

REGISTERING CHIP TO TSCA RESCUE

TSCA Rescue & Health Trust has an account in the pet professional portal, aka The Hub, on AKC Reunite. When we intake a Tibbie, we chip it (if not already chipped) and register the chip on our account. Later, when the adoption has been finalized with the Adoption Agreement, we transfer chip to the adopter.

1. Access AKC Reunite Hub at <https://apps.akcreunite.org/cares-pub/hub/login.car>

THE HUB

The HUB is for pet professionals to easily manage their clients' microchip enrollments, handle transfers, purchase microchips and take advantage of other valuable microchipping resources.

[QUESTIONS? VISIT OUR HUB FAQ](#)

[Forgot PIN CODE?](#) [Don't have a PIN CODE?](#) [FORGOT PASSWORD?](#)

LET'S GET STARTED

WELCOME TO THE HUB!
****You may notice a change during login****

If you normally use your zip code for login, please enter your zip code as your password.
You will then be prompted to create a password immediately AFTER you login.
Please call 800-252-7894 if you need assistance.

ENTER PIN CODE OR USER ID

PIN CODE OR USERID

ENTER PASSWORD

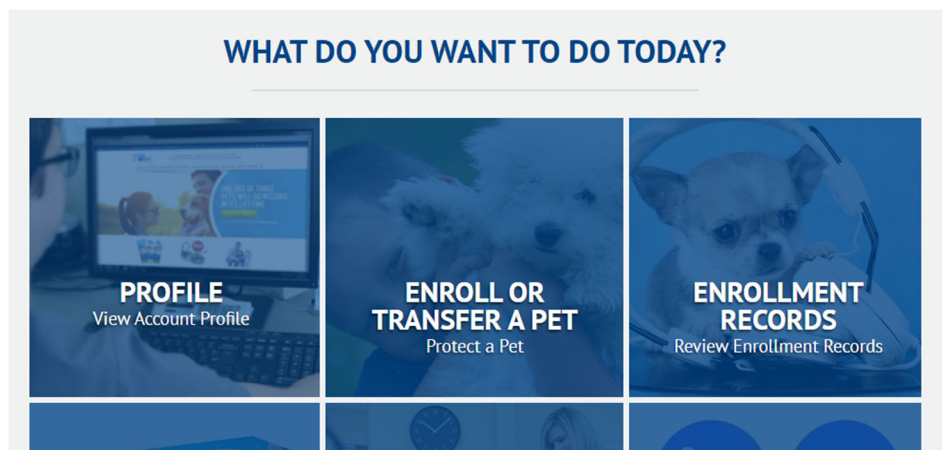
PASSWORD

By logging in you agree to our [Terms of Service](#) | [Privacy Policy](#)

LOGIN

2. Enter PIN **5123162** and password **rescue**. Click Login.

The app displays the Home options.



3. Select the Enroll or Transfer a Pet box.

The app displays a blank Enroll Your Pet page.

4. Enter these fields about the dog.

- ID Number Type: Select Microchip ID from the drop-down.
- Microchip/ID Number and Microchip/ID Confirm fields: Enter the microchip number.
 - If it's a new chip, the number will be on a document provided by a vet.
 - If the dog was already chipped, it's possible to find the chip number on a prior rabies vaccination certificate or other document provided by the former owner, vet, or shelter. If no record is found, have the dog scanned for the chip.
- Species: Select "Dog"
- Breed: Scroll down to "Tibetan Spaniel"
- Pet Call Name: Enter the in-take name. *Note: If the adopter later changes the name, access the enrollment record and change the name. Enter the former name in Notes.*
- Gender
- Spay/Neuter: If the dog is already neutered or spayed, select "yes." If the dog is not already desexed when we in-take it, select "no" and change it later, when the spay/neuter is done.
- Color/Markings
- Birthdate: Dates often differ because the date is not known. For example, vets use the date first seen for the month/day and estimate the year. An AKC registration is obviously definitive proof of birthdate. However, if we don't get one, examine all documents, if any, received and use the date on the oldest or most reliable of these. If no documents were received, estimate the year and use our in-take date as the month/day.
- AKC Registration #: If we received the certificate, enter the number.

ENROLL YOUR PET

ENTER YOUR PET INFORMATION

Enrollment in AKC Reunite will help ensure the safe return of your pet when they are found, but does not signify ownership.

[How to transfer a pet](#)

ID Number Type (required)
Microchip ID

Microchip/ID Number (required)
985141006613432

Microchip/ID Number Confirm (required)
985141006613432

Species (required)
Dog

Breed
Tibetan Spaniel

Pet Call Name
Teddy

Gender
Male

Spay/Neuter
Yes

Color / Markings
Particolor

Birth Date (required)
04/30/23

Complete this section if you want to include your AKC Reg. # and not entered above (optional, can add later).

AKC Registration #

NEXT STEP

5. Click Next Step.

The app displays the Add Primary Contact Page.

6. Enter **3022702881** in the Primary Phone field. This is the phone number (Susan Miccio's cell) on the TSCA Rescue account. *Note: When the national coordinator changes, this number should be changed on our account profile.*

The app displays a pop-up "Matching Contacts Found" because the phone number is on both the TSCA Rescue account and Susan's own personal account.

The Primary Contact is the first person AKC Reunite should call when this lost pet is found.

Please fill out the form below with the information for the person you want to be the enrollment primary contact.

Primary Phone (required) **Ext.** **Country**

Text msg. enabled

First Name (required) **Last Name (required)**

Alternate Phone **Ext.** **Country**

Text msg. enabled

Primary Email **Alternate Email**

Home/Billing Address (required)

Street

City State/Province

Shipping Address

Check if same as billing address

MATCHING CONTACTS FOUND

We found the following contacts matching the phone number you entered. Select and confirm a contact or cancel to continue :

- TSCA Rescue & Health Trust - Frederica, DE USA
- Susan Miccio - Frederica, DE USA

CANCEL **CONFIRM**

PRIMARY CONTACT

ALTERNATE CONTACT

VETERINARIAN

SELECT PET ID

PET PROTECTION

REVIEW

7. Select **TSCA Rescue & Health Trust** and click Confirm. It isn't necessary to complete the contact details.

The app displays the Add Alternate Contact page. Our Default Alternate Contact, which is TSCA Rescue & Health Trust, is always pre-selected.

ADD ALTERNATE CONTACT

The Alternate Contact is a trusted family member or friend that AKC Reunite should call if we cannot reach you and your pet is found.

- Default Alternate Contact** Use your default alternate contact - **TSCA Rescue & Health Trust** - for this enrollment. Contact your AKC Reunite sales rep to change your default enrollment contacts.
- Do Not Add an Alternate Contact to Enrollment** Enrollment will not include alternate contact information. You can add alternate contact information to the enrollment through our Online Records System.
- New Alternate Contact** Create a new alternate contact.

NEXT STEP

8. You have two options:
- If we have **not** yet selected a foster, leave Default Alternate Contact as is and click Confirm. SKIP TO STEP 10.

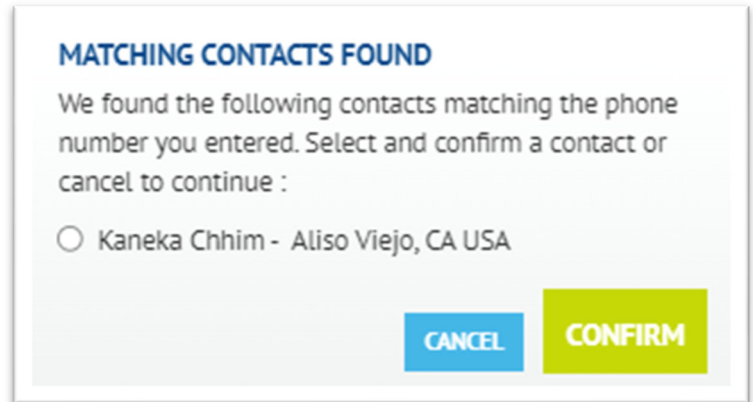
The app displays the Veterinarian page.

- If we already have a foster or foster-to-adopt home for this dog, click New Alternate Contact.

When you select New Alternate Contact, the page expands to display fields for the fosterer's contact info.

9. Enter the fosterer's phone number. When you tab to the next field...


- If the app finds the fosterer's phone number already in the AKC Reunite system, it displays a Matching Contacts Found pop-up with the name of the person in the AKC Reunite system. If the name and location is correct, click Confirm.
- If the app does not find the phone number, complete the remaining fields with the fosterer's contact information. Click Next Step.



The app displays the Veterinarian page.

10. Do not enter any veterinarian. The adopter can add later if they wish. Click Next Step.

The app displays the Select Pet ID page. The smallest basic tag is pre-selected. Later, when we finalize the adoption, we send/give the basic tag to the adopter. The adopter can buy a different tag later on.



2. SELECT TYPE (required)

Basic Collar Tag - Included
▼

3. CHOOSE YOUR COLOR (required)

Final printed tag color may vary from color shown on your screen.

4. CHOOSE YOUR SIZE (required)

Small - 7/8" Diameter
▼

5. SELECT QUANTITY (required)
Included collar tag limited to quantity of 1.

1
▼

PRODUCT DETAILS

- Durable 7/8" aluminum collar tag, will not break or rust
- Ideal for pets under 15 pounds
- Features pet's ID number and AKC Reunite's 800 number

11. Do not select any other kind of tag. Scroll down to Select Address to Ship. The default is the address for TSCA Rescue (Susan Miccio's address). *Note: At such time as the national coordinator changes, this address should be changed on our account profile.*

12. You have two options:

- If we have **not** yet selected a foster, leave the TSCA Rescue & Health address selected. Click Next Step.
- If we already have a foster or foster-to-adopt home for this dog, click Create New Address. Enter the contact info for the fosterer you entered in Alternate Contact. Click Next Step.

The app displays the Pet Protection page to try to sell a protection plan.

8. SELECT ADDRESS TO SHIP (required)

TSCA Rescue & Health Trust 120 Sweeping Mist Cir
Frederica, DE 19946 USA

TSCA Rescue 120 Sweeping Mist Cir Frederica, DE 19946
USA

Create New Address

Name

Street Address

City State/Province

Postal Code United States

13. Do not select a plan. The adopter can select a plan later on if they wish. **Just click No Thanks.**

The app displays a Review page.



Continue to next page



- Go over the information to make sure it's all correct. Then click Complete Order.

REVIEW PET ENROLLMENT INFORMATION

Please review the enrollment information you entered is correct. If you need to make any changes, just click on any of the tabs to the right to go back.

PET INFORMATION change		VETERINARIAN change	
Call Name	Meeko	Not Provided	
ID Number Type	Microchip ID	PET ID TAG OR COLLAR change	
ID Number	6083123339	Type	Basic Collar Tag
Species	Dog	Design	Basic Reunite
Breed	Tibetan Spaniel	Color	White
Birth Date	Jan 3, 2010	Size	Small - 7/8" Diameter
AKC Reg. #	NP25215003	Text	Not Applicable
PRIMARY CONTACT change		Ship to Address	1 Nopalitos Way Aliso Viejo, CA 92656
Name	TSCA Rescue & Health Trust	EXTRA PET PROTECTION change	
Address	120 Sweeping Mist Cir Frederica, DE 19946	Backup Plan	Not Selected
Primary Phone	302-270-2881	Lost Pet Alert Service	Not Selected
Alternate Phone	302-335-3191	Pet Poison Helpline Service	Not Selected
Email	info@tstrust.org	ENROLL ANOTHER PET COMPLETE ORDER	
ALTERNATE CONTACT change			
Name	Kaneka Chhim		
Primary Phone	949-870-9526		
Alternate Phone	949-302-6374		
Email	kaneka410@gmail.com		

The app displays the Shopping Cart page. Note that the charge is only \$9.95. AKC Reunite's rescue rate is half the regular charge. Also, when you later transfer the registration to the adopter, there is no transfer fee.

	STANDARD ENROLLMENT IDs: [6083123339, NP25215003] Enrollment Key: 17176744 Pet Name: Meeko	Quantity: 1	\$9.95
		BASIC COLLAR TAG ID: [6083123339] DESIGN: Basic Reunite SIZE: Small - 7/8" Diameter COLOR: White	
CHANGE REMOVE			
		ORDER #	9422078
		SUBTOTAL (1 ITEM):	\$9.95
		CANCEL ORDER	CHECKOUT

15. Click Checkout.

The app displays the Checkout page.

16. Complete the credit card information. Click Submit *Note: Coordinators can request reimbursement from the Trust.*

ENTER CREDIT CARD PAYMENT

CREDIT CARD BILLING ADDRESS (required)	CREDIT CARD PAYMENT (required)
Street <input type="text"/>	Name On Card <input type="text"/>
City <input type="text"/>	Card Type <input type="text"/>
State <input type="text"/>	Account Number <input type="text"/>
Postal Code <input type="text"/>	Exp. Month <input type="text"/> Exp. Year <input type="text"/> CVV <input type="text"/>
Country <input type="text" value="United States"/>	


ORDER # 9422078
SUBTOTAL (1 ITEM): \$9.95
+ SHIPPING & HANDLING: \$0.00
+ SALES TAX: \$0.00
TOTAL: \$9.95



[BACK TO CART](#) [SUBMIT](#)

The app displays a confirmation page.

ORDER SUCCESSFULLY PROCESSED

Thank you! Your order was successfully processed. Please print this page for your records. If your order includes a collar tag or dog collar, please allow up to 5 business days for an email confirming your delivery has been sent.

CUSTOMER TSCA Rescue & Health Trust 120 Sweeping Mist Cir Frederica, DE 19946 302-270-2881 (Primary) 302-335-3191 (Alternate)	PAYMENT METHOD  *****9796	WHAT DO YOU WANT TO DO NEXT? Print Page HUB Homepage AKC Reunite Online Records System Buy Microchips AKC Reunite Home
BILLING ADDRESS 120 Sweeping Mist Cir Frederica, DE 19946	ORDER # 9422078 ORDER DATE: 01/17/24	SUBTOTAL (1 ITEM): \$9.95 + SHIPPING & HANDLING: \$0.00 + SALES TAX: \$0.00 TOTAL: \$9.95

	STANDARD ENROLLMENT IDs: [6083123339, NP25215003] Enrollment Key: 17176744 Pet Name: Meeko	Quantity: 1 \$9.95
	BASIC COLLAR TAG ID: [6083123339] DESIGN: Basic Reunite SIZE: Small - 7/8" Diameter COLOR: White	

17. Click Hub Home Page on the right, then the Enrollment Records box on the Home Page.



18. Select the record for the dog you just registered. To retain a record of the registration, click Print Record under Actions on the right. You can save the result as a pdf in the Drive folder for this rescue and share with the foster.

MEEKO

Enrollment Date: 01/17/24 12:39 PM | Information current as of 01/17/24 01:08 PM

PET SUMMARY INFORMATION

PET NAME	SPECIES	BREED	GENDER	BIRTH DATE
Meeko	Dog	Tibetan Spaniel	Male	01/03/10

PET ID NUMBERS

MICROCHIP IDS	COLLAR TAG IDS	OTHER IDS	ENROLLMENT KEY
6083123339	6083123339		17176744

PRIMARY CONTACT INFORMATION

NAME	ADDRESS	EMAIL	PRIMARY PHONE
TSCA Rescue & Health Trust	120 Sweeping Mist Cir Frederica, DE 19946	info@tstrust.org	302-270-2881

ALTERNATE CONTACT INFORMATION

NAME	EMAIL	PRIMARY PHONE	ALT PHONE
Kaneka Chhim	kaneka410@gmail.com	949-870-9526	949-302-6374

VETERINARY PRACTICE INFORMATION

NAME	EMAIL	PRIMARY PHONE
No Veterinary Practice Provided. Add veterinary practice		

EMAIL FORM
PRINT FORM

19. Still on the record of the dog you just registered, click Update Pet Info under Pet in the middle.

ENROLL DATE	IDENTIFIERS	PET	CONTACTS	ACTIONS
01/17/24	Microchip IDs 6083123339 Collar Tag IDs 6083123339 AKC Registration# NP25215003 Enrollment Key 17176744	MEEKO Update Pet Info Report Pet Lost	Primary TSCA Rescue & Health Trust Alternates Kaneka Chhim ADD ALTERNATE	Order ID Tag Add Service Report Pet Lost Update Pet Info Print Record Transfer Pet View/Add Notes

The app displays the Update Pet Info page.

20. Select Upload Photo on the left.

UPDATE PET INFORMATION

Use this form to update your pet's information. Press the update button to commit any changes.

Optional Pet Photo Upload

- Click the "Upload Photo" button to select a photo. The file will be uploaded immediately.
- Photos must be GIF, JPEG, or PNG.
- Maximum file size is 12MB.
- Only pet photos - no human photos please.
- Inappropriate photos may be removed by AKC Reunite in our sole discretion.
- Photos may be used for promotional purposes related to AKC Reunite recovery services.

UPLOAD PHOTO

Call Name (required)

Species (required)

Weight (lbs.)

AKC Registration Number

Veterinary Practice
 None Provided
[Add](#)

Gender

Breed

Birth Date

Identifiers
 Microchip 6083123339 [Order Collar Tag](#)
 Collar Tag 6083123339 [Order Collar Tag](#)

Spay / Neuter
 Purebred
 Deceased (To hide from view go to Profile and select "Hide deceased pet records:")

Color / Markings

Pet Notes


Medical Notes

CANCEL
UPDATE

21. Browse to the photos stored in the rescue folder. Select the photo that best shows the head and body. *Note: Crop out any extraneous background before you upload.* Click Upload Photo.

The app displays the uploaded photo.

Use this form to update your pet's information. Press the update button to commit any changes.



Call Name (required)

Gender

Species (required)

Breed

Weight (lbs.)

Birth Date

AKC Registration Number

Identifiers
 Microchip 6083123339 [Order Collar Tag](#)
 Collar Tag 6083123339 [Order Collar Tag](#)

Veterinary Practice
 None Provided
[Add](#)

Spay / Neuter
 Purebred
 Deceased (To hide from view go to Profile and select "Hide deceased pet records")

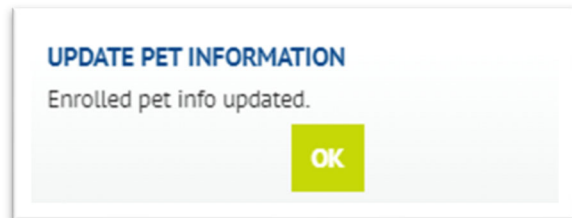
Color / Markings

Pet Notes


Medical Notes

22. If it is satisfactory, click Update.

The app displays a confirmation. Click OK, then Cancel.



23. Returning to the dog's record on the Enrollments page, the photo now appears with the other info.

ENROLL DATE	IDENTIFIERS	PET	CONTACTS	ACTIONS
01/17/24	Microchip IDs 6083123339 Collar Tag IDs 6083123339 AKC Registration# NP25215003 Enrollment Key 17176744	 MEEKO Update Pet Info Report Pet Lost	Primary TSCA Rescue & Health Trust Alternates Kaneka Chhim <input type="button" value="ADD ALTERNATE"/>	Order ID Tag Add Service Report Pet Lost Update Pet Info Print Record Transfer Pet View/Add Notes