



# **MVD Business Portal Guide**

Proprietary and Confidential

**February 28, 2025**

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# MVD Business Portal Overview

Once logged into the MVD Business Portal, you are taken the Dealer homepage. The Dealer homepage displays the Dealer account(s) you have access to along with the different transactions you can complete online.

The screenshot shows the Montana MVD Business Portal Dealer homepage. At the top, the MVD logo and 'Montana MVD Business Portal' are on the left, and a support icon (1) and user icon (2) are on the right. Below this, the dealer's name 'MONTANA DEALERSHIP' and contact information are on the left, and a 'Welcome John Doe' message with a 'Manage My Profile' link (3) is on the right. A navigation bar contains 'Home', 'Action Center' (4), 'Settings', and 'More...' (5). The main content area is divided into three sections: 'Dealer' (4) with contact info, 'Temporary Registration Permits' (5) with an important notice and a list of actions, 'Account Management' with a license status and a list of actions, and 'Additional Resources' with a list of actions.

Other features on the dealer homepage include:

1. **Support icon:** The Support icon allows you to view your support ID. A support ID can be given to MVD support staff so they can see your screen and provide assistance.
2. **User icon:** The User icon allows you to navigate to your profile or log off your account.
3. **Manage My Profile hyperlink:** The Manage My Profile hyperlink navigates you to your profile. From your profile, you can change your name, email, phone number, password, and manage your two-step authentication settings.
4. **Action Center tab:** The Action Center tab displays any actions that need to be completed
5. **More... tab:** The More tab allows you to manage account access and view messages and letters sent from MVD. Dealers will receive electronic notices for expired bonds, expired insurance, and dealer license renewals. Additionally, this tab is where you can request access to another account and with the proper permissions, add and manage employee access.



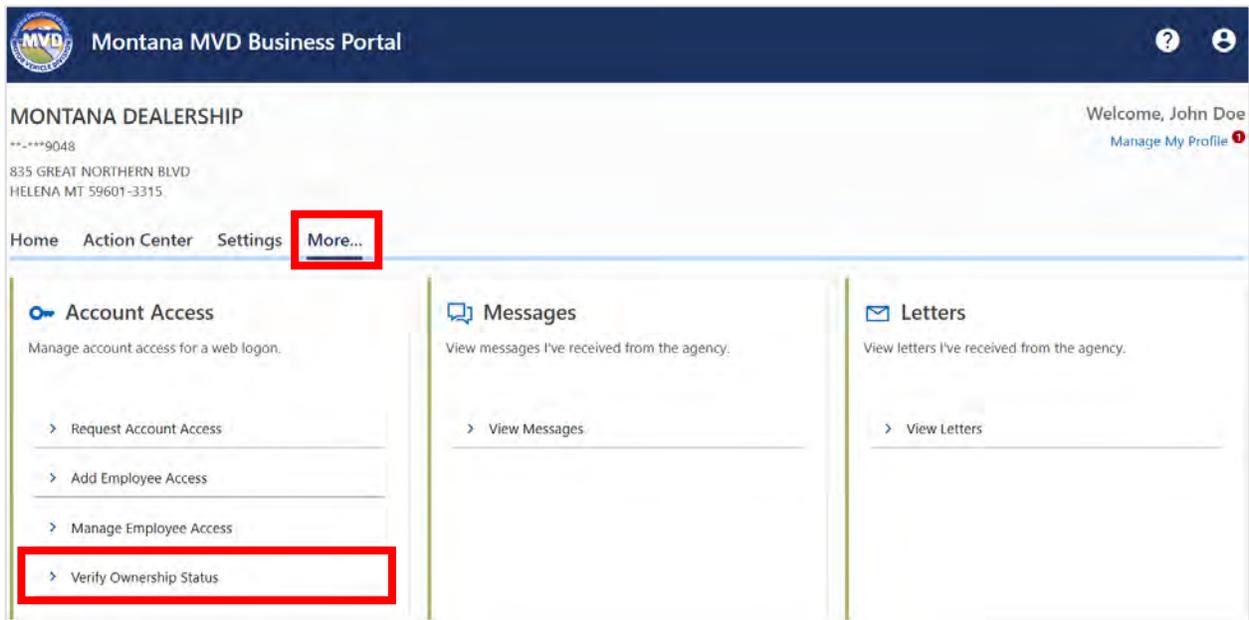
# Dealer Account Access

## Verify Ownership Status

The owner of a dealership must verify their ownership status prior to gaining access to all transactions available on the MVD Business Portal. This includes adding employees access to the MVD Business Portal.

To verify ownership status:

1. From the Dealer homepage, select the **More** tab.
2. Select the **Verify Ownership Status** button.



3. Review the Introduction section. Select the **Next** button.
4. Select the Dealer account that you need to verify ownership for.
5. Select the **Next** button.



6. Enter the required information.
  - a. **Note:** If you do not have a middle name, select the **I don't have a middle name** hyperlink.
7. Select the **Next** button.

The screenshot shows the 'Verify Ownership Status' form with the 'Identification' section active. The left sidebar has 'Owner Info' selected. The form fields are: First Name (Required), Middle Name (Required), Last Name (Required), Date of Birth (Required), and Social Security Number (Required). A red box highlights the 'I don't have a middle name' hyperlink next to the Middle Name field. At the bottom right, the 'Next' button is highlighted with a red box.

8. Review the Summary section. Select the **Next** button.

The screenshot shows the 'Verify Ownership Status' form with the 'Summary' section active. The left sidebar has 'Summary' selected. The form displays: Account : MONTANA DEALERSHIP and Owner : JOHN DOE. At the bottom right, the 'Next' button is highlighted with a red box.

9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

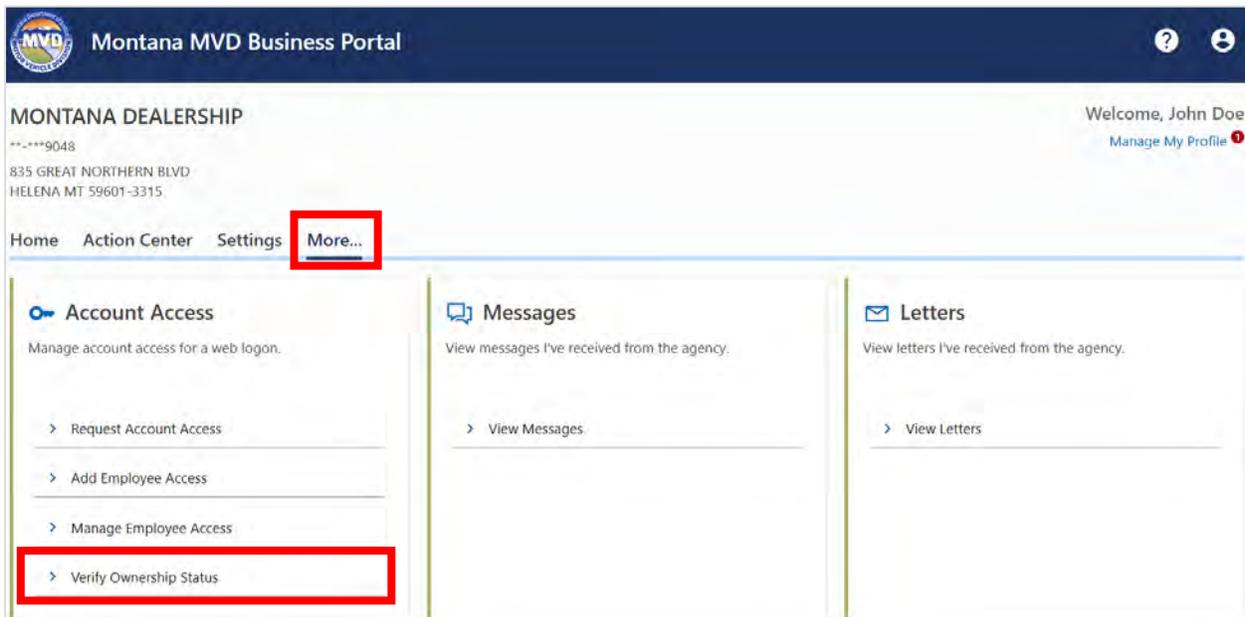


## Add Employee Access

If you have the proper permissions, you can add access to the MVD Business Portal for your employees. Once access has been added, the employee(s) will receive an email to complete the process of creating an account. If the employee has already created an account in the MVD Business Portal, the employee will not receive an email. However, the employee will gain access to the Dealer account.

To add employee access:

1. From the Dealer homepage, select the **More** tab.
2. Select the **Add Employee Access** button.



The screenshot shows the Montana MVD Business Portal interface. At the top, the header includes the MVD logo, the text "Montana MVD Business Portal", and user information: "Welcome, John Doe" and "Manage My Profile". Below the header, the user's dealership information is displayed: "MONTANA DEALERSHIP", phone number "835-9048", and address "835 GREAT NORTHERN BLVD, HELENA MT 59601-3315". A navigation bar contains "Home", "Action Center", "Settings", and "More...". The "More..." tab is highlighted with a red box. Below the navigation bar, there are three main sections: "Account Access", "Messages", and "Letters". The "Account Access" section is highlighted with a red box and contains a list of options: "Request Account Access", "Add Employee Access", "Manage Employee Access", and "Verify Ownership Status".

3. Review the Introduction section. Select the **Next** button.
4. Select the Dealer account that you need to add employee logons for.
5. Select the **Next** button.



The screenshot shows the "Available Accounts" selection screen. On the left, a sidebar menu has "Introduction", "Identification", and "Accounts" (selected). The main content area is titled "Available Accounts" and contains the instruction "Select which account you would like to prove your ownership status for." Below this instruction, there is a list of accounts with a radio button next to "MONTANA DEALERSHIP", which is highlighted with a red box. At the bottom of the screen, there are "Cancel", "Previous", and "Next" buttons, with the "Next" button highlighted by a red box.



6. Enter the name, email address, and access level for each employee that you wish to add.
  - a. The different access levels include:
    - i. **Manage Account:** Gives full access on the MVD Business Portal including managing financials, issuing TRPs, managing the loaner plate log, and managing employee access.
    - ii. **Manage Financials:** Gives access to set up a bank account, pay outstanding fees, and view applicable information.
    - iii. **Manage Loaner Plate Log:** Gives access to manage the plate log on the MVD Business Portal.
    - iv. **Perform Everyday TRP Transactions:** Gives access to issue and manage TRPs.
7. Select the **Next** button.

Montana MVD Business Portal

< MONTANA DEALERSHIP

Add Employee Logons

Introduction  
Logon Information  
Account  
Logon Info

**Employee Emails**  
Please provide an email address for every employee that needs a web logon.

Name	Email Address	Access Level

Cancel Previous **Next**

8. Review the Summary section. Select the **Next** button.
9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

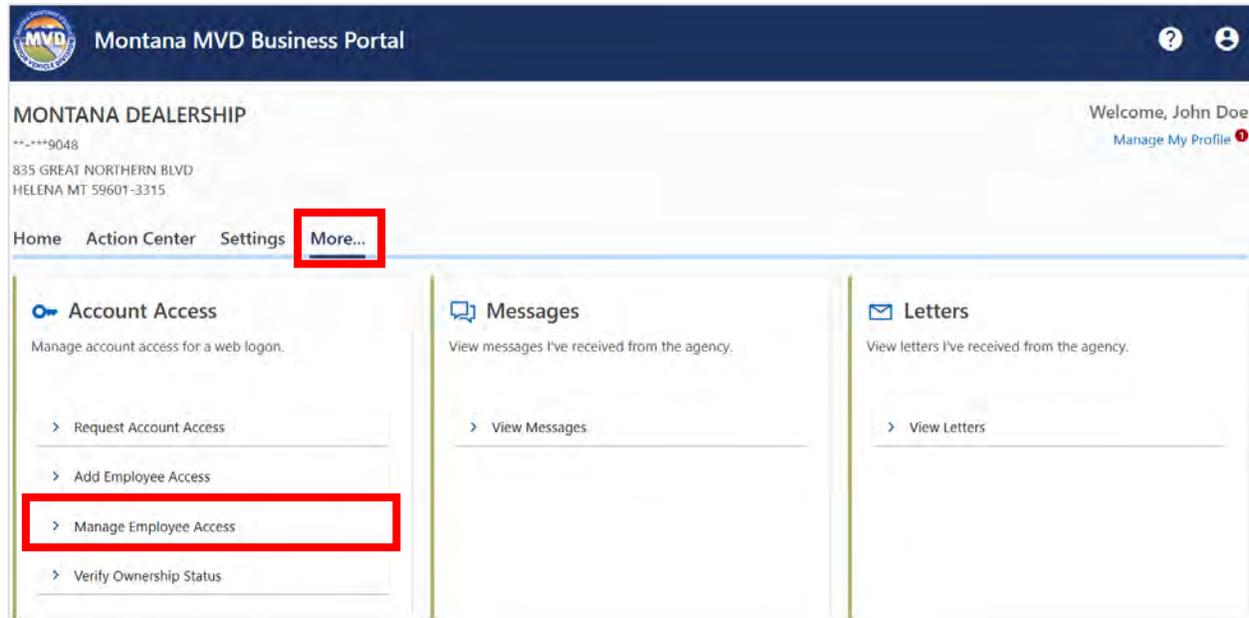


## Changing an Employee's Access

If you have the proper permissions, you can change or remove employees' access to the MVD Business Portal.

To manage an employee's access:

1. From the Dealer homepage, select the **More** tab.
2. Select the **Manage Employee Access** button.



The screenshot shows the Montana MVD Business Portal interface. At the top, there is a dark blue header with the MVD logo and the text "Montana MVD Business Portal". Below the header, the user is logged in as "John Doe" and can click "Manage My Profile". The main content area is titled "MONTANA DEALERSHIP" and includes contact information: "835 GREAT NORTHERN BLVD, HELENA MT 59601-3315". A navigation bar contains "Home", "Action Center", "Settings", and "More...". The "More..." tab is highlighted with a red box. Below the navigation bar, there are three columns: "Account Access", "Messages", and "Letters". Under "Account Access", there are four options: "Request Account Access", "Add Employee Access", "Manage Employee Access" (highlighted with a red box), and "Verify Ownership Status".

3. Review the Introduction section. Select the **Next** button.
4. Select the Dealer account that you need to manage employee logons for.
5. Select the **Next** button.



The screenshot shows a selection screen titled "Available Accounts". On the left, there is a sidebar with "Introduction" and "Identification" sections, and a sub-section "Accounts" is selected. The main area contains the text "Select which account you would like to prove your ownership status for." Below this text, there is a single radio button option labeled "MONTANA DEALERSHIP", which is highlighted with a red box. At the bottom of the screen, there are three buttons: "Cancel", "Previous", and "Next" (highlighted with a red box).



6. A list of web users is displayed. Update the access level in the **Access Level** field or remove all access by selecting the **Remove Access** hyperlink.
7. Select the **Next** button.

Montana MVD Business Portal

MONTANA DEALERSHIP

Manage Employee Access

Introduction  
Access Levels  
Account  
Access

### Web User Access

All users with access to this account are listed here. Select a new access level for any that you wish to change, or remove the user's access completely.

Filter

Name	Email	Access Level	Remove All Access
Jane Doe	janedoe@email.com	Manage Account	<a href="#">Remove Access</a>
John Doe	johndoe@email.com	Manage Account	<a href="#">Remove Access</a>

Cancel Previous **Next**

8. Review the Summary section. Select the **Next** button.
9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

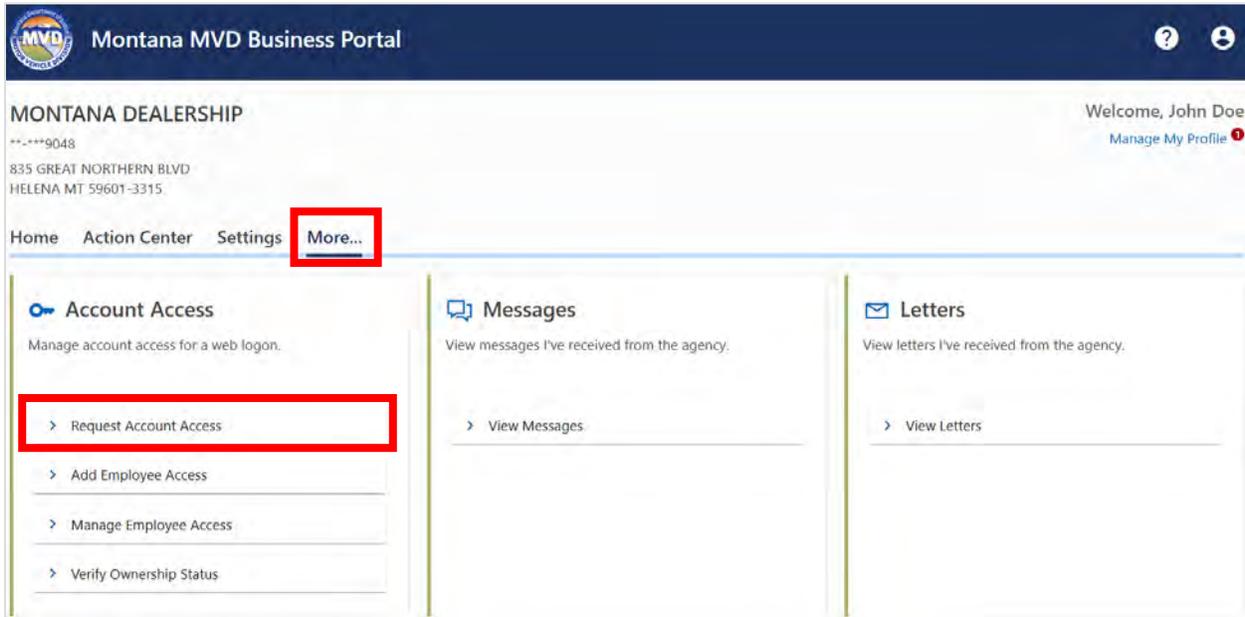


## Requesting Access to a Dealer Account

If you manage multiple dealerships, you can request account access for each dealership you manage.

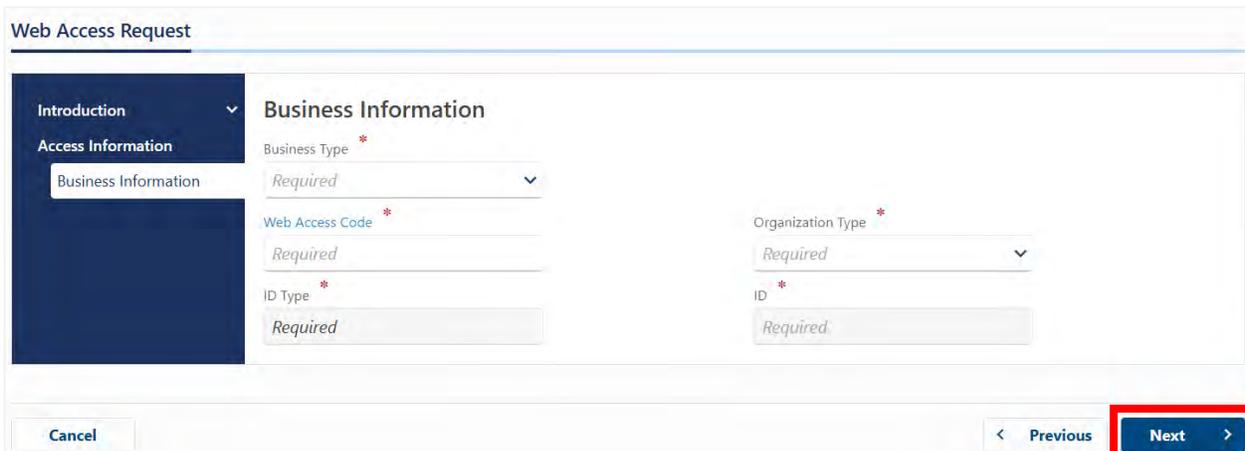
To request account access to another Dealer account:

1. From the Dealer homepage, select the **More** tab.
2. Select the **Request Account Access** hyperlink.



The screenshot shows the Montana MVD Business Portal interface. At the top, there is a navigation bar with the MVD logo and the text "Montana MVD Business Portal". Below this, the user is logged in as "John Doe" and can access "Manage My Profile". The main content area is titled "MONTANA DEALERSHIP" and includes contact information: "835 GREAT NORTHERN BLVD, HELENA MT 59601-3315". A navigation menu at the top contains "Home", "Action Center", "Settings", and "More...". The "More..." menu is expanded, showing several options: "Request Account Access", "Add Employee Access", "Manage Employee Access", and "Verify Ownership Status". The "Request Account Access" option is highlighted with a red box. To the right of the menu, there are sections for "Messages" and "Letters", each with a "View" link.

3. Review the Introduction section. Select the **Next** button.
4. Enter the business information.
  - a. The Web Access Code is sent via mail from MVD. If you are unable to locate that letter or are having troubles with your web access code,
  - b. call 406-444-6515.
5. Select the **Next** button.



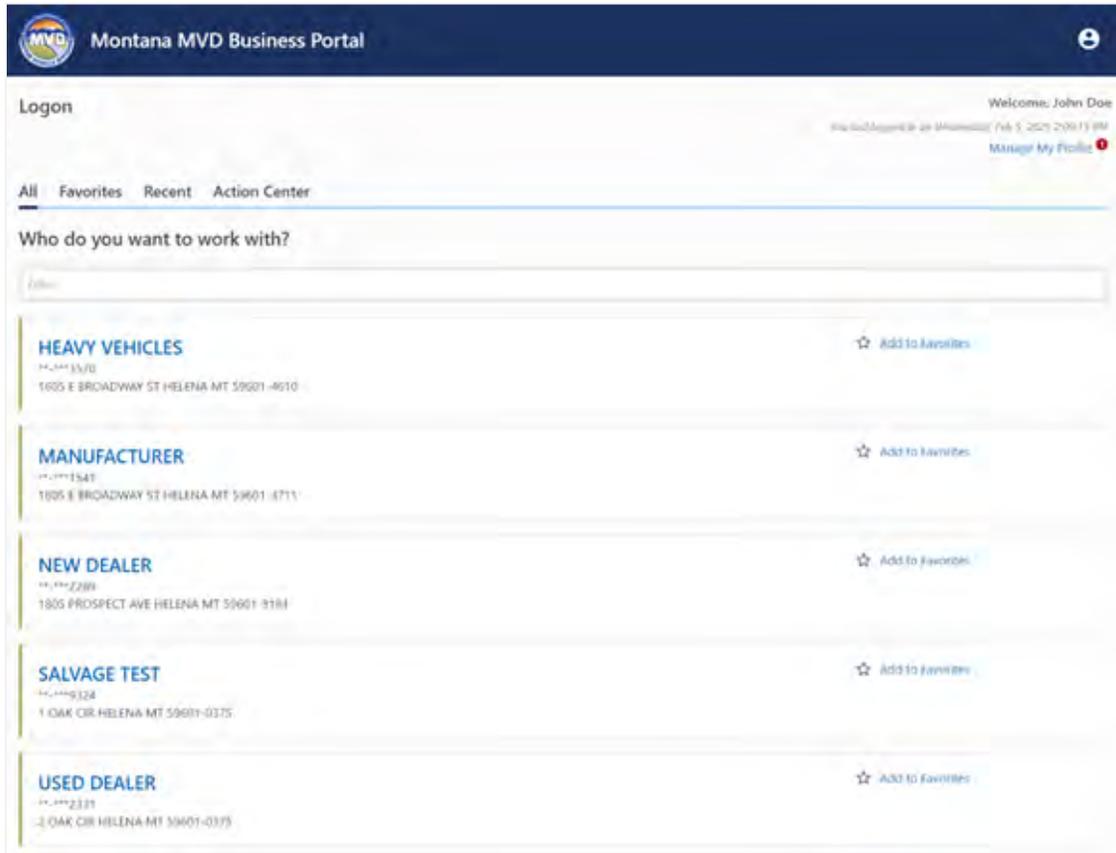
The screenshot shows the "Web Access Request" form. The form is divided into two main sections: "Introduction" and "Business Information". The "Business Information" section is currently active and contains several required fields: "Business Type", "Web Access Code", "ID Type", "Organization Type", and "ID". Each field has a "Required" label and a dropdown menu. At the bottom of the form, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red box.



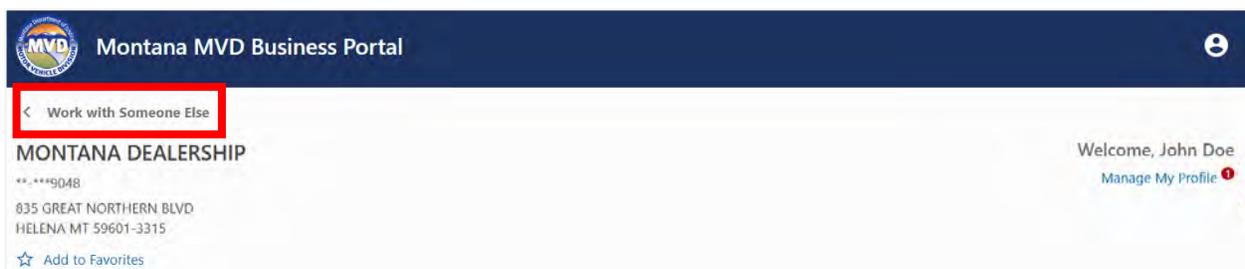
6. Review the Summary section. Select the **Next** button.
7. Select the **Submit** button to confirm your request.
8. The account request has been granted. Select the **OK** button.

## Switching Between Dealer Accounts

If you have access to multiple Dealer accounts on the MVD Business Portal, you will be prompted to select which Dealer account you want to work with when you first log in.



To perform transactions on another Dealer account, select the **Work with Someone Else** hyperlink and select the Dealer you want to work with.



# Temporary Registration Permits (TRPs)

## Issuing a TRP

Dealers will now issue TRPs from the MVD Business Portal. Some other TRP changes include:

- Manual or handwritten TRPs will no longer be allowed.
- TRPs are paid for by dealers regardless of the TRP type.
- Dealers will no longer go through MI for payment and will need to use ACH Debit for payment to MVD. **Dealers must add their bank account information in the MVD Business Portal by April 1, 2025, in order to continue to issue TRPs.**

## Issuing a New Dealer Sale TRP

To issue a new dealer sale TRP:

1. From the Dealer homepage, select the **Issue a new dealer sale TRP** hyperlink.
2. The Issue TRP transaction is displayed along with each section that needs to be completed. Complete each section by selecting the **Start** button.
  - a. Use the instructions below on how to complete each section.

< MONTANA DEALERSHIP

**Issue New Dealer Sale TRP** Amount  
**\$20.09**

Issue a new 40 day dealer sale TRP.

 <b>Vehicle Purchaser Information</b> <i>Enter information on the individual or business that purchased the vehicle.</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Vehicle Sale Information</b> <i>Enter sale information and verify vehicle details.</i>	<input type="radio"/> Not Started <b>Start</b>

**Cancel** **Start Vehicle Purchaser Information** >



3. Once all sections have been completed, select the **Submit** button.

< MONTANA DEALERSHIP

**Issue New Dealer Sale TRP** Amount: **\$28.33**

Issue a new 40 day dealer sale TRP.

 <b>Vehicle Purchaser Information</b> <i>Enter information on the individual or business that purchased the vehicle.</i>	✔ Complete <b>Edit/Review</b>
 <b>Vehicle Sale Information</b> <i>Enter sale information and verify vehicle details.</i>	✔ Complete <b>Edit/Review</b>
 <b>Security Interest Information</b> <i>Enter information for security interest holders on the vehicle.</i>	✔ Complete <b>Edit/Review</b>
 <b>Document Attachment</b> <i>Upload supporting documents.</i>	✔ Complete <b>Edit/Review</b>

**Cancel** **Submit**

4. The Confirmation page is displayed. Select the **access your temporary registration permit** hyperlink to open the TRP in another browser window.

**Issue New Dealer Sale TRP** Transaction ID: **R5-HJ9M-DNNH** Amount: **\$28.33**

Issue a new 40 day dealer sale TRP.

✔ Transaction has been processed.

**Confirmation**

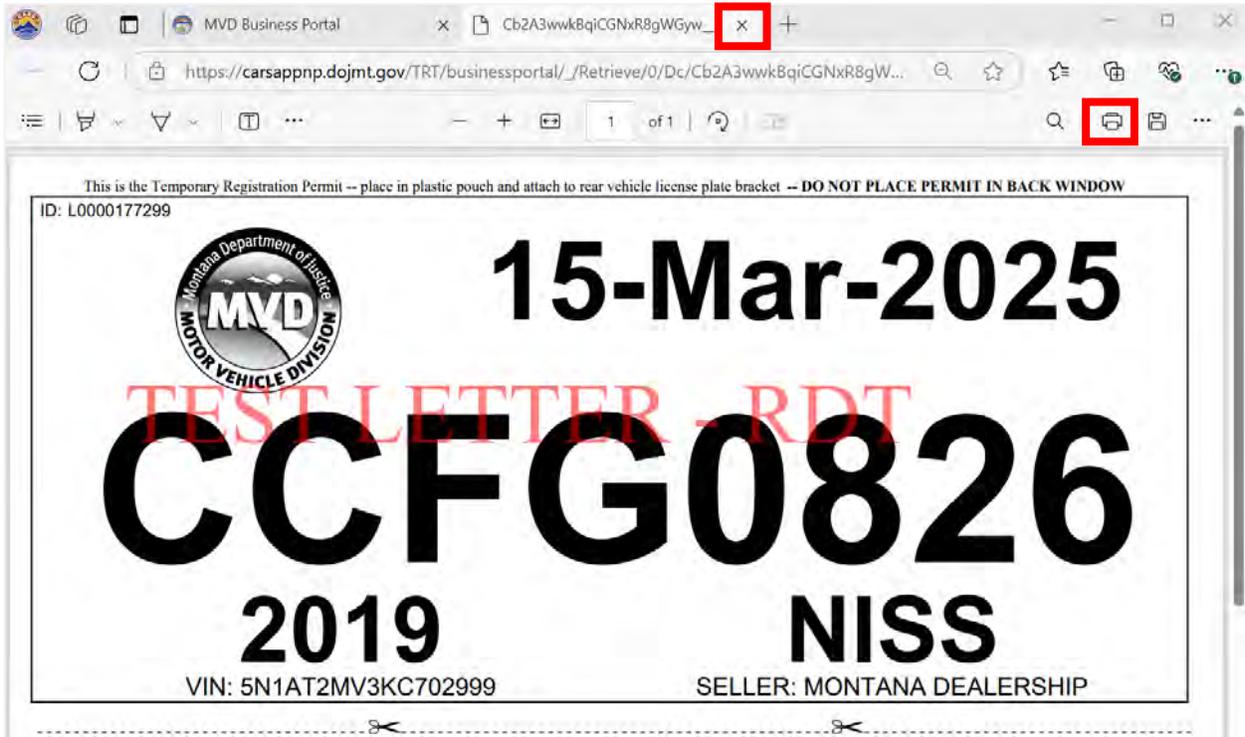
Thank you for submitting your temporary registration permit online. Your submission has completed.

You may now [access your temporary registration permit.](#)

**OK**



5. The TRP opens as a PDF. Print the TRP.
6. Close the TRP PDF and return to the MVD Business Portal.



7. Select the **OK** button.

**Issue New Dealer Sale TRP** Transaction ID **R5-HJ9M-DNNH** Amount **\$28.33**

Issue a new 40 day dealer sale TRP.

✔ Transaction has been processed.

**Confirmation**

Thank you for submitting your temporary registration permit online. Your submission has completed.

You may now [access your temporary registration permit](#).

**OK**



## Vehicle Purchaser Information

1. The Purchaser Information section is displayed. Complete the required fields:
  - a. **ID Type** field: *Montana DLN/ID* is defaulted. If the customer provides a different form of identification, select the appropriate type in the drop-down field.
  - b. **ID** field: Enter the ID number. If a valid Montana DLN/ID is entered, the name and address of the customer is pre-populated.
  - c. **Vehicle Location Address** field: Update the vehicle location address if the vehicle is domiciled in a different location than the address on their credential. If the address does not verify with USPS, then select the **Verify** hyperlink to verify the address.
2. If there are multiple owners, select the **Add Additional Purchaser** button.
3. Select the **Next** button.

< Issue New Dealer Sale TRP

### Vehicle Purchaser Information

Enter information on the individual or business that purchased the vehicle.

Amount  
**\$20.09**

Purchaser Info

#### Primary Owner Information

Purchaser Type Individual	Ownership Type * Required	Owner Type Owner
ID Type Montana DLN/ID	ID * Required	ID State Montana
First Name * Required	Middle Name	Last Name * Required
Vehicle Location Address * Required		Verify
Mailing Address (Optional)		Verify

**Add Additional Purchaser**

< Previous **Next** >



4. Select whether the vehicle will be titled in Montana. If the **Yes** button is selected, complete the remaining questions.
  - a. The **What county will you send paper work to?** field will pre-populate based on the vehicle location address entered previously.
5. Select the **Next** button.

< Issue New Dealer Sale TRP

### Vehicle Purchaser Information

Enter information on the individual or business that purchased the vehicle. Amount  
**\$20.09**

Purchaser Info    Titling and Documentation

#### Additional Questions

Will this vehicle be titled in Montana?  
 Yes     No

What county will you send paperwork to?   
**Lewis and Clark** ▼

Do you need to file a security interest on this vehicle?  
 Yes     No

Do you want to upload supporting documents at this time?  
 Yes     No

If the customer would like to receive electronic notification from the county when their paperwork is approved, provide their email in the space provided.  
Email  
\_\_\_\_\_

< Previous    **Next** >

6. The Vehicle Purchaser Information is completed.



## Vehicle Sale Information

1. The Vehicle Sale Information section is displayed. Complete the required fields.
  - a. **VIN** field: CARS is connected to VINTelligence, and in most cases once the VIN is entered, the vehicle details are automatically populated.
2. Select the **Next** button.

< Issue New Dealer Sale TRP

### Vehicle Sale Information

Enter sale information and verify vehicle details.

Amount  
**\$28.33**

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Vehicle Sale Information

#### Temporary Registration Permit Information

Vehicle Type * <i>Required</i>	VIN	Vehicle Sale Date
<input type="text" value="Required"/>	<input type="text"/>	<input type="text" value="03-Feb-2025"/>
Temporary Registration Issued	Temporary Registration Commence	Temporary Registration Expiration
<input type="text" value="03-Feb-2025"/>	<input type="text"/>	<input type="text"/>

#### Vehicle Information

Vehicle Class	Body Style	
<input type="text"/>	<input type="text"/>	
Year	Make	Model
<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

#### Vehicle Details

Primary Color	Secondary Color
<input type="text"/>	<input type="text"/>
Fuel Type	Unladen Weight
<input type="text"/>	<input type="text" value="0"/>

< Previous **Next** >

3. The Vehicle Sale Information section is completed.



## Security Interest Information

1. If during the Vehicle Purchaser Information section you answered Yes to a security interest, the Security Interest Information section will display. Completed the required fields.
  - a. If the security interest holder participates in the Electronic Lien Titling program (ELT), select the **Yes** button for Is the lender part of ELT? and then enter their ELT ID.
  - b. Enter the security interest's name and mailing address in the corresponding fields. Please note that moving forward the security interest information does not automatically populate unless the lender is part of ELT. The name and mailing address will need to be entered each time.

### Security Interest Information

Enter information for security interest holders on the vehicle.

Amount  
**\$28.33**

[Add Lien](#)

#### Security Interest Information

Who is the borrower?

JOHN JAMES DOE

#### Lender Information

Is the lender part of ELT?  Yes  No

Security Interest Type: Regular Security Interest Holder Type: Organization Perfected Date: 03-Feb-2025

Name \*

Mailing Address \*  [Verify](#)

[Previous](#) [Next](#)

2. Select the **Next** button.
3. The Security Interest Information section is completed.



## Document Attachment

1. If the answer to uploading supporting documents was Yes, then the Document Attachment section is displayed. Select the **Add an attachment** hyperlink.

< Issue New Dealer Sale TRP

**Document Attachment** Amount  
**\$28.33**

Upload supporting documents.

Attachments

**Document Attachment**

TRP supporting document required

**Add a Attachment**

**+ Add an attachment**

< Previous **Next** >

2. Select the appropriate attachment type from the **Type** drop-down field.
3. Select the **Choose File or Drop here** button.

< Issue New Dealer Sale TRP

**Document Attachment** Amount  
**\$28.33**

Upload supporting documents.

Attachments

**Document Attachment**

TRP supporting document required

**Add a Attachment**

Category: TRP Supporting Documentation

Type: **Required**

Attachment: **Choose File or Drop Here**

+ Add an attachment

< Previous **Next** >

4. Select the correct file in the File Browser window.
5. Repeat steps 2-5 to add additional documents.
6. Select the **Next** button.
7. The Document Attachment section is completed.



## Viewing and Managing TRPs

Dealers can view and manage TRPs that they have issued. The transactions available include:

- **Reprint Registration:** This option produces an exact copy of the TRP that was issued. This transaction is available for only 24 hours.
- **Reissue Registration:** This option issues a new TRP number, but with the same expiration date. This transaction can only be performed if the TRP is active.
- **Update TRP Details:** Dealers can update and correct TRP information, including vehicle details, vehicle address, and security interest information up until the title work is performed.
- **Upload Supporting Documents:** This option allows the dealer to upload supporting documents like the MV1, MCO, or title. These documents can then be used by the issuing offices. Dealers will still need to send the physical documents to the issuing office.
- **Issue 90 Day Extension:** This option extends the TRP 90 days. This transaction is available within 10 days of the TRP's expiration date.
- **Cancel TRP:** This option cancels the TRP. If a TRP is not cancelled within 24 hours of issuance, the dealer will still be charged for the TRP issuance.

### Viewing a TRP

The MVD Business portal provides numerous ways to search and easily locate a TRP the dealership issued.

To search and view a TRP:

1. From the Dealer homepage, select the **Manage existing TRPs** hyperlink.

Home Action Center Settings More...

**Dealer**  
MONTANA DEALERSHIP  
05D008  
835 GREAT NORTHERN BLVD HELENA MT 59601-3315

**Temporary Registration Permits**

**IMPORTANT:** Starting **April 1, 2025**, TRP services will be discontinued if bank account is not set up

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > **Manage existing TRPs**
- > Lookup a vehicle
- > View TRP financial activity

**Account Management**

Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit



2. The Search for a TRP window is displayed. Use the fields to search for the desired TRP.
  - a. Select the **Past 40 Days** hyperlink to view TRPs issued in the past 40 days.
  - b. Select the **Extendable TRPs** hyperlink to view TRPs that are eligible for extension.
  - c. Select the **Search by HIN** hyperlink to search for a vessel.

### Search for a TRP

[Past 40 Days](#)
[Extendable TRPs](#)
[Clear](#)

Use the options below to search for TRPs you need to view and/or manage. You must enter either VIN, TRP number, or vehicle sale date range. You can use the quick links to set your search criteria for the past 40 days, or for extendable TRPs.

[View info on extendable TRPs.](#)

**Search by HIN**

<input type="text" value="VIN"/>	<input type="text" value="Vehicle Sale From"/>	<input type="text" value="TRP Type"/>
<input type="text" value="TRP Number"/>	<input type="text" value="Vehicle Sale To"/>	<input type="text" value="Purchaser Name Type"/>
<input type="text" value="Status"/>	<input type="text" value="Titling Jurisdiction"/>	<input type="text" value="Last Name"/>
<input type="text" value="Active"/>	<input type="text" value="Montana"/>	

### Results

TRP Number	Vehicle	Identification Number	TRP Type	Purchaser	Issued	Expiration
There are no results.						

3. Select the **Search** button.
4. The applicable TRP(s) displays in the Results table.

### Search for a TRP

[Past 40 Days](#)
[Extendable TRPs](#)
[Clear](#)

Use the options below to search for TRPs you need to view and/or manage. You must enter either VIN, TRP number, or vehicle sale date range. You can use the quick links to set your search criteria for the past 40 days, or for extendable TRPs.

[View info on extendable TRPs.](#)

**Search by HIN**

<input type="text" value="VIN"/>	<input type="text" value="Vehicle Sale From"/>	<input type="text" value="TRP Type"/>
<input type="text" value="TRP Number"/>	<input type="text" value="Vehicle Sale To"/>	<input type="text" value="Purchaser Name Type"/>
<input type="text" value="Status"/>	<input type="text" value="Titling Jurisdiction"/>	<input type="text" value="Last Name"/>
<input type="text" value="Active"/>	<input type="text" value="Montana"/>	

### Results

TRP Number	Vehicle	Identification Number	TRP Type	Purchaser	Issued	Expiration	Completed	Cancelled
CCFG0825	2015 LEXS ES	JTHBK1GG3F2199343	Dealer Sale	JOHN JAMES DOE	03-Feb-2025	15-Mar-2025		



5. Select the **Manage** hyperlink for the desired TRP.
6. The TRP Details window is displayed.
  - A. The **TRP Account Details** panel displays vehicle and TRP information.
  - B. The **Management Actions** panel displays any actions available to be taken on the TRP.
  - C. The **Completed Transactions** panel displays the transactions that have been completed on this TRP. Select the transaction hyperlink to view the information that was entered during the transaction.

The screenshot shows the 'TRP List' interface. It is divided into three main sections:

- TRP Account Details:** A table with two columns. The left column lists vehicle and owner information, and the right column lists TRP identification and dates.
 

Vehicle	TRP Number
2015 LEXS ES	CCFG0825
VIN	TRP Type
JTHBK1GG3F2199343	Dealer Sale
Owners	Registration Commence
JOHN JAMES DOE	03-Feb-2025
Security Interest Holder	Registration Expire
US BANK	15-Mar-2025
- Management Actions:** A list of five hyperlinks: Reprint Registration, Reissue Registration, Update TRP Details, Upload Supporting Documents, and Cancel TRP.
- Completed Transactions:** A table with three columns: Transaction, Completed By, and Completed.
 

Transaction	Completed By	Completed
<a href="#">Issue 40 Day TRP</a>	John Doe	03-Feb-2025

## Reprint Registration

This transaction produces an exact copy of the TRP that is issued and does not change the expiration date of the TRP. This transaction is only available for 24 hours.

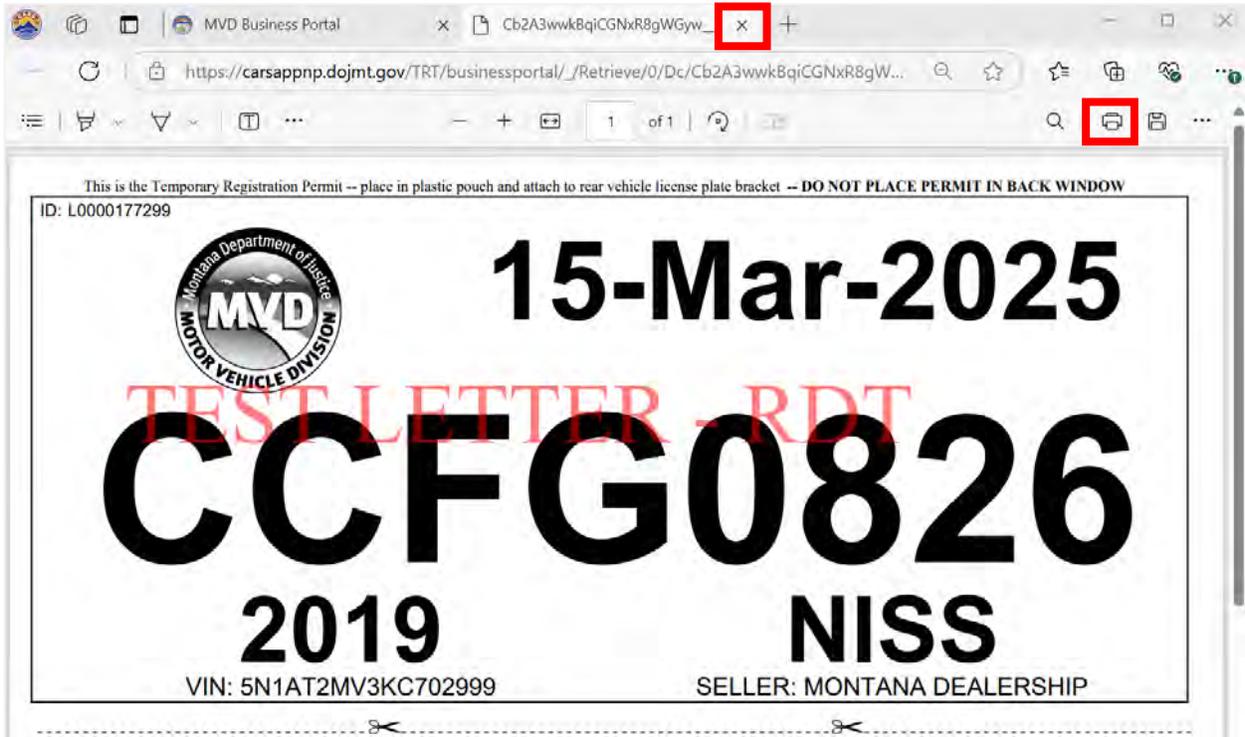
To reprint a TRP:

1. From the TRP Details window, select the **Reprint Registration** hyperlink.

This screenshot is identical to the previous one, but with a red box highlighting the 'Reprint Registration' hyperlink in the Management Actions panel.



2. The TRP opens as a PDF. Print the TRP.
3. Close the TRP PDF and return to the MVD Business Portal.

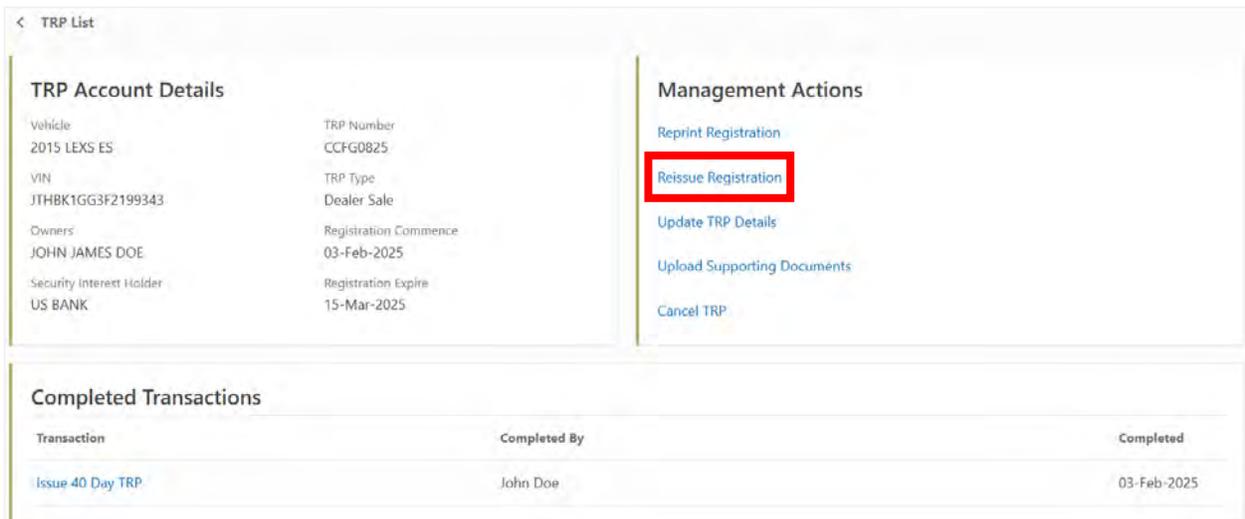


### Reissue Registration

This transaction issues a new TRP number, but with the same expiration date. This transaction can only be performed if the TRP is active.

To reissue a TRP:

1. From the TRP Details window, select the **Reissue Registration** hyperlink.



- The Reissue TRP transaction is displayed. Select the **Start** button for the Verify Registration Information section.

Reissue a TRP  
Reissue a TRP

Verify Registration Information  
*Verify registration information looks correct before reissuing.*

Not Started

Start

Cancel Start Verify Registration Information >

- The Verify Registration Information is displayed. Select the reason for reissuing the TRP.
- Select the **Next** button.

Verify Registration Information  
Verify registration information looks correct before reissuing.

Verify Registration Information

Registration

Vehicle	VIN
2015 LEXS ES	JTHBK1GG3F2199343
Owner	Secondary Owner
JOHN JAMES DOE	N/A
Issue Date	Expiration Date
03-Feb-2025	15-Mar-2025

Reason for reissue \*  
Required

Previous Next >

- Select the **Submit** button.

Reissue a TRP  
Reissue a TRP

Verify Registration Information  
*Verify registration information looks correct before reissuing.*

Complete

Edit/Review

Cancel Submit

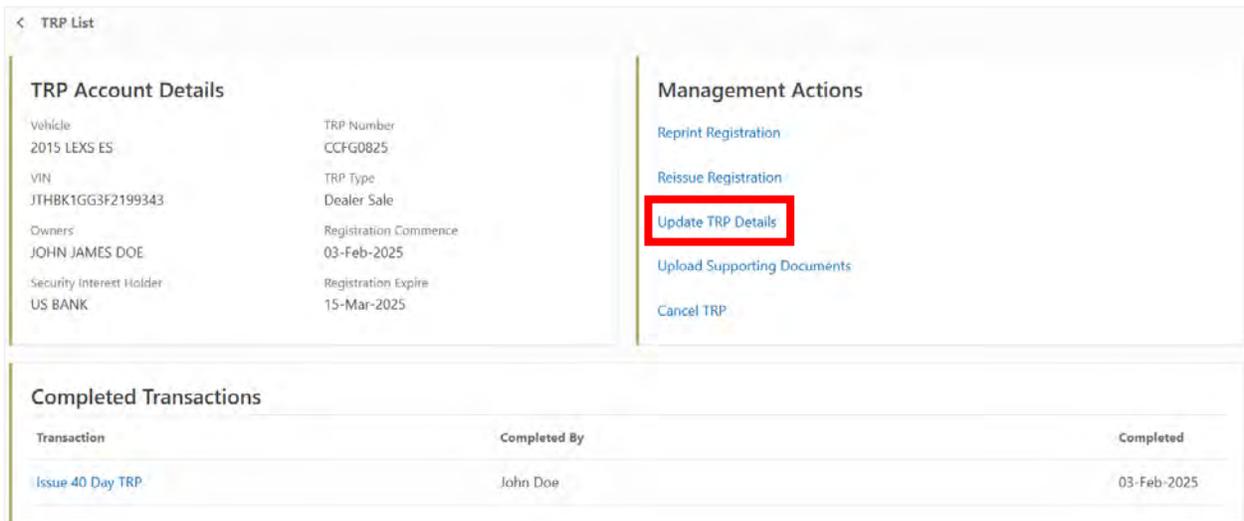
- The Confirmation page is displayed. Select the **access your temporary registration permit** hyperlink to open the TRP in another browser window.
- The TRP opens as a PDF. Print the TRP.
- Close the TRP PDF and return to the MVD Business Portal.
- Select the **OK** button.



## Update TRP Details

Dealers can update and correct TRP information, including vehicle details and the vehicle address, up until the title work is performed.

1. From the TRP Details window, select the **Update TRP Details** hyperlink.



The screenshot shows the 'TRP List' window. On the left, under 'TRP Account Details', there is a table with the following information:

Vehicle	TRP Number
2015 LEXS ES	CCFG0825
VIN	TRP Type
JTHBK1GG3F2199343	Dealer Sale
Owners	Registration Commence
JOHN JAMES DOE	03-Feb-2025
Security Interest Holder	Registration Expire
US BANK	15-Mar-2025

On the right, under 'Management Actions', there are several links: 'Reprint Registration', 'Reissue Registration', 'Update TRP Details' (highlighted with a red box), 'Upload Supporting Documents', and 'Cancel TRP'.

Below this, there is a 'Completed Transactions' table:

Transaction	Completed By	Completed
<a href="#">Issue 40 Day TRP</a>	John Doe	03-Feb-2025

2. The Update TRP Information transaction is displayed. Select the **Start** button for the Update TRP Information section.



The screenshot shows the 'Update TRP Information' window. It has a title bar 'Update TRP Information' and a subtitle 'Update TRP Information'. Below the subtitle, there is a circular refresh icon and the text 'Update TRP Information' followed by the description 'Correct information associated to a temporary registration permit.' To the right of this text, there is a radio button labeled 'Not Started' and a blue 'Start' button (highlighted with a red box). At the bottom left, there is a 'Cancel' button, and at the bottom right, there is a 'Start Update TRP Information >' button.



3. The Update TRP Information section is displayed. Complete the required fields.
4. Select the **Next** button.

**Update TRP Information**  
Correct information associated to a temporary registration permit.

Update

<p><b>Vehicle Information</b></p> <p>Vehicle Id JTHBK1GG3F2199343</p> <p>Vehicle Information 2015 LEXS ES</p> <p>I need to update vehicle information *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p><b>Vehicle Address</b></p> <p>Vehicle Address 10 OAK CIR HELENA MT 59601-0375</p> <p>Mailing Address Same as vehicle location address</p> <p>I need to update the vehicle location address *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>I need to update the vehicle mailing address *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p><b>Security Interest Information</b></p> <p>Security Interest Holder US BANK</p> <p>Borrower JOHN JAMES DOE</p> <p><b>All lien updates will be treated as a new lien and will be charged for. This will replace the lien filed during the original issuance of the TRP.</b></p> <p>I need to update the existing security interest information *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>I need to remove the security interest holder *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
---	---	--

[< Previous](#)
[Next >](#)

5. Depending on what needs to be updated, new section(s) are displayed. Complete each section.

**Update TRP Information** Amount  
**\$8.24**

Update TRP Information

<p> <b>Update TRP Information</b> <i>Correct information associated to a temporary registration permit.</i></p>	<p><input checked="" type="checkbox"/> Complete</p> <p><a href="#">Edit/Review</a></p>
<p> <b>Vehicle Sale Information</b> <i>Enter sale information and verify vehicle details.</i></p>	<p><input type="radio"/> Not Started</p> <p><a href="#">Start</a></p>
<p> <b>Vehicle Addresses</b> <i>Enter and verify information for vehicle location and mailing addresses.</i></p>	<p><input type="radio"/> Not Started</p> <p><a href="#">Start</a></p>
<p> <b>Security Interest Information</b> <i>Enter information for security interest holders on the vehicle.</i></p>	<p><input type="radio"/> Not Started</p> <p><a href="#">Start</a></p>

[Cancel](#) [Start Vehicle Sale Information >](#)

6. Once all sections have been completed, select the **Submit** button.
7. The Confirmation page is displayed. Select the **access your temporary registration permit** hyperlink to open the TRP in another browser window.



8. The TRP opens as a PDF. Print the TRP.
9. Close the TRP PDF and return to the MVD Business Portal.
10. The Confirmation page is displayed. Select the **OK** button.

## Upload Supporting Documents

Dealers can upload supporting documents like the MV1, MCO, or title. These documents can then be used by the issuing office. Dealers will still need to send the physical documents to the issuing office.

To upload supporting documents:

1. From the TRP Details window, select the **Upload Supporting Documents** hyperlink.

The screenshot shows a 'TRP List' window with two main sections: 'TRP Account Details' and 'Management Actions'. The 'TRP Account Details' section lists vehicle information (2015 LEXS ES, VIN JTHBK1GG3F2199343), owner (JOHN JAMES DOE), and security interest holder (US BANK). The 'Management Actions' section includes links for Reprint Registration, Reissue Registration, Update TRP Details, Upload Supporting Documents (highlighted with a red box), and Cancel TRP. Below these sections is a 'Completed Transactions' table with columns for Transaction, Completed By, and Completed.

Transaction	Completed By	Completed
<a href="#">Issue 40 Day TRP</a>	John Doe	03-Feb-2025

2. The Upload Supporting Documents transaction is displayed. Select the **Start** button.

The screenshot shows the 'Upload Supporting Documents' transaction window. It features a 'Document Attachment' section with an upload icon and the text 'Upload supporting documents.' To the right of this section is a 'Not Started' status indicator and a 'Start' button (highlighted with a red box). At the bottom of the window, there are 'Cancel' and 'Start Document Attachment >' buttons.



3. The Document Attachment section is displayed. Select the **Add an attachment** hyperlink.

Document Attachment  
Upload supporting documents.

Attachments

Document Attachment

TRP supporting document required

Add a Attachment

+ Add an attachment

< Previous **Next** >

4. Select the appropriate attachment type in the **Type** field.
5. Select the **Choose File or Drop here** button.
6. Select the correct file in the File Browser window.
7. Repeat steps 2-5 to add additional documents.
8. Select the **Next** button.

Document Attachment  
Upload supporting documents.

Attachments

Document Attachment

TRP supporting document required

Add a Attachment

Category: TRP Supporting Documentation

Type: Required

Attachment

Choose File or Drop Here

+ Add an attachment

< Previous **Next** >

9. The Document Attachment section is completed. Select the **Submit** button.
10. The Confirmation page is displayed. Select the **OK** button.



## Cancel a TRP

Dealers can cancel TRPs. If a TRP is not cancelled within 24 hours of issuance, the dealer will still be charged for the TRP issuance. If the VIN on a TRP needs to be updated, the TRP must be cancelled and reissued with the correct VIN.

To cancel a TRP:

1. From the TRP Details window, select the **Cancel TRP** hyperlink.

The screenshot shows the 'TRP List' interface. On the left, under 'TRP Account Details', there is a table with the following information:

Vehicle	TRP Number
2015 LEXS ES	CCFG0825
VIN	TRP Type
JTHBK1GG3F2199343	Dealer Sale
Owners	Registration Commence
JOHN JAMES DOE	03-Feb-2025
Security Interest Holder	Registration Expire
US BANK	15-Mar-2025

On the right, under 'Management Actions', there are several links: 'Reprint Registration', 'Reissue Registration', 'Update TRP Details', 'Upload Supporting Documents', and 'Cancel TRP'. The 'Cancel TRP' link is highlighted with a red box.

Below this, there is a 'Completed Transactions' table:

Transaction	Completed By	Completed
Issue 40 Day TRP	John Doe	03-Feb-2025

2. The Cancel TRP transaction is displayed. Select the **Start** button for the TRP Cancellation section.

The screenshot shows the 'Cancel TRP' transaction confirmation screen. It features a blue header with a white 'X' icon and the text 'TRP Cancellation' and 'Cancel a temporary registration permit.' To the right, there is a radio button labeled 'Not Started' and a blue button labeled 'Start' which is highlighted with a red box. At the bottom, there is a 'Cancel' button on the left and a 'Start TRP Cancellation >' button on the right.



- The TRP Cancellation section is displayed. Select the reason for cancelling the TRP.
- Select the **Next** button.

**TRP Cancellation**  
Cancel a temporary registration permit.

TRP Cancellation

**TRP Details**

Vehicle 2015 LEXS ES	VIN JTHBK1GG3F2199343
Owner JOHN JAMES DOE	Secondary Owner N/A
Issue Date 04-Feb-2025	Expiration Date 15-Mar-2025

Why are you cancelling this TRP? \*

Required

Previous **Next**

- The TRP Cancellation section is completed. Select the **Submit** button.
- The Confirmation page is displayed. Select the **OK** button.

## Issue 90 Day Extension

Dealers can extend a TRP 90 days if the TRP is within 10 days of the expiration date.

To extend a TRP:

- From the TRP Details window, select the **Issue 90 Day Extension** hyperlink.

TRP List

**TRP Account Details**

Vehicle 2015 LEXS ES	TRP Number CCFG0825
VIN JTHBK1GG3F2199343	TRP Type Dealer Sale
Owners JOHN JAMES DOE	Registration Commence 03-Feb-2025
Security Interest Holder US BANK	Registration Expires 15-Mar-2025

**Management Actions**

- Reissue Registration
- Update TRP Details
- Upload Supporting Documents
- Issue 90 Day Extension**
- Cancel TRP

**Completed Transactions**

Transaction	Completed By	Completed
Issue 40 Day TRP	John Doe	03-Feb-2025



2. The Issue 90 Day TRP Extension transaction is displayed. Select the **Start** button for the Verify Registration Information section.
3. The Verify Registration Information section is displayed. Select the **Next** button.
4. The Verify Registration Information section is completed. Select the **Submit** button.
5. The Confirmation page is displayed. Select the **OK** button.

## Lookup a Vehicle

Dealers can use the Lookup a Vehicle transaction to search for a vehicle in order to verify title status, ownership, brands, and other vehicle information.

To look up a vehicle:

1. From the Dealer homepage, select the **Lookup a vehicle** hyperlink.

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**Temporary Registration Permits**

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > Manage existing TRPs
- > **Lookup a vehicle**
- > View TRP financial activity

**Account Management**  
 Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit



- The Vehicle Lookup window is displayed. Enter the VIN or title number in the corresponding fields. If searching for a vessel, select the **Search by HIN instead** hyperlink to search by HIN.
- Select the **Search** button.

### Vehicle Lookup

Enter either a vehicle identification number or title number. Entering a VIN will give you all the most up to date information regarding that vehicle, entering a title number will return the information tied to that title, even if it is not the most up to date information.

[Search by HIN instead](#)

Vehicle Identification Number (VIN)

**OR**

Title Number

**Search**

- The vehicle information displays in the Results section.

### Results

#### Vehicle Information

Vehicle Type Light Vehicle	Vehicle Class Sport Utility	Body Style SUV Sports Utility
Year 2023	Make SUBA	Model CROSSTREK
Vehicle Number 0050023325	Vehicle Color (Primary) White	

#### Title Information

Title Number AB0016468	Title Status Issued	Odometer Reading 55000 Miles
Title Application 01-Feb-2025	Title Issued 01-Feb-2025	

#### Owners

Owner Type	Name
Owner	JOHN JAMES DOE

#### Security Interest Information

Security Interest Holder	Tracking Number	Applied	Mailing Address
HELENA CREDIT UNION	SI0000046722	<input checked="" type="checkbox"/>	1805 PROSPECT AVE HELENA MT 59601-3184

#### Brands

There are no brands on this vehicle



## Viewing TRP Financial Activity

Dealers can use the TRP Financial Activity search to review monthly TRP activity and the amount that will be sent to the MVD via ACH debit.

To view TRP financial activity:

1. From the Dealer homepage, select the **View TRP financial activity** hyperlink.

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**Temporary Registration Permits**  
**IMPORTANT:** Starting **April 1, 2025**, TRP services will be discontinued if bank account is not set up

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > Manage existing TRPs
- > Lookup a vehicle
- > **View TRP financial activity**

**Account Management**  
Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit

2. The Search TRP Charges window is displayed. Enter the desired date range in the **From** and **To** fields.
3. Select the **Search** button.

**Search TRP Charges**

This service allows you to review monthly TRP activity and charges. Enter the dates for the month you wish to search for.

From \*  
Required

To \*  
Required

**Search**



4. The Temporary Registration Permit Activity window is displayed.
  - A. The totals of TRPs issued and security interests added are displayed.
  - B. A list of all TRP transactions performed during the designated timeframe is displayed.
  - C. The total amount of all TRP transactions performed during the designated timeframe is displayed.

**Temporary Registration Permit Activity**

- Total in-state TRPs: 3
- Total out-of-state TRPs: 1
- Total security interests added: 1

Filter

Transaction	TRP Number	Jurisdiction	Security Interest	Date	Total Fees
Issue 90 Day TRP Extension	CCFG0873	Montana	No	08-Mar-2025	\$24.72
Issue 40 Day TRP	CCFG0917	Montana	Yes	01-Mar-2025	\$28.33
Issue 40 Day TRP	CCFG0916	Out of state	No	01-Mar-2025	\$25.24
Issue 40 Day TRP	CCFG0915	Montana	No	01-Mar-2025	\$20.09
					<b>\$98.38</b>

Previous
Print

5. To print the list of charges, select the **Print** button.

## Account Management

Dealers can perform various dealer transactions through the MVD Business Portal. Transactions available to perform include:

- Renew dealer license
- Request new plates
- Manage current plates
- Replace registrations
- Update contact information
- Update address information
- Upload insurance or bond updates
- Add a new owner
- Reprint dealer license
- Set up a bank account

Depending on the transaction, VSB may need to review the request before the changes are applied to the Dealer account.

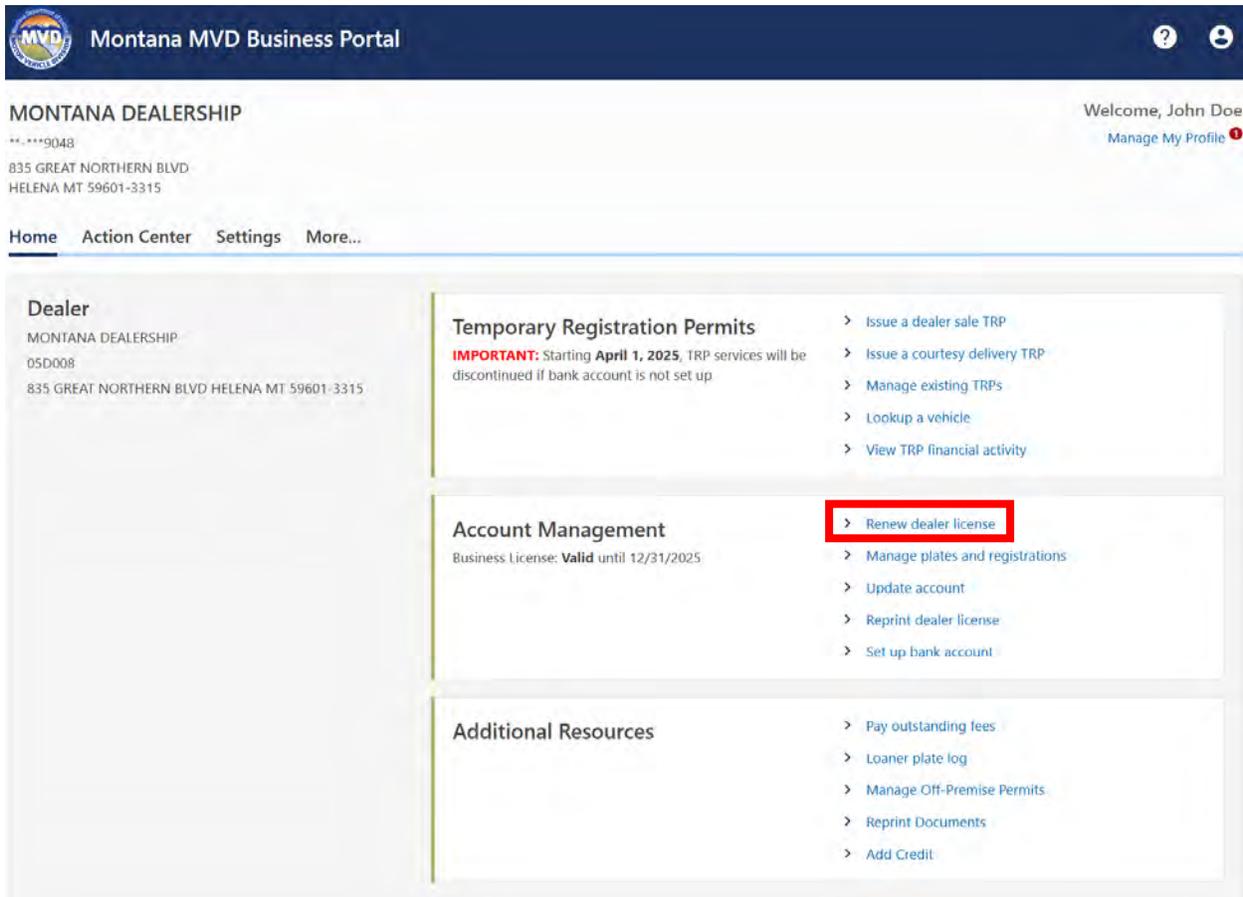


# Renewing Dealer License

MVD will send dealer renewal reminders through the MVD Business Portal in addition to a physical notice. Reminders will be sent out 60 and 30 days prior to expiration. Dealers can renew their dealer license through the MVD Business Portal. Dealer License expiration will no longer be decided alphabetically.

To renew your dealer license:

1. From the Dealer homepage, select the **Renew dealer license** hyperlink.



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**Temporary Registration Permits**  
**IMPORTANT:** Starting **April 1, 2025**, TRP services will be discontinued if bank account is not set up

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > Manage existing TRPs
- > Lookup a vehicle
- > View TRP financial activity

**Account Management**  
Business License: **Valid** until 12/31/2025

- > **Renew dealer license**
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit



2. The Dealer License Renewal transaction is displayed. Complete each section by selecting the **Start** button.
  - a. Use the instructions below on how to complete each section.

Dealer License Renewal Amount  
**\$453.20**

Dealer License Renewal

 <b>Dealer License</b> <i>Dealer License Review</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Dealer Plate Update</b> <i>Review the list of plates currently issued to your dealership and update their status if necessary.</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Plate Orders</b> <i>Request new plates.</i>	<input type="radio"/> Not Started <b>Start</b>
 <b>Review Fees</b> <i>View a breakdown of what you'll be paying for.</i>	<input type="radio"/> Not Started <b>Start</b>

[Cancel](#) **Start Dealer License** >

3. Once all sections have been completed, select the **Add to Cart** button.

Dealer License Renewal Amount  
**\$453.20**

Dealer License Renewal

 <b>Dealer License</b> <i>Dealer License Review</i>	<input checked="" type="checkbox"/> Complete <b>Edit/Review</b>
 <b>Dealer Plate Update</b> <i>Review the list of plates currently issued to your dealership and update their status if necessary.</i>	<input checked="" type="checkbox"/> Complete <b>Edit/Review</b>
 <b>Plate Orders</b> <i>Request new plates.</i>	<input checked="" type="checkbox"/> Complete <b>Edit/Review</b>
 <b>Review Fees</b> <i>View a breakdown of what you'll be paying for.</i>	<input checked="" type="checkbox"/> Complete <b>Edit/Review</b>

[Cancel](#) **Add to Cart**



4. A list of items in your cart is displayed. Select the **Checkout** button.
5. The total amount of your cart is displayed. Select the **Next** button.

Cart  
1 item  
Amount Due  
**\$453.20**

Pay with Credit Card or eCheck

Amount:

Cancel Previous **Next**

6. The Confirm Order window is displayed. Select the **Pay** button.

Cart  
1 item  
Amount Due  
**\$453.20**

Confirm Order

Are you sure you want to proceed with your payment of **\$453.20**? Clicking **Pay** will redirect you to our payment partner to complete your payment.

Cancel Previous **Pay**

7. You are redirected to the Vitu Payment window. Enter your payment information.
8. Select the **Confirm Payment** button.
9. You are navigated back to the MVD Business Portal. The Confirmation window is displayed.
  - a. Select the **Print Documents** button to print the updated dealer license.
  - b. Select the **Print Receipt** button to print the receipt for the transaction.
10. Select the **OK** button.

Confirmation

Your order has been submitted. **Please remain on this page until your request has finished processing.**

Items:

**Dealer License Renewal**  
Confirmation Number: R5HJ9J376H  
Amount: \$453.20

Your requests processed successfully. Your browser must allow popups to access the documents provided.

**Print Documents**  
**Print Receipt**

OK



## Dealer License

1. Review the license information. Select the **Next** button.
2. The Dealer License section is completed.

## Dealer Plate Update

1. The Dealer Plate Update section is displayed. If needed, select the plates that need to be updated and then select the new status. Otherwise, any plates not marked to be removed will automatically be renewed.
2. Select the **Next** button.

### Dealer Plate Update

Review the list of plates currently issued to your dealership and update their status if necessary.

Amount  
**\$453.20**

---

Dealer Plate Update

#### Current Plates

Select the plates you need to update and then select the new status. If any plates have been stolen, you should contact the police. Any plates not marked for removal will be automatically renewed.

Filter

Update Status	Plate ID	Plate Type	Action	New Status
<input type="checkbox"/>	A67059	Demonstrator Plate	Renew	
<input type="checkbox"/>	A67057	Demonstrator Plate	Renew	
<input type="checkbox"/>	A67056	Loaner Plate	Renew	
<input type="checkbox"/>	A67055	Loaner Plate	Renew	
<input type="checkbox"/>	A67054	Courtesy Plate	Renew	
<input type="checkbox"/>	A67053	Courtesy Plate	Renew	
<input type="checkbox"/>	05D00802	Dealer Plate	Renew	
<input type="checkbox"/>	05D00801	Dealer Plate	Renew	

[< Previous](#) [Next >](#)

3. The Dealer Plate Update section is completed.



## Plate Orders

1. The Plate Order Information section is displayed. Complete the required fields.
  - a. Enter the number of new and used retail vehicles and power sport vehicles sold during the current license year. This determines how many plates a dealer can obtain.
2. Select the **Next** button.

**Plate Orders** Amount  
**\$453.20**

Request new plates.

Current Plate Review

### Plate Order Information

All plates requested online are subject to review by Vehicle Services Bureau. Before requesting new plates:

- Certify the number of sales so far in your current license year.
- Review your current plate counts. If your current plates have been lost, damaged, or stolen, update the plate status first.

Number of new and used retail vehicles sold during current license year

Number of power sport retail vehicles sold during current license year

I verify that we had zero retail sales and zero power sport sales. \*

Do you need to order any additional plates as part of your renewal? \*

Yes	No
-----	----

< Previous **Next** >

3. If the answer to *Do you need to order any additional plates as part of your renewal?* is yes, the New Plate section is displayed. Enter the plate type and quantity.
  - a. The projected fees are displayed. The projected fees will be charged after VSB reviews and approves your plate request.
4. Select the **Next** button.

**Plate Orders** Amount  
**\$453.20**

Request new plates.

Current Plate Review **New Plates**

### New Plates

Select the plate types you wish to request and indicate how many you are requesting. The projected fees will be charged after VSB reviews and approves your plate request.

Plate Type	Requested

Projected Fees : 0.00

< Previous **Next** >



5. The Summary section is displayed. Select the **Next** button.
6. The Plate Orders section is completed.

## Review Fees

1. The Review Fees section is displayed. Review the transactions fees. Select the **Next** button.
2. The Review Fees section is completed.

## Requesting New Plates

Dealers can request new plates through the MVD Business Portal. Once the request has been submitted, VSB will review the request and if approved, the dealer will be charged the applicable plate fees.

To request new plates:

1. From the Dealer homepage, select the **Manage plates and registrations** hyperlink.

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**Temporary Registration Permits**  
**IMPORTANT:** Starting **April 1, 2025**, TRP services will be discontinued if bank account is not set up

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > Manage existing TRPs
- > Lookup a vehicle
- > View TRP financial activity

**Account Management**  
Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > **Manage plates and registrations**
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit



2. Select the **Request new plates** button.

### Plate and Registration Services

Manage new or existing plates and registrations for your dealership.

- > Request new plates**
- > Manage current plates
- > Replace registrations

3. The Dealer Plate Order transaction is displayed. Select the **Start** button.

#### Dealer Plate Order

Dealer Plate Order

 **Plate Orders**  
*Request new plates.*

Not Started  
**Start**



4. The Plate Order section is displayed. Complete the required fields.
  - a. If requesting new plates, enter the number of new and used retail vehicles and power sport vehicles sold during the current license year. This determines how many plates a dealer can obtain.
  - b. If the current plate counts need to be updated, select the **Update current plates** hyperlink.
5. Select the **Next** button.

### Plate Orders

Request new plates.

---

Current Plate Review

---

#### Plate Order Information

All plates requested online are subject to review by Vehicle Services Bureau. Before requesting new plates:

- Certify the number of sales so far in your current license year.
- Review your current plate counts. If your current plates have been lost, damaged, or stolen, update the plate status first.

Number of new and used retail vehicles sold during current license year

Number of power sport retail vehicles sold during current license year

I verify that we had zero retail sales and zero power sport sales. \*

---

#### Current Plate Counts

[Update current plates](#)

Plate Type	Count
Courtesy Plate	2
Demonstrator Plate	2
Loaner Plate	2
Dealer Plate	2

---

< Previous
**Next** >



6. In the **Plate Type** field, select the plate type.
7. In the **Requested** field, enter the number of plates you are requesting.
8. Repeat steps 5-6 for each plate type you are requesting.
  - a. The projected fees are displayed. The projected fees will be charged after VSB reviews and approves your plate request.
9. Select the **Next** button.

**Plate Orders**  
Request new plates.

Current Plate Review    New Plates

**New Plates**  
Select the plate types you wish to request and indicate how many you are requesting. The projected fees will be charged after VSB reviews and approves your plate request.

Plate Type	Requested

Projected Fees : 0.00

< Previous    **Next** >

10. The Plate Order section is completed. Select the **Submit** button.
11. The request has been submitted. Select the **OK** button.

**Dealer Plate Order**  
Dealer Plate Order

Transaction ID  
**R5-HJ9T-JF3M**

Transaction has been processed.

**Confirmation**  
Thank you for requesting new plates online. Your new plates will be issued after review by the Montana Motor Vehicle Division.

**OK**

## Managing Current Plates

Dealers can remove and replace their plates through the MVD Business Portal. If the dealer replaces any plates, the applicable fees will be charged.

To manage current plates:

1. From the Dealer homepage, select the **Manage plates and registrations** hyperlink.



2. Select the **Manage current plates** option.

### Plate and Registration Services

Manage new or existing plates and registrations for your dealership.

- > Request new plates
- > Manage current plates**
- > Replace registrations

3. The Update Dealer Plates transaction is displayed. Select the **Start** button.
4. A list of current plates is displayed. Select the **Update Status** check box for the plate(s) that need to be updated.
5. Select the action you wish to take on the plate from the **Action** field.
6. Select the plate's status from the **New Status** field.
7. Select the **Next** button.

#### Dealer Plate Update

Review the list of plates currently issued to your dealership and update their status if necessary.

Dealer Plate Update

#### Current Plates

Select the plates you need to update and then select the new status. If any plates have been stolen, you should contact the police.

Filter

Update Status	Plate ID	Plate Type	Action	New Status
<input type="checkbox"/>	A67059	Demonstrator Plate		
<input type="checkbox"/>	A67057	Demonstrator Plate		
<input type="checkbox"/>	A67056	Loaner Plate		
<input type="checkbox"/>	A67055	Loaner Plate		
<input type="checkbox"/>	A67054	Courtesy Plate		
<input type="checkbox"/>	A67053	Courtesy Plate		
<input type="checkbox"/>	05D00802	Dealer Plate		
<input type="checkbox"/>	05D00801	Dealer Plate		

< Previous **Next** >



8. The Dealer Plate Update section is completed. If you replaced plate(s), the Review Fees section is displayed. Select the **Start** button, if applicable.
9. The Review Fees section is displayed. Select the **Next** button.
10. If you replaced plates, select the **Add to Cart** button.

### Update Dealer Plates

Update the status of plates that have been lost, damaged, or stolen.

Amount  
**\$12.36**

	<p><b>Dealer Plate Update</b> <i>Review the list of plates currently issued to your dealership and update their status if necessary.</i></p>	<p>✔ Complete <b>Edit/Review</b></p>
	<p><b>Review Fees</b> <i>View a breakdown of what you'll be paying for.</i></p>	<p>✔ Complete <b>Edit/Review</b></p>

[Cancel](#)

**Add to Cart**

11. A list of items in your cart is displayed. Select the **Checkout** button.

**Cart**  
1 item

Amount Due  
**\$12.36**

**Items**

<p><b>Update Dealer Plates</b> MONTANA DEALERSHIP Dealer 05D008 <a href="#">Delete</a></p>	<p>\$12.36</p>
--	----------------

< I have more to do before I checkout

**Checkout**

12. The total amount of your cart is displayed. Select the **Next** button.
13. The Confirm window is displayed. Select the **Pay** button.
14. Once redirected to the Vitu Payment window, enter your payment information.
15. Select the **Confirm Payment** button.
16. You are navigated back to MVD Business Portal. The Confirmation window is displayed. Select the **Print Receipt** button to print the receipt for the transaction.
17. Select the **OK** button.

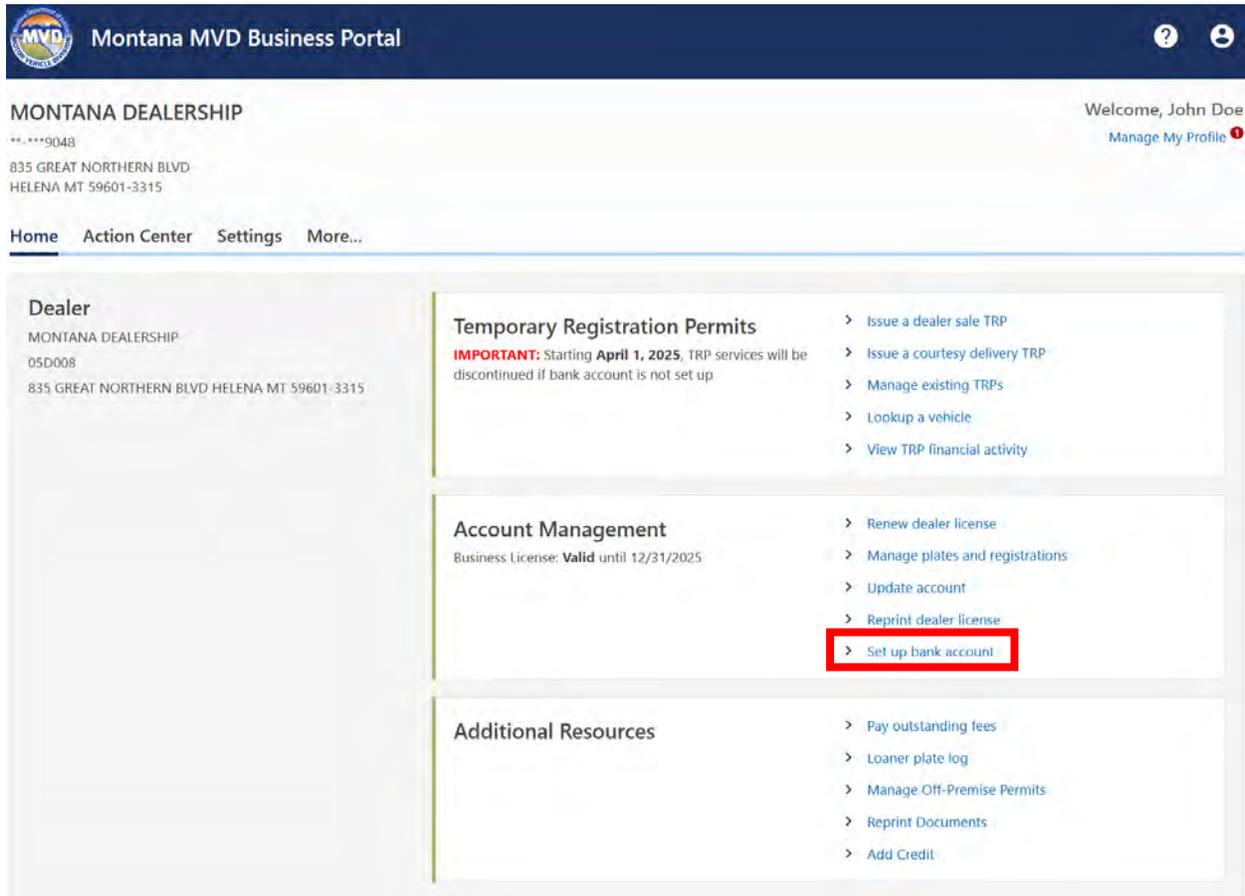


## Adding a Bank Account

Dealers will pay for TRPs regardless of TRP type. These TRPs will be paid monthly via ACH Debit. Dealers must add their bank account information to the MVD Business Portal by April or TRP services will be discontinued.

To add a bank account:

1. From the Dealer homepage, select the **Set up bank account** hyperlink.



**Montana MVD Business Portal**

**MONTANA DEALERSHIP**  
\*\*..\*\*\*9048  
835 GREAT NORTHERN BLVD  
HELENA MT 59601-3315

Welcome, John Doe  
[Manage My Profile](#)

[Home](#) [Action Center](#) [Settings](#) [More...](#)

**Dealer**  
MONTANA DEALERSHIP  
05D008  
835 GREAT NORTHERN BLVD HELENA MT 59601-3315

**Temporary Registration Permits**

**IMPORTANT:** Starting **April 1, 2025**, TRP services will be discontinued if bank account is not set up

- > Issue a dealer sale TRP
- > Issue a courtesy delivery TRP
- > Manage existing TRPs
- > Lookup a vehicle
- > View TRP financial activity

**Account Management**  
Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > **Set up bank account**

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit



2. Complete the required fields.
3. Select the **Next** button.

New Bank Account

### Bank Account Information

Enter bank account information that will be used to collect TRP fees via ACH.

Routing Number \*  
*Required*

Account Number \*  
*Required*

Confirm Account Number \*  
*Required*

Bank Account Type \*  
 Checking  
 Savings

Cancel Previous **Next**

4. Enter your full name in the **Signature** field to certify that you are an account holder, and you authorize MVD to charge this account.
5. Select the **Submit** button.

New Bank Account Confirm Submission

### Confirm Submission

Are you ready to submit this request? By submitting this request, you must sign your full name to certify that you are an account holder of this bank account and are authorizing Montana Motor Vehicle Division to charge this account.

\* Signature *Required*

Cancel Previous **Submit**

6. The bank account information has been added. Select the **OK** button.

< MONTANA DEALERSHIP

### Confirmation 0-000-004-300

Thank you for submitting your bank account information online. This information will be used by the Montana Vehicle Services Bureau to charge fees via ACH.

**OK**



# Additional Resources

Dealers can provide additional actions through the MVD Business Portal. Transactions available to perform include:

- Pay outstanding fees
- Manage the loaner plate log (if applicable)
- Request a new Off Premise Permit
- Reprint Documents
- Add Credit

Depending on the transaction, VSB may need to review the request before the changes are applied to the Dealer account.

**Montana MVD Business Portal**

**MONTANA DEALERSHIP**  
\*\*...9048  
835 GREAT NORTHERN BLVD  
HELENA MT 59601-3315

Welcome, John Doe  
[Manage My Profile](#)

[Home](#) [Action Center](#) [Settings](#) [More...](#)

**Dealer**  
MONTANA DEALERSHIP  
05D008  
835 GREAT NORTHERN BLVD HELENA MT 59601-3315

**Temporary Registration Permits**  
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**Account Management**  
Business License: **Valid** until 12/31/2025

- > Renew dealer license
- > Manage plates and registrations
- > Update account
- > Reprint dealer license
- > Set up bank account

**Additional Resources**

- > Pay outstanding fees
- > Loaner plate log
- > Manage Off-Premise Permits
- > Reprint Documents
- > Add Credit

