

Bulletin

D-12-20-4

Date: December 14, 2020

Bulletin: All Dealers and Title Services Agents

From: Business Licensing and Driver Instructional Services

Subject: **Go-Live for eService Portal (electronic submission of paperwork) and Drawdown Account Report**

The Maryland Department of Transportation Motor Vehicle Administration (MDOT MVA) will go live with the eService Portal (electronic submission of paperwork) and drawdown account report on Monday December 14, 2020. The eServices portal will allow for the electronic submission of those transactions that cannot be processed via the ERT systems. These are transactions that are currently being walked into a MDOT MVA branch office. You will be notified electronically once your transaction is ready for pick up or of any rejections.

The Drawdown Transaction Report will allow you to view all the transactions that were deducted from your drawdown account. Please note: this report is only for transactions that were processed from the drawdown account. This is not a complete account of all processed transactions.

Key things to remember:

- All paperwork must be picked up from the selected MDOT MVA branch office.
- All runners will need the appropriate identification when picking up paperwork.
- Only transactions that **cannot** be processed via ERT are eligible for submission or walk-in.
- For all electronic submission, titling documents **must** be retained for a minimum of one year and available for review by MDOT MVA investigators and auditors.
- In order to submit transactions via the eServices portal, you must have available funds on your business drawdown account.

If you have questions or concerns, please contact MDOT MVA Business Licensing and Driver Instructional Services at 410-787-2952 or mvabldisd@mva.maryland.gov