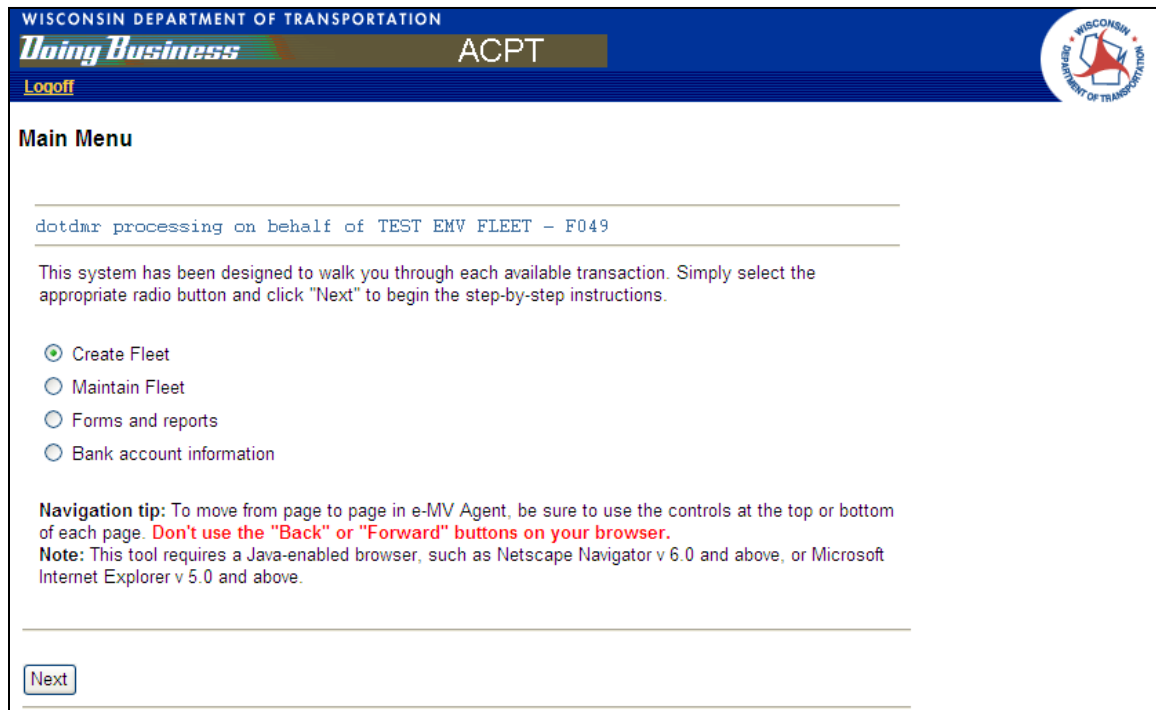


SECTION 2: CREATE FLEET

TRANSACTION TYPE SELECTION:

Create Fleet: Select to enter fleet name, customer contact name, contact number and email address. Manager name, number and email address can also be added at this time. Multiple fleets can be created. (Vehicles will be added to the fleet later using Maintain Fleet task from the Main Menu.)

To begin the transaction, select **Create Fleet**. Click **Next**.



The screenshot shows the 'Main Menu' of the Wisconsin Department of Transportation's e-MV Agent. The header includes the department name, 'Doing Business' logo, 'ACPT', and a 'Logoff' link. The main content area displays a status message 'dotdmr processing on behalf of TEST EMV FLEET - F049' and instructions to select a transaction type. Four radio buttons are listed: 'Create Fleet' (selected), 'Maintain Fleet', 'Forms and reports', and 'Bank account information'. A navigation tip and a note about browser requirements are also present. A 'Next' button is at the bottom.

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

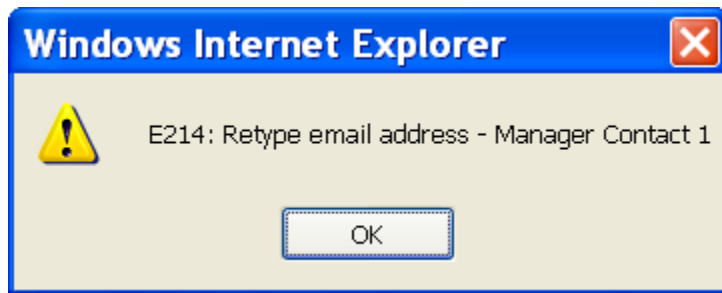
Navigation tip: To move from page to page in e-MV Agent, be sure to use the controls at the top or bottom of each page. **Don't use the "Back" or "Forward" buttons on your browser.**
Note: This tool requires a Java-enabled browser, such as Netscape Navigator v 6.0 and above, or Microsoft Internet Explorer v 5.0 and above.

[Next](#)

Enter customer contact and manager contact information. Up to two customer and manager contacts can be entered.

Provide accurate email addresses. Renewal notices will be electronically generated and sent to the emails provided.

You will receive the following error messages if a contact's email address field is left blank:



Or if the two emails entered for the contact don't match:



Fleet Information

dotdmr processing on behalf of TEST EMV FLEET – F049

Fleet Name

Customer Contact Details 1

Name

Contact Number - - Ext

Email Address

Retype Email Address

Customer Contact Details 2

Name

Contact Number - - Ext

Email Address

Retype Email Address

Manager Contact Details 1

Name

Contact Number - - Ext

Email Address

Retype Email Address

Manager Contact Details 2

Name

Contact Number - - Ext

Email Address

Retype Email Address

Verify that all contact information is complete and accurate.

Select **Create Fleet**. The fleet information that was entered will display.

Fleet Information

dotdar processing on behalf of TEST EMV FLEET - F049

Fleet Name: TEST FLEET A

Customer Contact Details 1

Name: Dot Agent
Contact Number: 608-266-1425 EXT:
Email Address: dot.agent@dot.wi.gov

Customer Contact Details 2

Name:
Contact Number: -- EXT:
Email Address

Manager Contact Details 1

Name: Mark Scott
Contact Number: 608-266-1425 EXT:
Email Address: mark.scott@gmail.com

Manager Contact Details 2

Name:
Contact Number: -- EXT:
Email Address:

Create Fleet Confirm

Edit Info

Cancel

Select **Create Fleet Confirm** or **Edit Info** to change information.

Fleet Completion Confirmation

dotdarprocessing on behalf of TEST EMV FLEET - F049 : TEST FLEET A

TEST FLEET A created

Return to Menu

Receive **Fleet Completion Confirmation**

Return to Menu. Select to return to Main Menu and continue processing or log off.
Repeat steps to create additional fleets.