

Arizona Motor Vehicle eWholesale Dealer 3-Day Permit Service

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Arizona eWholesale Motor Vehicle Dealer 3-DAY PERMIT Service

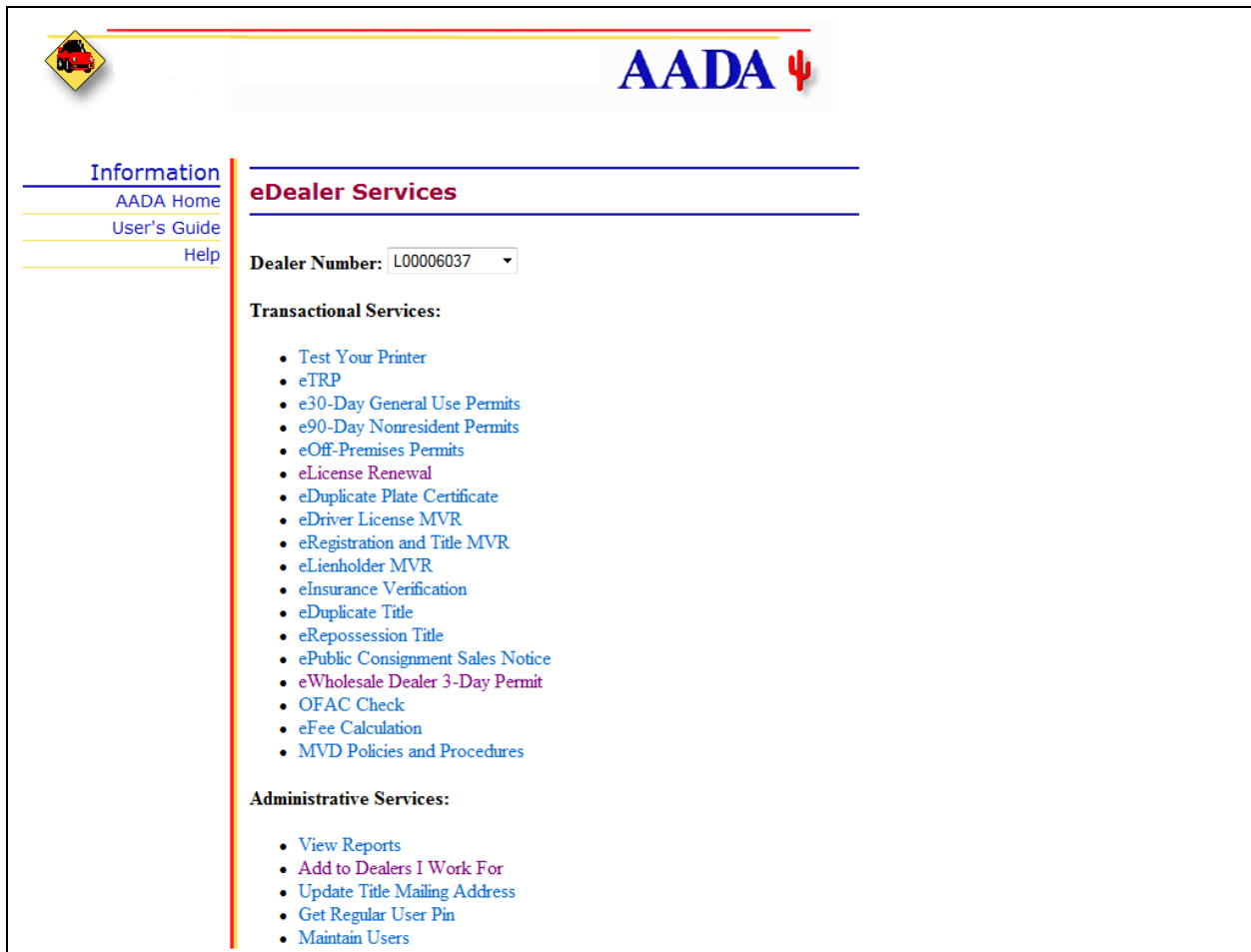
Welcome to the Arizona eWholesale Motor Vehicle Dealer 3-Day Permit service. This service was created to enable Wholesale Motor Vehicle Dealers, without valid Dealer plates to issue an electronic Arizona eWholesale Motor Vehicle Dealer 3-Day Permit.



Only Wholesale dealers with NO dealer plates may use the eWholesale Motor Vehicle Dealer 3-Day Permit service.

Screens

The service is very simple and easy to use. The following instructions serve as a step-by-step guide through the entire **Arizona eWholesale Motor Vehicle Dealer 3-Day Permit** process.

eDealer Services Home Page



 **AADA** 

Information
AADA Home
User's Guide
Help

eDealer Services

Dealer Number: L00006037

Transactional Services:

- [Test Your Printer](#)
- [eTRP](#)
- [e30-Day General Use Permits](#)
- [e90-Day Nonresident Permits](#)
- [eOff-Premises Permits](#)
- [eLicense Renewal](#)
- [eDuplicate Plate Certificate](#)
- [eDriver License MVR](#)
- [eRegistration and Title MVR](#)
- [eLienholder MVR](#)
- [eInsurance Verification](#)
- [eDuplicate Title](#)
- [eRepossession Title](#)
- [ePublic Consignment Sales Notice](#)
- [eWholesale Dealer 3-Day Permit](#)
- [OFAC Check](#)
- [eFee Calculation](#)
- [MVD Policies and Procedures](#)

Administrative Services:

- [View Reports](#)
- [Add to Dealers I Work For](#)
- [Update Title Mailing Address](#)
- [Get Regular User Pin](#)
- [Maintain Users](#)

eDealer Services Home page contains three sections:

The sections are:

Dealer Number

Transactional Services

Administrative Services

Note: Not all Users will see every option displayed above on the Home Page. What displays will depend upon the business rules for the service and the access level the User was granted.

eDealer Services Home Page (continued)

The eDealer Services Home Page defined:

Dealer Number

The first section contains the dealer number. If a processor works for multiple dealers, he/she will need to use the **drop down box** to indicate the dealer number for the subsequent requests.

Transactional Services

The second section allows the User to select the desired service transaction, e.g. "eWholesale Dealer 3-Day Permit"; by clicking on the link to begin the **Arizona eWholesale Dealer 3-DAY PERMIT** request process.

Administrative Services

The third section allows the User to select the desired administrative functions for the dealer, e.g. "**View Reports**" and "**Maintain Users.**"

Test Your Printer

Before issuing an **Arizona eWholesale Dealer 3-DAY PERMIT**, you should test your printer. To do this, use the following steps:

1. From the **eDealer Services Home Page**, click the **Test Your Printer** link to proceed.

Click on the **Sample print page link**. This will display a sample permit screen for you to print. Make sure to adjust your printer daily to print eWholesale Motor Vehicle Dealer - Restricted Use 3-DAY PERMIT.

2. To print the **Sample Print** page, select **“File”** in the menu bar and from the **drop down menu**, click the **“Print”** option. A dialog box will appear in front of the sample permit, click the **“Print”** button to print.
3. To exit the **Sample Print** page, select **“File”** in the menu bar and from the **drop down menu**, click the **“Close”** option. This will bring you back to **Test Your Printer** page.
4. Click the **Back to eDealer Services Home** link. This will bring you back to the **eDealer Services Home Page** to start the issuance process.

Issue a Arizona eWholesale Dealer 3-Day Permit

From the **eDealer Services Home Page**, click the **eWholesale Dealer 3-DAY PERMIT** link.

The **3-Day Restricted Use Permit Services** screen will display.

1. Click the **Issue Permit** link to proceed.

Enter Vehicle Information

2. In the **VIN** field, type in the **Vehicle Identification Number** of the vehicle. Verify the VIN is typed in correctly.
3. In the **Vehicle Make** field, type the vehicle make.
4. In the **Vehicle Body Style** field, select the body style from the drop down list.
5. In the **Vehicle Year** field, type the vehicle year
6. Confirm the information entered
7. Click the **Continue** button

View and Print 3-Day Permit and Registration

1. Click the **“View and Print Permit”** button to view the Arizona eWholesale Motor Vehicle Dealer 3-Day Permit.

Within a few seconds, the **Permit** will appear on the screen.

2. A dialog box will appear, click the **“Print”** button to print the permit.
3. To exit, select the **“Go Back”** option to return to the **View and Print 3-Day Permit and Registration** screen.

Reprint a eWholesale Dealer 3-Day Permit

1. From the **eDealer Services Home Page**, click the **Arizona eWholesale Dealer 3-Day Permit** link to proceed. The **3-Day Restricted Use Permit Services** screen will display.
2. From the **3-Day Restricted Use Permit Services** screen, click the **Reprint Permit** link to proceed. The **Reprint 3-Day Restricted Use Permit** screen will display.
3. Type the **VIN** number, click the **Continue** button

The View and Print the 3-Day Permit and Registration screen displays

4. Click the **“View and Print Permit”** button to view the **Arizona eWholesale Motor Vehicle Dealer 3-Day Permit**.
5. Within a few seconds, the **Arizona eWholesale Motor Vehicle Dealer 3-Day Permit** will appear on the screen.
6. A dialog box will appear, click the **“Print”** button to print the permit.
7. To exit the **Arizona eWholesale Motor Vehicle Dealer 3-Day Permit** screen, select the Go Back option to return to the **View and Print 3-Day Permit and Registration** screen.

Viewing Reports

Activity Report Review

1. From the **eDealer Services Home Page**, click the **View Reports** link to proceed.

Choose a Report Type to View

2. The screen will default to the **Activity Report**; click the **“Continue”** button to proceed.

Choose a Service to View

3. Click the **Arizona eWholesale Dealer 3-Day Permit** link to proceed.

Enter Criteria to View Report

4. The **Start Date** field will default to the current date. If a different date is desired, click the **Start Date** field to activate and change the date.

The **End Date** field will default to the current date. If a different date is desired, click the **End Date** field to activate and change the date.

5. Reports can be sorted automatically by clicking on one of the following radio buttons, under the **Sort By** field:
 - **Transaction Date** is used to sort by the date a transaction was processed, with the most current date at the top of the page
 - **User ID** is used to sort by the **User ID Number**. This type of report will show activity by User
6. Click the **“Submit”** button to proceed.

Activity Report – Continued

Activity Report Review

7. If a record was found, an Activity Report will show the following information:

- The Dealer Name and desired dates of transactions being displayed
- Total **Arizona eWholesale Dealer 3-Day Permits** Count
- Date
- Time
- Permit #
- User ID
- VIN
- Customer Name
- Prints
- Transaction Amount

Note: If a record was not found, then the information that was entered as the search criteria will appear.

8. To print, select “**File**” and from the **drop down menu** select the “**Print**” option. A dialog box will appear. Click the “**Print**” button to print the report.

Note: Paper size may require changing to landscape using page setup.

9. Click one of the following links:

- The “**Back to Reports**” link to return to the **Choose a Report Type to View** screen to select a different report, or
- The “**Back to Home Page**” link to return to the **eDealer Services Home Page**

Summary Report

1. From the **eDealer Services Home Page** click the **View Reports** link to proceed.

Choose a Report Type to View

2. Click the drop down arrow to select the **Summary Report** option; click the **“Continue”** button to proceed.

Choose a Service to View

3. Click the **eWholesale Dealer 3 Day Permit** link to proceed.
4. The **Date** field will default to the current month and year. If a different date is desired, click the **Date** field to activate and change. This date must be entered by two-digit month and four-digit year, **i.e. 08 / 2013**
5. Click the **“Submit”** button to proceed.

Summary Report Review

A Summary Report will appear on the screen displaying the following information:

- Dealer Name and the selected transaction month and year
 - Date
 - The Total Number of Arizona eWholesale Dealer 3 Day Permits
 - Total Amount Placed on the “On-File” Credit Card
 - Total Amount Placed on a different Credit Card
 - Total Amount Paid by eCheck
 - Payment total
 - Transaction Total
6. To print, select **“File”** and from the drop down menu select the **“Print”** option. A dialog box will appear. Click the **“Print”** button to print the report.
 7. Click one of the following links:
 - The **“Back to Reports”** link to return to the **Choose a Report Type to View** screen to select a different report, or
 - The **“Back to Home Page”** link to return to the **eDealer Services Home Page**