

# 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

[Vehicle Inquiry](#)

[Reset/Cancel Transaction](#)

[Replace Title & Add a Lien](#)

[Add a Lien](#)

[Remove Lien](#)

[Repossess Vehicle](#)

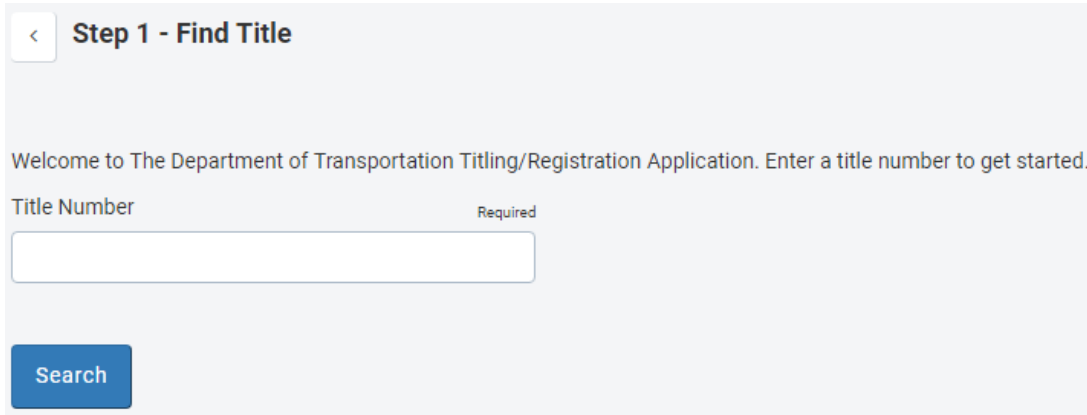
[Supporting Document Upload](#)

\* **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 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.



E126: A title product notation exists that prevents further processing. Call the Agent Partnership Unit at (608) 266-3566

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:

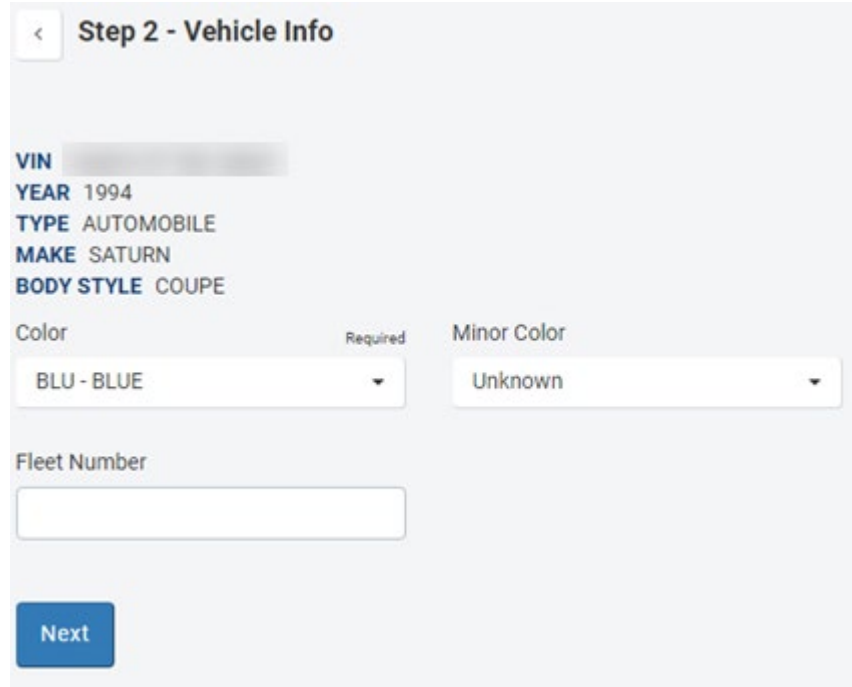
[emvpartner.wi.gov/Financial](http://emvpartner.wi.gov/Financial)



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

### Step 2 – Vehicle Info

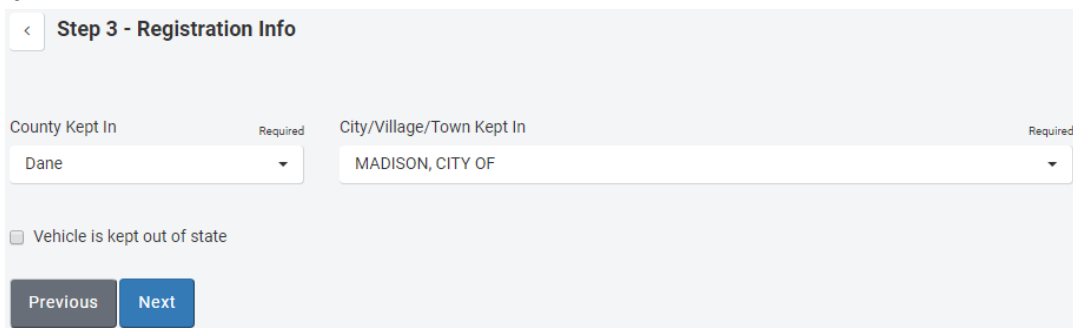
4. Enter/Verify the following information:
  - 4.1. Major/Minor Color
  - 4.2. Fleet Number (if applicable)
5. Select *Next*



The screenshot shows a web form titled "Step 2 - Vehicle Info". It displays the following information: VIN (blurred), YEAR 1994, TYPE AUTOMOBILE, MAKE SATURN, and BODY STYLE COUPE. Below this, there are two dropdown menus: "Color" (Required) with "BLU - BLUE" selected, and "Minor Color" with "Unknown" selected. There is also a text input field for "Fleet Number" which is currently empty. At the bottom left, there is a blue "Next" button.

### 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*



The screenshot shows a web form titled "Step 3 - Registration Info". It contains two dropdown menus: "County Kept In" (Required) with "Dane" selected, and "City/Village/Town Kept In" (Required) with "MADISON, CITY OF" selected. Below these is a checkbox labeled "Vehicle is kept out of state" which is currently unchecked. At the bottom, there are two buttons: "Previous" and "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*

Add Lien

< Step 4 - Owner Information

### Owners

Name	Residence Address	Mailing Address	Actions
JOHN PUBLIC	4822 MADISON YARDS WAY MADISON WI - Wisconsin 53705	Yes	<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 - You are responsible to ensure the lien has been satisfied and will certify this as part of the completion of the application.**

### Add Lien

[← Step 5 - Lien Holder Information](#)

#### New Lien Holder Details

Secured Party Number	Name	Address
6341		, Wisconsin 54923

#### Existing Lien Holders to Release

Select	Lien List Date	Secured Party Number	Name	Address
<input type="checkbox"/>	2/24/22		BCSU AUTO SALES	MADISON / 4822 MADISON YARDS WAY / PO Box: / WI / 53705 / 91

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## Step 6 – Review Transaction

15. Verify the information is accurate

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

### Add Lien

< Step 6 - Review Transaction

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<b>Primary Owner Information</b> <a href="#">Edit</a>	<b>Co-Owner Information</b> <a href="#">Edit</a>
<b>NAME</b> JOHN PUBLIC <b>RESIDENCE ADDRESS</b> 4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705 <b>MAILING ADDRESS</b> 4802 SHEBOYGAN AVE MADISON WI - WISCONSIN DANE 53705	<b>NAME</b> N/A <b>RESIDENCE ADDRESS</b> N/A <b>MAILING ADDRESS</b> N/A
<b>Vehicle Information</b> <a href="#">Edit</a>	<b>Registration Information</b> <a href="#">Edit</a>
<b>VIN</b> 1FTRZ5B48DP404953 <b>YEAR</b> 2021 <b>TYPE</b> AUTOMOBILE <b>MAKE</b> FORD <b>BODY STYLE</b> 4DR SEDAN <b>COLOR</b> RED <b>MINOR COLOR</b> N <b>FLEET NUMBER</b> N/A	<b>COUNTY KEPT IN</b> DANE <b>COMMUNITY KEPT IN</b> MADISON, CITY OF
<b>Lien Holder Information</b> <a href="#">Edit</a>	<b>Liens to be removed</b> <a href="#">Edit</a>
<b>SECURED PARTY NUMBER</b> [REDACTED] <b>LIENHOLDER NAME</b> [REDACTED] <b>LIENHOLDER ADDRESS</b> 1 [REDACTED], WISCONSIN 54923	<b>LIEN HOLDER</b> [REDACTED] BCSU AUTO SALES MADISON / 4822 MADISON YARDS WAY / PO BOX: / WI / 53705 / 91

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### 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

Add Lien

< Step 7 - Transaction In-Progress

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

ENVELOPE NUMBER 97065220555  
LIEN FEE 10.00  
TOTAL AMOUNT DUE 10.00

**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:
- I certify that I have possession of the original Wisconsin title and will destroy it in 60 days.
- I certify that the lien(s) shown on the Certificate of Title and listed below are paid:

/ 53705 / 91

**Back** **I Agree**



## 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

