



Canadian Cattle Identification Agency
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CLTS TUTORIAL – THIRD PARTY USERS:

The CCIA Age Verification website; also known as the **Canadian Livestock Tracking System (CLTS)**, is available at www.clia.livestockid.ca

THIRD PARTIES:

If a Producer wants to submit Birth Date information, but does not have access to the Internet or a computer, they can choose to assign a Third Party to submit Birth Date information on their behalf. Both the Producer and the Third Party must complete and sign a "Third Party User Application" which must be returned to the CCIA office. Prior to submitting any Birth Date information, the Third Party must also register and validate themselves on the CLTS System.

To request more information on the requirements for a Third Party Agreement and a copy of the application form, please contact the CCIA Help Desk at 1-877-909-2333 from 8:00 AM to 4:00 PM (MST), Monday to Friday. The "Third Party User Application" can also be downloaded from www.canadaid.ca/info

ADDING AN EXTERNAL ACCOUNT:

Upon receiving the completed and signed "Third Party User Application", the CCIA will add the Producer to the Third Party's account in order to allow them to submit data on that Producers behalf. Before submitting data on behalf of approved Producers, Third Party users must accept the responsibility by doing the following:

✓ **Accept And View External Parties:**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Select the "Users" tab located under the "My Account" menu.
3. Select the name of the Third Party submitting the data located under "Users Within This Account."
4. The Third Party must "Accept" or "Reject" the Producer account added located under "Security Access."
5. By Clicking "Accept" this will allow the Third Party to submit data on that Producers behalf.

SUBMITTING DATA FOR AN EXTERNAL ACCOUNT:

After the Third Party accepts the Producer into their account, they now have the ability to submit Birth Date information on that Producers behalf.

✓ **To Submit Data For A Third Party:**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Select the "Users" tab located under the "My Account" menu.
3. Select the name of the Third Party submitting the data located under "Users Within This Account."
4. To submit data Directly Online Third Party users must log in under their account and select the Producers account. The account will appear in the orange bar near the top of the screen.
5. To submit date by File Upload it is not necessary to select the Producers account. However, the SOURCE_ACCOUNT field in the data file must list the Producers Account ID.