DDI Technology™
an IAA company

DDI Technology
Premier EVR™

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WV EVR Transfer Plate Registration

Step 1- Log in

- Login into evr.premierevr.com

Step 2- Transaction Type

- From Dashboard ribbon hover over **New Transaction**
- Select **Transfer Plate Registration**

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 **New** or **Used** from drop down
    - If **Used** add title number and title state

Step 5 - Sale Information

- From **Purchase Type** Select: **Buy, Lease** or **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 – Trade-In Information (Optional)

- If there is a trade in select Add Trade–in
- Complete Required Information
- Select **Run Trade-In Vehicle Inquiry**
- Place Trade-in Value in available field
- Select **Include This Trade-In Vehicle**

Step 9 – Transfer Plate Information

- Select **Plate Lookup**
- From drop down select **VIN** or **Title** for Vehicle Identifier Type.
- Place **VIN** or **Title Number** into Vehicle Identifier field
- Select **Run Plate Inquiry**
- Confirm information is correct
- Select **Use This Transfer Plate**

Step 10 – 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 11 – 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 12 – Lien Information (Optional)

- If adding a lien, select **Add Lien**
- From drop down select ID or Name
- If adding a new Lienholder select **New Lien**
- Complete **Lienholder Name, address, Lender Code, Lien Type, Lien Amount and Lien Date**
- Select **Confirm Lien**

Step 13 – Save and Submit

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

Step 14 – Submitting Documents

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

Step 15 – Finalize

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

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