

Online Dog Services

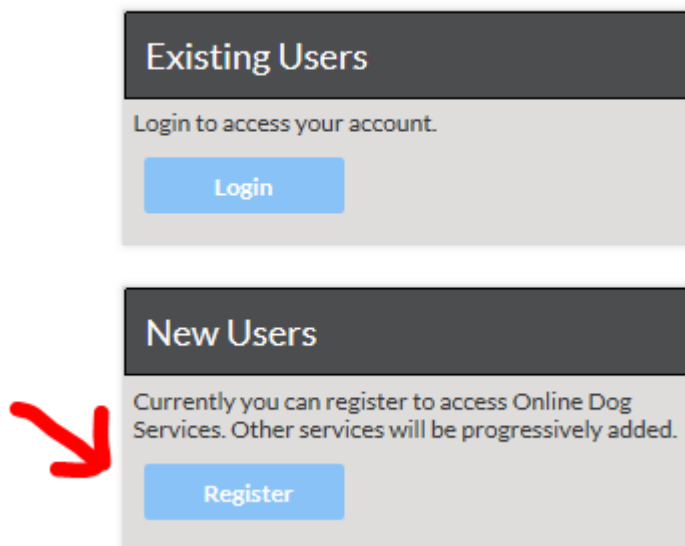
Online Dog Services allows the user to:

- Register a dog
- Change dog details
- Remove Dog
- Request a replacement dog tag
- Pay your dog registration fees

[To create or access your dog online services account go to the website](#)

New User: Creating an Account

You will need to create an account. To create a new account, click on the 'Register' button under New Users.



At the Create an Account screen (shown below) you will need to enter in the following details

- Email Address (your personal email address)
- Password
- Confirm the password
- Press the 'Create an Account' button



Already have an Online Services Account?

[Sign In](#)

The form is titled 'Create an Account' and contains three input fields: 'Email', 'Password', and 'Confirm password'. Below the fields is a blue 'Create an Account' button.

Confirmation Account created email

After you have Created an Account you will receive an email to the address you entered. Allow 2-3 minutes for this to come through. This email will contain a link for the activation of your new account.

Once you have clicked on the link it will take you to the sign in screen. Here you will need to enter your Name/Number and Dog ID which can be found on your invoice - see below.

If this is a new registration, please attach certification of the dog's microchipping and desexing

Dog ID	Dog Name	Sex M/F	Desex Y/N	Dog Breed(s)	Colour(s)	Age	Microchip Number	New Tag	Fee Incl GST

Declaration

I hereby declare the information on this form is true and correct.

Owner's signature _____ Date _____

Total fee	
If paid by 31 July 2021	\$60.00
Late payment penalty	
If paid on or after 1 August 2021	\$150%

Ways to pay



IN PERSON

Pay by cash, eftpos or credit card at:
 • Animal Control Office, 56 Main Street, Blenheim
 • Picton Service Centre, 2 Dublin Street, Picton



ONLINE BANKING

Pay to bank account number: **02-0600-0202861-06**
 using these details as reference
 Particulars: **J Bloggs**
 Code: **Name Number**



ONLINE

Go to: www.bit.ly/MDCDogReg
 Use your Name Number: **012345**

New tags will be posted out when registration is paid online.
 Please scan and email this form to Animal Control at the time of payment.

Tag preference: *please tick one* Strip Disc

.. PLEASE DO NOT DETACH

Dog Registration Application from 1 July 2021 to 30 June 2022

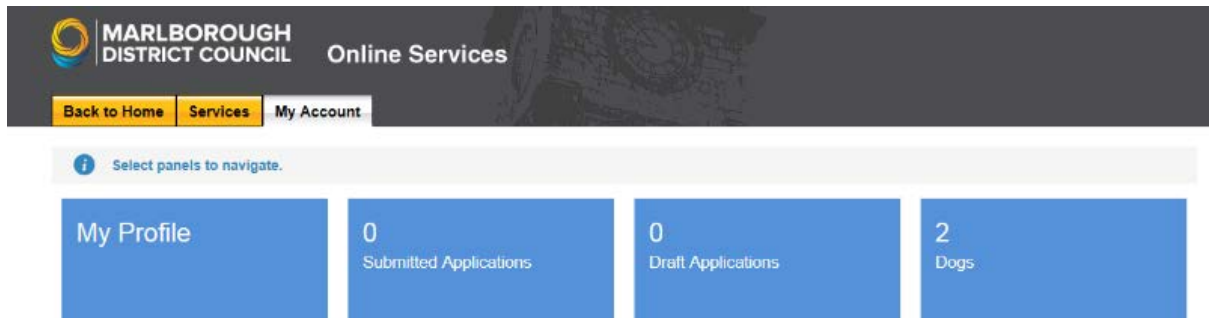
xxxx xxxxx
 22 Howick Road
 Redwoodtown
 Blenheim 7201

Name Number 012345
 Property ID 012345

Dog Name	New Tag

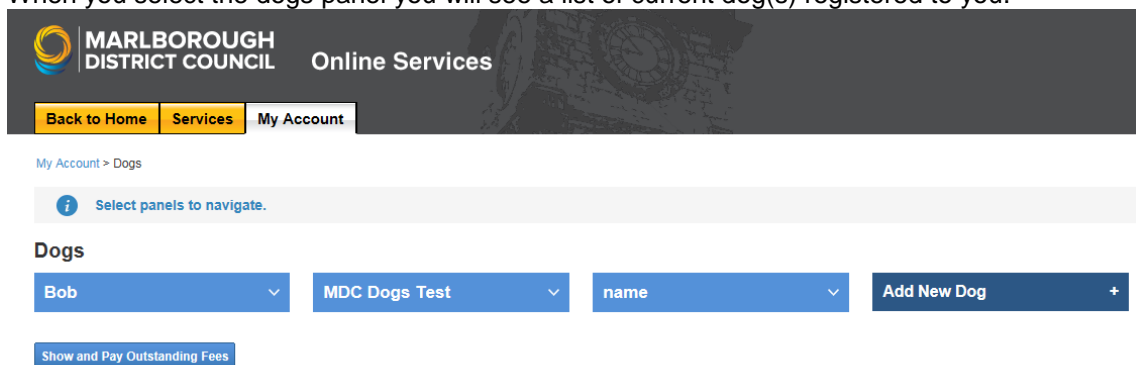
My Account

On 'My Account' Tab you will be able to access your profile details as well as the number of dogs you have.

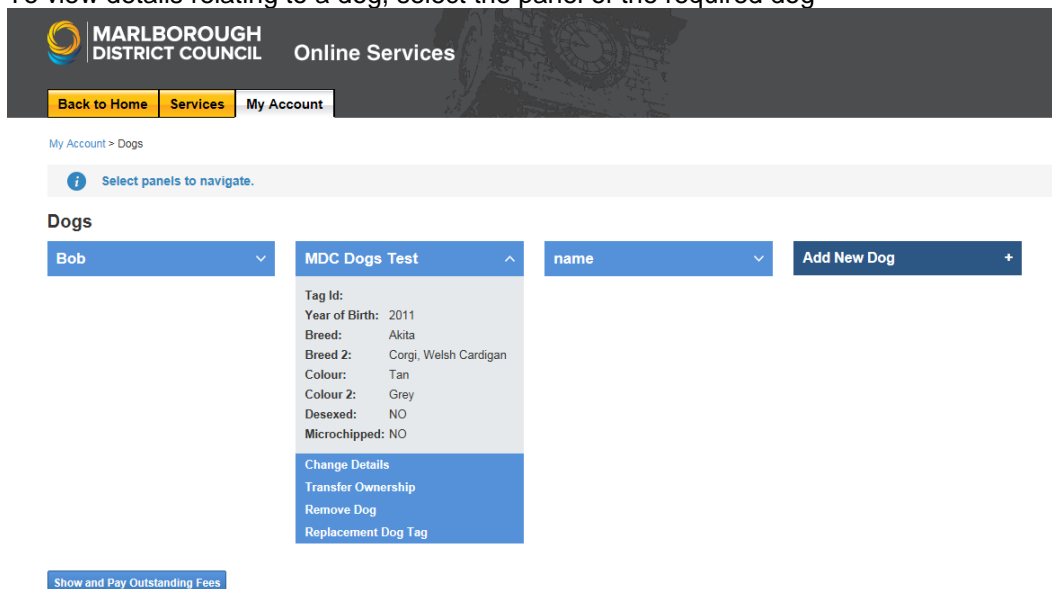


My Dogs

When you select the dogs panel you will see a list of current dog(s) registered to you.



To view details relating to a dog, select the panel of the required dog



Changing a dog's details

Dog details you are able to update:

- Update microchipping details
- Update neutering details
- Change "dog kept at address"
- Notify animal control of your new postal address for dog registration information

To change your dog details select 'Change details' on the task option menu of the relevant dog panel. Update the details in the form as required



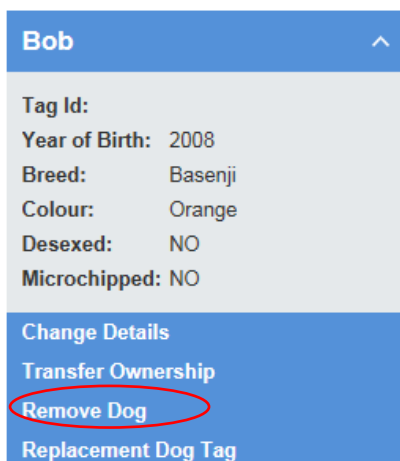
Transfer Ownership of a dog

To transfer ownership of a dog, you can follow the link provided to further information and a printable form as ***both the old and the new owner must complete and sign the form.***



Remove Dog – Death Notification

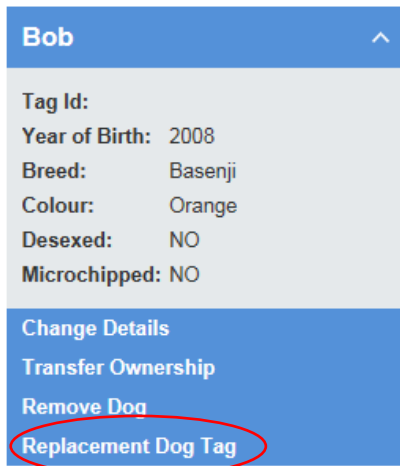
To notify the death of a dog, select the 'Remove Dog' item on the task option menu of the relevant dog panel.



Update the details in the form as required. If you are due a refund this will also be calculated within the form.

Replacement Dog Tag

If your dog tag has been lost, stolen, damaged or destroyed then you are able to request a replacement dog tag by selecting the 'Replacement Dog Tag' item from the task option menu of the relevant dog panel and pay online by credit card.



Bob ^

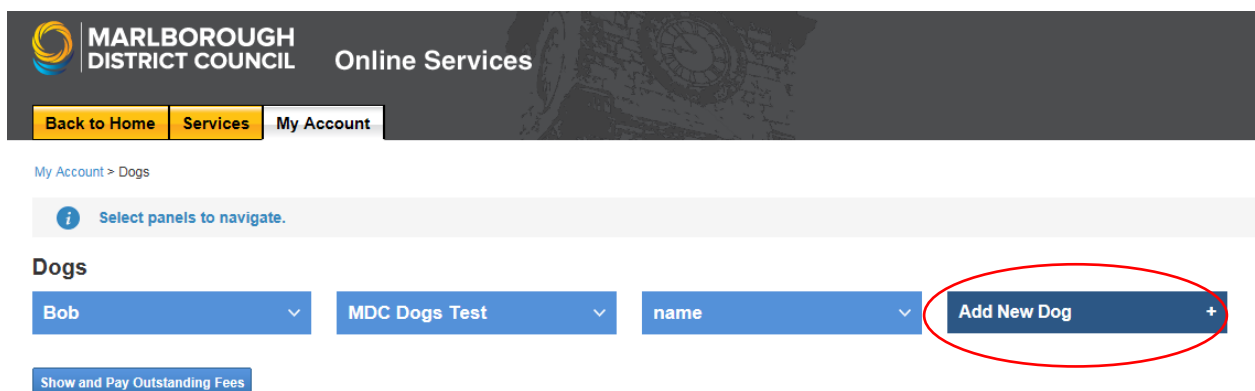
Tag Id:
Year of Birth: 2008
Breed: Basenji
Colour: Orange
Desexed: NO
Microchipped: NO

Change Details
Transfer Ownership
Remove Dog
Replacement Dog Tag

Update the details in the form as required.

Adding a New Dog

To add a new dog to your account, select the 'Add New Dog' panel



MARLBOROUGH DISTRICT COUNCIL Online Services

Back to Home Services My Account

My Account > Dogs

Select panels to navigate.

Dogs

Bob MDC Dogs Test name **Add New Dog** +

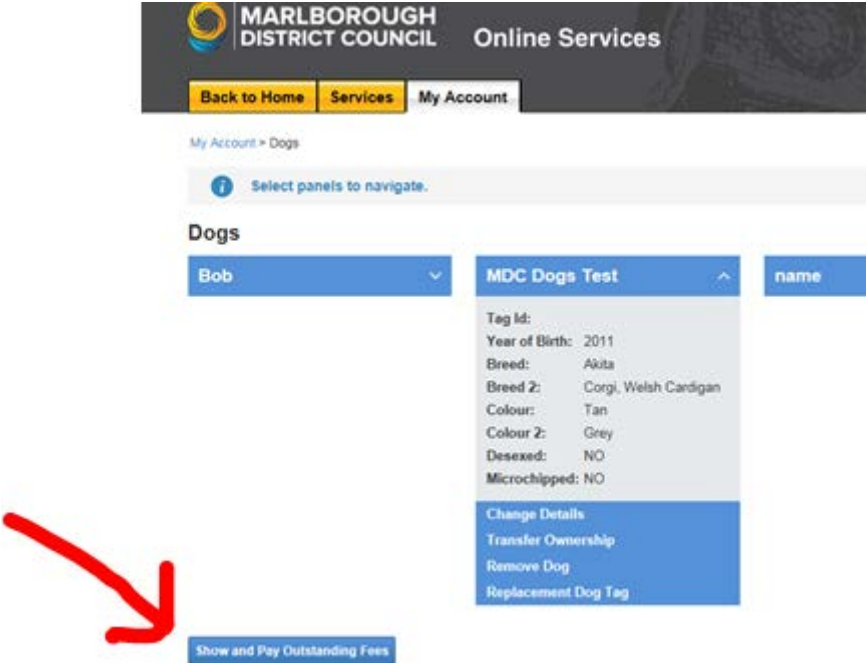
Show and Pay Outstanding Fees

On the Add New Dog form complete the registration details for your new dog. Note – if your dog is microchipped and/or neutered, you will need copies of the relevant certificates to upload.

Once any changes you have submitted have been processed, you will receive a notification email advising that the details are available to view online.

To make payment online by credit card

Choose Show and Pay Outstanding Fees



Confirm details are correct and follow instructions to proceed through payment. Once payment is processed you will receive your dog tags in the post.