



Registering a New Dog and/or Renewing Dog License on the RDCO Website

Please go to www.rdco.com; choose “Pay Bills Online” at top of page. This service works with Google Chrome.



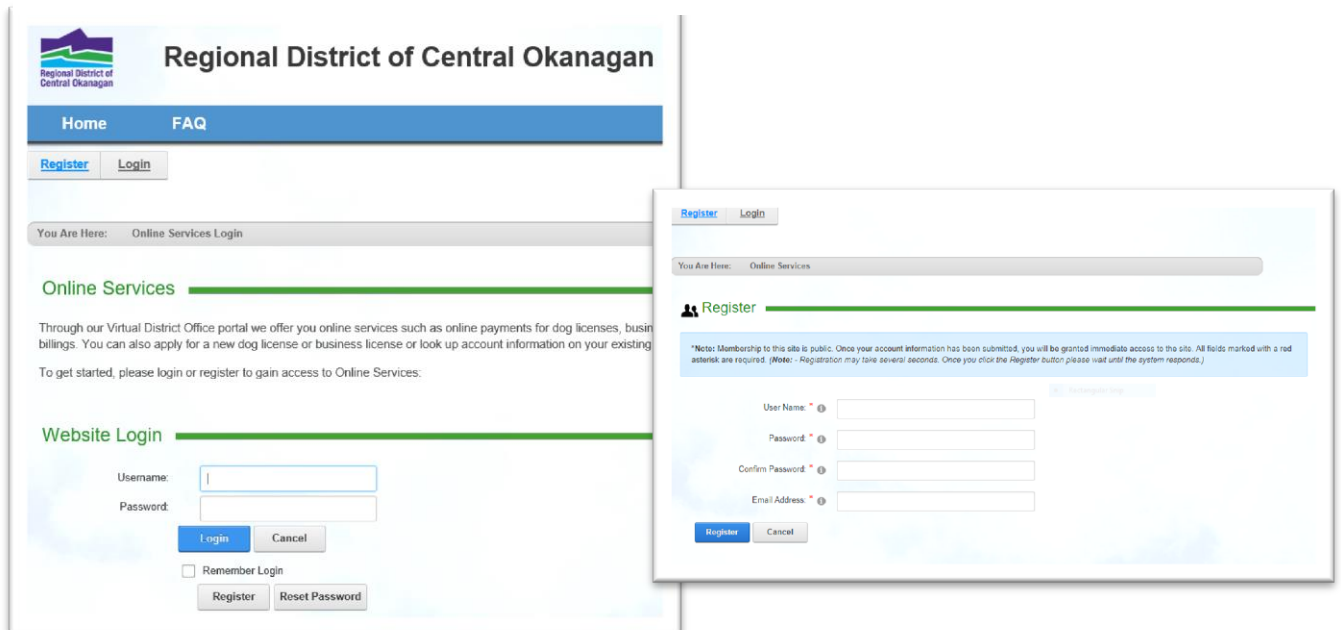
You will need your account # (four letters, three numbers Example: RDCO123) and your four digit access code/PIN (as indicated on your renewal notice). If you cannot locate this information, please contact us at 250-469-6344 or via email at: dog.licensing@rdco.com

If you have NEVER had a dog license with the RDCO you do not require an account # and access/pin code.

For your assistance, below are step by step instructions on how to login to our website:

****Already have an online profile, log in and go to Step 2****

Step 1: New Registered User: Select “Register” and complete the * required information; choose register – you will now be logged in



Home FAQ

Register Login

You Are Here: Online Services

Register

Note: Membership to this website is Public. Once your account information has been submitted, you will be immediately granted access to the website environment. All fields marked with a red asterisk are required. (Note: Registration may take several seconds. Once you click the Register button please wait until the system responds.)

Indicates required fields

User Name:

Password:

Confirm Password:

Email Address:

Security Code: I'm not a robot

Register Cancel

The above window will pop up for registration. Complete all fields and ensure you click into security code box “I am not a robot” and answer the prompted questions.

When you have answered all the questions correctly;

Step 2: “Online Services” screen will appear, choose “DOG LICENSE”

Online Services

The Virtual District Office has several features as follows:

- ALARM BILLINGS** <--Account information and online payments.
- BUSINESS LICENCE** <--Account information, online payments, or applications.
- DOG LICENCE** <--Apply for a new dog licence or renew your existing licence.
- MISC BILLINGS** <--Account information and online payments for rentals and other billings.
- SUPPLIER INFO** <--Supplier Information regarding their invoices and payments.
- UTILITY BILLING** <--Account information and online payments of garbage, sewer and water bills.
- UTILITY SEARCH** <--Lawyer search regarding utility information.

The screen below will now appear.

Dog Licence

If you no longer have your dog, please provide any updates to your pet's information to info-dogcontrol@cord.bc.ca. To edit previous accounts go to **My Profile** for more information.

Are you Renewing Your Pet License?

Have you ever Licensed a Pet with us?

Search by Name
Enter Last Name: First Name:

or

Search by License Tag Number
License Tag Number:

Click on a row to select an Account

| AccountNum | Name | PostalCode |
|----------------------------|------|------------|
| No data available in table | | |

First Previous Next Last

If you are registering a dog and have never had an account with the RDCO; choose NO to both questions

However: You must still enter your last name and click on "Search"; and choose "Not on the List"

Step 3: The following screen will pop-up; with 3 tabs for information; My Pets, Owner Info and Add New Pet

1. If you no longer have your dog, your dog has been spayed or neutered, or you need to make changes to ownership of the dog, please provide the updates to info-dogcontrol@rdco.com or phone (250) 469-6344.

Dog Licence

My Pets | Owner Info | **Add New Pet**

Pet Information

Pet's Name Type

Age (Years) Months

Sex Sterilized

Breed

Colour

Chip \ Tattoo #

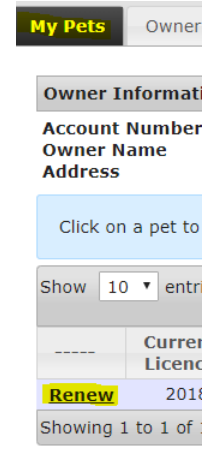
Tag Delivery Options

Mail
Licence mailing times will vary, however, please allow 10 business days prior to inquiring about mailed licences.

Please confirm the accuracy of the above information by clicking on the Continue Button to proceed to the payment screen. Please note that payment must be received in full for your application to be processed.

Step 4: To Renew current dog (s) listed, click onto Renew in the “My Pets” tab

- You will be automatically brought to the **Payment** screen; choose Process Payment



Step 5: Complete **Payment Details**; and then choose “Pay Now”

A screenshot of a payment form titled 'Payment Details' for the 'Regional District of Central Okanagan'. The form includes the following information:

- Order: 104524_W_46ea282e-b
- Total: 1.00 CAD
- Ref: 104524-Supplier-DOG001
- Supplier-DOG CONTROL ONLINE PAYMENTS

The form contains several input fields:

- 'Card Number' with a field for the number and icons for Visa, Mastercard, American Express, and Discover.
- 'Expiry' with a field for MM/YY.
- 'Security Code' with a field for the code and a help icon.
- 'Cardholder Name' with a field for the name.

At the bottom of the form is a large blue button labeled 'PAY NOW' with a credit card icon. Below the button are two logos: 'SECURE' and 'Security processed by' with a logo.