

Sign Up Instructions for Users and Organizations

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eMV PARTNER Sign Up

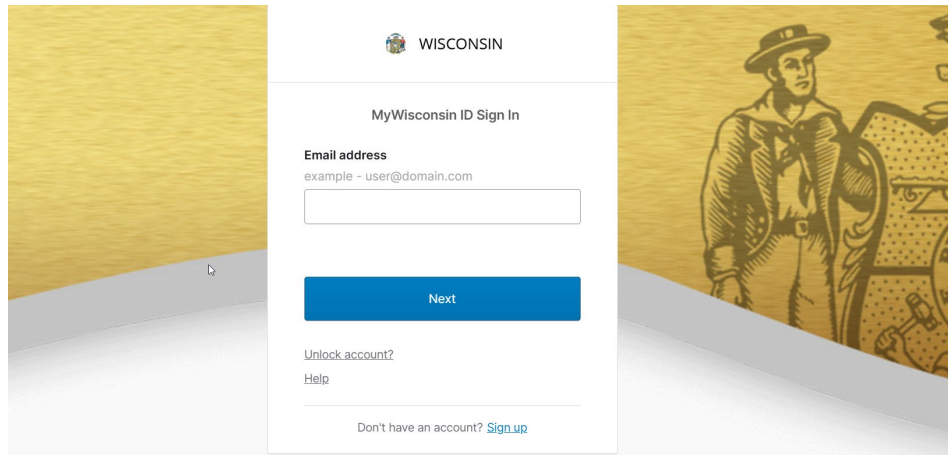
Before an application can be submitted in eMV PARTNER, you will need to create an account. WisDOT is currently migrating the sign-in method for eMV PARTNER from WAMS ID to MyWisconsin ID. Until migration is complete, new users will need both a WAMS ID and a MyWisconsin ID.

The steps for creating a sign-in for eMV PARTNER are as follows:

- Visit <https://emvpartner.wi.gov/>
 1. Get a WAMS ID and complete sign-up process
 2. Get a MyWisconsin ID and complete sign-up process
 3. Log into eMV PARTNER with WAMS ID

The screenshot shows the eMV PARTNER Sign In page. On the left, the header reads 'Department of Transportation' and 'eMV PARTNER'. Below this, a paragraph states: 'PARTNER stands for Processing Applications Renewals and Titles with New Electronic Resources. eMV PARTNER offers an all-electronic sign-up process that will also notify you as your application moves through the approval process.' On the right, the 'Sign In' form is displayed. It has two main sections. The top section is for WAMS ID login, with a red circle '1' pointing to the 'WAMS ID' field and a red circle '3' pointing to the 'SIGN IN' button. The bottom section is for MyWisconsin ID login, with a red circle '2' pointing to the 'SIGN IN WITH MYWISCONSINID' button. There are also links for 'No WAMS ID? Register' and 'No MyWisconsin ID? Instructions Register'.

- Follow redirect to sign into MyWisconsin ID



The image shows a web interface for "MyWisconsin ID Sign In". At the top, there is a Wisconsin state logo and the word "WISCONSIN". Below this, the title "MyWisconsin ID Sign In" is centered. Under the title, the label "Email address" is followed by a text input field containing the placeholder text "example - user@domain.com". Below the input field is a blue button labeled "Next". At the bottom of the form, there are two links: "Unlock account?" and "Help". At the very bottom, there is a link that says "Don't have an account? [Sign up](#)". The background of the page features a yellow wall on the left and a mural of a person in a hat on the right.

- Enter MyWisconsin ID login credentials and MFA
- Accounts are now synced and eMV PARTNER should display
- Once this is complete users will only be able to sign into eMV PARTNER by clicking "SIGN IN WITH MYWISCONSIN ID"



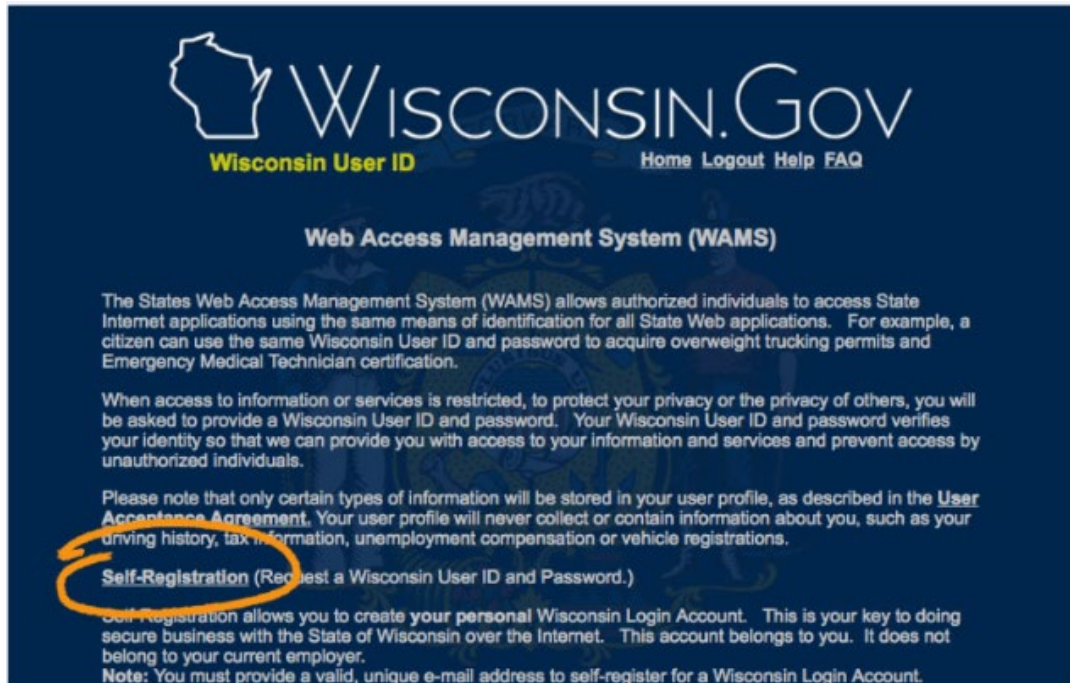
The image shows a "Sign In" form. At the top, the title "Sign In" is in bold. Below the title, there are two input fields: "WAMS ID" and "Password". The "WAMS ID" field has a link "(No WAMS ID? Register!)" and a "Required" label. The "Password" field has a link "(Forgot your Password?)" and a "Required" label. Below the input fields, there is a note: "During sign in you will be redirected to MyWisconsinID to link your account." Below this note, there are two buttons: "SIGN IN" and "SIGN IN WITH MYWISCONSINID". The "SIGN IN WITH MYWISCONSINID" button is highlighted with a green box and a green arrow. At the bottom, there is a link "No MyWisconsinID? [Instructions](#) [Register](#)".

- OA add user to terminal(s) with WAMS ID
- User signs user affidavit(s) and takes necessary certifications

Get a WAMS ID

If you don't already have a WAMS ID, you must get one to use the system.

1. Go to the following link – on.wisconsin.gov/WAMS/home
2. Click "Self-Registration" to start the registration process.



3. This will bring you to the acceptance agreement. Read through the agreement and click "Accept."
4. This will bring you to the self-registration form. Fill in all required fields and click "Submit."
5. Verify your email address in the popup that displays.
6. Log into your email you provided, find the email from the Department of Transportation and open it. Click on the link in the email to log back into WAMS to activate your account. This must be done within four days of your registration.
7. Store your new WAMS ID logon and password in a safe location, as they will be required for entry into the eMV PARTNER website.



WISCONSIN.GOV

Wisconsin User ID

[Home](#) [Logout](#) [Help](#) [FAQ](#)

Self-Registration

Welcome to the State of Wisconsin

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

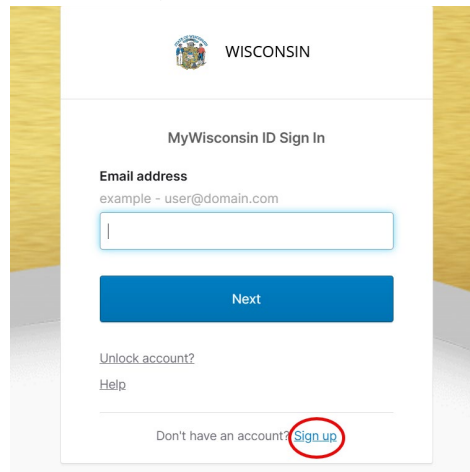
Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

For assistance send an e-mail to [Help Wisconsin Support](#)

Get a MyWisconsin ID

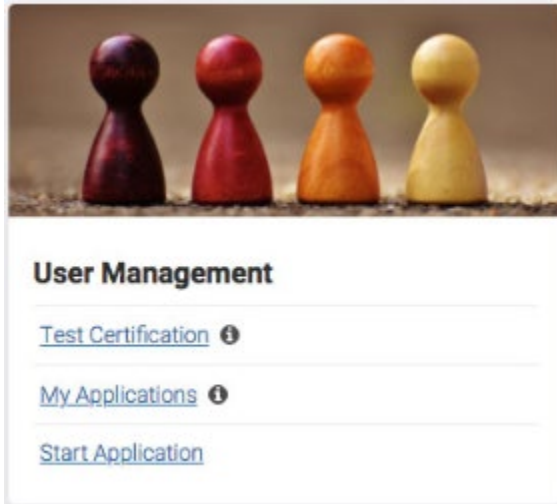
1. Go to the following link - https://det.wi.gov/Pages/MyWisconsin_ID.aspx.
 2. Click the "Account Creation" to start the process.
 3. This will bring you to the "MyWisconsin ID Self Registration" [guide](#). Read through the guide and select the link provided in Step 1 - [State of Wisconsin - Sign In](#) and click the "Sign Up" link on the screen.
- **Please Note:** You must complete all steps in the registration process in one sitting. This includes email verification, password creation, and enrollment in multi-factor authentication (MFA). Accounts that are not completely set up are automatically deleted.



4. Enter first name, last name, email address, and click "Sign Up."
5. You will be prompted to set up security methods. First, select "Set up" for email and complete verification link or code sent to your email.
6. Next, select the link "Return to authenticator list" and click "Set up" below "Password" to create a password. When complete select the "Return to authenticator list" link again.
7. Now you will select at least one Multi-Factor Authentication (MFA). Once complete, your MyWisconsin ID is active.
8. Store your new MyWisconsin ID logon and password in a safe location, as they will be required for entry into the eMV PARTNER website.

Submit an Organization Application

1. Sign in by entering your WAMS ID and password. (www.emvpartner.wi.dot.gov)
2. Click on 'Start Application'



Step 1 - Organization Signup – Business Information

1. Business Type: Select the appropriate Business Type from the dropdown options.
2. Processing Type: Select the appropriate Processing Type from the dropdown options. These options may be 'pre-selected' for you based on your Business Type selection to help provide the correct information.
3. Processing System: Select the appropriate Processing System from the dropdown options. These options may be 'pre-selected' for you based on both your Business Type and your Processing Type selections to help provide the correct information. If you are using a Vendor, select the one you are currently using.
4. Select Next to move to the next page. There are help bubbles that can be hovered over with your cursor if you need assistance in determining what these fields represent.

Step 1 - Organization Signup - Business Information

Business Type ⓘ Required

Select... ▼

Processing Type ⓘ Required

Select... ▼

Processing System ⓘ Required

Select... ▼

Step 2 - Organization Signup – Business Information

1. Confirm the information is correct at the top of the page. If the information is incorrect, select the Back button to return to Step 1 and update information. At this point you will be able to save your progress, however information selected in Step 1 cannot be updated once you save your application.

Step 2 - Organization Signup - Business Information

BUSINESS TYPE [blurred]

PROCESSING TYPE [blurred]

PROCESSING SYSTEM [blurred]

Is your business currently processing with the Department of Transportation?

☒ Yes

☐ No

Terminal Number ⓘ Required

2. If you have previously done business with the Department of Transportation, enter your Terminal Number and select Verify. If you have not done business with the Department of Transportation in the past, select 'No'. Dealerships will need to enter their dealer number and Secured Parties will need to enter their secured party number and select Verify. If valid, the organization information on record at the Department of Transportation will display.
3. Complete the contact name, phone number and email address of the individual that will be used to communicate with the Department of Transportation during the application process.
4. The requested WAMS ID field towards the bottom of the page is explained in the blue message box above the field. Once the Organization is approved, the individual whose WAMS ID is on file

with the application will be given permission to set up the users for the Organization. A user is a person that will be using the system to process transactions on behalf of the Department of Transportation. Once you enter a WAMS ID, you must verify the WAMS ID by clicking the blue Verify button. If the WAMS ID does NOT verify, you may not continue.

5. Select 'Next' to move to the final application page.

Step 3 - Organization Signup – Forms

1. Required forms will need to be downloaded, completed and uploaded before you are able to submit your application.

Form Name	Completed	Status	Actions
WISDOT Agent Contact			Download Form Upload
WISDOT Letter of Intent			Download Form Upload
WISDOT Program Standards Agent Contact			Download Form Upload
WISDOT Letter of Intent			Download Form Upload

Save Application

Back Submit

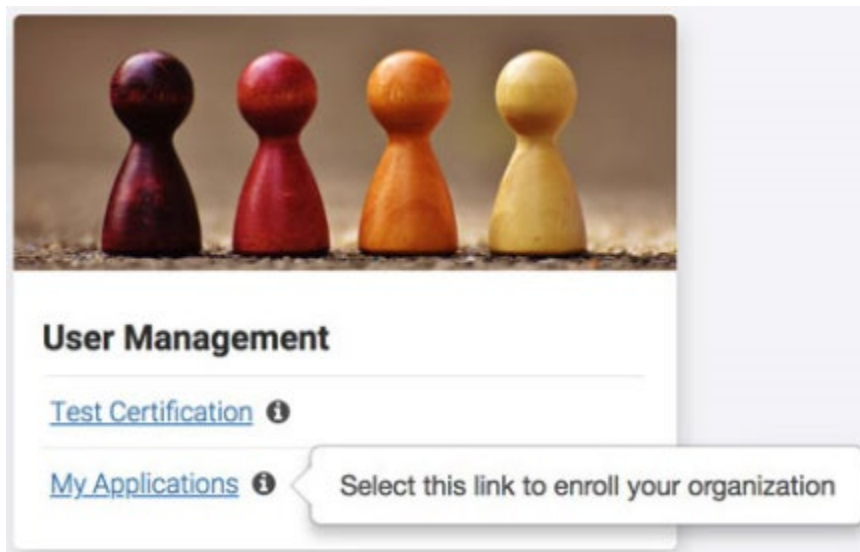
2. The required Forms will automatically display based on the selections from Step 1.
3. The forms automatically populate based on the information you entered or verified. Additional fields may need to be filled out so make sure you read the entire form before saving and uploading.
4. Once all required fields and forms are completed and uploaded, you may submit your application to the Department of Transportation.
5. Submitted applications will generate an email to your Organization's Contact person listed in the application verifying the submission of your application to the Department of Transportation.

Next Steps...

1. After your application has been submitted, the Department of Transportation will review your application. During the review process, if there is any missing information or incorrect information, the Dept. of Transportation will return the application to you. You will receive an email with the reason explained and the organization will need to resubmit the application after updating for another review.
2. If the application meets the Department of Transportation processing standards, you will receive an approval email and the initial Organization Administrator will be able to start adding additional users.

Check your Application Status

1. Sign in. (www.emvpartner.wi.dot.gov)
2. Click on 'My Applications'



3. You will see your applications and the status.
Your application can be in any one of the following states:
 - **Unsubmitted** – The application has been saved but not submitted. Before the application can be submitted all required fields must have values and all required forms must be uploaded.
 - **Submitted** – Application has been electronically sent to the Department of Transportation. The Organization Contact person will receive an email at the email address provided to confirm the application was submitted. Applications may not be edited after submission.
 - **Approved** – Applications that are approved by the Department of Transportation will have an email sent to the Organization Contact and Organization Administrator notifying them of the approved application and informing the Organization Administrator that they may begin adding users. Users can be added at any time and roles that are available to the Organization at the time of approval can be assigned to users. **You will be notified**

in the future when Bank Account information can be set up or new roles become available.

- **Rejected** – Organizations that have been denied or rejected will receive an email explaining the reason for denial. Applications for Organizations that have been rejected will no longer be considered as applicants for processing Department of Transportation transactions and cannot be modified.
- **Returned** – Returned applications can be edited, updated and resubmitted. Your Organization Contact person will receive an email with the return reason details. The 'My Applications' grid will display the status and 'Edit' will be an option. Once you have completed the required information, the application can be resubmitted.
- **Resubmitted** – Resubmitted applications will go through the same review process by the Department of Transportation. Resubmitted applications will not be editable and the email communication will notify the Organization Contact person when the status is updated.
- **Waiting** – The Department of Transportation requires all original Bond and Irrevocable Letter of Credit documents be mailed to the Department of Transportation at the address listed on the form. If your Organization requires a Bond / Irrevocable Letter of Credit, your organization will not be approved until the Department receives and verifies the original document. An email will be sent to the Organization Contact person informing them of this requirement.

If you have questions on your status, please contact the help desk at (608) 250-4606 or wi_helpdesk@egov.com. Once you have been approved, the next steps are Test Certifications.

Proceed After Your Organization is Approved

1. Add users to the organization
2. Add roles to the users based on their processing responsibilities
3. Sign up for electronic banking – Late fall 2018
4. Users will start processing once the application is live (2019)

You will receive additional communication regarding banking and processing that will include the date they are in production and a link to instructions.