

Motor Vehicle Division Policy Memo # 19-03

Application for Persons with Disabilities Parking Permits

DATE: April 25, 2019

FROM: Melissa Spiegel, Motor Vehicle Division, Director

TO: All Driver's & Identification Services staff, Vehicle & Motor Carrier Services Staff, Iowa County Treasurers and County Treasurers' staff.

SUBJECT

This policy memo follows Informational Memo #16-02 & Policy Memo #16-04 and explains the update to the persons with disabilities (PWD) administrative rules (Iowa Administrative Code, Chapter 411 (PWD) and the update to the procedures regarding accepting and storing PWD applications and associated documentation.

SUMMARY

There were two significant statutory changes in 2016 that affected the administration of PWD parking permits. The legislative changes were effective January 1, 2017, and our administrative rules were updated December 13, 2017 to match those changes. However, since the implementation of the administrative rules (explained in more detail below) there have been several procedural issues raised related to the application and the associated documentation required for PWD permits, and this new memo revises prior policy guidance to address those procedural questions.

This policy is effective immediately and with the issuance of this new policy memo, the prior informational memo #18-01 issued on this topic is rescinded.

EXPLANATION

Statutory Change #1 – No longer issuing nonexpiring placards

The first statutory change was made by 2016 Iowa Acts, chapter 1067, which amended Iowa Code section 321L.2 to end the issuance of nonexpiring parking placards for persons with permanent disabilities. Placards issued on or after January 1, 2017, to persons with permanent disabilities may no longer be nonexpiring placards that have no expiration date, but instead must be "standard" placards that are valid only for a period of five years and that may be reissued every five years upon proof of a continued medical need. We already implemented this change and began issuing standard PWD placards with a duration of five years in January of 2017.

Because the effective date provisions of this Act specified that the Act does not affect the validity of nonexpiring persons with disabilities placards issued before January 1, 2017, a nonexpiring placard issued before January 1, 2017, will remain valid unless and until it is either lost, damaged, stolen, revoked, relinquished, or otherwise canceled or terminated pursuant to Iowa Code chapter 321L and Iowa Administrative Code 761—Chapter 411.

Additionally, the legislative amendment retained the requirement that a parking placard be displayed only when the vehicle is parked in a persons with disabilities parking space, but added the requirement that the placard be displayed in a manner that allows the entire placard to be visible through the vehicle's windshield.

Statutory Change #2 – Certain veterans don't have to submit a doctor's note

The second statutory change was made by 2016 Iowa Acts, chapter 1111, which amended Iowa Code section 321L.2 to add a provision specific to veterans. Before this legislation, a person applying for a PWD permit could demonstrate eligibility for the permit only by including a statement from a predetermined set of healthcare providers, and written on the practitioner's stationery which stated the nature of the person's disability.

The legislation retained this requirement and retained the existing definition of an eligible disability, but added another option for persons who are veterans and have a veteran's disability rating from the U.S. Department of Veterans Affairs. Under the legislation, the Department may accept a certification of disability from the U.S. Department of Veterans Affairs in lieu of a statement from a physician, physician assistant, advanced registered nurse practitioner, or chiropractor.

The legislation specified that we may adopt administrative rules detailing the requirements for an acceptable certification of disability from the U.S. Department of Veterans Affairs. Because the U.S. Department of Veterans Affairs has advised that its disability ratings are issued for vocational disability and cannot necessarily be correlated to the definition of "person with a disability" set forth in Iowa Code section 321L.1(8), *which covers only disabilities that result in an impairment of mobility (ability to walk)*, our rules provide that a veteran that submits a certification of disability from the U.S. Department of Veterans Affairs in lieu of a statement from a physician, physician assistant, advanced registered nurse practitioner, or chiropractor must also provide a self-certification that the veteran is a person with a disability as defined in Iowa Code section 321L.1(8). The Application for Persons with Disabilities Parking Permit, form 411055, now includes a Veteran Self-Certification section.

LINK TO IOWA CODE, IOWA ADMINISTRATIVE RULES, AND OUR WEBSITE

[Iowa Code section 321.L](#)

[Iowa Administrative Rule 761 – 411](#)

[Iowa DOT Website – Persons With Disabilities](#)

HELPFUL QUESTIONS AND ANSWERS

The following questions and answers provide additional information that will be helpful to you.

CAN A DISABLED VETERAN STILL BRING US THE SIGNED MEDICAL PROVIDER'S STATEMENT TO APPLY FOR A PWD PERMIT?

Yes. The 2016 legislation allows a disabled veteran an additional way to apply for a PWD permit. They can still provide us with the signed medical provider's statement along with PWD

application form 411055. Or, now that the rules have been adopted, they can elect to provide us with a qualifying VA disability certification instead of the signed medical provider's statement. If the disabled veteran elects to provide a VA disability certification, they must complete all relevant portions of PWD application form 411055 as that form contains the VA disability self-certification, which is necessary to qualify for this option.

HOW DO WE RECOGNIZE A QUALIFYING VA DISABILITY CERTIFICATION?

Rule 761—411.3(2)(a) provides an applicant may provide proof the applicant is the subject of a certification of disability from the U.S. Department of Veterans Affairs to qualify for a PWD permit. Neither the rule nor the Iowa Code prescribes a particular format for the VA certification of disability, and it is our understanding that the "certification" can even come in the form of a letter from the U.S. Department of Veterans Affairs. Therefore, a general rule of thumb is if the documentation provided identifies it as coming from the U.S. Department of Veterans Affairs and indicates a disability rating or that it is an award for veterans disability benefits, this would qualify as a certification of disability. If you have questions about whether a statement provided constitutes a qualifying VA certification of disability, please consult with your supervisor or county liaison.

MAY WE ACCEPT A FACSIMILE OR PHOTOCOPY OF THE VA DISABILITY CERTIFICATION?

Yes. There is nothing in the Iowa Code or administrative rules that would prohibit us from accepting a fax or photocopy of the VA disability certification as long as it appears authentic and unaltered.

MUST AN APPLICANT FOR A PWD PERMIT SUBMIT AN APPLICATION?

Yes. Iowa Code section 321L.2 requires an applicant for a PWD permit to submit an application form to the department. The required PWD application form is 411055. A copy of the PWD application form is attached to this memo and can also be found on the public DOT website at the following link: <https://www.iowadot.gov/mvd/vehicleregistration/persons-with-disabilities>

MAY AN APPLICANT JUST SUBMIT THEIR MEDICAL STATEMENT OR VA DISABILITY CERTIFICATION TO OBTAIN THE PWD PERMIT WITHOUT ALSO SUBMITTING THE PWD APPLICATION FORM?

No. As stated above, an application for a PWD permit is required by Iowa Code. We understand it has been past practice to accept the medical statement and not also require the application form to be submitted, however, this is not acceptable as the code requires an application. Also, having the application on file becomes important if there are questions raised later on about the applicant or the application. Having nothing in our file to refer back to if questions arise causes a compliance issue.

DOES THE APPLICANT'S MEDICAL PROVIDER HAVE TO FILL OUT OR SIGN THE PWD APPLICATION?

No. There is no requirement that the applicant's medical provider must fill out the PWD application form, nor is the medical provider required to sign the PWD application form. The medical provider must only complete the medical statement as they always have.

DOES THE APPLICANT HAVE TO SIGN THE PWD APPLICATION?

Sections 2, 4 and 5 of the PWD application all currently require signatures because those sections require the customer to make a certification. However, we are planning in a future update to remove the signature requirement from Section 4.

MAY SOMEONE OTHER THAN THE APPLICANT FILL OUT THE PWD APPLICATION ON THE APPLICANT'S BEHALF?

There is nothing that would prohibit an applicant from utilizing the assistance of another person to fill out the PWD application. However, while it is permissible to assist a customer with the application form (for example, if they are unable to write), we (i.e., DOT and county staff) should not simply fill out an application on behalf of an applicant who is otherwise capable of completing it. Additionally, while it is okay for an applicant to seek assistance from someone else and for the applicant to provide their own information to another person to help with their application, please remember that we are not permitted to provide anyone with an applicant's personal information (name, date of birth, address, or driver's license or identification card number) for them to complete the application on behalf of the applicant.

MAY SOMEONE OTHER THAN THE APPLICANT PICK UP THE PWD PERMIT?

Someone other than the PWD applicant may still come to the DOT location to pick up the PWD permit, but the person picking up the permit must submit all of the required documentation on behalf of the applicant. This includes the completed PWD application, the medical statement, or in the case of a disabled veteran, the VA's certificate of disability. This may mean that the person picking up the PWD permit will need to make a return trip if the application has not been completed or if they do not have all of the required documentation.

WHEN AN APPLICANT SUBMITS A PWD APPLICATION FORM AND MEDICAL STATEMENT OR VA DISABILITY CERTIFICATION, ARE WE REQUIRED TO KEEP AND SCAN THAT DOCUMENTATION INTO ERMS, OR MAY WE SHRED IT?

As stated above, when questions are raised later about a PWD applicant or application, it becomes a compliance issue if we no longer have the application or supporting documentation justifying issuance a PWD to a particular applicant. Therefore, if you accept and process an application for a PWD permit, you must scan and properly file the application form and the medical statement or VA disability certification into ERMS. Do not shred or otherwise dispose of any of these documents until you have scanned them into ERMS or faxed them into the OVMCS fax server. There is no particular retention schedule for physical copies of PWD documentation, but any physical documentation needs to be kept locked up until it is destroyed.

WHERE DO WE KEEP PWD APPLICATIONS AND ASSOCIATED DOCUMENTATION?

We have established a specific folder and document type in ERMS where the PWD application and associated documentation can be stored. The scanning and indexing instructions differ depending on whether you are an VMCS or DIS employee.

WHAT ARE THE ERMS INSTRUCTIONS FOR VEHICLE & MOTOR CARRIER SERVICES (VMCS) STAFF?

VMCS staff will follow the instructions in the power point labeled Appendix #1 attached to this memo.

WHAT ARE THE ERMS INSTRUCTIONS FOR DRIVER & IDENTIFICATION SERVICES (DIS) STAFF?

DIS staff will follow the instructions in the power point labeled Appendix #2 attached to this memo.

WHAT ARE THE ERMS INSTRUCTIONS FOR COUNTY TREASURERS AND COUNTY TREASURER'S STAFF?

Since county treasurers currently do not have full access to ERMS, there is a separate process that counties must follow to ensure applications and accompanying documents are properly kept until full access to ERMS is provided to counties in the future.

Treasurers that issue driver's licenses and identification cards will need to include any PWD application forms and associated documentation in the packet of other record information that they currently submit to their DOT service center location or county liaison for scanning into ERMS.

If the treasurer does not issue driver's licenses and identification cards, the treasurer will need to fax the PWD application form and any associated documentation to the VMCS fax server at the following number: (515)237-3056. VMCS staff will then index and file the documentation into the appropriate location in ERMS.

WHAT DOES A PERSON WITH A PERMANENT DISABILITY NEED TO PROVIDE TO RENEW THEIR PWD PLACARD?

A person issued a standard PWD placard may renew the placard within 30 days before or after the date it expires by completing PWD application form 411055 and submitting a statement from a physician, physician's assistant, nurse practitioner, or chiropractor, licensed under Iowa law or licensed to practice in a contiguous state, that shows the person remains permanently disabled and continues to need the placard.

ARE THERE ANY CHANGES IN THE PROCEDURES FOR ISSUING TEMPORARY PWD PLACARDS, PWD PLATES, OR PWD STICKERS?

No. The legislation did not affect the issuance of any of these products. Please continue to follow existing procedures to issue temporary PWD placards, PWD plates, or PWD stickers. However, if you have not been requiring a customer to complete a PWD application for a

temporary placard, PWD plate or PWD sticker, you must begin requiring the application unless the customer already has a standard PWD placard, sticker or plate.

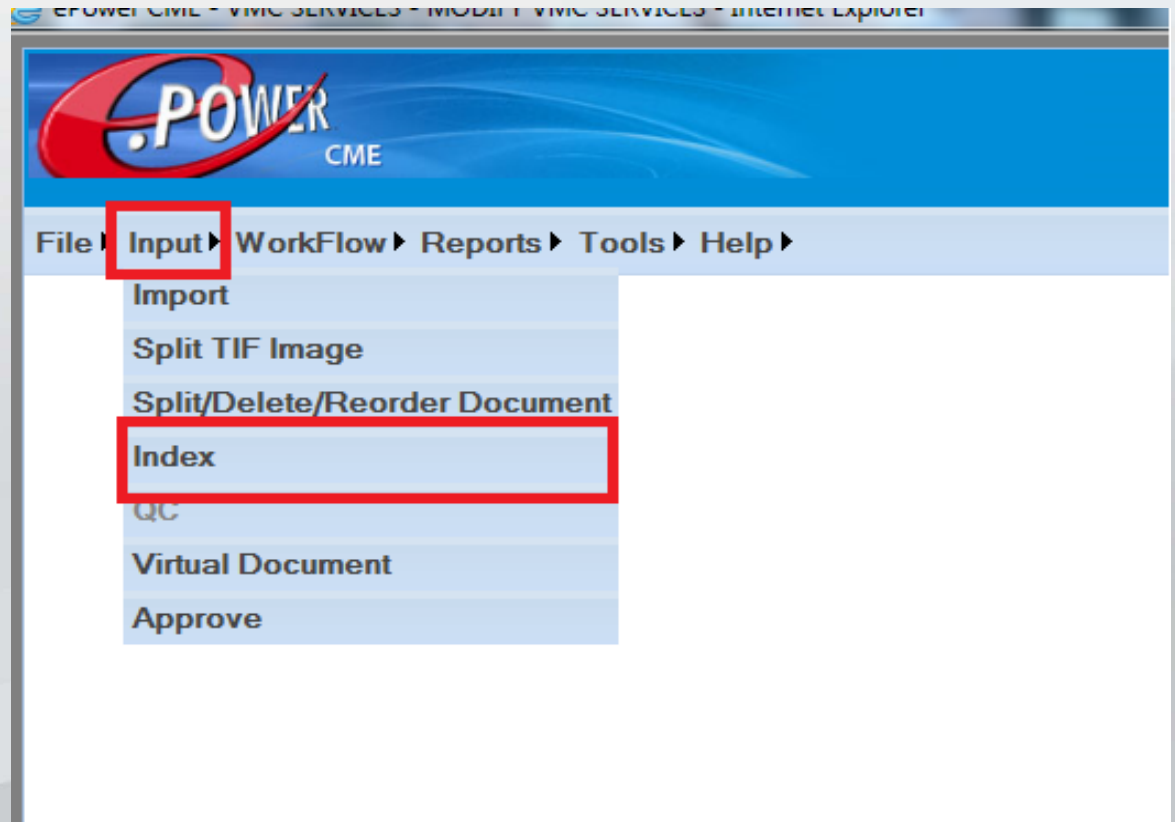


ERMS - Persons with Disability Instructions

- Indexing
- Workflow Inbox

How to Index PWD

- Select Input>Index from the Toolbar across the top



How to Index PWD

Select your batch

- Click Batch Mode and scroll through the pages to find a VS P-PWD.
- Click on the PWD batch in the list to select it.

Index Document

Mode

Document

Batch

Filter

Operator: ALL

Start ID: End:

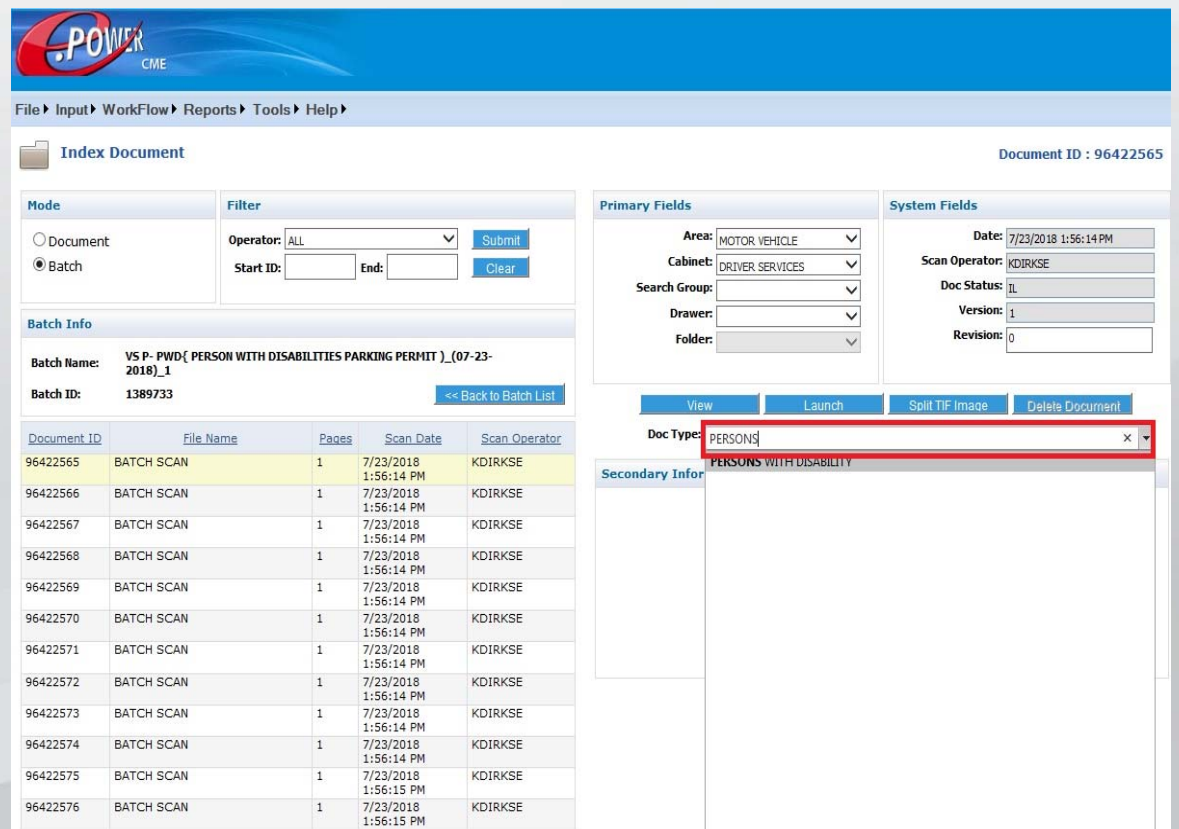
1 2 3 4 5

| | Batch ID | Batch Name | Scan Date | Scan Operator | |
|--------------------------|----------|----------------------------------|--------------------------|---------------|---------------------------------|
| <input type="checkbox"/> | 1389652 | VS O- OFFICIAL TITLES_(07-20-... | 7/20/2018 11:06:29 AM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389654 | VS P - PRORATE TITLES_(07-20... | 7/20/2018 11:16:02 AM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389655 | VS P- PERSONALIZED PLATES_(... | 7/20/2018 11:26:00 AM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389656 | VS P- PERSONALIZED PLATES_(... | 7/20/2018 11:28:16 AM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389727 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:27:40 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389728 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:30:25 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389729 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:34:52 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389730 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:37:20 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389731 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:44:43 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389732 | VS P- PERSONALIZED PLATES_(... | 7/23/2018 1:50:18 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389733 | VS P- PWD{ PERSON WITH DIS... | 7/23/2018 1:56:13 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389734 | VS O- OFFICIAL TITLES_(07-23-... | 7/23/2018 2:54:34 PM | KDIRKSE | <input type="button" value=""/> |
| <input type="checkbox"/> | 1389735 | VS O- OFFICIAL TITLES_(07-23-... | 7/23/2018 2:55:16 PM | KDIRKSE | <input type="button" value=""/> |

How to Index
PWD

Select 'Doc Type'

- After the Batch you selected Opens, the viewer window will open automatically displaying the first document in the list.
- In the 'Doc Type' field select 'Persons with Disability'.



The screenshot shows the POWER CME software interface. The top navigation bar includes 'File', 'Input', 'WorkFlow', 'Reports', 'Tools', and 'Help'. The main window is titled 'Index Document' and displays a list of documents. The 'Doc Type' dropdown menu is open, showing 'PERSONS WITH DISABILITY' selected. The 'Batch Info' section shows the batch name 'VS P- PWD(PERSON WITH DISABILITIES PARKING PERMIT)_(07-23-2018)_1' and batch ID '1389733'. The 'Primary Fields' section includes 'Area: MOTOR VEHICLE', 'Cabinet: DRIVER SERVICES', 'Search Group', 'Drawer', and 'Folder'. The 'System Fields' section includes 'Date: 7/23/2018 1:56:14 PM', 'Scan Operator: KDIRKSE', 'Doc Status: IL', 'Version: 1', and 'Revision: 0'. The 'Doc Type' dropdown menu is highlighted with a red box, and the selected option 'PERSONS WITH DISABILITY' is also highlighted.

| Document ID | File Name | Pages | Scan Date | Scan Operator |
|-------------|------------|-------|----------------------|---------------|
| 96422565 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422566 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422567 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422568 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422569 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422570 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422571 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422572 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422573 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422574 | BATCH SCAN | 1 | 7/23/2018 1:56:14 PM | KDIRKSE |
| 96422575 | BATCH SCAN | 1 | 7/23/2018 1:56:15 PM | KDIRKSE |
| 96422576 | BATCH SCAN | 1 | 7/23/2018 1:56:15 PM | KDIRKSE |

How to Index PWD

Secondary Information

- Enter the date received, last name, and first name, or organization name.
- If you are indexing a returned placard you can enter the permit number.
- Select Approve & Route when complete.
- Continue until the batch is complete.

The screenshot displays a web-based interface for document management. It is divided into several sections:

- Primary Fields:** Contains dropdown menus for Area (MOTOR VEHICLE), Cabinet (VEHICLE SERVICES), Search Group (PERMIT APPLICATIONS), Drawer (PERSONS WITH DISABILT), and Folder (PERSONS WITH DISABILT).
- System Fields:** Contains input fields for Date (7/23/2018 1:56:14 PM), Scan Operator (KDIRKSE), Doc Status (IL), Version (1), and Revision (0).
- Action Buttons:** A row of buttons including View, Launch, Split TIF Image, Delete Document, Send to QC, Send To Approve, Approve, and Approve & Route (highlighted with a red box).
- Doc Type:** A dropdown menu currently set to PERSONS WITH DISABILITY.
- Secondary Information:** A section with input fields for DATE RECEIVED, CUSTOMER NUMBER, PERMIT NUMBER, LAST NAME, FIRST NAME, ORGANIZATION NAME, CUSTODIAN (OFFICE OF VMCS), ORIGINATOR (OFFICE OF VMCS), and ACCESS CLASS (CONFIDENTIAL).
- Clear Buttons:** Clear Secondary and Clear All buttons.
- Secondary Detail:** A section with Route to (VMC), Task (PWD), and Clear Route buttons, along with an Additional Description input field.

How to Index PWD



How to use Workflow

Workflow Inbox

1. Select –
Workflow
2. Select –
Workflow
Inbox

The screenshot shows the POWER CME software interface. At the top, there is a blue header with the POWER CME logo on the left, the version information "8.3.3 Build 189 Rev 4137 @MVDPROD" in the center, and the IOWA DOT logo on the right. Below the header is a navigation menu with "File", "Input", "Workflow", "Reports", "Tools", and "Help". A user profile "Mccuen Brandie L" is visible with links for "MODIFY VMC SERVICES", "VMC", and "LOGOUT". The main content area is titled "Workflow Inbox" and features a table with the following data:

| Type | ID | Description | Task | User | Assigned | View | Action |
|------|----------|-------------|------|------------|-----------------------|---|------------------|
| D | 96209073 | --96209073 | PWD | [Redacted] | 7/24/2018 12:32:45 PM | View Launch | SELECT AN ACTION |

Below the table are buttons for "Fetch Next", "Queue", and "Refresh". On the left, a sidebar shows a list of workflow categories under "My Inbox - VMC":

- ADCRD (0)
- ADRRD (0)
- BIIP (0)
- CANC (0)
- DLR (0)
- HRGS (0)
- OFFIC (0)
- PLATE (0)
- PROTI (0)
- PWD (1)**
- D-96209073--

The "PWD (1)" item is highlighted with a red box. Below the table is a section for "Related Docs Index Data Workflow History".

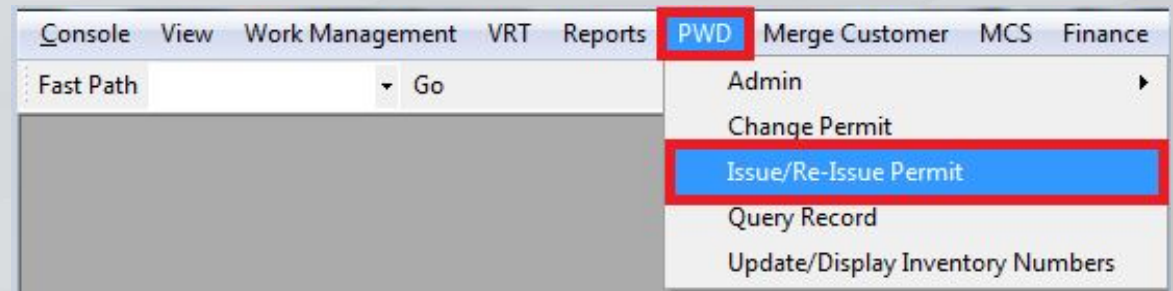
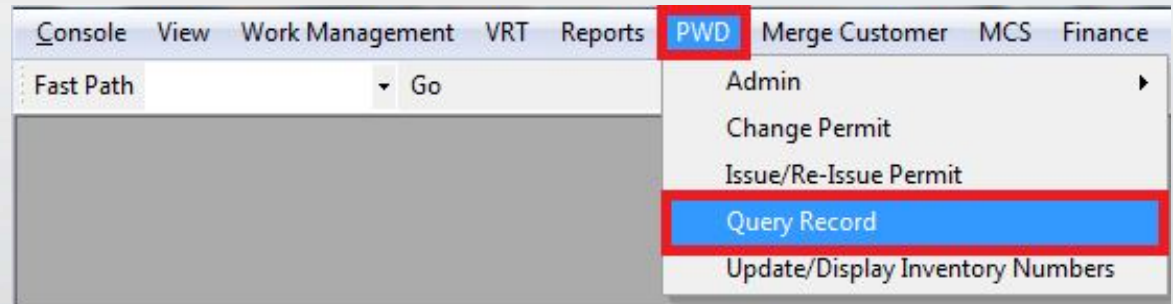
Fetching Work

- Click on the PWD task in 'My Inbox'.
- Click 'View' to see the document you are working with.
- Process the task in ARTs as you normally would.
- Create Word Document to mail to customer.

How to use Workflow

ARTS – Query/Issue/Re- Issue Permit

- In ARTs, click on the menu option 'PWD'.
- First we need to select 'Query Record' to see if there are any existing PWDs issued to this customer.
- After you have queried the system, it is now time to click on the menu option 'PWD' and select 'Issue/Re-issue Permit'.



How to Issue PWD

ARTS – Issue Permit Prequalifier

- Once you select 'Issue/Re-Issue Permit' the 'Issue Permit Prequalifier' window will appear.
- You can search using the 'Identification Criteria' or you can use the search by 'Name Criteria'

The screenshot shows the 'Issue Permit Prequalifier' window with the following fields and options:

- Identification Criteria:** Includes 'Identification' and 'ID Type' fields, both highlighted with red boxes.
- Name Criteria:** Includes 'Customer Type' (set to 'Individual') and 'Last Name/Organization' (highlighted with a red box).
- Permit:** Includes a 'Permit Number' field.
- Dropdown Menu:** A list of options is displayed, including 'Customer #', 'Dealer License Number', 'Drivers License', 'FEIN', 'FEIN - Alt', and 'INS'.
- Buttons:** 'Reset' and 'Search' buttons are located at the bottom right.

How to Issue PWD

ARTS – Issue 'New' Permit

- If they haven't been issued a permit you will see this screen after your query.
- In the 'Select Permit Type' drop down, you will select the type of permit you are going to issue.
 - Options are:
 - Permanent
 - Temporary
 - Organizational
 - Stickers
- Enter the number of permits you are giving the customer under 'Permit Numbers'. (Maximum of 2 permits at any given time.)
- In the 'Permit Dates' section select the 'Expiration Date' by either typing in the date or clicking on the ellipsis button next to the expiration date to modify the ending date of the permit. This only applies for Temporary permits.
- Once everything has been entered, click 'Get Inventory Numbers'. This will automatically populate the next numbers in the series under 'Inventory Numbers'. You will need to click in the box to place a check mark that the numbers have been verified with the placards you are giving to the customer.
- Click 'Commit' to complete the transaction.

Persons With Disabilities - Issue Permit

Customer Name: [] Address: [] Identification: [] Current Permit(s): None

Customer Number: [] Customer Type: [] Date of Birth: [] Location Station: test

Previous Permit Information

Re-Issue Status: []

All Previous Placards Returned

Permit Information

Select Permit Type: Temporary

Permit Number(s): [] # of Placards to Issue: 2 # of Stickers to Issue: []

Permit Dates

Issue Date: 6/3/2010

Expiration Date: 12/3/2010

Increment Type: []

Increment Number: []

| InventoryNumber | Verified |
|-----------------|--------------------------|
| 755100 | <input type="checkbox"/> |
| 755101 | <input type="checkbox"/> |

Get Inventory Numbers

Release Inventory Numbers

Auto Number

Commit

How to Issue PWD

ARTS – Issue'Re-Issue' Permit

- If a customer already has active permits, the numbers will appear in the Previous Permit Information area of the screen.
- Since this customer already has 2 Temporary Placards, the 'Re-Issue Status' combo box is available to be selected. Select a reason in the dropdown.
 - Options are:
 - Lost
 - Stolen
 - Destroyed
 - Revoked
 - Deceased
 - Expired
 - Corrected
 - Voided
 - Valid
 - Program Re-Issue
 - Other
- Place a check mark next to the placard you are replacing.
- Enter the new 'Permit Information by selecting the Permit Type
- Select the number of placards to issue.
- Click Get Inventory Numbers
- Place a check mark in the verified box.
- Click Commit to finish

Persons With Disabilities - Issue Permit

Customer Name: [] Customer Number: []
 Address: [] Customer Type: []
 Identification: [] Date of Birth: []
 Current Permit(s): V755100.(Placard): Status: Valid; Issued: 6/3/2010; Expires: 12/3/2010 LocationStation: []

Previous Permit Information

Re-Issue Status: **Lost**

All Previous Placards Returned

| Replace | Returned | PermitType | PermitNo | PermitStatus | IssueDate |
|-------------------------------------|--------------------------|------------|----------|--------------|----------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Temporary | 755100 | Valid | 6/3/2010 12:00:00 AM |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary | 755101 | Valid | 6/3/2010 12:00:00 AM |

Permit Information

Select Permit Type: **Temporary**

Permit Number(s): **1**

of Placards to Issue: **1** # of Stickers to Issue: []

Permit Dates

Issue Date: 6/3/2010 ...
 Expiration Date: 12/3/2010 ...

Increment Type: []
 Increment Number: []

| InventoryNumber | Verified | InventoryNumber | Verified |
|-----------------|-------------------------------------|-----------------|----------|
| 755102 | <input checked="" type="checkbox"/> | | |

Get Inventory Numbers **Release Inventory Numbers**

Auto Number

Commit

How to Issue PWD

Workflow Inbox

MCCUEN BRANDIE L (BLMCCUE) VMC

Fetch Next Queue Refresh

| Type | ID | Description | Task | User | Assi |
|------|----------|-------------|------|------|--------------------|
| D | 96209073 | --96209073 | PWD | | 7/24/2018 12:32:00 |

My Inbox - VMC

- ADCRD (0)
- ADRRD (0)
- BIIP (0)
- CANC (0)
- DLR (0)
- HRGS (0)
- OFFIC (0)
- PLATE (0)
- PROTI (0)
- PWD (1)
 - D-96209073--
- RECSR (0)
- REVOC (0)
- SUSPE (0)
- TARIF (0)
- TBOND (0)

Related Docs **Index Data** Workflow History

Primary Fields

Area: MOTOR VEHICLE
 Cabinet: VEHICLE SERVICES
 Search Group: PERMIT APPLICATIONS
 Drawer: PERSONS WITH DISABILITY
 Folder: PERSONS WITH DISABILITY

System Fields

Date: 7/12/2018
 Scan Operator: KDIRKSE
 Doc Status: AP
 Version: 1
 Revision: 0

Doc Type: PERSONS WITH DISABILITY

Secondary Information

DATE RECEIVED: 07-12-2018
 CUSTOMER NUMBER:
 PERMIT NUMBER:
 LAST NAME:
 FIRST NAME:
 ORGANIZATION NAME:

Move/Update...

Updating Document Index Values

- Click the 'Index Data' tab
- Click 'Move/Update' to update the index values
- Enter the customer number, all permit numbers as it pertains to this customer.
- Click 'Move/Update' to save the information you just entered.

How to use Workflow

Document Move/Update - Internet Explorer

Move/Update Document 96180024

Close

| Primary Fields | System Fields |
|-----------------------------------|------------------------|
| Area: MOTOR VEHICLE | Date: 7/11/2018 |
| Cabinet: VEHICLE SERVICES | Scan Operator: KDIRKSE |
| Search Group: PERMIT APPLICATIONS | Doc Status: AP |
| Drawer: PERSONS WITH DISABILI | Version: 1 |
| Folder: PERSONS WITH DISABILI | Revision: 0 |

Doc Type: PERSONS WITH DISABILITY

| Secondary Information | |
|-----------------------|----------------|
| DATE RECEIVED | 07-11-2018 |
| CUSTOMER NUMBER | [REDACTED] |
| PERMIT NUMBER | [REDACTED] |
| LAST NAME | |
| FIRST NAME | |
| ORGANIZATION NAME | |
| CUSTODIAN | OFFICE OF VMCS |
| ORIGINATOR | OFFICE OF VMCS |
| ACCESS CLASS | CONFIDENTIAL |

Clear Secondary Clear All

Update

Updating Secondary Information

- Enter missing field
- Enter the customer number, all permit numbers as it pertains to this customer.
- Click 'Update' to save the information you just entered.
- Click 'Close' to close this window.

How to use Workflow

File ▶ Input ▶ Workflow ▶ Reports ▶ Tools ▶ Help ▶ Enable Multi-Viewers Mccuen Brandie L | [MODIFY VMC SERVICES](#) | [VMC](#) | [LOGOUT](#)

Workflow Inbox

| Type | ID | Description | Task | User | Assigned | View | Action |
|------|----------|-------------|------|------------|--------------------------|---|--------------------|
| D | 96209073 | --96209073 | PWD | [REDACTED] | 7/24/2018 12:32:45 PM | View Launch | SELECT AN ACTION ▼ |

Fetch Next Queue Refresh

My Inbox - VMC

- ADCRD (0)
- ADRRD (0)
- BIIP (0)
- CANC (0)
- DLR (0)
- HRGS (0)
- OFFIC (0)
- PLATE (0)
- PROTI (0)
- PWD (1)
 - D-96209073--

Related Docs Index Data Workflow History

Completing a document or place it on hold

- **Select an Action**
 - If you have issued a PWD to the customer and no longer need to work with this document again, Select – Complete from the 'SELECT AN ACTION' drop down.
 - If you need to wait for a response before processing, like a return call from a doctor, Select – Route/Hold from the 'SELECT AN ACTION' drop down.
 - Route/Hold – you can place this document on hold until a certain date but put notes as to why you are placing this document on hold so when you work it at a later date, you know where you left off.

How to use Workflow

**CONGRATULATIONS!
YOU HAVE SUCCESSFULLY
PROCESSED YOUR FIRST
DOCUMENT IN ERMS**

PWD APPLICATIONS

Document Search Criteria By Index By Document ID

Stored Query

Name:

Primary Fields

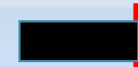
Area:
Cabinet:
Search Group:
Drawer:
Folder:

System Fields

Date (mm/dd/yyyy):
Doc Owner:
Document Status:
Version:
Revision:

Doc Type:

Secondary Information



My Account

User ID:

Full Name:

Active Group

Preferences

Change Password

Department: Driver Services

My Active Group:



 **My Account**



Active Group has been updated successfully

User ID: ██████████

Full Name: ██████████

Active Group

Preferences

Change Password

Department: VMC SERVICES

My Active Group:





8.3.3 Build 189 Rev 4137
@MVDPROD



File ▶ Input ▶ WorkFlow ▶ Reports ▶ Tools ▶ Help ▶

Enable Multi-Viewers

██████████ | [MODIFY DS VMC](#) [SELECT A WORKFLOW](#) [LOGOUT](#)



Document Search Criteria

By Index By Document ID

Stored Query



Change Default Workflow

Active Workflow: VMC

Default Workflow: ▼



8.3.3 Build 189 Rev 4137
@MVDPROD



File ▶ Input ▶ WorkFlow ▶ Reports ▶ Tools ▶ Help ▶

Enable Multi-Viewers

 | [MODIFY DS VMC](#) | [VMC](#) | [LOGOUT](#)



Document Search Criteria

By Index By Document ID

PROCESS BY INDEXING



Virtual Document Creation

Primary Fields

Area: MOTOR VEHICLE
Cabinet: VEHICLE SERVICES
Search Group: PERMIT APPLICATIONS
Drawer: PERSONS WITH DISABILITY
Folder: PERSONS WITH DISABILITY
 Auto Route Virtual Document

System Fields

Date: 9/20/2018
Scan Operator: [REDACTED]
Doc Status: Virtual (CO)
Version: 1
Revision: BBB

Virtual Doc ID(s) Created

Doc Type: PERSONS WITH DISABILITY

Secondary Information

DATE RECEIVED: 09/12/2018
CUSTOMER NUMBER: [REDACTED]
PERMIT NUMBER: [REDACTED]
LAST NAME: [REDACTED]
FIRST NAME: [REDACTED]

ORGANIZATION NAME: [REDACTED]
CUSTODIAN: OFFICE OF VMCS
ORIGINATOR: OFFICE OF VMCS
ACCESS CLASS: CONFIDENTIAL

Clear Secondary

Clear All

Secondary Detail

Route to: VMC
Task: SELECT A TASK
Additional Description: [REDACTED]

Create Virtual

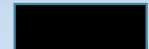


8.3.3 Build 189 Rev 4137
@MVDPROD



File ▶ Input ▶ WorkFlow ▶ Reports ▶ Tools ▶ Help ▶

Enable Multi-Viewers



[MODIFY DS VMC](#) | [VMC](#) | [LOGOUT](#)

 **Virtual Document Creation**

Virtual Document Saved



Document: 97692223 created

PROCESS BY IMPORTING

File > Input > Workflow > Reports > Tools > Help > Enable Multi-Viewers [User] | MODIFY DS VMC | VMC | LOGOUT

Import

Mode

Document Batch

Document Detail

| # | File Name | Render File (Click) |
|---|-----------|---------------------|
|---|-----------|---------------------|

Add File(s) - Internet Explorer

Select Import File(s)

- You can select several files at once from the file selection dialog using Ctrl or Shift keys.

Select file(s)

Choose File to Upload

<< Scans > DL_CedarRapids_Multi > Secured

Organize New folder

| Name | Date modified | Type | Size |
|-------------------|--------------------|--------------------|--------|
| 20180921105911862 | 9/21/2018 10:06 AM | Adobe Acrobat D... | 208 KB |
| 20180921105920745 | 9/21/2018 10:06 AM | Adobe Acrobat D... | 24 KB |
| 20180921105929796 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 208 KB |
| 20180921105941589 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 191 KB |
| 20180921105950878 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 197 KB |
| 20180921110000045 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 196 KB |
| 20180921110008912 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 226 KB |
| 20180921110017819 | 9/21/2018 10:07 AM | Adobe Acrobat D... | 178 KB |
| 20180921110027134 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 265 KB |
| 20180921110037988 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 33 KB |
| 20180921110048136 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 23 KB |
| 20180921110057016 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 17 KB |
| 20180921110105841 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 17 KB |
| 20180921110115452 | 9/21/2018 10:08 AM | Adobe Acrobat D... | 212 KB |



Import

Mode

Document Batch

Document Detail

| # | File Name |
|---|-----------|
|---|-----------|

No records to display.

Page size: 300

Import As one file per one document

Add File(s) - Internet Explorer

- 20180921110200288.pdf
- 20180921110209030.pdf
- 20180921110220067.pdf
- 20180921110229032.pdf
- 20180921110237981.pdf
- 20180921110249925.pdf
- 20180921110259459.pdf
- 20180921110309076.pdf
- 20180921110319785.pdf
- 20180921110329543.pdf
- 20180921110339475.pdf
- 20180921110350948.pdf
- 20180921110409723.pdf
- 20180921110457122.pdf

| | | | |
|----|-----------------------|---------------------------------------|---|
| 26 | 20180921110309076.pdf | 20180921110309076.pdf | ✕ |
| 27 | 20180921110319785.pdf | 20180921110319785.pdf | ✕ |
| 28 | 20180921110329543.pdf | 20180921110329543.pdf | ✕ |
| 29 | 20180921110339475.pdf | 20180921110339475.pdf | ✕ |
| 30 | 20180921110350948.pdf | 20180921110350948.pdf | ✕ |
| 31 | 20180921110409723.pdf | 20180921110409723.pdf | ✕ |
| 32 | 20180921110457122.pdf | 20180921110457122.pdf | ✕ |



Page size: 300 ▾

32 items in 1 pages

Import As one file per one document

Import Selected File(s)

Cancel



Index Document

Document ID : 977190

Mode

Document

Batch

Filter

Operator: ALL

Start ID: End:

Primary Fields

Area:

Cabinet:

Search Group:

Drawer:

Folder:

System Fields

Date: 9/21/2018 10:24:47 AM

Scan Operator: LMILLER

Doc Status: IL

Version: 1

Revision: 0

1 2

| Document ID | File Name | Pages | Scan Date | Scan Operator |
|-------------|-----------------------|-------|-----------------------|---------------|
| 97719028 | 20180921105920745.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719029 | 20180921105929796.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719030 | 20180921105941589.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719031 | 20180921105950878.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719032 | 20180921110000045.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719033 | 20180921110008912.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719034 | 20180921110017819.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719035 | 20180921110027134.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719036 | 20180921110037988.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719037 | 20180921110048136.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |

Doc Type:

Secondary Information

 Index Document

Document ID : 97719027

Mode

Document

Batch

Filter

Operator:

Start ID: End:

1 2

| Document ID | File Name | Pages | Scan Date | Scan Operator |
|-------------|-----------------------|-------|-----------------------|---------------|
| 97719027 | 20180921105911862.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719028 | 20180921105920745.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719029 | 20180921105929796.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719030 | 20180921105941589.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719031 | 20180921105950878.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719032 | 20180921110000045.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719033 | 20180921110008912.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719034 | 20180921110017819.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719035 | 20180921110027134.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719036 | 20180921110037988.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719037 | 20180921110048136.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719038 | 20180921110057016.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719039 | 20180921110105841.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719040 | 20180921110115452.pdf | 1 | 9/21/2018 10:24:49 AM | LMILLER |
| 97719041 | 20180921110124447.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |

Primary Fields

Area:

Cabinet:

Search Group:

Drawer:

Folder:

System Fields

Date:

Scan Operator:

Doc Status:

Version:

Revision:

-
-
-
-
-
-
-
-

Doc Type:

Secondary Information

| | | | |
|-----------------|----------------------|-------------------|---|
| DATE RECEIVED | <input type="text"/> | ORGANIZATION NAME | <input type="text"/> |
| CUSTOMER NUMBER | <input type="text"/> | CUSTODIAN | <input type="text" value="OFFICE OF VMCS"/> |
| PERMIT NUMBER | <input type="text"/> | ORIGINATOR | <input type="text" value="OFFICE OF VMCS"/> |
| LAST NAME | <input type="text"/> | ACCESS CLASS | <input type="text" value="CONFIDENTIAL"/> |
| FIRST NAME | <input type="text"/> | | |

-
-

Secondary Detail

Route to: Task:

Additional Description:

Index Document

Document ID : 97719027

Mode

Document
 Batch

Filter

Operator: ALL
Start ID: End:

Primary Fields

Area: MOTOR VEHICLE
Cabinet: VEHICLE SERVICES
Search Group: PERMIT APPLICATIONS
Drawer: PERSONS WITH DISABILITY
Folder: PERSONS WITH DISABILITY

System Fields

Date: 9/21/2018 10:24:47 AM
Scan Operator: LMILLER
Doc Status: IL
Version: 1
Revision: 0

1 2

| Document ID | File Name | Pages | Scan Date | Scan Operator |
|-------------|------------------------|-------|-----------------------|---------------|
| 97719027 | 201809211105911862.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719028 | 201809211105920745.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719029 | 201809211105929796.pdf | 1 | 9/21/2018 10:24:47 AM | LMILLER |
| 97719030 | 201809211105941589.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719031 | 201809211105950878.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719032 | 20180921110000045.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719033 | 20180921110008912.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719034 | 20180921110017819.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719035 | 20180921110027134.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719036 | 20180921110037988.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719037 | 20180921110048136.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719038 | 20180921110057016.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719039 | 20180921110105841.pdf | 1 | 9/21/2018 10:24:48 AM | LMILLER |
| 97719040 | 20180921110115452.pdf | 1 | 9/21/2018 10:24:49 AM | LMILLER |
| 97719041 | 20180921110124447.pdf | 1 | 9/21/2018 10:24:49 AM | LMILLER |

Doc Type: PERSONS WITH DISABILITY

Secondary Information

DATE RECEIVED: 08/21/2018
CUSTOMER NUMBER: [REDACTED]
PERMIT NUMBER: [REDACTED]
LAST NAME: [REDACTED]
FIRST NAME: [REDACTED]

ORGANIZATION NAME: [REDACTED]
CUSTODIAN: OFFICE OF VMCS
ORIGINATOR: OFFICE OF VMCS
ACCESS CLASS: CONFIDENTIAL

Secondary Detail

Route to: VMC Task: SELECT A TASK

Additional Description:



Index Document

Document ID : 9771902

Mode

- Document
- Batch

Filter

Operator:

Start ID: End:



Document ID 97719028 saved successfully.

Primary Fields

System Fields