MVD Business Portal Guide

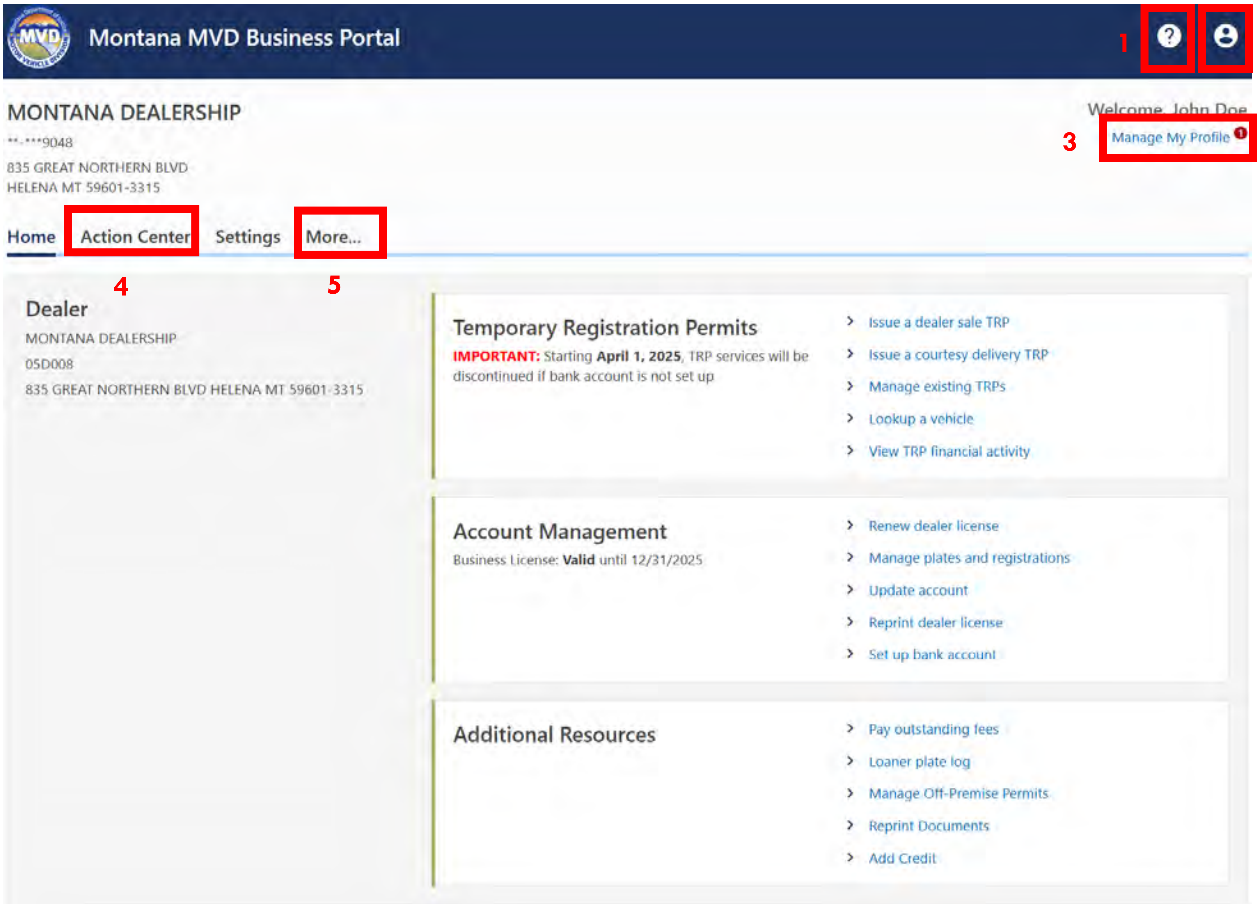
Proprietary and Confidential

February 28, 2025

Table of Contents

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.



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.

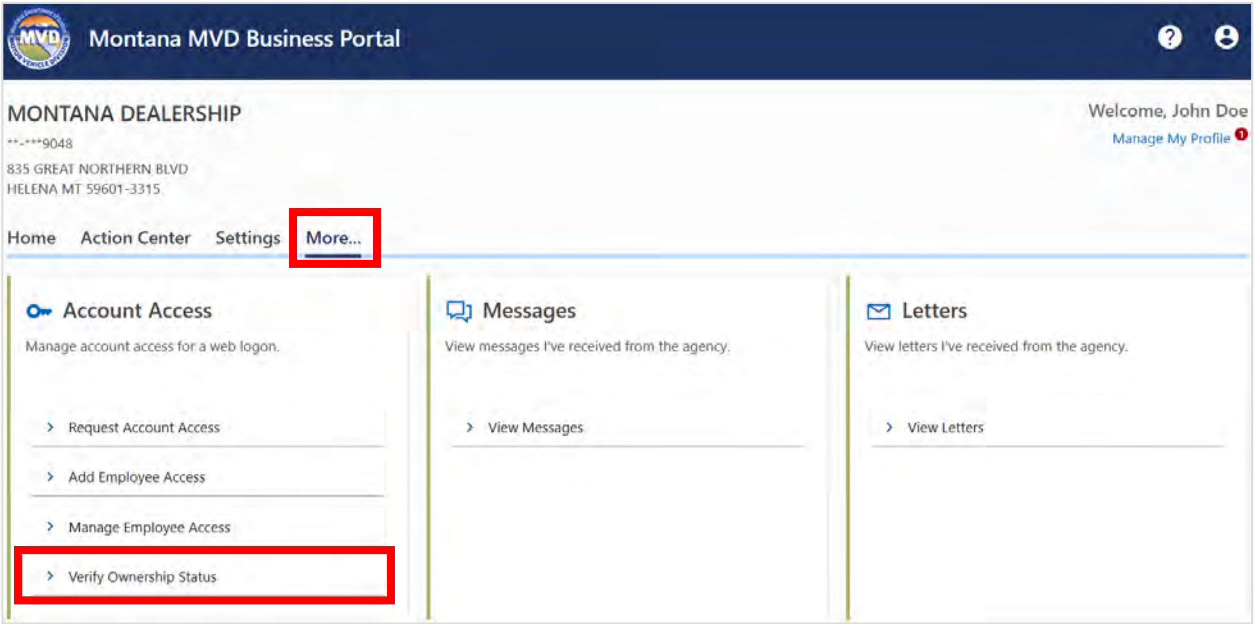
Dealer Account Access

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.

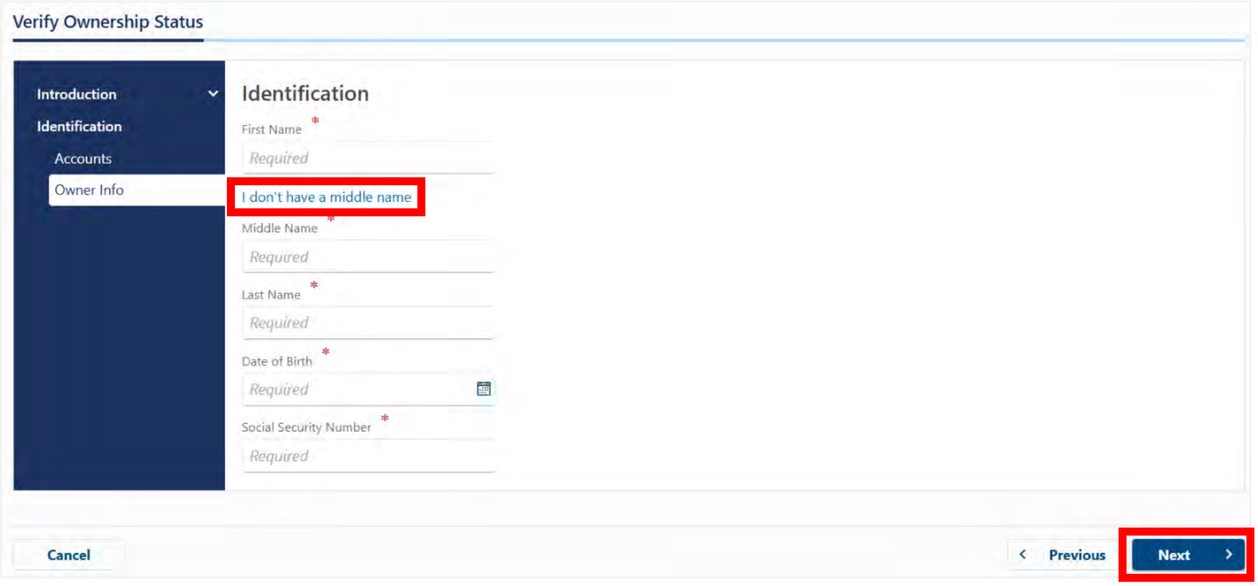
To verify ownership status:

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

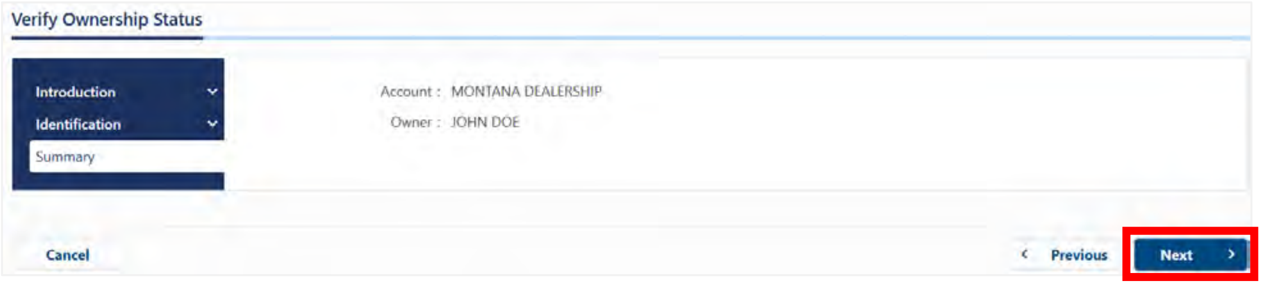


3. Review the Introduction section. Select the **Next** button.
4. Select the Dealer account that you need to verify ownership for.
5. Select the **Next** button.

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.



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



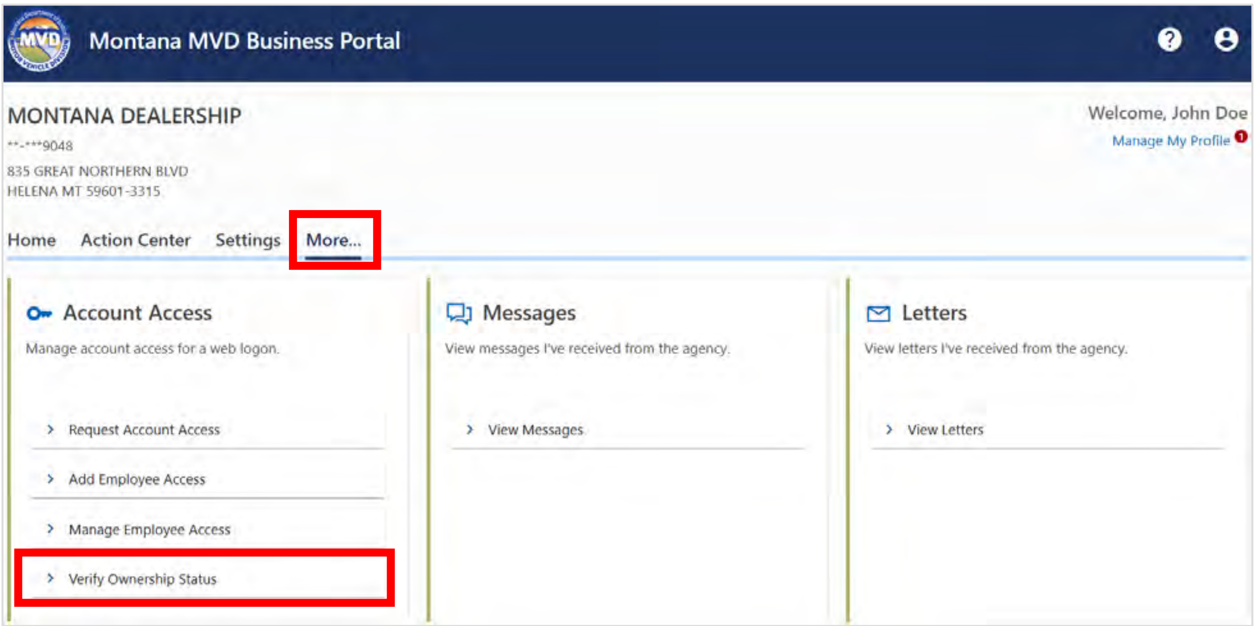
9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

Add Employee Access

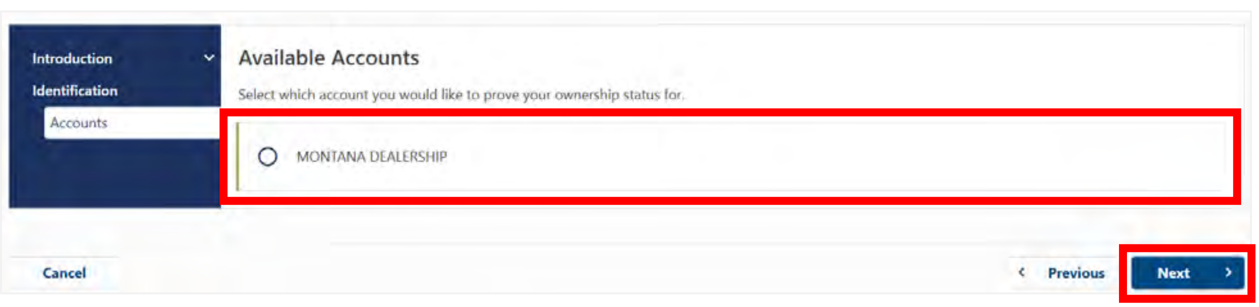
If you have the proper permissions, you can add access to the MVD Business Portal for your employees. Once access has been added, the employee(s) will receive an email to complete the process of creating an account. If the employee has already created an account in the MVD Business Portal, the employee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

To add employee access:

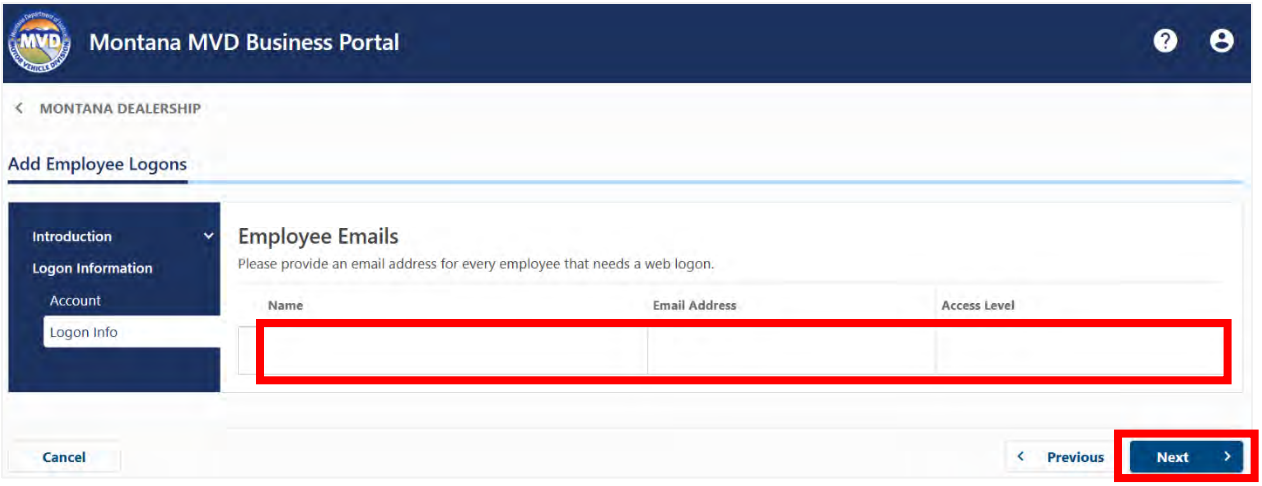
1. From the Dealer homepage, select the **More** tab.
2. Select the **Add Employee Access** button.



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.



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. **Mange 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.



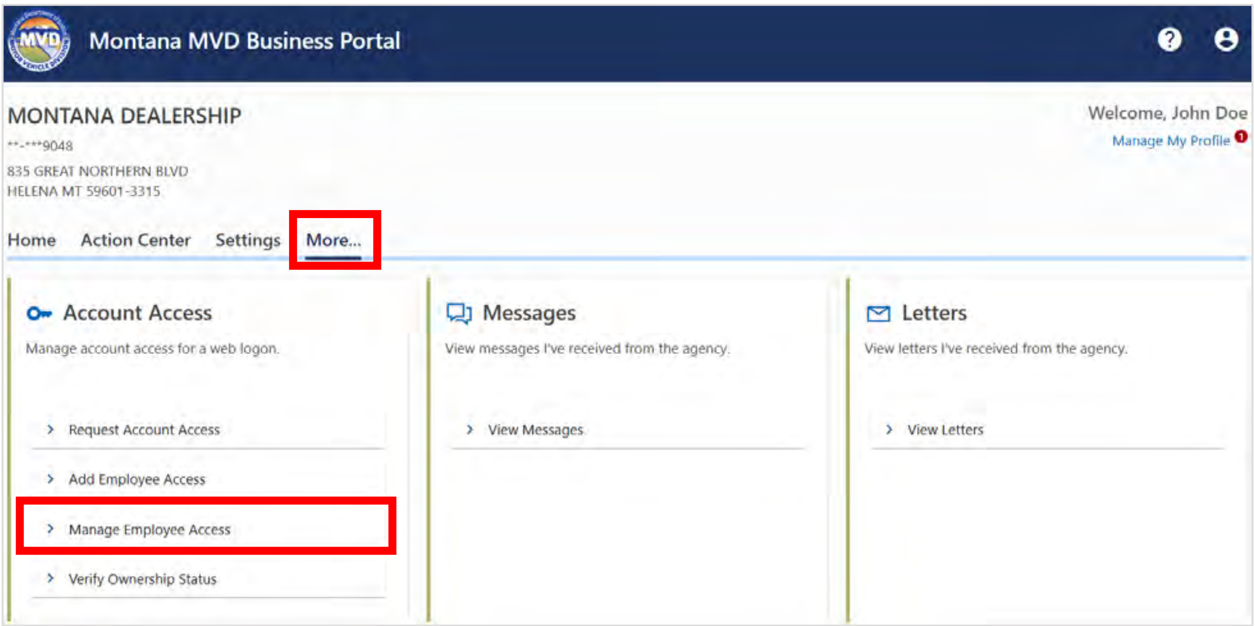
8. Review the Summary section. Select the **Next** button.
9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

Changing an Employee’s Access

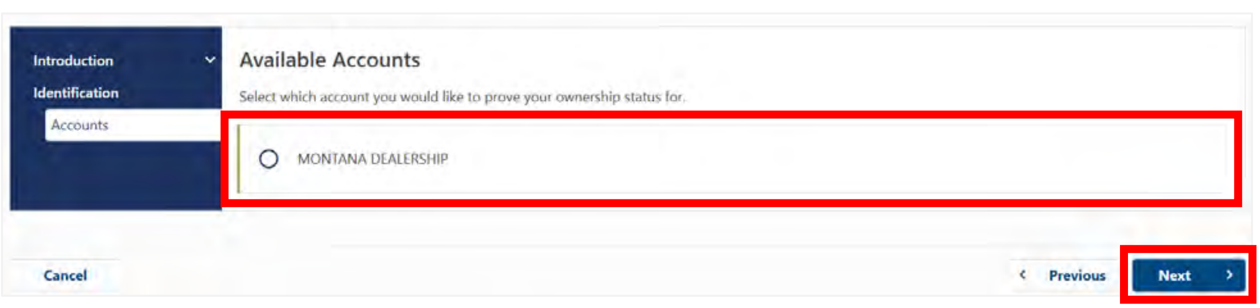
If you have the proper permissions, you can change or remove employees’ access to the MVD Business Portal.

To manage an employee's access:

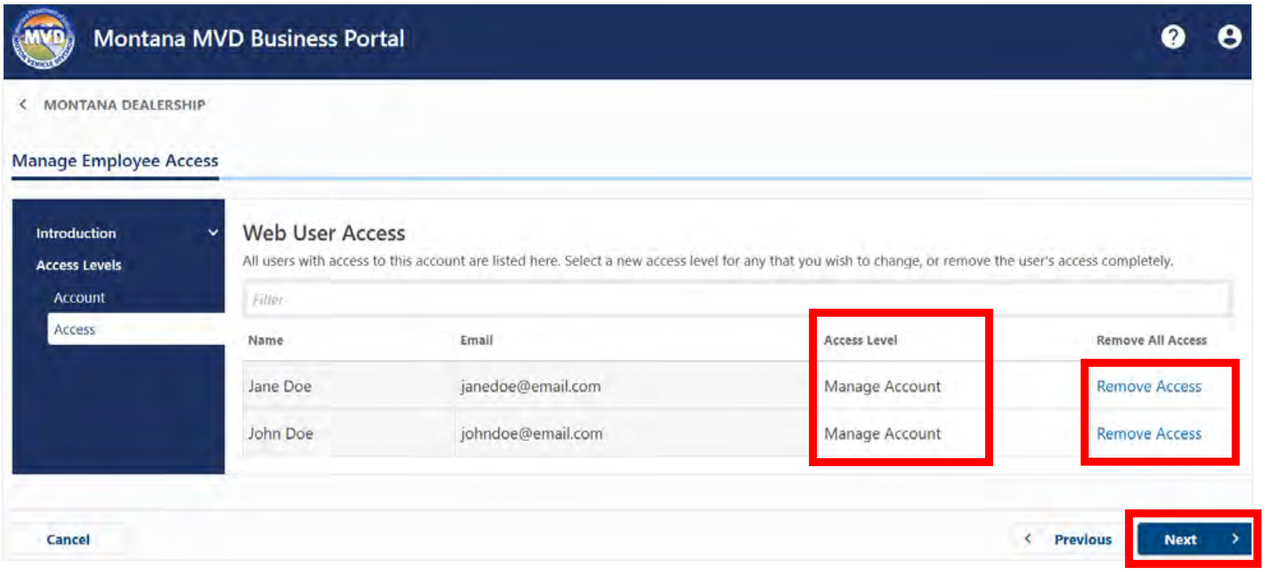
1. From the Dealer homepage, select the **More** tab.
2. Select the **Manage Employee Access** button.



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.



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.



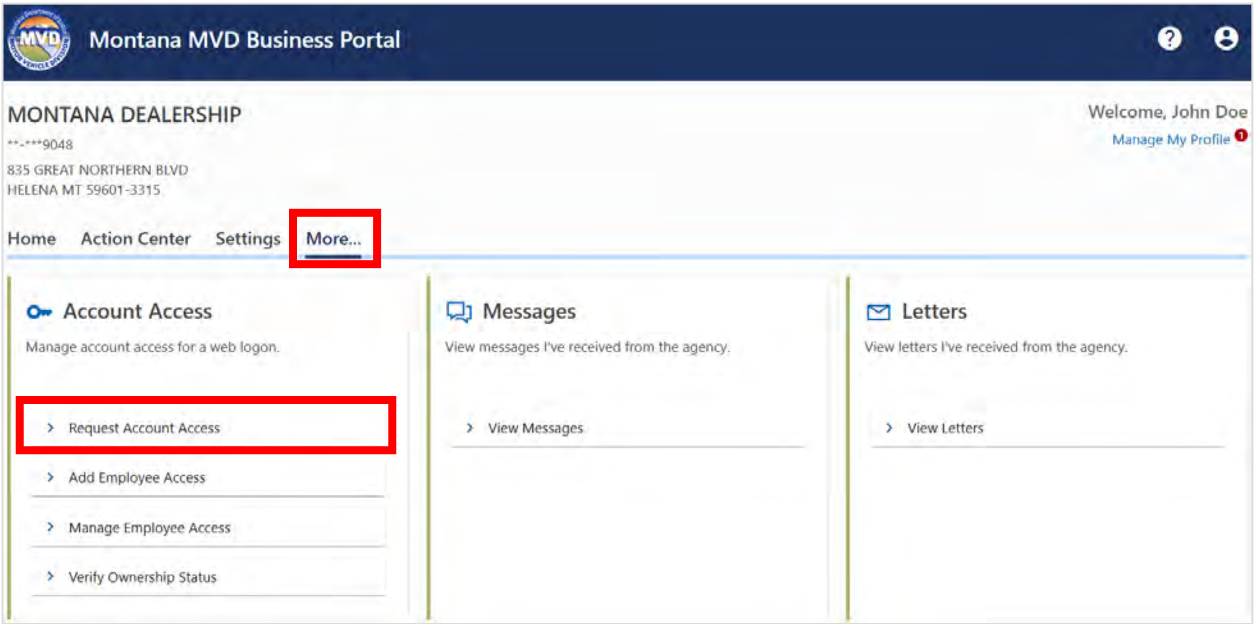
8. Review the Summary section. Select the **Next** button.
9. Select the **Submit** button to confirm your request.
10. The request has been submitted. Select the **OK** button.

Requesting Access to a Dealer Account

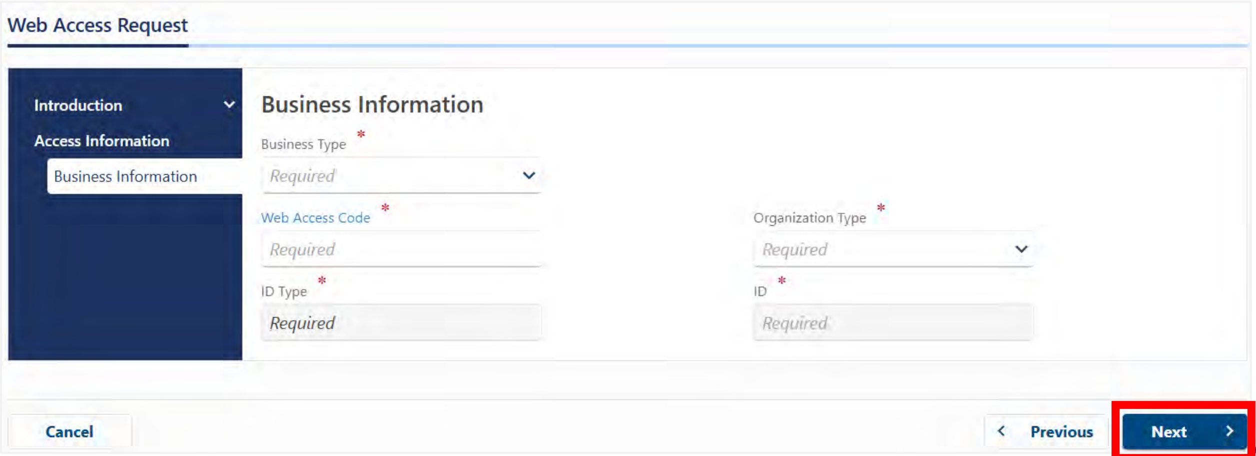
If you manage multiple dealerships, you can request account access for each dealership you manage.

To request account access to another Dealer account:

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



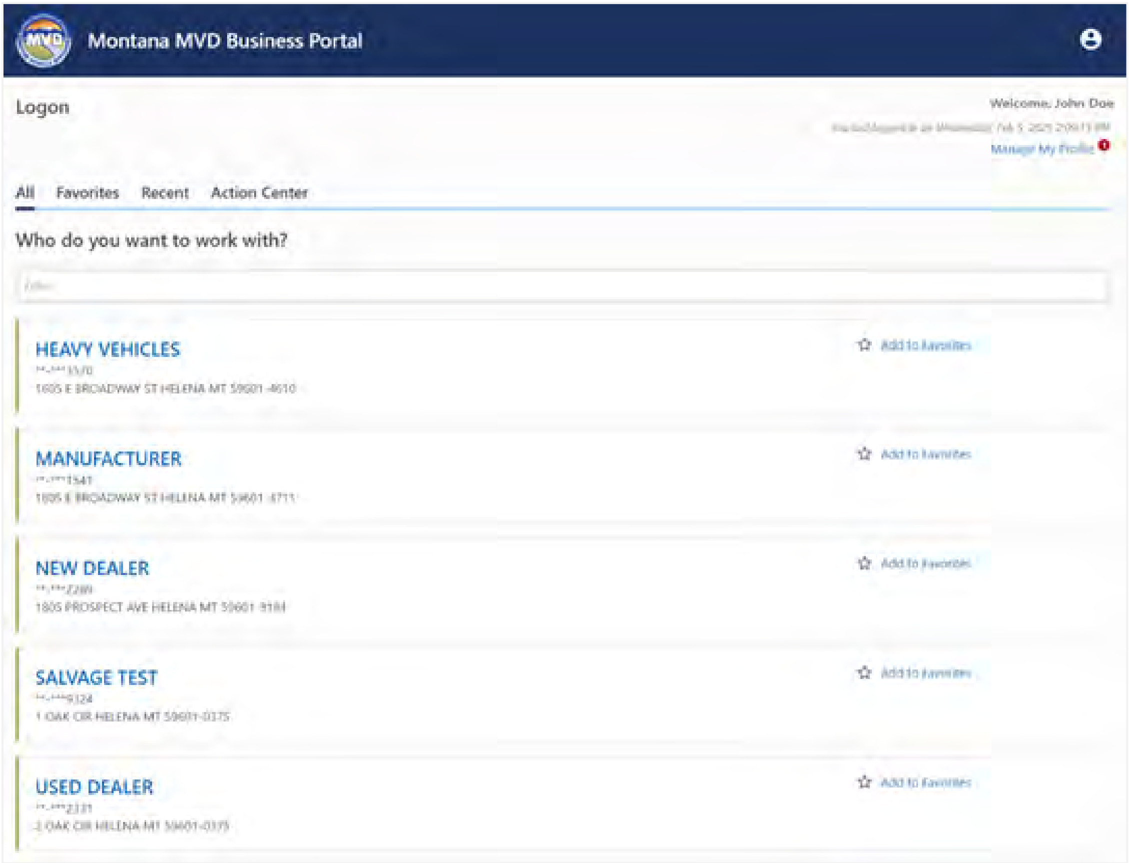
3. Review the Introduction section. Select the **Next** button.
4. Enter the business information.
    a. The Web Access Code is sent via mail from MVD. If you are unable to locate that letter or are having troubles with your web access code,
    b. call 406-444-6515.
5. Select the **Next** button.



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:

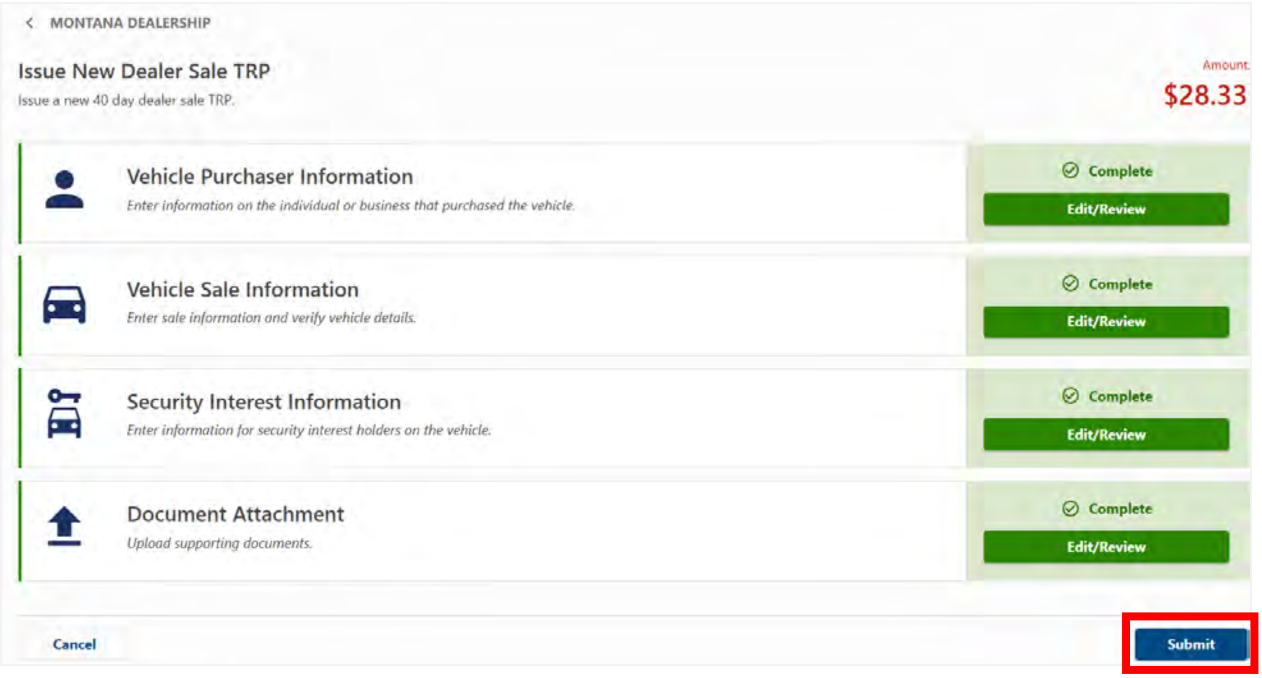
- Manual or handwritten TRPs will no longer be allowed.
- TRPs are paid for by dealers regardless of the TRP type.
- Dealers will no longer go through MI for payment and will need to use ACH Debit for payment to MVD. **Dealers must add their bank account information in the MVD Business Portal by April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

Issuing a New Dealer Sale TRP

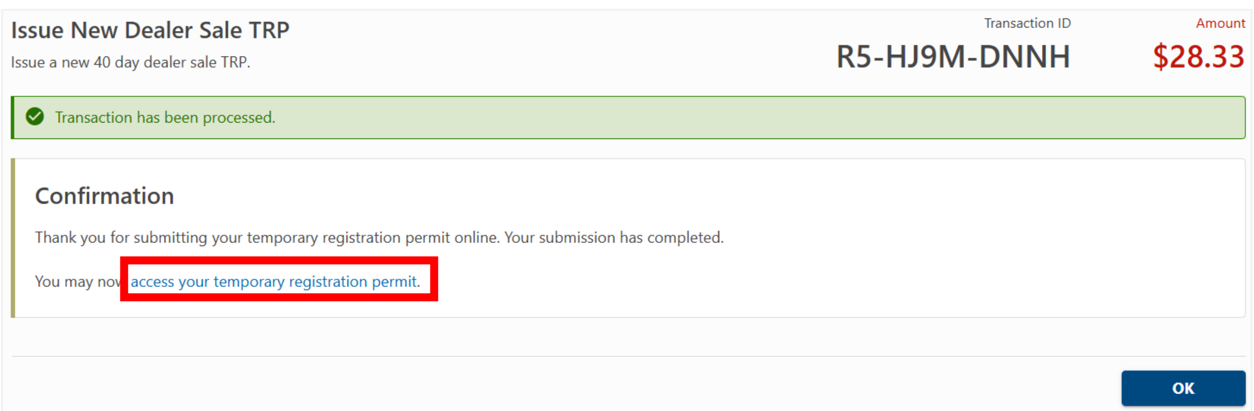
To issue a new dealer sale TRP:

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.

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

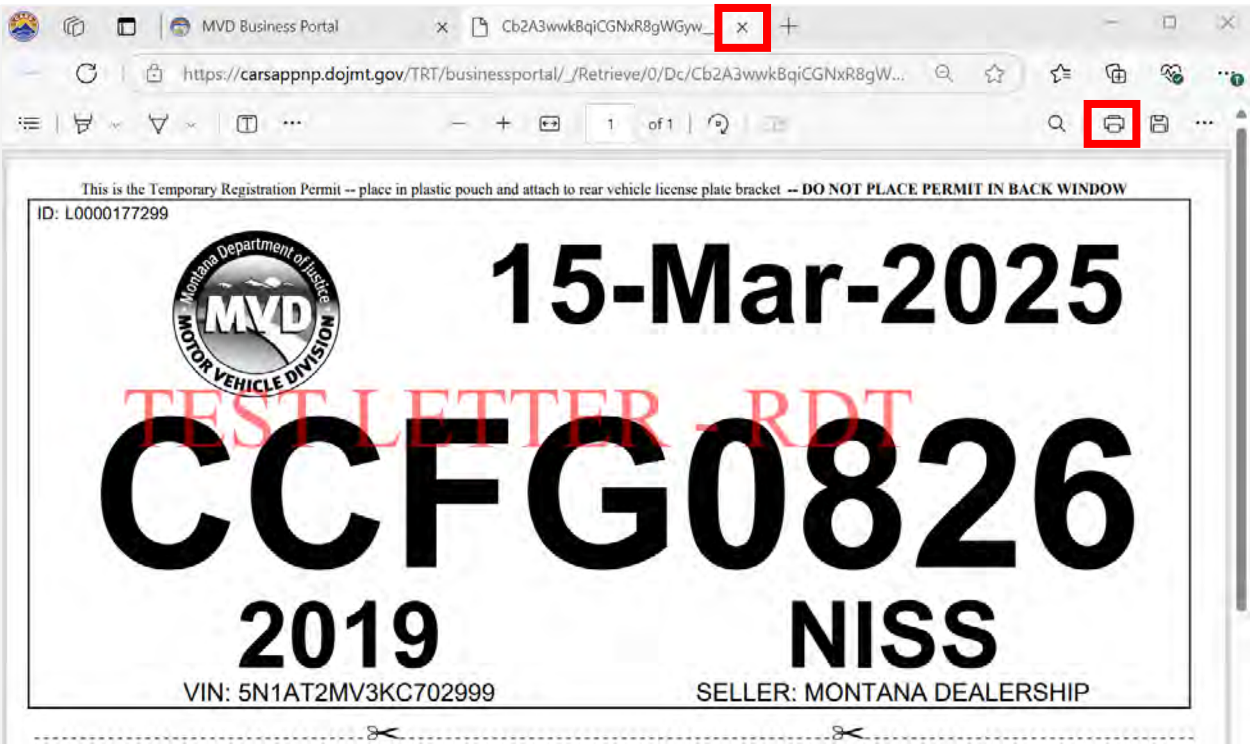


4. The Confirmation page is displayed. Select the **access your temporary registration permit** hyperlink to open the TRP in another browser window.

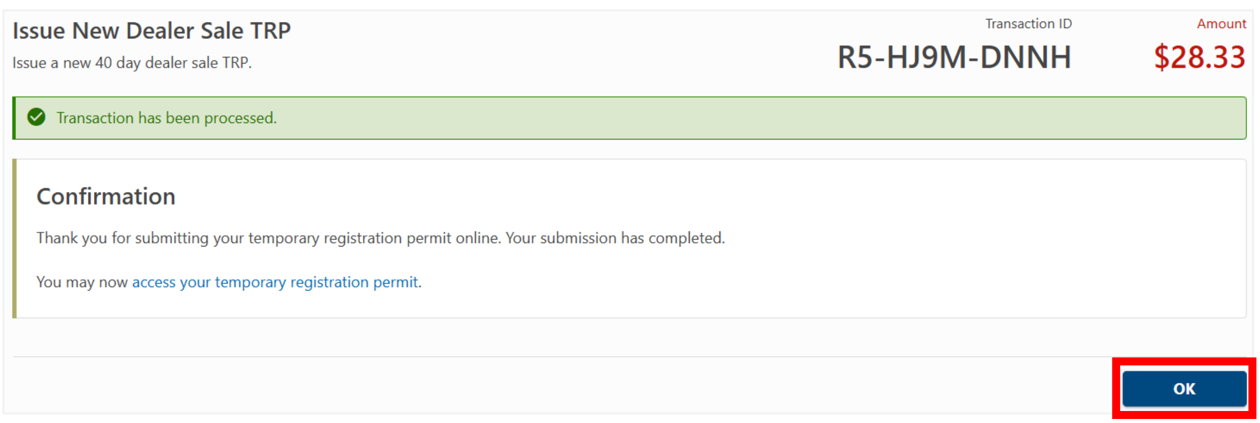


5. The TRP opens as a PDF. Print the TRP.

6. Close the TRP PDF and return to the MVD Business Portal.



7. Select the **OK** button.



Vehicle Purchaser Information

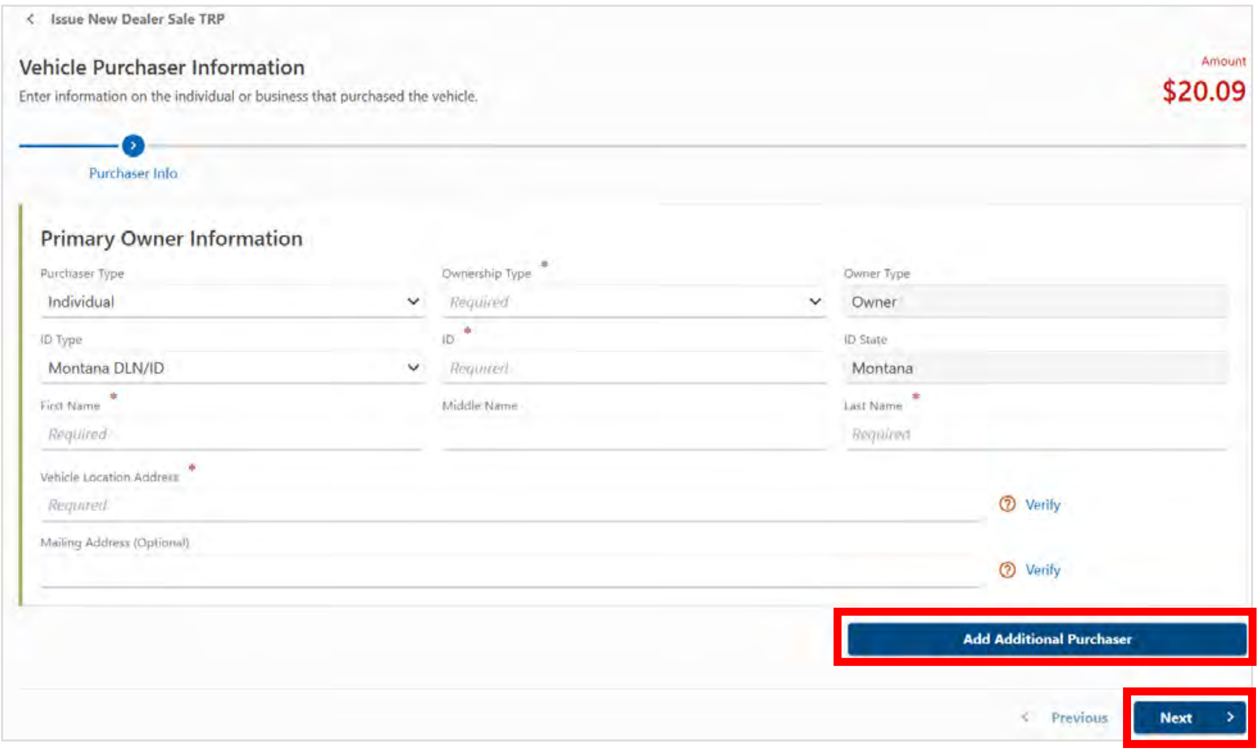
1. The Purchaser Information section is displayed. Complete the required fields:

    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.

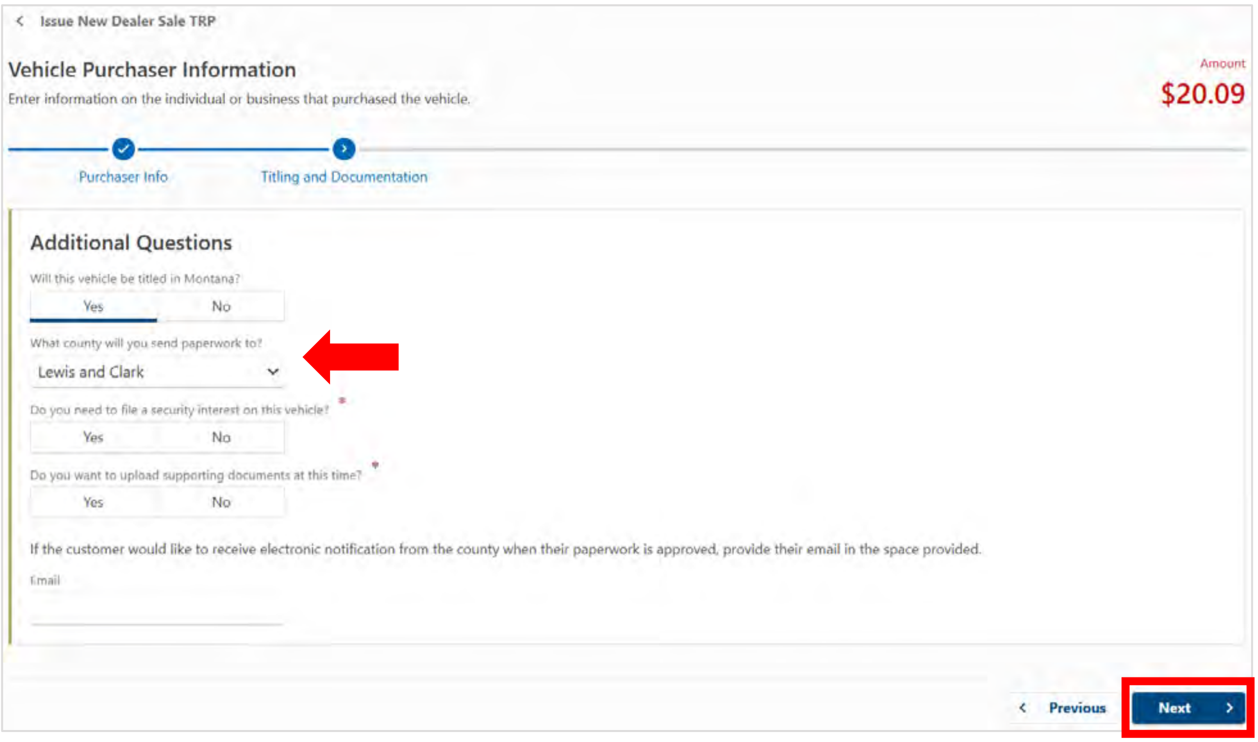
    b. **ID** field: Enter the ID number. If a valid Montana DLN/ID is entered, the name and address of the customer is pre-populated.

    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.



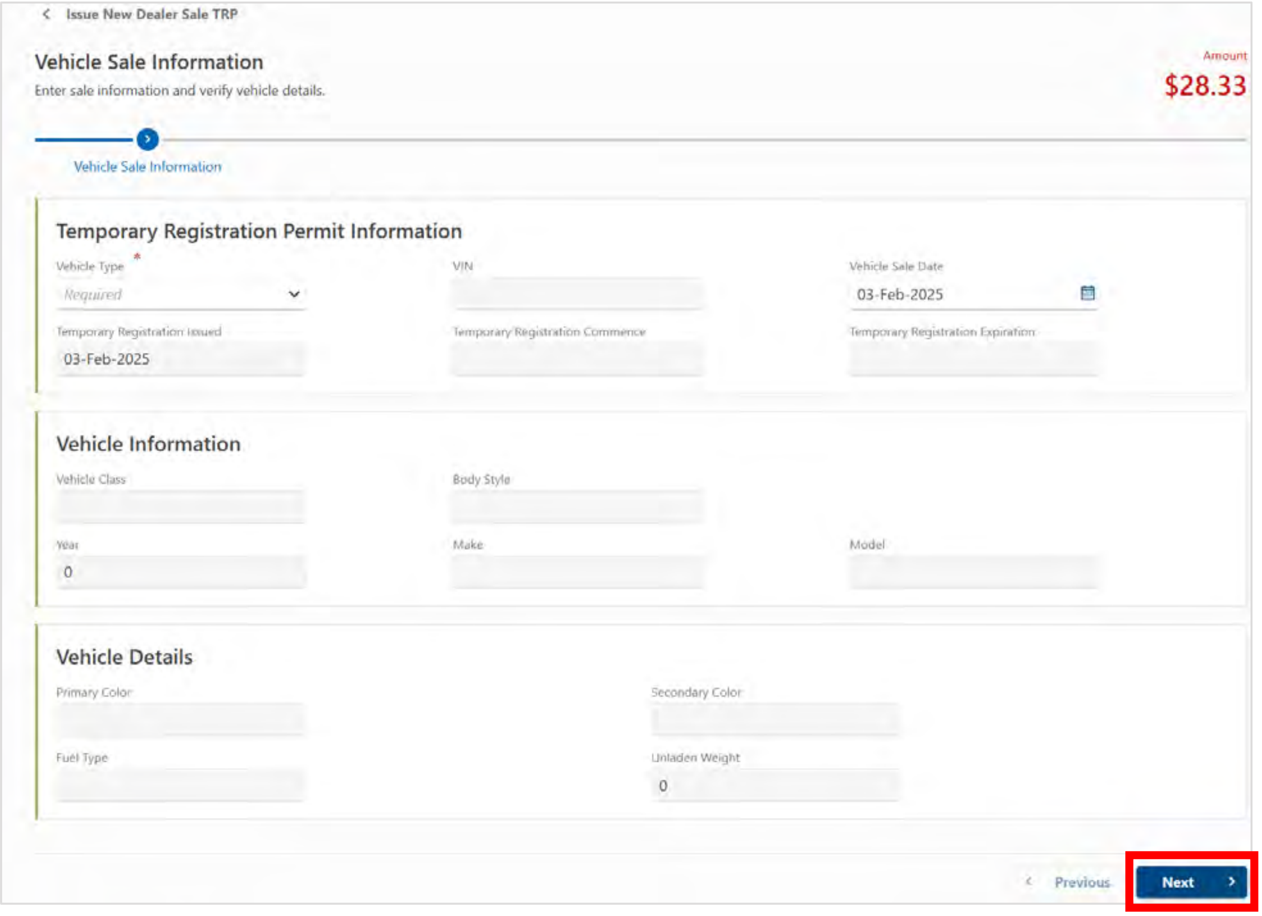
4. Select whether the vehicle will be titled in Montana. If the **Yes** button is selected, complete the remaining questions.
    a. The **What county will you send paper work to?** field will pre-populate based on the vehicle location address entered previously.
5. Select the **Next** button.



6. The Vehicle Purchaser Information is completed.

Vehicle Sale Information

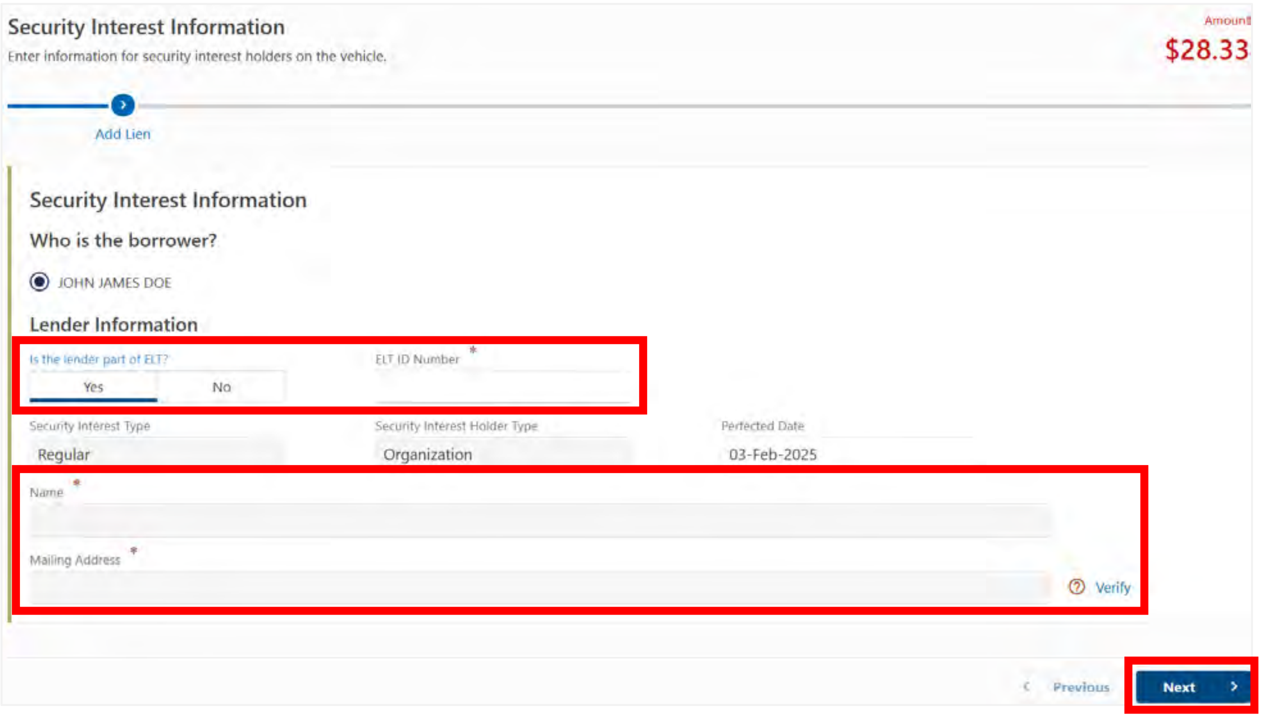
1. The Vehicle Sale Information section is displayed. Complete the required fields.
    a. **VIN** field: CARS is connected to VINTelligence, and in most cases once the VIN is entered, the vehicle details are automatically populated.
2. Select the **Next** button.



3. The Vehicle Sale Information section is completed.

Security Interest Information

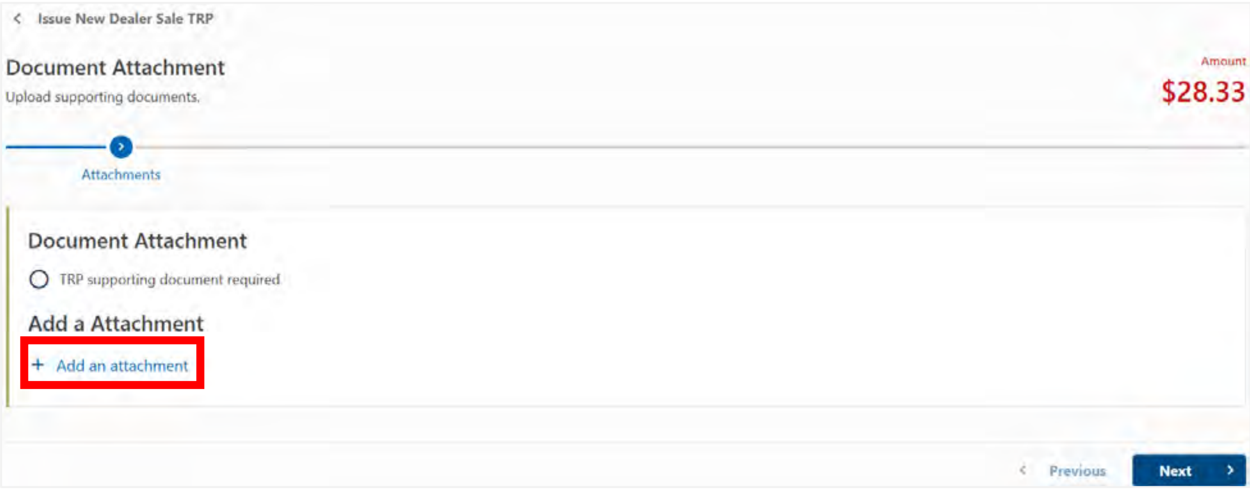
1. If during the Vehicle Purchaser Information section you answered *Yes* to a security interest, the Security Interest Information section will display. Completed the required fields.
    a. If the security interest holder participates in the Electronic Lien Titling program (ELT), select the **Yes** 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.



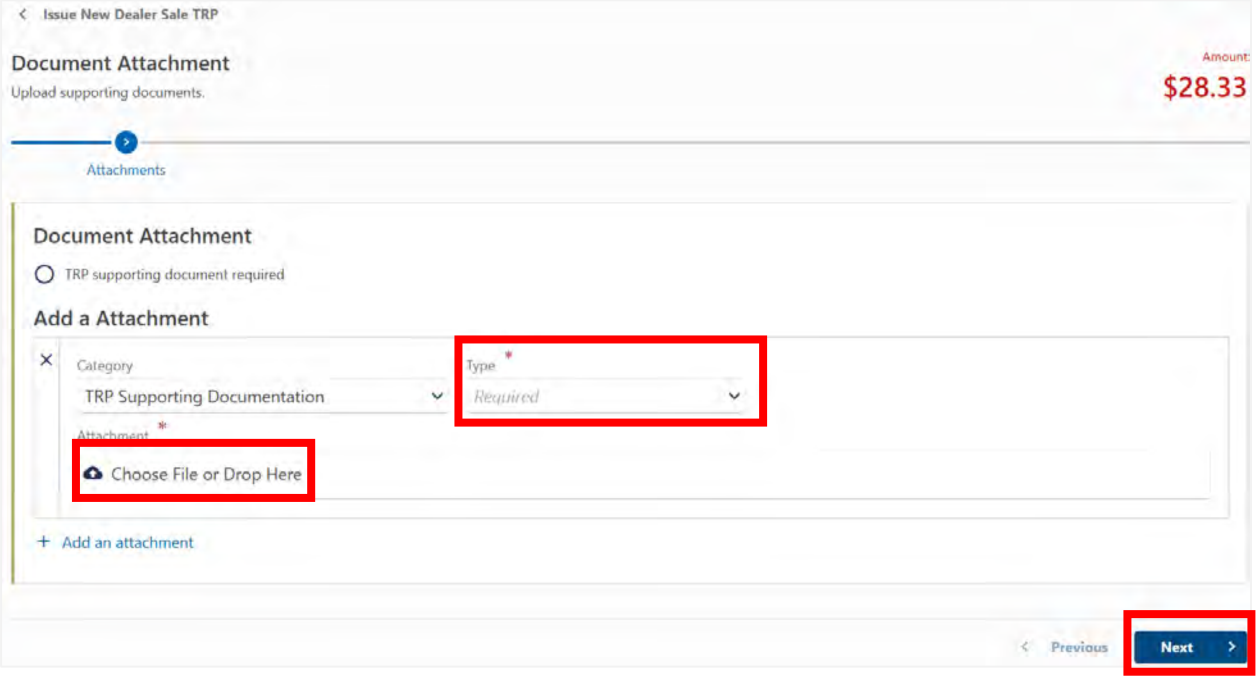
2. Select the **Next** button.
3. The Security Interest Information section is completed.

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.



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



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:

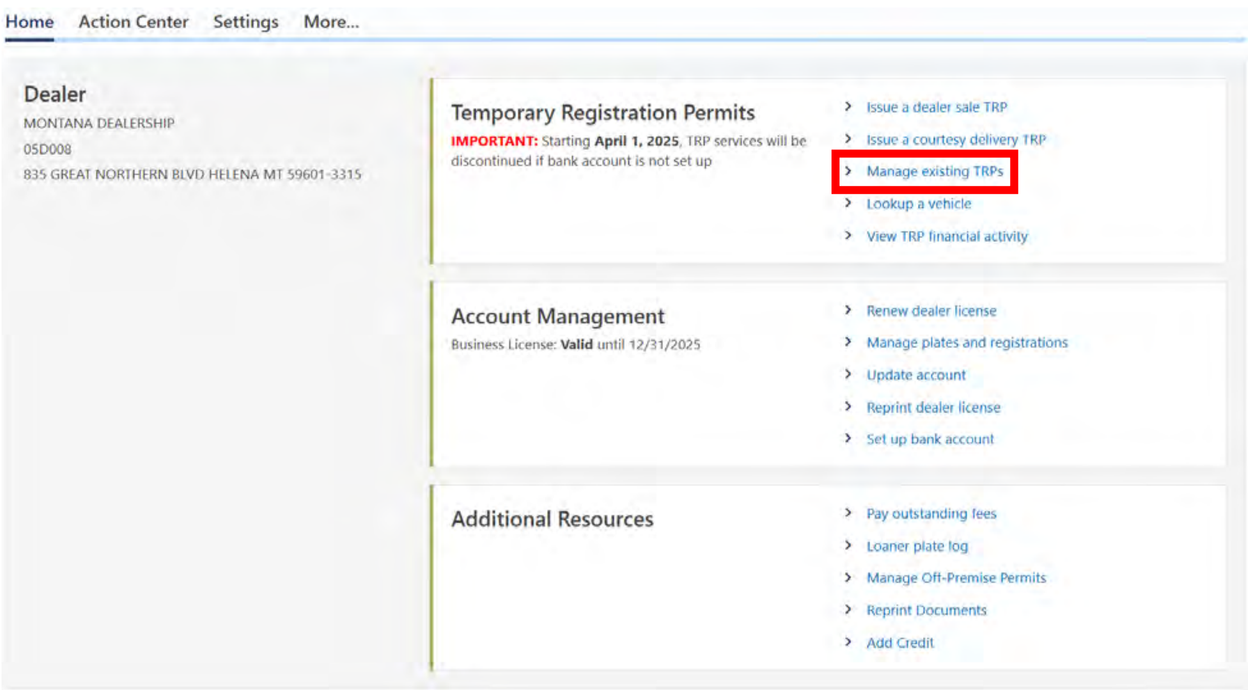
- **Reprint Registration:** This option produces an exact copy of the TRP that was issued. This transaction is available for only 24 hours.
- **Reissue Registration:** This option issues a new TRP number, but with the same expiration date. This transaction can only be performed if the TRP is active.
- **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

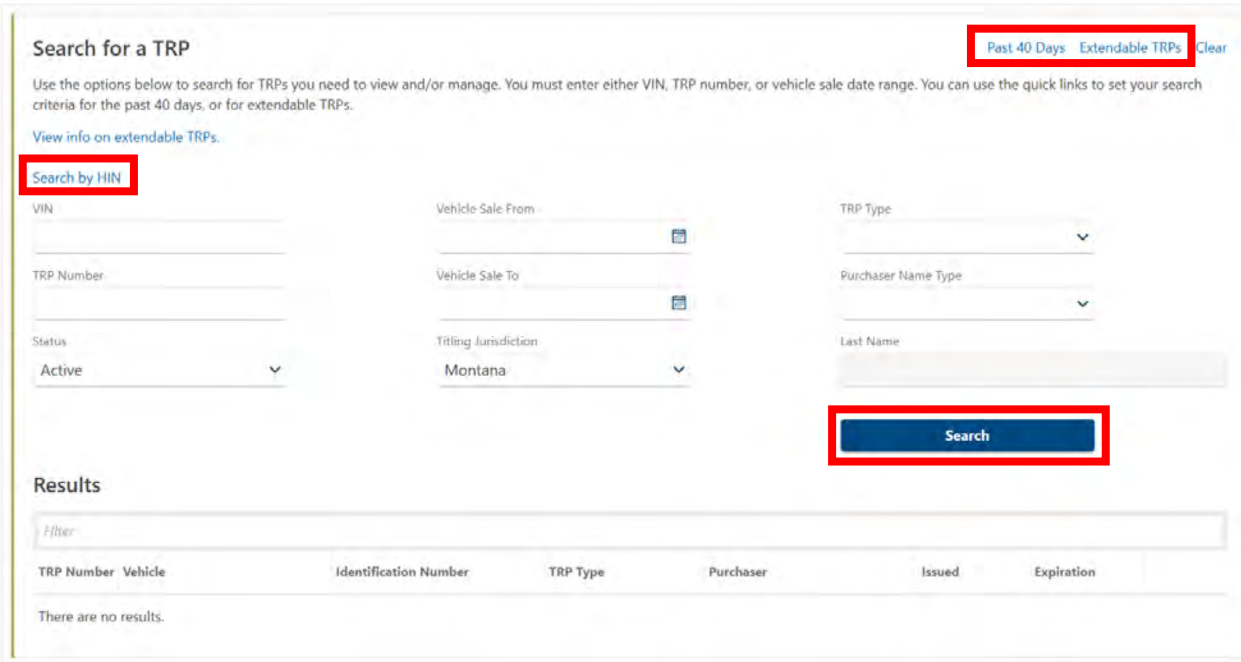
The MVD Business portal provides numerous ways to search and easily locate a TRP the dealership issued.

To search and view a TRP:

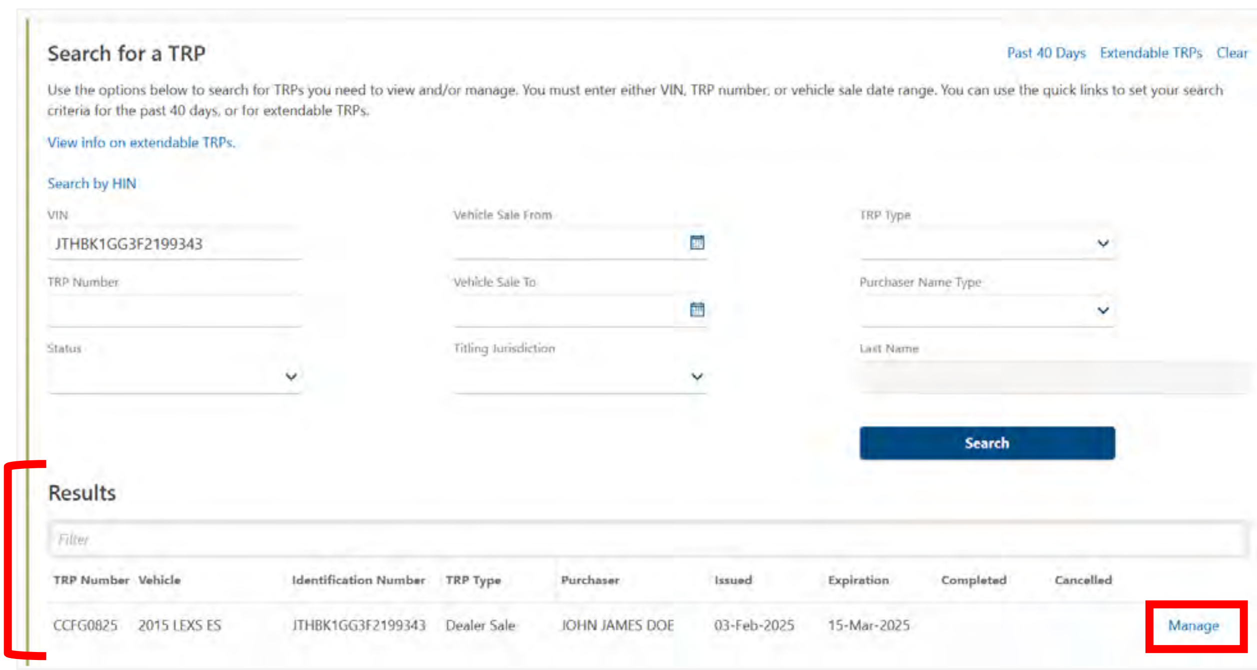
1. From the Dealer homepage, select the **Manage existing TRPs** hyperlink.



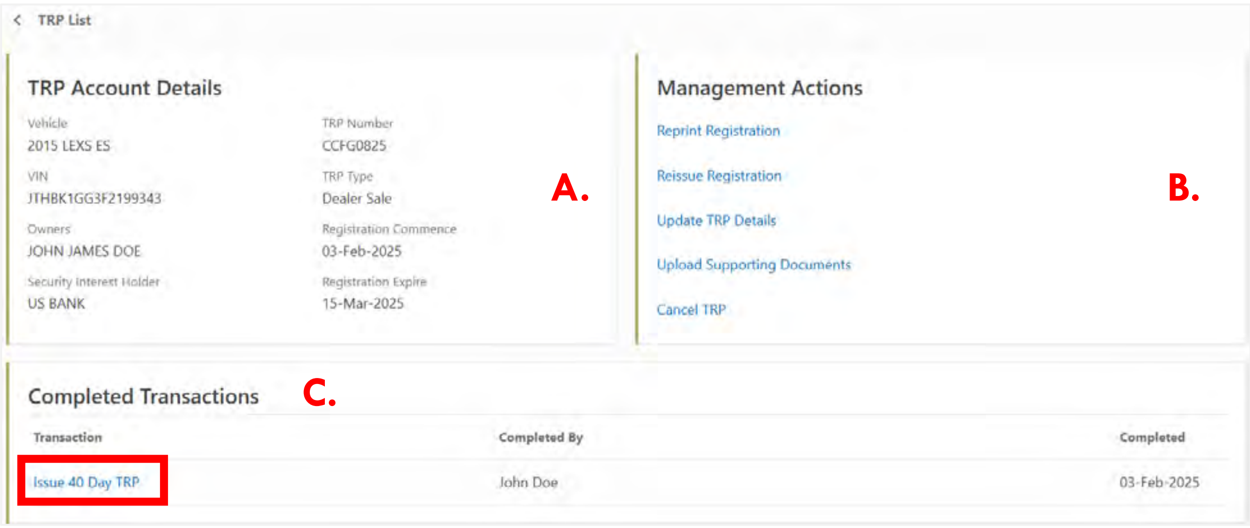
2. The Search for a TRP window is displayed. Use the fields to search for the desired TRP.
    a. Select the **Past 40 Days** hyperlink to view TRPs issued in the past 40 days.
    b. Select the **Extendable TRPs** hyperlink to view TRPs that are eligible for extension.
    c. Select the **Search by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



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



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.

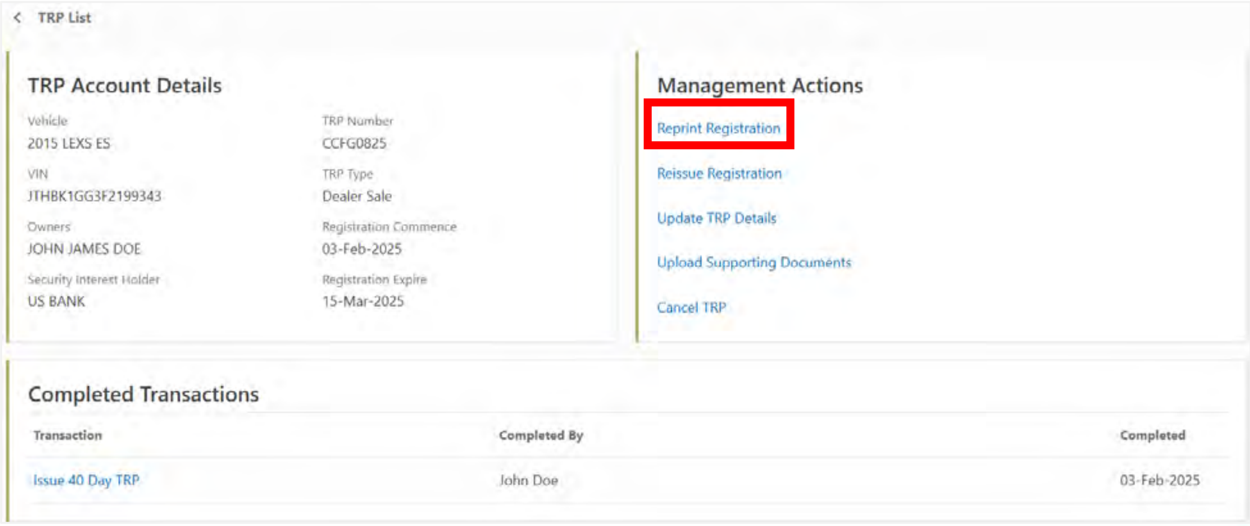


Reprint Registration

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.

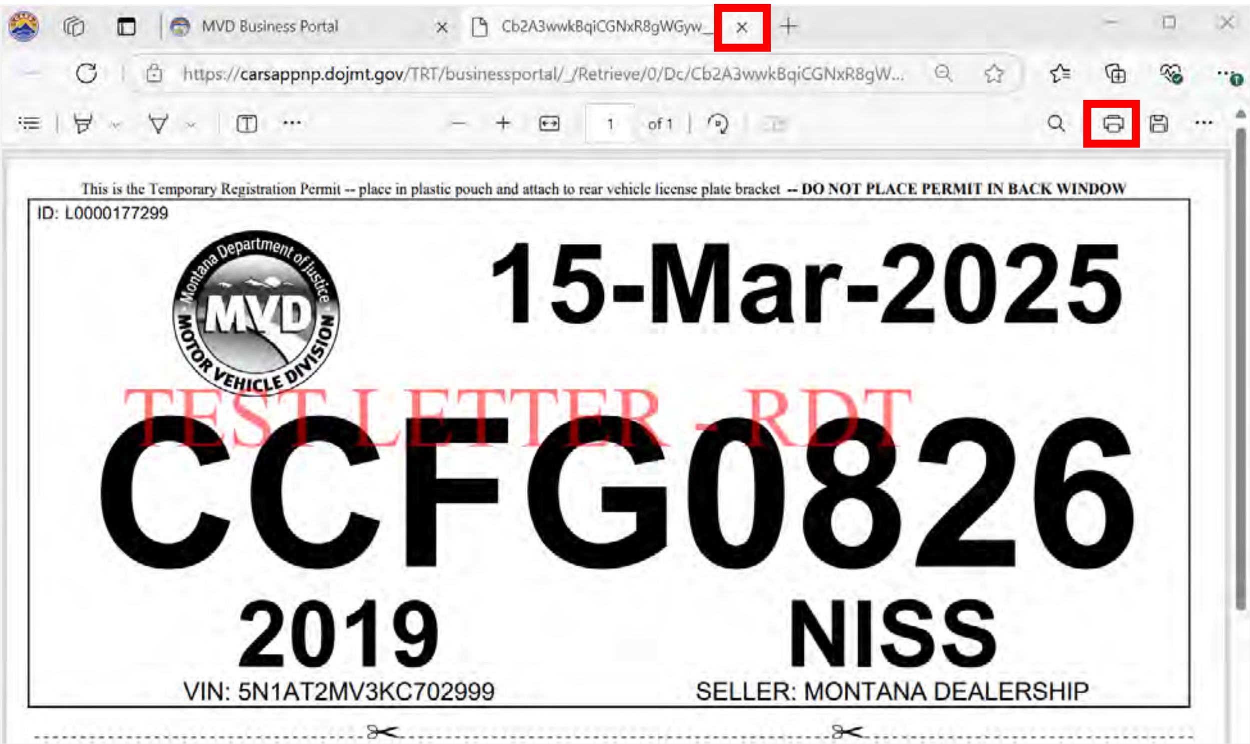
To reprint a TRP:

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



2. The TRP opens as a PDF. Print the TRP.

3. Close the TRP PDF and return to the MVD Business Portal.

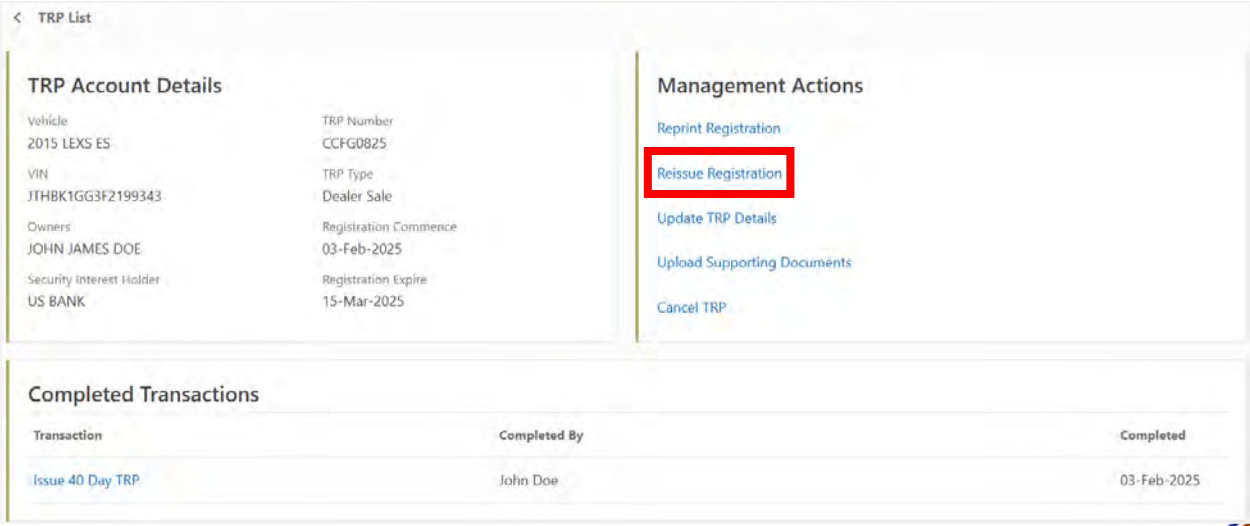


Reissue Registration

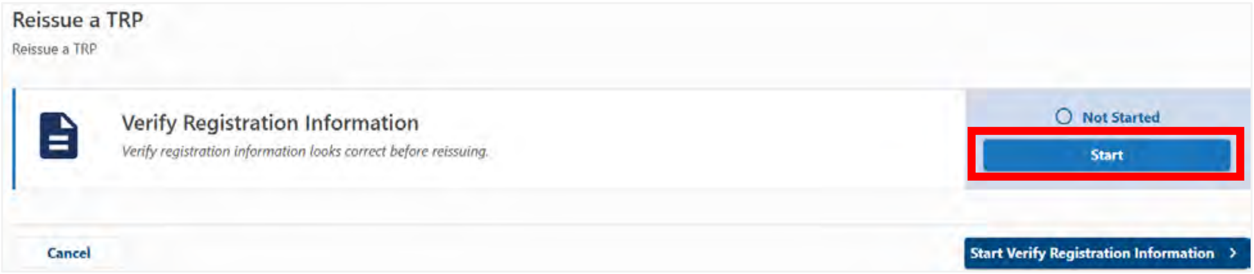
This transaction issues a new TRP number, but with the same expiration date. This transaction can only be performed if the TRP is active.

To reissue a TRP:

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

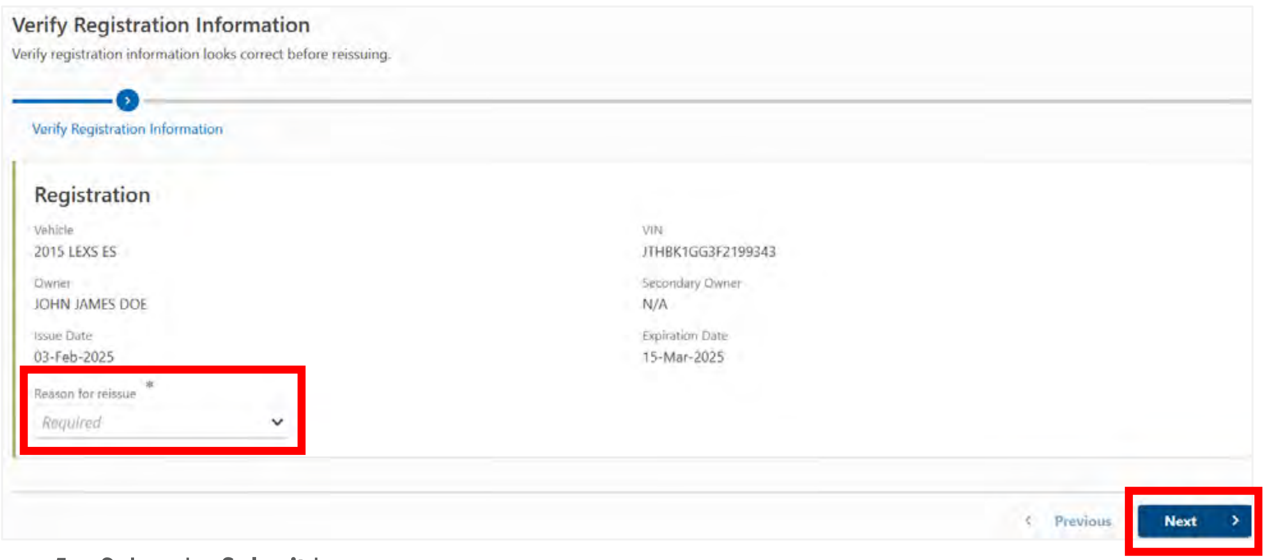


2. The Reissue TRP transaction is displayed. Select the **Start** button for the Verify Registration Information section.

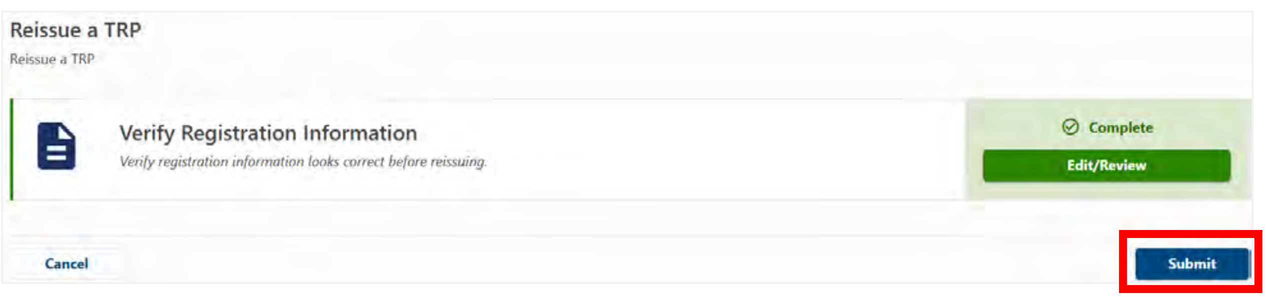


3. The Verify Registration Information is displayed. Select the reason for reissuing the TRP.

4. Select the **Next** button.



5. Select the **Submit** button.

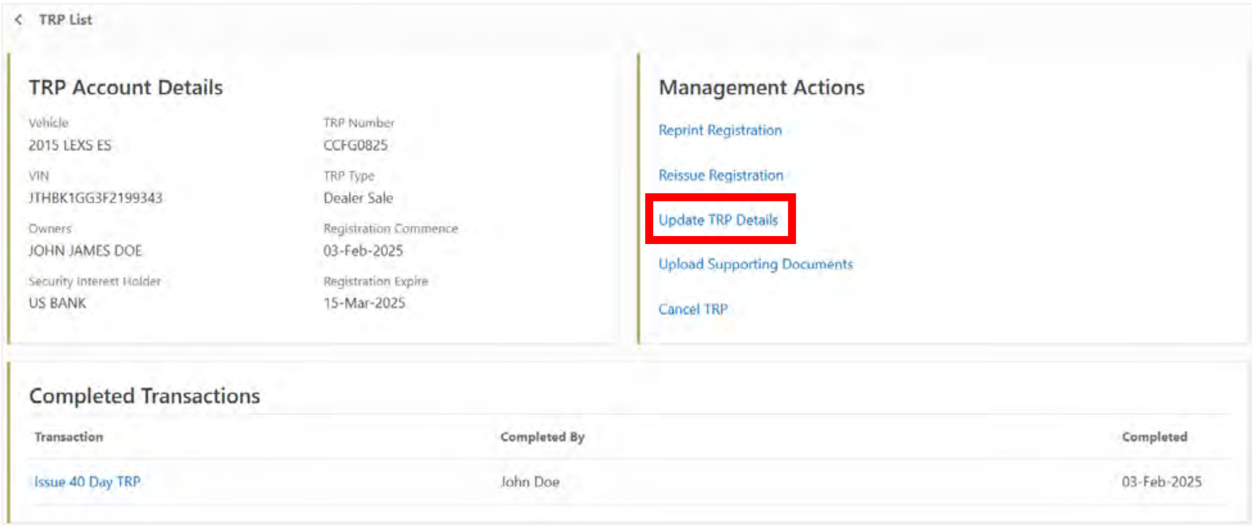


6. The Confirmation page is displayed. Select the **access your temporary registration permit** hyperlink to open the TRP in another browser window.
7. The TRP opens as a PDF. Print the TRP.
8. Close the TRP PDF and return to the MVD Business Portal.
9. Select the **OK** button.

Update TRP Details

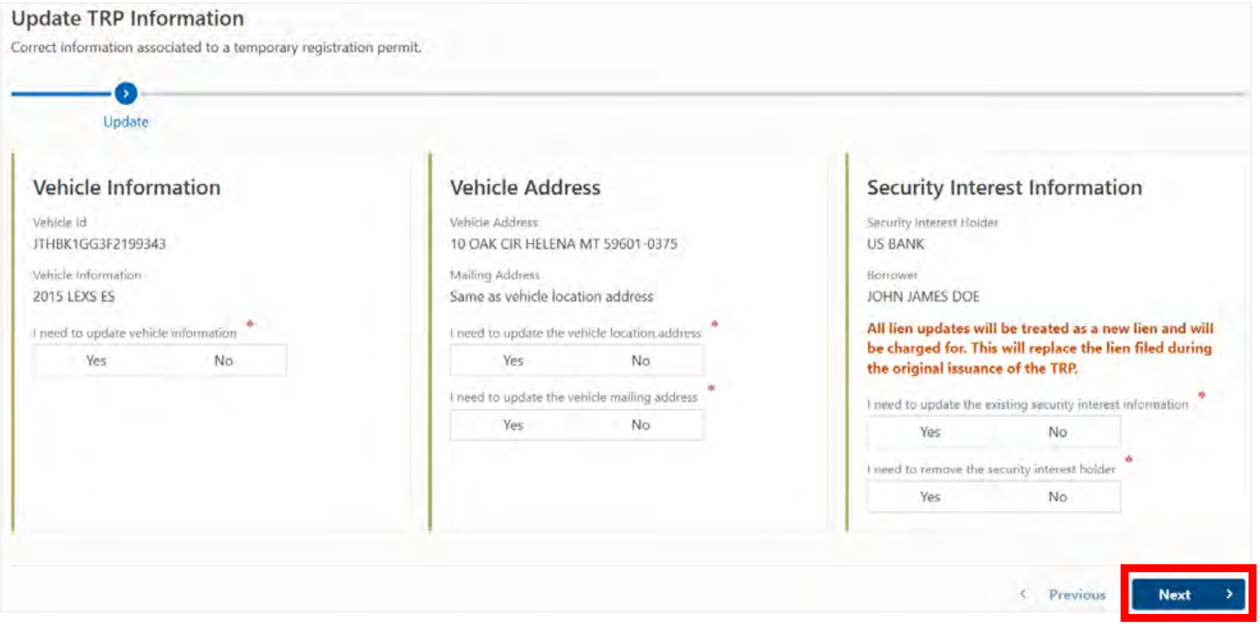
Dealers can update and correct TRP information, including vehicle details and the vehicle address, up until the title work is performed.

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

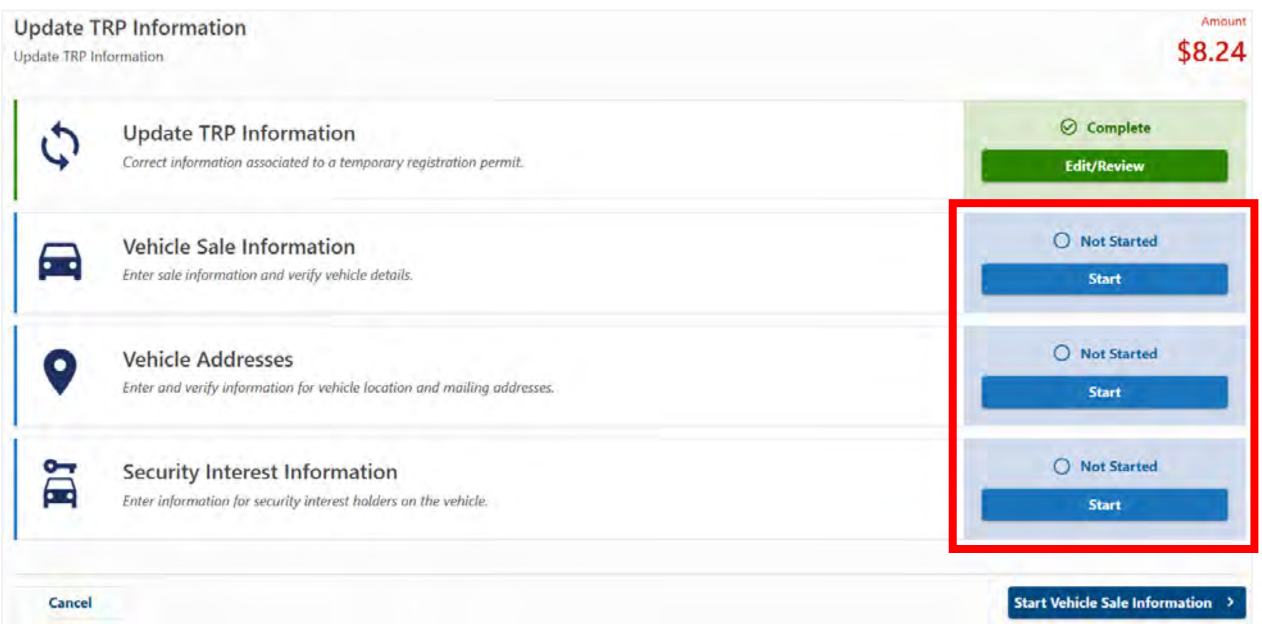


2. The Update TRP Information transaction is displayed. Select the **Start** button for the Update TRP Information section.

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



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



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.

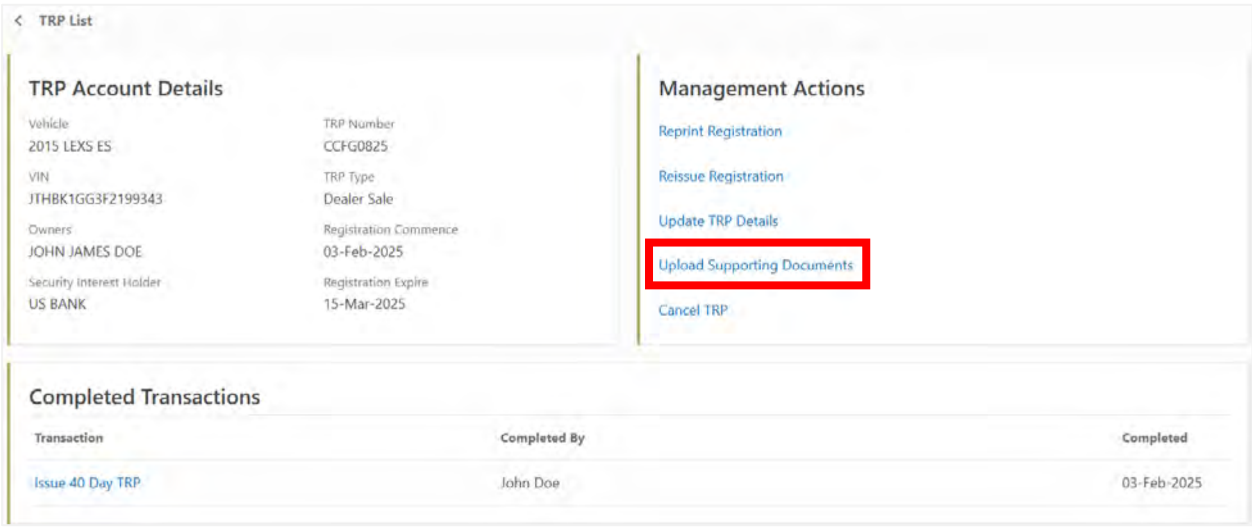
10. The Confirmation page is displayed. Select the **OK** button.

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.

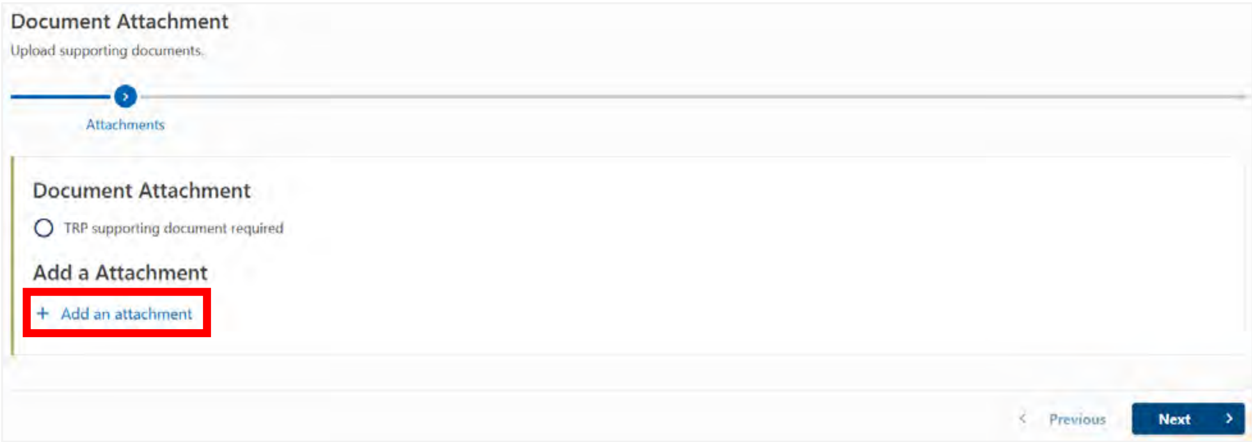
To upload supporting documents:

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

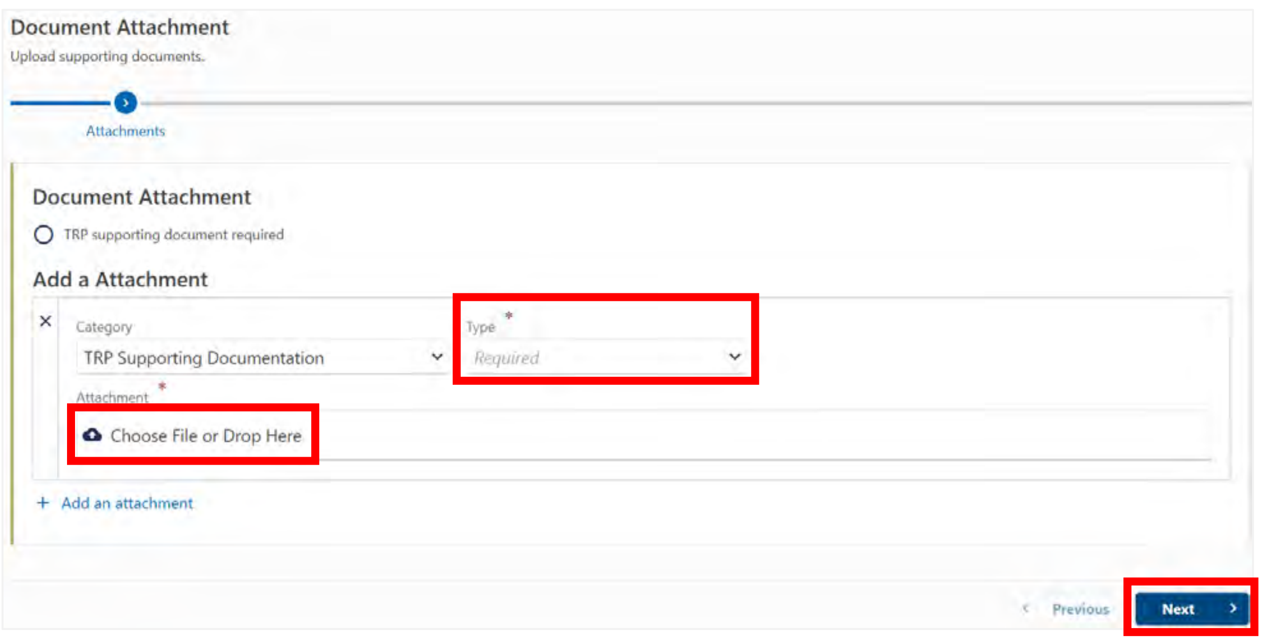


2. The Upload Supporting Documents transaction is displayed. Select the **Start** button.

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



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.



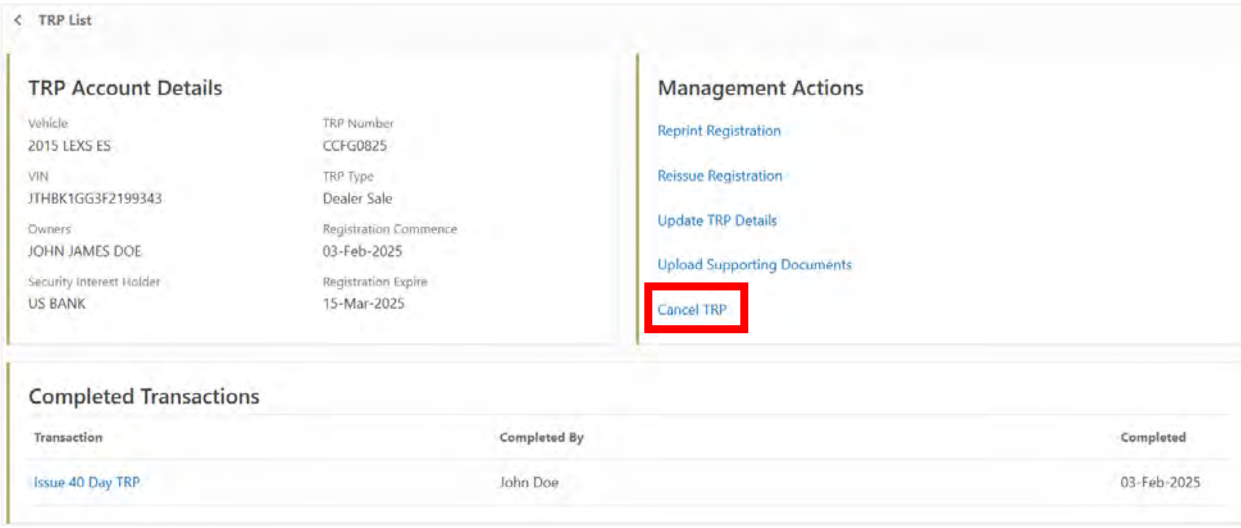
9. The Document Attachment section is completed. Select the **Submit** button.
10. The Confirmation page is displayed. Select the **OK** button.

Cancel a TRP

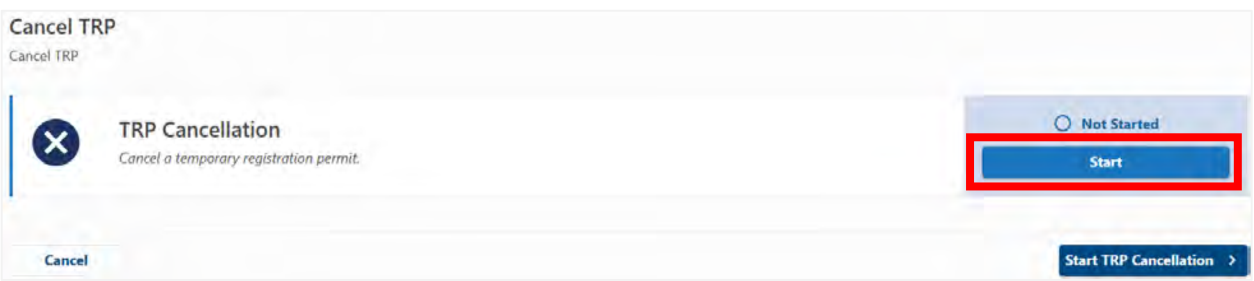
Dealers can cancel TRPs. If a TRP is not cancelled within 24 hours of issuance, the dealer will still be charged for the TRP issuance. If the VIN on a TRP needs to be updated, the TRP must be cancelled and reissued with the correct VIN.

To cancel a TRP:

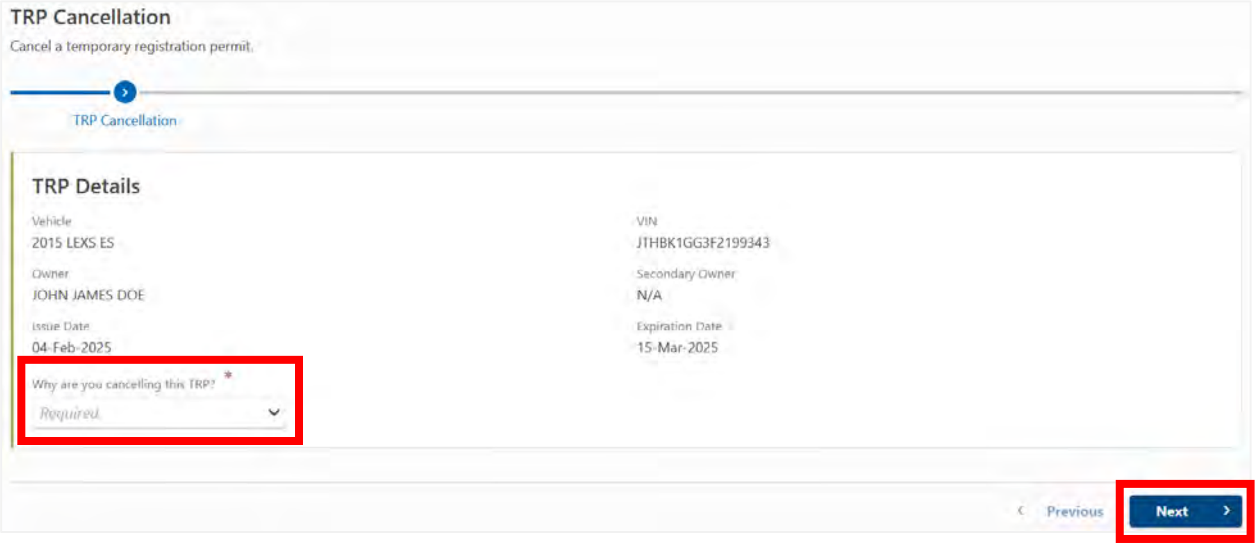
1. From the TRP Details window, select the **Cancel TRP** hyperlink.



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



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



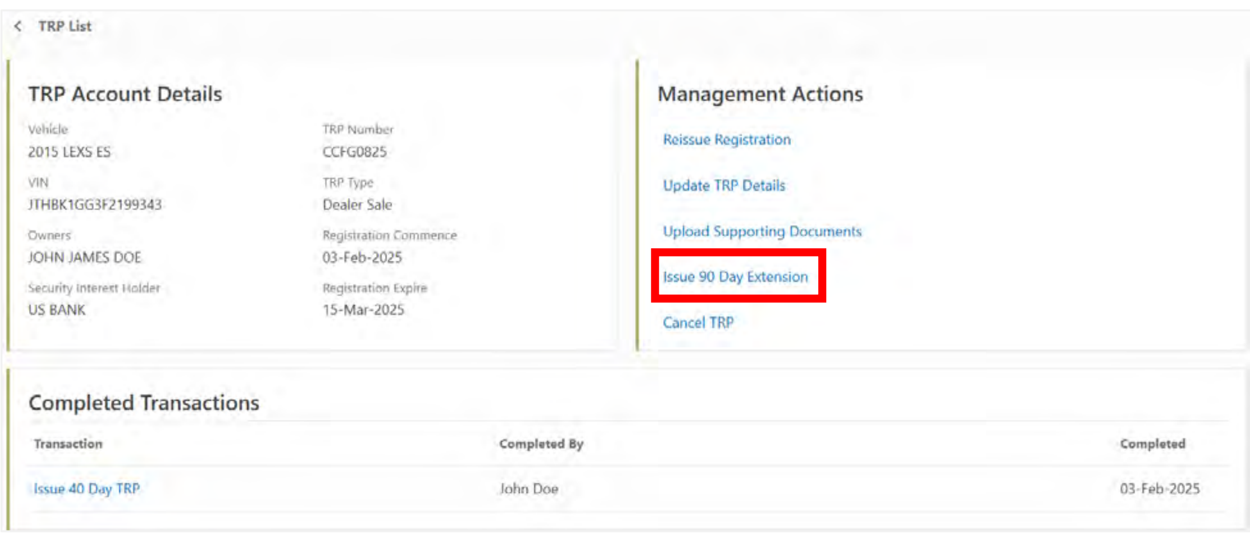
5. The TRP Cancellation section is completed. Select the **Submit** button.
6. The Confirmation page is displayed. Select the **OK** button.

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:

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



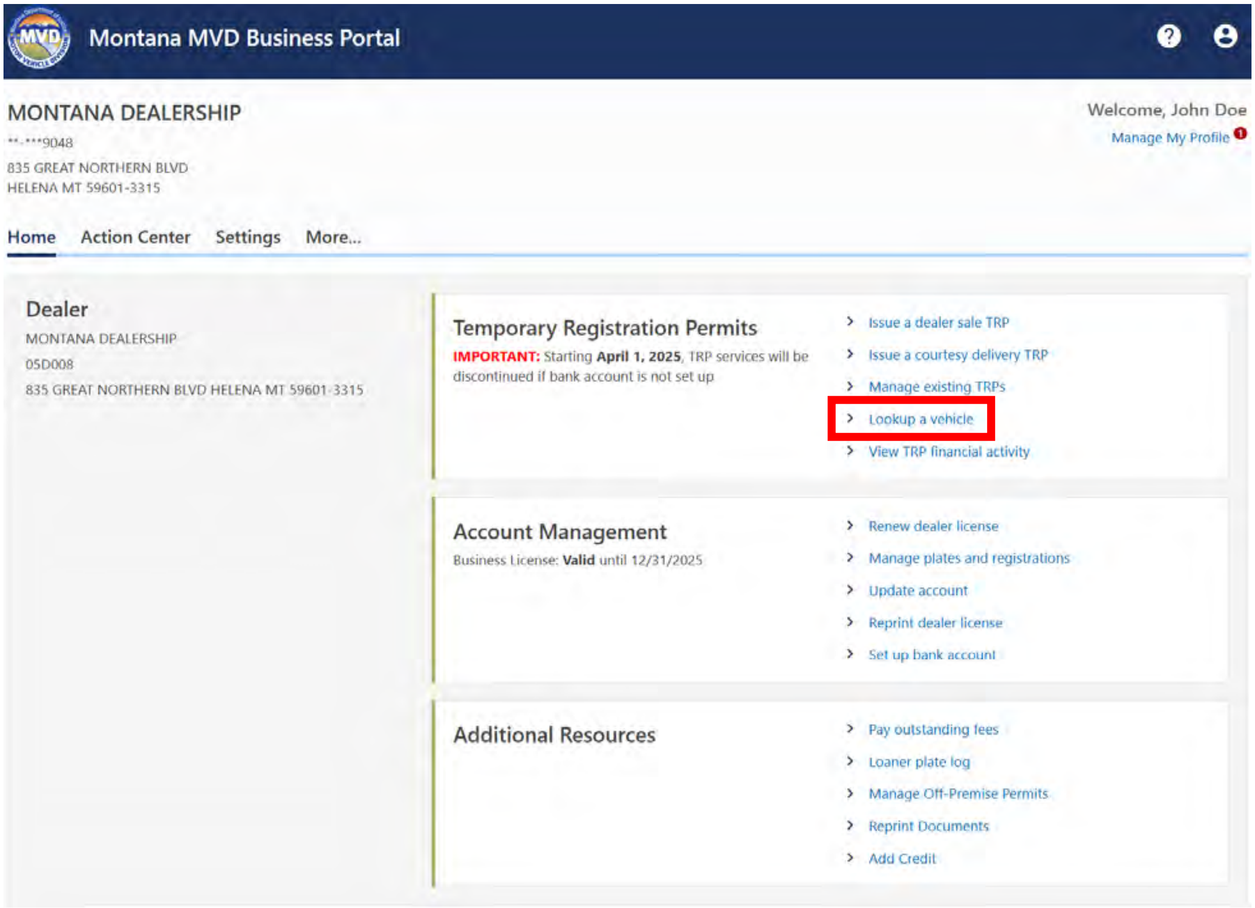
2. The Issue 90 Day TRP Extension transaction is displayed. Select the **Start** button for the Verify Registration Information section.
3. The Verify Registration Information section is displayed. Select the **Next** button.
4. The Verify Registration Information section is completed. Select the **Submit**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

Lookup a Vehicle

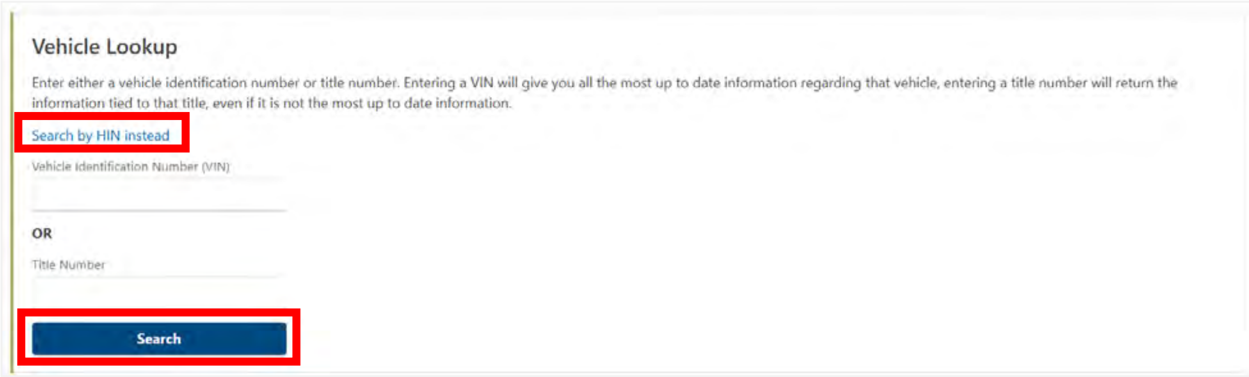
Dealers can use the Lookup a Vehicle transaction to search for a vehicle in order to verify title status, ownership, brands, and other vehicle information.

To look up a vehicle:

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



2. 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.
3. 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

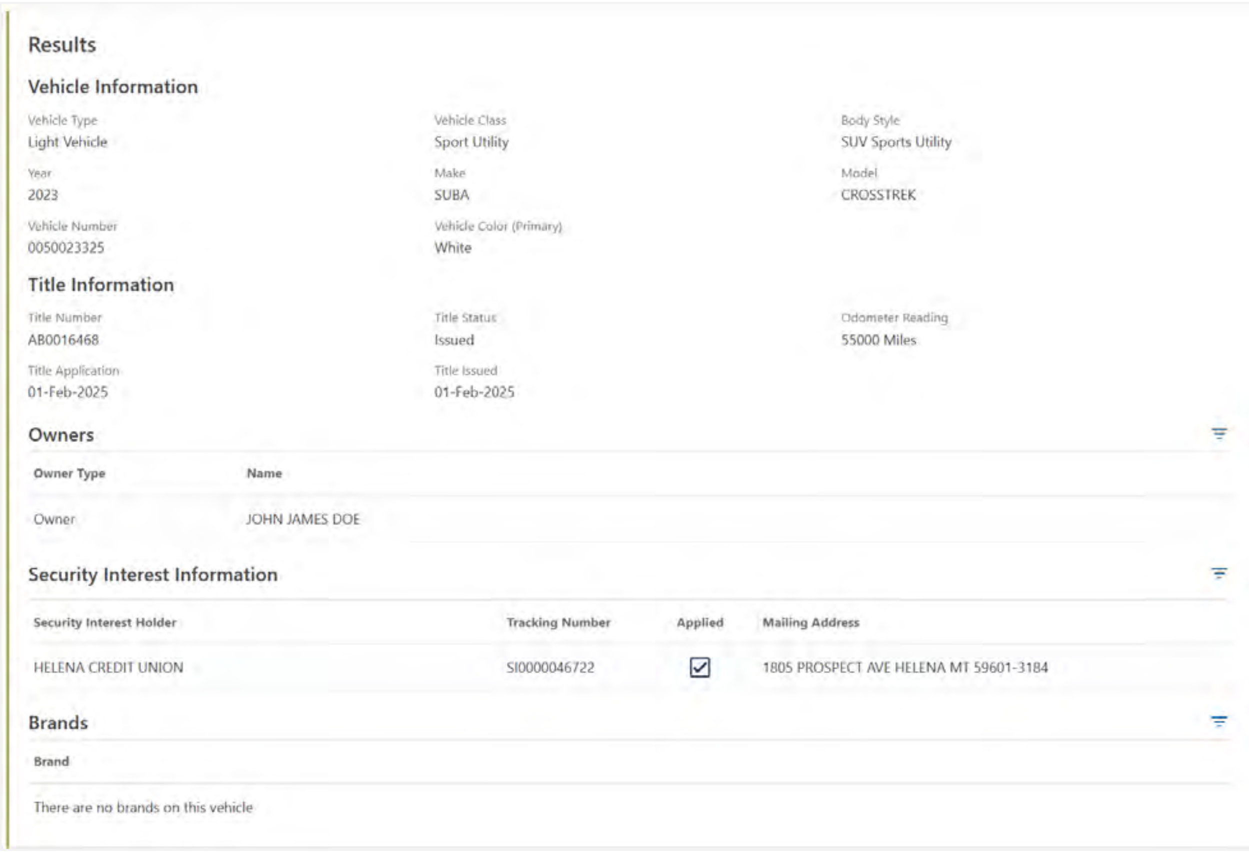
Vehicle Identification Number (VIN)

OR

Title Number

Search

4. The vehicle information displays in the Results section.



Results

Vehicle Information

Vehicle Type	Vehicle Class	Body Style
Light Vehicle	Sport Utility	SUV Sports Utility

Year	Make	Model
2023	SUBA	CROSSTREK

Vehicle Number	Vehicle Color (Primary)
0050023325	White

Title Information

Title Number	Title Status	Odometer Reading
AB0016468	Issued	55000 Miles

Title Application	Title Issued
01-Feb-2025	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	☑	1805 PROSPECT AVE HELENA MT 59601-3184

Brands

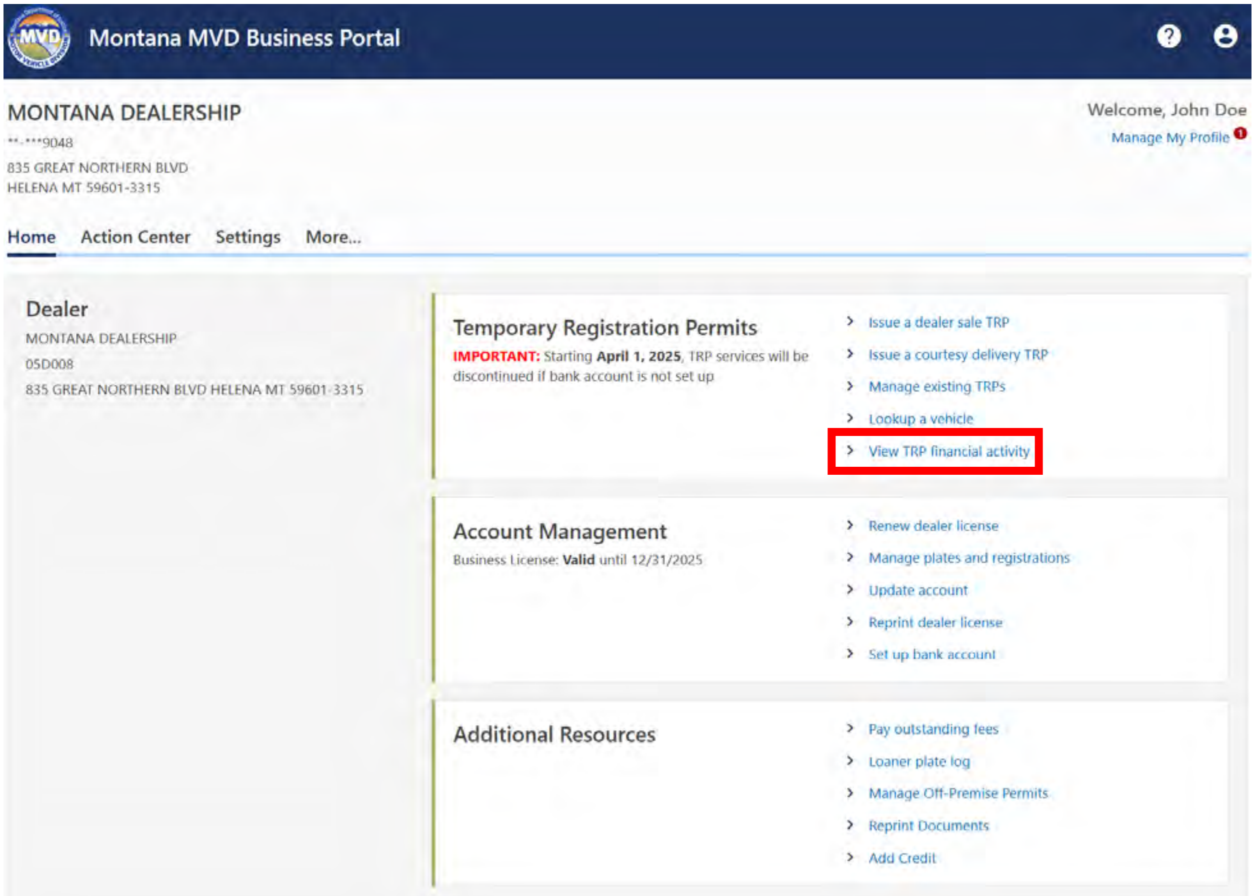
Brand
There are no brands on this vehicle

Viewing TRP Financial Activity

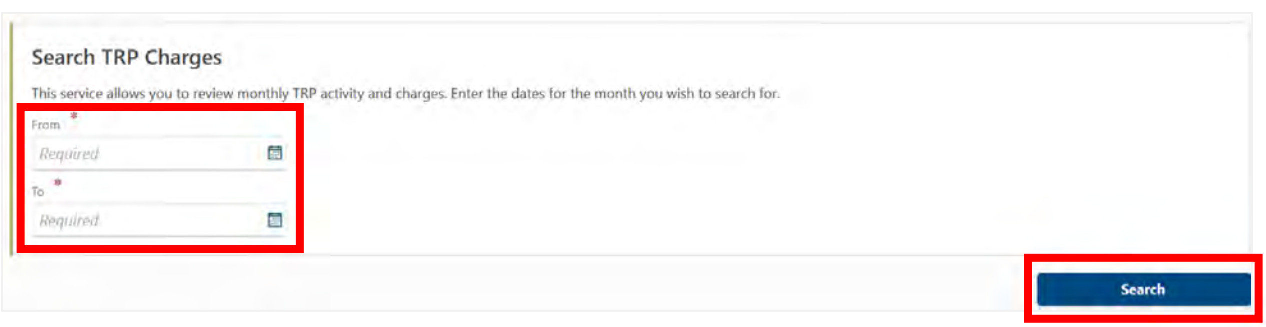
Dealers can use the TRP Financial Activity search to review monthly TRP activity and the amount that will be sent to the MVD via ACH debit.

To view TRP financial activity:

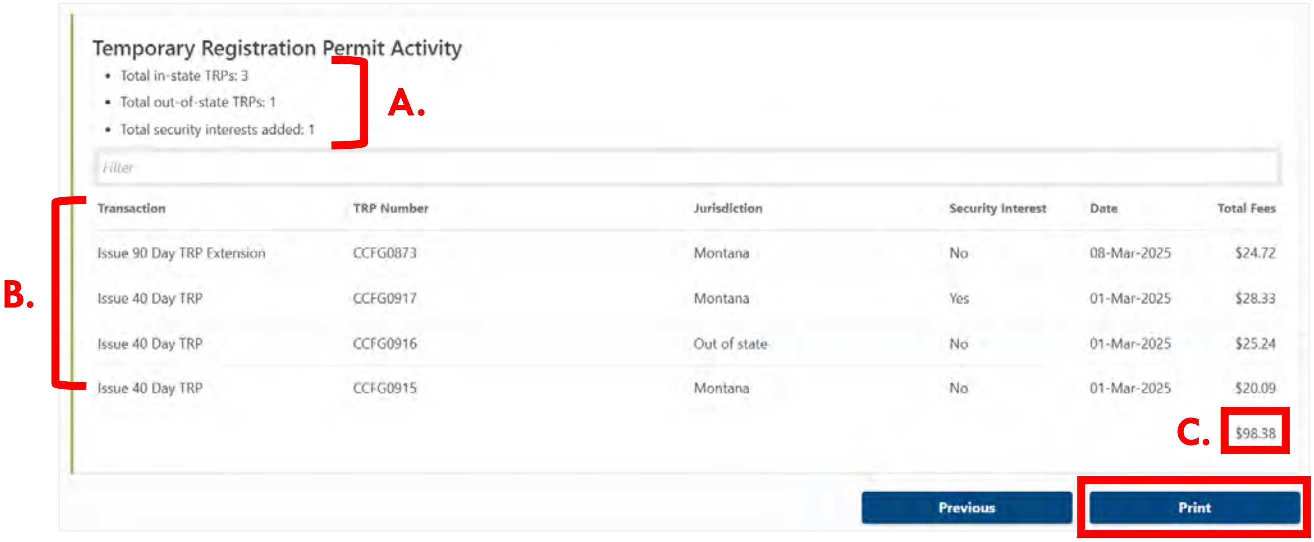
1. From the Dealer homepage, select the **View TRP financial activity** hyperlink.



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



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.



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
					$98.38

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

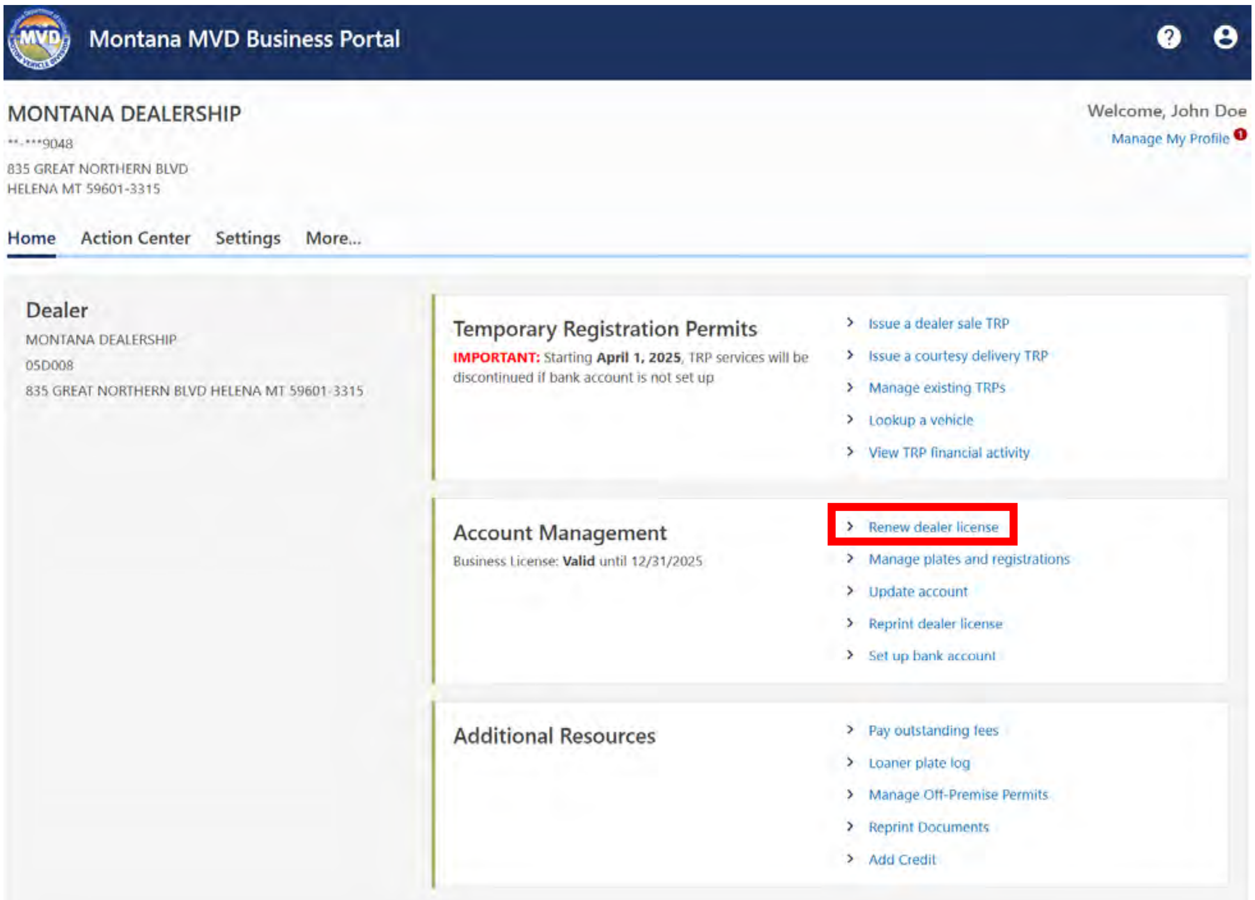
Depending on the transaction, VSB may need to review the request before the changes are applied to the Dealer account.

Renewing Dealer License

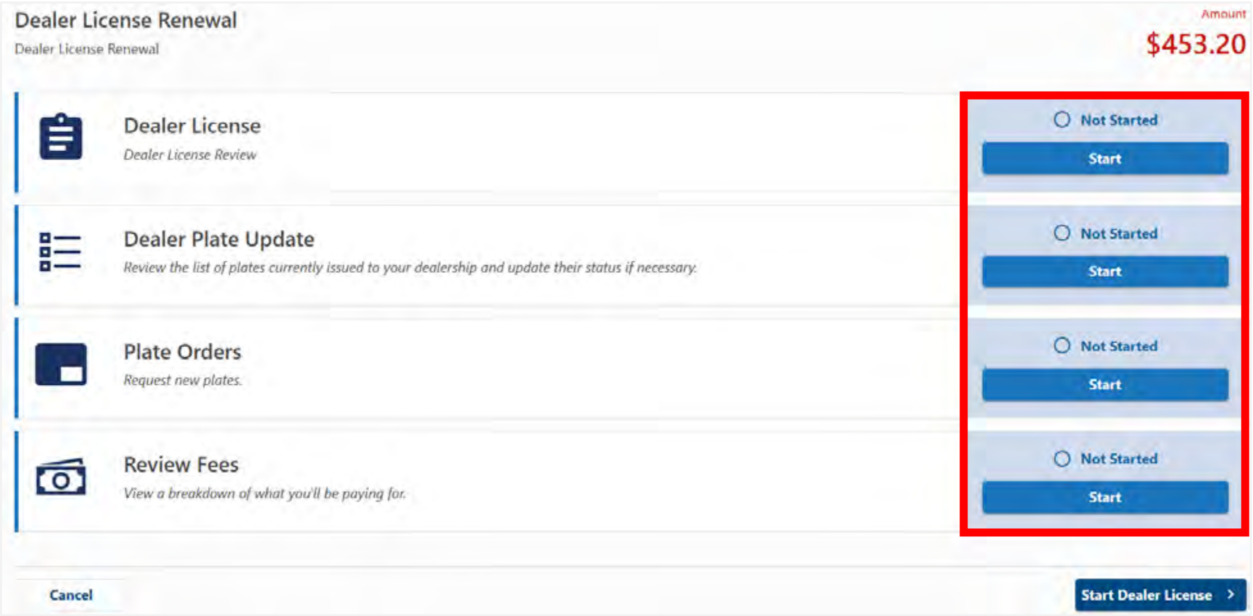
MVD will send dealer renewal reminders through the MVD Business Portal in addition to a physical notice. Reminders will be sent out 60 and 30 days prior to expiration. Dealers can renew their dealer license through the MVD Business Portal. Dealer License expiration will no longer be decided alphabetically.

To renew your dealer license:

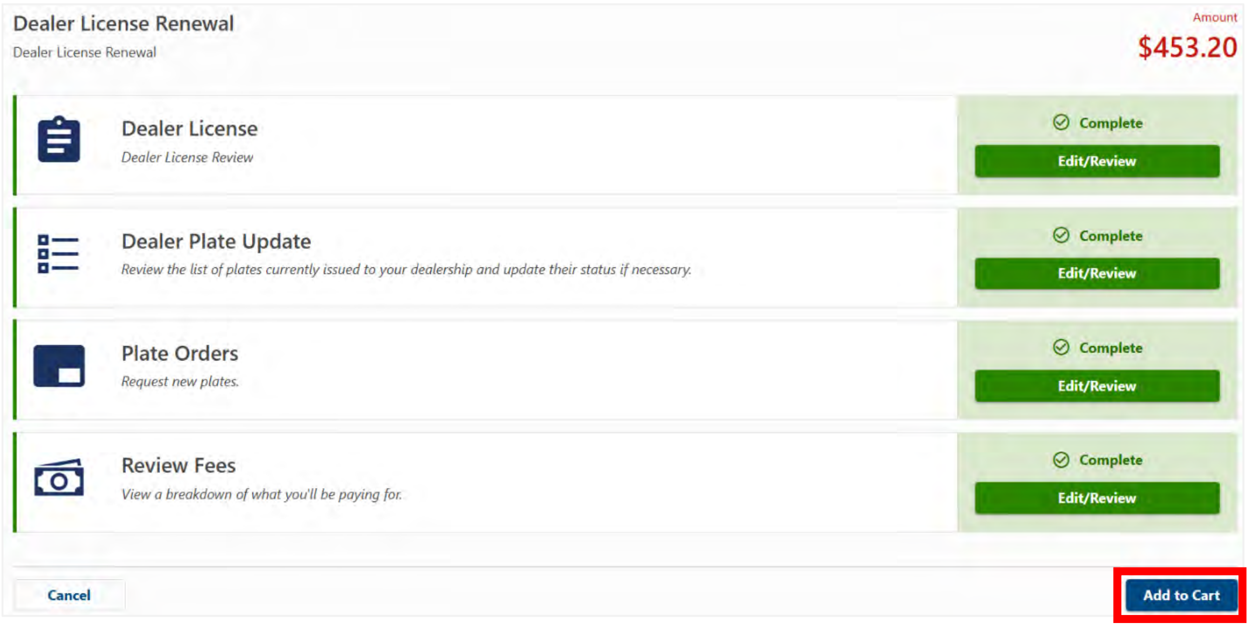
1. From the Dealer homepage, select the **Renew dealer license** hyperlink.



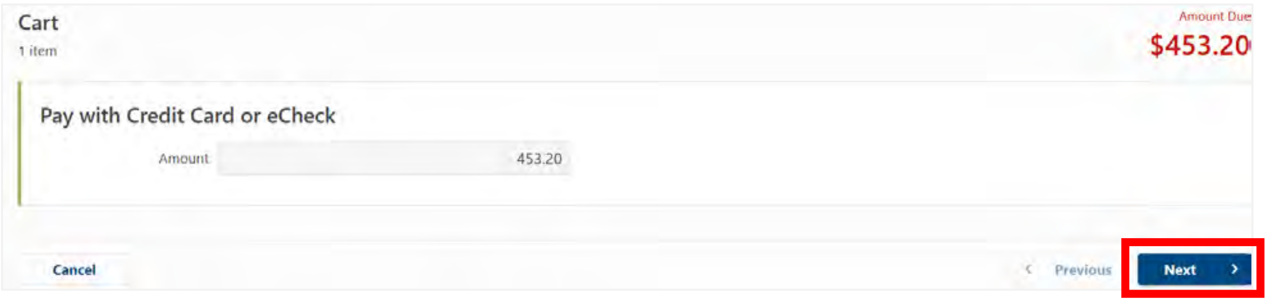
2. The Dealer License Renewal transaction is displayed. Complete each section by selecting the **Start** button.
    a. Use the instructions below on how to complete each section.



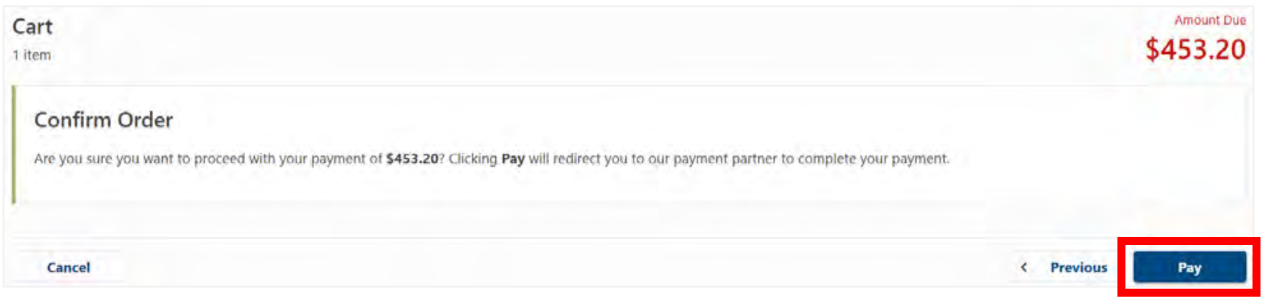
3. Once all sections have been completed, select the **Add to Cart** button.



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.



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



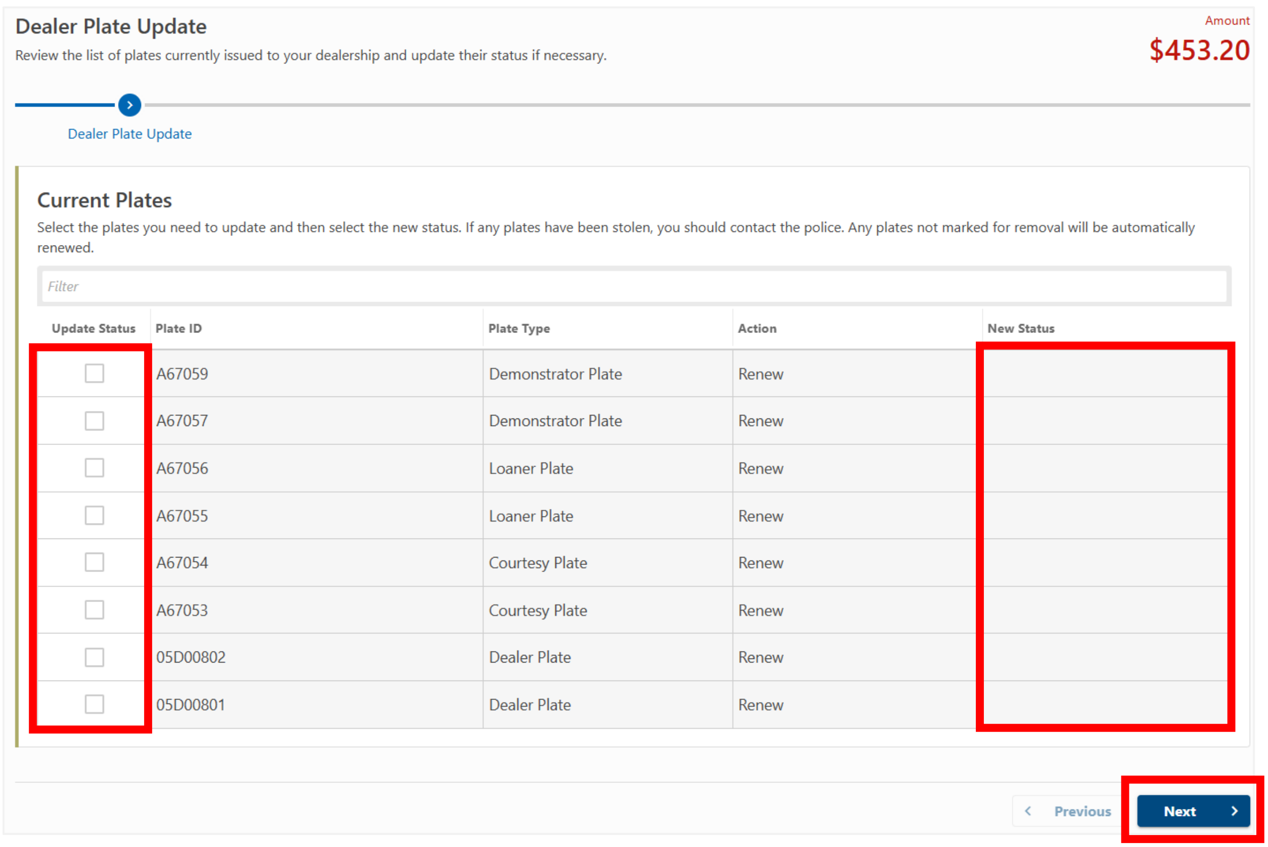
7. You are redirected to the Vitu Payment window. Enter your payment information.
8. Select the **Confirm Payment** button.
9. You are navigated back to the MVD Business Portal. The Confirmation window is displayed.
   a. Select the **Print Documents** button to print the updated dealer license.
   b.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

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

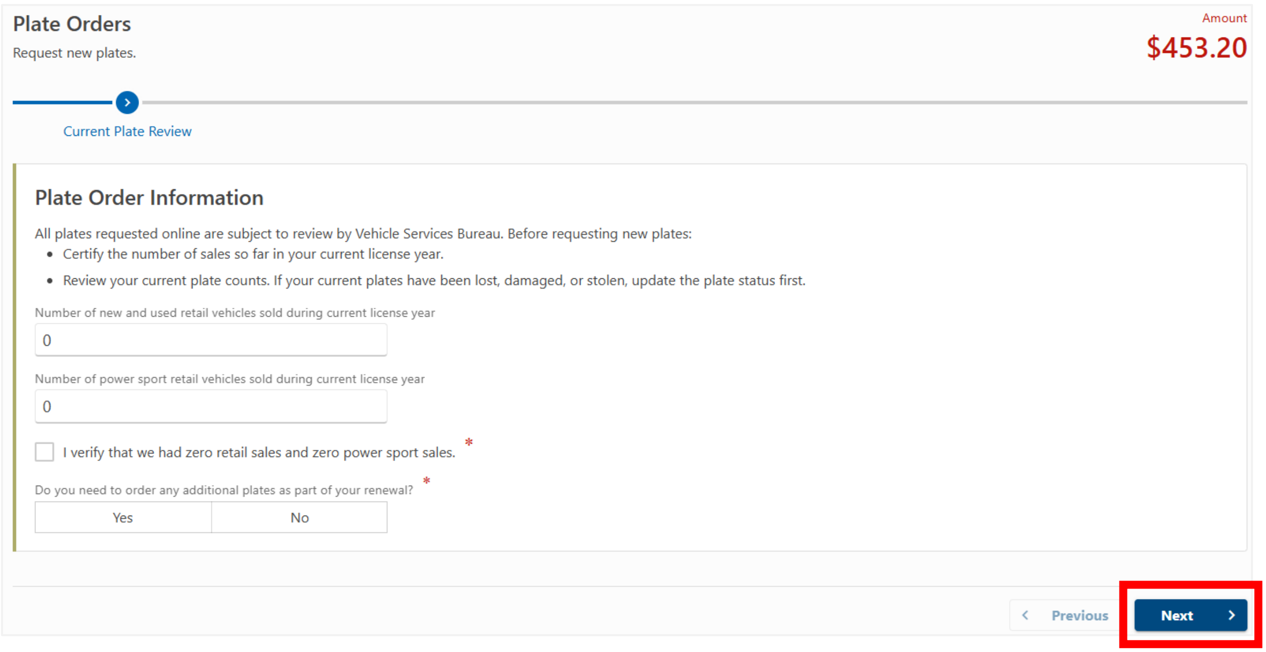
Update Status	Plate ID	Plate Type	Action	New Status
☐	A67059	Demonstrator Plate	Renew	
☐	A67057	Demonstrator Plate	Renew	
☐	A67056	Loaner Plate	Renew	
☐	A67055	Loaner Plate	Renew	
☐	A67054	Courtesy Plate	Renew	
☐	A67053	Courtesy Plate	Renew	
☐	05D00802	Dealer Plate	Renew	
☐	05D00801	Dealer Plate	Renew	

Previous Next

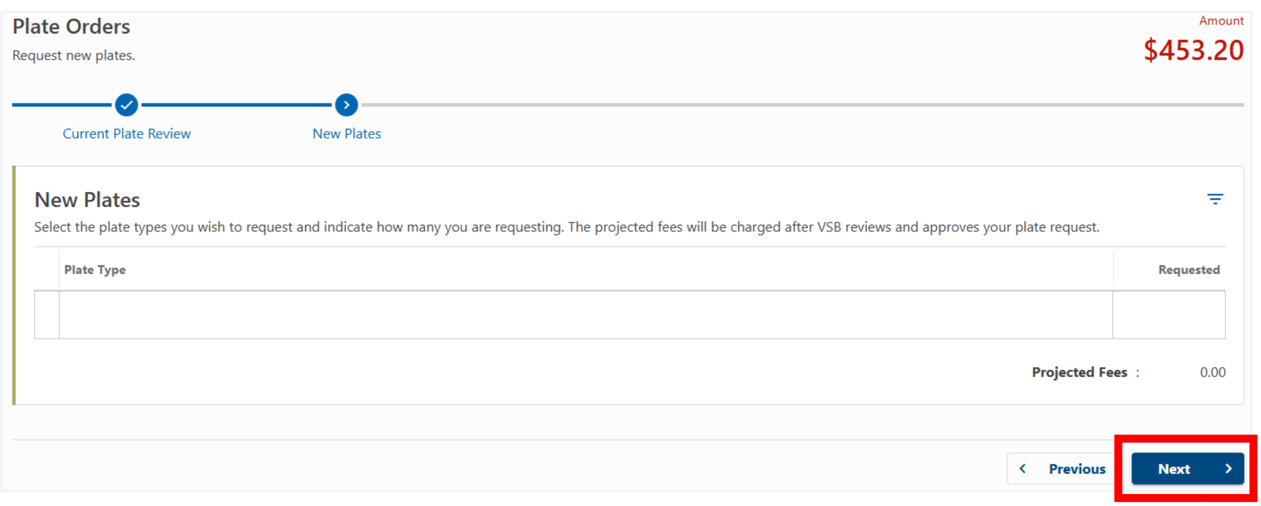
3. The Dealer Plate Update section is completed.

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.



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.



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

Review Fees

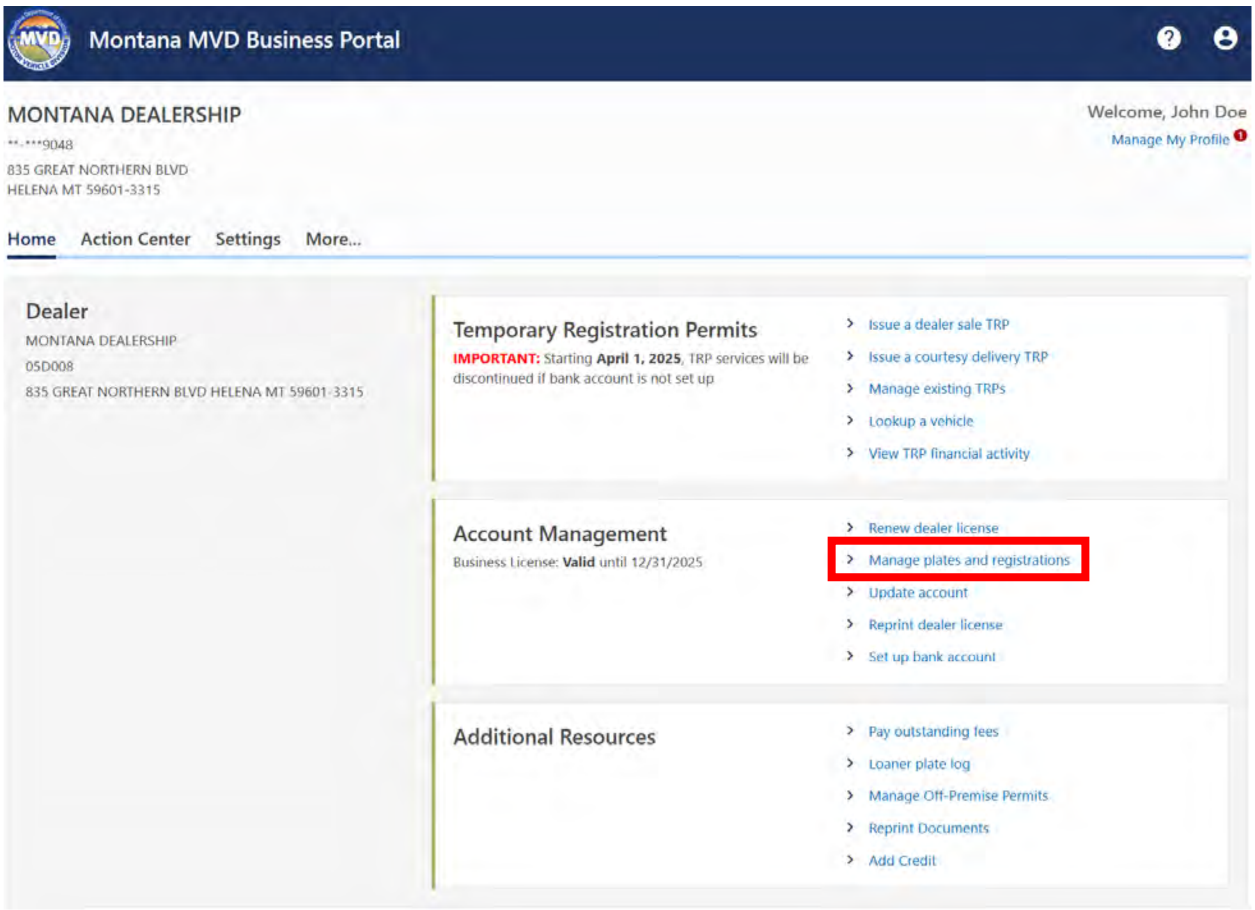
1. The Review Fees section is displayed. Review the transactions fees. Select the **Next** button.
2. The Review Fees section is completed.

Requesting New Plates

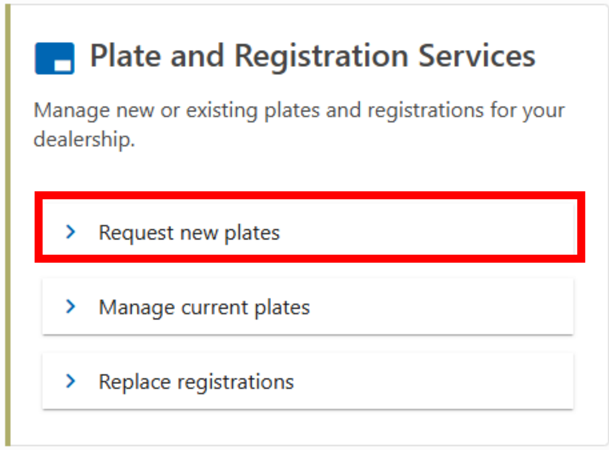
Dealers can request new plates through the MVD Business Portal. Once the request has been submitted, VSB will review the request and if approved, the dealer will be charged the applicable plate fees.

To request new plates:

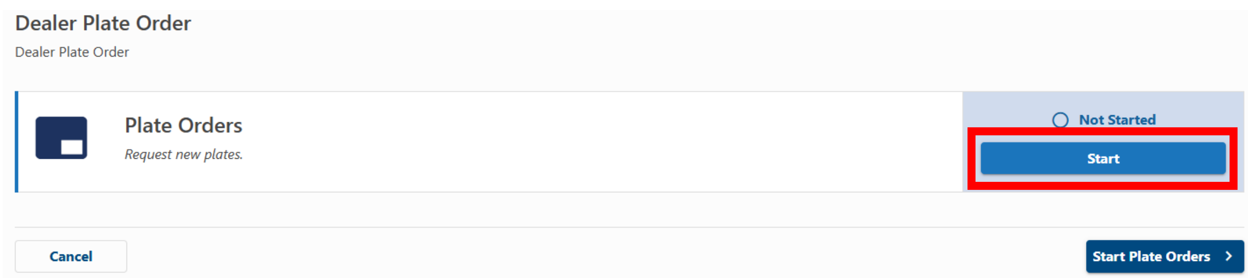
1. From the Dealer homepage, select the **Manage plates and registrations** hyperlink.



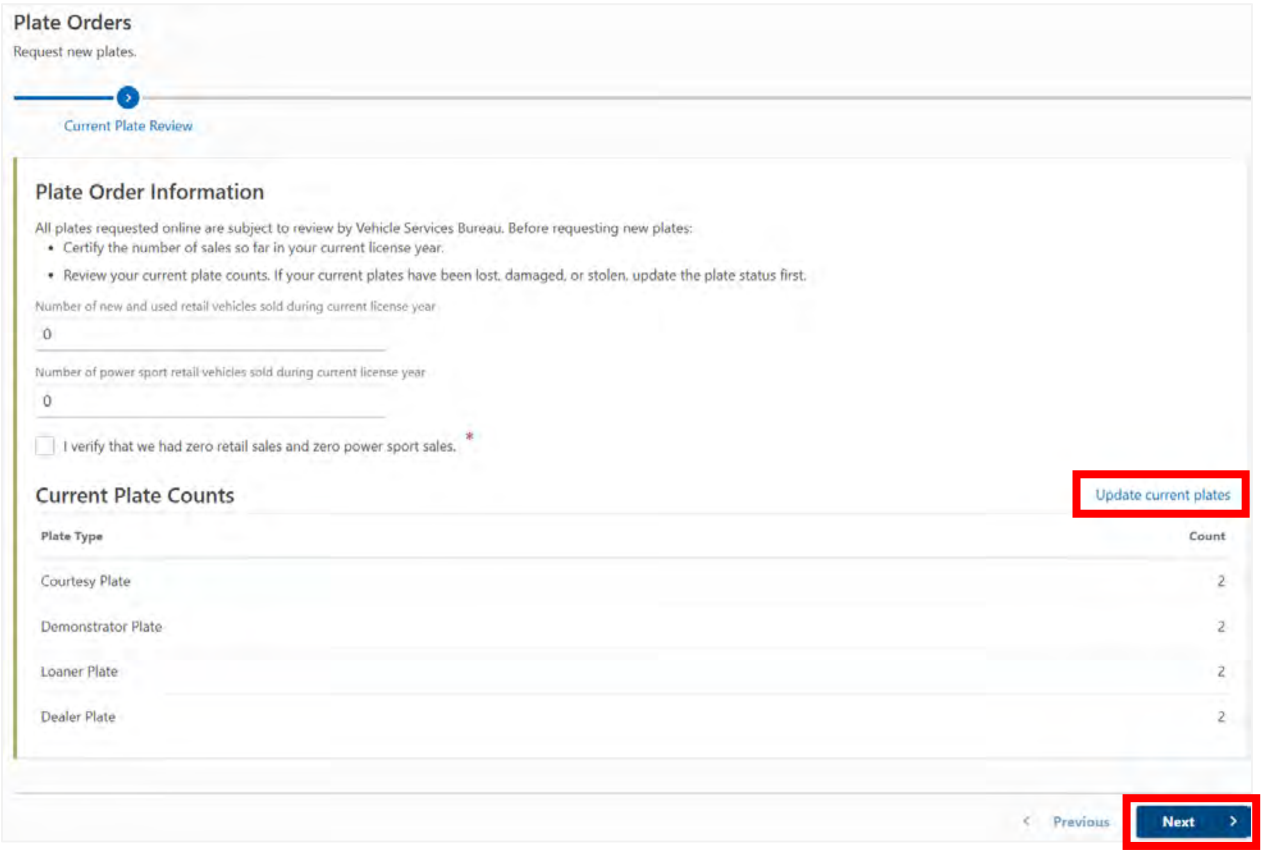
2. Select the **Request new plates** button.



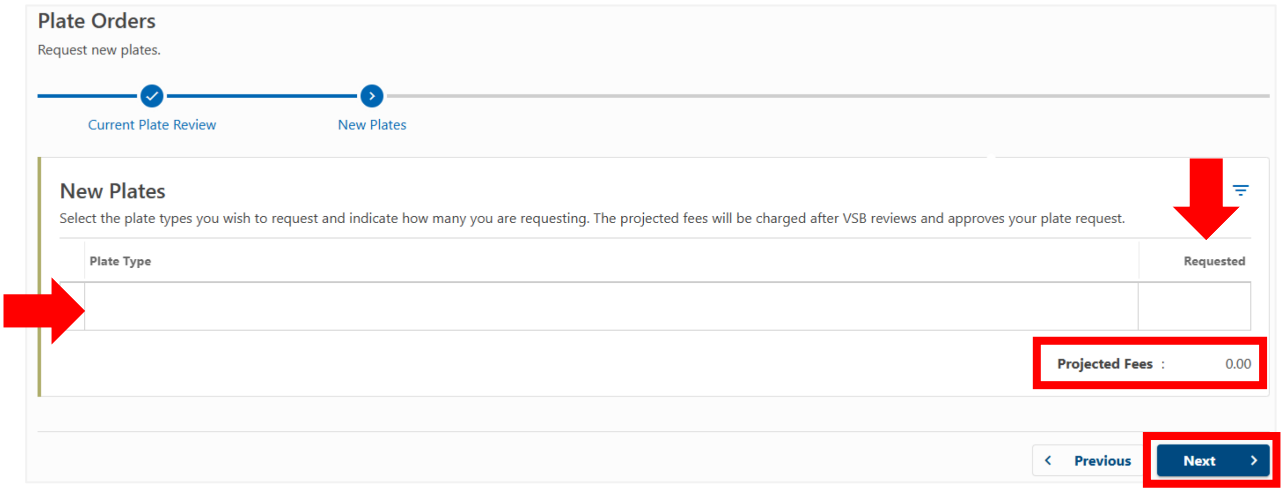
3. The Dealer Plate Order transaction is displayed. Select the **Start** button.



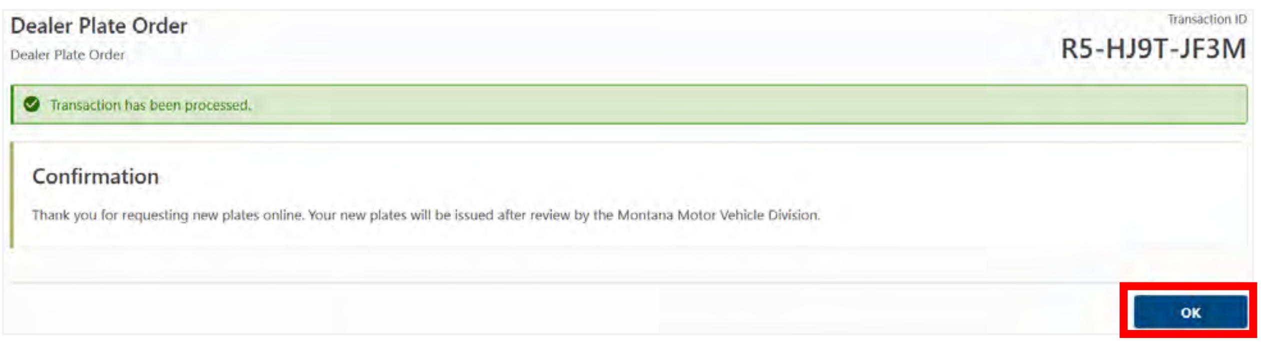
4. The Plate Order section is displayed. Complete the required fields.
    a. If requesting new plates, enter the number of new and used retail vehicles and power sport vehicles sold during the current license year. This determines how many plates a dealer can obtain.
    b. If the current plate counts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



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.



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



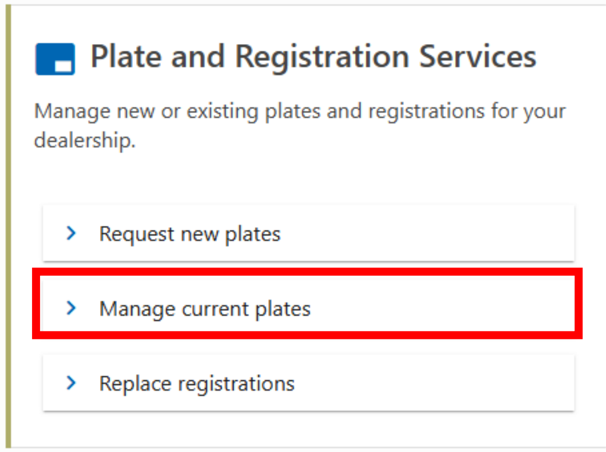
Managing Current Plates

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

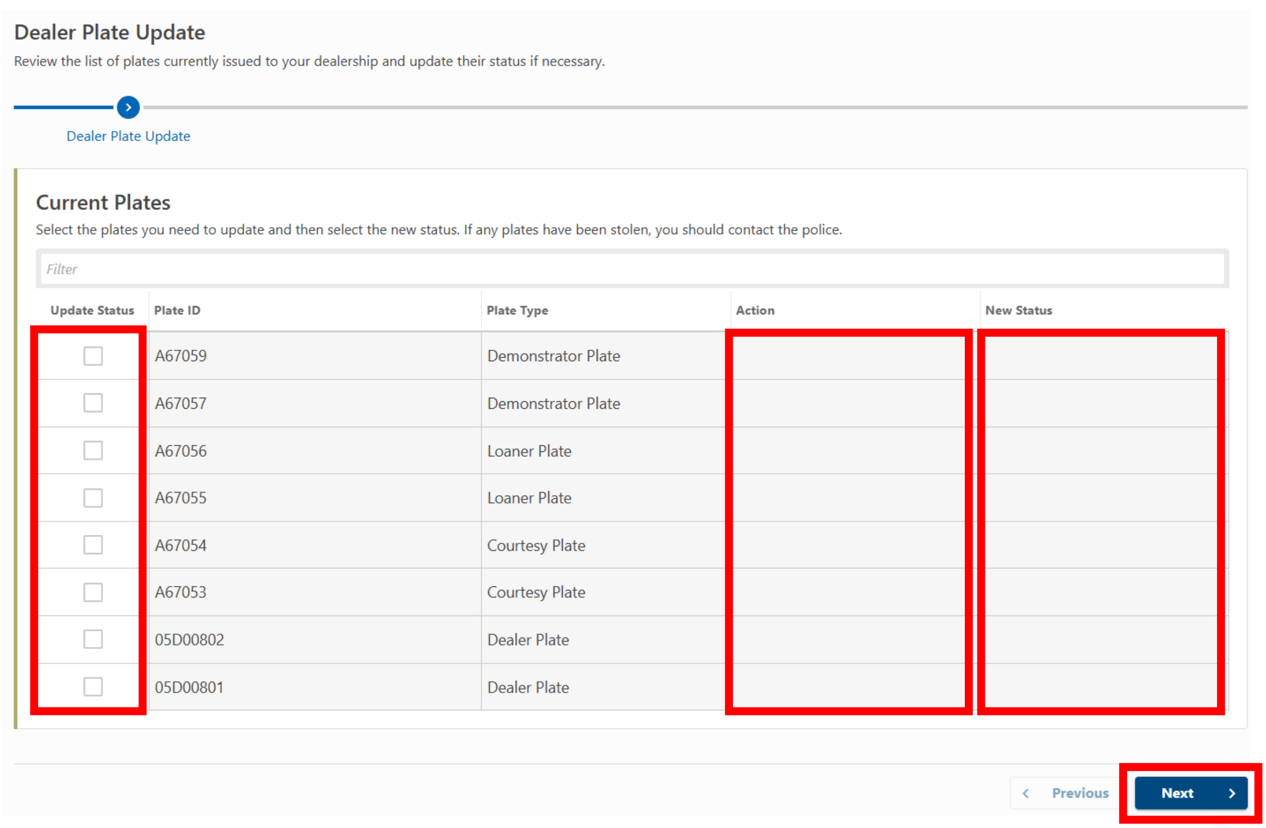
To manage current plates:

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

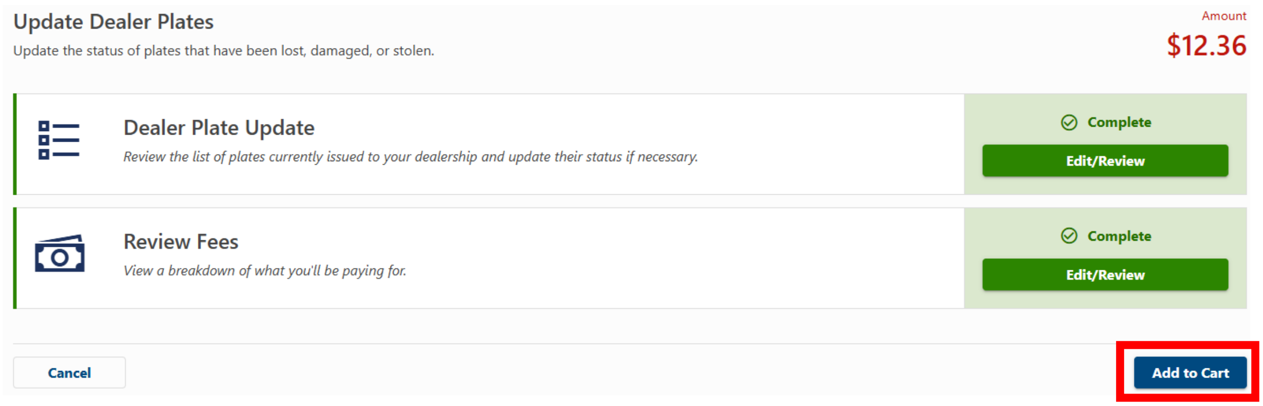
2. Select the **Manage current plates** option.



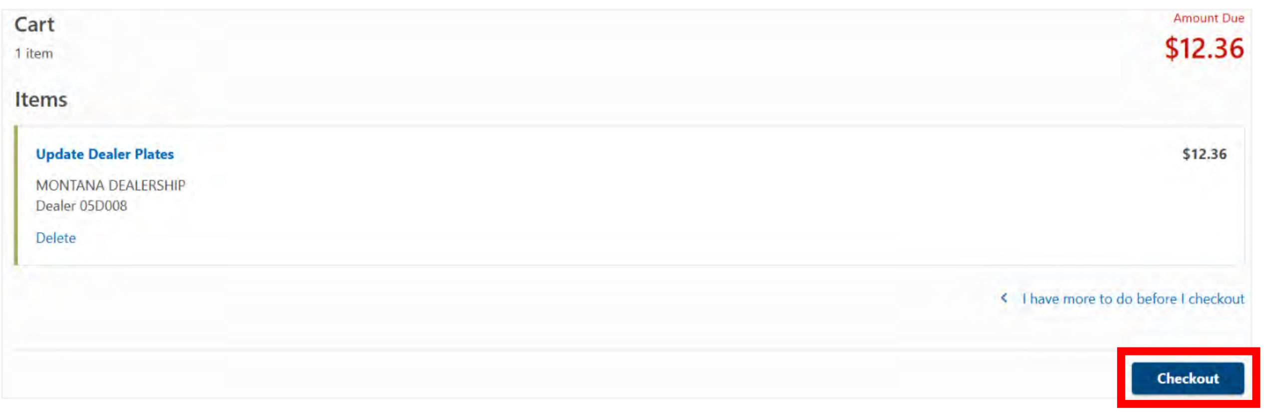
3. The Update Dealer Plates transaction is displayed. Select the **Start** button.
4. A list of current plates is displayed. Select the **Update Status** check box for the plate(s) that need to be updated.
5. Select the action you wish to take on the plate from the **Action** field.
6. Select the plate's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



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.



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



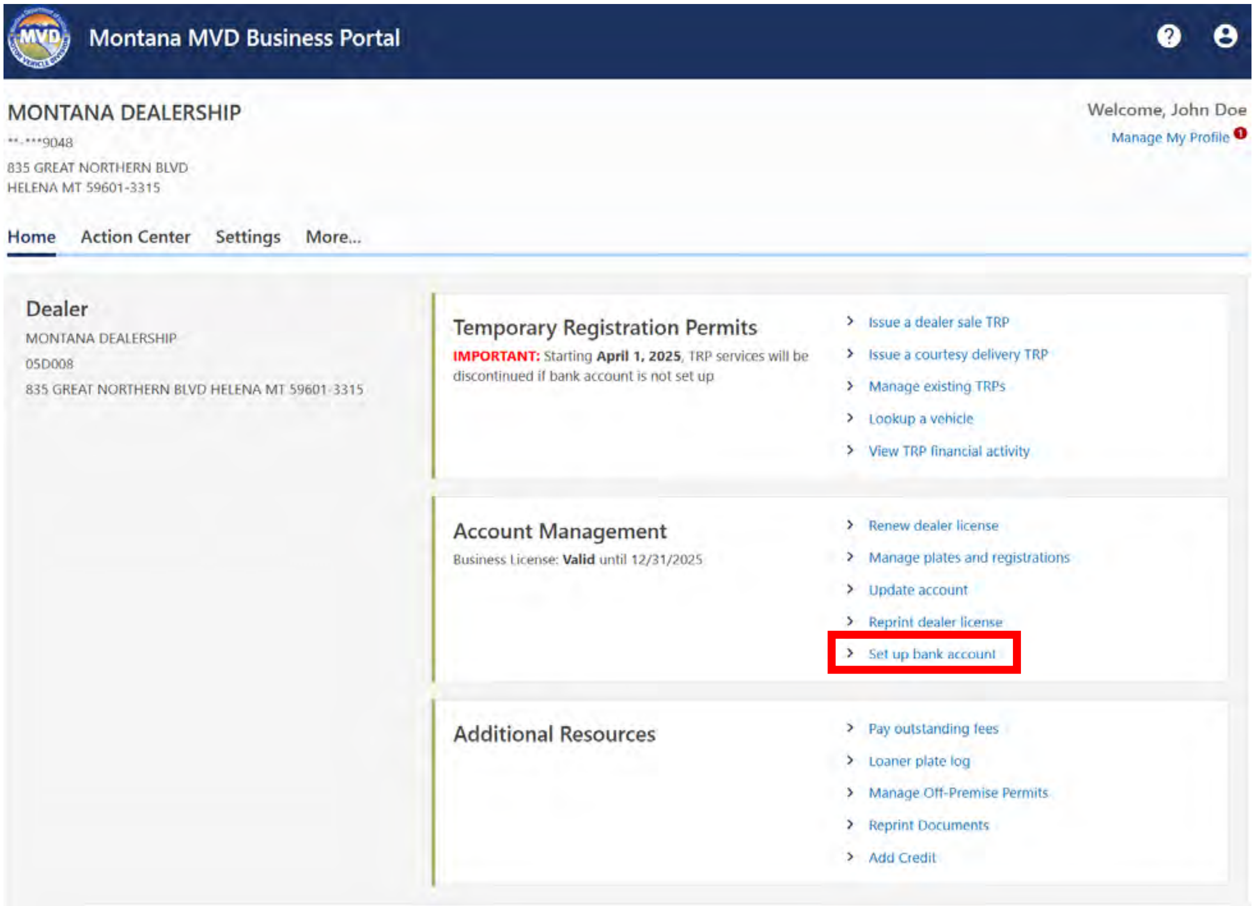
12. The total amount of your cart is displayed. Select the **Next** button.
13. The Confirm window is displayed. Select the **Pay** button.
14. Once redirected to the Vitu Payment window, enter your payment information.
15. Select the **Confirm Payment** button.
16. You are navigated back to MVD Business 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

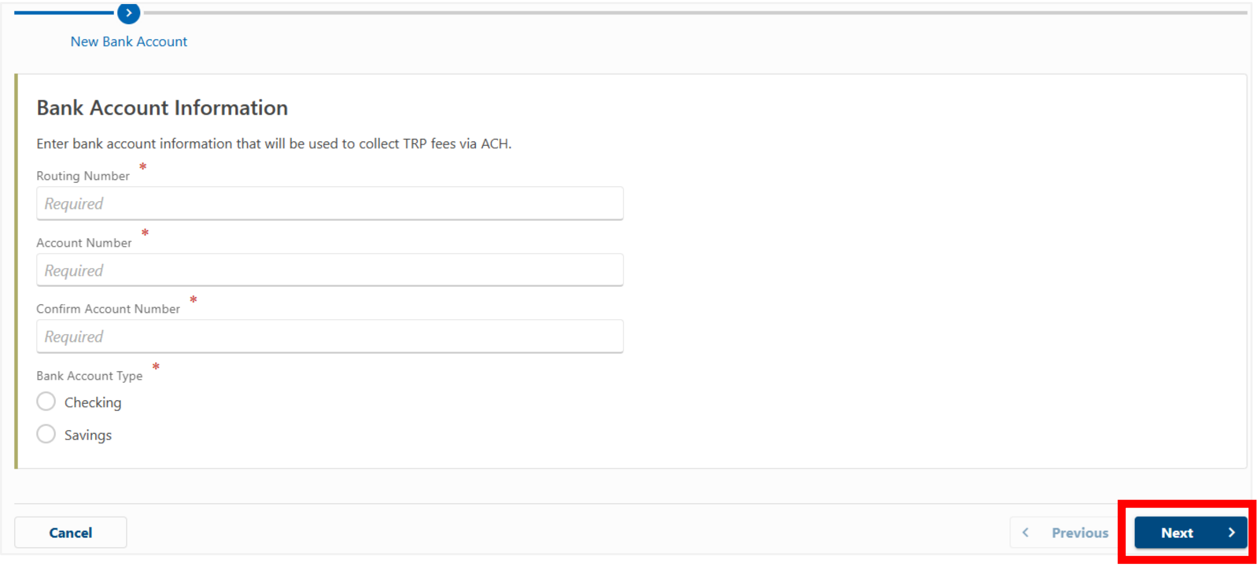
Dealers will pay for TRPs regardless of TRP type. These TRPs will be paid monthly via ACH Debit. Dealers must add their bank account information to the MVD Business Portal by April or TRP services will be discontinued.

To add a bank account:

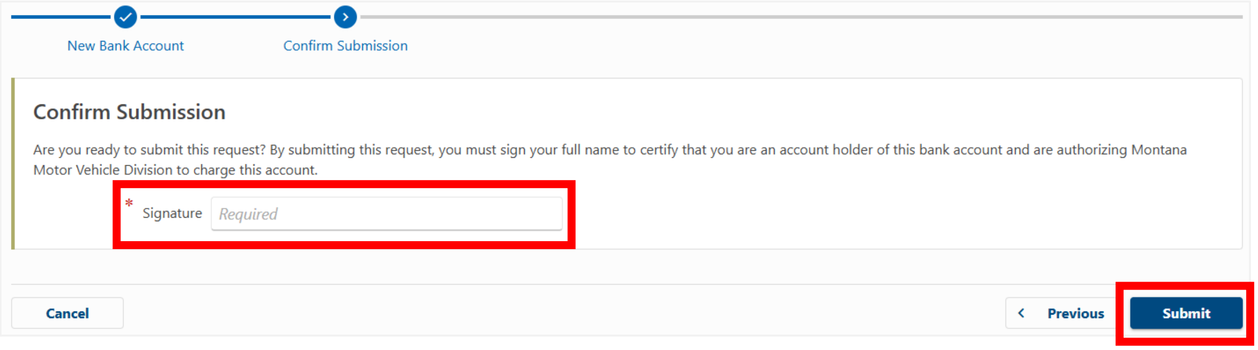
1. From the Dealer homepage, select the **Set up bank account** hyperlink.



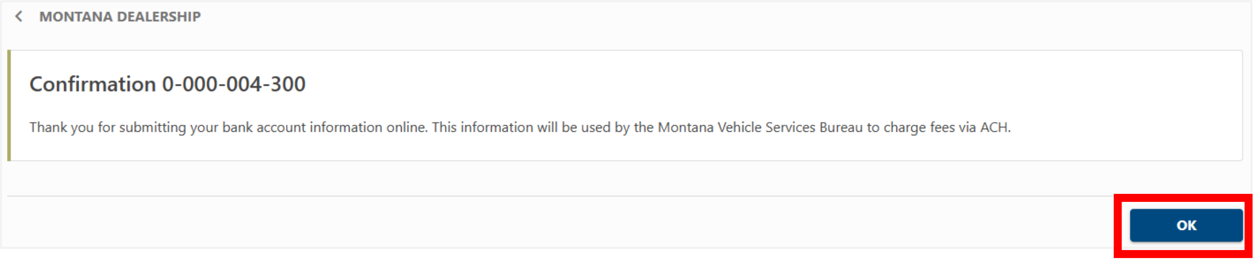
2. Complete the required fields.
3. Select the **Next** button.



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.



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



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.