IKC Online Transaction Services

User Manual

Irish Kennel Club - Fottrell House, Harolds X Bridge, Dublin 6W.

Phone: +353 (1) 4533300, Fax: +353 (1) 4533237, Email: ikenclub@indigo.ie

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Introduction

The Irish Kennel Club promotes the responsible ownership and breeding of dogs throughout Ireland through education, registration, training and support schemes and events. Dogs and their owners must be registered with the IKC.

This user manual is intended for both dog owners who want to become IKC members and existing IKC members.

Dog owners can:

1. apply for IKC Associate Membership to become IKC members
2. register their purebred dogs with the IKC
3. apply for certified pedigree
4. apply for a prefix/affix
5. renew a prefix/affix they already own
6. transfer dog ownership
7. renew their existing IKC membership

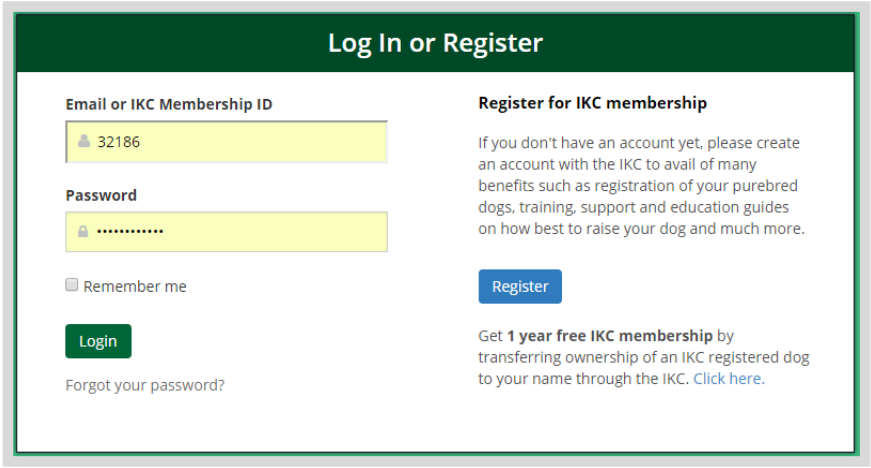
Payment for any IKC services can be made online. Payments are securely processed via Realex Payments. For more information on Realex Payments, please visit https://www.realexpayments.ie/.

Associate Membership

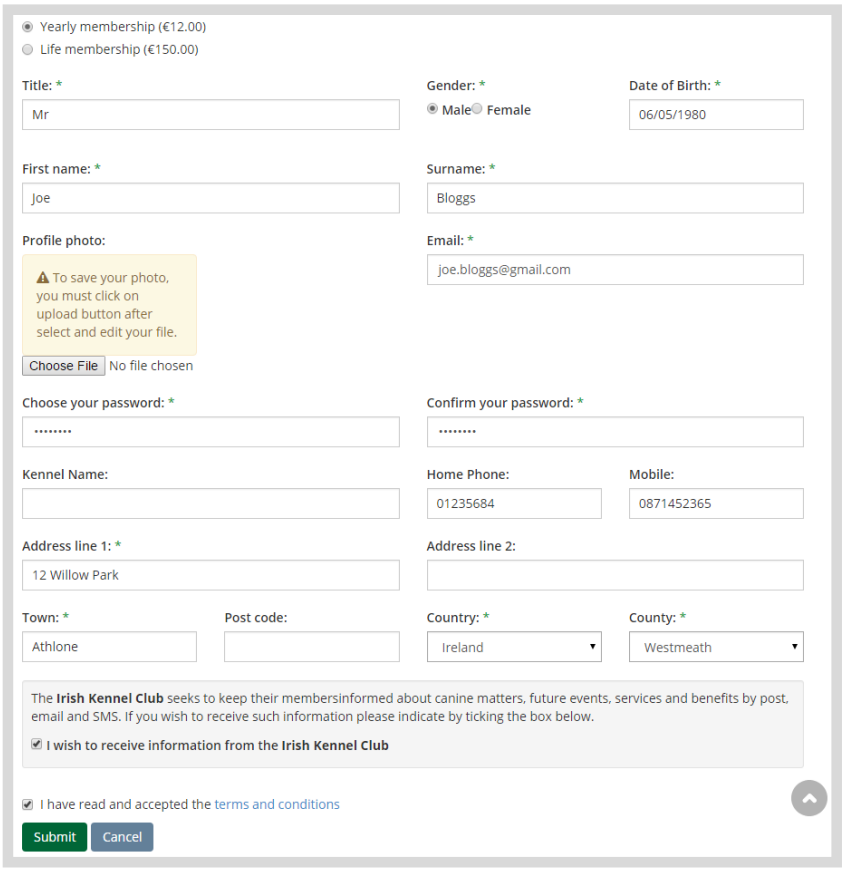
Services of the Irish Kennel Club Ltd., are confined to Associate Members only, you must become an individual member of the IKC.

To apply for IKC Association Membership:

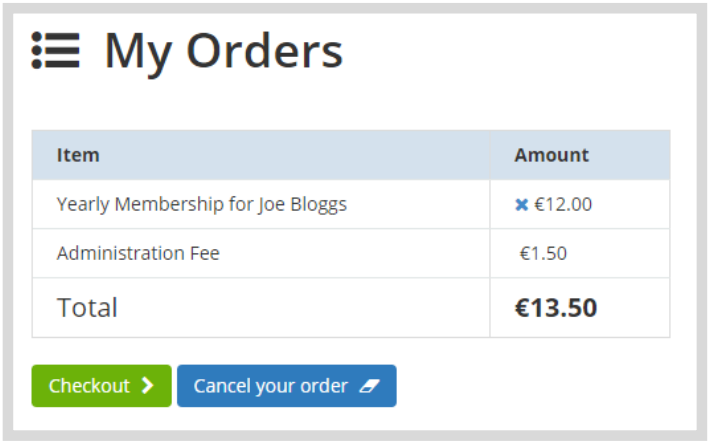
1. Go to http://my.ikc.ie/ and click **Register**.



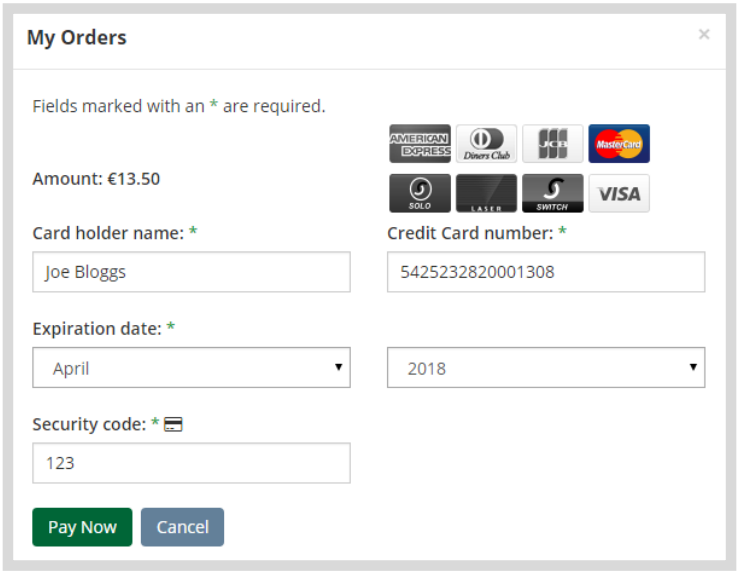
2. Complete your Application for Associate Membership and click **Submit**.



3. Confirm details on My Orders page and click **Checkout** to make online payment. You also have the option to cancel your order at this stage.



4. Enter your credit card details and click Pay Now.



5. If payment is successful, you will see a confirmation message with your payment reference number. You should also receive a confirmation email containing the reference number.

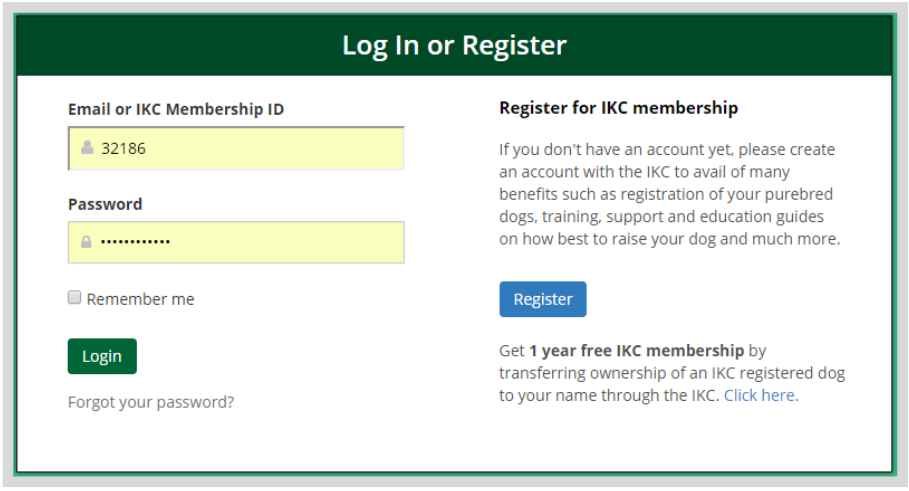
Note:

- When applying for associate membership, you can choose between **yearly** or **life membership**.
- Your **password must be between 8 and 20 characters**.
- Your **application will be submitted for approval**. So please allow IKC a few days to review and approve your application. You will receive an email when your application is approved. You will then be able to login and use the IKC services.
- If for any reasons your application is not approved, you will be notified via email and you should contact the IKC for a **refund**.

Login (existing IKC members)

If you are an **existing IKC member**, you should have received an information pack from the IKC. Along with other information, the information pack contains your **IKC Membership ID** and a **Temporary Password**.

1. Go to http://my.ikc.ie/, enter your membership id and temporary password and click Login.

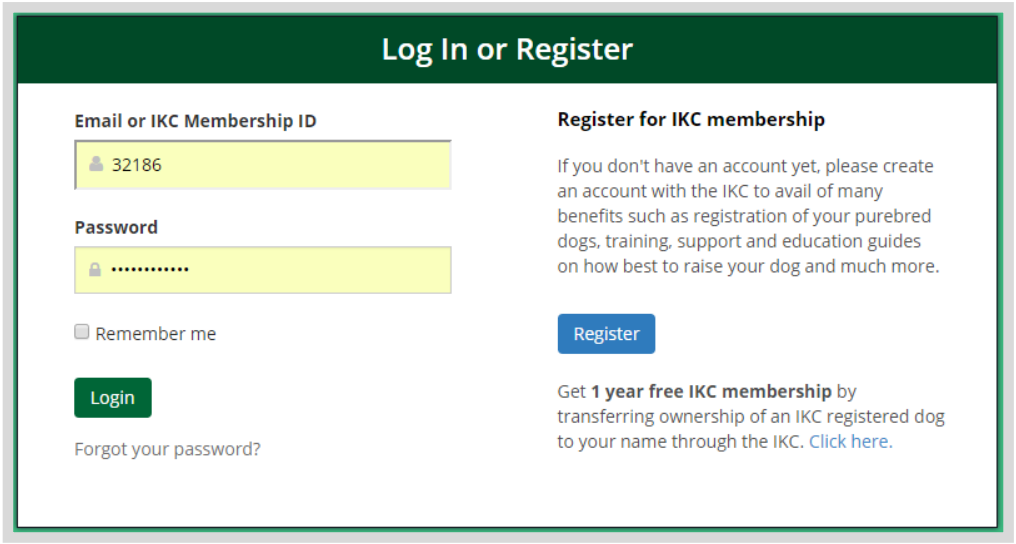


2. You will be redirected to My Profile page where you will need to:
    a. choose a new password for you.
    b. enter any missing information
3. Click Update on the bottom of the page.
4. If your IKC membership is still valid on the date of your login, you will be able to continue using the IKC services after updating your profile.
5. If your IKC membership is expired, you will be required to make a payment to renew your membership before you can use IKC services.

Login (new IKC members)

When the IKC approves your application for associate membership, you will receive an email confirming approval of your application. IKC will also send you your associate membership certificate by post.

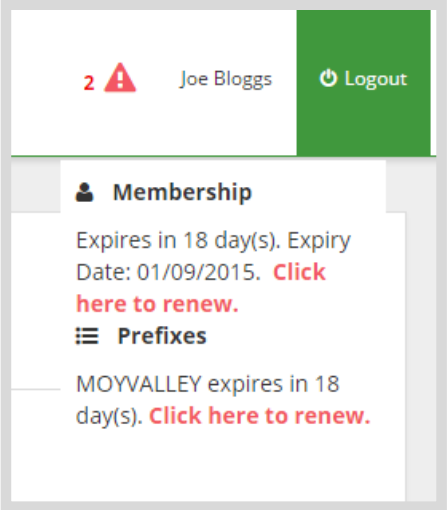
- Go to http://my.ikc.ie/ and login using the email address and the password you entered when you made the application.



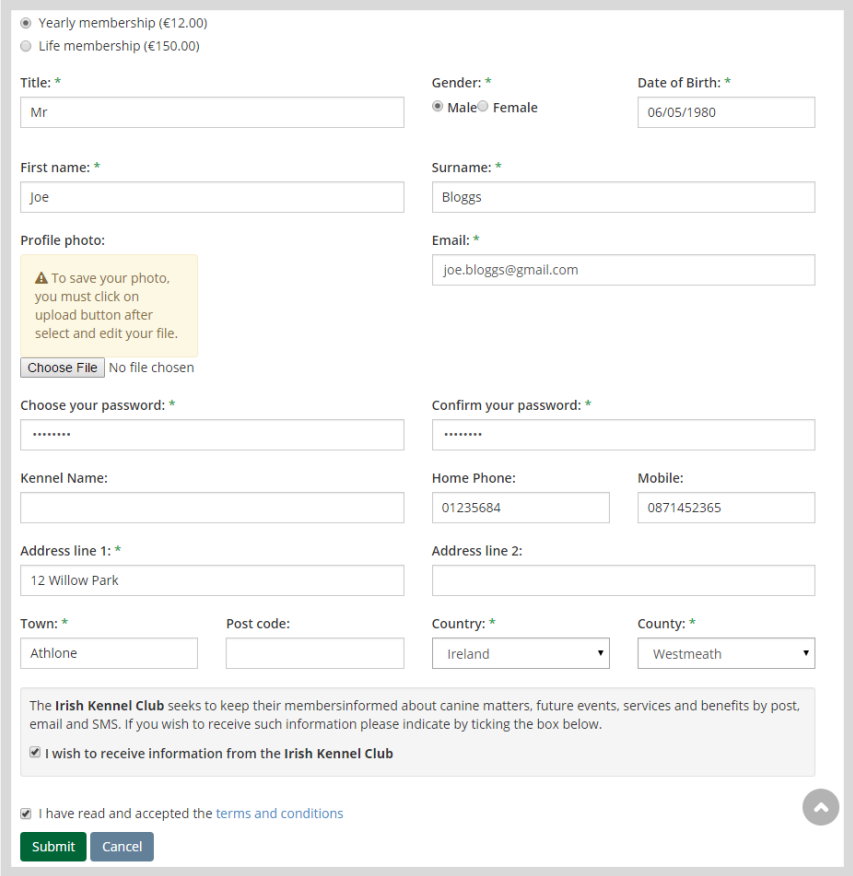
Note: You can also login using your IKC Membership ID instead of your email address. You can find your IKC Membership ID on My Profile page and on your Membership Certificate that you will received from the IKC.

IKC Membership Renewal

You will receive a reminder via email 30 days before the expiry of your IKC membership. You will also see an alert on the Dashboard when you login and your membership is due to expire within the next 30 days.



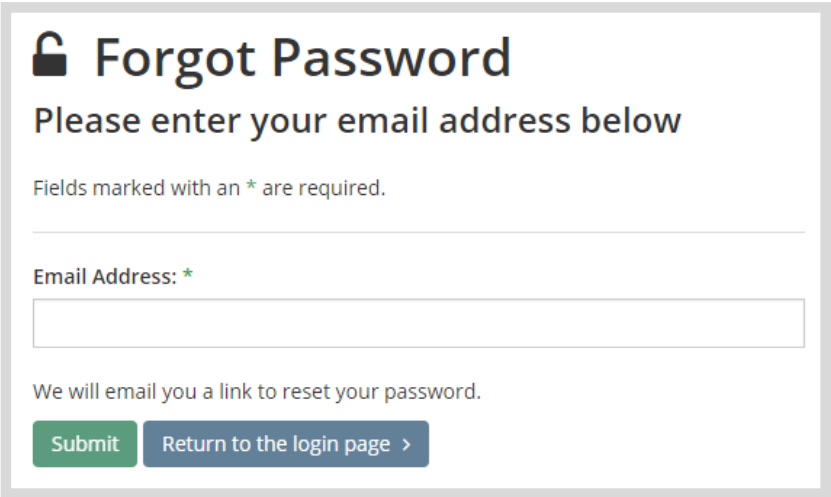
You can click the link to renew your membership.



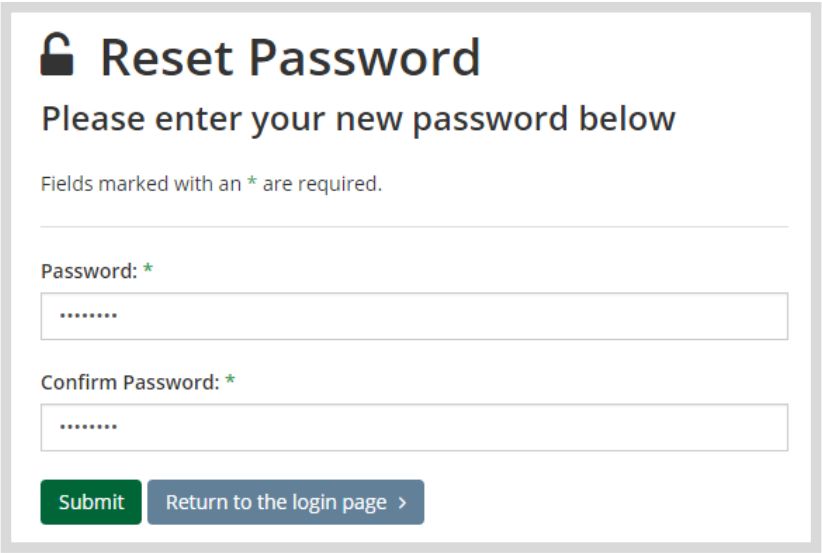
Forgot Password

If you have forgotten your password

- Go to http://my.ikc.ie
- Click **Forgot your password?**
- Enter your email addressed.
- Click Submit



- You will receive an email containing a password reset link. Click the link to go to the password reset page.



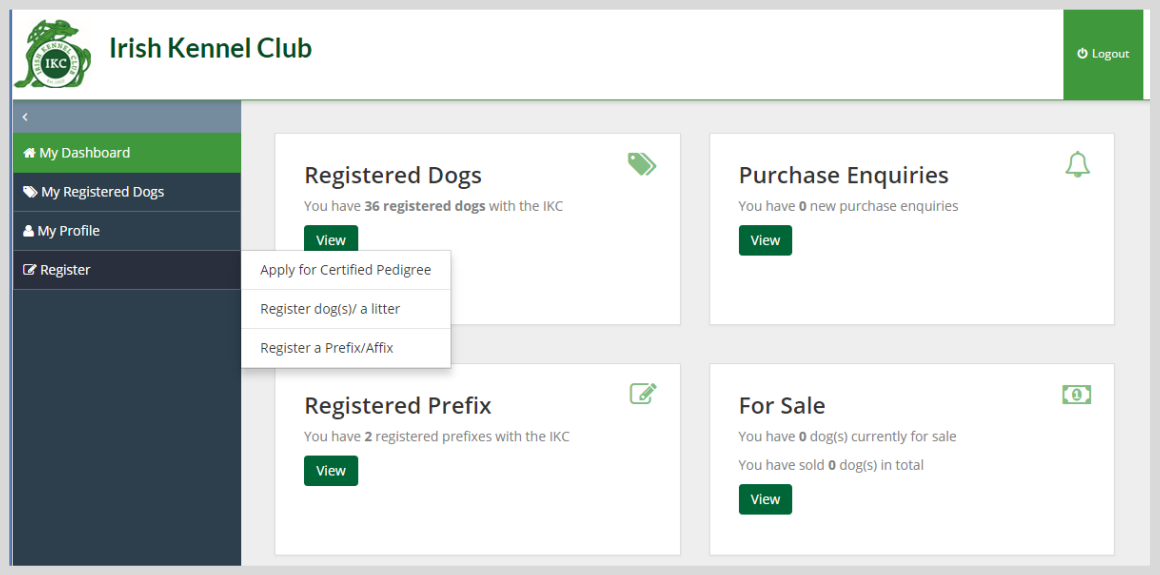
- Enter and confirm your new password and click Submit.
- You should see a success message confirming that your password has been updated.

You can now login using your new password.

Dashboard

When you login, the first screen you see is the Dashboard. It gives you an overview of how many dogs you have registered with the IKC, how many prefixes you have registered with the IKC and if any yearly prefix is due to expire soon.

The left hand side menu allows you to see your registered dogs, see your profile and register your dog/litter/prefix and apply for certified pedigree.



You can click **View** under Registered Dogs to go to My Registered Dogs page that gives below information for each dog you have registered with the IKC.

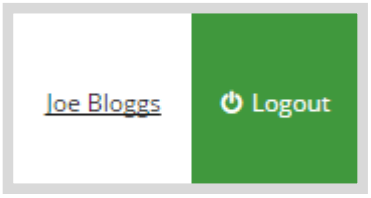
- Dog Name
- Registration Number
- Microchip Number
- Date of Birth
- Breed
- Colour
- Sex
- Sire
- Dam
- Partner Owners
- And a link that you can click to transfer dog ownership

Note: Purchase Enquiries and For Sale are not implemented yet. They will be available in Phase 2 where you will be able to put your dogs on sale and see any purchase enquiries from buyers.

My Profile

To access My Profile

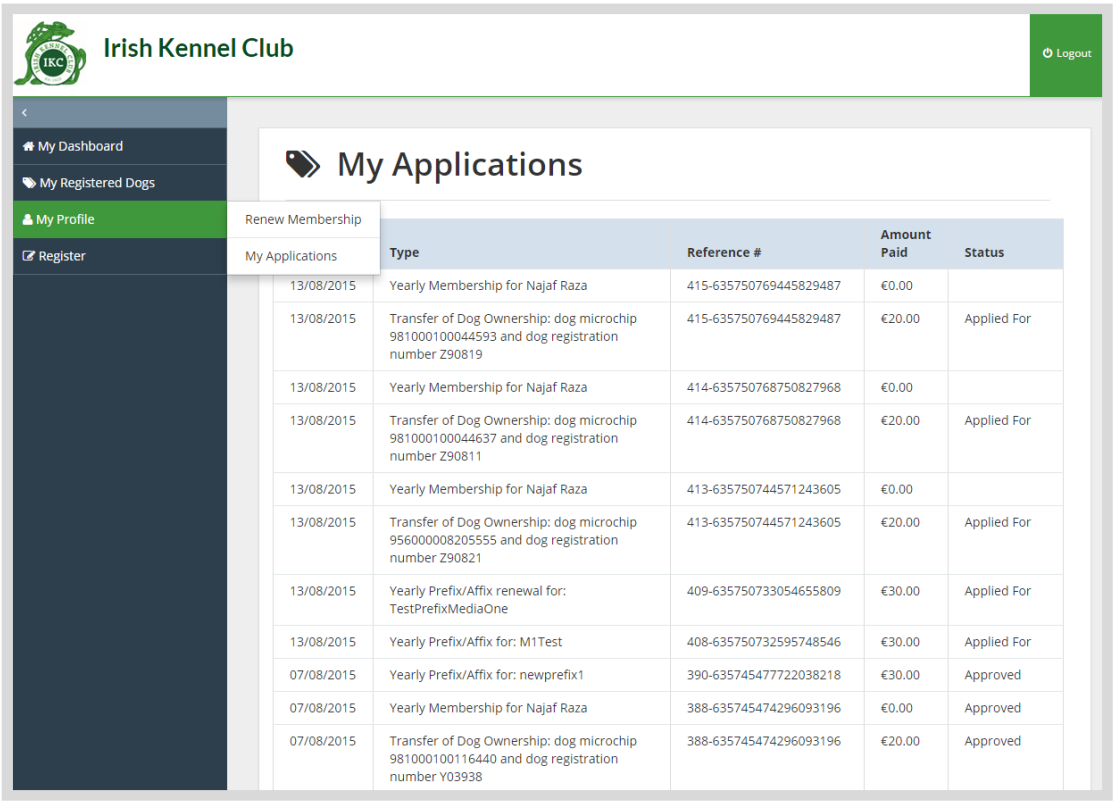
- Login to the IKC Online Services at http://my.ikc.ie
- Click your name beside the Logout button on top right corner.



- On My Profile page you can:
  - change your details, profile picture and password
  - change if you wish or do not wish to receive information from the Irish Kennel Club.

My Applications

To see the applications you have submitted to the IKC, their details and status, login at http://my.ikc.ie and click My Profile > My Applications.



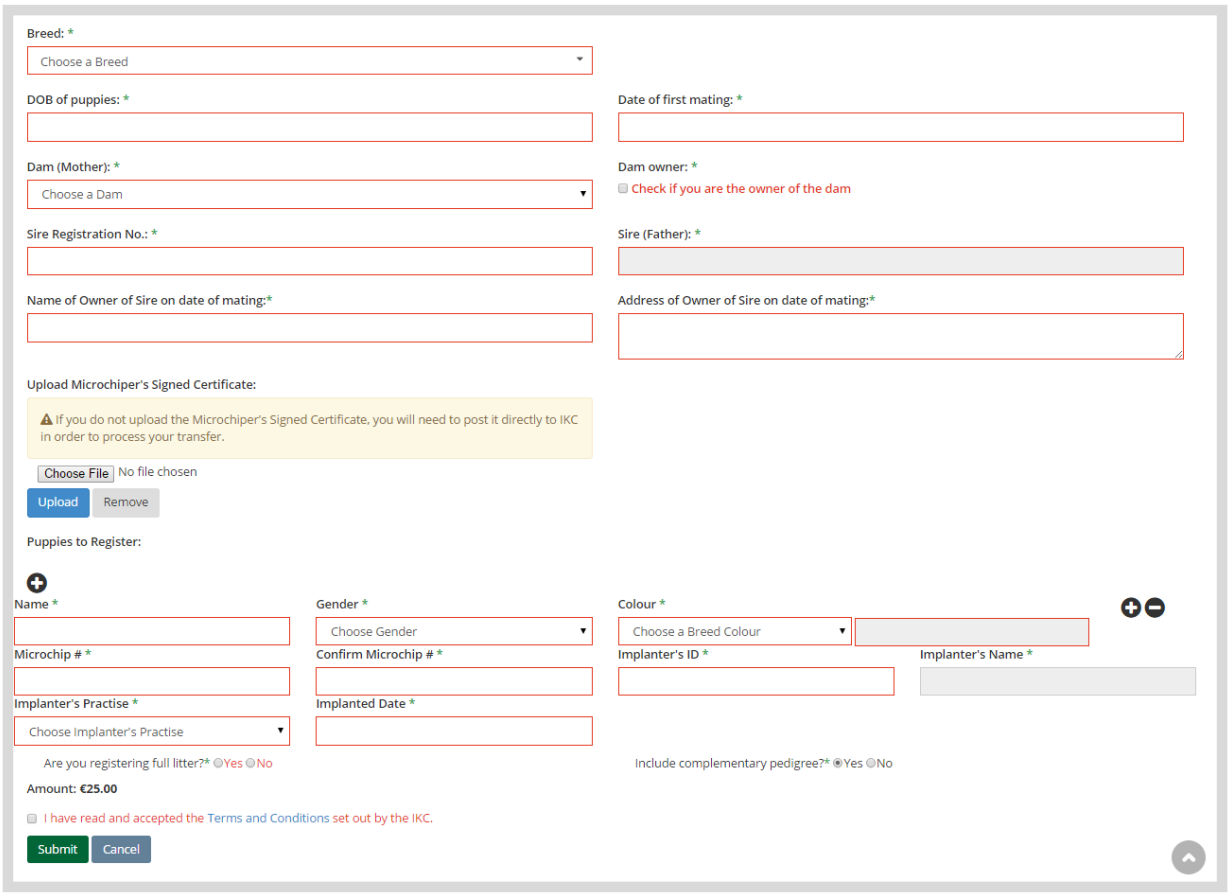
	Type	Reference #	Amount Paid	Status
13/08/2015	Yearly Membership for Najaf Raza	415-635750769445829487	€0.00	
13/08/2015	Transfer of Dog Ownership: dog microchip 981000100044593 and dog registration number Z90819	415-635750769445829487	€20.00	Applied For
13/08/2015	Yearly Membership for Najaf Raza	414-635750768750827968	€0.00	
13/08/2015	Transfer of Dog Ownership: dog microchip 981000100044637 and dog registration number Z90811	414-635750768750827968	€20.00	Applied For
13/08/2015	Yearly Membership for Najaf Raza	413-635750744571243605	€0.00	
13/08/2015	Transfer of Dog Ownership: dog microchip 956000008205555 and dog registration number Z90821	413-635750744571243605	€20.00	Applied For
13/08/2015	Yearly Prefix/Affix renewal for: TestPrefixMediaOne	409-635750733054655809	€30.00	Applied For
13/08/2015	Yearly Prefix/Affix for: M1Test	408-635750732595748546	€30.00	Applied For
07/08/2015	Yearly Prefix/Affix for: newprefix1	390-635745477722038218	€30.00	Approved
07/08/2015	Yearly Membership for Najaf Raza	388-635745474296093196	€0.00	Approved
07/08/2015	Transfer of Dog Ownership: dog microchip 981000100116440 and dog registration number Y03938	388-635745474296093196	€20.00	Approved

This page tells you the dates of your applications, their types, payment reference numbers, amounts you have paid and their current status.

Litter / Dog Registration

To register a dog or full litter with the IKC:

1. Login to the IKC Online Services at http://my.ikc.ie
2. Click **Register > Register dog(s)/a litter** on the left hand side menu.
3. Complete the dog/litter registration form

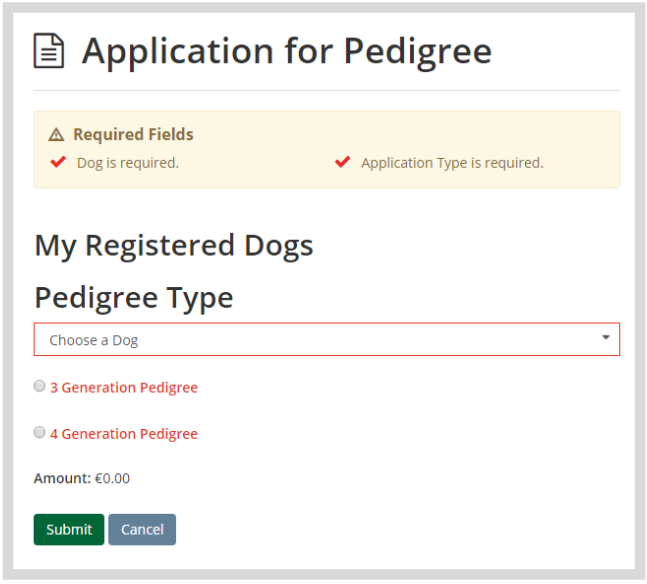


4. If you are registering more than one pup/dog, you can click the ⊕ button to add another dog/pup. To remove a pup you can click the ⊖ button.

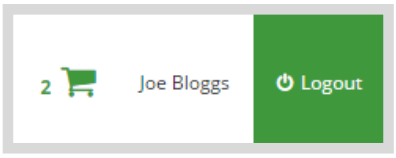
Application for Certified Pedigree

If you have a dog registered with the IKC and you want to get a certificate from the IKC confirming the dog to be 3 or 4 generation certified pedigree:

1. Login to the IKC Online Services at http://my.ikc.ie
2. Click **Register > Apply for Certified Pedigree** on the left hand side menu.
3. Choose a dog from the dropdown list.
4. Choose Pedigree Certificate type.
5. Click Submit. This will be added to your orders.



6. You can then click Checkout to make a payment as explained above or continue using the IKC services and return to make a payment by clicking the cart button beside your profile name on the top right corner.

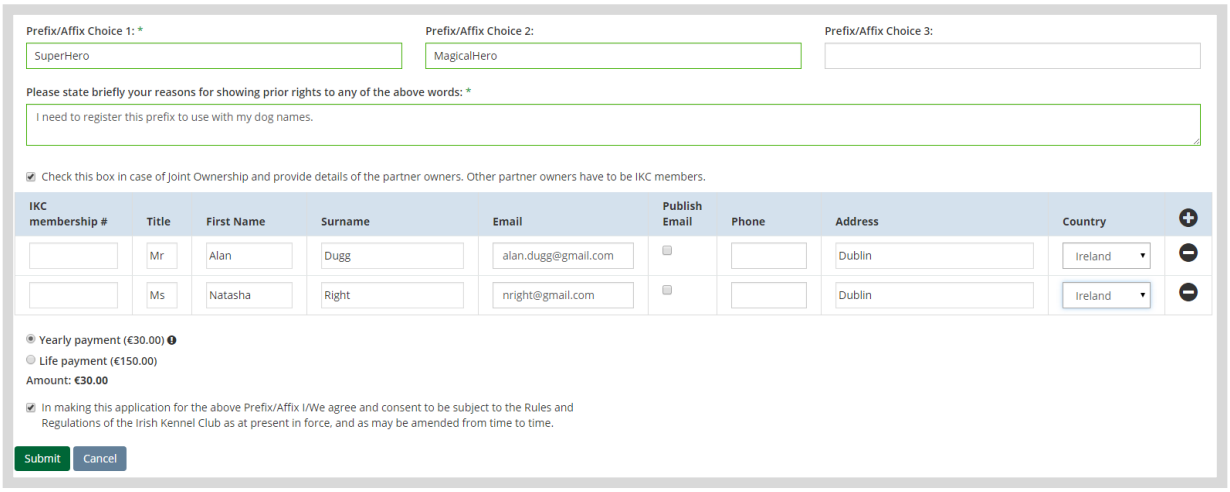


7. The payment process is the same as explained above.

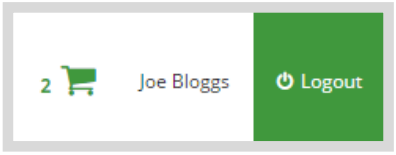
Register a new Prefix/Affix

If you need to register a prefix/affix that you can use with your dog names:

1. Login to the IKC Online Services at http://my.ikc.ie
2. Click **Register > Register a Prefix/Affix** on the left hand side menu.
3. Complete the Prefix Registration form.
4. If prefix is owned by more than one persons, you can add partners by clicking the ⊕ button. To remove a partner owner you can click the ⊖ button.



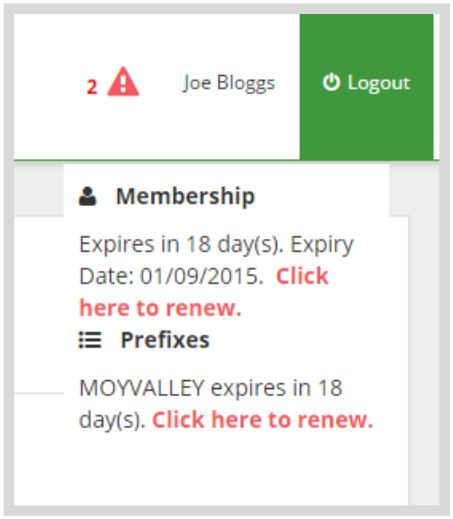
5. Click Submit. This will be added to your orders.
6. You can then click Checkout to make a payment as explained above or continue using the IKC services and return to make a payment by clicking the cart button beside your profile name on the top right corner.



7. The payment process is the same as explained above.

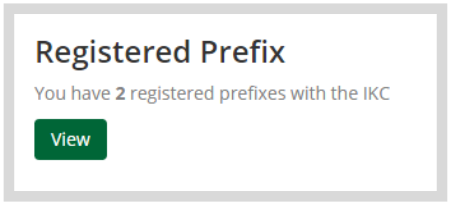
Renew Prefix/Affix

You will receive a reminder via email 30 days before the expiry of your prefix. You will also see an alert on the Dashboard when you login and your prefix is due to expire within the next 30 days.



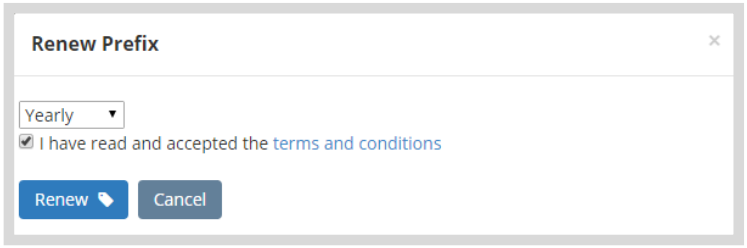
You can click the link to renew your membership.

Alternatively, you can click **View** under **Registered Prefix** on the Dashboard page.

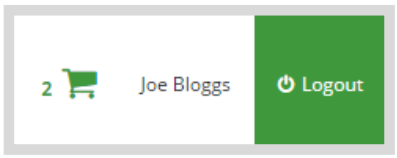


Click the **Renew** button for the prefix you want to renew.

A window will pop up. Choose from the dropdown if you want to renew it for a year or for life and then click **Renew**.



This will be added to your orders. You can then click **Checkout** to make a payment as explained above or continue using the IKC services and return to make a payment by clicking the cart button beside your profile name on the top right corner.



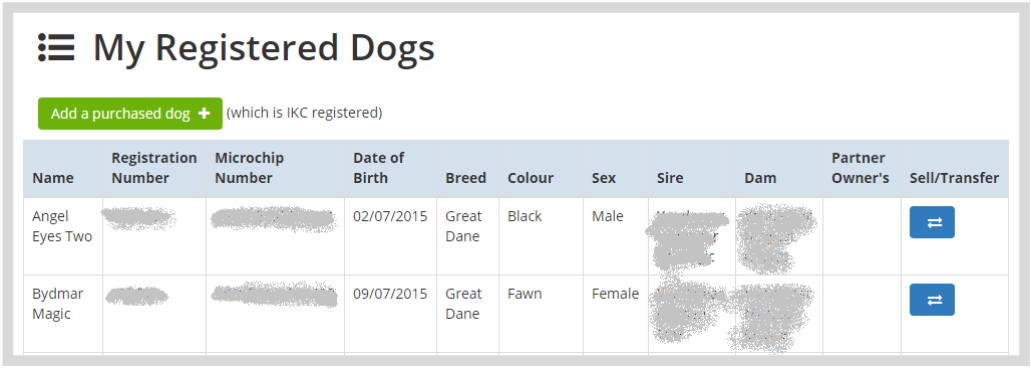
The payment process is the same as explained above.

Transfer Dog Ownership – Seller

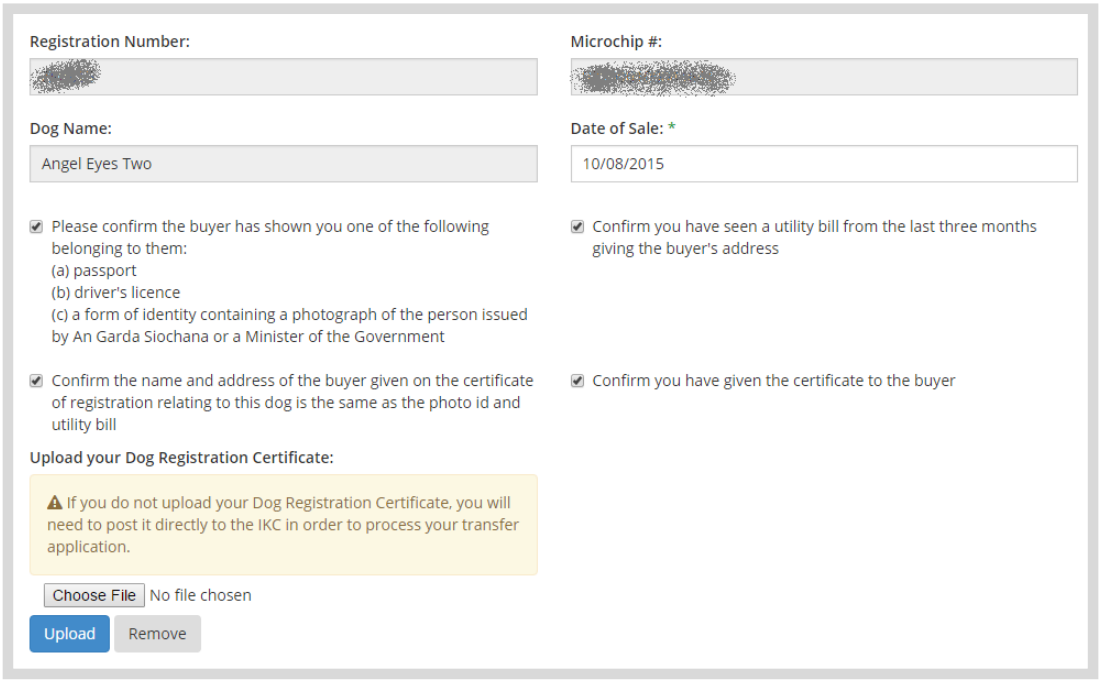
As per the legislation, it is the legal responsibility of the seller to notify and initiate transfer of dog ownership to the buyer and the legal responsibility of the buyer to complete the transfer of dog ownership process. IKC Online Services provides facility for both the seller and buyer to transfer ownership.

If you have sold your IKC registered dog to someone and want to initiate transfer of dog ownership to them:

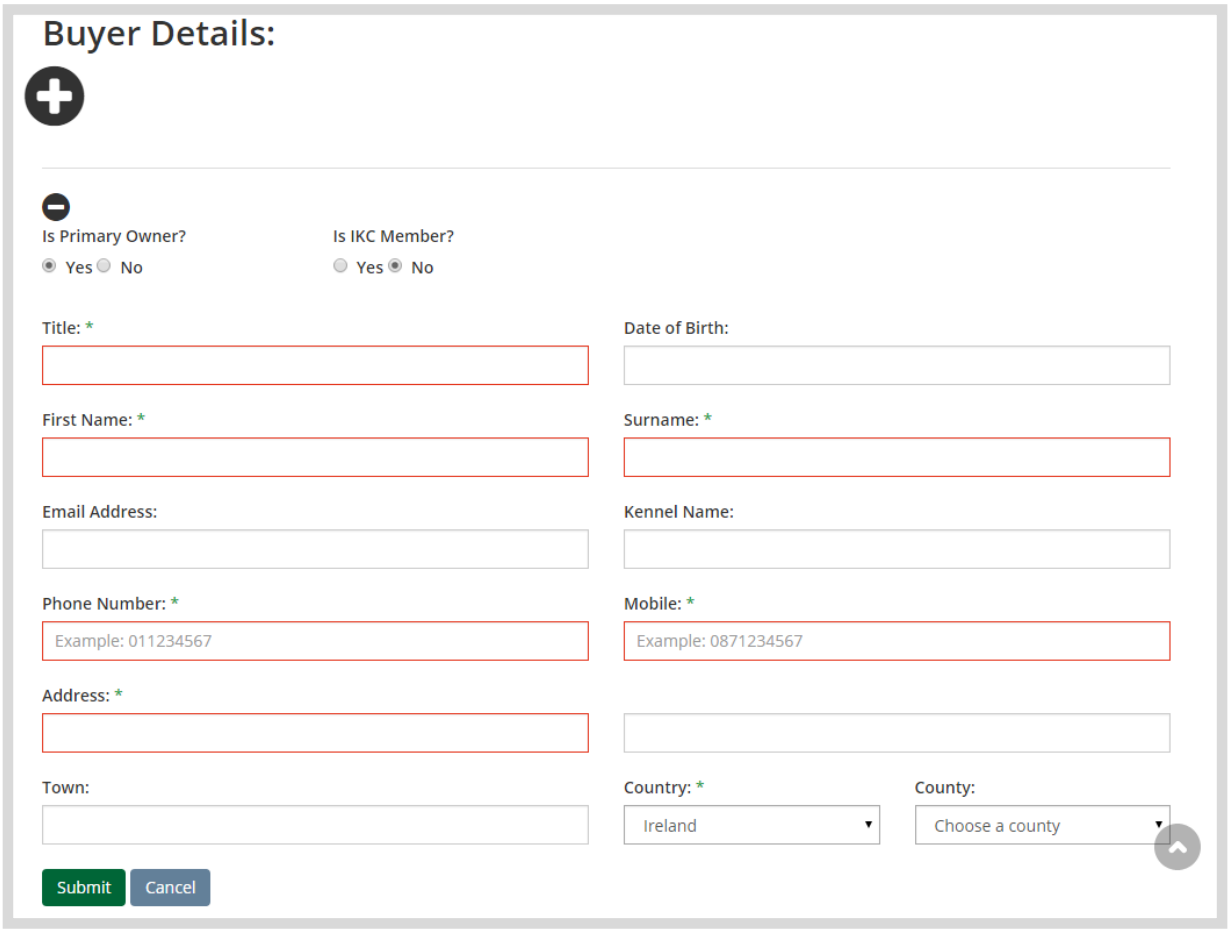
1. Login to the IKC Online Services at http://my.ikc.ie
2. Go to **My Registered Dogs** page.
3. Click the blue ⇄ transfer button for the dog you wish to transfer.



4. Complete the transfer ownership form. This page has two sections; Dog Information and Buyer Details. Some of the details will be pre-filled based on the dogs you are transferring.



5. You can upload scanned copy of your Dog Registration Certificate. Or you can post it directly to the IKC in order to process your transfer application.
6. Complete the Buyer Details section of the form.



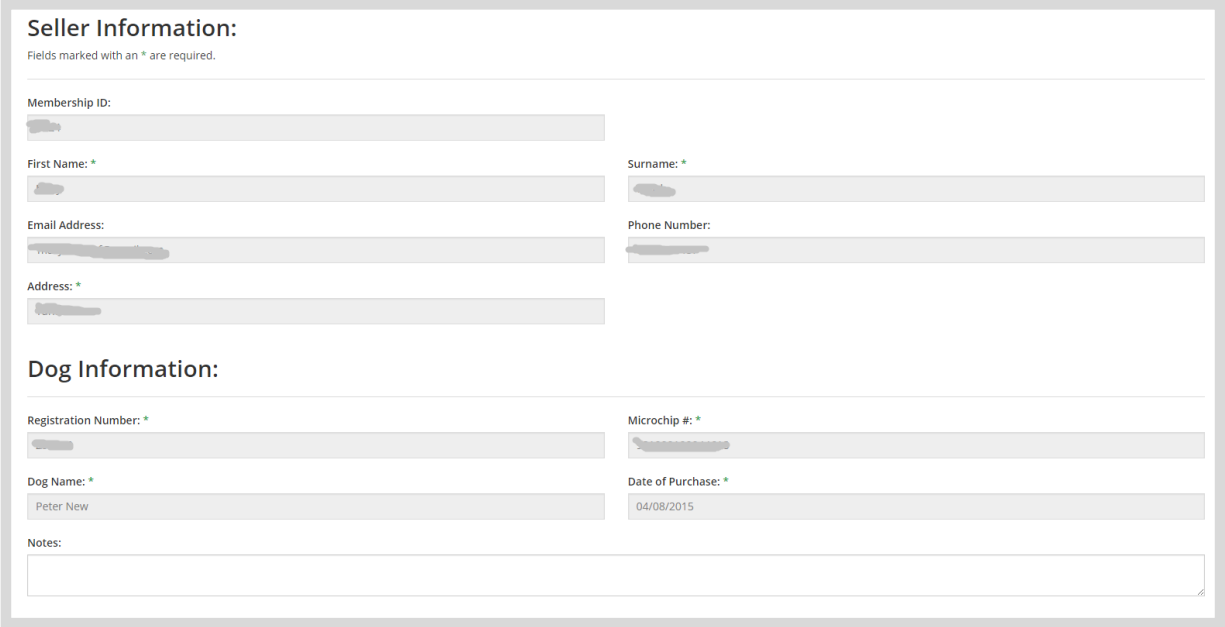
7. If you are transferring ownership of the dog to more than one buyers, one of them must be marked as the Primary Owner. You can add partner owners by clicking the ⊕ button. To remove a partner owner you can click the ⊖ button.
8. Click Submit.
9. This completes your legal obligation for transferring ownership.

Transfer Dog Ownership – Buyer

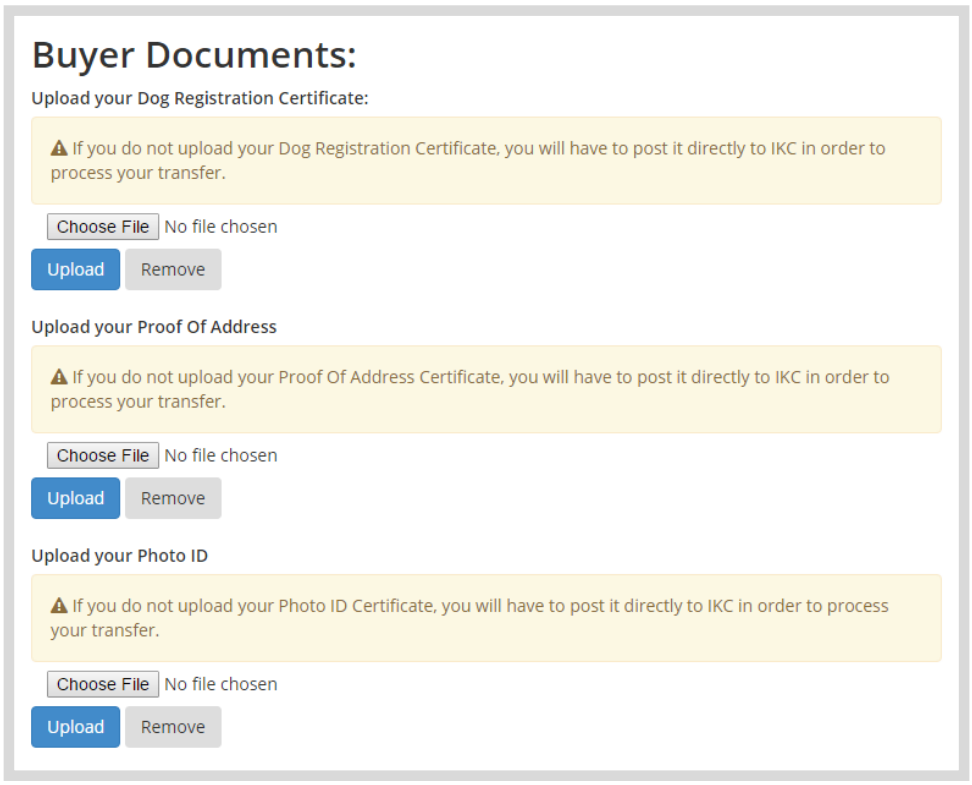
If you have purchased an IKC registered dog from an IKC member and provided your email address to the seller to allow them to initiate transfer of ownership to you, you should have received an email containing a link.

To complete transfer of ownership process:

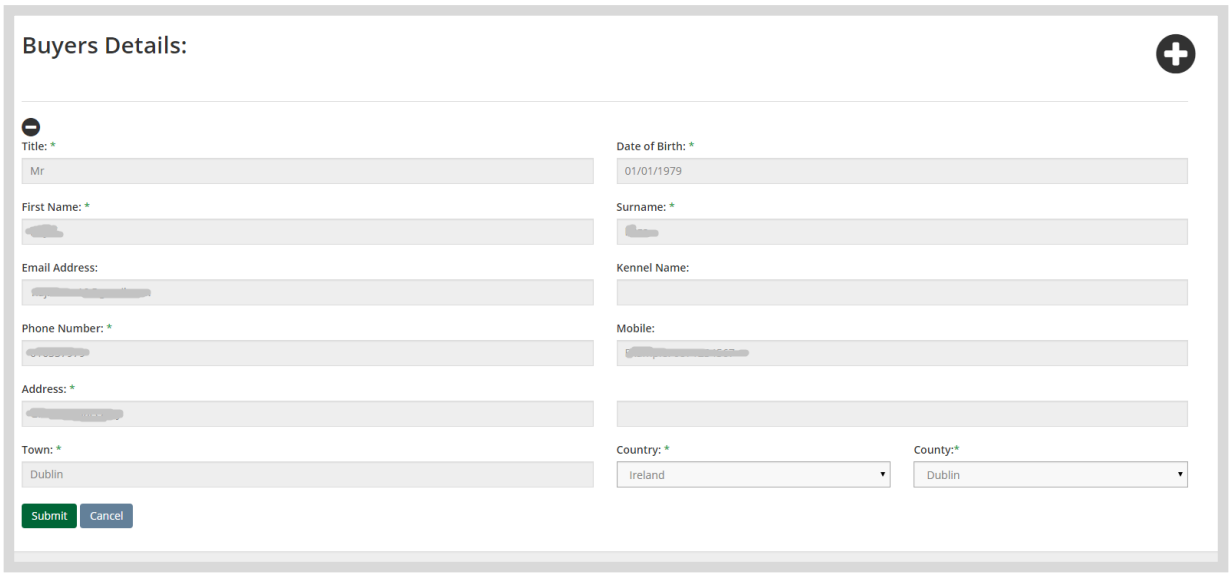
1. Click the link in the email
2. You will be taken to the login page of my.ikc.ie
3. **IF YOU ARE AN EXISTING IKC MEMBER**, login using your login details.
    a. On the transfer form, Dog Information and Seller information will be prefilled based on the link you clicked.



    b. You will need to post to the IKC or upload scanned copies of:
        i. perforated portion of the Dog Registration Certificate that you received from the seller,
        ii. Proof of Address
        iii. Your Photo ID



c. Buyer Details will be prefilled with your details as the primary owner. You can add partner owners by clicking the ⊕ button. To remove a partner owner you can click the ⊖ button



d. Click Submit.
e. Pay the transfer of dog ownership fee. As you are an existing IKC member, you will be awarded with one year free membership extension as part of the transfer process.

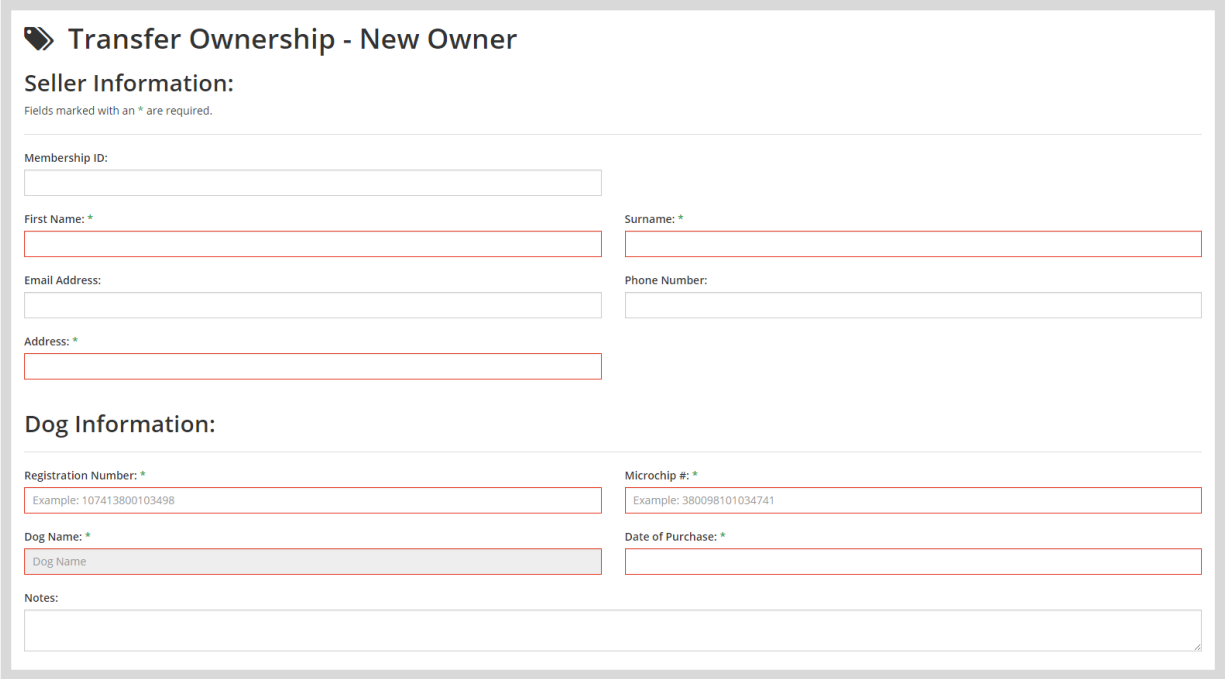
4. **IF YOU ARE NOT AN IKC MEMBER**, click Register button.
    a. Complete the IKC Associate Membership form.
    b. When you submit the IKC Associate Membership form, you will be taken to the transfer of dog ownership form, same as explained above.
    c. Complete the form and click Submit.
    d. Pay the transfer of dog ownership fee. As you are not an IKC members, you will be awarded one year free IKC membership as part of the transfer process.
    e. Your application for associate membership and your application for transfer of dog ownership will be reviewed and approved by the IKC.
    f. You will be notified when your applications are approved. You should then be able to login as an IKC member to use IKC online services.

IF SELLER DOES NOT BOTHER TO INITIATE THE TRANSFER PROCESS, AND YOU, AS THE BUYER, WANT TO GET THE DOG TRANSFERRED TO YOU, YOU WILL NEED TO BE AN IKC MEMBER.

If you are already an IKC Member.

1. Login to the IKC Online Services at http://my.ikc.ie
2. Go to **My Registered Dogs** page.

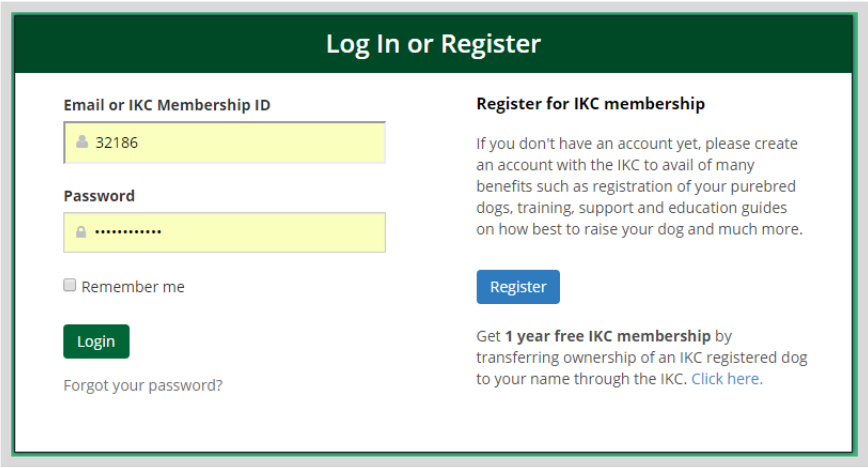
3. Click the green “Add a purchased dog” button.
4. Enter Seller and Dog information.



5. Upload scanned copies of the required documents as explained above or post them directly to the IKC.
6. Buyer Details will be prefilled with your details as the primary owner. You can add partner owners by clicking the ⊕ button. To remove a partner owner you can click the ⊖ button.
7. Click Submit.
8. Pay the transfer of dog ownership fee.

If you are not an IKC Member

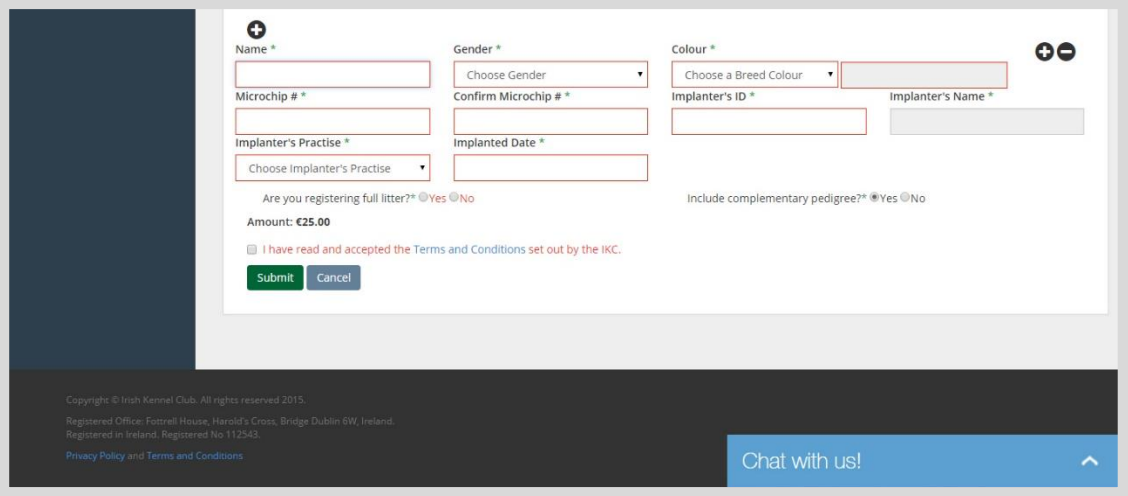
Go to http://my.ikc.ie/ and click "**Click here**" below the Register button to get one year free IKC membership and transfer dog ownership to you in one go.



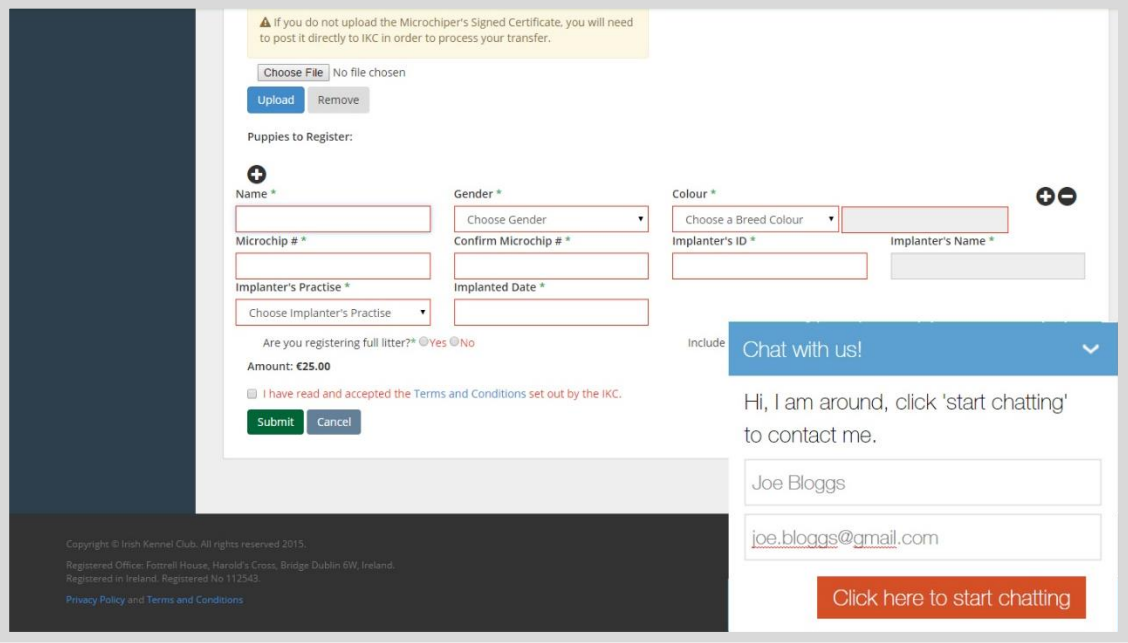
Online Chat

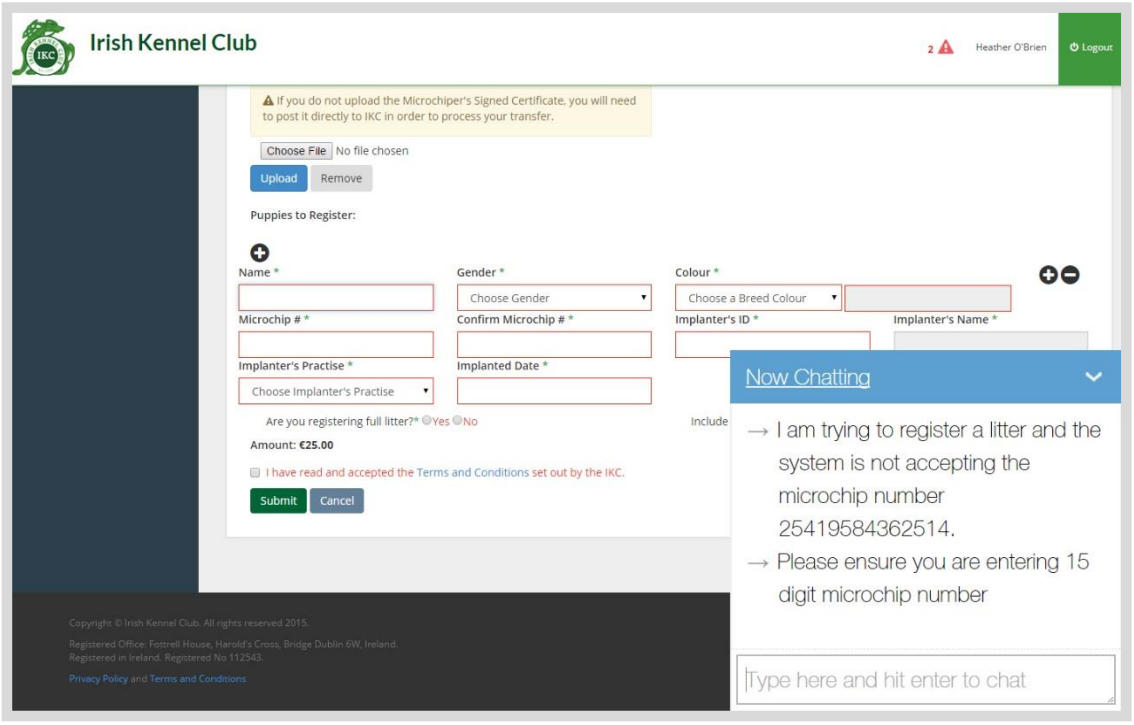
If you have any questions or if you are not sure about something and want to discuss with us, you can use our online chat during working hours.

Click "Chat with us!" on the bottom right corner.

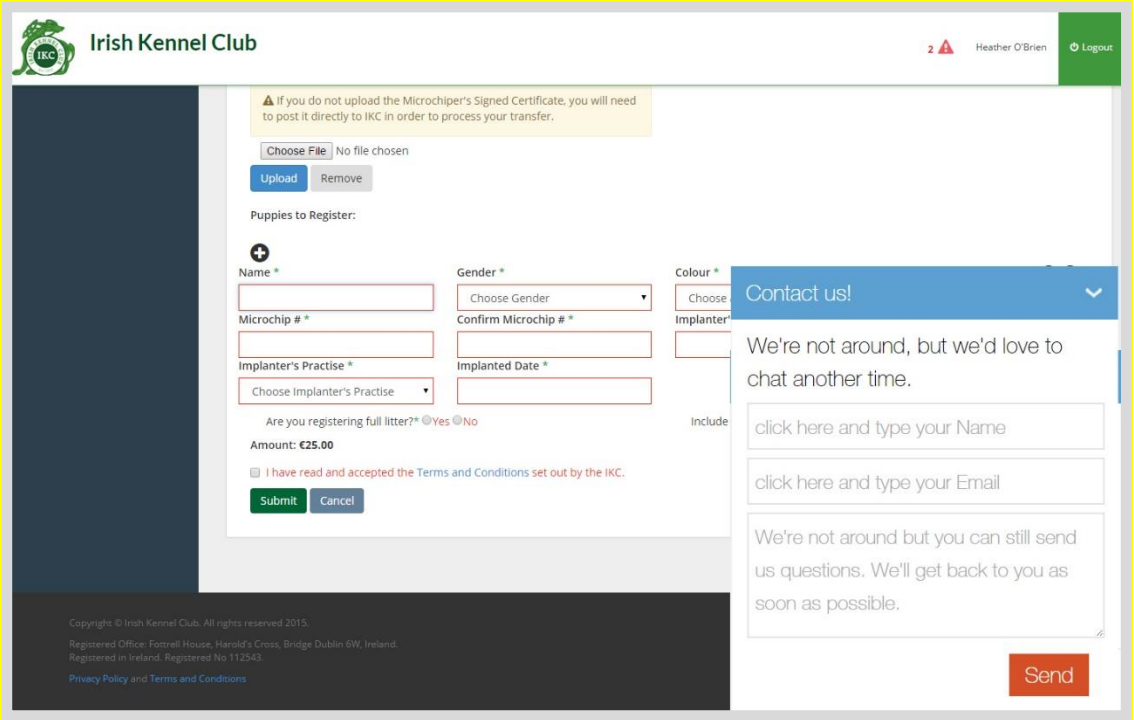


Enter your name and email address and click the button to start chatting.



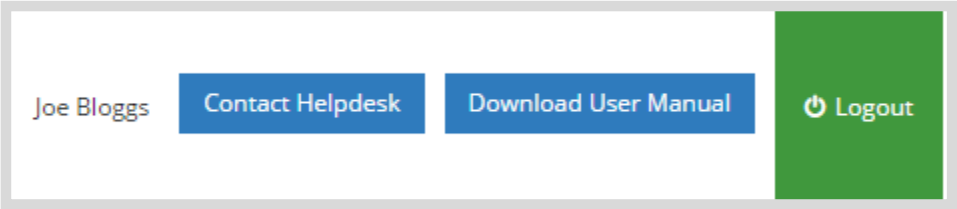
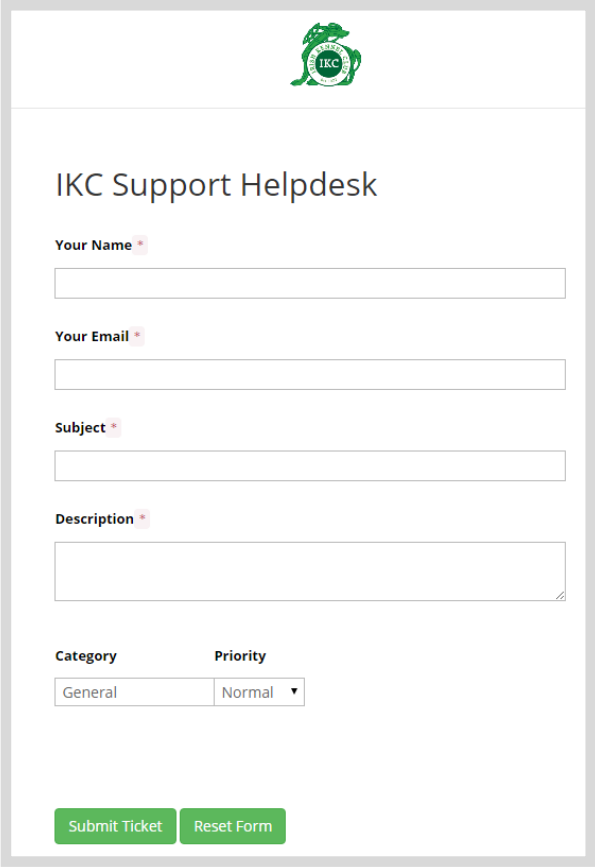


Outside office hours when online chat is not available, you can still send us your question(s) through the same chat window. We will get back to you with answers to your questions asap.



Support Helpdesk

If you need to raise a support ticket with you, click Contact Helpdesk button on top right corner or go directly to http://helpdesk.ikc.ie/ .



Fill in the form and Submit Ticket.