

# **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 15<sup>th</sup> 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 15<sup>th</sup> 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 'Notice of Sale' login page. On the left, there is a 'Navigation' menu with 'Dealers Web Page' selected. The main content area has the title 'Notice of Sale' and a paragraph: 'If you have multiple dealer licenses, you will need to log-in and report sales separately for each license. Should you have any questions, please contact the Motor Vehicle Bureau at (573) 526-3669.' Below this is a 'Please sign on:' section with 'User Id' and 'Password' input fields, and 'Reset' and 'Submit' buttons. At the bottom, there is a link: 'Forgot/Reset your Password / Account Disabled'.

The screenshot shows the 'NOTICE OF SALE' declaration page. On the left, there is a 'Navigation' menu with 'Dealers Web Page' selected. The main content area has the title 'NOTICE OF SALE' and a sub-header 'Welcome IT TEST'. Below this is a red warning: '\*Reports must be filed by the 15th day of the month for the previous month's sale or a penalty of \$300'. Underneath is a declaration: 'As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge.' At the bottom, there are 'Decline' and 'Accept' buttons.

## 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 Notice of Sale Application website. On the left, a navigation menu is visible 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 'Submit Single Sale' option is circled in red, and a red arrow points from it to the main content area. The main content area displays the title 'Notice of Sale' and the text '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 text 'mo.gov' and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

The screenshot shows the 'File Notice of Sale' form on the Missouri Notice of Sale Application website. The form is titled 'File Notice of Sale' and 'Vehicle Information part-1'. It contains the following fields and options:

- Select type of vehicle: Passenger vehicle (dropdown menu)
- Select type of sale: Sold to Missouri individual (dropdown menu)
- 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)

The navigation menu on the left side of the form is identical to the one in the previous screenshot, with 'Submit Single Sale' highlighted.

## 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 a web interface for filing a notice of sale. On the left 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 main area is titled 'File Notice of Sale' and 'Vehicle Information part-2'. It contains the following fields: 'Vehicle year' (text input with '2001' and a '4 digits(yyyy)' label), 'Vehicle make' (dropdown menu with 'LINC' selected), 'Vehicle model' (text input with 'Zephyr'), 'VIN/HIN' (text input with '1FAHP56S71A122912'), and 'Vehicle body style' (dropdown menu with 'FOUR DOOR' selected). A note below the VIN/HIN field says '(Please verify the VIN/HIN is correct and confirm)'. 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”**.

**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

**File Notice of Sale**  
Sale/Purchaser Information part-3

**Sale Information**

Date of sale: (mm/dd/yyyy)

Net price: (Do not enter cents)

Odometer:

Was a temporary permit issued? Yes  No

Temporary permit

**Purchaser Information**

Name: (Last,First,Middle initial)

Address:

City:

State:

Zip code:

Driver's license number (Optional):

Date of birth (Optional): (mm/dd/yyyy)

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## 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.

**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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**Notice of Sale**

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**Vehicle Information**

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Type of Vehicle: Vehicle  
Odometer: 21  
Vehicle Title Number: TG344352  
Title State: MO  
Year: 2001  
Make: LINC  
VIN/HIN: 1FAHP56S71A122912  
Model: ZEPHY  
Body Style: 4DR

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**Sale Information**

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

---

**Purchaser Information**

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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

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

[BACK TO EDIT](#)   [SUBMIT](#)

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## 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.

Navigation
<a href="#">Submit Single Sale</a>
<a href="#">Upload Sales File</a>
<a href="#">Correct Sales File</a>
<a href="#">Lookup/Edit Sale</a>
<a href="#">File Monthly Sales Report</a>
<a href="#">View/Print/Amend Filed Report</a>
<a href="#">View Sales History</a>
<a href="#">Change Password</a>
<a href="#">Instructions</a>
<a href="#">Contact DOR</a>
<a href="#">Logout</a>
<a href="#">Dealers Web Page</a>

### Notice of Sale

**CONFIRMATION RECEIPT**

NOS Control Number: 5328906D

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#### Vehicle Information

Type of Vehicle: Vehicle  
Odometer: 21  
Vehicle Title Number: TG344352  
Title State: MO  
Year: 2006  
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

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[PRINT](#)   [File Another NOS](#)   [LOGOUT](#)

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## 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](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.

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

WM111, Welcome to the Missouri Notice of Sale Application

Approved Vendor/Dealer Software

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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## 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 Dealer's Monthly Sales Reports web application interface. On the left, a navigation menu lists various 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 main content area is titled "Notice of Sale" and features a "File Upload" section. This section includes a text input field for the file name, a "Browse..." button, and "Upload" and "Cancel" buttons. Below the input field, a red asterisk followed by the text: "\*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." is displayed. At the bottom right of the main content area, the text "Approved Vendor/Dealer Software" is visible. The footer of the page 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) [mailto:[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 15<sup>th</sup> 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 displays the Missouri Notice of Sale Application website. On the left, a navigation menu is visible 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 features the heading "Notice of Sale" and the text "WM111, Welcome to the Missouri Notice of Sale Application". Below this, it states "Approved Vendor/Dealer Software". The footer includes 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.

Navigation
<a href="#">Submit Single Sale</a>
<a href="#">Upload Sales File</a>
<a href="#">Correct Sales File</a>
<a href="#">Lookup/Edit Sale</a>
<a href="#">File Monthly Sales Report</a>
<a href="#">View/Print/Amend Filed Report</a>
<a href="#">View Sales History</a>
<a href="#">Change Password</a>
<a href="#">Instructions</a>
<a href="#">Contact DOR</a>
<a href="#">Logout</a>
<a href="#">Dealers Web Page</a>

## 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"/>
Puchaser'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 15<sup>th</sup> 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 a web interface for filing a dealer's monthly sales report. On the left is a vertical navigation menu with a dark blue header labeled 'Navigation'. The menu items are: 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 on the right has a dark blue header and contains the following elements: 'Notice of Sale' section, 'File Sales Report' section, a 'Month:' dropdown menu with 'September' selected, a 'Year(yyyy):' text input field containing '2010', and a grey button labeled '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.

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

Edit	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328903D	
	WTS-MISSOURI	VIN/HIN: 1W1MAFYAXA255657		
	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:

Edit	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328898D	
	KENT DUESTERHAUS	VIN/HIN: 4WWMAFYA8A3615781		
	5229 Locust	Sale Date: 02/18/2010	Type: Trailer	Body: Grain
	QUINCY , IL 62305	Net Price: \$54955.00	Odometer: 0	Permit:

Edit	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328905D	
	BLADES FARMS INC	VIN/HIN: 4WWMAFWXA3615909		
	23841 Rt Mm	Sale Date: 02/19/2010	Type: Trailer	Body: TRLER
	SHELBINA , MO 63468	Net Price: \$28193.00	Odometer: 0	Permit:

Edit	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328899D	
	MIKE LITTEKEN	VIN/HIN: 4WWMAFYA8A3615858		
	3149 Hutton Rd	Sale Date: 02/21/2010	Type: Trailer	Body: Grain
	CHARLESTON , IL 61920	Net Price: \$30318.00	Odometer: 0	Permit:

Edit	Buyer:	Used 2010 WILS DWH-5	Control Number: 5328900D	
	MIKE LITTEKEN	VIN/HIN: 4WWMAFYA8A3615859		

# 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: 1W1MAFYAXA255657 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: 4WWWAFWXXA3615909 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: 4WWWAFWXXA3615909 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			
<a href="#">PRINT</a>			

## 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 displays the Missouri Notice of Sale Application website. On the left, a navigation menu is visible 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, and Dealers Web Page. The 'Correct Sales File' option is circled in red, and a red arrow points from it to the 'Lookup/Edit Sale' option in the background navigation menu. The main content area on the right is titled 'Notice of Sale' and contains the text: 'WM111, Welcome to the Missouri Notice of Sale Application' and 'Approved Vendor/Dealer Software'. At the bottom of the page, there is a footer with the text 'MOV' and links for 'Privacy Policy', 'Accessibility', 'Governor Jay Nixon', 'State Agencies', and 'Online Services'.

## 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**”.

**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**  
Notice Of Sale Lookup Request

Select A Type of Vehicle

**Enter Either**

NOS Control Number

**Or**

Vehicle Make

Vehicle Year  (4 digit year)

VIN/HIN

**Perform Lookup**

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## 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.

**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

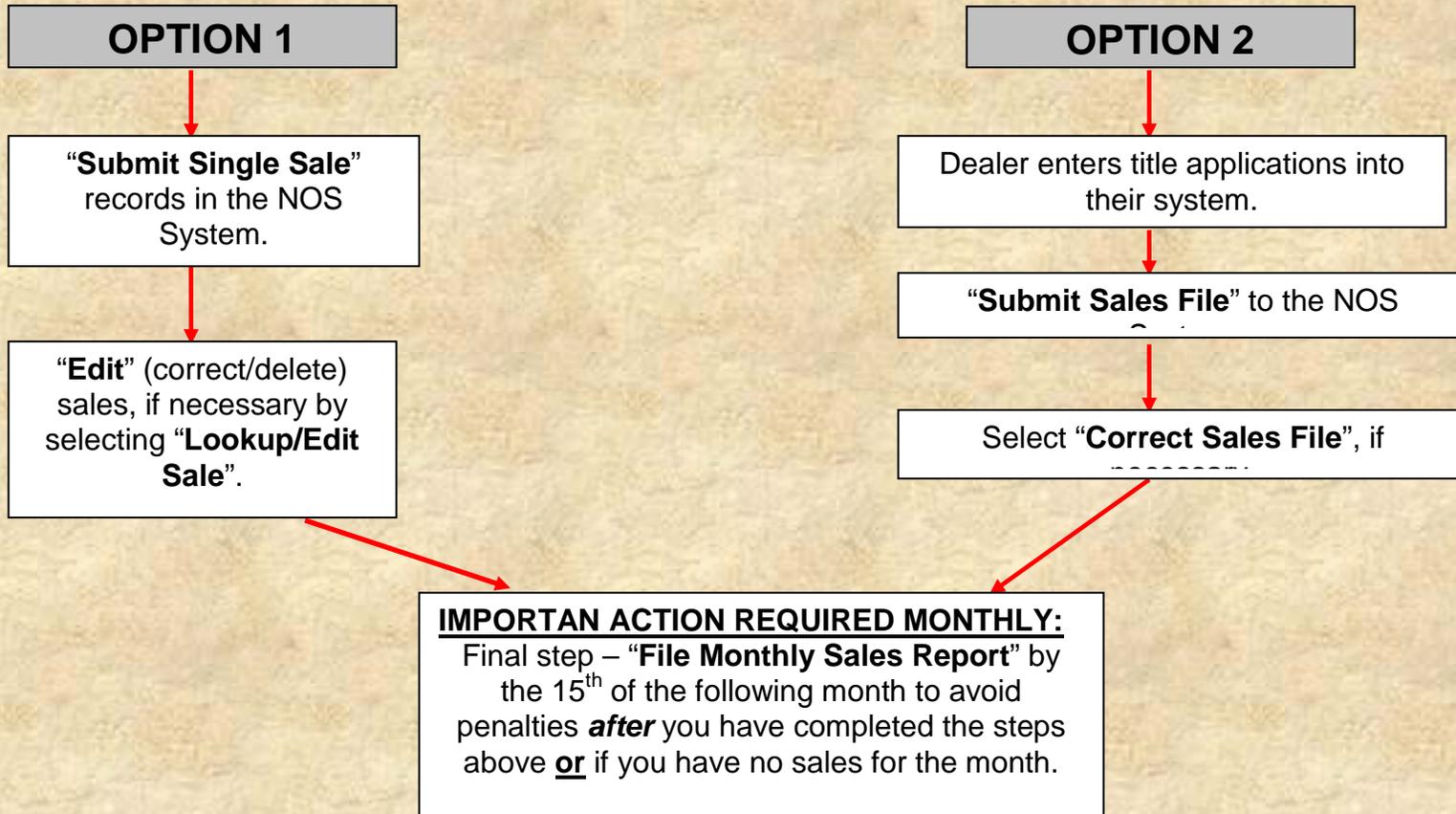
**Step 1:** Select “View/Print/Amend Filed Report”.

**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 State website interface for viewing a sales report. On the left 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 has a 'Month' dropdown menu currently set to 'July' and a 'Year(yyyy)' input field containing '2006'. A red circle highlights the 'Year' field and the text '(Printable report will open in a new browser window.)' directly below it. At the bottom of this section is a grey button labeled 'VIEW SALES REPORT'. The footer of the page includes the 'mo.gov' logo and 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.

The screenshot displays the 'View Sales History' interface. On the left, a navigation menu lists various options, with 'View Sales History' highlighted and circled in red. A red arrow points from this menu item to the main content area. The main content area features a 'Notice of Sale' section with a 'VIEW HISTORY' link. Below this, there are two radio buttons: 'History by Month' (selected) and 'History by Date Range'. Under 'History by Month', there are input fields for 'Enter Month' (2 digit month) and 'Enter Year' (4 digit year). Under 'History by Date Range', there are input fields for 'Start Date' and 'End Date' (both in mm/dd/yyyy format). A 'GET HISTORY' button is located at the bottom of the form. The footer of the page includes the text 'for Jay Nixon | State Agencies | Online Services'.

## VIEW SALES HISTORY (Continued)

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

**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 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	4WWMAFWXXA3615909	BLADES FARMS INC

Total Records=8

**PRINT**

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## 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.

**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**

**Change Password**

Please type your old password and confirm your new password:

User Id: WM111

Old Password

New Password

Confirm New Password

**Note:** Passwords must be at least 8 characters and no more than 15 characters. Your new password cannot be the same as your old password. You can use any character you wish in your new password.

for Jay Nixon | State Agencies | Online Services

## 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 says "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**”.

**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  
Contact DOR**

**Dealer Name:** IT TEST  
**User Id:** WM111  
**Name:** TAMMY PRATER  
**Your Email Address:** HANNAH.MAO@OA.MO.GOV  
If this email address is not correct please put the correct one in your email to us.

**Email Subject** Choose A Subject  
Choose A Subject  
Administrative Account/Password Issues  
Motor Vehicle/NOS Processing Issues  
Technical/Website Issues

**Email Content**

**Submit Email**

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# 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 a web application interface. On the left is a navigation menu with a dark blue header 'Navigation' and light blue links: 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 has a dark blue header 'Notice of Sale'. Below it is an 'Instructions' section with the text 'Click on a topic below:' followed by a bulleted list of links: 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), and Logout. Below this is a section titled 'Submit Single Sale' with three steps. 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)), and respond to the question asking if the vehicle is new. Sub-points for Step 2: 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. Sub-points for Step 2: 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: Sub-points for Step 3: 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.