Step 3: MyDMV Business – Practice Checklist

Locate and practice the following actions in the Sandbox environment to familiarize yourself with the MyDMV Business Portal. As a reminder, you may see real converted data in the Sandbox environment, however actions taken while in the Sandbox environment will not be retained.

Note that not all actions will be relevant or available to every business, depending on the business license type. Practice the available actions most relevant to your business needs.

The graphic below identifies the MyDMV Business functionality by Business License type.

License	Maintain License	Notice of Lien	Notice of Sale	Title	Registration
Boat Dealer	✓	✓	✓	x	x
Franchise Vehicle Dealer	✓	✓	✓	✓	✓
New Powersport Dealer	✓	✓	✓	✓	✓
Recreational Motor Vehicle Dealer	✓	✓	✓	✓	✓
Used Motor Vehicle and Used Powersport Dealer	✓	✓	✓	✓	✓
Trailer Dealer	✓	✓	✓	x	x
Salvage	✓	x	x	x	x
Wholesale Motor Vehicle Dealer	✓	x	✓	x	x
Manufacturer	✓	x	✓	x	x
Transporation Network Company	✓	x	x	x	x
Lease Rental	✓	x	x	x	x
Public Motor Vehicle Auction	✓	x	✓	x	x
Wholesale Motor Vehicle Auction	✓	x	✓	x	x

General

- ☐ Create a Logon
- ☐ Give User Access
- ☐ Manage User Access
    - Change Security Access
    - Remove Access
- ☐ Access the Missouri Dealer and Business Operating Manual
- ☐ Access the Motor Vehicle and Marinecraft Titling Manual
- ☐ View Letters
- ☐ View and Send Messages
- ☐ Manage Bank Account(s)
    - Update routing and bank account numbers
- ☐ Review FAQs and published newsletters

Business License Activities

- ☐ View Business License Details
  - Ensure all Business License Information is as Expected
- ☐ Renew Business License
- ☐ Update Business License
- ☐ Locate Additional Business License Applications
  - For the Same Business Entity
  - For a New Business Entity
- ☐ Report a Temporary Closure
  - Update a Reported Closure
- ☐ Manage Dealer Plates
  - Add Additional Plates
  - Update Current Plates
    - Remove a Plate
    - Request a Replacement Plate

Title & Registration

When possible, practice entering data from real sales into the Sandbox environment. When a sale is completed and entered in your DMS system, key the exact transaction into the Sandbox environment.

- ☐ Complete a Vehicle Precheck
- ☐ Complete a Variety Title and Registration Transactions
  - Override Vehicle Information
  - Title Only Transaction
  - Delayed Delivery of Title Transaction
  - For a Leased Vehicle
  - With a Notice of Lien Already Filed
  - Title and Registration Transaction with a New Lien
  - Release a Lien During a Transaction
  - Add Multiple Owners
  - Tenant in Common
  - Record Transfer on Death Beneficiaries
  - With a Trade-In
  - With Multiple Trade-Ins
  - With a Total Loss Credit
  - With Other Credits
  - With Rebates
  - Transferring an Existing Plate

  - Surrendering a Plate for Credit
  - Without Transferring or Surrendering Plates
  - For a Variety of Vehicle Types:
    - Car
    - Truck
    - SUV
- ☐ Request a Duplicate Title
- ☐ With Donations
- ☐ Rescind a sale

Notice of Sale

- ☐ Complete a Variety of Notice of Sale Transactions
  - File a Resident Notice of Sale
  - File a Non-Resident Notice of Sale
  - Override Vehicle Information
  - Complete a Notice of Sale for a Variety of Vehicle/Marine Types
    - Boat
    - Trailer
    - Vehicles
    - ATV
    - Motorcycle
- ☐ Generate a Monthly Sales Report
  - Verify Converted Notice of Sale Information

Lienholder

- ☐ File a Lien
- ☐ Release a Lien
- ☐ View Active Liens
- ☐ View Released Liens

Record Lookups

- ☐ Apply for a Record Sales Account
- ☐ Request Access to a Record Sales Account
  - Add access for Vehicle Record Lookup
- ☐ Perform a Vehicle Record Lookup