



Welcome to the Phase 1, Part 1 Training

What's New?

Date: 06.22.2020
By: CVR Team

Phase I – What's New! 



What's New?



MVA approves the following transactions for Dealers and Title Services

- ✓ State and local government
 - Title fees not to exceed \$100
 - Government entities do not pay tax or registration fees
- ✓ Maryland and out of state salvage branded title (salvage certificates excluded)

MVA approves In Transit Tags for Title Services

- ✓ In Transit Tags
 - Can be issued up to 10 days prior to the effective date
 - Valid for 14 days once tag becomes effective
 - Two reprints allowed for lost or stolen
 - Extensions are prohibited
 - Tag will be the same format as dealers use





What's New?



Transfers between Classes

- ✓ A, M, and EPO no longer require a complete repurchase
 - Additional time and/or weight differences will require payment
 - Excessive funds will be credited to the transaction for transfers from a heavier vehicle to a lighter vehicle
 - Customer will not have to apply for a refund

Tags

- ✓ In Transit tags and 60 day Temporary Tags will now have 8 digits instead of 7
- ✓ Bay and Agriculture tags for trailers, Agriculture Farm tags, State and Local government tags can be ordered
- ✓ When transferring tags, the list of available tags will include every plate type MVA offers, rather than A, M, EPO, ASP, MOL, etc.





What's New?



Additional changes

- ✓ Title and mailing addresses can differ from the owner address
 - Mainly for rural vehicle owners who use a PO Box
- ✓ Leases will allow two Lessees with both soundex numbers
- ✓ MVA will be managing year stickers and license plates
 - CVR will no longer calculate fees
 - Fee's and taxes will be calculated by the state

Electronic submission of documents - Scanning

- ✓ During the Phase I rollout of Customer Connect, scanning is encouraged but not mandatory
- ✓ Original ownership document must be retained for a minimum of one year, if scanning is elected
- ✓ MVA requires the documents to be scanned within 3 business days after the transaction has been completed
- ✓ Document Imaging web service will accept late documents, as well as documents that are requested through the MVA's audit process

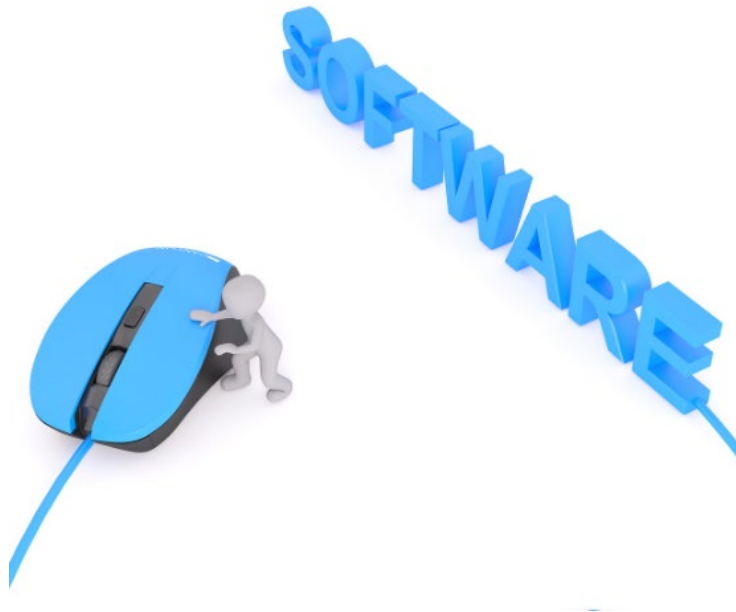
Real Time Transactions

- ✓ All transactions will be in real time to validate the information with MVA and will be visible to MVA and Law Enforcement
 - Exception: Offline Temp Tags





New required fields in CVR Connect



Owners screen

- ✓ Ownership document type
- ✓ Ownership document issue date and Jurisdiction
- ✓ Acquisition type (Gift, MD dealer, out of state dealer, and private sale)

Vehicle screen

- ✓ Use type
- ✓ Primary color
- ✓ Type
- ✓ Odometer date
- ✓ Insurance effective date
- ✓ Insurance code will include a five digit NAIC code

Lien Screen

- ✓ Lien amount

Tag screen

- ✓ Tag names have changed, MD Proud=Flag Tag, Bay Tag=Our Bay Standard, Ag tag=Standard Passenger Agriculture

Renewal screen

- ✓ Renewal transaction will require insurance effective date





Helpful Hints

- ✓ Clear as many pending deals as possible from your account prior to the rollout
- ✓ Any pending deals not finalized on or before July 1st will have to be backed out, and re-done after the go live date of July 6th
- ✓ After pending a deal you will be able to correct odometer info, sales price, insurance info, and lien holder
 - The correction button is being removed, but you will be able to make these corrections simply by going into the deal
- ✓ All other corrections will be considered back outs
 - Please verify the integrity of the information to avoid excessive back outs

Available Resources

- ✓ MVA Help Desk
 - Available to assist with errors

Information subject to change as information becomes available from MVA





Welcome to the Phase 1, Part 2 Training

Transactions and System Changes

Date: 06.25.2020
By: CVR Team

Phase I – Transactions & System Changes





Corrections

Pending Title and Reg Transaction

What can be changed/corrected without having to do a back out correction

- ✓ Delivery Date
- ✓ Type of Vehicle
- ✓ Mileage
- ✓ Odometer Date
- ✓ Sales Price
- ✓ CAL LEV
- ✓ Insurance information
- ✓ Lienholder information

The screenshot displays the 'Registration Data Entry & Review' window for a pending transaction. The interface includes a top navigation bar with icons for New, Transmit, Remove, Delete, Correction, Print, DMV Forms, and Exit. A left sidebar shows navigation options: Process, Registration, Inquiry, Inventory, and Purchase Order. The main form area contains the following fields and values:

- Process:** 1 of 1, Pending
- Delivery Date:** 06/24/2020
- Type of Vehicle:** NEW
- Salvage Type:** (empty)
- Special:** STANDARD
- Vehicle:** VIN: (empty), Year: 2020, Make: Jeep (JEEP), Body: SPORT UTILITY (UT), Use Type: STANDARD
- Class:** MULTIPURPOSE VEHICLE
- Axes:** (empty)
- Fuel:** GASOLINE FLEX
- Primary Color:** WHITE
- Secondary Color:** (empty)
- Type:** PASSENGER
- Model:** CHEROKEE
- HOV Permit:** (empty)
- Purpose:** (empty)
- Engine Size:** (empty)
- Rated Weight:** 4250
- GVW:** (empty)
- GCW:** (empty)
- 1 Ton Truck:** (empty)
- 2 Stage Vehicle:** (empty)
- Inspection:** Inspection Override: (empty), Safety Inspection Date: 05/31/2020, Emissions Inspection Date: (empty), Maryland Title #: (empty)
- Odometer:** Mileage: 13, Status: ACTUAL MILEAGE, Snowmobile/Dirt Bike: (empty), Permit #: (empty), Odometer Date: 06/23/2020
- Deal:** Sales Price: \$35,000.00, Tax Amount: \$2,100.00, Tax Exempt: NONE, Number of TradeIn(s): 0, Trade-in: \$0.00
- Trade-In:** MD Title? Trade1 VIN: (empty), Title #: (empty), Date of Trade: (empty), Amount: \$0.00, Mileage: (empty); MD Title? Trade2 VIN: (empty), Title #: (empty), Date of Trade: (empty), Amount: \$0.00, Mileage: (empty)
- Miscellaneous:** CAL LEV: Y-VEI, Temp Tag: (empty), Stock Number: (empty), MVA Dealer ID: (empty), Courtesy Delivery: In State, Out of State
- Insurance:** Insurance Company: (empty), MVA Insurance Code: 10023, Policy Number: 3146, Insurance Effective Date: 06/23/2020

Red arrows point to the following fields: Delivery Date, Type of Vehicle, Mileage, Odometer Date, Sales Price, CAL LEV, Insurance Company, MVA Insurance Code, Policy Number, and Insurance Effective Date.





New Required Fields

Renewal Transaction

Additional fields are now required to complete a renewal

- ✓ Insurance Effective Date
- ✓ Insurance information will now be validated with participating insurance companies
- ✓ FEIN/SOUNDEX

1 of 1
RTEST RIncomplete
0 ready to transmit

Estimate Fees

Type of Renewal: STANDARD RENEWAL

Current Registration Information

Current Tag Type: Safety Inspection: // Mileage:
Current Tag Number: Current Tag Expiration: // Purpose:

Renewal Information

New Expiration Year: VIN: Vehicle Model Year: Rated Weight: Vehicle Type:
Tag Type: Tag Number: CHG Correction: Sticker: CHG Unsticker: CHG

Insurance Information

Insurance Company: MVA Insurance Code: Policy Number: Insurance Effective Date: //

Owner Information

FEIN/Soundex:

Physical Address

Change Address Street Address: Zip: City: State: County:

Mailing Address

Change Address Street Address: Zip: City: State: County:

Renewal/Sub

NO MESSAGES





Tags and Plates

New Tag Names

- ✓ Flag Tag =
 - MD Proud
- ✓ Our Bay Standard -2018 =
 - Bay
- ✓ Standard Passenger Agriculture=
 - Agriculture

New Available Plates

- ✓ Bay and Agriculture for trailers
- ✓ Agriculture Farm Truck
- ✓ State and local Government

KRISTINA DEALER Create Purchase Order

Process

Registration Inquiry Inventory Purchase Order

New View All Send Delete Exit

Inventory Series	Qty On Hand	Qty On Order	Minimum Level	Maximum Level	Order Quantit
State Government	0	0	0	0	2
Flag Tag Standard	0	0	0	0	2
Our Bay Standard - 2018	0	0	0	0	2
Our Bay Trailer - 2018	0	0	0	0	2
Gratis Local Government	0	0	0	0	2
Trailer Agriculture	0	0	0	0	2
Agriculture Farm Truck	0	0	0	0	2
Standard Passenger Agriculture	0	0	0	0	2

Purchase Order Item

Inventory Series: Standard Passenger Agriculture Minimum Level: 0

Qty On Hand: 0 Maximum Level: 0

Qty On Order: 0 Order Quantity: 25

OK Cancel Add Item Delete Item





In Transit Tags for Title Services

New Transaction

- ✓ Must be out of state customer
- ✓ Valid for 14 days
- ✓ Can be issued up to 10 days prior to effective date
- ✓ Two reprints allowed
- ✓ Extensions are prohibited
- ✓ Ownership document information will be required

The screenshot shows the CVR In Transit Tag application form. The top navigation bar includes buttons for New, Transmit, Submit Docs, Remove, Delete, Correction, Print, DMV Forms, and Exit. The main form area contains the following fields:

- 1 of 1** (tab indicator)
- INTRANS** (dropdown menu) and **RIncomplete** (text)
- Estimate Fees** (text)
- Type of Registration:** **IN-TRANSIT** (dropdown menu)
- Issue Date:** **06/24/2020** (text field)
- Special:** **STANDARD** (text field)
- Expiration Date:** **07/08/2020** (text field)
- Tag Number:** (text field)
- Current Status:** (dropdown menu)
- Offline Temp Tag:** (text field)
- New Status:** (dropdown menu)
- Reason Code:** (dropdown menu)
- Number of Reprints:** (text field)
- Police Report #:** (text field)
- Police Jurisdiction:** (text field)
- Issue New Tag:** (checkbox)
- Temp Transfer Information** (section header)
- Tag Number:** (text field)
- Vehicle Class:** (dropdown menu)
- Sticker:** (text field)
- VIN:** (text field)

At the bottom, there are three tabs: **Owner** (with a person icon), **Vehicle** (with a car icon), and **Tag/Sticker** (with a tag icon and a green checkmark).





Welcome to the Phase 1, Part 3 Training

Temporary Tag Transfer Transaction

Date: 06.30.2020
By: CVR Team

Phase I – Temporary Tag Transfer Transaction



New Transaction for Dealers

Temporary Tag Transfer Transaction replaces paper transfer slip

- ✓ Temporarily assign customers existing hard tag to their new vehicle
- ✓ Expiration date does not change
- ✓ Convenient for dealerships issuing Temp Tags at point of sale
- ✓ Title Clerk finalizes transaction at a later time

The screenshot displays the 'Temporary Tag Transfer Transaction' form in the CVR system. The interface includes a top navigation bar with icons for New, Transmit, Submit Docs, Remove, Delete, Correction, Print, DMV Forms, and Exit. The main form area is divided into several sections:

- Transaction Summary:** Shows '1 of 1' transactions, a 'TTTRANSF' status, and 'RPending'.
- Estimate Fees:** Includes fields for 'Type of Registration' (60 DAY TEMP TAG), 'Issue Date' (06/29/2020), and 'Special' (STANDARD).
- Tag Information:** Contains fields for 'Expiration Date' (06/28/2020), 'Tag Number', 'Current Status', and 'Offline Temp Tag'.
- Additional Fields:** Includes 'New Status', 'Reason Code', 'Number of Reprints', 'Police Report #', 'Police Jurisdiction', and 'Issue New Tag' checkbox.
- Temp Transfer Information:** Features fields for 'Tag Number' (6DJ77), 'Vehicle Class' (B2016 FLAG TAG STANDARD), 'Sticker' (139), and 'VIN' (1FT7W2).





New Transaction for Dealers

Temporary Tag Transfer Transaction replaces paper transfer slip

- ✓ Temporary Tag fee remains \$15

The screenshot displays the CVR software interface for a Temporary Tag Transfer Transaction. The main window has a blue header with icons for New, Transmit, Submit Docs, Remove, Delete, Correction, Print, DMV Forms, and Exit. Below the header, there's a status bar showing "1 of 1" and "RPending". The "Estimate Fees" section shows "Type of Registration: 60 DAY TEMP TAG", "Expiration Date: 08/28/2020", "Tag Number: 6DJ7705", "New Status: ", "Reason Code: ", "Police Report #: ", "Police Jurisdiction: ", "Temp Transfer Information: Tag Number: 6DJ7705", and "Vehicle Class: ". A "Confirmation" dialog box is open, displaying the following information:

Confirmation

You have chosen to proceed with following inventory and fee. Please confirm and press ok button to continue.

Inventory

PLATE NUMBER: 6DJ7705 STICKER NUMBER: 1393777

Fee Details

TITLE FEE:	0.00	MISC:	0.00
LIEN:	0.00	REGISTRATION:	0.00
TRANSFER:	0.00	SURCHARGE:	0.00
ADMIN:	0.00	TEMP TAG:	15.00
EXCISE TAX:	0.00	TOTAL FEES:	15.00

Ok Cancel





Welcome to the Phase 1, Part 3 Training

Electronic Submission of Documents

Date: 06.30.2020
By: CVR Team

Phase I – Electronic Submission of Documents





Certified Scanners

- ✓ Fujitsu 7160
- ✓ Fujitsu SP 1130
- ✓ Epson DS 780N
- ✓ Scan option will be available for Pending and Completed deals
- ✓ Electronically submit documents for Deal Types that are manually submitted to MVA with bundle paperwork
- ✓ Driver Installation and Scan functionality is tested and certified on Window 10 OS only

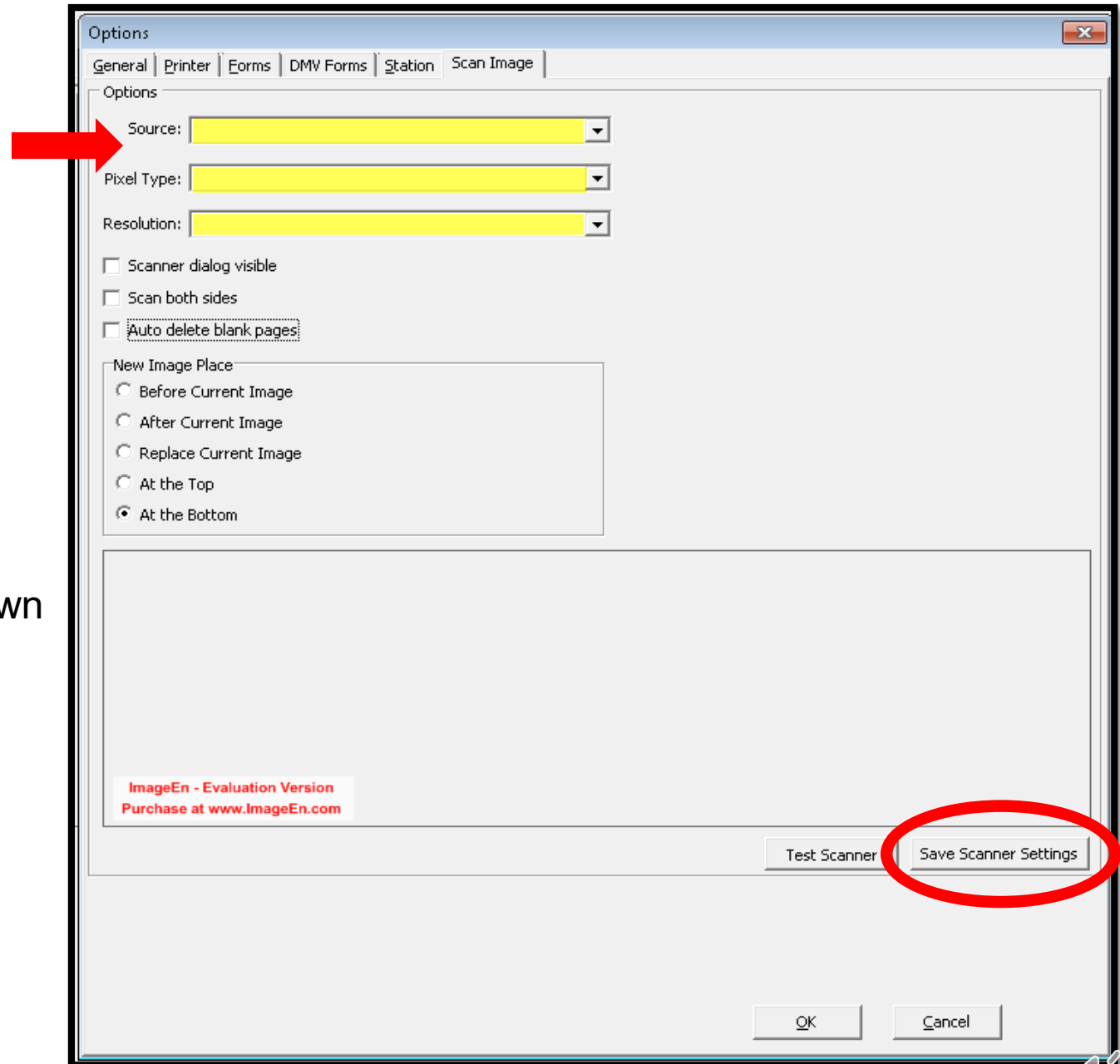




Scanner Settings in CVR

Step by Step

1. Go to Tools
2. Select Options
3. Select Scan Image
4. Select Scanner from Source dropdown
5. Pixel type is Black & White
6. Resolution is 200
7. Click "Save Scanner Settings"





Testing Scanner

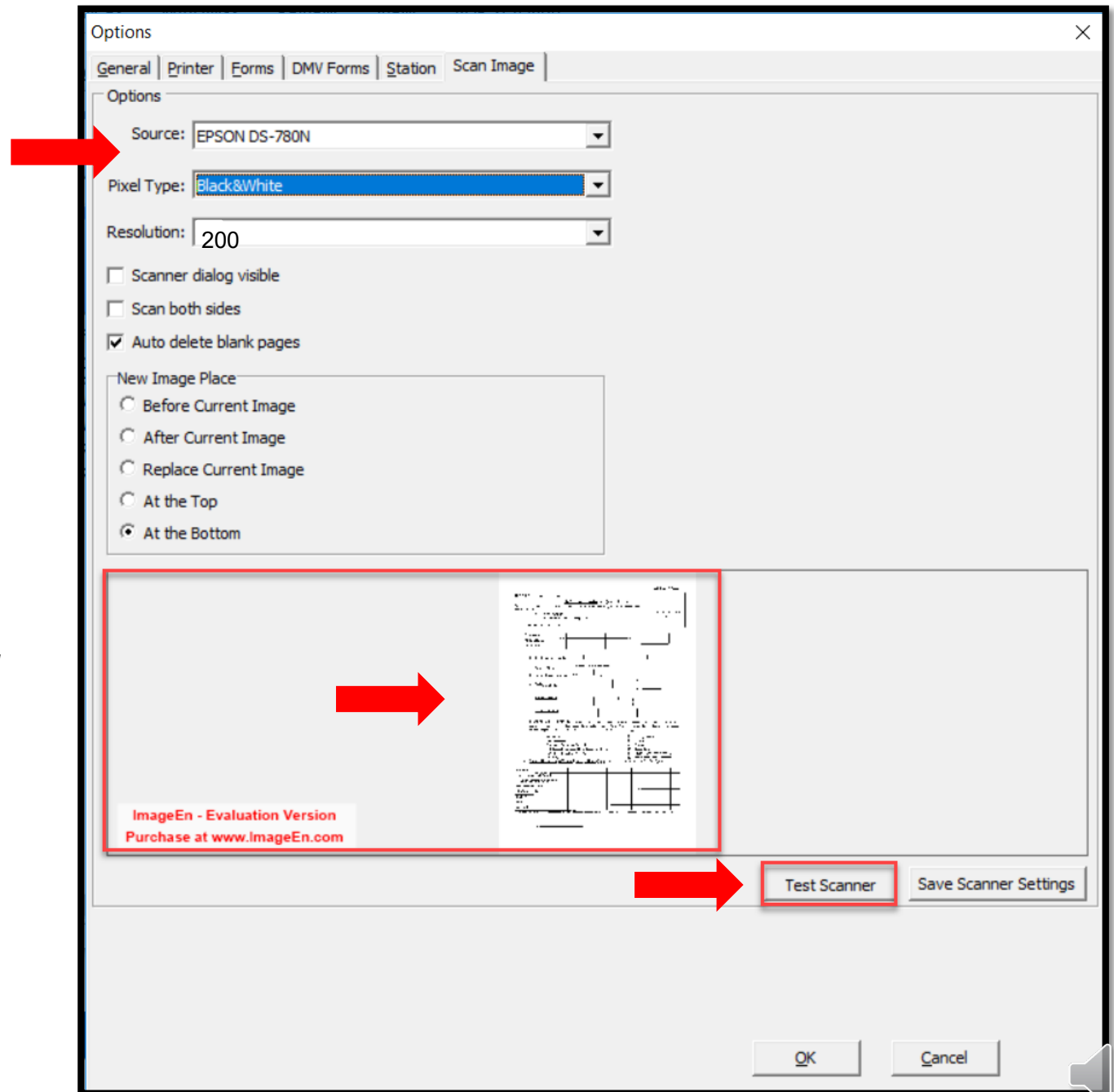
Once settings are saved

8. Insert documents

9. Click Test Scanner

10. Click OK to exit the Options screen

Scanned document will be displayed as shown

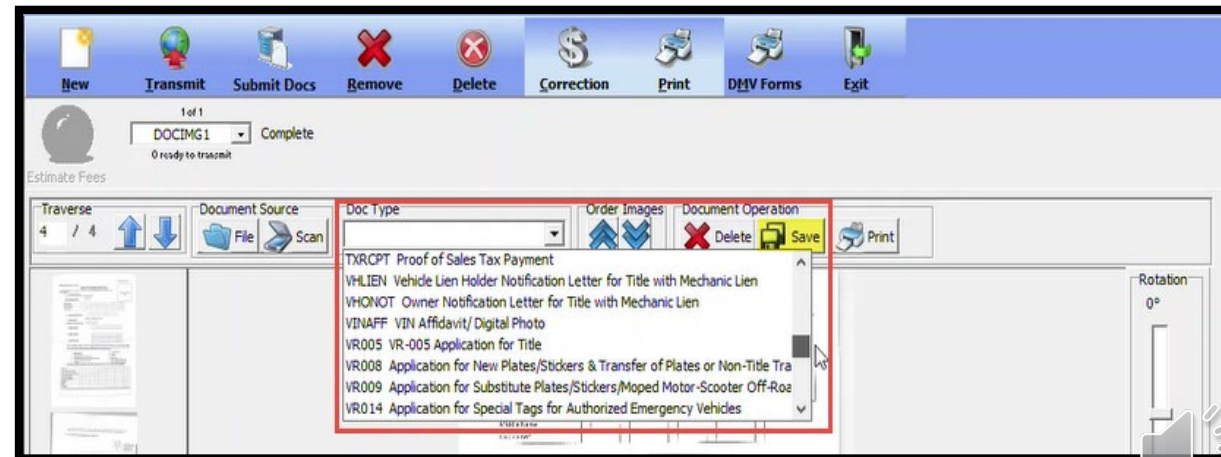
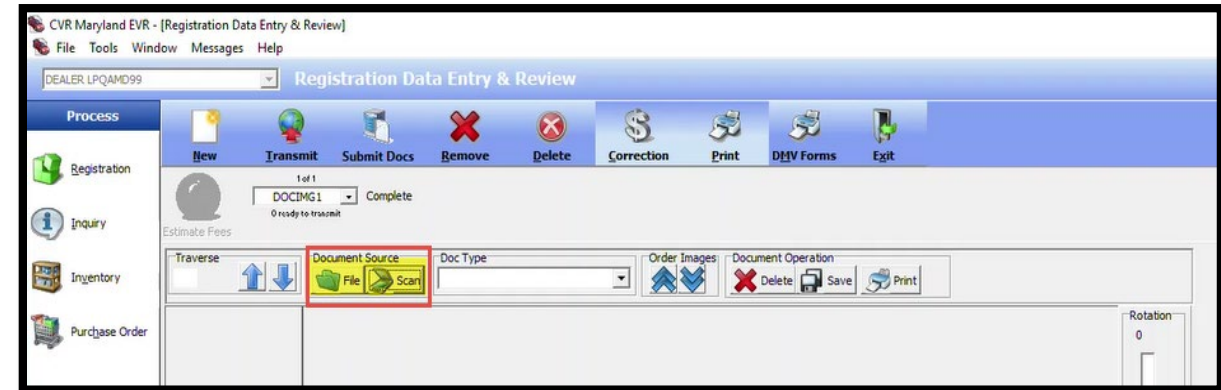
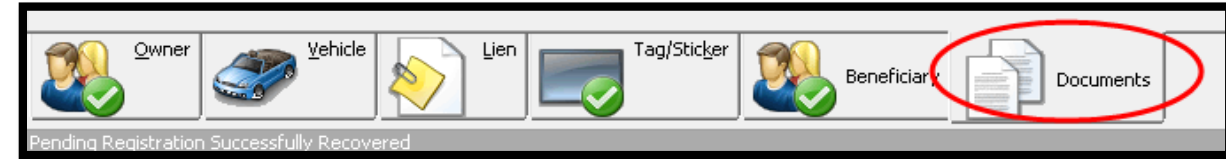




Scan tab will appear for Pending or Completed deals only

Step by Step

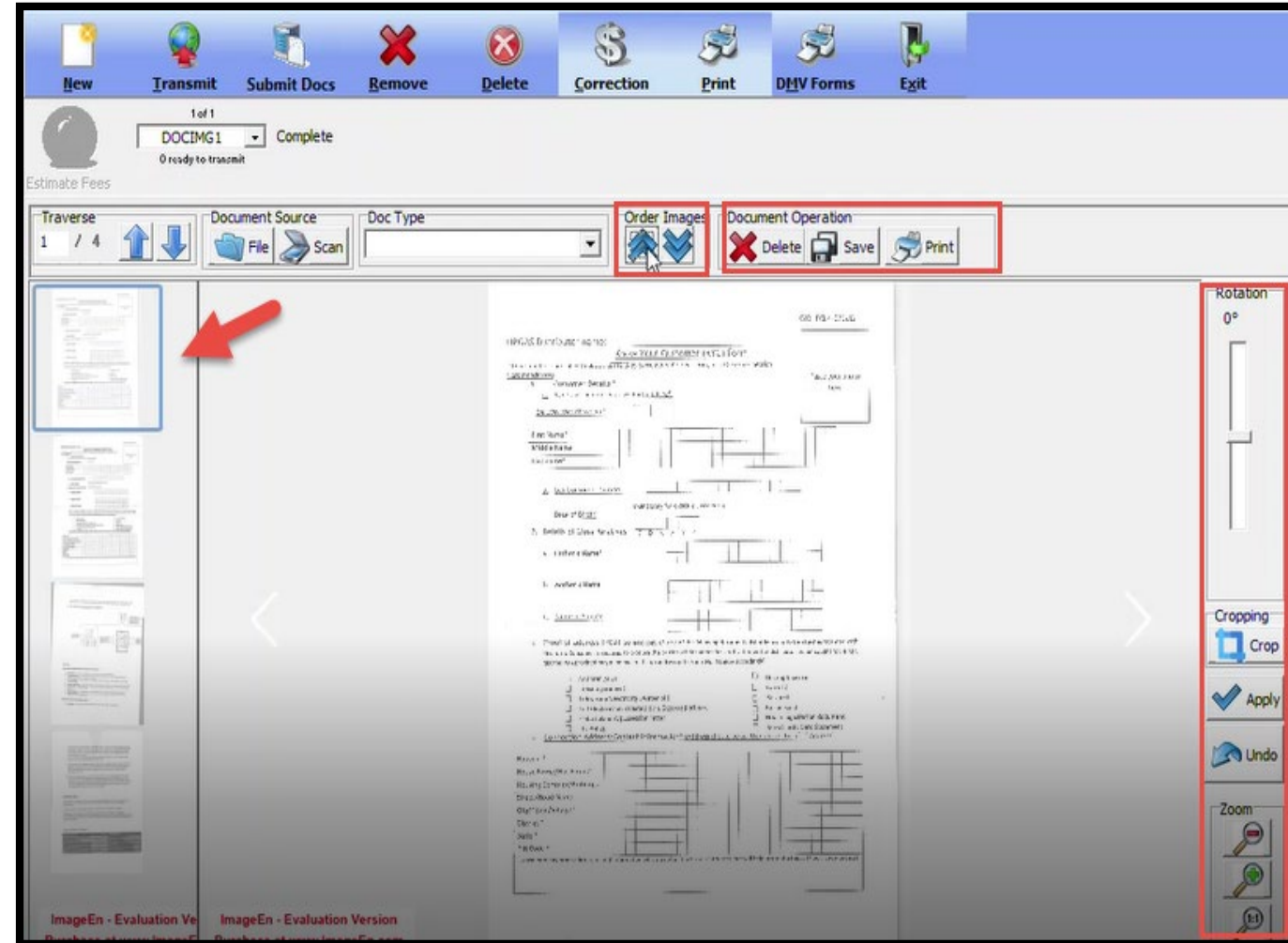
1. Select a Pending or Completed deal from the registration list
2. Documents can be uploaded from a file for a pc by selecting FILE or SCAN. We strongly recommend using the SCAN option
3. Insert document and Click SCAN
4. Uploaded documents will require Doc Type for each document scanned
5. Click Save





Adjusting Scanned Documents

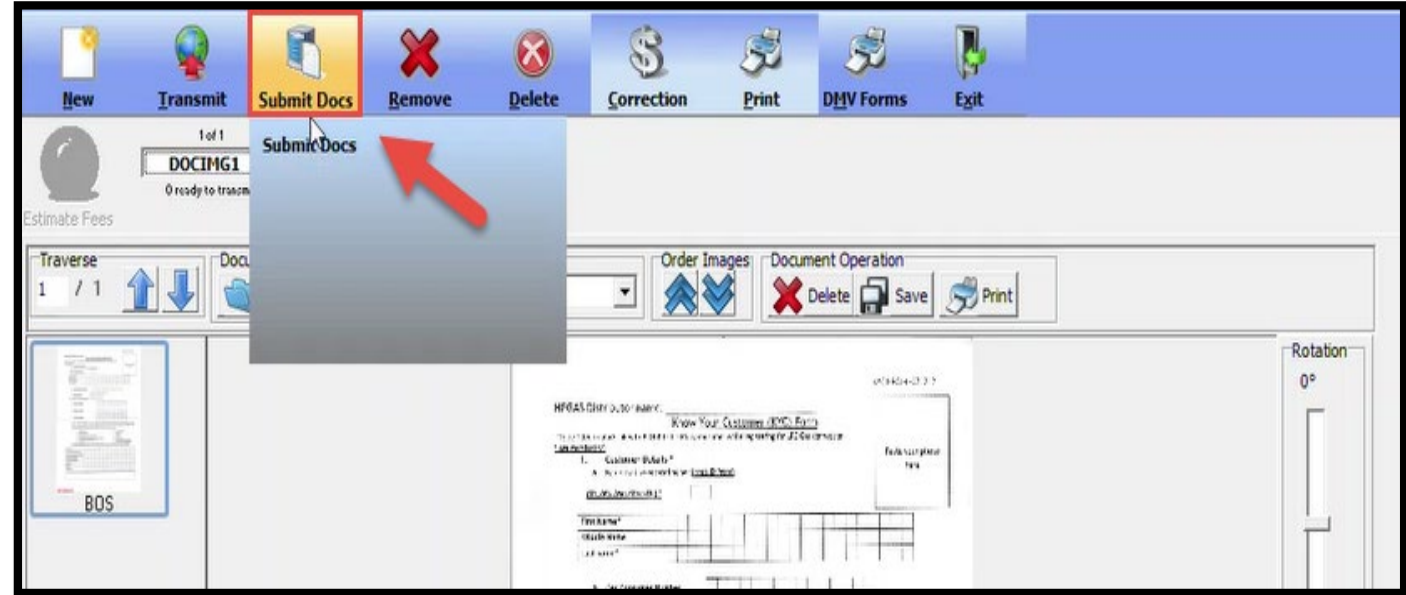
- ✓ Order of documents can be adjusted by clicking Arrows
- ✓ Document Images
 - Delete
 - Save
 - Print
 - Crop
 - Rotate
 - Zoom
- ✓ Changes to documents can be saved by clicking Apply
- ✓ Unwanted changes can be reversed by clicking Undo





Submitting Saved Documents

- ✓ Submit Docs option will be available once documents have been saved
- ✓ Click Submit Docs to electronically send scanned documents to MVA
- ✓ Additional documents can be uploaded
- ✓ Uploading all documents before submitting is highly recommended





Certified Scanners

- ✓ FUJITSU SP-1130
- ✓ EPSON DS-780N
- ✓ FUJITSU 7160



**Additional Questions?
Please contact CVR**

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We appreciate your business!

CVR would like to thank you for taking the time to educate yourselves in preparation for the changes that will be implemented on July 6th, 2020.

