

# How to Register your dog via MY CODC – Animals



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CODC has a new dog registration system to make registration work more efficiently and to better integrate with our online services.

## Instructions include:

- How to create a login and associate your dog(s) with your login.
- View your dog.
- Pay dog registration.
- Extra tips and tricks on the new system.

## 1. Creating a login

To be able to view your dog or pay dog registration, a login needs to be created. Here's how it looks:

The screenshot shows the 'My Animals' page on the MY CODC website. The page features a navigation menu at the top with 'MENU', 'DO IT ONLINE', and 'CONTACT'. Below the menu, there are tabs for 'Dashboard', 'Do It Online', 'My Forms', and 'Bills & Payments'. The main content area is titled 'Animals > My Animals' and includes two buttons: 'PAY NOW' and 'NEW REGISTRATION'. Three dog profiles are displayed in a grid:

- Bentley**: Breed: Spaniel, Cocker, Poodle, Miniature; Colour: Black.
- Wilson**: Breed: Retriever, Labrador; Colour: White.
- Rover**: Breed: Collie, Border, Cross; Colour: Brown, White.

Each profile includes a photo of the dog, its name, breed, and color, and a 'VIEW' button.

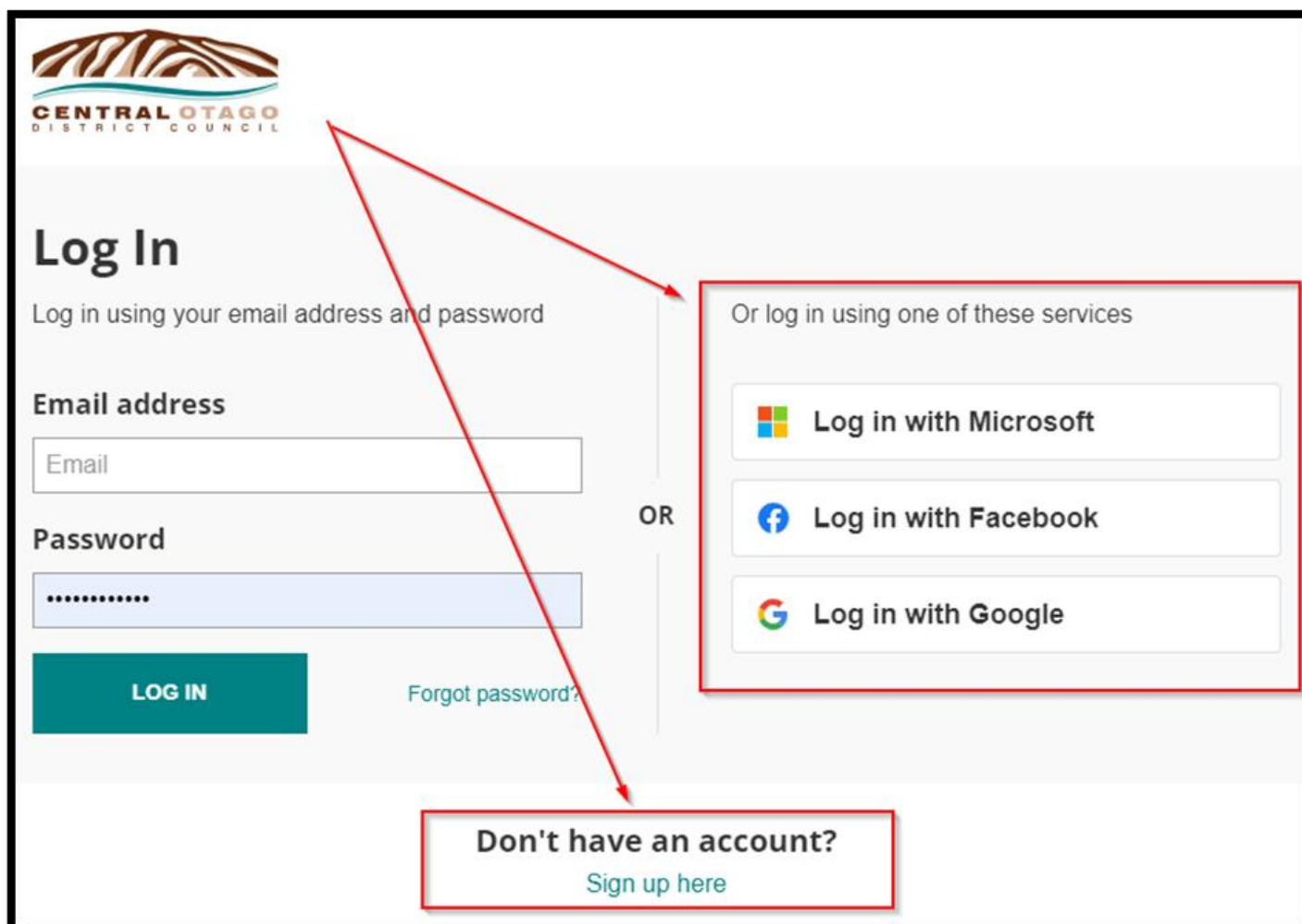
## What you need to do:

- In the process of creating your login (profile) you will need to enter your Dog Owner ID (supplied by CODC) and your date of birth.
- After your login has been created, you will be able to go into the Animals section to check your dog details are correct. If you want to, you can upload a photo of your dog (good quality image is required).

## How to create a login and associate your dog(s) with your login:

To be able to view your dog or pay dog registration, a login needs to be created. In the process of creating your profile you will need to enter your Dog Owner ID (supplied by CODC) and your date of birth – this will then validate against the records we hold at CODC.

Go to the Council website: <https://www.codc.govt.nz/>



# Sign Up

Sign up using your email address and password

Email address


Password

Confirm password

By signing up, you agree with our [terms of use](#) and [privacy policy](#)

**SIGN UP**

Or sign up using one of these services

 Sign up with Microsoft

 Sign up with Facebook

 Sign up with Google

OR

Already have an account?

[Log in here](#)

This is the criteria for the password you create:

Your password must have:

- ✓ Minimum 8 characters
- ✓ Cannot contain password
- ✓ At least one digit
- ✓ At least one uppercase character
- ✓ No more than 2 same characters in a row
- ✓ Passwords must match

# Enter Security Code

A 6 digit code has been sent to your email address [redacted] Once the email arrives please enter the code it contains in the box below to complete the sign up process.  
If the email does not arrive press the resend email verification button below to send another email.

Enter the code from the email

COMPLETE SIGN UP

RESEND EMAIL VERIFICATION

## Sample email with the code:

Complete sign up process for Central Otago District Council



[redacted]  
To: [redacted]

Please complete the sign up process for your Central Otago District Council account by entering the following code on the Enter Security Code screen.

741455

You will then be taken to the register new user screen.

Make sure you click Yes to associate dog(s) and add in the Dog Owner Number and **Owner Date of Birth** – (DD/MM/YYYY)

MENU DO IT ONLINE CONTACT

Dashboard Do It Online My Forms Bills & Payments

My Profile > Complete Profile

### Register new user

Profile - Associate with dog(s) 2 Profile - Details

\* - indicates required field.

Welcome to CODC online services

Do you want to associate dog(s) with your profile \*

Yes  
 No

Dog Owner Number \*

Owner DOB \*

DD/MM/YYYY

NEXT

## Continue with your details...

### Register new user

Profile - Associate with dog(s) Profile - Details

\* - indicates required field.

Confirm your details.

Registration Type \*

As an Individual  
 As a Business


First Name \*

Surname \*

Email address \*

Daytime phone number \*

Mobile phone number

Postal address \* 

Type an address here

Can't find your address? Enter it manually

BACK SUBMIT

Please note - the email address you create in your profile **is not linked to Council systems**, during the profile creation you will be shown the Council Communication email (this is the email your dog registration will go to).

If you want to change your email with CODC – [Update Your Email Address](#)

## You have now created your login/profile.

The next page shows you how to view your dog(s) details.

## 2. View your dog(s)

The screenshot shows the top navigation bar of the Central Otago District Council website. On the left is the council logo and a 'MENU' button. On the right are 'LOG IN', 'DO IT ONLINE ^', and 'CONTACT' links. A red circle with the number '1' points to the 'DO IT ONLINE ^' link. Below the navigation bar is a 'Top tasks' section with two columns of links. A red circle with the number '2' points to a teal banner on the right that says 'Get it done online.' and contains a 'VIEW ALL ONLINE SERVICES →' button.

MENU LOG IN DO IT ONLINE ^ CONTACT

**Top tasks**

- Alcohol Forms
- Email Opt-In
- GIS Maps
- Pay rates or LIM
- Property File Digitisation Request
- All Building Forms
- General Feedback
- Pay an invoice (debtor)
- Pay water bill
- Resource Consents

**Get it done online.**  
Pay your rates, apply for consent, register your pet and more.  
VIEW ALL ONLINE SERVICES →

The screenshot shows the 'Do it online' section of the website. It features a heading 'Do it online' and a sub-heading 'Get it done online. Select a category below.' Below this are six category cards: Alcohol, Animals, Building, Cemeteries and Parks, Events, Bookings, and Food, Health, Trade. The 'Animals' card is highlighted with a red box and a red arrow pointing to it from the top right. The 'Animals' card text reads: 'Pay dog registration fees and fines, notify Council of changes in your registered animals.'

**Do it online**  
Get it done online. Select a category below.

- Alcohol**  
Licences, permits and rules for selling alcohol.
- Animals**  
Pay dog registration fees and fines, notify Council of changes in your registered animals.
- Building**  
Consents, compliance, and inspections. Apply for a consent or book an inspection.
- Cemeteries and Parks**  
Apply for interments, headstones. Advise us of an amendment to a cemetery record, or completion of monumental work. Parks - tree removal, displaying of events banners and event signs, fencing contributions.
- Events, Bookings**  
Apply for a permit to run an event, and operate rides and bouncy castles. Find and book venues, parks, sports fields, pools, leisure centres, and libraries.
- Food, Health, Trade**  
Licences, permits and rules for selling food, fundraising, busking and signs. Health and beauty and other businesses.

## View your dog(s)

The screenshot shows the 'My Animals' section of the website. It features a heading 'My Animals' and a sub-heading 'View, update and register animals'. Below this is a 'VIEW' button. To the right of the 'VIEW' button is a red box containing the text: '\*View your dog(s) Click here to see view, update and pay for your dog registration'. Below this box are two other links: 'Request for replacement dog tag' and 'Update Your Date of Birth'. The 'Request for replacement dog tag' link has a sub-heading and text: 'Request for replacement dog tag If your dog has lost its tag, please contact us to get a replacement'. The 'Update Your Date of Birth' link has a sub-heading and text: 'Update Your Date of Birth Please let us know if your date of birth needs to be updated'.

**My Animals**  
View, update and register animals  
VIEW

**\*View your dog(s)**  
Click here to see view, update and pay for your dog registration

**Request for replacement dog tag**  
If your dog has lost its tag, please contact us to get a replacement

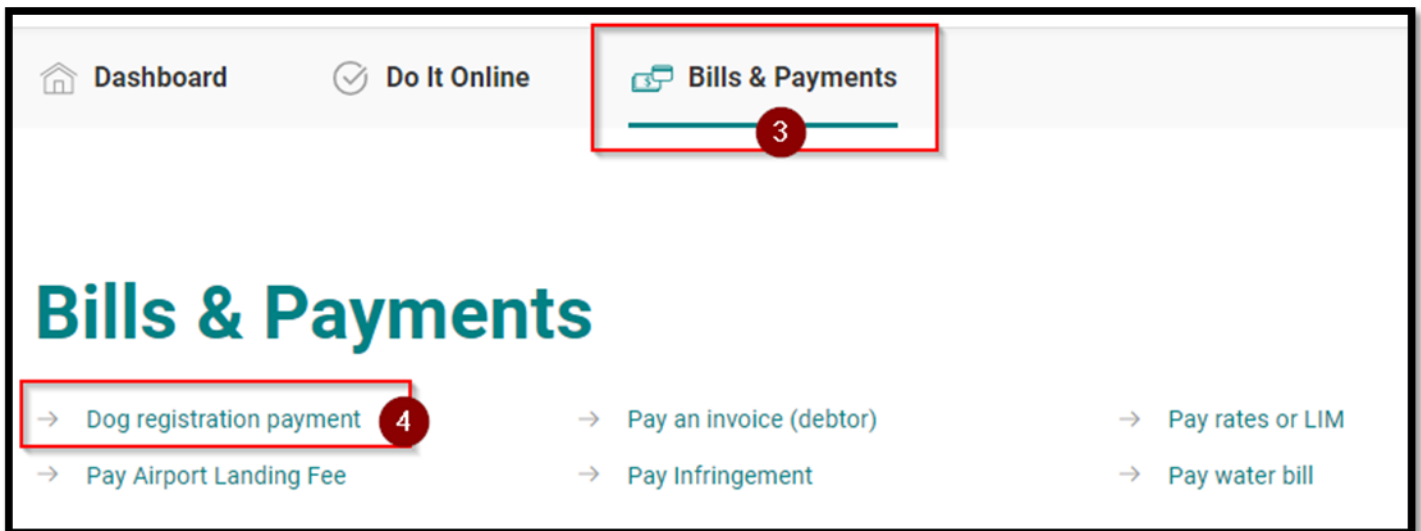
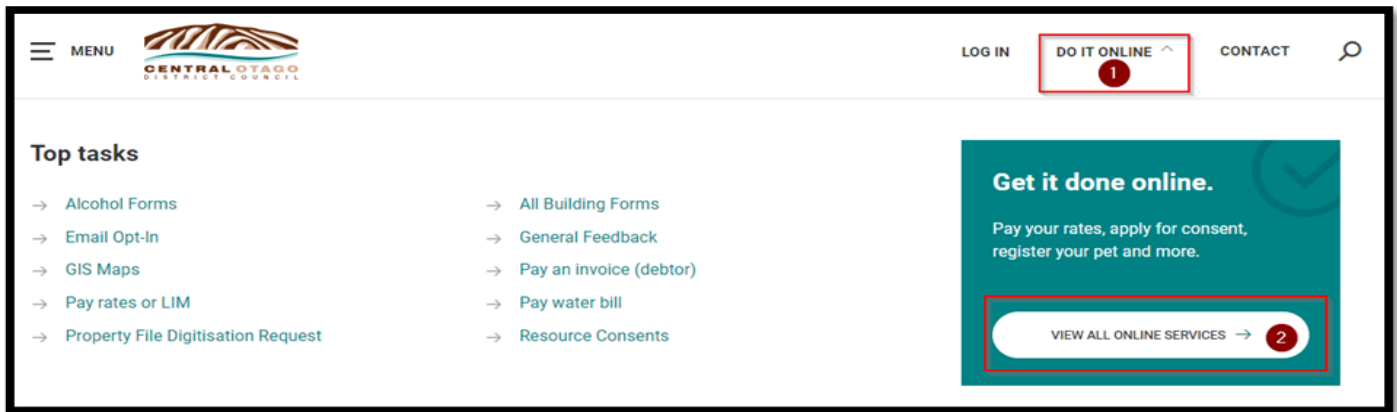
**Register a dog for the first time with CODC**  
All dogs must be registered at the age of three months. If you don't register your dog you could be fined and your dog seized and impounded.

**Update Your Date of Birth**  
Please let us know if your date of birth needs to be updated

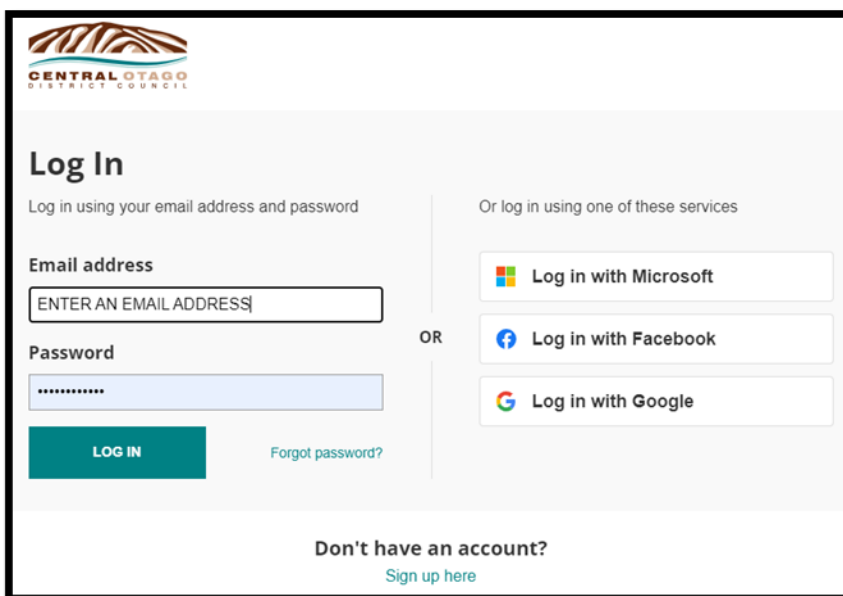
Note - If not logged in, clicking on \*\*View your dog(s), will take you to the login page.

### 3. Pay Dog Registration

Go to our website landing page – Do It Online: <https://www.codc.govt.nz/>

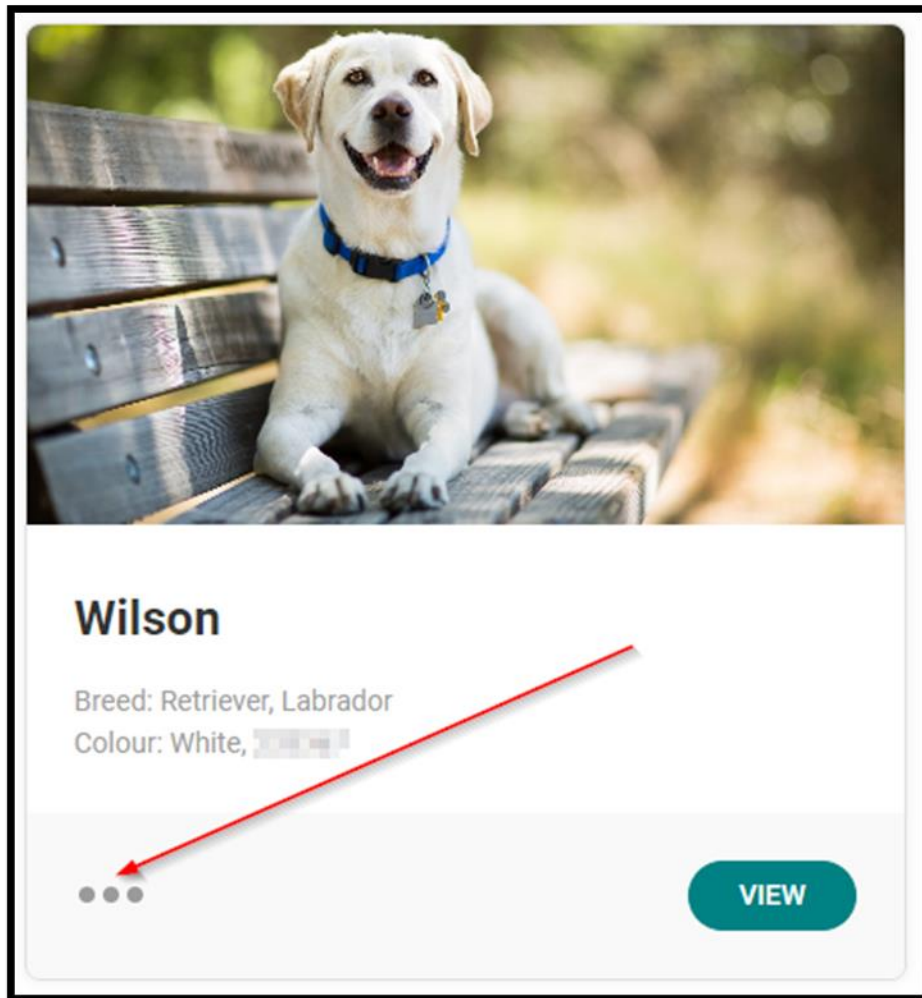


Note - If not logged in, clicking on Dog registration payment, will take you to the login page.




|             |   |
|-------------|---|
| Direct link | <a href="https://mycodc.codc.govt.nz/bills-and-payments">https://mycodc.codc.govt.nz/bills-and-payments</a> |
|-------------|---|

## 4. Extra tips and tricks on the new system



Forms relating to your dog - Click on the three dots.



The  button is where you load a photo of your dog (high resolution photo is required).

## Questions?

Email [info@codc.govt.nz](mailto:info@codc.govt.nz) or ring us on 03 440 0056.