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

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!
Click on the sign up now option.
Important Information!
This must be your personal 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.
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.

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

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

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

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

Identification Number

Date of Birth

Last 4 digits of SSN

I don’t have an Arizona Credential

Next
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bruce Wayne</td>
<td>07/21/2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1801 W Jefferson St</td>
</tr>
<tr>
<td>Phoenix AZ 85007</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ID Type</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona ID Card</td>
<td>S40051304</td>
</tr>
</tbody>
</table>

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.

Select the No option when asked if you would like to add an extra layer of authentication.
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.
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
New applicants will need to select the sign up option.
Fill in the requested information. Then you will be taken to the DEAL Community to submit your application.
Dealer Licensing Home Page

Click the Dealer Application to initiate the application process.
Select Start New Application
Complete each section of the application, clicking Save & Next to move forward.

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

<table>
<thead>
<tr>
<th>*Please provide your Identification Number (EIN, OIN, ITIN or TIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealership Name</td>
</tr>
<tr>
<td>DBAs (if applicable)</td>
</tr>
<tr>
<td>Dealer License Number</td>
</tr>
<tr>
<td>Physical Address</td>
</tr>
<tr>
<td>Contact Person (Full legal name)</td>
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<td></td>
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</tbody>
</table>

All fields below must be completed. Email completed form to: mvdflu@azdot.gov.
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 to pay for all applicable fees.
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.
Confirm your information is correct and then you will have successfully funded your account.