

Step by step instructions to assist you in registering with NMVTIS

Required for Recyclers-Must submit NMVTIS
registration ID annually with renewal.

Step 1

- Click on or copy and paste this link to your web browser: <https://nmvtisreporting.aamva.org/Login/>
- When the website opens, click on the blue Login/Register button.

Please find the “New Customers Must Register Here” and click the [blue](#) “Register” button in the lower right corner.

nmvtisreporting.aamva.org/Login

NMTIS Single VIN Reporting Service

Help >

Login

Information

Registered users can only view and amend vehicle reports submitted through the Single VIN Reporting Service. Vehicle reports submitted through the other NMTIS JSI Data Consolidators (i.e. ISO, ADD, Audatex) are not available through this service.

Existing Customers

If you are an individual or your company has an account with AAMVA as your consolidator, enter your Reporting Entity ID and Password to gain access.

Reporting Entity ID * [?](#)

Password *

* = Required

[Forgot your Reporting Entity ID?](#) [Forgot your Password?](#) [Sign in](#)

New Customers Must Register Here

If your company does not have an account with AAMVA as your consolidator, create an account.

NOTE: If you have problems registering/logging in, please contact us at helpdesk@amva.org.

[Register](#)

Step 3

- Next you will verify that your business has an EIN by clicking “Yes” and then click “Next” in the lower right corner.

aaamva.org/User/Registration

Single VIN Reporting Service

Reporting Entity Registration

New Customer

Information Verification Registration Finish

Also known as a Federal Tax Identification Number, an EIN is a unique nine-digit number tied to your business entity. In this way, an EIN is like a social security number for a business. The government uses an employer identification number (EIN) to identify every business for tax purposes.

Your business most likely has secured an EIN if one or more of the following conditions apply:

- It employs workers.
- It files employment, excise, or alcohol, tobacco and firearms tax returns.
- It withholds taxes on non-wage income for non-resident aliens.
- It is involved with trusts, estates, real estate mortgage investment conduits, nonprofit organizations or farmers' cooperatives.

Do you or your business possess an EIN? Yes No

[Back to Login](#) [Previous](#) [Next](#)

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Step 4

- You have not yet been issued a “Reporting Entity ID” so you will choose the second option, “No”, by clicking the “Register Now” button.

The screenshot shows a web browser window with the URL `amva.org/User/Registration`. The page title is "Single VIN Reporting Service" and the sub-header is "Reporting Entity Registration". Below this is a "New Customer" section with a progress bar containing four steps: Information, Verification, Registration, and Finish. The main content area asks, "Have you been issued a Reporting Entity ID by another Data Consolidator?". There are three options: "Yes" (with a thumbs up icon), "No" (with a thumbs down icon), and "Not sure" (with a question mark icon). The "No" option is circled in red and includes a "Register Now" button. The "Yes" option includes a text input field for the "Existing Reporting Entity ID" and a "Register Now" button. The "Not sure" option includes a "Let me check" button.

amva.org/User/Registration

Single VIN Reporting Service

Reporting Entity Registration

New Customer

Information Verification Registration Finish

Have you been issued a Reporting Entity ID by another Data Consolidator?

Yes

Please enter the ID and click on the "Register Now" button. This will pre-populate the registration form with your company name, address and phone information

Existing Reporting Entity ID Register Now

No

I have not been issued a Reporting Entity ID. Register Now

Not sure

I am not sure of being issued a Reporting Entity ID. Let me check.

Step 5

- Fill in the fields highlighted and then click the “Register” button in the lower right corner.

Single VIN Reporting Service

Information Verification **Registration** Finish

Company Information * = Required

Reporting Entity ID ?

Company Name * ?

Doing Business As ?

Parent Company Name ?

Company Type * ?

Contact First Name *

Contact Last Name *

Email *

Confirm Email *

Phone * Fax

Address Information

Address 1 * Address 2

City * State * Zip Code *

Back to Login Previous **Register**

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Step 6

- You have now registered with NMVTIS. Click the “Finish” button on the right and proceed to “Activate” your account. In order to activate your account, you will need to log into the email address you used to create the NMVTIS account and locate the email with the subject “NMVTIS New Entity Registration Information”. See the next slide for more information.

The screenshot shows a web interface for 'Reporting Entity Registration' for a 'New Customer'. It features a progress bar with four steps: 'Information', 'Verification', 'Registration', and 'Finish'. The 'Finish' step is currently active. A 'Congratulations!' message is displayed, stating 'You've successfully registered for the Single VIN Reporting Service.' and 'Instructions on how to access the system and user logon credentials have been sent to your email account.' A green 'Finish' button is located at the bottom right of the page, circled in red.

Reporting Entity Registration

New Customer

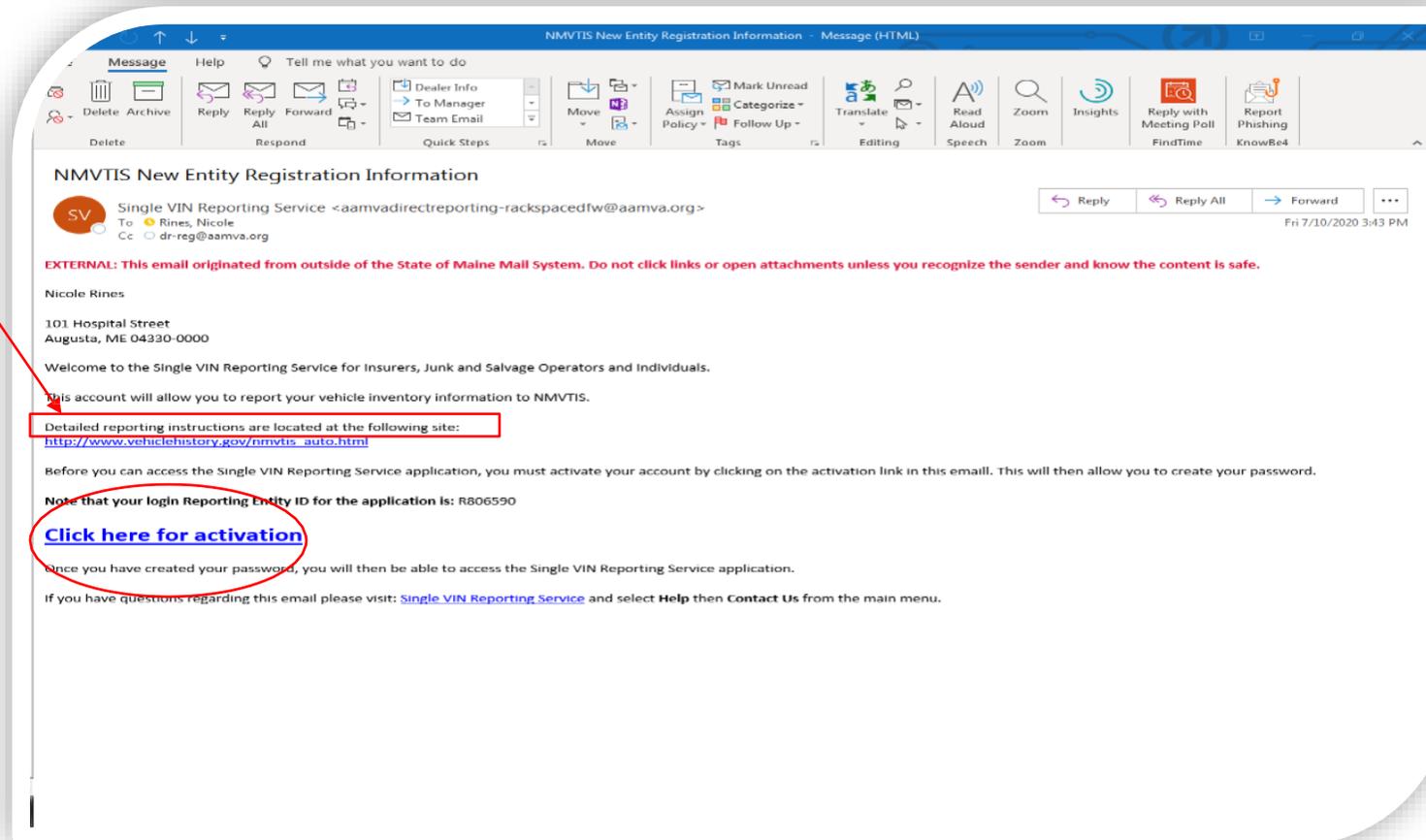
Information Verification Registration **Finish**

Congratulations!
You've successfully registered for the Single VIN Reporting Service.
Instructions on how to access the system and user logon credentials have been sent to your email account.

Finish

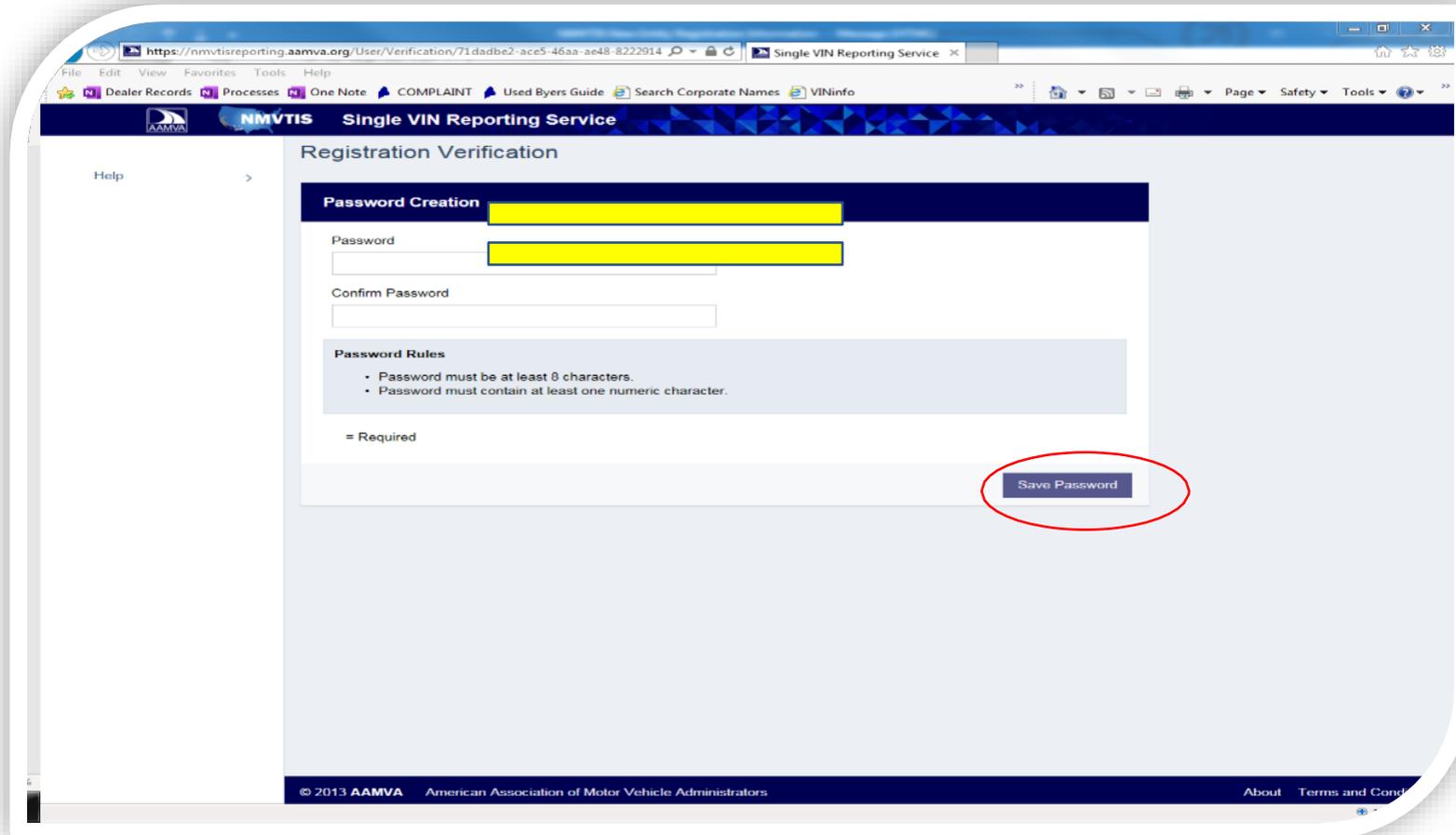
Step 7

- This is what you will find in the email from NMVTIS. Please record your “Reporting Entity ID”, see sample below, then click the “[Click here for activation](#)” button.



Step 8

- Please enter and record a password that is 8 characters, one character must be a number. Confirm the password by re-entering the password and click “Save Password”. (Now you should have the Reporting Entity ID and Password recorded for future use.)



The screenshot shows a web browser window with the URL <https://nmvtisreporting.aamva.org/User/Verification/71dadbe2-ace5-46aa-ac48-8222914>. The page title is "Single VIN Reporting Service" and the main heading is "Registration Verification".

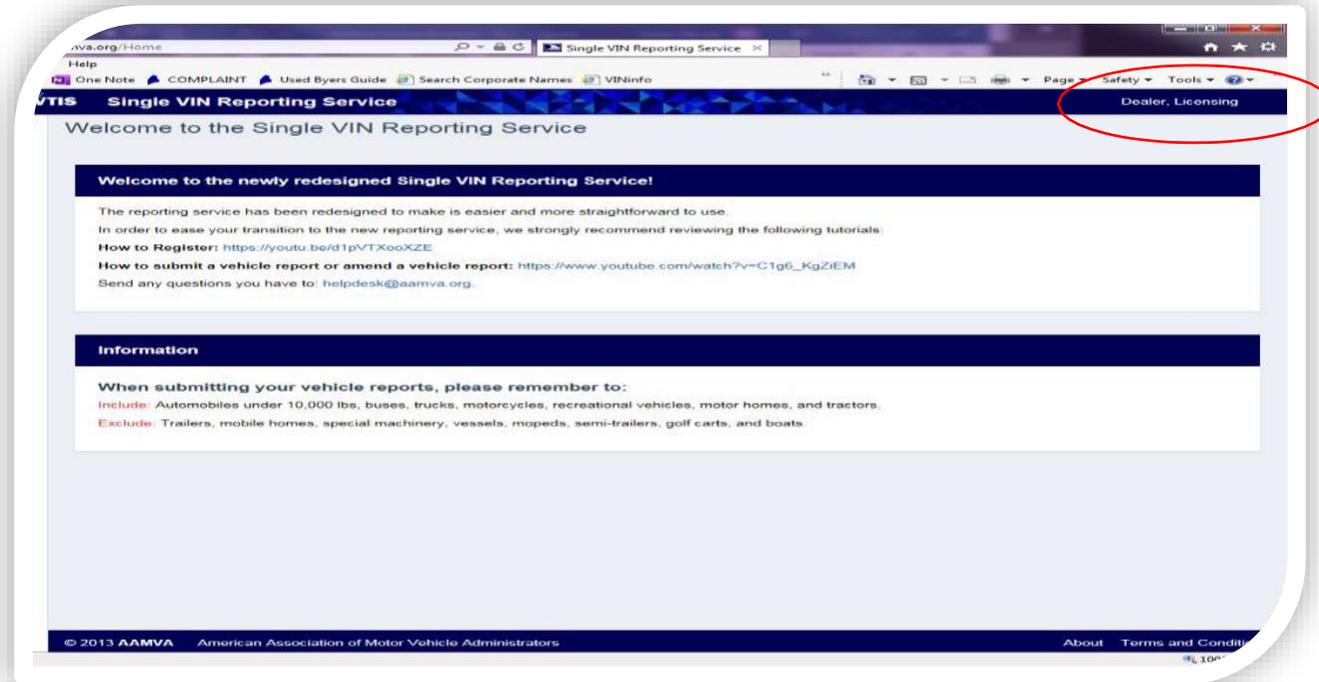
The "Password Creation" section includes the following fields and rules:

- Password Creation** (Section Header)
- Password** (Text input field, highlighted in yellow)
- Confirm Password** (Text input field, highlighted in yellow)
- Password Rules**
 - Password must be at least 8 characters.
 - Password must contain at least one numeric character.
- = Required** (Legend)
- Save Password** (Button, circled in red)

The footer of the page contains the text: © 2013 AAMVA American Association of Motor Vehicle Administrators. About Terms and Conditions.

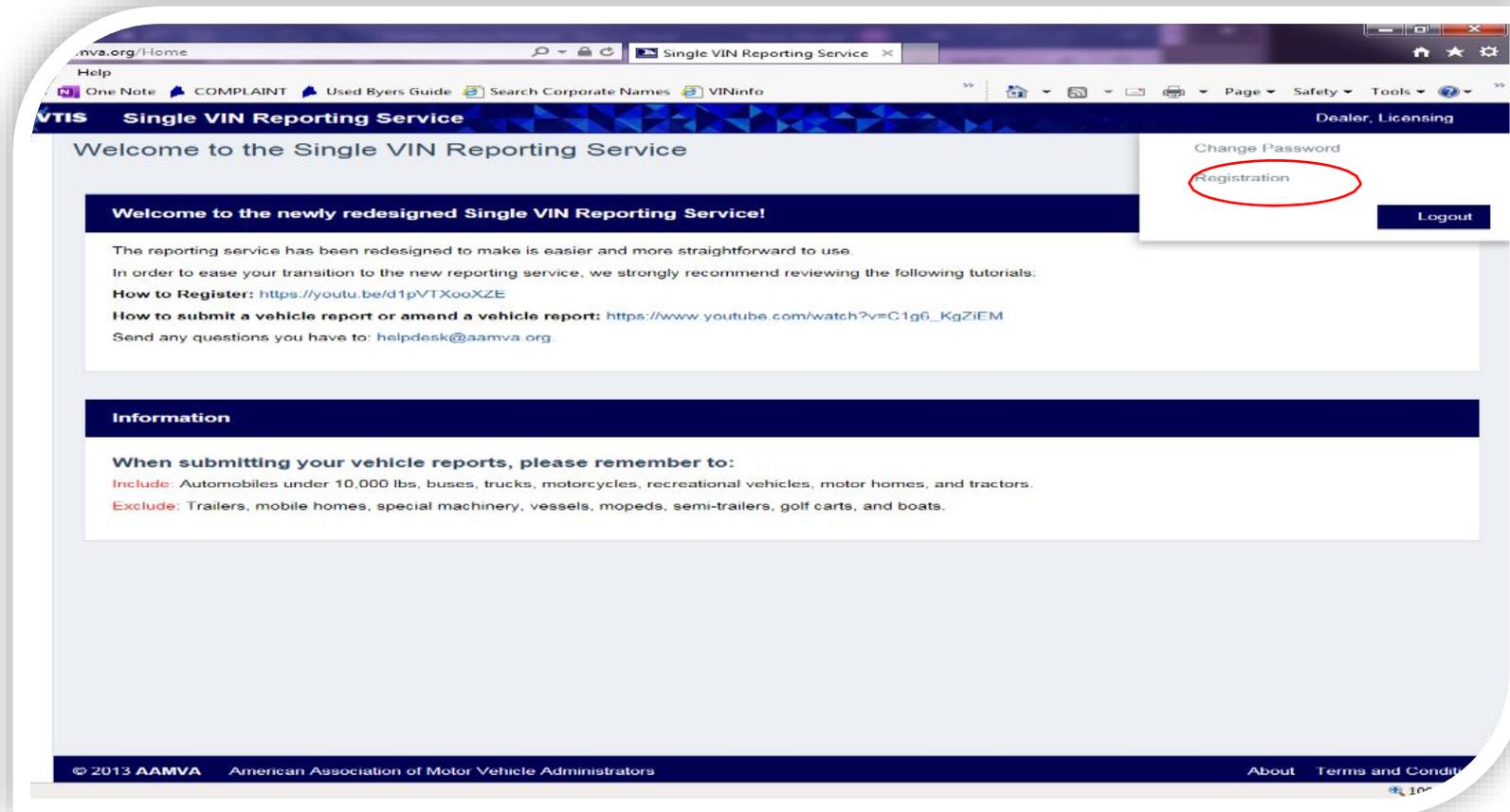
Step 9

- In the upper right corner, you should now see your business name or your first and last name. Beside that, you should see a silhouette of a man. Click the silhouette, if it appears, if not, click your business name or your first and last name.



Step 10

- A drop-down menu should appear, click “Registration”.



The screenshot shows a web browser window displaying the AAMVA Single VIN Reporting Service. The browser's address bar shows 'aamva.org/Home' and the page title is 'Single VIN Reporting Service'. The website header includes 'VTIS Single VIN Reporting Service' and 'Dealer, Licensing'. A user menu is open in the top right corner, showing options: 'Change Password' and 'Registration' (which is circled in red), and a 'Logout' button. The main content area features a welcome message and a list of tutorials, including 'How to Register' and 'How to submit a vehicle report or amend a vehicle report'. An 'Information' section provides details on what to include and exclude when submitting reports. The footer contains copyright information for AAMVA and links to 'About' and 'Terms and Conditions'.

Single VIN Reporting Service

Dealer, Licensing

Welcome to the Single VIN Reporting Service

Welcome to the newly redesigned Single VIN Reporting Service!

The reporting service has been redesigned to make it easier and more straightforward to use. In order to ease your transition to the new reporting service, we strongly recommend reviewing the following tutorials:

How to Register: <https://youtu.be/d1pVTXooXZE>

How to submit a vehicle report or amend a vehicle report: https://www.youtube.com/watch?v=C1g6_KgZiEM

Send any questions you have to: helpdesk@aaamva.org

Information

When submitting your vehicle reports, please remember to:

Include: Automobiles under 10,000 lbs, buses, trucks, motorcycles, recreational vehicles, motor homes, and tractors.

Exclude: Trailers, mobile homes, special machinery, vessels, mopeds, semi-trailers, golf carts, and boats.

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Step 11

- You have now completed the registration and activation process with NMVTIS. Please print the screen, or screen shot and paste into an email, in order to submit to the Bureau of Motor Vehicles, Dealer Licensing, as proof of registration and activation with NMVTIS. Please email to DealerLicensing.BMV@Maine.gov or fax to 207-624-9126.

The screenshot shows a web browser window with the URL mainemva.org/User/Profile. The page title is "Single VIN Reporting Service" and the breadcrumb is "Dealer, Licensing". The main content area is titled "Profile" and contains a section for "Change Reporting Entity Registration".

Company Information = Required

Reporting Entity ID R806590	Contact First Name Licensing
Company Name Maine Bureau of Motor Vehicles	Contact Last Name Dealer
Doing Business As Dealer Licensing	Email dealerlicensing.bmv@maine.gov
Parent Company Name 	Confirm Email
Company Type Recycler	Phone (207) 624-9276
	Fax

Address Information

Address 1 101 Hospital Street	Address 2
City Augusta	State Maine
	Zip Code 04330-0000

[Change Registration Info](#)