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

Maine.gov Agencies Online Ser	vices Help 🔍 Search Maine gov 🔡 Select Language 🔻
	Contact Us 1 Online Service 1 Sterring
Home → Municipalities → Municipal Bl	AV Data Transfer System
PayPort Payment Processing Property Tax Payments Boat Registration Renewal Rapid Renewal	Municipal BMV Data Transfer System The Municipal BMV Data Transfer System war Click BMV Data Transfer System. upload E-Reg data to the BMV Then. click Access the Live Municipal BMV File Transfer Service.
(Auto Registration) BMV Data Transfer System Burn Permits	Access the Live Municipal BMV File Transfer Service System Details
Vital Records	How does the BMV Data Transfer System work?
Parking Tickets	In the numerical prove bata it ransters system allows the bureau or hotors vencies to retire the 3.1/2 diskettles used to support the exchange of data with bowns for registration. Previously, the BMV has been required to send monthly preprint updates to municipalities via diskettle. The Municipal Data Transfer System allows the BMV to send this data electronically via the Internet. Municipal motor venicle agents are able to download this data and update their software.
InforME Subscription Accounts	The Municipal Data Transfer System also allows municipalities to send their weekly or daily motor vehicle registration data and reports to BMV electronically via the Internet. Download BMV Preprints The Municipal Data Transfer System allows municipalities to access BMV preprint data. The data is posted to the service by BMV each month. An email notification is sent to each municipality when new data is available for download. Once the preprint data has been downloaded, it can be imported by a municipality using their current registration software.
	Upload BMV Ereg Data The Municipal BMV Data Transfer System allows municipalities to upload BMV E-Reg data. This process replaces the 3 1/2" diskette that municipalities produce and mail to BMV along with their paper reports. Paper reports and money are still required to be sent to BMV. How to Participate The Municipal BMV Data Transfer System is available statewide to all municipalities. For more information about access to the system and training, contact BMV's Audit Division at 207 624 9000.

- 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.

Maine.gov Official website of the State of Maine			
Home Page			
- Your Services	What's New	Media and Training	
✓ Municipal File Transfer		Service	Action
	Reminder:	Boat Registration	Access
	It is that time of the month	Dog Licensing	Access
Add a Service	again. An upload should be done for Rapid Renewal. This	Online Property Tax and Utility Payments	Access
Want to offer your citzens a new service?	registrations expiring in the	PayPort	Access
Rapid Renewal	previous month and the	Rapid Renewal	Access
The online vehicle registration renewal program that allows citizens of your municipality to quick Learn more	current month along with the two months that follow.	Vital Records	Access
Boat Registration This service allows citizens of your municipality and non-residents who moor their boat in your Learn more Dog Licensing The online service is available every year between October 15th and January 31st The service allo Learn more	For example this month the upload should contain registrations expiring in December 2016, January 2017, February 2017 and March 2017		
More Services	Best Regards -The InforME <u>]</u> Team		

- 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.

Bureau of Motor Vehicles	TE		Ha	
Iunicipal Data Transfe	r Svstem			🧟 Onli Servi
ownload Preprints	Computer +	🔹 🍕 Search Computer	P	
eocode: 05040	Organize 👻	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	- 0	
eprint files available for download: • 08/2015 Preprints (posted 08/02/2 • 09/2015 Preprints (posted 09/02/2 • 10/2015 Preprints (posted 10/02/2 • 11/2015 Preprints (posted 11/02/2 • 12/2015 Preprints (posted 12/02/2 • 01/2016 Preprints (posted 01/02/2	Favorites Desktop Desktop Downloads Downloads Decent Places Decuces with Re Devices with Re	es (1) s7_05 (C;) ree of 465 GB temovable Storage (1) Drive (D;) tion (3) (xcapee09) (R:) Space free: 1.28 TB Total size: 1.36 TB		
Informatio	Save as type: DAT File			A Maine.gov

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** \rightarrow **Import** \rightarrow **Electronic Registration** \rightarrow **Import Control Maintenance**. The File Name field contains the path.



	Import	t Control ID
	•	Save
	IM	IPORT Search
		Retrieve
Source File	uronic Reg	
		And the second
	File Type:	No Delimiter
	File Type: File Name:	No Delimiter
	File Type: File Name: Category:	No Delimiter

14. Then, click Save.



15. The following message displays.

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

				87. N
The 95040 OUT, DAT download has completed.	Open 💌	Open folder	View dov	www.teamviewer.com

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 \rightarrow Import \rightarrow Electronic Registration \rightarrow Import.

Motor Vehicle WorkBench (Lape Elizabeth Current Year) - [Regis	tration Inquiry] Tools Utilities Images W	indows <u>H</u> elp We <u>b</u> Links	
000	Import Export	Electronic Registration	Import Journal
Plate Number	Set <u>N</u> ext Day Mode	Import Floating Menu	Post
FORM NUMBER	⊆reate XML Template Edit XML Template Remove XML Template		Import Control Maintenance
New Registration Re-Registratic VIN TRANSAC	Owner Tracking Vehicle Tracking Miscellaneous Tracking	n Cash Received: Checks Received: Transaction Amount	

3. The Electronic Registration Import window displays.

ectron	ic Registration I	mport	×
	This routine v Import the Convert th work file. Print an In	vill perform the following: data from the specified file. e data into the Electronic Registration nport Exception Report if applicable.	
[Import Control	IMPORT P	
	Source File	C:\ndsys\servers\MV\05040OUT.DAT	È
		<u>Proceed</u> <u>C</u> ancel	R

- 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 \rightarrow Import \rightarrow Electronic Registration \rightarrow 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 \rightarrow Import \rightarrow Electronic Registration \rightarrow Post.

Post Electronic Registration Import	×
Post Electronic Registration Workfile	
Proceed <u>Cancel</u>	

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
 - o 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 \rightarrow Export \rightarrow Electronic Registration \rightarrow 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.

Electronic Data Verificatio	on Report	×
	Prints Electronic Data Verification Report.	
	Print Cancel	

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** \rightarrow **Export** \rightarrow **Electronic Registration** \rightarrow **Export**.

ectron	ic Registration Export
	This routine will perform the following: • Read the registration data from the export work file.
	 Export the data to the specified file. Print an Export Exception Report if applicable.
Expo	ort Control EXPORT
Dest	iination File C:\ndsys\servers\MV\05200in.dat
	Proceed Cancel

- 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

Maine.gov Agencies Online Ser	vices Help 🔍 Search Maine gov 🐰 🛃 Select Language 🔻
informs INFORMAT	
About State Government Su	ubscribers Municipalities
Home	MV Data Transfer System
PayPort Payment Processing	Municipal PMV Data Transfor System
Property Tax Payments	Municipal BMV Data Transfer System
Boat Registration Renewal	The Municipal BMV/ Data Transfer System was Click BMV Data Transfer System. tess through which towns receive BMV preprint data and unload E. Ber data to the BMV
Rapid Renewal (Auto Registration)	There is no fee to use this service.
BMV Data Transfer System	Access the Live Municipal BMV File Transfer Service
Burn Permits	Suchem Detaile
Dog Licensing	System Details
Vital Records	How does the BMV Data Transfer System work?
Webshop	The Municipal BMV Data Transfer System allows the Bureau of Motor Vehicles to retire the 3 1/2" diskettes used to support the exchange of data with towns for registration.
Parking Tickets	Previously, the BMV has been required to send monthly preprint updates to municipalities via diskette. The Municipal Data Transfer System allows the BMV to send this data electronically us the Internet Municipal motor upbicing agents are able to download this data and under their sender the send
InforME Subscription Accounts	The Municipal Data Transfer System also allows municipalities to send their weekly or daily motor vehicle registration data and reports to BMV electronically via the Internet. Download BMV Preprints The Municipal Data Transfer System allows municipalities to access BMV preprint data. The data is posted to the service by BMV each month. An email notification is sent to each municipality when new data is available for download. Once the preprint data has been downloaded, it can be imported by a municipality using their current registration software. Upload BMV Freg Data
	The Municipal BMV Dtata Transfer System allows municipalities to upload BMV E-Reg data. This process replaces the 3 1/2" diskette that municipalities produce and mail to BMV along with their paper reports. Paper reports and money are still required to be sent to BMV. How to Participate The Municipal BMV Data Transfer System is available statewide to all municipalities. For more information about access to the system and training, contact BMV's Audit Division at 207 624 900.

- 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.

The server wy The server rep	wl.maine.gov is asking for your user name and password orts that it is from Rapid Renewal Town Administration.
	User name Password Remember my credentials
	Remember my credentials

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

Maine.gov Official website of the State of Maine				
Home Page				
– Your Services –	What's New	Media and Training		
✓ Municipal File Transfer	inat o non	Service	Action	
	Reminder:	Boat Registration	Access	
	It is that time of the month again. An upload should be done for Rapid Renewal. This upload should contain registrations expiring in the	Dog Licensing	Access	
Add a Service		Online Property Tax and Utility Payments	Access	
Want to offer your citzens a new service ? Click on a service to learn more and enroll today!		PayPort	Access	
Panid Panewal	previous month and the	Rapid Renewal	Access	
The online vehicle registration renewal program that allows citizens of your municipality to quick Learn more	two months that follow.	Vital Records	Access	
Boat Registration This service allows citizens of your municipality and non-residents who moor their boat in your Learn more Don Licensing The online service is available every year between October 15th and January 31st. The service allo Learn more	For example this month the upload should contain registrations expiring in December 2016, January 2017, February 2017 and March 2017 Best Regards			
More Services	-The InforME <u>I</u> Team			

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

Rapid Renewal	ONLINE VEHICLE REGISTRATION RENEWAL Maine Bureau of Motor Vehicles
Town Administration:	
 <u>Download BMV Preprints</u> <u>Upload BMV Ereg Data</u> <u>Frequently Asked Question</u> 	S

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

ie Eait View Favorites Iools Help ; 🕘 Network Search Engine 🛃 Integrated Help - Home 🙆 Northern Data Systems –	Velocity Awareness in Slal Slateral Mobility in Mini Gi
DEPARTMENT OF THE SECRETARY OF STATE Bureau of Motor Vehicles	
Aunicipal Data Transfer System	
Jpload EReg Data	Select the From and To report range
Geocode: From To To Marth XI [Dow XI] [Vac: XI]	by clicking the appropriate Month, Day and Year. The range needs to be the same time period as the weekly cycle. Then, click Browse to look for the appropriate reports.
Town Summary Report [nnnnnTS RPT]	
Town Detail Report [nnnnTD.RPT]	Browse
Data Verification Report InnnnED.RPT	Browse
Data [nnnnnIN.DAT]	Browse
Upload history Upload Date From To Rec Cnt 2017-05-26 16:00:04/2017-05-19/2017-05-26 47/170519-10, 17053	Additional Info
2017-05-19 16:00:04 2017-05-11 2017-05-19 39 170515 16, 17051	2-10, 170516-6, 170517-10, 170518-8
2017-05-11 16:00:04 2017-05-10 2017-05-11 12 170510-12	

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).

😂 S:\mv						_ 🗆 🗡		
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorite	s <u>T</u> ools	Help						
😮 Back 🔻 🏐 🖌 😥 Search 陵 Folders 🛛 🖽 🗸								
Address 🛅 S:\mv						💌 🔁 Go		
Folders	×	Name 🔺	Size	Туре	Date Modified	Attributes 🔺		
🛨 🦳 odsbackup		💾 05250td.rpt	6 KB	Crystal Reports	1/21/2016 10:19 PM	А		
		💾 05250ts.rpt	2 KB	Crystal Reports	1/21/2016 10:16 PM	А		
T Perl		💾 12345ED.RPT	10 KB	Crystal Reports	1/4/2011 5:25 PM	A		
🗉 🛄 Program Files		1/040ED.rpt	1 KB	Crystal Reports	7/30/2015 1:46 PM	A		

- 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.