



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

BI19-02

Vehicle Inspection Division Safety Bulletin

April 2019

TOPICS IN THIS BULLETIN: **STATION ONLINE ACCESS**
 HEADLIGHT AIMING
 BULLETINS
 SPEAKERS CALENDAR

STATION ONLINE ACCESS:

Station online access requires the station to use the following browsers: Google Chrome, Microsoft Internet Explorer, or Safari. If you are attempting to use FireFox, you will receive error messages preventing you from gaining access. Please ensure you are using one of the supported browsers for your internet access. There have been occasions where stations have firewalls in place which will also prevent access to the system. PennDOT cannot help with this issue. A firewall issue must be handled by the station's IT administrator of that system.

All existing stations accessing the system should be selecting the **My Station** tile as every existing station already has an Official Inspection Station (OIS) number. The **Create Station** tile is strictly for a station applying to be a station type different from what they already are e.g., you are currently a safety station and want to apply to become an emissions station.

If you are attempting to access the system but the log in process is presently a difficulty, you need to contact the IT Service Desk at 717.783.8330. They should work with you to ensure you are successful and are directed to the **Station Application Home Page**. Once you are actually in the new station application, any additional assistance can be provided by contacting the Inspections Call Center, 717.787.2895. Instructions for placing sticker orders can be found at:

<http://www.dot.state.pa.us/public/dvsubforms/BMV/BMV%20Safety%20Inspection%20Bulletins/Stations%20Sticker%20Orders.pdf> .

When placing an online sticker order, the system allows you to pay by credit/debit card or ACH, through your checking account. Please be aware, that if you enter the account number or routing number incorrectly, that is treated the same as providing a bad check or having insufficient funds and will result in additional charges. Using a Debit card guarantees the money is being drawn from the correct checking account and the system validates that immediately, allowing the money to be drawn correctly. If you choose to pay by ACH, please double check the entry to ensure all digits are entered correctly. In addition, the system does not store your payment information. You must enter your payment information each time you place an order.

DO NOT SHARE log-in information. Each person accessing the system should have their own personal log- in ID and password. This ensures accountability when ordering stickers. When

individual's share log in information, the station is liable for errors. When an individual leaves the stations' employ, the station is responsible for removing that person's access to that station's record.

With station online access, stations may now update their station officials information, inspector information, station contact information, hours of operations, and track sticker orders and view sticker order history.

Headlight Aiming:

This bulletin is highlighting the importance of headlight aiming, which is a required part of the inspection procedure. Stations must ensure headlight aiming equipment as defined in the inspection regulations (Tools and Equipment) properly tests or aims the headlights of the makes and models of vehicles they inspect. Stations and inspectors should expect their Quality Assurance Officer to ask about the station's headlight aiming equipment during audits.

BULLETINS:

Reminder that all bulletins are posted to PennDOT's website for easy access. The link for safety inspection bulletins is: <https://www.dmv.pa.gov/VEHICLE-SERVICES/Inspection-Information/Safety-Inspection-Program/All-Station-Owner-and-Mechanic/Pages/Safety-Inspection-Bulletins.aspx> .

SPEAKERS CALENDAR:

The Speaker's Calendar is now posted on our website as well at the following link: <https://www.dmv.pa.gov/VEHICLE-SERVICES/Inspection-Information/Pages/default.aspx> under Resources.

SYSTEM LOG IN ISSUES: Contact the IT service desk: 717-783-8330.

STATION APPLICATION HOME PAGE ISSUES: Contact the stations and inspectors unit 717-787-2895.

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

Anita M. Wasko, Director
Bureau of Motor Vehicles

Kay E. Kishbaugh, Chief
Vehicle Inspection Division
Bureau of Motor Vehicles