

Electronic Registration & Titling

Vehicle Central Programs

Overview

Dealers have the option to submit vehicle titles and registrations electronically in ARTS. This process is known as Electron Registration & Titling (ERT). This job aid provides counties with details on how to process ERT transactions.

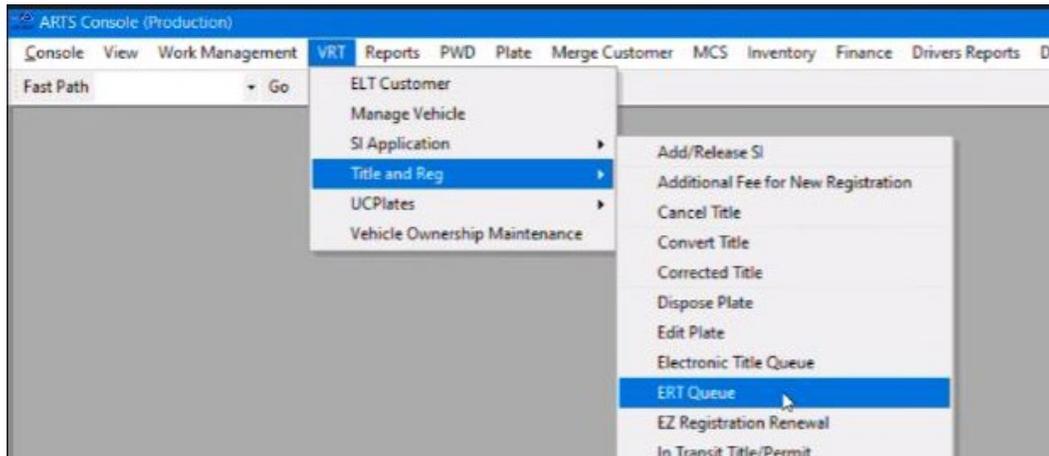
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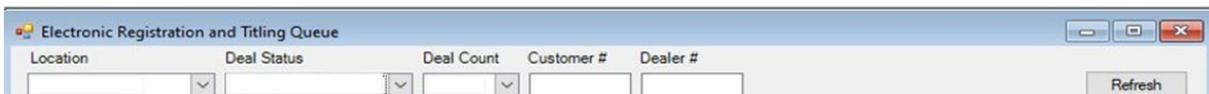
Viewing ERT Deals in ARTS

1. Access ERT in ARTS through the following path:
ARTS → VRT → Title & Reg → ERT Queue

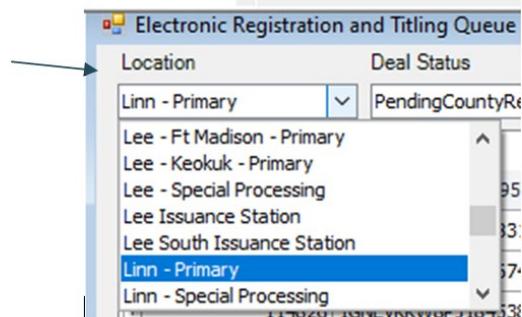
ARTS Fast Path Option: Enter “**ERTQ**” in the *Fast Path* field and select *Go*.



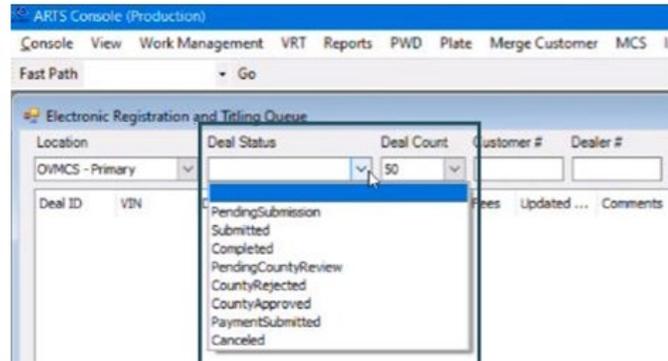
2. The ERT Queue will display the following fields:
 - a. *Location* – Identifies the county where the ERT deal is being processed.
 - b. *Deal Status* – Filters the search by the status of title and registration transactions.
 - c. *Deal Count* – Identifies the number of transactions to display.
 - d. *Customer #* - Used to search for a deal.
 - e. *Dealer #* - Used to search for a vehicle dealer.



3. Update the ***Location*** field to reflect the county where you are conducting business.



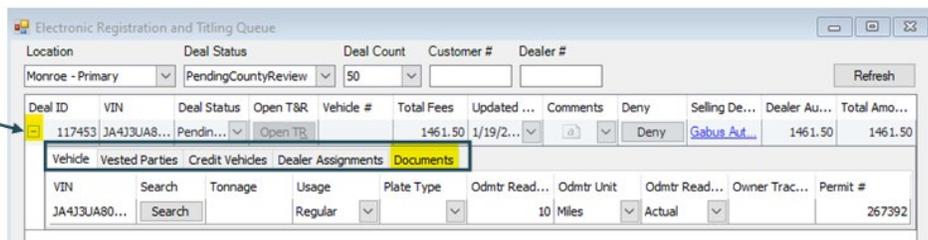
4. Select the desired **Deal Status** option from the dropdown menu.



Note: The Deal Count field determines the number of transactions that will be displayed.

- a. **Deal Status** options include:
 - i. **Submitted**- Transaction has been initiated by the dealer but is not ready to be reviewed/worked by the county.
 - ii. **Pending County Review (default view)**- All paperwork has been submitted and is pending county review.
 - iii. **County Rejected**- Transaction has outstanding requirements or needs clarified.
 - iv. **County Approved**- The title and registration have been approved by the county and is pending payment from the dealer.
 - v. **Completed**- The title and registration have been processed and payment has been received. The change to “Completed” status takes 3 days from the time the title has been issued.
 - vi. **Pending Submission**- *not used for county ERT transactions*
 - vii. **Payment Submitted**- *not used for county ERT transactions*
 - viii. **Canceled**- *not used for county ERT transactions*

5. Select the **+/- symbol** under the **Deal ID** column to view the following details regarding the transaction:
 - a. Vehicle
 - b. Vested Parties
 - c. Credit Vehicles
 - d. Dealer Assignments
 - e. Documents

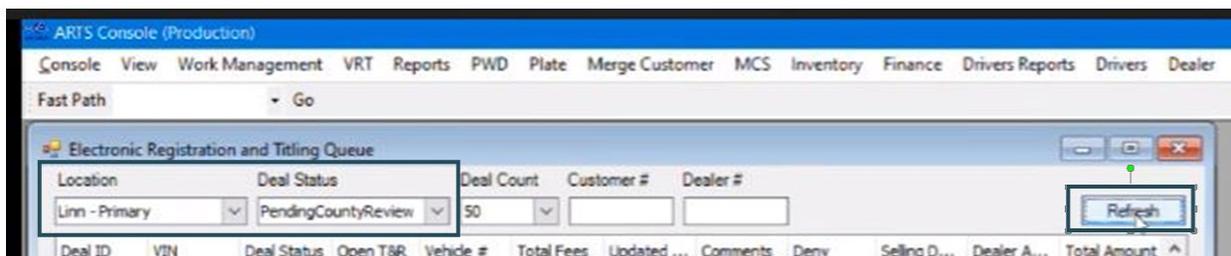


ERT Processing: County Preliminary Review

This review may result in early identification of errors or missing documents. Counties may choose to skip this preliminary review and conduct more thorough review while processing the transaction. See [ERT Processing: Process Transaction](#) below.

1. Access pending ERT transactions.

- a. ARTS → VRT → Title & Reg → ERT Queue (Fast Path ERTQ).
- b. Update the **Location** field to reflect the county where you are conducting business.
- c. Select the **PendingCountyReview** option in the **Deal Status** field and select the **Refresh** button.



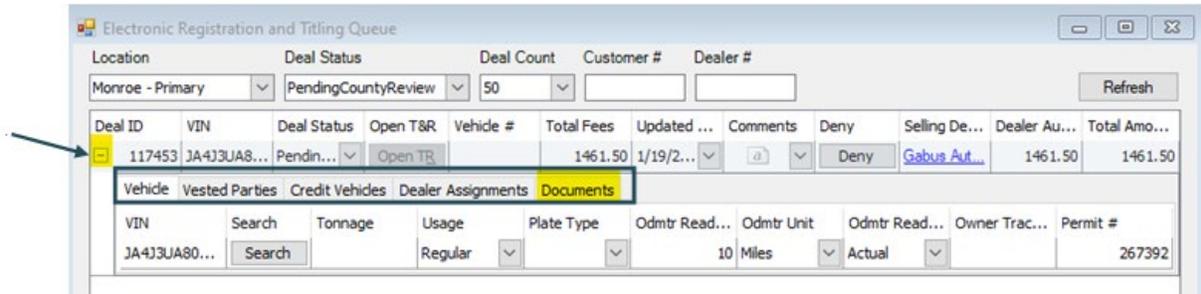
2. The Pending County Review deals will appear.

The screenshot shows the 'Electronic Registration and Titling Queue' window with a list of pending deals. The 'Deal Status' is 'Pending' for all listed deals. The 'Deal Count' is 27 and the 'Total Fees' are \$52,405.96.

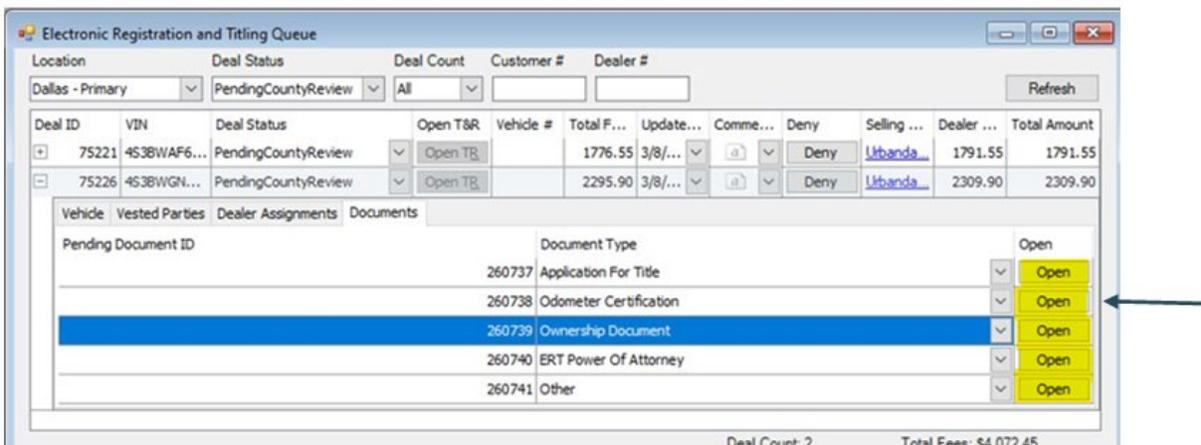
Deal ID	VIN	Deal Status	Open T&R	Vehicle #	Total Fees	Updated ...	Comments	Deny	Selling D...	Dealer A...	Total Amount
117718	1G1YB2D...	Pendi...	Open TB		4428.75	2/2/2...		Deny	Bob Brow...	4428.75	4433.75
118367	1N4BL4C...	Pendi...	Open TB		1122.75	2/2/2...		Deny	Dave Win...	1122.75	1122.75
118419	LRBFZSR...	Pendi...	Open TB		2387.50	2/2/2...		Deny	Green Bu...	2402.50	2402.50
118554	1FTEX1E...	Pendi...	Open TB		2561.00	2/2/2...		Deny	Independ...	2561.00	2561.00
118630	KNDC3H...	Pendi...	Open TB		3000.90	2/2/2...		Deny	McGrath...	3000.90	3000.90
118703	KNDEUCA...	Pendi...	Open TB		1702.75	2/1/2...		Deny	McGrath...	1702.75	1702.75
118880	WJNDG8...	Pendi...	Open TB	12364437	1936.20	2/1/2...		Deny	Autohaus...	2008.19	2008.19
118887	WJK5J4H...	Pendi...	Open TB	12364589	2778.25	2/1/2...		Deny	Autohaus...	2793.25	2793.25
118916	WA1CBA...	Pendi...	Open TB	12364455	2164.76	2/1/2...		Deny	Autohaus...	2203.20	2203.20
118945	SKYK7CA...	Pendi...	Open TB		2518.20	2/1/2...		Deny	McGrath...	2518.20	2518.20

- a. The **Deal Count** field determines the number of count views will be displayed. This field can be updated to view more/less transactions.
- b. Headers on the **ERT Queue** page can be sorted by clicking on the header.

3. Choose the deal you want to process and select the “+” symbol to view the transaction details.
4. Select the **Documents** tab to view all title transaction paperwork and ensure all requirements have been received.



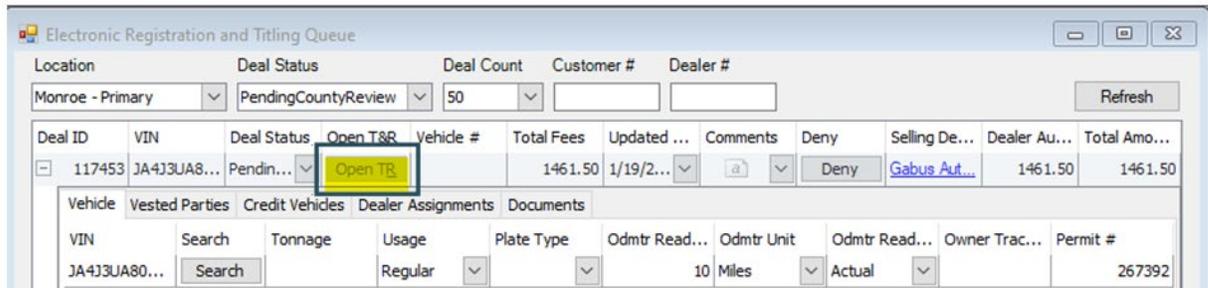
- a. To view documents, select the **Open** button next to the document type.



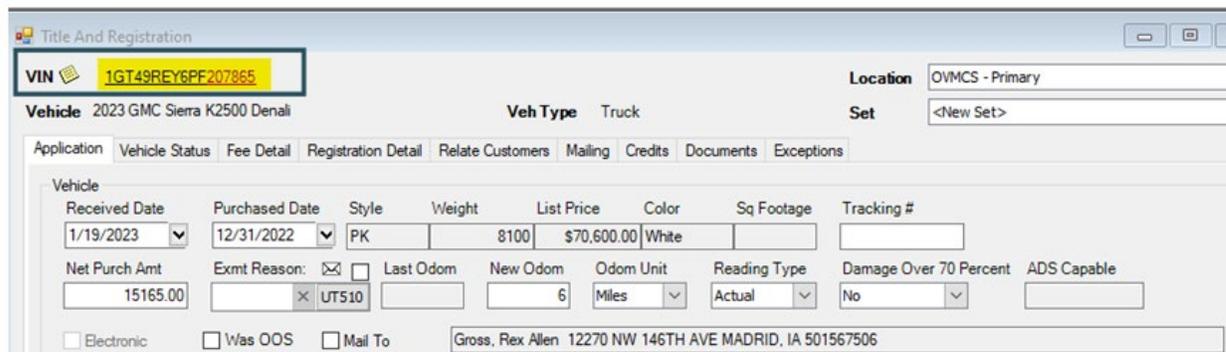
- b. Review the documents received to determine if ok to proceed with processing the transaction.
 - i. **Denying the Deal:** Missing information, fraud, inaccurate information, etc. will result in denial of the deal.
 1. The county will provide comments in ARTS identifying the missing information missing/pending and any other clarifying actions needed for the transaction to be approved.
 2. The dealer can resubmit the request in ERT once requirements are met.
 - ii. **All Requirements Received:** If all documentation and requirements have been met, proceed with processing the ERT transaction.

ERT Processing: Processing the ERT Transaction

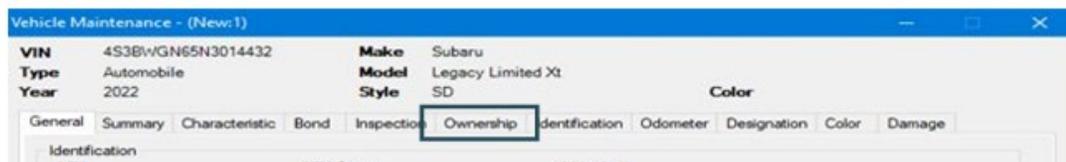
1. Select the **Open TR** button to access the *Title and Registration* screen and work the deal.
 - a. If the button is not available (greyed out), the vehicle needs to be added to ARTS. [Proceed to Adding a Vehicle to Open the Deal.](#)



2. Select the **VIN** link at the top of the ARTS *Title and Registration* screen to access the *Vehicle Maintenance* screen in ARTS.



3. Select the **Ownership** tab to review and verify information with the corresponding documentation.
 - a. If necessary, make corrections to the ownership information.



- a. Select **Save** to return to the *Title and Registration* screen.



4. Review all tabs to ensure information entered mirrors documents received. Corrections can be made, if needed.

The screenshot shows the IOWADOT application interface with the following sections:

- Tabs:** Application, Vehicle Status, Fee Detail, Registration Detail, Relate Customers, Mailing, Credits, Documents, Exceptions.
- Vehicle Section:**
 - Received Date: 1/19/2023
 - Purchased Date: 12/31/2022
 - Style: PK
 - Weight: 8100
 - List Price: \$70,600.00
 - Color: White
 - Sq Footage: [Empty]
 - Tracking #: [Empty]
 - Net Purch Amt: 15165.00
 - Exmt Reason: [Checked] UTS10
 - Last Odom: [Empty]
 - New Odom: 6
 - Odom Unit: Miles
 - Reading Type: Actual
 - Damage Over 70 Percent: No
 - ADS Capable: [Empty]
 - Electronic: [Unchecked]
 - Was OOS: [Unchecked]
 - Mail To: [Unchecked]
 - Gross, Rex Allen: 12270 NW 146TH AVE MADRID, IA 501567506
- Customers Section:**
 - Ownership Status: [Empty]
 - Prev Title # (State): G89372713 (I)
 - Prev Owner: VAUGHN CHEVROLET INC
- Table:**

...	Customer ID	ID Type	Legal Name	Residency Address	Date of Birth	Relationship	Priority /
...	373AF1170 (IA)	Drivers License	Gross, Rex Allen	12270 NW 146TH AVE MADRID IA 501567506	9/18/1957	Owner	1

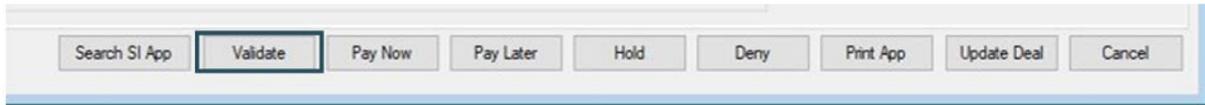
- a. *Application*
- a. *Vehicle Status*
 - i. Verify the dealer assignment.
 - ii. There can be up to 3 dealer assignments, in chronological order.
 - iii. If there are more than 3 dealers, check the *More Dealers* button.
 1. ARTS will verify if the dealer has a valid license at the time of sale/transfer.
 2. Select the appropriate dealer's name under the *Name* tab.
 3. The Selling Dealer is always on the ownership document as the last assignment.
- b. *Fee Detail*
- c. *Registration Detail*
- d. *Relate Customers* - If there is a lien and the lienholder is not an ELT customer, use the *SI Mailing Address* tab to choose the correct address.
- e. *Mailing*
- f. *Credits*
- g. *Documents*
- h. *Exceptions*

Important: If updates were made, select the *Update Deal* button on the bottom right-hand corner.

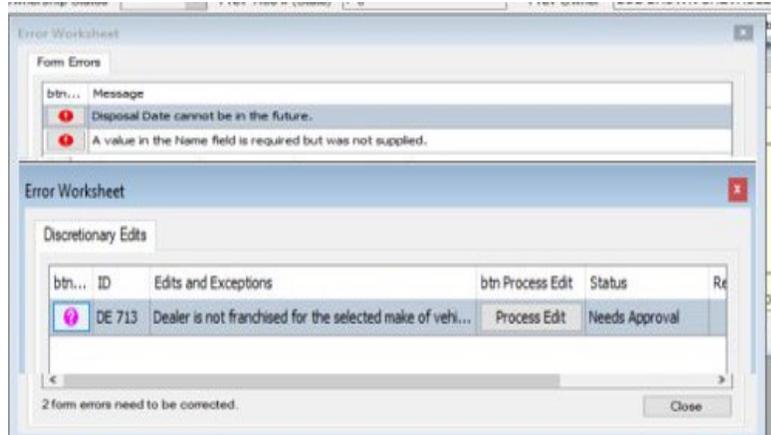
The screenshot shows the application footer with the following buttons: Search SI App, Validate, Pay Now, Pay Later, Hold, Deny, Print App, **Update Deal** (highlighted), and Cancel.

Updating the deal will display adjustments that changed the fees.

5. Once all information has been verified as correct, select *Validate*.



- a. If there are errors detected, an error message(s) will appear. Review the error message to determine next steps.

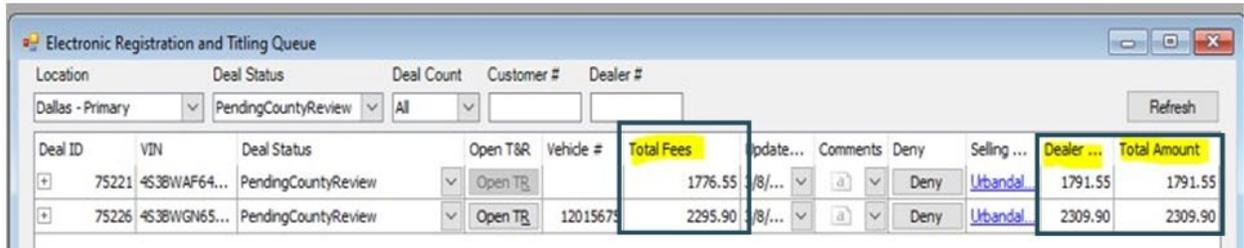


- i. Make necessary corrections and select *Update Deal*.
- ii. The county may need to approve applicable edits or send the edit to the OVS General Queue.

Note: When processing ERT transactions, do not put the TR transaction into *WIP* or on *Hold*. Leave the transaction open/minimized. Once items are vetted and approved or deferred, proceed.



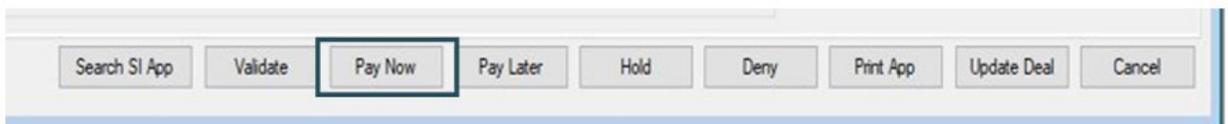
6. Review the total fees at the top of the *Electronic Registration and Titling Queue* screen.



a. Verify and confirm payment amount via the queue.

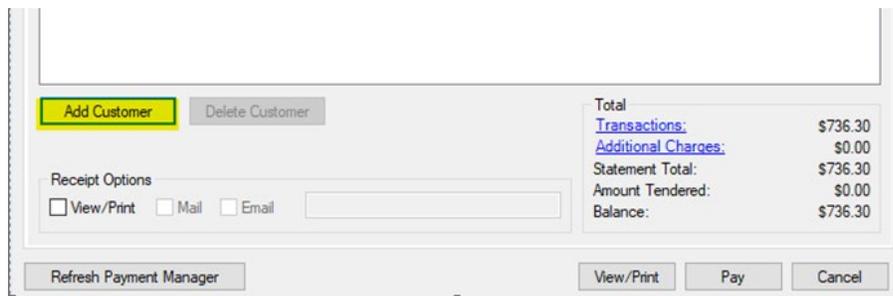
County Term	What it means to dealer
Total Fees	= This is the total fees due to the county, as calculated by the webservice.
Dealer Authorized Amount	= This is the amount the dealer collected from the customer in the car deal.
Total Amount	= If the dealer did not collect enough from the customer (short fees), this is the amount the dealer authorizes the county to ACH. If the fees due are above this amount, the deal will need to be returned to dealer for authorization.

b. If correct, select *Pay Now* to pay out the transfer.

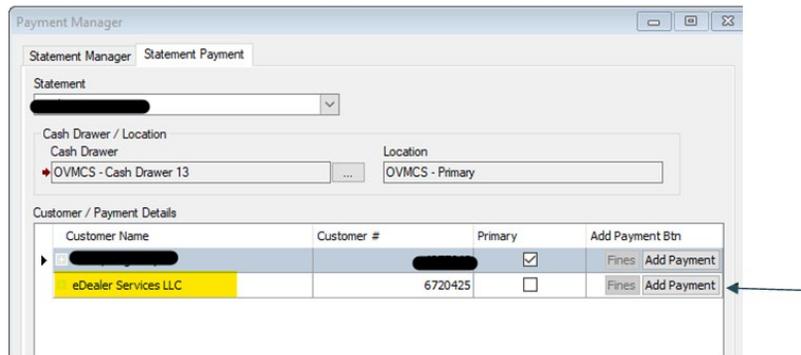


7. From the *Payment Manager* screen, select *Add Customer*.

a. A search box will appear to add the eDS customer. Use eDS Customer # 6720425.

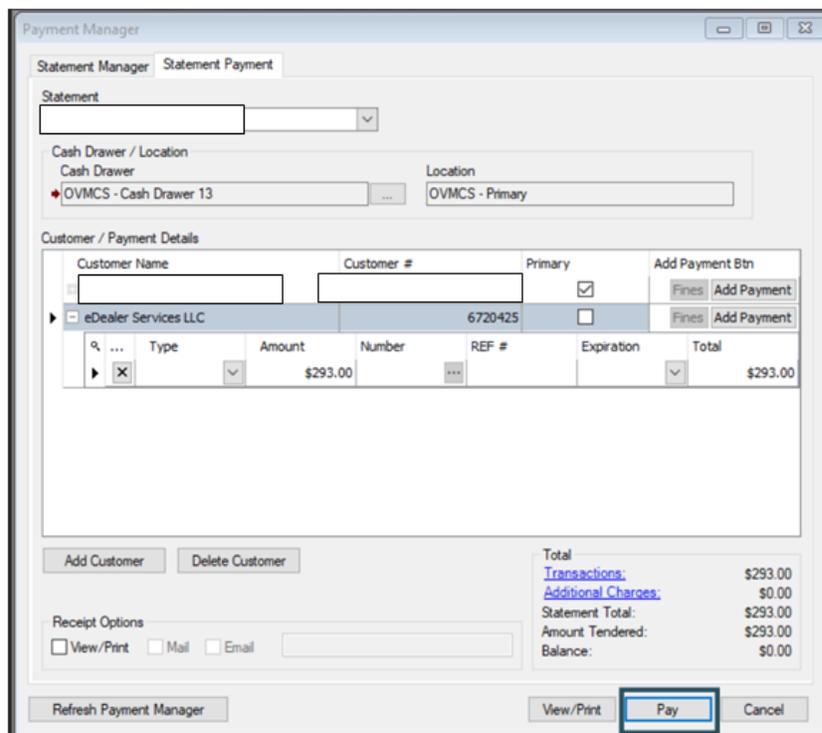


8. Select **Add Payment** next to the *eDealer Services LLC* line item.



9. The Payment Manager screen will appear. Follow standard county practice for adding payment to finalize the transaction.

10. Select **Pay**.

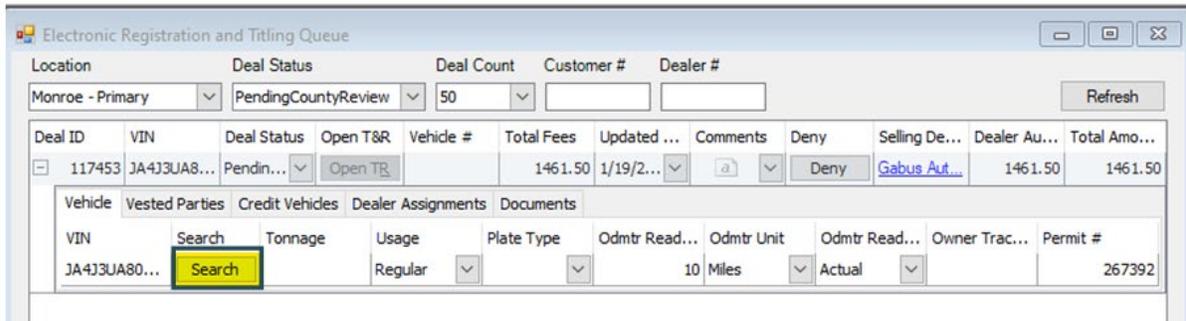


From this point finalize the transaction following standard county title and registration procedures.

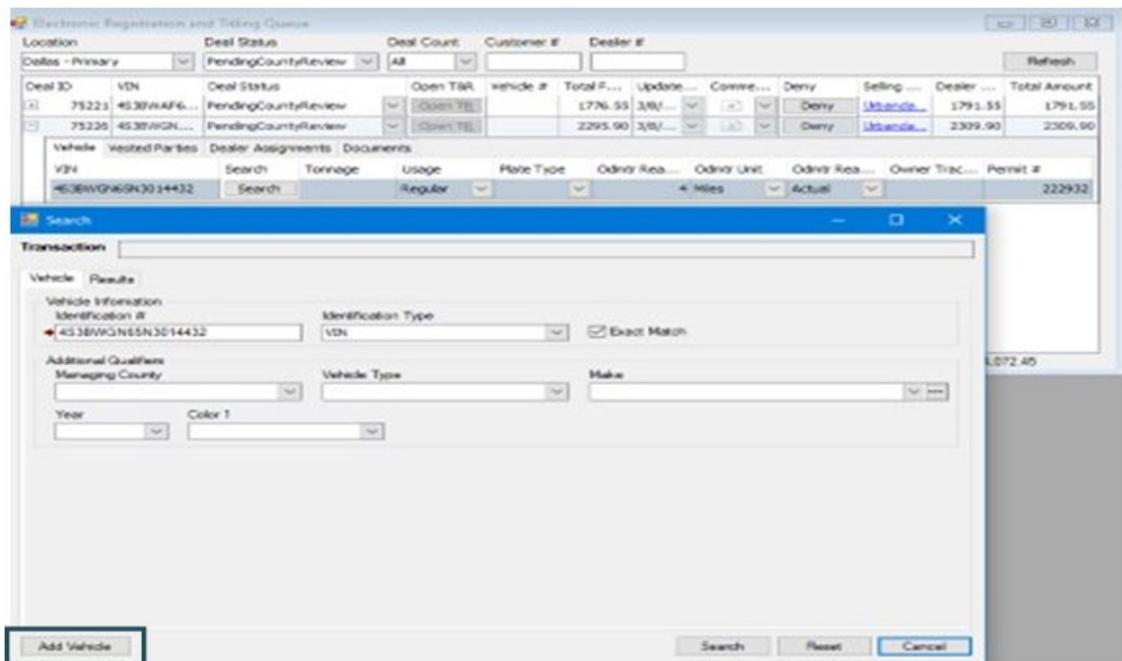
Adding a Vehicle to a Pending Transaction

In the event the *Open TR* button is greyed out, a vehicle needs to be added to open the deal. Follow the steps below.

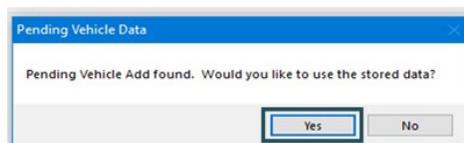
1. From the Electronic Registration and Titling Queue screen, select *Search*.



2. A search box will appear. Select *Add Vehicle*.



3. *Pending Vehicle Data* pop-up box will appear. Select *Yes*.



4. *Vehicle Maintenance* box will appear. Review the vehicle data on the **General** tab and add/update missing information, if needed.

5. Select **Save** to be returned to the *Electronic Registration and Titling Queue*.

6. The **Open TR** button will be available. Continue with [ERT Processing: Processing the ERT Transaction](#).

Deal ID	VIN	Deal Status	Open T&R	Vehicle #	Total F...	Update...	Comme...	Deny	Selling ...	Dealer ...	Total Amount
75221	4S3BWA6...	PendingCountyReview	Open TR		1776.55	3/8/...	a	Deny	Urbanda...	1791.55	1791.55
75226	4S3BWGN...	PendingCountyReview	Open TR	12015675	2295.90	3/8/...	a	Deny	Urbanda...	2309.90	2309.90

End of Job Aid.

For Questions contact mvd.electronicapplicationrequest@iowadot.us