

# ANIMAL LICENSING ONLINE INSTRUCTIONS

PLEASE USE ALL CAPITALS WHEN ENTERING INFORMATION!

TO BEGIN THE RENEWAL PROCESS YOU MUST SEARCH ON YOUR NAME **OR** ADDRESS; NOT BOTH  
THE WILDCARD CHARACTER (%) CAN BE USED. IT IS RECOMMENDED THAT YOU USE THE WILDCARD  
CHARACTER (%) BEFORE AND AFTER THE INFORMATION ENTERED.

Home

Citizen Self Service

**Animal License**

Contact Us

## Animal License

If you have any questions regarding your dog license, please contact Dina or Stacy at 330-740-2010 between 8:30am and 4:00pm. You can search by Street name or by Owner name. The wildcard character (%) can be used. Please refer to the Instructions document under the Resources button for ways to search. A \$0.50 SERVICE CHARGE WILL BE APPLIED PER CART.

**Animal Location**

Number

Street name

**Owner Information**

Owner name

**License Information**

Year

Tag

Charge

**Search**

WHEN THE RESULTS ARE RETURNED, YOU CAN CLICK THE DETAILS BUTTON TO VIEW MORE INFORMATION FOR THE SPECIFIED LOCATION

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** One tab is active, showing the URL `https://ess.mahoningcounty...`. Other tabs include "OneSite V 3.0 - Employees Only" and "Mahoning County Emplo...".
- Browser Menu:** Standard menu items: File, Edit, View, Favorites, Tools, Help.
- Page Header:** Tyler Technologies logo on the left. On the right, there are links for "Log In" and "My Cart (0 items)".
- Left Navigation Menu:** A vertical list of buttons: Home, Citizen Self Service, Animal License (highlighted in blue), Contact Us, Search Results, and New Search.
- Main Content Area:**
  - Section Header:** "Animal License Search Results".
  - Actions:** "Modify Search | New Search".
  - Count:** "1 Found".
  - Table:** A table with columns: ID, Owner, City, Address, and a "Details" link.

| ID      | Owner              | City     | Address              |                         |
|---------|--------------------|----------|----------------------|-------------------------|
| 2328112 | ANGELS FOR ANIMALS | CANFIELD | 4750 STATE ROUTE 165 | <a href="#">Details</a> |

THE LOCATION DETAILS SCREEN DISPLAYS A LIST OF THE ANIMAL LICENSES FOR THE LOCATION SPECIFIED. YOU CAN CLICK THE DETAILS BUTTON TO VIEW INFORMATION ON THE SPECIFIC LICENSE, OR YOU CAN CLICK THE PAY BUTTON TO MAKE A PAYMENT FOR A LICENSE. YOU CAN ALSO ADD A NEW LICENSE. **PLEASE DO NOT ADD ANOTHER RECORD FOR AN ANIMAL THAT ALREADY EXISTS.**

The screenshot shows a web browser window with the URL <https://ess.mahoningcounty...>. The browser's address bar shows the site name as 'Mah...' and the page title as 'OneSite V 3.0 - Employees Only'. The browser's menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar shows various icons for navigation and search.

The web page has a blue header with the Tyler Technologies logo on the left and 'Log In' and 'My Cart (0 items)' on the right. A navigation menu on the left side of the page includes the following items: Home, Citizen Self Service, Animal License (highlighted), Location Details, Add License, Contact Us, Search Results, and New Search.

The main content area is titled 'Animal License Location details'. It displays the following information:

- Owner: ANGELS FOR ANIMALS
- Address: 4750 STATE ROUTE 165, CANFIELD, OH 44406
- Customer ID: 2328112
- License year: 2013
- Animal location: 4750 STATE ROUTE 165 CANFIELD

Below this information is a table of 'Active Licenses' with an 'Add New License' link. The table has the following columns: License, Tag, Name, Animal, Breed, Color, and Details. The table contains 15 rows of data:

| License | Tag   | Name     | Animal | Breed      | Color   | Details                 |
|---------|-------|----------|--------|------------|---------|-------------------------|
| 15624   | 17976 | CHERISH  | DOG    | MIXED      | TAN     | <a href="#">Details</a> |
| 15625   | 17977 | NATANIEL | DOG    | GERMAN SHE | BLK/BRN | <a href="#">Details</a> |
| 16444   | 13466 | PEPPER   | DOG    | GERMAN SHE | BRI/WHT | <a href="#">Details</a> |
| 17855   | 14487 |          | DOG    | MIXED      | BRN     | <a href="#">Details</a> |
| 19672   | 14630 | DUBLIN   | DOG    | AMERICAN B | WHT     | <a href="#">Details</a> |
| 19819   | 14712 | TRISTAN  | DOG    | MIXED      | TRI     | <a href="#">Details</a> |
| 20207   | 14995 |          | DOG    | JACK RUSSE | BRN/WHT | <a href="#">Details</a> |
| 20208   | 14996 | SHAKIRA  | DOG    | MIXED      | BRD     | <a href="#">Details</a> |
| 21317   | 30786 | RED      | DOG    | MIXED      | RED     | <a href="#">Details</a> |
| 21318   | 30787 | LENNOX   | DOG    | PIT BULL T | BLK     | <a href="#">Details</a> |
| 21430   | 30825 |          | DOG    | TERRIER    | WHT     | <a href="#">Details</a> |
| 21586   | 30908 | BELLA    | DOG    | MIXED      | TRI     | <a href="#">Details</a> |
| 21783   | 34875 | SHIMMER  | DOG    | PIT BULL T | WHT/BLK | <a href="#">Details</a> |
| 21784   | 34876 | RYDER    | DOG    | MIXED      | BRN     | <a href="#">Details</a> |

THE LICENSE DETAIL SCREEN PROVIDES INFORMATION ON A SPECIFIC LICENSE (ANIMAL). YOU CAN UPDATE THE LICENSE, PAY THE LICENSE, OR DEACTIVATE THE LICENSE (ONLY IF THE ANIMAL IS DECEASED OR YOU NO LONGER OWN THIS ANIMAL).

Log In  
My Cart (0 items)

Home  
Citizen Self Service  
**Animal License**  
Location Details  
License Details  
Add License  
Contact Us  
Search Results  
New Search

### Animal License License Details

[Return to Location Detail](#)

|                         |  |
|-------------------------|--|
| License 15624           |  |
| Year                    | 2013   |
| Customer ID             | 2328112  |
| Tag number              | 17976  |
| Number of tags          | 1  |
| Tag issue date          | 1/24/2013  |
| Tag expiration date     | 2/28/2014  |
| Status                  | Active   |
| Animal type             | DOG  |
| Breed                   | MIXED  |
| Color                   | TAN  |
| Gender                  | Female   |
| Name                    | CHERISH  |
| Date of Birth           |  |
| Charge                  | DOG LICENSE  |
| Charge Amount           | \$15.00  |
| Paid date               | 1/24/2013  |
| Payment status          | Paid   |
| Rabies certification    |  |
| Rabies vaccination date | 1/1/2099   |
| Rabies expiration date  | 1/1/2099   |
| Notice date             |  |
| Veterinarian            | ANGELS FOR ANIMALS<br>4750 W. SOUTH RANGE ROAD<br>CANFIELD, OH 44406 |

[Update license](#) [Deactivate license](#)

UPDATING AN EXISTING LICENSE:

IF ALL INFORMATION IS CORRECT, CLICK ON ADD LICENSE TO CART.

ANY INFORMATION THAT NEEDS CHANGED PLEASE EMAIL OUR OFFICE AT [DOG@MAHONINGCOUNTYOH.GOV](mailto:DOG@MAHONINGCOUNTYOH.GOV) FOR THE INFORMATION TO BE UPDATED. PLEASE INCLUDE YOUR NAME AND CUSTOMER NUMBER IN THE EMAIL AND LET US KNOW WHAT NEEDS TO BE UPDATED, AND THEN CLICK ON ADD LICENSE TO CART.

The screenshot shows a web browser window with the URL <https://ess.mahoningcounty...>. The browser's address bar shows the page is titled "OneSite V 3.0 - Employees Only" and "Mahoning County Emplo...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Home", "Back", "Forward", "Print", "Page", "Safety", "Tools", and "N". The browser's status bar shows "McAfee".

The web page features a blue header with the Tyler Technologies logo on the left and "Log In" and "My Cart (0 items)" on the right. A left sidebar contains a navigation menu with the following items: "Home", "Citizen Self Service", "Animal License" (highlighted), "Location Details", "License Details", "Add License", "Contact Us", "Search Results", and "New Search".

The main content area is titled "Animal License License Details" and includes a "Return to Location Detail" link. The license information is as follows:

|                         |   |
|-------------------------|---|
| License 292958          |   |
| Year                    | 2013  |
| Customer ID             | 303506  |
| Tag number              | 0   |
| Number of tags          | 1   |
| Tag issue date          | 11/28/2012  |
| Tag expiration date     | 11/28/2013  |
| Status                  | Active  |
| Animal type             | DOG   |
| Breed                   | MASTIFF   |
| Color                   | BRD   |
| Gender                  | Female  |
| Name                    | ISABELLA  |
| Date of Birth           |   |
| Charge                  | DOG LICENSE   |
| Charge Amount           | \$15.00   |
| Payment status          | Unpaid  |
| Rabies certification    | 68124   |
| Rabies vaccination date | 5/2/2012  |
| Rabies expiration date  | 5/2/2015  |
| Notice date             |   |
| Veterinarian            | EBERT ANIMAL HOSPITAL<br>3530 SOUTHERN BLVD<br>YOUNGSTOWN, OH 44507 |

At the bottom of the page, there are three buttons: "Update license", "Add license to cart", and "Deactivate license".

FOLLOW THE PAYMENT INSTRUCTIONS STEPS 1-4 TO COMPLETE YOUR APPLICATION. WE ONLY ACCEPT E-CHECKS FOR PAYMENT. ONCE YOUR PAYMENT HAS BEEN AUTHORIZED AND VERIFIED BY OUR OFFICE; YOUR TAG WILL BE ASSIGNED AND MAILED TO YOU ALONG WITH YOUR RECEIPT. PLEASE ALLOW 2-4 WEEKS FOR PROCESSING.

**ADDING A NEW LICENSE:**

WHEN ADDING A NEW LICENSE YOU MUST ENTER THE ANIMAL'S NAME AND TYPE (DOG), AS WELL AS THE DATE OF THE ANIMAL'S MOST RECENT RABIES VACCINATION (IF NOT KNOWN ENTER 01/01/2099 AS THE DATE). ENTER ALL OTHER INFORMATION IF KNOWN.

The screenshot shows a web browser window with the URL <https://ess.mahoningcounty...>. The page title is "Animal License" and the sub-header is "Add a new license". A navigation menu on the left includes "Home", "Citizen Self Service", "Animal License" (highlighted), "Location Details", "Add License", "Contact Us", "Search Results", and "New Search". The main form contains the following fields:

- Animal information**
  - Name\* (text input)
  - Animal type\* (dropdown menu, currently "[please select]")
  - Breed (dropdown menu, currently "[please select]")
  - Color (text input)
  - Gender (dropdown menu, currently "Unspecified")
  - Date of birth (text input)
  - Rabies vaccination date\* (text input)
  - Rabies expiration date\* (text input)
  - Rabies certificate number (text input)
- Tag data**
  - Quantity\* (text input, value "1")
  - Type (dropdown menu, currently "Regular")
  - Charge code\* (dropdown menu, currently "[please select]")
  - Charge amount (text input, value "\$0.00")
- Veterinarian**
  - Veterinarian code (dropdown menu)
- Upload a certificate**
  - (optional) (text input) with a "Browse..." button

At the bottom of the form are three buttons: "Save", "Save and add license cart", and "Cancel". A link "Return to Location Detail" is located in the top right corner of the form area.

ONCE INFORMATION HAS BEEN ENTERED CLICK ON THE SAVE AND ADD LICENSE CART BUTTON.

YOU MAY ADD AS MANY LICENSES TO THE CART AS NEEDED AND WILL BE CHARGED A \$.50 FEE PER CART TRANSACTION.