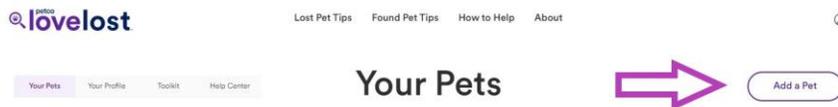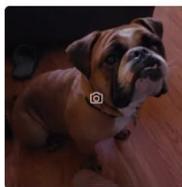# How To Manually Manage Records for

Petco Love Lost

1. Login to your account using the credentials provided to you.
2. Once logged in, make sure you are viewing the **Your Pets** page.
3. Click on the **Add Pet** Icon located at the top of your screen to manually start adding pets as shown below:

4. Add a photo by clicking on **Photo Upload** and add all applicable pet information to the record. Once completed, click the purple **Save** button. ***Please note, within the animal ID field, each animal MUST have a unique identifier. Any duplicate entries, will be automatically removed. If you do not use Animal ID's, please create one or use N/A - 1, N/A - 2, N/A -3 etc.***

5. The pet's record will then display on the main listing of the **Your Pets** page. It may take a few minutes for the pet record to complete processing. You can edit the pet's record at any time by clicking the **See Pet Details** link located under the photo of the pet. Then click **Edit Pet Details** located under the photo of the pet.

Removing a Pet Record

1. Navigate to the photo of the pet who's record you would like to remove from the **Your Pets** page and click **See Pet Details** link under their photo.
2. The pet's record will open in a pop up. Click the **Remove Pet** icon located below the pet's photo.
3. You will be asked to confirm removal of the pet record. Click the red **Remove Pet** button to proceed.

Are you sure?

You are about to permanently remove this pet from your account. This action cannot be undone.

Remove Pet   Cancel

4. Record will then be removed from original listing on the **Your Pets** page.

If you have any questions for us, please **click here** to submit them and we would be happy to help.