

# WI REG & TITLE: SIGN UP GUIDE

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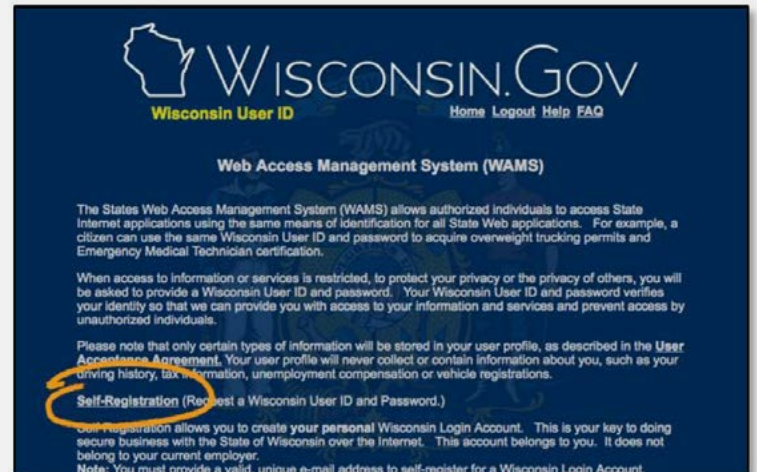
Dealertrack wants to ensure our clients have sufficient time to complete the Signup process prior to the eMV PARTNER system launch. Organizations that electronically processes vehicle transactions (including those who process titles and registrations through a Vendor) will be required to sign-up on the new WI DOT eMV PARTNER system if they hope to continue without interruption. Once an applicant submits an application for an Organization, DOT will review them on a First-Come / First-Serve basis. Applications are submitted and received electronically to DOT via the eMV PARTNER application process available at [emvpartner.wi.gov](http://emvpartner.wi.gov).

For all questions that cannot be answered using this Support Instructions document, contact WIN via email: [wi\\_helpdesk@egov.com](mailto:wi_helpdesk@egov.com) or call (608)-250-4606.

## OBTAINING A WAMS ID

All users of the new eMV PARTNER system will be required to obtain a WAMS ID. Step-by-Step video on the WAMS ID Process can be viewed [HERE](#).

- 1 Go to the following link — [on.wisconsin.gov/WAMS/home](http://on.wisconsin.gov/WAMS/home)
- 2 Click **Self-Registration** to start the registration process.
- 3 This will bring you to the acceptance agreement. Read through the agreement and click **Accept**.
- 4 This will bring you to the self-registration form. Fill in all required fields and click **Submit**.
- 5 Verify your email address in the popup that displays.
- 6 Log in using the email you provided, find the email from the department of Transportation and open it. Click on the link in the email to log back into WAMS to activate your account. **This must be done within four days of your registration.**
- 7 Store your new WAMS ID logon and password in a safe location, as they will be required for entry into the eMV PARTNER website.



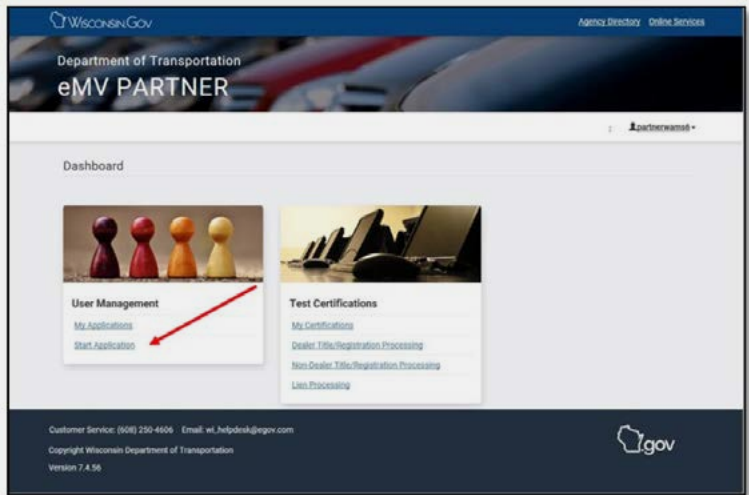
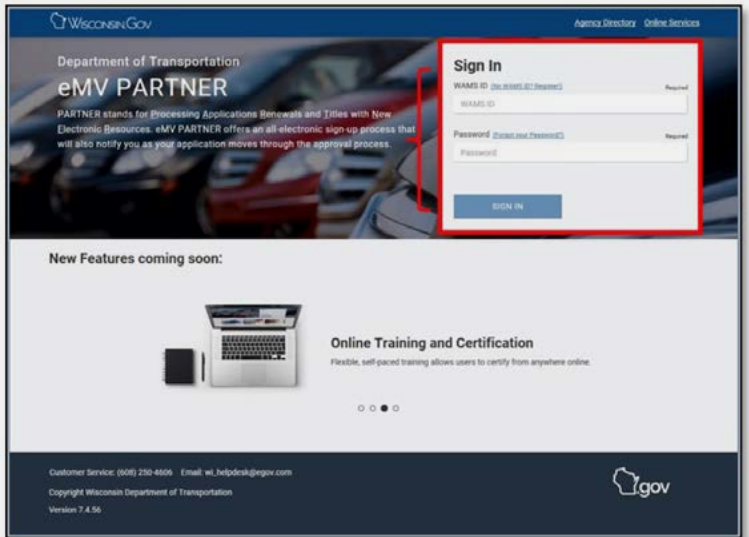
1 Navigate to [emvpartner.wi.gov](http://emvpartner.wi.gov)

2 Enter your WAMS ID and **Password**

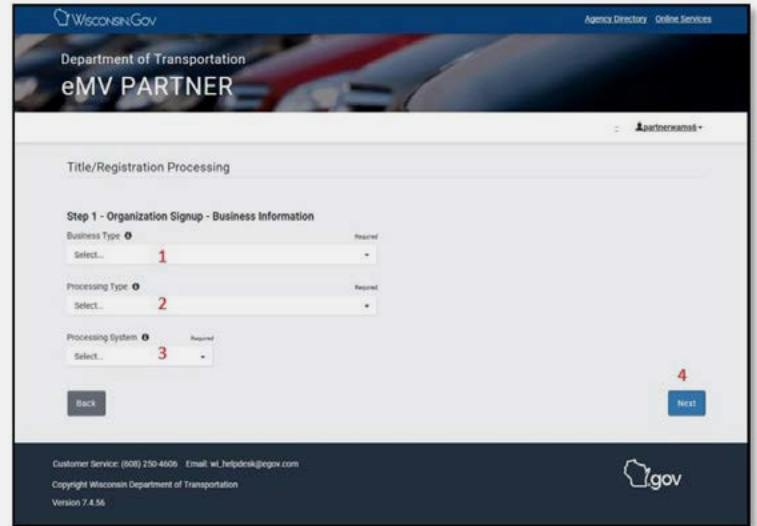
3 Select **Sign In**

4 To start an Organization Application, select **User Management** from the dashboard and

5 Select **Start Application**



- 1 **Business Type:** Select the appropriate Business Type from the dropdown options.
- 2 **Processing Type:** Select the appropriate Processing Type from the dropdown options. These options may be 'pre-selected' for you based on your Business Type selection to help provide the correct information.
- 3 **Processing System:** Select the appropriate Processing System from the dropdown options. These options may be 'pre-selected' for you based on both your Business Type and your Processing Type selections to help provide the correct information. If you are using a Vendor, select the one you are **currently** using.

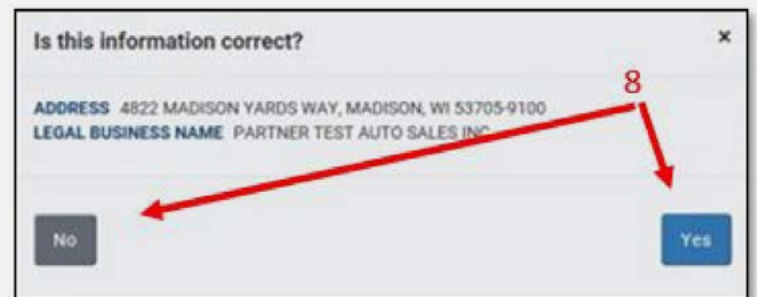


- 4 Select **Next** to move to the next page.
- 5 Confirm the information is correct at the top of the page. If the information is incorrect, select the Back button to return to Step 1 and update information. At this point you will be able to save your progress, however information selected in Step 1 cannot be updated once you save your application.



- 6 If you have **previously done business** with the Department of Transportation, enter your **Terminal Number** and select **Verify**.

*NOTE:* If you **have not done business** with the Department of Transportation in the past, select **No**. Dealerships will need to enter their dealer number and Secured Parties will need to enter their secured party number and select **Verify**. If valid, the organization information on record at the Department of Transportation will display.



- 7 Once the Terminal Number was entered and the blue Verify button selected, you will receive a pop-up message that displays the organization Legal Business Name and organization physical address associated with the Terminal Number.

- 8 Legal Business Name and Organization physical address are correct, select **Yes**.

*NOTE:* The Legal Business Name and Organization physical address of the organization will populate on screen and will **not** allow changes.

- 8a Legal Business Name and organization physical address are not correct, select **No**.

*NOTE:* The Legal Business Name and organization physical address of the organization will populate on screen and **will** allow users to enter correct information.

9 Complete the contract **contact name**, **phone number** and **email address** of the individual that will be used to communicate with the Department of Transportation during the application process.

10 Enter the **WAMS ID** and click **Verify**.

**NOTE:** If the WAMS ID does NOT verify, you may not continue.

**IMPORTANT:** The requested WAMS ID field towards the bottom of the page is explained in the blue message box above the field. Once the Organization is approved, the individual whose WAMS ID is on file with the application will be given permission to set up the users for the Organization. A user is a person that will be using the system to process transactions on behalf of the Department of Transportation.

11 Select **Next** to move to the final application page.

Title/Registration Processing

Step 2 - Organization Signup - Business Information

BUSINESS TYPE WISCONSIN MOTOR VEHICLE DEALER  
PROCESSING TYPE TITLE REGISTRATION WI DEALER SALES  
PROCESSING SYSTEM eMV PARTNER

Is your business currently processing with the Department of Transportation?  
 Yes  
 No

Terminal Number   Verified Dealer Number

**Need help finding your Legal Business Name? Search WI Corporate Entities at <https://www.wisconsin.gov/apps/CorpSearch/Search.aspx>. Businesses owned by sole proprietors will not be listed.**

Legal Business Name  Doing Business As (DBA)

Physical Address  Additional Street Address

PO Box  City  State  Zip Code

Contact First Name  Contact Last Name  Phone Number  Email Address

**The organization administrator will need to be assigned prior to completing the Application. The person that will be designated as the Organization Administrator will only have the ability to add and assign roles to all Organization Users unless they also assign themselves a processing role. Enter the WAMS ID for the Organization Administrator and select 'Verify' to display the name and email address of the User for verification purposes.**

WAMS ID   Verified

WAMS ID: PARTNEWAMST  
NAME: WI DMV PARTNER PROJECT  
EMAIL ADDRESS: DASPARTNERPROJECT1@GMAIL.COM

Customer Service: (608) 250-4506 Email: [wi\\_helpdesk@dot.gov](mailto:wi_helpdesk@dot.gov)  
Copyright Wisconsin Department of Transportation  
Version 7.4.5A

## REQUIRED INFORMATION

### Identify 3 Key people:

#### Application submitter

- Typically, this is the person you will have on the phone.
- This information will be automatically captured when the person logs into eMV PARTNER by using their WAMS ID.
- Until the Organization's application has been approved by DOT, the individual's (WAMS ID) that began the application will be the only one receiving all the communication regarding the application.

#### Contract contact

- This information will be recorded for future communication between DOT and Organization regarding participation in the electronic processing program.

#### Organization Administrator (OA)

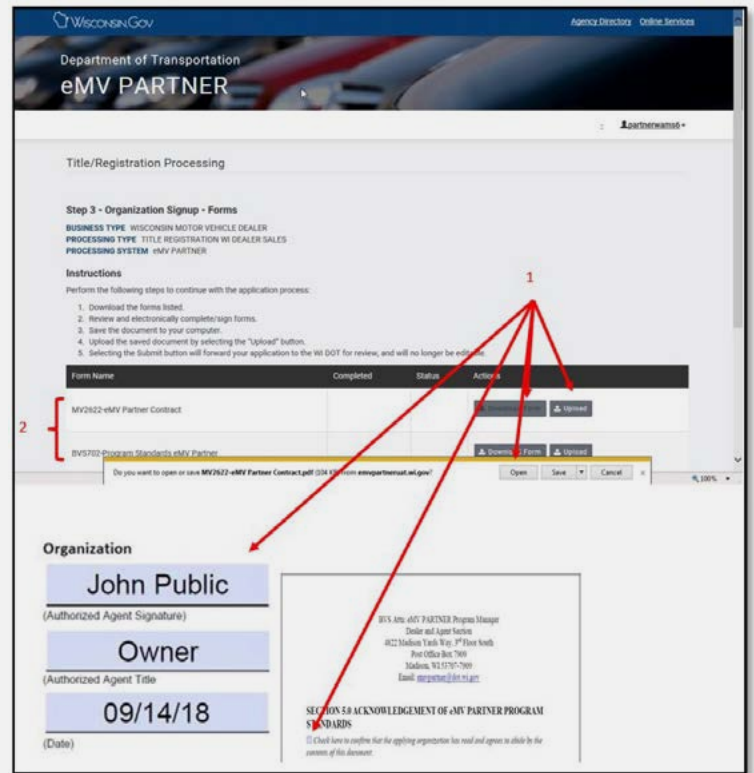
- WAMS ID of the individual that will be assigned this role upon Organization application approval.
- Will receive email notification (to the email associated with the WAMS ID) upon application approval.

### User Actions:

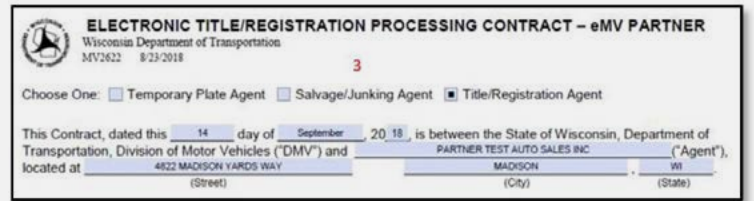
- Enter organization identifier
- Verify/correct Legal Business Name & organization physical address
- Enter contact info and WAMS ID

# ORGANIZATION SIGN UP – FORMS

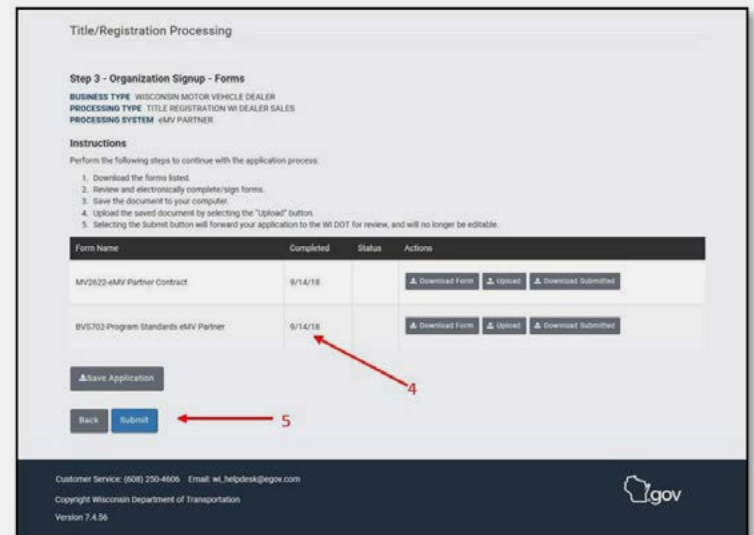
- 1 Required forms will need to be downloaded, completed and uploaded before you are able to submit your application.
- 2 The required Forms will automatically display based on the selections from the previous section.



- 3 Select form fields will automatically populate based on the information you entered or verified. *NOTE: Additional fields may need to be completed so make sure you read the entire form before saving and uploading.*



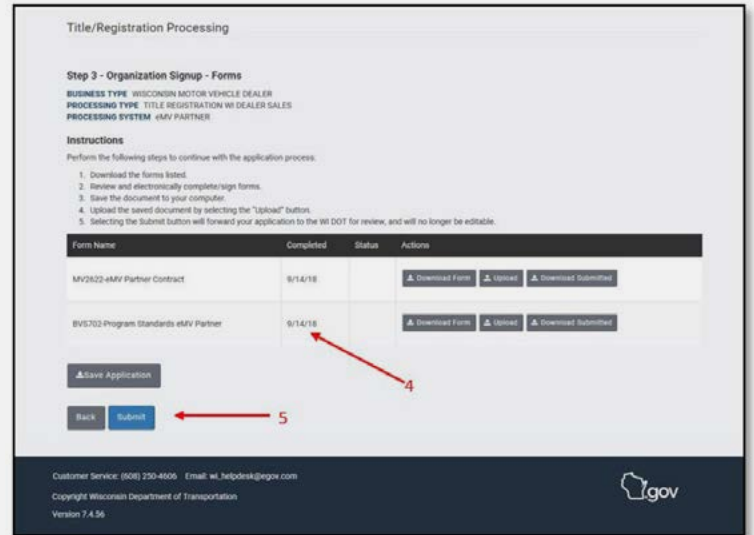
- 4 Once all required fields and forms are completed and uploaded, the date of upload will populate in the Completed column on screen.
- 5 The user may now submit their application to the Department of Transportation via the Submit button, and user will be returned to the eMV Partner dashboard.
- 6 Submitted applications will generate an email to your Organization's Contact person listed in the application verifying the submission of your application to the Department of Transportation.



# APPLICATION STATUS

- 1 Enter WAMS ID and Password to access the user dashboard.
- 2 Check the status of the application by going to **User Management** select **My Applications**.

*NOTE: ONLY the sign-up applicant can view the status of their application once it is submitted or saved.*



## APPLICATION STATUS AND E-MAIL NOTIFICATIONS

### Unsubmitted

The application has been saved but not submitted. Before the application can be submitted all required fields must have values and all required forms must be uploaded.

### Submitted

Application has been electronically sent to the Department of Transportation. The Organization Contact person will receive an email at the email address provided to confirm the application was submitted. Applications may not be edited after submission.

### Approved

Applications that are approved by the Department of Transportation will have an email sent to the Organization Contact and Organization Administrator notifying them of the approved application and informing the Organization Administrator that they may begin adding users. Users can be added at any time and roles that are available to the Organization at the time of approval can be assigned to users. They will be notified in the future when Bank Account information can be set up or new roles become available.

**Denied**

Organizations that have been denied/rejected will receive an email explaining the reason for denial.

**Returned**

Returned applications can be edited, updated and resubmitted. Your Organization Contact person will receive an email with the return reason details. The 'My Applications' grid will display the status and 'Edit' will be an option. Once you have completed the required information, the application can be resubmitted.

**Resubmitted**

Resubmitted applications will go through the same review process by the Department of Transportation. Resubmitted applications will not be editable and the email communication will notify the Organization Contact person when the status is updated.

**Waiting**

The Department of Transportation requires all original Bond and Irrevocable Letter of Credit documents be mailed to the Department of Transportation at the address listed on the form. If your Organization requires a Bond / Irrevocable Letter of Credit, your organization will not be approved until the Department receives and verifies the original document. An email will be sent to the Organization Contact person informing them of this requirement.

**NEXT STEPS AFTER SUBMISSION**

- 1** After your application has been submitted, the Department of Transportation will review your application. During the review process, if there is any missing information or incorrect information, the Dept. of Transportation will return the application to you. You will receive an email with the reason explained and the organization will need to resubmit the application after updating for another review.
- 2** If the application meets the Department of Transportation processing standards, you will receive an approval email and the initial Organization Administrator will be able to start adding additional users.