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NOTICE OF PROPOSED GUIDANCE DOCUMENT

eMV Fleet – Getting Started

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Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on eMV Fleet – Getting Started s.341, Trans 156, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website:
https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DMV314
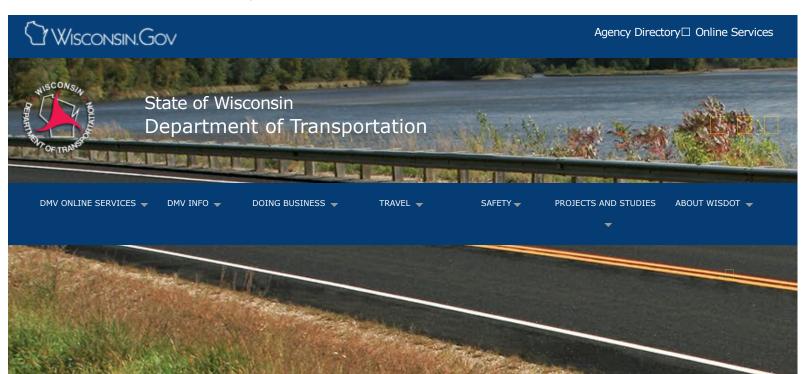
2. Mailing written comments to:
      Division of Motor Vehicles
      Wisconsin Department of Transportation
      4822 Madison Yards Way
      PO Box 7336
      Madison, WI 53707-7336

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at wisconsindot.gov to allow for ongoing comment.

AGENCY CONTACT

DOTDMVGuidanceDocs@DOT.WI.GOV

State of Wisconsin
Department of Transportation

DMV ONLINE SERVICES ▼   DMV INFO ▼   DOING BUSINESS ▼   TRAVEL ▼   SAFETY ▼   PROJECTS AND STUDIES   ABOUT WISDOT ▼

eMV Fleet - Getting started

eMV fleet

Getting started

Fleet processing

User manual

Sign-on | User ID | Activate account | Logout | Adobe settings | Account recovery | Profile management

Authorized agents can access state Internet applications by using the Web Access Management System (WAMS) - the same means of identification for all state web applications.

If you already have a WAMS account, complete the MV2700: eMV Fleet Application and proceed to step 4.

Step 1: Sign-on process

Log on to the State of Wisconsin self-registration site. Set up a user ID for each person who will need access. Please note that obtaining a user ID is a two-step process and you must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Step 2: Request a user ID and password

Submit your contact and account information. You will immediately receive a confirmation email containing a web link to the account activation page.

You must have an accessible, valid and unique email address to complete the self-registration process. You will need your user ID and password to complete step 3.

Self-registration allows you to create your personal Wisconsin Login account. This allows the user to conduct secure business transactions with the State of Wisconsin over the internet. The account belongs to you and, therefore, requires your personal information.

Self-registration
*Indicates a required field

```
Profile Information
  First Name          |              |  *
  Middle Initial      |  |
  Last Name           |              |  *
  Suffix              |          | ▼ |  e.g., JR, SR, I, II, III

  E-Mail              |              |  *    e.g.,
  username@host.domain

  Phone #             |  | | | | |
                      If you provide address information it must be
  complete and correct. A United States Postal Service database is used
  to verify each address.
                      Home Residence Address
  Street              |              |
  Unit Number         |              |
  City                |              |
  State               | Select a State    | ▼ |
  Zip Code            |   | |   |
                      Home Mailing Address
  □                   Mailing Address is the same as Residence Address.
  Address(1)          |              |
  Address(2)          |              |
  City                |              |
  State               | Select a State    | ▼ |
  Zip Code            |   | |   |
```

Your user profile will never collect or contain information about your driving history, tax information, unemployment compensation or vehicle registration(s).

```
Account Information
  Your User ID must be between 5-20 characters and CAN be a
  combination of letters and numbers. Your Password must be between
  7-20 characters and MUST contain a combination of letters and either
  numbers or special characters (except the @ sign). User IDs and
  Passwords are case sensitive.
  User ID             |              |  *
  Password            |              |  *
  Re-enter
  Password            |              |  *
```

Step 3: Activate your account

- Click on the web link in your confirmation email, which will take you to the Account Activation Page.
- Log on using your new Wisconsin User ID and password to activate your account. (You will need to check the email you listed in the original sign on process to activate your account.)

Step 4: Complete access form

Complete the MV2700: eMV Fleet Application. Note that at least one person must be granted "Process" and "Maintain ACH" roles. The "Process" role allows a person to complete transactions and the "Maintain ACH" role allows a person to maintain the company's electronic fund transfer (EFT) information.

Email the completed form to DOTEMVFLEET@DOT.WI.GOV   You will receive a confirmation email within seven days informing you that your company is ready to process Wisconsin vehicle fleet renewals. This confirmation will include the Internet address to access the eMV Fleet application.

Enter your electronic fund transfer information:

- Log onto the eMV Fleet application
- Select "Bank Account Information" from the main menu
- Select "Add" on Bank Account
- Enter bank name, routing number and account number
- Select "Add Bank Account"

For more detailed information about adding account information, see Section 5 of the eMV Fleet User Manual.

Step 5: Adobe Reader settings

You will need the Adobe Reader to view and print eMV Fleet reports and certificates of registration. For information about getting a free copy of Adobe Reader, visit the Wisconsin Department of Transportation's software information webpage.

Check your Adobe Reader settings before processing applications. This allows you to process consecutive applications without logging back into the application.

1. If you have Windows, click on **Start** and select **Programs**. If not, go into your computer's list of programs.
2. Click on **Adobe Reader**.
3. Click on **Edit**.
4. Click on **Preferences**.
5. Depending on which version of Adobe Reader you have, select either **Options** or **Internet** from the list on the left side of the window.
6. **Unclick the first box** - display PDF in browser.
7. Click on **OK**.
8. **Exit** Adobe Reader.

Account recovery

Forgot your Wisconsin User ID or password? Account recovery is used to restore access to your account if you cannot remember your password or your Wisconsin User ID. You must know the answer to your secret question and you must have access to the email address on your account. A link provided in the email is used to recover your account information. It could be the next day before you receive the email with the account information.

Profile management

Profile management allows you to change your account information, email address, password or

other information.

eMV Fleet team
Email DOTEMVFLEET@dot.wi.gov
Phone (608) 266-6727

Contact Information

Contact Us

☐ Support

Translate website☐
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翻譯網站
Website übersetzen☐
ترجمة الموقع
Txhais website☐
웹 사이트 번역
Перевести сайт

Forms/Notices

Acceptable use policy
Forms
Legal notices
Privacy policy
Software information

WisDOT Employees

Employee information
PTA web
HR Self-Service
Travel Expenses
WisDOT LearnCenter