



on the **SPOT** renewal

Getting Started Guide

This guide is intended to give new users a practical introduction to the on the SPOT renewal system for one-stop vehicle registrations. Section One will cover administrative functions such as ordering decals and managing users, while Section Two is structured according to the procedural sequence for issuing a decal to a citizen. Sections Three and Four explain the process for issuing and finalizing 15-day temporary operating permits.

The key features and procedures you need to use are included in the Contents list below. Begin with the checklist to ensure that you have the necessary equipment, connection, and user rights to access the system.

CONTENTS

- Checklist 1
- Section I – Administrative Tools 2**
 - Station Dashboard 2
 - Ordering Decals 3
 - Decals on Order 3
 - Receiving Decals 4
 - Assign Decals 4
 - Decal Reports – Corporate Stations 5
 - Decal Reports – Station 6
 - Manage Users 7
- Section II – Processing a Registration 8**
 - Logging In 8
 - Step 1 10
 - Step 2 11
 - Step 3 12
 - Step 4 13
 - Step 5 14
- Section III – Issuing a Temporary Permit 15**
 - Entering Plate and VIN 16
 - Payment Summary, Verification and Payment Processing 17
 - Printing the Temporary Permit and Receipt 18
- Section IV – Finalizing a Temporary Permit 19**

CHECKLIST

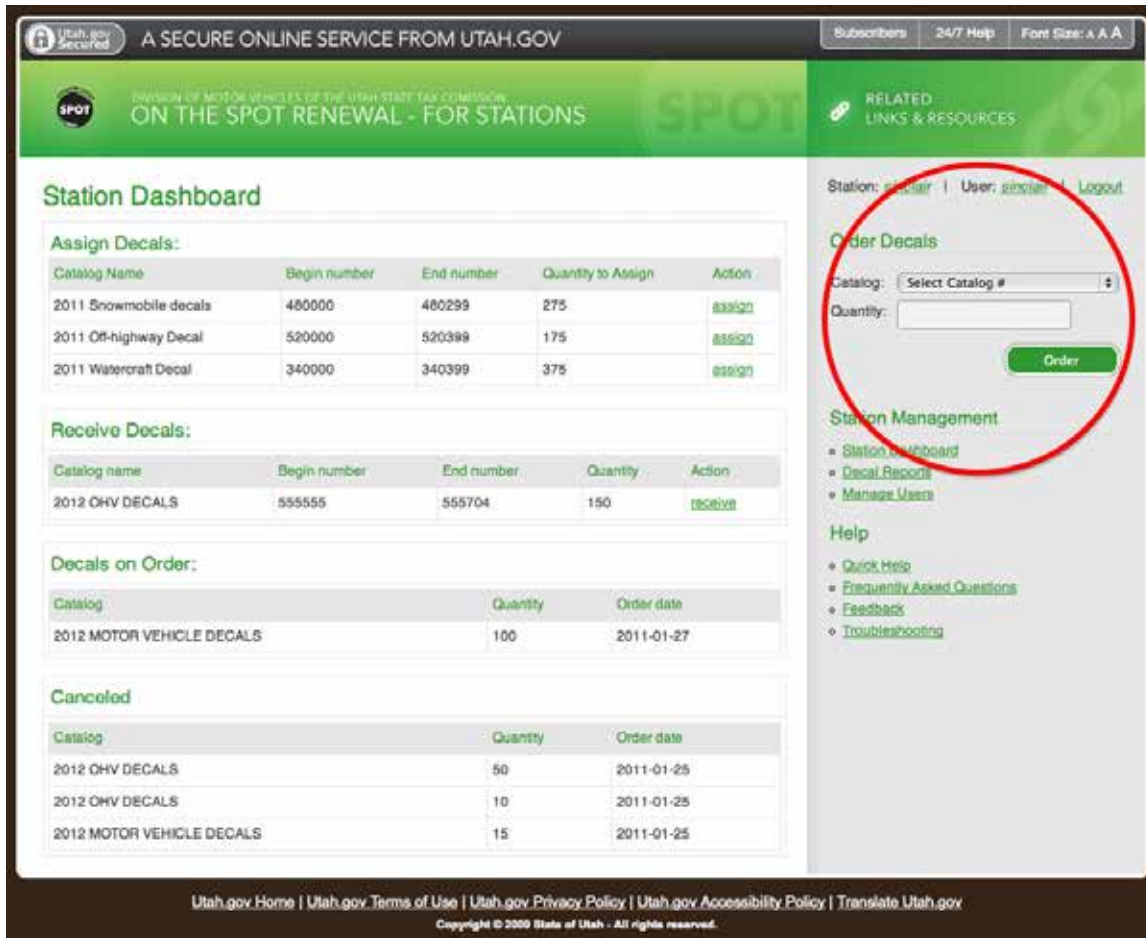
- Complete, sign, and return the station contract to the Division of Motor Vehicles, including verification that all requirements are met
- Complete, sign, and return the Utah.gov Network Registration Agreement
- Receive your station/user login ID and passwords
- Have at least one computer workstation connected to the Internet

SECTION I – ADMINISTRATIVE TOOLS

The administrative tools are available for station managers and corporate administration. These tools allow the station/chain to order decals, receive decals and assign them to workstations, split decal inventory among multiple workstations, manage users and user rights, and run decal reports.

Station Dashboard

Upon logging in as a corporate or station user, you will be presented with the Station Dashboard. From this screen you do all of the tasks outlined in this section. The action buttons and links are found in the right column.



Please note that you may not complete a renewal transaction if you do not have decals in your system. To order decals you must complete all of the following steps:

1. Order Decals
2. Receive Decals
3. Assign Decals to the Station
4. Assign Decals to the Workstation

Ordering Decals

Ordering additional decals is as simple as selecting the Go button from the Order New Decals section. You will be presented with a dialogue allowing you to select the type of decal, along with the quantity.

Please complete the entire order process, including the confirmation screens. Once you have submitted an order, the DMV will receive a fax order sheet to complete the decal order request. The order will also be displayed on the Station Dashboard under Decals on Order.

Decals on Order

The Decals on Order section displays all outstanding decal orders for your station, including the type, the station, the quantity ordered, and the order date. If you need to make changes to an order, you may cancel the order by clicking on the “remove” link.

You will then be able to start a new order process.

Receiving Decals

Once your decal order has been shipped by the DMV, the decals will show up in your system as available to be received. Once you have physically received the decals, simply click on the link in the right hand column, and confirm that you have received the decals.

Once you click on the link, you will have received those decals into your decal inventory.

Receive Decals:				
Catalog name	Begin number	End number	Quantity	Action
2012 OHV DECALS	555555	555704	150	receive

Assign Decals

Once you confirm that decals have been received, you may assign these decals between one or more of the stations (if you are a corporate level user) or workstations (if you are a station level user). By clicking on the link in the right hand column, you will be taken to a screen asking you for the range of available decals to be assigned to the appropriate station or workstation.

Assign Decals					
Station	Prefix	Beginning Number	Ending Number	Quantity	Quantity to assign
Don's Sinclair	SN11	480000	480299	300	275

Workstation	Quantity	Beginning number	Ending number
03u	<input type="text" value="30"/>	480025	480054
0dd	<input type="text"/>		

** Tip – Enter the Beginning Number of the decal inventory in the workstation you wish to assign them to. Then, enter the quantity to assign to that workstation. The Ending inventory decal number will be automatically populated in the appropriate field.*

Decal Reports – Corporate Stations

The Decal Reports page will allow the corporate station user to view the range and decal status of decals assigned to each child station. The available reports for a range of decals include Ordered, Issued, Received, Active, Used, Damaged, Missing and Cancelled.

The screenshot shows the SPOT web application interface. At the top, there is a navigation bar with the Utah.gov logo, a security notice "A SECURE ONLINE SERVICE FROM UTAH.GOV", and links for "Subscribers", "24/7 Help", and "Font Size: A A A". Below this is a green header with the SPOT logo and the text "DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION ON THE SPOT RENEWAL - FOR STATIONS".

The main content area is titled "Decal Reports for Jan 01, 2011 - Feb 28, 2011". It features a dropdown menu for "Station:" set to "Burt Brothers7524-Bountiful". Below this are date pickers for "From:" (1 / 2011) and "To:" (2 / 2011), followed by an "Apply" button.

There are two sections for inventory status:

- Decal Inventory Status**
 - Used (377)
- Decal Range Inventory Status**
 - Received (85)
 - Assigned (280)

On the right side, there is a sidebar with "RELATED LINKS & RESOURCES". It includes a user status bar: "Station: sinclair | User: sinclair | Logout". Below this is the "Order Decals" section with a "Catalog:" dropdown (set to "Select Catalog #") and a "Quantity:" input field, followed by an "Order" button. The "Station Management" section lists links for "Station Dashboard", "Decal Reports", and "Manage Users". The "Help" section lists links for "Quick Help", "Frequently Asked Questions", "Feedback", and "Troubleshooting".

At the bottom, there is a footer with links: "Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov" and a copyright notice: "Copyright © 2009 State of Utah - All rights reserved."

Decal Reports – Station

The Decal Reports page will allow the user to view the range and decal status of decals assigned to your business. The available reports for a range of decals include Ordered, Issued, Received, Active, Used, Damaged, Missing and Cancelled. The available reports for the actual decal inventory include Used, Unused, Damaged, or Missing.

The screenshot displays the 'On the Spot Renewal - For Stations' interface. At the top, it features a secure online service banner from Utah.gov and navigation links for Subscribers, 24/7 Help, and Font Size. The main header identifies the user as 'sinclair' and provides a Logout option. The primary content area is titled 'Decal Reports for Sep 01, 2011 - Sep 30, 2011' and includes a search filter with 'From: 9 / 2011' and 'To: 9 / 2011' fields, followed by an 'Apply' button. Below this, two sections are shown: 'Decal Inventory Status' and 'Decal Range Inventory Status', both indicating that there are no reports for the searched criteria. A sidebar on the right contains 'Order Decals' with a 'Catalog' dropdown and a 'Quantity' input field, a green 'Order' button, and 'Station Management' links for Station Dashboard, Decal Reports, and Manage Users. A 'Help' section includes links for Quick Help, Frequently Asked Questions, Feedback, and Troubleshooting. The footer contains links to Utah.gov Home, Terms of Use, Privacy Policy, Accessibility Policy, and Translate Utah.gov, along with a copyright notice for 2009.

Manage Users

Under Manage Users section, the administrator or station manager can change station users' or workstation users' passwords within a station or corporation.

Utah.gov | A SECURE ONLINE SERVICE FROM UTAH.GOV

Subscribers 24/7 Help Font Size: A A A

SPOT DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION ON THE SPOT RENEWAL - FOR STATIONS

Manage Users

Station Users

User Status	Name	Station	Action
Active	Iris Hales	550	Change Password

Manage Workstation: Don's Sinclair

Station Id	Username	Status	Action
03u	donisr	Active	Change Password

Station: [sinclair](#) | User: [sinclair](#) | [Logout](#)

Order Decals

Catalog:

Quantity:

[Order](#)

Station Management

- [Station Dashboard](#)
- [Decal Reports](#)
- [Manage Users](#)

Help

- [Quick Help](#)
- [Frequently Asked Questions](#)
- [Feedback](#)
- [Troubleshooting](#)

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2009 State of Utah - All rights reserved.

SECTION II – PROCESSING A REGISTRATION

Logging In

To log in to the on the SPOT renewal system, enter the following URL into your Internet browser window: <https://secure.utah.gov/station>

** Please note the “S” following the standard HTTP. The HTTPS designation ensures that this is a secure site, and your customer’s data will be safe and secure.*

The screenshot shows the 'Station Log In' page for the SPOT system. At the top, there is a navigation bar with 'Subscribers', 'FAQs', 'Support', and 'Font Size: A A A'. Below this is a green header with the SPOT logo and the text 'ON THE SPOT RENEWAL - FOR STATIONS'. The main content area features a 'Station Log In' section with two input fields: 'User Name:' and 'Password:'. Below the fields is a 'Log In' button. A 'NEW!' announcement states that stations can now issue 15-day temporary operating permits. A warning box with a yellow triangle icon contains text about issuing month decals. At the bottom, there is a green checkmark icon and the text 'CHECK THE DECAL YEAR THEN THE NUMBER BEFORE GIVING IT TO THE CUSTOMER!' with a visual of a green '15 UTAH' decal and a red '16 UTAH' decal. The footer contains links to 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with a copyright notice for 2015.

The initial screen will be a login page. Use your assigned username/password to log in and begin the session. To process a registration, you must be logged in as a workstation.

Once you have logged in, you will be presented with the standard start page for issuing decals and temporary permits. It consists of two input fields – a Plate # and a Vehicle Identification Number field.

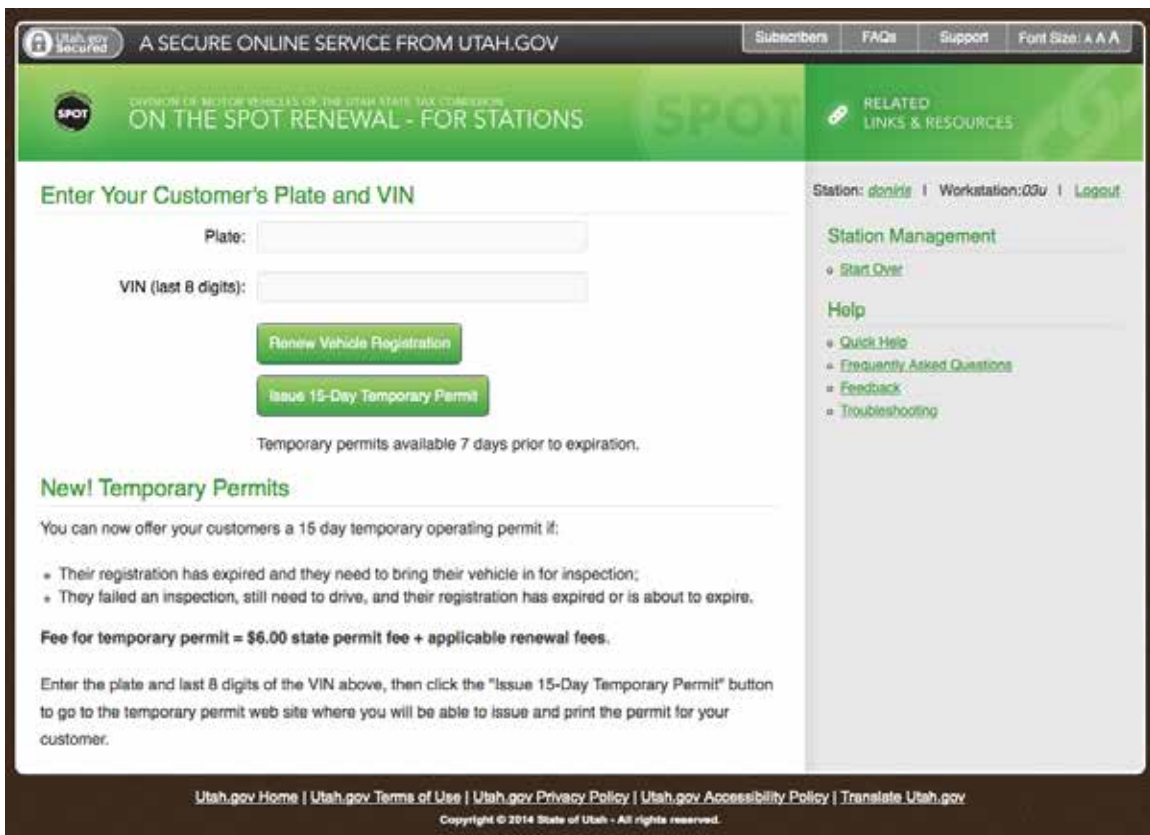
Issuing a Decal

Summary

- Login
- Enter customer plate and VIN and select the “Renew Vehicle Registration” button
- Step 1 – Enter customer’s emissions and safety certificate information
- Step 2 – Confirm the decal number
- Step 3 – Payment Summary
- Step 4 – Enter credit card information and confirm
- Step 5 – Print the registration agreement and receipt

The following pages will detail this process which, once you are proficient with it, should only take 1-2 minutes per customer.

Once you have completed the required Emissions or Inspections tests, enter the vehicle plate # and VIN and select the “Renew Vehicle Registration” button.



If the plate and VIN are successfully matched in the system, you will be presented with a screen that displays the current owner information along with input fields for the required emissions and inspections certificate numbers.

** Note - if the address or owner information displayed is incorrect, the customer can update their information by calling the Division of Motor Vehicles at 801-297-7780 or 800-DMV-UTAH or going to <https://mvp.tax.utah.gov>.*

Step 1

Utah.gov Secured | A SECURE ONLINE SERVICE FROM UTAH.GOV | Subscribers | FAQs | Support | Font Size: A A A

SPOT DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION ON THE SPOT RENEWAL - FOR STATIONS RELATED LINKS & RESOURCES

Step 1: Is OWNER and VEHICLE Correct?

Station: [doniris](#) | Workstation: [03u](#) | [Logout](#)

Owner Information

Owner Name: KIMBERLY M WEST
Mailing Address: 1592 E 6430 S SALT LAKE CITY UT 84121

2005 TOYT CAMRY LE/XLE

Plate Number: D100ME
VIN/HIN: 4T1BE32K56U553796
Registration Expiration Date: 06/30/2015

Inspection Information

Emissions Certification: **Emissions Passed**

Safety Inspection Certificate Number: [Find your safety certificate](#)

Date of Safety Inspection:

[Continue](#)

Need to Update your Address?

Please go online to: <https://mvp.tax.utah.gov>

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2015 State of Utah - All rights reserved.

After entering the inspection information and clicking on the Continue button, you will then need to verify the decal number you will be issuing. This is a critically important step - please refer to the guidelines and decal inventory control procedures provided by the State of Utah.

** Please note that if you are connected via the Internet to the DPS system, and you enter the emissions data into the county system, you will not be required to enter any certificate information for your customer.*

Step 2

The screenshot shows a web application interface for 'ON THE SPOT RENEWAL - FOR STATIONS'. The page is titled 'Step 2: Assign Decal' and contains the following information:

- Owner Information:**
 - Owner Name: KIMBERLY M WEST
 - Mailing Address: 1592 E 6430 S SALT LAKE CITY UT 84121
- 2005 TOYT CAMRY LE/XLE:**
 - Plate Number: D100ME
 - VIN/HIN: 4T1BE32K55U553796
 - Registration Expiration Date: 06/30/2015
- The Decal to be Issued is: 160000113**
- Is this correct?**
 - Yes
 - No
 -

The interface includes a top navigation bar with 'Subscribers', 'FAQs', 'Support', and 'Font Size: A A A'. A right sidebar contains 'RELATED LINKS & RESOURCES' and 'Station Management' with a 'Help' section listing 'Quick Help', 'Frequently Asked Questions', 'Feedback', and 'Troubleshooting'. The footer contains 'Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov' and 'Copyright © 2015 State of Utah - All rights reserved.'

Your workstation will be assigned a series of decals from which to issue - these decals should be issued in order, with any missing or damaged decals reported.

If the expected decal value matches the actual decal to be assigned, simply check the Yes button and continue. If it does not match, select the No button and you will be required to select either Missing or Damaged, whereupon the expected decal will increment to the next in the series.

Step 3

Once you confirm the decal number, you will see a Payment Summary page. This page is not subject to editing, it simply shows the owner and vehicle information, along with the applicable fees. Please verify the information is correct, and press “Continue”.

Utah.gov Secured | A SECURE ONLINE SERVICE FROM UTAH.GOV | Subscribers | FAQs | Support | Font Size: A A A

SPOT | DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION | ON THE SPOT RENEWAL - FOR STATIONS | RELATED LINKS & RESOURCES

Step 3: Ask OWNER if Info is Correct

Station: [planis](#) | Workstation: [03u](#) | [Logout](#)

Owner Information

Owner Name: KIMBERLY M WEST

Mailing Address: 1592 E 8430 S SALT LAKE CITY UT 84121

2005 TOYT CAMRY LE/XLE

Plate Number: D100ME

VIN/HIN: 4T1BE32K55U553796

Registration Expiration Date: 06/30/2015

Optional Donations

Friends for Sight Fund (\$2.00):

Organ Donor Fund (\$2.00):

OHV Access Edu Contribution (\$2.00):

Total fee is: \$112.50

[Continue](#)

Station Management

- [Start Over](#)

Help

- [Quick Help](#)
- [Frequently Asked Questions](#)
- [Feedback](#)
- [Troubleshooting](#)

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2015 State of Utah - All rights reserved.

Step 4

Once you have verified the payment summary, you will then need to process the registration payment using the customer's credit card. Enter the appropriate information into the fields and press continue.

You will see a confirmation screen - IMPORTANT - please verify that all information is correct, and press the "Yes" button ONCE - the processing will take a few moments.

Utah.gov A SECURE ONLINE SERVICE FROM UTAH.GOV Subscribers FAQs Support Font Size: A A

DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION
ON THE SPOT RENEWAL - FOR STATIONS

Credit Card Payment

Item	Quantity	Item Amount	Total
Vehicle Registration Renewal Plate D100ME	1	\$112.50	\$112.50
Total Amount:			\$112.50

Credit Card Information

Card Number:*

CVV Number:*

Expiration Date:* /

Account Holder Information

Name on Card:*

Country:*

Address:*

Address Line 2:

City:*

State:*

Postal Code:*

Email Address:

How much would you like to put on this card?

The Total Amount:
\$112.50
Remaining on Card
Use this option to make a partial payment with a card containing limited funds.

Other Amount:

** are required fields.*

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2015 State of Utah - All rights reserved.

RELATED LINKS & RESOURCES

How We Keep You Secure

SSL (Secure Socket Layer) Encryption

This enables the encryption of sensitive information during an online transaction. Information sent via SSL can no longer be read as plain text.

Payment Card Industry Data Security Standards Compliant

Adherence to performance measurements outlined in the PCI DSS annual self evaluation, as well as submission to regular scans from Security Metrics to search for network vulnerabilities.

3rd Party Security Audit

Utah.gov policies and procedures have been examined, measured and validated by Cybertrust, the global information security specialist.

Data Storage Policies

Unless necessary, Utah.gov does not permanently store financial information so it cannot be retrieved or compromised.

Need Help?
Contact customer support toll-free at: (877) 9UTEGOV

Step 5

Once the payment process is complete, you will be able to print the certificate and receipt by selecting the “Print Registration and Receipt” button. Once you have printed the registration, click on the “Start a New Transaction” button which will take you back to the first screen.

You have now completed the registration process for your customer.

The screenshot shows the 'On The Spot Renewal - For Stations' interface. At the top, there is a navigation bar with 'Subscribers', 'FAQs', 'Support', and 'Font Size: A A A'. Below this is a green header with the 'SPOT' logo and the text 'DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION ON THE SPOT RENEWAL - FOR STATIONS'. The main content area is titled 'Step 5: Print Your Certificate'. It features a 'Congratulations!' message with a green checkmark icon, stating: 'You have assigned Decal #: 160000116 and renewed your customer's registration with On The Spot Renewal. Print your customer's OTS registration certificate and receipt below.' Below this, there is a 'Print Registration' section with the following details: 'Decal Number: 160000116', 'Registration Payment: \$72.50', and 'Renewal Express Confirmation Number: 16889083'. A green button labeled 'Print Registration and Receipt' is positioned below these details. At the bottom right of the main content area, there is a green button labeled 'Start a New Transaction'. On the right side of the interface, there is a sidebar with 'RELATED LINKS & RESOURCES', 'Station: dcnrls | Workstation:03u | Logout', 'Station Management', and 'Help' with a list of links: 'Quick Help', 'Frequently Asked Questions', 'Feedback', and 'Troubleshooting'. The footer contains links for 'Utah.gov Home', 'Utah.gov Terms of Use', 'Utah.gov Privacy Policy', 'Utah.gov Accessibility Policy', and 'Translate Utah.gov', along with the copyright notice 'Copyright © 2013 State of Utah - All rights reserved.'

SECTION III – ISSUING A TEMPORARY PERMIT

Stations can now issue 15-day temporary operating permits to customers who have an expired registration or a registration that will expire within 7 days of expiration and still need to drive while completing inspections and the registration process.

The steps are similar to the registration process but with the following exceptions.

1. Inspections will not be entered.
2. You will NOT issue a decal – be ABSOLUTELY CERTAIN not to issue a decal when issuing a temporary permit.
3. The customer will pay the applicable renewal fees along with a \$6 state temporary permit fee.
4. You will print and provide a Temporary Permit rather than the Registration Certificate.

Summary of Steps

- Login
- Enter customer plate and VIN and select the “Issue 15-Day Temporary Permit” button
- Payment Summary, credit card information and confirmation
- Print the Temporary Permit and receipt

The following pages will step you through the process of issuing a temporary permit, which should only take a matter of minutes.

Entering Plate and VIN

Log in as usual, enter the plate # and VIN and then select the “Issue 15-Day Temporary Permit” button.

Note – You will not be allowed to issue a temporary permit:

- until 7 days prior to the vehicle’s registration expiration;
- if the vehicle has passed or does not require inspections.

The screenshot shows the SPOT web application interface. At the top, there is a navigation bar with the Utah logo, the text "A SECURE ONLINE SERVICE FROM UTAH.GOV", and links for "Subscribers", "FAQs", "Support", and "Font Size: A A A". Below this is a green header with the SPOT logo and the text "DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION" and "ON THE SPOT RENEWAL - FOR STATIONS".

The main content area is titled "Enter Your Customer's Plate and VIN". It contains two input fields: "Plate:" and "VIN (last 8 digits):". Below these fields are two green buttons: "Renew Vehicle Registration" and "Issue 15-Day Temporary Permit". A note below the buttons states: "Temporary permits available 7 days prior to expiration."

Below the buttons is a section titled "New! Temporary Permits" with the following text: "You can now offer your customers a 15 day temporary operating permit if:"

- Their registration has expired and they need to bring their vehicle in for inspection;
- They failed an inspection, still need to drive, and their registration has expired or is about to expire.

Below the list is the text: "Fee for temporary permit = \$6.00 state permit fee + applicable renewal fees."

At the bottom of the section, it says: "Enter the plate and last 8 digits of the VIN above, then click the 'Issue 15-Day Temporary Permit' button to go to the temporary permit web site where you will be able to issue and print the permit for your customer."

On the right side of the page, there is a sidebar with the text "RELATED LINKS & RESOURCES". Below this, it shows "Station: don'tis | Workstation: 03u | Logout". Under "Station Management", there is a link for "Start Over". Under "Help", there are links for "Quick Help", "Frequently Asked Questions", "Feedback", and "Troubleshooting".

Payment Summary, Verification and Payment Processing

After entering the customer's plate and VIN, you will be directed to the Payment Summary page which will include the applicable renewal fees along with the \$6 state temporary permit fee. Please verify the information is correct, and press "Continue".

The screenshot shows the 'Payment Summary' page for a temporary vehicle permit. The page header includes the Utah.gov logo, a security notice, and navigation links for Subscribers, FAQs, Support, and Font Size. The main content area is divided into sections: Personal Information, Registration Information, and Optional Donations. The Personal Information section lists the name as DEIVI PRADO and the mailing address as 420 S 400 W, MOUNT PLEASANT UT 84647. The Registration Information section lists the vehicle make as DODG, year as 2001, model as NEON SE/ES, plate number as C352VR, VIN/HIN as 1B3ES46C41D179292, and registration expiration date as 03/31/2015. The Optional Donations section lists three options: Friends for Sight Fund (\$2.00), Organ Donor Fund (\$2.00), and OHV Access Edu Contribution (\$2.00). The Temporary Permit Fee is \$6.00, and the Total Amount Due is \$65.50. A green 'Continue' button is located at the bottom of the form. The right sidebar contains a 'Help' section with links to Frequently Asked Questions, Feedback, DMV Homepage, and How do I update my address?, and a 'Contact DMV' section with contact information for temporary operation permits and a 'Log out' link. The footer contains links to Utah.gov Home, Terms of Use, Privacy Policy, Accessibility Policy, and Translate Utah.gov, along with a copyright notice for 2014 State of Utah.

Utah.gov Secured A SECURE ONLINE SERVICE FROM UTAH.GOV Subscribers FAQs Support Font Size: A A A

EXPRESS TEMPORARY VEHICLE PERMITS DIVISION OF MOTOR VEHICLES OF THE UTAH STATE TAX COMMISSION RELATED LINKS & RESOURCES

Payment Summary

Your registration fees are detailed below.

Personal Information

Name: DEIVI PRADO
Mailing Address: 420 S 400 W, MOUNT PLEASANT UT 84647

Registration Information

Vehicle Make: DODG
Year: 2001
Model: NEON SE/ES
Plate Number: C352VR
VIN/HIN: 1B3ES46C41D179292
Registration Expiration Date: 03/31/2015

Optional Donations

Friends for Sight Fund (\$2.00)
 Organ Donor Fund (\$2.00)
 OHV Access Edu Contribution (\$2.00)

Temporary Permit Fee: \$6.00
Total Amount Due: \$65.50

Continue »

Help

- [Frequently Asked Questions](#)
- [Feedback](#)
- [DMV Homepage](#)
- [How do I update my address?](#)

Contact DMV

For questions about temporary operation permits, please contact the Utah DMV at 1-800-DMV-UTAH or 801-297-7780.

[Log out](#)

Utah.gov Home | Utah.gov Terms of Use | Utah.gov Privacy Policy | Utah.gov Accessibility Policy | Translate Utah.gov
Copyright © 2014 State of Utah - All rights reserved.

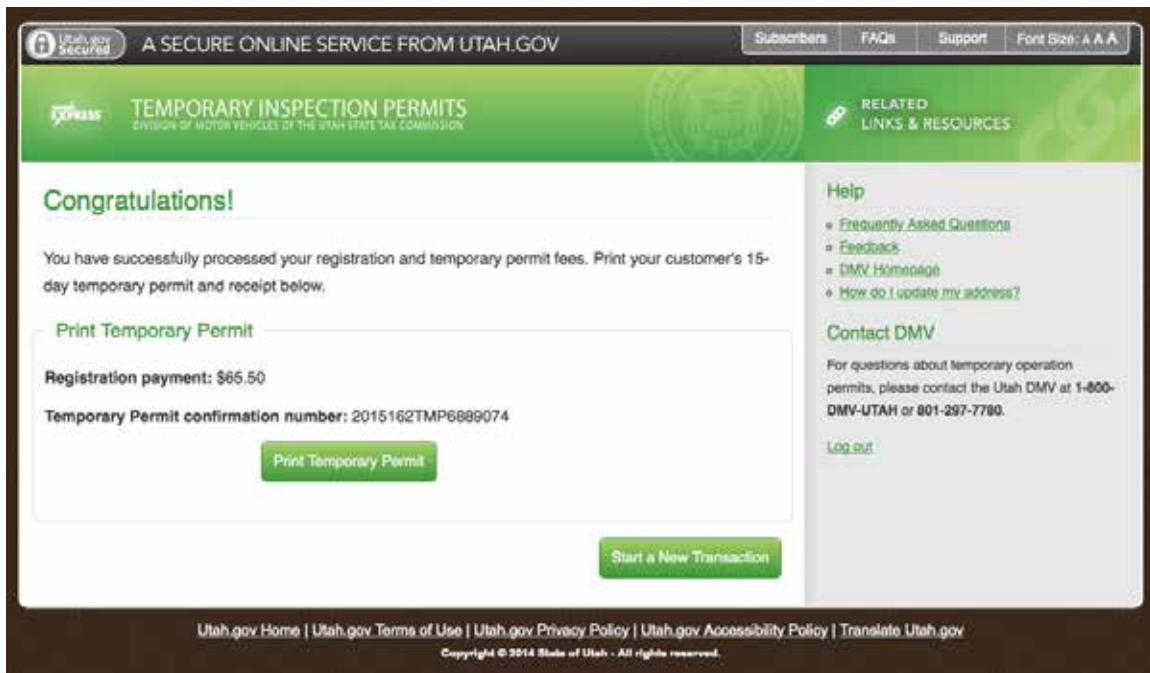
Once you have verified the payment summary, you will need to process the payment using the customer's credit card much like with a normal registration. Carefully verify the information and select the "Continue" button ONCE – the processing will take a few moments.

Printing the Temporary Permit and Receipt

After successful payment, you will be able to print the temporary permit certificate and receipt by selecting the “Print Temporary Permit” button. The temporary permit will consist of two pages:

1. An instruction checklist;
2. The 15-day Temporary Registration and Permit.

Once you have printed the temporary permit, select the “Start a New Transaction” button to return to the SPOT site and begin another vehicle registration.



SECTION IV – FINALIZING A TEMPORARY PERMIT

Once the customer has passed the required inspections, the station will be able to complete the registration, issue the decal and print the final registration certificate.

Stations can complete registrations from temporary permits that were started at a DMV office, online with Renewal Express or another on the SPOT station.

Completing the registration of a temporary permit is identical to the standard vehicle registration with the one exception that payment will not be required since it was already paid when the temporary permit was originally issued.