HOW TO UPDATE YOUR NAIT REGISTRATION DETAILS

1. **Log on** to the NAIT system
   
   From your home page, click ‘My Details’.
   
   Then click ‘Edit My Details’

2. **Confirm your personal details** are correct and update as required
   
   You can now provide a middle name and/or a preferred name.
   
   If you notice your name or date of birth is incorrect you will need to call the OSPRI contact centre.

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**Tip**

If you have several NAIT numbers, you can update one location at a time.

**To do this:**

From your home page, click on ‘Manage NAIT Activities’, then ‘View/Update NAIT number Registration Details’.

In the location information tab click ‘Change’ then go to Step 5. You will need to repeat this for all NAIT numbers before you can edit and save your personal details and contact information.
3. Confirm your contact details and update as required.

**Address:** If your address has been entered correctly but cannot be validated, a yellow box will show around the address. You will be able to continue without changing the address.

Need to change your address? Click ‘clear address’ and then type your correct address into the white box. Possible matches will appear. Click on your address and a green tick will appear.

If you cannot find your correct address, click ‘Search’ then click ‘Enter your address manually’.

**Phone numbers:** You must click the grey circle to select your preferred phone number, even if you have only one.

**Contact methods:** You can choose to receive information by email or postal mail.

**Email details:** If you provided your email address, choose your email notification options.

4. Click on your NAIT number (in blue).
   *This will take you to the next step to complete your location re-registration.*

5. Enter your **location type** and **farm address**.
   Confirm the location type is correct and update as required.

Enter the farm address. Possible matches will appear. Click on your address and a green tick will appear.

*The address entered will be the registered farm address for your NAIT number. Once saved, this cannot be changed without permission from NAIT.*
6. Select your land parcels.

Once your address has been entered, a map will appear centred on your farm address which is identified by an orange dot.

You will need to select all of the land parcels that make up your NAIT location.

Adding parcels: Click ‘Add parcels’ to start selecting your land parcel(s).
(You only need to click this once)
Click on the centre of each land parcel to select it.
To search for additional land parcels that are not in view, you can zoom out (+ / -), click and drag to move the map, or use the ‘search for address’ field in the top right corner of the map to jump to a different address.

Removing parcels: 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.

Note
If you choose to use one NAIT number for multiple properties, all properties must be within a circle with a 10km radius. This is represented on the map as a brown circle and will move to cover the parcels selected. Available parcels are displayed on the map as a blue outer circle (you will need to zoom out to see the whole area).

If a land parcel is outside of the 10km circle, it will be invalid and will turn red when selected. You will need to register a new NAIT circle to ensure all of your locations are registered correctly.

When you have completed the re-registration process, click ‘Register a new NAIT number’ on your home page.
7. Click the green ‘Continue’ button in the bottom right corner.

8. Check that the **property name** and **industry codes** for this location are correct.

   Participant codes and Dairy Supply Numbers are only relevant to dairy herds.

9. Confirm **additional details** for this NAIT number

   Confirm/update the appropriate production type and secondary production type(s).

   Select the primary enterprise type from the drop-down menu that best describes your farming practice.

   Record the approximate number of tagged and untagged NAIT animals at this location.

   Record the number of other species at this location.

**Note**

If you do not currently have any animals on farm, leave the tallies at zero.

10. **Delegates / Information providers**

    Check that your listed **Delegates and Information Providers** are correct, you can add/remove Information Providers if required.

    **A delegate is a person that you decide can undertake NAIT requirements on your behalf.**

    **An information provider is a person or organisation, accredited by NAIT Limited to submit information required under the NAIT Act on behalf of the PICA.**

    Using a delegate or information provider to assist you with your NAIT obligations is your choice and is not a requirement.
11. Confirm you are the person in charge of animals (PICA) for this location.
Then click the green ‘Continue’ button in the right corner.

**Note**
If you have more than one NAIT number, you will need to repeat steps 4-11 for each NAIT number.

12. Scroll down and tick the box to declare the details entered are correct.
Then click the green ‘Save’ button in the bottom right corner.
If you have not completed a required field, the missing information will be marked in red to prompt you to make the update.
NEED HELP?

For more information visit ospri.co.nz/nait
If you have questions or need a hand call OSPRI on 0800 482 463

We can help with:

• Registering animals
• Recording animal movements
• Updating your NAIT account
• Answering your NAIT and TBfree questions

OSPRI manages the NAIT and TBfree programmes and can help you meet your responsibilities for each.