

Name of service	Register New Vehicle as Lease – Online Dealer Program (New: January 2014)
Description	<ul style="list-style-type: none"> • Online Dealer registers a new vehicle as lease
Fee	See Motor Vehicle fee schedule
Required Documents	<ul style="list-style-type: none"> • New Vehicle Information Statement (NVIS) - always required for new vehicles manufactured in Canada • Proof of valid insurance, if applicable • Purchase/lease agreement
How to	<ol style="list-style-type: none"> 1. Verify the client has valid proof of insurance. 2. Confirm what type of plate the customer wants to have on their vehicle. (If they have a personalized, veteran, seasonal, firefighter or call sign plate that they would like to use for this new vehicle, the transaction will need to be completed at your nearest SNB Service Center.) 3. Get the next licence plate from your inventory and record the plate # on the NVIS. 4. Open Auto Dealer Registration Services 5. Click on Register New Vehicle 6. Enter VIN of new vehicle - the year, make and model will auto populate based on VIN. 7. Select Body Type. 8. Under Extended Vehicle Information fill in all required fields 9. Under Registration Information enter Registration Class, Reg (Subclass only applicable for trailers), Plate Type, Plate Number and Term. 10. Under Ownership Information select Ownership Type as Lease. 11. Search for leasing company by entering leasing company name or the leasing company client ID #. 12. Search for owner by entering Client ID and date of birth <u>or</u> driver's license # and date of birth in owner #2. 13. Once all owners have been added, click on drop down box on each Owner and choose appropriate ownership (lessor, lessee or operator). If the registration certificate is to be mailed to the lessee, you must select Mailing and Registration address for them as the system will default it to the Lessor (Leasing Company). 14. Click REVIEW ORDER button. RESET button – All vehicle information will need to be re-entered. CANCEL button - this will cancel the transaction and take you back to the main page. 15. Click PROCESS ORDER. CANCEL button – this will cancel the transaction and take you back to the

	<p>main page.</p> <p>16. You will see at bottom of page: Vehicle Registration was successfully completed.</p> <p>17. Click on PRINT TEMPORARY PERMIT.</p> <p>18. You will have the option to open, save or cancel, choose open and then print the Temporary Registration Permit and Certificate of Vehicle Registration for client. You can reprint the Temporary Registration Permit and Certificate of Vehicle Registration for your files before you return to the home page.</p> <p>19. Click Home link at top of page to return to home to register another vehicle.</p> <p>20. Have the client (if registered owner) sign the registration certificate which was issued and give to client.</p>
Customer Receives	<ul style="list-style-type: none"> • Plates • Temporary Registration Permit • Certificate of Vehicle Registration marked as Temporary