

**TEMPORARY REGISTRATION PLATE (TRP)
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Temporary Registration Permit (TRP)

General Information

Welcome to the Temporary Registration Plate (TRP) service. This Internet service was created to enable Arizona licensed dealers and title service companies to issue and record TRPs electronically.

A TRP is valid for no more than 45 days. After 45 days, a report of TRP records for vehicles not legally titled and registered in Arizona will be forwarded to the ADOT Office of Inspector General, Dealer Investigation Unit. The Dealer Investigations Unit may assess penalties for each TRP issued to a vehicle that does not obtain an Arizona title and registration and suspend the Dealership's ability to issue TRPs.

Dealer Services Administrators

To ensure proper security of the Dealer Services, MVD requires a point of contact at each dealership and title service company location. Each dealership and title service company will be required to appoint administrator(s). The administrator(s) will identify and maintain certified processors and their access to the various services offered.

- Dealers and title service companies must register with MVD's Authorized Third Party Electronic Service Provider or an Authorized Third Party Provider to issue TRPs.
- Dealer Services administrators will be assigned a PIN number and password. Passwords must be changed on a regular basis.
- All dealers and title service companies must use their unique dealer license number when issuing TRPs.
- Dealers and title service companies that issue TRPs may register with multiple providers.
- The administrators for each dealership and title services company will be responsible for reviewing and updating the "Maintain Users" Application on a weekly basis to identify any changes, or to add or remove Users.
- Administrators are responsible for communicating with the ServiceArizona Assistance Desk.
- For an administrator to authorize an agent as a processor, the agent must have a unique email address with a maximum length of 60 characters.

Processor

A Processor is an individual authorized by an administrator to access specific applications on behalf of the dealership. A single processor may be authorized to conduct business for several dealerships.

An individual processor is required to enter their User ID (email address) and password, assigned by MVD, each time they log in. When the individual processor has been granted access to more than one dealership, a list of the dealerships license numbers will display in a **drop down box** on the **Dealer Services Home Page** screen. The processor must select the dealership's license number they are representing.

Dealerships and Title Service Companies

A dealership or title service company that issues TRPs and temporary registrations shall:

- Allow ADOT/MVD full and free access to the records during regular business hours
- Not lend a TRP and temporary registration to a person or use it on a vehicle that the dealer or title service company owns
- Not issue a TRP and temporary registration before sending an electronic record of the temporary registration plate to MVD. (Violation is a class 3 misdemeanor)
- Not issue a TRP and temporary registration containing a misstatement of fact. (Violation is a class 3 misdemeanor)
- Not knowingly insert false information on the face of the TRP and temporary registration. (Violation is a class 2 misdemeanor)
- Process both the Arizona title and registration prior to the TRP expiration

Record Retention

Dealerships and title service companies must continue to maintain a record of all TRPs and temporary registrations issued, as required by law:

- A daily electronic TRP Activity Log for all TRPs and temporary registrations issued must be maintained
- Verify on a daily basis that issued TRPs and temporary registrations match the number of vehicles sold and report any discrepancies to the ServiceArizona Assistance Desk by the close of the next business day
- All records in reference to TRPs and temporary registration issuance must be kept for a period of 3 years

If ServiceArizona is Unavailable

If ServiceArizona is unavailable, do one of the following:

- Call the ServiceArizona Assistance Desk at 1-866-436-9533 or email at ezhelp@us.ibm.com and they will assist you.
- Utilize electronic TRP from an Authorized Third Party Provider.

If your Internet provider is unavailable:

- ServiceArizona can be accessed from another facility as long as the computer has Internet capability and a printer is available to print the TRP and temporary registration for the customer.

The following instructions serve as a guide through the entire Temporary Registration Plates process.

Dealer Services Home Page

Dealer Services - TEST DEALER RECORD OK

Dealer Number: L00000010

Your motor vehicle license is expired. You are now subject to penalty fees. Please renew immediately, select the License Renewal link below. For further information, contact the ServiceArizona assistance desk at 1-866-436-9533.

Transactional Services:

- [Test Your Printer](#)
- [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](#)
- [Title and Registration MVR](#)
- [Lienholder MVR](#)
- [Insurance Verification](#)
- [Disturbance/Quash Request](#)
- [Duplicate Title](#)
- [Repossession Title](#)
- [Public Consignment Sales Notice](#)
- [Wholesale Dealer 3-Day Permit](#)
- [OFAC Check](#)
- [Fee Calculation](#)
- [MVD Policies and Procedures](#)
- [Dealer Title Clerk Manual](#)
- [National Insurance Crime Bureau](#)

MVD Requests :

- Attach a file/document: [respond](#)

Administrative Services:

- [View Reports](#)
- [Add to Dealers I Work For](#)
- [Update Credit Card Information](#)
- [Update eCheck Information](#)
- [Update Title Mailing Address](#)
- [Get Regular User Pin](#)
- [Maintain Users](#)

User Guide

The Dealer Services Home page contains four sections

The sections are:

1. Dealer Name
2. Dealer Number
3. Transactional Services
4. Administrative Services

Note: Not all Users will see every option displayed above on the Home Page. What displays will depend upon the access level the User was granted.

Dealer Services Home Page (continued)

The Dealer Services Home Page defined:

Dealer Name

The first section displays the name of the Dealer or Title Service Company the processor is working under.

Dealer Number

The second section contains the dealer or title service company license number. If a processor works for multiple dealers and/or title services he will use the **drop down box** to indicate the dealer number for the subsequent requests.

Transactional Services

The third section allows the User to select the desired service transaction, e.g. **“Temporary Registration Plates”**, by clicking on the link to begin the **Temporary Registration Plate** process.

Administrative Services

The fourth section allows the User to select the desired administrative functions, e.g. **“View Reports”** and **“Maintain Users.”**

Test Your Printer

Every morning before issuing a TRP and temporary registration, you should test your printer. To do this, use the following steps:

1. From the **Dealer Services Home Page** click the **Test Your Printer** link.
2. Click on the **Sample print page** link. This will display a sample permit screen for you to print. Make sure to adjust your printer to print the TRP and temporary registration.
3. To print the Sample print page, select "**File**" in the menu bar and from the **drop down box**, select the "**Print**" option. A dialog box will appear in front of the sample permit, click the "**Print**" button to print.
4. To exit the Sample print page, select "**File**" in the menu bar and from the **drop down box**, select the "**Close**" option. This will bring you back to the **Test Your Printer** page.
5. Click the **Back to Dealer Services Home** link. This will bring you back to the **Dealer Services Home Page** to start the issuance process.

Issuing a Temporary Registration Plate (TRP)

1. From the **Dealer Services Home Page** click the **Temporary Registration Plates** link.
2. From the **TRP Services Home Page** click the **Issue TRP** link.

Enter Vehicle Information

3. Type in the **Vehicle Identification Number (VIN)**. This is found on a Title, MCO, or on the left-hand corner, in the dash of the vehicle. Double check to make sure the VIN is typed correctly or the system will not identify the vehicle. The VIN can be entered with either upper or lower case letters.
4. To select a **Primary Color** of the vehicle click the **drop down arrow** for a list of colors to choose from.
5. To select a **Secondary Color** of the vehicle click the **drop down arrow** for a list of colors to choose from, if applicable.

Note: The “**more info...**” link, displayed to the right of the primary color box, will display an explanation of the primary and secondary colors and a color chart listing the name of the color under the color box.

6. Answer the question, “**Is there a plate to transfer?**”

Note: The Dealer is responsible to ensure any available plate is transferred.

- Click the “**Yes. Transfer Plate**” button if the customer has a plate to transfer to the newly acquired vehicle
 - a. Type in the **plate number** the customer is requesting to transfer
 - b. Click **one of the following buttons** to indicate what the customer has requested:
 - “**Use Credit**” button indicates the customer has a credit connected to the plate and wants to use the credit on the newly acquired vehicle
 - “**Refund Credit**” button indicates the customer wants a refund on any credit connect to the plate
 - “**No Credit or Refund**” indicates the customer simply wants to transfer the plate knowing there is no credit available
- Click the “**No. Do Not Transfer Plate**” button if there is no plate to transfer to the newly acquired vehicle

Note: The **plate transfer/credit selection** will print on an affidavit requiring both the issuer’s and customer’s signatures. This affidavit prints with the TRP and temporary registration.

Enter Vehicle Information – Continued

7. Answer the question, “**Are there multiple owners?**”
 - If **yes**, click the “**Yes**” button, which indicates there will be **more than one owner** on the title of this vehicle
 - If **no**, click the “**No**” button to indicate there will be **only one owner** on the title of this vehicle
8. Click the “**Continue**” button to proceed.

Note: Click the “**Cancel**” button to cancel the transaction and return to the **Dealer Services Home Page**

Enter Owner Information – One Owner

Depending on what button was selected from above, determines which screen will appear next.

- If the “**No**” button was selected **continue with the steps below**.
- If the “**Yes**” button was selected continue to page 11, **Enter Owner Information**.

9. Type in the **Owner’s Customer/AZ Driver License Number**. The number can be found on the customer’s Arizona driver license.
10. Type in the **Date of Birth**. The date must be placed with a two-digit month, two-digit day and a 4-digit year. **Example: 05 / 15 / 1948**

Note: If the TRP is issued to a company, enter only the Company’s Customer Number and leave the Date of Birth boxes blank.

11. Click the “**Continue**” button to proceed. Go to page 13, **Confirm Information** screen to continue.

Note: If either or both of the **Owner’s Customer/AZ Driver License Number** or **Date of Birth** are not available, after clicking “**Continue**”, the screen will default to a different screen in which all the owner’s information will need to be entered.

12. Type in either the **Owner’s first name, middle initial** (if applicable) **and last name** if the customer is an individual or the **Company Name** if the customer is a company.

Note: Both a first and last name are required for an individual.

13. Click on the **Suffix drop down arrow** for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).

14. Type in the **complete address**. All fields are required (City, State and Zip Code) If the last four digits of the Zip Code are unknown, leave blank.
15. Click the “**Continue**” button to proceed. Go to page 13, **Confirm Information** screen to continue with the issuance.

Enter Owner Information – Multiple Owners

If the “**Yes**” button was selected on the first screen, **continue with the steps below**.

16. Type in the first **Owner’s Customer/AZ Driver License Number**, under the “**Owner 1**” heading. The number can be found on the customer’s driver license.
17. Type in the first owner’s **Date of Birth**, under the “**Owner 1**” heading. The date must be placed with a two-digit month, two-digit day and a 4-digit year.
Example: 05 / 15 / 1948

Note: If the TRP is issued to a company, enter only the Company’s Customer Number and leave the **Date of Birth** boxes blank.

18. Type in the second **Owner’s Customer/AZ Driver License Number** and **Date of Birth**, under the “**Owner 2**” heading.
19. Click the “**Continue**” button to proceed. Go to page 13, **Confirm Information** screen to continue the **TRP** issuance.

Note: If either or both of the **Owner’s Customer/AZ Driver License Number** or **Date of Birth** are not available, after clicking the “**Continue**” button, the screen will default to a different screen in which both owner’s information will need to be entered.

If both of the owner’s Customer/AZ Driver License Numbers or Date of Birth **are not available** then the following information will be needed to continue with the TRP issuance.

20. Type in either the first **Owner’s first name, middle initial** (if applicable) **and last name** if the customer is an individual or the **Company Name** if the customer is a Company under the “**Owner 1**” heading.

Note: Both a first and last name are required for an individual.

21. Click on the **Suffix drop down arrow** for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).

22. Type in the **complete address**. All fields are required (City, State and Zip Code)
If the last four digits of the Zip Code are unknown, leave blank.
23. Type in either the second **Owner's first name, middle initial** (if applicable) **and last name** if the customer is an individual or the **Company Name** if the customer is a Company under the "**Owner 2**" heading.
24. Click the "**Continue**" button to proceed. Go to page 13, **Confirm Information** screen to continue.

If the first owner does not have an **AZ Customer/Driver License Number**, and the second owner's **AZ Customer/AZ Driver License Number** was entered then the first owner's information must be completed. Fill in the following fields:

25. Type in either the first **Owner's first name, middle initial** (if applicable) **and last name** if the customer is an individual or the **Company Name** if the customer is a Company.

Note: Both a first and last name are required for an individual.

26. Click on the **Suffix drop down arrow** for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).
27. Type in the **complete address**. All fields are required (City, State, Zip Code)
If the last four digits of the Zip Code are unknown, leave blank.
28. Click the "**Continue**" button to proceed. Go to page 13, **Confirm Information** screen to continue.

If the first owner has an **AZ Customer/AZ Driver License Number** and the second owner did not, then the second owner's information must be completed. Fill in the following fields:

29. Type in either the second **Owner's first name, middle initial** (if applicable) **and last name** if the customer is an individual, or the **Company Name** if the customer is a Company.
30. Click on the **Suffix drop down arrow** for a complete list of suffixes to be used as part of a name i.e. **Jr, Sr, III** (if applicable).
31. Click the "**Continue**" button to proceed. Go to page 13 **Confirm Information**, to continue.

Confirm Information

Once the owner(s) information is retrieved, the **Confirm Information** screen will appear. Verify the following:

32. The **owner(s) name and address is correct**. **If incorrect**, go to #21 below.

Note: The **issue date** will automatically populate.

33. The **vehicle information is correct** (VIN, primary color, secondary color if applicable, make, body style and year). **If incorrect**, go to #21 below.

Note: If the VIN is correct, however the make, body style and year did not populate, manually type in the information.

34. **For commercial vehicles only**, type in the Gross Vehicle Weight (no more than 80,000 lbs).

35. Answer the question, **“Is this information correct?”**

- If “No”, click the **“No, Go Back”** button to return to the prior screen for corrections
- If “Yes”, click the **“Yes, Continue”** button to proceed
- Click the **“Cancel”** button to cancel the process of issuing a **Temporary Registration Plate**

Pay Fee

There is a fee of \$1.00 for the issuance of a TRP and temporary registration.

36. Select the type of payment desired. They are as follows:

- **“Use Dealer Credit Card Account”** button is a **credit card** account established for charging the account every time a TRP is issued and paid for by the credit card account. If this option does not appear, a TRP Administrator must input a designated credit card into the system first, before the item can be selected
- **“Use Dealer eCheck Account”** button is a **bank account** established for automatic withdrawal to the account every time a TRP is issued and paid for by eCheck account. If this option does not appear, a TRP Administrator must input a designated eCheck account into the system first, before the item can be selected
- **“Use Another Credit Card”** button is **any valid card** that the dealership or title service authorizes for use
 - a. Enter the **Credit Card Number** (no spaces).
 - b. Enter the **Expiration Date**. This number must be entered by the two-digit month and two-digit year i.e. **12 / 10**
 - c. **Card Verification Number**. This is the three-digit code on the back of the card or the four-digit code on the front of the card

37. Click the **“Submit”** button to proceed.

View and Print TRP and Affidavit

The **View and Print TRP** screen will appear once the owner(s) and vehicle information is submitted and payment was accepted.

38. Click the “**View and Print TRP and Affidavit**” button to view the TRP, temporary registration and affidavits.

Within a few seconds, the TRP, temporary registration and affidavits will display on the screen.

39. A dialog box will appear, click the “**Print**” button to print the TRP, temporary registration and affidavits.

Note: Use the **scroll bar** to scroll down the page to view the owner’s registration, located on the bottom half of the TRP. Following the TRP are two plate affidavits.

After the TRP and temporary registration has printed, cut the paper in half, along the dotted line indicators, so that the TRP can be placed in a plastic sleeve to display on the rear of the vehicle and the registration can be placed in the vehicle’s glove box.

Sign both plate affidavits and have the customer sign them as well. Retain one copy for your records and give the other copy to the customer with their registration.

40. To **exit** the TRP and temporary registration, click the “**Continue**” button located in the middle of the screen to return back to the **View and Print TRP** screen.

41. Answer the question, “**Did the TRP print properly?**”

- If “No”, click the “**No, TRP and Affidavit Did Not Print**” button. A dialog box will appear, prompting you to verify that the margins and font are set correctly. Click on the “**Close Window**” button to return to the **View and Print TRP** screen to try again
- If yes, click the “**Yes, Back to TRP Home Page**” button to return to the **Dealer Services Home Page** to start the issuance again for a different customer
- Click the “**Quit**” button canceling the process

Voiding a Temporary Registration Plate (TRP)

A TRP cannot be voided once they have expired. **Important:** If the TRP was lost or damaged use the **Reprint TRP** service to reprint the TRP. Do not void the TRP.

1. From the **Dealer Services Home Page** click the **Temporary Registration Plates** link.
2. From the **TRP Services Home Page**, click the **Void TRP** link.

Enter Information to Void TRP

3. Type in the **TRP Number** to be voided
4. Using the **drop down arrow**, Select a **Reason for voiding the TRP**. The two reasons for voiding a TRP are as follows:
 1. Deal Unwound
 2. Entered Incorrect Information
5. Click the **“Continue”** button to proceed.

Confirm Information

The **TRP Number to be voided** will display in the screen.

6. Answer the question, **“Is this the correct TRP to void?”**
 - If “No”, click the **“No, Go Back”** button to go back one screen to correct the TRP number.
 - If “Yes”, click the **“Yes, Continue”** button to proceed.

View Confirmation

7. A message will display, **“TRP XXXXXX has been successfully updated with TRP status of Void”**. Click the **Back to the Dealer Services Home** link to return to the **Dealer Services Home Page**.

Search for a TRP by VIN

1. From the **Dealer Services Home Page** click the **Temporary Registration Plates** link.
2. From the **TRP Services Home Page**, click the **Search TRPs by Vin** link.

Enter Search Criteria

3. Type in the **VIN** of the vehicle you want to research.
4. Click the “**Submit**” button to proceed
5. An Activity Report will display on the screen showing the following information:
 - Dealer License Number
 - VIN

Issued TRPs

- Transaction Date
- Time of Transaction
- TRP Number
- Customer Name

Voided TRPs (if applicable)

- Transaction Date
- Time of Transaction

6. Click the **Back to Services** link to return to the **Dealer Services Home Page**.

Reprint A TRP

The issuing Dealer may reprint a TRP as long as the TRP is not voided or expired.

1. From the **Dealer Services Home Page** click the **Temporary Registration Plates** link.
2. From the **TRP Services Home Page** click the **Reprint TRP** link.

Enter Search Criteria

3. Type in the **TRP number** you want to **reprint** in the **TRP Number Box** and click the **“Continue”** button.

View and Print TRP and Affidavit

4. Click the **“View and Print TRP and Affidavit”** button to view the TRP, temporary registration and affidavits. Within a few seconds, the TRP, temporary registration and affidavits will display.
5. A dialog box will appear, click the **“Print”** button to print the TRP, temporary registration and affidavits.

Note: Use the **scroll bar** to scroll down the page to see the owner’s registration, located on the bottom of the TRP. Following the TRP are two plate affidavits.

After the TRP and temporary registration have printed, cut the paper in half, along the dotted indicators, so that the TRP can be placed in a plastic sleeve to display on the rear of the vehicle and the registration can be placed in the vehicle’s glove box.

Sign both plate affidavits and have the customer sign them as well. Retain one copy for your records and give the other copy to the customer with their registration.

6. To **exit** the **TRP and temporary registration**, click the **“Continue”** button located in the middle of the screen to return back to the **View and Print TRP** screen.
7. Answer the question, **“Did the TRP print properly?”**
 - If **“No”**, click the **“No, TRP and Affidavit Did Not Print”** button. A dialog box will appear, prompting you to verify that the margins and font are set correctly. Click on the **“Close Window”** button to return to the **View and Print TRP** screen to try again
 - If **“Yes”**, click the **“Yes, Back to TRP Home Page”** button to return to the **Dealer Services Home Page** to start the issuance again for a different customer

View Reports

There are three reports to choose from: an Activity Report, Summary Report and TRP Expiration Warning Report.

Activity Report

1. From the **Dealer Services Home Page** click the “**View Reports**” link to proceed.

Choose a Report Type to View

2. A screen will default to the Activity Report option; click the “**Continue**” button to proceed.

Choose a Service to View

3. Click the **Temporary Registration Plate** link to proceed.

Enter Criteria to View Report

4. The **Start Date** field will default to the current date. If a different date is desired, click the **Start Date** field to activate and change the date.
5. The **End Date** field will default to the current date. If a different date is desired, click the **End Date** field to activate and change the date.
6. Reports can be sorted automatically by clicking one of the following radio buttons under the Sort By field:
 - **Transaction Date** is used to sort by the date a transaction was processed, with the most current date at the top of the page
 - **User ID** is used to sort by the **User ID Number**. This type of report will show activity by User.
 - **Permit Number** is used to show the permit number assigned by transaction from the most current permit issued.
7. Click the “**Submit**” button to proceed.

Activity Report Review

8. If a record was found, an Activity Report will show the following information:

- The Dealership name and desired dates of transactions being displayed
- Transaction Date
- Time of Transaction
- Permit Number
- User ID
- VIN
- Customer Name
- Transfer Plate
- Plate Status
- Prints
- Transaction Amount
- Void Reason
- Number of TRPs Issued
- Number of TRPs Voided
- Total Amount of Permits Issued

9. To print, select “**File**” and from the **drop down menu** select the “**Print**” option. A dialog box will appear. Click the “**Print**” button to print the report.

Note: Paper size may require changing to landscape, using page setup.

10. Click one of the following links:

- The “**Back to Reports**” link to return to **Choose a Report Type to View** screen to select a different report, or
- The “**Back to Home Page**” link to return to the **Dealer Services Home Page**.

Summary Report

1. From the **Dealer Services Home Page** click the **View Reports** link to proceed.

Choose a Report Type to View

2. Click the **drop down arrow** to select the **Summary Report** option; click the **“Continue”** button to proceed.

Choose a Service to View

3. Click the **Temporary Registration Plates** link to proceed.
4. The **Date** field will default to the current month and year. If a different date is desired, click the **Date** field to activate and change. This date must be entered by a two-digit month and four-digit year, **i.e. 02 / 2009**
5. Click the **“Submit”** button to proceed.

Summary Report Review

6. A Summary Report will appear on the screen displaying the following information:
 - Dealer Name and the selected transaction month and year
 - Date
 - The Total Number of TRPs Issued
 - The Total Number of TRPs Voided
 - Total Amount Placed on the “On-File” Credit Card
 - Total Amount Placed on a Different Credit Card
 - Total Amount Paid by eCheck
 - Transaction Total
7. To print, select **“File”** and from the **drop down menu** select the **“Print”** option. A dialog box will appear. Click the **“Print”** button to print the report.
8. Click one of the following:
 - The **“Back to Reports”** link to return to the **“Choose a Report Type to View”** screen to select a different report, or
 - The **“Back to Home Page”** link to return to the **Dealer Services Home Page**

TRP Expiration Warning Report

This report will provide information on TRPs that will expire within 10 days and have not grown up (copy of base record) into a Title and Registration record.

Note: TRPs will **NOT** display on this report when there is an existing vehicle record on the MVD database and a transaction update has been completed within the vehicle base record after the TRP issue date. Example: TRP was issued on 04-01-07 and a dealer has requested a duplicate title on 04-05-07.

1. From the **Dealer Services Home Page**, click the “**View Reports**” link.

Choose a Report Type to View

2. Click the **drop down arrow** to select the **TRP Expiration Warning Report option**; click the “**Continue**” button to proceed.

Enter Criteria to View Report

3. The **Start Date** field will default to the current date. If a different date is desired, click the **Start Date** field to change the date.
4. The **End Date** field will default to 10 days in the future. If a different date is desired, click the **End Date** field to change the date.

Note: The **TRP Expiration Warning Report** can be obtained by a dealer or title service company for the current date, up through 10 days in the future. A future report for more than 10 days may not be requested.

5. Reports can be sorted automatically by clicking one of the following criteria buttons, under the **Sort By** field:
 - **Expiration Date** is used to sort by the oldest date to the newest date
 - **Permit Number** is used to sort by the smallest to the largest TRP Number
6. Click the “**Submit**” button to proceed.

TRP Expiration Warning Report - Continued

TRP Expiration Warning Report Review

7. A TRP Expiration Warning Report will show the following information:
 - The Dealership Name and desired dates of information being displayed
 - TRP Expiration Date
 - TRP Number
 - Customer 1's Full Name
 - VIN

8. To print, select "**File**" and from the **drop down menu**, select the "**Print**" option, a print dialog box will appear click the "**Print**" button to print the report.

9. Click one of the following links:
 - The **Back to Reports** link to return to the "**Choose a Report Type to View**" screen to select a different report, or
 - The **Back to Home Page** link to return to the **Dealer Services Home Page**