

New to Docupet?

## HOW TO SET UP YOUR ONLINE DOCUPET ACCOUNT

»» When You Have Never Licensed a Pet Before ««

Having trouble creating or accessing your account? Call 1-877-239-6072 or email [info@docupet.com](mailto:info@docupet.com)

- 1 Visit **whatcomhumane.org** on your desktop or mobile device. Click **Our Services** and scroll down to **Licensing Your Pet** and select **Click Here to Complete Your Online License Form**.
- 2 Click **I have never licensed a pet with the Whatcom Humane Society before**.
- 3 Complete the **Tell Us About Your Pet** screen and click **Continue**.
- 4 Next, add a photo of your pet or click **I'll Do It Later**.
- 5 Add additional pets Or click **Continue**.
- 6 Complete the **About You** screen and click **Continue**.
- 7 Click **License Now!**
- 8 Review the **Confirm Contact Info** screen and edit or click **continue**.
- 9 Upload confirmation of Rabies vaccination or spay/neuter if required and click **Continue**.
- 10 Review the **License Selection** screen and click **Select Tag**
- 11 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**.
- 12 Add additional pet tags or click **Continue**.
- 13 Next review the **Your Basket** screen and make changes if needed or click **Checkout**.
- 14 Choose if you'd like to make a donation to WHS click **Add Donation and Continue to Checkout** otherwise click **No Donation Today, Thanks - Continue**.
- 15 Enter payment information and click **Place You Order**.

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

## HOW TO UPDATE YOUR DOCUPET PROFILE

If you have moved, or if you no longer have a pet, please follow the steps below to make the necessary changes within your account. This will ensure you are not contracted again in the future.

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| A To edit your contact information including address, phone, secondary contact person, etc. select the <b>Edit</b> button located in the <b>My Details</b> section of your account. | B To remove a pet from your account, select the pet's name in the <b>My Pets</b> section of your account, then select <b>More Options</b> which will allow the <b>Remove this Pet</b> prompt to appear. |
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