

## 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.

**Get Your Blue Book® Value then Price Your**

**Tell Us Which Car You Own** Valores en Español

2012  Make  Model  Mileage

e.g. Honda

e.g. Accord

**Next**

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 top of a web form titled "Get Your Blue Book® Value then Price Your Car". Below this is a sub-header "Tell Us Which Car You Own" with a link "Valores en Español" to the right. The form contains four input fields: a year dropdown set to "2012", a make dropdown set to "Chevrolet" (with "e.g. Honda" below it), a model dropdown set to "Model" (with "e.g. Accord" below it), and a "Mileage" text box. A green arrow points to the dropdown arrow of the "Model" field. Below the fields is an orange "Next" button.

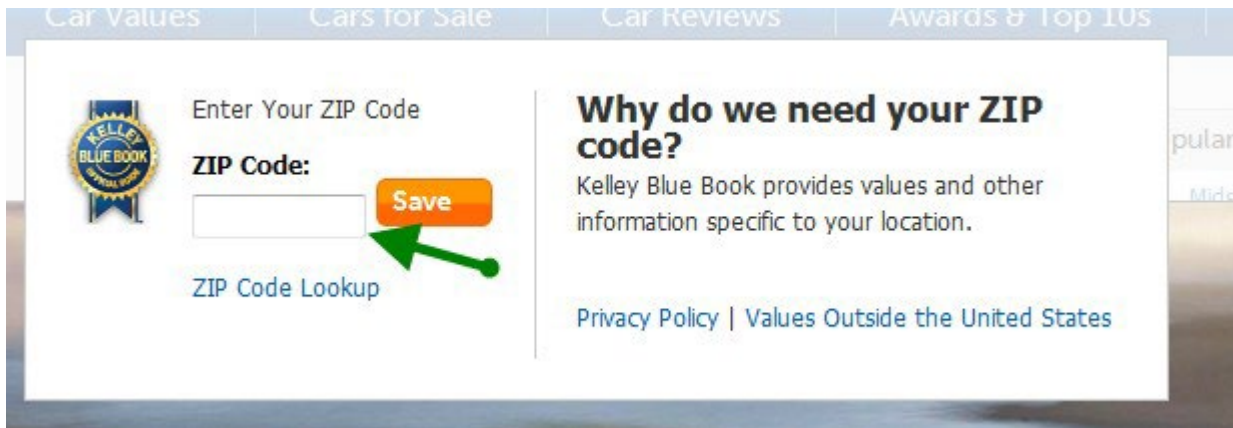
5. After selecting the **Model** click in the Mileage box and enter a mileage figure ("Mileage" remains gray, but numbers typed will be accepted).

**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:  $2015 - 2012 = 3 + 1 = 4$ .

This screenshot shows the same form as above, but with the "Model" dropdown set to "Sonic" (with "e.g. Accord" below it) and the "Mileage" text box containing the number "60000". A green arrow points to the "60000" text. The "Next" button remains orange.

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.



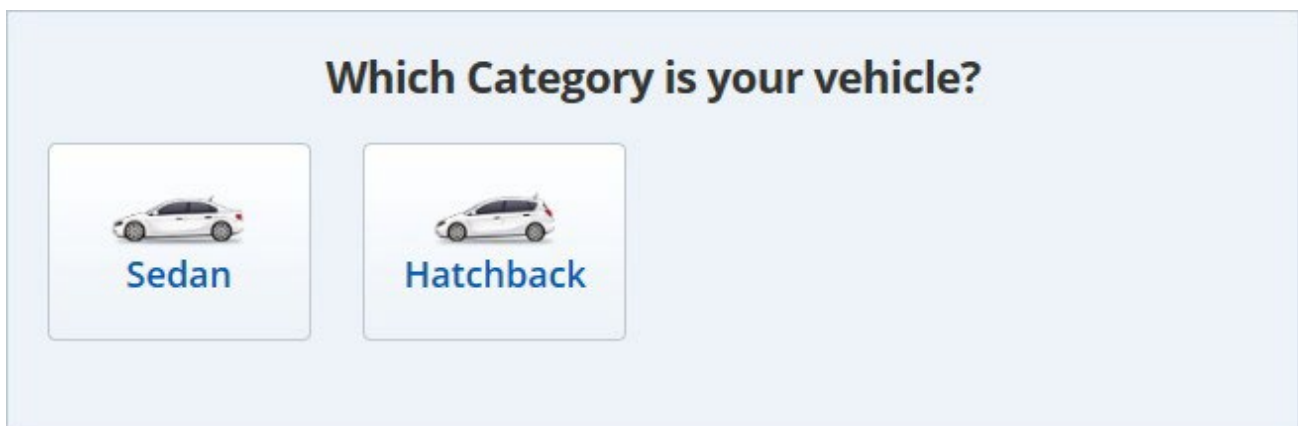
The screenshot shows a navigation bar with links for 'Car Values', 'Cars for Sale', 'Car Reviews', and 'Awards & Top 10s'. Below the navigation bar is a white box containing the Kelley Blue Book logo on the left. To the right of the logo, the text reads 'Enter Your ZIP Code' followed by 'ZIP Code:' and an empty input field. An orange 'Save' button is positioned to the right of the input field, with a green arrow pointing to it. Below the input field is a blue link for 'ZIP Code Lookup'. To the right of the input field, there is a section titled 'Why do we need your ZIP code?' with the text: 'Kelley Blue Book provides values and other information specific to your location.' At the bottom of this section are two blue links: 'Privacy Policy' and 'Values Outside the United States'.

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 lowest priced if you do not have information about which specific one it is.



The screenshot shows a light blue background with the question 'Which Category is your vehicle?' in bold black text at the top. Below the question are two white rectangular buttons. The left button features a white sedan icon and the word 'Sedan' in blue text. The right button features a white hatchback icon and the word 'Hatchback' in blue text.

8. After selecting the vehicle category, the “Which Style is your vehicle?” section opens below. Always select the first style (Lowest priced) in the list unless you have specific information indicating it is something different.

**Which Style is your vehicle?**

<input checked="" type="radio"/> <b>LS Sedan 4D</b> (Lowest priced)		more info
<input type="radio"/> <b>LT Sedan 4D</b>		more info
<input type="radio"/> <b>LTZ Sedan 4D</b> (Highest priced)		more info

**Next**

Click **Next**.

9. The next screen is where options are selected. Always select **Priced with standard equipment** unless you have specific information indicating it is otherwise equipped.








**Which options are on your vehicle?**


Tell us your car's options or see your value with standard equipment.

<input type="radio"/> <b>Select your options</b> (Ex. engine, transmission, drivetrain, etc.)		<input checked="" type="radio"/> <b>Price with standard equipment</b> (Standard equipment will be pre-selected.)
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10. Scroll down to the “What is your vehicle color?” Select **White** if available or other neutral color if white is not available, unless the actual color is known.

**What color is your vehicle?**  
Colors are samples only and may not match your exterior exactly.

<input type="radio"/>  Beige	<input type="radio"/>  Black
<input type="radio"/>  Blue	<input type="radio"/>  Gold
<input type="radio"/>  Gray	<input type="radio"/>  Silver
<input checked="" type="radio"/>  White	



11. Scroll further down to “What is your vehicles condition?” section and select **Fair**. Click **Next**.

**What is your vehicle's condition?** ⓘ  
Not sure? Take our quick condition quiz. [Start here](#)



<p><b>Fair</b> <b>18%</b> of cars we value</p> <input checked="" type="radio"/>	<p><b>Good</b> <b>54%</b> of cars we value</p> <input type="radio"/>	<p><b>Very Good</b> <b>23%</b> of cars we value</p> <input type="radio"/>	<p><b>Excellent</b> <b>3%</b> of cars we value</p> <input type="radio"/>
<a href="#" style="background-color: #0056b3; color: white; padding: 10px 20px; text-decoration: none; font-weight: bold;">Next</a>			

Click **Next**.

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



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