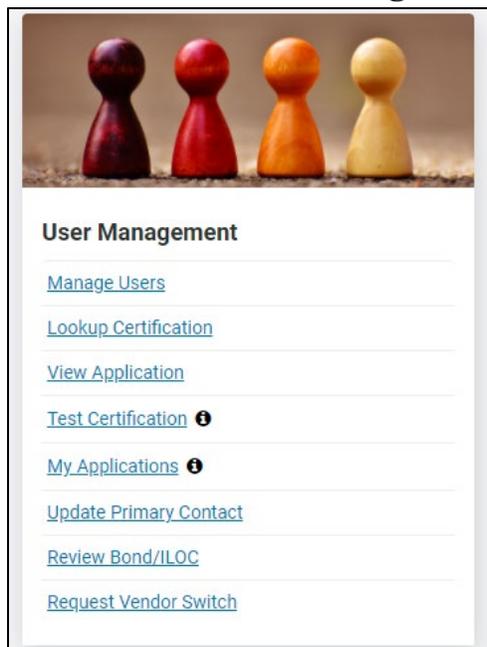


# eMV Partner Fleet User Guide

When you first log into the eMV Fleet system after getting approved you're going to see what we call the eMV Fleet Dashboard. After initial approval the only option on your dashboard is going to be User Management.

## Dashboard - User Management:



## User Management Tile:

- Manage Users: add or remove users by WAMS ID
  - Note: The individual who submits the application initially is automatically given the Role of Organization Administrator this individual will also be the primary fleet contact.
  - Once a user is added by WAMS ID, you will need to assign that user specific roles before processing can begin, these roles will open new options on the dashboard for users to see, roles are described below:
    - **FLEET ADMIN:** Allows user to order vehicle registration stickers and view reports
    - **FLEET MANAGEMENT:** Allows user to create fleets, move vehicles between and within fleets, search fleets, renew fleet vehicles, and view reports
    - **FLEET ACH:** Allows user to enter and edit banking information
- Lookup Certification: this option does **not** apply to eMV Fleet users
- View application: view any user application(s) you have submitted
- Test Certification: this option does **not** apply to eMV Fleet users
- My Applications: create a new application or view the status of an existing application(s)
- Update Primary Contact information for the fleet organization
  - If the Primary Contact changes this **must** be updated
- Review Bond/ILOC: this option does **not** apply to eMV Fleet users
- Request Vendor Switch: this option does **not** apply to eMV Fleet users

## Dashboard – Financial Management:

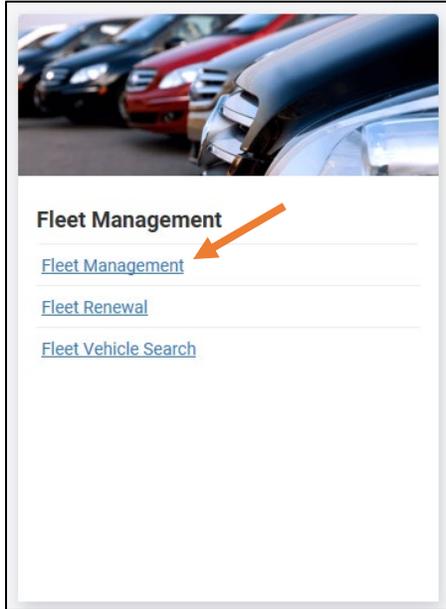


### Financial Management Tile:

Only the individual assigned the **Fleet ACH** role has access to this tile on the Dashboard. This individual must complete financial setup before any fleet processing can begin.

- Financial Setup:
  - Instructions for ACH set up can be found at the following link:  
<https://emvpartner.wi.gov/Financial>
- Financial Summary Report:
  - This report breaks down the transaction date, amount per vehicle, and the total paid amount.
- Financial Detail Report:
  - This report breaks down the transaction date, who processed the renewal, amount paid, and VIN.

## Dashboard - Fleet Management:



### Fleet Management Tile:

Here you can manage fleets, create fleets, renew fleets, search all vehicles within a fleet, as well as reset transactions, and reprint certificate(s) of Registration.

- Transactions cannot be reset after 8pm the day the transaction was completed.
- Reprinting Certificate(s) of Registration is only available for 14 days after initial renewal.

### Fleet management:

Clicking fleet management will bring you to a new page with a drop down to select one of the fleets you create.

- When you first access the fleet system after approval, you'll only see a fleet called Unclassified which is also referred to as the Unclassified Inventory
  - This fleet holds all eligible vehicles currently titled and registered to the company that qualify to be in a fleet
    - If you are missing a vehicle please email [DOTEMVFLEET@dot.wi.gov](mailto:DOTEMVFLEET@dot.wi.gov) for assistance
  - You cannot renew a vehicle, update the unit number or the Vehicle Kept In (VKI) for vehicles within the Unclassified Inventory, you must move the vehicle to a fleet of your choosing to be able to use those functions.

A screenshot of a form titled "Fleet Management". The form has a header "Fleet Management" and a dropdown menu with "Select..." and a downward arrow. To the right of the dropdown is a blue button labeled "Create Fleet". Below the dropdown and button is a grey button labeled "Back to Dashboard".

- If you select the Unclassified Inventory Fleet or a Fleet you Create you will see a page set up like the below image

Fleet Management

TEST FLEET 1 [Create Fleet](#)

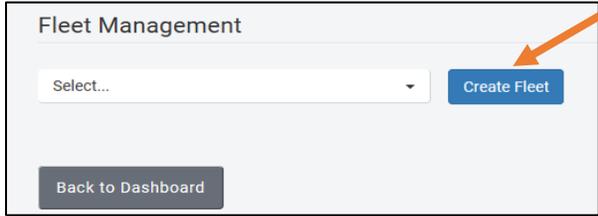
**TEST FLEET 1 Inventory** [Edit Fleet](#) [Delete Fleet](#)

Search Move selected to...

<input type="checkbox"/> Select All	Unit Number	VIN	Plate Number	Expiration Date	Actions
<input type="checkbox"/>	B2380			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2397			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2329			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2338			12/31/20	<a href="#">Edit</a>

[Back to Dashboard](#)

## Create Fleet:



The screenshot shows a 'Fleet Management' interface. At the top, there is a dropdown menu with the text 'Select...'. To the right of the dropdown is a blue button labeled 'Create Fleet'. An orange arrow points to the 'Create Fleet' button. Below the dropdown and button is a grey button labeled 'Back to Dashboard'.

## How to create a fleet to move your vehicles?

Step 1: Select Create Fleet, this action will open a box to fill out (see below)

Step 2: Add a Fleet Name

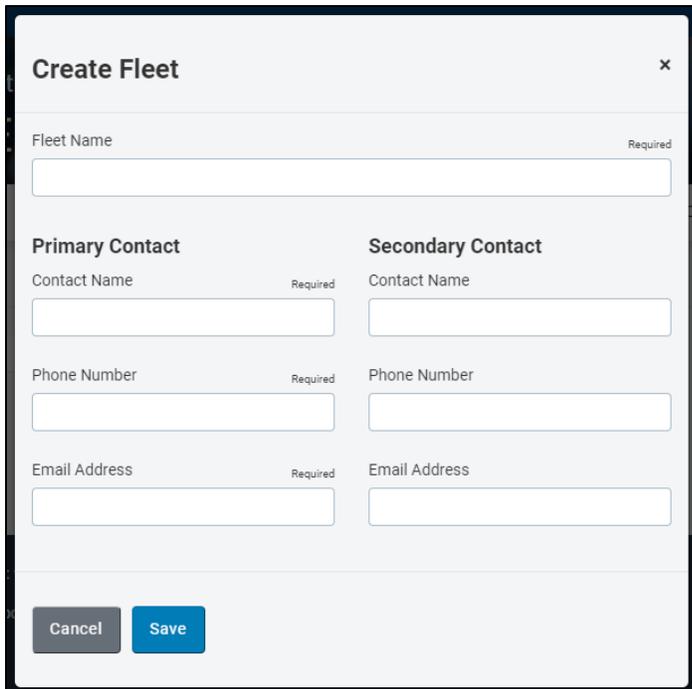
- You can give the specific fleet name any name you choose, currently we have fleet users that name by vehicle color, expiration month, and even by unit number to just give you some ideas

Step 3: Add Primary Contact

- Each Fleet of vehicles you create must have a primary contact listed, this included contact name, phone number, and email address.
  - Contact Name field is limited to 60 characters, Phone Number Field is limited to 10 digits, and email address must contain a valid email format and is limited to 250 characters
  - It is not required for each fleet to have a secondary contact but if you would like to add on you can.

Step 4: Save

- After you have selected the “Save” button, you will now be able to see the fleet you created within your fleet drop down list to choose from.

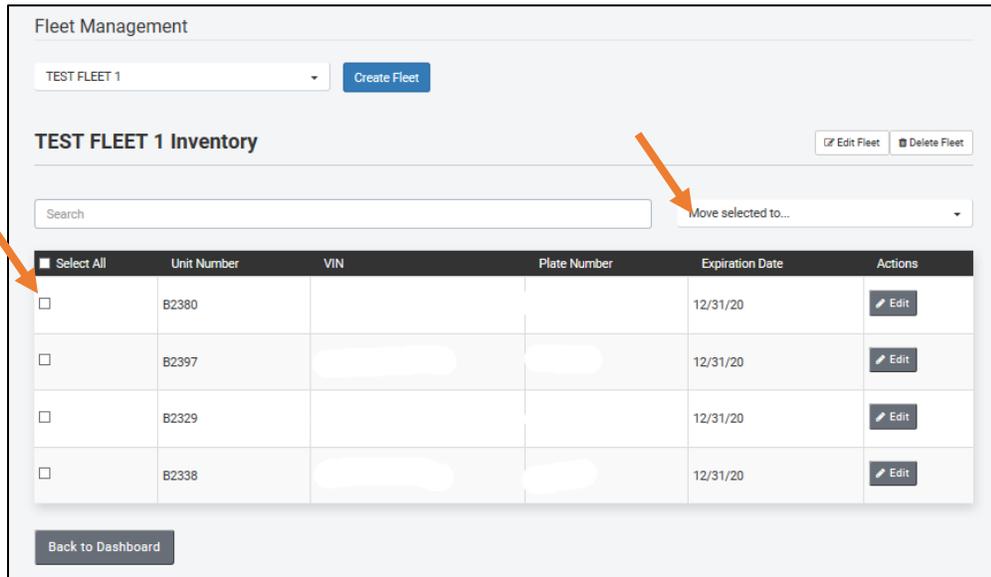


The screenshot shows a 'Create Fleet' modal form. At the top, there is a title 'Create Fleet' and a close button (X). Below the title is a 'Fleet Name' field with a 'Required' label. Underneath are two columns: 'Primary Contact' and 'Secondary Contact'. Each column has three fields: 'Contact Name', 'Phone Number', and 'Email Address', each with a 'Required' label. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

## How do I move vehicles from the Unclassified Inventory into the fleets I created? Or how do I move a vehicle from one fleet to another fleet I created?

- **Move Selected to and Selecting Vehicles:**

- You can select specific vehicles on the left side of the page.
  - This selection can be done individually or by checking the select all box, if you choose the select all box it will select all off the vehicle that are currently displayed on the page.
- After the vehicles are selected you can move them to a different fleet by selecting a fleet from the Move Selected to Box
  - Note: if you only have one fleet created you may not see the Move Selected to Box verbiage, instead you may see the name of the fleet you created. The same functionality works if only the fleet name appears
  - Note: You may received an error and cannot move a specific vehicle if it contains the same Unit Number as another vehicle within your fleet, unit numbers must be unique



- Once the vehicles you want to move are selected and you've selected the fleet you would like to move them into you will get the below box popup
  - The message will be unique to how many vehicles you have selected to move and which fleet you selected to move them to
    - If you select YES the vehicle will move into the new fleet
    - If you select NO the vehicles will remain in the current fleet

## What does it look like once I have a fleet created and what can I do?

Once you have a fleet created and you select that fleet below is what you should see but the VIN and Plate Number will be visible.

Fleet Management

TEST FLEET 1 [Create Fleet](#)

---

**TEST FLEET 1 Inventory** [Edit Fleet](#) [Delete Fleet](#)

Search  Move selected to...

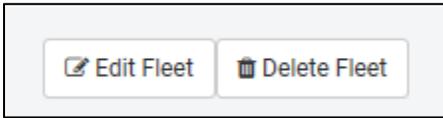
Select All	Unit Number	VIN	Plate Number	Expiration Date	Actions
<input type="checkbox"/>	B2380			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2397			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2329			12/31/20	<a href="#">Edit</a>
<input type="checkbox"/>	B2338			12/31/20	<a href="#">Edit</a>

[Back to Dashboard](#)

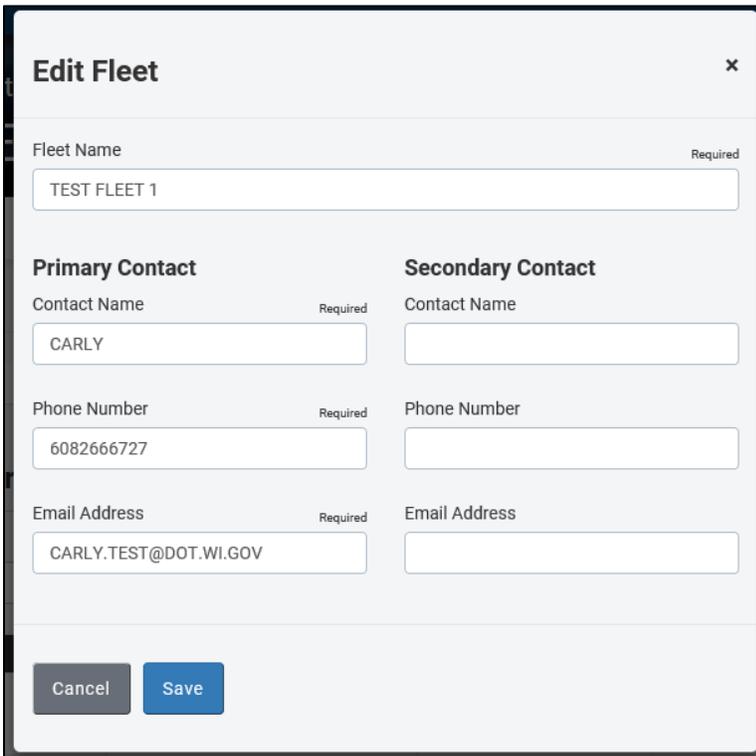
- On this page you can do the following:
  - Edit a vehicle
  - Edit fleet information
  - Delete a fleet
  - Search within the fleet
  - Move vehicles from one fleet to another
  - Change which fleet you're managing
  - Reprint Certificates of Registration
    - This action is only available for 14 days after initial renewal
  - Reset Transactions
    - Transactions cannot be reset after 8pm the day the transaction was completed.
  - Create a new fleet
    - Fleets cannot exceed more than 200 vehicles
      - What this means you can have multiple fleets under one company for example Fleet 1 and Fleet 2, within each of those fleets you cannot have more than 200 vehicles listed.

## Navigating the page:

Edit Fleet and Delete Fleet Buttons:



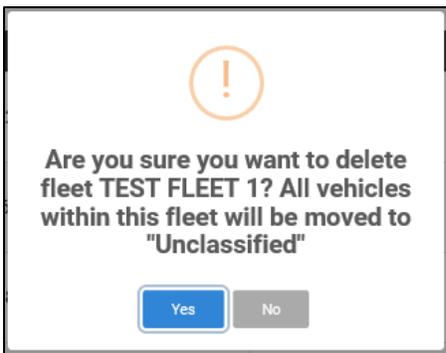
If you select Edit Fleet a box will pop up that will allow you to edit the fleet name, fleet contact(s), and fleet contact(s) information.

A modal window titled 'Edit Fleet' with a close button (X) in the top right corner. The form contains the following fields:

- Fleet Name** (Required): A text input field containing 'TEST FLEET 1'.
- Primary Contact** section:
  - Contact Name** (Required): A text input field containing 'CARLY'.
  - Phone Number** (Required): A text input field containing '6082666727'.
  - Email Address** (Required): A text input field containing 'CARLY.TEST@DOT.WI.GOV'.
- Secondary Contact** section:
  - Contact Name**: An empty text input field.
  - Phone Number**: An empty text input field.
  - Email Address**: An empty text input field.

At the bottom of the form are two buttons: 'Cancel' and 'Save'.

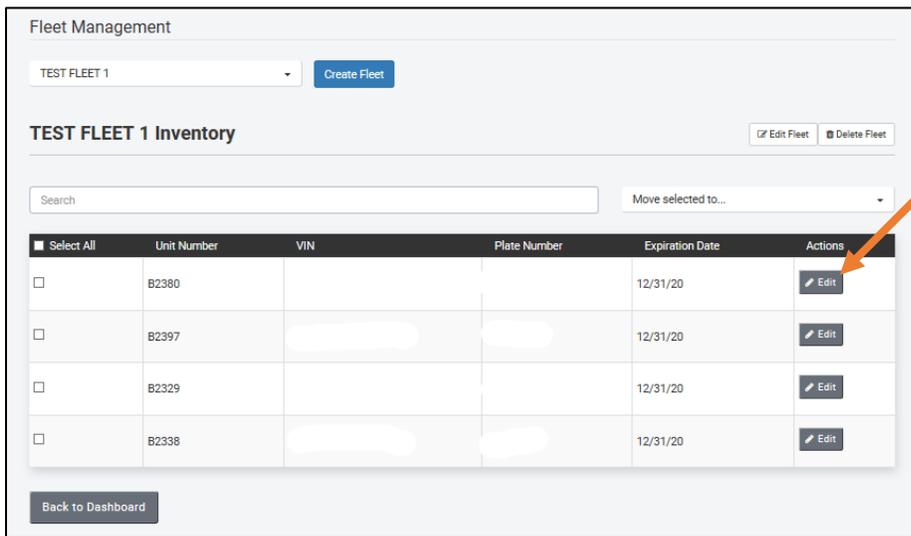
If you select delete fleet, it will delete the fleet out of your list and will move all vehicles within that fleet back into the Unclassified Inventory. Before the fleet is deleted you get the below pop up.



## Actions Edit:

Selecting the edit button next to the vehicle information allows you to not only view specific vehicle information but this also allows you to change or edit the Unit Number and the VKI.

- As a reminder if you are in the Unclassified Inventory you cannot edit any information on the vehicle
- Unit numbers must be 10 characters or less and can only contain numbers and letters
- You **cannot** assign the same unit number to multiple vehicles within one fleet
- VKI must be provided
  - Vehicles must be either marked as kept out of state or populated with both a County and a City, Village, or Township it is kept in within the State of Wisconsin.



Fleet Management

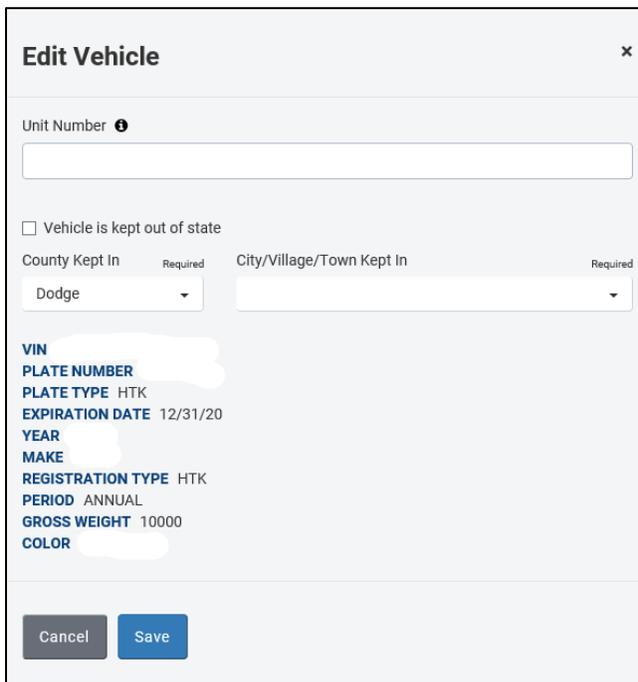
TEST FLEET 1 Create Fleet

**TEST FLEET 1 Inventory** Edit Fleet Delete Fleet

Search Move selected to...

Select All	Unit Number	VIN	Plate Number	Expiration Date	Actions
<input type="checkbox"/>	B2380			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2397			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2329			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2338			12/31/20	<span>Edit</span>

Back to Dashboard



**Edit Vehicle** ×

Unit Number ?

Vehicle is kept out of state

County Kept In Required Dodge ▼ City/Village/Town Kept In Required

**VIN**

**PLATE NUMBER**

**PLATE TYPE** HTK

**EXPIRATION DATE** 12/31/20

**YEAR**

**MAKE**

**REGISTRATION TYPE** HTK

**PERIOD** ANNUAL

**GROSS WEIGHT** 10000

**COLOR**

Cancel Save

## What can I see within the Edit Vehicle Box?

Within the Edit Vehicle box, you can find vehicle related information:

- Unit Number
  - This field is editable
- Vehicle Kept In (VKI)
  - This field is editable
  - Here you will indicate if the vehicle is kept out of state or you will indicate the Wisconsin County along with the corresponding City, Village, or Township where the vehicle is primarily kept
- VIN (Vehicle Identification Number)
- Plate Number
- Plate Type
  - This is helpful to know when it comes to ordering your sticker inventory
- Expiration Date
- Year of the vehicle
- Make of the vehicle
- Registration Type
  - This is helpful to know when it comes to ordering your sticker inventory
- Period (Registration Period)
  - You cannot change the registration period within the eMV Fleet system if you need to change from a Quarterly registration period to an Annual registration period or vice versa you must mail in for manual processing. The form required for this is the MV1 Wisconsin Title and License Plate Application.
- Gross Weight
  - This is the weight the vehicle is registered at
- Color
  - This will only display if the vehicle color has been provided to the DMV

The screenshot shows a web form titled "Edit Vehicle" with a close button (X) in the top right corner. The form contains the following fields and options:

- Unit Number**: A text input field with an information icon (i) to its right.
- Vehicle Kept In (VKI)**: A checkbox labeled "Vehicle is kept out of state".
- County Kept In**: A dropdown menu with "Dodge" selected. A "Required" label is positioned above it.
- City/Village/Town Kept In**: A text input field. A "Required" label is positioned above it.
- VIN**: A text input field.
- PLATE NUMBER**: A text input field.
- PLATE TYPE**: A dropdown menu with "HTK" selected.
- EXPIRATION DATE**: A text input field with "12/31/20" entered.
- YEAR**: A text input field.
- MAKE**: A text input field.
- REGISTRATION TYPE**: A dropdown menu with "HTK" selected.
- PERIOD**: A dropdown menu with "ANNUAL" selected.
- GROSS WEIGHT**: A text input field with "10000" entered.
- COLOR**: A text input field.

At the bottom of the form, there are two buttons: "Cancel" and "Save".

**Search:**

You can enter a Unit Number, VIN, Plate Number, and/or expiration date within the search box and it will find a specific vehicle within the fleet you are currently working in. As you are typing the system will start sorting so there is no need for an actual search button or to press enter.

Fleet Management

TEST FLEET 1 Create Fleet

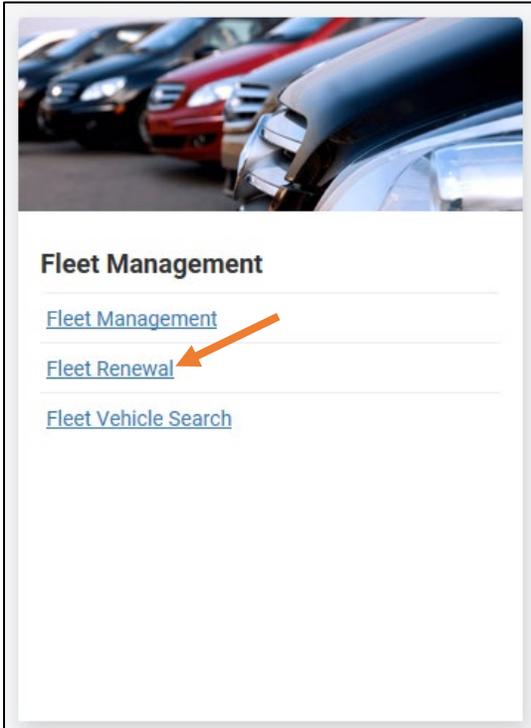
**TEST FLEET 1 Inventory** Edit Fleet Delete Fleet

Search Move selected to...

<input type="checkbox"/> Select All	Unit Number	VIN	Plate Number	Expiration Date	Actions
<input type="checkbox"/>	B2380			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2397			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2329			12/31/20	<span>Edit</span>
<input type="checkbox"/>	B2338			12/31/20	<span>Edit</span>

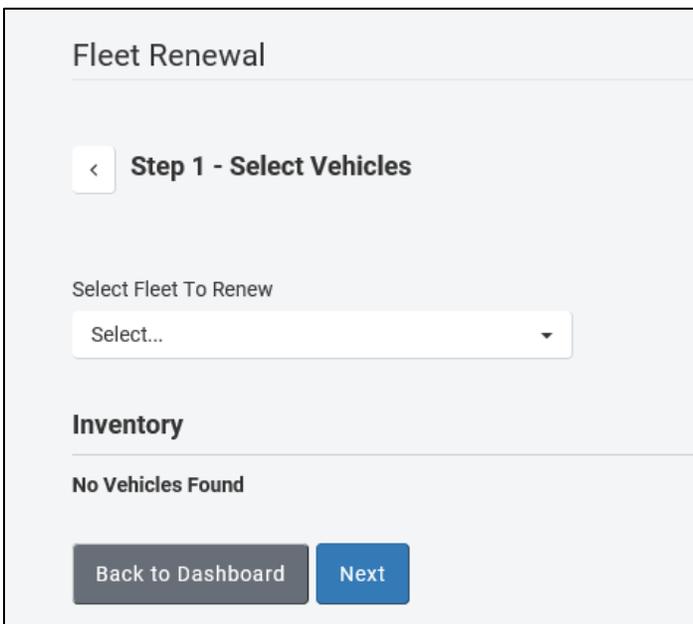
Back to Dashboard

## Fleet Renewal:



After selecting fleet renewal, you will be directed to a new page where you will select which fleet you want to renew vehicles from.

- Note: you **cannot** renew a vehicle that is currently in your unclassified inventory. If you have a vehicle in that fleet you must first move it to an existing fleet or create a new fleet before you can renew it.

A screenshot of a web application interface for "Fleet Renewal". The page has a light gray background. At the top, the heading "Fleet Renewal" is displayed. Below it is a navigation bar with a left arrow and the text "Step 1 - Select Vehicles". Underneath is a label "Select Fleet To Renew" followed by a white dropdown menu with "Select..." and a downward arrow. Below the dropdown is the heading "Inventory" and the text "No Vehicles Found". At the bottom, there are two buttons: a gray "Back to Dashboard" button and a blue "Next" button.

After selecting which fleet, you want to renew vehicles in the system will do an automatic search of the fleet to see if any vehicles are eligible for renewal. If no vehicles are eligible for renewal the system will simply say “No Vehicles Found.” If vehicles are found to renew the system will return a page like the image below.

Select Fleet To Renew  
APRIL/MAY RENEWALS

**APRIL/MAY RENEWALS Inventory**

<input type="checkbox"/> Select All	Unit Number	VIN	Plate Number	Expiration Date	Reg. Period	Replace Plate <input type="checkbox"/>
<input type="checkbox"/>				4/30/20	ANNUAL	<input type="checkbox"/>
<input type="checkbox"/>				4/30/20	ANNUAL	<input type="checkbox"/>
<input type="checkbox"/>				4/30/20	ANNUAL	<input type="checkbox"/>
<input type="checkbox"/>				5/31/20	ANNUAL	<input type="checkbox"/>

Once you get to this point you can use the selection boxes on the left to select which vehicles you would like to renew, and on the right, you can select if you would like to replace the license plate while you are renewing.

- You can **ONLY** replace a license plate while you’re renewing. You cannot request a replacement plate only.
  - If you need to request a replacement license plate after you have renewed the vehicle through the eMV Fleet system you will have to complete form MV2118 Duplicate or Replacement License Plate Information and Application and mail it in form manual processing at the address on the form with the applicable payment.
- You can only renew a personalized license plate within the fleet system. You **cannot** replace a personalized license plate with the fleet system.
  - If you need to request a replacement license plate for a personalized plate within the eMV Fleet system you will have to complete form MV2118 Duplicate or Replacement License Plate Information and Application and mail it in form manual processing at the address on the form with the applicable payment.
- If a vehicle registration has an incident attached to it, a red triangle with an exclamation point in the middle will appear where the selection box is on the left and you will not be able to renew until the incident is cleared.
  - If a vehicle is required to have an emissions test done, the vehicle must pass the emissions test first before a renewal can be processed
  - All parking tickets associated with a vehicle must be taken care of with the municipality before a renewal can be processed
  - If you receive a red triangle that says “Due to Insurance” please email [DOTEMVFLEET@dot.wi.gov](mailto:DOTEMVFLEET@dot.wi.gov) for assistance

## Non-Operation:

If the vehicle you select has been out of operation for one or more full registration period(s), you will be prompted to fill out a non-operation statement.

- You will **not** get this option if the vehicle had not been out of operation for one or more full registration period(s)
- If the vehicle has been continuously operated since last operation select that box. The system will either calculate the proper registration fee or you will get an error message saying you will have to mail in or renew the vehicle through DMV's normal online registration renewal.
  - If you need to mail in for your renewal and you do not have a renewal card, do **not** send in a check only, mail in form MV2016 Substitute Renewal Notice/Non-Operation Statement along with the applicable payment to the address on the form
- If the vehicle has not been operated, you will have to enter the last date the vehicle was operated on public roadways and the first day the vehicle started operation again.
  - Operation start date cannot be a future date
- If you do not have a vehicle that requires this selection you will bypass this page

### Fleet Renewal

< Step 2 - Non-operational Statement

VIN [REDACTED]  
UNIT NUMBER [REDACTED]  
PLATE NUMBER [REDACTED]

Vehicle operated continuously since last expiration date Required

Last Date Operated Required        Operation Start Date Required  

**Periods to Renew:**

- If you have a vehicle that is currently registered with Quarterly or Consecutive Monthly registration you will be prompted to select how many quarters or months you will be renewing for.
- If you do not have a vehicle that requires this selection you will bypass this page
- Quarterly registration must select at least 1 quarter or a maximum of 3 quarters for renewal
- Consecutive Monthly registration must select at least 3 months or a maximum of 11 months for renewal
  - Note: You **cannot** change the registration period within the eMV Fleet system if you need to change from a Quarterly registration period to an Annual registration period or vice versa you must mail in for manual processing. The form required for this is the MV1 Wisconsin Title and License Plate Application.
- If you do not have a vehicle that requires this selection you will bypass this page

< Step 3 - Periods To Renew

Select Periods To Renew

Unit Number	VIN	Plate Number	Expiration Date	Reg. Period	Renewal Periods
			9/30/20	QUARTERLY	1

Previous Next

## Estimated Fees:

On this page you review all actions taken within the fleet renewal process before submitting the vehicle(s) to be renewed

- The edit button on the left allows you to select if you really want to replace the license plate. If the vehicle qualifies for quarterly or consecutive monthly registration you can change the number of quarters or months you originally selected for renewal.
  - By changing these selections, the Total will change
- The previous button will take you back to the previous page
- The fees due for each individual vehicle also displays on this page as well as a total due at the bottom of the page

Step 4 - Estimated Fees

Renewing 1 Vehicles

Actions	VIN	Plate Number	Plate Type	Reg. Period	Renewal Periods	Replace Plate	Fees
 Edit			HTK	QUARTERLY	2	No	\$572.50

Total: \$572.50

Previous Renew

- Selecting the renew button on the bottom of the page will prompt a Certification of Renewal box to pop up.
  - Selecting cancel will take you back to the estimated fees page
  - Selecting yes will renew the vehicles

**Certification of Renewal** ✕

I certify that to the best of my knowledge the information and statements on this application are true and correct.

Cancel Yes

## Review Fleet Renewal:

- The review fleet page allows you to view which vehicles successfully renewed or if a vehicle could not be renewed.
  - Under the Total icon there is selectable text to download the certificate of registration(s), you **must** do this. Once you start processing through the eMV Fleet system, the DMV no longer mails you your Certificate of Registrations or Stickers.
    - If you renew one or multiple vehicles at once all you must do is select the option to download certificate of registration. This will populate a pdf with the registration(s).
      - We suggest saving this PDF for your records.

Fleet Renewal

< Step 5 - Review Fleet Renewal

Renewed Vehicles

VIN	Plate Number	Expiration Date	Replace Plate	Fee	Envelope Number	Message
		4/30/2021	No	\$126.00		I137: Successfully renewed.
		4/30/2021	No	\$120.00		I137: Successfully renewed.
		4/30/2021	No	\$106.00		I137: Successfully renewed.
		4/30/2021	No	\$106.00		I137: Successfully renewed.
		3/31/2021	No	\$106.00		I137: Successfully renewed.

**Total: \$\$564.00**

[Download Certificate of Registration](#)

- If you forget select and Download the Certificates of Registration on this page you can always go back into fleet management and individually reprint the Certificate of Registration.
  - The reprint function is only available for 14 days after initial registration
  - If you opt to not save the PDF and do not print the Certificate of Registrations within the 14 days, you must mail in form MV2026 Duplicate Certificate of Registration Application for each vehicle and pay the applicable fee(s) to be processed manually

## Fleet Vehicle Search:



Fleet Vehicle search allows you to search for a vehicle within all your fleets by VIN, Unit Number, or Plate Number and Plate Type.

- Within fleet vehicle search you also have the option to move vehicles to a different fleet

A screenshot of the 'Fleet Vehicle Search' form. The title 'Fleet Vehicle Search' is at the top. Below it is a 'Search By' dropdown menu with 'VIN' selected. To the right of the dropdown is the word 'Required'. Below the dropdown is a text input field for the VIN, also labeled 'Required'. A 'Search' button is positioned below the input field. Below the button, the text 'No Vehicles Found' is displayed. At the bottom is a 'Back to Dashboard' button. An orange arrow points to the 'Search By' dropdown.

A screenshot of the 'Fleet Vehicle Search' results page. It shows the same search form as above. Below the form is a table with the following columns: 'Unit Number', 'VIN', 'Plate Number', 'Expiration Date', 'Fleet Name', and 'Move to Fleet'. The 'Move to Fleet' column contains a dropdown menu with 'Select...' as the current selection. An orange arrow points to this dropdown menu. Below the table is a 'Back to Dashboard' button.

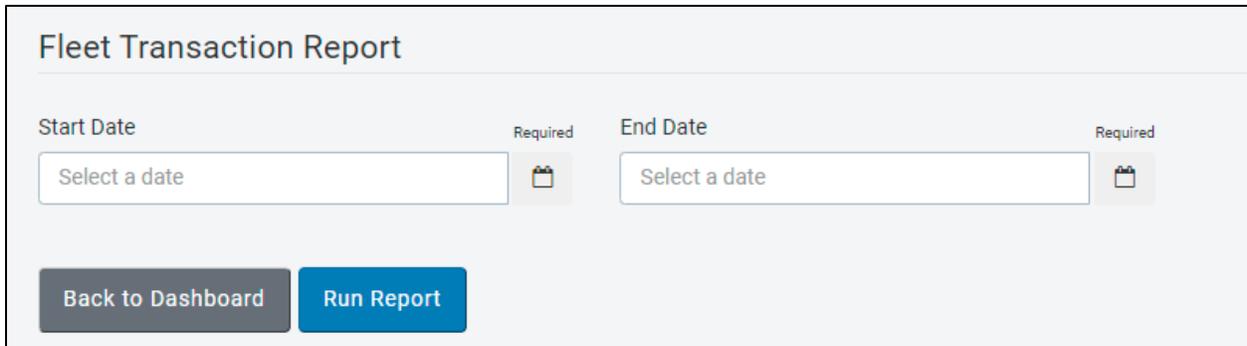
Unit Number	VIN	Plate Number	Expiration Date	Fleet Name	Move to Fleet
			12/31/20	DECEMBER	Select...

## Reports:



### Reports Tile:

The Reports Tile allows you to run a Fleet Transaction report, once you select the Fleet Transaction option you will get directed to a new page.

A screenshot of a web form titled 'Fleet Transaction Report'. The form has a light gray background. At the top, the title 'Fleet Transaction Report' is in a bold, black font. Below the title, there are two date selection fields. The first field is labeled 'Start Date' and has a 'Required' label to its right. The second field is labeled 'End Date' and also has a 'Required' label to its right. Both fields contain the text 'Select a date' and a calendar icon. At the bottom of the form, there are two buttons: a gray button labeled 'Back to Dashboard' and a blue button labeled 'Run Report'.

You'll have to enter the Start Date and the End Date of the time frame you would like the report to export for. Once you select the Run Report button an excel csv file will populate or you'll be prompted to download it within your web browser.

What will you see on the report?

- Organization Legal Business Name
- Organization Business Address
- Terminal ID
- WAMS ID
  - This is the WAMS ID of the individual who processed the transaction
- VIN
- Envelope Number
  - The envelope number is used for internal DMV use if you have questions on a transaction
- Transaction Status
- Transaction Date
- Plate Number
- Plate Type
- Amount
  - This is the amount paid for each individual vehicle

## Plates & Stickers Inventory:

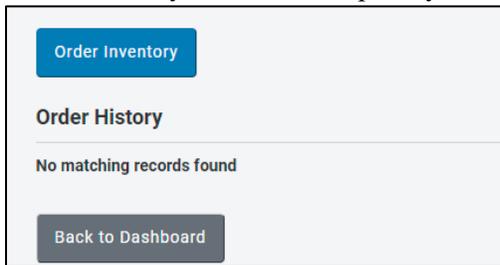


### Plates & Stickers Inventory Tile:

As a fleet user it is your responsibility to order and manage registration expiration stickers for the fleet of vehicles you manage.

- As an eMV Fleet user you can only order registration expiration stickers, there is no option to order and keep license plates on hand.

The first time you select this option you will be directed to a new page that looks like the image below:



To order stickers you must select the Order Inventory Button:



Once you select that button you will be redirected to the below page:

**Step 1 - Order Details**

**Bulk Stickers - Quarterly**

Dec 2021	Nov 2021	Jun 2022	Mar 2022
Quantity (multiple of 1)			
Sep 2022	Apr 2022	Aug 2022	Dec 2022
Quantity (multiple of 1)			
Feb 2022	Jan 2022	Jul 2022	May 2022
Quantity (multiple of 1)			
Nov 2022	Oct 2022		
Quantity (multiple of 1)	Quantity (multiple of 1)		

**Bulk Stickers - Year**

2021	2022	2023	2024
Quantity (multiple of 1)			

**Next**

There are two different registration sticker options to choose from one this page:

- Bulk Stickers – Quarterly
  - These stickers are most ordered for vehicles with a license plate type of HTK, TRL, and TOR regardless of the vehicle’s registration period
    - For example, if you have a vehicle with a license plate type of HTK and you register the vehicle annually, you must still order the sticker named Quarterly
    - Picture example of Quarterly Sticker:



- Bulk Stickers – Year
  - These stickers are most ordered for vehicles with a license plate type of AUT and LTK
    - Picture example of Year sticker



## How do I order stickers?

After you select the Order inventory button and have decided on how many stickers you need of which kind you will input that number next to each sticker type:

**Bulk Stickers - Quarterly**

Jan 2021	Feb 2021	Mar 2021	Apr 2021
Quantity (multiple of 1)			
May 2021	Jun 2021	Jul 2021	Aug 2021
Quantity (multiple of 1)			
Sep 2021	Dec 2021	Oct 2021	Nov 2021
Quantity (multiple of 1)			
Aug 2022	Feb 2022	Jan 2022	Jun 2022
Quantity (multiple of 1)			
May 2022	Mar 2022	Sep 2022	Jul 2022
Quantity (multiple of 1)			
Dec 2022	Nov 2022	Oct 2022	
25	Quantity (multiple of 1)	Quantity (multiple of 1)	

**Bulk Stickers - Year**

2021	2022
Quantity (multiple of 1)	3

Next

Select the Next Button to get prompted to review your order:

< Step 2 - Review Order

Item	Quantity Ordered	Quantity Shipped
December 2022 Quarterly Sticker (Bulk)	25	
2022 Yearly Sticker (Bulk)	3	

ORDER DATE 1/31/2022  
COMPANY NAME [REDACTED]  
TERMINAL ID [REDACTED]  
REFERENCE NUMBER [REDACTED]  
CONTACT NAME [REDACTED]  
ADDRESS [REDACTED]  
ORDER TYPE [REDACTED]  
CONTACT TELEPHONE NUMBER [REDACTED]  
CONTACT EMAIL ADDRESS [REDACTED]

Previous Next

If your sticker quantities are not correct select the previous button to go back and edit them, if they are correct select the next button to get directed to the Success page:

< Step 3 - Success

Your order has been submitted. You can review your order details from the 'Order Management' link on the dashboard.

REFERENCE NUMBER [REDACTED]

Back to Dashboard

On the success page you will receive your Sticker Order reference number.

- Selecting Back to Dashboard will take you back to the main dashboard view

To review the details of your order you will need to go back to the Plates & Sticker Inventory Tile on the main dashboard view and select order management. After selecting order management, you will be directed to the Order Management Screen below:

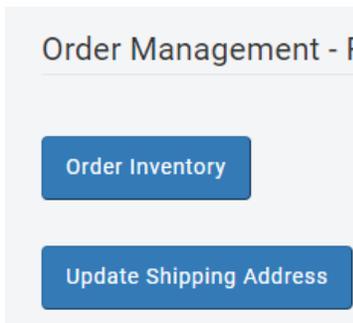
Order History				
Date	Reference #	Status	Auto Order	Actions
1/31/2022		New		<a href="#">View Order Details</a> <a href="#">Cancel</a>
9/24/2021		Complete (9/24/2021)		<a href="#">View Order Details</a>

On this page you can review your order history, here are a few important things to know:

- You can cancel an order that has not yet been processed by DMV yet
- You can view previous order details
- You cannot place another sticker order until the Status has changed to Complete

### **What if I want my stickers mailed to a different address than what is on file with the DMV?**

If you want your stickers mailed to a different address than what is on file with the DMV you will select the option within your Sticker Ordering screen that says Update Shipping Address:



Once you select Update Shipping Address you're going to get a screen that pops out where you can add in a shipping address.

- Please note that this shipping address is only for the eMV Fleet system, this will not change where any of your other DMV products get mailed to.
- This shipping address will stay in the eMV Fleet system unless you change it

## Update Inventory Shipping Address



Please note that this address will be used only for the mailing of your plates, stickers, and yellow mailing labels for the APPS Partner program. All other DMV products will still be sent to the business address you have on file with DMV. Take care to ensure this address is correct, as DMV will not be liable for missing products and may refuse to replace missing products if they were determined to be lost due to negligence.

Street

Required

Additional Street

PO Box

City

Required

State

Required

Zip Code

Required

Save