SECTION 5: FORMS AND REPORTS

Main Menu

detail processing on behalf of

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- Add lien to your customer's title (no change of ownership)
  Wisconsin title number: [Input]

- Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)
  VIN: [Input]

- Vehicle repossession
  VIN: [Input]

- Remove your lien
  VIN: [Input]

- Reset transaction
  VIN: [Input]
  Reference #: [Input]  Title #: [Input]

- Vehicle inquiry
- Forms and reports
- Bank account information

[Next]

To view Reporting, select “Forms and reports,” then select Next.
REPORTING MENU SCREEN

- Completed applications
- Released liens list

Enter the reporting period
Start date
End date

- Print "Mail to DOT" Form.
- Order mailing labels (packs of 100) 1
- Reprint receipt
  Vin: 

- e-MV Agent Home Page
- DMV general forms page
- e-MV Agent application form
- e-MV Agent user manual
- Print correction request form -- NEW

Next  Return to Menu
COMPLETED APPLICATIONS

**Completed applications:** This report will detail all transactions completed within a certain time period. If no Start/End dates are entered, the report will be for the current day’s transactions.

Select “Completed applications.”

Enter the reporting period Start and End dates (mm/dd/yyyy).

Select Next.

Click on the Adobe Acrobat icon to view the report.
### RELEASED LIENS

**ditclx processing on behalf of**

- Completed applications
- Released liens list

#### Enter the reporting period

**Start date**: 

**End date**: 

- Print "Mail to DOT" Form.
- Order mailing labels (packs of 100) [1]
- Reprint receipt
  - Vin: 

- [DMV Agent Home Page](#)
- [DMV general forms page](#)
- [eDMV Agent application form](#)
- [eDMV Agent user manual](#)
- [Print correction request form](#)  <-- NEW

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**Next**  **Return to Menu**

Select “Released liens list.”

Enter the reporting period Start and End dates (mm/dd/yyyy).

Select Next.
PRINT MAIL TO DOT FORM

ditm processing on behalf of DAS BANK - 00115913

☐ Completed applications
☐ Released liens list
Enter the reporting period
Start date
End date

☐ Print "Mail to DOT" Form.
☐ Order mailing labels (packs of 100) 1
☐ Reprint receipt
VIN

The Mail to DOT form lists several common reasons that a transaction could not be processed electronically. This completed form should accompany all lien add applications that are mailed to DMV for manual processing.
ORDER MAILING LABELS

Select the number of packs of mailing labels you require. Labels are delivered in packs of 100. DMV recommends ordering enough labels for six months’ worth of transactions.

Select Next to submit your order. A message will pop up as confirmation.
REPRINT RECEIPT

**Enter the VIN to reprint an eMV receipt.**
Receipts for released liens may not be reprinted.

**Select Next.**

Click on the Adobe Acrobat icon to view the eMV receipt.
PRINT CORRECTION REQUEST FORM

Select “Print correction request form.” The form will open in Microsoft Word.

Complete the required information, print the form, and mail to the address listed at the bottom of the form. This form cannot be used to change odometer statements, vehicle ownership, or lien holders due to a refinance.