

Instructions for individuals to license their dogs online--RENEWALS

1. Go to the PetTrack online page.
2. Select YES if you already have a pet license account.



Pet License Application

Do you have an existing pet license account?

Yes No

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3. If you select yes, you will be directed to the log-in screen. Please enter your email and password to log-in, or if you haven't set up your account online yet, please select Register.



PetTrack Online Renewals

[Home](#) [Help](#)

Login

E-mail:

Password:

[Continue](#)

Let's Get Started

First Time User?

Click on [Register](#) – this will allow you to register your email address and create a password for the on-line pet license renewal application.

Already Registered?

You may proceed by entering your email address and the password you previously selected to access your account.

Forgot Your Password?

[Reset it here.](#)

4. To set up your account online, enter the information requested. Click on Continue.



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Setup Your New Online License Account

Please note: You will need your PetTrack account number to continue. License tag numbers, microchip numbers and vet account numbers are NOT VALID.

PetTrack Account Number:	<input type="text" value="888888"/>
Pet Owner's Last Name:	<input type="text" value="ACCOUNT"/>
E-mail:	<input type="text" value="sbossemeyer@wichita.gov"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>
	<input type="button" value="Continue"/>

WHERE CAN I FIND MY ACCOUNT NUMBER?

ON A RENEWAL NOTICE: If you have received a renewal notice from the City of Wichita recently, your account number can be found on that notice.

NO NOTICE? If you have provided your email address to the City of Wichita in the past, your associated PetTrack account number can be sent to that address.

Email

5. Verify all of your information is correct. If anything is not correct, click on Edit Information and change the information. After the information has been updated, click on Save Changes. When all information looks correct, click on Continue.



PetTrack Online Renewals

[Log out](#)

Logged in as: sbossemeyer@wichita.gov

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Profile

Basic Information

Owner Name: TEST ACCOUNT

Additional Owner Name:

Primary Phone: (316) ___-___

Secondary Phone:

E-mail Address: sbossemeyer@wichita.gov

Please review your profile information. If any changes are required, please select "Edit Information". When all of your profile information is correct, select Continue to access your pets' records.

Physical Address

Address: 455 N MAIN ST

City: WICHITA

State: KS

Zip: 67202-1626

Mailing Address

Address: 455 N MAIN ST

City: WICHITA

State: KS

Zip: 67202-1626

[Continue](#)

[Edit Information](#)

Profile

Basic Information

Owner Name: TEST ACCOUNT

Additional Owner Name:

Primary Phone:

Secondary Phone:

E-mail Address: sbossemeier@wichita

Please review your profile information. If any changes are required, please select "Edit Information". When all of your profile information is correct, select Continue to access your pets' records.

Physical Address

Address:

City:

State:

Zip:

Mailing Address

Address:

City:

State:

Zip:

[Save Changes](#)

[Continue](#)



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Profile

Basic Information

Owner Name: TEST ACCOUNT

Additional Owner Name:

Primary Phone: (316)268-4553

Secondary Phone: ()-

E-mail Address: sbossemeyer@wichita.gov

Please review your profile information. If any changes are required, please select "Edit Information". When all of your profile information is correct, select Continue to access your pets' records.

Physical Address

Address: 455 N MAIN ST

City: WICHITA

State: KS

Zip: 67202-1626

Mailing Address

Address: 455 N MAIN ST

City: WICHITA

State: KS

Zip: 67202-1626

[Continue](#)

[Edit Information](#)

- The next page will ask you to verify which dogs you have. If you no longer have a dog, you can click on the Remove button next to the dog's name. If you need to add a dog, you can click on the Add A New Pet button.



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Active Pet License

Below is a summary listing of your active pet licenses

Please check the box for each pet license you want to RENEW or receive a REPLACEMENT tag for.

<input type="checkbox"/> Select All		Pet Name	Tag Number	License Type	License Expire	Rabies Vaccine Expire Date	Remove Pet?
<input type="checkbox"/>		BLU	47	WIDU1-No Discount	03/01/2025	3/1/2027 12:00:00 AM	Remove
<input type="checkbox"/>		BOB	46	WIDA1- Altered	02/24/2025	2/14/2027 12:00:00 AM	Remove

If your pet's spay/neuter or microchip status has changed, you will have the opportunity to update the pet's record on the next page.

[Renew my License](#)

[Add a new pet](#)

If you do not see a pet record that should be listed here, please contact the City of Wichita at 316-268-4553

- When you click on Remove, a box will pop up and you will select the reason for the dog's removal: Deceased or Moved. After selecting the reason, click on the Remove button in the pop up box. The remove box on the original screen will now show Pending Review. Staff will review the removals daily and remove approve the removal of the dog from the account.



PetTrack Online Renewals

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Home Profile Licensing

Remove Animal?

Are you sure you want to remove this permit? If so please state the reason:

Deceased
Moved

REPLACEMENT tag for:

abies
accine
xpire Date

Remove Pet?

<input type="checkbox"/>		Pet Name						
<input type="checkbox"/>		BLU	47	WIDU1-No Discount	03/01/2025	3/1/2027 12:00:00 AM	<input type="button" value="Remove"/>	
<input type="checkbox"/>		BOB	46	WIDA1-Altered	02/24/2025	2/14/2027 12:00:00 AM	<input type="button" value="Remove"/>	

If your pet's spay/neuter or microchip status has changed, you will have the opportunity to update the pet's record on the next page.

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<input type="checkbox"/> Select All	Pet Name	Tag Number	License Type	License Expire	Rabies Vaccine Expire Date	Remove Pet?
<input checked="" type="checkbox"/>	BLU	47	WIDU1-No Discount	03/01/2025	3/1/2027 12:00:00 AM	Pending review
<input type="checkbox"/>	BOB	46	WIDA1- Altered	02/24/2025	2/14/2027 12:00:00 AM	Remove

If your pet's spay/neuter or microchip status has changed, you will have the opportunity to update the pet's record on the next page.

[Renew my License](#)

[Add a new pet](#)

If you do not see a pet record that should be listed here, please contact the City of Wichita at 316-268-4553

- After clicking on Add A New Pet, a box screen will come up asking for the number of dogs to add and for the name of the Vet Clinic used. Use the drop down menus to answer these questions.



PetTrack Online Renewals

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Home Profile Licensing Help

Please Note:

Vet Name

9. A section of the page will then open underneath the 2 questions asking for information about the new pet. Complete this section with the information from your rabies certificate. This section will also ask for you to upload a copy of the rabies certificate. Photos are acceptable for this part. You will also need to check the box if your dog has been spayed or neutered.



PetTrack Online Renewals

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Home Profile Licensing Help

Please Note: 1

Vet Name 04-Bogue Animal Hospital Wes

Pet #1 Information

Species* Dog Gender* Select Gender
Breed* Select Breed
Color* Select Color
Pet Name* Microchip Number
Tag:*
Rabies Expiration Date*

Please upload rabies certificate* Select

I certify that this animal has been surgically altered by a licensed veterinarian.

Add Pet

- When you click in the box indicating that your dog has been spayed or neutered, a new upload statement and box will show. You will need to upload proof that the animal has been altered. When completed, click on Add Pet.



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Home Profile Licensing Help

Please Note: 1

Vet Name 04-Bogue Animal Hospital Wes

Pet #1 Information

Species*	Dog	Gender*	Female
Breed*	BOSTON TERRIER		
Color*	WHITE / GRAY		
Pet Name*	Penelope	Microchip Number	123456789101112
Tag:*	1234		
Rabies Expiration Date*	2/19/2028		

Please upload rabies certificate* Animal Control Dog License - for vets.png

I certify that this animal has been surgically altered by a licensed veterinarian.

Please upload proof of Neutered/Spayed*

Add Pet

11. On the next page, select how long you would like to purchase each pet's license for. If your dog has a 1-year vaccine, you can only buy a 1-year license. If your dog has a 3-year vaccine, you have the choice of a 1-year, 2-year, or 3-year license. Click on Complete Payment.



Pet License Application License(s) to be purchased

Please select license duration desired from available options

Name	License Type	Breed	Color	Microchip	Altered	Senior	License Duration	Amount Due
XENA	Altered 3 Year	BEAGLE	BLACK	9510000000002	Yes	No	3 Year	\$45.00
TURBO	Altered Microchipped	SETTER	CREAM	9510000000003	Yes	No	1 Year	\$15.00
							2 Year	\$60.00
							3 Year	\$1.00
							1 Year	\$1.00
							Total Due	\$61.00

[Complete Payment](#)

12. On the next page, you will enter all of your card information. Please note: the City of Wichita ONLY accepts, Visa, Mastercard, or E-checks. Enter your information, then click on Enter Card Info.



Online Pet Licensing

Only Visa, Mastercard or Echeck are accepted.

Amount Due: \$91.00

Payment Holder Name and Address

Card Holder First Name

Card Holder Last Name

Address

City

State

Zip Code

Enter Card Info

13. A box will pop up where you will enter your card number, the expiration date, and the security code if you are paying with a credit card. Click on Submit.



Online Pet Licensing

Only Visa, Mastercard or Echeck are accepted.


Amount Due: \$91.00

Payment Holder Name and Address

Card Holder First Name	Animal
Card Holder Last Name	Lover
Address	455 N. Main St.
City	Wichita
State	KS
Zip Code	67201

Enter Card Info

Card Information



14. Once the payment has been submitted, you will see a screen telling you it has been accepted and you'll have the option to print out a copy of what you just entered.