

ADOT Dealer Connect Podcast

Session 1: Sign Up to AZ MVD Now & Dealer Community

Housekeeping & Rules

- This is a no blame no judgement environment
- Please hold questions till the end of the session
- Please make sure questions are related to the presentation

Motor Vehicle Division Dealer Licensing

Regulatory Manager:

Robert Smith

Unit Supervisor:

Aliyah Carter

Project Specialist:

Matthew Hermiz



Services Include

- Add, Modify or Cancel License
- Dealer Plates
- AZ MVD Now Account setup
- General questions on New Dealer Type Licensing



How do I contact
AADA?

Call **(602) 468-0888**

Melinda Simpson x205

Or

Nicole Mendez x212

Arizona Independent Automotive Dealers Association

Since 1965 the AIADA has been advocating for Arizona independent dealers.

- Used Vehicle Dealers
- Wholesale Motor Vehicle Dealers
- Wholesale Auctions
- Public Consignment Auctions
- RV Dealers

aiada@aiada.azdot.gov

Provided Services

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- RV Dealers

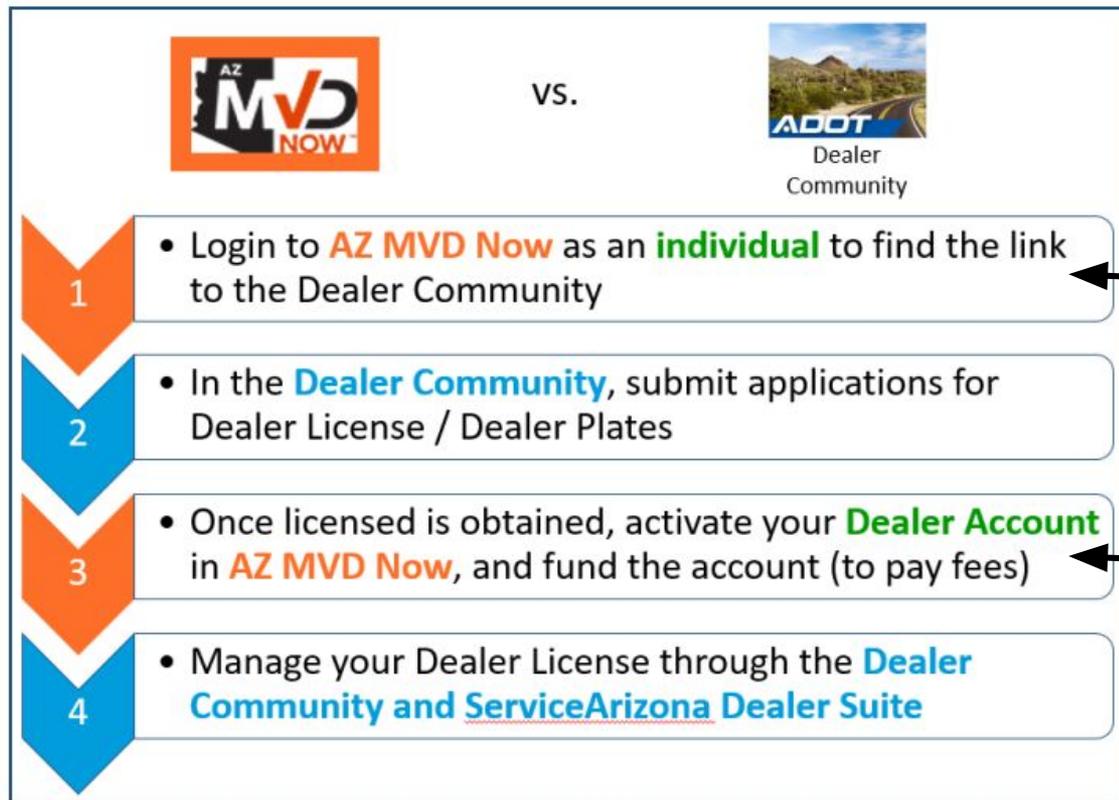
Arizona Dealer Licensing & Consulting Services LLC

Micheal Allen - Owner/Operator

- License Application Preparation
- Mobile Level 1 Inspections

dealerlicensing@gmail.com

Overview of Process



IMPORTANT:

You cannot use the same email address for both the Individual (personal) account and the Dealer account in AZ MVD Now!



Official site of the ADOT MVD

Sign in | Continue as Guest



Your AZ MVD, online

Fast, easy, secure and personalized for you



Activate Your Account



Why AZ MVD Now?

It's Fast & Easy.

You'll have access to over 40 MVD services. Skip the trip to an MVD office.

It's Secure.

We're reducing fraud and keeping your personal information safe with enhanced authentication.

It's Personalized.

We'll let you know when your registration is due and provide services based on your needs.

Authentication

Sign in with your social account



or

Sign in with your existing account

EMAIL ADDRESS

PASSWORD

 [Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)



Click on the sign up now option

Authentication

Please provide the following details.

EMAIL ADDRESS

Email address that can be used to contact you.

Send verification code

NEW PASSWORD

CONFIRM NEW PASSWORD

DISPLAY NAME

Create Cancel

Important Information!

This must be your personal email address.

Verify your email address

Thanks for verifying your richey+HP@azdot.gov account!

Your code is: 719537

Sincerely,
AZ MVD Now

You will receive a confirmation email that includes a code for verification.

Authentication

Please provide the following details.

EMAIL ADDRESS

VERIFICATION CODE

NEW PASSWORD

CONFIRM NEW PASSWORD

DISPLAY NAME

Enter the verification code from your Email. Then click verify code.



Authentication

Please provide the following details.

EMAIL ADDRESS

[Change e-mail](#)

NEW PASSWORD

CONFIRM NEW PASSWORD

DISPLAY NAME

After verification you will have the option to update your display name and password. To save your changes click the create button at the bottom of the page.

Authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

COUNTRY CODE



United States (+1) ▼

PHONE NUMBER



Phone number

Send Code

Call Me

Cancel

Enter a number to contact you at for verification. Then click send code.

If you are an organization (business, trust, etc.) you must [submit a request](#) to activate your account.

Authentication

Enter a number below that we can send a code via SMS or phone to authenticate you.

+1(480) 526-2653

ENTER YOUR VERIFICATION CODE BELOW, OR

[send a new code](#)

Cancel

Enter the verification
code that you were sent.

If you are an organization (business, trust, etc.) you must [submit a request](#) to activate your account.

Sign Up For a New Account

Profile Setup

AZ MVD Now is available only to customers who have previously provided identification in transactions with ADOT MVD.

- Arizona Drivers License
- Arizona ID Card
- I don't have an Arizona Credential

Next

Select the option
that applies to you

Sign Up For a New Account

Profile Setup

AZ MVD Now is available only to customers who have previously provided identification in transactions with ADOT MVD.

Arizona Drivers License

Arizona ID Card

Identification Number *

Date of Birth *

Last 4 digits of SSN *

I don't have an Arizona Credential

Next

Enter your
credential
information, DOB,
and last 4 of your
social security
number

Confirm Identity

Information On File

Please confirm this is you.

Below is the information we have associated with your account.
You will have an opportunity to update this information later.

Name

Bruce Wayne

Date of Birth

07/21/2000

Address

1801 W Jefferson St
Phoenix AZ 85007

Phone Number

N/A

Email

N/A

ID Type

Arizona ID Card

ID Number

S40851304

This is not me

Confirm

Confirm your identity and the
information associated with
the account.

Then click confirm.

 Sign up for a new account

Registration Complete

Thank you for signing up with AZ MVD Now. Your information has been confirmed and your account is ready to use.

Continue

Verify Account

Further protect your personal information by adding an extra layer of authentication to your account when you log in.

- By enabling the "Verify Account" feature, AZ MVD Now will require you to verify your identity through enhanced authentication (using facial recognition or credit information) when logging in.
- Alternatively, you may create a 4 digit pin that AZ MVD Now will ask for when logging in.
- An initial verification of your identity through enhanced authentication is required to enable this feature.

Would you like to verify your Account?

- Yes, verify my identity through enhanced authentication when logging in.
- No, do not add an extra security method when logging in.

Continue

Select the No option
when asked if you
would like to add an
extra layer of
authentication.

Stay Up to Date

Our records show that you do not have either a phone number or an electronic method of contact selected. Please complete your profile to continue.

[🔗 Why do we need your email and phone number](#)

You may update your contact information anytime under Account Information in AZ MVD Now.

Account Information

Email Address *

rrichey+RG@azdot.gov

Phone Number *

() _-__

Phone Number is required

Preferred Electronic Notification Method

- Email
- Phone (Used for text messages. Carrier rates may apply.)

You will need to select a preferred electronic method of contact and input your phone number. Then click continue.

My Credential



Class D Driver License, Non-Travel
Expires 07/21/2065

[Apply for a License](#)

[Order a Replacement License](#)

Current Contact Information

1801 W Jefferson St
Phoenix, AZ 85007

[Update >](#)

Specialty Plate



Over 75 plate designs.

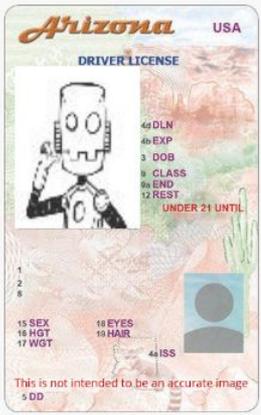
[See All >](#)

This is what your AZ MVD Now personal home screen will look like.

From your AZ MVD Now home screen, click the Other Services option.



My Credential



Class D Driver License, Non-Travel
Expires 07/21/2065

[Apply for a License](#)
[Order a Replacement License](#)

Current Contact Information

1801 W Jefferson St
Phoenix, AZ 85007

[Update >](#)

Specialty Plate



Over 75 plate designs.

[See All >](#)

RECORDS

- Driver License Record
- Motor Vehicle Record
- Vehicle Payment Summary

INSURANCE

- Manage Insurance

COMPLIANCE

- Manage Compliance Issues

VEHICLE

- Emissions Inquiry

DEALER

- Licensing & Services

From the Other Services menu, under the Dealer section select the Licensing & Services option.





Motor Vehicle Dealer Licensing & Services

Dealer Licensing

To become a licensed motor vehicle dealer in the State of Arizona, you must apply through [Dealer Licensing](#).

Dealer Licensing provides the following services:

- Motor Vehicle Dealer Application
- Motor Vehicle Dealer Branch Application
- Manufacturer/Distributor Application
- Dealer Plate Application
- Manufacturer Vehicle Test Plate Application
- Certification of Contract with Third Party Lender (electronic form)
- Dealer Record Amendment (electronic form)

ServiceArizona Dealer Services

Licensed dealers may access the following services on ServiceArizona.

- Temporary Registration Plates
- Charitable Event Temporary Registration Plates
- 30-Day General Use Permits
- 90-Day Nonresident Permits
- Off-Premises Permits
- License Renewal
- Duplicate Plate Certificate
- Driver License MVR

Click on
Dealer
Licensing



To access this page, you have to log in to ADOT - Dealer Licensing.

Username

Password

Log In

Remember me

[Forgot Your Password?](#)

[Sign Up](#)



You will need to sign up using the business email you have on file with dealer licensing. Type a Password. You will be prompted on the next screen to confirm it.

AZ DOT Dealer employee? [Log In](#)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Nickname	<input type="text"/>
Email	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
	<input type="submit" value="Submit"/>

Fill in the requested information. Then you will be taken to the DEAL Community.

Dealer Licensing Home Page

ADOT Home New Applicant Existing Dealer Required Documents My Dealer Applications My Plate Applications More

DEALER LICENSING New Applicant Getting Started Existing Dealer Getting Started

- DEALER APPLICATION
- MANUFACTURER APPLICATION
- DEALER PLATE APPLICATION
- MFR TEST PLATE APPLICATION
- AUTHORIZED PRESENCE
- FORMS & FAQ
- FEES & COST
- GETTING SUPPORT
- BRANCH APPLICATION
- MOVED / NAME CHANGE
- ADD / REMOVE INDIVIDUAL
- CONTRACT WITH 3rd PARTY LENDER

MY BUSINESSES

Business Name	MVD Dealer License Number	Location Type	Dealership License Status
Bri and Jackelyne's	L00100018	Main	Active
Bri's Used Car Sales	L00100026	Branch	Active

[View All](#)

Motor Vehicle Dealer Application and dealer record update services. Call Micheal Allen at 480-227-5610; dealerlicensing@gmail.com; <http://www.arizonadealerlicensing.com/>



15-0707 R04/20 azdot.gov

AZ MVD NOW DEALERSHIP ADMINISTRATOR APPLICATION

Clear

This application is to be completed and signed by a person legally authorized to act on behalf of the Dealership.
All fields below must be completed. Email completed form to: mvdlu@azdot.gov.

***Please provide your Identification Number (EIN, OIN, ITIN or TIN)**

Dealership Name			
DBAs (if applicable)			
Dealer License Number		Federal EIN (May not apply to all dealerships)	
Physical Address		City	State Zip Code
Mailing Address (if different from above)		City	State Zip Code
Contact Person (Full legal name)		Phone ()	Email Address

Once you have gained access to D.E.A.L Community you will be required to submit the above form indicating the MVD Now account Administrator using the Business Email. Once the form has been submitted and processed you will receive an email from the Dealer Licensing Unit with Login instructions.



Official site of the ADOT MVD



Sign in | Continue as Guest



Your AZ MVD, online

Fast, easy, secure and personalized for you

Activate Your Account



Why AZ MVD Now?

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You'll have access to over 40 MVD services. Skip the trip to an MVD office.

It's Secure.

We're reducing fraud and keeping your personal information safe with enhanced authentication.

It's Personalized.

We'll let you know when your registration is due and provide services based on your needs.

You will click the Sign in option when accessing your Dealer AZ MVD Now account. Do not click activate account.

Authentication

Sign in with your social account



or

Sign in with your existing account

EMAIL ADDRESS

PASSWORD

 [Forgot your password?](#)

Don't have an account? [Sign up now](#)

Important Information!

You will need to use your business/dealer email and the temporary password that the Dealer Licensing Unit sent to you to be able to sign into your Dealer account.

Welcome to AZ MVD Now Business Portal

Arizona Department of Transportation (ADOT) is enhancing ServiceArizona. AZ MVD Now is part of this improvement and serves as an extension of ServiceArizona for Motor Vehicle Division (MVD) services.

Once you have completed the verification steps you will be taken to your AZ MVD Now home screen. From here you will be able to manage your Dealer account and add funds.

Funding AZ MVD Now Account

The screenshot shows the top navigation bar of the AZ MVD NOW website. The logo is on the left. The navigation tabs are 'Services', 'My Documents', 'My Account', and 'Admin'. The 'My Account' tab is highlighted in yellow. A dropdown menu is open under 'My Account', listing 'Add Funds', 'Request Disbursement', 'Service History', and 'Manage Accounts'. The 'Add Funds' option is highlighted in light blue.

The screenshot shows the 'Add Funds' page. The header includes the AZ MVD NOW logo and navigation tabs for 'Services', 'My Documents', 'My Account', and 'Admin'. The page title is 'Add Funds' with a building icon. Below the title, there is a text prompt: 'Enter the amount you would like to add to your account.' The current account balance is displayed as '\$0.00'. There is a text input field labeled 'Add Amount *' with a dollar sign and the value '\$ 0.00'. Below the input field is a blue button labeled 'Add to Cart'.

Select My Account then click Add Funds.

Enter the amount you would like to add. Then click Add to Cart.



Registration Driver License & ID Title Other Services My Account

Cart

1 Item(s)

Services	Amount	Remove
Fund Customer Account	\$400.00	
Total Due:	\$400.00	

Payment Type *

[Checkout](#)

Select Payment Type of ePayment, then click Checkout.



Payments

Choose Payment Option

[7 Credit Card](#) [eCheck](#)

[Cancel](#)

Checkout Summary	
Description	Amount
Fund Customer Account	\$400.00
Total:	\$400.00

Choose Payment Option of Credit Card or eCheck.

Payments

Pay With Your Credit Card

All fields are required unless otherwise noted.

Payment Amount \$400.00

CARDHOLDER NAME

CREDIT CARD NUMBER

EXPIRATION DATE

CVV [What is this?](#)

DAYTIME PHONE

EMAIL

9

STORE THIS PAYMENT.

NOTE: Only press the "Submit Payment" button one time.

10

8

Checkout Summary

1

Description	Amount
Fund Customer Account	\$400.00
Total:	\$400.00

In put your credit card or ACH information. Select Submit Payment.
 Note: You can store this information for future payments.

Dealer Licensing Community Help

Dealer Licensing Community Help

Effective **April 20, 2020**, a new online **Dealer Licensing Community** is available where you can electronically submit and manage Dealer Licensing Applications.



AZ MVD Now is the primary online application for MVD services. AZ MVD Now is accessible through ServiceArizona.com.

Vehicle Dealers may still access MVD systems through the Arizona Automobile Dealers Association (AADA) or ServiceArizona for business suite services.

- ▶ **Navigating this Help Site**
- ▶ **New to Dealer Licensing? Start Here!**
- ▶ **Existing Dealer? Start Here!**

News and Updates

Effective July 1, 2020, The Arizona Department of Financial Institutions (AZDF) and the Arizona Department of Insurance (ADOI) are merging. Contact information for the new merged organization will be updated to:

Arizona Department of Insurance and Financial Institutions (AZDIFI)

100 N. 10th Ave., STE 261

Phoenix, AZ 85007-2630

The email address is effective March 2020: licensing@azdifi.az.gov

