

**D-03-23-1**

**Date:** March 1, 2023  
**Bulletin:** All Dealers and Tag and Title Agencies  
**From:** Business Licensing and Compliance  
**Subject:** Late Titling Reports - New Option

The MDOT MVA has implemented an update to the business portal and we are pleased to introduce the Late Tilting Transaction Report and the Late Tilting Itemization Report, both are visible on your business account's homepage. The following outlines the process.

#### To View Late Transaction Titling Report

1. Log into the business portal using your business account credentials.
2. Locate the business location the late titling deals applies to and click the "Late Titling Transaction Report" hyperlink.
3. Enter Parameters "Date From" and "Date To" and click the "Generate" hyperlink.

Once the above activity is complete you can view the late title transactions, view activity details, and view payments.

#### To View Late Titling Itemization Report

1. Log into the business portal using your business account credentials.
2. Locate the business location the late titling deals applies to and click the "Late Titling Transaction Report" hyperlink.
3. Enter Parameters "Date From" and "Date To" and click the "Generate" hyperlink.

Once the above activity is complete you can view the Late Titling Itemization Report that list each transaction consider late during a particular reporting period along with the activity details for each transaction.

If you have questions or concerns, please contact MDOT MVA Business Licensing and Compliance at 410-787-2952 or [mvabldisd@mva.maryland.gov](mailto:mvabldisd@mva.maryland.gov)