AADA eDealer Services 90-Day Nonresident Permit
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AADA eDealer 90-Day Nonresident Permit

Welcome to the electronic eDealer 90-Day Nonresident Permit website. This Internet site was created to enable Dealers to issue an electronic eDealer 90-Day Nonresident Permit to a customer when certain conditions exist.

<u>Motor Vehicle Dealers</u>

The electronic eDealer 90-Day Nonresident Permit may be issued to a nonresident customer or a Native American enrolled as a member of a recognized tribe who resides on the reservation, purchasing a vehicle in Arizona for removal to the purchaser's home state or reservation.

The 90-Day Nonresident Permit **shall not** be issued to a vehicle delivered in Arizona to an Arizona resident by an out-of-state dealer. You also **cannot** issue a 90-Day Nonresident Permit for Dealer-to-Dealer, or Auction-to-Dealer purchases.

Proof of non-residency is required; the customer must present one of the following:

> - An **out of state driver license or non-Arizona state issued identification card** displaying an out of state address; or

> - A Native American's **physical address on a reservation and Tribal enrollment/census number**.

The permit may be issued **only once** to the same vehicle and same owner. No other permit type may be issued as an extension in order to lengthen the permit.

The motor vehicle dealer cannot issue a 90-Day Nonresident Permit if the **same dealer** has already issued a Temporary Registration Plate (TRP), 30-Day General Use Permit, and/or 90-Day Nonresident Permit to the vehicle. A motor vehicle dealer may issue the 90-Day Nonresident Permit **after** a TRP, **if the TRP has been voided.**

The motor vehicle dealer must be sure to inform the customer that if the purchaser returns to register the vehicle within 365 days after the issuance of the permit, the purchaser will be liable for any tax, penalty and interest due to ADOR. It will be the responsibility of ADOR to collect the monies due. This provision removes the responsibility for the tax from the motor vehicle dealer.

Motor vehicle dealers must go to an MVD Customer Service Office (MVD) or an Authorized Third Party Provider when their internet connection is down, or if their access privilege has been denied for issuing permits electronically. The motor vehicle dealer **may not** send the customer to an MVD office or Authorized Third Party Provider to retain the 90-Day Nonresident Permit.

All Users issuing the 90-Day Nonresident Permit will be required to enter the following information into the system:

> - The **Vehicle Identification Number (VIN)** of the vehicle.
> - The **Purchaser's name, address, driver license/identification card number and the issuing state**. The Tribal member's enrollment /census number (only when issuing to a tribal member).
> - **Purchase price** (round to the nearest dollar amount).
> - **Trade-in price** (round to the nearest dollar amount).
> - **Qualified Rebates** (round to the nearest dollar amount).
> - **Net purchase price** (round to the nearest dollar amount).
> - **Total tax paid** (round to the nearest dollar amount).

An affidavit will accompany the application when the user prints the 90-Day Nonresident Permit. The affidavit will contain statements that make certain that the purchaser is aware of the requirements and responsibilities of the permit.

> - The affidavit will print as a second page after the 90-Day Nonresident Permit and will be required to have the purchaser and the motor vehicle dealer sign it.
> - The motor vehicle dealer will receive the affidavit along with the permit from the Authorized Third Party Provider.
> - The motor vehicle dealer will maintain the affidavit on file in the dealer file for a length of time equal to the statutory requirements for both MVD and the Arizona Department of Revenue (ADOR).

Printing an eDealer 90-Day Nonresident Permit

Each eDealer 90-Day Nonresident Permit will be printed on plain white paper, on-site, from your printer. The application will be accessed over the Internet. After the eDealer 90-Day Nonresident Permit record is electronically sent to MVD, the permit will then print directly to your printer, and provide an eDealer 90-Day Nonresident Permit to be placed on the vehicle.

For ease of compatibility, we recommend that the following software/hardware is available, however if this software/hardware is already installed on your computer, disregard the instructions below:

> - Internet Explorer 6.0 or above (or equivalent web browser). This is available free by download at
>   www.microsoft.com/windows/ie/default.mspx
>
> - Laser printer; or recent inkjet printer (less than 4 years old).

eDealer 90-Day Nonresident System **Administrator**

To ensure proper security of the eDealer 90-Day Nonresident Permit system, MVD requires a point of contact at each dealership location. Each dealership will be required to appoint an eDealer 90-Day Nonresident system administrator(s). The eDealer 90-Day Nonresident Permit system administrator is able to perform the same services as a processor. In addition, the system administrator will identify, authorize, and maintain processors of the system.

> ➤ The eDealer 90-Day Nonresident Permit system administrator of each dealership will be responsible for reviewing a list of all authorized processors on a frequent and regular basis to identify any changes, or to add or remove a processor.
> ➤ If not already registered, dealers must register with AADA's eDealer Services Helpdesk, prior to having access to the eDealer 90-Day Nonresident Permit website.
> ➤ Dealers that issue 90-Day Nonresident Permits may register with multiple electronic service providers.
> ➤ The eDealer 90-Day Nonresident Permit system administrator(s) will use PIN numbers and passwords. Passwords must be changed on a regular basis.
> ➤ All dealers must use their unique valid email address when logging-on to the eDealer 90-Day Nonresident Permit website.
> ➤ The administrator is responsible for communicating with AADA's eDealer Services Helpdesk.
> ➤ For an administrator to authorize a processor, the processor must have an individual email address that is accessible at the dealership with a maximum length of 60 characters.

eDealer 90-Day Nonresident System **Processor**

An individual processor will be required to enter their User ID and password, assigned by AADA, every time they log in. A processor of the system would be an authorized individual at the dealership.

A processor can be authorized to conduct business for several dealerships.

When the individual processor signs on to the system only the dealerships they registered for will appear on the AADA's eDealer Services Home page, available in a drop down box.

<u>If AADA's eDealer Service System Goes Down</u>

If AADA's eDealer Service System goes down, do one of the following:

> ➢ Call the AADA's eDealer Services Help Desk at 1-800-678-3875 ext. 6 or send an email to: ehelp@aada.com and they will assist you. If it is after regular business hours, please call our after hours cell phone numbers so that we can resolve the matter immediately. Our cell phone numbers are given out on the after hours helpdesk recording.
> ➢ If the problem is not determined immediately, go to the nearest Motor Vehicle Division office (MVD) to issue a 90-Day Nonresident Permit; or
> ➢ The 90-Day Nonresident Permit system can be accessed from another facility as long as the computer has Internet capability and a printer is available to print the 90-Day Nonresident Permit for the customer.

<u>Website Screens</u>

The site consists of several self-navigating screens that request various kinds of information about the vehicle.

The site is very simple and easy to use. It is made up of a number of steps shown on the screens that the dealership completes.

The following instructions serve as a step-by-step guide through an entire eDealer 90-Day Nonresident Permit along with answers to some additional questions.

eDealer Services Home Page

This is the eDealer Services Home page. If the user of the system is authorized as an administrator, the screen will appear as shown above. If the user of the system is authorized only to be a processor, their eDealer Services Home page will appear slightly different.

1. If you can only process 90-Day Nonresident Permits for **one dealer** then go to # 2. If you can process 90-Day Nonresident Permits for **more than one dealer**, click the drop down box to select the proper dealership.

2. Click on the **type of transaction** you wish to process. The Internet link will take you to that particular service.

    Note: Items listed under each service heading may be discussed individually later in this user's guide. For any transaction other than the eDealer 90-Day Nonresident Permit, click on the service to obtain its user's guide for step-by-step procedures on how to use that service.

Steps To Test Your Printer

Every morning before issuing an eDealer 90-Day Nonresident 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.

Note: Reading the screen will help you navigate through the process as well.

2. Click on the **Sample print page** link. This will display a sample permit screen for you to print. Make sure to adjust your printer to print the eDealer 90-Day Nonresident Permit.

3. To print the Sample Print page, select "**File**" in the menu bar. From the drop down menu select the "**Print**" option. A dialog box will appear in front of the sample permit. Click the "**Print**" button to print.

4. To exit the Sample Print page, select "**File**" in the menu bar and from the drop down menu select the "**Close**" option. This will bring you back to Test Your Printer page.

5. Click the **Back To eDealer Services Home** link located at the bottom of the screen. This will bring you back to the eDealer Services Home page to start the issuance process.

Steps To Issue an e90-Day Nonresident Permit

1. From the eDealer Services Home page, click the **e90-Day Nonresident Permits** link.

2. From the e90-Day Nonresident Permit Services Home page, click the **Issue Permit** link.

Step 1: Enter Vehicle Information

3. Type in the **Vehicle Identification Number (VIN)**. This number is found on either a title document or left-hand corner, in the dash, of the vehicle. Double check to make sure the VIN is typed correctly or the system will not identify the vehicle. This number, when entered into the system, can be either upper or lower case letters.

4. Answer the question, "**Is the vehicle purchaser an enrolled member of an Indian tribe who has purchased the unregistered vehicle in this state for removal to the Indian reservation?**"

   ➢ If yes, click the "**Yes**" radio button, then enter the enrolled member's Enrollment # in the box provided.
   ➢ If no, click the "**No**" radio button.

5. Click the "**Continue**" button to proceed.

Note: Click the "Cancel" button to return to the eDealer Services Home page, if you wish to cancel the transaction.

Step 1: Edit/Confirm Vehicle Information

6. **Verify** the VIN, Vehicle Make, Body Style and Vehicle Year have automatically populated. If not, manually type in the Vehicle Make, Body Style, and Vehicle Year in the appropriate box provided before continuing.

7. Answer the question, "**Is this information correct?**"

   ➢ If yes, click the "**Yes, Continue**" button to proceed.
   ➢ If no, click the "**No, Go Back**" button to return to the prior screen for corrections.

Step 2a: Enter Owner Information

8. Type in the **Individual Purchaser's first name, middle initial** (if applicable) **and last name.** If the customer name is only one word, enter the name in the Last name field, leaving the other fields blank.

9. Click on the **Suffix** drop down arrow for a complete list of suffixes to be used as part of a name **i.e. Jr, Sr, III** (if applicable).

10. Type in the purchaser's out of state **Driver License Number**.

11. Type in the purchaser's out of state Driver License **state abbreviation**.

Note: If the customer is a company, type in the company name in the Name of organization field and leave the first, middle and last name fields blank. The EIN field is optional.

12. Type in the **complete address**. All fields are required including the city, state and zip code fields. If any field is left blank an error message will appear. If the last four digits of the Zip Code are unknown, leave blank.

13. Click the "**Continue**" button to proceed.

Step 2: Enter Purchase Information

The information below can be obtained from the dealer invoice. The information is then passed on to the Arizona Department of Revenue (ADOR).

Enter the following dollar amounts in whole dollars, no cents, and round to the nearest dollar. If zero, enter "0".

14. Type in the **Purchase Price**.

15. Type in the **Trade in Price**.

16. Type in the **Rebate amount** the purchaser has qualified for.

17. Type in the **Net Purchase Price**.

18. Type in the **Total Tax Paid**.

Note: The above information is intended for data entry only and does not perform a calculation.

19. Click the "**Continue**" button to proceed.

Step 3: Confirm Information

20. Once the Purchaser's Information is retrieved, the Confirm Information screen will appear. **Verify** the Purchaser's name, driver license number/state and dollar amounts are correct.

21. Answer the question, "**Is this information correct?**"

> ➤ If yes, click the "**Yes, Continue**" button to proceed.
> ➤ If no, click the "**No, Go Back**" button to return to the prior screen for corrections. Continue to click the "Back" button until you have reached the desired screen.

Step 3: Certify Information

22. The **box**, which appears in front of the certified statement, **must be checked before continuing**. The statement on the screen, refers to any liability that the purchaser would be required to pay if he/she registers the vehicle in this state within 365 days after the issuance of the 90-Day Nonresident Permit.

23. Click the "**Continue**" button to proceed.

Step 4: Pay Fee

There is a fee of $15.00 for the issuance of a 90-Day Nonresident Permit.

24. Click the "**Submit**" button.

> ➤ AADA will bill you for payment.
> ➤ You agree to be billed by AADA for payment when you click on the "Submit" button below.

Important: The "**Note**" which displays towards the bottom of the screen indicates the system will update it's records between 11:50pm and 12:10am every day. Therefore, no 90-Day Nonresident Permits can be issued during this 20 minute period.

25. Click the "**Submit**" button to proceed.

Note: Click the "Cancel" button to return to the eDealer Services Home Page to cancel the issuance of the 90-Day Nonresident Permit.

Step 5: View and Print e90-Day Nonresident Permit

The View and Print e90-Day Nonresident Permit screen will appear once the owner(s) and vehicle information is submitted and **payment was accepted**.

26. Click the "**View and Print Permit**" button to view the 90-Day Nonresident Permit.

After a few seconds, the 90-Day Nonresident Permit will display on the screen.

27. A dialog box will appear in front of the permit. Click the "**Print**" button to print the 90-Day Nonresident Permit.

28. Click the "**View and Print Affidavit**" button located at the top of the screen to print the affidavit. A dialog box will appear in front of the affidavit. Click the "**Print**" button to print the affidavit. Once the purchaser has signed the affidavit, the dealer must retain and file the affidavit for a length of time equal to the statutory requirement for both MVD (3 years) and ADOR (4 years).

Note: After the 90-Day Nonresident Permit and the affidavit have printed, cut the paper in half along the dotted line indicator. The 90-Day Nonresident Permit can then be placed in a plastic cover and displayed on the rear of the vehicle. The registration can be placed in the glove box.

29. To **exit** the 90-Day Nonresident Permit, click the "**Continue**" button located at the top of the screen to return back to the View and Print e90-Day Nonresident Permit screen.

30. Answer the question, "**Did the permit print properly?**"

> ➢ If no, click the "**No, Permit Did Not Print**" button. A dialog box will appear, prompting you to verify that the margins and font are set correctly. Click on the "**Close Window**" button to return to the View and Print e90-Day Nonresident Permit screen to try again.

> ➢ If yes, click the "**Yes, Back to Home Page**" button to return to the eDealer Services Home page.

Steps To Reprint an e90-Day Nonresident Permit

1. From the eDealer Services Home page, click the **e90-Day Nonresident Permit** link. Click the **Reprint Permit** link, and type the **Permit Number** you want to reprint.

Note: Permit may be reprinted within seven days of issuance.

2. Click the "**Continue**" button to proceed.

Note: Click the "Cancel" button to return to the eDealer Services Home page, canceling the transaction.

View and Print e90-Day Nonresident Permit

3. Click the "**View and Print Permit**" button. After a few seconds, the 90-Day Nonresident Permit will display on the screen.

4. A dialog box will appear in front of the permit. Click the "**Print**" button to print the 90-Day Nonresident Permit.

5. Click the "**View and Print Affidavit**" button located at the top of the screen to print the affidavit. A dialog box will appear in front of the affidavit. Click the "**Print**" button to print the affidavit. Once the purchaser has signed the affidavit, the dealer must retain the affidavit in the dealer files.

Note: After the 90-Day Nonresident Permit and the affidavit have printed, cut the paper in half, along the dotted line indicator, so the 90-Day Nonresident Permit can be placed in a plastic cover and displayed on the rear of the vehicle and the registration can be placed in the glove box.

6. To **exit** the 90-Day Nonresident Permit, click the "**Continue**" button located at the top of the screen to return back to the View and Print e90-Day Nonresident Permit screen.

7. Answer the question, "**Did the permit print properly?**"

   ➢ If no, click the "**No, Permit Did Not Print**" button. A dialog box will appear, prompting you to verify that the margins and fonts are set correctly. Click on the "**Close Window**" button to return to the View and Print e90-Day Nonresident Permit screen to try again.

   ➢ If yes, click the "**Yes, Back to Home Page**" button to return to the eDealer Services Home page.

Steps To Void an e90-Day Nonresident Permit

➢ From the eDealer Services Home Page, click the **e90-Day Nonresident Permits** link.

➢ From the e90-Day Nonresident Permits Services Home page, click the **Void Permit** link.

Step 1: Enter Information to Void e90-Day Nonresident Permit

➢ Type in the **90-Day Nonresident Permit Number** to be voided

➢ Select, by using the drop down arrow, a **Reason for voiding the 90-Day Nonresident Permit**. The 5 reasons for voiding a 90-Day Nonresident Permit are as follows:

   1. Lost
   2. Damaged
   3. Deal Unwound
   4. Entered Wrong VIN
   5. Entered Wrong Customer ID

➢ Click the "**Continue**" button to proceed.

Note: Click the "Cancel" button to return to the eDealer Services Home Page to cancel the transaction.

Step 2: Confirm Information

➢ The 90-Day Nonresident Permit Number to be voided will display on the screen.

➢ Answer the question, "Is this the correct 90-Day Nonresident Permit to void?"
   • If no, click the "**No, Go Back**" button to go back one screen to correct the 90-Day Nonresident Permit number.
   • If yes, click the "**Yes, Continue**" button to proceed.

Step 3: View Confirmation

➢ A message will display, the 90-Day Nonresident Permit Number "XXXXXX" has been successfully updated with 90-Day Nonresident Permit status of Void. Click the **Back to eDealer Services Home** link to return to the eDealer Services Home Page.

Steps To Add To Dealers I Work For

➢ From the eDealer Services Home page, click the **Add To Dealers I Work For** link to proceed.

Enter Information Of Dealer To Be Added

➢ In the **Dealer Number** field, type the **dealer number** of the dealership you are authorized to issue eDealer 90-Day Nonresident Permits.

➢ In the **PIN** field, type in the **PIN number** of the dealership to be added. You can obtain this number from the eDealer 90-Day Nonresident Permit Administrator at the new dealership.

➢ Click the "**Add Dealer**" button. This will add the new dealer to your list of dealerships you are authorized to issue eDealer 90-Day Nonresident Permits.

Enter Information of Dealer to Be Added

Dealer Number: [   ]

PIN: [   ]

[Go Back]   [Add Dealer]

Note: The next time you go to issue an eDealer 90-Day Nonresident Permit, a drop down box will appear giving the ability to select the correct dealership.

Steps to Get Regular User PIN – <u>Administrator Only</u>

➢ From the eDealer Services Home page, scroll down and click the **Get Regular User PIN** link.

Administration Services:
- View Reports
- Add to Dealers I Work For
- Get Regular User Pin ⟵
- Maintain Users
- Service Access

Step 1: PIN Information

➢ The dealership information will appear. **Verify** this is the correct dealership.

➢ **Write down** the Dealer Name/Number and Processor PIN Number. The PIN number can be changed at any time by clicking the **Generate New PIN** link. This number will instantaneously change.

➢ Click the **Back to eDealer Services Home** link to return to the eDealer Services Home page.

ANY DEALER INC.

PIN Information

Dealer Number: L00000000
Dealer Name: ANY DEALER INC.
Dealer Type: N

Processor PIN: 8305 Generate new PIN

Back to eDealer Services Home

Steps to Maintain Users of the System – <u>Administrator Only</u>

➢ From the eDealer Services Home page, scroll down and click: **Maintain Users**

Step 1: Maintain Users

The screen will appear with All Processors / Administrators of the eDealer Services applications. When necessary, use this screen to revoke a Processor / Administrator.

➢ Under the "Remove" column, check the box next to the Processor / Administrator to be **revoked from the system**.

➢ Click the "**Update**" button to accept the deletion of the Processor / Administrator.

ANY DEALER INC.

Maintain Users

Dealer Name: ANY DEALER INC.
Dealer Number: L00000000

Registered Users	Role	Remove
JUDY_SALES@DEALER.COM	Processor ▼	☐
BEN_FINANCE@DEALER.COM	Processor ▼	☐
OFFICE_MANAGER@DEALER.COM	Administrator ▼	☐
GSM@DEALER.COM	Administrator ▼	☐

[Go Back] [Update]

Note: Revoking a Processor / Administrator from one authorized dealership does not automatically revoke them out of the other dealerships they work for. Each dealership must be revoked individually.

Note: Click the "Go Back" button to return to the eDealer Services Home page.

➢ A **confirmation screen** will return and display updated information. Click the **Back to eDealer Services Home** link to return to the eDealer Services Home Page.

Note: After a user is removed, we recommend that you go to the <u>**Get Regular User Pin**</u> link, from the eDealer Services Home page and generate a new pin.

Steps for Service Access – <u>Administrator Only</u>

This screen will show all services offered by AADA (with the exception of eTRP). The user's dealership may not be currently authorized for one or more of the services. If there are questions about which services may be used or not, contact the MVD Dealer Licensing Unit. For any other question(s) contact the AADA Help Desk at 1-800-678-3875 or our local Phoenix number 602-468-0888, or by email at <u>ehelp@aada.com</u> .

To the left of the screen, the authorized applications, for which the **user may use**, will be checked. To the right of the screen, the Processor / Administrator's name will appear next to the services offered by AADA.

1. An administrator can grant or deny access by clicking the **appropriate box**, displayed under the available service.
2. Click the "**Update**" button to finalize the approval or denial of services.
3. Click the "**Go Back**" button to return to the eDealer Services Home page.

Note: If the Administrator is in the Service Access application and realizes that they need to remove a user, they click the **Click here to delete user(s)** link. This will take the Administrator to the Maintain Users screen. Current processors at the dealership will default with access to 30-Day General Use Permits, and 90-Day Nonresident Permits. **Any NEW processor will default with no access. The Administrator will be responsible for assigning access to each service.**

ANY DEALER INC.

Service Access

Dealer Name: ANY DEALER INC
Dealer Number: L00000000

All services offered by AADA are listed in the table. However, your dealership may not be currently authorized for one or more of these services. If you have a question about which services you may use, please contact Dealer Licensing.

30 Day General Use	90 Day Non-Resident	MVR	Reports	Lienholder MVR	
☑	☑	☐	☑	☐	JUDY_SALES@DEALER.COM Processor
☑	☑	☐	☑	☐	BEN_FINANCE@DEALER.COM Processor
☑	☑	☑	☑	☑	OFFICE_MANAGER@DEALER.COM Administrator
☑	☑	☑	☑	☑	GSM@DEALER.COM Administrator

[Go Back] [Update]

Click here to delete user(s).

Steps to View Reports

➢ From the eDealer Services Home page, click the **View Reports** link to proceed.

There are two types of reports to choose from. They are Activity Reports & Summary Reports.

Activity Report

Step 1: Choose a Report Type to View

➢ The screen will default to the Activity Report option; click the "**Continue**" button to proceed.

Note: Click the "Go, Back" button to return to the eDealer Services Home page.

Step 2: Choose a Service to View

➢ Click the **e90-Day Nonresident Permit** link to proceed.

Note: Click the **Back to Reports** link to return to the Choose a Report Type To View screen to select a different report. Click the **Back to Home Page** link to return to the eDealer Services Home page.

Step 3: Enter Criteria to View Activity Report

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

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

➢ Reports can be sorted automatically by clicking on the following criteria buttons, under the **Sort By** field:

- **Transaction Date** is used to sort by the date a transaction was processed.
- **User ID** is used to sort by the User ID number. This type of report will show productivity by user.
- **Permit Number** is used to show the permit number assigned by transaction from the most current permit issued.

➢ Click the "**Submit**" button to proceed.

Step 4: Activity Report Review

Depending on the option selected in Step 3, determines what type of report will display.

➢ An Activity Report will show the following information:

- Transaction Date
- Time Of Transaction
- Permit Number
- User ID
- VIN
- Customer Name
- Print Retries
- Transaction Amount
- Total Amount Of Permits Issued
- Total Amount of Monies

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

➢ To exit, click the **Go Back To Home Page** link to return to the eDealer Services Home page.

Note: Click the **Go Back** link to return to the Choose A Report Type To View screen.

Summary Report

Step 1: Choose a Report Type to View

➢ Click the drop down arrow to select the Summary Report option; click the "**Continue**" button to proceed.

Note: Click the "Go Back" button to return to the eDealer Services Home Page.

Step 2: Choose a Service to View

➢ Click the **e90-Day Nonresident Permit** link to proceed.

Note: Click the **Back to Reports** link to return to the Choose a Report Type to View screen to select a different report. Click the **Back to Home Page** link to return to the eDealer Services Home page.

Step 3: Enter Criteria to View Activity Report

➢ Type in the **Date** for which you want to view. The date must be typed in as month and year **i.e. MM/YYYY**.

➢ Click the "**Submit**" button to proceed.

Step 4: Summary Report Review

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

- Transaction Date
- Number of 90-Day Nonresident Permits Issued
- Payment Totals
- Transaction Total

Note: Click the **Back to Reports** link to return to the Choose a Report Type to View screen to select a different report. Click the **Back to Home Page** link to return to the eDealer Services Home page.