

SECTION 3A: ADD VEHICLE TO FLEET

On **Main Menu** select **Maintain Fleet**

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.

Click **Next**

Select fleet to maintain. Click **Select Fleet**

Select Fleet

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A
 TEST FLEET A
 TEST FLEET 1

Select **Add Vehicle to Fleet**.

Maintain Fleet Menu

dotdmr processing on behalf of TEST EMV FLEET - F049 : TEST FLEET A

- Add Vehicle to Fleet
- Remove Vehicle from Fleet
- Update Fleet Information
- Renew Fleet Registrations
- Remove Fleet
- Reprint Certificate of Registration Reference Number
- Update Unit Number
- Update Vehicle kept in Details
- View Fleet Vehicles

Click **Next**

- A fleet owner/manager is able to create a fleet and choose which eligible vehicles go into that fleet.
- Fleets can be built organizing by expiration date, plate type, registration type, etc.
- All vehicles within a single fleet must have the same customer listed as either the Primary owner or Primary Lessee.
- The vehicle must have both title and registration.
- Currently only vehicles registered at 54,000 pounds or less can be added to a fleet.
- Vehicles that have annual, biannual, quarterly or consecutive monthly registration can be added to a fleet.
- Eligible vehicles that require a non operation statement can be added to a fleet.
 - If the vehicle is a monthly, quarterly or annual registration and the expiration is more than 3 years in the past, it cannot be added to the fleet.
 - If the vehicle is a biennial registration and the expiration date is more than 4 years in the past, it cannot be added to the fleet.
- A fleet can have vehicles with different registration periods (Annual, biannual) and expiration dates.
- A fleet is able to include a maximum of 1000 vehicles.
- A vehicle can only be in one fleet at a time. A vehicle with the same VIN number cannot be in the same fleet.
- The fleet owner/manager will not be able to change registration periods or weight categories, or add, change, remove a lessee or driver.
- Vehicles will automatically be removed from a fleet if it is no longer eligible. e.g.: a change of ownership and a new Wisconsin title is issued, title status changes to junk or title only, or if plate is disassociated, etc.

The following plate types can be added to a fleet:

- Amateur radio – AMA
- Automobile - AUT
- Brewers -MBN/MBO
- Bus –BUS
- Celebrate children -KID
- Civilian group - CVG/FRF
- Collector special - CLS
- Disabled - DIS
- Disabled motorcycle - DMC
- Disabled veteran - VET
- Donate Life Wisconsin - LIF
- Ducks unlimited - DUK
- Endangered resources - END/ENN
- Farm truck - FRM
- Farm truck – heavy - HFM
- Farm trailer - FTL
- Gold Star - GST
- Golf Wisconsin - GLF
- Harley-Davidson/Share the Road - HAR
- Higher education (UW) - HEG/HEM
- Human service vehicle - HSV
(Requires ‘certification’ that vehicle has passed inspection as part of renewal process)
- Low speed vehicle - LSV
- Marquette University - MRQ
- Military group - MLG
- Moped - MPD
- Motor home - MTM
- Motorcycle - CYC
- Multi-Group (Lao veteran, Freemason) - MGP
- Packers - PAK
- Recreational vehicle trailer - RVT
- Sesquicentennial - SES
- Special X - SPX
- Trailer – heavy - TRL
- Trailer – light - LTL
- Truck – heavy - HTK
- Truck – light - LTK
- Truck tractor - TOR
- U.S. Veteran motorcycle - VMC
- Wis. National Guard -WNG
- Wis. Salutes Veterans - SPT
- Women's Health Foundation - WHF

The following plate/registration types are excluded:

- Antique, antique motorcycle – ANT/AMC
- Bus – BUX/BXB
- Collector, collector motorcycle – COL/CMD
- Ex Prisoner of War – XPW
- Government - GOV
- Historic military vehicle – HMV
- Hobbyist, hobbyist motorcycle – HOB/ HMC
- Tribal plates – LDF/MEN/ONI/BRV
- Medal of Honor, medal of honor motorcycle – MDH, MDC
- Mobile homes, recreational vehicles – RVT
- Municipal – MUN/MNC/OFF
- Semi trailer, transferable trailer – STL, XTL
- State owned – SOV
- State Patrol, state patrol cycle – WSP/WSC
- Temporary plates – TMP/TPD

- Trailer transferable – TRL/XTL

Add Vehicle

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Enter vehicle information to add to fleet

VIN

OR

Plate Number Plate Type

OR

RRN

To add a vehicle to the fleet enter **either** vehicle identification number (VIN) **or** plate number **or** RRN.

The Renewal Reference Number (RRN) is located on the license plate renewal notice you received.

Select **Add Vehicle**

Note: If the vehicle is already in a fleet you will receive the following error message:



Vehicle Information

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VIN:	AA185JHA19216	Year:	1979
Style:	CB	Model:	
Vehicle Type :	TRUK	Plate Type:	HTK
Make:	INTL	Plate # :	GD59323
Period:	ANNUAL	Reg Type:	HTK
Vehicle Status :	VALID	GW:	26000
Plate Status :	ASSIGNED	Expiration Date:	12-31-2011
Color :			
Owner Details:	TEST EMV FLEET 1001 FRANK H ST, WAUNAKEE, WI 53597-1431 DANE		
Lessee Details:	,		
Driver Details:	,		
Unit #	<input type="text"/>		

Unit # - Giving a fleet vehicle a unit number is optional. A unit number is helpful when choosing the task of View Fleet Vehicles and Renew Fleet Registrations. The tasks have the option to sort vehicles by unit number.

Processing Tips:

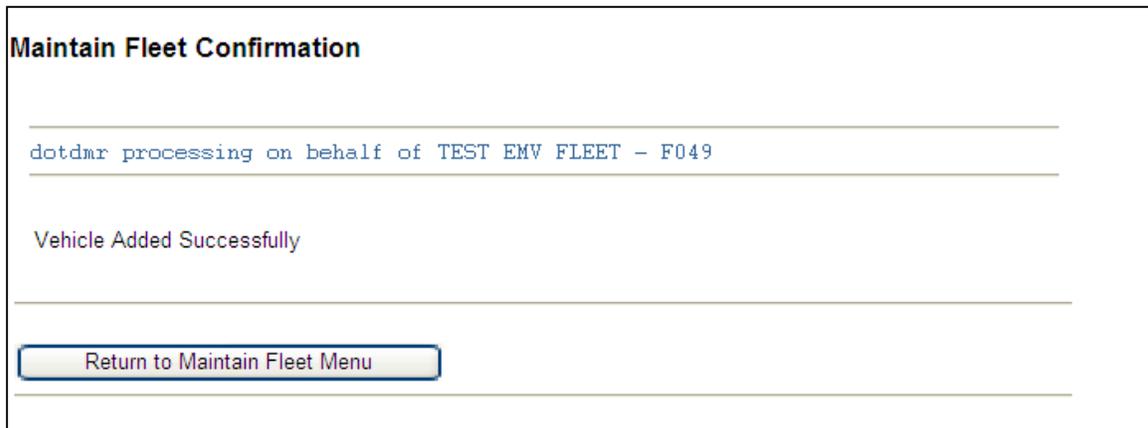
- A maximum of 6 characters can be entered for unit number.
- You may want to include in your unit number the registration type for the plate. Ex: HTKDRY, tells you it's a heavy truck dairy. It will help when determining correct renewal fees.
- Putting leading zeros in unit numbers will make the sorting more accurate. Ex: 001, 010, etc.
- Fleet numbers shown on the title of a vehicle will not carry over to the eMV Fleet system nor will unit numbers be carried over to the Registration and Titling system. Fleet numbers shown on the title will still print on the Certificate of Registration. We suggest your unit number reflect the fleet number you used for the Registration and Titling system.
- The fleet/unit number is a tool for customers to help keep track of vehicles.

If the unit number already exists in the fleet you will receive the following error message:



Verify that all vehicle information is complete and accurate. Select **Add Vehicle**. Or, **Cancel** to return to the Maintain Fleet Menu

Receive message “Vehicle Added Successfully”.



Click **Return to Maintain Fleet Menu**

Repeat steps to add additional vehicles to fleet. Vehicles have to be **added one at a time to a fleet**.