How to :: Manage Online Record Book
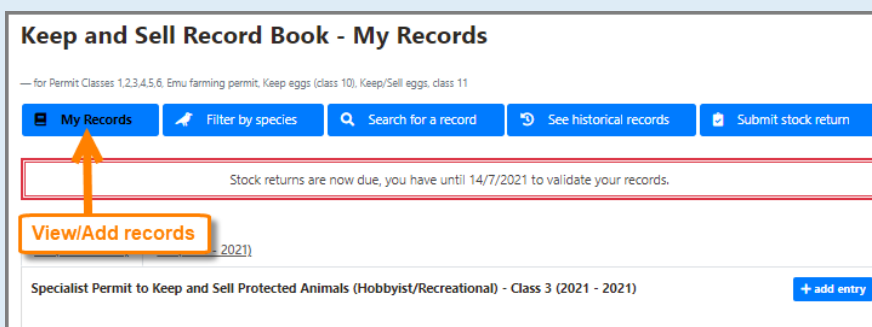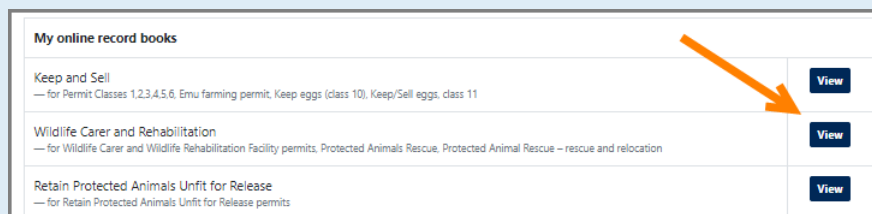
Before you begin

Please log into your My Portal account. Click on the *Permit Management* tiles
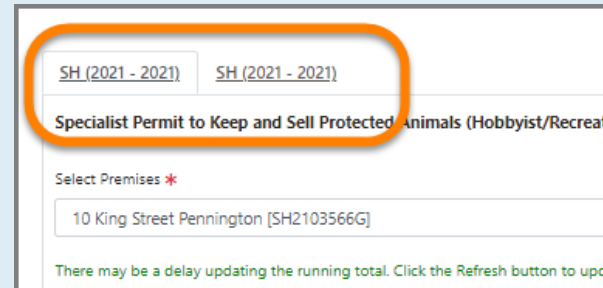
Permit Management

Manage your Record books and Stock returns

My Online Record Book

To access your Record Book, click on the *View* button for the appropriate record book

My online record books

Keep and Sell
— for Permit Classes 1,2,3,4,5,6, Emu farming permit, Keep eggs (class 10), Keep/Sell eggs, class 11   **View**

Wildlife Carer and Rehabilitation
— for Wildlife Carer and Wildlife Rehabilitation Facility permits, Protected Animals Rescue, Protected Animal Rescue – rescue and relocation   **View**

Retain Protected Animals Unfit for Release
— for Retain Protected Animals Unfit for Release permits   **View**

Keep and Sell Record Book - My Records

— for Permit Classes 1,2,3,4,5,6, Emu farming permit, Keep eggs (class 10), Keep/Sell eggs, class 11

My Records | Filter by species | Search for a record | See historical records | Submit stock return

Stock returns are now due, you have until 14/7/2021 to validate your records.

View/Add records

2021)

Specialist Permit to Keep and Sell Protected Animals (Hobbyist/Recreational) - Class 3 (2021 - 2021)   **+ add entry**

Add a new record

1. From the My Records tab, select the appropriate premises (if there is more than one) by clicking on the relevant tab
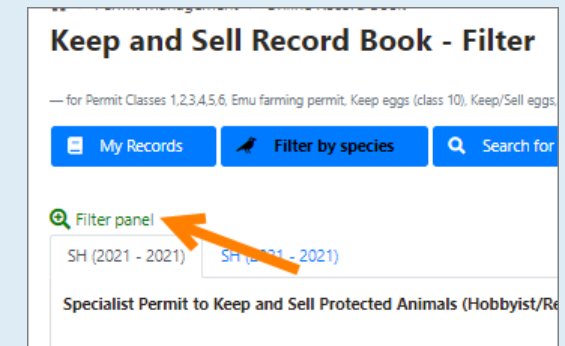
   SH (2021 - 2021) SH (2021 - 2021)

   Specialist Permit to Keep and Sell Protected Animals (Hobbyist/Recreatio

   Select Premises *
   10 King Street Pennington [SH2103566G]

   There may be a delay updating the running total. Click the Refresh button to updat

2. Click *+Add entry,* and complete the fields as follows, noting red *asterisk* fields are compulsory.
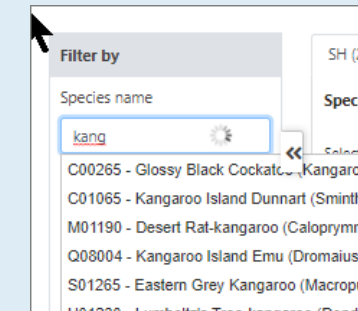
   + add entry
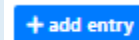
3. *Permit type:* either begin typing or click the down arrow and make your selection.

4. *Premises*: click the down arrow and select the relevant premises.

5. *Species name*: either begin typing or click the down arrow and make your selection.

6. *Method of acquisition or disposal:* Click the drop down arrow and select appropriate method.

7. *Date occurred:* either enter the date, or click the down arrow to select a date from the calendar.

8. *Quantity*: enter the number or use the up/down arrows at the end of the field.

8. *Supplier/Recipient name*: enter the name of the supplier.

9. *Supplier/Recipient permit number*: enter the permit number of the supplier.

10. *Supplier/Recipient address*: Begin entering the address, then from the options select the appropriate one. The remaining address fields will be automatically populated.

11. *Remarks*: Add any required remarks.

12. Click *Save.*

13. Repeat all steps to add another record.
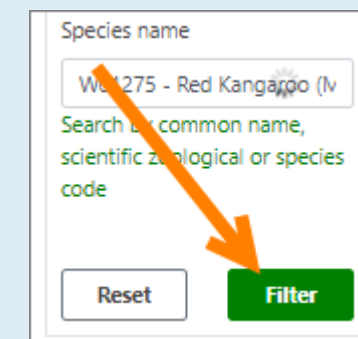
Filter by species

1. From this tab you can filter your permits by species using the menu down the left hand side. If the menu is not visible, click on the green Filter Panel link.

   Keep and Sell Record Book - Filter

   — for Permit Classes 1,2,3,4,5,6, Emu farming permit, Keep eggs (class 10), Keep/Sell eggs.

   My Records | Filter by species | Search for

   Filter panel

   SH (2021 - 2021)   SH (2021 - 2021)

   Specialist Permit to Keep and Sell Protected Animals (Hobbyist/Re

2. Begin typing the species name in the box, then choose from the supplied list.

   Filter by   SH (
   Species name   Spec

   kang

   C00265 - Glossy Black Cockatoo (Kangar
   C01065 - Kangaroo Island Dunnart (Sminth
   M01190 - Desert Rat-kangaroo (Caloprymr
   Q08004 - Kangaroo Island Emu (Dromaius
   S01265 - Eastern Grey Kangaroo (Macrop
   U01230 - Lumholtz's Tree-kangaroo (Dend

3. Click *Filter*

   Species name
   W01275 - Red Kangaroo (lv
   Search by common name, scientific zoological or species code

   Reset   **Filter**

4. To return to your previous screen, click the back button of your browser, or the down arrow next to your name and select *My Account.*

How to :: Manage my Stock Return

Before you begin

Please log into your My Portal account. From your login name (top right hand corner) click the down arrow and select the Permit Management tile

Permit Management

Manage your Record books and Stock returns

Please note: these instructions are for the 2020 – 2021 return only.

Annual Fauna Stock Return for Permit Classes 1, 3, 4, 5 & 6

To access your Annual Fauna Stock Return for Permit Classes 1, 3, 4, 5 & 6 form click on the *Submit button*. Please read the information at the bottom of the page prior to completing this form.

1. *Period of Return (start and end dates)*: Either enter the date, or click the single down arrow to select a date from the calendar.

2. *Permit Number*: Enter your permit number.

3. *Permit Type*: Click the down arrow to select the appropriate permit type from the drop down list.

4. *Name of permit holder*: Enter the name of the permit holder (as written on the permit).

5. *Animal Premises*: Enter the address of the premise where the animal is kept. Please check that this has been entered correctly.

6. *Select Species*: Begin typing the name of the species and then select from the available list.

7. *Stock at beginning of Period*: enter number of stock.

8. The remaining fields are to be completed by entering the required figures.

9. Click *Submit*.

10. Repeat steps 6 – 9 for all species held throughout the permit period.

Fauna Stock Return for Sell Protected Animal Permit Classes 9

To access your Fauna Stock Return for Sell Protected Animal Permit Class 9 form click on the *Submit button*. Please read the information at the bottom of the page prior to completing this form.

1. *Period of Return (start and end dates)*: Either enter the date, or click the single down arrow to select a date from the calendar (for the start and end of the permit period as per permit).

2. *Permit Number*: Enter your permit number.

3. *Name of permit holder*: Enter the name of the permit holder (as written on the permit).

4. *Animal Premises*: Enter the address of the premise where the animal is kept.

5. *Species*: Begin typing the name of the species and then select from the available list.

6. *Date of sale (or gift):* or *Date of other disposal:* Either enter the date, or click the calendar icon to select a date from the calendar.

7. *Exports / Stock on hand at end of period:* enter a number

8. *Purchaser's name and address*: enter correct name and address.

9. *Any other information*: add any relevant information.

10. Click Submit.

11. Repeat steps 5 – 10 for all species held throughout the permit period.