



## **'HOW TO' ENTER ONLINE GVP REGISTRATIONS WITH CAR**

- Go to the CAR website [www.car.com.au](http://www.car.com.au)
- Once you have an account set up with CAR, you simply log in by clicking the 'Click Here' button on the top left of the screen.
- Enter the email and password used for your clinic's account.
- Select 'New Subscriptions' from the top menu to enter new online microchip registrations.
- Please complete registration details, paying particular attention to the accuracy of the microchip number.
- Once all animals with the same owner have been added, complete the Owner details. Ensure the phone and email details for the owner are accurate.
- When all fields are complete, click 'Proceed to summary' at the bottom of the page, and the Agreement will appear. Double check all information is correct and, if so, click 'Agree & Submit' at the bottom of the page.
- To access the registration certificates, while still logged in to your account, click on Vet Clinic Profile from the top menu, and from here all registrations and recoveries associated with your clinic can be found by using the menu on the right hand side of the screen.
- If an email for the owner was provided, they will receive a copy of the microchip registration certificate as well.
- For more help with the online registration process, please see the youtube tutorial at;  
[https://www.youtube.com/watch?v=ytpLvcTv\\_1Q&feature=youtu.be](https://www.youtube.com/watch?v=ytpLvcTv_1Q&feature=youtu.be)