Tracking System

User Login

Please enter your login information below.

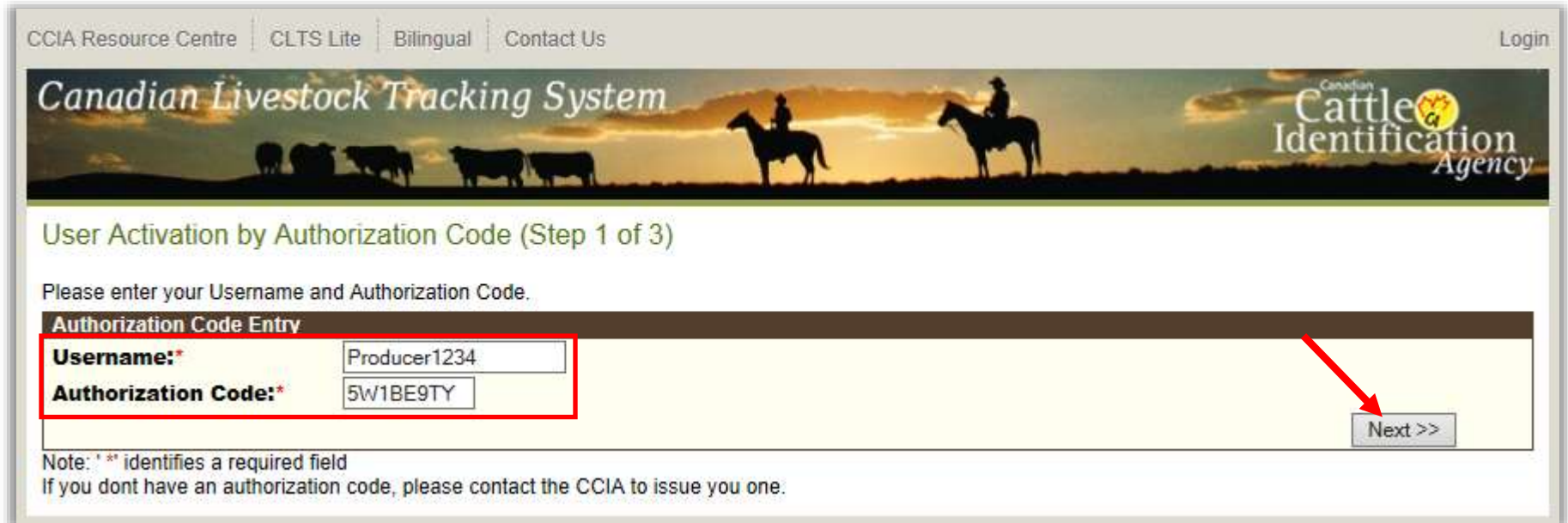
Login
Username: <input type="text"/>
Password: <input type="password"/>
<input type="button" value="Login"/>

Forgot your password? [Click Here](#)
Need to activate your account with Authorization code, [Click here.](#)

Canadian Cattle Identification Agency

5. On the **User Activation by Authorization Code (Step 1 of 3)** screen, enter your **Username** and **Authorization Code**, then click **Next**.

Note: The authorization code will expire two weeks after the generation date. Once you have used it to set up your password, it is no longer required.



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Canadian Livestock Tracking System

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User Activation by Authorization Code (Step 1 of 3)

Please enter your Username and Authorization Code.

Authorization Code Entry

Username:*	<input type="text" value="Producer1234"/>
Authorization Code:*	<input type="text" value="5W1BE9TY"/>

Note: * ** identifies a required field
If you dont have an authorization code, please contact the CCIA to issue you one.

6. On the **User Activation by Authorization Code (Step 2 of 3)** screen:

- a. Enter a password in both the **Password** and **Confirm Password** fields.
- b. Click the arrow to choose a **Recovery Question** from the drop-down menu.
- c. Enter the **Recovery Answer** into the field provided.
- d. Click **Submit**.

Note: There are a few rules to abide by when creating a password.

Please enter a new password and recovery question.

New Password

Username: Producer1234

Password: * [masked]

Confirm Password: * [masked]

Recovery Question

Recovery Question:* What is your favorite pet's name? ▾

Recovery Answer: * Cow

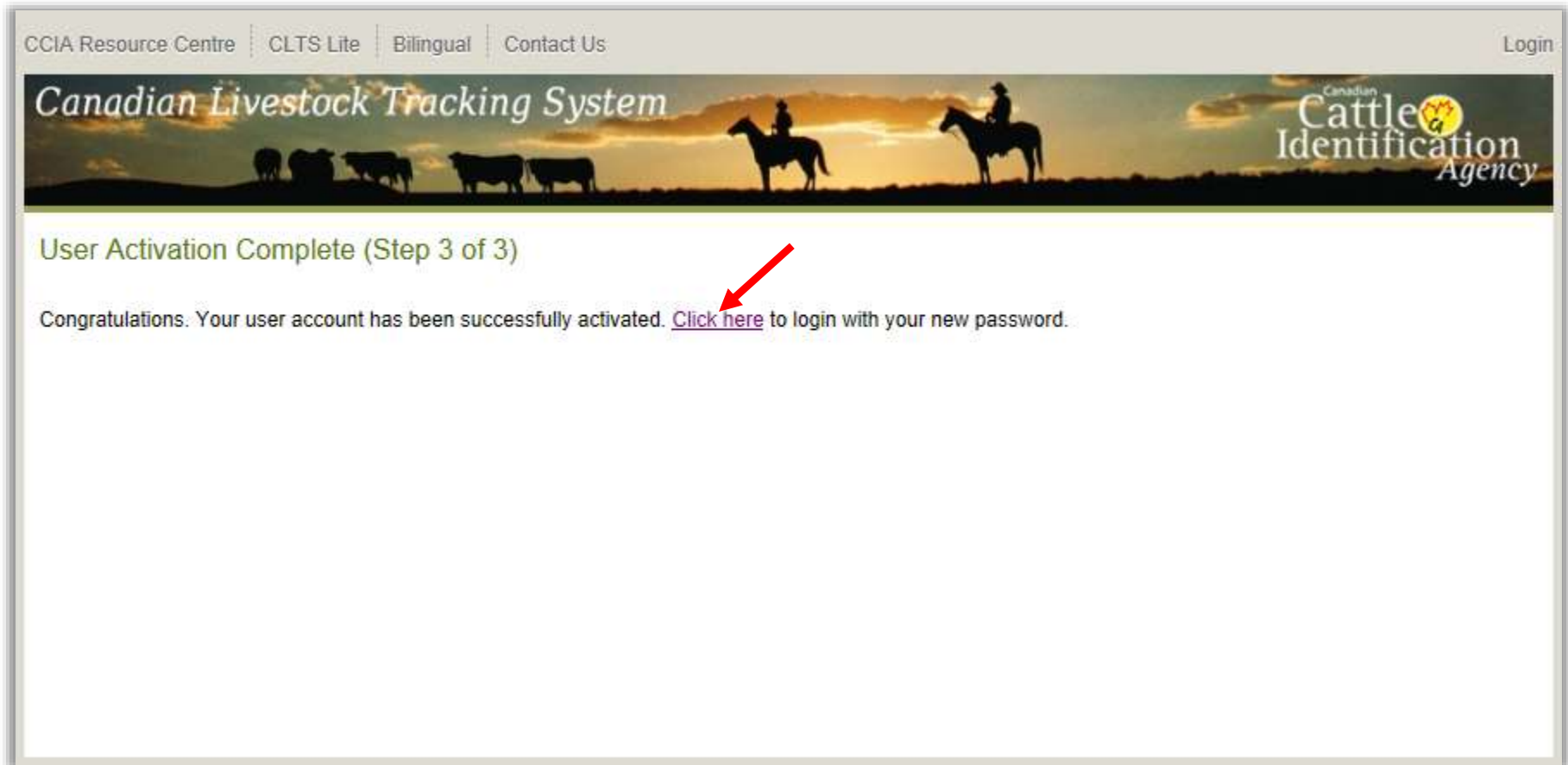
[Submit] [Cancel]

To protect your security the password must conform to the following rules:

- Case sensitive
- Must be at least 8 characters long
- Must contain an uppercase character
- Must contain a lowercase character
- Must not contain a portion of the profile name longer than half its length
- Must not repeat a character more than half the length of the password
- Must contain at least 1 number

Note: * identifies a required field

7. The **User Activation by Authorization Code (Step 3 of 3)** screen will appear. You have now successfully activated your account and set up your password. Click where it says **Click here**, to login to the CLTS database.



8. On the **User Login** screen, enter your **Username** and the **Password** you created, then click **Login**.

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Canadian Livestock Tracking System

User Login

Please enter your login information below.

Login

Username:

Password:

Forgot your password? [Click Here](#)

Need to activate your account with Authorization code, [Click here](#).

Canadian Cattle Identification Agency
7646, 8 Street N.E.
Calgary AB, T2E 8X4
Toll-Free: 1-877-909-2333 | Tel: 403-275-2083 | Fax: 403-275-1668
Email: info@canadaid.ca
Web Site: <http://www.canadaid.ca>
Call Centre Hours: The Call Centre hours of operation are 7 a.m. to 5 p.m. (MT) from Monday to Friday.
Alberta Field Representatives: Click [here](#) to find your local representative.

9. The first time you login to your account, the **CLTS Site Usage and Privacy Policy** will appear, you must agree to the policy before you can access the CLTS database. Please take a few minutes to review, then click **Agree** at the bottom of the page.

CLTS SITE USAGE AND PRIVACY POLICY
(January 2011)

Please take a few minutes to review this policy. By accessing or using our sites you are consenting to the collection, use and disclosure of your personal information as set forth in this policy.

IF YOU DO NOT CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION AS SET FORTH IN THIS POLICY, YOU MAY NOT USE THIS SITE.

1. Use of CLTS

Use of the Canadian Livestock Tracking System (CLTS) is subject to the terms and conditions listed below. CCIA may amend the terms and conditions from time to time and it is the Users' responsibility to ensure they are aware of and that they continue to agree with the terms and conditions. Your use of the CLTS means we will assume you have consented to the terms and conditions herein, as amended from time to time. If you do not agree with the terms and conditions set out, you should discontinue usage of the CLTS.

You understand and agree that the CLTS/CCIA services and the content are provided "as is" and that CCIA assumes no responsibility or liability in

11. NOTICE

CCIA may provide notices of changes to the terms and conditions of use or other matters by displaying notices or links on the CLTS or by posting amended terms and conditions of use on the CLTS.

Any questions or concerns about the CLTS, the CCIA and the site usage and privacy policy should be sent to 1-877-909-2333 or CLTSSupport@canadaid.ca.

10. The **Home** page will appear granting access to the CLTS database. For details on these sections and the CLTS database layout, [click here](#).

Note: Once you submit a transaction, the Recent Transactions section will appear listing your 5 most recent transactions.

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Canadian Livestock Tracking System

Canadian Cattle Identification Agency

Home | My Account | Events | Search | Certificate/Manifest

Welcome back Producer Account

In the [CCIA Resource Centre](#) (CRC), you will find step-by-step instructions that will make the CLTS easier to use. You will also find templates that you can complete and use to submit information to the CLTS.

Submit Tag/Animal Event Information

- Option 1: [Directly Online](#) - Submit tag and animal information, including animal birth dates, through online forms. (Best option for high speed or satellite users)
- Option 2: [File Upload](#) - Submit tag and animal information, including animal birth dates, through a spreadsheet file. (Best option for dial-up users)

Certificate/Manifest

- [Birth Date Certificate](#)
- [Export Manifest](#)

Address Book

- Click [here](#) to view and manage your saved Premises IDs.

Latest News

- For the latest news, please visit the [CCIA Resource Centre](#).

Note:

Transaction ID	Submission Date	Status	Results
TH333333641	15-Jan-2017 11:24 MDT	Completed	0/1
TH333333642	15-Jan-2017 11:27 MDT	Completed	0/1
TH333333643	15-Jan-2017 11:29 MDT	Completed	0/1
TH333333644	15-Jan-2017 11:21 MDT	Completed	0/1
TH333333645	15-Jan-2017 10:55 MDT	Completed	0/1

[See more transactions](#)

[Certificate/Manifest](#)

This concludes **Account Activation**. For more CLTS database user guides, [click here](#), or visit <http://support.canadaid.ca>.