

Instructions for a new pet registration and licence.

NOTE: For optimum compatibility and user experience please use Google Chrome or Edge. Do NOT use Internet Explorer.

NOTE: If you have an Assistance (Guide) Dog you will have apply in person at our office. 5797 Cowrie Street 2nd floor.

Go to www.sechelt.ca and click on Online Services (Link: <https://my.sechelt.ca/OnlineServices/PetLicence.aspx>). Once there you will have to click on the Register bottom top right.



Fill in the information below:

Register

***Note:** Membership to this site is public. Once your account information has been submitted, you will be granted immediate access to the site and be redirected to the account management page.

Once registered you have the option to link your District of Sechelt Property Tax, Business Licence and Pet Licence accounts to your profile. To ensure security of your data you will need both your account number and secure access code to link accounts.

All fields marked with a red asterisk are required. (**Note:** - Registration may take several seconds. Once you click the Register button please wait until the system responds.)


User Name: *

Password: *

Confirm Password: *

Display Name: *

Email Address: *

Security Code: 
Enter the code shown above in the box below.



Click Register. After you register you will get an email confirmation.

Dear,

We are pleased to advise that you have been added as a Registered User to the District of Sechelt Citizen Self Service Website.

Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: <https://my.sechelt.ca>

Username: |

To link additional services including Property Tax, Pet Licence or Business Licence navigate to account management at [Online Services – Account Management](#) and add your account(s). You will need the access code which can be found on your Property Tax Notice, Business or Pet Licence invoice. This will enable access to your account information.

If you have any questions email us at citizenselfservice@sechelt.ca or phone 604.885.1986.

Thank you
The District of Sechelt
Sechelt Citizen Self Service Team

You will now be logged in now. And should see this in the top right of the screen now with your name. If you do not see that go to the email you received and Click on the email where it says Portal Website Address: <https://my.sechelt.ca>

 Logout -  Michelle Test

Now click on Register New Pet on the left hand side of the page.

Quick Links



Citizen Self Service Home



Property Tax



Home Owner Grants



Business Licences



Renew Pet Licence



Register New Pet



Register Wizard (Register and link existing accounts)












Create new account



District of Sechelt Website

You will see this:

Quick Links

-  Citizen Self Service Home
-  Property Tax
-  Home Owner Grants
-  Business Licences
-  Renew Pet Licence
-  Register New Pet
-  Register Wizard (Register and link existing accounts)
-  Create new account
-  District of Sechelt Website

Welcome to Sechelt's Online Pet Licencing and Renewal!

This online feature will allow you to easily obtain and renew licences for all your pets.

Have your Renewal Notice and your credit card (Visa/MasterCard accepted) with you to complete all the information fields and submit your renewal. New Licences have the option to be picked up at the District Hall, on the 2nd Floor at 5797 Cowrie Street or will be delivered by mail to the address submitted.

All renewals will be mailed a new "perpetual dog licence" tag within 7-10 days.

If you move, change contact information or your pet has been given away or is now deceased please let us know by contacting the District of Sechelt at (604) 885-1986. Additional information on District of Sechelt Dog Licencing fees and regulations is available [here](#).

If you do not have a pet registered with Sechelt, then you must first create a [my.sechelt.ca](#) account [using this link to register](#). Once logged in you will be able to apply for your new dog licence.

Pet License

You do not currently have a Pet Licence Account linked. If you are renewing an existing Pet Licence, please link your Pet Licence Account in your My Profile page. Your account and PIN number can be found on your renewal notice.

Are you Renewing Your Pet Licence?

Yes

No

Then Click NO

No

This will pop up:

Have you ever Licenced a Pet with us?

Yes

No

Click No

No

This screen will appear

Pet License

You do not currently have a Pet Licence Account linked. If you are renewing an existing Pet Licence, please link your Pet Licence Account in your My Profile page. Your account and PIN number can be found on your renewal notice. If you are a new owner applying for a new license, please add a new pet below.

My Pets | Owner Info | **Add New Pet**

Owner Information

Owner Type Single Joint Company

Owner First Last

Property Address

Search Enter a location

Unit #

Street #

Street Name

Direction

City

Province Country AUS

Postal Code

Mailing Address (if different from Property Address)

Contact Information

Phone #

Alt. Phone #

e-Mail

Address

Pet Information

Pet's Name Type DOG

Age (Years) Months

Sex Sterilize

Breed Alredale Terrier

Colour

Chip \ Tattoo #

Tag Delivery Options

Your licence will be processed withIn 5-7 business days.

Mail
Your tag will be mailed within 7-10 business days.

Pick-up 5797 COWRIE ST

Please confirm the accuracy of the above information by clicking on the Continue Button to proceed to the payment screen. Please note that payment must be received in full for your application to be processed.

Continue

Fill out your information and your pet's and then click continue:



It will take you to Sechelt Online Payments and look like this:



Sechelt Online Payments

Please make payment in full – credit cards only are accepted at this point.

If you have any questions or concerns about the amount owing, please contact our office at 604.885.1986 before making any payments. If this payment is to renew your dog licence then a new perpetual licence tag will be mailed to you within 7-10 days.

Please be sure to print a copy of your receipt.

Payment

Payment Details:

Account Type: PL

Owner Name: Michelle Test

Amount (CAD):

Process Payment

Cancel Payment

Click the Process Payment button:

Process Payment

It will ask you to confirm payment. Click OK

Confirm Payment?

Do you want to proceed with the payment
of **\$20.00?**

Next you will see this screen:

Mandatory fields marked by *

Payment Details

Transaction Amount: \$20.00 (CAD)



Order ID: 963_W_8ecbb4b7-1

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Card Security Code*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

Enter your information and click on the Process Transaction button.

Process Transaction

You will get confirmation the transaction was completed and you are finished. If you clicked to mail the tag, the office will send one out and it can take up to two weeks to receive. If you have clicked pick up, you can come by the office anytime to pick up the tag.