

PENNSYLVANIA NEW CUSTOMER INSTRUCTIONS AND CHECKLIST

To begin the approval process, you may fax all forms to the attention of Inside Sales at 860.448.3187.

To activate your account, all original forms MUST be mailed to:

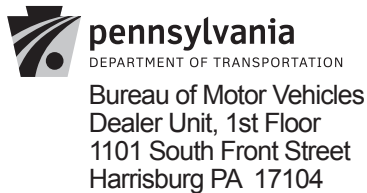
DealerTrack
 Attn: Inside Sales
 115 Poheganut Drive
 Suite 201
 Groton, CT 06340

NEW PENNSYLVANIA ONLINE REGISTRATION SYSTEM (PA-OLRS) CUSTOMERS
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1. PennDOT Application – Please complete the section labeled "*participating company*." The names you put on the form as certified to handle title work **must** sign a PennDOT Confidentiality Form. **Note:** If you do not know your Contract # or Bond #, you may call PAA at 717.255.8311 or PennDOT at 717.705.5901.
2. MV 73B – This form should only be used for adding new employee names to your existing PennDOT contract. If you do not intend to add new employees, you do not need to submit this form.
3. PennDOT Confidentiality Form – One form for every user must be submitted.
4. PA Criminal History Report – Each user must submit a copy of the actual PA State Police Response for Criminal Record Check certificate. PAA provides this service and you may call them at 717.255.8311 for details.
5. DealerTrack PA Order Form
6. DealerTrack ACH Form
7. DealerTrack User Identification List
8. DealerTrack Security, Processing, and Funding Requirements Form
9. DealerTrack PA-OLRS Credential Setup Form
10. DealerTrack DMS Import Enrollment Form
11. REGUSA Order Form – optional – provide only if service is desired

EXISTING PA-OLRS CUSTOMERS

If you need to add a user to an existing DealerTrack OLRs account, complete #3 and #4 above.



**Messenger
and/or
Agent Service
Employee Report
for PennDOT**

For Department Use Only

- Add Employee – (Attach Criminal History Report from Pennsylvania State Police to this form.)
Complete Sections A, B & C
- Change of Existing Employee Name Due to: Marriage Divorce
Complete Sections A, B & C
- Delete Employee – Complete Sections A, B & C

A MESSENGER/AGENT SERVICE INFORMATION

Messenger and/or Agent Service Name (Printed on the PennDOT Messenger or Agent Services Contract)			
Street Address	City	State	Zip Code
Telephone Number	Contact Person's Name		
Messenger Number	Agent Number (DIN #)		
Messenger Contract Number	Agent Services Contract Number		

B EMPLOYEE INFORMATION

Employee Name	PA DL/Photo ID #
Does/Did employee have On line IDs (check one): <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> AAMVAnet <input type="checkbox"/> Online Messenger <input type="checkbox"/> Online Registration	
EMPLOYEE JOB DESCRIPTION INFORMATION: <input type="checkbox"/> Check here, if job description is attached on a separate page. <input type="checkbox"/> Check here if job description is explained below. Job Description: _____ _____ _____ _____ _____ _____ _____ _____	

C CERTIFICATION

I (We) certify under penalty of law that above information is complete, true and correct.

_____	_____
(Signature of Owner or Authorized Signer)	(Date)
_____	_____
(Signature of Co-Owner/Title of Authorized Signer)	(Date)

This report must be filed with PennDOT immediately upon any change in employee information.



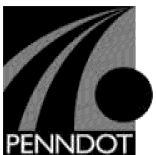
PA ON-LINE REGISTRATION PROGRAM PENNDOT INQUIRY INFORMATION CONFIDENTIALITY POLICY (Part One)

The Pennsylvania Department of Transportation collects confidential and personal information from the public to administer the various PA On-Line Registration Programs (PA OLRP) for which it has responsibility. As a participating company of PA OLRP, selected employees within your staff will process transactions on PennDOT's Business Partner's electronic vehicle registration system. At some point during a transaction, there may become a reason to access PennDOT's customer records by doing a vehicle inquiry. PennDOT, however, is committed to protecting this information from unauthorized access, use or disclosure.

The following guide lines have been set forth to address all employees of Participating Companies the responsibilities for handling and protecting information obtained from PennDOT's motor vehicle inquiries.

- You must have a "PA OLRP Authorization for Inquiry of Motor Vehicle Record" form signed by the customer to access his/her record.
- You may access information only when necessary to accomplish the responsibilities of your employment related to a legitimate business purpose. You may help your co-workers directly only if the transaction is part of your assigned job responsibilities related to a legitimate business purpose.
- You may not access or use information from PennDOT for personal reasons or to assist your family, friends or yourself.
- You may neither access nor process work on any records in your name for any reason including training.
- You may not use information obtained for the purpose of solicitation, endorsement or the compilation of mailing lists.
- You may not access information about another person, including locating their place of residence, for any reason such as sending birthday cards, just being curious or any other reason that is not related to your job responsibilities and related to a legitimate business purpose. You may not tell someone the address of another person when it is not an authorized disclosure or part of your job responsibilities or related to a legitimate business purpose.
- You may disclose PennDOT information only to individuals who have been authorized to receive it.
- You must keep your password confidential by taking reasonable precautions to maintain the secrecy of your password. You are responsible to report any suspicious circumstances or unauthorized individuals you observe in the work area to your superior.

The Department of Transportation takes the responsibility of keeping our customer information confidential very seriously. Our expectations remain high that all of our Business Partners, Participating Companies and their employees will only access customer's record for official approved business. If, however, abuse is discovered, the abuser will be subject to a legal investigation and charges will be filed. Please be sure you have a thorough understanding of these guidelines. Any questions can be directed to the Department through your PA OLRP Business Partner.



PA ON-LINE REGISTRATION PROGRAM PENNDOT INQUIRY INFORMATION CONFIDENTIALITY POLICY (Part Two)

The Pennsylvania Department of Transportation collects confidential and personal information from the public to administer the various PA On-Line Registration Programs (PA OLRP) for which it has responsibility. PennDOT is committed to protect this information from unauthorized access, use or disclosure. As an employee of a participating company of the PA OLRP, it is your responsibility to assist in this commitment. The

following guide lines have been set forth to address all employees of Participating Companies the responsibilities for handling and protecting information obtained from PennDOT's motor vehicle inquiries.

"I understand the following guidelines are my responsibility to assist in the commitment in keeping PennDOT's customer's records confidential."

- I must have a "PA OLRP Authorization for Inquiry of Motor Vehicle Record" form signed by the customer to access his/her record.
- I may access information only when necessary to accomplish the responsibilities of my employment related to a legitimate business purpose. I may help my co-workers directly only if the transaction is part of my assigned job responsibilities related to a legitimate business purpose.
- I may not access or use information from PennDOT for personal reasons or to assist my family, friends or yourself.
- I may neither access nor process work on any records in my name for any reason including training.
- I may not use information obtained for the purpose of solicitation, endorsement or the compilation of mailing lists.
- I may not access information about another person, including locating their place of residence, for any reason such as sending birthday cards, just being curious or any other reason that is not related to your job responsibilities and related to a legitimate business purpose. I may not tell someone the address of another person when it is not an authorized disclosure or part of my job responsibilities or related to a legitimate business purpose.
- I may disclose PennDOT information only to individuals who have been authorized to receive it.
- I must keep my password confidential by taking reasonable precautions to maintain the secrecy of my password. I am responsible to report any suspicious circumstances or unauthorized individuals I observe in the work area to my superior.

I have read and understand the PA OLRP Inquiry Information Confidentiality policy stated above and agree to abide by the requirements set forth therein. I understand that criminal charges may be taken if I fail to abide by any of the requirements of this policy.

Employee Signature

Date

PENNSYLVANIA OLR[®]S ORDER FORM

READ THIS CAREFULLY –Your use of the Products selected below will be governed by this Order Form and the General Systems Solution, Inc., a DealerTrack company (“DealerTrack”), Online Registration System (OLRS) Terms and Conditions in effect as of the date you sign this Order Form (the “Terms”). By signing this Order Form (this “Order Form”), each entity listed below (each such entity, a “Customer”) agrees to be bound by the Terms, with respect to the Products indicated for the term(s) and fees indicated. You may access the Terms at the following Web site: <http://go.dealertrack.com/olrs/terms.pdf> or obtain them from your DealerTrack sales representative. Please call Inside Sales at 800.876.2312 if you need assistance accessing the Terms. Upon being signed by a duly authorized representative of DealerTrack, this Order Form will constitute a binding amendment to the Terms, effective as of the date you sign this Order Form (the “Effective Date”).

Except as otherwise defined herein, all capitalized terms used in this Order Form will have the meanings attributed to them in the Terms. The Term for each Product will be successive 30-day terms commencing on the Activation Date for such Product. The “Activation Date” for a Product will be the date upon which Customer is activated by DealerTrack to begin using the Product. The Term for each Product will automatically renew as provided in the Terms.

CUSTOMER

Business Name: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Billing Address: _____

City: _____ County: _____ State: _____ Zip: _____

Dealer License #: _____ Number of Terminals: _____ Average Monthly Transactions: _____

State Sales Tax ID #: _____ Federal Tax ID #: _____ Tax Location (County, City): _____

Client Type (circle one): Retail - Fleet & Rental - Title Service - Financial Institution - Renewal Only - DTO - EZ-Temp - Salvage

If Retail, circle type: New - Used - Motorcycle - Truck - Trailer - Marine

OLRS TRANSACTION PRICING

Class	Transactions	Price (per transaction)
A	New Title/New Registration, New Title/Transfer Registration, New Title/Transfer Registration/Exchange Plates, Reassign Title/New Registration, Reassign Title/Transfer Registration, Reassign Title/Transfer Registration/Exchange Plates	\$14.55
B	New Title Only (including Dealer Title), Standalone Renewal, Reissue Materials, In-Transit	\$5.20
C	Vehicle Inquiries by Title Number, VIN, Plate/Tag	\$3.10
D	Reports, Correction of Vehicle Record	FREE

The person signing represents that he or she is an authorized representative of Customer.

CUSTOMER AUTHORIZATION

DEALERTRACK AUTHORIZATION

(Signature of Authorized Representative) (Date)

(Signature of Authorized Representative) (Date)

(Printed Name) (Title)

(Printed Name) (Title)

AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION

AGREEMENT FOR PREAUTHORIZATION PAYMENTS

Business Name: _____ **DIN/License No. (if any):** _____

I (we) hereby authorize DealerTrack/General Systems Solutions (GSS,) hereinafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name: _____ **Branch:** _____

City: _____ **State:** _____ **Zip:** _____

Transit Routing/ ABA Number: _____ **Account No:** _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to collect all outstanding debts generated through use of any COMPANY product or service. If any ACH debit files are returned due to insufficient funds, the Client will incur a \$75.00 return penalty for each offense. After two successive unsuccessful debit transfers due to insufficient funds, COMPANY will terminate Services immediately pending payment. For all delinquent payments, a 1.5% monthly interest charge will also be imposed.

Must be signed by an Officer of the Company or an authorized signatory: **Signed:** _____
(Signature)

Date: _____ **Name:** _____
(Print Name)

Dealership ACH Point-of-Contact (if different from above): _____

**ATTACH YOUR BLANK, VOIDED,
OR PHOTOCOPIED CHECK HERE**

For customers who are blocking unauthorized ACH withdrawals from their bank accounts, please be sure to inform your bank of the proper "**Originating Company ID**" used to identify GSS as an authorized vendor. (Please note: The "_" at the end of an Originating Company ID is a placeholder and indicates you must include a space at the end of the number.)

Please check the box for the program(s) you will be using.

<u>Program Name</u>	<u>Originating Company ID</u>	<u>Program Name</u>	<u>Originating Company ID</u>
<input type="checkbox"/> California Inquiry	061286752_	<input type="checkbox"/> New Jersey SAFE	1061286752
<input type="checkbox"/> California Minimum	1061286752	<input type="checkbox"/> New York OLR	2061286752
<input type="checkbox"/> California OLR	2061286752	<input type="checkbox"/> Pennsylvania OLR	1061286752
<input type="checkbox"/> Connecticut OLR	2061286752	<input type="checkbox"/> RegUSA	5061286752
<input type="checkbox"/> Illinois OLR	2061286752	<input type="checkbox"/> North Carolina OLR	1061586472
<input type="checkbox"/> Indiana OLR	2061286752	<input type="checkbox"/> Ohio OLR	1061586472
<input type="checkbox"/> Massachusetts OLR	2061286752	<input type="checkbox"/> Virginia OLR	1061586472
<input type="checkbox"/> Maryland OLR/EZ-Temp	3061586472	<input type="checkbox"/> Wisconsin OLR	1061586472
<input type="checkbox"/> New Jersey OLR	2061286752	<input type="checkbox"/> Wisconsin Inquiry	061286752_

OLRS SECURITY, PROCESSING, AND FUNDING REQUIREMENTS

These requirements must be in place before the Client receives registration/titling inventory and must be adhered to by all users of the Online Registration System (OLRS).

General Office Security Requirements

Building must provide protection against intrusion (i.e., security for entrance doors, windows, skylights, etc.).

Processing site and storage room must be adequately equipped with a locking file cabinet and/or safe as a repository for registration/titling inventory during business hours.

Security of registration/titling inventory (i.e., plates, registration paper stock, stickers, etc.) must be properly safeguarded after normal business hours.

It is the responsibility of the Client to safeguard all registration/titling inventory received from the State against theft, general misuse, and damage.

All registration/titling inventory must be securely stored at the same location where this service is performed. Said inventory must remain at the business address that is on file with the State.

All terminal operators must be trained to use the OLRs before using the system.

Terminal operators must maintain confidentiality of assigned passwords.

Processing Requirements and Procedures

The Client is solely responsible for ensuring the OLRs is used within all State-mandated statutes and guidelines governing the titling and registration of motor vehicles. The inability of the OLRs to prevent or stop intentional unlawful

acts from occurring does not relieve offenders from the legal ramifications of their actions.

ANY documents that are rejected because of incorrectness or incompleteness may be sent back to the Client's business via traceable mail at the Client's expense.

Each State maintains the right to suspend the registration and/or withhold the title of vehicles for which proper documentation is not received in an acceptable or timely manner as outlined in its statutes and guidelines.

The volume of and reason for rejected paperwork returned to Clients will be monitored. Excessive rejections will result in disciplinary action, which may include the loss of OLRs privileges.

Funding Requirements

All processing sites are required to sign an ACH authorization form.

DealerTrack/GSS will not accept checks for any OLRs-generated fees.

All outstanding OLRs debts must be available for ACH debit on the day the transaction is finalized. If DealerTrack/GSS attempts to debit any ACH account and the transfer is rejected due to insufficient funds or a closed account, a penalty fee of \$75.00 may be incurred.

By signing below, we, the Client, agree to adhere to the general office security requirements stated above and accept sole responsibility for all registration/titling inventory on the premises. We also agree to make payment for all fees associated with use of the OLRs within the stated timeframe and to adhere to the processing requirements and procedures stated in this document.

The person signing represents that he or she is an authorized representative of Customer.

CUSTOMER AUTHORIZATION

(Signature of Authorized Representative)

(Printed Name and Title)

(Organization Name)

(Date)

PENNSYLVANIA OLRS[®] CREDENTIAL SETUP FORM

The purpose of this form is to identify your registration credential needs. The OLRS will automatically replenish all stock based on the information you include in this form. All registration credential inventory will be forwarded to the System Administrator at the address identified on the site information sheet.

Dealership Name _____ DIN _____

Point of Contact _____

Documents	Maximum Inventory	Minimum Inventory (Reorder)
Registration Documents		

Plate Type	Maximum Inventory	Minimum Inventory (Reorder)	Average Monthly Sales
In-Transit			
Passenger			
Truck/Truck Tractor			
Motorcycle			

Weight Class Stickers (Trucks)

Class	2	3	4	5	6	7	8	9	10	11	12	13
Weight (lb)	5,001	7,001	9,001	11,001	14,001	17,001	21,001	26,001	30,001	33,001	36,001	40,001
	to 7,000	to 9,000	to 11,000	to 14,000	to 17,000	to 21,000	to 26,000	to 30,000	to 33,000	to 36,000	to 40,000	to 44,000
Maximum												
Reorder												

Class	14	15	16	17	18	19	20	21	22	23	24	25
Weight (lb)	44,001	48,001	52,001	56,001	60,001	64,001	68,001	73,281	76,001	78,001	78,501	79,001
	to 48,000	to 52,000	to 56,000	to 60,000	to 64,000	to 68,000	to 73,280	to 76,000	to 78,000	to 78,500	to 79,000	to 80,000
Maximum												
Reorder												

Expiration Sticker Quantities

Jan CY*	Feb CY	Mar CY	Apr CY	May CY	Jun CY	Jul CY	Aug CY	Sep CY	Oct CY	Nov CY	Dec CY
Jan CY+1	Feb CY+1	Mar CY+1	Apr CY+1	May CY+1	Jun CY+1	Jul CY+1	Aug CY+1	Sep CY+1	Oct CY+1	Nov CY+1	Dec CY+1
Jan CY+2	Feb CY+2	Mar CY+2	Apr CY+2	May CY+2	Jun CY+2	Jul CY+2	Aug CY+29	Sep CY+2	Oct CY+2	Nov CY+2	Dec CY+2

*CY – Current Year

DMS IMPORT ENROLLMENT

Please fax this completed form to the attention of **Inside Sales** at: **860.326.2712**.

Please mail the original to: **DealerTrack/GSS | 115 Poheganut Drive, Suite 201 | Groton, CT 06340**

Once we have received this completed form, a DealerTrack/GSS representative will be calling your DMS Administrator to verify information and set up DMS Import. If you have any questions filling out this form, please call support at 800.374.4771.

CUSTOMER INFORMATION

Business Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____ **Phone:** _____ **Email:** _____

Please list the product(s) (OLRS, RegUSA, etc.) you'll be using DMS Import for: _____

Name of In-House DMS Administrator: _____

DMS Admin Phone: _____ **DMS Admin Email:** _____

DMS SETUP

If you use ADP or R&R as your DMS provider, please check the appropriate box and provide all requested information. For all other DMS providers, please check "Other" and list your DMS vendor. A DealerTrack/GSS representative will contact you directly to determine how to set up DMS Import for your specific vendor.

<input type="checkbox"/> ADP <ul style="list-style-type: none"> • requires single-user access for LF (list fields) to ENG and TCL • access to all -FIs (ex., Ford-FI, VW-FI, etc.) you will be importing from. Please list: _____ _____ 	<p>Please ask your DMS Administrator to provide the following:</p> <p>DMS Server IP: _____ Dialup Access No: _____</p> <p>DealerTrack/GSS DMS Account Credentials:</p> <p>User Name: _____ Password: _____</p>
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<input type="checkbox"/> R&R <ul style="list-style-type: none"> • requires single-user access to 7601 and 7602 • Please list all store numbers you will be importing from (ex., Ford-3, VW-4, etc.): _____ _____ 	<p>Please ask your DMS Administrator to provide the following:</p> <p>DMS Server IP: _____</p> <p>DealerTrack/GSS DMS Account Credentials:</p> <p>User Name: _____ Password: _____</p>
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<input type="checkbox"/> Other _____	
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The person signing represents that he or she is an authorized representative of Customer.

CUSTOMER AUTHORIZATION

(Signature of Authorized Representative)

(Date)

(Printed Name)

(Title)

RegUSA ORDER FORM

READ THIS CAREFULLY –Your use of the Products selected below will be governed by this Order Form and the General Systems Solution, Inc., a DealerTrack company (“DealerTrack”), Online Registration System (OLRS) Terms and Conditions in effect as of the date you sign this Order Form (the “Terms”). By signing this Order Form (this “Order Form”), each entity listed below (each such entity, a “Customer”) agrees to be bound by the Terms, with respect to the Products indicated for the term(s) and fees indicated. You may access the Terms at the following Web site: <http://go.dealertrack.com/olrs/terms.pdf> or obtain them from your DealerTrack sales representative. Please call Inside Sales at 800.876.2312 if you need assistance accessing the Terms. Upon being signed by a duly authorized representative of DealerTrack, this Order Form will constitute a binding amendment to the Terms, effective as of the date you sign this Order Form (the “Effective Date”).

Except as otherwise defined herein, all capitalized terms used in this Order Form will have the meanings attributed to them in the Terms. The Term for each Product will be successive 30-day terms commencing on the Activation Date for such Product. The “Activation Date” for a Product will be the date upon which Customer is activated by DealerTrack to begin using the Product. The Term for each Product will automatically renew as provided in the Terms. Please fax completed form to Inside Sales at 860-448-3187.

CUSTOMER

Business Name: _____

Note: This address will be used when DealerTrack returns your completed paperwork.

Street Address: _____

City: _____ **County:** _____ **State:** _____ **Zip:** _____

Primary Contact: _____ **Account Administrator:** _____

Telephone No: _____ **Fax No.** _____ **Email:** _____

Secondary Contact: _____ **Title:** _____

Telephone No: _____ **Fax No:** _____ **Email:** _____

Please list any states for which you currently have a Tax ID or Tax Stamp that allows you to submit sales tax directly to the state: _____

We have been presented with the DealerTrack RegUSA and eRegUSA options and are **accepting** **declining** service.

We will remit payment for RegUSA services via **ACH** **Check**.

FEE PLANS

	Service	Price
<input type="checkbox"/>	Unlimited use of the Fee Estimator to calculate in-state and out-of-state motor vehicle fees and state sales tax	\$99*
<input type="checkbox"/>	Unlimited use of the automated Forms Service to automatically complete available motor vehicle forms	\$99*
<input type="checkbox"/>	Unlimited use of both the Fee Estimator and the automated Forms Service	\$159*
<input type="checkbox"/>	Registration and titling transactions	\$116
<input type="checkbox"/>	Registration and titling transactions including the use of the Fee Estimator and Forms Service	\$130**

*Charges are per month, per location and will be billed/ACHed in advance of the service month. DealerTrack will assess \$75 service fee for returned checks.

**If the number of Fee Estimate transactions processed is greater than the number of RegUSA title and registration transactions processed by a ratio of 2:1 or more, DealerTrack reserves the right to cancel the Fee Service and/or the RegUSA service.

NOTE: All fee estimates are based on publicly known information as it relates to each transaction. Estimates may not include itemization for late fines, tax penalties, insurance penalties, or any other fines or information that is not made publicly available. Neither DealerTrack nor its affiliates will be liable for any differences between the fee estimations received by DealerTrack’s fee estimation service and the actual fees charged. Payment of all fees, which may include but are not limited to additional motor vehicle department fines or fees not listed in the fee estimate, are the sole responsibility of Customer. When applicable, DealerTrack reserves the right of setoff against the Customer’s Online Registration System (OLRS) account for amounts past due to DealerTrack. Nonpayment may result in account suspension or cancellation.

Customer is responsible for all registration paperwork in transit to DealerTrack until it has been accepted and signed for by a DealerTrack representative.

Customer understands that it is DealerTrack’s intent to process registration paperwork as rapidly as possible; however, processes outside of DealerTrack’s control may affect turnaround time. If a Customer’s registration paperwork cannot be processed because paperwork is missing or there are errors or omissions, processing will be delayed until all requirements are met. Under these circumstances, DealerTrack may not be able to return the completed paperwork within the published timeframe and the paperwork may be returned at Customer’s expense.

The person signing represents that he or she is an authorized representative of Customer.

CUSTOMER AUTHORIZATION

DEALERTRACK AUTHORIZATION

(Signature of Authorized Representative) (Date)

(Signature of Authorized Representative) (Date)

(Printed Name) (Title)

(Printed Name) (Title)

THIS AGREEMENT WILL NOT BE EFFECTIVE UNTIL APPROVED BY AN AUTHORIZED DEALERTRACK REPRESENTATIVE.