

OLRS

(Online Registration System)

Virginia

DEALER TITLE ONLY Processing Guide

DTO Dealer	DTO Dealer Password
"CAPS LOCK" must be "ON" when entering login information	

Dealertrack Customer Support
Phone: 800.374.4771
Fax: 860.448.3187

Trainer: _____

Phone: _____

DMV Online Dealer Helpesk
Phone: 804.367.0906
Fax: 804.367.7046
Email: oldealers@dmv.virginia.gov

The information contained in this document is proprietary to Dealertrack.
Use or disclosure of any data contained herein is subject to prior approval by Dealertrack.

Dealer Title Only (DTO)

TriVIN has extended the capabilities of the Virginia Dealer Online Registration System (OLRS) to provide the ability to process Dealer Title Only (DTO) transactions. A DTO is Virginia DMV terminology for what is commonly referred to in the automotive industry as “flipping a title .” More specifically, DTO is a tax-exempt title transaction in which a dealer titles a vehicle in the name of the dealership or its parent corporation before reselling it to a consumer.

DTO transactions may be performed through the OLRS for any used passenger car, pickup truck, SUV, truck, motorcycle, ATV, dirtbike, or trailer.

DTO transactions only title a vehicle in the name of the dealership or its parent corporation. The party being titled to is stated by the dealership during the triVIN/DMV contract process and is part of the setup of the DTO functionality. Vehicles being wholesaled to other parties may not be re-titled through the DTO process.

Vehicles being re-titled due to repossession or salvage/rebuilding must be processed through a VA DMV Customer Service Center.

DTO transactions incur the VA DMV title fee, which is currently \$10.00, but are exempt from the Motor Vehicle Sales and Use Tax (MVSUT). All finalized DTO transactions are also subject to a triVIN processing fee.

Fees for transactions finalized through the OLRS must be made available for ACH withdrawal from the dealer’s bank account by 10am on the next business day after finalizing.

DTO Mode

To facilitate the processing of DTO transactions, a new processing “Mode” was created in the OLRs requiring a unique Dealer ID and Dealer Password to gain access.

Users may log directly into the DTO Mode through the primary OLRs login screen or by first logging into the Dealer Mode and then into the DTO Mode by utilizing the new “Mode” option on the File Menu.

Logging into DTO using the File Menu Mode option

After launching the OLRs and logging into the Dealer Mode:

- 1) Choose **File** and then select **Mode**.
- 2) Select the **Title Only** option from the submenu.



- 3) Enter the **DTO Dealer Password** in the password popup box.
- 4) Click the **OK** button.



The user is now in the DTO Mode.

After logging into DTO through the Mode option, users may switch between the Dealer Mode and DTO Mode at any time without re-entering any login credentials. This option is not available if the user logged into the DTO Mode directly from the OLRs main login screen.

Identifying the Processing Mode

The Mode a user is currently logged into can be identified by looking at the title bar of the Deals Window. If **Title Only Deals** is displayed, the user is in DTO Mode. If **Deals** is displayed, the user is in Dealer Mode.



DTO Transactions 1

Processing a DTO transaction is very similar to processing a normal retail deal in Dealer Mode. However, the limited scope of a DTO transaction reduces the amount of information needed to process the transaction and therefore, fewer fields must be completed on the Owner, Vehicle and Registration Tabs.

Create a new transaction

- 1) Open the deals menu by clicking on the **Menu** button.
- 2) Select **Add New Deal**.

Complete the Owner, Vehicle and Registration Tabs

- 1) The Owner Tab is pre-filled with the dealer's tax ID, customer type, business name, and dealer license number. The business address will be populated by DMV when the deal is pended. No additional information needs to be entered by the user.

Title Only Deals

Owner

Customer Number: 123456

Customer Type:

Name (Last First Middle): NATE'S NEARLY NEW VEHICLES

Primary Address:

Jurisdiction:

Country:

Dealer ID: 123456

DMV ID: 123456

NATE'S NEARLY NEW VEHICLES 05/04/07 09:18 Menu

- 2) Complete the fields required for the vehicle being re-titled. Liens may be recorded by answering "N"-No to the **Is This Vehicle Lien Free** question and then selecting the lien holder in the popup window.

Title Only Deals

Vehicle

Identification Number: 1MEFM50L94A62C232

New / Used / Demo: U

Odometer / Code: 20000

Body: 4D

Make: MERCEDES

Year: 2004

Fuel: G

Model: S48LE

Sales Tax: 2

EV/W/B: GV/W/B: GV/R/B: GV/R/B: Primary Color: RED

Secondary Color:

Private/Title: Ownership Document Type: TITLE

Prior Title State: VA

Prior Date: 06/09/2004

Prior Title #:

Do you have Ownership Documents? [Y]

Is This Vehicle Lien Free? [N] Add/Display Lien [HOLD] Incl

Trade In/SOLD indicators? [N] [Y]

SOLD Title No. SOLD VIN Last 4 Digits SOLD Date

DEALER TITLE ONLY 06/01/07 15:29 Menu

- 3) Only a stock/deal #, jurisdiction and purchase date must be entered on the Registration Tab.

Title Only Deals

Registration

Trans Type:

Plate Unit #:

Deal/Stock #: 12345

Garage Jurisdiction: ALBEMARLE

Title Exemption Reason:

Sales / Fees

Purchase Date: 05/21/2007

Sales Price: \$ 0.00

Title Fee: \$ 10.00

Total Fees: \$ 10.00

DEALER TITLE ONLY 06/01/07 15:29 Menu

DTO Transactions 2

Pend the transaction

After completing the Owner, Vehicle and Registration Tabs, a transaction must be “ pended” by transmitting it to DMV to check for stops, customer or title issues and validity.

To pend a transaction:

- 1) Open the deals menu by clicking on the **Menu** button.
- 2) Select **1 Plate & Registration**.
- 3) Click **OK** on the pull list popup.

On the Browse Tab, a “pending” DTO transaction will display a Held/Step of **R-1**. The Browse Tab message box should also now display: **“Transaction Processed/Edit Only.”**

Review the transaction and edit if necessary

Prior to finalizing a transaction, the Owner, Vehicle and Registration Tabs should all be reviewed for accuracy. Any inaccuracies must be corrected and any vehicle record issues must be resolved before finalizing.

To unlock a deal for editing:

- 1) Open the deals menu by clicking on the **Menu** button.
- 2) Select **Query Deals from Server**.
- 3) Check the **Hold requested items for update** box.
- 4) Click **OK**.

Make any needed corrections to the deal. When ready, finalize the transaction.

Finalize the transaction

Only after a transaction has been completely reviewed for accuracy should it be finalized.

To finalize a transaction:

- 1) Open the deals menu by clicking on the **Menu** button.
- 2) Select **4 Title & Bundle Final**.
- 3) Click **OK** to the pull list popup.

DTO Transactions 3

Finalize the transaction (cont'd)

- 4) Fill in the Title Number field on the right margin of the VSA-17a with the new Title Number displayed on the Browse Tab.
- 5) Complete all of the applicable fields in the DMV USE Only section on the bottom of the back of the VSA-17a.

Complete the Clerk Stamp field with the following:

The **Bundle Date** from the Browse Tab

The name of the dealership

The source code of " **295**"

Bundle and ship the transaction docs

The documents for each finalized transaction must be organized in the following order:

- Pull list (with Title Number)
- VSA-17a Application for Title
- Reassignments and/or POAs (if used)
- Prior Title (facing backward)

Bundle reports for DTO transactions must be printed while logged into the DTO Mode. Bundle reports printed while in Dealer Mode will not include DTO transactions.

Group the Bundle Reports together with all of the deals listed on the reports and attach the reports to the transaction docs with a binder clip or paperclip.

Users should withhold the **Dealer Bank Transaction Detail Report** as a receipt of the funds being withdrawn for the transactions.

DTO Bundles should be shipped to DMV via UPS using DMV's Ground account number. DTO Bundles may be included in the same envelope as Bundles for transactions done in Dealer Mode.

DTO Processing Checklist

To process a transaction, complete the following steps:

- ☒ Organize and complete transaction docs
- ☒ Create new deal in the OLRs
- ☒ Complete Owner, Vehicle and Registration Tabs
- ☒ "Pend" transaction
- ☒ Review transaction for accuracy and edit if necessary
- ☒ "Finalize" transaction
- ☒ Complete Title Number field and "DMV Use" section on VSA -17a
- ☒ Photocopy original transaction documents
- ☒ Organize transaction docs for the bundle

When finished finalizing transactions for the day, complete the following steps:

- ☒ Print Bundle Reports and secure to deal docs with a binder clip
- ☒ Withhold Dealer "Bank Transaction Detail" report for dealer's accounting records
- ☒ Send Bundle to DMV within 5 business days

DTO OLRS Commands

Deal processing:

Start a new transaction	Menu > <u>A</u> dd New Deal
Pend a transaction	Menu > 1 Plate and Registration
Finalize a transaction	Menu > 4 Title and Bundle Final
Void/Cancel a pending transaction	Menu > <u>V</u> oid on Server
Delete a transaction from the Deals List	Menu > <u>D</u> elete from PC

Editing Deals:

Unlock a pending transaction	Menu > <u>Q</u> uery Deals from Server > Hold for Update > OK
Lock the transaction	Menu > <u>U</u> ppdate (Change the Server)

Printing Documents:

Transaction Receipt	Menu > Transaction <u>R</u> eceipt
Bundle Reports	File > Reports > 17 One Click DMV Bundle Reports > (<i>Enter Bundle Date</i>) > OK
Individual copy of a Bank Report (" Invoice")	File > Reports > 15 Bank Transaction Detail Report > (<i>Enter Bundle Date</i>) > OK

Keyboard Shortcuts:

Move from field to field	"Tab" key
Open the Deals Menu	"Enter" key
Select an item on the Deals Menu	Type the number or underlined letter of item

