

Instructions for Online Retirement

When submitting tags for retirement consider the amount of tags you are retiring to determine the most convenient method to use.

Method A

**This process should be used when a small number of tags are retired.
Approx. 10 tags/day or less**

1. Log-in to the CCIA database at www.clia.livestockid.ca.
2. Enter your Pin number and Password
 - a. If uncertain, please contact the CCIA office.
3. Once on Main Menu click “Retire Tag Numbers”, select your postal code and click retire. On the next screen enter the tag number in the field available. When complete or when the page is full click on the Continue button.
4. Always select the Finish button when your information has been entered to ensure it has been entered successfully.

Method B

**This method should be used when a large volume of tags are retired.
This method involves building an excel spreadsheet file to submit directly to the CCIA database.**

Please review the instruction sheet for building files to submit directly to the CCIA database.

For additional information or answers to your questions please contact the CCIA office at #1-877-909-2333