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/
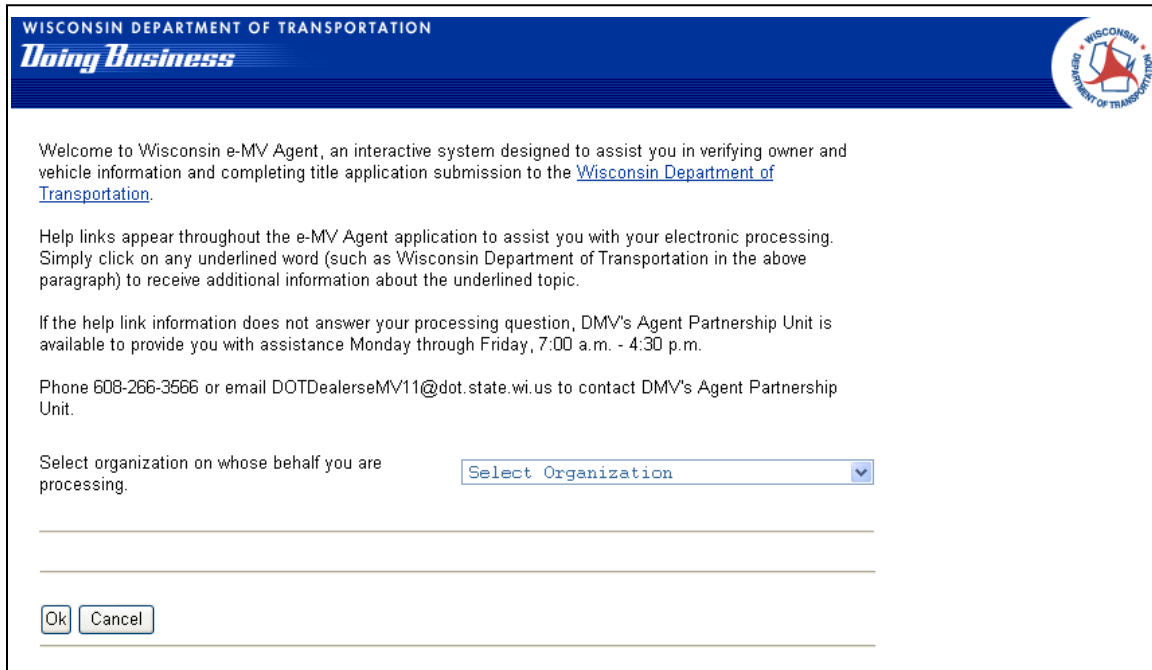
PRIVACY DISCLAIMER

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

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

Select OK to continue.

MAIN MENU SCREEN

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.