E-Title Phase I – Dealer Reassignment Transfer (DRT)

Please mute your phones
Arizona is moving to a fully electronic titling process for the transfer of ownership of vehicles within the state.

Once fully implemented, no paper titles will be used for titling transactions within Arizona—ownership will be documented in MVD’s systems.
**E-Title Timeline**

**June 18, 2017**

**Phase I**
- Customer-to-Dealer (selling/trade-in)
- Dealer-to-Dealer reassignments

**2018**

**Phase II**
- Dealer-to-Customer
- Customer-to-Customer

***E-Title Viewer*** Available

**September 2017**

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*E-Title Viewer is a web application that will allow citizens to view vehicle ownership (E-Titles) online. There will be various levels of what information can be viewed.*
Saves Time!

- Simple electronic reassignment process that immediately reflects the owner of record for the vehicle...the dealership!
- Ability to offer vehicles for sale in a more expeditious manner. Eliminate the wait time to receive a title after the ELT is released

Saves Money!

- It’s free!
- Don’t need to obtain a duplicate when an owner lost their title
- Don’t need to obtain a duplicate after the ELT is released to avoid the mail time
- Completing the DRT makes titling the vehicle in the dealer’s name unnecessary to ensure they have a clear title for transfer
What’s Needed To Get Started?

**Web Browser**
- Firefox version 30 (most current version)
- Google Chrome 36.0.1985.125 (most current version)
- Internet Explorer 11.0

**Internet Access**

**Scanner**
Phase I is the implementation of an electronic Dealer Reassignment Transfer (DRT) process which applies to the following transactions:

1. A customer selling or trading in a vehicle to a dealer (customer-to-dealer)
2. Dealer-to-dealer reassignments

Dealers can record customer-to-dealer and dealer-to-dealer vehicle reassignments electronically which creates a DRT record on MVD’s title and registration database to accurately reflect the actual owner of record for the vehicle.
DRT Process Flow - Dealer to Dealer
What is a Dealer Reassignment Transfer (DRT)

- It’s an electronic version of the Dealer Reassignments on the back side of a paper title
- It is completed using a web application accessible to Arizona licensed motor vehicle dealer users
- Upon completion it will reflect the owner of record in MVD’s systems
- It’s completed by the dealer accepting a customer trade-in, or by the selling dealer in a dealer-to-dealer reassignment
- There is no limit to the number of DRT reassignments
- Just like paper reassignments today, there are no reassignment fees
What are the Documentation Requirements?

- Documentation requirements depend on the scenario.
- The application will prompt you for required documents. Some documents are optional based on the scenario and involve the dealer to determine if they are needed based on policy.
- All necessary documents must be scanned before the DRT can be completed (or put into status of “Pending” waiting for ELT release).
## Dealer Reassignment Transfer (DRT) (38-1304)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIN Number</td>
<td>Vehicle Identification Number</td>
</tr>
<tr>
<td>Date</td>
<td>Date of Sale</td>
</tr>
<tr>
<td>Name</td>
<td>Seller's Name</td>
</tr>
<tr>
<td>Address</td>
<td>Seller's Address</td>
</tr>
<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Bill of Sale</td>
<td>Bill of Sale Number</td>
</tr>
</tbody>
</table>

## Arizona Dealer Retail Bill of Sale (38-1305)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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<td>Vehicle Identification Number</td>
</tr>
<tr>
<td>Date</td>
<td>Date of Sale</td>
</tr>
<tr>
<td>Name</td>
<td>Buyer's Name</td>
</tr>
<tr>
<td>Address</td>
<td>Buyer's Address</td>
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<td>City</td>
<td>City</td>
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<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
<td>Zip Code</td>
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<tr>
<td>Bill of Sale</td>
<td>Bill of Sale Number</td>
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<tr>
<td>Mileage</td>
<td>Mileage of Vehicle</td>
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<tr>
<td>Odometer Reading</td>
<td>Odometer Reading at 0 Mileage</td>
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<tr>
<td>Condition</td>
<td>Vehicle Condition</td>
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<td>Selling Dealer Name</td>
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<td>Selling Dealer Address</td>
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<tr>
<td>City</td>
<td>City</td>
</tr>
<tr>
<td>State</td>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
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</tr>
</tbody>
</table>

*Note: The forms are from the Arizona Department of Transportation (ADOT) Motor Vehicle Division.*
What Should You Do…?

**Dealer Sales**
What if a customer wants a title for a vehicle that a dealer has sold them?

For transactions that involve a dealer selling a used car to a customer, there may not be a paper title—check to see if the vehicle record is a DRT.

If it is a DRT, the dealer will provide a customer an Arizona Dealer Retail Bill of Sale (38-1305) and that document will allow the vehicle title to be transferred to the customer.

**Dealer Purchases**
What if we want to title the vehicle in our dealership’s name?

Process as a normal title transaction. Applicable title fees apply.

**Out of State Title**
What if the title is being reassigned to someone who will be titling the vehicle out of state?

The dealer would apply for a title only in the dealer’s name using the dealer’s organization customer record (“E” Customer Number) so they can assign the title to the buyer. Applicable title fees would apply.

**Applying Brands**
What if the dealer needs to apply or change a brand on a title?

The dealer would apply for a title only in the dealer’s name using the dealer’s organization customer record (“E” Customer Number) and add/change the brand during that transaction. Applicable title fees would apply.
**Correction**

If an error is made and the DRT is “completed” with that error, Dealer’s will need to send a request to have the vehicle record corrected:

Examples where this would apply:

- Incorrect odometer
- Reassigned to wrong dealer

If a correction is needed, a request will need to be sent to MVDLU.

A template with required information will be provided to you prior to launch.

**“Unwind”**

If a dealer needs to unwind a transaction, this is not a correction and can be done by the dealer.

The vehicle would need to be transferred back to the customer that traded it in using the existing paper title process.
Third Party/MVD Involvement

Can my third party or MVD office process a DRT on behalf of my dealership?

Arizona licensed motor vehicle dealers establish who their “users” are that can process DRTs for their dealership.

(MVD is not eligible to be set up as a user)

Can a third party or MVD office still complete title work for a dealer?

Yes, Phase I only involves customer to dealer vehicle assignments and dealer to dealer reassignments
Quick Recap

- Starting on June 19, 2017, Licensed Arizona Vehicle Dealers can use the ADOT MVD Dealer Reassignment Transfer application to process Customer-to-Dealer and Dealer-to-Dealer reassignments (DRTs).

- If you have questions about this process, please refer to the user guide available on the ADOT MVD Dealer Reassignment web application. If you still have questions, please contact the Dealer Licensing Unit (MVDLU@azdot.gov or 602.712.7571).

- When processing work that involves a customer buying a car from a dealer, there may not be a paper title, only an electronic DRT. You’ll use the Arizona Dealer Retail Bill of Sale in place of the reassigned title.

- Phase II will be coming in 2018 and will be electronic titles for all Arizona title transactions.
**Dealer Admins**
- Admin users will be added to the new web application on the morning of June 19th and receive an activation email.
- Your Admin(s) will be those email addresses on your dealer license record.
- Admins will be responsible for adding all other users to the system.

**Credentials**
- Username will be the users email address.
- Password requirements:
  - A minimum of 8 characters
  - At least 1 capital letter
  - At least 1 lower case
  - Passwords are required to be reset every 30 days. The system will prompt you to do this.
  - If a user has not logged in for 45 days, they will automatically be deactivated.

**Initial Log In**
- The activation email will contain a link to set up a password for the DRT system.
- This link will expire after 1 hour.
- If the link expires, follow these steps:
  - Go to the DRT website
  - Click on ‘Forgot Password’
  - Enter your username (email address)
  - A new activation email will be sent.
Welcome to the ADOT Dealer Reassignment Transfer Application