

## Introduction

This User Guide provides step-by-step instructions on how to change your tag order user information, specifically your profile information, such as your name, email address, password and preferences.

## 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.

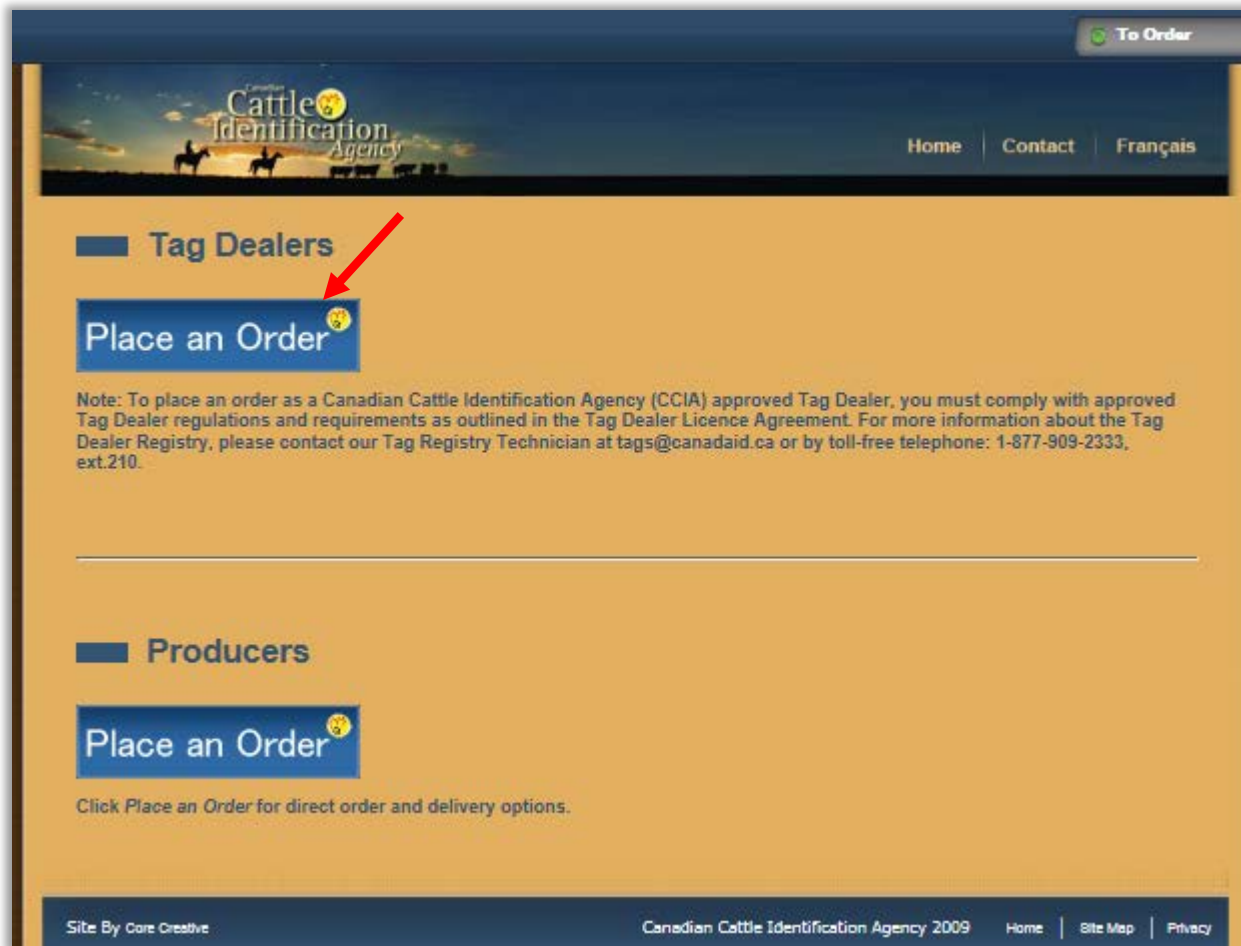
**Producer** - A person, company, or country that makes, grows, or supplies goods or commodities for sale.

**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 Change Tag Order User Information

1. If you are already logged in to the tag order site, [click here](#) to skip to step 3. If you are not logged in please go to <http://tags.canadaid.ca> and click **Place an Order** under the **Tag Dealers** heading.



2. Enter your **Username** and **Password** and then click **Login**.

Canadian Cattle Identification Agency

for Canadian Tag Dealers

Home Cart eServices Profile Login Register

Options Search

Login

\* Indicates required field

\* Username: TagDealer

\* Password: .....

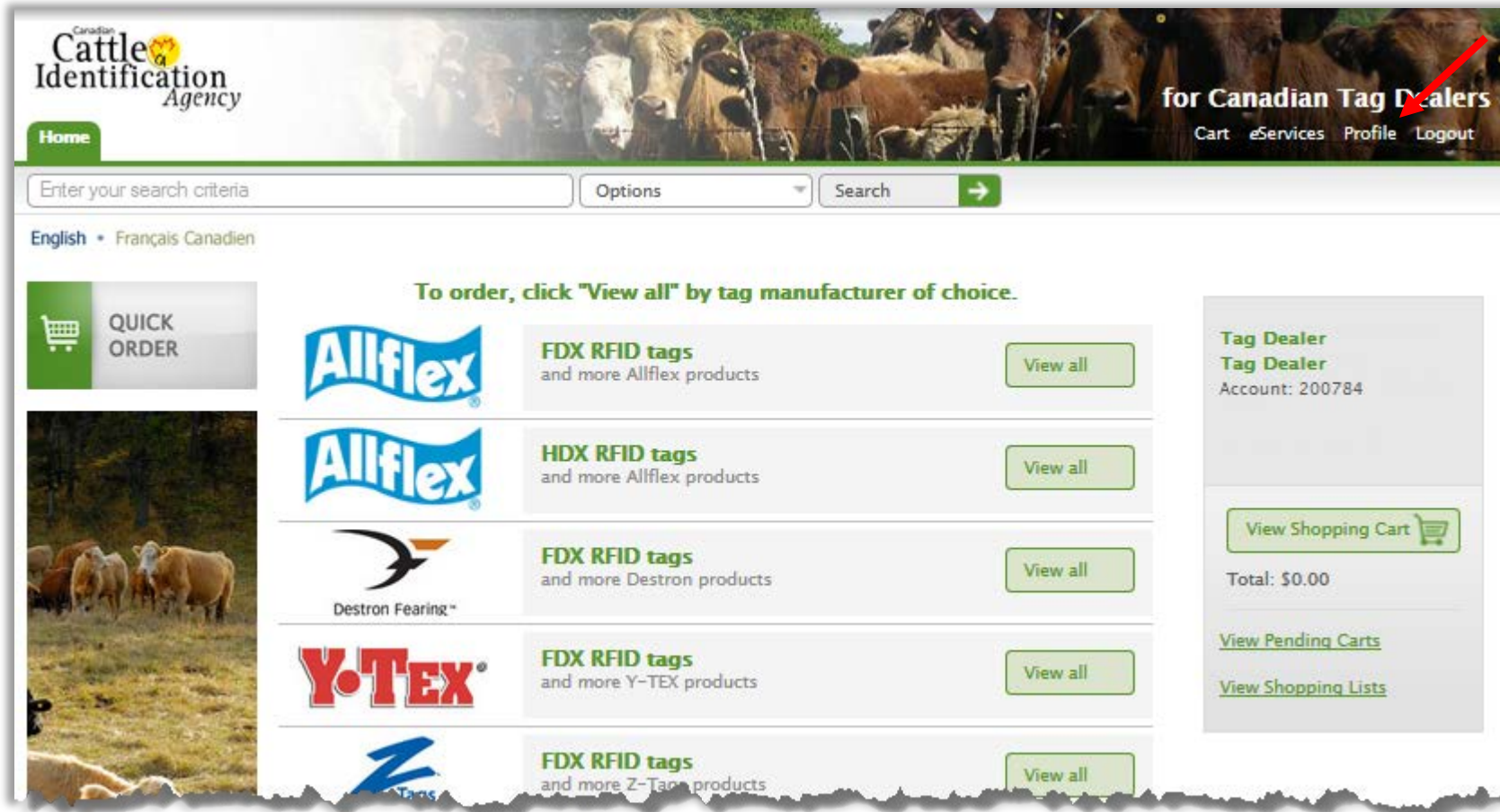
Login

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

[Register - Create your Access Codes](#)

Cart eServices Profile **Login** Register

3. On the homepage, click the **Profile** heading.



4. The **Personal Information** page will appear. This information pertains to your personal user information, not your account information.

The screenshot shows the 'User' profile page for a 'Tag Dealer'. The page has a header with the CCIA logo and navigation links: Home, Cart, eServices, Profile, and Logout. Below the header is a search bar with the text 'Enter your search criteria', an 'Options' dropdown, and a 'Search' button. A left sidebar contains a 'User' menu with links for 'Personal Information' (selected), 'Preferences', and 'Information'. The main content area is titled 'Personal Information' and includes a 'Details' tab. A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields:
 

- \* First Name: Tag
- Middle Name: (empty)
- \* Last Name: Dealer
- \* Email Address: tags@canadaid.ca

 Below this is the 'Change Password' section, which includes:
 

- Username: DL-CCIA
- \* New Password: (empty) (Password must be at least 6 characters long)
- \* Verify Password: (empty)

 'Cancel' and 'Apply' buttons are present at the end of both the 'Details' and 'Change Password' sections. At the bottom of the page, there are navigation links: Cart, eServices, Profile, and Logout.

5. From this page you can change your **First Name, Middle Name, Last Name, Email Address** and **Password**.
  - a. Make any changes you require and then click **Apply** to approve the changes.
  - b. If you want to cancel your changes, click **Cancel** and your information will revert back to the original.

Canadian Cattle Identification Agency

for Canadian Tag Dealers

Cart eServices Profile Logout

Home

User

Enter your search criteria Options Search

User

- Personal
- Information
- Preferences

Personal Information

Details

\* Indicates required field

Cancel Apply

\* First Name: Tag

Middle Name: S

\* Last Name: Dealer

\* Email Address: tags@canadaid.ca

Change Password

Username: DL-CCIA

\* New Password: (Password must be at least 6 characters long)

\* Verify Password:

Cancel Apply

Cart eServices Profile Logout

6. To change your date format, language or correspondence preferences click **Preferences**.

The screenshot displays the user profile interface for a Tag Dealer. On the left, a navigation menu under the heading 'User' includes links for 'Personal Information' and 'Preferences', with a red arrow pointing to 'Preferences'. The main content area is titled 'Personal Information' and features a 'Details' tab. A legend indicates that an asterisk (\*) denotes a required field. The form contains the following fields: First Name (Tag), Middle Name (S), Last Name (Dealer), and Email Address (tags@canadaid.ca). Below the details section is a 'Change Password' section with a Username field (DL-CCIA) and two password fields: New Password and Verify Password. A note specifies that the password must be at least 6 characters long. The page includes a search bar at the top with a search button and navigation links for Cart, eServices, Profile, and Logout.

7. From this page you can change the **Date Format**, **Email Language**, **Marketing**, and **Business Correspondence** information.
- Click the arrow to reveal the drop down menu. Select your preferred format from the list.
  - Click the arrow to reveal the two language options available and select your preferred language.
  - Select or de-select the check box depending on your preference.
  - Select or de-select the check boxes depending on your preferences.
  - If you want to cancel your changes, click **Cancel** and your information will revert back to the original.
  - If you want to approve your changes, click **Apply**.

The screenshot shows the 'User Preferences' page with the following sections and annotations:

- General:** Contains 'Date Format' (Preferred Format: 1999-12-31) and 'Email Delivery Language' (Preferred Language: American English). A red box labeled 'a.' shows a dropdown menu for Date Format with options: 1999-12-31, 31-DEC-1999, 1999-12-31 (highlighted), 1999-DEC-31, 1999/12/31, 31.DEC.1999, 1999/DEC/31, 31/12/1999, 12/31/1999, 1999.12.31, 31/DEC/1999, 1999.DEC.31, 31.12.1999, 12.31.1999, 31-12-1999, 12-31-1999.
- Marketing:** Contains a checkbox labeled 'c.' for 'I agree to receive emails about new products or important messages.' (checked).
- Business correspondence:** Contains two checkboxes labeled 'd.': 'I agree to no longer receive my invoices by mail. Applies to all your business addresses. For more information, please contact our customer service.' (checked) and 'I agree to no longer receive my account statements by mail.' (unchecked). A checkbox for 'Notify me by email when a new statement is available (tags@canadaid.ca)' is also present.
- Buttons:** 'Cancel' and 'Apply' buttons are at the bottom right. A red box labeled 'e.' points to the 'Cancel' button, and a red box labeled 'f.' points to the 'Apply' button.
- Language Dropdown:** A red box labeled 'b.' shows a dropdown menu for Email Delivery Language with options: American English (selected), Canadian French, and American English.

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