

## Vet Import – Setting up your portal account

Step 1 –

Contact your county/city administrator to get your “Quick Account Setup” code.

Step 2 -

Access the portal/website (provided by your county/city administrator. Click the “Quick Account Setup” button.

Sample City Animal Services

CASS COUNTY ANIMAL CONTROL

FREE PET ADOPTION EVENT MIAMI MARLINS PARK  
1<sup>ST</sup> EVER MIAMI MARLINS ADOPT-O-MANIA!  
SUNDAY, SEPTEMBER 2, 2012 11:00 A.M. - 6:00 P.M.  
ASPCA WE ARE THEIR VOICE

Login Quick Account Setup

Home My Account View Adoptable Pets View Found Pets View Fostered Pets Donate

Do you have a quick account setup code? Click here **Quick Account Setup**

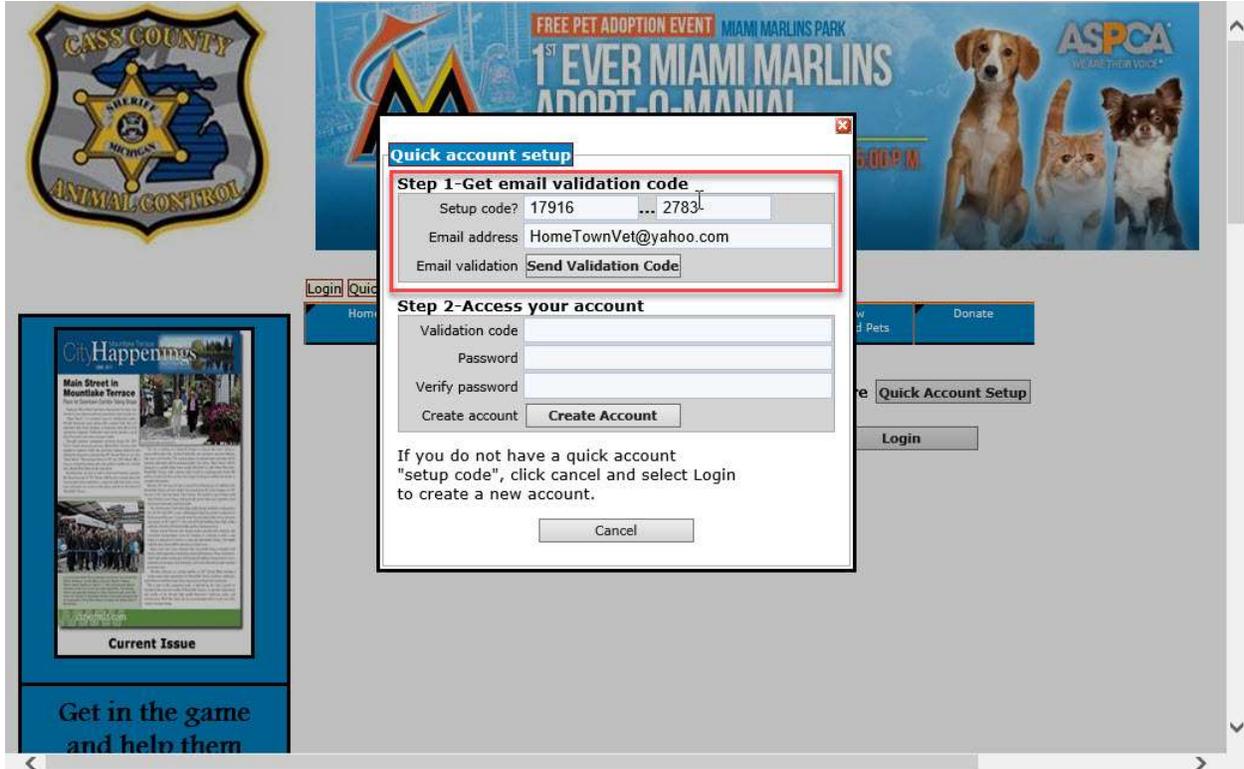
Login or create an account? Click here. Login

City Happenings  
Main Street in Mountlake Terrace  
Current Issue

Get in the game and help them

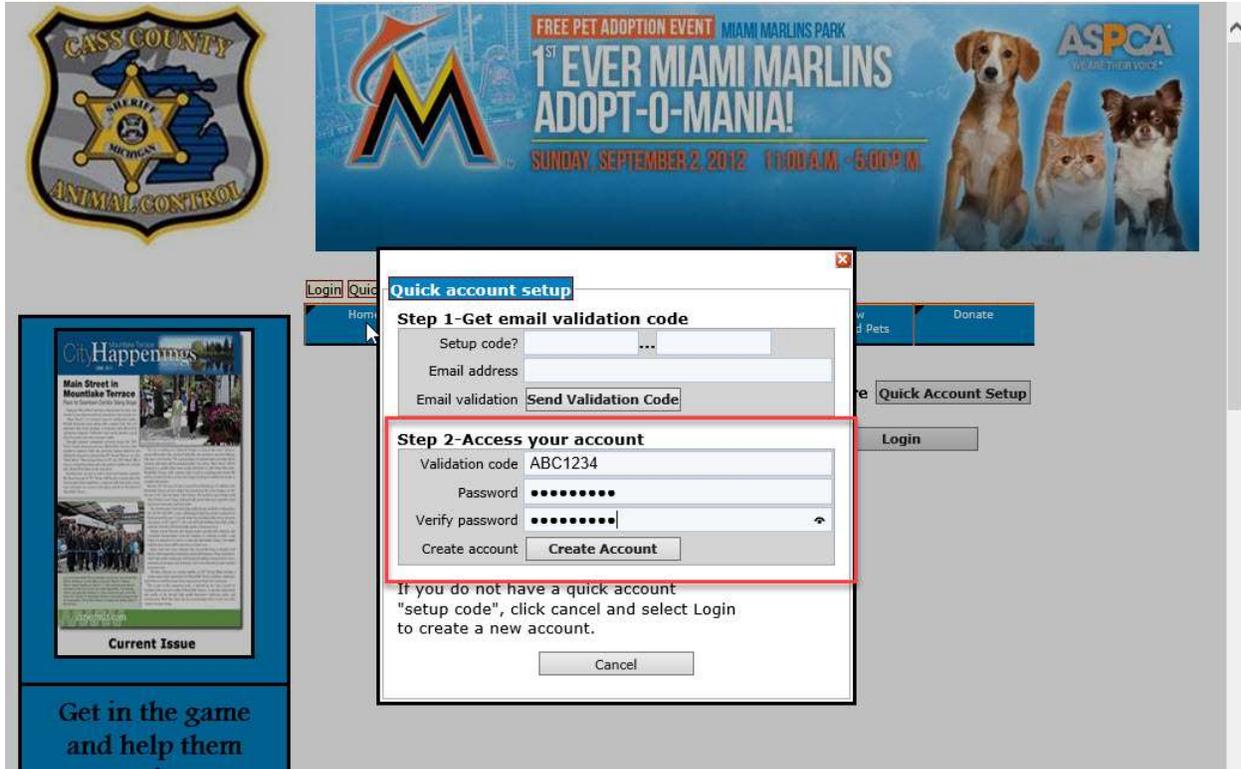
Step 3 -

Enter the setup code values, email address, and click 'Send Validation Code'. An email with a validation code will be sent to the provided email address. Retrieve this email and then proceed to the next step.



Step 4 –

Using the validation code that was sent via email. Enter the validation code, a password, and password verification. Then click Create Account. This will finalize the account setup and you'll be logged into your new portal account.



Step 5 –

This is similar to what you'll see once logged into your portal account.

Animal Services

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Logoff

Home My Account View Adoptable Pets View Found Pets View Fostered Pets Donate

My Information My Address My Access Logoff

**HOMETOWN VET CLINIC**  
Welcome to our website. When you are finished, click the logout button above.

Post a License record ->

Click here to import a License data file ->

Pending license records				
Date	Owner	Pet	Status	Action

City Happenings

Main Street in Mountlake Terrace

Current Issue

Get in the game and help them win

Simple steps make a