

# Steps for Renewals/APC Payments Process Quick Reference Guide

### Prerequisite

Please complete Confirm Identity prior to commencing Renewals/APC Payment. Follow the <u>Confirm Identity instruction Quick Reference Guide</u>.

### Step 1

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

Confirm Identity Submitted	My Submissions	O Tom Wang	•
The form has been submitted         Thank you for confirming your identity, please return to the My Submissions area to view your current registrations and/or applications.			
	+ NEW SUBM	IISSION	

# Step 2

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

LIGATI							
Pendi	ing Renewal						
	Code	Name	Description	Status	Updated Datetime	Created Datetime	Application
	NFOPRR- 63	Non-Farming 06/04/2023 AnushkaTestNOFP	Abattoir AnushkaTestNOFP 06/04/2023	Due	06/04/2023 16:20	06/04/2023 16:10	Application
	STKRR- 446	Livestock AL ROBINSON & DA RULE 03/02/2023	3RR2 093D.021E AL ROBINSON & DA RULE 03/02/2023	Due	03/02/22/3 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	
8	APC-1143	APC ALAN PARAHI 06/12/2022	UB7 ALAN PARAHI 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	

#### **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

Pendi	ing Renewal						
	Code	Name	Description	Status	Updated Datetime	Created Datetime	Application
	NFOPRR- 63	Non-Farming 06/04/2023 AnushkaTestNOFP	Abattoir AnushkaTestNOFP 06/04/2023	Due	06/04/2023 16:20	06/04/2023 16:10	Application
۵	STKRR- 446	Livestock AL ROBINSON & DA RULE 03/02/2023	3RR2 093D.021E AL ROBINSON & DA RULE 03/02/2023	Due	03/02/2223 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	
F	APC-1143	APC ALAN PARAHI 06/12/2022	UB7 ALAN PARAHI 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	
	ADC-1075	ADD Anuchikatast1 02/02/0002	1/00 Anuablistanti 00/02/0000	Dure	00/00/00000 00:01	00.000.0000.00.77	1.1.1

#### **APC** payment due

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

LICATI	IONS MY R	EGISTRATIONS				+ NEW	SUBMISSIC
			APC Payment				
Pend	ing Renewal						
	Code	Name	Description	Status	Updated Datetime	Created Datetime	
٥	NFOPRR- 63	Non-Farming 06/04/2023 AnushkaTestNOFP	Abattoir AnushkaTestNOFP 06/04/2023	Due	06/04/2023 16:20	06/04/2023 16:10	
۲	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 PARAHI 06/12/2022	UB7 ALAN PARAHI 06/12/2022	Due	22/03/2023 15:35	06/12/2022 14:36	
	APC-410	APC SCOTT IAN METCALF	TY3 SCOTT IAN METCALF	Due	00/02/2022 11-44	06/10/2022 12:52	

#### 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 PROCEED WITH RE-REGISTRATION Pick a form () Start () Applicant Details () Contact Person/s ik Detaile 5 Summary 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 RE0-41751 ... 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?**"

Current Property						
PIC	Property Name	Property ID	Parcel Codes	Shire	Address	Primary Property?
WDAK0543		3175827	P226029 266	ARMADALE	+ COMMERCIAL ROAD, FORRESTDALE WA 6112	
	naka anu undataa	to the recorded date	sile?			
I need to update	nake any updates	perties or add new prope	nus ?			

## Step 5

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

a form > Start > Applicant Details > Contact Person/s > Current Property >	Livestock Details > Summary SAVE DETAILS CONFIRMED
rt	
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

PAY NOW

My Submissions 🛛 🕒 Tom Wang 👻

# Step 7

Now pay via credit card or debit card.

Department of Primary Industries and	Name 	0
Regional Development WA	Credit Card Number	1111
	Expiration Date	cvv
	MM / YY	123
\$76.00		
Livestock Reregistration Payment	<b>≙</b> I	Pay Now

# Step 8

Receipt information display.

Payment Summary   Note Application has been Submitted. Please return to the My Submissions page to view the status of your Application.   Date   14/04/2023   Receip Number   237949901   Payment Amount   76.00   Status   Scccssful   Cord Number   2x37xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Receipt	My Submissions	8	Tom Wang	•
Payment Summary         Vour Application has been Submitted. Please return to the My Submissions page to view the status of your Application.         Date         Vour Application has been Submitted. Please return to the My Submissions page to view the status of your Application.         Date         Vour Application has been Submitted. Please return to the My Submissions page to view the status of your Application.         Date         Vour Application         Receipt Number         278749901         Payment Amount         7.00         Status         Successful         Card Number         XXXXXXXXXX111         Application         Implication         Implication         Implication	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         Image: Status Statu	Payment Summary				
Date 14/04/2023 Receipt Number 32787499061 Payment Amount 76.00 Status Successful Card Number XXXX-XXXX-XXXX-1111 Application I Vestock TM & MO HINE 06/04/2023 STKRR-4933 I receipt Rece	Your Application has been Submitted. Please return to the My Submissions page to view the status of your Application.				
14/04/2023         Receipt Number         32787499061         Payment Amount         76.00         Status         Successful         Card Number         XXXX-XXXX+XIII1         Application         Image: StrkRe-4933         Textory Breview	Date				
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	14/04/2023				
32787499061 Payment Amount 76.00 Status Successful Card Number XXXX-XXXX-XXXX-1111 Application I Livestock TM & MO HINE 06/04/2023 STKRR-4933 I Reading Reading	Receipt Number				
Payment Amount 76.00 Status Successful Card Number XXXX-XXXX-XXXX-1111 Application I Livestock TM & MO HINE 06/04/2023 STKRR-4933 I Reading Review	32787499061				
76.00 Status Successful Card Number XXXX-XXXX+XXXX+1111 Application  Livestock TM & MO HINE 06/04/2023 Fredorg Review	Payment Amount				
Status Successful Card Number XXXX-XXXX-XXXX-1111 Application I Livestock TM & MO HINE 06/04/2023 STKRR-4933 Tending Review	76.00				
Successful Card Number XXXX-XXXX-XXXX-1111 Application Livestock TM & MO HINE 06/04/2023 STKRR-4933 ***	Status				
Card Number XXXX-XXXX-XXXX-1111 Application Livestock TM & MO HINE 06/04/2023 STKRR-4933 ····	Successful				
XXXX-XXXX-XXXX-1111 Application  Livestock TM & MO HINE 06/04/2023 Fending Review	Card Number				
Application  Elivestock TM & MO HINE 06/04/2023  STKRR-4933  Fending Review	XXXX-XXXX-XXXX-1111				
E Livestock TM & MO HINE 06/04/2023	Application				
Pending Review	Livestock TM & MO HINE 06/04/2023				
Pending Review	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**.

n Pro	gress						
	Code	Name	Description	Status	Updated Datetime	Created Datenme	
B	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	
E	BIC-102	Buver 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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