

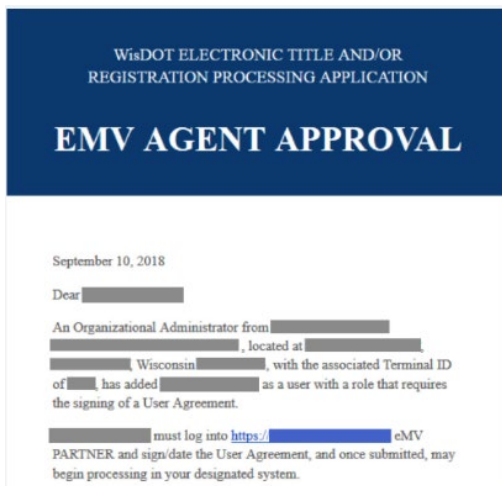
User Instructions

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Logging In

1. You must have a WAMS ID and a MyWisconsin ID. The application requires that each individual have their own WAMS ID and MyWisconsin ID to uniquely identify users.
 - If you do not already have your own WAMS ID and/or MyWisconsin ID
 - Create a WAMS ID at on.wisconsin.gov/WAMS/home.
 - Click “Self-Registration” to complete.
 - Create a MyWisconsin ID at https://det.wi.gov/Pages/MyWisconsin_ID.aspx
 - Click “Account Creation” to complete.
2. Initial eMV PARTNER sign-in will require you sync your WAMS and MyWisconsin IDs by following these steps in order:
 - Sign into eMV PARTNER with your WAMS ID
 - Follow redirect to sign into MyWisconsin ID
 - 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”
3. Provide only your WAMS ID to your Organization Administrator (send only your WAMS ID; never share passwords with anyone). It is required for your Organization Administrator to be able to add you to the organization(s) you will process for.
4. You will receive a User Agreement email after your WAMS ID is added to an organization by your Organization Administrator. You must follow the instructions in the email to complete and submit the User Agreement application process. See example below:



1. Click on the link within the email.
2. Log into the eMV PARTNER application. A User Agreement will automatically appear as soon as you log in.
3. Read the User Agreement.
4. Sign/enter your WAMS ID/date the User Agreement.
5. Save the User Agreement.

Once you have completed and submitted the User Agreement, you will be able to take required certification test(s) based on the roles the Organization Administrator has assigned to you.

Certification

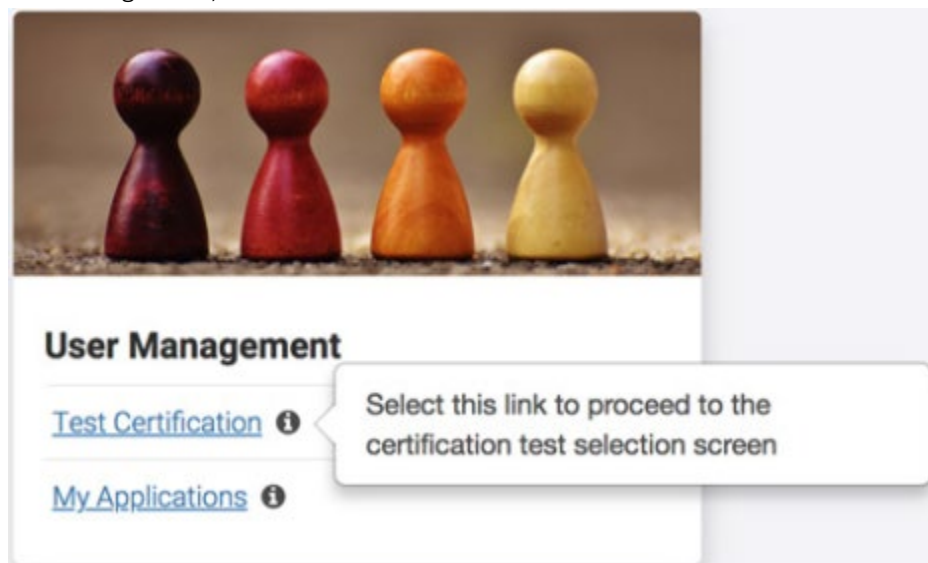
A Certification shows you have passed a test with questions specific to the type of title and/or registration you will be processing. eMV PARTNER and Vendor system users must pass any required Certifications before they can begin processing transactions in the new eMV PARTNER or Vendor systems. The eMV PARTNER system will show what Certifications are required. They determined by the processing role(s) assigned to you by your Organization Administrator.

Vendor system users will need to communication with their Organization Administrator to determine required Certification(s).

Certifications may be taken once per day. When you pass a Certification, you will be notified immediately after submission and your Certification will be valid for 3 years from the date of the successful completion.

If you fail a Certification, you may retake the it the following day.

1. Login to the eMV PARTNER system with your WAMS ID.
2. Under User Management, click 'Test Certification'.



3. Click on 'Certify' next to the Certification that you wish to take.

Certification	Certified/Attempted Date	Status	Required	Actions
Dealer Title/Registration Processing	N/A	Not Taken	Yes	Certify
Non-DealerTitle/Registration Processing	N/A	Not Taken	Yes	Certify
Lien Processing	N/A	Not Taken	No	Certify

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4. Complete the Certification

The status will change based on the results.

Certification	Certified/Attempted Date	Status	Required	Actions
Dealer Title / Registration Processing	7/16/18	Pass	Yes	Certify
Non Dealer Title / Registration Processing	N/A	Not Taken	Yes	Certify
Lien Processing	N/A	Not Taken	No	Certify

Once you have passed all the required certifications, you are ready to process with the DMV.