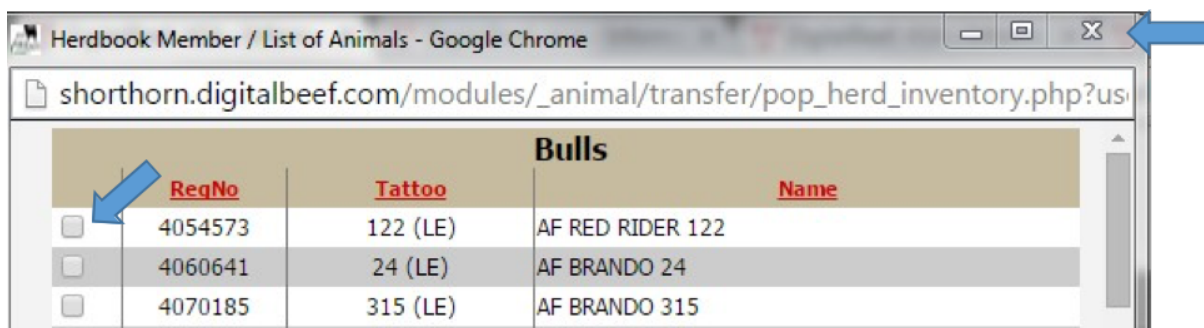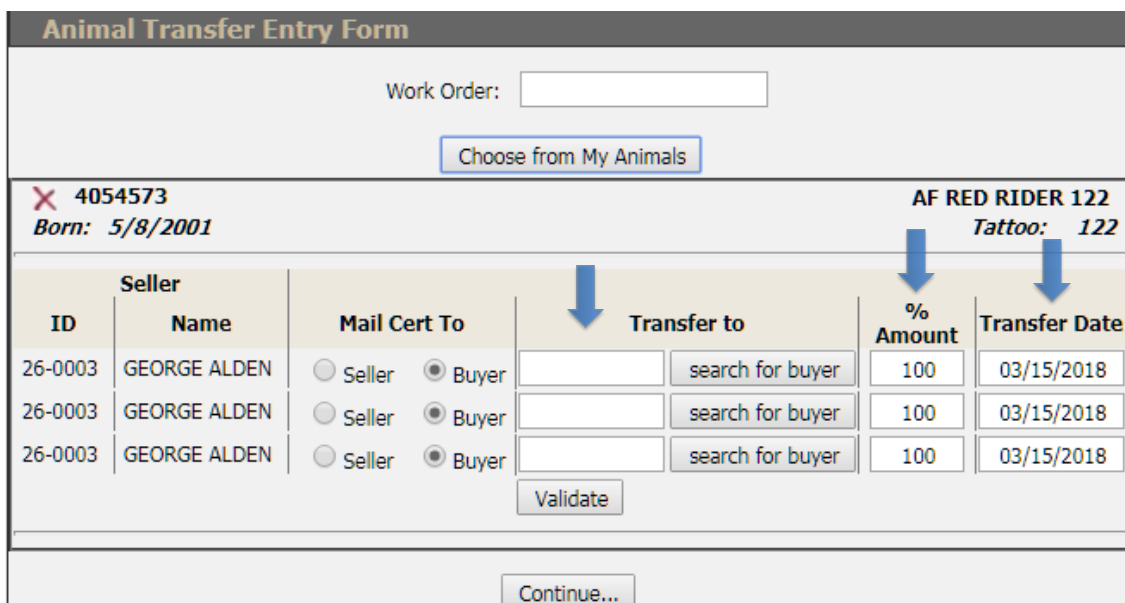# Transferring Cattle

1. To make an Animal Transfer Entry Form go to My Account > Herd Mgmt > Transfer Animals. (Located on the left hand menu)



2. To select animals from your herd to transfer click **Choose from my animals.** A pop-up box will open that contains your active bulls, females and steers.

3. Click on the box next to each animal you would like to transfer and the animal will be added to the transfer entry form. Close the pop-up box once you have added all of the animals to the transfer entry form.



4. If you know the membership number for the person you are transferring the animal to enter the member number, percentage of the animal you wish to transfer and the transfer date.
   a. Do not enter the percentage sign after the number.
   b. If you are only transferring to one person you only need to fill out the top line.

5. If you don't know the member number that you are transferring to, click the gray box labeled **search for buyer** to conduct a search by zip code. Enter the zip code of the buyer and then click **Find Profiles**.



6. Select the desired buyer from the list, if the buyer is not listed create a new profile by click **Create New Profile** located at the very bottom of the listed names. Please look closely at the buyer list before creating a new profile to avoid duplicates in the registry.



7. Enter the new buyer information and click **Run Standardization** to verify the address, then click **Save Profile**.

8.  Once you have Saved Profile, you will need to click the gray box labeled search for buyer again to search for the profile you just created. Select the box to the left of the members name, once you click the box the member number will appear in the **Transfer to** box.



9.  Once all of the information for the new buyer is filled out (percentage and transfer date) click **Validate**, if everything is correct there will be a green check mark and you can then click **Continue.**



## Entering Breeding Information

10. If the animal is bred **Before you click Continue** you will click **Enter/Verify Breeding** to enter the breeding information on the female.
11. Once the breeding information is entered you will need to click **Validate** for each bull that is entered.
12. If all breeding information is entered, you can then click **Continue** to complete the transfer.