



NOTICE OF SALE DEALER USER MANUAL

FILING SALES ELECTRONICALLY

JANUARY 2011

Licensed Dealer

There are two electronic filing options available to you:

Option 1 Single Sales Through Internet – Enter each sale one at a time on the Department’s Internet Notice of Sale (NOS) Reporting System.

Option 2 Sales File – Submit a prescribed file to the Department’s secure server through the Department’s NOS Reporting System. *(Note: This method is for dealers who use front-end vendor software or software developed by the dealership to complete title applications, etc., and avoids duplicate entry of the sales data.)*

To begin, you must complete an *Application for Online Dealer’s Monthly Sales Report Filing* ([Form-5092](#)) from the Department’s website at: <http://dor.mo.gov/motorv/liendeal/>. You will be notified by e-mail when you are approved and provided with a user ID and Password. You may begin filing your sales electronically using Option 1 as soon as you receive an e-mail confirmation from the Department that provides your User ID and Password. You may use Option 2 as soon as your software has been approved and you have received an e-mail confirmation from the Department with your User ID and Password. Until approved, you should use Option 1.

You may select either electronic option or change options at anytime provided you do not file the same sale twice or forget to include sales. With either option you must:

- Report all sales (motor vehicle, trailer, all-terrain vehicle, and vessel), both wholesale and retail;
- File sales on a monthly basis (although you may file more frequently if you wish);
- Select “File Monthly Sales Report” prior to the 15th of the following month to finalize the previous month’s sales (This applies even if you had no sales for the month.);
- Discontinue submitting a paper *Dealer’s Monthly Sales Report* ([Form-385](#)); and
- Continue to submit *Secure Power of Attorney* ([Form-5086](#)) forms with copies of the corresponding titles to the Dealer Licensing Section by the 15th of the following month.

For additional information, visit our Notice of Sale (NOS) Frequently Asked Questions at <http://dor.mo.gov> or telephone the Motor Vehicle Bureau at (573) 526-3669.

TABLE OF CONTENTS

LOG INTO THE NOS SYSTEM	4
FILING SALES:	
• OPTION 1- SUBMIT SALES THROUGH THE INTERNET (SINGLE)	5
• OPTION 2- SUBMIT SALES FILE	10
E-MAIL CONFIRMATION OF NOS FROM THE DEPARTMENT	12
CORRECTING SALES FILES	13
FILING DEALER MONTHLY SALES REPORT	15
CORRECTING DEALER MONTHLY SALES REPORT	16
RECORD LOOKUP/EDIT SALE	17
VIEW/PRINT FILED SALES REPORT	21
FILING NOTICES OF SALE ELECTRONICALLY	22
VIEW SALES HISTORY	23
CHANGE PASSWORD	25
RESET PASSWORD	26
CONTACTING THE DEPARTMENT	27
INSTRUCTIONS AND LOGOUT	28

LOG INTO THE NOTICE OF SALE (NOS) SYSTEM

You must complete an *Application for Online Dealer's Monthly Sales Report Filing* ([Form-5092](#)) from the Department's website at: <http://dor.mo.gov/motorv/liendeal/> to request access to the Department's NOS Reporting System. You will be notified by e-mail when you are approved and provided with a user ID and Password.

Step 1:

If you are a first time user:

- Enter your User ID and Password received in your e-mail confirmation from the Department;
- For security purposes, you will be prompted to change your password from the generic password assigned by the Department (see page 25 for instructions on changing your password); and
- Re-enter the Password received in your e-mail, enter your new password, and select "**Submit**".

If you enter the incorrect User ID and/or Password combination, select "**Reset**" to clear all fields and re-enter the correct User ID/Password combination.

Forgotten your password? Select "**Forgot/Reset your Password**". You will be prompted to submit your User ID and e-mail to the Department requesting your password be reset.

Step 2: Read the Declaration/Certification Information displayed on the page and select "**Accept**".

Important! If you are a motor vehicle dealer and a boat dealer, report your sales separately for each license. If you do not have a User ID for each license, contact the Department at (573) 526-3669.

The screenshot shows the Missouri Department of Revenue website. The header includes the department name and the names of the Governor (Jay Nixon) and Director (Alana M. Barragan-Scott). The main content area is titled "Notice of Sale" and contains a navigation menu with "Dealers Web Page" selected. Below the navigation is a sign-in form with fields for "User Id" and "Password", and buttons for "Reset" and "Submit". A link for "Forgot/Reset your Password / Account Disabled" is also present.

The screenshot shows the Missouri Department of Revenue website. The header includes the department name and the names of the Governor (Jay Nixon) and Director (Alana M. Barragan-Scott). The main content area is titled "NOTICE OF SALE" and contains a navigation menu with "Dealers Web Page" selected. Below the navigation is a declaration form with a red warning message: "*Reports must be filed by the 15th day of the month for the previous month's sale or a penalty of \$300". The form asks the user to certify that the information is true to the best of their knowledge. There are buttons for "Decline" and "Accept".

OPTION 1- SUBMIT SINGLE SALE

Step 1: Select “**Submit Single Sale**” on the left-hand side bar of the page to file each sales record separately.

Sales are entered daily (or as otherwise determined by the dealer); however, you cannot file the monthly report for the current month until the first day of the following month.

Filing sales electronically eliminates submitting the paper *Dealer’s Monthly Sales Report* ([Form-385](#)) **AND** the *Notice of Sale/Transfer* ([Form-5049](#)).

Step 2: Enter the applicable vehicle information:

- Select the type of vehicle from the drop-down menu;
- Select type of sale from the drop-down menu. Remember all sales, both retail and wholesale must be reported. You cannot file a sale that was sold as salvage online; and
- Respond to the question “Is this a new vehicle?” by selecting the “**Yes**” or “**No**” radio button.
 - If “**Yes**” is selected, click “**Continue**” to proceed to Step 3.
 - If “**No**” is selected, you will be prompted to respond to the question “Is this vehicle titled by another state?” If “**No**” is selected because you have a Missouri title, you will be prompted to enter the title number and the last six digits of the Vehicle Identification Number (VIN) or Hull Identification Notification (HIN).

The screenshot shows the Missouri Department of Revenue website. The navigation menu on the left has "Submit Single Sale" circled in red. The main content area displays "Notice of Sale" and "WM111, Welcome to the Missouri Notice of Sale Application".

The screenshot shows the "File Notice of Sale" form. The navigation menu on the left is visible. The form fields include:

- Select type of vehicle: Passenger vehicle
- Select type of sale: Sold to Missouri individual
- Is this a new vehicle? Yes No
- Is this vehicle titled by another state? Yes No
- Title: TG344352
- VIN/HIN: 122912 (Last 6 digits)
- Continue button

OPTION 1- SUBMIT SINGLE SALE (continued)

Step 3: You must complete the following if the vehicle is:

- New;
- Does not currently have a Missouri title; or
- You do not have the Missouri title number.
 - Key the four-digit year;
 - Select the vehicle make from the drop-down menu (if the vehicle make is not listed, select “**Other**” and enter up to five characters of the abbreviation of the vehicle’s make);
 - Enter the model number of the vehicle (up to 10 characters);
 - Enter the full VIN/HIN (Be sure to verify the VIN/HIN is correct);
 - Select the vehicle’s body style from the drop-down menu; and
 - Select “**Confirm**” once you have verified all the vehicle information entered is correct.

The screenshot shows the Missouri Department of Revenue website interface. At the top, the logo for the Missouri Department of Revenue is displayed, along with the names of the Governor (Jay Nixon) and Director (Alana M. Barragan-Scott). The main heading is "File Notice of Sale" with the sub-heading "Vehicle Information part-2". On the left, there is a "Navigation" menu with options: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The form fields are: Vehicle year: 2001 (with a note "4 digits(yyyy)"); Vehicle make: LINC (with a dropdown arrow); Vehicle model: Zephyr; VIN/HIN: 1FAHP56S71A122912 (with a note "(Please verify the VIN/HIN is correct and confirm)"); and Vehicle body style: FOUR DOOR (with a dropdown arrow). A "Confirm" button is located at the bottom right of the form area.

OPTION 1- SUBMIT SINGLE SALE (continued)

Step 4: Enter the following sale and purchaser's information:

- Date of sale (enter four-digits for the year);
- Net price (enter only whole dollar amounts);
- Odometer reading (exclude tenths);
 - Odometer reading is not required for all-terrain vehicles (ATVs) or vehicles over ten-years old.
- Temporary Permit – record the permit number when issuing;
- Purchaser's name, address, city, state, and zip code;
- Driver license number and date of birth of the purchaser, optional (if multiple purchasers, enter this information for the first purchaser listed); and
- Select "**Submit**".

The screenshot shows the Missouri Department of Revenue website interface for filing a notice of sale. The header includes the department name and the names of Governor Jay Nixon and Director Alana M. Barragan-Scott. A navigation menu on the left lists various options like 'Submit Single Sale', 'Upload Sales File', and 'View Sales History'. The main content area is titled 'File Notice of Sale' and 'Sale/Purchaser Information part-3'. It contains two sections: 'Sale Information' and 'Purchaser Information'. The 'Sale Information' section includes fields for 'Date of sale' (08/24/2006), 'Net price' (32,250), 'Odometer' (21), and 'Temporary permit' (ABC123). The 'Purchaser Information' section includes fields for 'Name' (Doe, Jane A), 'Address' (1234 River Street), 'City' (Jefferson City), 'State' (MO), 'Zip code' (65105), 'Driver's license number' (R12345678), and 'Date of birth' (03/21/1970). A 'Submit' button is located at the bottom right of the form area. The footer contains the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

OPTION 1- SUBMIT SINGLE SALE (continued)

Step 5: Review the sales record for correct information.

If corrections are needed, select **“Back to Edit”** and make the necessary corrections.

Once the correct information is entered, select **“Submit”**.

If there is a problem with the transmission/record, a failure page will display and further instructions will be provided. You must select **“Submit”** to finalize the record.

Missouri Department of Revenue

Jay Nixon, Governor
Alana M. Barragán-Scott, Director

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale

Vehicle Information

Type of Vehicle: Vehicle
Odometer: 21
Vehicle Title Number: TG344352
Title State: MO
Year: 2001
Make: LINC
VIN/HIN: 1FAHP56571A122912
Model: ZEPHY
Body Style: 4DR

Sale Information

Date of Sale: 08/24/2006
Net Price: 32250
Type of Sale: TAXABLE
Temporary Permit: ABC123

Purchaser Information

Purchaser's Name: DOE JANE A
Street Address: 1234 RIVER ST
City: JEFFERSON CITY
State: MO
Zip Code: 65105
Purchaser's Driver License Number: R12345678
Purchaser's Date of Birth: 03/21/1970

Please verify the above information before submitting. To change incorrect information, please press 'Back to Edit' button.

mo.gov | Privacy Policy | Accessibility | Governor Jay Nixon | State Agencies | Online Services

OPTION 1- SUBMIT SINGLE SALE (continued)

Step 6: The confirmation receipt displays to verify that you have successfully submitted the sales record to the Department. The receipt contains a NOS control number at the top of the page.

You may print the confirmation receipt for your records, file another Notice of Sale, or log out. (**Note:** *You are not required to print the confirmation page as your sales records may be accessed using the “**Lookup/Edit Sale**” or “**View Sales History**” function.*)

If the system goes down while you are filing a sales record or if you are unsure if you submitted a sale, you may access the “**Lookup/Edit Sale**” function to determine if the sales record was successfully submitted. If the sale cannot be retrieved, you must re-enter the record.

Missouri Department of Revenue

Jay Nixon, Governor
Alana M. Barragán-Scott, Director

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR

Notice of Sale
CONFIRMATION RECEIPT

NOS Control Number: 5328906D

Vehicle Information

Type of Vehicle: Vehicle
Odometer: 21
Vehicle Title Number: TG344352
Title State: MO

Sale Information

Date of Sale: 08/24/2006
Net Price: 32250
Type of Sale: TAXABLE
Temporary Permit: ABC123

Purchaser Information

Purchaser's Name: DOE JANE A
Street Address: 1234 RIVER ST
City: JEFFERSON CITY
State: MO
Zip code: 65105
Purchaser's Driver License Number: R12345678
Purchaser's Date of Birth: 03/21/1970

PRINT File Another NOS LOGOUT

mo.gov Privacy Policy Accessibility Governor Jay Nixon State Agencies Online Services

OPTION 2- SUBMIT/UPLOAD SALES FILE

This option allows a dealer to file each motor vehicle, trailer, all-terrain vehicle, or vessel sale in one file, using the dealer's current front-end software.

Sales are entered on a monthly basis or more frequently, as determined by the dealer. The file format developed by your software vendor (or your dealership) must be approved by the Department prior to use.

Select "**Approved Vendor/Dealer Software**" to view which vendor/dealership file formats are approved. If your file format has not yet been approved, continue filing your sales one at a time by selecting "**Submit Single Sale**".

If you are creating or modifying your own software, view the required file format at: http://dor.mo.gov/pdf/nos_filelayout.pdf.

Step 1: To submit/upload your file, select "**Upload Sales File**" on the left-hand side bar.

The screenshot shows the Missouri Department of Revenue website. At the top, it says "Missouri Department of Revenue" and "Jay Nixon, Governor" and "Alana M. Barragan-Scott, Director". The main content area is titled "Notice of Sale" and "WM111, Welcome to the Missouri Notice of Sale Application". Below this, it says "Approved Vendor/Dealer Software". On the left side, there is a "Navigation" menu with the following items: "Submit Single Sale", "Upload Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print/Amend Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", "Logout", and "Dealers Web Page". The "Upload Sales File" option is circled in red. At the bottom left, there is a "mo.gov" logo.

OPTION 2- SUBMIT/UPLOAD SALES FILE (continued)

Step 2: To upload the file:

- Select “**Browse**”, choose the file you wish to upload from your computer, and select “**Open**”;
- Select “**Upload**” to transfer files to the Department.

You will receive a confirmation e-mail which indicates how many records were updated, as well as identify how many records contain errors. Your sales report is not filed until you select “**File Monthly Sales Report**”.

Filing sales electronically eliminates filing paper *Dealer’s Monthly Sales Reports* ([Form-385](#)).

The screenshot displays the Missouri Department of Revenue website. At the top, the header includes the Missouri Department of Revenue logo and the names of Governor Jay Nixon and Director Alana M. Barragan-Scott. A navigation menu on the left lists various options such as 'Submit Single Sale', 'Upload Sales File', and 'File Monthly Sales Report'. The main content area is titled 'Notice of Sale' and features a 'File Upload' section. This section includes a text input field for the data file, a 'Browse...' button, and 'Upload' and 'Cancel' buttons. A red asterisk note states: '*Please Note: File uploads are now automatically updated to the database. You will be able to view all correct records after the file upload. Due to the automatic update, the file upload may take longer than usual. Times vary due to internet connection speeds.' Below the note, it says 'Approved Vendor/Dealer Software'. The footer contains the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

E-MAIL CONFIRMATION OF NOTICE OF SALE FILE UPLOAD

From: mvbmail@dor.mo.gov [mailto:mvbmail@dor.mo.gov]

Sent: Monday, October 18, 2010 3:30 PM

To: Dealer

Subject: Notice Of Sale Successful File Upload

Thank you for submitting your sales file with the Missouri Department of Revenue.

Good Records Received: 5
Error Records Received: 10

Please log in at <https://dors.mo.gov/dmv/nos/loginLink.do> and click on 'Correct Sales File' to correct any error records you have. Sales reports cannot be filed until all error records have been corrected.

NOTE: You must file your monthly sales report by clicking on 'File Monthly Sales Report' before the sales report is actually filed/finalized for that month. This must be done no later than the 15th of the following month in order to avoid penalties.

Thank you,
Missouri Department of Revenue
(573) 526-3669

CORRECTING SALES FILES (OPTION 2)

Step 1: Select “**Correct Sales File**” to correct online errors from your sales files that have been identified by the NOS System.

The screenshot shows the Missouri Department of Revenue website. At the top, the logo for the Missouri Department of Revenue is displayed, along with the names of Governor Jay Nixon and Director Alana M. Barragán-Scott. On the left side, there is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area displays the text "Notice of Sale" and "WM111, Welcome to the Missouri Notice of Sale Application". Below this, it says "Approved Vendor/Dealer Software". At the bottom of the page, there is a footer with the "mo.gov" logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

CORRECTING SALES FILES (OPTION 2)(Continued)

Step 2: Make necessary corrections to the fields noted and select “**Update**” or if you may select “**Delete**” to delete the record entirely.

The next error records will automatically display, when applicable. Repeat Step 2 until all error records have been corrected.

Missouri Department of
Revenue

Jay Nixon, Governor
Alana M. Barragan-Scott, Director

Navigation
Submit Single Sale
Upload Sales File
Correct Sales File
Lookup/Edit Sale
File Monthly Sales Report
View/Print/Amend Filed Report
View Sales History
Change Password
Instructions
Contact DOR
Logout
Dealers Web Page

Notice of Sale Error Correction

• If the purchaser has a Missouri address, the Sale Type cannot be "Out Of State".

Control Number	<input type="text" value="603620"/>
VIN/HIN	<input type="text" value="1W1MAFYAXAA255657"/>
Year	<input type="text" value="2010"/>
Make	<input type="text" value="WILS"/>
Model	<input type="text" value="DWH-5"/>
Vehicle Type	<input type="text" value="Trailer"/> ▼
Purchaser's Name	<input type="text" value="WTS-MISSOURI"/>
Street Address	<input type="text" value="9051 E I 70 DR NE"/>
City	<input type="text" value="COLUMBIA"/>
State	<input type="text" value="MO"/> ▼
Zip Code	<input type="text" value="65202"/>
License Number	<input type="text" value=""/> (Optional)
Date of Birth	<input type="text" value=""/> (Optional)

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FILING DEALER MONTHLY SALES REPORT

After you have submitted all sales for the month (or if you made no sales during the month), you must complete the final step in filing your sales report. To avoid discipline or penalties, monthly sales reports are due no later than the 15th day of the month following the month in which the sales occurred. This applies regardless of which electronic method you use.

Step 1: To finalize your sales report, click “**File Monthly Sales Report**” on the left-hand side bar.

Step 2: Select from the drop-down box the month for which you are reporting sales.

Step 3: Enter the four-digit year.

Step 4: Select “**Get Sales Report**”.

Step 5: Select “**Submit Sales Report**” if no changes are made or errors have been corrected. If there are errors to be corrected, you will receive a notification at the top of the screen to select “**Correct Sales File**” and you will not see the “**Submit Sales Report**” option until the errors are corrected.

or

Select “**Cancel Submission**” to add more sales.

The screenshot shows the Missouri Department of Revenue website interface for filing a dealer monthly sales report. At the top, the header includes the Missouri Department of Revenue logo and the names of Governor Jay Nixon and Director Alana M. Barragán-Scott. A navigation menu on the left lists various options, with "File Monthly Sales Report" highlighted. The main content area is titled "Notice of Sale" and "File Sales Report". It features a dropdown menu for the month (set to "September") and a text input field for the year (set to "2010"). A prominent "GET SALES REPORT" button is located below these fields.

Navigation
Submit Single Sale
Upload Sales File
Correct Sales File
Lookup/Edit Sale
File Monthly Sales Report
View/Print/Amend Filed Report
View Sales History
Change Password
Instructions
Contact DOR
Logout
Dealers Web Page

Notice of Sale

File Sales Report

Month :

Year(yyyy):

GET SALES REPORT

CORRECTING DEALER MONTHLY SALES REPORT

An indicator will display that the sales report has not yet been filed. Any errors on the sales report are highlighted.

Step 1: Select “**Correct Sales File**” to correct, revise, or delete a record;

Step 2: Make corrections and select “**Update**” or select “**Delete**” to delete the entire record.

Step 3: Select “**File Sales Report**” to file the corrected report or select “**Cancel Submission**” to add more sales. The sales file must be corrected before you can file the report.

Jay Nixon, Governor
Alana M. Barragán-Scott, Director
Revenue

Navigation				
Submit Single Sale				
Upload Sales File				
Correct Sales File				
Lookup/Edit Sale				
File Monthly Sales Report				
View/Print/Amend Filed Report				
View Sales History				
Change Password				
Instructions				
Contact DOR				
Logout				
Dealers Web Page				

Notice of Sale

Sales Report Fri Oct 29 13:25:54 CDT 2010

Please make sure all sales you plan to submit for this month are present on this form!

Dealer Name: IT TEST	New units: 0
Dealer ID: WM111	Used units: 0
Dealer Address: 1234 JEFF, MO 65109	Total: 8
Total Temporary Permits: 0	

	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328903D	
Edit	WTS-MISSOURI	VIN/HIN: 1W1MAFYAXAA255657		
	9051 E I 70 Dr NE	Sale Date: 02/08/2010	Type: Trailer	Body: TRLER
	COLUMBIA, MO 65202	Net Price: \$30889.00	Odometer: 0	Permit:
	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328898D	
Edit	KENT DUESTERHAUS	VIN/HIN: 4WWMFYA8A3615781		
	5229 Locust	Sale Date: 02/18/2010	Type: Trailer	Body: Grain
	QUINCY, IL 62305	Net Price: \$54955.00	Odometer: 0	Permit:
	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328905D	
Edit	BLADES FARMS INC	VIN/HIN: 4WWMFYA8A3615909		
	23841 Rt Mm	Sale Date: 02/19/2010	Type: Trailer	Body: TRLER
	SHELBINA, MO 63468	Net Price: \$28193.00	Odometer: 0	Permit:
	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328899D	
Edit	MIKE LITTEKEN	VIN/HIN: 4WWMFYA8A3615858		
	3149 Hutton Rd	Sale Date: 02/21/2010	Type: Trailer	Body: Grain
	CHARLESTON, IL 61920	Net Price: \$30318.00	Odometer: 0	Permit:
	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328900D	
Edit	MIKE LITTEKEN	VIN/HIN: 4WWMFYA8A3615859		

CORRECTING DEALER MONTHLY SALES REPORT (Continued)

Step 4: A confirmation message will display at the top of the screen to verify that your sales report was filed.

Sales Report		Fri Oct 29 13:31:20 CDT 2010	
- Your Sales Report was successfully filed with the Department of Revenue. Thank you. -			
Dealer Name:	IT TEST	New units:	0
Dealer ID:	WM111	Used units:	8
Dealer Address:	1234	Total:	8
	JEFF, MO 65109	Total Temporary Permits:	0
1	Buyer: WTS-MISSOURI 9051 E I 70 Dr NE COLUMBIA, MO 65202	Used 2010 WILS DWH-5 VIN/HIN: 1W1MAFYAXAA255657 Sale Date: 02/08/2010 Net Price: \$30889.00	Control Number: 5328903D Type: Trailer Odometer: 0 Body: TRLER Permit:
2	Buyer: KENT DUESTERHAUS 5229 Locust QUINCY, IL 62305	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA8A3615781 Sale Date: 02/18/2010 Net Price: \$54955.00	Control Number: 5328898D Type: Trailer Odometer: 0 Body: Grain Permit:
3	Buyer: BLADES FARMS INC 23841 Rt Mm SHELBYNA, MO 63468	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFWWXA3615909 Sale Date: 02/19/2010 Net Price: \$28193.00	Control Number: 5328905D Type: Trailer Odometer: 0 Body: TRLER Permit:
4	Buyer: MIKE LITTEKEN 3149 Hutton Rd CHARLESTON, IL 61920	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA6A3615858 Sale Date: 02/21/2010 Net Price: \$30318.00	Control Number: 5328899D Type: Trailer Odometer: 0 Body: Grain Permit:
3	Buyer: BLADES FARMS INC 23841 Rt Mm SHELBYNA, MO 63468	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFWWXA3615909 Sale Date: 02/19/2010 Net Price: \$28193.00	Control Number: 5328905D Type: Trailer Odometer: 0 Body: TRLER Permit:
4	Buyer: MIKE LITTEKEN 3149 Hutton Rd CHARLESTON, IL 61920	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA6A3615858 Sale Date: 02/21/2010 Net Price: \$30318.00	Control Number: 5328899D Type: Trailer Odometer: 0 Body: Grain Permit:
5	Buyer: MIKE LITTEKEN 3149 Hutton Rd CHARLESTON, IL 61920	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA8A3615859 Sale Date: 02/21/2010 Net Price: \$30318.00	Control Number: 5328900D Type: Trailer Odometer: 0 Body: Grain Permit:
6	Buyer: INDIAN INK LEASING PO Box 9254 AMARILLO, TX 79105	Used 1999 WILS PSDCL VIN/HIN: 1W1UFSWJ3XD520424 Sale Date: 02/21/2010 Net Price: \$16210.00	Control Number: 5328902D Type: Trailer Odometer: 000000 Body: Lives Permit:
7	Buyer: EASTERN IOWA STOCK PO Box 6300 SIOUX CITY, MO 51106	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA7A5700700 Sale Date: 02/23/2010 Net Price: \$30023.00	Control Number: 5328904D Type: Trailer Odometer: 0 Body: TRLER Permit:
8	Buyer: JOSEPH REICH TRUCKING INC Rt 1 Box 130 VERSAILLES, IL 62378	Used 2010 WILS DWH-5 VIN/HIN: 4WWWAFYA3A3615915 Sale Date: 02/26/2010 Net Price: \$30376.00	Control Number: 5328901D Type: Trailer Odometer: 0 Body: Grain Permit:
Total Number of Records= 8			
PRINT			

RECORD LOOKUP/EDIT SALE

Step 1: To view a sales record you have previously filed, select **“Lookup/Edit Sale”** on the left-hand side bar.

To view a summary of multiple records at once, see **“View Sales History”** on pages 23 and 24.

You may also edit or delete a sales record at any time, provided you have not clicked on **“File Monthly Sales Report”**.

Example: *You do not have to wait until you are ready to file the monthly sales report to delete a rescinded sale.*

The screenshot shows the Missouri Department of Revenue website. At the top, the header includes the Missouri Department of Revenue logo and the names of Governor Jay Nixon and Director Alana M. Barragán-Scott. The main content area is titled "Notice of Sale" and contains the text "WM111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". On the left side, there is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, and Change Password. A red arrow points from the "Lookup/Edit Sale" option in the navigation menu to the "Notice of Sale" page.

A close-up view of the navigation menu. The menu items are: Submit Single Sale, Upload Sales File, Correct Sales File, **Lookup/Edit Sale** (highlighted with a red oval), File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page.

RECORD LOOKUP/EDIT SALE (Continued)

Step 2: Enter the Notice of Sale lookup information:

- Select the type of vehicle from the drop-down menu;
- Enter the make from the drop-down menu and enter the year and VIN/HIN. If the make is not displayed, select **“Other”** and enter the make abbreviation (up to five characters); or
- Enter the NOS Control Number; and
- Select **“Perform Lookup”**.

The screenshot displays the Missouri Department of Revenue website interface. At the top, the header includes the Missouri Department of Revenue logo and the names of Governor Jay Nixon and Director Alana M. Barragán-Scott. A navigation menu on the left lists various services, with 'Lookup/Edit Sale' highlighted. The main content area is titled 'Notice of Sale' and 'Notice Of Sale Lookup Request'. It features a dropdown menu for 'Select A Type of Vehicle' set to 'Passenger vehicle'. Below this, there are two input options: 'Enter Either' with a text box for 'NOS Control Number' containing '112045D', and 'Or' with a 'Vehicle Make' dropdown set to 'Other', a text box for 'Vehicle Year' (4 digit year), and a text box for 'VIN/HIN'. A 'Perform Lookup' button is located at the bottom of the form. The footer contains the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

RECORD LOOKUP/EDIT SALE (Continued)

Step 3: Select “**Print**” to print the record, “**Edit**” to make any changes (if the sales report was filed in the previous two months), or select another option from the left-hand side bar.

- If the sales report was not filed in the previous two months, the report cannot be revised.

Missouri Department of Revenue

Jay Nixon, Governor
Alana M. Barragan-Scott, Director

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale
RECORD LOOKUP RESULTS
NOS Control Number 5328903D

Vehicle Information

Type of Vehicle Trailer
Odometer 0
Vehicle Condition Used
Title Number
Title State
Year 2010
Make WILS
Vehicle Model DWH-5
Body Style TRLER
VIN/HIN 1W1MAFYAXAA255657
Body Style TRLER
VIN/HIN 1W1MAFYAXAA255657

Sale Information

Date of Sale 2/8/2010
Net Price \$30,889.00
Type of Sale DEALER
Temporary Permit

Purchaser Information

Purchaser's Name WTS-MISSOURI
Street Address 9051 E I 70 DR NE
City COLUMBIA
State MO
Zip Code 65202

PRINT **Edit**

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VIEW/PRINT FILED SALES REPORT

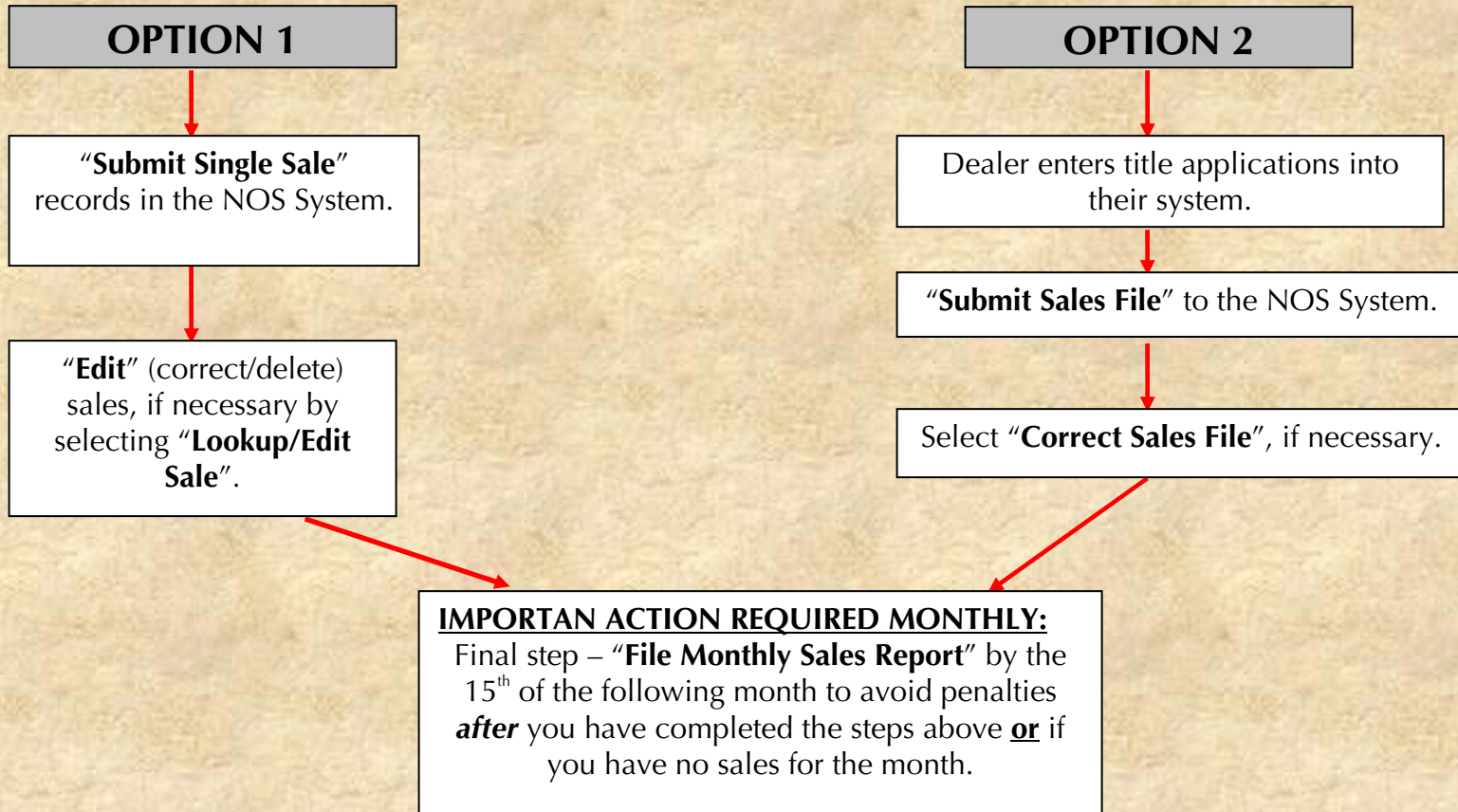
Step 1: Select “View/Print/Amend Filed Report”.

Step 2: Select the month you wish to view/print from the drop-down list provided and key the year (four character format).

Step 3: Select “View Sales Report.”

The screenshot displays the Missouri Department of Revenue website interface. At the top, the header includes the text "Missouri Department of Revenue" and the names "Jay Nixon, Governor" and "Alana M. Barragán-Scott, Director". On the left side, there is a "Navigation" menu with the following items: "Submit Single Sale", "Upload Sales File", "Correct Sales File", "Lookup/Edit Sale", "File Monthly Sales Report", "View/Print/Amend Filed Report", "View Sales History", "Change Password", "Instructions", "Contact DOR", "Logout", and "Dealers Web Page". The main content area is titled "Notice of Sale" and contains a "View Sales Report" section. This section includes a "Month:" dropdown menu set to "July" and a "Year(yyyy):" text input field containing "2006". Below these fields is a note: "(Printable report will open in a new browser window.)". A button labeled "VIEW SALES REPORT" is highlighted with a red oval. At the bottom of the page, the "mo.gov" logo is visible along with links for "Privacy Policy", "Accessibility", "Governor Jay Nixon", "State Agencies", and "Online Services".

FILING NOTICES OF SALE ELECTRONICALLY



VIEW SALES HISTORY

Step 1: Select “**View Sales History**” on the left-hand side bar to view a summary of multiple sales records that you have filed.

Step 2: You may view and print sales records for the month or a specific date range based on the option you select:

- Select “**History by Month**” and enter the month and year of the report you are requesting, and click on “**Get History**”.
- Select “**History by Date Range**” and enter the month, day, and year (MM/DD/YYYY format) for both the beginning and ending period you are requesting (cannot exceed 60 days).

Step 3: Select “**Get History**” to retrieve the record requested.

Missouri Department of Revenue

Jay Nixon, Governor
Alana M. Barragán-Scott, Director

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout

Notice of Sale

VIEW HISTORY

History by Month

Enter Month (2 digit month)

Enter Year (4 digit year)

History by Date Range

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

GET HISTORY

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

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VIEW SALES HISTORY (Continued)

Step 4: Select “Print” to print the history data or select another option from the left-hand side bar.

Jay Nixon, Governor
Alana M. Barragan-Scott, Director
Missouri Department of Revenue

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
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- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale History

Viewing Sales from Feb 01, 2010 to Feb 28, 2010

NOS Control Number	Vehicle Year	Vehicle Make	VIN/HIN	Purchaser's Name
5328898D	2010	WILS	4WWMAFYA8A3615781	KENT DUESTERHAUS
5328899D	2010	WILS	4WWMAFYA6A3615858	MIKE LITTEKEN
5328900D	2010	WILS	4WWMAFYA8A3615859	MIKE LITTEKEN
5328901D	2010	WILS	4WWMAFYA3A3615915	JOSEPH REICH TRUCKING INC
5328902D	1999	WILS	1W1UFSWJ3XD520424	INDIAN INK LEASING
5328903D	2010	WILS	1W1MAFYAXAA255657	WTS-MISSOURI
5328904D	2010	WILS	4WWMAFYA7A5700700	EASTERN IOWA STOCK
5328905D	2010	WILS	4WWMAFWXAXA3615909	BLADES FARMS INC

Total Records=8

PRINT

mo.gov

[Privacy Policy](#) | [Accessibility](#) | [Governor Jay Nixon](#) | [State Agencies](#) | [Online Services](#)

CHANGE PASSWORD

Step 1: To change your password, select “**Change Password**” on the left-hand side bar.

Step 2: Complete the following:

- Enter your current password in the old password field;
- Press the “**Tab**” key;
- Enter your new password (must be at least 8 characters);
- Press the “**Tab**” key again;
- Re-enter your new password; and
- Select “**Submit**”.

Step 3: A notification screen will display to inform you that the information was updated successfully. To continue, select any option or “**Logout**” to exit the system.

Missouri Department of Revenue

Jay Nixon, Governor
Alana M. Barragán-Scott, Director

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password**
- Instructions
- Contact DOR
- Logout

Notice of Sale

Change Password

Please type your old password and confirm your new password:

User Id: WM111

Old Password

New Password

Confirm New Password

words must be at least 8 characters and no more than 15 characters. Your new password
ie same as your old password. You can use any character you wish in your new password.

Submit

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RESET PASSSSWORD

Step 1: Select “**Forgot your Password**” at the Login screen if you have forgotten your password.

Step 2: Enter your User ID (Dealer Number) and e-mail address that was previously submitted to the Department, along with your contact information.

Step 3: Select “**Submit**”.

Step 4: You will receive a notification that a new password has been sent to your e-mail address.

Step 5: Retrieve the new password from your e-mail and log into the NOS system.

Step 6: Change your password.

If you have other questions regarding your password or have entered your User ID and password correctly, but are receiving a *Login Failure* message, select “**Contact DOR**” on the left-hand side bar. You will be prompted to submit an e-mail to the Department addressing your password issue.

The screenshot shows a web browser window with the URL <https://tst.dor.mo.gov/dmv/nos/jsp/newPassword.jsp>. The page header features the Missouri Department of Revenue logo and the text "Please enter your UserId and current E-mail address". Below this, there are two input fields: "User ID" and "Email Address", followed by a "Submit" button. The footer includes the "mo.gov" logo and links for "Privacy Policy", "Accessibility", "Governor Jay Nixon", "State Agencies", and "Online Services".

The screenshot shows a web browser window with the URL <https://tst.dor.mo.gov/dmv/nos/newPassword.do>. The page header features the Missouri Department of Revenue logo and the text "Your account has been reset and your new password sent to your e-mail account on record." Below this, it states "You will be required to change your password upon login." and "Thank You!". At the bottom, there is a blue link that says "Click here to close this window". The footer includes the "mo.gov" logo and links for "Privacy Policy", "Accessibility", "Governor Jay Nixon", "State Agencies", and "Online Services".

CONTACTING THE DEPARTMENT OF REVENUE (DOR)

Step 1: Select “**Contact DOR**” on the left-hand side bar to contact the Department of Revenue.

Step 2: Select the subject from the drop-down menu.

- Enter your comments in the e-mail content space; and
- Select “**Submit E-mail**”.

The appropriate staff member will respond to your e-mail.

Step 3: A notification screen will display to inform you that the message was sent successfully. To continue select any option, or to exit the system select “**Logout**”.

The screenshot displays the Missouri Department of Revenue website interface. At the top, the header includes the Missouri Department of Revenue logo and the names of Governor Jay Nixon and Director Alana M. Barragán-Scott. A navigation menu on the left lists various options, with 'Contact DOR' highlighted. The main content area is titled 'Notice of Sale Contact DOR' and shows user information: Dealer Name: IT TEST, User Id: WM111, Name: TAMMY PRATER, and Your Email Address: (redacted). A red warning message states: 'If this email address is not correct please put the correct one in your email to us.' Below this, the 'Email Subject' dropdown menu is open, showing options: 'Choose A Subject', 'Administrative Account/Password Issues', 'Motor Vehicle/NOS Processing Issues', and 'Technical/Website Issues'. The 'Email Content' field is empty, and a 'Submit Email' button is located at the bottom right. The footer contains the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

INSTRUCTIONS AND LOGOUT

Step 1: To view step by step instructions regarding the Notice of Sale Application, select “**Instructions**” on the left-hand side bar.

Step 2: For detailed, step-by-step instructions, simply select the topic you need help with.

To log out of the NOS System, select “**Logout**” on the left-hand side bar.

The screenshot shows the Missouri Department of Revenue website. At the top, it says "Missouri Department of Revenue" with the state seal. In the top right corner, it lists "Jay Nixon, Governor" and "Alana M. Barragán-Scott, Director". On the left side, there is a "Navigation" menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled "Notice of Sale" and contains the following sections:

- Instructions**
Click on a topic below:
- Dealer User Manual**
 - Submit Single Sale
 - Submit Sales File
 - Correct Sales File
 - Lookup/Edit Sale
 - File Monthly Sales Report
 - View/Print/Amend Filed Report
 - View Sales History
 - Change Password
 - Reset Password
 - Contact Department of Revenue (DOR)
 - Logout
- Submit Single Sale**
 - Step 1**
 - Select "Submit Single Sale" from the menu on the left.
 - Step 2**
 - Select the type of vehicle from the drop-down list.
 - Select type of sale from the drop-down list. All sales must be reported (retail and wholesale).
 - Respond to the question asking if the vehicle is new.
 - If "Yes" is selected, click "Continue" and go to Step 3.
 - If "No" is selected you will be asked if the vehicle is titled by another state.
 - If "Yes" is selected click "Continue" and go to Step 3.
 - If "No" is selected you will be prompted to enter the Missouri title number and the last 6 digits of the VIN/HIN. Click "Continue."
 - Step 3**

If the vehicle is new, the current title is not a Missouri title, or you do not have the Missouri title number:

 - Enter the four-digit Year
 - Select the Make from the drop-down list. If the Make is not listed select "Other" and enter the make