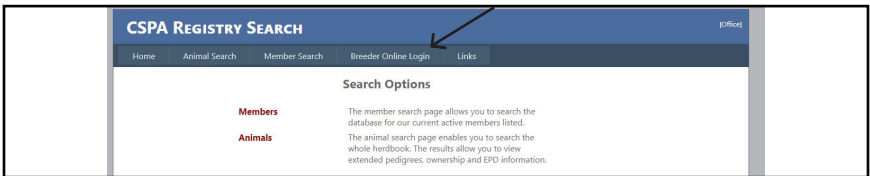


When you are registering your calves you have the option to HOLD PAPER FOR ONLINE TRANSFER. This means that a physical certificate will NOT print and be sent to you. It does mean you can transfer the ownership of these animals online.

**Step 1:** Go to the CSPA website to find the link to the registry login. Click on the CSPA Online Reigstiry button.



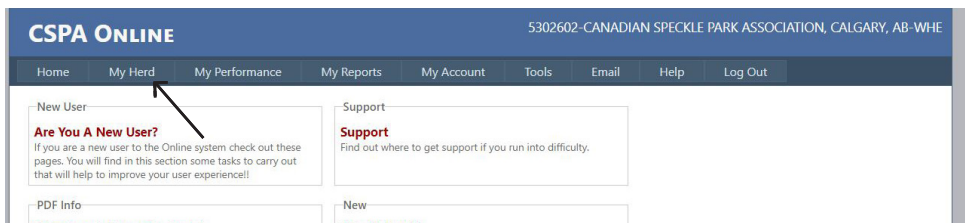
**Step 2:** Click on the Breed Online Login tab.



**Step 3:** Enter in your login information. Your username is your member ID. You will have received a temporary password from the CSPA office if it is your first time logging in. Otherwise use the password that you have set.



**Step 4:** Go to the My Herd tab and then click on MY HELD PAPERS TRANSFER OR PRINT.



**Step 5:** All of the animals that you have indicated the certificate/paper be held for online transfer will be listed here. You can also do a quick search for an individual if you want. If you have changed your mind and would like a certificate printed and mailed you have the option to PRINT. Otherwise you can select to TRANSFER the ownership of the animal.

### My Held Papers Transfer or Print

Quick Search  
(Regnum or ID)

Regnum	ID	Type	Book	Sex	Birth Date	Name	Sire	Dam	Active		
CAN15386	CSPA 1K	RG	PC	M	1/1/2022	CANADIAN SPECKLE PARK 1K	CAN11337 DJP 71H	CAN1980 CSPA 17P	Y	<input type="button" value="Print"/>	<input type="button" value="Transfer"/>

25 Records Per Page

**Step 6:** All of the animals that you have indicated the certificate/paper be held for online transfer will be listed here. You can also do a quick search for an individual if you want. If you have changed your mind and would like a certificate printed and mailed you have the option to PRINT. Otherwise you can select to TRANSFER the ownership of the animal.

**Animal Information**

Animal #:

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**Current Owner**

Transfer From:  
Member #:

Pct:

Transfer To:  
Member #:

Sale Date:  (d/m/y)

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**Request Buyer Member Number From Office**

Farm Name:

Name:

Address:

City:

Prov/State:  Postal/Zip:

Country:

Your Email (to reply to):

The animal information will auto fill in for the animal you selected to transfer.

You will need to enter the buyer member number and also the sale date. Make sure to enter the sale date accurately so that it doesn't affect the buyer's ability to register calves.

If the buyer does not have an existing number in the system you can request one from the office by filling out their information. You will receive an email reply from the office.

Transferred certificates will be mailed directly to the buyer from the CSPA office.

You have the ability to search previous buyers that you have transferred animals to before by going to the TOOLS TAB then selecting My Buyer History. There is a quick search function or you can scroll through the list

### My Buyer History

Quick Search

Animal	Address	Last	M	F	Total
5350888	Edward & Debbie Matters, Box 118, Minburn, AB, T0B 3B0	12/10/2010	1	1	2
5302644	Rob 'N Sons Farms Inc., c/o Barry Robinson, 53226A Range Rd 270, Spruce Grove, AB, T7X 3L9	7/11/2002	0	1	1