

# **How To: Transfer Animals**

# **Step One:**

The member login can be accessed from <a href="www.wagyu.org">www.wagyu.org</a> by clicking on the 'Digital Beef Sign In' icon at the top of the screen.

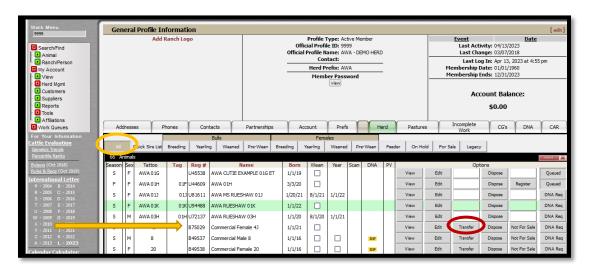
Note: The 'Members Only' tab is used for viewing board meeting minutes.



#### **Step Two:**

Once you are logged into Digital Beef you will click on the 'All' button. This will bring up a list of your animals. Go to the animal you would like to transfer, click the 'Transfer' button' on the far right of the animal.

Note: The 'transfer' button will change to 'Queued.'

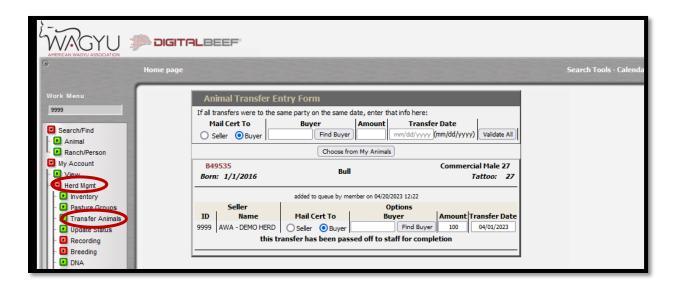




## **Step Three:**

From the 'Herd Mgmt' tab click on 'Transfer Animals'. The Animal Transfer Entry Form will populate with the animals' information for those that had been queued via the main herd list. Complete the remaining fields of the form, including:

- Buyer membership number (if applicable, see Step Five if buyer is non-member)
- Percentage of animal you have sold. (Most cases are 100%, 50%, or 25%)
- Date of transfer.

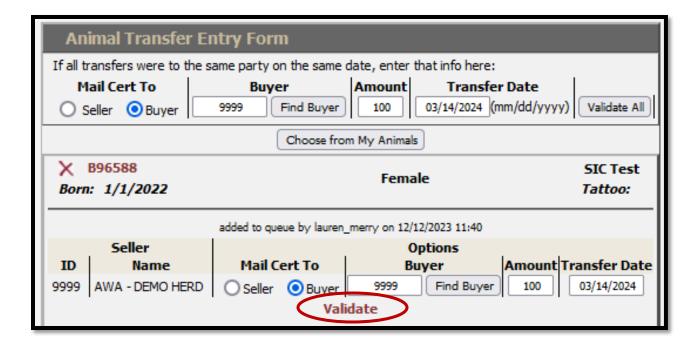


Note: If you are transferring multiple animals to the same buyer, you can fill out the top portion of the form and click 'Validate All' to apply the transfer information to all animals. If multiple animals were sold to different parties, then the animal transfer will need to be completed for each individual animal.



## **Step Four:**

Once you have entered all transfer information, click the 'Validate' button for each animal in the form. Verify that the buyer's name appears correct. Once all animals have been validated, click the 'Flag as Complete' button at the bottom of the table.



#### **Step Five:**

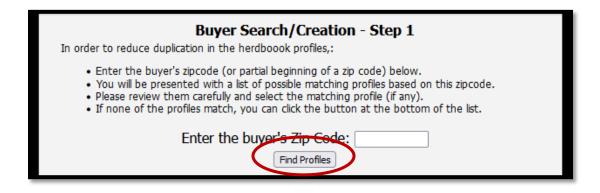
If the buyer is a non-member, do not enter a number in the Buyer field. Click 'Find Buyer' and follow the steps below.





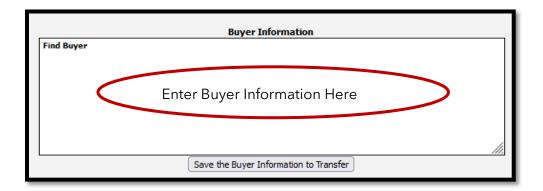
# **Step Six:**

Enter the Zip Code of the buyer. Click on 'Find Profiles'.



### **Step Seven:**

If an existing profile does not come up that matches your buyer's information, click "Enter Buyer Information". You will need to enter the name or company name of your buyer and a valid mailing address. If you have a phone number or email, this can be entered as well. Click "Save the Buyer Information to Transfer" once entered.





## **Step Eight:**

Enter the transfer date, click 'Validate' and 'Flag as Complete'.



# **Step Nine:**

Once Flagged as Complete, an email notification will be sent to the AWA for staff that a transfer request has been submitted. The request will be reviewed and the invoice for transfer fees sent to the seller.

After the transfers have been processed, buyers that are members can print the updated registration certificate via Digital Beef or request a hardcopy from the AWA office for a fee. Staff will mail a copy of the registration paper(s) to non-members.