


New to Docupet?

HOW TO SET UP YOUR ONLINE DOCUPET ACCOUNT

➤➤ With a License Notification Letter OR Have Licensed Pets in the Past ◀◀

Having trouble creating or accessing your account? Call 1-877-239-6072 or email info@docupet.com

- 1 Visit **whatcomhumane.docupet.com/en_US/activate** on your desktop or mobile device, or scan the QR code on your license notification letter.
- 2 In the **Access Code** field towards the bottom of the screen, enter your unique access code (found on your notification letter) and ZIP code. Then select the **Search** button.
*If you don't know your access code, click **Don't have an access code?** and follow the steps provided.
- 3 Enter your email address and create a safe and secure password in order to create your account. Then select **Continue** to proceed.
- 4 You will be directed to **License Now**. Click the button to proceed.
- 5 On the **Confirm Contact Details** page, confirm that all your information is up to date. If all details are correct, select the **Contact Details are Correct** button. If not, select **Edit** to update your information.
- 6 Next, on the **Review Pet Details** page, verify your pet's information or add a new pet and if required, select **Upload Documents**, to upload any required proofs i.e. Rabies certificate or spay/neuter confirmation.
*Records can be added by uploading a photo from your mobile device or desktop.
- 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 Repeat tag selection for additional pets, then click **Continue** to proceed to checkout and place your order. Credit cards or Visa/Mastercard debit cards are accepted.

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