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Introduction

We are excited to announce that as of 12-15-2020, dealers and agents that process title transfers in eMV PARTNER or a vendor system will have the opportunity to upload completed transaction documents. Vendor organizations that also process title transactions will also have the opportunity to upload completed transaction documents while they wait for their vendor to add this capability in their vendor system.

eMV PARTNER will provide an opportunity for your organization to submit your completed transaction documents electronically in lieu of mailing them. Currently you're required to affix a yellow mailing label to an envelope and mail your completed transaction documentations the next business day after processing. The new functionality will streamline your operations and allow you to electronically submit the transactions documentation after processing the transaction. You'll simply scan the documents (both sides) and upload them in eMV PARTNER, saving you time and postage costs. After being uploaded the images will be archived by DOT in accordance with Wisconsin's record retention laws.

Transactions unable to be processed electronically will still need to be mailed in for manual processing.

Affected Transaction Types

What transactions must either be scanned/uploaded or mailed to WisDOT with the daily bundle report and yellow mailing label?

- Applicable transaction types
 1. Title transfer – plate to transfer or new plate
 - The following processing types
 - Title Registration WI Dealer Sales
 - RV Title Registration WI Dealer Sales
 - Trailer Title Registration WI Dealer Sales
 - Title Registration for Private Sales and/or Non-WI Dealer Sales

2. Title transfer – title only
 - The following processing types
 - Title Registration WI Dealer Sales
 - RV Title Registration WI Dealer Sales
 - Title (Auction)
3. Replace title
 - The following processing types
 - Title (Auction)
4. Replace title + add lien
 - The following processing types
 - Secured Party
5. Repossess vehicle
 - The following processing types
 - Secured Party
 - Title (Auction)

This can also be found in section 7.3 – Submitting Completed Transactions in the [Training Resource](#).

Rules for Managing Original Document/Record Retention

Organizations are required to securely maintain all title transactions documents in accordance with the Record Retention section within [BVS701 Program Standards APPS](#) & [BVS702 Program Standards eMV PARTNER](#). A summarization of that information is as follows:

An agent must maintain records of title transaction documents (original or electronic – see below) securely for five years.

- Wisconsin dealers
 - Store either the original documents or maintain electronic copies (original documents must be securely destroyed)
- Other title processing agents
 - Maintain electronic copies (original documents must be securely destroyed)

Agents must maintain original records for stand-alone lien transactions securely for 60 days, at which time the original documents must be securely destroyed.

This record retention requirement is necessary to help DMV assist you with auditing and correcting records.

If you have uploaded completed transaction documents in eMV PARTNER, do not mail the documents to WisDOT with a yellow mailing label. Follow the above record retention instructions.

Scanning Documents

Each transaction's documents must be scanned and uploaded as a single PDF.

Note: If you choose to upload documents, it is important that you upload documents for all completed transactions on a given day if possible. If some transaction documents are uploaded, any other

completed transaction documents that have not been uploaded for that day and have not be reset will result in the transaction being flagged as missing work.

When scanning documents:

- **Scan ALL sides of each original completed/signed document**
 - There should be a minimum of four pages scanned
- Scan completed documents in the following order
 - Main application - one of the following
 - Make sure the title number from the completed transaction is present on the top/right of the application
 - MV11 – WI Title & License Plate Application
 - MV1 – WI Title & License Plate Application MV2119 – Replacement Title Application MV2117 – Repossession Application
 - Source document – one of the following (WI dealers only)
 - WI Title
 - Non-WI Title
 - MCO-MSO
 - MV2690 – Power of Attorney/Vehicle Odometer Disclosure
 - Other required documents
 - Inquiry print
 - To accompany the MV2690 (when the title is held by the lien holder)
 - Replace Title or Replace Title + Add Lien
 - Repossess Vehicle
 - Lien release
 - MV2790 – Trustee Statement for Certificate of Title
 - MV2627 – MV1/MV11 Add Driver(s) Addendum
 - Etc.

Uploading Documents

1. Documents are only uploadable as a PDF
 - a. See the Adobe Acrobat PDF files (.pdf) section - [Software information page](#) on the WisDOT website
2. Log into eMV PARTNER at emvpartner.wi.gov under your assigned Terminal ID
3. Ensure you have the correct role
 - a. eMV PARTNER organization users must have the “Upload Completed Transaction Documents” role
 - b. Vendor organization users must have the “App Agent Processor” role
 - c. See instructions for adding roles: emvpartner.wi.gov/adduser
4. Select the “Supporting Document Upload” link under “Transactions”



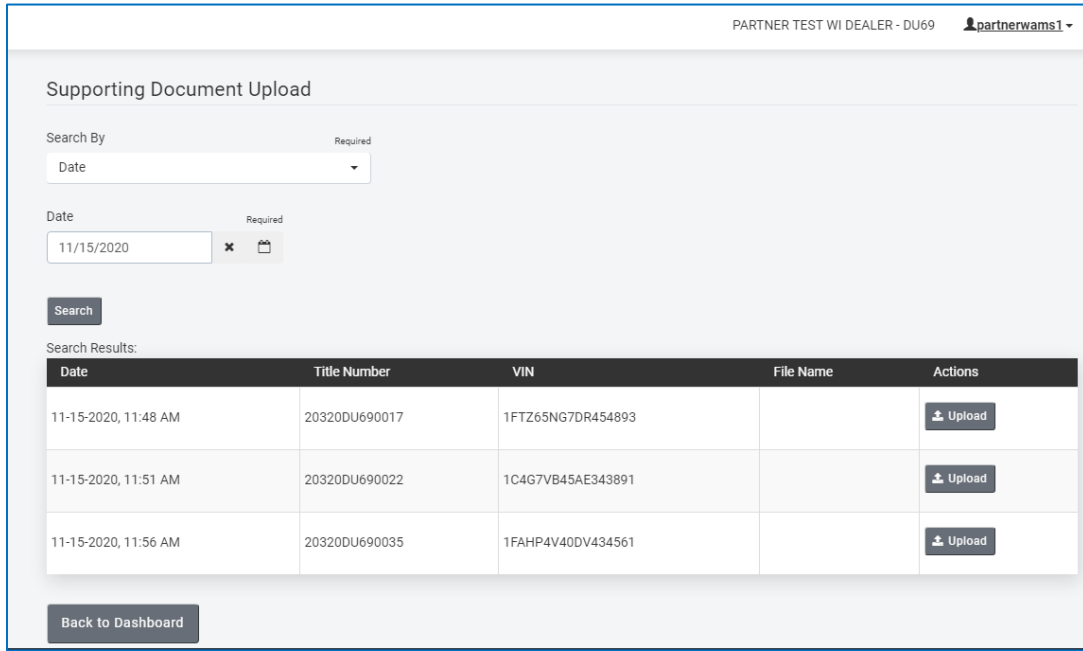
Transactions

| |
|------------|
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |
| [Redacted] |

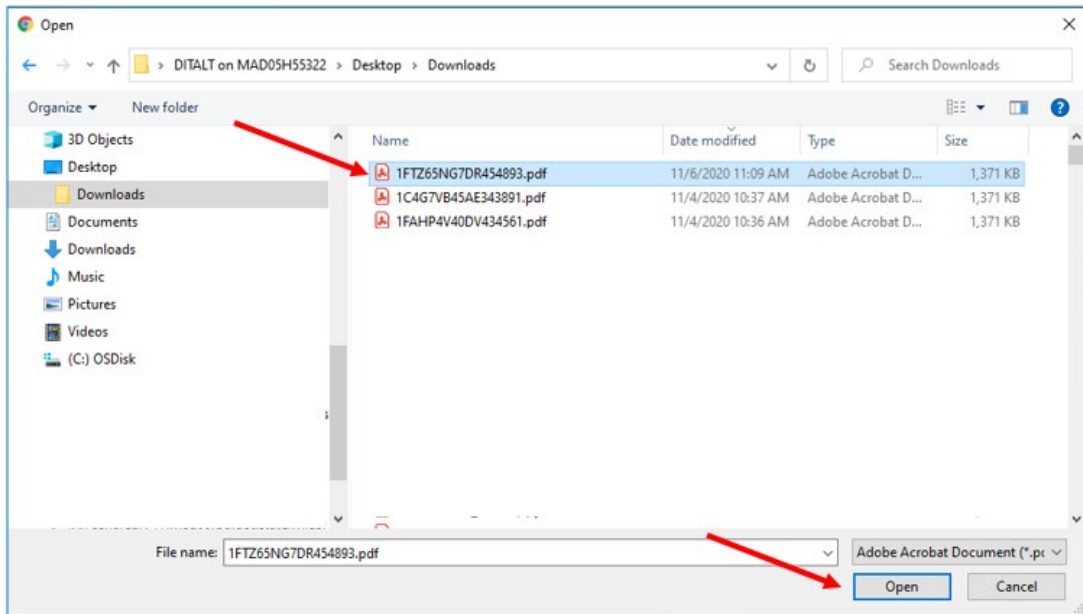
[Supporting Document Upload](#)



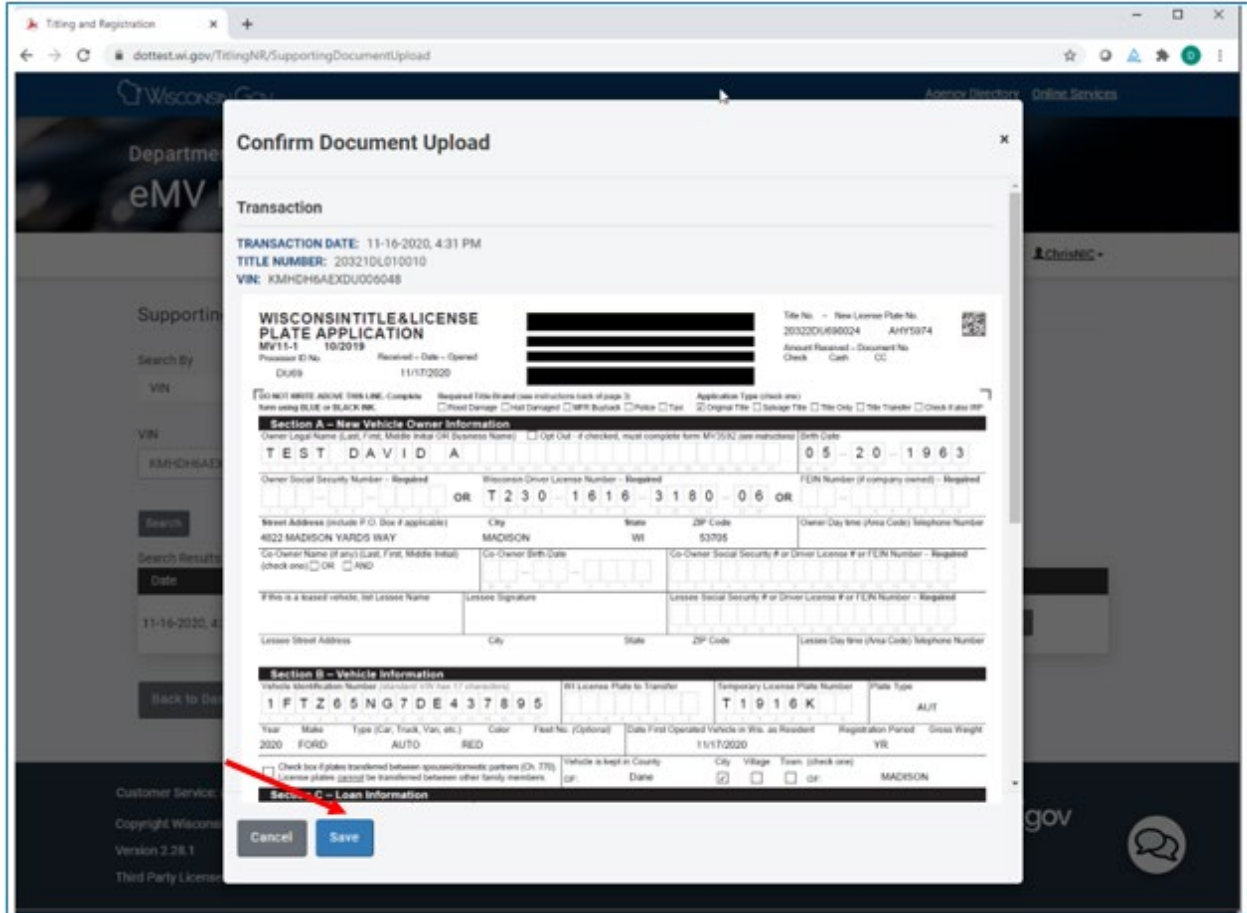
5. Enter the VIN, completed title number, or Date and select Search
 - a. Only applicable transactions (see [Scanning Documents](#)) completed during the [upload deadline](#) will appear on this page
6. Select the Upload button for the transaction you want to upload completed/scanned transaction documents



7. Locate and select/open the saved PDF file of the transaction documents on your computer
 - a. Note: Each computer may have a different way of locating/opening scanned documents



8. A Confirm Document Upload pop-up modal will appear along with a transaction date/title number, VIN, and preview of the documents being uploaded; it is important to review the documents before submitting them for upload; if after reviewing you find the documents being uploaded are correct for the selected transaction



9. You will receive an "Upload successful" message, and a File Name will appear

WISCONSIN.GOV Agency Directory Online Services ✓ Upload Successful

Department of Transportation
eMV PARTNER

PARTNER TEST WI DEALER - DU69 partnerwams1

Supporting Document Upload

Search By Required
Date

Date Required
11/15/2020

[Search](#)

Search Results:

| Date | Title Number | VIN | File Name | Actions |
|----------------------|---------------|-------------------|-----------------------|------------------------|
| 11-15-2020, 11:48 AM | 20320DU690017 | 1FTZ65NG7DR454893 | 1FTZ65NG7DR454893.pdf | |
| 11-15-2020, 11:51 AM | 20320DU690022 | 1C4G7VB45AE343891 | | Upload |
| 11-15-2020, 11:56 AM | 20320DU690035 | 1FAHP4V40DV434561 | | Upload |

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Note: If you have submitted an upload and realize the documents were incorrect or not all applicable documents were uploaded, and the transaction will not be reset, the correct transaction documents will need to be mailed to WisDOT with a yellow mailing label.

Upload Deadline

Users have until midnight the business day following the completion of a transaction to upload documents.

Example:

- Transaction completed on Monday, 11/16/2020
- Users have until 11:59 p.m. (midnight) on Tuesday, 11/17/2020 to upload documents for completed transactions

Resetting Documents

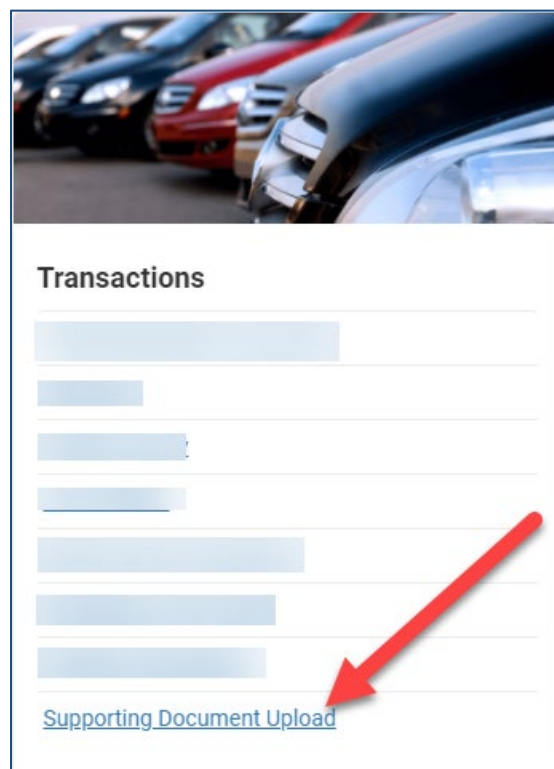
See the following instructions for resetting a transaction:

<https://wisconsin.gov/Documents/dmv/shared/emv11partner-3.pdf>

Once a transaction is reset, if you have uploaded any completed transaction documents for a given, day, you no longer need to print the generated MV2412 Reset document, since you are no longer mailing in daily bundles of completed work. If you are not uploading transaction documents for a given day, you must print the MV2412 and include in your bundle to send to WisDOT.

After the transaction has been reset, you must use the following steps to submit an MV2412 Reset document:

1. Select the Supporting Document Upload link from the dashboard



2. Enter the VIN, completed title number, or Date and select Search
3. Select the Upload Reset Form button

PARTNER TEST WI DEALER - DU69 partnerwams1

Supporting Document Upload

Search By Required
 Title Number ▼

Title Number Required
 20328DU690042

Search

Search Results:

| Date | Title Number | VIN | File Name | Actions |
|----------------------|---------------|-------------------|-----------|--|
| 11-23-2020, 11:25 AM | 20328DU690042 | 1FTZR5754GH565895 | | <input type="button" value="Upload"/> <input type="button" value="Upload Reset Form"/> |

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4. After selecting the Upload Reset Form button, a File Name will now show for the reset
 - a. The MV2412 reset form has now been sent to WisDOT for imaging

PARTNER TEST WI DEALER - DU69 partnerwams1

Supporting Document Upload

Search By Required
 Title Number ▼

Title Number Required
 20328DU690042

Search

Search Results:

| Date | Title Number | VIN | File Name | Actions |
|----------------------|---------------|-------------------|-------------------|---------|
| 11-23-2020, 11:25 AM | 20328DU690042 | 1FTZR5754GH565895 | Reset:65959203282 | |

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Note: If you have already uploaded transaction documents and determine the transaction needs to be reset, once the transaction is reset, you will not be required to follow the above steps. For this scenario, a reset document will automatically be submitted electronically to WisDOT.

Reset Deadline

Resetting completed transactions must be reset by 8:00 p.m. on the day the transaction was completed.