Guide for Harvesters

# Using the Harvester Portal and Service Victoria App

**How do I register?**

Registering as a harvester can be completed via a Google Chrome browser on your computer or mobile device. A verification code will be sent to your email account as you complete the online process. You will need to enter this code to verify your account.

Once your account is verified, you will be guided to log in to the Harvester Portal to complete your application. Once authorised, download the Service Victoria app to start managing your harvest once you have your tags.

You can log in directly to the Harvester Portal to apply for your authorisation if you have an existing Service Victoria account.

**What is a Harvester Portal?**

The Harvester Portal is an online website where you manage your authorisation and quota.

Tags are not added or scanned in the Harvester Portal.

**How to complete Apply for harvester authorisation in the Harvester Portal**

1. Select Apply for harvester authorisation from the top menu options
2. Read the initial information outlining the basic information required, and when ready, select the Apply button
3. Complete Your details
4. Compete Other details regarding firearms licence, ABN, previous trials
5. Provide Proof of firearms proficiency
6. Provide Proof of wild game harvester skillset training
7. Select the zone(s) where you would like to harvest and add to your application
8. Provide details of Prior Offences
9. Acknowledge Conditions of Authorisation
10. Provide Consent and declaration to our use of the information
11. Review and submit your application.

You will be able to apply for quota once you are authorised.

**How to complete Apply for quota in the Harvester Portal**

1. If you are an authorised harvester, you can apply for quota
2. Log into the portal (same location where you applied to be a harvester)
3. Select Apply for quota from the top menu options
4. Read the initial information outlining the basic information required, and when ready, select the Apply button
5. Acknowledge the info on Managing your tags and jobs
6. Acknowledge Your conditions of authorisation
7. Select the zone(s) and enter your requested quota number to add to your application
8. Submit your application

**What is in the Service Victoria app?**

Authorised harvesters with quotas can view their digital licence (Kangaroo Harvester card), create harvester jobs and scan/submit tags via the Service Victoria app.

**When do I use the Service Victoria app?**

The Service Victoria app scans harvest tags and submits tag information when conducting a harvest.

Ensure you have the app downloaded to your mobile device before you start your first harvest.

**How do I register my Service Victoria app?**

Once you have received your tags:

1. Download the Service Victoria app from your app store
2. Log in to your Service Victoria app using the same username and password that you use for your Harvester Portal
3. A verification code will be sent to your registered email account. You will need to enter this code into the app to verify your account
4. Create a PIN to access your Service Victoria app in future easily

**Creating a job**

Before creating a job in the Service Victoria app, you need permission from the landowner to harvest kangaroos on their property.

1. Open Service Victoria app
2. Select My jobs
3. Select Create a job
4. Confirm you have landowners' consent to harvest kangaroos on their property
5. Enter the landowner’s address
6. Select the address zone and save

This job will now appear on My jobs screen

**Scanning during a harvest**

Scan your tags used during a harvest

1. Open Service Victoria app
2. Select My jobs
3. Select the address of the job you are attending
4. You will be prompted to enable camera access for the app. The camera feature is an easy way to scan your tags. Use the app’s camera feature to scan the tags as they are used during the harvest. Keep scanning more tags until you have finished your harvest session.
5. When finished, select Submit tags and complete the Tag summary before you Submit the summary

If your mobile device’s camera does not work, there is an option to enter the tag barcode number manually.

**Closing jobs**

Close jobs once you have finished your harvest for a landowner or if the landowner withdraws their consent.

1. Open Service Victoria app
2. Select My jobs
3. Locate the job you want to close and select Close job

You do not need to close your job if you will return to the landowner’s property to complete more harvest activity. Each job created in the Service Victoria App can remain active for multiple scanning sessions.