


# Replace Title & 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:



**Transactions**

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[Vehicle Inquiry](#)

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[Reset/Cancel Transaction](#)

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[Replace Title & Add a Lien](#)

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[Add a Lien](#)

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[Remove Lien](#)

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[Repossess Vehicle](#)

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[Supporting Document Upload](#)

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

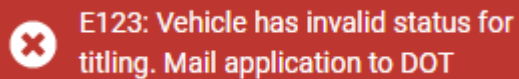
## Replace Title & Add a Lien

### Step 1 – Find Vehicle

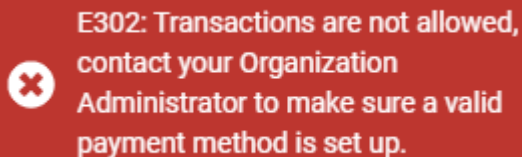
1. To begin the transaction, select: *Replace Title & Add a Lien*
2. Enter the VIN.
3. Click *Search*.

The screenshot shows a web form titled "Replace Title & Add Lien". Below the title is a navigation bar with a left arrow and the text "Step 1 - Find Vehicle". The main form area contains a label "VIN" on the left and "Required" on the right, above a white input field. Below the input field is a blue button labeled "Search".

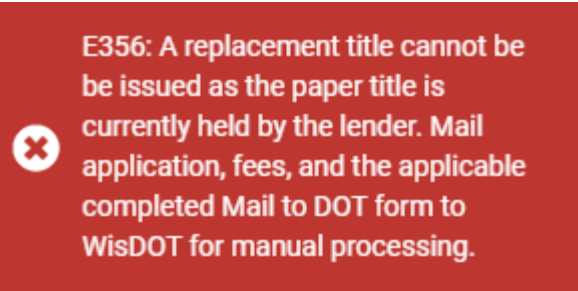
- 3.1. If the title status is incomplete due to an incident or notation you will see the following error message. These transactions cannot be processed electronically. Send the application to DMV for manual processing; include a completed Mail to DOT form. Contact the Agent Partnership Unit if you require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

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

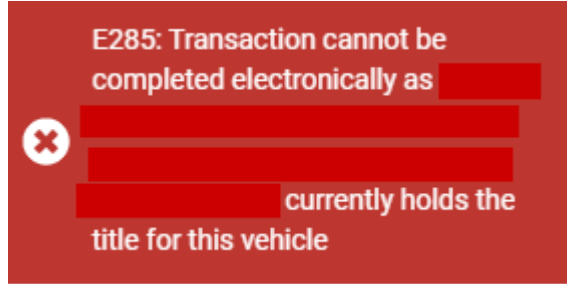
- 3.2. If financial setup has not been complete, you will see the following error message, and no add lien transactions can be processed. See instructions for completing the financial setup: [emvpartner.wi.gov/Financial](http://emvpartner.wi.gov/Financial)

 E302: Transactions are not allowed, contact your Organization Administrator to make sure a valid payment method is set up.

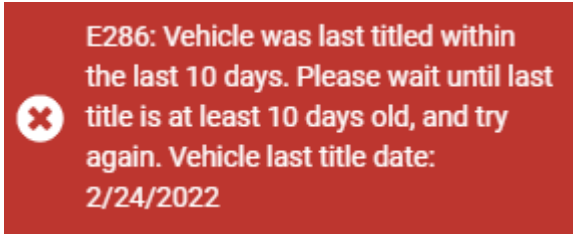
- 3.3. If the current title is being held in paper by an existing lien holder, you will see the following error message, and the lien cannot be processed:

 E356: A replacement title cannot be issued as the paper title is currently held by the lender. Mail application, fees, and the applicable completed Mail to DOT form to WisDOT for manual processing.

3.4. If the current title is being held electronically by an existing lien holder, you will see the following error message, and the lien cannot be processed:

 E285: Transaction cannot be completed electronically as [REDACTED]  
[REDACTED]  
[REDACTED] currently holds the title for this vehicle

3.5. If a title was issued in the last 10 calendar days, you will see the following error message, and the lien cannot be processed:

 E286: Vehicle was last titled within the last 10 days. Please wait until last title is at least 10 days old, and try again. Vehicle last title date:  
2/24/2022

## Step 2 – Vehicle Info

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

### Replace Title & Add Lien

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[<](#) **Step 2 - Vehicle Info**

**VIN**

**YEAR** 2012

**TYPE** AUTOMOBILE

**MAKE** CHRYSLER

**BODY STYLE** SEDAN

Color Required

Minor Color

Fleet Number

**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. Vehicle kept out of state
7. Select *Next*

## Replace Title & Add Lien

### < Step 3 - Registration Info

County Kept In

Required

Monroe

City/Village/Town Kept In

Required

TOMAH, CITY OF

Vehicle is kept out of state

Previous

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*

Replace Title & Add Lien

< Step 4 - Owner Information

Owners

Name	Residence Address	Mailing Address	Actions
			<a href="#">Edit Owner</a>

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

## 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:**

**Only liens listed on or before 07-30-2012 can be released during a Replace Title & Add Lien transaction. After 07-30-2012, titles are sent to the listed lien holder.**

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

Replace Title & Add Lien

< Step 5 - Lien Holder Information

**New Lien Holder Details**

Secured Party Number	Name	Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Existing Lien Holders to Release**

Select	Lien List Date	Secured Party Number	Name	Address
<input type="checkbox"/>	2/8/12	<input type="text"/>	<input type="text"/>	<input type="text"/>



## Step 6 – Review Transaction

11. Verify the information is accurate
12. Select *Edit* next to the field to change the listed information
13. Select *Next*

< Step 6 - Review Transaction

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**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

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**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

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**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

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### Step 7 – Transaction In-Progress

14. Complete Application – The Complete Application button **must** be selected in order to complete the application, generate an MV2119 and inquiry print, and generate a title listing the lien holder

Replace Title & Add Lien

< Step 7 - Transaction In-Progress

**To complete this transaction, you must select the "Complete Application" button below**

ENVELOPE NUMBER 54275220551  
TITLE FEE 20.00  
LIEN FEE 10.00  
TOTAL AMOUNT DUE 30.00

Complete Application

### Certification of Application

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

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

**Certification of Application** ×

- 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

Cancel Accept

## Step 8 – Final Steps

25. The new Wisconsin title number is identified
26. Fees display
27. The MV2119 and other applicable documents are produced, and funds will be debited via ACH.
28. An MV2119 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
31. The MV2119, vehicle inquiry print and any other documents must be scanned for imaging by one of the following options indicated in section 7.3 (Submitting Completed Transactions) of the [training resource](#)
32. Select *Back to Main Menu* to return to the Desktop

### Replace Title & Add Lien

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< **Step 8 - Final Steps**

**TITLE NUMBER** 22055A7220018  
**TOTAL AMOUNT PAID** 30.00

[Download 54275220551\\_VehicleInquiry.pdf](#)   [Download 54275220551\\_MV2119.pdf](#)

[Back to Dashboard](#)