



**ATTENTION: Official Inspection Stations, Quality Assurance Officers,
and Pennsylvania State Police**

BI18-02

Vehicle Inspection Division Bulletin

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ORDERING STICKERS ON-LINE

PennDOT recently launched their new Vehicle Inspection System. The system allows for voluntary participation by our business partners and provides the ability to order certificates of inspection and inserts online, paying by credit/debit card.

Many stations participated in early Spring to pre-register for access to the new system. For those stations that completed all the required pre-registration criteria, you received a letter with your login credentials. For those stations that did not participate in pre-registration or did not complete the pre-registration process in its entirety, your access process instructions are below.

- The station owner will need to log into www.inspections.penndot.gov to begin the registration process.
- The first screen that will appear is a **Sign In Page** with an option to Register. Select **REGISTER**.
- The next page will ask, "What Type of User Are You?" Select **BUSINESS PARTNER**.
- The **Business Partner Registration: Organization Identification** page will appear. As you are not currently registered, you are required to register the station.
- As a new user, you will need to provide your organization's information to get started. Follow the prompts to enter your organization's name (Station Name), Federal Employer Identification Number (FEIN), and the City and Zip Code of where your station is located. Select the **NEXT** button and continue to answer the appropriate questions in the **User Profile Information** and **Access Selection**. Under the *Organization Role Selection*, you can select yourself or you can choose to delegate access to another person. Your justification is to *access the Inspections Application*. Once completed, select **FINISH**. Your request will officially be submitted.

Once approved, you will receive an email notification approving your participation and will be provided a temporary password, valid for only 24 hours. Check your email daily for your notification. You will use the login ID and temporary password for your initial access.

REMINDER: WHEN ORDERING ONLINE, STICKERS ARE ORDERED BY SHEETS, NOT BY INDIVIDUAL STICKERS. PLEASE REVIEW YOUR ORDER BEFORE SUBMITTING TO ENSURE THE ORDER IS CORRECT. FOR EXAMPLE, 4 SHEETS OF EMISSION STICKERS EQUALS 40 STICKERS. YOUR ORDER MAY BE REJECTED FOR EXCESSIVE QUANTITIES.

If you have any questions, please contact the Vehicle Inspection Division at (717) 787-2895.

STICKER AUDIT INFORMATION

When issuing a replacement sticker, stations are required by regulations (both Safety & Emissions) to write "replacement" on the back of the sticker. That said, we often receive questions about what mileage and/or date should be written on the sticker, in the MV-431/480/e-SAFETY application. Below are the answers to those questions...

- Safety Regulations require the portion of the windshield containing the sticker that is replaced be retained for auditing purposes. See 175.439(c) (1) (B) (ii)
- If a customer cannot supply the windshield with stickers that need to be replaced, the *original inspection station SHALL* have a receipt/repair order from the glass company, or in the event the stickers were stolen from the vehicle, a police report stating such. If the customer cannot provide this information, the station should perform a complete inspection on the vehicle.
- It is the station owner's or station authority's responsibility to verify the accuracy of the sticker order they have received from PennDOT. If you discover any discrepancy with the sticker order received, you are to call the Sticker Processing Unit at PennDOT immediately at 717-705-2182.
- All unused stickers are to be retained by the station for auditing purposes by the Quality Assurance Officer. Your Quality Assurance Officer reconciles your sticker inventory as part of the audit at your station. PennDOT will refund 75% of the purchase price to the station for all unused stickers. Stations are not to send unused stickers back to the Vehicle Inspection Division unless directed to do so by PennDOT.

ORDERING INSPECTION STICKERS

Beginning October 1, 2018, the Department will be issuing the new 2019-20 safety and emissions inspection stickers.

Between now and October 1, you should be careful not to order more stickers than necessary to perform annual inspections through December 31, 2018, and semi-annual inspections through June 30, 2019.

When placing an order for new safety or emissions inspection stickers, it is important that you indicate which inspection years you are requesting. To order the current 2018-19 safety or emissions inspection stickers, simply complete a paper MV-436A Inspection Sticker and Insert Order Form as usual. **Please allow 14 business days for delivery of your sticker orders.**

You may place your mail-in orders now for 2019-20 safety or emissions inspection stickers, but they will not be processed until October 1, 2018. **If you wish to order 2019-2020 safety or emissions inspection stickers please write 2019-2020 in large numbers across the top of your MV-436A Inspection Sticker and Insert Order Form.** Unless you indicate **2019-2020** at the top of the form, your order will be processed for 2018-19. MV-436A forms marked 2019-20 will not be processed before October 1, 2018. Online ordering of 2019-20 safety or emissions inspection stickers will be available beginning October 1, 2018.

The 2019-20 stickers may be used simultaneously with the 2018-19 stickers. The 2018-19 stickers may be used for inspections on vehicles with expiry dates up to December 2018. The 2019-20 stickers are needed by November 1st for vehicles with a January 2019 expiry. Once you begin to use the new 2019-20 stickers, a separate MV-431 or MV-480 must be started. Please be aware that if your payment is made with a check returned for insufficient funds, your inspection privileges are subject to suspension in accordance with the schedule of penalties found in Section 175.51 of the Vehicle Equipment and Inspection Regulations.

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