

PARTNER Press

Your source for titling and processing information
from DMV's Dealer and Agent Section



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Title-only processing by Wisconsin dealers

It's important for dealers to know when title-only processing is acceptable. Under state law, there are three scenarios when a dealer can title the vehicle into the dealership's name; two of these allow the dealer to submit the documents electronically. Please review the following scenarios to determine when a title-only transfer can be processed electronically, and when it can be mailed to WisDOT for manual processing.

Title-only transfer into the dealership's name

Dealers can receive a title only in their name in limited circumstances, as outlined by Wis. Admin. Code ch. [Trans 154.13\(1\)\(a\) through \(1\)\(g\)](#). Remember that an MV11 Title and Registration application can be used for the last reassignment to a retail customer when all reassignments are full.

If you qualify for a title only, the transaction must be mailed to WisDOT for processing. **Do not use the Title Only-IRP option in eMV PARTNER to process the application.**

When submitting to WisDOT, include the following:

- MV11 Title and Registration application
- Title
- [MV2132](#) Mail to DOT form
- Any other applicable documents and fees

Title and registration transfers into the dealership's name

A vehicle to be titled and registered to the dealership may be processed electronically. A new plate must be issued, or list a valid plate to transfer. Keep in mind that registration must remain on the vehicle a minimum of 30 days, per Wis. Admin. Code ch. [Trans 154.13\(1\)\(f\)](#). **Do not use the Title Only-IRP option in eMV PARTNER to process the application.**

Title-only to a retail customer

Dealers have the option to electronically process title-only to retail customers in two circumstances:

1. In-state customers applying separately for [IRP registration](#). Vehicles with IRP registration are used for transporting persons or property, travel in two or more IRP jurisdictions (including WI), and

- Have a registered gross vehicle weight or actual weight in excess of 26,000 pounds (property carrying vehicle), OR
- Are power units with three or more axles regardless of weight, including buses, OR
- Are used in combination and the actual weight of the combination exceeds 26,000 pounds

2. Out-of-state residents where a lien needs to be secured on the title.

Temporary plates issued electronically



The [MV2505 Temporary License Plate Application](#) should not be submitted to WisDOT when a temporary plate has been issued electronically.

If your organization **does process title/registration transactions electronically**, you must either upload the completed title/registration documents to eMV PARTNER or mail them to WisDOT using a yellow mailing label. Any title/registration transactions that cannot be completed electronically must be mailed to WisDOT along with the Mail to DOT form ([MV2132](#) for WI Dealers and agents/[MV2142](#) for lien holders). Include the appropriate fees.

If your organization **does not process title and registration transactions electronically**, you must mail the title/registration transactions documents and fees to WisDOT for manual processing.

Regardless how you process title/registration transactions, do not send the MV2505 Temporary License Plate Application if you are issuing a temporary plate electronically.

For more information, view the [training resource](#).

Automated inventory now available through eMV PARTNER

An eMV PARTNER update released on April 15th, 2021 further streamlined and automated inventory ordering for your organization. For your convenience, enrollment in the auto-ordering feature was included within the update.



What does this mean for my organization? Inventory orders will automatically be created and submitted for your organization when your inventory is low, reducing or eliminating the need to submit manual inventory orders.

What is required by my organization? A sticker inventory is required to be performed and results entered into eMV PARTNER before any future inventory orders (auto or manual) can be placed. An initial on-hand quantity is required to be entered to begin tracking sticker inventory usage.

Can I still place a manual order? Yes! Information on how to create a manual order can be found in the [Inventory Ordering Procedure](#) which has been updated to include information about auto-ordering and sticker inventory reporting.

Electronic Processing – Creating/updating a record in real time



The Agent Partnership Unit (APU) is often asked why information on a customer's title and/or registration is different than what is on the original application they submitted with their completed bundle. Information entered when processing electronically is the information that will appear on the title/registration record. The information entered is updated immediately in the WisDOT database.

DMV does not review your completed bundle before a record is created. When processing electronically, either through a vendor program like CVR or DealerTrack, or through eMV Partner, you are creating/updating customer and vehicle records in real time. The paperwork submitted to DMV in your completed bundle is scanned into our imaging software and stored for 5 years per our records retention policy.

Common processing errors include:

- Wrong customer information—wrong customer number, missing co-owner, or incorrect/missing personal identifying information (driver's license number, social security number, wrong address)
- Wrong vehicle information—VIN, color, license plate to transfer, or vehicle kept in location (VKI)
- Wrong lien holder information—secured party number, lender name and address

Self-auditing is a great tool to ensure you are processing correctly and not making mistakes. Once you have finalized a transaction, you can perform a vehicle inquiry and compare the record you just created to your application. If an error is found, you have **until 8pm the same day you processed the application** to reset the transaction and start over. After 8pm, the transaction is finalized and cannot be reset/cancelled.

If you have any questions related to processing, please reach out to APU at 608-266-3566 between the hours of 7:30 AM to 4:30 PM or via email at agentpartnershipunit@dot.wi.gov.

New format for title-registration service provider webpage

If you've visited the [title-registration service provider webpage](#) recently, you've noticed it has a new look and feel. A format change makes it even easier for customers to find their local service providers.

The provider list is now searchable by the following options:

- Keyword/alpha search
- Service Type
- City
- County

Search

Search Locations by Agency, City, County, or Services:

Services: City: County:

[Reset Selections](#)

Agency	City	County	Services	More Information
Ashland County Clerk	Ashland	Adams	Titles, Renewals	More Info
Cenex	Mellen	Adams	Renewals	More Info
Cenex	Ashland	Adams	Renewals	More Info
RTI DBA EZ-TAB KIOSK, A-F County Market	Adams	Adams	Renewals	More Info
RTI DBA EZ-TAB KIOSK, Super One Foods	Ashland	Adams	Renewals	More Info
RTI DBA EZ-TAB KIOSK, Walgreens	Ashland	Adams	Renewals	More Info
Nil Enterprises, Inc., DBA Nilssen's Foods	Cumberland	Barron	Renewals	More Info
RTI DBA EZ-TAB KIOSK, Austad's SuperValu	Turtle Lake	Barron	Renewals	More Info

The Reset Selections button will clear any information entered into the search fields.

The More Info button opens a new screen (below) showing the location's address, phone number, hours, and any additional notes.

×

Reedsburg Police Dept.

200 S. Park St. 53959 Phone: (608) 524-2376
 Reedsburg, Sauk County

Hours

Sunday:	Closed
Monday:	8:00 a.m. - 4:00 p.m.
Tuesday:	8:00 a.m. - 4:00 p.m.
Wednesday:	8:00 a.m. - 4:00 p.m.
Thursday:	8:00 a.m. - 4:00 p.m.
Friday:	8:00 a.m. - 4:00 p.m.
Saturday:	Closed

Notes

Services temporarily suspended

As a reminder, if your organization information needs to be updated, or if you would like your organization to be listed on the title-registration provider webpage, complete and submit a [MV2133](#) form to the department.

Supporting Document Upload Tips and Reminders

The supporting document upload feature has been available in eMV PARTNER since December of 2020. It is highly recommended organizations use this feature as it reduces postage costs and the probability of documents being lost in the mail or becoming missing work.

When uploading transaction documents for a given day, and one or more transactions have been reset, the completed MV2412 reset document must be uploaded from the Supporting Document Upload page (see page 8 of the [user guide](#)). If the MV2412 reset document is not uploaded, and documents for other transactions have been uploaded for that given day, the reset transaction will appear as missing work and will result in a missing work notification



Use this checklist to ensure documents are correctly uploaded:

- Both sides of documents are scanned/uploaded
- All required/applicable documents are scanned/uploaded in the correct order (see page 3 of the [user guide](#))
- Title number is listed on the application

- Documents that are not needed (e.g. Certificate of Registrations) or do not belong with the transaction (e.g. documents for other transactions) are not included in the upload
- Documents are scanned in the correct orientation (e.g. not upside-down or sideways)

Remember: transaction documents uploaded electronically should not be mailed to WisDOT.

The most up-to-date supporting document upload user guide can be found [here](#).

Quarterly Report

The following numbers have been generated from the Dealer and Agent Section (DAS) Quarterly Report. This data is from the **fourth quarter** of the fiscal year beginning July 2020 (April through June 2021).

Electronic Title and Registration Processing

Dealers and agents processing titles and/or registration electronically.

Activity	Third Quarter
Renewal agents	1,103
Title and lien agents (includes dealerships)	3,731

Electronic Title Delivery

Lenders receiving electronic title records.

Activity	Third Quarter
Lenders	1,090

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