

SECTION 5: FORMS AND REPORTS

Main Menu

ditclm processing on behalf of

This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- 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 view Reporting, select "Forms and reports," then select Next.

REPORTING MENU SCREEN

ditclm processing on behalf of

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

- [e-MV Agent Home Page](#)
- [DMV general forms page](#)
- [e-MV Agent application form](#)
- [e-MV Agent user manual](#)
- [Print correction request form](#) <-- NEW

COMPLETED APPLICATIONS

ditclm processing on behalf of

Completed applications
 Released liens list
[Enter the reporting period](#)
Start date
End date
 Print "Mail to DOT" Form.
 Order mailing labels (packs of 100)
 Reprint receipt
Vin:

Completed applications: This report will detail all transactions completed within a certain time period. If no Start/End dates are entered, the report will be for the current day's transactions.

**** Review this report at the end of each workday to help identify and prepare applications that need to be sent to DMV for imaging.**


Select "Completed applications."

Enter the reporting period Start and End dates (mm/dd/yyyy).

Select Next.

ditclm processing on behalf of

Click to view report



[Return to Menu](#)

Click on the Adobe Acrobat icon to view the report.

RELEASED LIENS

ditclm processing on behalf of

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

- [e-MV Agent Home Page](#)
- [DMV general forms page](#)
- [e-MV Agent application form](#)
- [e-MV Agent user manual](#)
- [Print correction request form](#) <-- NEW

Select "Released liens list."

Enter the reporting period Start and End dates (mm/dd/yyyy).

Select Next.

PRINT MAIL TO DOT FORM

ditclm processing on behalf of DAS BANK - 00115913

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

The Mail to DOT form lists several common reasons that a transaction could not be processed electronically. This completed form should accompany all lien add applications that are mailed to DMV for manual processing.

ORDER MAILING LABELS

ditclm processing on behalf of

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

Yellow mailing labels are used to mail e-MV receipts, titles, and reset forms (if needed) the following day after the transaction is completed. An initial supply of labels will be provided when you sign up for e-MV Agent.

Select the number of packs of mailing labels you require. Labels are delivered in packs of 100. DMV recommends ordering enough labels for six months' worth of transactions.

Select Next to submit your order. A message will pop up as confirmation.

REPRINT RECEIPT

ditclm processing on behalf of

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

Enter the VIN to reprint an e-MV receipt.

Receipts for released liens may not be reprinted.

Select Next.

Your title number is 08179A0020021

Click to view report



[Return to Menu](#)

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

PRINT CORRECTION REQUEST FORM

ditclm processing on behalf of

Completed applications

Released liens list

[Enter the reporting period](#)

Start date

End date

Print "Mail to DOT" Form.

Order mailing labels (packs of 100)

Reprint receipt

Vin:

- [e-MV Agent Home Page](#)
- [DMV general forms page](#)
- [e-MV Agent application form](#)
- [e-MV Agent user manual](#)
- [Print correction request form](#) ←

Select **“Print correction request form.”** The form will open in Microsoft Word.

Complete the required information, print the form, and mail to the address listed at the bottom of the form. This form cannot be used to change odometer statements, vehicle ownership, or lien holders due to a refinance.