

How to Easily Register and Transfer Online

1. Contact AHCA to receive your member ID and password. You will need to have a credit card number on file. If at any time, you forget your member ID, go to Breed Resources> *Breeder Directory*> [Search Now](#), then type in your name or farm name and click *Search*.
2. On AHCA's website highlandcattleusa.org click on *Registration & Transfer* then under Online Registrations click *Register Now*. This will take you to the [Sign On/Authorization Required](#) screen to start the online registration process.
3. Type in your member ID and password, click *Signon*. As a reminder, you will need to change your password the first time you use it. You may change your password at anytime in this screen.
4. Welcome to Highland Cattle Members Page. It gives a summary of items you can complete online including registering cattle and submitting data on unregistered animals.
5. You can make changes to your membership like updating your address, adding your homepage, etc. by clicking on *Modify My Membership Details* in the top, left hand corner of the screen.
6. To register online click *Online Transactions* in the top right hand corner of the screen. On the next screen in the center, click *Create a New Batch*.
7. Mark the circle next to *Manually Add Records* and *Birth & Registration Application*. Please keep heifers and bulls in separate batches; keep birth years in separate batches i.e. 1st batch – 2025 heifers, 2nd batch – 2025 bulls, 3rd batch – 2026 heifers, etc.
8. Use the comments box for any notes to AHCA. Always include the following when applicable: a) any DNA requests that aren't required for registration; b) registration names/numbers of all potential sires when the dam of the animal you are registering was exposed to more than one bull; c) transfer date (month/day/year), name(s), farm name and mailing address of person(s) you are transferring to if they are not an AHCA member. Please also include phone number and/or email, if available.
9. Click *Create* then on the next screen, click *Add*. You are now in the Birth and Registration Application screen. You can register cattle or submit data on unregistered animals here.
10. Fill in all applicable fields: dam ID, sire ID, tattoo, herd ID, birth date, sex, name, color, registration status. Do not use commas or # when entering registration numbers or weights. Only use capital letters when applicable. You can also transfer the animal in this screen by completing the new owner member ID and sale date. See #8 when new owner is not a member.
11. When your animal information is complete, be sure *Redisplay if Errors Otherwise Move to Next Record* is highlighted and click *Go*. By clicking *Go*, your data is saved and can be completed at a later date. If needed, you can highlight *Delete this Record* and click *Go*.

12. Warnings are displayed in green; errors are displayed in red. If you receive a warning and the data is correct, leave those fields as is. If you have entered data wrong and receive a green warning, make correction. If there is a red error, correct it (an animal with a red error can't be submitted). Be sure *Redisplay if Errors Otherwise Move to Next Record* is highlighted and click *Go*.
13. To add additional animals, continue to use the *Add* button and follow steps #10-12.
14. To complete the process, choose *View Batch Summary and Batch Submission Screen*.
15. Review the Batch Summary. To edit comments, click *Edit Comments* under Batch Options. As a reminder include any notes per #8 above.
16. Choose *Submit this Batch to Highland Cattle* if you are ready for AHCA to process this data/batch; no data can be changed after batch is submitted. To submit data/batch at a later date, return to home. Your data has been saved and you can edit/add to/submit batch later.
17. Email/mail a Breeding Certificate if you are the original owner of the calf being registered but don't own the sire (find on website at Registration & Transfer> *Printable Forms*> *Breeding Certificate*).
18. For ET calves, email/mail a Certificate of Embryo Recovery from the ET technician or the breeder can supply a Certification of Embryo Recovery (find on website at Registration & Transfer> *Printable Forms*> *Certification of Embryo Recovery*). Send with each batch or ask AHCA to keep on file. Please note, if you ask to keep on file, this will be used to confirm the breeder of ET calves from this mating, until a new form is received or this one is removed.
19. AHCA typically processes applications with no mistakes within 2-3 weeks. You will either receive certificates of registration or be contacted via email for corrections. If registering a bull or other animal requiring DNA typing, kits will be sent to the email address listed with your membership. Once you submit hair samples to the lab and AHCA receives the results (lab can take up to 4-6 weeks for processing – please plan ahead), the certificate of registration will be mailed to the owner.
20. Weaning and yearling weights along with other performance data, can be entered on previously registered or recorded cattle. Follow steps #2-6 then mark the circle next to *Weight Entry*, rather than *Birth & Registration Application*. In comments, please tell us if they are weaning weights, yearling weights, etc. Click *Create* then on the next screen, click *Add*. You are now in the Weight Entry screen. Fill in the applicable fields and follow steps #11-16 to submit.