

## Database Conversion Complete and Online Services Restored

### Online services include:

- Licence renewal
- Course registration

With an [online profile](#), a salesperson can also:

- Update individual profile information
- View course marks
- View and print receipts for any payments

### Delayed Documents Available By Request

During the transition to our new database, some documents were not available. If you did not receive an updated paper licence at renewal or after completing a course, we apologize. These documents are now available on a *by request only* basis. Please let us know if you would like it sent now by responding to this Bulletin. Your document will be prepared and mailed upon request.

### Online Public Search Enhanced

The [public search](#) now includes:

- Dealer, salesperson, consignment dealer and offsite sale searches on one screen
- Consignment dealer searches using a city or postal code
- Industry association affiliation for dealers (ARA, NCDA and RVDA)

### Low Lifecycle Cost a Key Requirement

The database project was successfully completed on budget. As the VSA is not locked into any sole-source contracts or fixed proprietary systems, the database can be serviced by a variety of vendors in an open bid environment. Also, Microsoft CRM software licensing agreements assure that it will evolve as business needs and systems advance. Ultimately, the database is designed to serve the VSA for an extended period of time, thereby keeping overall lifecycle costs down.

***Again, we apologize for the unexpected delays and thank everyone for their patience during the last six months.***

## Salesperson Advertising Could Commit Dealer to Lower Price

A salesperson acts as an agent of the dealership. Therefore, salesperson ads and websites featuring dealer vehicles are subject to the same rules as dealers. These include, but are not limited to:

- Craigslist, Kijiji and other internet advertising must follow the VSA Advertising Guidelines
- The dealer name and dealer number must be included
- The listed price must be “total price” and include the dollar amounts of all extra fees, including any documentation fee. Simply stating “plus fees” is not enough. Taxes need not be shown.
- Motorcycle ads need to include freight and PDI in their total price
- The advertised price for a vehicle must be the same in all locations; and
- It would be misleading to sell at a price higher than advertised.

In addition, the federal *Competition Act* requires that the lowest advertised price must be honoured.