

## HOW TO:

# Register a Pet

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- STEP 1:** Click "Sign In" at the top right-hand corner
- STEP 2:** Enter your email (username) and password
- STEP 3:** Click "Sign In"
- STEP 4:** In the header of the dashboard, click the "Add Pet" dropdown, then choose "Add A Pet"
- STEP 5:** Enter microchip number twice  
Entering it twice ensures that we connect you with the correct pet
- STEP 6:** Review chip number, then click "Next"
- STEP 7:** Enter pet's name, species, and breed, then click "Next"
- STEP 8:** Enter sex, spay/neuter info, and birthday, then click "Next"
- STEP 9:** To add a photo, click "Select Files" or drag and drop files into highlighted area (optional)
- STEP 10:** Include any notes about the pet (optional)  
If the pet has any allergies, personality quirks, or illnesses that a finder should be aware of, enter it here
- STEP 11:** If you're a Pet Professional, click "Finish Registration"  
If you're a Pet Owner, you have the option of assigning an insurance carrier before clicking "Finish Registration"
- STEP 12:** Click "Go to Profile" to view your registered pet

**found.org**

**Michelson Found Animals Registry**