

Q: How do I replace my CCIA created PID with my provincially issued premises number?

A: All provinces and territories, with the exception of Nunavut and Northwest Territories have provincially assigned premises numbers. Prior to the provincial systems, the CLTS created PID numbers to enable movement recording. Those numbers are no longer valid unless they were 'grandfathered' by the province. To replace your CLTS PID number with your provincially assigned PID number, or to see if your premises is an accepted 'grandfathered' number, follow the instructions below.

1. Please go to www.clia.livestockid.ca. Enter your **Username** and **Password**, and then click **Login**.

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

Canadian Livestock Tracking System

Canadian Cattle Identification Agency

User Login

Please enter your login information below.

Login

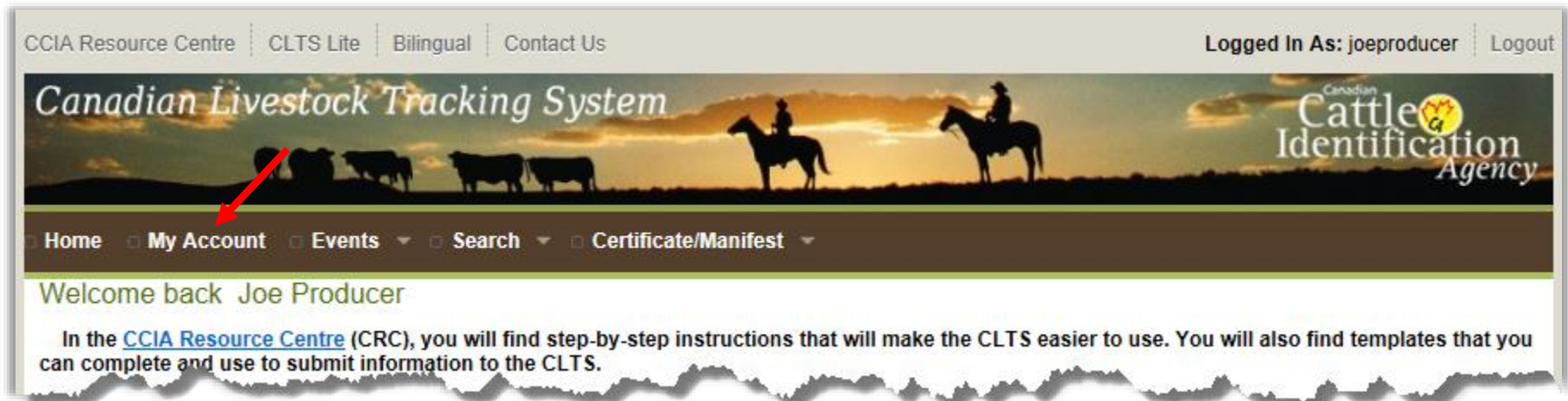
Username:

Password:

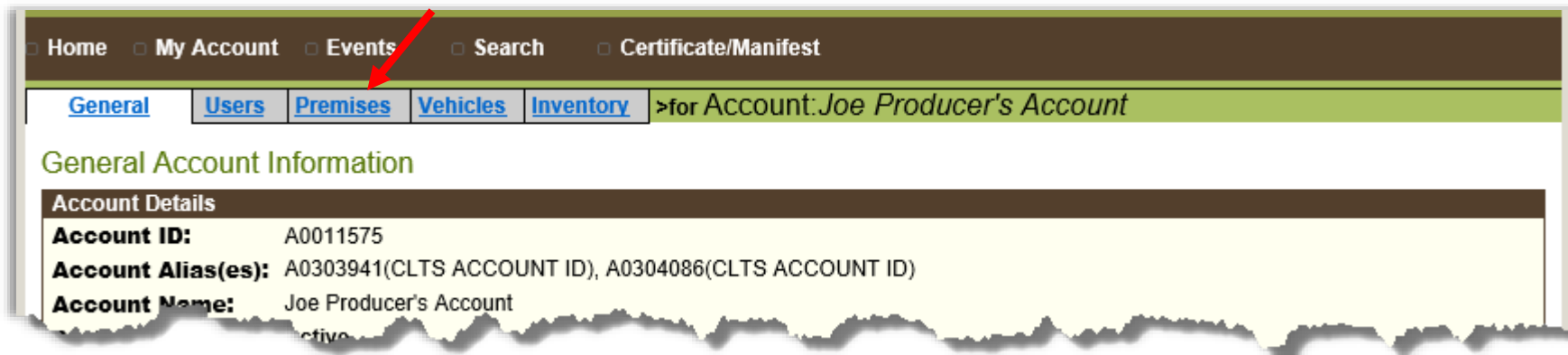
Forgot your password? [Click Here](#)
Need to activate your account with Authorization code, [Click here.](#)

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.

2. Click the **My Account** heading.



3. On the **General Account Information** screen, click the **Premises** tab.



4. On the **Account Premises** screen, a list of your CLTS created account premises will appear. A **Valid** status means the premises ID has been validated by the provincial registrar and has been grandfathered in. To add your provincial premises ID to an existing premises that has not been validated, click the premises ID.

Note: If there are no premises listed, [click here](#) for instructions on how to add your provincial premises ID.

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Canadian Livestock Tracking System Canadian Cattle Identification Agency

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

General | Users | **Premises** | Vehicles | Inventory >for Account: Joe Producer's Account

Account Premises

The list below displays premises for this account.

Premises ID	Short Name	CLTS Status	Access Level	Validation Status	Validation Date
ON333ETC4	Test	Active	Public	Not Entered	

Note:


- An **Invalid** status means your provincial premises ID could not be validated as entered, please contact your provincial registrar to confirm your provincial premises ID.
- A **Conditional** status means the number you have entered has the proper format, but has not yet been assigned to you by your provincial registrar.
- If the validation status for your premises is **Not Entered** it means you have not yet entered your provincial premises number.

5. On the **View Premises Details** screen click **Edit**

Home My Account Events Search Certificate/Manifest

General Users Premises Vehicles Inventory >for Account: Joe Producer's Account

View Premises Details

 A provincial premises ID is required in order to update your premises information. If you do not have a provincially assigned premises number, click [here](#) for contact information. For all other assistance contact a CCIA Customer Support Representative at 1-877-909-BEEF (2333).

Premises Details	
Premises ID:	ON333ETC4
Short Name:	Joe's Cattle
Usage:	Producer
Species:	Dairy
Description:	
CLTS Status:	Active
Access Level:	Public
Validation Status:	Not Entered
Validation Date:	
Monitor Animal Movement:	No
Added By:	Administrator Account on 07-Dec-2005 11:56 GMT-07:00
Modified By:	Joe Producer on 10-Jul-2015 14:22 MDT

<<Hide Premises Details

Premises Type: Stationary Location

Premises Description

6. On the **Edit Premises Details** screen:

There are 4 mandatory fields:

- a. **Short Name:** You can leave this field as is, or change by entering a name to identify the premises, such as your farm name.
- b. **Provincial Prem ID:** Enter your provincially supplied premises identification number.
- c. **Change Reason:** Enter the reason you are editing the premises information.
- d. **Status:** Leave as Active. This option would only change if you have moved or have sold the premises.

And 3 optional fields:

- e. **Usage:** This may already be filled out, but if it shows incorrect information click update to change it.
 - f. **Species:** This may already be filled out, but if it shows incorrect or it is missing species click update to correct it.
 - g. **Description:** Enter a description of the species, such as breed or list any species not available on the species list provided.
 - h. **Monitor Animal Movement:** Check the box if you would like to receive email notifications whenever your premises is used for a movement event in the CLTS.
- i. Once you have entered all the information, click **Update**.

The screenshot shows the 'Edit Premises Details' page for 'Joe Producer's Account'. The form includes the following fields and callouts:

- Short Name:** Joe's Cattle (Callout a)
- Provincial Prem ID:** ON1703467 (Callout b)
- Change Reason:** Added provincial prem ID (Callout c)
- Usage:** Producer (update) (Callout e)
- Species:** Dairy, Goat (update) (Callout f)
- Description:** Jersey, Pygmy (Callout g)
- Status:** Active (Callout d)
- Monitor Animal Movement:** select to receive an email notification if this premises is used for a movement event. (Callout h)
- Usage Dropdown:** A dropdown menu showing options: 4H Club, Fair Grounds, Feed Mill, Head Office (Callout e)
- Species Dropdown:** A dropdown menu showing options: Bison, Broiler Breeder Pullet, Broiler Chicken, Broiler breeder, Cattle (Callout f)
- Buttons:** Update and Cancel (Callout i)

- On the **View Premises Details** screen your changes and additions will appear. The CLTS assigned premises ID will be replaced with the provincial premises ID and the description will now state **Provincial Prem ID**.

Note: In order for a premises to be used in a transaction, the Validation Status must be Conditional or Valid.

Home My Account Events Search Certificate/Manifest

General Users **Premises** Vehicles Inventory >for Account: Joe Producer's Account

View Premises Details

Premises Details

Provincial Prem ID :	ON1703467
Short Name:	Joe's Cattle
Usage:	Producer
Species:	Dairy, Goat
Description:	Jersey, Pygmy
CLTS Status:	Active
Access Level:	Public
Validation Status:	Valid
Validation Date:	10-Jul-2015 14:22 MDT
Monitor Animal Movement:	No
Added By:	Administrator Account on 07-Dec-2005 11:56 GMT-07:00
Modified By:	Joe Producer on 10-Jul-2015 14:22 MDT

<<Hide Premises Details

Premises Type: Stationary Location

Edit