E-Authorizations:
Buying E-Stickers for Your Analyzer

Prerequisites for Buying E-stickers using the E-Buyer Web Application:

- To purchase E-stickers, your station must have at least one active analyzer assigned to it.
- E-Buyer Privilege: Before you can access the E-Buyer site, DMV must first create a User or Technician for your Station in VID Central’s database. DMV must assign this user to the group “E-Buyer” and generate a valid ID and password. DMV must define your Payment Options properly to define your buyer access type to purchase from the Web (via Credit Card or ACH) from the analyzer (via ACH), or both.
- If your E-Buyer will be using ACH to purchase E-stickers, then DMV must set up your station’s Bank Account on the VID Central database.
- Once your E-Buyer and account information are set up, you will be able to access the E-Buyer site to make purchase.

1. Open an internet browser session and enter the following URL into the address bar: https://ncebuyer.ncdot.gov/EBuyer. Press Enter.

The E-Buyer Login screen displays.
Buying E-Stickers (continued)

2. Type a valid **User ID** and **password**, then click the **Sign In** button.

![Sign In Button Image]

NOTE: DMV uses their VID Central application to generate the E-Buyer User ID and password when assigning e-buyer group and rights to a new or existing user. The DMV administrator may also create a password that must pass validation standards. You must know your E-buyer credentials to log on.

*After entering valid credentials, the DMV E-Buyer homepage appears. Here, site visitors can find instructions and general messages about the program.*

![Homepage Image]

3. Select the payment option for Credit Card E-Stickers or ACH E-Stickers. The menu displayed will reflect the payment options that your E-Buyer account is authorized to use.

NOTE: You can make purchases only per the buyer access types configured for your account by DMV. Stations with BuyAccess set to ‘Web’ or ‘Both’ may make purchases via the E-Buyer website. Stations with Payment Options set to ‘ACH’ are limited to ACH purchases only. Likewise, Stations with Payment Options set to ‘Credit Card’ are limited to credit card purchases only.

NOTE: To make ACH purchases, a Bank Account must be configured for your station. Otherwise, the option to order will not display.
Buying E-Stickers (continued)

4. *The site will display your assigned Stations with their associated Analyzers. The current e-sticker inventory for each Analyzer also displays.* Click **Order** on the applicable Analyzer row to add E-Sticker books.

![Analyzer E-Sticker Purchase](image)

5. *The Analyzer Sticker Purchase dialog box appears.* Click the Up/Down arrows by each book type to increase [or decrease] the number of Books to purchase.

![Analyzer Sticker Purchase](image)

**NOTE:** Purchases using the Analyzer are limited to 50 E-stickers of either type. When 50 e-stickers are already in a station’s inventory, attempts to purchase more of that e-sticker type will result in an error warning that the buyer has insufficient “rights” to buy more. No further purchases on the Analyzer can be made until the number of stickers drops below 50. Each ACH transaction is limited to $1000 – which is 2 emissions books. 15 Books can be purchased by Credit Card.

6. Click **Update** to finish, or **Cancel** to return to the previous screen. **Totals for each Book type display, along with Analyzer, Station and Session totals.**
Buying E-Stickers (continued)

7. To complete the purchase, click the “Pay Now” button. Credit Card purchasers are automatically taken to a “Review Your Order” screen to enter their credit card information in a secure web form. When the required data is complete, click “Pay with Your Credit Card”.

![Credit Card E-Sticker Purchase](image)

NOTE: A payment receipt is sent to the Station’s Email address (if available).

8. Review the receipt page, to see if the purchase successfully completed and the purchased authorizations (E-Stickers) are now available for use. Failed payments will display an error.

NOTE: Purchases will fail if Stations attempt to purchase E-stickers for an Analyzer that already has met the maximum limits for purchases or if they attempt to buy stickers for inspection types that they aren’t licensed to perform. Forgotten E-Buyer passwords can be reset by certain DMV personnel.

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