


Steps to Download Your Pet's Photos to (his) her Pet Portal Profile

1. Login to your Pet Portal (Top, right hand of Home Page).
 2. Click on your pet's name under the area for photo placement.
 3. Click "Edit Photo" at the right of the screen under Pet Information.
 4. Under "Pet Name", click on the down arrow  and click on the pet's name of whom you wish to download photos.
 5. On the right of the pet's name is a space asking for the image you wish to Download. Click on icon.
 6. That will bring up your computer documents.
 7. Click on the folder that holds your photos, (such as; My Pictures or where you have saved your pictures)
 8. Double click on the file of the picture you choose to download for your pet's profile.
 9. Click on the blue icon. The photo should show up under your pet's name "Pet Record Images" below the icon.
- ** See the box to the right, under "Please Note", if your photo does not appear under Pet Record Images.**