

Wisconsin Dealer Processing Training

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Dealer and Agent Section

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Madison, WI 53705

September 26, 2023

Who Are We?

Dealer and Agent Section

- Agent Partnership Unit (APU)
 - Title and registration questions
 - 3rd party correction processing
 - Audit



Who Are We?

Dealer and Agent Section

- Dealer Licensing Unit (DLU)
 - Dealer license questions
 - Dealership application processing



Who Are We?

Dealer and Agent Section

- Field Investigation Unit (FIU)
 - Inspections
 - Complaints
 - Education
 - Enforces the law

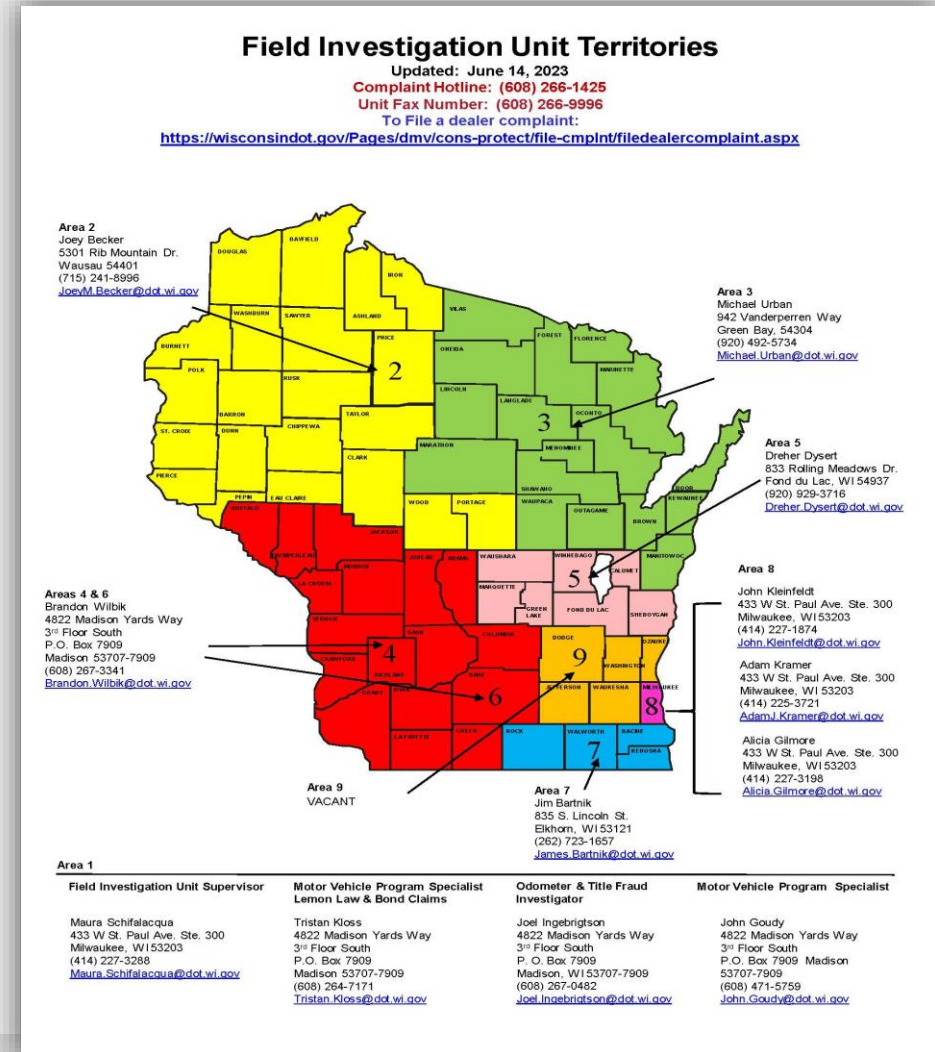


Contact Information

- Agent Partnership Unit
 - Phone: (608)266-3566
 - Email: agentpartnershipunit@dot.wi.gov

- Dealer Licensing Unit
 - Phone: (608)226-1425
 - Email: dealerlicensingunit@dot.wi.gov

- Field Investigation Unit
 - [Field Investigation Territories Map](#)



What Are We Doing Today?

Agenda

- Dealer Processing Basics
- eMV PARTNER System Overview
- eMV PARTNER Processing



Mandatory Dealer Processing

- Effective July 1, 2007, Wisconsin licensed vehicle dealers that sell 49 or more vehicles per calendar year are required to process applications electronically
- Dealer processing/surcharge fee
 - \$15 processing fee
 - Can be passed onto customer
 - \$50 surcharge fee
 - Cannot be passed onto customer



Wis. State Stat. [§ 342.16\(1\)\(a\), \(am\)](#)

Mandatory Display and Temporary Plates

- Automobiles, autocycles, and light trucks (8,000 lbs and less) are required to display valid registration when operating on the roads of Wisconsin within 2 business days
 - Temporary plates can be issued to most vehicle types
- If the purchaser does not have a plate to transfer from another vehicle they own, do one of the following:
 - Issue a temporary plate
 - If you participate in the Automated Processing Partnership System (APPS), issue metal plate
- Out of state purchasers
 - 30 day temporary plate

Mandatory Display and Temporary Plates

- Issuing a temporary plate
 - Completed application required
 - Electronically processed
 - Print PDF
 - Display on rear window drivers side

[eMV PARTNER - Standalone Temporary Plate \(wisconsindot.gov\)](http://wisconsindot.gov)

WISCONSIN TEMPORARY PLATE	
T7693C	
VEHICLE INFORMATION:	EXPIRES:
MAKE: FORD	10-01-2023
MODEL: FOCUS	
YEAR: 2015	
LAST 6 DIGITS OF VIN:	1 O C T 2 3
Fold on the dotted line before taping the temporary plate inside the lower corner of rear window on the driver's side.	
<small>T1040 7/2012</small>	



Dealer Processing Basics

Electronic Processing



Processing Systems

- eMV PARTNER
 - emvpartner.wi.gov
- Authorized 3rd party vendor
 - CVR
 - DDI
 - Dealertrack
 - DLRdmv
 - OpusVTR
 - VITU
 - NFC (renewal only)

[Title/registration processing \(wisconsindot.gov\)](http://wisconsindot.gov)



Transactions

[Title/Registration Processing](#)

[Title Only](#)

[Vehicle Inquiry](#)

[Junk Vehicle](#)

[Reset/Cancel Transaction](#)

[Standalone Temp Plate](#)

[Pended Transactions](#)

[Supporting Document Upload](#)



What Can I Process?

- What you can process:
 - Title and registration
 - Title only
 - Out of state resident with lien
 - IRP ([International Registration Plan](#))
 - Stand alone temp plates
 - Heavy vehicles 54,000 lbs and less



What Can't I Process?

- What you cannot process:
 - Title only WI resident or dealer
 - More than two owners or lien holders
 - Heavy vehicles over 54,000 lbs
 - For Hire ([Operating authority \(wisconsindot.gov\)](http://wisconsindot.gov))
 - Multi-stage vehicles if not already title in Wisconsin



What Can I Process?

A full list of processing capabilities and restrictions can be found here:

[ELECTRONIC TITLE AND/OR
REGISTRATION PROCESSING
TRAINING RESOURCE](#)
<http://wisconsindot.gov>



Processing Time Frames

- Electronically Processed
 - Within 7 business days from date of sale
 - Application documents must be submitted to DMV the next business day
- Manual Processing
 - Within 7 business days from date of sale, mail application documents and fees to DMV
 - Include MV2132, Request for Manual Processing
 - Issue temporary license plate



Document Submission

- Electronic Supporting Document Upload
 - Preferred method
 - Available in all processing systems (eMV PARTNER and vendor)
 - Transactions can be uploaded until midnight the next business day
 - PDF format
 - No risk of lost applications
 - Originals remain with organization
 - Immediate review of documents available to DOT
 - No postage or envelope costs

[eMV PARTNER Supporting Document Upload](#)



Transactions

[Title/Registration Processing](#)

[Title Only](#)

[Vehicle Inquiry](#)

[Junk Vehicle](#)

[Reset/Cancel Transaction](#)

[Standalone Temp Plate](#)

[Pended Transactions](#)

[Supporting Document Upload](#)



Document Submission

- Yellow Mailing Labels
 - Create 'bundle' for mailing
 - One day's transactions per envelope
 - Transactions should be in sequential order with the first application on top
 - Must be mailed the next business day
 - Mailing paperwork courtesies
 - No staples or paperclips
 - Folded paper is more difficult to scan
 - Fees/checks should not be mailed with completed applications
- If you upload completed applications electronically, do not mail in with yellow mailing labels

MV2948 4/2021

Please combine all transactions for one date into one mailing

Number of enclosed transactions

Y R (Julian Date) (Terminal ID)

DMV CORRESPONDENCE PROCESSING
WISCONSIN DEPARTMENT OF TRANSPORTATION
PO BOX 7987
MADISON, WI 53707-7987



Document Submission

- New title number listed
- Metal plate issued listed
- Originals should be included
- Only submit completed transactions!



Dealer Processing Basics

Title and Registration



Do's and Don'ts

- Dealers should not:
 - Buy or take vehicles in on trade without the physical title unless the title is held by a lien holder
 - Complete unnecessary forms
- Dealers should always:
 - Perform an inquiry when possible
 - Check child support docket
 - [Lien Docket \(wisconsin.gov\)](http://wisconsin.gov)



Who Are Your Customers?

- Titled Owners
 - Individuals
 - Should have a personal identifier
 - Non-individual
 - Should have federal identification number (FEIN)
 - Lease vehicles are owned by non-individual leasing company not the individual lessee
 - Trusts
 - Should have federal identification number (FEIN)
 - MV2790, Trustee Statement



Who Are Your Customers?

- Lessee
 - Lessee owns registration/plate
- Driver
 - An individual that operates a vehicle on behalf of an owner or lessee
 - Owns registration/plates
- Lien holder
 - Not a titled owner
 - Has security interest with obligation for payment



Title to Lien Holder

- Titles subject to liens are delivered to the lien holder
- MV2690, Power of Attorney (POA)
 - Used only when title is held by lien holder
 - Dealer does not have to wait for original title in certain circumstances
 - Can be used for out of state titles
- Auction sales and dealer to dealer trades require the physical title
- Sales to out of state residents require the physical title

WISCONSIN CERTIFICATE OF TITLE

Vehicle Identification Number 1GGEC19W8VE180255	Year 1997	Make CHEVROLET			
Title Number 130789987001-3	Issue Date 03/19/2013	Chassis Type AUTO	Odometer Reading	Odometer Status EXEMPT	Odometer Date
Product Number 12812130784	Body Style 4DR SEDAN	Color BLACK	Fleet No.		

Titled Owner(s)
WISCONSIN DEPARTMENT OF TRANSPORTATION
4802 SHEBOYGAN AVE
MADISON, WI 53705

The person, firm or corporation named on this Title is the lawful owner of the vehicle described, subject to any Security Interest (liens) shown. The order in which the Lien Holders appear on this Title does not necessarily represent their priority. The Wisconsin Department of Transportation will not be responsible for false or fraudulent odometer statements made in the assignment of the Certificate of Title or for errors in reporting mileage, brand disclosures or the history of the vehicle. The department has no actual knowledge about the history of the vehicle and makes no warranty that the title brands or mileage disclosures on prior titles have been carried forward onto this document. 1GGEC19W8VE180255

Lien Holder(s)
NONE

Additional Vehicle Detail

SELLER: When the vehicle is sold, complete the ASSIGNMENT OF CERTIFICATE OF TITLE on the top back of this title and deliver the title to the purchaser with the vehicle. You may wish to retain a copy of this title with the purchaser's information and signature as proof of sale for your records.

PURCHASER: Apply for a new title with the Wisconsin Division of Motor Vehicles immediately. To legally operate this vehicle, you are required to register it with the Division of Motor Vehicles.

MAIL ADDRESS:
Wisconsin Department of Transportation
PO Box 7949, Madison, WI 53707-7949

QUESTIONS:
Contact the Division of Motor Vehicles at:
414-266-1000, 608-266-1466
www.dot.wisconsin.gov

11-1 1996-03910 0878228

KEEP IN SAFE PLACE **DO NOT KEEP IN VEHICLE**

Vertical text on left: This document void without watermark - Hold to light to view
Vertical text on right: Any alteration, correction, fluid, or erasure voids this title



Titling Documents

- **MV2690 – Power of Attorney**
 - **Used when title is being held by a lien holder**
 - Can be used for out of state titles held by lien holder
 - **Section 1 and 2 completed at trade in**
 - Dates are day of trade in
 - Seller provides odometer disclosure
 - **Section 3 – Exercising Power of Attorney**
 - Completed only when/if title is received
 - Date is date of form completion
 - Odometer reading is transferred to title
 - Title is signed as POA
 - **Obtained from authorized form vendor**

POWER OF ATTORNEY
Vehicle Odometer Disclosure
 Wisconsin Department of Transportation
 MV2690 8/2020

s. 342.155 Wis. Stats.
 Trans. 154.11 Wis. Adm. Code
 49 USC 32705
 49 CFR 580

- This form may only be used when the title is held by a lienholder.
- A printed copy of the Wisconsin electronic vehicle record, or completed non-Wisconsin title, must accompany this form.
- Federal and state law requires that you state the mileage in connection with the transfer of ownership.
- Providing an incomplete or false statement may result in fines and/or imprisonment and may make you liable to the representative.

Vehicle Information

Vehicle Year	Make	Model	Body Type	Vehicle Identification Number (VIN)	Vehicle Currently Titled in State of
This Vehicle Was Previously (check all that apply)					
<input type="checkbox"/> Privately Driven	<input type="checkbox"/> Demonstrator	<input type="checkbox"/> Leased	Known or Expected Brands		
<input type="checkbox"/> Business Vehicle	<input type="checkbox"/> Executive Driven	<input type="checkbox"/> Rental	<input type="checkbox"/> Manufacturer Buyback	<input type="checkbox"/> Driver Education	<input type="checkbox"/> Salvage
<input type="checkbox"/> Theft Recovery	<input type="checkbox"/> Government Vehicle		<input type="checkbox"/> Police Vehicle	<input type="checkbox"/> Rebuilt Salvage	<input type="checkbox"/> Hall Damaged
			<input type="checkbox"/> Flood Damaged	<input type="checkbox"/> Taxi	

Seller & Authorized Representative Information

Print Seller's Name(s)			Print Authorized Representative's Name		
Seller's Street Address			Authorized Representative's Street Address		
City	State	Zip Code	City	State	Zip Code

Statement of Transfer and Odometer Disclosure
 I, as Seller, appoint the Authorized Representative, as my attorney-in-fact, to disclose the mileage for the vehicle described above, exactly as stated in my disclosure, and to transfer my interest in the vehicle described above. I further certify that to the best of my knowledge the information contained on this document is true and correct and that I have entered the vehicle odometer reading below in compliance with federal and state law.

Exempt from odometer disclosure because vehicle is: Model year 2010 or older Gross vehicle weight rating exceeds 16,000 lbs.

Odometer Now Reads (no tenths) _____ and to the best of my knowledge is the actual mileage of this vehicle unless one of the following statements is checked:

The odometer reading reflects the amount of mileage in excess of its mechanical limits.
 The odometer reading is NOT the actual mileage – WARNING ODOMETER DISCREPANCY.

X _____ (Date) X _____ (Date)
 (Seller 1 Signature) (Authorized Representative Signature)

 (Print Name of Seller 1) (Print Name of Authorized Representative)

X _____ (Date)
 (Seller 2 Signature)

 (Print Name of Seller 2)

Person Exercising Power of Attorney (Certifier)
 Seller's appointed Power of Attorney (Certifier) completes this section once the Authorized Representative receives the original title.

Print Name of Person Exercising Power of Attorney (Certifier)	I certify that I have received and reviewed the title for the vehicle described above and that there are no indications of mileage discrepancies.
Certifier's Street Address	
City State Zip Code	
	X _____ (Date) (Signature of Person exercising above Power of Attorney)

IF RETAILED – Send original to DMV with title transfer imaging paperwork.
 IF WHOLESALD – Transfer mileage to original title and keep original MV2690 with original title.
 Seller and Authorized Representative: Retain a copy for your records.



Titling Documents

- MV11 – Wisconsin Dealer Title and License Plate Application

- Can act as final reassignment in Wisconsin
- Information on MV11 gets entered into electronic processing system
- Dealership legal business name must be used
- Must be signed by dealer representative and applicants
- Alteration = new application
- Obtained from authorized form vendor

WISCONSIN TITLE & LICENSE PLATE APPLICATION
 MV11-1 12/2022
 Processor ID No. [redacted] Received - Date - Opened [redacted]

Title No. - New License Plate No. [redacted]
 Amount Received - Document No. [redacted]
 Check Cash CC

DO NOT WRITE ABOVE THIS LINE. Complete Required Title Brand (see instructions back of page 3) Application Type (check one)
 Item being BU, LE or BU OR R/W. Flood Damage Hair Damages MFR Buyback Police Tar Original Title Salvage Title Title Only Title Transfer Check if also RP

Section A - New Vehicle Owner Information
 Owner Legal Name (Last, First, Middle Initial OR Business Name) Opt Out - If checked, must complete form MV3552 (see instructions) Birth Date [redacted]
 Owner Social Security Number - Required [redacted] Wisconsin Driver License Number - Required [redacted] FEIN Number (if company owned) - Required [redacted]
 Street Address (include P.O. Box if applicable) City State ZIP Code Owner Day Time (Area Code) Telephone Number [redacted]

Co-Owner Name (if any) (Last, First, Middle Initial) (check one) OR AND Co-Owner Birth Date [redacted] Co-Owner Social Security # or Driver License # or FEIN Number - Required [redacted]
 If this is a leased vehicle, list Lessee Name Lessee Signature Lessee Social Security # or Driver License # or FEIN Number - Required [redacted]
 Lessee Street Address City State ZIP Code Lessee Day Time (Area Code) Telephone Number [redacted]

Section B - Vehicle Information
 Vehicle Identification Number (standard VIN has 17 characters) [redacted] WI License Plate to Transfer [redacted] Temporary License Plate Number [redacted] Plate Type [redacted]
 Year Make Type (Car, Truck, Van, etc.) Color Fleet No. (Optional) Date First Operated Vehicle in Wis. as Resident Registration Period Gross Weight [redacted]
 Check box if plates transferred between spouses/domestic partners (Ch. 770). License plates cannot be transferred between other family members. Vehicle is kept in County City Village Town (check one) OF:

Section C - Loan Information
 Secured Party Number(s) None If NO secured party, check ALL Secured Party Name(s) (Lienholders) [redacted]
 Street Address City State ZIP Code (Area Code) Telephone Number [redacted]

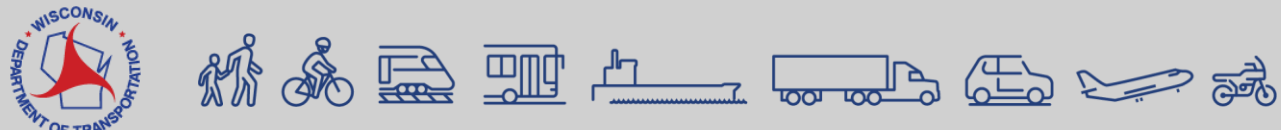
Section D - Odometer Mileage Selling Dealer Completes
 Federal and State law requires that seller state the mileage in connection with the transfer of ownership. Failure to complete a mileage statement or providing a false mileage statement may result in fines and/or imprisonment and may make you liable for damages to your transferee (Purchaser).
 ODOMETER NOW READS: (No Tenths) and to the best of my knowledge is the actual mileage of this vehicle unless one of the statements (to the right) is checked. (No Tenths) The odometer reading reflects the amount of mileage in excess of its mechanical limit. The odometer reading is NOT actual mileage. Exempt from odometer disclosure because vehicle is: 2010 model year or older. Gross vehicle weight rating or registration exceeds or has exceeded 16,000 lbs.
 WARNING ODOMETER DISCREPANCY

Section E - Vehicle Transaction
 a. Cash price (vehicle described in Section B) \$ [redacted]
 b. Less trade-in allowance \$ [redacted]
 c. Amount subject to tax (a. minus b.) \$ [redacted]
 State Sales Tax (5% of line c.) \$ [redacted]
 Local Sales Tax if applicable (see Local Sales Tax chart) \$ [redacted]
 Fee Computation
 Title Fee \$164.50 (Replacement \$20) \$ [redacted]
 Loan Filing Fee \$10 \$ [redacted]
 License Plate Fee (see Section H) \$ [redacted]
 Miscellaneous Fee (see instructions to determine if any apply) \$ [redacted]
 Annual Electric or Hybrid Vehicle Surcharge \$ [redacted]
 Wheel Tax (see instructions) \$ [redacted]
 Motor Carrier Class Fee (see Section H) \$ [redacted]
 Other Fees
 Counter Service Fee \$5 (if you apply in person at WisDOT) \$ [redacted]
 Processing Fee (see instructions) \$ [redacted]
 ENTER FEE TOTAL \$ [redacted]

Licensed Dealer's Statement of Sale and Warranty
 For value received, hereby sell, assign or lease the vehicle described on this document to the purchaser(s) named in Section A and I certify that all liens shown on the Certificate of Title are paid.
 Dealer Name [redacted] Dealer Number [redacted]
 Print Name of Selling Dealer's Authorized Agent [redacted] (Area Code) Telephone Number [redacted]
 (Selling Dealer's Authorized Agent signature) (Date) [redacted]
 Signature - Wisconsin Dealer signature also serves as evidence of application for the registration and payment of fees.
 Certification - All parties certify with their signature that to the best of their knowledge the information and statements on this application are true and correct. The prior owner's odometer statement has been shown to the applicant and a copy of this completed application including odometer statement has been furnished the applicant.
 Commercial Carriers - I further certify knowledge of applicable federal and state motor carrier safety rules, regulations, standards and orders, and declare that all operations will be conducted in compliance with such requirements.
 (Owner signature shown in Section A) (Date) [redacted]
 (Co-Owner signature) (Date) [redacted]

Tax Statement
 New Used Date Vehicle Purchased [redacted] Date Delivered (mm/dd/yyyy) [redacted]
 Describe Vehicle: Year Make Vehicle Identification Number [redacted]
 If tax exempt, enter exemption code and reason (see instructions back of page 3) [redacted]

1 - DMV 2 - SELLER 3 - PURCHASER
 PAGE 2 MUST ALSO BE COMPLETED



Titling Documents

- MV2790 – Trustee Statement for Certificate of Title
 - Required when vehicle is traded in, purchased, or sold by a trust
 - Out of state titles follow issuing state trust rules
 - Trust name on form must match *exactly* with MV11 or trade in title
 - Trustee name should not be listed on MV11 unless they are a co-owner
 - Obtained from DOT website

TRUSTEE STATEMENT FOR CERTIFICATE OF TITLE
Wisconsin Department of Transportation
MV2790 12/2004 [Clear Form](#)

Vehicle Identification Number				Date	
Year	Make	Model	Vehicle Type	Gross Weight	
Name of Trust			Trust Federal Tax Identification Number		
Name of Person Creating Trust			Date Trust Created		
Trust Created By <input type="checkbox"/> Letters of Trust <input type="checkbox"/> Will <input type="checkbox"/> Other – Specify: _____					
Principal Trustee Name (Person to whom all communications will be directed)					
Residence Address					
City, State, ZIP Code					
Co-Trustee			Co-Trustee		
Residence Address			Residence Address		
City, State, ZIP Code			City, State, ZIP Code		

Include the names, addresses and signatures of additional trustees on a separate page if necessary.

The persons signing below as trustees of the above named trust affirm that:

1. This is a valid trust in existence at the time of this application.
2. They are duly appointed trustees of the above-named trust.
3. They have authority to buy, sell and register motor vehicles, which are the property of the trust.
4. Their actions with respect to the transaction for which this document is provided are for the benefit of the beneficiaries of the trust.
5. They understand that the Wisconsin Department of Transportation requires this document be provided as part of an application for Certificate of Title made by a trust and that the penalties for providing false information in this document include fines and imprisonment, per s.342.06(2) and 341.60 Wis. Stats.

NOTE: If the beneficiary of the trust personally qualifies for specialized plates (i.e., disabled, military group, etc.) the plates may be issued to the trust after payment of the necessary fees.

Check if applicable

Trustees have the authority to grant a lien on motor vehicles, which are the property of the trust.
 Trustees have the authority to file and release liens against motor vehicles.

[Print](#)

(Principal Trustee Signature)

(Trustee Signature)


(Trustee Signature)

Person(s) signing affirm(s) authority to sign and convey interests in this motor vehicle. In general, per s.701.19(9)(a) Wis. Stats., the majority of the trustees must sign unless the Trust documents provide otherwise.



Titling Documents

- MV2132 – Request for Manual Processing
 - Submitted to DOT with applications that cannot be processed electronically
 - Application and fees sent to address on form
 - Required for all manual processing requests
 - Blank or incomplete forms may result in dealer processing/surcharge fees
 - \$19.50 electronic processing fee cannot be charged for manual applications
 - Obtained from DOT website

 **MAIL TO DOT FORM – DEALER & AGENT**
Wisconsin Department of Transportation
MV2132 11/2019

Terminal ID Number

The attached application could not be completed electronically for the following reason(s):
If no reason below is selected, your organization may be subject to the additional \$65 manual processing fee.

No Wisconsin title – NO-WI-TI
 Out-of-sequence title
 Ready-to-pay registration exists for product
 Title only/Wisconsin resident (for dealers)
 Invalid title status or vehicle status
 Incidents on customer
 Issue reported by NMVTIS
 Title or Registration notation exists
 Vehicle has disqualifying brands
 Vehicle is being operated for-hire, and/or a vehicle that is registered > 54,000 lbs.
 Wisconsin title no longer on record
 Multiple plate records exist
 Other (description):
(Include any system error code(s) or screen print(s))

\$19.50 listed on MV1/MV11 form refunded to customer:
 Yes
 No

Dealer/Agent:
 Include a completed MV1 or MV11 form and all necessary documents
 Include a check for all appropriate fees
 Include either: error code(s) or case number(s) or screen print(s)
 Make check payable to: Registration Fee Trust (RFT)

Mail to:
WI Dept. of Transportation
P.O. Box 7949
Madison, WI 53707-7949



Titling Documents


A full list of dealer forms and form vendor information can be found here:

[Dealer forms and publications
\(wisconsindot.gov\)](http://wisconsindot.gov)



What If Incorrect Information is Processed?

- Title and registration products are created by you!
 - Information entered electronically determines what the final product will look like
 - Verify the correct information has been entered every transaction
- Transactions can be reset until 8pm the same day
- If not reset the same day, finalized transactions that require corrections will need to be processed by DOT
 - Dealers cannot process corrections
 - Application documents still need to be submitted to DMV
 - MV1047, 3rd Party Request for Correction
 - Contact APU with questions about error correction

 **THIRD PARTY REQUEST FOR TITLE OR REGISTRATION CORRECTION**
Wisconsin Department of Transportation
MV1047 3/2020 S. 341.21 Wis. Stats.

Vehicle Identification Number (VIN) <small>(standard VIN has 17 characters)</small>	License Plate Number	Title Number

Model Year	Make	Agent's Email Address REQUIRED

Terminal ID/ Dealer Number	Agent's Legal Business Name	(Area Code) Telephone Number	Contact Person

Describe in detail the change you are requesting

And/Or Conjunction (Send current title and all customer signatures)

Owner (Changes of ownership may require a completed MV1, MV11 or MV12, the original title and titling fees)

Lien (Send current title, lien release, loan filing fee, and provide lien holder name and address)

Plates/Registration (I certify that the plates were received and destroyed by the dealer)

Other (mileage, color, lessee, etc.) Please provide explanation.

NOTE: For Odometer corrections this form must be submitted along with the secured MV11 or MV2488 forms.

Please contact the Agent Partnership Unit with questions.

I agree to protect and indemnify the Wisconsin Department of Transportation in any claims arising out of the issuance of a changed title or registration on the above-described vehicle. I also certify with my signature that to the best of my knowledge the information and statements on this request for changes are true and correct.

X _____
(Signature) (Date - m/d/yyyy)



3rd Party Processing Audit

- What is reviewed by APU when auditing transactions?
 - Adherence to processing requirements set forth in the Program Standards and the title and registration training resource including but not limited to:
 - Complete and correct information on all documents
 - Full legal dealer business name on all required documents
 - **Required supplemental documentation**, included and completed correctly
 - Information keyed into the processing system matches the information shown on the application
 - Does your Application/Title/VIN information match the electronic record you created?
- If you have any questions, contact the Agent Partnership Unit

3rd Party Audit Error List

Although the errors listed below primarily refer to errors typically found on the MV1 and MV11 title applications, any supporting documents submitted (required or not) will be inspected for completeness and accuracy based on the guidelines given below.

- I. Heading
 1. Missed or incorrect title number
 2. Missing plate number if a new plate was issued
 3. Missing brand or notation
 4. Brand or notation missing or listed incorrectly
 5. Incorrect transaction processed
 - A. NEW or Wisconsin titled vehicle processed as an out of state title
 - B. Out of state title processed with incorrect prior jurisdiction
- II. New Vehicle Owner Information
 1. Missed or incorrect Owner, Co-owner(s), and/or Lessee(s) name
 2. New record created for an individual who already exists in our system
 3. Lessee signature missing from MV11
 4. No identifier or incorrect identifier provided for any party listed on the application
 - A. SSN or Wisconsin DL/ID or FEIN
 5. Conjunction error
 - A. "Or" should be "And"; option was not selected or required signatures are missing
 - B. "And" should be "Or"; meets "OR" criteria, but listed as "AND"
 6. Owner, co-owner(s), Lessee(s) address is incorrect
 - A. Any address error, including mailing address
 7. Failed to include permission to mail to or permission to pick up forms
 - A. [MV2922](#)- Permission to Receive Title and/or Registration
 - B. [MV2932](#)- PERMISSION TO PICK UP TITLE
 8. Customer has CDL and mailing address was not updated
- III. Vehicle information
 1. Incorrect or incomplete vehicle information (VIN, Yr., Make, Type)
 2. Missing or incorrect color
 3. Missing or incorrect Fleet #, if applicable
 4. Missing or incorrect *Vehicle Kept In*
 - A. If populated by the system based on customer's address, non-matching VKI is not an error
- IV. Registration
 1. Incorrect plate given or transferred
 2. Temporary plate # missing, if applicable
 3. Missing or incorrect Plate Type



[BVS701 - Program Standards APPS](#)

[BVS702 - Program Standards eMV PARTNER](#)

License Plates and Vehicle Registration



License Plate Types

- Auto (AUT)
 - Passenger vehicles
 - Sportutility
- Light Truck (LTK)
 - 4500, 6000, 8000 lbs
 - Required on vehicles with open bed
 - Vehicles that are used to haul cargo
- Heavy Truck (HTK)
 - 10,000 lbs and over
 - Plates stay with vehicle

[Vehicle license plates fees \(wisconsindot.gov\)](http://wisconsindot.gov)



Allowable Plate Transfers

- From spouse or same-sex domestic partner to the other
 - Not allowed for other familial relationships
- From joint to single owner, as long as the single owner's name is co-owner
- From single to joint, as long as the single owners name was one of the co-owners
- Trusts, to/from trustee of a trust to/from a trust
- Lessee keeps plate and can transfer to lease buy out vehicle or new vehicle.

[ELECTRONIC TITLE AND/OR REGISTRATION PROCESSING TRAINING RESOURCE \(wisconsindot.gov\)](https://www.wisconsin.gov/electronic-title-and-or-registration-processing-training-resource)



Wheel Tax

- Fee assessed by municipality or county
- Vehicles subject to wheel tax
 - Autocycle
 - Auto
 - Light truck 8,000 lbs or less
- Collected for new plate issuance and license plate renewal
- Verify update to date wheel tax municipalities and counties here:

[Municipal or county vehicle registration fee \(wheel tax\)](https://www.wisconsin.gov/transportation/registration-fee)
 [\(wisconsin.gov\)](https://www.wisconsin.gov/transportation/registration-fee)

WisDOT currently collects a wheel tax for the following:

- Municipalities
 - Appleton (city; \$20)
 - Arena (township; \$20)
 - Ashland (city; \$20)
 - Baraboo (city; \$20)
 - Beloit (city; \$20)
 - Bellevue (village; \$20)
 - Boscobel (city; \$10)
 - Chilton (city; \$20)
 - Doylestown (village; \$20 beginning 11/1/2023)
 - Eden (village; \$20)
 - Eau Claire (city; \$24 beginning 11/1/2023)
 - Evansville (city; \$40)
 - Fort Atkinson (city; \$20)
 - Gillett (city; \$20)
 - Green Bay (city; \$20)
 - Iron Ridge (village; \$10)
 - Janesville (city; \$40)
 - Kaukauna (city; \$10)
 - Lodi (city; \$20)
 - Lomira (village; \$30)
 - Madison (city; \$40)
 - Manitowoc (city; \$20)
 - Milton (city; \$30)
 - Milwaukee (city; \$30)
 - Montello (city; \$20)
 - New London (city; \$20)
 - Oregon (village; \$40)
 - Platteville (city; \$20)
 - Portage (city; \$20)



Electric and Hybrid Surcharge

- Collected for new plate issuance and license plate renewal
- Vehicles subject to electric/hybrid surcharge:
 - Auto
 - Light truck 8,000 lbs or less
- Determined by manufacture fuel type indication



[Wisconsin Department of Transportation](http://wisconsindot.gov)
[Vehicle fuel surcharge \(wisconsindot.gov\)](http://wisconsindot.gov)



DOT Reminders

- eMV PARTNER org contact update
- Dealer Business Training
 - Thursday, October 19
 - Registration required
 - dealertraining@dot.wi.gov
- DOT Quarterly Newsletters
 - [Plain Dealing](#)
 - [PARTNER Press](#)
- [Wisconsin Department of Transportation eMV PARTNER](#)



Questions?

- Unmute to talk
- One question at a time

Vendor and WisDOT Contact Information

CVR

- 248.606.5367
- [CVR Website](#)

DealerTrack

- 260.415.9767
- [Dealertrack Website](#)

DDI Technology

- 317.868.4069
- [DDI Website](#)

DLRdmv

- 262.409.2596
- [DLRdmv Website](#)

Opus VTR

- 317.322.0020
- [OPUS VTR Website](#)

VITU (Motor Vehicle Software Corporation)

- 818-706-1949
- [VITU Website](#)

NIC

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Agent Partnership Unit

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- Agentpartnershipunit@dot.wi.gov

Dealer Licensing Unit

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- Dealerlicensingunit@dot.wi.gov

DMV Call Center

- 608.264.7447

Special Plates Unit

- 608-266-3041



Break

Presentation will resume in 10 minutes

Up Next:
eMV PARTNER System Management

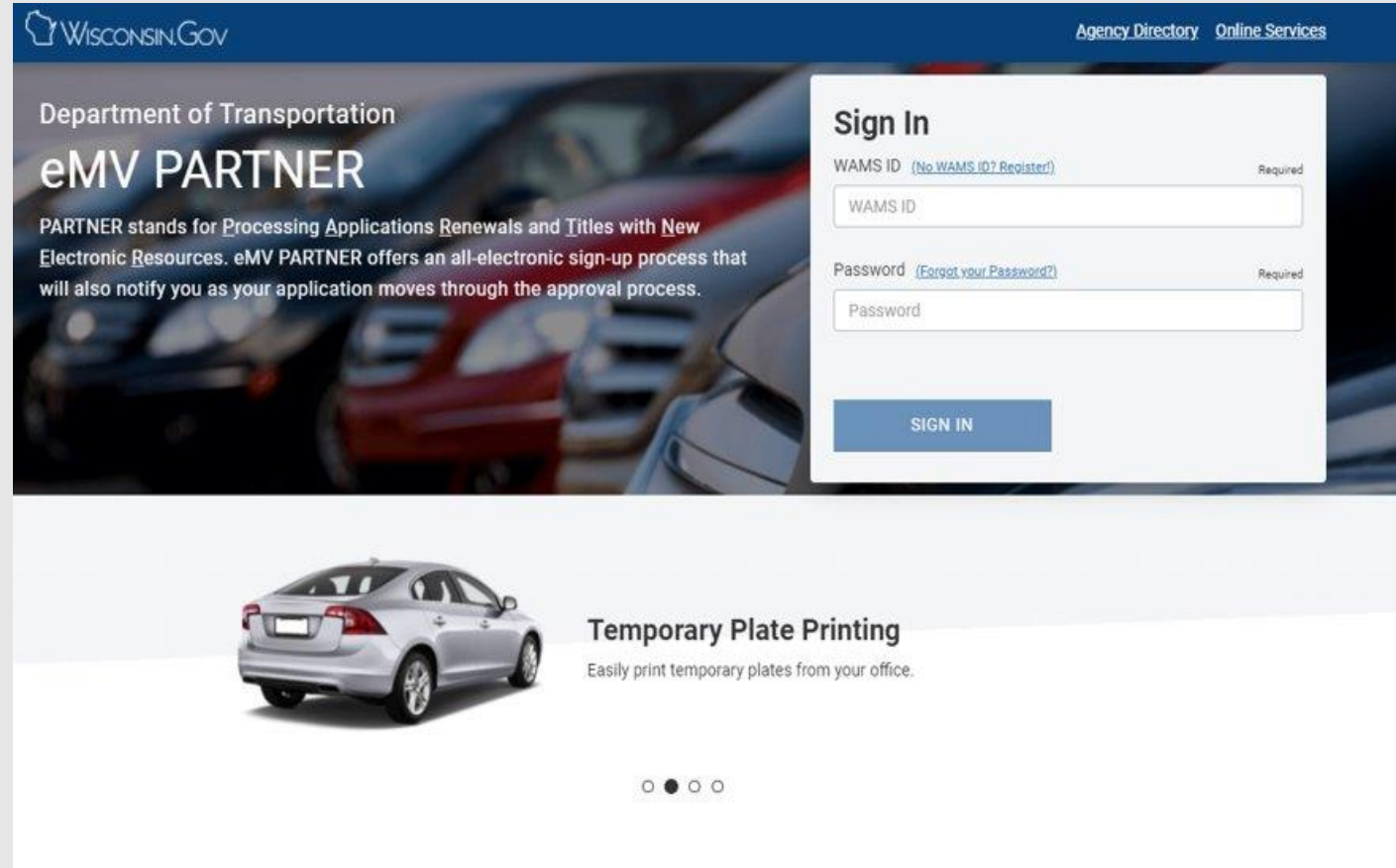
Vendor processing systems are not covered in the portion.



eMV PARTNER

Chris Mellenberger
Jen Loskot

- emvpartner@dot.wi.gov
- Dealer & Agent Section
- Motor Vehicle Program Specialists
 - APPS and PARTNER Program Coordinators



The screenshot shows the Wisconsin Department of Transportation's eMV PARTNER portal. At the top, the Wisconsin state logo and 'WISCONSIN.GOV' are on the left, and 'Agency Directory' and 'Online Services' are on the right. The main header reads 'Department of Transportation eMV PARTNER'. Below this, a paragraph explains that PARTNER stands for 'Processing Applications Renewals and Titles with New Electronic Resources' and offers an all-electronic sign-up process with application notifications. On the right side, there is a 'Sign In' form with fields for 'WAMS ID' (with a link '(No WAMS ID? Register!)' and a 'Required' label) and 'Password' (with a link '(Forgot your Password?)' and a 'Required' label). A blue 'SIGN IN' button is positioned below the password field. Below the sign-in form, there is a section for 'Temporary Plate Printing' featuring an image of a silver sedan and the text 'Easily print temporary plates from your office.' Below the car image is a set of three small circles, with the middle one filled, indicating the current slide in a carousel.



eMV PARTNER

- What is it?
 - Processing
 - Applications
 - Renewals &
 - Titles with
 - New
 - Electronic
 - Resources
- Improved traceability for organizations
- Electronic forms
- Expansion for future capabilities

The screenshot shows the Wisconsin Department of Transportation's eMV PARTNER portal. At the top, the Wisconsin state logo and 'WISCONSIN.GOV' are on the left, and 'Agency Directory' and 'Online Services' are on the right. The main header reads 'Department of Transportation eMV PARTNER'. Below this, a paragraph explains that PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources, and that eMV PARTNER offers an all-electronic sign-up process with application notifications. On the right side, there is a 'Sign In' form with fields for 'WAMS ID' (with a link '(No WAMS ID? Register!)' and a 'Required' label) and 'Password' (with a link '(Forgot your Password?)' and a 'Required' label). A blue 'SIGN IN' button is positioned below the password field. Below the sign-in form, there is a section for 'Temporary Plate Printing' featuring an image of a silver car and the text 'Easily print temporary plates from your office.' Below the car image are four small circles, with the second one filled, indicating the current slide in a carousel.



Sign Up/In - WAMS ID

- What is a WAMS ID?
 - Uniquely identifies each individual accessing/processing for a particular organization
 - Allows both WisDOT and Organization to monitor transactions
 - Where to obtain a WAMS ID
 - <https://on.wisconsin.gov/WAMS/home>
 - How to obtain a WAMS ID - YouTube
 - <https://youtu.be/aDQ9JfGpAp8>

Sign In

WAMS ID [\(No WAMS ID? Register!\)](#) Required

Password [\(Forgot your Password?\)](#) Required



Sign Up/In - PARTNER Site

- Instructions: emvpartner.wi.gov/signup
- [eMVPARTNER.wi.gov](https://emvpartner.wi.gov) using your WAMS ID
- Step 1
 - Business Type
 - Processing Type
 - Vendor (if applicable)
- Step 2
 - Enter/Verify organization information
- Step 3
 - Electronically sign/verify forms
 - Submit

Sign In

WAMS ID [\(No WAMS ID? Register!\)](#) Required

Password [\(Forgot your Password?\)](#) Required



Action Blocks

- User Management
 - Add/Remove/Edit users
- Reports
 - View Various Reports
 - Reprint Forms
- Financial Management
 - Add/Edit Account Information
 - View Financial Reports
- Plates & Stickers Inventory
 - Order Inventory



User Management



Reports



Financial Management



Plates & Stickers Inventory



User Management

- Manage Users
 - Add/Remove/Edit users
 - WisDOT Strongly recommends more than 1 Organization Administrator
- Lookup Certification
 - View user's certification status
- View Application
 - Review eMV PARTNER application
- Test Certification
 - Take/Retake certification tests
 - Recertification required every 3 years
 - Training Resources link available on screen



User Management



Reports



Financial Management



Plates & Stickers Inventory



User Management – cont.

- My Applications
 - Submit new eMV PARTNER application for another organization
- Update Primary Contact
 - Contact information for the organization
- Review Bond/ILOC
 - View current bond/ILOC (non-dealer processing currently)
- Request Vendor Switch
 - Only for organizations currently contracted with a vendor and wish to switch vendors



User Management



Reports



Financial Management



Plates & Stickers Inventory



Reports

- Search Criteria (General)
 - Date Range, WAMS ID, VIN, Title Number, Plate Number
- Junk Report
 - List of vehicles junked
- Transaction Log Report
 - Report that provides detailed information regarding transactions processed
- Temporary Plate Log Report
 - Takes the place of manual log records
- Late Title Summary and Detail Reports
 - Reports that provide more detailed information regarding transactions processed late
- Bundle Report
 - Print and include with any mailed transactions for DOT scanning
- Reprint Forms
 - Forms available for reprinting are listed in Section 8.2 of the [training resource](#)
 - Not a substitution for copies of signed documents required to be maintained by organization



User Management



Reports



Financial Management



Plates & Stickers Inventory



Financial Management

- Financial Setup
 - Required to process
 - How to setup/link ACH account information instructions - emvpartner.wi.gov/Financial
- Financial Summary and Detail Report
 - Reports that provide more detailed information regarding transactions processed



User Management



Reports



Financial Management



Plates & Stickers Inventory



Plate and Sticker Inventory

- Order Management
 - Allowable inventory determined by processing system/type
- Annual Inventory (vendor users only)
 - Viewable/Selectable for a limited time
 - Weeks surrounding June 30th
- Sticker Inventory (vendor users only)
 - Enter/Update current sticker amounts



Plates & Stickers Inventory

[Order Management](#)

[Annual Inventory](#)

[Sticker Inventory](#)



Questions?

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- One question at a time

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Special Plates Unit	<ul style="list-style-type: none">• 608-266-3041



Break

Presentation will resume in 10 minutes














Up Next:
eMV PARTNER System Processing Demo

Vendor processing systems are not covered in the portion.



Resource Page

- WisDOT webpage for eMV PARTNER
 - <https://wisconsindot.gov/emvpartner-info>
- Training Videos
- Processing Resources
- Training Resource
- Forms
- PARTNER Press Newsletters
- Program Standards

- eMV PARTNER Training Videos
 - Wisconsin Dealer videos
 - Secured Party videos
- eMV11 PARTNER Processing Resources (more coming soon):
 -  Getting Started
 -  Title and Registration Processing
 -  Reset/Cancel Transaction
 -  Standalone Temporary Plate
 -  Salvage Inspector Temporary Plate
 - eMV PARTNER processing videos
- eMV Lien PARTNER Processing Resources:
 -  Getting Started
 -  Add a Lien processing
 -  Remove A Lien
 -  Replace Title & Add a Lien
 -  Repossess Vehicle
- Training Resource:
 -  Electronic Title and/or Registration Processing Training Resource
- Error/Informational/Warning Messages
 -  Message Wording/Explanation
- Supporting Document Upload Procedure
 - (Note - transaction documents uploaded electronically should not be mailed into DOT for scanning)
 -  Supporting Document Upload
 - Support Document Upload - Video ***NEW***



EMV PARTNER Demo: Electronic Processing for WI Dealers

- Vehicle Inquiry
- Title/Registration Processing
- Pended Transactions
- Reset/Cancel Transaction
- Standalone Temporary Plate
- Junk Vehicle
- Title Only
- Supporting Document Upload



Transactions

[Title/Registration Processing](#)

[Title Only](#)

[Vehicle Inquiry](#)

[Junk Vehicle](#)

[Reset/Cancel Transaction](#)

[Standalone Temp Plate](#)

[Pended Transactions](#)

[Supporting Document Upload](#)



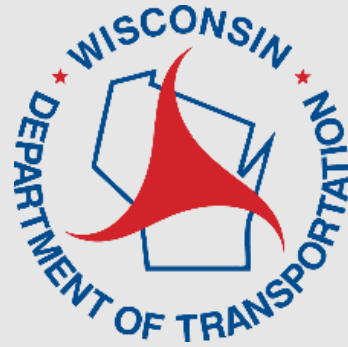
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**Thank you for attending the WisDOT
Quarterly Dealer Training**