



Halal & Muslim Slaughtermen Portal

User Guide for Australian Islamic Organisations

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INTRODUCTION

All Halal & Muslim Slaughtermen ID Cards must now be applied for through the new online Halal & Muslim Slaughtermen Portal.

This User Guide is for Australian Islamic Organisations (AIO's) staff responsible for approving ID Cards for Trainees, Competent Slaughterman, Halal Inspectors and Supervisors. If you work at an AIO and are assisting a Slaughterman with their Sign Up and Application, please refer to the USER GUIDE FOR SLAUGHTERMEN.

All AIO's who have an Approved Arrangement with the Department of Agriculture, Fishers and Forestry for the certification of halal red meat and red meat products for export, are pre-registered in the **Halal & Muslim Slaughtermen Portal**. This guide outlines the process for adding Approved Users—employees authorised to approve Halal ID cards.

If you are not an approved AIO please contact our office first before proceeding, so that we can add your AIO to the Portal. Email halal.audits@ausmeat.com.au.

Important Note regarding Contacts at Establishments who require ID Cards

If you are employed by an establishment and require approval as a User, but also require your own Halal ID Card, you will need to follow **this Guide for your Approver Sign Up**, and then refer to the **User Guide for Slaughtermen to Sign Up as a Slaughterman** to apply for your Halal ID Card. **NOTE:** *The slaughterman Sign Up will require you to use a personal email address.*

Should you experience any difficulty and require assistance with accessing the portal please contact the AUS-MEAT team at Halal.Admin@ausmeat.com.au.

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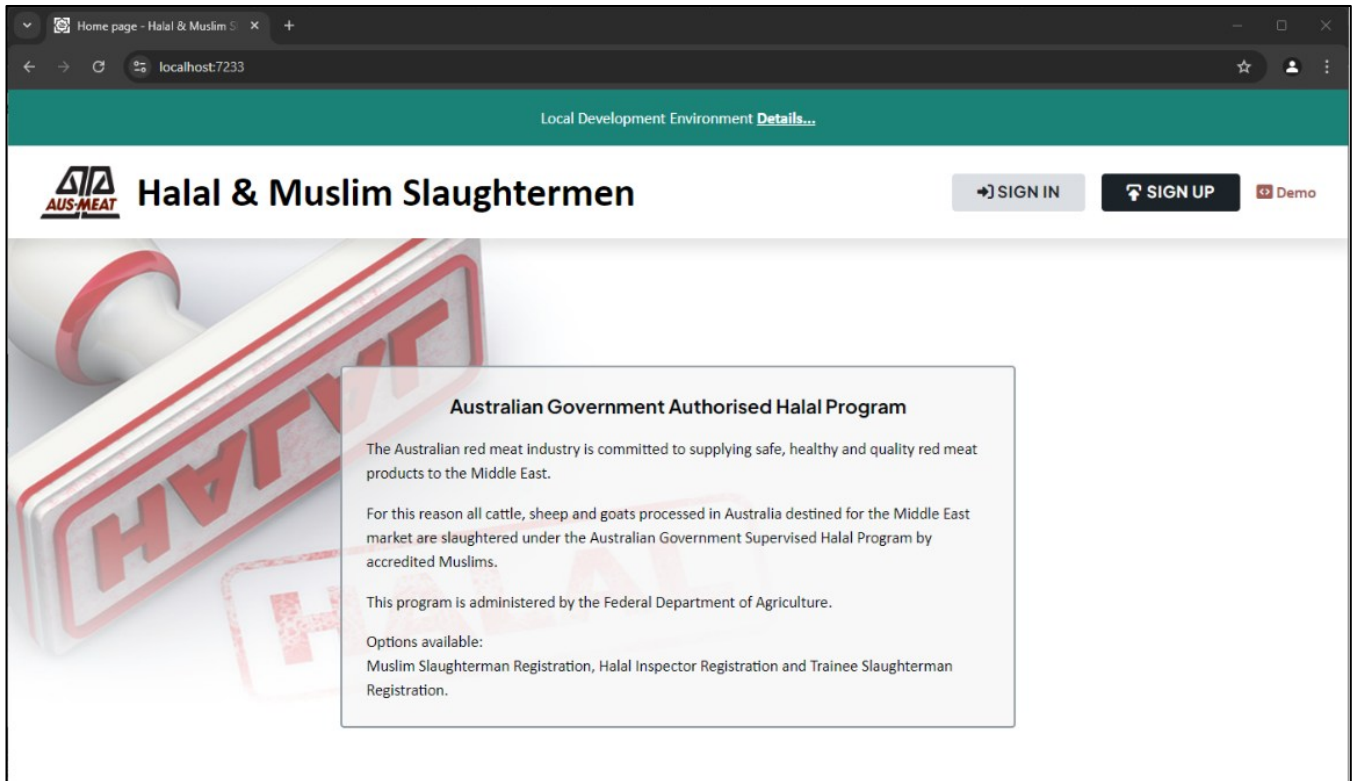
AUS-MEAT Limited

1/333 Queensport Road North
Murarrie QLD 4172

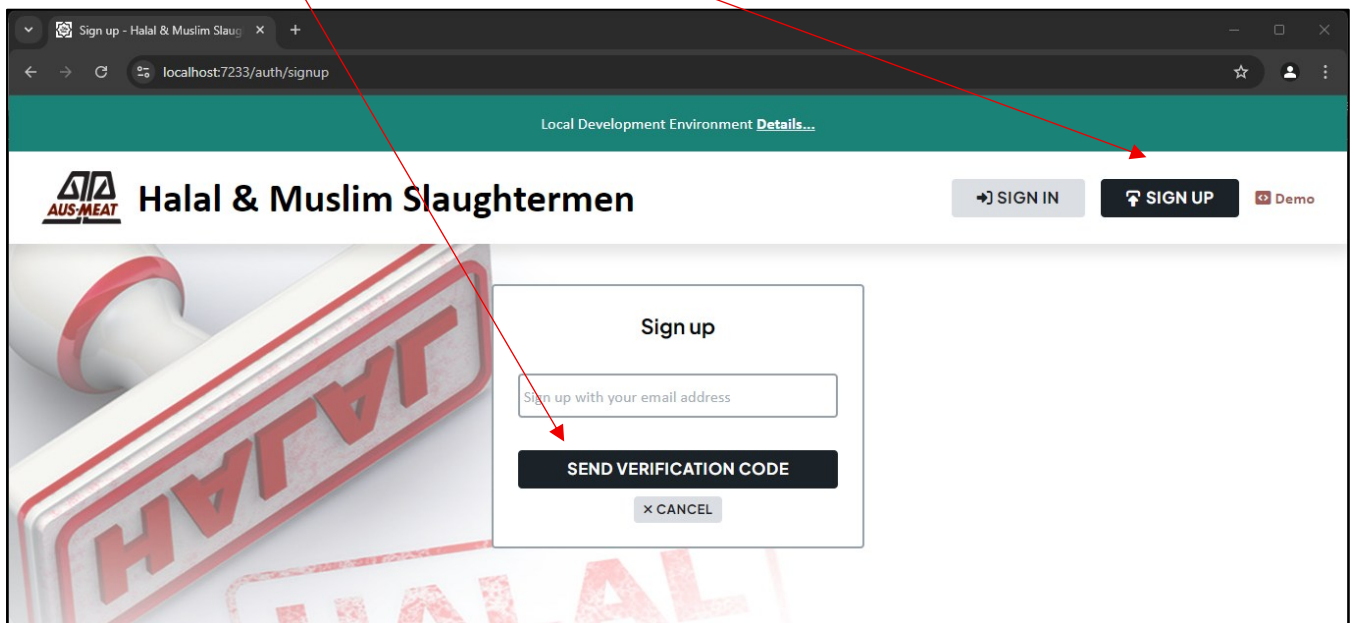
www.ausmeat.com.au

SIGN UP PROCESS / ONBOARDING PROCESS

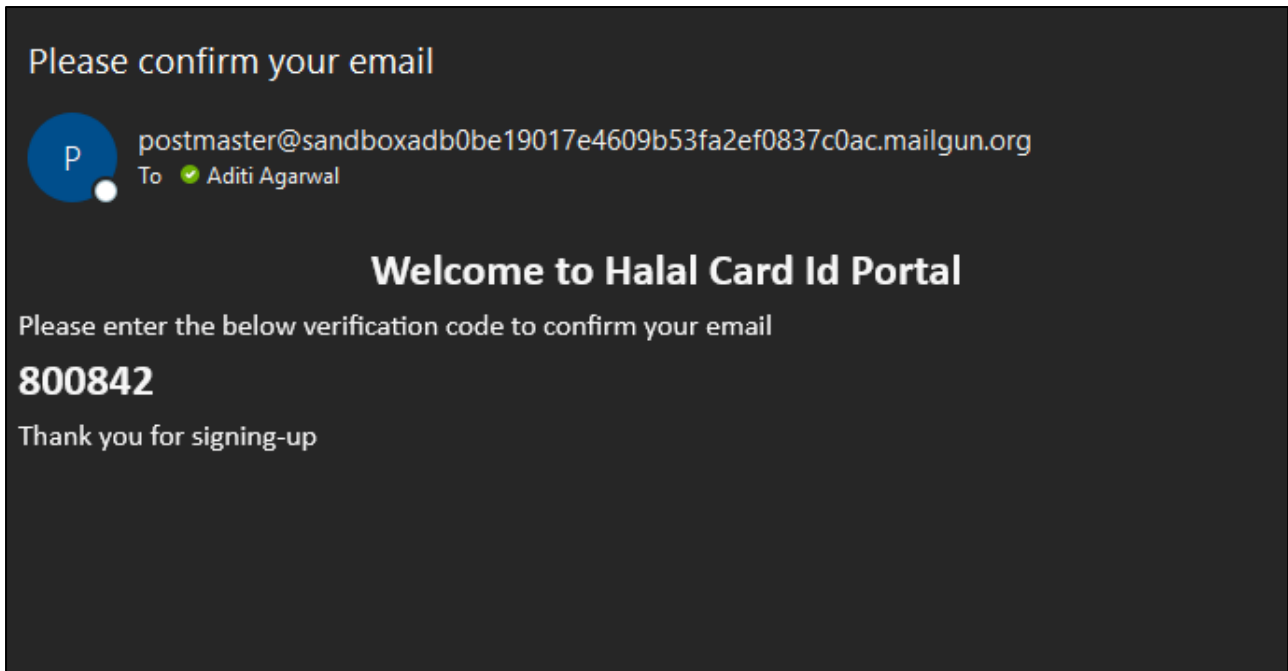
1. To become an Approved User to be able to approve Halal ID Cards, access the Halal & Muslim Slaughtermen Portal via the following link: Home page - Halal & Muslim Slaughtermen - AUS-MEAT (halaliid.ausmeat.com.au)



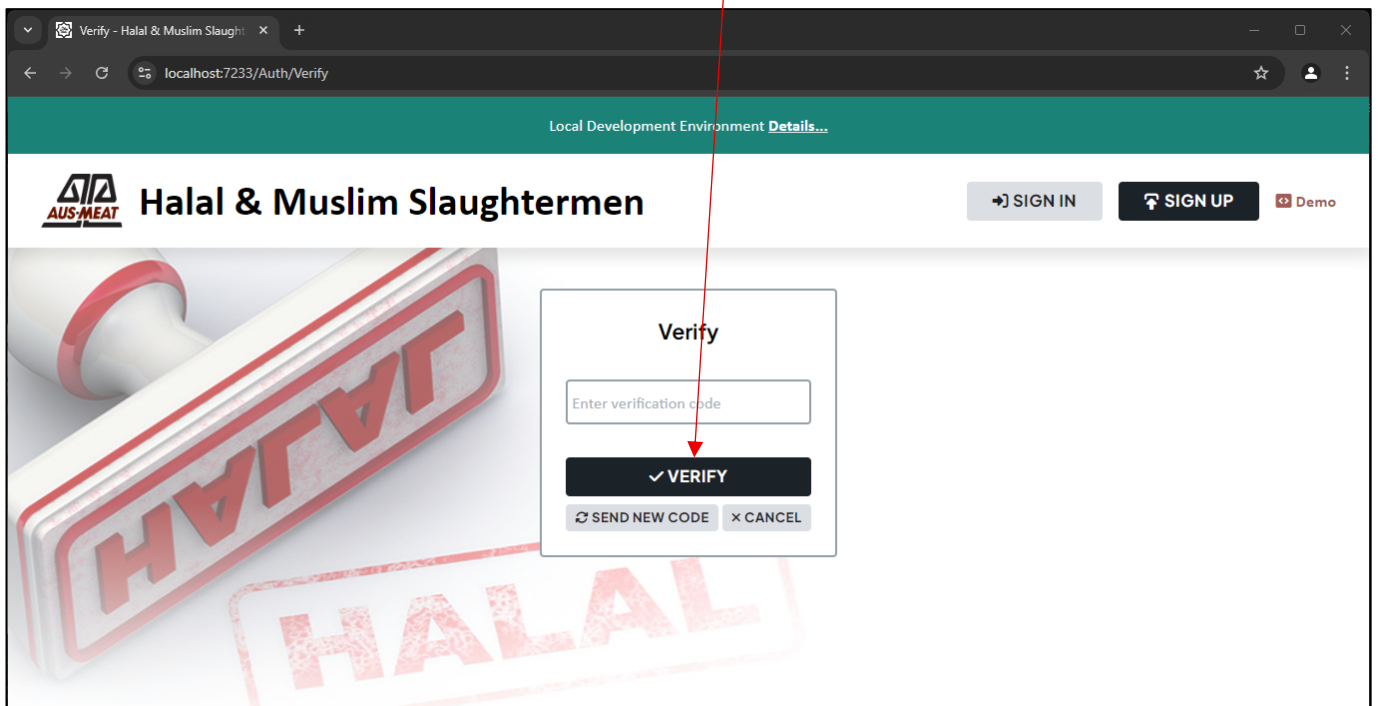
2. Click on the **Sign Up** button.
3. Enter a valid email address (**You should be using your work email address to create your User profile.**)
4. Click on **Send Verification Code**.



5. Check your email for a 6 digit verification code (this is only valid for about 5-6 minutes.)



6. Enter the code from the email into the Portal and click **Verify**.

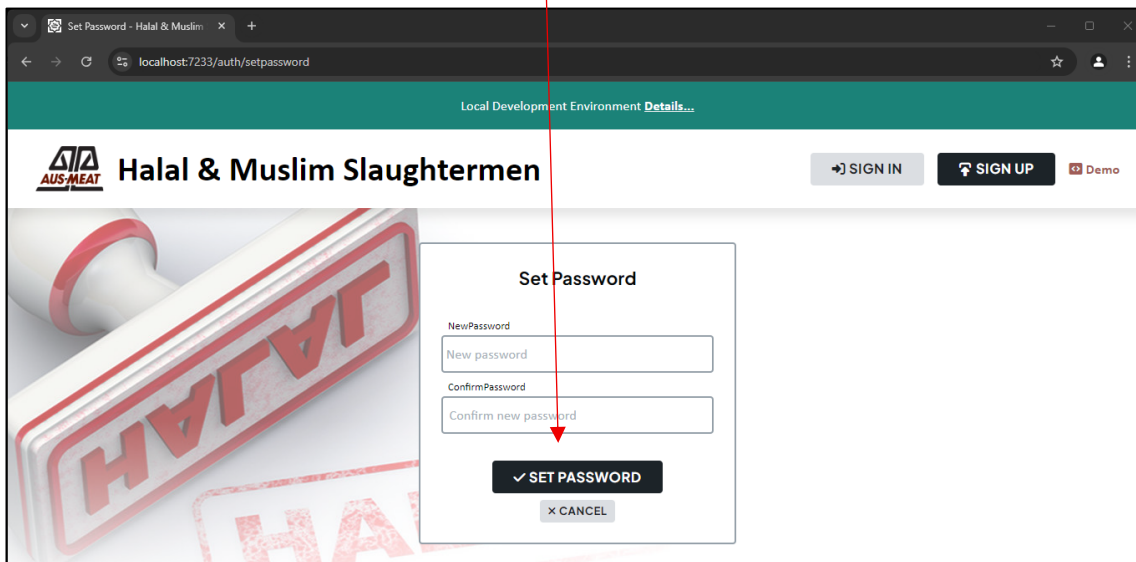


7. Set the password in the following screen.

Create a password that meets the following policy:

- (i) At least 8 characters;
- (ii) At least 1 lower case alphabet;
- (iii) At least 1 upper case alphabet; and
- (iv) At least 1 digit.

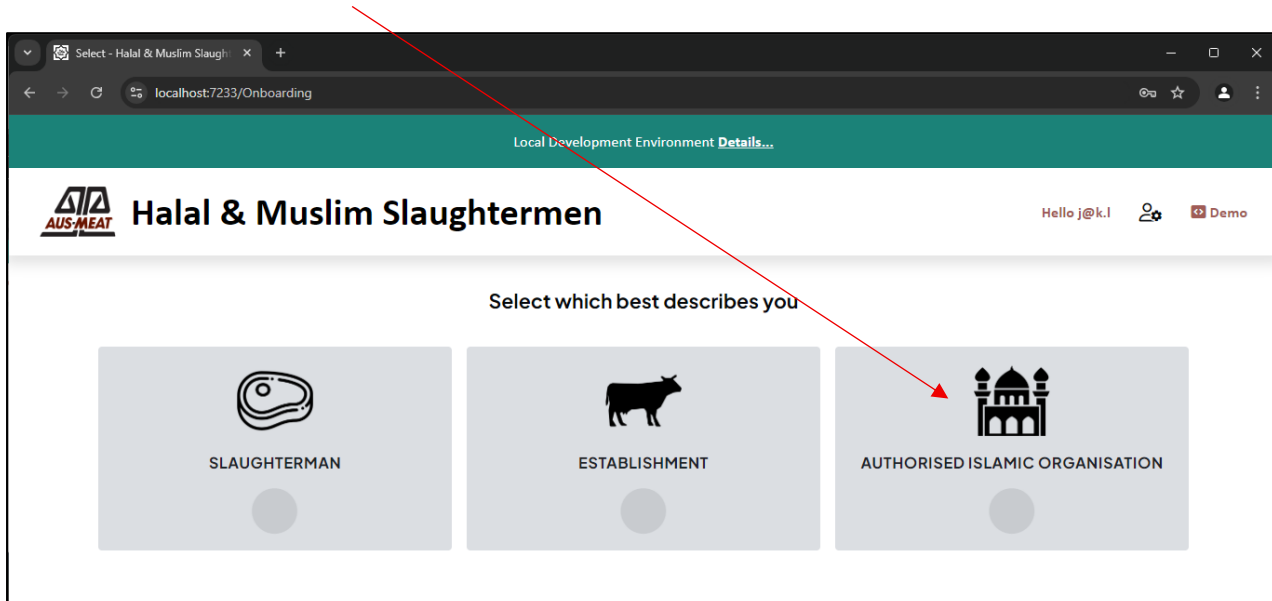
8. Confirm your password and click **Set Password**.



9. Once matching passwords are provided, the portal will ask you to select your role from either Slaughtermen, Establishment or Authorised Islamic Organisation (see screenshot below).

NOTE: One (1) email address/ user can have one (1) role only i.e. slaughtermen, establishment or an AIO.

10. Choose **Authorised Islamic Organisation** from the **Select which best describe you** screen below.



11. Select your **AIO** from the dropdown selection and fill in all required details (all fields are mandatory).

Halal & Muslim Slaughtermen

Hello j@k.l

Authorised Islamic Organisation sign up form

Authorised Islamic Organisation Name
Please Select Authorised Islamic Organisation

Approver First Name
FirstName

Approver Last Name
LastName

Phone Number
Phone number

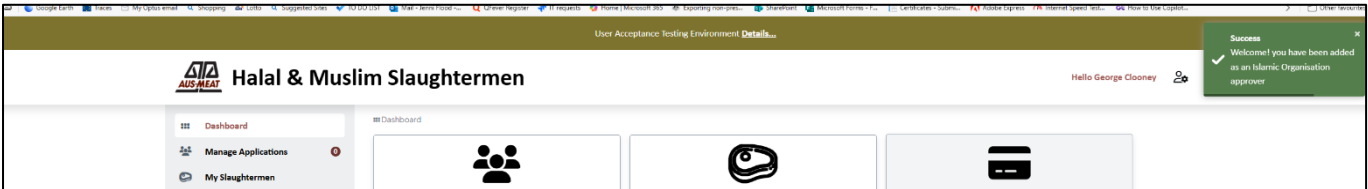
Role at Islamic Organisation
Role at Establishment

X CANCEL

NEXT >

12. Once all fields are completed correctly, click **Next** to proceed.

13. Your profile is now created, and you'll see a confirmation message on the **Dashboard Screen** in the **top right** of the screen, advising that you have now been added as an approver for the selected AIO.

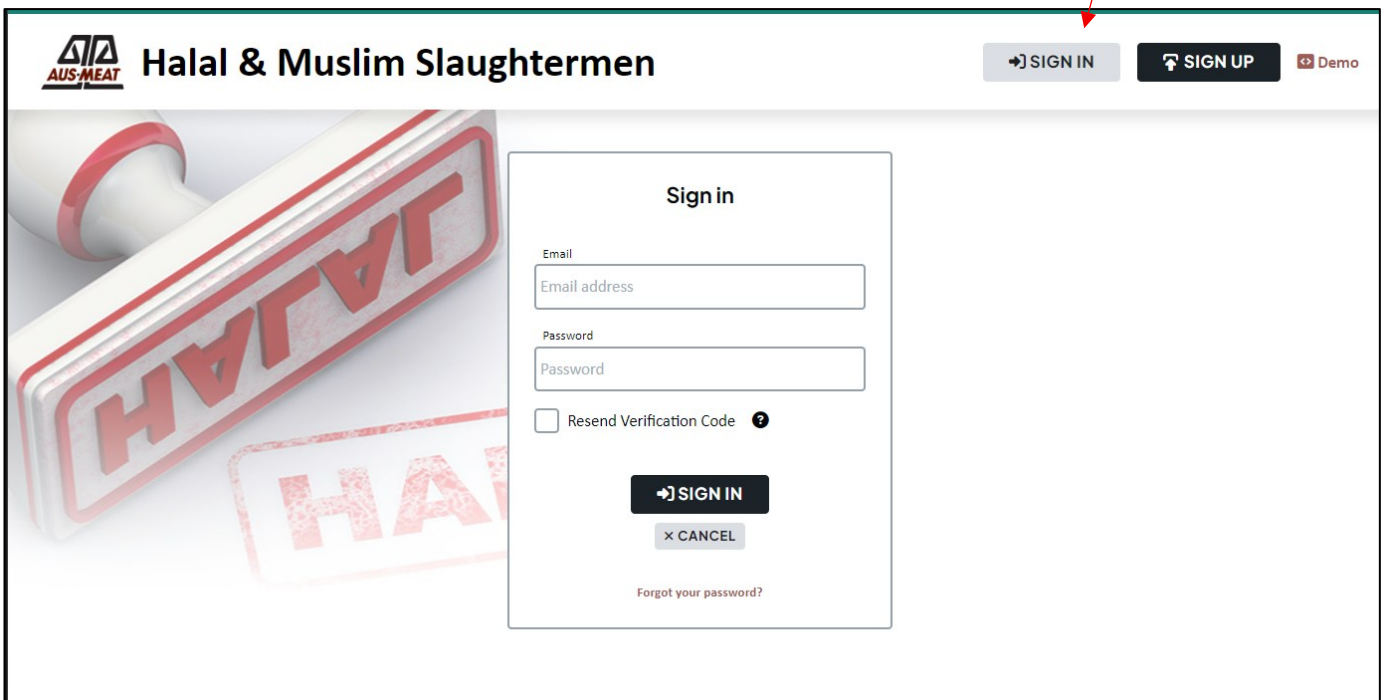


DASHBOARD – MANAGE APPLICATIONS

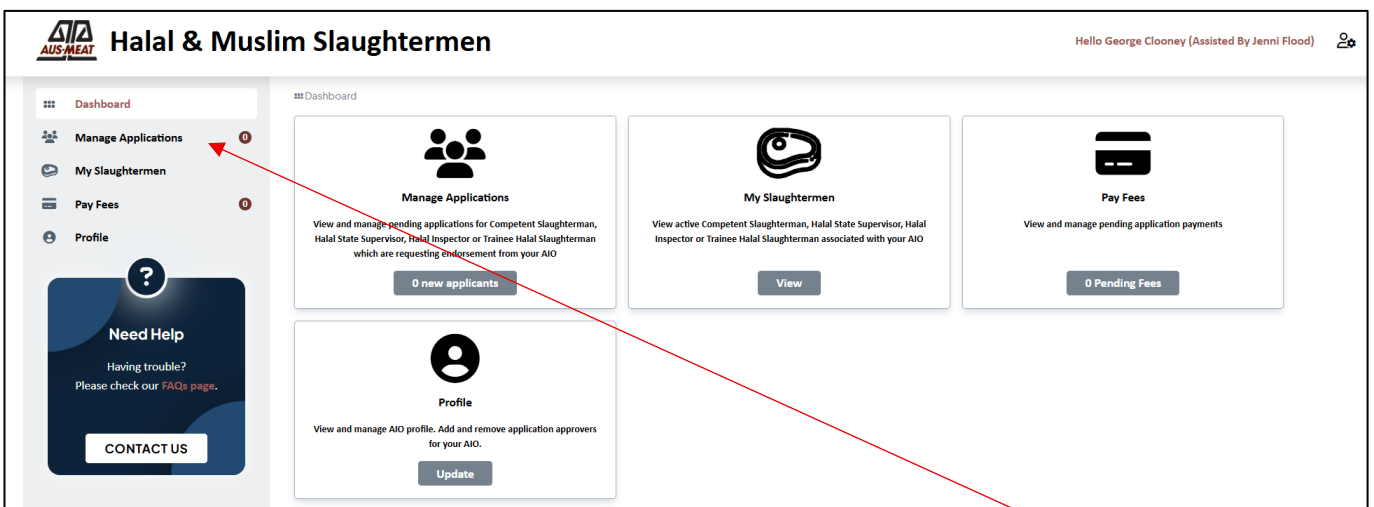
ID Card Approval Process

1. Once approval has been given to be an **Islamic Organisation User**, if you have logged out, sign back in using your email and password (created during the sign up process).

NOTE: If the email verification step had not completed successfully earlier (i.e. the verification code had expired), leave the password field blank and tick the **resend verification code** button. This will resend a 6 digit code via email.



2. Once logged the below **Dashboard** screen is presented.

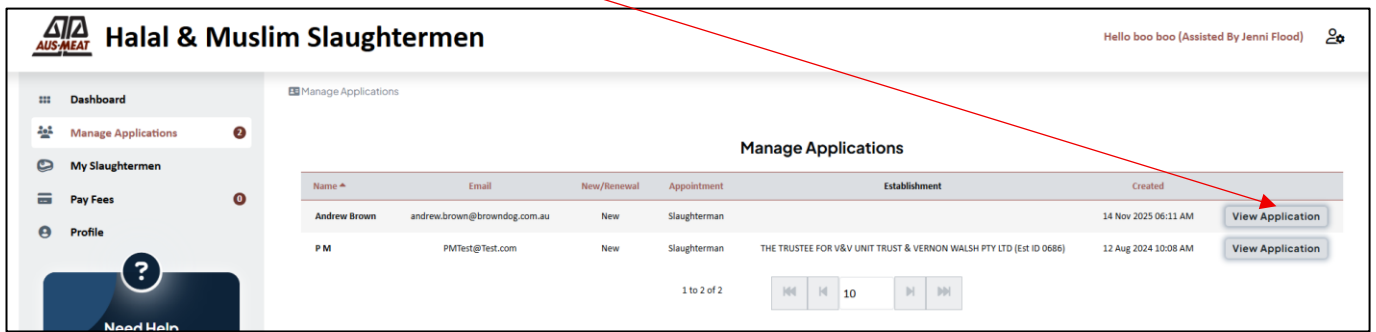


3. **Any Slaughtermen Applications** to approve for the AIO will appear under the **Manage Applications** screen.

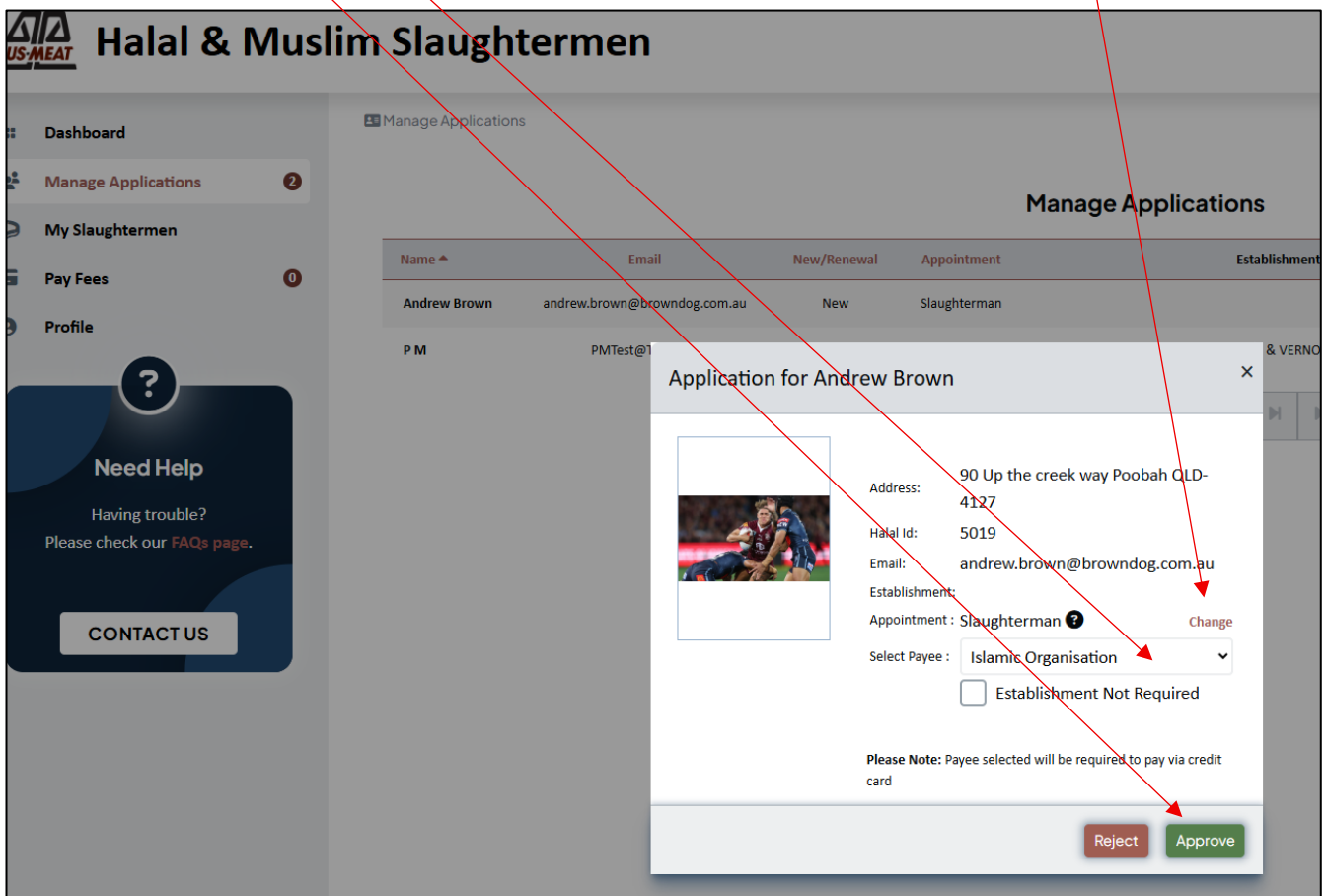
NOTE: An AIO must approve ID Cards before an establishment can approve it.

Approve Or Reject Applications

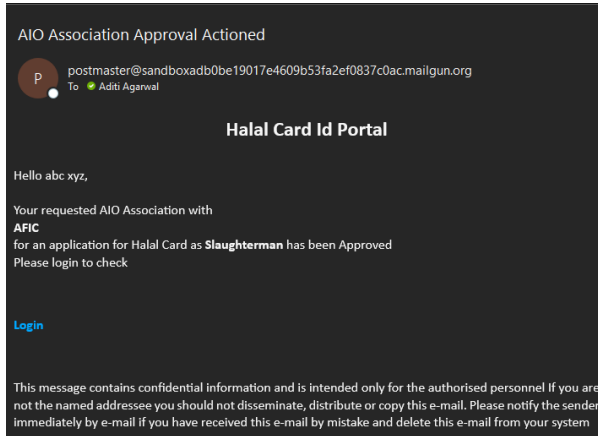
1. Under Manage Applications click on **View Application** for the applicable slaughterman.



2. From the pop up screen, the AIO can:
 - (i) Change the **Appointment** type;
 - (ii) Decide who will **pay the fee** for the application;
 - (iii) Make the final decision on whether an **Establishment is required** on that application or not; and
 - (iv) **Reject or Approve** the application.
3. Review the Appointment type to ensure the correct role has been chosen. Click **Change** to review options, and change if necessary.
4. Select the **Payee** for the ID Card (typically the establishment if arranged).
5. If the slaughterman has **not yet secured work at an establishment**, and the AIO is issuing a card in advance, check the Establishment Not Required box. **DO NOT** check this box otherwise.
6. Then click on **Approve**.

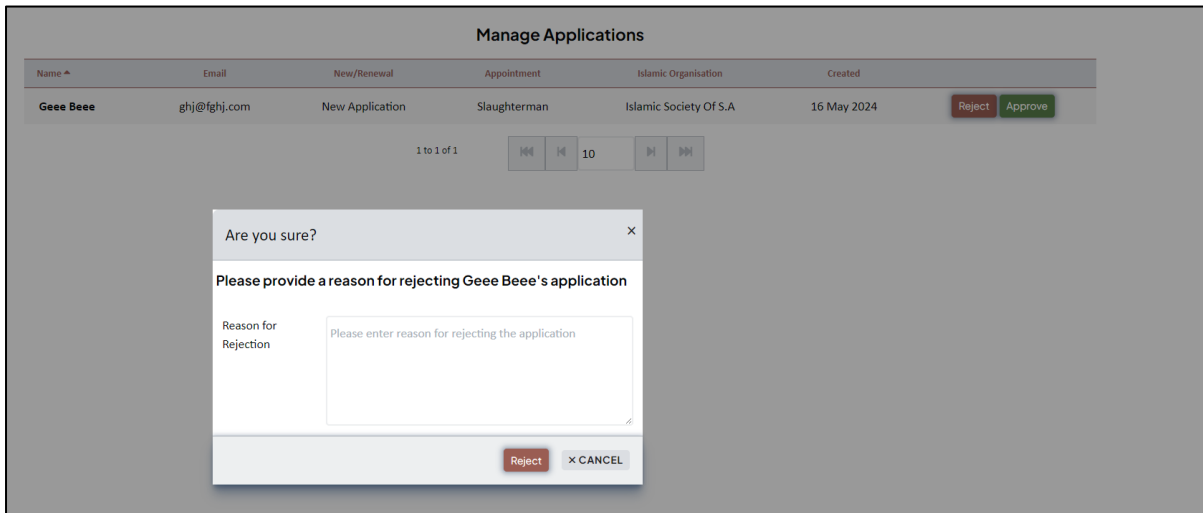


7. The Slaughterman will then receive an email informing that the application has been approved and is progressing.



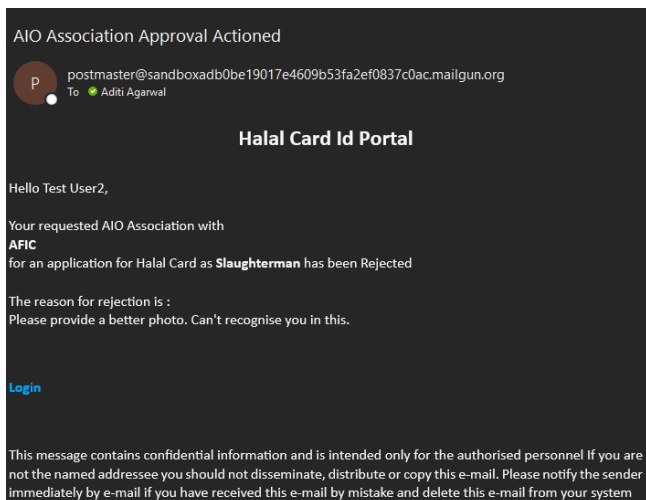
NOTE: The Establishment (or AIO if they were selected to pay fees) will be required to pay the fees before the ID Card will appear in the Slaughtermen’s list of My Digital ID’s.

8. If the decision is to **Reject**, you will need to provide the reason for the rejection, which will then be emailed to the slaughterman. Once reason is entered, click on **Reject**.



NOTE: Rejecting an application will mark the application as completed and will be removed from the Slaughterman’s dashboard.

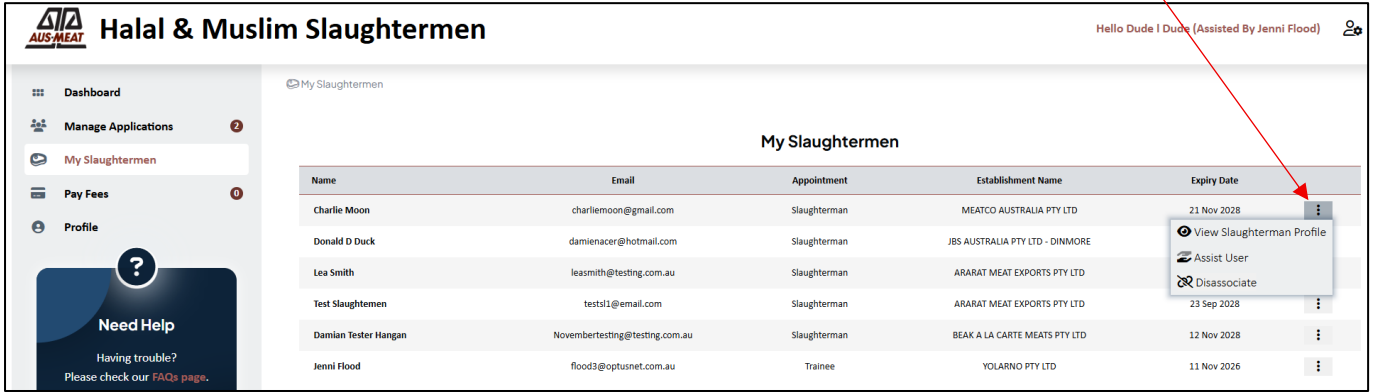
9. An email will be sent to the Slaughterman as follows:



DASHBOARD - MY SLAUGHTERMEN PAGE

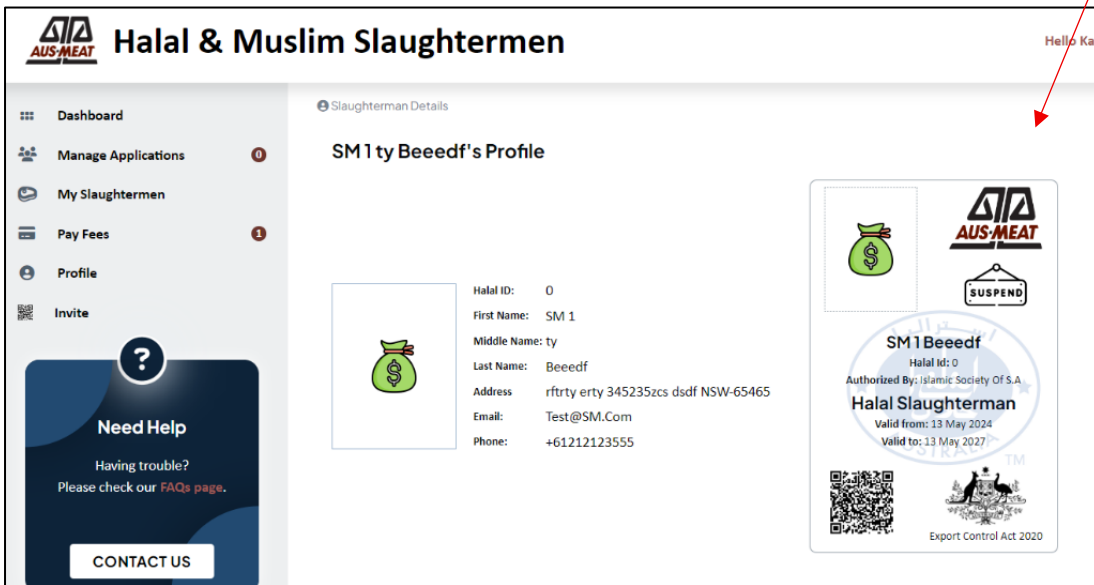
The **My Slaughtermen** page lists all the slaughtermen that have a current card with the AIO, or a card that has expired in the last year. From this screen the **AIO approver** can hover over the 3 ellipses to:

1. View the Slaughterman's Profile;
2. Assist them (impersonate the slaughterman and carry on the steps on the slaughterman's behalf); and/or
3. Disassociate the slaughterman from the AIO.

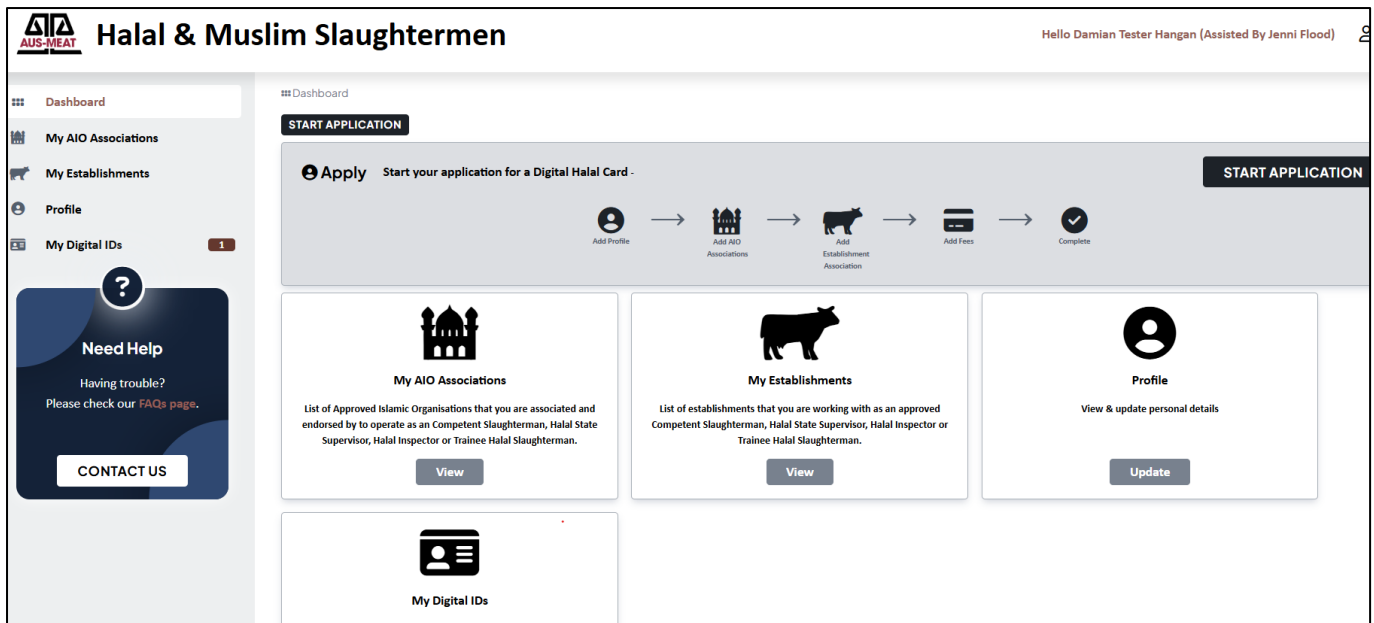


4. Clicking on the **View slaughterman's profile** brings up the following screen which shows the **digital card** associated with that line on the **My Slaughtermen** page.

NOTE: The photo shown on a Halal ID Card may differ from the photo displayed in the Slaughterman's profile, if the slaughterman updated his profile photo after card approval.



5. Selecting **Assist User** allows you to impersonate the slaughterman.
6. The screen will change to the profile page of the selected slaughterman.

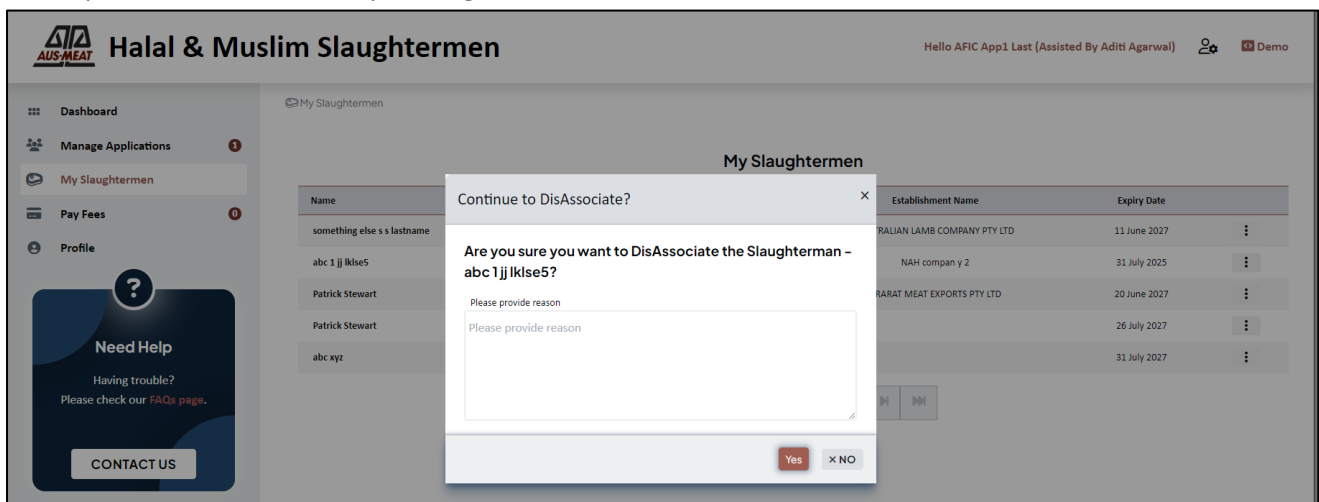


7. From this screen you will be able to:

- Help complete their profile
- Update their profile
- Help start or complete their application by adding an AIO or Establishment

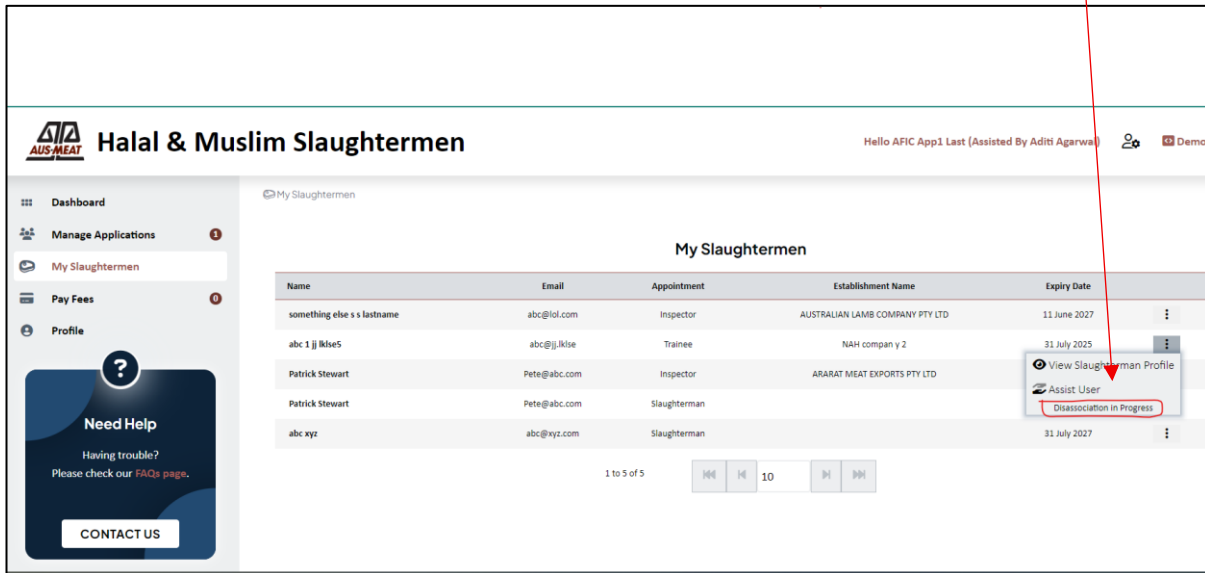
NOTE: Please follow the **User Guidelines for a Slaughterman** when in assist mode.

8. Selecting **Disassociate** brings up the below screen, asking the user to provide the reason. The Disassociation request can be cancelled by clicking on the **X No** button.



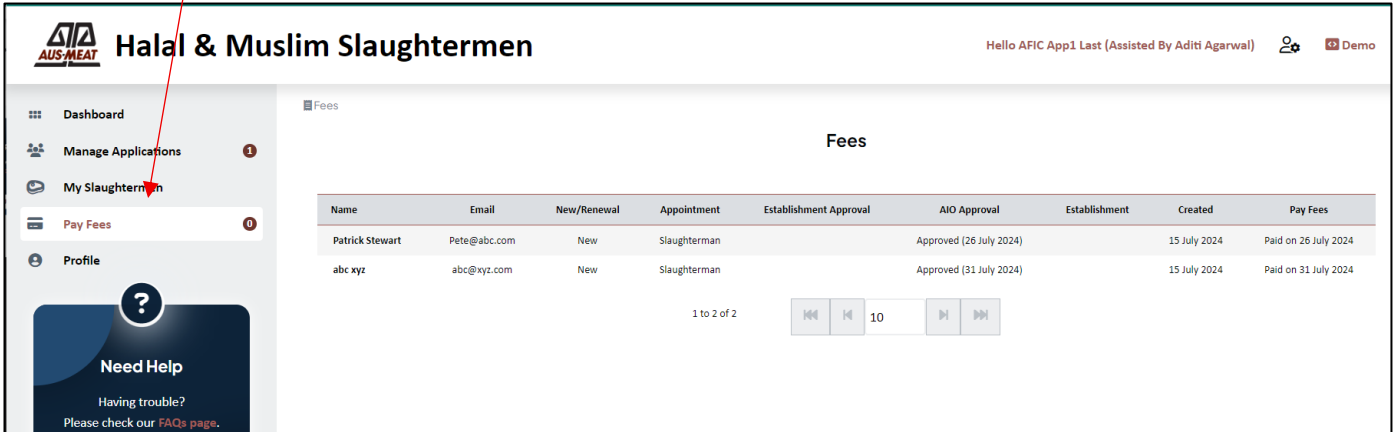
9. If a reason is provided and **Yes** is clicked, the below screen then shows that **Disassociation is in progress** for the slaughterman.

NOTE: Once a request to disassociate has been submitted, it will require action by the AUS-MEAT admin team before the disassociation is complete. At present, an AIO will not receive notification of AUS-MEAT's action. If AUS-MEAT approve the disassociation, the slaughterman will no longer appear on the My Slaughterman List.



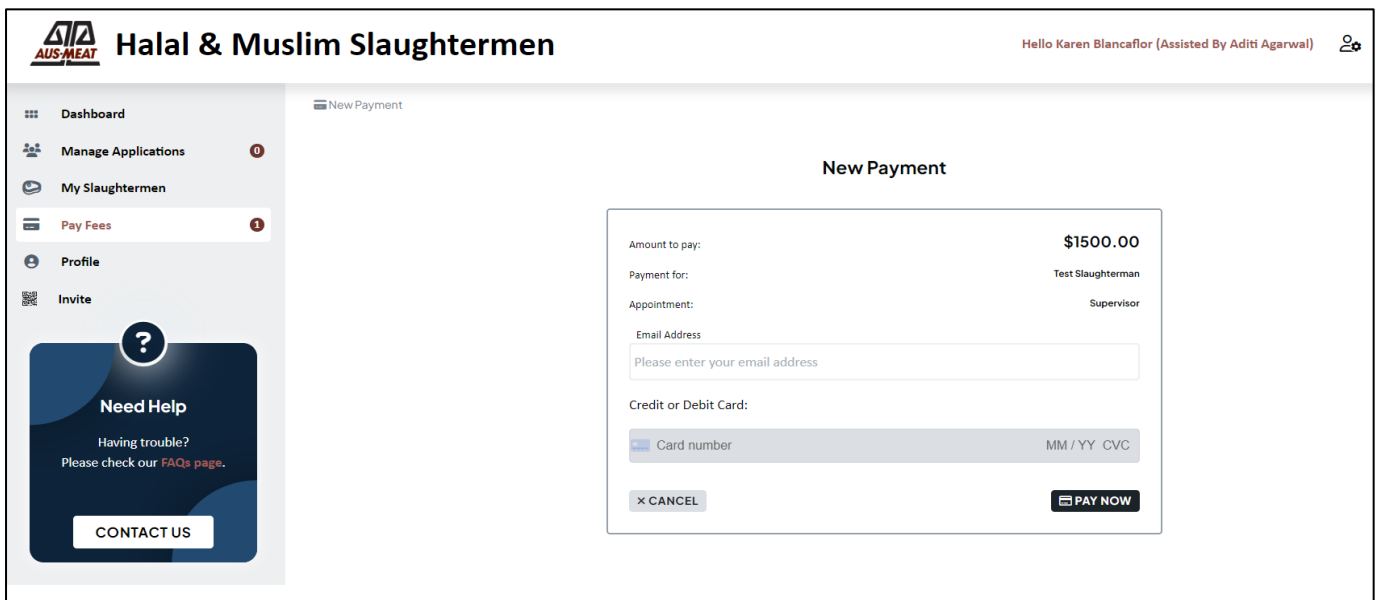
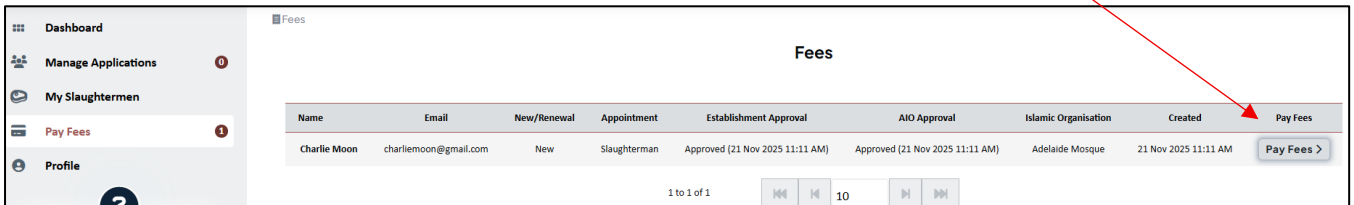
DASHBOARD - PAY FEES

Clicking the **Pay Fees** page will bring up the below screen. The Pay Fees screen shows any payments that the Approver's organisation has made for an application in the past, or any fees that are due to be paid by the AIO. The **Pay Fees** button for any application will show only when the application has been approved by both the AIO and Establishment.

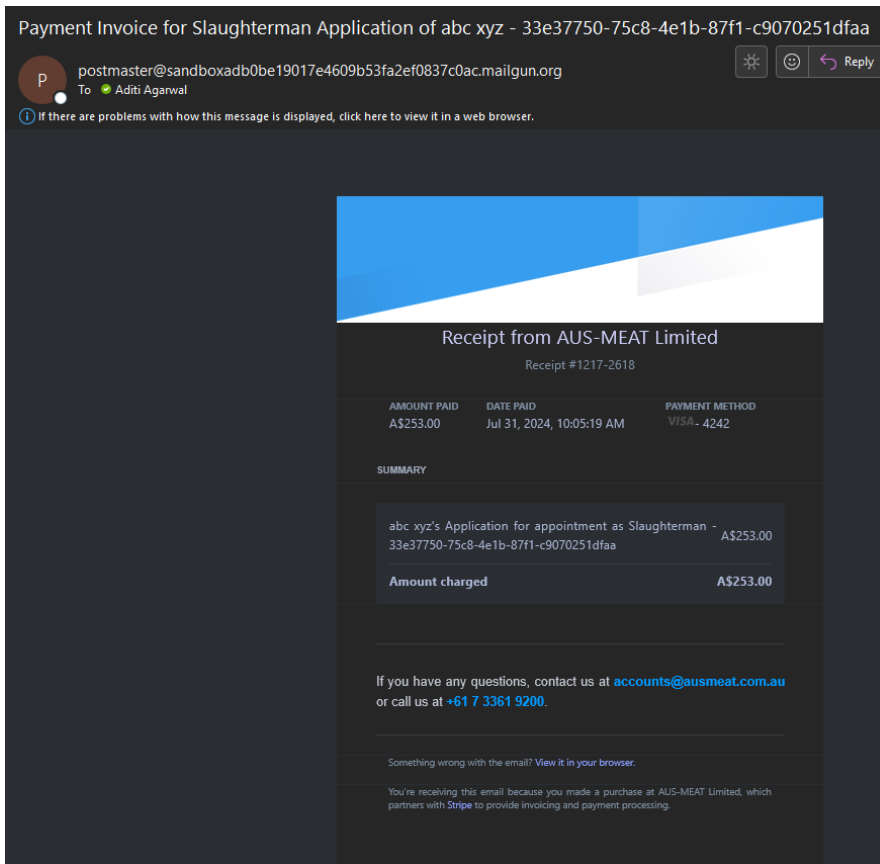


1. If the AIO is required to pay the fees for an ID card, click on the **Pay Fees** button against the application and follow the prompts to complete payment.

NOTE: Fees can only be paid by Credit Card. There is no other payment option available.

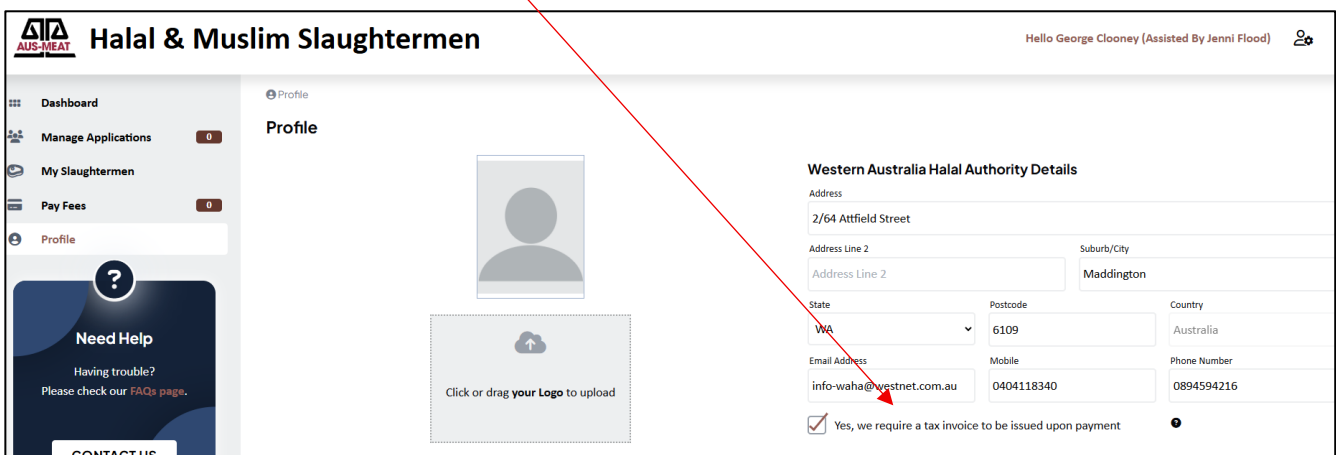


2. Repeat if multiple applications are listed and require payment.
3. Upon making a successful payment, a digital card is created for that application, and a receipt is emailed (example below) to the email address provided in the payment section above.



NOTE: The amount of fees to be paid for each application is preset in the portal depending on the Application Type and Appointment Type.

NOTE: If the AIO has **We require a tax invoice to be issued upon payment** noted under their profile, once payment has been made a closed invoice will be issued by AUS-MEAT.



DASHBOARD - PROFILE PAGE

The **Profile** page for an AIO Approver looks as below. The AIO approver can update:

1. The details of the AIO;
2. Their own details;
3. The logo of the organisation. (This logo displays on the digital cards for their approved slaughtermen); and
4. Activate or deactivate other approvers for the AIO.

NOTE: The AIO approver can **NOT** change the name of the AIO.

Halal & Muslim Slaughtermen Hello boo boo (Assisted By Jenni Flood)

Profile

Need Help
Having trouble?
Please check our [FAQs page](#).
CONTACT US

UPDATE AIO LOGO

Organisation Approvers

Name	Email	Role	Approver's Status	
App 1 AdlMosq	test@aio.user1	role	Approved	Deactivate
Dude I Dude	user@user.com	Being a dude	Approved	Deactivate

Adelaide Mosque Details

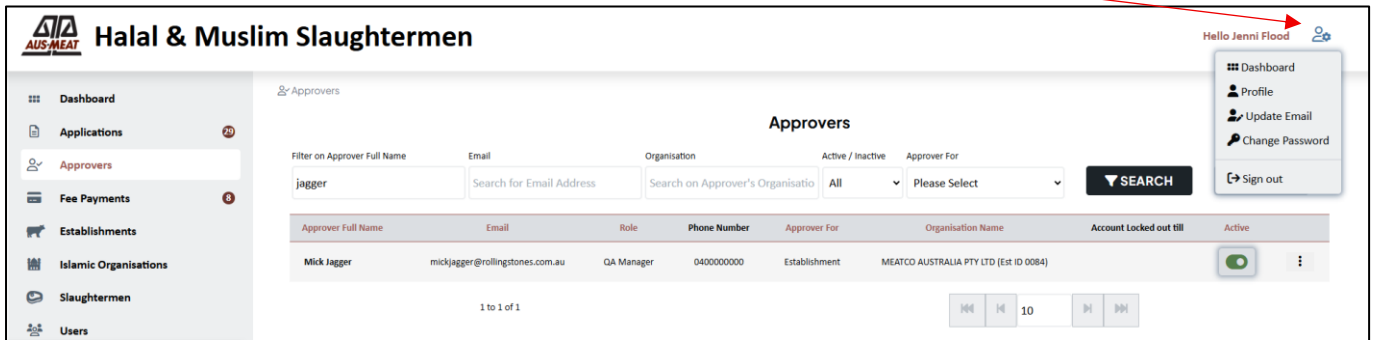
Address: 20 Little Gilbert St
Suburb/City: Adelaide
State: SA Postcode: 5000 Country: Australia
Email Address: adelaidemosque@gmail.com Mobile: 0414745390 Phone Number: 0882316443
 Invoice is Required
SAVE ORGANISATION DETAILS

Your Details

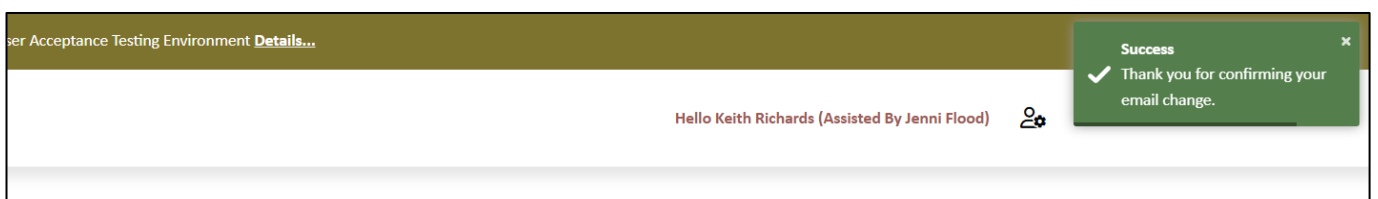
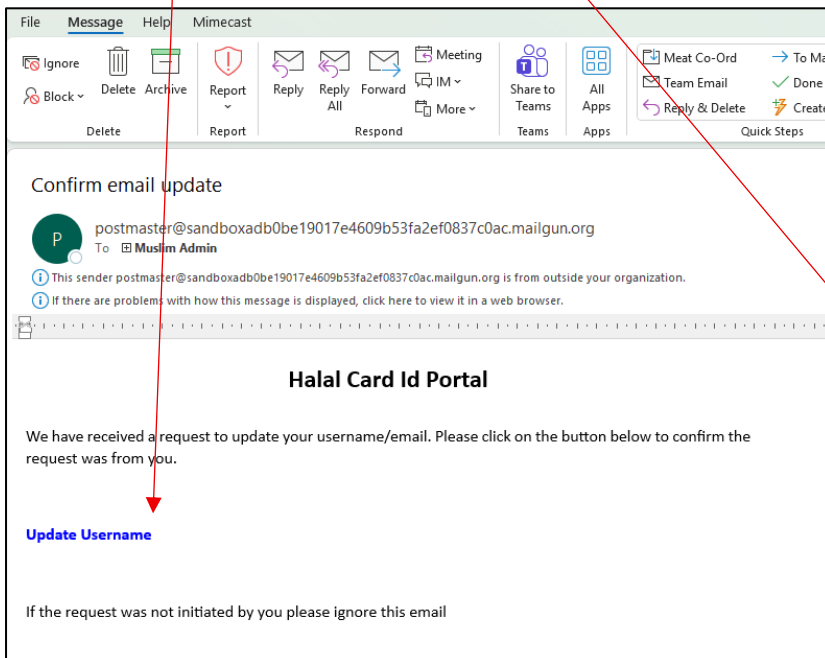
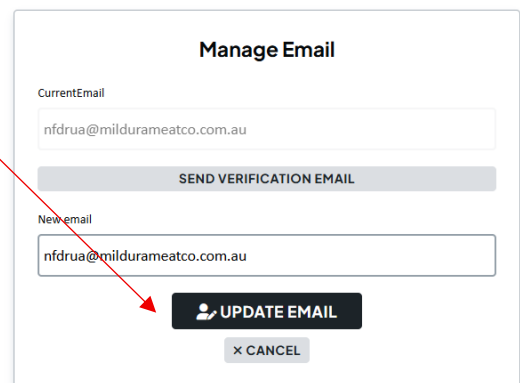
First Name: boo Middle Name: Your Middle Name Last Name: boo
Phone Number: 0733619286 Role at Organisation: Supervisor
SAVE

UPDATING EMAIL ADDRESS

1. To update your email address click on the person icon in the top right corner of the screen and select **Update email**.

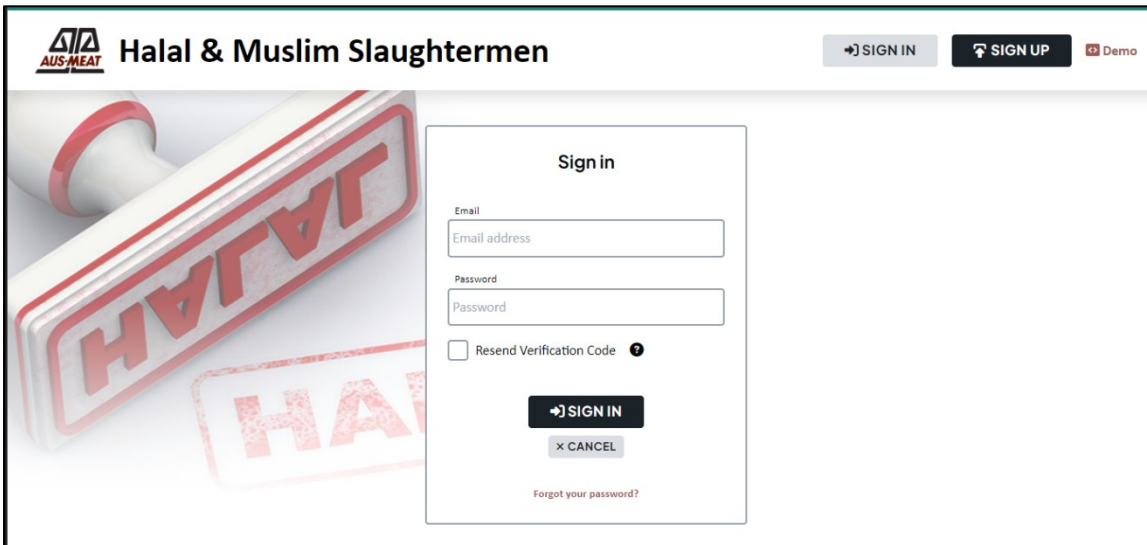


2. Enter your new email address and click on **Update Email**.
3. A link will be sent via email to the new email address.
4. Click on the link to log back into the portal, and a message will appear in the top right corner to confirm the email has been changed.

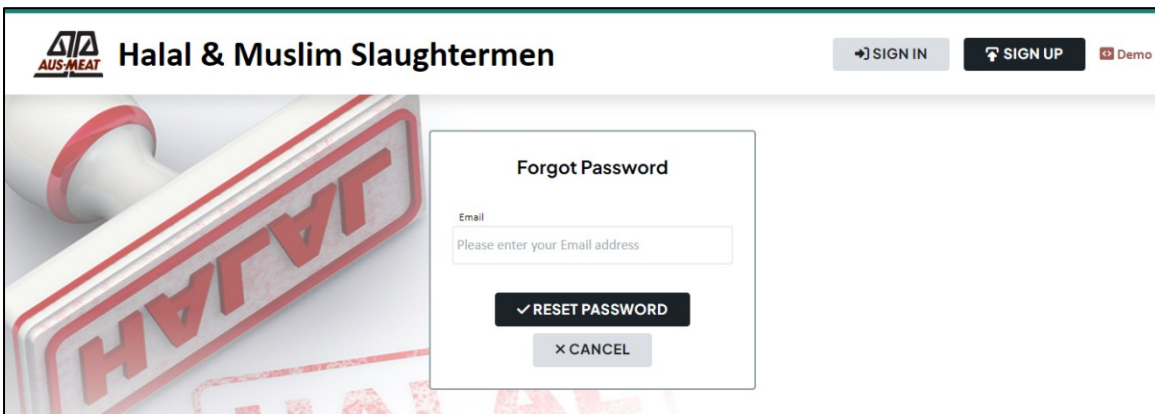


HOW TO RESET YOUR PASSWORD (FORGOT PASSWORD PROCESS)

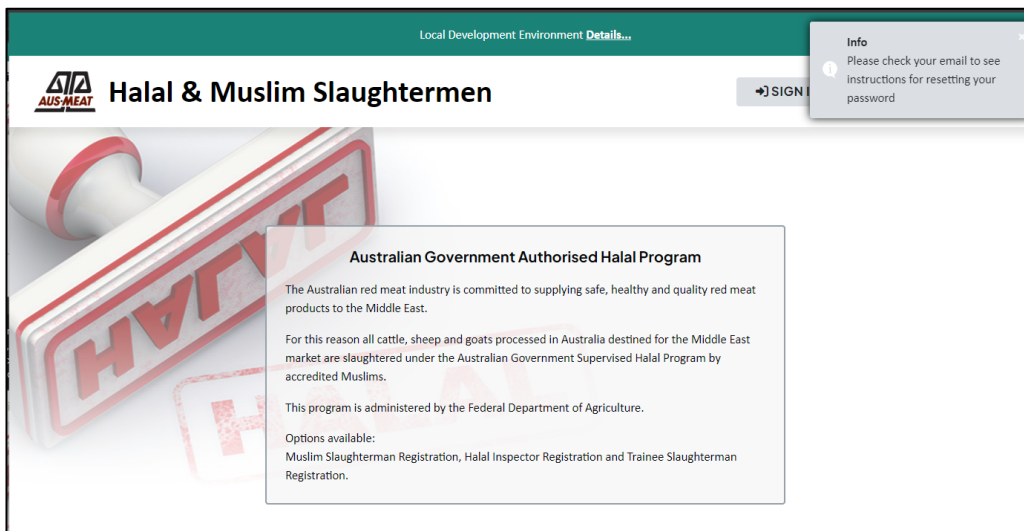
1. On the Sign In screen, click the **Forget your password?** link.



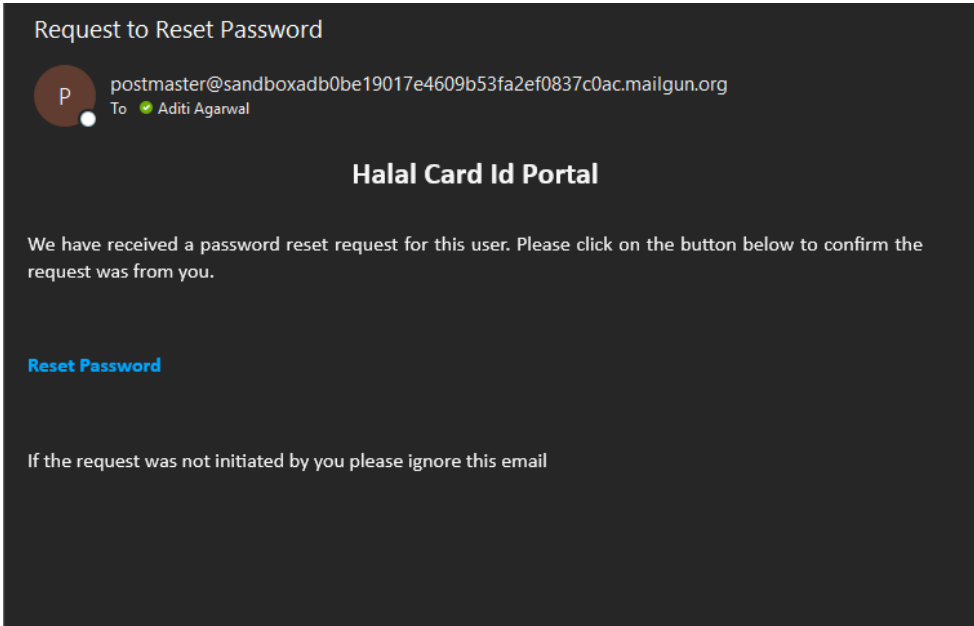
2. Clicking this link will take you to the Forgot Password page, where you'll be prompted to enter your registered email address.



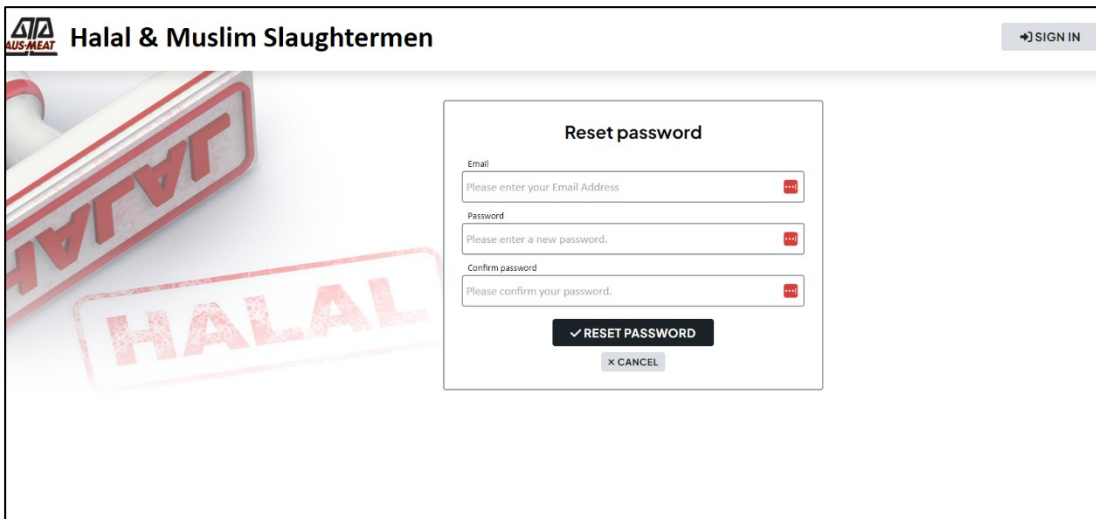
3. If you provide a valid, existing, and confirmed email address, an email will be sent to you. The screen will display a message instructing you to check your email for further instruction



- The email you receive will contain a link labelled **Reset Password**.



- Click the **Reset Password** link in the email. This will take you to the password reset page.



- On the password reset page, enter your registered email address, your new password, and confirm the new password.
- Click **Reset Password** to complete the process.