

How to license when...

I ALREADY HAVE A DOCUPET ACCOUNT

Having trouble licensing a pet? Call 1-877-239-6072 or email info@docupet.com

- 1 Login to your online account. From your dashboard you can renew an existing license, edit a pet's information, add a new pet, remove a pet, or upload new documents like Rabies certificates.
- 2 If you have a pet that is due for a license look for the **License Now** banner.
*Don't see the banner? Just click on **License Now** under your pet's name to get started!
- 3 Confirm your contact information is up to date, then click **Continue**.
- 4 Next we'll ask for some additional pet details and microchip information. Providing microchip information is optional but recommended!
- 5 Confirm your pet's details and upload any documents your community requires then click **Continue**.
*This step may differ slightly depending on your community requirements.
- 6 On the **License Selection** screen, you may choose from multiple license types if your community offers them OR if only one license type is available it will automatically be selected. Once finished click **Continue**.
- 7 Now it's time to select a license tag for your pet. Select the **FREE standard tag** or for a bit extra, browse hundreds of styles of designer tags or personalize your pet's tag. Select the preferred tag size and connector then click **Add to Basket**.
- 8 If you're licensing more than one pet, you'll be taken back to the Tag Selection screen to pick tags for each of your pets. Repeat as needed, once finished click **Continue** to move forward.
- 9 After clicking **Continue** you may be presented with optional add-on services. Not interested? Just scroll to the bottom and click **Skip and Continue to Checkout**.
- 10 Next, review your order and click **Checkout**.
- 11 At this step you may add a donation to your order. 100% of your donations and a portion of designer tag sales go straight to your local shelter. Thank you for your support!
- 12 To complete your order, review the order details, then enter your credit card information and click **Place Your Order** to finish the process!

 Your license tag will arrive in 10-15 days and a copy of your receipt will be emailed to you. 