



Create a Pet Track account to license your dog(s)

- 1. Enter owner information**
 - Owner Name
 - Second owner name (if applicable)
 - Physical street address
 - City, State, Zip Code
- 2. Check box if the physical street address and mailing address are the same. *If they are different, enter the mailing address information.***
- 3. Enter email address**
- 4. Enter primary phone number**
- 5. Enter secondary phone number, if applicable**
- 6. Select your veterinary clinic from the drop-down list**
- 7. Select the number of pets to be licensed from drop-down list**
- 8. Enter information for Pet #1**
 - Gender
 - Breed
 - Color
 - Pet Name
 - Microchip Number
 - Rabies Tag Number
 - Rabies Tag Expiration Date
 - Upload a copy of the rabies certificate
 - Check the box certifying the dog has been spayed or neutered, if applicable
 - Upload a copy of the proof of spay or neuter
- 9. Select how you would like to receive renewal notices (i.e., via email or mailing address)**
- 10. Click “Continue to Payment” button**
- 11. Select the License Duration in the drop-down list for each dog**
- 12. Click on “Complete Payment” button**
- 13. Enter Credit Card Billing Information**
 - Card Holder First Name
 - Card Holder Last Name
 - Street Address
 - City
 - State
 - Zip Code
- 14. Click on “Enter Card Info” and enter Card Number, Expiration Date, and Card Code**
- 15. Click on “Submit”**
- 16. Click on “Print” to send a copy of your proof of dog license to your printer**