Motor Vehicle Registration Electronic Registration Import & Export

This document is divided into 2 parts – part 1 outlines the steps to download a Bureau of Motor Vehicles electronic registrations file and import the registrations to your system. Part 2 outlines the process for exporting electronic registration information from the INVISION Motor Vehicle Registration system and then, uploading the information to the Bureau of Motor Vehicles.

## PART 1 - IMPORT ELECTRONIC REGISTRATION STEPS

Follow these steps to import electronic registrations to your system:
- Download BMV file from BMV to your workstation
- Perform steps to import the electronic registrations to NDS Motor Vehicle Registration system
  - Run Electronic Registration Import
  - Run Electronic Registration Import Journal
  - Run Electronic Registration Import Post to import the registrations to your motor vehicle files

1. Download File From BMV

This step allows you to download the Electronic Registrations file from the BMV to a workstation.

1. From an Internet browser go to: **http://www.maine.gov/informe/municipal/index.html**
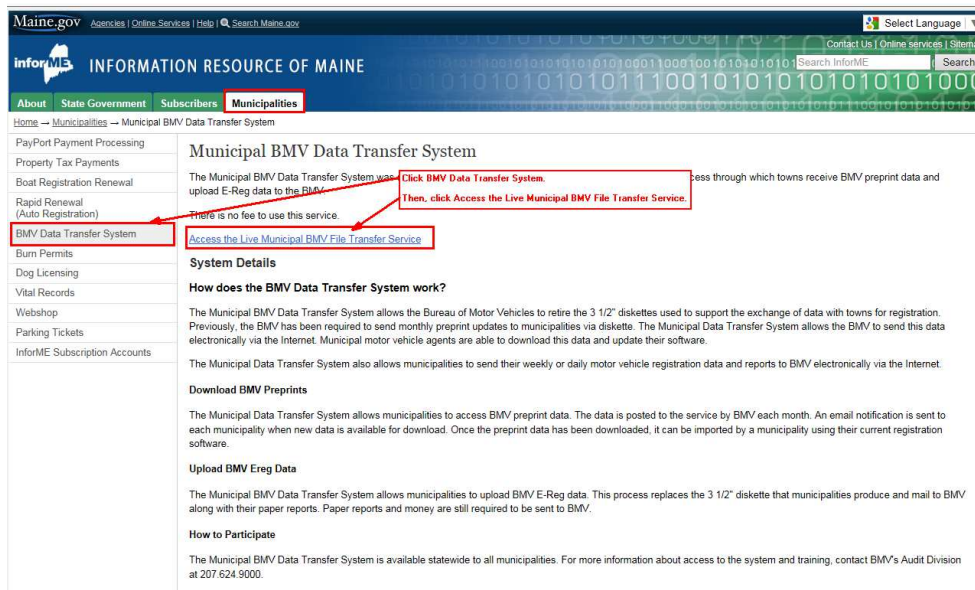
2. From the left menu click to select **BMV Data Transfer System**.
3. Click **Access the live Municipal BMV File Transfer Service** displayed in upper portion of the screen.
4. A Login window displays where you can enter the appropriate user name and password.

5. After entering the login credentials, the Home Page displays.

6. Click to select **Municipal File Transfer**.
7. Next, the Download/Upload choice screen displays. Click to select **Download BMV Preprints**.

8. Then, and a screen similar to the following displays.

9. Click to select the file you wish to download. **Note:** Previously downloaded files display as well.
10. After selecting the file to download a message similar to below will display.

11. Click the down arrow next to **Save**. From the short-cut menu click **Save as**.

12. The Save as window displays.

13. Navigate to **R:\mv** or, **S:\mv** as specified in the Import Control record.
    Important: You will need to save the download file to the workstation location specified in the Electronic Registration Import Control. To find the path or location, go to **Tools → Import → Electronic Registration → Import Control Maintenance**. The File Name field contains the path.
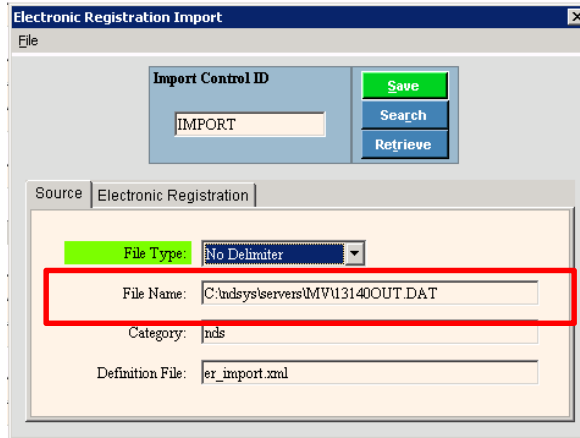
14. Then, click **Save**.
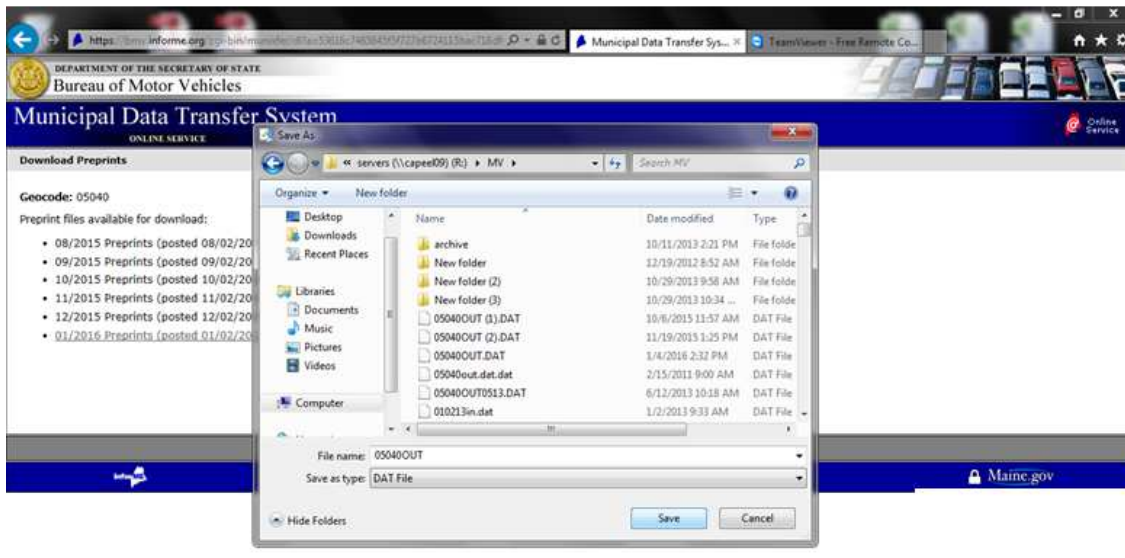
15. The following message displays.

16. Click **Yes** to replace the file.

The download is complete when the message above displays. You can then log off from the BMV site.
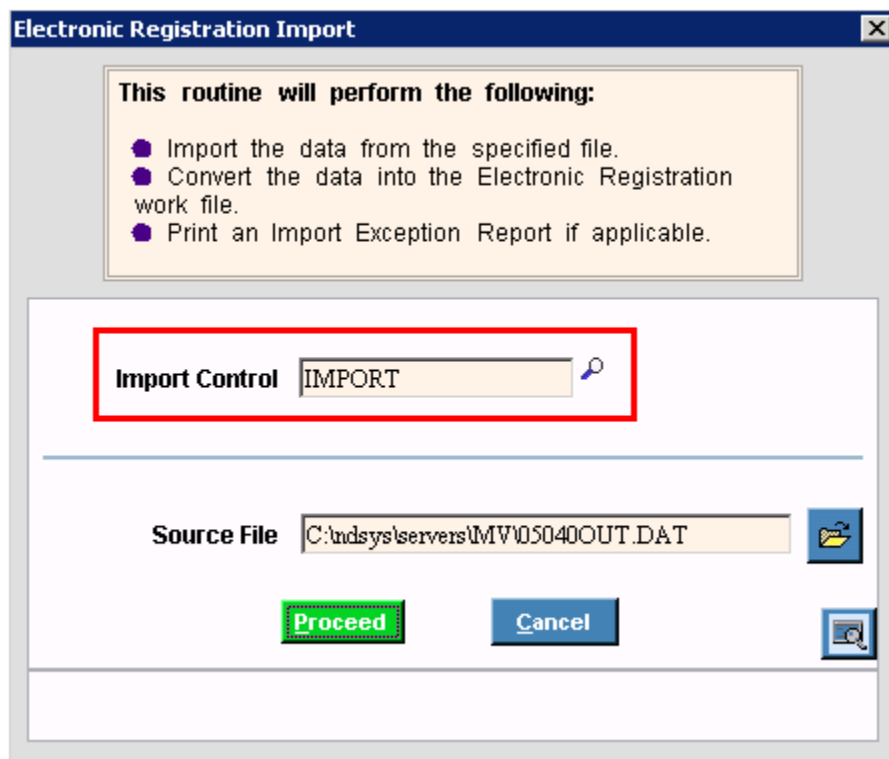
2. Run MVR Electronic Registration Import

The Import routine moves the information in the download file to the MVR Import file.

1. Go to NDS Motor Vehicle Registration.

2. From the MVR menu, click **Tools → Import → Electronic Registration → Import.**

3. The Electronic Registration Import window displays.

4. At the Import Control prompt, select **IMPORT**.

5. The Source File automatically displays.

6. Click **Proceed**.

When the import is finished, **Complete** displays. Please review all messages to make sure the Import routine completed properly before continuing to the next step.

3. Run Electronic Registration Import Journal

Run the journal and view it on your screen. This allows you to view the electronic registrations in the import file.
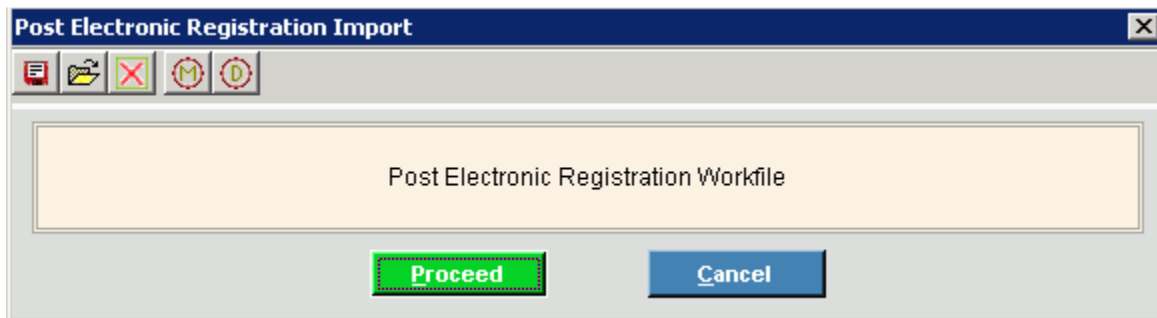
Select **Tools →Import → Electronic Registration → Journal**.

From the Import Journal screen, click **View**.

4. Run Electronic Registration Import Post

The final step of the import process is to post the electronic registrations in the import file to the town's Motor Vehicle Registration files.

Select **Tools →Import → Electronic Registration → Post**.

Click **Proceed**.

When the post is finished, the message **Completed** displays. Review all processing messages to make sure the process completed properly.

Notes:
- After the Electronic Registration Import Post routine completes, you can view the updated plates and registrations from the Registration Inquiry window.

- After the Electronic Registration Import Post completes, you can go back to BMV and repeat these steps to download another file if needed.

## PART 2 - EXPORT ELECTRONIC REGISTRATIONS STEPS

Follow these steps to export electronic registrations from your system to the BMV.

- Steps to export the registrations from the NDS Motor Vehicle Registration system to a workstation
  - Run Electronic Registration Export Create Work File
  - Run Electronic Registration Export Data Verification Report to verify the data in the work file
  - Run Electronic Registration Export to export the registration information to a designated location on a workstation
- Upload the Electronic Registrations Export file from your workstation to BMV

1. Run MVR Electronic Registration Export Create Work File

Use the Create Work File routine to build an export work file containing the registration information maintained in the Motor Vehicle Registration Workbench. The time period starting from the date of the last Daily/Cycle Update and ending with the date of the last Vehicle Receipts Post determines the vehicle registration transactions to be included in the export work file.

1. From the MVR menu, click **Tools → Export → Electronic Registration → Create Work File.**
2. The Electronic Registration Export Create Work File window displays.
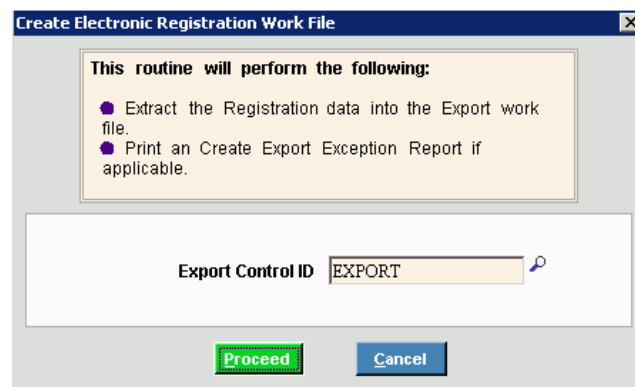

3. At the Export Control prompt, select **EXPORT**.

4. Click **Proceed**.

5. When the routine is finished, make sure the screen displays **Process Ended**.

2. Run Data Verification Report

Use the Data Verification Report to build a two-part report. Each part displays in a separate window. The first part lists the registration records in the electronic registration export work file and the second part provides a comparison of the work file information to the Town Detail Report. This comparison is made in order to ensure that all registration transactions for the reporting period have been processed and correctly included in the work file. The second part of the report lists the unit totals for each class code. The totals generated are compared to the information listed on the Town Detail Report, which is also included in the electronic file. The report lists the class codes that have a variance or prints **0** in the units and dollars variance.

1. From the MVR menu, click **Tools → Export → Electronic Registration → Data Verification Report.**
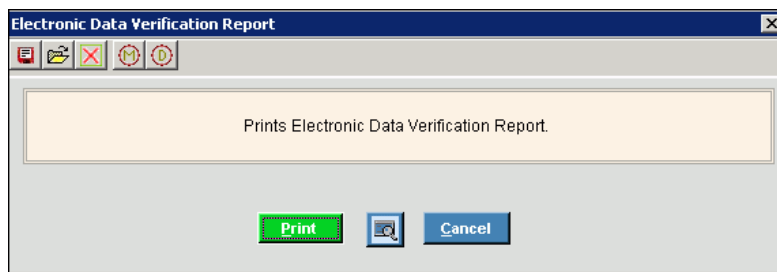
2. Click **Print** or **Print View** to run the report.

3. Run Electronic Registration Export

Use the Electronic Registration Export to export the registration information contained in the export work file to a file on a workstation. In another step this file will be uploaded to the BMV.

1. From the MVR menu, click **Tools → Export → Electronic Registration → Export.**
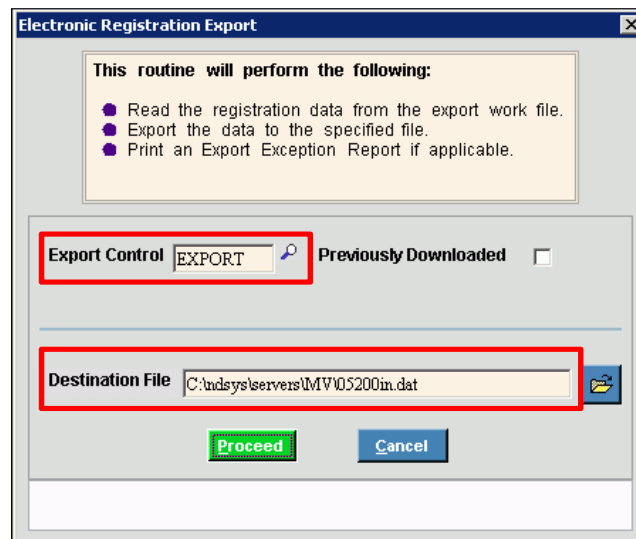
2. At the Export Control prompt, select **EXPORT**.

3. The Destination File automatically displays. **Note:** The Destination File contains the location and file name of the file to export.

4. Click **Proceed**.

4. Upload Export File From Workstation to BMV

Use the following steps to upload the export file from the workstation to the BMV.

1. From an Internet browser go to **http://www.maine.gov/informe/municipal/index.html**
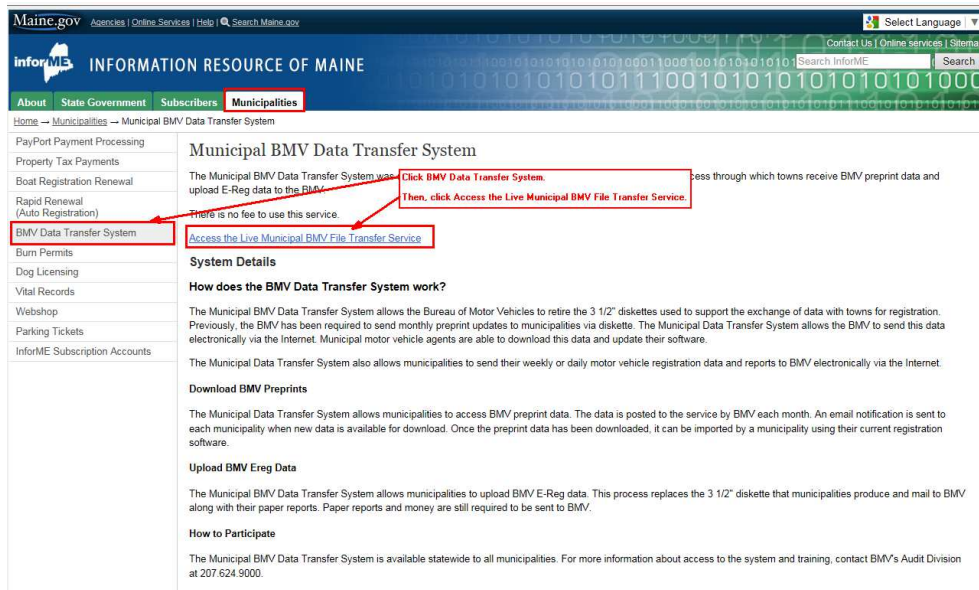
2. From the left menu click to select **BMV Data Transfer System**.
3. Then, click **Access the live Municipal BMV File Transfer Service**.
4. A login window displays.

5. Enter the appropriate user name and password.
6. At the Home Page, click to select **Municipal File Transfer**.

7. The Download/Upload choices screen displays. Click to select **Upload BMV Ereg Data**.

8. After selecting Upload, a screen similar to below displays.
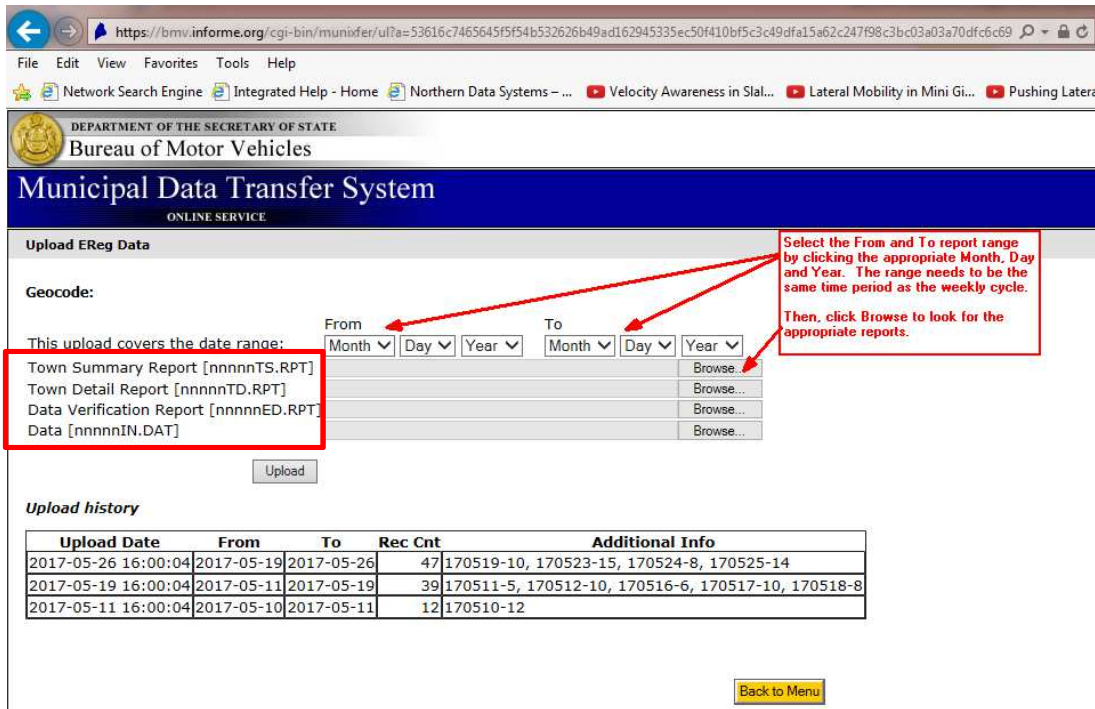

9. To specify the time period for the reports, select the From Month, Day and Year. And, select the To Month, Day and Year.
   Note: The date range should be the same as the time period for the cycle.

10. For each report click **Browse** and navigate to **s:\mv** to find the report for the date range. An example is shown below.
    Note: Generally there are 4 Reports to upload. The report names begin with your town code (Geo code).
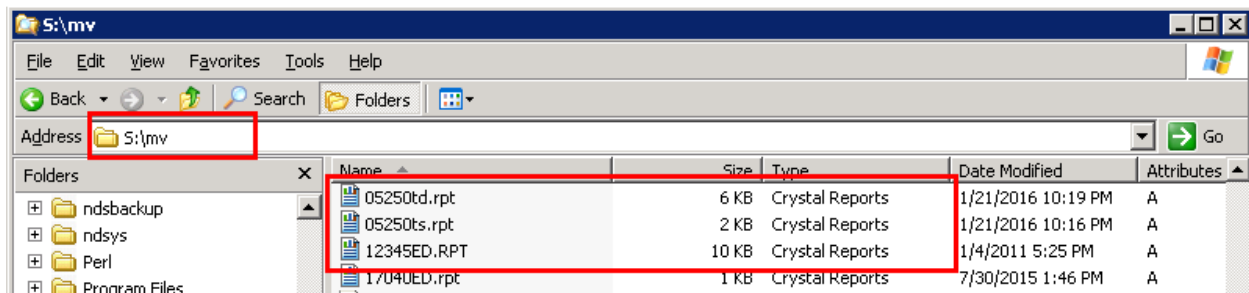
11. When the reports have been selected, click **Upload**.
12. When the upload is finished, a confirmation page displays.
    Important: It is important to print and maintain the confirmation page for a complete audit trail. Press **[Shift + Print Scrn]** (Print Screen function) to print the confirmation.
13. When the upload is finished, please log off the BMV website.