

D- 08-25-03

Date: August 12, 2025
Bulletin: All Dealers and Tag and Title Agencies
From: Business Licensing and Compliance
RE: ERT Audit Letter Enhancement in Business Portal

Purpose

The MVA has made enhancements to the business portal that will give the dealer and tag and title community more visibility and control over their ERT audits letters.

Summary

The MVA business portal now has a section titled “ERT Reports,” where you can access the letters regarding ERT audits. Once you are in the report, you can search and filter by:

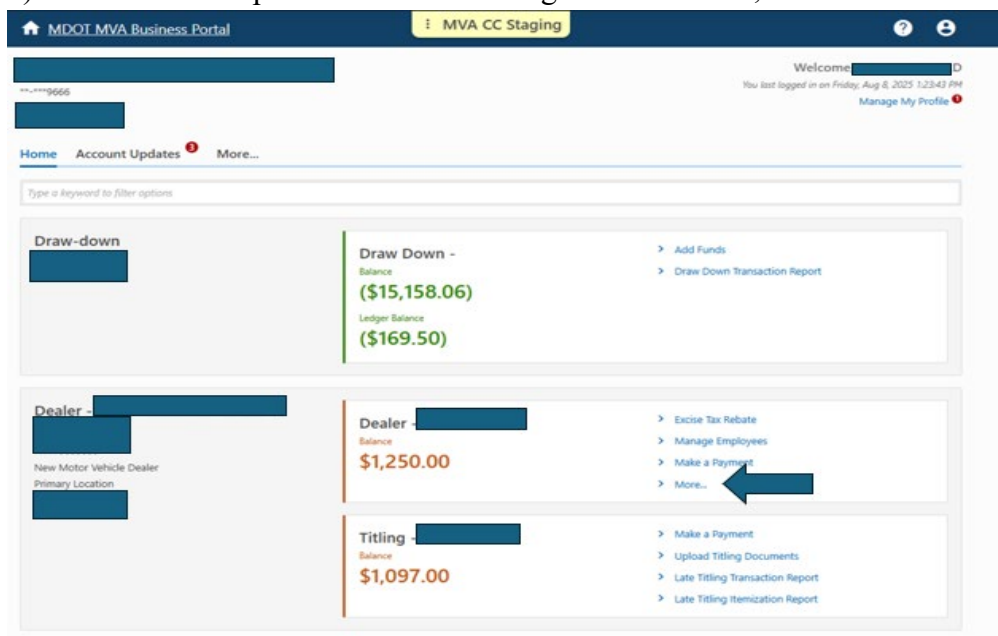
- Dates,
- VIN,
- Letter ID,
- Transaction type, etc.

Each letter has a [blue hyperlink](#) that you can click, which will take you directly to the full letter text.

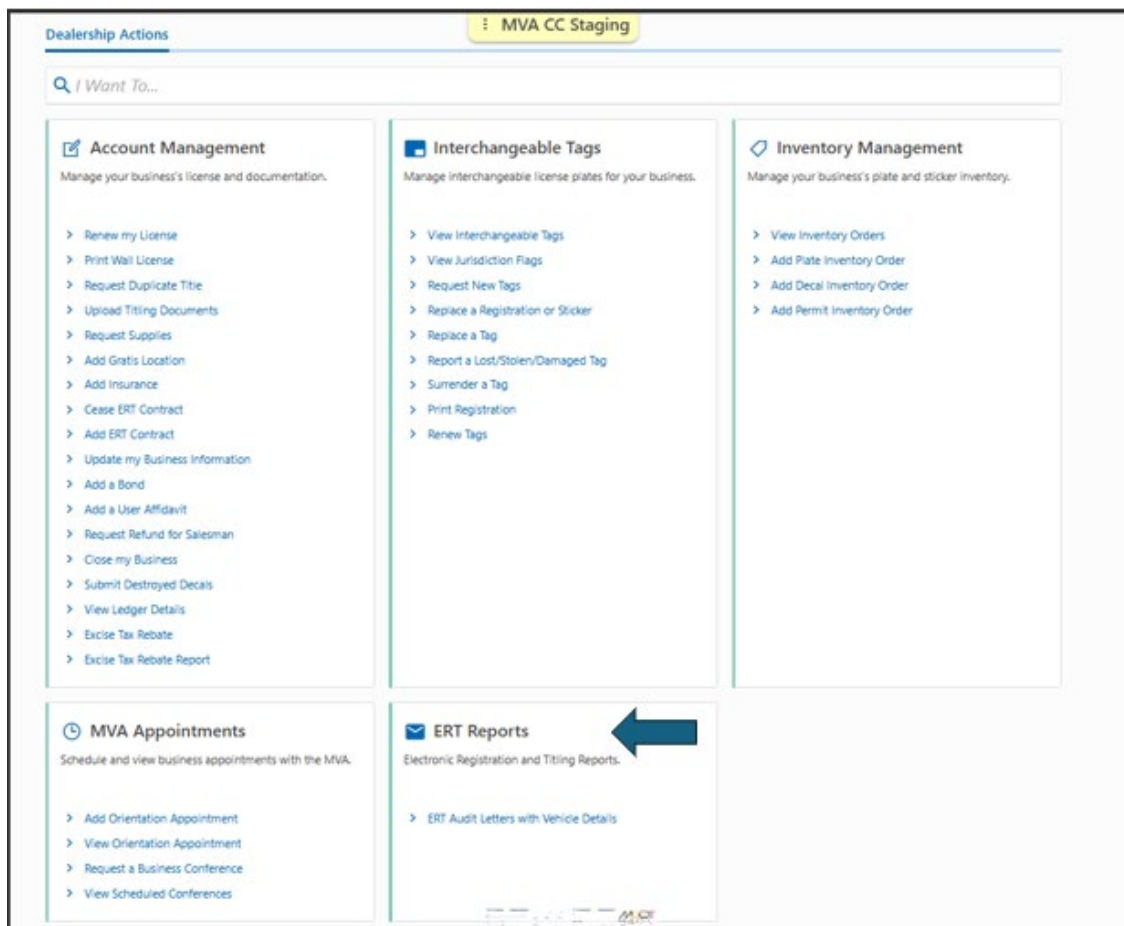
If someone in your business only has access to the titling portal and not the business portal, you can update their access levels by using the “Access Management” tool.

Please follow the screen shots below that show where and how to access this report.

1) In the business portal section on the right of the screen, click the button “More.”



2) At the bottom of the next screen, you will see a section titled “ERT Reports.” Click the “ERT Audit Letters with Vehicle Details” hyperlink.



3) The Report page allows you to enter a date range and search/filter with multiple options.

The screenshot displays the MDOT MVA Business Portal interface. At the top, the header includes the MDOT MVA Business Portal logo and a yellow 'MVA CC Staging' badge. Below the header, the 'Dealership Actions' section is visible. The 'Parameters' section contains two date input fields: 'Letter Dated From' (01-Jan-2025) and 'Letter Dated To' (08-Aug-2025), both with calendar icons. A blue 'Search' button is located below these fields. A blue arrow points to the 'Letter Dated From' field. Below the 'Parameters' section is the 'ERT Audit Letter Details' table. The table has columns for 'Letter Date', 'Letter Id', 'Letter Type', 'Transaction Type', 'Case ID', 'Vehicle Details', and 'VIN'. A search bar with the placeholder text 'Type a keyword to filter' is located above the table. A blue arrow points to the search bar. The table contains 10 rows of data, including letters dated from 02-Jan-2025 to 03-Jan-2025, with various letter types and transaction types.

Letter Date	Letter Id	Letter Type	Transaction Type	Case ID	Vehicle Details	VIN
02-Jan-2025	L0082140426	ERT Audit - Initial Notification Le	Title and Registration	26576931	2024 HYUN ELANTRA SD	
03-Jan-2025	L0082217868	ERT Audit- Case Closed Letter	Title and Registration	26620043	2024 HYUN TUCSON UT	
03-Jan-2025	L0082225017	ERT Audit- Case Closed Letter	Title and Registration	26568606	2024 HYUN ELANTRA SD	
03-Jan-2025	L0082206093	ERT Audit- Case Closed Letter	Title and Registration	26561870	2024 HYUN ELANTRA SD	
03-Jan-2025	L0082365836	ERT Audit- Case Closed Letter	Title and Registration	26563575	2024 HYUN SONATA SD	
03-Jan-2025	L0082290362	ERT Audit- Case Closed Letter	Title and Registration	26566881	2024 HYUN SONATA SD	
03-Jan-2025	L0082187063	ERT Audit- Case Closed Letter	Title and Registration	26575700	2024 HYUN TUCSON UT	
03-Jan-2025	L0082186581	ERT Audit - Second Notification	Duplicate Title	26774104	2021 JEEP WRANGLER UNLIMIT	
03-Jan-2025	L0082192695	ERT Audit- Case Closed Letter	Title and Registration	26568317	2024 HYUN ELANTRA SD	

If you have any questions, please contact us at 410-787-2952 or mvabldisd@mdot.maryland.gov.