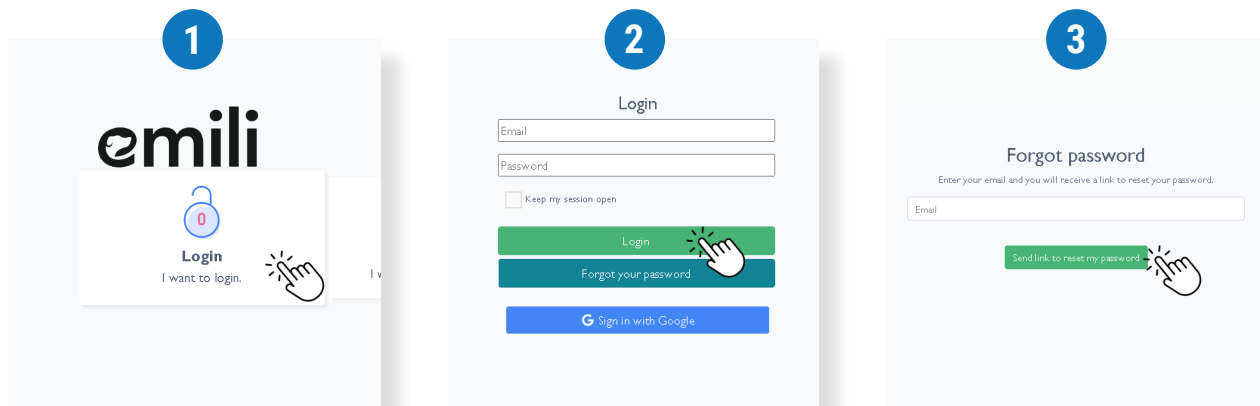


Emili.pet registration guide

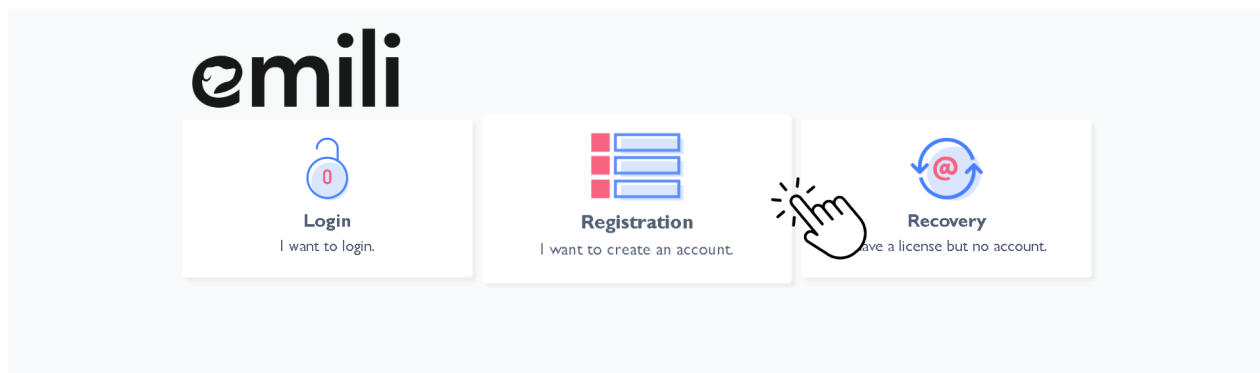
The City of Dollard-des-Ormeaux has created an account for all animals that already have a licence. To access your account for the first time, follow these steps:

- Click on **“Log in”**
- Click on **“Forgot your password”**
- Enter your email address to receive a recovery link
- Follow the instructions to access your account

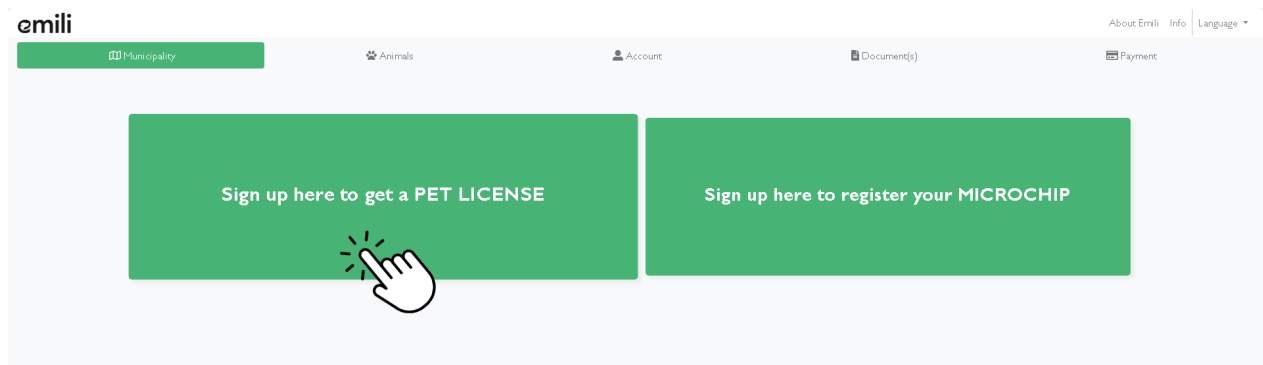


1. Getting started on Emili.pet

- Visit <https://emili.pet>
- Click on **“Registration”**



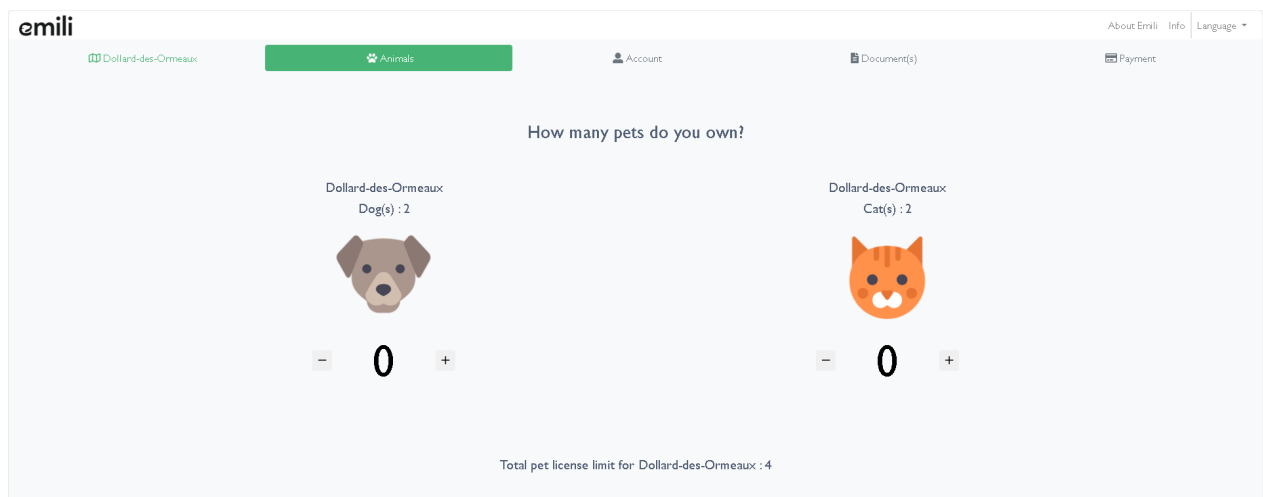
- Click on “**Sign up here to get a PET LICENSE**” and type **Dollard-des-Ormeaux**



- Select the city from the list



- Enter the number of animals to be registered, then click “**Continue**”



2. Creating an animal profile

- Enter name, breed, colour, date of birth, weight, etc
- Click on **“Next”**

The form is titled 'I. Information Dog'. It contains several sections: 'Name*' with a text input; 'Gender*' with radio buttons for 'Male' and 'Female'; 'Breed(s)*' with a dropdown and a checkbox for 'Other breed(s)'; 'Color(s)*' with a dropdown and a checkbox for 'Other color(s)'; 'Age*' with a radio button for 'Data unknown' and a date input; 'Weight (lbs)*' with a text input; 'Tattoo' with a text input; 'Distinctive signs' with a text input; 'Microchip' with a checkbox and a text input; 'Vaccines received' with a dropdown and a date input; and 'Origin of the animal' with a text input. There is a green '+' button next to the 'Vaccines received' section.

This screenshot shows the right side of the form, including fields for 'Sex', 'Neutered', 'Animal', 'Halter/breeder...', 'My past', 'Name', and 'City number (if applicable)'. At the bottom, there are two green buttons: 'Back' and 'Next'. A hand icon is shown clicking the 'Next' button.

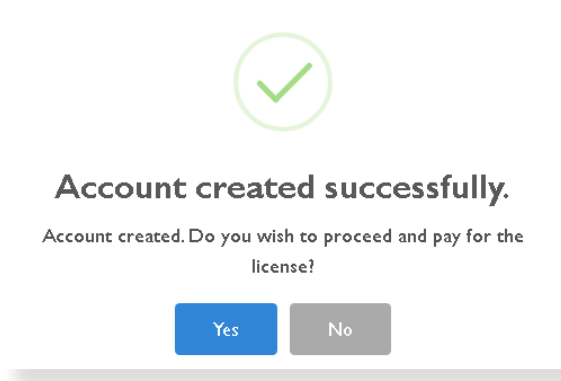
3. Creating a citizen profile

- Enter your name, phone number, address
- The address is validated via **Google Maps***
 - If the address does not appear, click on **“Address not found”**
 - If the address is not in Dollard-des-Ormeaux, an orange warning will appear, but you can continue

***Do not enter your address manually or with the auto-fill feature**

The form is titled 'Informations personnelles'. It contains several sections: 'Prénom*' and 'Nom de famille*' with text inputs; 'Téléphone*' with a dropdown for 'Maison', a text input for '(!!!) !!!-!!!!', and a text input for 'Ext'; 'Adresse*' with a text input for 'Insérez votre adresse', a dropdown for 'App', and a text input for 'Code postal*'; 'Adresse introuvable / Case postale ? Cliquez ici' with a link; 'Adresse de correspondance (si différente)' with a checkbox; 'Âge*' with radio buttons for 'Je confirme avoir 18 ans ou plus' and 'Je confirme avoir 65 ans ou plus'; 'Langue de communication préférée' with a dropdown for 'Français'; 'Courriel*' with a text input; 'Confirmation du courriel*' with a text input; 'Mot de passe*' with a text input; 'Confirmation du mot de passe*' with a text input; and a checkbox for 'Je souhaite être alerté par courriel lorsqu'un animal pris de chez moi est déclaré perdu.' and a checkbox for 'J'ai lu et j'accepte les termes et conditions.* Voir les Conditions de Service'. At the bottom, there are two green buttons: 'Retour' and 'Créer le compte'.

- After filling in your personal details, click on **“Create account”**



4. Consents

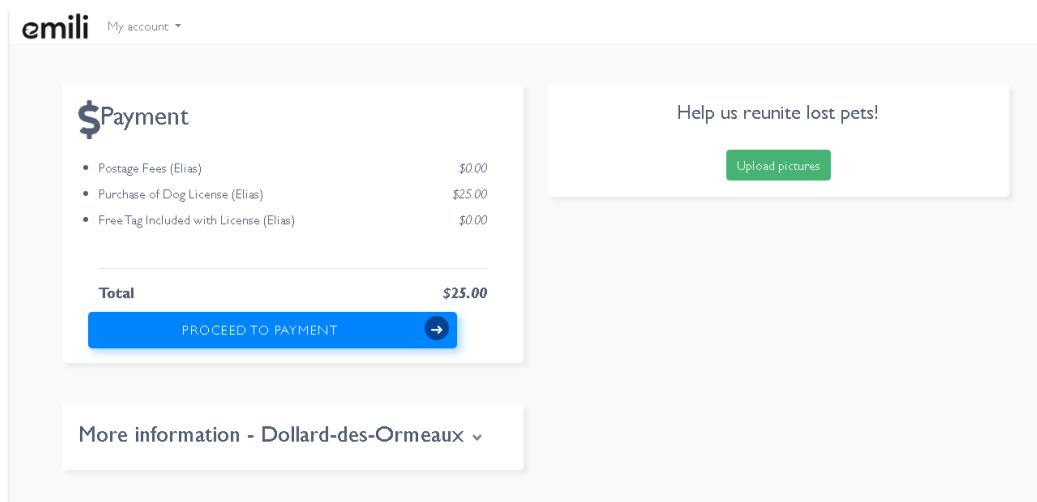
- Consent to receive notification of lost pets: optional
- Acceptance of terms of use: mandatory

5. Uploading documents (optional)

- If available, add proof of :
 - Microchip
 - Sterilization
 - Vaccines

6. Payement

- Once you have completed all the fields, you will be redirected to the Stripe payment screen
- Several payment options are available



7. Account access

- Once payment is complete, you can access your citizen account to:
 - Add more pets
 - Add licences for other towns
 - Modify your profile
 - View billing history
 - Report your pet as lost
 - Order a new medallion in the event of loss

Thank you for helping keep our pets safe.
Every entry helps to protect our four-legged friends.

