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CLTS TUTORIAL – BIRTH CERTIFICATES:

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

Prior to submitting Birth Date information for the first time, users must register and validate themselves on CLTS System. This ensures the highest levels of privacy, security & data integrity are met at all times. If a user is using a Third Party to submit Birth Dates, a Third Party Agreement must be completed.

CREATING BIRTH CERTIFICATES:

After a user has submitted animal Birth Dates to the CLTS System, they can create printable Birth Certificates that can be attached to their shipping manifest as proof that the animals they are shipping are age verified.

✓ **Accessing Birth Certificate Creation Wizard:**

1. Log onto the CLTS Website by entering your unique Username & Password and clicking on the "Login" button.
2. Click the mouse pointer on the "Reports" menu bar near the top of the screen.
3. Scroll the mouse pointer down and select "Create Certificate" from the menu.
4. Click the circle beside "Birth Date Certificate."
5. Click the "Next" button to continue or the "Cancel" button to return to your Home Page.

Birth Certificates can be created using any of the methods listed below, but in all cases, the following will be true:

1. Users must click the "Add Tags To List" button after each Tag, Tag Range, Transaction ID or CSV File they have entered to include them in the Birth Certificate.
2. Users must click the "Remove Tags To List" button to remove a Tag, Tag Range, Transaction ID or CSV File they have entered to exclude them from the Birth Certificate.
3. If there is a plus sign (+) in the Details section beside Entry Type, users can click on it to view a list of the tags included in that Entry Type.
4. When the user is finished entering the tags they want to include, they should click the "Next" button.
5. Click the "Create Certificate" button to proceed and generate the certificate, or the "Back" button to change the tags selected.
6. Click on the hyperlink beside "Latest Birth Date Certificate" (i.e. BirthCertificate-AC3336#####) to view the Birth Certificate. Click the "Print" button to print the Birth Certificate.

✓ **Birth Certificate by Single Tags or Tag Ranges:**

Click the circle beside "Tag" or "Tag Range" and enter the following:

- **Single Tag:** Enter a single 9-digit tag number in the white box to the left of "Tag"
- **Tag Range:** Enter the first 9-digit tag number in the "Range Start" box and the last 9-digit tag number in the "Range End" box or the quantity of tags entered (i.e. 25).

✓ **Birth Certificate by Transaction ID:**

Users can enter the Transaction ID (or ID's) for any of the Birth Date information they have submitted in the box beside the "Transaction ID" option.

✓ **Birth Certificate by CSV File:**

To generate a CSV File, users should create a spreadsheet with TAG_START in column "A" and TAG_END in column "B". Enter any single tags in TAG_START only and tag ranges using TAG_START and TAG_END. After entering tags, save the spreadsheet as a CSV File.