

# City of Overland Park – ePlace Website RENEW Pet License & Payment

**Before Beginning** - Please have your required proof of Rabies Vaccination available to be uploaded prior to renewing. **A picture of the pet tag is will not be accepted.**

ePlace Online Link: <https://energov.opkansas.org/CSS/SelfService#/home>

**IMPORTANT:** If you registered or renewed Jan. – Jun. 2018 on the Pets & More site, you will need to register your email address with the ePlace website and create a strong password.

1. Click **Sign Up**
2. Enter your email
3. A confirmation email will be sent to you from *EnerGov\_NoReply@opkansas.org*. Open email and click the **Confirm** link
4. Enter strong password (*At least 8 characters, one upper and one lowercase, plus number*).
5. **Submit** to finish creating an account
6. **Log In**

## Log In

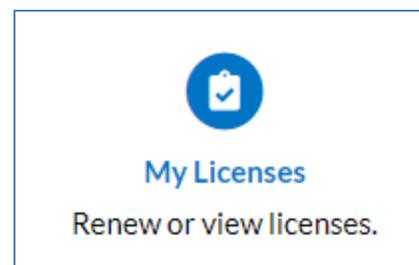
1. After you have an ePlace account, log in with your credentials by: (1) clicking the top right Guest icon or (2) the blue **Log In** button
  - a. (*Password hint: At least 8 characters, one upper and one lowercase, plus number*).
2. If you do not have an account, see above box or the guide for Registering for a New Account.



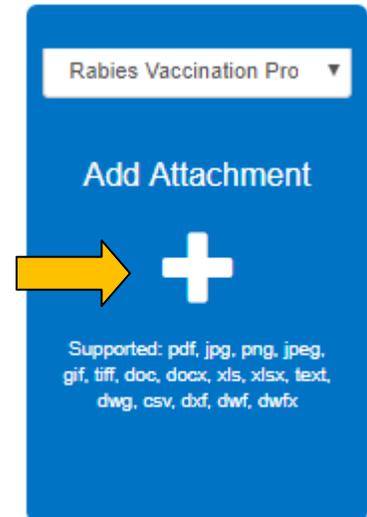
## Renew Existing Pet License(s)

Multiple Pets: Each pet renewal is separate, but you may pay for multiple pets with one payment.

1. Login
2. Click on **My Licenses** square tile
3. Select **Renew**
4. **Step 1: Type:** View only
5. Click **Next**
6. **Step 2: More Info**
  - a. Select **Gender** from dropdown
    - i. Spayed or Neutered
    - ii. Not Spayed or Not Neutered



7. Click **Next**
8. **Step 3: Attachments:** Upload proof of **rabies vaccination** by clicking on the + to search for files from your computer.
  - a. Not Accepted: Picture of dog tag
  - b. Accepted: Picture of rabies vaccination or a pdf of certificate
9. Select **Next**
10. **Step 4: Summary** (You are Not finished)
  - a. Review information on file to ensure everything is correct.
  - b. If correct, click **Submit**
  - c. You will see a message indicating your license application was submitted successfully and you will see your license details.



11. Additional Pet: Renew additional pet (follow above steps) or proceed to payment.
12. **PAYMENT:** **Payment is required at the time of renewal.**
13. One Pet: If you have only one pet license to renew, proceed to the payment window by clicking the **Pay Now** button.
  - a. More Than One Pet: If you have more than one pet to renew, return to the Dashboard or use My Work > Licenses to renew additional pet(s). See Page 5 for an example of the Shopping Cart.
14. Click **Pay Now** button.

✓ Your license application was submitted successfully. Please click the Pay Now button to pay for the invoiced fees to complete the process. ✕

License Number: PET-0052835

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

## Shopping Cart

The **Pay Now** button will open up your Shopping Cart with the correct amount in your cart.

Shopping Cart

Total \$10.00  
[Check Out](#)

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Invoice: INV-00021952      Description: NONE  
Due Date: 06/30/2018      Billing company (Audano, Christine)  
Contact:

Case Number	Project	Case Address	Amount Due
PET-0052835		12843 WEDD ST Overland park KS 66213	\$10.00

\$10.00  
[Remove](#)  
[Top | Main Menu](#)

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Total \$10.00  
 [Check Out](#)

Click **Check Out** to proceed to the secured payment processor “MyGovPay” to enter credit card information and then click **Pay Now - \$(amount)**.

**MyGovPay**  
EMPOWERED BY  
TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Overland Park, KS  
Order Number: 49  
Thursday, May 31, 2018

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00021952	NONE	1	\$10.00	\$10.00
Item Total:				\$10.00
Order Total:				\$10.00

**Payment Details** \*all fields are required

Cardholder Name	Billing Street	Billing Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Card Type	Card Number	Expiration Date
Select one... ▼	<input type="text"/>	Month... ▼ Year... ▼
CVV Code	<input type="text"/>	

[Pay Now - \\$10.00](#)

You will be taken to a payment successful window and a receipt will be sent to your email address on file.

Either close window or click **Continue to site** to receive the Thank You message.

**MyGovPay**  
EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Overland Park, KS  
Order Number: 50  
Thursday, May 31, 2018

Your payment was successfully processed.

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00021952	NONE	1	\$10.00	\$10.00
			Item Total:	\$10.00
			Order Total:	\$10.00

Continue to site

### Email Receipt

**MyGovPay**  
EMPOWERED BY TYLER TECHNOLOGIES

Overland Park, KS

Payment Confirmation

Payment Date	Thursday, May 31, 2018
Order Number	47

Line Items

Invoice #	Item Description	Quantity	Unit Price	Total Price
INV-00021948	NONE	1	\$20.00	\$20.00
Item Total				\$20.00
Order Total				\$20.00

Thank you for your payment,  
Overland Park, KS

### Renewal Processed in City Clerk's Office

The City Clerk's Office will process your renewal in the order received (online and postal mail). Once processed, they will mail you your pet tag via the US Postal Service. You may log into your ePlace account to check the license status at any time.

## Questions

City Clerk's Office: 913-895-6150

ePlace Website Assistance: [eplacehelp@opkansas.org](mailto:eplacehelp@opkansas.org)

## Multiple License Payment

If you have multiple pet licenses, fees will be automatically added to your shopping cart. Proceed to the payment window by selecting **Check Out**.

Shopping Cart

Total \$30.00  
[Check Out](#)

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Invoice: [INV-00021951](#) Description: NONE  
Due Date: 06/30/2018 Billing company (Audano, Christine)  
Contact:

Case Number	Project	Case Address	Amount Due
<a href="#">PET-0022861</a>		13105 WALMER ST 66209	\$20.00

\$20.00  
[Remove](#)  
[Top](#) | [Main Menu](#)

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Invoice: [INV-00021952](#) Description: NONE  
Due Date: 06/30/2018 Billing company (Audano, Christine)  
Contact:

Case Number	Project	Case Address	Amount Due
<a href="#">PET-0052835</a>		12843 WEDD ST Overland park KS 66213	\$10.00

\$10.00  
[Remove](#)  
[Top](#) | [Main Menu](#)

Total \$30.00  
[Check Out](#)