

## How to User Guide – Dealers

- Nominating a Person in Charge
- Granting a person in charge access to a dealer licence
- Revoking a person in charge access to a dealer licence

## Macropods Online



*The images and screenshots used in this guide are for demonstration purposes only and may differ from the screens and images that you see when using Macropods Online.*

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## 1 Introduction

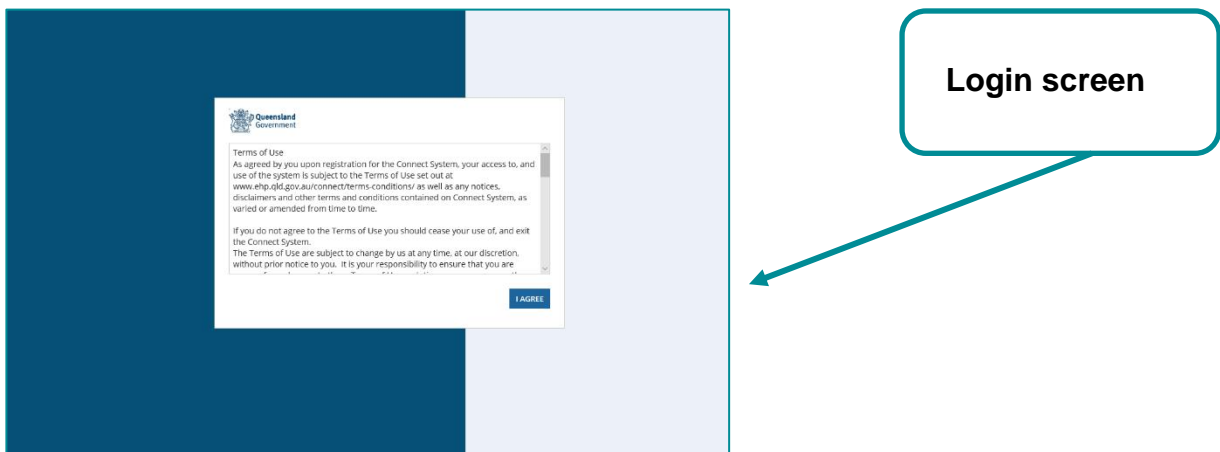
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

The digital return book feature on Macropods Online makes it easier for harvesters and dealers to comply with their record keeping obligations. And submitting returns is also faster and easier allowing users to view and complete their tasks online as simple transactions.

## 2 Have you registered for an online account?

Macropod customers not currently registered with the Department of Environment and Science's Online Services will need to register to access Macropods Online. [Click here](#) to learn how to register for Online Services.

If you have already registered for a macropod harvester or dealer licence in Connect or Online Services, you will automatically see the new Macropods Online when you login [here](#).



## 3 How to nominate a person in charge online using their Customer Reference Number (CRN)

The process below is the same for adding a new Person in Charge at the time of lodging a new application for a dealer licence or changing the Person in Charge after the licence has been granted.

Note: The Customer Reference Number (CRN) must have been provided to the holder of the dealer licence by the Person in Charge nominated. See instructions on how to find the CRN in section 4.

After logging in select ***My Records > Permits***

Select the granted permit you want the Person in Charge to have access to by clicking on

the **Permit Reference No** hyperlink for that permit.

Home My Records

Permit Applications

Permits

Orders

Submitted Returns

Return Book Entries

Invoices

Filters

Permit Reference No [input] Status [dropdown] Activity Location Name [input]

Permit Reference No	Version	Primary Holder	Activity Location Name	Grant Date	Effective Date	Expiry Date	Status
<a href="#">WA0002596</a>	1	Daisy Deals	4 King St CHARLEVILLE QLD 4470	19 Dec 2019	19 Dec 2019	31 Dec 2021	✔
<a href="#">WA0002539</a>	1	Daisy Deals	4 High St CHARLEVILLE QLD 4470	28 Nov 2018	28 Nov 2018	31 Dec 2018	⌚

To **AMEND** the Person in Charge in the permit – click **MODIFY PERMIT**

Permit Reference: WA0002596 | Version: 1

Summary Permit Returns Financial Summary Online Order History Related Actions

**MODIFY PERMIT** PERMIT MANAGEMENT

**General Information**

Permit Number WA0002596 Authority type WA  
 Industry sector Macropod Expiry date 31/12/2021  
 Effective Date 19/12/2019 Permit Type Commercial Wildlife Licence  
 Status Granted Version 1

**Holder Information**

Permit Holder RSO Status  
 Daisy Deals

**Contact Information**

Contact Name Contact Phone Number Party Contact Email  
 Daisy Deals 33665544 daisy.deals@mailinator.com

**Person In Charge**

Name Mobile Phone Home Phone Office Phone Facsimile Number Email  
 Daisy Deals +61 07 3366 5544 daisy.deals@mailinator.com

Tick the *Update Person in Charge / Site Contact* option and click **Submit**.

Permit Reference: WA0002596 | Version: 1

Summary Permit Returns Financial Summary Online Order History Related Actions

Modify Permit - WA0002596

**Instructions**

While Connect will be continually updated with new functions, any permit modification application type not yet listed below can be accessed [here](#).

**Application Types**

Choose the application type you want to apply for \*

Update Person In Charge / Site Contact

CANCEL SUBMIT

Tick the *Alternate person in charge – Find existing using Customer Reference Number (CRN)* option

**Change of Person in Charge**

> **Current details**

An alternative contact nominated by the legal entity which holds, or will in future hold, a relevant authority issued by the department. The department may direct correspondence relating to actual or potential compliance matters to the site contact.

**Nominate Person in Charge**

Same as applicant

Alternate person in charge – Create new

Alternate person in charge – Find existing using Customer Reference Number (CRN)

**Nominate Person In Charge (Macropod)**

Please enter a valid Customer Reference Number (CRN) and either an email address or phone number to proceed.

Customer Reference No (CRN) \*

Email Address

Phone Number

**Change of Person in Charge**

> **Current details**

An alternative contact nominated by the legal entity which holds, or will in future hold, a relevant authority issued by the department. The department may direct correspondence relating to actual or potential compliance matters to the site contact.

**Nominate Person in Charge**

Same as applicant

Alternate person in charge – Create new

Alternate person in charge – Find existing using Customer Reference Number (CRN)

**Nominate Person In Charge (Macropod)**

Please enter a valid Customer Reference Number (CRN) and either an email address or phone number to proceed.

Customer Reference No (CRN) \*

Email Address

Phone Number

Enter the *Customer Reference No (CRN)* of the person in charge **and either** their *email address or phone number* and click the **VALIDATE** button.

*Note: 8-digit home/office phone numbers or 10-digit mobile phone numbers should be entered without any space or country/area code.*

If the email address or phone number entered match those on file for the customer record you have entered the CRN for, the full name and contact details of the person in charge will be displayed.

*Note: An error will be displayed if the details entered do not match any existing customer record.*

**Change of Person in Charge**

> **Current details**

An alternative contact nominated by the legal entity which holds, or will in future hold, a relevant authority issued by the department. The department may direct correspondence relating to actual or potential compliance matters to the site contact.

**Nominate Person in Charge**

Same as applicant  
 Alternate person in charge – Create new  
 Alternate person in charge – Find existing using Customer Reference Number (CRN)

**Nominate Person In Charge (Macropod)**

Please enter a valid Customer Reference Number (CRN) and either an email address or phone number to proceed.

Customer Reference No (CRN) \*

Email Address

Phone Number

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**Person In Charge Details**

Title	Mr	Mobile Phone	+61 499 899 876
First Name	Peter	Home Phone	
Middle Name		Office Phone	
Surname	Pan	Residential Address	17 Cork St WINTON QLD 4735 Australia
Date of Birth	01/01/1990	Postal Address	17 Cork St WINTON QLD 4735 Australia
Email Address	peter.pan123@mailinator.com		

When the person in charge details have been displayed successfully, click **Next** to complete the nomination of the person in charge using their CRN.

In **MY RECORDS > Permits**, a new version of the dealer licence will have been created with a **granted status** and the previous version will have been **superseded**.

Home My Records

Permit Applications

**Permits**

Orders

Submitted Returns

Return Book Entries

Invoices

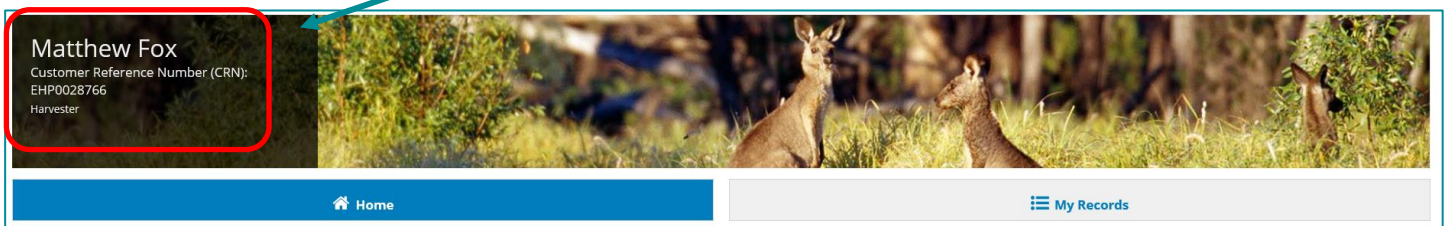
Filters

Permit Reference No  Status --- Please select a status --- Activity Location Name

Permit Reference No	Version	Primary Holder	Activity Location Name	Grant Date	Effective Date	Expiry Date	Status
WAD002596	2	Daisy Deals	4 King St CHARLEVILLE QLD 4470	14 Feb 2020	14 Feb 2020	31 Dec 2021	✔
WAD002596	1	Daisy Deals	4 King St CHARLEVILLE QLD 4470	19 Dec 2019	19 Dec 2019	31 Dec 2021	⚠
WAD002539	1	Daisy Deals	4 High St CHARLEVILLE QLD 4470	28 Nov 2018	28 Nov 2018	31 Dec 2018	⌚

#### 4 How the Person in Charge can find their Customer Reference Number

The Customer Reference Number (CRN) can be found below the name of the logged-in user on the Macropods Online home page.



#### 5 How to grant the nominated Person in Charge access to the dealer licence

Once the person in charge has been nominated using their CRN, the dealer must

subsequently grant that person in charge access to that licence. Failure to do so will mean the nominated person in charge is unable to view that dealer licence, create return book entries or submit returns for that licence in Macropods Online.

If the person in charge is nominated using their CRN at the time of lodging the dealer application, the holder of the dealer licence must grant the person in charge access to the initial granted version – version 1 - of that licence.

If the person in charge is nominated using their CRN by modifying an existing dealer licence as shown at the end of section 3 above, a new granted version of the licence is created when the Person in Charge is changed. That version is displayed in My Records > Permits with a **green tick granted status** icon. The previous version becomes **superseded (red status icon)**.

The dealer must grant access to the newer **granted** version of the licence not the **superseded** version.

Permit Reference No	Version	Primary Holder	Activity Location Name	Grant Date	Effective Date	Expiry Date	Status
WA0002596	2	Daisy Deals	4 King St CHARLEVILLE QLD 4470	14 Feb 2020	14 Feb 2020	31 Dec 2021	✔
WA0002596	1	Daisy Deals	4 King St CHARLEVILLE QLD 4470	19 Dec 2019	19 Dec 2019	31 Dec 2021	Ⓢ
WA0002539	1	Daisy Deals	4 High St CHARLEVILLE QLD 4470	28 Nov 2018	28 Nov 2018	31 Dec 2018	⌚

Navigate to **My Records > Permits**

Select the granted dealer licence version you want to grant the person in charge access to.

Permit Reference: WA0002596 | Version: 2

Summary | Permit Returns | Financial Summary | Online Order History | Related Actions

**AGENT PERMIT MANAGEMENT**

**General Information**

Permit Number: WA0002596 | Authority type: WA  
 Industry sector: | Expiry date: 31/12/2021  
 Effective Date: 14/02/2020 | Permit Type: Commercial Wildlife Licence  
 Status: Granted | Version: 2

**Holder Information**

Permit Holder: Daisy Deals | RSO Status: |

**Contact Information**

Contact Name: Daisy Deals | Contact Phone Number: 33665544 | Party Contact Email: daisy.deals@mailinator.com

**Person In Charge**

Name	Mobile Phone	Home Phone	Office Phone	Facsimile Number	Email
Peter Pan	+61 499 899 876				peter.pan123@mailinator.com

Click on **Agent Permit Management** tab at the top right-hand side of the page.

On the **Grant Permit Access** screen, the name of the new Person in Charge – Peter Pan - is shown in the drop-down box for the permit reference number.

Permit Reference: WA0002596 | Version: 2

Summary Permit Returns Financial Summary Online Order History Related Actions

SAVE DRAFT

### Grant Permit Access

This permit is currently managed by the permit holder. Select the agent or person in charge from the list below and click Submit to enable this other party to manage the permit.

Permit reference WA0002596

Peter Pan

CANCEL SUBMIT

Select the name of the person in charge from the dropdown and click **Submit**.

A message box appears *‘You are about to grant access to <Name of the Person in Charge > to manage this permit. Are you sure you wish to continue?’*

Select **YES**

The name of the nominated person in charge is displayed next to the **Managed by** label on the summary view of the dealer licence

Permit Reference: WA0002596 | Version: 2

Summary Permit Returns Financial Summary Online Order History Related Actions

### General Information

Permit Number	WA0002596	Authority type	WA
Industry sector		Expiry date	31/12/2021
Effective Date	14/02/2020	Permit Type	Commercial Wildlife Licence
Status	Granted	Version	2
		Managed by	Peter Pan

The nominated person in charge is now able to access this licence.

## 6 How to revoke the person in charge access to dealer licence

To discontinue a previously nominated person in charge access to a dealer licence, navigate to **My Records > Permits**.

Select the dealer licence and click on the **Agent Permit Management** button in the top right-hand side.

Permit Reference: WA0002596 | Version: 2

Summary Permit Returns Financial Summary Online Order History Related Actions

MODIFY PERMIT AGENT PERMIT MANAGEMENT

### General Information

Permit Number	WA0002596	Authority type	WA
Industry sector		Expiry date	31/12/2021
Effective Date	14/02/2020	Permit Type	Commercial Wildlife Licence
Status	Granted	Version	2
		Managed by	Peter Pan



The **Revoke Permit Access** screen is displayed with the name of the person in charge appearing beside the **Managed by** label

Permit Reference: WA0002596 | Version: 2

Summary Permit Returns Financial Summary Online Order History **Related Actions**

[SAVE DRAFT](#)

**Revoke Permit Access**

This permit is currently managed by an agent or person in charge. You may revoke this access by clicking Submit.

Permit reference WA0002596  
Managed by Peter Pan

[CANCEL](#) [SUBMIT](#)

Click the **Submit** button to revoke access.

From that point, the person in charge nominated can no longer view the dealer licence when they login to *Macropods Online* but they remain the nominated person in charge on the licence.

*Note: Nominating a new Person in Charge using their CRN as shown in section 3 will automatically revoke the access of any previously nominated Person in Charge.*

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For more information on the Macropods Online please contact the Macropod Management Unit team:

Phone: 07 4530 1254  
Email: [mmp@des.qld.gov.au](mailto:mmp@des.qld.gov.au)