

## SECTION 2: PROCESSING TRANSACTIONS

### TRANSACTION TYPE SELECTION:

<input checked="" type="radio"/> Add lien to your customer's title (no change of ownership) Wisconsin title number : <input type="text"/>
<input type="radio"/> Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated) VIN: <input type="text"/>
<input type="radio"/> Vehicle repossession VIN: <input type="text"/>
<input type="radio"/> Remove your lien VIN: <input type="text"/>
<input type="radio"/> Reset transaction    VIN: <input type="text"/> Reference # <input type="text"/> Title # <input type="text"/>
<input type="radio"/> Vehicle inquiry
<input type="radio"/> Forms and reports
<input type="radio"/> Bank account information

\* **NOTE:** Titles are required for any transaction that results in the production of a title, except replacement title transactions and repossessions.

## ADD LIEN TO YOUR CUSTOMER'S TITLE

To begin the transaction, select “Add lien to your customer’s title,” enter the current Wisconsin title number, and click **Next**.

Add lien to your customer's title (no change of ownership)  
 Wisconsin title number :

Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)  
 VIN:

Vehicle repossession  
 VIN:

Remove your lien  
 VIN:

Reset transaction    VIN:   
 Reference #     Title #

Vehicle inquiry

Forms and reports

Bank account information

VIN	<input type="text" value="1FAFBP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="08214D5830015"/>	Last Title Date	<input type="text" value="08-01-2008"/>
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>	Color	<input type="text" value="WHI"/>
Vehicle kept in county of	<input type="text" value="CLARK"/> ▼	City/Village/Town of	<input type="text" value="COLBY(C)"/> ▼

Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>
Existing Lien Holders	None

Owner Details

Owner 1 BOB ROBERTS

Address line 1 987 MAIN ST

Address line 2

PO Box

City CHILI State WI ZipCode 54420

Next Cancel

Verify that all vehicle and customer information is complete and accurate.

Click **Next**.

**RELEASING A LIEN WHILE ADDING A LIEN**

Existing Brands	WI - PRIOR POLICE VEHICLE TX - PREV TITLED IN TX
Existing Lien Holders	<input type="checkbox"/> PASSEHLS AUTO SALES, MADISON / / PO Box: 7909 / WI / 53707 / / DANE

Check the box if you wish to release a lien holder

If another lien is listed, you have the option to release the lien at the same time you are adding your own lien. You may only release another lender's lien if:

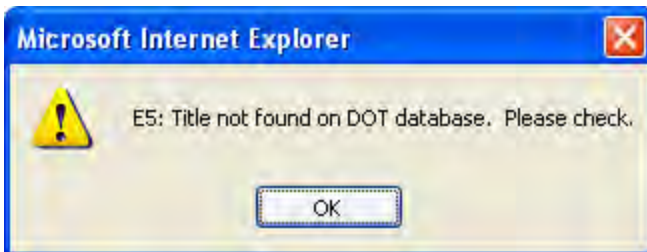
1. You have a valid lien release,
2. You have sent the other lender the payoff amount, or
3. You have contacted the other lender to verify their lien has been paid.

**You are responsible to ensure the lien has been satisfied and will certify this as part of the completion of the application.**

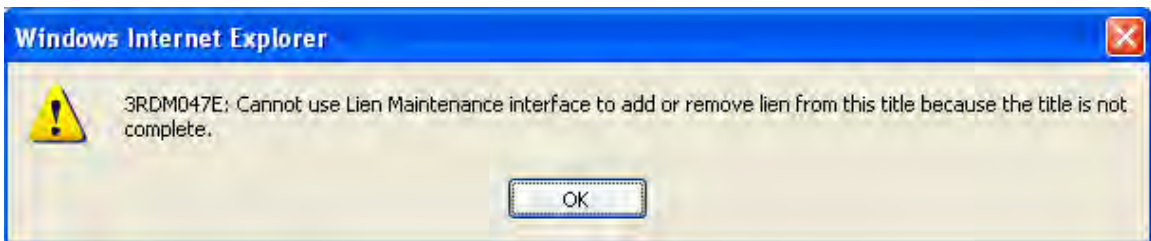
If the title number you have entered is not the most current, you will see the following message:



If you have entered an invalid title number, you will see the following message:



Verify that you have entered the correct title number, exactly as it is printed on the title. If you require further assistance, contact the Agent Partnership Unit. If the title record is in progress due to an incident or registration-only issued (NO WI TI), you will see the following error message:



This transaction may not be processed electronically. Mail the application to DMV for manual processing; include a completed Mail to DOT form.

## FEE SCREEN – ADD LIEN TO YOUR CUSTOMER’S TITLE

ditclm processing on behalf of	
REFERENCE # 26307100393	
TITLE FEE	0.00
REGISTRATION FEE	0.00
LIEN FEE	10.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	10.00
<input type="button" value="Complete Application"/> <input type="button" value="Back"/> <input type="button" value="Preview Receipt"/>	

**Complete Application:** Completes the transaction. An e-MV receipt is produced and funds will be debited via ACH. DMV will issue the title. You must have the most current title in your possession in order to complete the transaction unless doing a replacement title transaction or repossession.

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

**Preview Receipt:** Allows the receipt to be viewed before completing the transaction. Information may be reviewed for accuracy before the application is committed to completion.

\*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.

## ADD LIEN AND APPLY FOR REPLACEMENT TITLE

If you are doing a replacement title, **print a copy of the inquiry screen prior to processing**. This will need to be sent in with the receipt for imaging.

<input type="radio"/> Add lien to your customer's title (no change of ownership) Wisconsin title number : <input type="text"/>
<input type="radio"/> Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated) VIN: <input type="text"/>
<input type="radio"/> Vehicle repossession VIN: <input type="text"/>
<input type="radio"/> Remove your lien VIN: <input type="text"/>
<input type="radio"/> Reset transaction    VIN: <input type="text"/>
Reference # <input type="text"/> Title # <input type="text"/>
<input checked="" type="radio"/> Vehicle inquiry
<input type="radio"/> Forms and reports
<input type="radio"/> Bank account information

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VIN   
OR  
Plate  Type

Owner DID #   
OR  
SSN   
OR (for non-individual)  
FEIN #

Lessee DID #   
OR  
SSN   
OR (for non-individual)  
FEIN #

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You will need to key in a **personal identifier (driver's ID, Social Security number, Federal Employer Identification number)** in order to see any customer information.

**Print** the inquiry screen.

Click **Back** to return to the Main Menu.

Add lien to your customer's title (no change of ownership)  
 Wisconsin title number :

Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)  
 VIN:

Vehicle repossession  
 VIN:

Remove your lien  
 VIN:

Reset transaction    VIN:   
 Reference #     Title #

Vehicle inquiry  
 Forms and reports  
 Bank account information

To begin the transaction, select “Add lien and apply for replacement title,” enter the VIN, and click **Next**.

[Logoff](#)

### Vehicle Information

ditclm processing on behalf of

VIN	<input type="text" value="1FAFBP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="0817999960246"/>	Last Title Date	<input type="text" value="06-27-2008"/>
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>	Color	<input type="text" value="WHI"/>
Vehicle kept in county of	<input type="text" value="DANE"/>	City/Village/Town of	<input type="text" value="MADISON(C)"/>

Existing Brands	MN - PREV TITLED IN MN
Existing Lien Holders	None

Owner Details

Owner 1 ABC JUICE CO

Address line 1 1234 HAPPY LN

Address line 2

PO Box

City MADISON State WI ZipCode 53705

Verify that all vehicle and customer information is complete and accurate.

Click **Next**.

**FEE SCREEN – ADD LIEN AND APPLY FOR REPLACEMENT TITLE**

ditclm processing on behalf of	
REFERENCE # 66313100392	
TITLE FEE	20.00
REGISTRATION FEE	0.00
LIEN FEE	10.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	30.00
<input type="button" value="Complete Application"/> <input type="button" value="Back"/> <input type="button" value="Preview Receipt"/>	

## VEHICLE REPOSSESSION

If you are doing a repossession, **print a copy of the inquiry screen prior to processing.** This will need to be sent in with the receipt for imaging.

<input type="radio"/> Add lien to your customer's title (no change of ownership) Wisconsin title number : <input type="text"/>
<input type="radio"/> Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated) VIN: <input type="text"/>
<input checked="" type="radio"/> Vehicle repossession VIN: <input type="text" value="1FAFBP40A2JF136090"/>
<input type="radio"/> Remove your lien VIN: <input type="text"/>
<input type="radio"/> Reset transaction    VIN: <input type="text"/> Reference # <input type="text"/> Title # <input type="text"/>
<input type="radio"/> Vehicle inquiry
<input type="radio"/> Forms and reports
<input type="radio"/> Bank account information

To begin the transaction, select “Vehicle repossession,” enter the VIN, and click **Next**.

VIN	<input type="text" value="1FAFBP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="08217A0020011"/>	Last Title Date	<input type="text" value="08-04-2008"/>
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>	Color	<input type="text" value="WHI"/>
Vehicle kept in county of	<input type="text" value=""/>	City/Village/Town of	<input type="text" value=""/>
Odometer Reading	<input type="text" value="0"/>	Odometer Status	<input type="text" value="EXEMPT"/>
Repossession Date	<input type="text" value=""/>	Security Agreement Date	<input type="text" value=""/>

Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>
Existing Lien Holders	AMERICAN NATIONAL BANK, FRIENDSHIP / 1234 SAMPLE LN / PO Box: / / 53934 / /

Owner Details  
 Owner 1                   BOB ROBERTS  
                                   987 MAIN ST CHILI, WI 54420

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Verify that all vehicle and customer information is complete and accurate. Enter the odometer reading and status. You will not be able to change the customer's address from this screen.

Enter the **Repossession Date, Security Agreement date, County and City/Village/Town.**  
 Click **Next.**

If your secured party number you are logged in with does not have a lien against this vehicle, you will see the following message:



Verify that the VIN has been entered correctly.

DMV has created a free program for lenders and other affected parties to verify whether a vehicle record shows any liens: <http://on.dot.wi.gov/applicationdoc/lien/index.htm>.

The Lien Holder Inquiry (“lien look-up”) print includes the VIN, year and make of the vehicle. If a lien is on our record, the lien holder is displayed. If there is no lien on our record there will be a statement saying, “No lien record found as of ‘date’,” where the date is the day of the inquiry.

Use of the system requires a registered WAMS username and password.

If you have additional questions as to whether or not a lien is listed on a record, contact DMV’s Vehicle Records Section at (608) 266-3666.

### **FEE SCREEN – VEHICLE REPOSSESSION**

ditclm processing on behalf of	
REFERENCE # 73602100399	
TITLE FEE	69.50
REGISTRATION FEE	0.00
MISCELLANEOUS FEES	0.00
TOTAL AMOUNT DUE	69.50
<input type="button" value="Complete Application"/> <input type="button" value="Back"/> <input type="button" value="Preview Receipt"/>	

## REMOVE YOUR LIEN

Add lien to your customer's title (no change of ownership)  
Wisconsin title number :

Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)  
VIN:

Vehicle repossession  
VIN:

Remove your lien  
VIN:

Reset transaction VIN:   
Reference #  Title #

Vehicle inquiry

Forms and reports

Bank account information

Select "Remove your lien," enter the VIN, and click **Next**.

VIN	<input type="text" value="1FAFBP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="08217A0020011"/>	Last Title Date	<input type="text" value="08-04-2008"/>
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>	Color	<input type="text" value="WHI"/>
Vehicle kept in county of	<input type="text" value="10"/>	City/Village/Town of	<input type="text" value="59"/>

Existing Brands	<input type="text" value="MN - PREV TITLED IN MN"/>
Existing Lien Holders	<input checked="" type="checkbox"/> AMERICAN NATIONAL BANK, FRIENDSHIP / 1234 SAMPLE LN / PO Box: / / 53934 / /

Check the box if you wish to release a lien holder

Owner Details  
Owner 1 BOB ROBERTS  
987 MAIN ST CHILI, WI 54420

Verify the vehicle and customer information is complete and accurate. You will not be able to change the customer's address on this screen.

**Check the Existing Lien Holders box if you wish to release your lien or liens.**

**Note:** You may not do a standalone lien release of another lender's lien.

You may only release another lender's lien if you are adding your own lien and:

1. You have a valid lien release,
2. You have sent the other lender the payoff amount, or
3. You have contacted the other lender to verify their lien has been paid.

**You are responsible to ensure the other lien has been satisfied and will certify this as part of the completion of the application.**

## CERTIFICATION STATEMENTS

### Certification

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ditclm processing on behalf of :

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- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- 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 there is a lien on this vehicle. Lien held by : 0011591 - DAS BANK - MADISON // P.O. BOX 456 / WI 53701
- I certify that I have possession of the original Wisconsin title and will destroy it in 60 days.

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### CERTIFICATION FOR ADD LIEN TO YOUR CUSTOMER'S TITLE

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- 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 there is a lien on this vehicle. Lien held by:
- I certify that I have possession of the original Wisconsin title and will destroy it in 60 days.

### CERTIFICATION FOR ADD LIEN AND APPLY FOR REPLACEMENT TITLE

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- 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 there is a lien on this vehicle. Lien held by:

## **CERTIFICATION FOR VEHICLE REPOSSESSION**

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- 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 notice of sale was given to subordinate lienholders.
- I certify that the vehicle was repossessed in the state of Wisconsin and under the security agreement dated 08/04/2008 in compliance with the provisions of the Wisconsin Uniform Commercial Code, s.342.18(2) and 342.19(5), Wisconsin statutes, and the Wisconsin Consumer Act as amended when applicable. (See s425.201 through 425.210).

## **CERTIFICATION FOR REMOVE LIEN TRANSACTION**

- I certify that to the best of my knowledge the information and statements on this application are true and correct.
- I certify that the lien(s) shown on the Certificate of Title and listed below are paid.  
00000000 - AMERICAN NATIONAL BANK - FRIENDSHIP / 1234 SAMPLE LN / PO Box:  
// 53934 //

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

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

## SUCCESS PAGE


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ditclm processing on behalf of

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Your title number is 08179A0020016

Click to view report



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[Return to Menu](#)

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The new Wisconsin title number is identified.

Click on the Adobe Acrobat icon to view your e-MV receipt.

- Print repossession and replacement receipts to send to DMV for imaging. You may also print copies for your customer and/or your records.

See section 8 for complete instructions on mailing the e-MV receipt and title to DMV for imaging.

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