

Dealer Portal Participant Agreement

A. AGREEMENT PARTIES

This agreement is between the Ohio Department of Public Safety (ODPS) and _____, its parent and their affiliated companies located at _____, Ohio Dealer Permit Number _____ Vendor Number _____, hereinafter referred to as the Participant.

B. AGREEMENT PURPOSE

The purpose of this agreement is to establish guidelines to be followed by ODPS and a participating electronic motor vehicle dealer (Participant) for the submission of electronic applications for certificates of title directly to the Registrar through a process hereinafter referred to as the Dealer Portal. ODPS will electronically route the Participant's application for certificate of title to the Clerk of Courts (Clerk) specified in the Participant's request for processing. The Dealer Portal also includes the ability of a Participant to receive an electronic notification of the issuance of a certificate of title and an electronic file of the receipt for payment of the transaction and non-negotiable evidence of ownership (when applied for) which Participant can print at the location stated above. This agreement must be completed by Participant. Along with this agreement, the Participant must submit at least one Acknowledgement of Financial Arrangements completed by the Clerk of a county the Participant has chosen to process transactions submitted by the Participant. (See boilerplate Acknowledgement of Financial Arrangements, Attachment A.) Both this agreement and the Acknowledgement of Financial Arrangements must be submitted together as a prerequisite for participation in the Dealer Portal process. A Participant may choose to submit multiple Acknowledgements of Financial Arrangements. Participant may file additional Acknowledgements of Financial Arrangements at any time after this Agreement's effective date. Participant must have an Acknowledgement of Financial Arrangements completed by the Clerk of each county the Participant chooses to process the Participant's transactions.

C. AGREEMENT DURATION

This agreement shall become effective on the date of acceptance by ODPS or as otherwise agreed to by the parties and shall continue in full force until modified, amended, or terminated pursuant to the provisions of Section D or Section E of the agreement.

D. GENERAL PROVISIONS

This agreement includes all terms and conditions made between ODPS and Participant for this process and any amendment or modification to this agreement, except for the submission of any additional Acknowledgement of Financial Arrangements, shall be made in writing duly executed by each party's authorized official, which shall become effective at a time mutually agreed upon by the parties.

Notwithstanding any provision of this agreement to the contrary, this agreement is subject to any restrictions, limitations or conditions enacted by the Ohio General Assembly now or in the future that may affect any or all terms or provisions of this agreement in any manner. Participant agrees that written notice from ODPS of any such restrictions, limitations, or conditions, as may be enacted by the Ohio General Assembly will constitute a modification or amendment to this agreement. ODPS will promptly advise Participant of any such enactment. Participant may immediately terminate this agreement shall it decide not to comply with the modification or amendment to this agreement.

E. TERMINATION OF AGREEMENT

This agreement may be terminated immediately by a Participant at any time without cause by giving written notice to ODPS. This agreement may be terminated by ODPS at any time without cause by giving written notice to Participant. Notice of Termination initiated by ODPS must be in writing, provided at least thirty (30) days before termination is effective. Termination initiated by Participant or ODPS will result in Participant’s inability to participate in Ohio’s Dealer Portal process. Notice of Termination must be sent by the terminating party at the following address, unless notified in writing of a change of address subsequent to the acceptance of this Agreement.

If Participant is sending termination notice to ODPS, notice shall be sent to:

Ohio Department of Public Safety
Title Support Section
Attention: CTS Unit
P. O. Box 16520
Columbus, Ohio 43216-6520

Telephone: 1-800-686-1587 and select option 3
Fax: 614-752-8929

If ODPS is sending termination notice to Participant, notice shall be sent to:

Participant Contact Name

Participant Name

Street Address

City, State, ZIP

Phone Number

F. WITHDRAWAL OF ACKNOWLEDGEMENT OF FINANCIAL ARRANGEMENTS

A Participant or Clerk’s decision to withdraw from an Acknowledgement of Financial Arrangements shall not result in Participant’s inability to continue processing Dealer Portal transactions with any other Clerk for which an Acknowledgement of Financial Arrangements remains in effect.

G. SET-UP COSTS

All costs incurred by Participant to participate in Ohio’s Dealer Portal process are the sole responsibility of Participant.

H. MESSAGE PROCESSING TIMES

Participant may send messages to ODPS at any time. ODPS will route transactions to the appropriate county for processing. Clerks will process transactions in accordance with their business practices and hours of operation.

Participant Dealer Technical Contact

Contact's Name and Title (Print or Type)

Phone Number

Fax Number

E-mail Address

M. ODPS CONTACT INFORMATION

Participants with questions or concerns may contact the ODPS / BMV Title Support Section Dealer Portal Representative by phone at 1-800-686-1587 and select option 3 or via e-mail to asktitles@dps.state.oh.us or in writing to:

Ohio Department of Public Safety
Title Support Section
Attention: CTS Unit
P. O. Box 16520
Columbus, Ohio 43216-6520

Telephone: 1-800-686-1587 and select option 3
Fax: 614-752-8929

N. PARTICIPANT ACKNOWLEDGEMENT

The undersigned authorized representative agrees on behalf of said Participant to abide by the terms and conditions set forth in this agreement. The undersigned authorized representative also acknowledges that this agreement is not valid without an Acknowledgement of Financial Arrangements completed by the Clerk of at least one county. Participant understands that an Acknowledgement of Financial Arrangements may be submitted from more than one county.

Participant Acknowledgement

Dealer Name (Print or Type)

Signatory Name and Title (Print or Type)

Signature

Ohio Department of Public Safety

John Born, Director

Signatory Name and Title (Print or Type)

Signature

Date

Acknowledgement of Financial Arrangements

I, _____, the undersigned Clerk of Courts of _____ County, acknowledge that a financial arrangement has been made between my office and the Participant specified below for the purpose of processing electronically submitted applications for certificates of title.

Participant Name

Ohio Dealer Permit Number

Street Address

City, State, ZIP

Phone Number

Signature of Authorized Representative / Title

Clerk of Courts Acknowledgement
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Clerk of Courts Name (Print or Type)

County Name (Print or Type)

Clerk Signature

Date