



## CREATE YOUR ONLINE SERVICES ACCOUNT Pet Licence Accounts

### INSTRUCTIONS

1. Go to [www.duncan.ca](http://www.duncan.ca) and click on “I want to...” then “Pay Online.”
2. Click “Link & Register”, then select “Create Account” for step-by-step guidance.
  - If you already have an account, you can skip the steps below and simply sign in
3. Select Account type – “PL – Pet Licences”
4. Enter the required account details (found on past invoices), then click “Save.”
  - For Pet Licences, you’ll need your Account Number and Access Code/Pin (example below)

#### City of Duncan

200 Craig St.  
DUNCAN BC V9L 1W3  
Phone: (250) 746-6126  
Fax: (250) 746-6129



#### Pet Licence Renewal Notice 2026

Account #: DUNC001  
Address: 1234 CRAIG STREET

Date : 03-Dec-2025  
Due Date : 31-Jan-2026

CITY OF DUNCAN  
1234 CRAIG STREET  
Duncan, BC V9L 1W3



\* P L O W D O O 1 \*

Make Cheque Payable to  
City of Duncan

Enter Amount Enclosed



\* 3 5 . 0 0 \*

Amount Due \$ 35.00

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: DUNC001  
Address: 1234 CRAIG STREET

Access Code/PIN: 04284

Date : 03-Dec-2025  
Due Date : 31-Jan-2026

#### Link Your Other Accounts to Your Profile

5. Navigate to your profile “Account Management”
6. Select “Add Account” and enter the required information from your previous invoices (see examples above)