

**IOWA DOT**  
6310

MOTOR VEHICLE DIVISION

**Contiguous County vehicle titling  
ARTS & ERT screens and processes  
February 2022**

## **Outline**

- 1. Contiguous County transactions in ARTS**
- 2. Contiguous County transactions through ERT**
- 3. Title Snapshot and Management Reports**
- 4. Accounting & miscellaneous**
- 5. Anticipated questions**

**We will use “CC” throughout for Contiguous County.**

## **Standard title & registration transaction in ARTS**

- **Most elements of a title & registration transaction will not look any different in ARTS**
- **Customer at any Priority level (1, 2 or 3) needs to be a resident or CC**
- **Make sure customer understands that the plate and the title will be issued by the county where it is transacted**
- **Make sure to set which customer will get renewals as that will determine Managing County**

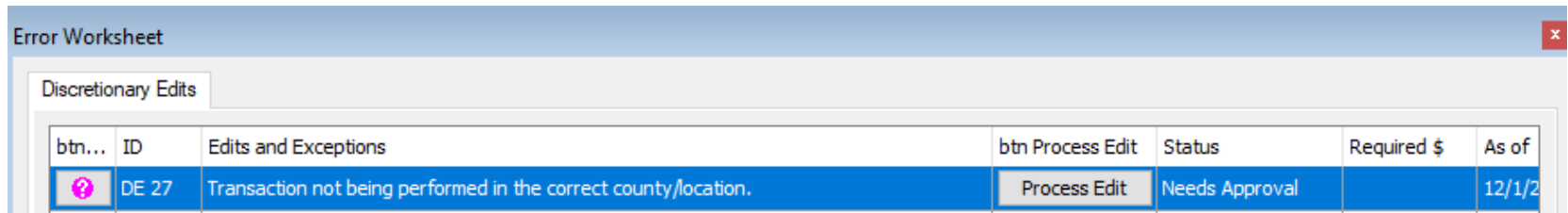
## **If no customer is resident or CC ...**


- **Check to see if any customer has a new address that would make them a resident or CC; update Customer Record and Update deal**
- **If you do not have a customer that is resident or CC, then refuse the deal, return the application materials and direct customer to a different county**
  - **Please advise customer to complete a new application; customer should not cross out CC information at bottom and write in a new county**



## Three discretionary errors may fire for CC


- **DE27 – transaction being performed in wrong county**  
**This is OK if you confirm it is a Contiguous County**  
**Clerk may auto approve**



btn...	ID	Edits and Exceptions	btn Process Edit	Status	Required \$	As of
	DE 27	Transaction not being performed in the correct county/location.	Process Edit	Needs Approval		12/1/2


## Three discretionary errors may fire for CC

- **DE58 – plate does not match managing county**  
**This is OK if you confirm it is a Contiguous County**  
**Clerk may auto approve**

	DE 58	The plate county does not match the owners managing county.	<a href="#">Process Edit</a>	Needs Approval		12/1/2021	
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## Three discretionary errors may fire for CC

- **DE867 – transaction being performed in county not contiguous**  
**THIS IS YOUR FATAL ERROR – DO NOT PROCEED**
- **Go back and check everything that might make it eligible for CC or resident county.**
- **Do not proceed with an unresolved DE867. Cancel the deal, return materials to customer and advise that they will need to be revised and submitted to eligible county.**

	DE 867	Transaction is being performed in county not contigu...	Process Edit	Needs Approval	2/10/2022
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## Transaction coming from ERT

- **General queue reminder that transactions do not immediately display. You must set options and hit “Refresh” when you open the queue**

Electronic Registration and Titling Queue

Location: Polk - Primary | Deal Status: PendingCountyReview | Deal Count: | Customer #: | Dealer #: | Refresh

Deal ID	VIN	Deal Status	Open T&R	Vehicle #	Total Fees	Updated ...	Comments	Deny	Selling De...	Dealer Au...	Total Amo...
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Deal Count: 0 | Total Fees: \$0.00



## Transaction coming from ERT

- You can sort and limit based on the available options

Electronic Registration and Titling Queue

Location: Polk - Primary Deal Status: PendingCountyReview Deal Count: Customer #: Dealer # Refresh

Deal ID	VIN	Deal Status	Open T&R	Vehicle #	Total Fees	Updated ...	Comments	Deny	Selling D...	Dealer A...	Total Amount
+ 61360	FC81E67...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61361	7527BBB...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61362	2BFDC00...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61363	EE41DBE...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61364	817FEE8...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61365	86CD61D...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61366	71E91A8...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61367	0D14556...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61368	C33C301...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60
+ 61369	09CD630...	Pendi...	Open TR		282.60	10/25...	A	Deny	<a href="#">GYDNT L...</a>	297.60	312.60

Deal Count: 30,000 Total Fees: \$8,478,000.00

## Checking ERT for resident or CC customer

- **This is essentially the same as checking for resident or CC customer for a paper deal**
- **ARTS will display the same DE's upon validation if there is no customer qualifying as resident or CC**
- **Check application paperwork to see if customer is requesting an updated address; update in Customer record and Update Deal**
  - **If you do not Update Deal, the change may not take effect and you may not properly route the fees to your County**
- **Reminder that with the new T&R form, a separate ERT authorization is no longer required (if ERT box is checked)**

## Denial in ERT

- If ERT deal has no resident or CC customer, DE867 fires
  - Deny deal and state “No resident or contiguous county customer” or similar statement in comments.

ARTS Console (Pre-Prod)

Console View Work Management VRT Reports PWD Plate Merge Customer MCS Inventory Finance Drivers Reports Drivers Dealer Customer Cash Drawer APS Administration Tools Window Help

Fast Path Go

Electronic Registration and Titling Queue

Location: Polk - Primary Deal Status: PendingCountyReview Deal Count: Customer #: Dealer # Refresh

Deal ID	VIN	Deal Status	Open T&R	Vehicle #	Total Fees	Updated Date	Comments	Deny	Selling Dealer	Dealer Authorized ...	Total Amount
69847	1GCPYBEK5NZ167325	PendingCountyR...	Open TR		2412.45	2/9/2022		Deny	Bob Brown Chevrolet...	2412.45	2415.45
69926	1GCGTDEN6N1137396	PendingCountyR...	Open TR		1239.01	2/9/2022	No resident or contiguous county customer - please review and send to eligible county		Bob Brown Chevrolet...	1239.01	1242.01
71336	3GCNWAEB8NG124...	PendingCountyR...	Open TR		1736.50	2/9/2022			Math Automotive...	1736.50	1736.50
72234	JF2SKAEC0NH412179	PendingCountyR...	Open TR		1769.60	2/9/2022			Stadale S LLC	1784.60	1784.60
72236	1C6SRFBT5NN162734	PendingCountyR...	Open TR		2413.90	2/9/2022			Mer Motors Inc	2413.90	2413.90

Deal Count: 5 Total Fees: \$9,571.46

## Issuing and managing county on title snapshot

### Title Snapshot

					<b>Regular</b>					
Title No:	<b>91AC74520</b>	Issuing Co. <b>Warren</b>	Managing Co. <b>Polk</b>	Valid No.	<b>LCG15004202201</b>	Electronic: <b>No</b>				
VIN:	<b>KNDJE723287508642</b>			Issue Dt:	<b>12/01/2021</b>	ERT: <b>No</b>				
Type:	<b>Multi-purpose</b>	Year: <b>2008</b>	Make: <b>KIA</b>	Model:	<b>Sportage Ex/lx Awd</b>	Designation:				
Cyl:	<b>6</b>	Color: <b>Black</b>	Fuel Type: <b>Gasoline</b>	Weight:	<b>3600</b>	Plate No: <b>LCG150</b>				
LP:	<b>\$21,400</b>	GVWR:	ADS Capable:	Updated:	<b>12/01/2021</b>	Sq.Ft. <b>Style: 4W</b>				
Odometer:		Cumulative Damage:				RM: <b>4</b>				
Owner(s)						<table border="0"> <tr> <td style="text-align: center;"><u>Fee</u></td> <td style="text-align: center;"><u>Penalty</u></td> </tr> <tr> <td style="text-align: center;">+-----</td> <td style="text-align: center;">+-----</td> </tr> </table>	<u>Fee</u>	<u>Penalty</u>	+-----	+-----
<u>Fee</u>	<u>Penalty</u>									
+-----	+-----									

- NOTE: The printed title only displays the Issuing County. We plan to add the change to a future code release so that the printed title displays both Issuing and Managing County. However, all the data regarding Issuing and Managing County is being accurately recorded in ARTS.***

## Management reports

- **Titles issued by county by customer's residence**  
***ARTS > Reports > Management Reports > Titles by Issuing County***

### Titles By Issuing County

Active Filters: From Date: **12/1/2021**, To Date: **12/7/2021**, County: **85**

[Help](#)

### Titles by Issuing County

Issuing County	Residence-Story	Residence-Boone	Residence-Polk
Story	3	2	5

Note: The results returned are current as of the last business day.

## Management reports

- **Titles by customer's residence**

***ARTS > Reports > Management Reports > Titles by Managing County***

### Titles By Managing County

Active Filters: From Date: **12/1/2021**, To Date: **12/7/2021**, County: **85**

[Help](#)

### Titles by Managing County

Residence County	Issued By Story
Story	3

Note: The results returned are current as of the last business day.



## Accounting

- There are no changes. Money from a CC customer is treated the same as money from a resident customer.
- If transaction fires DE867, do not proceed and do not collect money. We do not recommend endorsing a check to a different county because the customer still has a choice of where to submit the application.
- Please assist both resident and CC customers with refunds if they pertain to the original title transaction in your county.

## Using the new title & reg application forms

- On or after February 24, 2022, an applicant may use the legacy forms but only in the county of residence
  - Separate ERT authorization would be required
  - Remind applicant / dealer of new forms
- A contiguous county applicant must use the new form
- ARTS Print App will reflect the new forms
- **Please remind dealers and applicants of new “explanation” section on page 3. This is far better for dealers than adding handwritten notes in margins.**

## Anticipated questions

***Q – what happens if we send a DE867 to MVD for review?***

**A – MVD will deny it and return it to the county. The DE867 should be considered a fatal error. We may investigate to see if the county missed a customer address change, but the county will need to make that change.**

***Q – what if optional county name on plate is passed?***

**A – That is a different issue entirely. It will require ARTS programming changes and likely another update to the application forms.**

***Q – can we turn away a contiguous county customer?***

**A – No. Iowa Code 321.20(4) specifically allows the application to be made to a contiguous county.**

## Anticipated questions

***Q – what outreach are we making***

**A – IADA has been fully engaged and is aware**

**A – We are reaching out to IIADA and out-of-state dealer associations to inform them of the change and the new forms**

**A – While we are making updates to our Web pages and the forms on Seamless, we are not doing any social media posts or promotions of the change.**

## Anticipated questions

*Q – what about policy and legal issues?*

Please refer back to October slides for most policy issues.

<https://iowadot.gov/mvd/ctmanual/presentations/Oct2021/CC-Primer-for-County-Treasurers.pdf>

Please refer to Information Memo 22-04

<https://iowadot.gov/mvd/ctmanual/memos/IM-22-04.pdf>

## Support

**Vehicle Central Programs**

**515-237-3156**

**[County.vehicle@iowadot.us](mailto:County.vehicle@iowadot.us)**

