



AUTO DEALER ONLINE PROGRAM

USER GUIDE

Table of Contents

SECTION	PAGE
1 – GENERAL INFORMATION	
1.1 Overview	3
1.2 Requirements	3
1.3 Application Functionality.....	3
1.4 Hours of Online Service.....	3
2 - ACCESSING THE AUTO DEALER ONLINE PROGRAM	
2.1 Authentication	4
2.2 SNB Online	4
2.3 User name and password policy.....	4
3 – USING THE AUTO DEALER ONLINE PROGRAM	
3.1 Home Screen.....	5
3.2 Register New Vehicle.....	6
3.3 Transfer of Ownership.....	13
3.4 Temporary Permit and Certificate of Vehicle Registration.....	18
4 – RESTRICTIONS.....	19
5 – SUPPORT.....	20
6 - PAPERWORK	
6.1 Daily/Weekly Procedures.....	21
6.2 Dealer Transaction Detail Report.....	23
7 - INVENTORY OF PLATES.....	24
7.1 Accountability.....	24
7.2 Confirmation of Order.....	24
7.3 Sequence.....	24
7.4 Yearly Count.....	24
7.5 Additional Stock.....	24
7.6 Lost/Stolen/Missing/Duplicate.....	24
7.7 Service Delivery Support.....	24

1 - GENERAL INFORMATION

1.1 Overview

Service New Brunswick (SNB) and the Department of Public Safety (DPS) have partnered together to develop an application that will allow registered automobile, motorcycle/moped and trailer dealers in New Brunswick to register automobiles, motorcycles/moped and trailers from their place of business via SNB Online. This application was developed as a means of collecting and registering vehicle data, validating insurance and customer information and collecting fees for registration purposes from the dealer's place of business during traditional and non-traditional SNB office hours.

1.2 Requirements

- An internet PC capable of 128 bit encryption with Netscape or Internet Explorer 4.0 or greater
- A printer attached or networked to the PC that will allow for the printing of receipts and reports from the application
- Access to the dealer's bank account for daily electronic funds transfers
- A locked storage space for all licence plate inventory
- Report any inventory discrepancies immediately to SNB
- Submit paperwork weekly to SNB

1.3 Application Functionality

- Able to register new passenger vehicles, light commercial vehicles, motorcycles, mopeds, travel and tent trailers
- Able to transfer the ownership of a currently, New Brunswick registered vehicle into the Dealer's name
- Able to transfer the ownership of a vehicle currently registered in the dealer's name to an individual or other New Brunswick dealer
- Able to issue a conservation plate to a new vehicle

1.4 Hours of Online Service

- Monday to Saturday, 7:30 AM – 11:00 PM

2 - ACCESSING THE AUTO DEALER ONLINE PROGRAM

2.1 Authentication

Each user is authenticated in the system. Upon approval to complete work online, SNB will create a Client Account in the name of the dealership. The dealership must designate a Client Admin to manage the user accounts at the dealership. All users will self-register into the system, assigning themselves a user name and password.

2.2 SNB Online

- Open the Internet
- Go to SNB Online at www.snb.ca
- Choose English or French
- Under the tab <For Businesses>, click Auto Dealer under the Driving and Vehicles heading
- URL can be bookmarked or saved in your Favourites at this point
- Click on the Secure Log-in tab
- Select Vehicle Registration System
- You will now be asked to log in with your user name and password

2.3 User name and password policy

Users are NOT to share user names and passwords. The sharing of user names and passwords creates a significant security concern. A finding of such action would demonstrate non-compliance which may lead to a suspension from the Auto Dealer Online program. If users require resetting of a password, please contact the SNB Helpdesk at 1-888-832-2762.

3 – Using the Auto Dealer Online Program

3.1 Home Screen

The screenshot shows the home screen of the Auto Dealer Registration Services. At the top left is the logo for New Brunswick Canada. Below the logo is a blue navigation bar containing the text: "User: TRAINER2 | Client ID: 10224 | Dealer Number: 7178 | Dealer Name: MVAD Test Dealer". Below the navigation bar is the heading "Auto Dealer Registration Services". Underneath this heading are two main service links: "Register New Vehicle" (with a car icon) and "Transfer and Renew Existing Vehicle" (with a circular arrow icon). At the top right of the page, there are four links: "Home", "Français", "Help", and "Logout".

Annotations on the page include:

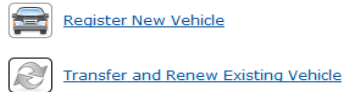
- An arrow pointing to the "Home" link with the text: "You can click the **Home** button from any screen within the system and it will bring you back to this home page".
- An arrow pointing to the "Français" link with the text: "From this screen, you can change the language of your session".
- An arrow pointing to the "Help" link with the text: "Clicking on help from any screen will bring up this user guide".
- An arrow pointing to the "Logout" link with the text: "When you are finished with your session, click on **Logout**".
- An arrow pointing to the "Register New Vehicle" link with the text: "Choose this link to register a new vehicle".
- An arrow pointing to the "Transfer and Renew Existing Vehicle" link with the text: "Choose this link to transfer or to transfer and renew an existing vehicle already registered in New Brunswick".
- An arrow pointing to the user information bar with the text: "Your Dealer Number and Dealer Name will appear up in this bar".

3.2 Register New Vehicle

Note: All demo vehicles need to be registered as a new vehicle.

From your home screen click on **Register New Vehicle**.

Auto Dealer Registration Services



You will then be presented with your Register New Vehicle Screen. This screen is divided in four sections : *General Vehicle Information*, *Extended Vehicle Registration* (which will only appear after you've completed the first section), *Registration Information* and *Ownership Information*.

Auto Dealer Registration Services
Register New Vehicle

* indicates required fields

General Vehicle Information

VIN #:	<input type="text" value="1FBJS31L5VHA74388"/>	Year:	<input type="text" value="1997"/>
Make:	<input type="text" value="FORD"/>	Model:	<input type="text" value="E350 WAGON"/>
Body Type:	<input type="text"/>		

Extended Vehicle Information (Van)

Colour:	<input type="text"/>	Fuel Type:	<input type="text"/>
Cylinders:	<input type="text"/>	Gross Vehicle Mass:	<input type="text"/>
Unladen Mass:	<input type="text"/>	Asset Number:	<input type="text"/>

Registration Information

Registration Class:	<input type="text"/>	Reg. Subclass:	<input type="text"/>
Plate Type:	<input type="text"/>	Plate Number:	<input type="text"/>

Ownership Information

Ownership type: Own Lease

Register to:

Complete the **General Vehicle Information** section:

VIN #:

- *V.I.N.* (vehicle identification number) is also commonly referred to as the serial number.
- The VIN is a 17 digit alpha numeric combination, which you will retrieve from the NVIS card.
- After you enter the *VIN*, the other fields in this section should be automatically filled.

Year:

- If not already showing, enter the four-digit model *year* number from the NVIS card

Make:

- If not already showing, click on the drop down list
- Select the *manufacturer's name* taken from the NVIS card. i.e. Ford, Chevrolet, Toyota

Model:

- If not already showing, click on the drop down list
- Select the vehicle *model* as shown on the NVIS card. i.e. Focus, Cruze, Camry

Body Type:

- If not already showing, click on the drop down list
- Select the *body type* as shown in the NVIS card. i.e. Pickup, 4 door stationwagon, Travel Trailer

Complete the ***Extended vehicle information*** section:

Colour:

- Click on the drop down list
- Select the *colour* as shown on the NVIS card.
- The *colour* selection is limited therefore you will have to choose the colour closest to the colour indicated by the manufacturer. i.e. sage would be green

Fuel Type:

- Click on the drop down list
- Select the *fuel type* for the vehicle as found on the NVIS card.

Cylinders:

- Enter the number of *cylinders* as indicated on the NVIS card.

Asset Number:

- This field is optional
- You may be requested by a purchaser to add an *Asset Number* to identify the vehicle in their fleet

Gross Vehicle Mass:

- This field will only appear if you are registering a **light commercial** vehicle. e.i pickup, mini vans and SUVs used for commercial purposes
- The *Gross Vehicle Mass* is often marked as the G.V.W.R on the NVIS
- Enter the weight of the vehicle as indicated on the NVIS card.

Unladen Mass:

- The *Unladen Mass* refers to the weight of the vehicle at time of manufacturing. It is often marked as the Shipping Weight on the NVIS.
- Enter the weight of the vehicle as indicated on the NVIS card.

CC:

- This field will only appear if you are registering a **motorcycle** or **moped**.
- The *CC* refers to the size of the engine. Enter the information as per the indication on the NVIS.

Wheels:

- This field will only appear if you are registering a **motorcycle** or **moped**.
- Enter the number of wheels that are on the vehicle.

Complete the **Registration Information** section:

Registration class:

- Depending on the type of vehicle you are registering, different *registration classes* may be available for selection. Very often, you will find only one option in the drop-down menu.
- This is a description of the different *registration classes*:
 - **Passenger**
 - All passenger vehicles
 - Mini vans and SUVs used for personal use
 - **Light Commercial**
 - All pick-up trucks with an unladen mass of less than 3000kg
 - Mini vans and SUVs used for commercial use
 - **Motorcycle**
 - All Motorcycles regardless of size
 - **Motor Driven Cycle**
 - All mopeds
 - **Family Coach**
 - Motorhomes
 - **Trailer**
 - All tent trailers and travel trailers

Reg. Subclass:

- For **Trailers** only. The subclass needs to be selected from the drop down menu to indicate if the trailer is a *Hard Top Trailer* (Tent trailer) or a *Travel Trailer*.

Plate Type:

- Depending on the type of vehicle you are registering, different *Plate Types* may be available for selection.
- This is a description of the different *Plate Types*:
 - **Passenger Plates:**
 - All passenger vehicles
 - Mini vans and SUVs used for personal use
 - Motorhomes
 - **Light Commercial Plates:**
 - All pick-up trucks with an unladen mass of less than 3000kg
 - Mini vans and SUVs used for commercial use
 - **Conservation Plates:**

- Any vehicle that would normally take a *passenger* or *light commercial plate*
- **Motorcycle Plates:**
 - All Motorcycles regardless of size
- **Moped Plates:**
 - All mopeds
- **Trailer Plates:**
 - All tent trailers and travel trailers

Plate Number:

- Take the next license plate from your inventory and enter the *plate number* in this field.

Term:

- You must choose the amount of months for which you would like to register the vehicle.
- Options are from 1 to 12 months.
- You will not have this option for trailers, motorcycles or mopeds as they always expire on March 31st.
- Fees will be calculated accordingly on the next screen.

Complete the **Ownership information** section:

Note: If multiple names appear on the Bill of Sale, all names must appear on the vehicle registration

- Select Ownership type as **Own** if the vehicle was sold to an individual or dealer or as **Lease** if the vehicle is leased to an individual.
- In the field **Register to**, select the ownership from the drop down list
- This is a description of the options:
 - **Current Dealership:**
 - If the vehicle was sold/traded to your dealership or is leased by *your dealership*.
 - **Other Dealership:**
 - If the vehicle was sold to another dealer
 - **Individual/company:**
 - If the vehicle was sold or is leased to an *individual(s)*.
 - **Leasing Company**
 - If the vehicle was sold to and being leased by a *leasing company*.

- Once you've completed these steps, the following selection will appear.

Ownership Information ?

Ownership type: Own Lease
 Register to:

Owner 1	Owner 2	Owner 3
Client ID: <input type="text"/>	Client ID: <input type="text"/>	Client ID: <input type="text"/>
Driver License: <input type="text"/> or* <input type="text"/>	Driver License: <input type="text"/> or* <input type="text"/>	Driver License: <input type="text"/> or* <input type="text"/>
Date of Birth:* <input type="text"/> (yyyy/mm/dd)	Date of Birth:* <input type="text"/> (yyyy/mm/dd)	Date of Birth:* <input type="text"/> (yyyy/mm/dd)
<input type="button" value="Find"/>	<input type="button" value="Find"/>	<input type="button" value="Find"/>

- Determine the number of owners (Lessor, lessee, owner, operator) that you have and complete the appropriate number of ownership boxes.
 - If your owner is a **Leasing Company**:
 - Your first box will be for the leasing company. You have the option to search the company by name or enter their Client ID number. Once you've entered your search information, click on **Find**.
 - If your owner is the **Current Dealership**:
 - The owner box will be completed automatically
 - If your owner is **Other Dealer**:
 - You must enter the other dealer's dealer number in the *Dealer number* field and click on **Find**
 - If your owner is an **individual**:
 - Search for the client by entering their Client ID **and** Date of Birth **or** Driver's licence # **and** date of birth. Click on **find**.

If you have made an error on one of the owners (e.i. selected the wrong leasing company) click on the 'X' in the ownership box to clear the information and enter the correct information.

The screenshot shows a web form titled "Ownership Information" with a help icon. It has two radio buttons for "Ownership type": "Own" and "Lease" (which is selected). Below that is a "Register to:" dropdown menu currently set to "Leasing Company". A red arrow points to a small "X" button in the top right corner of a "Lessor" entry box. The entry box contains the following text: "Client ID: 1008340", "The Waste Exchange", "22 Test Street, Fredericton, New Brunswick", "Ownership: * Lessor", and two radio buttons for "Mailing Address" and "Registration Address".

- Once all owners have been added, click on the drop down box on each Owner and choose appropriate ownership.
 - **Owner**
 - The person or dealership who has purchased the vehicle
 - **Operator**
 - The person authorized by the purchaser to appear as operator on the registration
 - **Lessee**
 - The person who is leasing the vehicle from the Leasing company
- **VERY IMPORTANT** If you have more than one owner (e.i. husband and wife, Lessor and lessee(s), Owner and Operator) it is very important that you select the correct owner for *mailing address* and the correct owner for *registration address*.
 - **Mailing address** is the address to which the registration will be mailed. This address will appear on the top of the *Certificate of Vehicle Registration*.
 - **Registration Address** is the address that will appear in the registration portion of the *Certificate of Vehicle Registration*.

Make sure you select the correct address before you proceed to the next step.

Ownership Information ?

Ownership type: Own Lease
Register to: * Leasing Company

Lessor	Lessee/Operator	Lessee/Operator
Client ID: 1008340 The Waste Exchange 22 Test Street, Fredericton, New Brunswick Ownership: * Lessor <input type="radio"/> Mailing Address <input type="radio"/> Registration Address	Client ID: 1008435 WALDO SERRANO 22 Test Street, Fredericton, New Brunswick Ownership: * Lessee <input checked="" type="radio"/> Mailing Address <input type="radio"/> Registration Address	Client ID: 1008434 AVERY MCDONNELL 22 Test Street, Fredericton, New Brunswick Ownership: * Lessee <input type="radio"/> Mailing Address <input type="radio"/> Registration Address

Review Order Reset Cancel

Click **Review Order**: To continue.

Click **Reset**: To clear all the information from your screen and all vehicle information will need to be re-entered

Click **Cancel**: To cancel the transaction and return to your *Home Page*

Once you click on **Review Order**, you will be brought to the *Review Transaction* screen.

Auto Dealer Registration Services
Review Transaction (Order 1004627)

Vehicle Information

Plate Number: JHF834	Vehicle: 2009 TOYOTA SIENNA Van (5TDZK29C39S233603)
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Registration Information

Registration Class: Passenger	Reg. Subclass:	Plate Type: Passenger
Effective Date: 2014/02/14	Expiry Date: 2015/02/14	

Ownership Information

Ownership type: Own

Owner 1
Client ID: 1000000 MVAD Test Dealer 654 King Square, Saint John, New Brunswick Owner <input type="radio"/> Mailing Address <input type="radio"/> Registration Address

Fee Information

Plate:	\$50.00
Operational:	\$4.00
Transfer:	\$0.00
Registration:	\$85.00
Total:	\$139.00

Process Order Cancel Print Temporary Permit

Review all the information and confirm the fees are correct.

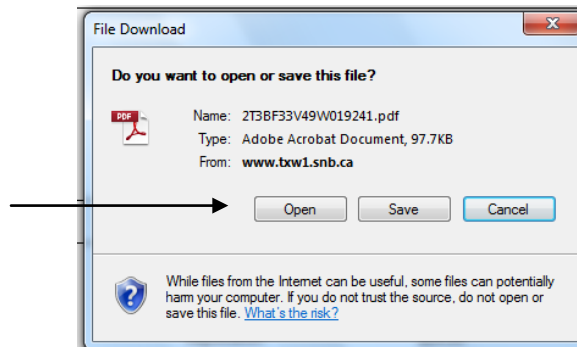
Click **Process Order**: to complete your transaction

Click **Cancel**: To cancel the transaction and return to your *Home Page*.

If the transaction was successful, you will see, at the bottom of the page: *Vehicle Registration was successfully completed.*

Click on **Print Temporary Permit**. The following pop-up will appear:

Click **Open** to print the temporary permit and temporary registration



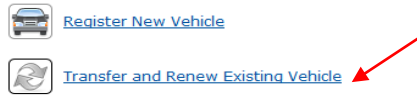
Your temporary permit and registration will then be available for printing.

When you are done printing, close your box to return to your Auto Dealer Online Program. On the top right of your screen click **Home** to complete another transaction or **Logout** to logout of the program.

3.3 Transfer of Ownership

From your home screen click on *Transfer and Renew Existing Vehicle*.

Auto Dealer Registration Services



You will then be presented with your *Transfer and Renew Existing Vehicle* screen. You will need to enter the **plate number** and the **first 6 digits of the serial number** of the vehicle that you wish to transfer.



[Home](#) | [Français](#) | [Help](#) | [Logout](#)

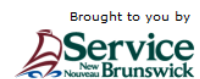
User: TRAINER2 | Client ID: 10224 | Dealer Number: 7178 | Dealer Name: MVAD Test Dealer

Auto Dealer Registration Services Transfer and Renew Existing Vehicle

* indicates required fields

Enter Vehicle Information

Plate Number:*	<input type="text"/>
VIN #:*	<input type="text"/>
	first 6 digits



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Click **Find**: To continue

Click **Reset**: To clear the information from this screen

Click **Cancel**: To cancel the transaction and return to your *Home Page*

You will then be presented with your *Transfer and Renew Existing Vehicle* screen. This screen is divided in four sections : *Vehicle Information, Current Registration Information, New Registration Information* and *Ownership Information*.

C A N A D A [Home](#) | [Français](#) | [Help](#) | [Logout](#)

User: TRAINER2 | Client ID: 10224 | Dealer Number: 7178 | Dealer Name: MVAD Test Dealer

Auto Dealer Registration Services Transfer and Renew Existing Vehicle

* indicates required fields

Vehicle Information

Plate Number:	JHF833	Vehicle:	2009 FORD FOCUS 4 Door (1FAHP37N19W175830)
		Owner(s):	KORY HEIM

Current Registration Information

Registration Class:	Passenger	Reg. Subclass:	
Plate Type:	Passenger		
Effective Date:	2014/02/14	Expiry Date:	2014/05/14

New Registration Information

Renew:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Term:	12 months ▼
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Ownership Information ?

Ownership type:	<input checked="" type="radio"/> Own <input type="radio"/> Lease
Register to:*	▼

Review Order Reset Cancel

Local intranet | Protected Mode: Off 100%

In the **Vehicle Information** section:

- Verify that the correct information of the vehicle and owner are displayed

In the **Current Registration Information** section:

- Verify that the correct information is displayed

In the **New Vehicle Information** section:

- If the vehicle is *not due to expire within the next 6 months* (3 months for trailers, motorcycle and mopeds), this section will indicate 'No' for renewal.
- If the vehicle is *not yet expired but is going to expire within the next 6 months* (3 months for trailers, motorcycles and mopeds), this section will default to yes for renewal.
 - You can choose to renew or not renew the vehicle.
 - If you choose 'Yes', select the amount of months for which you would like to renew the vehicle.
 - Options are from 1 to 12 months.
 - Trailers, Motorcycles and Mopeds always expire on March 31st.
 - If you would not like to renew, select the 'No' button.
 - Fees will be calculated accordingly on the next screen.

- If the vehicle has *already expired or is going to expire within the next 30 days* the system will display 'Yes' in this section.
 - The system will not give you the option to transfer without renewing.
 - Select the amount of months for which you would like to renew the vehicle.
 - Options are from 1 to 12 months.
 - Trailers, Motorcycles and Mopeds always expire on March 31st.
 - Fees will be calculated accordingly on the next screen.

In the **Ownership Information** section:

Note: If multiple names appear on the Bill of Sale, all names must appear on the vehicle registration

- Select Ownership type as **Own** if the vehicle was sold to an individual or dealer or as **Lease** if the vehicle is leased to an individual.
- In the field **Register to**, select the ownership from the drop down list
- This is a description of the options:
 - **Current Dealership:**
 - If the vehicle was sold/traded to your dealership or is leased by your dealership.
 - **Other Dealership:**
 - If the vehicle was sold to another dealer.
 - **Individual/company:**
 - If the vehicle was sold or is leased to an individual(s).
- Once you've completed these steps, the following selection will appear.

Ownership Information ?

Ownership type: Own Lease
 Register to: *

Owner 1	Owner 2	Owner 3
Client ID: <input type="text"/>	Client ID: <input type="text"/>	Client ID: <input type="text"/>
Driver License: <input type="text"/> or* <input type="text"/>	Driver License: <input type="text"/> or* <input type="text"/>	Driver License: <input type="text"/> or* <input type="text"/>
Date of Birth: * <input type="text"/> (yyyy/mm/dd)	Date of Birth: * <input type="text"/> (yyyy/mm/dd)	Date of Birth: * <input type="text"/> (yyyy/mm/dd)
<input type="button" value="Find"/>	<input type="button" value="Find"/>	<input type="button" value="Find"/>

- Determine the number of owners (Lessor, lessee, owner, operator) that you have and complete the appropriate number of ownership boxes.
 - If your owner is a **Leasing Company:**
 - Your first box will be for the leasing company. You have the option to search the company by name or enter their Client ID number. Once you've entered your search information, click on **Find**.
 - If your owner is the **Current Dealership:**
 - The owner box will be completed automatically
 - If your owner is **Other Dealer:**

- You must enter the other dealer's dealer number in the *Dealer number* field and click on **Find**
 - If your owner is an **individual**:
 - Search for the client by entering their Client ID **and** Date of Birth **or** Driver's licence # **and** date of birth. Click on **find**.

If you have made an error on one of the owners (e.i. selected the wrong leasing company) click on the 'X' in the ownership box to clear the information and enter the correct information.

Ownership Information ?

Ownership type: Own Lease
 Register to: * Leasing Company

Lessor x

Client ID: 1008340
The Waste Exchange
 22 Test Street, Fredericton, New Brunswick
 Ownership: * Lessor
 Mailing Address
 Registration Address

- Once all owners have been added, click on the drop down box on each Owner and choose appropriate ownership.
 - **Owner**
 - The person or dealership who has purchased the vehicle
 - **Operator**
 - The person authorized by the purchaser to appear as operator on the registration
 - **Lessee**
 - The person who is leasing the vehicle from the Leasing company
- **VERY IMPORTANT** If you have more than one owner (e.i. husband and wife, Lessor and lessee(s), Owner and Operator) it is very important that you select the correct owner for *mailing address* and the correct owner for *registration address*.
 - **Mailing address** is the address to which the registration will be mailed. This address will appear on the top of the *Certificate of Vehicle Registration*.
 - **Registration Address** is the address that will appear in the registration portion of the *Certificate of Vehicle Registration*.

Make sure you select the correct address before you proceed to the next step.

Ownership Information ?

Ownership type: Own Lease
 Register to: * Leasing Company

Lessor x

Client ID: 1008340
The Waste Exchange
 22 Test Street, Fredericton, New Brunswick
 Ownership: * Lessor
 Mailing Address
 Registration Address

Lessee/Operator x

Client ID: 1008435
WALDO SERRANO
 22 Test Street, Fredericton, New Brunswick
 Ownership: * Lessee
 Mailing Address
 Registration Address

Lessee/Operator x

Client ID: 1008434
AVERY MCDONNELL
 22 Test Street, Fredericton, New Brunswick
 Ownership: * Lessee
 Mailing Address
 Registration Address

Review Order Reset Cancel

Click **Review Order**: To continue.

Click **Reset**: To clear all the information from your screen and all vehicle information will need to be re-entered

Click **Cancel**: To cancel the transaction and return to your *Home Page*

Once you click on **Review Order**, you will be brought to the *Review Transaction* screen.

Auto Dealer Registration Services Review Transaction (Order 1004627)			
Vehicle Information			
Plate Number:	JHF834	Vehicle:	2009 TOYOTA SIENNA Van (5TDZK29C39S233603)
Registration Information			
Registration Class:	Passenger	Reg. Subclass:	
Effective Date:	2014/02/14	Expiry Date:	2015/02/14
Plate Type:	Passenger		
Ownership Information			
Ownership type: Own			
Owner 1			
Client ID: 1000000			
MVAD Test Dealer			
654 King Square, Saint John, New Brunswick			
Owner			
Mailing Address			
Registration Address			
Fee Information			
	Plate:		\$50.00
	Operational:		\$4.00
	Transfer:		\$0.00
	Registration:		\$85.00
	Total:		\$139.00
<input type="button" value="Process Order"/> <input type="button" value="Cancel"/> <input type="button" value="Print Temporary Permit"/>			

Review all the information and confirm the fees are correct.

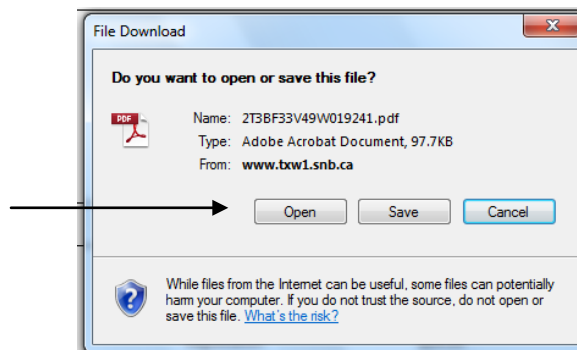
Click **Process Order**: to complete your transaction

Click **Cancel**: To cancel the transaction and return to your *Home Page*.

If the transaction was successful, you will see, at the bottom of the page: *Vehicle Registration was successfully completed.*

Click on **Print Temporary Permit**. The following pop-up will appear:

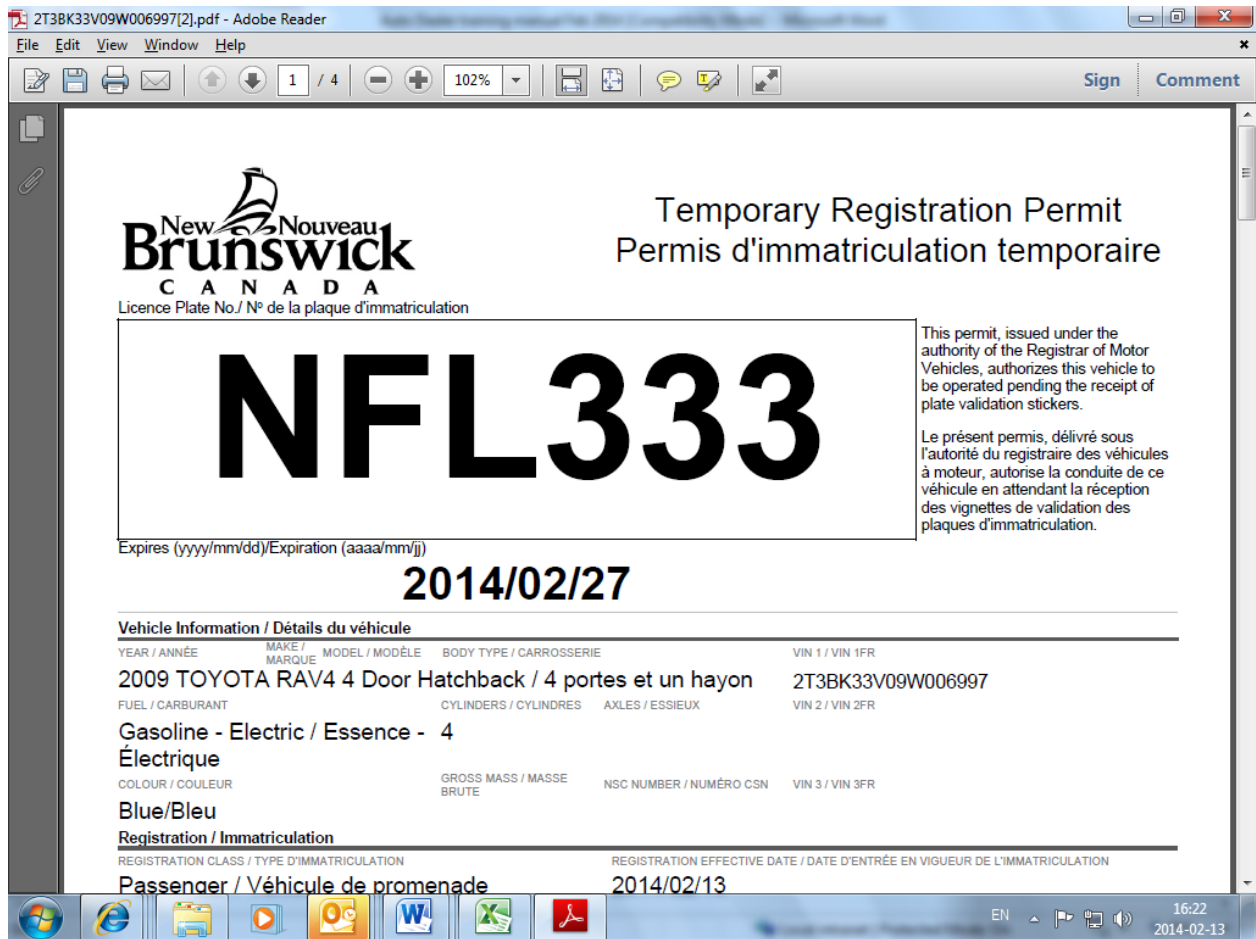
Click **Open** to print the temporary permit and temporary registration



Your temporary permit and registration will then be available for printing.

When you are done printing, close your box to return to your Auto Dealer Online Program. On the top right of your screen click **Home** to complete another transaction or **Logout** to logout of the program.

3.4 Temporary Permit and Certificate of Vehicle Registration



Very Important – Print two copies:

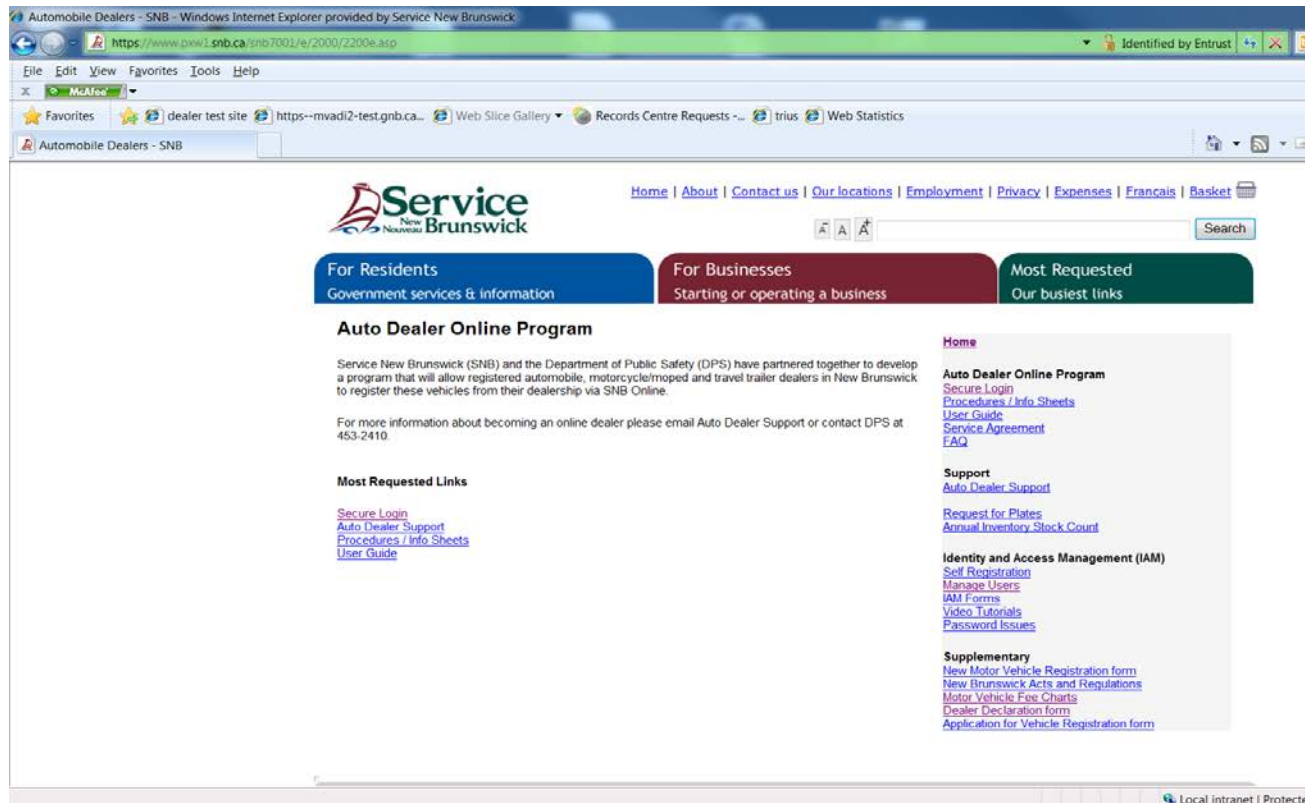
- You must print two copies of the permit but only one copy of the registration is needed. Once the screen is closed they cannot be retrieved again.
- Keep one copy of the *temporary permit* for your records (there is no need to keep a copy of the certificate of vehicle registration)
- To the client, provide one copy of the *temporary vehicle permit* along with the *temporary registration*.
- The expiry date on the temporary permit is fourteen business days from the date of issue. Customer should receive their registration and stickers (if required) within seven business days.
- You must ensure the client's address is current otherwise they will not receive their registration and/or stickers in the mail within seven business days.
- If you have entered something incorrectly in the system and you notice at this point, contact Auto Dealer Support to have transaction cancelled and then you can reenter. If detected later, dealer should contact the customer to go to the nearest SNB office to have the correction made.

4 - RESTRICTIONS

Dealers will NOT be permitted to register:

Register a vehicle coming into NB	A vehicle coming in from another jurisdiction. (Information from the previous jurisdiction must be captured for our records and the previous jurisdiction is notified therefore, dealer must go to nearest SNB office to register.)
Register vehicle to out of province address	Register a vehicle to an out of province address.
Register vehicle to a company	Register a vehicle if the purchaser or the lessee is a company
Non Repairable or Salvage	Register a vehicle that has been previously branded non repairable or salvage
Auction Vehicles	Register a vehicle bought from an auction (The vehicle may have been already registered in NB or coming from another jurisdiction.)
Specialty Plates	Register Specialty Plates i.e. farm, personalized, firefighter, call sign, etc.
National Safety Code	Register vehicles requiring a National Safety Code registration
Heavy Commercial	Register heavy commercial vehicles ("L" plated vehicles)

For support:
SNBAutoDealerSupport@gnb.ca
or
**the Auto Dealer Support link on the
SNB Web page for Auto Dealer Online
Program**



At the beginning of each week:

- Address a large envelope to:

Service New Brunswick
Service Delivery Support
PO Box 1998
140 Alison Blvd
Fredericton, NB
E3B 5G4
Attention: Auto Dealer Support

On that Large envelope, also write on the bottom right corner:

- The Dealership name
- The Dealer Number
- Transaction Date for that week. Example week of April 15th to April 20th.

The large envelopes must contain

- The original completed NVIS cards including plate number for each transaction completed online for that week.

NOTE: All NVIS cards must have an original authorized signature.

- The Registration forms signed off for transfers.
- Sale of a vehicle: A copy of the bill of sale attached to the appropriate documentation for each transaction completed.
- Lease of a vehicle: A copy of the lease agreement attached to the appropriate documentation for each transaction completed.
- A copy of the insurance liability card attached to the appropriate documentation for each transaction completed.

Proof of Valid Insurance

The following may be accepted as proof of valid insurance:

- the valid liability card or
- the policy with the valid insurance information (photocopy of either is acceptable).
- Confirmation of insurance letter from insurance company (must contain the vehicle description, VIN, insured's name, effective and expiry date)
- **NOTE: If vehicle is to be registered in more than one name, the insurance card must show at least one of the names.**

In your file, for auditing purposes, keep:

- A copy of the bill of sale and/or lease agreement
- A copy of the purchaser's insurance card
- A copy of the NVIS and/or registration front and back signed off by previous owner for transfer
- A copy of the 14 Day Temporary Vehicle Permit and a copy of the temporary Certificate of Vehicle registration (for each vehicle you registered online)
- A copy of the inspection if the vehicle was sold for \$1000 or less (where applicable)

NOTE - These files must be retained for at least 24 months for audit purposes.

OPTIONS FOR GETTING THE WEEKLY ENVELOPE TO SERVICE DELIVERY SUPPORT

- Deliver the envelope to your nearest SNB Office
- Courier it directly to Service Delivery Support
- Hand deliver it to Service Delivery Support

NOTE: These envelopes **cannot** be sent by regular mail.

All Dealer declarations must be sent in a separate envelope clearly labeled.
Do not place in large envelope with weekly paperwork for SNB.

You can send the dealer declarations directly to:

Department of Finance
Revenue and Taxation Division
Marysville Place
20 McGloin St.
P.O. Box 3000
Fredericton, NB E3B 5H1

6.2 Dealer Transaction Detail Report

This report is sent daily to dealers via email. It is used for reconciliation purposes. The report lists the plates and fees issued by each dealer for the given date.

Remit To / Remettre à :
 Service NB/Services N-B
 PO Box 1998, CP 1998
 82 rue Westmorland Street
 Suite 200, bureau 200
 Fredericton NB E3B 5G4

Billing Address / Adresse de facturation :
 Dube Auto Sales Ltd
 454, rue Victoria
 Edmundston NB E3V 2K5

Customer Address / Adresse du client :
 Dube Auto Sales Ltd
 454, rue Victoria
 Edmundston NB E3V 2K5

Invoice Number / Numéro de facture : 23174
 Invoice Date (mm/dd/yyyy) / Date de facturation (mm/jjjj) : 01/12/04
 Due Date / Date limite de paiement : Due Upon Receipt / Payable sur réception
 Account Number / Numéro de compte : 1765
 Page : 1

The following amounts have been charged to your bank account / Les montants suivants ont été appliqués à votre compte bancaire :

Item Article	Description	Remark Remarque	QTY Qté	Price Prix	Amount Montant
78005	Motor Vehicle Transfer Fee / Droit de transfert de véhicule à moteur	Transaction: 18584 E/A302	1	8.00	8.00
SN306	Auto Dealer Admin Fee / Frais d'administration - concessionnaire auto	Transaction: 18584 E/A302	1	4.00	4.00
78021	Passenger Vehicle Plate / Passager	Transaction: 18588 G-F340	1	80.00	80.00
SN306	Auto Dealer Admin Fee / Frais d'administration - concessionnaire auto	Transaction: 18588 G-F340	1	4.00	4.00
Total Amount Invoiced / Total de la facture					85.00
Tax Amount / Montant de la taxe					0.00
Balance Due / Solde dû					85.00

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7 - INVENTORY OF PLATES

Plates such as Passenger, Light Commercial, and Conservation will be shipped to each dealer from Service Delivery Support, Service New Brunswick.

7.1 Accountability

Dealers are accountable for stock. The stock is the property of the Province of New Brunswick and is to be kept in a locked, secure location at all times. Stock should not be kept in view of the public or other non-authorized personnel.

7.2 Confirmation of Order

To ensure that your inventory matches our records for compliance and audit purposes, dealers must confirm receipt of their stock when received. You will receive an email from the Inventory Team detailing what was shipped, you must reply to the email confirming what you received.

7.3 Sequence

Plates are not to be issued out of sequence. Records of stock used are to be made available to SNB Auditors.

7.4 Yearly Count

Dealers are to provide SNB a listing of all stock on hand, by plate number, at the close of day on March 31st of each year. A physical count must be conducted and a report of stock is to be forwarded to Service Delivery Support. Service Delivery Support may conduct random checks to confirm stock levels among offices.

7.5 Additional Stock

Requests for additional stock can be acquired by clicking on the *Request for Plates* link in the SNB Auto Dealer web page, and completing the online request.

7.6 Lost/Stolen/Missing/Duplicate

Any stock that is deemed as “lost, stolen, missing or duplicate plate numbers” must be reported to Service Delivery Support as soon as possible.

7.7 Service Delivery Support

SNBAutoDealerSupport@gnb.ca

Email for plate Inventory Support:

inv@snb.ca