



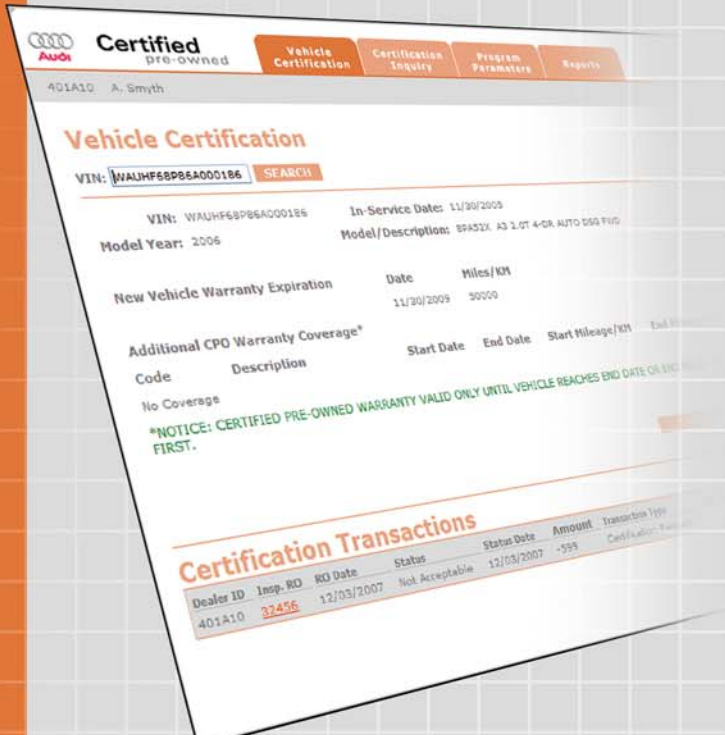
## ACCESSING THE CERTIFIED PRE-OWNED VEHICLE CERTIFICATION ADMINISTRATION SYSTEM (VCAS)

1. Go to [accessaudi.com](http://accessaudi.com) and log in.
2. Choose the **Certified pre-owned** tab.
3. On the Certified pre-owned page, click the **Vehicle Certification Administration System (VCAS)** link. This will take you to the VCAS opening page.

### Logging off VCAS

Click the **Logout** button  at top right of each page. This will log you out of VCAS, close the window and return you to the [accessaudi.com](http://accessaudi.com) site.

*Note:* Clicking the **Home** button  returns you to the VCAS opening page.



Click to enter a certification request.



Click to view, modify or cancel previously entered certification transactions.



Click to view the rules of the CPO Program.



Click to view and print a variety of helpful certification reports.



## Using the Certified pre-owned Vehicle Certification Administration System (VCAS)

**Certified**  
pre-owned



**Vehicle Certification** 1

VIN: WAUHF68P66A000186 SEARCH

VIN: WAUHF68P66A000186 In-Service Date: 11/30/2005  
 Model Year: 2006 Model/Description: 8PA52X A3 2.0T 4-DR AUTO DSG FWD

New Vehicle Warranty Expiration Date Miles/KM  
 11/30/2009 30000

Additional CPO Warranty Coverage\*  
 Code Description Start Date End Date Start Mileage/KM End Mileage/KM Sign Date  
 No Coverage

\*NOTICE: CERTIFIED PRE-OWNED WARRANTY VALID ONLY UNTIL VEHICLE REACHES END DATE OR END MILES, WHICHEVER OCCURS FIRST.

**1** REQUEST CERTIFICATION

**Certification Transactions**

Dealer ID	Insp. RD	RD Date	Status	Status Date	Amount	Transaction Type	CPO Sale Date	Action	Exp. # Work
401A10	32456	12/03/2007	Not Acceptable	12/03/2007	-599	Certification Request			123

## 1 REQUEST CERTIFICATION

1. Go to VCAS.
2. Click **Vehicle Certification** tab at top of page.
3. Enter VIN and click **Search** button.
4. After information appears, click **Request Certification** button, which brings up Certification Request page.
5. Complete required information.
6. Click **Submit**.

## 2 REQUEST CANCELLATION

1. On VCAS, click **Certification Inquiry** tab at top of page.
2. Enter VIN, Repair Order (RO) number or vehicle inventory or stock number. Click **Search** button to call up vehicle.
3. Click on **RO number** to display transaction.
4. Click **Cancel Certification** box at bottom of page.
5. Click **Submit**.

## 3 REQUEST CORPORATE REVIEW

1. On VCAS, click **Certification Inquiry** tab at top of page.
2. Enter VIN, Repair Order (RO) number or vehicle inventory or stock number. Click **Search** button to call up vehicle.
3. Click on **RO number** to display transaction.
4. Click the **Request Corp Review** box at bottom of page.
5. Choose appropriate reason from **Reason** drop-down box.
6. Add comments if desired.
7. Click **Submit**.

**Certification Request** 4

VIN: WAUHF68P66A000154 In-Service Date: 05/15/2005  
 Model Year: 2006 Model/Description: 8PA52C A3 2.0T 4-DR 6-SPD FWD

\*Represents required fields

Program Type: AUDI\_CPO Transaction Type: Certification Request  
 Inspection RO: 32456 \*RO Date (mm/dd/yyyy): 12/02/2007  
 Related RO(s):  
 \*Certification Mileage: 25676 Inventory/Stock Number:  
 Inventory Dealer ID: 401A10 Amount: \$-299.00  
 Dealers will not be charged for certification until a late sale is entered

Status	Status Date	Action	Reason	Errors
Not Acceptable	12/03/2007 15:07:08			Mileage exceeds maximum allowed CPO eligibility.

Comment:

**3** **2**

REQUEST CORP. REVIEW  CANCEL CERTIFICATION

**Certification Request**

VIN: WAUHF68P26A000158 In-Service Date: 01/31/2005  
 Model Year: 2006 Model/Description: 8PA52C A3 2.0T 4-DR 6-SPD FWD

LATE SALE?  Yes  No Sale Date (mm/dd/yyyy): 11/07/2007 Reason: Forgot to enter the sale

**5** REQUEST LATE SALE

## 4 REQUEST UNWIND

1. On VCAS, click **Certification Inquiry** tab at top of page.
2. Enter VIN Repair Order (RO) number or vehicle inventory or stock number. Click **Search** button to call up vehicle.
3. Click on **RO number** box to display transaction.
4. Click **Request Unwind** at bottom of page.
5. Choose appropriate reason from **Reason** drop-down box.
6. Add comments if desired or required (Required when "Other" is selected).
7. Click **Submit**.

## 5 REQUEST LATE SALE

1. On VCAS, click **Vehicle Certification** tab at top of page.
2. Enter VIN and call up vehicle.
3. Make sure you have called up the correct vehicle, then click **Request Certification** button.
4. Select Late Sale? **Yes** button.
5. Provide information requested.
6. Click **Request Late Sale** button.
7. Brings up Certification Request page.
8. Complete required information.
9. Click **Submit**.

### To Access Certified pre-owned Program Parameters

1. Click **Program Parameters** tab.
2. Use drop-down boxes to select program.
3. Click **Search** button.

### To Access Certified pre-owned Reports

1. Click **Reports** tab.
2. Choose report and provide information.
3. Click **Produce Report** button.