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

1. Login to AZ MVD Now as an **individual** to find the link to the Dealer Community
2. In the **Dealer Community**, submit applications for Dealer License / Dealer Plates
3. Once licensed is obtained, activate your **Dealer Account** in AZ MVD Now, and fund the account (to pay fees)
4. Manage your Dealer License through the **Dealer Community and ServiceArizona Dealer Suite**

**IMPORTANT:**
You cannot use the same email address for both the Individual (personal) account and the Dealer account in AZ MVD Now!
Your AZ MVD, online
Fast, easy, secure and personalized for you

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.
Click on the sign up now option
Important Information!
This must be your personal email address.
You will receive a confirmation email that includes a code for verification.

Verify your email address

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

Your code is: 719537

Sincerely,
AZ MVD Now
Enter the verification code from your Email. Then click verify code.
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.
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

If you are an organization (business, trust, etc.) you must [submit a request](#) to activate your account.
Enter the verification code that you were sent.
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

Select the option that applies to you

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

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
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.

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

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
You will need to sign up using the business email you have on file with dealer licensing. Type a Password. You will prompted on the next screen to confirm it.
Fill in the requested information. Then you will be taken to the DEAL Community.
Dealer Licensing Home Page
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.

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<thead>
<tr>
<th><strong>Dealership Name</strong></th>
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<tbody>
<tr>
<td><strong>DBAs (if applicable)</strong></td>
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<tr>
<td><strong>Dealer License Number</strong></td>
<td>Federal EIN (May not apply to all dealerships)</td>
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<tr>
<td><strong>Physical Address</strong></td>
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<td></td>
<td>City</td>
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<td><strong>Mailing Address (if different from above)</strong></td>
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<td></td>
<td>City</td>
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<tr>
<td><strong>Contact Person (Full legal name)</strong></td>
<td>Phone</td>
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*Please provide your Identification Number (EIN, OIN, ITIN or TIN)*
You will click the Sign in option when accessing your Dealer AZ MVD Now account. Do not click activate account.
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.
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.
Select My Account then click Add Funds.

Enter the amount you would like to add. Then click Add to Cart.
Select Payment Type of ePayment, then click Checkout.

Choose Payment Option of Credit Card or eCheck.
In put your credit card or ACH information. Select Submit Payment. Note: You can store this information for future payments.
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 85007-2030

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