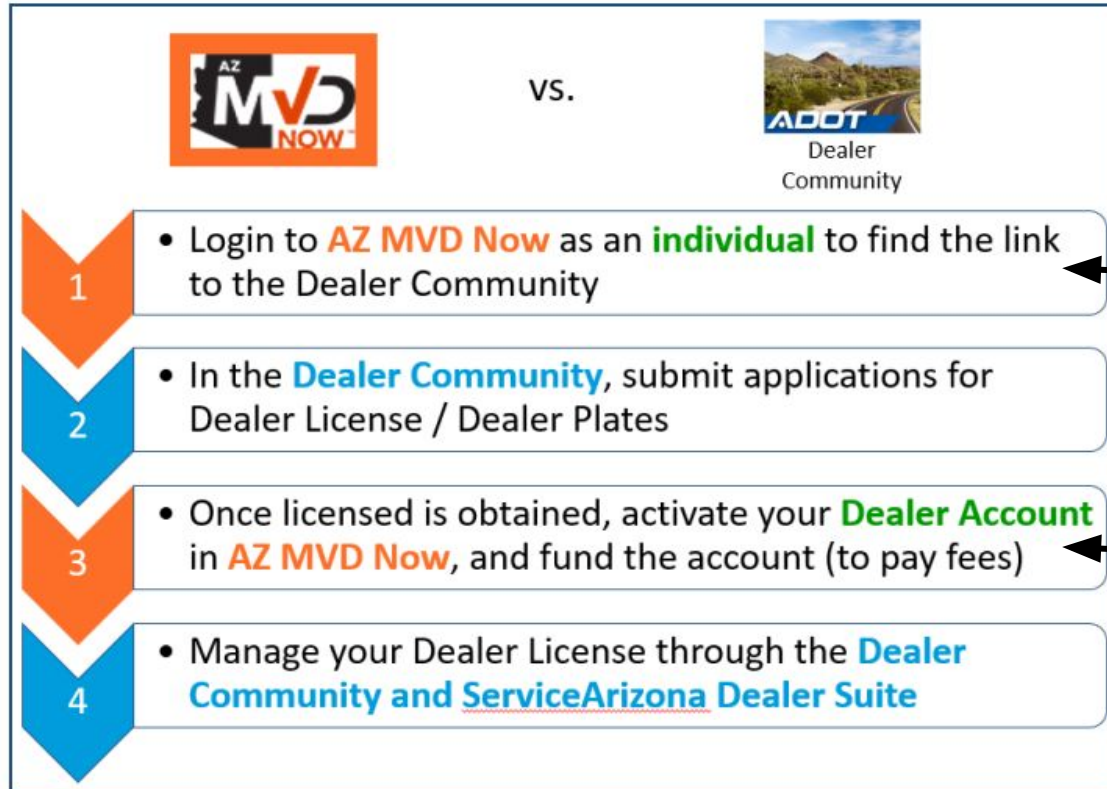


# New Applicant Dealers

Creating an AZ MVD Now Personal Account and How to  
gain access to your Dealer AZ MVD Now Account

# Hi-Level 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

Email address that can be used to contact you.

Send verification code

NEW PASSWORD

New Password

CONFIRM NEW PASSWORD

Confirm New Password

DISPLAY NAME

Display Name

Create

Cancel

Important Information!

This must be your personal email address.

## Verify your email address

Thanks for verifying your [rrichey+HP@azdot.gov](mailto:rrichey+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

rrichey+RG@azdot.gov

VERIFICATION CODE

Verification code

Verify code

Send new code

NEW PASSWORD

New Password

CONFIRM NEW PASSWORD

Confirm New Password

DISPLAY NAME

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)

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 \*

mm/dd/yyyy

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.

[② 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

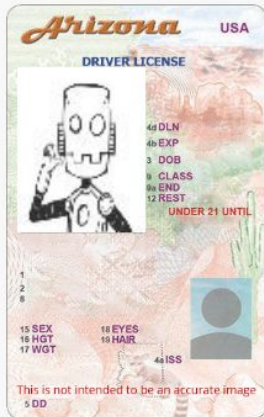
Preferred Electronic Notification Method ②

- ☐ 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

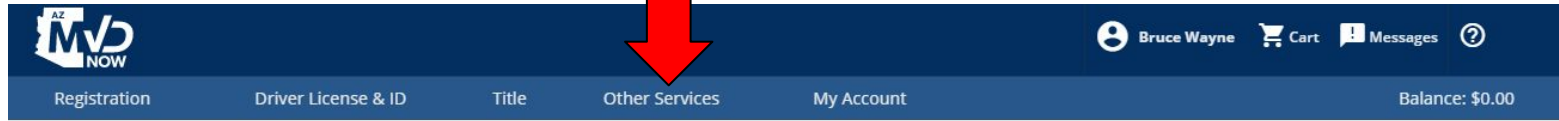


Over 75 plate designs.

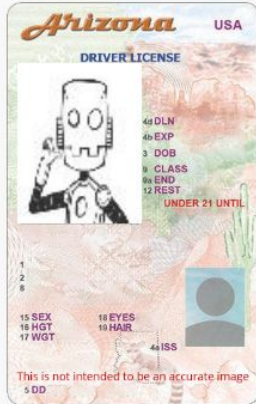
[See All >](#)

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 >](#)



Bruce Wayne



Cart



Mes

Other Services

My Account

**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





Bruce Wayne



Cart



Messages



Registration

Driver License & ID

Title

Other Services

My Account

Balance: \$0.00

## 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](#)



New applicants will need to select the sign up option.

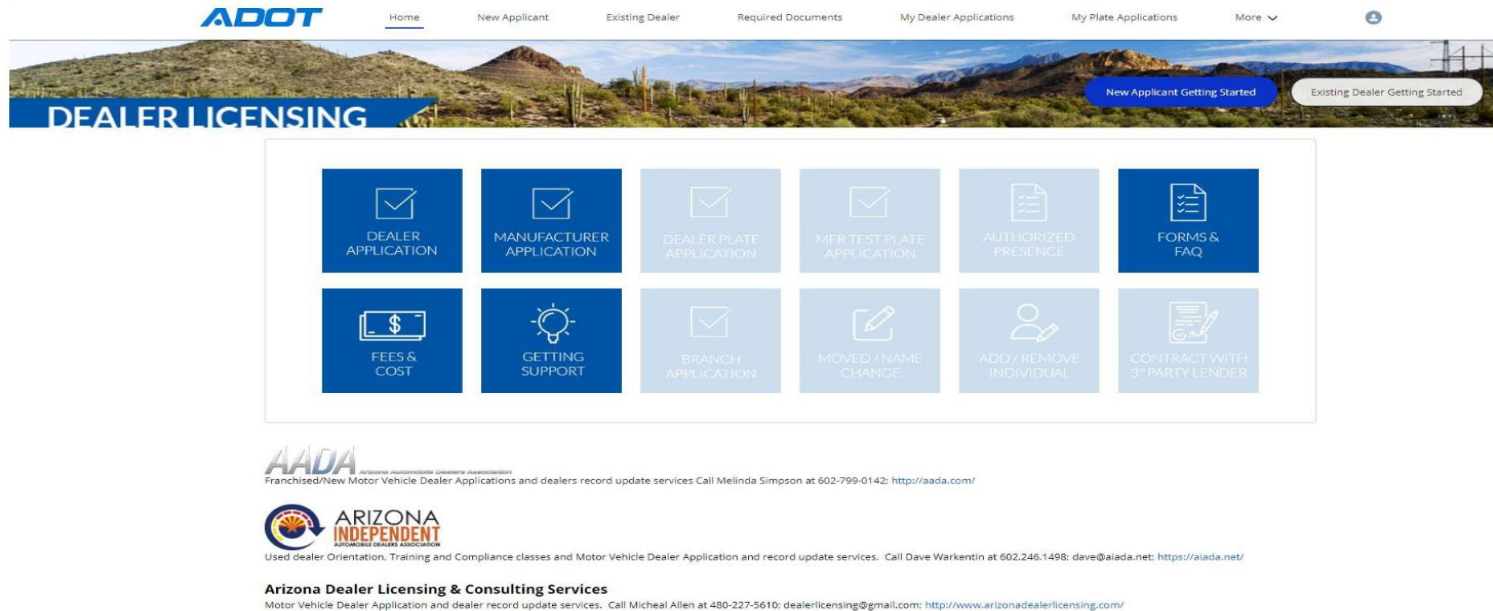
AZ DOT Dealer employee? [Log In](#)

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

#### ADOT - Dealer Licensing

|                  |                                       |
|------------------|---------------------------------------|
| 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="button" value="Submit"/> |

# Dealer Licensing Home Page



The screenshot shows the ADOT Dealer Licensing Home Page. The header includes the ADOT logo and navigation links: Home, New Applicant, Existing Dealer, Required Documents, My Dealer Applications, My Plate Applications, and More. Below the header is a banner image of a desert landscape with the text "DEALER LICENSING" and two buttons: "New Applicant Getting Started" and "Existing Dealer Getting Started". The main content area features a grid of 12 blue buttons with white icons and text, arranged in two rows of six. The buttons are: 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 / RE-MOVE INDIVIDUAL, and CONTRACT WITH 3-PARTY LENDER. Below the grid are three logos: AADA (Arizona Automobile Dealers Association), ARIZONA INDEPENDENT (Arizona Independent Motor Vehicle Dealer Association), and Arizona Dealer Licensing & Consulting Services. Each logo is followed by a brief description of its services and contact information.

**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 / RE-MOVE INDIVIDUAL CONTRACT WITH 3-PARTY LENDER

**AADA**  
ARIZONA AUTOMOBILE DEALERS ASSOCIATION  
Franchised/New Motor Vehicle Dealer Applications and dealers record update services. Call Melinda Simpson at 602-799-0142; <http://aada.com/>

**ARIZONA INDEPENDENT**  
ARIZONA INDEPENDENT MOTOR VEHICLE DEALER ASSOCIATION  
Used dealer Orientation, Training and Compliance classes and Motor Vehicle Dealer Application and record update services. Call Dave Warkentin at 602.246.1498; [dave@aiada.net](mailto:dave@aiada.net); <https://aiada.net/>

**Arizona Dealer Licensing & Consulting Services**  
Motor Vehicle Dealer Application and dealer record update services. Call Micheal Allen at 480-227-5610; [dealerlicensing@gmail.com](mailto:dealerlicensing@gmail.com); <http://www.arizonadealerlicensing.com/>

Click the Dealer Application to initiate the application process.

# Select Start New Application

Motor Vehicle Dealer Application

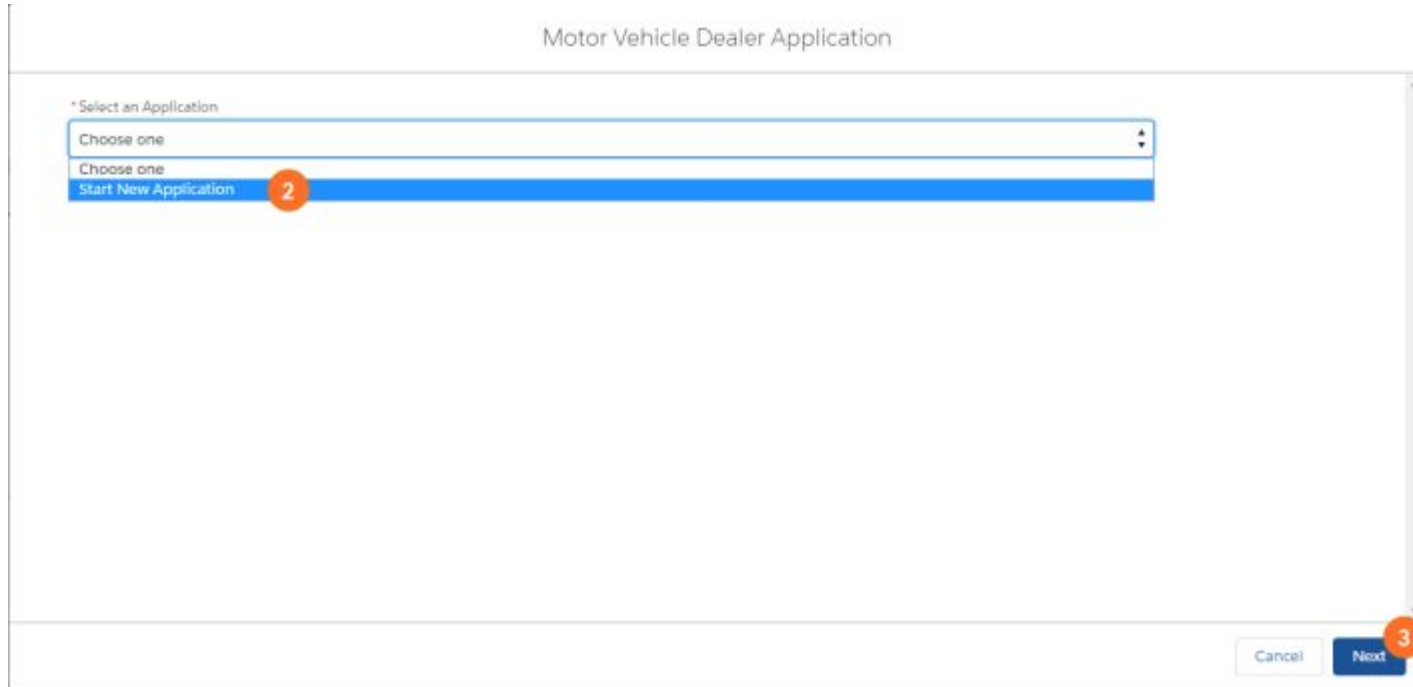
\* Select an Application

Choose one

Choose one

Start New Application **2**

Cancel Next **3**





Complete each section of the application, clicking Save & Next to move forward.

Motor Vehicle Dealer Application

Sec. 1 Sec. 2B Sec. 2C Sec. 3A Sec. 3B Sec. 3C Sec. 4A Sec. 4B Sec. 5A Sec. 5B Sec. 7 Sec. 8

Business Information

MVD Dealer License Number (if currently licensed)

\* License Type  
Choose one

Transaction Privilege Tax License Number

Business Type  
Choose one

\* Business Name

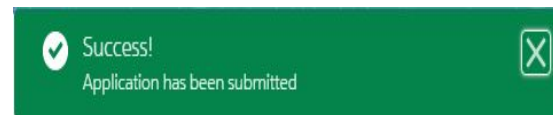
Doing Business As (DBA) if applicable

Cancel Save and Finish Later **Save & Next** 4

NOTE: If unable to complete the entire application in one sitting, click the Save and Finish Later button, and return to the application from the Dealer Community.

After uploading all relevant documents and photos (see Uploading Documents) for the application, click Submit.  
NOTE: Required documents will depend on the type of License you apply for.

The screenshot shows the 'Motor Vehicle Dealer Application' form. At the top, a progress bar consists of 15 green chevron icons, with the last icon labeled 'Sec. 8' highlighted in blue. An orange arrow points to this 'Sec. 8' tab. Below the progress bar, the section 'Upload AZ MVD Now Dealership Administrator Application Form' is marked with a green checkmark. It contains an 'Upload Files' button and the text 'Or drop files'. Below this is a table with one row: the header is 'FILE NAME' and the entry is 'AZMVDNow-Dealer-Administrator.pdf'. An orange arrow points to this file name. Below the table is a 'Bond' section, also marked with a green checkmark. It includes the instruction 'Please print and sign name on bond form.', a 'Bond Number' field containing '1234567', and another 'Upload Files' button with the text 'Or drop files'. An orange arrow points to this second 'Upload Files' button. At the bottom right of the form are three buttons: 'Cancel', 'Save and Finish Later', and 'Submit'. The 'Submit' button has a red circle with the number '5' next to it.



The community will provide confirmation that the application has been submitted. Click the X to close the confirmation message.



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](mailto: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<br>( ) | Email Address                                  |                |

You are required to submit the above form indicating the MVD Now account Administrator. The email address you provide must be your 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](#)

**ADOT**  
Motor Vehicle Division

## 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.

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?](#)

Sign in

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.

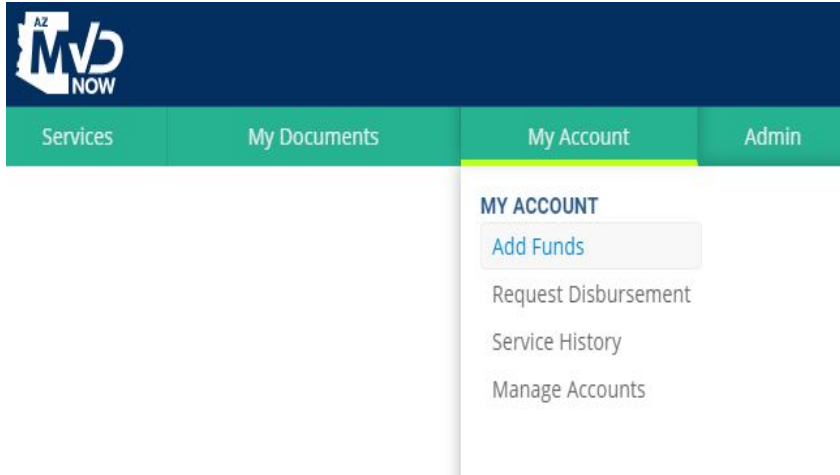


### Welcome to AZ MVD Now Business Portal

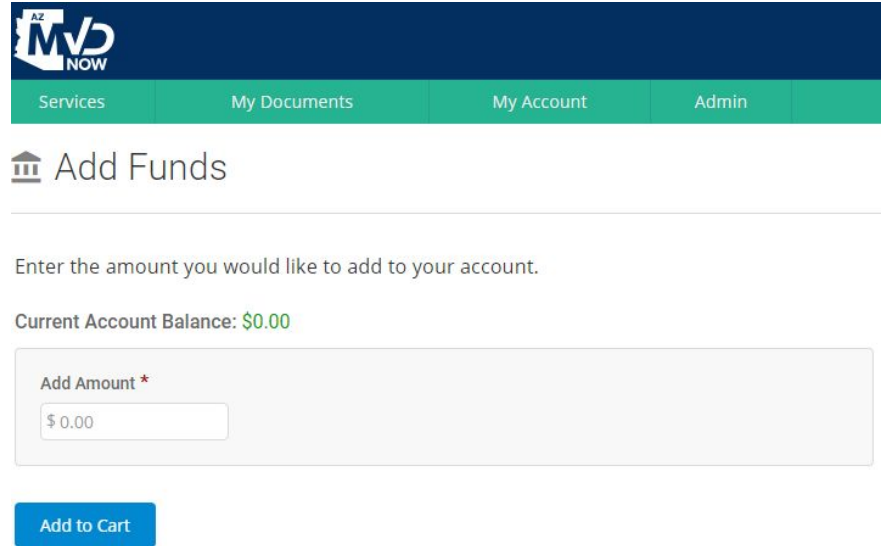
Arizona Department of Transportation (ADOT) is enhancing ServiceArizona. AZ MVD Now is part of this improvement and serves as an extension of ServiceArizona for Motor Vehicle Division (MVD) services.

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 to pay for all applicable fees.

## Funding AZ MVD Now Account




Select My Account then click Add Funds.



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

## Cart

1 Item(s)

| Services              | Amount          | Remove  |
|-----------------------|-----------------|---|
| Fund Customer Account | \$400.00        |  |
| <b>Total Due:</b>     | <b>\$400.00</b> |   |

Payment Type \*

5

ePayment (Credit Card/eCheck)

6

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        |
| <b>Total:</b>         | <b>\$400.00</b> |

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.

[Cancel](#)

[Back](#)

[Submit Payment](#)

10

### Checkout Summary

1

| Description           | Amount          |
|-----------------------|-----------------|
| Fund Customer Account | \$400.00        |
| <b>Total:</b>         | <b>\$400.00</b> |

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



## Payments

### Transaction Summary

|                    |                |
|--------------------|----------------|
| Amount             | \$400.00       |
| Order Number       | 137716         |
| Transaction Amount | \$400.00       |
| Payment Method     | Visa           |
| Cardholder         | Joe Smith      |
| Card Number        | ending in 1111 |

Continue Transaction



## Service Complete

Your payment was successful.

Total Amount Paid: **\$400.00**

To contact ADOT with questions regarding your payment, visit [azdot.gov/contact](https://azdot.gov/contact).  
Thank you for using AZ MVD Now.



You may download your receipt and any documents below or in [My Documents](#).

| Service Document            | Service               | Download |
|-----------------------------|-----------------------|----------|
| MVD Payment Receipt 1023372 | Fund Customer Account |          |

Account Service History

Home

Confirm your information is correct and then you will have successfully funded your account.