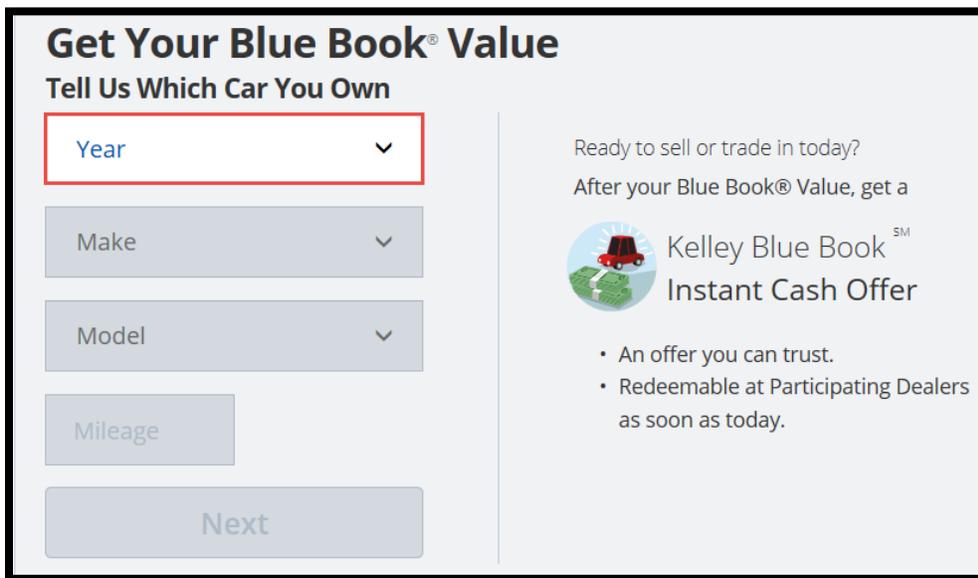


## Kelley Blue Book User Instructions

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 <https://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**  
Tell Us Which Car You Own

Year ▼

Make ▼

Model ▼

Mileage

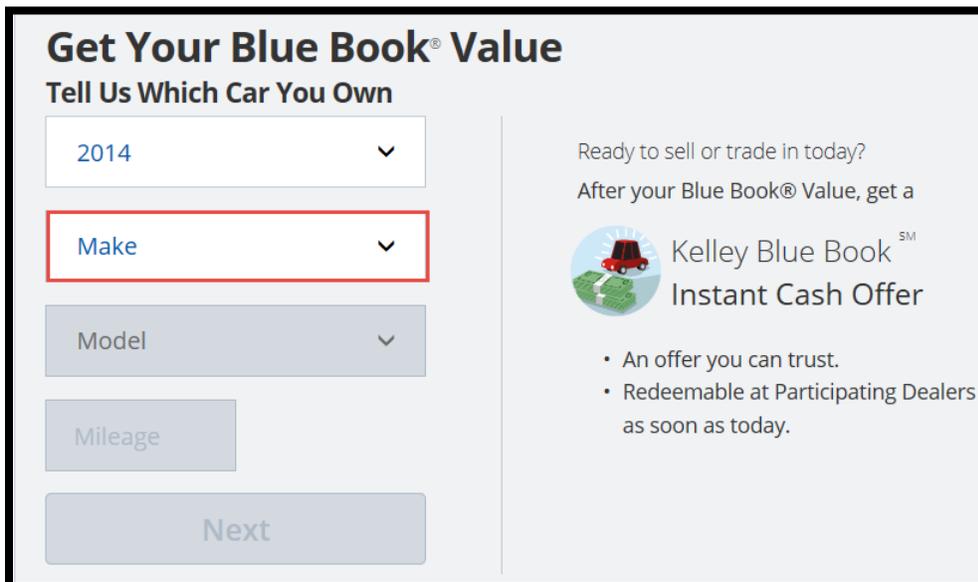
Next

Ready to sell or trade in today?  
After your Blue Book® Value, get a

 Kelley Blue Book<sup>SM</sup>  
Instant Cash Offer

- An offer you can trust.
- Redeemable at Participating Dealers as soon as today.

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



**Get Your Blue Book® Value**  
Tell Us Which Car You Own

2014 ▼

Make ▼

Model ▼

Mileage

Next

Ready to sell or trade in today?  
After your Blue Book® Value, get a

 Kelley Blue Book<sup>SM</sup>  
Instant Cash Offer

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

**Get Your Blue Book® Value**  
Tell Us Which Car You Own

2014

Chevrolet

Model

Mileage

Next

Ready to sell or trade in today?  
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 Kelley Blue Book<sup>SM</sup>  
Instant Cash Offer

- An offer you can trust.
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5. After selecting the Model, click in the Mileage box and enter a mileage figure.

**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:  $2017 - 2014 = 3 + 1 = 4$

**Get Your Blue Book® Value**  
Tell Us Which Car You Own

2014

Chevrolet

Sonic

60000

Next

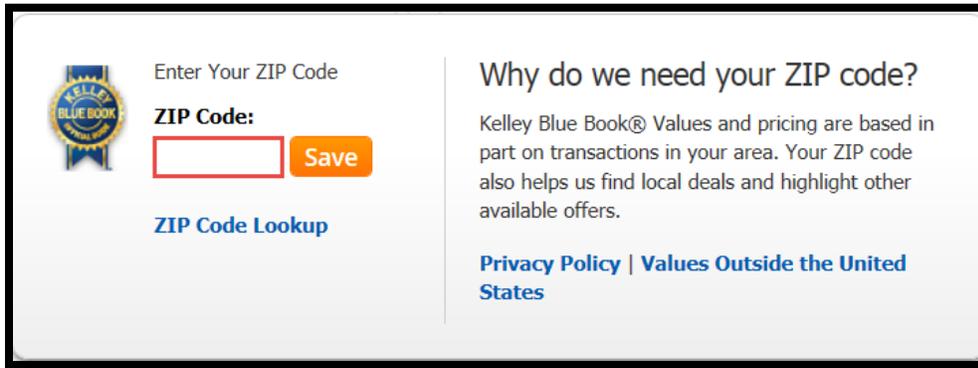
Ready to sell or trade in today?  
After your Blue Book® Value, get a

 Kelley Blue Book<sup>SM</sup>  
Instant Cash Offer

- An offer you can trust.
- Redeemable at Participating Dealers as soon as today.

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 of the consumer's home address.



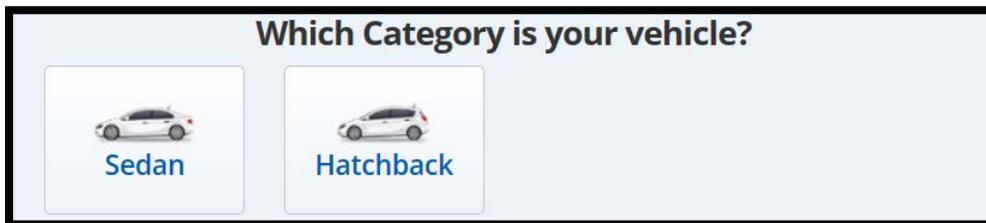
The screenshot shows a web interface for entering a ZIP code. On the left, there is a Kelley Blue Book logo and the text "Enter Your ZIP Code". Below this is a "ZIP Code:" label, a text input field, and a "Save" button. A "ZIP Code Lookup" link is also present. On the right, a section titled "Why do we need your ZIP code?" explains that values and pricing are based on transactions in the user's area and that the ZIP code helps find local deals. At the bottom right, there are links for "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.

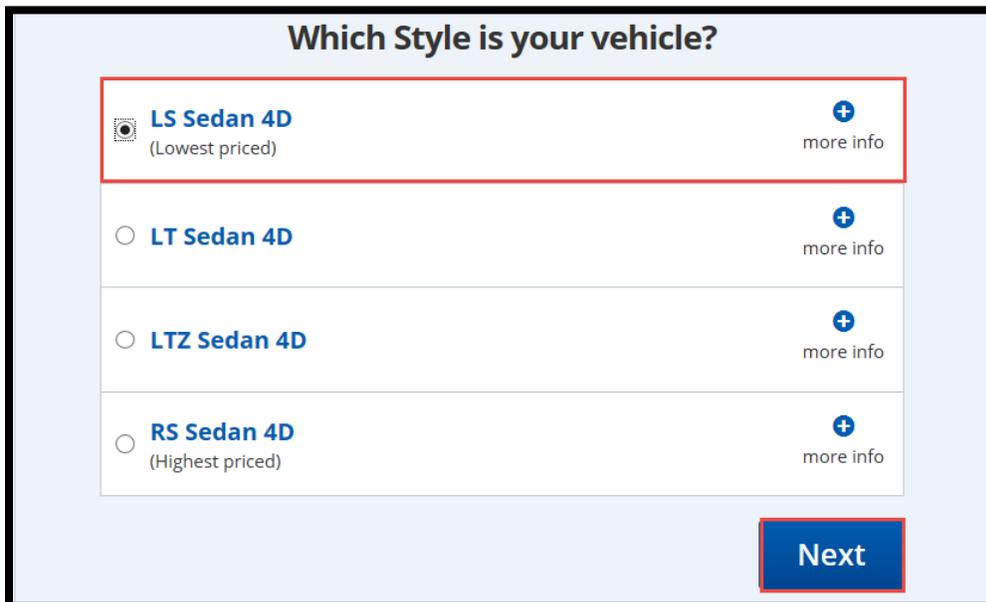
**Note:** It is recommended to close the browser after determining the resource value.

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 screen titled "Which Category is your vehicle?". It features two selectable options: "Sedan" and "Hatchback", each accompanied by a small image of a car.

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



The screenshot shows a screen titled "Which Style is your vehicle?". It lists four vehicle styles, each with a radio button and a "more info" link:

- LS Sedan 4D** (Lowest priced) more info
- LT Sedan 4D** more info
- LTZ Sedan 4D** more info
- RS Sedan 4D** (Highest priced) more info

A "Next" button is located at the bottom right of the screen.

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.

**Select your options**  
(Ex. engine, transmission, drivetrain, etc.)

**Price with standard equipment**  
(Standard equipment will be pre-selected.)

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.

Black

Blue

Brown

Gray

Red

Silver

White

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

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

<b>Fair</b> <b>18%</b> of cars we value <input checked="" type="radio"/>	<b>Good</b> <b>54%</b> of cars we value <input type="radio"/>	<b>Very Good</b> <b>23%</b> of cars we value <input type="radio"/>	<b>Excellent</b> <b>3%</b> of cars we value <input type="radio"/>
---	--	---	--

**Next**

Click **Next**.

12. The next screen displayed will show the trade-in value to be used in determining eligibility for medical assistance.

The screenshot displays the 'Your Blue Book® Value' interface. At the top, there are three tabs: 'Trade In to a Dealer' (selected), 'Get an Instant Cash Offer', and 'Sell to a Private Party'. Below the tabs, a green box shows the 'Trade-in Range' as '\$3,344 - \$4,487', and a white box below it shows the 'Trade-in Value' as '\$3,916'. A gauge graphic shows the 'TRADE-IN RANGE' in green, with a red section below it. The Kelley Blue Book Official Guide logo is prominently displayed in the center. To the left of the logo is an information icon and the text 'Important info & definitions'. To the right is the text 'Track this car's values'. At the bottom, it states 'Valid for ZIP code 66606 through 07/20/2017' and includes a link to 'Write a review on your 2014 Chevrolet'.

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