Wisconsin Dealer Processing Training

Jen Loskot and Chris Mellenberger

Dealer and Agent Section
4822 Madison Yards Way
Madison, WI 53705
(608)266-3566

agentpartnershipunit@dot.wi.gov
dealerlicensingunit@dot.wi.gov

Division of Motor Vehicles DMV wisconsindmv.gov

WISCONSIN DEPARTMENT OF TRANSPORTATION

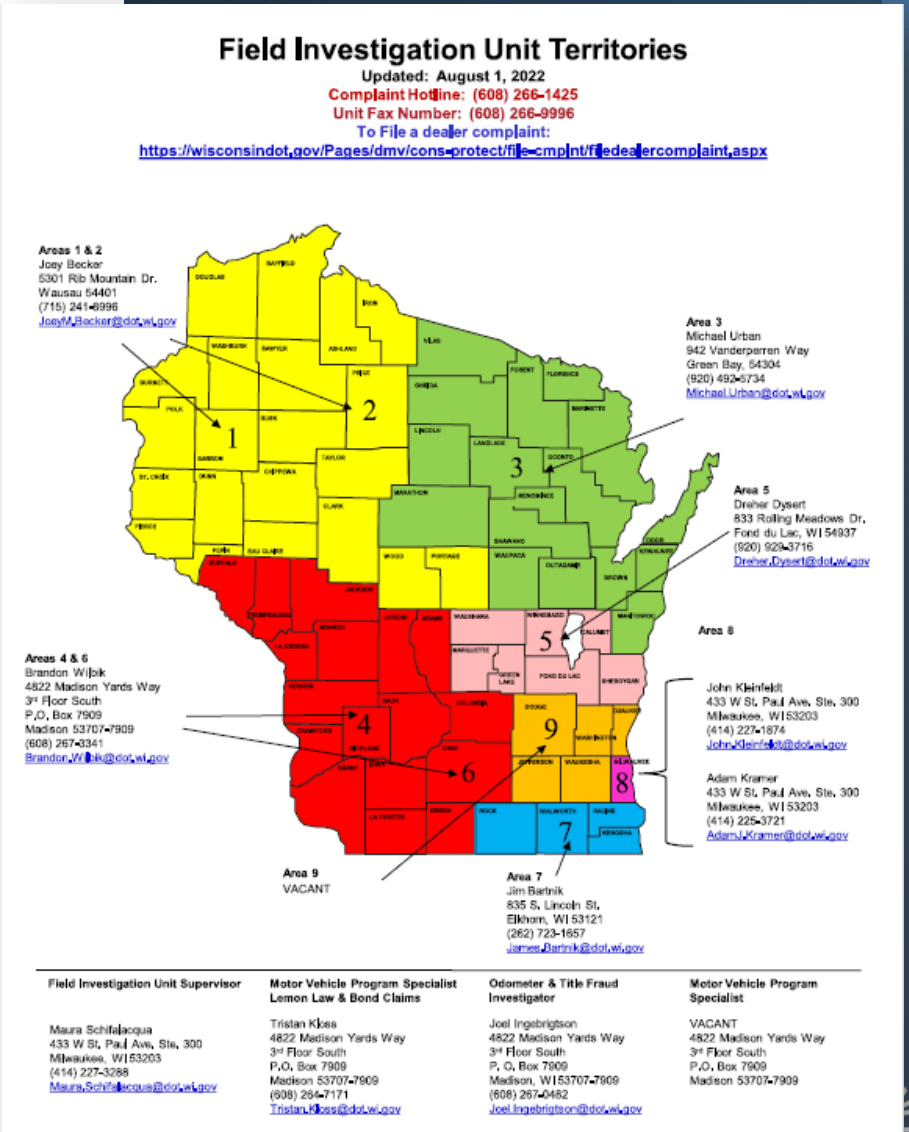
Who Are We?

Dealer and Agent Section (DAS)

- Agent Partnership Unit (APU)
  - Title and registration questions
  - 3rd party correction processing
  - Audit
- Dealer Licensing Unit (DLU)
  - Dealer license questions
  - Dealer application processing
- Field Investigation Unit (FIU)
  - Inspections
  - Complaints
  - Education
  - Enforces the law

Contact Information

- Agent Partnership Unit
  - Phone: (608)266-3566
  - Email: agentpartnershipunit@dot.wi.gov
- Dealer Licensing Unit
  - Phone: (608)266-1425
  - Email: dealerlicensingunit@dot.wi.gov
- Field Investigation Unit
  - Field Investigation Unit Territories



Field Investigation Unit Territories

Updated: August 1, 2022
Complaint Hotline: (608) 266-1425
Unit Fax Number: (608) 266-9996
To File a dealer complaint:
https://wisconsindot.gov/Pages/dmv/cons-protect/file-cmplnt/fldealercomplaint.aspx

Areas 1 & 2
Joey Becker
5301 Rib Mountain Dr.
Wausau 54401
(715) 241-6996
JoeyM.Becker@dot.wi.gov

Area 3
Michael Urban
942 Vanderperren Way
Green Bay, 54304
(920) 492-5734
Michael.Urban@dot.wi.gov

Area 5
Dreher Dysert
833 Rolling Meadows Dr.
Fond du Lac, WI 54937
(920) 929-3716
Dreher.Dysert@dot.wi.gov

Area 8
John Kleinfeldt
433 W St, Paul Ave, Ste. 300
Milwaukee, WI 53203
(414) 227-1874
John.Kleinfeldt@dot.wi.gov

Adam Kramer
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Milwaukee, WI 53203
(414) 225-3721
Adam.J.Kramer@dot.wi.gov

Areas 4 & 6
Brandon Wilbik
4822 Madison Yards Way
3rd Floor South
P.O. Box 7909
Madison 53707-7909
(608) 267-3341
Brandon.Wilbik@dot.wi.gov

Area 9
VACANT

Area 7
Jim Bartnik
835 S. Lincoln St.
Elkhorn, WI 53121
(262) 723-1657
James.Bartnik@dot.wi.gov

Field Investigation Unit Supervisor
Maura Schifalacqua
433 W St, Paul Ave, Ste. 300
Milwaukee, WI 53203
(414) 227-3288
Maura.Schifalacqua@dot.wi.gov

Motor Vehicle Program Specialist Lemon Law & Bond Claims
Tristan Kloss
4822 Madison Yards Way
3rd Floor South
P.O. Box 7909
Madison 53707-7909
(608) 264-7171
Tristan.Kloss@dot.wi.gov

Odometer & Title Fraud Investigator
Joel Ingebrigtson
4822 Madison Yards Way
3rd Floor South
P. O. Box 7909
Madison, WI 53707-7909
(608) 267-0482
Joel.Ingebrigtson@dot.wi.gov

Motor Vehicle Program Specialist
VACANT
4822 Madison Yards Way
3rd Floor South
P.O. Box 7909
Madison 53707-7909

What Are We Doing Today?

Agenda

- Dealer processing basics
- eMV PARTNER system overview
- eMV PARTNER processing

WISCONSIN DEPARTMENT OF TRANSPORTATION

Mandatory Dealer Processing

- Effective July 1, 2007, Wisconsin licensed vehicle dealers that sell 49 or more vehicles per calendar year are required to process applications electronically
- Dealer processing/surcharge fee
  - $15 processing fee
    - Can be passed onto customer
  - $50 surcharge fee
    - Cannot be passed onto customer

Wis. State Stat. § 342.16(1)(a), (am)

Mandatory Display and Temporary Plates

- Automobiles, autocycles, and light trucks (8,000 lbs. and less) are required to display valid registration when operating on the roads of Wisconsin
  - Temporary plates can be issued to most vehicles types
- If the purchaser does not have a plate to transfer from another vehicle they own, do one of the following:
  - Issue a temporary plate
  - If you participate in the electronic Automated Processing Partnership System (APPS), such as CVR or Dealertrack, issue metal plate
- Out of state purchasers
  - 30 day temporary plate

Mandatory Display and Temporary Plates

- Issuing a temporary plate
  - Completed application
  - Process temporary plate electronically
  - Print PDF
  - Display on rear window driver's side

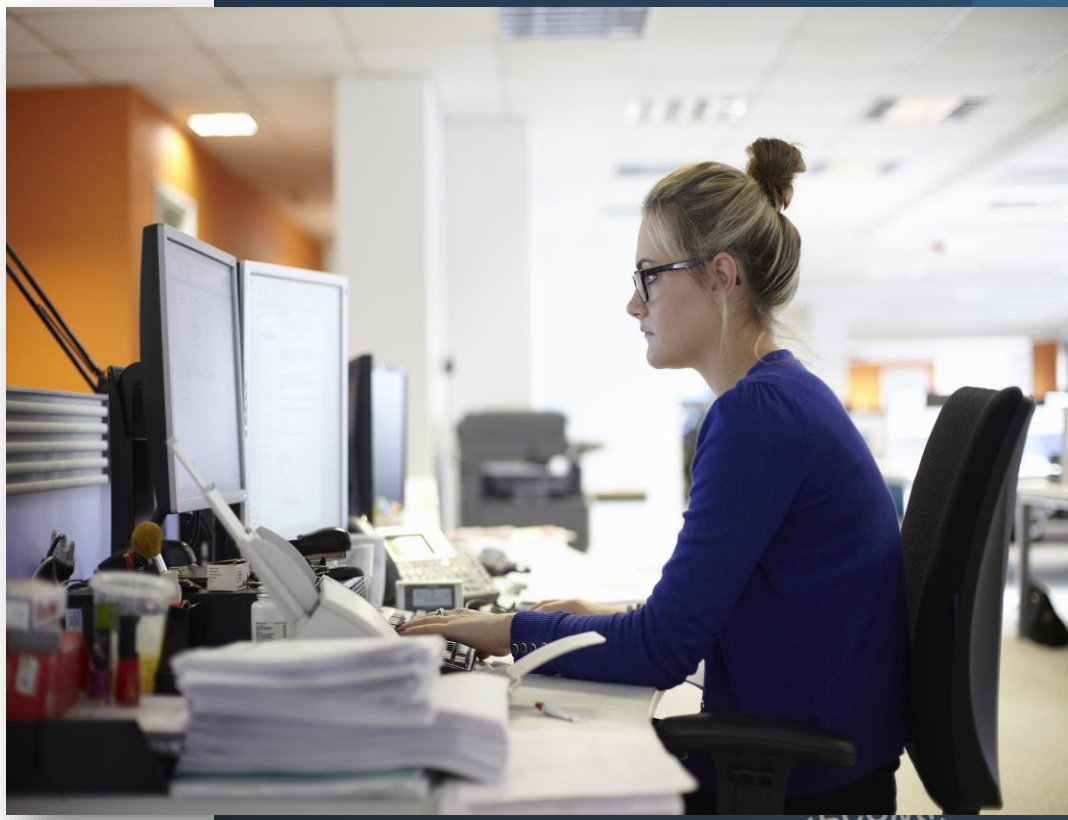
[eMV PARTNER - Standalone Temporary Plate (wisconsindot.gov)]

Mandatory Display and Temporary Plates

- Temporary plate fees
  - No Charge ($0.00) –Issued only by a licensed Wisconsin Motor Vehicle dealer for autos, autocycles and light trucks registered at 8000lbs or less.
  - $3.00 Fee – Issued to any combination of vehicle and organization that does not meet the mandatory display criteria or is not a dealer.

Dealer Processing Basics

Electronic Processing



Division of Motor Vehicles DMV wisconsindmv.gov

WISCONSIN DEPARTMENT OF TRANSPORTATION

Processing Systems

- eMV PARTNER
  - emvpartner.wi.gov
- Authorized 3rd party vendor system
  - CVR
  - DDI
  - Dealertrack
  - DLRdmv
  - NFC (renewal only)

Title/registration processing (wisconsindot.gov)

Transactions

- Title/Registration Processing
- Title Only
- Vehicle Inquiry
- Junk Vehicle
- Reset/Cancel Transaction
- Standalone Temp Plate
- Pended Transactions
- Supporting Document Upload

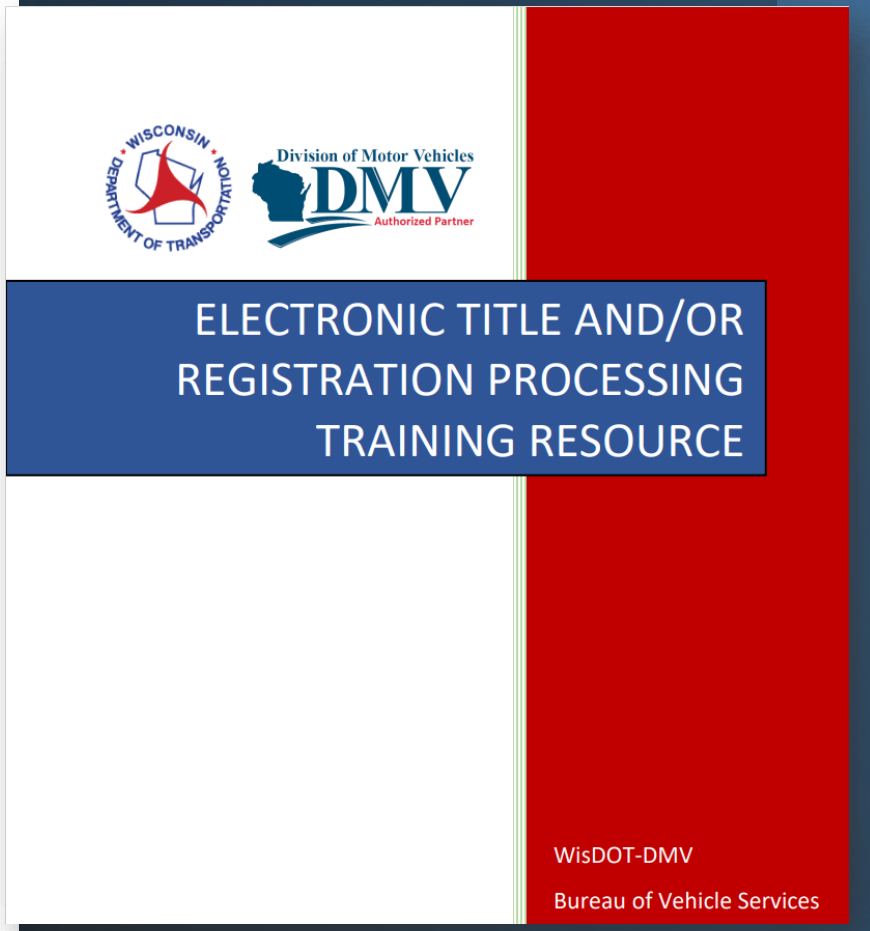
What Can I Process?

- What you can process:
  - Title and registration
  - Title only
    - Out of state resident with a lien
    - IRP (International Registration Plan)
  - Stand alone temp plates
- What cannot be processed:
  - Title only WI resident or Dealer
  - More than two owners or lien holders
  - For Hire (Operating authority (wisconsindot.gov))
  - Heavy vehicles over 54,000 lbs
  - Multi-stage vehicles if not already titled in WI

What Can I Process?

A full list of processing capabilities and restrictions for can be found here:

[ELECTRONIC TITLE AND/OR REGISTRATION PROCESSING TRAINING RESOURCE (wisconsindot.gov)]



Processing Timeframes

- Electronically Processed
  - Within 7 business days from date of sale
  - Application documents must be submitted to DMV by the next business day
- Manually Processed
  - Within 7 business days from date of sale, mail application documents and fees
  - Submit an MV2132, Request for Manual Processing
  - Metal plates should not be given

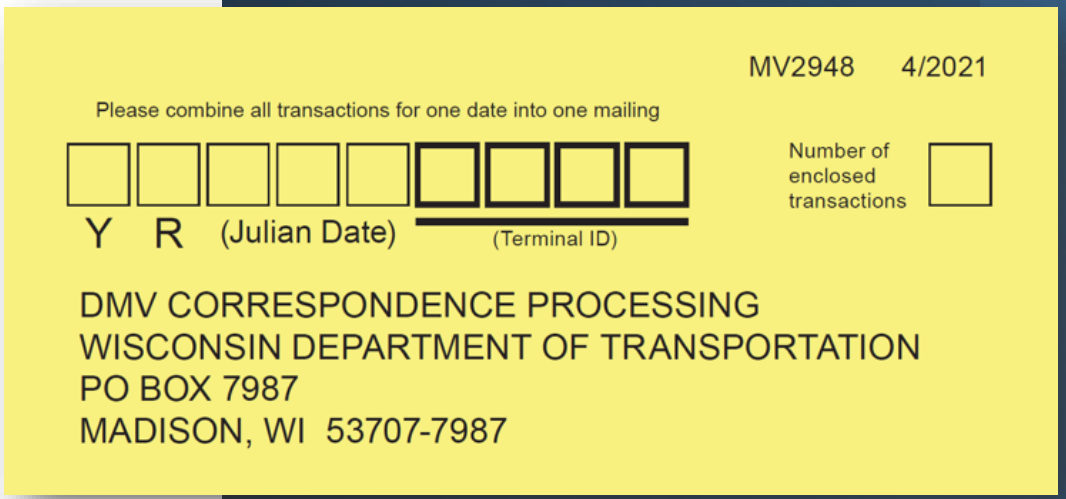
Document Submission

- Electronic Supporting Document Upload
  - Preferred method
  - Available in all processing systems (eMV PARTNER/Vendor)
  - Transactions can be uploaded until midnight the next business day after processing
    - PDF format
  - No risk of 'lost' applications
  - Immediate review of documents available to DOT
  - Originals remain with the organization
  - No postage or envelope costs

[eMV PARTNER Supporting Document Upload]

Document Submission

- Yellow Mailing labels
  - Create ‘bundle’ for mailing
    - One days transaction in one envelope
    - Bundle each days transactions in sequential order with the first application on top
  - Must be mailed the next business day
  - Mailing paperwork courtesies
    - No staples or paperclips
    - Folded paper is more difficult to scan
    - Fees/checks should not be mailed with completed application material
- If you have uploaded completed transactions electronically, do not mail application documents

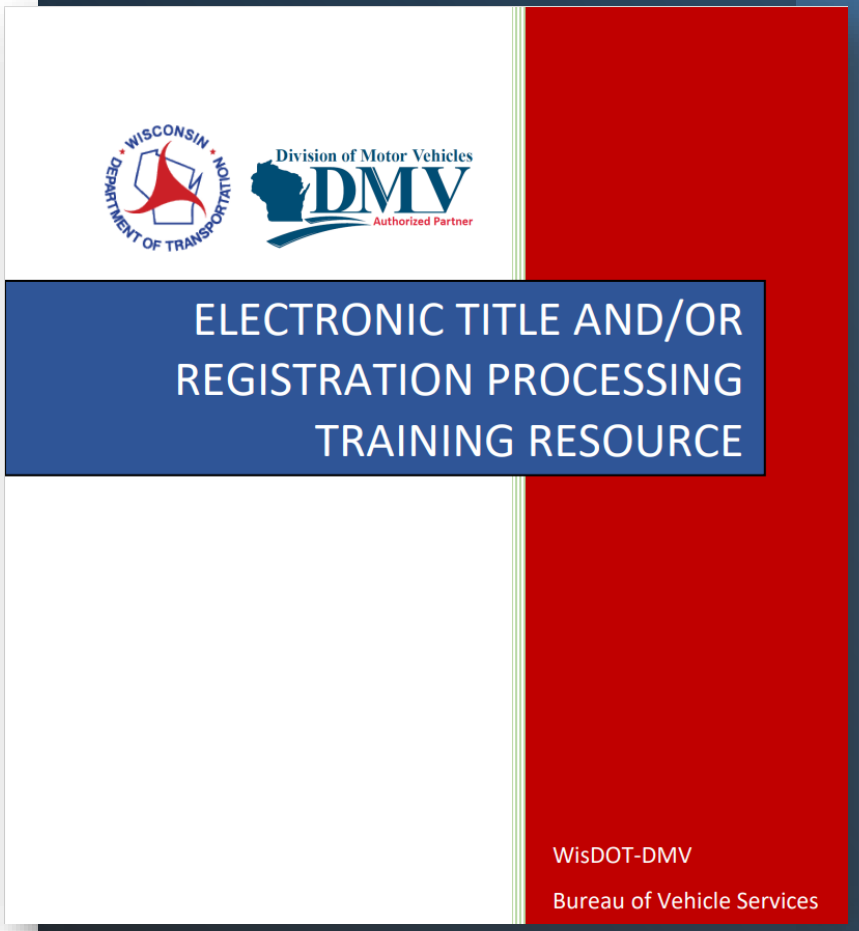


Document Submission

- New title number listed
- Metal plate issued listed
- Originals should be included
- Only submit completed transactions!

Dealer Processing Basics

Title and Registration



Division of Motor Vehicles DMV wisconsindmv.gov

Do's and Don'ts

- Dealers should not:
  - Take vehicle in on trade without the physical title unless the title is held by a lien holder
  - Complete unnecessary forms
- Dealers should always:
  - Perform an inquiry when possible
    - Verify current vehicle ownership
    - Odometer verification
    - Review lien holder information
    - Review brands
  - Check Child support Docket
    - Lien Docket (wisconsin.gov)

Who Are Your Customers?

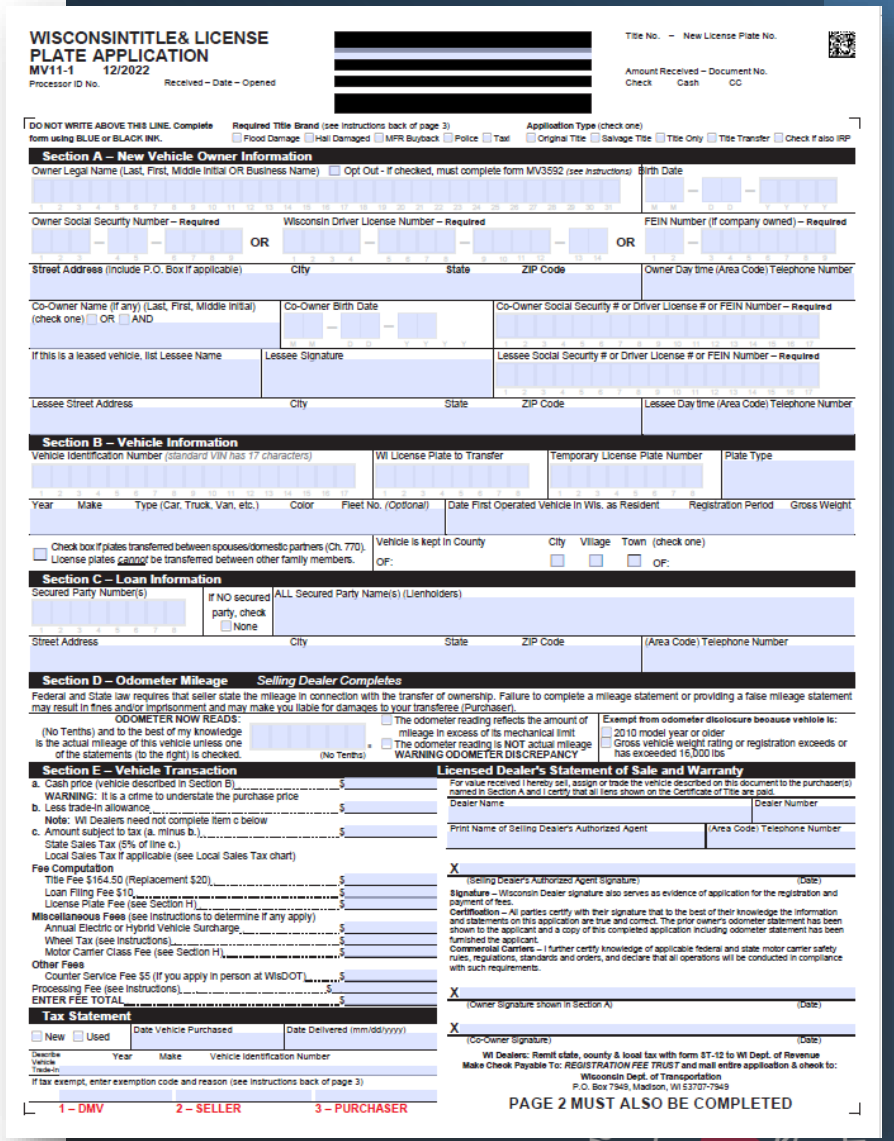
- Titled Owners
  - Individuals
    - Individuals should have a personal identifier
  - Non-individual
    - Non-individuals should have a federal identification number (FEIN)
    - Leased vehicles are owned by the non-individual leasing company not the individual lessee
  - Trusts
    - Trusts should have a federal identification number (FEIN)
    - MV2790, Trustee Statement

Title to Lien Holder

- Titles subject to liens are delivered to the lien holder
- MV2690, Power of Attorney (POA)
  - Used only when title is held by lien holder
  - Dealer does not have to wait for original title to sell vehicle
    - Inquiry print required
  - Can be used for out of state titles
    - Original title is required to sell vehicle
- If there is no lien on a vehicle, you must have the title in hand
- Wholesale and dealer to dealer trades require the physical title

Titling Documents

- MV11 - Wisconsin Dealer Title and License Plate Application
  - Also Acts as final reassignment in Wisconsin
  - Information on MV11 gets entered into electronic processing system
  - Must be signed by dealer representative and applicants
  - Dealership legal business name must be used
  - Alterations = new application
  - Obtained from authorized form vendor



WISCONSINTITLE& LICENSE PLATE APPLICATION
MV11-1 12/2022
Processor ID No. Received – Date – Opened
[redacted]
Title No. – New License Plate No.
Amount Received – Document No.
Check Cash CC

DO NOT WRITE ABOVE THIS LINE. Complete form using BLUE or BLACK INK.
Required Title Brand (see instructions back of page 3) Flood Damage Hail Damaged MFR Buyback Police Taxi
Application Type (check one) Original Title Salvage Title Title Only Title Transfer Check if also IRP

Section A – New Vehicle Owner Information
Owner Legal Name (Last, First, Middle Initial OR Business Name) Opt Out - If checked, must complete form MV3592 (see instructions) | Birth Date
Owner Social Security Number – Required | OR | Wisconsin Driver License Number – Required | OR | FEIN Number (If company owned) – Required
Street Address (include P.O. Box if applicable) | City | State | ZIP Code | Owner Day time (Area Code) Telephone Number
Co-Owner Name (If any) (Last, First, Middle Initial) (check one) OR AND | Co-Owner Birth Date | Co-Owner Social Security # or Driver License # or FEIN Number – Required
If this is a leased vehicle, list Lessee Name | Lessee Signature | Lessee Social Security # or Driver License # or FEIN Number – Required
Lessee Street Address | City | State | ZIP Code | Lessee Day time (Area Code) Telephone Number

Section B – Vehicle Information
Vehicle Identification Number (standard VIN has 17 characters) | WI License Plate to Transfer | Temporary License Plate Number | Plate Type
Year | Make | Type (Car, Truck, Van, etc.) | Color | Fleet No. (Optional) | Date First Operated Vehicle in Wis. as Resident | Registration Period | Gross Weight
Check box if plates transferred between spouses/domestic partners (Ch. 770). License plates cannot be transferred between other family members. | Vehicle is kept in County OF: | City Village Town (check one) OF:

Section C – Loan Information
Secured Party Number(s) | If NO secured party, check None | ALL Secured Party Name(s) (Lienholders)
Street Address | City | State | ZIP Code | (Area Code) Telephone Number

Section D – Odometer Mileage *Selling Dealer Completes*
Federal and State law requires that seller state the mileage in connection with the transfer of ownership. Failure to complete a mileage statement or providing a false mileage statement may result in fines and/or imprisonment and may make you liable for damages to your transferee (Purchaser).
ODOMETER NOW READS: (No Tenths) and to the best of my knowledge is the actual mileage of this vehicle unless one of the statements (to the right) is checked. (No Tenths)
The odometer reading reflects the amount of mileage in excess of its mechanical limit
The odometer reading is NOT actual mileage WARNING ODOMETER DISCREPANCY
Exempt from odometer disclosure because vehicle is:
2010 model year or older
Gross vehicle weight rating or registration exceeds or has exceeded 16,000 lbs

Section E – Vehicle Transaction
a. Cash price (vehicle described in Section B) $
WARNING: It is a crime to understate the purchase price
b. Less trade-in allowance $
Note: WI Dealers need not complete item c below
c. Amount subject to tax (a. minus b.) $
State Sales Tax (5% of line c.)
Local Sales Tax if applicable (see Local Sales Tax chart)
Fee Computation
Title Fee $164.50 (Replacement $20) $
Loan Filing Fee $10 $
License Plate Fee (see Section H) $
Miscellaneous Fees (see instructions to determine if any apply)
Annual Electric or Hybrid Vehicle Surcharge $
Wheel Tax (see instructions) $
Motor Carrier Class Fee (see Section H) $
Other Fees
Counter Service Fee $5 (If you apply in person at WisDOT) $
Processing Fee (see instructions) $
ENTER FEE TOTAL $

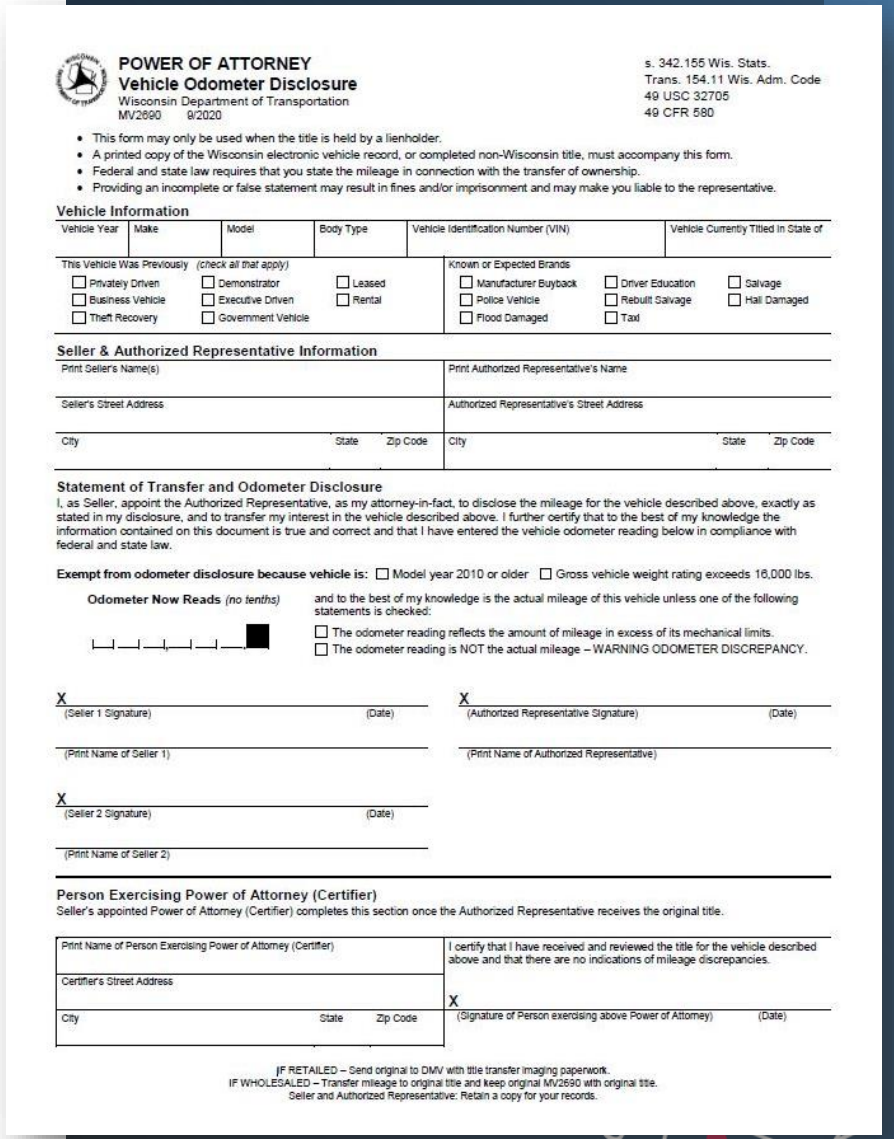
Tax Statement
New Used | Date Vehicle Purchased | Date Delivered (mm/dd/yyyy)
Describe Vehicle Trade-in: Year Make Vehicle Identification Number
If tax exempt, enter exemption code and reason (see instructions back of page 3)

Licensed Dealer's Statement of Sale and Warranty
For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named in Section A and I certify that all liens shown on the Certificate of Title are paid.
Dealer Name | Dealer Number
Print Name of Selling Dealer's Authorized Agent | (Area Code) Telephone Number
X (Selling Dealer's Authorized Agent Signature) (Date)
Signature – Wisconsin Dealer signature also serves as evidence of application for the registration and payment of fees.
Certification – All parties certify with their signature that to the best of their knowledge the information and statements on this application are true and correct. The prior owner's odometer statement has been shown to the applicant and a copy of this completed application including odometer statement has been furnished the applicant.
Commercial Carriers – I further certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and declare that all operations will be conducted in compliance with such requirements.
X (Owner Signature shown in Section A) (Date)
X (Co-Owner Signature) (Date)
WI Dealers: Remit state, county & local tax with form ST-12 to WI Dept. of Revenue
Make Check Payable To: *REGISTRATION FEE TRUST* and mail entire application & check to:
Wisconsin Dept. of Transportation
P.O. Box 7949, Madison, WI 53707-7949

1 – DMV 2 – SELLER 3 – PURCHASER
PAGE 2 MUST ALSO BE COMPLETED

Titling Documents

- MV2690 – Power of Attorney
  - Used when title is being held by a lien holder
    - Can be used for out of state titles held by lien holder
  - Section 1 and 2 completed at trade in
    - Dates are day of trade in
    - Seller provides odometer disclosure
    - ‘Authorized Representative name’
  - Section 3 – Exercising Power of Attorney
    - Only completed when/if title is received
    - Completed by authorized representative
    - Date is date of form completion
    - Odometer information transferred to title
    - Representative signs as POA on title for seller
  - Obtained from authorized form vendor



POWER OF ATTORNEY
Vehicle Odometer Disclosure
Wisconsin Department of Transportation
MV2690 9/2020

s. 342.155 Wis. Stats.
Trans. 154.11 Wis. Adm. Code
49 USC 32705
49 CFR 580

- This form may only be used when the title is held by a lienholder.
- A printed copy of the Wisconsin electronic vehicle record, or completed non-Wisconsin title, must accompany this form.
- Federal and state law requires that you state the mileage in connection with the transfer of ownership.
- Providing an incomplete or false statement may result in fines and/or imprisonment and may make you liable to the representative.

Vehicle Information

Vehicle Year | Make | Model | Body Type | Vehicle Identification Number (VIN) | Vehicle Currently Titled In State of

This Vehicle Was Previously *(check all that apply)*
☐ Privately Driven ☐ Demonstrator ☐ Leased
☐ Business Vehicle ☐ Executive Driven ☐ Rental
☐ Theft Recovery ☐ Government Vehicle

Known or Expected Brands
☐ Manufacturer Buyback ☐ Driver Education ☐ Salvage
☐ Police Vehicle ☐ Rebuilt Salvage ☐ Hail Damaged
☐ Flood Damaged ☐ Taxi

Seller & Authorized Representative Information

Print Seller's Name(s) | Print Authorized Representative's Name
Seller's Street Address | Authorized Representative's Street Address
City | State | Zip Code | City | State | Zip Code

Statement of Transfer and Odometer Disclosure
I, as Seller, appoint the Authorized Representative, as my attorney-in-fact, to disclose the mileage for the vehicle described above, exactly as stated in my disclosure, and to transfer my interest in the vehicle described above. I further certify that to the best of my knowledge the information contained on this document is true and correct and that I have entered the vehicle odometer reading below in compliance with federal and state law.

Exempt from odometer disclosure because vehicle is: ☐ Model year 2010 or older ☐ Gross vehicle weight rating exceeds 16,000 lbs.

Odometer Now Reads *(no tenths)*

and to the best of my knowledge is the actual mileage of this vehicle unless one of the following statements is checked:
☐ The odometer reading reflects the amount of mileage in excess of its mechanical limits.
☐ The odometer reading is NOT the actual mileage – WARNING ODOMETER DISCREPANCY.

X (Seller 1 Signature) (Date) | X (Authorized Representative Signature) (Date)
(Print Name of Seller 1) | (Print Name of Authorized Representative)
X (Seller 2 Signature) (Date)
(Print Name of Seller 2)

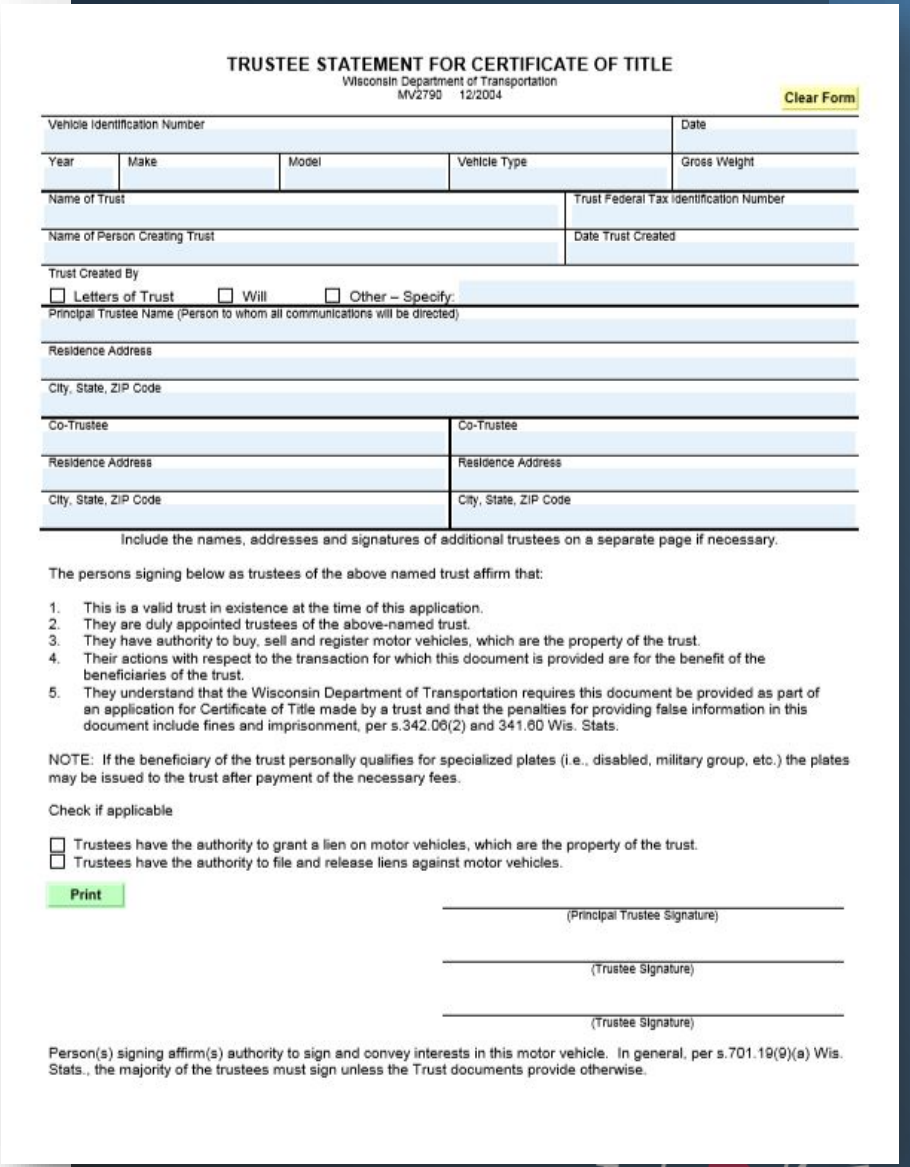
Person Exercising Power of Attorney (Certifier)
Seller's appointed Power of Attorney (Certifier) completes this section once the Authorized Representative receives the original title.

Print Name of Person Exercising Power of Attorney (Certifier) | I certify that I have received and reviewed the title for the vehicle described above and that there are no indications of mileage discrepancies.
Certifier's Street Address
City | State | Zip Code | X (Signature of Person exercising above Power of Attorney) (Date)

IF RETAILED – Send original to DMV with title transfer imaging paperwork.
IF WHOLESALED – Transfer mileage to original title and keep original MV2690 with original title.
Seller and Authorized Representative: Retain a copy for your records.

Titling Documents

- MV2790 – Trustee Statement for Certificate of Title
  - Required when a vehicle is traded, purchased, or sold by a trust
    - Out of state titles follow issuing state trust rules
  - Trust name on form must match *exactly* on MV11 or trade in title
    - Do not list trustee name on MV11
  - Obtained from DOT website



TRUSTEE STATEMENT FOR CERTIFICATE OF TITLE

Wisconsin Department of Transportation
MV2790 12/2004

Clear Form

Vehicle Identification Number				Date
Year	Make	Model	Vehicle Type	Gross Weight

Name of Trust	Trust Federal Tax Identification Number
Name of Person Creating Trust	Date Trust Created

Trust Created By

☐ Letters of Trust ☐ Will ☐ Other – Specify:

Principal Trustee Name (Person to whom all communications will be directed)

Residence Address

City, State, ZIP Code

Co-Trustee	Co-Trustee
Residence Address	Residence Address
City, State, ZIP Code	City, State, ZIP Code

Include the names, addresses and signatures of additional trustees on a separate page if necessary.

The persons signing below as trustees of the above named trust affirm that:

1. This is a valid trust in existence at the time of this application.
2. They are duly appointed trustees of the above-named trust.
3. They have authority to buy, sell and register motor vehicles, which are the property of the trust.
4. Their actions with respect to the transaction for which this document is provided are for the benefit of the beneficiaries of the trust.
5. They understand that the Wisconsin Department of Transportation requires this document be provided as part of an application for Certificate of Title made by a trust and that the penalties for providing false information in this document include fines and imprisonment, per s.342.06(2) and 341.60 Wis. Stats.

NOTE: If the beneficiary of the trust personally qualifies for specialized plates (i.e., disabled, military group, etc.) the plates may be issued to the trust after payment of the necessary fees.

Check if applicable

☐ Trustees have the authority to grant a lien on motor vehicles, which are the property of the trust.
☐ Trustees have the authority to file and release liens against motor vehicles.

Print

(Principal Trustee Signature)

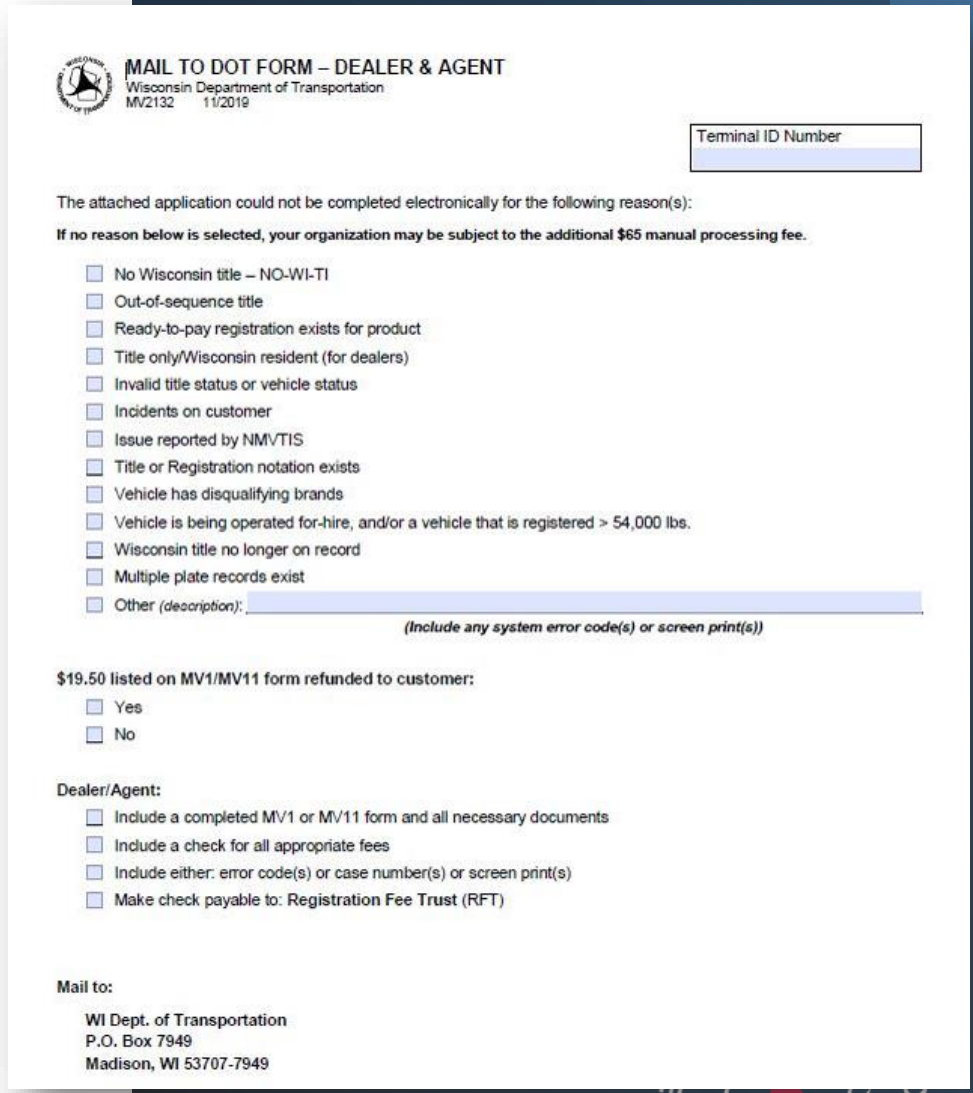
(Trustee Signature)

(Trustee Signature)

Person(s) signing affirm(s) authority to sign and convey interests in this motor vehicle. In general, per s.701.19(9)(a) Wis. Stats., the majority of the trustees must sign unless the Trust documents provide otherwise.

Titling Documents

- MV2132 – Request for Manual Processing
  - Submitted to DOT with applications that cannot be processed electronically
  - Application and fees sent to address on form
  - Required for all manual processing requests
  - Blank or incomplete forms may result in dealer processing/surcharge fees
  - $19.50 electronic processing fee *cannot* be charged for manual applications
  - Obtained from DOT website



MAIL TO DOT FORM – DEALER & AGENT
Wisconsin Department of Transportation
MV2132 11/2019

Terminal ID Number

The attached application could not be completed electronically for the following reason(s):

If no reason below is selected, your organization may be subject to the additional $65 manual processing fee.

- ☐ No Wisconsin title – NO-WI-TI
- ☐ Out-of-sequence title
- ☐ Ready-to-pay registration exists for product
- ☐ Title only/Wisconsin resident (for dealers)
- ☐ Invalid title status or vehicle status
- ☐ Incidents on customer
- ☐ Issue reported by NMVTIS
- ☐ Title or Registration notation exists
- ☐ Vehicle has disqualifying brands
- ☐ Vehicle is being operated for-hire, and/or a vehicle that is registered > 54,000 lbs.
- ☐ Wisconsin title no longer on record
- ☐ Multiple plate records exist
- ☐ Other *(description)*: _____

(Include any system error code(s) or screen print(s))

$19.50 listed on MV1/MV11 form refunded to customer:

- ☐ Yes
- ☐ No

Dealer/Agent:

- ☐ Include a completed MV1 or MV11 form and all necessary documents
- ☐ Include a check for all appropriate fees
- ☐ Include either: error code(s) or case number(s) or screen print(s)
- ☐ Make check payable to: **Registration Fee Trust** (RFT)

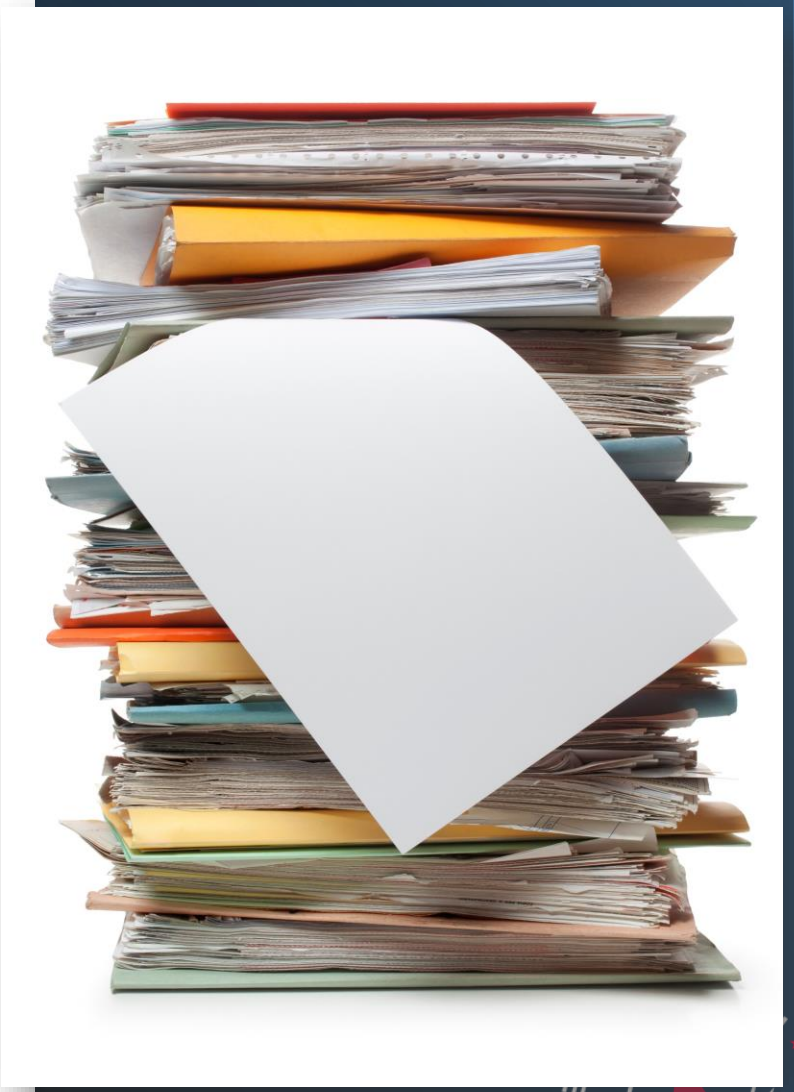
Mail to:

WI Dept. of Transportation
P.O. Box 7949
Madison, WI 53707-7949

Titling Documents

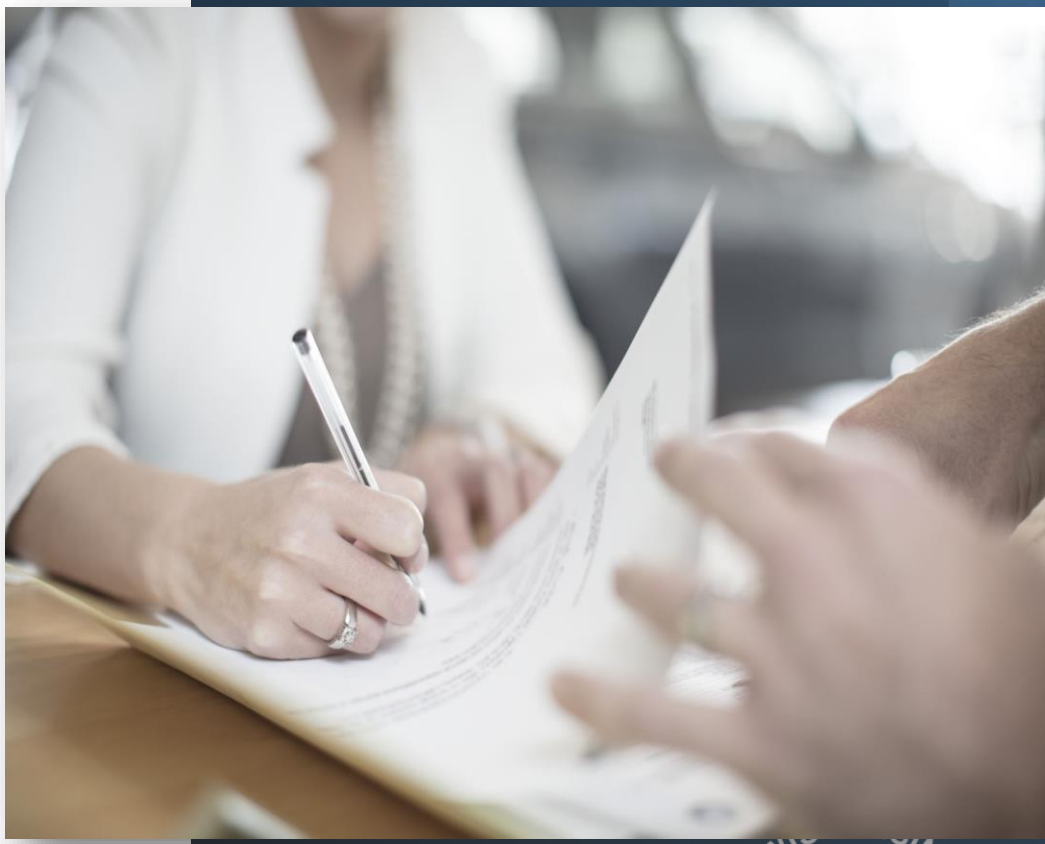
A full list of dealer forms and form vendors can be found here:

[Dealer forms and publications-(wisconsindot.gov)]



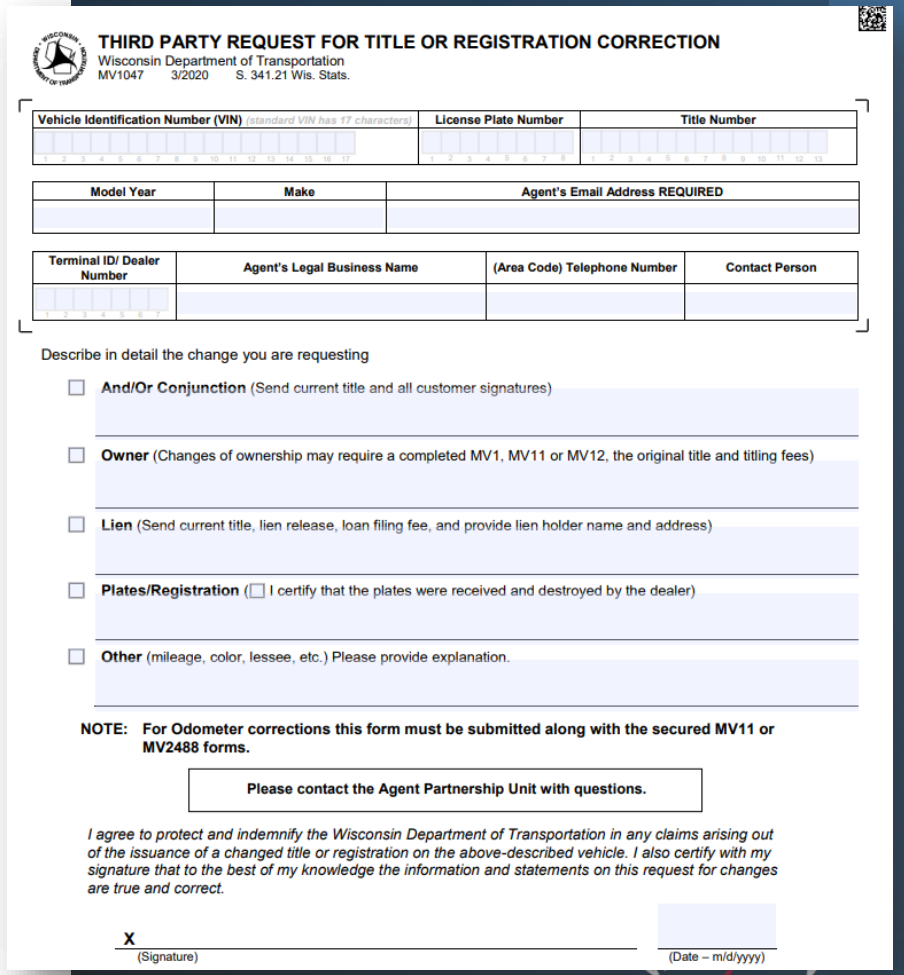
Document Review

- Review all documents from the customer and verify the following:
  - Vehicle title (not a photocopy)
    - Most current title
    - Chain of ownership
    - Signatures
    - Odometer
    - Brands
  - Title to lien holder (WI title)
    - MV2690 – Power of Attorney
    - Inquiry print prior to processing
    - Proof of payoff
  - MV11 application
  - Valid/original lien release, if applicable
  - Any other required documentation



What If Incorrect Information Is Processed?

- Title and registration products are created by you
  - What you enter electronically determines the final product
    - Verify the correct information has been entered every transaction
- Transactions can be reset until 8pm the same day
- Any corrections for transactions not reset need to be submitted on an MV1047, 3rd Party Request for Correction
  - Dealers cannot process corrections
  - Application documents still need to be submitted
  - MV1047 should be sent separately to the address listed on the form



THIRD PARTY REQUEST FOR TITLE OR REGISTRATION CORRECTION
Wisconsin Department of Transportation
MV1047 3/2020 S. 341.21 Wis. Stats.

Vehicle Identification Number (VIN) *(standard VIN has 17 characters)*	License Plate Number	Title Number

Model Year	Make	Agent's Email Address REQUIRED

Terminal ID/ Dealer Number	Agent's Legal Business Name	(Area Code) Telephone Number	Contact Person

Describe in detail the change you are requesting

- ☐ **And/Or Conjunction** (Send current title and all customer signatures)
- ☐ **Owner** (Changes of ownership may require a completed MV1, MV11 or MV12, the original title and titling fees)
- ☐ **Lien** (Send current title, lien release, loan filing fee, and provide lien holder name and address)
- ☐ **Plates/Registration** (☐ I certify that the plates were received and destroyed by the dealer)
- ☐ **Other** (mileage, color, lessee, etc.) Please provide explanation.

NOTE: For Odometer corrections this form must be submitted along with the secured MV11 or MV2488 forms.

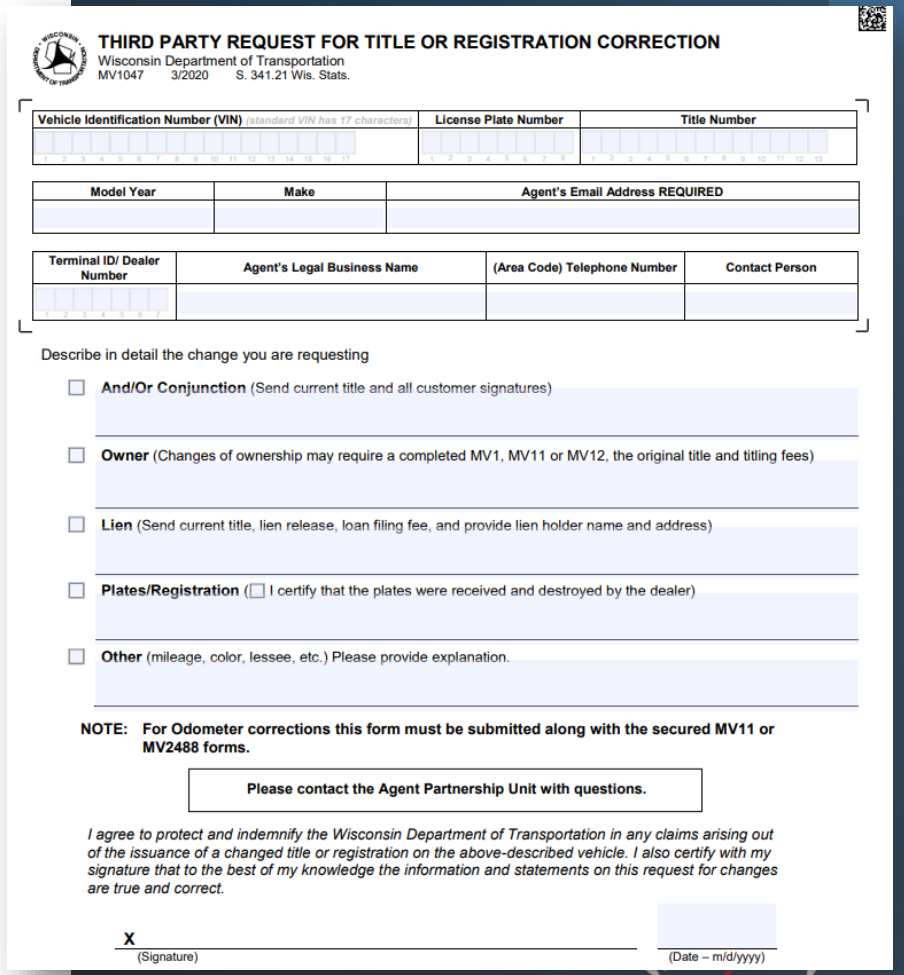
Please contact the Agent Partnership Unit with questions.

I agree to protect and indemnify the Wisconsin Department of Transportation in any claims arising out of the issuance of a changed title or registration on the above-described vehicle. I also certify with my signature that to the best of my knowledge the information and statements on this request for changes are true and correct.

X _____ (Signature) _____ (Date – m/d/yyyy)

Common Corrections

- Lien Holder
  - Secured Party Tips List (wisconsindot.gov)
- Ownership updates
- Rescinded sale
- Mixed Document
- Mixed plates



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Registration Types

- Auto (AUT)
  - Passenger vehicles
  - Sport Utility
- Light Truck (LTK)
  - 4500, 6000, 8000 Lbs
  - Required on vehicles with open bed
  - Vehicles that are used to haul cargo
- Heavy Truck (HTK)
  - 10,000-54,000 lbs
  - Plates stay with vehicle
  - Transfer with replacement for missing plates

Vehicle license plates fees (wisconsindot.gov)

Allowable Plate Transfers

- From Spouse or same-sex domestic partner to the other
  - Not allowed for other familial relationships
- From joint to single owner, as long as single owner's name is a co-owner
- From single to joint, as long as single owners name was one of the co-owners
- Trust, to/from trustee of a trust to/from a trust
- Company, from sole owner (or spouse of sole owner) of a company to the company (unincorporated) and vice versa
- Corporation, between a corporation and an individual when there is an overlap in interest in the vehicle
- Lessee keeps plate and can transfer to lease buy out vehicle or new vehicle

WISCONSIN DEPARTMENT OF TRANSPORTATION

Wheel Tax

- Fee assessed by municipality or county
- Collected for new plate issuance and license plate renewal
- Vehicles subject to wheel tax:
  - Autocycle
  - Auto
  - Light truck 8,000 lbs or less
- Verify update to date wheel tax municipalities and counties here:

[Wisconsin DMV Official Government Site - Municipal or county vehicle registration fee (wheel tax) (wisconsindot.gov)]

WisDOT currently collects a wheel tax for the following:

- Municipalities
  - Appleton (city; $20)
  - Arena (township; $20)
  - Ashland (city: $20)
  - Baraboo (city; $20)
  - Beloit (city; $20)
  - Bellevue (village; $20)
  - Boscobel (city; $10)
  - Chilton (city; $20)
  - Eden (village; $20)
  - Evansville (city; $40)
  - Fort Atkinson (city; $20)
  - Gillett (city; $20)
  - Green Bay (city; $20)
  - Iron Ridge (village: $10)
  - Janesville (city; $40)
  - Kaukauna (city; $10)
  - Lodi (city; $20)
  - Lomira (village: $30)
  - Madison (city; $40)
  - Manitowoc (city; $20)
  - Milton (city; $30)
  - Milwaukee (city; $30)
  - Montello (city; $20)
  - New London (city; $20)
  - Oregon (village; $40)
  - Platteville (city; $20)
  - Portage (city; $20)
  - Port Edwards (village: $35)

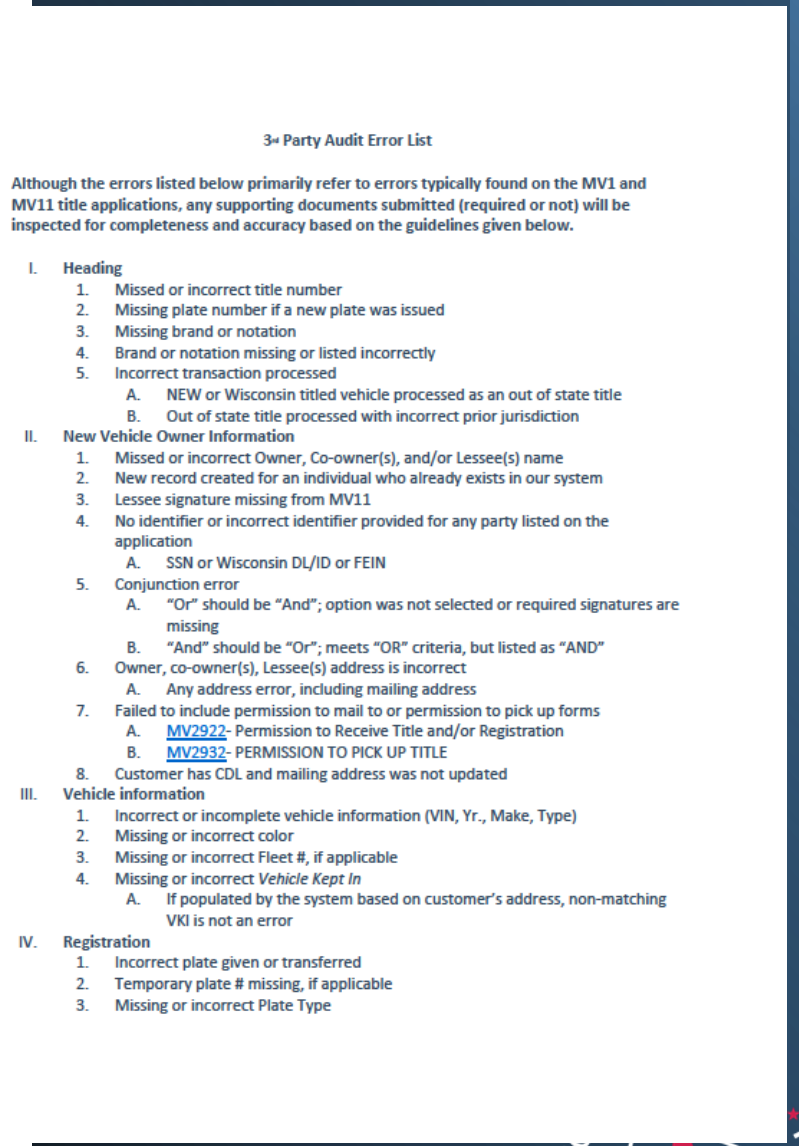
Electric/Hybrid Surcharge

- Collected for new plate issuance and license plate renewal
- Vehicles subject to electric/hybrid surcharge:
  - Auto
  - Light truck 8,000 lbs or less
- Determined by manufacture fuel type indication

[Wisconsin Department of Transportation Vehicle fuel surcharge (wisconsindot.gov)]

3rd Party Processing Audit

- What is reviewed by DAS when auditing transactions?
  - Adherence to processing requirements set forth in the Program Standards including but not limited to:
    - Complete and correct information on all documents
      - Full legal dealer business name on all required documents
      - **Required supplemental documentation,** included and completed correctly
    - Information keyed into the processing system matches the information shown on the application
      - Does your Application/Title/VIN information match the electronic record you created?
- If you have any questions, contact the Agent Partnership Unit



3rd Party Audit Error List

Although the errors listed below primarily refer to errors typically found on the MV1 and MV11 title applications, any supporting documents submitted (required or not) will be inspected for completeness and accuracy based on the guidelines given below.

I. Heading
1. Missed or incorrect title number
2. Missing plate number if a new plate was issued
3. Missing brand or notation
4. Brand or notation missing or listed incorrectly
5. Incorrect transaction processed
   A. NEW or Wisconsin titled vehicle processed as an out of state title
   B. Out of state title processed with incorrect prior jurisdiction

II. New Vehicle Owner Information
1. Missed or incorrect Owner, Co-owner(s), and/or Lessee(s) name
2. New record created for an individual who already exists in our system
3. Lessee signature missing from MV11
4. No identifier or incorrect identifier provided for any party listed on the application
   A. SSN or Wisconsin DL/ID or FEIN
5. Conjunction error
   A. "Or" should be "And"; option was not selected or required signatures are missing
   B. "And" should be "Or"; meets "OR" criteria, but listed as "AND"
6. Owner, co-owner(s), Lessee(s) address is incorrect
   A. Any address error, including mailing address
7. Failed to include permission to mail to or permission to pick up forms
   A. MV2922- Permission to Receive Title and/or Registration
   B. MV2932- PERMISSION TO PICK UP TITLE
8. Customer has CDL and mailing address was not updated

III. Vehicle information
1. Incorrect or incomplete vehicle information (VIN, Yr., Make, Type)
2. Missing or incorrect color
3. Missing or incorrect Fleet #, if applicable
4. Missing or incorrect *Vehicle Kept In*
   A. If populated by the system based on customer's address, non-matching VKI is not an error

IV. Registration
1. Incorrect plate given or transferred
2. Temporary plate # missing, if applicable
3. Missing or incorrect Plate Type

DEPARTMENT OF TRANSPORTATION

QUESTIONS?

Unmute to talk
One question at a time

DealerTrack

- 800.870.5603
- RTS-CS-WI@dealertrack.com

CVR

- 800.333.6995, Option 2

DDI

- 803.808.0117, option #2
- Toll-Free 844.836.1620, Option #2

NIC

- 608.250.4606

Agent Partnership Unit

- 608.266.3566

Dealer Licensing Unit

- 608.266.1425

DMV Call Center

- 608.264.7447

Special Plates Unit

- 608-266-3041

Break

Resume in 5 minutes

Up next - eMV PARTNER system.

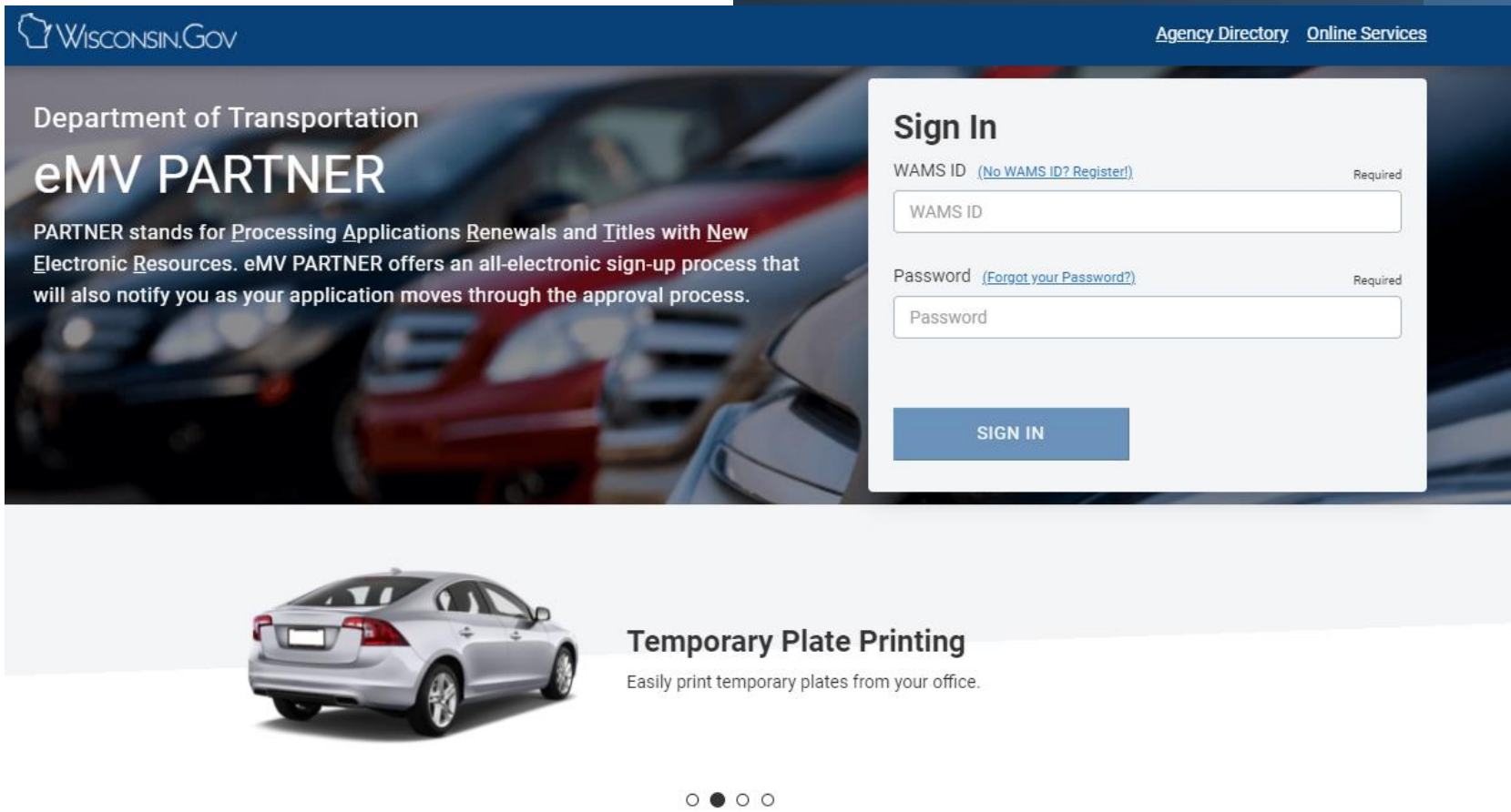
Vendor processing systems are not covered in this portion

eMV PARTNER

Chris Mellenberger

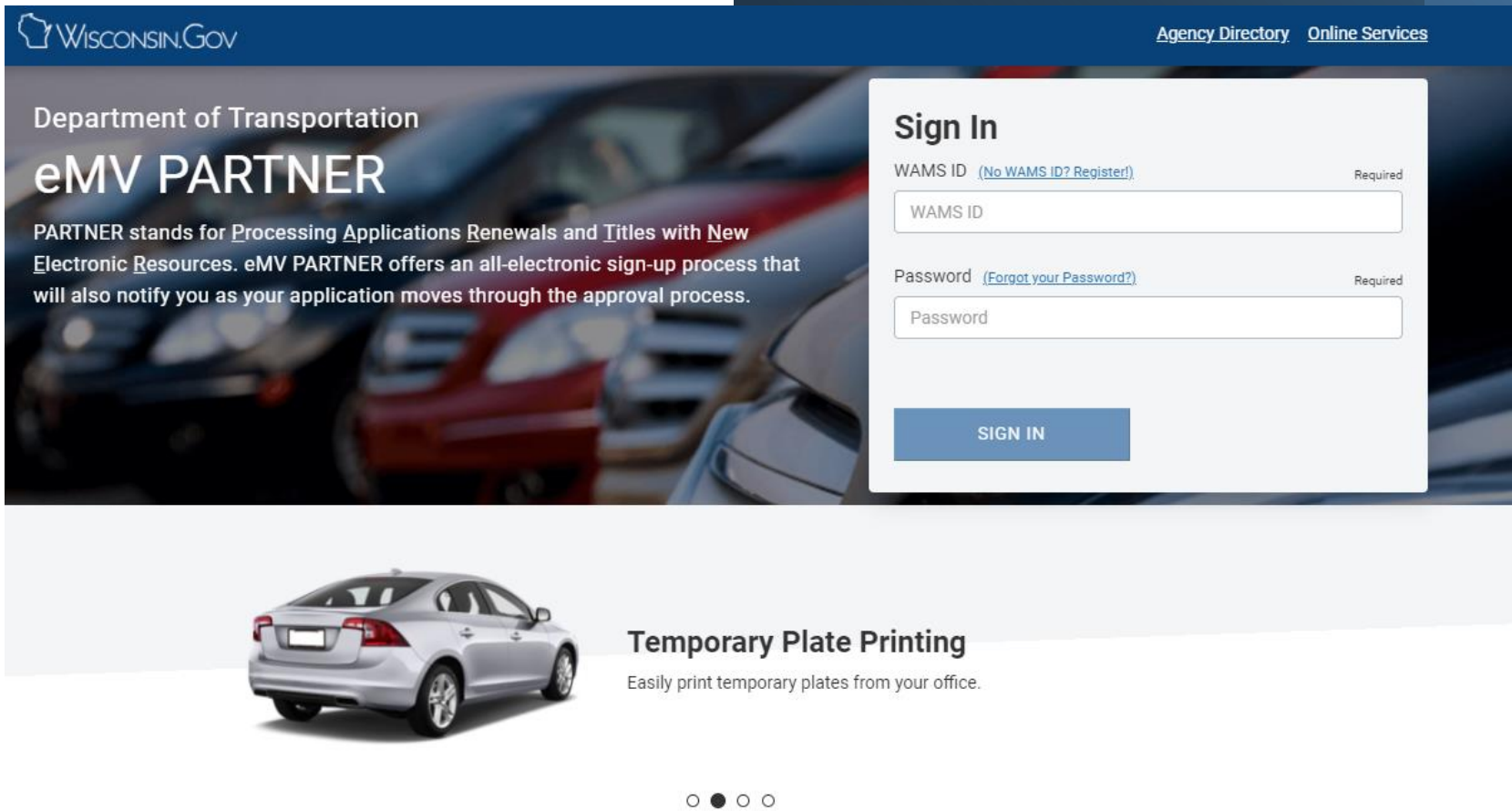
Jennifer Loskot

- emvpartner@dot.wi.gov
- Dealer & Agent Section
- Motor Vehicle Program Specialists
  - PARTNER Program Coordinators
  - APPS Program Coordinators



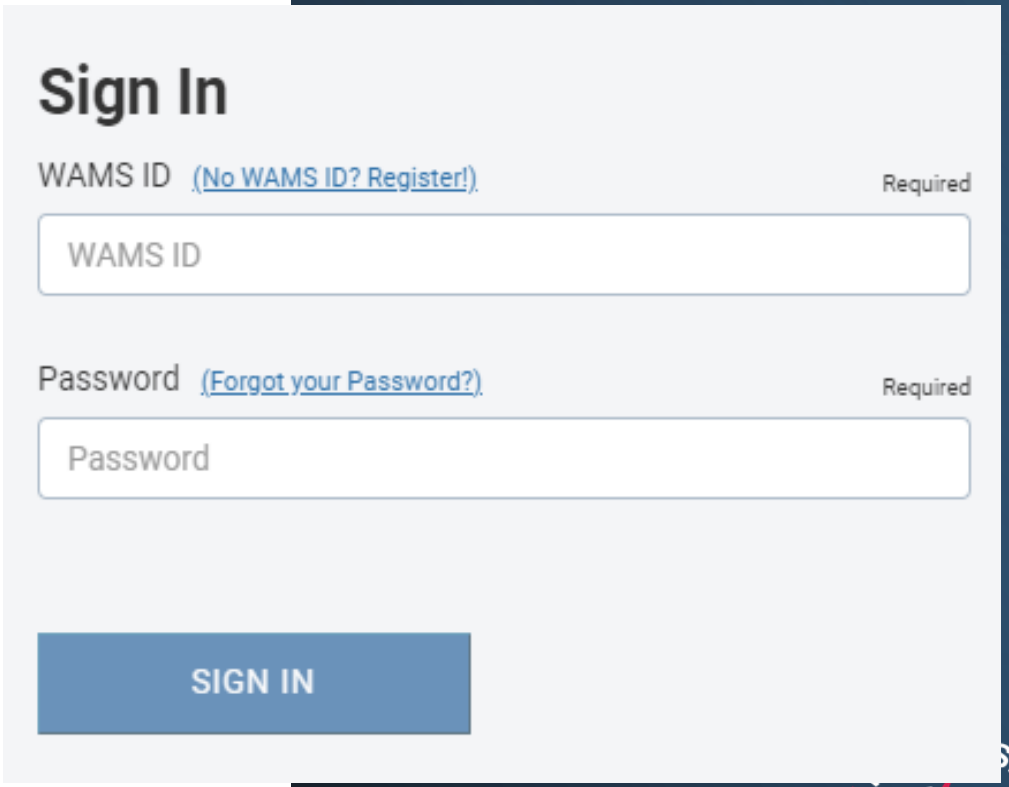
eMV PARTNER

- What is it?
  - Processing
  - Applications
  - Renewals and
  - Titles with
  - New
  - Electronic
  - Resources
- Modernization of previous eMV 11 and eMV Lien interface
- More flexibilities for processing
- Better traceability for organizations
- Electronic forms
- Better expansion capabilities for the future



Sign Up/In

- How to sign up?
  - eMVPARTNER.wi.gov using your WAMS ID
  - Step 1
    - Business Type
    - Processing type
    - Vendor (if applicable)
  - Step 2
    - Enter/Verify organization information
  - Step 3
    - Electronically sign/verify forms
    - Submit
- What is a WAMS ID?
  - Uniquely identifies each individual accessing/processing for a particular organization
  - Allows both WisDOT and Organization to monitor transactions
  - Where to obtain a WAMS ID
    - https://on.wisconsin.gov/WAMS/home
  - How to obtain a WAMS ID
    - https://youtu.be/aDQ9JfGpAp8



Action Blocks

- User Management
  - Add/Remove/Edit users
- Reports
  - View Various Reports
  - Reprint Forms
- Financial Management
  - Add/Edit Account Information
  - View Financial Reports
- Plates & Stickers Inventory
  - Order Inventory

User Management

Reports

Financial Management

Plates & Stickers Inventory

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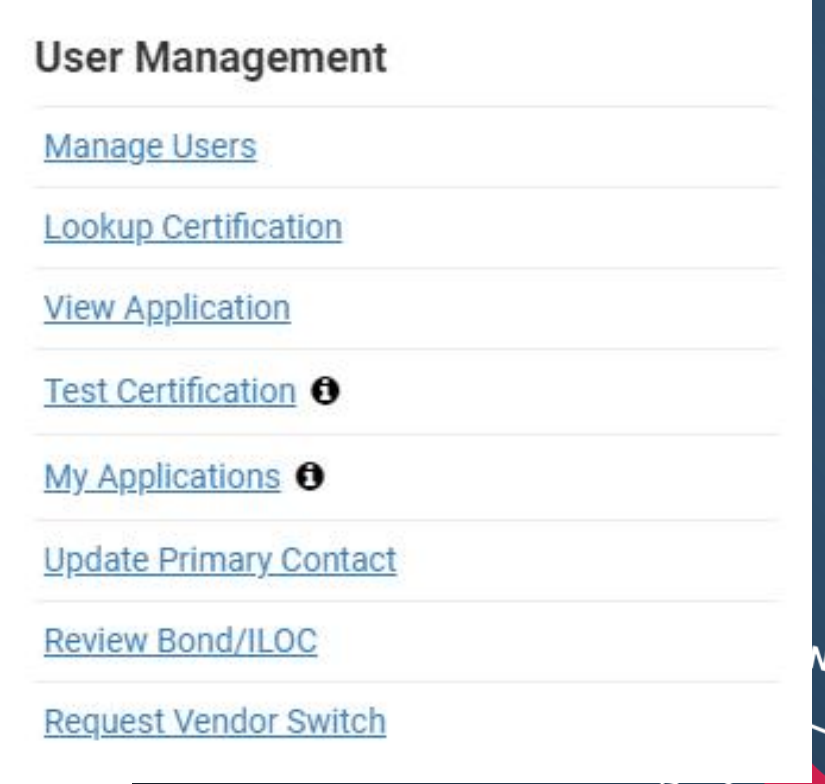
User Management

- Manage Users
  - Add/Remove/Edit users
    - WisDOT strongly recommends more than 1 Organization Administrator
- Lookup Certification
  - View user's certification status
- View Application
  - Review eMV PARTNER application
- Test Certification
  - Take/Retake certification tests
    - Recertification required every 3 years
    - Training Resources link available on screen
  - View certification status of users
- My Applications
  - Submit new eMV PARTNER application for another organization
- Update Primary Contact
  - Contact information for the organization
- Review Bond/ILOC
  - View current bond/ILOC (non-dealer processing currently)
- Request Vendor Switch
  - Only used for switching vendors



Reports

- Search Criteria (General)
  - Date Range, WAMS ID, VIN, Title Number, Plate Number
  - Export to Excel file
- Junk Report
  - List of vehicles junked
- Transaction Log Report
- Temporary Plate Log Report
  - Takes the place of any manual logs
- Late Title Summary Report
- Late Title Detail Report
- Bundle Report
  - Print and send with any mailed transactions for scanning
- Reprint Forms
  - Forms available for reprinting are listed in Section 8.2 of training resource
  - Not a substitution for copies of signed documents required to be maintained by organization

Financial Management

- Financial Setup
  - Required to process
  - How to setup/link ACH account information
    - emvpartner.wi.gov/Financial
- Financial Summary Report
- Financial Detail Report

Plate and Sticker Inventory

- Order Management
  - Allowable inventory determined by processing system/type
- Annual Inventory (vendor users only)
  - Selectable for a limited time
    - Weeks surrounding June 30th
  - Enter/Record plate inventory
    - Inventory list is determined by DOT database records
- Sticker Inventory (vendor users only)
  - Enter/Update current sticker amounts

WISCONSIN DEPARTMENT OF TRANSPORTATION

QUESTIONS?

Unmute to talk
One question at a time

CVR

- 248.606.5367
- CVR Website

DealerTrack

- 260.415.9767
- Dealertrack Website

DDI Technology

- 317.868.4069
- DDI Website

DLRdmv

- 262.409.2596
- DLRdmv Website

Opus VTR

- 317.322.0020
- OPUS VTR Website

Agent Partnership Unit

- 608.266.3566
- Agentpartnershipunit@dot.wi.gov

Dealer Licensing Unit

- 608.266.1425
- Dealerlicensingunit@dot.wi.gov

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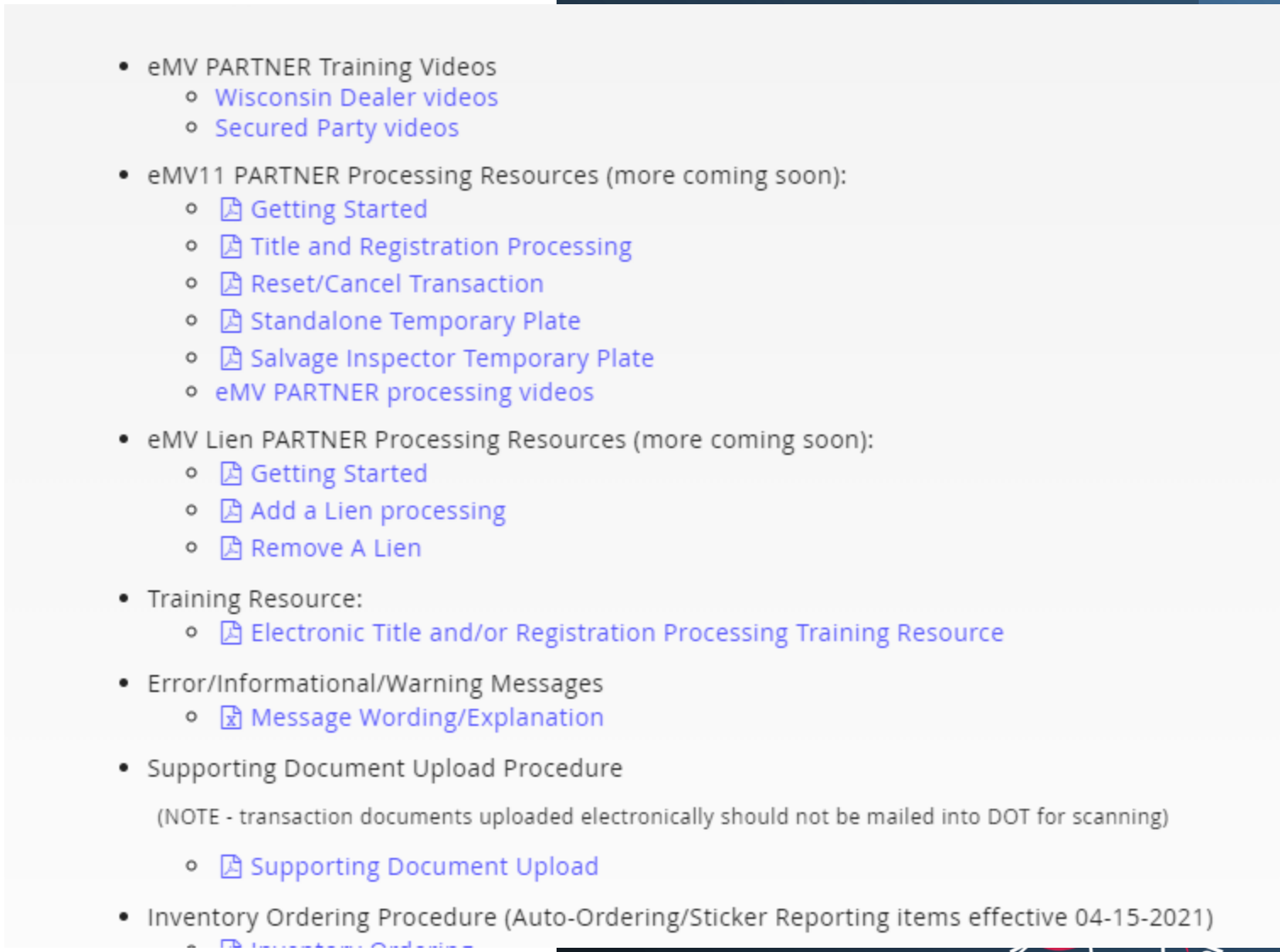
Break

Resume in 5 minutes

eMV PARTNER. Vendor systems are not covered in this presentation

Resource Page

- Wisconsin DOT webpage for eMV PARTNER
  - https://wisconsindot.gov/emvpartner-info
- Training Videos
- Processing Resources
  - eMV 11
  - eMV Lien
- Training Resource
- Forms
- PARTNER Press Newsletters
- Program Standards



- eMV PARTNER Training Videos
  - Wisconsin Dealer videos
  - Secured Party videos
- eMV11 PARTNER Processing Resources (more coming soon):
  - Getting Started
  - Title and Registration Processing
  - Reset/Cancel Transaction
  - Standalone Temporary Plate
  - Salvage Inspector Temporary Plate
  - eMV PARTNER processing videos
- eMV Lien PARTNER Processing Resources (more coming soon):
  - Getting Started
  - Add a Lien processing
  - Remove A Lien
- Training Resource:
  - Electronic Title and/or Registration Processing Training Resource
- Error/Informational/Warning Messages
  - Message Wording/Explanation
- Supporting Document Upload Procedure

  (NOTE - transaction documents uploaded electronically should not be mailed into DOT for scanning)
  - Supporting Document Upload
- Inventory Ordering Procedure (Auto-Ordering/Sticker Reporting items effective 04-15-2021)

eMV PARTNER Demonstration: Electronic Processing for WI Dealers

- Title/Registration Processing
- Title Only
- Vehicle Inquiry
- Junk Vehicle
- Reset/Cancel Transaction
- Standalone Temporary Plate
- Pended Transactions
- Supporting Document Upload

Transactions

Title/Registration Processing

Title Only

Vehicle Inquiry

Junk Vehicle

Reset/Cancel Transaction

Standalone Temp Plate

Pended Transactions

Supporting Document Upload

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Thank you for attending the WisDOT Quarterly Dealer Training