

## Introduction

This User Guide provides step-by-step instructions on how to activate a tag order account. In order to activate your account a CLTS Account ID is required. If you do not know your account number, please contact CCIA toll-free at 1-877-909-2333 and a Client Support Representative will assist you.

## Glossary

There are some basic terms used in the user guides that users should become familiar with.

**CCIA**- Canadian Cattle Identification Agency

**Activate** - Creating a username and password to access your tag order account.

**CLTS Account ID** – The account ID that represents your account in the Canadian Livestock Tracking System. The ID starts with an A and is followed by 7 numerical digits.

**CRC** – CLTS Resource Centre, the repository of step-by-step instructions and guidelines designed to help users with the CLTS.

**Producer** - A person, company, or country that makes, grows, or supplies goods or commodities for sale.

**Tag Dealer/ Tag Distributor** - means an individual, a partnership, a corporation, a cooperative, an association or an organization that sells or distributes approved tags.

**eServices**- Electronic Service- deeds, efforts or performances whose delivery is mediated by information technology. Such e-service includes the service element of orders, invoices, payments and backorders.

## How to Activate a Tag Order Account

1. Please go to <http://tags.canadaid.ca>. Click **Place an Order** under the **Producers** heading.



2. The **Login** page will appear, click the heading **Register** or alternatively, click the **Register - Create your Access Codes** link.

Canadian  
**Cattle**  
Identification  
Agency

for Canadian Producers

Home Cart eServices Profile Login Register

Options Search →

Login

\* Indicates required field

\* Username:

\* Password:

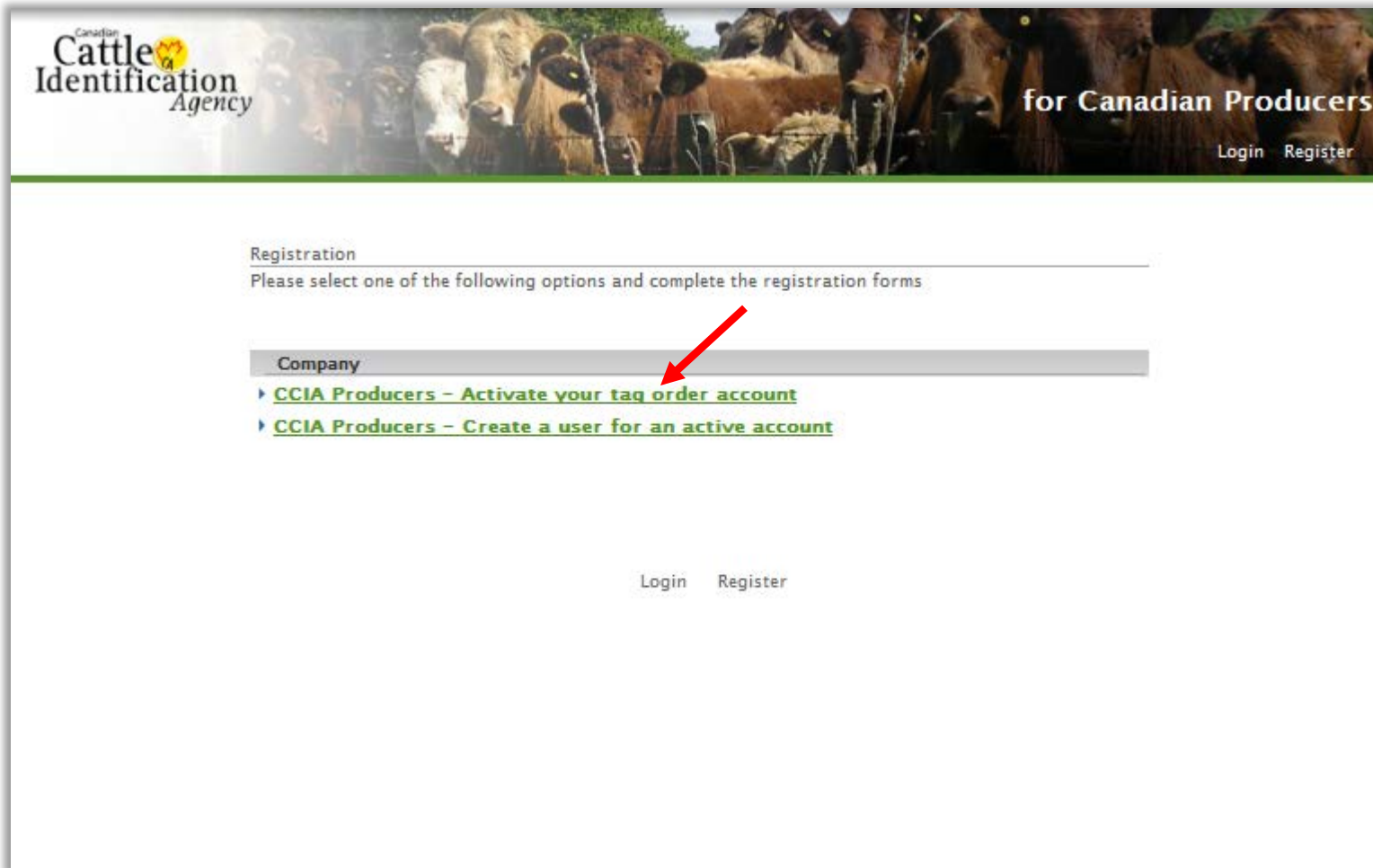
Login

[Forgot your username/password information?](#)

[Register - Create your Access Codes](#)

Cart eServices Profile **Login** Register

3. Click on the **CCIA Producers - Activate your tag order account** link.



4. Enter your **CLTS Account ID** and **Phone Number** and then click **AutoFill**.

*Note: If you do not know your CLTS Account ID, please contact CCIA toll-free at 1-877-909-2333 and a Client Support Representative will assist you.*

The screenshot shows the 'Create your account' page on the CCIA website. At the top, there is a banner with the CCIA logo and the text 'for Canadian Producers' and 'Login Register'. Below the banner is an 'Information' box with an information icon and the text: 'To retrieve your address information, enter your CLTS Account ID and Phone Number and then click AutoFill.' Below this is the 'Create your account' section with 'Cancel', 'AutoFill', and 'Submit' buttons. The 'Account Information' section contains the following fields:

- \* CLTS Account ID: A5287443
- \* Phone Number: Area Code (403) and Phone Number (2752083)
- Account Name: [text input]
- Address Line 1: [text input]
- Address Line 2: [text input]
- Address Line 3: [text input]
- City: [text input]
- Province: [text input]
- Postal Code: [text input]
- Fax Number: Area Code [text input] and Phone Number [text input]

At the bottom of the form, there are 'Cancel', 'AutoFill', and 'Submit' buttons. A red arrow points to the 'AutoFill' button.

5. If your account cannot be found, you will receive the warning below. If you receive this warning, please contact CCIA toll-free at 1-877-909-2333 to confirm the information you had entered is correct, or to have your information added to the tag order database.

The screenshot shows the CCIA website interface. At the top left is the logo for the Canadian Cattle Identification Agency. The top right features the text "for Canadian Producers" and links for "Login" and "Register". A red oval highlights a warning message box that reads: "Warning: We're sorry, but we haven't been able to locate your account information. If the AutoFill retrieves no information or an incorrect address, please contact the CCIA toll-free at 1-877-909-2333." Below the warning is a "Create your account" section with "Cancel", "AutoFill", and "Submit" buttons. The "Account Information" section contains several input fields: "CLTS Account ID" (A5287443), "Phone Number" (Area Code: 403, Phone Number: 2752083), "Account Name", "Address Line 1", "Address Line 2", "Address Line 3", "City", "Province", "Postal Code", and "Fax Number" (Area Code, Phone Number). "Cancel", "AutoFill", and "Submit" buttons are located at the bottom of the form.



6. If your account can be found, your address information will appear and you will have the opportunity to enter in your user information.

*Note: If the address information that appears is incorrect, please contact CCIA at 1-877-909-2333 or email [orderdesk@canadaid.ca](mailto:orderdesk@canadaid.ca) to have the information changed before proceeding with the activation.*

The screenshot displays a web form for creating an account. At the top, there is an 'Information' box with a help icon and text: 'If the AutoFill retrieves no information or an incorrect address, please contact the CCIA toll-free at 1-877-909-2333.' Below this is the heading 'Create your account' and three buttons: 'Cancel', 'AutoFill', and 'Submit'. The form is divided into two main sections: 'Account Information' and 'User Information'. The 'Account Information' section includes fields for 'CLTS Account ID' (A5287443), 'Phone Number' (Area Code: 403, Phone Number: 2752083), 'Account Name' (Producer), 'Address Line 1' (300, 5735 - 7th St NE), 'Address Line 2', 'Address Line 3', 'City' (Calgary), 'Province' (ALBERTA), 'Postal Code' (T2E 8V3), and 'Fax Number' (Area Code and Phone Number). A red circle highlights the 'Account Name', 'Address Line 1', 'City', 'Province', and 'Postal Code' fields. Below this is the 'Preferred species' section with a checked box for 'Beef'. The 'User Information' section includes fields for 'First Name', 'Middle Name', and 'Last Name'. A red arrow points to the 'Preferred species' section.

7. Enter in the required user information noted with an asterisk, and then click **Submit**.

*Note: If you would like to receive emails about new products or important messages, click the check box.*

City: Calgary

Province: ALBERTA

Postal Code: T2E 8V3

Fax Number: Area Code Phone Number

\* Preferred species  Beef

**User Information**

\* First Name: Producer

Middle Name:

\* Last Name: Account

\* Email Address: info@canadaid.ca

\* Username: Producer

\* Password: ●●●●●●

\* Confirm Password: ●●●●●●

(Password must be at least 6 characters long)

I agree to receive emails about new products or important messages.

**Note:**

Cancel AutoFill **Submit**

Login Register



8. The home page will appear. Your tag order account information will appear on the right hand corner of the page. You are now ready to place your order, [click here](#) for instructions on **How to Place a Tag Order**.

The screenshot shows the CCIA website interface. At the top left is the logo for the Canadian Cattle Identification Agency. The main header area includes a search bar with the text 'Enter your search criteria', a dropdown menu for 'Options', and a 'Search' button. Below the search bar, there are language options for 'English' and 'Français Canadien'. A 'QUICK ORDER' button is visible on the left. The central part of the page is a grid of tag manufacturer options, each with a logo, a description of 'FDX RFID tags and more' products, a 'Starting at' price field, and a 'View all' button. On the right side, a 'Producer Account' section is highlighted with a red circle, displaying 'Producer Account: 200781'. Below this are buttons for 'View Shopping Cart', 'View Pending Carts', and 'View Shopping Lists'.

This concludes **How to Activate a Tag Order Account**.  
For more CCIA user guides, please [click here](#) or visit <http://support.canadaid.ca>