




Montana Department of Livestock - Online Permitting System
Quick Start Guide

***Veterinarians in Washington, Oregon, and Idaho: Obtaining a permit through the online permitting system for a 6-month equine permit is prohibited. To obtain a pre-authorization permit please contact our office at 406-444-2977.**


Accessing the system:

- Go to URL <http://svcult.mt.gov/liv/usaherdsops/Login.aspx> to log in or register as a new user.
- To register as a new user, click "Not a User? Register here", enter valid data in all required fields (marked with an asterisk (*)), then click the Save button to complete the registration process. Use the temporary password (sent to the email address entered in the registration process) to log in and change your password (8-20 characters and containing at least three of these character types: uppercase, lowercase, numeric, punctuation).

Creating a permit:

- From the Home page, click "Create New Permit", then enter data in all required fields on each tab:
 - Permit: Enter the permit information.
 - Consignor/Source: Enter the "Origin of Animals" and "Consignor" information (if the Consignor data is the same, click the "Same as physical address of animal's origin" box to copy the data entered in the "Origin of Animals" section). Use the "Search Montana Premises" button to find location data stored in the Montana OPS database. Use the "Search My Origins" button to find location data that you have already entered when creating a previous permit.
 - Consignee/Destination: Works the same way as the "Consignor/Source" tab.
 - Animals: Click the "Add Animal" button to enter data for a single animal. Montana only allows online permitting for the Equine species, and requires a visual identification (ID Type of "VIS"). Additional identification information can be added by clicking the green plus sign (+). Use the "Add Multiple Animals" button to enter multiple animals with the same characteristics (breed, sex, age, etc).
 - Tests/Vaccinations: This tab should display all animals entered on the "Animals" tab. Select an animal (by clicking the box to the left of the animal listed in the table), then click the "Add Test/Vaccination to Selected Animals" button to enter test data (if you select multiple animals, all the test data entered will apply to all animals selected). Montana requires each animal to have an EIA test performed within the previous 12 months of the import date. Enter data in all fields (Lab (name), Accession, Date (of test), Result), then click the "Add Test/Vaccin" button to return to the list of animals. Test data can be edited (click ) , deleted (click ) , or another test can be added (click ).
 - Review&Complete: Review the data you've entered to verify everything is correct. You may click on any of the tabs to go back to change your data. When ready to submit the permit, click the "Submit Permit Request" button at the bottom of the page. Once submitted, the permit is unable to be changed unless you contact the Montana Department of Livestock - Animal Health division to request a change.

View Existing Permits:

- Search for permits by entering a date range for when the permit or CVI inspection was submitted, or by the exact permit or CVI number.
- In the list of permits found using the specified search criteria, display the permit by clicking the  icon.
- Sort the list by clicking any of the column titles.

Modify User Profile:

- Use this page to change any of your personal data (note that your user name cannot be changed). Note that you also have the option of changing your password from this page. When finished, click the "Save" button to save your changes.

View Import Requirements:

- This will open a new browser window and display the current Montana import requirements.

Logout:

- This will end your current OPS session and return you to the log in screen.

For more detailed information about how to use the Montana OPS system, go to the following web page:

<http://liv.mt.gov/Portals/146/ah/Montana OPS User Guide 20180409.pdf>

Or contact the Montana Department of Livestock Animal Health division at 406-444-2976 during normal business hours (8:00am – 4:45pm Mountain Time).