

SECTION 3C: UPDATE FLEET INFORMATION

TRANSACTION TYPE SELECTION:

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

Select **Maintain Fleet**. Click **Next**

Select Fleet

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☒ TEST FLEET A
☐ TEST FLEET 1
☐ TEST FLEET 123

Select Fleet Cancel

Select fleet to maintain. Click **Select 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
- ☐ Update Unit Number
- ☐ Update Vehicle kept in Details
- ☐ View Fleet Vehicles

Reference Number

Next

Return to Menu

Select **Update Fleet Information**. Click **Next**

Fleet Information

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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

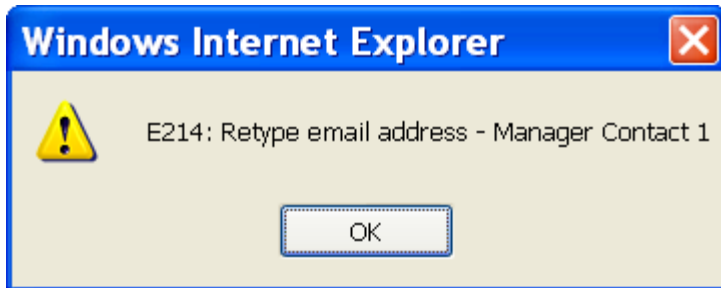
Email Address

Retype Email Address

Update fleet name, customer or manager contact names, contact numbers or email address.

All contacts's email address has to be entered twice for verification, even those that were added previously. Renewal notices will be electronically generated and sent to the emails provided.

Select **Update Fleet**. Or select **Cancel** to return to Main Menu.
You will receive the following error messages if a contact's email address field is left blank:



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



Fleet Information

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Fleet Name:TEST FLEET A

Customer Contact Details 1

Name:Debbie Agent

Contact Number:608-266-1425EXT:

Email Address:debbie.agent@dot.wi.gov

Customer Contact Details 2

Name:

Contact Number:--EXT:

Email Address

Manager Contact Details 1

Name:Mark Scott

Contact Number:608-266-1425EXT:

Email Address:mark.scott@gmail.com

Manager Contact Details 2

Name:

Contact Number:--EXT:

Email Address:

Update Fleet Confirm

Edit Info

Cancel

Verify that all contact information is complete and accurate.
Select **Update Fleet Confirm**. Or select **Edit Info** to change information. Or select **Cancel** to return Main Menu.

Receive confirmation that fleet was updated.

Maintain Fleet Confirmation
<hr/>
<code>dotdmr processing on behalf of TEST EMV FLEET - F049</code>
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Update Fleet Successful
<hr/>
Return to Maintain Fleet Menu
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Return to Maintain Fleet Menu. Select to return to Maintain Fleet Menu and continue processing or log off.