

# Quick guide: Assigning a delegate to a NAIT number

A PICA can nominate one person or more as a delegate to assist them with their NAIT obligations.

## Assign a registered user as a delegate

If the person you are assigning as a delegate is already registered in NAIT, you can assign them to your NAIT number.

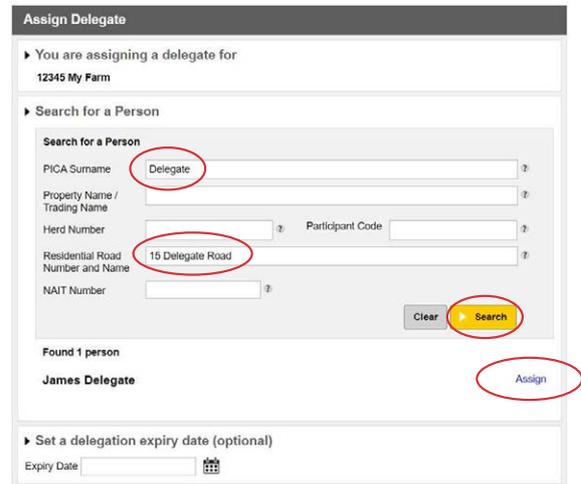
1. On your homepage, click on the NAIT number that you want to add the delegate to.



2. Select 'NAIT number details' in the left-hand column, and then '+ add new'.



3. Enter two or more pieces of information to locate the person you want to assign as a delegate and click 'search'. They will only be found if they have registered with NAIT.

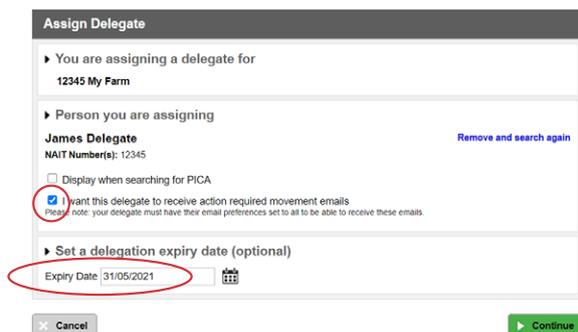


4. Click 'assign' next to the correct person.

5. If the delegation is for a specific period of time, you can enter an end date in the delegation expiry box.

You can also select whether you would like this delegate to receive notification emails (actions required) for the NAIT number.

6. Click 'continue' to assign this PICA delegate.



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# Register and assign a user as a delegate

If the person you are assigning as a delegate is not registered in NAIT, you can do this on their behalf and assign them to your NAIT number.

1. On your PICA homepage, click 'Register User'.

2. Enter the details for the user

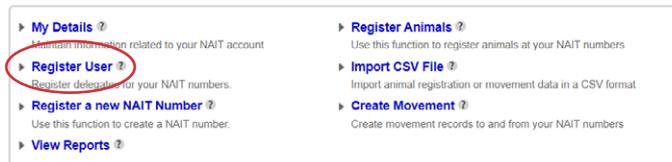
3. Select the account role:

**Delegate** – Will have access to your contact information as well as your animal, movement, and location details.

**Limited Delegations** – Will not have access to your contact information.

4. Enter a username and password for the person you are registering, they will be prompted to update their password when they log on.

5. Provide the delegate's name, date of birth and contact details.



6. Select the NAIT number(s) you would like them to have access to.

7. You will need to declare that you are authorised to enter details on behalf of this user and the details entered are correct.

8. Click 'Register'.

