eTAG - Assigning Internet Down Tags

Once an Internet Down Tag has been issued and access to the eTAG system restored, the Internet Down Tag must be assigned in the eTAG system. You will enter the same information that is required when creating a Buyer Tag. Upon completing the assignment process, the Internet Down Tag will be restored to the dealerships' Internet Down Tag inventory.

From the *Tags* menu option, select **Internet Down Tag – Assign Vehicle**.

1. The system displays the *Assign Internet Down Tag* page.

2. Enter the tag number. Click **Search**.

3. Enter the VIN. Click **Search**.

4. Complete the Vehicle Information and indicate if the vehicle was purchased or leased.

   a. *If the vehicle was purchased*, select **No** then click **Next**. Complete the Owner Information then click **Next**.

   b. *If the vehicle was leased*, select **Yes** then click **Next**. Complete the Lessee information then click **Next**.

5. If there is a lienholder, complete the Lienholder Information and select the type of lienholder; **Certified Lienholder** or **Local Lienholder**.

   a. *If the lienholder is certified* – Enter the lienholder's ID and the date, then click **Search**. Review the information then click **Save**. If changes are needed, click **Cancel.** If no changes are needed, click **Next**.

   b. *If the lienholder is local* – Select the Local Lienholder tab to complete the lienholder information. Review the information then click **Save**. If changes are necessary, click **Cancel**. If no changes are needed, click **Next**.

6. Complete the Sales Information. Click **Next**.

7. On the *Confirm Information* page, review all the information. To make a change, click the **Edit** icon in the right corner, update the necessary information, and click **Next** to return to the C*onfirm Information* page. Click **Save**.

8. The Confirmation page will appear confirming the Internet Down Tag was assigned.