

## eOFF-PREMISES PERMITS TABLE OF CONTENTS

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## **eOFF-PREMISES PERMIT**

Welcome to the eOFF-Premises Permit services. This service was created to enable authorized New, Used and Public Consignment Auction Dealers the ability to request and print an electronic eOFF-Premises Permit.

**Note: Off-Premises Permits for the Display and Sale of Motor Vehicles for those dealerships located in Sedona, Queen Creek and Apache Junction, as well as dealers wishing to apply for Off-Premises Permits for the Exhibition and Sale of Recreational Vehicles may contact Naomi Ramsey, Arizona Automobile Dealers Association at 602-468-0888 x201 or email at [Naomi@aada.com](mailto:Naomi@aada.com) or contact the Dealer Licensing Unit at 602-712-7571 or [MVDLU@azdot.gov](mailto:MVDLU@azdot.gov) for their permits due to county and community restrictions.**

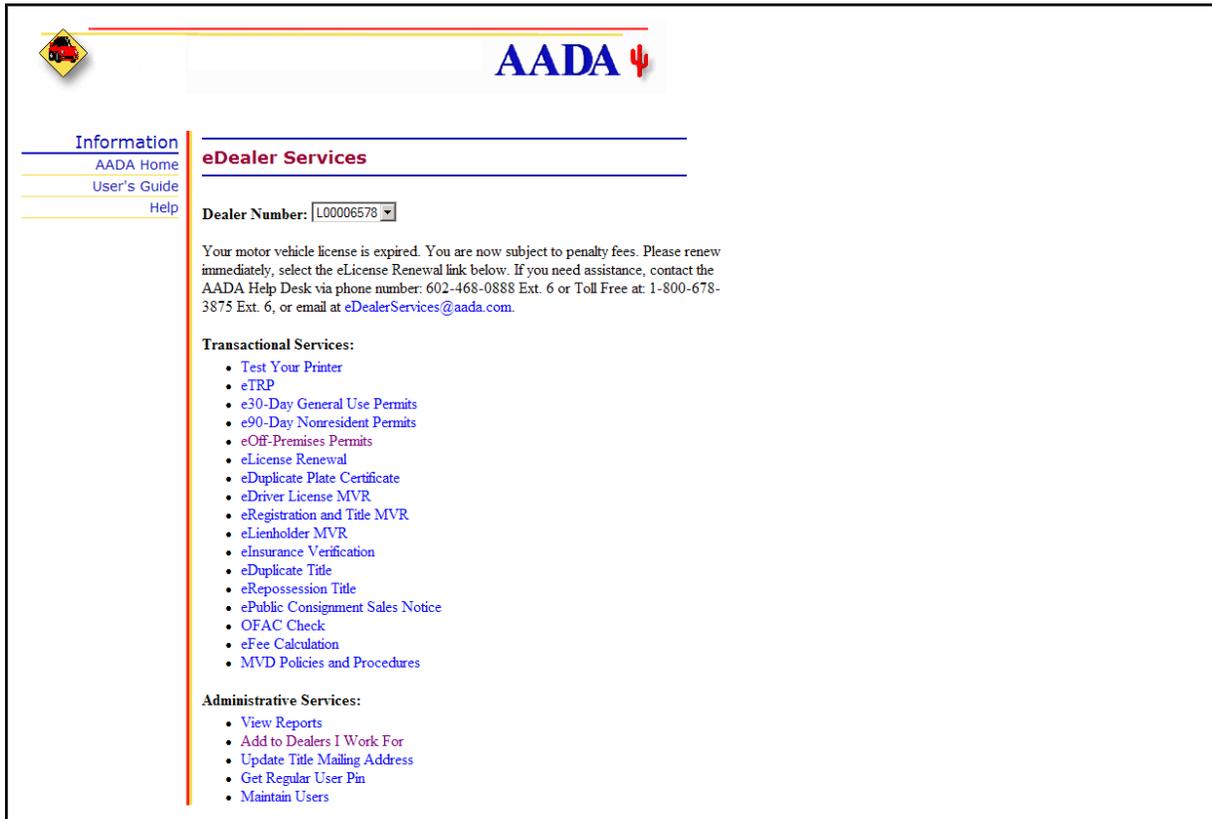
### Motor Vehicle Dealer

The electronic eOFF-Premises Permit may be issued only to dealers for the county in which they are licensed.

### Website Screens

The site is very simple and easy to use. The following instructions serve as a step-by-step guide through the entire **eOFF-Premises Permit** process.

## eDealer Services Home Page



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

**AADA**

**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](mailto:eDealerServices@aada.com).

**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](#)
- [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](#)

The 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 access level the User was granted.

## eDealer Services Home Page (continued)

The eDealer Services Home Page defined:

### **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 indicate the dealer number for the subsequent requests.

### **Transactional Services**

The third section allows the User to select the desired service transaction, e.g. “**eOFF-Premises Permits**”, by clicking on the link to begin the **eOFF-Premises Permit** request 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.**”

## Test Your Printer

**Before** issuing an eOFF-Premises 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.
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 daily to print eOFF-Premises Permit(s).**
3. 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.
4. To exit the **Sample Print** page, select **“File”** in the menu bar and from the **drop down menu**, click the **“Exit”** option. This will bring you back to **Test Your Printer** page.
5. 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 an eOFF-Premises Permit – Off-Premises Display and Sale

1. From the **eDealer Services Home Page**, click the **eOFF-Premises Permits** link to proceed.
2. From the **Off-Premises Permit Services** screen, click the **Issue Permit** link to proceed.

### Enter Permit Information

1. In the **Permit Type** listing, select **Off-Premises Display and Sale** from the list.
2. Click the “**Continue**” button to proceed.

### Enter Event Information

1. In the **Event Name** field, type in the name of the event for the requested Off-Premises Permit (up to 50 characters).
2. In the **Event Location** field, type in the location of the event for the requested Off-Premises Permit (up to 50 characters).
3. In the **Event Address** field, type in the address for the requested Off-Premises Permit (up to 40 characters).
4. Select the **City** for the requested Off-Premises Permit from the drop down menu; the **City** listing is limited to only the cities within the county a Dealer is licensed in.
5. In the **Zip Code** field, type in the zip code for the requested Off-Premises Permit
6. In the **Event Start Date** field, type in the start date for the requested Off-Premises Permit.
  - The **Event Start Date** must be the current date or later; it cannot be a date in the past.
  - The **Event Start Date** cannot be more than 30 days in the future from the current date.
  - An Off-Premises Permit for Display and Sale cannot exceed 7 consecutive days
7. In the **Event End Date** field, type in the end date for the requested Off-Premises Permit.
8. Click the “**Continue**” button to proceed.

## Confirm Information

1. **Verify** the correct data entry of the event name, event location and the dates of the permit.
2. Answer the question, “Is this information correct?”
  - If “yes”, click the “**Continue**” button to proceed.
  - If “no”, click the “**No, Go Back**” button to return to the prior screen for corrections.
  - If the Off-Premises Permit is no longer needed, click the “**Cancel**” button to cancel the permit request.

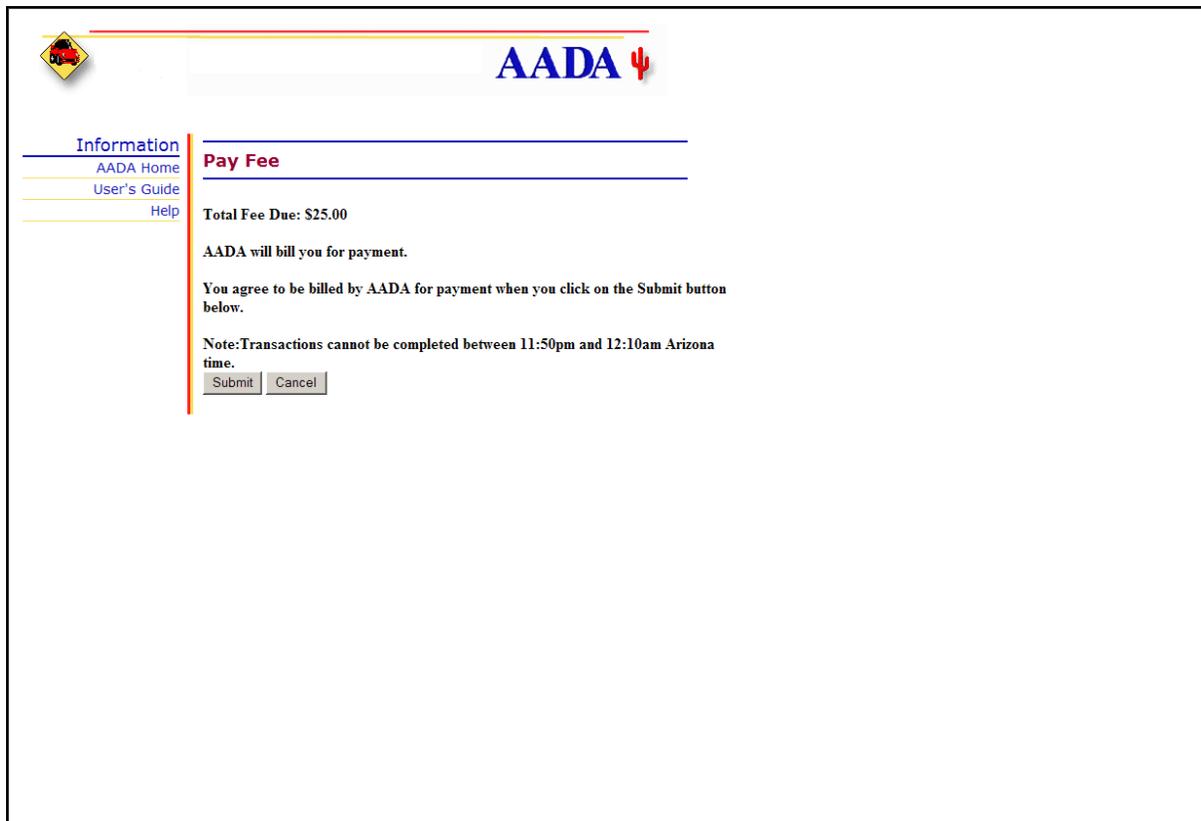
## Certify Information

1. **Read** the certification statement “that the event location is in compliance with all applicable zoning ordinances” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
2. **Read** the certification statement “that this permit will not be transferred from one dealership to another, nor can it be transferred from one location to another” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
3. **Read** the certification statement that the dealer is in “compliance with Arizona Revised Statutes, Title 28, Chapter 10” and click on the box preceding it if this statement is true.
4. **Select** one of the following buttons:
  - Click the “**Continue**” button to proceed.
  - Click the “**Cancel**” button to cancel the permit request.

**Note:** The error message “**certification check box # must be checked**” is displayed if one or more statements is unchecked and “**Continue**” is selected.

## Fee Confirmation

The \$25 fee will automatically display for the issuance of an **eOFF-Premises Permit**.



The screenshot shows a web interface for AADA. At the top left is a diamond-shaped warning sign icon. To its right is the AADA logo in blue text with a red saguaro cactus icon. Below the logo is a navigation menu with the following items: [Information](#), [AADA Home](#), [User's Guide](#), and [Help](#). The main content area is titled "Pay Fee" and contains the following text: "Total Fee Due: \$25.00", "AADA will bill you for payment.", "You agree to be billed by AADA for payment when you click on the Submit button below.", and "Note: Transactions cannot be completed between 11:50pm and 12:10am Arizona time." At the bottom of the main content area are two buttons: "Submit" and "Cancel".

**Note:** Clicking the “**Cancel**” button at this time will return the User to the **eDealer Services Home Page** canceling the transaction and will **not** charge the account.

Click the “**Submit**” button to proceed.

## View And Print Off-Premises Permit

1. Click the “**View and Print Permit**” button to view the **eOFF-Premises Permit**.

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

A dialog box will appear, click the “**Print**” button to print the permit.

2. To exit the **eOFF-Premises Permit**, select “**continue**” in the upper left hand corner of the screen.
3. Answer the question at the bottom of the screen, “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 the “**Close Window**” button to return to the **View and Print Permit** screen to try again.
  - If “yes”, click the “**Yes, Back To Home Page**” button. This will return you to the **eDealer Services Home Page** to start the issuance again for a different vehicle.

## Issue an eOFF-Premises Permit – Off-Premises Exhibition

1. From the **eDealer Services Home Page**, click the **eOFF-Premises Permits** link to proceed.
2. From the **Off-Premises Permit Services** screen, click the **Issue Permit** link to proceed.

### Enter Permit Information

1. In the **Permit Type** listing, select **Off-Premises Exhibition** from the list.
2. Click the “**Continue**” button to proceed.

### Enter Event Information

1. In the **Event Name** field, type in the name of the event for the requested Off-Premises Permit (up to 50 characters).
2. In the **Event Location** field, type in the location of the event for the requested Off-Premises Permit (up to 50 characters).
3. In the **Event Address** field, type in the address for the requested Off-Premises Permit (up to 40 characters).
4. Select the **City** for the requested Off-Premises Permit from the drop down menu; the **City** listing is limited to only the cities within the county a Dealer is licensed in.
5. In the **Zip Code** field, type in the zip code for the requested Off-Premises Permit
6. In the **Event Start Date** field, type in the start date for the requested Off-Premises Permit.
  - The **Event Start Date** must be the current date or later; it cannot be a date in the past.
  - The **Event Start Date** and cannot be more than 30 days in the future from the current date.
  - An Off-Premises Permit for Exhibition cannot exceed 10 consecutive days
7. In the **Event End Date** field, type in the end date for the requested Off-Premises Permit.
8. Click the “**Continue**” button to proceed.

## Confirm Information

1. **Verify** the correct data entry of the event name, event location and the dates of the permit.
2. Answer the question, “Is this information correct?”
  - If “yes”, click the “**Continue**” button to proceed.
  - If “no”, click the “**No, Go Back**” button to return to the prior screen for corrections.
  - If the Off-Premises Permit is no longer needed, click the “**Cancel**” button to cancel the permit request.

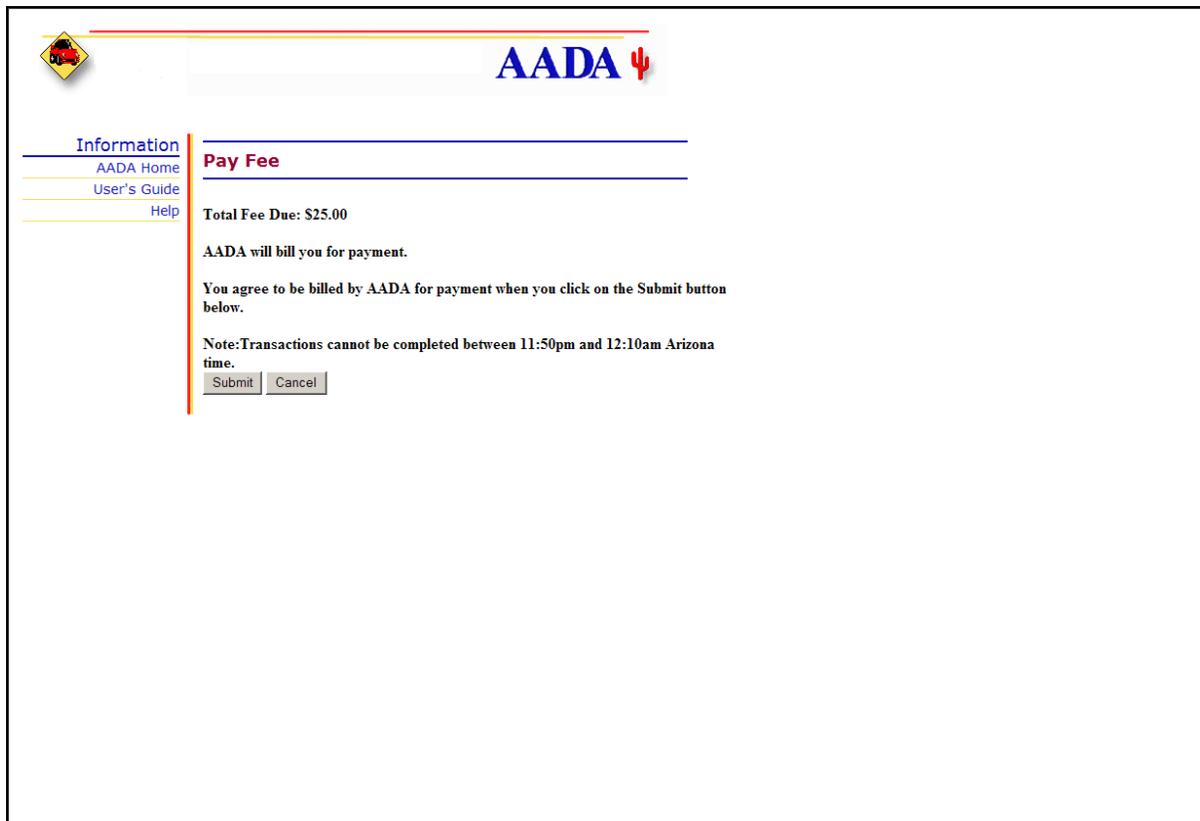
## Certify Information

1. **Read** the certification statement “that the event location is in compliance with all applicable zoning ordinances” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
2. **Read** the certification statement “that this permit will not be transferred from one dealership to another, nor can it be transferred from one location to another” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
3. **Read** the certification statement that the dealer is in “compliance with Arizona Revised Statutes, Title 28, Chapter 10” and click on the box preceding it if this statement is true.
4. **Select** one of the following buttons:
  - Click the “**Continue**” button to proceed.
  - Click the “**Cancel**” button to cancel the permit request.

**Note:** The error message “**Certification check box # must be checked**” is displayed if one or more statements is unchecked and “**Continue**” is selected.

## Fee Confirmation

The \$25 fee will automatically display for the issuance of an **eOFF-Premises Permit**.



The screenshot shows a web interface for AADA. At the top left is a diamond-shaped warning sign icon. The AADA logo, consisting of the letters 'AADA' in blue and a red saguaro cactus icon, is at the top right. On the left side, there is a navigation menu with the following links: 'Information' (underlined), 'AADA Home', 'User's Guide', and 'Help'. The main content area is titled 'Pay Fee' in red. Below the title, it states 'Total Fee Due: \$25.00'. A message follows: 'AADA will bill you for payment.' Below that, it says 'You agree to be billed by AADA for payment when you click on the Submit button below.' A note indicates: 'Note: Transactions cannot be completed between 11:50pm and 12:10am Arizona time.' At the bottom of the main content area are two buttons: 'Submit' and 'Cancel'.

**Note:** Clicking the “**Cancel**” button at this time will return the User to the **eDealer Services Home Page** canceling the transaction and will **not** charge the account.

2. Click the “**Submit**” button to proceed.

## View And Print Off-Premises Permit

1. Click the “**View and Print Permit**” button to view the **eOFF-Premises Permit**.

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

A dialog box will appear, click the “**Print**” button to print the permit.

1. To exit the **eOFF-Premises Permit**, select “**continue**” in the upper left hand corner of the screen.
2. Answer the question at the bottom of the screen, “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 the “**Close Window**” button to return to the **View and Print Permit** screen to try again.
  - If “yes”, click the “**Yes, Back To Home Page**” button. This will return you to the **eDealer Services Home Page** to start the issuance again for a different vehicle.

## Issue an eOFF-Premises Permit – Special Event (Motor Home)

1. From the **eDealer Services Home Page**, click the **eOFF-Premises Permits** link to proceed.
2. From the **Off-Premises Permit Services** screen, click the **Issue Permit** link to proceed.

### Enter Permit Information

1. In the **Permit Type** listing, select **Special Event (Motor Home)** from the list.
2. Click the “**Continue**” button to proceed.

### Enter Event Information

1. In the **Event Name** field, type in the name of the event for the requested Off-Premises Permit (up to 50 characters).
2. In the **Event Location** field, type in the location of the event for the requested Off-Premises Permit (up to 50 characters).
3. In the **Event Address** field, type in the address for the requested Off-Premises Permit (up to 40 characters).
4. Select the **City** for the requested Off-Premises Permit from the drop down menu; the **City** listing is limited to only the cities within the county a Dealer is licensed in.
5. In the **Zip Code** field, type in the zip code for the requested Off-Premises Permit
6. In the **Event Start Date** field, type in the start date for the requested Off-Premises Permit.
  - The **Event Start Date** must be the current date or later; it cannot be a date in the past.
  - The **Event Start Date** and cannot be more than 30 days in the future from the current date.
  - An Off-Premises Permit for Special Event (Motor Home) cannot exceed 10 consecutive days
7. In the **Event End Date** field, type in the end date for the requested Off-Premises Permit.
8. Click the “**Continue**” button to proceed.

## Confirm Information

1. **Verify** the correct data entry of the event name, event location and the dates of the permit.
2. Answer the question, “Is this information correct?”
  - If “yes”, click the “**Continue**” button to proceed.
  - If “no”, click the “**No, Go Back**” button to return to the prior screen for corrections.
  - If the Off-Premises Permit is no longer needed, click the “**Cancel**” button to cancel the permit request.

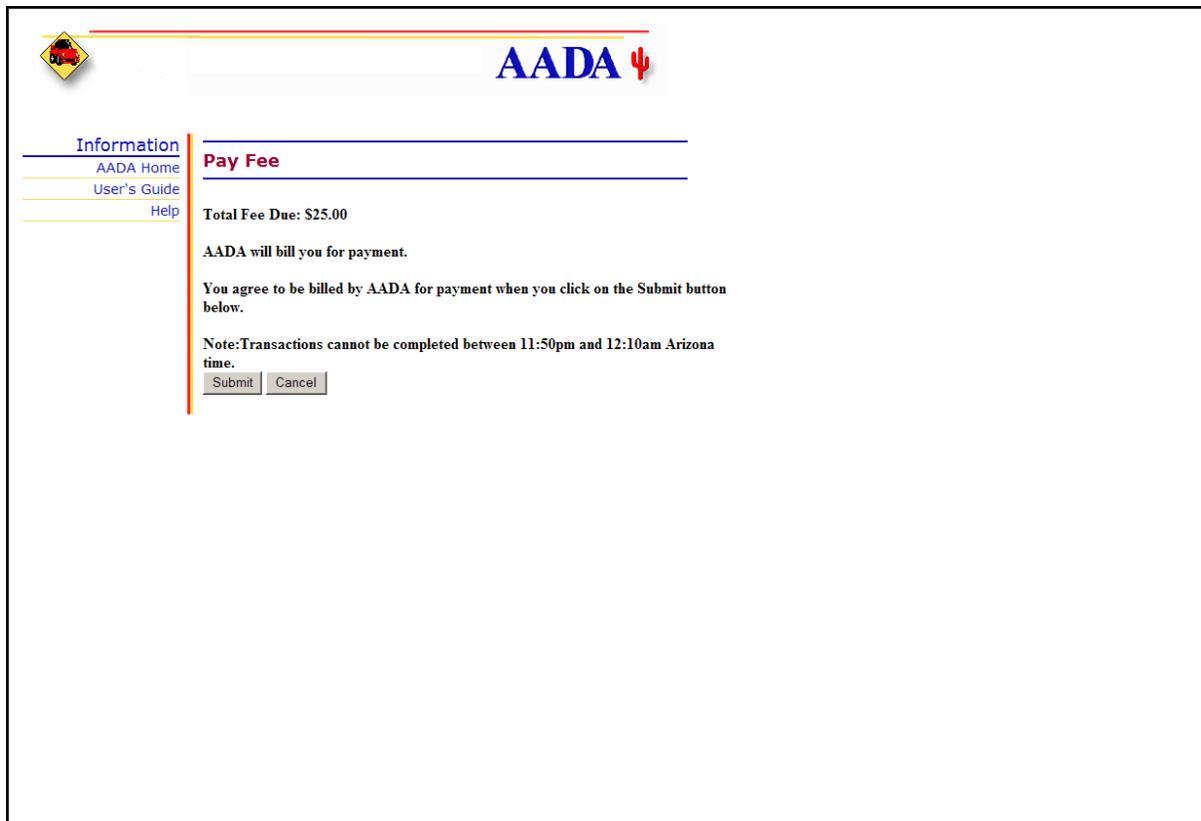
## Certify Information

1. **Read** the certification statement “that the event location is in compliance with all applicable zoning ordinances” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
2. **Read** the certification statement “that this permit will not be transferred from one dealership to another, nor can it be transferred from one location to another” and click on the box preceding it if this statement is true for the Off-Premises Permit being requested.
3. **Read** the certification statement that the dealer is in “compliance with Arizona Revised Statutes, Title 28, Chapter 10” and click on the box preceding it if this statement is true.
4. **Select** one of the following buttons:
  - Click the “**Continue**” button to proceed.
  - Click the “**Cancel**” button to cancel the permit request.

**Note:** The error message “**certification check box # must be checked**” is displayed if one or more statements is unchecked and “**Continue**” is selected.

## Fee Confirmation

The \$25 fee will automatically display for the issuance of an **eOFF-Premises Permit**.



The screenshot shows a web interface for AADA. At the top left is a diamond-shaped warning sign icon. To its right is the AADA logo in blue text with a red saguaro cactus icon. Below the logo is a search bar. On the left side, there is a navigation menu with the heading "Information" and three links: "AADA Home", "User's Guide", and "Help". The main content area is titled "Pay Fee" in red. It displays "Total Fee Due: \$25.00". Below this, it states "AADA will bill you for payment." and "You agree to be billed by AADA for payment when you click on the Submit button below." A note specifies: "Note: Transactions cannot be completed between 11:50pm and 12:10am Arizona time." At the bottom of the main content area are two buttons: "Submit" and "Cancel".

**Note:** Clicking the “**Cancel**” button at this time will return the User to the **eDealer Services Home Page** canceling the transaction and will **not** charge the account.

2. Click the “**Submit**” button to proceed.

## View And Print Off-Premises Permit

1. Click the “**View and Print Permit**” button to view the **eOFF-Premises Permit**.

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

A dialog box will appear, click the “**Print**” button to print the permit.

2. To exit the **eOFF-Premises Permit**, select “**continue**” in the upper left hand corner of the screen.
3. Answer the question at the bottom of the screen, “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 the “**Close Window**” button to return to the **View and Print Permit** screen to try again.
  - If “yes”, click the “**Yes, Back To Home Page**” button. This will return you to the **eDealer Services Home Page** to start the issuance again for a different vehicle.

## Reprint an eOFF-Premises Permit

1. From the **eDealer Services Home Page**, click the **eOFF-Premises Permit** link to proceed.
2. From the **Off-Premises Permit Services** screen, click the **Reprint Permit** link to proceed.

### Enter Permit Number

3. Type in the **Off-Premises Permit** number to be reprinted.
4. Click the “**Continue**” button to proceed.

### View and Print Off-Premises Permit

1. Click the “**View and Print Permit**” button to view the **eOFF-Premises Permit**.

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

A dialog box will appear, click the “**Print**” button to print the permit.

2. To exit the **eOFF-Premises Permit**, select “**continue**” in the upper left hand corner of the screen.
3. Answer the question at the bottom of the screen, “Did the permit print properly?”
  - If “no”, click the “**No, Permit Did Not Print**” button. A dialog box will appear, prompting to verify that the margins and font are set correctly. Click the “**Close Window**” button to return to the **View and Print Permit** screen to try again.
  - If “yes”, click the “**Yes, Back To Home Page**” button. This will return you to the **eDealer Services Home Page** to start the issuance again for a different vehicle.

## View Reports

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

### Activity Report

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 **eOFF-Premises 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.
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 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
  - **Permit Number** is used to show the permit number assigned by transaction from the most current permit issued.
7. Click the **“Submit”** button to proceed.

## Activity Report – Continued

### **Activity Report Review**

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

- The Dealer Name and desired dates of transactions being displayed
- Total Off-Premises Permits Count
- Date
- Time
- Permit #
- User ID
- Event Name
- Event Dates
- Prints

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

9. 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.

10. 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 **eOFF-Premises 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 a two-digit month and four-digit year, **i.e. 02 / 2009**
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 Off-Premises Permits Issued
  - Transaction Total
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 **eDealer Services Home Page**

## User Audit Reports

1. A User Audit Report will show the following information:
  - Motor Vehicle Dealer Name and the selected transaction start and end dates
  - Date
  - Time
  - User ID Affected
  - Action
  - Action Description
  - User ID Responsible
2. To print, select **File**. From the **drop down menu**, select the **Print** option. A dialog box will appear. Click the **Print** button to print the report.
3. Click one of the following links:
  - **Back to Reports** to return to the **Choose a Report Type to View** screen to select a different report

**Or**

  - **Back to Home Page** to return to the eDealer Services Home Page