



# Bulletin

Motor Vehicle Sales Authority of British Columbia



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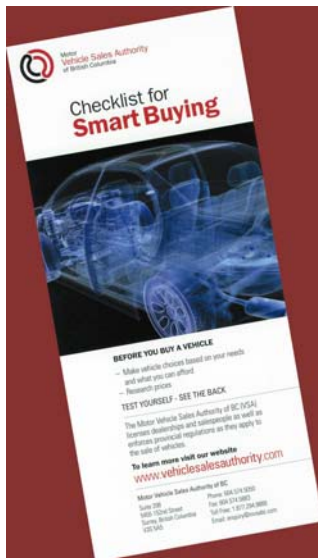
## New salesperson applications

### Online is easier and faster

The industry has been slow to take advantage of the new facility for online salesperson licence applications, a service which began in late January this year.

Hong Wong, the VSA's Manager of Licensing, reports that all but a handful of the more than 100 new licence applications processed since then have been submitted by mail in the usual fashion.

### New Consumer Rack Card



A suggestion from the Insurance Brokers Association of B.C. led to the development of this new rack card for consumers, which debuted at the recent Vancouver International Auto Show.

On the reverse side is a "test yourself" check list about industry best practices when purchasing a motor vehicle.

Watch for it soon on the VSA web site and distribution through various stakeholder associations representing consumers, and **take the test yourself!**

"It takes time for new services to catch on, but we noticed the same gradual acceptance when it first became possible for licence renewals to be completed online," he said. During the first year the service was available, only 20 percent of renewals were processed online. Since then, the volume has been almost half of the total. "If we follow the trends in other industries, as everybody becomes more computer-savvy," Wong said, "I'd expect online service to eventually be 90 percent or more."

Completing your salesperson licensing application online is convenient and the process will take you only minutes from start to finish! Once you complete your application, make your online payment and press send, it's in the hands of the Licensing department who can start to process it right away. No need to wait for days while your application travels by mail. And as time is money, the online registration process can benefit both you and your dealership. Just remember to get your required documents ready before you start.

Documents can be either submitted as online attachments or follow by mail. Here is how the service works:

- I. **Important Note:** Before you start filling in your online application, have all the following documents scanned and uploaded OR ready to be mailed to the VSA.
  - Copy of proof of legal status (e.g. Care Card, Canadian Birth certificate or Passport)
  - Copy of photo ID (e.g. passport, B.C. Driver's Licence)
  - Passport-sized photo
  - Criminal Record Check or receipt as confirmation that CRC has been initiated
  - Employment authorization form filled out and signed by dealership

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## ***Online salesperson applications*** (cont. From P. 1)

2. Go to the "Industry" tab on the VSA website. Click on "Salesperson Info" and then "Register for Online Salesperson Application."
3. New applicants must "register" to obtain a user name and password.
4. Follow steps to obtain a user name and password - please enter your FULL legal name.
5. Sign in to "Industry Services" through the "Login for Online Salesperson Application" link.
6. Click on "Apply for Licence."
7. Complete all steps and fill in all required fields.

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