

Adding a BC Provincial PID to the CLTS

Please see the information below regarding premises registration in your province. Once you have registered your legal land information with your province you can add the provincially assigned premises number to your CLTS account. For the most up-to-date information please go to <http://support.canadaid.ca/?p=1949>.

Province/Territory	How to apply
British Columbia	British Columbia Ministry of Agriculture (http://www.agf.gov.bc.ca/foodsafety/bc_pid.htm) Registration for livestock and poultry (http://www.agf.gov.bc.ca/foodsafety/factsheets/bcpid_application.pdf) 1-888-221-7141, (604) 556-3001 Email: BCPID@gov.bc.ca

Registering or adding your premises number into the CLTS

[Click here](#) for instructions on how to register your BC provincial premises number to your CLTS account.

[Click here](#) for instructions on how to edit your BC CLTS premises to add a provincial premises number.

Registering your BC provincial premises number

1. Please go to www.clia.livestockid.ca. Enter your **Username** and **Password**, and then click **Login**.

CLTS Resource Centre | CLTS Lite | Bilingual | Contact Us Login

Canadian Livestock Tracking System

Canadian Cattle Identification Agency

User Login

Please enter your login information below.

Login

Username: Produceraccount

Password: ••••••••

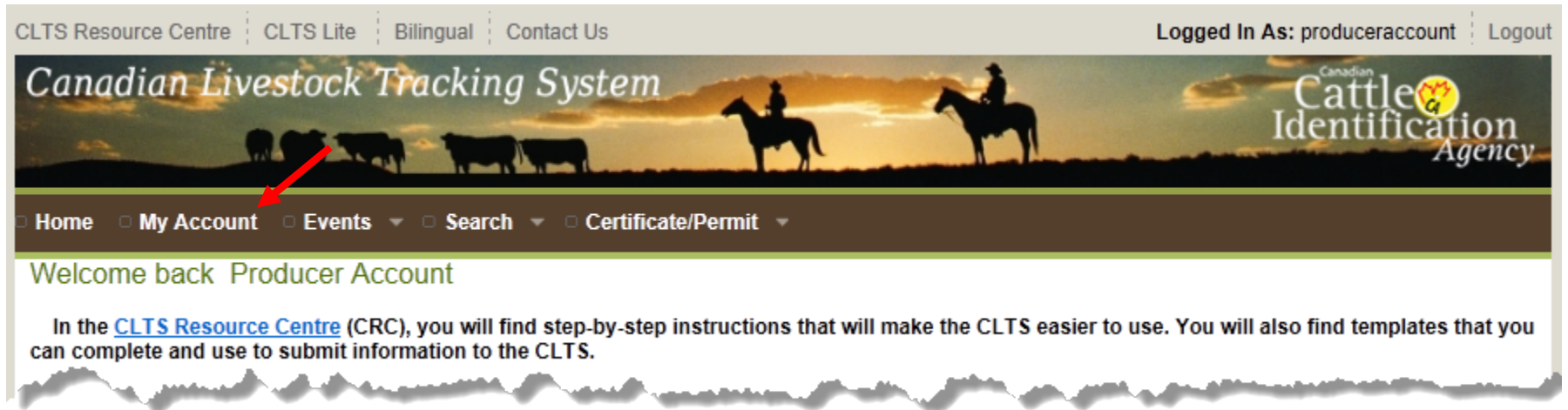
Forgot your password? [Click Here](#)

Need to activate your account with Authorization code, [Click here](#).

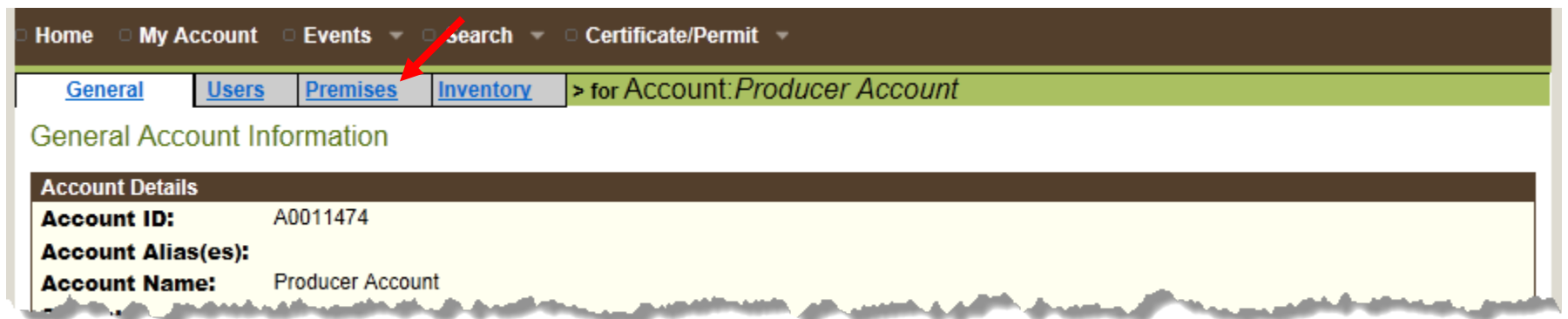
Canadian Cattle Identification Agency
300, 5735 - 7th St. NE
Calgary , Alberta. T2E 8V3
Ph:(403) 275-2083 Fax: (403) 275-1668
Toll Free: 1-877-909-BEEF (2333)
Email: info@canadaid.ca
Web Site: <http://www.canadaid.ca>

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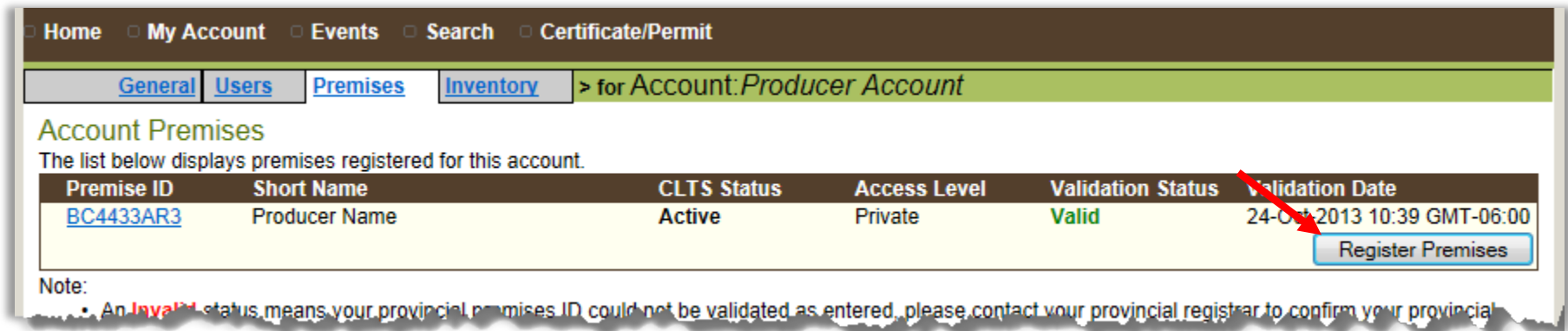
2. Click the **My Account** heading.



3. You will see your general account information. Click the **Premises** tab.

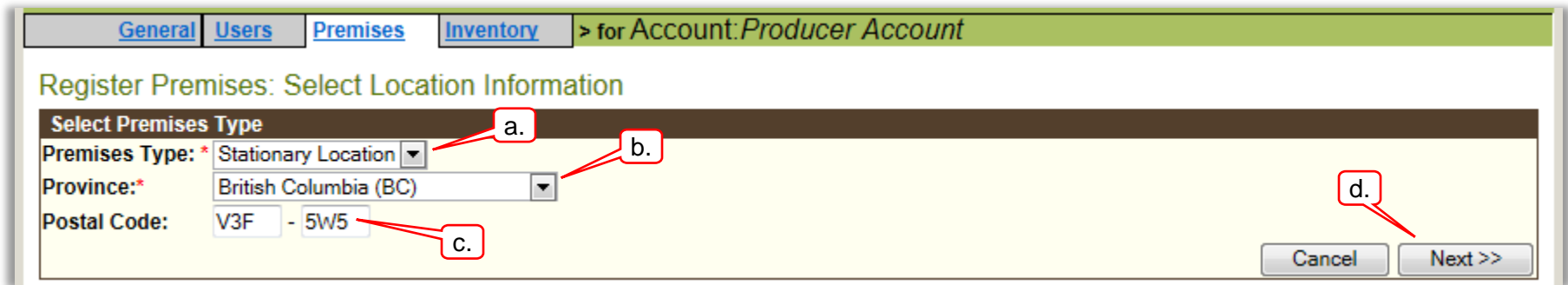


4. Click **Register Premises**.



5. On the **Select Location Information** page:

- a. Leave the **Premises Type** as the default Stationary Location.
- b. Select the **province** from the drop down list.
- c. Enter the **Postal Code** of the premises location. (Optional)
- d. Click **Next**.



6. On the **CLTS Premises Information** page there are two mandatory fields that must be filled out, short name and provincial prem ID.
 - a. **Short Name:** Enter a name to identify the premises, such as your farm name.
 - b. **Provincial Prem ID:** Enter your provincially supplied premises ID number.

*Note: For a list of provincial registrars to contact in order to get your provincial premises ID, click "**How can I get a Provincial Premises ID?**"*

General Users **Premises** Inventory > for Account: *Producer Account*

Premises Registration: Stationary Location Form

CLTS Premises Information

Short Name:* (can be used to identify this premises) a.

Provincial Prem ID: * [? How can I get a Provincial Premises ID?](#) Note:

[>>Show](#) (optional) Additional Fields such as usage, species, LLD etc.

7. To display the optional fields click **Show**.

Note: If you do not wish to enter any optional information click Next and continue to step 9 on page 8.

Premises Registration: Stationary Location Form

CLTS Premises Information

Short Name:* (can be used to identify this premises)

Provincial Prem ID: * [? How can I get a Provincial Premises ID?](#)

[>>Show](#) (optional) Additional Fields such as usage, species, LLD etc.

Note:

8. The optional fields will appear. (See page 7 for full screenshot)

- a. **Usage:** Click [update](#) to choose the usage for the premises. A list will appear with the available usages, select the option(s) that apply to the premises you are registering and then click **Ok** at the bottom right hand side of the page.

Please Select Premises Usage Below	
Usage	Description
<input type="checkbox"/> 4H Club	4H Club
<input type="checkbox"/> Fair Grounds	Fair Grounds

- b. **Species:** Click [update](#) to choose the species for the premises. A list will appear with the available species, select the option(s) that apply to the premises you are registering and then click **Ok** at the bottom right hand side of the page.

Please Select Premises Species Below	
Species	Description
<input type="checkbox"/> Bison	Bison
<input type="checkbox"/> Broiler Breeder Pullet	Broiler Breeder Pullet
<input type="checkbox"/> Broiler Chicken	Broiler Chicken

- c. **Species Description:** Enter a description of the species, such as breed or list any species not available on the list provided that reside on the premises.
- d. **Premises Access:** Select or deselect the check mark from the box based on the definitions below.
Private- indicates the premises registered is only able to be used by the account that registered it, e.g. single family farm.
Public- indicates the premises registered is available for use by any account within the CLTS, e.g. community pasture.
- e. **Premises Description:** Enter in details of the premises, such as buildings or terrain.
- f. **Geo-Code (lat/long):** Enter in your geographical latitude and longitude codes.
- g. **Legal Land Description:** Enter your legal land description information that can usually be found on your property tax forms.
- h. Once you've entered all the information, click **Next**.

CLTS Premises Information

Short Name:* (can be used to identify this premises)

Provincial Prem ID: * [How can I get a Provincial Premises ID?](#)

>>Hide Additional Fields such as usage, species, etc. a.

Usage: [\(update\)](#) b.

Species: [\(update\)](#) c.

Species Description:

Premises Access: Premises to be available for Public Use d.

Premises Description: e.

Geo-Code (lat/long): / (example: 51.10027 / -60.23456) f.

Legal Land Description: g.

Quarter :

Section :

Township :

Range :

Meridian :

MeridianLine :

Lot :

District Lot :

River Lot :

District :

Map Sheet :

Block :

Concession :

County :

Municipality :

Parcel :

Plan :

Portion :

h.

9. The premises has now been added to your account.
 - a. To view your premises click [Premises](#) or **View Premises**.
 - b. To view a list of all registered premises under your account click [Premises List](#).

General Users **Premises** Inventory > for Account: *Producer Account*

Premises Registration: Completed

The Premises you have identified has been registered to the account [Producer Account](#)
 You can view all Premises registered by the Account from the [Premises List](#) within your Account [Premises](#) will be considered inventory for the account.

[View Premises](#)

10. The premises will appear in your account under the **Premises** tab. To register another piece of land, click **Register Premises** and follow steps 5 thru 9 again.

Note: In order for a premises to be used in a transaction, the Validation Status must be Conditional or Valid. Definitions for each status can be found below.

General Users **Premises** Inventory > for Account: *Producer Account*

Account Premises

The list below displays premises registered for this account.

Premise ID	Short Name	CLTS Status	Access Level	Validation Status	Validation Date
BC4433AR3	Producer Name	Active	Private	Valid	24-Oct-2013 10:39 GMT-06:00
BC339VDKU	Producer	Active	Public	Valid	24-Oct-2013 11:09 GMT-06:00

[Register Premises](#)

Note:

- An **Invalid** status means your provincial premises ID could not be validated as entered, please contact your provincial registrar to confirm your provincial premises ID.
- A **Conditional** status means the number you have entered has the proper format, but has not yet been assigned to you by your provincial registrar.
- If the validation status for your premises is **Not Entered** it means you have not yet entered your provincial premises number.

Definitions:

Editing your CLTS generated premises to add your BC PID

1. Please go to www.clia.livestockid.ca. Enter your **Username** and **Password**, and then click **Login**.

CLTS Resource Centre | CLTS Lite | Bilingual | Contact Us Login

Canadian Livestock Tracking System

User Login

Please enter your login information below.

Login

Username:

Password:

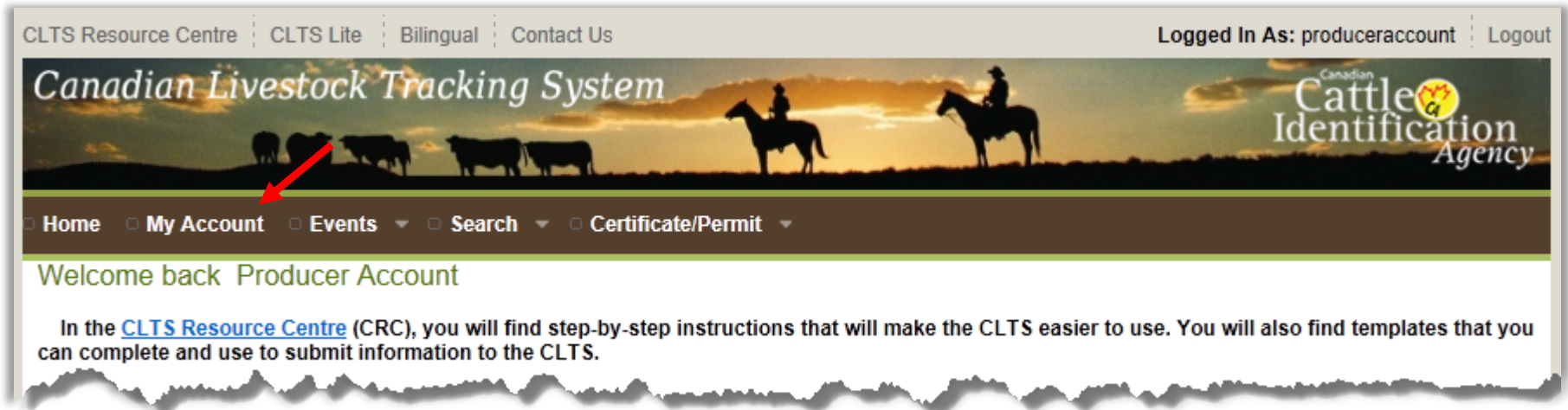
Forgot your password? [Click Here](#)

Need to activate your account with Authorization code, [Click here](#).

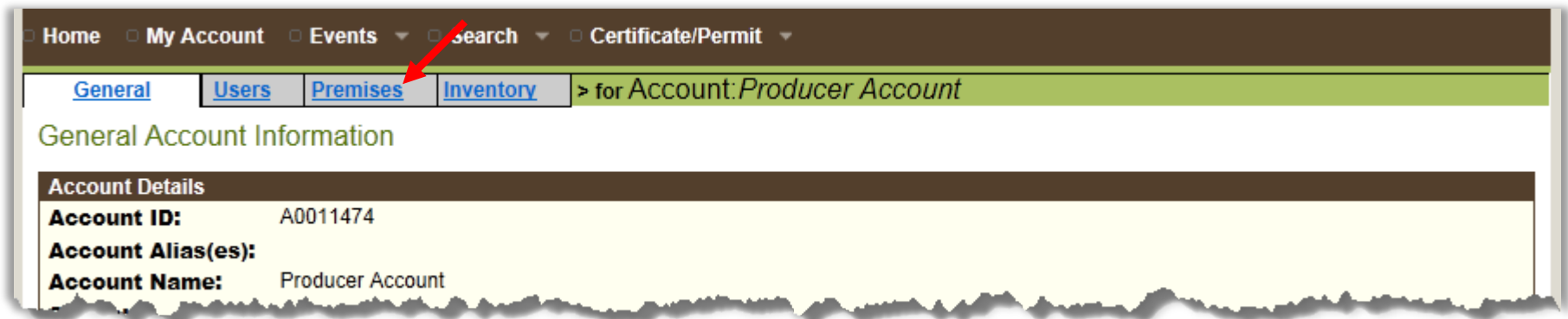
Canadian Cattle Identification Agency
300, 5735 - 7th St. NE
Calgary , Alberta. T2E 8V3
Ph:(403) 275-2083 Fax: (403) 275-1668
Toll Free: 1-877-909-BEEF (2333)
Email:info@canadaid.ca
Web Site: <http://www.canadaid.ca>

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2. Click the **My Account** heading.



3. Your general account information will appear. Click the **Premises** tab.



- A list of your CLTS registered premises will appear. Click the premises ID.

Note: If there are no CLTS registered premises listed, [Click here](#) to be taken to the instructions on how to register your provincial premises ID.

CLTS Resource Centre | CLTS Lite | Bilingual | Contact Us Logged In As: produceraccount | Logout

Canadian Livestock Tracking System Canadian Cattle Identification Agency

Home | My Account | Events | Search | Certificate/Permit

General | Users | Premises | **Inventory** > for Account: *Producer Account*

Account Premises

The list below displays premises registered for this account.

Premise ID	Short Name	CLTS Status	Access Level	Validation Status	Validation Date
BC3333H7K	Producer Name	Active	Private	Not Entered	

[Register Premises](#)

Note:


- An **Invalid** status means your provincial premises ID could not be validated as entered, please contact your provincial registrar to confirm your provincial premises ID.
- A **Conditional** status means the number you have entered has the proper format, but has not yet been assigned to you by your provincial registrar.
- If the validation status for your premises is **Not Entered** it means you have not yet entered your provincial premises number.

- On the **View Premises Details** page, confirm the Premises Details match the details of your provincial PID. If they match click **Edit**. If they don't match, [click here](#) for the instructions on registering your Provincial PID as a new premises.

Account: *Producer Account*

General Users Premises Inventory > for Account: *Producer Account*

View Premises Details

 A provincial premises ID is required in order to update your premises information. If you do not have a provincially assigned premises number, click [here](#) for contact information. For all other assistance contact a CCIA Customer Support Representative at 1-877-909-BEEF (2333).

Premises Details	
Premises ID:	BC3333H7K
Short Name:	Producer Name
Usage:	Producer
Species:	Cattle
Description:	
CLTS Status:	Active
Access Level:	Private
Validation Status:	Not Entered
Validation Date:	
Registered By:	Administrator Account on 19-Oct-2005 11:17 GMT-06:00
Modified By:	Jenn Harder on 24-Oct-2013 08:18 GMT-06:00

[Edit](#)

Hide Premises Details

Premises Type:	Stationary Location
Premises Description:	
Geo Code:	
LLD:	Block:13, County:ORANGE COUNTRY, D:2
Province:	BC
Postal Code:	
Last Updated:	19-Oct-2005 11:17 GMT-06:00

6. On the **Edit Premises Details** page:

There are 4 mandatory fields:

- a. **Short Name:** You can leave this field as is, or change it by entering a name to identify the premises, such as your farm name.
- b. **Provincial Prem ID:** Enter your provincially supplied premises number.
- c. **Change Reason:** Enter the reason you are editing the premises information.
- d. **Status:** Leave as Active. This option would only change if you have moved or have sold the premises.

And 3 optional fields:

- e. **Usage:** This may already be filled out, but if it shows incorrect information click [update](#) to change it.
- f. **Species:** This may already be filled out, but if it shows incorrect or it is missing a species click [update](#) to correct it.
- g. **Description:** Enter a description of the species, such as breed or list any species not available on the species list provided.
- h. Once you have entered all the information, click **Update**.

The screenshot shows the 'Edit Premises Details' page for a 'Producer Account'. The form contains the following fields and elements:

- Short Name:** A text input field containing 'Producer Name' (callout a).
- Provincial Prem ID:** A text input field containing 'BC4433AR3' (callout b). A link 'How can I get a Provincial Premises ID?' is visible to the right.
- Change Reason:** A text input field containing 'Adding provincial PID' (callout c).
- Usage:** A dropdown menu showing 'Producer' with an '(update)' link (callout d).
- Species:** A dropdown menu showing 'Cattle' with an '(update)' link (callout e).
- Description:** A text input field (callout f).
- Status:** A dropdown menu showing 'Active' (callout g).
- Buttons:** 'Update' and 'Cancel' buttons at the bottom right (callout h).

- The **View Premises Details** page will appear and show your changes and additions. The CLTS assigned premises ID will be replaced with the provincial premises ID and the description will now state **Provincial Prem ID**.

Note: In order for a premises to be used in a transaction, the Validation Status must be Conditional or Valid.

Home My Account Events Search Certificate/Permit

General Users Premises Inventory > for Account: Producer Account

View Premises Details

Premises Details

Provincial Prem ID: BC4433AR3

Short Name: Producer Name

Usage: Producer

Species: Cattle

Description:

CLTS Status: Active

Access Level: Private

Validation Status: Valid *Note:*

Validation Date: 24-Oct-2013 10:39 GMT-06:00

Registered By: [Administrator Account](#) on 19-Oct-2005 11:17 GMT-06:00

Modified By: [Producer Account](#) on 24-Oct-2013 10:39 GMT-06:00

[Edit](#)

<<Hide Premises Details

Premises Type: Stationary Location

Premises Description:

Geo Code:

LLD: Block:13, County:ORANGE COUNTRY, D:2

Province: BC

Postal Code:

Last Updated: 19-Oct-2005 11:17 GMT-06:00