



Table of Contents

GENERAL INFORMATION	2
INITIAL SETUP	3
WELCOME PAGE	5
DASHBOARD SCREEN	6
MENU BLOCKS	7

GENERAL INFORMATION

Processing hours: DMV technical staff is available to help with any on-line system problems Monday through Friday 7:30 AM. to 4:15 PM, however processing can take place outside of this time frame. Some planned outages may occasionally occur. These outages will be communicated with sufficient lead-time to allow for any necessary contingency plans. DMV technical support staff can be reached at 800-362-3050.

Web Access Management System (WAMS): For logon ID and password questions contact the WAMS Internet site at <https://on.wisconsin.gov/>

Agent Partnership Unit (APU): For questions related to the completion of electronic title/registration applications, contact DMV's Agent Partnership Unit at 608-266-3566 between the hours of 7:30 AM and 4:15 PM, Monday through Friday or email your question to AgentPartnershipUnit@dot.wi.gov

Dealer Licensing Unit (DLU): For questions regarding a dealer's business license, call DMV's Dealer Licensing Unit at 608-266-1425. Phones are answered between the hours of 7:30 AM and 4:15 PM, Monday through Friday. You can also email your questions to DealerLicensingUnit@dot.wi.gov

eMV Agent Home Page: For general information about eMV Agent, including the signup process, visit the eMV PARTNER Home Page at emvpartner.wi.gov/intro

INITIAL SETUP

Signing up for eMV Lien

Interested parties must register for a Web Access Management System (WAMS) account at the [State of Wisconsin self-registration site](#).

Set up a user ID for each person who will need [access](#). Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Once you have been verified with a WAMS account, complete the eMV PARTNER application process [here](#)

For questions regarding the sign-on process and user roles, call DMV's Dealer Licensing Unit at (608) 266-1425. Phones are answered between the hours of 7:30 AM and 4:15 PM. Monday through Friday. You can also e-mail your questions to DealerLicensingUnit@dot.wi.gov


Internet Address for eMV Agent

Access the eMV Lien processing site at emvpartner.wi.gov

Bank Account Information

Upon accessing the eMV11 application, your electronic fund transfer information must be entered by performing the steps below before processing any title or inquiry transactions. Refer to emvpartner.wi.gov/Financial for step-by-step instructions.

Adobe Reader:

 You will need the Adobe Reader (provided free of charge) to view PDF files. For more information about getting your free copy of the Adobe Reader, visit WisDOT's Software information page at:

<http://wisconsinstate.gov/Pages/globalfooter/software.aspx>

Adobe Reader Settings:

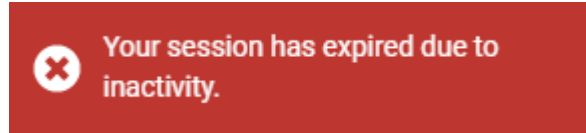
Each computer that will be using eMV11 will need to have the Adobe Reader settings adjusted prior to processing. When you click a PDF link on a web page, it can open either within the web browser or directly in Acrobat or Reader. Each browser has its own settings to control how PDFs open.

To change the display behavior, follow the instructions for your browser at: <http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html>

GETTING STARTED

Getting Started: Enter your WAMS logon ID and password. Use the underlined links highlighted in blue for help. For additional questions, visit the WAMS Internet site at <https://on.wisconsin.gov/>

eMV PARTNER has been designed with an inactivity timer. After 15 minutes of inactivity, the user will need to log in using their WAMS ID. The below message will display indicating the inactivity timer.



A screenshot of the Wisconsin Department of Transportation's eMV PARTNER website. The top navigation bar includes the Wisconsin.gov logo, "Agency Directory", and "Online Services". The main header features the text "Department of Transportation eMV PARTNER" and a description: "PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources. eMV PARTNER offers an all-electronic sign-up process that will also notify you as your application moves through the approval process." On the right, there is a "Sign In" form with fields for "WAMS ID (No WAMS ID? Register?)" and "Password (Forgot your Password?)", both marked as "Required". A "SIGN IN" button is located below the fields. Below the sign-in form, a section titled "New Features coming soon:" features an image of a laptop and a notebook, with the heading "Online Training and Certification" and the text "Flexible, self-paced training allows users to certify from anywhere online." The footer contains contact information: "Customer Service: (608) 250-4606 Email: wi_helpdesk@egov.com" and "Copyright Wisconsin Department of Transportation", along with the Wisconsin.gov logo.

WELCOME PAGE

PRIVACY DISCLAIMER

Welcome to Wisconsin eMV ×

Select an organization on whose behalf you are processing Required

Select... ▼

Attention

This system is for authorized users only and system access is monitored. Access to and use of information from this system is exclusively limited to work defined in the contract with DMV.

Personal inquiries for one's self, friends, family, coworkers, etc., or for marketing purposes are prohibited.

Inappropriate use of DMV information obtained from this system may result in civil penalties and/or criminal prosecution as noted in the Federal Drivers Privacy Protection Act and applicable state and federal laws. By using this system you expressly consent to understanding your responsibility to protect the confidentiality of all personal information obtained through this system.

Select the correct organization from the dropdown menu.


Select *Accept* to continue

Processing Tip: DO NOT use the Internet browser arrows (Back and Forward) to navigate. To move from page to page in eMV PARTNER, use the controls at the bottom or top of each page.

DASHBOARD SCREEN


Dashboard

Message of the Day test




Transactions

- [Vehicle Inquiry](#)
- [Reset/Cancel Transaction](#)
- [Replace Title & Add a Lien](#)
- [Add a Lien](#)
- [Remove Lien](#)
- [Repossess Vehicle](#)




User Management

- [Manage Users](#)
- [Lookup Certification](#)
- [View Application](#)
- [Test Certification](#)
- [My Applications](#)
- [Manage User](#)



Reports

- [Reprint Forms](#)



Financial Management

- [Financial Setup](#)
- [Summary Report](#)
- [Transaction Detail Report](#)

MENU BLOCKS

Based on the roles assigned to you by your Organization Administrator, your dashboard will display different option links.

1. Transactions

- a. **Vehicle inquiry:** Select to view vehicle information on record with DMV.
- b. **Reset/Cancel Transaction:** You can cancel a transaction until 8:00 PM the same day it is completed.
- c. **Replace Title & Add lien:** Select to process a lien application when the existing Wisconsin title has been lost, stolen, or mutilated. A replacement title number will be issued, along with a new title listing the lien. A receipt or MV1 form, signed by the owner, must be mailed to DMV for imaging.
- d. **Add lien:** Select to process a lien application when you have your customer's Wisconsin title in hand. Changes of ownership are not processed via the eMV Agent program.
- e. **Remove Lien:** Select when you are releasing your lien from the record.
- f. **Repossess Vehicle:** Select when you are repossessing a vehicle against which you currently hold a lien. A signed receipt or MV2117 form must be mailed to DMV for imaging.

2. User Management

- a. **Manage Users:** Used by the Organization Administrator to add/remove roles and users from an organization.
- b. **Lookup Certification:** Used to review a certification status for a user assigned to an organization. To see all users, leave the data field blank and select *Search*.
- c. **View Application:**
- d. **Test Certification:** Location for users to attempt a certification exam by selecting *Certify* in the appropriate certification exam row. Provides the results of certification exams attempted and the certification required for the organization.
- e. **My Applications:** Provides a list of all organization applications submitted by the user. Can review the status or edit an application.

3. Reports:

- a. **Reprint Forms:** Coming Soon

4. Financial Management:

- a. **Financial Setup:** Accessing/changing bank account information (ACH role required)
- b. **Summary Report:** Coming Soon
- c. **Transaction Detail Report:** Coming Soon

5. Financial Management:

- a. **Financial Setup:** Accessing/changing bank account information (ACH role required)
- b. **Summary Report:** Coming Soon
- c. **Transaction Detail Report:** Coming Soon