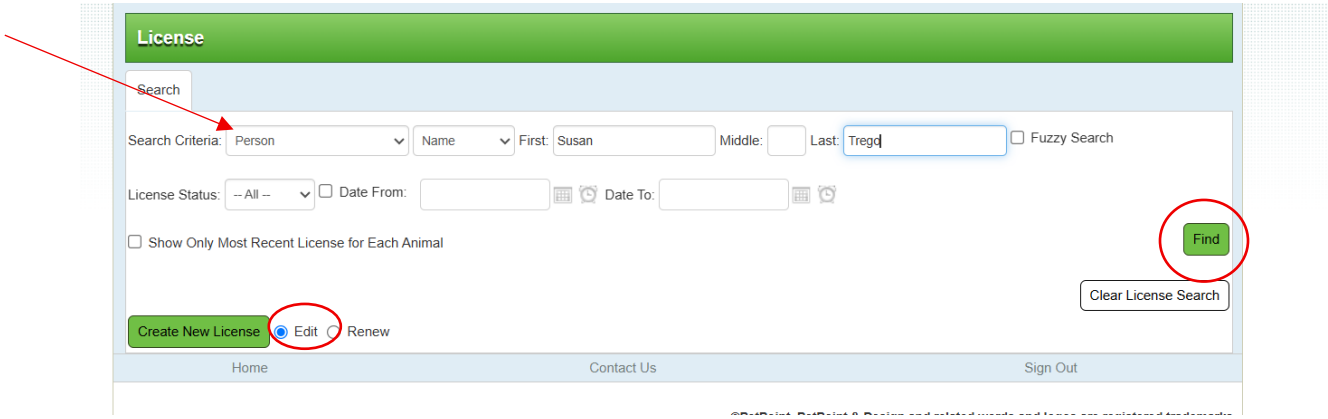
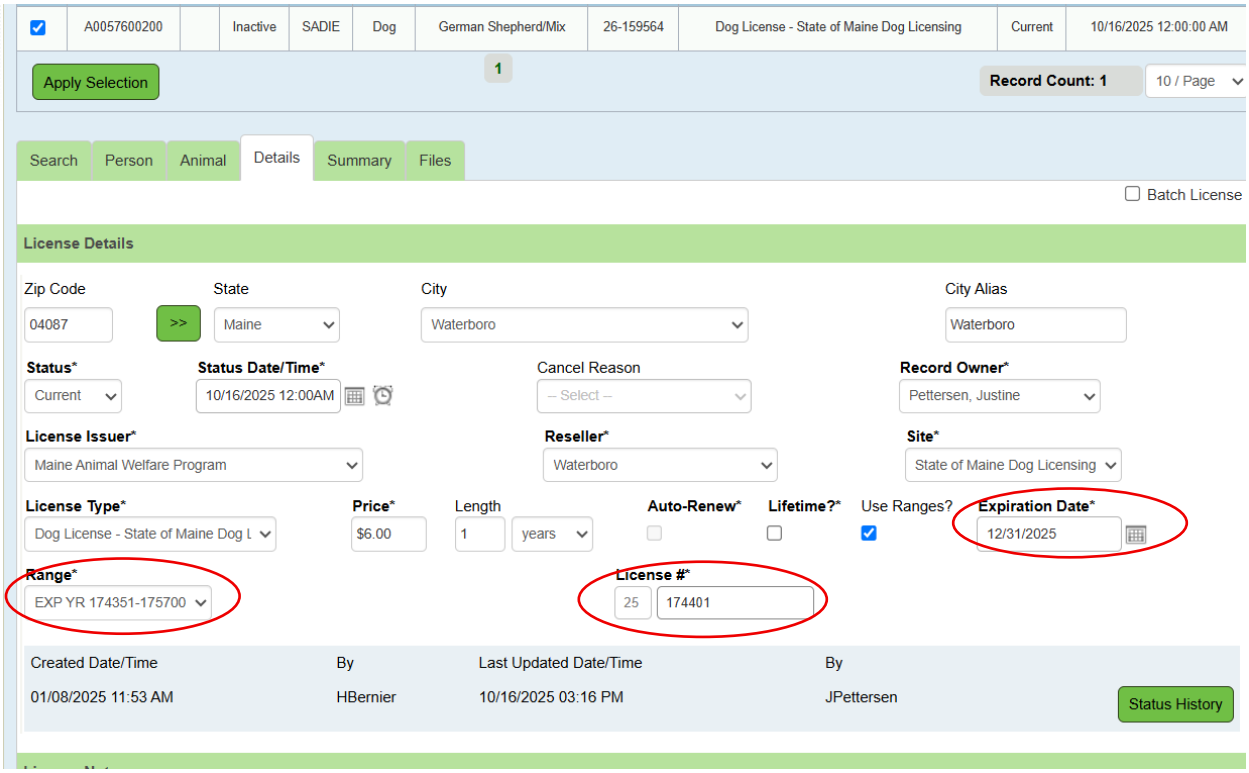
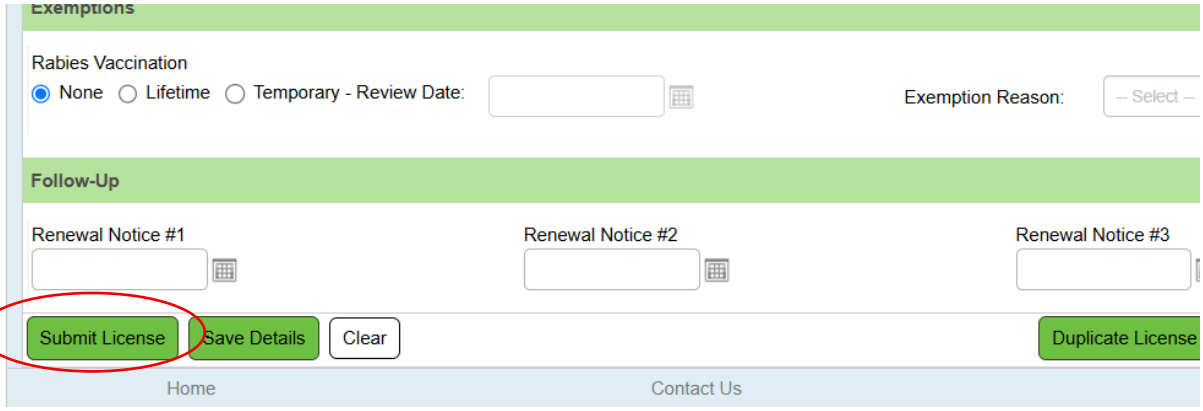
Correcting EDITED BUT NOT RENEWED licenses where you intended to RENEW.

Go to search/edit license and confirm the EDIT button is selected, then find your person by name, address, etc in the Search Criteria. Hit Find.

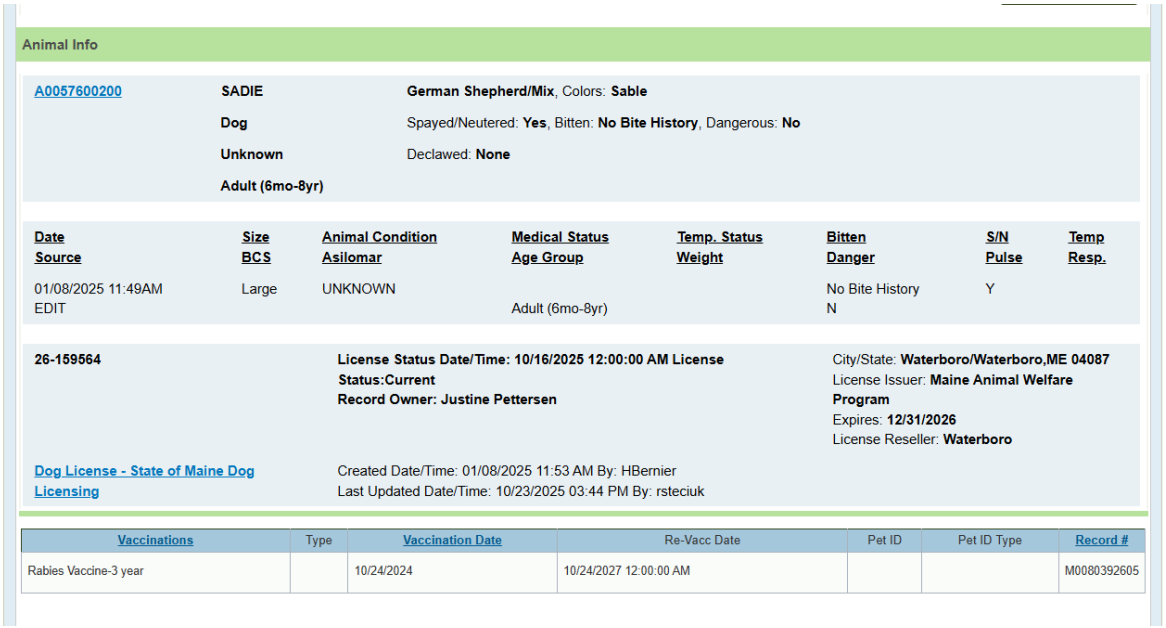


1. On the DETAILS page:
    a. Change the EXPIRATION DATE back to 12/31/25. C
    b. To change the tag back to the 2025 tag number, you will need to change the range in the drop-down box and enter the 2025 tag number. If you don't know the 2025 tag number, you will need to UNCHECK the range box and enter XXX or UNKNOWN for the tag number.
    c. Scroll to the bottom and hit SUBMIT LICENSE

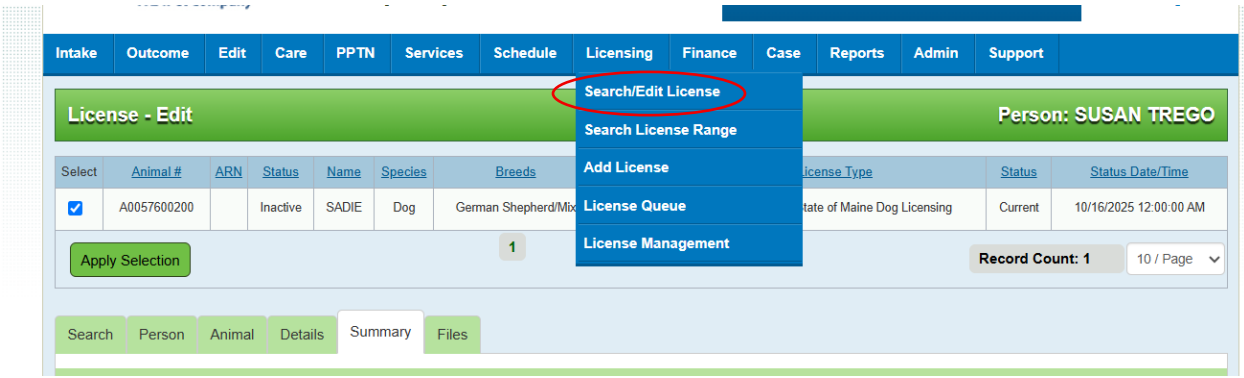




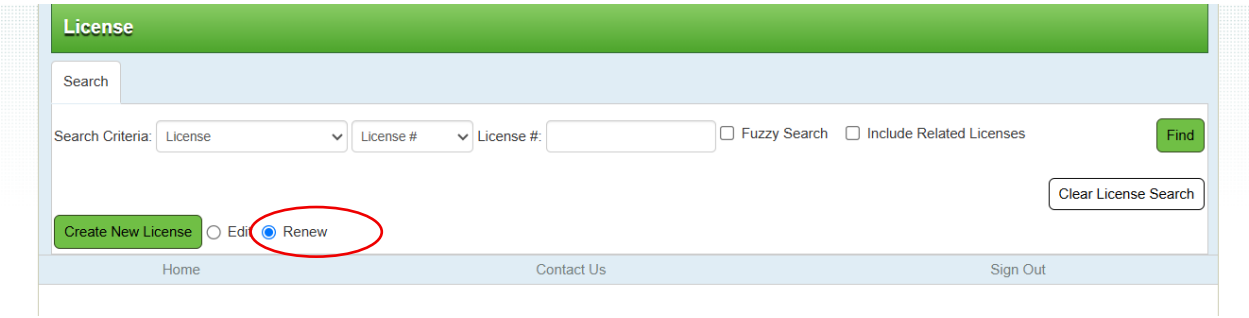
Once you Submit License you will land on the Summary Page. Your 2025 license has been edited to its original expiration date, and the 2026 tag has been removed/2025 has been restored.



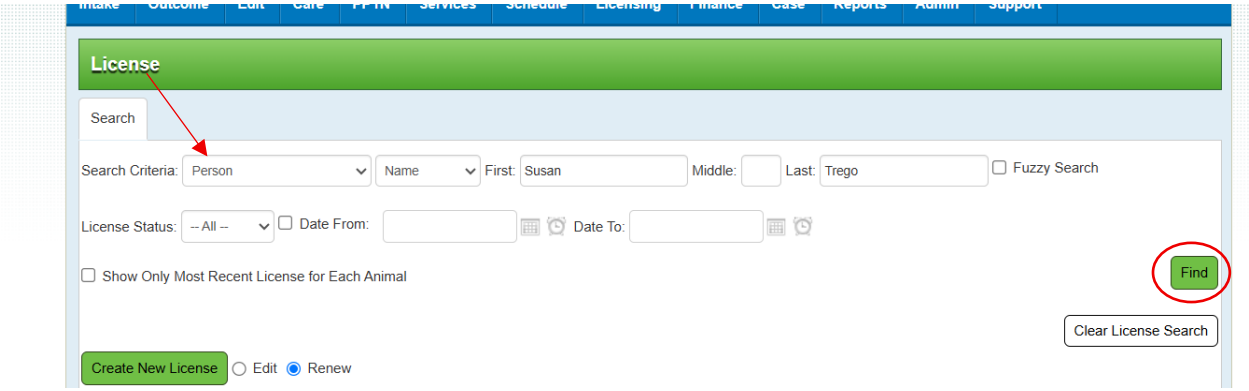
2. You now need to RENEW the 2025 license for 2026. Go back to Licensing > SEARCH/EDIT license at the top of the page.



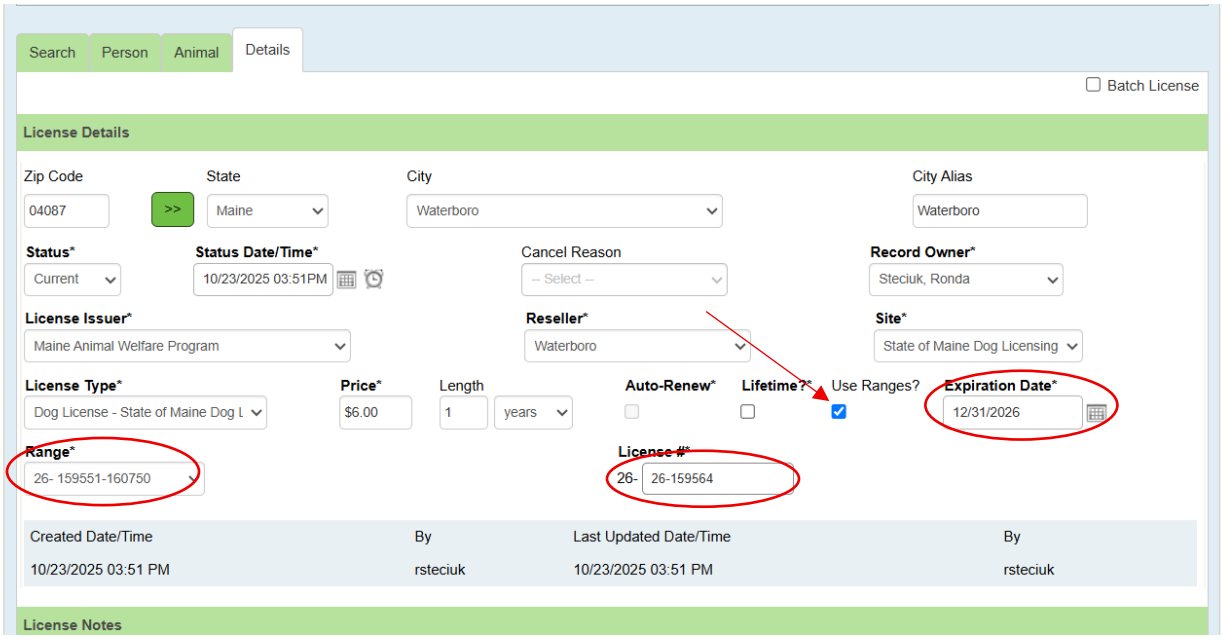
3. **SELECT RENEW** at the bottom left of the page.



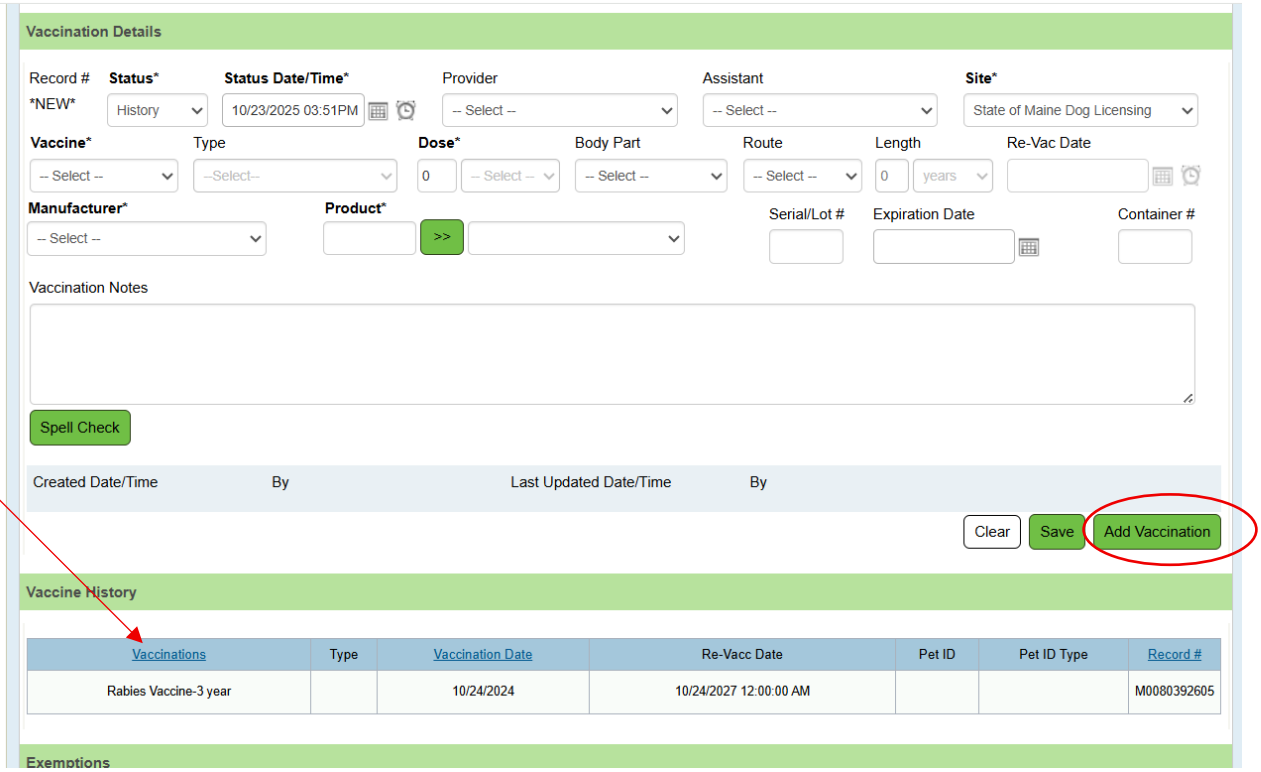
4. Use your search criteria to find the correct license (person info or animal info). Click the green FIND button.



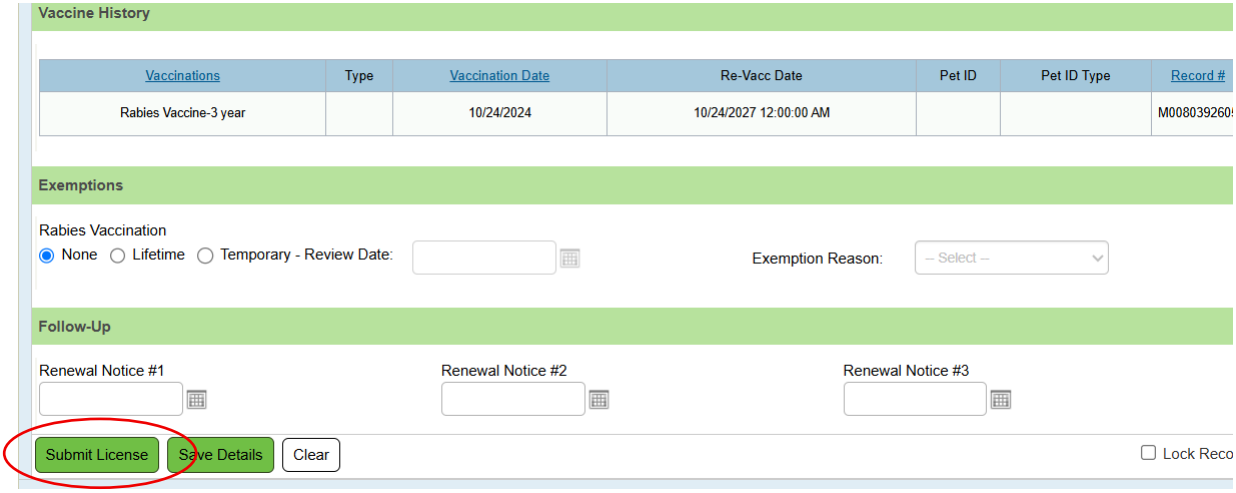
5. On the details tab:
   a. Verify that the expiration date has changed to 12/31/2026
   b. Select your range and enter your 2026 tag number. Note that you might have to uncheck and recheck the range button to update your ranges, or if your page seems "stuck".



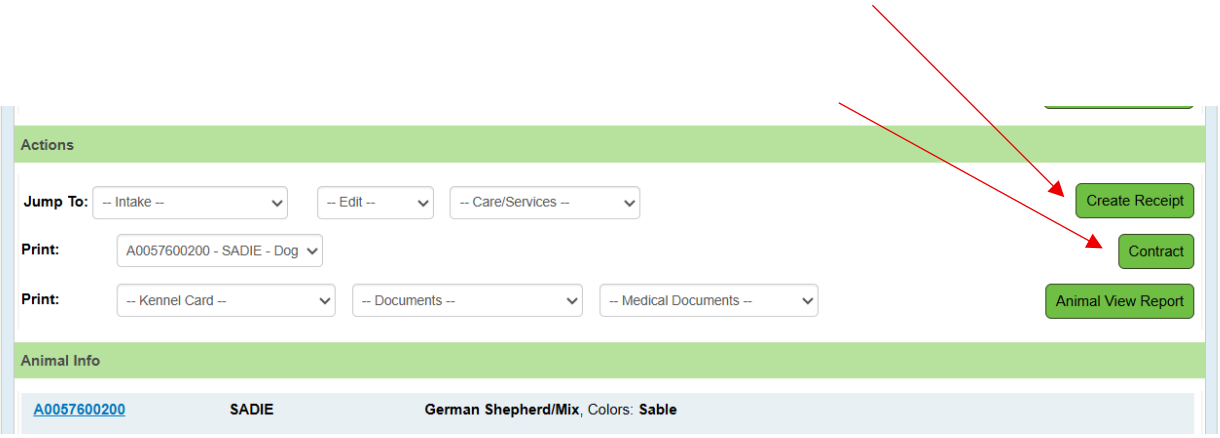
c. c. Scroll down and verify that your rabies vaccine is still valid, OR enter the updated rabies information. If you added new rabies information, be sure to click ADD VACCINATION at the bottom right of the box.



d. Scroll to the bottom and hit SUBMIT LICENSE.



6. Once you submit, you will go to the SUMMARY TAB and print the license contract (if needed) and CREATE RECEIPT. You must create a receipt.



Finally, if you created a receipt when you EDITED you will need to VOID the erroneous receipt. If you have permissions do so, instructions are here https://www.maine.gov/dacf/ahw/animal_welfare/documents/Dog%20Licensing%20Database%20User%20Training%20How%20to%20Void%20A%20Receipt.pdf

If no one in your office has those permissions please email animal.welfare@maine.gov to have them assigned to someone in your office.