

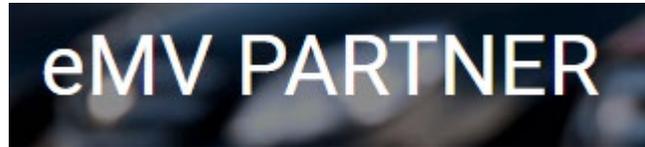
TITLE AND REGISTRATION PROCESSING

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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:



- Out-of-Country Title: These cannot be processed using eMV11 and must be mailed to DMV for manual processing.

Title/Registration Processing: Select the Title/Registration Processing link



The screenshot shows a menu titled "Transactions" with a list of links. The top of the menu features a photograph of several cars parked in a row. Below the title, the following links are listed, each on a separate line with a horizontal separator:

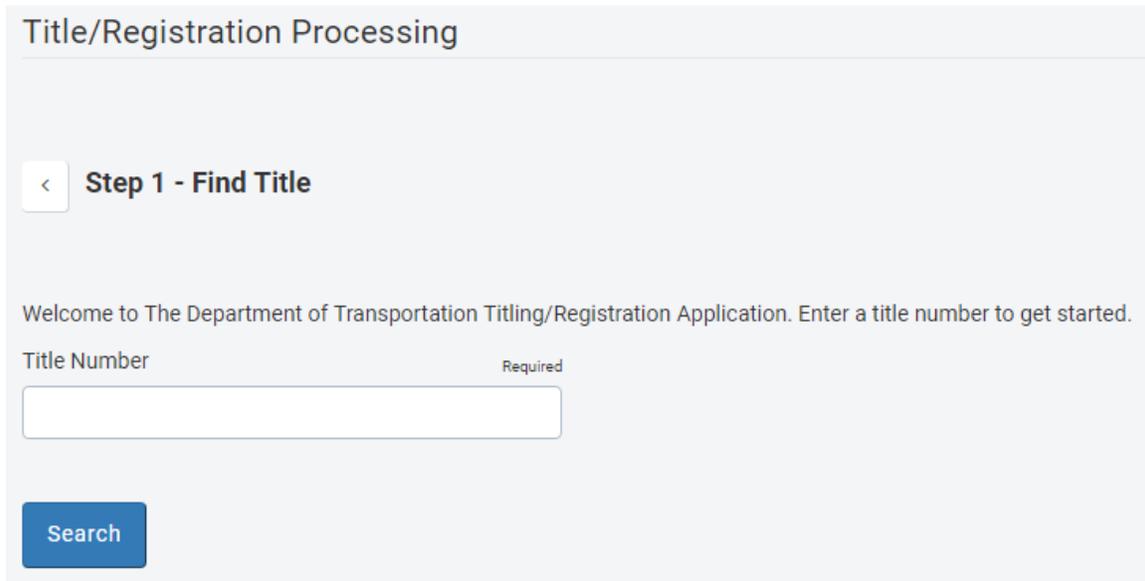
- [Title/Registration Processing](#)
- [Title Only](#)
- [Vehicle Inquiry](#)
- [Junk Vehicle](#)
- [Reset/Cancel Transaction](#)
- [Standalone Temp Plate](#)
- [Pended Transactions](#)

1. For Hire
 - 1.1. Select checkbox if vehicle will be operating for hire
 - 1.1.1. For Hire vehicle are not allowed to be processed in this application, and will result in an error message.
2. Using the dropdown box, select the correct title type.
 - 2.1. Select *Next*

The screenshot shows a web form titled "Title And Registration". At the top, there is a checkbox labeled "This vehicle will be operated for hire". Below this is a "Title Type" field, which is a dropdown menu. The word "Required" is positioned to the right of the field label. The dropdown menu is open, showing four options: "Wisconsin Title Transfer" (highlighted in blue), "Out of State Title Transfer", "New Vehicle Transfer", and "Foreign Vehicles".

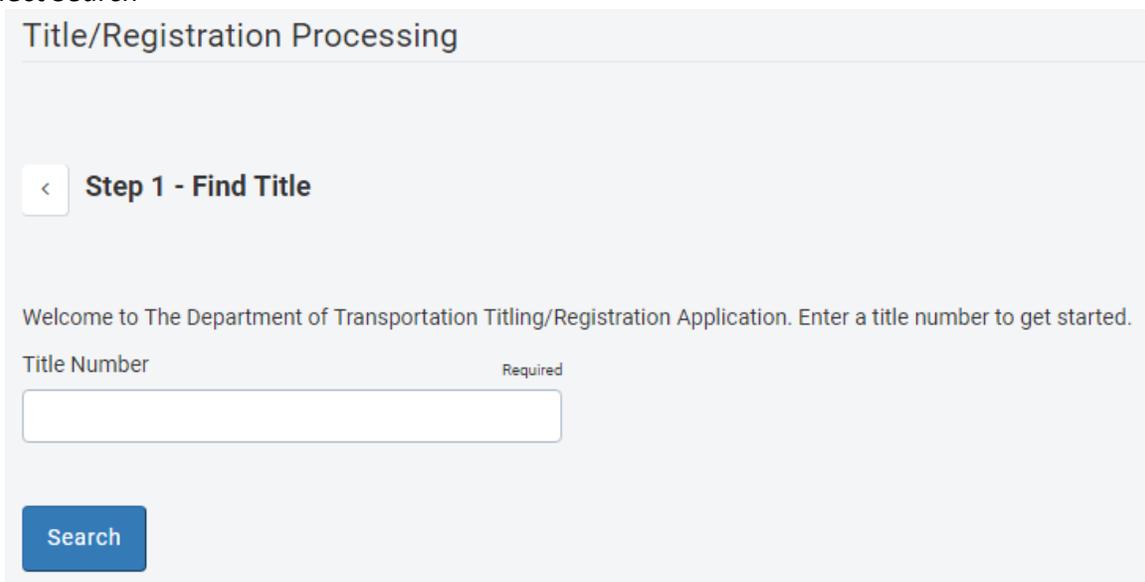
Title/Registration Processing – Step 1 – Find Vehicle

1. **Wisconsin Title Transfer** selected from dropdown options:
 - 1.1. Enter the current Wisconsin Title number
 - 1.2. Select *Search*



The screenshot shows a web application interface for "Title/Registration Processing". At the top, there is a header "Title/Registration Processing". Below the header, there is a navigation bar with a left arrow and the text "Step 1 - Find Title". The main content area contains a welcome message: "Welcome to The Department of Transportation Titling/Registration Application. Enter a title number to get started." Below the message, there is a form with a label "Title Number" and a "Required" indicator. The form is an empty text input field. Below the form is a blue button labeled "Search".

2. **Out of State Title Transfer** selected from dropdown options:
 - 2.1. Select the Territory (State) of the current title for the vehicle
 - 2.2. Enter the VIN of the vehicle
 - 2.3. Select *Search*



The screenshot shows a web application interface for "Title/Registration Processing". At the top, there is a header "Title/Registration Processing". Below the header, there is a navigation bar with a left arrow and the text "Step 1 - Find Title". The main content area contains a welcome message: "Welcome to The Department of Transportation Titling/Registration Application. Enter a title number to get started." Below the message, there is a form with a label "Title Number" and a "Required" indicator. The form is an empty text input field. Below the form is a blue button labeled "Search".

- 3. **New Vehicle Transfer** selected from dropdown options:
 - 3.1. Enter VIN
 - 3.2. Select *Search*

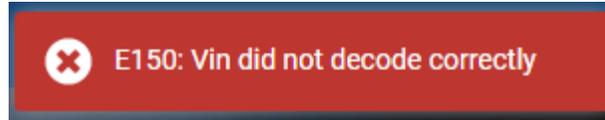
The screenshot shows a web interface titled "Title/Registration Processing". Below the title is a navigation bar with a left arrow and the text "Step 1 - Create New Vehicle". Underneath, there is a label "VIN" on the left and "Required" on the right, positioned above a white text input field. Below the input field is a blue button with the text "Search".

- 4. **Foreign Vehicles** selected from dropdown options:
 - 4.1. Enter VIN
 - 4.2. Select *Search*

The screenshot shows a web interface titled "Foreign Vehicles". Below the title, there is a label "VIN" on the left and "Required" on the right, positioned above a white text input field. Below the input field is a blue button with the text "Search".

E150: VIN did not decode correctly

- You may see this message appear if the system could not verify the validity of the entered VIN.



5.1. Verify the VIN has been entered accurately. If it was not entered correctly, re-enter the VIN and select *Search*

5.1.1. If the VIN was entered accurately, select the VIN accuracy verified checkbox

5.2. Select *Search*.

6. **New Vehicle**

6.1. Enter model year

6.1.1. Model year must be within 2 model years of current year

7. **Out of State Title**

7.1. Enter: Model Year, Vehicle Type, Make, Body Style and Fuel Type

8. Select *Next*

Welcome to The Department of Transportation Titling/Registration Application. Enter a VIN to get started.

Previous Territory Required
ALASKA

VIN Required
XXXXXXXXXXXX

VIN accuracy verified Required

Model Year (YYYY) Required Vehicle Type Required
2000 AUTOMOBILE

Make Required Body Style Required
ACCUBUILT INC CONVERTIBLE

Fuel Type Required
Gas

- Note: An unconfirmed VIN more than 2 model years old cannot be overridden. The application must be sent to DMV for manual processing.**

Title/Registration Processing – Step 2 – Vehicle Information

9. Enter/Verify the following information:

9.1. Date of Delivery

9.2. Major Color

< Step 2 - Vehicle Info

Date of Delivery Required

VIN 1FAPP6048NH146600

YEAR 1992

TYPE AUTOMOBILE

MAKE FORD

BODY STYLE SEDAN

Major Color Required Minor Color

BLU - BLUE Select...

Fleet Number

9.3. New Brands information

9.4. Purchase Price Information

9.5. Sales Tax exemptions

9.6. Vehicle trade in information

9.7. Select *Next*

Existing Brand(s)

New Brand(s)

State

Select...

Purchase Price Information

Required

\$ 0.00

Sales Tax Exempt

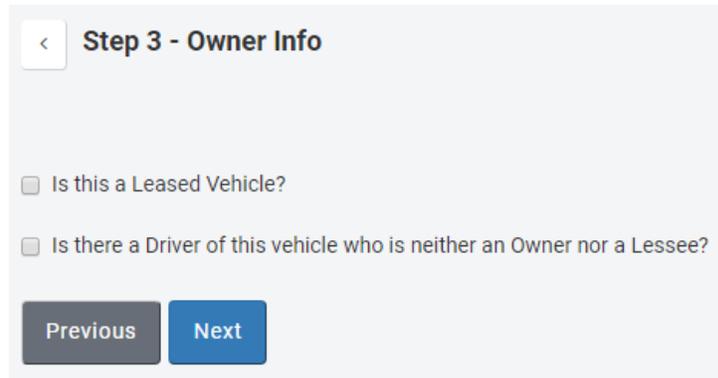
Trade-In Information

Are you Trading-In a vehicle?

Next

Title/Registration Processing – Step 3 – Owner Information

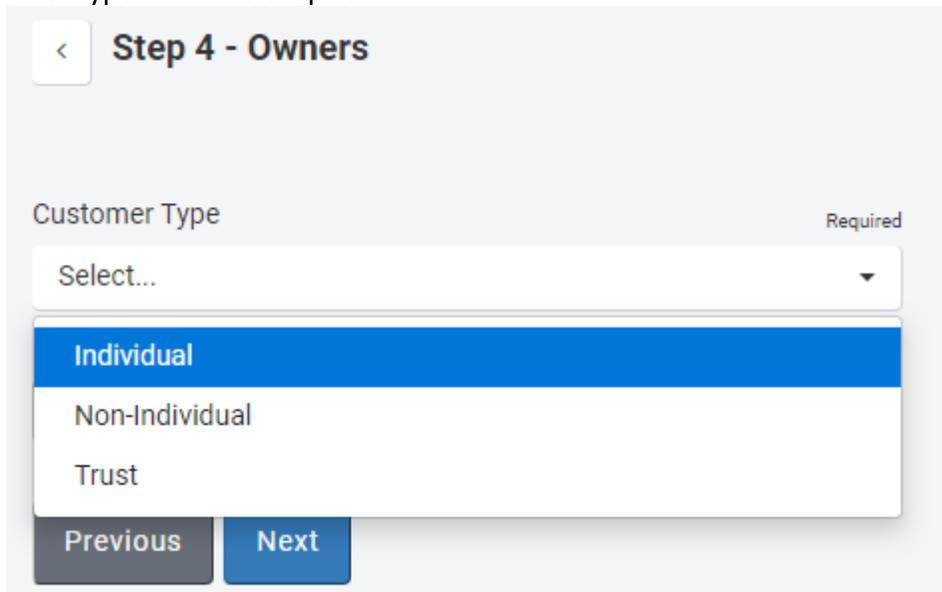
10. Select checkbox(s) if:
 - 10.1. Vehicle is being leased
 - 10.2. If there is a listed driver for the vehicle



The screenshot shows a web form titled "Step 3 - Owner Info". It contains two checkboxes: "Is this a Leased Vehicle?" and "Is there a Driver of this vehicle who is neither an Owner nor a Lessee?". Below the checkboxes are two buttons: "Previous" and "Next".

Title/Registration Processing – Step 4 – Owners

11. Select the customer type from the dropdown



The screenshot shows a web form titled "Step 4 - Owners". It features a dropdown menu labeled "Customer Type" with a "Required" indicator. The dropdown is open, showing three options: "Individual", "Non-Individual", and "Trust". Below the dropdown are two buttons: "Previous" and "Next".

12. **Individual** customer type selected from dropdown options:

12.1. Enter one of the following:

12.1.1. WI Driver License

12.1.2. WI Identification number

12.1.3. Social Security Number

12.2. Select Search

The screenshot shows a web form with the following elements:

- Customer Type** (Required): A dropdown menu with "Individual" selected.
- WI DL/ID** (Required): A text input field containing "X000-0000-0000-00".
- Or**: A text label between the two input fields.
- Social Security Number (SSN)** (Required): A text input field containing "000-00-0000".
- Customer does not have a WI DL/ID or SSN**: A checkbox option.
- Search**: A dark grey button.
- Previous** and **Next**: Two buttons at the bottom, with "Next" highlighted in blue.

- 12.3. Select Add Owner button for the correct customer
- 13. Adding a Second owner
 - 13.1. Follow same search/add owner procedure as above
- 14. Select the correct conjunction between owners
- 15. Select Primary owner
- 16. Answer the renewal notification and Opt-Out questions for the primary owner
- 17. Select *Next*

Owner Details

Required

The primary customer will receive all current and future Department of Transportation communications and mailings regarding this vehicle.

Required

And Or

Primary Owner	Name	Address	Actions
<input checked="" type="checkbox"/>	JOHN Q PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Owner Remove Owner
<input type="checkbox"/>	JANE A PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Owner Remove Owner

Does the customer want to receive information about electronic renewal notification(s)? Required

Yes
 No

Does the primary individual owner/lessee/driver want to opt-out from the WISDOT Mailing List? Required

Unknown
 Yes
 No

[Previous](#) [Next](#)

Title/Registration Processing – Step 5 – Lessee Information

- 18. Checkbox from Step3 indicating a leased vehicle was selected in Step 3

< **Step 3 - Owner Info**

Is this a Leased Vehicle?

Is there a Driver of this vehicle who is neither an Owner nor a Lessee?

[Previous](#) [Next](#)

19. Select the customer type from the dropdown

The screenshot shows a web form titled "Step 5 - Lessees". It features a "Customer Type" dropdown menu with the label "Required". The dropdown is open, showing three options: "Individual", "Non-Individual" (which is highlighted in blue), and "Trust". Below the dropdown are two buttons: "Previous" and "Next".

20. **Non-Individual** customer type selected from dropdown options:

- 20.1. Enter one of the following:
 - 20.1.1. Legal Name of the Lessee (Required)
 - 20.1.2. WI Identification number (Optional)
- 20.2. Select Search

The screenshot shows the "Step 5 - Lessees" form with the "Customer Type" dropdown set to "Non-Individual". A "Search" button is visible. Below it is a section titled "Lessee Details" containing a table with one row of search results. The table has columns for "Primary Lessee", "Name", "Address", and "Actions". The "Actions" column contains "Edit Lessee" and "Remove Lessee" buttons.

Primary Lessee	Name	Address	Actions
<input type="checkbox"/>	PARTNER ORG WITH FEIN	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Lessee Remove Lessee

20.3. Select Add Lessee button for the correct customer

21. Adding a Second Lessee

21.1. Follow same search/add lessee procedure as above

22. Select the correct conjunction between lessees

23. Select Primary lessee

24. Select *Next*

Title/Registration Processing – Step 6 – Driver Information

25. Checkbox from Step3 indicating a driver for this vehicle was selected in Step 3

25.1. Selecting a driver in this step indicates that a person will be registered to this vehicle that is neither the owner or the lessee. The listed driver will receive all the registration information related to this vehicle.

< Step 6 - Drivers

Customer Type Required
Individual

WI DL/ID Required Or Social Security Number (SSN) Required
X000-0000-0000-00 000-00-0000

Customer does not have a WI DL/ID or SSN

Search

Previous Next

26. **Individual** customer type selected from dropdown options:

26.1. Enter one of the following:

26.1.1. WI Driver License

26.1.2. WI Identification number

26.1.3. Social Security Number

26.2. Select Search

26.3. Select Add Driver button for the correct customer

27. Select Primary driver

28. Answer the renewal notification and Opt-Out questions for the primary driver

29. Select *Next*

Driver Details

Primary Driver	Name	Address	Actions
<input checked="" type="checkbox"/>	JANE A PUBLIC	4822 MADISON YARDS WAY MADISON Wisconsin 53705	Edit Driver Remove Driver

Does the customer want to receive information about electronic renewal notification(s)? Required

Yes
 No

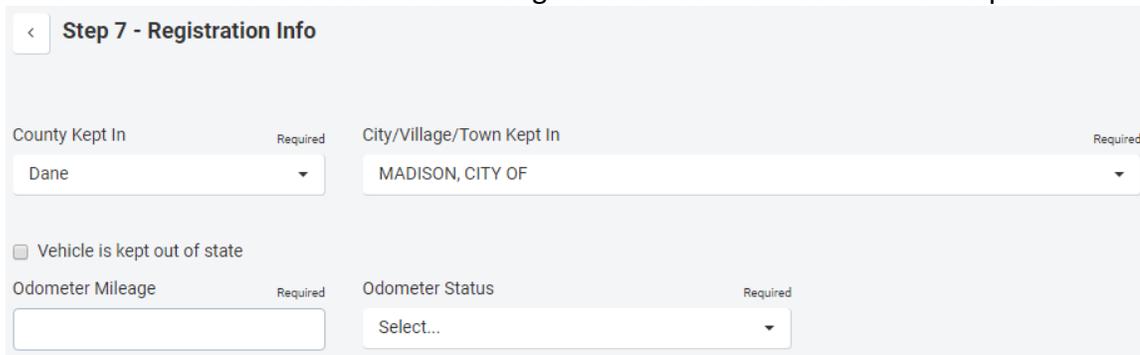
Does the primary individual owner/lessee/driver want to opt-out from the WISDOT Mailing List? Required

Unknown
 Yes
 No

[Previous](#) [Next](#)

Title/Registration Processing – Step 7 – Registration Information

30. Select/Change the County and City/Village/Town information in two instances:
 - 30.1. If no information is pre-populated
 - 30.2. If the vehicle will be kept in a location that differs from the primary owner's address
31. Select checkbox if vehicle will be primarily kept in a state other than Wisconsin
32. Odometer Status
 - 32.1. Enter the odometer mileage and status information when required



The screenshot shows a web form titled "Step 7 - Registration Info". It contains several input fields and a checkbox. The "County Kept In" field is a dropdown menu with "Dane" selected. The "City/Village/Town Kept In" field is a dropdown menu with "MADISON, CITY OF" selected. There is a checkbox labeled "Vehicle is kept out of state" which is currently unchecked. The "Odometer Mileage" field is an empty text input. The "Odometer Status" field is a dropdown menu with "Select..." selected.

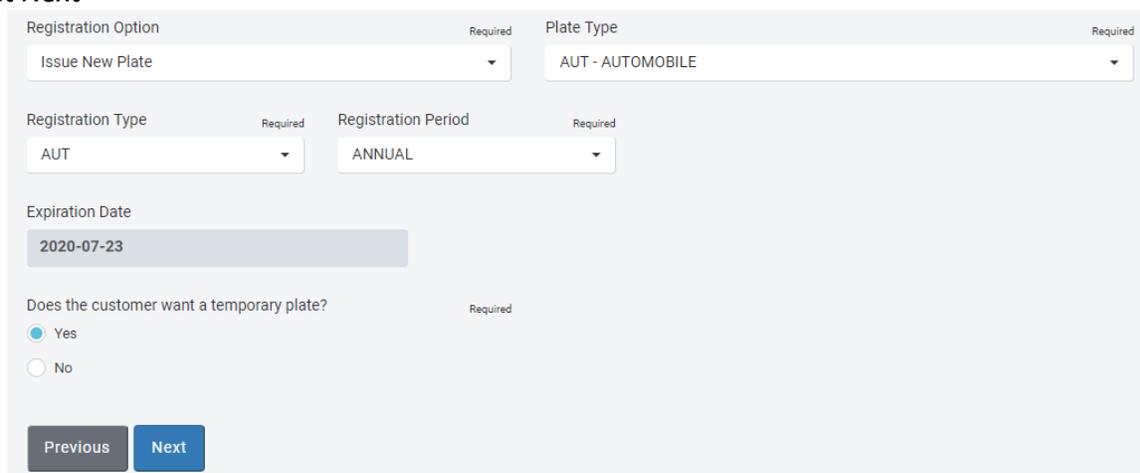
Registration Information

33. Issue New Plate

- 33.1. Select: Plate Type, Registration Type, Registration Weight (where applicable) and Registration Period
- 33.2. Select appropriate registration type (Auto or Light Truck) when issuing Special Plates such as Celebrate Children, Ducks Unlimited, Endangered Resources, Green Bay Packers, or University Plates.

34. Select Yes/No if customer wants a temporary plate

35. Select *Next*



The screenshot shows a web form for registration information. It includes several dropdown menus and a radio button. The "Registration Option" dropdown is set to "Issue New Plate". The "Plate Type" dropdown is set to "AUT - AUTOMOBILE". The "Registration Type" dropdown is set to "AUT". The "Registration Period" dropdown is set to "ANNUAL". The "Expiration Date" field shows "2020-07-23". The "Does the customer want a temporary plate?" question has the "Yes" radio button selected. At the bottom, there are "Previous" and "Next" buttons.

Registration Information

38. Transfer Existing Plate

38.1. Select Plate Type

38.2. Enter plate number to transfer

38.2.1. Tip: Personalized plates use numeric 0 (zero) instead of alpha O.

38.3. Select *Verify*

38.4. Make the following choices when available/necessary as part of the transaction:

38.4.1. Override and Transfer

38.4.1.1. If it is an acceptable plate transfer, select the corresponding box:

38.4.2. Transfer to Spouse/Domestic Partner

39. Renew expired plate (when applicable)

40. Request Replacement Plate (when applicable)

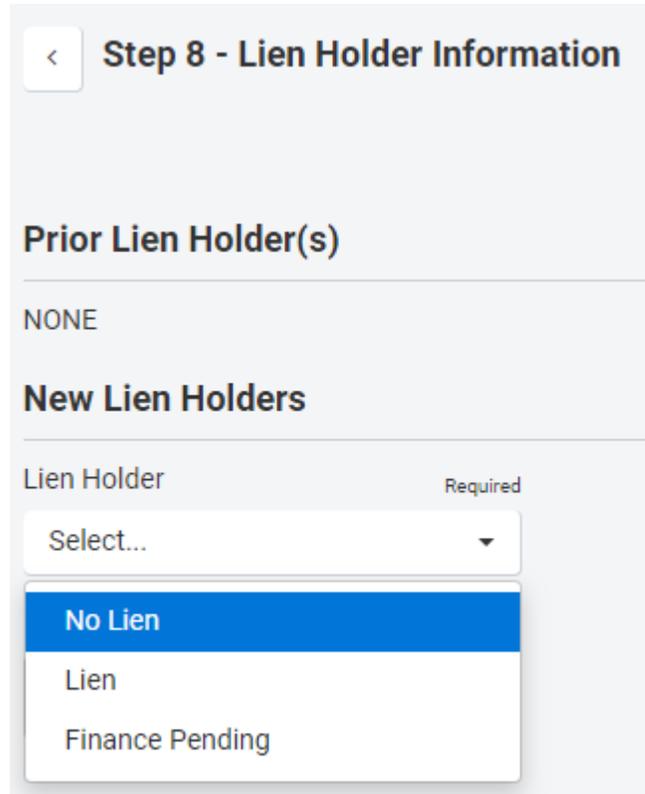
41. Select *Verify*

42. Select *Next*

The screenshot shows a web form for registration information. At the top, there are two radio button options: "Override and Transfer" and "Transfer to Spouse/Domestic Partner". Below these are two unchecked checkboxes: "Renew Registration (Updated Expiration date 07-27-2020)" and "Request Replacement Plate". The form contains two dropdown menus: "Registration Option" (with "Transfer Existing Plate" selected) and "Plate Type" (with "AUT - AUTOMOBILE" selected). Below the dropdowns is a "Plate Number" input field with a "Verify" button to its right. The "Verify" button has a checkmark icon. At the bottom of the form are two buttons: "Previous" and "Next".

Title/Registration Processing – Step 8 – Lien Holder Information

43. Select the correct lien holder information from dropdown options:



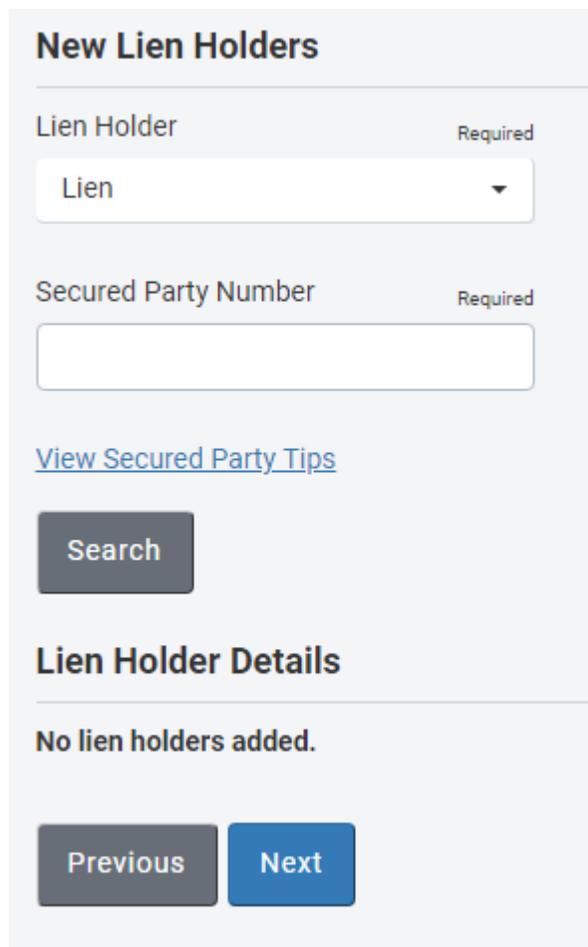
The screenshot shows a web form titled "Step 8 - Lien Holder Information". It has a back arrow icon in the top left. The form is divided into two main sections: "Prior Lien Holder(s)" and "New Lien Holders". Under "Prior Lien Holder(s)", the text "NONE" is displayed. Under "New Lien Holders", there is a label "Lien Holder" and a "Required" indicator. Below this is a dropdown menu with the text "Select..." and a downward arrow. The dropdown menu is open, showing three options: "No Lien" (highlighted in blue), "Lien", and "Finance Pending".

44. **No new lien holder**, select: *No Lien*

45. **There is a Lien Holder**, select: *Lien*

45.1. Enter the Secured Party number

45.2. If you need to search for the number, select: *View Secured Party Tips* link



New Lien Holders

Lien Holder Required

Lien

Secured Party Number Required

[View Secured Party Tips](#)

Search

Lien Holder Details

No lien holders added.

Previous Next

46. **Cannot find the correct lien holder number**, select: *Finance Pending*

46.1. Complete the form to send a request to DMV

46.2. Responses will be sent via email within 24 hours

46.3. The transaction should be pended until finance information can be obtained.

46.3.1. When completing the transaction, enter the new secured party number and continue processing.

Title/Registration Processing – Step 9 – Review Transaction

47. Verify the information is accurate

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

< Step 9 - Review Transaction

Primary Owner Information [Edit](#)

NAME JOHN Q PUBLIC
RESIDENCE ADDRESS 4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705
MAILING ADDRESS N/A

Co-Owner Information [Edit](#)

NAME JANE A PUBLIC
RESIDENCE ADDRESS 4822 MADISON YARDS WAY MADISON WI - WISCONSIN DANE 53705
MAILING ADDRESS N/A

Or

Primary Lessee Information [Edit](#)

NAME N/A
RESIDENCE ADDRESS N/A
MAILING ADDRESS N/A

Co-Lessee Information [Edit](#)

NAME N/A
RESIDENCE ADDRESS N/A
MAILING ADDRESS N/A

Primary Driver Information [Edit](#)

NAME N/A
RESIDENCE ADDRESS N/A
MAILING ADDRESS N/A

Co-Driver Information [Edit](#)

NAME N/A
RESIDENCE ADDRESS N/A
MAILING ADDRESS N/A

Vehicle Information [Edit](#)

DATE OF DELIVERY 7/24/19
VIN NUMBER [REDACTED]
YEAR 2010
TYPE AUTOMOBILE
MAKE PONTIAC
BODY STYLE SEDAN
MAJOR COLOR SILVER/ALUMINIUM
MINOR COLOR N/A
EXISTING BRAND(S) NONE
NEW BRAND(S) NONE
FLEET NUMBER N/A

Purchase Information [Edit](#)

TRADE-IN VALUE N/A
TRADE-IN MAKE N/A
TRADE-IN YEAR N/A
TRADE-IN VIN NUMBER N/A
PURCHASE PRICE [REDACTED]
SALES TAX EXEMPTION NO

Registration Information [Edit](#)

REGISTRATION OPTION TRANSFER EXISTING PLATE
REGISTRATION TYPE AUTOMOBILE
GROSS WEIGHT N/A
DECAL N/A
PLATE TYPE AUT - AUTOMOBILE
PLATE NUMBER [REDACTED]
COUNTY KEPT IN DANE
CITY/VILLAGE/TOWN KEPT IN MADISON, CITY OF
EXPIRATION DATE 7/27/20
REPLACEMENT PLATE NO
RENEW REGISTRATION YES
TRANSFER TO SPOUSE/DOMESTIC PARTNER NO
ODOMETER MILEAGE 5357
ODOMETER STATUS ACTUAL

Lienholder Information [Edit](#)

LIEN HOLDER NONE

Previous Next

Title/Registration Processing – Step 10 – Transaction In-Progress

48. Pend Application:

48.1. This saves the application data and allows it to be completed at a later time or a later date. No ACH withdrawal is completed and no DMV products are issued, except the temporary plate when applicable. Information that was entered can be changed while the application is in a pended status.

48.2. An MV11 will generate for the customer to sign and keep a copy.

49. Complete Application:

49.1. Completes the transaction. The MV11 and other applicable documents are produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).

49.2. An MV11 will generate that will include the new title number and plate number issued. **IF ANY CHANGES WERE MADE TO THE TRANSACTION AFTER IT WAS PENDED, THE CUSTOMER MUST BE PROVIDED AND SIGN THE NEW MV11**

The screenshot displays a user interface for 'Step 10 - Transaction In-Progress'. At the top left is a back arrow icon. Below the title, there is a list of fees: ENVELOPE NUMBER (with a redacted value), TITLE FEE 69.50, REGISTRATION FEE - BONDED 75.00, WHEEL TAX - COUNTY 28.00, and TOTAL AMOUNT DUE 172.50. A 'Download' button with a PDF icon is positioned below the fees. At the bottom, there are two buttons: 'Pend Application' (grey) and 'Complete Application' (blue).

Item	Amount
ENVELOPE NUMBER	[REDACTED]
TITLE FEE	69.50
REGISTRATION FEE - BONDED	75.00
WHEEL TAX - COUNTY	28.00
TOTAL AMOUNT DUE	172.50

Certification of Application

50. Review carefully, and select *I Agree* to complete the transaction

51. Select *Back* to make changes to the transaction

x

Certification of Application

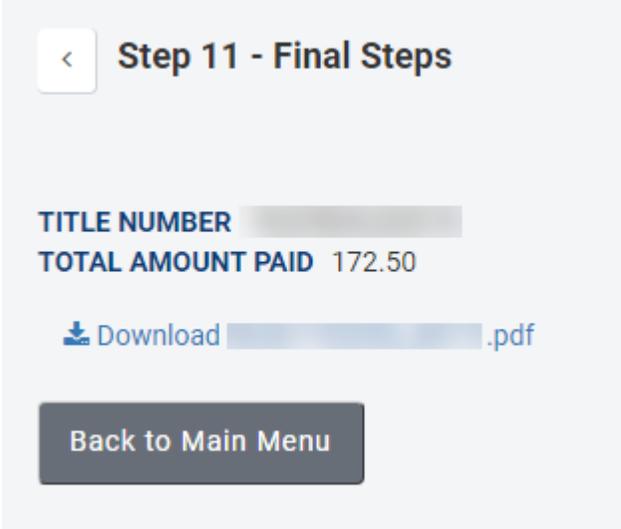
- For value received I hereby sell, assign or trade the vehicle described on this document to the purchaser(s) named and I certify that all liens shown on the Certificate of Title are paid.
 - The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
 - The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
 - I certify that to the best of my knowledge the information and statements on this application are true and correct.
 - I certify that there is no lien on this vehicle
 - 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 if the prior owner had either no lien or lien listed before 7/30/2012, I have possession of the original title or MCO and will submit the original title or MCO to DMV the first business day following completion of the electronic title submission.
 - I certify that if the prior owner had a lien listed on or after 7/30/2012, I have possession of the original MV2690 Power of Attorney - Vehicle Odometer Disclosure and Transfer of Ownership, and I have verified the current vehicle record. I will submit the original MV2690 and a print of the vehicle record from inquiry to DMV the first business day following completion of the electronic title submission.
-

Back

I Agree

Title/Registration Processing – Step 11 – Final Steps

52. Your new Wisconsin title number is identified.
53. Click on the link(s) to print/view your documents.
54. Print a copy for your customer, a copy for your deal jacket, and a copy to send with the title/MCO to DMV for imaging.

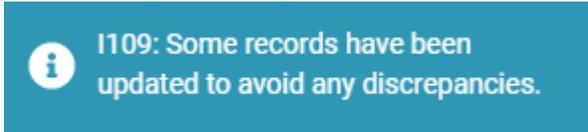


The screenshot displays a user interface for 'Step 11 - Final Steps'. At the top left, there is a back arrow icon. The title 'Step 11 - Final Steps' is prominently displayed. Below this, the 'TITLE NUMBER' is shown as a redacted field. The 'TOTAL AMOUNT PAID' is listed as 172.50. A download link with a downward arrow icon and the text '.pdf' is provided. At the bottom, there is a dark button labeled 'Back to Main Menu'.

System Processing Messages

55. During application processing system messages may appear in the upper right-hand corner of your screen

55.1. Informational messages will begin with the letter “I” and 3 digits:

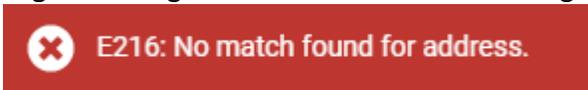


55.2. Example:

55.2.1. These messages will not stop or prevent transaction process

55.2.2. May provide useful information regarding either the vehicle or the customer

55.3. Error messages will begin with the letter “E” and 3 digits:



55.4. Example:

55.4.1. These messages will stop the transactions process

55.4.2. Will provide information on how to proceed

55.4.2.1. May provide a phone number to call to attempt to clear the system stop

55.4.2.2. May indicate the application must be mailed in for manual processing.

55.4.2.2.1. For manual processing, include all applicable completed documentation and fees.

55.5. Mail to DOT: If unable to process a transaction due to system stops, a Mail to DOT information screen will be displayed. It will contain the information about whether the customer is eligible for a temporary plate and links to documents.