

# OLRS

(Online Registration System)

## Reissue Materials

### Quick Start Guide

A new feature added to the Pennsylvania Online Registration System that will allow you to reissue registration documents, expiration stickers, plates and weight class stickers.

## Reissue Materials

The Pennsylvania Online Registration System has been updated to offer a new feature: Reissue Materials. Reissue Materials will allow clients to reissue registration cards, expiration stickers, weight stickers and license plates. It's a 2 screen transaction that will allow the re-issuance of PennDOT material quickly and efficiently—in most cases, in less than one minute.

Reissue materials will not allow clients to issue a new registration transaction. It may only be used to replace existing registration material.

### 1. Let's begin by starting a Reissue Materials transaction.

Select the Reissue Materials link under the Transaction Menu option. The Reissue Materials feature will display on the right side of the OLRS web-based interface.

To begin a new transaction, enter the Plate or Title of the vehicle that you wish to assign new inventory. Then press the "Initiate Reissue" button to start a new Reissue Materials transaction.



The screenshot shows a web interface titled "Reissue Materials". On the left, there is a form with a label "Enter Plate or Title:" above a text input field. To the right of the input field is a button labeled "Initiate Reissue". To the right of the button, there are several labels for vehicle information: "VIN:", "Title:", "Unl. Wgt:", "Tag:", "Rated Wgt:", "Make:", "Exp. Date:", "Comb. Rated Wgt:", "Type:", and "Year:". The labels are arranged in three rows: the first row contains "VIN:", "Make:", and "Type:"; the second row contains "Title:", "Tag:", "Exp. Date:", and "Year:"; the third row contains "Unl. Wgt:", "Rated Wgt:", and "Comb. Rated Wgt:". A mouse cursor is pointing at the "Enter Plate or Title:" label.

Note: The Vehicle information will be displayed to right of the button. Before continuing, ensure that the vehicle information you wish to assign new inventory is listed to the right of the button.

## 2. Reissue Type & Reason

Depending on the type of registration, there are 3 or 4 Reissue types: Registration Card, Expiration Sticker, Plate and Weight Class Sticker. You must select a “Reissue Reason” for each type of inventory that is reissued. Select the most appropriate reason from the list of reasons provided by PennDOT. There are some exceptions, which are identified below.

<b>Select Reissue Type:</b> <input type="checkbox"/> Registration Card <input type="checkbox"/> Expiration Sticker <input type="checkbox"/> Plate <input type="checkbox"/> Weight Sticker	<b>Select Reissue Reason:</b> NONE NONE NONE NONE	<b>Select Number of Duplicates:</b> 0
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- **Registration Card** – A registration card may be issued alone or in combination with an expiration sticker, plate and or weight sticker. A reason is required if issued alone.
- **Expiration Sticker** – An expiration sticker must also assign a registration card. We will select this option for you. A reason is required for the expiration sticker, but must be left blank for the registration card unless you need duplicate cards. If you select a duplicate registration, you must select a reason for the registration card.
- **Plate** – A plate must also assign an expiration sticker and a registration card. We will select these options for you. A reason is required for the expiration sticker, but must be left blank for the registration card unless you need duplicate cards. If you select a duplicate registration, you must select a reason for the registration card.
- **Weight Sticker** – A Weight Sticker may be issued alone or in combination with a registration card, expiration sticker and/or plate. A reason is required.

### **3. Owner information**

The OLRS will automatically populate owner information. You may change the address information for both the owner and lessee. Press the “Accept” button to continue to the fees/inventory screen.

- A new owner or lessee may not be added.
- The owner name and lessee name may not be changed.

### **4. Fees & Inventory**

PennDOT will calculate fees in accordance with the inventory items you reissue and the reasons you select. In addition to the PennDOT calculated fees, you may enter fees that may be charged to the customer. If you reissue a plate, a plate must be selected from the inventory items section.

After you have verified fees, select the “Accept” button to process the reissue materials transaction with PennDOT.

- PennDOT and triVIN fees will be collected through the ACH process. An option for the customer to pay by check is not available.
- Fees will be collected and paid to PennDOT the next business day. A description of the PennDOT fees may be found on the PennDOT MV-44 form. This form can be found at <http://www.dot3.state.pa.us/forms/index.shtml>.

### **5. Paperwork & Reports**

Reissue materials transactions will be listed on your transaction summary report for the date that you processed the transaction. The applicant summary portion of the registration card must be scanned and archived by your partner for PennDOT.

- Send the original signed applicant summary to your partner just as you do for your other OLRS transactions.
- The MV-44 Document is not required if the applicant summary is completed.

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