

How to Replace a Sticker

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**

VEHICLES **#1**

ID/Coast Guard/Bow Number QUICK RENEWAL

Hull ID/Serial # Vehicle Type Title #

Owner/Co-Owner Last Name First Name Business Name

#2 [Advanced Search](#)

Actions:
New:

To search vehicle by sticker number, click here.

2. From the Vehicle Profile Page, select the **Registrations** tab.

Vehicles Registrations

Actions:

Coast Guard/Bow Number: ID4291AL Status: Active Vehicle Type: Boat Registration Expiry: Thu Dec 31 2020 Creation Date: Wed Apr 22 2020 Creation User: ao-legacyload-vrs

HIN: ACBX7999F192 Re-Enter HIN: Questionable: No Assign Hull ID: No Make: ALUMACRAFT BOAT C Year: 1992 Allow Future Year Built

Length: 18 ft

Title Information: Title: A063047985 Title State:

Boat Information: Hull Material: Aluminum Type of Boat: Open Boat Model: Alumacraft Type of Use: Pleasure Engine Drive: Outboard Propulsion Type: Propeller

Fuel Type: Gasoline Max Horsepower: 75 Color: Unknown Primary Use Area: 14 Canyon Secondary Use Area: Statewide Description: ALUMCRF

Customer Info: Customer #: 002573477 Status: Active Customer Class: Individual First Name: ROBERT Middle Name: M Last Name: YOUNGBLOOD Suffix: Date of Birth: Sun Jul 31 1955

Address: 324 Hickory Ct Supplemental Address: Nampa City/Town: Idaho State: Canyon ZIP/Postal: 836-2991 Country: United States Status: Valid

Document Uploads:

3. **#1** Click the **Registration ID#**

Document Uploads:

Filter: Registration Status Active Transferred Expired Reversed Invalid

REGISTRATION ID	STATUS	CUSTOMER	PRODUCT	FROM DATE	TO DATE	# DUPLICATES	# OF REPRINTS	ACTION
370810218 #1	Active	YOUNGBLOOD, ROBERT 002573477	V01 - Boat Registration	Jun 29 2020	Dec 31 2020	0	0	<input type="button" value="PRINT"/>

Production

3:39:00 PM - Tue, Jul 28, 2020 09:00 EDT 2020 09:00 EDT 2020

Registration Details Page

4. #1 Select **Radio** button
- #2 Select **REPLACE VEHICLE INVENTORY** button

The screenshot shows the 'Registration Details' page. At the top, there's a navigation bar with 'Vehicles' and 'Registrations' tabs. Below that, there are sections for 'Actions' (with a 'PRINT' button), 'Registration Info' (with fields for Registration ID, Status, Product, From Date, To Date, # of Duplicates, and Creation Price), 'Boat Info' (with fields for Coast Guard/Bow Number, Status, HIN, Re-Enter HIN, Questionable, Manufacturer Name, and Year Built), and 'Vehicle Customer' (with fields for Customer #, Status, Customer Class, First Name, Middle Name, Last Name, Suffix, and Date of Birth). At the bottom of the registration details, there are 'OK', 'CANCEL', and 'APPLY' buttons. Below this is a table with columns for 'Inventory Type', 'Inventory', and 'Status'. The first row shows 'Boat Registration' with inventory 'B20-060581' and status 'Used'. A red circle highlights the 'REPLACE VEHICLE INVENTORY' button, and a red '#2' is next to it. A 'Production' button is at the bottom right.

INVENTORY TYPE	INVENTORY	STATUS
Boat Registration	B20-060581	Used

5. A box will pop up. Input your new sticker number. State the reason for replacement. Put in a simple note to explain, i.e. Customer lost sticker.
-Select **OK**

The screenshot shows a 'Replace Reasons' dialog box. It has fields for 'Boat Registration NUMBER' (with value 'B20-060579'), 'Replace Vehicle Inventory Reason' (with value '10 - Lost'), and 'Notes' (with value 'Customer lost sticker'). A yellow box with black text says 'You need to fill out all the information on this page. Then, click OK'. At the bottom, there are 'OK' and 'CANCEL' buttons, with the 'OK' button circled in blue.

Payment Screen

6. **#1** Select **Payment Type**, and input payment information, i.e. credit card, check information, cash, etc.
#2 Select **Process Order**

Customer: TAYLOR, JOEL, Customer # 003526379, Phone 2063047468, Zip 83713-1395

Actions: PURCHASE PERMIT, PURCHASE POS, New: Boat - Registration, GO

ORDER	ITEM	QTY.	FEE TYPE	PRICE
<input type="checkbox"/>	Renew Registration (New - 1)	Remove 1	State Fee	\$8.50
			Vendor Fee	\$1.50
			Transaction Fee	\$0.00
			Surcharge Fee	\$1.00
			Additional Surcharge Fee	\$1.00
			Order Total	\$12.00

Totals: Total Price \$12.00, Total Past Paid \$0.00, Amount Owning \$12.00, Minimum Payment Due \$12.00

Outstanding

Payment: Type [dropdown], Amount \$12.00, Currency USD, SWIPE CARD

Buttons: ADDITIONAL PAYMENT, Process Order (circled in red), Cancel Cart

Attestation Statement

7. This box will pop up with an attestation statement. You need to read this paragraph to the customer and ask them to accept the policy.

By purchasing this certificate I am attesting that the individual to be listed on this certificate of number is the owner of the vehicle/vessel as defined by Idaho law, that the vehicle information being supplied for the certificate is correct, and that the hull identification number supplied for the certificate matches the hull identification number physically on the vessel.

Buttons: Accept Policy, Decline Policy

Order Summary Page

8. Put in Payment information. Then, the Order Summary page will come up.
 - #1 Print Documents** - A printer dialogue box may pop up. See page 5 for instructions.
 - #2 Finish Order** to complete the registration.
- The system will automatically email them a receipt of the completed transaction.

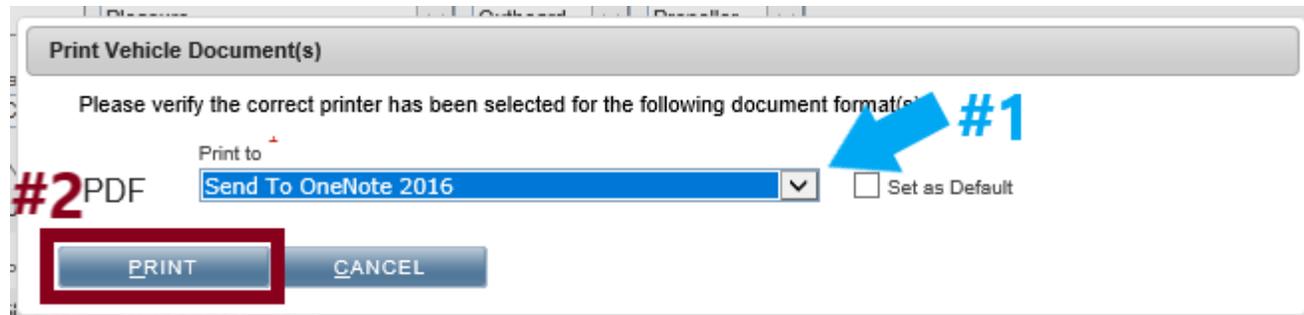
Order Summary

Receipt Details	Receipt #	Receipt Date & Time	Sales Location	Created By		
	370810241	Mon Jun 29 2020 10:27 AM PDT	HQ General Administration Operations	Dahle,Zayna		
Customer	Name	Customer #	Phone	Email	Organization Name	
	YOUNGBLOOD,ROBERT	002573477	2088806214			
PRINT RECEIPT PRINT DOCUMENTS						
Transaction(s)	Renew Registration , Make Payment					
Receipt Item	Order #:9-55777	(2020)V01-Boat Registration(Renewal)		1		
	YOUNGBLOOD, ROBERT (002573477)	Valid: Mon Jun 29 2020 to Thu Dec 31 2020			State Fee \$32.00	
	324 Hickory Ct	Boat Registration(s): B20-060581			Vendor Fee \$1.50	
	Nampa, ID, 83686-2991				Transaction Fee \$0.00	
	United States				Surcharge Fee \$10.00	
	Boat ACBX7999F192				Additional Surcharge Fee \$0.00	
	Coast Guard/Bow NumberID4291AL				Order Total \$43.50	
Receipt Fees Summary					State Fee \$32.00	
					Vendor Fee \$1.50	
					Transaction Fee \$0.00	
					Surcharge Fee \$10.00	
					Additional Surcharge Fee \$0.00	
Totals					Total Price \$43.50	
					Total Past Paid \$0.00	
Payments & Change					Payment Tendered \$43.50	
					Change Tendered \$0.00	
Outstanding					New Amount Owing \$0.00	
Payment Details	Type	Check Number	Check Date	Check Holder Name	Amount	Currency
	Personal Check	5550	Mon Jun 22 2020	Robert M Youngblood	43.50	USD
Print Actions	PRINT RECEIPT PRINT DOCUMENTS #1					
	Finish Order #2					

Production

Printer Dialogue Box

1. **#1** Select the printer from the list.
#2 Select **Print**.



2. **#1** Select **Success** if the print job printed successfully. Select Failure if the job did not print.
#2 Complete step **#2** from page 4.

