



## GENERAL INFORMATION

**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) 266-6727 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](mailto: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) 266-6727. 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](mailto:DOTeMVFleet@dot.wi.gov)


### **Internet Address for eMV Fleet Agent**

Access the eMV Fleet Agent processing site at <https://emvpartner.wi.gov/>

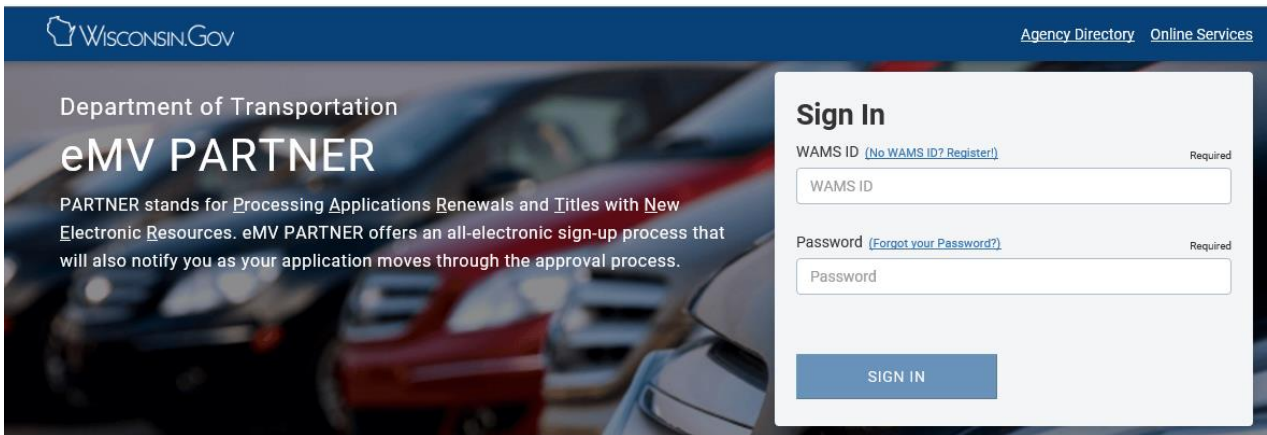
### **Bank Account Information**

Upon accessing the eMV Fleet application, your electronic fund transfer information must be entered by performing the steps here: [emvpartner.wi.gov/Financial](https://emvpartner.wi.gov/Financial)

### **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>

## GETTING STARTED



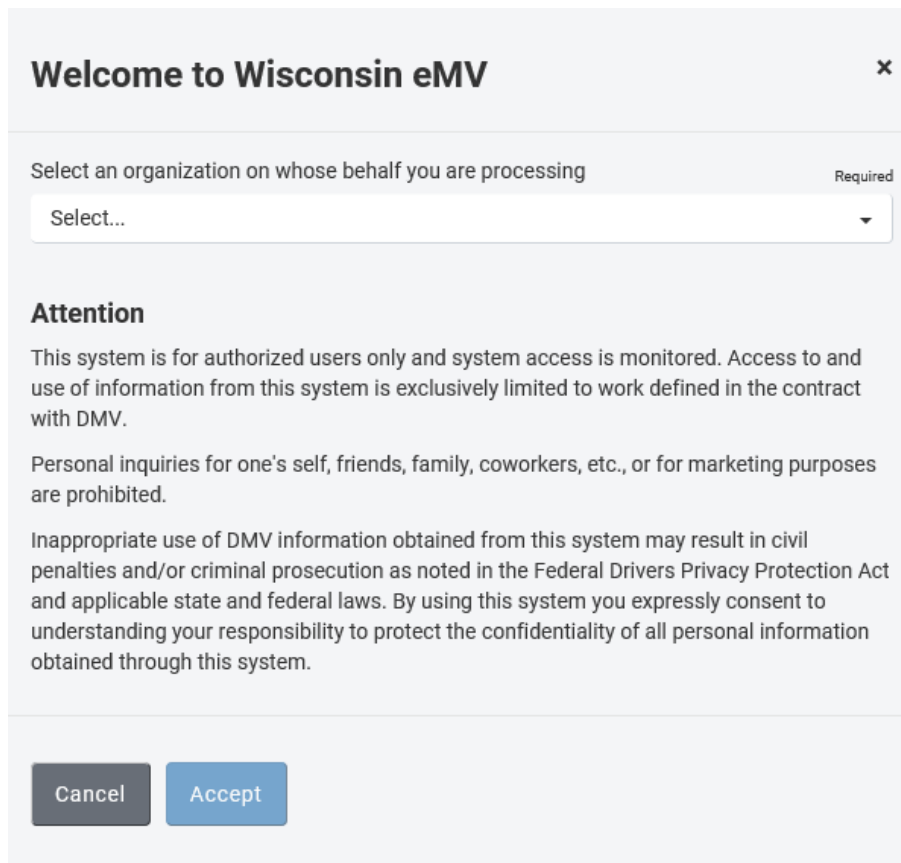
The screenshot shows the Wisconsin Department of Transportation eMV PARTNER sign-in interface. At the top left is the Wisconsin state logo and 'WISCONSIN.GOV'. At the top right are links for 'Agency Directory' and 'Online Services'. The main heading is 'Department of Transportation eMV PARTNER'. Below this, a paragraph explains that PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources, and that eMV PARTNER offers an all-electronic sign-up process with notifications. On the right side, there is a 'Sign In' form with two input fields: 'WAMS ID' (with a link '(No WAMS ID? Register)') and 'Password' (with a link '(Forgot your Password?)'). Both fields are marked as 'Required'. A blue 'SIGN IN' button is located below the password field.

**Getting Started:** Enter your WAMS user ID and password.

## PRIVACY DISCLAIMER

Select the organization on whose behalf your processing for out of the dropdown.

Select Accept to continue onto the eMV Fleet Application



The screenshot shows a dialog box titled 'Welcome to Wisconsin eMV' with a close button (X) in the top right corner. Below the title is a dropdown menu labeled 'Select an organization on whose behalf you are processing' with the text 'Select...' and a downward arrow. The word 'Required' is positioned to the right of the dropdown. Below the dropdown is an 'Attention' section containing three paragraphs of text. The first paragraph states that the system is for authorized users only and access is monitored. The second paragraph prohibits personal inquiries for oneself, friends, family, coworkers, etc., or for marketing purposes. The third paragraph states that inappropriate use of DMV information may result in civil penalties and/or criminal prosecution, and that by using the system, the user expressly consents to understanding their responsibility to protect the confidentiality of all personal information obtained through the system. At the bottom of the dialog box are two buttons: 'Cancel' and 'Accept'.

The eMV Fleet processing system will time out after 15 minutes of non activity.

## Dashboard

Dashboard

**Fleet Management**

- [Fleet Management](#)
- [Fleet Renewal](#)
- [Fleet Vehicle Search](#)

**User Management**

- [Manage Users](#)
- [Lookup Certification](#)
- [View Application](#)
- [Test Certification](#) ⓘ
- [My Applications](#) ⓘ
- [Update Primary Contact](#)
- [Review Bond/ILOC](#)
- [Request Vendor Switch](#)

**Reports**

- [Fleet Transaction](#)

**Financial Management**

- [Financial Setup](#)
- [Financial Summary Report](#)
- [Financial Detail Report](#)

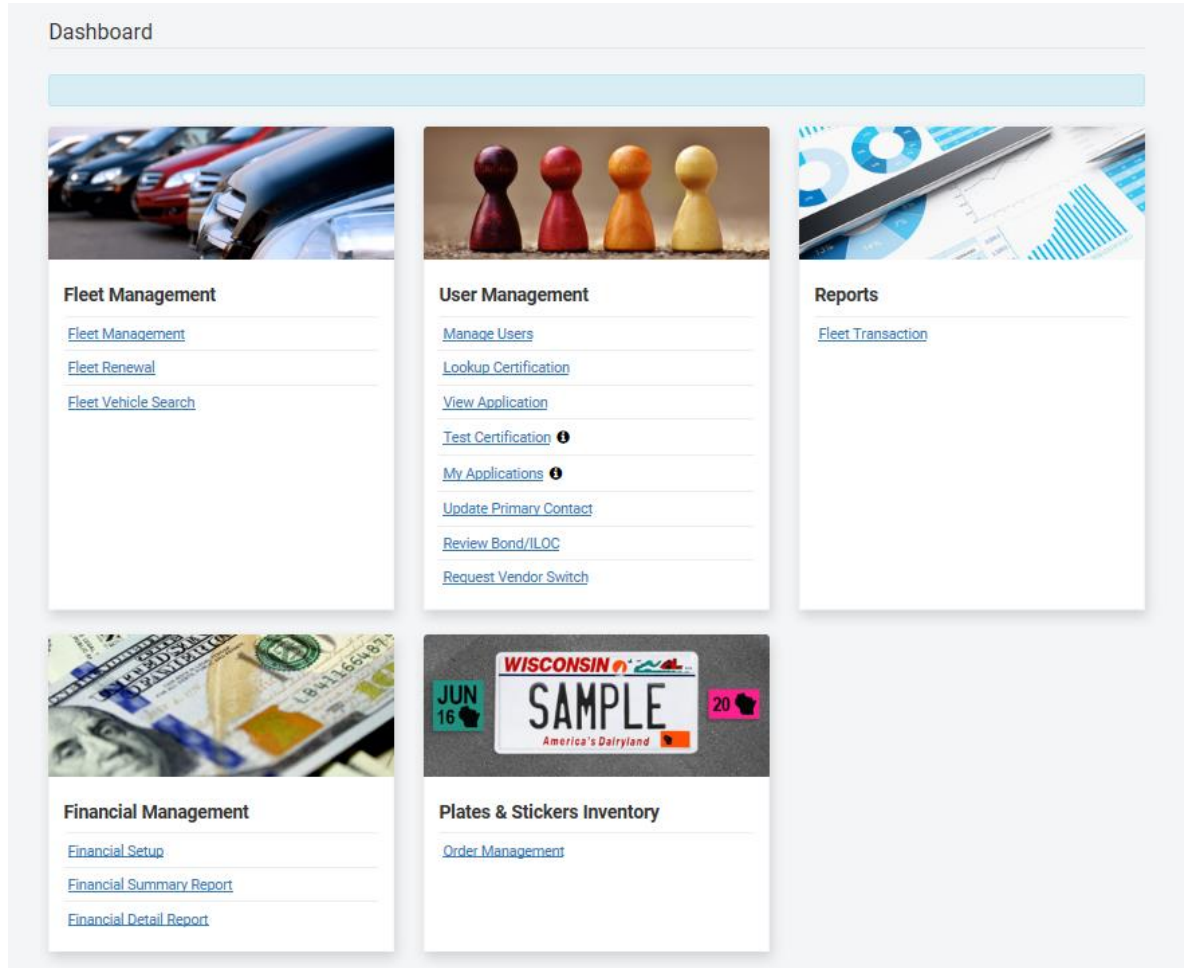
**Plates & Stickers Inventory**

- [Order Management](#)

Once you get logged in you are automatically routed to the dashboard. This will look different for everyone based on which roles your organization administrator has assigned you.

## Dashboard Menu

Dashboard



The screenshot displays a dashboard menu with five main categories, each represented by a card with a header image and a list of sub-links:

- Fleet Management** (Image: cars):
  - [Fleet Management](#)
  - [Fleet Renewal](#)
  - [Fleet Vehicle Search](#)
- User Management** (Image: four colorful figures):
  - [Manage Users](#)
  - [Lookup Certification](#)
  - [View Application](#)
  - [Test Certification](#) ⓘ
  - [My Applications](#) ⓘ
  - [Update Primary Contact](#)
  - [Review Bond/ILOC](#)
  - [Request Vendor Switch](#)
- Reports** (Image: charts and graphs):
  - [Fleet Transaction](#)
- Financial Management** (Image: money):
  - [Financial Setup](#)
  - [Financial Summary Report](#)
  - [Financial Detail Report](#)
- Plates & Stickers Inventory** (Image: Wisconsin license plate):
  - [Order Management](#)

## Menu Options

- 1. Fleet Management:** Here you can manage fleets, create fleets, renew fleets, search all vehicles within a fleet, as well as reset transactions, and reprint certificate(s) of Registration.
  - a. Transactions cannot be reset after 8pm the day the transaction was completed.
  - b. Reprinting Certificate(s) of Registration is only available for 14 days after initial renewal.
- 2. User Management:** Based on the roles assigned to you by the organization administrator this dashboard item will look different.
  - a. Manage Users: add or remove users by WAMS ID
  - b. Lookup Certification: this option does not apply to fleet only users
  - c. View application: view any user application you have submitted
  - d. Test Certification: this option does not apply to fleet only users
  - e. My Applications: create a new application or view the status of an existing application

- f. Update Primary Contact information for the fleet organization
- g. Review Bond/ILOC: this option does not apply to fleet only users
- h. Request Vendor Switch: this option does not apply to fleet only users

**3. Reports:**

- a. Fleet Transaction Report
  - Allows user to select a date range and see which vehicles within a fleet have been renewed

**4. Financial Management:**

- a. Financial Setup: Add and modify banking information
- b. Financial Reports

**5. Plates & Stickers Inventory:**

- a. Allows fleet user to order stickers and view order history
- b. **IMPORTANT:** As a fleet only user you can only order and keep a sticker inventory. You cannot order license plates and keep them in your inventory.