

Add a Lien

Table of Contents

ADD A LIEN	3
Step 1 – Find Title.....	3
Step 2 – Vehicle Info	4
Step 3 – Registration Information.....	4
Step 4 – Owner Information.....	5
Step 5 – Lien Holder Information	6
Step 6 – Review Transactions.....	7
Step 7 – Transaction In-Progress	8
Certification of Application	8
Step 8 – Final Steps.....	9

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:



Transactions

[Vehicle Inquiry](#)

[Reset/Cancel Transaction](#)

[Replace Title & Add a Lien](#)

[Add a Lien](#)

[Remove Lien](#)

[Repossess Vehicle](#)

* **NOTE:** Titles are required for any transaction that results in the production of a title, except replacement title transactions and repossessions.

ADD a LIEN

Step 1 – Find Title

1. To begin the transaction, select: *Add a Lien*
2. Enter the current Wisconsin title number.
3. Click *Search*.

< Step 1 - Find Title

Welcome to The Department of Transportation Titling/Registration Application. Enter a title number to get started.

Title Number Required

Search

- 3.1. If the title number you have entered is not the most current or is invalid you may see one of the following messages.



E121: This is not the most current title for this vehicle. Have customer provide most current title or mail application to DOT

- 3.2. Verify that you have entered the correct title number shown on the title, exclude any dashes.



E243: Title not found on DOT database. Please check the title number and try again.

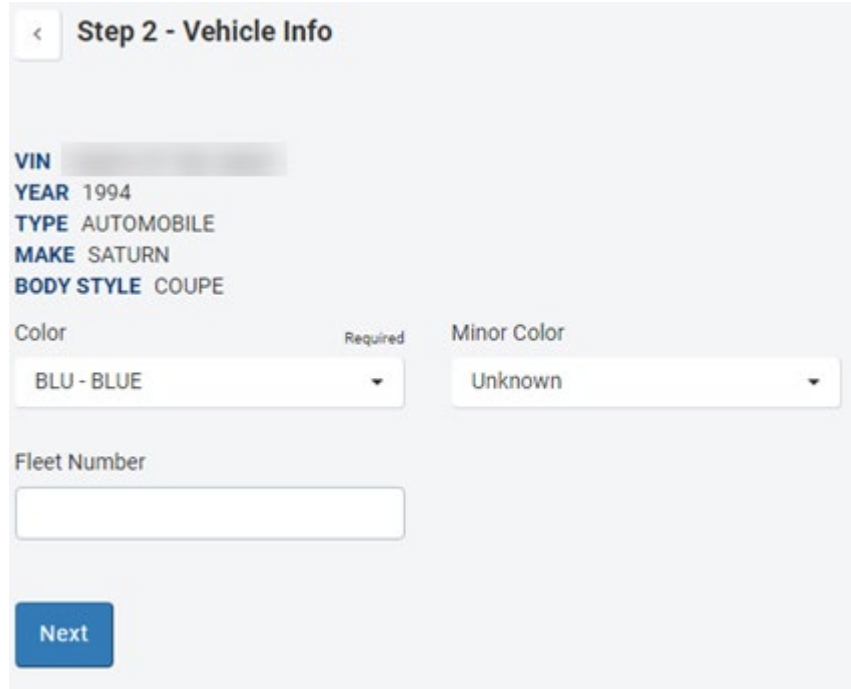
- 3.3. If the title status is incomplete due to an incident or notation you will see the following error message. These transactions cannot be processed electronically. Send the application to DMV for manual processing; include a completed Mail to DOT form. Contact the Agent Partnership Unit if you require further assistance.



E123: Vehicle has invalid status for titling. Mail application to DOT

Step 2 – Vehicle Info

4. Enter/Verify the following information:
 - 4.1. Major/Minor Color
 - 4.2. Fleet Number (if applicable)
5. Select *Next*

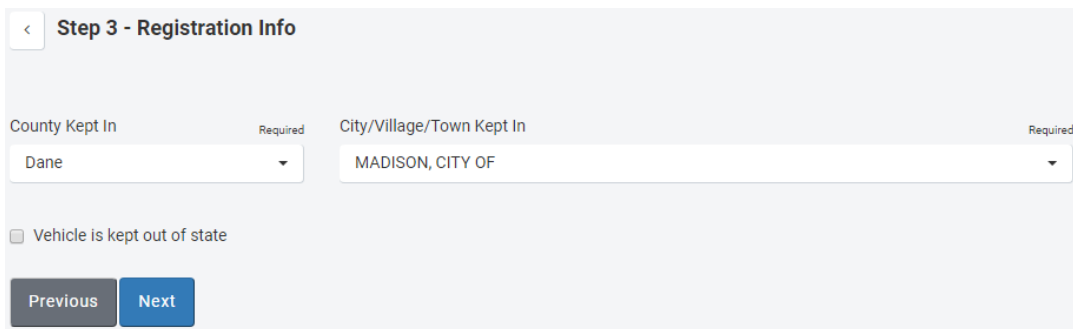


The screenshot shows a web form titled "Step 2 - Vehicle Info". It contains the following fields and information:

- VIN**: [Redacted]
- YEAR**: 1994
- TYPE**: AUTOMOBILE
- MAKE**: SATURN
- BODY STYLE**: COUPE
- Color** (Required): BLU - BLUE
- Minor Color**: Unknown
- Fleet Number**: [Empty text box]
- Next**: A blue button at the bottom left.

Step 3 – Registration Information

8. Enter/Verify the following Registration Information:
 - 8.1. Vehicle Kept in
 - 8.1.1. County
 - 8.1.2. City/Village/Town
9. Select *Next*



The screenshot shows a web form titled "Step 3 - Registration Info". It contains the following fields and information:

- County Kept In** (Required): Dane
- City/Village/Town Kept In** (Required): MADISON, CITY OF
- Vehicle is kept out of state
- Previous**: A grey button at the bottom left.
- Next**: A blue button at the bottom right.

Step 4 – Owner Information

12. Verify current owner information

13. Select Edit Owner button to edit owner address information

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

15. Select *Next*

< Step 4 - Owner Information

Owners

Name	Address	Actions
JOHN PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Owner

Does the primary customer want to receive information about electronic renewal notification(s)? Required

Yes

No

Does the primary customer want to opt-out from the WISDOT Mailing List? Required

Unknown

Yes

No

[Previous](#) [Next](#)

Step 5 – Lien Holder Information

- 16. Verify current and new lien holder information
- 17. Check the box to release existing lien if applicable
- 18. You have the option to release an existing lien at the same time you are adding your own lien. You may only release another lender’s lien if one of the following has been completed:
 - 18.1. You have a valid lien release
 - 18.2. You have sent the other lender the payoff amount
 - 18.3. You have contacted the other lender to verify their lien has been paid
- 19. Select *Next*

Note - You are responsible to ensure the lien has been satisfied and will certify this as part of the completion of the application.

< Step 5 - Lien Holder Information

New Lien Holder Details

Secured Party Number	Name	Address
	BANK	Wisconsin 54669-1611

Existing Lien Holders to Release

Select	Lien List Date	Secured Party Number	Name	Address
<input checked="" type="checkbox"/>	7/1/19		FINANCE PENDING	MADISON / 4822 MADISON YARDS WAY FL 3RD / PO Box: / WI / 537

PreviousNext

Step 6 – Review Transaction

20. Verify the information is accurate

21. Select *Edit* next to the field to change the listed information

< Step 6 - Review Transaction

Primary Owner Information [Edit](#)

NAME JOHN PUBLIC
RESIDENCE ADDRESS 4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705
MAILING ADDRESS N/A

Co-Owner Information [Edit](#)

NAME N/A
RESIDENCE ADDRESS N/A
MAILING ADDRESS N/A

Vehicle Information [Edit](#)

VIN [REDACTED]
YEAR 1994
TYPE AUTOMOBILE
MAKE SATURN
BODY STYLE COUPE
COLOR BLUE
MINOR COLOR N
FLEET NUMBER N/A

Registration Information [Edit](#)

COUNTY KEPT IN DANE
COMMUNITY KEPT IN MADISON, CITY OF

Lien Holder Information [Edit](#)

SECURED PARTY NUMBER [REDACTED]
LIENHOLDER NAME [REDACTED] BANK
LIENHOLDER ADDRESS [REDACTED] WISCONSIN 54669-1611

Liens to be removed [Edit](#)

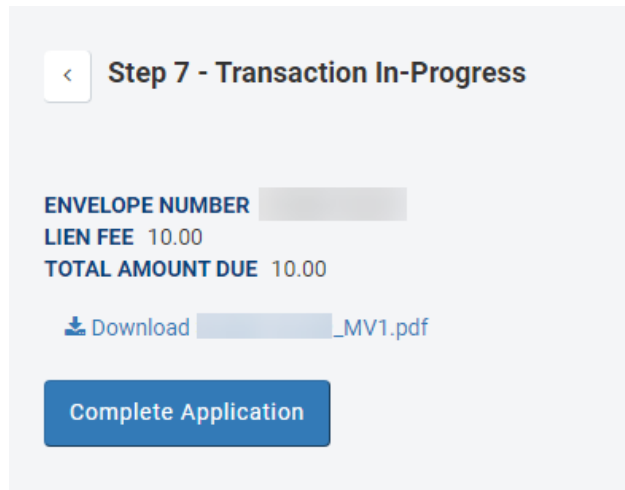
LIEN HOLDER [REDACTED] FINANCE [REDACTED] / 4822 MADISON YARDS WAY FL 3RD / PO BOX: / WI / 537

[Previous](#) [Next](#)

Step 7 – Transaction In-Progress

22. Complete Application

- 22.1. The MV1 and other applicable documents are produced, and funds will be debited via ACH.
- 22.2. An MV1 will generate that will include the new title number.

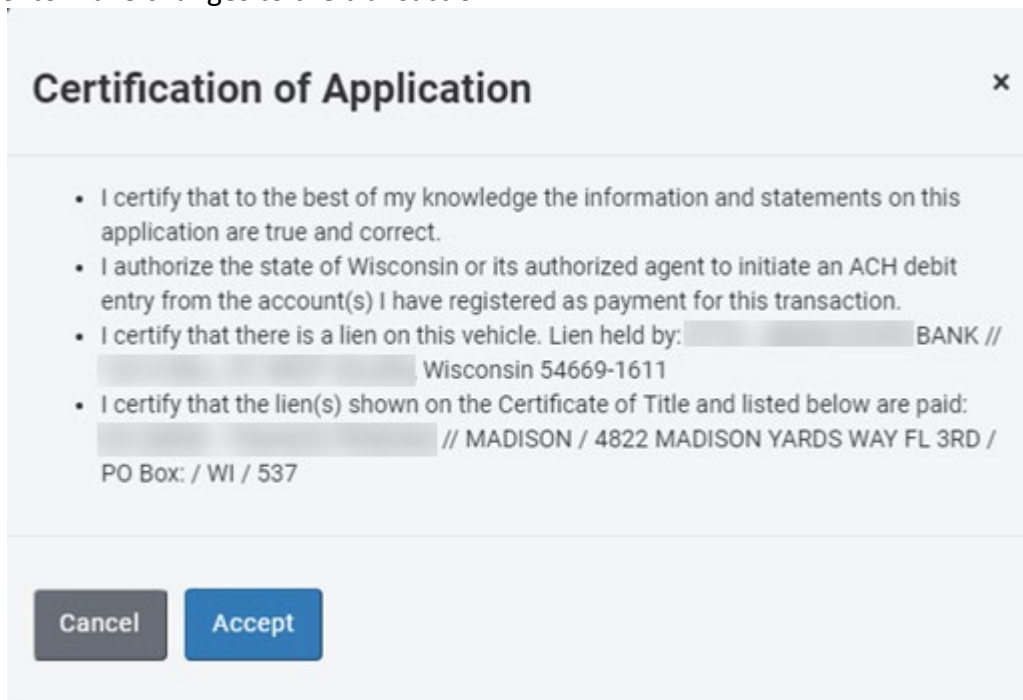


The screenshot shows a web interface for 'Step 7 - Transaction In-Progress'. It features a back arrow button, a title, and several fields: 'ENVELOPE NUMBER' with a greyed-out input, 'LIEN FEE 10.00', and 'TOTAL AMOUNT DUE 10.00'. Below these is a download link for a PDF file named '..._MV1.pdf'. At the bottom is a blue 'Complete Application' button.

Certification of Application

23. Review carefully, and select *I Agree* to complete the transaction

24. Select *Cancel* to make changes to the transaction



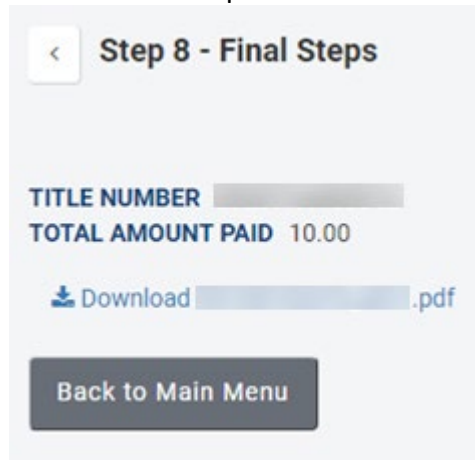
The screenshot shows a 'Certification of Application' dialog box with a close button (X) in the top right. It contains a list of four certification items:

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- 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 there is a lien on this vehicle. Lien held by: [redacted] BANK // [redacted] Wisconsin 54669-1611
- I certify that the lien(s) shown on the Certificate of Title and listed below are paid: [redacted] // MADISON / 4822 MADISON YARDS WAY FL 3RD / PO Box: / WI / 537

At the bottom are two buttons: 'Cancel' (grey) and 'Accept' (blue).

Step 8 – Final Steps

25. The new Wisconsin title number is identified
26. Fees display
27. Click on the link(s) to print/view your documents
28. Print a copy for your customer and retain a copy for your records. After 60 days the transaction documentation may be securely destroyed.
29. Select *Back to Main Menu* to return to the Desktop



< Step 8 - Final Steps

TITLE NUMBER [REDACTED]

TOTAL AMOUNT PAID 10.00

[Download \[REDACTED\].pdf](#)

[Back to Main Menu](#)