

## SECTION 7: RESETTING (CANCELING) A TRANSACTION

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ditclm processing on behalf of

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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.

- Add lien to your customer's title (no change of ownership)  
Wisconsin title number :
- Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)  
VIN:
- Vehicle repossession  
VIN:
- Remove your lien  
VIN:
- Reset transaction    VIN:   
Reference #     Title #
- Vehicle inquiry
- Forms and reports
- Bank account information

**Reset Transaction:** Enables a transaction that has been completed to be reset (canceled) until 8:00 PM on the same day that it was processed.

- Select "Reset transaction."
- Enter the VIN, reference number, or title number of the transaction you want to be reset.
- Select

**Note:** If you are unable to reset a transaction processed in error, please contact the Agent Partnership Unit at (608) 266-3566. Phones are answered Monday through Friday from 8:00 a.m. to 4:30 p.m.

## CONFIRM VEHICLE RESET

VIN	<input type="text" value="1FABFP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="08217A0020011"/>		
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>		
Color	<input type="text" value="WHI"/>		
Odometer Reading	<input type="text" value="0"/>		
<u>Odometer Status</u>	<input type="text" value="EXEMPT"/>		
Plate Number	<input type="text"/>	Temp Plate Number	<input type="text"/>

Existing Lien Holder/s	<input type="text" value="AMERICAN NATIONAL BANK - FRIENDSHIP / 1234 SAMPLE LN / PO Box: / / 53934 / /"/>
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**Owner details:**

Name BOB ROBERTS  
Address CHILI / 987 MAIN ST / WI 54420

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<input type="button" value="Confirm to reset this application"/>	<input type="button" value="Cancel Reset Attempt"/>
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**Confirm to reset this application:** Select this button to proceed with resetting the application.

**Cancel Reset Attempt:** Select this button if you do not want to reset the transaction.

## RESET FORM SCREEN

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Please print this form and submit to DOT.

Click to view report



Return to Menu

**If the reset transaction requires a reset form, the above screen will appear. Print the reset form and include in your title work that is sent to DMV for imaging.**

Click on the Adobe PDF icon to create the reset form.

Print a copy of the reset form and place it in your work where the eMV receipt and title would have been placed.

Mail this form to DMV, along with the rest of your completed work, using the yellow mailing labels (see [section 8](#) for complete instructions regarding mailing completed work to DMV).