1.1 Inspection Sticker and Insert Order Processing

Notes:

The Authorized Purchaser for the Station will have the ability to process sticker orders online.
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1.2 Station Home Page

Notes:

The Inspections Application home page will be displayed if the Authorized Purchaser is associated to multiple stations.

If the Authorized Purchaser is only associated to only one (1) station the Station Summary screen will be displayed.

Click on the My Stations link.
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1.3 Station Selection

Notes:

The Multiple Stations box will be displayed.

Locate the station, click the Eye icon to the right of the station name.
1.4 Station Summary Screen

The Station Summary page will be displayed. Sticker Orders can only be placed if the Station Type status is Active.

Notes:
The Station Summary page will be displayed.

Sticker Orders can only be placed if the Station Type status is Active.
1.5 Scroll Bar

The User must use the scroll bar to navigate the screen up and down.

Notes:

The User must use the scroll bar to navigate the screen up and down.
1.6 Sticker Order Link

Click the "Sticker Orders" link.

Notes:

Click the "Sticker Orders" link.
1.7 Sticker Order Screen

The Sticker Orders screen will be displayed. The Authorized Purchaser will be able to place a sticker order, view the sticker order history, view the sticker order details and take action on an sticker order if necessary.

Notes:

The Sticker Orders screen will be displayed.

The Authorized Purchaser will be able to place a sticker order, view the sticker order history, view the sticker order details and take action on an sticker order if necessary.
1.8 Place Sticker Order

PLACE STICKER ORDER

Notes:
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1.9 Place Sticker Order

Click the Place Sticker Order link. Reminder, only the Authorized Purchaser can place an order.

Notes:

Click the Place Sticker Order link.

Reminder, only the Authorized Purchaser can place an order.
1.10 Place Sticker Order

The electronic version of the current MV-463A Inspection Sticker and Insert Order form will be displayed. Enter the order information, use the scroll bar if necessary to get to the bottom of the screen.

Notes:

The electronic version of the current MV-463A Inspection Sticker and Insert Order form will be displayed.

Enter the order information, use the scroll bar if necessary to get to the bottom of the screen.
1.11 Place Sticker Order

Notes:

At the bottom of the screen, the Review Order and Reset buttons are available.

If the Reset button is selected, all data entered will be cleared from the screen and the data must be re-entered.
1.12 Place Sticker Order

Notes:

If the Review Order button is selected.
1.13 Place Sticker Order

Notes:

A non editable version of the order form will be display for review.
1.14 Place Sticker Order

At the bottom of the screen, the Edit, Pay by ACH and Pay by Credit Card buttons will be displayed.

Notes:

At the bottom of the screen, the Edit, Pay by ACH and Pay by Credit Card buttons will be displayed.
1.15 Place Sticker Order

If the Edit button is selected, the editable version of the form will be displayed so changes can be made.

Notes:

If the Edit button is selected, the editable version of the form will be displayed so changes can be made.
1.16 Place Sticker Order

The Pay by ACH button is currently unavailable. This process will be utilized at a later date.

Notes:
The Pay by ACH button is currently unavailable. This process will be utilized at a later date.
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1.17 Place Sticker Order

Notes:

If the Pay by Credit Card button is selected.
1.18 Place Sticker Order Payment

Notes:

The User will be directed to the PA.GOV Payeezy site to input their payment card information.

This is a secured site and credit card information is not stored.
1.19 *Place Sticker Order*

After payment has been entered and confirmed, the User will be redirected back to the Inspections Application. The Order information will be displayed. Click the Station View link.

Notes:

After payment has been entered and confirmed, the User will be redirected back to the Inspections Application.

The Order information will be displayed.

Click the Station View link.
1.20 Place Sticker Order

The User will be returned to the Station Summary Screen.

Notes:

The User will be returned to the Station Summary Screen.
1.21 Order Detail Review

STICKER ORDERS

ORDER DETAIL REVIEW

Notes:
1.22 Order Detail Review

Notes:

To review the Sticker Order Details, click the Sticker Orders Link.
1.23 Order Detail Review

The sticker orders screen will be displayed. The User will see the Order Date, Order ID, Order Session ID, Order Type, Order Total, Order Status, Order History and Actions.

Notes:

The sticker orders screen will be displayed.

The User will see the Order Date, Order ID, Order Session ID, Order Type, Order Total, Order Status, Order History and Actions.
1.24 Order Detail Review

Under the Order Status field, the User may see the following statuses: Payment Pending, Payment Processed, Order Placed, Processed, Partially Audited, Audited or Rejected.

Notes:

Under the Order Status field, the User may see the following statuses:

- Payment Pending
- Payment Processed
- Order Placed
- Processed
- Partially Audited
- Audited
- Rejected
1.25 Order Detail Review

Notes:

Under the Order History field, if the Eye icon is selected the Order History box will be displayed.

This shows additional details of the order including the Order Modified By and Order Modified Date.
1.26 Order Detail Review

Click the X at the top right of the Order History box to return to the Station Summary screen.

Notes:

Click the X at the top right of the Order History box to return to the Station Summary screen.
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1.27 Order Detail Review

Under the Actions field, if the Plus (+) icon is displayed, this indicates additional action is needed for the order to be processed. For the Authorized Purchaser this indicates payment for the order is required. When the Plus (+) icon is selected, the User will be directed back to the order form to complete the payment process. When the payment is processed this icon will no longer be displayed.

Notes:

Under the Actions field, if the Plus (+) icon is displayed, this indicates additional action is needed for the order to be processed. For the Authorized Purchaser this indicates payment for the order is required.

When the Plus (+) icon is selected, the User will be directed back to the order form to complete the payment process.

When the payment is processed, this icon will no longer be displayed.
1.28 Order Detail Review

Notes:

If the Expander (>) icon is selected, the order details will be displayed.
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1.29 Order Detail Review

The Order Details are displayed. Depending on the status of the order and what products were ordered will drive what the User sees when the order details are displayed. **This is an example of the Order Status, Payment Processed.**

Notes:

The Order Details are displayed.

Depending on the status of the order and what products were ordered will drive what the User sees when the order details are displayed.

This is an example of the Order Status, Payment Processed.
1.30 Order Detail Review

This is an example of the Order Status, Processed. The further along in the sticker order process drives what information will be displayed to the User.

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This is an example of the Order Status, Processed.</td>
</tr>
</tbody>
</table>

The further along in the sticker order process drives what information will be displayed to the User.
1.31 Order Detail Review

Notes:

Use the Shrink (v) icon to return to normal view.