**Division of Motor Vehicles**

# DMV

**Authorized Partner
eMV11**

## Table of Contents

# 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

**eMV11 Home Page:** For general information about eMV11 including the sign-up process visit the eMV PARNTER Home Page at emvpartner.wi.gov/intro

**eMV11 User Manual**: Access the eMV11 User Manual at:
http://www.wisconsindot.gov/Pages/dmv/dlr-agents/dlr-ttl-reg/manual.aspx

# INITIAL SETUP

**Signing up for eMV11**
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 eMV11**
Access the eMV11 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://wisconsindot.gov/Pages/global-footer/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.
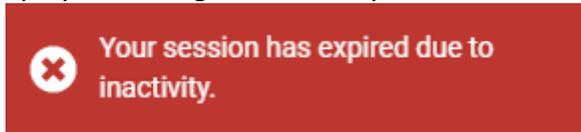
To change the display behavior, follow the instructions for your browser at:
http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html

# 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/

For security purposes, 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 again.  The below message will display indicating the inactivity timer.

PRIVACY DISCLAIMER



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.

# SELECT BUSINESS LICENSE

**Select Business License**                                              ×

Select a business license                                        *Required*

[ Select...                                                          ▼ ]

| MV▮▮▮ |
|-------|
| MC ▮▮▮ |
| RV▮▮▮ |

[ Cancel ]  [ Save ]

If the selected dealership has multiple dealership licenses, they will display in a dropdown to choose form.

Select the appropriate dealerlicense (if applicable) for the type of vehicle needing to be processed.

To change your selected business license, select your WAMS ID and click *Change License*

Processing on behalf of ▮▮▮

Business License - ▮▮▮

Change License

SIGN OUT
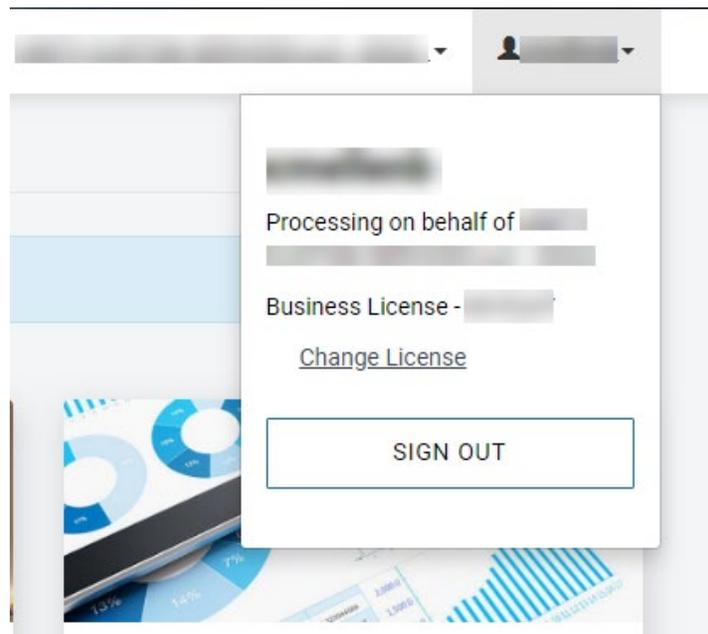
# DASHBOARD SCREEN



WISCONSIN.GOV                                        Agency Directory    Online Services

**Department of Transportation**
# eMV PARTNER

DX ▾          👤 ▾

## Dashboard

Message of the Day test.

### Transactions

Title/Registration Processing

Title Only

Vehicle Inquiry

Junk Vehicle

Reset/Cancel Transaction

Salvage Inspector Temp Plate

Standalone Temp Plate

Replace Title & Add a Lien

Remove Lien

Repossess Vehicle

Pended Transactions

### User Management

Manage Users

Lookup Certification

View Application

Test Certification ❶

My Applications ❶

### Reports

Junk Report

Reprint Forms

### Financial Management

Financial Setup

Summary Report

Transaction Detail Report

### Fleet Management

Fleet Management

Fleet Renewal

Customer Service: (608) 250-4606    Email: wi_helpdesk@egov.com

Copyright Wisconsin Department of Transportation

.gov

# MENU BLOCKS

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

1. **Transactions**
   a. **Title/Registration Processing:** Select to process vehicle title and registration applications
   b. **Title Only:** No registration will be issued, and purchaser must be separately applying for IRP (International Registration Plan) or adding a Lien holder
   c. **Vehicle Inquiry:** Select to view vehicle information on record with DMV
   d. **Junk Vehicle:** Select to junk a vehicle (this transaction cannot be reset/canceled)
   e. **Reset/Cancel Transaction:** You can cancel a transaction before 8 p.m. the same day it is completed. You can cancel a transaction that has been pended (but not yet completed) indefinitely.
   f. **Standalone Temporary Plate:** Issue a temporary plate.
   g. **Pended Transactions:** Select to complete applications that you have started and saved as pended.

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. **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.
   d. **My Applications:** Provides a list of all organization applications submitted by the user. Can review the status or edit an application.

3. **Reports**
   a. **Junk Reports:** View vehicles that have been junked by this terminal ID.
   b. **Reprint Forms:** Reprint all documents electronically generated during a transaction for this terminal ID.

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