

### How to Do Your WHR Assessments Online:

- 1) Go to shorthorn.org, select the **Click Here to Login** link and use your member number and password to login to the registry.
- 2) On the left menu Click Herd Mgmt
- 3) Click Inventory
- 4) On this page click the **Assessment-(Year)** tab in the upper middle area of the screen.
- 5) If no changes need to be made to this list, click **Mark My Assessments as Complete** in the upper right hand corner.
- 6) If you need to dispose of any animals, click the **Dispose/Exempt** link to the right, choose a disposal code from the drop down box, and click **save**.
  - a. If you are keeping the animal in your herd don't click the link – Not choosing a disposal code will leave the animal active. (if you make a mistake before saving, click **cancel**)
  - b. Once you have gone through your list, click **Mark My Assessments as Complete**, which is located in the upper right hand corner.
- 7) Do not leave this page. Once the assessment is complete you will be redirected to your General Profile Page where your balance due will be displayed. You can pay your balance by clicking on the red **Pay Online Now** button.
- 8) If paying before January 9 at 11:59 p.m. a discount of \$4 will be applied in the payment processing window.