

This Quick Reference Guide has been designed to show you how to register your dog or cat online using City of Mandurah Online.

Please have your pets microchip and sterilisation information ready for uploading.

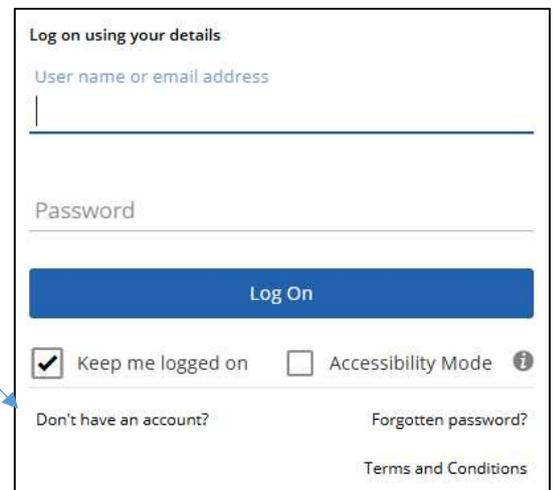
**DID YOU KNOW**

Note: Dangerous dogs, Certified assistance dogs, racing greyhounds and cat breeders are unable to complete a registration application online. Please contact the City on 9550 3777 on how to register.

Limitations as to numbers: You can have up to two dogs and two cats per property. To keep more, you must apply to the City and pay a fee.

To get started, login to the City of Mandurah [Online Portal](#)

If you do not have an account, select “Don’t have an account?”



Navigate to the ‘Register Animal’ tile.

The registration application has 5 stages:

1. Add owner
2. Add Animal
3. Add other details
4. Attachments
5. Summary



In each stage, important information is displayed at the top. Please read this information to ensure your application is completed correctly. When finished, you will be navigated to our online payment page.

All fields marked * are mandatory.

Step 1 – Add Owner Details

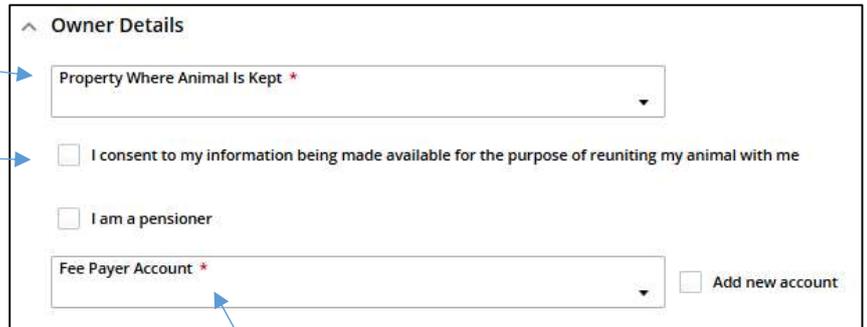
Type the address where the animal will be kept into the field and select the address when it appears.

Select the consent checkbox if you authorise the owner details being available for the purpose of reuniting the animal with you.

Select the checkbox if you are an eligible pensioner.

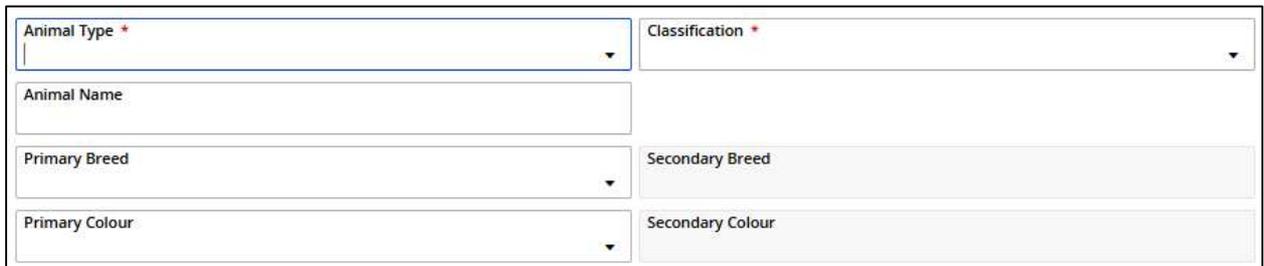
You may have multiple debtor accounts linked to your name on the NAR. If this is the case, select which debtor account you wish to use.

Select **Next**



Step 2 – Add Animal

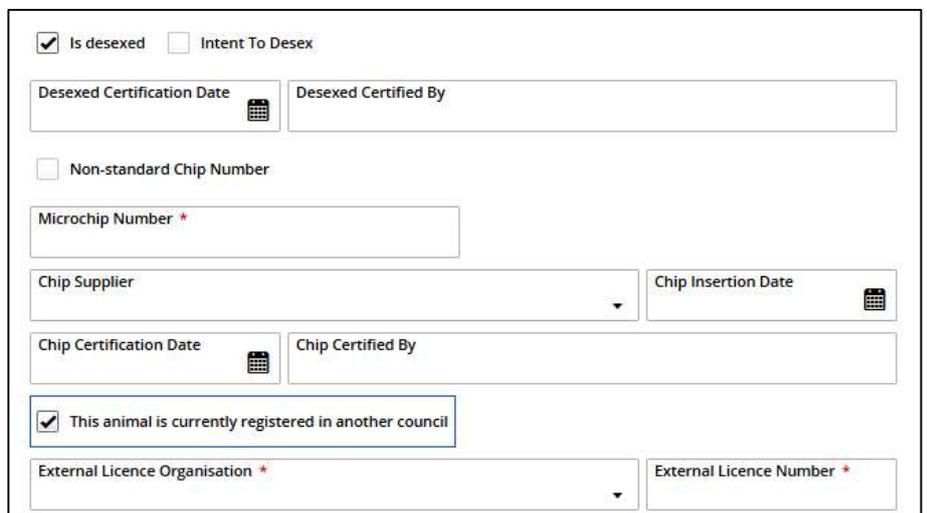
Complete your animals information, using the drop down arrows as required to make a selection.



Indicate if your pet is sterilised, microchipped, or if they are registered currently within another district.

Note: you must provide evidence which can be attached in Step 4.

Select **Next**



Step 3 – Add Other Details

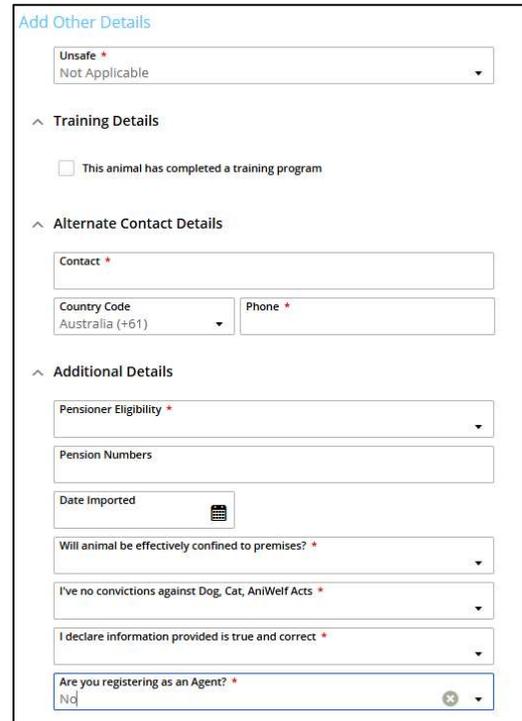
Enter in a second contact

Complete the relevant fields, using the drop down arrow where needed to make a selection.

Pensioners must provide their card number and supply evidence in Step 4.

Note: if you have a dangerous dog, you will be unable to proceed. Please contact us on 9550 3777 to complete registration.

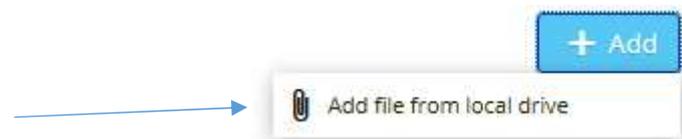
Select **Next**



Step 4 – Attachments

Click **+Add**

Select Add file from local drive



Note: if doing this on mobile, click on the 3 dots in the top right hand corner.

Choose the document you would like to attach.

Select an attachment type from the list by clicking the down arrow. Here are some of the attachment types you may need to include

Click **OK**

Attach as many documents as needed until you have attached all relevant supporting documentation.

Select **Next**

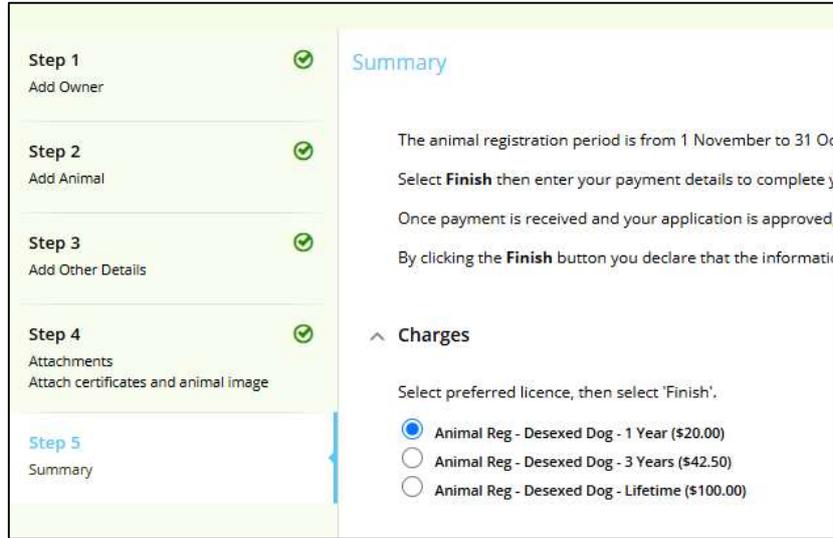
Attachment Type	Attachment Type Description
Photo	Animal Image
Microchip Certificate	Microchip Information
Sterilisation Certificate	Proof of Sterilisation or exemption from Vet
Pension Card	Proof of Concession
Transfer	Registration Certificate from previous local government

Step 5 – Summary

Review your animals registration application by clicking on each of the tabs on the left.

Select your preferred registration period / payment option.

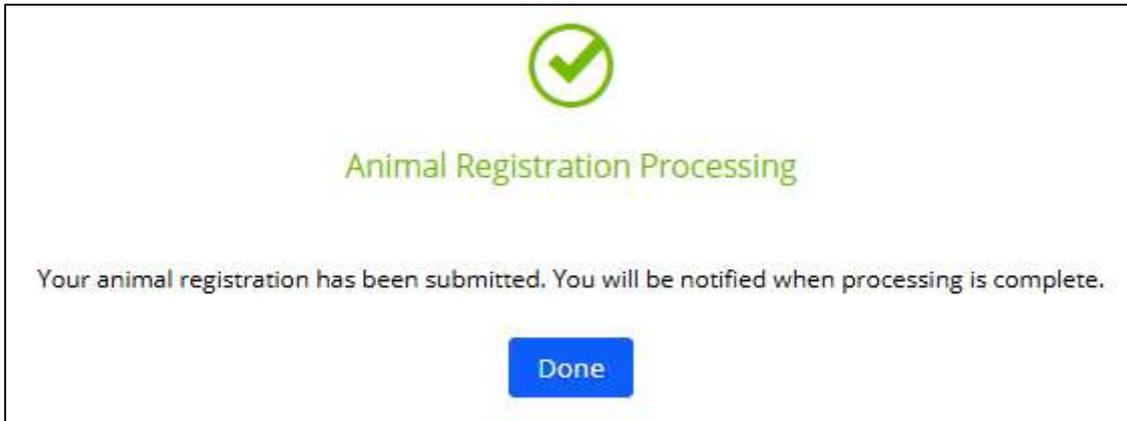
Click **Finish**



Payment

You will then be directed to the payment page to pay for your registration application.

If you are not directed to make payment, the City may need to verify some details and will be in touch to discuss further. You will receive an invoice by email once this has been done.



Your application is complete!