

Searches for a particular VIN can be performed using the search features within Internet browser software; however, the search method will differ depending on the internet browser used. The search method may not work as indicated with all versions of the browser software. If you are required to use an earlier version of an Internet browser for your Dealer Management System (DMS), it may be beneficial to download an additional internet browser software to access the FOC Lien Search.

Before printing a screen, be sure to scroll to the top of a page so the current report date is visible.

#### **Internet Explorer:**

- Press and hold the Control [CTRL] key and press F. A search window will appear at the top right of the page. Type in the VIN and press the enter key.
  - If the VIN is present in the file:
    - The VIN will be highlighted on the screen.
      - **Note:** Searching on a partial VIN will cause the next VIN with those beginning characters to be highlighted.
  - If the VIN is not found:
    - A message will appear in the middle of the screen saying, “Reader has finished searching the document. No matches were found.”

#### **Firefox:**

- Click on the Menu icon in the upper right of the browser window (the icon displays as three lines). Click on the Find icon (displays as a magnifying glass). A search window will appear at the lower left of the browser window. Enter the VIN and press enter.
  - If the VIN is present in the file:
    - The VIN will be highlighted on the document page.
  - If the VIN is not found:
    - “Phrase not found” will appear to the right of the search window.

#### **Chrome:**

- Click on the menu icon in the upper right of the browser window (the icon displays as three lines). A drop-down menu will appear. Select Find. A search window will appear on the upper right of the browser window. Enter the VIN and press enter.
  - If the VIN is present in the file:
    - The VIN will be highlighted on the document.
  - If the VIN is not found:
    - . “0 of 0” will appear in the search window

#### **Safari:**

- Right-click with your mouse anywhere on the document when it appears in the browser window. Select “Open with Adobe Reader” from the drop-down menu. When the document appears in Adobe Reader (“Adobe Reader” will display at the top left of the screen), right-click with the mouse again. Select “Find” from the drop-down menu. A Search window will open in the middle of the screen. Enter the VIN and press enter.
  - If the VIN is present in the file:
    - The VIN will be highlighted on the document if found.
  - If the VIN is not found:
    - The following message will appear on the screen: “Adobe Reader finished searching the document. No matches found.”