

MACO Reporting User Guide

Last Updated: March 2, 2022

Background.

Municipal Animal Control Officers are required to report animal incidences to the Department of Agriculture / Animal Control Office by 10th of month for each town in the State of Connecticut stated in Sec. 22-334 below.

In the past, a paper report for each town was mailed to the Department of Agriculture.

As of 3/01/2022 MACO information will be reported through the eLicense system and paper reports will no longer be accepted. This user guide will give you step by step instructions on how to report monthly animal incidences using eLicense.

You must be an active ACO for the town you will be reporting. The town/ region should be listed on your ACO credential. Also any active ACO can report for a town they are appointed to serve, so it is up to each region/town to ensure a report is submitted only once for each town monthly.

Sec. 22-334. Municipal animal control officer's fees. On or before the tenth day of each month, each municipal animal control officer shall present to the chief administrative officer of the town a sworn statement of the services rendered by the municipal animal control officer in the performance of official duties during the previous month. The commissioner shall provide the forms for such statements and a copy of each such statement shall be forwarded to the commissioner by the chief administrative officer promptly upon receipt. Upon presentation of such statement, each municipal animal control officer, other than an officer employed on a salary basis, shall be paid by such city or town from the dog fund account (1) five dollars for each dog returned to its owner or sold as a pet and four dollars for each dog captured, impounded and killed, or otherwise disposed of as provided in this chapter, (2) such expenses as the appointing authority may approve and (3) such other remuneration as the officers having jurisdiction thereof direct. Each municipal animal control officer employed on a salary basis shall be paid, in addition to a regular salary, a bonus of one dollar for each dog returned to its owner or sold as a pet. Each municipal animal control officer shall pay to the town treasurer or other fiscal officer for deposit in the dog fund account all moneys received by the officer in the performance of official duties. Each regional animal control officer shall pay to the commissioner for deposit with the State Treasurer all such moneys received by the officer. Such moneys shall be deposited in the dog fund account and credited to the town from which it was collected for purposes of payment of the amount due under subsection (b) of section 22-331a.

Let's begin.

You can access eLicense by logging on to www.elicense.ct.gov using a computer browser like Chrome and using your ACO ID and Password.

Do not create a new ID and Password. This reporting function is only available through your ACO credential.

Click on the Log In button after you have entered your ID and Password.

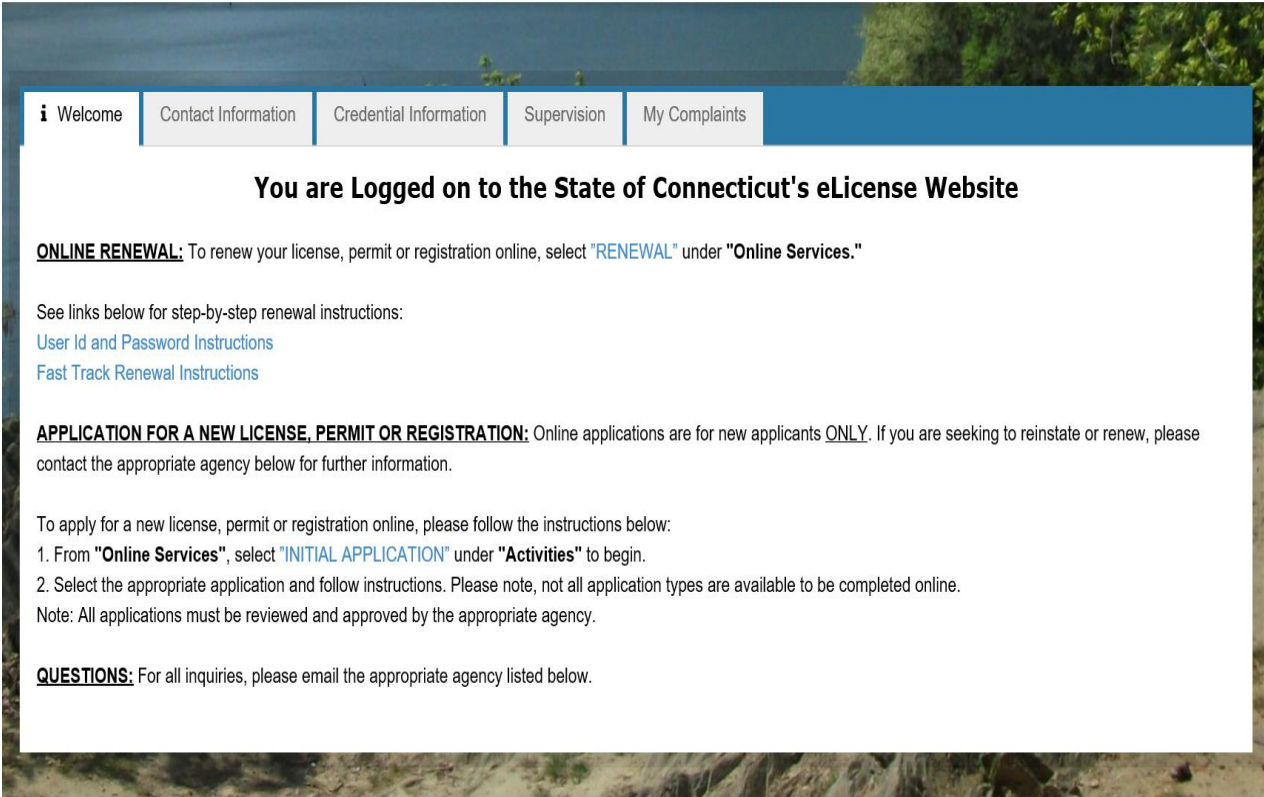
The screenshot shows the State of Connecticut eLicense website. At the top, there are links for "Login" and "Register". The header includes the "ct.gov" logo and "STATE OF CONNECTICUT", along with navigation links for "HOME", "MY ACCOUNT", and "ONLINE SERVICES". The main content area is titled "Welcome to the State of Connecticut's eLicense Website". It features a "Welcome" banner and a "Fast Track Renewal" tab. The "Access Your Account" section contains a "User ID" input field, a "Password" input field, and a "Log In" button. Below the "Log In" button are links for "Don't have an account? Register" and "Forgot Password? Forgot User ID?". The main content area is divided into four sections: "VERIFY A LICENSE & ROSTER:", "LICENSE RENEWAL:", "FAST TRACK RENEWAL:", and "INITIAL APPLICATION:". Each section contains a list of instructions and links. The "INITIAL APPLICATION" section includes a link to "File a Complaint".

Click Here

Click here if you have forgotten your id or password

Next -

Click on ONLINE SERVICES (right corner of screen)



i Welcome Contact Information Credential Information Supervision My Complaints

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select "**RENEWAL**" under "**Online Services**."

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:

1. From "**Online Services**", select "**INITIAL APPLICATION**" under "**Activities**" to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.

Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

This screen is used to get you to the MACO reporting application. Click on Address and General Maintenance.

The screenshot shows the top navigation bar of the State of Connecticut website. On the left is the logo "Ct.gov | STATE OF CONNECTICUT". On the right are links for "HOME", "MY ACCOUNT", and "ONLINE SERVICES" with a dropdown arrow. The "ONLINE SERVICES" dropdown menu is open, displaying three main categories: "Activities", "License Lookup & Download", and "Account". Under "Activities" are links for "Initial Application", "File a Complaint", and "Print Certificate". Under "License Lookup & Download" are links for "Lookup a License", "Generate Roster(s)", and "Public Reports". Under "Account" are links for "Account Details" and "Address and General Maintenance". A green callout bubble points to the "Address and General Maintenance" link.

Ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Activities

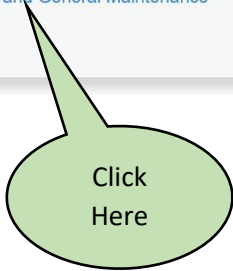
- Initial Application
- File a Complaint
- Print Certificate

License Lookup & Download

- Lookup a License
- Generate Roster(s)
- Public Reports

Account

- Account Details
- Address and General Maintenance



This screen will allow you to start up the MACO application. Click on the Start with your active ACO Credential / License.
If more than one License is listed, only select your active ACO credential / license.

Change Address

Selecting "Start" under the first "Item" will allow a **mailing** address change only.

All primary address changes, including mailing, can be made by selecting "Start" next to the available license listed.

Item ^

Start Not this one

Item ^

	License	
Start	ACO.0046	
Start	ACO.0102.INACTIVE	Not these INACTIVE licenses
Start	ACO.0270.INACTIVE	

Click Here

You have successfully opened the MACO application when you see this screen---

After reading this message on the screen, click on the Next button at the bottom of this screen to continue.

MACO - Before You Begin

Welcome to the MACO Reporting Application.

Background. Municipal Animal Control Officers are required to report animal incidences to the Department of Agriculture / Animal Control Office by 10th of month for each town in the State of Connecticut stated in Sec. 22-334 below. In the past, a paper report for each town was mailed to the Department of Agriculture. As of 3/01/2022 MACO information will be reported through the eLicense system and paper reports will no longer be accepted.

This user guide will give you step by step instructions on how to report monthly animal incidences using eLicense. You must be an active ACO for the town you will be reporting. The town/ region should be listed on your ACO credential. Also any active ACO can report for a town they are appointed to serve, so it is up to each region/town to ensure a report is submitted only once for each town monthly.

You can only report on towns that appear on your ACO credential.

Also you must click on the "Finish" button at the bottom of the Review page to submit your report.

Click on the Next button at the bottom of the screen to continue.

Sec. 22-334. Municipal animal control officer's fees. On or before the tenth day of each month, each municipal animal control officer shall present to the chief administrative officer of the town a sworn statement of the services rendered by the municipal animal control officer in the performance of official duties during the previous month. The commissioner shall provide the forms for such statements and a copy of each such statement shall be forwarded to the commissioner by the chief administrative officer promptly upon receipt. Upon presentation of such statement, each municipal animal control officer, other than an officer employed on a salary basis, shall be paid by such city or town from the dog fund account (1) five dollars for each dog returned to its owner or sold as a pet and four dollars for each dog captured, impounded and killed, or otherwise disposed of as provided in this chapter, (2) such expenses as the appointing authority may approve and (3) such other remuneration as the officers having jurisdiction thereof direct. Each municipal animal control officer employed on a salary basis shall be paid, in addition to a regular salary, a bonus of one dollar for each dog returned to its owner or sold as a pet. Each municipal animal control officer shall pay to the town treasurer or other fiscal officer for deposit in the dog fund account all moneys received by the officer in the performance of official duties. Each regional animal control officer shall pay to the commissioner for deposit with the State Treasurer all such moneys received by the officer. Such moneys shall be deposited in the dog fund account and credited to the town from which it was collected for purposes of payment of the amount due under subsection (b) of section 22-331a.

Previous

Next

Close and Save

You can only select towns / regions that are listed on your active ACO credential / license. Use the down arrow for a list of the towns or regions that you support.

Welcome VICTORIA SAMULENAS Logout

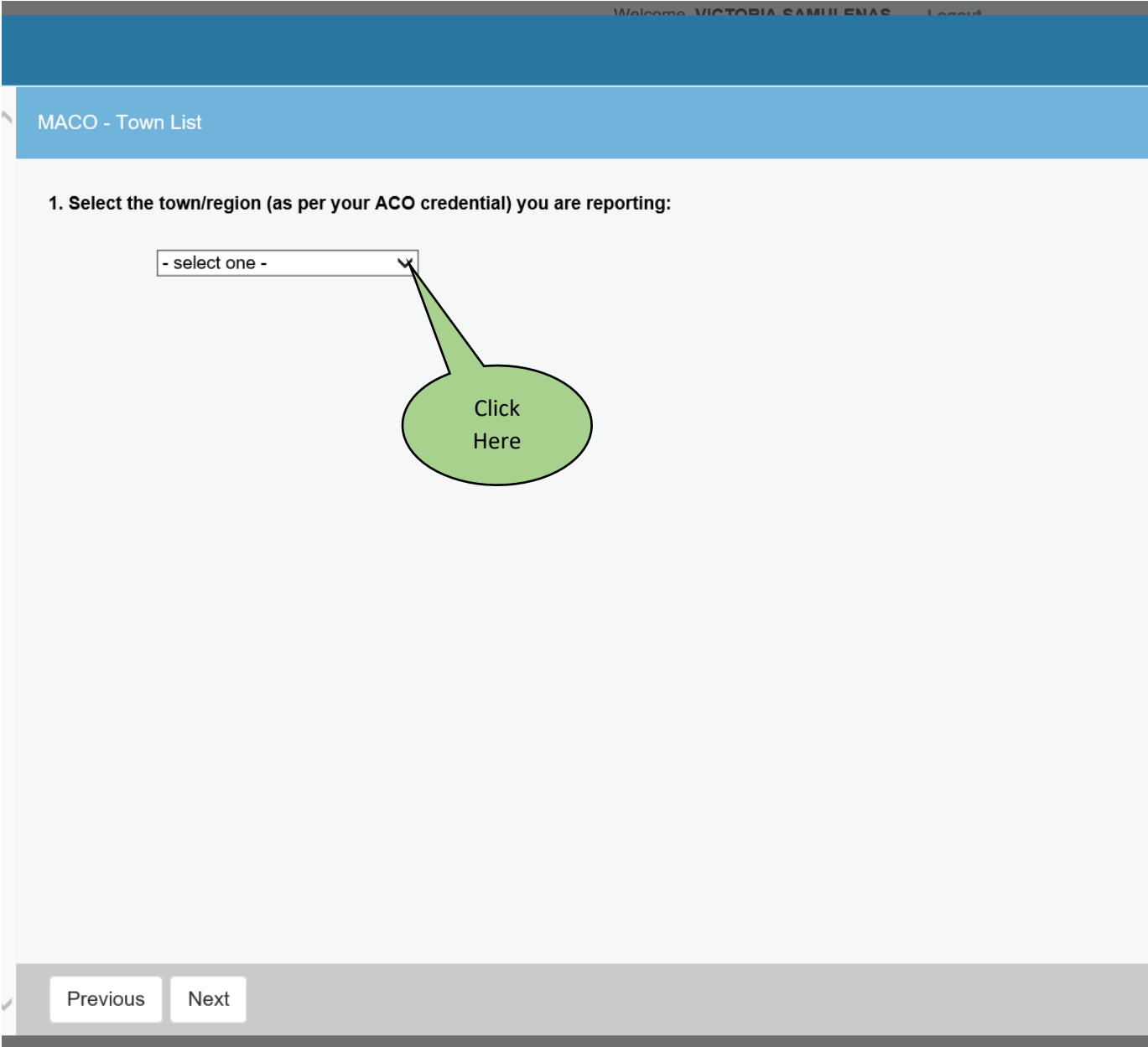
MACO - Town List

1. Select the town/region (as per your ACO credential) you are reporting:

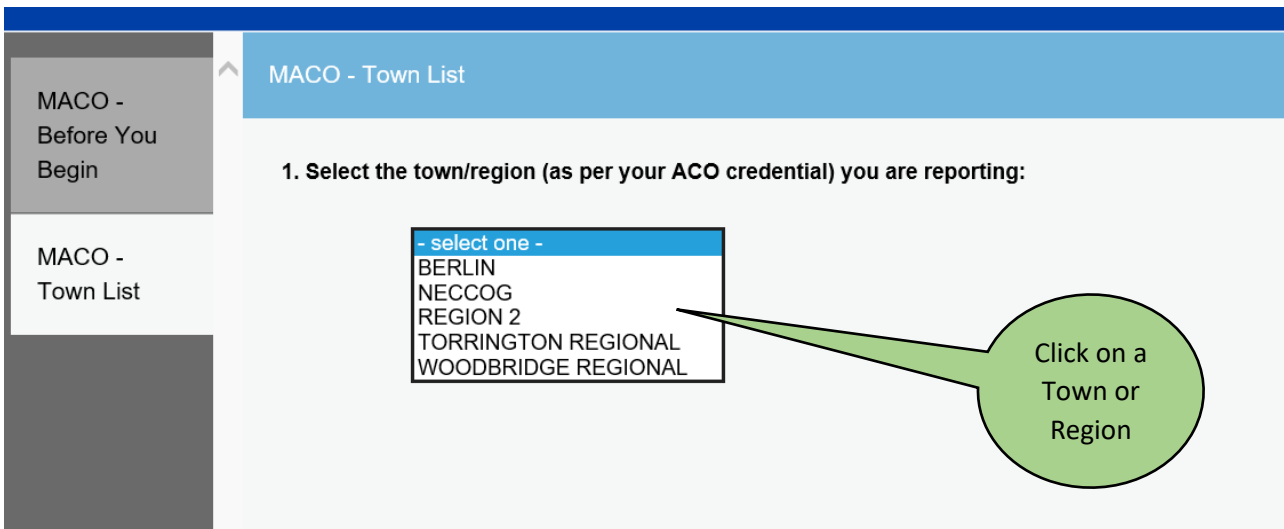
- select one -

Click Here

Previous Next



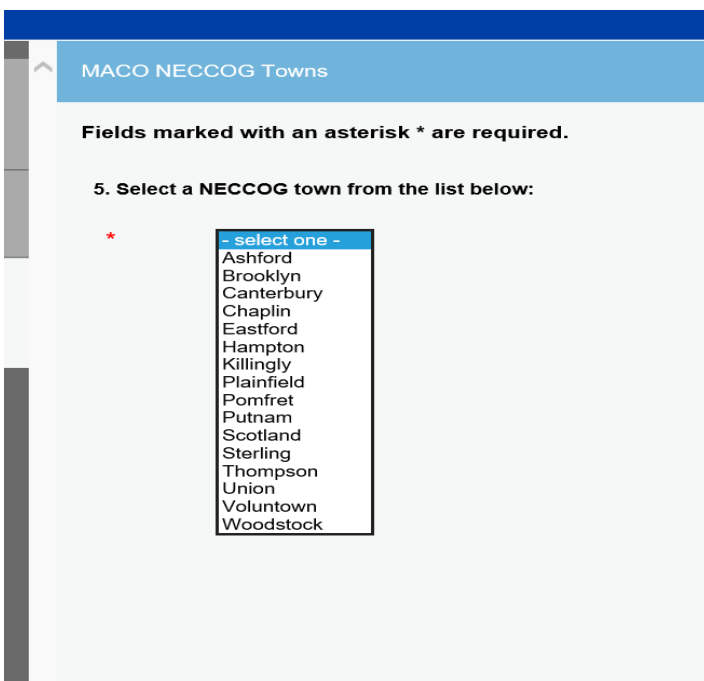
Select a town or region from the list. Click on Next button at the bottom of the screen to proceed.



Click on the Next button at the bottom of the screen to continue....

The next screen(s) will allow you to select a town from the regions list.

This is list of towns for the NECCOG Region. There are town lists for Milford Region, Region 2, Torrington Regional and Woodbridge Regional. Select the town you are reporting for and Click the “next” button at the bottom of the screen.



Here is the screen to record the animal incidences for the town you selected.

MACO Town Reporting

Fields marked with an asterisk * are required.

7. Enter Reporting Year:
*

8. Enter Reporting Month:
*

9. Number of Dogs Impounded for this month:
*

10. Number of Cats Impounded this month:
*

11. Number of Other Animals (not cats or dogs) Impounded for this month:
*

12. Number of Animals Redeemed this month:
*

13. Number of Animals Sold as Pets this month:
*

Use the down arrow to select a reporting year

Use the down arrow to select a reporting month

Enter the number of animals (use 0 if applicable)
For questions 9 - 21

13. Number of Animals Sold as Pets this month:
*

14. Number of Animals D.O.A. this month:
*

15. Number of Natural Deaths (While Impounded) this month:
*

16. Number of Animals Euthanized this month:
*

17. Number of Domestic / Wildlife Rabies Management Orders this month:
*

18. Total Number of Bites Domestic / Domestic this month:
*

19. Total Number of Bites Domestic / Human this month:
*

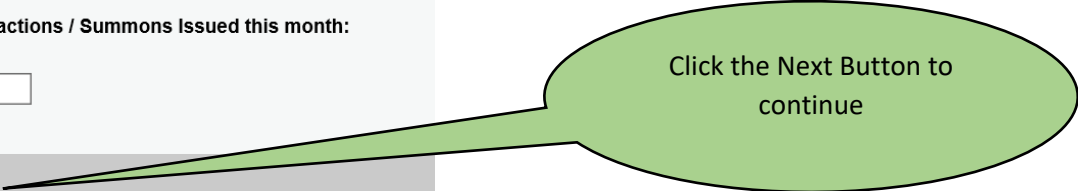
20. Total Number of Complaints Investigated this month:
*

21. Total Number of Infractions / Summons Issued this month:

*

Previous

Next



Click the Next Button to
continue

You are almost done ---

Enter your name, title and telephone number.

Use the next button at bottom of screen to continue.

22. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the event a license or registration is granted, said applicant shall comply with all laws, orders, rulings, regulations and directives issued by the Commissioner of Agriculture.

* Yes No

23. Name of Applicant:
*

24. Applicant Title:
*

25. Applicant Telephone Number:
*

26. Attestation Date:
 ▼

You must click on "Yes"

Enter your name, title and telephone number

Click the Next Button to continue

The Review screen allows you to look at your information before you commit the report. You must click the Finish button at the bottom of this screen to submit your monthly report for this town.

Review

MACO - Before You Begin

MACO - Town List

1. Select the town/region (as per your ACO credential) you are reporting:

REGION 2

MACO Region 2 Towns

3. Select a Region 2 Town from the list below:

New Milford

MACO Town Reporting

7. Enter Reporting Year:

2022

8. Enter Reporting Month:

01 - January

9. Number of Dogs Impounded for this month:

88

10. Number of Cats Impounded this month:

20. Total Number of Complaints Investigated this month:

88

21. Total Number of Infractions / Summons Issued this month:

88

AGR - Attestation

22. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the ev

Yes

23. Name of Applicant:

Tom Smith

24. Applicant Title:

ACO

25. Applicant Telephone Number:

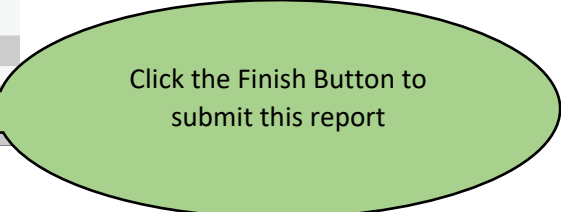
(860) 555-1212

26. Attestation Date:

2022-02-23

MACO - Reminder

Previous Finish



If you have another town to report... just start the process again.

Process Completed Successfully.

Congratulations

Your report has been accepted when you see this message

Selecting "Start" under the first "Item" will allow a **mailing** address change only.

All primary address changes, including mailing, can be made by selecting "Start" next to the available license listed.

Item

Start

Item



License

Start

ACO.0581

All questions or issues should be sent to the agr.animalcontrol@ct.gov email or call 860-713-2506 for further assistance.