# MOT MARYLAND DEPARTMENT OF TRANSPORTATION

### MOTOR VEHICLE ADMINISTRATION

## BULLETIN

#### D-12-24-02

TO: ALL INTERESTED BUSINESS PARTNERS

FROM: CENTRAL OPERATIONS

CC: NATASHA JONES, DIRECTOR, CENTRAL OPERATIONS

SUBJECT: GARAGE ADDRESS PHASE 3

DATE: DECEMBER 20, 2024

#### PURPOSE OF BULLETIN

To advise all interested Business Partners of the changes in Customer Connect which allow business accounts to select the preferred address for certain letters and notices. This functionality builds on prior development work on garage addresses. Phase 1 allowed for adding and updating garage addresses, and Phase 2 allowed business accounts to bulk assign addresses on their accounts<sup>1</sup>. The garage address is in addition to the physical and mailing addresses.

#### **SUMMARY**

A new transaction has been added to the Business Portal to allow business customers to choose to which address on file they want 5 high-volume letters mailed. Business portal users can choose whether the letter listed below are to their physical address, mailing address, or garage address:

- 1. Administrative Flag Fee Invoice
- 2. Flag Notice
- 3. Registration Renewal Notice
- 4. VEIP Inspection Notice
- 5. VEIP Suspension Notice.

<sup>&</sup>lt;sup>1</sup> A bulletin explaining Phase 2 functionality was distributed on October 31, 2024, and is available <u>here</u>.



#### HOW TO SELECT ADDRESSES FOR MAILINGS

1. Sign into the Business Portal Account, and click "More..."

↑ MDOT MVA Business Portal	MVA CC Staging	<b>? ⊖</b>
		Welcome, testing Manage My Profile
Account Updates More		
There are no actions requiring your attention.		
	MDOT MVA   Accessibility   Privacy & Security Statement   Contact MOT MA (400 et al.) (140) 786-700 Privacy (1	US

2. In the Business Portal, click the "Manage Mail Preferences" link.

↑ MDOT MVA Business Portal	MVA CC Staging	? <b>8</b>
		Welcome, testing
		Manage My Profile 9
Account Updates More		
Q What are you looking for?		
Customer Actions	🔁 Motor Vehicle Carrier	Non-Licensed Business Entities
Maintain customer attributes or register a licensed account.	Manage Fleets.	Apply for an interchangeable tag account that is unlicensed by the MVA.
Register a Business License	Request Third Party Access	Register a Transporter
> Change Address	> Register Fleet	> Register a Financial Company
Bulk Add/Update Garage Address	Register IRP	> Register Special Mobile Equipment
> Modify Contacts	> Update USDOT/TIN	
> Manage Mail Preferences		
Add/Remove Owners		
Violations	J Submissions	
View Elac Violations	Search for previous submissions.	View messages live received from the agency.
The ray follows.		the agency
<ul> <li>View Flags on Owned Vehicles</li> </ul>	> Search Submissions	> View Messages
ps://wstest.mva.maryland.gov/TAS/BUS/_/#Cpph3tqxM37dDz2r_Dc-t	> Search Orders	Manage Email Subscriptions

# MOTOR VEHICLE ADMINISTRATION

3. Proceed to the next screen by clicking "NEXT."

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<				
Manage Mail Preferen	ces			
Balance: \$0.00				
Manage Mail Preferences				
Mailing Preference Introduction	Manage Mail Preferences This transaction enables you to set mailing p a mailing address, send VEP Inspection noti be applied to all of your vehicles. If you do n	references for MVA letters and notic ces to a physical address, and flag no ot specify an address, all letters and	es. For instance, you can specify that MVA send registration renewal notices to trices to a garage address. Once you set these mailing preferences, they will notices will be sent to your physical address or mailing address on file.	
Cancel			< Previous Next >	
	MDOT MVA   Ac	cessibility   Privacy & Security Statem	ent   Contact Us	
		17 MVA 6601 Ritchie Highway NE Gien Burnie, MD 21 Phone: +1 (410) 768-7000 TTY: +1 (800) 492-4575 ©2024 State of Maryland		
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4. Use the dropdown under the "Action" column to choose the mailing preference for each mail type. Click "SUBMIT" to continue.

MDOT MVA Business Portal	MVA CC Staging	<b>0 6</b>
Ianage Mail Preferences		
alance: \$0.00		
lanage Mail Preferences		
Mailing Preference		< Page 1 of 1 >
Manage Mailing Manage Mailing	Preferences	Type a keyword to filter options
Mail Type	Current Preference	Action
VEIP Inspection Notice		Use Existing Preference
VEIP Suspension Notice	•	Use Existing Preference
Registration Renewal No	otice	Use Existing Preference
Administrative Flag Fee	Invoice	Use Existing Preference
Flag Notice		Use Existing Preference
Page 1 of 1 >		



5. You must choose one preference per item in order to move forward.

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<			
Manage Mail Prefere	ences		
	l		
Balance: \$0.00			
Manage Mail Preference	s		
Mailing Preference	Error		A Page 1 of 1 >
Introduction	Manage Mailing		Type a keyword to filter options
Mail Preferences	Mail Type	t at least one preference before clicking NEXT.	Action
	VEIP Inspection Notice		Use Existing Preference
	VEIP Suspension Notic	ОК	Use Existing Preference
	Registration Renewal Notice		Use Existing Preference
	Administrative Flag Fee Invoice		Use Existing Preference
	Flag Notice		Use Existing Preference
	Age 1 of 1 >		

6. Review your changes. If they are correct, click "SUBMIT." If incorrect, follow the steps again until the correct information is displayed, and click "SUBMIT."

↑ MDOT MVA Business Portal	• MVA CC Staging     ?
<	
Manage Mail Preferences	
Balance: \$0.00	
Manage Mail Preferences	
Mailing Preference Please rev	iew the information below before submitting. If changes are needed, click the previous button below to
Introduction VEIP Inspection Notice : Use Garage Mail Preferences	e Address
Summary	
Cancel	< Previous Submit
MDOT MVA   Acc	zeszibility   Privacy & Security Statement   Contact Us
MOO	T MAK 46/01 Rhoter Hydrawy NE Conc Burnie, MO 21082 Proces - 114 (107 074-7000 1710r + 1 (800) 492/437) 02023 Etaber I Menand
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7. The system provides a confirmation of the address update submission and a reference number for recordkeeping.

✿ MDOT MVA Business Portal	MVA CC Staging	<b>9</b> <del>0</del>
<		
Confirmation		
Thank you for submitting the request to update your mailing preference.		
myMVA Reference Number:		
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For any questions, please contact the Vehicle Services Division, Brian Forde at bforde@mdot.maryland.gov, or Shanequa Richards-Marks at srichardsmarks@mdot.maryland.gov.