

## SECTION 2: TITLE AND REGISTRATION PROCESSING

### TRANSACTION TYPE SELECTION:

**WISCONSIN TITLE:** (No Mopeds)

I received the signed WI title for this vehicle from the previous owner

Title #  e.g. [Q3334W1000016](#)

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**OUT-OF-STATE TITLE:**

I received the signed out-of-state title for this vehicle from the previous owner

AUTO or LIGHT TRUCK     CYCLE or MOPED

Previously titled in

[VIN](#)  Model Year (yyyy)

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**NEW VEHICLE:**

This is a new vehicle and I possess the Manufacturer Certificate of Origin (MCO)

AUTO or LIGHT TRUCK     CYCLE or MOPED

[VIN](#)  Model Year (yyyy)

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**OUT OF COUNTRY:**

I possess an ownership document from another country

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**Wisconsin Title:** Select the top radio button and enter the Wisconsin title number (including the check-digit, but without the dash)

**Out-of-State Title:** Select the Out-of-State title radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Select the appropriate state the vehicle was previously titled in using the dropdown list. Enter the VIN and model year (four digits) in the corresponding fields.

**New Vehicle:** Select the New Vehicle radio button and select either Auto/Light Truck or Cycle/Moped depending on vehicle type. Enter the VIN and year (four digits) in the corresponding fields.

**Out-of-Country Title:** These cannot be processed using e-MV11 and must be mailed to DMV for manual processing.

Select **Next** to continue.

Select **Return to Main Menu** to return to the previous menu options.

## INVALID VIN MESSAGE

You may see this message appear if the system could not verify the validity of the entered VIN. Select **OK** to continue.



- Verify the VIN has been entered accurately. If it was not entered correctly, re-enter the VIN and select **Next**.
- If the VIN was entered accurately, select the **VIN accuracy verified** checkbox and then select **Next**.

**OUT-OF-STATE TITLE:**  
I received the signed out-of-state title for this vehicle from the previous owner

AUTO or LIGHT TRUCK     MOTORCYCLE

Previously titled in

VIN     Model Year (yyyy)

VIN accuracy verified  ←

- **Note:** An unconfirmed VIN for an automobile or light truck more than 1 model year old cannot be overridden. The application must be sent to DMV for manual processing (see error message below).



## OWNERSHIP INFORMATION

**Owner Information**

Owner 1

Individual Owner(s)

Driver License #  or SSN

Non-individual owner

Owner is a Trust

FEIN

AND  OR

Owner 2

Individual Owner(s)

Driver License #  or SSN

Non-individual owner

Owner is a Trust

FEIN

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### Enter Owner information:

- Select the Individual or Non-Individual Owner button
- For individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If multiple owners exist, select the desired conjunction “And” or “Or”
- If the owner is a Trust, select the **Non-Individual owner** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select

## OWNERSHIP INFORMATION (continued)

**Lessee Information**

Vehicle will be leased to another party

Individual Lessee(s)

Driver License #  or SSN

[AND](#)  [OR](#)

Driver License #  or SSN

Non-individual Lessee

Lessee is a Trust

[FEIN #](#)

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### Enter Lessee Information (if applicable):

- Select the “Vehicle will be leased” checkbox
- Select the Individual or Non-Individual radio button
- For Individual owners, enter the Wisconsin Driver License number or Social Security number (without any dashes)
- For Non-Individuals, enter the Federal Employer Identification Number (FEIN)
- If the Lessee is a Trust, select the **Non-Individual Lessee** button and the **Owner is a Trust** checkbox. A FEIN does not have to be entered to search for a Trust.

Select

**For additional information, click on any blue underlined text and a Help Box will appear.**

**For additional help with Customer Search, refer to Section 3**

## LIEN HOLDER SCREEN

**Lien Holder Information**

Lien Holder should not be listed on title

Lien Holder should be listed on title

Secured Party #

Secured Party Number Tips

Financing Pending

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- If there is not a Lien Holder, the corresponding box must be checked to continue.
- If there is a Lien Holder, select the box labeled: Lien Holder should be listed on title.
  - Enter the Secured Party number
- Select **LienHolder Search** if you need to search for the number
- Click on **Secured Party Number Tips** to view a reference sheet
- If you still cannot find the correct number, select **Request Secured Party #** to send a request to DMV. Responses will be sent via email within 24 hours.
- If the loan information is pending, you may select the Finance Pending checkbox. This will add a Finance Pending placeholder in lieu of the lien.
  - A \$10 loan-filing fee will be added to ensure proper fees are collected.
  - An error message will appear if attempting to complete the transaction with Finance Pending. The transaction should be pended until finance information can be obtained.
  - When completing the transaction, enter the new secured party number and continue processing.

Select **Next**

**For additional help with Lien Holder Information, refer to Section 4**

## OWNERSHIP DETAILS

Title Holder Information	
	Owner 1
Owner Name (first, middle, last)	<input type="text" value="JOE"/> <input type="text" value="Q"/>
	<input type="text" value="SIXPACK"/> <input type="text"/>
SSN	<input type="text"/>
Date of Birth (MM/DD/YYYY)	<input type="text"/>
DID #	<input type="text" value="S2124354517502"/>
Address	<input type="text" value="100 BEARS DR"/>
PO Box	<input type="text"/>
City	<input type="text" value="BLUE MOUNDSS"/>
State	<input type="text" value="WI"/> Zip <input type="text" value="53715"/>
Lessee Information	
Full legal name	<input type="text"/>
FEIN #	<input type="text"/>
Address	<input type="text"/>
PO Box	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Zip <input type="text"/>
Lien Holder Information	
00040184 AMCORE BANK NA ROCKFORD	

- Verify the Owner, Lessee and Lien Holder information is accurate.
- You may correct address information for owners/lessees by overtyping the information.
- You cannot change an owner's name on system. Legal name changes must be done in person at a DMV Customer Service station. Process the application with the legal name currently on record with DMV.

Select

## VEHICLE INFORMATION SCREEN

VIN	<input type="text" value="1GCCT19Z5N2148278"/>	Year	<input type="text" value="1992"/>
Vehicle Type	<input type="text" value="TRUK"/>		
Make	<input type="text" value="CHEVROLET"/>		
Body Style	<input type="text" value="UNKNOWN"/>		
Color	<input type="text" value="GREEN DARK"/>		
Odometer Mileage	<input type="text"/>		
<u>Odometer Status</u>	<input type="text" value="EXEMPT"/>		
<u>Delivery date (mm/dd/yyyy)</u>	<input type="text" value="11/29/2005"/>		
Vehicle kept in county of	<input type="text" value="DANE"/>	city/village/town of	<input type="text" value="MADISON(C)"/>
<input type="checkbox"/> <u>Vehicle kept out-of-state</u>			
Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>		
<u>New Brands</u>	None WI - FLOOD DAMAGED WI - HAIL DAMAGED WI - MFR BUYBACK		
Prior Lien Holder(s)	<input type="text" value="None"/>		

### Enter the required information:

- Vehicle color
- Odometer mileage and status (unless exempt)
- Delivery Date (format must be mm/dd/yyyy)
- Vehicle Kept In information

### Brands:

- OOS Titles: If a brand appears on an Out of State title, select the drop-down choice that matches the brand on the title. Hold down the "Ctrl" key to select multiple brands.
- OOS Titles: If a new Wisconsin brand needs to be added to an Out of State title transfer (i.e. Prior Taxi, Hail Damaged), or if you need to add two states' brands at once, the application must be mailed to DMV for manual processing.
- WI Titles: Pre-existing brands are automatically carried forward. You can place new Wisconsin brands on a Wisconsin title transfer.

**For additional information, click on any blue underlined text and a Help Box will appear.**

## VEHICLE INFORMATION SCREEN (continued)

Issue new plate      Plate Type AUTO

Gross weight        Reg Type  

Temporary Plate #  

Transfer existing Plate

WI Plate to transfer        Plate Type  

Check to order replacement plates

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Title only - Out of State Residents Only

Issue Temporary Plate      Temporary Plate #  

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Purchase Price 0.00

Trade-in allowance(if applicable) 0.00

Sales Tax Exempt  

Sales Tax Exempt Qualifier  

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Next   
 Back   
 Cancel   
 Mail to DOT

### Issue New Plate:

- Select Issue New Plate button.
- Select Plate Type from the dropdown list.

Issue new plate      Plate Type

AUTO  
**AUTO**  
 LIGHT TRUCK  
 CELEBRATE CHILDREN  
 DONATE LIFE  
 DUCKS UNLIMITED  
 ENDANGERED RESOURCES BADGER DESIGN  
 ENDANGERED RESOURCES WOLF DESIGN  
 FARM  
 GOLF  
 LIONS CLUB FOUNDATION  
 MARQUETTE UNIVERSITY  
 MILWAUKEE BREWER M LOGO  
 MILWAUKEE BREWER GLOVE LOGO  
 PACKER  
 SUPPORT VETERANS  
 UNIVERSITY PLATE  
 UW MADISON  
 WOMENS HEALTH

Temporary Plate #  

Transfer existing Plate

WI Plate to transfer  

Check to order replacement plates

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Title only - Out of State Residents Only

Issue Temporary Plate      Temporary Plate #  

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Purchase Price

- If Light Truck plates are desired, choose 4500, 6000, or 8000 GVWR.

Issue new plate      Plate Type LIGHT TRUCK

Gross weight 8000      Reg Type  

Temporary Plate #  

Transfer existing Plate

WI Plate to transfer  

Check to order replacement plates

## VEHICLE INFORMATION SCREEN (continued)

### Issue New Plate:

- 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.

The screenshot shows the 'Issue New Plate' form. The 'Issue new plate' radio button is selected. The 'Plate Type' dropdown is set to 'PACKER'. The 'Gross weight' dropdown is set to '8000'. The 'Reg Type' dropdown is open, showing options: 'AUTO', 'LIGHT TRUCK', 'DUAL PURPOSE VEHICLE', and 'DUAL PURPOSE FARM'. A red arrow points from the 'Transfer existing Plate' radio button to the 'Reg Type' dropdown. The 'Temporary Plate #' field is empty. The 'WI Plate to transfer' field is empty. The 'Check to order replacement plate' checkbox is unchecked.

- Add the Temporary Plate number you are issuing your customer.

The screenshot shows the 'Issue New Plate' form. The 'Issue new plate' radio button is selected. The 'Plate Type' dropdown is set to 'LIGHT TRUCK'. The 'Gross weight' dropdown is set to '8000'. The 'Reg Type' dropdown is empty. The 'Temporary Plate #' field is filled with 'AC1234'. A red arrow points to the 'Temporary Plate #' field. The 'WI Plate to transfer' field is empty. The 'Plate Type' dropdown for the transfer field is empty. The 'Check to order replacement plates' checkbox is unchecked.

## VEHICLE INFORMATION SCREEN (continued)

### Transfer Plates:

- Select the Transfer Existing Plate button.
- Enter the plate number and choose the Plate Type from the drop-down list
  - Tip: Personalized plates use numeric 0 (zero) instead of alpha O.
- Select the replacement plate option to order replacement plates. The fee is \$4.

Issue new plate      Plate Type    
    
   
 Transfer existing Plate   
  Plate Type    
 Check to order replacement plates ←

- If the plate is expired, it will prompt you to renew the plates. If the plate has been expired less than 30 days, or is set to expire in the next 180 days, renewal is optional. Select **OK**.



- Check the appropriate box to renew the plates.

Transfer existing Plate   
  Plate Type    
 Check to order replacement plates   
 Yes, it is acceptable to renew plate. ←

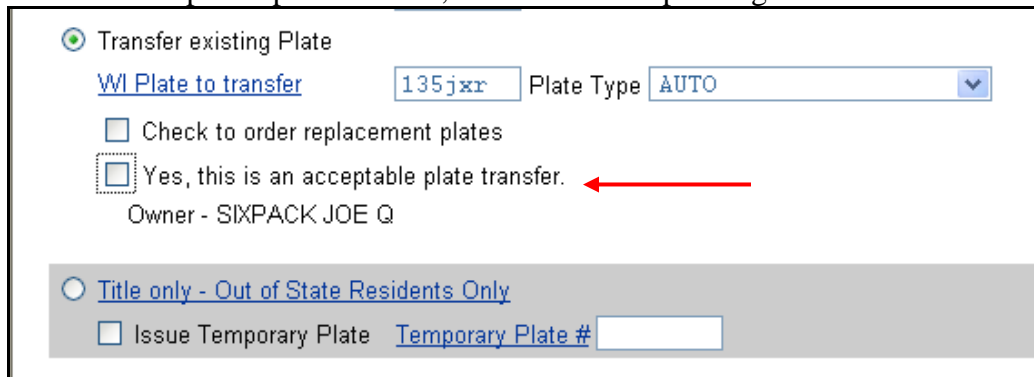
## VEHICLE INFORMATION SCREEN (continued)

### Transfer Plates:

- If the plate record does not match the owner record, it will prompt whether or not this is an allowable transfer. See plate transfer table, Processing Tips, Section 13 page 4, for allowable plate transfers. Select **OK**.



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



Transfer existing Plate  
[WI Plate to transfer](#)  Plate Type

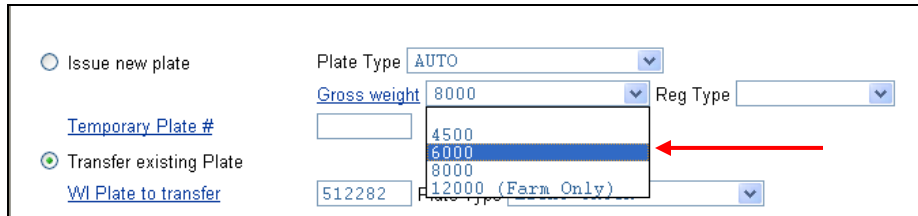
Check to order replacement plates  
 Yes, this is an acceptable plate transfer. ←  
Owner - SIXPACK JOE Q

[Title only - Out of State Residents Only](#)  
 Issue Temporary Plate [Temporary Plate #](#)

## VEHICLE INFORMATION SCREEN (continued)

### Transfer Light Truck plates with GVWR change:

- For Light Truck plates, you may choose to change the gross weight. Enter the truck plate number you wish to transfer and select **Next**.
- After submitting the plate information, e-MV11 will fill-in the GVWR information on this screen. You may change the GVWR on the dropdown list. Increasing the gross weight will result in a prorated fee adjustment.
  - **Note:** You may have to select **Back** from the Fee Screen to return to the Vehicle Information Screen.

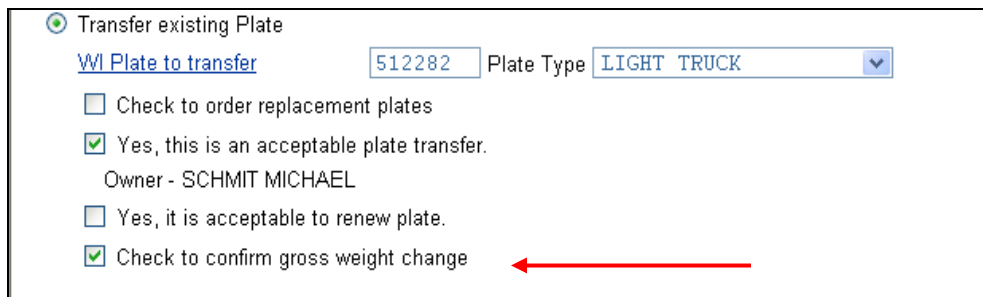


The screenshot shows the 'Transfer existing Plate' section of the form. The 'Gross weight' dropdown menu is open, showing options: 4500, 6000, 8000, and 12000 (Farm Only). A red arrow points to the 6000 option, which is currently selected. Other fields include 'Plate Type' set to 'AUTO', 'Reg Type' set to 'L', and 'WI Plate to transfer' set to '512282'.

- Select **Next**.
- A message will remind you to confirm you want to change the GVWR. Select **OK**.



- Check the corresponding box to indicate the GVWR change is acceptable:



The screenshot shows the 'Transfer existing Plate' section of the form. The 'WI Plate to transfer' is '512282' and the 'Plate Type' is 'LIGHT TRUCK'. There are four checkboxes for confirmation: 'Check to order replacement plates' (unchecked), 'Yes, this is an acceptable plate transfer.' (checked), 'Owner - SCHMIT MICHAEL' (text), 'Yes, it is acceptable to renew plate.' (unchecked), and 'Check to confirm gross weight change' (checked). A red arrow points to the 'Check to confirm gross weight change' checkbox.

## VEHICLE INFORMATION SCREEN (continued)

<input type="radio"/> <a href="#">Title only - Out of State Residents Only</a>	
<input type="checkbox"/> Issue Temporary Plate	<a href="#">Temporary Plate #</a> <input type="text"/>
Purchase Price	<input type="text" value="0.00"/>
Trade-in allowance(if applicable)	<input type="text" value="0.00"/>
Sales Tax Exempt	<input type="text"/> <input type="button" value="v"/>
<a href="#">Sales Tax Exempt Qualifier</a>	<input type="text"/>
<hr/>	
<input type="button" value="Next"/>	<input type="button" value="Back"/>
<input type="button" value="Cancel"/>	<input type="button" value="Mail to DOT"/>

**Title Only – Out of State resident:** This option is only allowable if the customer has an Out of State address on system and a lien is being perfected. Temporary Plate issuance is optional.

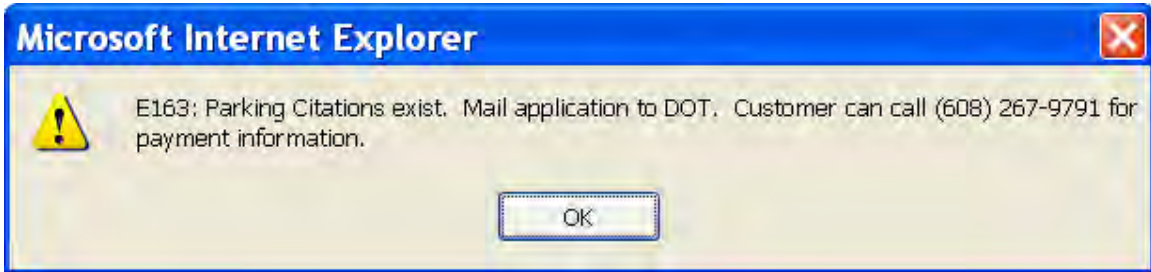
**Purchase Price:** This information is optional.

Select

## VEHICLE INFORMATION SCREEN (continued)

**System Stops:** Sometimes there are incidents on the DMV record that prevent e-MV11 from completing an application

### Typical System Stop:



In these instances, select the **Mail to DOT** button and follow the instruction below.

Issue new plate      Plate Type    
Temporary Plate #

Transfer existing Plate  
[WI Plate to transfer](#)  Plate Type

[Title only - Out of State Residents Only](#)  
 Issue Temporary Plate    Temporary Plate #

Purchase Price   
Trade-in allowance(if applicable)   
Sales Tax Exempt   
[Sales Tax Exempt Qualifier](#)

←

**Mail to DOT:** If unable to process a transaction due to system stops, select the "Mail to DOT" button at the bottom of the screen to print an informational sheet. Include this sheet when mailing the application to DMV for processing.

- Be sure to include a check.
- Include all necessary documents and a completed MV11.

## FEE SCREEN

REFERENCE # 31867110413	
TITLE FEE	69.50
REGISTRATION FEE	0.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	69.50

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**Pend Application:** 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. Information that was entered can be changed while the application is in a pended status.

**Complete Application:** Completes the transaction. An e-MV11 receipt is produced and funds will be debited via ACH. DMV will issue the title and metal license plates (if applicable).

**Back:** Goes back to previous screen and allows changes to be made.

**Preview Receipt:** Allows the receipt to be viewed before completing processing. This allows for information to be reviewed for accuracy before committing to completing the application.

\*Note: Your system must have specific Adobe Reader settings in place in order to use the Preview Receipt function.

1. Open Adobe Reader. Click "Edit", then "Preferences".
2. Select "Options" or "Internet".
3. **Uncheck the first box**, "Display PDF in Browser".
4. Click "OK", and exit Adobe Reader.

If you are unable to adjust your Adobe Reader settings, do not use the receipt preview function. Your transactions will get hung up and will not complete.

## CERTIFICATION SCREEN

- 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 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.

**Review carefully and select  to complete the transaction.**

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

## SUCCESS PAGE

Your title number is 05326D0020016

Click to view report



Return to Menu

- **Your new Wisconsin title number is identified.**
- **Click on the Adobe Acrobat icon to view your e-MV11 receipt.**
  - **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.**
  - **Customer signatures are optional, but we recommend the customer sign their copy.**
- **See Section 13 for complete instructions for mailing the e-MV11 receipt and title/MCO to DMV for imaging.**

**Return to Menu**: Select to return to Main Menu and continue processing or logoff.