Processing ERT End Users (Not Iowa Dealers)

MVD Vehicle Information Partners

Intended Audience: County Treasurer Vehicle Staff

Overview: Iowa Code and Administrative Rule expands the type of customer that can electronically submit title and registration application beyond the Iowa licensed dealer. ERT End Users include non-dealer businesses within Iowa, such as car rental businesses, and businesses outside of Iowa, such as out-of-state (OOS) licensed dealers. To submit an ERT, an End User that is not an Iowa dealer is assigned an Iowa dealer number as a workaround, only to be used for access to the ERT system. This dealer number does not represent a valid dealer license and should not be attached to the Title and Registration (T&R) when processing.

This job aid provides counties with detailed instructions for processing ERT transactions without using the ERT End User's Iowa-assigned dealer number. For normal ERT processing directions, please refer to the ERT County Job Aid, as these additional steps supplement the information provided there.

Use cases covered in this job aid:
1. Out-of-state dealers
2. Out-of-state businesses (not dealers)
3. Iowa businesses (not dealers)

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Helpful Resources

ERT County Job Aid
Iowa Code 321.20.2
Iowa Administrative Rules 761.400.1, 761.400.3(4)
MVD Dealer Licensing (for ERT End User status): dealer.programs@iowadot.us
MVD Vehicle County Liaisons (for ERT/T&R processing): county.vehicle@iowadot.us
VIP Team: 515-237-3156

Notes on ERT End Users

1. All types of ERT End Users that are not Iowa licensed dealers will be issued a Restricted Fleet Vehicle Sales dealer license with a "fake" dealer number (D#). This ERT End User/business is not authorized to engage in the business as an Iowa licensed dealer, but the D# is issued as a workaround to circumvent current ARTS programming.

2. All Out-of-State businesses that are issued ERT End User accounts will be given the same Iowa address with sequentially progressive suite numbers. As a new authorized user is added to the system, the user is assigned the next higher suite number. You may identify the user by the following address: 6310 SE Convenience Blvd, Suite XX, Ankeny, IA 50021

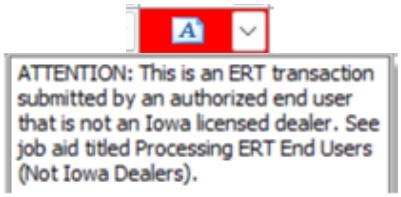
3. Iowa businesses that are not licensed dealers will use their bona fide Iowa business address from their customer record to apply for the "fake" D#.

4. When creating a new ERT End User that is not an Iowa dealer, MVD will attach a sticky note and an exception case to the customer record to alert county treasurer staff. These notifications will not alert county staff during the title and registration (ERT), but can be seen when clicking into the "fake" D# on the reassignment.

5. If an ERT dealer or submitting ERT End User is in question, MVD keeps a list of end users that are not Iowa licensed dealers. County staff may contact MVD to inquire about the status of the submitting customer/ERT End User.

OOS Dealer ERT Instructions

When an OOS dealer submits an ERT, there will be a red note added by the dealer. The note will read: "ATTENTION: This is an ERT transaction submitted by an authorized end user that is not an Iowa licensed dealer. See job aid titled *Processing ERT End Users*."



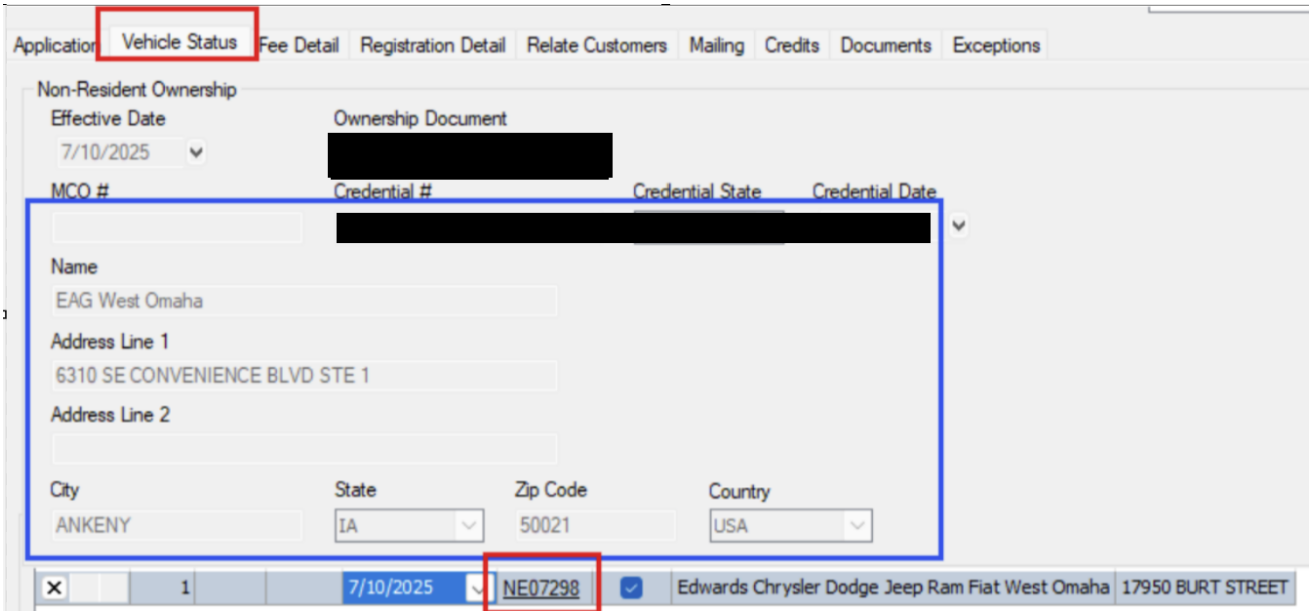
Be sure to always read the notes supplied by ERT users.

OOS Dealer: Existing Vehicle (VIN is in ARTS)

Used or New Vehicle Saved with the Iowa-Assigned Dealer Number

- When in T&R, you can see the ownership on the Vehicle Status tab.
- **Figure 1** shows EAG West Omaha with the Iowa address. This information is pre-populated from the Iowa dealer number that is assigned for ERT access.
- In the dealer reassignment box, you will find the correct OOS dealer number. It is helpful to write this number down for the next step. **Figure 1** shows the actual OOS dealer number is NE07298. **These next steps must be completed before processing the title.**

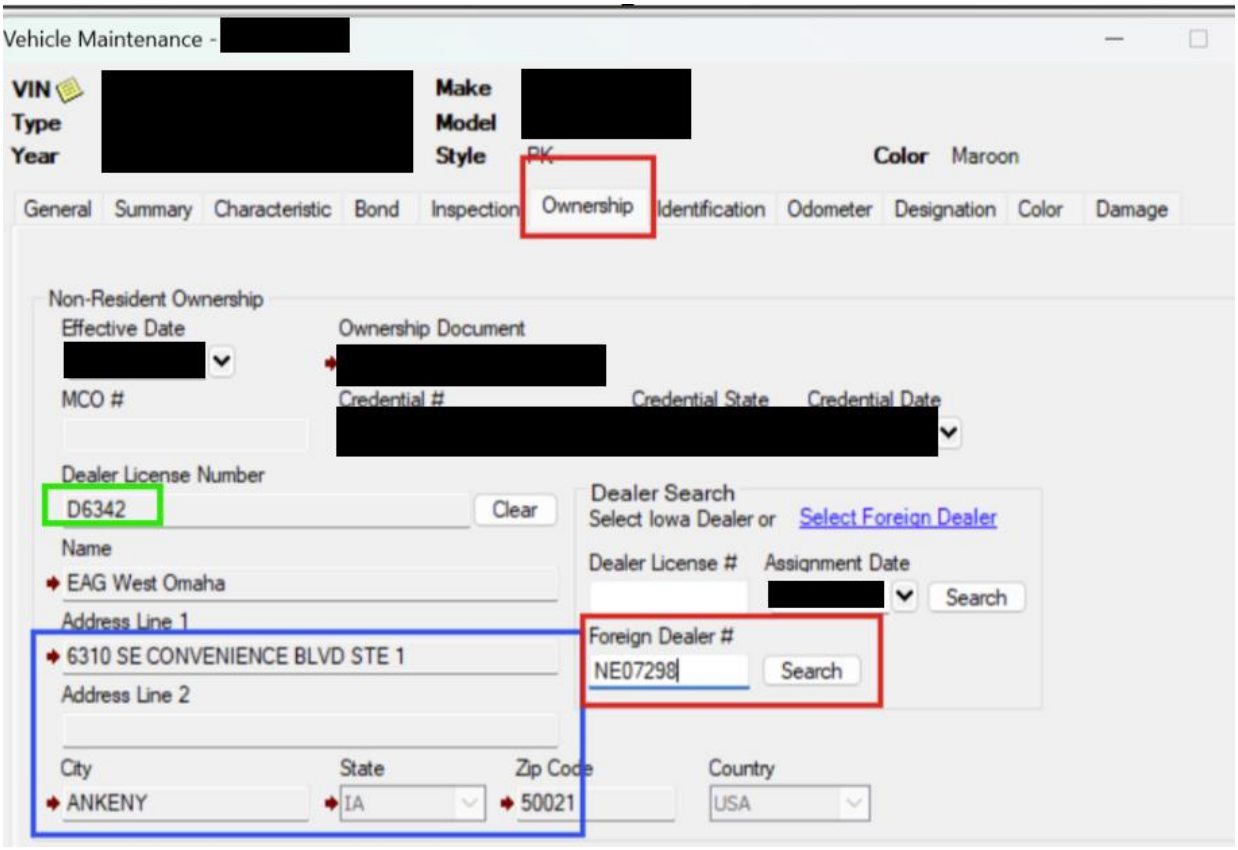
Figure 1.



- To change this Iowa address, you will go into the VIN and under *Ownership*, change it to the correct foreign dealer license number.

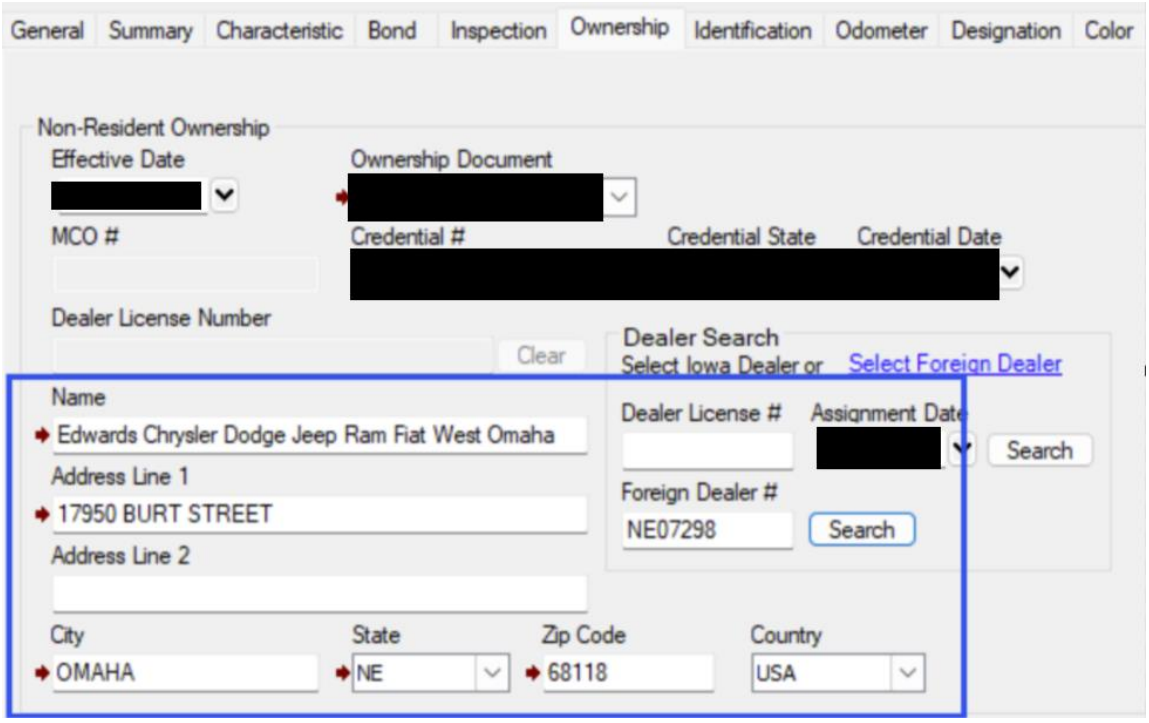
- In **Figure 2**, you can see the Iowa dealer license number (in green box: D6342). In the Foreign Dealer # Box, type the correct OOS dealer number. Then push the *Search* button.

Figure 2.



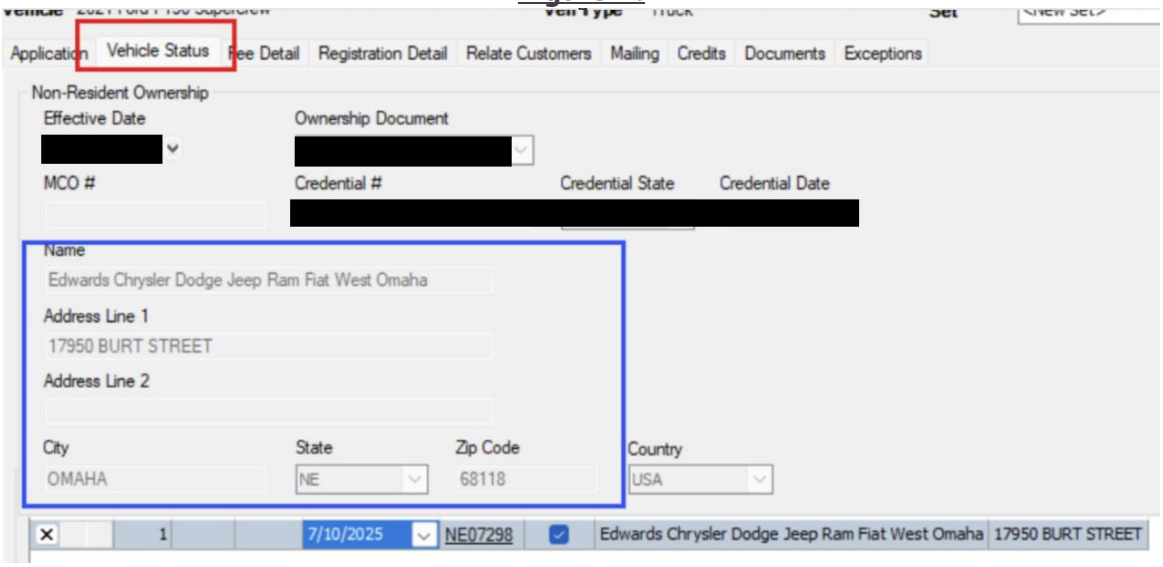
- In **Figure 3**, the address is changed to reflect the correct address and dealer's number that the T&R should be processed with. When the correct address is displayed, push the *Save* button.

Figure 3.



- In the T&R screen, go to the vehicle status tab, and the correct address is reflected. See **Figure 4**.

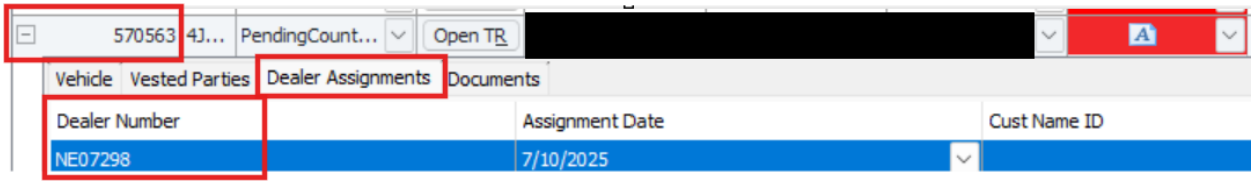
Figure 4.



OOS Dealer: Non-Existing Vehicle (VIN is Not in ARTS)

MCO or OOS Title: Adding the Correct Record When Building the Vehicle Record

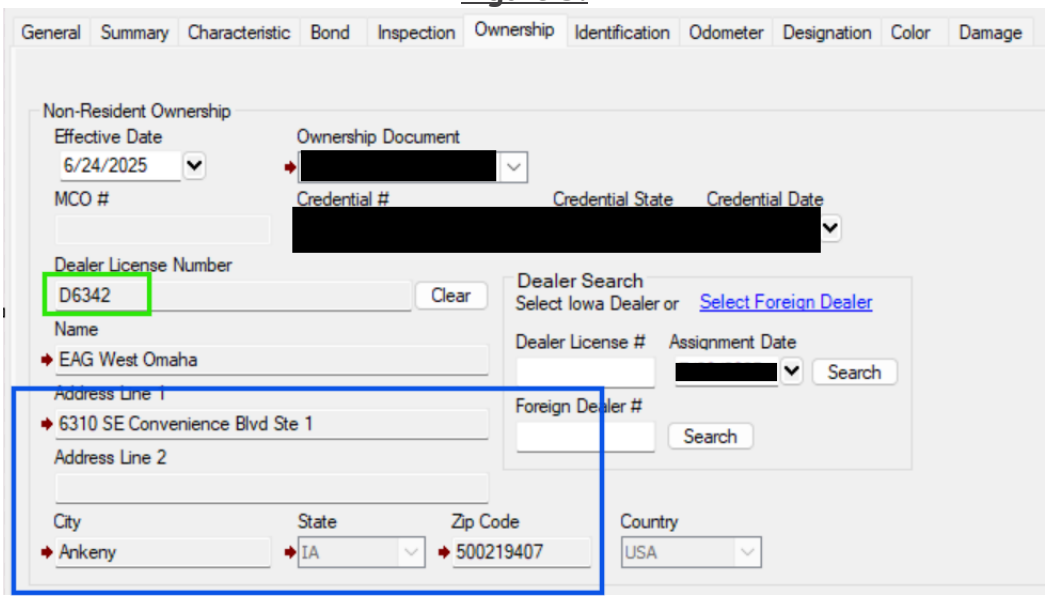
- Make note of the correct OOS dealer's number from the reassignment on the MCO/OOS title or the dealer assignments provided in the ERT transaction.



- After you select *Search*, to build the record, you can change the Iowa dealer number to the correct OOS dealer number under the ownership tab.

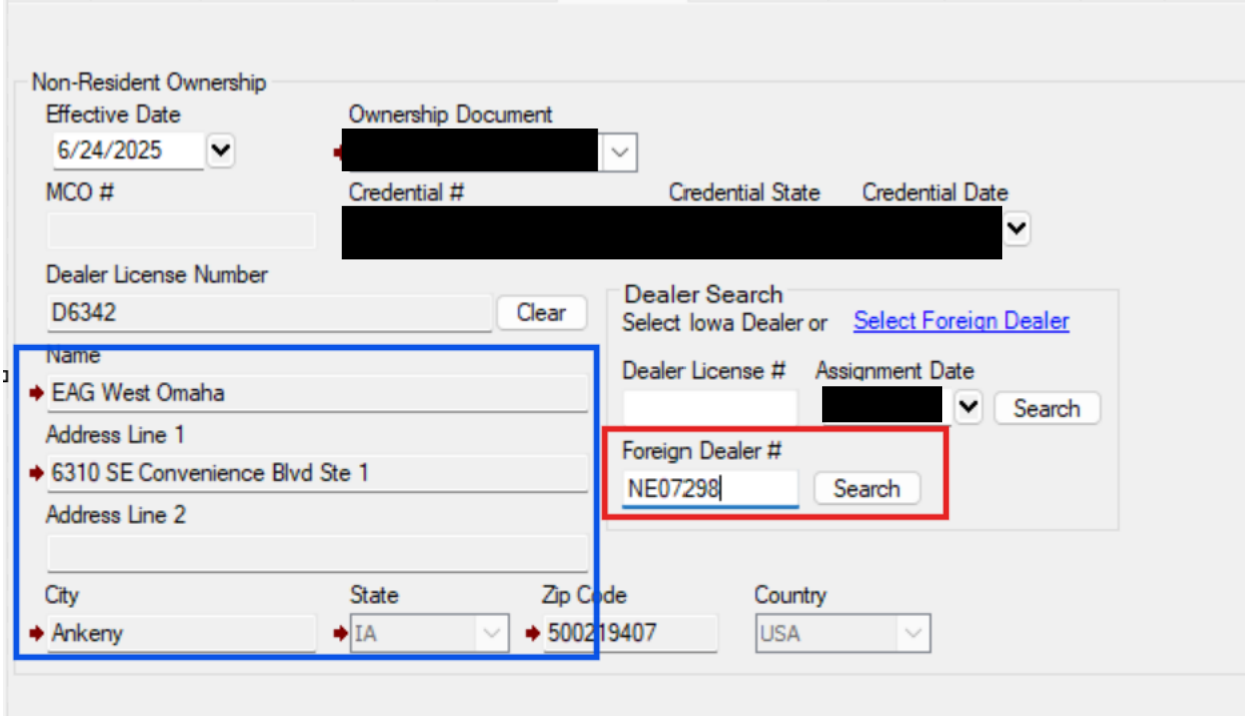
- **Figure 5** shows how it pulls into ERT from the OOS dealer with the Iowa address and Iowa dealer's number assigned.

Figure 5.



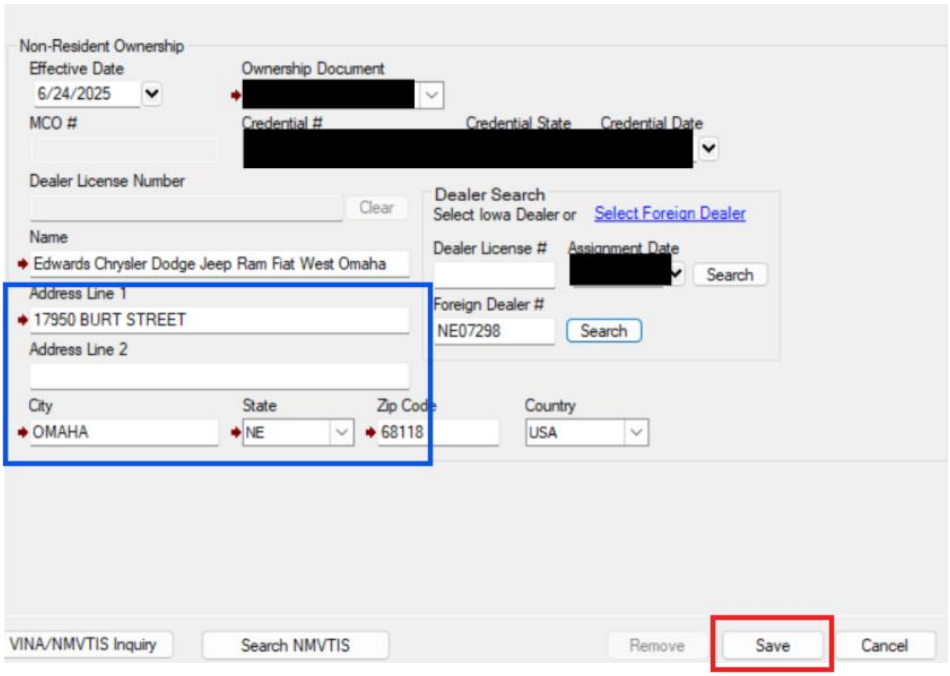
- In the Foreign Dealer # box, type the correct OOS dealer number. Then push the *Search* button. In **Figure 6**, the OOS dealer number is NE07298.

Figure 6.



- The address will change to the correct OOS address for the dealer. Push the *Save* button. See **Figure 7**.

Figure 7.



- When you open the T&R to complete the title, the correct address will populate on the vehicle status tab. See **Figure 8**.

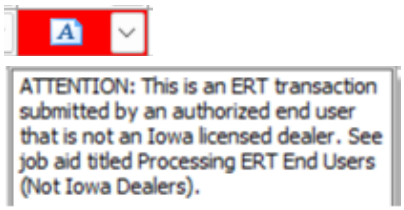
Figure 8.



Non-Dealer ERT Instructions

These are generally the same as the OOS Dealer ERT instructions, but the dealer reassignment is removed.

When a non-dealer end user submits an ERT, there will be a red note added by the end user. The note will read: "ATTENTION: This is an ERT transaction submitted by an authorized end user that is not an Iowa licensed dealer. See job aid titled *Processing ERT End Users*."



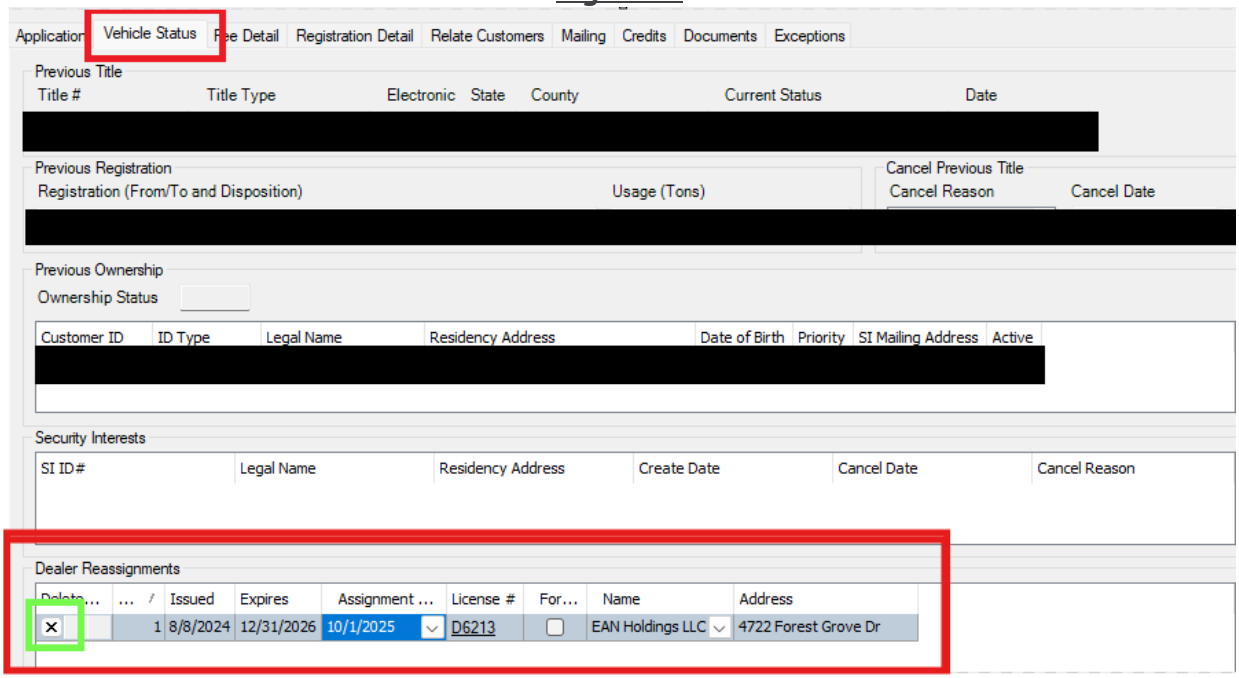
Be sure to always read notes supplied by ERT users.

Non-Dealer: Existing Vehicle (VIN is in ARTS)

Used or New Vehicle Saved with the Iowa-Assigned Dealer Number

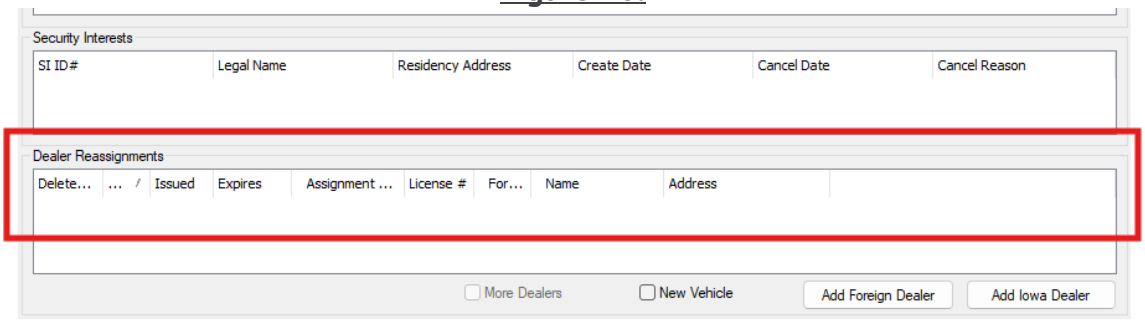
- When in T&R, you can see the ownership on the Vehicle Status tab.
- **Figure 9** shows EAN Holdings LLC (Enterprise Rent-A-Car) with the Iowa address in the dealer reassignments. This information is pre-populated from the Iowa dealer number that is assigned for ERT access (D6213).
- **The dealer reassignment will need to be removed. Click on the X** (in green in **Figure 9**).

Figure 9.



- After you select the X, the system will remove the dealer reassignment with the "fake" dealer's license assigned to the End User. See **Figure 10**.

Figure 10.

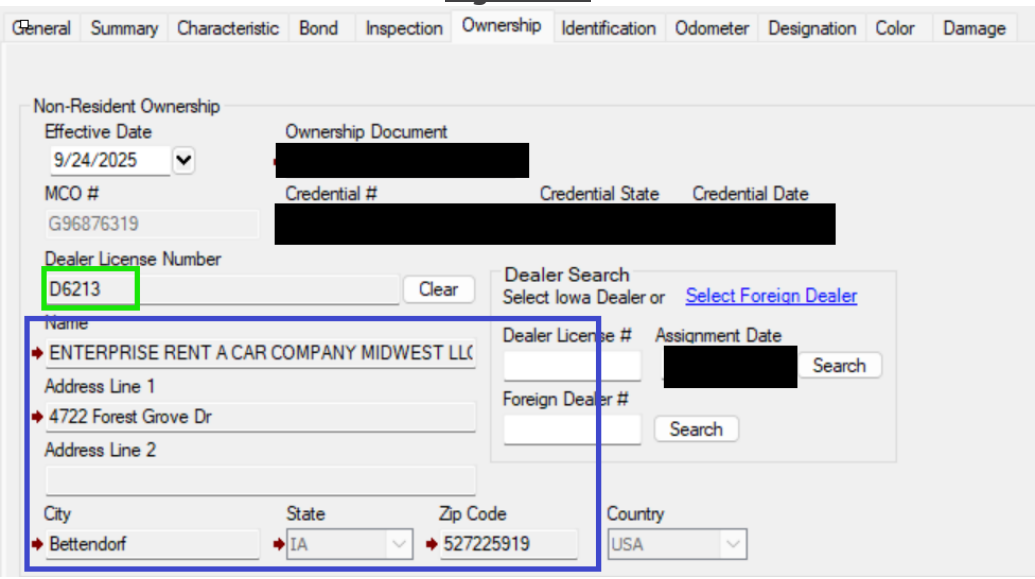


Non-Dealer: Non-Existing Vehicle (VIN is Not in ARTS)

MCO or OOS Title: Adding the Correct Record When Building the Vehicle Record

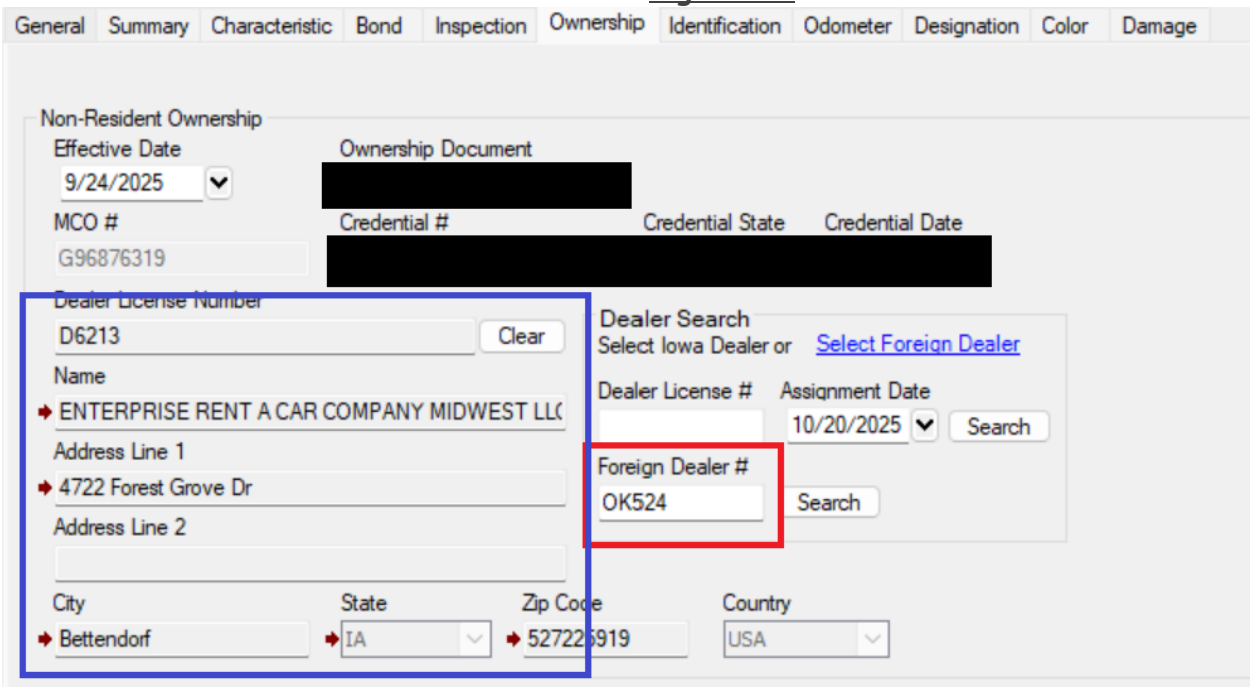
- Make note of the correct seller, or OOS dealer's number from the reassignment on the MCO/OOS title, or the dealer assignments provided in the ERT transaction.
- After you select *Search*, to build the record, you can change the Iowa dealer number to the correct OOS dealer number under the ownership tab.
- **Figure 11** shows how it pulls into ERT from the Non-Dealer End User with the Iowa address and Iowa dealer's number assigned. In this example, the number is D6213.

Figure 11.



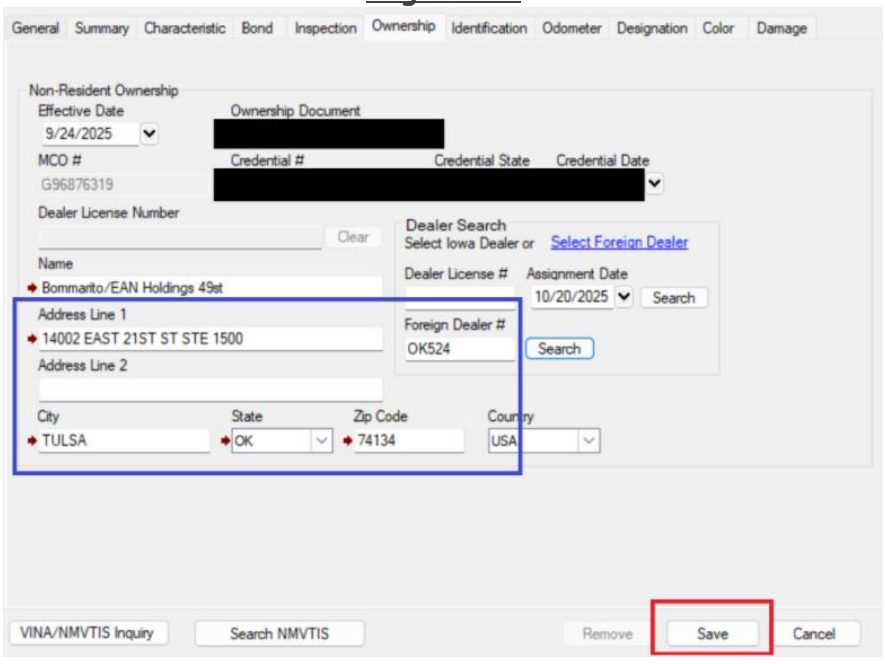
- In the Foreign Dealer # box, type the correct OOS dealer number. Then push the *Search* button.
- In **Figure 12**, the Foreign Dealer # is OK524.

Figure 12.



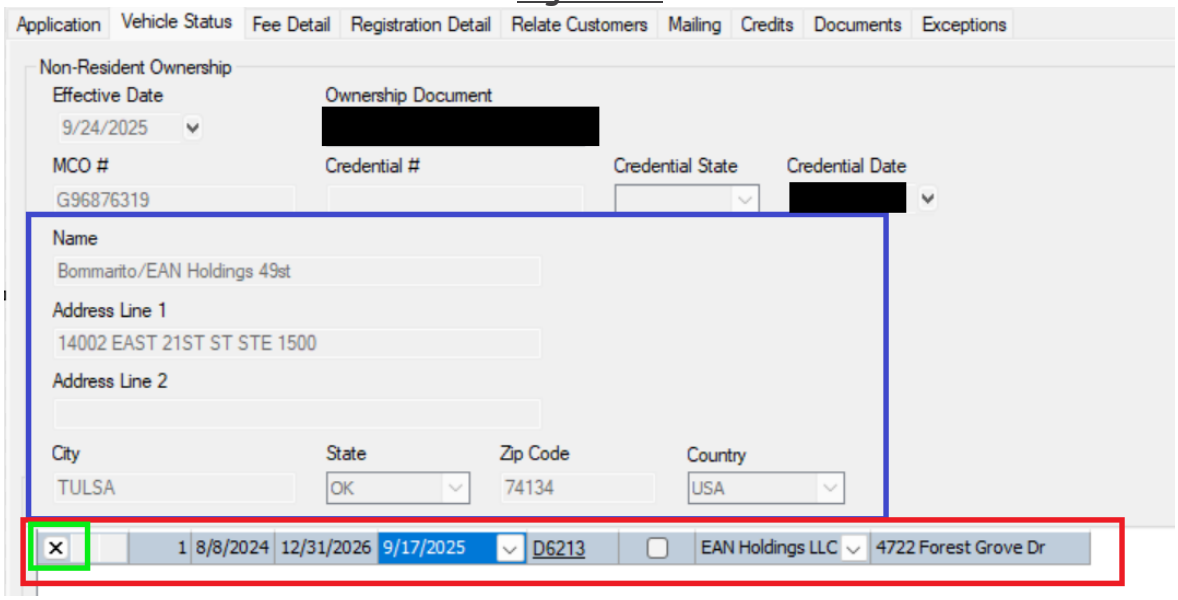
- The address will change to the correct OOS address for the dealer. Push the *Save* button. See **Figure 13**.

Figure 13.



- When you open the T&R to complete the title, the correct address will populate on the vehicle status tab.
- **<u>The dealer reassignment will need to be removed. Click on the X</u>** (in green in **Figure 14**).

<u>Figure 14.</u>



- After you select the X, the system will remove the dealer reassignment with the "fake" dealer's license assigned to the End User. See **Figure 15**.

<u>Figure 15.</u>

