ScotEID Library

How to appoint an agent

Appointing an agent, adding an agent, assigning an agent, relationship between keeper and agent

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Step 1 — Click on Keeper Details

- On the Keeper Details page there is an option to add an agent - this is the option to use to appoint an agent.

- (i) If you have already appointed an agent, this is displayed here.

- (i) Please note you can revoke this access at any time.

- You can phone ScotEID to appoint your agent for you, 01466 794323.

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Step 2 — Granting access to an agent

- The list of agents appears when you 'click to add an agent' from the previous step.

- Scroll down to find the agent you wish to appoint.

- In this example Agent Two is appointed using the 'Grant Access' button opposite.

- (i) Granting access allows your agent read and write access to all of your ScotMoves+ data, you can revoke this access at any time.

- (i) We record who has entered the data on your account, whether that be you, your agent, or ScotEID on your instruction.

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Step 3 — Confirm the agent you have selected

Confirm Agent

Please confirm that you would like to grant access to your acc

Test Agency 1

Test Agent 1

Grant Access or cancel.

- Confirm that this is your agent, the agent you wish to appoint, by clicking the 'Grant Access' button.

- You can cancel and go back to the agent list by clicking 'cancel'.

- (i) You can revoke the access you have granted to your agent at any time.

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Step 4 — Agent selection confirmed

Your ScotEID Username

✓ Agent access granted to Test Agency 1

View | Edit

Member for 13 years 2 months

Keeper Registration Summary

Agent Access

You can set up agents who have access to view and record data for ScotMoves+ on your behalf

Test Agency 1　　Revoke Access

You can add multiple agents, click here to add another.

- A banner confirms your selection on the top of the Keeper Details page.

- On the right under 'Agent Access', your agent is now present.

ⓘ You and your agent receive confirmation emails.

ⓘ You can add another agent, if required, by selecting 'click here to add another agent'.

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Step 5 — Revoking the access of your agent

- You can stop your agent from having access to your account and recording cattle records on your behalf at any time by clicking 'Revoke Access'.

ⓘ You and your agent receive confirmation emails.

If you require further assistance, please contact ScotEID on 01466 794323.