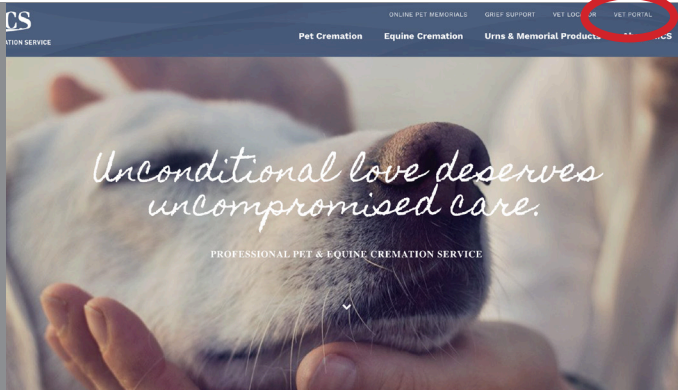


MCS VET PORTAL INSTRUCTIONS

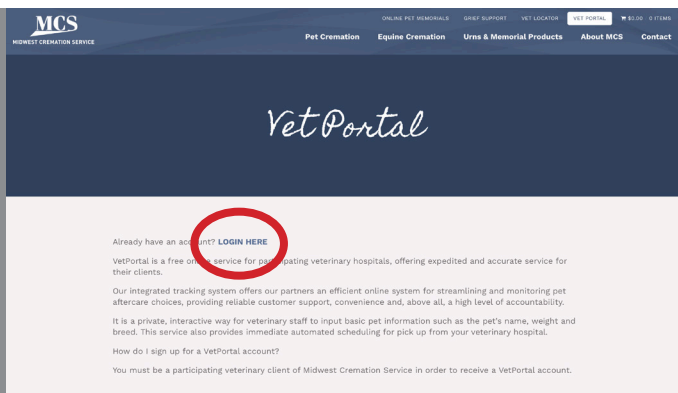
SCHEDULE A CREMATION AND CREATE A TAG

1



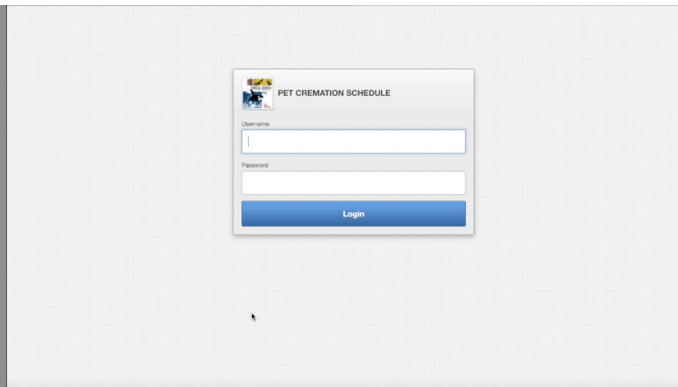
Access PCS application by going to ***MCSofWI.com*** or ***MCSofMN.com*** and click on ***Vet Portal***. You will also find a shortcut to the portal on your desktop labeled ***MCS***.

2



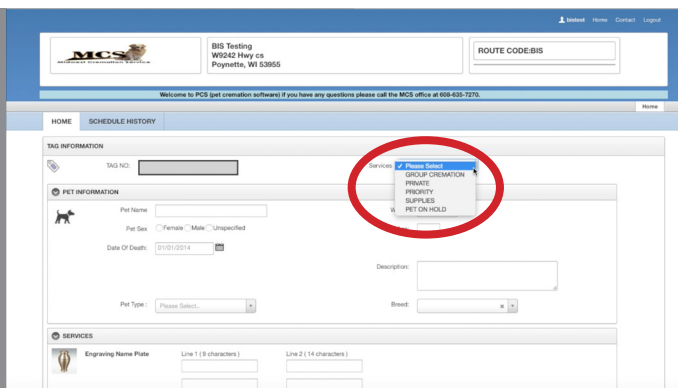
Click the ***Log In*** link located near the center of the page.

3



Enter your Username and Password. They have been set up as your 7 Digit phone number (no area code).

4



Begin the tagging process by selecting the service to be provided.

MCS VET PORTAL INSTRUCTIONS

SCHEDULE A CREMATION AND CREATE A TAG

5

The screenshot shows the 'TAG INFORMATION' section of the MCS VET PORTAL. The 'Pet Name' field is highlighted with a red circle. The 'Weight' field is also highlighted with a red circle. The 'Pet Type' and 'Breed' dropdown menus are highlighted with red circles. The 'Services' section is set to 'PRIVATE'.

All fields labeled in **RED** are needed to complete the process.

6

The screenshot shows the 'SERVICES' section of the MCS VET PORTAL. The 'Engraving Name Plate' section has two lines for text entry. The 'Paw Print Plaque' section also has two lines for text entry. The 'Special Instructions' field is at the bottom. The 'Pet Type' is set to 'DOG' and 'Breed' is set to 'AKITA'.

Continue down, filling out any necessary fields. Additional paw prints, jewelry, and urn upgrades are available below if requested by the customer.

7

The screenshot shows the 'OWNER'S INFORMATION' section of the MCS VET PORTAL. The 'Save/Schedule Pickup' button is highlighted with a red circle. The 'Pet Name' field is set to 'test'. The 'Address 1' field is set to '111-234-5678'. The 'City' field is set to 'WISCONSIN'. The 'State' field is set to 'WISCONSIN'. The 'Phone' field is set to '111-234-5678'. The 'Call Phone' field is set to '111-234-5678'.

Once all information has been entered, click the **Save/Schedule Pickup** button at the bottom of the page.

8

The screenshot shows the printout of the tag. The tag includes the pet's name, weight, breed, and a barcode. The tag is titled 'Midwest Cremation Service'. The 'Pickup Date' is 02/06/2013. The 'Service Option' is PRIVATE. The 'Route' is BIS. The 'Day' is FRIDAY. The 'Account #.' is 193. The 'Clinic Name' is BIS Testing. The 'Address' is 111-234-5678. The 'City' is WISCONSIN. The 'State' is WISCONSIN. The 'Phone' is 111-234-5678. The 'Call Phone' is 111-234-5678. The 'Pet Name' is TEST. The 'Weight' is 30. The 'Breed' is AKITA. The 'Date of Death' is 02/06/2013. The 'Sex of Pet' is Male. The 'Special Instructions' are Friendship Collection (Standard). The tag includes a barcode and the text 'P'.

You will be prompted to print the tag. Please print, and affix to the pet.

MCS VET PORTAL INSTRUCTIONS

REPRINT, EDIT, AND DELETE TAGS

1

CLAY PAW PRINT 0 1-1

1117P PONTON CROSS 0
1148R BRASS CROSS 0
1155R SMALL BRASS URN 0
1155S SMALL URN-STERLING SILVER 0
1155S LARGE ROUND-STERLING SILVER 0
1178R BRASS CYLINDER 0
1175S STERLING SILVER CYLINDER 0
1187T TITANIUM CYLINDER W/ CRYSTAL CHIP 0

OWNER'S INFORMATION

First Name: [Text Box] Last Name: [Text Box]
Address 1: [Text Box] Address 2: [Text Box]
City: [Text Box] State / Province: [Dropdown]
Postal Code: [Text Box] Phone: [Text Box]
Email: [Text Box] Cell Phone: [Text Box]

Save/Schedule Pickup [Button] New Schedule [Button] Reprint / Edit / Delete Tags [Button]

Scroll to the bottom of the page and select the **Reprint/Edit/Delete** button. This will take you to a running log of all previous and current orders.

2

MCS VET PORTAL

BIS Testing
W2542 Hwy 45
Poyette, WI 53955

ROUTE CODE:BIS

Welcome to MCS (pet cremation software) if you have any questions please call the MCS office at 608-639-7270.

HOME SCHEDULE HISTORY

1-11

Print Tag	Tag No	Owner Name	Pet Name	Pickup Date	Services Type	Status	Print Tag	Edit Pickup	Delete Tag
	000042039	TEST TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED			
	000042037	TEST TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED			
	000042030	TESTER	TESTY	01-29-2015	GROUP CREMATION	CREMATED			
	000038600	Not Entered	Not Entered	01-23-2015	SUPPLIES	SCHEDULED			
	000042134	NO BILL	TEST	01-23-2015	GROUP CREMATION	PICKED UP			
	000042133	NO BILL	TEST	01-23-2015	PRIVATE	PACKAGING			
	000040986	TEST TEST	TEST	-	PRIORITY	PET SCHEDULED			
	000040985	TEST TEST	TEST	01-16-2015	PRIORITY	PET SCHEDULED			
	000040984	TEST TEST	TEST	01-16-2015	PRIORITY	PET SCHEDULED			
	000038702	Not Entered	Not Entered	11-07-2014	SUPPLIES	SCHEDULED			
	000041454	BILL TEST	TEST	11-07-2014	PRIVATE	PICKED UP			

If the owners decided to add additional products or services, click on **Edit Pickup** to make changes to the tag. You can also find the **Print** and **Delete** Tag options here.

3

CLAY PAW PRINT 0 1-1

1010V LARGE CROSS-GOLD VERMEL 0
1015S LARGE CROSS-STERLING SILVER 0
1020V SMALL CROSS-GOLD VERMEL 0
1025S SMALL CROSS-STERLING SILVER 0
1030V LARGE HEART-GOLD VERMEL 0
1065S LARGE HEART-STERLING SILVER 0
1070V SMALL HEART-GOLD VERMEL 0
1075S SMALL HEART-STERLING SILVER 0

OWNER'S INFORMATION

First Name: [Text Box] Last Name: [Text Box]
Address 1: [Text Box] Address 2: [Text Box]
City: [Text Box] State: [Dropdown]
Zip Code: [Text Box] Phone: [Text Box]
Email: [Text Box] Cell Phone: [Text Box]

Save/Schedule Pickup [Button] New Schedule [Button] Reprint / Edit / Delete Tags [Button]

Once all info has been added/updated, click the **Save/Schedule Pickup** button to reprint the updated tag and affix to the pet.

4

MCS VET PORTAL

BIS Testing
W2542 Hwy 45
Poyette, WI 53955

ROUTE CODE:BIS

Welcome to MCS (pet cremation software) if you have any questions please call the MCS office at 608-639-7270.

HOME SCHEDULE HISTORY

1-11

Print Tag	Tag No	Owner Name	Pet Name	Pickup Date	Services Type	Status	Delete Tag
	000042039	TEST TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	
	000042037	TEST TEST	TEST	02-08-2015	PRIVATE	PET SCHEDULED	
	000042030	TESTER	TESTY	01-29-2015	GROUP CREMATION	CREMATED	
	000038600	Not Entered	Not Entered	01-23-2015	SUPPLIES	SCHEDULED	
	000042134	NO BILL	TEST	01-23-2015	GROUP CREMATION	PICKED UP	
	000042133	NO BILL	TEST	01-23-2015	PRIVATE	PACKAGING	
	000040986	TEST TEST	TEST	-	PRIORITY	PET SCHEDULED	
	000040985	TEST TEST	TEST	01-16-2015	PRIORITY	PET SCHEDULED	
	000040984	TEST TEST	TEST	01-16-2015	PRIORITY	PET SCHEDULED	
	000038702	Not Entered	Not Entered	11-07-2014	SUPPLIES	SCHEDULED	
	000041454	BILL TEST	TEST	11-07-2014	PRIVATE	PICKED UP	
	000041021	TESTY33 ANDERSON	TEST	10-24-2014	PRIVATE	PICKED UP	

STATUS CHECKPOINTS

-Pet Scheduled
-Picked Up
-Arrived at MCS
-Cremated
-Packaging
-Out For Delivery
-Delivered To Clinic

You can view the **status column** for real-time updates as the pet moves through our chain of custody.

MCS VET PORTAL INSTRUCTIONS

ORDERING SUPPLIES

1

The screenshot shows the MCS VET PORTAL interface. The 'Services' dropdown menu is open, and the 'SUPPLIES' option is highlighted. The menu options are: Please Select, GROUP CREATION, PRIVATE, PRIORITY, SUPPLIES, and PET ON HOLD. The 'SUPPLIES' option is circled in red.

Select **Supplies** in the **Services** drop down menu.

2

The screenshot shows the MCS VET PORTAL interface with the 'SUPPLIES' dropdown menu selected. The 'SUPPLIES' table is visible, and the 'EXTRA LARGE CARCASS BAGS' row is highlighted. The quantity field for this row is circled in red.

DESCRIPTION	QUANTITY
ELTH FORM BAGS	0
EXTRA LARGE CARCASS BAGS	1
FREEZER CHECKLIST	0
HOLD TAGS	0
LARGE CARCASS BAGS	0
PAW PRINT TAGS	0

Enter the quantities in the corresponding fields of the supplies you would like to order.

3

The screenshot shows the MCS VET PORTAL interface with the 'SUPPLIES' dropdown menu selected. The 'SUPPLIES' table is visible, and the 'EXTRA LARGE CARCASS BAGS' row is highlighted. The 'Save/Schedule Pickup' button is circled in red.

DESCRIPTION	QUANTITY
ELTH FORM BAGS	0
EXTRA LARGE CARCASS BAGS	1
FREEZER CHECKLIST	0
HOLD TAGS	0
LARGE CARCASS BAGS	0
PAW PRINT TAGS	0

Once you have filled out quantities, click on **Save/Schedule Pickup** and the order will be sent directly to MCS.