

Virginia OLRs

Temp Tag Guide



dealertrack technologies™

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Virginia: System Requirements

Operating System(s):

- Windows 8 Professional (32bit)
- Windows 8 Professional (64bit)
- Windows 7 Professional (32bit)
- Windows 7 Professional (64bit)
- Windows XP Professional (32bit)
- Windows XP Professional (64bit)

Browser(s):

- Internet Explorer 10 (32bit)
- Internet Explorer 9 (32bit)
- Internet Explorer 8 (32bit)
- Firefox
- Chrome (not certified)

Java Requirements:

- Java 7 Update 10 (1.7_10) or higher

Printing:

- A laser printer is required.

Virginia: Login

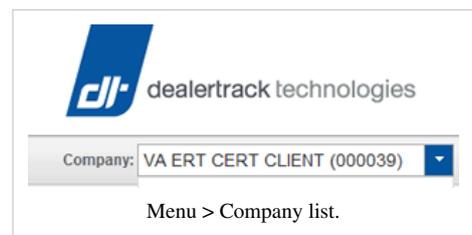
The OLRs requires users to sign in with a username and password.

Selecting a Dealership

Users who process for more than one dealership in a dealer group will have only one username, and after logging in will have the opportunity to select which store they want to work in. Users who process for only one dealership will automatically be logged into that dealership.

To select a dealership within a dealer group:

1. On the menu bar select the **Company** dropdown list.
2. Choose a dealership from the list.



Virginia: Passwords

A password is required for each user to sign into the OLRs. A temporary password will be provided to each user when their user account is created. The first time a user logs into the OLRs the user will be prompted to change their temporary password to a new password.

The OLRs will require users to change their OLRs passwords every 60 days. An alert will notify the user of the upcoming password change 14 days prior to expiry.

Password Requirements

OLRS passwords

Must be 8-15 characters long

Must contain at least 1 number

May not contain a blank space

Are case sensitive

Note: users may not reuse any of their five most recent passwords.

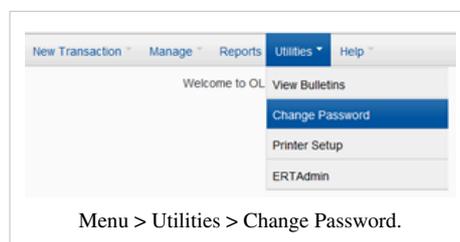
Password Changes

Users may change their password at any time after logging into the OLRs. Passwords are valid for 60 days and must be changed prior to expiring or the user will be locked out of the system until their account is reset by Dealertrack RTS Client Services.

To change a password:

1. On the menu select **Utilities** and then select **Change Password**.

The Change Password screen will be displayed.



Menu > Utilities > Change Password.

1. Enter your **Current password**.
2. Enter a **New Password**.
3. **Confirm** the new password by re-entering it.
4. Click the **Submit** button.

Password Resets

Users who have forgotten their passwords may contact Dealertrack RTS Client Services to have it reset back to a default value.

 A screenshot of the 'Change Password' window. The title bar reads 'Change Password'. The main text says: 'Change your Password to something unique. Do NOT share your Password. Passwords are case sensitive and must meet the following requirements: Must be 8 to 15 characters including: • 1 letter • 1 number • Cannot start with a number Cannot contain: • blank spaces'. Below this are three input fields: 'Current Password' (with 8 dots), 'New Password' (with 8 dots), and 'Confirm New Password' (with 8 dots). At the bottom right are 'Submit' and 'Cancel' buttons.

Password Change window.

Virginia: Issue a Temp Tag

To Issue a new **Temp Tag**:

1. On the menu select **New Transactions**, and select **Temp Tag**.

The **Temp Tag** screen will be displayed.



DMS Import

Deal data can be imported from a DMS and used to complete many of the fields of a transaction.

To import transaction information:

1. At the top of a new transaction, in the **DMS Import** section, select a **Store**.

A store only needs to be selected if the DMS has multiple branches. A default store can be selected in Preferences.

2. Select the **Import by** type:

- Deal ID
- Stock Number

A default **Import by** type can be selected in Preferences.

3. Enter a **Deal ID** or **Stock Number** to import.
4. Click the **Import** button.



Transaction Settings

Directly above the Owner, Vehicle, and Inv/Fees/Docs tabs are fields which are used to define the transaction. Many of these values will import from the DMS, and each must be reviewed to ensure the correct selections have been made.

1. Select the number of **Owners**:

- One
- Two

2. Select the **Purchase Type**:

- Sale
- Lease

The remaining items in this section are not applicable to a temp tag.



The Owner Tab

Owner and Co-Owner information may be imported from a DMS to populate the fields on the **Owner Tab**. Imported information should always be reviewed for accuracy, and revised as needed. Information not imported from a DMS must be entered as needed.

Individuals

To enter **Owner** information for an individual who is a resident of Virginia:

1. In the **ID** field enter the customer's **T-Number**, or **SSN**.
2. Click the **Inquiry** button.



If the customer's name and address information are on file with DMV then it will populate the name and address fields within the transaction.

If the customer is not a Virginia resident select **None**.

If no owner information is found at DMV a **Customer number not on file** message will be displayed and the fields will need to be completed manually.



1. Select the owner **Type** of **Individual**.
2. Complete the **Name** fields with the following information:
 - First name - always required.
 - Middle Initial - required if present on the customer's DMV record.
 - Last - always required.
 - Suffix - required if present on the customer's DMV record.
3. Complete the Date of Birth **DOB** field.
4. Select the customer's **Gender**:
 - Male
 - Female

Businesses

Entering a business customer's information can be done two ways:

In the **ID** field enter the business's **FEIN**, **T-Number**, or if a sole-proprietorship the owner's **SSN**, and click the **Inquiry** button.



If the business's name and address information are on file with DMV then it will populate the name and address fields within the transaction.

If no owner information is found at DMV a **Customer number not on file** message will be displayed, and the fields will need to be completed manually.

Frequently used business customers can be stored on a Favorites list and selected in a transaction from the **Favorites** list.

Select the company from the **Favorites** list.

If the company is not on the favorites list, or does not have an existing DMV customer record, manually enter the following:

1. The company's **Name**.

2. **AKA** Name, if applicable.

3. **Ownership Rights**:

- None (blank)
- DBA
- T/A - Trading As

Note: These are the most frequently used options. Information about the other options can be found [here](#).

Type: Individual Business
 Favorites: LOVELAND DISTRIBUTING CO INC (545521)
 Name: LOVELAND DISTRIBUTING CO INC
 AKA: LOVELAND Ownership Rights:

Owner - Primary Address

Review the primary address information which populates from the customer's DMV information.

• **Address 1** - Street address or P.O. Box #.

A P.O. Box may only be used for the Primary Address if a Dwelling Address is also on file at DMV for the customer.

Primary Address Address verified for ALL owners (must be checked to finalize)
 Change address (updates DMV) Move-in Date:
 Address 1: 123 HERE STREET
 Address 2:
 Country: US Zip: 22911
 City: CHARLOTTESVILLE State: VA Jurisdiction: ALBEMARLE

- **Address 2** - Apartment number, or continued street address.
- **Country** - defaults to US.
- **Zip Code**
- **City**
- **State**
- Residence **Jurisdiction**

Co-Owners

Follow the same processes for entering Co-Owners as when entering primary Owners.

The Vehicle Tab

1. Enter the VIN of the vehicle being purchased into the **VIN** field.

2. Click the **Inquiry** button.

Information about the vehicle will populate the following fields.

Review the information to ensure that it is correct.

- Year
- Make

Vehicle Customer New Fees/Docs
 Details VIN: 1HGC28858A07539 Override VIN information
 Year: 2011 Make: HONDA Model: ACCORD
 Body: CPE EPI Color 1: BLUE Color 2: NA
 Customer #: 567894 Deal ID/Stock #: A12343
 Purchase Date: 04/14/2014 Title State: VA Vehicle Insured: Yes No
 Override Reason: NA

- Model
- Body

If any of the vehicle information is incorrect click the **Override VIN Information** checkbox, and revise the information as needed.

3. Select a color in the **Color 1** field.
4. If the exterior of the vehicle is more than 30% a second color also select a color in the **Color 2** field.
5. Enter a **Deal ID** / or **Stock Number**.
6. Enter the **Purchase Date**.
7. Enter the **Title State**
8. Select **Vehicle Insured**:
 - Yes
 - No
9. If re-issuing a temp tag which had previously been voided, **Override Reason**:
 - Contingency On Sale
 - Previously Voided by Mistake

The Inv/Fees/Docs Tab

To complete the issuing of a new **Temp Tag**:

1. Click the **Finalize** button.
2. After the temp tag number has been assigned to the transaction, in the **Documents** section click the **Temp Tag** check box.
3. Select the number of **Copies** to print.
4. Click the **View** button to preview the tag on screen, or **Print** button to send the tag to the printer.

In addition to the temp tag several other documents are available to print or view on screen:

The printing of these forms is optional.

- Transaction Summary - A recap of the transaction
- VSA-17A - The Virginia Title Application.
- VSA-31 - The Virginia Moped Certification form.
- VSA-70 - Virginia Power of Attorney.
- VSA-5 - Odometer Disclosure.
- VSA-14 - Vehicle Registration Application.
- VR-005 - Maryland Title Application.
- DMV-1 - West Virginia Title Application.
- MVR-1 - North Carolina Title Application.

To print or view any of these forms:

1. Select the form(s) to print.
2. Select the number of **Copies** of the form(s).
3. Click the **View** button to preview the form(s) on screen, or **Print** button to send the form(s) to the printer.

Inv/Fees/Docs Tab - Temp Tags.

Virginia: Transport Tags

A Transport tag is a temporary registration issued to a vehicle owned by a dealership, and which is being moved to, from, or between dealership properties.

Basic facts:

- Transport tags must be printed on a laser printer using the same teslin paper used for temp tags.
- Transport tags are valid for five (5) days from the issue date, this includes the date issued. For example a transport tag with an issue date of the 15th will expire on the 19th.
- The issue date for a transport may be up to five (5) days from the day the transaction is processed online.
- Only one transport tag is to be printed and attached to the vehicle. Reprinting a temp tag is allowed.
- The DSD-5A temporary transport certificate, will print along with the transport tag, and should be detached and retained by the operator.
- Transport tags may not be extended, or edited. However, additional or corrected transport tags may be issued as needed and will incur the full transaction fee.
- The fee for issuing a transport tag is \$1.50.
- The tag number and transaction fee are not assigned until the transaction is "Finalized".

To Issue a new **Transport Tag**:

1. On the menu select **New Transactions**, and select **Transport Tag**.

The **Transport Tag** screen will be displayed.



DMS Import

Transport Tag transactions do not support the ability to import data from a DMS.

Transaction Settings

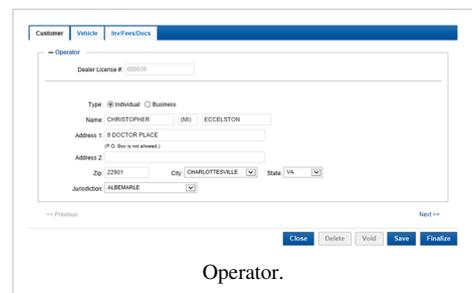
Although visible, the transactions settings at the top of the Customer, Vehicle, and Fees tabs are **not applicable** to a transport tag transaction, and the displayed values may not be modified.



The Customer Tab

Transport Tags require the vehicle driver (Operator) to be identified by name, and to include the address listed on the operator's driver's license.

1. In the **Name** field enter the operator's First, Middle, and Last name
2. In the **Address** fields enter the street address listed on the operator's driver's license.
3. In the **Zip** field enter the zip code for the address listed on the operator's driver's license.



The **City**, **State**, and **Jurisdiction** fields will populate based on the zip code. Revise or complete this information as needed.

The Vehicle Tab

1. In the **VIN** field enter the VIN of the vehicle receiving the transport tag.

2. Click the **Inquiry** button.

Information about the vehicle will populate the following fields.
Review the information to ensure that it is correct.

- Year
- Make
- Body

If any of the vehicle information is incorrect click the **Override VIN Information** checkbox, and revise the information as needed.

3. Select **Vehicle Insured**:

- Yes
- No

4. Enter the **Issue Date**.

Note: An issue date may be selected which is up to five days in the future from the date the transaction is processed online.

5. Enter a **Deal ID** / or **Stock Number**.

6. Select one or more **Reason(s) for Transport**:

- From auction or other point-of-sale
- Between properties owned or controlled by same dealership
- For repairs, painting, or installing parts or accessories
- For demonstration of vehicle types without appropriate plates

Vehicle Tab - Transport Tags.

The Inv/Fees/Docs Tab

To complete the issuing of a new **Transport Tag**:

1. Click the **Finalize** button.

Finalizing the transaction will assign the tag number and transaction fee to the transaction.

2. In the **Documents** section: select **Transport Tag**.

A **Transaction Summary** may also be selected and printed if desired.

3. Click the **Print** button.

Inv/Fees/Docs Tab - Transport Tags.

Article Sources and Contributors

Virginia: System Requirements *Source:* <http://wiki.dtrts.com/index.php?oldid=6394> *Contributors:* NCudlipp

Virginia: Login *Source:* <http://wiki.dtrts.com/index.php?oldid=1756> *Contributors:* NCudlipp

Virginia: Passwords *Source:* <http://wiki.dtrts.com/index.php?oldid=2360> *Contributors:* NCudlipp

Virginia: Issue a Temp Tag *Source:* <http://wiki.dtrts.com/index.php?oldid=5281> *Contributors:* Hilliard, NCudlipp

Virginia: Transport Tags *Source:* <http://wiki.dtrts.com/index.php?oldid=4438> *Contributors:* NCudlipp

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