



Affidavit of Duplicate Title for Vehicle or Watercraft

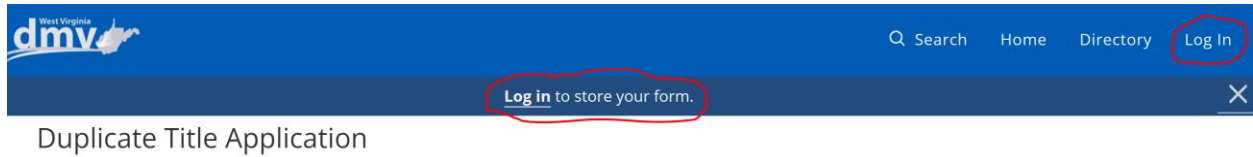
Account Creation & Dealer Dashboard

November 2023

Creating an Account

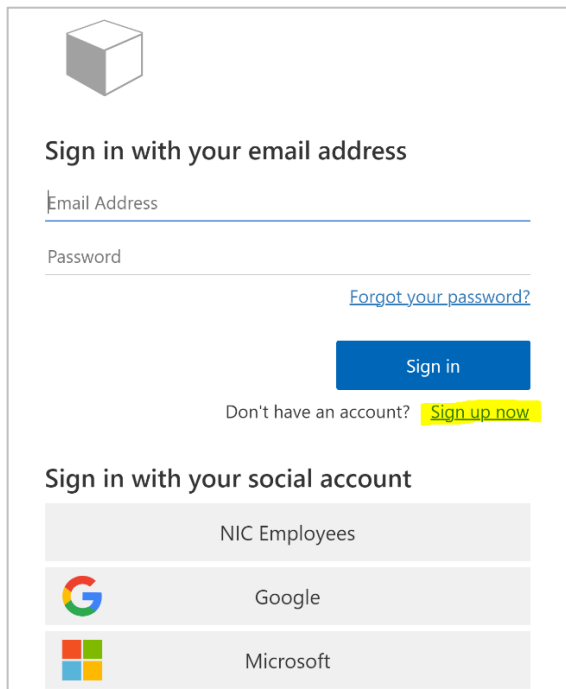
Step 1:


Start by clicking on one of the log in options located on the top of the Request Duplicate Title application.



Step 2:

You should now see multiple options to log in. You may use your existing Microsoft or Google account if you wish or sign up for a new account by clicking the “Sign up Now” link highlighted yellow on the screenshot below.





Sign in with your email address

Email Address

Password


[Forgot your password?](#)


Sign in

Don't have an account? **Sign up now**

Sign in with your social account

NIC Employees

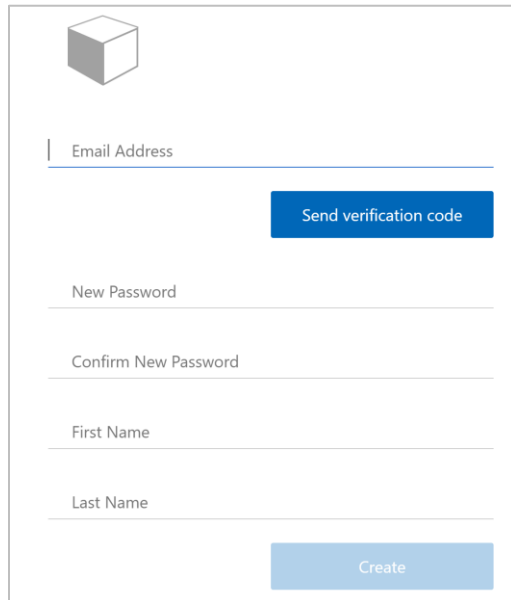
 Google

 Microsoft

Step 3:

If you chose to sign up for a new account, enter your email address and click the “Send Verification Code”.

You will receive a one-time code in your email you will then enter to continue the sign-up process.

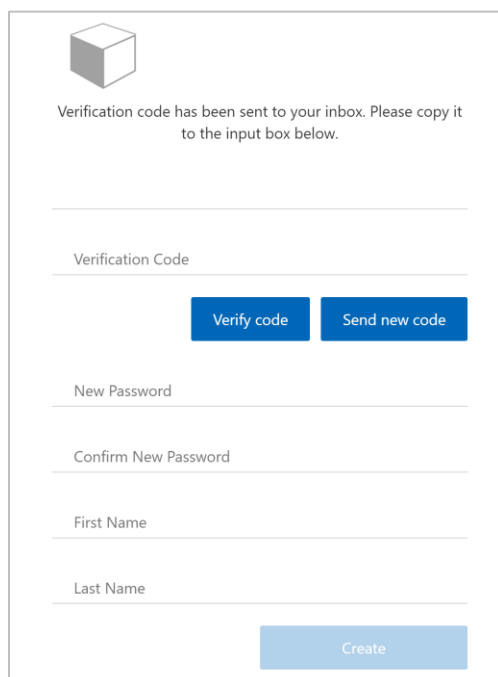


The screenshot shows a sign-up form with a cube icon at the top left. The form contains the following fields and buttons:

- Email Address (input field)
- Send verification code (blue button)
- New Password (input field)
- Confirm New Password (input field)
- First Name (input field)
- Last Name (input field)
- Create (light blue button)

Step 4:

Enter your verification code and click the “Verify Code” button. You may now complete the sign-up process. Click the “Create” button and you are all finished. You may now log into the Dealer Dashboard.

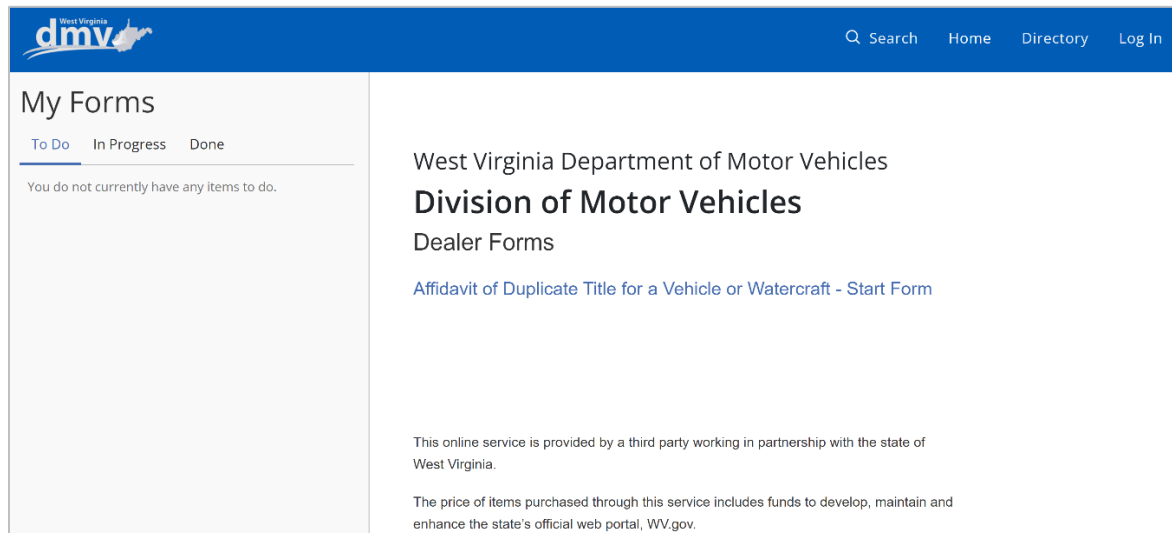


The screenshot shows the same sign-up form as in Step 3, but with a message and an additional button:

- Verification code has been sent to your inbox. Please copy it to the input box below. (text message)
- Verification Code (input field)
- Verify code (blue button)
- Send new code (blue button)
- New Password (input field)
- Confirm New Password (input field)
- First Name (input field)
- Last Name (input field)
- Create (light blue button)

Dealer Dashboard

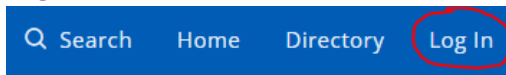
The Dealer Dashboard enables dealers to log in, start a new form, save an existing form, and view the progress of a form that has been submitted.



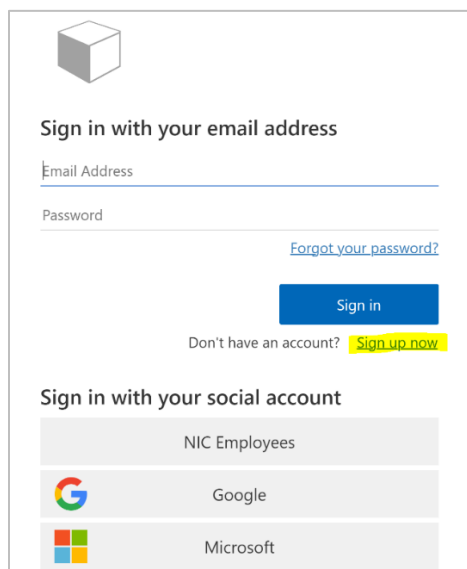
The screenshot shows the Dealer Dashboard interface. At the top is a blue navigation bar with the West Virginia DMV logo on the left and links for Search, Home, Directory, and Log In on the right. Below the navigation bar, the page is divided into two main sections. On the left is a 'My Forms' section with sub-tabs for 'To Do', 'In Progress', and 'Done'. Under 'To Do', it states 'You do not currently have any items to do.' On the right is the main content area, which displays 'West Virginia Department of Motor Vehicles' and 'Division of Motor Vehicles Dealer Forms'. A link for 'Affidavit of Duplicate Title for a Vehicle or Watercraft - Start Form' is visible. At the bottom of this section, there are two lines of small text: 'This online service is provided by a third party working in partnership with the state of West Virginia.' and 'The price of items purchased through this service includes funds to develop, maintain and enhance the state's official web portal, WV.gov.'

Navigation Bar

Log In:



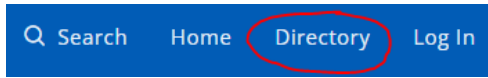
To log in, select the log in option in the navigation section of the form. Log in with the credential from the account you created or one of the other account options listed. You may submit a duplicate title application without logging in. Please note, your forms will not be available if you clear your cache or log in from a different pc. Submitting forms while logged in is the only way to ensure your information is available when accessing the dealer dashboard.



The screenshot shows a sign-in form. At the top left is a 3D cube icon. Below it is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A link for 'Forgot your password?' is located below the password field. A blue 'Sign in' button is positioned below the input fields. Below the button, it says 'Don't have an account?' followed by a yellow 'Sign up now' link. Underneath is the heading 'Sign in with your social account'. There are three options: 'NIC Employees', 'Google' (with the Google logo), and 'Microsoft' (with the Microsoft logo).

Directory:

The “Directory” option enables you to see a list of forms available to you. Click on “Duplicate Title Application” to start a new request.



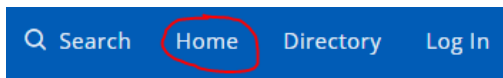
Home / Directory


Directory

DMV Sort by Most Viewed ▼ Search the directory...

Duplicate Title Application **Duplicate Title Request** ▼

The “Home” option takes you back to the landing page for the dashboard. You may also create a new request by clicking the “Affidavit of Duplicate Title for a Vehicle or Watercraft – Start Form” link shown in the screenshot below.



Search Home Directory Log In

My Forms

To Do In Progress Done

You do not currently have any items to do.

West Virginia Department of Motor Vehicles

Division of Motor Vehicles

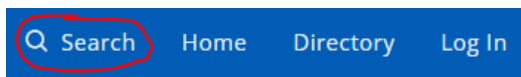
Dealer Forms

[Affidavit of Duplicate Title for a Vehicle or Watercraft - Start Form](#)

This online service is provided by a third party working in partnership with the state of West Virginia.

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The “Search” option may be used to search for a specific form. The duplicate title request application is the only form available at this time.



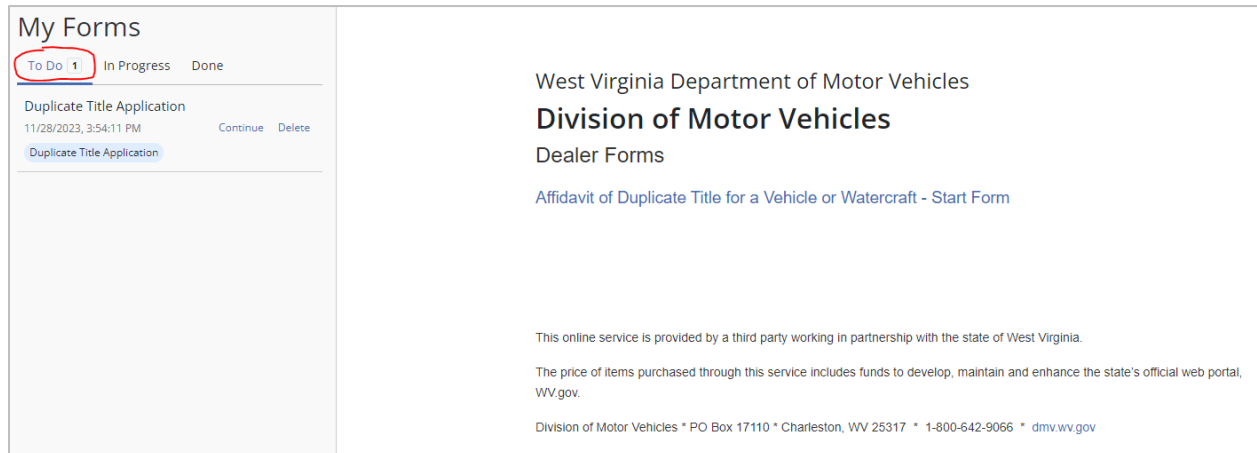
Search Sort by Most Viewed

My Forms

Forms that are partially complete, have been submitted to the DMV, or processed by the DMV can be accessed under the “My Forms” section of the dealer dashboard.

To Do:

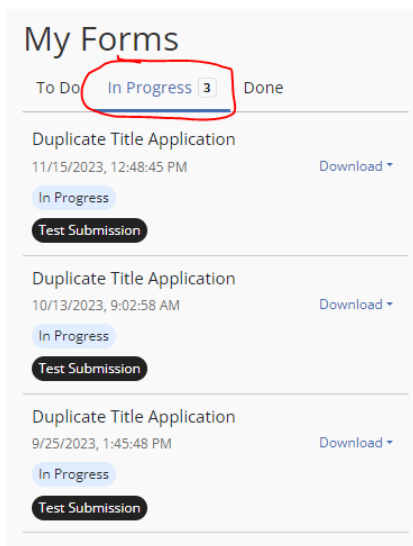
A partially completed form can be accessed by going to the “To Do” option under my forms. You may choose to continue or delete a form that you have not yet submitted.



The screenshot shows the 'My Forms' interface. On the left, a sidebar menu has 'To Do' (1) selected, with 'In Progress' and 'Done' options. The main content area displays a 'Duplicate Title Application' form submitted on 11/28/2023 at 3:54:11 PM, with 'Continue' and 'Delete' buttons. The right side of the page features the West Virginia Department of Motor Vehicles logo and the text 'Division of Motor Vehicles Dealer Forms'. Below this, there is a link for 'Affidavit of Duplicate Title for a Vehicle or Watercraft - Start Form'. At the bottom, a disclaimer states: 'This online service is provided by a third party working in partnership with the state of West Virginia. The price of items purchased through this service includes funds to develop, maintain and enhance the state's official web portal, WV.gov. Division of Motor Vehicles * PO Box 17110 * Charleston, WV 25317 * 1-800-642-9066 * dmrv.wv.gov'.

In Progress:

Forms that have been submitted and are being processed by the WV DMV are located under “In Progress”. No changes may be made to forms that have been submitted. You are however able to download submitted forms.



The screenshot shows the 'My Forms' interface with 'In Progress' (3) selected in the sidebar. The main content area lists three 'Duplicate Title Application' forms. Each entry includes the submission date and time, a 'Download' button, and a 'Test Submission' button. The first form is dated 11/15/2023 at 12:48:45 PM, the second is dated 10/13/2023 at 9:02:58 AM, and the third is dated 9/25/2023 at 1:45:48 PM.

Done:

Forms listed under “Done” have been processed by the DMV.

Returned Forms:

The WV DMV may return forms to you if additional information is needed. You will receive an email with information regarding what needs updated on the form. When a form has been returned to you, it will be listed under the “To Do” section in the Dealer Dashboard. Once you have updated the form, click Submit to return to the DMV.

My Forms

To Do **1** In Progress **2** Done

Duplicate Title Application
11/30/2023, 2:48:24 PM [Continue](#) [Delete](#)

This form was returned.

Test Submission
