Prior to being able to submit data for the first time, users must validate themselves on the Age Verification Website. This step ensures the highest data integrity and security is met at all times.

Validation:

- Requires that at least four entry fields MUST match with information stored in CCIA's database.
  Ex) Operating Name, Address, Postal Code, Business Phone Number, First Name, Last Name, previously purchased CCIA Tag Number)

  - CCIA Tag Number is last nine digits, typically starting with 2, no spaces

- Although users are not required to know their CCIA PIN number, it can be used as part of the validation process.

Username and Password:

- Once successfully Validated, users must set up a Username and Password for future website use.
- Users will also specify a "Password Recovery" question.
- For security purposes, there are specific criteria needed for creating a username and password. This is specified on the website.

Submitting Birth Date Data:

Once successfully validated, users may choose one of two methods for submitting birth date information.

Method A
1. Log onto the Age Verification Website **http://www.clia.livestockid.ca/CLTS/public/splash.do**
2. Enter Username and Password (as previously created)
3. Once logged in, click on "Events", then on, "Submit Animal Birth Date Information"
4. Enter required information and press "Submit"
Animal Tag Range may only be used if tags are in consecutive order, and all with the same birth date

Method B (involves creating an EXCEL spreadsheet)
1. Log onto the Age Verification Website **http://www.clia.livestockid.ca/CLTS/public/splash.do**
2. Enter Username and Password (as previously created)
3. Once logged in, click on "Events", then on, "Submit Data File"
4. Select, "Click Here" to download EXCEL Template
5. For instructions on building EXCEL Spreadsheets, see attached

For More Information:
Canadian Cattle Identification Agency, 1-877-909-2333

Building EXCEL Spreadsheet Files:

1. **In order to submit, files must be in correct format. It should read as follows:**
   Column A: The word *Birthdate*
   Column B: Leave Blank
   Column C: Your PIN Number
   Column D: Leave Blank
   Column E: Tag Sequence Start Number
   Column F: Tag Sequence End Number
   Column G: Date of Birth eg. 20050412 (YYYYMMDD)
   Column H: Date of Birth Method- AB= Actual Birthdate, CS= Calving Season
   Column I: Sex of animal- M= Male, F= Female, S= Steer, H= Heifer, C= Cow, B= Bull, O= Other

2. **Saving Created File:**
   In EXCEL, click on "File"
   Select "Save As"
   Enter Chosen File Name (chosen by user)
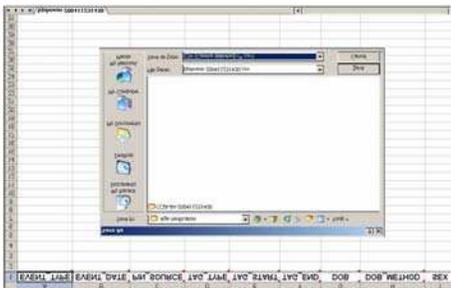   Save as "Type Select CSV" (comma delimited)

3. **Submitting Created File:**
   Log onto **http://www.clia.livestockid.ca/CLTS/public/splash.do**
   Select "Events" and then, "Submit Data File"
   Select "Browse", look for saved file name
   When file is found, double click on it
   Select, "Upload File"

4. **Creating Birth Certificates**
   From main page click on *Create Birth Certificates*
   Enter animal tag number or file for needed certificate(s)
   Print as needed

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