



Get to Know the **New Seller Access**

This guide is designed to help you become familiar with the new Seller Access features.

Learn about:

- Lot Search
- Account Management
- Form Downloads
- Lot Details
- Data Table Search
- Bid Approval
- Seller Dashboard Reporting

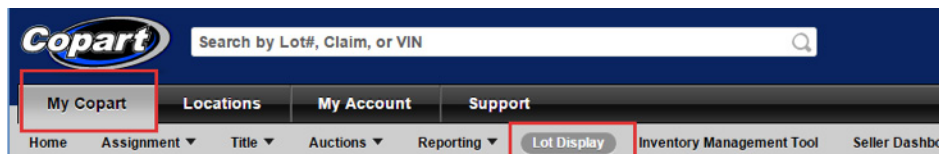
Get to Know Seller Access – Lot Search



On the new Seller Access, there are 2 different ways to search for lots.



► **Header Search:** Use the header at the top of every page to search by full or partial lot number, VIN or claim number



► **Lot Display:** Choose to search by Lot number, VIN, claim number, make/model/year or license plate number from one convenient location under your 'My Copart' tab

Lot Display

Get to Know Seller Access – Account Management



You can now manage your account settings and information from one location.

Copart Search by Lot#, Claim, or VIN

My Copart Locations **My Account** Support

Account Information Adjuster Maintenance Seller Profile

Account Information

You can change the following:

Change your Email Address

E-mail address test.ctsqa@gmail.com

Cancel Update

Change your Password

Old Password

New Password

Confirm New Password

Cancel Change Password

Change your Password Hint

Question

Answer

Cancel Change Hint

- ▶ Select the 'My Account' tab at the top of the page
- ▶ Choose what you'd like to manage: Account Information, Adjuster Maintenance or Seller Profile
- ▶ Review, edit and save all of your account information quickly and easily

Get to Know Seller Access – Form Downloads



The new Seller Access allows you to download important forms from one convenient location.

The screenshot shows the Copart Seller Access website. At the top, there is a search bar with the text "Search by Lot#, Claim, or VIN". Below the search bar is a navigation menu with tabs: "My Copart", "Locations", "My Account", and "Support". The "Support" tab is highlighted with a red box. Below the navigation menu is a sub-menu with tabs: "Forms", "Contact Us", and "Seller News". The "Forms" tab is also highlighted with a red box. On the left side of the page, there is a sidebar with a "Forms" section containing two links: "Early Tow Questionnaire" and "HSMV Form". The main content area displays the "Early Tow Questionnaire" form. The form title is "COPART EARLY TOW PROGRAM 'First Report' Total Loss Indicators". The form content includes a section titled "How was the vehicle damaged?" with a sub-section "A. COLLISION" and a list of 11 questions.

Early Tow Questionnaire

COPART EARLY TOW PROGRAM
"First Report" Total Loss Indicators

How was the vehicle damaged?

A. COLLISION

1. Did the vehicle roll over?
2. Is there any damage to the cowl or windshield area?
3. Was any device used to free occupants from the vehicle?
4. Is there any damage to the rear windshield area?
5. Is the vehicle over five years old?
6. Did any of the airbags deploy?
7. Did the impact damage the seats or dashboard?
8. Does the vehicle "drive"?
9. Does the engine start?
10. Is an entire side of the vehicle damaged?
11. Is the roof buckled?

- ▶ Select the 'Support' tab at the top of the page
- ▶ Choose 'Forms' from the three categories under the tab
- ▶ Find and download the form you need

Get to Know Seller Access – Lot Details



Keep track of your inventory from any page.

My Copart Locations My Account Support

Home Assignment Title Auctions Reporting Lot Display Inventory Management Tool Seller D

Sold Last 30 Days

Summary - Sold Last 30 Days

Vehicles Sold	Vehicles With ACV	Avg. ACV	Avg. S
1,290	835	\$7,806.67	\$1,297

Show 10 entries

Image	Lot#	Location	Sale	Year	Make	Model	Title State	Type	Mileage	Brand	Loss Type	Damage	Y
	36737354	IL - CHICAGO NORTH	05/28/2015	2001	FORD	ESCAPE XLT	IL	SC	188604	A	D	FR MC	Ye
	36644444	IL - PEORIA	06/01/2015	1994	TOYT	CAMRY XLE	IL	SC	208540	A	C	AO	Ye
	36632214	OK - OKLAHOMA CITY	06/16/2015	2008	PONT	G5	OK	ST	75186	A	C	FR	Ye
	36624054	AL - TALLAHASSEE	06/16/2015	2003	FORD	F150	AL	ST	0	F	C	FR	Ye

- ▶ The new Seller Access allows you to quickly view the lot details page on all of your vehicle sales, past and present, from any page where a lot number is displayed
- ▶ Simply click on any lot number to display the lot details

For more Seller Access tutorials, please visit Copart.com/SellerTraining

Get to Know Seller Access – Data Table Search



You can sort through your inventory faster than ever in data table view with our new search feature.

The screenshot shows the Copart Seller Access interface. At the top, there is a search bar labeled "Search by Lot#, Claim, or VIN" with a magnifying glass icon. Below the search bar is a navigation menu with tabs: "My Copart", "Locations", "My Account", and "Support". Under "Locations", there are sub-tabs: "Home", "Assignment", "Title", "Auctions", "Reporting", "Lot Display", "Inventory Management Tool", "Seller Dashboard", and "Proquote". The main content area is titled "Vehicle Title Issues" and contains a table of vehicle data. A red box highlights the search bar and the "Title" sub-tab. The table has columns: "Adjuster", "Claims", "Lot#", "Location", "Seller", "Assigned", "Original Title", "Last Worked", "Time", "Seller Action", "Notes", "Seller Review", and "Seller". The table contains three rows of data for vehicles from COPART GM.

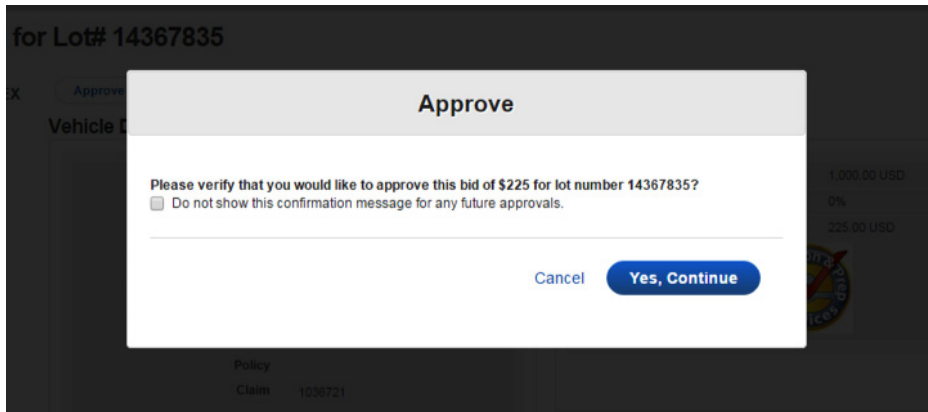
Adjuster	Claims	Lot#	Location	Seller	Assigned	Original Title	Last Worked	Time	Seller Action	Notes	Seller Review	Seller
COPART GM	17529004	36531064	D47 AZ - PHOENIX	C047	03/29/2014	12/29/2014	06/16/2015	8:55 AM	Y	View Notes	Reviewed	
COPART GM	14593634	36450574	D47 AZ - PHOENIX	C047	02/04/2014	12/29/2014	06/04/2015	12:15 PM	Y	View Notes	Reviewed	
COPART GM	2780100305	36330914	D47 AZ - PHOENIX	C047	07/02/2014	12/24/2014	06/05/2015	4:42 PM	Y	View Notes	Reviewed	

- ▶ Select the data table view you wish to search through
- ▶ Enter the lot number, location or keywords you want to search for into the search bar above the table view
- ▶ Our intuitive search engine will begin narrowing down your options based on your search terms

Get to Know Seller Access – Bid Approvals

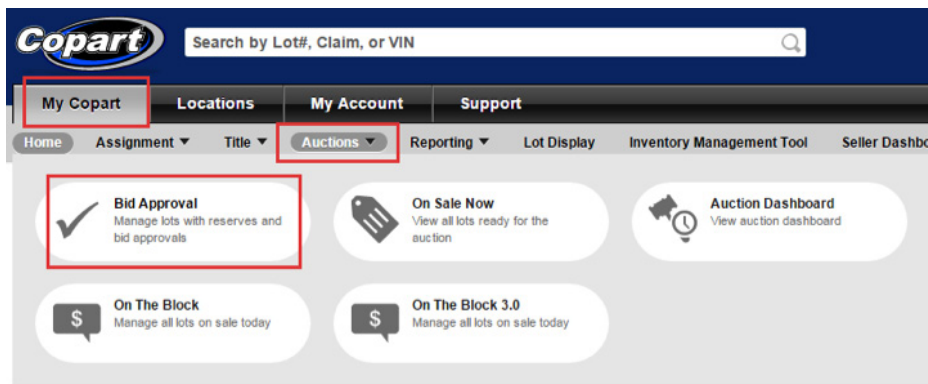


Sell your inventory faster with one-click bid approvals.



- ▶ A confirmation message will appear once your lot has sold. If you check the box below the message, you will stop receiving confirmation messages for 2 weeks
- ▶ When you're ready to approve, you can click the 'Yes, Continue' button

You can also access your pending bid approvals at any time from the "Bid Approvals" page.



- ▶ Select the 'My Copart' tab at the top of the page
- ▶ Choose the 'Auctions' from the dropdown options
- ▶ Select 'Bid Approvals' from the tab options presented

Get to Know Seller Access – Seller Dashboard Reporting



Seller Dashboard

Company: Copart

Dashboard:

- 1. Inventory Reports
- 2. Sales Reports
- 3. Seller Analyses
- 4. Supplemental Reports
- 5. Insurance Dashboard
- 6. Email Scheduling App

REPORT PERIOD: Sep 2014 - May ...

SELLER PARENT COMPANY: All

SELLER NUMBER: C011 - COPART...

SELLER DIVISION: All

SELLER REGION: All

SELLER GROUP: All

LOT YEAR: All

LOT MAKE: All

FACILITY STATE: All

FACILITY NAME:

Inventory Trends Summary Chart

Month/Year

Legend: Sold (Green), Picked Up (Black), End Inventory (Blue)

Inventory Trends Summary Table

Month/Year	Starting Inventory	Sold	Picked Up	Ending Inventory
May 2015	634	22		612
Apr 2015	648	17	3	634
Mar 2015	655	25	16	614

- ▶ Select the 'My Copart' tab at the top of the page
- ▶ Choose 'Seller Dashboard' from the categories under the tab
- ▶ Choose your report type from the 'Dashboard' dropdown options: Inventory, Sales, Analysis or Supplemental
- ▶ Select one of the tab options above the graph to choose a specific report e.g., Inventory Trends, Advance Charges, Invoice Aging
- ▶ Use the filter options on the left of the page to display a summary chart and summary table