

QUICK GUIDE TO UPDATING YOUR REGISTRATION DETAILS

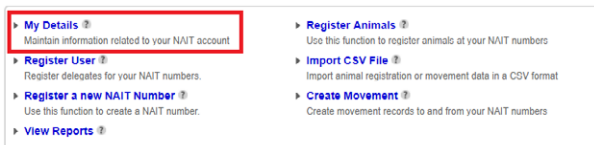


In response to recommendations from the NAIT review and feedback from NAIT users, we're making some changes to improve the NAIT system. A key upgrade is the development of an interactive map which uses LINZ land parcel information to help users easily and accurately define their NAIT location(s).

All users must update their contact information and location registration details before March 31, 2019.

HOW TO UPDATE YOUR NAIT REGISTRATION DETAILS

1. Log on to NAIT at animaltrace.nait.co.nz. Then, from your homepage click 'My Details'.



Note: If you are logged on as a delegate to update NAIT registration details on behalf of the PICA, click on the NAIT number from your home page, navigate to the 'NAIT number details' tab, and click 'Change' in the Location Information panel. Then go to step 3.

2. Click 'Edit My Details'.

Confirm that your **personal details** and **contact details** are correct, and update as required.

3. Click on your NAIT number.

Confirm the **location type** is correct and update as required.

Enter the **farm address**.

A screenshot of the 'Register a new NAIT Number' form. The form has a dark header with the title 'Register a new NAIT Number'. Below the header, there is a 'Location type' dropdown menu with 'Farm' selected. Underneath, there is a section titled 'Search for your farm' which contains a search bar. The search bar has a placeholder text 'Start typing and possible address matches will appear' and the address '123 Fake Road, RD2, Faketown 1234' is entered. A yellow 'Search' button is located to the right of the search bar.

Once your address has been entered, a map will appear.

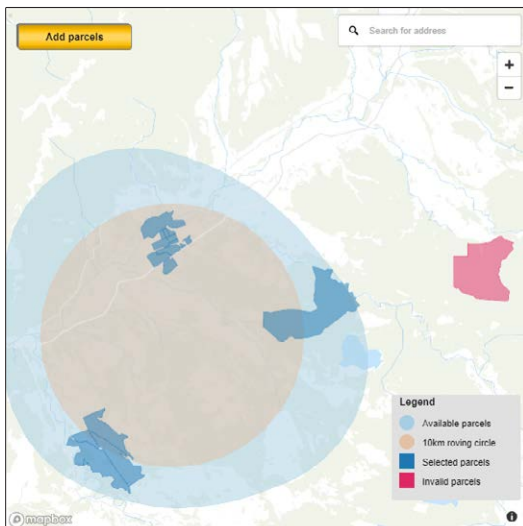
Click 'Add parcels' to start selecting your land parcel(s).

Note: You must select all land parcels where the animals you are in charge of are located. This includes land you don't own.

Start typing and possible address matches will appear
123 Fake Road, RD2, Faktown 1234 Search

Please select your land parcels by clicking the *Add parcels* button below

After you have selected at least one parcel, you can zoom out to see available parcels and the 10km roving circle.



- To search for additional land parcels that are not in view, you can click and drag the map, or use the 'search for address' field in the top right corner of the map.
- To deselect a land parcel, click it again or use the delete key on your keyboard to remove land parcels in the order you added them.

Click 'Continue'.

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4. Check that details for this NAIT location are correct and update as required.

Check that your listed **delegates** and **information providers** are correct, you can add/remove as required.

Click 'Continue'.

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5. Once you have updated your details, click 'Save'.

Note: If you have more than one NAIT number, you will need to repeat steps 3 and 4 for each NAIT number.

If you need to edit your land parcel selection once saved, navigate to the 'NAIT number details' tab for your NAIT number, and click 'Change' in the Location Information panel.

WHY DO I NEED TO UPDATE MY REGISTRATION INFORMATION?

Where accurate records have been maintained for registered NAIT locations and the animals kept there, the tracing of animals and their movements has been faster and easier. This has proved beneficial towards the Government and industry's *Mycoplasma bovis* response.

Re-selecting the land parcels that make up your NAIT location will help us to build effective traceability by precisely identifying the locations where NAIT animals are kept. The new interactive map tool makes it easier for NAIT users to provide the information in the first instance. Ensuring your contact information is up to date means we will be able to get in touch with you in the event of an incursion response.

IS THIS A MANDATORY REQUIREMENT?

Updating NAIT location information is mandatory for all PICAs and must be completed by March 31, 2019. As a registered PICA, you must ensure you register all of the locations you manage where NAIT animals are kept.

NEED HELP?

For more information visit ospri.co.nz/nait

If you have questions or need a hand call OSPRI on **0800 482 463** or email info@nait.co.nz



OSPRI New Zealand Limited
Level 9, 15 Willeston Street, Wellington
PO Box 3412, Wellington 6140, New Zealand
0800 482 463 | ospri.co.nz