



Register for an Account Via PetExec Online Portal

Introduction

We use an online system called PetExec to manage all of our daycare, boarding, and grooming client information and appointments. In order to book an appointment with us for any of these services, you will need to register for an account in the PetExec system. This document will walk you through the registration process so you can begin using our online booking system.

Access the New User Registration page

Visit <https://secure.petexec.net/newOwner.php?x=Ookp905u2o0=> to get started. This page collects the necessary information to create an account for our pet parents. You will also be creating your user name and password to access your account going forward. The system will help you ensure you have selected a password that is sufficiently strong.

Create an Owner for A Dog's World, Inc.

Directions: Fill out the form. Once created, you will be able to log into the system using the credentials provided here. This form requires Javascript and Cookies to be processed. Please enable before continuing.

Note: Field names with a * are required.

In the event the system detects that you already have an account, you can reset the login credentials by using our function, which will email the information to the requested email address.

First Name *	Last Name *	
<input type="text" value="Pet"/>	<input type="text" value="Parent"/>	
Username *	Password *	Password Again*
<input type="text" value="petparent"/>	<input type="text" value="Enter New Password"/>	<input type="text" value="Enter New Password Again"/>

Very Bad
Please enter a new password.




Register for an Account Via PetExec Online Portal

Enter your basic contact information – and be sure to let us know you are a Your Animals Best Friend client. Then, click the Create Account button to complete this step of the registration process.

Additional Owner <input type="text" value="Bob Smith"/>	Address * <input type="text" value="32342 Madison St West"/>
Address 2 <input type="text" value="Additional Address"/>	City * <input type="text" value="Littleton"/>
State * <input type="text" value="Colorado"/>	Zip / Postal Code * <input type="text" value="80126"/>

Contact Info / Other	
Email * <input type="text" value="poochiemcschoochie@notanemail.com"/>	Home Phone <input type="text" value="Home Phone Number"/>
Cell Phone * <input type="text" value="123-213-2342"/>	Work Phone <input type="text" value="Work Phone Number"/>
Emergency Contact Name * <input type="text" value="Carol Brady"/>	Emergency Contact Phone * <input type="text" value="232-234-2323"/>
Emergency Contact Email <input type="text" value="carol@bradybunch.comzz"/>	Employer <input type="text" value="Employer"/>
How did you find us? * <input type="text" value="Doggy Dog World Grooming"/>	How Found Other <input type="text"/>

 [Create Account](#)



Register for an Account Via PetExec Online Portal

e-Sign the Contract

Once you have created your account, you will be asked to review and sign our contract for services. You must sign this agreement before you can continue or access any functions within the PetExec system. Click the View/Sign button to review the contract.

View / Sign	Contract / Agreement	Status	Description
View / Sign Print	A Dog's World, LLC and Bark At The World, LLC's Contract for Services	Not Signed	A Dog's World, LLC and Bark At The World, LLC's Contractual agreement for providing services in home and in facility.

[Return to Dashboard](#)

Once you have reviewed the contract, you will see that your username and masked password, as created during the registration process, appear at the bottom of the page.

By default, the username and password can be used as your signature. If desired, you can toggle the option to Digital Signature, and then use your finger or stylus to sign in the box provided.

Once you have selected your preferred option (and signed, as needed), check "on" the checkbox to agree to the e-signature terms, and click on the Sign Agreement button to complete and submit your e-signature.

Username / Password

OR

Digital Signature

petparent

.....

1

Reset

2

I agree to all ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT terms and conditions.

Please check the checkbox signifying you agree to the terms and conditions.

3

Sign Agreement

Once you have submitted the form with your e-signature, you will be returned to the Agreements page. You will see that there is a date/time stamp that corresponds to your submission noted on the page. You can also return to this area to view the signed contract at any time. By signing the contract, you have



Register for an Account Via PetExec Online Portal

unlocked additional features within your account – and now you need to add your pets. Click the link at the bottom of the page to begin the process.

Available Agreements (i)

View / Sign	Contract / Agreement	Status	Description
<input type="button" value="View / Sign"/> <input type="button" value="Print"/>	A Dog's World, LLC and Bark At The World, LLC's Contract for Services	Signed 07/01/20 09:13 AM	A Dog's World, LLC and Bark At The World, LLC's Contractual agreement for providing services in home and in facility.

There are no pets defined. Please click [here](#) to add a pet to your account. You cannot schedule services until a pet is added to your account.

Add a Pet

The first section of the page allows you to provide general information about your pet. We have all AKC breeds and many non-AKC and “designer” dog breeds available for selection. If you don’t know – make your best guess! All fields marked with an asterisk (*) are required.

Add a Pet (i)

Pet Info

Pet Name * <input type="text" value="Bozo"/>	Pet Type * <input type="text" value="Dog"/>
Pet Description <input type="text" value="White and fluffy"/>	Breed <input type="text" value="Poodle (Standard)"/>
Birthdate (mm/dd/yy) <input type="text" value="06/28/2001"/>	Authorized to Pickup * <input type="text" value="Pet Parent"/>
Gender * <input type="text" value="Female"/>	Spay / Neuter Status * <input type="text" value="Spayed"/>



Register for an Account Via PetExec Online Portal

The next section allows you to give us information for feeding and medications if your dog will be part of our daycare group. Does your pup need a nap at lunchtime? Are there medications that need to be given? Let us know all that information here. This section is optional – but if you plan to use our daycare services, the more information we have, the better!

Daycare Preferences

Lunchtime Nap?

Feeding Instructions - AM N/A	Feeding Instructions - Lunch 2 carrot sticks before nap	Feeding Instructions - PM 1/2 scoop of provided food
---	---	--

Medical Preferences

Medication Detail AM Rimadyl	Medication Detail Lunch N/A	Medication Detail PM Rimadyl/
--	---------------------------------------	---

Medication Times

AM Noon PM

The next section is similar, but is specific to a pet that will be using our boarding services. Again, the information is optional, but every tidbit you provide helps us give the best care to your pets!

Boarding Preferences

Crate Trained?

Feeding Instructions - AM 1/2 scoop and 2 carrot sticks	Feeding Instructions - Lunch 2 carrot sticks before nap	Feeding Instructions - PM 1/2 scoop
---	---	---

Medical Preferences

Medication Detail AM Rimadyl	Medication Detail Lunch N/A	Medication Detail PM Rimadyl
--	---------------------------------------	--

Medication Times

AM Noon PM

Allergies: Bees

Maximum Vet Limit: \$5000



Register for an Account Via PetExec Online Portal

The final section allows you to provide the name of your personal veterinarian as well as the due dates for the three vaccines we require – Bordetella, Distemper Combo (Dhpp), and Rabies. You are required to enter dates for these values – so have your shot records handy. **You will be required to provide proof of these vaccinations before your pet can stay with us. You can upload them directly to your account – directions can be found on the ADW website for assistance: <https://adventurejunkie.wixsite.com/my-site-6/petexec>**

Once you have selected the veterinarian from our list, the details (address, phone, etc.) will become visible so you can confirm you have selected the correct office. While we have a majority of the local veterinarians listed, if you don't see yours – please let us know so we can add them to the database. Send an email to sherri@youranimalsbestfriend.com and let us know that you have just registered and need your vet added to the list and attached to your pet. Please provide vet name, address, and phone number when emailing so we can ensure that we have the information in the event we need to contact your vet.

Vet / Vaccination Expiration

Vet *

VRCC Veterinary Specialty and Emergency Hospital

Company Name	VRCC Veterinary Specialty and Emergency Hospital
Vet Name	
Address	3550 S Jason St
City	Englewood
State	CO
Zip Code	80110
Phone	303-874-7387
Fax	
Emergency Phone	

Vaccination Expiration Dates

Bordetella (mm/dd/yy) *

12/01/17

Distemper Combo (Dhpp) (mm/dd/yy) *

06/24/20

Rabies (mm/dd/yy) *

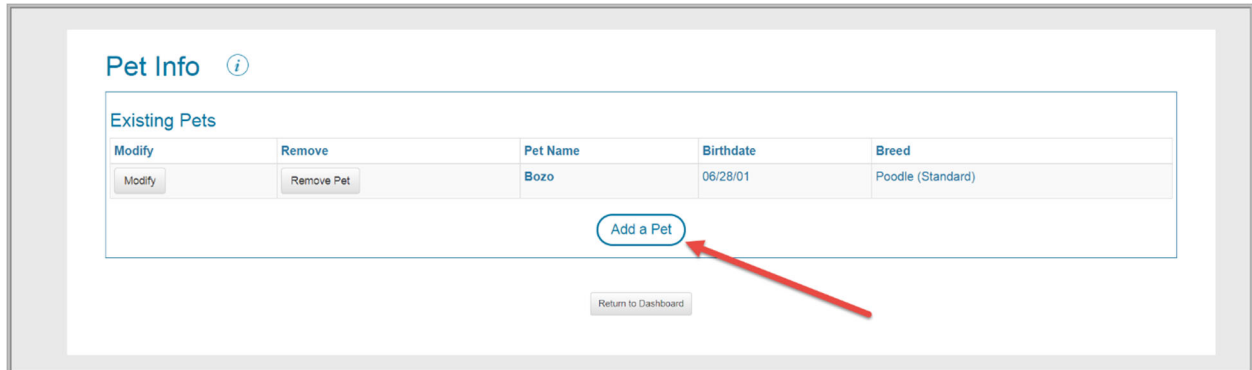
06/24/20

Add Pet



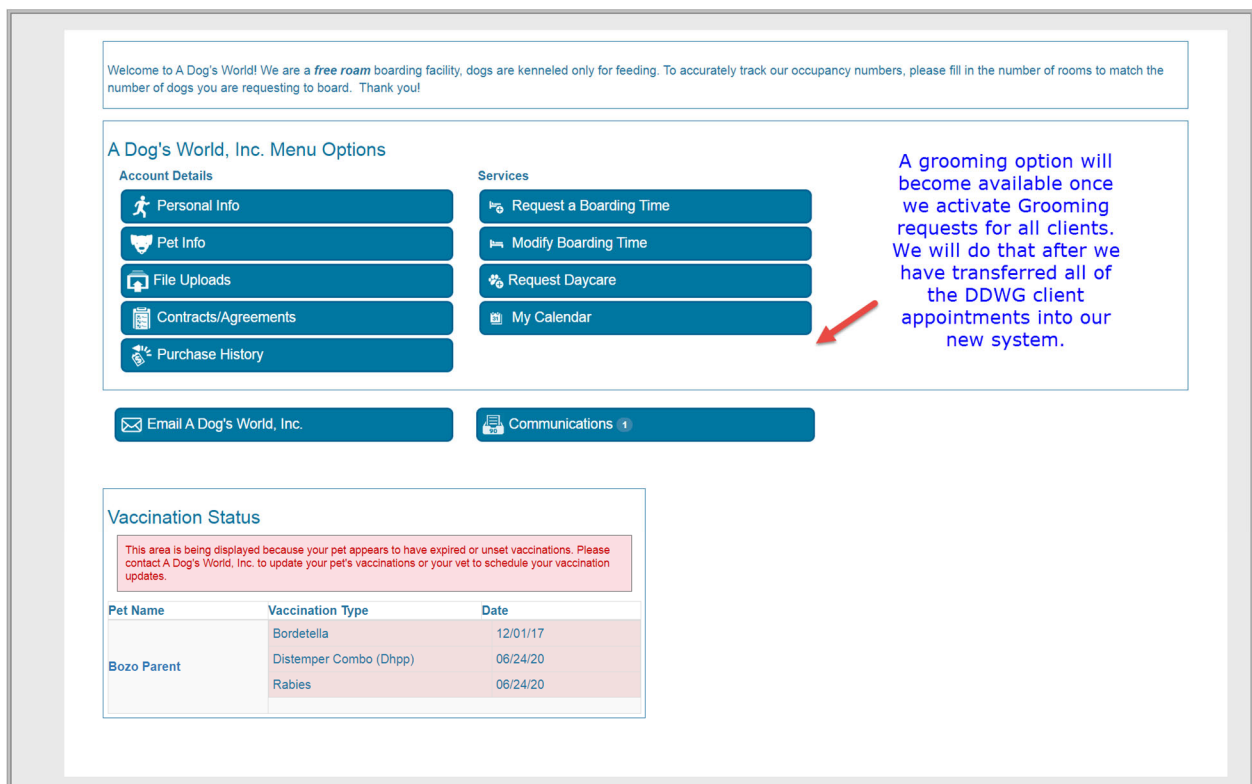
Register for an Account Via PetExec Online Portal

That is it! You have completed registration in PetExec and can book appointments using the system any time! You will be taken to the confirmation page and will see your pet's name as you entered it.



If you have additional pets, just click the Add Pet button and repeat the above process to create a record for each pet that will be using our services.

If you click the Return to Dashboard button at the bottom of the page, you'll see the various options that are available for you to use. NOTE: Since I entered a past date when putting in the vaccinations for my pet (Bozo) – the information at the bottom of this page is highlighted in red to alert me, as a pet owner, that vaccinations are expired and MUST be updated before my pet can come play and stay!





Register for an Account Via PetExec Online Portal

NOTE: For all existing Doggy Dog World Grooming customers, you must create an account BEFORE we are able to transfer your existing grooming appointments into the PetExec system. Once your account is created, we will be notified and will update your appointments accordingly. Your assistance in the creation of your account as soon as possible is greatly appreciated, and will help us ensure that your appointments are transferred before we open grooming availability to new clients. We will do the transfer as quickly as possible. If you have questions in the meantime, please contact us at info@youranimalsbestfriend.com for assistance.