

Decal Replacement and Management

eFacility – Vehicle Inspection Program

Decal Replacement

1. Click the Search button:



2. Click the "Decal Replacement" tab at the top of the screen:

The screenshot shows the top of the eFacility Search interface. The header is dark blue with the "Alberta Government" logo on the left and "eFacility Search" on the right. Below the header is a white bar with "Select Inspection" and a dropdown menu showing "Decal Replacement" selected. Below this are input fields for "VIN", "VAC" (with a hyphen between two boxes), and "Plate". A red circle highlights the "Decal Replacement" tab.

3. Enter the number of the decal being replaced or the VIN of the vehicle:

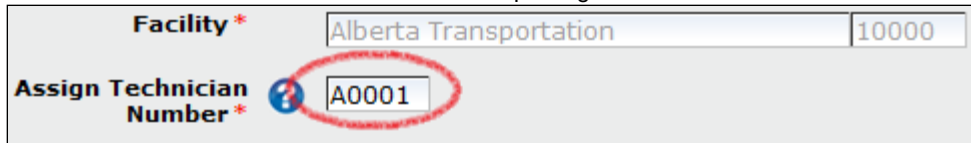
The screenshot shows the eFacility Search interface with the "Decal Replacement" tab selected. A note reads: "Note: this screen is for decal replacement only. This cannot be used inspection date will remain the same as". Below the note are two input fields: "Previous Certificate Number CV" and "VIN", separated by "OR". A red box highlights these two input fields.

4. Click the "Search" link:

The screenshot shows the eFacility Search interface with the "Decal Replacement" tab selected. The "Previous Certificate Number CV" field contains the value "5000552". Below it is the "VIN" field. To the right of the "VIN" field is a "Search" button with a magnifying glass icon and a "Reset" button. A red circle highlights the "Search" button.

5. The vehicle information will populate automatically. Compare this information to the vehicle being presented for the decal replacement.

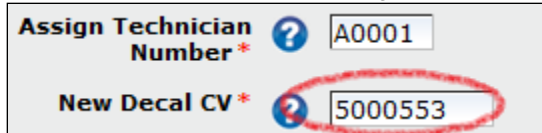
6. Enter the technician number of the technician replacing the decal:



Facility * Alberta Transportation 10000

Assign Technician Number * ? A0001

7. Enter the decal number that is being used as the replacement:



Assign Technician Number * ? A0001

New Decal CV * ? 5000553

8. Click the “Confirm & Save” button:



9. Click the “View/Print (New) Certificate” link:



New Decal CV * ? 5000553

Certificate Expiry Date 31-Oct-2014

View/Print (New) Certificate

Frequently Asked Questions

What do I do with a decal that is damaged or was punched incorrectly?

Send an email to Trans.eFacility@gov.ab.ca and write “CANCEL DECAL” in the subject line. In the email, include the number of the decal that is damaged. After sending the email, the decal can be destroyed.

What do I do if I cannot find a decal or book of decals?

Send an email to Trans.eFacility@gov.ab.ca and write “MISSING DECAL” in the subject line. In the email, include the number(s) of the decal(s) that are missing.

I put the decal on the wrong vehicle. What do I do?

Send an email to Trans.eFacility@gov.ab.ca or call 780-427-8901, toll free within Alberta by first dialing 310-0000. Explain the error and a Vehicle Inspection Program Analyst will tell you how to correct it.

I’m running low on decals. How do I order more?

Inspection facilities can purchase decals online via the eFacility system. Visit <https://www.alberta.ca/order-commercial-decals.aspx> for more information.

