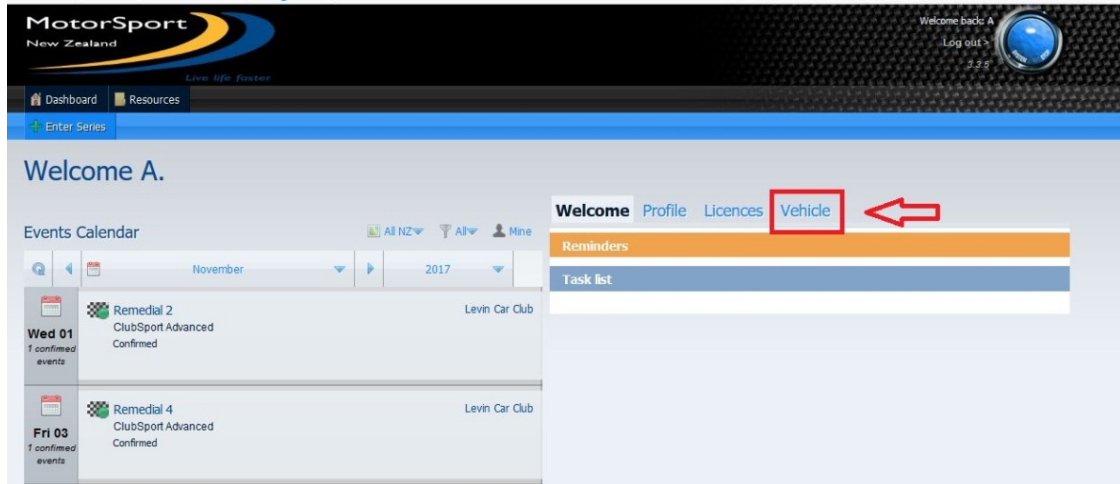**Applying For or Updating a Certificate of Description (CoD)**

1. **Log In**

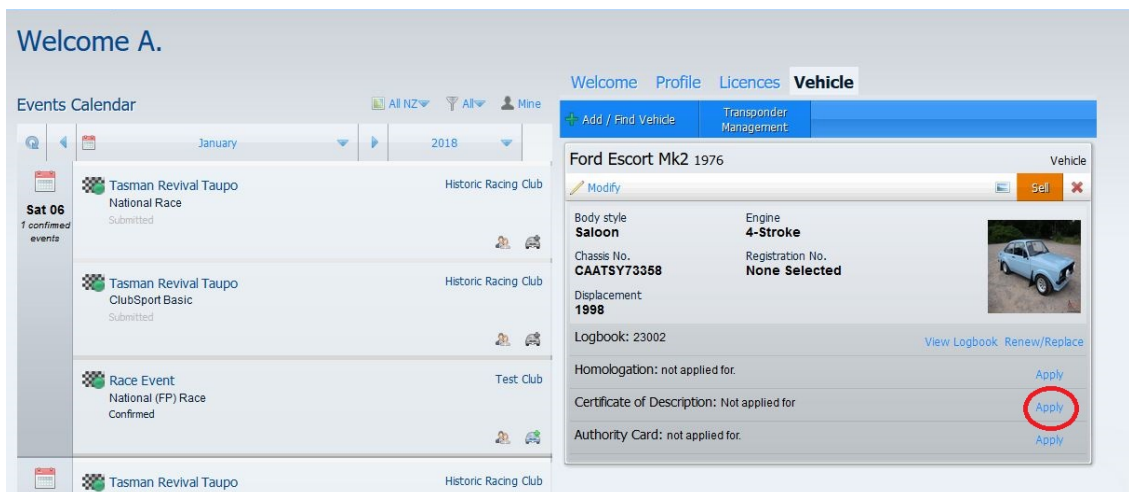   Log into your MotorSport Online record

2. **Select vehicle tab**

3. **The Vehicle Tab screen** shows all the vehicles associated with the user. Each vehicle is displayed as an individual 'box'.

   The **Certificate of Description** line displays whether there is a Certificate of Description issued to the vehicle or not.

   To apply for a CoD select "Apply" or "Update" to amend a CoD.

4.   Certificate of Description Application Screen

A.   **Vehicle Details** section. Enter the vehicle details fields, including the FIA HTP number (if known).

Important Note: Pressing the save button will save the information without submitting the application. To exit the application, press save and then the red "X" in the top right corner. To return to the saved application, click on 'Continue' in the vehicle tab screen.

B. Open each of the **"Sections 1 through 4"** by clicking on the white "Open" box.
The system will automatically pre-populate fields with any details already held.
Enter the relevant information in any fields that are blank by either typing the information into the free text fields, selecting the appropriate information from the drop down menus provided or selecting a 'yes' or 'no' button as applicable.
Note: selecting a 'yes' or 'no' button may open a text box for more detailed information.
Hint: pressing the "close" button after completing each section makes navigating the screen much easier.

C. Open the **"Section 5 - Photographs"** section by clicking on the white "Open" box.
For each photo Click on the "browse" button, navigate to the required drawing and select ok to upload. **Note:** Once uploaded successfully the picture will appear in the square.

D. Open the **"Section 6 – Additional Information / documentation"** section by clicking on the white "Open" box.
This screen allows for any supporting documentation (official results, programmes etc) to be uploaded. Use the browse button to navigate to the file location on your computer and click on open. Click the "upload" button to upload the file into the event record.
Note: All successful uploads will be shown in the 'file name' box.
If the supporting documentation is not uploaded then the 'I have emailed / posted to MSNZ head office' should be ticked.

E. Complete the **"Applicant Statement"** by selecting the relevant Schedule group and period from the drop down menus provided, and entering the reasons for selection in the box provided.
Note: each Schedule group and period has a brief description shown to assist the user.

F. Complete the "**Declarations**" section as appropriate. **Note:** the "I Agree" box must be ticked before proceeding to payment.
Tick the priority payment box if priority processing is required.

5.   Payment Screen

Select the method of payment from the payment method drop down menu. Select continue to finish the application.

Note: If cash, cheque or internet banking is selected the invoice containing all the payment details will be emailed to the email address shown in your personal record.

6.   Application complete

Once the continue button has been pressed you will be returned to your vehicle screen and the Certificate of Description line will have "An application is pending" showing against it.