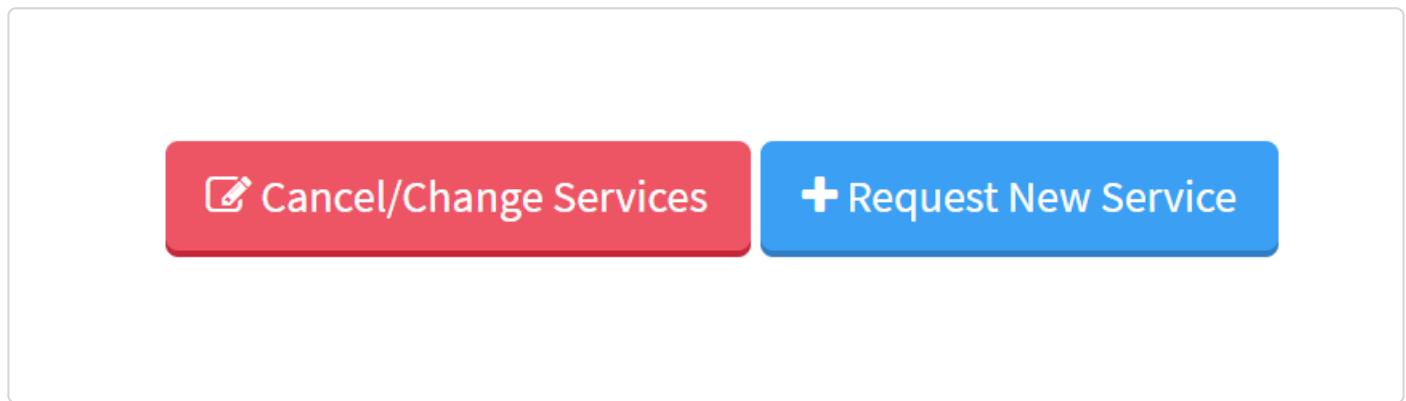


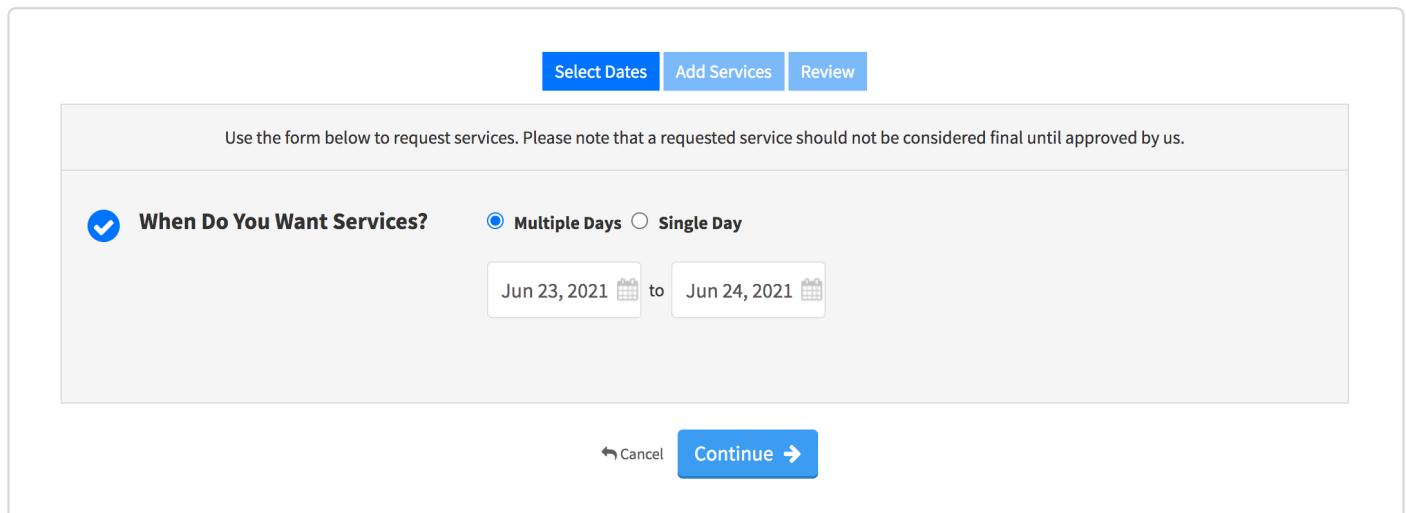
# Requesting Services

You can use your Client Portal to send us service requests. To start click on the “Schedule” link at the top of the page.

Click the “Request New Service” button.



You will now see a form where you can select the dates for your service(s). You can choose "Multiple Days" with a set date range, or "Single Day" with one date. Then, click "Continue."



On the next screen, you can select the Pets on the visits, as well as the service needed:

**Select Pets For Service**  
Make sure your [pet details](#) are up to date

Kevin  Fidof  Joey the Cat

**Service Requested**  
[View all service details](#)

**Select a service**

- Cats
  - 20 Minute Cat Visit
- Other Services
  - 25 Minute Dog Walk
  - 30 Minute Dog Walk (HALF HOUR)
  - Pet Sitting | 30 Minutes
  - Boarding - Night Only

Next, you can select the schedule blocks you need for this service on each day. Please be aware that not all services are available in all schedule blocks.

**Service Requested**  
[View all service details](#)

20 Minute Cat Visit

**Wednesday Jun 23rd, 2021**

Morning (7:00 AM - 9:00 AM)  Late Morning (10:00 AM - 12:00 PM)  Afternoon (1:00 PM - 5:00 PM)

Evening (9:00 PM - 12:00 AM)

**Thursday Jun 24th, 2021**

Morning (7:00 AM - 9:00 AM)  Late Morning (10:00 AM - 12:00 PM)  Afternoon (1:00 PM - 5:00 PM)

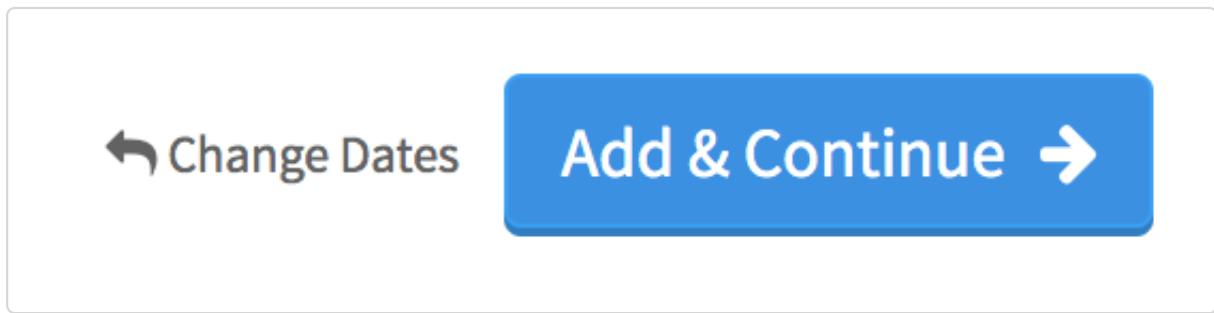
Evening (9:00 PM - 12:00 AM)

Lastly, you can add any extra comments or notes for your pet care pro.

**Any Extra Comments?**

Thank you!

When you are ready to review all of the services you have requested, click the "Add & Continue" button.



The next screen is where you can review all of your requests, add more services to your order, or finalize/submit your service order request.

Did this answer your question?  

