



pennsylvania

DEPARTMENT OF CONSERVATION
AND NATURAL RESOURCES

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 DCNR-registered Snowmobile or ATV Dealer or Agent to transfer titles, renew vehicle registration information, , download forms, and request supplies from the Pennsylvania Department of Conservation and Natural Resources (DCNR), the Commonwealth Agency which oversees this information.

The Portal enables a dealer to:

- Lookup a vehicle,
- Register a new vehicle,
- Renew vehicle registrations,
- Request vehicle replacement materials,
- Change vehicle address information.
- Renew Dealer registration, and
- Request Dealer supplies,

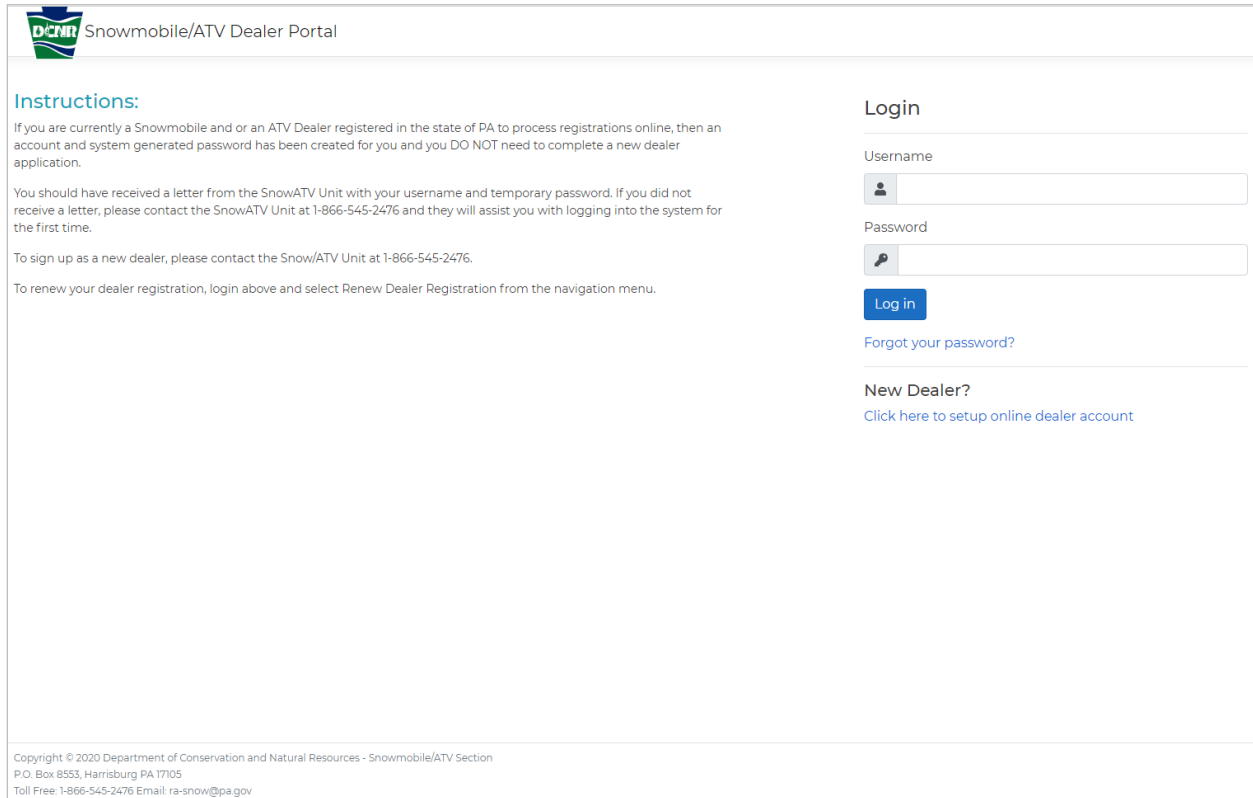
This guide is designed to assist in completing any of the above transactions in a “How do I . . .?” format.

NOTE: Only credit card payments can be made on the Dealer Portal. Please have your credit card information ready before beginning your transaction. We accept VISA, Mastercard, and Discover credit card payments.

2. Dealer Portal . . . How do I?

2.1 Log In to the Dealer Portal

To log in to the Dealer Portal, browse to <https://www.snowatvdealer.pa.gov>



The screenshot shows the login page for the Snowmobile/ATV Dealer Portal. At the top left is the DCNR logo and the text "Snowmobile/ATV Dealer Portal". Below this is an "Instructions:" section with three paragraphs of text. To the right is a "Login" section with two input fields for "Username" and "Password", each with a small icon to its left. Below the fields is a blue "Log in" button. Underneath the button is a link that says "Forgot your password?". Below that is a "New Dealer?" section with a link that says "Click here to setup online dealer account". At the bottom left of the page, there is small copyright text: "Copyright © 2020 Department of Conservation and Natural Resources - Snowmobile/ATV Section, P.O. Box 8553, Harrisburg PA 17105, Toll Free: 1-866-545-2476 Email: ra-snow@pa.gov".

Figure 1 - Log in Page

The following information **MUST** be entered to log in:

- Dealer Number
- Password

Click the **Log In** button.

If the information provided is correct, you will be taken to the Home page.

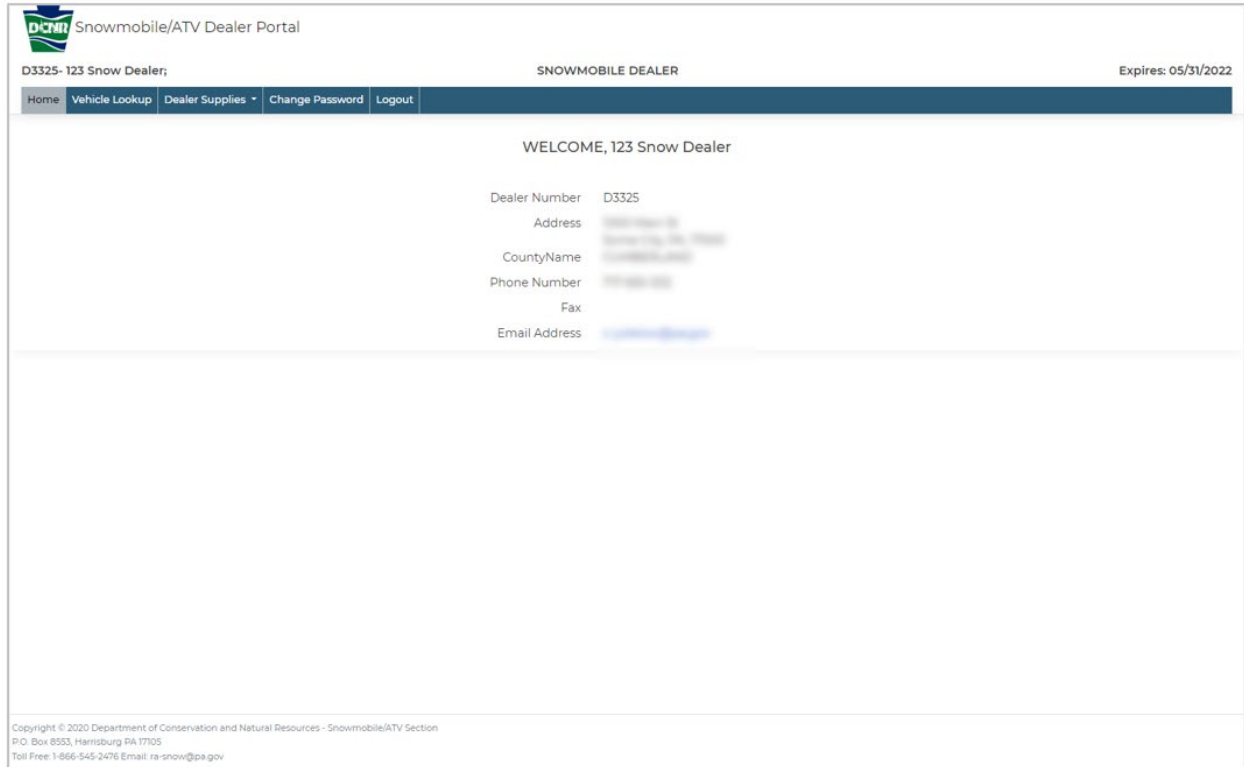


Figure 2 - Dealer Portal Home Page

2.2 Reset My Password

If you have forgotten your password and need to reset it, click the **Forgot your password?** link under the Log In button on the Home Page. You will be directed to the page below.

The screenshot shows a web form titled "Snowmobile/ATV Dealer Portal" with a logo on the left. Below the title is a heading "Forgot your password? Please provide below details". The form contains two text input fields: "Dealer Number" and "Email associated with your dealer account". A blue "Submit" button is located below the second input field. At the bottom of the page, there is a small copyright notice: "Copyright © 2020 Department of Conservation and Natural Resources - Snowmobile/ATV Section, P.O. Box 8553, Harrisburg PA 17105, Toll Free: 1-866-545-2476 Email: ra-snow@pa.gov".

Figure 3 - Forgot your password?

Enter your Dealer number, the email associated with your account, and then click **Submit**. You will be taken to a confirmation page and an email will be sent to the email address associated with the account. Click the link provided in the email and you will be directed to the Reset your Password page.

The screenshot shows the 'Snowmobile/ATV Dealer Portal' interface. At the top left is the DCNR logo. Below it, the text reads 'Welcome, Reset your password here!'. The form contains four input fields: 'Dealer Number', 'Email', 'Password', and 'Confirm Password'. A blue 'Reset' button is positioned below the 'Confirm Password' field. At the bottom of the page, there is a small copyright notice: 'Copyright © 2020 Department of Conservation and Natural Resources - Snowmobile/ATV Section, P.O. Box 8553, Harrisburg PA 17105, Toll Free: 1-866-545-2476 Email: ra-snow@pa.gov'.

Figure 4 - Reset your password

Your password must have:

- Between 8 – 25 characters,
- at least 1 lowercase,
- at least 1 uppercase letter,
- at least 1 number and,
- at least 1 special character.

Complete all the fields and click **Reset**. You will be taken to a password confirmation page containing a link to the Home Page. Click the link and log in in with your new password.

2.3 Renew Dealer Registration

All Dealer Registrations will expire on May 31. Renewal notices are mailed out on March 1. Dealer's may renew registration online. Dealer's must renew their registration separately if they are an authorized Snowmobile and ATV Dealer. Each Dealer will have a separate Dealer number and password for Snowmobile or ATV transactions. When logged in with the Snowmobile Dealer number and password, only transactions pertaining to Snowmobiles will be allowed through the portal. The same is true when logged in as an ATV Dealer.

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.

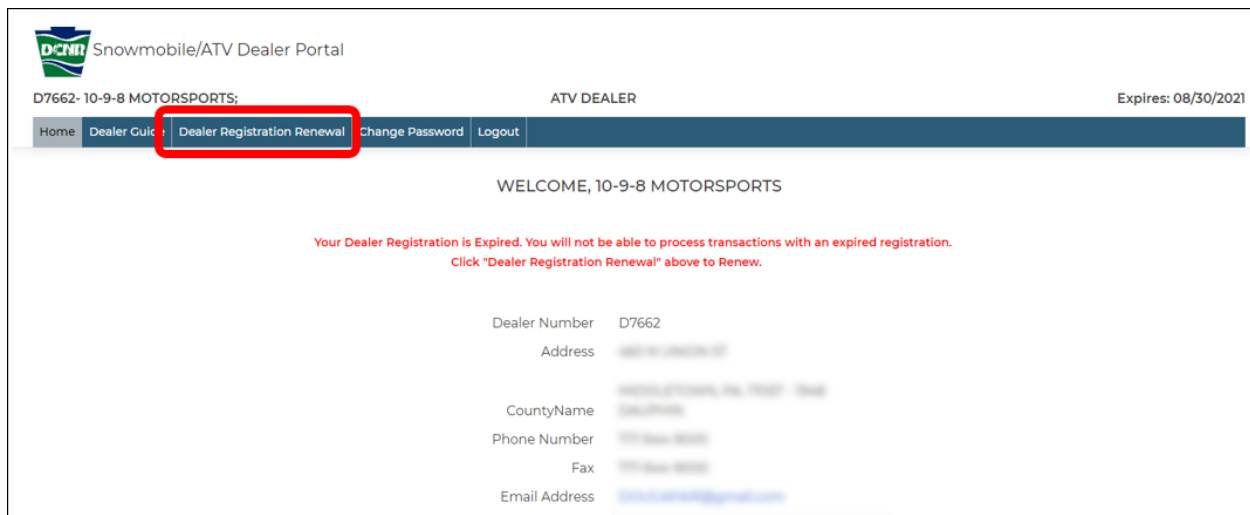


Figure 5 - Dealer Registration Renewal Message

To renew this Dealer's Registration, click the **Dealer Registration Renewal** at the top of the Home Page.

The screenshot shows the 'Dealer Registration Renewal' page. At the top left is the DCMR logo and the text 'Snowmobile/ATV Dealer Portal'. Below this, it says 'D7662- 10-9-8 MOTORSPORTS;' and 'ATV DEALER'. On the right, it says 'Expires: 08/30/2021'. A navigation bar contains links for 'Home', 'Dealer Guide', 'Dealer Registration Renewal', 'Change Password', and 'Logout'. The main heading is 'Dealer Registration Renewal'. Underneath, there are two sections: 'Dealer Information' and 'Contact Information'. The 'Dealer Information' section shows 'Business Name' as '10-9-8 MOTORSPORTS' and 'Registration Type' as 'ATV Registration'. The 'Contact Information' section contains several input fields: 'Address Line 1*', 'Address Line 2', 'City*', 'County Name*', 'State*', 'Zip Code*', 'Zip + 4', 'PhoneNumber*', 'FaxNumber', and 'Email Address*'. A blue 'Continue' button is located at the bottom right of the form.

Figure 6 - Dealer Registration Renewal

Confirm or update your address, phone numbers and email.

NOTE: Email addresses are not a required field to complete a Vehicle Registration Renewal, however, providing it allows the application to send a confirmation and reminder email messages regarding Dealer transactions. Email addresses 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 screenshot shows the 'Payment Information' section of the Snowmobile/ATV Dealer Portal. At the top, the DCNR logo and 'Snowmobile/ATV Dealer Portal' are visible. Below the logo, the user is identified as 'D7662-10-9-8 MOTORSPORTS; ATV DEALER' with an expiration date of 'Expires: 08/30/2021'. A navigation bar includes links for Home, Dealer Guide, Dealer Registration Renewal, Change Password, and Logout. The main content area is titled 'Payment Information' and contains a sub-section 'Dealer Information' with the following details:

- Business Name: 10-9-8 MOTORSPORTS
- Owner Name: [Redacted]
- Co-Owner Name: [Redacted]
- Address: [Redacted]
- PhoneNumber: [Redacted]
- FaxNumber: [Redacted]
- Email Address: [Redacted]

Below this, the 'Dealer Registration Renewal Fee' section shows:

- ATV Registration: \$ 25.00
- Total Registration Fee: \$ 25.00**

A blue 'Continue' button is located at the bottom right of the payment information section.

Figure 7 - Registration Renewal Payment Information

Enter valid Credit Card information. The billing address for the credit card may be changed if necessary.

Click the **Continue** button.

After the payment has processed, you will be directed to the payment confirmation page, where you can download your receipt.

The screenshot shows the 'Payment Confirmation' page of the Snowmobile/ATV Dealer Portal. At the top, the DCNR logo and 'Snowmobile/ATV Dealer Portal' are visible. Below the logo, the user is identified as 'D7662-10-9-8 MOTORSPORTS; ATV DEALER' with an expiration date of 'Expires: 05/31/2022'. A navigation bar includes links for Home, Dealer Guide, Vehicle Lookup, Dealer Supplies, Change Password, and Logout. The main content area is titled 'Payment Confirmation' and contains a sub-section 'Dealer Registration Renewal Confirmation' with the following text:

Your Dealer Registration Renewal Payment have been received by the PA Snowmobile/ATVUnit.

PLEASE CLICK BELOW TO PRINT YOUR TRANSACTION RECEIPT.
[PRINT RECEIPT](#)

Below this, the 'Dealer Registration Renewal' section shows a table with the following data:

Item Description	Quantity	Price Each	Total
ATV Registration	1	\$25.00	\$25.00
Sub Total:			\$25.00
Shipping Cost:			0.00
Total:			\$25.00

Below the table, the 'Payment Information' section shows:

- Credit Card : *****1111
- Order ID : 2021011-D7662-4452
- Approval Code : ET127357

Figure 8 - Payment Confirmation

NOTE: Your email address is not a required field to complete a Dealer Registration.

2.4 Request Dealer Supplies

To request replacement supplies, log in and select Dealer Supplies, then Request Dealer Supplies From DCNR.

DCNR Snowmobile/ATV Dealer Portal

D7662- 10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022

Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

Dealer Supply Request

VEHICLE OWNER STICKERS/PLATES

Item Description	Quantity	Price Each	Total
TEMPORARY PLATE STICKER - ATV	<input type="text"/>	\$0.00	\$ 0.00
ATV PLATE (METAL PLATE)	<input type="text"/>	\$0.00	\$ 0.00
ATV-2 PLATE (METAL PLATE)	<input type="text"/>	\$0.00	\$ 0.00
DE			
ATV DEALER DEMO PLATE EXPIRATION STICKER	<input type="text"/>	\$3.00	\$ 0.00
ATV DEALER DEMO PLATE (METAL PLATE)	<input type="text"/>	\$6.00	\$ 0.00
ATV DEALER REPLACEMENT REGISTRATION CARD	<input type="text"/>	\$5.00	\$ 0.00
Sub Total:			\$
Shipping Cost:			\$ 0.00
Total:			\$

[Continue](#)

Figure 9 - Dealer Supply Request

After selecting the supplies needed, click **Continue**. You will be able to review your request on the Preview Dealer Supply Request page shown below.

DCNR Snowmobile/ATV Dealer Portal

D7662- 10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022

Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

Preview Dealer Supply Request

Dealer Information

BusinessName	10-9-8 MOTORSPORTS	Phone Number	
Owner Name		Fax	
Co-Owner Name		Email Address	
Address			

Dealer Supply Request

Item Description	Quantity	Price Each	Total
ATV DEALER DEMO PLATE EXPIRATION STICKER	3	\$3.00	\$9.00
TEMPORARY PLATE STICKER - ATV	3	\$0.00	\$0.00
Sub Total:			\$9.00
Shipping Cost:			\$0.00
Total:			\$9.00

[Add/Remove Items](#) | [Continue to Payment](#)

Figure 10 - Preview Dealer Supply Request

Selecting Add/Remove Items will return you to the Dealer Supply Request page. When the information on the Preview Dealer Supply Request page is correct, select **Continue to Payment**. After payment has been processed, you will be directed to the Payment Confirmation page, where you can download your receipt for the Dealer Supplies you've ordered.

2.5 Print Dealer Supplies

To Print Dealer Supplies, log in, select Dealer Supplies and then Print Dealer Supplies.

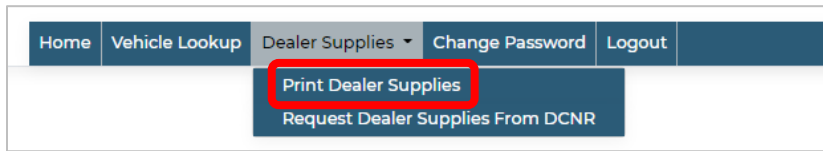


Figure 11 - Print Dealer Supplies Menu Option

Select the item you wish to print. Your selected document will open another tab on your browser, and you can print it from there using the print icon in the upper right corner.

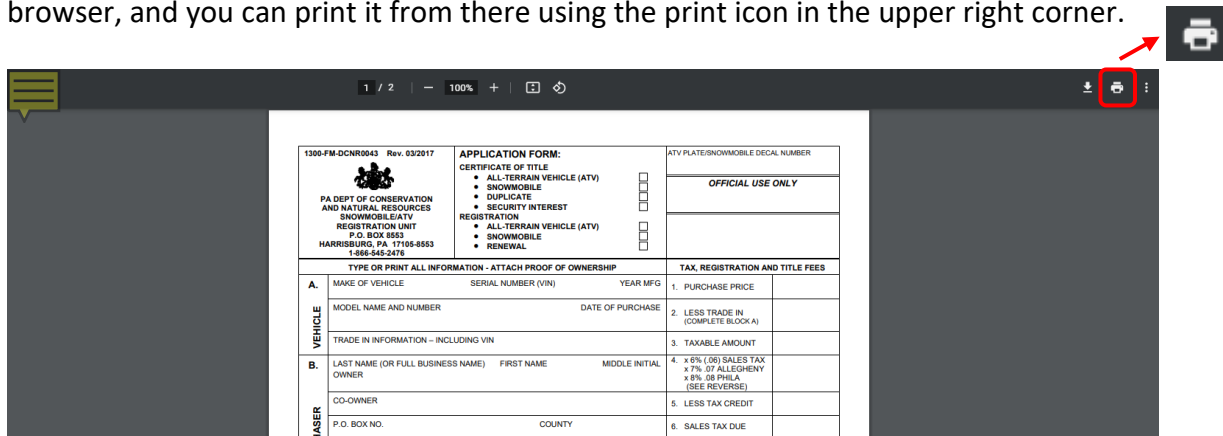


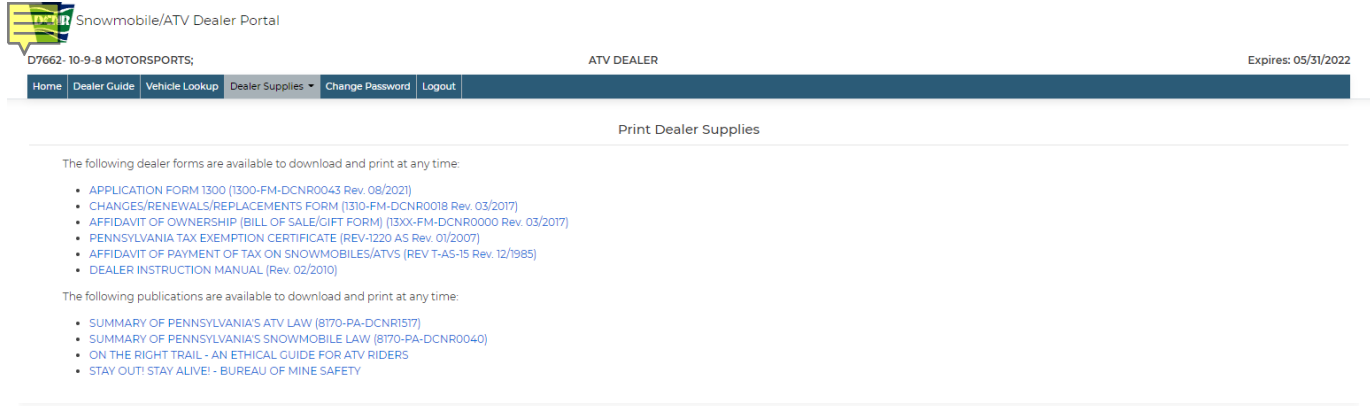
Figure 12 - Print Dealer Supplies Document

You can print any of the following dealer forms:

- Application Form 1300 (1300-FM-DCNR0043 Rev. 08/2021)
- Changes/Renewals/Replacements Form (1310-FM-DCNR0018 Rev. 03/2017)
- Affidavit of Ownership (BILL OF SALE/GIFT FORM) (13XX-FM-DCNR0000 Rev. 03/2017)
- Pennsylvania Tax Exempt Certificate (REV-1220 AS Rev. 01/2007)
- Affidavit of Payment of Tax on Snowmobiles/ATVs (REV T-AS-15 Rev. 12/1985)
- Dealer Instruction Manual (Rev. 10/2021)

The following publications are also available to download and print:

- Summary of Pennsylvania’s ATV Law (8170-PA-DCNR1517)
- Summary of Pennsylvania’s Snowmobile Law (8170-PA-DCNR0040)
- On the Right Trail – An Ethical Guide for ATV Riders
- Stay Out! Stay Alive! – Bureau of Mine Safety



The screenshot displays the Snowmobile/ATV Dealer Portal interface. At the top left is the logo for 'D7662-10-9-8 MOTORSPORTS:'. To its right, the text 'Snowmobile/ATV Dealer Portal' is visible. Further right, the user's role is identified as 'ATV DEALER', and the session expires on '05/31/2022'. A navigation bar contains links for 'Home', 'Dealer Guide', 'Vehicle Lookup', 'Dealer Supplies' (which is the active page), 'Change Password', and 'Logout'. The main content area is titled 'Print Dealer Supplies' and lists two categories of documents available for download and printing: 'The following dealer forms are available to download and print at any time:' and 'The following publications are available to download and print at any time:'. Each category contains a bulleted list of specific forms and publications.

D7662-10-9-8 MOTORSPORTS: Snowmobile/ATV Dealer Portal

ATV DEALER Expires: 05/31/2022

Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

Print Dealer Supplies

The following dealer forms are available to download and print at any time:

- APPLICATION FORM 1300 (1300-FM-DCNR0043 Rev. 08/2021)
- CHANGES/RENEWALS/REPLACEMENTS FORM (1310-FM-DCNR0018 Rev. 03/2017)
- AFFIDAVIT OF OWNERSHIP (BILL OF SALE/GIFT FORM) (13XX-FM-DCNR0000 Rev. 03/2017)
- PENNSYLVANIA TAX EXEMPTION CERTIFICATE (REV-1220 AS Rev. 01/2007)
- AFFIDAVIT OF PAYMENT OF TAX ON SNOWMOBILES/ATVS (REV T-AS-15 Rev. 12/1985)
- DEALER INSTRUCTION MANUAL (Rev. 02/2010)

The following publications are available to download and print at any time:

- SUMMARY OF PENNSYLVANIA'S ATV LAW (8170-PA-DCNR1517)
- SUMMARY OF PENNSYLVANIA'S SNOWMOBILE LAW (8170-PA-DCNR0040)
- ON THE RIGHT TRAIL - AN ETHICAL GUIDE FOR ATV RIDERS
- STAY OUT! STAY ALIVE! - BUREAU OF MINE SAFETY

Figure 13 - Print Dealer Supplies

2.6 Lookup a Vehicle

When logged into the Dealer Portal, you may need to look up a vehicle to verify a previous Pennsylvania title was or was not issued, confirm title information, renew a registration, order replacement cards, titles, or tags. If you need to look up a vehicle, log in to the Dealer Portal and click Vehicle Lookup.

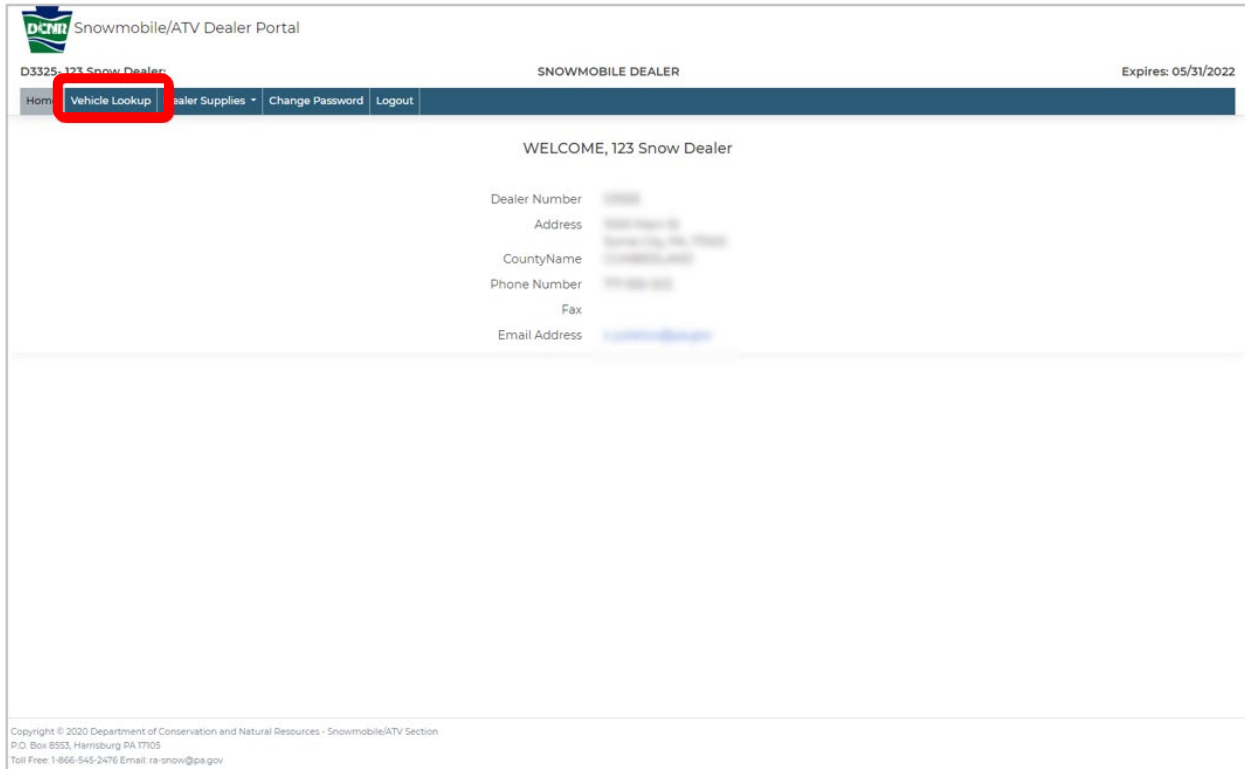


Figure 14 - Dealer Portal Home Page

The Vehicle Lookup page will display.

Snowmobile/ATV Dealer Portal

D3325- 123 Snow Dealer; SNOWMOBILE DEALER Expires: 05/31/2022

Home Vehicle Lookup Dealer Supplies Change Password Logout

VIN Title Registration

Vin Digits:0

Copyright © 2020 Department of Conservation and Natural Resources - Snowmobile/ATV Section
 P.O. Box 8553, Harrisburg PA 17105
 Toll Free: 1-866-545-2476 Email: ra-snow@pa.gov

Figure 15 - Vehicle Lookup

Enter a VIN, Title, or Registration number and click Lookup/Search.

Snowmobile/ATV Dealer Portal

D7662- 10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022

Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

VIN Title Registration

Vin Digits:17

Vehicle Search Results

VIN #:	4XAWH50A2B4207776	ATV Class:	ATV II
Vehicle Type:	ATV	Vehicle Model:	RANGER 500
Vehicle Make:	POLARIS	Vehicle Use:	PLEASURE
Vehicle Year:	2011		

Registration Expiration: 09/30/2023
 Registration Type: REGULAR
 Registration Status: Active

Owner Name:
 Address:

Lien Holder(s):

Co-Owner Name:

Figure 16 - Vehicle Search Results

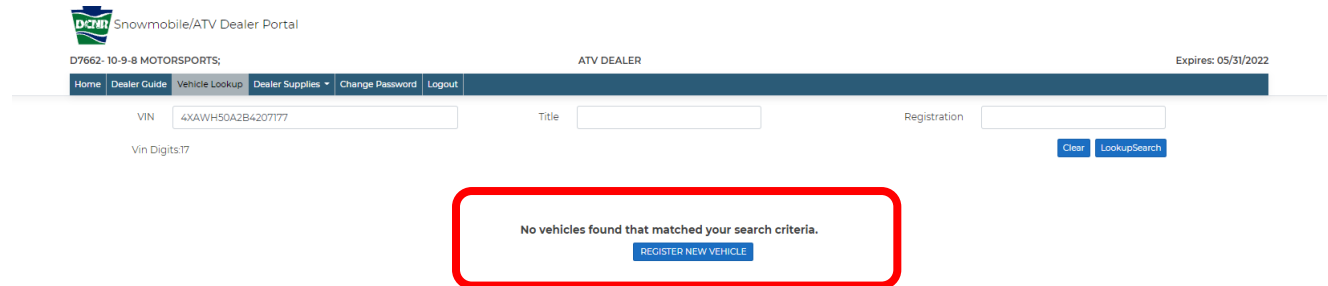
If the vehicle is found in the system, the Vehicle Search Results will display the details. From this screen you will be able to create a New Application, Request Registration Replacements, or

Change your Address. If the vehicle information is not found, you can click REGISTER NEW VEHICLE from the No Vehicles Found page.

Selecting **New Application** takes you to [Register a New Vehicle](#). The **Request Replacements** button allows you to [Request Vehicle Replacement Materials](#). The **Change Address** button will take you to the [Change Vehicle Address Information](#) page.

2.7 Register a New Vehicle

When you need to register a new vehicle into the system, go to 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. If it does, the customer must present a title in the name of the seller. Page 7 of the Dealer Manual provides further instructions on how to proceed if there is an outstanding PA title and the seller is NOT the owner of record. Click the REGISTER NEW VEHICLE button at the bottom of the page.



The screenshot shows the Snowmobile/ATV Dealer Portal interface. At the top, there is a navigation bar with the DCMI logo and the text 'Snowmobile/ATV Dealer Portal'. Below this, there is a sub-header with 'D7662- 10-9-8 MOTORSPORTS', 'ATV DEALER', and 'Expires: 05/31/2022'. The main navigation menu includes 'Home', 'Dealer Guide', 'Vehicle Lookup', 'Dealer Supplies', 'Change Password', and 'Logout'. The search form contains three input fields: 'VIN' with the value '4XAWH50A2B4207177', 'Title', and 'Registration'. Below the VIN field is the label 'Vin Digits:17'. There are two buttons: 'Clear' and 'LookupSearch'. The search results area displays a message: 'No vehicles found that matched your search criteria.' with a blue button labeled 'REGISTER NEW VEHICLE' below it. This message and button are enclosed in a red rectangular box.

Figure 17 - No Vehicles Found

Complete sections A through F of the New Vehicle Registration screen. Required fields are noted by the red asterisk (*) after the field name.

Snowmobile/ATV Dealer Portal
 D7662- 10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022

Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

New Vehicle Registration

A. Vehicle

VIN #* 4XAWH50A2B4207177 Vehicle Year* 2020

Vehicle Make* POLARIS Vehicle Model* TUNDRACAT

Dealer Number* D7662

Trade In Information NONE

Purchase Date* 10/11/2021 Format: MM/DD/YYYY

Figure 18 - New Vehicle Registration - A. Vehicle

B. Purchaser

First Name	MI	Last Name	Suffix
Owner*			
Co-Owner			

Address Line 1*
 Address Line 2

City*
 County Name
 State*
 Zip Code*
 Zip + 4

Phone Number (Home) (format: 111-111-1111)
 Phone Number (Work) (format: 111-111-1111)
 E-Mail Address

Figure 19 - New Vehicle Registration - B. Purchaser

C. Security

If NO Security Interest, check

First Secured Party	Second Secured Party
Name*	Name
Address Line 1*	Address Line 1
Address Line 2	Address Line 2
City*	City
State*	State
Zip Code*	Zip Code
Phone Number (format: 111-111-1111)	Phone Number (format: 111-111-1111)
Fax (format: 111-111-1111)	Fax (format: 111-111-1111)

Figure 20 - New Vehicle Registration - C. Security

D. Temporary Registration

Temporary Registration Number Date Issued

E. Vehicle Type

ATV CLASS I - Max. width 50", max. dry wt. 1,200 lbs.
 ATV CLASS II - Width over 50", dry wt. over 1,200lbs.

Is there a DCNR Registration Decal Displayed on your Snowmobile?*

Yes No
 Reg No

Figure 21 - New Vehicle Registration - D. Temporary Registration and E. Vehicle Type

F. Registration Type

Vehicle Use*

Registration Type*

Tax, Registration And Title Fees

Philadelphia County Allegheny County Others

Purchase Price

Less Trade In

Taxable Amount 0.00

ExemptionCode

Sales Tax Rate 0.06

Sales Tax 0.00

Less Tax Credit

Sales Tax Due 0.00 Tax Is Being Paid to State By Dealer

Security Interest Fee Add Security Interest Fee (5.00)

Registration Fee Add Registration Fee (20.00)

Title Fee Or Duplicate Title Fee Add Title Fee (22.50)

Transfer Fee Add Transfer Fee (5.00)

Miscellaneous Charges

Grand Total 0.00

Figure 22 - New Vehicle Registration - F. Registration Type

Click **Submit** to complete the new vehicle registration process and proceed to the Payment Information page.

Snowmobile/ATV Dealer Portal
 D7278- CONWAY POWER EQUIP INC; ATV DEALER Expires: 05/31/2022

Home | Vehicle Lookup | Dealer Supplies | Change Password | Logout

Payment Information

Owner Information

Vehicle Owner Name :
 Vehicle Co-Owner Name :
 Address :
 Phone Number :
 Alt Number :
 Email Address :

Tax, Registration And Title Fees

Purchase Price :	2345.00
Less Trade In :	0.00
Taxable Amount :	2345.00
Exemption Code :	0 - NO EXEMPTION
Sales Tax Rate:	0.06
Sales Tax :	140.70
Less Tax Credit :	0.00
Sales Tax Due :	140.70
Security Interest Fee :	0.00
Registration Fee :	0.00
Title Fee Or Duplicate Title Fee :	0.00
Transfer Fee :	0.00
Miscellaneous Charges :	0.00
Grand Total :	140.70

[Continue to Payment](#)

Figure 23 - Payment Information

Review the information on the Payment Information page and click **Continue to Payment**.

Snowmobile/ATV Dealer Portal
 D7662- 10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022

Home | Dealer Guide | Vehicle Lookup | Dealer Supplies | Change Password | Logout

Payment Confirmation

Vehicle Application Order Confirmation

Your Vehicle Application and Payment have been received by the PA Snowmobile/ATV Unit.
 PLEASE CLICK BELOW TO PRINT YOUR TRANSACTION RECEIPT.

[PRINT RECEIPT](#)
[PRINT APPLICATION](#)
[PRINT TEMP REGISTRATION](#)

Payment Information

Credit Card : #####1111
 Order ID : 20211011-D7662-1788
 Approval Code : ET101452

Figure 24 - Payment Confirmation

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 Application
- Print Temp Registration Card

2.8 Renew a Vehicle Registration

To renew a Vehicle Registration, log in to the Dealer Portal. Look up the Vehicle for which you want to renew the registration by clicking on [Vehicle Lookup](#) and entering either a VIN, a Title, or a Registration number. From the Vehicle Search Results page, click the Registration Renewal button.

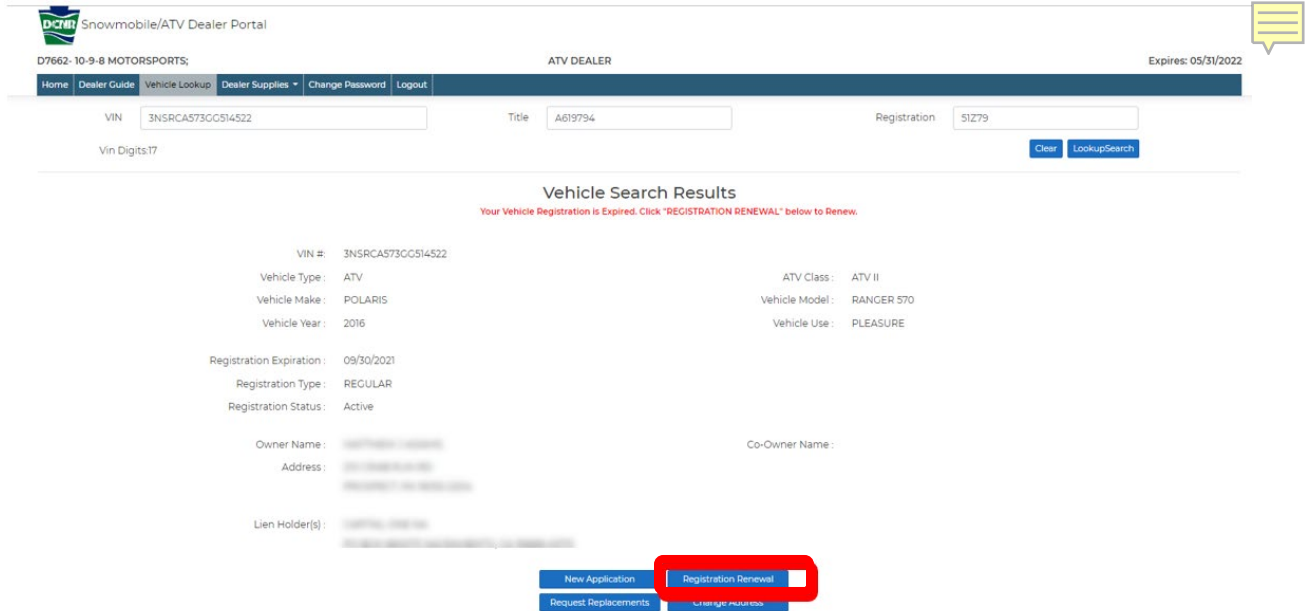


Figure 25 - Registration Renewal



DCNR Snowmobile/ATV Dealer Portal
D7662-10-9-8 MOTORSPORTS; ATV DEALER Expires: 05/31/2022
Home Dealer Guide Vehicle Lookup Dealer Supplies Change Password Logout

Vehicle Registration Renewal

Vehicle Information

Vehicle Type:	ATV	ATV Class:	ATV II
Vehicle Make:	POLARIS	Vehicle Model:	RANGER 570
Vehicle Year:	2016		
Registration Expiration:	09/30/2021		
Registration Type:	REGULAR		
Registration Status:	Active		

Owner Information

Owner Name:	[REDACTED]	Co-Owner Name:	
Address Line 1:	[REDACTED]		
Address Line 2:			
City:	[REDACTED]		
County Name:	[REDACTED]		
State:	[REDACTED]		
Zip Code:	[REDACTED]		
Zip + 4:	[REDACTED]		
Home Phone:	[REDACTED]		
Work Phone:			
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.

Renewal Cost

Process Payment

Figure 26 - Registration Renewal Results

Click on Process Payment button to proceed to the payment screen.



PA DCNR Snowmobile ATV Dealer-UAT

Review Your Order

Order ID
20211011-51279-2699

Quantity	Item	Unit	Price
1	VEHICLE REGISTRATION RENEWAL FOR VIN 3NSRCA573GG514522	\$20.00	USD 20.00
		Total	USD 20.00

[« Return to PA DCNR Snowmobile ATV Dealer-UAT](#)


Pay With Your Credit Card

Cardholder Name

Address

City State/Province ZIP/Postal Code

Credit Card Number Expiry Date (MMYY)



Email

A confirmation email will be sent to this address.

Verification


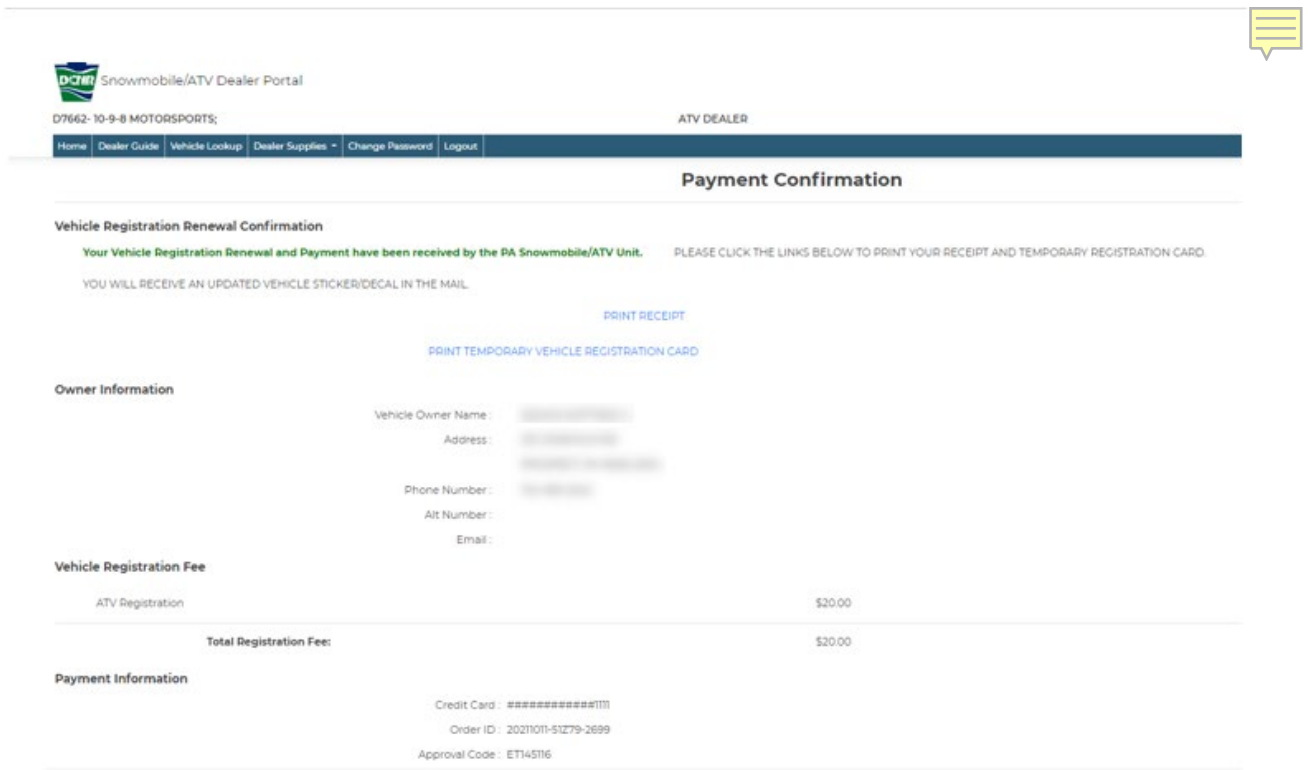
✓
I'm not a robot


Figure 27 - Payment Screen

Enter the credit card the information on the payment screen and click **Pay With Your Credit Card** button at the bottom of the screen



Snowmobile/ATV Dealer Portal
D7662-10-9-8 MOTORSPORTS; ATV DEALER

Home Dealer Guide Vehicle Lookup Dealer Supplies - Change Password Logout

Payment Confirmation

Vehicle Registration Renewal Confirmation
Your Vehicle Registration Renewal and Payment have been received by the PA Snowmobile/ATV Unit. PLEASE CLICK THE LINKS BELOW TO PRINT YOUR RECEIPT AND TEMPORARY REGISTRATION CARD.
YOU WILL RECEIVE AN UPDATED VEHICLE STICKER/DECAL IN THE MAIL.

[PRINT RECEIPT](#)
[PRINT TEMPORARY VEHICLE REGISTRATION CARD](#)

Owner Information

Vehicle Owner Name: [REDACTED]
Address: [REDACTED]
Phone Number: [REDACTED]
Alt Number: [REDACTED]
Email: [REDACTED]

Vehicle Registration Fee

ATV Registration	\$20.00
Total Registration Fee:	\$20.00

Payment Information

Credit Card: *****1111
Order ID: 20211011-51Z79-2699
Approval Code: ET145116

Figure 28 - Payment Confirmation

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 Temp Registration Card

2.9 Convert Registration from Limited to Regular

To renew a Vehicle Registration, log in to the Dealer Portal. Look up the Vehicle for which you want to renew the registration by clicking on [Vehicle Lookup](#) and entering either a VIN, a Title, or a Registration number. From the Vehicle Search Results page, click the Convert Registration button.



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VIN: JY6AM03V53C020241 Title: D288452 Registration: 03SH7

Vin Digits 17 Clear Lookup/Search

Vehicle Search Results

The current registration on this vehicle is LIMITED (No Registration Expiration as this vehicle is operated exclusively on the property of the owner). If you would like to convert the registration to a REGULAR Registration, which is valid for two years at a cost of 20.00, please click the CONVERT REGISTRATION button below.

VIN #:	JY6AM03V53C020241	ATV Class:	ATV I
Vehicle Type:	ATV	Vehicle Model:	YFM660
Vehicle Make:	YAMAHA	Vehicle Use:	PLEASURE
Vehicle Year:	2003		
Registration Expiration:	NONE		
Registration Type:	LIMITED		
Registration Status:	Active		
Owner Name:	[REDACTED]	Co-Owner Name:	
Address:	[REDACTED]		
Lien Holder(s):			

New Application Convert Registration
Request Replacements Change Address

Figure 29 - Registration Search Result

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Vehicle Registration Renewal

Does your vehicle display a DNR Registration Plate or Decal?

Yes No

Plate/Decal No: 03SH7

Vehicle Information

Vehicle Type:	ATV	ATV Class:	ATV I
Vehicle Make:	YAMAHA	Vehicle Model:	YFM660
Vehicle Year:	2003		
Registration Expiration:			
Registration Type:	LIMITED		
Registration Status:	Active		

Owner Information

Owner Name:	[REDACTED]	Co-Owner Name:	
Address Line 1:	[REDACTED]		
Address Line 2:	[REDACTED]		
City:	[REDACTED]		
County Name:	[REDACTED]		
State:	[REDACTED]		
Zip Code:	[REDACTED]		
Zip + 4:	[REDACTED]		
Home Phone:	[REDACTED]		
Work Phone:	[REDACTED]		
Email Address:	c.michalow@ok.gov		

* Your Email address is not a required field, however, providing it allows the Snowmobile/ATV Sector'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.

Renewal Cost

ATV Registration: 20.00

Process Payment

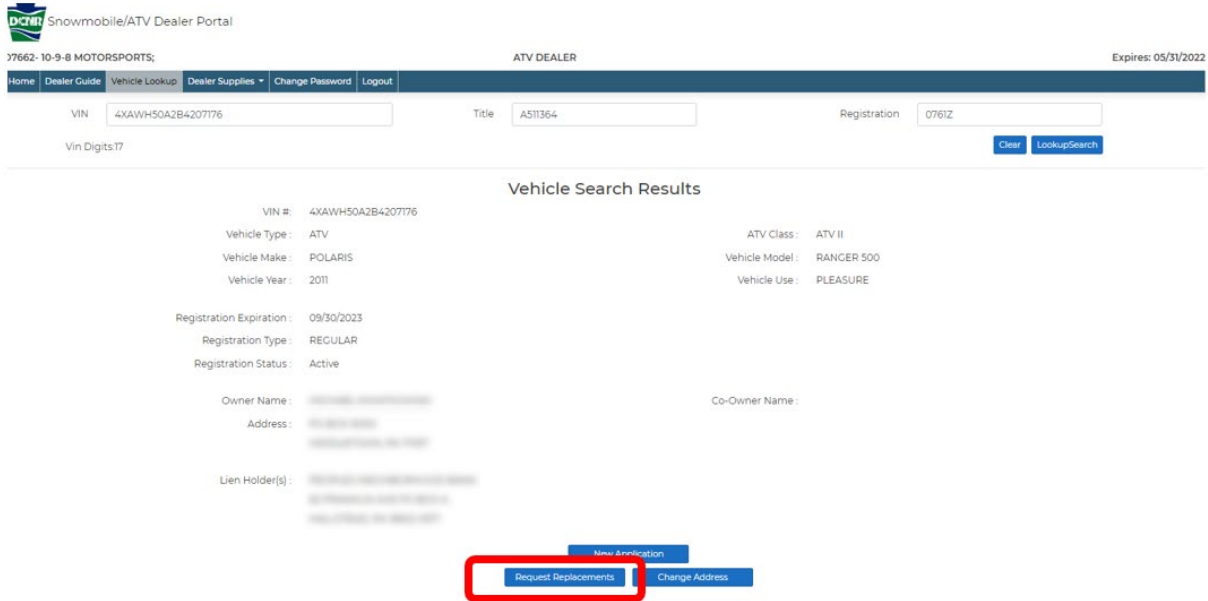
Figure 30 - Convert Registration Result

Click on Process Payment button as detailed above to proceed to the payment screen. 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 Temp Registration Card

2.10 Request Vehicle Replacement Materials

To request replacement materials for vehicles, log in to the Dealer Portal. Look up the Vehicle for which you would like to request replacements by clicking on [Vehicle Lookup](#) and entering either a VIN, a Title, or a Registration number. From the Vehicle Search Results page, click the Request Replacements button.



The screenshot displays the Snowmobile/ATV Dealer Portal interface. At the top, there is a navigation bar with links for Home, Dealer Guide, Vehicle Lookup, Dealer Supplies, Change Password, and Logout. The user is logged in as an ATV DEALER, and the session expires on 05/31/2022. The search criteria include VIN: 4XAWH50A2B4207176, Title: AS11364, and Registration: 0761Z. The search results show the following details:

VIN #:	4XAWH50A2B4207176	ATV Class:	ATV II
Vehicle Type:	ATV	Vehicle Model:	RANGER 500
Vehicle Make:	POLARIS	Vehicle Use:	PLEASURE
Vehicle Year:	2011		
Registration Expiration:	09/30/2023		
Registration Type:	REGULAR		
Registration Status:	Active		
Owner Name:	[REDACTED]	Co-Owner Name:	
Address:	[REDACTED]		
Lien Holder(s):	[REDACTED]		

At the bottom of the search results, there are three buttons: "New Application", "Request Replacements" (highlighted with a red box), and "Change Address".

Figure 31 - Vehicle Search Results

On the Request Replacements page, you can request a replacement of the following

- **REG**ISTRATION CARD ONLY
- REGISTRATION NUMBER (PLATE or DECAL) AND CARD
- EXPIRATION STICKER
- DUPLICATE TITLE

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VIN 4XAWH50A2B4207176 Title A511364 Registration 0761Z

Return

Request Replacements

ATV REGISTRATION CARD ONLY	<input type="checkbox"/>	5.00
ATV II REGISTRATION NUMBER (PLATE) AND CARD	<input type="checkbox"/>	10.00
ATV EXPIRATION STICKER	<input type="checkbox"/>	5.00

Continue to payment

Figure 32 - Request Replacements

After selecting your replacements, click Continue to payment. You will be directed to the Payment Information Page where you can choose to Add/Remove Items or Continue.

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Payment Information

Owner Information

Vehicle Owner Name: _____
 Vehicle Co-Owner Name: _____
 Address: _____
 Phone Number: _____
 Alt Number: _____
 Email Address: _____


Vehicle Replacements Request

ATV REGISTRATION CARD ONLY	5.00
ATV II REGISTRATION NUMBER (PLATE) AND CARD	10.00
ATV EXPIRATION STICKER	5.00
SUB-TOTAL	20.00
SHIPPING	0.00
TOTAL	20.00

Add/Remove Items Continue

Figure 33 - Payment Information

Choose Continue and complete the payment page. After a successful payment, you will be directed to the Payment Confirmation page. From there you can print your receipt.

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[Home](#) [Dealer Guide](#) [Vehicle Lookup](#) [Dealer Supplies](#) [Change Password](#) [Logout](#)

Payment Confirmation

Vehicle Replacement Request Confirmation

Your Request for Replacements and Payment have been received by the PA Snowmobile/ATV Unit. You will receive your supply items in the mail.

PLEASE CLICK BELOW TO PRINT YOUR TRANSACTION RECEIPT.
[PRINT RECEIPT](#)

Vehicle Replacement Request

ATV REGISTRATION CARD ONLY	5.00
ATV II REGISTRATION NUMBER (PLATE) AND CARD	10.00
ATV EXPIRATION STICKER	5.00
<hr/>	
Sub Total:	\$20.00
Shipping Cost:	\$0.00
Total:	\$20.00

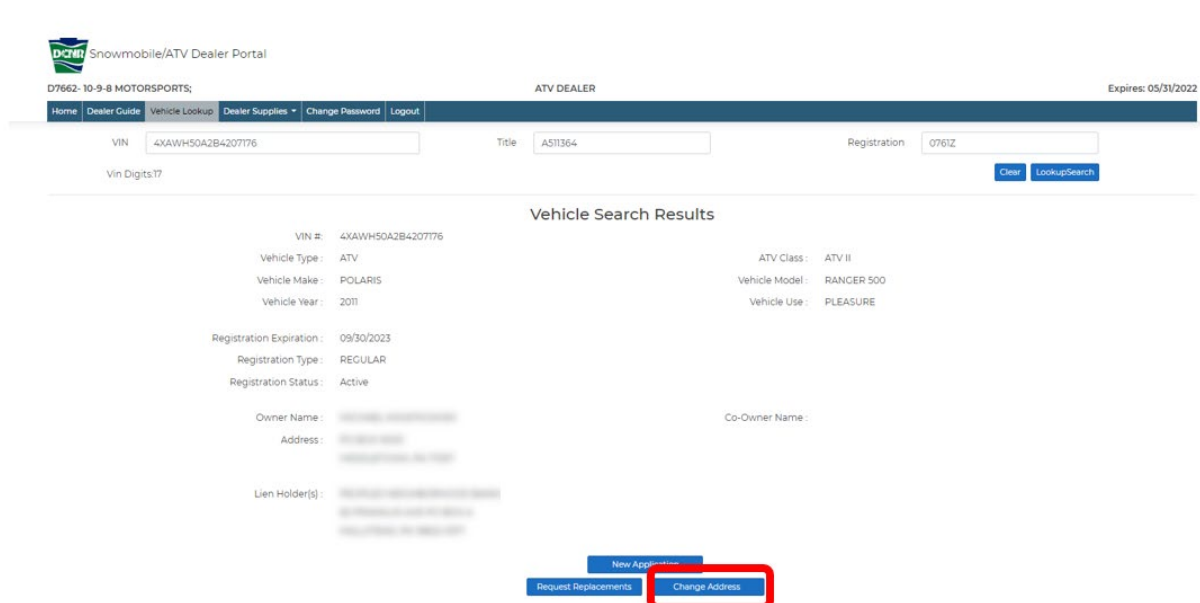
Payment Information

Credit Card : #####1111
Order ID : 20211011-9021
Approval Code : ET104074

Figure 34 - Payment Confirmation

2.11 Change Vehicle Address Information

To change vehicle address information, log in to the Dealer Portal. Look up the Vehicle for which you would like to request a change of address by clicking on [Vehicle Lookup](#) and entering either a VIN, a Title, or a Registration number. From the Vehicle Search Results page, click the Change Address button.



The screenshot displays the Snowmobile/ATV Dealer Portal interface. At the top, the logo and name 'Snowmobile/ATV Dealer Portal' are visible, along with the user's role 'ATV DEALER' and an expiration date 'Expires: 05/31/2022'. A navigation menu includes 'Home', 'Dealer Guide', 'Vehicle Lookup', 'Dealer Supplies', 'Change Password', and 'Logout'. Below the menu, there are input fields for 'VIN' (4XAWH50A2B420776), 'Title' (AS11364), and 'Registration' (0761Z), with 'Clear' and 'Lookup/Search' buttons. The 'Vehicle Search Results' section shows details for the vehicle, including VIN, Type (ATV), Make (POLARIS), Year (2011), Class (ATV II), Model (RANGER 500), and Use (PLEASURE). Registration details include an expiration date of 09/30/2023, type (REGULAR), and status (Active). Owner and Co-Owner information is partially visible but redacted. At the bottom, a 'New Application' button is present, and the 'Change Address' button is highlighted with a red box.

Figure 35 - Vehicle Search Results

Selecting Change Address will direct you to the Vehicle Owner – Change of Address page.

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VIN: 4XAWH50A2B4207776 Title: A511364 Registration: 076IZ

[Return](#)

Vehicle Owner - Change of Address

Current Address

Owner Name: [Redacted] Co-Owner Name: [Redacted]
 Address: [Redacted]
 Phone Number(H): [Redacted] Phone Number(W): [Redacted]
 Email Address: [Redacted]

New Address

Address Line 1* [Text Box] Address Line 2 [Text Box]
 City* [Text Box] County Name* [Dropdown: OUT OF STATE]
 State* [Dropdown: PA] Zip Code* [Text Box] Zip + 4 [Text Box]
 Home Phone* [Text Box] Work Phone [Text Box]
 Email Address + [Text Box]

* 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](#)

Figure 36 - Vehicle Owner - Change of Address

After editing the address, 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 the Address Change Card.

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VIN: 4XAWH50A2B4207776 Title: A511364 Registration: 076IZ

[Return](#)

Vehicle Owner - Change of Address

Current Address

Owner Name: [Redacted] Co-Owner Name: [Redacted]
 Address: [Redacted]
 Phone Number(H): [Redacted] Phone Number(W): [Redacted]
 Email Address: [Redacted]

Address has successfully been changed.

[PRINT ADDRESS CHANGE CARD](#)
[Go Back](#)

Figure 37 - Change of Address Confirmation

3. Additional Assistance

If you require additional assistance you can contact DCNR at:

Address: P.O. Box 8553, Harrisburg PA 17105-8553

Toll Free: 1-866-545-2476

Email: ra-SnowATV@pa.gov