Snowmobile/ATV Dealer Portal Users Guide
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1 SNOWMOBILE/ATV VEHICLE DEALER PORTAL

The Snowmobile/ATV Vehicle Dealer Portal allows easy access by a snowmobile or ATV Dealer to transfer titles, renew vehicle registration information, dealer registration, and request dealer supplies from the Pennsylvania Department of Conservation and Natural Resources (DCNR), the Commonwealth Agency which oversees this information.

The Portal enables a dealer to perform the following transactions online:

- Renew Dealer Registration
- Request Dealer Supplies
- Print out Dealer Supplies
- Register as anew SNOWMOBILE/ATV DEALER
- Do a Vehicle Lookup
- Create a new Vehicle Application for Title
- Renew Vehicle Registrations
- Request Vehicle Replacement Materials
- Change Vehicle Address Information

This guide is designed to assist a dealer in completing any of the above transactions in a “How do I…?” format.

NOTE: Only online (Credit Card) payments can be received by the Dealer Portal. Please have your credit card information ready before beginning your transaction.

The Snowmobile/ATV Vehicle Dealer Portal can be accessed by browsing to:

http://www.snowatvdealer.pa.gov/
2 DEALER PORTAL - HOW DO I...

2.1 LOGIN TO THE DEALER PORTAL

To login to the online dealer portal, browse to http://www.snowatvdealer.pa.gov

-The page below will be displayed.

The following information MUST be entered to login:

- Dealer Number
- Password

Click the LOGIN button.

If the information provided is correct, the Dealer’s Home Page will be displayed.
2.2 RENEW DEALER REGISTRATION

When notice is received that your Dealer Registration is due for renewal (approximately 3 months prior to the Registration expiration date), you may renew your dealer’s Registration online. Dealer must renew their registration separately if they are an authorized snowmobile or ATV Dealer. Each Dealer will have a separate Dealer Number and Password for Snowmobile Transactions or ATV Transactions. When logged in with the Snowmobile Dealer Number and Password, only transactions pertaining to Snowmobiles will be allowed through the portal. When doing transactions, business pertaining to either Snowmobiles or ATVs, the Dealer must be logged in as the correct Dealer Number and password pertaining to the specific transaction.

Begin by logging into the Dealer Portal. The Dealer Home Page will be displayed.

A message will indicate (in red) that your Dealer Registration is ready to be renewed.

![Dealer Portal – Dealer Home Page with Registration Renewal Message and Button Displayed](image)

To renew this Dealer’s Registration, click the DEALER REGISTRATION RENEWAL Tab at the Top of the Home Page.
-The Dealer Registration Renewal Page will be displayed.

**Dealer Portal – Registration Renewal Dealer Address Confirmation Page**

Confirm or Update your Address, Phone Numbers and Email Address.

NOTE: You email address is not a required field to complete a Vehicle Registration Renewal, however, providing it allows the Snowmobile/ATV Section’s automated system to send you confirmation and reminder Email messages regarding your Dealer transactions. Your E-Mail Address will never be shared with any person or entity outside of the Snowmobile/ATV Registration Section.

When all information is correct click the **CONTINUE** button.

-The Payment Information page will be displayed.
Enter your valid Credit Card information. The billing address for the credit card may be changed if different from your home address.

Click the **CONTINUE** button.

After payment has processed, you will be directed to the payment confirmation page, where you can download your receipt or download your updated Dealer Registration card.

-Below is a screen shot of the confirmation page.
NOTE: Your email address is not a required field to complete a Dealer Registration
2.3 REQUEST DEALER SUPPLIES

To request replacement supplies, login and highlight the Dealer Supplies Tab, then Scroll down and Click on the REQUEST DEALER SUPPLIES FROM DCNR Tab.

-Below is a screen shot of the DEALER SUPPLIES REQUEST Page.

After selecting which supplies you would like, click to Process Payment. After clicking so, you’ll be prompted to submit Payment Criteria if the materials requested cost money. If the materials requested are free, you’ll be directed to continue on with your request and click Submit.
Below is a screen shot of the Payment Information Page

After payment has processed, you will be directed to the payment confirmation page, where you can download your receipt for the Dealer Supplies you’ve ordered.
Below is a screen shot of the Payment confirmation page.

2.3.1 PRINT DEALER SUPPLIES

If you need to print any of the following information:
- Application Form 1300
- Changes/renewals/replacements Form
- Affidavit of Ownership
- PA Tax Exempt Certificate
- Affidavit of payment of tax on Snowmobiles/ATVs
- Dealer Supplies request
- Dealer Instruction Manual
- Summary of PA’s ATV Laws
- Summary of PA’s Snowmobile Laws
- On the Right Trail- Ethical Guide for ATV Riders
- Stay out Stay Alive – Bureau of Mine Safety

You can do so by logging into the Dealer portal. On the home page, hover over Dealer supplies and Click PRINT DEALER SUPPLIES.

-Below is a screen shot of the Dealer Supplies Page.
2.4 REGISTER AS A NEW SNOWMOBILE OR ATV Dealer

If you are a new dealer, you can register online to become a registered Dealer. First navigate to [http://www.snowatvdealer.pa.gov/](http://www.snowatvdealer.pa.gov/). Here on the Main Login page, click the hyperlink on the bottom right corner of the Login window.

-Below is a screen shot of the Login Window. Do not put in any credentials. Just click the NEW DEALER REGISTRATION Link.

When filling out a new Dealer Registration, keep in mind you will have separate Dealer numbers assigned to you if you are filing as a SNOWMOBILE DEALER or an ATV DEALER, or BOTH. In the Registration Type section of the form, you should check ATV, SNOWMOBILE, or Check both for the type of registration you would like to file for. After your application is reviewed, you will receive separate emails with Dealer numbers and passwords for each registration that you qualify for.
-Below is a screen shot of the NEW DEALER REGISTRATION PAGE.

![NEW DEALER REGISTRATION PAGE](image)

After filling out the details of your business and selecting either ATV or SNOWATV or Both Registrations, click Continue. You will be direct to the Payment page where you can pay for your new Registration.
Below is a screen shot of the payment page.

After filling out the payment criteria, click CONTINUE to view the Payment Confirmation Screen. On the payment confirmation screen, you will be able to see your new Dealer Numbers and passwords. Before you can login, an Administrator must approve your application. You will have an auto generated email that will be sent once you’ve been approved and able to login to the system. Also on the payment confirmation page, you’ll be able to download Dealer Registration Packages for each Snowmobile and for ATVs.
2.5 LOOKUP A VEHICLE

When logged in as a Dealer you may need to look up a vehicle in order to renew its registration, order replacement cards, titles, or tags. If you need to look up a vehicle,
login to the Dealer Portal. On the Tabs located on the top of page CLICK the VEHICLE LOOKUP Tab.

-Below is a screen shot of what the Vehicle Lookup page looks like.

To begin your search, you can look up any vehicle by their VIN, Title, or Registration number. Enter any VIN, Title, or Registration Number and click the SEARCH Button.

-Below is a screen shot of the Vehicle Details.
If the vehicle is found in the system, the Vehicle Details will be listed below. From this screen you will be able to create a New Application, Renew your Registration, Request Registration Replacements, or Change your address. If the vehicle information is not found, then you will be prompted to register a New Vehicle.

-Below is screen shot of the new vehicle registration screen.
2.6 REGISTERING A NEW VEHICLE

When you need to register a new vehicle into the system, Use the Vehicle Look up Page and enter the VIN number of the Vehicle you want to register. After entering the VIN number, click Search. The search should not bring back any results. You should see a Register new Vehicle Button. Click REGISTER NEW VEHICLE.
-Below is a screen shot of the New VEHICLE REGISTRATION PAGE.

After filling out the New Vehicle Application, Click Update Totals and this action should bring you to a New Vehicle Application Payment screen for you to input in your payment information and pay for any remaining taxes or fees. Enter your credit card information and click CONTINUE.
Below is a screen shot of the Payment Information Page.

After payment has been accepted, you will be directed to a Payment Confirmation Page, where you will be able to do any of the following,
• Print Receipt
• Print Completed Application
• Print Temporary Vehicle Registration Card
• Print Sales Tax Exempt Form
• Print Affidavit of Ownership Form
• Print Affidavit of Payment of Tax Form
2.7 RENEW VEHICLE REGISTRATIONS

To Renew Vehicle Registrations for Users that go to an Authorized Dealer, you start by navigating to the Dealer Portal and Login. After logging in, select the Vehicle Lookup Tab and Enter Either the VIN, TITLE, or REGISTRATION NUMBER of the Vehicle you are looking to Renew. After entering the credentials of the vehicle and successfully returning the details of the specified vehicle. If the Vehicle’s Registration is expired, you will see the date in the Registration Expiration displayed in Red and there will be a Registration Renewal Button visible on the page.

-Below is a screen shot of a vehicle with an expired Registration.

To Renew the Registration, click the REGISTRATION RENEWAL button. You will be directed a Payment Information Page where you will be able to submit your payment criteria.

- Below is a screen shot of the PAYMENT INFORMATION PAGE.
After entering your payment information, click continue to be directed to the Payment Confirmation page. On this page you will be able to download and print your temporary Registration Card and Receipt for you payment.

-Below is a screen shot of the Payment Confirmation Page.
2.8 REQUEST VEHICLE REPLACEMENT MATERIALS

To request replacement materials for vehicles, simply login to the Dealer Portal. Look up the Vehicle that you’re replacing materials for by using the Vehicle Look up Tab and enter the Vehicle VIN, TITLE, or REGISTRATION number. Once the vehicle you’re replacing materials for is found, Click on the REQUEST REPLACEMENTS button.
Below is a screen shot of the Vehicle Search Results.

After clicking the REQUEST REPLACEMENTS button, you will be directed to the page where you can select from the following:

- ATV REGISTRATION CARD ONLY
- ATV REGISTRATION NUMBER (PLATE) AND CARD
- ATV II REGISTRATION NUMBER (PLATE) AND CARD
- ATV EXPIRATION STICKER
- ATV- DUPLICATE TITLE
Below is a screen shot of the list of materials from the REQUEST REPLACEMENTS page.

Below is a screen shot of the list of materials from the REQUEST REPLACEMENTS page.

After selecting which materials you would like to replace, click PROCESS PAYMENT. You will be directed to the Payment Information Page where you will be prompted to enter your credit card information and confirm the materials you are ordering.

-Below is a screen shot of the Payment Information page.
After a successful payment, you will be directed to the Payment Confirmation Page. Here you can print your receipt, or download your temporary registration card or other materials.
2.9 CHANGE VEHICLE ADDRESS INFORMATION

To change vehicle address information, simply login to the Dealer Portal. Look up the Vehicle’s address you want to change by using the Vehicle Look up Tab and enter the Vehicle VIN, TITLE, or REGISTRATION number. Once the vehicle is found, Click on the CHANGE ADDRESS button.

-Below is a screen shot of the Vehicle Search Results.
After selecting Change Address, you will be directed to the Address Display page. If the listed address needs changed, simply click CHANGE ADDRESS and you will be directed to a form to edit your address information.

-Below is a screen shot of the Change of Address Display page

After editing your address, simply click CHANGE ADDRESS to confirm your new address changes. You will be directed to the Address Change Confirmation page where you will be able to print out your new address card.
-Below is a screen shot of the Form used to edit your address
VEHICLE OWNER - CHANGE OF ADDRESS

Owner Name: JOHN DOE
Address: 9 DOGWOOD LN
MIDDLETOWN, PA 17057-3500
Phone Number (H): 717-555-5555
Email Address: C-STUM@PA.GOV

Co-Owner Name:

New Address
Address *:
City *:
County *: OUT OF STATE
State *: PA
Zip Code *:
Zip +4 :
Phone Number (H) *: (format: 000-000-0000)
Phone Number (W) :
Email Address +:

+ Your Email address is not a required field, however, providing it allows the Snowmobile/ATV Section's automated system to send you confirmation and reminder email messages regarding your vehicle transactions. Your E-Mail Address will never be shared with any person or entity outside of the Snowmobile/ATV Registration Section.

CANCEL CHANGE ADDRESS
Below is a screen shot of the Address Confirmation page and link to print out your new address card

ADDITIONAL HELP
For Additional Help please contact any of the following:

Kevin Fisher - kefisher@pa.gov