

## INSTRUCTIONS FOR REGISTERING YOUR DOG ON-LINE

Items you need to have in order to register on-line:

1. Current Dog License Tag Number
2. Valid/Current Rabies Certificate
3. Payment by Credit Card or ACH

**STEP 1:** Go to the Town's Website of [www.watervillevalley.org](http://www.watervillevalley.org)

**STEP 2:** On the right side of the main page, under "Online Payment Services", click on the Purple Icon which says "Dog Licensing"



**STEP 3:** Enter in your Dog's Current Tag Number

**STEP 4:** Enter in the Current Expiration Date of Dog License (2014)

**STEP 5:** Enter in your Email Address

**STEP 6:** If you have more than 1 dog to register, all dogs will be listed. If you need remove a dog, there is an "REMOVE THIS DOG" tab to select. If you need to enter a new rabies certificate or vet information, please select "SUBMIT UPDATED VET INFORMATION" and follow the onscreen instructions. You will need to email, fax (603-236-2056) or mail your updated vet information to the Town Office. **You will not be able to re-register a dog if their Rabies Certificate is expired.**

**STEP 7:** Select "CHECKOUT" and Select you payment type.

**DONE!!** You will receive your new dog license & tag by mail.