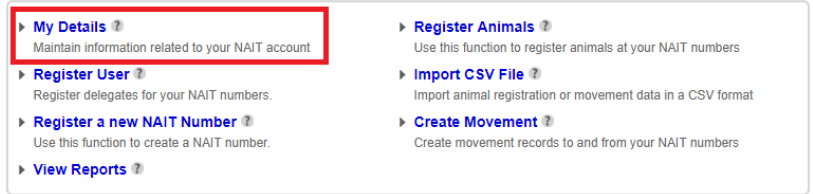


HOW TO UPDATE YOUR NAIT REGISTRATION DETAILS

1. Log on to the NAIT system

From your home page, click 'My Details'.



Then click 'Edit My Details'



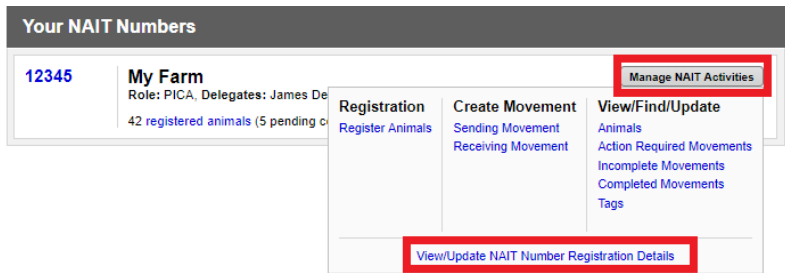
Tip

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'.

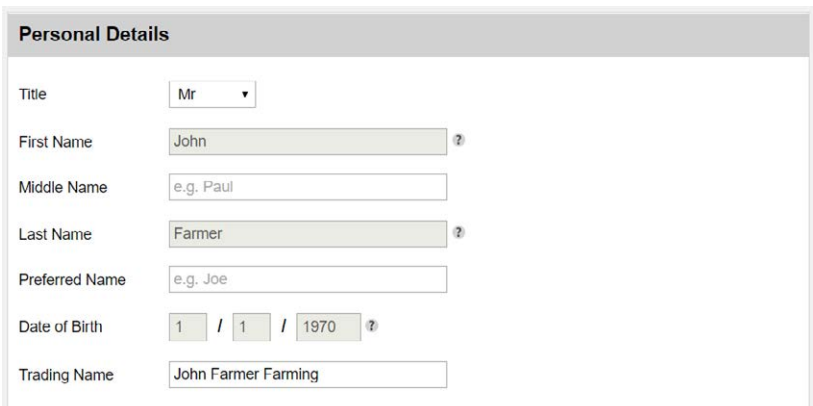
In the location information tab click 'Change' then go to Step 5. You will need to repeat this for all NAIT numbers before you can edit and save your personal details and contact information.



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.



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.

Contact Details

Physical Address *

✓ We have validated your address. You can edit your address in the search box below.

**123 Fake Road
Faketown 1234** Clear address

Start typing and possible address matches will appear

123 Fake Road, Faketown, 1234 Search

Postal Address *

! We could not validate your address with NZ Post. Please check your address using the search box below. If this is correct please continue.

**123 Fake Road
RD 2
Faketown 1234** [Manually edit this address](#) Clear address

Start typing and possible address matches will appear

123 Fake Road, RD 2, Faketown, 1234 Search

Phone

Please provide at least one phone number*

Work 0800 624843 Delete Preferred

Add Another Number

Preferred method for receiving correspondence

Mail Email

Preferred time for contact

Early morning Morning Afternoon Evening Business hours only Anytime

Email Details

Please enter your email address below, and select the type of email notifications you would like to receive.

Email Address

Email Notification Options

All ? Essential notifications only ?

User does not have an email address/does not want to provide an email address

4. Click on your **NAIT number** (in blue).

This will take you to the next step to complete your location re-registration.

NAIT Numbers + Add New

12345	My Farm
-------	---------

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.

Register or Update a NAIT Number

Location type*

► Search for your farm

✓ We have validated your address. You can edit your address in the search box below.

**123 Fake Road
Faketown 1234** Clear address

Start typing and possible address matches will appear

123 Fake Road, Faketown 1234 Search

If you can't locate your address, you can enter it manually by clicking 'Search' and then clicking 'Enter your address manually'.

If your address has been entered manually and cannot be validated, a yellow box will show around the address. You will be able to continue without changing the address.

Start typing and possible address matches will appear

123 Fake Road, Faketown 1234

Search

That exact address could not be found

Don't see your address?

Refine your search:

- enter the address in more detail
- check your spelling
- use commas to separate the street name from the suburb or town

If you cannot find your address you can enter it manually.

Enter your address manually



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.

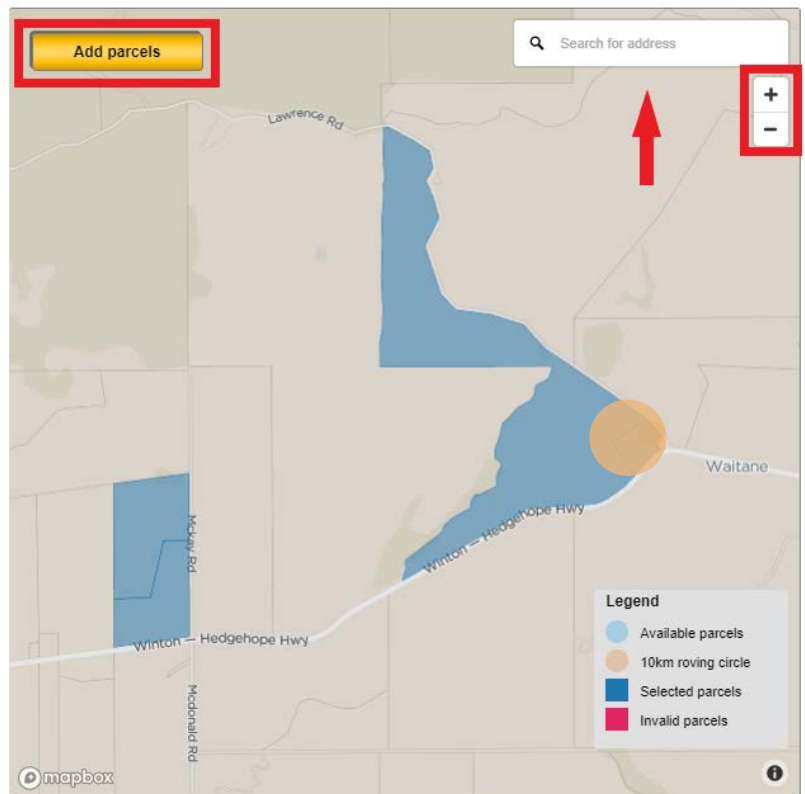
You will need to select all of the land parcels that make up your NAIT location.

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 number 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.



am the Person In Charge of Animals (PICA) for the location I am registering *

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.

Declaration

I confirm that the details I have entered are correct.

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.

