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.

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.

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.
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.
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.
Your pet has now been added to your Profile page!

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!
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.
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 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.