NDA Nevada Department of Agriculture

Livestock Assessment (Head Tax) System

Animal Industry Division

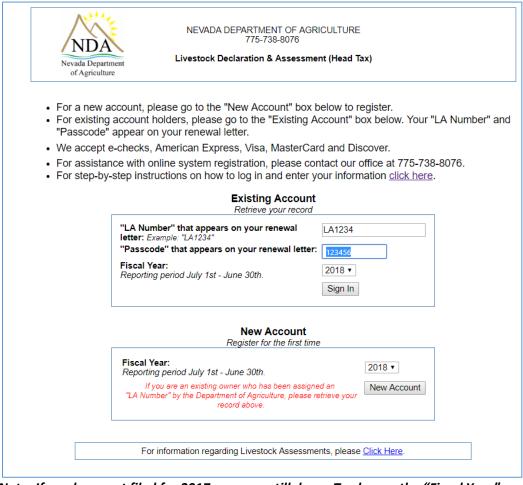
Below are <u>step-by-step instructions</u> on how to login and enter information into the Nevada Department of Agriculture's (NDA) online Livestock Assessment (Head Tax) system.

1. Access the website

a. Open your web browser and type in https://nv.certifyag.com/headtax/ or click here.

2. Log In

- a. To log in to the system you must have your NDA assigned livestock assessment number (LA#) and pass code.
- b. Enter your LA number (example: LA1234) and your pass code as they appear on your renewal letter, and click on "Sign In."



Note: If you have not filed for 2017 you may still do so. To change the "Fiscal Year" click on the down arrow next to 2018, and select 2017 from the drop down.

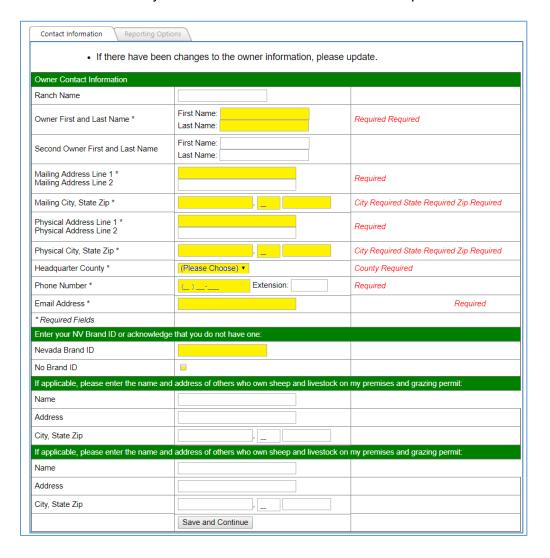
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3. Contact Information

- a. Enter your contact information (the highlighted fields below are required) and click on "Save and Continue."
- b. Please note: you will not be able to continue if the required fields are left blank.



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4. Reporting Options

a. If applicable select an option, if not click on "Continue."



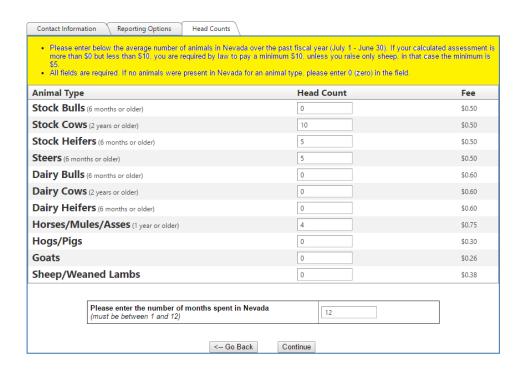
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5. Head Counts

- a. Enter the average number of animals in Nevada for the past fiscal year (July 1, 2017 June 30, 2018).
- b. Please note: all fields are required. If no animals were present in Nevada for an animal type, please enter 0 (zero) in the field.
- c. Enter the number of months spent in Nevada (must be between 1 and 12).
- d. When all fields have been entered click on "Continue."



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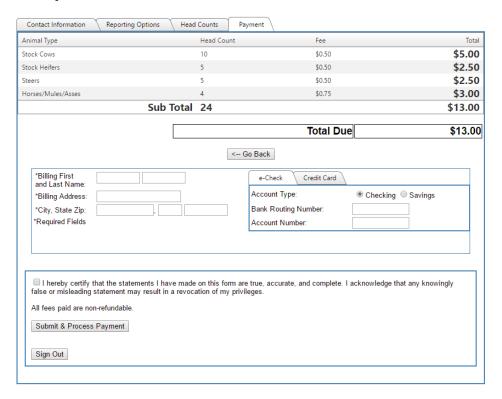
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6. Payment Information

- a. The payment information tab contains the Animal Type, Head Count, Fee, and Total Due based on the information you entered on the Head Counts tab.
- b. To pay via eCheck (an electronic version of a paper check, which can be used by anyone with a checking account) enter the following required information:
 - i. Select checking or savings
 - ii. Bank routing number
 - iii. Account number
 - iv. Billing first and last name
 - v. Billing address
 - vi. City, state, zip

Payment Tab - eCheck



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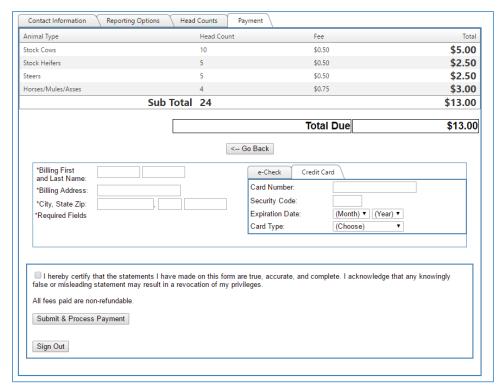
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- c. To pay via a credit card, enter the following required information:
 - i. Card number
 - ii. Security code
 - iii. Expiration date (month and year)
 - iv. Card type (select from drop down)
 - v. Billing first and last name
 - vi. Billing address
 - vii. City, state, zip
- d. Click on the box indicating you certify that the information provided is true, accurate and complete.
- e. Click on the "Submit & Process Payment" button to complete your transaction.
- f. Print your receipt.

Payment Tab - Credit Card



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