Company and User Maintenance
in Meat Messaging

NOTE: To update your company details please email the Meat Messaging support team at info@meatmessaging.com

Step 1: Log in with your Meat Messaging login details by heading to https://www.meatmessaging.info/login.asp

Step 2: Scroll to the bottom right hand of the page

Under company, click edit company.

Step 3: User Maintenance

The list of authorised company officials is shown below the company details.

For Export Establishments and Non-Packer Exporters, only users as outlined in the company Approved Arrangement as Authorised Company Officials can be added to use Meat Messaging.

Only the current logged in user can edit their details. There is no edit option for other users.

A user can be deleted by clicking the "Delete user" button.

Be very careful deleting users as a user that has completed an Attestation for eMTCs needs to be kept in the system for audit purposes. To add a new user, click the **blue** "Add New" button.

Step 5: Editing the New User

Once you click 'Add New User', a new user will appear named "New User". The "Edit User" pencil will be enabled. Click on the pencil to edit this new user.

List of authorised company officials

User Code	Name	Email address (username)	Key (8 character encryption key) - also your login password	User Level	Start date	End date	Delete user	Edit user	Email user
80026867	Lucas Coldstore	Lucas@data42.com.au	*********	2	4 - Aug - 2021		✖	No Edit	✉
80026875	John Jones	info@meatmessaging.com	ABCEDFG	2	6 - Aug - 2021		✖	✎	✉
	New User		*********	2			✖	✎	✉

Add new

Step 6: Editing the Details

The edit user page will be displayed. Enter the new Authorised company official's name and email address.

The User code and the Key (8 character encryption key) (the user's password) cannot be altered. The user-level is automatically set to "2" cannot be altered. To save the user's details click the blue "Save and close" button.

Edit user

Authorised company official name	John Smith		
Email	John@rgcoldstorage.com		
User code	80027022	Key (8 character encryption key) TRHWQJTZ	User Level 2
Start date	3	8	2021
End date	DD	MM	YYYY

Save and close

If you have any issues or questions, please feel free to contact the Meat Messaging contact support:

Ph: +617 3073 9234

E: info@meatmessaging.com