



Halal & Muslim Slaughtermen Portal

User Guide for Establishments

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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 establishment staff responsible for approving ID cards for Trainees, Competent Slaughtermen, Halal Inspectors, and Supervisors. If you work at an establishment and are assisting a Slaughterman with their Sign Up and Application, please refer to the USER GUIDE FOR SLAUGHTERMEN.

All Accredited AUS-MEAT establishments 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 your establishment is not Accredited with AUS-MEAT please contact our office at halal.audits@ausmeat.com.au before proceeding, so that we can add your Establishment to the Portal.

NOTE: Each establishment may have up to three current approvers, including one primary contact as previously provided to AUS-MEAT (refer to important information on next page).

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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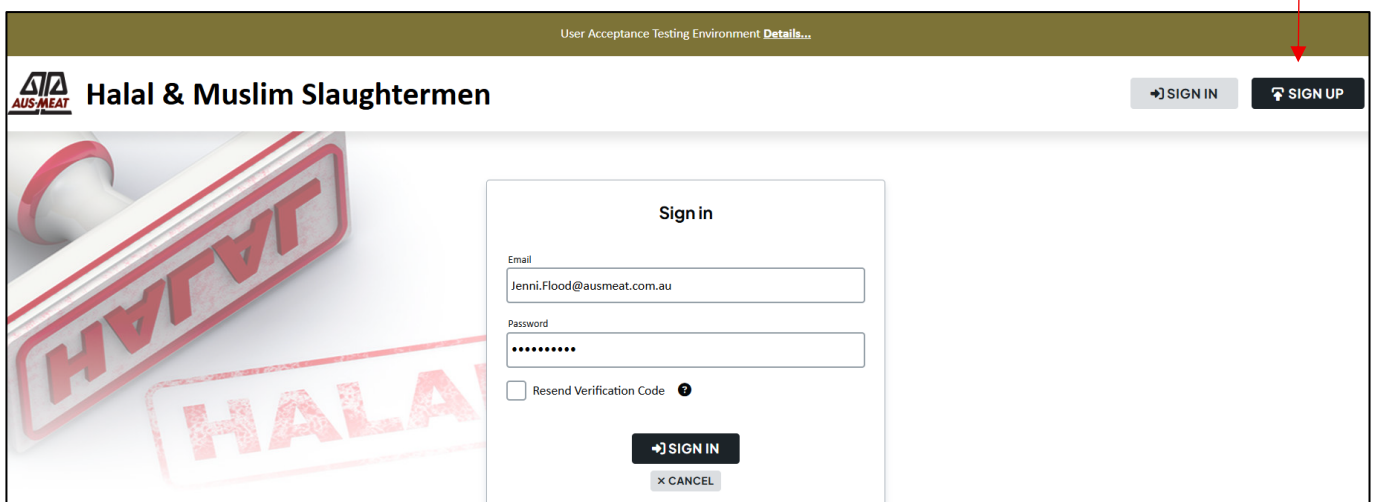
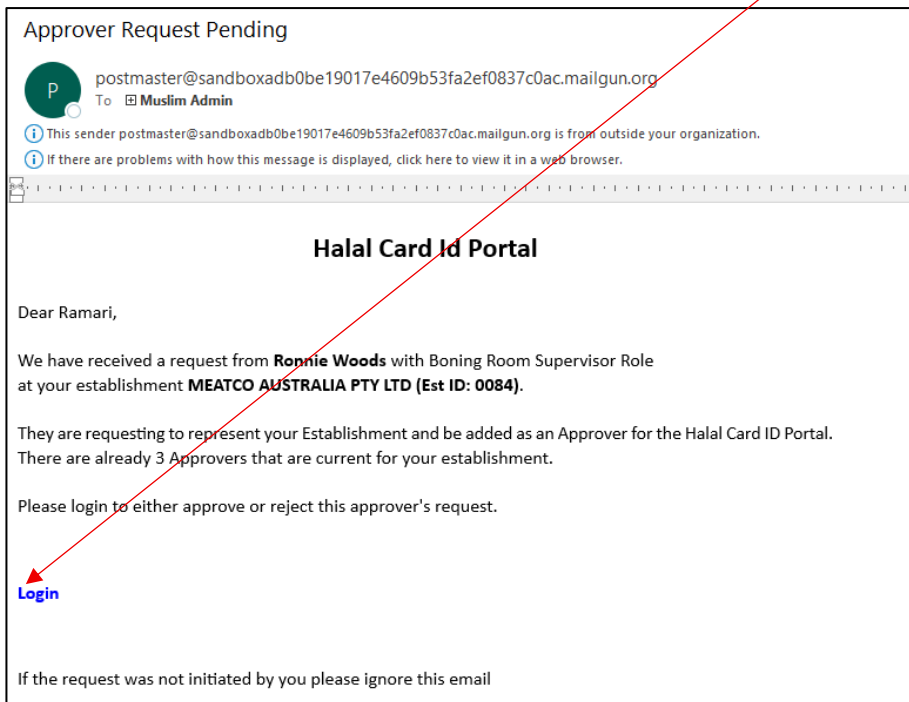
Murarrie QLD 4172

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Important Note regarding Primary Contacts of Establishments

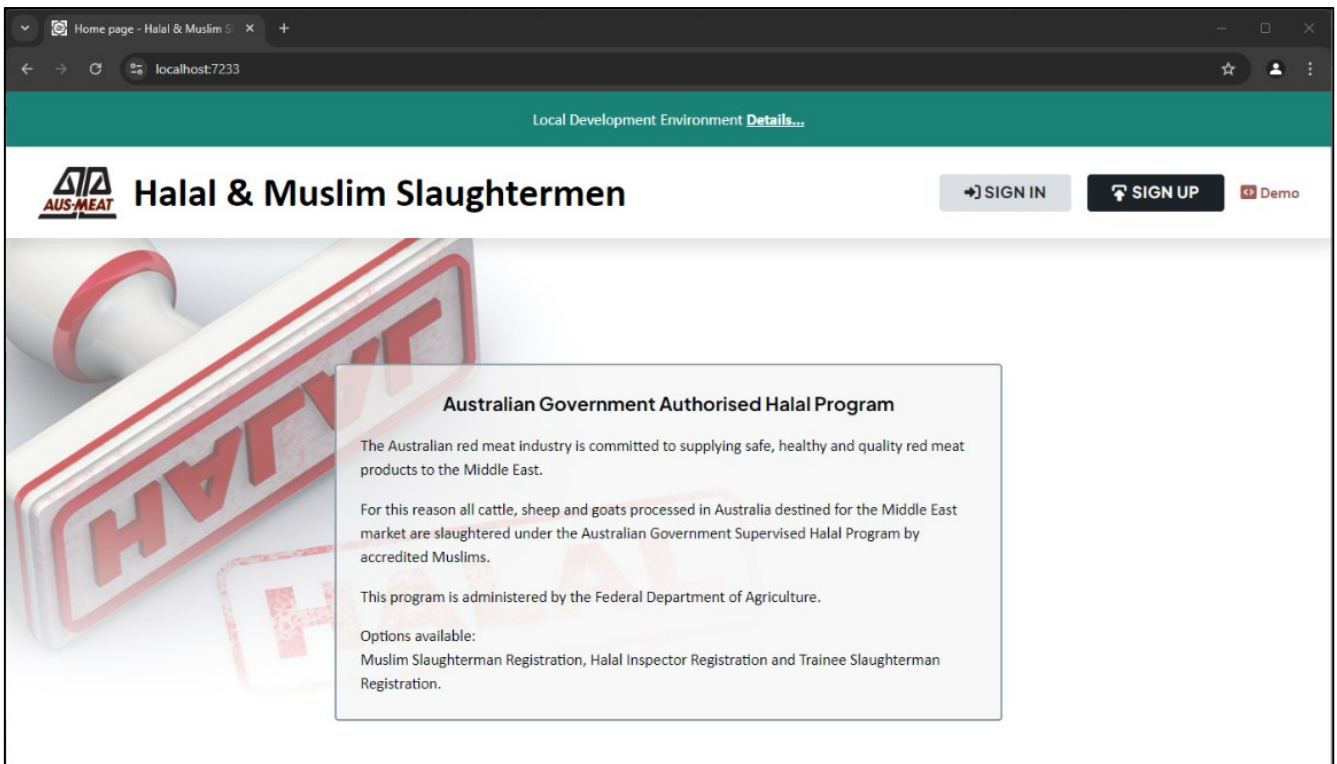
Any establishment accredited by AUS-MEAT is automatically registered in the Halal Portal, and their primary contact information remains unchanged. If you are the designated primary contact for an AUS-MEAT accredited establishment, in order to approve and deactivate other Approvers for your establishment, and have the ability to approve applications yourself, you must still register for the Halal Portal and select the **role that best describes you** as **Establishment**. Please ensure you use the same email address that is registered with AUS-MEAT during this process.

If a Primary Contact has yet to Sign Up to the portal and receives an email request such as the below to approve a User (because the limit of 3 approvers has been exceeded), click on the **login** link on the email and select the **Sign Up** button to register once the Portal has opened.

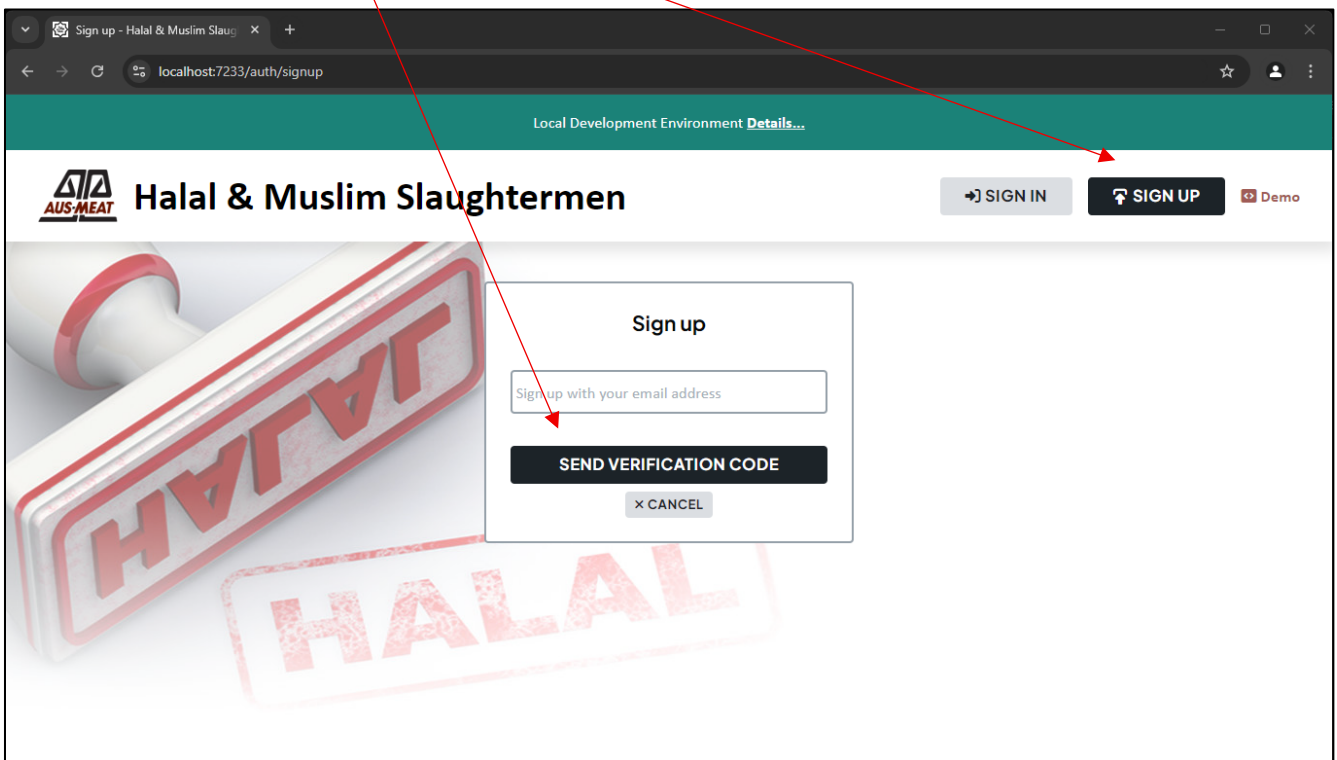


SIGN UP / ONBOARDING PROCESS

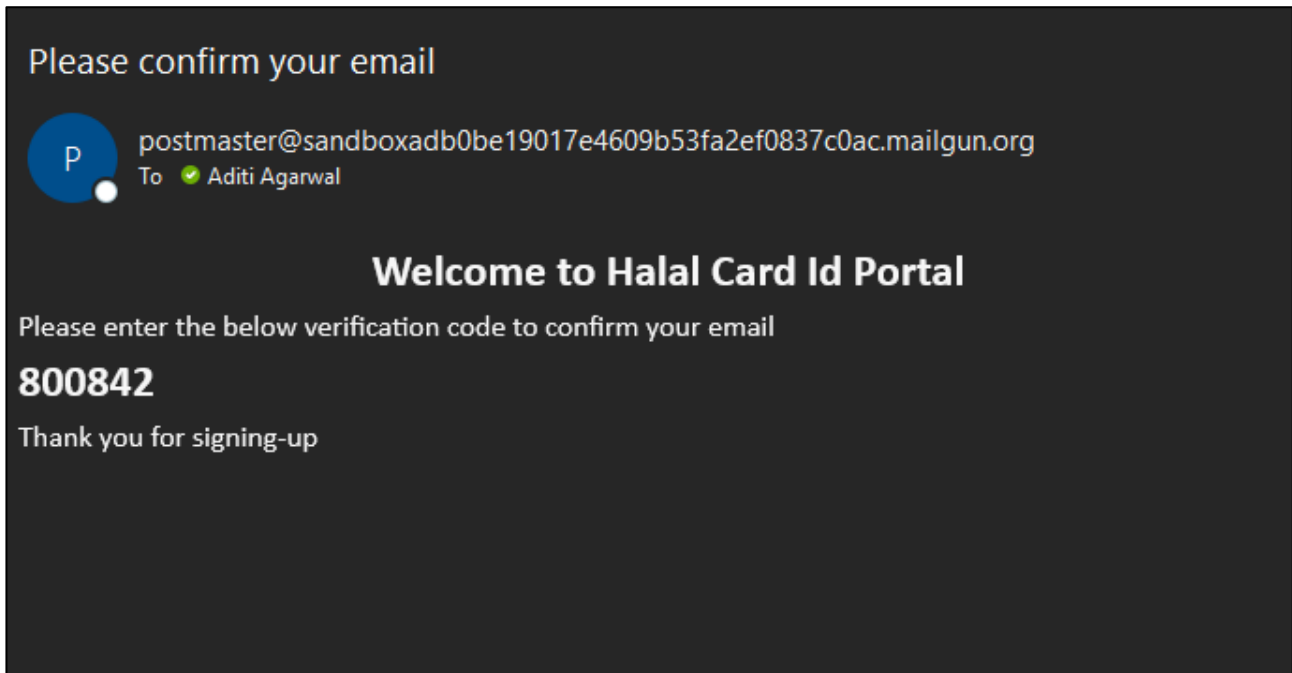
1. To become an Approved User to be able to approve Halal ID Cards, access the Halal & Muslim Slaughtermen Portal via the following link: [Home page - Halal & Muslim Slaughtermen - AUS-MEAT](http://halaliid.ausmeat.com.au) (halaliid.ausmeat.com.au)



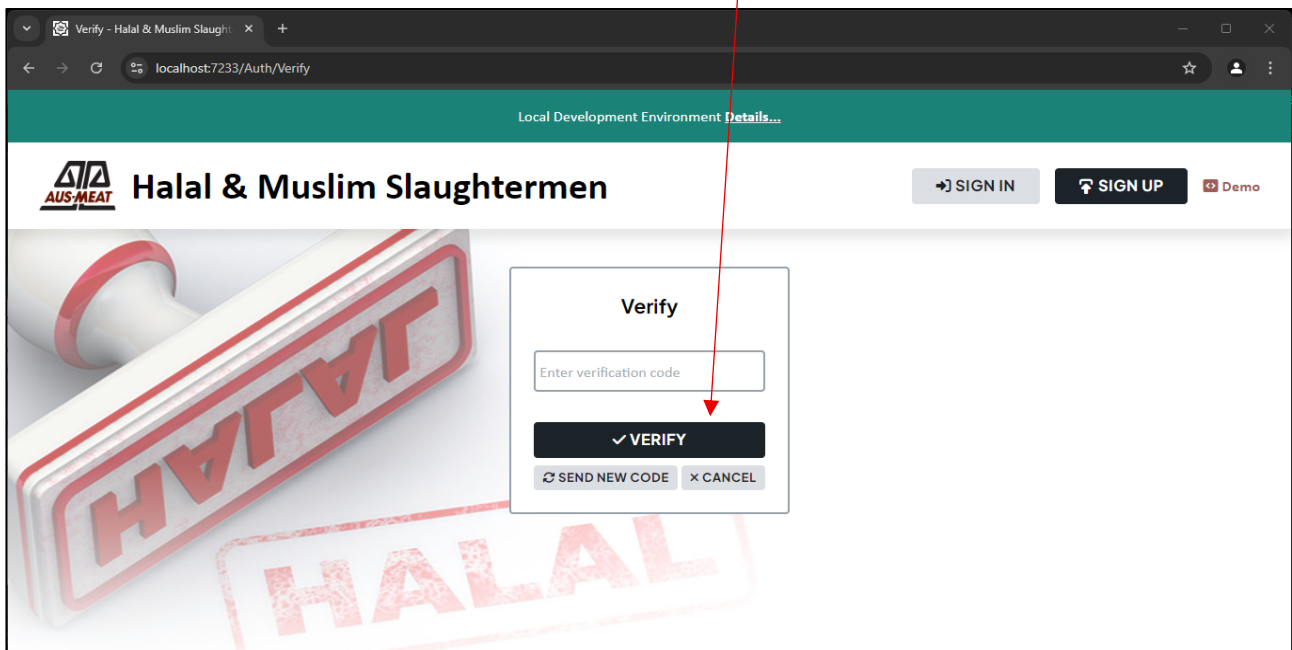
2. Click on the **Sign Up** button.
3. Enter a valid email address. (**You should be using your work email address to create your User profile.**)
4. Click on **Send Verification Code**.



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**.

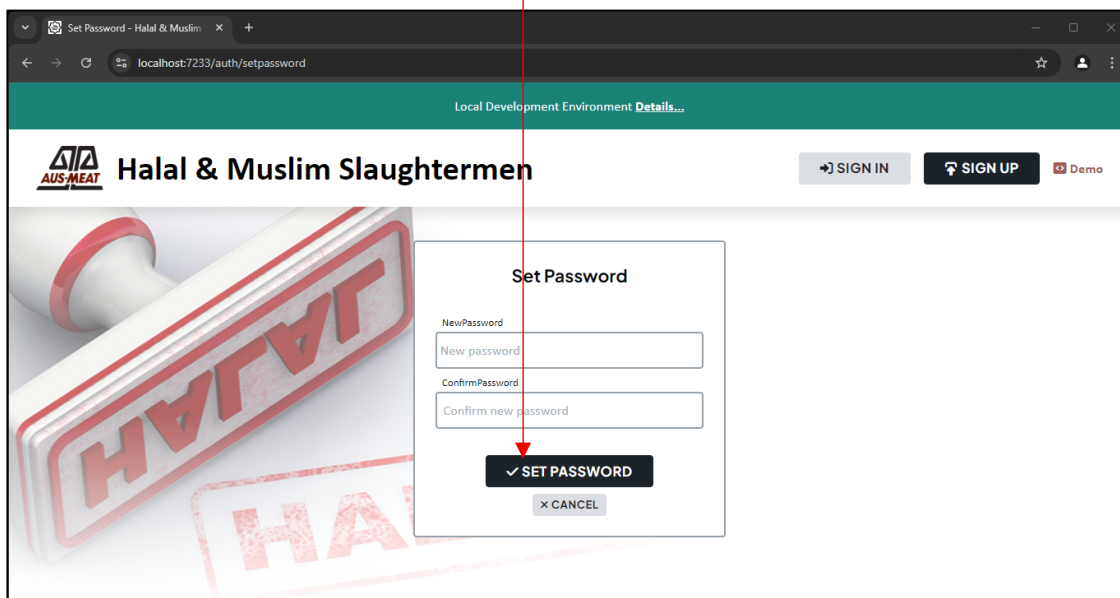


7. Set a password in the following screen.

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.

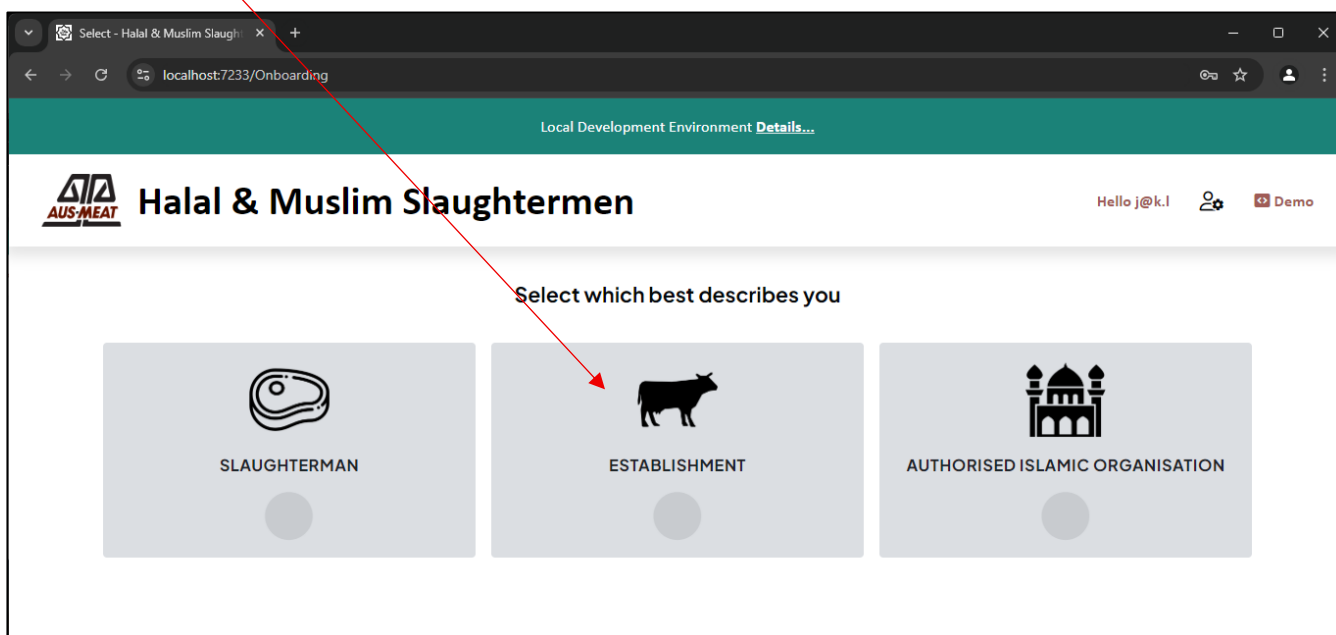
8. Confirm your password and click **Set Password**.



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 **Establishment** from the **Select which best describe you** screen below.



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

NOTE: If your establishment does not appear in the dropdown list please contact halal.admin@ausmeat.com.au.

Halal & Muslim Slaughtermen

Hello j@k.l

Establishment Approver sign-up form

Establishment / Abattoir Name
Please Select Establishment

Approver First Name
FirstName

Approver Last Name
LastName

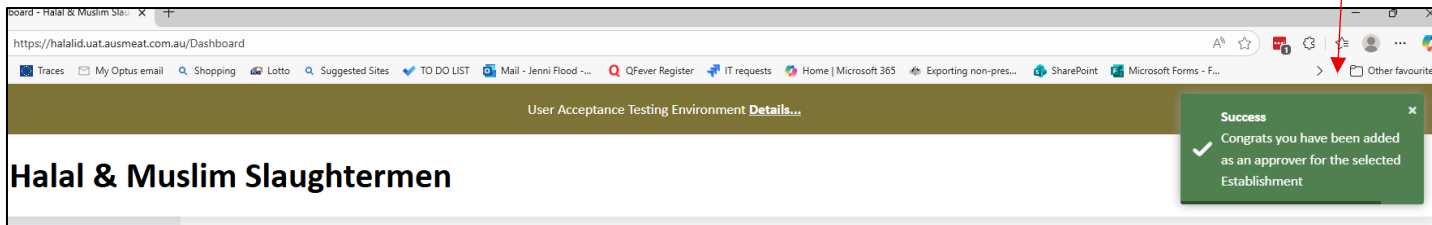
Phone Number
Phone number

Role at Establishment
Role at Establishment

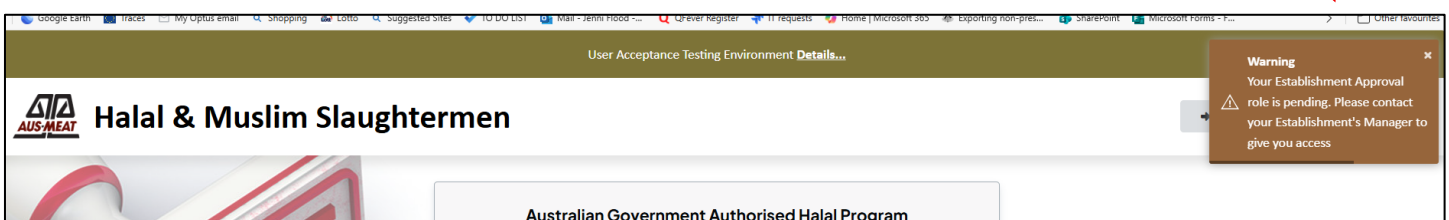
CANCEL **NEXT >**

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

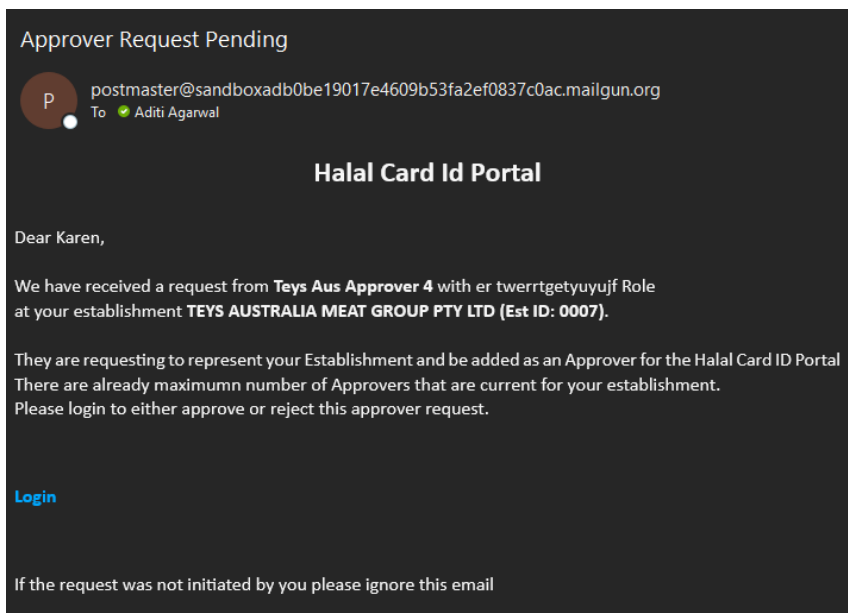
13. Your profile is now created, and you'll receive a confirmation message on the **Dashboard Screen** in the **top right** of the screen, advising that you have now been added as an approver for the selected Establishment.



NOTE: There can only be a maximum of three (3) current approvers for an establishment, one of which needs to be the primary contact for that establishment. If a user selects an establishment that already has 3 approved (and current) users, then they will be added in the system but will not be made active. The below message will appear instead to advise that the User that the Approval role is pending, and the Portal will automatically log you out.



An email (screenshot example below) will then be sent to the primary contact of the establishment, and the request for a new establishment approver's account will be put on hold. They will not be allowed to login until they are approved by a current approver of the establishment.

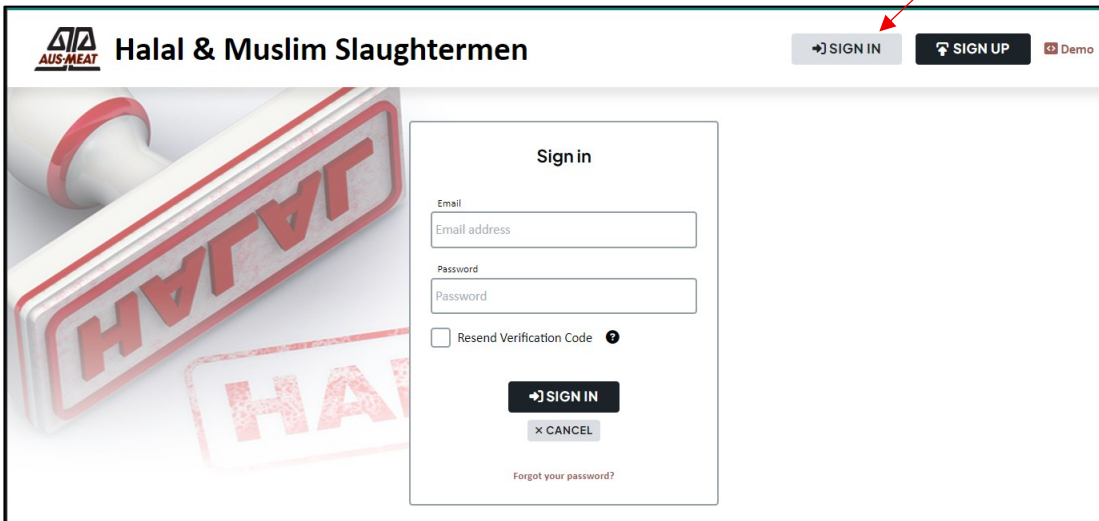


DASHBOARD – MANAGE APPLICATIONS

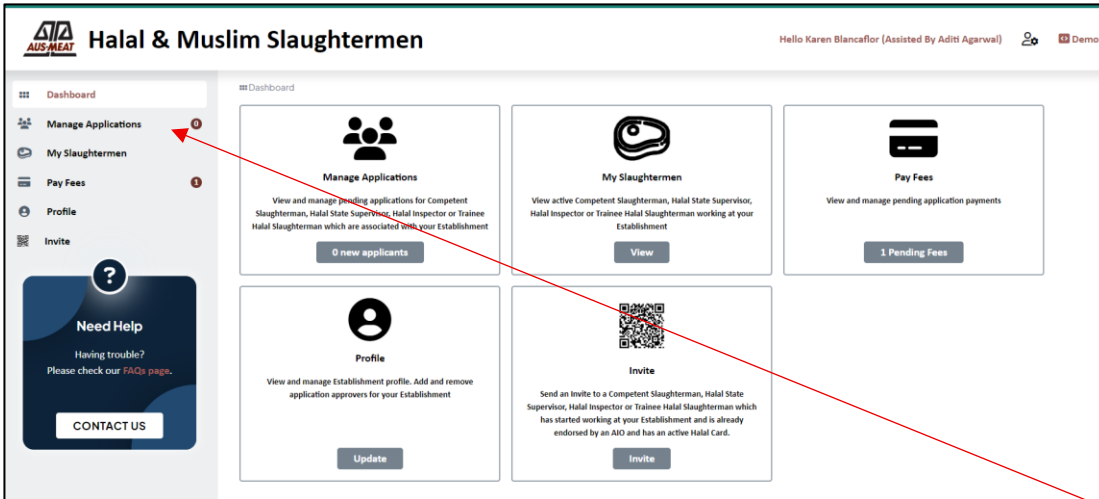
ID Card Approval Process

1. Once approval has been given to be an **Establishment Approver**, 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 in the below **Dashboard** screen is presented.



3. Any **Slaughtermen Applications** to approve for the establishment will appear under the **Manage Applications** screen with either a status of **Awaiting AIO Approval** or the **Reject** or **Approve** Buttons.

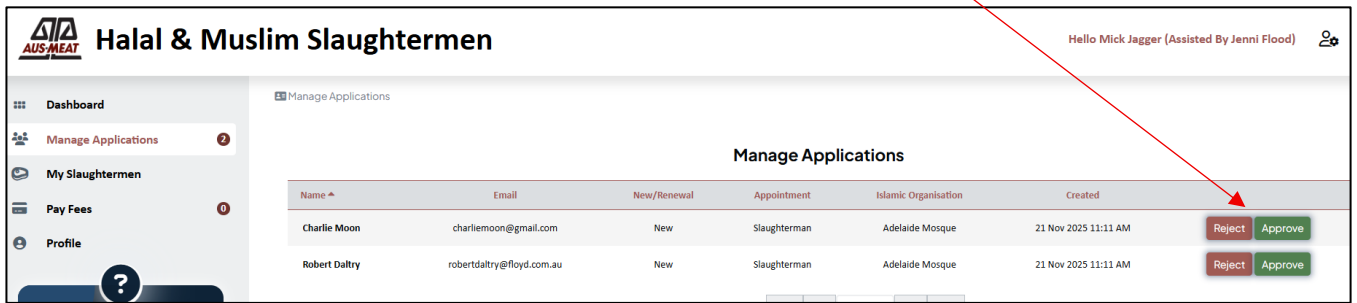
Manage Applications						
Name	Email	New/Renewal	Appointment	Islamic Organisation	Created	
Lionel Icanickgoals Messi	lmessi@universal.com	New	Slaughterman	Adelaide Mosque Pty Ltd	05 Feb 2026 08:52 AM	Awaiting AIO Approval

1 to 1 of 1

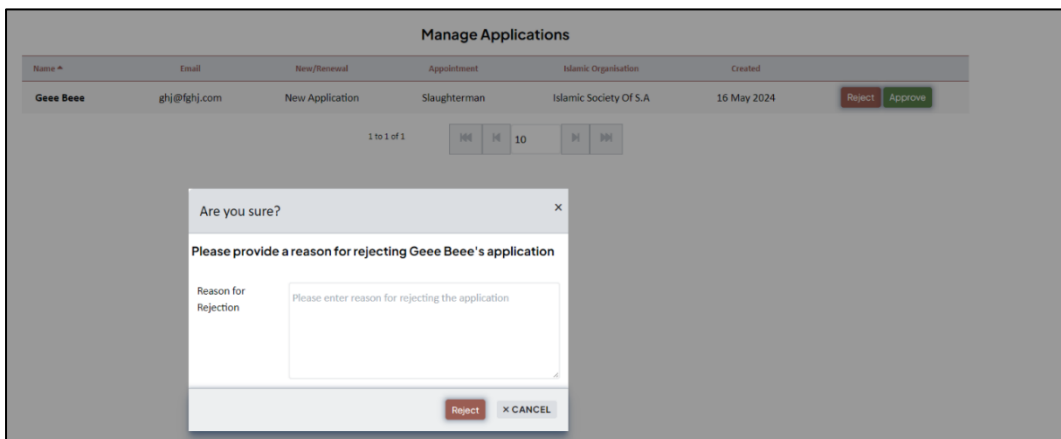
NOTE: Establishment approvers cannot approve an Application until the AIO has completed their review and approval. The **Reject** and **Approve** buttons against an application will only appear after it has been approved by the Authorised Islamic Organisation (AIO).

Approve Or Reject Applications

1. Under **Manage Applications**, for the applicable slaughterman, click on **Reject** or **Approve**.

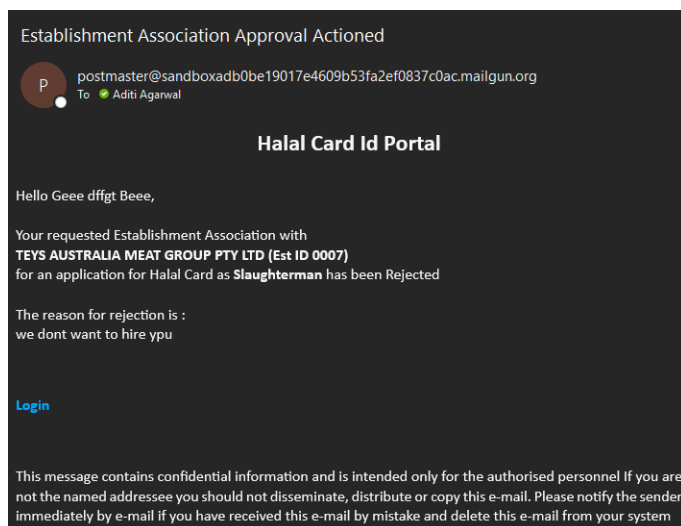


2. If the decision is to **Approve**, the Slaughterman will receive an email informing that the application has been approved and is progressing.
3. Proceed to the **Dashboard – Pay Fees** section further down.
NOTE: Fees will need to be paid before the ID Card will appear in the Slaughtermen’s list of My Digital ID’s.
4. 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**. (screenshot on following page).



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

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



DASHBOARD - PAY FEES

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

NOTE: When an Application is approved by an AIO, they will choose whether the Establishment or the AIO is paying the fees.

The screenshot shows the 'Fees' dashboard for Halal & Muslim Slaughtermen. The dashboard includes a sidebar with navigation options: Dashboard, Manage Applications, My Slaughtermen, Pay Fees, and Profile. A 'Need Help' banner is visible. The main content area displays a table of fees with the following data:

Name	Email	New/Renewal	Appointment	Establishment Approval	AIO Approval	Establishment	Created	Pay Fees
Patrick Stewart	Pete@abc.com	New	Slaughterman		Approved (26 July 2024)		15 July 2024	Paid on 26 July 2024
abc xyz	abc@xyz.com	New	Slaughterman		Approved (31 July 2024)		15 July 2024	Paid on 31 July 2024

1. To proceed with payment, click on the **Pay Fees** button on the application to be paid and follow the prompts to complete payment.

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

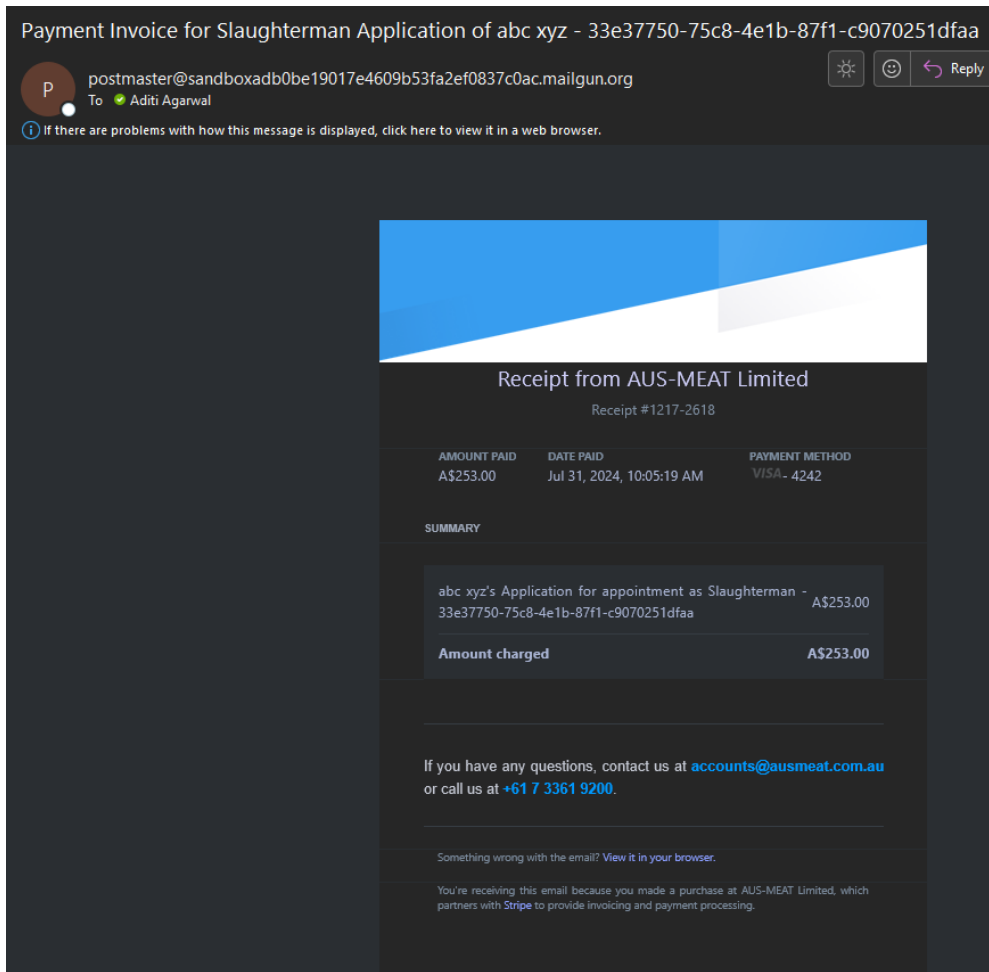
This screenshot shows the 'Fees' dashboard with a single entry. The 'Pay Fees' button is highlighted with a red arrow. The table data is as follows:

Name	Email	New/Renewal	Appointment	Establishment Approval	AIO Approval	Islamic Organisation	Created	Pay Fees
Charlie Moon	charliemoon@gmail.com	New	Slaughterman	Approved (21 Nov 2025 11:11 AM)	Approved (21 Nov 2025 11:11 AM)	Adelaide Mosque	21 Nov 2025 11:11 AM	Pay Fees >

The screenshot shows the 'New Payment' form. The form includes the following fields and options:

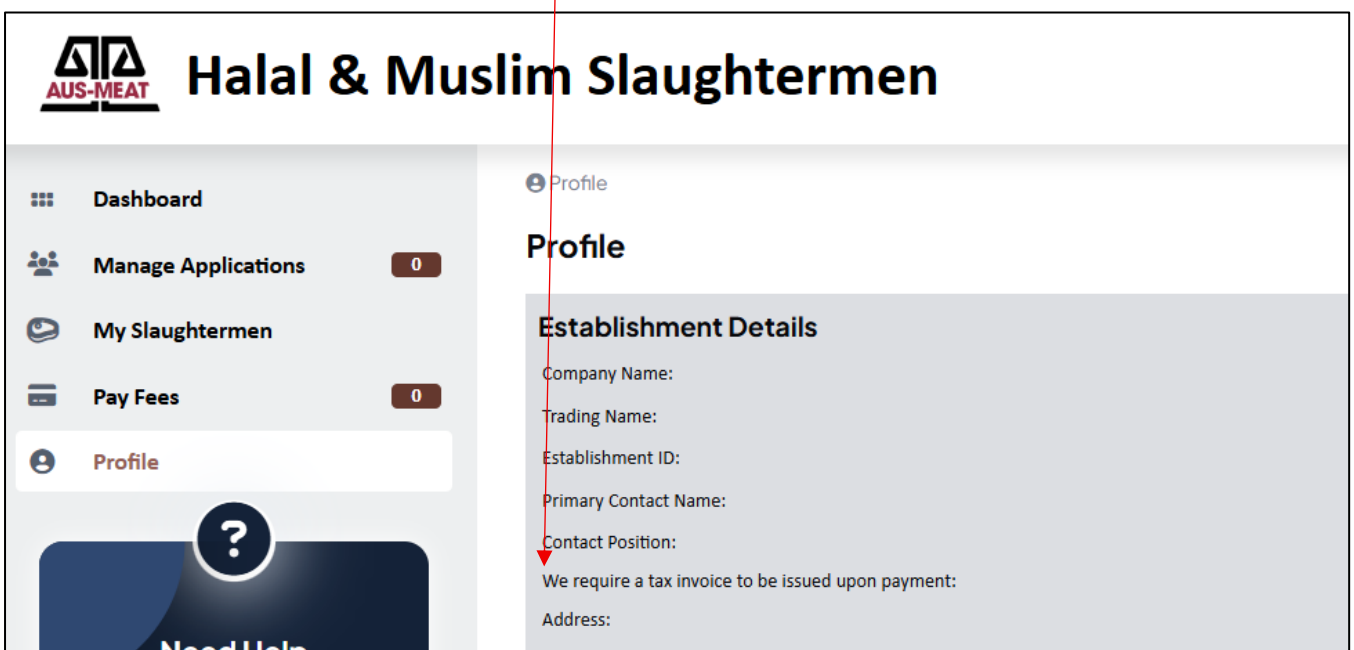
- Amount to pay: \$1500.00
- Payment for: Test Slaughterman
- Appointment: Supervisor
- Email Address:
- Credit or Debit Card: Card number MM / YY CVC
- Buttons: X CANCEL, PAY NOW

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.

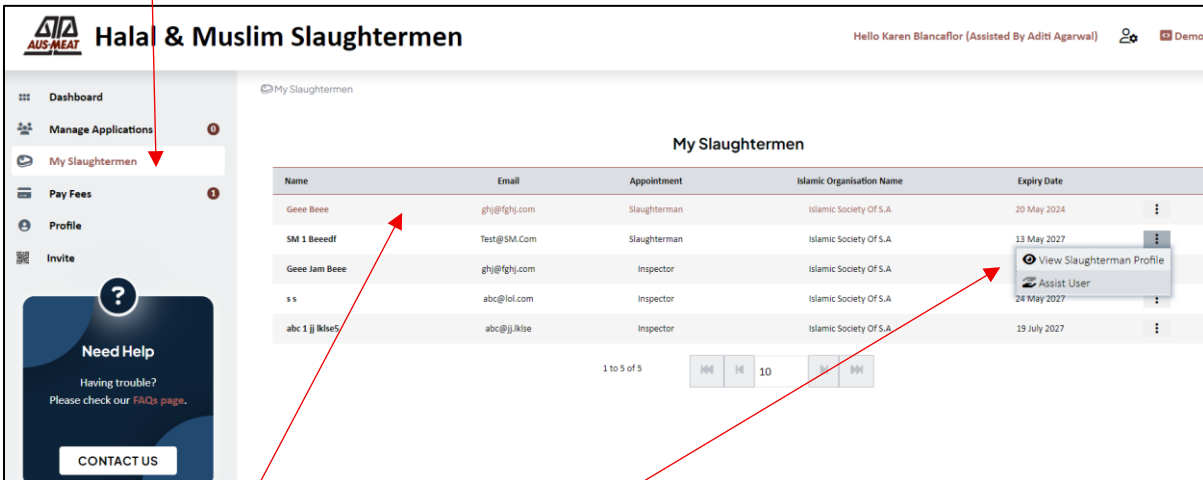
NOTE: If the Establishment has **We require a tax invoice to be issued upon payment** noted under their profile, once payment has been made a closed invoice will be issued by AUS-MEAT.



DASHBOARD - MY SLAUGHTERMEN PAGE

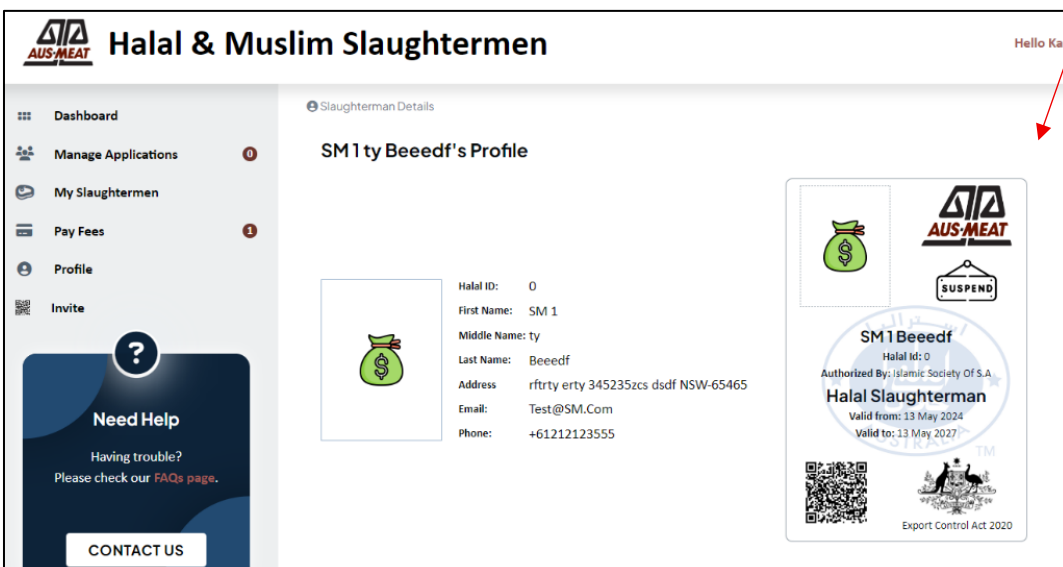
The **My Slaughtermen** page lists all the slaughtermen employed at your establishment who have a current card with an AIO or a card that has expired in the last year. From this screen the **Establishment Approver** can hover over the 3 ellipses to:

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

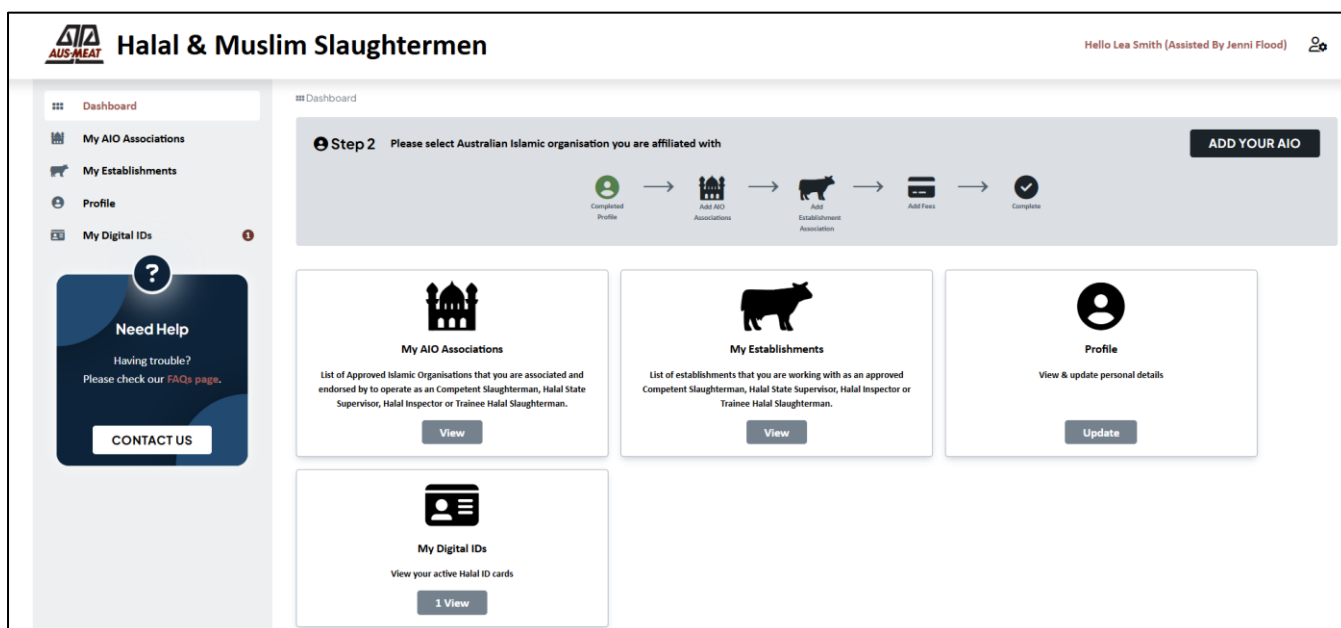


3. Any row of red text denotes an expired card.
4. Selecting **View slaughterman's profile** brings up the following screen which shows the **digital card** associated with that line on the **My Slaughtermen** page.

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 approval.



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

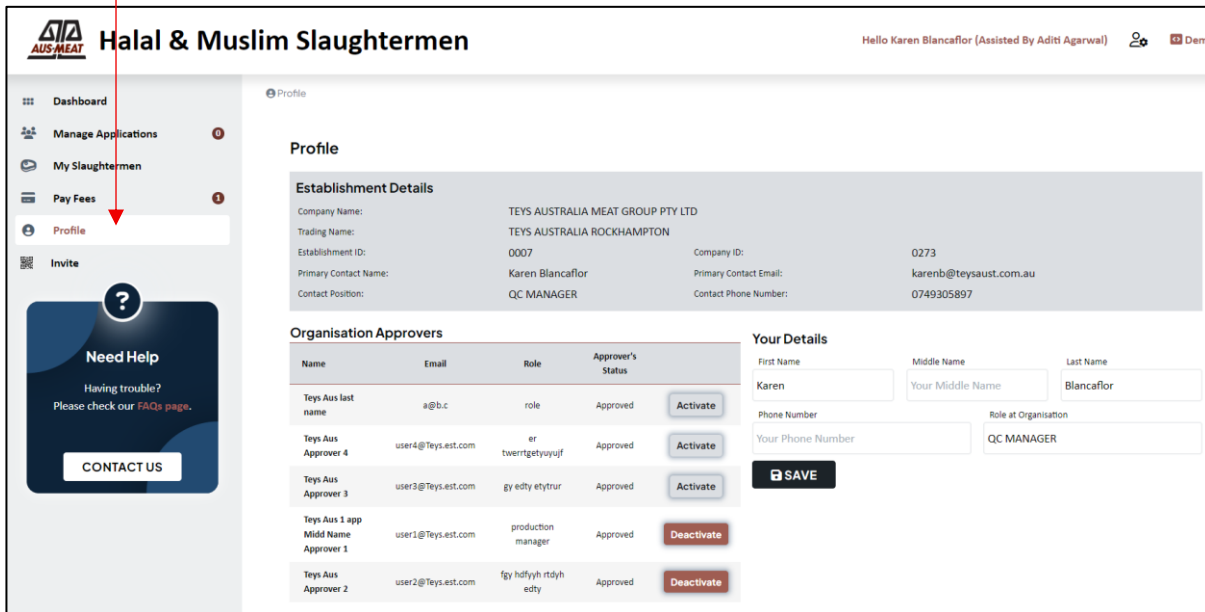


7. From this screen you will be able to:
 - Help complete their profile
 - Update their profile
 - Help start or complete their application by adding an AIO or Establishment

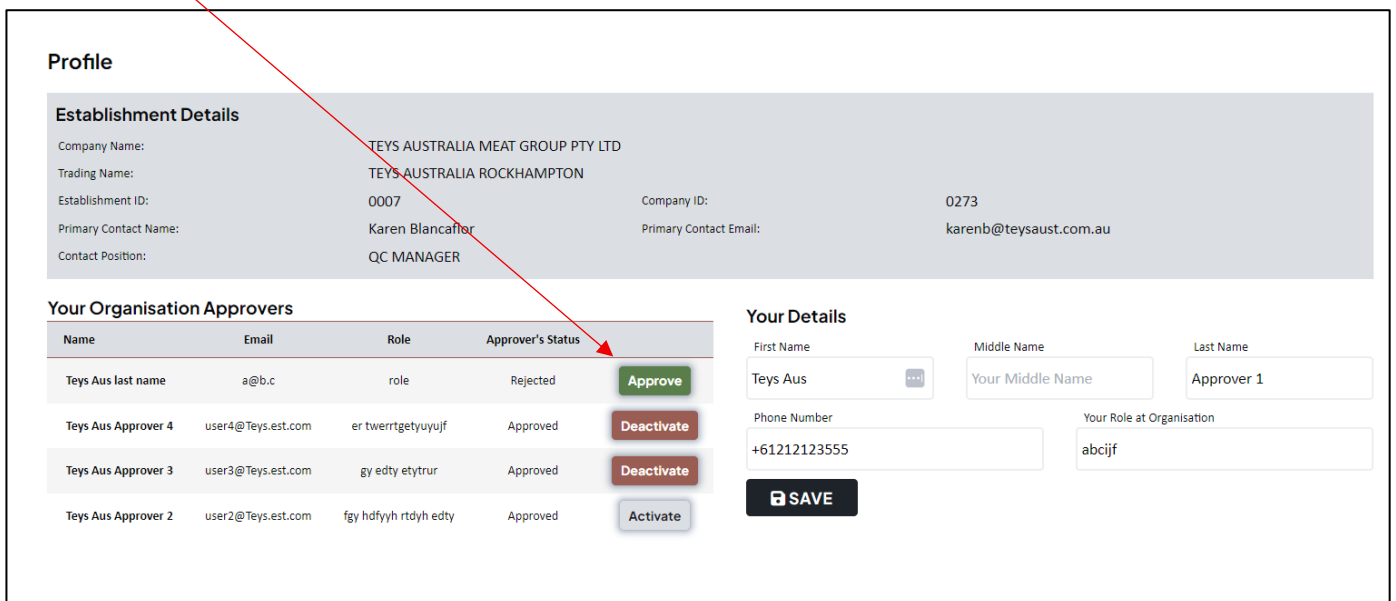
NOTE: Please follow the **User Guidelines for a Slaughterman** when in assist mode.

DASHBOARD - PROFILE PAGE

The **Profile** page for an **Establishment Approver** looks as below. The Establishment approver can update their contact details or their Name, or activate/deactivate other approvers for their organisation.

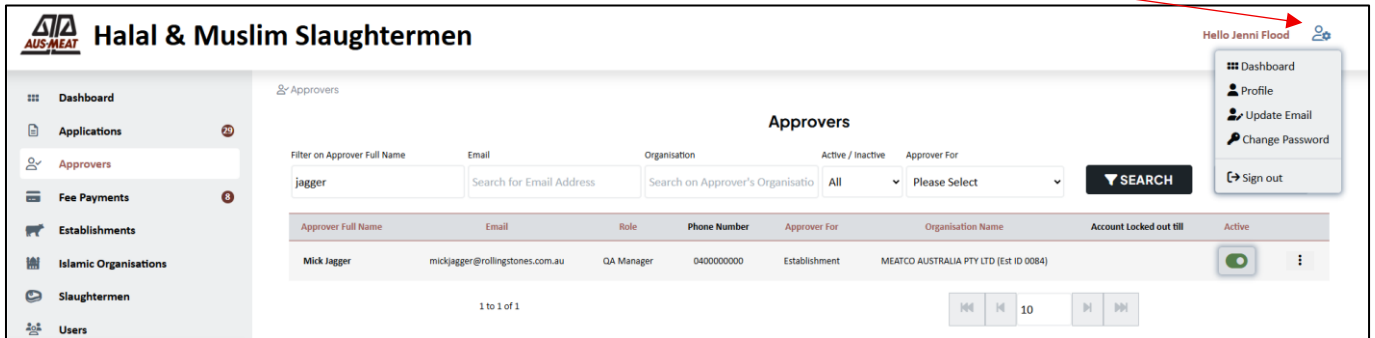


If for an example there are already 3 current approvers (including the approver logged in) and another approver has created an account for themselves, the profile screen for the approver will look like the below screen. This screen shows that the "Tey's Aus Last Name" account (at the top of the list) is rejected but it can still be approved at a later stage if required by deactivating any of the other active Approvers, and then clicking on **Approve**.

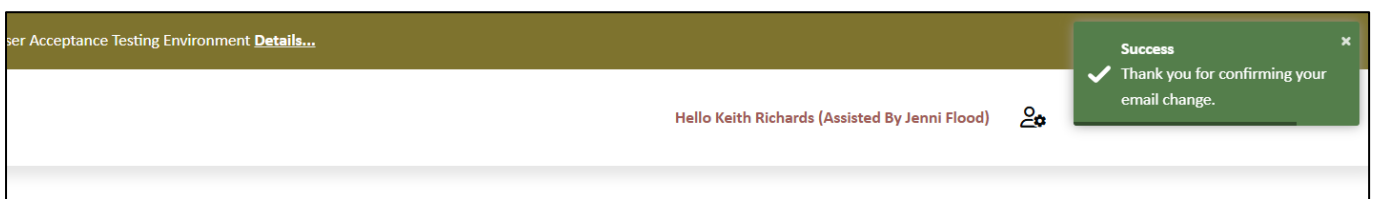
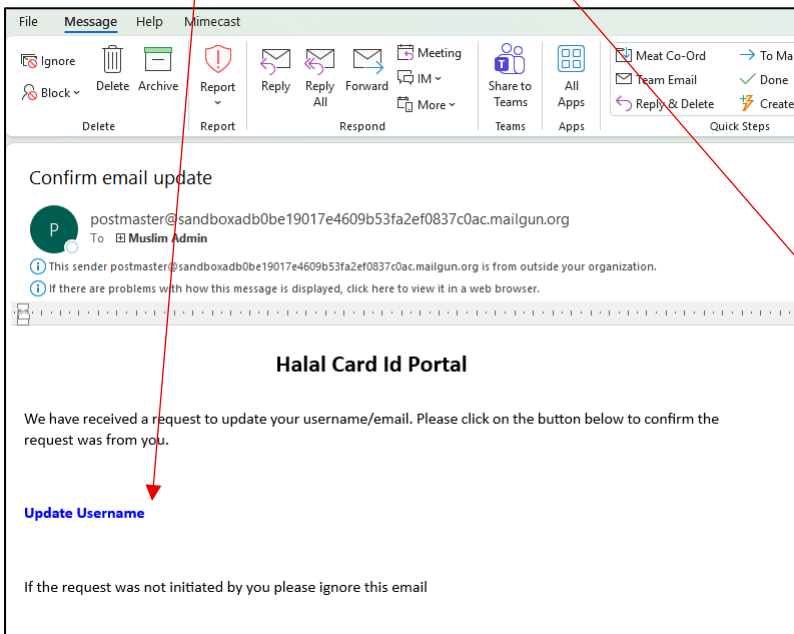
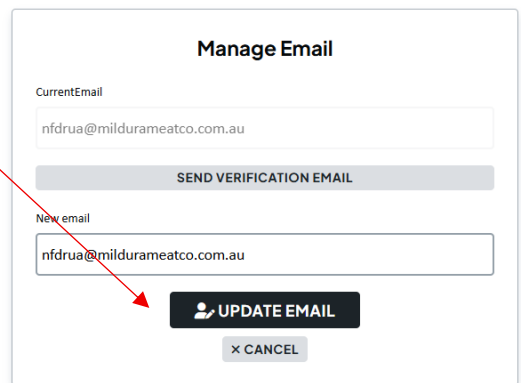


UPDATING EMAIL ADDRESS

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

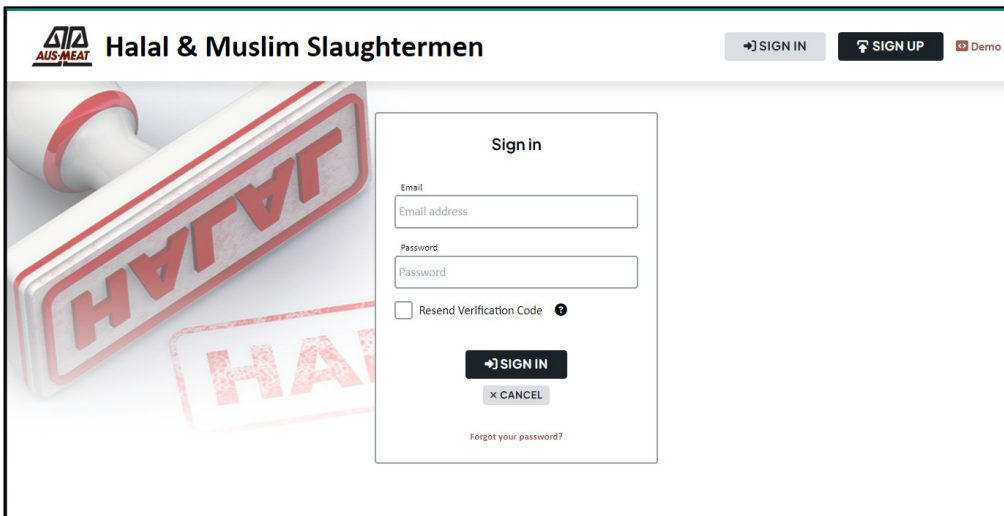


2. Enter your new email address and click on **Update Email**.
3. A link will be sent via email to the new email address.
4. Click on the link to log back into the portal, and a message will appear in the top right corner to confirm the email has been changed.

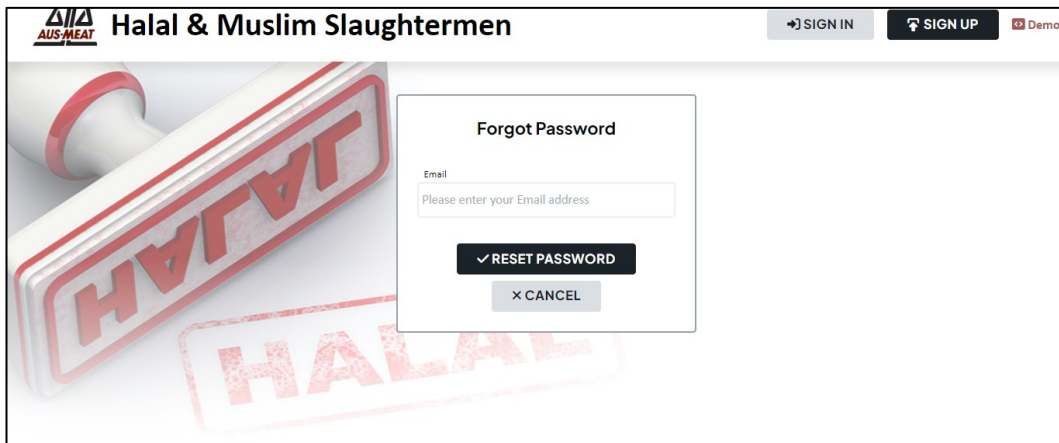


HOW TO RESET YOUR PASSWORD (FORGOT PASSWORD PROCESS)

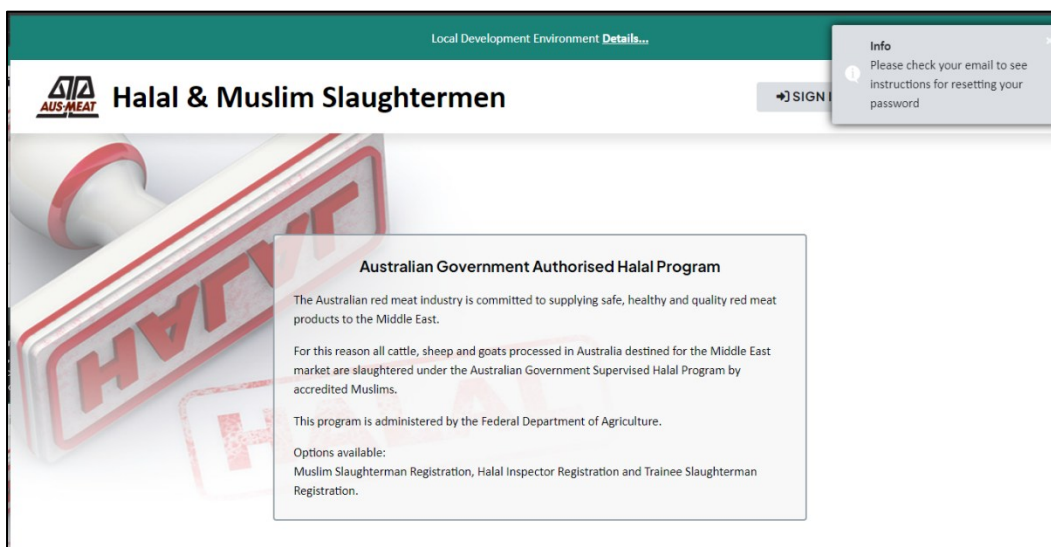
1. On the Sign In screen, click the **Forget your password?** link.



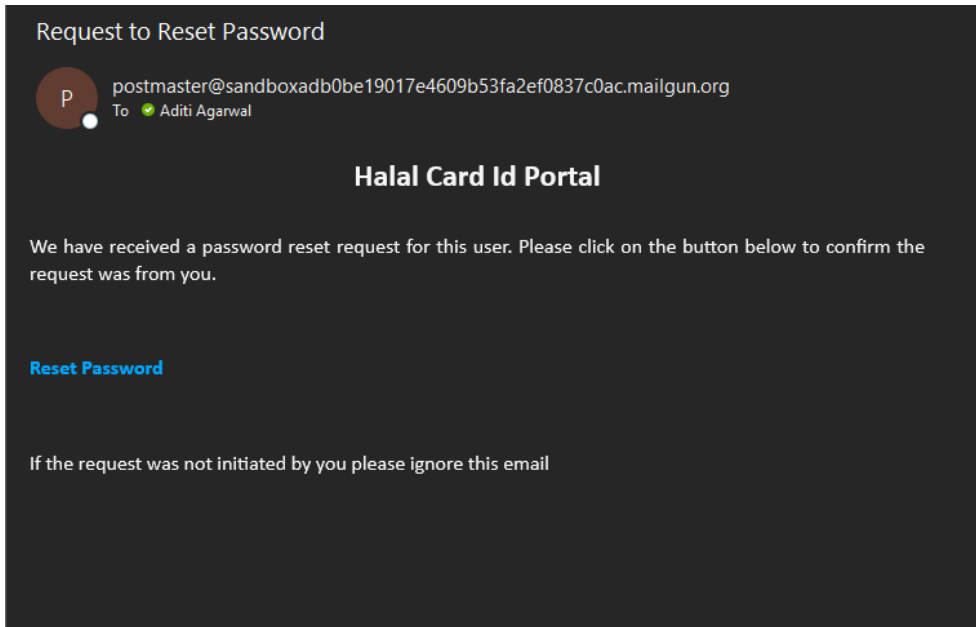
2. Clicking this link will take you to the Forgot Password page, where you'll be prompted to enter your registered email address.



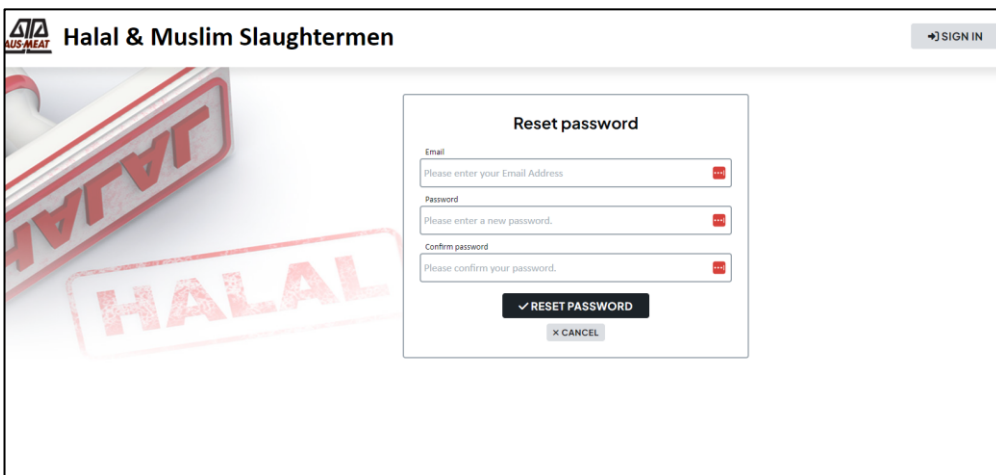
3. If you provide a valid, existing, and confirmed email address, an email will be sent to you. The screen will display a message instructing you to check your email for further instruction



- 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.