

How to Add a Co-Owner

1. Search for the vehicle.
 - #1 Put in identifying number for vehicle i.e. ID/Coast Guard/ Bow Number or Hull Identification number (HIN) or Vehicle Identification Number (VIN)
 - #2 Select **Search**

2. From the Vehicle Profile page-
 - #1 Select the **Co-Owner** tab.
 - #2 Select the **Add Co-Owner** button.

Co-Owner Search

- 3. #1 Search the customer's name that you are adding.
 - #2 Select **Search**
 - #3 Select the correct customer by clicking on the radio button.
 - #4 Select **OK**
- Co-Owner does not exist** – If the co-owner is not in the system, then you need to add them by pressing the **ADD NEW CUSTOMER** button.

Add Co-Owner Search Customer

#1 Identifier Type: Identifier #: Last Name: First Name:

Business Name: ZIP/Postal:

#2

If the co-owner does not exist, add them as a new customer.

Search Customer

CUSTOMER #	STATUS	CUSTOMER NAME/BUSINESS NAME	ADDRESS
<input type="radio"/> 204025134	Active	Shiffer, clyde (Individual)	4029 E 136 N, Rigby, Idaho, USA 83442-5198
<input type="radio"/> 003433003	Active	SHIFFER, CLYDE ANTHONY (Individual)	4029 E 136 N, Rigby, Idaho, USA 83442-5198
<input checked="" type="radio"/> 003013356	Active	SHIFFER, CLYDE ANTHONY (Individual)	5543 E 49th N, Idaho Falls, Idaho, USA 83401-5731

#4

#3