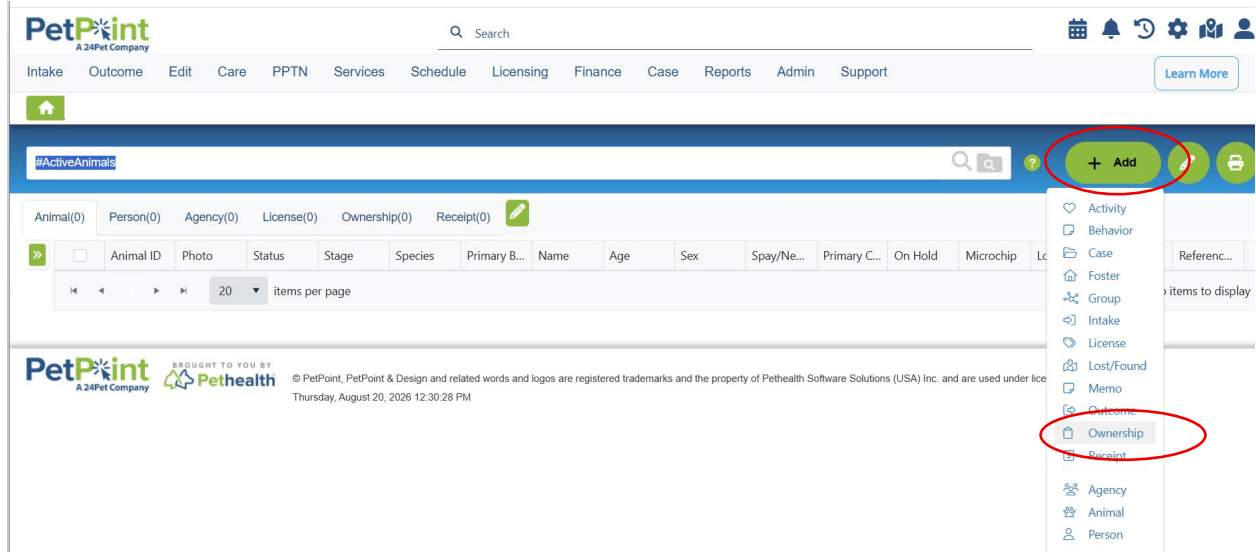
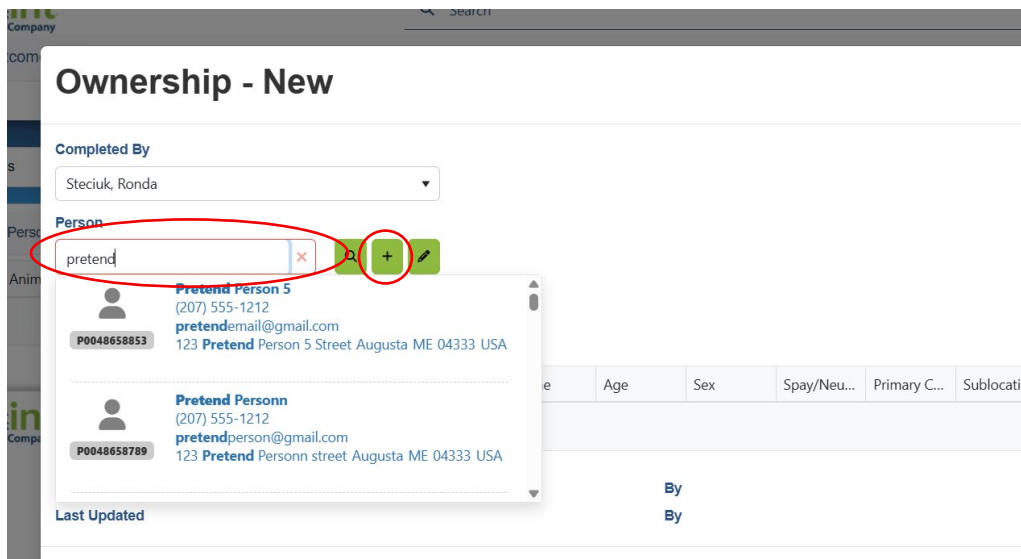


Adding Persons and Dogs through the Ownership Module

Start on the main search page and click the GREEN “+” button in the top right corner, then choose “Ownership” from the drop down options. You’ll get an Ownership pop up.



You can search for your person in the ownership module (if you are adding a new dog, but the person is already in there) OR you can click the GREEN “+” button to the right of the Person field to add a new person. If you find the person, choose them from the drop down and move to the next step to add the dog.



When you click the green “+” icon you’ll get the person popup to complete. Be sure to click SAVE at the bottom right when you are done.

Details - New

Salutation: First Name: Middle Name: Last Name: Suffix:

Gender: Pronoun: Date of Birth:

Identification Type: Identification Number: Issued: ID Issuer: Expiry:

Email: Phone: Address:

Consent: ☐ USA

With your 24Pet® microchip, Pethealth Services (USA) LLC ("PSU") will contact you (via SMS and/or e-mail) to provide you with lost pet services. PSU may also provide exclusive offers, promotions and the latest information from 24Pet regarding microchip services. Additionally, PSU's affiliates (collectively, "Affiliates") may

Save **Close**

To add a dog, you’ll click the GREEN “+” icon to the right of the ANIMAL field

Ownership - New

Completed By:

Person:

Animals:

Animal ID	Photo	Stage	Species	Primary Br...	Name	Age	Sex
20 items per page							

Created: By:

Last Updated: 08/20/2026 2:43 PM By:

You’ll then get the animal field popup to add the animal. Be sure to click SAVE at the end. (if the rabies certificate doesn’t specify color, which is a required field, use GREEN or PINK)

so that the next person knows it needs to be updated to a real dog color). The system only requires the red field, but we require the Spayed/Neutered field as well. This information is on the rabies certificate.

Details - New

ID	Microchip ID	Reference Number	Name	Type	Species
New					
Primary Breed	Breed Type	Secondary Breed	Age	Estimated Birthday	Age Group
	Mix Purebred		Years		
Sex	Spayed/Neutered	Size	Weight		
			0		
Primary Color	Secondary Color	Third Color	Color Pattern	Color Pattern 2	Coat
Eye Color	Ears	Tail	Declawed	Bitten Status	Danger
				No Bite History	☐
Animal Condition	Medical Status	Temperament Status	Asilomar Status		
UNKNOWN					
Distinguishing Marks					
					Save Close

Once you click SAVE on the animal information popup, you will go back to the ownership popup and will see that both the person and the animal now appear in the ownership module. CLICK SAVE in the bottom right corner.

Ownership - New

Completed By: Steciuk, Ronda

Person: 50111085 superman hero

Animals: Type here to search

Animal ID	Photo	Stage	Species	Primary Br...	Name	Age	Sex	Spay/Neu...	Primary C...	Sublocation	Microchip	
A0061590764			Dog	Aidi	Superman Hero's Doggo		Female	Yes	Pink		+	Edit Delete

Created: By:

Last Updated: 08/20/2026 2:43 PM By:

You'll now go back to PAGE 1 to enter the rabies information.