

DOGS QUEENSLAND ONLINE RENEWAL PROCEDURE

Dogs Queensland are happy to announce that the 2014 Dogs Queensland Membership Renewal and Prefix Renewal can now be done online. Please note that this process cannot be used by either Clubs or “Complimentary” members. We will, of course continue to provide a hard copy of the Renewal Form with the Dog World magazine from November onwards.

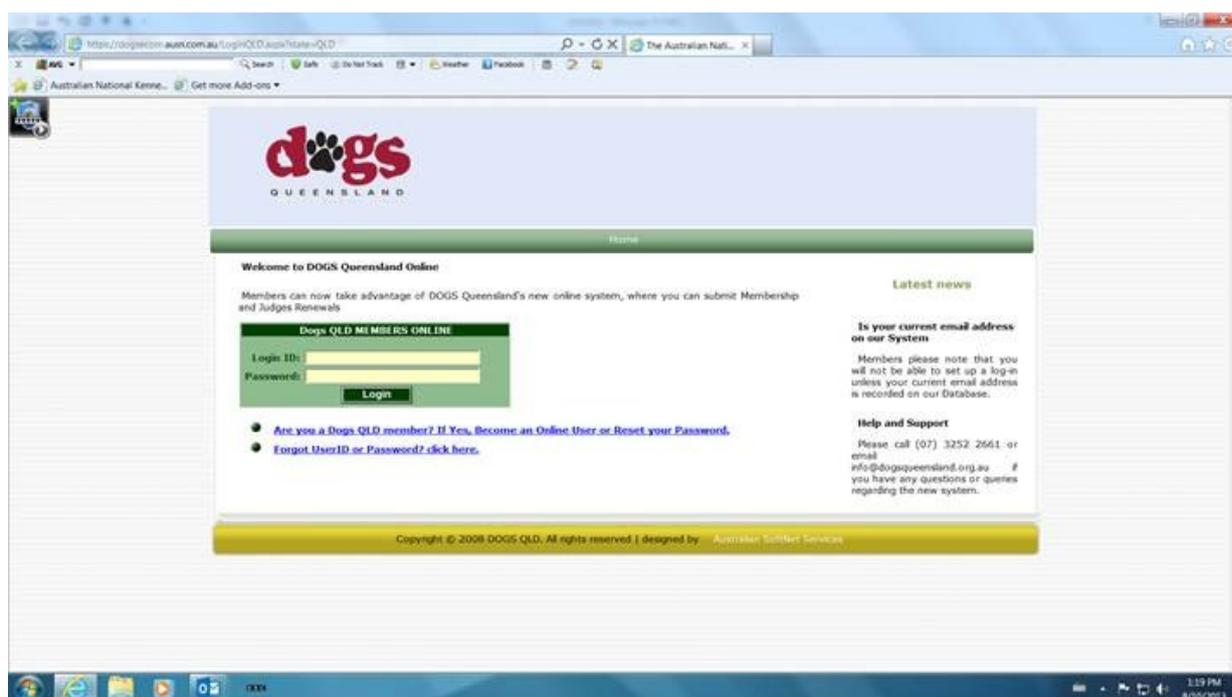
For all those members wishing to renew their BREEDERS DIRECTORY ADVERT, this cannot be done online and we will be writing to all of you shortly.

Members, please note that you will not be able to set up a Login unless your current email address is recorded on the Dogs Queensland Database and you will need your current Dogs Queensland Membership Card and Credit Card details.

Please use the following link to access the Online Renewal Login Screen;

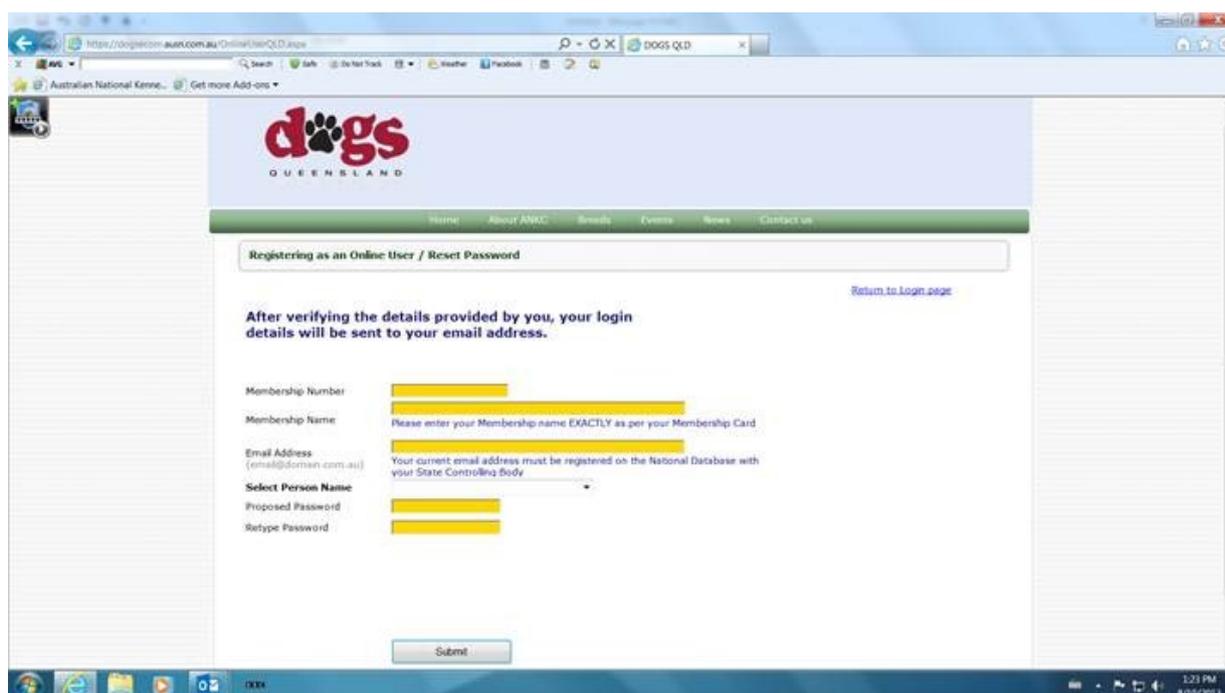
<https://dogsecom.ausn.com.au/LoginQLD.aspx?state=QLD>.

The link will take you to the following screen. Please click on this link: “Are you a Dogs Queensland Member? If Yes, become an Online User or Reset your Password”:



That will take you to the following screen – please complete the exact details for every field:

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The screenshot shows a web browser window displaying the Dogs Queensland website. The page title is "Registering as an Online User / Reset Password". Below the title, there is a navigation menu with links for "Home", "About ANKC", "Events", "News", and "Contact us". The main content area contains the following text and form fields:

After verifying the details provided by you, your login details will be sent to your email address. [Return to Login page](#)

Membership Number: [Redacted]

Membership Name: Please enter your Membership name EXACTLY as per your Membership Card

Email Address (email@domain.com.au): Your current email address must be registered on the National Database with your State Controlling Body

Select Person Name: [Dropdown menu]

Proposed Password: [Redacted]

Retype Password: [Redacted]

Submit

Once you have completed these details, please press the 'Submit' button. Once this has been submitted, you will be sent an email with your LOGIN number and PASSWORD. Please keep these very safe.

For Joint Members, only one person should become an online user. If you have a Joint Membership but the Prefix is in a Single name, that person should be the one who becomes the online user. For any further, more complex situations, please contact the Dogs Queensland Office.

Once you have received your email with your LOGIN number and PASSWORD, you are ready to proceed and you can Login to renew. This can be done using the 'Return to Login page' link on the screen mentioned above.

Once you have clicked on the 'Return to Login page', you will be presented with the first screen as advised above. You should Login using the LOGIN number and PASSWORD.

Once you have logged on, you must first of all renew your MEMBERSHIP by clicking on 'MEMBERSHIP RENEWAL', then select your Membership Number from the drop down box. If you have more than one Membership Number, you will need to select and renew one at a time.

Then, click on 'Select' again, which is highlighted in green in the first column of the line, to bring up the Membership details. If the details need updating, press the 'Edit' button and then 'Update' when you have made the changes. If not, simply press the 'Next' button. This will take you to a screen where you can tick your Dogs Queensland interests and click the 'Next' button.

The next screen is the Renewal Screen itself, with the details of your Membership and/or Prefix being displayed here. The declaration MUST be read and the 'I agree' button ticked before you can proceed. Once you are happy, then click 'Submit'.

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You will then be taken to a screen to submit your Credit Card details. All Fields on this screen must be completed and then click the 'Submit payment' button. You will then receive another email confirming that your application has been sent for processing. Please note that this is not a confirmation that your Credit Card has been accepted.

At this point, if you are not a Judge or you are not renewing any further Memberships, e.g. a Prefix only Membership, you can simply Logout. If you are a Judge, you can now renew your Judge's Licence following a similar process to that above and clicking on the 'JUDGES RENEWAL' link.

You have now completed the Online Renewal process. If you have any questions at all, please contact the Dogs Queensland Office and ask for Loretta. I would ask Members to please show patience at this time as this is a new process for Dogs Queensland and with all new processes, there may be some slight glitches to overcome.