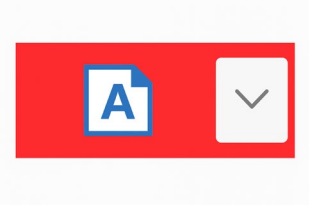
Processing Dealer Titles in ERT

MVD Vehicle Information Partners

Intended Audience: County Treasurer Vehicle Staff

When a dealer submits a dealer title application in ERT, there will be a red note added by the dealer. The note will read: "*ATTENTION DEALER TITLE: Remove fees not applicable to issuing dealer title, unless delinquent.*"



ATTENTION DEALER TITLE:
Remove fees not applicable to issuing dealer title, unless delinquent.

Be sure to always read the notes supplied by ERT users.

The ERT processing procedure is very similar to a standard ERT. The only additional steps are:

1. Make sure the ownership tab is correct—OOS titles / MCO's
2. Change the Net Purch Amt from 0.00 to UT04.
3. Uncheck Mail Plate
4. Check Mail Sticker and Reg Receipt
5. Then Uncheck Mail Sticker & Reg Receipt (this removes the remaining $1 fee. *See below.)
    a. If the registration is delinquent, verify that the usage is Regular, and that the Registration Exp Date matches the month of application. Also, check Do Not Assign Plate.
    b. Once the dealer title is completed, you'll then need to process an update registration to update the registration usage to "dealer inventory", so penalty doesn't accrue moving forward.

*Within the dealer "red note" comment, the dealer will describe the method for receiving the dealer title. While dealers may alter the pre-programmed comments, the three standard methods you will see are:

1. Dealer Title- Dealer Title(s) will be picked up at county; please put in dealer box.
2. Dealer Title- Ship title(s) in pre-paid envelopes that are already at your county for the dealership.
3. Dealer Title- Please mail dealer title, $1 for postage included.