

ARTS Registration Applied For (Temporary) Tag Printing Process

MVD Learning & Development

Audience: Iowa vehicle dealers.

Overview: This document provides the process and steps needed for dealers to create and print *Registration Applied for Cards* (Temporary Tags) in the Iowa Department of Transportation's ARTS Dealer Inquiry Tools online database.

To request access to the Dealer Inquiry Tools online database, please submit [Form 431069: Privacy Act Agreement for Request of Motor Vehicle Records Form \(431069\)](#).

Each user at the dealership will receive a unique user ID and password. Every Temp Tag transaction will be linked to the user ID that created it. **Important:** Do not share your user ID. Only authorized users can create Temp Tags. Violating this policy goes against the Privacy Agreement and can result in losing access.

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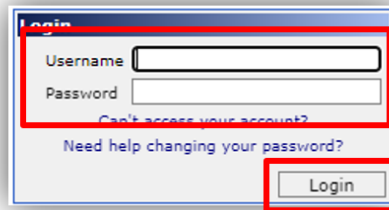
Helpful Resources

- Iowa Department of Transportation's ARTS System: <https://arts.iowadot.gov/login.aspx>
- [Form 431069: Privacy Act Agreement For Request of Motor Vehicle Records](#)
- Iowa DOT – MVD Dealer Resource Site: <https://iowadot.gov/registration-plates/dealerships/dealer-licenses-requirements>

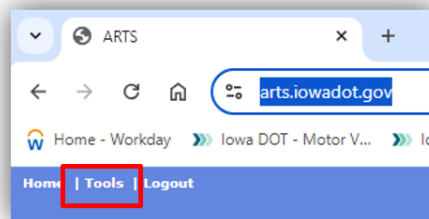
Access Dealer Inquiry Tools

1. Access the Dealer Inquiry Tools to print Registration Applied For cards:
<https://arts.iowadot.gov/login.aspx>

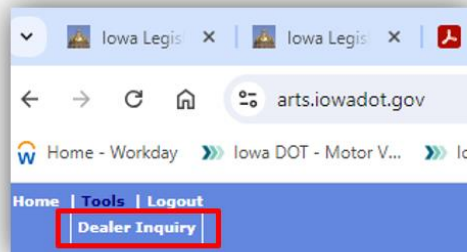
2. Enter account username and password then “Login”.



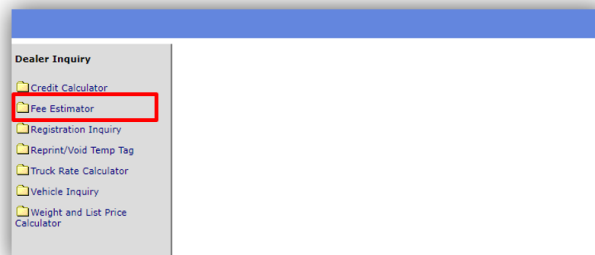
3. Find the Dealer Inquiry Tools under “Tools”.
 - a. Hover the cursor over “Tools”.



- b. Select “Dealer Inquiry”.



4. The Registration Applied For Card (Temp Tag) is found in “Fee Estimator”.



Create a Registration Applied For Card (Temp Tag)

1. After opening Fee Estimator (see section above), enter the VIN and other required information. After all required information is entered, click “Calculate”.

Dealer Inquiry

- Credit Calculator
- Fee Estimator
- Registration Inquiry
- Reprint/Void Temp Tag
- Truck Rate Calculator
- Vehicle Inquiry
- Weight and List Price Calculator

Print Fee Estimator

Fee Estimator Criteria

To qualify for the 13-month special registration, the vehicle cannot be wholly owned by a business entity, the vehicle must not be leased, and there are no penalties on the registration

Vehicle Information

VIN: [Redacted] Is purchase month = an owner's birth month? ☐

Purchase Date: 08/06/2024 Registration Interval: Annual Registration Expiration: Mar 2025

Security Interest Holders: [Dropdown] Plate Type: County Std Tonnage: [Dropdown]

Net Purchase Amount: 0.00 Registration Credit Amount: [Dropdown] Additional Fees: [Dropdown]

Usage: Regular ☐ Currently in dealer Inventory ☐ Include postage amounts ☐

Credit Plate: [Dropdown]

Calculate

2. Check that the information on the fee estimator screen is correct and complete, then click “Print Temp Tag.”

Dealer Inquiry

- Credit Calculator
- Fee Estimator
- Registration Inquiry
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- Vehicle Inquiry
- Weight and List Price Calculator

Print Fee Estimator

Fee Estimator Criteria

To qualify for the 13-month special registration, the vehicle cannot be wholly owned by a business entity, the vehicle must not be leased, and there are no penalties on the registration

Vehicle Information

VIN: [Redacted] Year: 2020 Make: Truck Model: 10402 Plate: [Redacted] Tonnage: 6

Title and Registration Information

Purchase Date: 08/06/2024 Registration Expiration: 3/31/2025 Usage: Regular Plate Type: County Std

Net Purchase Amount: \$0.00 Tonnage: 6

Registration Details

Category	Amount	Fee Amount	Amount
Registration Fee	\$10.00	\$10.00	\$10.00
County Std Plate Fee - Initial/Non-Std	\$0.00	\$0.00	\$0.00
Fee for Non-Std. Reg. Tag	\$0.00	\$0.00	\$0.00
Registration Costs			\$10.00
Additional Fees			\$0.00
Grand Total			\$10.00

Print Temp Tag

3. The “Confirmation” box will appear. This is confirming the deal is completed and the sale is ready for a Temp Tag.
 - a. Selecting “Yes” will generate a uniquely assigned Temp Tag Number.
 - b. Selecting “No” will return you to the Fee Estimator to start a new transaction. Nothing will be generated or stored in the system.

Dealer Inquiry

- Credit Calculator
- Fee Estimator
- Registration Inquiry
- Reprint/Void Temp Tag
- Truck Rate Calculator
- Vehicle Inquiry
- Weight and List Price Calculator

Print Fee Estimator

Confirmation

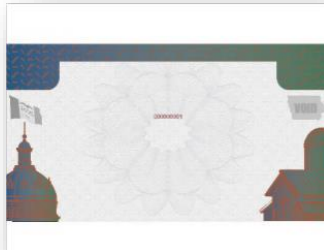
Are you sure you want to print the dealer temp tag?

Yes **No**

4. Return to Fee Estimator to continue creating, printing, or voiding Registration Applied For cards.

Print the *Registration Applied For* Card (Temp Tag)

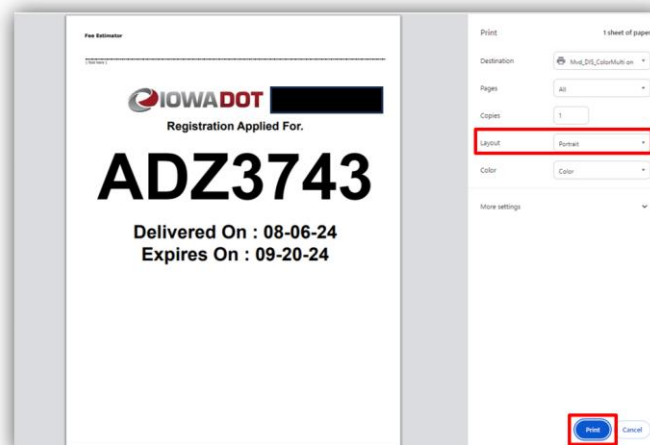
1. The *Registration Applied For* card must be printed on the secure stock (as shown below) provided by the Iowa DOT. Before printing, check and test your printer and its settings to ensure “Landscape” orientation is set for printing on the stock.



2. After confirming “Yes” the deal is complete and the sale is ready for a Temp Tag, the temp tag will appear on the screen. Click the “Print Tag” button.



3. The print settings will open. Make sure to set the layout to “Landscape” by choosing it from the “Layout” drop-down menu. When you're ready to print, click “Print.”



4. Return to Fee Estimator to continue creating, printing, or voiding Registration Applied For cards.

Reprint or Void a *Registration Applied For* Card (Temp Tags)

1. To reprint or to void a temp tag, from the “Dealer Inquiry” menu select “Reprint/Void Temp Tag”.



2. The “Reprint/Void Temp Tag” Screen will appear. Enter the VIN of the vehicle to reprint or void the temp tag for. Then “Search”.

A screenshot of the 'Reprint/Void Temp Tag' screen. On the left is a sidebar with the 'Dealer Inquiry' menu, where 'Reprint/Void Temp Tag' is selected. The main area has a title 'Print Reprint/Void Temp Tag'. Below the title is a form with a label '#Vin' and a text input field. A red box highlights the input field. To the right of the input field is a 'Search' button, also highlighted with a red box.

3. The Temp Tag will appear. Find the “Print Tag” and “Void” buttons.
 - a. To reprint the tag, click the “Print Tag” button and follow the directions above.
 - b. To void the temp tag, click “Void” and the temp tag will no longer be active.

A screenshot of a 'Registration Applied For' card. The card has the Iowa DOT logo at the top. Below the logo, it says 'Registration Applied For.' followed by a large, bold, black text 'ADZ3743'. Below this, it says 'Delivered On : 08-06-24' and 'Expires On : 09-20-24'. At the bottom right, there are two buttons: 'Print' and 'Void'. Red arrows point to these buttons, with the label 'Print' pointing to the 'Print' button and the label 'VOID' pointing to the 'Void' button.

4. Return to Fee Estimator to continue creating, printing, or voiding Registration Applied For cards.