



OHIO DEPARTMENT OF PUBLIC SAFETY
AUTOMATED TITLE PROCESSING SYSTEM

ATPS II DEALER PORTAL USER MANUAL

DECEMBER 2014

Version 0.2



Contents

- 1. Overview 2
 - 1.1 How does it work? 2
 - 1.2 Transactions Routed to Designated County 2
 - 1.3 Transactions Supported by Dealer Portal..... 2
 - 1.4 Scanned Evidence: 3
- 2 Dealer Portal Screens 4
 - 2.1 Login Screen..... 4
- 3 Start Electronic Title..... 10
 - 3.1 Title Information Screen..... 10
 - 3.2 Title Information-Original Title 11
 - 3.3 Title Information - Replacement Title 22
- 4 Check Application Status..... 30
- 5 User Maintenance 33
- 6 Transaction Report..... 36
- 7 System Requirements 37
- 8 Glossary 38
- 9 Helpdesk 39

1. Overview

Dealer Portal participant dealers can submit data electronically to request the issuance of a title in accordance with 'Ohio Revised Code section 4505.06'.

1.1 How does it work?

Dealers will need to register as a Dealer Portal participant and must be approved by the Ohio Department of Public Safety (ODPS). The Dealer Portal participant dealers will submit the transactions to the Open Vendor Gateway through the public internet. This Dealer Portal messaging system will be the method for all communication between the Title Clerks and the Dealer Portal participant dealers.

All dealership employees will need to register with Identity Manager on ODPS website. Dealership has to sign Participant Agreement with ODPS providing their Administrator's Username and User ID.

When Participant Agreement is complete and submitted to ODPS, then BMV Title Support will enable the dealership for electronic processing and store dealership's Administrators information in ATPS II system.

1.2 Transactions Routed to Designated County

Dealer Portal participant dealers must specify a destination county at time of registration in their Dealer Portal Participant Agreement. The destination county specified by the Dealer Portal participant dealer indicates at which county (or counties) transactions will be submitted for processing.

1.3 Transactions Supported by Dealer Portal

- Title Types
 - a) Original titles
 - b) Replacement titles

- Evidence Type
 - a) Ohio Title
 - b) Non-Ohio Title
 - c) MCO – In State (MCO)

1.4 Scanned Evidence:

The Dealer Portal participant dealers will be responsible for sending the evidence as scanned images in a .JPG format. Dealers must keep that evidence in their office in accordance with Ohio Administrative Code section 4501:1-13-01, currently for 5 years .

Please keep in mind that the ETA system will accept any and all scanned documents. It will be the Clerk of Courts’ due diligence to verify that all of the required forms and data have been submitted. The issuing Clerk has the final decision in what documents are required.

The transactions will be placed in temporary holding or “suspense” files until completed by an authorized Clerk of Courts. When an authorized Clerk of Courts successfully completes the title issuance, .PDF receipt and, if requested, .PDF Non-Negotiable Evidence of Ownership will be available for printing.

For Example:

#	Type of Sale and Documents	#	Corresponding Scanned Images required
A	New Car Sale	A	New Car Sale
	a title application		a properly completed title application
	an MCO		an MCO (back and front)
	an odometer statement		a properly completed odometer statement
	a power of attorney		a power of attorney
B	Used Car Sale	B	Used Car Sale
	the old title		the old title (front and back)
	possibly an odometer statement		an odometer statement
	possibly a power of attorney		a power of attorney

This list is an example only. Depending on the title transaction itself, there may be additional documentation required by the Clerk.

2 Dealer Portal Screens

2.1 Login Screen

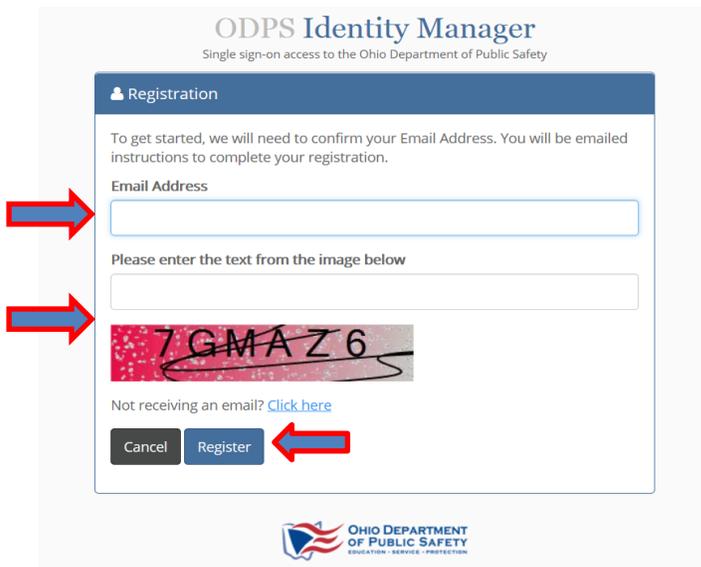
Link to ODPS Dealer Portal Webpage: <http://jd-extweb.dps.state.oh.us/DealerPortal>

- **Registered user** should enter User ID provided by ODPS Identity Manager and password to log in by selecting '**Log in**' button. After successful log in, user shall be navigated to Main Menu screen (refer 2.2, page 7)
- **First time users** should select link '**Click here to Register!**' on the ODPS Identity Manager – Single sign on access page to register.
- If user has problems accessing account, password, receiving emails user should select link '**Click here to Get Help!**'



Log in Process for First time users

- **When First time user** selects '**Click here to Register!**' link on the ODPS Identity Manager, user will be navigated to Registration page.
- User should enter email and displayed text as it appears in image and select '**Register**' button.



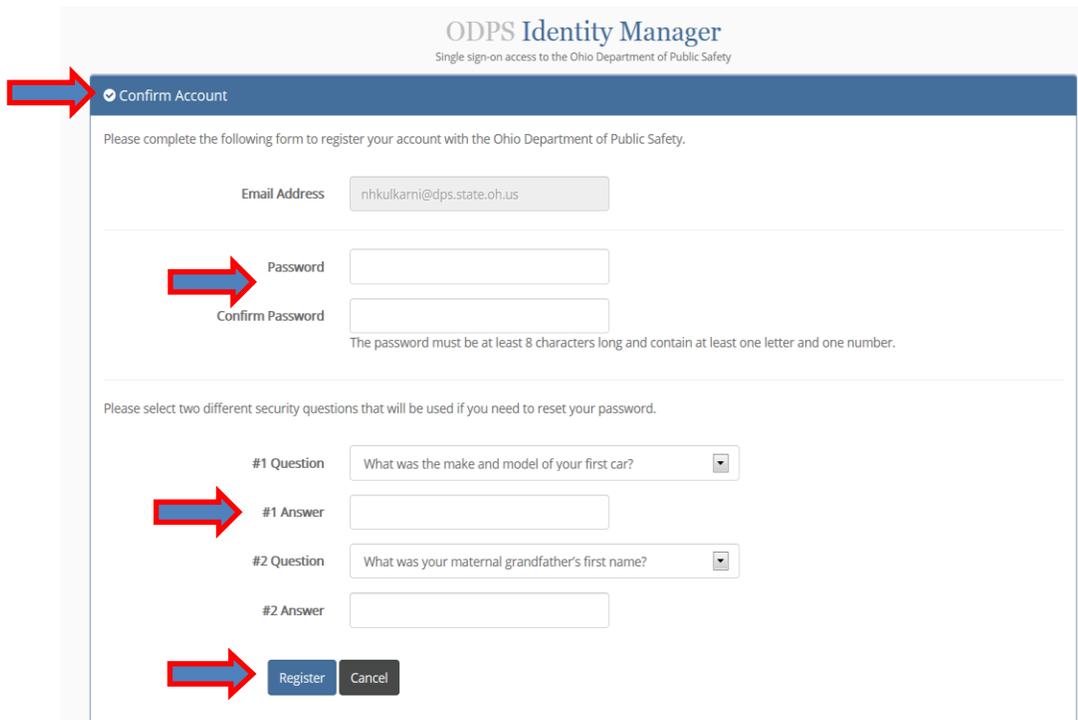
- User will see following message and will receive an email with instructions to complete the registration process.



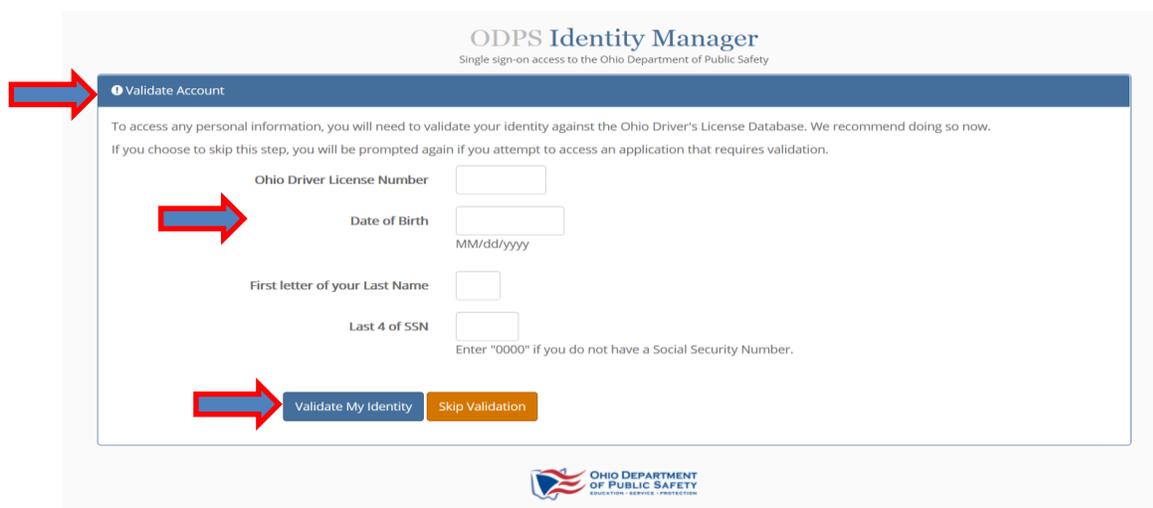
- User must select the link and will be navigated to Confirm Account page.



- User should enter password, confirm password, answer two security questions and select Register button.



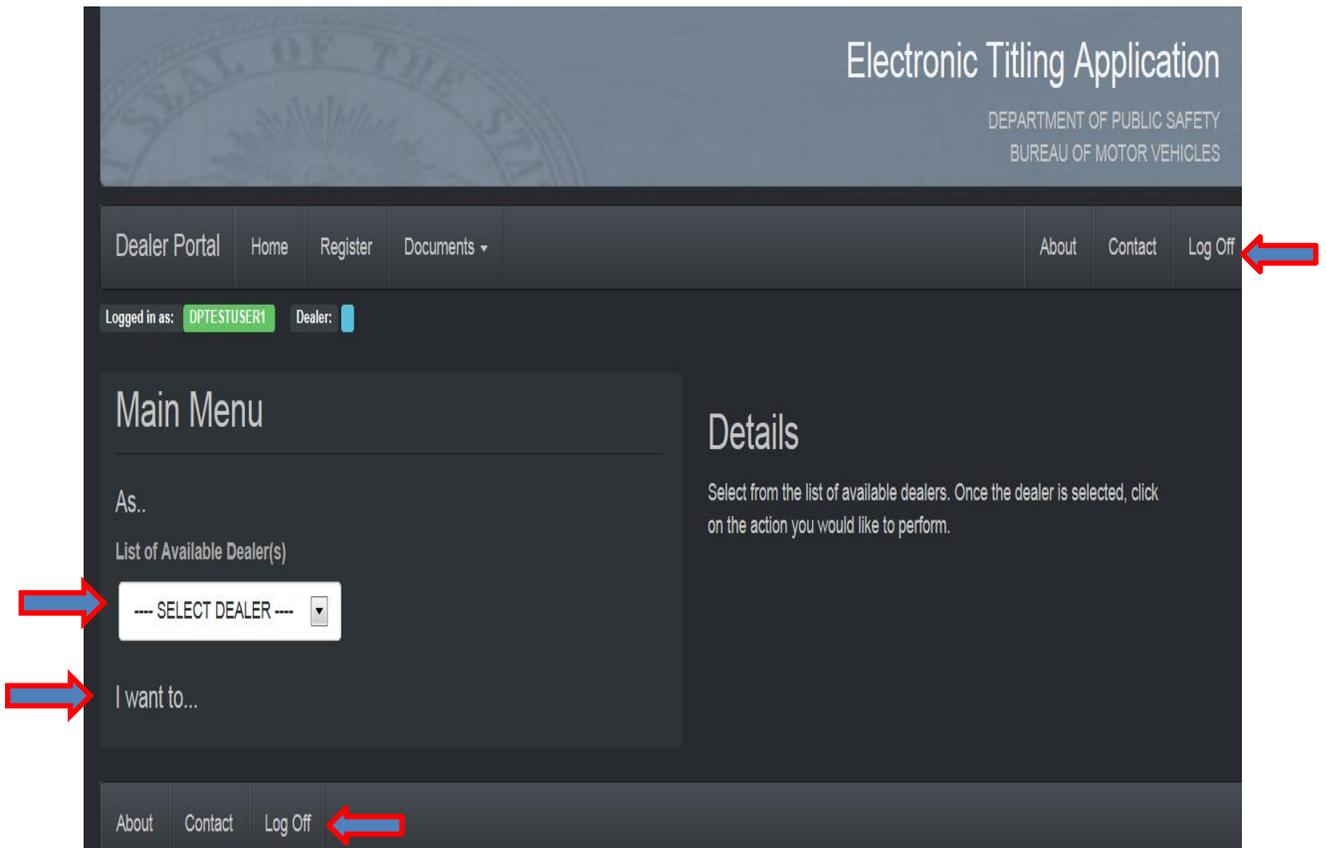
- User will be **navigated to Validate Account page** when user selects **'Register' Button on Confirm Account page**.
- User must enter valid Ohio Driver License Number, Date of Birth, First letter of Last Name, Last 4 digits of SSN and select **'Validate My Identity'** button to complete the registration process.
- After successful registration user will be navigated to Main Menu screen (refer 2.2, page 7).



- If user selects **'Skip Validation'** button, registration process will not be completed and user will not be able to log in to Dealer Portal website.

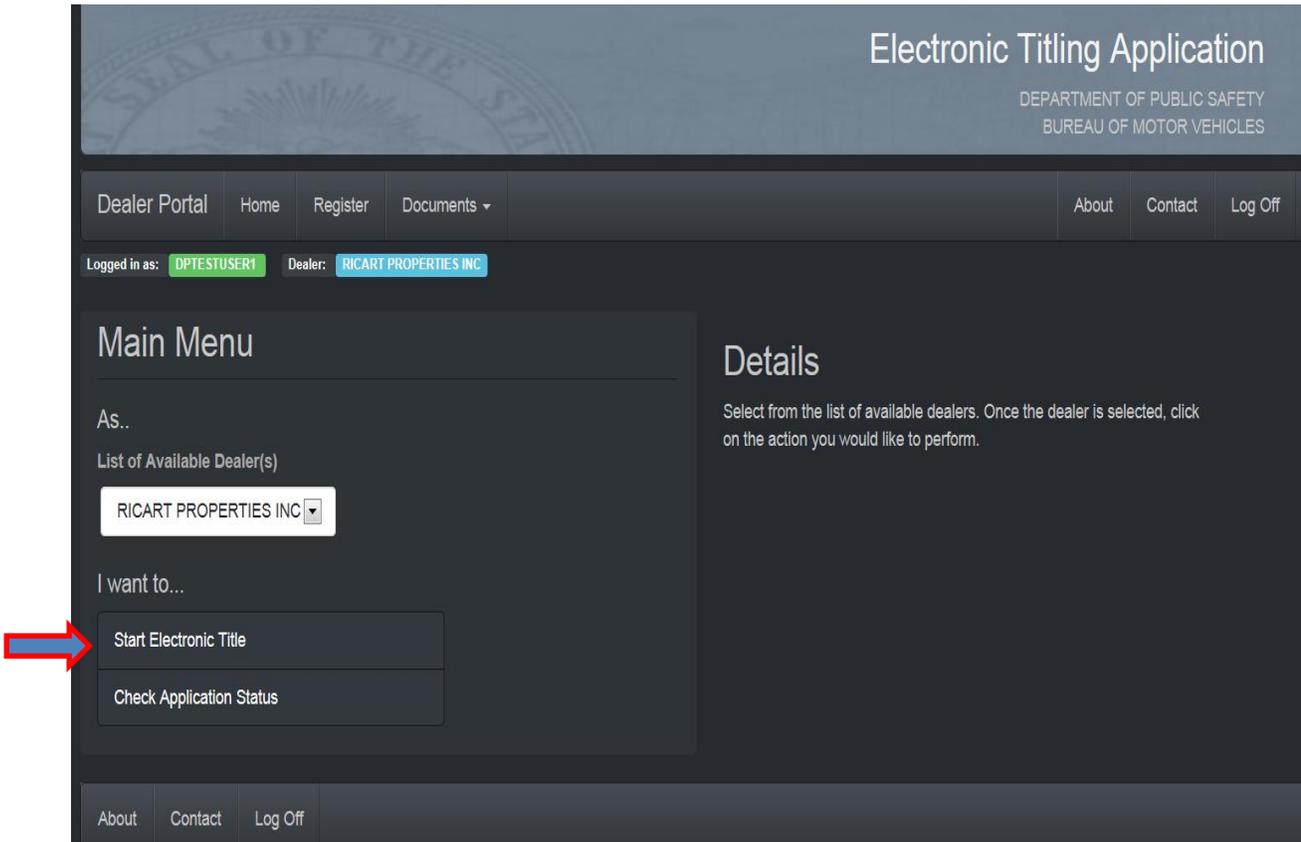
2.2 Main Menu Screen

- User will be navigated to Main Menu screen after successful login.
- User must **select Dealer Name** from the “List of Available Dealers. (Contains list of dealers for which the user is authorized to transact business)
- When user selects Dealer from List of Available Dealer(s), ‘I want to ...’ list of options will be displayed on the Main Menu screen.
- User shall be able to log off, by selecting either of the two Log Off buttons. Log Off button is accessible from any screen of the application.



2.2.1 Main Menu Screen

- **Basic user** may select one of the actions listed below:
 1. Start Electronic Title
 2. Check Application Status



Electronic Titling Application

DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

Dealer Portal Home Register Documents ▾ About Contact Log Off

Logged in as: **DPTSTUSER1** Dealer: **RICART PROPERTIES INC**

Main Menu

As..

List of Available Dealer(s)

RICART PROPERTIES INC ▾

I want to...

Start Electronic Title

Check Application Status

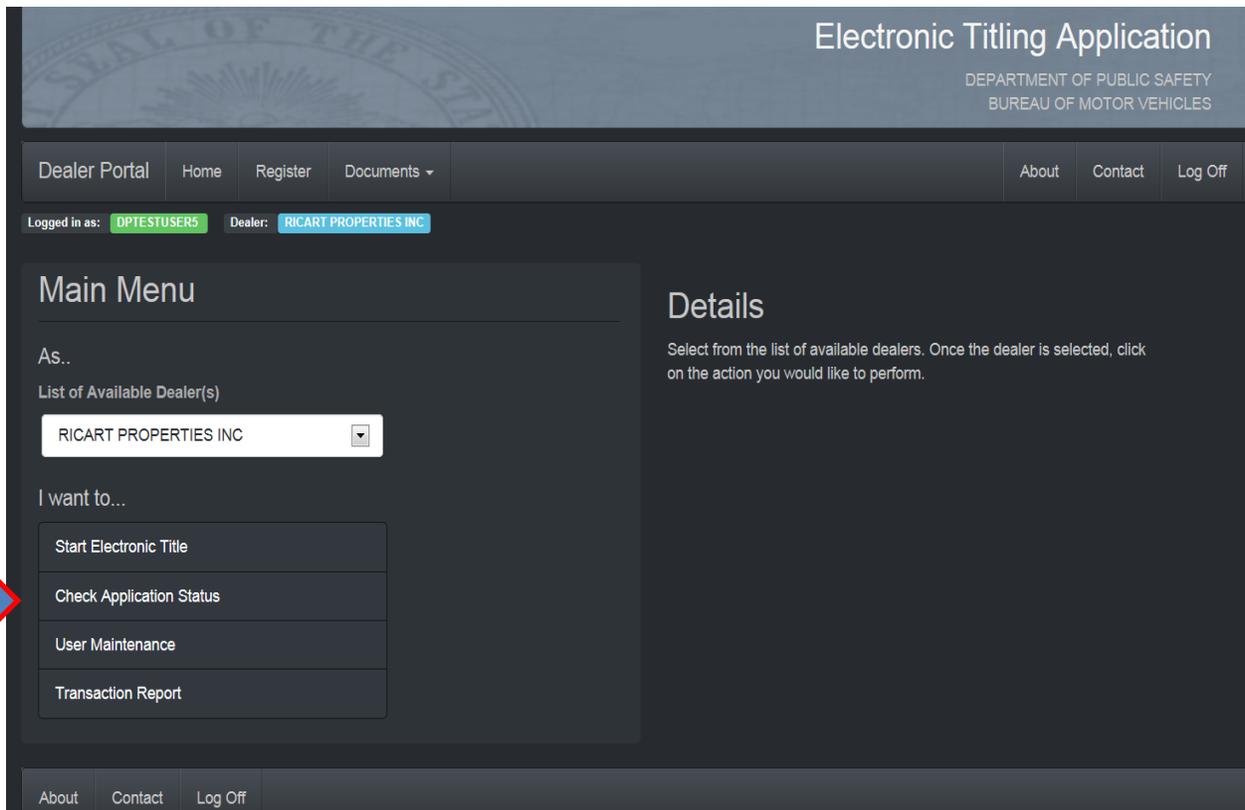
Details

Select from the list of available dealers. Once the dealer is selected, click on the action you would like to perform.

About Contact Log Off

Main Menu Screen

- For **Admin user**, system will display four options after selecting a dealer.
- Admin User may select any one of the options listed below:
 1. Start Electronic Title
 2. Check Application Status
 3. User Maintenance – to add additional basic users for their dealership
 4. Transaction Report



Electronic Titling Application
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

Dealer Portal Home Register Documents ▾ About Contact Log Off

Logged in as: **DPTTESTUSER5** Dealer: **RICART PROPERTIES INC**

Main Menu

As..

List of Available Dealer(s)

RICART PROPERTIES INC ▾

I want to...

- Start Electronic Title
- Check Application Status
- User Maintenance
- Transaction Report

Details

Select from the list of available dealers. Once the dealer is selected, click on the action you would like to perform.

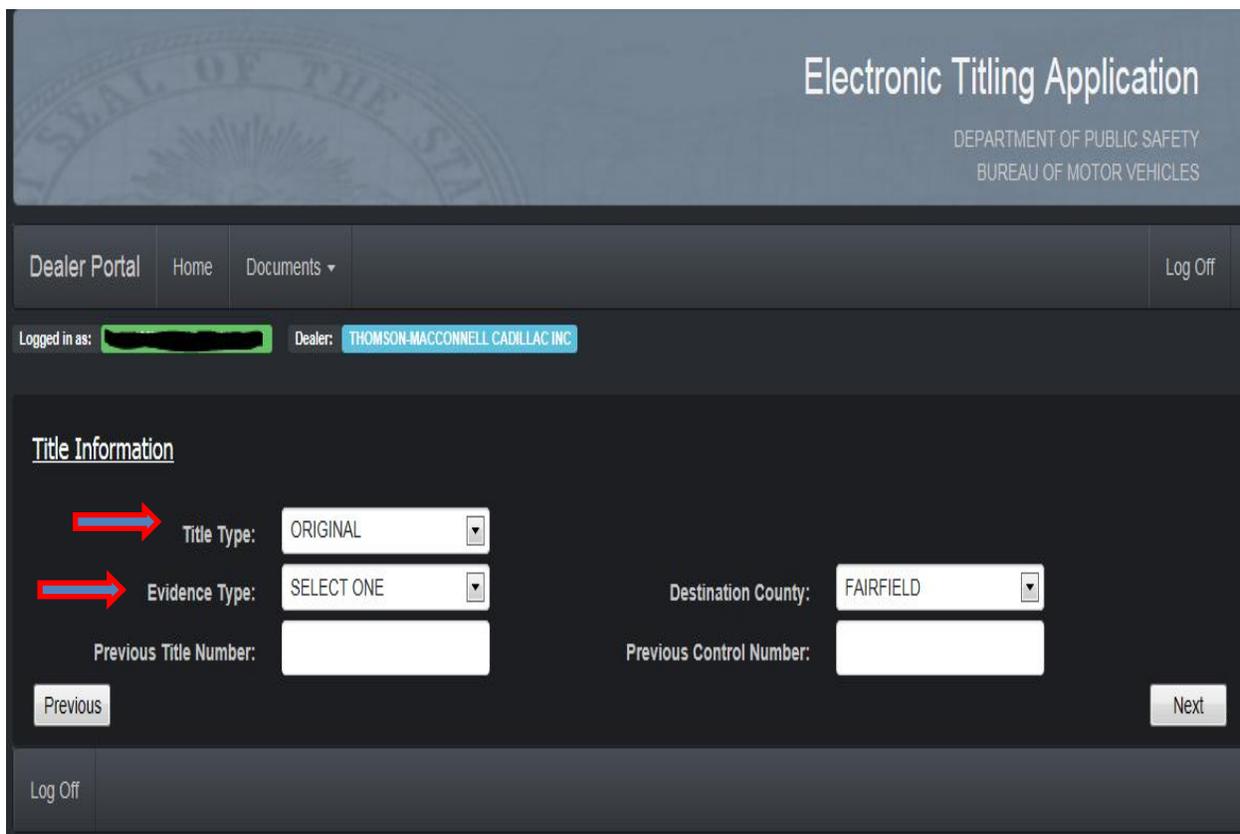
About Contact Log Off

3 Start Electronic Title

3.1 Title Information Screen

- User must **enter** only one from list on the Title Information Screen:
 1. Title Type -> **Original or Replacement**
 2. Evidence Type -> **Ohio Title or Non-Ohio Title or MCO - In State**
 3. Destination County -> Issuing County

Note: Depending on Evidence Type selected, other fields will appear on the screen and must be completed such as Previous Title Number, Previous Control Number etc.



Electronic Titling Application
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

Dealer Portal Home Documents ▾ Log Off

Logged in as: [REDACTED] Dealer: THOMSON-MACCONNELL CADILLAC INC

Title Information

Title Type: ORIGINAL ▾

Evidence Type: SELECT ONE ▾

Destination County: FAIRFIELD ▾

Previous Title Number:

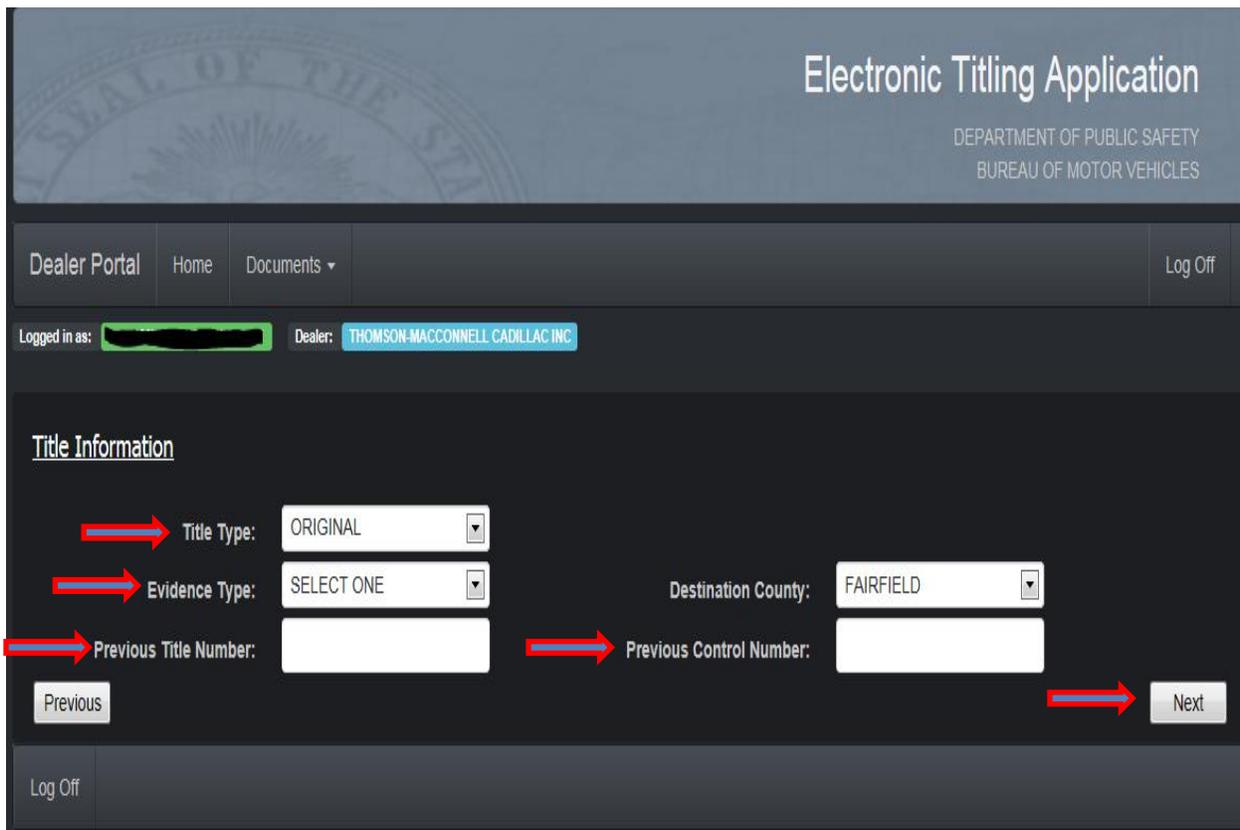
Previous Control Number:

Previous Next

Log Off

3.2 Title Information-Original Title

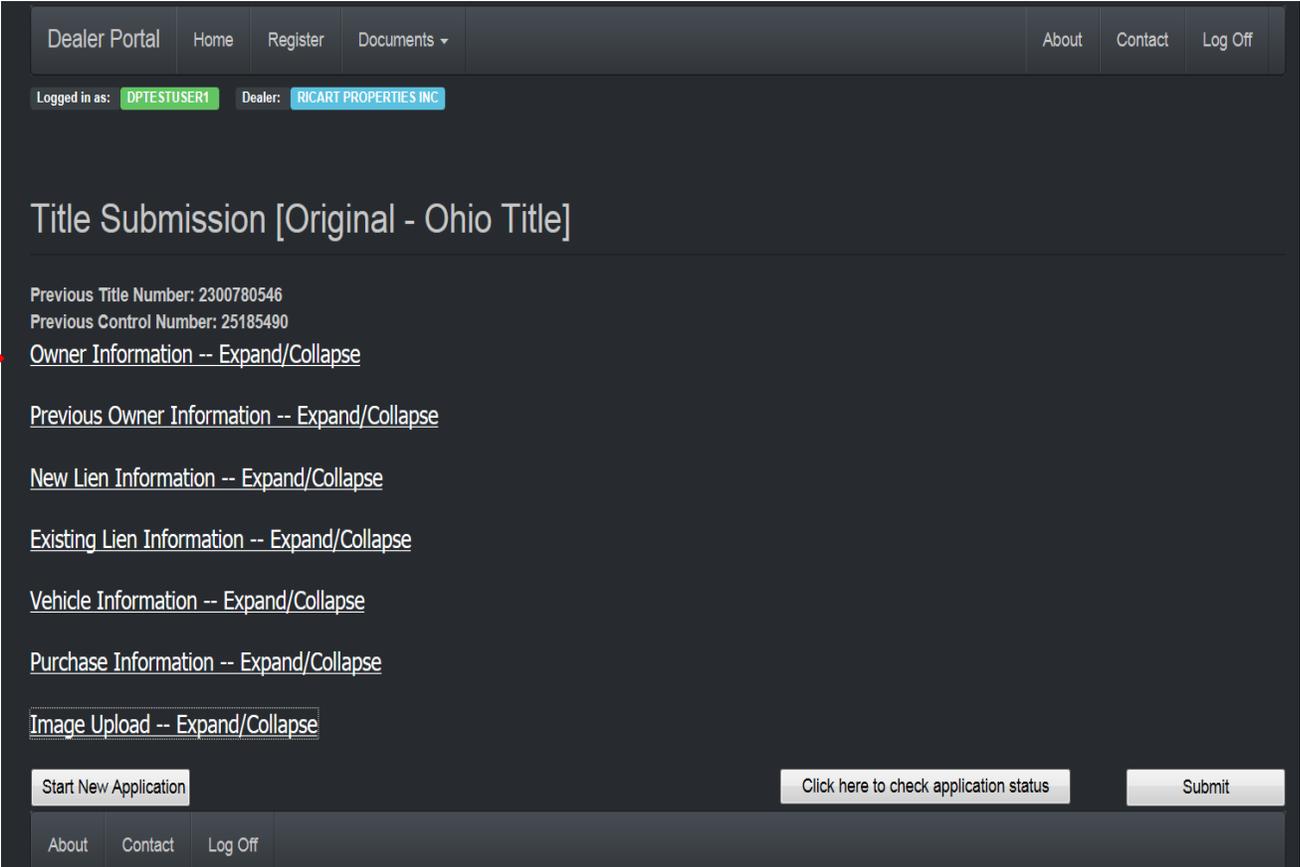
- When user selects Evidence Type as Ohio title on the Title Information screen, user must enter Previous Title Number and Previous Control Number **OR**
- When user selects Evidence Type as Non-Ohio title on the Title Information screen, user must enter Previous Title Number and Previous Title State **OR**
- When User select Evidence Type as MCO – In State title on the Title Information screen Previous Title Number field and Previous Control Number field shall be disabled. Once the user has entered the previous information, the Next button is selected and the user shall be navigated to Title Submission screen.



The screenshot displays the 'Electronic Titling Application' interface. At the top, it shows the 'DEPARTMENT OF PUBLIC SAFETY BUREAU OF MOTOR VEHICLES' header. Below this is a navigation bar with 'Dealer Portal', 'Home', and 'Documents' menus, and a 'Log Off' button. The user is logged in as a user with a redacted name and is associated with the dealer 'THOMSON-MACCONNELL CADILLAC INC'. The main section is titled 'Title Information' and contains several input fields: 'Title Type' (set to ORIGINAL), 'Evidence Type' (set to SELECT ONE), 'Destination County' (set to FAIRFIELD), 'Previous Title Number', and 'Previous Control Number'. Red arrows point to the 'Title Type', 'Evidence Type', 'Previous Title Number', 'Previous Control Number', and 'Next' buttons. A 'Previous' button is also visible. A 'Log Off' button is located at the bottom left of the interface.

3.2.1 Title Submission screen (Original – Ohio Title / Non-Ohio Title / MCO – In State)

- User will be required to enter Owner Information, Previous Owner Information, New Lien Information, Existing Lien Information, Vehicle Information, Purchase Information and Image Upload. To enter information user must select Expand.



Dealer Portal Home Register Documents ▾ About Contact Log Off

Logged in as: **DPTESTUSER1** Dealer: **RICART PROPERTIES INC**

Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Existing Lien Information -- Expand/Collapse](#)

[Vehicle Information -- Expand/Collapse](#)

[Purchase Information -- Expand/Collapse](#)

[Image Upload -- Expand/Collapse](#)

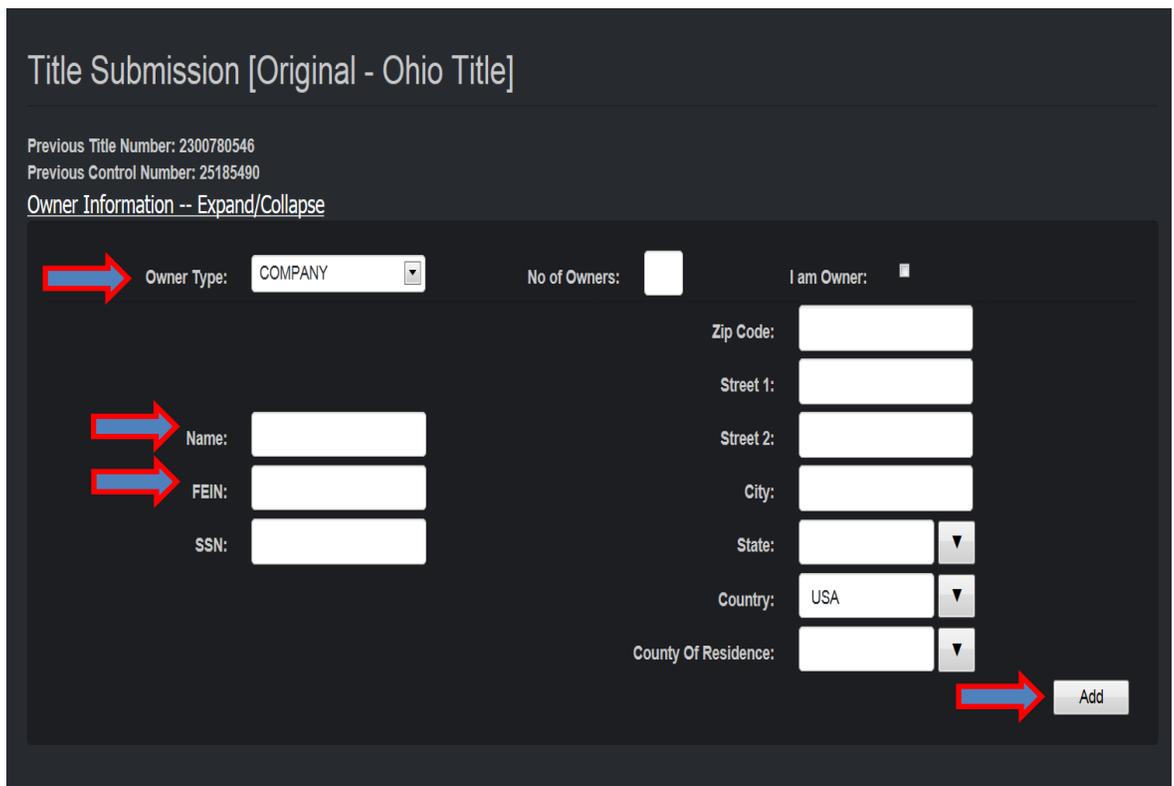
[Start New Application](#) [Click here to check application status](#) [Submit](#)

About Contact Log Off

Title Submission (Original – Ohio Title / Non-Ohio Title / MCO – In State)

3.2.2 When Owner and / or Previous Owner = Company:

- User must enter the following fields in the Owner and Previous Owner Information block:
- No of Owners, Name, FEIN, or SSN and Address are required fields.
- ‘I am Owner ‘field is disabled when Owner Type = Company.
- If there are more than one Owners and Previous owners, select Add button to enter additional Owner or Previous Owner Information block.



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490
Owner Information -- Expand/Collapse

Owner Type: COMPANY
No of Owners:
I am Owner:

Name:
FEIN:
SSN:

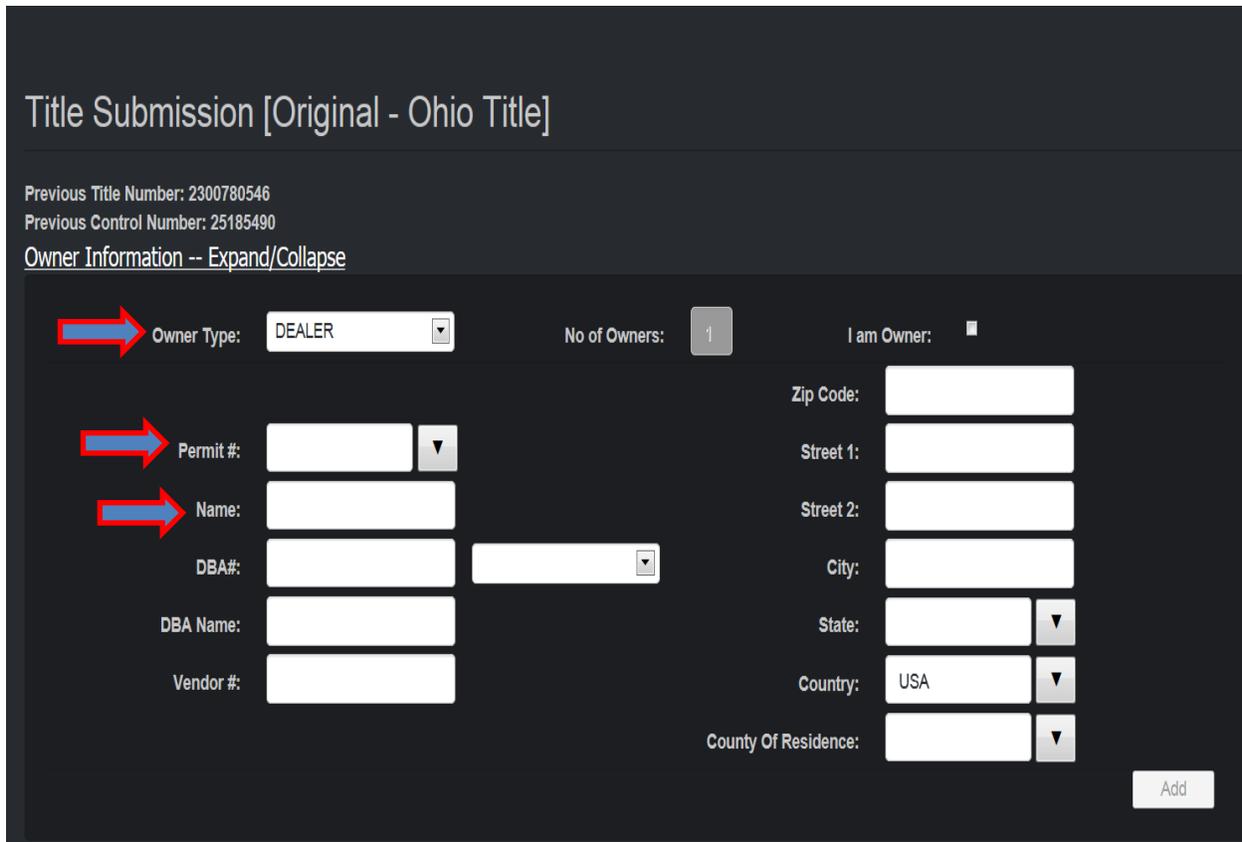
Zip Code:
Street 1:
Street 2:
City:
State:
Country: USA
County Of Residence:

Add

Title Submission (Original – Ohio Title / Non-Ohio Title / MCO – In State)

3.2.3 When Owner and / or Previous Owner = Dealer:

- User must enter the following fields in the Owner and / or Previous Owner Information block:
- Permit # is required field.
- When Permit # is entered, fields on Owner block will auto populate. If no data is returned, then Permit # entered is not valid.
- No of Owners field is defaulted to 1 and Add button is disabled.
- If 'I am Owner 'field is check-marked, all the fields related to owner will auto populate. The same is true for the previous owner information when the "I am Previous Owner is checkmarked."



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490
Owner Information -- Expand/Collapse

Owner Type: DEALER No of Owners: 1 I am Owner:

Permit #:

Name:

DBA#:

DBA Name:

Vendor #:

Zip Code:

Street 1:

Street 2:

City:

State:

Country: USA

County Of Residence:

Title Submission (Original – Ohio Title / Non-Ohio Title / MCO – In State)

3.2.4 When Owner and / or Previous Owner = Individual:

- User must enter the following fields in the Owner and Previous Owner Information block:
- First Name, SSN and Address are required fields.
- When Minor field is checked, DOB field shall be enabled.
- When TOD field is checked ‘# of TODs’ field shall be enabled.
- User can select Add button to enter additional owner information.

Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490

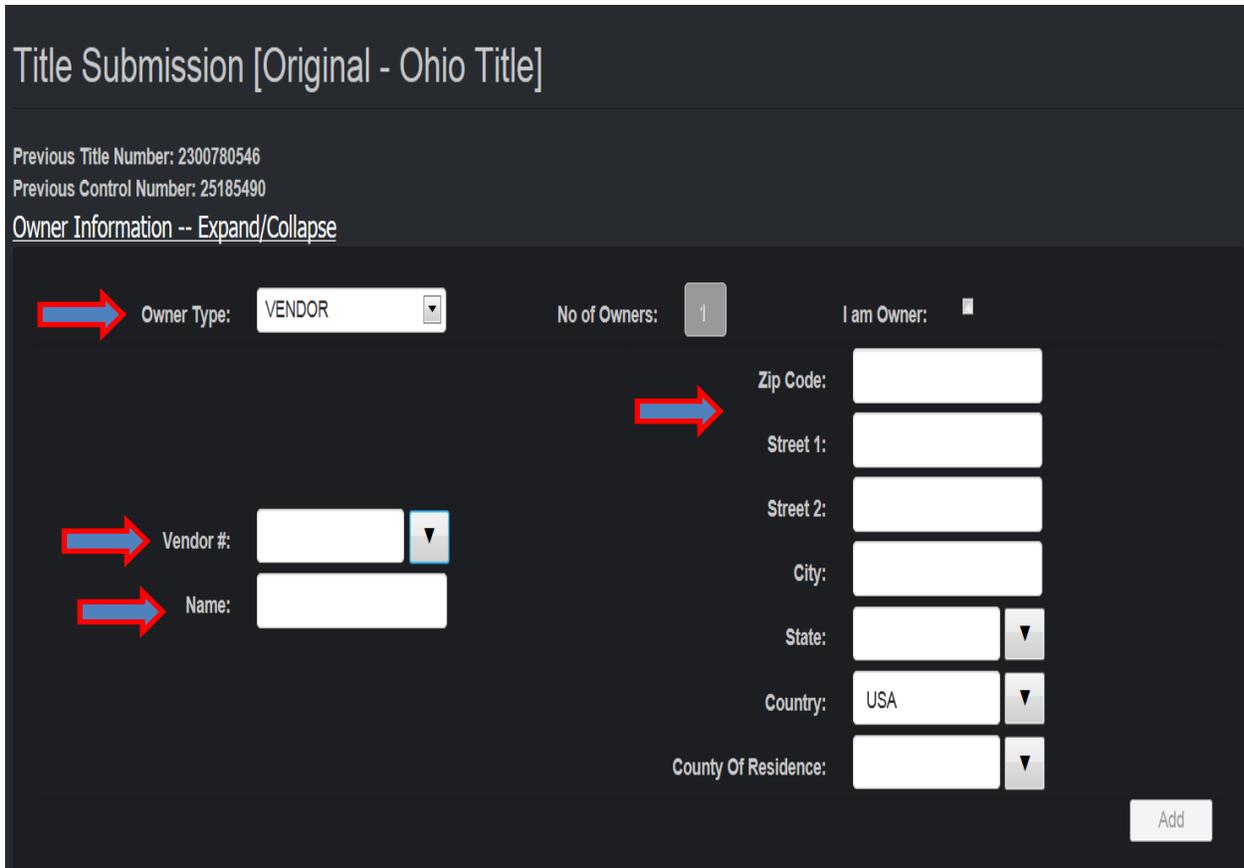
Owner Information -- Expand/Collapse

 Owner Type:	<input type="text" value="INDIVIDUAL"/>	No of Owners:	<input type="text"/>	I am Owner:	<input type="checkbox"/>
 First Name:	<input type="text"/>			 Zip Code:	<input type="text"/>
Last Name:	<input type="text"/>			Street 1:	<input type="text"/>
M.I.:	<input type="text"/>			Street 2:	<input type="text"/>
Suffix:	<input type="text"/>			City:	<input type="text"/>
 SSN:	<input type="text"/>			State:	<input type="text"/> ▼
Minor:	<input type="checkbox"/>	DOB:	<input type="text"/>	Country:	USA ▼
WROS:	<input type="checkbox"/>			County Of Residence:	<input type="text"/> ▼
TOD:	<input type="checkbox"/>	# of TODs:	<input type="text"/>		
				 Add	<input type="button" value="Add"/>

Title Submission (Original – Ohio Title / Non-Ohio Title / MCO – In State)

3.2.5 When Owner and / or Previous Owner = Vendor:

- User must enter the following fields in the Owner and Previous Owner Information block:
- Vendor #, Name and Address are required fields.
- No of Owners field is defaulted to 1 and Add button is disabled.



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490
Owner Information -- Expand/Collapse

Owner Type: No of Owners: I am Owner:

Zip Code:

Street 1:

Street 2:

City:

State:

Country:

County Of Residence:

Vendor #:

Name:

Title Submission (Original - Ohio Title / Non-Ohio Title / MCO – In State)

3.2.6 When user selects New Lien Information:

- User must enter the following fields as displayed on the screen shot of the New Lien Information block.
- Lienholder Name, Address1, City, State and Zip Code are required fields.
- When New Lienholder is an Electronic Lienholder, User can select the Electronic Lienholder Code from the Electronic Lienholder Code dropdown. When a code is selected, the name and address information will be populated by the system.
- When 'No' radio button is selected for 'New Lien' all the fields will be disabled in New Lien Information block.
- User can select Add button to enter additional (more than 1) New Lien Information.
- Note: Number of New liens is restricted to 2 through use of the Dealer Portal.



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490

Owner Information -- Expand/Collapse

Previous Owner Information -- Expand/Collapse

New Lien Information -- Expand/Collapse

New Lien: Yes No

Electronic Lienholder Code: ▼

Lienholder Name:

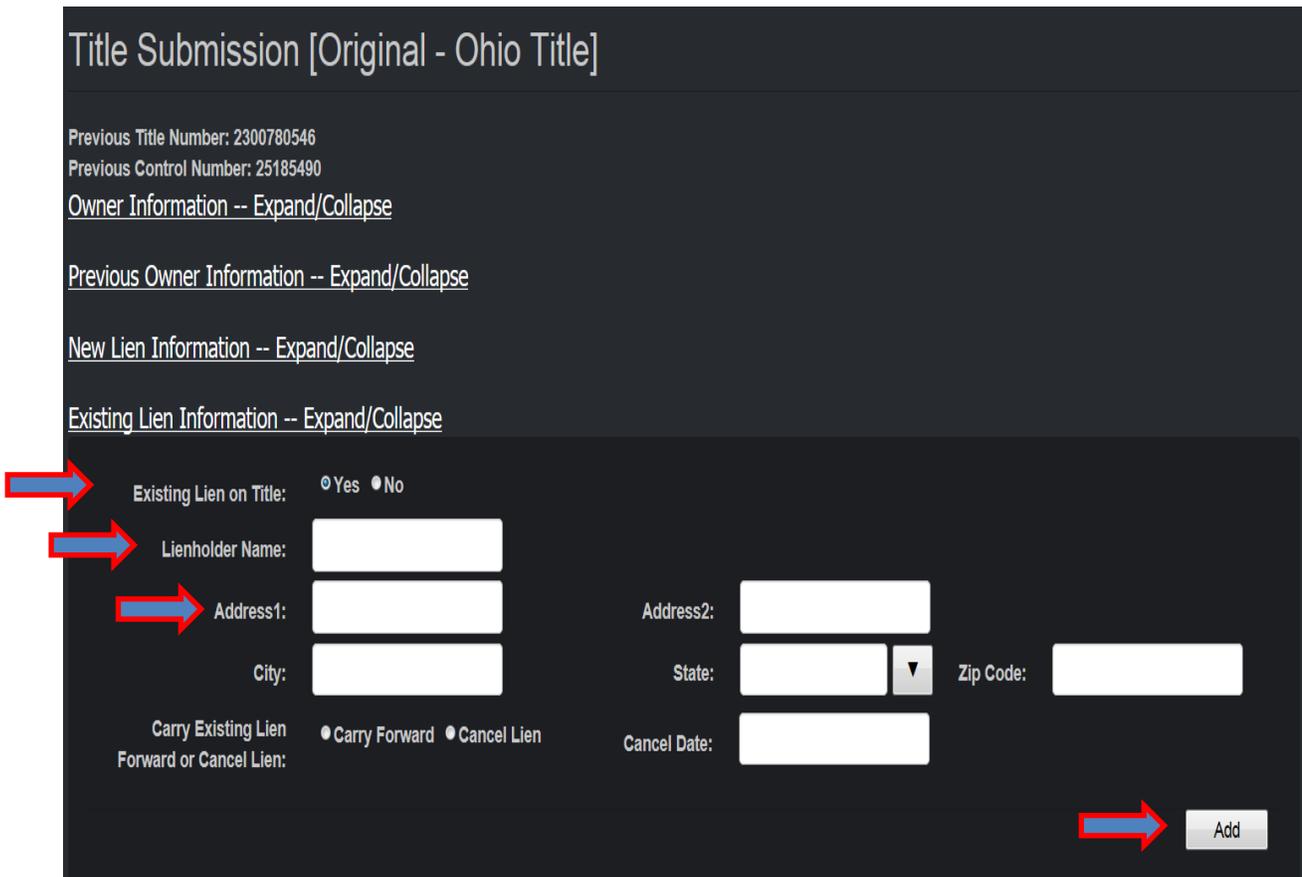
Address1: Address2:

City: State: ▼ Zip Code:

Title Submission (Original - Ohio Title / Non-Ohio Title)

3.2.7 When user selects Existing Lien Information:

- User must enter in the following fields as displayed on the screen shot of the Existing Lien Information block.
- Existing Lien on Title, Lienholder Name, Carry Existing Lien Forward or Cancel Lien and Cancel Date (if Lien is cancelled) are required fields.
- When 'No' radio button is selected for 'Existing Lien on Title' all the fields would be disabled in Existing Lien Information block.
- User can select Add button to enter additional (more than 1) Existing Lien Information.
- Note: Number of Existing Liens is restricted to 2 in the Dealer Portal.



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
Previous Control Number: 25185490

Owner Information -- Expand/Collapse

Previous Owner Information -- Expand/Collapse

New Lien Information -- Expand/Collapse

Existing Lien Information -- Expand/Collapse

Existing Lien on Title: Yes No

Lienholder Name:

Address1: Address2:

City: State: Zip Code:

Carry Existing Lien Forward or Cancel Lien: Carry Forward Cancel Lien

Cancel Date:

Title Submission (Original - Ohio Title / Non-Ohio Title / MCO – In State)

3.2.8 When user selects Vehicle Information:

- User must enter the following fields as displayed on the screen shot of the Vehicle Information block.
- Body Type, Make, Year, VIN, Model, [(Odometer Reading and Odometer Brand) or Mileage Justification] are required fields. Note: If Mileage Justification is entered, Odometer Reading is not required and Odometer Brand cannot be Actual.
- If there is No Odometer on the vehicle (such as a travel trailer), select the No Odometer checkbox. When the No Odometer checkbox is selected, the system will enter “Odometer Exempt” in the Mileage Justification field and disable the field.
- If there is an existing Brand on the vehicle, Brand is mandatory field.

Title Submission [Original - MCO In-State]

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Vehicle Information -- Expand/Collapse](#)

Age: New Used

Body Type:

VIN:

No Odometer:

Vehicle Condition:

Brands on Current Title:

Brand 1:

New Brands to Add:

Brand 1:

Make: ▼

Year:

Model:

Odometer Reading:

Mileage Justification:

Brand 2: ▼

Brand 2: ▼

Make Desc:

Odometer Brand:

Brand 3: ▼

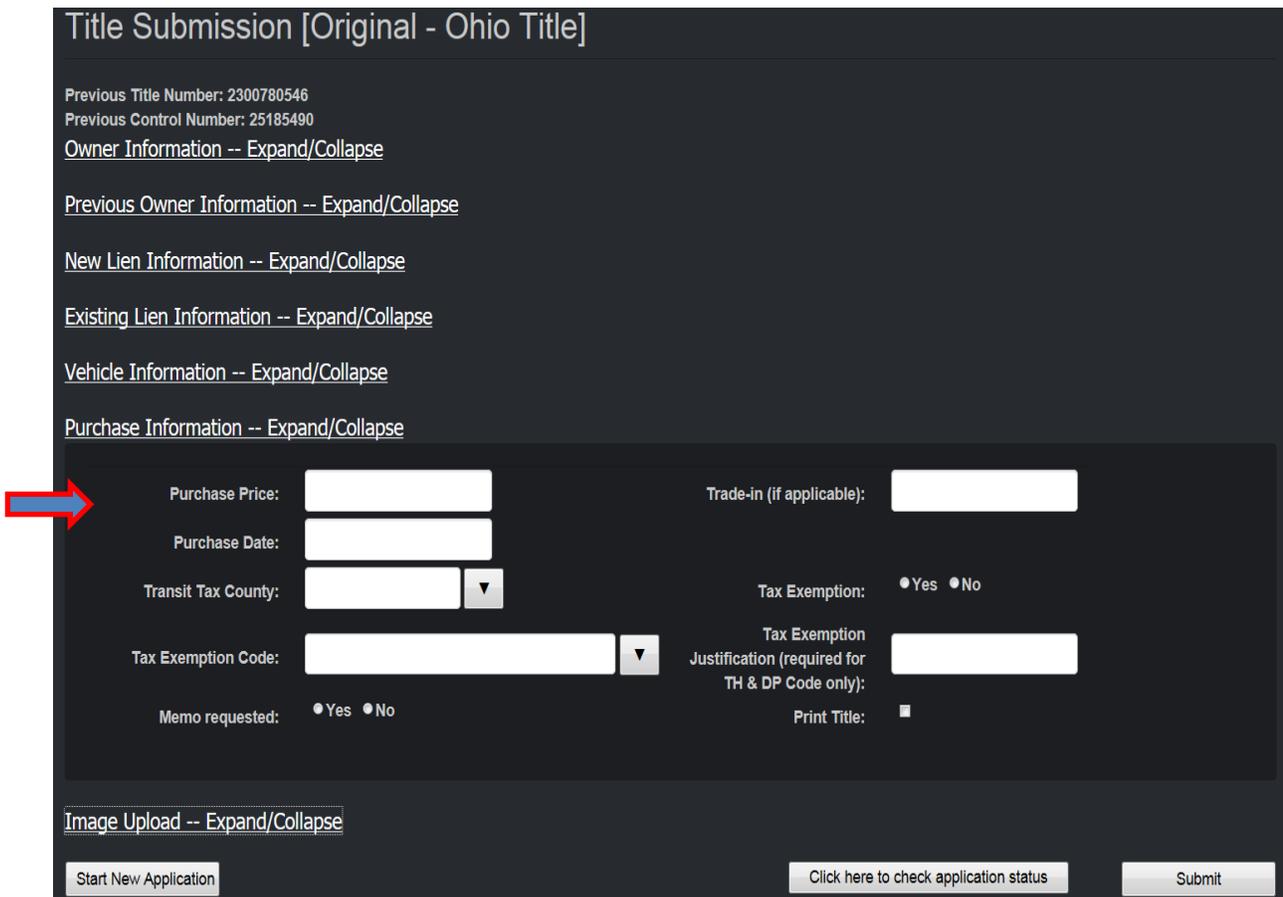
Brand 3: ▼



Title Submission (Original - Ohio Title / Non-Ohio Title / MCO – In State)

3.2.9 When user selects Purchase Information:

- User must enter in the following fields as displayed on the screen shot of the Purchase Information block.
- Purchase Price, Purchase Date, Tax Exemption (Yes or No radio button) and Memo requested (Yes or No radio button) are required fields.
- A trade-in amount may be entered if applicable.
- If the customer lives in an area where they need to pay transit tax in addition to their county’s regular tax rate, you must select the proper transit tax county. (Currently, this only applies to residents of Columbus or Westerville who live in Delaware County, residents of Columbus or Reynoldsburg who live in Fairfield County, residents of Reynoldsburg who live in Licking County and residents of Dublin who live in Union County. These residents are all subject to Franklin County’s transit tax.)



Title Submission [Original - Ohio Title]

Previous Title Number: 2300780546
 Previous Control Number: 25185490

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Existing Lien Information -- Expand/Collapse](#)

[Vehicle Information -- Expand/Collapse](#)

[Purchase Information -- Expand/Collapse](#)

Purchase Information:

Purchase Price: Trade-in (if applicable):

Purchase Date:

Transit Tax County: ▼ Tax Exemption: Yes No

Tax Exemption Code: ▼ Tax Exemption Justification (required for TH & DP Code only):

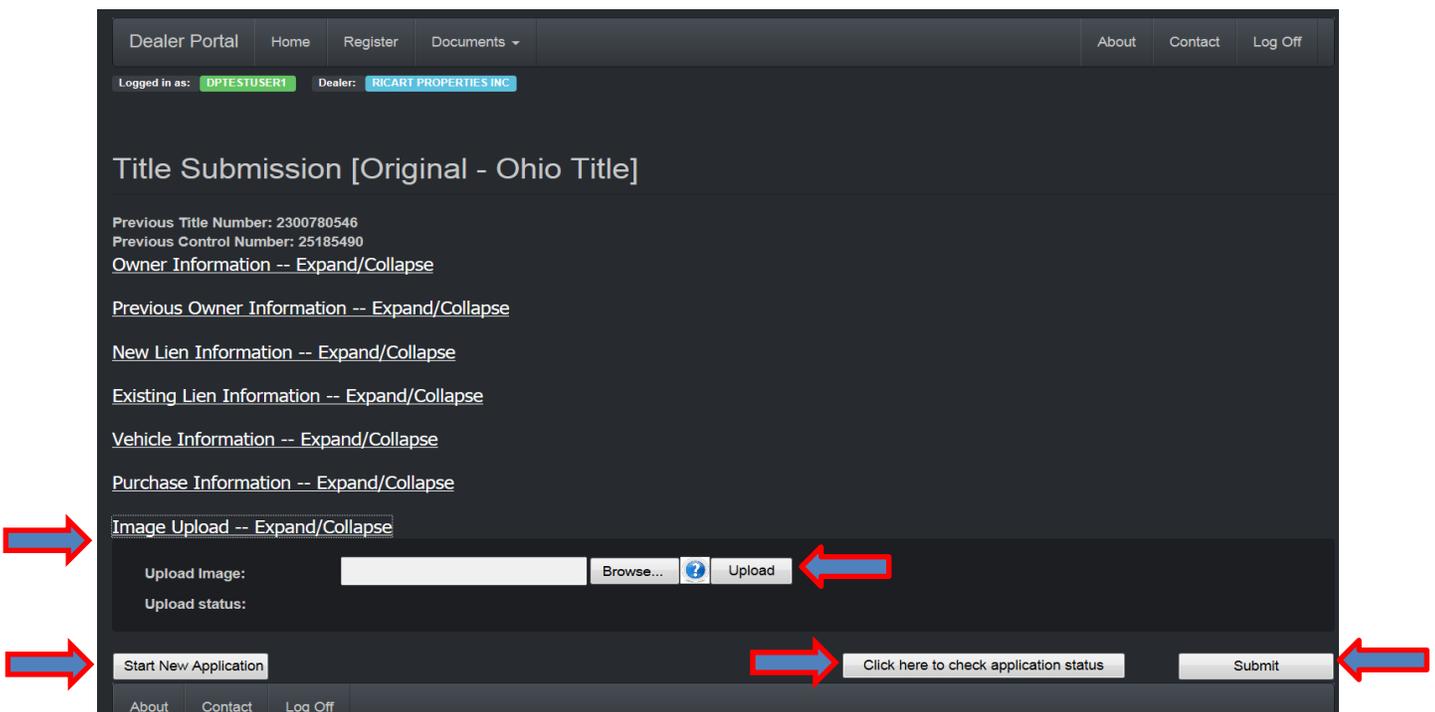
Memo requested: Yes No Print Title:

[Image Upload -- Expand/Collapse](#)

Title Submission (Original and Ohio Title or Non-Ohio Title or MCO – In State)

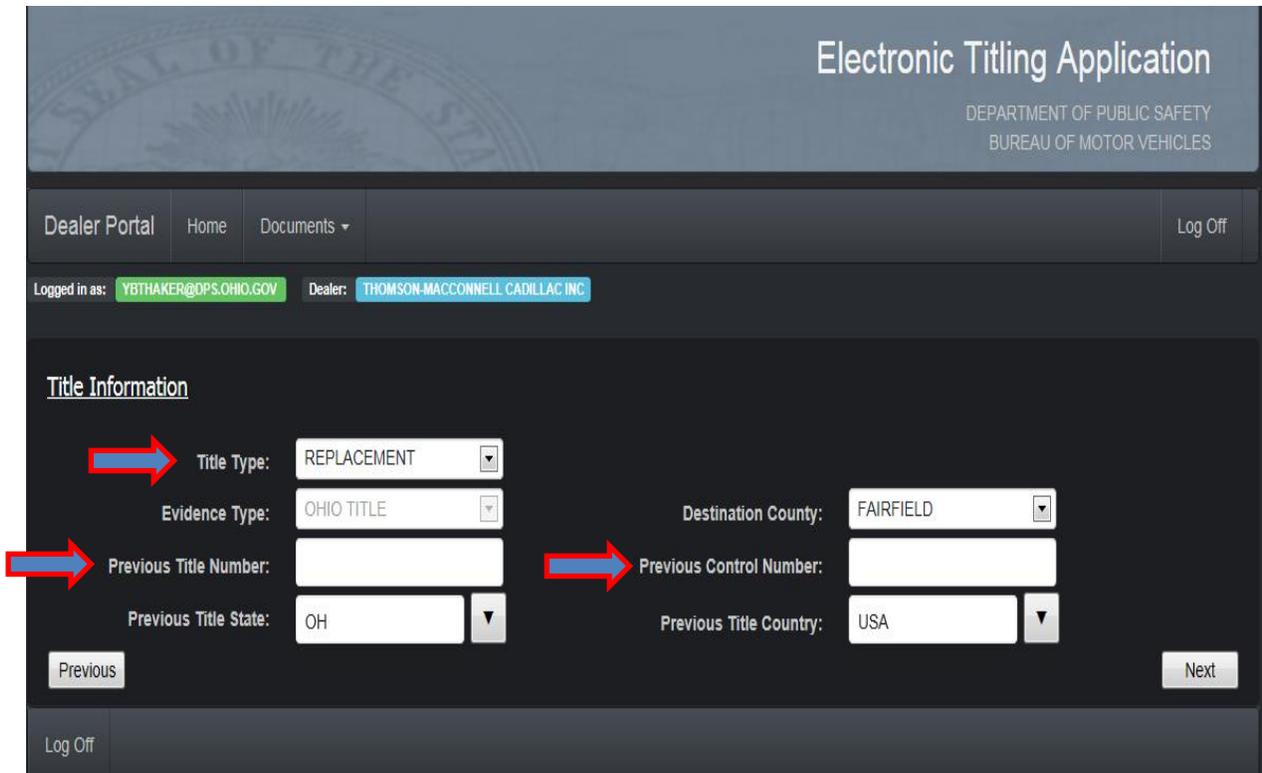
3.2.10 When user selects Image Upload:

- User must scan all documents that ordinarily would be sent to the county title office to have a title issued, store the images on their PC and then upload the image to the Dealer Portal through use of the Upload Image field displayed on the screen shot of the Image Upload block or select the Browse button to search for the correct image(s). Each image must be uploaded as a separate file.
- After selecting the image, user should select Upload button to upload the image on dealer portal (for more than 1 image repeat the process).
- When documents/images are successfully uploaded, user has the option to select 'Submit' button to submit the documents and data for title issuance.
- User can start a new application by selecting 'Start New Application' button.
- User can check status of the application by selecting 'Click here to check application status' button.
- If you select either the 'Start New Application' or 'Click here to check application status' without first submitting your transaction, you will lose all data that you have entered and you will need to begin the transaction again.



3.3 Title Information - Replacement Title

- When Title Type equals Replacement, Evidence Type field shall be disabled and will default to Ohio Title.
- Previous Title Number, Previous Control Number and Destination County are required fields.
- Previous Title State field will be disabled and default to OH.
- Previous Title Country field will be disabled and default to USA.



Electronic Titling Application
DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

Dealer Portal Home Documents ▾ Log Off

Logged in as: **YBTHAKER@OPS.OHIO.GOV** Dealer: **THOMSON-MACCONNELL CADILLAC INC**

Title Information

Title Type: REPLACEMENT ▾

Evidence Type: OHIO TITLE ▾

Destination County: FAIRFIELD ▾

Previous Title Number:

Previous Control Number:

Previous Title State: OH ▾

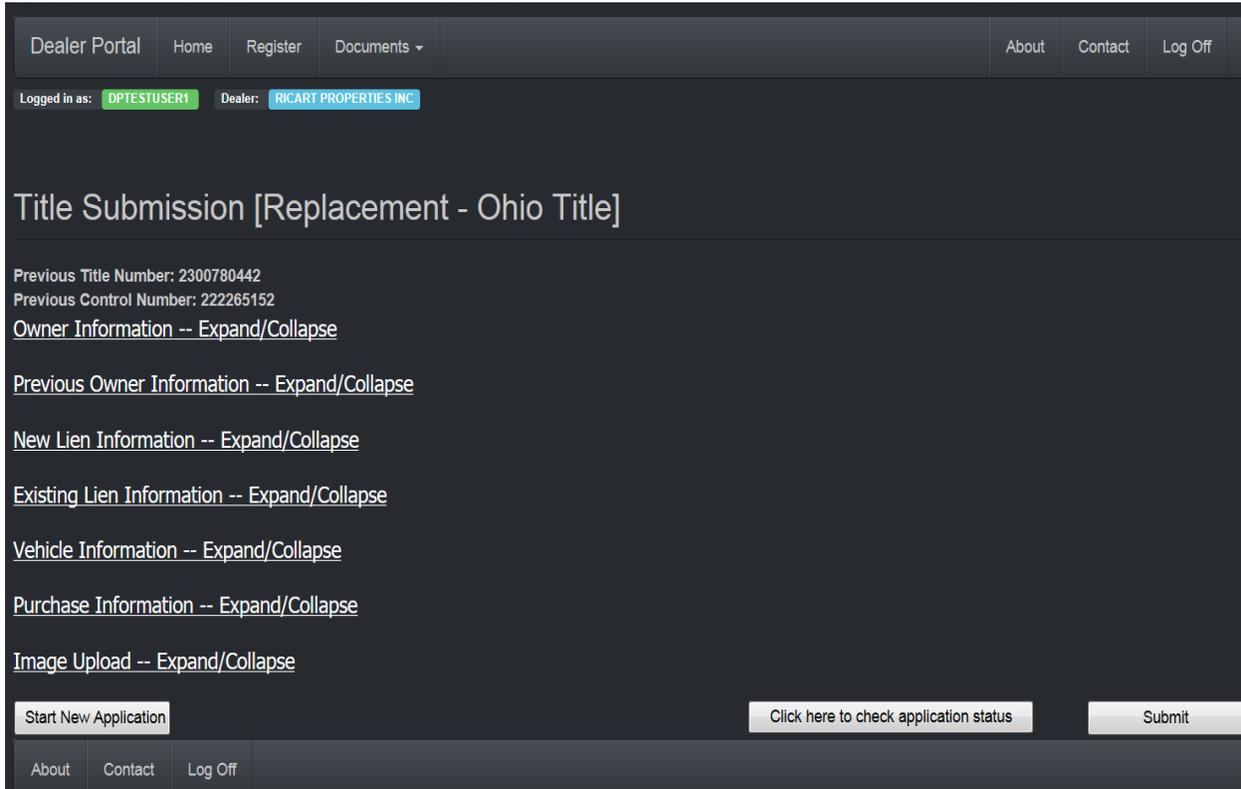
Previous Title Country: USA ▾

Previous Next

Log Off

3.3.1 Title Submission screen (Replacement – Ohio Title)

- User shall be required to make an entry in each of the following sections: Owner Information, Previous Owner Information, New Lien Information, Existing Lien Information, Vehicle Information, Purchase Information and Image Upload. To enter information user shall select Expand.



Dealer Portal Home Register Documents ▾ About Contact Log Off

Logged in as: **DPTESTUSER1** Dealer: **RICART PROPERTIES INC**

Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442
Previous Control Number: 222265152

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Existing Lien Information -- Expand/Collapse](#)

[Vehicle Information -- Expand/Collapse](#)

[Purchase Information -- Expand/Collapse](#)

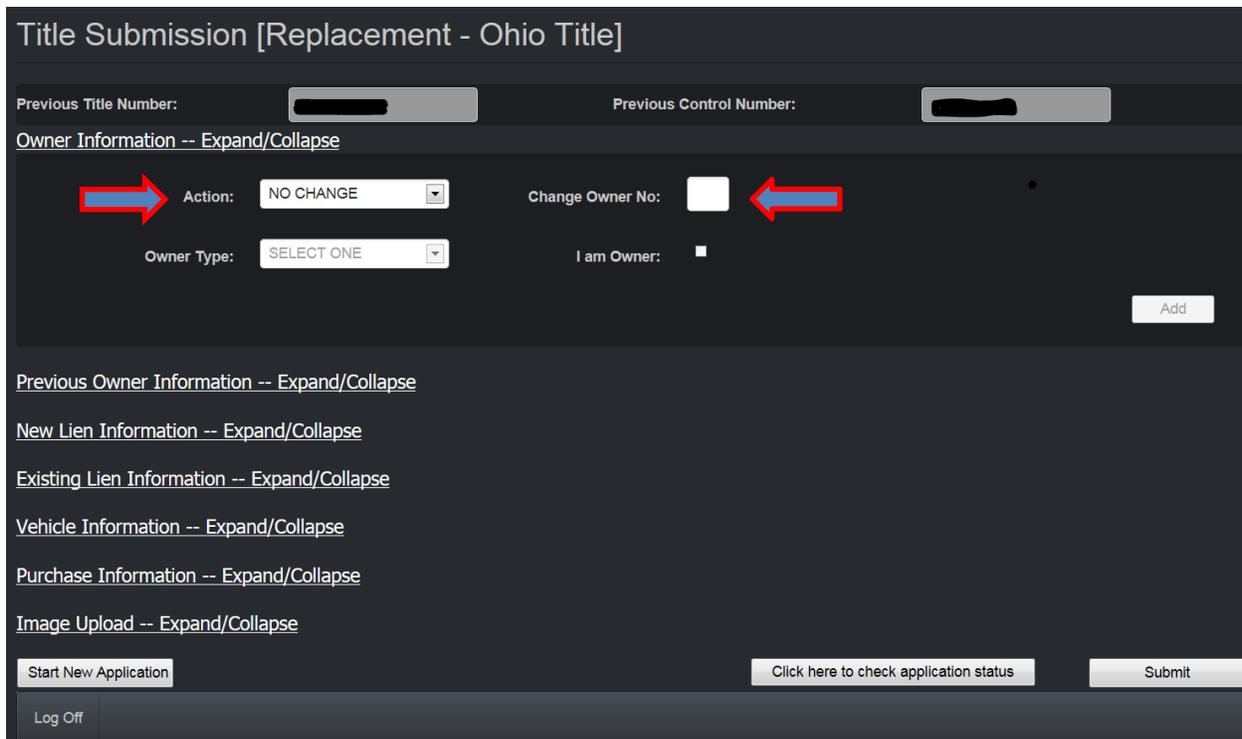
[Image Upload -- Expand/Collapse](#)

[Start New Application](#) [Click here to check application status](#) [Submit](#)

About Contact Log Off

3.3.2 When user selects Owner Information or Previous Owner Information, the following screen will display:

- User must select one of the following actions from 'Action' field: No Change or Add or Change or Delete.
- When Action type 'No Change' is selected then Owner or Previous Owner Type field will be disabled and user can proceed to the next section.
- When the action selected is Add or Change, the user must select one of the following types from the Owner Type or Previous Owner Type field: Company or Dealer or Individual or Vendor.
- User must enter number of Owners or Previous Owners related to action selected in Change Owner No. field.
- When Owner Type or Previous Owner Type (Company or Dealer or Individual or Vendor) is selected related fields shall be displayed dynamically and user should enter information in all the fields displayed.
- If "I am Owner" or "I am Previous Owner" checkbox is selected, then owner (or previous owner) information will auto populate in all the fields.



Title Submission [Replacement - Ohio Title]

Previous Title Number: Previous Control Number:

Owner Information -- Expand/Collapse

Action: Change Owner No:

Owner Type: I am Owner:

Add

Previous Owner Information -- Expand/Collapse

New Lien Information -- Expand/Collapse

Existing Lien Information -- Expand/Collapse

Vehicle Information -- Expand/Collapse

Purchase Information -- Expand/Collapse

Image Upload -- Expand/Collapse

Start New Application Click here to check application status Submit

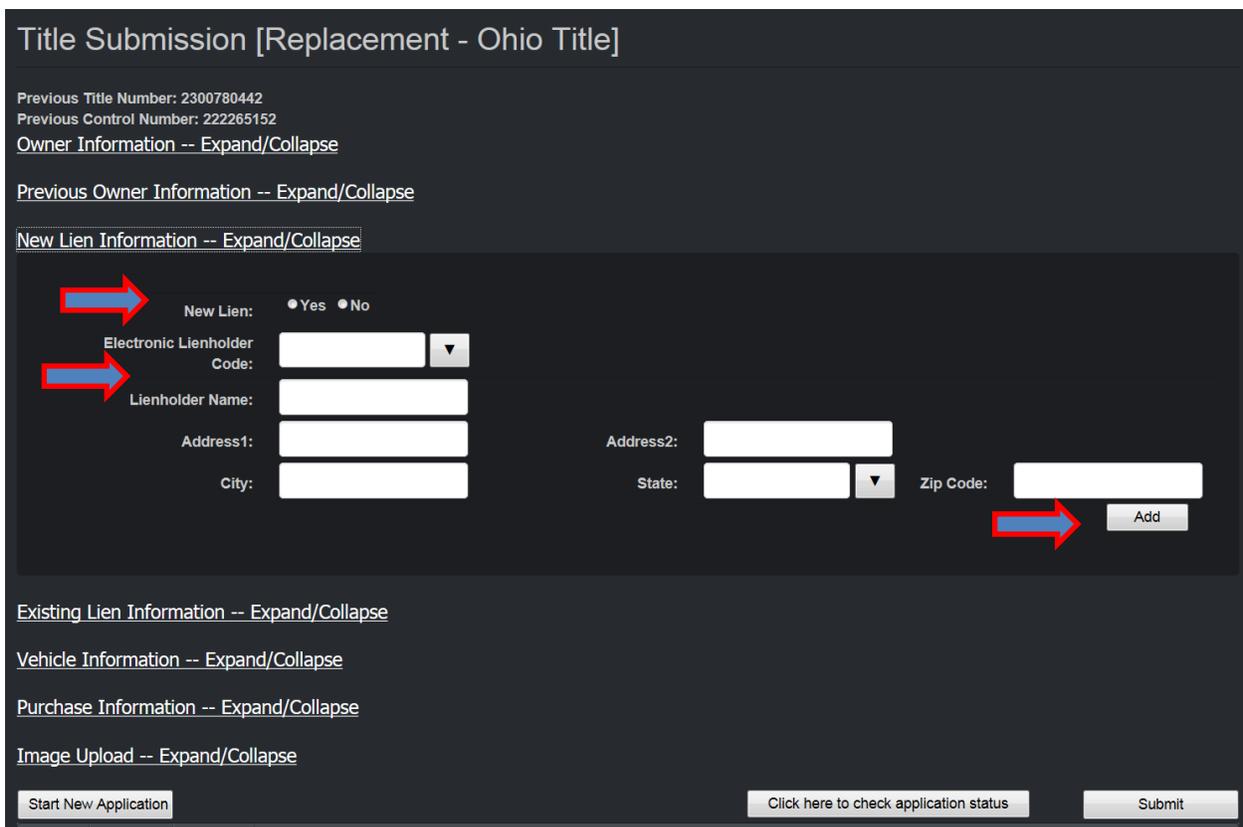
Log Off

Note:

1. 'No Change' in Action field should be selected in case of defaced Original Title.
2. Change Owner No. indicates which owner you need to change.

3.3.3 When user selects New Lien Information, the following screen will be displayed

- User must enter/select in following fields as displayed in the screen shot of New Lien Information block.
- New Lien, Electronic Lienholder Code, Lienholder Name and Address are required fields.
- When 'No' radio button is selected for 'New Lien' all the fields will be disabled in New Lien Information block.
- User can select Add button to enter additional (more than 1) New Lien Information
- Note: Number of New liens restricted to 2 in Dealer Portal.



Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442
Previous Control Number: 222265152

Owner Information -- Expand/Collapse

Previous Owner Information -- Expand/Collapse

New Lien Information -- Expand/Collapse

New Lien: Yes No

Electronic Lienholder Code:

Lienholder Name:

Address1:

City:

Address2:

State:

Zip Code:

Add

Existing Lien Information -- Expand/Collapse

Vehicle Information -- Expand/Collapse

Purchase Information -- Expand/Collapse

Image Upload -- Expand/Collapse

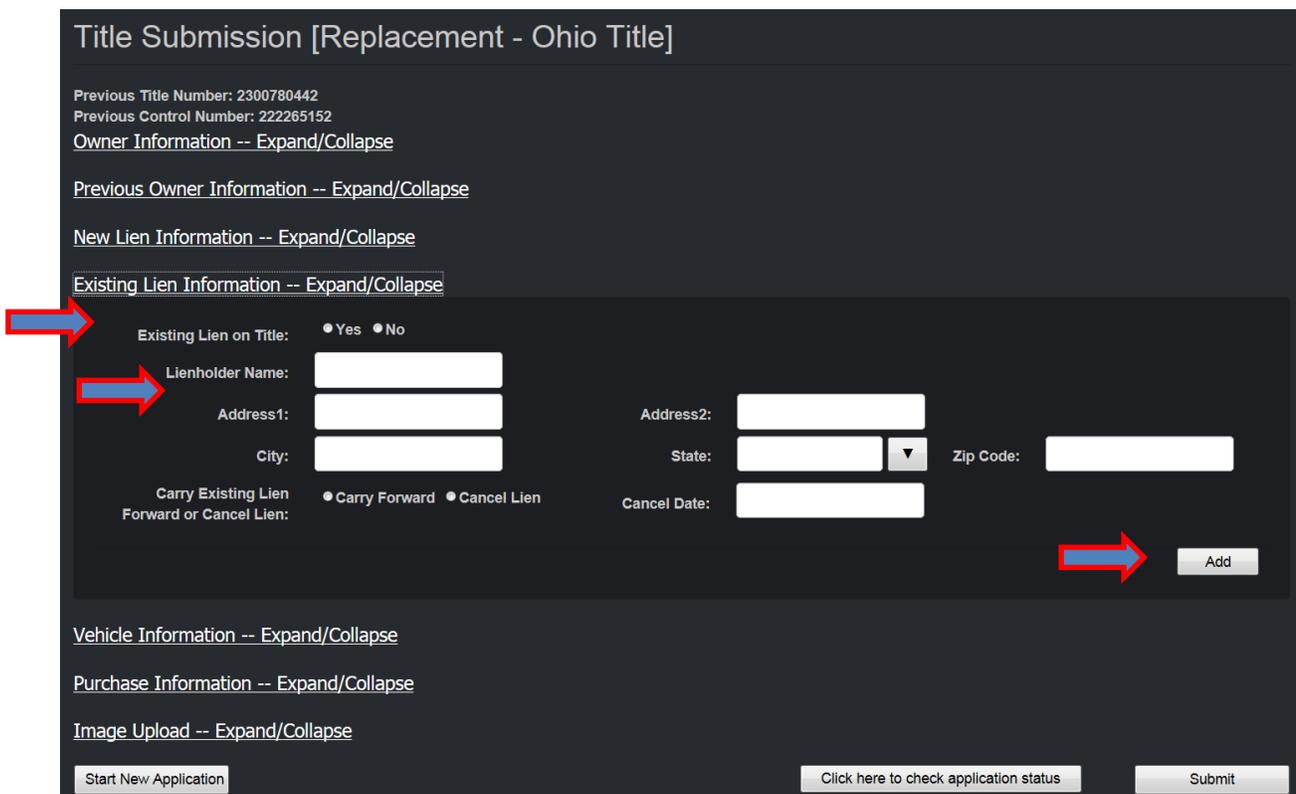
Start New Application

Click here to check application status

Submit

3.3.4 When user selects Existing Lien Information, the following screen will be displayed:

- User must enter/select in following fields as displayed in the screen shot of Existing Lien Information block.
- Existing Lien on Title, Lienholder Name, Carry Existing Lien Forward or Cancel Lien and Cancel Date (if Cancel Lien is selected) are required fields.
- When 'No' radio button is selected for 'Existing Lien on Title' all the fields will be disabled in New Lien Information block.
- User can select Add button to enter additional (more than 1) Existing Lien Information.



Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442
Previous Control Number: 222265152

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Existing Lien Information -- Expand/Collapse](#)

Existing Lien on Title: Yes No

Lienholder Name:

Address1: Address2:

City: State: Zip Code:

Carry Existing Lien Forward or Cancel Lien: Carry Forward Cancel Lien

Cancel Date:

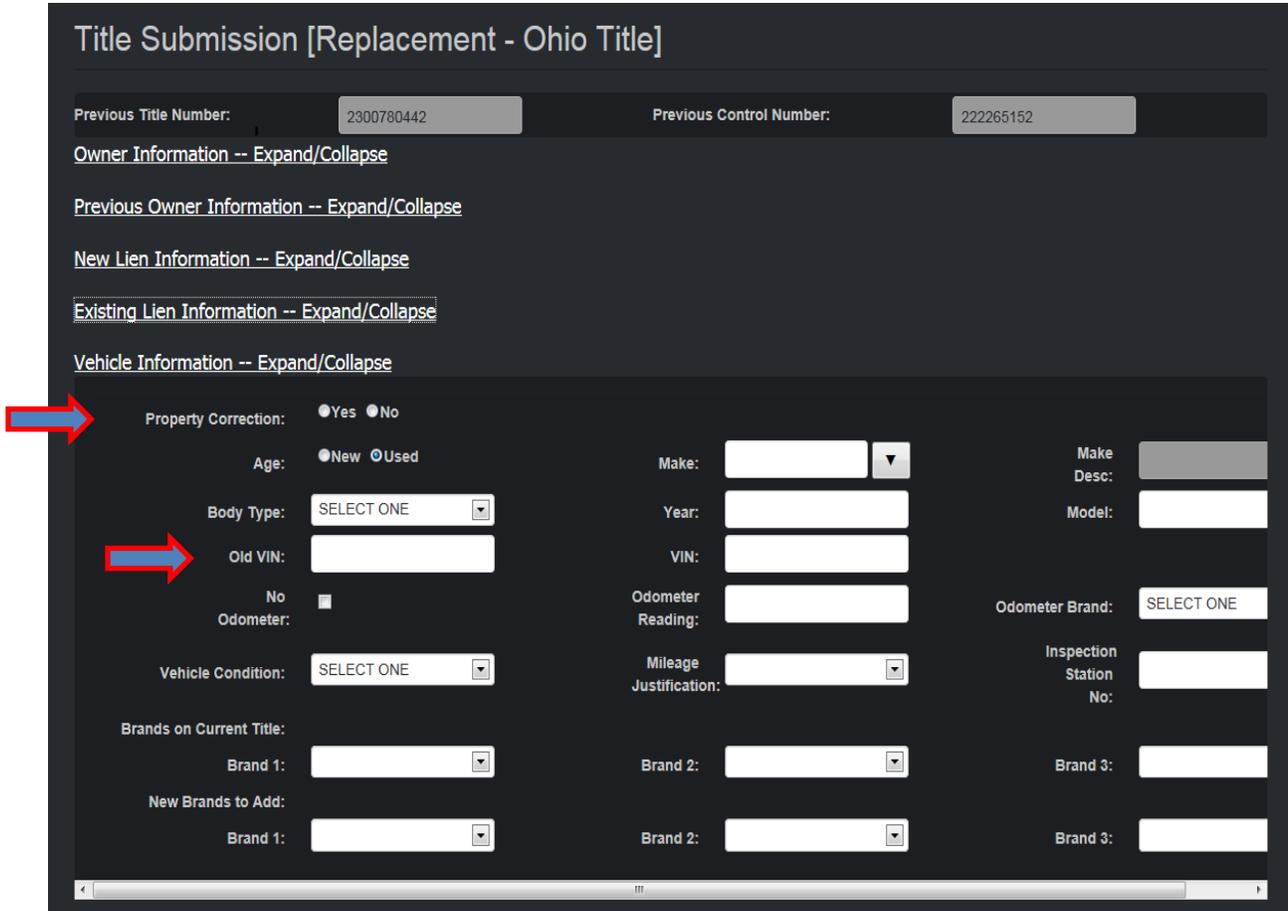
[Vehicle Information -- Expand/Collapse](#)

[Purchase Information -- Expand/Collapse](#)

[Image Upload -- Expand/Collapse](#)

3.3.5 When user selects Vehicle Information, the following screen is displayed:

- User must enter/select the following fields as displayed in the screen shot of Vehicle Information block.
- When Property Type Correction is selected to 'No' then VIN field is mandatory to enter.
- When Property Type Correction is selected to 'Yes' then Old VIN and VIN both are required along with whatever data you are making a change to (such as the year or Make).



Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442 Previous Control Number: 222265152

[Owner Information -- Expand/Collapse](#)

[Previous Owner Information -- Expand/Collapse](#)

[New Lien Information -- Expand/Collapse](#)

[Existing Lien Information -- Expand/Collapse](#)

Vehicle Information -- Expand/Collapse

Property Correction: Yes No

Age: New Used

Body Type: SELECT ONE

Old VIN:

No Odometer:

Vehicle Condition: SELECT ONE

Brands on Current Title:

Brand 1: Brand 2: Brand 3:

New Brands to Add:

Brand 1: Brand 2: Brand 3:

Make: Make Desc:

Year: Model:

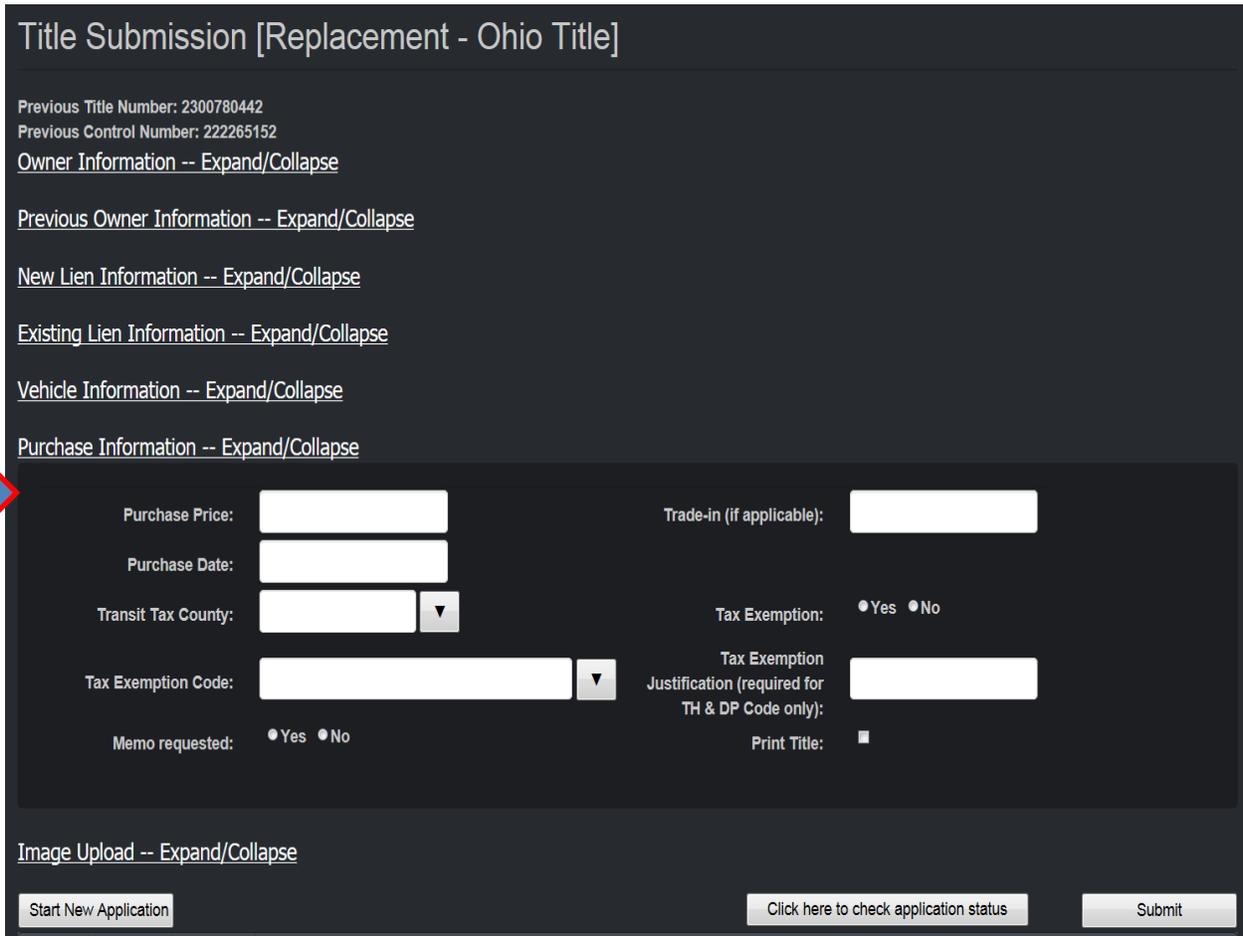
VIN:

Odometer Reading: Odometer Brand: SELECT ONE

Mileage Justification: Inspection Station No:

3.3.6 When user selects Purchase Information, the following screen is displayed:

- User must enter/select the following fields as displayed in the screen shot of Purchase Information block. In each instance, you must select whether or not a memo is being requested. Otherwise, you only need to enter data that you wish to change during the replacement.



Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442
Previous Control Number: 222265152

Owner Information -- Expand/Collapse

Previous Owner Information -- Expand/Collapse

New Lien Information -- Expand/Collapse

Existing Lien Information -- Expand/Collapse

Vehicle Information -- Expand/Collapse

Purchase Information -- Expand/Collapse

Purchase Price: Trade-in (if applicable):

Purchase Date:

Transit Tax County: Tax Exemption: Yes No

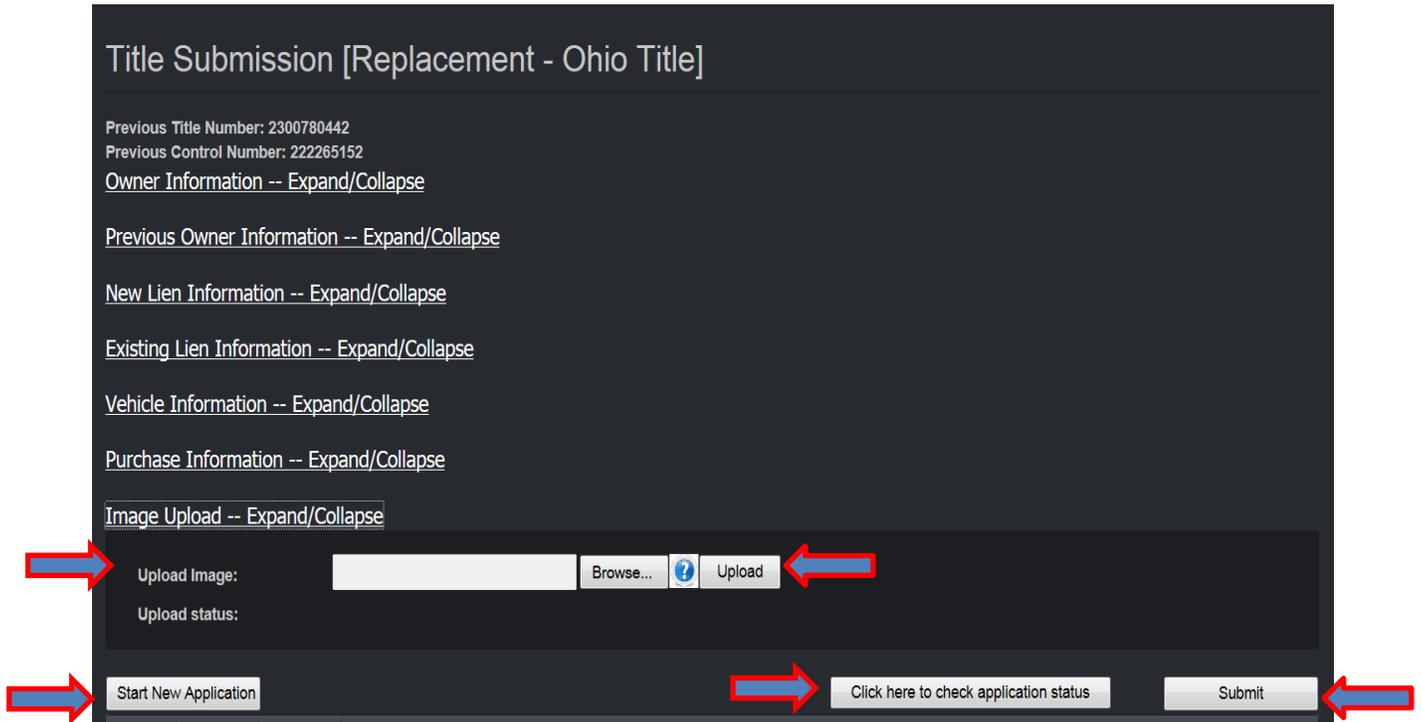
Tax Exemption Code: Tax Exemption Justification (required for TH & DP Code only):

Memo requested: Yes No Print Title:

Image Upload -- Expand/Collapse

3.3.7 When user selects Image Upload, the following screen is displayed:

- User shall enter/select in the following fields displayed on the screen shot of the Image Upload block.
- After selecting the image, user should select **Upload button** (for more than 1 image repeat the process).



Title Submission [Replacement - Ohio Title]

Previous Title Number: 2300780442
Previous Control Number: 222265152
Owner Information -- Expand/Collapse
Previous Owner Information -- Expand/Collapse
New Lien Information -- Expand/Collapse
Existing Lien Information -- Expand/Collapse
Vehicle Information -- Expand/Collapse
Purchase Information -- Expand/Collapse
Image Upload -- Expand/Collapse

Upload Image: Browse... ? Upload

Upload status:

Start New Application Click here to check application status Submit

- When documents/images are successfully uploaded, user has the option to select 'Submit' button to submit the documents and data for title issuance.
- User can start a new application by selecting 'Start New Application' button.
- User can check status of the application by selecting 'Click here to check application status' button.
- If you select either the 'Start New Application' or 'Click here to check application status' without first submitting your transaction, you will lose all data that you have entered and you will need to begin the transaction again.

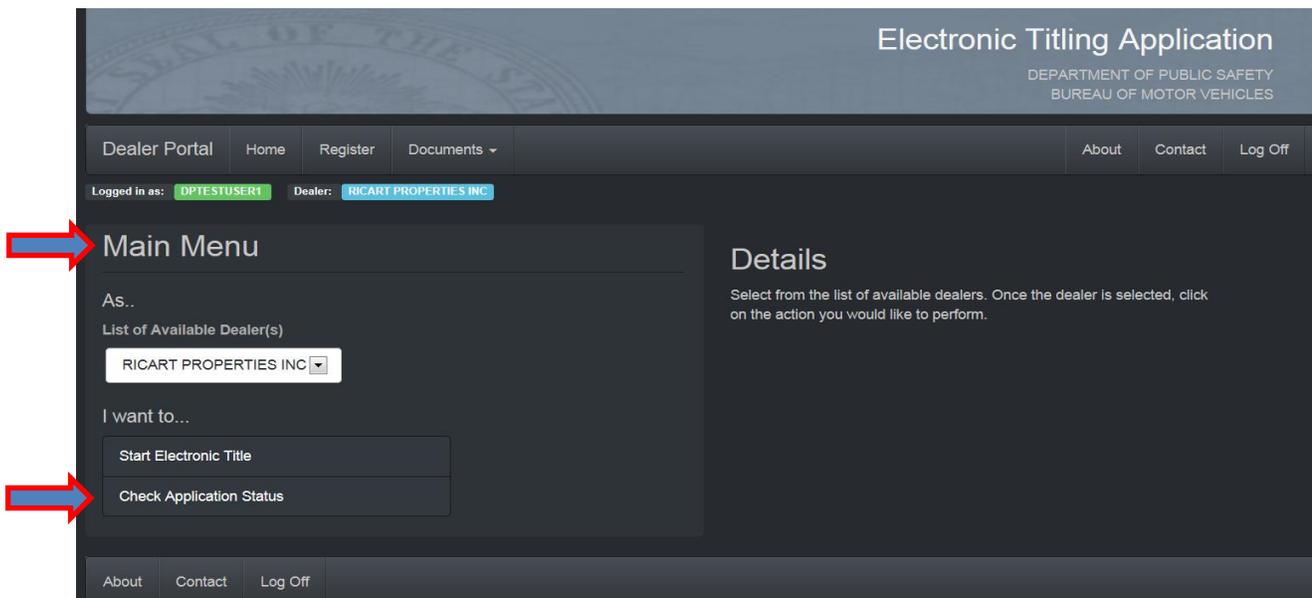
4 Check Application Status

User has the option to check status of the application from two screens on dealer portal.

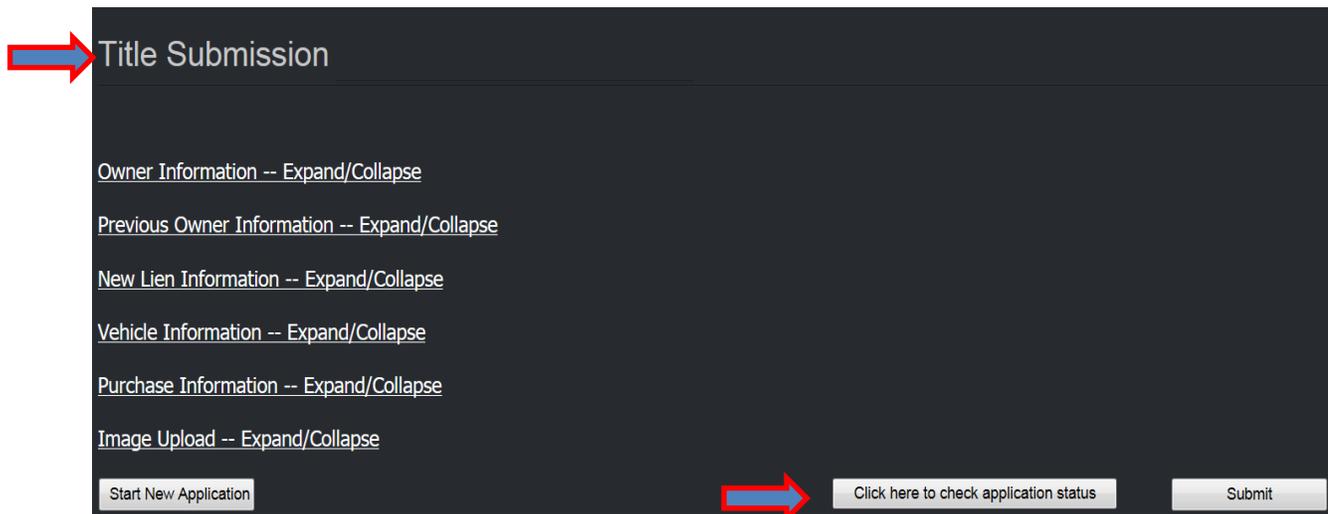
1. Main Menu Screen
2. Title Submission Screen

When user selects Check Application Status, system shall navigate the user to Application Status screen.

Main Menu Screen

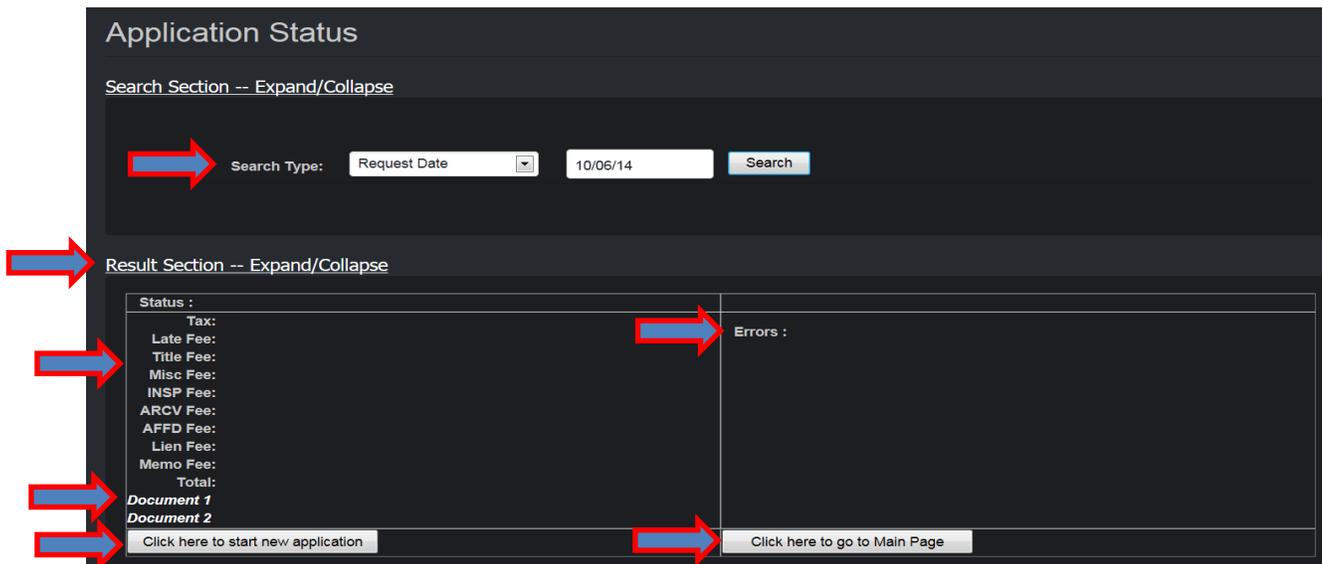


Title Submission



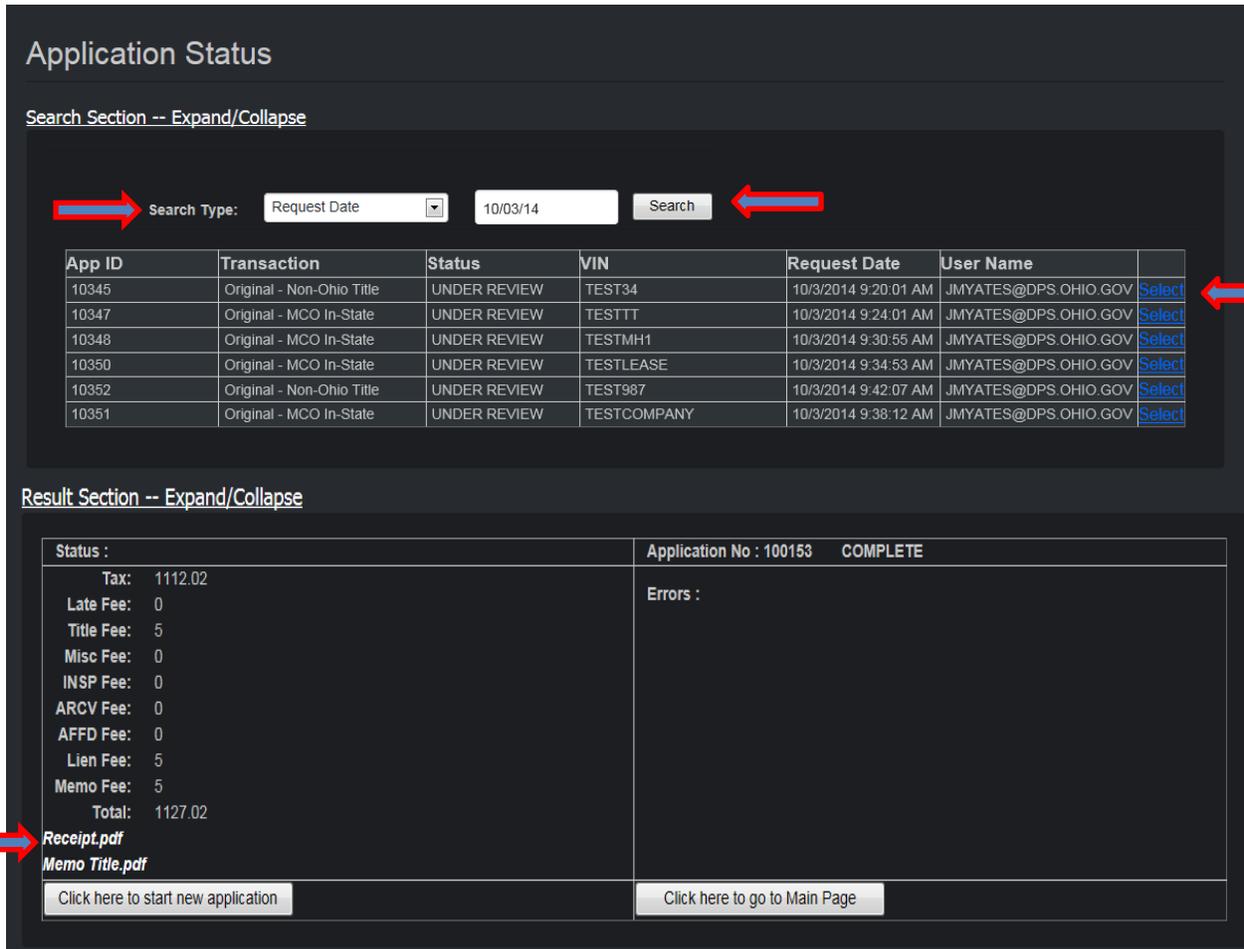
Application Status screen

- User has the option to search the Status of the Application submitted from Dealer Portal by selecting any one option from Search Type field: **Request Date** or **Application ID** or **VIN** or **Status**.
- Search Result shall be displayed with **Select** button below the Search Type field.
- When user Select button, detailed record will be displayed in the Result section.
- Status section in Result Section will display status of the Application - Transmitting or Completed or Rejected or Under Review.
- When a transaction is completed, the Result Section shall list Tax, applicable fees and the Total of the transaction.
- If the transaction was rejected, the Result Section shall list the errors that occurred during title submission process or the reason the county title office rejected the transaction.
- When a transaction is rejected, you can select the 'Edit' button to correct the error. You must also upload the proper images to the transaction again because when a record is rejected, our system does not store the images that were associated with it. Once you have corrected the error and uploaded your images, select the 'Submit' button. The Dealer Portal will give the new transaction a new application number.
- User can navigate to Main Page by selecting 'Click here to go to Main Screen' button and User can start new application by selecting 'Click here to start new application' button.



The screenshot shows the 'Application Status' interface. At the top, there is a 'Search Section -- Expand/Collapse' area containing a 'Search Type' dropdown menu (set to 'Request Date'), a date input field (10/06/14), and a 'Search' button. Below this is the 'Result Section -- Expand/Collapse' area, which is divided into two columns. The left column lists various fees: Tax, Late Fee, Title Fee, Misc Fee, INSP Fee, ARCV Fee, AFFD Fee, Lien Fee, Memo Fee, and Total. Below these are 'Document 1' and 'Document 2'. The right column is labeled 'Errors :'. At the bottom of the result section, there are two buttons: 'Click here to start new application' and 'Click here to go to Main Page'. Red arrows point to the 'Search Type' dropdown, the 'Search' button, the 'Result Section' header, the 'Errors' column, the 'Document 1' and 'Document 2' labels, and both bottom buttons.

Search Results will be displayed as on the below screen shot and user selects, 'Select' to view Status, Errors, fees and taxes related to the Application.



Application Status

Search Section -- Expand/Collapse

Search Type: Request Date 10/03/14 Search

App ID	Transaction	Status	VIN	Request Date	User Name	
10345	Original - Non-Ohio Title	UNDER REVIEW	TEST34	10/3/2014 9:20:01 AM	JMYATES@DPS.OHIO.GOV	Select
10347	Original - MCO In-State	UNDER REVIEW	TESTTT	10/3/2014 9:24:01 AM	JMYATES@DPS.OHIO.GOV	Select
10348	Original - MCO In-State	UNDER REVIEW	TESTMH1	10/3/2014 9:30:55 AM	JMYATES@DPS.OHIO.GOV	Select
10350	Original - MCO In-State	UNDER REVIEW	TESTLEASE	10/3/2014 9:34:53 AM	JMYATES@DPS.OHIO.GOV	Select
10352	Original - Non-Ohio Title	UNDER REVIEW	TEST987	10/3/2014 9:42:07 AM	JMYATES@DPS.OHIO.GOV	Select
10351	Original - MCO In-State	UNDER REVIEW	TESTCOMPANY	10/3/2014 9:38:12 AM	JMYATES@DPS.OHIO.GOV	Select

Result Section -- Expand/Collapse

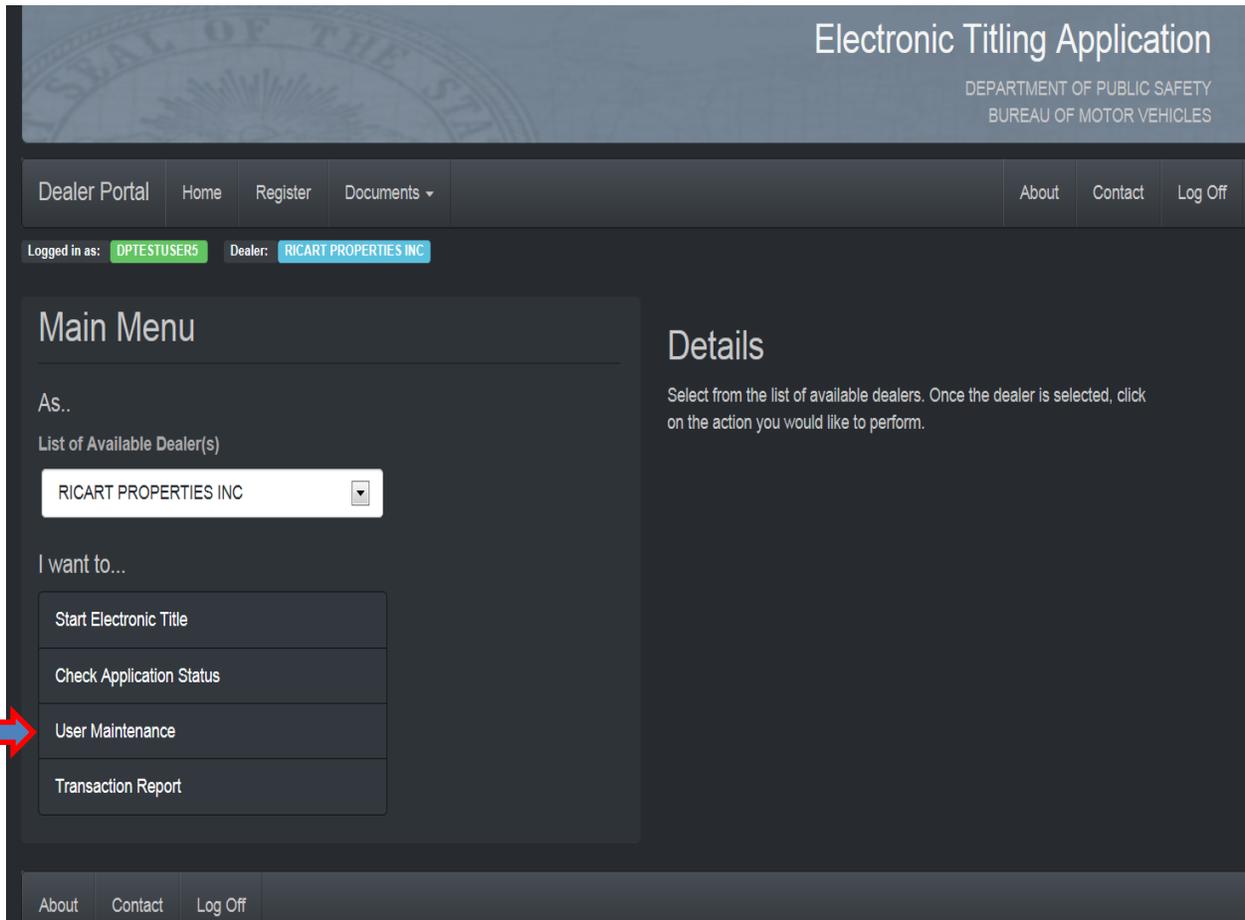
Status :	Application No : 100153 COMPLETE
Tax: 1112.02	Errors :
Late Fee: 0	
Title Fee: 5	
Misc Fee: 0	
INSP Fee: 0	
ARCV Fee: 0	
AFFD Fee: 0	
Lien Fee: 5	
Memo Fee: 5	
Total: 1127.02	
Receipt.pdf	
Memo Title.pdf	
Click here to start new application	Click here to go to Main Page

The documents (Receipt.pdf and Memo.pdf) are only available to be printed for thirty days. If you need to see the documents after thirty days, you can ask your Clerk of Courts office for them.

5 User Maintenance

- A user with the Admin role can access the User Maintenance screen and Transaction Report.

Select 'User Maintenance' tab to go to User Maintenance screen

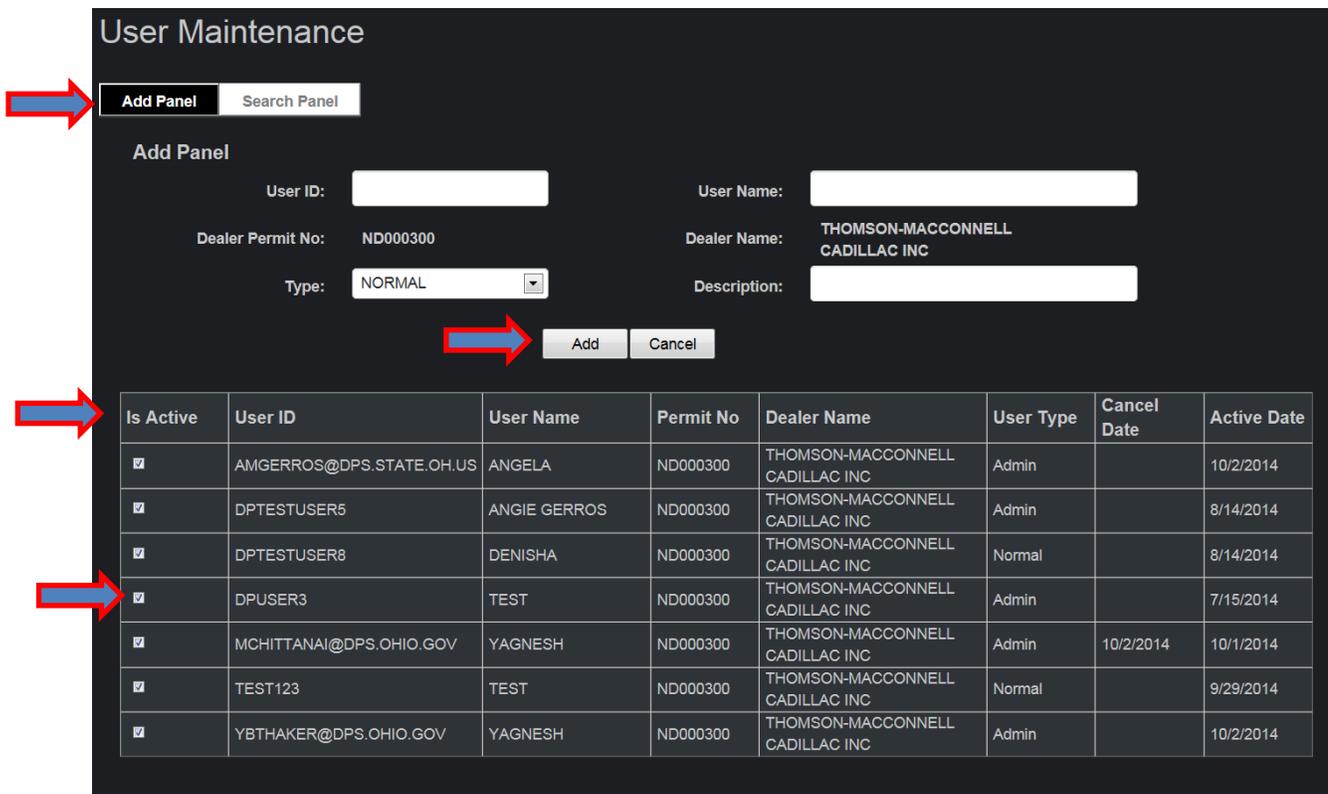


The screenshot displays the 'Electronic Titling Application' interface. At the top right, it identifies the 'DEPARTMENT OF PUBLIC SAFETY BUREAU OF MOTOR VEHICLES'. A navigation bar includes 'Dealer Portal', 'Home', 'Register', 'Documents', 'About', 'Contact', and 'Log Off'. Below this, the user is logged in as 'DPTESTUSERS' and the dealer is 'RICART PROPERTIES INC'. The 'Main Menu' section contains a dropdown for 'List of Available Dealer(s)' set to 'RICART PROPERTIES INC'. Under 'I want to...', there are four buttons: 'Start Electronic Title', 'Check Application Status', 'User Maintenance' (highlighted with a red arrow), and 'Transaction Report'. A 'Details' section on the right provides instructions on selecting a dealer and performing an action.

5.1 User Maintenance – Add Panel

The Add Panel allows the Administrator to add users in the database by **Status** or **User Id**.

- Administrator will be able to add ‘Normal’ Users through this screen.
- User must enter or select following field as displayed in screen shot of User Maintenance screen- Add Panel:
 1. To add a new user, administrator should enter Identity Manager User ID and User Name of the person.
 2. All users added by the Administrator will have the Normal role.
 3. In Description field, job title of the new user should be entered.
 4. Add button shall save the new user in the database and Cancel button will not save any data entered on the screen.
 5. To cancel a user’s access to the Dealer Portal for your dealership, uncheck active checkbox. The system will automatically enter current date in cancel date field and system will update the changes.
- Note: If your dealership needs additional Administrators, they must be entered by the BMV’s Title Support section.



User Maintenance

Add Panel Search Panel

Add Panel

User ID: User Name:

Dealer Permit No: ND000300 Dealer Name: THOMSON-MACCONNELL CADILLAC INC

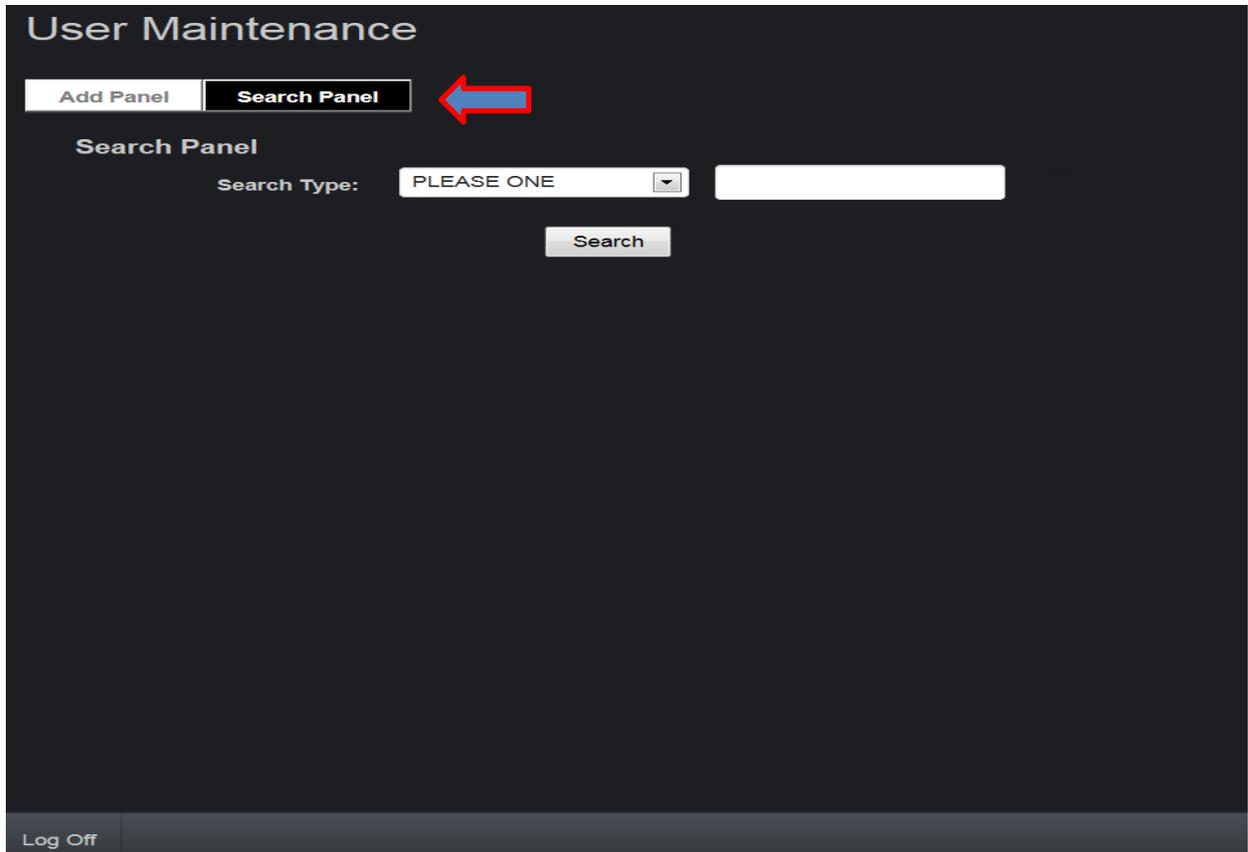
Type: NORMAL Description:

Is Active	User ID	User Name	Permit No	Dealer Name	User Type	Cancel Date	Active Date
<input checked="" type="checkbox"/>	AMGERROS@DPS.STATE.OH.US	ANGELA	ND000300	THOMSON-MACCONNELL CADILLAC INC	Admin		10/2/2014
<input checked="" type="checkbox"/>	DPTESTUSER5	ANGIE GERROS	ND000300	THOMSON-MACCONNELL CADILLAC INC	Admin		8/14/2014
<input checked="" type="checkbox"/>	DPTESTUSER8	DENISHA	ND000300	THOMSON-MACCONNELL CADILLAC INC	Normal		8/14/2014
<input checked="" type="checkbox"/>	DPUSER3	TEST	ND000300	THOMSON-MACCONNELL CADILLAC INC	Admin		7/15/2014
<input checked="" type="checkbox"/>	MCHITTANA@DPS.OHIO.GOV	YAGNESH	ND000300	THOMSON-MACCONNELL CADILLAC INC	Admin	10/2/2014	10/1/2014
<input checked="" type="checkbox"/>	TEST123	TEST	ND000300	THOMSON-MACCONNELL CADILLAC INC	Normal		9/29/2014
<input checked="" type="checkbox"/>	YBTHAKER@DPS.OHIO.GOV	YAGNESH	ND000300	THOMSON-MACCONNELL CADILLAC INC	Admin		10/2/2014

5.2 User Maintenance – Search Panel

Search Panel screen allows the user to search in the database by **Status** or **User Id**.

- User can select User ID in Search type field, enter User ID and select Search button.
- User can select Status in Search type field; select one of the Status Types: **Active** or **Inactive** or **History** and select Search button.



User Maintenance

Add Panel **Search Panel**

Search Panel

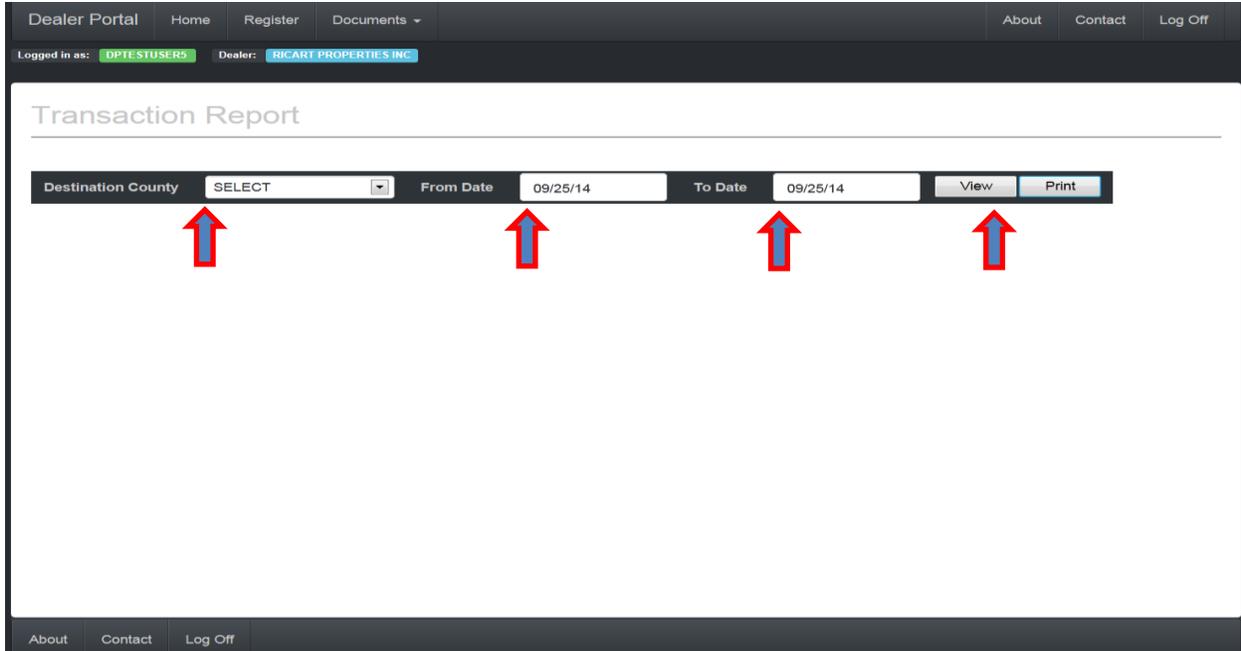
Search Type: PLEASE ONE

Search

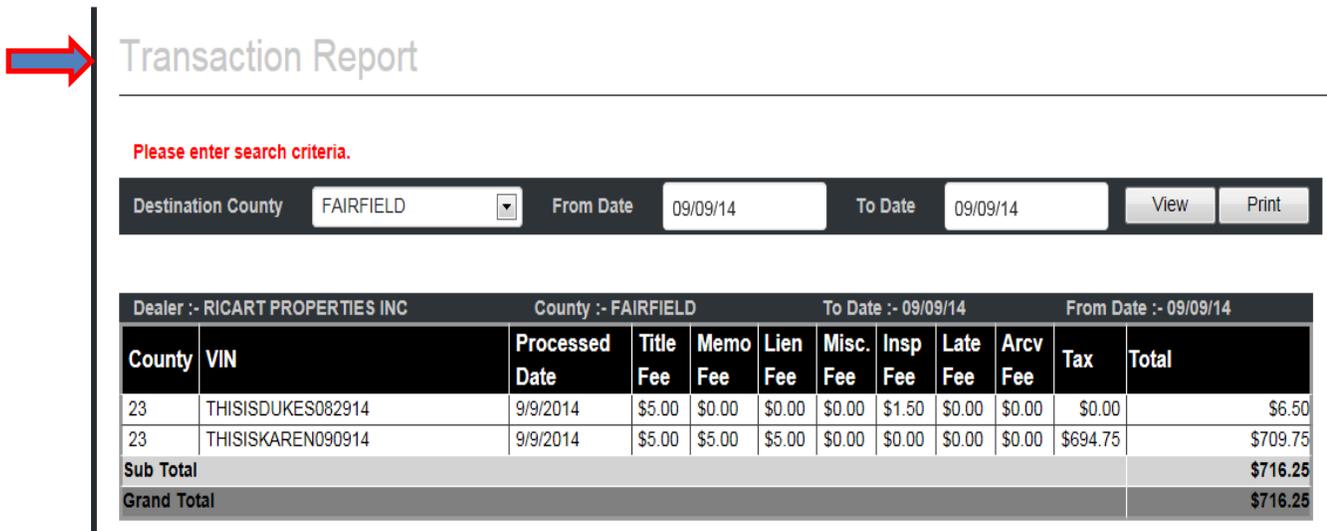
Log Off

6 Transaction Report

- Transaction Report is run by user with Admin role for transactions processed within the selected date range.
 - User can Query by a single Destination County or by all counties dealer has done business with through the Dealer Portal, From Date and To Date and user shall have the option to View or Print the report.



Sample of Transaction Report



Transaction Report

Please enter search criteria.

Destination County: FAIRFIELD From Date: 09/09/14 To Date: 09/09/14 View Print

Dealer :- RICART PROPERTIES INC		County :- FAIRFIELD		To Date :- 09/09/14		From Date :- 09/09/14					
County	VIN	Processed Date	Title Fee	Memo Fee	Lien Fee	Misc. Fee	Insp Fee	Late Fee	Arcv Fee	Tax	Total
23	THISISDUKES082914	9/9/2014	\$5.00	\$0.00	\$0.00	\$0.00	\$1.50	\$0.00	\$0.00	\$0.00	\$6.50
23	THISISKAREN090914	9/9/2014	\$5.00	\$5.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$694.75	\$709.75
Sub Total											\$716.25
Grand Total											\$716.25

7 System Requirements

1. Browser (Name and Version)

- IE : Ver. 9

We need to enable the setting in IE 9 in order for the popup window to open.
Tools>>>Internet options>>>Security tab, Custom level>>>Scroll to: Display mixed content>>>Enable>>>OK

- Chrome : Ver. 37.0

Settings>> Show Advanced Settings >> Privacy, Content Setting >> Scroll to: Pop – ups >>select option "Allow all sites to show pop-ups"

2. Minimum PC Screen resolution

- 1280 x 720 and up

3. Specification of Scanned Evidence

The Dealers are responsible for sending the evidence as scanned images in a .JPG format. ODPS requires all images to be scanned in color. Documents such as the Title application, Power of Attorney, Motor Vehicle Inspection, Taxation Exemption forms, which are typically black and white will still scan as black and white on a color scanner. A 75 bpi black and white image is approximately 10% of the size of a 75 dpi color image. Due to the variety of scanners available on the market, the 75 dpi should be considered a guideline on the image. During the dealer certification process, the images will be reviewed and adjustments may be necessary.

- All scanned images should use 75 dpi minimum and 200 KB maximum.
- All scanned images should be cropped to eliminate white space around the document.
- Each scanned image must exist as a one image per file.

4. Internet connection speed

- Broadband internet connectivity is required
- Recommended : 5 mbps and up

5. Adobe PDF software

6. Popup should be allowed on browser

8 Glossary

1. **ATPS II** - Automated Title Processing System version II – data processing system for motor vehicle and watercraft titles.
2. **Admin Role** – Employee of Dealer Portal Participant authorized to maintain other Dealer Portal system users for that dealership and to view transaction reports.
3. **Application Status: Completed** – Transaction has successfully been issued by County Clerk of Courts. Receipt and memorandum (if applied for) are available for viewing and/or printing
4. **Application Status: Rejected** – Application submitted by dealer has been rejected by County Clerk of Courts staff or by Dealer Portal system validations.
5. **Application Status: Transmitting** - Application status type that indicates a submitted transaction has not yet made it to the county title office’s system for review.
6. **Application Status: Under Review** – Application submitted has made it to County Clerk of Courts system and is being reviewed.
7. **Brand** - An indicator on a title that describes a vehicle’s history as it relates to the vehicle’s previous use or to damage incurred.
8. **BMV** – Bureau of Motor Vehicles
9. **Company** – A type of owner or previous owner.
10. **Completed** - Transaction status type that indicates a transaction is approved and the title has been issued by county title office.
11. **Dealer** – An entity licensed by the Ohio Bureau of Motor Vehicle to engage in the business of selling, offering for sale or negotiating the sale of five or more motor vehicles during a twelve-month period. It is a type of owner or previous owner.
12. **Destination County** – County that the Dealer has established a relationship with to process transactions submitted through the Dealer Portal. The “destination county” becomes the “Issuing County” once the title is issued.
13. **DOB** – The date of birth of the customer. This is required if customer is less than 18 years of age.
14. **ELH** – Electronic Lienholder
15. **ETA** – Electronic Titling Application
16. **ETA Dealer** - An ODPS registered entity authorized to send and receive transactions electronically through the Open Vendor Gateway. Unless specified separately, a Third Party Vendor sending information on behalf of an ETA Dealer will be referred to as an ETA Dealer
17. **FEIN** – Federal Employer Identification Number
18. **History** – Shows each instance when a particular User ID’s status has been changed
19. **Individual** - A type of owner or previous owner. A person who is not acting in the capacity of a company.

20. **MCO** - Manufacturer's Certificate of Origin.
21. **Non-Ohio Title** – A vehicle ownership document not issued by the State of Ohio.
22. **ODPS** – Ohio Department of Public Safety – The administrative department of the State of Ohio responsible for the protection and safety of residents and visitors. The Ohio Bureau of Motor Vehicles is a division of the Department of Public Safety.
23. **Ohio Title** – As it relates to the Dealer Portal, "Ohio Title" is the evidence type to select when the vehicle ownership document being presented was issued by the State of Ohio.
24. **Original Title** – This is the first title issued to an owner of a vehicle or watercraft.
25. **Permit Number** – Unique Dealer Permit # assigned by BMV (for vehicles).
26. **Purchase Price** – "Consideration" or "price" means the aggregate value in money of anything paid or promised to be paid or delivered in exchange for the transfer of either title to or possession of a motor vehicle, all-purpose vehicle, off-highway motorcycle, watercraft, outboard motor or personal watercraft. "Price" includes manufacturer's rebates.
27. **Replacement Title** - This is a title issued in place of another title due to an error on the title. (Incorrect assignment, typographical error, etc.)
28. **TOD** – Transfer on Death Beneficiary. A sole owner of a motor vehicle may name a person or persons to be a transfer on death beneficiary. This designation entitles the beneficiary or beneficiaries to the motor vehicle upon death of the owner.
29. **VIN** – Vehicle Identification Number
30. **Vendor** – An Owner or Previous Owner type. As it relates to the Dealer Portal, a "vendor" is a vehicle rental company or out of state leasing company not licensed by the BMV..
31. **WROS** – With Rights of Survivorship.

9 Helpdesk

If you have any questions, do not hesitate to let us know. Please contact the ATPS II Help Desk at (800-686-1587) IMMEDIATELY if any unusual performance is detected.