DDI Technology™
an IAA company

DDI Technology
Premier EVR™

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WV EVR Out of State Purchase

Step 1- Log in

- Login into evr.premierevr.com

Step 2- Transaction Type

- From Dashboard ribbon hover over **New Transaction**
- Select **Out of State Purchase**

Step 3 – Vehicle look Up

- In pop up leave Vehicle Identifier Type as **VIN**
- Under Vehicle Identifier place the VIN
- Select **Run Vehicle Inquiry**
- Confirm lookup results. If they are correct select **Use This Vehicle**

Step 4 – Vehicle Information

- From **Vehicle Type** drop down select the correct type
- Select the correct **Body Type** from drop down
- Select the **Future Title State** from drop down

Step 5 - Sale Information

- From **Purchase Type** Select
  - Buy
  - Gift
- Complete required information (Highlighted in **RED**)
- **Important**- If purchase price is less than $1000, check box that states Qualifies For Minium Reduced Sales Tax if Purchase type is Buy

Step 6 – Title Brands

- Add any existing Brands to transaction from list in system.

Step 7 – Odometer Information

- From **Odometer Status** drop down select the correct status
- Place Odometer reading in available field.
- **Important**- If Odometer Status is EXMEPT Odometer Reading must be **0**

Step 8 – Plate Information

- From **Plate Class** drop down make correct selection
- Place **Control Number** into available field

Step 9 – Owner Information

- Select Add Owner
- Select one of the following from drop down- **Business, Individual, or Military Individual**
- Complete required fields based on selection made in drop down. Required Fields will be highlighted in **RED**
- Verify the address is correct
- If there is a second owner, select add owner under Owner two and repeat the above step

Step 10 – Insurance Information

- Start typing Insurance Company Name in first box and make the correct selection from list
- Complete required fields that are highlighted **RED** – **Insurance Policy Number, Effective Date, and Expiration Date**.

Step 11 – Save and Submit

- Scroll to top of page and select **Save**
- Select **Submit**

Step 12 – Submitting Documents

- From the bottom of the transaction, Drag and drop Documents or select **Add Documents**
- Once Documents are uploaded select **Upload Documents**

Step 13 – Finalize

- From top of transaction, Select **Finalize**

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