PIC Registration and Amendment System (PRAS)

PIC Renewal Guide

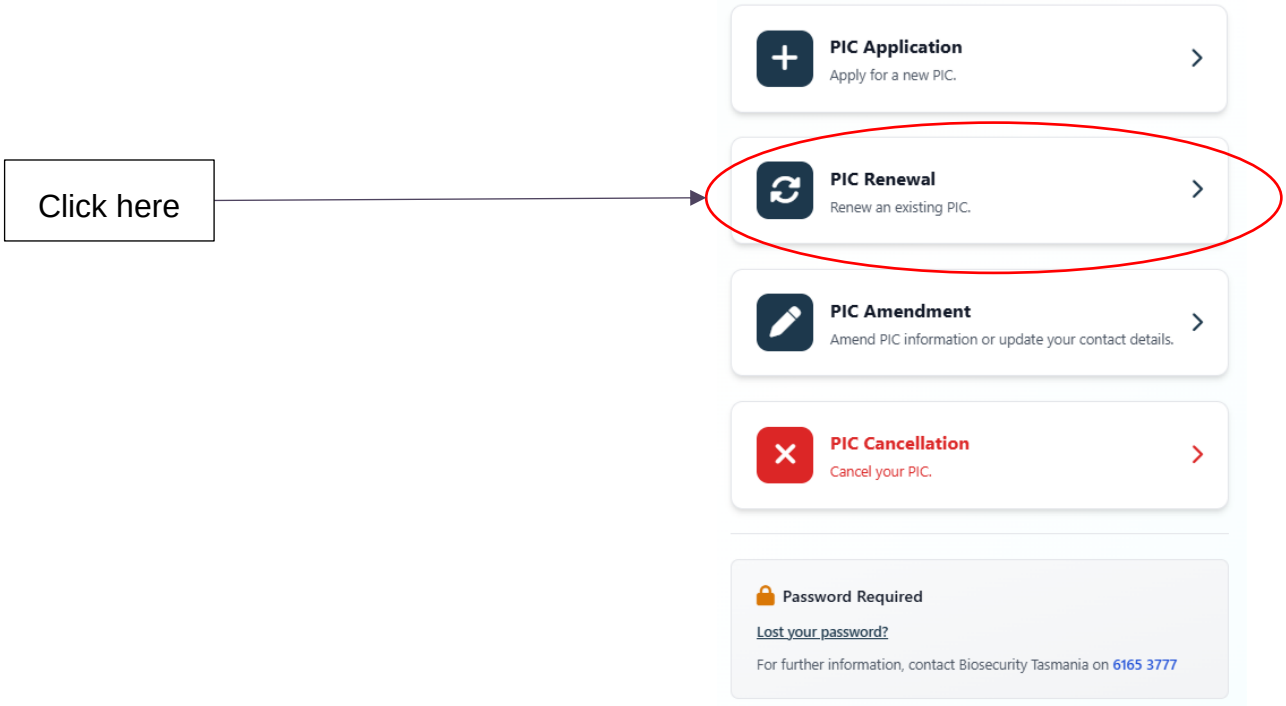
Step 1: Getting Started

Visit the Property Registration and Amendment Page.

Link: [Home | PIC Registration and Amendment System]

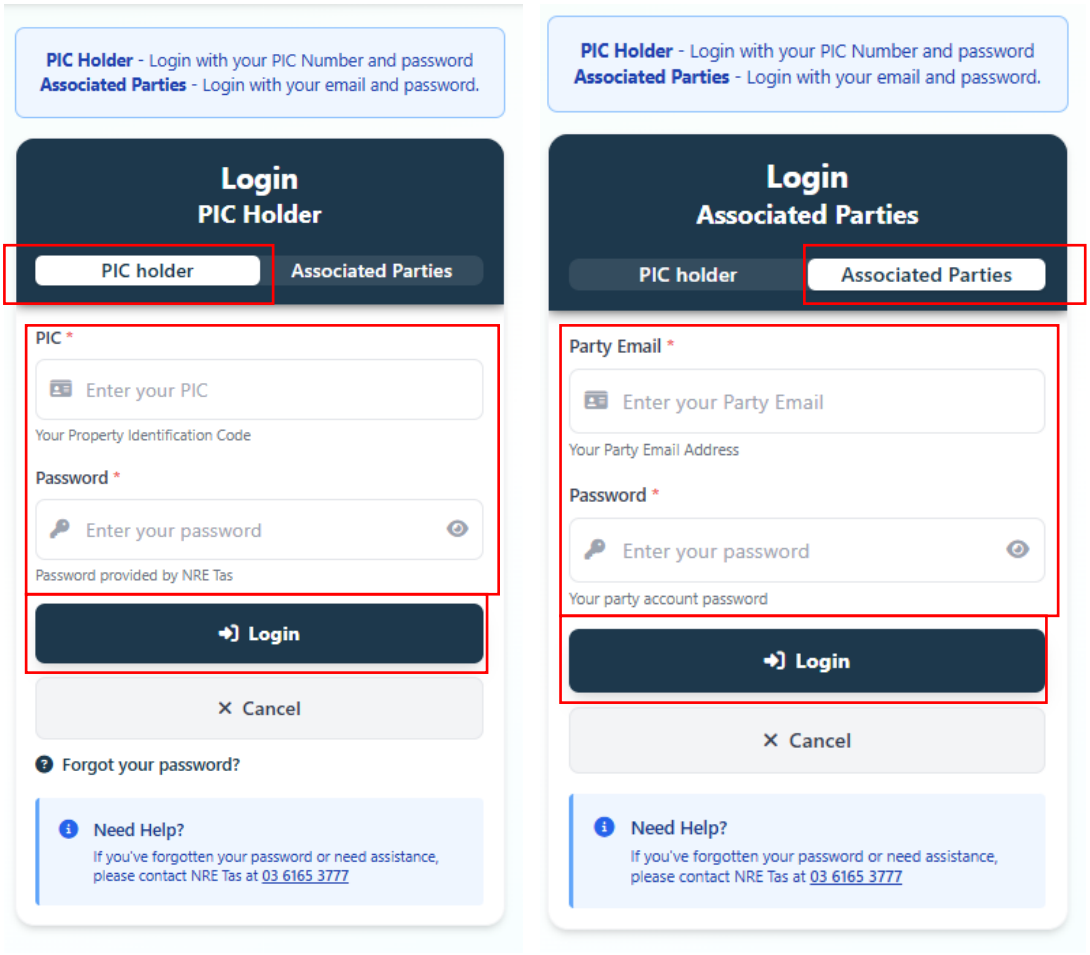
Step 2: PIC Renewal Application

On the right-hand side of the screen click ‘PIC Renewal’.



Step 3: Login

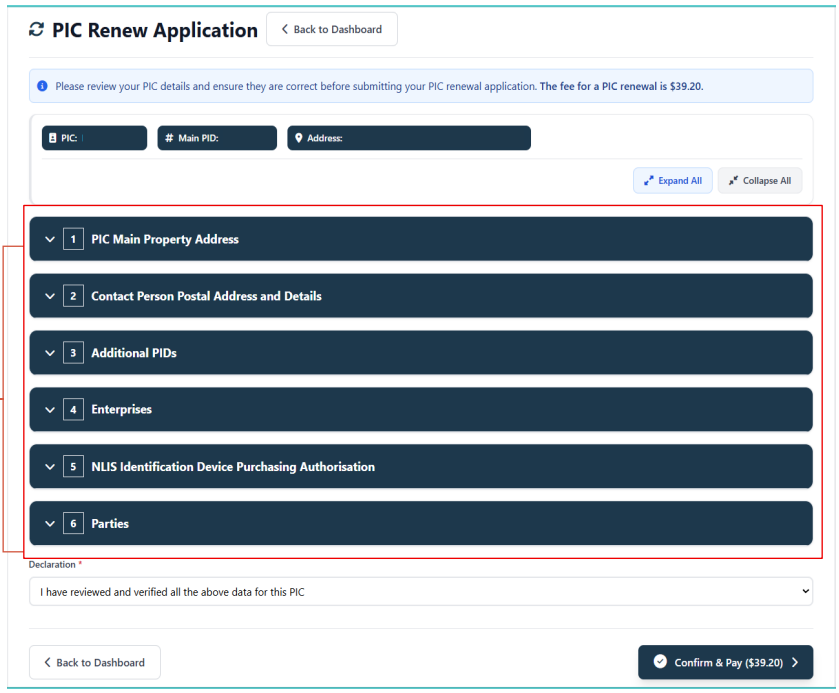
- If you are a PIC Holder, click the PIC Holder tab, login with your PIC Number and Password. Click ‘Login’. PIC holders are people who had the PIC created.
- If you are an associated party, click the Associated Parties tab and login with your Email and Password. Click ‘Login’. Associated parties are people who have been added to the PIC by the PIC holder.



- If your PIC is due for renewal, you will be taken straight to the PIC Renewal Application page. If your PIC is not due for renewal, you will go to the main dashboard of the PIC.
- Note: The fee for a PIC renewal is $39.20. A PIC renewal will last 3 years.

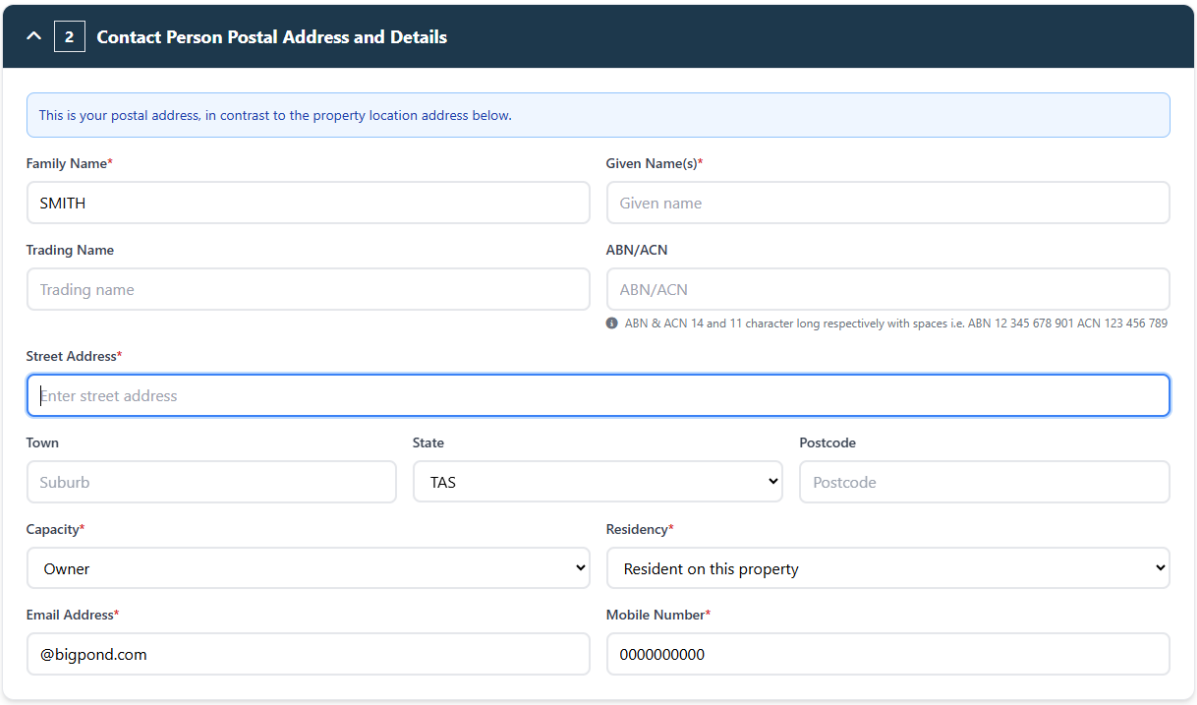
Step 4: PIC Renewal Application

Expand all sections, review and update your details



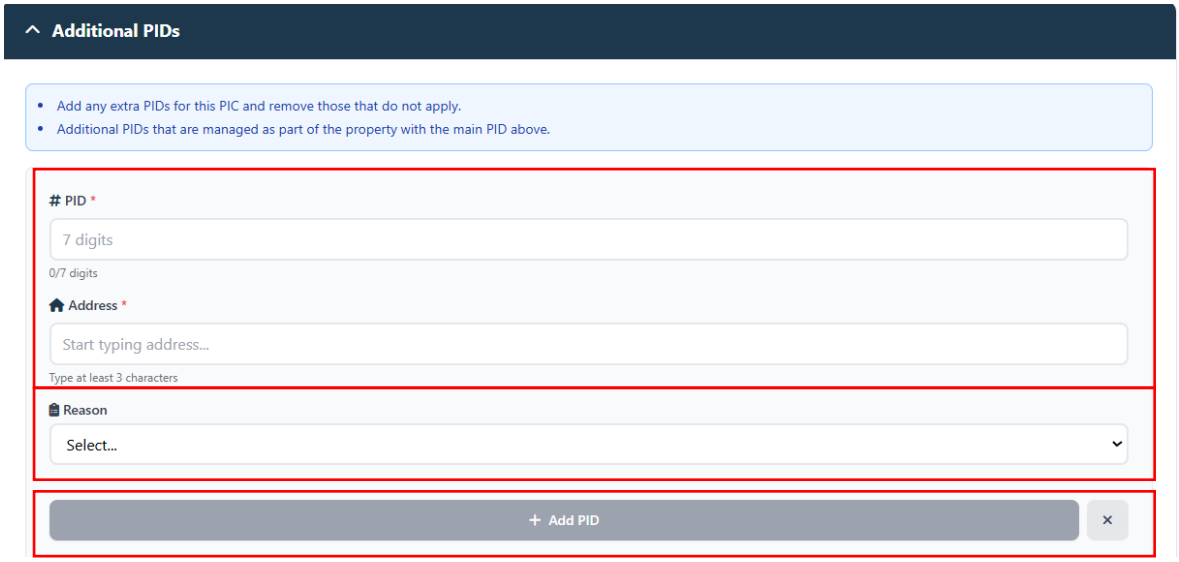
Step 4.1: Review and Update Contact Person Postal Address and Details

- Review the 'Contact Person Postal Address and Details' section.
- Make any required changes by clicking in the boxes and entering the updated details.

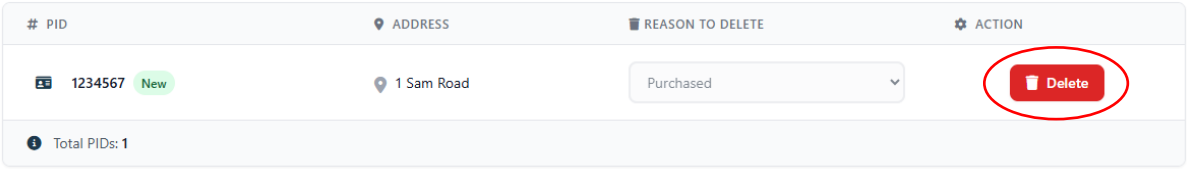


Step 4.2: Review additional PIDs on your PIC (if any) or add new PIDs if required

- Add new properties by entering the Property ID (PID) and address of the property you would like to add to the PIC. Any additional PIDs must be in the same municipality as the main property of the PIC.
- Select the reason for adding the property to the PIC using the drop-down menu.
- Click '+ Add PID'.

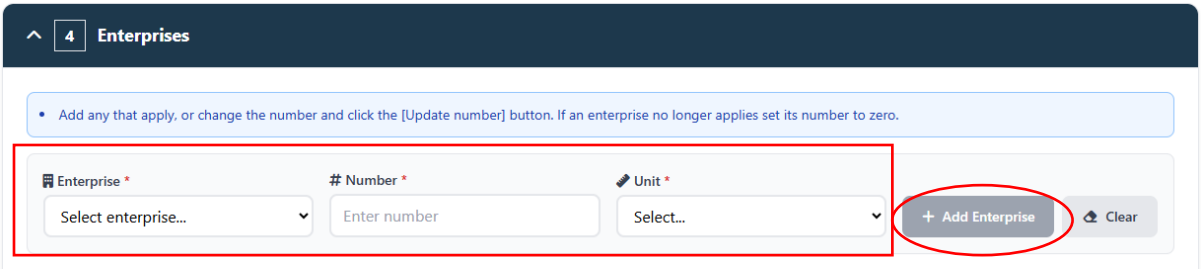


- Review the list of additional properties (PIDs).
- Delete any PIDs that need to be removed from the PIC by clicking the 'Delete' button.



Step 4.3: Update Property Enterprises

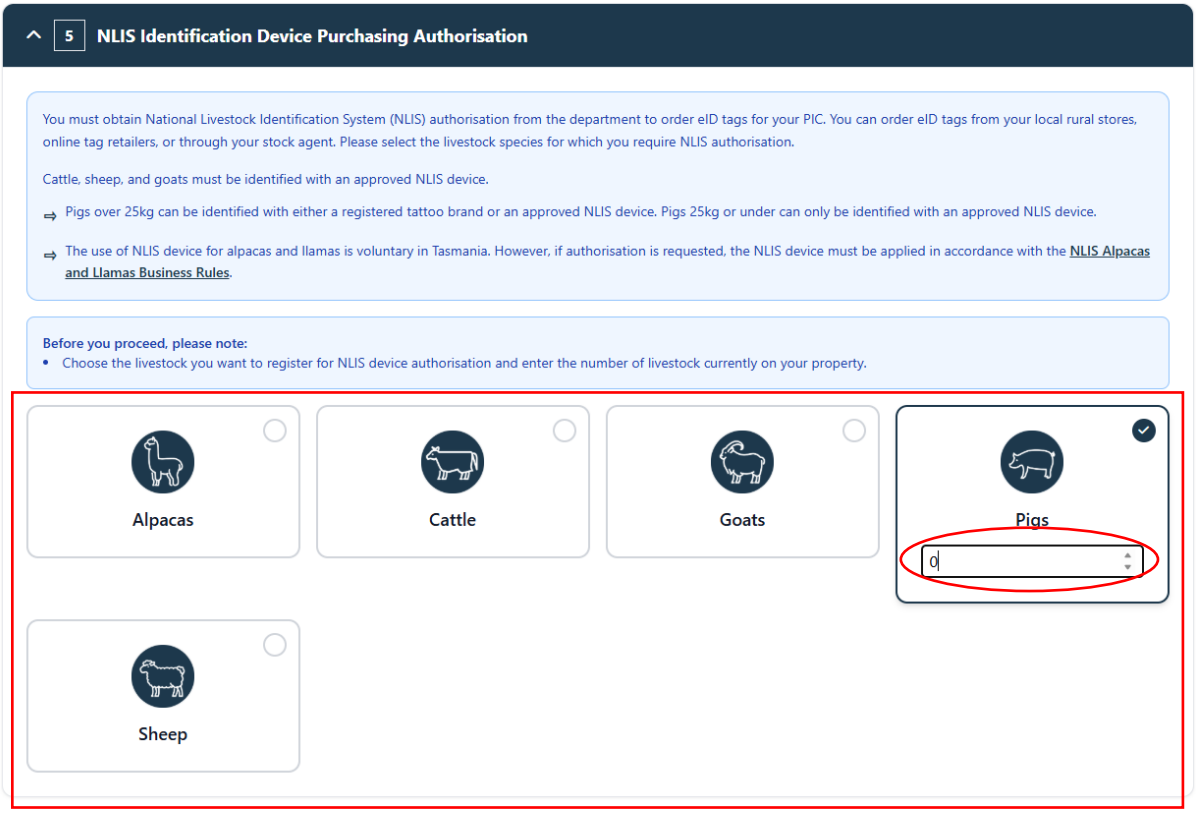
- Add any additional products or enterprises (e.g. walnut trees).
- Complete the following fields:
  - Enterprise: Type of farming activity
  - Number (#): Quantity
  - Unit: Measurement type (e.g. number of animals, trees)
- Click on Add Enterprise (multiple can be added one at a time)



- If an enterprise is no longer on the property, set the number to zero using the arrows in the # Number box and click ‘Update Number’.

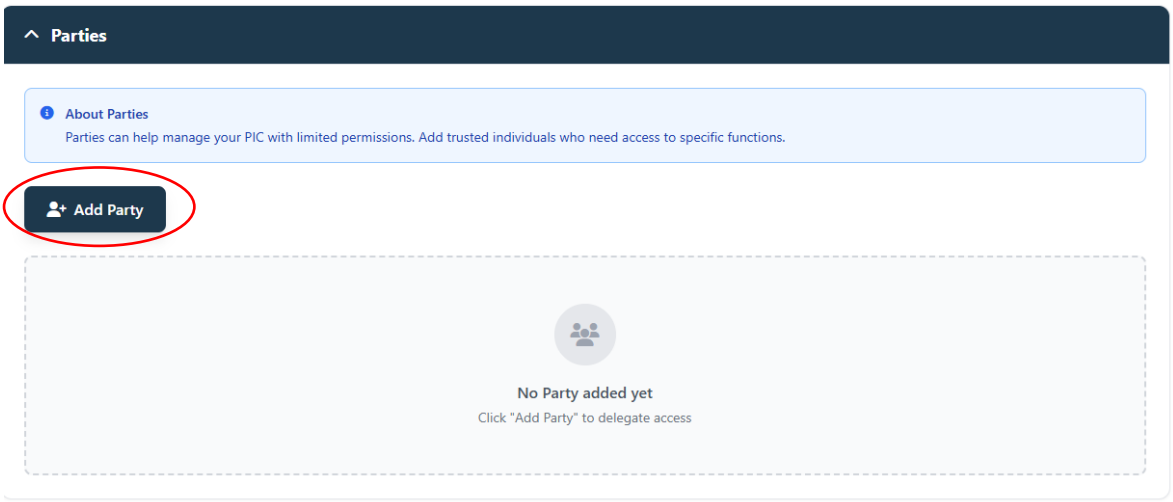
4.4 Update NLIS Identification Device Purchasing Authorisation

- Select the livestock you want to register for NLIS authorisation by clicking on the livestock box and enter the number of livestock currently on your property using the arrows.

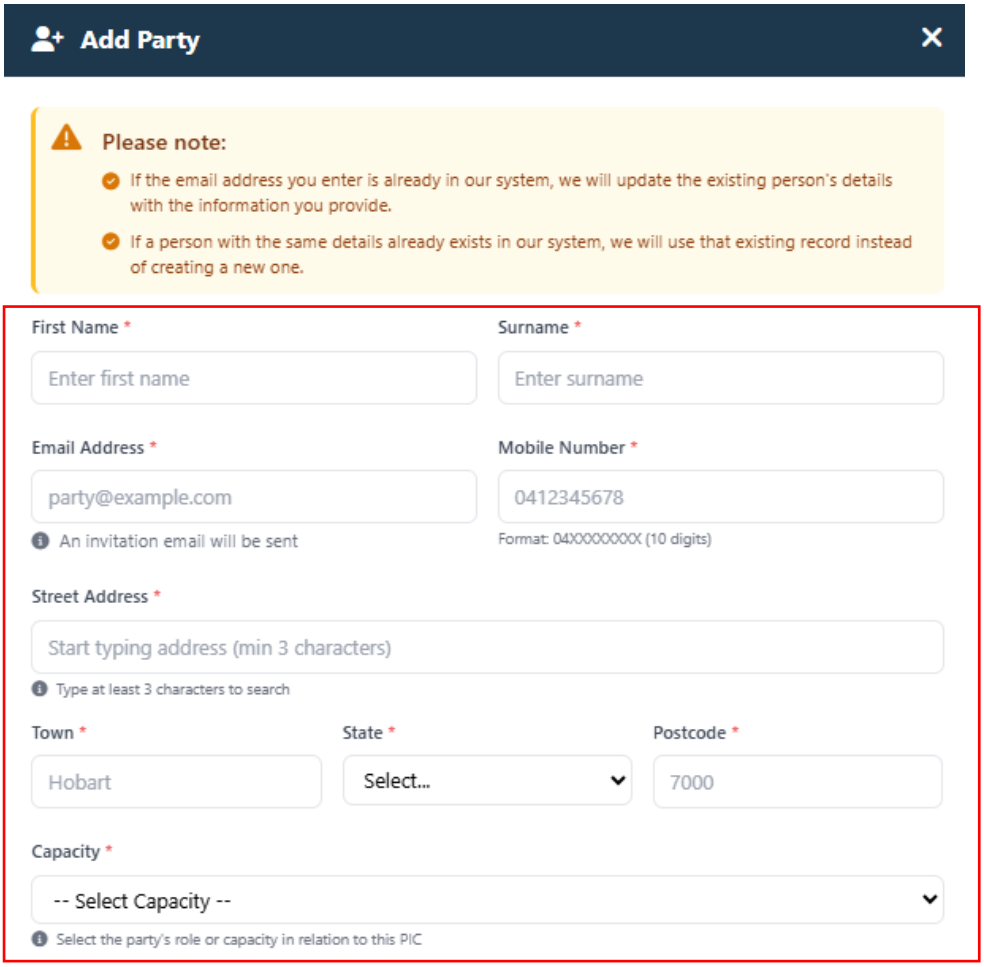


Step 4.5: Review or add new parties to your PIC (as required)

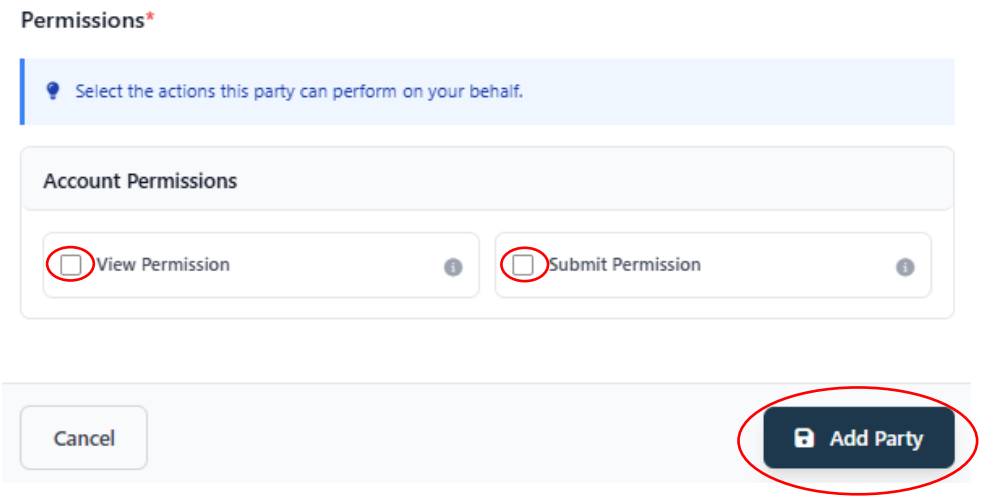
- If you want to add trusted people to the PIC, click on ‘Add Party’. Parties can be added to help manage a PIC and will be provided their own login details.



- Enter Name, Email Address, Mobile Number and Street Address.
- Select Capacity from drop-down box.



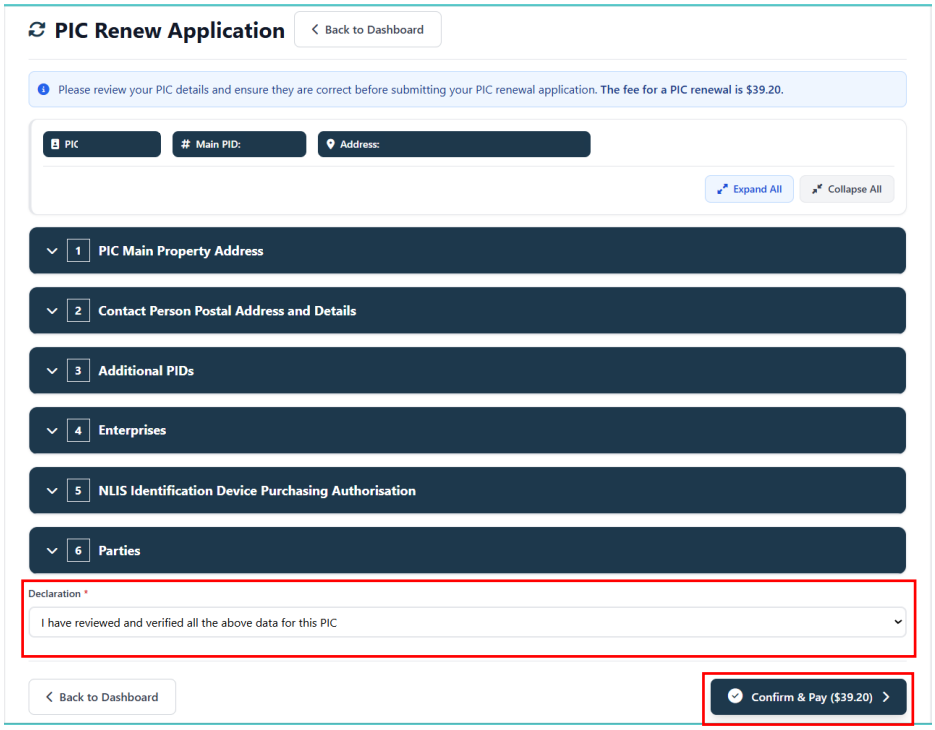
- Select the type of permission for the person you are adding by clicking the appropriate tick box/es.
    - **View Permission** allow the user to login and update their contact details
    - **Submit Permission** allows the user to login and submit all online applications for the PIC account



- Click Add Party.
- **Note:** Multiple people can be added to a PIC one at a time.

Step 4.6: Declaration

- Select that you have reviewed and verified the application in the declaration drop-down box.
- Click on Confirm your changes.

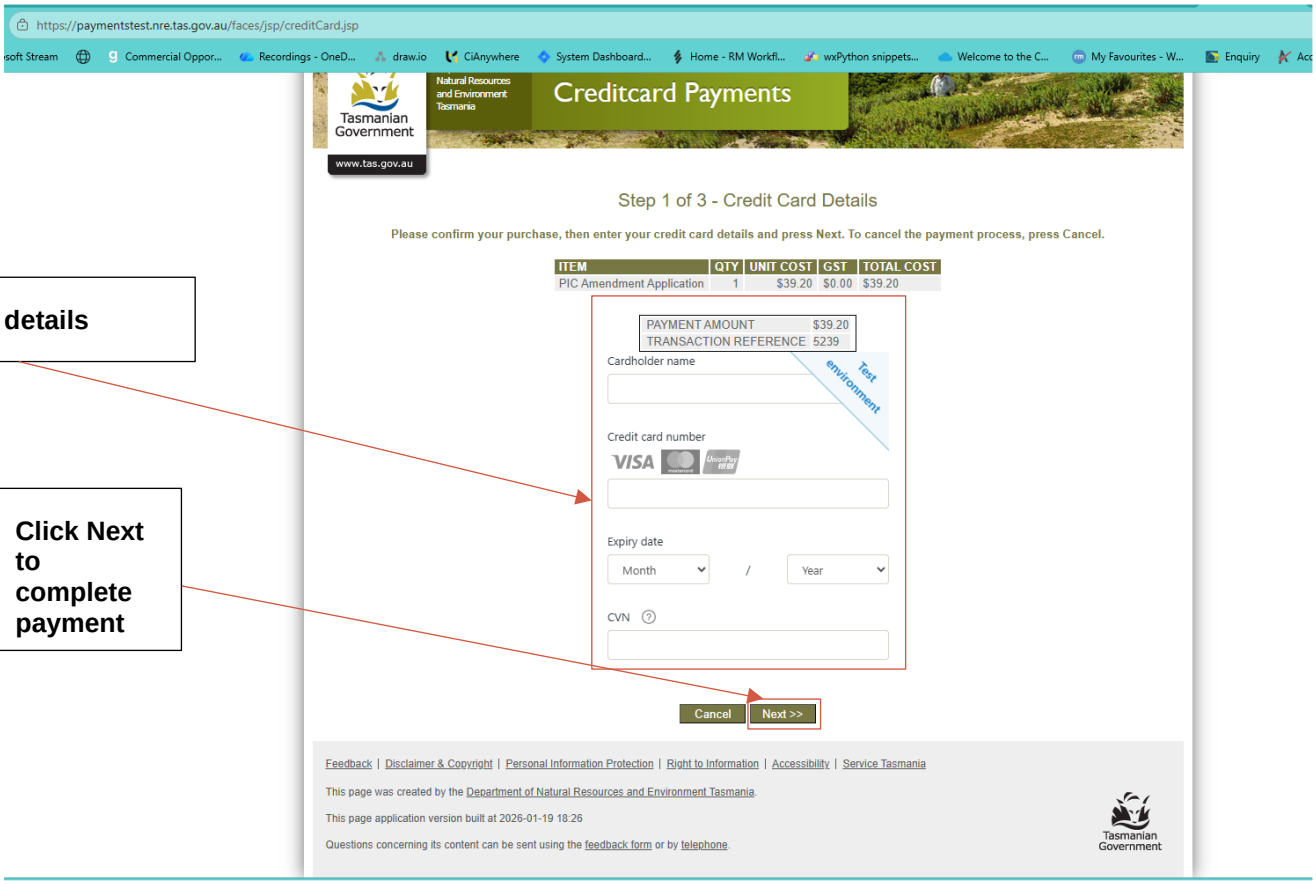


Click confirm and pay button

Payment

Step 5: Enter Payment Details

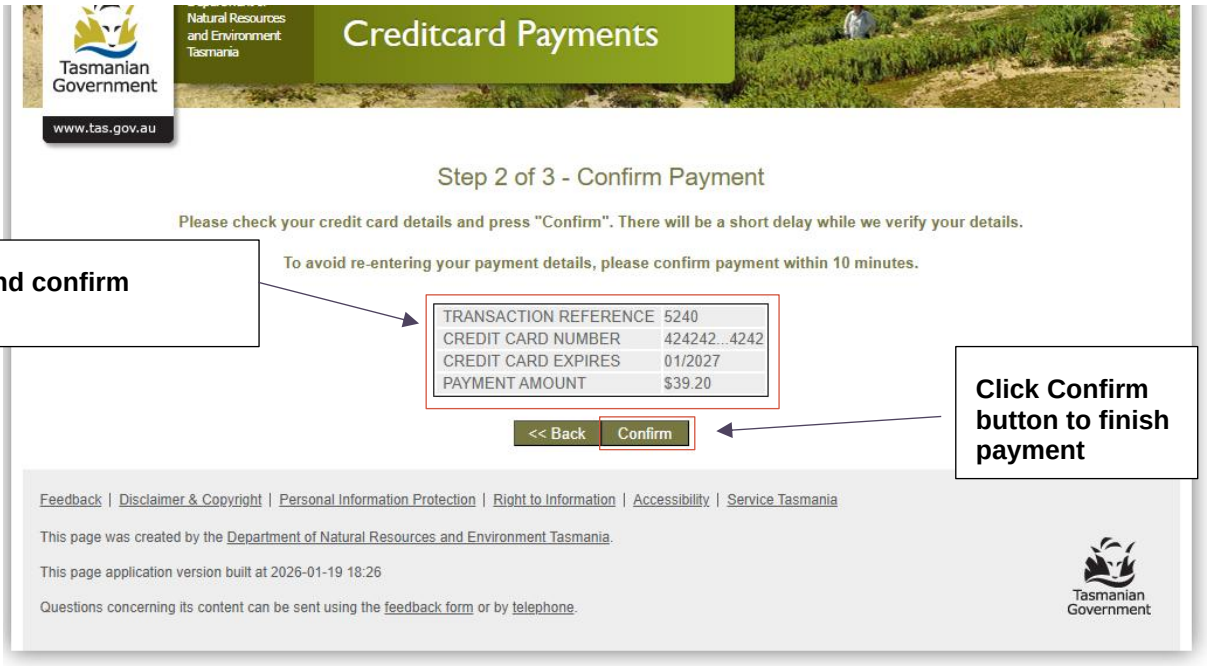
- Enter your credit card details and click ‘Next’ to review and submit payment.



Enter card details

Click Next to complete payment

- Confirm payment by clicking the confirm button

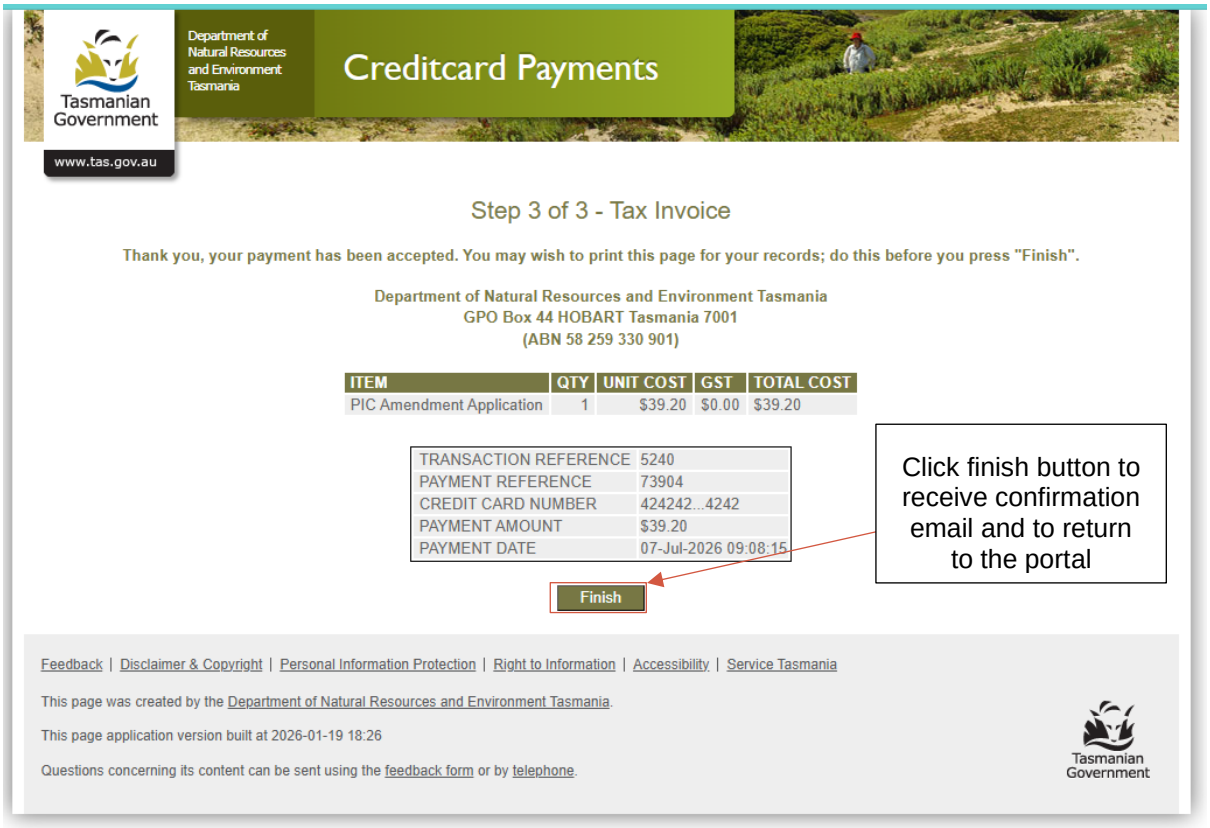


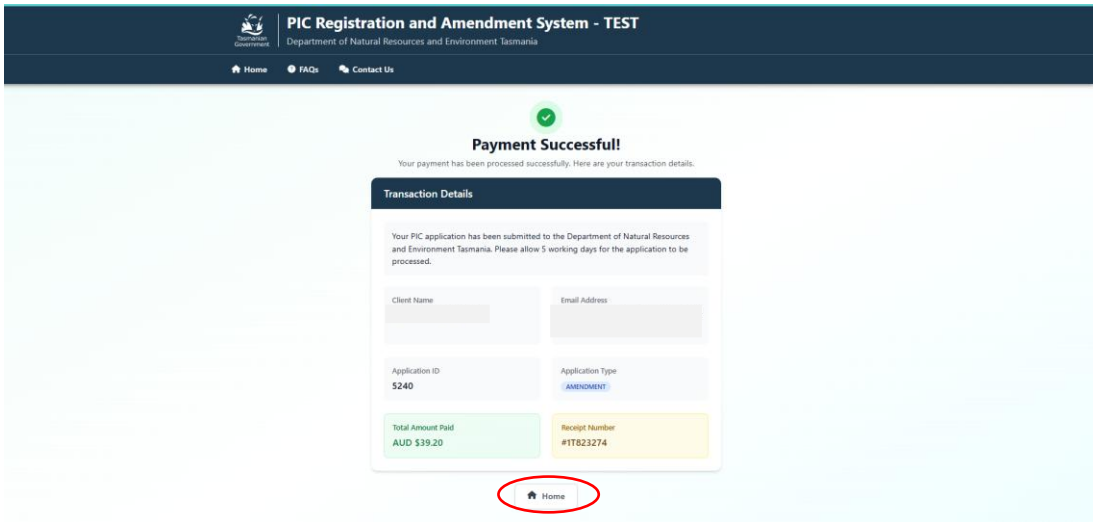
Review and confirm payment

Click Confirm button to finish payment

Payment Confirmation

- Review payment confirmation notice and click the finish button to send this payment confirmation to your email.



Payment Successful:

After clicking the finish button, you will be redirected to the portal page, where a record of your payment transaction will be displayed. To return to your main account, simply click the 'Home' button located at the bottom of the transaction page.