# NOTICE OF PROPOSED GUIDANCE DOCUMENT

## Getting Started with eMV Agent

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Getting Started with eMV Agent TRANS 156, a proposed guidance document.

## PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: https://wisconsindot.gov/Pages/dmv/dlr-agents/dlr-ttl-reg/gettingstarted.aspx

2. Mailing written comments to:
   Division of Motor Vehicles
   Wisconsin Department of Transportation
   4822 Madison Yards Way
   PO Box 7336
   Madison, WI  53707-7336

## WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

## AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV

## Wisconsin.Gov

State of Wisconsin
## Department of Transportation

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# Getting started

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## Getting started with eMV Agent

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Authorized agents can access state Internet applications by using the Web Access Management System (WAMS) - the same means of identification for all state Web applications.

If you have already been verified with a WAMS account, complete the Lien Agent eMV Application form MV2702 and proceed to step 5.

## Step 1: Sign-on process

Log on to the State of Wisconsin self-registration site. Set up a user ID for each person who will need access. Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

# Step 2:

## Part 1 of 2: Requesting a user ID and password

Part one: submit your contact and account information. You will immediately receive a confirmation email containing a Web link to the account activation page.

<span style="color:red">You must have an accessible, valid and unique email address to complete the self-registration process. You will need your user ID and password to complete step 3.</span>

Self-registration allows you to create your personal Wisconsin Login account. This allows the user to conduct secure business transactions with the State of Wisconsin over the Internet. The account belongs to you and, therefore, requires your personal information.

Self-registration
*Indicates a required field

```
Profile Information
First Name        |              *
Middle Initial    |_|
Last Name         |              *
Suffix            |         [▼]  e.g., JR, SR, I, II, III

E-Mail            |              *   e.g.,
username@host.domain

Phone #           |_|_|_|
            If you provide address information it must be
complete and correct.  A United States Postal Service database is used
to verify each address.
            Home Residence Address
Street            |
Unit Number       |
City              |
State             |Select a State [▼]
Zip Code          |_|_|
            Home Mailing Address
□           Mailing Address is the same as Residence Address.
Address(1)        |
Address(2)        |
City              |
State             |Select a State [▼]
Zip Code          |_|_|
```

Your user profile will never collect or contain information about your driving history, tax information, unemployment compensation or vehicle registration(s).

```
Account Information
Your User ID must be between 5-20 characters and CAN be a
combination of letters and numbers. Your Password must be between
7-20 characters and MUST contain a combination of letters and either
numbers or special characters (except the @ sign). User IDs and
Passwords are case sensitive.
User ID           |              *
Password          |              *
Re-enter
Password          |              *
```

## Step 3:

## Part 2: Activating your account

In part two, you will click on the Web link in your confirmation email, which will take you to the Account Activation Page. Log on using your new Wisconsin User ID and password to activate your account. (You will need to check the email you listed in the original sign on process to activate your account.)

## Step 4: Logout

Logout shuts down your current session. To access a secured application, you will have to log in again. Note: if logout takes you to the login screen, you are already logged out of the account session and no action is needed.

## Step 5: Complete access form

Complete the Lien Agent eMV Application form  MV2702. Note that one person from your financial institution must be designated to process and maintain electronic fund transfer (EFT). "Process" allows a person to complete transactions and "Maintain EFT" allows a person to maintain the company's electronic fund transfer information.

Fax the completed form to (608) 267-0323. You will receive a confirmation email within seven days informing you that your company is ready to process Wisconsin vehicle title transactions. This confirmation will include the Internet address to access the eMV Agent application.

**Before** processing any title or inquiry transactions, your electronic fund transfer information must be entered by performing the steps below:

- Log onto the eMV Agent application
- Select "Bank Account Information and Forms" from the main menu
- Select "Add from Bank Account"
- Enter bank name, routing number and account number
- Select "Add Bank Account"

For more detailed information about adding account information,  see Section 6 of the eMV Agent User Manual.

## Step 6: Adobe Reader settings

You will need the Adobe Reader to view and print eMV agent reports and receipts. For information about getting a free copy of Adobe Reader, visit the Wisconsin Department of Transportation's  software information.
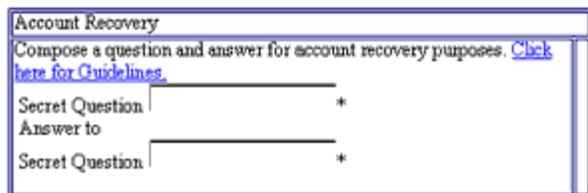
Remember to change your Adobe Reader settings before processing applications. This allows you to process consecutive applications without logging back into the application.

1. If you have Windows, click on **Start** and select **Programs**. If not, go into your computer's list of programs.
2. Click on **Adobe Reader**.
3. Click on **Edit**.
4. Click on **Preferences**.
5. Depending on which version of Adobe Reader you have, select either **Options** or **Internet** from the list on the left side of the window.
6. **Unclick the first box** - display PDF in browser.

7. Click on **OK**.
8. **Exit** Adobe Reader.

## Account recovery

Forgot your Wisconsin User ID or password? Account recovery is used to restore access to your account if you cannot remember your password or your Wisconsin User ID. You must know the answer to your secret question, and you must have access to the email address on your account. A link provided in the email is used to recover your account information. It could be the next day before you receive the email with the account information.

Account Recovery

Compose a question and answer for account recovery purposes. Click here for Guidelines.

Secret Question                    *

Answer to
Secret Question                    *

## Profile management

Profile management allows you to change your account information, email address, password or other information.

Questions? Contact us:

**Email** Wisconsin DMV email service

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Contact Information

Contact Us

☐ Support

Translate website☐
Traducir el sitio de web☐
翻譯網站
Website übersetzen☐
ترجمة الموقع
Txhais website☐
웹 사이트 번역
Перевести сайт

Forms/Notices

Acceptable use policy
Forms
Legal notices
Privacy policy
Software information

WisDOT Employees

Employee information
PTA web
HR Self-Service
Travel Expenses
WisDOT LearnCenter