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

The WebPortal can be accessed at 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.
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.

![Home Page Image](image1.png)

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.

![Next Screen Image](image2.png)
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.

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.
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.
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.
Next, thoroughly read the Terms of Acceptance and click on each RED box.

When you are done, click the GREY Submit button.
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. 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.