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<http://www.mvd.newmexico.gov/VRS>

NM MVD in partnership with **New Mexico Interactive (NMI)**

## **Vehicle Registration Suite Account Holder Agreement and Access Request Form – Auto Recycler & Tow Company**

You must complete this form to access the New Mexico Motor Vehicles Division Vehicle Registration Suite (VRS), managed by New Mexico Interactive, LLC on behalf of the New Mexico Motor Vehicles Division. To register, read all the information carefully, complete and sign this form, and return it to the address noted above.

This online service allows licensed auto recyclers and tow companies access vehicle New Mexico tax lien and NCIC check information through an existing Internet connection. Auto Recyclers or Tow Companies that do not have an Internet connection can call the VRS Call Center, provide vehicle identification number (VIN), and receive NM Tax Lien and NCIC Check results via fax.

If you have any questions regarding the information contained within this form, please contact New Mexico Interactive at (505) 982-8307.

### **Section 1: Signing up is as easy as 1... 2... 3...**

- 1) **Create your VRS online login account.** All users must create a unique login account and VRS Username at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>. All VRS Administrator Usernames must be added to the Administrator list in Section 3. Once an administrator creates their username and password, an email will be sent notifying them that they have been granted access to the system. *\*\*Fax customers do not need to complete this step.*
- 2) **Complete this Account Holder Agreement and Access Request Form.** Make sure you complete all sections of this form and sign page 7. The administrator(s) listed in "Section 3, Administrators" will be able to provide access to the online system for your designated employees once your VRS account is activated. *\*\*Fax customers do not need to add administrators in Section 3.*
- 3) **Sign and return this form to the address above.** Upon receipt of your completed application, New Mexico Interactive will activate your account and grant access to the administrator(s) you list in "Section 3, Administrators." When your account is activated, you will receive a welcome email informing you that you have been given user rights to the VRS application for your specific business location. You can then log in to VRS and grant your employees access to your VRS account. Detailed instructions on how to manage your users are under the "Training Resources" link on the VRS main page.

*\*\*Fax customers: You will be mailed a starter kit that includes instructions and the necessary forms to submit fax transactions.*

## Section 2: Organization Information

### Physical Address

Business Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**NMI OFFICE USE ONLY:** Location Code \_\_\_\_

Will you use the Vehicle Registration Suite via:

\_\_\_\_ Internet (Self-service)

\_\_\_\_ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_



**To ensure all payments are processed successfully, please make sure that your bank account is set up to allow ACH debits/credits from New Mexico Interactive's originating bank ID: 9775071990.**

**\*Note: All fees will be collected at the time of the transaction.**

**The fee for returned VRS transactions by your bank will result in a \$35 per transaction charge to your account. A bank return can be due to various reasons, including but not limited to the following:**

- Your account has insufficient funds at the time of VRS transaction
- You closed your bank account and did not notify NMI with the new account information
- Your bank placed a stop payment on the VRS transaction because you have not provided the NMI account authorization number which was provided at the time of registration
- Your company has not authorized the corporate customer, NMI, the ability to withdraw funds for VRS transactions
- You have stopped payment or revoked authorization on the VRS transaction
- You have provided NMI with an invalid banking account or routing number

### Mailing Address

Same as above \_\_\_\_

Business Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**Fax customers, please proceed directly to "Section 4: Additional Locations."**

**\*\*Fax customers do not need to complete Step 3.**

### **Section 3: Administrators**

The users you list below will be granted **administrator** rights to your account. In addition to regular staff user abilities such as printing temp tags, reprinting registration permits, etc., **administrators will have permission to view reports, and manage the access of staff users.**

1. Please have each administrator create their own VRS username and password at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>.
2. Once they have created their username and password, please enter each administrator's Name, Email Address, and VRS Username in the fields provided below.
3. Please add to the list if you need more than 10 administrators.

You will receive an email notification that you have access to the VRS application for your specific location. You will then have the ability to grant regular staff users access to your location's VRS account.

Please be sure that the regular staff users (non-administrators) who will be running a NM tax lien and NCIC check also create an online account at <https://secure.mvd.newmexico.gov/Accounts/CreateAccount.aspx>. Regular staff users should **not** be listed below.

**Administrator(s) to be assigned to the account:**

<b>Name</b>	<b>Email Address</b>	<b>VRS Username</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

## Section 4: Additional Locations

Please enter all information for each additional location you may have, *if applicable*. You may copy this page to add more locations to your account.

Location Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**NMI OFFICE USE ONLY:** Location Code \_\_\_\_

Will you use the Vehicle Registration Suite via:

\_\_\_\_ Internet (Self-service)

\_\_\_\_ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

**Same Bank Account as Main?**  Yes  No (please list separate account information below)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

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Location Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**NMI OFFICE USE ONLY:** Location Code \_\_\_\_

Will you use the Vehicle Registration Suite via:

\_\_\_\_ Internet (Self-service)

\_\_\_\_ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

**Same Bank Account as Main?**  Yes  No (please list separate account information below)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

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## Section 4: Additional Locations

Location Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**NMI OFFICE USE ONLY:** Location Code \_\_\_\_

Will you use the Vehicle Registration Suite via:

\_\_\_\_ Internet (Self-service)

\_\_\_\_ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

**Same Bank Account as Main?**  Yes  No (please list separate account information below)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

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Location Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: Auto Recycler \_\_\_\_\_ Tow Co \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address 1: \_\_\_\_\_

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City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

**NMI OFFICE USE ONLY:** Location Code \_\_\_\_

Will you use the Vehicle Registration Suite via:

\_\_\_\_ Internet (Self-service)

\_\_\_\_ Fax (Assisted transactions for those without Internet access. **There is an additional fee for Fax transactions.**)

**Same Bank Account as Main?**  Yes  No (please list separate account information below)

Bank Name: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

## Section 5: Transaction Fees

Using the Vehicle Registration Suite online system will result in a fee assessed for the NM tax lien & NCIC check. The fees for the NM tax lien & NCIC check service are listed in the table below:

Service	Permit Fee
NM Tax Lien & NCIC Check – Internet	\$3.00
NM Tax Lien & NCIC Check – Fax	\$7.00

All fees will be collected via ACH at the time the transaction.

## Section 6: Internet/Computer and Fax Machine Requirements

### Internet/Computer (self-service):

- PC or Mac computer
- Standard office printer
  - Black and white (color is not necessary)
  - Laser recommended but inkjet will also work
  - Must be able to feed regular 8.5" x 11" sheet of paper
- Internet access
- Web browser such as Internet Explorer, Firefox, Safari, etc.
- Adobe Reader (free software) <http://get.adobe.com/reader/>

### Fax (Assisted transactions for those without Internet access):

- Basic phone service (long distance not needed)
  - Toll free number will be provided to submit registrations via fax
- Standard fax machine
  - Laser recommended but not required
  - Must be able to feed regular 8.5" x 11" sheet of paper

## Section 7: Online System Training

### Internet Service:

Once your account is activated and you log in to the VRS online system, you will have access to training videos that will walk you through the new online transaction processes. Topics include:

- Running NM tax lien & NCIC checks
- Generating Payment reports
- Adding/removing employee access

### Fax Service:

Included within your welcome packet you will receive a detailed user guide explaining the fax processes such as:

- Running a NM tax lien & NCIC check

## Section 8: New Mexico Motor Vehicles Division Privacy Notice to Licensed Auto Recyclers and Tow Companies

I understand that my duties require me to access Personally Identifiable Information (PII). PII includes any information that can identify a person including but not limited to, the name, address, social security number, driver's license number, date of birth, photograph, computerized image, finger image, telephone number, medical information or disability information of any person or organization found in MVD records. I hereby agree that I will access PII only as required to perform my employment duties. I understand that it is my responsibility to secure the PII that I have access to and to ensure that it is not accessed by unauthorized individuals.

If I knowingly obtain and wrongfully disclose or use personal information from an MVD record, I understand that I am personally liable for civil and criminal penalties for wrongful use and disclosure. I also understand that violating the law will result in disciplinary action, including dismissal and will subject me to civil and criminal prosecution. Illegal use and release of information includes accessing information that is not part of my position requirements, looking up birthday information, and releasing more information than is necessary to complete my position requirements.

CUSTOMER SIGNATURE		<b>By my signature I agree that:</b> I have read and agree to the terms and conditions of the New Mexico Interactive Vehicle Registration Suite Account Holder Agreement and Access Request Form as presented. If I am signing this form on behalf of an organization or company, I represent that I have authority to bind the organization or company to this form.  If for any reason any payments fail to process due to insufficient funds, I understand that access to the online system may be suspended until any past due amounts are paid in full.
Signature	Date	
Name (printed)	Title	