

AADA eDealer Services

DEALER USER GUIDE

Arizona Automobile Dealer Association

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Logging in

You can access the eDealer services website directly by entering the URL

<https://secure.aada.com/>

Access is also available through the AADA homepage at <http://www.aada.com/> and clicking on the “eDealer Services Login” button.

Arizona Automobile Dealers Association Gateway

Please enter your E-mail address and password to login to Arizona Automobile Dealers Association Gateway.

Login

E-mail address:

Password:

[Can't access your account?](#)

[Return to Arizona Automobile Dealers Association Gateway](#)

Once you've logged in you will come to the home page. From this page you can access your dealership transactions by choosing the SERVICES-DEALER application. You can also edit your profile information, including your password and password reset question by choosing the blue Edit Profile button.

Arizona Automobile Dealers Association Gateway

Applications
Pending
Register
Edit Profile

You have access to the following applications:

Name	Description
SERVICES-DEALER	eDealer Services
TEST-DEALERTEST	Dealer Services - Customer Test

Password Reset

If you are entering the wrong password for your account, or if your account has been disabled, you will receive an Authentication Failed message. To proceed you will need to click on the "Can't access your account?" link below where you will be asked for your e-mail address. Once you enter your address it will provide you with your chosen security question. Complete your answer and click submit to be sent a temporary password to log in. Be aware that the answer field is case sensitive and can be a factor.

Arizona Automobile Dealers Association Gateway

The security question is:

Favorite pet's name?

To reset your password, please answer your account's security question.

Answer:

Submit

Cancel

SERVICES-DEALER

The transactions screen of eDealer Services is broken into several sections.



[Information](#)
[AADA Home](#)
[User's Guide](#)
[Help](#)

eDealer Services

Dealer Number: ▼

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](#)
- [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](#)
- [Update Title Mailing Address](#)

Dealer Number: For users with multiple dealerships, the drop down menu will allow you to choose the license that you are trying to complete a transaction.

Transaction Services: This section will list the transaction functions your user has access to. Dealer administrators will set their standard user’s permission to each tool. Administrators may also not have access to all functions unless they’ve chosen to have them.

MVD Requests: This is currently limited to only the Attach file/document function and is not currently used.

Administrative Services: These functions range from reporting access to user maintenance. Standard users can access the Add to Dealer function; however dealer administrators will have access to the Maintain Users function to alter their employees’ access.

Maintain Users

This tool allows you to control each user’s access to each transaction within eDealer Services. This tool will also allow you to remove users from the dealer license.

Dealer Name: AADA ADMIN USE
 Dealer Number: L00006578

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.

Registered Users	Role	30 Day		90 Day Non-Resident	Dealer Renewal	Title & Registration MVR	Reports	Lienholder MVR	Driver License MVR	Insurance Verification	Duplicate Plate Cert	Duplicate Title	Repossession Title	Off-Premises Consignment	Public Day	3 Attach Files/Documents
		Remove General Use	Use													
AMACKEY@AADA.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COOKIEC@COX.NET	Processor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DVALDEZ@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
ESALDANO@AADA.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FALI@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
JMONTAGUE@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
JONATHAN@EDEALERSVCS.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>													
KHERNANDEZ@AADA.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LINDSAYS@US.IBM.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LSCHOLTZ@AADA.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MGUTHRIE@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MVAZQUEZ@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAOMI@AADA.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NMENDEZ@AADA.COM	Processor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RCRUM@US.IBM.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TESTER@TESTTEST.COM	Processor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TFULLINGTON@AADA.COM	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TODDP@US.IBM.COM	Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WDEVINE@EDEALERSVCS.COM	Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>													

By checking each box and clicking the update button at the bottom you will grant access. Checking the remove box and clicking update will remove the user from the current dealer license.

Manage Pins

A quick way to give your users access to multiple licenses is to acquire a Regular User Pin. Admins have access to retrieve this pin at which point they can give it to their employees to use under the “Add Dealers I Work For” section. The employee can enter the given pin and dealer license to be added to that dealer license’s user list for the administrator to then grant access to the transactions through their Maintain Users function.

Reports

Reports can be accessed through the “View Reports” service. The user will then want to choose the report type from the given menu.

Activity Report – Activity Reports allow you to choose which type of transaction you are looking for more information on and allow you to search by specific date ranges.

Enter Criteria To View Report

Activity Report for e90-Day Nonresident Permits

Start Date:
End Date:
Dealer Number: (Optional)
Sort By: Transaction Date
 User ID
 Dealer Number
 Permit Number

Summary Report – Summary Reports provide information for all transaction types in eDealer Services that were ran within a given month, broken down by day.

Enter Criteria To View Report

Summary Report for Permits, MVRs, Titles and Public Consignment Sales Notices

Date: (MM/YYYY)
Dealer Number: (Optional)

Enter Criteria To View Report

Monthly Billing Report

Date: (MM/YYYY)

Dealer Number: (Optional)

Monthly Billing Report – The billing report will provide total transaction counts for the month along with total fees. This report will only pull a full month at a time, but can include more than 1 dealer’s transactions.