

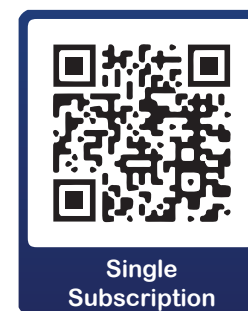


**FOR VETS**

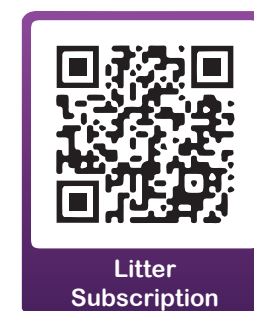
Website: [car.com.au](http://car.com.au)  
Email: [info@car.com.au](mailto:info@car.com.au)  
Phone: 03 9706 3187  
Fax: 03 9706 3198

24/7 Recoveries: 1800 333 202

*You can conduct microchip verification/recoveries through your CAR Vet login.*



Single  
Subscription



Litter  
Subscription

**VIDEO VIDEO**

Central Animal Records Tutorials:

# Entering Subscriptions Online

Last Updated  
May 2021



## Step 1:

Log into Central Animal Records with your authorised login at car.com.au.

If you do not have an account, you will need create one and apply for authorised access.





FOR VETS

Central Animal Records

MICROCHIP SEARCH

**NEW SUBSCRIPTION**

SUBSCRIPTION HISTORY

ACCOUNTS

PRODUCTS

LOST PET HUB

CLINIC PROFILE

LOGOUT

Signed In As  
Central Animal Records  
VET CLINIC Access

FOR VETS

Return to cal.com.au website

Vet Forms

Central Animal Records | Online

Our Animals (3)

Signed in successfully.

Microchip Search

Chip/Tag Number

Enter a microchip number to view pet and owner details. Our search will cover all 5 national databases.

Search

Notification

Contact C.A.R.

Search History

Subscription History

Area Based Alert

Accounts

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## Step 2:

Click 'New Subscription' from the side menu.

If you do not have this option, contact us.





**Step 3:**  
Select the subscription type that you wish to enter.

Either 'Litter' or 'Individual'.





**FOR VETS**

Central Animal Records

Vet Forms

### New Subscription

Our Animals (3)

Subscription Type | Animal Details | Owner Details | Agreement | Completion

#### Animal Details

<b>Microchip Number</b> <input type="text"/>	<b>Implant Date</b> <input type="text" value="dd/mm/yyyy"/>	<b>Date of Birth</b> <input type="text" value="dd/mm/yyyy"/>
<b>Animal Name</b> <input type="text" value="NOT PROVIDED"/>	<b>Breed</b> <input type="text" value="NOT PROVIDED"/>	<b>Source number (VIC)</b> <input type="text"/>
<b>CAR Tag</b> <input type="text"/>	<input type="checkbox"/> <b>Crossbreed (Optional)</b>	<b>VIC Implanter no.</b> <input type="text" value="AXXXX"/>
<b>Sex</b> <input type="text" value="NOT PROVIDED"/>	<b>Species</b> <input type="text" value="NOT PROVIDED"/>	
<b>Colour</b> <input type="text" value="NOT PROVIDED"/>	<a href="#">+ Add more colours</a>	

Cancel | Next

Notification | Contact C.A.R. | Search History | Subscription History | Area Based Alert | Accounts

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## Step 4A: Individual Animal Details

When entering an individual, you will need to enter all of the animal details first. If you enter a microchip that does not have prepaid CAR registration, your organisation will be invoiced \$9.95 Inc GST.

You will not be able to proceed unless all 'Compulsory' fields are completed.





The screenshot shows the 'New Subscription' page in the 'FOR VETS' system. The left sidebar contains navigation links: Central Animal Records, MICROCHIP SEARCH, NEW SUBSCRIPTION (highlighted), SUBSCRIPTION HISTORY, ACCOUNTS, PRODUCTS, LOST PET HUB, CLINIC PROFILE, and LOGOUT. The main content area is titled 'New Subscription' and includes a 'Vet Forms' button and a 'Return to car.com.au website' button. Below the title are tabs for 'Subscription Type', 'Animal Details', 'Owner Details', 'Agreement', and 'Completion'. The 'Litter Details' section is highlighted with a red border and contains the following fields:

- Implant Date:** A text input field with a calendar icon and the placeholder 'dd/mm/yyyy'.
- Breed:** A dropdown menu with 'NOT PROVIDED' selected.
- Source number (VIC):** A text input field.
- Date of Birth:** A text input field with a calendar icon and the placeholder 'dd/mm/yyyy'.
- Crossbreed (Optional):** A checkbox.
- Species:** A dropdown menu with 'NOT PROVIDED' selected.
- VIC Implanter no.:** A text input field with 'AXXXX' as a placeholder.

Below the form are 'Cancel' and 'Next' buttons. At the bottom, there is a navigation bar with icons for Notification (with a red '1' badge), Contact C.A.R., Search History, Subscription History, Area Based Alert, and Accounts (with a green 'Paid' badge). The footer contains the copyright notice: © 2021 Central Animal Records (Aust) Pty. Ltd.

## Step 4B: Litter Details

When entering a litter, you will first need to enter the litter details.

You will not be able to proceed unless all 'Compulsory' fields are completed.







The screenshot shows the 'New Subscription' page on the Central Animal Records FOR VETS website. The page is divided into a left sidebar and a main content area. The sidebar contains navigation links: MICROCHIP SEARCH, NEW SUBSCRIPTION (highlighted), SUBSCRIPTION HISTORY, ACCOUNTS, PRODUCTS, LOST PET HUB, CLINIC PROFILE, and LOGOUT. Below these is a 'Signed In As' section showing 'Central Animal Records VET CLINIC Access'. The main content area features the 'New Subscription' header with a 'Return to car.com.au website' button. Below the header are tabs for Subscription Type, Litter Details, Animal Details, Owner Details, Agreement, and Completion. The 'Litter Details' tab is active, showing a form with the following fields: Name (NOT PROVIDED), Microchip No. (empty), Sex (NOT PROVIDED), Colour(s) (NOT PROVIDED), and C.A.R. Tag (empty). A 'Delete' button is next to the C.A.R. Tag field. Below the form is a yellow button that says 'Click Here to add another Microchip to this Litter'. At the bottom of the form area are 'Back' and 'Next' buttons. Below these are six icons representing different features: Notification (with a red '1' badge), Contact C.A.R., Search History, Subscription History, Area Based Alert, and Accounts (with a green 'Paid' badge). The footer contains the copyright notice: © 2021 Central Animal Records (Aust) Pty. Ltd.

## Step 4B: Litter Details (Continued)

The litter details will now be applied to any animals entered as part of the litter. You will just need to add the name, chip number, sex, colour(s) and/or tag number. If you enter a microchip that does not have prepaid CAR registration, your organisation will be invoiced \$9.95 Inc GST per microchip. To add more animals to the litter, simply use the designated yellow button.





Central Animal Records  
FOR VETS

Central Animal Records

MICROCHIP SEARCH

NEW SUBSCRIPTION

SUBSCRIPTION HISTORY

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FOR VETS

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Central Animal Records  
VET CLINIC Access

Central Animal Records  
FOR VETS

Return to our clinic website

Vet Forms

New Subscription

Our Animals

Subscription Type Litter Details Animal Details Owner Details Agreement Completion

Owner Details

HELP

**1. Owner Details:**

Rescue/Kennel Name (optional)

Surname

Givenname

**2. Physical Address:**

( Must be a street address where the animal is located - Can't be Post Box address)

Street

Suburb

State

Postcode

Country

Council Area

+ Add Mail To Address

**3. Contact Details:**

Email

Mobile  
eg. 04XX XXX XXX

Home  
eg. 03 XXX XXXX

Business  
eg. 03 XXX XXXX

Fax  
eg. 03 XXX XXXX

**4. Emergency Contact:**

Name

Phone

Clear form

Back Next

Notification Contact C.A.R. Search History Subscription History Area Based Alert Accounts

## Step 5: Owner Details


Next, you will need to enter the owner's full name and all of their contact information. You will not be able to proceed unless all 'Compulsory' fields are completed.

Alternatively, you can select a rescue/kennel name from the drop down box (this will pre-fill all of the contact information and you will be unable to edit any information).







  
Central Animal Records

MICROCHIP SEARCH

NEW SUBSCRIPTION

SUBSCRIPTION HISTORY


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FOR VETS

Return to car.com.au website

Vet Forms

## New Subscription

Our Animals (3)

Subscription Type Litter Details Animal Details Owner Details Agreement Completion

**Animal(s):**  
**Animal Details:**  
TEST PET 1  
TEST PET 2  
TEST PET 3

**Owner:**  
JOHN SMITH  
**Residentials:**  
22 Fiveways Bvd  
KEYSBOROUGH 3173  
VIC Australia  
**Contact:**  
0400 000 000  
carma.tutorials@gmail.com  
**Secondary:**  
ANITA SMITH  
0400000000

By clicking the Agree & Submit button below, you are acknowledging that you have advised the listed owner who agrees & understands that the information provided in this subscription is strictly confidential and only provided to authorised scanning centres to enable the return of their pet, to assist Council pet registrations, or where Central Animal Records is required by law to produce any of the information. You also agree that you believe the details mentioned here to be true and correct, and the person named as the owner, is in fact the legal owner of the animal outlined in the subscription.

Back Agree & Submit

Notification Contact G.A.H Search History Subscription History Area Based Alert Accounts

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## Step 6: Agreement

This is one of the most important steps!

Check that all of the details are correct before you click 'Agree & Submit'. If you need to make any changes, simply use the 'Back' button.





⌚ Please wait while we add this subscription to the database.  
Do not refresh or close this page.

## Step 7: Completion

Wait while the system completes the subscriptions. You will then see a confirmation that your subscriptions are successfully listed on CAR. You can view this in your 'Subscription History' at anytime or print a certificate for the owner (this is optional as our system will automatically send them their certificate via email).

