

### MEMBER STEPS

1

#### New Owner logs into the MYEA Portal

Using the left-hand menu select  
Horses > Transfer Ownership > then click  
+ **HORSE TRANSFER** in top right-hand corner

2

#### Enter Horses registered name and number

Ensure the current owner is  
correct

3

#### You have 3 options to process the horse transfer of ownership

##### Option 1

###### Send a transfer request to current owner

- Select this option and the system will send an email to the current registered owner to confirm the horse as sold.
- The current registered owner then logs into their MYEA portal and confirms the horse as SOLD

##### Attention - OLD OWNERS

**TIP**

If you have sold a horse you can log in to MYEA and mark the horse as SOLD at any stage, without waiting for the new owner to activate the transfer.

This ensures a seamless one step process for the new owner!

##### Option 2

###### Upload a signed certificate of registration

- Both the current and new owner complete and sign the transfer section on the back of the original registration certificate.
- Please upload front and back of the original registration paper

##### Option 3

###### Upload a statutory declaration saying you have purchased the horse.

This option should only be used if you are unable to complete option 1 and option 2. Once signed scan and upload.

4

#### Payment & New Registration Certificate

Once one of the steps above has been completed the new registered owner will be navigated to make a payment for the transfer and select horse competition licences.

Once approved by your state office the horse will appear in your profile under Horses > Details

You will then be sent a new registration certificate to your email