

Your Guide to Online Animal Licensing



Register and renew your animal licensing without leaving your home.

Table of Contents

Page 3 Create a new account

Page 9 Register your animal

Page 11 Add/update vaccination records

Page 12 Make a payment

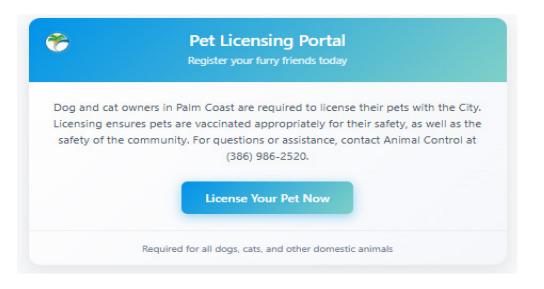
Create a New Account

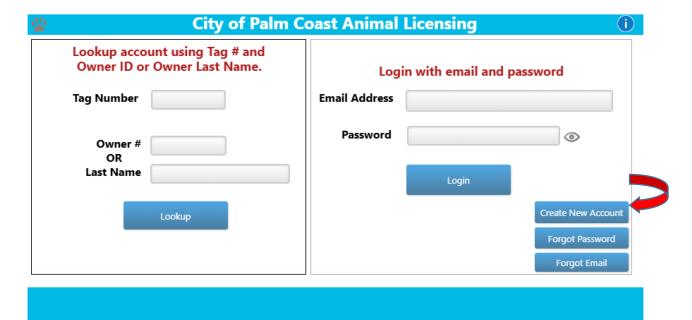
https://www.palmcoast.gov/animal-control

License your Pet Now to enter the portal

First time users

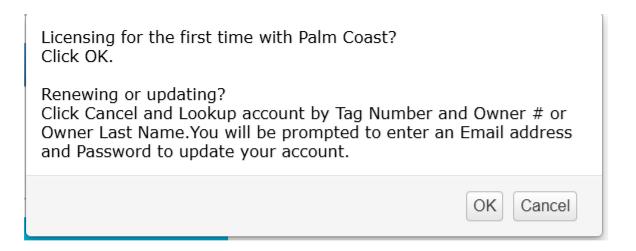
Create new account

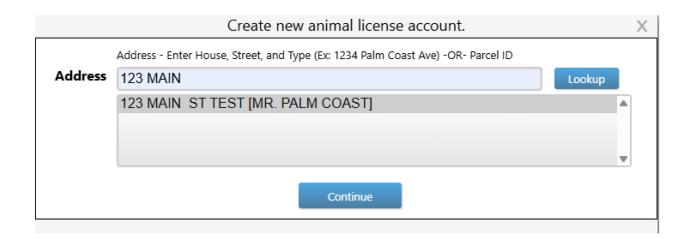




The email used will be your user login

Enter your address (minimal criteria, do not use lane, street, etc.) and choose your address from pop up options.





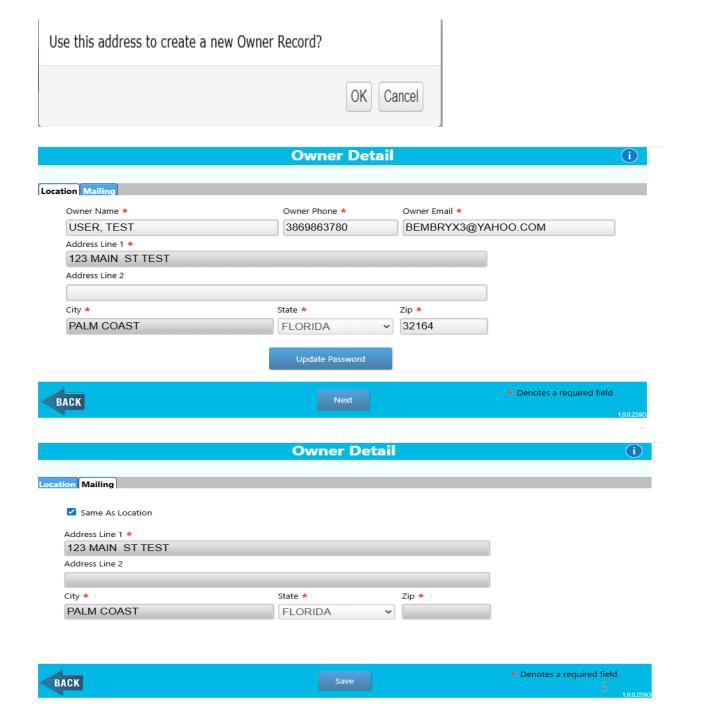
Click OK

Complete the required fields

Click next or click the mailing tab at the top to ensure the correct mailing address.

The information will carry over – check same as location if the mailing address is the same.

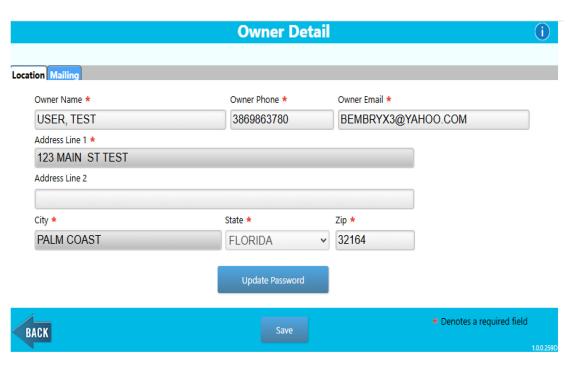
Click SAVE

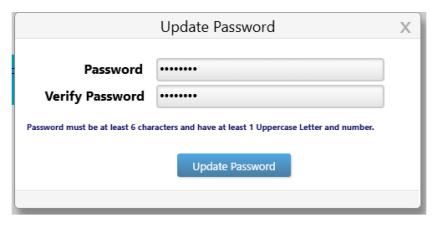


Click the Update Password to enter a unique password and SAVE.

Note- password must be at least 6 characters long and contain 1 number and 1 capital letter.



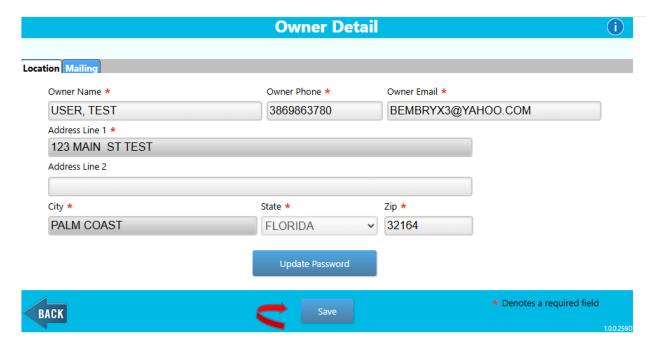




Click SAVE

Your email must be verified before proceeding.

Clicking OK will return you to the login screen.



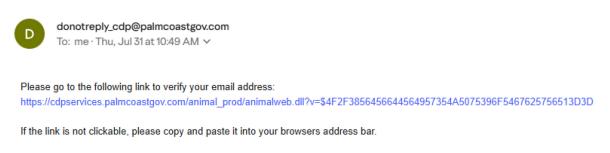
A Verification email has been sent to your email address. You will not be able to login again until your email has been verified.

OK Cancel

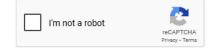
You will receive the email verification within 15 minutes. Click the link in the email to verify.

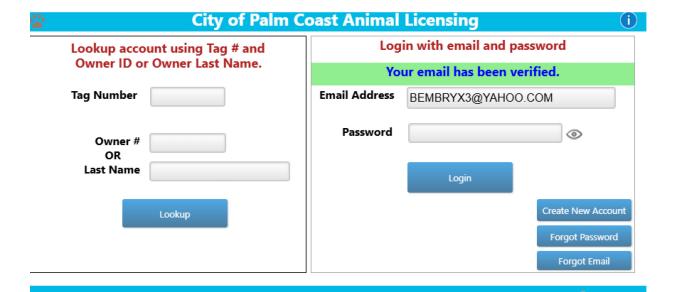
The link will redirect you to the login screen and indicate the email has been verified.

City of Palm Coast Animal Account Email Verification.



Welcome to City of Palm Coast Animal Licensing





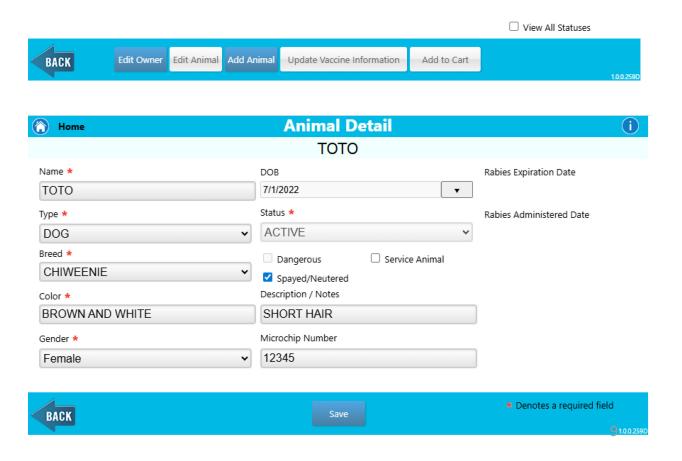
Add Animal

Complete all the data fields

Be sure to enter if the animal is spayed/neutered to ensure the correct amount for your license is calculated.

SAVE

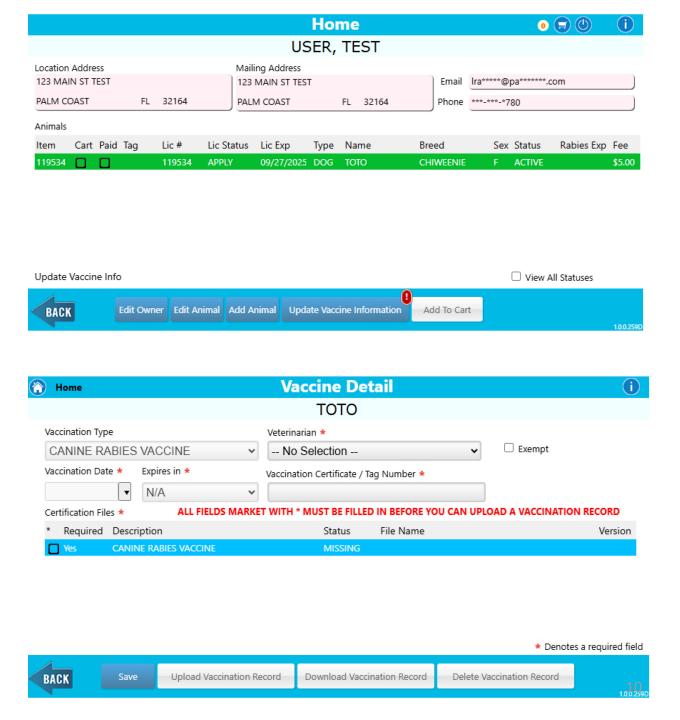




Your animal will appear

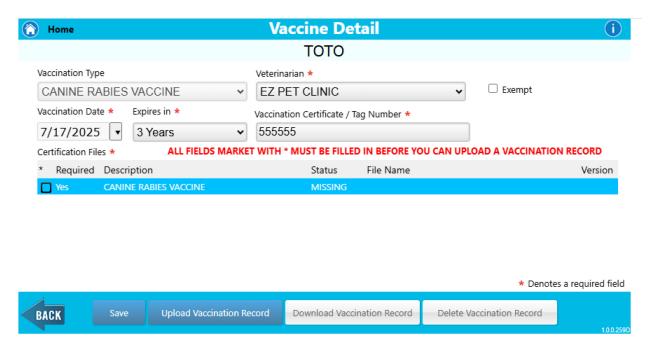
Click update vaccine information

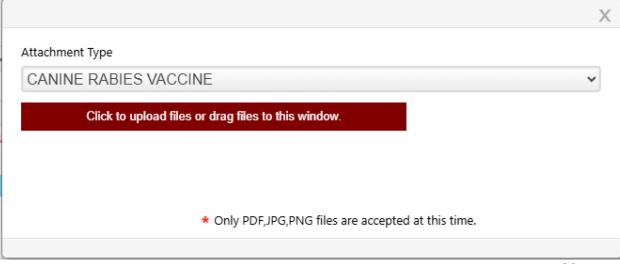
Enter all information requested



Click upload vaccination record (required to register)

Click to upload a file OR you can drag a file to the window to upload.

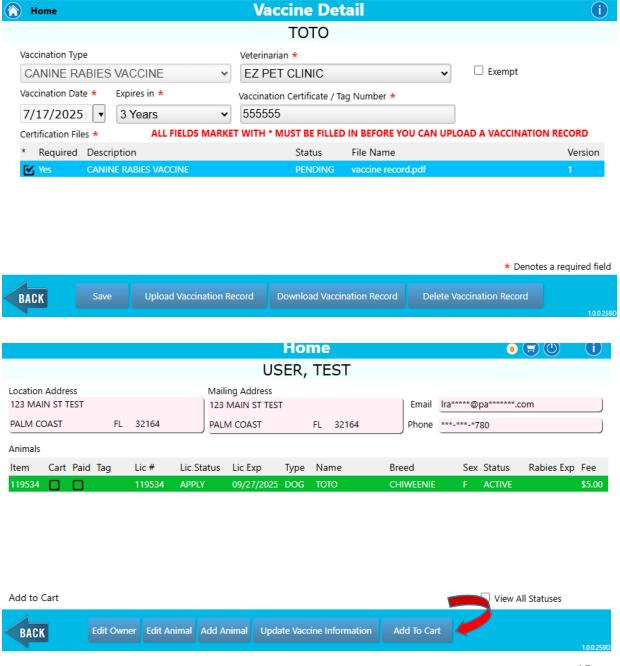




Save

You will see your animal complete when it appears in green.

At this point, you can add another animal following the same process or complete by clicking 'add to cart' to make a payment.

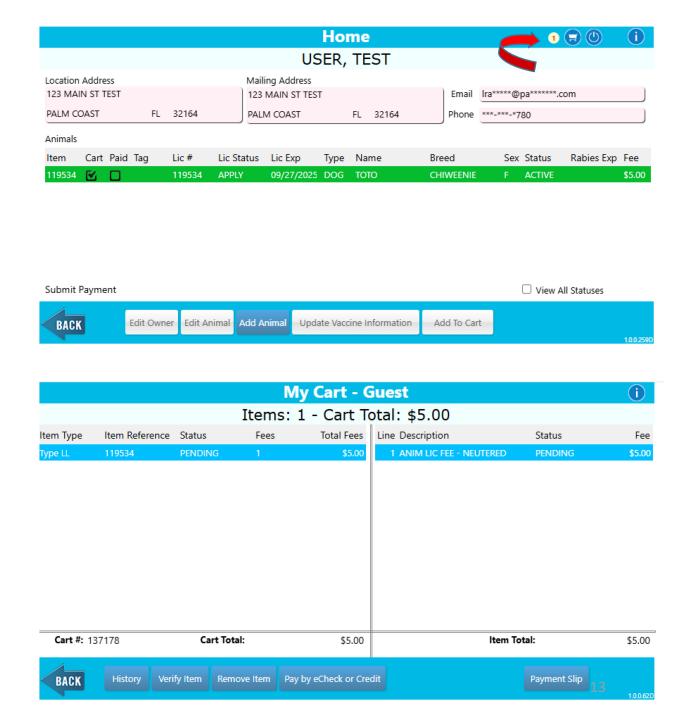


When the fees have been added, they will appear in the top right corner.

Click on the cart to make the payment.

Payments made be made by e-check (ACH) or a credit card.

A payment slip may be printed prior to the payment if you need one for your records. (bottom right)



When you are completed, the highlighted animals may be added to the cart for payment.

Be sure that all of your animals have been added to the cart.



