



Halal & Muslim Slaughtermen Portal

User Guide for Slaughtermen

Internal Document Ref: APM346
Version Number: 3
Version Date: 5 February 2026

INTRODUCTION

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

This User Guide is intended for Trainees, Competent Slaughtermen, Halal Inspectors, and Supervisors who need to obtain an ID Card. The process begins by creating your profile, followed by submitting an application for the specific card you require. If you work at an establishment or AIO and are assisting a Slaughterman with their set up, this Guide is to be used.

If you already hold a valid (non-expired) **physical** Halal ID card, there is **no requirement** to obtain a digital version of that card until it has expired or is nearing expiry. This policy is in place to avoid unnecessary duplicate applications and extra costs for cardholders. If the cardholder chooses to apply for a digital copy of their current, non-expired physical card, the establishment will be required to pay an **additional set of fees** for the digital version.

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

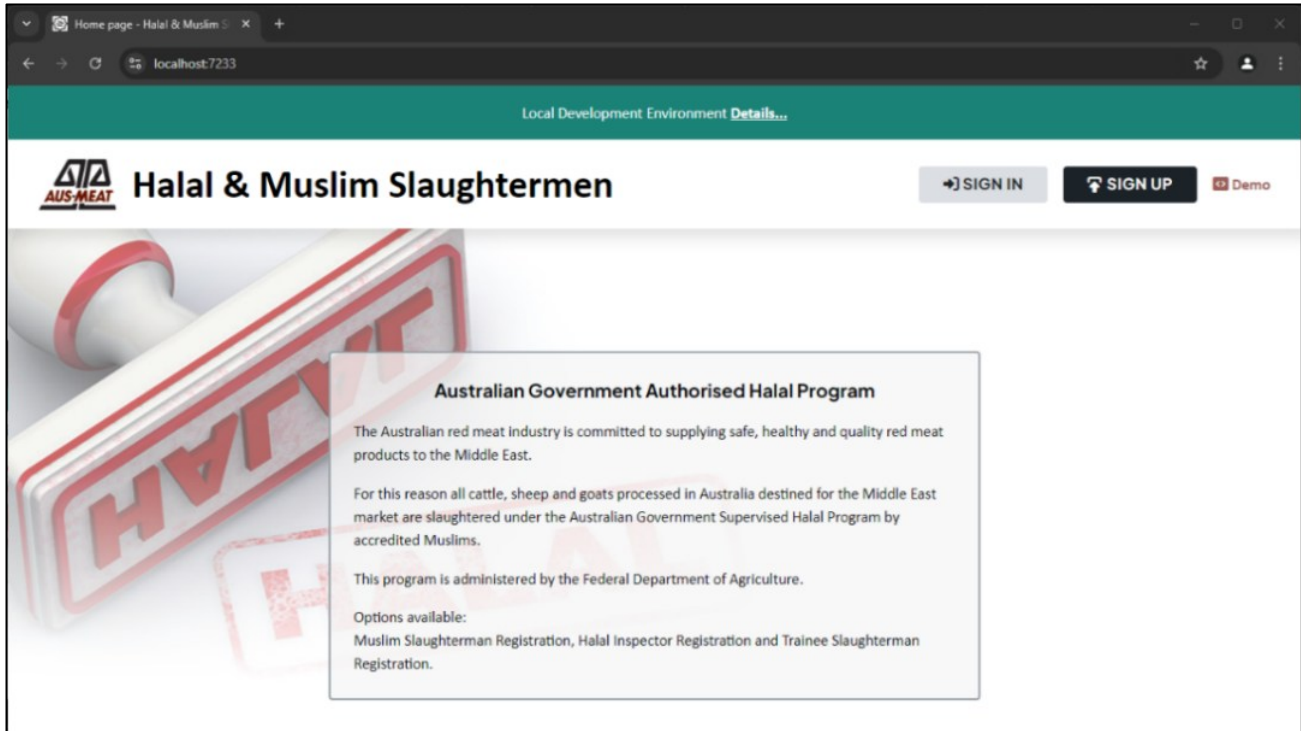
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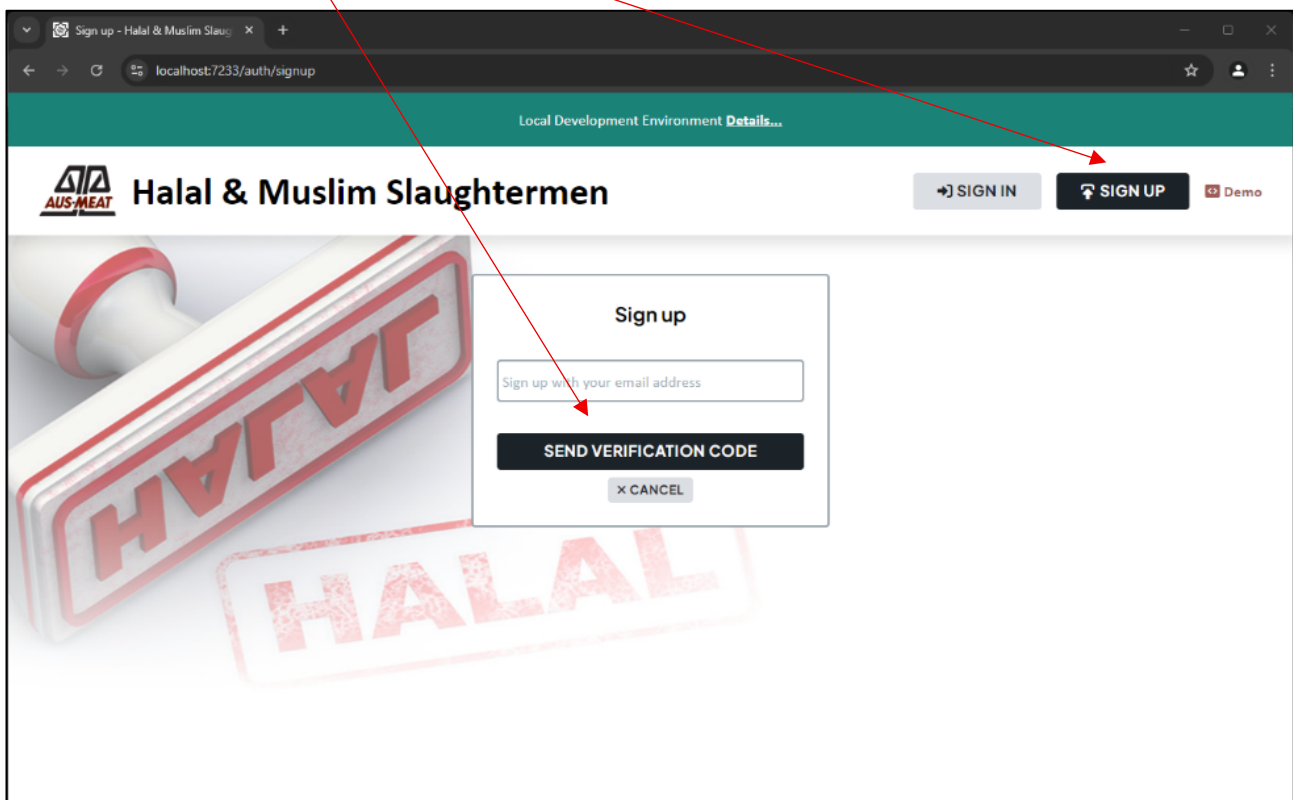
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SIGN UP / ONBOARDING PROCESS

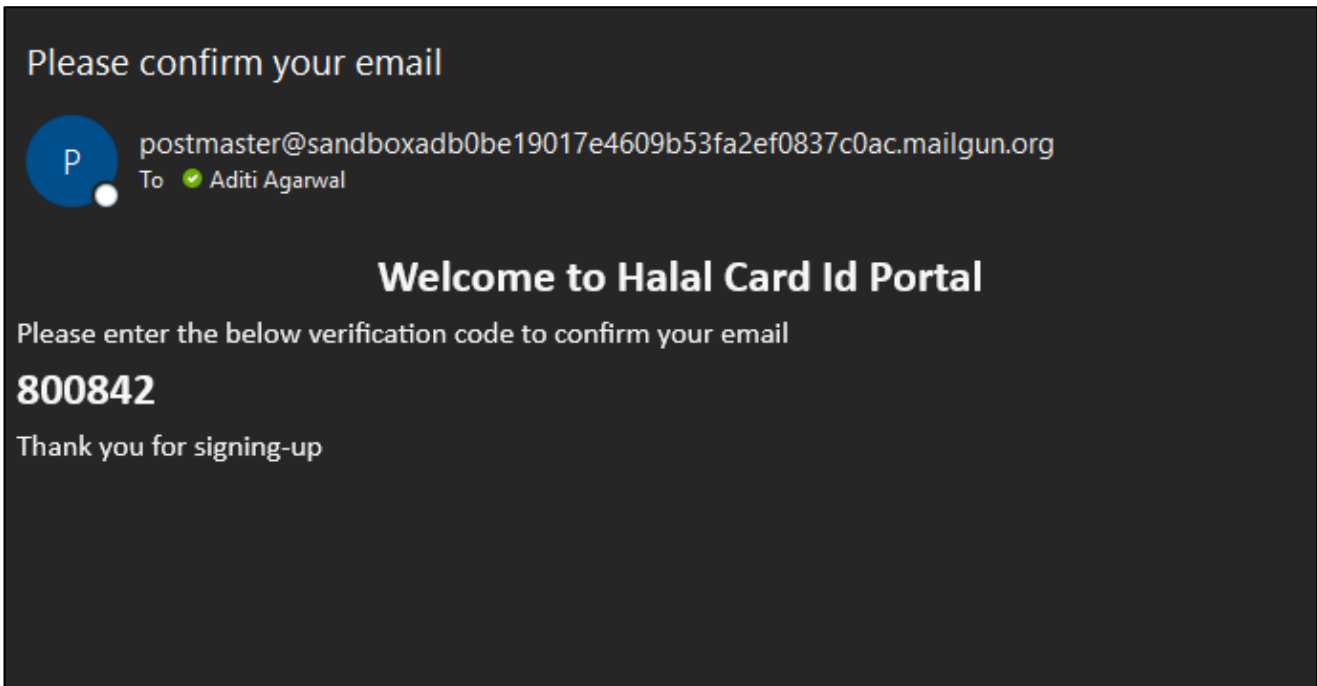
1. To apply for a Digital Halal ID Card, first you must create a Profile in the Halal & Muslim Slaughterman Portal. Access the Portal via the following link: [Home page - Halal & Muslim Slaughtermen - AUS-MEAT](https://halaliid.ausmeat.com.au) (halaliid.ausmeat.com.au)



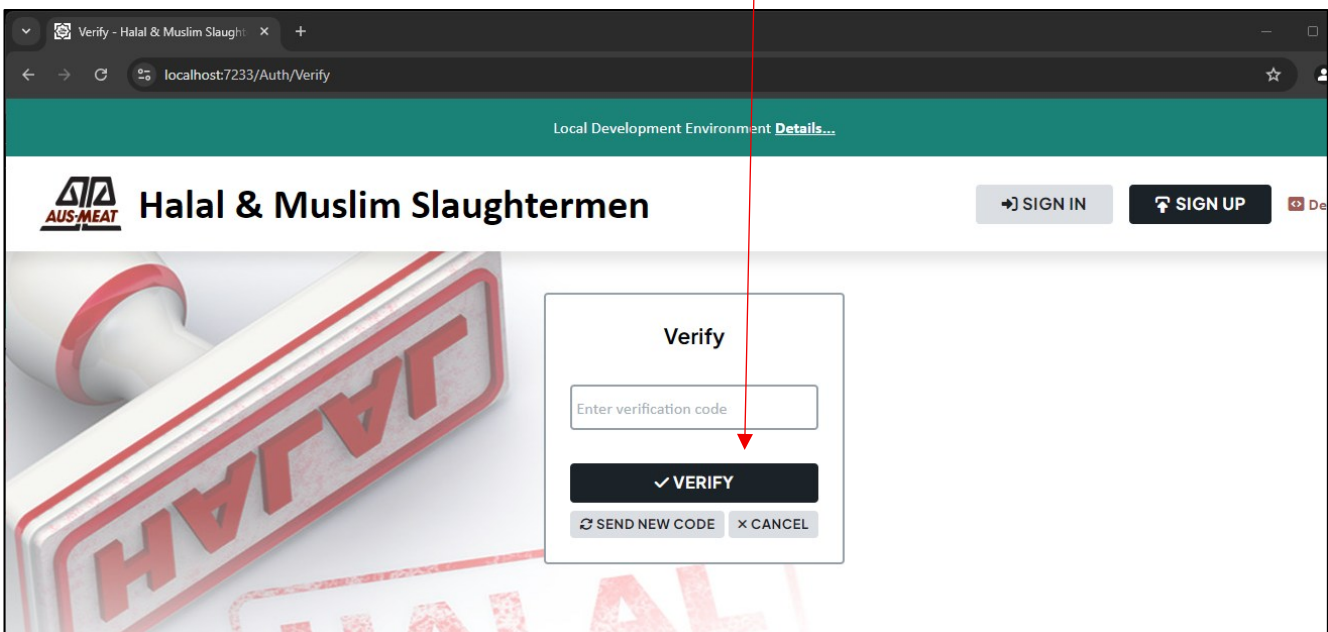
2. Click on the **Sign Up** button.
3. Enter a valid personal email address (not one provided by an AIO or establishment with their domain).
4. Click on **Send Verification Code**.



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**.

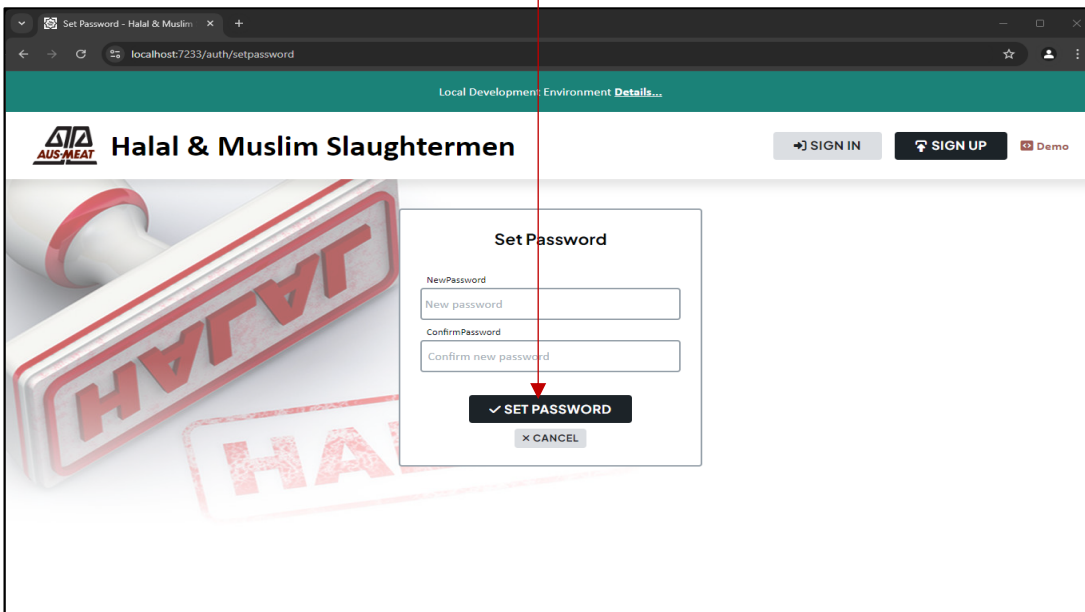


7. Set a password in the following screen.

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.

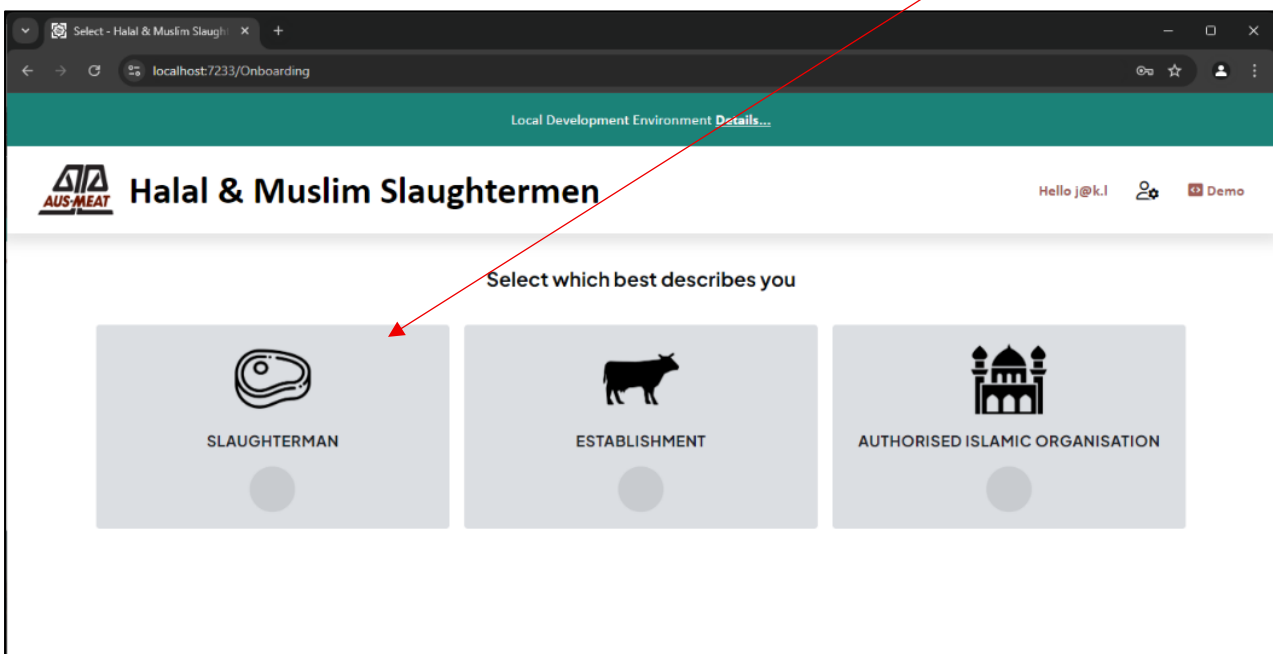
8. Confirm your password and click **Set Password**.



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. slaughterman, establishment, or an AIO.

10. All Trainees, Competent Slaughterman, Inspectors and Supervisors **requiring a Digital ID Card** must choose **Slaughtermen** from the **Select which best describe you** screen below.



11. Fill in all required details in the Slaughterman sign up form (fields like first name, last name, address, phone number, etc. are mandatory except for middle name, address line 2, and Halal ID).

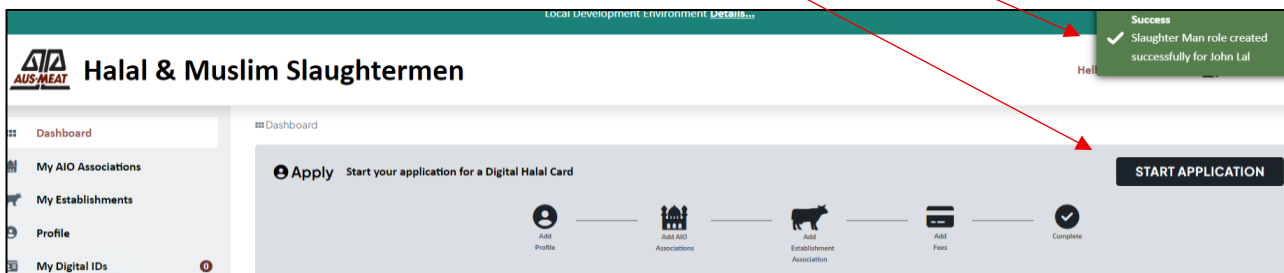
The screenshot shows the 'Slaughterman sign up form' within the 'Halal & Muslim Slaughtermen' portal. The form is titled 'Slaughterman sign up form' and contains the following fields:

- First Name: First name
- Middle Name: Middle name
- Last Name: Last name
- Address: Address
- Address Line 2: Address
- Suburb/City: Suburb / City
- Postcode: Postcode
- State: Please Select State (dropdown menu)
- Country: Australia
- Phone Number: Phone number

At the bottom of the form, there are two buttons: 'X CANCEL' and 'NEXT >'. A red arrow points to the 'NEXT >' button.

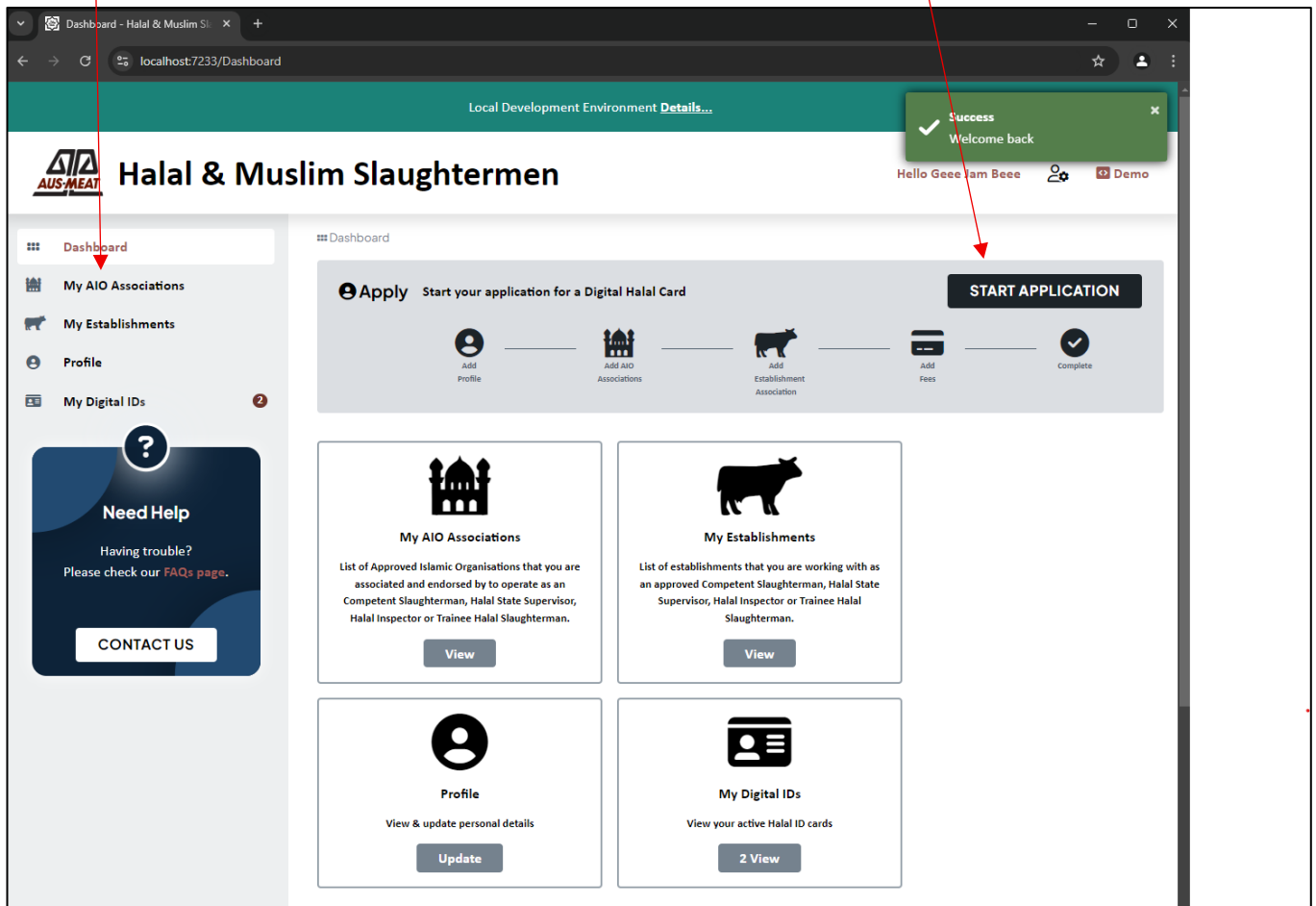
12. Once all fields are completed correctly, click **Next** to proceed.

13. Your profile is now created, and you'll receive a confirmation message on the **Dashboard Screen** in the **top right** of the screen, and then the option to **START APPLICATION**. See next section to begin application.

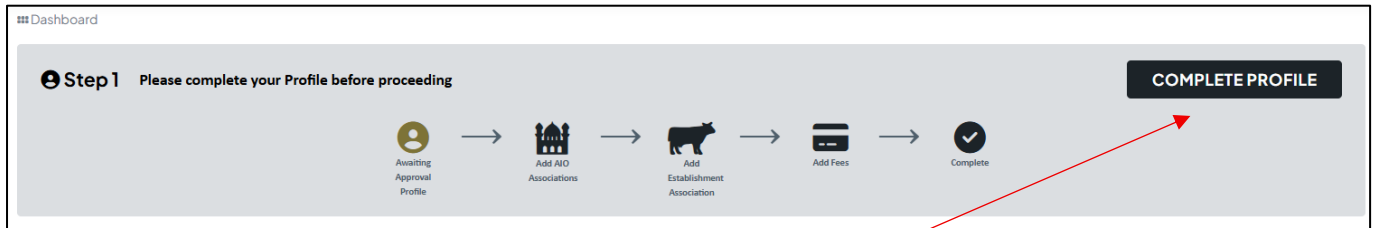


HOW TO BEGIN YOUR FIRST APPLICATION FOR A HALAL ID CARD

1. If you have logged out, sign back in using your email and password (created during the sign-up process).
2. Your Dashboard will appear. This dashboard provides access to your AIO associations, establishments, profile, and digital IDs.
3. To begin a new application for a Halal ID Card, click on either the **Start Application** button or the **My AIOs Associations** section. This will guide you through the process of submitting a new application.



Step 1 - Complete Profile



1. On your **first** Halal Card application, the system will require you to complete your profile, which includes uploading a photo.
NOTE: The Profile link on the left hand menu will be highlighted in orange, indicating that this section needs to be completed.
2. Click on the **Complete Profile** button at the top of the screen, or click on **Profile** from the left-hand menu.
3. You will be required to upload a photo to your profile from your device. Please have a photo saved on your device ready for upload.
NOTE: Acceptable image files are jpg, jpeg, or png, with a maximum size of 5 MB.
4. Click on the **Click or drag your Photo to upload** box to upload your profile picture. Then press **SAVE**.

Halal & Muslim Slaughtermen

Hello Lea Smith

Dashboard

My AIO Associations

My Establishments

Profile

My Digital IDs

Need Help

Having trouble? Please check our FAQs page.

CONTACT US

Profile

Profile

Click or drag your Photo to upload

CANCEL

First Name: Lea, Middle Name: Middle Name, Last Name: Smith

Address: 11 Smith Street

Suburb/City: SMITHFIELD, Postcode: 4172

State: QLD, Country: Australia

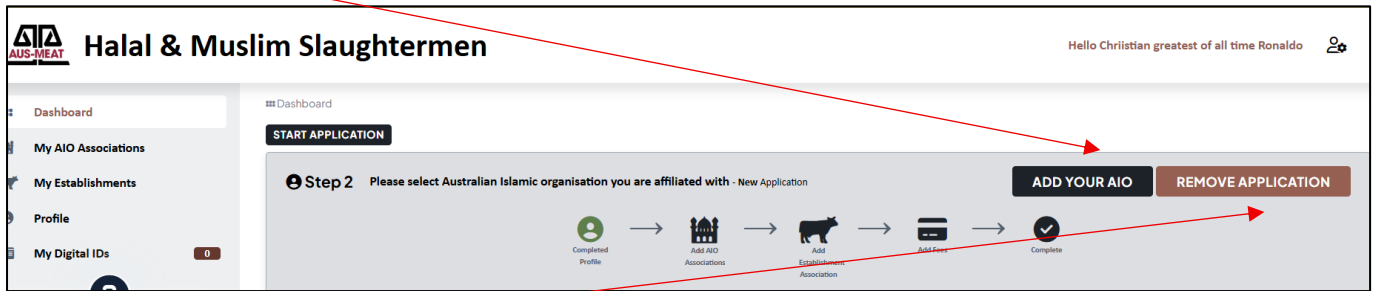
Phone Number: 0400000000

SAVE

5. Once your Profile photo is uploaded and **saved**, Step 2 (adding the AIO) will appear.

Step 2 - Add AIO

1. Click on **Add your AIO** button from top right corner of the screen.

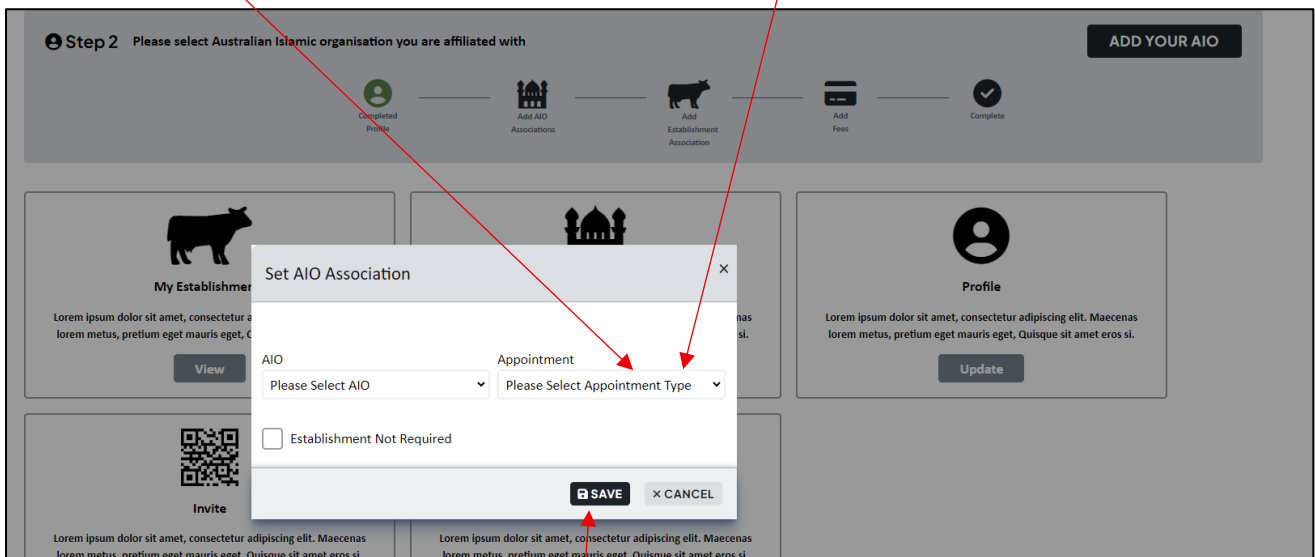


*NOTE: The **Remove Application** Button can be used if you no longer wish to continue with the application.*

2. A **Set AIO Association** pop up box will appear. Select the AIO from the **Please Select AIO** drop down list.

NOTE:- If the AIO is not listed, please ask them to contact us at halal.admin@ausmeat.com.au

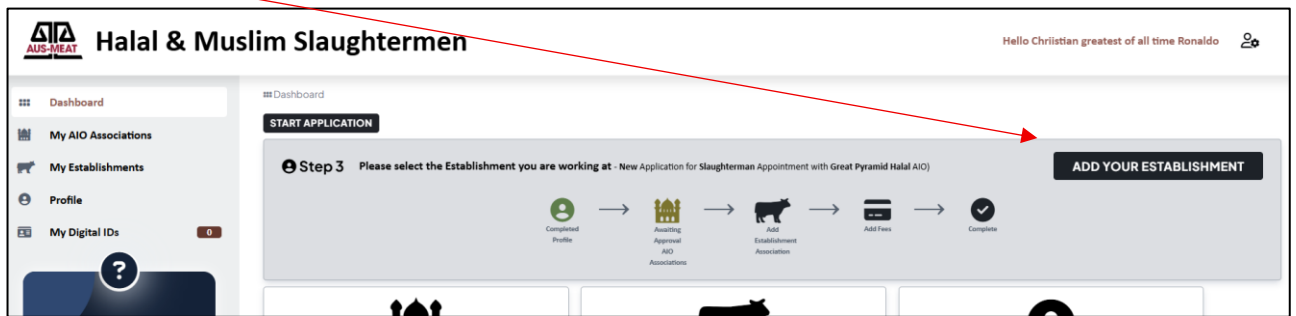
3. Select **Appointment** type from the **Please Select Appointment Type** drop down list.



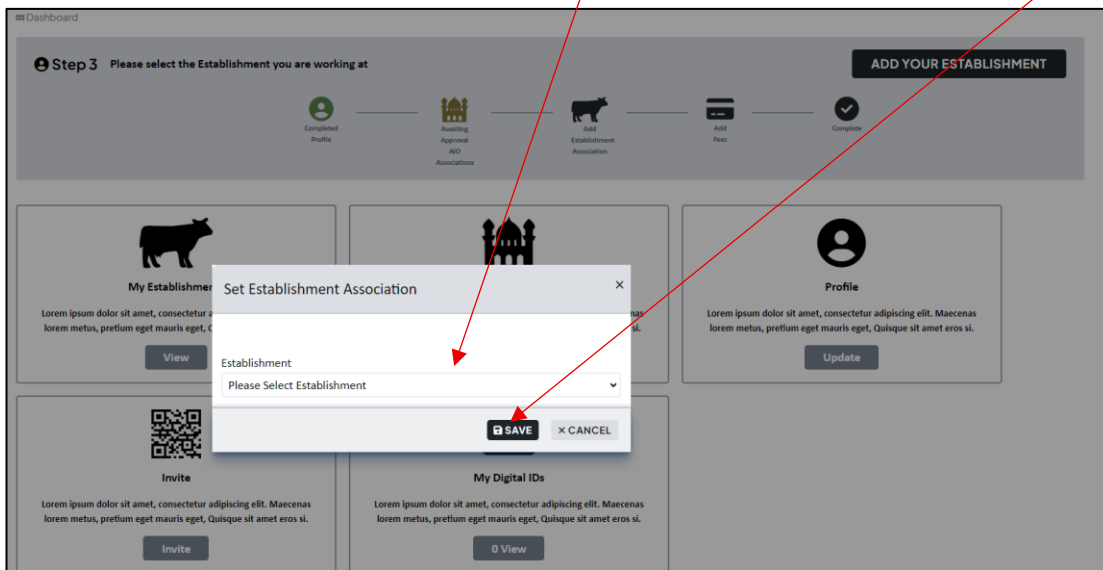
4. Leave the **Establishment Not Required** box **UNCHECKED** if you are already working at an establishment. Only check the **Establishment Not Required** box if you are not yet working at an establishment, and the AIO is organising the license and paying the fee.
5. After successfully selecting the AIO, click **Save**.
6. A message will appear in the top right corner which says **Association for the Application set successfully**.
7. If there are no errors the AIO will be set for this application with a status of **Awaiting Approvals**, and an email will be sent to all the current and active approvers of the selected AIO.

Step 3 - Add your Establishment

1. Click the **Add your establishment** button on the dashboard.



2. Select the Establishment from the **Please Select Establishment** drop down list. Click **Save**.



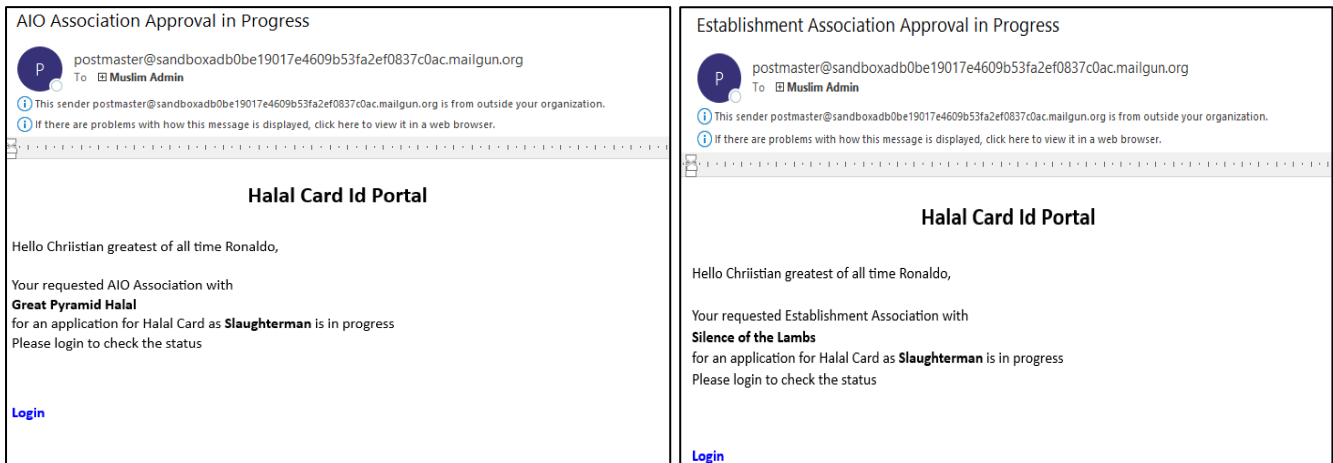
3. A message will appear in the top right corner which says **Association for the application set successfully**.

Step 3+ - Awaiting Approvals

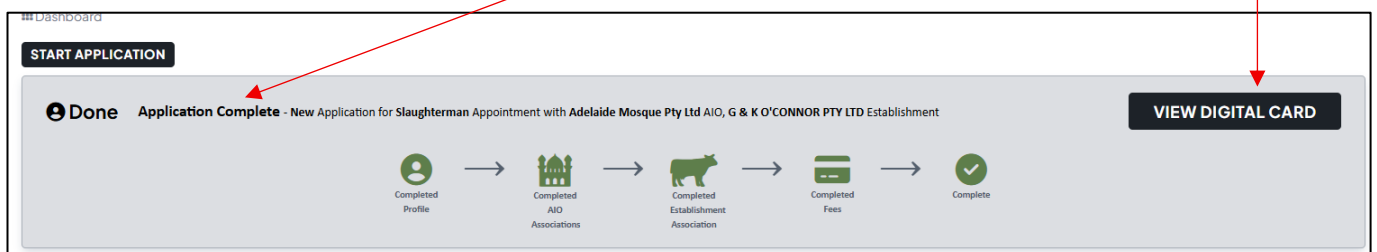
1. The establishment has now been set for this application with a status of **Awaiting Approvals (Step 3+ – screenshot below)** , and an email will be sent to all the current and active approvers of the selected Establishment to approve and pay the fees for the application.



2. When the AIO and Establishment have approved the application, you will receive an email notification to advise the approval action taken from both the AIO and Establishment. Examples below.



3. Once the approval process is complete, and the fees have been paid, sign in to view your new Digital ID Card.
4. When you sign in the below screen will appear to advise the **Application is Complete** and you can **View Digital Card**.
5. Click on **View Digital Card** to ensure all details are correct.

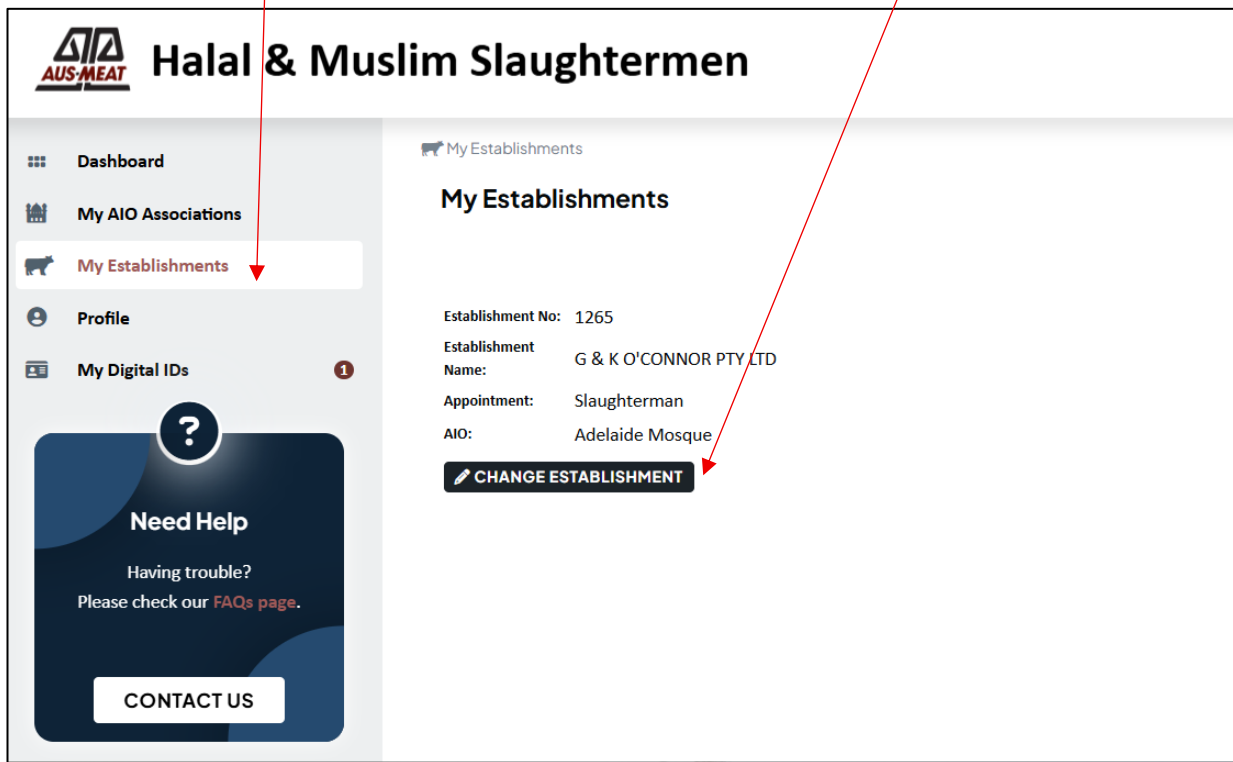


6. Your first application is now complete, and you can sign out.

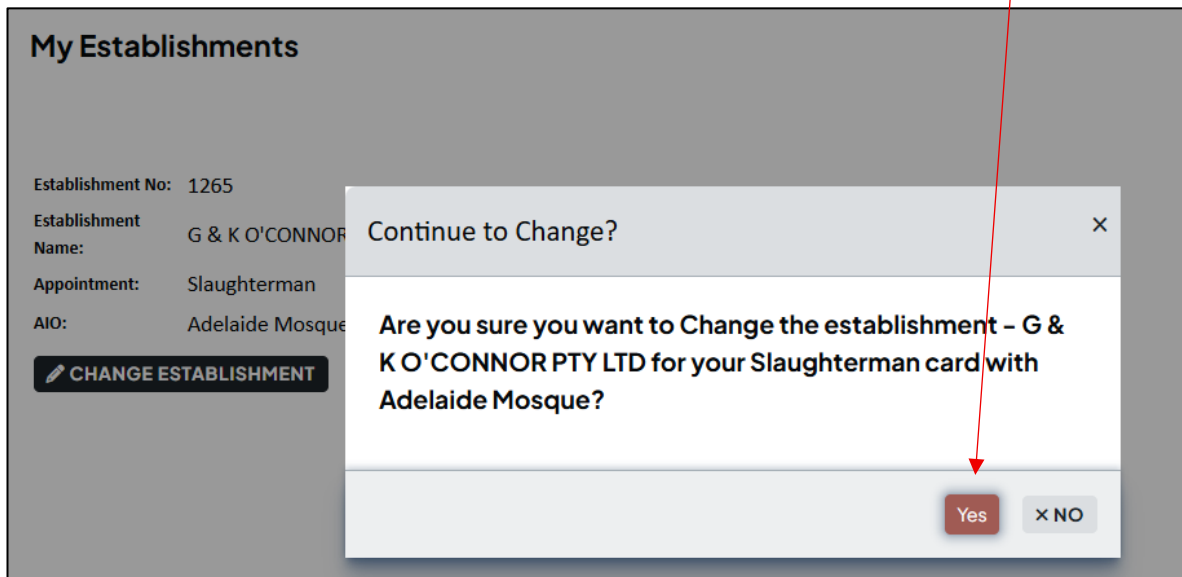
CHANGING ESTABLISHMENTS

To begin a new application for the same AIO but for a different establishment please follow these steps.

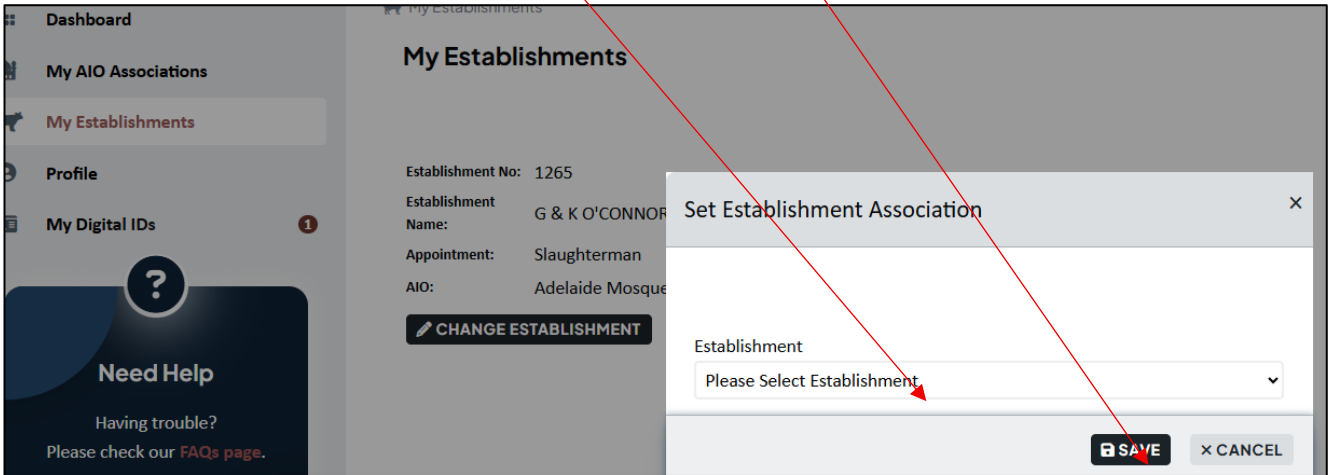
1. Click on **My Establishment** from the left hand menu then click on **Change Establishment**.



2. A prompt will appear to confirm that you want to proceed with the change. Click on **YES**.

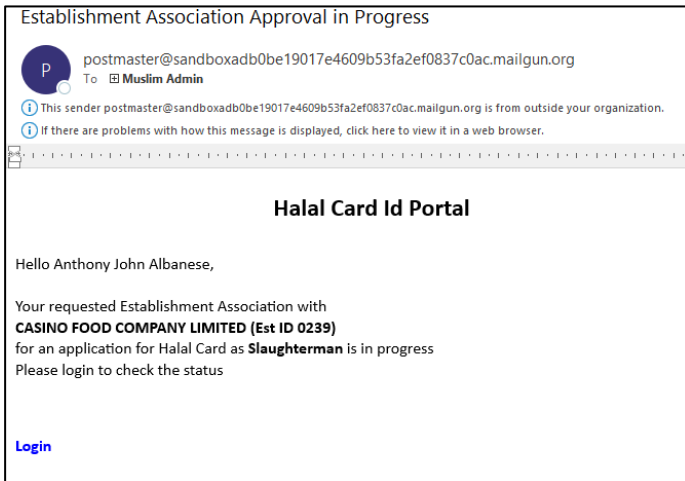


3. Select the **new Establishment** from the drop down menu and **SAVE**.



4. The approvers for the new Establishment will receive an email to approve the application.

5. Once the application has been approved, you will receive an email notification to advise of the Approval (example below):



6. When you log back in to the portal, and select **My Establishments**, you will see the new establishment listed.

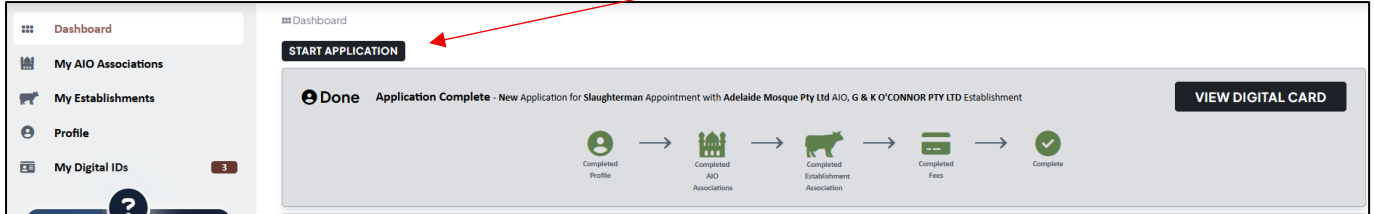


NOTE: This type of application does not require any fee payment by the new establishment. The expiry date for the digital ID for this changed establishment is the same as the original card.

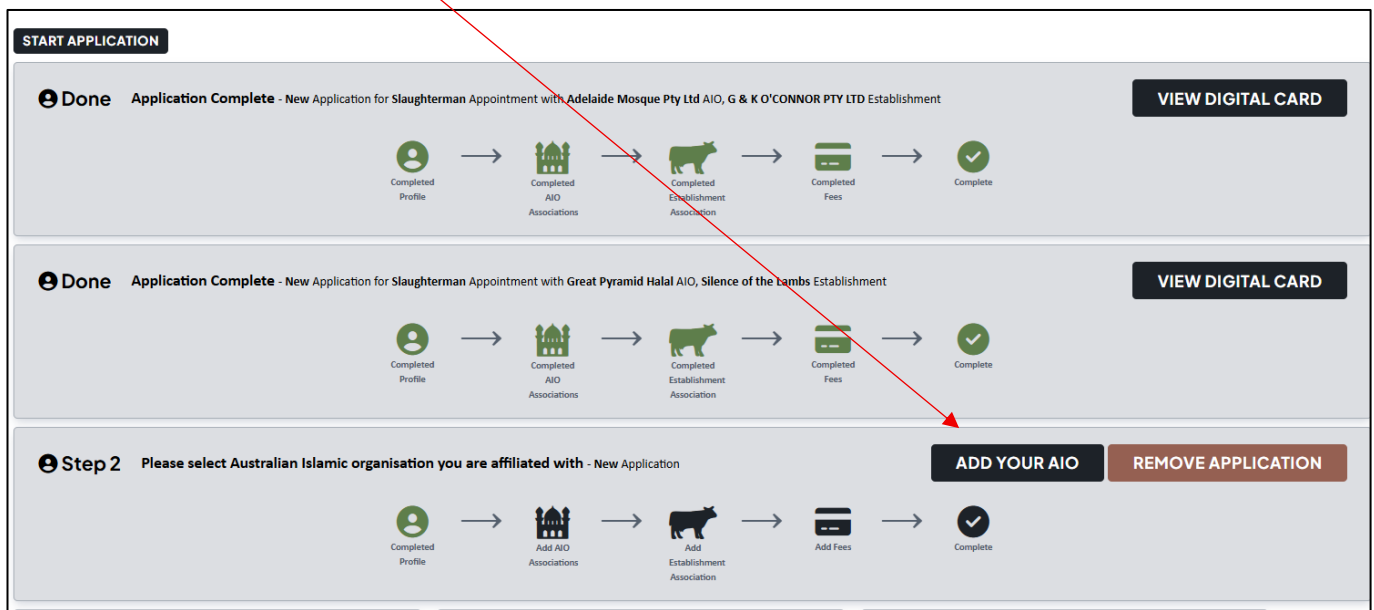
ADDITIONAL ID CARDS FOR OTHER AIOs

You can begin an additional application at any time. Only apply for additional cards for other AIOs once all previous cards have been approved and paid.

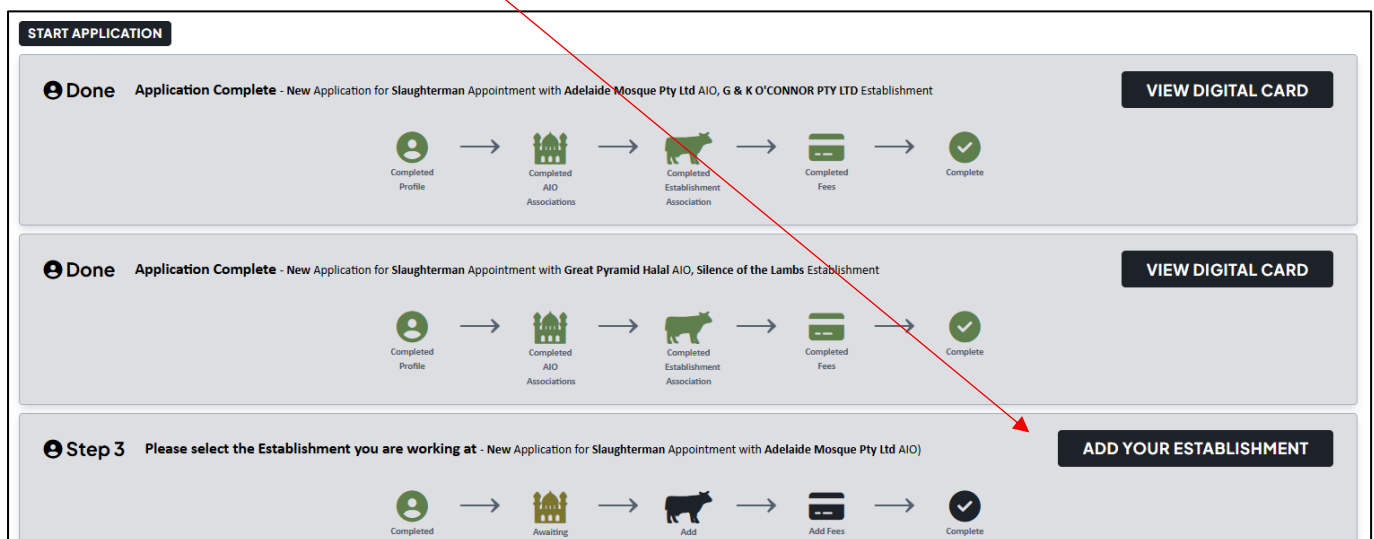
1. To apply for additional ID Cards, login to the Portal and click on **START APPLICATION**.



2. Continue the steps to **ADD YOUR AIO**



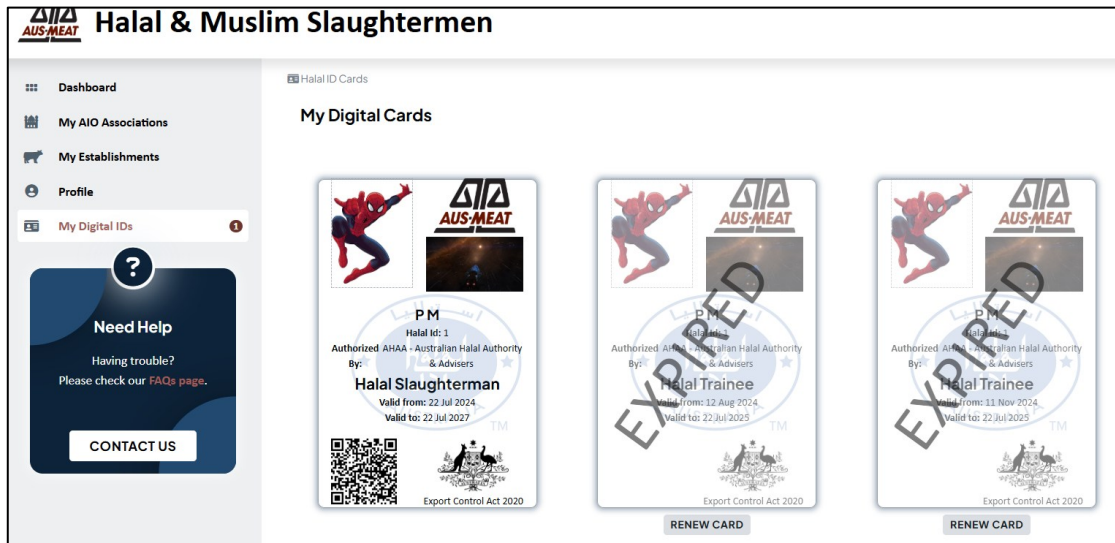
3. And then **ADD YOUR ESTABLISHMENT**.



4. Once the approval process is completed by the AIO and Establishment, and the fees have been paid, sign in to view your new Digital ID Card.

Expired Cards & Renewal

1. Once a digital card has expired and is due for renewal, a **Renew Card** button will appear below the card.

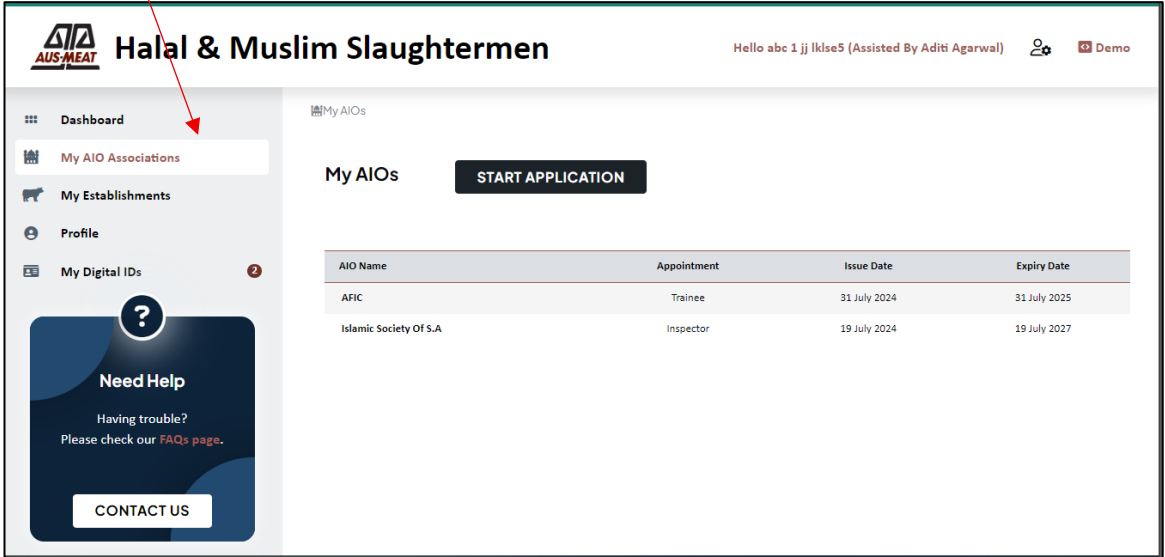


2. Clicking **Renew Card** will start the renewal application process for you. (A message will appear in the top right corner to advise the Card renewal process has started successfully).
3. The renewal application will automatically be associated with the same AIO and establishment previously selected. Once the approval process is completed by the AIO and Establishment, and the fees have been paid, sign in to view your new Digital ID Card.

DASHBOARD OVERVIEW

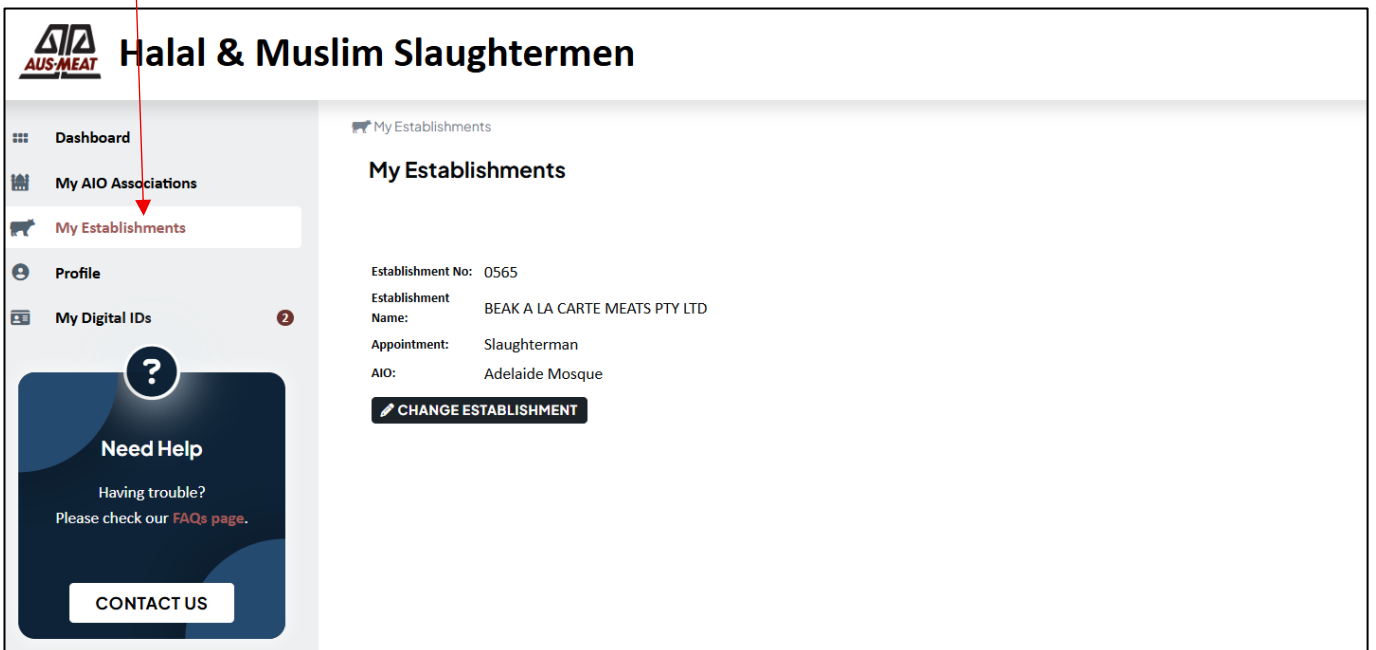
My AIO Associations

The **My AIO associations** page lists all your current (not expired) cards in a tabular form along with the expiry date.



My Establishments

The **My Establishments** page lists any associated Establishments that you hold a current card for. From this page, you can change your Establishment by clicking on **Change Establishment** (see previous section)



Profile

Your **Profile** page will display your personal details. If there are any changes, these can be updated on this screen, and saved.

However, if you have any valid current cards, then the **name** fields and option to **update photo** will be **disabled**.

AUS-MEAT Halal & Muslim Slaughtermen Hello Lea Smith (Assisted By Jenni Flood)

Profile

Profile for Halal ID - 5020

First Name: Lea, Middle Name: Middle Name, Last Name: Smith

Address: 11 Smith Street

Address Line 2:

Suburb/City: SMITHFIELD, Postcode: 4172

State: QLD, Country: Australia

Phone Number: 0400000000

My Digital IDs Page

The My Digital IDs page shows all your current digital cards that have not yet expired.

AUS-MEAT Halal & Muslim Slaughtermen Hello abc 1 jj lkse5 (Assisted By Aditi Agarwal)

My Digital Cards

abc 1jjlkse5
Halal Id: 5003
Authorized By: Islamic Society Of S.A
Halal Inspector
Valid from: 19 July 2024
Valid to: 19 July 2027

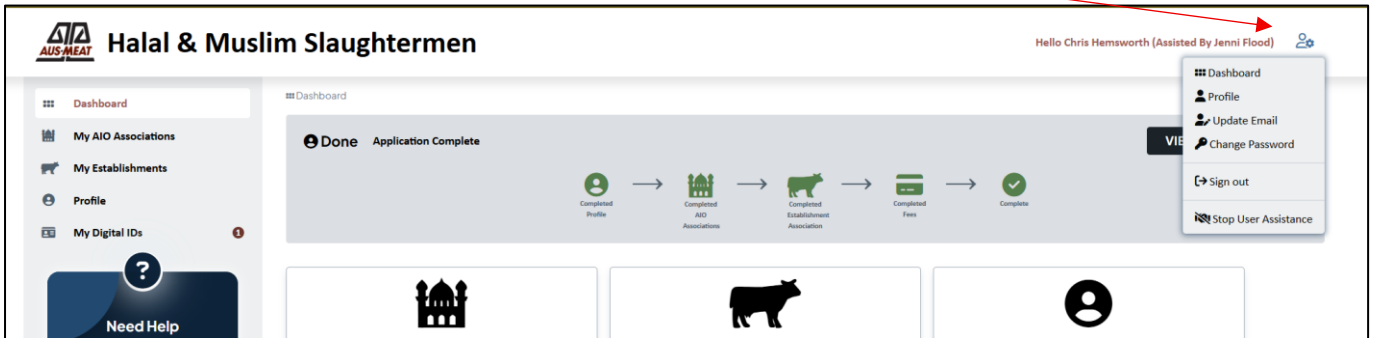
abc 1jjlkse5
Halal Id: 5003
Authorized By: AFIC
Halal Trainee
Valid from: 31 July 2024
Valid to: 31 July 2025

Disassociated Cards

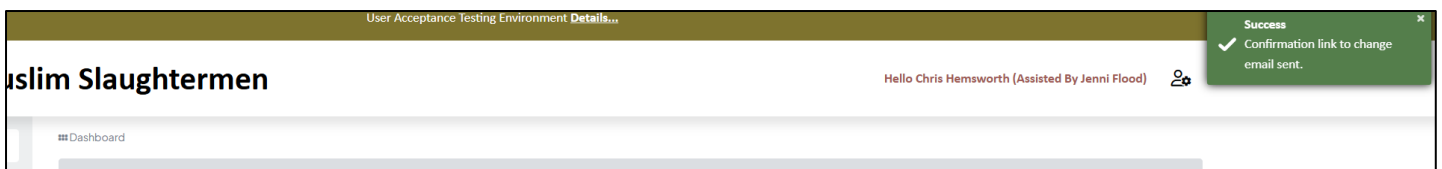
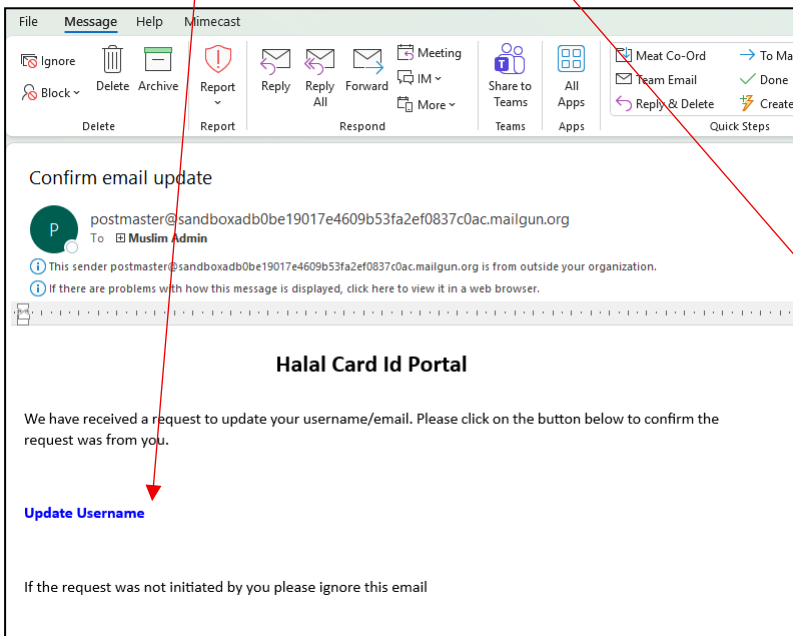
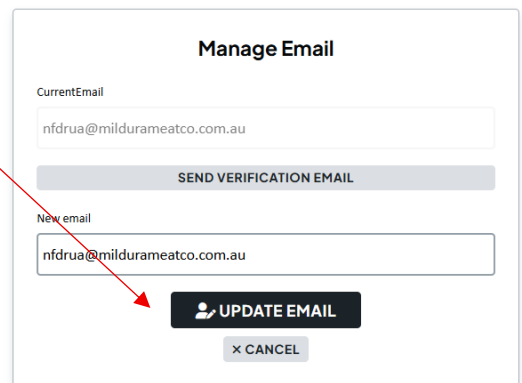
NOTE: If you held a card that an Authorised Islamic Organisation (AIO) has **disassociated**, it will **not** appear on this page.

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**.

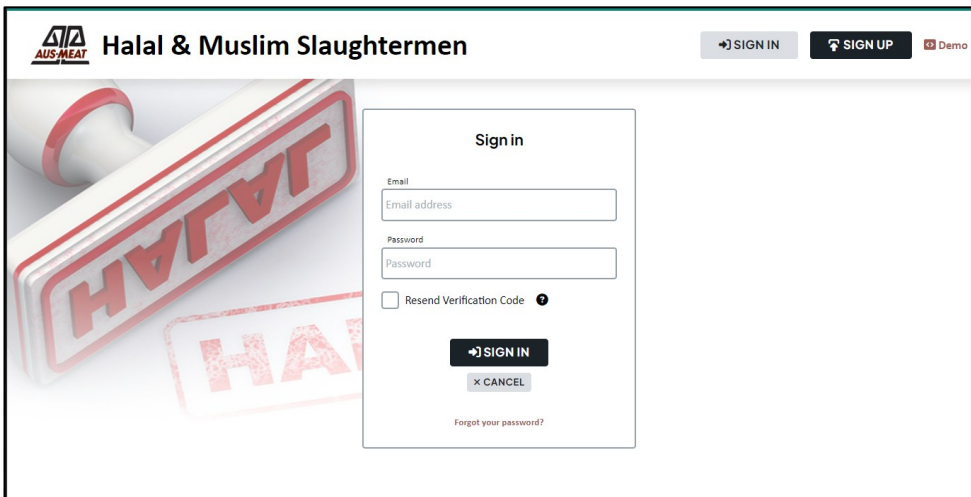


2. Enter your new email address and click on **Update Email**.
3. A link will be sent via email to the new email address.
4. Click on the link to log back into the portal, and a message will appear in the top right corner to confirm the email has been changed.

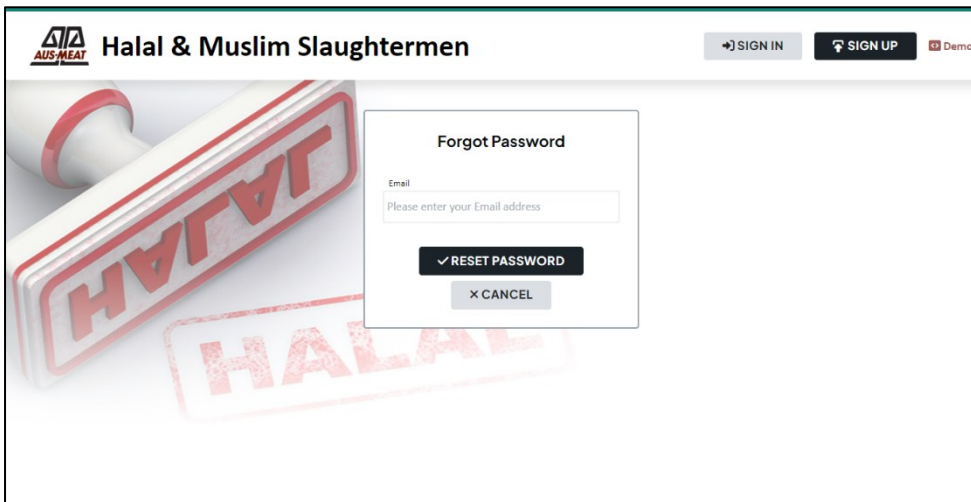


HOW TO RESET YOUR PASSWORD (FORGOT PASSWORD PROCESS)

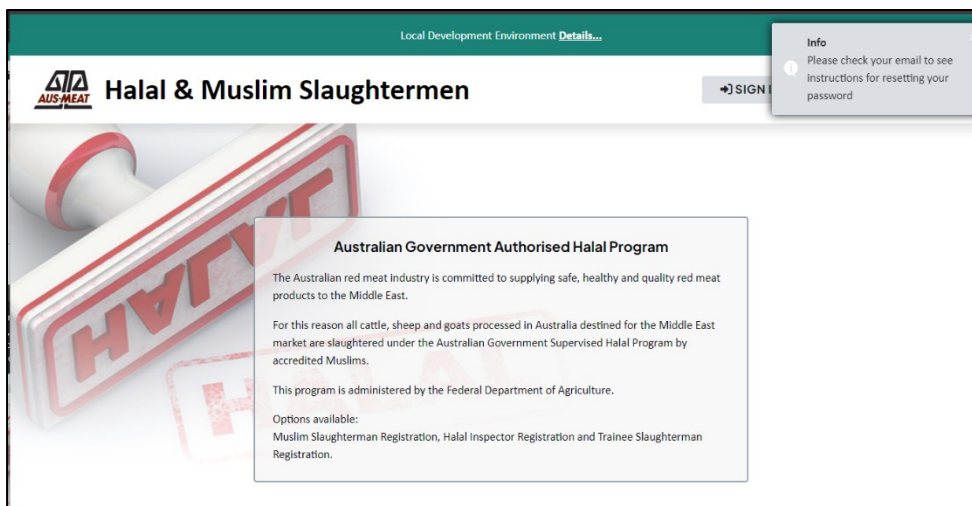
1. On the Sign In screen, click the **Forget your password?** link.



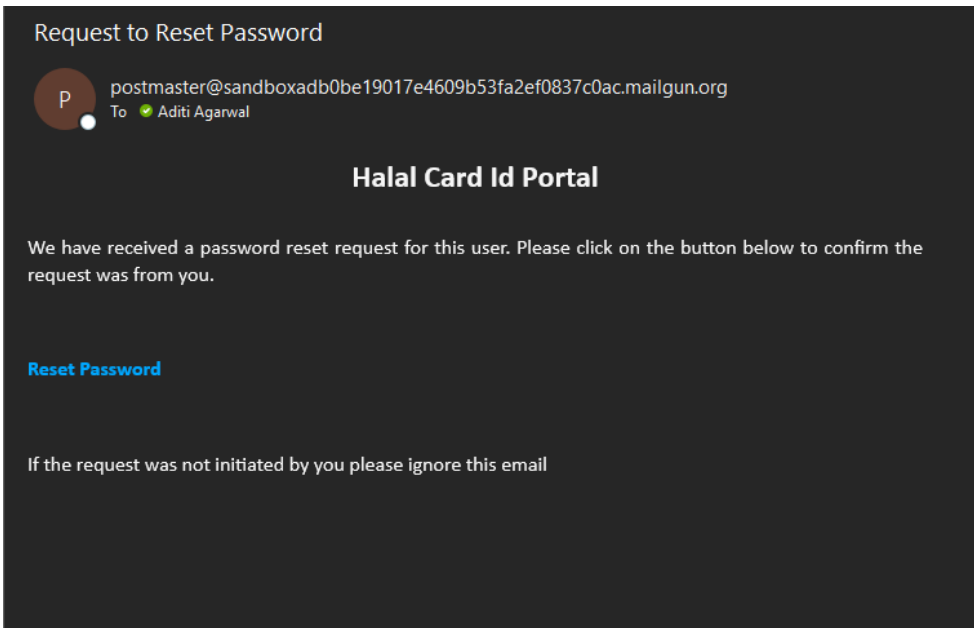
2. Clicking this link will take you to the Forgot Password page, where you'll be prompted to enter your registered email address.



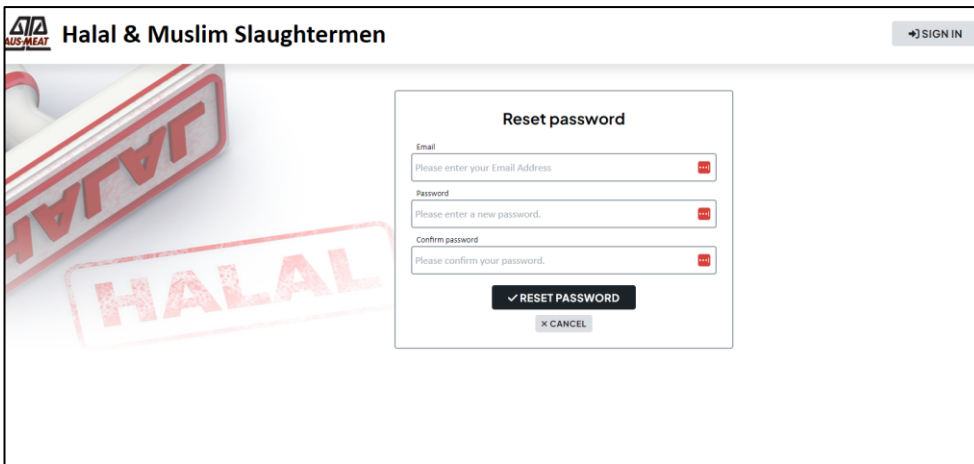
3. If you provide a valid, existing, and confirmed email address, an email will be sent to you. The screen will display a message instructing you to check your email for further instructions.



- 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.