Agents and eNVD
How-to Guide

STEP 1: Link to start

Before using eNVD - either the web platform OR the mobile app - ensure you have created a myMLA account and linked your NLIS agent account and PIC. This will allow you to see any eNVDs addressed to your agent PIC through myMLA.

Your email address is how the eNVD system authenticates or recognises you. It does **not** mean you will receive eNVDs via email.

If you are unsure how to link accounts in myMLA, check out this guide:
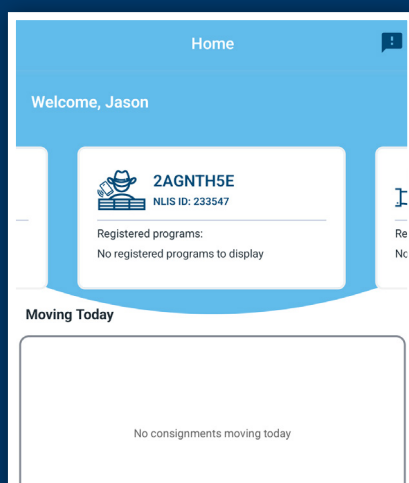**integritysystems.com.au/link-accounts-in-mymla**

STEP 2: Pick your profile

The eNVD system allows users to have multiple profiles based on their account type. To view any eNVDs consigned to your agent PIC, ensure you have selected your agent profile when you login. The agent profile will feature this icon and the letters AGNT in the title.
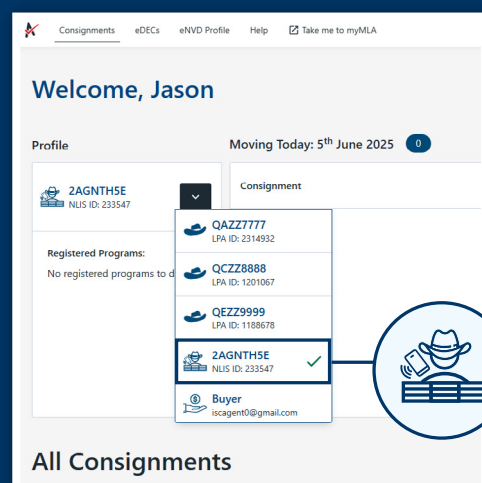
eNVD app

In the eNVD app, you can select the profiles by swiping between the cards at the top of the screen.

eNVD web platform

In the eNVD web platform, select the arrow next to the profile and choose the agent profile from the dropdown.

STEP 3: Get added as an agent

A producer can add an agent to a consignment in **two** ways:

1 **Add agent PIC at the start of the consignment:**
When creating a new eNVD, after entering the destination, a prompt will ask if the livestock are being sold through an agent or third party.

- Select **'Yes'** and then select from the three options - I've used this consignee before, I know the PIC or I have some details - to input the agent PIC.

- Fill in all required fields, including the address, then tap **'Next'** to continue.

Important: When using agent PICs, enter them before submitting the consignment. PICs cannot be edited afterwards.

AGENTS:
- Check PIC name is correct in the PIC register so producers can find it easily.
- Contact your state department of primary industries for PIC updates or help.

2 **Add agent as a viewer:**
If the agent doesn't have a PIC (e.g. QLD or NT agents), they can be added as a Viewer instead.

- On the consignment **'Summary'** screen, tap **'Consignment Viewers'**, then **'Edit'**, then **'Add Viewer'**.

- Enter the email address and tap **'Save'**.

- You can also add viewers via the ••• menu from the consignment list.

Note: Ensure your client uses your myMLA email. If it's not registered with myMLA, an error will display.

WHAT CAN AGENTS DO WITH eNVDS:

- **Agent PIC added?**
  You can comment, share and add buyers for consignments that have been sold as multiple lots

- **Added as a Viewer?**
  You can comment and share.

In both cases, you cannot edit any consignment details.

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