

Kelley Blue Book User Instructions

The Kelley Blue Book is an on-line resource available on the Internet to establish vehicle resource values. This same process may be used as a pricing guideline in purchasing cars for work programs participants.

1. Go to <http://www.kbb.com/whats-my-car-worth/>. Add this to your Favorites list if you want to have faster access to the site. This site gives the option of finding trade-in and private-party values. For our resource purposes, we are only looking at trade-in of vehicles in fair condition.
2. The first step on this screen is to click on the **Year** drop-down arrow to select the model year you are looking for.

Get Your Blue Book® Value then Price Your

Tell Us Which Car You Own [Valores en Español](#)

Year Make Model Mileage

e.g. Honda e.g. Accord

Next

3. After selecting the year, the **Make** drop-down list is accessible. Click on the drop-down arrow and select the appropriate make.

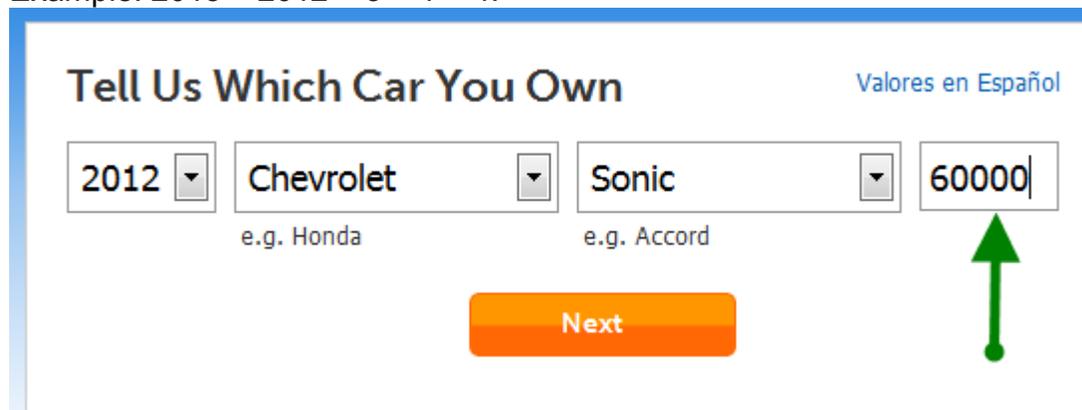
The screenshot shows a web form titled "Get Your Blue Book® Value then Price Your" with a sub-header "Tell Us Which Car You Own" and a link "Valores en Español". The form contains four input fields: "2012" (with a dropdown arrow), "Make" (with a dropdown arrow and "e.g. Honda" below it), "Model" (with a dropdown arrow and "e.g. Accord" below it), and "Mileage". An orange "Next" button is positioned below the "Make" field. A green arrow points upwards to the dropdown arrow of the "Make" field.

4. After selecting the **Make**, the **Model** drop-down list is accessible. Click on the drop-down arrow and select the appropriate model of the vehicle.

The screenshot shows the same web form as above, but with "Chevrolet" selected in the "Make" field. The "Model" dropdown arrow is now highlighted with a green arrow pointing upwards. The "Next" button remains visible below the "Make" field.

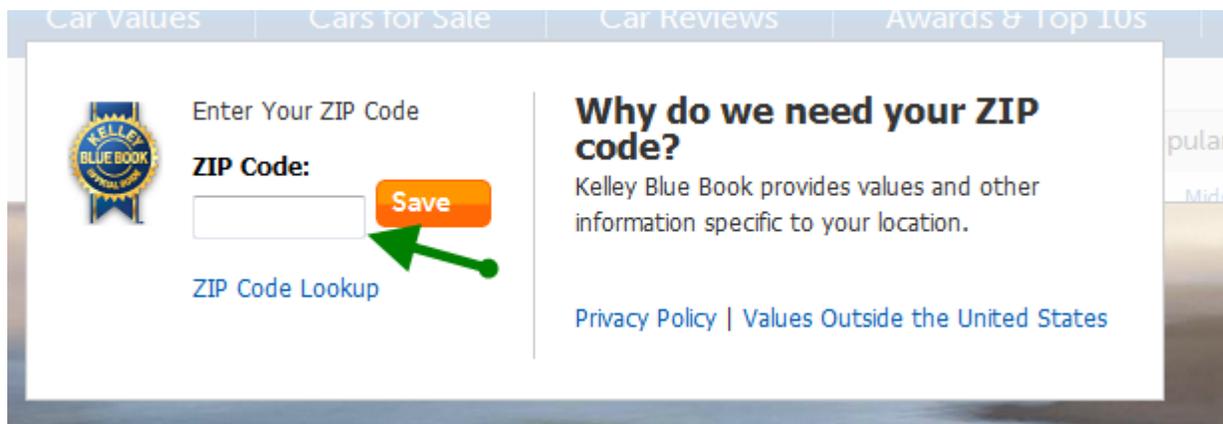
5. After selecting the **Model** click in the Mileage box and enter a mileage figure (“Mileage” remains gray, but numbers typed will be accepted).

Note: To calculate the mileage, a standard formula of multiplying the age of the vehicle times 15,000 miles per year is to be used. Count the year of the vehicle as the first year and include the current year in the vehicle age or subtract the current year from the model year and add 1. Example: 2015 – 2012 = 3 + 1 = 4.



Click **Next**.

6. The next screen has a box for the zip code. Entry of a zip code is required, as vehicle values may vary in different parts of the country. Enter the zip code for the client’s home address.



Click **Save**.

After you enter the zip code, it will remain in the system for subsequent searches during the same browsing session.

Note: The zip code will remain until the browser is closed. It is recommended to close the browser after determining the resource value.

7. If the vehicle has more than one category, the next screen will ask you to select a category. Select the category that is designated as the most popular if you do not have information about which specific one it is.

Select your car's category



Sedan
4 doors & a trunk, the most popular body style



Hatchback
With a hatch instead of a trunk

8. The next screen is for the vehicle style. Always select the first style in the list unless you have specific information indicating it is something different.

Select your car's style



Sedan



Hatchback

[Expand these styles](#)

<input type="radio"/>	LS Sedan 4D		Choose this style
<input type="radio"/>	LT Sedan 4D		Choose this style
<input type="radio"/>	LTZ Sedan 4D		Choose this style
Not Sure?			Compare styles

Click **Choose this style**.

9. The next screen is where options are selected. Always leave this screen as is with standard equipment pre-selected unless you have specific information indicating it is otherwise equipped.

Tell us your car's options or [See value with standard equipment](#)

Standard equipment pre-selected below

Engine

- 4-Cyl, 1.8 Liter

Transmission

- Automatic, 6-Spd
- Manual, 5-Spd

Drivetrain

- FWD

Comfort and Convenience

- Keyless Entry

Scroll down and click on **See Blue Book Value**.

Done Adding Options? [See Blue Book Value](#)

10. On this screen select **Trade In to a Dealer**.

Tell us what you're most likely to do.

Your car's Blue Book Value depends on whether you're trading in to a dealership or selling to a private party.

- Trade In to a Dealer**
- Sell to a Private Party

11. You are taken to **Choose a Condition**. Scroll down to **Fair** and click on **Get Blue Book Value**.

Fair - 18% of all cars we value

[Get Blue Book® Value](#)

12. The next screen displayed will show the trade-in value to be used in determining eligibility for cash assistance, medical assistance, and food stamp benefits.

Your Blue Book® Value [Show Used Car Prices](#) | [Price Your Next Car](#)

The screenshot displays the Kelley Blue Book website interface for a 2012 Chevrolet Sonic. At the top, the car's name and style (LS Sedan 4D) are shown. Below this, there are navigation options like 'Trade In to a Dealer', 'Get an Instant Cash Offer', and 'Sell to a Private Party'. The main feature is a gauge showing the trade-in value of \$5,648, which is highlighted with a green arrow and labeled 'Trade-in Value'. The gauge also indicates a 'TRADE-IN RANGE' from \$5,359 to \$6,314. The Kelley Blue Book logo is visible at the bottom of the gauge. The car's condition is listed as 'Fair Condition'.

13. If the resource value of the nonexempt vehicle results in ineligibility, print the last screen, "Your Blue Book Value" and file in the case record for documentation purposes.