

Buying a Vehicle through the 1122 Program

GSA Prices can be obtained on the Internet with these simple steps:

1.) Go to **www.autochoice.gsa.gov**

If you already have a User Name and Password, enter it now.

If you are new to Auto Choice, select *Click here to register in Auto Choice*.

Register your User Name and Password. Use the codes below and complete all required fields.

Agency Code: 21

Bureau Code: 44

You will receive verification of your User Name and Password via email.

It is recommended that you print this page when you receive it.

2.) You are now ready to choose and compare vehicle prices under the GSA federal contracts. Select **Compare Prices**. You are then able to select various vehicle types, to see options, comparison and ordering information.

3.) Once you have determined the vehicle you want, print the Quantity and Color Selections page on the Auto Choice website. Fax the quote to Ohio LESO (614-466-5181) including the Fax Format form located on the Forms Page at ohioleso.ohio.gov. For non-Law Enforcement Agencies, complete the registration form, located on the ohioleso.ohio.gov/forms page and return it along with the vehicle request. Ohio LESO will verify the quote and return a approval and invoice document to you. This quote will be signed by the Chief/Sheriff/Agency Head to commit the order. This signed quote and a check made out for the quoted price made payable to **Treasurer, State of Ohio** will be mailed to the following address.

Ohio Department of Public Safety

Attn: Revenue Management

P.O. Box 16521

Columbus, Ohio 43216

4.) Upon receipt of the signed quote and payment check, the order will be finalized and submitted to GSA.

Further assistance concerning these procedures and training on how to shop Auto Choice is available from Ohio LESO staff at 614-995-3789 or at our website at ohioleso.ohio.gov.