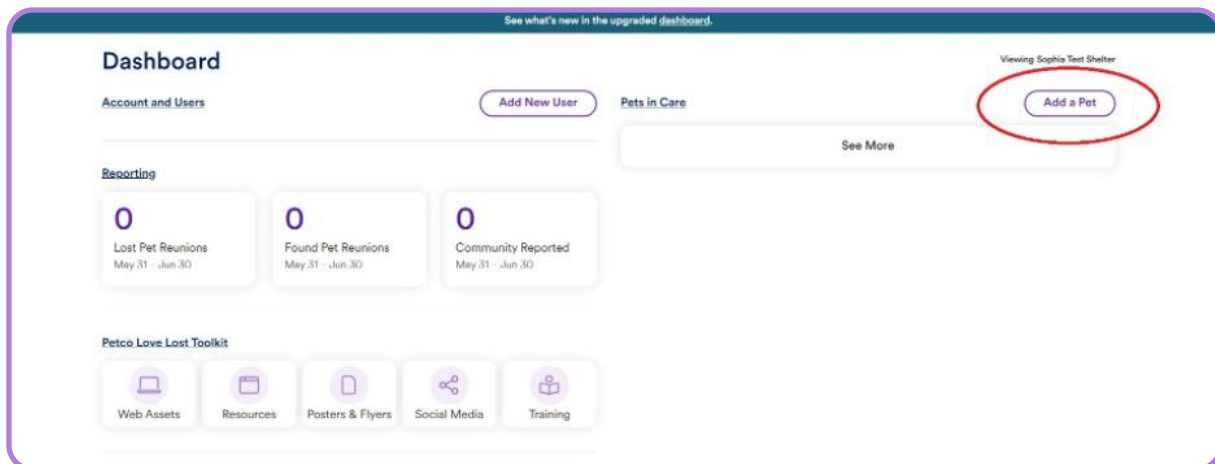


How To Use Your Manual Petco Love Lost Account

- 1 Login to your Petco Love Lost account after resetting your password.

Add a Pet

- 2 Once logged in, click on the **Add a Pet** button located at the top of your screen to manually add the pets in your care as shown below.



- 3 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, N/A -1, N/A - 2, N/A - 3, etc.

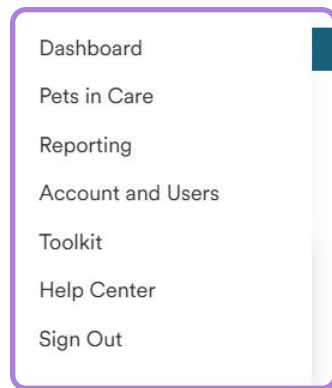
A screenshot of the Petco Love Lost form for adding a pet. It features a photo of a dog at the top. Below the photo are several input fields: 'Pet Name' (containing 'Snuggles'), 'Animal ID' (containing 'NA-02'), 'Intake Date' (containing '06/30/2026'), 'Found near (address)' (containing '1065 Strada Pozzi, Henderson, NV 89011, USA'), 'Species' (a dropdown menu with 'Dog' selected), and a 'Sex' field at the bottom.

4 The pet's record will then be displayed in the **Pets In Care** section and the system will start searching for possible matches.

It may take a few minutes for the pet record to complete processing, please refresh your screen if you don't see it after a few minutes.

5 To continue adding more pets click on the **Profile** button in the top right of your screen, then select **Dashboard**.

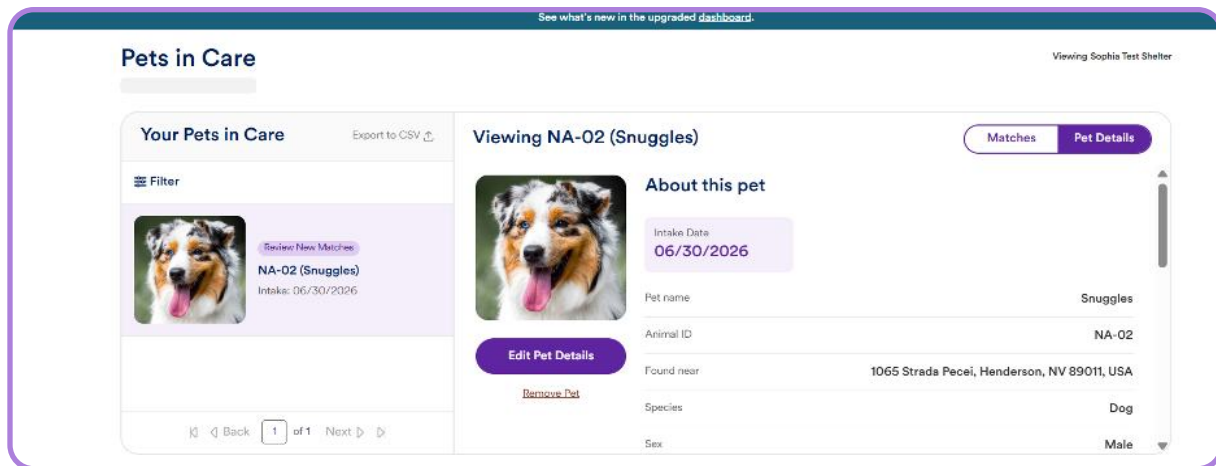
This will take you back to the dashboard to add more pets.



Edit Pet Details

6 To edit a pet's details from your dashboard, click on the **Pets in Care** link. Utilize filters on left hand side to locate the pet you need to edit.

Select the pet which will then open to the right. Select **Pet Details**. Then click on the **Edit Pet Details** button under the photo.



Remove a Pet

- 7 To remove a pet that is no longer in your care, from your dashboard, click **Pets in Care**. Utilize the filters on the left-hand side to locate the pet you would like to remove.

Select the pet which will then open to the right. Select **Pet Details**. Click on the red **Remove Pet** link. It will then ask to confirm this action, click on the red **Remove Pet** button to continue. Record will then be removed from your **Pets in Care** page.

Are you sure?

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

Remove PetCancel

If you have any questions or need any assistance, please submit a ticket. We are happy to help!

[Submit a Ticket](#)