



# eTAG - Create Agent Specific Tag or Vehicle Specific Tag

An [Agent Specific Tag](#) is issued to an agent for a set period of time and is not associated to a specific vehicle. Agents are eligible to drive a vehicle for the dealership while using an agent specific tag. No more than 25 tags may be issued to an agent at one time.

From the *Tags* menu option, select **Agent Specific Tag**.

1. Select the agent name.
2. Enter the number of tags needed.
3. Enter the duration of the tags, up to 60 days. The expiration date will populate. Click **Assign Tags**.
4. The system displays the *Print Agent Tags* page.
5. Select all or any of the displayed tags to print.

A [Vehicle Specific Tag](#) is issued for a specific motor vehicle for a set period of time. A Vehicle Specific Tag allows that vehicle to be driven by an agent or potential purchaser. Vehicle Specific Tags are limited to a specified time up to 60 days.

From the *Tags* menu option, select **Vehicle Specific Tag**.

1. On *Vehicle Search* page, enter the VIN. Click **Search**.
2. The system will display the *Confirm Vehicle* page.
3. Enter or update the vehicle information.
4. Enter the duration of the tag. Click **Save**.
5. The system will display the *Vehicle Tag – Print Tag* page.
6. You may choose to **Print Tag**, **Print Receipt**, or **Print Tag & Receipt**.