

Changing a Dog License from Unaltered to Altered


1. If you have already issued an unaltered receipt, you need to void the receipt. Even if you changed the price, it will still report as unaltered.
2. Go to the dog's profile and click on the green pencil to edit the profile


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A0059805162 - Pretend doggo

Details 

	ID: A0059805162 Reference ID: Microchip ID: Pet ID: Site: Location/Sublocation:	Name: Pretend doggo Type: Dog Species: Dog Breed: Abruzzese Mastiff Color: Black / Brindle Color Pattern:	Sex: F Spayed/Neutered: Yes Date of Birth: 11/17/2021 Age: 4y 1m 26d Age Group: Adult (6mo-8yr) Size: Medium Weight:	Animal Status: Inactive Stage: Licensing Bitten Status: Unknown Danger: Animal Condition: UNKNOWN Asilomar Status: Unassigned Emancipation Date:
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3. You will go to the "Spayed/Neutered" drop-down to change the status to YES to signify the dog is altered, then click the green SAVE at the bottom right corner of the pop-up.

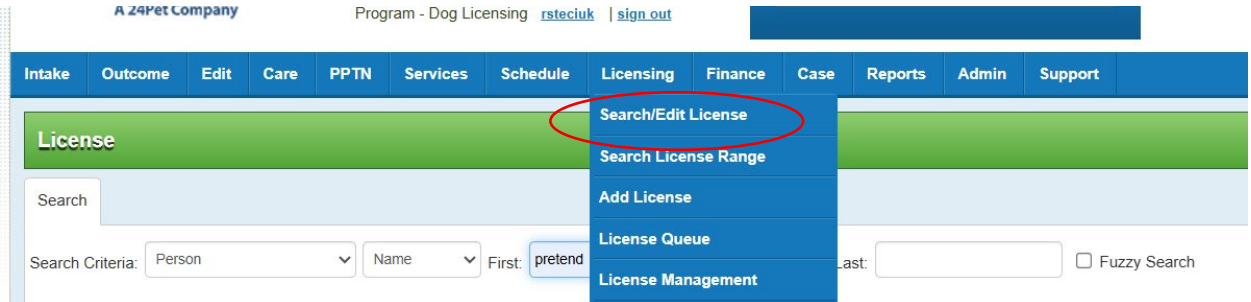
Details - A0059805162

ID	Microchip ID	Reference Number	Name	Type	Species
A0059805162	<input type="text"/>	<input type="text"/>	Pretend doggo	Dog	Dog
Primary Breed	Breed Type	Secondary Breed	Age	Estimated Birthday	Age Group
Abruzzese Ma... x	Mix Purebred	Mix x	4 Years	11/17/2021	Adult (6mo-8yr)
Sex	Spayed/Neutered	Size	Weight		
Female	Yes	Medium	0		
Primary Color	No	Third Color	Color Pattern	Color Pattern 2	Coat
Black	Yes				
Eye Color	Unknown	Tail	Color Pattern	Color Pattern 2	Coat
Animal Condition	Ears	Declawed	Bitten Status	Danger	
UNKNOWN			Unknown	<input type="checkbox"/>	
Medical Status	Temperament Status	Asilomar Status			
		Unassigned			
Distinguishing Marks					
<input type="text"/>					

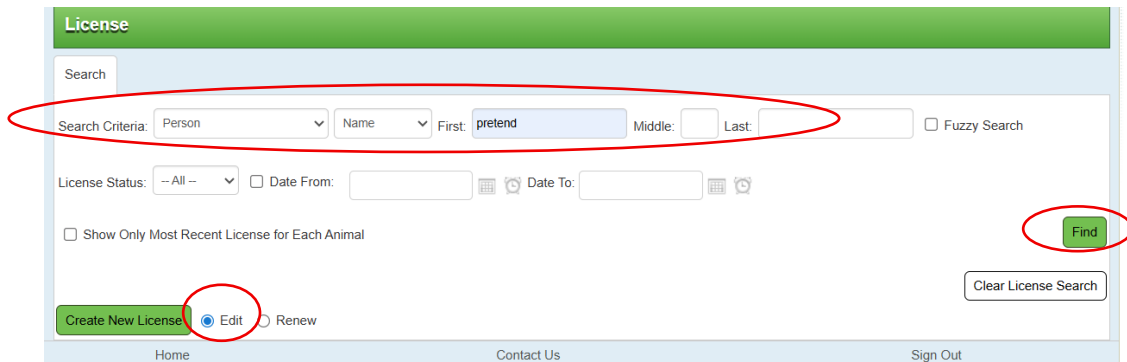
Save

4. You must wait a few minutes before moving to the next step as it sometimes takes a few minutes for the system to catch that you've updated the dog's spay/neuter status.

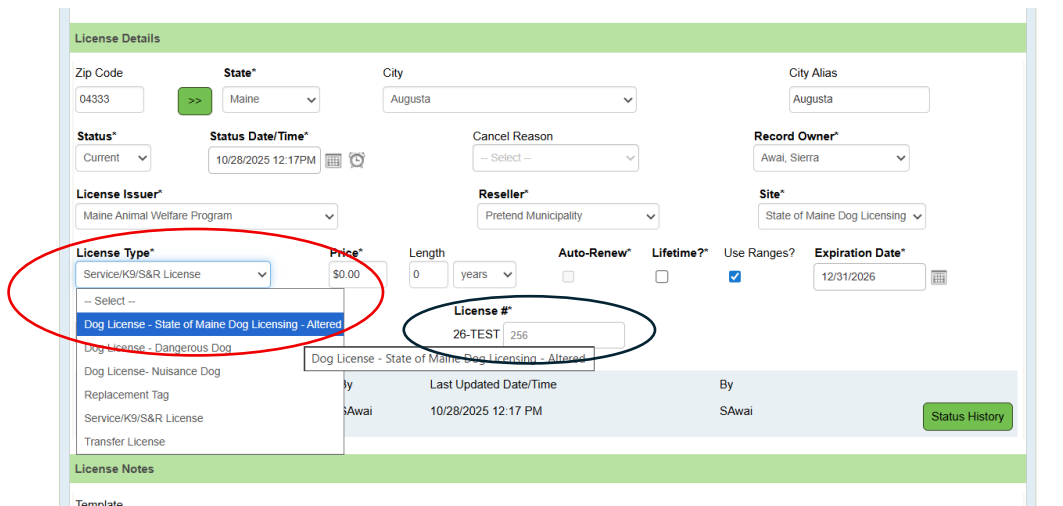
5. Next you will go to Search/Edit license



6. Use your preferred search parameters to find the license you wish to edit, be sure the EDIT button is selected, click FIND.



7. On the DETAILS tab, you will change the license type to ALTERED. If 'ALTERED' isn't showing, you may need to come back in a few minutes or double-check to ensure you have updated the dog to 'ALTERED'. You will need to re-enter the range and tag number. Scroll down and hit SUBMIT LICENSE.



8. Submit a new receipt for the correct amount/correct license type on the SUMMARY Tab

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'Search', 'Person', 'Animal', 'Details', 'Summary', and 'Files'. The 'Summary' tab is currently selected. Below the navigation bar, there is a 'Person Info' section with a green header. The information displayed includes the ID 'P0047071155', the name 'pretend person', and the address '1 main Augusta, 04333, ME, United States (Home)'. A 'Person View Report' button is located to the right of the address. Below this is an 'Actions' section, also with a green header. It contains several dropdown menus: 'Jump To:' with options '-- Intake --', '-- Edit --', and '-- Care/Services --'; 'Print:' with a dropdown showing 'A0059687749 - DUFFY - Dog'; and another 'Print:' with options '-- Kennel Card --', '-- Documents --', and '-- Medical Documents --'. On the right side of the 'Actions' section, there are three buttons: 'Create Receipt' (circled in red), 'Contract', and 'Animal View Report'.

9. If you need the receipt backdated, email the receipt number and the date you need it backdated to doglicensing.awp@maine.gov