How to link a myMLA account to a MSA member account

1. Create a myMLA account

Signing up to, myMLA is an easy one time set up. Please follow the link below that provides clear instructions on how to sign up and create your myMLA account.
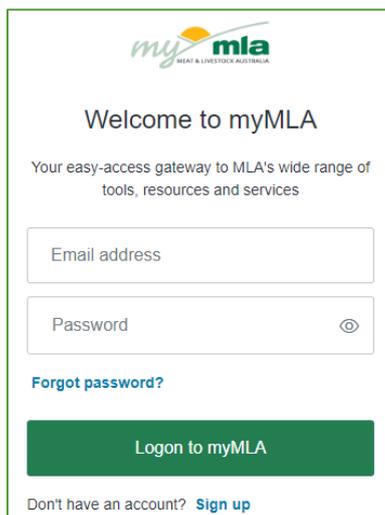
https://www.mla.com.au/about-mla/mymla/

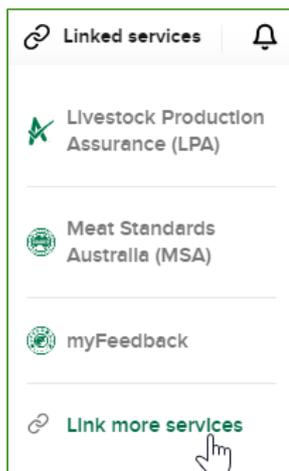## 2. Link your myMLA account to your MSA account
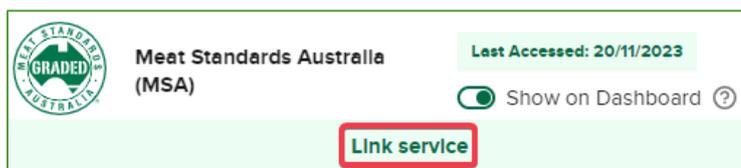
▪ Go to https://www.mla.com.au

▪ Click the "myMLA log in" button.

▪ In the 'Welcome' page, enter your 'email address' and 'password'.

- Select 'Link more services' in the "Linked services" menu at the top

- In the "myMLA Account Services" page, select "Meat Standards Australia – Link service"

> **NOTE:** The myMLA system **ONLY** allows linkage to be established for **ONE** MSA account. The 'link service' feature will not be available once a MSA account linkage is created.
>
> If you require more than one MSA member account linked to your myMLA account, this can be achieved by using the "**Link another MSA account**" feature in the **myMSA system Menu**.

You will be redirected to the myMSA portal. In the interface that is presented:

Link Account

Please verify your myMSA account to link your myMLA and myMSA accounts.

If you have multiple myMSA accounts, please also provide the MSA Member Number or MSA Person ID associated to the account you wish to link.

Email address*

MSA Person ID or MSA Member Number

LINK ACCOUNT

- Enter your "Email address" AND "Person id" OR "MSA Member number"
- Click "LINK ACCOUNT"

Account verification: For account verification and authentication purposes, you will receive a <u>verification code via email</u> to confirm that the provided email address is valid and the MSA account to link is the correct one.

IMPORTANT: If the wording in the email does not match exactly as shown in the above picture or if the email is not from the specified address 'mymsa@mla.com.au', please do not proceed and instead report to MSA Enquiries.
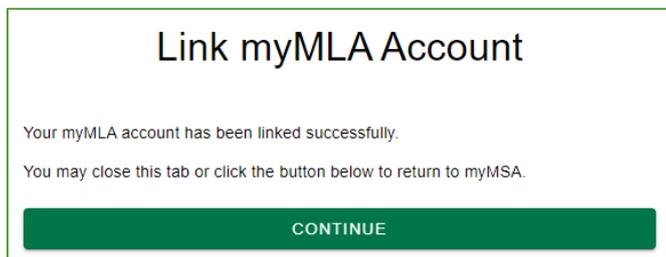

In the 'Link account' page:

- Enter the 'verification code', as printed in the email
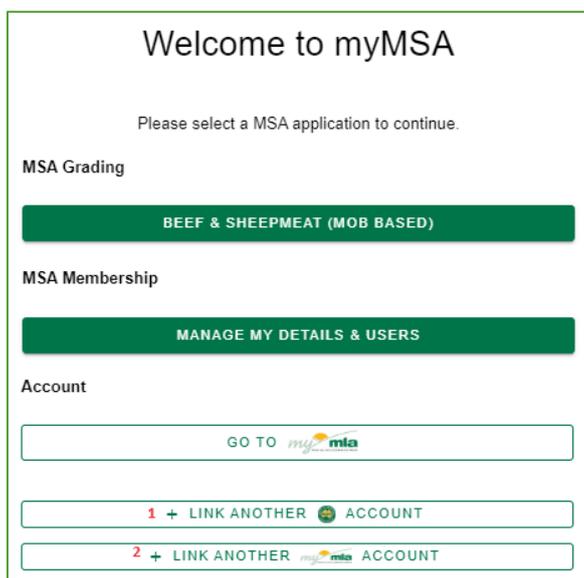- Click 'LINK ACCOUNT'

Linked account confirmation

Once your account is linked, you will be presented with a page confirming that your account was successfully linked and to continue to myMSA.

- ▪ Click "Continue"

You are then presented the myMSA menu where you can access services that are available to your MSA member account.

- • BEEF & SHEEPMEAT (MOB BASED): access to the myMSA Beef & Sheepmeat application
- • MANAGE MY DETAILS & USERS: access the Member Registration application
- • GO TO myMLA: redirects to the myMLA user interface
- • (1) + LINK ANOTHER MSA ACCOUNT: feature to link additional MSA accounts to the myMLA account
- • (2) + LINK ANOTHER MLA ACCOUNT: feature to link additional myMLA accounts to the same MSA member account

3. Additional account linkages

link another MSA account

The feature allows users to link more than one MSA member account to the same myMLA account.

> **Use Case:** You have a Producer MSA member account as well as Processor member account. By linking both accounts to your myMLA account permits accessing either MSA account with the one myMLA single sign on login.

link another myMLA account

The feature allows users to link more than one myMLA account to the same MSA member account.

> **Use Case:** Several myMSA users under the same Processor member account may share the same myMSA credentials, including the email address. The ideal scenario would be for each user to create their own myMLA account and have it linked to the MSA account.

4. myMSA login menu

The myMSA login interface enables access to myMSA services using the 'myMLA - Single Sign On' login.

> **Note:** If you have more than one MSA member account linked to your myMLA account, you will be prompted to select which MSA account you wish to use to access your myMSA services.

5. MSA account selection

The account selection page is updated with:

- A radio button for account selection
- A 'remember this selection' feature – selecting the latter saves the selection for the next time you access myMSA
- A free text form (label) where you can type something relevant to the account – for example your 'member number' or business activity.

- Select the appropriate member account or MSA Person ID
- Click "Save & Continue to myMSA"

You are now logged in to myMSA under the account that you have selected.

6. Help desk services

Please contact the ISC helpdesk for issues:	Please contact the MSA enquiries helpdesk for issues:
- With the MLA Website - With the myMLA sign up or login process - When navigating the myMLA Dashboard - For any myMLA account linkage that is NOT associated with MSA Web: mlacontactus@integritysystems.com.au Email: info@integritysystems.com.au Phone: 1800 683 111	- While logged in to the myMSA system - With your MSA member account - With your myMSA product and services Email: msaenquiries@mla.com.au Phone: 1800 111 672