



AutoDataDirect, Inc.

1379 Cross Creek Circle, Tallahassee, FL 32301
P: 866-923-3123 F: 850-877-5910

Instructions for North Carolina ELT Application for ComSoft/MonyMaker DMS Customers

Please use the attached form to set up your ELT access for North Carolina through Auto Data Direct, Inc. In order to record liens on vehicles, vessels or mobile homes titled in North Carolina, you will need to have a participant ID number issued by an authorized vendor such as Auto Data Direct, Inc.

ADD Account

In order to access your NC electronic lien titles through Auto Data Direct, Inc., you will need to have an ADD account. Customers with existing ADD accounts can add ELT access at no additional sign-up cost. Simply complete the required form, sign, then fax, email or mail it to ADD.

New users will need to create an ADD account. Go to www.add123.com/sign-up and follow instructions to create an account, or simply call the toll-free Customer Support line, (866) 923-3123, for help completing the process.

Complete the NC ELT Application

Please complete and sign the application for ELT service in North Carolina through Auto Data Direct, Inc., and submit the completed application to ADD in only ONE of the following ways:

1. Scan and e-mail to ADD: info@add123.com
2. Fax to ADD: 1-850-877-5910
3. Mail to ADD: AutoDataDirect, Inc.
1379 Cross Creek Circle
Tallahassee, FL 32301-3729

Please be sure to use the form-fillable PDF attached. Fill in the required information or print the form and type the information on the printed paper copy. The letter on page 4 must be filled in with your company name and address appearing as letterhead OR, you may print the completed letter on your company's letterhead. After the form and letter are complete, print, sign, and send them to ADD. If your company and lienholder names are different, please let us know your ADD account name.

Thank you for choosing Auto Data Direct, Inc. If we may assist you with account set up or with any of our other services, please do not hesitate to contact us by email at info@add123.com or by telephone at 1-866-923-3123.



APPLICATION FOR ELT SERVICE IN NORTH CAROLINA THROUGH AUTO DATA DIRECT, INC.

- Action Requested**
- Initial Enrollment in NC ELT program through ADD123
 - Change of Financial Institution Address and/or FEIN
 - Change of Financial Institution Name

Preferred Start Date (mm/dd/yyyy)

LIENHOLDER (LH) INFORMATION

You will be assigned a NC ID number and will be required to use it on all NC ELT actions. For changes to the financial institution's name, FEID, or address, please include any previously assigned number(s).

Currently existing NC ELT Number, if applicable

Federal Employer Identification Number (FEID/FEIN)

Name of Lienholder - Financial Institution
as it appears on lien transactions

Type of Business

Please include at least one of the following: Federal/State charter, dealer's license, other professional license, and/or your IRS FEID confirmation letter.

Mailing Address

City, State, Zip

Physical Address

City, State, Zip



STATEMENT OF THIRD PARTY CHOICE OF ADD

By completing this application form, we, the undersigned, are choosing Auto Data Direct, Inc. located at 1379 Cross Creek Circle, Tallahassee, FL 32301, Toll-free support: (866) 923-3123, Fax: (850) 877-5910, to be our ELT vendor in the state of North Carolina.

LIENHOLDER CONTACT INFORMATION

Primary Authorized Contact Person
Name

Email Address

Phone

Fax

Other Authorized Contact Person
Name

Email Address

Phone

Fax

Please attach another page if you need to add additional Authorized Contact Person information.

Signature of Lienholder
Authorized Contact/Officer

Print Name

Print Title

Print Lienholder
Institution Name

Date

Date:

Lender Name:

FEID#:

Address:

City, State, Zip:

To Whom It May Concern,

We have chosen Auto Data Direct, Inc. from the approved Service Provider list, to be our official Service Provider for the North Carolina Electronic Lien and Title, ELT, program and furthermore grant them permission to enroll us as their client.

Thank you,

Name:

Company:

Position:

Phone:

Signature