

## How to User Guide

### Dealer – How to apply for a macropod 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 to Macropods Online

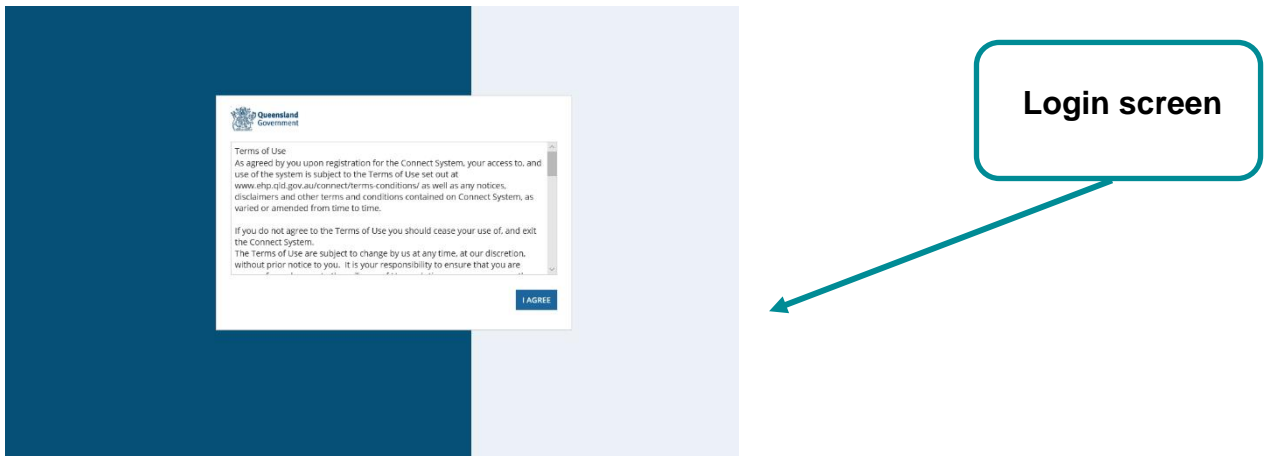
The Department of Environment and Science has a user-friendly digital platform for managing macropod services allowing macropod licence holders to apply for licences, pay fees, and order tags.

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.

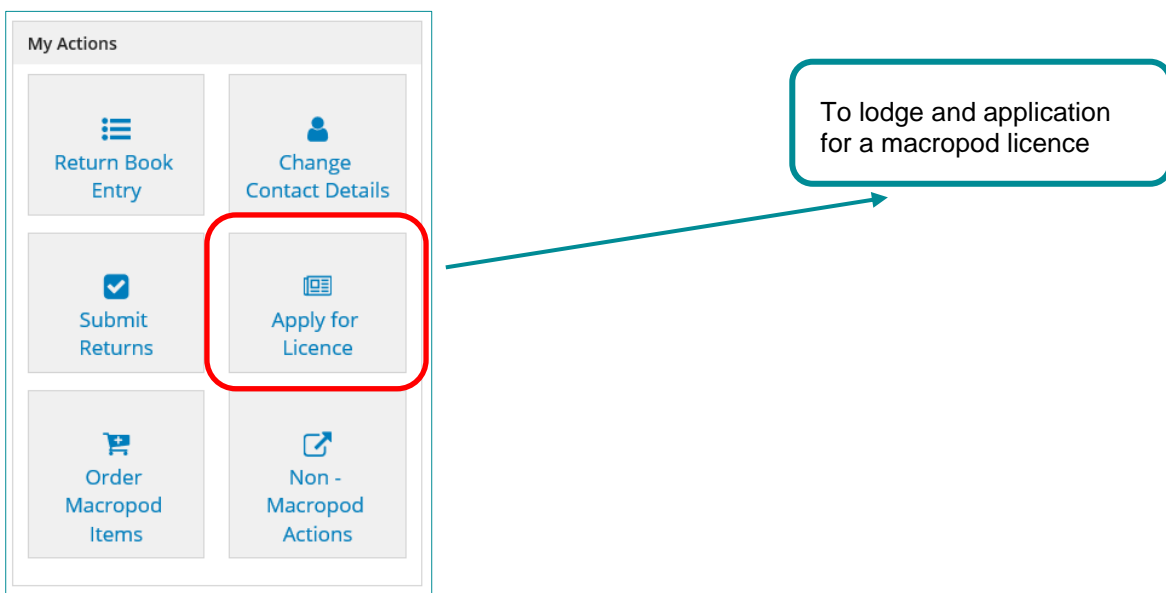
## 2 Have you registered for an online account?

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 Macropods Online – Apply for licence



Click the **Apply for Licence** action button from home tab.

Click **Accept** to accept the Terms and Conditions.

Ensure there is a tick box next to the applicant.

SAVE DRAFT

WA Permit Application APP0057529

Enter Permit Applicants

Progress: Add applicants | Add activities | Add locations | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Applicants

+ Show help

	Applicant	Location(s)	Online	Principal
<input checked="" type="checkbox"/>	molt b (EHP0088112)	54 Milton St ALPHA QLD 4724	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

CANCEL NEXT

Click **NEXT**

For a **macropod dealer licence**:

- Select **Dealer Licence** from Permit drop down box.
- Select **Dealing in dead protected macropods** from Activity dropdown box.
- Select Dealer licence type (Dealing, Meat Processing or Tanning) and licence period (1 or 3 year licence) from Sub-activity drop down box.

Click **Add to Selection**.

SAVE DRAFT

WA Permit Application APP0057530

Activity Selection

Progress: Add applicants | Add activities | Add locations | Answer questions | Set effective date | Add contacts | View Summary | Add payment

Application Summary

Application Reference: APP0057530  
 Authority Type: Wildlife Authority  
 Stage: Pre-submission  
 Status: To be completed  
 Effective Date:

Select Activity

+ Show Help

Permit: Dealer Licence

Activity: Dealing in dead protected macropods

Sub-activity: For 1 year or less - Dealing

GO BACK CANCEL ADD TO SELECTION

NEXT

Click **Next**.

Note: to change the Selected Activity (licence), click on the red x from the **Remove from selection** column near the bottom right. This will remove the licence type and allow you to select another licence type.

Select **Location Type** (Physical street address, Lot Plan or GPS) from dropdown box.

Enter the address details.

Click **Search Address**.

Tick the tick box next to your address from the search results.

Click **Add**.

Click **Next**.

**PLEASE NOTE:**

1. You cannot use a PO Box for the licence premises location.

2. If your address does not appear in the search results, tick the Address not found tick box. Then enter the address details.

To enable inspection by an EHP officer please nominate the location where the wildlife will be held, this may or may not be the residential address of the applicant.

**Selected Locations**

Location Name	Location Details
<input type="checkbox"/> 54 Milton St ALPHA QLD 4724	Physical street address

**Add Location**

Location Type: Physical street address

**Address Search**

Address: 54 milton street alpha SEARCH ADDRESS

Address not found  
Select an address from the list above, or select 'Address not found'

Address:

Post code:

Suburb:

State:

Country:

ADD NEXT

https://ehptrain.apiancloud.com/sites/sites/Macropods-Online/sa0e/harvester

3. To delete the added address to select another address, tick the tick box next to the address from the Selected Locations section, then click Delete.

Click **Next**.

SAVE DRAFT

**WA Permit Application APP0057529**

Please indicate for the activities you have selected which locations they are occurring on

Progress: Add applicants | Add activities | **Add locations** | Answer questions | Set effective date | Add contacts | View Summary | Add payment

**Assign Activity to Location**

Activity	Location
Harvesting Licence Harvesting of macropods For 1 year or less	<input checked="" type="checkbox"/> 54 Milton St ALPHA QLD 4724

GO BACK CANCEL NEXT

If you are applying for a **meat processing** site you will be directed to upload your Safe Foods Qld Certificate. See section 4.  
 Then return to the following steps:

Enter the harvest period year you are applying for.

Click **Next**.

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HARVESTER DEALER

SAVE DRAFT

### Permit Application

Questionnaire on Harvest Year

Permit Application Reference - Complete Harvest Year: APP0057529

[View Dashboard](#)

#### Permit Application Questions

Question 1 of 1

What harvest year are you applying for? Please specify the starting harvest year.

Year \*

2021

GO BACK CANCEL NEXT

Answer the following question related to convictions:

During the past 3 years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992; or (b) an animal welfare offence under the Animal Care and Protection Act 2001; or an offence relating to wildlife against another Act; or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?" "Note: A conviction includes a plea of guilty or a finding of guilt by a court even though a conviction is not recorded.

Note: Does not include simple traffic offences such as parking or speeding infringements.

Click **Next**.

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HARVESTER DEALER

SAVE DRAFT

### Permit Application

Questionnaire on Wildlife Suitability(macropod)

Permit Application - Complete Wildlife Suitability(macropod): APP0057529

[View Dashboard](#)

#### Permit Application Questions

Question 1 of 1

During the past 3 years, have you been convicted of: (a) an offence against the Nature Conservation Act 1992; or (b) an animal welfare offence under the Animal Care and Protection Act 2001; or an offence relating to wildlife against another Act; or an offence, however described, equivalent to an offence mentioned under (a) or (b) in another state or country?" "Note: A conviction includes a plea of guilty or a finding of guilt by a court even though a conviction is not recorded.

Note: Does not include simple traffic offences such as parking or speeding infringements.

Yes (You will be contacted by an assessment officer)

No

GO BACK CANCEL NEXT



Select **Person in Charge (PiC)** details (Same as applicant, Alternate person in charge – create new, or Alternate person in charge – Find existing using Customer Reference Number (CRN))

- If 'Same as applicant' is selected the contact details will be automatically completed.
- If 'Alternate person in charge – Find existing using Customer Reference Number (CRN)' is selected:
  - Enter the CRN of the PiC and either email or phone number.
  - Click **Validate**.
 The PiC details will automatically be completed.

Click **Next**.

The screenshot shows the 'Permit Application' interface. The 'Person in Charge' section is highlighted with a red box. It contains the following text and options:

**Person in Charge**  
 Details of the person nominated to be in charge of the activity where the authorised activity is to be undertaken.  
**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)\*: [Input field with value: EHPO088116] [VALIDATE button]

Email Address: [Input field with value: moid@mailinator.com]

Phone Number: [Input field]

**Person in Charge Details**

Title: Mr	Mobile Phone:
First Name: moid	Home Phone: +61 07 1111 1111
Middle Name:	Office Phone:
Surname: d	Residential Address: 54 Milton St ALPHA QLD 4724 Australia
Date of Birth: 03/06/2002	Postal Address: 54 Milton St ALPHA QLD 4724 Australia
Email Address: moid@mailinator.com	

At the bottom of the form, there are 'GO BACK' and 'CANCEL' buttons on the left, and a 'NEXT' button on the right, both highlighted with red boxes.

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 9.

Select **Application Contact Details** (Same as applicant or alternative contact details)  
 If 'Same as applicant' is selected the contact details will be automatically completed.

Click **Next**.

**Permit Application**

Application Contact Details

Nominate Application Contact Details \*

Same as applicant

Alternate contact details

\* Name or Position molt b

\* Primary Phone 0411111111 \* Email Address moltb@mailinator.com

Secondary Phone

GO BACK CANCEL **NEXT**

### Upload Documents screen:

It is not mandatory to upload any documents at this screen.

To upload any supporting documents:

- Select the **Document Sub Type** for the relevant document you are uploading.
- Click **Upload** from the **Select document** field.
- Navigate to the document and click open.
- Click **Upload Document**.

Click **Next**.

**Upload documents :APP0057531**

Instructions

Please provide any of the below documentation that may assist your application. It is not mandatory to upload any further documents. Select 'Next' if you do not wish to upload any further documentation.

Supporting Documents

Documents

Document Name	Classification
No items available	

Upload

Document Type Application Supporting Document

Document Sub Type Supporting Documents

Document Name

Select Document **UPLOAD** Drop file here

**UPLOAD DOCUMENT**

GO BACK CANCEL **NEXT**

## View summary details screen

Click **Proceed to Payment**.

**Permit Application**  
Review Screen

Progress: Add applicants | Add activities | Add locations | Answer questions | Set effective date | Add contacts | Upload documents | **View Summary** | Add payment

**Applicant Details**

Applicant	Address	Online
molt b (EHP008112)	54 Milton St ALPHA QLD 4724	<input checked="" type="checkbox"/>

**Activity Location**

Activity	Location Reference	Location Name
Dealer Licence Dealing in dead protected macropods For 1 year or less - Meat Processing	LOC022591	2 Hood St CHARLEVILLE QLD 4470

**Wildlife Suitability(macropod)**

**Harvest Year**

**Contact Details**

Contact Name: molt b  
Phone Number 1: 0411111111  
Email Address: moltb@mailinator.com

**Documents**

Download	Name	Reference	Type	Subtype	Date created
	Safe Foods Qld Certificate	DOCC0505435	Application Supporting Document	Safe Foods Qld Certificate	09/12/2020 12:20

Buttons: [GO BACK](#) [CANCEL](#) [PROCEED TO PAYMENT](#)

Once you have input your payment details, select **PAY NOW**.

**Payment for Application APP0057529**

**Invoice Item Details**

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Harvesting licence for macropods - For a term of 1 year or less	79.95	79.95		\$79.95

**Total Amount Payable** **\$79.95**  
The total price includes GST of: **\$0.00**

We accept all major credit cards: **MasterCard, Visa and Amex**

Please enter your card details below to proceed with payment

Card Number:

Expiry Date: MM  YY

CVN:

Buttons: [PAY LATER](#) [PAY NOW](#)

You can also select to **Pay Later**.

Click **Submit**.

Macropods Online - Queensland Government

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Payment for Application APP0057529

Quantity	Description	Unit Price (incl GST)	Total (excl GST)	GST	Total
1	Harvesting licence for macropods - For a term of 1 year or less	79.95	79.95		\$79.95

**Total Amount Payable** **\$79.95**  
The total price includes GST of: **\$0.00**

Click on **Submit** below, to complete your purchase.

Your Payment was successful  
A copy of your invoice will be sent to your email address.  
You can also view your invoice online via your transaction history

**SUBMIT**

#### 4 Meat processing applicant to upload Safe Foods Qld Certificate

If you are applying for a **meat processing** site you will be directed to upload your Safe Foods Qld Certificate during the application process. The following is instructions on how to complete this section.

Click **Upload** from the **Select document** field.

Navigate to the document and click open.

Click **Upload Document**.

Click **Next**.

Macropods Online - Queensland Government

Upload documents :APP0057531

Permit Application APP0057531

Instructions

Please upload the below documents:  
- Safe Foods Qld Certificate

Documents

Document Name	Classification
No items available	

Upload

Document Type Application Supporting Document

Document Sub Type Safe Foods Qld Certificate

Document Name

Select Document UPLOAD Drop file here

UPLOAD DOCUMENT

CANCEL NEXT

## 5 How to resume an application that has not been lodged or access the application when Pay Later was selected

If you have exited the application process by closing the internet browser or selected **Pay Later**, you can return to the application or payment screen by selecting the item **My Incomplete Actions** list from the Macropods Online **Home** screen.

The screenshot shows the Macropods Online Home interface. At the top, the user is identified as 'molt b' (Customer Reference Number (CRN): EHP0088112, Harvester). The main navigation bar includes 'Home' and 'My Records'. On the left, there are 'My Actions' buttons: Return Book Entry, Change Contact Details, Submit Returns, Apply for Licence, Order Macropod Items, and Non-Macropod Actions. The central area displays 'My Orders' (No items available) and 'My Pending Permit Applications' table.

Permit Application Reference No	Lodgement Date	Permit Type	Principal Applicant	Activity Location Name	Status
APP0057529		Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	▶
APP0056060	06 Aug 2020	Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	🕒
APP0056058	06 Aug 2020	Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	🕒
APP0056056	06 Aug 2020	Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	🕒
.....	.....	Harvesting	...	2 Hood St CHARLEVILLE QLD	⬇

The 'My Incomplete Actions' section is highlighted with a red box and contains the following data:

Name	Date
Payment for Application APP0057529	09 Dec 2020 09:44 AM

## 6 How to Cancel your application or Go Back to edit details

Prior to payment you may cancel your application at any stage by clicking **Cancel** at the bottom left of the screen.

You can **Go Back** at any stage prior to payment to edit application details



## 7 How to view your licence application status on Macropods Online

To view your licence application status, go to **Home > My Pending Permit Application**.

The screenshot shows the Macropods Online interface for a user named 'molt b' (Customer Reference Number: EHP0088112). The 'My Pending Permit Applications' table is as follows:

Permit Application Reference No	Lodgement Date	Permit Type	Principal Applicant	Activity Location Name	Status
APP0057529		Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	
APP0056060	06 Aug 2020	Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	
APP0056058	06 Aug 2020	Licence	molt b	54 Milton St ALPHA QLD 4724	
APP0056056	06 Aug 2020	Harvesting Licence	molt b	54 Milton St ALPHA QLD 4724	

Callouts in the image identify the 'Lodgement Date' and 'Status' columns.

Hover over the status icon to view what the status is.

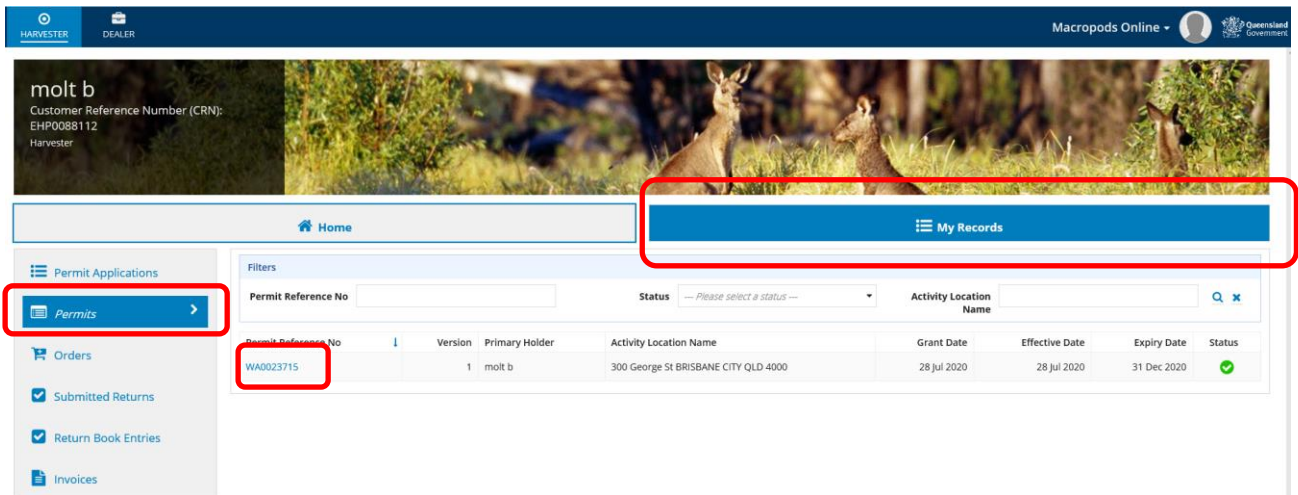
## 8 Viewing and accessing your approved licence

Once the licence is approved /refused Macropods Online will send you an email to notify you of the decision.

To view your approved licence, go to **Records > Permits**.

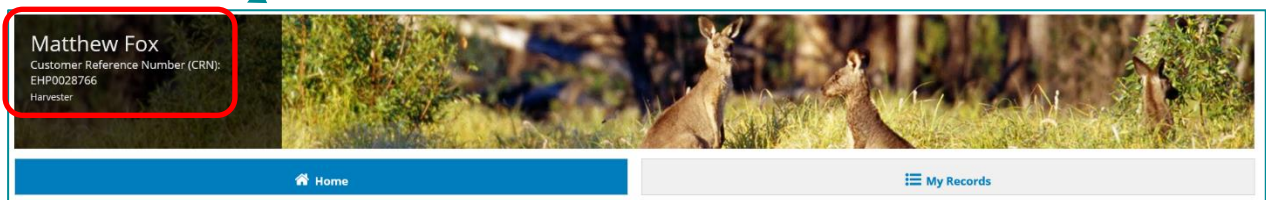
Here you will see a list of your permits.

To view your licence details, click on the **permit reference number** for the relevant harvest period (view effective date and expiry date column to check which harvest period/s licence is for)



### 9 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.



### 10 Nominating and granting Person in Charge access to enter returns for the permit

The CRN is required to grant the PiC access to the permit to enter returns. See section 5 of the 'Macropods Online User Guide – Dealers – Nominating Person in Charge access to enter returns'.

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)