

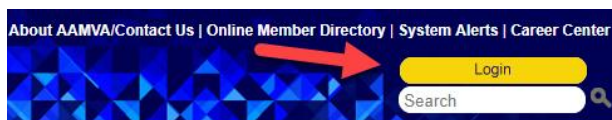


Below are some general FAQs and answers for navigating the new AAMVA Awards online platform. If you have additional questions, please submit them to awards@aamva.org and we will be happy to address them.

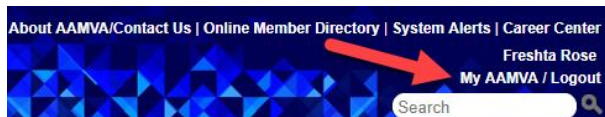
Logging in

How do I log into the AAMVA Awards online platform?

- Log into www.aamva.org by clicking on the yellow Login button on the upper right hand corner. Use your regular login email and password.

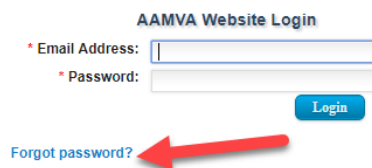


- Once logged in, go to the “My AAMVA” link in the top right of the screen.



What if I don't remember my password?

- If you don't remember your password, click the “Forgot password” link on the [AAMVA Website Login page](#), follow the instructions, and you will receive a link to reset your password. Then go back to the AAMVA login page and log in.



If you don't have an AAMVA website account, you can [create one now](#).
For questions or problems, contact [Member and Conference Services](#).

What if I don't have an AAMVA login?

- If you don't have an AAMVA login, you can create one by clicking the "Create" link on the login page. Once your account is created, you will set your password using the "Forgot password" functionality mentioned above.

AAMVA Website Login

* Email Address:

* Password:

[Login](#)

[Forgot password?](#)

If you don't have an AAMVA website account, you can [create one now](#).
For questions or problems, contact [Member and Conference Services](#).

- When creating an account, please use your jurisdiction email address so you can select and link to your agency. If you do not link to an agency email, you will not be able to submit an award until your agency and member status is confirmed.
- On the My AAMVA page click "Manage My Awards." You will be taken to the awards home page which includes general info and links to the various award types.

Manage My Events

Register, modify or cancel registration and print confirmation for AAMVA and regional meetings and conferences.

Manage My Subscriptions

Subscribe or unsubscribe from various AAMVA newsletters and notifications.

Manage My Awards

Complete and submit award entries.

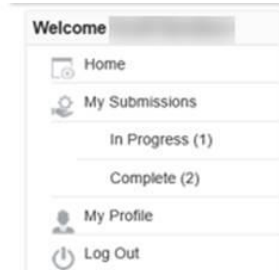
- Click on an award type to begin your submission.



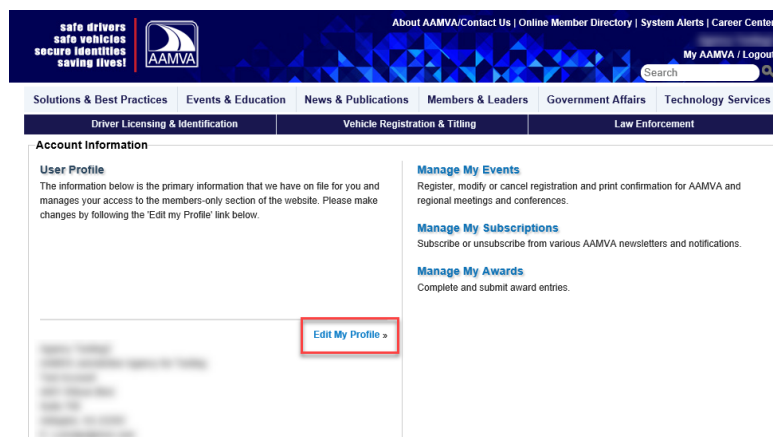
Navigating the Awards Application

How do I navigate the awards application?

- Use the menu in the top left of your screen to navigate through the various application pages.



- Home button
 - Use the Home button to get back to the main awards page where all the award type buttons are located.
- My Submissions
 - In Progress (#): will show the number of in-progress award entries. If you do not have any in progress, this menu item will not show. You can edit or delete any unsubmitted entries.
 - Completed (#): will show the number of entries you have finalized and submitted. If you do not have any submitted entries, this menu item will not show. Once submitted, you can view your entry but it cannot be modified.
- My Profile
 - This is your current contact info pulled from the AAMVA member database. If you edit this information in the awards application, it will ONLY update it for award submission purposes.
 - If your information is not current, you have the ability to update your own information on the My AAMVA page – OR – Email your updates to info@aamva.org.



- Logout
 - Clicking the Logout button will log you out of your awards session and return you to the main www.aamva.org home page. You may need to log back into the AAMVA site if you wish to access additional members-only info or services.

General Awards Info

What are the various award types and individual awards available for submission?

- AAMVA currently has five award types, with individual awards per type. Some awards have submission limits. See below.

Service Awards

Trailblazer Award
 Excellence in Government Partnership Award
 Innovative Use of Technology Award
 Customer Convenience Award
 Improvement through Efficiencies Award
 Community Service Award *

* Each agency within a jurisdiction can only submit ONE community service program

Security Awards

Fraud Prevention and Detection Award – Motor Vehicle Agency
 Fraud Prevention and Detection Award – Law Enforcement Agency
 Fraud Prevention and Detection Award – Motor Vehicle Individual
 Fraud Prevention and Detection Award – Law Enforcement Individual

Public Affairs and Consumer Education (PACE) Awards**

PACE Overall Campaign Award

- Budget Under \$50k
- Budget Over \$50k

Division 1 – Print and Electronic Publications

- Category 1A – Print or Electronic Newsletter, Internal or External
- Category 1B – Print or Electronic Media Kit
- Category 1C – Other Print or Electronic Publications

Division 2 – Visual Arts

- Category 2A – Logo
- Category 2B – Photography
- Category 2C – Display
- Category 2D – Digital Graphics

Division 3 – Advertising

- Category 3A – TV Commercial or PSA, Externally-Produced
- Category 3B – TV Commercial or PSA, Internally-Produced
- Category 3C – Radio Commercial or PSA, Externally-Produced or Internally-Produced
- Category 3D – Indoor or Outdoor Print or Digital Advertising

Division 4 – Special Events

- Category 4A – Media Event/Press Day
- Category 4B – Non-Media Event

Division 5 – Video

- Category 5A – Video Production, Internally-Produced
- Category 5B – Video Production, Externally-Produced

Division 6 – Writing

- Category 6A – News Release
- Category 6B – Blog
- Category 6C – Feature Story
- Category 6D – Story Placement in Publication
- Category 6E – Speech

Division 7 – Websites/Technology

- Category 7A – Website, Internally-Produced
- Category 7B – Website, Externally-Produced
- Category 7C – Interactive Presentation
- Category 7D – Use of Social Media

** PACE Awards have several entry limit criteria:

- > For Overall Campaign awards, each agency should submit only ONE campaign.
- > Entries can be submitted to multiple divisions but no one entry can be submitted for more than one category within each division
- > Each jurisdiction may submit seven total entries for PACE awards, excluding the PACE Overall Campaign awards

Safety Awards[§]

Lifetime Achievement in Highway Safety – Motor Vehicle Administration
 Lifetime Achievement in Highway Safety – Law Enforcement

§ Each jurisdiction agency can submit a nominee for each category (MVA and LE) but can submit only one nominee in each category

IDEC Outstanding Examiner of the Year Award[°]

° Only available to IDEC Member jurisdictions

Why don't I see the IDEC Award button on the Awards home page?

- The IDEC award is only available to jurisdictions who are members of the International Driver Examiner Certification (IDEC) program, and the button to submit an entry for this award will only show for members of those jurisdictions.
- If you believe your jurisdiction is a member or you have further questions regarding the IDEC award, please contact awards@aamva.org.

Entering Award Criteria

On the first page of the award entry form, I see my information is already filled in. Where did that come from?

- The information on this screen was imported from AAMVA's member database.

What do I do if my information is incorrect?

- You have the ability to update your own information on the My AAMVA page – OR –
- Email your updates to info@aamva.org

My descriptive information contains a bulleted list or other special formatting. Is that OK?

- The input box allows you to cut and paste from another electronic document, and even allows special formatting such as bold, italics, bulleted lists, etc.

I have more than the word limit for certain questions. What do I do?

- Type in as much as you can, and note that additional information is uploaded with the supplemental info.

I'm trying to upload an image, as requested, but I can't find the file in the upload screen.

- For most headshot and other image uploads, we require high resolution JPG or PNG images for signage and display purposes.
- For these uploads, only JPG, JPEG and PNG files will show as available in your upload screen.
- If you do not have a JPG or PNG version of your image, please work with your graphics or IT department to create one.

I don't have all the information gathered for some of the questions. What do I do?

- If you do not have all of your information ready, you can save and come back later. Click the Save button at the bottom of the screen.
- Once saved you can then go back to the home page to start another award, or logout and come back later to finalize your "In Progress" entries.
- You are also able to cut and paste the individual award entry questions from the application into a Word or text document so you can refer to them as you gather your information.

For any other questions or issues not answered above, please contact awards@aamva.org.