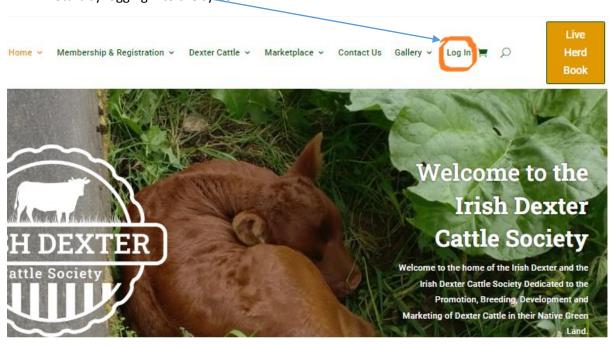
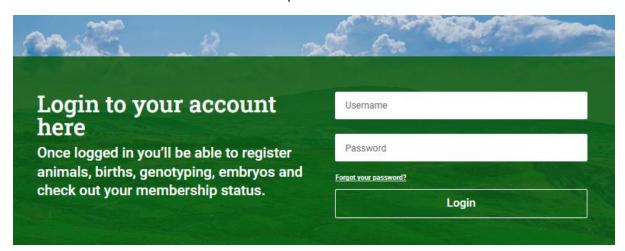
## **Instructions for Renewals & Animal Registrations**

1. Start by logging into the system



2. Enter email address or username and password



3. You will be brought to your account page. Click on Dashboard to see all options



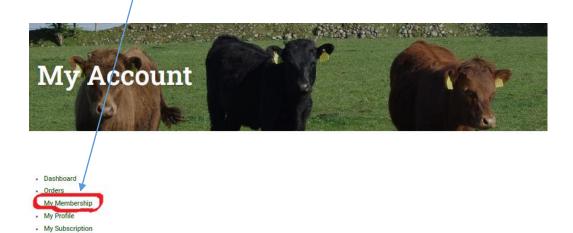
- Dashboard
- Order
- My Membership
- My Profile
- My Subscription
- Downloads
- Addresses
- Payment methods
- Account details
- Logout

Hello Rory Gallagher (not Rory Gallagher? Log out)

From your account dashboard you can view your recent orders, manage and edit your password and account details.

## Registering a calf from your account dashboard.

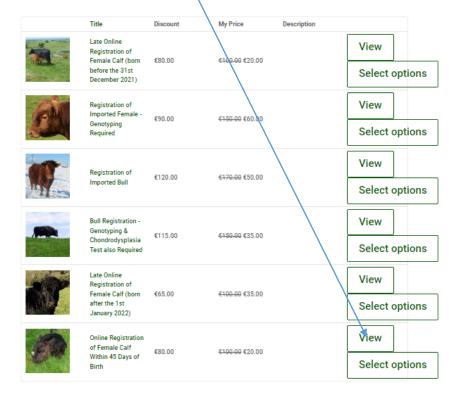
1. Click on My Membership



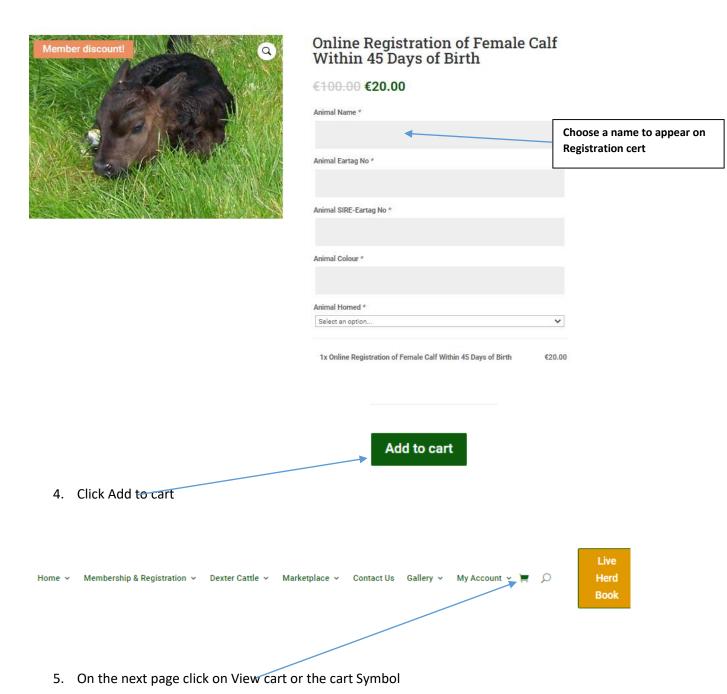
2. This will bring you to the animal registration page where you can see all options & member discounts available to you. In this case we will register a female calf. Click on view for registering a female calf under 45 days.

Back to Dashboard Discounts Manage

Downloads
Addresses
Payment methods
Account details
Logout



3. You will be brought to the calf registration area. Fill out the following form

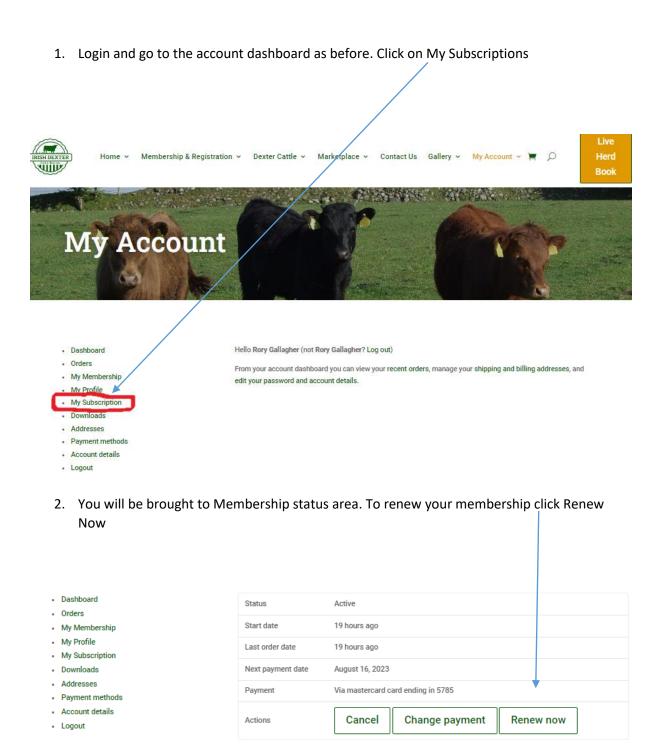


6. You will be brought to the view cart screen. Check items, remove any unwanted items by clicking on the red x, when satisfied with purchases proceed to checkout Product Price Quantity Subtotal Online Registration of Female Calf Within 45 Days of Birth Animal Name: Biddy Animal Eartag No: 372211234550311 €20.00 €20.00 Animal SIRE-Eartag No: 372211234550322 Animal Colour: Red Animal Horned: Yes Update cart **Cart totals** Subtotal €20.00 Total €20.00

7. You will be brought to the Billing and Payments area. Fill in the information and click on the button at the bottom of the page. Once your Credit Card details have been verified you will see the transaction successful page, you will also receive an email verifying the payment.

Proceed to checkout

## Membership Renewal from the account Dashboard



3. You will be brought to the Billing and Payment details screen fill in the information as before and click Place order. Once your Credit Card details have been verified you will see the transaction successful screen, you will also receive an email verifying the payment.

NOTE - You can also use the menu to get to these areas.

