

**ePublic Consignment Sales Notice  
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## **eDEALER Public Consignment Sales Notice**

Welcome to the eDealer Public Consignment Sales Notice services. This service was created to enable authorized Public Consignment Auction Dealers the ability to file Public Consignment Sales Notices and pay penalties for late reporting.

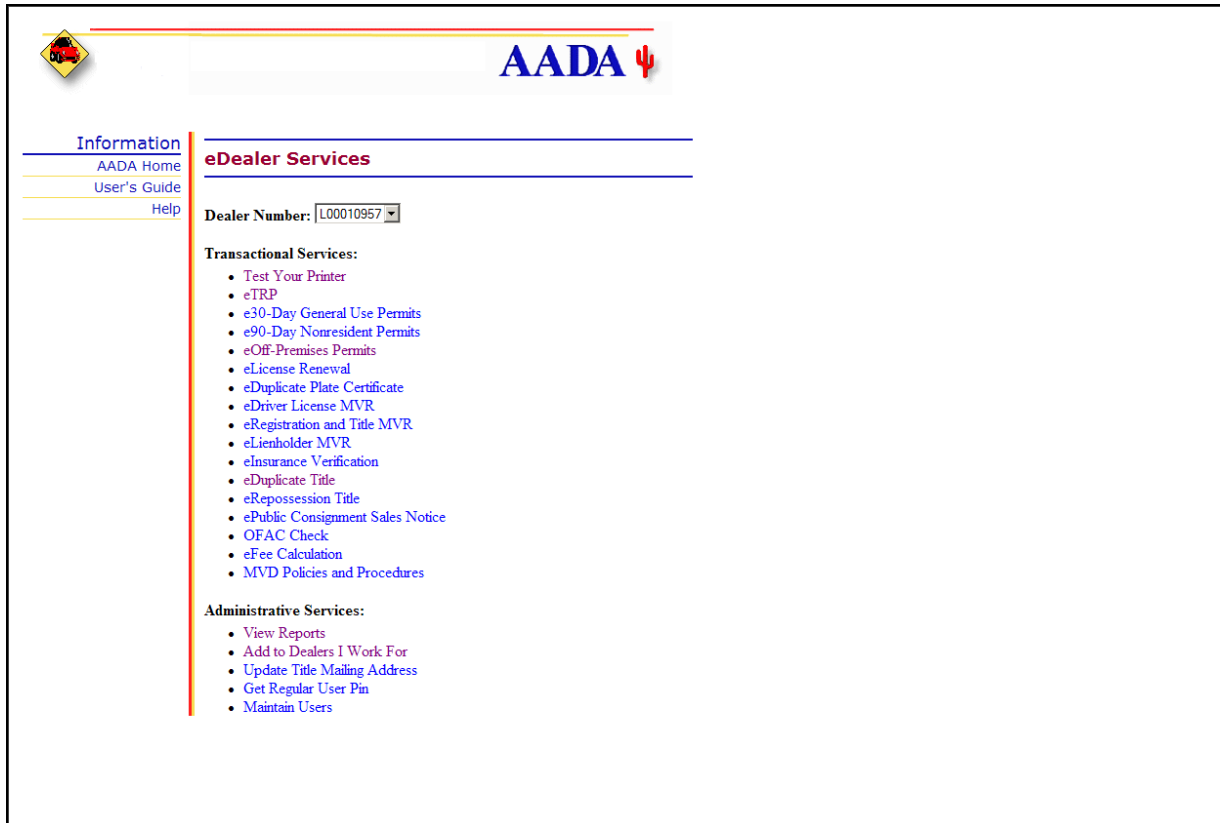
### Motor Vehicle Dealer

The electronic eDealer Public Consignment Sales Notice is for dealers who are in the business of both of the following: (a) Conducting live auctions with a licensed auctioneer verbally calling for and accepting bids and (b) Providing live auction services to the public on a consignment contract basis.

### Website Screens

The site is very simple and easy to use. The following instructions serve as a step-by-step guide through the entire **eDealer Consignment Sales Notice** process.

## eDealer Services Home Page



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**eDealer Services**

Dealer Number:

**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 four 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 first 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 second section allows the User to select the desired service transaction, e.g. **“ePublic Consignment Sales Notice”**, by clicking on the link to begin the **ePublic Consignment Sales Notice** request process.

### **Administrative Services**

The third 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 **ePublic Consignment Sales Notice**, 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 ePublic Consignment Sales Notice.**
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.

## Enter an ePublic Consignment Sales Notice

1. From the **eDealer Services Home Page**, click the **ePublic Consignment Sales Notice** link to proceed.
2. From the **Public Consignment Sales Notice** screen, enter the sales notice.

### Enter Sales Notice Information

1. In the **Sale Date** field, type in the date of sale (mm/dd/yyyy).
2. In the **Seller Name** field, type in the name (up to 35 characters)
3. In the **Seller Street** field, type in street address (up to 40 characters)
4. In the **Seller City** field, type in the city ( up to 25 characters)
5. In the **Seller State** field, type in the state (up to 15 characters)
6. In the **Seller Zip Code** field, type in the zip code (may be alphanumeric)
7. In the **Purchaser Name**, field type in the name (up to 35 characters)
8. In the **Purchaser Driver License/ID Number** field, type in the driver license/id number
9. In the **Driver License/ID Number State** field, select the state or “Out of County” from the drop-down list of states
10. In the **Purchaser Street** field, type in the street address (up to 40 characters)
11. In the **Purchaser City** field, type in the city ( up to 25 characters)
12. In the **Purchaser City** field, type in the city ( up to 25 characters)
13. In the **Purchaser State** field, type in the state (up to 15 characters)
14. In the **Purchaser Zip Code** field, type in the zip code (may be alphanumeric)
15. In the **VIN** field, type in the vehicle identification number (up to 25 characters)
16. In the **Vehicle Make** field, type in the vehicle make (up to 5 characters)
17. In the **Vehicle Model** field, type in the vehicle model (up to 15 characters)
18. In the **State Vehicle is Currently Titled** field, type in two characters state code

19. In the **Bid Price** field, type in the bid price (up to 6 numeric)
20. In the **Premiums and/or Commissions** field, type in the premiums and/or commissions amount (up to 6 numeric)
21. In the **Is the vehicle a salvage vehicle** question, select yes or no
22. Click the "**Continue**" button to proceed

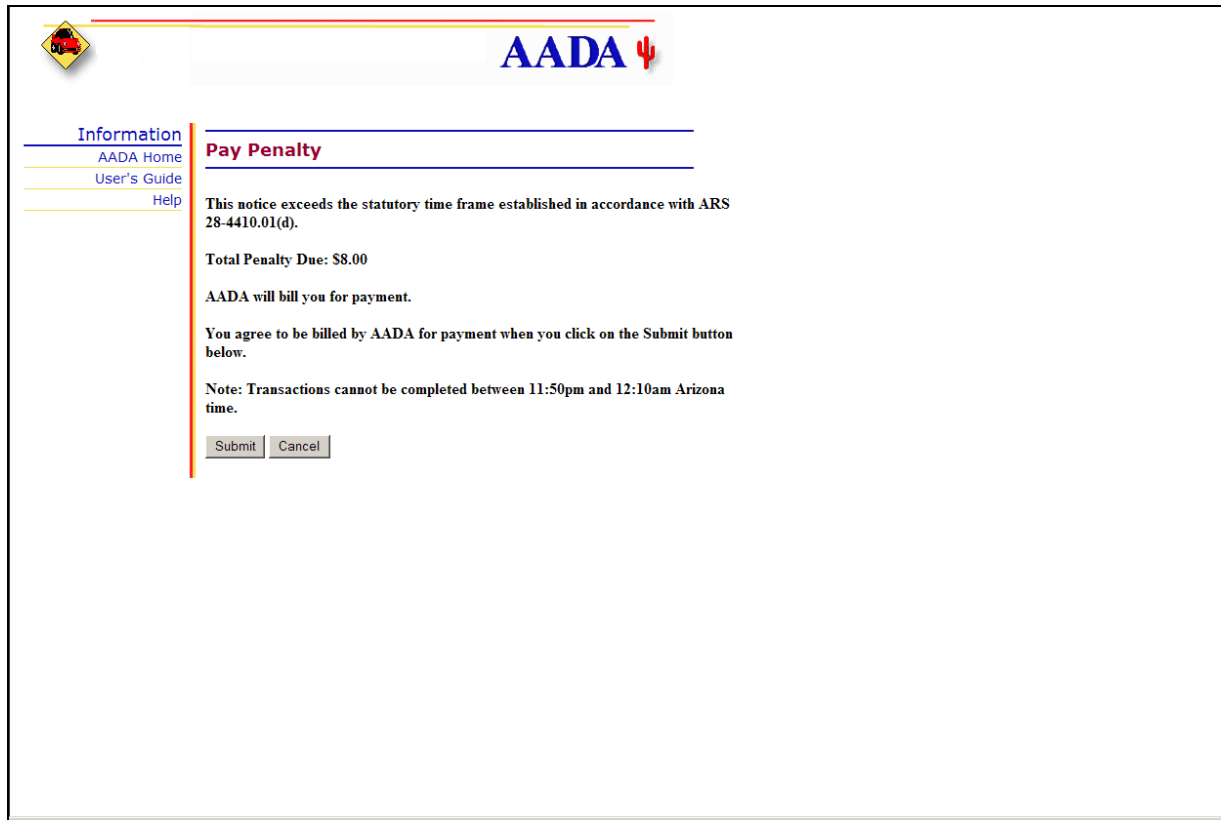
## Confirm Information


1. **Verify** the correct data entry of the sales notice information
2. Answer the question, “Is this information correct?”
  - If “yes”, click the “**Yes, Submit**” button to proceed.
  - If the **ePublic Consignment Sales Notice** is no longer needed, click the “**Cancel**” button to cancel the permit request.
  - If “no”, click the “**No, Go Back**” button to return to the prior screen for corrections.



## Pay Penalty

This screen will be presented if the sales notice exceeds the statutory time frame





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**Pay Penalty**

This notice exceeds the statutory time frame established in accordance with ARS 28-4410.01(d).

**Total Penalty Due: \$8.00**

AADA will bill you for payment.

You agree to be billed by AADA for payment when you click on the Submit button below.

Note: Transactions cannot be completed between 11:50pm and 12:10am Arizona time.

**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 Confirmation**

1. Click the “**Print Confirmation**” button to print a sales notice.
2. Click the “**Submit Another Sales Notice**” button to enter another sales notice  
Or
3. Click the “**Back to Home Page**” button to go back to the home page

## 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 **ePublic Consignment Sales Notice** link to proceed.

### Enter Criteria to View Report

4. The **Start Date (Date Notice Entered)** 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 (Date Notice Entered)** 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:
  - **Date** is used to sort by the invoice entered date, 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
7. Click the **“Submit”** button to proceed  
or
8. Click the **“Back to Reports:** button to return to the previous page

## Activity Report – Continued

### **Activity Report Review**

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

- Date
- Time
- User ID
- VIN, Make and Model
- Current Titled State
- Sale Date
- Seller
- Purchaser
- Bid Price/Premiums & Commissions
- Salvage Vehicle
- Penalty Amount

**Note:** If a record was not found, then a screen will display with “**No Entries Found**” along with the options to go “**Back to Reports**” or “**Back to Home Page**”

10. 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.

11. 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 **ePublic Consignment Notice of Sale** 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 Public Consignment Sales Notice entered
  - 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