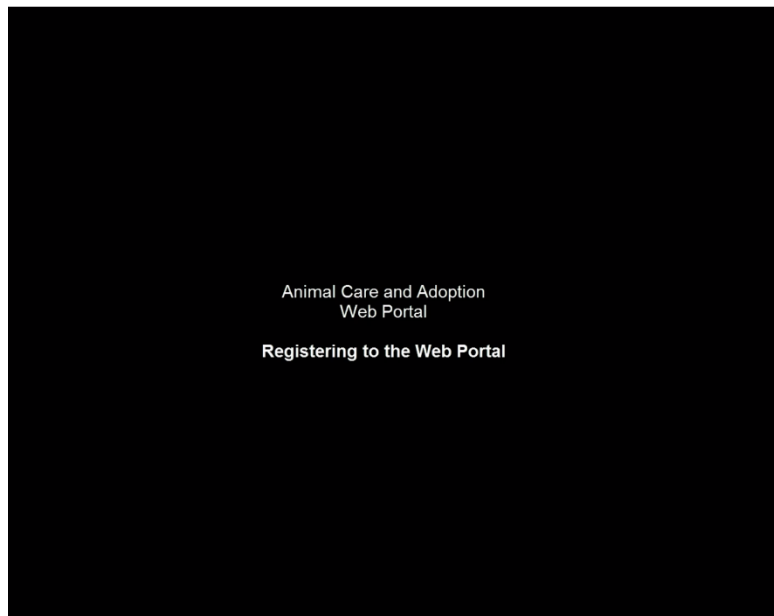


This tutorial will introduce you to our Animal Care WebPortal and teach you how to navigate the system

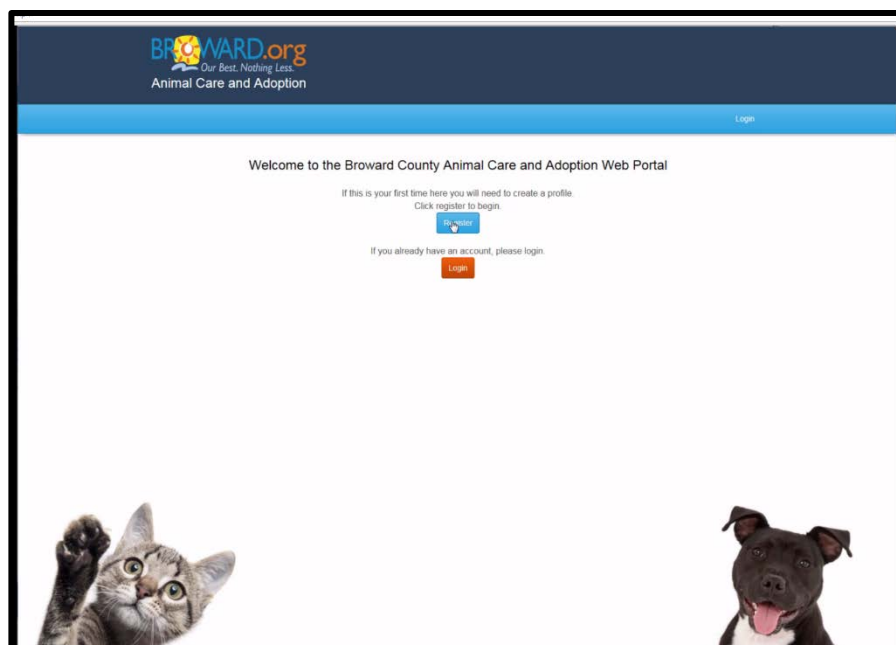


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The WebPortal can be accessed at [www.broward.org/Animal](http://www.broward.org/Animal).

The first time you use the WebPortal you must first REGISTER to use the system.

Click the blue REGISTER button to begin.



On the next screen you will enter your e-mail address. Please note, you must have an e-mail address to use the WebPortal.

Once you enter your e-mail, you must create a strong password. Passwords must include 8 letters and at least one number and one special character.

Confirm your password and then use the dropdown box to select your zip code.

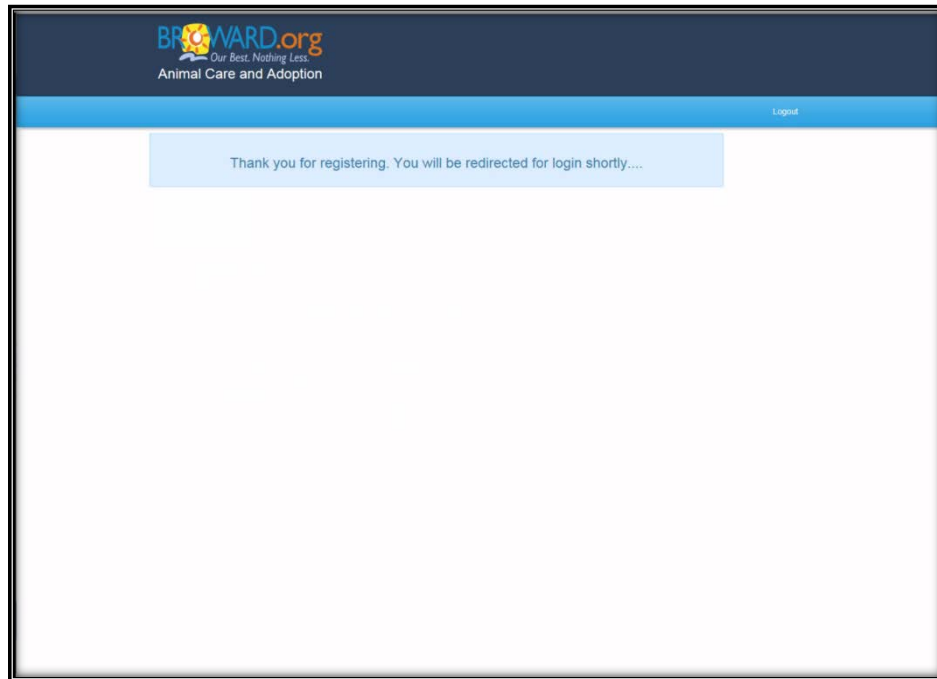
The corresponding city will automatically appear.

To finish, please type in the security code you are given and then click the blue REGISTER box.

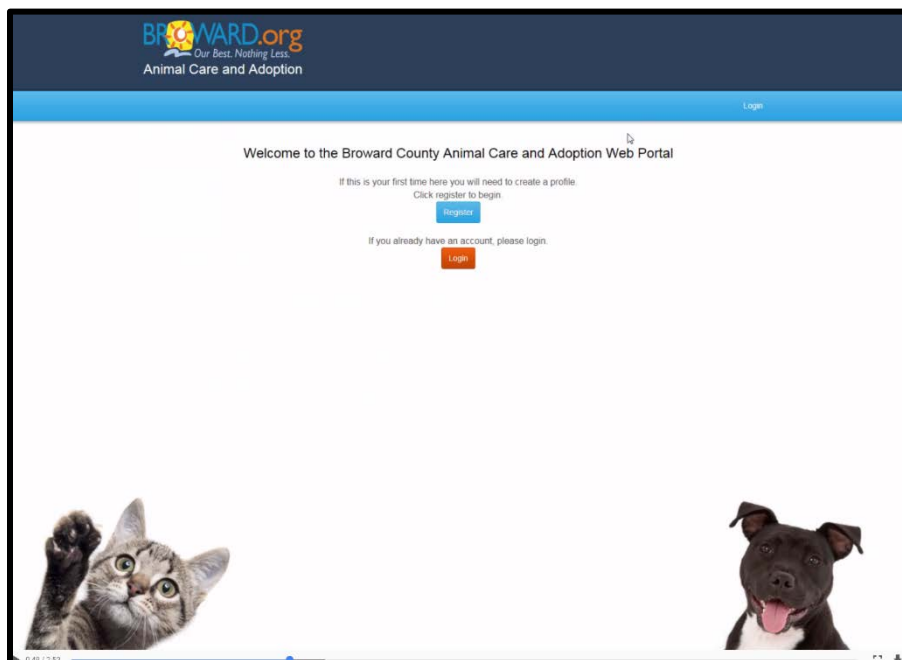
If you are not successful with the security code the first time, please retry and type your password again.

The screenshot shows the registration page for Broward.org Animal Care and Adoption. At the top left is the logo with the tagline "Our Best. Nothing Less." and "Animal Care and Adoption". A "Login" link is in the top right. A light blue box contains an "IMPORTANT NOTICE!" with four bullet points regarding email requirements, password strength (8 characters, 1 number, 1 special character), and case sensitivity. Below this are input fields for "Email Address" (containing "robertogalve"), "Password", "Confirm Password", "Postal Code" (dropdown menu), and "City" (dropdown menu). A "Security Code" section shows a CAPTCHA image with the code "6vwxp7" and a text box for the user to enter it. At the bottom are "Register" and "Cancel" buttons.

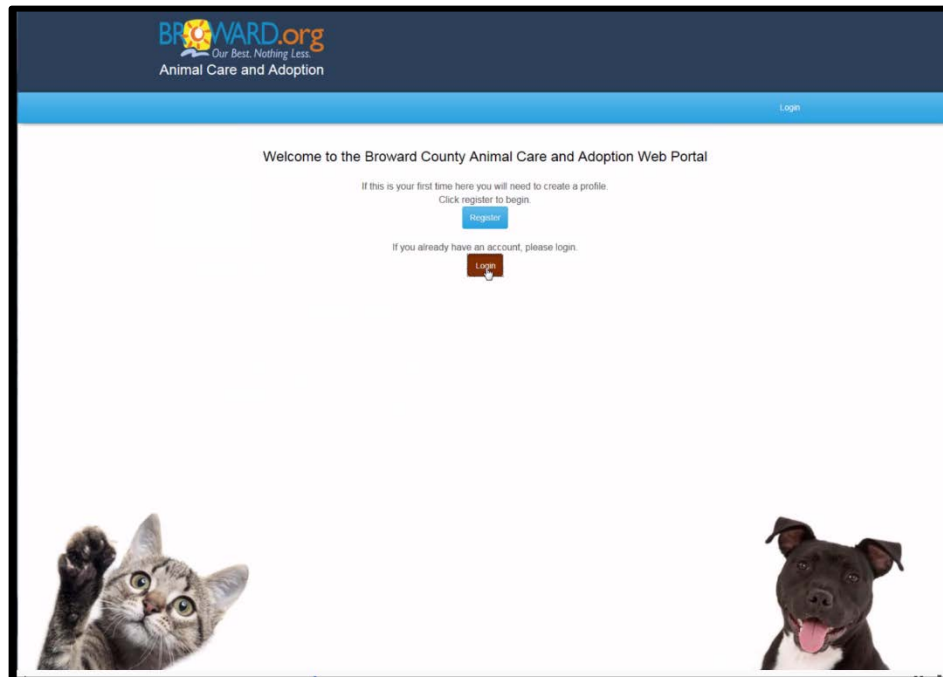
You will receive a “Thank You for Registering” message.



You will then be automatically redirected to the Animal Care WebPortal Home Page.

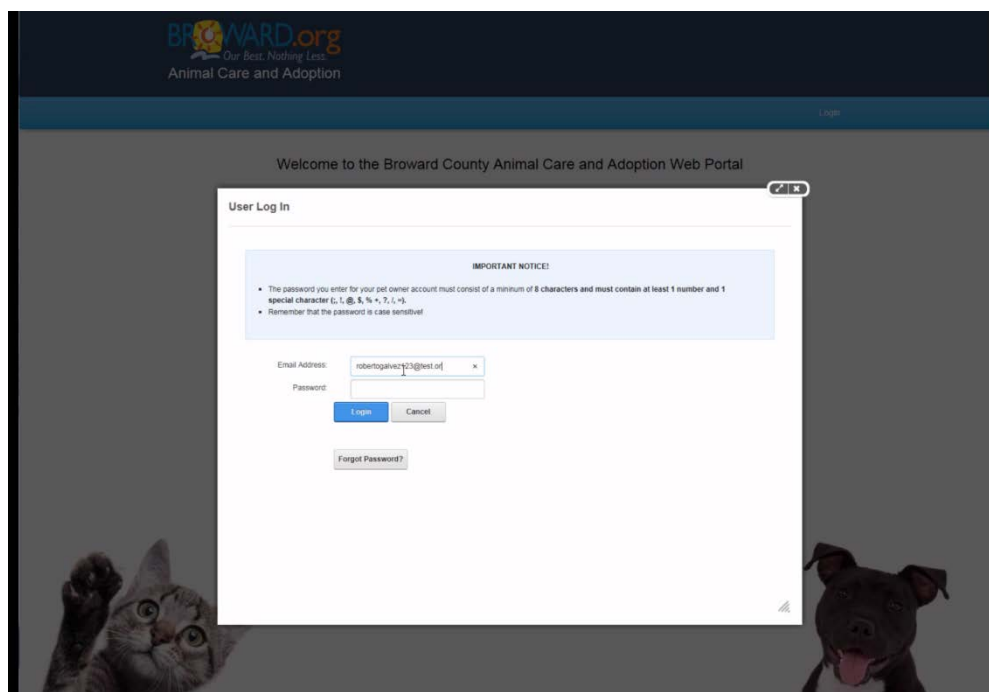


On the Home Page you will click the **Orange** login button.



On the next screen you will be directed to enter your e-mail address and the new password you created.

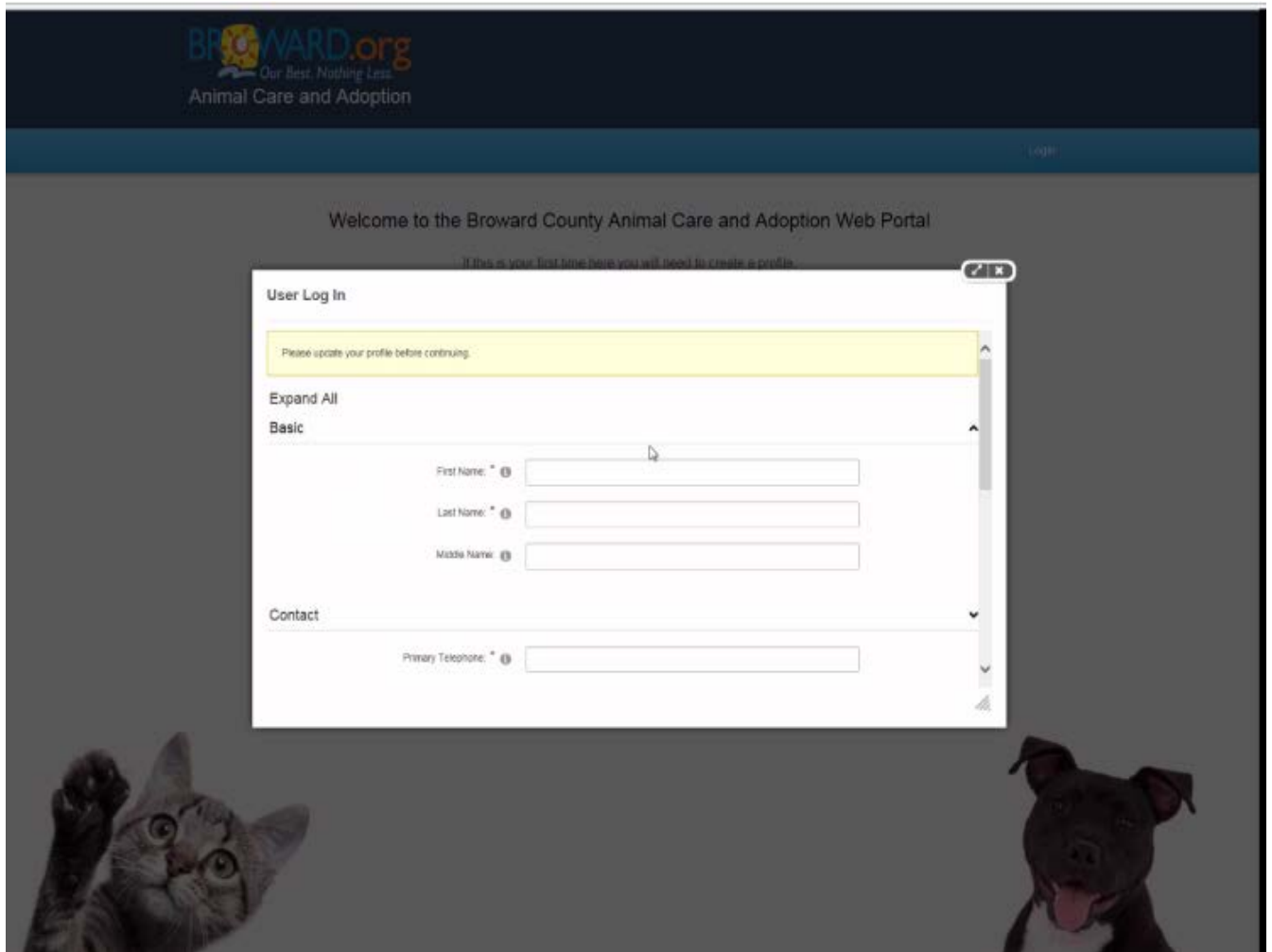
Click the **BLUE** login button once you are done.



On this page you will begin creating your User Profile. All information marked with a RED asterisk is required.

Begin by entering your first and last name, as well as your phone number.

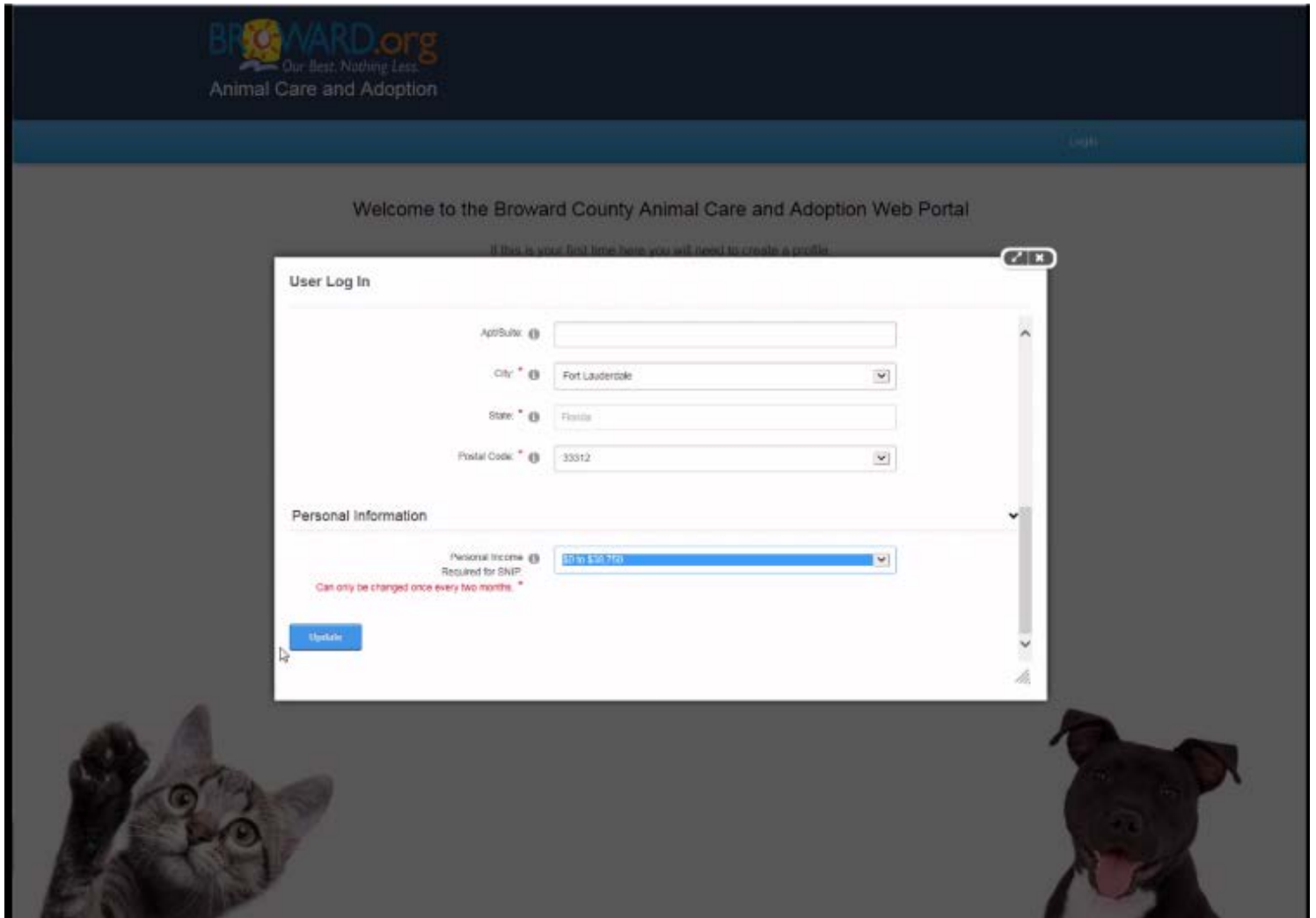
Next you will include your street address. Your city and zip code will be pre-filled with the information you gave when you registered to use the WebPortal.



At the bottom of this screen, you will be asked for your personal income.

**This information is necessary when you are applying to the SNIP and TNR Programs**

When you are done, click the BLUE update button.



The screenshot shows the Broward.org Animal Care and Adoption Web Portal. The page title is "Welcome to the Broward County Animal Care and Adoption Web Portal". Below the title, there is a "User Log In" form. The form contains the following fields:

- Address:
- City:
- State:
- Postal Code:
- Personal Information:

Below the Personal Information field, there is a red error message: "Personal Income Required for SNIP. Can only be changed once every two months." At the bottom left of the form, there is a blue "Update" button.

Now that you have created a profile page, you may add a pet.

## TNR VOUCHERS

While the SNIP Program is for owned pets, Animal Care also offers a spay/neuter program for Feral and Community cats.

This program is the TNR or TRAP-NEUTER and RETURN program. Through this service, you will be able to take any feral or unowned Community Cat to one of our TNR Veterinary Partners for free sterilization services.

In this instance, you will go to your Profile Page and click on the **BLUE** button for Apply for Community Cat Assistance under the My Pets section of the page.

The screenshot shows the 'myACAP Profile' page. At the top, there is a blue navigation bar with 'myACAP Profile' on the left and 'Logout' on the right. Below the navigation bar is the 'My Info' section, which contains contact information for Roberto Galvez, including name, address, city, state, zip code, phone number, and email. Below the contact information is an 'Edit Profile' button. The 'My Pets' section is below that, featuring an 'Add a Pet' button and a blue button labeled 'Apply for Community Cat Assistance'. A red arrow points to this blue button. To the right of the blue button is a note: 'Note: If you would like to apply for a sterilization voucher for a community or feral cat that you do not own, you can do so here.' Below the 'My Pets' section is a table with columns for Action, Pet Name, Type, Gender, Breed, Date of Birth, Age, County Tag #, and Last Updated. The table contains one entry for a dog named Lucas. Below the table is a pagination control showing '1-1 of 1 items' and '10' items per page. The 'Available Programs' section is at the bottom, showing a search bar and a table with columns for Pet Name, Pet Type, and SNIP Status. The table contains one entry for Lucas, a dog, with a green 'View Voucher' button next to it.

myACAP Profile Logout

### My Info

Contact Information

Name: Roberto Galvez  
Home Address: 2400 SW 42nd St  
Address 2:  
City, State, Zipcode: Fort Lauderdale, Florida 33312  
Home Phone #: 954-359-1313  
Email: robertogalvez123@test.org

Edit Profile

### My Pets

Add a Pet Apply for Community Cat Assistance

Note: If you would like to apply for a sterilization voucher for a community or feral cat that you do not own, you can do so here.

Action	Pet Name	Type	Gender	Breed	Date of Birth	Age	County Tag #	Last Updated
Edit Pet	Lucas	Dog	Male	Afghan Hound	2015-02-14T18:56:23.74	2 Years 0 Months		2017-02-14T13:56:26.397

1-1 of 1 items 10 Per Page Page 1 of

### Available Programs

My Owned Pets TNR Cats

Show 10 entries Search:

Pet Name	Pet Type	SNIP Status
Lucas	Dog	View Voucher

Showing 1 to 1 of 1 entries Previous 1 Next

Once you click the Apply for Community Cat Assistance button, a screen will appear that will confirm that no one owns the cat you are adding. The Pet Name will automatically default to “Unowned Feral Cat.” When you have answered these questions, click the BLUE Add Pet button.

mp1

myAGAP Profile Logout

### My Info

**Contact Information**

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zipcode: \_\_\_\_\_  
Home Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

[Edit Profile](#)

### My Pets

[Add a Pet](#)

#### Add a Community Cat

Do you or anyone else own this pet? Required

Yes  No

**Important Information!**  
A pet in which any person has a personal or legal obligation for is considered an owned pet. An owned pet **DOES NOT** include community cats such as free-roaming or feral cats.

Select the pet type: Required

Cat  Dog

Pet Name: Required

Unowned Feral Cat

[Add Pet](#) [Cancel](#)

Action	Pet Name	Type	Gender	Breed	Date of Birth	Age	County Tag #	Last Updated
<a href="#">Edit Pet</a>	Lucas	Dog	Male	Alghan Hound	2015-02-14T18:06:23.74	2 Years 0 Months		2017-02-14T13:06:26.097

1 - 1 of 1 items    10 →    Per Page    < Page    of    >

### Available Programs

My Owned Pets    TNR Cats

Show: 10 entries    Search: \_\_\_\_\_

Pet Name	Pet Type	SNP Status
Lucas	Dog	<a href="#">View Volunteer</a>

Showing 1 to 1 of 1 entries    Previous    Next



Your Profile Page will then appear and will be updated to reflect the cat you have added under “Available Programs—TNR Cats.”

Please keep in mind :

There are a limited number of vouchers available daily.

If there are no vouchers available, that status will be in **RED** and read “Not Available (F)”. This means you have added the cat’s profile but still need to apply for the voucher once they are available. If vouchers are available, the option that is currently red will turn **BLUE** and read "Enroll in TNR" .

Click the **BLUE** “Enroll in TNR” Button.

The screenshot displays a web application interface with the following sections:

- My Info**: A contact information form for Roberto Galvez, including name, address (2400 SW 42nd St, Fort Lauderdale, Florida 33312), phone number (954-359-1313), and email (robertogalvez123@test.org). An "Edit Profile" button is located below the form.
- My Pets**: A section with an "Add a Pet" button and a note about applying for sterilization vouchers. It features a table with columns for Action, Pet Name, Type, and Last Updated. One entry is shown: "Unowned Feral Cat (422)" of type "Cat", last updated on 2017-02-14T14:16:18.68. An "Edit Pet" button is next to the entry. Below the table is a pagination control showing "1-1 of 1 items" and "Page 1 of 1".
- Available Programs**: A section with a search bar and a table. The table has columns for Animal Name, Animal Type, and TNR Status. One entry is shown: "Unowned Feral Cat (422)" of type "Cat", with a blue "Enroll in TNR" button in the TNR Status column. Below the table is a pagination control showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Next, thoroughly read the Terms of Acceptance and click on each RED box. When you are done, click the GREY Submit button.

**TRAP NEUTER/SPAY & RETURN PROGRAM (TNR)**

The TNR Program is a voucher-based program, which provides free sterilization services for UNOWNED/FERAL/COMMUNITY cats. The program is open to ALL residents of Broward County. TNR services include a spay/neuter surgery, rabies vaccination, and ear notch.

**Applicant Information**

Name:	Roberto Galvez
Home Address:	2400 SW 42nd St
Address 2:	
City, State, Zipcode:	Fort Lauderdale, Florida 33312
Home Phone #:	954-359-1313
Email:	robertogalvez123@test.org

**Personal Information**

**TERMS OF ACCEPTANCE:**

I, Roberto Galvez certify that:

- I am a resident of Broward County and I am at least 18 years of age. *Required*
- The information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understands that providing false representations herein constitutes an act of fraud. False, misleading or incomplete information may result in legal actions being taken to recover the cost of surgery(ies) provided by Broward County. *Required*
- The animal which will be sterilized with the voucher reside in Broward County. *Required*
- I agree to release, indemnify and hold harmless Broward County and its officers, agents and employees from any and all claims, actions, demands, rights, judgments or expenses arising from or by reason of any and all known or unknown damages, claims or actions which may arise during the surgical sterilization of my pet(s). *Required*
- I understand that Broward County will not be held liable for any additional charges related to the voucher beyond the face value of the voucher. I understand that many veterinarians require specific vaccinations prior to sterilization and I will be responsible for compliance with these requirements. *Required*
- I understand that there may be additional charges for non-routine surgery. Non-routine surgery may include wound care for any kind of injuries. *Required*
- I understand that the TNR applicant is responsible for fees charged by the veterinarian if the applicant requests services or treatments for any condition not related to the routine surgery covered by the voucher. *Required*
- I understand that contributions, claims or lawsuits filed against the program shall be enforceable conditions and my responsibility as the TNR

Once you click Submit, your TNR Program Voucher will appear. The voucher must be printed and presented to one of our TNR veterinary partners at the time of surgery.

A complete list of TNR veterinary partners can be found at Animal Care’s website—[www.Broward.org/Animal](http://www.Broward.org/Animal). Go to Programs/Services and select “Community Cat Management Programs”.

Remember, it is your responsibility to set the appointment at one of these clinics. In addition, you must use the voucher BEFORE its expiration date. This date is listed in the YELLOW box.

**BROWARDPETFIX**  
TNR Program

TNR Voucher Number: V1042933  
Voucher Expiration Date: 4/16/2017

**Pet Owner Information**

Name:	Roberto Galvez
Home Address:	2400 SW 42nd St
City, State, Zipcode:	Fort Lauderdale, Florida 33312
Home Phone #:	954-359-1313
Email:	robertogalvez123@test.org

**Animal Information**

Name:	Unowned Feral Cat (422)
Type:	Cat
Gender:	Male
Breed:	American Shorthair
Pet Age at Enrollment:	1 Year 0 Months

Your voucher will expire on **4/16/2017**.

**Instructions for TNR Applicants**

1. Call a participating provider to make an appointment before 4/16/2017.
2. Tell the provider you have a TNR Program Voucher. **Please visit [broward.org/animal](http://broward.org/animal) for a list of TNR providers.**
3. Bring this voucher to the TNR provider on the date of surgery. You do not have a co-pay.

(This information following below must be filled out or stamped by the TNR provider.)

**TNR Provider Information**

Organization Name:	
Address:	
City, State, Zipcode:	
Phone #:	
Email:	
Date of Surgery:	
<input type="checkbox"/> Pet Owner's ID Provided	
Signature:	
Date:	

**Temporary Instructions for the TNR Provider**

1. Complete the TNR Provider Information requested on each copy.
2. Keep one copy for the voucher for your records.
3. For payment email one copy of the voucher along with the Rabies Certificates, reconciliation form, preferably in PDF form to Animal Care at [communitycats@broward.org](mailto:communitycats@broward.org)

A module is being created that will allow for on-line voucher redemption. Until such time, please follow the instructions for submission, to ensure timely reimbursement.

Print Close