

Bulletin

D-08-20-02

Date: August 7, 2020

Bulletin: All Dealers and Title Services

From: Business Licensing and Driver Instructional Services

Subject: Electronic Registration and Titling (ERT) Contract Changes

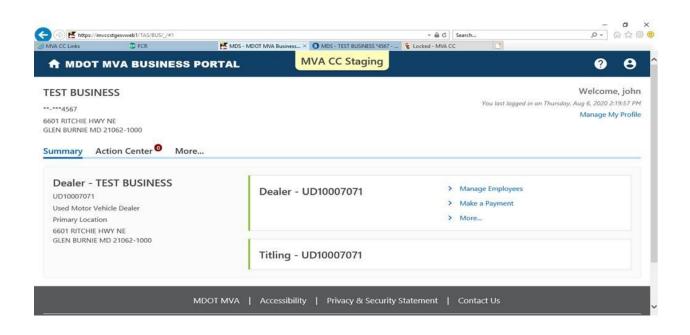
The purpose of this bulletin is to inform all Dealers and Titles Services that you will need to log into your business account via eservices and provide us with your ERT account information. All businesses are requested to complete this action by September 7,2020.

Please be advised you will need to cease the previous contract (if applicable) before a new contract can be added to the business. Instructions and Screenshots are included with this bulletin.

Should you have any questions, please contact us at <u>mvabldisd@mdot.maryland.gov</u>

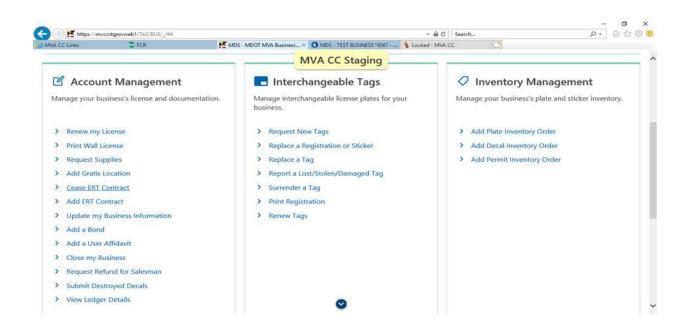
Cease ERT Contract:

From the home screen, click on the link >More...



Under the 'Account Management' section below:

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You will need to click the box under 'Remove Contract' and are required to give a reason as shown below and click submit.

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You are required to enter their password as confirmation of the removal and click 'OK'

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You will receive confirmation of the removal.

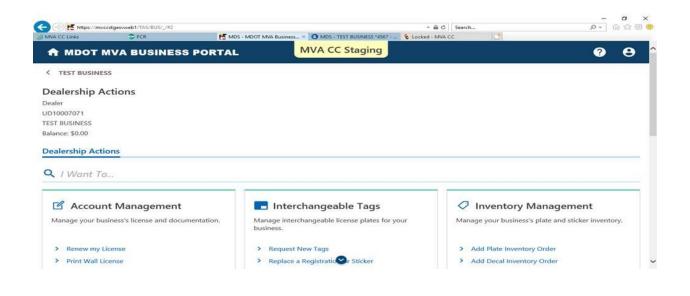
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Adding an ERT Contract:

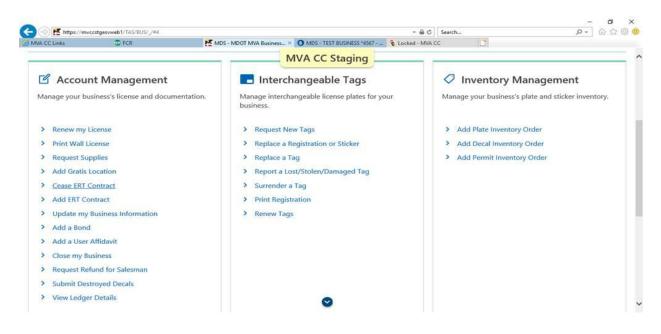
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Under the 'Account Management' section below:



Click on the link to 'Add ERT Contract'



The screen gives the option to add the ERT vendor or a Title Service that you have a contract with. Please click the radio buttons for your selection and click next.

Note: If the business is a Title Service, you will only see the radio button for the ERT Vendor.

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If you select a title service, you are required to enter the Title Service ID to continue.

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For a full contract registered to the business, you will need to select the vendor you are choosing and click next:

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6601 Ritchie Highway, N.E., Glen Burnie Maryland 21062 • 410-768-7000 • 1-800-950-1MVA • Maryland Relay TTY 1-800-492-4575 • Web Site: www.MVA.Maryland.gov

You will need to Submit your request:

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You will receive a confirmation page as well:

