

<b>Affidavit of Non-Use</b>	
A customer may submit a Non-Use affidavit if they are not going to use the vehicle. That is the case today for Lionel Williams. His insurance is about to be out-of-date but his vehicle is currently broken down and it may take a while for him to get it fix. To ensure that his registration will not be suspended, and he will not have to pay the \$30, has come to your office with an Affidavit of Non-Use.	
Search field	<b>506TLR</b>
<b>Ask the Class:</b> Where can we access this transaction?	
	Select <b>Vehicle Ownership</b> hyperlink

<b>Vehicle Account Activity springboard</b>	
We see the registration is currently active.	
Let's complete the Affidavit of Non-Use:	
	Select <b>Issuance Transaction</b> action button
	Select <b>Proof of Insurance/Affidavit of Non-Use</b> hyperlink.

<b>Activity springboard</b>	
If you recall, when insurance is already suspended, Tapestry will default this radio button selection to Proof of Insurance. However, when insurance and the registration is active, you will have the opportunity to tell Tapestry if the Customer is providing Insurance or the Affidavit of Non-Use.	
Accepted Forms	Select <b>Affidavit of Non-Use</b> radio button
Based on your select, Tapestry will populate the fields you must fill out.	
Affidavit of Non-Use Collected?	<b>Yes</b>
Non-Use Date From	<b>September 1 2017</b>
Tapestry will not allow you to enter a date later than one year from the "From" date. So if we enter....	
Non-Use Date To	<b>November 1 2018</b>
...Tapestry will throw a hard error because Non-Use can only be used for a year.	
Non-Use Date To	<b>September 1 2018</b>
Scanning Required! Click to Scan	Scan <b>Affidavit of Non-Use</b>
	Select <b>Save</b> action button
The task is now complete and the registration will not be suspended.	
Navigation Panel	Select <b>Close Manager</b> icon

