

## Vehicle Registration System Account Holder Agreement and Access Request Form

You must complete this form to access the West Virginia Division of Motor Vehicles "Vehicle Registration System" managed by West Virginia Interactive, LLC on behalf of the DMV. To register, read all the information carefully, complete and sign this form and return it to the address noted above.

This online service allows licensed automobile dealers, license services, and other authorized retailers to generate and print temporary tags, file title and registration applications (new and transfer plates), access vehicle title information and order temporary tag supplies all through your existing Internet connection.

If you have any questions regarding information contained within this form, please contact West Virginia Interactive at (304) 414-0265 x 1100.

### *Section 1: Signing up is as easy as 1, 2, 3 ...*

- 1) **Complete this Account Holder Agreement and Access Request Form.** Make sure you sign page 1 and complete all of section 2. The administrator(s) listed in section 2 will be able to provide access to the system for your designated employees once your account is activated (if additional employee access is needed).
- 2) **Setup your online account.** All users must visit <http://apps.wv.gov/accounts> to create their own unique login account and obtain a WV.gov username, which is listed below in section 2. The System will send users an email notifying them when they have been granted access to the system or if their permissions are changed.
- 3) **Sign and return this form to the address above.** Upon receipt of your completed application, West Virginia Interactive will activate your account and grant access to the administrator(s) you listed below. You will be notified via email indicating your account is setup along with the website address to access the online system. Once you are logged in, you will have the ability to grant additional employees access to your online account to submit filings and order temp tag supplies. We will ship you your new temp tags once your account is activated so that you may begin using the new online filing system. Your current older style temp tag stock will be replaced at a later date.

#### **CUSTOMER SIGNATURE – sign here**

Signature

Date

Name (printed)

Title

#### **By my signature I agree that:**

I have read and agree to the terms and conditions of West Virginia Interactive's Vehicle Registration System Account Holder Agreement and Access Request Form as presented. If signing this Form on behalf of an organization or company, I represent that I have authority to bind the organization or company to this form. If for any reason any payments fail to process due to insufficient funds I understand that access to the system may be suspended until any past due amounts are paid in full.

## Section 2: Organization Information

**Physical Address**

Business Name: \_\_\_\_\_ License Number: \_\_\_\_\_  
 Service Provider:  Auto Dealer  License Service  Authorized Retail Establishment  
 Attention: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Temporary Tag Paper Order (5 minimum): Vehicle: \_\_\_\_\_ Motorcycle: \_\_\_\_\_ (\*Note: The \$3 per tag cost of temp tags will be charged to the provided bank account. Current traditional temp tag stock will be replaced at a later date.)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

*\*Note: All fees resulting from vehicle purchase transactions will be collected 15 calendar days after the sale date unless the title paperwork is submitted prior to this in which case the funds will be remitted once the title is approved by the DMV. Any funds due resulting from ordering supplies will be collected from the specified bank account once the order is shipped.*

*\*\*License Service payments will be collected the 3 days after the order is processed.*

**Mailing Address**

Same as above  
 Business Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address 1: \_\_\_\_\_  
 Address 2: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Administrators:** The users you list below will be granted administrator rights to your account. In addition to regular staff user abilities such as registering vehicles, reprinting registration permits and temp tags, etc., administrators will also have permission to view inventory reports, order temporary tag paper, and manage the access of staff users. Please attach a continued list if you need more than 10 administrators. To register each administrator, please visit <http://apps.wv.gov/accounts>. Once your account is activated, you will have the ability to grant additional employees access to your online account (if applicable) to process filings and order temp tag supplies.

**Administrator(s) to be assigned to account:**

	Name	Email Address	WV.gov Username
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

## Section 3: Additional Dealership Locations

Please enter all information for each additional dealership location you may have, **if applicable**. You may copy this page to add more locations to your account if you have more than four at this time.

Location Name \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Temporary Tag Paper Order (5 minimum):** Vehicle: \_\_\_\_\_ Motorcycle: \_\_\_\_\_ (\*Note: The \$3 per tag cost of temp tags will be charged to the provided bank account. Current traditional temp tag stock will be replaced at a later date.)

Service Provider:  Auto Dealer  License Service  Authorized Retail Establishment

Same Bank Account as Main?  Yes  No (please list separate account information below)

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Location Name \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Temporary Tag Paper Order (5 minimum):** Vehicle: \_\_\_\_\_ Motorcycle: \_\_\_\_\_ (\*Note: The \$3 per tag cost of temp tags will be charged to the provided bank account. Current traditional temp tag stock will be replaced at a later date.)

Service Provider:  Auto Dealer  License Service  Authorized Retail Establishment

Same Bank Account as Main?  Yes  No (please list separate account information below)

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Location Name \_\_\_\_\_ License Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Temporary Tag Paper Order (5 minimum):** Vehicle: \_\_\_\_\_ Motorcycle: \_\_\_\_\_ (\*Note: The \$3 per tag cost of temp tags will be charged to the provided bank account. Current traditional temp tag stock will be replaced at a later date.)

Service Provider:  Auto Dealer  License Service  Authorized Retail Establishment

Same Bank Account as Main?  Yes  No (please list separate account information below)

Bank Name \_\_\_\_\_ Routing # \_\_\_\_\_ Account # \_\_\_\_\_

## Section 4: Filing Fees

In addition to the existing \$3.00 temp tag fee, the system will charge a fee for each completed transaction, which may be passed onto the customer buying the vehicle. This additional fee assists with funding the new online filing system and the amount of the fee depends on the type of transaction being completed as follows:

	Cost per transaction
<b>Cars, Trucks, SUVs, Trailers, motorcycles, etc.</b>	\$2.00
<b>ATV/Snowmobiles</b>	\$0.50
<b>Transfer Plate</b>	\$2.00
<b>Digital Title Fee</b>	\$25.00

The Vehicle Registration System will also collect all fees such as tax, title, registration, lien, etc. due to the Division of Motor Vehicles via ACH. All fees resulting from licensed dealership vehicle sales will be collected 14 calendar days after the sale date unless the title paperwork is submitted prior to this in which case the funds will be remitted once the title is approved. All fees resulting from license service organizations will be collected the day of the transaction. When ordering temporary tag supplies the total amount due will be collected via ACH once the order is shipped.

## Section 5: Computer Requirements

### Online:

- PC or Mac computer
- Standard office laser printer
  - Black and white (color is not necessary)
  - Laser Printer Required
  - Must be able to feed 65-lb weight 8.5" x 11" sheet of paper (most basic printers will process up to 100-lb weight paper min)
- Document Scanner
- Internet access
- Web browser such as Internet Explorer, Firefox, Opera, and Safari, etc.
- Adobe Acrobat Reader (free software that can be downloaded from the web)

## *Section 6: West Virginia Division of Motor Vehicles Privacy Notice to Licensed Dealer's and License Service Organizations*

I understand that my duties require me to access Personally Identifiable Information, or 'PII'. PII includes any information that can identify a person including but not limited to, the name, address, social security number, driver's license number, date of birth, photograph, computerized image, finger image, telephone number, medical information or disability information of any person or organization found in DMV records. I hereby agree that I will access PII only as required to perform my employment duties. I understand that it is my responsibility to secure the PII that I have access to and to ensure that it is not accessed by unauthorized individuals.

If I knowingly obtain and wrongfully disclose or use personal information from a DMV record, I understand that I am personally liable for civil and criminal penalties for wrongful use and disclosure. I also understand that violating the law will result in disciplinary action, including dismissal and will subject me to civil and criminal prosecution. Illegal use and release of information includes accessing information that is not part of my position requirements, looking up birthday information, and releasing more information than is necessary to complete my position requirements.

If I become aware of any accidental or intentional breaches of the Privacy Policies or procedures, I will immediately notify my manager or director and the Department Privacy Officer. To reach the DMV Privacy Officer, please call 304.558.0890.

# WV Department of Motor Vehicles



**EFT AUTHORIZATION**

## Dealership Information

Dealership Participant Number (office use): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Dealership Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## Financial Institution

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

General Ledger

I hereby authorize the State of West Virginia, hereinafter called STATE, to initiate debit entries and to initiate, if necessary, credit entries as adjustments for any debt entries in error into my bank account indicated above and the Financial Institution named above, hereinafter called DEPOSITORY, to debit the same any amount(s) owed by me to the State of West Virginia. This authority is to remain in full force and effect until STATE has received written notification from me of its termination in such time and in such manner as to afford STATE and DEPOSITORY a reasonable opportunity to act on it.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Date)

Please complete form and return to:

West Virginia Interactive  
10 Hale St., 3rd Floor  
Charleston, WV 25301