TITe AND REGISTRATION PROCESSING

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TRANSACTIONS SELECTION BLOCK:

Note - At time during processing you may select eMV PARTNER at the top of the screen to return you to the dashboard:

- Out-of-Country Title: These cannot be processed using eMV11 and must be mailed to DMV for manual processing.

Title/Registration Processing: Select the Title/Registration Processing link

Transactions

- Title/Registration Processing
- Title Only
- Vehicle Inquiry
- Junk Vehicle
- Reset/Cancel Transaction
- Standalone Temp Plate
- Pended Transactions
1. For Hire
   1.1. Select checkbox if vehicle will be operating for hire
       1.1.1. For Hire vehicle are not allowed to be processed in this application, and will result in an error message.
2. Using the dropdown box, select the correct title type.
   2.1. Select Next
Title/Registration Processing – Step 1 – Find Vehicle

1. Wisconsin Title Transfer selected from dropdown options:
   1.1. Enter the current Wisconsin Title number
   1.2. Select Search

2. Out of State Title Transfer selected from dropdown options:
   2.1. Select the Territory (State) of the current title for the vehicle
   2.2. Enter the VIN of the vehicle
   2.3. Select Search
3. **New Vehicle Transfer** selected from dropdown options:
   - 3.1. Enter VIN
   - 3.2. Select *Search*

4. **Foreign Vehicles** selected from dropdown options:
   - 4.1. Enter VIN
   - 4.2. Select *Search*
E150: VIN did not decode correctly

5. You may see this message appear if the system could not verify the validity of the entered VIN.

5.1. Verify the VIN has been entered accurately. If it was not entered correctly, re-enter the VIN and select Search
   5.1.1. If the VIN was entered accurately, select the VIN accuracy verified checkbox
5.2. Select Search.

6. New Vehicle
   6.1. Enter model year
       6.1.1. Model year must be within 2 model years of current year

7. Out of State Title
   7.1. Enter: Model Year, Vehicle Type, Make, Body Style and Fuel Type

8. Select Next

Note: An unconfirmed VIN more than 2 model years old cannot be overridden. The application must be sent to DMV for manual processing.
Title/Registration Processing – Step 2 – Vehicle Information

9. Enter/Verify the following information:
9.1. Date of Delivery
9.2. Major Color

9.3. New Brands information
9.4. Purchase Price Information
9.5. Sales Tax exemptions
9.6. Vehicle trade in information
9.7. Select Next
Title/Registration Processing – Step 3 – Owner Information

10. Select checkbox(s) if:
   10.1. Vehicle is being leased
   10.2. If there is a listed driver for the vehicle

Title/Registration Processing – Step 4 – Owners

11. Select the customer type from the dropdown
12. **Individual** customer type selected from dropdown options:

12.1. Enter one of the following:
   12.1.1. WI Driver License
   12.1.2. WI Identification number
   12.1.3. Social Security Number

12.2. Select Search
12.3. Select Add Owner button for the correct customer

13. Adding a Second owner

13.1. Follow same search/add owner procedure as above

14. Select the correct conjunction between owners

15. Select Primary owner

16. Answer the renewal notification and Opt-Out questions for the primary owner

17. Select Next

**Title/Registration Processing – Step 5 – Lessee Information**

18. Checkbox from Step3 indicating a leased vehicle was selected in Step 3
19. Select the customer type from the dropdown

20. **Non-Individual** customer type selected from dropdown options:
   20.1. Enter one of the following:
           20.1.1. Legal Name of the Lessee (Required)
           20.1.2. WI Identification number (Optional)
   20.2. Select Search

20.3. Select Add Lessee button for the correct customer

21. Adding a Second Lessee
   21.1. Follow same search/add lessee procedure as above

22. Select the correct conjunction between lessees

23. Select Primary lessee

24. Select Next
Title/Registration Processing – Step 6 – Driver Information

25. Checkbox from Step 3 indicating a driver for this vehicle was selected in Step 3

   25.1. Selecting a driver in this step indicates that a person will be registered to this vehicle that is neither the owner or the lessee. The listed driver will receive all the registration information related to this vehicle.

![Step 6 - Drivers Form](image)
26. **Individual** customer type selected from dropdown options:

   26.1. Enter one of the following:
      
      26.1.1. WI Driver License
      26.1.2. WI Identification number
      26.1.3. Social Security Number

   26.2. Select Search

   26.3. Select Add Driver button for the correct customer

27. Select Primary driver

28. Answer the renewal notification and Opt-Out questions for the primary driver

29. Select Next
Title/Registration Processing – Step 7 – Registration Information

30. Select/Change the County and City/Village/Town information in two instances:
   30.1. If no information is pre-populated
   30.2. If the vehicle will be kept in a location that differs from the primary owner’s address

31. Select checkbox if vehicle will be primarily kept in a state other than Wisconsin

32. Odometer Status
   32.1. Enter the odometer mileage and status information when required

Registration Information

33. Issue New Plate
   33.1. Select: Plate Type, Registration Type, Registration Weight (where applicable) and Registration Period
   33.2. Select appropriate registration type (Auto or Light Truck) when issuing Special Plates such as Celebrate Children, Ducks Unlimited, Endangered Resources, Green Bay Packers, or University Plates.

34. Select Yes/No if customer wants a temporary plate
35. Select Next
Registration Information

38. Transfer Existing Plate
   38.1. Select Plate Type
   38.2. Enter plate number to transfer
      38.2.1. Tip: Personalized plates use numeric 0 (zero) instead of alpha O.
   38.3. Select Verify
   38.4. Make the following choices when available/necessary as part of the transaction:
      38.4.1. Override and Transfer
         38.4.1.1. If it is an acceptable plate transfer, select the corresponding box:
      38.4.2. Transfer to Spouse/Domestic Partner

39. Renew expired plate (when applicable)
40. Request Replacement Plate (when applicable)
41. Select Verify
42. Select Next
43. Select the correct lien holder information from dropdown options:
44. **No new lien holder**, select: *No Lien*

45. **There is a Lien Holder**, select: *Lien*
   - 45.1. Enter the Secured Party number
   - 45.2. If you need to search for the number, select: *View Secured Party Tips* link

46. **Cannot find the correct lien holder number**, select: *Finance Pending*
   - 46.1. Complete the form to send a request to DMV
   - 46.2. Responses will be sent via email within 24 hours
   - 46.3. The transaction should be pended until finance information can be obtained.
     - 46.3.1. When completing the transaction, enter the new secured party number and continue processing.
### Title/Registration Processing – Step 9 – Review Transaction

47. Verify the information is accurate
   
47.1. Select Edit next to the field to change the listed information

<table>
<thead>
<tr>
<th>Primary Owner Information</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>JOHN Q PUBLIC</td>
</tr>
<tr>
<td>RESIDENCE ADDRESS</td>
<td>4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Lessee Information</th>
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</thead>
<tbody>
<tr>
<td>NAME</td>
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</tr>
<tr>
<td>RESIDENCE ADDRESS</td>
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<tr>
<td>MAILING ADDRESS</td>
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<table>
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<tbody>
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<td>N/A</td>
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<tr>
<td>RESIDENCE ADDRESS</td>
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<tr>
<td>MAILING ADDRESS</td>
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<table>
<thead>
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<tbody>
<tr>
<td>DATE OF DELIVERY</td>
<td>7/24/19</td>
</tr>
<tr>
<td>VIN NUMBER</td>
<td>N/A</td>
</tr>
<tr>
<td>YEAR</td>
<td>2010</td>
</tr>
<tr>
<td>TYPE</td>
<td>AUTOMOBILE</td>
</tr>
<tr>
<td>MAKE</td>
<td>PONTIAC</td>
</tr>
<tr>
<td>BODY STYLE</td>
<td>SEDAN</td>
</tr>
<tr>
<td>MAJOR COLOR</td>
<td>SILVER/ALUMINIUM</td>
</tr>
<tr>
<td>MINOR COLOR</td>
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</tr>
<tr>
<td>EXISTING BRAND(S)</td>
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</tr>
<tr>
<td>NEW BRAND(S)</td>
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</tr>
<tr>
<td>FLEET NUMBER</td>
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</table>

<table>
<thead>
<tr>
<th>Registration Information</th>
<th>Edit</th>
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<tbody>
<tr>
<td>REGISTRATION OPTION</td>
<td>TRANSFER EXISTING PLATE</td>
</tr>
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<td>PLATE TYPE</td>
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<tr>
<td>COUNTY KEPT IN</td>
<td>DANE</td>
</tr>
<tr>
<td>CITY/VILLAGE/TOWN KEPT IN</td>
<td>MADISON, CITY OF</td>
</tr>
<tr>
<td>EXPIRATION DATE</td>
<td>7/27/20</td>
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<tr>
<td>REPLACEMENT PLATE</td>
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<tr>
<td>RENEW REGISTRATION</td>
<td>YES</td>
</tr>
<tr>
<td>TRANSFER TO SPOUSE/DOMESTIC PARTNER</td>
<td>NO</td>
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<tr>
<td>MILEAGE</td>
<td>3357</td>
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<tr>
<td>MILEAGE STATUS</td>
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<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>JANE A PUBLIC</td>
</tr>
<tr>
<td>RESIDENCE ADDRESS</td>
<td>4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Lessee Information</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>N/A</td>
</tr>
<tr>
<td>RESIDENCE ADDRESS</td>
<td>N/A</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Driver Information</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>N/A</td>
</tr>
<tr>
<td>RESIDENCE ADDRESS</td>
<td>N/A</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchase Information</th>
<th>Edit</th>
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</thead>
<tbody>
<tr>
<td>TRADE-IN VALUE</td>
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<tr>
<td>TRADE-IN MAKE</td>
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</tr>
<tr>
<td>TRADE-IN YEAR</td>
<td>N/A</td>
</tr>
<tr>
<td>TRADE-IN VIN NUMBER</td>
<td>N/A</td>
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<tr>
<td>PURCHASE PRICE</td>
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</tr>
<tr>
<td>SALES TAX EXEMPTION</td>
<td>NO</td>
</tr>
</tbody>
</table>
Title/Registration Processing – Step 10 – Transaction In-Progress

48. Pend Application:
48.1. This saves the application data and allows it to be completed at a later time or a later date. No ACH withdrawal is completed and no DMV products are issued, except the temporary plate when applicable. Information that was entered can be changed while the application is in a pended status.
48.2. An MV11 will generate for the customer to sign and keep a copy.

49. Complete Application:
49.1. Completes the transaction. The MV11 and other applicable documents are produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).
49.2. An MV11 will generate that will include the new title number and plate number issued. IF ANY CHANGES WERE MADE TO THE TRANSACTION AFTER IT WAS PENDED, THE CUSTOMER MUST BE PROVIDED AND SIGN THE NEW MV11
Certification of Application

50. Review carefully, and select I Agree to complete the transaction
51. Select Back to make changes to the transaction

Certification of Application

- For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named and I certify that all liens shown on the Certificate of Title are paid.
- The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
- The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that there is no lien on this vehicle
- I authorize the State of Wisconsin or its authorized agent to initiate an ACH debit entry from the account(s) I have registered as payment for this transaction.
- I certify that if the prior owner had either no lien or lien listed before 7/30/2012, I have possession of the original title or MCO and will submit the original title or MCO to DMV the first business day following completion of the electronic title submission.
- I certify that if the prior owner had a lien listed on or after 7/30/2012, I have possession of the original MV2690 Power of Attorney - Vehicle Odometer Disclosure and Transfer of Ownership, and I have verified the current vehicle record. I will submit the original MV2690 and a print of the vehicle record from inquiry to DMV the first business day following completion of the electronic title submission.
52. Your new Wisconsin title number is identified.
53. Click on the link(s) to print/view your documents.
54. Print a copy for your customer, a copy for your deal jacket, and a copy to send with the title/MCO to DMV for imaging.
System Processing Messages

55. During application processing system messages may appear in the upper right-hand corner of your screen.

55.1. Informational messages will begin with the letter “I” and 3 digits:

55.2. Example:

   55.2.1. These messages will not stop or prevent transaction process
   55.2.2. May provide useful information regarding either the vehicle or the customer

55.3. Error messages will begin with the letter “E” and 3 digits:

55.4. Example:

   55.4.1. These messages will stop the transactions process
   55.4.2. Will provide information on how to proceed
      55.4.2.1. May provide a phone number to call to attempt to clear the system stop
      55.4.2.2. May indicate the application must be mailed in for manual processing.
      55.4.2.2.1. For manual processing, include all applicable completed documentation and fees.

55.5. Mail to DOT: If unable to process a transaction due to system stops, a Mail to DOT information screen will be displayed. It will contain the information about whether the customer is eligible for a temporary plate and links to documents.