



GENERAL INFORMATION

Processing Hours: DMV technical staff is available to help with any on-line system problems Monday through Friday 8 a.m. to 5 p.m., however processing can take place outside of this time frame. Some planned outages may occasionally occur. These outages will be communicated with sufficient lead-time to allow for any necessary contingency plans. DMV technical support staff can be reached at (800) 362-3050.

Web Access Management System (WAMS): For logon ID and password questions contact the WAMS Internet site at <https://on.wisconsin.gov/>

eMV Fleet Team: For questions related to the sign-on process, user roles, or the completion of electronic registration renewal applications, contact the DMV at (608) 264-7358 between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. You can also e-mail your questions to DOTeMVFleet@dot.wi.gov

eMV Fleet Home Page: For general information about eMV Fleet including the sign-up process and frequently asked questions, visit the eMV Fleet Home Page at <http://www.dot.wisconsin.gov/business/dealers/fleet/index.htm>

INITIAL SETUP

Signing up for eMV Fleet

Interested parties must register for a Web Access Management System (WAMS) account at the [State of Wisconsin self-registration site](#).

Set up a user ID for each person who will need access. Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Once you have been verified with a WAMS account, complete the eMV Fleet application: <http://wisconsindot.gov/Documents/dmv/shared/fleet.pdf>

For questions regarding the sign-on process or user roles, call DMV's Customer Service Unit at (608) 264-7358. Phones are answered between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday. You can also e-mail your questions to DOTeMVFleet@dot.wi.gov

Internet Address for eMV Fleet Agent

Access the eMV Fleet Agent processing site at <https://trust.dot.state.wi.us/emv/emvagentservlet>


Bank Account Information

Upon accessing the eMV Fleet application, your electronic fund transfer information must be entered by performing the steps below before completing any fleet maintenance or renewal transactions. Refer to the User Manual Section 5 for step-by-step instructions.

- Select Bank Account Information from the Main Menu choices.
- Select Add from Bank Account screen.

Enter Bank Name, Routing Number, and Account Number. Select Add Bank Account

Adobe Reader:

-  You will need the Adobe Reader (provided free of charge) to view PDF files. For more information about getting your free copy of the Adobe Reader, visit WisDOT's Software information page at: <http://wisconsindot.gov/Pages/global-footer/software.aspx>

Adobe Reader Settings:

Each computer that will be using eMV11 will need to have the Adobe Reader settings adjusted prior to processing. When you click a PDF link on a web page, it can open either within the web browser or directly in Acrobat or Reader. Each browser has its own settings to control how PDFs open.

To change the display behavior, follow the instructions for your browser at: <http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

GETTING STARTED

Getting Started: Enter your WAMS user ID and password. Use the underlined links highlighted in blue for help. For additional questions, contact the WAMS Internet site at <https://on.wisconsin.gov/>

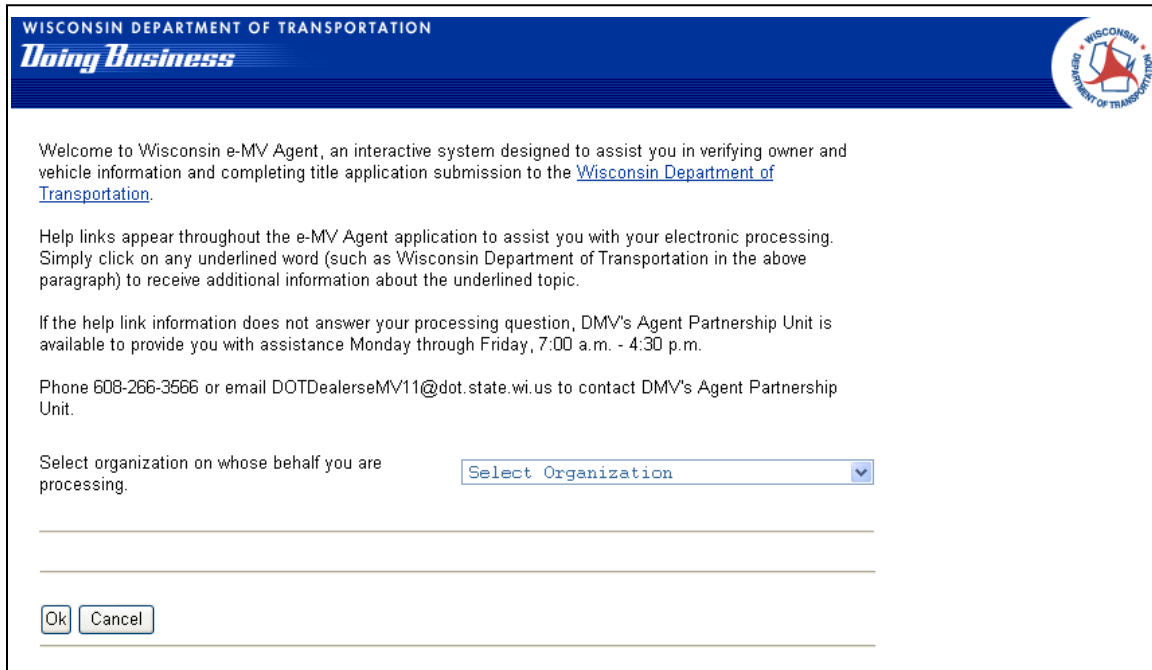
PRIVACY DISCLAIMER

Select **Accept** to continue.

Processing Tip: DO NOT use the Internet browser arrows (Back and Forward) to navigate. To move from page to page in eMV Fleet, use the controls at the bottom or top of each page.

The eMV Fleet processing system will time out after 20 minutes of non activity.

WELCOME PAGE



The screenshot shows the 'WELCOME PAGE' of the Wisconsin e-MV Agent system. At the top is a blue header with the text 'WISCONSIN DEPARTMENT OF TRANSPORTATION' and 'Doing Business' in a stylized font. To the right of the header is the Wisconsin Department of Transportation logo. The main content area is white and contains the following text:

Welcome to Wisconsin e-MV Agent, an interactive system designed to assist you in verifying owner and vehicle information and completing title application submission to the [Wisconsin Department of Transportation](#).

Help links appear throughout the e-MV Agent application to assist you with your electronic processing. Simply click on any underlined word (such as Wisconsin Department of Transportation in the above paragraph) to receive additional information about the underlined topic.

If the help link information does not answer your processing question, DMV's Agent Partnership Unit is available to provide you with assistance Monday through Friday, 7:00 a.m. - 4:30 p.m.

Phone 608-266-3566 or email DOTDealseMV11@dot.state.wi.us to contact DMV's Agent Partnership Unit.

Below the text is a form with the label 'Select organization on whose behalf you are processing.' and a dropdown menu with the text 'Select Organization'. There are two horizontal lines below the dropdown menu. At the bottom of the form are two buttons: 'Ok' and 'Cancel'.

If prompted, select the organization on whose behalf you are processing.

Select **OK** to continue.

MAIN MENU SCREEN



WISCONSIN DEPARTMENT OF TRANSPORTATION

Doing Business ACPT

Logoff

Main Menu

dotdmr processing on behalf of TEST EMV FLEET - F049

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- ☒ Create Fleet
- ☐ Maintain Fleet
- ☐ Forms and reports
- ☐ Bank account information

Navigation tip: To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**

Note: This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

Next

Menu Options

1. **Create Fleet:** Select to enter the fleet name, customer contact name, contact number and email address. Multiple fleets can be created.
2. **Maintain Fleet:** Select to perform various tasks related to your fleet.
 - a. Add/Remove vehicles from fleet
 - b. Update fleet information, unit number, vehicle kept in
 - c. View vehicles in fleet
 - d. Remove fleet
 - e. Renew fleet registration
 - f. Reprint Certificate of Registrations for renewals already processed
3. **Forms and reports:**
 - a. View report of completed applications
 - b. Order replacement stickers
 - c. Access the DMV general forms page
 - d. Access the eMV Fleet homepage
 - e. Access the eMV Fleet application form
 - f. Access the eMV Fleet user manual
4. **Bank account information:** Remove, add, or make primary, an account.