



# **HOW-TO: Submit evidence** for your LPA Remote Audit

#### STEP 1: Log in to myMLA and access your LPA account

From 1 July 2021, myMLA is your new easyaccess gateway to LPA. If you haven't already, set up a myMLA profile and link your LPA account.



have been selected for a Remote LPA Audi number of documents required to be reviewed o uments at least 2 days before your scheduled a



### STEP 2: Agree and get started

Producers who agree to participate in a remote audit will see this alert. Click on 'Upload Documents' to access the 'Audit records' page.



## **STEP 3: Select applicable areas**

Select the areas you have documents for (templates can be accessed in each section if required).

Upload files or ph	atos from your computer or smartphone. To uploa	id multiple records for each	topic use the 'Add other record' option.	
🔍 Proper	ty risk assessment (including map)	•	Livestock treatment records	•
Chemic	al User Certification	•	Commodity Vendor declarations	•
Grain a	nd Fodder treatment records	+	Crop, pasture and paddock treatment records	+
Livesto	ck feeding records	+	Chemical Storage Agricultural and Animal	+
UUB Loading	g Ramp and Facilities		National Vendor Declarations	
Bissec	arity Plan	•	Animal Welfare Certification	•
Animal	Welfare Standards & Guidelines	•	Stockfeed Purchases	•
n Chemie	al Storage Areas - Photo		Commodities Storage - Photo	+
-			-	

### **STEP 4: Upload your files**

Drag and drop or click to access photos/files. If you're on your mobile device, take an image of the document and upload directly here.

Drop a file here or click here to select a file

The valid files that can be uploaded are .png, .jpg, .jpeg, .glf, .img, .heic, .pdf, .doc, .docx, .xls, .xlsx, .txt, .msg

+ Add Record

#### STEP 5: Add additional records To upload additional items for each

requirement, select 'Add Record'.

**STEP 6:** Review your uploads Any documents uploaded in the 'Browse audit records' section can be reviewed/

Add other record

NVDs Incoming

Browse audit records			

Submitted	Туре	Requirement		Actions	
8/07/2021	NVDs Outgoing	Livestock transactions and movements	۲		
8/07/2021	NVDs Incoming	Livestock transactions and movements	۲	۵	
8/07/2021	Crop, pasture and paddock treatment records	Stock foods, fodder crops, grain and pasture treatments	۲	Ŵ	

**STEP 7:** Submit and notify

Once you have submitted all of the documentation you have available, please notify the auditor via phone or email.

Stand by what you sell

changed/deleted.

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