



CITY OF HIGHLAND PARK

1707 ST. JOHNS AVENUE
HIGHLAND PARK, ILLINOIS 60035
(847) 432-0800

Dog License Renewal Online Payment Instructions

Please note: Before you begin the registration process, please make sure you have a copy of your renewal notice form with you. The system will require you to enter your customer number and name EXACTLY (field is case sensitive) as it appears on the renewal form.

- 1) Go to <http://www.cityhpil.com> and hover over the **Information Center** tab. Under the **Pay For** column, select Dog License Renewals.
- 2) **If you renewed your dog license(s) online last year, you already have an e-profile created. You may log on as a "Registered User" with your "eUser" logon. Go to Step 8.**
- 3) **First time users** will need to create an e-profile prior to registering. From the Account Log-on Screen, click on the "Register Now!" button and enter your e-profile information to establish your eUser account.
- 4) Once you have entered the information click on the "Next Step" button to confirm. Please make note of your eUser name and password for future account access.
- 5) If all the information is correct, click "Register".
- 6) In order to connect to your "eUser" logon to a dog license account, additional information is required. Please enter your customer number and your name **EXACTLY** (field is case sensitive) as it appears on the renewal form. The information may be found at the top of your renewal notice form.
- 7) Once the customer number and name has been entered, click the "Connect to Account" button to establish your account access. Once you have logged on, the "eUser" information may be updated at any time by clicking on the "MyProfile" button at the top right of the page.
- 8) Upon successful registration you can view and renew your dog license by clicking "My Licenses".
- 9) Click "Renew This License" to begin the renewal process. If multiple licenses are listed, be sure to select "Renew This License" for the license(s) you intend to renew.
- 10) Once prompted, indicate whether or not any of your contact or license information has changed in the past year.

If there are any changes or additions to your contact information or dog information, please make the changes directly on your renewal notice and return it in the enclosed pre-addressed envelope. If your rabies certificate has expired, you must mail a copy of the new certificate in the enclosed envelope in order to receive the dog license tag(s). You may also send your changes or a copy of your rabies certificate via e-mail to finance@cityhpil.com.

- 11) Enter your payment information in the fields provided. Click on "Make Payment" to complete this process.

Should you have any questions regarding online payments, please contact the Finance Department at (847) 432-0800.