

Step by step instructions to assist you in registering with NMVTIS

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Step 1

- Click on or copy and paste this link to your web browser: <https://nmvtisreporting.aamva.org/Login>
- When the website opens, click on the blue Register button.

Single VIN Reporting Service

Login

Information

Registered users can only view and amend vehicle reports submitted through the Single VIN Reporting Service. Vehicle reports submitted through the other NMVTIS JSI Data Consolidators (i.e. ISO, ADD, Audatex) are not available through this service.

Existing Customers

If you are an individual or your company has an account with AAMVA as your consolidator, enter your Reporting Entity ID and Password to gain access.

Reporting Entity ID * ?

Password *

* = Required

[Forgot your Reporting Entity ID?](#) [Forgot your Password?](#) [Sign in](#)

New Customers Must Register Here

If your company does not have an account with AAMVA as your consolidator, create an account.

NOTE: If you have problems registering/logging in, please contact us at helpdesk@aamva.org.

Please review the following tutorial before registering through SVRS. The tutorial provides users directions on how to register through the SVRS.

How to Register: <https://youtu.be/U6gGRduel1s>

[Register](#)

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Step 2

- Next you will verify that your business has an EIN by clicking “Yes” and then click “Next” in the lower right corner.

g.aamva.org/User/Registration

Single VIN Reporting Service

Reporting Entity Registration

New Customer

Information Verification Registration Finish

Also known as a Federal Tax Identification Number, an EIN is a unique nine-digit number tied to your business entity. In this way, an EIN is like a social security number for a business. The government uses an employer identification number (EIN) to identify every business for tax purposes.

Your business most likely has secured an EIN if one or more of the following conditions apply:

- It employs workers.
- It files employment, excise, or alcohol, tobacco and firearms tax returns.
- It withholds taxes on non-wage income for non-resident aliens.
- It is involved with trusts, estates, real estate mortgage investment conduits, nonprofit organizations or farmers' cooperatives.

Do you or your business possess an EIN? Yes No

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Step 3

- You have not yet been issued a “Reporting Entity ID” so you will choose the second option, “No”, by clicking the “Register Now” button.

The screenshot shows a web browser window with the URL `aaamva.org/User/Registration`. The page title is "Single VIN Reporting Service" and the sub-header is "Reporting Entity Registration". Below this is a "New Customer" section with a progress bar containing four steps: Information, Verification (active), Registration, and Finish. The main content area asks, "Have you been issued a Reporting Entity ID by another Data Consolidator?". There are three options:

- Yes**: Includes a thumbs-up icon, a text box for "Existing Reporting Entity ID", and a green "Register Now" button.
- No**: Includes a thumbs-down icon, the text "I have not been issued a Reporting Entity ID.", and a green "Register Now" button. This option is circled in red.
- Not sure**: Includes a question mark icon, the text "I am not sure of being issued a Reporting Entity ID.", and a dark blue "Let me check." button.

Step 4

- Please fill in the fields highlighted and then click the “Register” button in the lower right corner.

Single VIN Reporting Service

Information Verification Registration Finish

Company Information * = Required

Reporting Entity ID ?

Company Name * ?

Doing Business As ?

Parent Company Name ?

Company Type * ?

Contact First Name *

Contact Last Name *

Email *

Confirm Email *

Phone * Fax

Address Information

Address 1 * Address 2

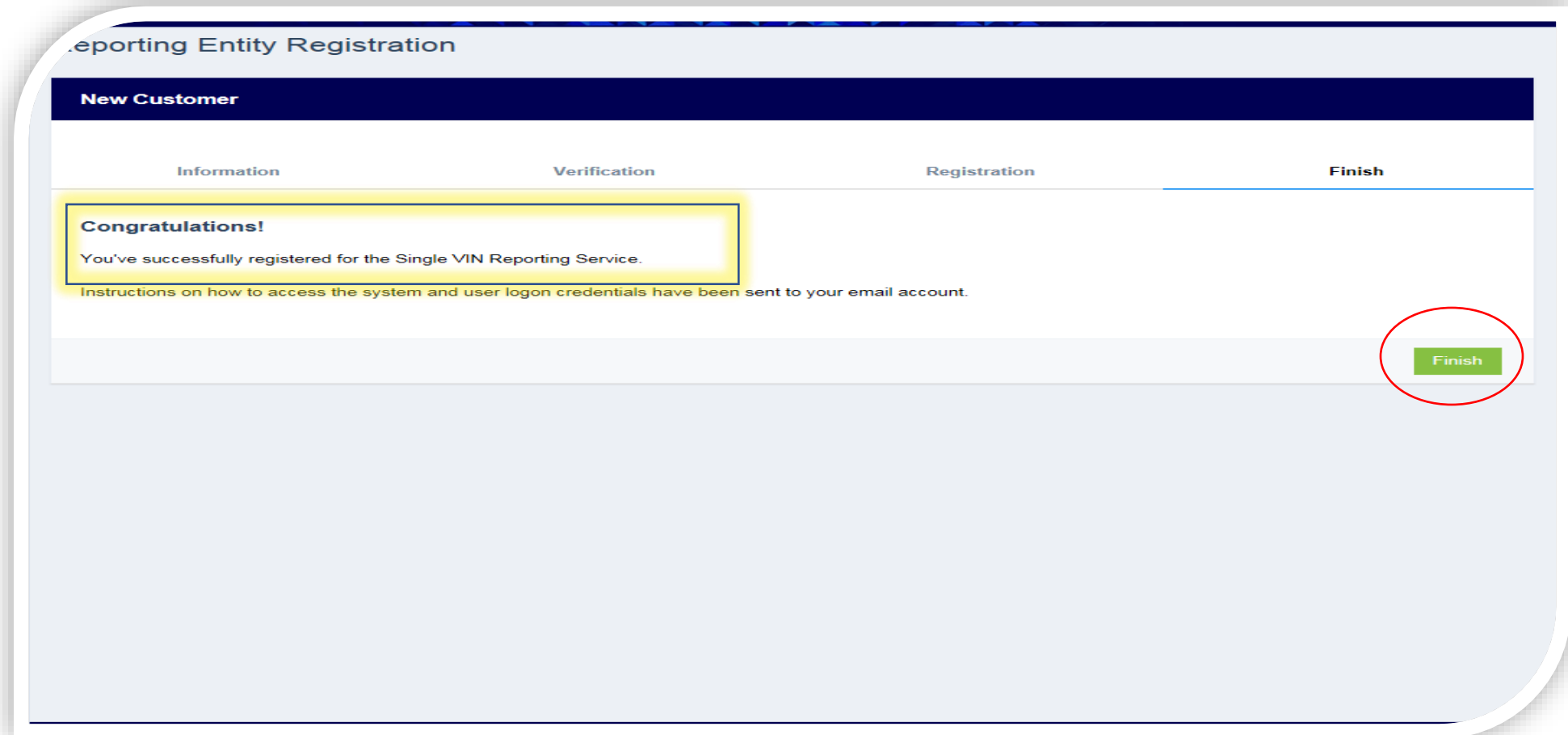
City * State * Zip Code *

Back to Login Previous Register

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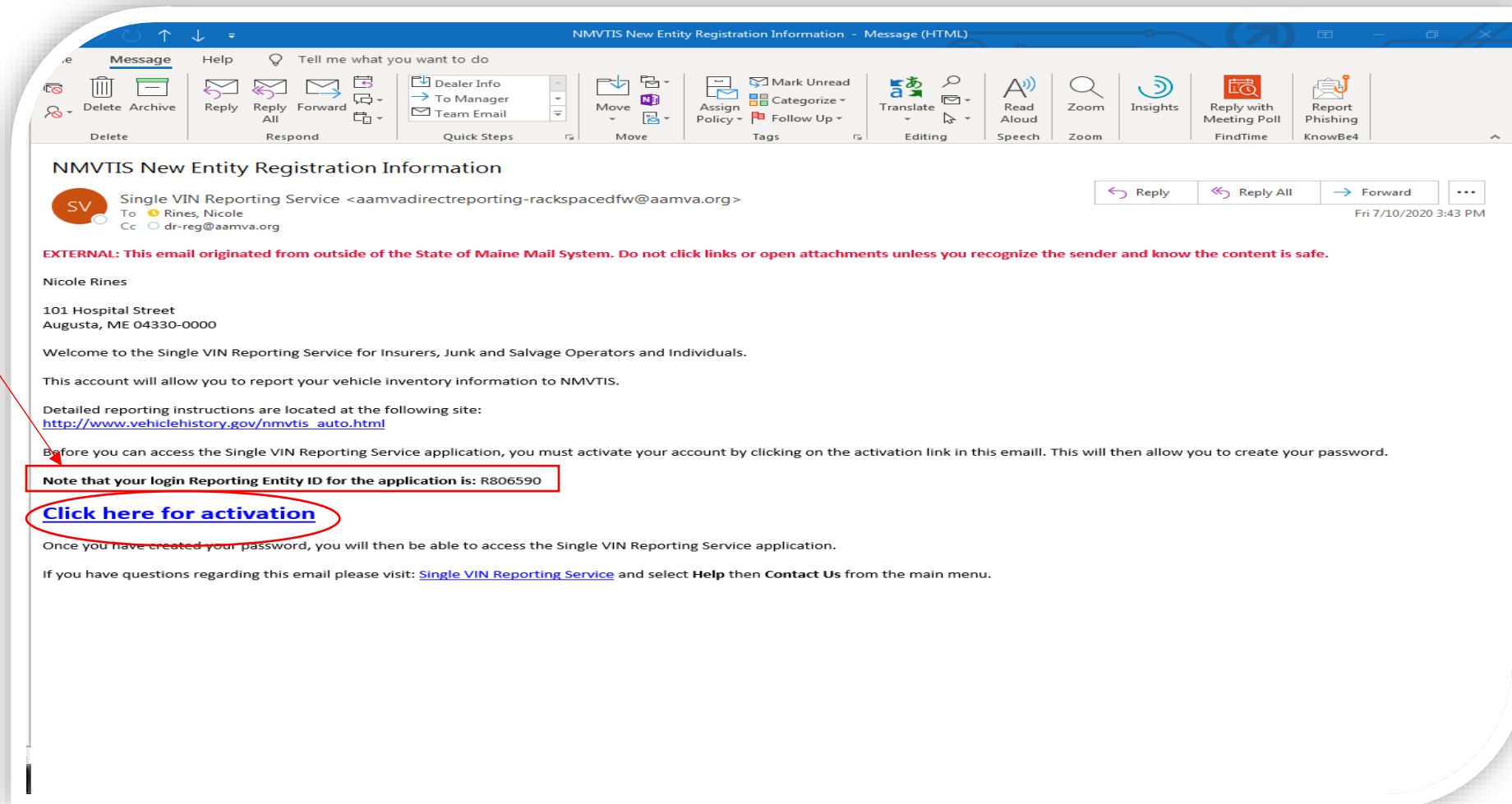
Step 5

- You have now registered with NMVTIS. Please click the “Finish” button on the right and proceed to “Activate” your account. In order to activate your account, you will need to log into the email address you used to create the NMVTIS account and locate the email with the subject “NMVTIS New Entity Registration Information”. See the next slide for more information.



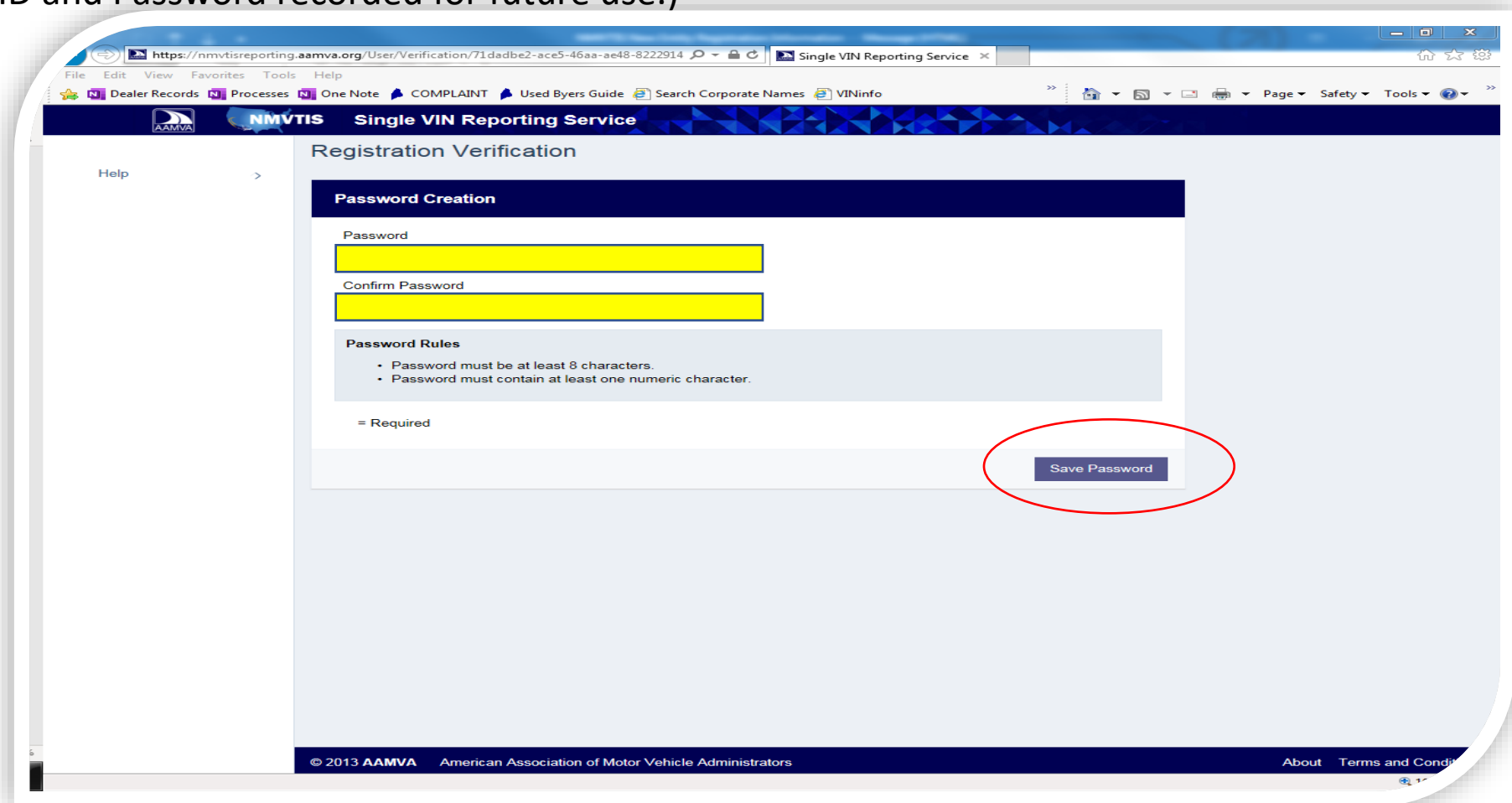
Step 6

- This is what you will find in the email from NMVTIS. Please record your “Reporting Entity ID”, see sample below, then click the “[Click here for activation](#)” button.



Step 7

- Please enter and record a password that is 8 characters, one character must be a number. Confirm the password by re-entering the password and click “Save Password”. (Now you should have the Reporting Entity ID and Password recorded for future use.)



The screenshot shows a web browser window with the URL <https://nmvtisreporting.aamva.org/User/Verification/71dadbe2-ace5-46aa-ae48-8222914>. The page title is "Single VIN Reporting Service" and the main heading is "Registration Verification".

The "Password Creation" section contains two input fields for "Password" and "Confirm Password", both highlighted in yellow. Below these fields are the "Password Rules":

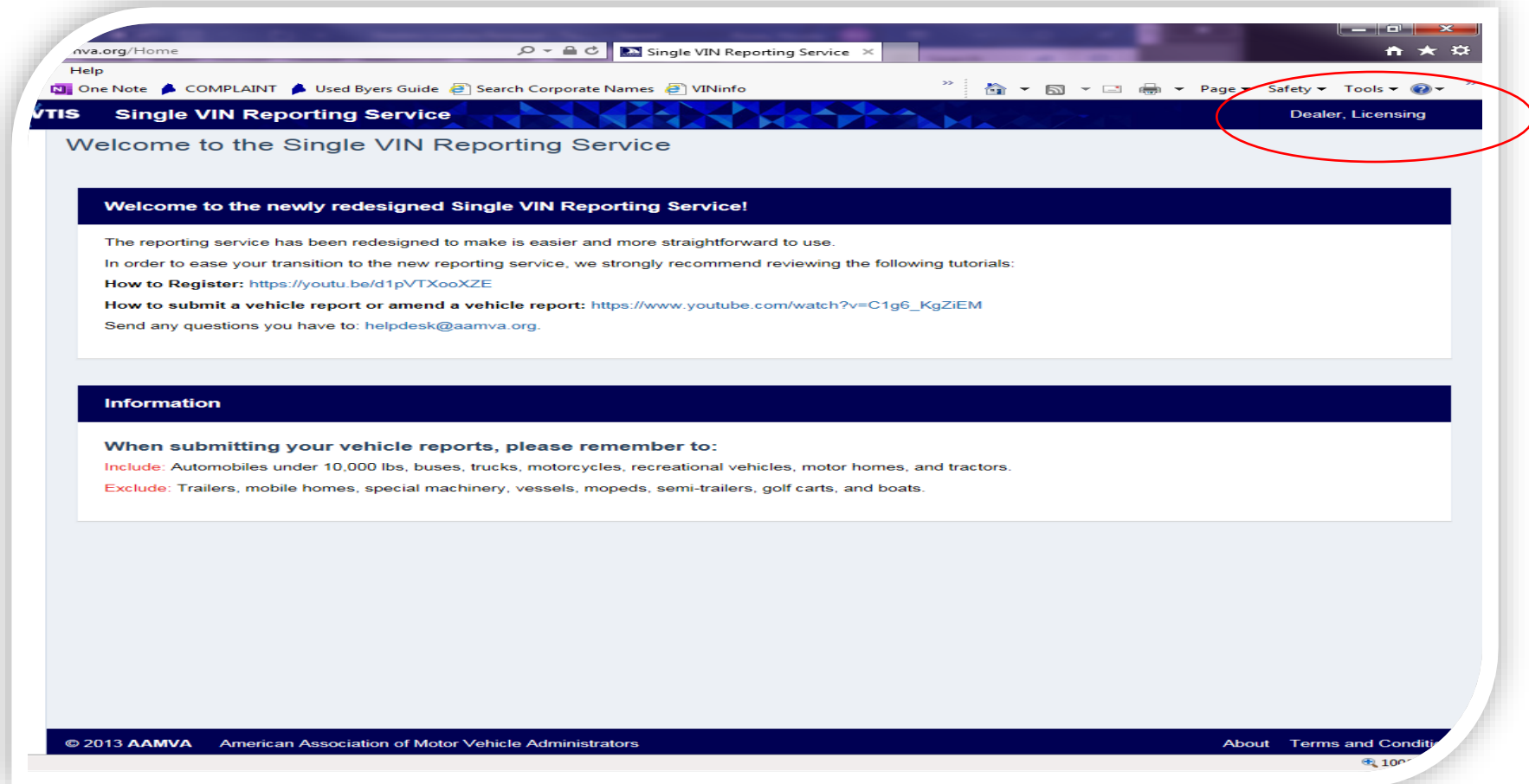
- Password must be at least 8 characters.
- Password must contain at least one numeric character.

A legend indicates that "=" denotes a required field. At the bottom right of the form, a "Save Password" button is circled in red.

The footer of the page includes the copyright notice "© 2013 AAMVA American Association of Motor Vehicle Administrators" and links for "About" and "Terms and Conditions".

Step 8

- In the upper right corner, you should now see your business name or your first and last name. Beside that, you should see a silhouette of a man. Click the silhouette, if it appears, if not, click your business name or your first and last name.



nva.org/Home

Single VIN Reporting Service

Help

One Note COMPLAINT Used Byers Guide Search Corporate Names VINinfo

Page Safety Tools

Dealer, Licensing

Welcome to the Single VIN Reporting Service

Welcome to the newly redesigned Single VIN Reporting Service!

The reporting service has been redesigned to make it easier and more straightforward to use.

In order to ease your transition to the new reporting service, we strongly recommend reviewing the following tutorials:

How to Register: <https://youtu.be/d1pVTXooXZE>

How to submit a vehicle report or amend a vehicle report: https://www.youtube.com/watch?v=C1g6_KgZiEM

Send any questions you have to: helpdesk@aamva.org.

Information

When submitting your vehicle reports, please remember to:

Include: Automobiles under 10,000 lbs, buses, trucks, motorcycles, recreational vehicles, motor homes, and tractors.

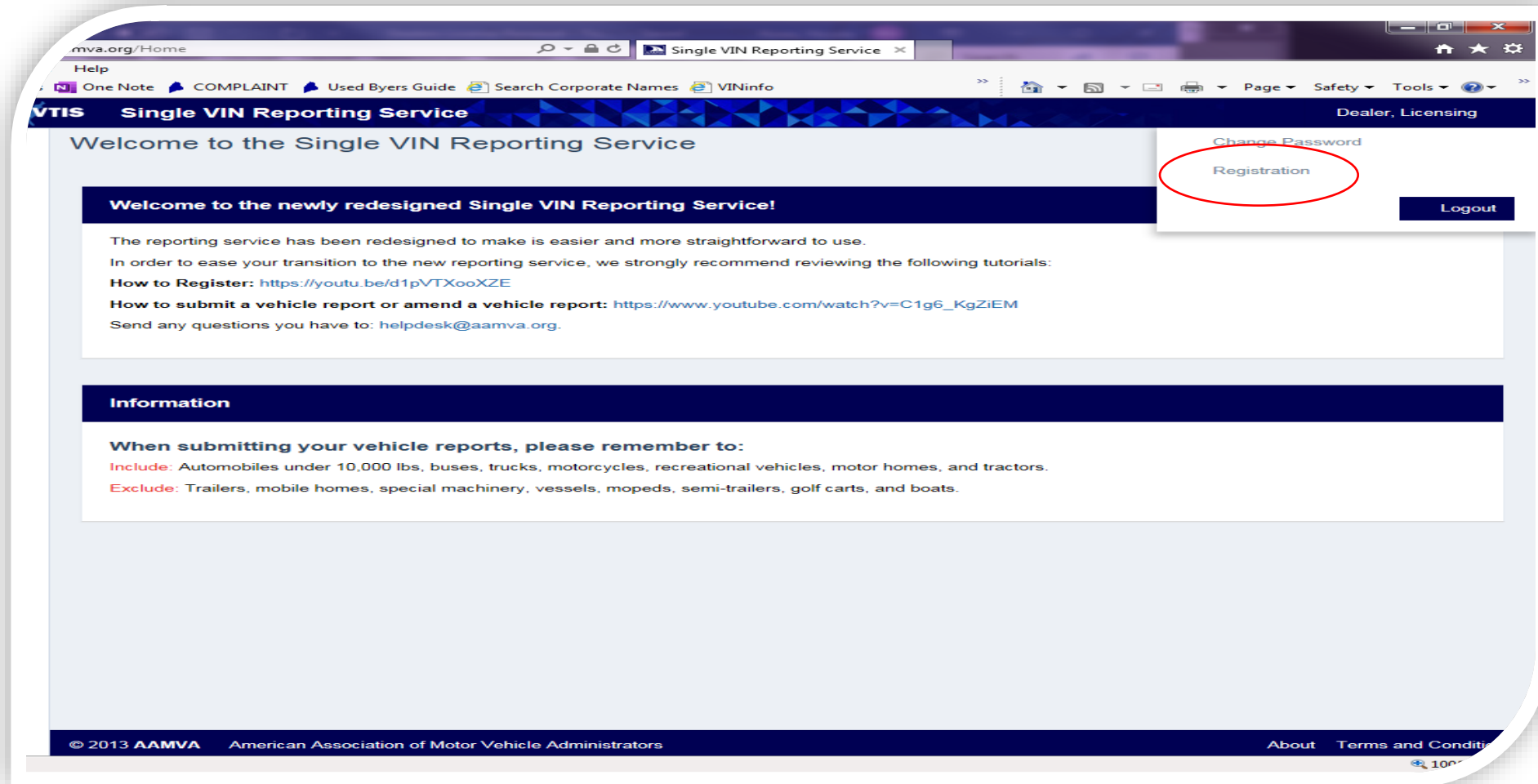
Exclude: Trailers, mobile homes, special machinery, vessels, mopeds, semi-trailers, golf carts, and boats.

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Step 9

- A drop-down menu should appear, click “Registration”.



The screenshot shows a web browser window with the URL mva.org/Home and a tab titled "Single VIN Reporting Service". The page header includes navigation links for "One Note", "COMPLAINT", "Used Byers Guide", "Search Corporate Names", and "VINinfo". The main heading is "Single VIN Reporting Service" with a sub-heading "Dealer, Licensing". A welcome message reads "Welcome to the Single VIN Reporting Service". A dark blue banner below says "Welcome to the newly redesigned Single VIN Reporting Service!". The main content area contains a message: "The reporting service has been redesigned to make is easier and more straightforward to use. In order to ease your transition to the new reporting service, we strongly recommend reviewing the following tutorials: How to Register: <https://youtu.be/d1pVTXooXZE> How to submit a vehicle report or amend a vehicle report: https://www.youtube.com/watch?v=C1g6_KgZiEM Send any questions you have to: helpdesk@aamva.org." Below this is an "Information" section with the heading "When submitting your vehicle reports, please remember to:" and two sub-sections: "Include: Automobiles under 10,000 lbs, buses, trucks, motorcycles, recreational vehicles, motor homes, and tractors." and "Exclude: Trailers, mobile homes, special machinery, vessels, mopeds, semi-trailers, golf carts, and boats." A user menu is visible in the top right corner, containing "Change Password" and "Registration" (which is circled in red), and a "Logout" button. The footer includes "© 2013 AAMVA American Association of Motor Vehicle Administrators" and links for "About" and "Terms and Conditions".

Step 10

- You have now completed the registration and activation process with NMVTIS. Please print the screen, or screen shot and paste into an email, in order to submit to the Bureau of Motor Vehicles, Dealer Licensing, as proof of registration and activation with NMVTIS. Please email to DealerLicensing.BMV@Maine.gov or fax to 207-624-9126.

The screenshot shows a web browser window with the URL g.aamva.org/User/Profile. The page title is "Single VIN Reporting Service" and the user is logged in as "Dealer, Licensing". The main heading is "Profile" and the sub-heading is "Change Reporting Entity Registration". A legend indicates that fields with an asterisk (*) are required.

Company Information

Reporting Entity ID	<input type="text" value="R806590"/>	Contact First Name	<input type="text" value="Licensing"/>
Company Name	<input type="text" value="Maine Bureau of Motor Vehicles"/>	Contact Last Name	<input type="text" value="Dealer"/>
Doing Business As	<input type="text" value="Dealer Licensing"/>	Email	<input type="text" value="dealerlicensing_bmv@maine.gov"/>
Parent Company Name	<input type="text" value=""/>	Confirm Email	<input type="text" value=""/>
Company Type	<input type="text" value="Recycler"/>	Phone	<input type="text" value="(207) 624-9276"/>
		Fax	<input type="text" value=""/>

Address information

Address 1	<input type="text" value="101 Hospital Street"/>	Address 2	<input type="text" value=""/>
City	<input type="text" value="Augusta"/>	State	<input type="text" value="Maine"/>
		Zip Code	<input type="text" value="04330-0000"/>

Change Registration Info

Questions????

Please feel free to contact Dealer Licensing if you have any questions regarding this process at DealerLicensing.BMV@Maine.gov or 207-624-9000 ext. 52143.

As soon as we receive the email or fax confirming registration and activation with NMVTIS, you will be in compliance with this requirement.

Thank you!