

The Bundle Report – Producing & Assembling (for Renewal-Only Clients)

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A Bundle Report is a report detailing all renewals completed and the relevant EFT (Electronic Fund Transfer) from the previous day.

Anytime you complete a renewal in the CVR system, the following day a Bundle Report is generated. You must print and send to the IADA your Bundle Reports and it's supporting documentation on a weekly basis.

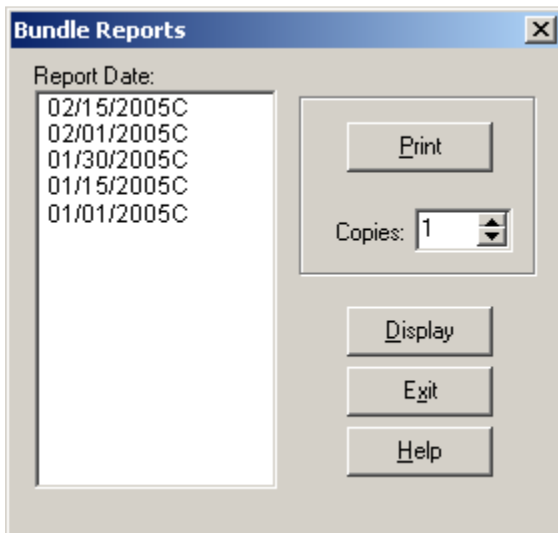
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To Produce a Bundle Report in the Illinois EVR program:

1. First select the  **Tab** from the left sliding menus.



2. Then, select the **Bundle Icon**.
3. A window will appear as shown below:



In the window that displays (as shown above):

4. **Highlight** the date you would like to print the report for.
 5. **Indicate the Number of Copies** to be produced.
 6. **Select the Print Button** to print the report.
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To Assemble the Bundle Report:

The Illinois Automobile Dealers Association (IADA) upon shipment of inventory may send you a packet indicating how paperwork should be packaged and where to send it. Follow such guidelines over the suggestions of this document if there is any contradiction. To avoid common errors, read further.

Adhere to the following when making a Bundle Report including only renewals:

- The Bundle Report itself should always be the first document with all other documents included behind it.
- Each Renewal should be included in order as listed on the Bundle Report.
- Copies of Renewal Cards automatically generate with the Bundle Report.
- Do not send photocopies of old plates.
- Do not send copies of old registration cards.
- If multiple Bundle Report batches are sent in the same packaging, please separate each clearly.
- Send Bundle Report batches to the IADA via a traceable method.
- Contact the IADA directly to obtain the most current up to date address to send Bundle Report batches.

The diagram below also illustrates the correct construction of a single bundle report batch:

