

HOW TO REAPPLY FOR YOUR PERMIT

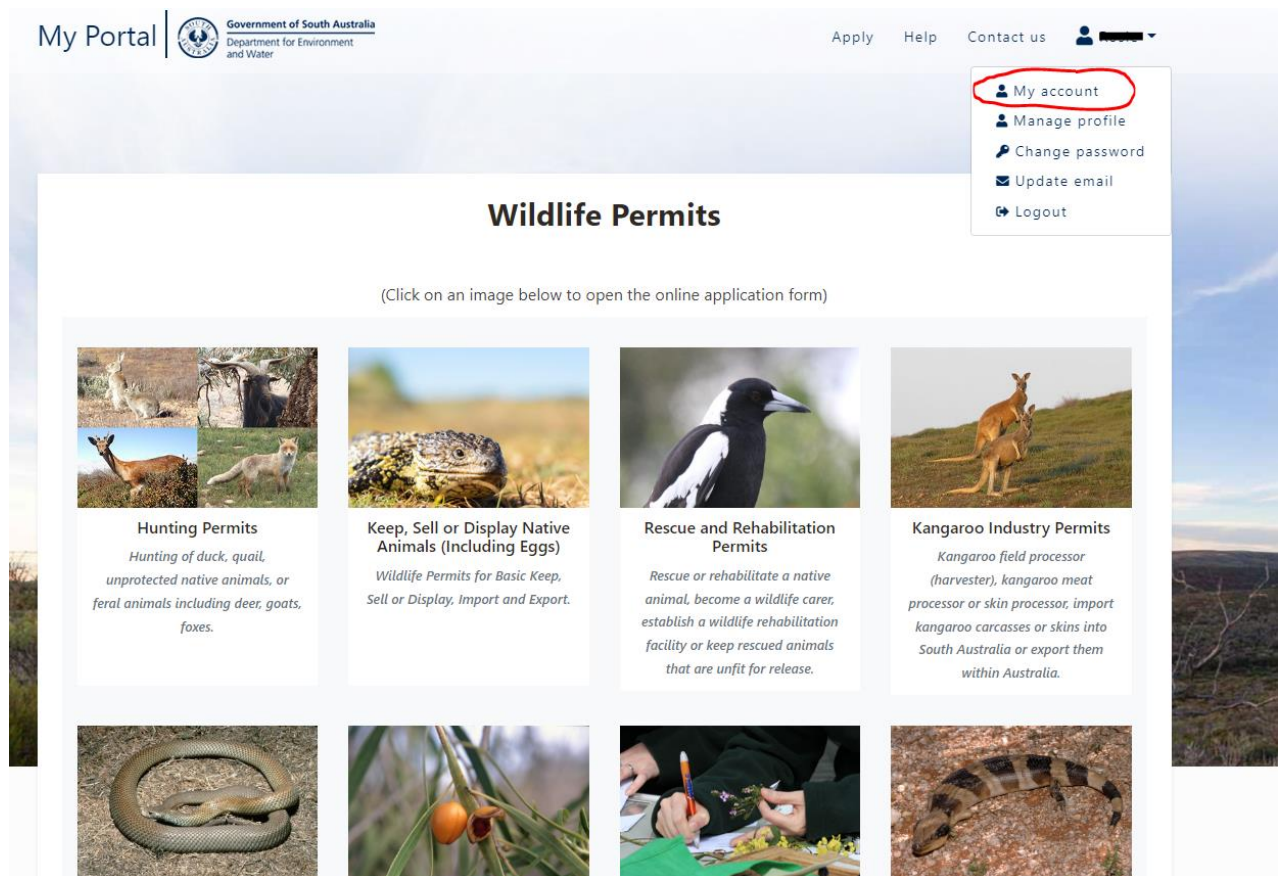
1. How do I log into the online wildlife permit system?

You can log into your account via the following website:

<https://myportal.environment.sa.gov.au/>

2. Where are my Account details located?

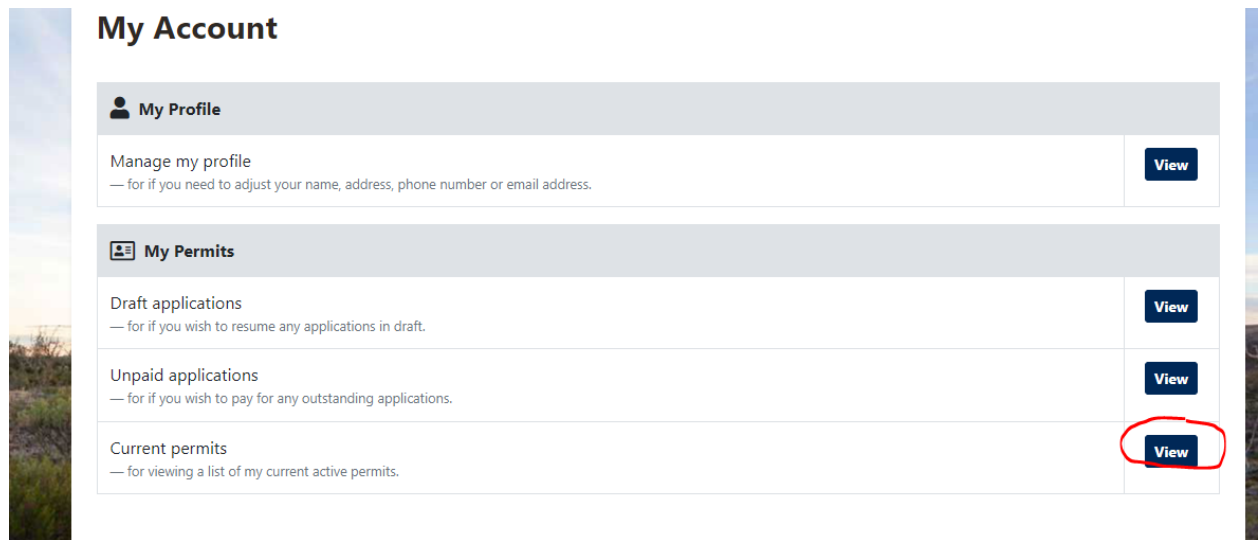
To view your account details click on the drop down arrow located next to your name at the top right hand side of the screen and select 'My Account':




3. How do I reapply for my permit?

To reapply for your existing permit(s) you will need to view your list of current permit(s) by following these steps:

- Select 'My Account'
- Click on the view button located to the right of 'Current Permits'



- Click  to submit your reapplication.

4. Will I have to complete a brand new application?

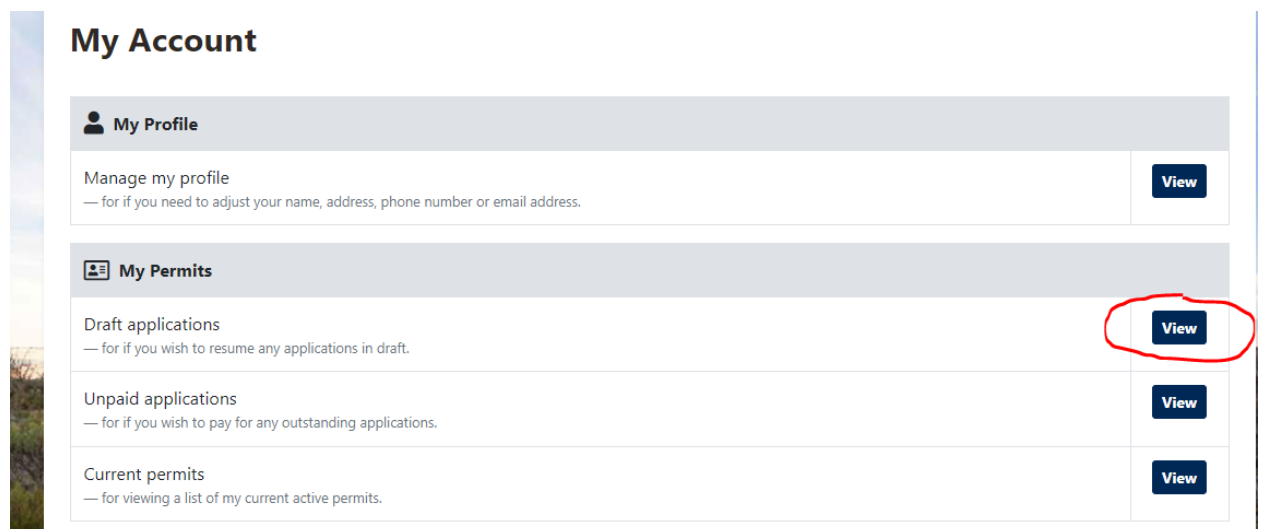
No. Your application will be prefilled with all of your details from your previous years application form. Please note however that due to an annual review of our application forms there may be some additional criteria that you may be required to address.

5. Can I add additional animals to my reapplication?

No. If you wish to add an additional animal to your permit please contact the DEW Fauna Permits Unit via telephone: (08) 8124 4972 or email: DEWFaunapermitsunit@sa.gov.au for further information.

6. What happens if I close my application before I finish it?

Your reapplication starts as soon as you click the 'Reapply' button. If you close or click out of the application before it is submitted you will find the application saved in your account under your 'Draft applications'.



7. How do I update my Personal Details?

Your personal details can be found and updated by selecting 'Manage my Profile'.

The screenshot shows a web interface titled "My Account". It has two main sections: "My Profile" and "My Permits".

My Profile

Manage my profile
— for if you need to adjust your name, address, phone number or email address.

My Permits

Draft applications — for if you wish to resume any applications in draft.	View
Unpaid applications — for if you wish to pay for any outstanding applications.	View
Current permits — for viewing a list of my current active permits.	View

The "View" button in the "Manage my profile" row is circled in red.

8. Will I retain my current permit number?

To ensure that you retain your current permit number **you must complete and submit your reapplication form prior to 15 July 2022.**