Add a Lien

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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:

* 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.

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 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

3.4. If the title has a title notation you will see the following error message. Contact the Agent Partnership Unit if you require further assistance.
3.5. If financial setup has not been complete, you will see the following error messages, and no add lien transactions can be processed. See instructions for completing the financial setup: [emvpartner.wi.gov/Financial](emvpartner.wi.gov/Financial)
Step 2 – Vehicle Info
4. Enter/Verify the following information:
   4.1. Major/Minor Color
   4.2. Fleet Number (if applicable)
5. Select Next

Step 3 – Registration Information
6. Enter/Verify the following Registration Information:
   6.1. Vehicle Kept in
       6.1.1. County
       6.1.2. City/Village/Town
       6.1.3. Or Vehicle is kept out of state
7. Select Next
Step 4 – Owner Information

8. Verify current owner information
9. Select Edit Owner button to edit owner residence address and/or mailing address information
10. Select Next

<table>
<thead>
<tr>
<th>Name</th>
<th>Residence Address</th>
<th>Mailing Address</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN PUBLIC</td>
<td>4922 MADISON YARDS WAY MADISON WI - Wisconsin 53705</td>
<td>Yes</td>
<td>Edit Owner</td>
</tr>
</tbody>
</table>
Step 5 – Lien Holder Information
11. Verify current and new lien holder information
12. Check the box to release existing lien if applicable
13. 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:
   13.1. You have a valid lien release
   13.2. You have sent the other lender the payoff amount
   13.3. You have contacted the other lender to verify their lien has been paid
14. 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 6 – Review Transaction
15. Verify the information is accurate
16. Select Edit next to the field to change the listed information
Step 7 – Transaction In-Progress
17. Complete Application – The Complete Application button **must** be selected in order to complete the application, generate an MV1 and generate a title listing the lien holder.

Certification of Application
23. Review carefully, and select *I Agree* to complete the transaction
24. Select *Cancel* to make changes to the transaction
Step 8 – Final Steps

25. The new Wisconsin title number is identified
26. Fees display
27. The MV1 and other applicable documents are produced, and funds will be debited via ACH.
28. An MV1 will generate that will include the new title number.
29. Click on the link(s) to print/view your documents
30. Print a copy for your customer and retain a copy for your records. After 60 days the transaction documentation may be securely destroyed.
31. Select Back to Main Menu to return to the Desktop