

How to Print a TOP

- 1) Login to the TOP system using your username and password
- 2) In the lower left hand corner, click "Process Deals"
- 3) In the upper left hand corner, click "New TOP Deal"
- 4) A new page will pop up
- 5) Type in a "Dealer #" of your choosing (if you use stock numbers for internal purposes, you can enter that, otherwise you can choose whatever you'd like for the deal number)
- 6) Use Type – If the customer is a GA Resident, leave it as "Georgia Registration"; If the customer is not a GA Resident, change to "Out of State Registration"
- 7) Under Vehicle Information, type in the 17 digit VIN and click load. This will load most of the vehicle's information. Double check against title paperwork to make sure that it is the correct information. You will need to put in the "Body Color" and "Roof Color" boxes. NOTE: If the vehicle is an older model vehicle, and does not have a VIN that is 17 digits in length, add extra digits to make it 17, just do not click the load button. You will need to key in the information.
- 8) Under Owner Information, Customer Type is automatically set to "Has Georgia DL". Only change this if the customer is from a different state or country.
- 9) For Georgia customers, type in their driver's license number into the box "GA DL #" and then click "Load Owner". Double check that the information that loaded is the same as on the driver's license. For out of state or country customers, their information will need to be keyed in.
- 10) Click "Continue >>" to go to the next page
- 11) In the Registration County area, put in the county in which the customer lives for Georgia Residents. For out of state and country customers, put in the county in which the dealer does business.
- 12) Then choose the Temporary Plate number that you will be printing onto. The numbers will appear in the drop down menu. If the numbers do not appear, check to see if they have been received in. **BE SURE TO DOUBLE CHECK THAT THE NUMBER YOU SELECT IS THE SERIAL NUMBER SHOWING ON THE TOP ITSELF!**
- 13) Then, click "Issue". It will process for a moment.
- 14) Put the sticker in the printer.
- 15) Click the print button. This will bring up the printing information in a PDF file.
- 16) We suggest you make a copy of the sticker for the customer's file.