

eDUPLICATE PLATE CERTIFICATE TABLE OF CONTENTS

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eDUPLICATE PLATE CERTIFICATE

General Information

Welcome to the eDealer Services Duplicate Plate Certificate application. This application was created to enable Arizona licensed dealers to print a duplicate plate certificate and to delete unused, surrendered or lost plates electronically.

The application is very simple and easy to use. The electronic printing of a plate certificate means the MVD will no longer print and mail a registration for each dealer plate. This service allows dealers to print their dealer plate listing and/or delete lost or surrendered dealer plates at any time outside of their license renewal.

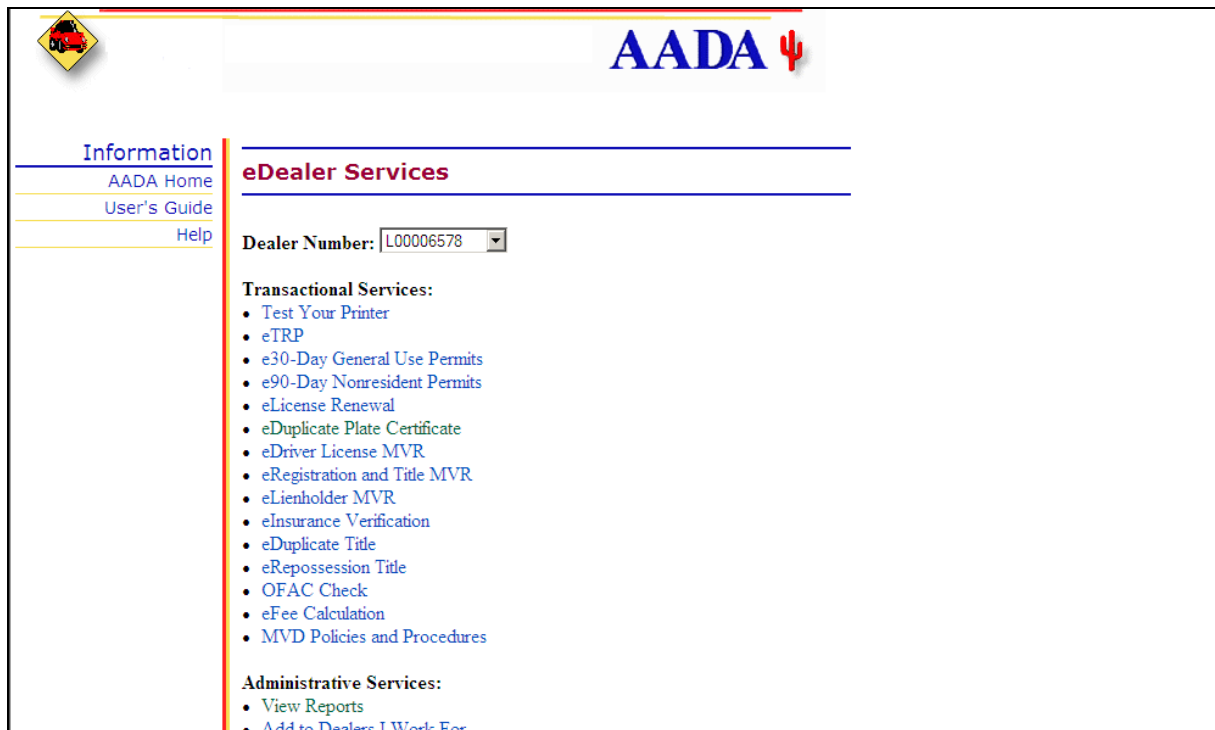
All you will need to use this convenient Duplicate Plate Certificate application is:



- Internet Explorer – the most current version (or equivalent web browser)
 - a. A free download is available at www.microsoft.com/windows
 - b. No other software is needed
- Dealer Number
- List of plates to cancel

The online process is available 24 hours a day, 7 days a week, allowing all dealers to process a duplicate plate certificate at their convenience.

The following instructions will serve as guide through the entire eDuplicate Plate Certificate process.

eDealer Services Home Page



 **AADA** 

Information
AADA Home
User's Guide
Help

eDealer Services

Dealer Number:

Transactional Services:

- [Test Your Printer](#)
- [eTRP](#)
- [e30-Day General Use Permits](#)
- [e90-Day Nonresident Permits](#)
- [eLicense Renewal](#)
- [eDuplicate Plate Certificate](#)
- [eDriver License MVR](#)
- [eRegistration and Title MVR](#)
- [eLienholder MVR](#)
- [eInsurance Verification](#)
- [eDuplicate Title](#)
- [eRepossession Title](#)
- [OFAC Check](#)
- [eFee Calculation](#)
- [MVD Policies and Procedures](#)

Administrative Services:

- [View Reports](#)
- [Add to Dealers I Work For](#)

The eDealer Services Home page contains four sections:

The sections are:

1. Dealer Name
2. Dealer Number
3. Transactional Services
4. Administrative Services

Note: Not all Users will see every options displayed above on the home page. What displays will depend upon the access level granted to the User within the website.

eDealer Services Home Page (continued)

The eDealer Services Home Page defined:

Dealer Name

The first section displays the name of the dealer for which the processor is working.

Dealer Number

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

Transactional Services

The third section allows the User to select the desired service transaction, e.g. **“eDuplicate Plate Certificate”**, by clicking on the link to begin the Duplicate Plate Certificate process.

Administrative Services

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

Issuing a Duplicate Plate Certificate

The following steps are for processing an **eDuplicate Plate Certificate**

1. From the eDealer Services Home Page click the **eDuplicate Plate Certificate** link to proceed.

Confirm Dealer

2. The Dealership information will appear on the screen. **Verify** if the dealer information is correct.
3. Answer the question, **“Is this the correct Dealer?”**
 - If yes, click the **“Yes, Continue”** button to proceed
 - If no, click the **“No, Go Back”** button to return to the eDealer Services Home Page

View Plates

If the dealer contact information is correct, the ‘View Plates’ screen will display listing all **“Plates Associated with Your License.”**

7. Click on the **Print Plate List** button if you wish to print the list of the plates associated with your company/license.
8. Answer the question, **“Do you wish to cancel plates?”**
 - a. Click the **“Yes, Cancel Plates”** button to proceed with the plate cancellation
 - b. Click the **“Go Back”** button to return to the Confirm Dealer Contact Information screen
 - c. Click the **“No, Continue”** to proceed to the “View and Print Plate Certificate” page.

Select Plates to Cancel

9. From the **“Select Plates to Cancel”** page check the box next to each plate you wish to cancel.
10. After selecting the plates to cancel,
 - Click on the **“Back”** button to return to the “View Plates” page, or
 - Click on the **“Continue”** button to proceed

Cancel Plates Confirmation

11. The plates selected for cancellation will appear on the screen. **Verify** if the plates selected are correct.

12. Answer the question, “**Are you sure you want to cancel these plates?**”

- If yes, click the “**Yes, Continue**” button to proceed, or
- If no, click the “**No, Go Back**” button to return to the “Selects Plates to Cancel” page

Note: after clicking the “**Yes, Continue**” button, the system will automatically delete the plates selected for cancellation from the dealer list

View and Print Plate Certificate

The system will now populate the **Dealer Duplicate Plate Certificate** page for your review. The list of plates will appear by plate types, e.g. Motor Vehicle Dealer Plate Numbers will show a list of motor vehicle dealer plates and Dealer Transporter Plate Numbers will show a list of transport dealer plates.

13. Click the **Print Plate Certificate** button to print the dealer duplicate plate certificate(s) associated with your company/license.

14. Click the “**Continue**” button to proceed

View Confirmation

The confirmation page will appear on the screen.

15. Click the “**Print Confirmation**” button to print the confirmation page. A copy of the confirmation page should be retained with the dealerships’ records to show the transaction was processed.

Note: This is the only opportunity to view and print the confirmation. You cannot return to the **View Confirmation** page once you exited.

16. Click the “**Back to Dealer Services Home**” button to return to the eDealer Services Home page.