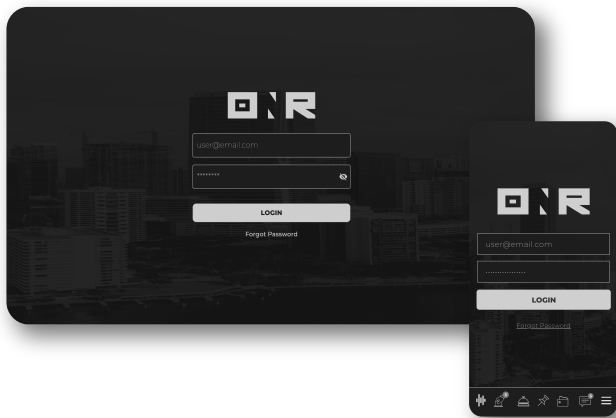




ANIMAL REGISTRATION PROCESS

Welcome to our complete step-by-step guide to the Animal Registration process.

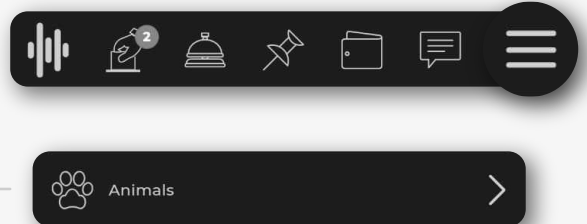


1 Log into your ONR account

Log in with your username **(email address)** and the **password** from the Welcome Activation email.

Click on the **Settings icon** in the bottom right corner and select the **Animals icon**.


2



3

Select **"REGISTER ANIMAL"** button to add your pet information.

REGISTER ANIMAL

 Add

Name*
Lily

Unit Number*
196

Designation*
Pet

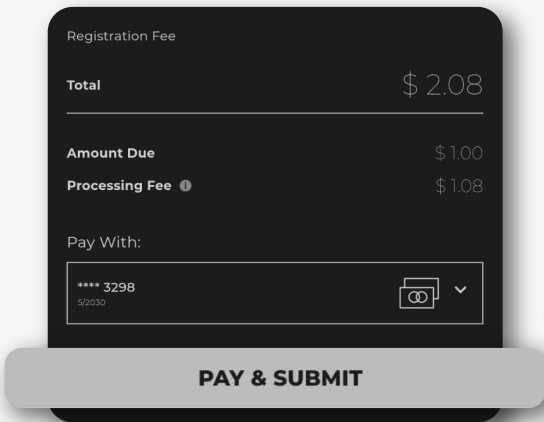
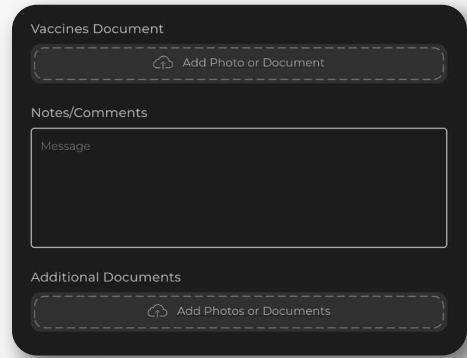
Type*
Cat

Use the **Add** option to **upload a picture** of your animal, then **enter the required information**: animal name, unit number, designation, type, color, weight, microchip number, and birthday.

Below this, **add the vaccine dates**, expiration dates, and upload a vaccine document.

A text box is available for **additional Notes/Comments**, along with an option to upload any necessary photos or documents.

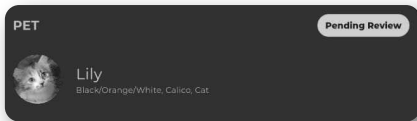
4



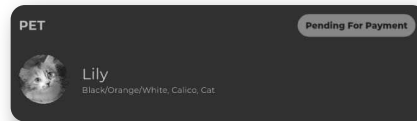
If a **Registration Fee** is required by the management team, the amount due and processing fee will be displayed. You can **select your preferred payment method** (credit card or bank account) to complete the payment (payment is not required for all communities).

Once all information is entered, click **“PAY & SUBMIT”**.

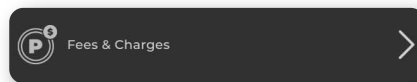
5



The screen will display the registered animal with a status of **Pending Review**.



Once the management team has approved the registration, the status will update to **Pending For Payment Status**.

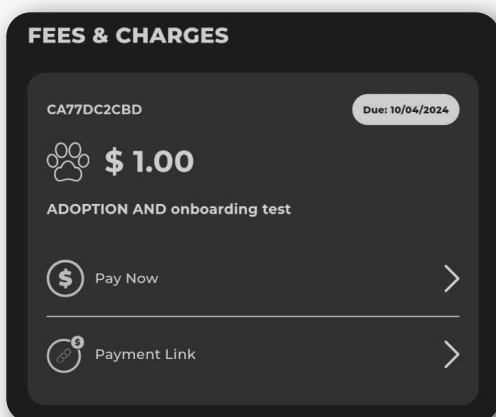


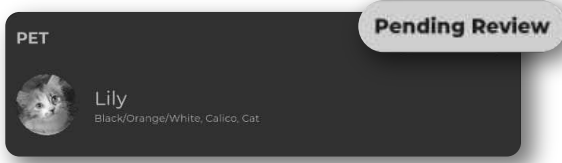
Click on **Fees & Charges**.

6

Choose either Pay Now or use the Payment Link:

- **Pay Now option:** Click Pay Now to receive a confirmation message.
- **Payment Link option:** click Share Payment Link.

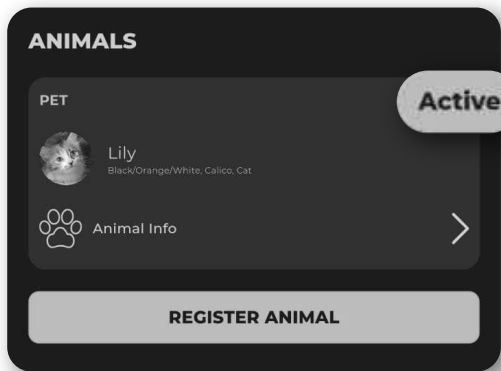
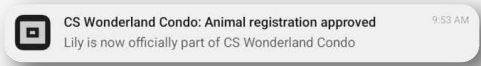




After payment, the status will change to **Pending Review**, and you will receive a payment receipt via email.

You will receive a **confirmation notification** once the registration has been **approved by the management team.**

7



8

Registration Successful
The status will then update to **Active.**

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at support@onrapp.com