



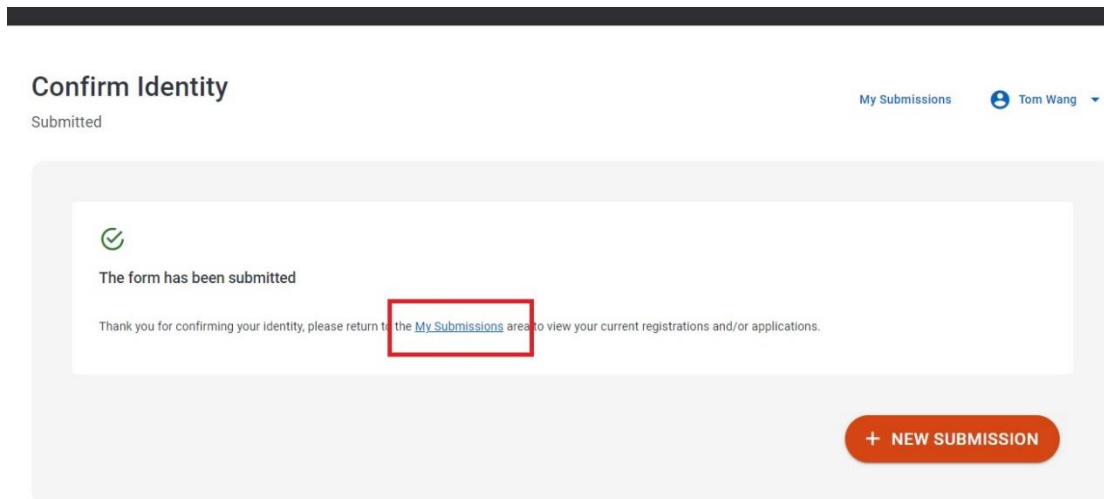
Steps for Renewals/APC Payments Process Quick Reference Guide

Prerequisite

Please complete Confirm Identity prior to commencing Renewals/APC Payment. Follow the [Confirm Identity instruction Quick Reference Guide](#).

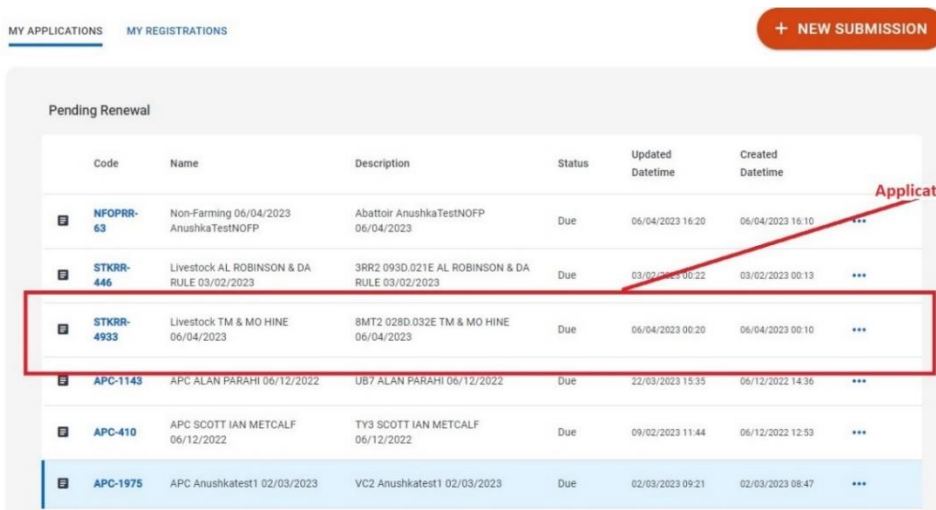
Step 1

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

MY APPLICATIONS MY REGISTRATIONS + NEW SUBMISSION

Pending Renewal

| Code | Name | Description | Status | Updated Datetime | Created Datetime | |
|------------|---|--|--------|------------------|------------------|-----|
| NFOPRR-63 | Non-Farming 06/04/2023 AnushkaTestNOFP | Abattoir AnushkaTestNOFP 06/04/2023 | Due | 06/04/2023 16:20 | 06/04/2023 16:10 | ... |
| STKRR-446 | Livestock AL ROBINSON & DA RULE 03/02/2023 | 3RR2 093D.021E AL ROBINSON & DA RULE 03/02/2023 | Due | 03/02/2023 00:22 | 03/02/2023 00:13 | ... |
| STKRR-4933 | Livestock TM & MO HINE 06/04/2023 | 8MT2 028D.032E TM & MO HINE 06/04/2023 | Due | 06/04/2023 00:20 | 06/04/2023 00:10 | ... |
| APC-1143 | APC ALAN PARAH I 06/12/2022 | UB7 ALAN PARAH I 06/12/2022 | Due | 22/03/2023 15:35 | 06/12/2022 14:36 | ... |
| APC-410 | APC SCOTT IAN METCALF 06/12/2022 | TY3 SCOTT IAN METCALF 06/12/2022 | Due | 09/02/2023 11:44 | 06/12/2022 12:53 | ... |
| APC-1975 | APC Anushkatest1 02/03/2023 | VC2 Anushkatest1 02/03/2023 | Due | 02/03/2023 09:21 | 02/03/2023 08:47 | ... |

Application Due

APC payment due

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

My Submissions

Tom Wang

MY APPLICATIONS MY REGISTRATIONS + NEW SUBMISSION

Pending Renewal

| Code | Name | Description | Status | Updated Datetime | Created Datetime | |
|-----------|---|--|--------|------------------|------------------|-----|
| NFOPRR-63 | Non-Farming 06/04/2023 AnushkaTestNOFP | Abattoir AnushkaTestNOFP 06/04/2023 | Due | 06/04/2023 16:20 | 06/04/2023 16:10 | ... |
| STKRR-446 | Livestock AL ROBINSON & DA RULE 03/02/2023 | 3RR2 093D.021E AL ROBINSON & DA RULE 03/02/2023 | Due | 03/02/2023 00:22 | 03/02/2023 00:13 | ... |
| APC-1143 | APC ALAN PARAH I 06/12/2022 | UB7 ALAN PARAH I 06/12/2022 | Due | 22/03/2023 15:35 | 06/12/2022 14:36 | ... |
| APC-410 | APC SCOTT IAN METCALF 06/12/2022 | TY3 SCOTT IAN METCALF 06/12/2022 | Due | 09/02/2023 11:44 | 06/12/2022 12:53 | ... |

APC Payment

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.

Livestock Owner Re-Registration

My Submissions Tom Wang

Due

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

PROCEED WITH RE-REGISTRATION

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
REC-41751

[Registration Due](#)

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?”**

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

Current Property

| PIC | Property Name | Property ID | Parcel Codes | Shire | Address | Primary Property? |
|----------|---------------|-------------|--------------|----------|--|-------------------------------------|
| WDAK0543 | | 3175827 | P226029 266 | ARMADALE | 104 COMMERCIAL ROAD, FORRESTDALE WA 6112 | <input checked="" type="checkbox"/> |

Do you need to make any updates to the recorded details?

I need to update one of the above properties or add new properties to the registration

[← BACK](#) [NEXT →](#)

Step 5

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

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

\$76.00
Livestock Reregistration Payment

Name

Credit Card Number
4111 1111 1111 1111

Expiration Date
MM / YY

CVV
123

Pay Now

Step 8

Receipt information display.

Receipt

My Submissions

Tom Wang

Payment Summary

Payment Summary

Your Application has been Submitted. Please return to the My Submissions page to view the status of your Application.

Date
14/04/2023

Receipt Number
32787499061

Payment Amount
76.00

Status
Successful

Card Number
XXXX-XXXX-XXXX-1111

Application



Livestock TM & MO HINE 06/04/2023
STKRR-4933

Pending Review

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**.

| In Progress | | | | | |
|---|---|---|----------------------|------------------|------------------|
| Code | Name | Description | Status | Updated Datetime | Created Datetime |
|  STKRR-4933 | Livestock TM & MO HINE 06/04/2023 | 8MT2 028D.032E TM & MO HINE 06/04/2023 | Pending Review | 14/04/2023 13:46 | 06/04/2023 00:10 |
|  BIC-102 | Buyer Identification Code, James Bond 04/04/2023 | Butcher/Buyer, James Bond 04/04/2023 | Ready for Payment | 04/04/2023 10:59 | 04/04/2023 10:54 |

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