How to Register your dog via

MY CODC – Animals

1 Dunorling Street
PO Box 122, Alexandra 9340
New Zealand

03 440 0056

Info@codc.govt.nz
www.codc.govt.nz

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:

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/
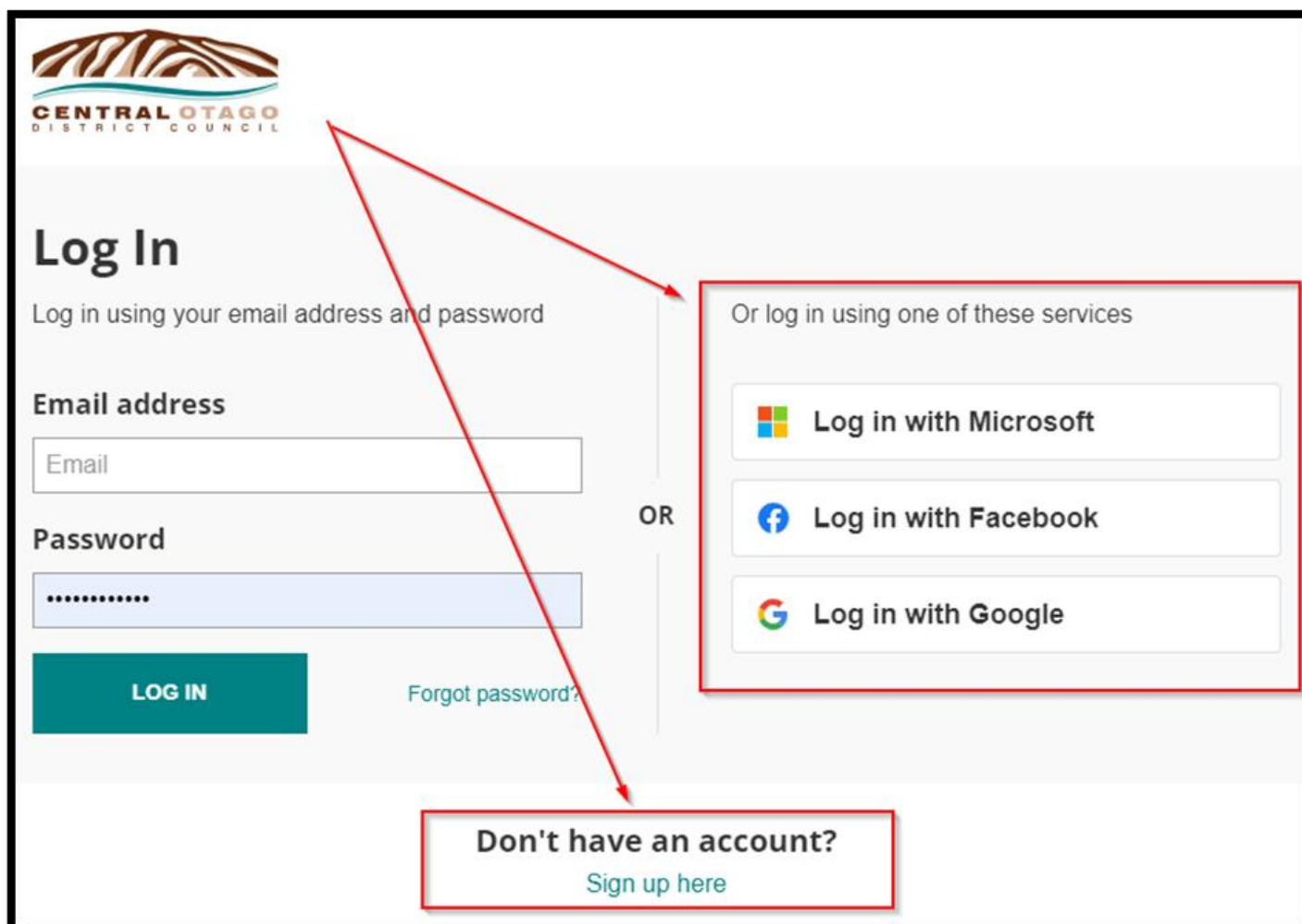
This is the criteria for the password you create:

Enter Security Code

A 6 digit code has been sent to your email address ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ 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

| Code |

COMPLETE SIGN UP   **RESEND EMAIL VERIFICATION**

Sample email with the code:

Complete sign up process for Central Otago District Council

N   To ▓▓▓▓▓▓▓▓▓▓▓▓▓▓

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   CENTRAL OTAGO DISTRICT COUNCIL   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…

Please note - the email address you create in your profile <mark>is not linked to Council systems</mark>, 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)

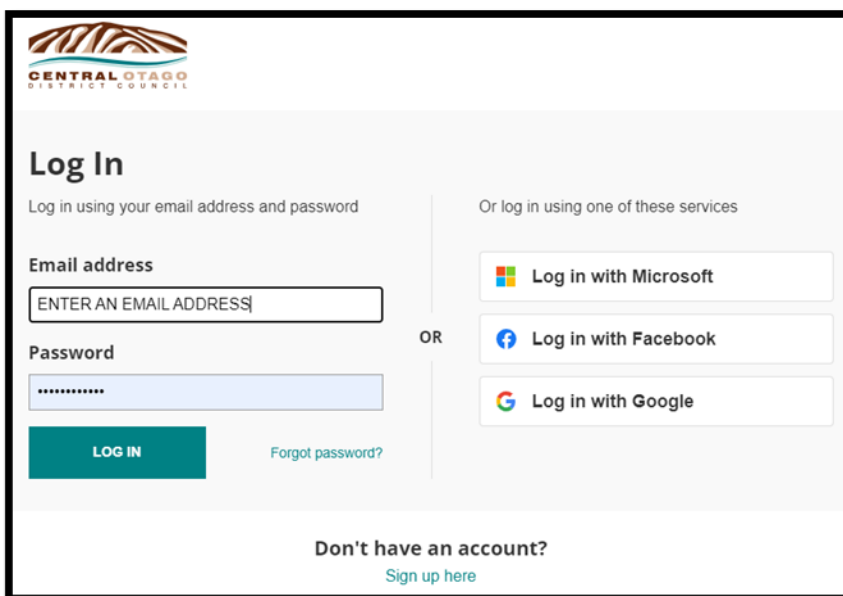## View your dog(s)

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

3. Pay Dog Registration
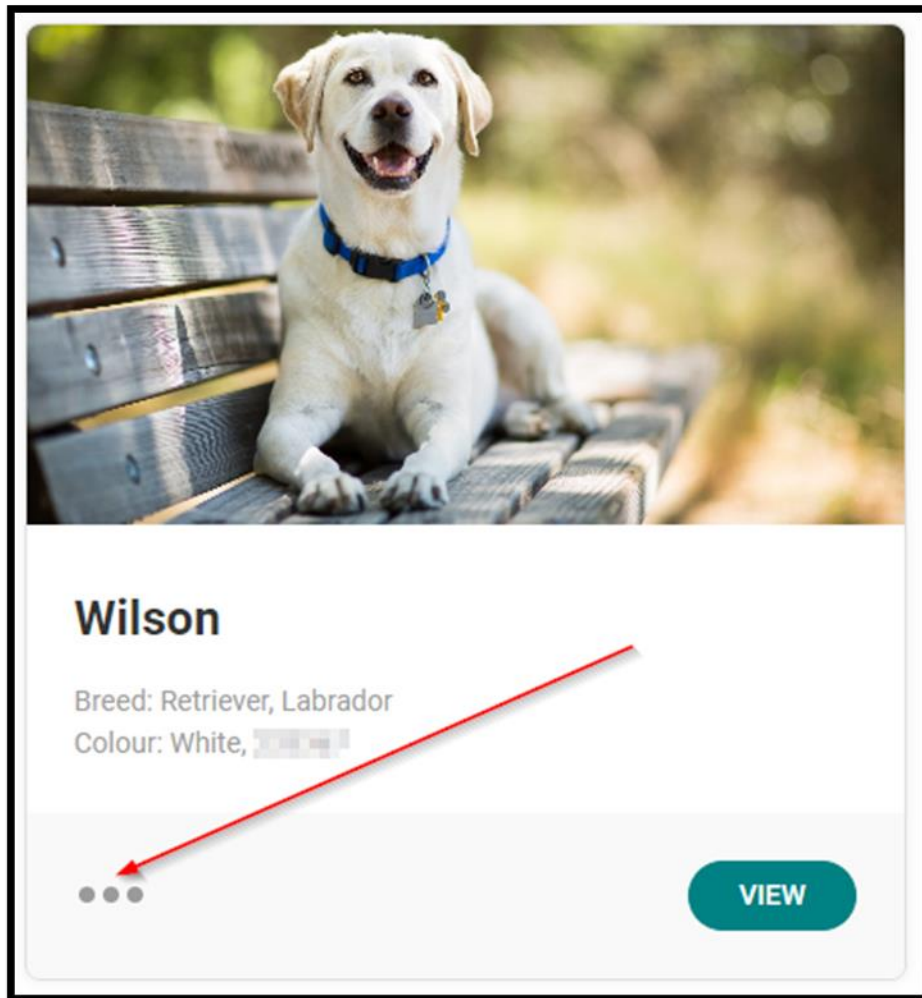
Go to our website landing page – Do It Online: https://www.codc.govt.nz/
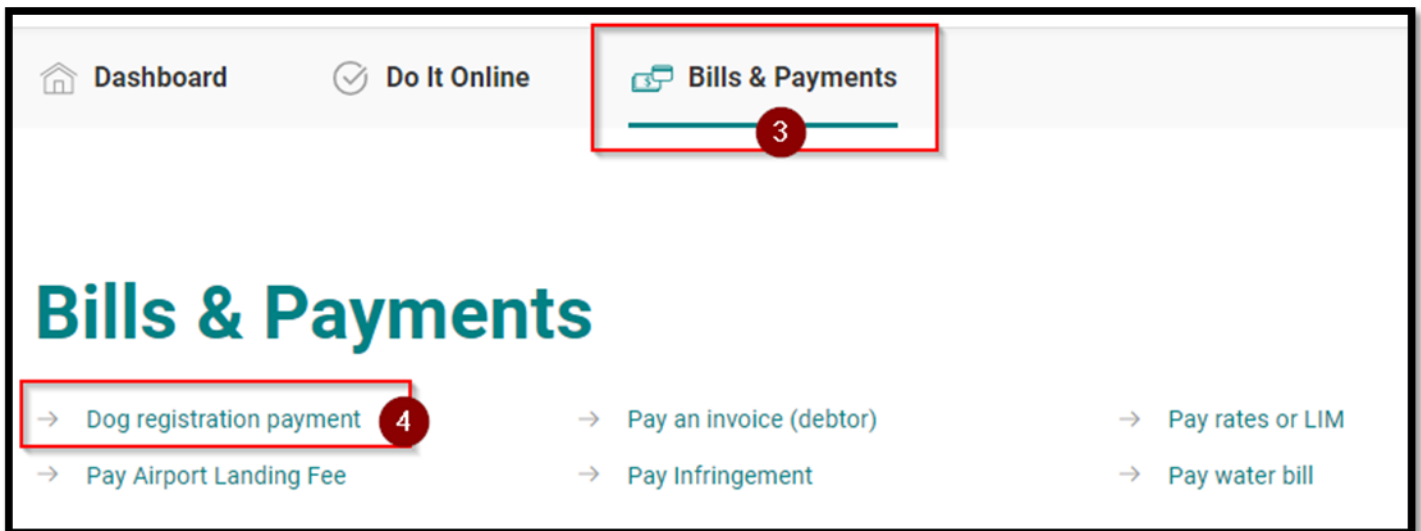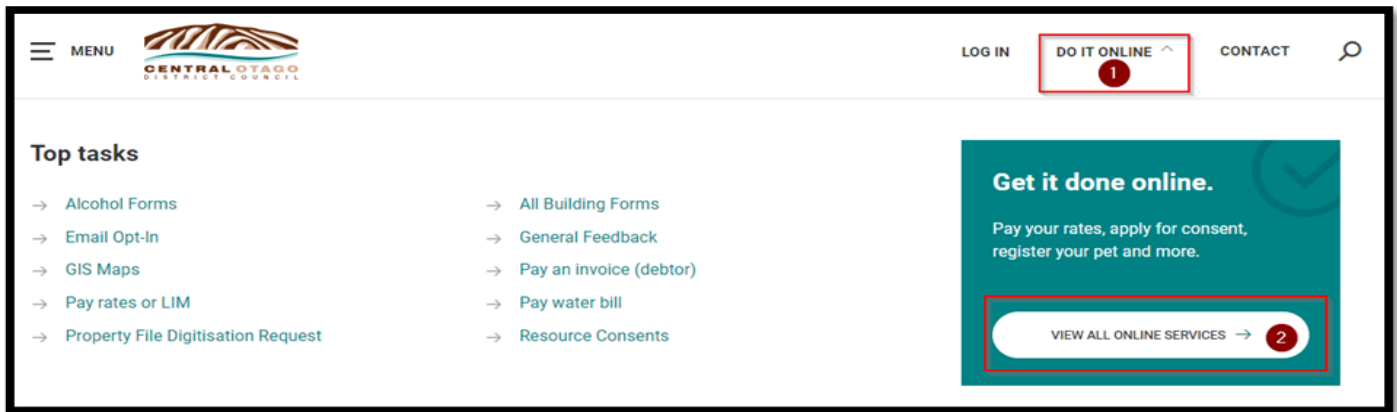
Note - If not logged in, clicking on Dog registration payment, will take you to the login page.

Direct link	https://mycodc.codc.govt.nz/bills-and-payments

4. Extra tips and tricks on the new system

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

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

Questions?

Email info@codc.govt.z or ring us on 03 440 0056.