

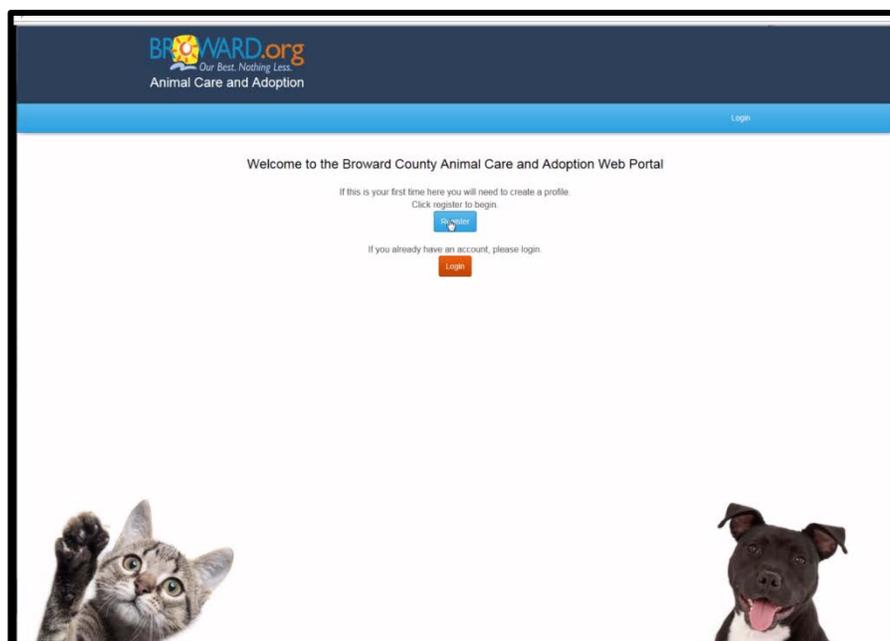
This tutorial will introduce you to our Animal Care WebPortal and teach you how to navigate the system



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.

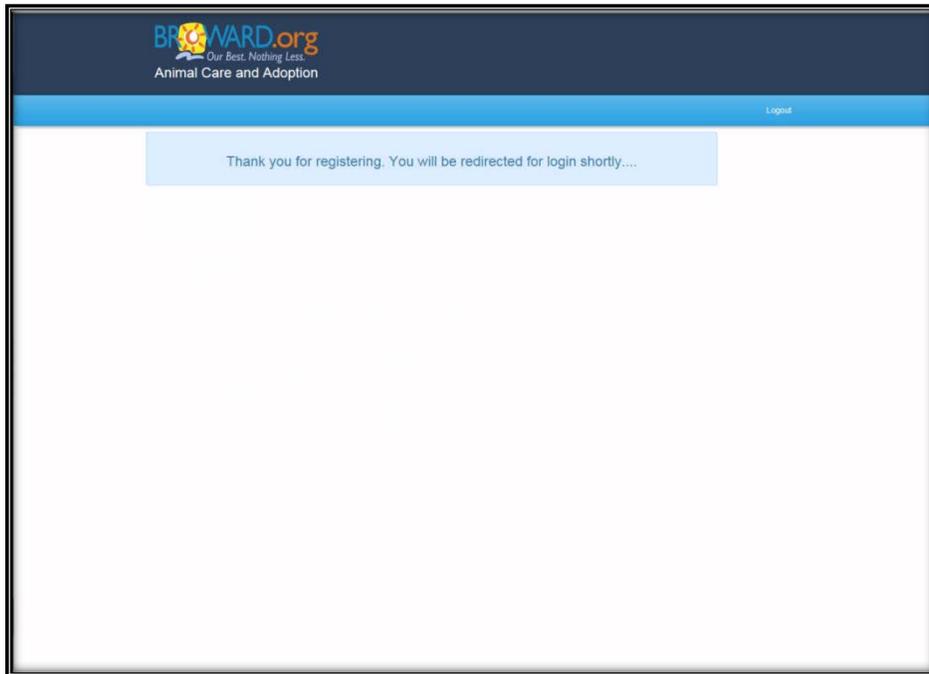
The corresponding city will automatically appear.

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

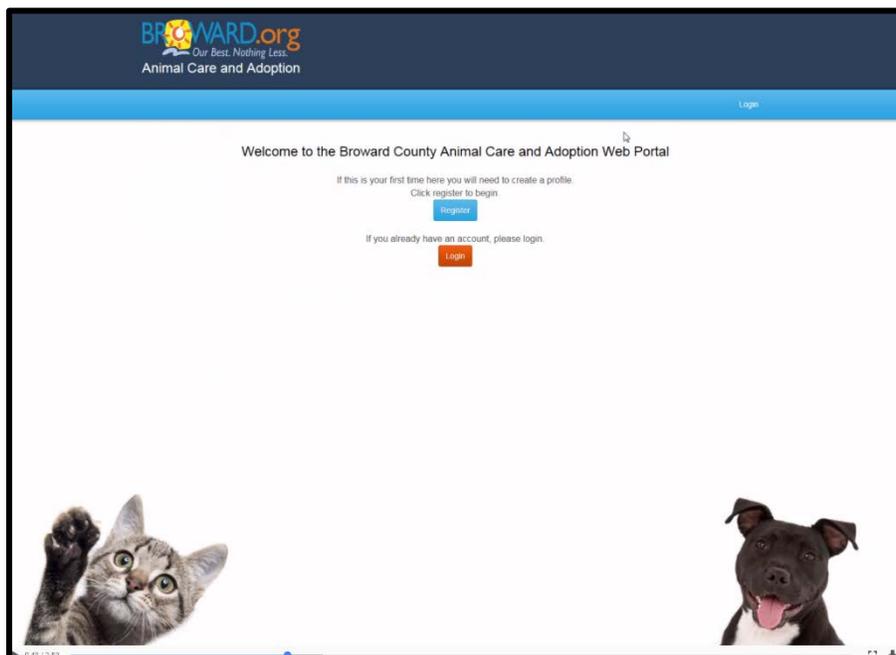
If you are not successful with the security code the first time, please retry and type your password again.

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.



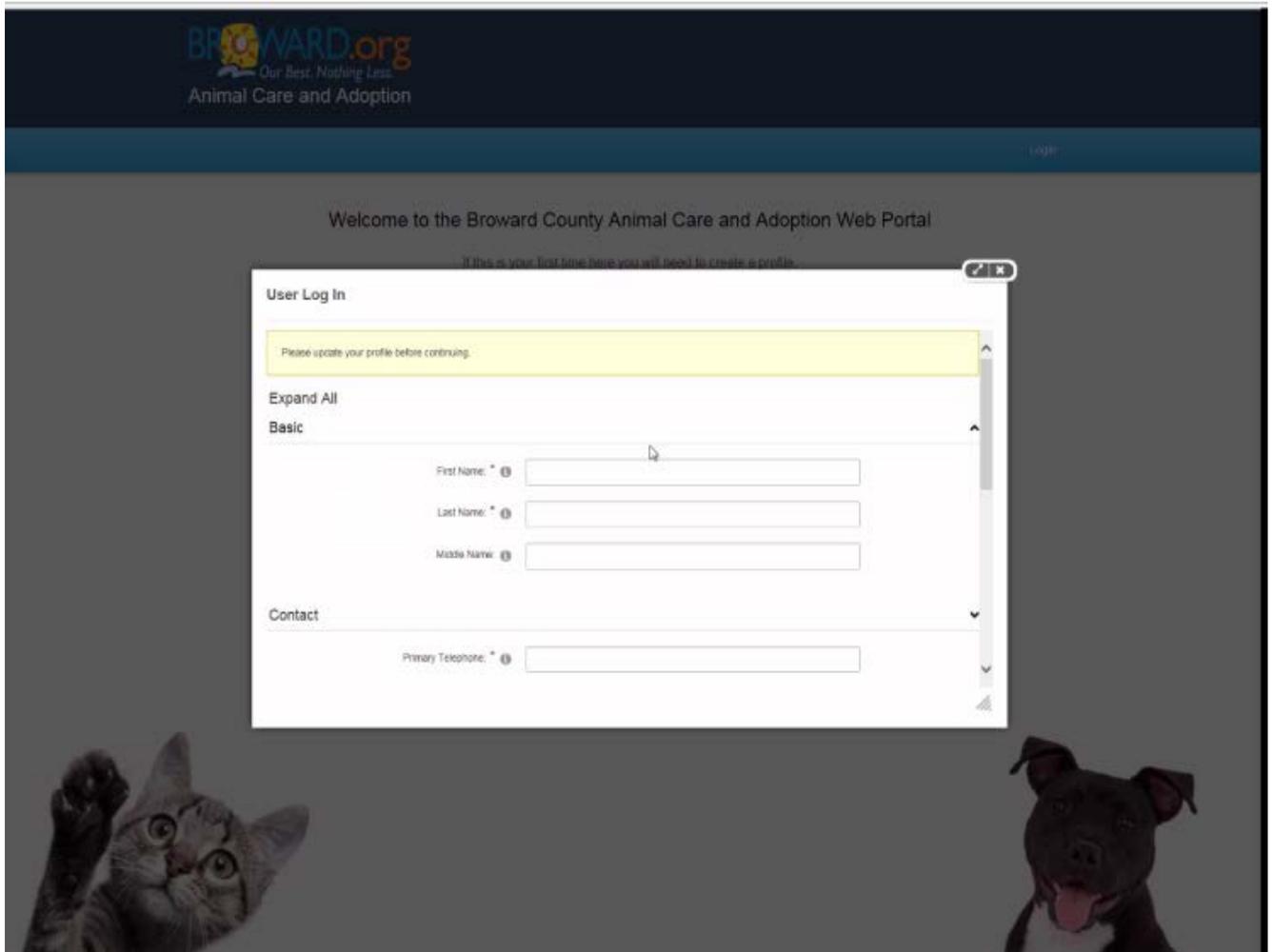
You will then be automatically redirected to the Animal Care WebPortal Home Page.



On 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.

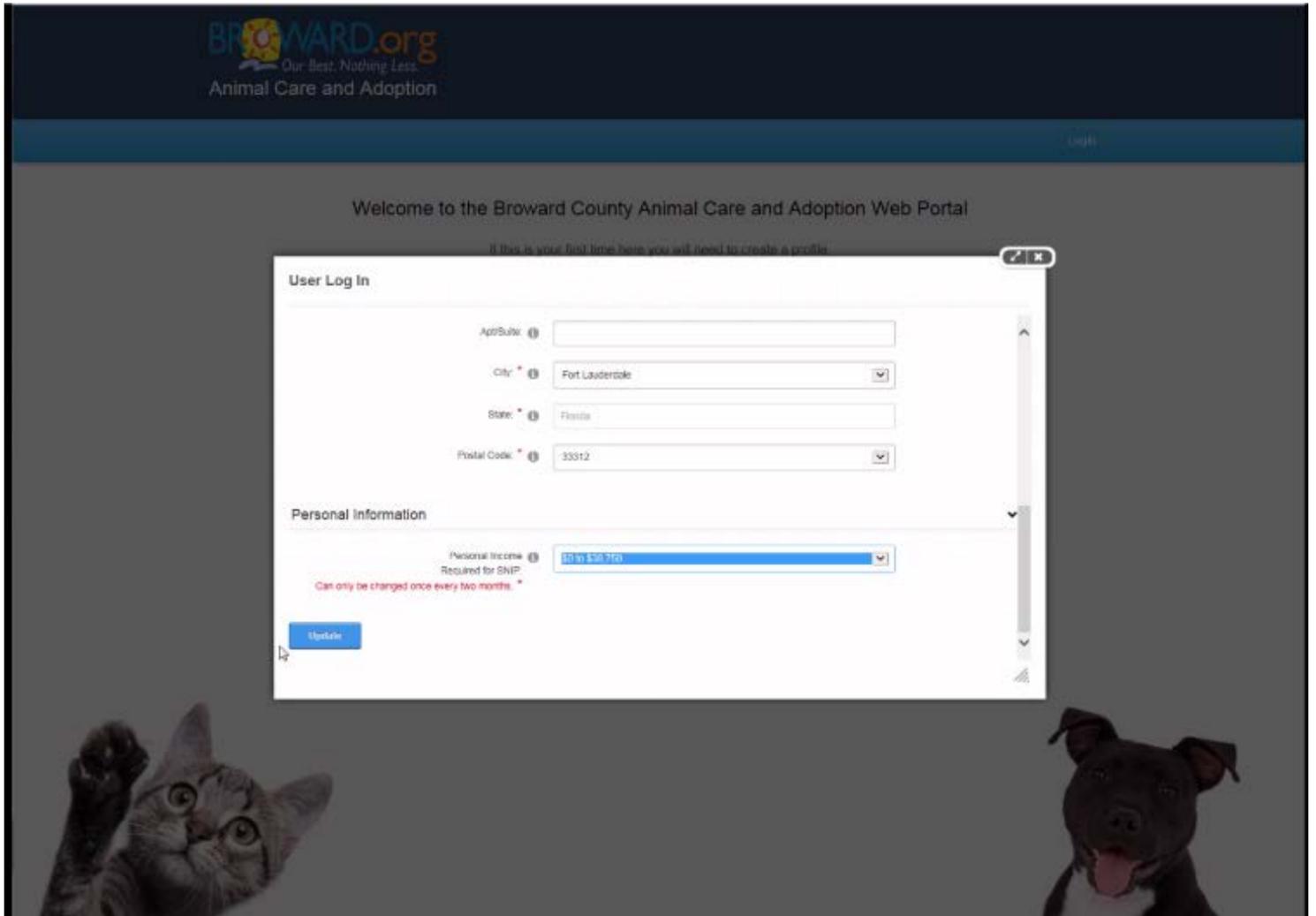
Next you will include your street address. Your city and zip code will be pre-filled with the information you gave when you registered to use the WebPortal.



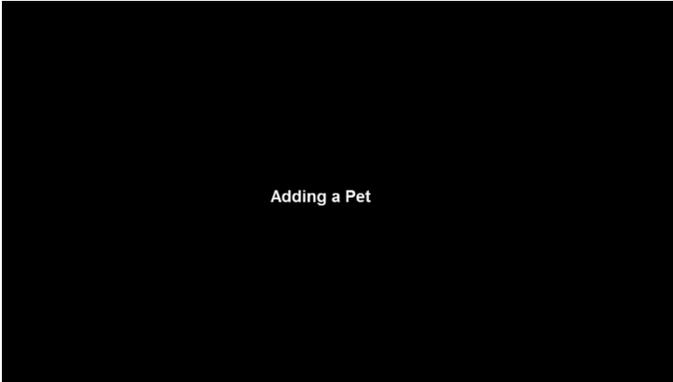
At the bottom of this screen, you will be asked for your personal income.

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.



Click the **ORANGE** Add a Pet button. For feral cats you can click the **BLUE** button **APPLY FOR COMMUNITY CATS ASSISTANCE**

The screenshot shows the user profile page for 'myACAProfile' on the Broward.org website. The header includes the logo 'Broward.org Our Best. Nothing Less. Animal Care and Adoption' and a 'Logout' link. The 'My Info' section contains contact details for Roberto Galvez, including name, address (2400 SW 42nd St, Fort Lauderdale, Florida 33312), phone (954-359-1313), and email (robertogalvez123@test.org). Below this is an 'Edit Profile' button. The 'My Pets' section features an orange 'Add a Pet' button and a blue 'Apply for Community Cat Assistance' button. A note explains that the blue button is for applying for a sterilization voucher for community or feral cats. Below the buttons is a table with columns for Action, Pet Name, Type, Gender, Breed, Date of Birth, Age, County Tag #, and Last Updated. The table currently shows 'No pet records found'. At the bottom, there is an 'Available Programs' section with a search bar and a 'Show 10 entries' dropdown.

A screen will automatically pop up that asks if you or anyone else owns this pet. Click YES if this is your pet dog or cat.

DO NOT check this button if you are adding a feral or community cat to your profile.

The screenshot shows the 'Add a Pet' modal dialog on the Broward County Animal Care and Adoption website. The modal asks, 'Do you or anyone else own this pet?' with radio buttons for 'Yes' and 'No'. Below the question is an 'Important Information!' section stating: '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.' The background shows the user's profile page with contact information and a 'My Pets' section.

Broward County
Our Best. Nothing Less.
Animal Care and Adoption

myACAP Profile Logout

My Info

Contact Information

Name: _____

Home Address: 2400 SW 42nd St

Address 2: _____

City, State, Zipcode: Fort Lauderdale, Florida 33312

Home Phone #: 954-359-1213

Email: robertgalvez123@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.

My Owned Pets | TNR Cats

Action	Pet Name	Type	Gender	Breed	Date of Birth	Age	County Tag #	Last Updated
No pet records found.								

1 of 1 items | 10 Per Page | Page 1 of 1

Available Programs

My Owned Pets | TNR Cats

Show 10 entries | Search: _____

Once you click YES, you can complete the rest of your pet's information:

Whether your pet is a dog or cat

The sex of your pet

Your pet's name

Your pet's breed

If you do not know your pet's exact birthday, simply check NO and then check one of the boxes closest to his age in either years, months or weeks.

If you happen to know your pet's registration license tag number, put it in. The tag information IS NOT mandatory!

When you have completed all the required questions, click the BLUE Add Pet button.

The screenshot shows the 'Add a Pet' form on the Broward County Animal Care and Adoption website. The form is titled 'Add a Pet' and contains the following sections:

- Do you or anyone else own this pet?** (Required) with radio buttons for Yes (selected) and 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) with radio buttons for Cat and Dog (selected).
- Gender:** (Required) with radio buttons for Male (selected) and Female.
- Pet Name:** (Required) with a text input field containing 'Lucas' and a green checkmark.
- Breed type of the dog:** A dropdown menu showing 'Afghan Hound'.
- Select up to a maximum of three (3) breeds:** (This section is currently empty).
- Is the date of birth of the pet known?** (Required) with radio buttons for Yes and No (selected).
- Estimated years old:** A spinner box set to '1'.
- Estimated weeks old:** A spinner box set to '0'.
- Estimated days old:** A spinner box set to '0'.
- Pet Registration Tag:** A text input field with the placeholder 'Enter the Broward County Pet Registration Tag'. Below it, a note states: 'The pet registration tag is NOT a required field.'

At the bottom right of the form, there are two buttons: 'Add Pet' (highlighted in blue) and 'Cancel'.

Your pet has now been added to your Profile page!

The screenshot shows the 'myACAP Profile' page on Broward.org. The header includes the logo and navigation links. The 'My Info' section contains contact details for Roberto Galvez. The 'My Pets' section features an 'Add a Pet' button, a note about community cat assistance, and a table of owned pets. A red arrow points to the 'Edit Pet' button for Lucas. The 'Available Programs' section is partially visible at the bottom.

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.

My Owned Pets | TNR Cats

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

1- 1 of Items | 10 Per Page | Page 1 of

Available Programs

My Owned Pets | TNR Cats

Show 10 entries | Search:

Pet Name	Pet Type	SNIP Status
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Now that you have added your pet to your profile, you can scroll down to the "Available Programs" section to check your pet's status in the SNIP program.

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 pet'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 SNIP".

Important: You need to **ENROLL** your pet in SNIP in order to get the voucher!

If you are enrolling your pet in SNIP, scroll down on your Profile Page to the Available Programs section and click on the **BLUE** Enroll in SNIP button next to your pet's name.

REMEMBER that the SNIP program is only for your owned pet, dogs and cats—NOT Feral and Community cats!

The screenshot shows a user profile page with the following sections:

- My Info**: Contact information for Roberto Galvez, including name, address (2400 SW 42nd St), city (Fort Lauderdale, Florida 33312), phone number (954-359-1313), and email (robertogalvez123@test.org). An **Edit Profile** button is present.
- My Pets**: Includes an **Add a Pet** button and an **Apply for Community Cat Assistance** button. A note states: "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 is a table of owned pets:

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 1

- Available Programs**: A table with columns for Pet Name, Pet Type, and SNIP Status. The entry for Lucas (Dog) has a blue **Enroll in SNIP** button next to it, which is highlighted by a red arrow.

Pet Name	Pet Type	SNIP Status
Lucas	Dog	Enroll in SNIP

Showing 1 to 1 of 1 entries | Previous 1 Next

A screen containing all of your profile and pet information will appear.

In the middle of the screen, you will see a yellow box that will list the amount of your co-payment amount (if any) that you will need to pay to the veterinary clinic at the time of surgery. The co-payment amount is automatically determined based on your income and type of pet that you have.

If no co-payment is required, the box will say \$0.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar includes sections for 'My Info', 'My Pets', and 'Available Programs'. The main content area features a modal window titled 'SPAY/NEUTER INCENTIVE PROGRAM (SNIP)'. This modal contains a description of the program, a table of applicant information, a section for personal information, and a yellow box with a red arrow pointing to it. The yellow box states: 'Based on the information you provided, your co-pay amount is \$0.00 for Lucas'. Below this is a 'TERMS OF ACCEPTANCE' section with several checkboxes and text.

SPAY/NEUTER INCENTIVE PROGRAM (SNIP)

SNIP is a voucher-based program, which provides free or low-cost sterilization services for OWNED dogs and cats. The program is open to ALL residents of Broward County. SNIP services include a spay/neuter surgery, rabies vaccination, and a Broward County Rabies Registration License Tag.

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

My Income Level:	under \$38,751
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Based on the information you provided, your co-pay amount is \$0.00 for Lucas

TERMS OF ACCEPTANCE:

I, Roberto Galvez certify that:

- 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*
- I am a resident of Broward County and I am at least 18 years of age, with an annual salary under \$38,751. *Required*
- I am the current pet owner of Lucas and accept legal responsibility for the pet. *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*

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

myACAProfile

Lucas

Log out

My info

Contact Information

Name:

Home Address:

Address 2:

City, State, Zipcode:

Home Phone #:

Email:

Edit Profile

My Pets

Add a Pet

My Owned Pets

Action

Edit Pet

1 - 1 of Items 10

Available Programs

My Owned Pets

Show: All

Pet Name

Lucas

Showing 1 to 1 of

TERMS OF ACCEPTANCE:

I, Roberto Galvez certify that:

- 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*
- I am a resident of Broward County and I am at least 18 years of age, with an annual salary under \$38,701. *Required*
- I am the current pet owner of Lucas and accept legal responsibility for the pet. *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 includes a pregnant animal, animal in estrus cycle ("heat"), infections, undescended testicles, false pregnancy, obesity or females that have had previous litters. *Required*
- I understand that the pet owner is responsible for fees charged by the veterinarian if the pet owner requests services or treatments for any condition not related to the routine surgery covered by the voucher. *Required*
- I understand that complications during or following the surgery, due to undiagnosed conditions are my responsibility as the pet owner. *Required*
- I understand that the SNIP provider has discretion on whether or not he/she will sterilize the animal. If an animal is too sick or has other medical problems, the SNIP provider can decline to perform the surgery. *Required*
- I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms of Acceptance. *Required*

Submit Cancel

02:02:27 PM - 205.166.161.61

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

A complete list of SNIP veterinary partners can be found at Animal Care’s website—www.Broward.org/Animal.

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, along with your co-payment information.

BROWARDPETFIX
SNIP Program

SNIP Voucher Number: V1301680
V1301680

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 #:	954-365-1313
Email:	roberlogalvez123@test.org

Pet Information

Name:	Lucas
Type:	Dog
Gender:	Male
Breed:	Afghan Hound
Pet Age at Enrollment:	2 Years 0 Months

Based on the information you provided, your co-pay amount is \$0.00 for Lucas. Your voucher will expire on 4/16/2017.

Instructions for Pet Owners

1. Call a participating provider to make an appointment before 4/16/2017.
2. Tell the provider you have a SNIP Program Voucher. **Please visit broward.org/animal for a list of SNIP providers.**
3. Bring this voucher to the SNIP 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 SNIP provider.)

SNIP Provider Information

Organization Name: _____

Address: _____

City, State, Zipcode: _____

Phone #: _____

Email: _____

Date of Surgery: _____

Pet Owner's ID Provided

Signature: _____

Date: _____

Temporary Instructions for the SNIP Provider

1. Complete the SNIP 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 snip@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