

Adding your Animal Control Officer to PetPoint

1. Please confirm with your ACO that they are current with their ACO certification before moving to step 2!
2. Go into your Agency's profile by typing in your municipality name, hit enter, then click on the blue AGENCY ID for your municipality.

The screenshot shows a search bar with 'pretend municipality' entered. Below the search bar, there are tabs for 'Animal(0)', 'Person(0)', 'Agency(1)', and 'License(0)'. The 'Agency(1)' tab is selected, and a table of results is displayed. The first row is circled in red, showing the Agency ID 'G0000359114' for 'Pretend Municipality'.

Agency ID	Name	Type	Active	Address	Unit	City	State/Province	Zip/Postal Code	Phone	Email
G0000359114	Pretend Municipality	Municipality	Yes	123 Pretend Street	VC0001223456	Pretend City	ME	12345	(207) 555-1212	clerk@pretend...

3. Scroll down and click on the MEMBERS tab, then click on the green + icon to add your ACO

The screenshot shows the Agency profile page for 'G0000359114-Pretend Municipality'. The 'MEMBERS' tab is selected and circled in red. Below the tabs, there is a table of members. The 'Members' tab and the table are circled in red.

G0000359114-Pretend Municipality

Website:
Status: Active
Issuer: No
Reseller: Yes

Records Memos/Files **Members** Reseller

Members +

Person ID	Name	Position	Active	Status Date	Include On Mail Labels
46112259	test user	Pretend User	Yes	09/16/2024	No
46521535	Test User2	Deputy Town Clerk	Yes	10/21/2024	No

4. You will get a pop up. First search the PERSON section to see if your ACO is already listed. If already in the system, select them. If not in the system click on the green + sign to add their person information.

The screenshot shows the 'Agency Membership - New' pop-up form. The 'Person' section is circled in red, showing a search for 'abraham linc' and a dropdown menu with 'Abraham Lincoln' selected. The 'Position' section is also circled in red, showing a search bar with a green + icon.

35 Agency Membership - New

Person
abraham linc
Abraham Lincoln
1 Pretend Street Augusta ME 04333 USA
P0046358182
Last Updated 02/26/2025 1:45 PM

Position
Include On Mail Labels
By
By

Save Close

Test User2 Deputy Town Clerk Yes 10/21/2024 No

- Once you have Selected the correct person or added a new person, type in Animal Control Officer to the POSITION field. Then click SAVE.

Agency Membership - New

Person: 46358182 Abraham Lincoln

Position: Animal Control Officer

Active: Status Date: Include On Mail Labels:

Created: Last Updated 02/26/2025 1:45 PM By:

Save Close

- Next click on their person ID to add **G0000359114-Pretend Municipality**

Reseller: Yes

Records Memos/Files Members Reseller

Members +

Person ID	Name	Position	Active	Status Date	Include On Mail Labels	
46112259	test user	Pretend User	Yes	09/16/2024	No	
46521535	Test User2	Deputy Town Clerk	Yes	10/21/2024	No	
46358182	Abraham Lincoln	Animal Control Officer	Yes	02/26/2025	No	

- The Person profile will open, click on the ASSOCIATIONS tab, then click on the green plus sign to enable them to become a user

P0046358182-Abraham Lincoln

Photo Details

Person ID: P0046358182
 Name: Abraham Lincoln
 Gender: Unknown
 Pronoun:
 Date of Birth:
 Identification:

Address:
 1 Pretend Street Augusta Maine 04333 USA
 Phone:
 Email:
 Consent To Contact: Yes

Records Memos/Files Associations Agency Membership Related Persons Survey Petango Applications

Associations +

Association	Subtype	From	To	Created By	
Owner		09/20/2024		TestUser	

8. In the Association pop up, you will delete the default “owner” and type in or use drop down to select “Operation By” in the Association field. Click SAVE. PLEASE NOTE IF AN ACO SERVES MULTIPLE MUNICIPALITIES, THIS STEP ONLY NEEDS TO BE DONE ONCE

The screenshot shows a web form titled "Association - New" with a close button (X) in the top right corner. The form is divided into two main sections: "Association" and "Subtype".

- Association Section:** Contains a text input field with "Owner" and a delete icon (X). Below it is a dropdown menu with "Operation by" selected. A date field shows "2/26/2025" with a calendar icon.
- Subtype Section:** Contains an empty text input field and a "To" label above another empty text input field with a calendar icon.
- Metadata:** "Created 02/26/2025 1:55 PM" and "Last Updated" are visible.
- Buttons:** A green "Save" button and a grey "Close" button are at the bottom right.

Red circles highlight the "Owner" field and the "Save" button. A red oval highlights the "Operation by" dropdown menu.

9. You or your ACO can email animal.welfare@maine.gov requesting that the ACO user permissions be activated. Please note that ACOs MUST have current certification, all municipalities they serve must agree to ACO use, and all municipalities must be using the database.