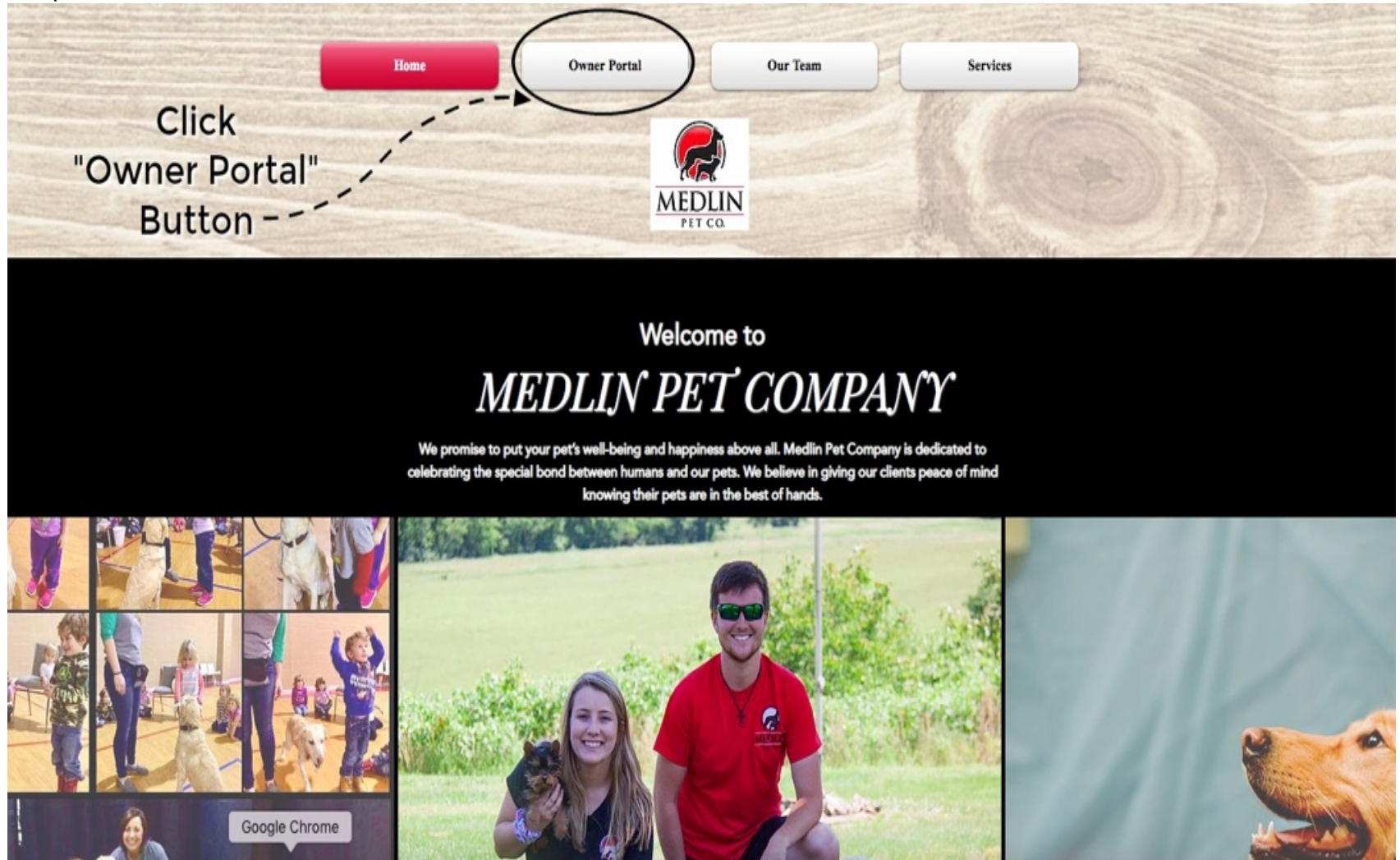


STEPS TO SET UP YOUR PORTAL:

1. LOG IN TO YOUR ACCOUNT BY GOING TO: medlinpetcompany.com and selecting the "Owner Portal" button on the top of the page. See picture below.



2. If you are a NEW CUSTOMER select the "Click to Register!" Button. See picture below.
If you are a current customer skip to step 5.

The screenshot shows the Medlin Petco Owner Portal website. At the top, there is a navigation bar with four buttons: "Home", "Owner Portal" (highlighted in red), "Our Team", and "Services". Below the navigation bar is the Medlin Petco logo, which features a red dog head icon and the text "MEDLIN PETCO".

The main content area is titled "OWNER PORTAL" in a large, bold, black font. Below the title, there is a tagline: "What's better than quality pet services close to home? Scheduling online." This is followed by a list of services:

- Request a Boarding, Grooming, Training or Day Care service.
- Update your personal and pet information.
- Make Payments & Deposits.
- View purchase history and more!

Below the list, there is a section titled "ATTENTION: Only register yourself if you are a NEW CUSTOMER, otherwise we already have a profile for you. PLEASE contact us for your username & password then scroll down and click 'SIGN IN'".

On the left side of the main content area, there is a text overlay: "New Customers only: 'Click to Register' Button". A dashed white arrow points from this text to a red button labeled "CLICK TO REGISTER!".

On the right side of the main content area, there is a text overlay: "If you are already registered, click the 'Sign In' Button". A dashed green arrow points from this text to a blue button labeled "Sign In".

Below the "Sign In" button, there is a text overlay: "ALREADY REGISTERED?" with a "Click Here" link. A dashed green arrow points from this text to the "Sign In" button.

At the bottom of the page, there is contact information:

help@medlinpetcompany.com
573-468-
PETS
891 South Service Road West, Sullivan MO
63080

3. After clicking the “Click to Register!” button, you will be brought to the Add a New Customer page. Please input all of your information. See picture below.

Medlin Pet Company New Owner Registration

Create an Owner for Medlin Pet Company

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 Reset Password function, which will email the information to the requested email address.

First Name * **Last Name ***

Username * **Password *** **Password Again***

Additional Owner **Address ***

Address 2 **City ***

State * **Zip Code ***

Contact Info / Other

Email * **Home Phone**

Cell Phone * **Work Phone**

Emergency Contact Name * **Emergency Contact Phone ***

Emergency Contact Email **Employer**

How did you find us? * **How Found Other**

Credit Card Info

Card Type **Card Holder**

Card Number **Expiration Date**

1. Fill in your First & Last Name
2. Give yourself a User & Password
3. Fill in your billing information
4. Fill in your email for reminds & receipts
5. Fill in your contact information
6. Please tell us How you heard about us (:
7. Add a Credit Card to keep on file if you wish.

4. The next page you will input your pet’s information. We need to know the weight for Doggy Door sizes and Grooming Services. **PLEASE REMEMBER TO INPUT THEIR WEIGHT!** No picture.

5. **If you have already signed your contracts skip to step 10.**

- **You are required to sign our “Services Agreement” & “Boarding Contract” for Boarding, Grooming or Daycare Services.**
***If you are interested in Training Services you must sign our “Training Agreement - Group Class, Day Training or Private Training Lessons”. Select the “Sign Agreements” Button.** See picture below.

The screenshot displays the Medlin Pet Company web application interface. At the top, a blue header bar contains the company name and date on the left, and a user greeting with a 'Log Out' link and a menu icon on the right. The main content area is white and features a welcome message in a light blue box, a red error message box stating 'There are no pets defined', and a section explaining that contracts are required for scheduling. It lists the 'Services Agreement' and 'Boarding Contract' and includes a 'Sign Agreements' button. The footer is a dark gray bar with the Medlin Pet Co. logo and a license notice.

Medlin Pet Company
Today is: 09/02/2018

Hello Fake Person!
Log Out


Hi there! Thanks for visiting Medlin Pet Company. We are glad you're here. 😊

There are no pets defined. Please click on the "Pet Info" button to add a pet to your account.

Contracts are required to be signed prior to using PetExec for scheduling and maintaining your account. The following contracts are required:

Services Agreement
Boarding Contract

Please click here to view and sign the available contracts: [Sign Agreements](#)

 MEDLIN PET CO.

Licensed to: Medlin Pet Company

6. After clicking the “Sign Agreements” page you will see our three contracts. Click the agreement you would like to read and sign.

Medlin Pet Company
Today is: 09/02/2018

Hello [Name] Log Out

Available Agreements i

	View / Sign	Contract / Agreement	Status	Description
Must Sign for ANY Service	View / Sign Print	Services Agreement	Signed 08/13/2018 03:00 PM	All owners must sign our "Services Agreement" Contract to be serviced at Medlin Pet Company.
Must Sign for ANY Service	View / Sign Print	Boarding Contract	Signed 07/08/2018 09:04 PM	Owner's must sign our "Boarding Contract" to use any Boarding Services at Medlin Pet Company.
Must Sign for TRAINING Service	View / Sign Print	Training Agreement - Group Class, Day Training or Private Training Lessons	Not Signed	Owner's must "Training Agreement" to have any Training Services done at Medlin Pet Company/PS K-9 Academy.

[Return to Dashboard](#)

7. **Read the contracts thoroughly and sign at the bottom.** See picture below.

Services Agreement i

Services Agreement
This Service Agreement is made and entered into by and between Medlin Pet Company, LLC, a Limited Liability Company in Missouri State, and the person identified as the "Owner" below. This Agreement applies to all visits by your pet to Medlin Pet Company.

I. Services
Medlin Pet Company provides pet boarding, pet grooming, pet daycare and dog training. Owner hereby engages Medlin Pet Company to provide the services for his or her pet(s) as set forth on the Pet Expo information sheet provided by the Owner. The terms and conditions set forth in this agreement and in any supplemental pet information or reservation forms provided in connection with this agreement by Medlin Pet Company. Medlin Pet Company reserves the right to immediately change your pet's type of boarding, daycare, grooming or training if we believe it is necessary to protect the health and well-being of your pet, other pets, or our staff, and Owner agrees to pay any additional costs associated with the change.

II. Photo and Video Release
Owner agrees to allow Medlin Pet Company and our representatives and employees to use his or her pet's name and any images, or likeness of his or her pet taken while the pet is staying at Medlin Pet Company, in any form or format, for use, at any time, in any media, marketing, advertising, illustration, trade or promotional materials.

III. Ownership & Personal Property
Owner specifically represents that they are the lawful and valid owner of the pet, free and clear of all liens and encumbrances. Owner agrees that Medlin Pet Company and our representatives and employees will not be liable or responsible for any lost, stolen or damaged personal property belonging to the Owner or pet. Owner understands and agrees that the pet's collar/harness may be removed in boarding or play areas to prevent injury.

IV. Payment
Owner agrees to pay all fees in full for services, veterinary care or other services owed on the day of pick up or the pet shall not leave Medlin Pet Company. Prices are subject to change without notice and seasonal rates may apply.

V. Cancellation & Deposits
If you need to cancel your reservation, please do so at least 72 hours prior to your arrival date. Medlin Pet Company reserves the right to charge a cancellation fee. Deluxe Cabins and Cottages require a 50% non-refundable deposit.

VI. Health & Vaccinations
No Shots, No Docs, No Service!
Medlin Pet Company reserves the right to refuse to accept a pet at sign-in for any reason, including without limit, if it appears to us the pet is sick, injured, in pain, or that its behavior could jeopardize the health or safety of other pets or our staff. Medlin Pet Company will not board, train, provide daycare or groom your pet without valid vaccination documentation. So, please provide vaccination documentation and medical records. Owner represents to Medlin Pet Company that, to Owner's knowledge, your pet has not been exposed to any contagious diseases within a thirty-day period prior to sign in. Owner understands that all pets at Medlin Pet Company are fully vaccinated. However, it is still possible for your pet to become ill, even if vaccinated. Owner understands this is not due to any circumstance or condition at Medlin Pet Company and agrees to not hold Medlin Pet Company liable in the event your dog becomes ill during/after his/her stay. If at any time your pet is found to have fleas or ticks, Medlin Pet Company may provide the appropriate removal treatment, and you authorize us to provide such service at your additional expense.

VII. Pet Behavior

Please read each Contract thoroughly and scroll down to sign.

8. First in your Username and Password in the appropriate sections. Second, click the button to the left to digitally sign. On Desktops or Laptops use your mouse, on any mobile device use your finger. **Click the button next to Agree to the terms and conditions, then click sign button.** See pic.

Owner understands that while your pet is staying with Medin Pet Company, he or she will come into contact with other pets. In the unlikely event that your pet injures another pet, you will be solely responsible for any injury to the other pet(s) as well as your own, and you release Medin Pet Company from any liability for such injury.

IX. Emergency Medical Treatment
Owner acknowledges that, in the unlikely event your pet becomes ill or injured, or if your pet has a pre-existing condition which is aggravated by its stay, and requires professional attention, we will attempt to notify you or your Emergency Contact at the phone numbers you provided. Medin Pet Company, at its sole discretion, may engage the services of a 24-hour emergency veterinary clinic or a veterinarian of our choice and/or administer medicine to make your pet as comfortable as possible until picked up by you or your Emergency Contact, and you authorize us to provide any such service at your additional expense. If we cannot reach you or your Emergency Contact, we will make healthcare decisions for your pet based on the recommendations of an available professional.

In the unfortunate event that your pet passes away at Medin Pet Company, we have made arrangements with Pet Country Housecall Veterinary Services and to keep your pet until you return, Or Animal Care Services for cremation, if you would not like us to notify you while you are away or you would like us to make other arrangements, please let us know in writing so that we may best know how to accommodate you.

X. Emergency or Natural Disaster
In an emergency or natural disaster, every effort will be made to contact you or your Emergency Contact to retrieve your pet. You agree that Medin Pet Company, at its sole discretion, is authorized to transport, and/or to make temporary alternative arrangements to house and care for your pet until you or your Emergency Contact can retrieve your pet. You understand it may not always be possible to safely evacuate your pet.

XI. Abandonment
Pets left ten days beyond the agreed pick-up date, or Owner refuses to pay agreed upon charges, the pet will become property of Medin Pet Company.

OWNER ACKNOWLEDGES AND AGREES TO THE ABOVE:
Owner Signature and Date _____

Username / Password: Username Password
Digital Signature: _____
Reset
I agree to all ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT terms and conditions.
Sign Agreement

1. Fill in your User. & Pass.
2. Use your computer mouse (on desktop or laptop or finger (on mobile) to sign.
3. Don't forget to click "I agree" on terms and conditions!
4. Click "Sign Agreement" Button.

9. You must sign the Services Agreement, Boarding Contract and Training Agreement if it applies. See picture below.

Medin Pet Company
Today is: 09/02/2018

Hello [User Name] Log Out

1. Finish signing your Contracts.

Available Agreements

View / Sign	Contract / Agreement	Status	Description
View / Sign Print	Services Agreement	Signed	All owners must sign our "Services Agreement" Contract to be serviced at Medin Pet Company.
View / Sign Print	Boarding Contract	Signed	Owner's must sign our "Boarding Contract" to use any Boarding Services at Medin Pet Company.
View / Sign Print	Training Agreement - Group Class, Day Training or Private Training Lessons	Not Signed	Owner's must "Training Agreement" to have any Training Services done at Medin Pet Company/PS K-9 Academy.

[Return to Dashboard](#)

Click here to return to the main screen.

Use this drop down menu to access other parts of your portal.

Menu

- Main Dashboard
- Account Details
- Packages
- Services
- Email Medin Pet Company
- Logout

Medin Pet Company
Licensed to: Medin Pet Company

10. Either click “Return to Dashboard” or use your side bar to select where you would like to go in your portal.
See the options on your Dashboard in the picture below:

The screenshot shows the Medlin Pet Company Owner Portal dashboard. At the top, there's a blue header with "Medlin Pet Company" and "Today is: 08/02/2018" on the left, and "Hello [Name] Log Out" on the right. Below the header, a message says "Hi there! Thanks for visiting Medlin Pet Company. We are glad you're here. ☺". The main content area is divided into three columns: "Medlin Pet Company Menu Options", "Packages", and "Services".

Medlin Pet Company Menu Options:

- Account Details: Personal Info (arrow: Update/See your personal info. here.), Pet Info (arrow: Update/See your pet info. here.), Credit Cards On File (arrow: Update/See your credit card info. here.), File Uploads (arrow: Upload pet records here.), Contracts/Agreements (arrow: Sign/See Contracts here.), Make a Payment (arrow: Make Payments & Deposits here.), Purchase History.
- Buttons: Email Medlin Pet Company.

Packages:

- Boarding Package History
- Daycare Package History

Services:

- Request a Boarding Time (arrow: Send a Boarding Request here.)
- Schedule Daycare (arrow: Send a Daycare Request here.)
- Request a Grooming (arrow: Send a Grooming Request here.)
- My Calendar (arrow: See your Requests & Appointments.)

Vaccination Status:

This area is being displayed because your pet appears to have expired or unset vaccinations. Please contact Medlin Pet Company to update your pet's vaccinations or your vet to schedule your vaccination updates.

Pet Name	Vaccination Type	Date
Jax	Bordetella	08/11/2018
	Distemper	08/11/2018
	Rabies	08/11/2018
Tank	Bordetella	08/11/2018
	Distemper	08/11/2018

See if your pet's vaccinations are up to date or expired here. (arrow pointing to the table)

At the bottom left, there's a Medlin Pet Company logo and "Licensed to: Medlin Pet Company".

Please contact us if you have any problems with your Owner Portal.

Medlin Pet Company, LLC
 891 South Service Road West,
 Sullivan MO 63080
 573-468-7387

hello@medlinpetcompany.com
www.medlinpetcompany.com



