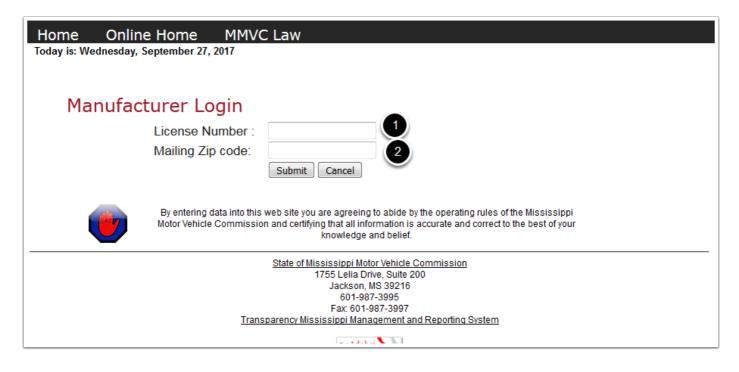
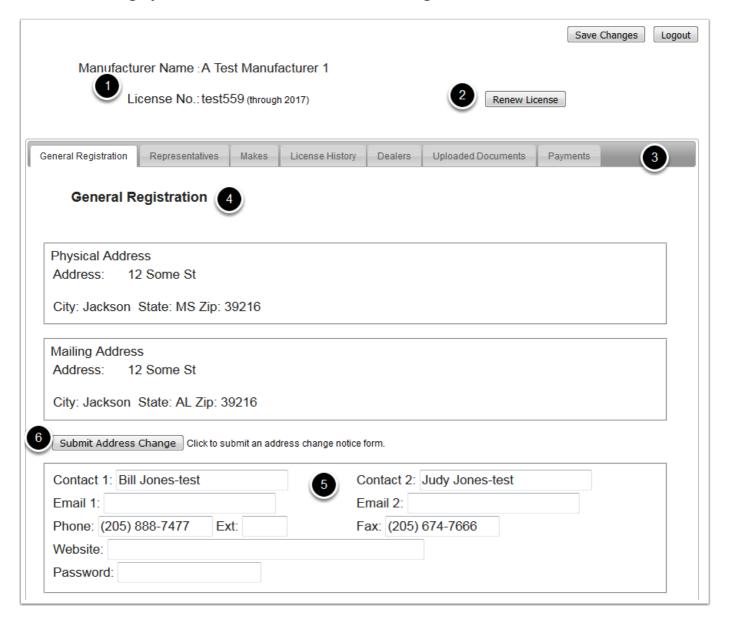
Begin manufacturer login by entering your License Number and the mailing zip code that is recorded in the system.



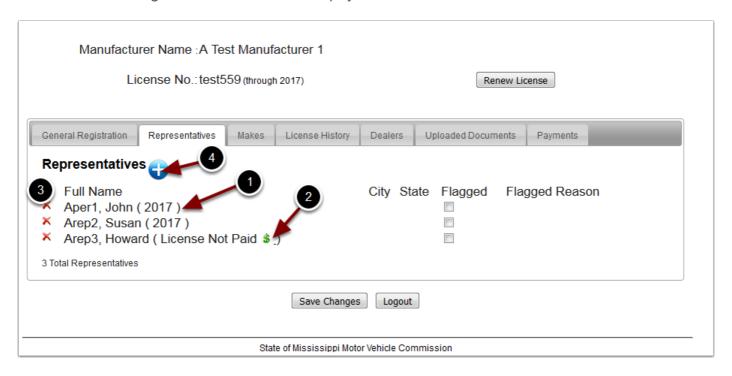
When you login you will be taken to your manufacturer profile.

- 1. At the top of the screen is your manufacturer 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 General Registration tab shows your address and contact information.
- 5. You may update your contact information at any time
- 6. To change your address submit an Address Change form to the commission.

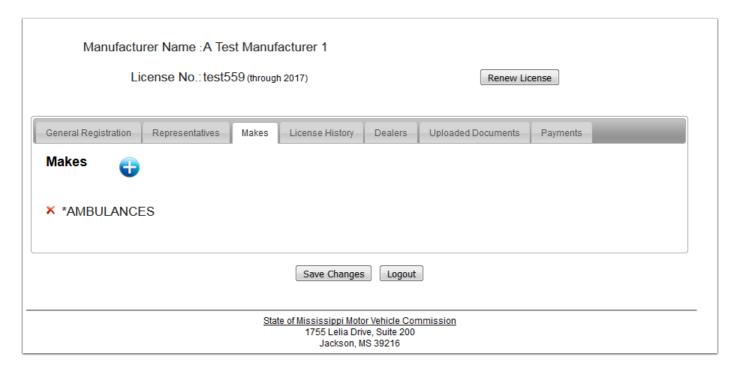


On the Reprenestatives tab you will see a list of the current reprenestatives that are associated with your business.

- 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 reprenestative 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 reprenestative by clicking the blue + button. You will be taken to a screen to select the reprenestative and enter their employment date. Then you will be taken through a series of screens to pay their license fee.

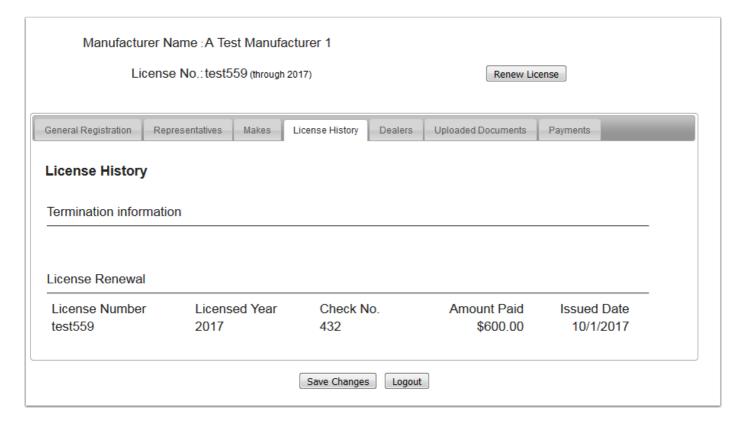


The Makes tab shows those makes that are associated with your business. You may add or remove makes.



Manufacturer Profile - Screen 5

The License History tab shows your license information.

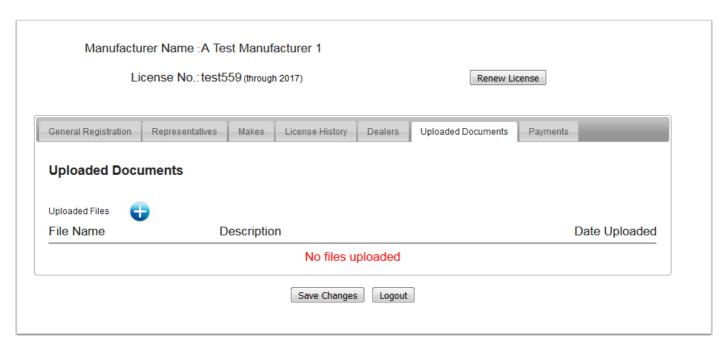


The Dealers tab shows the dealers associated with your business.

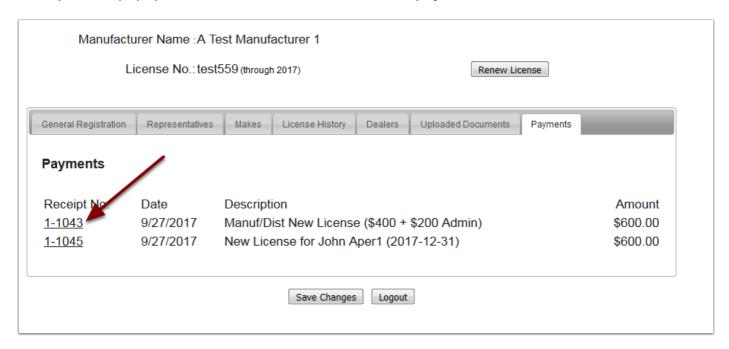


Manufacturer Profile - Screen 7

On the Uploaded Documents tab there will be a list of any documents that were uploaded for your business. To upload a new document click the Blue + button and you will be taken to a screen to upload the document. If there are documents that have been uploaded there will be a link to click to view the document.



Payments that you make will be listed in the Payments tab. This may not contain ALL historical payments the business 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 was one representative that had been added to your list but their licenses fees had not been paid. If it is between Oct 1 and Dec 15 it is mandatory that this 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 representative not renewed will automatically be terminated at the end of their license year.

Payment includes: Note: Any representative whose license is not renew will be automatically terminated at the end of their license year.	Amount
\$600.00 - Licensee renewal amount through 2018-12-31	\$0.00
\$300.00 - Renewal John Aper1 thru 2018-12-31	\$0.00
\$300.00 - Renewal Susan Arep2 thru 2018-12-31	\$0.00
\$300.00 - New License for Howard Arep3 thru 2017-12-31	\$300.00
\$300.00 - Renewal Howard Arep3 thru 2018-12-31	\$0.00
Total	\$0.00

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

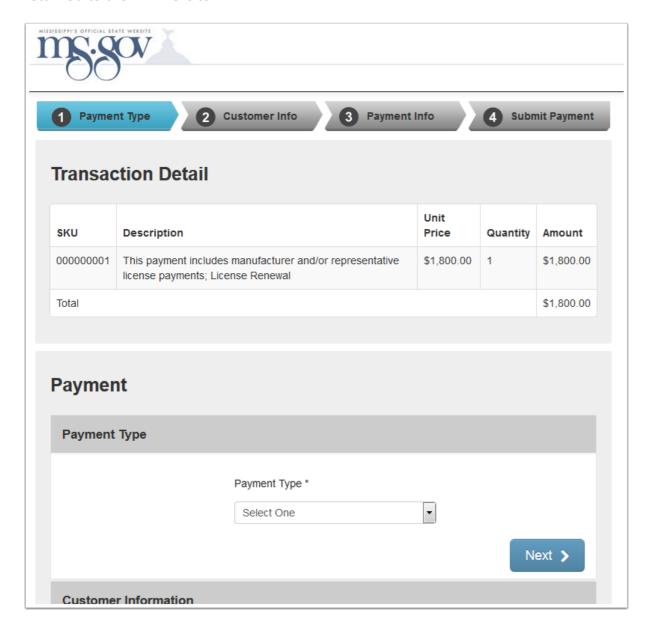
At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of \$1800.00.

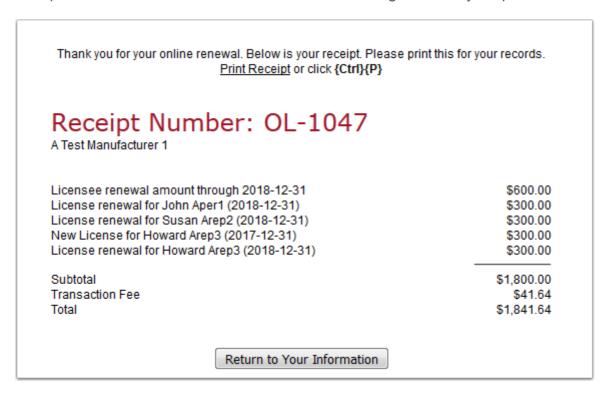
A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.



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

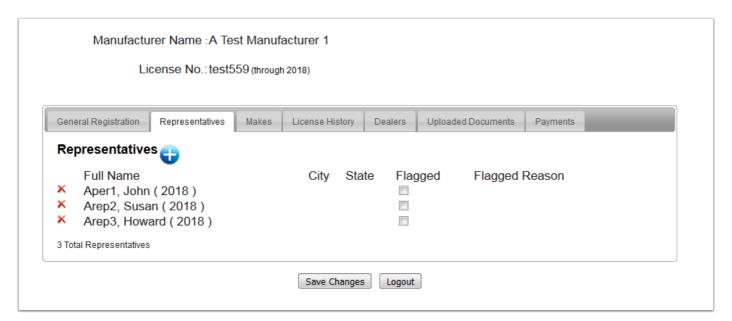


You will be returned to the receipt page. You may print your receipt at this time. After you print your receipt click the Return to Your Information button to go back to your profile.

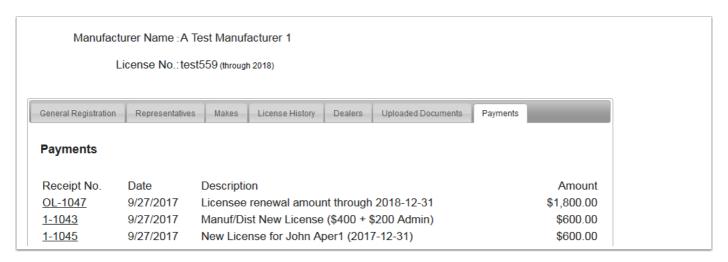


Manufacturer Renewal - Screen 5

When you return to your profile you will see that your license and those of the representatives 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 25322120 Payment by: VISA No. Online

Receipt # OL-1047

Paid by A Test Manufacturer 1

Paid on: 9/27/2017

Paid For	Description	Amount
A Test Manufacturer 1	Licensee renewal amount through 2018-12-31	\$600.00
John Aper 1	License renewal for John Aper1 (2018-12-31)	\$300.00
Susan Arep2	License renewal for Susan Arep2 (2018-12-31)	\$300.00
Howard Arep3	New License for Howard Arep3 (2017-12-31)	\$300.00
Howard Arep3	License renewal for Howard Arep3 (2018-12-31)	\$300.00
	Transaction Fee	\$41.64

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\$1,841.64