



Snowmobile/ATV Vehicle Owner Portal Users Guide

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1 SNOWMOBILE/ATV VEHICLE OWNER PORTAL

The Snowmobile/ATV Vehicle Owner Portal allows easy access by a snowmobile or ATV owner to vehicle, title and registration information from the Pennsylvania Department of Conservation and Natural Resources (DCNR), the Commonwealth Agency which oversees this information.

The Portal enables a vehicle owner to perform the following transactions online:

- Renew Vehicle Registrations
- Request Replacement Documents (Registration card, Plate, Decal, Title, etc)
- Address Change
- Provides Safety and User Guides for Riders on operating their vehicles safely

This guide is designed to assist a vehicle owner in completing any of the above transactions in a “How do I...?” format.

NOTE: Only online (Credit Card) payments can be received by the Owner Portal. Please have your credit card information ready before beginning your transaction.

The Snowmobile/ATV Vehicle Owner Portal can be accessed by browsing to:

<http://www.snowatvowner.pa.gov/>

2 OWNER PORTAL - HOW DO I...

2.1 LOGIN TO THE OWNER PORTAL

To login to the online owner portal, browse to <http://www.snowatvowner.pa.gov>

The page below will be displayed.

SNOWMOBILE/ATV
VEHICLE OWNER PORTAL

Login

VIN :

Model Year :

AND

Title Number :

OR

Registration Number :

LOGIN

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P.O. Box 8553, Harrisburg PA 17105
Toll Free: 1-866-545-2476 Fax: (717) 702-2220 Email: RA-SNOWATV@PA.GOV

Owner Portal – Login Page

The following information **MUST** be entered to login:

- Vehicle Identification Number (VIN)
- Model Year
- EITHER the current Title Number OR the current Registration Number

Click the **LOGIN** button.

If the information provided is correct, the Owner's Home Page will be displayed.





SNOWMOBILE/ATV VEHICLE OWNER PORTAL

VIN : 11AA22BB33CC44DD5 TITLE # : AT1234 REGISTRATION # : A54321

[Home](#) [Links For Vehicle Owners](#) [Log Out](#)

VEHICLE INFORMATION

Vehicle Type : ATV ATV Class : ATV I
 Vehicle Make : HONDA Vehicle Model : XLT
 Vehicle Year : 2010

Registration Expiration : 6/30/2013
 Registration Type : REGULAR
 Registration Status : ACTIVE

Owner Name : JOHN T DOE Co-Owner Name :
 Address : 123 MAIN ST
 ANYTOWN, PA 12345-4321

Lien Holder(s) :

[REQUEST REPLACEMENTS](#) [CHANGE ADDRESS](#)

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Owner Portal – Owner Home Page

2.2 RENEW MY VEHICLE REGISTRATION

When notice is received that your Vehicle Registration is due for renewal (approximately 3 months prior to the Registration expiration date), you may renew your vehicle's Registration online.

Begin by logging into the Owner Portal. The Owner Home Page will be displayed.

A message will indicate (in red) that your Vehicle Registration is ready to be renewed.

The screenshot displays the 'SNOWMOBILE/ATV VEHICLE OWNER PORTAL' interface. At the top, there are navigation links: 'Home', 'Links For Vehicle Owners', and 'Log Out'. The main content area is titled 'VEHICLE INFORMATION' and features a red warning message: 'Your Vehicle Registration is due to Expire. Click "REGISTRATION RENEWAL" below to Renew.' Below this message, the following vehicle details are listed: Vehicle Type: ATV, Vehicle Make: HONDA, Vehicle Year: 2010, and ATV Class: ATV I, Vehicle Model: XLT. The registration information shows an expiration date of 3/31/2013, a regular registration type, and an active status. The owner's name is JOHN T DOE, with an address of 123 MAIN ST, ANYTOWN, PA 12345-4321. There are three buttons at the bottom: 'REGISTRATION RENEWAL', 'REQUEST REPLACEMENTS', and 'CHANGE ADDRESS'. The footer contains copyright information for 2013 and contact details for the Pennsylvania Department of Conservation and Natural Resources - Snowmobile/ATV Section.

Owner Portal – Owner Home Page with Registration Renewal Message and Button Displayed

To renew this Vehicle's Registration, click the **REGISTRATION RENEWAL** button at the bottom of the Home Page.

The Owner Address Confirmation Page will be displayed.

SNOWMOBILE/ATV VEHICLE OWNER PORTAL

VIN : 11AA22B833CC4DD5
TITLE # : AT1234
REGISTRATION # : A54321

Home
Links For Vehicle Owners
Log Out

VEHICLE REGISTRATION RENEWAL

Vehicle Information

Vehicle Type : ATV	ATV Class : ATV I
Vehicle Make : HONDA	Vehicle Model : XLT
Vehicle Year : 2010	

Registration Expiration : 3/31/2013
Registration Type : REGULAR

Owner Information

Owner Name : JOHN T DOE	Co-Owner Name :
-------------------------	-----------------

Address * :

City * :

County * :

State * :

Zip Code * :

Zip +4 :

Phone Number (H) * : (format: 000-000-0000)

Phone Number (W) : (format: 000-000-0000)

Email Address + :

+ Your Email address is not a required field, however, providing it allows the Snowmobile/ATV Section's automated system to send you confirmation and reminder Email messages regarding your vehicle transactions. Your E-Mail Address will never be shared with any person or entity outside of the Snowmobile/ATV Registration Section.

RENEWAL COST

ATV Registration : \$20.00

PROCESS PAYMENT

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Owner Portal – Registration Renewal Owner Address Confirmation Page

Confirm or Update your Address, Phone Numbers and Email Address.

NOTE: You email address is not a required field to complete a Vehicle Registration Renewal, however, providing it allows the Snowmobile/ATV Section's automated system to send you confirmation and reminder Email messages regarding your vehicle

transactions. Your E-Mail Address will never be shared with any person or entity outside of the Snowmobile/ATV Registration Section.

When all information is correct click the **PROCESS PAYMENT** button. The Payment Information page will be displayed.

The screenshot shows the 'SNOWMOBILE/ATV VEHICLE OWNER PORTAL' interface. At the top, there are navigation links for 'Home', 'Links For Vehicle Owners', and 'Log Out'. The page displays the following information:

- VIN: 11AA228B33CC44DD5
- TITLE #: AT1234
- REGISTRATION #: A54321

PAYMENT INFORMATION

VIN :	11AA228B33CC44DD5	TITLE # :	AT1234	REGISTRATION # :	A54321
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PAYMENT INFORMATION

Owner Information

Vehicle Owner Name : JOHN T DOE
Vehicle Co-Owner Name :
Address : 123 MAIN ST
ANYTOWN, PA 12345-4321
Phone Number : 111-222-3333
Alt Number :
Email Address : JOHNDOE@THEDOES.COM

Vehicle Registration Fee

ATV Registration : \$20.00
Total Registration Fee : \$20.00

Payment Information

Credit Card Type * :
Credit Card Number * :
Expiration Date * :
Name on Credit Card * :
Address * :

City * :
State * :
Zip Code * :

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Owner Portal – Registration Renewal Payment Information Page

Enter your valid Credit Card information. The billing address for the credit card may be changed if different from your home address.

Click the **CONTINUE** button.

After payment has processed, you will be directed to the payment confirmation page, where you can download your receipt or download your temporary vehicle registration card. Below is a screen shot of the confirmation page.

**SNOWMOBILE/ATV
VEHICLE OWNER PORTAL**

VIN : 12345678910 TITLE # : TEST12 REGISTRATION # : TEST12

Home Links For Vehicle Owners Log Out

VEHICLE INFORMATION

Vehicle Type : ATV ATV Class : ATV I
Vehicle Make : HUMMER Vehicle Model : KAT
Vehicle Year : 2013

Registration Expiration : 6/30/2014
Registration Type : REGULAR
Registration Status : ACTIVE

Owner Name : JOHN DOE Co-Owner Name :
Address : 9 DOGWOOD DRIVE
MIDDLETOWN, PA 17057

Lien Holder(s) :

[REQUEST REPLACEMENTS](#) [CHANGE ADDRESS](#)

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NOTE: Your email address is not a required field to complete a Vehicle Registration

2.3 REQUEST REPLACEMENTS

To request replacement materials, login and click REQUEST REPLACEMENTS.

The screenshot shows the 'SNOWMOBILE/ATV VEHICLE OWNER PORTAL' interface. At the top, there are navigation links: 'Home', 'Links For Vehicle Owners', and 'Log Out'. The main content area is titled 'VEHICLE INFORMATION' and displays the following details:

- Vehicle Type : ATV
- Vehicle Make : HUMMER
- Vehicle Year : 2013
- ATV Class : ATV I
- Vehicle Model : KAT
- Registration Expiration : 6/30/2014
- Registration Type : REGULAR
- Registration Status : ACTIVE
- Owner Name : JOHN DOE
- Address : 9 DOGWOOD DRIVE, MIDDLETOWN, PA 17057
- Co-Owner Name :
- Lien Holder(s) :

At the bottom of the information section, there are two buttons: 'REQUEST REPLACEMENTS' (which is highlighted with a red border) and 'CHANGE ADDRESS'. The footer contains copyright information and contact details for the Pennsylvania Department of Conservation and Natural Resources - Snowmobile/ATV Section.

After clicking to request replacements, you'll be prompted to check which replacement materials you would like. You can replace one or more of the following:

- ATV Registration Card Only
- ATV Registration Number (Plate) and Card
- ATV II Registration Number(Plate) and Card
- ATV Expiration Sticker
- ATV – Duplicate Title

You will need to click to Process Payment. After clicking so, you'll be prompted to submit Payment Criteria and after entering your credit card info, click Submit. Below is a screen shot of the Replacement Materials,



**SNOWMOBILE/ATV
VEHICLE OWNER PORTAL**

VIN : JY4AM13Y19C026956 TITLE # : A471600 REGISTRATION # : 53G15

Home Links For Vehicle Owners Log Out

REQUEST REPLACEMENTS

ATV REGISTRATION CARD ONLY	<input type="checkbox"/>	\$5.00
ATV REGISTRATION NUMBER (PLATE) AND CARD	<input type="checkbox"/>	\$10.00
ATV II REGISTRATION NUMBER (PLATE) AND CARD	<input type="checkbox"/>	\$10.00
ATV EXPIRATION STICKER	<input type="checkbox"/>	\$5.00
ATV - DUPLICATE TITLE	<input type="checkbox"/>	\$22.50

[PROCESS PAYMENT](#)

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After payment has processed, you will be directed to the payment confirmation page, where you can download your receipt or download your temporary vehicle registration card.



VEHICLE OWNER PORTAL

VIN : JY4AM13Y19C026956 TITLE # : A471600 REGISTRATION # : 53G15

[Home](#) [Links For Vehicle Owners](#) [Log Out](#)

PAYMENT CONFIRMATION

Vehicle Replacement Request Confirmation

Your Request for Replacements and Payment have been received by the PA Snowmobile/ATV Unit.
You will receive your Replacements in the mail.

PLEASE CLICK BELOW TO PRINT YOUR TRANSACTION RECEIPT.

[PRINT RECEIPT](#)
[PRINT TEMPORARY VEHICLE REGISTRATION CARD](#)

Vehicle Replacements Request

ATV REGISTRATION CARD ONLY	\$5.00
ATV REGISTRATION NUMBER (PLATE) AND CARD	\$10.00
ATV II REGISTRATION NUMBER (PLATE) AND CARD	\$10.00
ATV EXPIRATION STICKER	\$5.00
ATV - DUPLICATE TITLE	\$22.50
SUB-TOTAL	\$52.50
SHIPPING	\$0.00
TOTAL	\$52.50

Payment Information

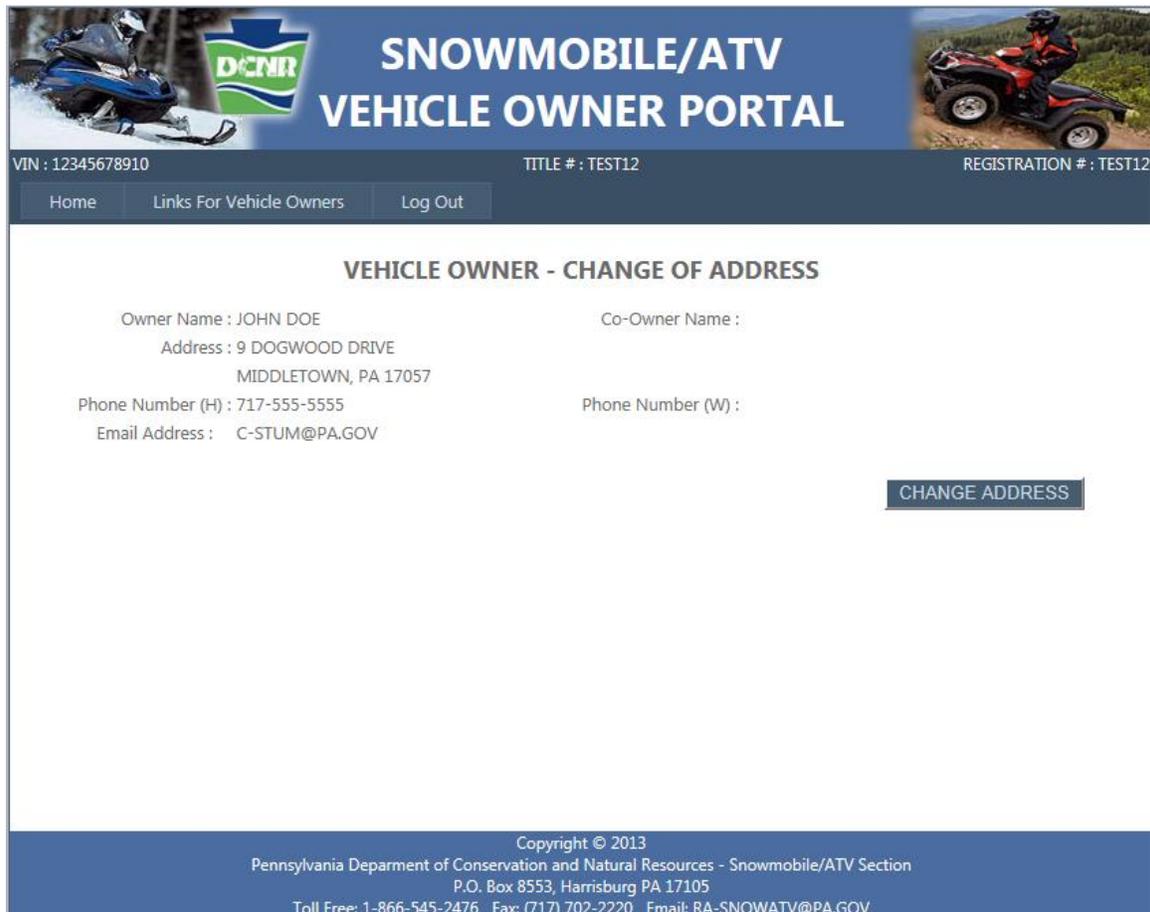
Credit Card : XXXX-XXXX-XXXX-1111
Order ID : 20130603-JY4AM-1
Approval Code :

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After confirmation of payment, proceed to Logout or you can follow Links for Vehicle Owners or click Home to address any other business.

2.4 CHANGE ADDRESS

To change your address on your registration card, login to the portal and click on the “CHANGE ADDRESS” button. You should be directed to a new page that has your Owner name, Address, Phone Number and other additional information. If your information isn’t correct, click CHANGE ADDRESS. Below is a screen shot of the Change Address Page.



The screenshot shows the 'SNOWMOBILE/ATV VEHICLE OWNER PORTAL' interface. At the top, there are navigation links: Home, Links For Vehicle Owners, and Log Out. The page title is 'VEHICLE OWNER - CHANGE OF ADDRESS'. The user's information is displayed as follows:

Owner Name : JOHN DOE	Co-Owner Name :
Address : 9 DOGWOOD DRIVE MIDDLETOWN, PA 17057	
Phone Number (H) : 717-555-5555	Phone Number (W) :
Email Address : C-STUM@PA.GOV	

A 'CHANGE ADDRESS' button is located on the right side of the page. The footer contains the following information:

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Toll Free: 1-866-545-2476 Fax: (717) 702-2220 Email: RA-SNOWATV@PA.GOV

After filling the new Address Form, Click **CHANGE ADDRESS** to accept your new changes. Email address is not required, but if you would like to get a confirmation of your address change, please provide it.

2.5 LINKS FOR VEHICLE OWNERS

To view additional Links for vehicle owners, on the home page, click LINKS FOR VEHICLE OWNERS. Here you can find links that provide information about the following:

- Summary of Pennsylvania’s Snowmobile Law (8170-PA-DCNR0040)
- Summary of Pennsylvania’s ATV Laws
- On the Right Trail – an Ethical Guide for ATV Riders
- Stay Out! Stay Alive! – Bureau of Mine Safety

VIN : JY4AM13Y19C026956 TITLE # : A471600 REGISTRATION # : 53G15

Home Links For Vehicle Owners Log Out

The following publications are available to download and print at any time:

- [Summary of Pennsylvania's Snowmobile Law \(8170-PA-DCNR0040\)](#)
- [Summary of Pennsylvania's ATV Law \(8170-PA-DCNR1517\)](#)
- [On The Right Trail - An Ethical Guide for ATV Riders](#)
- [Stay Out! Stay Alive! - Bureau Of Mine Safety](#)

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ADDITIONAL HELP

For Additional Help please contact any of the following:

Kevin Fisher - kefisher@pa.gov