



STATE OF IDAHO

DEPARTMENT OF AGRICULTURE

C.L. "BUTCH" OTTER
Governor
CELIA R. GOULD
Director

ISDA ONLINE PAYMENT SET-UP

Dear Cervidae Producer,

The Idaho State Department of Agriculture is excited to announce the ability to now accept online payments. The new online system was created to help streamline invoice payments and make transactions more convenient for our customers.

We would like to invite you to come and explore the new features available to you.

In just a few easy steps, you will be up and running with the new ISDA Web Portal!

STEP 1: Go to <http://www.agri.idaho.gov/ISDAWebPortal>

STEP 2: Look to the box in the lower left-hand corner of your screen that says "**Cookies Required**". You will need to enable your web browser to allow "cookies" for the Web Portal program to function. Click on the name of whichever web browser you are using to receive instructions as to how to enable cookies on your computer.

STEP 3: Set-up your personalized account

When you visit the ISDA Web Portal for the first time, you will need to create an online profile using a Cervidae Account Passphrase. **Please call the ISDA Boise office (208.332.8540)** to receive your personalized "Cervidae Account Passphrase". (You will only need to go through this process once). If you have trouble following these steps, use the screen shots on **page 2** of this letter as a reference.

- 1) Enter your email address where prompted.
- 2) As a new customer, you must click the button labeled "**No, I do not have a password.**"
- 3) Click the button labeled "**I have a Passphrase**"
- 4) Enter your **Cervidae Account Passphrase** listed at the top of this letter exactly as it is printed. (including both hyphens)
- 5) Enter and Re-Enter what password you would like to use when logging into this account in the future. (The Cervidae Account Passphrase is only utilized during your first login)
- 6) Click the box labeled "**I agree to the terms and conditions of the ISDA End User License Agreement**".
- 7) Click the "Sign in Using Our Secure Server" box.

The image below is an example of what your set-up screen will look like.

Sign In

What is your e-mail address?

My e-mail address is: *

1 Supply an email address that you have access to.

Do you have an ISDA password?

Yes, I have a password.

No, I do not have a password.

Invoice Option

Invoice Number: [What's This?](#)

Customer Identification Number: [What's This?](#)

Passphrase Option

Account Passphrase: * [What's This?](#)

I would like my password to be: *

Re-Type Password: *

I agree to the terms and conditions of the [ISDA End User License Agreement](#).

2 Use the passphrase option to link your ISDA account to your online profile

3 Supply a password, review and accept the end user license agreement then sign in

Now that you have created your own account, you may simply log-in using your email address and password for all subsequent visits to this website.

STEP 4: Pay your annual cervidae assessment fees

Now, you should be logged into the ISDA Web Portal. To pay your cervidae assessment fees, follow these steps:

- 1) Click on “**Order Basket**”
- 2) Click on “**Add Other Items**”
- 3) A new box should appear – select your account from the pull-down menu.
- 4) For inventory purposes you must enter each species of animal (elk, reindeer or fallow deer) and each gender of that species (male, female or calf) individually. Under “available products” – select which species of animal and which gender you will be entering.
- 5) Enter the quantity of each species gender that resided on your facility for the 2013 calendar year.
- 6) Click “**Add to Cart**”.
- 7) Repeat this process for the remaining genders and species of animals until you have accurately reported all animals listed on your 2013 inventory.
- 8) Once you have completed adding each cervid species and gender to your cart, you may close the “**Add Item to Order Basket**” window.
- 9) Click “**Proceed to Checkout**” after double-checking that you have accurately reported your inventory on the Web Portal.

10) The window that appears will summarize your order. If your order is accurate, click “**Pay Now**”.

You now have the option of paying via credit card or electronic check. There is a processing fee associated with both methods of payment. If your assessment fees amount to **less than \$50**, paying via credit card is the most economical choice. If your assessment fees **exceed \$50**, then the electronic check is the cheapest method of payment. Follow the prompts and enter the relevant information requested after you have chosen which form of payment to utilize.

****Please note that all producers are still required to send ISDA their annual inventory list. Using the online payment process does NOT also qualify as submission of your official inventory.**

ISDA looks forward to continuing to improve the domestic cervidae program and assisting each producer by offering newer, faster and more efficient ways to manage their operation. If you have any questions or suggestions, please feel free to call us at any time.

Sincerely,

The Division of Animal Industries
Idaho State Department of Agriculture