**How to Transfer Animals in Helical**

****Login, and click on **“Transfers”.**

Next, Click **“New Transfer”.**

Click **‘Advanced Options’** for the option to enter multiple transfer recipients or multiple transfer dates

****

Fill out the transfer form with the vendor member ID (“Transfer From”), purchaser member ID (“Transfer To”), Animal ID and date of sale. Then click **“Next”**

You will then be taken to a terms and conditions page to double check the details of the transfer. You can then tick the **“I agree to the terms and conditions”** and then click **“Transfer”.**

