

PARTNER Press

Your source for titling and processing information
from DMV's Dealer and Agent Section



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Supporting document upload tips and reminders

The supporting document upload feature is available in eMV PARTNER and all third party vendor systems. The eMV PARTNER supporting document upload user guide, can be found [here](#).

The supporting document upload feature streamlines your operations and allows you to electronically submit transaction documents after completing the processing. This feature is beneficial to your organization as it will reduce:

- Postage costs
- Probability of documents being lost in the mail
- Probability of documents resulting in missing work



Document Upload Tips:

- **Title number:** Each application submitted should have the newly generated title number written in the top right-hand corner, where indicated.
- **Include all documents.** Be sure all documents for the specific transaction are included in the scan. (See page 3 of the [supporting document user guide](#) for the correct order)
- **Scanning order:** Each transaction's documents should be scanned in this order.
 - **Application first:** Remember to write the newly generated title/image number where indicated. All applications must be complete.
 - **Source document:** Include the title or MCO whenever applicable. Inquiry, when required (Replacements, Repossessions, etc.).
 - **All other supporting documents** (upload POA's, additional forms, statement of intent, etc.)
- **Document Orientation:** All documents should be scanned in the correct direction: the top of the page on top, and the document reading from left to right.
- **Documents that are not needed:** Do not upload unnecessary documents or items that do not belong with that specific transaction.

NOTE: If you have uploaded completed transaction documents electronically, do not mail the documents to WisDOT with a yellow mailing label.

Importance of multiple Organization Administrators



Your Organization Administrator (OA) is the person or persons assigned administrative control of your organization in eMV PARTNER. The OA can add/remove/edit users, assign roles, and has additional administrative functions not available to regular users.

Due to the importance of the OA, we strongly recommend all organizations assign the OA role to at least two users. Information on adding a new OA/User in the eMV PARTNER system can be found here, [Instructions - Manage Users](#).

If your organization does not currently have any users with the OA role, contact the Agent Partnership Unit for assistance.

Walk-in title transfers and/or plate renewal processing



More and more customers are choosing title/registration service providers listed on WisDOT's website to complete their title/registration/renewal transactions. In an effort to provide the most up to date information, please review your organization information listed on the [Wisconsin Title-registration service providers](#) page.

Organizations may not offer all of the transaction types that they are capable of processing or may have limited hours. Having your organization's current business phone number is necessary and important to ensure customers can verify services and hours before visiting your location.

Use the link above to review the listing for your organization. If an update needs to be made to the information listed on the page or you would like your business to be added to the page, submit a completed [MV2133 – Automated Processing Partnership System \(APPS\) Contact Information Record](#) to emvpartner@dot.wi.gov.

If you have multiple business locations, a completed MV2133 will need to be completed for each location.

Reminder: Licensed Wisconsin dealers do not have the ability to process private party title transfers and/or plate renewal processing transactions. If your organization would like to provide title transfers, and/or plate renewal services for walk-in customers, visit our website [here](#) to obtain authorized vendor system information.

Quarterly Report

The following numbers have been generated from the Dealer and Agent Section (DAS) Quarterly Report. This data is from the **fourth quarter** of the fiscal year beginning July 2024 (April through June 2025).

Electronic Title and Registration Processing

Dealers and agents processing titles and/or registration electronically.

Activity	Fourth Quarter
Renewal agents	XX
Title and lien agents (includes dealerships)	XX

Electronic Title Delivery

Lenders receiving electronic title records.

Activity	Fourth Quarter
Lenders	X

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Tommy Winkler Jr, Administrator
Corey Kleist, Deputy Administrator
David Albino, Bureau Director (BVS)
Maura Schifalacqua, Section Chief (DAS)
Bryon Gerick, Vehicle Emissions Program, Supervisor
John Kleinfeldt, Field Investigation Unit, Supervisor
Shin Lin Tung, Business and Consumer Services Unit, Supervisor
Tristan Kloss, editor

Wisconsin Department of Transportation
Dealer & Agent Section
PO Box 7909
Madison WI 53707
dealers.dmv@dot.wi.gov
Phone: (608) 266-1425

