



800-621-2001 Ex 3

Remarketing Program



QUICK REFERENCE

guide

## 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

## 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