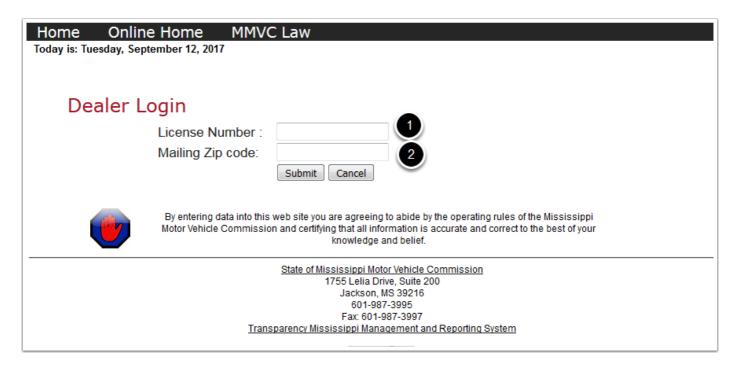
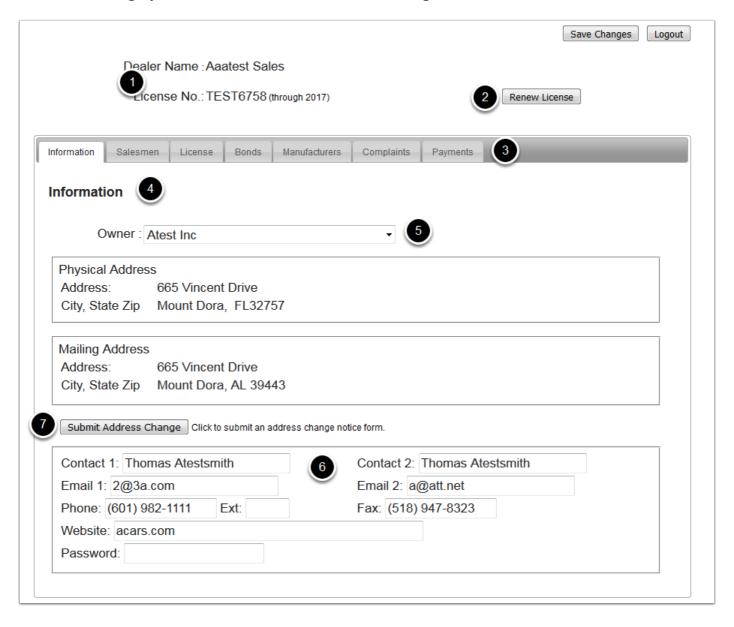
Begin dealer login by entering your License Number and the mailing zip code that is recorded in the system.



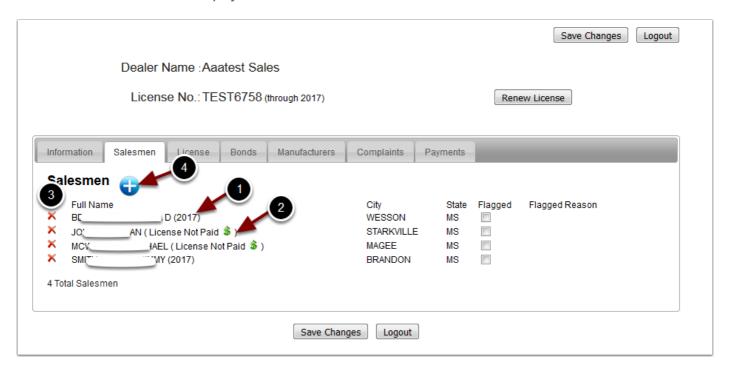
When you login you will be taken to your dealer profile.

- 1. At the top of the screen is you dealer name and License Number and when your license will expire.
- 2. If it is between Oct 1 and March 1 you will see the Renew License button.
- 3. In the middle of the screen is a series of tabs.
- 4. The Information tab shows your address and contact information.
- 5. You may update your Owner and
- 6. Your contact information at any time
- 7. To change your address submit an Address Change form to the commission.

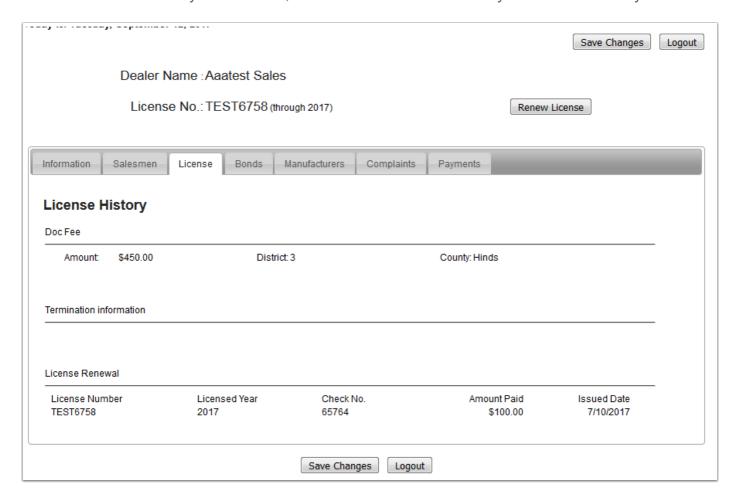


On the Salesmen tab you will see a list of the current salesman that are associated with your dealership.

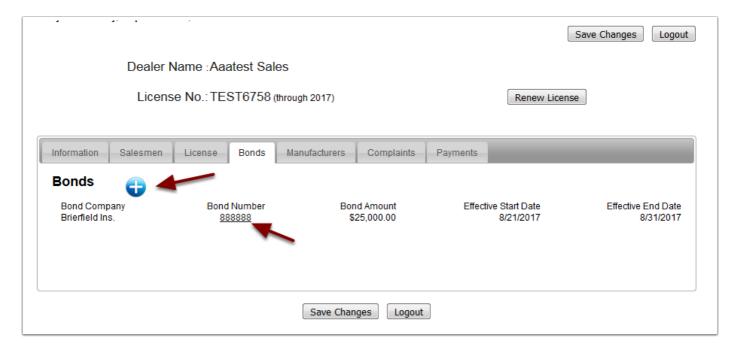
- 1. The year in parentheses after their name indicates that their license will expire at the end of that year.
- 2. If there is a \$ after their name it indicates that they were added to your list but their license fee has not been paid.
- 3. You may terminate a salesman by clicking the red X to the left of their name. You will be taken to a screen to enter their termination date.
- 4. You may add a new salesman by clicking the blue + button. You will be taken to a screen to select the salesman and enter their employment date. Then you will be taken through a series of screens to pay their license fee.



The License tab shows your Doc Fee, Termination Information and your License History

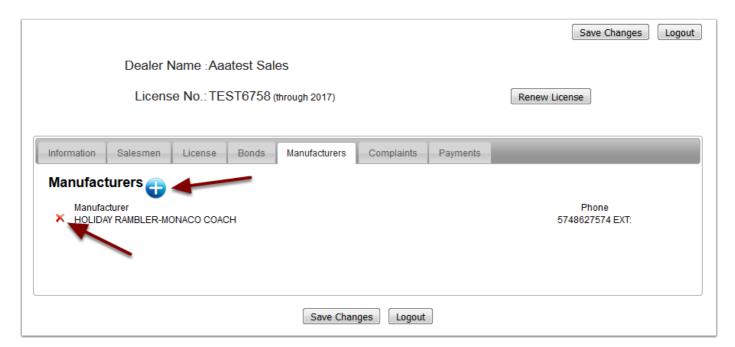


The Bonds tab will show a list of you bonds with amounts and start and end dates. If a PDF of the bond is available you can click on the bond number and a window will popup to display the bond. To add your new bond click the blue + and you can enter the information about the bond and upload a PDF of the new bond.

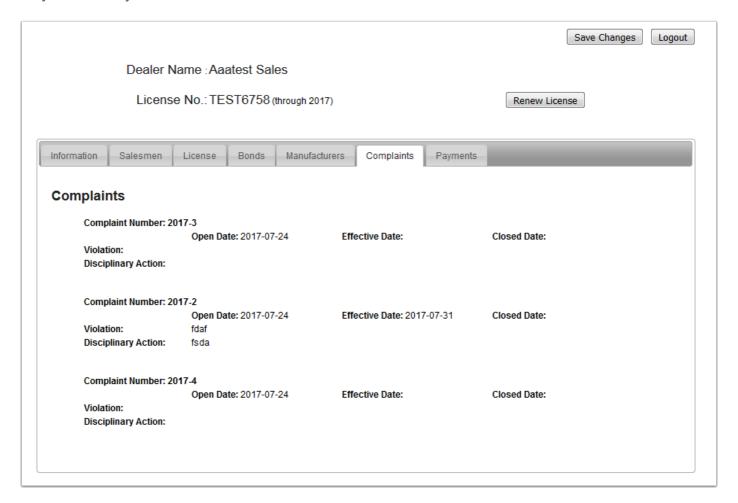


#### **Dealer Profile - Screen 6**

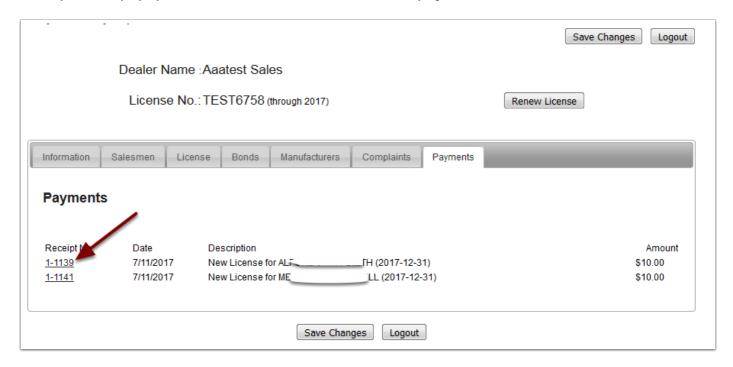
The Manufacturers tab will list the manufacturers associated with your dealership. You may add or remove a manufacturer.



Any Complaints made against your dealership will be listed in the Complaints tab. This will show only a summary of the information.

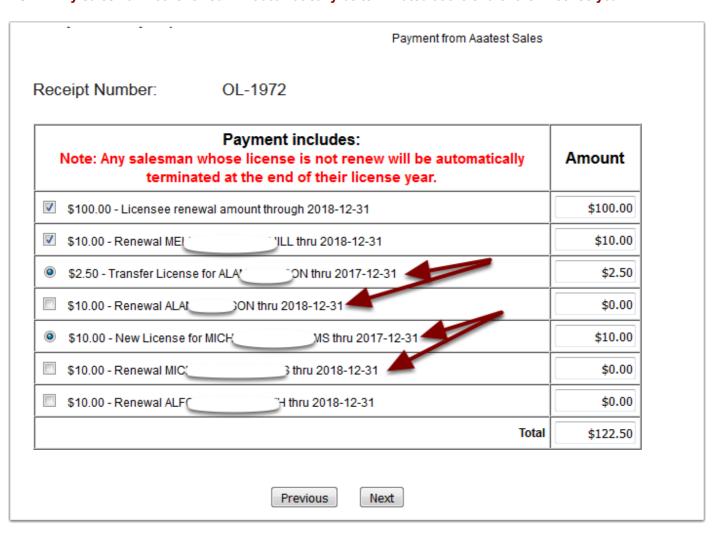


Payments that you make will be listed in the Payments tab. This may not contain ALL historical payments the dealership has made but will list all payments going forward. If you click on the Receipt No. a popup window will show the details of the payment.



When you click the Renew License button you will be taken to the shopping cart to select the licenses you want to renew. Simply check the box beside each license to be renewed. In this example there were 2 salesmen that had been added to your list but their licenses fees had not been paid. One salesman was a transfer and one was a new license. If it is between Oct 1 and Dec 15 it is mandatory that these licenses be paid for the current year so they are checked by default. The renewal for the new year is also included. When you have selected all that you plan to renew click the Next button.

NOTE: Any salesman not renewed will automatically be terminated at the end of their license year.



When you click Next you will be taken to this notice page. Click Continue with Payment to complete your online payment. You will temporarly leave the MMVC site and go to the state of Mississippi payment portal.

### Checkout

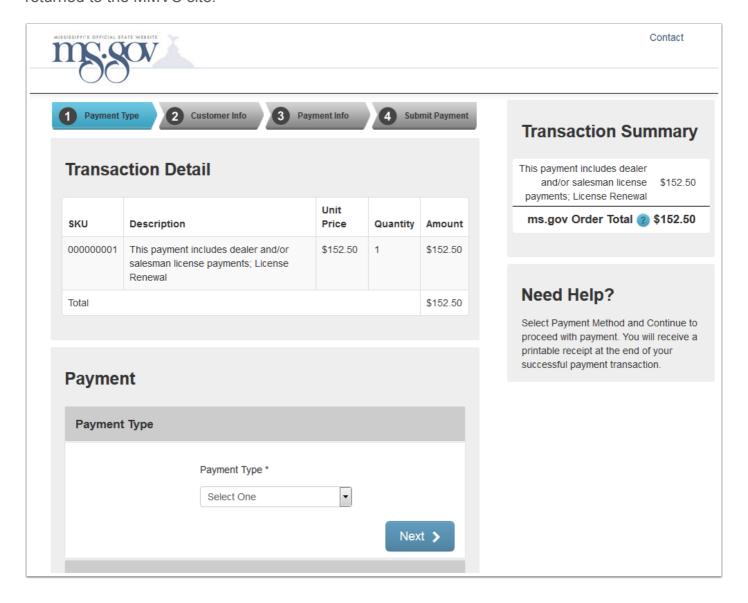
At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of \$152.50.

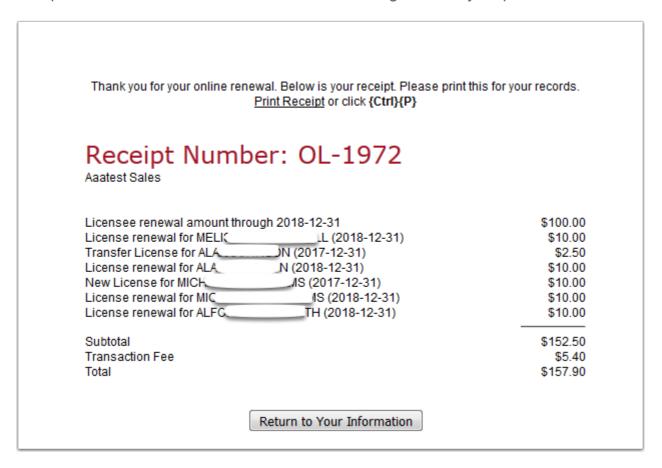
A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.

Back Continue with Payment

Go through the four steps of the payment portal and complete the payment. Then you will be returned to the MMVC site.

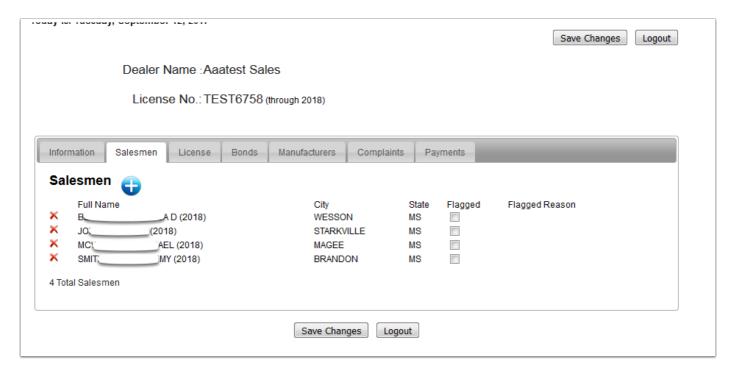


You will be returned to the receipt page. You may print your receipt at this time. After you print your receipt click the Return to Your Information button to go back to your profile.

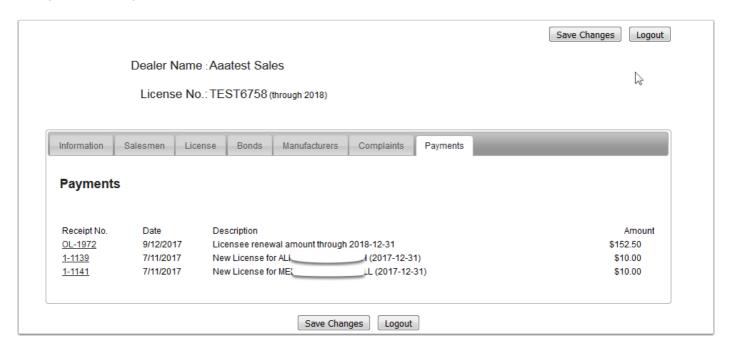


## **Dealer Renewal - Screen 5**

When you return to your profile you will see that your license and those of the salesmen that you renewed have been updated.



On the payment tab you will see the payment listed and you may click on the Receipt No to view and print a receipt.





#### RECEIPT

Confirmation Number 24990578 Payment by: VISA No. Online

Receipt # OL-1972 Paid by Aaatest Sales Paid on: 9/12/2017

Paid For	Description	Amount
Aaatest Sales	Licensee renewal amount through 2018-12-31	\$100.00
ME LL	License renewal for ME LL (2018-12-2	\$10.00
AIN	Transfer License for ALA ON (2017-12-31)	\$2.50
AL DN	License renewal for ALAN (2018-12-31)	\$10.00
M MS	New License for MICF //IS (2017-12-31)	\$10.00
MIMS	License renewal for MIC MS (2018-12-	31) \$10.00
ALF TH	License renewal for ALFOI TH (2018-12-3	1) \$10.00
	Transaction Fee	\$5.40
		\$157.90

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Total: