**Department of
Primary Industries and
Regional Development**

GOVERNMENT OF
WESTERN AUSTRALIA
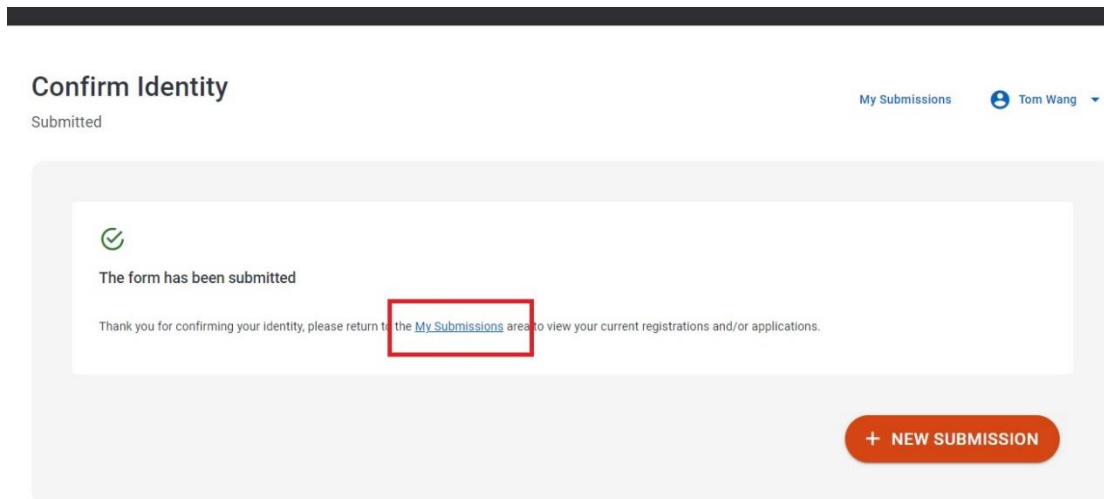
**Protect
Grow
Innovate**

Steps for Renewals/APC Payments Process Quick Reference Guide

Prerequisite

Please complete Confirm Identity prior to commencing Renewals/APC Payment. Follow the Confirm Identity instruction Quick Reference Guide.
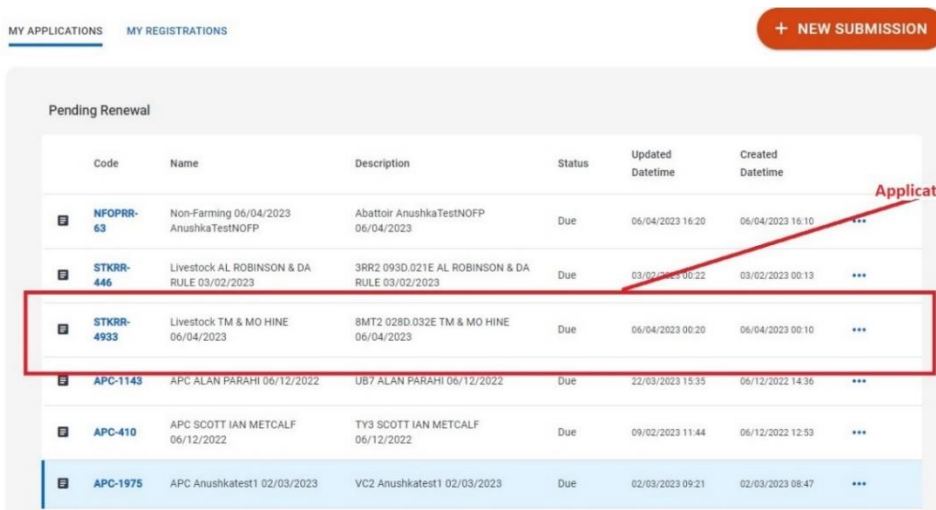
Step 1

Click the **My Submissions** link to process the renewals.

Step 2

Your renewal application or APC payment will display under the "**Pending Renewal**" Dashboard.

Renewals application view

If your application is due for renewal it will display in the dashboard as *<Code>*

- Livestock – STKRR
- Beekeeper – BEE
- Non-Farming Property Operator – NFOP
- Buyer Identification – BIC

APC payment due

If your application due for APC payment it will display in the dashboard as following

Note: the rest of the steps are the same for renewals and APC payments.

Step 3

Now click your application to process the renewals online.

Step 4

Click **Process with Re-Registration** button.

Note: If you wish to update your residential address, postal address and contact details, Livestock details, and Hive details or add a new property or update property details, you can update over here.

To update any information in the reveal section- Click the Edit link.

To add a new property or update property information - Navigate to the Property Tab and tick the checkbox "**Do you need to update the recorded details?**"

Step 5

Now Confirm the details for procedure for payments. Click the **Details Confirmed** button.

Pick a form > Start > Applicant Details > Contact Person/s > Current Property > Livestock Details > **Summary**

SAVE   DETAILS CONFIRMED

Start

Livestock Re-Registration   ✎ Edit

Unique Application Reference
8165

Application Date
06/04/2023

Expiry Date
01/06/2023

Step 6

Livestock Owner Re-Registration
Ready for Payment

My Submissions   👤 Tom Wang ▼

PAY NOW

Start

Livestock Re-Registration

Unique Application Reference
8165

Application Date
06/04/2023

Expiry Date
01/06/2023

Linked Registration

📄 Registration Livestock TM & MO HINE 28455
REG-41751
`Registration Due`   •••

Applicant Details

Step 7

Now pay via credit card or debit card.

✕ Cancel

Department of Primary Industries and Regional Development WA

Name ⊙

Credit Card Number
4111 1111 1111 1111

Expiration Date
MM / YY

CVV
123

$76.00

Livestock Reregistration Payment

🔒 Pay Now

Step 8

Receipt information display.

Note: At this point, you have completed your renewals, and your job is done. Back officers will review your renewal application, and will issue your certificate via email and a new PIC card via Post.

Step 9

Now your application is displayed in Dashboard. Click **My Submission**.

Important Disclaimer

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