

Note: The Sex, Secondary Breed/Colour and Distinguishing Marks can be added here, however these are not mandatory.

8. Tick the **Desexed** box if the animal is desexed. This prompts you for the Vet Name, Phone Number and Address which are mandatory fields.

9. Tick the **Microchipped** box if the animal is microchipped. This prompts you for the Microchip # (Number) and the supplier which are mandatory fields.

10. If the animal is currently registered with another council within Australia, tick the **Is this animal currently registered with another council within Australia?** box. Select the council name from the dropdown menu and enter the Registration Number.

11. Select the class of the animal, this defaults to **Pet** for dogs and **Cat** for cats. If you select **Canine Control Council, Racing Greyhound, Assistance Dog or Accredited Cat Assoc**, supporting documentation must be uploaded as proof.

12. Ensuring all mandatory fields and relevant information are complete, you can then either select **Save and Add Another Animal** to allow you to add

another animal or **Save and Continue** to the confirmation screen.

13. **Animal/s to be Registered** – Check the details of the animal/s entered to ensure they are correct. If the data isn't correct, select **Edit** under **Action** to go back to the previous screen to correct the details.

Animal(s) to be Registered

Name	Sex	Type	DOB	Breed	Colour	Dsx	Chip	Fee	Action
Purr	Female	Cat	4/03/2013	Tonkinese Cat	Grey	N	N	\$67.50	Edit

Total \$67.50

14. To confirm the registration, select **Register Animals**.

A confirmation email is sent advising that the animal registration is complete, however this is not finalised until payment is made (if required).

The registration information displays along with a message advising a registration certificate and tag will be issued within the next 14 days.

15. Click **Continue to Payment Cart** to pay for the registration.

16. **Payment Cart** – Ensure that the details are correct and click **Proceed**.

To process an item in your payment cart, select the item using the Take to Checkout box and click the Proceed button.

Please note:

- Items can be removed or edited before proceeding.

Shopping Cart Retrieval

Payment Cart Retrieval - Guest users only

Payment cart retrieval number: Search

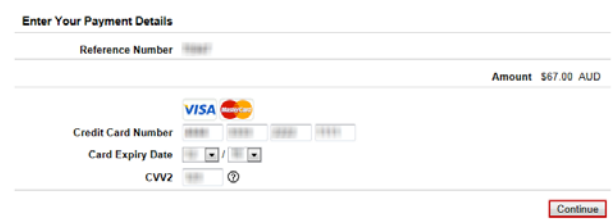
Type	Description	Amount	Remove	Take to Checkout
Animal Payment	Account ID: 10000000	\$67.50	Remove	Check Out / Attach CB

[Proceed](#)

17. **Payment Summary** – check the displayed information then click **Complete**.

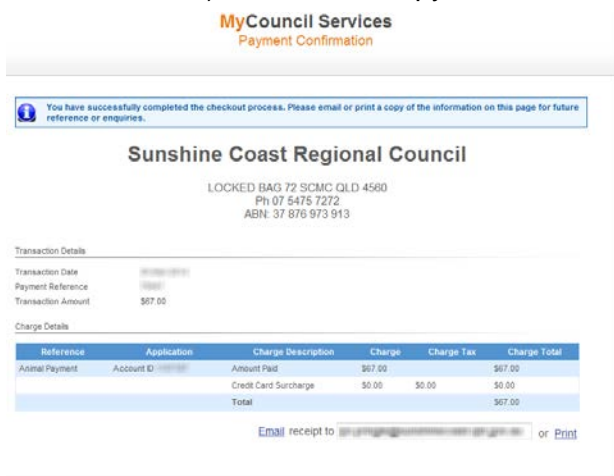


18. **Secure Payment Service** – Enter the credit card details and click **Continue**.



19. **Payment Confirmation** – The Payment Details display.

Options are provided for the user to email the receipt to the email address displayed (or to amend to another email address) or to Print a copy.



The Registration certificate and animal tag is posted within 14 days. All dogs and cats must wear a council registration tag when not on the property they reside in. Replacement tags are provided at no charge to the customer.

For the full list of Animal fees and charges, visit www.sunshinecoast.qld.gov.au and select **Laws, Permits and Applications**. Click **Fees and Charges** and search for **Animals** in the **Search for a product or service** text entry field.

Where do I get help?

MyCouncil Services has a list of [FAQs \(Frequently Asked Questions\)](#) which you can

access from the Frequently Asked Questions link shown on the MyCouncil Services menu. If you are unable to find an answer to your question, click the link on the FAQ page and complete the [Online Support form](#).

Current as at May 2017

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