



Login to database

1. Go to the website at www.nlis.com.au
2. Enter your NLIS **user ID** and **password** and click **Login**.
Result: The home page for your account will appear.

Existing user login

What is your NLIS user ID?
* 4PROD2XX

What is your NLIS password?
*

[I have forgotten my password](#)

Remember my user ID and password

[Login](#)

View home page menu

1. Click the down arrow to see your menu options.
Note: Options vary for different account types.

Which livestock do you want to work with?
I want to work with Cattle

What do you want to do today?
I want to (Please select)

(Please select)

- Account management
 - Change my types of livestock
 - View/edit my account details
- Notify the database of:
 - Device status
 - Livestock moved off my property
 - Livestock moved onto my property
 - Livestock that have died on property
 - Optional animal information
 - PIC reconciliation
 - Replaced tags
 - Transfer correction
- Reports
 - Audit property (Producers and regulators)
 - Beast enquiries
 - Carcass feedback query
 - Search the PIC register
 - View devices on my property
 - View large report results
 - View my transaction history
 - View/generate all reports

[Go](#)

Change password (optional)

You must use the user ID issued by NLIS Ltd but you can change your password to something easy to remember.

1. Choose **View/edit my account details** and click **Go**.
2. Click **Change password**, fill all fields and click **Send**.

Account information Step 1 2 3 4 5

User ID
4PRODRTJ

[Change password](#)

Password information Step 1 2

Please complete the following information. Fields marked with an * must be filled in.

The password should be a maximum of 8 alphanumeric characters.

*Current password

*New password

*Re-type new password

[Cancel](#) [Send](#)

Result: You will receive confirmation of the change by email. Next time you login, you must enter your new password.

Change account details (optional)

1. Choose **View/edit my account details** and click **Go**.
2. Click **Continue** to see your profile information.
3. Update your **Phone/Fax/Mobile/E-mail** (if needed).
4. Click **Continue** to submit changes to the database.

Note: If other details are wrong, or you need a **Property Identification Code (PIC)** added to your database account, contact the **NLIS Helpdesk**.

Profile information Step 1 2 3 4 5 6

Please update the following information if it is not correct or complete. Fields marked with an * must be filled in.

Title *First name *Last name
Mr Robert Farmer

*Property/trading name
Roberts Test Farm

*Address
432 Abbot Road

*Town/city State *Postcode
Booval QLD 4060

Phone Fax Mobile
07 9999 9999

*E-mail
robsfarm@gmail.com.au

[Back](#) [Continue](#)

Change livestock types (optional)

Livestock types only apply to account types that must be linked to PICs. If you ticked more than one livestock type when you created an account, choose a livestock type to work with whenever you login.

To add or remove a livestock type later:

1. Choose **Change my types of livestock** and click **Go**.
2. Tick/Untick the appropriate boxes and click **Continue**.

Livestock selection

I manage the following livestock:

Cattle with RFIDs Cattle

Sheep/Goats with RFIDs Sheep (individual)

Sheep with visual tags Sheep (mobs)

Goats with visual tags Goats

[Back](#) [Continue](#)

Result: Livestock types linked to your account are shown at the top of the home page and also in the livestock field.

Account type: Producer Livestock types: Cattle, Sheep (mobs)

Which livestock do you want to work with?
I want to work with Cattle

What do you want to do today?
Cattle

I want to (Please select)

Obtain NLIS support services

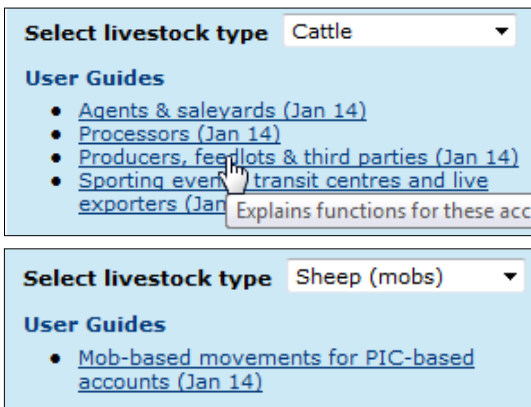
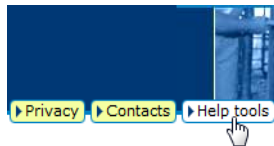
The **NLIS Helpdesk** operates 9am–5pm Monday to Friday (Sydney time). Online publications and other support material about using the database can be viewed at any time.

User guides cater for nine 'PIC-based' account types – producer, feedlot, third party, agent, saleyard, sporting event, transit centre, export depot and processor (97% of all users).

Tech tips cater for PIC-based users and other account types. Most tips explain how to submit transactions or run reports.

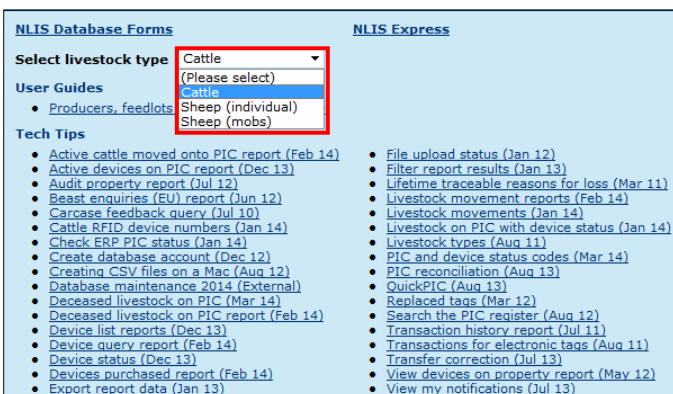


You can view some publications on the **Help tools** page without logging in. After you login and choose a livestock type, you see a list of appropriate publications.



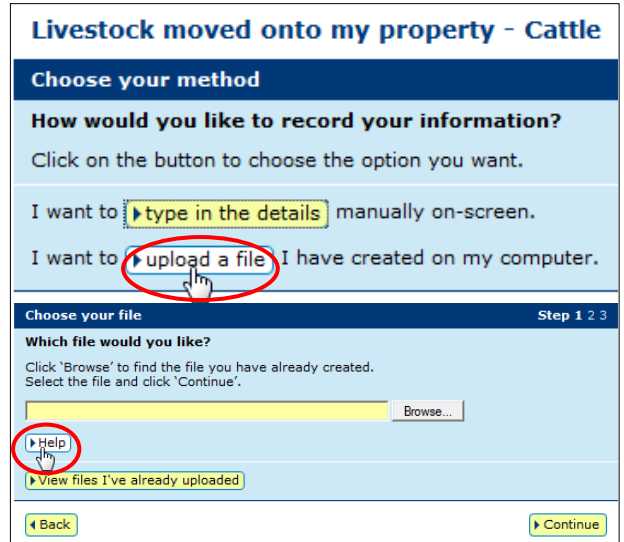
View online publications

- Go to the website at www.nlis.com.au
- Enter your NLIS **user ID** and **password** and click **Login**.
- Click **Help tools** and choose a **livestock type**.
- Move your mouse over a hyperlink to see a description.
- Click the hyperlink to open a publication.



View online help

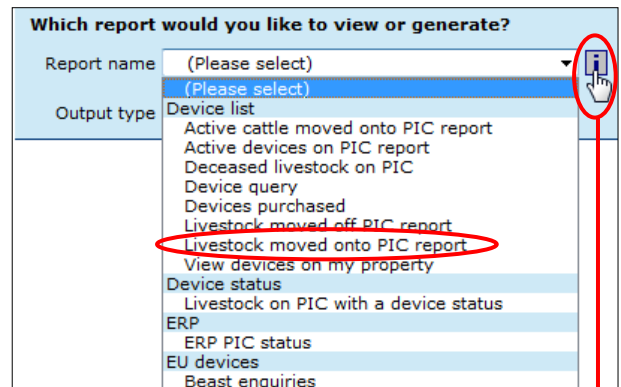
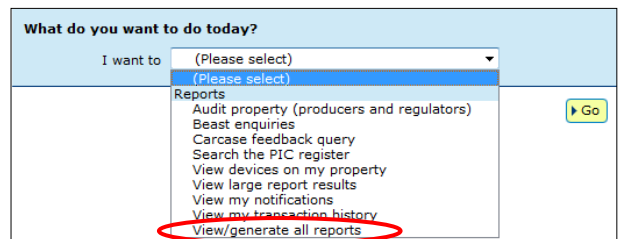
- Go to the website at www.nlis.com.au
- Enter your NLIS **user ID** and **password** and click **Login**.
- Choose a transaction and click **Go**.
- Choose a method e.g. **Upload a file**.
- Click **Help** to see instructions for that method.



View report descriptions

- Select a report and click the **Information** icon.
- If that is the report you want, enter the required details and click **Go**.

Note: If you can't see the report you want on the home page, select **View/generate all reports** and click **Go**.



To run this report, enter a **PIC**, a **Start date**, **End date** and a **Species**. If livestock with electronic tags moved onto that PIC in that period, for each tag, the report displays the RFID, NLISID, **Source PIC**, NVD/Waybill number (if applicable), Movement date, Saleyard name (if applicable), LT status and Species recorded.

For more information, refer to the Tech Tip.