



HORSERACING
INTEGRITY
AND SAFETY
AUTHORITY

How to Become the Responsible Person (RP) for a Horse

Screen 1

Click on the icon that says, “My Horses.”

The screenshot shows the 'My Details' page of the Horseracing Integrity and Safety Authority Staging portal. The page is titled 'My Details' and features a sidebar on the left with several icons. A red arrow points to the icon labeled 'My Horses'. The main content area contains a form with the following fields and values:

- HISA #:** P-999-998-808
- Pin Code:** 5329
- Previous Race:** 04/30/2010
- Next Race:** (empty)
- Can Race:** YES (with a blue button labeled 'Jockey Points: 0')
- First Name *:** Stephen
- Middle Name:** (empty)
- Last Name *:** Stampeder
- Location Name:** Keeneland
- Country *:** USA
- Unit/Apartment/Box Number:** (empty)
- Street Name *:** 4201 Versailles Rd
- City *:** Lexington
- State *:** KENTUCKY
- Zip or Postal Code *:** 40510
- Email Address *:** (empty)

The top of the page includes the logo for the Horseracing Integrity and Safety Authority, the word 'STAGING', a 'Use Old Style Portal' button, and a language dropdown menu set to 'English'. The sidebar on the left contains icons for 'My Details', 'My Horses', 'Rulings', and 'Test Services'.

Screen 2

Click on the button on the top right-hand side of the screen that says, "Request to Become the Responsible Person for a Horse."

Use Old Style Portal English

Request to become the Responsible Person for a Horse

My Horses

Show Only Retired Horses

Search

<input type="checkbox"/>	Horse Name ↑	Location	Can Race	On Vets List	Days Remaining on Vets List	Message Waiting	Status	Action
<input type="checkbox"/>	VIEW British Queen (H-999-998-808)	Keeneland	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Green Eyed Girl (H-999-998-802)	Fair Grounds	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Hazel Mae (H-000-047-488)	Red Barn Farm LLC	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Northern Beauty (H-999-998-804)	Maryland Racing Commission	NO	NO	0	0	In Training	⋮

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Register New Horse

Screen 3

A pop-up will appear, asking you to type the name of the horse you want to become the RP for. Type the name, select it and click “Continue.”

The screenshot shows the 'My Horses' interface with a 'Horse Selection' pop-up. The pop-up is titled 'Step 1 Horse Selection' and contains a search bar with 'Pasta Lover (H-999-998-805)' selected. Below the search bar, the horse's details are displayed: 'Horse Name: Pasta Lover (H-999-998-805)', 'Dam's Name: Gracious Megan', and 'Year of Birth: 2007'. A question asks, 'Do you want to become this horse's responsible person?'. At the bottom of the pop-up, there are two buttons: 'Cancel' and 'Continue'. A red arrow points to the 'Continue' button. In the background, a table lists horses with columns for 'Horse Name', 'Message Waiting', 'Status', and 'Action'. The status for all listed horses is 'In Training'. A blue button at the top right of the background interface says 'Request to become the Responsible Person for a Horse'. The top of the page features the 'HORSE RACING INTEGRITY AND SAFETY AUTHORITY' logo, 'STAGING' text, and a 'Use Old Style Portal' button. The bottom of the page has a 'Register New Horse' button and a version number 'HP-CV V 2023-05-12v1.3'.

Screen 4

Read through the terms and click
“Agree.”

Step 2 Horse Selection

A Covered Horse shall be registered by the Responsible Person for the Covered Horse. The Responsible Person is the individual designated in the registration with the Authority as the Responsible Person in accordance with the following:

- (1) For a Covered Horse that has not yet performed its first Workout (or competed in a Race, whichever is earlier), the Responsible Person shall be the Owner of the Covered Horse unless the Horse is in training in another country.
- (2) Once in training, the Responsible Person shall be the licensed Trainer for the Covered Horse. The licensed Trainer's designation as the Responsible Person shall be filed with the Authority. The Trainer designation must be kept current with the Authority. Designation transfers must be in writing and on record with the Authority prior to the effective date of the transfer, except for claiming Races in which transfers must be recorded the same day.

By selecting Agree, you are agreeing that you are the Responsible Person for the Covered Horses you are registering.

HP-CV, V.2023-05-12v1.3

My Horses

Show Only Retired Horses

Search

<input type="checkbox"/>	Horse Name ↑	Location
<input type="checkbox"/>	VIEW British Queen (H-999-998-808)	K
<input type="checkbox"/>	VIEW Green Eyed Girl (H-999-998-802)	Fa
<input type="checkbox"/>	VIEW Hazel Mae (H-000-047-488)	Red B
<input type="checkbox"/>	VIEW Northern Beauty (H-999-998-804)	Maryland R

Rows per page: 5 ▾ 1 - 4 of 4 < >

Use Old Style Portal English

This option goes away in 30 days

List	Message Waiting	Status	Action
	0	In Training	⋮
	0	In Training	⋮
	0	In Training	⋮
	0	In Training	⋮

Screen 5

You have successfully requested to become the Responsible Person for the horse. The horse will not show up on your list until both the Designated Owner and the current/previous Responsible Person accept the transfer in their email or through the HISA portal.

The screenshot shows the 'My Horses' page in the HISA portal. At the top, there is a navigation bar with the HISA logo, 'STAGING' text, and buttons for 'Use Old Style Portal' and 'English'. A toggle switch for 'Show Only Retired Horses' is present. A blue button reads 'Request to become the Responsible Person for a Horse'. Below is a search bar and a table of horses. The table has columns for selection, horse name, location, race status, vet status, days on vet list, message waiting, status, and action. Four horses are listed: British Queen, Green Eyed Girl, Hazel Mae, and Northern Beauty. A 'Register New Horse' button is at the bottom left. A green notification box at the bottom right, pointed to by a red arrow, says 'Successfully requested to become a responsible person for the selected horse'.

<input type="checkbox"/>	Horse Name ↑	Location	Can Race	On Vets List	Days Remaining on Vets List	Message Waiting	Status	Action
<input type="checkbox"/>	VIEW British Queen (H-999-998-808)	Keeneland	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Green Eyed Girl (H-999-998-802)	Fair Grounds	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Hazel Mae (H-000-047-488)	Red Barn Farm LLC	NO	NO	0	0	In Training	⋮
<input type="checkbox"/>	VIEW Northern Beauty (H-999-998-804)	Maryland Racing Commission	NO	NO	0	0	In Training	⋮