

MDOT MVA Business Portal

Upload Titling Documents

The MDOT MVA has implemented an optional process for Dealers and Tag & Title Services to submit title and registration documents for processing via its business portal. This will eliminate the need to drop off dealer work at an MDOT MVA branch. The following outlines the process.

Submit Titling Documents

1. Log into the business portal using your business account credentials.
2. Locate the business location the deal applies to and click the [Upload Titling Documents](#) hyperlink.

Title Service Agent – JUST A SAMPLE TAG & TITLE SERVICE, LLC TS5555551 Title Service Agent License 1000 Main Street Anywhere, MD 21000	Title Service Agent - TS55555551 > Renew License Ledger Balance > Manage Employees (\$3,821.46) > More...
	Titling - TS55555551 > Upload Titling Documents
Title Service Agent – JUST A SAMPLE TAG & TITLE SERVICE, LLC TS5555552 Title Service Agent License 1000 Main Street Anywhere, MD 21000	Title Service Agent - TS55555552 > Manage Employees > More...
	Titling - TS55555552 > Upload Titling Documents

3. Complete the required fields. **ONLY ONE TRANSACTION MAY BE ENTERED AT A TIME.**

Note: For transactions that do not have a total, select the **No Total** checkbox.

4. Click **Next**.

Titling Document Upload

Progress bar: District Office (checked), Documents (active)

Upload Documents

This process will accept all documents per your products are ready for pick up, if you Any issues with processing will also create

The reference value can be used for any value that assists in reconciliation. Customer name, invoice number, transaction id, etc... 100 character max.

Reference Value:

Transaction Total: \$0 - No Total

Branch Office:

VIN related to the provided documents:

Glen Burnie District Office
6601 Ritchie Highway, N.E. Glen Burnie MD 21062

Transaction Type:

MVA staff will run the transaction and charge the resulting fee upon finalization. The resulting charge may differ from this amount. If there is a difference, this will be identified on the transaction breakdowns indicating where a mismatch occurred.

5. Click the **Add** hyperlink. The **Select a file to attach** window opens.

Titling Document Upload

Title Service Agent
TS55555551
Just A Sample Tag & Title Service, LLC
Balance: \$0.00

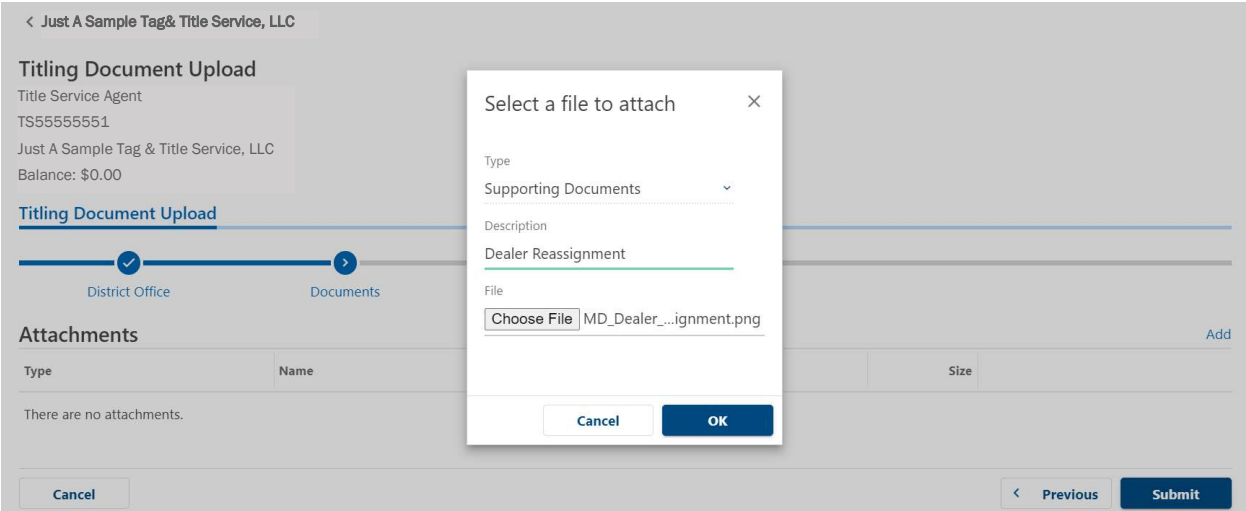
Titling Document Upload

Progress bar: District Office (checked), Documents (active)

Attachments

Type	Name	Description	Size
There are no attachments.			

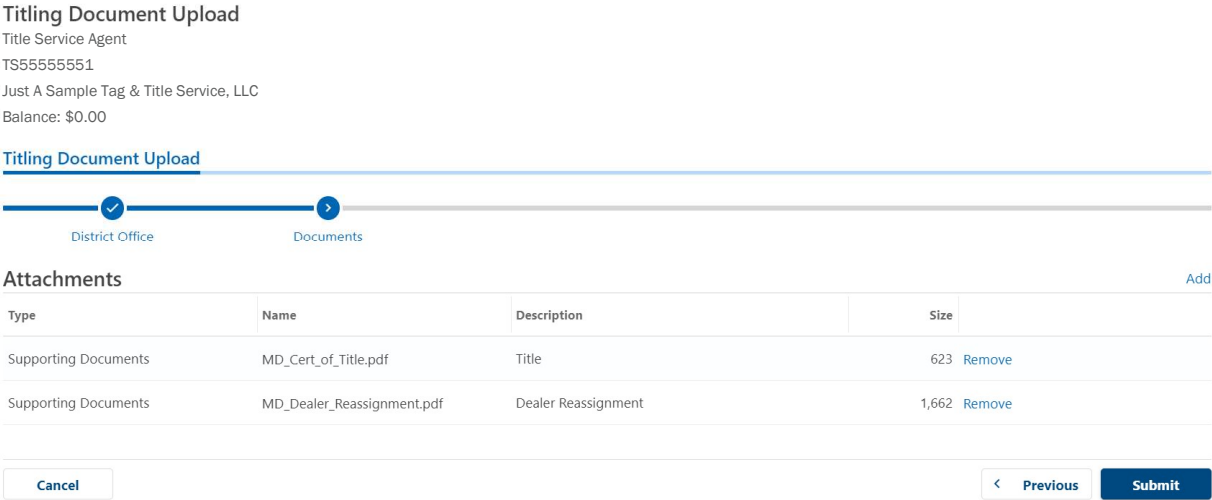
6. Enter a description of the document and choose the file being uploaded.



- 7. Click **OK**. The document is attached and ready for submission.
- 8. Repeat steps 5-7 for each document you want to submit for this transaction.

Note: Multiple documents may also be attached as one file.

9. Once all documents are attached, click **Submit**.



A confirmation is displayed and may be printed for record keeping.

Confirmation

Thank you.

Your request has been submitted and your confirmation number is 0-000-165-041.

The selected branch will be notified today for the submitted paperwork and you will receive an email once completed and ready for pick up. If a branch is unable to complete the work, you will be notified by email for each submission noting why the agent could not finalize processing.

Submission Details:
Transaction Type: **New Title/Tags**
Location: **Glen Burnie**
Total: **\$1670.00**
VIN: **3C6KRBAT7DG516237**
Submitted: **11/24/2020 11:24:20 AM**

If you have any questions, please contact the Business Licensing and Driver Instruction Services Division at (410) 787-2952 or at BLDISD@mdot.maryland.gov.

[Printable View](#)

[OK](#)

View Processing Notifications

Once the submitted documents have been reviewed by the branch office, a notification is sent via email to the business account.

1. Click the **Action Center** tab.
2. Click the [View Messages](#) hyperlink.

JUST A SAMPLE TAG & TITLE SERVICE, LLC

.*000
1000 Main Street
Anywhere, MD 21000

Welcome, Matt
You last logged in on Tuesday, Nov 24, 2020 2:27:20 PM
[Manage My Profile](#)

Favorites Summary **Action Center** ² More...

JUST A SAMPLE TAG & TITLE SERVICE, LLC

.*000
1000 Main Street
Anywhere, MD 21000

You have 2 unread messages

Messages sent to you may contain important information about your accounts.

[View Messages](#)

You have an unread letter

Letters sent to you may contain important information about your accounts.

[View Letters](#)

- The email subject for transactions that were processed will read **Ready for pickup** with the vehicle identification number.
- The email subject for transactions that could not be processed will read **Unable to process** with the vehicle identification number.

Messages

Messages older than 12 months can be found using the search.

JUST A SAMPLE TAG & TITLE SERVICE, LLC
 **.*000
 Balance: (\$5012.99)

[Inbox](#) [Outbox](#) [Archived](#) [Search](#)

Messages

Archive All

Filter

Date	Subject	Account Type	Account ID	Period	
24-Nov-2020	Ready for pickup - 3C6KR8AT7DG516237	Title Service Agent	TS55555551		Archive
24-Nov-2020	Unable to process - 1GCHK24K97E600162	Title Service Agent	TS55555551		Archive
24-Nov-2020	Ready for pickup - 1GCHK24K97E600162	Title Service Agent	TS55555551		Archive
24-Nov-2020	Ready for pickup - 1GCHK24K97E600162	Title Service Agent	TS55555551		Archive
24-Nov-2020	Ready for pickup - 1GCHK24K97E600162	Title Service Agent	TS55555551		Archive

Searching for Submitted Documents

Documents that were submitted via the business portal can be tracked.

1. On the welcome page, select the **More** tab.
2. On the **Submissions Panel**, click the [Search Submissions](#) hyperlink.

Favorites Summary Action Center **More...**

What are you looking for?

Motor Vehicle Carrier
Manage Fleets.

- > Update USDOT/TIN
- > Request Third Party Access
- > Register Fleet
- > Register IRP

Submissions
Search for previous submissions.

> Search Submissions

Messages
View messages I've received from the agency.

> View Messages

Letters
View letters I've received from the agency.

Names & Addresses
View or update names and addresses associated to this customer.

> Manage Names & Addresses

vcctstgesvweb1/TAS/BUS/#

The **Submissions** screen is displayed. Submitted document uploads are seperated into pending, processed, or rejected categories.

Submissions Submissions are things you have submitted online for processing.

JUST A SAMPLE TAG & TITLE SERVICE, LLC Submissions older than 12 months can be found using the search.
 _*000
 Balance: (\$5012.99)

Pending | Processed | Rejected

Submissions Filter

Date	Title	Account	Account ID	Period
24-Nov-2020	Titling Document Upload - 3C6KRBA7DG516237	Title Service Agent	TS55555551	
23-Nov-2020	Titling Document Upload - 1ASDC123D12D12D12	Title Service Agent	TS55555551	

When selecting the **Processed** tab, you can search for submissions by date or date range.

Pending | **Processed** | Rejected

Search

Processed From

Processed To

Submissions Filter

Date	Title	Account	Account ID	Period
24-Nov-2020	Titling Document Upload - 3C6KRBA7DG516237	Title Service Agent	TS55555551	
24-Nov-2020	Titling Document Upload - 1GCHK24K97E600162	Title Service Agent	TS55555551	
24-Nov-2020	Titling Document Upload - 1GCHK24K97E600162	Title Service Agent	TS55555551	
24-Nov-2020	Titling Document Upload - 1GCHK24K97E600162	Title Service Agent	TS55555551	

Draw Down Transaction Report

The Draw Down Transaction Report lists transactions processed at a branch office and gives a breakdown of fees charged for each. To access the report:

1. On the **Summary** tab, click the [Draw Down Transaction Report](#) hyperlink.

JUST A SAMPLE TAG & TITLE SERVICE, LLC

**-*000
1000 Main Street
Anywhere, MD 21000

Welcome, Matt
You last logged in on Wednesday, Nov 25, 2020 12:46:45 PM
[Manage My Profile](#)

Favorites **Summary** Action Center ² More...

Filter

Draw-down
1000 Main Street
Anywhere, MD 21000

Account - 0055555550
Balance
(\$6,877.28)
Ledger Balance
(\$4,072.90)

- > Add Funds
- > **Draw Down Transaction Report**

2. Enter the required date range you would like to see a report for.
3. Click the [Generate](#) hyperlink. The report is displayed.

Parameters [Generate](#)

Date From 02-Nov-2020

Date To 25-Nov-2020

Please note:
The report includes a column titled "**Expected Total**". This will only be populated if the work was submitted through the Business Portal using the Upload Titing Document process.
If the transaction was processed without using the Upload Titing Document process, then it will default to \$0. If the transaction originated from an **Upload Titing Document** submission, then the expected total should be displayed. This value will show in **black** if the expected total matches the transaction amount, otherwise it will display in **red**, indicating a difference.

The Draw Down Tracaction Report displays the following fields (highlighted in yellow);

- Effect – the date the fees were pulled from the draw down account.
- Submitted by – a entry will only appear for documents submitted through the upload process.
- Reference Value – the value entered at time of document submission used to assist in reconciliation. May be customer’s name, invoice number, etc
- ID – the plate number associated with a VIN or a title number for Title Only transactions
- VIN – vehicle identification number
- Amount – Total fees collected for the transaction
- Expected Total (via Upload Titling) – transaction amount entered during document upload process.

Draw Down Transactions						
Effect	Submitted by	Reference Value	ID	VIN	Amount	Expected Total (via Upload Titling)
16-Nov-2020			*****	*****	(\$50.00)	\$0.00
16-Nov-2020			*****	*****	(\$25.00)	\$0.00
17-Nov-2020			*****	*****	(\$437.00)	\$0.00
16-Nov-2020			*****	*****	(\$6.68)	\$0.00
19-Nov-2020			*****	*****	(\$2,084.88)	\$0.00
20-Nov-2020			*****	*****	(\$1,380.95)	\$0.00
14-Nov-2020			*****	*****	(\$186.57)	\$0.00
13-Nov-2020			*****	*****	(\$451.00)	\$0.00
<hr style="border-top: 1px dashed gold;"/>						
24-Nov-2020	TS5555551	This Test - 123123	*****	*****	(\$5.00)	(\$100.00)
24-Nov-2020	TS5555551	Matt Customer - 12351234	*****	*****	(\$5.00)	(\$100.00)
24-Nov-2020	TS5555551	Customer Name - 124123AVBC	*****	*****	(\$5.00)	(\$5.00)
					(\$4,737.08)	

In the sample report above, the transactions above the gold dashed line were dropped off at a branch location with the current transmittal form. The transactions listed below the gold dashed line were submitted through the document upload process.

- 4. Under the Amount column, click any dollar amount in blue. A breakdown of the transaction line items is displayed.

3GKALTEV4LL318913 ☰ ⓘ ✕

3GKALTEV4LL318913 ☰				
Transaction Type	Category	Type	SubType	Amount
Correction Credit	Medical System Surcharge			-29.00
Correction Credit	General Registration Base Fee	Multipurpose Vehicle	Standard	-153.00
Correction Credit	Trauma Physicians Service Surcharge			-5.00
Standard Debit	Excise Tax	Out of State Dealer	Multipurpose Vehicle	2,006.88
Standard Debit	Medical System Surcharge			29.00
Standard Debit	General Registration Base Fee	Multipurpose Vehicle	Standard	101.00
Standard Debit	Tag Transfer Fee			10.00
Standard Debit	Trauma Physicians Service Surcharge			5.00
Standard Debit	Lien Fee			20.00

- 5. Under the Expected Total column, click any dollar amount in red. The original submission from e-Services is displayed for more details.

Titling Document Upload

☑ District Office ☑ Documents

Upload Documents

This process will accept all documents pertaining to a single submission for MVA processing, please submit one per vehicle. Once the MVA works the case, you will be automatically notified that your products are ready for pick up, if you provide numerous submissions today, please wait for all work to be completed before coming to pick up at the selected branch.

Any issues with processing will also create automatic email notifications once reviewed.

Reference Value	Transaction Total	<input type="checkbox"/> \$0 - No Total
This Test - 123123	100.00	
Branch Office	VIN related to the provided documents.	
Glen Burnie	1GCHK24K97E600162	
Glen Burnie Full Service District Office 6601 RITCHIE HWY NE Glen Burnie MD 21062-0001	Transaction Type	
	Substitute Stickers	

MVA staff will run the transaction and charge the resulting fee upon finalization. The resulting charge may differ from this amount. If there is a difference, this will be identified on the transaction breakdowns indicating where a mismatch occurred.

☑ < Previous Next >

Sorting and Filtering the Draw Down Transaction Report

When viewing large reports, you can narrow your search for a particular transaction by sorting or filtering the report.

1. To sort the report in **ascending** order, click any field header one time. In the example below the Effect field was clicked. You can see which field was selected by the ▲ in the upper right corner of the field.
2. To sort the report in descending order, click the field a second time. The ▼ icon displays.
3. To remove the sort, click the field a third time.

Draw Down Transactions						
Effect	Submitted by	Reference Value	ID	VIN	Amount	Expected Total (via Upload Titling)
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
13-Nov-2020			*****	*****	(\$451.00)	\$0.00
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
14-Nov-2020			*****	*****	(\$186.57)	\$0.00
16-Nov-2020			*****	*****	(\$6.68)	\$0.00
16-Nov-2020			*****	*****	(\$50.00)	\$0.00

4. To apply a filter, click the ☰ icon, type in an item, such as a VIN, and hit enter. The transaction is displayed.
5. Click the X to clear the filter.

Draw Down Transactions						
Effect	Submitted by	Reference Value	ID	VIN	Amount	Expected Total (via Upload Titling)
13-Nov-2020			*****	*****	(\$20.00)	\$0.00
					(\$20.00)	