

# ScotEID Library

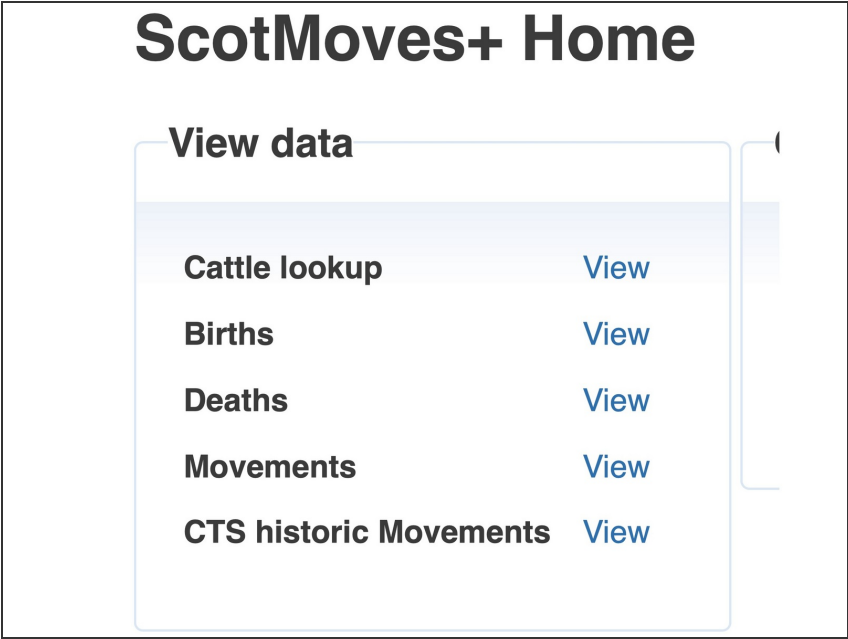
## Closing a keeper account that had cattle

Steps to close an account on ScotEID at a keeper's request

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Step 1 — Check there are no cattle on the holding



- Masquerade as the keeper and check there are no cattle showing on the holding
- Check CTS Online for no cattle.
- ⓘ This only applies where a CTS account previously existed.

Step 2 — Notify APHA



- If the keeper gives permission, notify APHA using a password protected excel sheet
- ⚠ If the keeper rents out his holding for cattle grazing, or is planning to, the holding must remain registered for cattle with APHA.

### Step 3 — Suspend or block the account



- Suspend or block the account

### Step 4 — Update the call log



- Update the call log

Step 5 — Check re BVD

BVD lookup

[Help Page](#) [View BVD tests](#)

Note: *Categories do not apply to pregnant animals.*

Animal Holding (CPH):

Animal ID

Query Database

☐ Show simple holding au

- Check that BVD correspondence is halted.
- Check re CBI situation if applicable.

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