Getting Started with My AKC

I. Create an Account and Login to the System

A. Creating an Account

You will need a web browser to create an account.

To login to the system:

1. Type *www.akc.org* in your browser's **Address** text box.

2. Click the **Create Account** hyperlink, which is located in the right pane of the browser window.

3. Click in the text boxes and enter the requested information.

4. Select the **Authenticate instantly by credit card** option *OR* select the **Authenticate Later** option.

5. Click the **Continue** button, which displays the page asking for your information.

6. Type the information in the required fields and then click the **Terms of Use** checkbox.

7. Click the **Continue** button, which creates the account then logs you into the account.

B. Logging into the System

You will need a web browser to login to your account.

To login to the system:

1. Type *www.akc.org* in your browser's **Address** text box.

2. Click in the **Enter Account Name** text box, which is located in the right pane of the browser window, and then type in your username.

3. Click in the **Enter User Password** text box and then enter your password.
   NOTE: The password displays as ****** to protect your privacy.

4. Click the **Login** button to enter your account, which displays the My AKC page and allows you to view information about the AKC, and manage your account, dogs, event searches, and records.

II. Authenticate your Account

If you authenticated your account with a credit card when you created your account, go to the Add Dogs to your Account section. If you created an account and chose to authenticate later, you can now authenticate your account by credit card or access code.

To authenticate your account by credit card:
1. Click the **Account Management** hyperlink under **My Account** in the left hand pane of the window, which displays the **My Account – Account Management** page.

2. Click the **Authenticate Your Account Using Credit Card** link.
   NOTE: Your credit card will not be charged. It is used as a means to identify you.

3. Type the credit card and billing information in the fields, click the **Terms of Use** checkbox, and then

click the **Continue** button.

To authenticate your account by Access Code:

1. Click the **Account Management** hyperlink under My Account in the left hand pane of the window, which displays the My Account – Account Management page.

2. Click the **Request an Access Code** link.

3. Type the dog registration # and certificate issue date for a dog you own.
   NOTE: The last name displayed (which is the name you used when you created your account) must match the recorded owner's last name for the dog entered.

4. Click in the certification text box and then click **Continue**.

5. The Access Code will be emailed to the email address displayed. Click **Done**.

   a. If an email address is not displayed, or if the email address is incorrect, click the **Customer Service** link and complete the form. An AKC representative will assist you shortly with updating the email address.

   b. If you do not have an email address, click the **Request Access Code by U.S. Mail** option. The Access Code will be mailed to the address of record for the dog entered.

6. Upon receipt of the Access Code, type the web address provided into your web browser.

7. Click in the **Access Code** text box, enter your Access Code and then click **Continue**.

The system will authenticate your account and will add the dog entered into your account as a Dog I Own. The system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, proceed to the Add Dogs to your Account section.

III. Add Dogs to your Account

Once you have created an account you can add and manage dogs of interest, which are dogs that you do not own but are dogs in which you have an interest. After you authenticate your account, you can add dogs that you own.

A. Adding a Dog by Registration Number
To add a dog by reg. number:

1. *Optional Step:* Click the **Manage Dogs** hyperlink under **My Dogs** in the left hand pane of the window, which displays the **My Dogs and Litters – Manage Dogs** page.

2. Click the **Add a Dog** hyperlink under the **Display** list box.
   NOTE: If you are in Online Record Keeping (ORKS), you can also add a dog from the hyperlinks available in certain screens where you select a dam or sire from your list.

3. Click the **Add Dog By Registration Number** option.

4. Click in the **Registration** text box and then type the dog registration number.

5. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.

6. Click either the **Add a Dog I Own** option *OR* the **Add a Dog of Interest** option.

7. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 9. If this is a dog you own, proceed to Step 8.

8. Click in the **Cert Issue Date** text box, click the I certify that I am the recorded owner of this dog and request that the AKC associate this dog with my account checkbox, and then click the **Add Dog** button.

9. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

B. Adding a Dog By Name and Breed

To add a dog by name and breed:

1. *Optional Step:* Click the **Manage Dogs** hyperlink under **My Dogs** in the left hand pane of the window, which displays the **My Dogs and Litters – Manage Dogs** page.

2. Click the **Add a Dog** hyperlink under the **Display** list box.

3. Click the **Add a Dog By Name and Breed** option.

4. Click in the **Dog Name** text box and then type part of or an entire name.

5. Click the **Breed** down-arrow and then select a breed.

6. Click the **Next** button, which displays the search results based on the data.

7. Click the option next to the search result item that matches the dog you wish to add to your dog list.

8. Click the **Next** button, which displays the dog's information and the ability to decide what type of relationship you have to the dog.

9. Click either the **Add a Dog I Own** option *OR* the **Add a Dog of Interest** option.

10. Click the **Next** button. If this was a dog of interest, the dog is added to the list and you can skip to Step 12. If this is a dog you have or currently own, go to Step 11.

11. Click in the **Cert Issue Date** text box, click the I certify that I am the recorded owner of this dog and request that the AKC associate this dog with my account checkbox, and then click the **Add Dog** button.

12. Click the **Continue** button, which confirms the addition and closes the window.

The system will add the dog entered into your account. If this is a Dog I Own, the system may recognize other dogs you own as well, and add them to your account at the same time. After adding this dog, if you own other dogs that do not appear as a Dog I Own in your dog list, simply complete the Add a Dog process again.

NOTE: If there is not a dog available based on the search entered, a message will display stating that: The dog you entered could not be added to your account because it could not be found in our database. Please check the information you entered or contact Customer Service if this problem persists.