

2023

DEALER WEB

USER GUIDE | VERSION 2.0 (06/12/2023)

DIGITAL GOVERNMENT AND SERVICE NL, MOTOR REGISTRATION DIVISION

DEALER USER GUIDE

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Request for Access

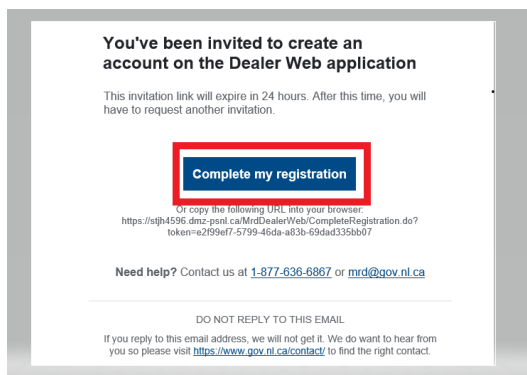
There are two different types of user access for the Dealer Web. Dealer Super User and Dealer User. The Dealer Superuser can setup and manage all dealer users within their assigned dealership.

If you do not have access, please speak to your dealer administrator (ie. Business Manager, Owner, Director, etc.)

Accessing the Dealer Web

You will be sent an invitation to create an account for the online dealer web to your email this will have the invitation link that will expire within 24 Hours:

Step 1- you would hit the complete my registration blue box in this email this will then bring you to the page to complete your registration :



Step 2:

This will bring you to the create a password page as per the example below, you would then fill out the required information for your new password in the first box and then confirm this password in the second box , make sure to pay close attention to the requirements for your new password which are:

Your password must:

- be at least eight characters long
- contain a lowercase letter
- contain an uppercase letter
- contain a number
- contain a special character !@#%&*.`
- not contain your first or last name

- not contain your email address

Once you have your two boxes filled in with your password you then have to click the box to agree to the terms and conditions of using the Dealer Web- note that if this is not clicked and you do not consent you will receive an error on this page.

Create a password and complete your registration

You'll need to enter your new password the next time you sign in.

New Password: Show

Confirm New Password: Show

I agree to the [terms and conditions](#) of using Dealer web. I consent to using this information to create my new account.

[Cancel](#) [Create account](#)

- be at least eight characters long
- contain a lowercase letter
- contain an uppercase letter
- contain a number
- contain a special character !@#\$%^&*'
- not contain your first or last name
- not contain your email address

Step 3:

The next page will show that you're all done with registering and your account is ready, this will also show your email address which is your account is now set up for:

You're all done. Your account is ready!

What is next?

You can now sign in to Dealer web using your activated account:

[Sign in](#)

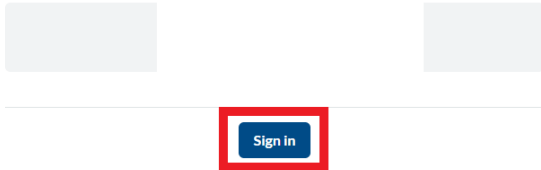
Step 4:

Then you would hit the blue sign in button underneath your email address:

You're all done. Your account is ready!

What is next?

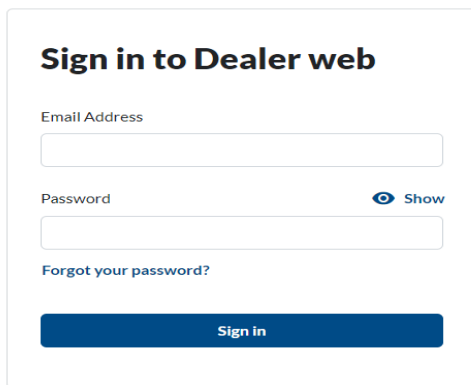
You can now sign in to Dealer web using your activated account:



Step 5:

This will then bring you to the SIGN IN TO DEALER WEB page to log into the system you will use the email address as your user name and the password you just created.

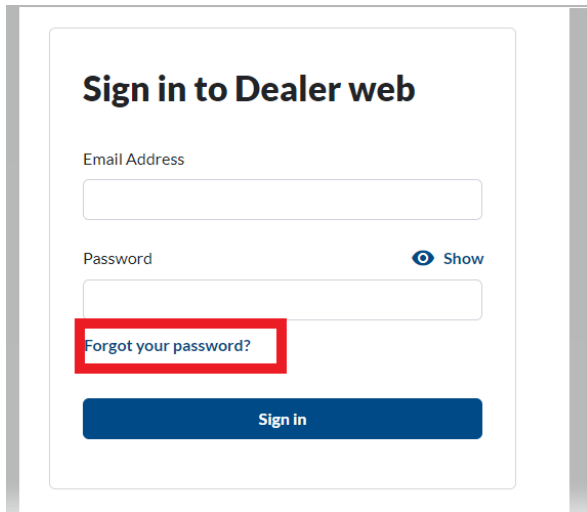
Example:



Forgot Your Password

Step 1:

If you forgot your password there is a link under the password that you would click that says forgot your password? You would click this link as highlighted in the example below:



Sign in to Dealer web

Email Address

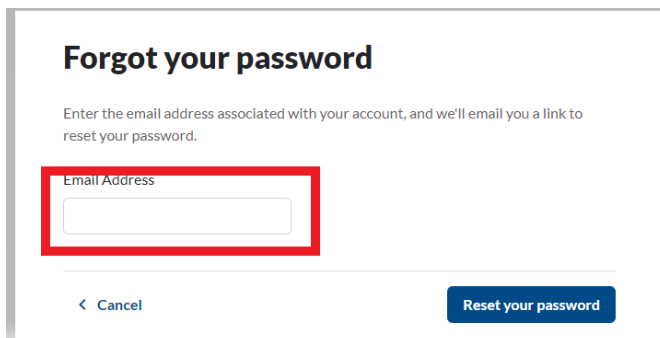
Password [Show](#)

Forgot your password?

Sign in

Step 2:

This will prompt you to enter your email address that you have set up for your dealer access as per the below example:



Forgot your password

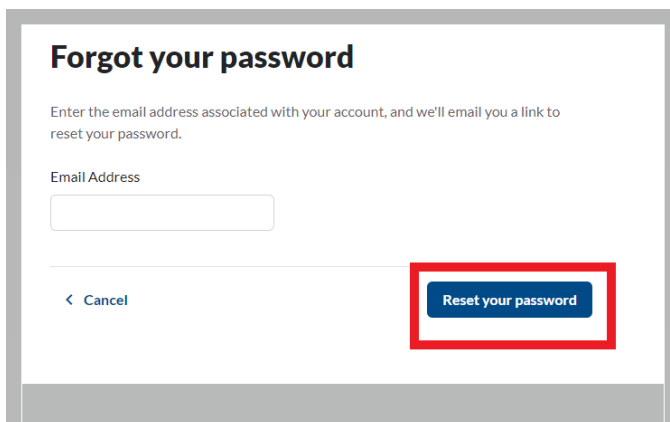
Enter the email address associated with your account, and we'll email you a link to reset your password.

Email Address

[< Cancel](#) **Reset your password**

Step 3:

Once you have input your email address you then will hit the blue button that says reset your password:



Forgot your password

Enter the email address associated with your account, and we'll email you a link to reset your password.

Email Address

[< Cancel](#) **Reset your password**

Step 4:

You will then be shown a screen that says that we have emailed a link to your email to reset your password:

We've emailed you a password reset link



Check your email and follow the instructions to create a new password. This link will expire in 24 hours.

Didn't receive the email?

Check your folders! If a spam filter or email rule moved the email, it might be in the Spam, Junk, Trash, Deleted Items, or Archive folder.

[Return to Sign in](#)

Step 5:

Check your email to see if you have received this email, this email can take up to 5 to 10 min to receive, if you are not seeing the email- Check your folders! If a spam filter or email rule moved the email, it might be in the Spam, Junk, Trash, Deleted Items, or Archive folder. This link will expire within 24 hours.

We received a request to reset your Dealer Web password

This link will expire in 24 hours. After this time, you will have to start your request again.

[Reset my password now](#)

Or copy the following URL into your browser:
<https://stjh4596.dnz-psnl.ca/MrdDealerWeb/ChangePassword.do?token=433a7337-1704-49c7-9ebe-93418fad3163>

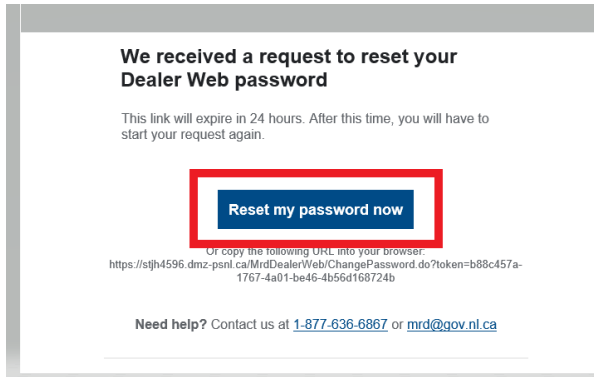
Need help? Contact us at [1-877-636-6867](tel:1-877-636-6867) or mrd@gov.nl.ca

DO NOT REPLY TO THIS EMAIL

If you reply to this email address, we will not get it. We do want to hear from you so please visit <https://www.gov.nl.ca/contact/> to find the right contact.

Step 6:

You would click the link in the blue box that says reset your password as below:



Step 7:

This will then bring you to the create a new password screen as below, you would then fill out the required information for your new password in the first box and then confirm this password in the second box , make sure to pay close attention to the requirements for your new password which are:

Your password must:

- be at least eight characters long
- contain a lowercase letter
- contain an uppercase letter
- contain a number
- contain a special character !@#%&*.`
- not contain your first or last name
- not contain your email address

Example:

Create a new password

You'll need to enter your new password the next time you sign in.

New Password: [Show](#)

Your password must:

- be at least eight characters long
- contain a lowercase letter
- contain an uppercase letter
- contain a number
- contain a special character !@#\$%^&*`
- not contain your first or last name
- not contain your email address

Confirm New Password: [Show](#)

[< Cancel](#) [Create password](#)

Step 8:

Once you have put your password in both boxes you would then hit the create password blue box on the bottom right as per the example below:

Create a new password

You'll need to enter your new password the next time you sign in.

New Password: [Show](#)

Your password must:

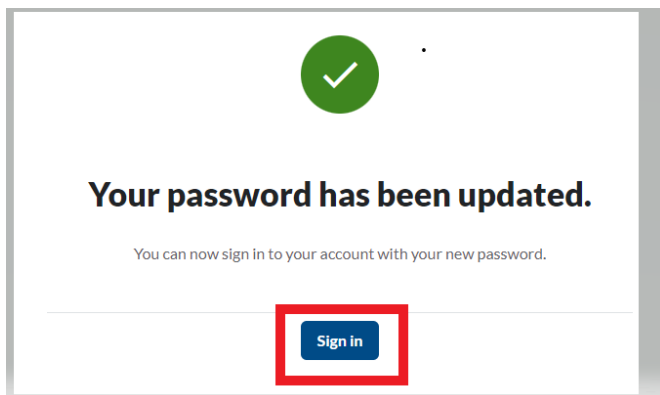
- be at least eight characters long
- contain a lowercase letter
- contain an uppercase letter
- contain a number
- contain a special character !@#\$%^&*`
- not contain your first or last name
- not contain your email address

Confirm New Password: [Show](#)

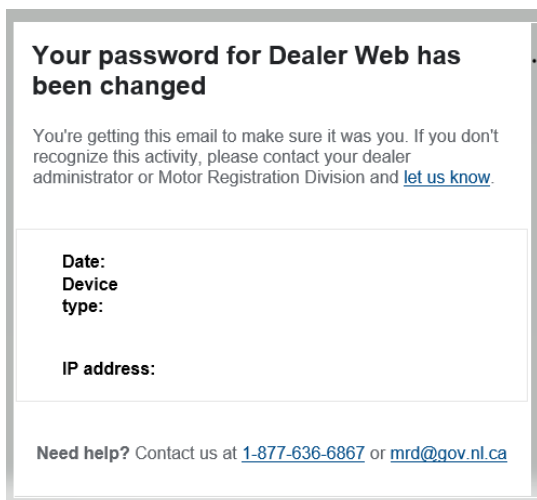
[< Cancel](#) [Create password](#)

Step 9:

Once your password has been reset you will receive this message and a link to bring you back to the sign in page to sign in with your new password:

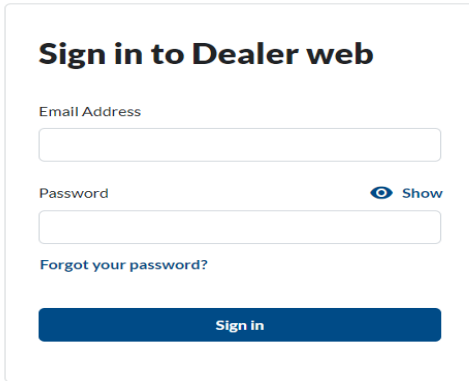


You will also receive an email stating that your password has been changed and the date/device/type and IP address will be provided as per below example:



Step 10:

You will then be brought to the sign in page to sign into your account:



The image shows a sign-in form titled "Sign in to Dealer web". It contains two input fields: "Email Address" and "Password". The "Password" field has a "Show" button with an eye icon. Below the password field is a link for "Forgot your password?". At the bottom of the form is a blue "Sign in" button.

Step 11:

Once you have logged into your account it will show you the Dealer Web Dashboard and what actions can be completed:

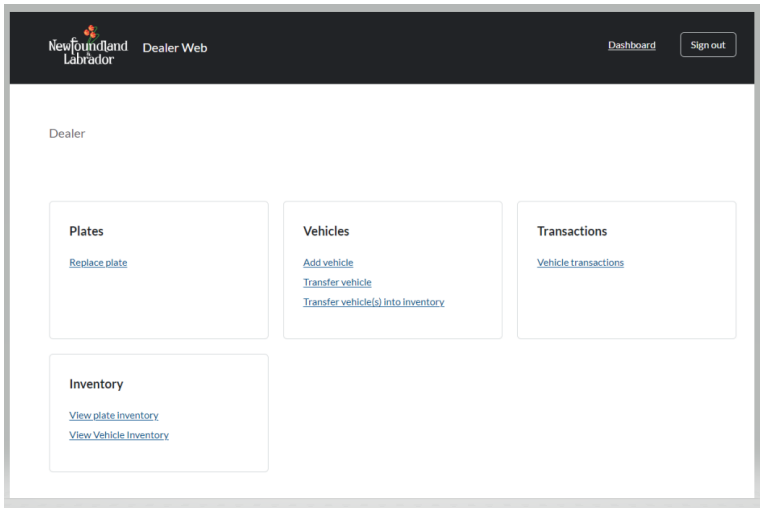
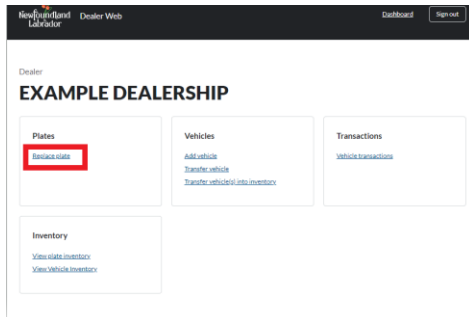


Plate Replacement

NOTE: when replacing a plate you will need the current plate number to input it into the system.

Step 1:

You will click the heading on your dashboard that is listed as replace plate:



Step 2:

This will bring you to the screen where you will have to input the information for the vehicle which is the current plate number/new plate number/ last 3 digits of the serial number:

Tell us about the vehicle

Vehicle information

Current Plate Number

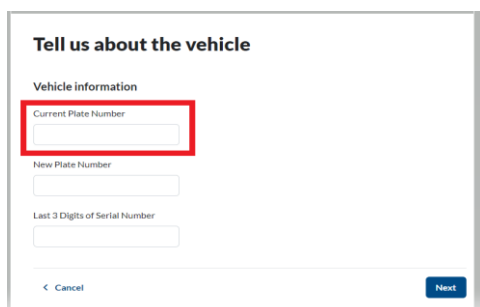
New Plate Number

Last 3 Digits of Serial Number

< Cancel

Next

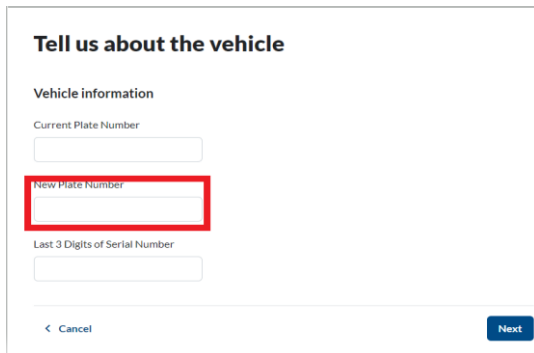
The current plate number is the plate number that you are replacing with the new plate so for example if you have a peeling plate on a vehicle that was Hxx xxx- this will be the plate number you would provide us with in the first box:

A screenshot of the 'Tell us about the vehicle' form. The form title is 'Tell us about the vehicle'. Under the 'Vehicle information' section, there are three input fields: 'Current Plate Number' (highlighted with a red box), 'New Plate Number', and 'Last 3 Digits of Serial Number'. At the bottom of the form, there are two buttons: '< Cancel' and 'Next'.

Note that this is case sensitive and that you will need to use UPPER case letters when inputting the plate number or you will receive this message under the current plate number box:


Enter only UPPER case characters and digits for plate number.

Then the second box will be the new plate number which is the plate that you are taking from your inventory for the replacement.



Tell us about the vehicle

Vehicle information

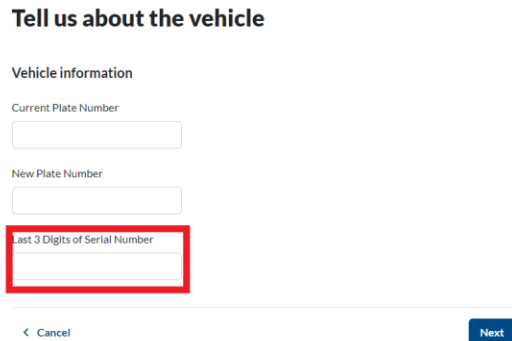
Current Plate Number

New Plate Number

Last 3 Digits of Serial Number

< Cancel Next

Then the last box is the last 3 digits of the serial number of the vehicle:



Tell us about the vehicle

Vehicle information

Current Plate Number

New Plate Number

Last 3 Digits of Serial Number

< Cancel Next

Once all the information has been input into the system you would then click the blue button on the bottom right that says next:

Tell us about the vehicle

Vehicle information

Current Plate Number

New Plate Number

Last 3 Digits of Serial Number

< Cancel

Next

Step 3:

You will then come to the page that will ask you to take a moment to review the information for this transaction you will want to make sure all the information that is showing is correct:

Take a moment to review, then submit

Transaction information

Amount due

Old Plate Number

New Plate Number

Make

Model

Year

Serial number

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

< Cancel

Next

On this page you will also have to select the acknowledgement button to certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines:

Take a moment to review, then submit

Transaction information

Amount due

Old Plate Number

New Plate Number

Make

Model

Year

Serial number

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

< Cancel Next

Once you have this selected you then can proceed to click the next button which is located on the bottom right in this screen:

Take a moment to review, then submit

Transaction information

Amount due _____

Old Plate Number _____

New Plate Number _____

Make _____

Model _____

Year _____

Serial number _____

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

< Cancel **Next**

Step 4:

The next page will then state that the plate replacement has been submitted and that you can download or print the receipt for this transaction, it also states on this page that the Dealer must return the plate or signed affidavit for missing plate to Mount Pearl, Grand Falls or Corner Brook MRD Office within 14 days:




Plate replacement has been submitted

[Download](#) [Print receipt](#)

What's next

Dealer must return the plate or signed affidavit for missing plate to the nearest MRD office within 14 days.

Return

Once you have the receipt printed you can return to your dashboard but clicking the blue button marked return in the middle of the bottom screen.

Adding a Vehicle

Step 1:

Click under the vehicles heading on your dashboard add vehicle:

Dealer

EXAMPLE DEALERSHIP

Plates [Repace plate](#)

Vehicles **Add vehicle**
[Transfer vehicle](#)
[Transfer vehicle\(s\) into inventory](#)

Transactions [Vehicle transactions](#)

Inventory [View plate inventory](#)
[View Vehicle Inventory](#)

Step 2:

This will take you to the first page with adding a vehicle please note that **If adding an Out of Province or Imported vehicle you will need to add the vehicle to the dealers name first prior to transferring it.**

First, tell us about the sale

If adding an Out of Province or Import vehicle the dealer will need to add the vehicle to the dealers name first prior to transferring it

Date of Sale
For example 2020.12.21

Year Month Day
[yyyy] [mm] [dd]

Vehicle origin
[Choose]

Did the buyer trade in a vehicle?
 Yes
 No

< Cancel **Next**

On this page you will need to provide the date of sale which will need to be year/month/day for example: 2020 12 21 if you do not use this format you will receive this error message:

There is a problem

Errors were found on this page:

- Invalid date format.
- A valid sales date must be entered.

The sale date also cannot be more than one year in the past:

There is a problem

Errors were found on this page:

- The sales date cannot be more than one year in the past.

The next is a drop down box with the origin of the vehicle, you will select where the vehicle came from

Note: If the vehicle is an imported vehicle you will need to select other from the list:

First, tell us about the sale

If adding an Out of Province or Import vehicle the dealer will need to add the vehicle to the dealers name first prior to transferring it

Date of Sale
For example 2020 12 21

Year Month Day

2023 06 03

Vehicle origin
Choose

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#) [Next](#)

Then you will need to select yes or no if the buyer traded in a vehicle by clicking the circle next to the selection:

First, tell us about the sale

If adding an Out of Province or Import vehicle the dealer will need to add the vehicle to the dealers name first prior to transferring it

Date of Sale
For example 2020 12 21

Year Month Day

2023 06 03

Vehicle origin
Choose

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#) [Next](#)

Once all the information has been input into this screen you will then be ready to click the next button located on the bottom right hand corner:

First, tell us about the sale

If adding an Out of Province or Import vehicle the dealer will need to add the vehicle to the dealers name first prior to transferring it

Date of Sale
For example 2020 12 21

Year Month Day

2023 06 03

Vehicle origin
Choose

Did the buyer trade in a vehicle?

Yes

No

< Cancel **Next**

Step 2:

On this page you will need to input the serial number and the plate number of the vehicle, also on this page you can specify if the owner has an existing specialty plate. (specialty plates are: Veterans/Fire Fighter/Hand Radio)

Newfoundland Labrador Dealer Web Dashboard Sign out

< Back

Details about the new vehicle

Serial number

Plate number

Does the owner have an existing specialty plate?

Yes

No

< Cancel **Next**

On this page you will enter the serial number in the first box as shown below:

Details about the new vehicle

Serial number

Plate number

Does the owner have an existing specialty plate?
 Yes
 No

Please complete the [form within this link](#) and send to [MRD](#) for processing.

[< Cancel](#) [Next](#)

In the second box you will provide a plate number from your inventory as shown below:

Details about the new vehicle

Serial number

Plate number

Does the owner have an existing specialty plate?
 Yes
 No

Please complete the [form within this link](#) and send to [MRD](#) for processing.

[< Cancel](#) [Next](#)

NOTE: When entering the plate number please note that this is case sensitive and that upper case letters are required, if you receive this message please re-enter the plate number using upper case letters:



Enter only UPPER case characters and digits for plate number.

The next selection that is required is if the buyer has a specialty plate or not. Specialty plates are Veterans/Fire Fighter/Hand Radio. If you click **YES** that the buyer has a specialty plates you will be prompted to complete a form and send this to MRD for processing as below:

Please complete the [form within this link](#) and send to [MRD](#) for processing.

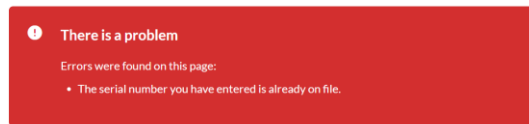
[< Cancel](#) [Next](#)

Once all the information has been input you will then click Next on the bottom of the right hand screen as per below:



NOTE: If the vehicle is already registered in Newfoundland and Labrador you will receive an error which is shown below as this cannot be added on the system and would need to be transferred to the dealer's vehicle inventory to process any transactions:

Details about the new vehicle



Step 3:

The next page is where you would input the vehicle information some information will be already filled in as shown below:

Vehicle information

Make

Model

Year

Colour
Choose

Cylinders
Choose

Fuel Type
Choose

< Cancel Next

The first two boxes are the make and model of the vehicle please note that no special characters can be added in this field (Example- Hyphens) if you received this error a special character has been added so please re-enter without using the special character:














There is a problem

Errors were found on this page:

- A valid make must be entered.

The color box only has so many options which are listed below and on a drop down menu on the system:

BLACK	GREEN	RED	YELLOW
MULTI	PURPLE	WHITE	ORANGE
BLUE	GRAY	BROWN	

Colour	Code	
Black	BLK	
Gray	GRY	
		
		
		
Yellow	YEL	
		
		
		
Purple	PLE	
		
		
		

Colour	Code		
Brown	BRN		
Orange	ORN		
White	WHI		

Blue	BLU		

Green	GRN		

Red	RED		



Multi MUL

The next two boxes list how many cylinders and fuel type and both have drop down menus.

Once all the information is input you will then hit the button marked next on the bottom right hand corner of the screen:



A screenshot of a form header. On the left, there is a blue link with a left-pointing chevron and the text '< Cancel'. On the right, there is a blue button with the text 'Next'. The 'Next' button is enclosed in a red rectangular box.

If any information has not been included you will receive an error message stating that a valid make/model/color etc needs to be included.

Step 4:

The next page is the vehicle information continued as shown below if you need to go to the last screen please note there is a back button on the top of the screen that will bring you to the last page:

< [Back](#)

Vehicle information (continued)

Body Type

Engine Size

Mass (kg)

Stock Number (optional)

< [Cancel](#)

[Next](#)

If you are adding on a bus seating capacity will also be displayed on this page:

Vehicle information (continued)

Body Type

Engine Size

Mass (kg)

Stock Number (optional)

Seating Capacity

< Cancel

If you use 0kg mass for a trailer this trailer will be considered commercial if this trailer is for recreational use please use 1813:

Vehicle information (continued)

Body Type

Engine Size

Mass (kg)

⚠ Adding 0 mass to a trailer will classify this as a commercial trailer. If this is a recreational trailer please use 1813kg

Stock Number (optional)

< Cancel Next

Once all the information is input you will then click the next button on the bottom right hand corner:

< Cancel **Next**

Step 5:

A vehicle inspection is always required* when the vehicle inspection screen appears. You will see the following screen asking for the inspection- inspection requirements can be found here: [Inspection Requirements - Digital Government and Service NL](#)

*Inspection screen will be skipped for C plated vehicles over 4500 kg, B, M, T, V, S and K plates.

* You will pick inspection not required for a brand new vehicle that has a NVIS card.

NOTE: If the vehicle is required to have a 3 point inspection due to the vehicle being branded as salvaged it has to be submitted to your dealer representative within 10 days for the brand to be removed if the inspection is never received the salvage brand will remain on the vehicle. This will impact your client trying to renew or sell the vehicle in the future.

< Back

Inspection Information

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Choose ▾

Inspection Date (YYYYMMDD)
For example 2023 1 30

Year Month Day

yyyy mm dd

Inspection Number

Inspection Station

< Cancel Next >

You would first choose from the drop down list either Import/RIV inspection, out of province inspection, inspection required or inspection not required:

-If an out of province inspection you will see this screen and input the date and inspection number which will be located on the inspection slip:

Inspection Information

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Out of province inspectio ▾

Inspection Date (YYYYMMDD)
For example 2023 1 30

Year Month Day

yyyy mm dd

Inspection Number

-If inspection required (Newfoundland and Labrador Inspection) this information can be seen on the inspection slip:

[< Back](#)

Is a vehicle inspection required?

Inspection is only required for vehicles previously registered from outside of province. A brand new vehicle does not require an inspection.

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Inspection is required

Inspection Date (YYYYMMDD)

For example 2023 1 30

Year Month Day
yyyy mm dd

Inspection Number

Inspection Station

[< Cancel](#)

[Next](#)

- Imported vehicle will have the information on the RIV inspection:

[< Back](#)

Is a vehicle inspection required?

Inspection is only required for vehicles previously registered from outside of province. A brand new vehicle does not require an inspection.

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Import /RIV inspection

Inspection Date (YYYYMMDD)

For example 2023 1 30

Year Month Day
yyyy mm dd

Inspection Number

[< Cancel](#)

[Next](#)

Step 6:

The next screen will be the buyer information:

[< Back](#)

Buyer information

Please add the information for all owners and potential lessors of the vehicle.

Owner

Driver's licence number

Confirm Driver's licence number

[Add another owner](#)

Lessor

Does the vehicle have a lessor?

- Yes
 No

[< Cancel](#)

[Next](#)

The first box is for the buyer drivers licence number or company master number- **NOTE:** that the buyer has to have a Newfoundland and Labrador drivers Licence or master number in order for a vehicle to be registered to them.

If you are entering a licence number from another province or country you will get this error:

Buyer information

Please add the information for all owners and potential lessors of the vehicle.

There is a problem

Errors were found on this page:

- A valid driver's licence number must be entered.

This field is case sensitive please note that you will be required to use upper case letters, if you get this error message please re-enter using upper case letters:

Enter only UPPER case characters and digits for driver's licence number.

On this page as well you can add up to two multiple owners (so total of 3 owners) but please note that only on the temporary registration it will show a total of three owners but on the registration from Motor Registration this will only show two but the third will be in the system.

To add a multiple owner you will select add another owner as shown below:

Owner

Driver's licence number

Confirm Driver's licence number

[Add another owner](#)

Lessor

Does the vehicle have a lessor?

Yes

No

[Cancel](#) [Next](#)

This example shows that three owners can be on the vehicle:

Owner

Driver's licence number

Confirm Driver's licence number

Additional Owner [Remove owner](#)

Driver's licence number

Confirm Driver's licence number

Additional Owner [Remove owner](#)

Driver's licence number

Confirm Driver's licence number

You can also add a lessor on this screen by clicking next to yes:

Owner

Driver's licence number

Confirm Driver's licence number

[Add another owner](#)

Lessor

Does the vehicle have a lessor?

Yes

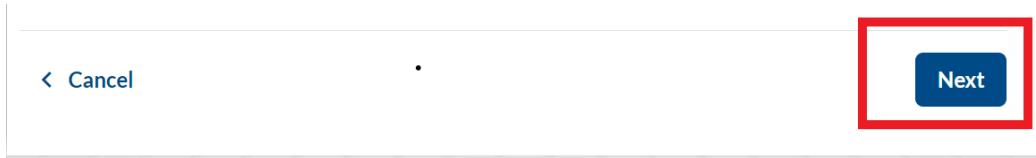
No

Lessor's Driver's licence number

Confirm Lessor's Driver's licence number

[Cancel](#) [Next](#)

Once the information has been input in the system you will click the next button located on the right hand of the screen:



Step 7:

On this page the insurance information is required as shown below- **NOTE:** no special characters are allowed in the insurance field for example hyphens:

< [Back](#)

Insurance information

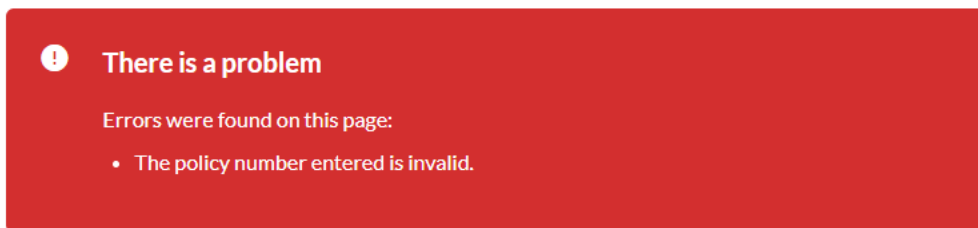
Insurance Company

Other:

Policy Number

< [Cancel](#) [Next](#)

This is the error that shows if the policy number is incorrect and has a special character:



NOTE: you will get this page even if you are adding a trailer/off road vehicle/snowmobile so just please put the type of vehicle in other and xxxx in policy number to push through for these types of plates as insurance is not a requirement for registering this type of vehicle as shown this example below:

Insurance information

Insurance Company
Choose ▾

Other:
SNOWMOBILE

Policy Number
XXXX

[← Cancel](#) [Next](#)

Once you have the information all completed you will click next.

Step 8:

You will come to a screen asking you to review the information and then submit:

Take a moment to review, then submit

Transaction information

Date of sale _____

Amount due _____

Vehicle information

Plate number _____

Serial number _____

Driver's licence _____

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

I certify that the purchaser has received a copy of the vehicle history report if required and I have saved a copy for MRD follow-up.

[← Cancel](#) [Next](#)

Make sure all the information showing is correct and then select the bottom two acknowledgements as shown below:

Acknowledgement

- I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.
- I certify that the purchaser has received a copy of the vehicle history report if required and I have saved a copy for MRD follow-up.

[< Cancel](#)

[Next](#)

If you do not have these selected you will receive this error message:


ⓘ There is a problem

Errors were found on this page:

- Please check the acknowledgement box in order to proceed.

Step 9:

You will then click the next button to bring you to the vehicle registration has been submitted page on this page you can either print or download the temporary registration/ receipt, the buyers registration will be sent by mail from Motor Registration and they should receive the paper copy within 30 days:



Vehicle registration has been submitted

This receipt is proof of registration until the new one arrives and is valid for 120 days from the transaction date.

[Save receipt](#) [Print receipt](#)

What's next

1. Please print the receipt and give to customer as proof of payment and registration.
2. The original vehicle registration will be mailed to the registered owner.

[Return](#)

Once you have printed or saved your receipt you can click the return button to return to your dashboard:

What's next

1. Please print the receipt and give to customer as proof of payment and registration.
2. The original vehicle registration will be mailed to the registered owner.



Return

Or you can click the dashboard button on the top right:



NOTE: you can also recover this receipt under your vehicle transactions which is located on the dashboard if this screen gets closed before you save or print as shown below:

Transaction date range Sort By

Start date End date

mm/dd/yyyy mm/dd/yyyy Date (newest) ▾

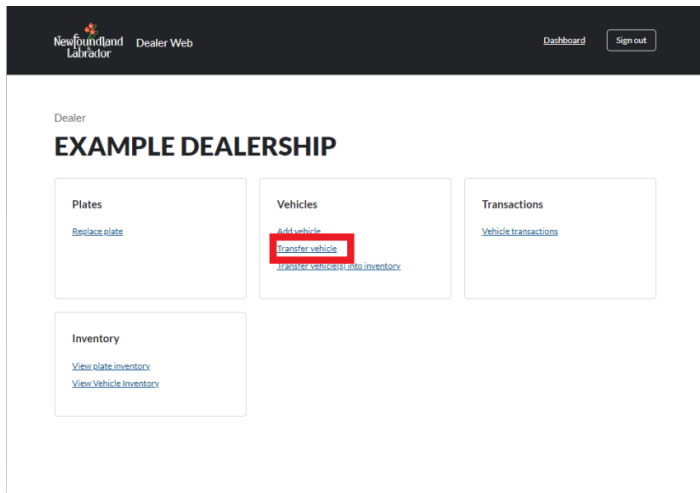
[Apply filters](#) [Clear all filters](#)

Timestamp	Name	Details	Receipt
June 05, 2023 11:33 AM	Add Vehicle Complete	View details	Receipt

Transfer (Renew) Vehicle

Step 1:

On your dashboard under Vehicles you will select the transfer vehicle:



Step 2:

This will take you to the page shown below that asks for information about the vehicle:

[< Back](#)

First, we need some information about the vehicle

Current Owner's Driver's License

Last 3 Digits of Serial Number

Plate Number

Does the owner have an existing specialty plate?
 Yes
 No

[< Cancel](#)

Provide the current owner's driver's licence number in the first box, last three digits of the serial number and then does the owner have an existing specialty plate.

NOTE: Vehicle must be in the dealers name before transferring a vehicle to an individual/company, sale of a demo, sold as is, or sold out of province.

The next selection that is required is if the buyer has a specialty plate or not. Specialty plates are Veterans/Fire Fighter/Hand Radio. If you click **YES** that the buyer has a

specialty plates you will be prompted to complete a form and send this to MRD for processing as below:

< Back

First, we need some information about the vehicle

Current Owner's Driver's License
A000000000

Last 3 Digits of Serial Number

Plate Number

Does the owner have an existing specialty plate?

Yes

No

< Cancel Next

Please complete the [form within this link](#) and send to [MRD](#) for processing.

< Cancel Next

Then you will click next to go to the next page.

Step 3:

The next page asks if the plate needs to be replaced:

< Back

Does the licence plate need to be replaced on this vehicle?

Yes

No, the existing plate will be used

< Cancel Next

If you hit yes you will be prompted to replace the plate before transfer (see plate replacement):

< Back

Plate replacement required

You must complete a [request for plate replacement](#) before proceeding with the transfer

< Cancel

If the plate does not need to be complete you will select NO and click the next button.

Step 4:

Know we need information about the Transfer:

[< Back](#)

Details about the transfer

Date of Sale
For example 2020 12 21

Year Month Day

2020 12 21

Sales Details

Choose

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#) [Next](#)

You will need to provide the date of sale please follow the example on how to input the date for example 2020 12 20 or you will receive an error message:

[< Back](#)

Details about the transfer

Date of Sale
For example 2020 12 21

Year Month Day

2020 12 21

Sales Details

Choose

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#) [Next](#)

Note that sale date cannot be over 6 months in the past, you will receive this error:

Details about the transfer

There is a problem

Errors were found on this page:

- The sales date cannot be more than six months in the past.

Then the sales details which you have a drop down box with the following list of transactions it can be sold AS IS, DEMO, INDIVIDUAL/COMPANY, LEASE ASSUMPTION, LEASE BUYOUT and OUT OF PROVINCE.

< Back

Details about the transfer

Date of Sale
For example 2020 12 21

Year Month Day

2020 12 21

Sales Details
Choose ▾

Did the buyer trade in a vehicle?

Yes
 No

< Cancel Next

You will then select if the buyer has provided a trade in vehicle:

< Back

Details about the transfer

Date of Sale
For example 2020 12 21

Year Month Day

2020 12 21

Sales Details
Choose ▾

Did the buyer trade in a vehicle?

Yes
 No

< Cancel Next

Once you have selected if a vehicle is being traded in you can click the next button on the bottom right.

Step 5:

A vehicle inspection is always required* when the vehicle inspection screen appears. You will see the following screen asking for the inspection- inspection requirements can be found here: [Inspection Requirements - Digital Government and Service NL](#)

*Inspection screen will be skipped for as is sale, demo, sale out of province, lease assumption, lease buyout, dealer to dealer, C plated vehicles over 4500 kg, B, M, T, V, S and K plates.

Inspections ***NEW***

***NEW*: The message about salvage vehicles has been removed. The inspection screen will not display any red text unless the vehicle is branded SALVAGE.**

This message will appear:

Inspection Information

Inspection date entered must be within 30 days prior to the date of transfer.

IMPORTANT: This vehicle is branded salvage.

Submit the three-part inspection details below. The vehicle brand will be updated from salvage to rebuilt. A copy of the inspection must be retained and should not be submitted to MRD, unless otherwise asked.

Choose ▾

Inspection Date (YYYYMMDD)
For example 2023 1 30

Year	Month	Day
yyyy	mm	dd

Inspection Number

Inspection Station

[< Cancel](#) [Next](#)

You would first choose from the drop down list either out of province inspection/inspection required:

-If an out of province inspection you will see this screen and input the date and inspection number which will be located on the inspection slip:

Inspection Information

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Out of province inspectio

Inspection Date (YYYYMMDD)

For example 2023 1 30

Year Month Day

yyyy mm dd

Inspection Number

-If inspection required (Newfoundland and Labrador Inspection) this information can be seen on the inspection slip:

< Back

Inspection Information

A copy of the 3 point inspection (salvage) is to be submitted to your Dealer Representative in order for a salvage brand to be removed

Choose

Inspection Date (YYYYMMDD)

For example 2023 1 30

Year Month Day

yyyy mm dd

Inspection Number

Inspection Station

< Cancel

Next

Step 6:

On the next screen we need the buyers information:

< Back

Buyer information

Please add the information for all owners and potential lessors of the vehicle.

Owner

Driver's licence number

A000000000

Confirm Driver's licence number

A000000000

[Add another owner](#)

Lessor

Does the vehicle have a lessor?

Yes

No

< Cancel

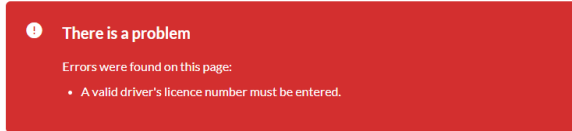
Next

The first two boxes are for the buyer drivers licence number or company master number- **NOTE:** that the buyer has to have a Newfoundland and Labrador drivers Licence or master number in order for a vehicle to be registered to them.

If you are entering a licence number from another province or country you will get this error:

Buyer information

Please add the information for all owners and potential lessors of the vehicle.



This field is case sensitive please note that you will be required to use upper case letters, if you get this error message please re-enter using upper case letters:

Enter only UPPER case characters and digits for driver's licence number.

On this page as well you can add up to two multiple owners (so total of 3 owners) but please note that only on the temporary registration it will show a total of three owners but on the registration from Motor Registration this will only show two but the third will be in the system.

To add a multiple owner you will select add another owner as shown below:

A screenshot of a web form titled "Owner". It contains two input fields for "Driver's licence number" and "Confirm Driver's licence number", both with placeholder text "A000000000X". Below these fields is a blue button labeled "Add another owner" which is highlighted with a red rectangular box. Underneath is a "Lessor" section with the question "Does the vehicle have a lessor?" and two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom of the form are two buttons: "< Cancel" and "Next".

This example shows that three owners can be on the vehicle:

Owner

Driver's licence number

Confirm Driver's licence number

Additional Owner

[Remove owner](#)

Driver's licence number

Confirm Driver's licence number

Additional Owner

[Remove owner](#)

Driver's licence number

Confirm Driver's licence number

You can also add a lessor on this screen by clicking next to yes:

The screenshot shows the 'Owner' and 'Additional Owner' sections. Below the second 'Additional Owner' section, there is a 'Lessor' section highlighted with a red border. The 'Lessor' section includes a question 'Does the vehicle have a lessor?' with 'Yes' selected. Below this are two input fields for the lessor's driver's licence number, both containing 'A000000000X'. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

Once the information has been input in the system you will click the next button located on the right hand of the screen:

A close-up of the bottom of the form showing a 'Cancel' button on the left and a 'Next' button on the right. The 'Next' button is highlighted with a red border.

Step 7:

If you selected **YES** for a vehicle trade-in the next page will ask you to input the vehicles information that is being traded:

[< Back](#)

Trade-in details

Plate Number

Last 3 digits of Serial number

[< Cancel](#)

[Next](#)

The plate number box is case sensitive and you need to use upper case letters if not you will receive this error:

Enter only UPPER case characters and digits for plate number.

If you selected NO that a vehicle was not traded-in this will bypass this screen and you will move on to the insurance screen.

Step 8:

On this page the insurance information is required as shown below- **NOTE:** no special characters are allowed in the insurance field for example hyphens:

[< Back](#)

Insurance information

Insurance Company

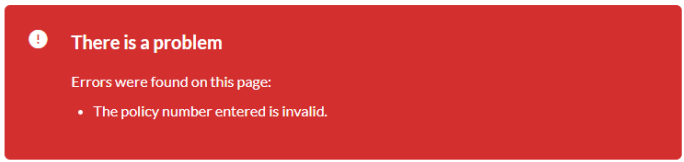
Other:

Policy Number

[< Cancel](#)

[Next](#)

This is the error that shows if the policy number is incorrect and has a special character:



NOTE: you will get this page even if you are adding a trailer/off road vehicle/snowmobile so just please put the type of vehicle in other and xxxx in policy number to push through for these types of plates as insurance is not a requirement for registering this type of vehicle as shown this example below:

Insurance information

Insurance Company

Other:

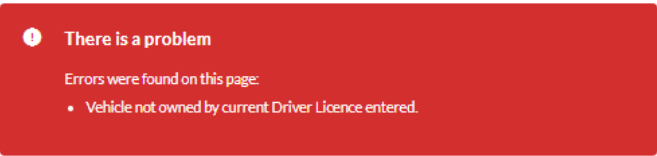
Policy Number

[< Cancel](#) [Next](#)

Once you have the information all completed you will click next.

On the next page if the vehicle that you traded-in is not in the buyers name you will get this error:

Trade-in details



You cannot proceed with the transaction using a traded-in vehicle.

Step 9:

Now you will take a moment to review the information is correct before you submit the transfer.

[< Back](#)

Take a moment to review, then submit

Transaction information

Date of sale _____

Amount due _____

Vehicle information

Plate number _____

Serial number _____

Driver's licence _____

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

I certify that the purchaser has received a copy of the vehicle history report if required and I have saved a copy for MRD follow-up.

[< Previous](#)

[Submit transfer](#)

You then will have to select the two bottom acknowledgements:

Driver's licence _____

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

I certify that the purchaser has received a copy of the vehicle history report if required and I have saved a copy for MRD follow-up.

[< Previous](#)

[Submit transfer](#)

Then click the submit transfer button on the bottom right hand corner:

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with MRD and/or fines.

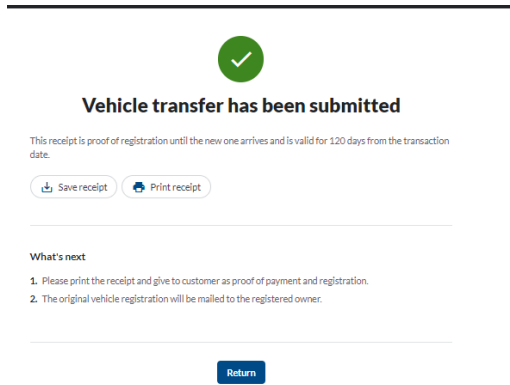
I certify that the purchaser has received a copy of the vehicle history report if required and I have saved a copy for MRD follow-up.

[< Previous](#)

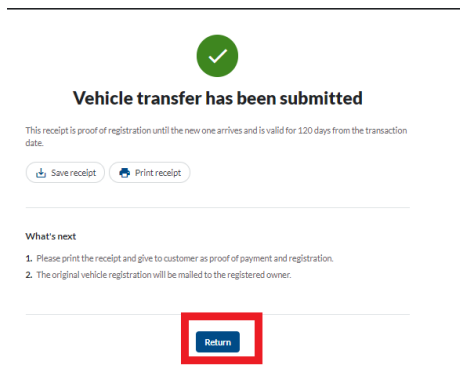
[Submit transfer](#)

Step 10:

After you click the button submit transfer it will bring you to the vehicle transfer has been submitted page on this page you can either print or download the temporary registration/ receipt, the buyers registration will be sent by mail from Motor Registration and they should receive the paper copy within 30 days:



Once you have printed or saved your receipt you can click the return button to return to your dashboard:



Or you can click the dashboard button on the top right:



NOTE: you can also recover this receipt under your vehicle transactions which is located on the dashboard if this screen gets closed before you save or print as shown below:

Transaction date range

Start date: mm/dd/yyyy End date: mm/dd/yyyy

Sort By: Date (newest)

[Apply filters](#) [Clear all filters](#)

Timestamp	Name	Details	Receipt
June 05, 2023 11:33 AM	Add Vehicle Complete	View details	Receipt

***NEW*: If the vehicle was branded SALVAGE and an inspection was keyed, the brand will be removed and the rebuilt brand will be added. Please note:**

- The three-part inspection must be retained for at minimum one year for audit.
- If the inspection screen is skipped for a vehicle branded SALVAGE, the SALVAGE brand will remain on the vehicle.
- The brand REBUILT or SALVAGE will appear on the temporary document.



Temporary Vehicle Permit

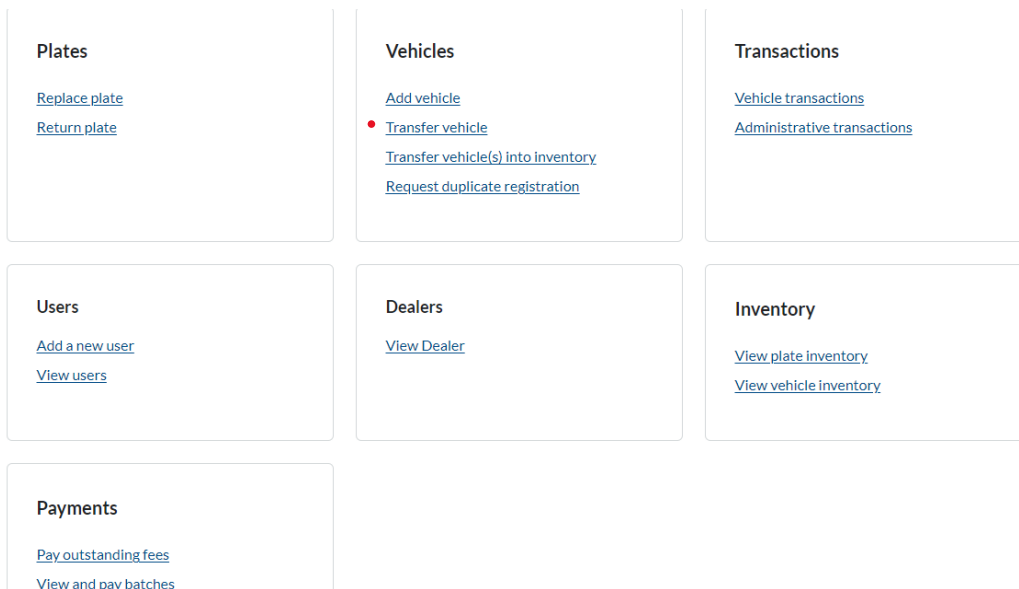
Vehicle Owner	[REDACTED]
Plate Number	[REDACTED]
Year	2010
Make	HYUN
Model	PGS
Serial Number	[REDACTED]
Transaction Date	20231029
Expiration Date	202410
Batch Number	[REDACTED]
Transfer	50.00
Brand	Rebuilt
Amount Paid	50.00

Notice to Law Enforcement This is a temporary vehicle permit and is valid for 120 days from the Transaction Date or until the permanent registration is received.

As Is Sale *NEW*

Step 1

On the dashboard under **Vehicles** Heading click on **transfer vehicle**:



Step 2

You will then be prompted to this screen:

First, we need some information about the vehicle

Vehicle must be in the dealers name before transferring a vehicle to an individual/company, sale of demo, sold as is, or sold out of province

Current Owner's Driver's Licence

XXXXXXXXXX

Last 3 Digits of Serial Number

Plate Number

Does the owner have an existing specialty plate?

- Yes
 No

< Cancel

Next

On this screen you will be required to type in the current owner's Drivers licence number (which is the dealership's master number as all vehicles are to be transferred to the dealership before resale), last 3 digits of the serial number, plate number and indicate NO for specialty plate. If you indicate yes for specialty plate, the system will prompt you to complete a form to forward to MRD.

Does the owner have an existing specialty plate?

- Yes
 No

Please complete the [form within this link](#) and send to [MRD](#) for processing.

A specialty place cannot be added to the vehicle until the customer has dealt with the transfer at MRD. If your customer is a newfoundland and Labrador resident and will be registering this vehicle in this province then you can print the form and give it to the customer to deal with at time of transfer and indicate "No" on this screen before clicking the next button.

Step 3

Indicate if there is a plate replacement and click “Next”

Does the licence plate need to be replaced on this vehicle?

- Yes
- No, the existing plate will be used

< Cancel

Next

If you select “Yes” to plate replacement you will receive this prompt:

Plate replacement required

You must complete a [request for plate replacement](#) before proceeding with the transfer

< Cancel

The dealership must replace the plate while it is registered to the dealership (before reporting the AS IS sale through the web system). *Refer to the “Plate Replacement” portion of this manual and perform that process. Once complete start with step one of the “AS IS” process.

If you select “NO” to plate replacement then you can proceed by clicking on “NEXT”. You will be prompted to next step.

Step 4

You will now be required to complete the following fields. Indicate the date of sale in Year/ month/ day format. The “Sales Details” section is in a dropdown box format where you will indicate that this is an AS IS sale. Date of sale cannot be greater than 6 months.

Details about the transfer

Date of Sale

For example 2020 12 21

Year Month Day

<input type="text" value="yyyy"/>	<input type="text" value="mm"/>	<input type="text" value="dd"/>
-----------------------------------	---------------------------------	---------------------------------

Sales Details

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#)

[Next](#)

In this example I have selected the date that is beyond the allowed time frame, indicated that it is an AS IS sale and have indicated “NO” for trade in. You can click NEXT here.

Details about the transfer

Date of Sale

For example 2020 12 21

Year Month Day

<input type="text" value="2022"/>	<input type="text" value="11"/>	<input type="text" value="06"/>
-----------------------------------	---------------------------------	---------------------------------

Sales Details

Did the buyer trade in a vehicle?

Yes


No

[< Cancel](#)

[Next](#)

This example will show you that I have created an error on the system because I have went past the 6 months for date of sale. It will require that field to be changed to proceed. It is important that the AS IS sales are keyed in a timely manner.

Details about the transfer

 **There is a problem**

Errors were found on this page:

- The sales date cannot be more than six months in the past.

Date of Sale

For example 2020 12 21

Year	Month	Day
<input type="text" value="2022"/>	<input type="text" value="11"/>	<input type="text" value="06"/>

Sales Details

Did the buyer trade in a vehicle?

Yes

No

[< Cancel](#)

[Next](#)

If there is an actual traded vehicle, please indicate "YES" before clicking next

Step 5

You will be prompted to a new page. The province of origin will already be populated.

Notice of Sale - As Is

A Notice of Sale relieves the original owner/seller of any further legal responsibilities for the vehicle, such as tickets, impound fees, etc.

Province

New Owner Driver's licence number

Confirm New Owner Driver's licence number

Date of sale

For example 2020 12 21

Year	Month	Day
<input type="text" value="2023"/>	<input type="text" value="11"/>	<input type="text" value="06"/>

Sale Price

Acknowledgement

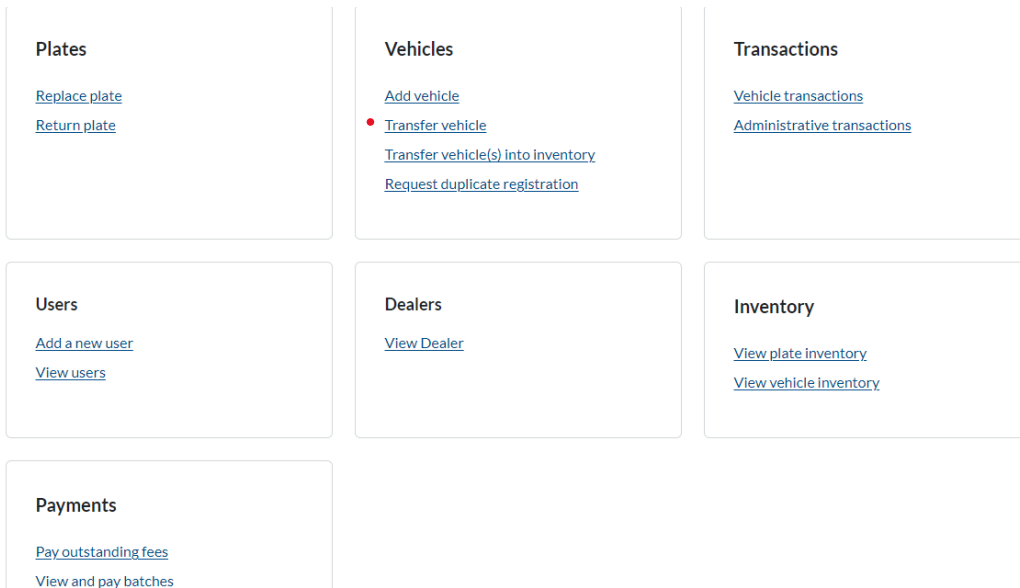
- I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers licence with MRD and/or fines.

Complete all fields, click the acknowledgment section and click the SUMBIT button on the bottom of the page. You have completed the information required to submit your AS IS sales.

Out Of Province Sales ***NEW***

Step 1

On the dashboard under **Vehicles** Heading click on **transfer vehicle:**



Step 2

You will then be prompted to this screen:

First, we need some information about the vehicle

Vehicle must be in the dealers name before transferring a vehicle to an individual/company, sale of demo, sold as is, or sold out of province

Current Owner's Driver's Licence

Last 3 Digits of Serial Number

Plate Number

Does the owner have an existing specialty plate?

Yes

No

[< Cancel](#)

[Next](#)

On this screen you will be required to type in the current owner's Drivers licence number (which is the dealership's master number as all vehicles are to be transferred to the

dealership before resale), last 3 digits of the serial number, plate number and indicate NO for specialty plate.

Step 3

Indicate if there is a plate replacement and click “Next”.

Does the licence plate need to be replaced on this vehicle?

Yes

No, the existing plate will be used

< Cancel

Next

If you select “Yes” to plate replacement you will receive this prompt:

Plate replacement required

You must complete a [request for plate replacement](#) before proceeding with the transfer

< Cancel

The dealership must replace the plate while it is registered to the dealership (before reporting the AS IS sale through the web system). *Refer to the “Plate Replacement” portion of this manual and perform that process. Once complete start with step one of the “Out of Province” process.

If you select “NO” to plate replacement then you can proceed by clicking on “NEXT”. You will be prompted to next step.

Step 4

You will now be required to complete the following fields. Indicate the date of sale in Year/ month/ day format. The “Sales Details” section is in a dropdown box format where you will indicate that this is an “Out of Province” sale. Date of sale cannot be greater than 6 months. Click next when you have completed the required details.

Details about the transfer

Date of Sale

For example 2020 12 21

Year	Month	Day
<input type="text" value="2023"/>	<input type="text" value="11"/>	<input type="text" value="12"/>

Sales Details

Did the buyer trade in a vehicle?

Yes

No

< Cancel

Next

Step 5

The new prompt page will have all the required fields for your “Out of Province” sale. (Next 2 screen shots are one page on the dealer web portal)

Notice of Sale - Out of Province

A Notice of Sale relieves the original owner/seller of any further legal responsibilities for the vehicle, such as tickets, impound fees, etc.

First name

Last name

Address 1

Address 2

City/Town

Province

Postal Code

Date of sale

For example 2020 12 21

Year	Month	Day
------	-------	-----

Date of sale

For example 2020 12 21

Year

Month

Day

2023

11

12

Sale Price

\$

Acknowledgement

- I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers licence with MRD and/or fines.

< Cancel

Submit

Remember that your date of sale must be within 6 months and always click the Acknowledgement box before submitting. This completes the “Out of Province” sale requirement.

Dealer to Dealer ***NEW***

These steps are similar to the AS IS sales and OUT OF PROVINCE sale processes

Step 1

On the dashboard under **Vehicles** Heading click on **transfer vehicle**:

<p>Plates</p> <p>Replace plate</p> <p>Return plate</p>	<p>Vehicles</p> <p>Add vehicle</p> <ul style="list-style-type: none"> • Transfer vehicle <p>Transfer vehicle(s) into inventory</p> <p>Request duplicate registration</p>	<p>Transactions</p> <p>Vehicle transactions</p> <p>Administrative transactions</p>
<p>Users</p> <p>Add a new user</p> <p>View users</p>	<p>Dealers</p> <p>View Dealer</p>	<p>Inventory</p> <p>View plate inventory</p> <p>View vehicle inventory</p>
<p>Payments</p> <p>Pay outstanding fees</p> <p>View and pay batches</p>		

Step 2

You will then be prompted to this screen:

First, we need some information about the vehicle

Vehicle must be in the dealers name before transferring a vehicle to an individual/company, sale of demo, sold as is, or sold out of province

Current Owner's Driver's Licence

Last 3 Digits of Serial Number

Plate Number

Does the owner have an existing specialty plate?

Yes

No

[← Cancel](#)

[Next](#)

On this screen you will be required to type in the current owner's Drivers licence number (which is the dealership's master number as all vehicles are to be transferred to the dealership before resale), last 3 digits of the serial number, plate number and indicate NO for specialty plate. If you indicate yes for specialty plate, the system will prompt you to complete a form to forward to MRD.

Does the owner have an existing specialty plate?

- Yes
 No

Please complete the [form within this link](#) and send to [MRD](#) for processing.

A specialty place cannot be added to the vehicle that is going to another dealership in this province.

Step 3

Indicate if there is a plate replacement and click "Next"

Does the licence plate need to be replaced on this vehicle?

- Yes
 No, the existing plate will be used

< Cancel

Next

If you select "Yes" to plate replacement you will receive this prompt:

Plate replacement required

You must complete a [request for plate replacement](#) before proceeding with the transfer

[< Cancel](#)

The dealership must replace the plate while it is registered to the dealership (before reporting the AS IS sale through the web system). *Refer to the “Plate Replacement” portion of this manual and perform that process. Once complete start with step one of the “AS IS” process.

If you select “NO” to plate replacement then you can proceed by clicking on “NEXT”. You will be prompted to next step.

Step 4

You will now be required to complete the following fields. Indicate the date of sale in Year/ month/ day format. The “Sales Details” section is in a dropdown box format where you will indicate that this is a DEALER TO DEALER sale. Date of sale cannot be greater than 6 months. CLICK on Next when you have completed the required fields.

Details about the transfer

Date of Sale

For example 2020 12 21

Year Month Day

2023	11	12
------	----	----

Sales Details

Dealer to Dealer

Did the buyer trade in a vehicle?

Yes
 No

< Cancel

Next

Step 5

NL will be populated into the Origin field. You will be required to use the dropbox and select the dealer you are transferring to. Indicate the date of sale in the format listed, purchase price and click the acknowledgement box before SUBMITTING transfer.

Notice of Sale - Dealer to Dealer

A Notice of Sale relieves the original owner/seller of any further legal responsibilities for the vehicle, such as tickets, impound fees, etc.

Province

NL

New Dealer Driver's Licence
Number

Choose

Date of sale

For example 2020 12 21

Year Month Day

2023	11	12
------	----	----

Sale Price

\$

Acknowledgement

I certify that the information submitted is accurate and the documentation will be retained for audit. I understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers licence with MRD and/or fines.

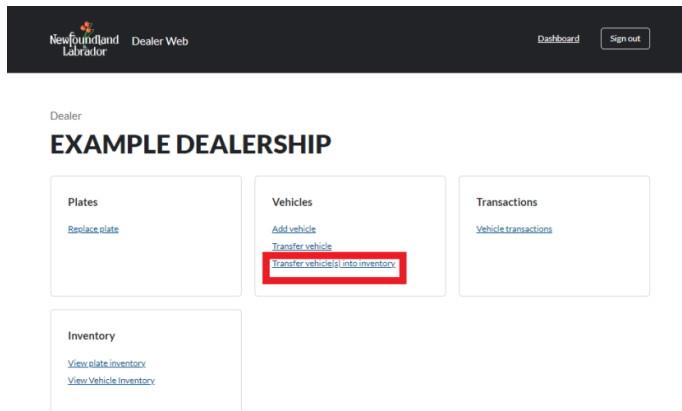
< Cancel

Submit

Transfer Vehicles into your Inventory

Step 1

On the dashboard under vehicles you will click transfer vehicle(s) into inventory:



Step 2:

On the next page it will ask for the current owner's driver's licence , plate number the last three digits of the serial number, stock number which is optional and then the date of sale:

[Back](#)

Transfer vehicles into dealer inventory

Vehicle information

Current Owner's Driver's License

Plate number

Last 3 digits of Serial number

Stock number (optional)

Date of Sale

Year

Month

Day

[Cancel](#)

[Next](#)

First requirement is the current owner's driver's licence number, the current owner has to have a driver's licence or company master number from Newfoundland or Labrador, if the vehicle is owned by someone who has an out of province licence you will need to add the vehicle on using the add vehicle screen:

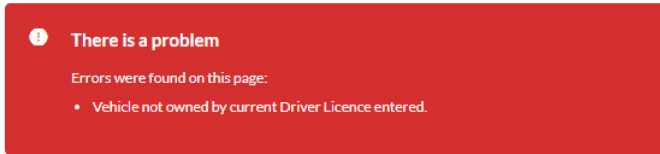
The screenshot shows the 'Transfer into dealer inventory' form. The 'Vehicle information' section is highlighted with a red box. The 'Current Owner's Driver's License' field contains the text 'A000000000'. The 'Date of Sale' section shows 'Year: 2023', 'Month: 06', and 'Day: 06'. The 'Next' button is visible at the bottom right.

When inputting the current owner's driver's licence number this field is case sensitive and you need to use upper case letters or you will receive this message:

Enter only UPPER case characters and digits for driver's licence number.

You will receive this error if the vehicle is not owned by the current owner's driver's licence number :

Transfer vehicles into dealer inventory

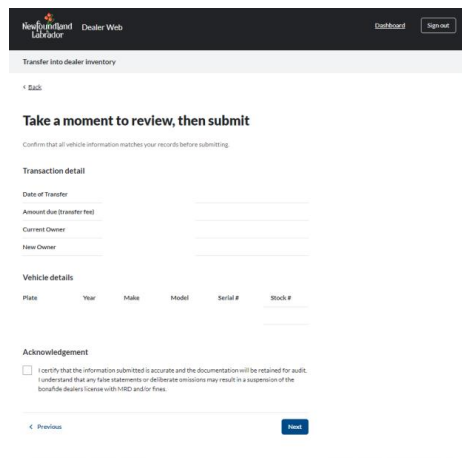


Once all the information has been put into the system you would click the next button on the bottom right hand corner to get to the next screen.

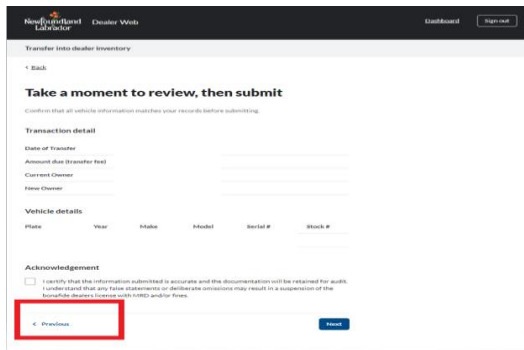


Step 3:

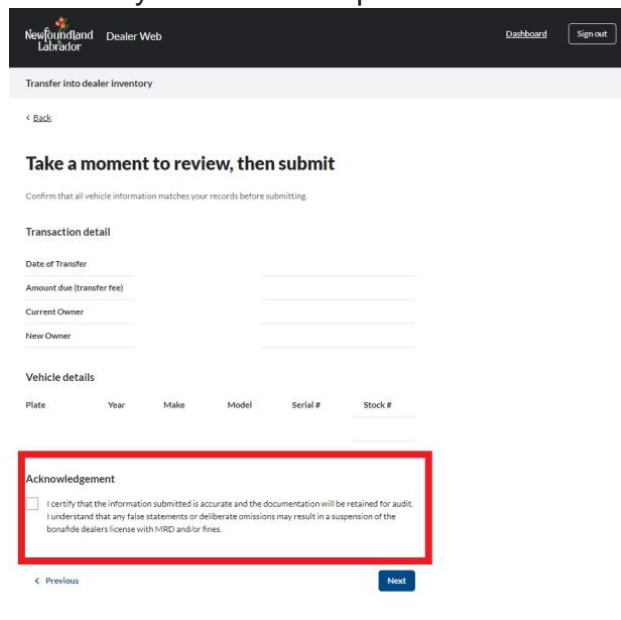
This will bring you to the review screen where you want to take a moment to review the information and make sure it is all correct:

A screenshot of a web application interface for "Newfoundland Labrador Dealer Web". The page title is "Transfer into dealer inventory". It features a "Back" link, a heading "Take a moment to review, then submit", and a confirmation prompt: "Confirm that all vehicle information matches your records before submitting." Below this are two sections: "Transaction detail" with fields for "Date of Transfer", "Amount due (transfer fee)", "Current Owner", and "New Owner"; and "Vehicle details" with a table for "Plate", "Year", "Make", "Model", "Serial #", and "Stock #". At the bottom, there is an "Acknowledgement" section with a checkbox and a "Next" button. A "Previous" link is also visible at the bottom left.

If any information do need to be changed you can use the previous button on the bottom left hand corner to bring you back to the previous page do not use your browser back button as this will remove you from the system and you will have to log in again:



If everything is correct you will need to select the acknowledgement at the bottom of the page stating that you certify that the information submitted is accurate and the documentation will be retained for audit. That you understand that any false statements or deliberate omissions may result in a suspension of the bonafide dealers license with



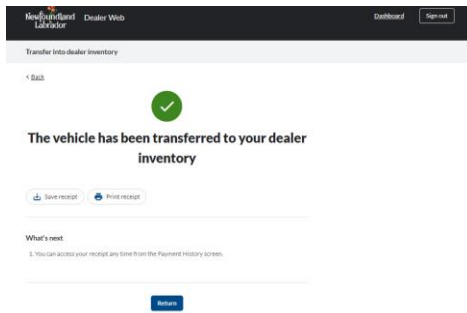
MRD and/or fines.

When you have selected the acknowledgement you then will hit the next button on the bottom right hand corner:



Step 4:

The next screen will show that the vehicle is now transferred to your dealer inventory you have the option to print or save your receipt which shows the confirmation that the vehicle is now transferred to your inventory:



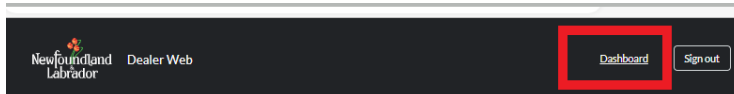
Once you have printed or saved your receipt you can click the return button to return to your dashboard:

What's next

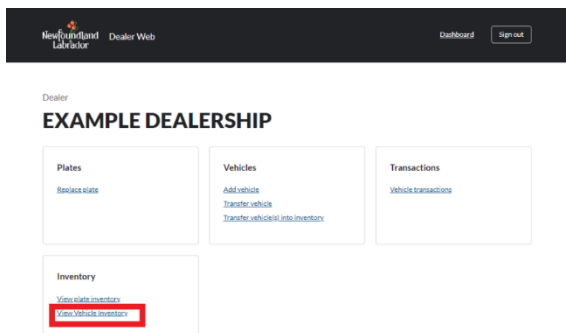
1. Please print the receipt and give to customer as proof of payment and registration.
2. The original vehicle registration will be mailed to the registered owner.



Or you can click the dashboard button on the top right:



It will take 24 hours for you to see the vehicles transferred to your inventory you can check by selecting vehicle inventory under the inventory section:



Inactive Vehicles ***NEW***

- When a dealer is transferring most inactive vehicles into their inventory, the vehicle will activate automatically. The dealer will be notified of this during the transaction.
- When the dealer is prompted with this message (below), they can click NEXT to continue and complete the transaction

Transfer vehicles into dealer inventory

⚠ Please take notice:

- This vehicle was inactive but has now been reactivated. Please resubmit to try again.

Vehicle information

Current Owner's Driver's Licence

Plate number Last 3 digits of Serial number Stock number (optional)

Date of Sale

Year	Month	Day
2023	12	01

< CancelNext

- Where the vehicle cannot be activated using the dealer web, they should contact their Dealer Rep for assistance.

Transfer vehicles into dealer inventory

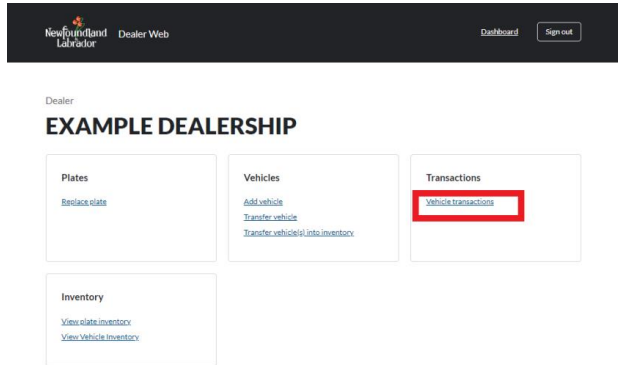
! There is a problem

Errors were found on this page:

- This vehicle is inactive and cannot be activated.

View Vehicle Transaction History ***NEW***

Under transactions you can see the vehicle transactions that have been completed by selecting vehicle transactions as shown below:



Step 1:

Once you select vehicle transactions this screen will show and will give you the option to sort by date (newest) or date (oldest) you can also put in a date range for the vehicle transaction you are looking for, this is also the screen that you can go to if your receipt did not print for any vehicle transactions that have been completed:

***NEW*: Added fields to show Plate Number and Serial Number.**

SARAH'S DEALERSHIP

Vehicle transactions

Filter results

Transaction date range Sort By Type Plate

Start date End date

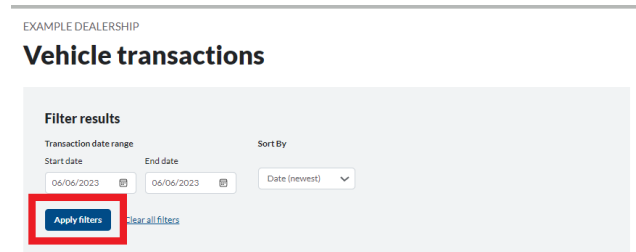
 Date (newest) ALL

Serial Number

[Apply filters](#) [Clear all filters](#)

Timestamp	Name	Details	Plate Number	Serial Number	Receipt
December 01, 2023 03:35 PM	Remove Brand Complete	View details	CZ0010	123	
December 01, 2023 03:35 PM	Add Brand Complete	View details	CZ0010	123	
December 01, 2023 03:35 PM	Start Add Brand	View details	CZ0010	123	
December 01, 2023 03:35 PM	Transfer Renew Complete	View details	CZ0010	123	Receipt
December 01, 2023 03:35 PM	Start Remove Brand	View details	CZ0010	123	
December 01, 2023 03:28 PM	Start Add Brand	View details	CZ0008	123	

You can input the date that you are looking for and hit apply filters:



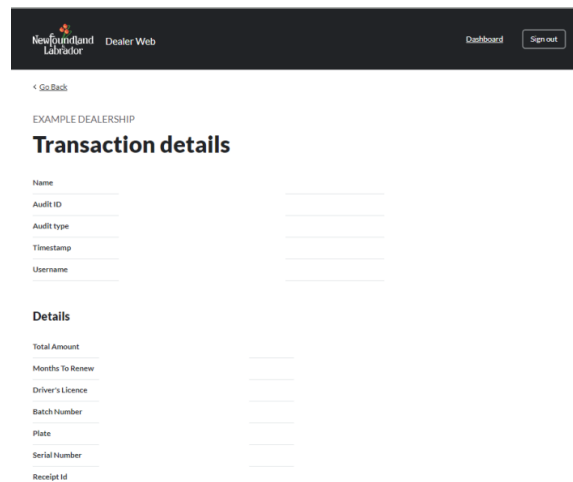
To print a receipt it will show in the last column and you would just select the receipt that you are wanting to print:

June 05, 2023 02:57 PM	Transfer Renew Complete	View details	No Receipt
June 05, 2023 02:57 PM	Transfer Renew Complete	View details	Receipt
June 05, 2023 02:51 PM	Transfer Renew Start	View details	No Receipt
June 05, 2023 02:48 PM	Transfer Renew Start	View details	No Receipt

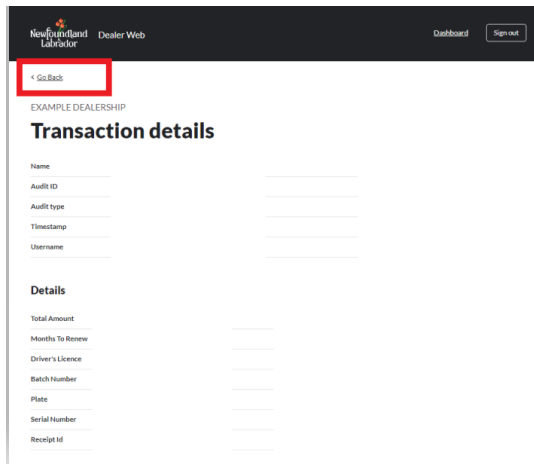
You can also view the details of the transaction by clicking view details:

June 05, 2023 02:57 PM	Transfer Renew Complete	View details	No Receipt
June 05, 2023 02:57 PM	Transfer Renew Complete	View details	Receipt
June 05, 2023 02:51 PM	Transfer Renew Start	View details	No Receipt
June 05, 2023 02:48 PM	Transfer Renew Start	View details	No Receipt

This will show you the transaction details as shown below:



You can return to the vehicle transactions by clicking the go back on top right of the screen:



Or if you wish to return to the dashboard you can select the top right dashboard button:

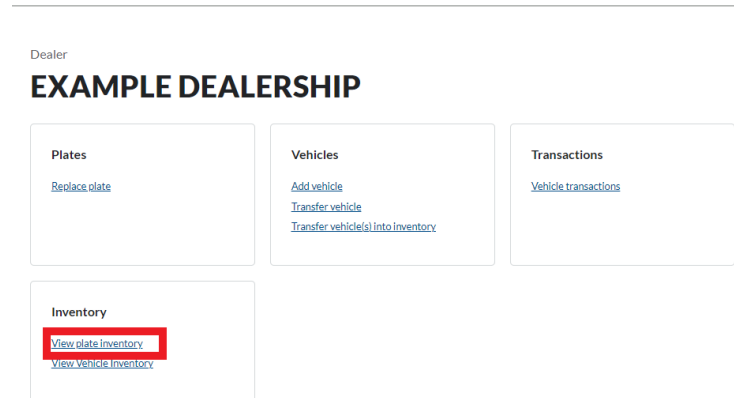


View Plate Inventory

You can view your plate inventory under the Inventory section on your dashboard.

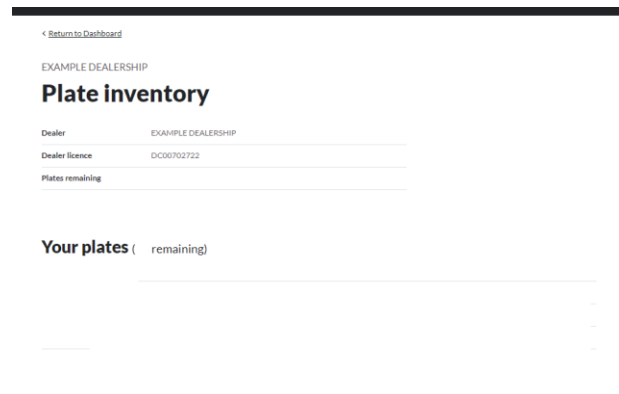
Step 1:

Click the view plate inventory heading as shown below:

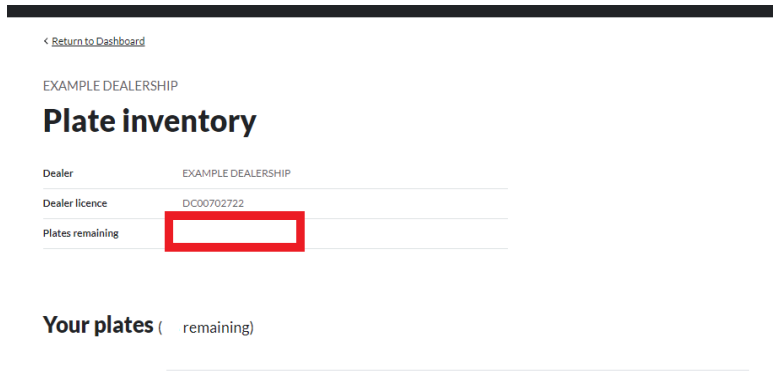


Step 2:

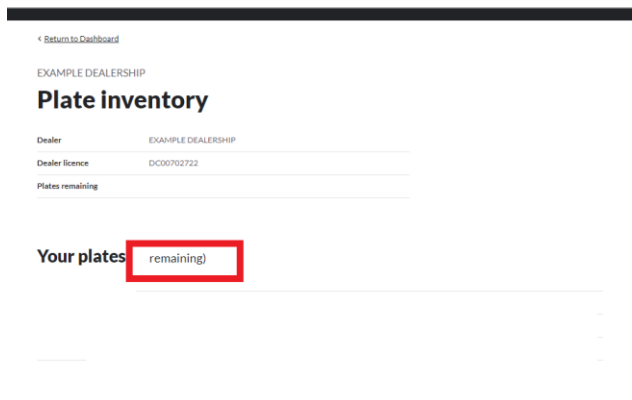
This will bring you to your plate inventory screen where it shows you how many plates and the plate numbers that are left in your inventory:



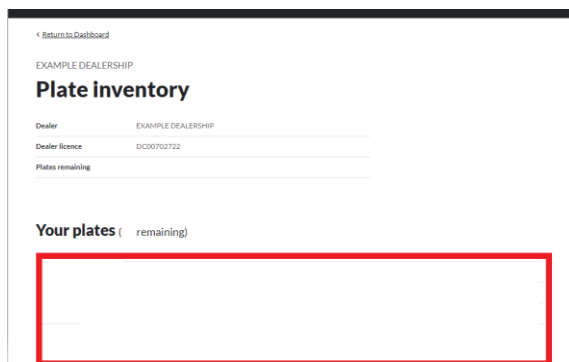
How many plates remaining will show in two places the first will be:



Second place is located here:



Under Your Plates it will list all the plate numbers that are available to use for your dealership that should be in your possession, if you are in need for more plates to be issued to your dealership please contact your dealer representative by email:



You can return to the dashboard by clicking return to dashboard located on the top left hand corner:

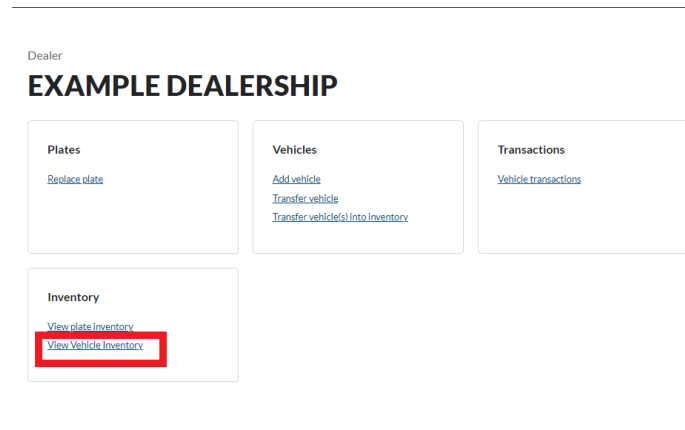


View Vehicle Inventory

Under the inventory section you can click view vehicle inventory, note that once a vehicle is transferred to your inventory it might not show for at least 24 hours:

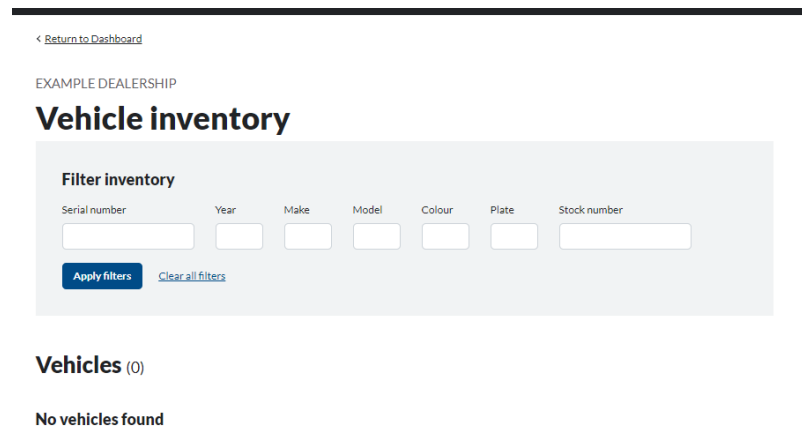
Step 1:

Click view vehicle inventory

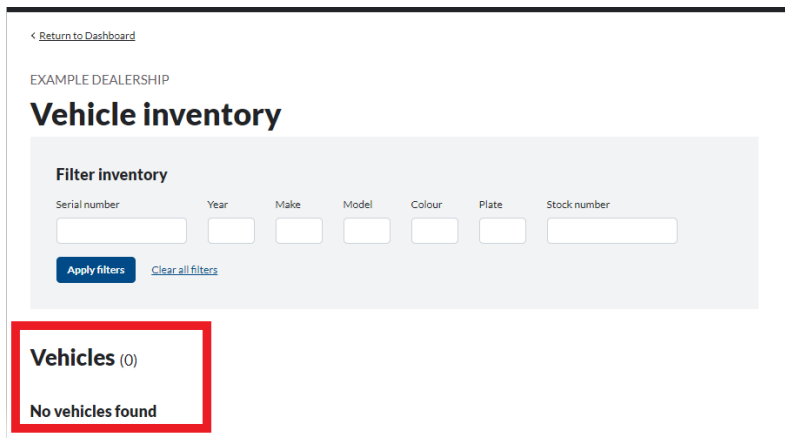


Step 2:

This brings you to the page that will show your vehicle in inventory and also gives an option to filter the search if you are looking for a specific vehicle:



It will show all the vehicles listed under your dealer name in this section:



To return to the dashboard please click the return to dashboard button on the top right corner of the screen:

