

## Getting Started with www.GetMeKnown.co.za

1. Head on over to <http://www.getmeknown.co.za> and click on either the Register Menu Item (To create an account) or the Login Menu Item (If you already have an account).
2. When presented with your Profile View you are given several options. Amongst these are **Register Microchip** which you would click to register a new micro chip to your account, you may register multiple micro-chips to your account. And **Transfer Request** which you would click to Request a Transfer of a microchip from a current owner to your account.
3. **Registering** your Micro Chip is done by clicking the Register Microchip button and then inserting your Micro Chip number. We will then present you with a screen to add all the identification data of your pet. When the information is completed and you have submitted the form then a Certificate screen will be shown. On this screen you are given options to either
4. A. Download a PDF of the certificate (**We recommend keeping a hard copy**) and/or  
B. Sending the Certificate to someone's E-Mail address (It is recommended to send the official registering body an E-Mail at this stage to. For example [info@kusa.co.za](mailto:info@kusa.co.za), if you are registering with KUSA).
5. To **Transfer Ownership** of a Micro Chip start by clicking the **Request Transfer** button and inserting the Micro Chip Number you wish to Take Ownership off. We will then find the details of the dog and present you with them along with a Button to Make the Request to the current owner for approval. The Pet will then be listed on your profile with a Status of Pending. After the current owner has accepted your request your request the pet will be listed and you will be given rights to maintain the information. **Breeders please assist owners that do not have the ability to access Get Me Known ([www.getmeknown.co.za](http://www.getmeknown.co.za)) by creating an account on their behalf and perform a transfer of ownership.**

Please Note: Use [www.getmeknown.co.za](http://www.getmeknown.co.za) (make me known) for microchip registrations.

Lost? Head on over to <http://www.getmeknown.co.za/guide/website> to view our complete user guide.