



Submitting Sold Notices (on behalf of your customers) via AZ MVD Now

Beginning September 30, 2021, licensed Arizona Motor Vehicle Dealerships will be able to submit Sold Notices on behalf of their customers using [AZ MVD Now](#).

Your dealership must have activated their AZ MVD Now account and designated representatives to set up their logins.

Instructions on how to submit sold notices are included with this announcement or can be found online [here](#).

How to Get Access to AZ MVD Now for your Dealership

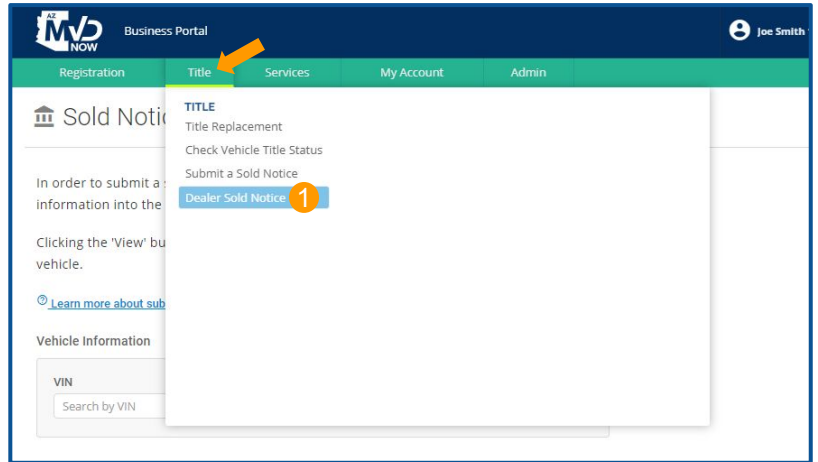
If your dealership has already activated access to the [Dealer Community](#), then access to the Dealership's AZ MVD Now account has already been established. If you are unsure or need assistance, contact MVD Dealer Licensing Unit: aacc@azdot.gov

Once your AZ MVD Now Account is activated:

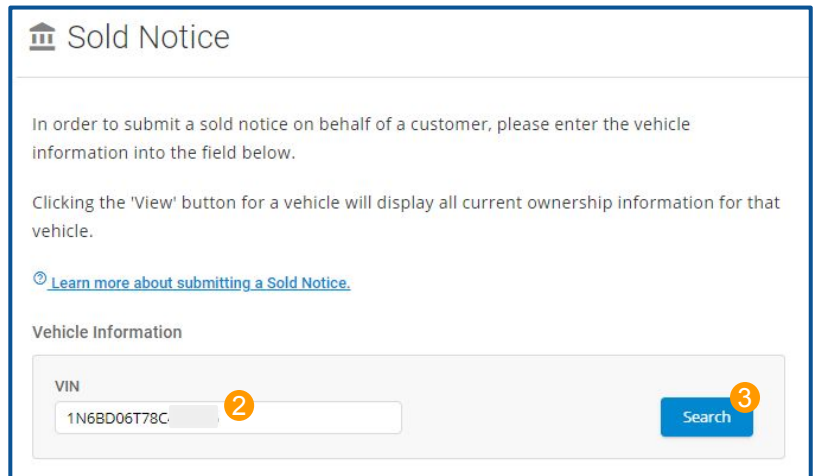
1. The dealership's designated Administrator can set up "Representatives" with access to the AZ MVD Now account
2. Representatives sign in and add Sold Notices to customer's vehicles when they are traded in

Designated Representative(s) from the dealership will log into the Dealership's AZ MVD Now account to submit Sold Notices.

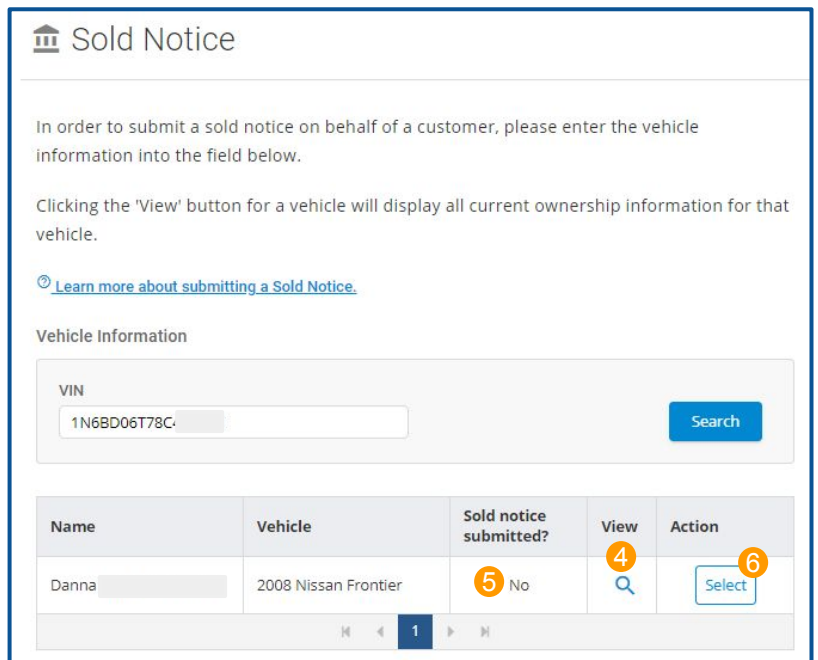
1. From the Title menu, click Dealer Sold Notice.



2. Type the VIN of the vehicle that is sold.
3. Click Search.



4. Confirm the owner and vehicle listed are correct. Click the View icon to see all owners listed on the vehicle.
5. Note: If a Sold Notice has previously been submitted for this vehicle, Yes will appear in the Sold Notice submitted column and you will not be able to submit a new sold notice
6. If owner and vehicle are correct, click Submit.



7. Type the Buyer's name or the Organization's name if known.
8. If Buyer is unknown, click the "If unknown, select checkbox" checkbox.
9. Type the Buyer's address if known.
10. If Buyer's Address is unknown, click the "If unknown, select checkbox" checkbox.
11. Type the Date of Sale for the vehicle. The date must be today's date or in the past. You cannot future date a sold notice.
12. Click Submit.

Submit Sold Notice for Nissan Frontier [\(What's this?\)](#)

License Plate: ABL2634 | VIN: 1N6BD06T78C445745

Vehicle Details

| | | |
|---|--------------------|---|
| Year/Make/Model 2008 Nissan Frontier | VIN 1N6BD06T78C | License Plate ABL2634 (Standard Issue plate) |
| Body Style 4PU | | |

Buyer's Information and Sale Date

** Required*

Buyer's Name *

| | | |
|--------------------|-------------|---------------------|
| First Name Paul | Middle Name | Last Name Meyers |
|--------------------|-------------|---------------------|

Or

Company Name

If unknown, select checkbox

Buyer's Address

| | | |
|----------------|----------------|----------|
| Address Line 1 | Address Line 2 | |
| City | State | Zip Code |

If unknown, select checkbox

Date of Sale *

09/20/2021

Submit

13. If you need to change something, click Cancel to return to the sold notice form.
14. Click Yes to finalize the Sold Notice.

Are you sure you want to mark this vehicle as sold?


15. The Sold Notice will be saved to the vehicle record in MVD's system.
16. If desired, click print to print a copy of the Sold Notice Confirmation for your files.


Submit Sold Notice for Nissan Frontier [\(What's this?\)](#) ®

✓ Your Sold Notice has been recorded. 15

A sold notice has been placed on the vehicle. You may print this page as proof of your Sold Notice request. This Sold Notice DOES NOT generate a Plate Refund. There may be remaining fees on the license plate.

Thank you for using AZ MVD Now.

 Print 16

 **Sold Notice Confirmation**

Vehicle Details

| | | |
|--|---------------------------|---|
| Year/Make/Model 2008 Nissan Frontier | VIN 1N6BD06T78C | License Plate ABL2634 (Standard Issue plate) |
| Body Style 4PU | | |

| | |
|-------------------------------------|-----------------------------------|
| Buyer's Name Paul Meyers | Buyer's Address Unknown |
| Date of Sale Sep 20, 2021 | |

Next Steps:

- [Registration Refund](#)
- [View My Vehicles](#)
- [Go to AZ MVD Now Home](#)