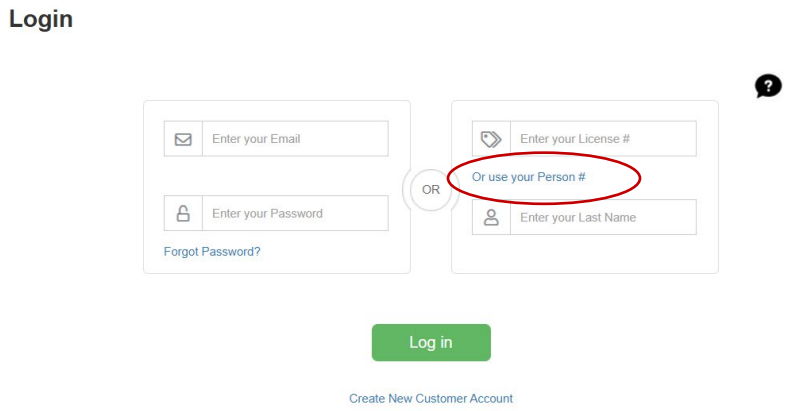
Marking a Dog Deceased

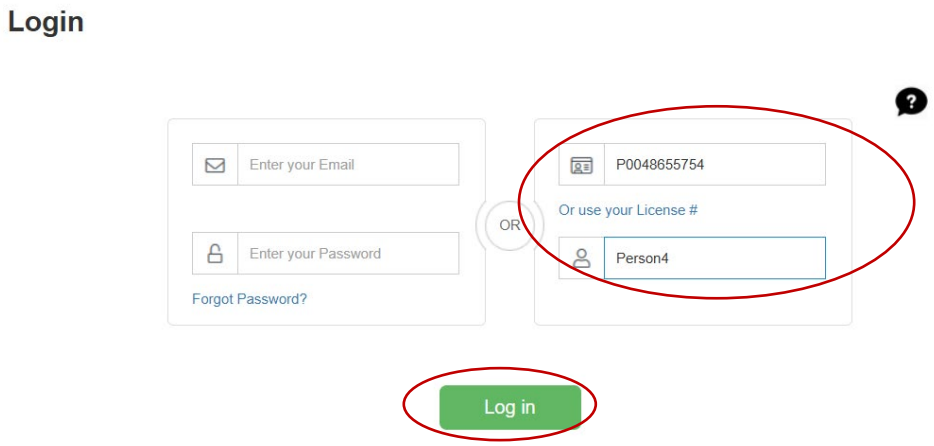
You will need the person number of the owner to perform this function

1. Go the online licensing link and find the login boxes at the bottom of the page

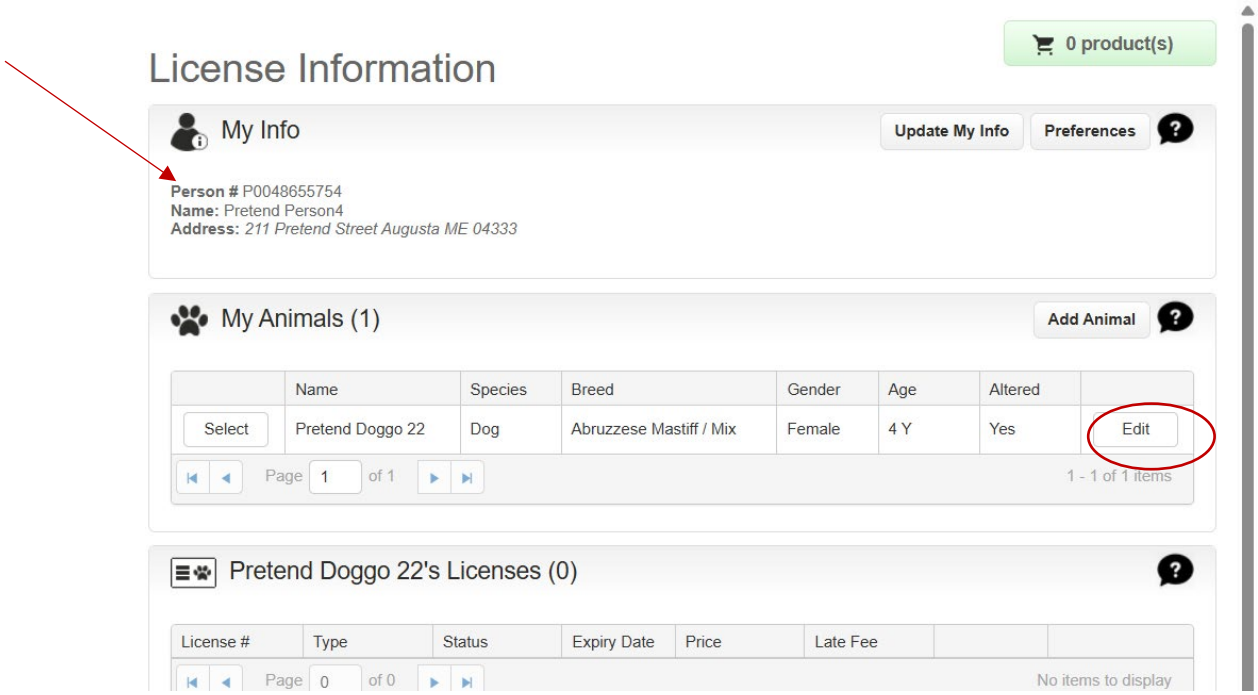
2. Click on the blue “Or use your Person #” option in between the two right boxes .



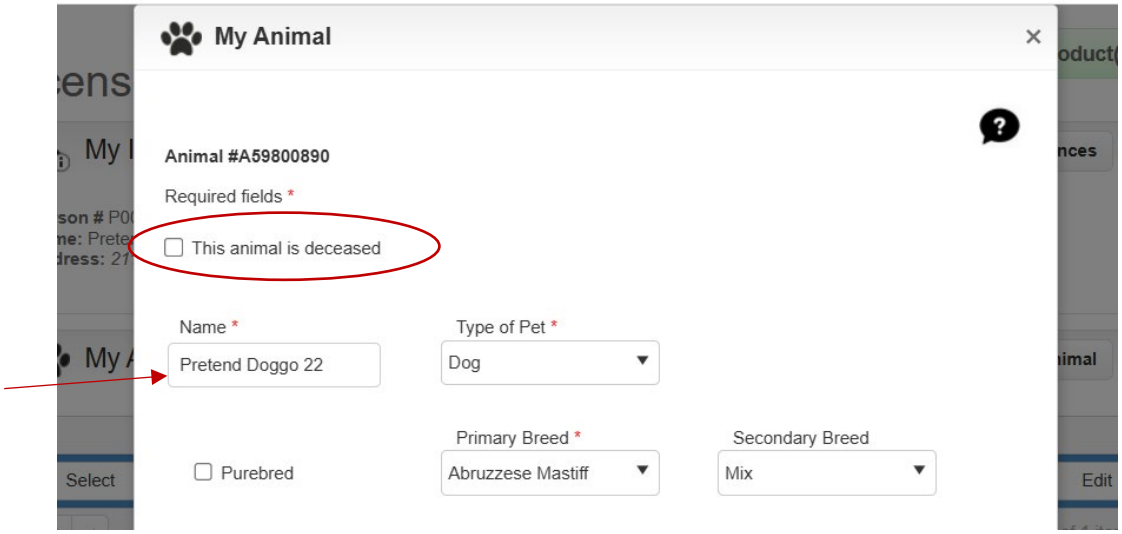
3. Enter the Person # in the top box and the last name in the bottom box. Then click the green “Log In” button.



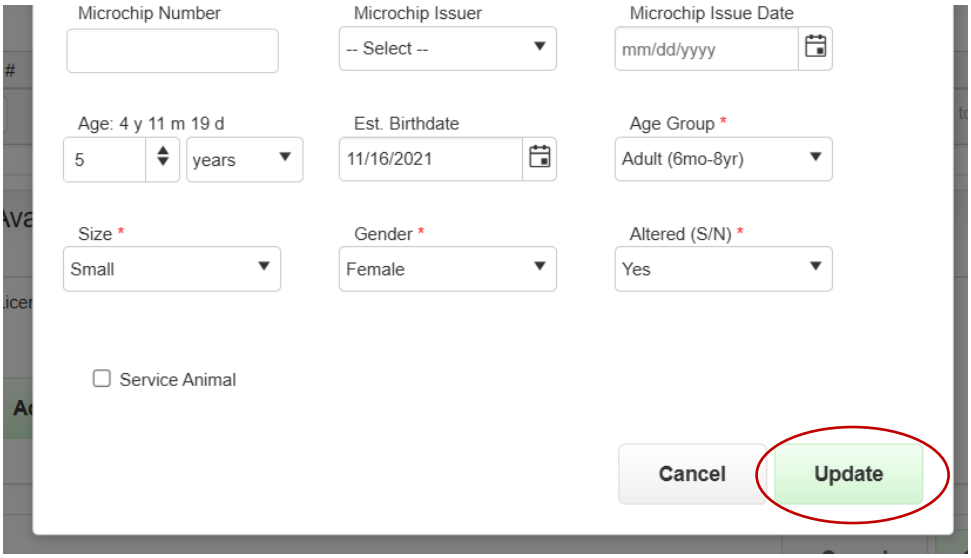
4. This will take you to the pet owners page. Double check that the owner is correct and then *carefully* select the EDIT button to the right side of the correct dog that is going to be marked deceased.



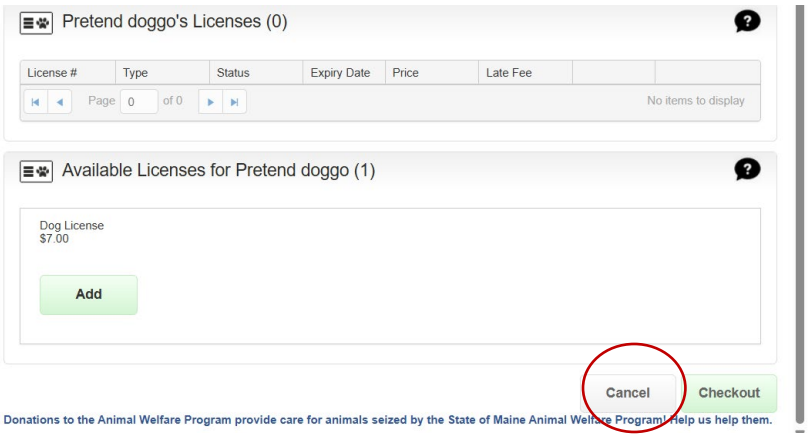
5. When you click on the EDIT button, you will get a pop up with that dog's information. Before you mark the dog as deceased, again confirm you have the correct dog. Once you have confirmed, you will check mark the box next to "This animal is deceased" at the top of the page.



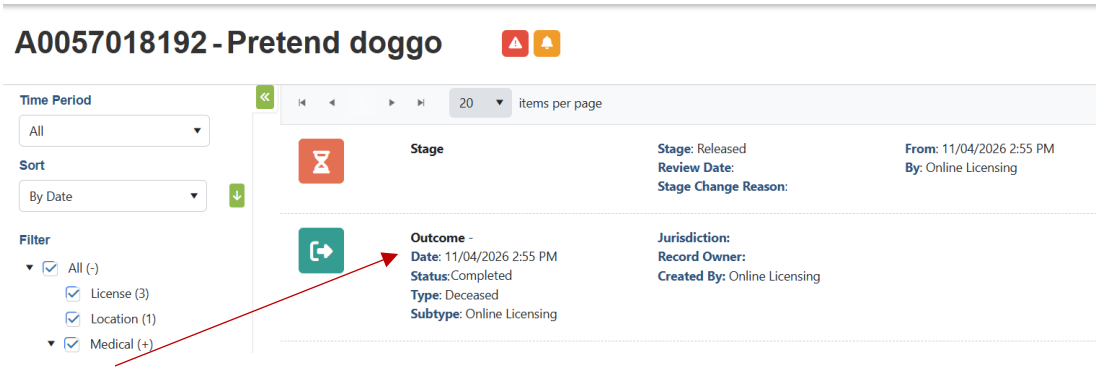
6. Scroll to the bottom of the pop up page and click the light green “Update” button



7. Once the popup disappears, you will scroll to the bottom of the pet owner’s page and click on CANCEL (as you are not purchasing a license, you were just updating the pet profile).



This operation will mark the dog as deceased in the system



It will also cancel any current licenses with the reason for cancellation being deceased with the date that you have taken this action.

