

Levy Manual

Reporting Levies

EMPLOYER VERIFICATION PORTAL

AMVIC Number:

Password:

[Login](#) [Activate Online](#) [Forgotten Password](#)

Enter your "AMVIC number and password" click "Login"

EMPLOYMENT VERIFICATION > CHANGE SECURITY QUESTIONS

In order to complete your login, you must provide the correct answer to the security question below. Click login to continue.

Security Question: In what city does your nearest sibling live?

Answer:

[Login](#)

Answer your security question and click "Login"

ONLINE LICENSEE SERVICE > PROFILE SUMMARY

Organization

- Profile Summary
- Business Info & Email
- View Salesperson
- Licensee Levy**
- Configure Levies
- Levy Payments
- Levy Invoices History

Reviews

- Administrative Reviews
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- Administrative Penalties

Security

- Change Password
- Change Security Questions

Logout

- Logout of AMVIC Online

Organization Profile Summary

The following is a summary of your organization's profile as maintained on record with the Board.

Organization Name:	Navantis 6-30
Street Address 1:	103
Street Address 2:	
Street Address 3:	
City:	Edmonton
State/Province:	Alberta
Country:	Canada
ZIP/Postal Code:	T5A 0A7

On the left hand side click on "Configure Levies"

ONLINE LICENSEE SERVICE > CONFIGURE LEVIES

Please select the levy period and click Search to get already added values.

Levy Frequency: Quarterly

Business Name: Navantis 6-30

Year:

Quarter:

[Search](#)

No of used vehicles sold:

No of new vehicles sold:

No of vehicles leased:

No of vehicles consigned:

[Update](#) [Print Levy Report](#)

Business Name	Licence Number	Select
Navantis 6-30	B2000827	Select

1. Click on the "drop down arrow for the year" and select the year.
2. Click on the "drop down arrow for the quarter" and select the quarter you are configuring.
3. Click on "Search"
4. Enter the number of vehicles for each category.

No of vehicles consigned:

[Update](#) [Print Levy Report](#)

Business Name	Licence Number	Select
Navantis 6-30	B2000827	Select

Once all information has been entered click on "update"

Paying Levies

ONLINE LICENSEE SERVICE > CONFIGURE LEVIES

Please select the levy period and click Search to get already added values.

Levy Frequency:

Business Name:

Year:

Quarter:

[Search](#)

No of used vehicles sold:

No of new vehicles sold:

No of vehicles leased:

No of vehicles consigned:

[Update](#) [Print Levy Report](#)

Business Name	Licence Number	Select
Navantis 6-30	B2000827	Select

On the left hand side click on "Levy Payments"

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LEVY PAYMENT : NAVANTIS 6-30

	Business Name	Invoice Number	Amount	Paid Amount	Remaining Amount	Due Date
<input checked="" type="checkbox"/>	Navantis 6-30	2014-17408	\$312.50	\$0.00	\$312.50	3-31-2014

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Select the levy invoice that you wish to pay and click on "next"

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LEVY PAYMENT : NAVANTIS 6-30

Fee Item	Amount	Amount Paid	Payment Amount
Levy leased vehicles fee item	\$62.50	\$0.00	\$ 62.50
Levy new vehicles sold fee item	\$93.75	\$0.00	\$ 93.75
Levy used vehicles sold fee item	\$93.75	\$0.00	\$ 93.75
Levy consigned vehicles fee item	\$62.50	\$0.00	\$ 62.50
Total Amount	\$312.50 (CAD)		
Payment Status	Pending		
Payment Amount	312.50		

Payment Method:

To pay by Visa, AMEX or Master Card, click here to be redirected to the secure payment page.

Is this safe?
Your credit card information is transmitted directly to a secure, electronic payment page. At no time is your credit card information stored on our servers.

[Proceed Secure Credit Card Payment](#)

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Review details of the levy invoice then click on "Proceed Secure Credit Card Payment" and follow the remainder of the steps to complete