

ΕΜΚΑΥ



Terminating a Vehicle

Need EMKAY to sell a vehicle on your behalf? Or would you just like to remove the vehicle from services and billing? Either option can easily be done on the EMKAY site.

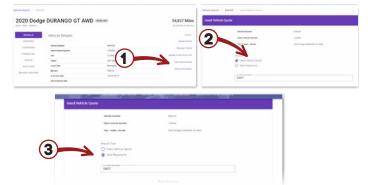
- Select the Vehicle Dashboard from the Dashboards section of the main menu
- Search for the vehicle by vehicle number, driver last name, plate or last 8 of the VIN
- Select Vehicle Termination from Actions on the right side of the page
- If you would like EMKAY to sell the vehicle, select Yes -Complete the contact and pickup info, confirm keys are available, whether the vehicle is operable, and complete the odometer disclosure.
 - NOTE: If EMKAY does not own the vehicle, please be sure to mail a notarized Power of Attorney and the original title to your customer service team
- If you do not need EMKAY to sell the vehicle and you would just like to remove the unit from services and billing, select No

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Used Vehicle Quote/ Sales Paperwork

Receive an instant fair market value quote or request sales paperwork in just a few simple steps.

- Select the Vehicle Dashboard from the Dashboards section of the main menu
- Search for the vehicle by vehicle number, driver last name, plate or last 8 of the VIN
- Select Used Vehicle Quote Actions on the right side of the page
- For a fair market value: select Used Vehicle Quote, confirm the current odometer and select Get Quote
- For a sales paperwork: select sales paperwork, input the odometer, complete the buyer information, list the sales price in comments and validate the address to submit



Sold Vehicle Analysis

Review all of your sold vehicle information in one report with the Sold Vehicle Analysis.

- Select Fleet Reports from the Reporting section of the main menu
- Select the Fleet tab and choose Sold Vehicle Analysis
- Input the desired date range and select run report
- Once generated, the fields in the report can be reordered or removed from the report by selecting Select Columns from the purple header
- If needed, narrow your search by year, make, model, cost center product type or billing date by selecting Show Advanced Filters from the header
- To download the report into Excel, select the cloud with the downward facing arrow from the right side of the purple header

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