

This Quick Reference Guide has been designed to show you how to register your dog or cat online using City of Mandurah Online.

Please have your pets microchip and sterilisation information ready for uploading.

- OID YOU KNOW

Note: Dangerous dogs, Certified assistance dogs, racing greyhounds and cat breeders are unable to complete a registration application online. Please contact the City on 9550 3777 on how to register.

Limitations as to numbers: You can have up to two dogs and two cats per property. To keep more, you must apply to the City and pay a fee.

		Log on using your details	
To get started, login to the City of Mandurah Online	Portal	User name or email addres:	5
If you do not have an account, select "Don't have an account?"	n	Password Lo V Keep me logged on Don't have an account?	og On Accessibility Mode 1 Forgotten password? Terms and Conditions
Navigate to the 'Register Animal' tile. The registration application has 5 stages: 1. Add owner 2. Add Animal 3. Add other details 4. Attachments	Register Ar	<u>iimal</u>	

5. Summary

In each stage, important information is displayed at the top. Please read this information to ensure your application is completed correctly. When finished, you will be navigated to our online payment page.

All fields marked * are mandatory.



Step 1 – Add Owner Details

Type the address where the animal will be kept into the field and select ______ the address when it appears.

Select the consent checkbox if you _____ authorise the owner details being available for the purpose of reuniting the animal with you.

Select the checkbox if you are an eligible pensioner.

	Property Where Animal Is Kept *
•	I consent to my information being made available for the purpose of reuniting my animal with me
	I consent to my information being made available for the purpose of reuniting my animal with me

You may have multiple debtor accounts linked to your name on the NAR. If this is the case, select which debtor account you wish to use.

Select Next

Step 2 – Add Animal

Complete your animals information, using the drop down arrows as required to make a selection.

Animal Type *	Classification *
Animal Name	
Primary Breed	Secondary Breed
Primary Colour	Secondary Colour

Indicate if your pet is sterilised, microchipped, or if they are registered currently within another district.

Note: you must provide evidence which can be attached in Step 4.

Select Next

Desexed Certification Date	Desexed Certified By	
Non-standard Chip Number		
Microchip Number *		
Chip Supplier	•	Chip Insertion Date
Chip Certification Date	Chip Certified By	



Step 3 – Add Other Details	Add Other Details
Enter in a second contact	Unsafe * Not Applicable
	∧ Training Details
Complete the relevant fields, using the drop down	This animal has completed a training program
arrow where needed to make a selection.	 Alternate Contact Details
	Contact *
Pensioners must provide their card number and	Country Code Australia (+61) •
supply evidence in Step 4.	∧ Additional Details
	Pensioner Eligibility *
Note: if you have a dangerous dog, you will be unable to proceed.	Pension Numbers
Please contact us on 9550 3777 to complete registration.	Date Imported
	Will animal be effectively confined to premises? *
	I've no convictions against Dog, Cat, AniWelf Acts *
	I declare information provided is true and correct *
Select Next	Are you registering as an Agent? * Nd

Step 4 – Attachments

Click +Add	+ Add
Select Add file from local drive	Add file from local drive

Note: if doing this on mobile, click on the 3 dots in the top right hand corner.

Choose the document you would like to attach.

Select an attachment type from the list by clicking the down arrow. Here are some of the attachment types you may need to include

Click OK

Attach as many documents as needed until you have attached all relevant supporting documentation.

Select Next

Attachment Type	Attachment Type Description
Photo	Animal Image
Microchip Certificate	Microchip Information
Sterilisation Certificate	Proof of Sterilisation or exemption from Vet
Pension Card	Proof of Concession
Transfer	Registration Certificate from previous local government



Step 5 – Summary

Review your animals registration application by clicking on each of the tabs on the left.

Select your preferred registration period / payment option.

Step 1 🔗	Summary
Step 2 C Add Animal	The animal registration period is from 1 November to 31 O Select Finish then enter your payment details to complete
Step 3 🔗	Once payment is received and your application is approved By clicking the Finish button you declare that the informati
Step 4 Contract Contr	 Charges Select preferred licence, then select 'Finish'.
Summary	 Animal Reg - Desexed Dog - 1 Year (\$20.00) Animal Reg - Desexed Dog - 3 Years (\$42.50) Animal Reg - Desexed Dog - Lifetime (\$100.00)

Click Finish

Payment

You will then be directed to the payment page to pay for your registration application.

If you are not directed to make payment, the City may need to verify some details and will be in touch to discuss further. You will receive an invoice by email once this has been done.



Your application is complete!