SOLD NOTICE
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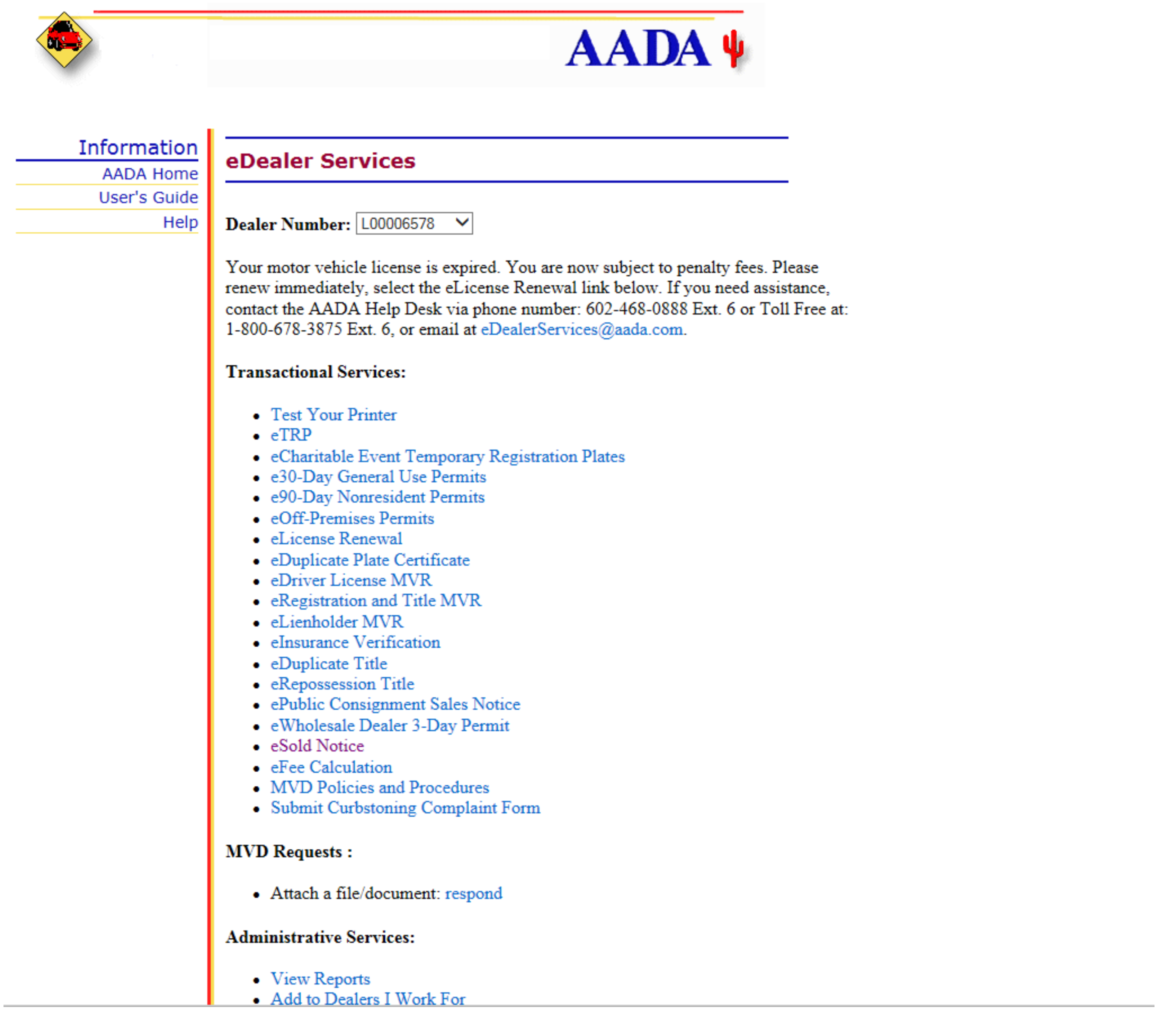
SOLD NOTICE

General Information

Welcome to the Sold Notice service. This service was created to enable Arizona Dealers to electronically file a sold notice with the Motor Vehicle Division (MVD) for no fee.

The following instructions serve as a step-by-step guide through the entire Sold Notice process.

Dealer Services Home Page


AADA

Information
AADA Home
User's Guide
Help

eDealer Services

Dealer Number: L00006578

Your motor vehicle license is expired. You are now subject to penalty fees. Please renew immediately, select the eLicense Renewal link below. If you need assistance, contact the AADA Help Desk via phone number: 602-468-0888 Ext. 6 or Toll Free at: 1-800-678-3875 Ext. 6, or email at eDealerServices@aada.com.

Transactional Services:

- Test Your Printer
- eTRP
- eCharitable Event Temporary Registration Plates
- 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
- eSold Notice
- eFee Calculation
- MVD Policies and Procedures
- Submit Curbstoning Complaint Form

MVD Requests :

- Attach a file/document: respond

Administrative Services:

- View Reports
- Add to Dealers I Work For

The Dealer Services Home page contains four sections

The sections are:

1. Dealer Number
2. Transactional Services
3. MVD Requests
4. Administrative Services

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

Dealer Services Home Page (continued)

The Dealer Services Home Page defined:

Dealer Number

This 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

This section allows the User to select the desired service transaction, e.g. “**Insurance Verification**”, by clicking on the link to begin the insurance verification process.

MVD Requests

This section allows the User to send a file/document to the Motor Vehicle Division.

Administrative Services

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

Completing a Sold Notice

The following steps are to submit a sold notice to the Motor Vehicle Division

1. From the **Dealer Services Home Page**, click the **Sold Notice** link to proceed.

Enter Vehicle and Seller's Information

2. All fields are **required** to have information in them for the system to continue with the process.

3. Type the **Vehicle Identification Number (VIN)** in the **Vehicle Identification Number (VIN)** field.

4. Type in the **Seller's Customer/Driver License Number** in the **Seller's Customer/Driver License Number** field.

5. Type in the **Seller's Name** in the individual or company name field.

6. Check the certification box.

7. Click the "**Continue**" button to proceed or the **"Cancel"** button to end the transaction.

Confirm Information

8. The system will return the search criteria entered on the prior page. **Verify the information displaying is correct**.

9. Click the "**Yes, Continue**" button to continue the process or the "**No, Go Back**" button to return to the prior page or the **"Cancel"** button to end the transaction.

Enter Sale Date

10. The dealer name, number and address will be populated by the system

11. Enter the date of sale

12. Click the "**Continue**" button to proceed or the **"Cancel"** button to end the transaction.

View Confirmation

13. The View Confirmation page will confirm that the sold notice has been recorded along with the date, time and vehicle identification number.

14. The view confirmation page will allow the following actions:

- The "**Print Confirmation**" button will print the confirmation page
- The "**Email My Confirmation Receipt**" button will allow the user to enter a email address and the confirmation will be mailed to that email.
- The "**Quit**" button will return you to the **Dealer Services Home Page**

Note: This service is free of charge

View Reports

There are two reports specific to this service to choose from: an Activity Report and a Summary Report.

<u>Activity Report</u>

1. From the **Dealer 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 **Sold Notice** 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.

5. 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.

6. Reports can be sorted automatically by clicking a radio button, 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 productivity by User

7. Click the "**Submit**" button to proceed or the "**Back to Reports**" button to go back.

<u>Activity Report</u> <u>(Continued)</u>

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

Summary Report

1. From the **Dealer 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 **Sold Notice** 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 a two-digit month and four-digit year, **i.e. MM / YYYY**

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

Summary Report Review

6. 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 Sold Notices

7. 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.

8. Click one of the following:
   - 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 **Dealer Services Home Page**