ONR

ANIMAL REGISTRATION PROCESS

Welcome to our complete step-by-step guide to the Animal Registration process.
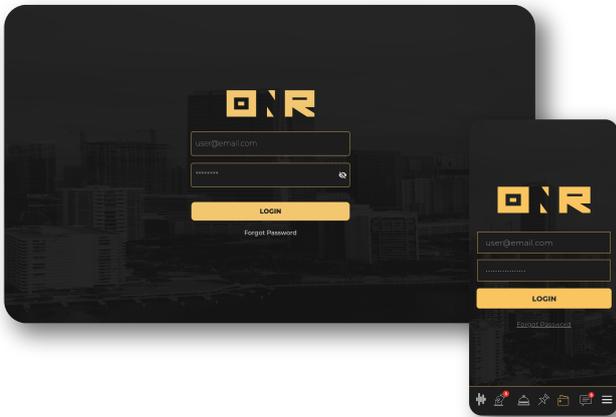
1 **Log into your ONR account**
Log in with your username **(email address) and the password** from the Welcome Activation email.

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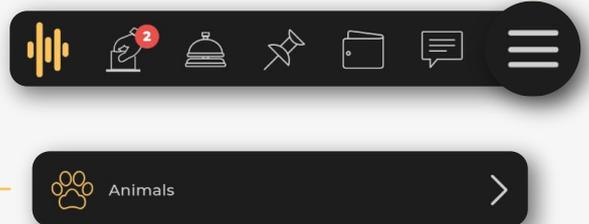
Animals

3 Selet **"REGISTER ANIMAL"** button to add your pet information.

REGISTER ANIMAL
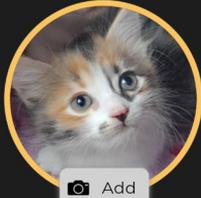
Add

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.

ONR

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

Vaccines Document
Add Photo or Document

Notes/Comments
Message

Additional Documents
Add Photos or Documents

Registration Fee

Total	$ 2.08

| Amount Due	$1.00
Processing Fee 🛈	$1.08

Pay With:

**** 3298
5/2030

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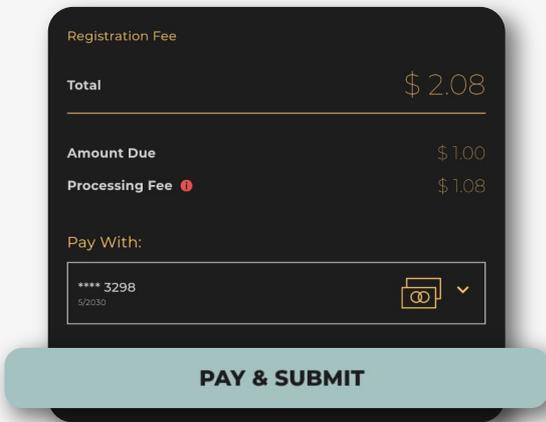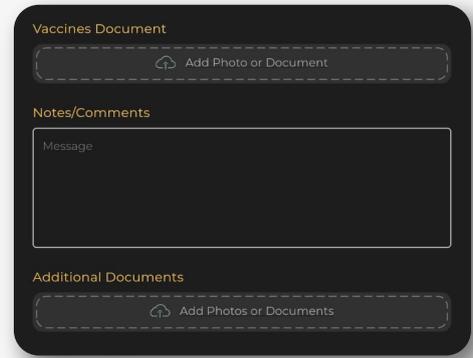
If a **Registration Fee** is required by the management team, the amount due and processing fee will be displayed. You can **select your preferred payment method** (credit card or bank account) to complete the payment (payment is not required for all communities).

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

5

PET   Pending Review
Lily
Black/Orange/White, Calico, Cat

PET   Pending For Payment
Lily
Black/Orange/White, Calico, Cat
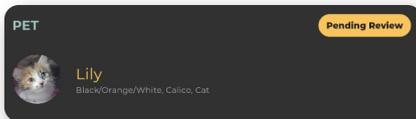
The screen will display the registered animal with a status of **Pending Review.**

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

P$ Fees & Charges ›

Click on **Fees & Charges.**

FEES & CHARGES

CA77DC2CBD	Due: 10/04/2024

🐾 **$ 1.00**

ADOPTION AND onboarding test
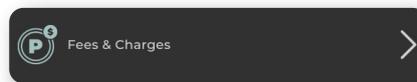
($) Pay Now ›

🔗 Payment Link ›

6
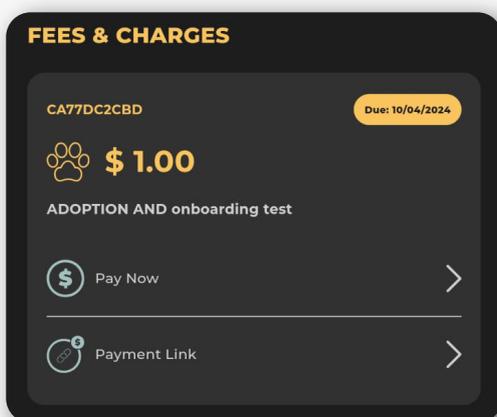
Choose either Pay Now or use the Payment Link:

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

Pending Review

PET

Lily
Black/Orange/White, Calico, Cat
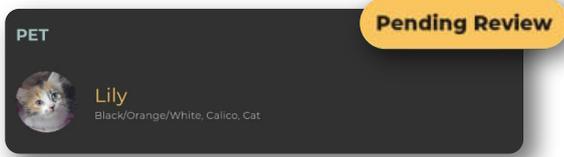
After payment, the status will change to **Pending Review,** and you will receive a payment receipt via email.

7

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

CS Wonderland Condo: Animal registration approved   9:53 AM
Lily is now officially part of CS Wonderland Condo

ANIMALS

PET

Lily
Black/Orange/White, Calico, Cat

Animal Info   >

REGISTER ANIMAL
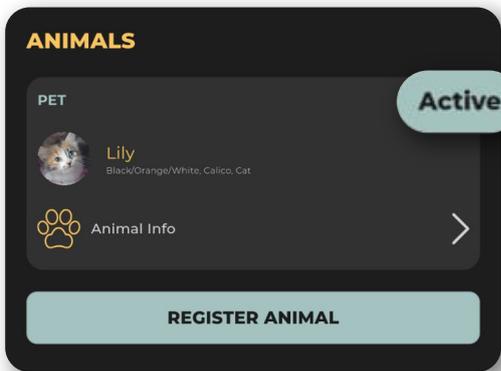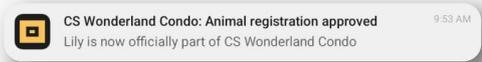
Active

8   **Registration Successful**

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