

How do you report yours?

CTSO 9

How to register for the Government Gateway and enrol multiple holdings for CTS Online

www.gateway.gov.uk



British Cattle
Movement Service

General helpline: 0845 050 1234

Welsh language: 0845 050 3456

Email: bcms-enquiries@bcms.rpa.gsi.gov.uk



- Enter www.gateway.gov.uk and you will see the 'Welcome to Government Gateway' screen.

Government Gateway

Select your language [v] [Go]

> What is the Government Gateway?
 > Help Desks
 > Is it secure?

Welcome to the Government Gateway

Do you have an existing account for online government services?

If yes, then please click below to login

If no, then please register. Registering with the Government Gateway enables you to sign up for any of the UK Government's services that are available over the Internet. [Which Government Services are available online?](#)

To register with the Government Gateway, please read the three sections below and decide whether to register as an Individual, an Organisation or an Agent. [More information about registration](#)

Individuals	Organisations	Agents
Register as an 'Individual' for services for personal use such as view Council Tax, Self Assessment Online, Careers Allowance and Tax Credits Online	Register as an 'Organisation' if you represent a business (including employers, sole traders and farming organisations), a charity, or other commercial or non-commercial organisation. Services include Electronic VAT Returns, Employer Direct Online and PAYE Online for Employers	Register as an 'Agent' if you submit forms to government on behalf of other businesses or individuals. Services include Corporation Tax Online for Agents, Self Assessment Online for Agents and PAYE Online for Agents. You must already have obtained the necessary enrolment information form the relevant Government department.

To find out how the government Gateway uses the information you provide, read the [Privacy Policy](#)

Recommended links

- You will see the 'Register as an Organisation' screen.

Government Gateway

Register as an Organisation

Registering as an Organisation (employer, business, sole trader, farming organisation, etc.) allows you to access government services online using the Government Gateway. [About the Government Gateway](#)

If you are an Individual and would like access to government services online you should [register as an individual](#)

If you are an Agent (you submit forms to government on the behalf of clients) you should [register as an Agent](#)

1. Enter your details 2. Enrol for services 3. Activate services if required

<p>Register</p> <p>To register as an Organisation select the button below.</p> <p><input type="button" value="Register"/></p>	<p>Digital Certificate</p> <p>If you have a Digital Certificate and would like to use it to register as an Organisation select the button below</p> <p><input type="button" value="Register"/></p>
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Already registered? [Login here](#)

- You will see the 'Register for a Government Gateway account' screen.

Government Gateway

Register for a Government Gateway account

To register for a Government Gateway account using a User ID enter your details below. Please ensure you create a password that you will remember in future. The details you enter will not be sent to any third parties.

*required information (if you only have a first name or a surname (not both), leave one of the name boxes empty)

*First name(s)

*Surname

Email address

Password must:

- contain 8-12 letters and numbers
- contain at least one number and one letter
- not contain the word 'password'

Enter a password

Confirm password

Additional information (optional)
Information such as your organisation/ department, telephone numbers, etc. could help others in your organisation identify you. This information will not be sent to any third parties.
Max. 255 characters

Click 'Submit'

Enter your details in these boxes. Fields marked with * are mandatory

Create and confirm a password. This must:

- Contain 8-12 letters and numbers
- Include at least one number and one letter
- Not contain the word 'password'

Remember your password

Please do not use the browser back button through this process as it may not function as expected

- You will see the 'Confirmation' screen.

Government Gateway

Log Out

Confirmation

You have successfully registered. The Government Gateway has generated your User ID

Important

- Make a note of this information or print this page

User ID

Government Gateway
1780 6238 4492

Make a note of your Government Gateway User ID and keep it safe

When you complete enrolment in your first service, you will receive a letter through the post containing a User ID card similar to the one shown above.
You can download a [printable copy of your User ID](#)

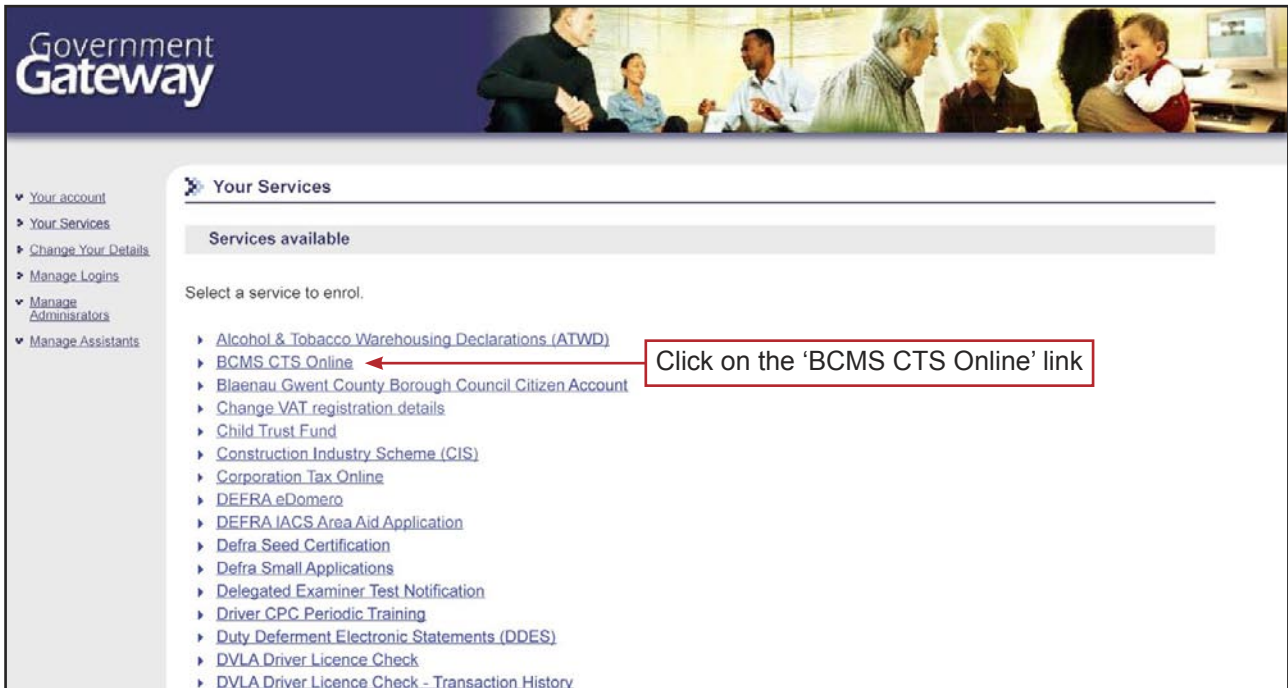
Click to continue to manage your services

Click 'Continue'

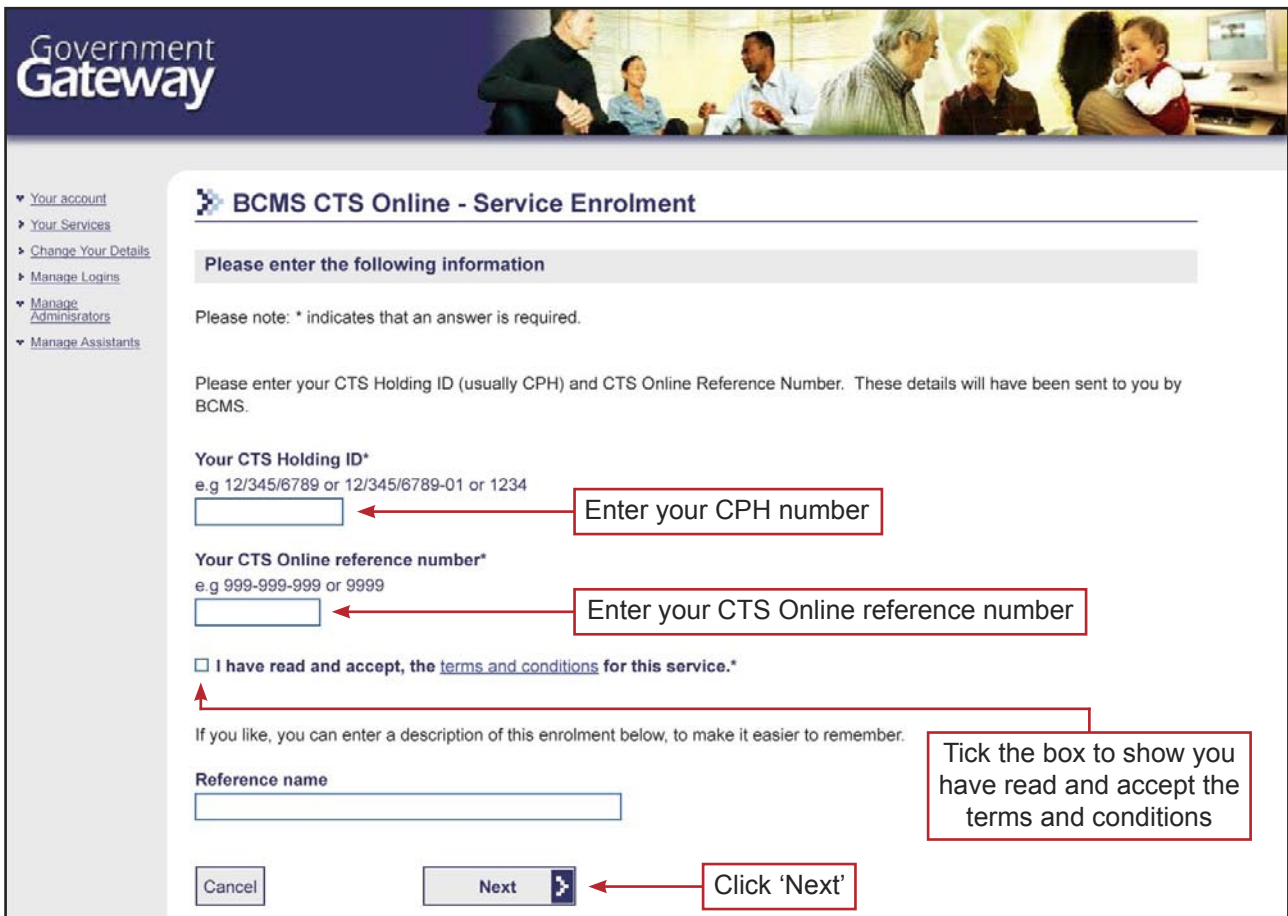
Where would you like to go next?

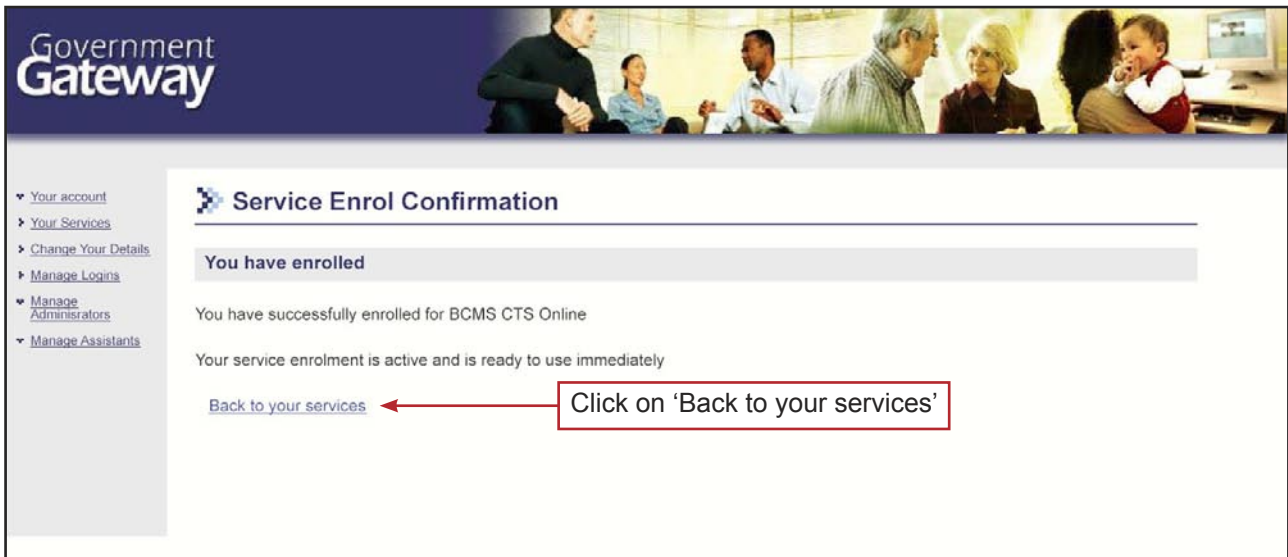
[Manage services](#)
Go to 'Your services'

- You will see the 'Your Services' screen.

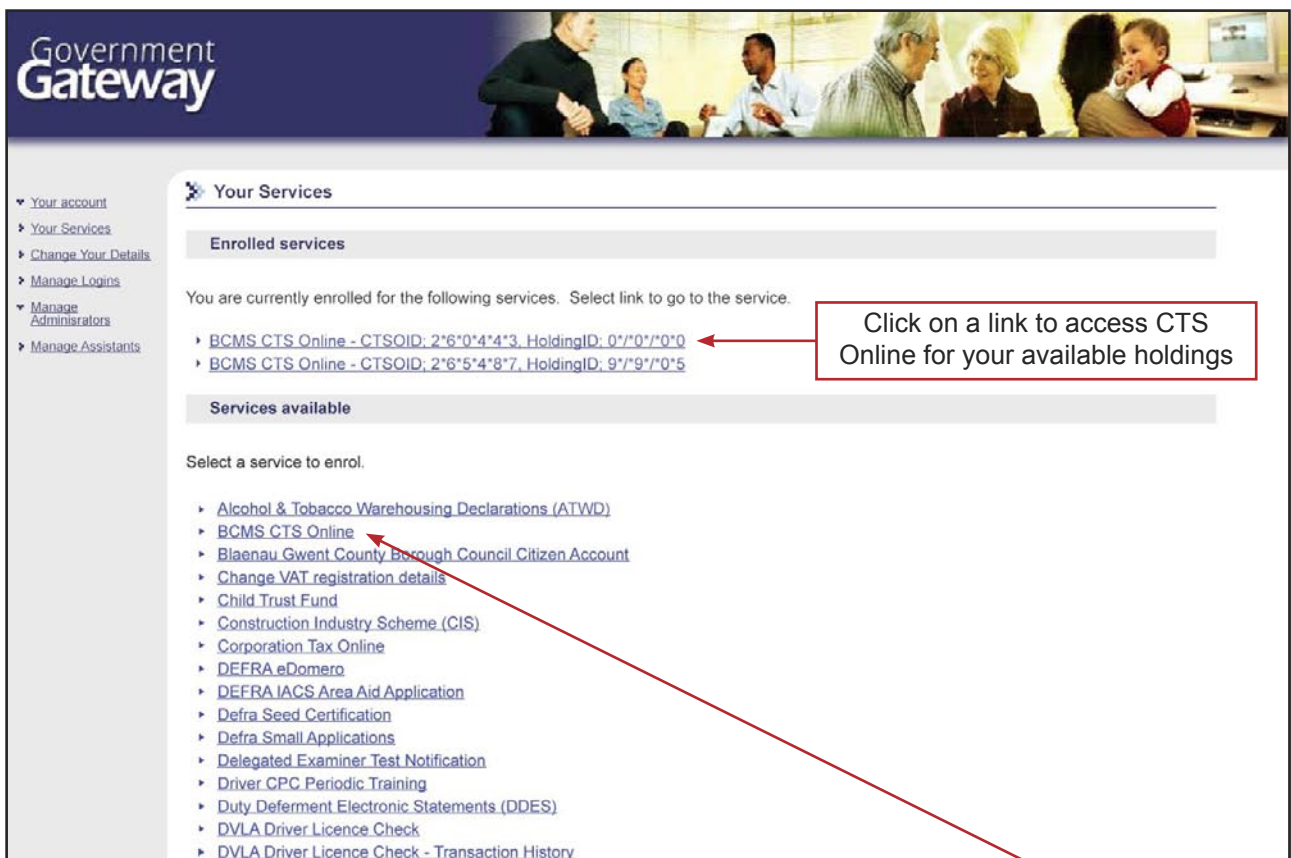


- You will see the 'BCMS CTS Online - Service enrolment' screen.





- You will be taken back to the 'Your Services' screen.



- From here you can register as many holding as you need to, by clicking on the 'BCMS CTS Online' link and repeating the process from the 'BCMS CTS Online - Service enrolment' screen (second screen on page three) onwards.
- Each holding will appear in the 'Enrolled Services' section. To access any of these holdings you just need to click on the relevant link within this section.

British Cattle Movement Service

CTSonline

the easy way to check and report your cattle information

Login options

Use existing login details

Click here to continue.
N.B. this will display the name that you used to register for the Government Gateway

2. Log in using a different account

If you have an alternative user account, you may choose to use that to log in.

[Log in](#)

3. Log out

If you wish to log out, select the link below.

[Log out](#)

Warning - this will take you out of your current login step

- CTS Online will display a list of holdings that are enrolled under your Government Gateway ID.

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[Log In](#)

[Cymraeg](#) | [Accessibility](#) | [Privacy](#) | [Terms and Conditions](#) | [Information for Keepers](#) | [Contact BCMS](#)

View Cattle Summary
[Register Births](#)
[Register ON Movements](#)
[Register OFF Movements](#)
[Report Death of a Registered Animal](#)
[Report Death of Unregistered Animal](#)
[View Animal Details and History](#)
[Uploads and Downloads](#)
[Problem Summary](#)

Tip of the Week

Are you missing out? We are now sending a regular business update to customers who have registered their email address with us. If you would like to receive this, please send us your email address via the Contact BCMS page.

Reducing paper for cattle keepers

If you have applied for the majority of your cattle passports using CTS Online within the last 12 months, you will no-longer receive paper application forms when you order new ear tags. We have taken this decision in response to customer feedback.

SPS Online

If you are an English farmer and apply for SPS you can track the progress of your claim using the SPS Online 'Track Claims' service, even if you applied using farm software or on paper. You can also look at your Claim and Entitlements Statements from SPS 2009 onwards, and apply for SPS next year. You can find out more about SPS Online at www.rpa.gov.uk/spsonline. To use these services or to submit your application online in 2011 you will need to register and enrol. You will need the personal identification number (PIN) we sent earlier this year, and you should follow the guidance sent with it.

If you do not have your PIN you can request a new one [here](#)

Current User

A Farmer **Any Farm** 99/999/9999

Select holding

Holding ID	Holding Address
<input type="radio"/> 99/999/9999	ANY FARM, ANY COUNTY, ANY COUNTRY
<input type="radio"/> 99/999/9998	ANOTHER FARM, ANOTHER COUNTY, ANOTHER COUNTRY

[Select Holding](#)

What does this page show?
 On this page you will see the holding number and address of each of the holdings for which you have enrolled to use CTS Online.
 To see the records for a holding, click on the 'radio button' to the left of the holding number and then click 'Select Holding'. This will take you to **View Cattle Summary** for the selected holding.
 You can view another holding at any time. In the 'Current User' section at the top of any screen, click on the arrow to the right of the box where your selected holding number is shown. Select another holding number and then click on 'Switch CPH'.

Select the holding that you would like to access

Click 'Select Holding'

Cymraeg | Accessibility | Privacy | Terms and Conditions | Information for Keepers | Contact BCMS

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CTSONline

the easy way to check and report your cattle information

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Register ON Movements
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Report Death of a Registered Animal
Report Death of Unregistered Animal
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Uploads and Downloads
Problem Summary

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Current User
A Farmer **Any Farm** 99/999/9999

Cattle on holding

Cattle by sex and breed
Click on any number to see the list of animals

	M	F	Total
Total	20	160	180

Problem Status
 6 Problems you can help with

What is Cattle on Holding
This screen shows a summary of cattle registered to your holding.
To list animals or movements
Click on the underlined number. For example, to list all cattle on your holding, click on the underlined number under the Total heading on the Total row.
The total is broken down by sex and can be broken down further by breed by clicking the 'Show breeds' button.

What is the Problem Status box
The 'Problem Status box' shows the total number of animals that have problems with their records.
Red traffic light means there are problems and we need information to fix them.
Amber traffic light means there are problems for which you have provided information.
Green traffic light means there are no problems.
To correct any errors, click on the underlined number or traffic light. You will then see a list of problem animals. You can give us information to correct the errors.
The 'Recorded Events' section shows you all births, ON/OFF movements, deaths and imports in the last six months for your holding, it also shows any information you have sent using CTS Online and the CTS self service helpline since the last update to CTS.

Click the drop down box to select a holding

- You can change the holding that you are using from the drop down box on the main 'View Cattle Summary' screen.