

INSTRUCTIONS FOR USE - SUMMARY

Follow the instructions below to register, download the eDEC program, purchase tokens and install tokens on your PC to enable you to print electronic NVDs.

Note: The eDEC program is not suited to Macintosh operating systems.

First Time Users

The instructions in Part A and Part B below relate to first time users of the eDEC system.

[PART A] – REGISTER, DOWNLOAD PROGRAM AND PURCHASE TOKENS

1. Go to the LPA website www.ausmeat.com.au/lpa/login.aspx
2. Login and select “**Manage Your LPA Profile**”.

Note: if you don't know your LPA User ID or password, email lpa@mla.com.au or alternatively call 1800 683 111 and choose option 1.

3. From your “**LPA User Profile**” select the “**Producer eDEC**” button.

Note: Ensure your Trading Name and email address are recorded in your LPA profile.

4. Follow the steps outlined in the **Producer e-Dec Console**:

- **Step 1**

- Enter your email address and select **Send Email** and continue to the Producer eDEC website.

- **Step 2**

- Select **Send Activation** email.

- **Step 3**

- Open your *Email Inbox*, select the **Producer eDEC - Account Activation** email and click on the link “**Activate My Account**”.

- **Step 4**

- Select **Step 1 Download**
- Select **Download the Electronic Form program (eFORM)** and follow the onscreen instructions (Note: select *Run* or *Open* – do not select *Save*).

- **Step 5**

- Select **Download Producer eDEC Form Pack** and follow the onscreen instructions. (Note: select *Run* or *Open* – do not select *Save*).

- **Step 6**

- Purchase Tokens for the species that you have nominated in your LPA User Profile by following the onscreen instructions.
- Close the **Producer eDEC Console**.

- **Step 7**

- Open your Desktop and select the **eFORM** icon to open the eDEC program

- **Step 8**

- Select the **Form Type** (NVD Type) from the Available Forms section ensuring the selected type matches the type that tokens were purchases for.
- Select **Download Tokens** and follow the prompts ensuring that you copy your login details from your **Account Activation** email when prompted.

You can now complete the eDEC NVD forms as per instructions under *Registered Users* (over page).

Registered Users - Users that have previously downloaded the eDEC program

The following instruction applies where a user has previously registered and downloaded the eDEC software.

[A] - USE PRODUCER eDEC PROGRAM

To use the Producer eDEC Program follow the steps outlined below:

1. Open your Desktop and select the “**eFORM**” icon.
2. Select the required eDEC NVD form from the “**Available Forms**” drop down list and then click on the “**Next**” button.
3. Enter the **User ID**, **User Name** and **Password** and click “**OK**” button.
4. Complete the NVD onscreen by following the prompts.
5. Once the NVD is completed Select the **Print Original** button and three (3) copies are printed.
6. Click the **Send** button to email an electronic copy of the NVD.

Note: If you are not connected to the internet at the time of printing the NVD forms, the electronic copies will be automatically saved and sent when you are next connected.

7. Sign each of the three (3) printed copies of the NVD.
8. Distribute NVDs as usual eg one (1) copy goes with the livestock to the purchaser; one (1) copy goes with the carrier and one (1) copy should be kept for record purposes.

[B] PURCHASE ADDITIONAL TOKENS

To purchase additional tokens for the Producer eDEC Program follow the steps outlined below:

1. Open your Desktop and select the “**eFORM**” icon.
2. Select the “**Purchase Tokens**” button from the **eFORM** program.
3. Select the **Form** (NVD Type) required from the drop down list.
4. Click on the “**Finish**” button.
5. **Login** and **purchase** the required number of eFORM Tokens.
6. **Download** Purchased Tokens into the eFORM program per instructions on Page 1 (refer Steps 5 to 8).

Alternatively, you can purchase more tokens by going to the website www.mla.com.au/lgs and selecting the link “Manage Your LPA Profile”, logging in and then selecting the Producer eDEC button.

Important Notes:

- (a) **Installation** - If you are not confident of installing software programs seek advice from the person who set up your computer or your system administrator to install the program.
- (b) **Operating Systems** - This software is NOT supported on Mac Operating Systems. The supported operating systems are Windows XP Service Pack 2 and Windows Vista.
- (c) **Minimum System Requirements** - Personal computer with 1 GHz processor; Intel Pentium/Celeron family or AMD K6/Athlon/Duron family, or compatible processor; Operating system: Windows XP Service Pack 2 or later. 64 megabytes (MB) of RAM (minimum); 128 MB RAM (recommended); 20 MB of available hard disk space.
- (d) **NVD Tokens** – Each Token represents one (1) NVD and enables three (3) copies of the NVD to be printed. Tokens are unique to each species (NVD type) and are not transferrable between species. Similarly, downloaded tokens cannot be transferred between computers.

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