

Vehicle Registration Suite

Quick Start Guide For Fax Users



VRS

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1 How to Order Supplies

STEP 1: Request the number of packages you would like to purchase.

STEP 2: Provide the location that will receive the inventory control numbers (if there is more than one location).

*Orders are placed in multiples of 10 at \$1.00 per inventory control number and are ready for immediate use.

2 How to Reprint or Void a Transaction

Tags can be reprinted, however, there are time restrictions. Temporary and Transport tags can only be reprinted on the same day they are issued for a valid reason, such as data entry error, cancellation of sale or if it was lost or stolen or issued to the wrong vehicle. Demo tags can be reprinted at any time.

In order to reprint a tag after the date of sale, you must first void the original tag and issue a new tag for an additional fee.

Reprinted Temp Tags will look like the original.

STEP 1. Request Void or Reprint.

STEP 2. Specify type of tag: Temp, Demo or Transport Tag

STEP 3. Provide Temp Tag Number, VIN or Transaction ID.

STEP 4. Provide one of the reasons below AND a brief explanation:

VOID	REPRINT
- Data Entry Error	- Printing Error
- Lost or Stolen	- Damaged
- Cancellation of Sale	- Lost
- Wrong Vehicle	- Stolen

STEP 5. For a Voided transaction, you will receive a confirmation by fax.

For a reprinted tag, you will immediately receive a duplicate of the original tag.

3 How to Create a Demo Tag

Provide your contact information: Name, Phone number, Dealership Name and Dealership location (if more than one).

STEP 1: Provide the Sale Type: Other

STEP 2: Declare how the vehicle will be used: Demo

Respond to questions to collect Vehicle Information: After vehicle information has been provided, an NCIC check will be performed.

STEP 3: Date of Sale

***A date can be listed up to the past week. No future sale dates are allowed.**

STEP 4: Vehicle Type (select one of the below):

- Passenger
- Truck
- Farm Truck
- School Bus
- Utility Trailer
- Travel Trailer
- Motorcycle
- Off Highway
- Non Profit
- Motorhome
- Freight Trailer
- Horseless Carriage

STEP 5: Plate Type

Based on the type of vehicle, the plate type will automatically will be selected.

EXCEPTION:

STEP 6: VIN

***Only one tag can be issued per VIN. The system will prevent you from issuing a tag if an un-expired tag is already assigned to the VIN.**

***The Vehicle Make, Model and Vehicle Weight will automatically be provided for the transaction only if the VIN is valid and an un-expired tag is not assigned to the VIN.**

STEP 7: Number of Cylinders

STEP 8: Fuel Type (select one of the below)

- Gasohol
- Hybrid
- Diesel
- Electric
- Gasoline
- Kerosene
- Liquefied Gas
- Natural Gas
- Other
- Propane
- Steam

3 How to Create a Demo Tag - Continued...

STEP 9: Vehicle Color (select one of the below)

- | | | | | |
|------------|---------------|----------------|-------------------|-------------|
| - Aluminum | - Camouflage | - Gray | - Orange | - Taupe |
| - Amethyst | - Chrome | - Ivory | - Purple | - Turquoise |
| - Beige | - Copper | - Lavender | - Pink | - Unknown |
| - Black | - Cream | - Blue, light | - Red | - White |
| - Blue | - Blue, dark | - Green, light | - Silver | - Yellow |
| - Burgundy | - Green, dark | - Maroon | - Stainless Steel | |
| - Brown | - Gold | - Multi Color | - Tan | |
| - Bronze | - Green | - Mauve | - Teal | |

STEP 10: Designated Gross Weight (DGWW) (required for Truck, Farm Truck, School Bus, Utility Trailer, Freight Trailer, and Motorhome only)

STEP 11: Requested GW (required for Truck, Farm Truck and Motorhome)

STEP 12: Number of Passengers (required for School Bus only)

STEP 13: Number of Doors (required for School Bus only)

STEP 14: Number of Seats (required for School Bus only)

STEP 15: Number of Wheels (required for Motorcycle and Off-highway only)

STEP 16: Engine Number (required for Motorcycle and Off-highway only)

STEP 17: Coach Number (required for Motorhome only)

STEP 18: Odometer reading and if it is Actual, Not Actual or Exceeds Mechanical limits.

The next step is Dealer Certification where you will respond to questions to document and certify the Odometer reading.

* **By providing the odometer reading, you are certifying that to the best of your knowledge the odometer reading is the actual mileage stated, unless you stated that the reading is in excess of its mechanical limits, or the odometer reading is not the actual mileage.**

3 How to Create a Demo Tag - Continued...

STEP 19: Respond to questions to collect Insurance information:


- Provide the Effective date of policy, insurance company and policy number. If known, the name of the insurance agent.
- If the policy is new or there is not yet a policy in place, simply state "New Policy."

***When providing this information, you are stating that the motor vehicle liability policy in effect on the described vehicle is in accordance with the provisions of the New Mexico MVD.**

STEP 20: Vehicle Registration Summary

- This is the final step before issuing the temp, demo or transport tag. If there are any changes, they must be made at this time.

STEP 21: The last step is payment and issuance of the tag. Payment will instantly be deducted from your bank, and the tag will immediately be faxed to you. Here is an example:

NEW MEXICO USA		<small>NMBA 1978, §§ 66-3-18 B Firmly affix to the inside left rear window of the vehicle, unless the display presents a safety hazard or the permit isn't visible or readable from that position, in which case, the permit shall be displayed in such a manner that is clearly visible from the rear or left side of the vehicle. NMBA 1978, §§ 66-3-18 B</small>
DEMONSTRATION PERMIT	YEAR:2006	MAKE: PORSCHE
	11D-100010	
Insurance Company: Farmers Policy Number: 8578jyvj5ti56n56966665544 Color: Beige VIN: WP1AA29P36LA25736 Model: Cayenne	Dealer: AT Santa Fe 500 S Wyoming Albuquerque, NM 87114 2342343456	DEALER NUMBER 11111

4 How to Create a Temp Tag

Provide your contact information: Name, Phone number, Dealership Name and Dealership location (if more than one).

STEP 1: Provide the Sale Type: **Sale** or **Lease**

STEP 2: Declare how the vehicle will be used: Personal, Business, Lease, Fleet or Other.

STEP 3: Respond to questions to collect Owner or Business Owner Information.

Owner Information (Name of purchaser that will be listed on the Temporary Tag):

- First and Last Name
- Suffix (Jr., Sr., III, IV) optional
- Date of Birth
- Middle Initial optional
- Owner Resident and Mailing Address: City, State, Zip and County
- Business Physical and Mailing Address: City, State, Zip and County

STEP 4: Provide the customer's Validation ID

FOR SALE or LEASE TO AN INDIVIDUAL:

- State Issued Driver's License or
- State Issued Identification or
- Other Government Identification

FOR SALE or LEASE TO A BUSINESS: FEIN Number or CRS Number

STEP 5: If there are additional owners, provide additional information (Up to 3 owners can be listed).

If **"And"** is selected, the Additional Owners will be printed on the Temp Tag.

If **"Or"** is selected, the Additional owners will not be printed on the Temp Tag.

- First and Last Name
- Suffix (Jr., Sr., III, IV) optional
- Middle Initial optional
- Owner Address: City, State, Zip and County
- State Issued Driver's License or
- State Issued Identification or
- Other Government Identification

FOR SALE or LEASE TO A BUSINESS: FEIN Number or CRS Number

4 How to Create a Temp Tag - Continued...

STEP 6: If the vehicle is a lease, leasing company information:

- Leasing Company
- Lessee
- Company Street Address (street address, city, state, zip code)
- Company Telephone Number

Respond to questions to collect Vehicle Information:

After vehicle information has been provided, an NCIC check will be performed.

STEP 7: Date of Sale

*** A date can be listed up to the past week. No future sale dates are allowed.**

STEP 8: Vehicle Type (select one of the below):

- Passenger
- Utility Trailer
- Freight Trailer
- Truck
- Motorcycle
- Horseless Carriage
- Farm Truck
- Off Highway
- Non Profit
- School Bus
- Travel Trailer
- Motorhome

STEP 9: Plate Type

Based on the type of vehicle, the plate type will automatically will be selected.

EXCEPTIONS:

STEP 10: VIN

***Only one tag can be issued per VIN. The system will prevent you from issuing a tag if an un-expired tag is already assigned to the VIN.**

***The Vehicle Make, Model and Vehicle Weight will automatically be provided for the transaction providing that the VIN is valid and an un-expired tag is already assigned to the VIN.**

STEP 11: Number of Cylinders

STEP 12: Fuel Type (select one of the below)

- Gasohol
- Gasoline
- Other
- Hybrid
- Kerosene
- Propane
- Diesel
- Liquefied Gas
- Steam
- Electric
- Natural Gas

4 How to Create a Temp Tag - Continued...

STEP 13: Vehicle Color (select one of the below)

Aluminum	Brown	Blue, dark	Lavender	Orange	Tan
Amethyst	Bronze	Green, dark	Blue, light	Purple	Teal
Beige	Camouflage	Gold	Green, light	Pink	Taupe
Black	Chrome	Green	Maroon	Red	Turquoise
Blue	Copper	Gray	Multi Color	Silver	Unknown
Burgundy	Cream	Ivory	Mauve	Stainless Steel	White
					Yellow

STEP 14: Designated Gross Weight (DGWW) (required for Truck, Farm Truck, School Bus, Utility Trailer, Freight Trailer, and Motorhome only)

STEP 15: Requested GVW (required for Truck, Farm Truck and Motorhome)

STEP 16: Number of Passengers (required for School Bus only)

STEP 17: Number of Doors (required for School Bus only)

STEP 18: Number of Seats (required for School Bus only)

STEP 19: Number of Wheels (required for Motorcycle and Off-highway only)

STEP 20: Engine Number (required for Motorcycle and Off-highway only)

STEP 21: Coach Number (required for Motorhome only)

STEP 22: Odometer reading and if it is Actual, Not Actual or Exceeds Mechanical limits.

The next step is Dealer Certification where you will respond to questions to document and certify the Odometer reading.

*** By providing the odometer reading, you are certifying that to the best of your knowledge the odometer reading is the actual mileage stated, unless you stated that the reading is in excess of its mechanical limits, or the odometer reading is not the actual mileage.**

STEP 23: Respond to questions to collect Insurance information:

- Provide the Effective date of policy, insurance company and policy number. If known, the name of the insurance agent.
- If the policy is new or there is not yet a policy in place, simply state "New Policy."

Temp tag is valid for 30 days or the effective date of the insurance policy, whichever is shorter. For example, if the effective insurance date ends within 15 days the temp tag is only valid for those 15 days.

4 How to Create a Temp Tag - Continued...

*When providing this information, you are stating that the motor vehicle liability policy in effect on the described vehicle is in accordance with the provisions of the New Mexico MVD.

STEP 24: Vehicle Registration Summary

This is the final step before issuing the temp, demo or transport tag. If there are any changes, they must be made at this time.

STEP 25: The last step is payment and issuance of the tag. Payment will instantly be deducted from your bank, and the tag will immediately be faxed to you. Here is an example:


NEW MEXICO USA

NMBA 1979, §§ 66-8-10 B Firmly stick to the inside left rear window of the vehicle, unless the display presents a safety hazard or the permit isn't visible or readable from that position, in which case, the permit shall be displayed in such a manner that it clearly visible from the rear or left side of the vehicle. NMBA 1979, §§ 66-8-10 B

TEMPORARY REGISTRATION PERMIT

YEAR: 2006

MAKE: PORSCHE



11T-100011

EXP 2/19/2011

ISSUE DATE: 1/20/2011

Insurance Company: Farmers
Policy Number: 3450398504jfm04ej50gymit
Dealer: AT Santa Fe
Dealer Number: 11111

Color: Amethyst
VIN: WP1AA29P38LA25738
Model: Cayenne

TEMPORARY VEHICLE REGISTRATION

Plate #	Issue Date	Expiration Date	VIN	Vehicle Year	Make	Body Style
11T-100011	1/20/2011	2/19/2011	WP1AA29P38LA25738	2006	Porsche	SPORT UTILITY 4-DR
Owner Name GRANT LUCY		Mailing Address 3445 CERRILLOS RD		City SANTA FE	State NM	Zip 87505
Selling Dealer AT Santa Fe		Dealer Number: 11111		Insurance: Farmers Policy # 3450398504jfm04ej50gymit Effective Date From: 1/20/2011 To: 3/18/2011		
VEHICLE SALE						

5 How to Create a Transport Tag

Provide your contact information: Name, Phone number, Dealership Name and Dealership location (if more than one).

STEP 1: Provide the Sale Type: **Other**

STEP 2: Declare how the vehicle will be used: **Transport**

Respond to questions to collect Vehicle Information. After vehicle information has been provided, an NCIC check will be performed.

STEP 3: Date of Sale

*** A date can be listed up to the past week. No future sale dates are allowed.**

STEP 4: Vehicle Type (select one of the below):

- Passenger
- School Bus
- Non Profit
- Truck
- Travel Trailer
- Motorhome
- Farm Truck
- Motorcycle
- Plate Type
- Horseless Carriage
- Off Highway
- Freight Trailer

STEP 5: Plate Type

Based on the type of vehicle, the plate type will automatically will be selected.

EXCEPTIONS:

STEP 6: Number of days needed for the transport (up to 5 days)

STEP 7: VIN

***Only one tag can be issued per VIN. The system will prevent you from issuing a tag if an un-expired tag is already assigned to the VIN.**

***The Vehicle Make, Model and Vehicle Weight will automatically be provided for the transaction providing that the VIN is valid and an un-expired tag is already assigned to the VIN.**

STEP 8: Number of Cylinders

STEP 9: Fuel Type (select one of the below)

- Gasohol
- Gasoline
- Other
- Hybrid
- Kerosene
- Propane
- Diesel
- Liquefied Gas
- Steam
- Electric
- Natural Gas

5 How to Create a Transport Tag - Continued...

STEP 10: Vehicle Color (select one of the below)

- Aluminum
- Amethyst
- Beige
- Black
- Blue
- Burgundy
- Brown
- Bronze
- Camouflage
- Chrome
- Copper
- Cream
- Blue, dark
- Green, dark
- Gold
- Green
- Gray
- Ivory
- Lavender
- Blue, light
- Green, light
- Maroon
- Multi Color
- Mauve
- Orange
- Purple
- Pink
- Red
- Silver
- Stainless Steel
- Tan
- Teal
- Taupe
- Turquoise
- White
- Yellow
- Unknown

STEP 11: Designated Gross Weight (DGW) (required for Truck, Farm Truck, School Bus, Utility Trailer, Freight Trailer, and Motorhome only)

STEP 12: Requested GVW (required for Truck, Farm Truck and Motorhome)

STEP 13: Number of Passengers (required for School Bus only)

STEP 14: Number of Doors (required for School Bus only)

STEP 15: Number of Seats (required for School Bus only)

STEP 16: Engine Number (required for Motorcycle and Off-highway only)

STEP 17: Number of Wheels (required for Motorcycle and Off-highway only)

STEP 18: Coach Number (required for Motorhome only)

STEP 19: Odometer reading and if it is Actual, Not Actual or Exceeds Mechanical limits.

STEP 20: Respond to questions to provide Transport Information, including the starting location and destination. If available, also provide the transport driver name/s.

The next step is Dealer Certification where you will respond to questions to document and certify the Odometer reading.

*** By providing the odometer reading, you are certifying that to the best of your knowledge the odometer reading is the actual mileage stated, unless you stated that the reading is in excess of its mechanical limits, or the odometer reading is not the actual mileage.**

STEP 21: Respond to questions to collect Insurance information:

- Provide the effective date of policy, insurance company and policy number. If known, the name of the insurance agent.
- If the policy is new or there is not yet a policy in place, simply state "New Policy."

***When providing this information, you are stating that the motor vehicle liability policy in effect on the described vehicle is in accordance with the provisions of the New Mexico MVD.**

5 How to Order a Transport Tag - Continued...

STEP 22: Vehicle Registration Summary

This is the final step before issuing the temp, demo or transport tag. If there are any changes, they must be made at this time.

STEP 23: The last step is payment and issuance of the tag. Payment will instantly be deducted from your bank, and the tag will immediately be faxed to you. An example is on page 11:

NEW MEXICO USA

NMMSA 1978, §§ 66-9-18 B Permit stick to the inside left rear window of the vehicle, unless the display presents a safety hazard or the permit isn't visible or readable from that position, in which case, the permit shall be displayed in such a manner that is clearly visible from the rear or left side of the vehicle. NMMSA 1978, §§ 66-9-18 E

TRANSPORT PERMIT

YEAR:2006 MAKE: PORSCHE



11S-100012

EXP 1/21/2011

ISSUE DATE: 1/20/2011

Insurance Company: Farmers
Policy Number: 9840593u4t03h08ie54hg08ue4590gj
Dealer: American Toyota
Dealer Number: 11111

In Transport From: Santa Fe New Mexico
In Transport To: Los Angeles California
Color: Black
VIN: WPOCA29K38U710560
Model: Boxster

TEMPORARY VEHICLE REGISTRATION

Plate #	Issue Date	Expiration Date	VIN	Vehicle Year	Make	Body Style
11S-100012	1/20/2011	1/21/2011	WPOCA29K38U710560	2006	Porsche	CONVERTIBLE 2-DR
Dealer Name American Toyota		Mailing Address 6620 COORS BLVD		City ALBUQUERQUE	State NM	Zip 87114
Driver Name Gary		Dealer Number: 11111		Insurance: Farmers Policy # 9840593u4t03h08ie54hg08ue4590gj Effective Date From: 1/20/2011 To: 2/11/2011		
VEHICLE TRANSPORT						

6 Help and Support

Help and Support

For questions regarding the Vehicle Registration Suite

Please contact your Dealer Association for customer support inquiries related to technical issues, procedural issues, enhancement requests and the normal operation of the Vehicle Registration Suite online system.

New Mexico Automotive Dealers Association

3815 Hawkins Street NE • Albuquerque, New Mexico 87109

Phone (505) 345-6060 • Fax (505) 345-1221

Email NMADA@swcp.com

New Mexico Independent Automotive Dealers Association

608 Chama NE • Albuquerque, NM 87108

Phone (505) 232-0809 • (877) 664-2320

Email twuana@nmiada.com

For Frequently Asked Questions, go to <http://www.mvd.newmexico.gov/vrs/pages/FAQs.html>

If you forgot your password, go to <https://secure.mvd.newmexico.gov/Accounts/>

Click on Forgot Password and a new password will be sent to your email address.