

State of Maine Dog Licensing Database User Training

September 23, 2024





Housekeeping

Animal Welfare Program “Municipality Resources” is where you will find all info!

https://www.maine.gov/dacf/ahw/animal_welfare/municipality/index.shtml

Health
Animal Health
Animal Welfare
About Us
Animal Control Officers
Animal Shelters
Animal Welfare Advisory Council
Applications & Forms
Dog Licensing
Municipality Resources
Spay/Neuter Programs
State of Maine Animal Response Team
Statutes & Rules
Contact Us

Municipality Resources

On this page:

- [Municipal Dog Licensing](#)
- [Manuals, Guides and Booklets](#)
- [Forms & Information](#)

Municipal Dog Licensing

[NEWS! October 3, 2024 - 2025 Dog Licensing Update for Municipalities](#)

Packet

- [Maine Dog Licensing \(PDF\)](#)
- [Chapter 721 & 725 \(PDF\)](#)
- [Municipal Update Form \(PDF\)](#) - Including updating ACO information.
- [Municipal Supply Order Forms \(PDF\)](#) - For ordering dog tags

Database User Training

- [Initial Task List \(PDF\)](#)
- [Maine Dog Licensing Database User Training Presentation \(PDF\)](#) or watch on [Dog License Database Training \(YouTube\)](#)
- [How to Preenter Data in Database \(PPTX\)](#)
- [How to Issue Municipal Kennel Licenses \(PDF\)](#)
- [How to Issue Nuisance or Dangerous Dog Licenses \(PDF\)](#)
- [How to Add a Fee Exempt License \(PDF\)](#)
- [Database FAQs \(PDF\)](#)

Town Clerks! Get News Updates!

Enter your email below to sign-up:

FEATURED LINKS

[Animal Control Officer Resources](#)

No sharing!

Username/passwords
may not be shared!

1 per person not per
municipality



Login Trouble?

Please try these steps to see if it helps resolve the issue:

Verify URL: Ensure that the

URL <https://sms.petpoint.com/sms3> is being used.

Update Browser: Confirm that the browser is up to date.

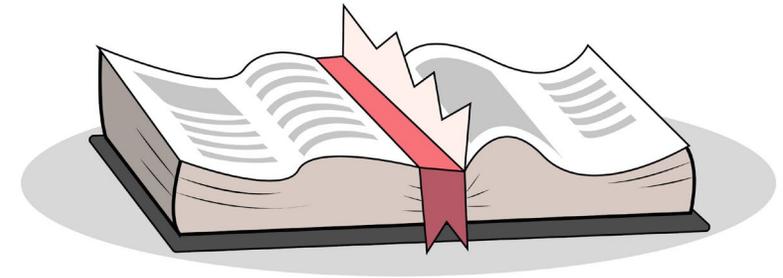
Clear Cache: Clear the browser cache.

Try a Different Browser: If the issue persists, try using a different browser.

If none of those works, try to log in on your phone, as that will help support determine if this is a local issue.



404 error
page not found



**FOLLOW INSTRUCTIONS
CAREFULLY**



YOU WILL

A fluffy brown and white cat with a grumpy expression is sitting in a patch of green grass. The cat's face is the central focus, with its eyes looking slightly to the side. The background is a soft-focus outdoor setting.

There's only two things I don't like:

Change and the way things are.

State of Maine Dog Licensing Database: Adding a License



2025 Licenses will be issued fully through this system

2024 Licenses sold starting October 15 will be tracked via the Pet ID fields and added as receipt items at the end of your 2025 license sale. They are not put through the “add license” module



Log in at www.petpoint.com/sms3

PetPoint
A 24Pet Company

Login

Shelter ID

USME70

NEXT

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[Privacy Policy](#) - [Terms of Service](#)

Click on **Licensing**> **Add License**

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo with the tagline "A 24Pet Company". To the right is a search bar with a magnifying glass icon and the text "Search". In the top right corner, there are icons for a notification bell, a refresh arrow, a location pin, and a user profile. Below the logo is a navigation menu with items: Edit, PPTN, Licensing, Finance, Reports, Admin, and Support. A blue horizontal bar contains a home icon, a search bar with a magnifying glass and a folder icon, and a question mark icon. To the right of this bar are two green circular buttons with a plus sign and a refresh icon. Below the blue bar, there are filters for "Animal(32)", "Person(0)", and "Agency(0)", each with a green edit icon. A table header is visible with columns: ID, First Name, Last Name, Phone, Email, Address, Unit, City, and State/Province. At the bottom left is the PetPoint logo and the text "BROUGHT TO YOU BY Pethealth". To the right of this is a copyright notice: "© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license." Below the copyright notice is the date and time: "Tuesday, July 09, 2024 4:27:29 PM". A black circle highlights the "Licensing" menu item and its dropdown options: "Search/Edit License", "Search License Range", "Add License", and "License Queue".

Search for an existing person by NAME, ADDRESS or PHONE NUMBER>Click **Find**
or
click **Create New Person** to add a new system to database

The screenshot displays the PetPoint Data Management System interface. At the top left is the PetPoint logo, labeled 'A 24Pet Company'. To its right, the system name and version are listed: 'PetPoint Data Management System - Enterprise USME68 - Maine Department of Agriculture, Conservation & Forestry-Animal Welfare Program'. A 'quick search' bar is located in the top right. Below the header is a navigation menu with tabs for 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The main content area is titled 'License' and contains a 'Person Search' section. This section includes a 'Person Search Criteria' dropdown menu with options: Name, Person Number, Identification, Phone Number, Address, Case Number, Case Reference #, Last 10, Email Address, and Association. The 'Name' option is selected. To the right of the dropdown are input fields for 'First:', 'Middle:', and 'Last:'. A 'Fuzzy Search' checkbox is also present. A green 'Create New Person' button is circled in black. A 'Find' button is circled in red, with a red arrow pointing to it. A 'Clear Person Search' button is located to the right of the 'Find' button. At the bottom of the page, there are links for 'Home', 'Contact Us', and 'Sign Out', along with a 'Lock Record' checkbox.

PetPoint Data Management System - Enterprise
USME68 - Maine Department of Agriculture, Conservation & Forestry-Animal Welfare Program

[Testperson](#) | [sign out](#)

Edit PPTN Licensing Finance Reports Admin Support

License

Search Person

Person # Person Info

Person Search

Person Search Criteria: Name Name Person Number Identification Phone Number Address Case Number Case Reference # Last 10 Email Address Association

Fuzzy Search

First: Middle: Last:

Lock Record

Home Contact Us Sign Out

To create a new person, complete the required fields + **Jurisdiction** (County).
City will autofill when you enter the **zip code**. City Alias has a drop down for shared zip codes.
For licensing, it is helpful to complete as many of the optional fields as possible. >Click **Add Person**
Association will autofill

The screenshot shows a 'Person Express' form with the following fields and highlights:

- Person ID:** *NEW*
- Salutation:** --Select--
- First Name*:** Test
- Middle:** (empty)
- Last Name*:** Person
- Suffix:** III
- Date of Birth:** (calendar icon)
- Gender:** --Select--
- ID Number:** (empty)
- ID Type:** --Select--
- ID Issuer:** (empty)
- ID Issue Date:** (calendar icon)
- ID Expiry:** (calendar icon)
- Address:** No Addresses
- Primary Country*:** United States
- Street Address*:** 123 Pretend Street
- Apt./Unit:** (empty)
- Zip Code:** 04333
- State*:** Maine
- City:** Augusta
- City Alias:** (empty)
- Address Type*:** Home
- Do Not Mail:**
- Jurisdiction:** Kennebec County (circled in blue)
- County:** --Select--
- Phone:** No Phone Numbers
- Association:**
- Primary:**
- Phone Number 1*:** 207-555-5555
- Ext.:** (empty)
- Type*:** Home
- Do Not Call:**
- Association*:** Owner
- Association Subtype:** --Select--
- Primary:**
- Phone Number 2:** (empty)
- Ext.:** (empty)
- Type:** --Select--
- Do Not Call:**
- From*:** 07/09/2024
- To:** (calendar icon)
- Email:** No Email Addresses
- Buttons:** Add Person (circled in blue), Save, Clear
- Footer:** Clear, Lock Record

Like with persons, you can search for an existing animal by entering known criteria then **Find**
Or create a new animal by clicking **Create New Animal**

Edit **PPTN** **Licensing** **Finance** **Reports** **Admin** **Support**

License - New **Person: Test Person**

Search Person **Animal**

Animal Search

Animal Search Criteria: **Owner Name** First Name: Test Last Name: Person Fuzzy Search **Find** **Advanced Search**

Select	ARN	Status	Stage	Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
No results found.																

Record Count: 0 10 / Page

Create New Animal **Clear Animal Search**

Enter as much detail as possible when creating the animal, remember a NAME.

Gender and spayed/neutered are REQUIRED for licensing.

Animal condition will default to 'unknown' as we don't usually know the condition of the dogs we license.

Photos, microchips, and any other ID are optional fields.

The screenshot shows a web form for animal registration. The form is divided into several sections: 'Animal Search', 'Animal Details', 'Animal Photos', and 'Animal Condition'. The 'Animal Details' section contains the following fields:

- Animal #**: *NEW*
- Reference #**: [Empty text box]
- Name**: Doggie Dog
- Type***: Dog
- Species***: [Empty dropdown]
- Primary Breed***: -- Select --
- Purebred**:
- Secondary Breed***: -- Select --

The 'Animal Condition' section contains the following fields:

- Age**: 2 years
- Est. Birthdate**: 07/09/2022
- Age Group***: Adult (6mo-8yr)
- Gender**: Female
- Spayed/ Neutered**: Yes
- Size***: Extra Large
- Weight**: 122 pound

The 'Animal Photos' section contains three photo upload areas:

- Photo 1**: [Empty image box] with a file input containing 'Cartoon Doggo.jpg' and a 'Choose File' button.
- Photo 2**: [Empty image box] with a file input containing 'No file chosen' and a 'Choose File' button.
- Photo 3**: [Empty image box] with a file input containing 'No file chosen' and a 'Choose File' button.

At the bottom right, there are buttons for 'Delete Photos' and 'Add Photos'. The 'Animal Condition' section also includes a 'Bitten Status*' field set to 'No Bite History'.

This is the bottom of the Add Animal page. *Ignore the Stage & Location express.*

Remember to Click **Add Photos** if you are adding photos (optional).

Microchip numbers can be added here (optional). They will be registered at no cost with 24 PetWatch nationwide for local animal control or AWP lookup.

You can add a Pet ID number (old rabies tag, for example, is not required)

IF YOU ARE ALSO ISSUING THIS PET A 2024 LICENSE, ENTER THE 2024 TAG NUMBER HERE!!

Click **Add Animal** when the info is complete

The screenshot shows the bottom portion of a web form for adding an animal. At the top, there are three photo upload sections, each with a 'Choose File' button and a 'Delete' checkbox. Below these are 'Delete Photos' and 'Add Photos' buttons. A red arrow points to the 'Add Photos' button. The 'Identification Express (Optional)' section is circled in black and contains fields for Microchip Number, Issuer, T-Chip, Issue Date, Collar Type 1, Collar Color 1, Pet ID Number, Pet ID Type, Issue Date, Expiry Date, Collar Type 2, and Collar Color 2. The 'Stage & Location Express' section is crossed out with a blue line and contains fields for Stage, Review Date, Site, Location, Sublocation, and a 'Find' button. At the bottom right, there are 'Add Animal', 'Save', and 'Clear' buttons, with a red arrow pointing to the 'Add Animal' button. A 'Clear' button is also present at the bottom left. A 'Lock Record' checkbox is at the bottom right. The footer contains 'Home', 'Contact Us', and 'Sign Out' links.

License - New

Person: Aqua Mann

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056920926		Inactive	Doggie Dog	Dog	Abruzzese Mastiff			New	09/19/2024 06:39:17 PM

Apply Selection

1

Record Count: 1

10 / Page

Search Person Animal Details

Batch License

License Details

Zip Code: 04333 State*: Maine >> City: Augusta City Alias: Augusta

Status*: Current Status Date/Time*: 09/19/2024 06:39PM Cancel Reason: -- Select -- Record Owner*: user, test

License Issuer*: Maine Animal Welfare Program Reseller*: Pretend Municipality Site*: State of Maine Dog Licensing

License Type*: Dog License - State of Maine Dog I Price*: \$11.00 Length: 1 years Auto-Renew*: Lifetime?: Use Ranges?: Expiration Date*: 12/31/2025

Range*: -- Select -- License #:

Created Date/Time	By	Last Updated Date/Time	By
09/19/2024 06:39 PM	TestUser	09/19/2024 06:39 PM	TestUser

License Notes

Complete license details. Some details will autofill from the previous

Select the correct municipality as Reseller

Select the correct license type, and 1 year for length. The expiration date will autofill to the end of the current licensing year (starting in October it will be for the next calendar year),

Use the drop-down to show the ranges assigned to your municipality. Add the correct tag number, a 2 digit year prefix will appear.

Maine does not have auto-renew or lifetime licenses.

Scroll down to enter rabies vaccine information

Rabies vaccine defaults have been updated so that when entering the vaccine, you only need to enter:

1. The date the animal was given the vaccine (by the vet) in the Status Date/Time field, and
2. Choose Rabies-1 year or Rabies 3-year vaccine.

The Re-vac date will be entered automatically based on your vaccine date entry and your choice of 1-year or 3-year Rabies vaccine.

If the vet gave a tag, please enter the number in the Pet ID number section with the vets name and phone number.

Click ADD VACCINATION at the bottom right of the section.

The screenshot shows a 'Vaccination Details' form with the following fields and annotations:

- Status Date/Time***: 10/09/2024 11:18AM (circled in red)
- Vaccine***: Rabies Vaccine- 1 (circled in red)
- Re-Vac Date**: 10/09/2025 11:18AM (circled in red)
- Pet ID Number***: 123 (circled in red)
- Pet ID Type***: Rabies Tag (circled in red)
- Pet ID Issuer**: ABC Veterinarian (circled in red)
- Issuer Phone**: (circled in red)
- Product***: Rabies (R) (circled in red)

Red arrows indicate dependencies: one arrow points from the circled 'Status Date/Time' field to the 'Re-Vac Date' field, and another arrow points from the circled 'Vaccine' field to the 'Re-Vac Date' field. A blue circle is present on the right side of the form.

Scroll to the bottom and click on **Submit License**

Vaccine History

Vaccinations	Type	Vaccination Date	Re-Vacc Date	Pet ID	Pet ID Type	Record #
Rabies 3 Yr		07/12/2024	7/11/2027 7:01:00 PM			M0077779865

Exemptions

Rabies Vaccination

None Lifetime Temporary - Review Date:

Exemption Reason:

Follow-Up

Renewal Notice #1

Renewal Notice #2

Renewal Notice #3

Submit License

Save Details

Clear

Duplicate License

Lock Record

If the animal has a veterinary exemption from rabies vaccination, click **Temporary** and enter a review date at the end of the licensing year. Licenses with this exemption will always show up as Temporary licenses.

Maine does not allow lifetime exemptions, only temporary exemptions with veterinary documentation. **Veterinary Documentation** will appear as the only option for Exemption Reason.

Scroll to the bottom and SUBMIT LICENSE.

Record Count: 1 107 Page

Exemptions

Rabies Vaccination

None Lifetime Temporary - Review Date:

Exemption Reason: *

Follow-Up

Renewal Notice #1

Renewal Notice #2

Renewal Notice #3

Lock Record

[Home](#) [Contact Us](#) [Sign Out](#)

To add a document to the file, Click on FILES Tab– rabies certificate upload is optional!

If you have a vaccine EXEMPTION, the vet exemption letter should be uploaded here.

Add a document name in **File Display Name** (recommend year and what it is)>

View On choose **Animal** dropdown

File Type is **Licensing Document**

File Subtype is Rabies Certificate or Veterinary Documentation, etc

Expiration Date is when the rabies revaccination date is or the end of the licensing year for exemption documents

Choose your file> Click ADD

Search Person Animal Details Summary Files

File Details

File #	File Display Name*	Category	View On	File Type*	File Subtype*	Expiration Date
NEW	2024 Doggie Dog Rabies C	License	Animal and Person ▾	Licensing Document ▾	Rabies Certificate ▾	07/11/2027 04:14PM  

Pretend Rabies Certificate.pdf

Created Date/Time	By	Last Updated Date/Time	By	Verified Date/Time	Verified By
-------------------	----	------------------------	----	--------------------	-------------

Show Expired Files Lock Record

Home Contact Us Sign Out

After you have ADDED a document, it will appear below, with a green 'File #' next to it.
To view that document, click the **green file number** and then **Download**, and you can download and open the document

Search Person Animal Details Summary **Files**

File Details

File # **File Display Name*** Category View On **File Type*** **File Subtype*** Expiration Date

NEW License --Select-- -- Select -- -- Select --  

No file chosen

Created Date/Time	By	Last Updated Date/Time	By	Verified Date/Time	Verified By
-------------------	----	------------------------	----	--------------------	-------------

<u>File #</u>	<u>File Name</u>	<u>Category</u>	<u>View On</u>	<u>File Type</u>	<u>File Subtype</u>	<u>Uploaded Date/Time</u>	<u>Expiration Date/Time</u>	<u>Uploaded By</u>	<u>Status</u>	<u>Delete</u>
DOC0015719858	2024 Doggie Dog Rabies Cert	License	Person - P0045943462	Licensing Document	Rabies Certificate	07/14/2024 04:24PM	07/11/2027 04:14PM	Ronda Steciuk		<input type="button" value="Delete"/>

1 Record Count: 1 10 / Page

Show Expired Files Lock Record

Home Contact Us Sign Out

Click on the SUMMARY tab

Print the license by clicking **Contract**, then **Print** . The Contract IS the license document.

Make sure the physical tag matches the tag you entered, and tape it to the printed license.

Next, click **Create Receipt** to complete the payment transaction record. YOU MUST CREATE A RECEIPT.

Print Report

License Contract - Jul 12 2024 **Tel.: 207-287-3846**



Test Person
123 Pretend Street
Augusta, Maine 04333 USA

State of Maine Dog Licensing
28 State House Station
Augusta, Maine 04333 USA
animal.welfare@maine.gov

Person ID: P0045943462
Tel:207-555-5555 Ext.

Animal Information			
Animal ID: A0056352632	Name: Doggie Dog	Types: Dog	Gender: Female
ARN:	DOB: 7/12/2022	Breeds: Abruzzese Mastiff/Mix	Altered: Yes
Chip #:	Current Age: 2 y 0 m 0 d	Colors: White/Tan	Size: Extra Large
Type:	Age Group: Adult (6mo-8yr)	Pattern:	Weight: 122.00 pound

License Number	License Type	Issuer	Price	Late Fee	Issue Date	Length	Expire Date
XYZ123	Dog License- Altered	State of Maine Animal Welfare Program	\$6.00		07/12/2024	1 year(s)	12/31/2024

Rabies Vaccination	Vaccination Date	Revaccination Date	Provider
Rabies 3 Yr	07/12/2024	07/11/2027	

Lot #	Lot Expiration Date	Manufacturer	Product
1234XAR	01/24/2025	Generic	Rabies (R)

Mix	XYZ123	Dog License- Altered	Temporary	07/12/2024 05:11:28 PM
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Record Count: 1 10 / Page

Augusta, 04333, ME, United States (Home)

Person View Report

Create Receipt
Contract
Animal View Report

Medical Documents --

Colors: White/Tan

Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

The Person's info will autofill and the license will autofill as a receipt item.

Other possible receipt items are 2024 License, Late Fees, or a Dangerous dog sign. Use the "Item Name" drop-down and "Add" to add items.

The license will autofill on the receipt when you select the animal. Scroll down until you see today's license.

This is not a receipt

Person Detail

Person ID: P0045943462

First Name*: Last Name*: Primary: Phone Number*: Phone Ext.: Phone Type*:

Country: Street Address*: Apt./Unit:

Zip Code: State*: City: City Alias: Address Type*: Do Not Mail:

Jurisdiction: County: Primary: Email Address: Email Type: Do Not Contact:

Animals on Receipt

Select	Animal ID	Name	Species	Primary Breed	Delete From Receipt
<input type="button" value="Select"/>	A0056352632	Doggie Dog	Dog	Abruzzese Mastiff	<input type="button" value="Delete"/>

Receipt Items

Site: Animal Type: Age Group:

Item Type: Category: UPC Code:

IRN#:

Item Name*	Unit Price	# of Units	Animal ID
<input type="text" value="-- Select --"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="A0056352632"/> or <input type="checkbox"/> not for an animal

Discount % Discount Amount Discount Reason

Select your municipality's **Cash Drawer** (this should be a default setting for each user- contact us if it is not!) Choose the correct form of payment and enter the amount paid, and the balance (in red) will zero out. You cannot process a credit card through this system; this is for documentation only. *Use your municipality's credit card system.* If payment is by check, you may add the check number in the **Reference** section Add any note you wish to add on the **Receipt Notes** and click **Submit Receipt**

Edit	Dog License- Altered	A0056352632	\$6.00	1	0	\$0.00	0	\$0.00	\$6.00	<input type="checkbox"/> Delete
Delete										

Payment Details

Site: **Cash Drawer***: Closing #: Closed Date/Time

Total Current Receipt: Receipt Date: Receipt By: Reference:

Cash Paid: Check Paid: Debit Paid: Credit Card Paid: Type:

Gift Card #: Gift Card Type: Gift Card Paid: Voucher #: Voucher Type: Voucher Subtype: Voucher Paid:

Change Given: Previous Balance: Balance:

Receipt Notes

Template:

sms.petpoint.com/sms3/EmbeddedReports/ReceiptPrint.aspx?SendPaymentLink=yes&ReceiptID=28127204&O...

Email
Print Report
Send Link

Receipt Jul 12 2024 Tel: 207-287-3846



Test Person
123 Pretend Street
Augusta, ME, 04333, USA

State of Maine Dog Licensing
28 State House Station,
Augusta, Maine, 04333, USA
animal.welfare@maine.gov

Person ID: P0045943462
Tel: 207-555-5555

Cash Drawer Old Orchard Beach Dog Licenses

ReceiptID: 28127204	Create Date: 07/12/2024 08:29:00 PM
Created By: rsteciuk	Print Date: 07/12/2024 08:43:31 PM
Closing #:	Close Date:

Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
56352632		Doggie Dog	Dog	Abruzzese Mastiff	F	White		

Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax	Item total
	Dog License- Altered	56352632	\$6.00	1		0.00% \$0.00	\$6.00	0.000% \$0.00	\$6.00

Totals	Total Discount	Subtotal	Total Tax	Total Due
	\$0.00	\$6.00	\$0.00	\$6.00

Reference:	
Cash:	\$0.00
Check:	\$0.00
Debit:	\$0.00
Credit Card:	\$6.00
Credit Card Type:	Visa

Gift Card Paid:	\$0.00	Total Due:	\$6.00
Gift Card Type:		Total Paid:	\$6.00
Gift Card #:		Change Given:	\$0.00
Voucher Paid:	\$0.00	Previous Balance:	\$0.00
Voucher Type:		Balance:	\$0.00
Voucher #:			

Receipt Notes

Click **Print** for a paper copy

Click **Email** if you entered an email in their person record

Send link will not function with this database.

State of Maine

Dog Licensing Database:

Licensing additional dogs in same household



Click on **Licensing**> **Add License**

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo with the tagline "A 24Pet Company". To the right is a search bar with a magnifying glass icon and the text "Search". In the top right corner, there are icons for a notification bell, a refresh arrow, a location pin, and a user profile. Below the search bar is a navigation menu with the following items: "Edit", "PPTN", "Licensing", "Finance", "Reports", "Admin", and "Support". A "Learn More" button is located on the far right of this menu. The "Licensing" menu item is circled in black, and a dropdown menu is open below it, containing the following options: "Search/Edit License", "Search License Range", "Add License", and "License Queue". Below the navigation menu is a blue header bar with a home icon on the left, a search bar with a magnifying glass icon and a question mark icon, and two green circular buttons with a plus sign and a refresh icon on the right. Below the blue header bar is a filter bar with the following filters: "Animal(32)", "Person(0)", and "Agency(0)", each with a green edit icon. Below the filter bar is a table with the following columns: "ID", "First Name", "Last Name", "Phone", "Email", "Address", "Unit", "City", and "State/Province". At the bottom of the page, there is a footer with the PetPoint logo, the text "BROUGHT TO YOU BY Pethealth", and a copyright notice: "© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license." Below the copyright notice is the date and time: "Tuesday, July 09, 2024 4:27:29 PM".

Find your owner by searching Last 10 or entering their name.

The screenshot displays the PetPoint Data Management System interface. At the top left is the PetPoint logo, labeled "A 24Pet Company". To its right, the system name and version are listed: "PetPoint Data Management System - Enterprise USME68 - Maine Department of Agriculture, Conservation & Forestry-Animal Welfare Program". A "quick search" bar is located in the top right. Below the header is a navigation menu with tabs for "Edit", "PPTN", "Licensing", "Finance", "Reports", "Admin", and "Support". The main content area is titled "License" and contains a "Person" search tab. The "Person Search" section includes a "Person Search Criteria" dropdown menu, which is currently open, showing options: "Name", "Person Number", "Identification", "Phone Number", "Address", "Case Number", "Case Reference #", "Last 10", "Email Address", and "Association". The "Last 10" option is highlighted. To the right of the dropdown are input fields for "First:", "Middle:", and "Last:". A "Find" button is highlighted with a red arrow, and a "Clear Person Search" button is next to it. A "Create New Person" button is located at the bottom left of the search area, and a "Clear" button is at the bottom left of the page. A "Lock Record" checkbox is at the bottom right of the search area. The footer contains links for "Home", "Contact Us", and "Sign Out".

When you land on this page, confirm that this is your person and select the ANIMAL tab. If it is not your person, select the Person Search tab in blue to search again or find the Create New Person option.

License - New Person: Pretend Person

Search **Person** Animal

Person # **P0046112283** Person Info **Pretend Person**

Print: -- Documents -- Person View Report

Jump To: -- Intake -- -- Outcome -- -- Finance -- -- Other --

Person Search **Express** Details Contacts Memos Profiles Petango Application Related Persons Files

Person Express

Person ID	Salutation	First Name*	Middle	Last Name*	Suffix	Date of Birth	Gender
P0046112283	-- Select --	Pretend		Person	-- Select --		--Select--
ID Number	ID Type	ID Issuer	ID Issue Date	ID Expiry			
	-- Select --						

Address No Addresses

You will land on a page that may only show the dog that you already entered. This occurs when there is only one other dog.

If there are 2 or more it will give a listing of dogs to choose from or allow you to create another.

If only one other dog, click the BLUE ANIMAL SEARCH TAB

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124626		Inactive	Pretend Guys dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:18:13 PM

Apply Selection 1 Record Count: 1 10 / Page

Search Person **Animal** Details

Animal ID's: A0057124626
Animal Info: Inactive Licensing
Location Info: Pretend Guys dog - Dog Female - Adult (6mo-8yr)
Abruzzese Mastiff - Apricot
2 y 0 m 0 d, DOB: 10/21/2022, Altered: Yes, Size: Small
Bitten: No Bite History, Danger: No

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- Animal View Report

Jump To: -- Intake -- -- Edit -- -- Care/Services --

Animal Search Express Details Photos/Videos Profile Memos Identifications Vouchers/Waivers Holds Stage/Location Files

Animal Details

Animal #	Reference #	Name	Type*	Species*	Primary Breed*	Purebred	Secondary Breed*
A0057124626		Pretend Guys do	Dog	Dog	Abruzzese Mastiff	<input type="checkbox"/>	Mix
Age: 2 y 0 m 0 d	Est. Birthdate	Age Group*	Gender	Spayed/ Neutered	Size*	Weight	
2 years	10/21/2022	Adult (6mo-8yr)	Female	Yes	Small	0	-- Select --
Animal Condition*	Asilomar Status	Primary Color*	Secondary Color	Color Pattern	Bitten Status*		
UNKNOWN	-- Select --	Apricot	-- Select --	-- Select --	No Bite History		

Once you are in the Blue Animal Search tab, you can select “Create Another Animal” to create the second dog for licensing.

Selecting “Duplicate Selected Animal” will create an identical dog record (i.e., same name, same breed, age, etc), and you will need to update that information on the next screen.

The screenshot displays the 'Animal' tab in a software interface. At the top, there are tabs for 'Search', 'Person', 'Animal', and 'Details'. Below these, there is a summary section for an animal with ID 'A0057124626', status 'Inactive Licensing', breed 'Abruzzese Mastiff - Apricot', and age '2 y 0 m 0 d'. There are also options to print or jump to different sections. Below this is a search criteria section with fields for 'Owner Name', 'First Name', and 'Last Name', and a 'Fuzzy Search' checkbox. A table of search results is shown below, with one record for the animal. At the bottom, there are buttons for 'Create New Animal' (highlighted with a red box), 'Duplicate Selected Animal' (pointed to by a red arrow), and 'Clear Animal Search'. A 'Clear' button is also present at the very bottom.

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern 1	On Hold	Memo	Location	Sub Location
<input type="checkbox"/>	A0057124626	Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Pretend Guys dog	10/21/2022	F	Y	Apricot			No	No		

Once you have entered the information for the second dog, click ADD ANIMAL at the bottom of the page.

The screenshot shows a web form for adding a new animal. At the top, there are three columns, each with a text input field, a checkbox for 'Do Not Show on Website', and a 'Delete' checkbox. Below these are three 'Choose File' buttons, each with a green refresh icon. To the right of these are 'Delete Photos' and 'Add Photos' buttons. A blue header section titled 'Identification Express (Optional)' contains fields for Microchip Number, Issuer (dropdown), T-Chip (checkbox), Issue Date (calendar), Collar Type 1 (dropdown), and Collar Color 1 (dropdown). Below this are fields for Pet ID Number, Pet ID Type (dropdown), Issue Date (calendar), Expiry Date (calendar), Collar Type 2 (dropdown), and Collar Color 2 (dropdown). Another blue header section titled 'Stage & Location Express' contains fields for Stage (dropdown), Review Date (calendar), Site (dropdown), Location (dropdown), and Sublocation (dropdown). At the bottom right, there are 'Find', 'Add Animal', 'Save', and 'Clear' buttons. The 'Add Animal' button is circled in red. A 'Clear' button is also present at the bottom left, and a 'Lock Record' checkbox is at the bottom right.

You will then check mark the box from the FIRST (previously licensed) dog and click “REMOVE SELECTION”. (this process is not required after the second dog).

License - New Person: Pretend Person

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124626		Inactive	Pretend Guys dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:29:17 PM
<input type="checkbox"/>	A0057124697		Inactive	Pretend 5 dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:31:26 PM

Apply Selection **Remove Selection** 1 Record Count: 2 10 / Page

Search Person **Animal** Details

Animal ID's: **A0057124626** Animal Info: **Inactive Licensing** **Pretend Guys dog - Dog Female - Adult (6mo-8yr)** Location Info: **Abruzzese Mastiff - Apricot**
2 y 0 m 0 d, DOB: 10/21/2022, Altered: Yes, Size: Small
Bitten: **No Bite History**, Danger: **No**

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- **Animal View Report**

Jump To: -- Intake -- -- Edit -- -- Care/Services --

Animal Search **Express** Details Photos/Videos Profile Memos Identifications Vouchers/Waivers Holds Stage/Location Files

Animal Details

Once you have removed the previous dog, you will click on the Details Tab and proceed with licensing just as you did the first dog.

License - New Person: Pretend Person

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057124697		Inactive	Pretend 5 dog	Dog	Abruzzese Mastiff			New	10/21/2024 06:31:26 PM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal **Details** Batch License

License Details

Zip Code: 04333 State*: Maine City: Augusta City Alias:

Status*: Current Status Date/Time*: 10/21/2024 06:31PM Cancel Reason: -- Select -- Record Owner*: user, test

License Issuer*: -- Select -- Reseller*: -- Select -- Site*: -- Select --

License Type*: -- Select -- Price*: \$0.00 Length: 0 years Auto-Renew*: Lifetime?*: Expiration Date*:

License #*:

Created Date/Time	By	Last Updated Date/Time	By
10/21/2024 06:31 PM	TestUser	10/21/2024 06:31 PM	TestUser

State of Maine

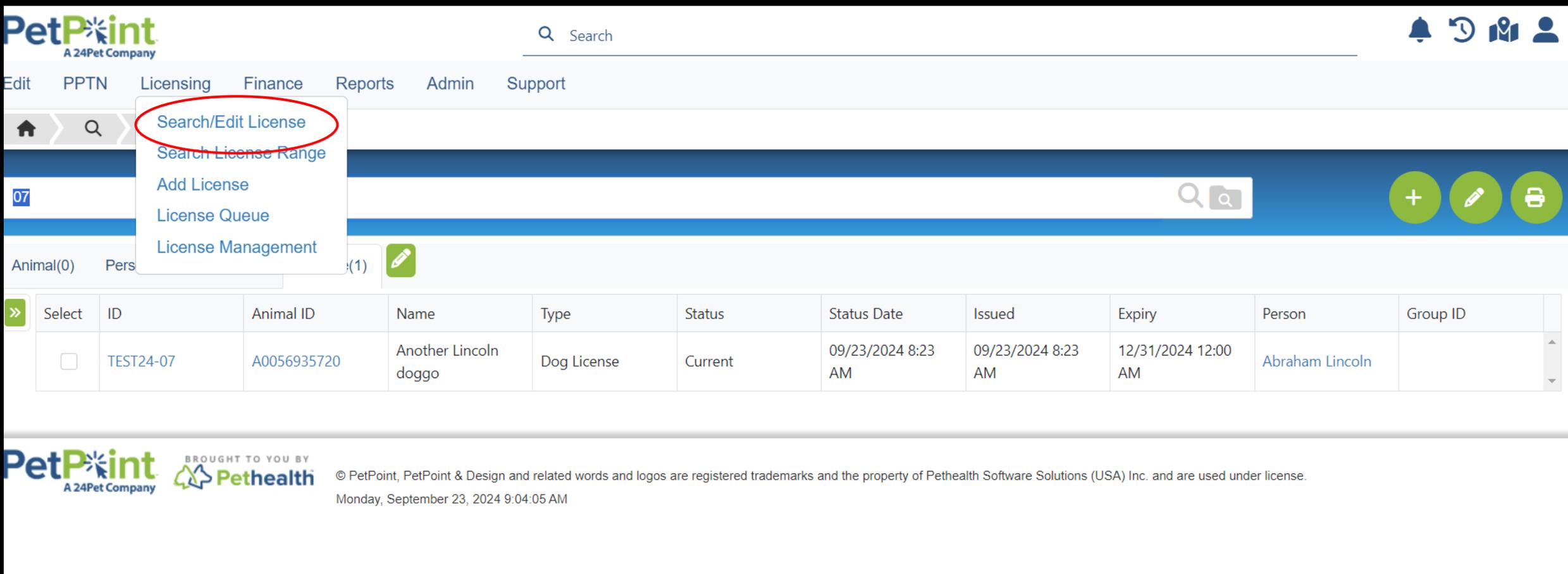
Dog Licensing Database:

License Lookup and other tips



License Lookups:

Can be done from your home screen in the search bar, but are easier under the Licensing tab's "Search/Edit License" option



The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled "A 24Pet Company". A search bar is located at the top center. The navigation menu includes "Edit", "PPTN", "Licensing", "Finance", "Reports", "Admin", and "Support". The "Licensing" tab is active, and a dropdown menu is open, with "Search/Edit License" highlighted by a red circle. Other options in the dropdown include "Search License Range", "Add License", "License Queue", and "License Management". Below the navigation is a search bar with a magnifying glass icon and a folder icon. To the right are three green circular icons: a plus sign, a pencil, and a printer. Below this is a table with columns: Select, ID, Animal ID, Name, Type, Status, Status Date, Issued, Expiry, Person, and Group ID. The table contains one row with the following data:

Select	ID	Animal ID	Name	Type	Status	Status Date	Issued	Expiry	Person	Group ID
<input type="checkbox"/>	TEST24-07	A0056935720	Another Lincoln doggo	Dog License	Current	09/23/2024 8:23 AM	09/23/2024 8:23 AM	12/31/2024 12:00 AM	Abraham Lincoln	

At the bottom left is the PetPoint logo and "A 24Pet Company". To its right is the Pethealth logo with the text "BROUGHT TO YOU BY". At the bottom center is the copyright notice: "© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license." Below that is the date and time: "Monday, September 23, 2024 9:04:05 AM".

License Lookups:

Can be done from your home screen in the search bar, but are easier under the Licensing tab's "Search/Edit License" option. Enter license number, ALWAYS check the "Fuzzy Search" box. Click FIND.

The screenshot displays the 'License' search interface. At the top, it shows 'A 24Pet Company' and '- 2nd Database'. The navigation menu includes 'Edit', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The 'Licensing' tab is active. The search criteria are set to 'License' with a dropdown menu. The search field is labeled 'License #' and is currently empty. The 'Fuzzy Search' checkbox is checked, and the 'Include Related Licenses' checkbox is unchecked. A green 'Find' button is located to the right of the search field. Below the search field, there are buttons for 'Create New License', 'Edit', and 'Renew'. A 'Clear License Search' button is also present. The footer includes the Pethealth logo and the text 'BROUGHT TO YOU BY Pethealth'. The date 'Monday, September 23, 2024' is displayed in the bottom right corner.

Search Criteria: License License # License #: Fuzzy Search Include Related Licenses

Create New License Edit Renew

Home Contact Us Sign Out

BROUGHT TO YOU BY Pethealth

Monday, September 23, 2024

F155
F144
XAZ123
OOB123
247
7

Click on SUMMARY tab.

Contract will show you the license info including pet and owner information

Person View Report will show all the owner's detailed information

Animal View Report will show all the pet's detailed information

License - Edit Person: Abraham Lincoln

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056935720		Inactive	Another Lincoln doggo	Dog	Abruzzese Mastiff/Mix	TEST24-07	Dog License - State of Maine Dog Licensing	Current	09/23/2024 08:23:47 AM

Apply Selection 1 Record Count: 1 10 / Page

Search Person Animal Details **Summary** Files

Person Info

P0046358182 Abraham Lincoln 1 Pretend Street Augusta, 04333, ME, United States (Home) Person View Report

Actions

Jump To: -- Intake -- -- Edit -- Create Receipt

Print: A0056935720 - Another Lincoln doggo - Dog Contract

Print: -- Kennel Card -- -- Documents -- -- Medical Documents -- Animal View Report

Animal Info

[A0056935720](#) Another Lincoln doggo Abruzzese Mastiff/Mix, Colors: Apricot

Dog 2 y 0 m 0 d , DOB: 9/23/2022, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

Female Declawed: None

License - Edit

Person: Abraham Lincoln

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0056935720		Inactive	Another Lincoln doggo	Dog	Abruzzese Mastiff/Mix	TEST24-07	Dog License - State of Maine Dog Licensing	Current	09/23/2024 08:23:47 AM

Apply Selection

1

Record Count: 1

10 / Page

Search Person Animal Details Summary Files

Person Info

P0046358182 Abraham Lincoln 1 Pretend Street Augusta, 04333, ME, United States (Home)

Person View Report

Actions

Jump To: -- Intake -- -- Edit --

Create Receipt

Print: A0056935720 - Another Lincoln doggo - Dog

Contract

Print: -- Kennel Card -- -- Documents -- -- Medical Documents --

Animal View Report

Animal Info

[A0056935720](#)

Another Lincoln doggo Abruzzese Mastiff/Mix, Colors: Apricot

Dog 2 y 0 m 0 d, DOB: 9/23/2022, Spayed/Neutered: Yes, Bitten: No Bite History, Dangerous: No

Female Declawed: None

Adult (6mo-8yr)

Date Source	Size BCS	Animal Condition Asilomar	Medical Status Age Group	Temp. Status Weight	Bitten Danger	S/N Pulse	Temp Resp.
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Adding Memos:

You can add memos to any person or animal. Remember that all info is FOAA-able!

- 1) Find your person by entering name into search bar on home screen
- 2) Click on Person Number
- 3) Click on Memos/Files tab
- 4) Click the green “+” next to Memos
- 5) Choose your memo type
- 6) Enter your memo
- 7) Click save

To view your Municipality's license use, go to your Municipality page and click on reseller tab. At the bottom you will see running totals for your licenses.

PetPoint
A 24Pet Company

Search

Edit PPTN Licensing Finance Reports Admin Support

Home Search Users

G0000359114-Pretend Municipality

+ - Print

Details

Agency #: G0000359114
Name: Pretend Municipality
Type: Municipality
PetPoint Shelter:

Address:
Phone:
☎: 207-555-1212 ✓
Email:
Website:
Status: Active
Issuer: No
Reseller: Yes

Records Memos/Files Members **Reseller**

Reseller

Maine Animal Welfare Program

Date	Prefix	Year	Start #	End #	Suffix	Total Licenses	Total Sold	% Sold	Remaining	Active
09/19/2024	TEST	Exp	1	10		10	9	90.00 %	1	Yes

Additional Training will be posted on the Municipal Resources Page.

Recorded webinars and PDF versions of all trainings will also be posted.

Coming Soon:

- Licensing Municipal Kennels
- End-of-month reports, submitting payment to AWP
- Advanced user options

Stuck?

Community Section of
database

PetPoint Users Network
on facebook

Email

animal.welfare@maine.gov

Set up a Teams
appointment

Danielle.Trask@maine.gov

Connor.Egan@maine.gov

