e30-DAY GENERAL USE PERMIT USER GUIDE
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e30-DAY GENERAL USE PERMIT USER GUIDE

Welcome to AADA's electronic e30-Day General Use Permit website. This Internet site was created to enable Dealers to issue an electronic e30-Day General Use Permit to a customer when certain conditions exist.

Motor Vehicle Dealer

The electronic e30-Day General Use Permit may be issued only after the existing TRP is voided or expired and only for the following scenarios:

Scenario Criteria	**For Issuance of 30-Day General Use**
Deal unwound more than 5 days after issuance of a TRP; the TRP was voided and the vehicle was eventually sold to the same customer.	• The TRP is **void**. • The Dealer is the same. • The Customer is the same.
The TRP was lost, stolen, or damaged.	• The TRP is **void**. • The Dealer is the same. • The Customer is the same.
The TRP has expired due to a delay in paperwork.	• The TRP is **expired**. • The Dealer is the same. • The Customer is the same. • The 30-Day General Use must be issued no later than 5 days following the expiration of the TRP.
The TRP is expired, dealer failed to void.	• The TRP is **expired**. • The Dealer is the same. • The Customer is different.

Note: Please inform the owner at the time of issuance that only one 30-Day General Use Permit can be issued to the vehicle in a twelve-month period.

AADA eDealer Services may experience unexpected system difficulties and be unavailable at unscheduled times. The dealer may purchase a $15 over-the-counter 30-Day General Use Permit at any MVD Field Office or Authorized Third Party Provider if all eligibility requirements are met.

A courtesy warning message may display requiring the customer to resolve certain outstanding actions prior to the issuance of the title. The dealer may proceed with the issuance of the e30-Day General Use Permit.

The 30 – Day General Use Permit is not the same as a 30 – Day Non-Resident (30 – Day Drive Out) Permit, and cannot be used as such.

Title Service Company

Title Service companies are not authorized and shall not use the e30-Day General Use Permit service.

Printing An e30-Day General Use Permit

Each e30-Day General Use Permit will be printed on plain white paper, onsite, from your printer. In essence, the application will be accessed over the Internet, record the e30-Day General Use Permit with MVD, print directly to your printer and provide an e30-Day General Use 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 5.5 or above (or equivalent web browser). This is available free by download at www.microsoft.com/windows/ie/default.asp
- Laser printer; or recent inkjet printer (less than 4 years old).

e30-Day General Use System **Administrator**

To ensure proper security of the e30-Day General Use Permit system, MVD requires a point of contact at each dealership location. Each dealership will be required to appoint an e30-Day General Use system administrator(s). The e30-Day General Use 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 e30-Day General Use Permit system administrator of each dealership will be responsible for reviewing a list of all authorized processors on a regular basis to identify any changes, or to add or remove a processor.
- The e30-Day General Use Permit system administrator will use PIN numbers and passwords. Passwords must be changed on a regular basis. PIN numbers will automatically change every week.
- All dealers must use their valid & unique email address when logging-on to the e30-Day General Use Permit system.
- If not already registered, dealers must register with AADA eDealer Services prior to using the e30-Day General Use Permit Service.
- The administrator is responsible for communicating any changes or questions with AADA's Helpdesk.
- For an administrator to authorize a processor, the processor must have an individual email address with a maximum length of 60 characters.

e30-Day General Use 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 are registered for will appear on the eDealer Services Home page.

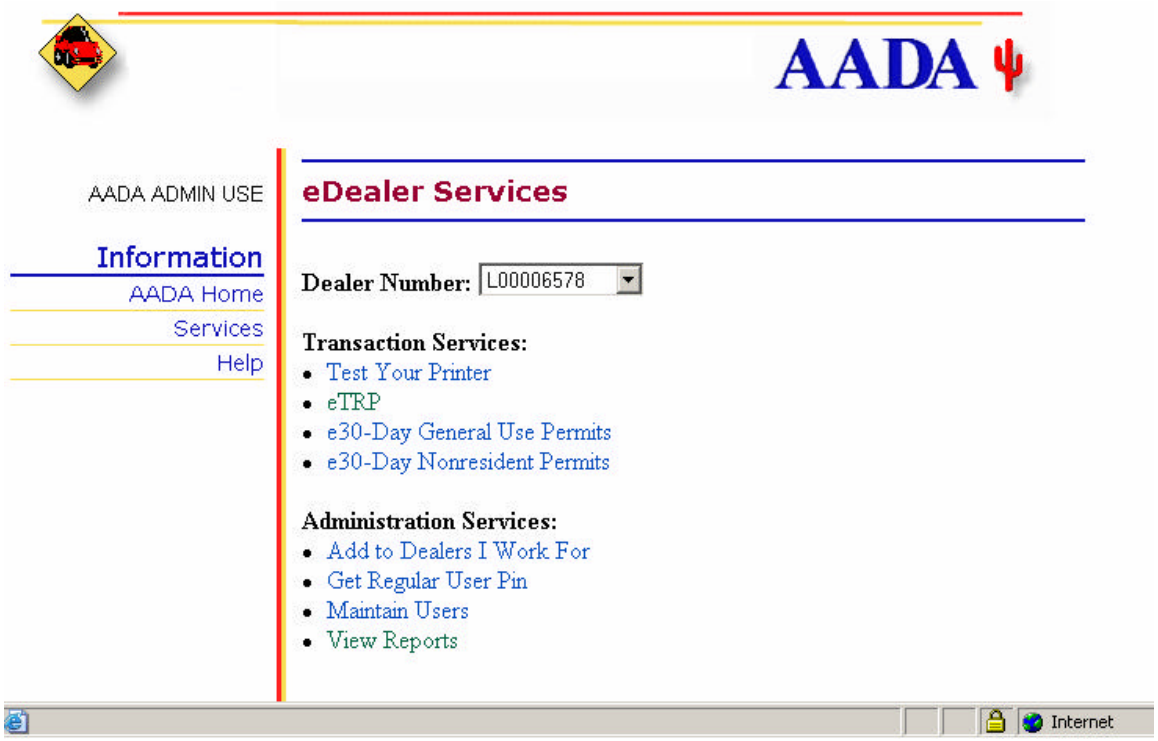
Website Screens

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 e30-Day General Use Permit along with answers to some additional questions.

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, the eDealer Services Home page will appear slightly different.

1. In the **Dealer Number box**, use the drop down box to select the dealership for which you are issuing an e30-Day General Use Permit.

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 e30-Day General Use 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 day before issuing an e30-Day General Use Permit, you should test your printer. To test your printer, 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 e30-Day General Use Permits for the day.

3. To print the Sample Print page, select "**File**" in the menu bar and 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, click the 'X' in the upper right hand corner of your browser, or 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. This will bring you back to the eDealer Services Home page to start the issuance process.

Steps to Issue an e30-Day General Use Permit – Deal Unwound Same Customer

1. From the eDealer Services Home page, click the **e30-Day General Use Permits** link to proceed.

2. From the e30-Day General Use Permit Services screen, click the **Issue Permit** link to proceed.

Step 1: Enter Vehicle Information

3. In the **Prior TRP Number For This Vehicle** field, type in the **prior TRP number** that was issued to the vehicle.

Note: Below the Prior TRP Number For This Vehicle field is a **Search TRPs by VIN** link. Click the link to obtain more information on where to obtain the prior TRP number.

Note: A TRP must be issued first and appear either voided or expired, in order to obtain an e30-Day General Use Permit.

4. In the VIN field, type in the **Vehicle Identification Number** of the vehicle that was issued a prior TRP number. Double check to make sure the VIN is typed in correctly or the system will not identify the vehicle.

5. Under the Reasons heading, click the "**Deal Unwound**" button. This means the deal did not go through more than 5 days after the issuance of a TRP; the TRP was voided and the vehicle was eventually sold to the same customer.

Note: If the vehicle was sold to a **different customer**, click the "**Cancel**" button to return to the eDealer Services Home page, canceling the transaction. Refer to Steps To Issue An e30-Day General Use Permit – Different Customer, located later in this users guide.

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

Note: If the e30-Day General Use Permit is issued to the same customer and the vehicle was identified in the system the screen will automatically skip to Step 3.

Step 3: Confirm Information

7. **Verify** that the owner and vehicle information is correct.

8. The issue date will automatically display.

9. For **commercial vehicles only**, type in the Gross Vehicle Weight of the vehicle for the new owner. If the vehicle is not a commercial vehicle, **skip this step**.

10. 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 4: Pay Fee

11. The $15 fee will automatically display for the issuance of an e30-Day General Use Permit.

Important: The "**Note**" which displays towards the bottom of the screen indicates the system will update its records between 11:50pm and 12:10am every day. Therefore, no e30-Day General Use Permits can be issued during this 20-minute period.

12. Click the "**Submit**" button to proceed. Once the submit button has been pressed the transaction has been accepted.

Step 5: View And Print e30-Day General Use Permit

13. Click the "**View and Print Permit**" button to view the e30-Day General Use Permit. After a few seconds, the e30-Day General Use Permit will appear on the screen.

14. A dialog box will appear. Click the "**Print**" button to print the permit.

15. To exit the e30-Day General Use Permit, select "**File**" on the menu bar and from the drop down menu select the "**Close**" option to return to the View and Print 30-Day General Use Permit screen.

16. 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.

Steps To Issue an e30-Day General Use Permit – TRP Lost/Stolen/Damaged – Same Customer

1. From the eDealer Services Home page, click the **e30-Day General Use Permits** link to proceed.

2. From the e30-Day General Use Permit Services screen, click the **Issue Permit** link to proceed.

Step 1: Enter Vehicle Information

3. In the **Prior TRP Number For This Vehicle** field, type in the **prior TRP number** that was issued to the vehicle.

   Note: Below the Prior TRP Number For This Vehicle field is a **Search TRPs by VIN** link. Click the link to obtain more information on where to obtain the prior TRP number.

   Note: A TRP must be issued first and appear either voided or expired, in order to obtain an e30-Day General Use Permit.

4. In the VIN field, type in the **Vehicle Identification Number** of the vehicle that was issued a prior TRP number. Double check to make sure the VIN is typed in correctly or the system will not identify the vehicle.

5. Under the Reasons heading, click the "**TRP Lost/Stolen/Damaged**" button.

   Note: If the vehicle was sold to a **different customer**, click the "**Cancel**" button to return to the eDealer Services Home page, canceling the transaction. Refer to Steps To Issue An Dealer e30-Day General Use Permit – Different Customer, located later in this users guide.

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

   Note: If the e30-Day General Use Permit is issued to the same customer and the vehicle was identified, the screen will automatically skip to Step 3.

Step 3: Confirm Information

7. **Verify** the owner and vehicle information is correct.

8. The issue date will automatically display.

9. For **commercial vehicles only**, type in the Gross Vehicle Weight of the vehicle for the new owner. If the vehicle is not a commercial vehicle, **skip this**

step.

10. 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 4: Pay Fee

11. The $15 fee will automatically display for the issuance of an e30-Day General Use Permit.

Important: The “**Note**” which displays towards the bottom of the screen indicates the system will update its records between 11:50pm and 12:10am every day.
Therefore, no e30-Day General Use Permits can be issued during this 20-minute period.

12. Click the “**Submit**” button to proceed. Once the submit button has been pressed the transaction has been accepted.

Step 5: View And Print 30-Day General Use Permit

13. Click the “**View and Print Permit**” button to view the e30-Day General Use Permit. After a few seconds, the e30-Day General Use Permit will appear on the screen.

14. A dialog box will appear. Click the “**Print**” button to print the permit.

15. To exit the e30-Day General Use Permit, select “**File**” on the menu bar and from the drop down menu select the “**Close**” option to return to the View and Print 30-Day General Use Permit screen

16. 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.

Steps To Issue an e30-Day General Use Permit – TRP Expired / Delay in Paperwork – Same Customer

1. From the eDealer Services Home page, click the **e30-Day General Use Permits** link to proceed.

2. From the e30-Day General Use Permit Services screen, click the **Issue Permit** link to proceed.

Step 1: Enter Vehicle Information

3. In the **Prior TRP Number For This Vehicle** field, type in the **prior TRP number** that was issued to the vehicle.

   Note: Below the Prior TRP Number For This Vehicle field is a **Search TRPs by VIN** link. Click the link to obtain more information on where to obtain the prior TRP number.

   Note: A TRP must be issued first and appear either voided or expired, in order to obtain an e30-Day General Use Permit.

4. In the VIN field, type in the **Vehicle Identification Number** of the vehicle that was issued a prior TRP number. Double check to make sure the VIN is typed in correctly or the system will not identify the vehicle.

5. Under the Reasons heading, click the "**TRP Expired/Delay In Paperwork**" button. This means the TRP has expired due to a delay in paperwork.

   Note: If the vehicle was sold to a **different customer**, click the "**Cancel**" button to return to the eDealer Services Home page, canceling the transaction. Refer to Steps To Issue An e30-Day General Use Permit – Different Customer, located later in this users guide.

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

   Note: If the e30-Day General Use Permit is issued to the same customer and the vehicle was identified in the system the screen will automatically skip to Step 3.

Step 3: Confirm Information

7. **Verify** that the owner and vehicle information is correct.

8. The issue date will automatically display.

9. For **commercial vehicles only**, type in the Gross Vehicle Weight of the vehicle for the new owner. If the vehicle is not a commercial vehicle, **skip this step**.

10. 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 4: Pay Fee

11. The $15 fee will automatically display for the issuance of an e30-Day General Use Permit.

Important: The "**Note**" which displays towards the bottom of the screen indicates the system will update its records between 11:50pm and 12:10am every day. Therefore, no e30-Day General Use Permits can be issued during this 20-minute period.

12. Click the "**Submit**" button to proceed. Once the submit button has been pressed, the transaction has been accepted.

Step 5: View And Print 30-Day General Use Permit

13. Click the "**View and Print Permit**" button to view the e30-Day General Use Permit. After a few seconds, the e30-Day General Use Permit will appear on the screen.

14. A dialog box will appear. Click the "**Print**" button to print the permit.

15. To exit the e30-Day General Use Permit, select "**File**" on the menu bar and from the drop down menu select the "**Close**" option to return to the View and Print 30-Day General Use Permit screen.

16. 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.

Steps To Issue an e30-Day General Use Permit – TRP Expired / Dealer Failed To Void – Different Customer

1. From the eDealer Services Home page, click the **e30-Day General Use Permit** link to proceed.

2. From the e30-Day General Use Permit Services screen, click the **Issue Permit** link to proceed.

Step 1: Enter Vehicle Information

3. In the **Prior TRP Number For This Vehicle** field, type in the **prior TRP number** that was issued to the vehicle.

   Note: Below the Prior TRP Number For This Vehicle field is a **Search TRPs by VIN** link. Click the link to obtain more information on where to obtain the prior TRP number.

   Note: A TRP must be issued first and appear either voided or expired, in order to obtain an e30-Day General Use Permit.

4. In the VIN field, type in the **Vehicle Identification Number** of the vehicle that was issued a prior TRP number. Double check to make sure the VIN is typed in correctly or the system will not identify the vehicle.

5. Under the Reasons heading, click the "**TRP Expired/Dealer Failed To Void**" button. This means the dealer failed to properly void the TRP when the original deal unwound and the vehicle is being sold to a different customer.

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

Step 2: Enter Owner Information

7. Answer the question, Are there multiple owners?"

   - If yes, click the "**Yes**" button to indicate there are at least two owners being recorded on the vehicle title. Refer to **page 17** of this section, Multiple Owners.
   - If no, click the "**No**" button to indicate only one owner is being recorded on the vehicle title. **Continue with the One Owner steps on the next page**.

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

Step 2a: Enter Owner Information – One Owner

9. In the Current Customer/AZ Driver License Number field, type in the **most current number you see on the Owner's Driver license**.

10. In the Date of Birth field, type in the **Owner's date of birth** using the MM/DD/YYYY format. **Example:** The customer's date of birth is September 3, 1969. In the appropriate fields, type **09/03/1969**.

    Note: If the information is not available, leave the fields **blank** and click the "Continue" button to proceed.

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

    Note: There are two additional command buttons:

- Click the "Back" button to return to the prior screen.
- Click the "Cancel" button to return to the eDealer Services Home page and to cancel the transaction.

12. **Skip to page 19**, Step 3 #27, to verify the information is correct.

Step 2a: Enter Owner Information – Multiple Owners

If the Multiple Owner button was selected and ALL owner's customer numbers and date of births are known **continue with the steps below**.
If :

- only one customer number is known and the other is not, continue on **page 18** with the Multiple Owners, One Owner No Customer Number steps.

- both owners customer numbers and date of births are unknown continue on **page 19** with the Multiple Owners, Both Owners Have No Customer Number steps.

<u>Owner 1</u>

13. In the Current Customer/AZ Driver License field, type in the **most current number** you see on the **Owner's Driver license**.

14. In the Date Of Birth field, type in the **Owner's date of birth** using the MM/DD/YYYY format. **Example:** The customer's date of birth is September 3, 1969. In the appropriate fields, type **09/03/1969**.

Note: If the first Owner's information is not available, leave the fields **blank** and click the "Continue" button to proceed. However, if the second owner's information is known fill in Owner 2's information.

Step 2: Enter Owner Information – Multiple Owners – Continued

Owner 2

15. In the Current Customer/AZ Driver License field, type in the **most current number** you see on the **Second Owner's Drivers License**.

16. In the Date Of Birth field, type in the **Second Owner's date of birth** using the MM/DD/YYYY format. **Example:** The customer's date of birth is September 3, 1969. In the appropriate fields, type **09/03/1969**.

    Note: If the second owner's information is not available, leave the fields blank and click the "Continue" button to proceed.

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

    Note: There are two additional command buttons:

- Click the "Back" button to return to the prior screen.
- Click the "Cancel" button to return to the eDealer Services Home page and to cancel the transaction.

18. **Skip to page 19**, Step 3 #27, to verify the information is correct.

Step 2b: Enter Owner Information – Multiple Owners, One Owner No Customer Number

19. Type the owner's **first, middle initial (if applicable) and last name** under the Name heading.

- If an owner has a suffix at the end of their name, such as JR; SR; III; etc., use the drop down box to select the correct suffix for that particular owner.
- If the owner name is a company, type the company name in the appropriate field.

20. Type the **complete address**. If any field is left blank, an error message will appear. If the last four digits of the Zip Code are unknown, type only the first five digits and leave the other four blank.

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

22. **Skip to page 19**, Step 3 #27, to verify the information is correct.

Step 2c: Enter Owner Information – Multiple Owners, Both Owners Have No Customer Number

Owner 1

23. Type the owner's **first, middle initial (if applicable) and last name** under the Name heading.

- If an owner has a suffix at the end of their name, such as JR; SR; III; etc., use the drop down box to select the correct suffix for that particular owner.

- If the owner name is a company, type the company name in the appropriate field.

24. Type the **complete address**. If any field is left blank an error message will appear. If the last four digits of the Zip Code are unknown, type only the first five digits and leave the other four blank.

Owner 2

25. Type the owner's **first, middle initial (if applicable) and last name** under the Name heading.

- If an owner has a suffix at the end of their name, such as JR; SR; III; etc., use the drop down box to select the correct suffix for that particular owner.

- If the owner name is a company, type the company name in the appropriate field.

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

Step 3: Confirm Information

27. **Verify** that the owner and vehicle information is correct.

28. The issue date will automatically display.

29. For **commercial vehicles only**, type in the Gross Vehicle Weight of the vehicle for the new owner. If the vehicle is not a commercial vehicle, **skip this step**.

30. 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 4: Pay Fee

31. The $15 fee will automatically display for the issuance of an e30-Day General Use Permit.

32. Click the "**Submit**" button to proceed. Once the submit button has been pressed the transaction has been accepted.

- 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 its records between 11:50pm and 12:10am every day.
  Therefore, no e30-Day General Use Permits can be issued during this 20-minute period.

Step 5: View And Print 30-Day General Use Permit

33. Click the "**View and Print Permit**" button to view the e30-Day General Use Permit. After a few seconds, the e30-Day General Use Permit will appear on the screen.

34. A dialog box will appear. Click the "**Print**" button to print the permit.

35. To exit the e30-Day General Use Permit, select "**File**" on the menu bar and from the drop down menu select the "**Close**" option to return to the View and Print 30-Day General Use Permit screen.

36. 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.

Steps To Add To Dealers I Work For

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

Enter Information of Dealer to be Added

2. In the **Dealer Number** field, type the **dealer number** of the dealership you are authorized to issue e30-Day General Use Permits for.

3. In the **PIN** field, type in the **PIN number** of the dealership to be added. You can obtain this number from the e30-Day General Use Permit Administrator at the new dealership.

4. Click the "**Add Dealer**" button. This will add the new dealer to your list of dealerships you are authorized to issue e30-Day General Use Permits for.

> **Note:** The next time you go to issue an e30-Day General Use Permit, a drop down box will appear giving the ability to select the correct dealership.

Steps To Get Regular User PIN – Administrator Only

1. From the eDealer Services Home page, click the **Get Regular User PIN** link to proceed to: **PIN Information**

2. **Write down the Dealer Number and Processor PIN Numbers**. The PIN number can be changed at any time by clicking on the **Generate New PIN** link.

Steps To Maintain Users of the System – Administrator Only

1. From the eDealer Services Home page, click the **Maintain Users** link to proceed.

Maintain Users

The screen will appear with all processors at a given dealership, including the Administrator. When necessary, use this screen to remove a regular Processor / Administrator.

2. Under the Remove heading, click on the **user to be revoked**.

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

Note: Revoking a Processor / Administrator from **one authorized dealership** does not automatically revoke all dealerships.

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

4. A confirmation screen will return and display a message, "The user (email address) has been revoked from dealer L0000XXXX". Click the **Back To eDealer Services Home** link to return to the Dealer Services Home page.

Steps To View Reports – Administrator Only

1. From the eDealer Services Home page, click the **e30-Day General Use Permits** link to proceed.

2. From the e30-Day General Use Permit services screen, click the **View Reports** link to proceed.

Step 1: Choose a Report Type To View – Activity Report

3. A screen will appear, click the "**Continue**" button to proceed. You will then need to click on the **e30-Day General Use Permits** link.

Note: Click the "**Back to Home Page**" link to return to the eDealer Services Home page.

Step 2: Enter Criteria To View Activity Report

4. The **Start Date** will default to the current date. If a different date is desired, type the desired Start Date in the Start Date field to change.

5. The **End Date** will default to the current date. If a different date is desired, type the desired End Date in the End Date field to change.

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

- **Payment 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.

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

Step 3: Activity Report Review

Depending on the option selected in Step 2, determines what type of report will display.

8. An Activity Report will show the following information:

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

9. 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.

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

Note: Click the **Back to Reports** link to return to the 'Choose a Report Type to View' screen.