



2017

# ADOT Dealer Reassignment Transfer

Dealer User Guide

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# Section 1- System Requirements

## Internet Connection

User may use the ADOT Dealer Reassignment Transfer System from any Personal Computer that has a connection to the Internet, either standalone or through a network. While you can use a modem to dial into your ISP, we recommend a high-speed connection for best performance.

## Web Browser



To get the most out of the system and ensure compatibility, users may use the Microsoft Internet Explorer version 11.0, however the **preferred browser(s) are:**

- ✓ **Firefox** version 30 (most current version)
- ✓ **Google Chrome** 36.0.1985.125 (most current version).

The latest version of Microsoft's browser, as well as critical security updates is always available **free** by downloading from:

<http://www.microsoft.com/windows/ie/downloads/default.aspx>








(To find out your browser version, select 'Help' from the browser's Menu, then select 'About'.)

 36.0.1 <input type="button" value="Restart Firefox to Update"/> Firefox is designed by Mozilla, a global community working together to keep the Web open, public and accessible to all. Want to help? <a href="#">Make a donation</a> or <a href="#">get involved!</a>	 Google Chrome A web browser built for speed, simplicity, and security <input type="button" value="Get help with using Chrome"/> <input type="button" value="Report an issue"/> Version 41.0.2272.101 m <input checked="" type="checkbox"/> Google Chrome is up to date.
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**If using Internet Explorer, we highly recommend you install Internet Explorer 11.0 or newer and apply security updates monthly, as prior versions have known security issues that could compromise your computer.**

# Section 2- Icon Descriptions & Error Handling

## Icon Descriptions

Icon	Function
	Save
	Edit
	Add
	Error!
	View/Search
	Active
	Inactive

## Error Handling

**System Error Messages:** Users may receive error messages when attempting to complete a DRT. If the user receives an 'error' icon next to a field they may mouse over the icon to see the error message.

Error Message	Description
<i>Required</i>	Info must be entered in the field before proceeding.
<i>An error occurred when trying to retrieve the Vehicle's information, please try again later</i>	Systems may be down or unavailable. Please contact Dealer Licensing Unit at <a href="mailto:MVDLU@azdot.gov">MVDLU@azdot.gov</a> or 602-712-7571
<i>Odometer to Low</i>	The odometer entered is lower than that on record and must be corrected before proceeding.
<i>Invalid odometer code</i>	Code must be corrected before proceeding.
<i>Customer Number not found or you don't have permission to use it</i>	Info entered does not match and/or you do not have access to that dealership. Must be corrected before proceeding.

## Section 3: User Roles & Permissions

### User Permission Matrix

Role Name	Dealer Admin	Dealer User
<b>User</b>	YES	YES
1. Add Users	X	
2. Search Users	X	X
3. Profile	X	X
- Edit Others	X	
- Edit Self	X	X
- View Others	X	
- View Self	X	X
4. Roles	X	X
-View Roles Others	X	
-View Roles Self	X	X
-Edit Roles Others	X	
-Edit Roles Self	X	
5. Dealer Access	X	X
-View Dealer Access Others	X	
-View Dealer Access Self	X	X
-Edit Dealer Access Others	X	
-Edit Dealer Access Self	X	X
6. Password	X	X
-Reset Password Others	X	
-Reset Password Self	X	X
7. Activate/ Deactivate	X	X
-Edit Status Others	X	
-Edit Status Self	X	
<b>Dealers</b>	YES	YES
1. View Dealer Profile	X	X
2. Edit Reassignment Status		
3. View Dealer Address	X	X
4. Edit Dealer Status		
<b>Reassignments</b>	YES	YES
1. View Reassignments	X	X
2. Add Reassignments	X	X
3. Edit Reassignments	X	X
<b>Admin</b>	YES	Yes
1. Reporting (Please see Section 6 for the report types and user permissions)	X	X

## Section 4: Log In

### Initial Login

1. Admin Users must be added by ADOT. Admin User can then add users.
  - a. If you are a new Dealership, Admins will be added by ADOT the night your dealer license becomes effective. Admin access will be assigned to the dealer email contacts on your dealer license record.
2. Once a user is added, an email will be generated and sent with a link to set up your user account. E-mail Example:

A password reset change request has been processed.  
Please follow the link below to change your password

<https://devsite.adotdlrtransfer.com/Account/PasswordChange?a=2&b=2&c=04%2F20%2F2017%20>

3. Once you click on the link you will be directed to the ADOT Dealer Reassignment website to setup your password.

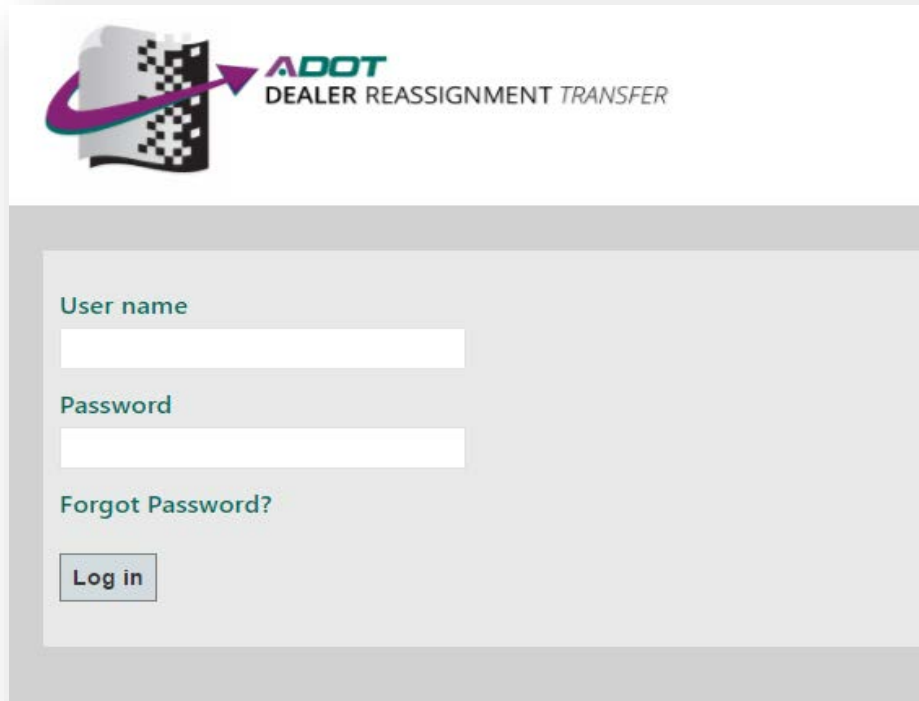
**\*\*NOTE\*\*** E-mail links are valid for 60 minutes only.


### Password Requirements

- A minimum of eight characters
- A minimum of one capital letter
- A minimum of one lower case letter
- A minimum of one number
- Passwords are required to be reset every 30 days. The system will prompt you to do this when the password has expired.
- After 45 days of a user not logging in, they will automatically be deactivated.

## General Login

1. In the address bar input → <https://livesite.adotdlrtransfer.com>
2. Once on the login page it will ask for:
  - a. Username - Your e-mail address
  - b. Password – Your password will be created through the link from initial log in



 **ADOT**  
DEALER REASSIGNMENT TRANSFER

User name

Password

[Forgot Password?](#)

## Forgot Password

1. If there is a problem with the password, click “Forgot Password?”.
2. You will then be directed to enter your username (e-mail address).

The image shows two side-by-side screenshots of a web interface. The left screenshot is the login page, featuring a 'User name' field, a 'Password' field, a 'Forgot Password?' link, and a 'Log in' button. A black arrow points from the 'Forgot Password?' link to the right screenshot. The right screenshot is the 'Password Reset Request' page, which has a 'UserName' field and a 'Send' button.

3. Click Send. An e-mail will be sent to you to reset your password.
  - a. **E-mail links are valid for 60 minutes only.**
4. Click the link provided in the email.
  - a. If you cannot click on the link, copy and paste into your browser
5. An internet page will open and direct you to set a new password and confirm the new password.
  - a. Please check the requirements under “password” for further assistance on password criteria.
6. Click Reset. You will be redirected to the Login Screen.

The image shows a 'Password Change Request' form. It contains two input fields: 'New Password' and 'Confirm New Password', both with masked characters (dots). Below the fields is a 'Reset' button.

# Section 5: Home

HOME	USER	DEALERS	REASSIGNMENTS	DOC RESEND	ADMIN
------	------	---------	---------------	------------	-------

## News

The News Column will contain information pertaining to the ADOT Dealer Reassignment system and e-Title program. You may find topics such as updates to policies, procedures and legislation in Arizona that will affect the process. Additionally, links for program resources, such as User Guide, Video Tutorial, FAQ, Training Webinar, e-Title Phases and the form Arizona Dealer Retail Bill of Sale (38-1305) are available here.

## Alerts

The Alerts Column will advise users of different transactions in process or completed, software updates, system issues and temporary delays. If users are having system issues or delays, please refer to this alert column.

HOME	USER	DEALERS	REASSIGNMENTS	DOC RESEND	ADMIN
------	------	---------	---------------	------------	-------

### NEWS

Welcome to the Dealer Reassignment Transfer site!

Please use the following resources to help you with the DRT process

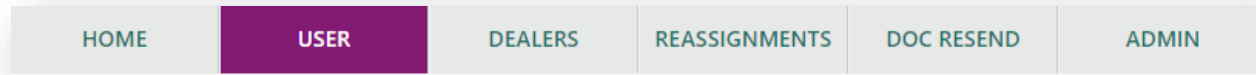
- User Guide
- Video Tutorial
- FAQ
- Training Webinar
- E-TITLE PHASE I- DEALER REASSIGNMENT TRANSFER RESOURCES
- ARIZONA DEALER RETAIL BILL OF SALE (38-1305)

If you need additional help please contact: Dealer Licensing Unit MVDLU@AZDOT.GOV 602-712-7571

### ALERTS

- 1 Pending Transactions
- 2 In Process Transactions
- 0 Batch Errors for today
- 0 Batch Completed for today
- 0 Completed Real Time
- 2 Transactions Held into Auction

## Section 6: User



### User Tab

Purpose: The User Tab will allow dealer admins to add and activate/deactivate users. Admin users may also search for existing users in their dealership(s) and modify/view the user's information when needed.

*\*Terminated users must be deactivated by the dealer admin within 24 hours of their leaving\**

## How to Add a User

The screenshot shows a user management interface. At the top, there are search filters: 'Search Criteria' (text input), 'Filter By Role' (dropdown menu set to 'All'), and 'Filter By Dealer' (dropdown menu set to 'All'). A search icon and a 'Clear' button are also present. Below the filters is a pagination control showing '1 Of 1' and a 'Go To Page' input with a 'GO' button. The main content area features a table with columns for 'Name', 'Email', and 'Active'. A '+' icon in the table header is highlighted with a red arrow labeled '1'. Below the table is a 'New User' form. The form has a dark green header with a pencil icon. The form fields are: 'Default Role' (dropdown menu set to 'Dealer Admin'), 'Dealer' (text input with a red exclamation mark), 'First Name' (text input with a red exclamation mark), 'Last Name' (text input with a red exclamation mark), 'Address' (text input), 'Address 2' (text input), 'City' (text input), 'State' (dropdown menu set to 'None'), 'Zip' (text input), 'Email' (text input with a red exclamation mark), 'Phone - Ext' (text input), and 'Fax' (text input). A red bracket labeled '2' encompasses the form fields. A document icon in the top right corner of the form is highlighted with a red arrow labeled '3'.

1. Click on the 'Add' Icon
2. Enter all applicable fields for adding a new user. Required Fields are:
  - a. **Default Role**- Select from the drop down. User will only be able to assign roles for which they have permission. Default Roles could include:
    - Dealer User
    - Dealer Admin
    - ADOT Admin
    - ADOT User
  - b. **Dealer (Required field ONLY for Dealer Roles)** – Select one from the drop-down list provided.

- If the user adding has access to 20 or more dealers, they will begin typing in the name or dealer license number and select from the list that populates below.
  - All ADOT roles will automatically be given all dealership access when ADOT Role is selected. They will not see this field.
- c. **First Name**
  - d. **Last Name**
  - e. **Email** - This will become their USERNAME when logging into the system
3. Press the 'Save' Icon.
    - a. If required fields are not completed when saved, the 'Error' Icon will appear next to the field(s) needing to be modified.
    - b. If all required fields are completed, the account is created, and the user will appear in the table on the screen.
  4. An email will be generated and sent to the new user.
    - a. Please see "Initial Login" for steps on how to set up user accounts.
  5. To add additional dealers to the new user's profile, please see 'How to Modify/View existing Users' below.

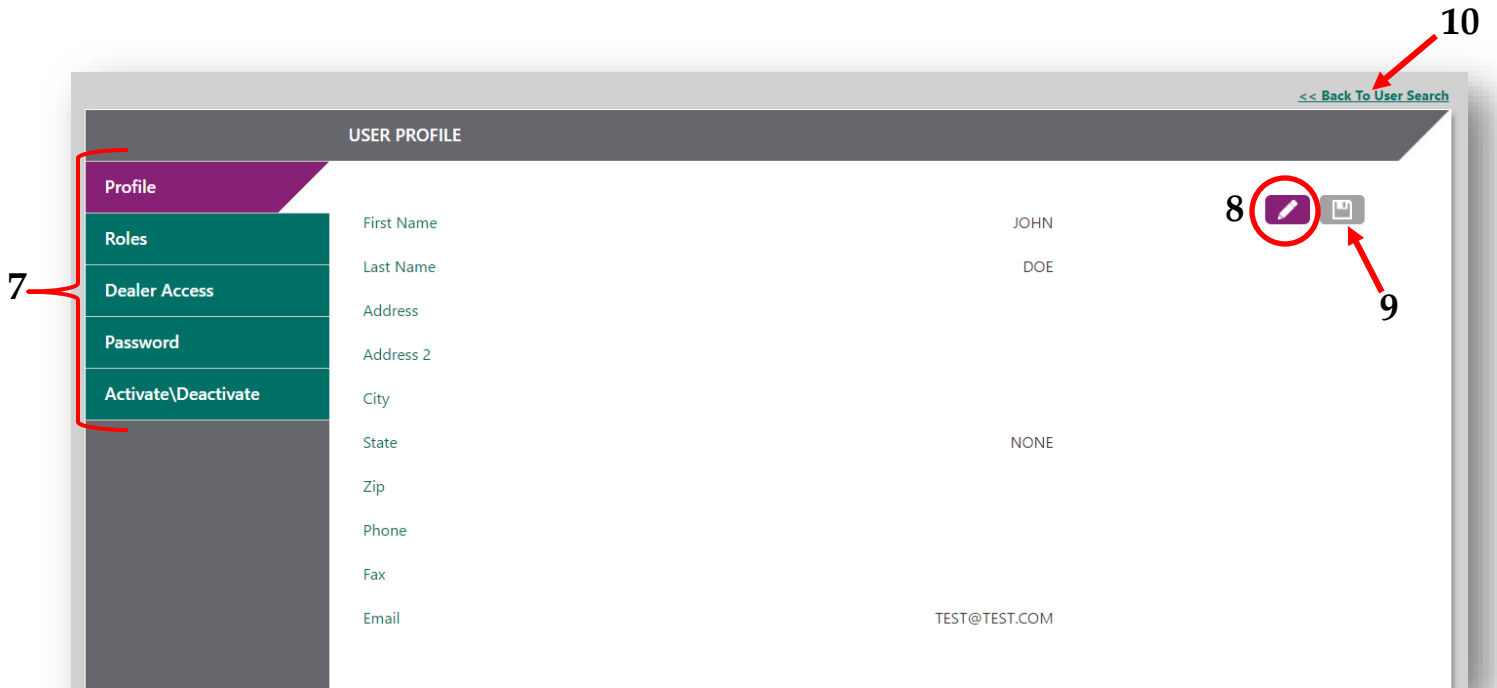
## How to Modify/View Existing Users

The User Tab will have three filters in which to search for exiting users in the system. One or more of the filters may be used to populate search results. All three filters are NOT required to perform a search.

- Search Criteria- Type in a name or email of a user
- Filter by Role- Select the Role in which you want to filter your results by
- Filter by Dealer- Select the dealer in which you want to filter your results by

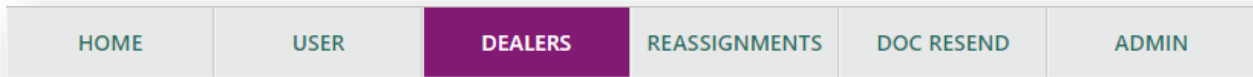
The screenshot shows a search interface titled "SEARCH USERS". It features three filter sections: "Search Criteria" (a text input field), "Filter By Role" (a dropdown menu showing "Dealer Admin"), and "Filter By Dealer" (a dropdown menu showing "All"). A search icon is circled in red and labeled "4". Below the filters is a "Go To Page" section with a "1 Of 1" indicator, a "Go To Page" label, a text input field, and a "GO" button, labeled "5". At the bottom, a table header is visible with columns for "Name", "Email", "Active", and a "+" icon.

1. Type the full or partial name or e-mail address of the user in 'Search Criteria'
2. (Optional) Select a role from the 'Filter By Role' drop-down
  - a. Only roles that a user has access to will appear in this drop-down.
3. Select a dealer from the 'Filter By Dealer'
  - a. If a user has access to less than 20 dealerships they will select a dealer from the drop-down. If the user has access to more than 20 dealerships, then they will begin typing the name or license number of the dealer and choose from the list that populates.
  - b. Users will only be able to view dealers to which they have access.
4. Click on the 'Search' icon
5. The system will populate all matching results in the User Table
6. Click on the 'Edit' icon to view the profile.



7. The profile will appear on the screen. Information on the user will be broken down into the following tabs:
  - a. Profile- General user information including name, address, phone, fax and email.
  - b. Roles- Roles for which the user has access will appear. Permissions are based on these roles.
  - c. Dealer Access- Dealers for which the user has permission to perform DRT functions.
  - d. Password- Users may change their password or Admin may reset the password for a user.
  - e. Activate/Deactivate- Admin users may activate/ deactivate users of the system
8. To modify information, select the applicable tab and click on the 'Edit' icon.
  - a. Password and Activate/Deactivate Tab will have unique options to edit these permissions.
9. Once modifications are completed, click on the 'Save' icon.
10. To return to your search results, click on 'Back to User Search'

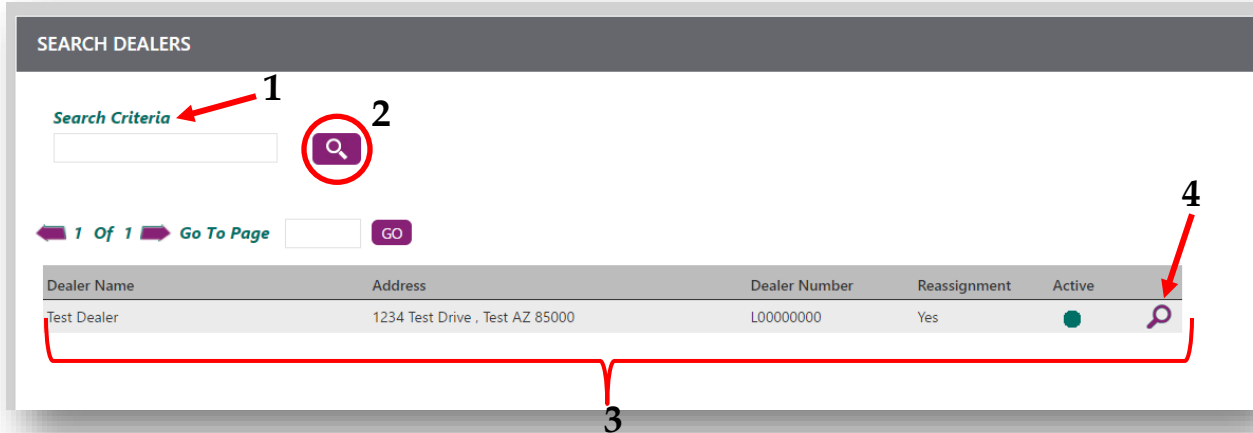
# Section 7: Dealers



## Dealers Tab

Purpose: This tab allows for dealership profiles to be viewed by dealer users.

## How to modify/View an Existing Dealership Profile



1. Type in the Search Criteria a partial or full:
  - a. dealer name,
  - b. dealer number or
  - c. address
2. Select the 'Search' Icon
3. All results for your search criteria will appear in the dealership table.
4. Click on the 'View' icon next to the dealer you wish to modify/view.

*\*Edit Functionality will only be available to ADOT Users\**

The screenshot shows a web interface for a 'DEALER PROFILE'. On the left, there is a vertical navigation menu with two tabs: 'Profile' (highlighted in purple) and 'Addresses' (highlighted in green). A red circle is drawn around this menu, with the number '5' below it. The main content area displays the following information:

Dealer Name	TEST DEALER
Dealer Number	L00000000
Dealer Type	NEW
Allow Reassignments	YES
Status	ACTIVE

In the top right corner of the page, there is a link '<< Back To Dealer Search' which is circled in red. The number '6' is placed to the left of this link.

5. The dealer profile will appear on the screen. Information on the dealer will be broken down into the following tabs:
  - a. Profile- Displays the dealers: Name, Dealer Number, Dealer Type, Permission to Allow Reassignments, and Dealer Status
  - b. Addresses: Physical Address, Mailing Address (If differs from the Physical)
6. To return to your search results, click on 'Back to Dealer Search'

## Section 8: Reassignments

HOME	USER	DEALERS	REASSIGNMENTS	DOC RESEND	ADMIN
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### Reassignments Tab

Purpose: Arizona motor vehicle dealers can add customer-to-dealer and dealer-to-dealer vehicle reassignments electronically in the Reassignments tab. This creates an electronic Dealer Reassignment Transfer record on MVD's title and registration database to accurately reflect the owner of record for the vehicle.

A DRT is completed by the dealer accepting a trade-in from a customer, or by the selling dealer in a dealer-to-dealer reassignment. A DRT is processed as a no fee transaction, and no paper certificate of title is printed.

Reassignments can only be added on VINs that have an AZ MVD record on the system. MCOs and Out of State titles that do not have an ARO or SPI on record cannot be reassigned with this process.

Users will also have the ability to modify/view DRT's already added into the system.

### Status Glossary

Status	Description
In Process	Not complete, dealer has not entered all required information or documents. 'In process' DRT's will automatically be updated to status of 'canceled' if not completed after 10 business days.
Pending	Waiting for ELT lien Clearance. Record has not been updated.
Completed	Record has been updated with ADOT/MVD
Canceled	Transaction has either been canceled by the system or user. Cannot be edited.

## Reassignment Fields: Customer to Dealer

Field Name/ Description	Required	Options	Prepopulated? Editable?
<b>Reassignment Type</b> <i>Type of transaction that the reassignment will process.</i>	Yes	1. Customer to Dealer 2. Dealer to Dealer	- Will populate once VIN is verified through query.  - Cannot be edited
<b>Have Lien?</b> <i>Indicates if a lien is on record</i>	Yes	1. Yes- when a lien shows on record. 2. No- When a lien is not on record	- Will populate once VIN is verified through query.  - Cannot be edited
<b>Have Title?</b> <i>This indicates if the dealer has the physical paper title.</i>	Yes	1. Yes- When the dealer has the paper title at their location. 2. No- When the title is ELT or the dealer does not have a physical copy of the paper title	- Will populate if the title is ELT.  - If paper, the dealer will be required to select Yes or No
<b>Out of State Title, Title State, Title Date</b> <i>Allows dealer to enter out of state title information.</i>	No	None. User inputs information	-Will NOT populate.  -Editable field
<b>VIN</b> <i>The Full Vehicle Identification number</i>	Yes	None. User Inputs information	-Will NOT populate.  - Editable field
<b>Year, Make, Model</b> <i>Vehicle description on AZ MVD record</i>	Yes	Info will populate upon query ONLY if an AZ MVD record exists for the VIN. User will not have the capability to input info.	- Will populate when AZ record exists.  - Cannot be edited.
<b>Odometer</b> <i>Odometer reading when vehicle is reassigned.</i>	Yes	User Inputs information. If mileage is less than ODO on record this field will error.	- Will NOT populate  - Editable Field
<b>Odometer Code</b> <i>Code used to define the ODO mileage</i>	Yes	User inputs information	-Will NOT prepopulate  -Editable Field
<b>Lienholder EIN, Lienholder Name</b> <i>If there is a lienholder on record it will populate in the lienholder fields. There will</i>	No	Prepopulated from AZ record	- Will populate when AZ record exists.  - Cannot be edited

<i>be additional fields for each lien on record.</i>			
<b>Owner EIN/DL #</b> <i>The Driver's license number for an individual or the EIN # for a company.</i>	Yes	User inputs information	- Will NOT populate.  - Editable Field
<b>Owner/Company Name, Owner Type</b>  <i>This is the owner information on record.</i>	Yes	This information will populate based on the DL#/EIN entered in for the owner.	-Will populate after owner EIN/DL is verified through query.  -Cannot be edited
<b>Buying Dealer, Dealer Name, Address, City, Zip</b> <i>This will be the information for the dealer that is acquiring the vehicle.</i>	Yes	In a customer to dealer transaction this information will populate as the user's dealer or allow the user to select from the drop down of dealers for which they have access. If this is for a dealer to dealer DRT then the user will enter the dealer license #	- Will populate as dealer user has access to. If access to more than one, user will be required to select.  - Cannot be edited.

## How to Add a Reassignment: Customer to Dealer DRT

REASSIGNMENTS

**Search Criteria**  **Status**

**Date From**  **Date To**  **Reassignment Type**  **Selling Dealer**  **Buying Dealer**

1 Of 1 Go To Page

VIN	Customer Name	Buying Dealer	Selling Dealer	Reassignment Type	Status	
New Reassignment						
<b>Reassignment Type</b>	<b>Have Lien?</b>	<b>Have Title?</b>	<b>Out of State Title</b>	<b>Title State</b>	<b>Title Date</b>	<input type="button" value="Save"/>
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Close"/>
<b>VIN</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Odometer</b>	<b>Odometer Code</b>	
<input type="text"/> <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	

1. Click on the 'Add' Icon.
2. Enter the VIN # of the vehicle being reassigned and press the 'Search' Icon.

The screenshot shows a 'New Reassignment' form with the following fields and callouts:

- 4:** 'Have Title?' dropdown menu.
- 5:** 'Out of State Title Number', 'Title State', and 'Title Date' input fields.
- 6:** 'Odometer' and 'Odometer Code' input fields.
- 7:** 'Owner EIN/DL #' input field.
- 8:** 'Owner/Company Name' and 'Owner Type' input fields.
- 9:** 'Buying Dealer' dropdown menu.
- 10:** 'Save' button.

Other visible fields include: 'Reassignment Type' (Customer to Dealer), 'Have Lien?' (Yes), 'VIN' (5XYKT3A62FG657938), 'Year' (2015), 'Make' (KIA), 'Model' (SOREN), 'Lienholder 1 EIN' (123456789), 'Lienholder 1 Name' (Test Lender), and 'Owner EIN/DL #' (123456789).

3. The system will run a VIN query with the MVD system and update the reassignment form with the current information on record. *Please see the DRT Fields in the table above*
  - a. The 'Buying Dealer' information will auto populate in this step if you only have access to one dealer. If you have access to more than one, 'Buying Dealer' info will be addressed in step #9.
4. 'Have Title?' Select answer, Yes or No
  - a. If answering 'No' and the record has no lien, a DRT Form (Dealer Reassignment Transfer) will populate after step #10.
5. If applicable, enter in the Out of State Title information
  - a. If entering out of state title information, dealer should have the original out of state title in hand and should answer step #4 above as 'Yes'.
6. Enter in the Odometer and Odometer Code.
  - a. If the odometer is the same or less than what reads in the system, the user will receive an error
7. Enter in the Owner EIN/DL#
  - a. If current record is a LEASE:
    - i. Dealer should enter the Owner EIN/DL# for the 'Lessee'
    - ii. Dealer should have the original title in hand and should answer step #4 above as 'Yes'.
8. The system will run an EIN/DL # query and auto populate the owner/ company name and owner type.
9. Select a 'Buying Dealer' from the drop-down provided. Dealer name and address will auto populate upon selection.
10. This information will already be auto populated if you have access to only one dealership. Click on the 'Save' icon.

VIN	Customer Name	Buying Dealer	Selling Dealer	Reassignment Type	Status
1J4GW68N3XC517442	TEST,,TEST	TEST DEALER		Customer to Dealer	In Process

Reassignment Type	Have Lien?	Have Title?	Out of State Title	Title State	Title Date
Customer to Dealer	No	No			

VIN	Year	Make	Model	Odometer	Odometer Code
1J4GW68N3XC517442	1999	FORD	LMT	17305	A (Actual Mileage)


  

Owner EIN/DL #	Owner/Company Name	Owner Type
D06828910	TEST,,TEST	I (Individual)

Buying Dealer	Dealer Name	Address	City	Zip
L00000000	TEST DEALER	1234 Test Drive	Test	85000

**Download DRT Form**  **12**

**Reassignment Documents**

Choose File	No file chosen	Dealer Reassignment Form
Choose File	No file chosen	MVR
Choose File	No file chosen	POA or Legal Authority to transfer (Optional)
Choose File	No file chosen	Secure Odometer
Choose File	No file chosen	One and the Same Certificate (Optional)
Choose File	No file chosen	Statement of Error (Optional)
Choose File	No file chosen	Release of Interest (Optional)

**11**

**14** Complete

Cancel

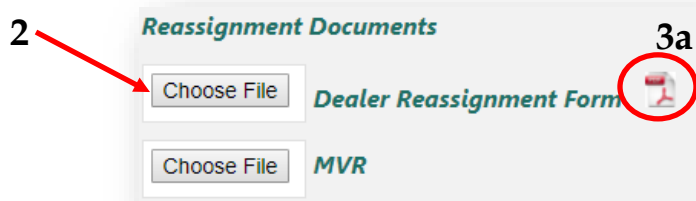
11. Once saved, the Reassignment Documents will appear.  
*\*Please see the table below for a list of required and optional documents for each Customer to Dealer Scenario. \**
12. If "No" was selected in step #4 above, the 'Download DRT Form' will appear here. Click on the PDF icon.
  - a. This form will be prepopulated with the information entered in the DRT.
  - b. Print and complete (sign) the form.
13. Dealer will scan and upload all required and optional (if applicable) documents for that transaction. Those that are not marked as 'optional' will be required.
  - a. See steps below for scanning/uploading documents.
14. Click 'Complete'.
15. The DRT will either go into a Status of:
  - a. Completed- Title either did not have a lien or the dealer upload all applicable paper lien releases.
  - b. Pending- Title is ELT and the dealer did not upload a paper lien release. This will remain pending until the lender electronically releases the lien. Once this occurs ownership will immediately reflect the dealer and the DRT will go into status of completed.
  - c. In Process- Not complete, dealer has not entered all required information or uploaded the required documents.

## Scanning/Uploading Documents:

- ❖ Documents may be scanned and uploaded individually by single document or grouped together as multiple documents.

### Single Page Document Upload:

1. Scan document
2. Click 'Choose File' next to the document type that was scanned
3. Select the document to be uploaded
  - a. Once uploaded, the PDF Icon will appear to the right of the document type
  - b. (Optional) Click on the PDF Icon to open and verify the correct document was uploaded
    - i. If the incorrect document was selected during the upload, click "Choose File" again and repeat the Step #2 and upload. The new document selected will overwrite the document previously uploaded.



4. Repeat Steps 1-3 above for additional documents, until all required and optional documents are uploaded

## Multiple Pages Document Upload:

1. Scan all documents together into one PDF
2. Click 'Upload Multiple Documents'

Upload Multiple Documents

3. Select documents to be uploaded
4. Another window will open where user will select the Document Type by page

2 Of 5

Document Type

MVR

Select

Dealer Reassignment Form

MVR

One and the Same Certificate

POA or Legal Authority to transfer

Release of Interest

Secure Odometer

Statement of Error

6

5

5. Click on the drop down under 'Document Type' and select the type of document for each page
6. Use the arrow buttons, as needed, to toggle between pages
  - NOTE – Each page must be assigned a document type before user can click the forward arrow.

5 Of 5

Document Type

Secure Odometer

Select

Dealer Reassignment Form

MVR

One and the Same Certificate

POA or Legal Authority to transfer

Release of Interest

Secure Odometer

Statement of Error

Save

7. Click 'Save' when complete
  - NOTE – The 'Save' icon is only available on the last page of documents.

### **SCANNER SETTINGS:**

- ❖ COLOR MODE:
  - Color – acceptable
  - Grey scale – preferred
  - Black and White – *not recommended for Multiple Document Upload*
    - (Black and white not supported in all browsers, such as Google Chrome and Firefox)
- ❖ PAGE SETTING – Match original size
- ❖ DOTS PER INCH – Minimum 300 dpi
- ❖ SCANNING SIDE – duplex recommended (skip blank page)

### **DOCUMENTS:**

- ✚ **Use black or blue ink only** on all documents, do not use pencil
- ✚ **No highlighters on any documents**, this will result in redaction of information highlighted
- ✚ **Ensure print quality of documents is not too light**, replace toner cartridge when applicable
- ✚ **All documents must be scanned and imported in upright position**

## Customer to Dealer Documents by Scenario

Customer to Dealer DRT	Required Documents	Optional (If applicable) Documents
<b>No Title (ELT) Has a Lien</b>	<ol style="list-style-type: none"> <li>1. Dealer Acquisition Contract</li> <li>2. MVR</li> <li>3. Lien Clearance (ELT release or paper lien clearance)</li> <li>4. Secure ODO</li> </ol>	<ol style="list-style-type: none"> <li>1. POA or Legal Authority to Transfer</li> <li>2. One and the Same Certificate</li> <li>3. Statement of Error</li> <li>4. Release of Interest</li> </ol>
<b>No Title (Non-ELT) Has a Lien</b>	<ol style="list-style-type: none"> <li>1. Dealer Acquisition Contract</li> <li>2. MVR</li> <li>3. Paper lien clearance</li> <li>4. Secure ODO</li> </ol>	<ol style="list-style-type: none"> <li>1. POA or Legal Authority to Transfer</li> <li>2. One and the Same Certificate</li> <li>3. Statement of Error</li> </ol>
<b>No Title No lien</b>	<ol style="list-style-type: none"> <li>1. Dealer Reassignment Transfer form</li> <li>2. MVR</li> <li>3. Secure ODO</li> </ol>	<ol style="list-style-type: none"> <li>1. POA or Legal Authority to Transfer</li> <li>2. One and the Same Certificate</li> <li>3. Statement of Error</li> <li>4. Release of Interest</li> </ol>
<b>Title No Lien</b>	<ol style="list-style-type: none"> <li>1. Title (Front &amp; Back)</li> <li>2. Secure ODO</li> </ol>	<ol style="list-style-type: none"> <li>1. POA or Legal Authority to Transfer</li> <li>2. One and the Same Certificate</li> <li>3. Statement of Error</li> <li>4. Release of Interest</li> </ol>
<b>Title Has a Lien</b>	<ol style="list-style-type: none"> <li>1. Title (Front &amp; Back)</li> <li>2. Lien Clearance</li> <li>3. Secure ODO</li> </ol>	<ol style="list-style-type: none"> <li>1. POA or Legal Authority to Transfer</li> <li>2. One and the Same Certificate</li> <li>3. Statement of Error</li> <li>4. Release of Interest</li> </ol>
<b>Out of State Title ARO</b>	<ol style="list-style-type: none"> <li>1. Out of State Title (Front &amp; Back)</li> <li>2. Secure ODO (If not completed on the title)</li> </ol>	<ol style="list-style-type: none"> <li>1. Lien Clearance(s)</li> <li>2. POA or Legal Authority to Transfer</li> <li>3. One and the Same Certificate</li> <li>4. Statement of Error</li> <li>5. Release of Interest</li> </ol>

## Reassignment Fields: Dealer to Dealer

Field Name/ Description	Required	Options	Prepopulated? Editable?
<b>Reassignment Type</b> <i>Type of transaction that the reassignment will process.</i>	Yes	1. Customer to Dealer 2. Dealer to Dealer	- Will populate once VIN is verified through query.  - Cannot be edited
<b>Have Lien?</b> <i>Indicates if a lien is on record</i>	Yes	1. Yes- when a lien shows on record. 2. No- When a lien is not on record	- Will populate once VIN is verified through query.  - Cannot be edited
<b>Have Title?</b> <i>This indicates if the dealer has the physical paper title.</i>	Yes	1. Yes- When the dealer has the paper title at their location. 2. No- When the title is ELT or the dealer does not have a physical copy of the paper title	- Will populate if the title is ELT.  - If paper, the dealer will be required to select Yes or No
<b>Out of State Title, Title State, Title Date</b> <i>Allows dealer to enter out of state title information.</i>	No	None. User inputs information	-Will NOT populate.  -Editable field
<b>VIN</b> <i>The Full Vehicle Identification number</i>	Yes	None. User Inputs information	-Will NOT populate.  - Editable field
<b>Year, Make, Model</b> <i>Vehicle description on AZ MVD record</i>	Yes	Info will populate upon query ONLY if an AZ MVD record exists for the VIN. User will not have the capability to input info.	- Will populate when AZ record exists.  - Cannot be edited.
<b>Odometer</b> <i>Odometer reading when vehicle is reassigned.</i>	Yes	User Inputs information. If mileage is less than ODO on record this field will error.	- Will NOT populate  - Editable Field
<b>Odometer Code</b> <i>Code used to define the ODO mileage</i>	Yes	User inputs information	-Will NOT populate  -Editable Field
<b>Selling Dealer, Dealer Name, Address, City, Zip</b> <i>This will be a dealer the user has access to. Selling dealer</i>	Yes	If user has access to one dealer, this dealer information will pre-populate. If the user has access to more than	- Will populate when user has access to the dealer on record. Will error if the user does not have access to dealer.

<p><i>is responsible for reassignment for dealer to dealer DRT's.</i></p>		<p>one dealer, they choose the appropriate dealer and then the dealer info will populate in the corresponding fields.</p>	<p>- Cannot be edited</p>
<p><b>Buying Dealer, Dealer Name, Address, City, Zip</b>  <i>This will be the information for the dealer that is acquiring the vehicle.</i></p>	<p>Yes</p>	<p>In a customer to dealer this information will populate as the user's dealer or allow the user to select from the drop down of dealers they have access to. If this is for a dealer to dealer DRT then the user will enter the dealer license #</p>	<p>- Will populate as dealer user has access to. If access to more than one, user will be required to select.   - Cannot be edited.</p>

## How to Add a Reassignment: Dealer to Dealer DRT

REASSIGNMENTS

**Search Criteria**  **Status**

**Date From**  **Date To**  **Reassignment Type**  **Selling Dealer**  **Buying Dealer**

1 Of 1 Go To Page

VIN	Customer Name	Buying Dealer	Selling Dealer	Reassignment Type	Status	
New Reassignment						
<b>Reassignment Type</b>	<b>Have Lien?</b>	<b>Have Title?</b>	<b>Out of State Title</b>	<b>Title State</b>	<b>Title Date</b>	<input type="button" value="Save"/>
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Close"/>
<b>VIN</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Odometer</b>	<b>Odometer Code</b>	
<input type="text" value=""/> <input type="button" value="Search"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	

1. Click on the 'Add' Icon.
2. Enter the VIN # of the vehicle being reassigned and press the 'search' icon.

VIN	Customer Name	Buying Dealer	Selling Dealer	Reassignment Type	Status	
5N1AT2MT7GC925763			OFFICE OF INSPECTOR GENERAL	Dealer to Dealer	In Process	<input type="button" value="Add"/>
<b>Reassignment Type</b>	<b>Have Lien?</b>	<b>Have Title?</b>	<b>Out of State Title Number</b>	<b>Title State</b>	<b>Title Date</b>	<input type="button" value="Save"/>
<input type="text" value="Dealer to Dealer"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Close"/>
<b>VIN</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Odometer</b>	<b>Odometer Code</b>	
<input type="text" value="5N1AT2MT7GC925763"/> <input type="button" value="Search"/>	<input type="text" value="2016"/>	<input type="text" value="NISS"/>	<input type="text" value="ROGUE"/>	<input type="text"/>	<input type="text" value="Select"/>	
<b>Selling Dealer</b>	<b>Dealer Name</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>		
<input type="text" value="L00014024 OFFICE"/>	<input type="text" value="OFFICE OF INSPECTOR GENE"/>	<input type="text" value="3838 N CENTRAL AVE S"/>	<input type="text" value="PHOENIX"/>	<input type="text" value="85012"/>		
<b>Buying Dealer</b>	<b>Dealer Name</b>	<b>Address</b>	<b>City</b>	<b>Zip</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

3. The system will run a VIN query with the MVD system and update the reassignment form with the current information on record. Please see the DRT Fields in the table above.
  - c. The 'Selling Dealer' information will auto populate with the dealer information on record as owner. If the user does not have access to this dealer, they will receive an error and will not be able to proceed with the DRT.
4. Enter in the 'Odometer' and 'Odometer Code'.
  - d. If the odometer is the same or less than what reads in the system, the user will receive an error
5. Enter the 'Buying Dealer License Number'.
6. The system will then query that license number and auto populate the dealer information.
7. Once you validate all the information, press save.

JN8AZ08TX6W401476 TEST DEALER DEALER LICENSING UNIT Dealer to Dealer In Process

Reassignment Type	Have Lien?	Have Title?	Out of State Title	Title State	Title Date
Dealer to Dealer	No	No	<input type="text"/>	<input type="text"/>	<input type="text"/>

VIN: JN8AZ08TX6W401476

Year	Make	Model	Odometer	Odometer Code
2006	NISS	ELS	135626	A (Actual Mileage)

Selling Dealer	Dealer Name	Address	City	Zip
L00006530	DEALER LICENSING UNIT	1600 W MCDOWELL RD	PHOENIX	85007

Buying Dealer	Dealer Name	Address	City	Zip
L00000000	TEST DEALER	1234 Test Drive	Test	85000

Download DRT Form 8

Reassignment Documents

Choose File No file chosen Dealer Reassignment Form 10

Complete 11

Cancel

8. Once saved, 'Download DRT Form' will appear. Click on the PDF icon.
  - e. This form will be prepopulated with the information entered in the DRT.
9. Print and complete the form (Please see the next page for an example of the DRT Form).
10. Once the form is complete and has required signatures, scan and upload the DRT form.
11. Press complete.

# Dealer Reassignment Transfer Form



38-1304 R04/17 azdot.gov  
666

## DEALER REASSIGNMENT TRANSFER (DRT)

Vehicle Identification Number JN8AZ08TX6W401476	Year 2006	Make NISS	Body Style	Model ELS
--	--------------	--------------	------------	--------------

ONLY ONE SECTION CAN BE COMPLETED ON THIS DOCUMENT

### INDIVIDUAL TO DEALER TRANSFER OF OWNERSHIP

Purchasing Dealer Name (printed)		Dealer License Number		Sale Date	
Street Address		City		State	Zip
Odometer Reading (no tenths) <input checked="" type="checkbox"/> miles <input type="checkbox"/> kilometers		<input type="checkbox"/> Mileage in excess of the odometer mechanical limits. <input type="checkbox"/> NOT Actual Mileage, WARNING - ODOMETER DISCREPANCY.			
I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the boxes above is checked.					
Seller Name (printed)		Seller Signature			
Street Address		City		State	Zip
I am aware of the above odometer certification made by the seller.					
Purchasing Dealer Agent Name (printed)			Purchasing Dealer Agent Signature		

### ARIZONA DEALER TO DEALER REASSIGNMENT

Purchasing Dealer Name (printed) TEST DEALER		Purchasing Dealer License Number L00000000		Sale Date	
Street Address 1234 Test Drive		City Test		State AZ	Zip 85000
Odometer Reading (no tenths) 135626		<input type="checkbox"/> Mileage in excess of the odometer mechanical limits. <input type="checkbox"/> NOT Actual Mileage, WARNING - ODOMETER DISCREPANCY.			
I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the boxes above is checked.					
Purchasing Dealership Agent Name (printed)			Agent Signature		
I am aware of the above odometer certification made by the seller.					
Selling Dealership / Manufacturer Name DEALER LICENSING UNIT			Selling Dealership / Manufacturer License Number L00006530		
Selling Dealer / Manufacturer Agent Name (printed)			Selling Dealer / Manufacturer Agent Signature		

## Auction sales

When a vehicle record is DRT, the auction may place a 'hold' on the DRT record, preventing the selling dealer from adding or completing a dealer to dealer transfer. Once the Auction sells the vehicle, the Auction shall release the DRT 'hold', then the following steps should occur:

### Selling dealer shall:

1. Complete a dealer to dealer transfer to the buyer if the buyer is an Arizona licensed dealership
2. Print the Dealer Reassignment Transfer form (DRT)
3. Complete the DRT form (print and sign as seller)
4. Forward the original DRT form to the auction

### Auction shall:

1. Secure buyers signature on the DRT form
  - The Original DRT Form with wet signatures should stay with the buyer
2. Forward by email the completed DRT form back to the selling dealer
  - Electronic signatures are acceptable

### Selling dealer shall:

1. Once the completed DRT form is received back from the Auction, upload the completed DRT from
2. Click 'Complete'

Reassignment Type	Have Lien?	Have Title?	Out of State Title	Title State	Title Date
Dealer to Dealer	No	No			

VIN	Year	Make	Model	Odometer	Odometer Code
JN8AZ08TX6W401476	2006	NISS	ELS	135626	A (Actual Mileage)

Selling Dealer	Dealer Name	Address	City	Zip
L00006530	DEALER LICENSING UNIT	1600 W MCDOWELL RD	PHOENIX	85007

Buying Dealer	Dealer Name	Address	City	Zip
L00000000	TEST DEALER	1234 Test Drive	Test	85000

Download DRT Form

Reassignment Documents

Choose File No file chosen Dealer Reassignment Form

Complete Cancel

### NOTES:

- ❖ Dealer may apply for a paper title at any time, even if the Auction has the DRT record on 'hold'.
- ❖ If the buyer is located out of state, the Auction may request a paper title from the selling dealer.
- ❖ If the vehicle is not sold and returned to dealer, the auction shall remove the DRT 'hold'.

- ❖ If a sale ‘unwinds’ after the DRT transfer is complete to the buyer, the buyer shall add a new dealer to dealer transfer to transfer ownership back to the selling dealer, or request a paper title and complete the title reassignment on the paper title.

## How to Modify/View an Existing Reassignment

The screenshot shows a web interface titled "REASSIGNMENTS". It features a search form with the following elements:

- 2a:** Search Criteria (text input field)
- 2b:** Status (dropdown menu, currently set to "All")
- 2c:** Date From and Date To (text input fields, circled in red)
- 2d:** Reassignment Type (dropdown menu, currently set to "All")
- 2e:** Selling Dealer (text input field)
- 2f:** Buying Dealer (text input field)
- 1:** Search icon (magnifying glass, circled in red)
- 4:** Clear button (next to the search icon)

Below the search form is a pagination control showing "1 Of 1" and a "Go To Page" field with a "GO" button. At the bottom, a table header is visible with columns: VIN, Customer Name, Buying Dealer, Selling Dealer, Reassignment Type, and Status. A red bracket labeled "3" spans across the table header.

1. Click on the ‘Search’ icon to see all DRT’s that you have access to.
2. If you wish to minimize your search results, one or more of the following filters can be used:
  - a. Search Criteria- User may enter in:
    - i. Full or partial customer name
    - ii. Full Customer Driver’s License #/EIN #
    - iii. Full or Partial (last 6) VIN
  - b. Status- User may select from a drop-down DRT’s that are in a particular Status. These include (please see definitions above):
    - i. In Process
    - ii. Pending
    - iii. Canceled
    - iv. Completed
  - c. Date From/Date To- User may enter in a date range in which they want to search for DRT’s **added** within that time frame.
  - d. Reassignment Type- User may select:
    - i. Customer to Dealer
    - ii. Dealer to Dealer
  - e. Selling Dealer - User may search for DRT’s by entering the selling dealership license number. Only Dealer to Dealer transactions would display when this filter is used.
  - f. Buying Dealer - User may search for DRT’s by buying dealership. Customer to Dealer transactions only would display when this filter is used.
3. Once all desired filters are completed, click the ‘Search’ icon. All matches to your search criteria will populate in the table.

4. To start a new search, click the 'Clear' button

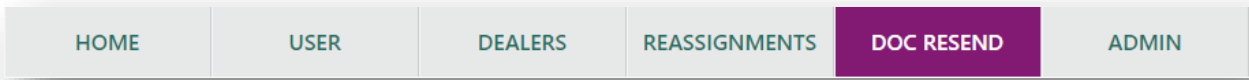
### Error Messaging

Along with system error messaging, users may receive State record errors that will prevent them from completing DRT's. If you have a question regarding an error message, please contact the Dealer Licensing Unit at [MVDLU@azdot.gov](mailto:MVDLU@azdot.gov) or 602-712-7571 for more information.

### Example of State Record Error

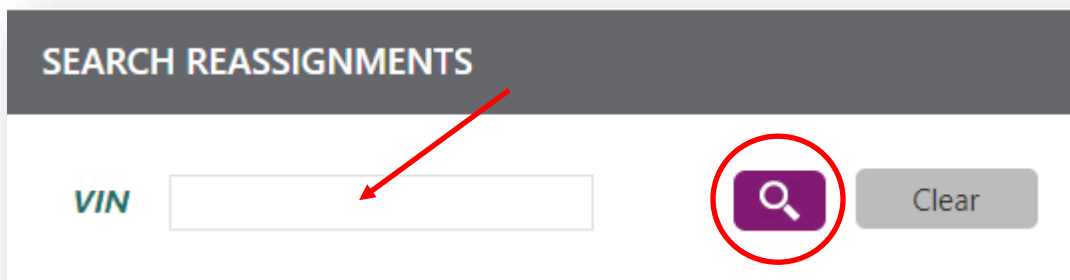
The screenshot displays a web interface for a Dealer Reassignment Transfer (DRT). At the top, a header bar contains fields for VIN, Customer Name, Buying Dealer, Selling Dealer, Reassignment Type, and Status. Below this, a table lists vehicle details: VIN (1C4AJWAG7GL125411), Year (2016), Make (JEEP), and Dealer Name (CHAPMAN BMW LLC). A modal error message is overlaid on the form, stating "OUT OF STATE TITLE INFO MUST BE ENTERED" with a red exclamation mark icon. The form also includes sections for "Reassignment Documents" with file upload buttons for "Dealer Reassignment Form", "MVR", "POA or Legal Authority to transfer (Optional)", "Secure Odometer", "One and the Same Certificate (Optional)", "Statement of Error (Optional)", and "Release of Interest (Optional)".

## Section 9: Document Resend




### Doc Resend Tab

Purpose: Allows user to upload new or revised documents to a vehicle in a 'Complete' status.




SEARCH REASSIGNMENTS

VIN

 Clear

1. Enter VIN (full or partial)
2. Click the 'Search' Icon

Created	VIN	Customer Name	Buying Dealer	Selling Dealer	Reassignment Type	Status	
12/05/2017	1FMCU0G97HUD77169	JESSICA.CCI.TEST	Maddies Used Dealer Test Record		Customer to Dealer	Completed	

3. When the record populates, Click the 'Edit' Icon

**RESEND REASSIGNMENT DOCUMENTS**

Reassignment #  
1018

Reassignment Type  
Customer to Dealer

Have Lien?	Have Title?	Out of State Title	Title State	Title Date
Yes	Yes			

VIN	Year	Make	Model	Odometer	Odometer Code
077169	2017	FORD		70	A (Actual Mileage)

Lienholder 1 EIN  
364574433

Lienholder 1 Name  
HTD LEASING LLC

Owner/Company Name  
JESSICA,CCI,TEST


Owner Type  
I (Individual)


Selling Dealer  
D08949936

Buying Dealer  
L00012506

Dealer Name  
Maddies Used Dealer Test Record

Reassignment Documents

Title 

Secure Odometer 


POA or Legal Authority to transfer (Optional)

One and the Same Certificate (Optional)

Statement of Error (Optional)

Release of Interest (Optional)

Lien Releases

Paper Lien 1 Release 


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Upload Documents to Resend

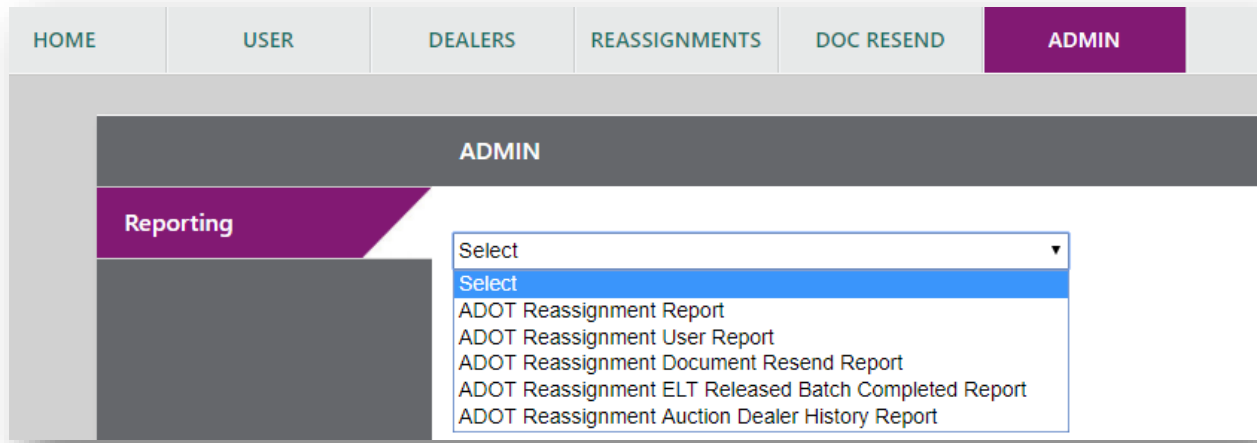
**Upload Multiple Documents** **Resend**  
Cancel

Choose File	Dealer Acquisition Contract	Choose File	POA or Legal Authority to transfer
Choose File	Dealer Reassignment Form	Choose File	Release of Interest
Choose File	MVR	Choose File	Secure Odometer
Choose File	One and the Same Certificate	Choose File	Statement of Error
Choose File	Paper Lien 1 Release	Choose File	Title
Choose File	Paper Lien 2 Release		

4. Scan document
5. Click 'Choose File' for the document type scanned
  - a. Once upload is complete, a 'PDF' icon will appear to the right of the document type
  - b. (Optional) Click on the 'PDF' icon to view and verify correct document was uploaded
6. Upload Multiple Documents – Refer to Section 8: Reassignments; Scanning/Uploading Documents; 'Upload Multiple Page Documents'
7. Click the 'Resend' button
 

 **NOTE:** If you do not click the 'resend' button, the documents will not be sent.
8. If you wish to cancel and not upload any documents, you can
  - a. Click the 'Cancel' button or
  - b. Click the 'Back To Reassignment Search' button (top right)

## Section 10: Admin



### Admin Tab

Purpose: This tab contains reporting functionality and is available to users with access to one or more reports.

Reports for the DRT system include:

Report Name	Permissions	Filters	Report Fields
ADOT Reassignment Report	Dealer Admin	Date Range Dealer Reassignment Status	Created Status VIN Reassignment Type Year/ Make/ Model Customer Number Customer Name Owner Type Selling Dealer Selling Dealer Number Buying Dealer Buying Dealer Number Have Title? Have Lien? ODO/ ODO Type Created By Last Modified Date Last Modified By
ADOT Reassignment User Report	Dealer Admin	Dealer	User Name User Email Status Roles Dealers Last Log in

Report Name	Permissions	Filters	Report Fields
<b>ADOT Reassignment Document Resend Report</b>	Dealer Admin Dealer User	Start Date End Date Dealer	Reassignment ID VIN Uploaded Uploaded By Uploaded By Email Document Type Completed Upload Date Sent MVD
<b>ADOT Reassignment ELT Released Batch Completed Report</b>	Dealer Admin Dealer User	Start Date End Date Dealer	Created (Date) Date ELT Released From Created to Completed (# of days)  VIN Year Make Model Customer Number Customer Name Owner Type Buying Dealer Buying Dealer Number
<b>ADOT Reassignment Auction Dealer History Report</b>	Dealer Admin Dealer User	Start Date End Date Dealer Status	Created (Date) Closed (Date) Status (On Hold/Closed) VIN Year Make Model Dealer Number Dealer Name Auction