

MyHerd Tips, Tricks and Tools

With the revamp of MyHerd, do not forget to use the helpful tools you have at your fingertips. I know sometimes we get caught up in everything we have to do, like registrations and transfers, which leads to forgetting about the unique additional tools MyHerd provides.

Notable tools

One of the helpful features is your **list of available artificial insemination (AI) certificates**. At any time, you can log in to your MyHerd account, hover over the Herd Details tab and then select AI Certs Available. This list will show you any available AI certificates you have in your account. It will list the bull's name and registration number, as well as the number of certificates you have for that particular bull. Another valuable tool is the **Personal List**, located under the Actions menu, which lists breeders you made transfers to or received transfers from over the last three years. It provides the person's name or farm/ranch name, address, phone number and email address (if available). This list is downloadable, allowing you to save it as well.

Remember, you always have access to the **Expected Progeny Difference (EPD)/Animal Search function** through MyHerd. Simply hover over the Links menu tab and then select EPD Enquiry. This tab will take you to the Enhanced User screen, where you can search for animals and/or members within the American Hereford Association's (AHA) database.

If you have **linked accounts**, you have the ability to view those linked accounts as well as to renew annual dues and/or to bill the annual member service fee. To do so, hover over the Member Details menu tab, select Member Dues & Service Fees. This screen will list any of your linked accounts as well as your primary account and the particular account that needs dues renewed or the member service fee billed. If an account or accounts need to be renewed or billed, simply click on the account (the entire line will become highlighted in blue), depending on if the account needs dues renewed or the service fee billed will determine which button becomes clickable. Click on the corresponding button to renew the membership dues

and/or to bill the member service fee.

Another great tool within MyHerd is the ability to run your **potential defects carrier report** by hovering over the Jobs & Reports menu tab and then selecting Submit a Job. On the Make a Report screen, select Potential Defect Carriers from the drop-down menu. On the next screen, you have the ability to run the report based on an inventory year, a calf crop year or a specific animal's ID. Once the report is completed, you can view it by going to the View Reports & CSVs option under the Jobs & Reports menu.

In addition, you always have the ability to **pay your AHA or Hereford Publication Inc. (HPI) bill** through MyHerd. Remember, if you are a MyHerd user, you will no longer receive packing slips or monthly statements in the mail. They will all be emailed once you are signed up for MyHerd and also include any work done through HPI. To view or pay your HPI bill, hover over the Transactions tab, select Previous HPI Transactions. This step will show you any packing slips created due to HPI work done. You have the ability to click on any of those packing slips to see the specific

work completed. You also have the ability to pay your HPI bill on this page.

As always, if you are having problems navigating through MyHerd you can view the MyHerd Help pages, view our more than 20 step-by-step tutorials or call Customer Service at 816-842-3757.

Friendly reminders

If you have not signed up for the new updated MyHerd platform, email your membership number to myherd@hereford.org.

Be sure to get your spring 2020 inventory submitted before Jan. 15 in order to receive the \$0.25 per head discount. Any inventories turned in between Jan. 15 and March 1 will receive the regular inventory pricing. Spring 2020 inventories turned in after March 1 will incur the \$2.00 per head surcharge. **HW**

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