## How to remove deceased dogs from your "Owned Dogs" list in the ANKC Database Member Portal

- Step 1. Go to <u>www.dogsnsw.org.au</u>
- Step 2. Click on "Member Portal" on the top right of the navigation menu



Step 3. Enter your person / UMC number and password



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	Copyright © 2016 AN	IKC. All rights rese	rved   powered	by Australian SoftNe	et Services	

**<u>Step 5.</u>** A list of dogs currently registered in your name will appear with a "green" box to the far right.

**<u>Step 6.</u>** Find the dog that is deceased and click on the "green box" on the far right of the name. Once the green box is ticked, the dog will disappear from the list. You can toggle the search options at the top of each data column to sort numerically, by date or alphanumerically.

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**<u>Step 7.</u>** If you have made an error and made a dog deceased and would like to reverse the status, click on the box

that says "CLICK HERE TO DISPLAY ALL DOGS ONCE OWNED"

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**<u>Step 8</u>**. To reverse a dog that has been made deceased in error, click the red box on the far right of the name.

**<u>Step 9.</u>** The dog will be restored and reappear in the list.

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