



Montana Department of Justice
Motor Vehicle Division

Temporary Registration Permit Service

User Manual for Authorized Agents/MVD

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PURPOSE

The User Manual provides information about how the Montana Department of Justice (DOJ) Motor Vehicle Division (MVD) online Temporary Registration Permit (TRP) service functions. The manual outlines step-by-step instructions for how you (a user) get access to the service, issue a temporary vehicle registration permit, pay for the transaction, search for TRPs and vehicles, view TRP transaction information and track sales, reprint permits, and view billing information (Figs. 1-3).

The service is used by Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments.

TRP Process Flows

Creating a TRP

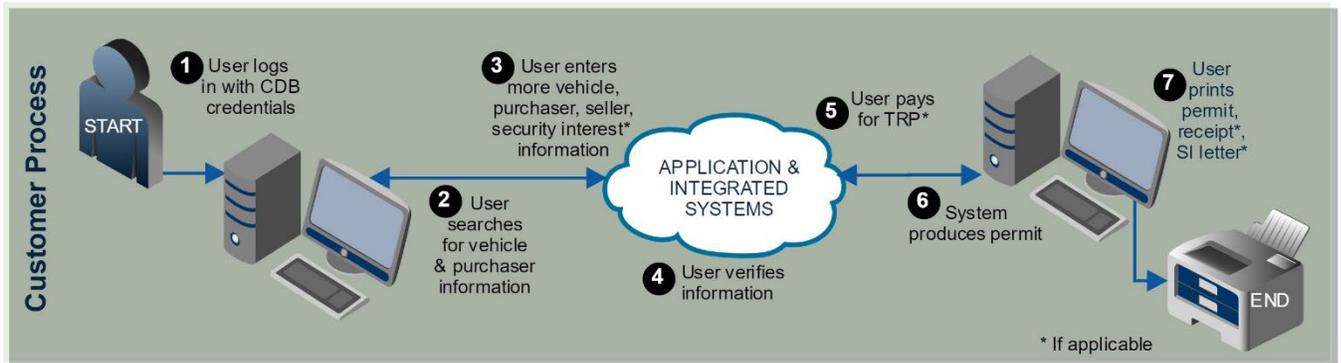


Fig. 1

Paying for a TRP

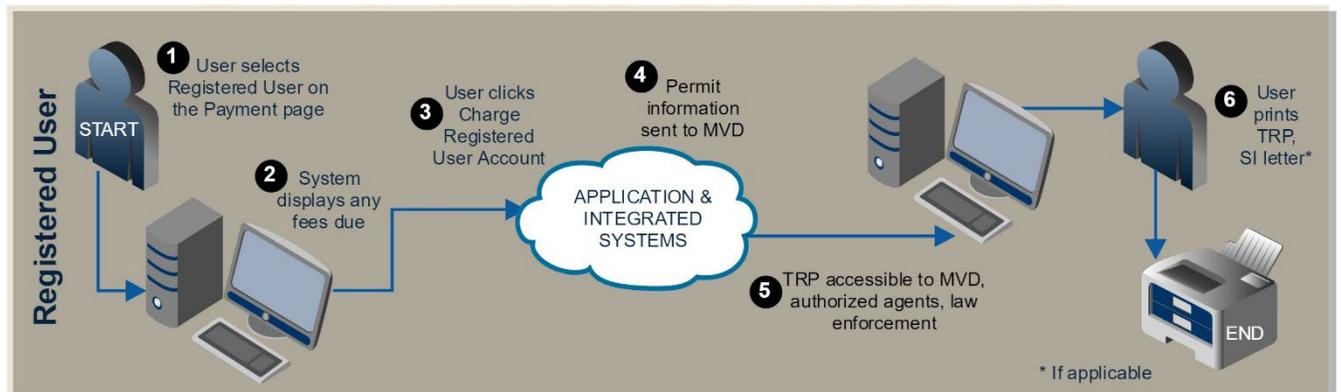


Fig. 2

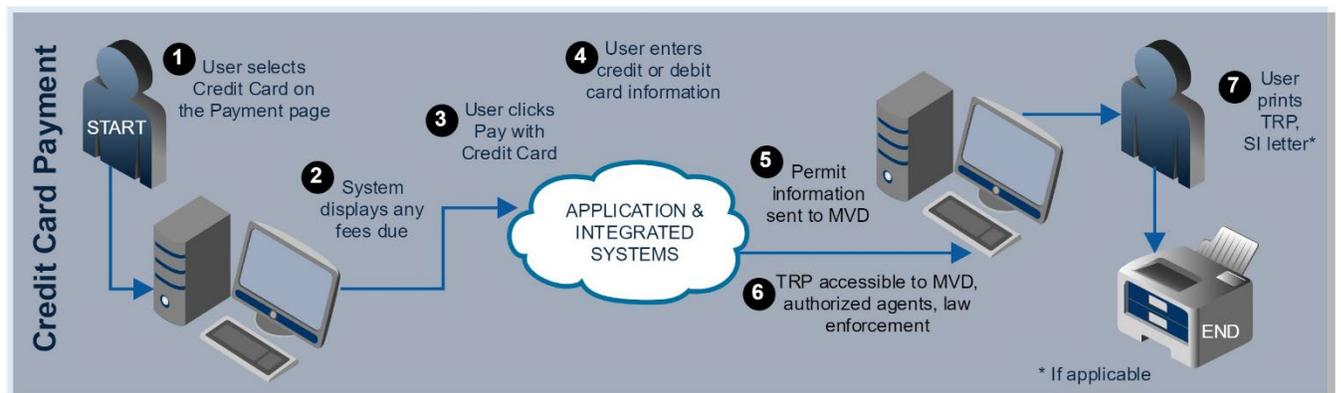


Fig. 3

Service Use Requirements

Under state law, all motor vehicles including motor homes; motorcycles and quadricycles; travel trailers; utility trailers; all-terrain vehicles; sailboats over 12 feet in length; motorboats, jet skis and other motorized vessels; and snowmobiles must be registered with the State of Montana. Pickup campers are an exception; they must be titled but are not registered. These vehicles must display a temporary registration permit, or TRP, as specified by Montana law (MCA §§ [61-3-303](#), [61-3-117](#), [61-3-224](#), [61-4-221](#), [23-2-511](#),)

NOTE: For a **Glossary** of key definitions, please refer to [Page 110](#).

In 2005, the Montana State Legislature mandated that all Montana auto dealerships use this Internet-based service (*Fig. 4*) to issue temporary registration permits. Today, there are more than 4,400 users of the online TRP service who engaged with more than 180,000 citizens in 2018 to issue 11 types temporary registration permits for 17 different types of vehicles. There are more than 1,000 dealer licenses in Montana and the state titles approximately 500,000 vehicles and registers nearly 1.3 million vehicles per year.

MOTOR VEHICLE DIVISION Instructions Fees Feedback

Temporary Registration Permit Service

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:

- Email: dojmvdtbrmt@mt.gov
- Phone: (406) 444-3661
- Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

MERLIN status: ONLINE

TRP TRAINING VIDEO

Fig. 4

Internet-based Service

You can access the online TRP service on a computer, tablet, or mobile device with an Internet connection. The service is mobile responsive, displaying correctly on mobile devices, such as smartphones and tablets.

Browser Requirements

Computers, tablets, or mobile devices must use one of the following browsers to access the online TRP service.

- Current version of Google Chrome.
- Current version of Microsoft's browser.
- Current or one version prior to the current version of Mozilla Firefox.

Printing Requirements

To print a temporary registration permit or transaction information from the online TRP service, you must have a functioning printer connected to a computer or available via a local or Wi-Fi network.

If you need to reprint a permit (*Fig. 5*), TRPs output on laser printers are the most readable, but printing TRPs on most inkjet and dot-matrix printers is sufficient.

If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt that is created with the TRP. No receipts are generated for transactions purchased solely with a Registered User Account. Registered user charges are included with the monthly invoice that your organization receives.

Once the temporary registration permit has been created, it appears on the screen as an Adobe Portable Document File (PDF). To view and print a PDF, the current version of Adobe Acrobat Reader® must be installed on the electronic device. Adobe Reader is easy to download and install for free. For more information, visit <https://get.adobe.com/reader>.

Adding a Dealer Logo to a TRP

To enhance the visibility of their business, some auto dealerships opt to add their company logo to each TRP (*Fig. 5*). For information about how dealerships add a logo, please refer to [Page 14](#).

This is the Temporary Registration Permit -- place in plastic pouch and attach to rear vehicle license plate bracket -- DO NOT PLACE PERMIT IN BACK WINDOW



02-19-2018

ZAAA4048

2010



SUBA

VIN: 4S4BRBJC2A3332407
SELLER: TNT AUTOMOTIV

Cut Here -- Keep this section with vehicle until registered and plated

TEMPORARY VEHICLE REGISTRATION									
Temporary Plate Number	Issue Date	Expiration Date	VIN	Vehicle Year	Make	Color	Model	Body Style	
ZAAA4048	01-10-2018	02-19-2018	4S4BRBJC2A3332407	2010	SUBA	SIL	O2L	SW	
Owner #1 Name SALLY SMITH Owner #2 Name				Selling Dealer TNT AUTOMOTIVE SALES INC Dealer Number 03D005					
Street Address 100 NEILL AVE. Mailing Address 100 NEILL AVE.			City HELENA	State MT	Zip 59601	VEHICLE SALE			
Montana Department of Justice				Motor Vehicle Division					

Fig. 5

How to Purchase TRP Sleeves

Once printed, the temporary registration permit is placed inside a plastic sleeve and attached where the vehicle's rear license plate would normally be displayed.

Businesses, counties and agencies that issue TRPs must have a supply of plastic sleeves on hand when using the online TRP service. To purchase the sleeves, contact the Montana Automobile Dealers Association or the Montana Independent Automobile Dealers Association.

Points of Contact

NAME	AGENCY	EMAIL	PURPOSE	PHONE NUMBER
Help Desk	mt.gov (MI)	helpdesk@egovmt.com	Access issues, service questions	406-449-3468, Ext. 0 or 866-449-3468, Ext. 0
Service Desk	DOJ MVD	DOJServiceDesk@mt.gov	Service questions or issues	844-331-4357 or 406-444-3993
Vehicle Services Bureau Service Desk	DOJ MVD	dojmvdtrbrmt@mt.gov	Vehicle or purchaser information issues	406-444-3661
Vehicle Services Bureau Service Desk	DOJ MVD	dojmvdtrbdlr1@mt.gov	Dealer license and privileges	406-444-3661
Montana Automobile Dealers Association		hdomme@mtada.com	To order TRP sleeves	406-442-1233
Montana Independent Automobile Dealers Association			To order TRP sleeves	406-874-2207

AUTHORIZED AGENT/MVD ACCESS

Each individual user must be associated with an organization to access the online TRP service.

How an Employee Gets Access To TRP

1. To request access for an authorized agent or MVD employee, the county or agency’s point of contact submits an access request via email to the MI Help Desk that includes the:
 - User’s first and last name.
 - User’s email address.
 - Account with which the user should be associated.

2. The MI Help Desk calls a point of contact to provide the new user’s username and password.

NOTE: For purposes of this user manual, unless otherwise specified, dealerships are defined as new/used auto dealerships, auto auction businesses, the state auction property and supply group, and financial institutions.

Other TRP service users include authorized agents and MVD employees.

NOTE: Counties and agencies must ensure that **EVERY** user completes TRP training. For more information, please refer to [Page 10](#).

MVD Access Points of Contact			
NAME	AGENCY	EMAIL	PHONE NUMBER
Holly Vinner	MVD	hvinner@mt.gov	406-444-6571
Paige Mandera	MVD	pmandera@mt.gov	406-444-3568
Lisa Wanke	MVD	lwanke@mt.gov	406-444-1999

NOTE: County and other agency contacts vary and Montana Interactive (MI) maintains a current list when notified of new contacts.

How to Change Your Point(s) of Contact

To change the point(s) of contact for your organization, please complete a [Registered Services Contact Information Update Form](#).

Credentials

The MI Help Desk calls the county or agency's point of contact to provide the username(s) and password(s) for one to four users.

- The MI Help Desk faxes the usernames and passwords to the point of contact if there are more than four users.
- The MI Help Desk will not activate TRP user login credentials until it receives a confirmation form for each user acknowledging that they have watched the entire training video.

Mandatory Training

Counties and agencies must ensure that each user who will access the online TRP service completes the required TRP training.

1. To watch the training video, visit <https://app.mt.gov/trp>.
2. Click **Start Training** on the TRP Home page (*Fig. 6*).

MOTOR VEHICLE DIVISION Instructions Fees Feedback

Temporary Registration Permit Service

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:
▪ Email: dojmvdtbrmt@mt.gov
▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.
[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

MERLIN status: **ONLINE**

TRP TRAINING VIDEO
START TRAINING

Fig. 6

- 3. Select **Authorized Agent/MVD** (Fig. 7).
- 4. Watch the entire TRP training video.

NOTE: The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.

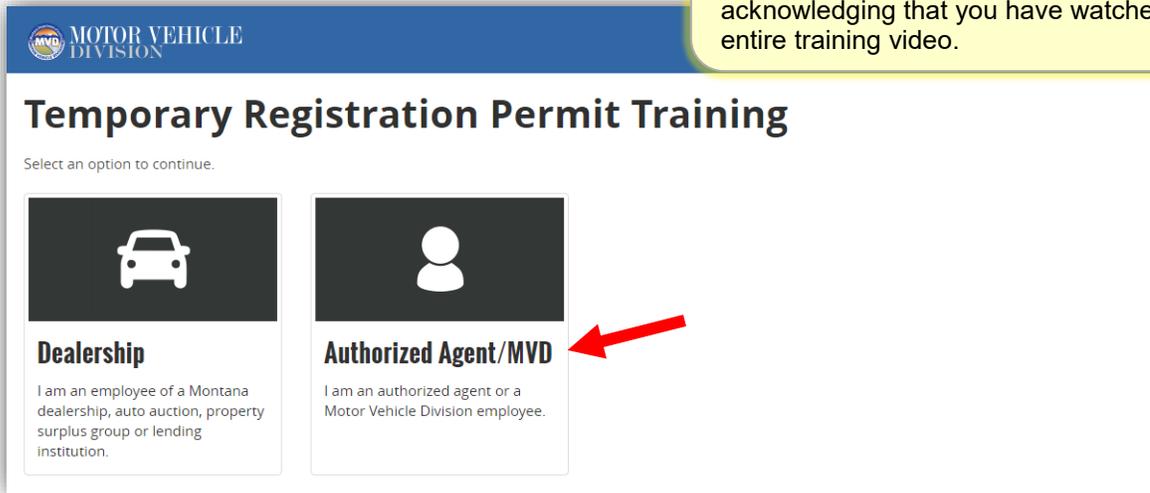


Fig. 7

- 5. Click **Complete Training Form** after watching the TRP training video (Fig. 8).
 - You cannot access the confirmation form until you watch the entire video.



Fig. 8

- Click **Authorized Agent** or **MVD Employee** (Fig. 9).

Fig. 9

- Fill in the text boxes (Figs. 10 or 11). Required text boxes are marked with an asterisk.
- Click **Submit**.
- Once the training form is submitted, the MI Help Desk receives an automatic email.

NOTE: The MI Help Desk will not activate your TRP user login credentials until it receives your confirmation form acknowledging that you have watched the entire training video.

Fig. 10

Fig. 11

Troubleshooting

For any troubleshooting of the service itself or the TRP process:

- Select **Learn more about your support options** on the Home page (Fig. 12).

NOTE: For more information about managing your **Registered User Account**, such as how to change your password, please refer to [Page 100](#).

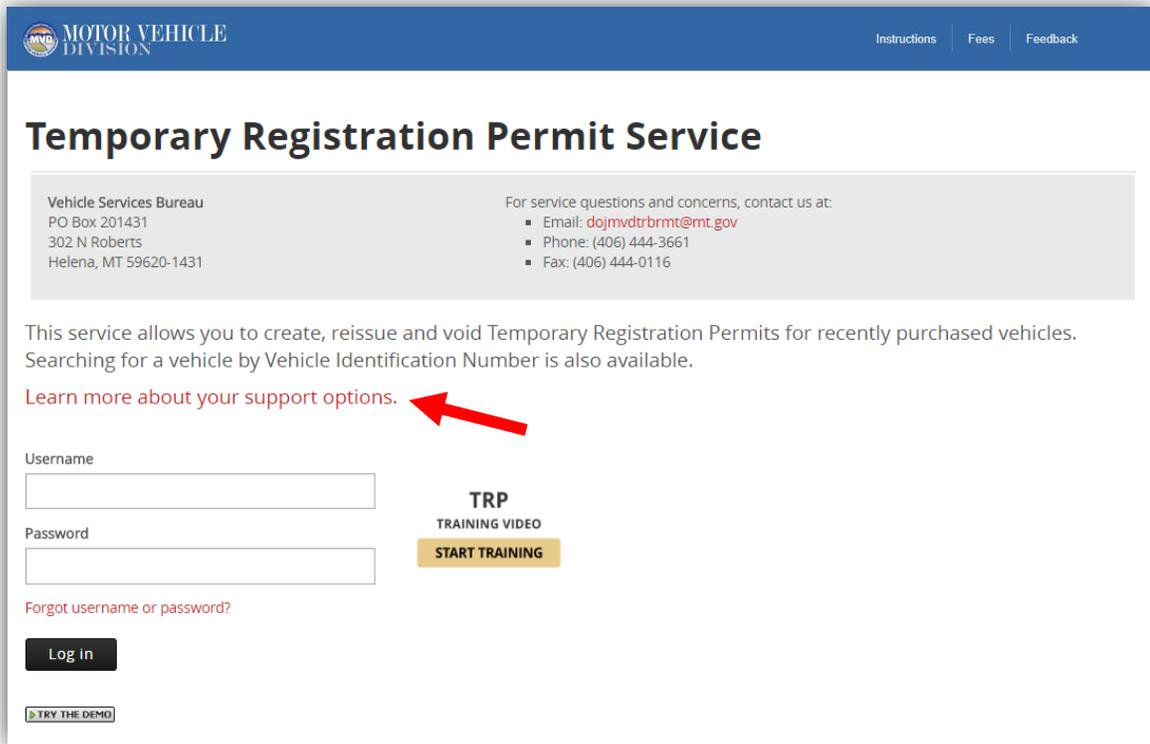


Fig. 12

- **TRP Help Topics** on the Main Menu page (Fig. 13).

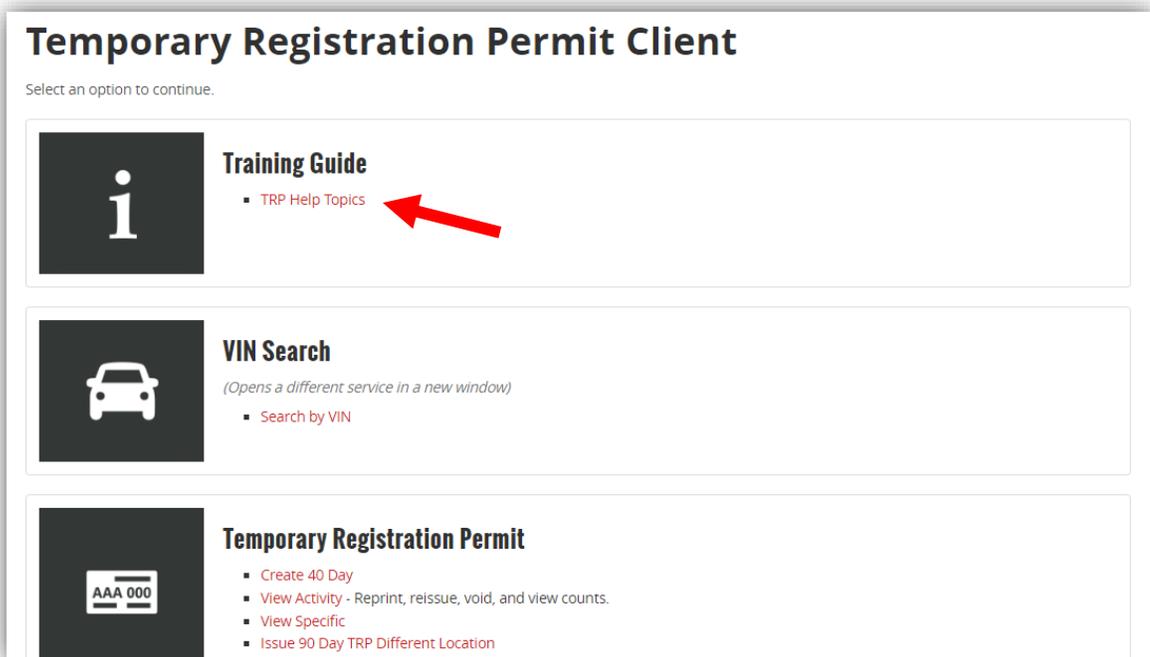


Fig. 13

Dealer Logo Feature

To enhance the visibility of their business, some auto dealerships opt to add their company logo to each TRP (Fig. 14).

1. To sign up, a dealership's point of contact identified on the Registered Service Agreement emails the Help Desk at helpdesk@egovmt.com.
2. To discontinue the logo feature, dealerships must contact the MI Help Desk at helpdesk@egovmt.com.



Fig. 14

How to Discontinue Access

If your county or agency needs to remove online TRP service access for one of its employees, your point of contact must email the MI Help Desk at helpdesk@egovmt.com.

NOTE: The email also may come from the MVD Security team, dojmvdssecurity@mt.gov.

How to Handle Unusual Situations

Periodically, MI receives a request to discontinue access for a non-MVD TRP user that falls outside of the standard procedure.

1. If this happens, the MI Help Desk informs the MI general manager (GM) or director of marketing (DOM).
2. MI contacts its legal department if necessary.
3. The GM/DOM emails all the contacts below if MI wants to turn off or remove access.

NOTE: The individuals listed below are the *only* people allowed to approve dealership access removal in an **UNUSUAL** situation.
4. The GM/DOM sends an email to the MI Help Desk about whether to proceed with removing access (closing the account).
5. If the GM/DOM's email gives permission to remove the dealership's access, the MI Help Desk closes the account in CDB.

NAME	AGENCY	EMAIL	PHONE NUMBER
Joann Loehr	MVD VSB	jolehr@mt.gov	1-406-422-9051
Sky Schaefer	MVD	sschaefer@mt.gov	1-406-438-2347
Mike Walker	MVD	mwalker@mt.gov	1-406-475-2365
Lisa Wanke	MVD	lwanke@mt.gov	1-406-444-1999

NOTE: MI suspends TRP accounts if a payment has not been made in 90 days. The account is automatically reactivated if payment is made.

THE HOME PAGE

The following section describes the initial online TRP service page, located at <https://app.mt.gov/trp>. There are several options on the Home page (Fig. 15) for authorized agents and MVD employees who need to create a temporary registration permit:

- To contact the Vehicle Services Bureau with service questions or concerns, use the information listed.
- To watch videos about how to use the online TRP service, select **Learn more about your support options**.
- To take the required training before using the service, click **Start Training**.
- To watch an online service demonstration about how the service functions, click **Try The Demo**.
- Other links on the Home page that also appear throughout the service are:
 - **Instructions** for the service.
 - **Fees**, which lists the basic price for an in-state and out-of-state TRPs.
 - **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.

MOTOR VEHICLE DIVISION

Instructions Fees Feedback

Temporary Registration Permit Service

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:

- Email: dojmvdtrbrmt@mt.gov
- Phone: (406) 444-3661
- Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

TRP
TRAINING VIDEO

Fig. 15

How to Log In

Once you have completed the required training ([Page 10](#)), and your registered username and password have been activated, log in to the online TRP service at <https://app.mt.gov/trp>.

1. Enter your **Username** and **Password** (*Fig. 16*).
2. Click **Log in**.

MOTOR VEHICLE DIVISION Instructions Fees Feedback

Temporary Registration Permit Service

Vehicle Services Bureau
PO Box 201431
302 N Roberts
Helena, MT 59620-1431

For service questions and concerns, contact us at:
▪ Email: dojmvdtbrmt@mt.gov
▪ Phone: (406) 444-3661
▪ Fax: (406) 444-0116

This service allows you to create, reissue and void Temporary Registration Permits for recently purchased vehicles. Searching for a vehicle by Vehicle Identification Number is also available.

[Learn more about your support options.](#)

Username

Password

[Forgot username or password?](#)

Log in

[TRY THE DEMO](#)

TRP
TRAINING VIDEO
START TRAINING

Fig. 16

Navigation

The following features appear throughout the online TRP service pages:

- An asterisk indicates required information. You must complete all text boxes marked with an asterisk before the service will allow you to continue (*Fig. 17*).
- Drop-down lists are marked by an arrow. To view your choices, click on the arrow.
- The word **OR** indicates that you can choose which type of information to enter. For example, a purchaser, seller, or lien holder might be a company or an individual, therefore you can enter a company name or a first and last name.
- You cannot enter information in gray-shaded text boxes.
- If any required information is missing, a message appears below the text box in red text.

The screenshot shows a form titled "Seller" with the following fields and annotations:

- Montana Dealer License ***: A dropdown menu with a downward arrow.
- OR**: A gray-shaded bar with the text "OR" centered, indicating an alternative path.
- Company Name**: A gray-shaded text box.
- OR**: A gray-shaded bar with the text "OR" centered, circled in red.
- First Name ***: A text box containing "Jane", with a red arrow pointing to the asterisk.
- Middle Initial**: A text box containing "S".
- Last Name ***: A text box containing "Doe", with a red arrow pointing to the asterisk.
- Suffix**: A dropdown menu with a downward arrow.
- ID Number ***: A text box with a red error message below it: "ID Number is required for Seller.", with a red arrow pointing to the asterisk.
- ID Type ***: A dropdown menu with a downward arrow.
- ID Jurisdiction ***: A dropdown menu with a downward arrow, with a red arrow pointing to the asterisk.

Fig. 17

- Clicking **Continue** allows you to proceed to the next page after you enter all required information (*Fig. 18*).
- Clicking **Main Menu** allows you to cancel creation of the TRP and return to the Main Menu page.
- Each page displays a message in the lower left-hand corner about whether MERLIN is in online or offline mode. For more information about offline mode, please refer to [Page 113](#).
- Error messages display in a red pop-up box on the right side of the page (*Figs. 19-20*). For more information about error messages, please refer to [Page 111](#).
- Warning messages display in a blue pop-up box on the right side of the page (*Figs. 21-22*). For more information about warning messages, please refer to [Page 112](#).

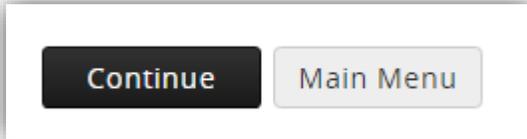


Fig. 22



Fig. 18

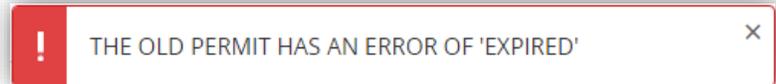


Fig. 19

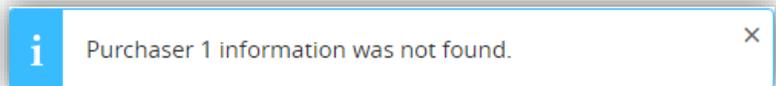


Fig. 21



Fig. 20

How to Log Out

As a registered user, it is important to log out of the online TRP service to prevent someone from using your account while you are away from your computer.

- The **Log out** link displays at the top of every page of the online TRP service (*Fig. 23*).
- To end the session, select **Log out**. Your browser will display the Home page of the online TRP service.

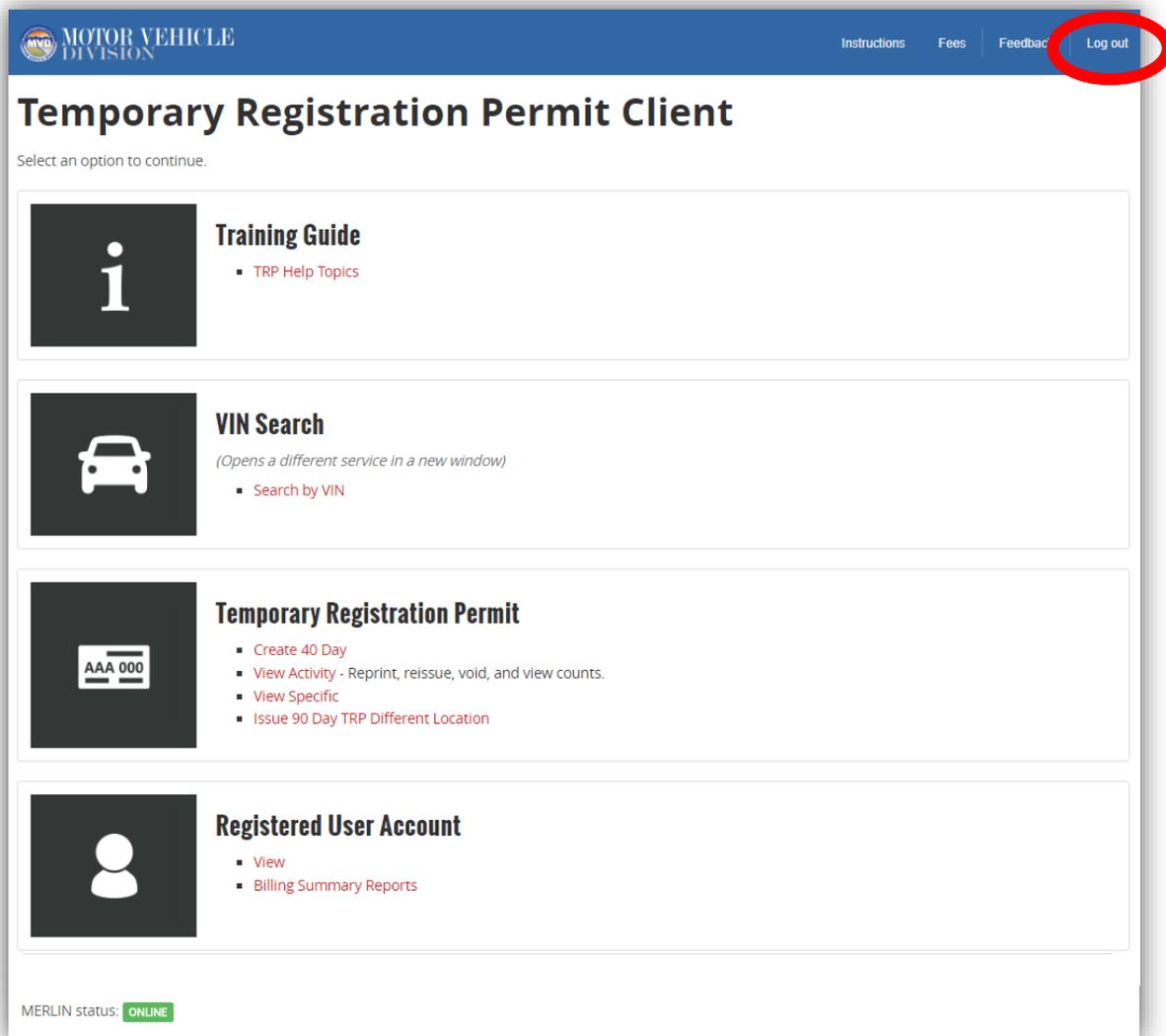


Fig. 23

THE MAIN MENU

The online TRP service Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account.

Other links on the Main Menu page that also appear throughout the service are:

- **Instructions** for the service.
- **Fees**, which lists the prices for an in-state and out-of-state TRP.
- **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.
- **Log out**, which you should select when you finish using the service. Logging out prevents unauthorized users from performing transactions on a shared or unattended computer.

Training Guide

In the Training Guide section, you can access a list of topics that link to instructional videos.

To select topics and watch instructional videos, select **TRP Help Topics** (Fig. 24).

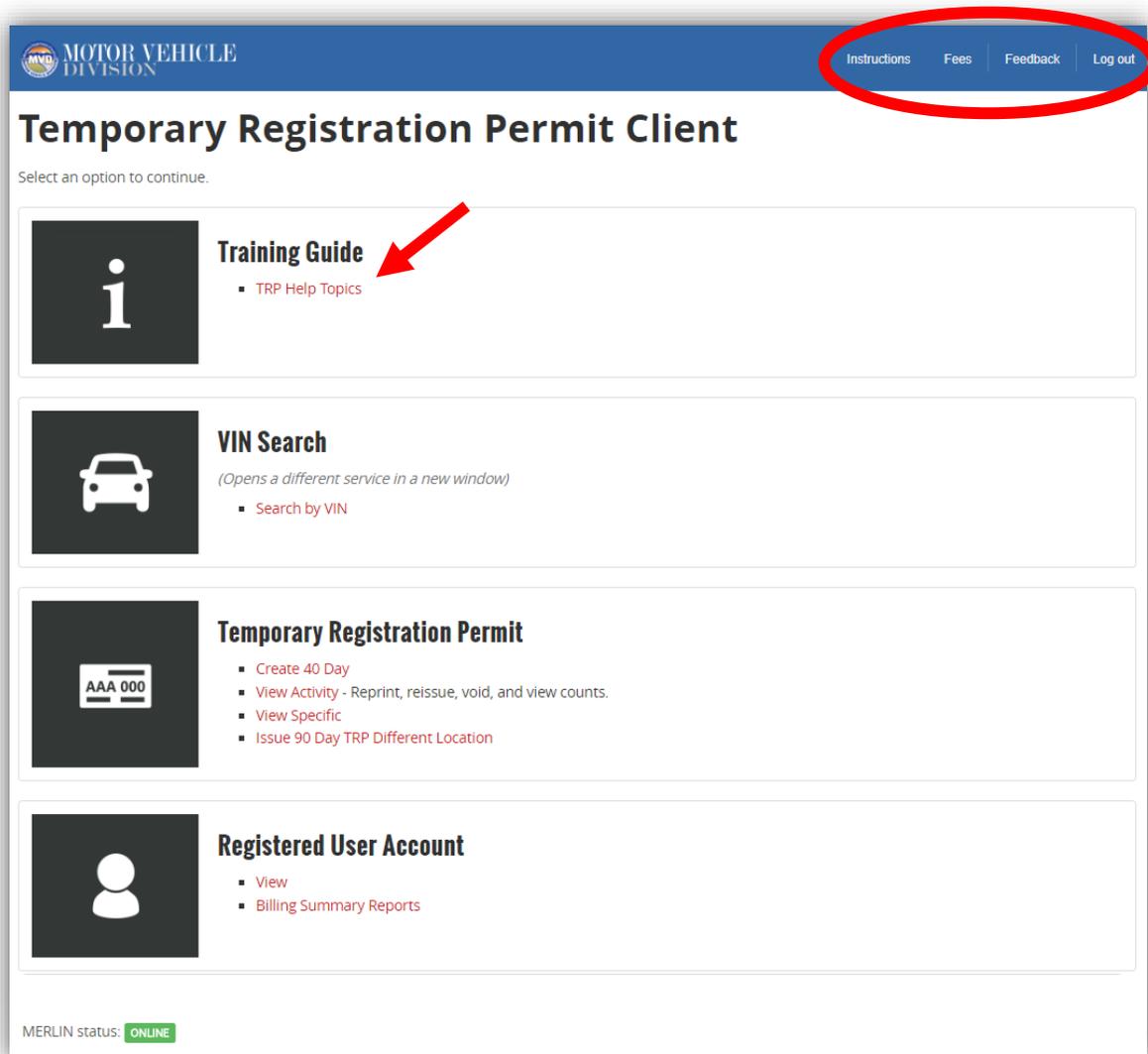


Fig. 24

TRP Help Topics

1. To watch instructional videos, select a subject in red text from the **TRP Help Topics** menu (*Fig. 25*).
 - The videos, which can be viewed on any computer, tablet, or mobile device, are available 24 hours a day, 365 days per year.
2. To return to the Main Menu page, click **Back**.
3. To return to the Main Menu page, click **Main Menu**.

TRP Help Topics

Select an option to continue.

- 1. Log In**
 - [How to Log In](#)
- 2. Create a 40-day TRP**
 - [Standard Purchaser](#)
 - [Lessor-Lessee Purchaser](#)
 - [LLC Purchaser](#)
- 3. Create a 90-day TRP**
 - [Dealership](#)
 - [Authorized Agent/MVD](#)
- 4. Reprint a TRP**
 - [How to Reprint a TRP](#)
- 5. Void a TRP**
 - [Void and Reissue a TRP](#)
 - [Void and Close a TRP](#)
 - [Void for Cancellation of Sale after TRP Expires](#)
- 6. Reports**
 - [Activity Reports](#)
- 7. Using the Vehicle Search Service**
 - [How to Search for a Vehicle](#)
- 8. Accessing your Registered User Account**
 - [How to Review your Registered User Account](#)
- 9. Exception Processing**
 - [Warning Messages](#)
 - [Error Messages](#)
 - [Offline Mode](#)
- 10. Log Out**
 - [How to Log Out](#)

[Back](#) [Main Menu](#)

Fig. 25

VIN Search

In the VIN Search section, you can search for information about any vehicle that is titled and/or registered in Montana by entering a vehicle's unique identification number, a VIN.

To enter a VIN, select **Search by VIN** (Fig. 26). The Vehicle Search page opens in a new browser tab.

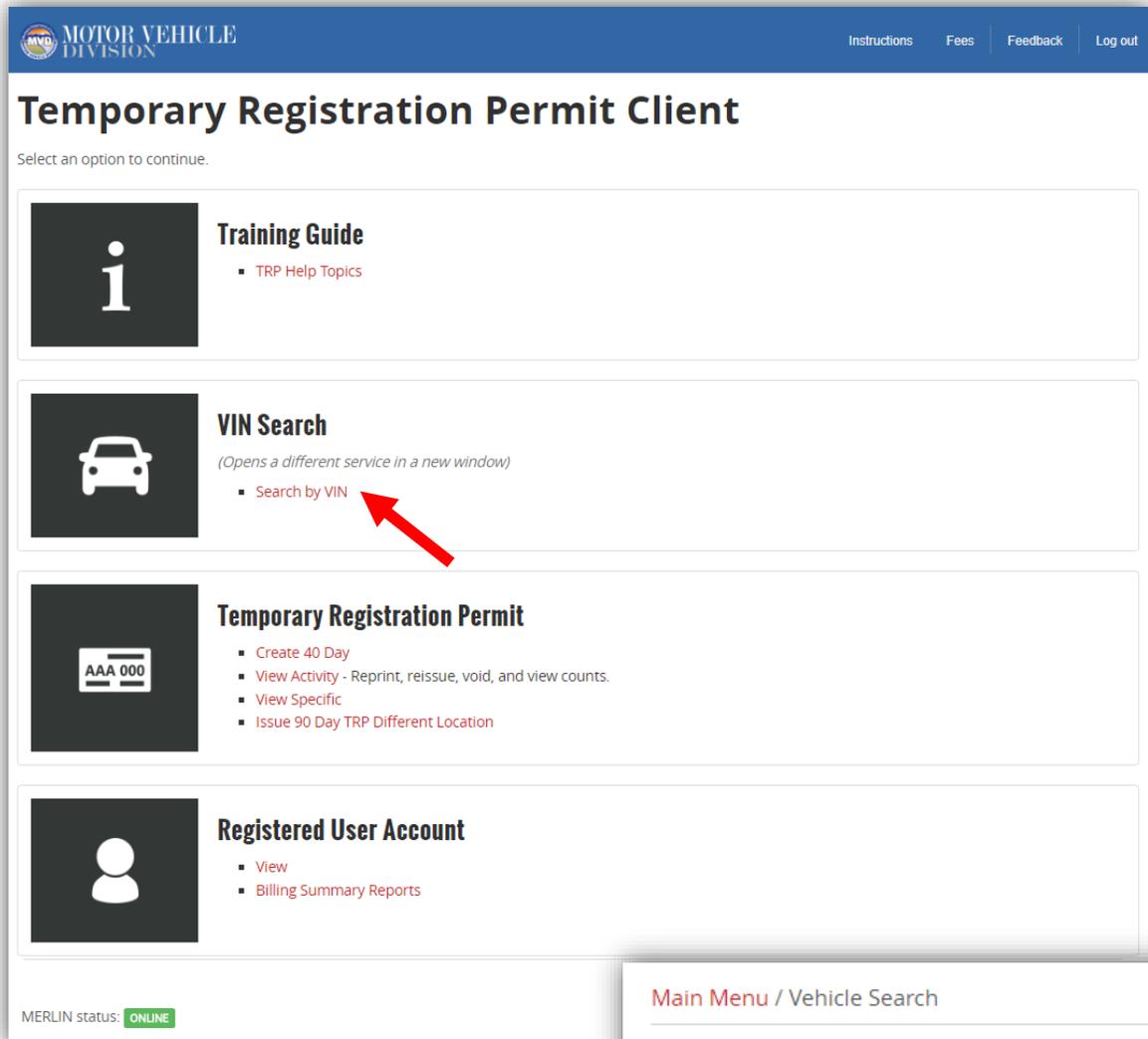


Fig. 26

Vehicle Search

1. On the Vehicle Search page, enter a vehicle identification number (Fig. 27).
2. To proceed, click **Search**.
3. To return to the online TRP service Main Menu page, click **Back**.

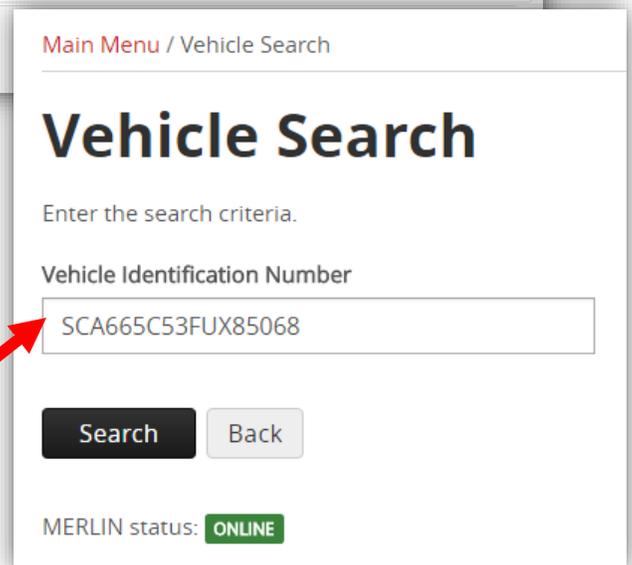


Fig. 27

View Record

MVD releases personal information contained in a vehicle record only to those who qualify under Montana's Driver Privacy Protection Act (DPPA). The resale or further disclosure of information contained in the record is subject to strict regulation under state and federal laws. For more information about the laws controlling the information, select [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

Single Vehicle Record

If a single vehicle record is found in MERLIN, the vehicle record is displayed on the Vehicle Record page (Figs. 28-29, pgs. 23-24).

As an online TRP service user, you can see the following sections of the vehicle record (exceptions are noted):

- Vehicle Information
- Title
- Vehicle Ownership – You can see all information except the SSN or the previous owner.
- Lien History
- Title History
- Registration Information

Vehicle Record

Use of the following information is subject to the limitations described in the [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated](#).

Vehicle Information

Vehicle Identification Number	4YDF27820AC504015	MSRP
Vehicle Identification Number 2		Manufacturer's GVW or GCW
Vehicle Number	2639756	Engine Size
Year	2010	Length
Make	COUG	Shipping Weight
Model	CG2	Motor Home Class
Type	TL	Fuel Type
Extended Model		Vehicle Characteristics
Style	TL 5W	Insurance Suspension
Color	WHI	Vehicle Ownership ID
Ton Code		

Title

Title	AA0323230
Status	Approved
Title Date	03-02-2010
Application Date	02-17-2010
Sale Date	01-08-2010
Brand	
Selling Dealer	04D015
Odometer/Odometer Indicator	/
Title Surrendered to	
Jurisdiction of Title	MT

Fig. 28

Vehicle Ownership

CURRENT

Owner Name Shea, Janet, Mulcahy
Customer Number 2619898

Street Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Mailing Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Owner Name Shea, Timothy, Joseph
Customer Number 2619938

Street Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Mailing Address

Address Line 1 406 S Jackson St
Address Line 2
City Butte
State MT
Zip 597012308

Lien History

SI Holder Name Bank Of The West
Customer Number 2066040

Street Address

Address Line 1 Box 2497
Address Line 2
City Omaha
State NB
Zip 68103

Mailing Address

Address Line 1 PO Box 2497
Address Line 2
City Omaha
State NE
Zip 681032497

Title History

Fig. 29

1. To print a copy of the record, click **Print** (Fig. 30).
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

Registration Information

Registration Number: 3475496
Status: Active
RPO: false
1-Year Registration: false
Registration Start Date: 02-01-2010
Registration End Date: PERMANENT
Registration Usage: Recreational Trailer
County: Silver Bow
Declared GVW:
GVW Class:
GVW Begin Date:
GVW End Date:

Number: 101504A
Type: Std County Perm Lg
Status: Active
Tab Number:

Registration Start Date: 02-01-2010
Registration End Date: PERMANENT
Registration Usage: Recreational Trailer

TRP

Number:
Type:
Issue Date:
Expiration Date:
Issue By:
Single Move Origin (City/State) /
Single Move Destination /

Fees

Item	Cost
Std County Perm Lg Init NP	\$10.00
TRP MT Resident	\$3.00
Travel Trailer Reg Fee	\$152.00
SI Recording Fee	\$0.00
MHP (Montana Highway Patrol)	\$5.00
Heavy Vehicle Title fee	\$10.00

Transaction ID: TRPVHS2018020517211637626
Date & Time: 02-05-2018 17:21:16 MST

Print Start Another Search Main Menu

MERLIN status: ONLINE

Fig. 30

Multiple Vehicle Records

If the service finds multiple records in MERLIN, the Search Results page displays a list of vehicles (Fig. 31). The page also displays a total number of records found.

1. Select the owner's name in red text to view and/or print the vehicle record.
2. To conduct another search for a vehicle record, click **Start Another Search**.
3. To return to the online TRP service Main Menu page, click **Main Menu**.

Search Results

2 Records Found - Click on owner name to view detailed vehicle record.

Name/Address	Vehicle Type	Year, Make, Model	Vehicle Identification Number	Vehicle Number
James, Mark	LL	2007 CHEV TRL	1GNET13M572205000	2964393
Olson, Cheryl Helena, MT 596010562	LL	2007 CHEV TBZ	1GNET13M572205000	2206877

Start Another Search Main Menu

MERLIN status: **ONLINE**

Fig. 31

No Matching Records

If the service finds no matching records in MERLIN, the page displays a message (Fig. 32).

! VIN not found. X

Fig. 32

Create a 40-Day TRP

To issue a 40-day TRP, select **Create 40 Day** in the Temporary Registration Permit section on the Main Menu page (Fig. 33). Authorized agents and MVD employees can create the following types of TRPs:

- **Vehicle sale:** Use when a customer buys or leases a new or used vehicle. For instructions, please refer to [Page 28](#).
- **Private Sale:** Use when a customer buys a vehicle through a private sale. For instructions, please refer to [Page 44](#).
- **Plate Order:** Use when a customer orders a special license plate or one that is out of stock. For instructions, please refer to [Page 45](#).
- **Limited Use:** Use when an out-of-state dealer needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways. For instructions, please refer to [Page 45](#).
- **Single Move:** Use when a customer needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways. For instructions, please refer to [Page 45](#).
- **VIN Inspection:** Use when a customer needs to drive a vehicle to and/or from a VIN inspection. For instructions, please refer to [Page 45](#).
- **Title Paperwork:** Use when a customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided. For instructions, please refer to [Page 45](#).
- **90-Day:** Use for reasons such as when a customer is missing a prior title or security interest perfection release necessary for transferring ownership. To create a 90-Day TRP, select **View Activity**, **View Specific**, or **Issue 90 Day TRP Different Location**. For instructions, please refer to [Page 91](#).

Helpful Resources

TRP training video:
<https://app.mt.gov/trptraining/authorized.html>

TRP Help Topics:
<https://app.mt.gov/trptraining/topics/index.html>.

Help Desk:
 406-449-3468, Ext. 0, or helpdesk@egovmt.com

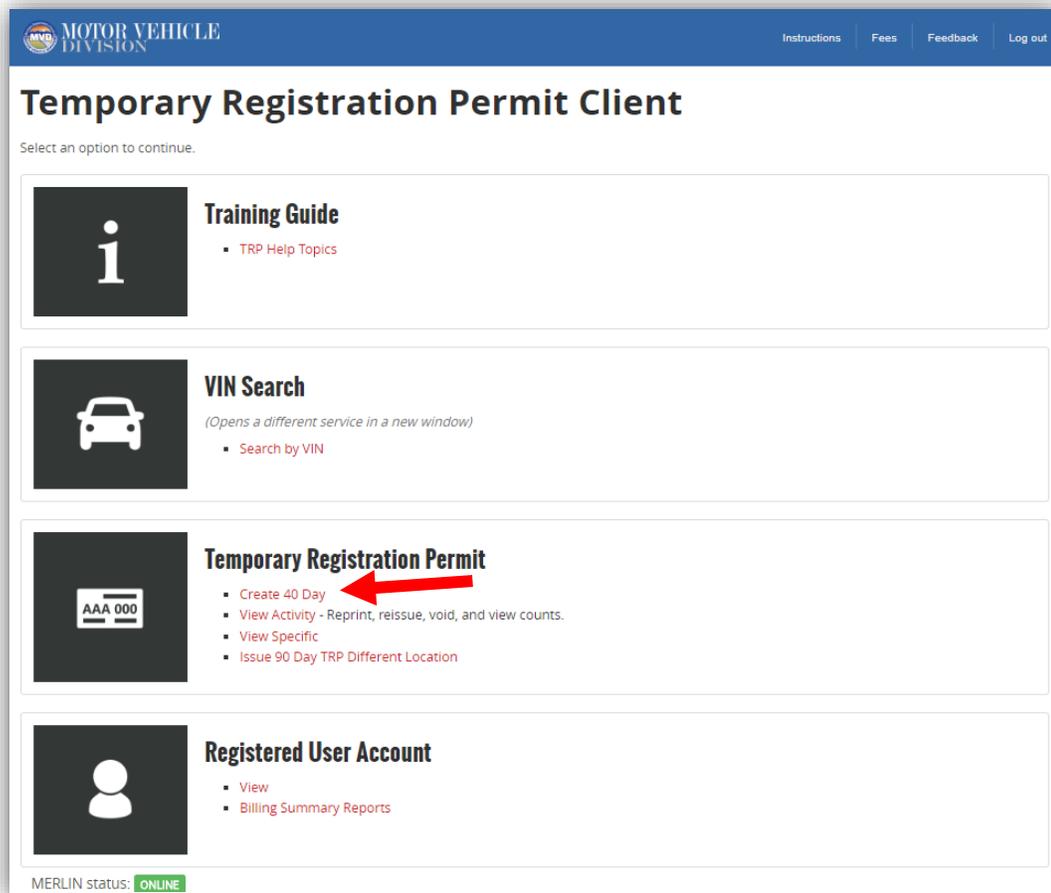


Fig. 33

Vehicle Sale TRP

To issue a **Vehicle Sale** TRP, you must enter the vehicle, purchaser(s), seller information and, if applicable, the lender information. The online TRP service searches in MERLIN for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle’s VIN, while purchaser, seller, and lender information are tied to unique ID numbers.

Search for Vehicle & Purchaser

Vehicle Information

1. Select **Vehicle Sale** (Fig. 34) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page. **NOTE: Vehicle Sale** is the default choice.
2. Select the **Vehicle Type**. Possible choices are:
 - ATV
 - Boat
 - Bus
 - Manufactured Dwelling
 - Mobile Home
 - Motorcycle
 - Motor Home
 - Passenger
 - Snowmobiler
 - Special Mobile
 - SUV
 - Truck
 - Truck Camper
 - Trailer
 - Trailer (recreational)
 - Van
 - Golf Cart
3. Enter the **Vehicle Identification Number (VIN)**.

Who can issue this type of TRP?

Although Vehicle Sale TRPs are issued primarily by employees of new and used auto dealerships, authorized agents and MVD employees also can issue these types of TRPs.

When is this type of TRP issued?

When a customer buys or leases a new or used vehicle.

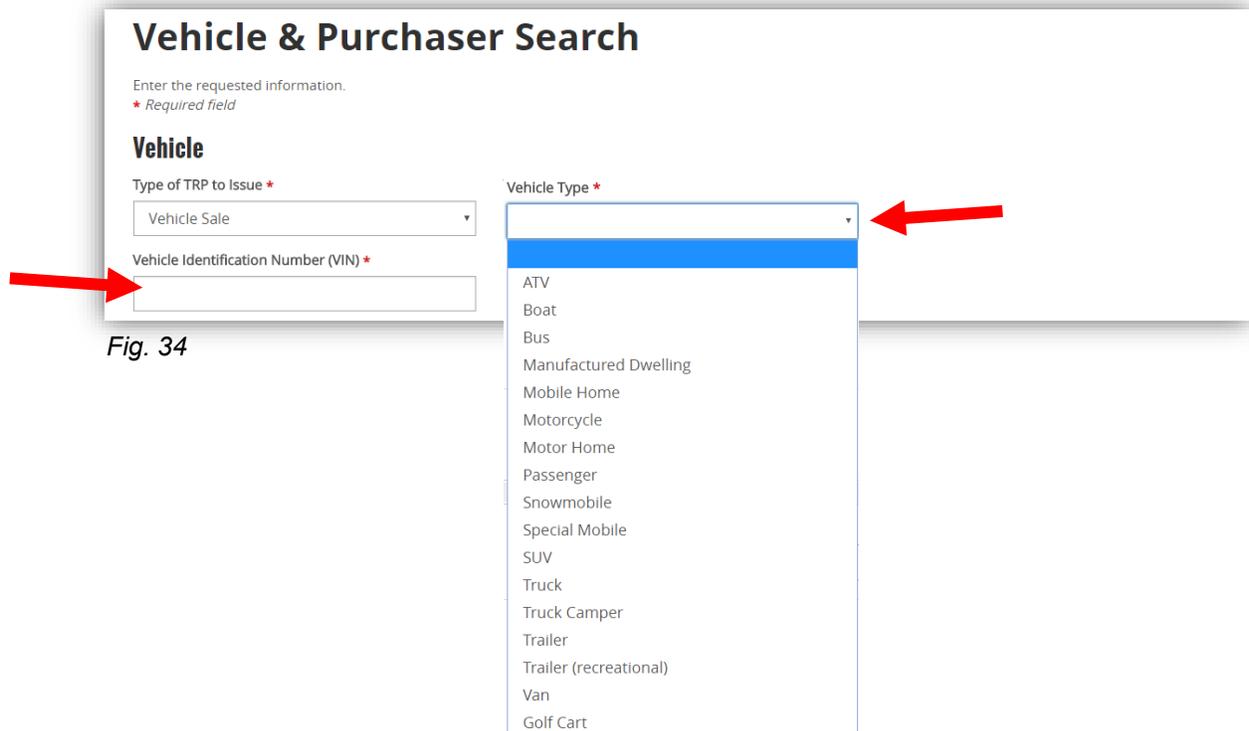


Fig. 34

Purchaser(s) Information

You must enter at least one purchaser. If a purchaser wants the vehicle titled in two names, complete both the Purchaser 1 and Purchaser 2 sections. **NOTE:** If the customer is leasing the vehicle, enter the lessor’s information in the Purchaser 1 section and the lessee’s information in the Purchaser 2 section.

1. Enter the purchaser’s name on the Vehicle & Purchaser Search page (Fig. 35).

- **Company Name:** If the purchaser is an organization, enter the company name. The text box allows a maximum of 66 characters. Allowed characters are:

- | | | |
|-----------------------------|----------------------------------|--------------------------------|
| ○ Apostrophe (') | ○ Ampersand (&) | ○ Question Mark (?) |
| ○ Dollar sign (\$) | ○ Open and Close Parenthesis () | ○ Underscore (_) |
| ○ Space () not consecutive | ○ Open/Close Brackets { } | ○ Tilde (~) |
| ○ Dash (-) | ○ Asterisk (*) | ○ Plus (+) |
| ○ Exclamation (!) | ○ Period (.) | ○ Equals (=) |
| ○ Quote (") | ○ Colon (:) | ○ Number sign (#) |
| ○ Percent (%) | ○ Semi-Colon (;) | ○ Upper/Lower Case letters A-Z |

- **First Name, Middle Initial, Last Name, Suffix:** If the purchaser is an individual, enter the name exactly as it appears on the purchaser’s driver’s license or identification credential.
 - The name text boxes each have an 80-character limit and allow the same characters as the Company Name text box.
 - If the purchaser only has one name, such as Prince, enter it in the last name text box.
 - If applicable, select a suffix. Choices are JR, SR, 1st-9th, and I-IX.
 - If the purchaser does not have a suffix or a middle initial, leave the text boxes empty.

NOTE: If a **Purchaser** is a current Montana driver, the legal name and address prepopulates on the next page with the driver’s information found in MERLIN.

Purchaser/Requestor 1

Company Name

OR

First Name * Sally Middle Initial L Last Name * Smith Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Purchaser/Requestor 2

Company Name * Sally's Paint Pots

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Fig. 35

2. Enter the purchaser's **ID Number** (Fig. 36).
 - If the purchaser has no ID, enter None.
 - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
 - Remove the hyphen if entering an FEIN.
- NOTE:** It is important to only enter **None** for the **ID Number**, when the purchaser has none of the forms of identification listed.
3. Select the **ID Type**. Possible choices are

<ul style="list-style-type: none"> • Driver License Number • Identification Card Number • FEIN • MVD Customer Number 	<ul style="list-style-type: none"> • Montana Corporation ID Number • Tribal ID • Wrecking Facility License Number • Dealer License Number
--	---
 4. If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
 - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the **ID Jurisdiction** drop-down menu.
 - If the **ID Type** is FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the **ID Jurisdiction** text box.
 5. Select the **Ownership Type**.
 - **Purchaser:** Select **Purchaser** if the customer is an individual or a small business (not an LLC).

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

ID Number * ID Type * ID Jurisdiction * Ownership Type *

Purchaser/Requestor 2

Company Name *

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * Ownership Type *

Fig. 36

NOTE: You cannot select an **Ownership Type** for **Purchaser 2** until after you fill in the **Purchaser 1** text boxes.

- **Lessor/Lessee:**
 - Select **Lessor** in the Purchaser 1 section if the customer is leasing the vehicle (Fig. 37).
 - Select **Lessee** in the Purchaser 2 section.
 - Unless noted, all data entry requirements on [Pages 29-30](#) apply.
 - If there are additional owners and lessees, you can add those into MERLIN.

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

Sally L Smith

ID Number * ID Type * ID Jurisdiction * Ownership Type *

12345678910121 Driver License Number MONTANA Lessor

Purchaser/Requestor 2

Company Name *

OR

First Name * Middle Initial Last Name * Suffix

James E Jones

ID Number * ID Type * ID Jurisdiction * Ownership Type *

12101987654321 Driver License Number MONTANA Lessee

NOTE: It is important to only enter None for the ID Number, when the purchaser has none of the forms of identification listed.

Fig. 37

- **LLC:**
 - Select **LLC** in the Purchaser 1 if the customer is a limited liability company (LLC) (Fig. 38).
 - There is no Purchaser 2 section if Purchaser 1 is an LLC.
 - Unless noted, all data entry requirements on [Pages 29-30](#) apply.

NOTE: While **Lessor** and **Lessee** are presented in a specific order in this user manual, the **Lessee** may be **Purchaser 1** and the lessor may be **Purchaser 2**.

Purchaser/Requestor 1

Company Name *

Bronco Aviation

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * Ownership Type *

123456789 FEIN LLC

NOTE: If the Purchaser is an LLC, the service displays a required LLC agent section on the Vehicle & Purchaser page (Fig. 46, pg. 37).

Fig. 38

Seller Information

Enter the seller information in the Seller section on the Vehicle & Purchaser Search page (Fig. 39).

1. Select a **Montana Dealer License** from the drop-down menu. If you select a dealer, the ID fields populate with information from MERLIN.
OR
 - Enter a **Company Name**. If the seller is an organization, enter the company name. See character specifications on [Page 29](#).
 - OR
 - Enter a **First Name** and **Last Name**. If the seller is an individual, enter the name exactly as it appears on the seller's driver's license or identification credential. See character specifications on [Page 29](#).
2. Enter the seller's **ID Number**.
 - If the seller has no ID, enter None.
 - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
 - Remove the hyphen if entering an FEIN.
3. Select the **ID Type**. Possible choices are:
 - Driver License Number
 - Identification Card Number
 - FEIN
 - MVD Customer Number
 - Montana Corporation ID Number
 - Tribal ID
 - Wrecking Facility License Number
 - Dealer License Number
4. If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
 - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the ID Jurisdiction drop-down menu.
 - If the **ID Type** is an FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the ID Jurisdiction text box.

NOTE: As an authorized agent or MVD employee, the **Seller** section displays only for applicable TRP types. Authorized agents and MVD employees must select a dealer from the dealer list or enter the seller's information. The seller can be a dealership, a company, or an individual.

Fig. 39

NOTE: It is important to only enter **None** for the **ID Number**, when the seller has none of the forms of identification listed.

Security Interest Information

1. If a security interest is to be perfected, enter information about the company or individual holding the security interest, or lien, on the Vehicle & Purchaser Search page (Fig. 40).
 - **Company Name:** If the lien holder is an organization, enter the company name. See character specifications on [Page 29](#).
OR
 - **First Name, Middle Initial, Last Name, Suffix:** If the lien holder is an individual, enter the name exactly as it appears on the lien holder's driver's license or identification credential. See character specifications on [Page 29](#).
 - **ID Number:** If the lien holder has no ID, enter None.
 - If you enter None, the **ID Type** and **ID Jurisdiction** text boxes are shaded in gray.
 - Remove the hyphen if entering an FEIN.
 - **ID Type:** If the lien holder has an ID, enter one of the following ID types:
 - Driver License Number
 - Identification Card Number
 - FEIN
 - MVD Customer Number
 - Montana Corporation ID Number
 - Tribal ID
 - Wrecking Facility License Number
 - Dealer License Number
 - **ID Jurisdiction:** If the ID is from Montana, select Montana from the **ID Jurisdiction** drop-down menu.
 - If the ID is not from Montana, select the State, U.S. territory, or Canadian province where it was issued in the ID Jurisdiction drop-down menu.
 - If the ID Type is an FEIN, no jurisdiction is necessary. If you select FEIN, the service no longer displays the ID Jurisdiction text box.
2. Once you have entered the lien holder's information or if no lien is involved, click **Continue**.
3. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

NOTE: As an authorized agent or MVD employee, the **Security Interest** section displays only for applicable TRP types.

The screenshot shows the 'Security Interest' form with the following fields and values:

- Company Name ***: First Auto Company
- OR**: (separator)
- First Name**: (empty)
- Middle Initial**: (empty)
- Last Name**: (empty)
- Suffix**: (empty dropdown)
- ID Number ***: 678906543
- ID Type ***: FEIN
- Buttons**: Continue (circled in red), Main Menu
- MERLIN status**: ONLINE

Fig. 40

NOTE: It is important to only enter **None** for the **ID Number**, when the lien holder has none of the forms of identification listed.

Enter Vehicle & Purchaser Information

On the Vehicle & Purchaser page, the service displays any known vehicle(s), the purchaser(s), seller, LLC agent, and security interest information, if applicable.

Vehicle Information

The Vehicle section displays the following information about the vehicle (Fig. 41). If the VIN matches information in the MVD or VIN validation systems, the associated information prepopulates in the vehicle information text boxes.

- **Vehicle Type** and **Vehicle Identification Number (VIN)**: Information you entered on the Vehicle & Purchaser Search page.
- **Year**: Describes when the model was produced.
- **Make**: The manufacturer of the vehicle (i.e. Honda, Pontiac, etc.).
- **Model**: The brand of vehicle (i.e. CRV, YKN).
- **Style**: The body shape of the vehicle (i.e. Coupe, Van)
- **Primary Color**: The color of most of the vehicle.
- **Secondary Color**: A second exterior vehicle color, if applicable.
- **Odometer Reading**: The number of miles or kilometers that the vehicle has traveled.
- **Odometer Indicator**: The method of obtaining the odometer reading.
- **Odometer Unit**: The unit of measurement that the vehicle uses to measure the distance that it has traveled.
- **Fuel Type**: The energy source that powers the vehicle, such as gasoline, diesel, liquid propane gas, solar, electrical, compressed natural gas, and hybrid.
- **Sale Date**: The date defaults to today's date.
- **State Where Vehicle Will Be Titled**: The State, U.S. territory, or Canadian province where the purchaser plans to title the vehicle.
- **Purchaser County of Residence**: The Montana county where the purchaser lives. This is required only if the vehicle will be titled in Montana.

Vehicle

Vehicle Type Passenger
Vehicle Identification Number (VIN) 3FAFP08ZX6R118807

Year * 2006
Make * Ford Motor Company
Model -- Other, please specify: --
FUS
(Vehicle Model Code)
Style Sedan

Primary Color *
Secondary Color

Odometer Reading
Odometer Indicator
Odometer Unit Miles
Fuel Type * Gas

Sale Date * 04-06-2018
State Where Vehicle Will Be Titled * MONTANA
Purchaser County of Residence *
Only if vehicle will be titled in Montana

MM-DD-YYYY

Fig. 41

NOTE: The TRP expiration date is calculated from the date of TRP issuance not the **Sale Date**. The TRP should be issued on the day the purchaser takes possession of the vehicle.

1. If the **Vehicle Type** (Fig. 42) is incorrect, click **Cancel** (Fig. 43) at the bottom of the page to return to the Vehicle & Purchaser Search page and choose a different vehicle type.
2. If the **VIN** is incorrect, click **Cancel** at the bottom of the page to return to the Vehicle & Purchaser Search page and correct the VIN.
3. Enter the **Year** if it is missing. Change the year if it is incorrect.
4. If empty or incorrect, select the **Make** from drop-down list.
 - If the vehicle make is not one of the choices, select **Other, Please Specify**.
 - Enter the make in the text box that appears.
5. If empty or incorrect, select the **Model** from drop-down list.
 - If the vehicle model is not one of the choices, select **Other, Please Specify**.
 - Enter an abbreviation for the model in the text box that appears. The abbreviations are two or three alpha-numeric characters.
6. If empty or incorrect, select the **Style** from drop-down list.
 - If the vehicle style is not one of the choices, select **Other, Please Specify**.
 - Enter the style in the text box that appears.

NOTE: If the vehicle is a trailer, you must select a style.

The screenshot shows a 'Vehicle' registration form with the following fields and values:

- Vehicle Type: Passenger (arrow 1)
- Vehicle Identification Number (VIN): 3FAFP08ZX6R118807 (arrow 2)
- Year: 2006 (arrow 3)
- Make: Ford Motor Company (arrow 4)
- Model: -- Other, please specify: -- (arrow 5)
- Style: Sedan (arrow 6)
- Primary Color: (empty)
- Secondary Color: (empty)
- Odometer Reading: (empty)
- Odometer Indicator: (empty)
- Odometer Unit: Miles
- Fuel Type: Gas
- Sale Date: 04-06-2018
- State Where Vehicle Will Be Titled: MONTANA
- Purchaser County of Residence: (empty)

Below the form, the MERLIN status is shown as ONLINE.

Fig. 42

The screenshot shows the bottom navigation bar with three buttons: Continue, Cancel, and Main Menu. The Cancel button is circled in red. Below the buttons, the MERLIN status is shown as ONLINE.

Fig. 43

7. If empty or incorrect, select the **Primary Color** from drop-down list (Fig. 44).
8. If empty or incorrect, select the **Secondary Color** from drop-down list.
9. Enter the **Odometer Reading**.
 - This is required only for Vehicle Sale and Private Sale TRPs and if the vehicle is less than 10 years old.
 - If the vehicle is a boat or a trailer, the odometer reading is not required.
 - For heavy trucks, you may enter zero.
10. Enter the **Odometer Indicator**.
 - This is required only if you entered an Odometer Reading.
 - If you entered zero in the odometer reading text box, select **Actual** or **Last Known** as the Odometer Indicator.
 - **DO NOT** select **Exceeds Mechanical Limits, Not Actual**, or **Warning Discrepancy** unless reflected on the vehicle's paperwork as these indicators brand the vehicle.
11. Select Miles or Kilometers from the **Odometer Unit drop-down list**.
 - This is required only if you entered an Odometer Reading.
12. If empty or incorrect, select the **Fuel Type** from the drop-down list.
13. The **Sale Date** defaults to today's date.
 - The service prevents you from selecting a future sale date.
 - The TRP expiration date is calculated from the date of issuance, not the Sale Date.
 - The TRP should be issued on the day the purchaser takes possession of the vehicle.
14. If empty or incorrect, select the State, U.S. territory, or Canadian province from the **State Where Vehicle Will Be Titled** drop-down list.
15. If the vehicle is to be titled in Montana, select the county where the purchaser lives in the **Purchaser County of Residence** drop-down list.

Vehicle & Purchaser

Enter the requested information.
* Required field

Vehicle

Vehicle Type Passenger
Vehicle Identification Number (VIN) 3FAFP08ZX6R118807

Year *	Make *	Model	Style
<input type="text" value="2006"/>	<input type="text" value="Ford Motor Company"/>	<input type="text" value="-- Other, please specify: --"/> <input type="text" value="FUS"/> <small>(Vehicle Model Code)</small>	<input type="text" value="Sedan"/>
Primary Color *	Secondary Color	Odometer Reading	Odometer Indicator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Odometer Unit	Fuel Type *	Sale Date *	State Where Vehicle Will Be Titled *
<input type="text" value="Miles"/>	<input type="text" value="Gas"/>	<input type="text" value="04-06-2018"/> <small>MM-DD-YYYY</small>	<input type="text" value="MONTANA"/>
		Purchaser County of Residence *	
		<input type="text"/>	

Only if vehicle will be titled in Montana

Fig. 44

NOTE: Purchaser 1 must have a Montana address if vehicle will be titled in the State.

Multiple Vehicles

In rare cases, a VIN may be assigned to multiple vehicles in the MVD or VIN validation systems. If multiple vehicles have the same VIN, the service displays a list of the vehicles on the Search Results page (*Fig. 45*). The Search Results page displays a total number of records found in MERLIN and returned to the online TRP service for the VIN and Vehicle Type combination.

1. Review the results carefully and select the correct vehicle.
2. If the correct vehicle is not displayed in your results, click **Create Vehicle**.
3. To proceed, click **Continue**.
4. To return to the Main Menu page, click **Main Menu**.
5. No matter what you select, the Vehicle & Purchaser page displays. For further instructions, please refer to [Page 34](#).



Search Results

2 Records Found

	VIN	Vehicle Type	Year, Make, Model, Style	MERLIN Vehicle Number	Primary Color	Title Number
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR SW	1853811	SIL	
<input type="radio"/>	JF1SG696X5G713023	Passenger	2005 SUBA FOR 4D	1858180	SIL	AA3137443

Create Vehicle

Continue Main Menu

MERLIN status: **ONLINE**

Fig. 45

Purchaser(s) Information

The Purchaser 1 and Purchaser 2 sections display the following information about each purchaser (Fig. 46). If the purchaser wants only one name on the title, the page displays only the Purchaser 1 section. If either purchaser’s ID matches information in MERLIN, the associated information prepopulates in the respective address text boxes.

- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type, Ownership Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1 and Line 2:** The purchaser’s street address.
- **City:** The city where the purchaser lives.
- **State:** The State, U.S. territory, or Canadian province where the purchaser lives.
- **ZIP Code:** The purchaser’s ZIP Code.

Mailing Address

- **Address Line 1 and Line 2:** The purchaser’s mailing address.
- **City:** The mailing address city.
- **State:** The mailing address State, U.S. territory, or Canadian province.
- **ZIP Code:** The purchaser’s mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Purchaser 1 and Purchaser 2 sections.
 - A PO Box cannot be entered in a street address section.
 - Enter PO Box information in the mailing address section.
 - If the purchaser does not have a street address, enter a physical address such as “one block from the general store.”
2. If the purchaser’s mailing address is the same as the street address, select **Mailing Address** is the same as **Street Address**, and the mailing address text boxes will populate with the street address information.

ADDRESS LINE SPECIFICATIONS
 The text boxes allow a maximum of 50 characters. Allowed characters are:

- Apostrophe (')
- Space () not consecutive
- Dash (-)
- Quote (")
- Percent (%)
- Ampersand (&)
- Open and Close Parenthesis ()
- Period (.)
- Colon (:)
- Underscore (_)
- Number sign (#)
- Upper/Lower Case letters A-Z
- Numbers 0-9
- Forward slash (/)
- Backslash (\)

Purchaser 1 Information

First Name	Sally
Middle Initial	L
Last Name	Smith
Suffix	
ID Number	12345678910121
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

Street Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

NOTE: Purchaser 1 must have a Montana address if vehicle will be titled in the State.

When you enter a ZIP Code, the city and state are updated.

Fig. 46

LLC Agent

If you chose **LLC** as the **Ownership Type** for Purchaser 1, enter the LLC agent information (*Fig. 47*).

Purchaser 1 Information

Company Name Annie's Photography
ID Number 456375364
ID Jurisdiction
ID Type FEIN
Ownership Type **LLC**

Street Address

Address Line 1 *
246 Euclid

Address Line 2

City * Helena State * MONTANA Zip Code * 59601

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
246 Euclid

Address Line 2

City * Helena State * MONTANA Zip Code * 59601

LLC Agent

First Name * Annie Middle Initial Last Name * Temple Suffix

ID Number * 56565658899878 ID Type * Driver License Number ID Jurisdiction * MONTANA

Fig. 47

Seller Information

The Seller section displays the following information about the seller (Fig. 48). If the seller's ID matches information in MERLIN, the associated information prepopulates in the respective address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.
OR
- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1 and 2:** The seller's street address.
- **City:** The city where the seller is located.
- **State:** The State, U.S. territory, or Canadian province where the seller is located.
- **ZIP Code:** The purchaser's ZIP Code.

Mailing Address

- **Address Line 1 and 2:** The seller's mailing address.
- **City:** The mailing address city.
- **State:** The mailing address State, U.S. territory, or Canadian province.
- **ZIP Code:** The seller's mailing address ZIP Code.

1. If empty or incorrect, enter the street address information in the Seller section.
 - A PO Box cannot be entered in a street address section.
 - Enter PO Box information in the mailing address section.

2. If the seller's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the mailing address text boxes populate.

3. To proceed, click **Continue**.

4. To return to the Vehicle & Purchaser Search page, click **Cancel**.

5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

ADDRESS LINE SPECIFICATIONS

The text boxes allow a maximum of 50 characters. Allowed characters are:

- Apostrophe (')
- Space () not consecutive
- Dash (-)
- Quote (")
- Percent (%)
- Ampersand (&)
- Open and Close Parenthesis ()
- Period (.)
- Colon (:)
- Underscore (_)
- Number sign (#)
- Upper/Lower Case letters A-Z
- Numbers 0-9
- Forward slash (/)
- Backslash (\)

Seller

Company LESKOVAR MOTORS INC
 ID Number 01d001
 ID Jurisdiction MT
 ID Type Dealer License Number

Street Address

Address Line 1 *
 3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
 3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Security Interest

Record Security Interest yes

Continue Cancel Main Menu

Fig. 48

Enter Security Interest Perfection Information

If you entered information in the Security Interest section on the Vehicle & Purchaser Search page, the service displays a Security Interest Perfection page with the following information about the lien holder (Fig. 49). If the ID matches information in MERLIN, the associated information prepopulates in the address text boxes.

- **Company, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.
OR
- **First Name, Middle Initial, Last Name, Suffix, ID Number, ID Jurisdiction, ID Type:** Information you entered on the Vehicle & Purchaser Search page.

Street Address

- **Address Line 1 and 2:** The lien holder's street address.
- **City:** The city where the lien holder is located.
- **State:** The State, U.S. territory, or Canadian province where the lien holder is located.
- **ZIP Code:** The lien holder's ZIP Code.

Mailing Address

- **Address Line 1 and 2:** The lien holder's mailing address.
- **City:** The mailing address city.
- **State:** The mailing address State, U.S. territory, or Canadian province.
- **ZIP Code:** The lien holder's mailing address ZIP Code.

1. If empty or incorrect, enter the **Street Address** information.
 - A PO Box cannot be entered in a street address section.
 - Enter PO Box information in the mailing address section.
2. If the lien holder's mailing address is the same as the street address, select **Mailing Address is the same as Street Address**, and the **Mailing Address** text boxes populate.
3. To proceed, click **Continue**.
4. To return to the Vehicle & Purchaser page, click **Cancel**.
5. To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

ADDRESS LINE SPECIFICATIONS
The text boxes allow a maximum of 50 characters. Allowed characters are:

- Apostrophe (')
- Space () not consecutive
- Dash (-)
- Quote (")
- Percent (%)
- Ampersand (&)
- Open and Close Parenthesis ()
- Period (.)
- Colon (:)
- Underscore (_)
- Number sign (#)
- Upper/Lower Case letters A-Z
- Numbers 0-9
- Forward slash (/)
- Backslash (\)

Security Interest P

Enter the requested information.
* Required field

Company	First Auto Company
ID Number	678906543
ID Jurisdiction	
ID Type	FEIN

Street Address

Address Line 1 *

Address Line 2

City *	State *	Zip Code *
<input style="width: 90%;" type="text" value="Helena"/>	<input style="width: 90%;" type="text" value="MONTANA"/>	<input style="width: 90%;" type="text" value="59601"/>

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

Address Line 2

City *	State *	Zip Code *
<input style="width: 90%;" type="text" value="Helena"/>	<input style="width: 90%;" type="text" value="MONTANA"/>	<input style="width: 90%;" type="text" value="59604-1456"/>

NOTE: When you enter a ZIP Code, the city and state are updated.

Fig. 49

Verify All Information

1. On the Verification page, carefully review the information in following sections (Figs. 50-51, pgs. 42-43):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Vehicle Type</td> <td>Passenger</td> </tr> <tr> <td>Vehicle Identification Number (VIN)</td> <td>3FAFP08ZX6R118807</td> </tr> <tr> <td>Year</td> <td>2006</td> </tr> <tr> <td>Make</td> <td>Ford Motor Company</td> </tr> <tr> <td>Model</td> <td>FUS</td> </tr> <tr> <td>Style</td> <td>Sedan</td> </tr> <tr> <td>Primary Color</td> <td>Black</td> </tr> <tr> <td>Secondary Color</td> <td></td> </tr> </table>	Vehicle Type	Passenger	Vehicle Identification Number (VIN)	3FAFP08ZX6R118807	Year	2006	Make	Ford Motor Company	Model	FUS	Style	Sedan	Primary Color	Black	Secondary Color		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Odometer Reading</td> <td>120000</td> </tr> <tr> <td>Odometer Indicator</td> <td>Actual</td> </tr> <tr> <td>Odometer Unit</td> <td>Miles</td> </tr> <tr> <td>Fuel Type</td> <td>Gas</td> </tr> <tr> <td>Sale Date</td> <td>04-06-2018</td> </tr> <tr> <td>State Where Vehicle Will Be Titled</td> <td>MT</td> </tr> <tr> <td>Purchaser County of Residence</td> <td>LEWIS AND CLARK COUNTY</td> </tr> </table>	Odometer Reading	120000	Odometer Indicator	Actual	Odometer Unit	Miles	Fuel Type	Gas	Sale Date	04-06-2018	State Where Vehicle Will Be Titled	MT	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Vehicle Type	Passenger																														
Vehicle Identification Number (VIN)	3FAFP08ZX6R118807																														
Year	2006																														
Make	Ford Motor Company																														
Model	FUS																														
Style	Sedan																														
Primary Color	Black																														
Secondary Color																															
Odometer Reading	120000																														
Odometer Indicator	Actual																														
Odometer Unit	Miles																														
Fuel Type	Gas																														
Sale Date	04-06-2018																														
State Where Vehicle Will Be Titled	MT																														
Purchaser County of Residence	LEWIS AND CLARK COUNTY																														

Purchaser/Requestor 1

First Name	Sally
Middle Initial	L
Last Name	Smith
Suffix	
ID Number	12345678910121
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Address Line 1</td> <td>1000 MCHUGH RD</td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>City</td> <td>HELENA</td> </tr> <tr> <td>State</td> <td>MT</td> </tr> <tr> <td>Zip Code</td> <td>59601</td> </tr> </table>	Address Line 1	1000 MCHUGH RD	Address Line 2		City	HELENA	State	MT	Zip Code	59601	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Address Line 1</td> <td>PO BOX 1800</td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>City</td> <td>HELENA</td> </tr> <tr> <td>State</td> <td>MT</td> </tr> <tr> <td>Zip Code</td> <td>59604-1800</td> </tr> </table>	Address Line 1	PO BOX 1800	Address Line 2		City	HELENA	State	MT	Zip Code	59604-1800
Address Line 1	1000 MCHUGH RD																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59601																				
Address Line 1	PO BOX 1800																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59604-1800																				

Purchaser/Requestor 2

First Name	James
Middle Initial	E
Last Name	Jones
Suffix	
ID Number	12101987654321
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessee

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Address Line 1</td> <td>1000 MCHUGH RD</td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>City</td> <td>HELENA</td> </tr> <tr> <td>State</td> <td>MT</td> </tr> <tr> <td>Zip Code</td> <td>59601</td> </tr> </table>	Address Line 1	1000 MCHUGH RD	Address Line 2		City	HELENA	State	MT	Zip Code	59601	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Address Line 1</td> <td>1000 MCHUGH RD</td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>City</td> <td>HELENA</td> </tr> <tr> <td>State</td> <td>MT</td> </tr> <tr> <td>Zip Code</td> <td>59601</td> </tr> </table>	Address Line 1	1000 MCHUGH RD	Address Line 2		City	HELENA	State	MT	Zip Code	59601
Address Line 1	1000 MCHUGH RD																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59601																				
Address Line 1	1000 MCHUGH RD																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59601																				

Fig. 50

2. The page displays a list of the fees and the total the cost for the transaction (*Fig. 51*).
3. To proceed, click **Create Temporary Registration Permit**.
4. If anything is incorrect, click **Edit** to return to the Vehicle & Purchaser page and correct the information.
5. To stop the TRP creation process and return to the Main Menu page, click **Cancel**.
6. For information about how to pay for the TRP, please refer to [Page 96](#).
7. For information about how to print the TRP, please refer to [Page 99](#).

Seller

Company Name LESKOVAR MOTORS INC
 ID Number 01D001
 ID Jurisdiction MT
 ID Type Dealer License Number

<h4>Street Address</h4> <p>Address Line 1 3766 Harrison Ave Address Line 2 City Butte State MT Zip Code 59701-6807</p>	<h4>Mailing Address</h4> <p>Address Line 1 3766 Harrison Ave Address Line 2 City Butte State MT Zip Code 59701-6807</p>
--	---

Security Interest Perfection

Record Security Interest yes
 Company Name First Auto Company
 ID Number 678906543
 ID Jurisdiction
 ID Type FEIN
 Security Interest Tracking Number:
 Security Interest Priority Date:

<h4>Street Address</h4> <p>Address Line 1 100 Neill Ave. Address Line 2 City Helena State MT Zip Code 59601</p>	<h4>Mailing Address</h4> <p>Address Line 1 PO BOX 1456 Address Line 2 City Helena State MT Zip Code 59604-1456</p>
---	--

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Security Interest Perfection	\$4.00
MVD Admin Fee	\$0.12
Total	\$4.12

Once you have verified your information is entered correctly, select "Create Temporary Registration Permit" to finalize the TRP creation process.
 To change the information entered, select "Edit".

Create Temporary Registration Permit
Edit
Cancel

MERLIN status: ONLINE

Fig. 51

Private Sale

To issue a **Private Sale** TRP, you must enter the vehicle, purchaser(s), seller information and, if applicable, the lender information. The online TRP service searches for information about the vehicle, purchaser(s), seller, and lender in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser, seller, and lender information is tied to unique ID numbers.

The process of issuing a **Private Sale** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Private Sale** (Fig. 52) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Page 28](#).
 - On the Vehicle & Purchaser Search page, enter the seller's information (Figs. 53-54).
 - In private sale situations, the seller is a private party such as an individual or small business (not an auto dealership).

Who can issue this type of TRP?

Authorized agents and MVD employees.

When is this type of TRP issued?

When a customer buys or leases a new or used vehicle from a private party, such as an individual or small business (not an auto dealership).

Fig. 54

Fig. 53

Fig. 52

- To issue a Private Sale TRP, follow the instructions beginning on [Page 34](#).
- For information about how to pay for the TRP, please refer to [Page 96](#).
- For information about how to print the TRP, please refer to [Page 99](#).

Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork

To issue a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** TRP, you must enter the vehicle and purchaser, known as requestor for these TRP types, information. The online TRP service searches for information about the vehicle and requestor(s) in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while requestor information is tied to unique ID numbers.

The process of issuing a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork** (Fig. 55) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.

Who can issue these types of TRPs?
Authorized agents and MVD employees.

When are these types of TRP issued?
Plate Order – When a customer orders a special license plate or one that is out of stock.
Limited Use – When a customer needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.
Single Move – When a customer needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.
VIN Inspection – When a customer needs to drive a vehicle to and/or from a VIN inspection.
Title Paperwork – Issued when a customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue * Vehicle Type *

Plate Order

Vehicle Identification Number (VIN) *

WDDKK6FF0FF301879

Fig. 55

2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Page 28](#).
 - If you enter a VIN number for a **Plate Order** TRP, and the vehicle is not found in MERLIN, you will see an error message (Fig. 56).
 - The **Ownership Type** defaults to TRP Requestor (Fig. 57) and that is the only choice for these types of TRPs.
 - If there are two requestors, select **TRP Requestor** as the **Ownership Type** in the Purchaser/Requestor 2 section.
 - There are no Seller or Security Interest sections for any of these types of TRPs.

The Vehicle was not found. Please, re-check the Vehicle Identification Number (VIN).

Fig. 57

Ownership Type *

TRP Requestor

Fig. 57

3. To issue a **Plate Order, Limited Use, Single Move, VIN Inspection, or Title Paperwork TRP**, follow the instructions beginning on [Page 28](#). The differences are:
 - For a **Limited Use TRP**, you have the option to uncheck **Pay \$50 limited use fee** (*Fig. 58*) on the Vehicle & Purchaser page, if the vehicle is an out-of-state vehicle that is not subject to the limited use fee per Montana law.

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit (out of state)	\$24.50
Limited Use Fee	\$50.00
MVD Admin Fee	\$2.24
<input checked="" type="checkbox"/> Pay \$50 limited use fee	
Total	\$76.74

Once you have verified your information is entered correctly, select "Create Temporary Registration Permit" to finalize the TRP creation process. To change the information entered, select "Edit".

Create Temporary Registration Permit
Edit
Cancel

Fig. 58

- For a **VIN Inspection TRP**, indicate whether the vehicle is a Salvage Inspection, by selecting **Yes** or **No** from the drop-down menu in the Vehicle section (*Fig. 59*).
 - There are no Seller or Security Interest sections for any of these types of TRPs.
4. For information about how to pay for the TRP, please refer to [Page 96](#).
 5. For information about how to print the TRP, please refer to [Page 99](#).

Vehicle & Purchaser

Enter the requested information.
* Required field

Vehicle

Vehicle Type Passenger
 Vehicle Identification Number (VIN) WDDK6FF0FF301879

Salvage Inspection ▼

Year * 2015 Make * Mercedes-Benz ▼ Model -- Other, please specify: -- ▼ Style Convertible ▼

E40
(Vehicle Model Code)

Primary Color * Secondary Color ▼

Odometer Reading Odometer Indicator ▼ Odometer Unit Miles ▼ Fuel Type * Gas ▼

Sale Date * 04-02-2018
MM-DD-YYYY

Fig. 59

View Activity

To search for and view information about your organization’s transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page (Fig. 60). Within this section you also can reprint, void, and reissue a TRP, and issue a 90-Day TRP.

NOTE: To view details related to specific search criteria, select **View Specific** in the Temporary Registration Permit section on the Main Menu page. Please be aware that using View Specific provides details related to search criteria, not a report of TRP activity. For more information, please refer to [Page 56](#).

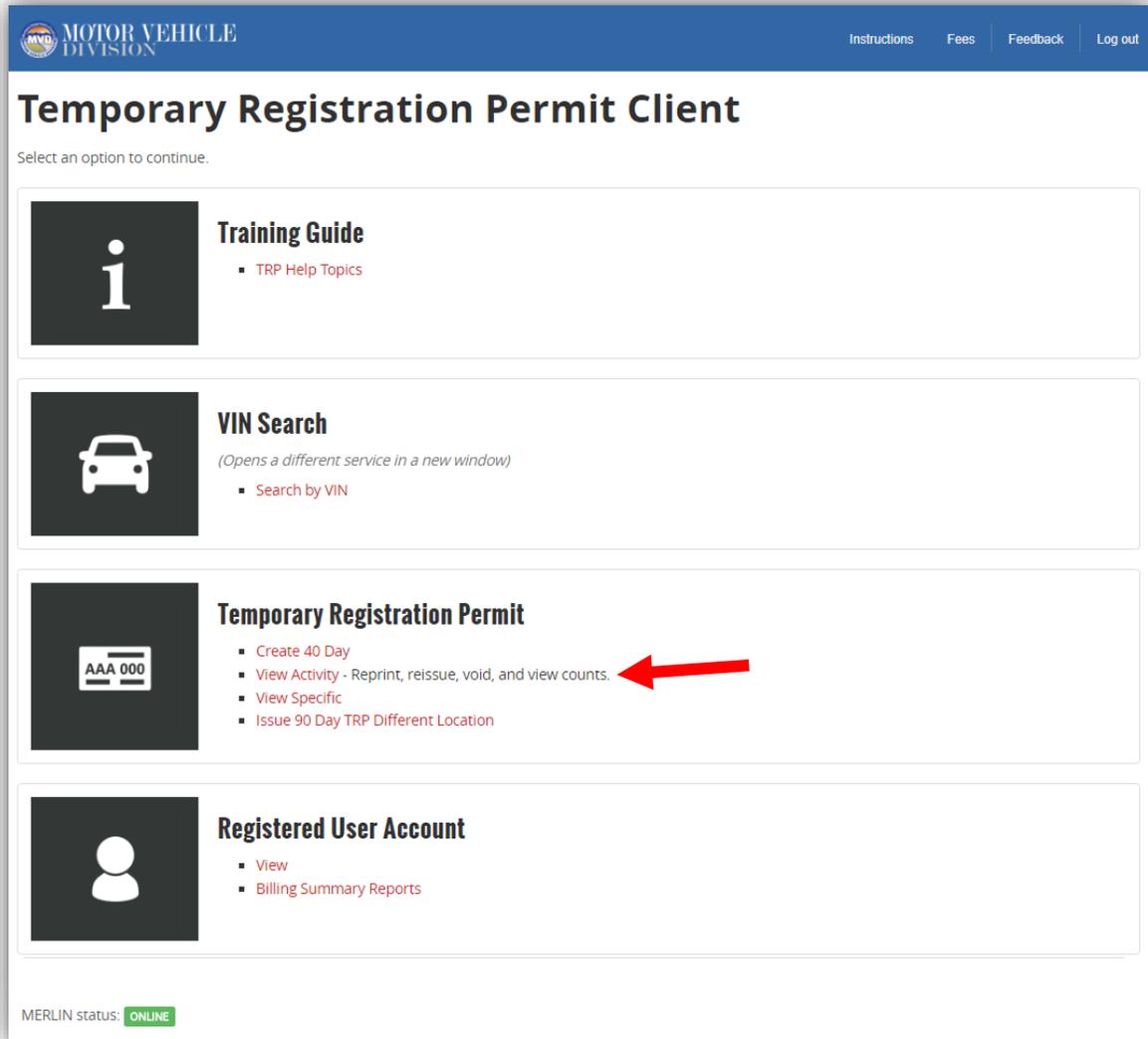


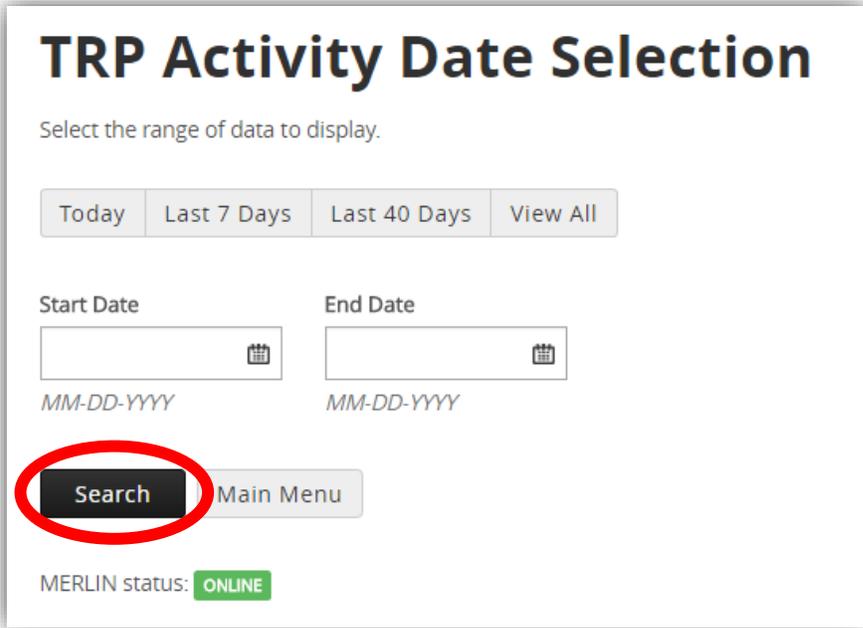
Fig. 60

TRP Activity Date Selection

Select a range of data on the TRP Activity Date Selection page (Fig. 61).

1. Select one of the following:
 - **Today**
 - **Last 7 Days**
 - **Last 40 Days**
 - **View All**

OR
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. To proceed, click **Search**.
4. To return to the Main Menu page, click **Main Menu**.



TRP Activity Date Selection

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Search Main Menu

MERLIN status: **ONLINE**

Fig. 61

TRP Activity Results

The TRP Activity Results page lists TRP activity only for users tied to your account (Fig. 62).

NOTE: From the TRP Activity Results page, you can reprint, void, and reissue TRPs, and issue 90-Day TRPs. For instructions, please refer to [Pages 65-96](#).

You can view the following information about each TRP:

- **Date/Time:** A timestamp of when the transaction occurred.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who completed the transaction.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Displays Y if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 120](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 118](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 95](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 65-94](#).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 04-02-2018
End Date: 04-03-2018
Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 7 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-02-2018 1:36 PM	AAIK3692 / VEHICLE SALE	CTY05TST	3GCPKSE72DG347325	N	TEST, TEST	Void (Void)	LOST		Reissue
04-02-2018 3:16 PM	AAIK4746 / VEHICLE SALE	CTY05TST	1GCEC14X88Z114006	N	TEST, TESS	Active (Issue)			
04-02-2018 3:17 PM	AAIK4747 / LIMITED USE	CTY05TST	1GCVKPEC0FZ205978	N	TEST, TESS	Active (Issue)			Void
04-03-2018 1:36 PM	AAIK4776 / VEHICLE SALE	CTY05TST	1GC1KYC80BF126292	N	TEST, TESS	Active (Issue)		Print	Void
04-03-2018 1:37 PM	AAIK4777 / LIMITED USE	CTY05TST	1GC1KUEB4FF118168	N	TEST, TESS	Active (Issue)		Print	Void
04-03-2018 2:36 PM	AAIK3691 / VEHICLE SALE	CTY05TST	3GCPKTE77DG238820	N	TEST, TEST	Void (Void)	TITLE/VIN MISMATCH		
04-03-2018 2:36 PM	AAIK4784 / VEHICLE SALE	CTY05TST	3GCPKTE77DG238820	N	TEST, TEST	Active (Reissue)		Print	Void Issue 90 Day TRP

« 1 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

NOTE: If an error occurs when MERLIN is in online or offline mode, a yellow Message button also may appear in the **Action** column. For more information about this button, please refer to [Page 113](#).

Message

Fig. 62

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 63).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To view a report displaying aggregate data, click **View TRP Counts for the Given Search** (Fig. 63). For more information about the Counts report, please refer to [Page 53](#).
5. To return to the TRP Activity Date Selection page, click **Back**.
6. To return to the TRP Activity Date Selection page, click **Search Activity**.
7. To search for specific TRPs, click **Search Specific**. For more information, please refer to [Page 56](#).
8. To return to the Main Menu page, click **Main Menu**

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 04-06-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 3815 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-16-2018 12:06 PM	AAIJ6155 / 90 DAY	CTY05TP	1FT8W3BT7HEE18791	N	GARNETT MAXINE	Active (Issue)			
01-16-2018 11:55 AM	AAIJ6145 / PRIVATE SALE	CTY05SF	3VWVA7AT0DM616205	N	GARNETT MAXINE	Complete (Issue)			
01-16-2018 10:43 AM	AAIJ6096 / PRIVATE SALE	CTY05TP	1GCEK19JX8Z221517	N	WEBSTER ISADORA	Complete (Issue)			
01-16-2018 10:41 AM	AAIJ6093 / 90 DAY	CTY05ME	4B3AU42Y6WE103244	N	MARCI CASH	Active (Issue)			Void
01-16-2018 9:04 AM	AAIJ6042 / PLATE ORDER	CTY05MVF	4VZVU1E91JC084206	N	EDITH PERCIVAL	Complete (Issue)			
01-12-2018 4:37 PM	AAIJ5127 / PRIVATE SALE	CTY05ME	5JLSP282265S35556	N	DOCIA CRYSTAL	Active (Issue)			
01-12-2018 4:01 PM	AAIJ5093 / PRIVATE SALE	CTY05TP	1J4GR48K25C685720	N	SALLIE RILLA	Expired (Issue)			
01-12-2018 3:48 PM	AAIJ5078 / TITLE PAPERWORK	CTY05RP	1C4PJMCS5FW625175	N	DOCIA CRYSTAL	Complete (Issue)			
01-12-2018 3:28 PM	AAIJ5060 / PRIVATE SALE	CTY05MD	3GTU2NECXJG216558	N	PAGE CHRISTIANA	Active (Issue)			
01-12-2018 3:19 PM	AAIJ5047 / PRIVATE SALE	CTY05MEF	1GYS3KKJ4GR247278	N	CATHRYN JAYME	Complete (Issue)			

« 8 9 10 11 12 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

Fig. 63

9. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 64).



Fig. 64

TRP Details

- To view details about a TRP from the TRP Activity Results page, select the desired TRP number in red text (Fig. 65).

The page displays applicable vehicle, purchaser(s), LLC agent, seller, and security interest information associated with the TRP (Figs. 66-67, pgs. 51-52).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 04-06-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 3815 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-09-2018 1:09 PM	AAIK3946 / PRIVATE SALE	CTY05TST	SCFEKBBK5CGD16911	Y	BOEING, WILLIAM	Active (Issue)			
03-09-2018 1:05 PM	AAIK3945 / PRIVATE SALE	CTY05TST	1J8HG48K47C505648	N	KOESTER, ANNIE	Expired (Issue)			
03-05-2018 12:21 PM	AAIK3693 / PRIVATE SALE	CTY05TST	1GCPCEX9AZ203955	N	TEST, TEST	Active (Issue)			

Fig. 65

Vehicle Information

TRP Information

TRP Type: PRIVATE SALE
 Issue Date: 03-09-2018
 Expiration Date: 03-08-2018
 TRP Number: AAIK3946
 Transaction ID: DOJTRP2018030913095485183

Vehicle

Vehicle Type: Motorcycle
 Vehicle Identification Number (VIN): SCFEKBBK5CGD16911
 Year: 2012
 Make: Aston-Martin
 Model: V8V
 Style: Convertible
 Primary Color: Pink
 Secondary Color:
 Odometer Reading: 20000
 Odometer Indicator: Actual
 Odometer Unit: Miles
 Fuel Type: Gas
 Sale Date: 03-09-2018
 State Where Vehicle Will Be Titled: MT
 Purchaser County of Residence: RAVALLI COUNTY

Purchaser/Requestor 1

First Name: WILLIAM
 Middle Initial:
 Last Name: BOEING
 Suffix:
 ID Number: none
 ID Jurisdiction:
 ID Type:
 Ownership Type: Purchaser

Street Address

Address Line 1: 100 SMITH RD
 Address Line 2:
 City: HAMILTON
 State: MT
 Zip Code: 59840

Mailing Address

Address Line 1: 100 SMITH RD
 Address Line 2:
 City: HAMILTON
 State: MT
 Zip Code: 59840

Fig. 66

2. To return to the TRP Activity Results page, click **Back** (Fig. 67).
3. To return to the TRP Activity Date Selection page, click **Search Activity**.
4. To search for specific TRPs, click **Search Specific**. For more information, please refer to [Page 56](#).
5. To return to the Main Menu page, click **Main Menu**.

Seller

First Name JOHN
Middle Initial
Last Name SMITH
Suffix
ID Number NONE
ID Jurisdiction
ID Type

Street Address
Address Line 1 250 Park Dr
Address Line 2
City Missoula
State MT
Zip Code 59801

Mailing Address
Address Line 1 250 Park Dr
Address Line 2
City Missoula
State MT
Zip Code 59801

Security Interest Perfection

Record Security Interest yes
Company Name FIRST AUTO BANK
ID Number 123456789
ID Jurisdiction
ID Type FEIN
Security Interest Tracking Number: 13X0704508
Security Interest Priority Date: 03-09-2018

Street Address
Address Line 1 100 Neill Ave.
Address Line 2
City Helena
State MT
Zip Code 59601

Mailing Address
Address Line 1 100 Neill Ave.
Address Line 2
City Helena
State MT
Zip Code 59601

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

Fig. 67

View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Activity Results page (Fig. 68).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

MM-DD-YYYY

End Date

MM-DD-YYYY

Viewing records per page of 1133 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
02-07-2019 12:11 PM	TAAA0440 / VEHICLE SALE	TRB57TST	1VWAA7A37JC010184	N	CUSTOMER, JOHN, PAUL	Complete (Void)	TRP COMPLETED		
02-07-2019 12:09 PM	TAAA0406 / VEHICLE SALE	TRB57TST	194676S116785	N	LANGSFORD, MADISON	Complete (Void)	TRP COMPLETED		
02-06-2019 10:56 AM	TAAA0439 / VEHICLE SALE	TRPADMINMI	3FAFP31N85R147133	Y	SMITH, SALLY	Complete (Void)	TRP COMPLETED		
01-28-2019 4:59 PM	TAAA0436 / VEHICLE SALE	DMV15	WDDYJ7JA6GA008209	N	CUSTOMER, JOH, PAUL	Active (Reissue)			Void
01-28-2019 4:59 PM	TAAA0435 / VEHICLE SALE	DMV15	WDDYJ7JA6GA008209	N	CUSTOMER, JOH, PAUL	Void (Void)	LOST		
01-28-2019 4:58 PM	TAAA0435 / VEHICLE SALE	DMV15	WDDYJ7JA6GA008209	N	CUSTOMER, JOH, PAUL	Active (Issue)			
01-25-2019 2:35 PM	TAAA0433 / VEHICLE SALE	DMV15	1G1YT2D60F5601966	N	CUSTOMER, JOH, PAUL	Void (Void)	WRONG VEHICLE		
01-25-2019 2:32 PM	TAAA0433 / VEHICLE SALE	DMV15	1G1YT2D60F5601966	N	CUSTOMER, JOH, PAUL	Active (Issue)			
01-25-2019 2:16 PM	TAAA0432 / VEHICLE SALE	DMV15	1FT8W3BT2HEE11246	N	CUSTOMER, JOH, PAUL	Void (Void)	CANCELLATION OF SALE		
01-25-2019 2:10 PM	TAAA0432 / VEHICLE SALE	DMV15	1FT8W3BT2HEE11246	N	CUSTOMER, JOH, PAUL	Active (Issue)			

« 1 2 3 4 5 »

Reports

Fig. 68

TRP Counts

1. The TRP Counts page displays the following summary results based on your chosen criteria (*Fig. 69*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SIs perfected.
 - Number of vehicle searches performed.
2. The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
3. To view aggregate counts grouped by customer ID and username, click **Report Details**.
4. To return to the TRP Activity Results page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**. For more information, please refer to [Page 56](#).
7. To return to the Main Menu page, click **Main Menu**

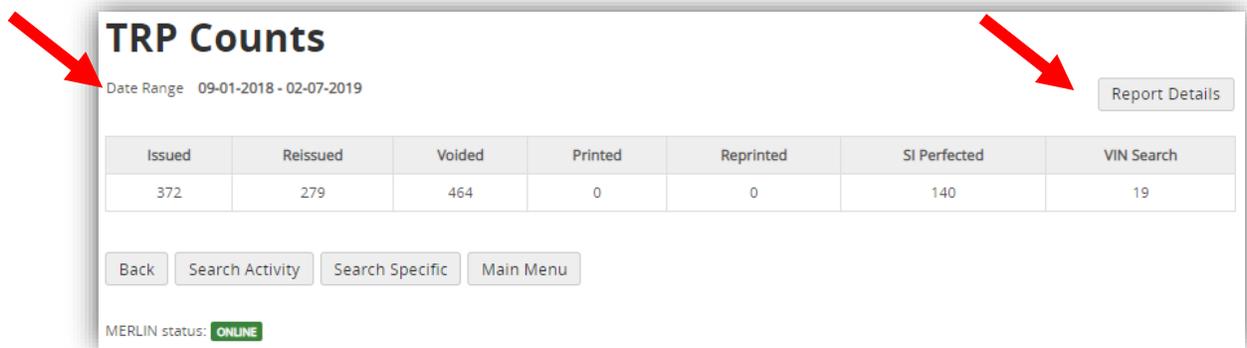


Fig. 69

TRP Count Details

1. To view aggregate counts grouped by customer ID and username, click **Report Details** (Fig. 69, pg. 54).
2. The TRP Count Details page displays a total number of TRPs grouped by customer ID and username based on your chosen criteria (Fig. 70) and the:
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.
 - Grand totals for each column.
3. The page also displays the date range you selected on the TRP Activity Date Selection or TRP Activity Results page.
4. To return to the TRP Counts page, click **Back**.
5. To return to the TRP Activity Date Selection page, click **Search Activity**.
6. To search for specific TRPs, click **Search Specific**. For more information, please refer to [Page 56](#).
7. To return to the Main Menu page, click **Main Menu**.
8. To view details about the permits voided by a specific user, select the number in red text in the Voided column on the line with the desired username.

TRP Count Details
Date Range 09-01-2018 - 02-07-2019

Customer ID	Customer Name	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
1027	1027 Title and Registration Bureau	DMV15	5	1	4	0	0	1	0
		DMV28	8	4	18	0	0	3	0
		TRB57MT	61	24	36	0	0	24	2
		TRB57PC	2	0	0	0	0	0	0
		TRB57SS	66	70	134	0	0	30	0
		TRB57TST	226	166	251	0	0	77	9
		TRPADMINMI	4	14	21	0	0	5	8
Total			372	279	464	0	0	140	19

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	7 user(s)	372	279	464	0	0	140	19

Buttons: Back, Search Activity, Search Specific, Main Menu

Fig. 70

9. A pop-up window displays a list of the TRPs, the date/time that each TRP was voided, the TRP Number, the TRP Type, and the TRP Expiration Date (Fig. 71).
10. To close the pop-up window and return to the TRP Count Details page, click the **X**.

Customer Id: 1027, Customer Name: 1027 Title and Registration Bureau, Username: DMV15

Date/Time Voided	TRP Number	TRP Type	TRP Expiration Date
01/25/2019 01:53	TAAA0431	VIN INSPECTION	03/05/2019
01/25/2019 02:16	TAAA0432	VEHICLE SALE	03/06/2019
01/25/2019 02:35	TAAA0433	VEHICLE SALE	03/06/2019
01/28/2019 04:59	TAAA0435	VEHICLE SALE	03/09/2019

Fig. 71

View Specific

To search for TRPs using specific criteria such as a VIN, temporary registration permit number, Purchaser 1's first and/or last name, select **View Specific** in the Temporary Registration Permit section on the Main Menu page (Fig. 72). Please be aware that using View Specific provides details related to search criteria, not a report of TRP activity.

NOTE: To search for and view information about your organization's transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page. For more information, please refer to [Page 47](#).

MOTOR VEHICLE DIVISION

Instructions Fees Feedback Log out

Temporary Registration Permit Client

Select an option to continue.

- Training Guide**
 - TRP Help Topics
- VIN Search**
(Opens a different service in a new window)
 - Search by VIN
- Temporary Registration Permit**
 - Create 40 Day
 - View Activity - Reprint, reissue, void, and view counts.
 - View Specific
 - Issue 90 Day TRP Different Location
- Registered User Account**
 - View
 - Billing Summary Reports

MERLIN status: ONLINE

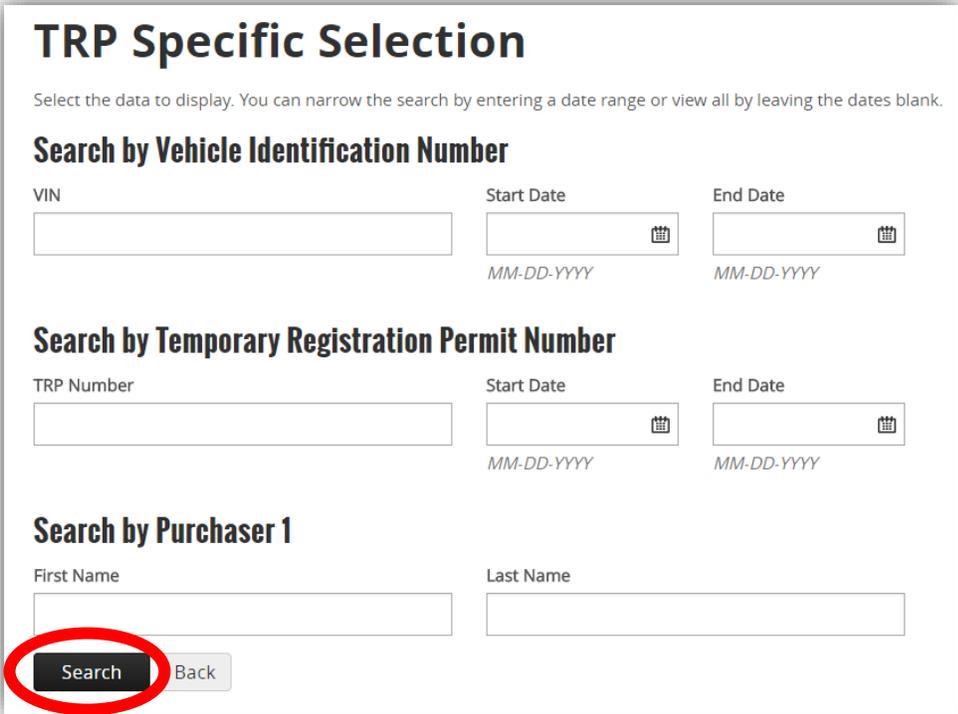
Fig. 72

TRP Specific Selection

- To filter the information, enter one of the following (Fig. 73):
 - VIN**
 - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
 - TRP Number**
 - Optional **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
 - Purchaser 1's First and/or Last Name**
 - If the customer has only one name, enter it in the Last Name text box.

NOTE: Partial search terms do not return results. You must enter a complete VIN, TRP number, or first and/or last name.

- To proceed, click **Search**.
- To return to the Main Menu page, click **Back**.



TRP Specific Selection

Select the data to display. You can narrow the search by entering a date range or view all by leaving the dates blank.

Search by Vehicle Identification Number

VIN Start Date  End Date 
MM-DD-YYYY *MM-DD-YYYY*

Search by Temporary Registration Permit Number

TRP Number Start Date  End Date 
MM-DD-YYYY *MM-DD-YYYY*

Search by Purchaser 1

First Name Last Name

Search

Fig. 73

TRP Specific Results

The page displays a list of TRPs and the following information based on your chosen criteria (Figs. 74-75).

NOTE: From the TRP Specific Results page (Figs. 74-75), you can reprint, void, and reissue TRPs, and issue 90-day TRPs. For instructions, please refer to [Pages 65-95](#).

- **Date/Time:** A timestamp of when the transaction occurred.
- **TRP Number/TRP Type:** Select the TRP number (in red text), to view the TRP details.
- **Username:** The username of the registered user who completed the transaction.
- **VIN:** The VIN with which the TRP is associated.
- **SI Perfected:** Displays Y if a security interest perfection letter was created along with the TRP.
- **Purchaser 1:** The first and last name of Purchaser 1.
- **Status:** The status of the TRP. For more information about the different statuses, please refer to [Page 120](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 118](#).
- **Print:** If the Print button is visible, you can click **Print** to reprint the TRP. For more information on reprinting a TRP, please refer to [Page 96](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 65-94](#).

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: End Date: Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 29 total records.

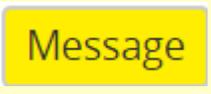
Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-20-2018 2:10 PM	AAIK4392 / VEHICLE SALE	CTY05TST	5TFDW5F15EX400549	N	TEST, TEST	Active (Issue)			Void Issue 90 Day TRP
03-20-2018 4:36 PM	AAIK4404 / VIN INSPECTION	CTY05TST	KL4CJASB4EB619320	N	TEST, TEST	Active (Issue)			Void
04-02-2018 1:36 PM	AAIK3692 / VEHICLE SALE	CTY05TST	3GCPKSE72DG347325	N	TEST, TEST	Void (Void)	LOST		Reissue
04-02-2018 3:16 PM	AAIK4746 / VEHICLE SALE	CTY05TST	1GCEC14X88Z114006	N	TEST, TESS	Active (Issue)		Print	Void

Fig. 74

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
05-11-2017 8:03 AM	AAHV4309 / COURTESY DELIVERY	DEALER01	2C8GF68465R253360	N	CATHRYN JAYNE	Complete (Issue)			
05-11-2017 8:03 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Issue) - Error			Message
Reason for Failure:	Reason for Failure: AN ERROR OCCURRED PROCESSING THE TRP								
05-11-2017 8:03 AM	AAHV4311 / COURTESY DELIVERY	DEALER01	3LNHL2JC6BR762407	N	CATHRYN JAYME	Complete (Issue)			
05-11-2017 8:04 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Reprint) - Error			Message
Reason for Failure:	Reason for Failure: PERMIT NUMBER NOT FOUND.								

Fig. 75

NOTE: If an error occurs when MERLIN is in online or offline mode, a yellow Message button also may appear in the **Action** column. For more information about this button, please refer to [Page 113](#).



1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 76).
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total records.
3. To sort the information, click on the column headings with arrows.
4. To view details about a specific TRP, select the desired TRP number in red text on the TRP Specific Results page.
5. To view a report displaying aggregate data, click **View TRP Counts for the Given Search**. For more information about the Counts report, please refer to [Page 62](#).
6. To return to the TRP Specific Selection page, click **Back**.
7. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 47](#).
8. To search for specific TRPs, click **Search Specific**.
9. To return to the Main Menu page, click **Main Menu**.

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Viewing **10** records per page of 2 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-06-2018 4:35 PM	AAIK4827 / VEHICLE SALE	CTY05TST	3FAFP08ZX6R118807	Y	SMITH, SALLY, L	Active (Issue)			
05-04-2018 9:21 AM	AAIK4827 / VEHICLE SALE	CTY05TST	3FAFP08ZX6R118807	N	SMITH, SALLY, L	Void (Void)	WRONG VEHICLE		

« 1 »

Reports

MERLIN status: **ONLINE**

NOTE: To change your search criteria date range, enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, and click **Search**.

Fig. 76

10. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 77).

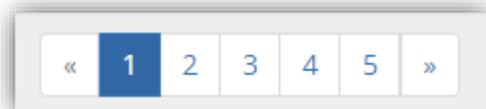


Fig. 77

TRP Details

The Vehicle Information page displays TRP, vehicle, purchaser(s), LLC agent, seller, and security interest perfection information (if applicable) associated with the TRP (Figs. 78-79, pgs. 60-61).

Vehicle Information

TRP Information

TRP Type	VEHICLE SALE
Issue Date	04-06-2018
Expiration Date	05-16-2018
TRP Number	AAIK4827
Transaction ID	DOJTRP2018040616355533633

Vehicle

Vehicle Type	Passenger	Odometer Reading	120000
Vehicle Identification Number (VIN)	3FAFP08ZX6R118807	Odometer Indicator	Actual
Year	2006	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	FUS	Sale Date	04-06-2018
Style	Sedan	State Where Vehicle Will Be Titled	MT
Primary Color	Black	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	SALLY
Middle Initial	L
Last Name	SMITH
Suffix	
ID Number	12345678910121
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

Street Address	Mailing Address
Address Line 1 1000 MCHUGH RD	Address Line 1 1000 MCHUGH RD
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

Purchaser/Requestor 2

First Name	JAMES
Middle Initial	E
Last Name	JONES
Suffix	
ID Number	12101987654321
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessee

Street Address	Mailing Address
Address Line 1 1000 MCHUGH RD	Address Line 1 1000 MCHUGH RD
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

Fig. 78

1. To return to the TRP Specific Results page, click **Back** (Fig. 79).
2. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 47](#).
3. To return to the TRP Specific Selection page, click **Search Specific**.
4. To return to the Main Menu page, click **Main Menu**.

Seller

Company Name **LESKOVAR MOTORS INC**
ID Number **01D001**
ID Jurisdiction **MT**
ID Type **Dealer License Number**

Street Address
Address Line 1 **3766 Harrison Ave**
Address Line 2
City **Butte**
State **MT**
Zip Code **59701-6807**

Mailing Address
Address Line 1 **3766 Harrison Ave**
Address Line 2
City **Butte**
State **MT**
Zip Code **59701-6807**

Security Interest Perfection

Record Security Interest **yes**
Company Name **FIRST AUTO COMPANY**
ID Number **678906543**
ID Jurisdiction
ID Type **FEIN**
Security Interest Tracking Number: **5X0704681**
Security Interest Priority Date: **04-06-2018**

Street Address
Address Line 1 **100 Neill Ave.**
Address Line 2
City **Helena**
State **MT**
Zip Code **59601**

Mailing Address
Address Line 1 **100 Neill Ave.**
Address Line 2
City **Helena**
State **MT**
Zip Code **59601**

Back **Search Activity** **Search Specific** **Main Menu**

MERLIN status: **ONLINE**

Fig. 79

View TRP Counts

To view a report displaying aggregate data, click **View TRP Counts for the Given Search** on the TRP Specific Results page (Fig. 80).

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date

End Date

Viewing 10 records per page of 69 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
02-06-2019 10:56 AM	TAA0439 / VEHICLE SALE	TRPADMINMI	3FAFP31N85R147133	Y	SMITH, SALLY	Complete (Void)	TRP COMPLETED		
10-27-2018 2:11 PM	AAIK6778 / SINGLE MOVE	DMV15	HLS30158514	N	SMITH, SALLY	Complete (Complete)	ADMIN COMPLETE		
10-02-2018 4:52 PM	AAIK6726 / PRIVATE SALE	TRB57SS	3C3CFFJH2D739726	N	SMITH, SALLY, L	Complete (Void)	TRP COMPLETED		
07-30-2018 9:07 AM	AAIK6726 / PRIVATE SALE	TRB57TST	3C3CFFJH2D739726	N	SMITH, SALLY, L	Expired (Reissue)			
07-27-2018 10:12 AM	AAIK5344 / COURTESY DELIVERY	TRB57TST	2C4RC1GG5HR751975	Y	SMITH, SALLY, L	Complete (Void)	TRP COMPLETED		
07-26-2018 1:16 PM	AAIK5335 / COURTESY DELIVERY	TRB57TST	WD4PE7CD7GP188935	N	SMITH, SALLY	Voidx (Void)	CANCELLATION OF SALE		
07-26-2018 1:03 PM	AAIK6242 / 90 DAY	TRB57TST	1G1YZ2D73J5300298	N	SMITH, SALLY, L	Void (Void)	WRONG VEHICLE		
07-24-2018 3:30 PM	AAIK6371 / 90 DAY	TRB57TST	1GKKVTKD9EJ215135	N	SMITH, SALLY, L	Void (Void)	WRONG VEHICLE		
07-18-2018 11:47 AM	AAIK6155 / VEHICLE SALE	TRB57MT	JC1NFAEK3H0127421	Y	SMITH, SALLY, L	Complete (Void)	TRP COMPLETED		
07-16-2018 2:54 PM	AAIK6404 / 90 DAY	TRB57SS	1GC4K0C89GF215767	N	SMITH, SALLY	Expired (Issue)			

« 1 2 3 4 5 »

Reports

View TRP Counts for the Given Search

Back
Search Activity
Search Specific
Main Menu

Fig. 80

TRP Counts

1. The TRP Counts page displays the following summary results based on your chosen criteria (*Fig. 81*):
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.

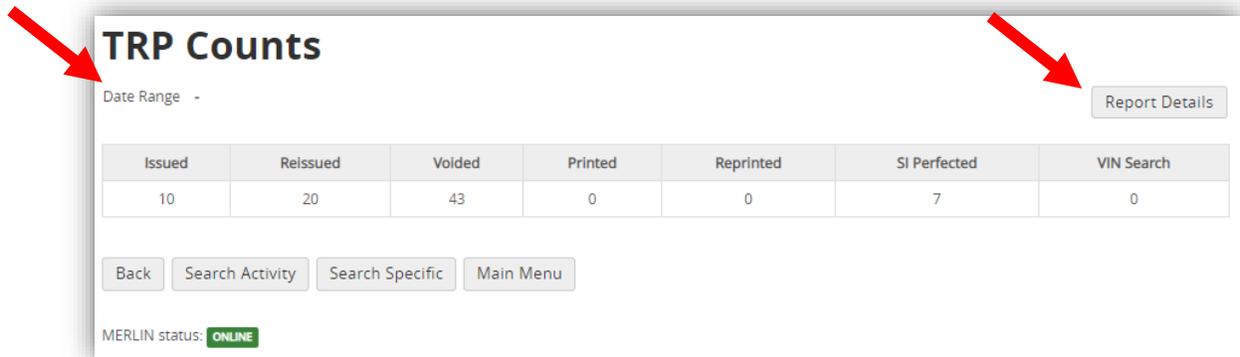


Fig. 81

2. The page displays the date range if you selected a range on the TRP Specific Selection or the TRP Specific Results page.
3. To view aggregate counts grouped by customer ID and username, click **Report Details**.
4. To return to the TRP Specific Results page, click **Back**.
5. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 47](#).
5. To return to the TRP Specific Selection page, click **Search Specific**.
6. To return to the Main Menu page, click **Main Menu**.

TRP Count Details

1. To view aggregate counts grouped by customer ID and username, click **Report Details** ([Fig. 81, pg. 63](#)).
2. The TRP Count Details page displays a total number of TRPs grouped by customer ID and username based on your chosen criteria ([Fig. 82](#)) and the:
 - Number of TRPs issued.
 - Number of TRPs reissued.
 - Number of TRPs voided.
 - Number of TRPs printed.
 - Number of TRPs reprinted.
 - Number of SI's perfected.
 - Number of vehicle searches performed.
 - Grand totals for each column.
3. The page displays a date range if you selected a range on the TRP Specific Selection or the TRP Specific Results page.
4. To return to the TRP Specific Results page, click **Back**.
5. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 47](#).
6. To return to the TRP Specific Selection page, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**.
8. To view details about the permits voided by a specific user, select the number in red text in the Voided column on the line with the desired username.

TRP Count Details
Date Range -

Customer ID	Customer Name	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
1027	1027 Title and Registration Bureau	DMV15	0	0	0	0	0	0	0
		DMV28	0	1	0	0	0	1	0
		TRB57MT	0	0	2	0	0	0	0
		TRB57SS	0	4	0	0	0	1	0
		TRB57TST	9	13	11	0	0	3	0
		TRPADMINMI	1	2	21	0	0	2	0
Total			10	20	43	0	0	7	0

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	6 user(s)	10	20	43	0	0	7	0

Buttons: Back, Search Activity, Search Specific, Main Menu

Fig. 82

9. A pop-up window displays a list of the TRPs, the date/time that each TRP was voided, the TRP Number, the TRP Type, and the TRP Expiration Date ([Fig. 83](#)).
10. To close the pop-up window and return to the TRP Count Details page, click the **X**.

Customer Id: 1027, Customer Name: 1027 Title and Registration Bureau, Username: TRB57MT

Date/Time Voided	TRP Number	TRP Type	TRP Expiration Date
07/18/2018 11:47	AAIK6155	VEHICLE SALE	06/19/2018
05/21/2018 11:31	AAIK5620	PRIVATE SALE	06/24/2018

Fig. 83

Void, Reissue, Cancel, or Close a TRP

Depending on the status and the expiration date of the TRP, you can void, reissue, cancel, and close any type of TRP.

Reissue: Lost, Stolen, Damaged

- To void and reissue a TRP that has been lost, stolen, or damaged, click **Void** in the desired row on the TRP Activity Results page (Fig. 84).
 - The service displays the Void button only for eligible vehicles.
 - You can void a TRP *before* the permit expires and *before* the registration process has been started for the following reasons:
 - If the TRP was damaged or destroyed after the initial permit was placed on the vehicle and the TRP must be reissued.
 - If the purchaser lost the TRP and the permit must be reissued.
 - If the TRP was stolen and permit must be reissued.

NOTE: You also can reprint, void, and reissue TRPs, and issue 90-Day TRPs from the TRP Specific Results page. For more information about how to search for a specific TRP, please refer to [Page 56](#).

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-09-2018 9:50 AM	AAIK3913 / VEHICLE SALE	TRB57TST	1GNSKCKC8GR195645	N	CARLOS, ERICA, MARIE	Active (Issue)			
03-09-2018 9:39 AM	AAIK3912 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Active (Reissue)			Void Issue 90 Day TRP
03-09-2018 9:38 AM	AAIK3648 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Void (Void)	TITLE/VIN MISMATCH		

Fig. 84

- Select **Damaged, Lost, or Stolen** from the drop-down menu (Fig. 85). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Vehicle

TRP Number: AAIK3912
 Vehicle Identification Number (VIN): 5J8YD3H59HL000583

Reason for Void: [Dropdown menu]

Are you sure you want to void this TRP?

Continue Cancel

MERLIN status: **ONLINE**

Reason for Void options: DAMAGED, DATA ENTRY ERROR, **LOST**, STOLEN, TITLE/VIN MISMATCH, CANCELLATION OF SALE, WRONG VEHICLE

Fig. 85

Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 86).
2. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 99](#).

Verification

Please verify your information.

Vehicle

Vehicle Type: Truck Vehicle Identification Number (VIN): 5J8YD3H59HL000583 Year: 2017 Make: Acura Model: MDX Style: Primary Color: Brown Secondary Color:	Odometer Reading: 1000 Odometer Indicator: Actual Odometer Unit: Miles Fuel Type: Gas Sale Date: 02-27-2018 State Where Vehicle Will Be Titled: MT Purchaser County of Residence: CASCADE COUNTY
--	--

Purchaser/Requestor 1

First Name: FRED Middle Initial: A Last Name: JOHNSON Suffix: ID Number: 1021594 ID Jurisdiction: ID Type: MVD Customer Number Ownership Type: Purchaser	<h4 style="margin: 0;">Mailing Address</h4> Address Line 1: 1425 23RD AVE S Address Line 2: City: GREAT FALLS State: MT Zip Code: 594056044
---	---

Purchaser/Requestor 2

First Name: FREDDIE Middle Initial: ALBERT Last Name: JOHNSON Suffix: ID Number: 2517648 ID Jurisdiction: ID Type: MVD Customer Number Ownership Type: Purchaser	<h4 style="margin: 0;">Mailing Address</h4> Address Line 1: 1425 23RD AVE SO Address Line 2: City: GREAT FALLS State: MT Zip Code: 59405
---	--

Seller

Company Name: TNT AUTOMOTIVE SALES INC ID Number: 03D005 ID Jurisdiction: MT ID Type: Dealer License Number	<h4 style="margin: 0;">Mailing Address</h4> Address Line 1: 1832 King Ave W Address Line 2: City: Billings State: MT Zip Code: 59102-6459
--	---

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process.

Reissue Temporary Registration Permit

NOTE: When reissuing a TRP after using the **Lost**, **Stolen**, or **Damaged** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.



Fig. 86

TRP Activity Results

After you void the TRP using a **Lost, Stolen, or Damaged** reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 87).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 04-09-2018 End Date: 04-09-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 19 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-09-2018 9:52 AM	AAIK4842 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Active (Reissue)			Void Issue 90 Day TRP
04-09-2018 9:45 AM	AAIK3912 / VEHICLE SALE	TRB57TST	5J8YD3H59HL000583	N	JOHNSON, FRED, A	Void (Void)	LOST		
04-09-2018 9:39 AM	AAIK4840 / VEHICLE SALE	TRB57SS	1FMCU9DG6AKB43632	Y	SEAN	Active (Issue)		Print	Void
04-09-2018 9:33 AM	AAIK4839 / VEHICLE SALE	DMV32	1B7KC23Z71J564326	Y	YILDIRIM, NIHAN	Active (Issue)		Print	Void

Fig. 87

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-29-2018 End Date: 03-29-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 1095 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-29-2018 1:39 PM	AAIK4671 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Active (Reissue)		Print	Void
03-29-2018 1:39 PM	AAIK4670 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Void (Void)	DAMAGED		
03-29-2018 1:37 PM	AAIK4670 / VEHICLE SALE	TRB57MT	1GKFK16308J125473	Y	FARR, TYLER	Active (Issue)			
03-29-2018 1:13 PM	AAIK4665 / PRIVATE SALE	TRB57MT	1J4FA69523P363646	Y	SEAN	Active (Reissue)		Print	Void
03-29-2018 1:13 PM	AAIK4602 / PRIVATE SALE	TRB57MT	1J4FA69523P363646	Y	SEAN	Void (Void)	STOLEN		
03-29-2018 1:08 PM	AAIK4662 / VEHICLE SALE	TRB57SS	1XPBPP9X4JD492585	N	SMITH, SEAN, J	Active (Issue)		Print	Void
03-29-2018 12:58 PM	AAIK4661 / VEHICLE SALE	TRB57SS	TCT335J506974	N	SEAN	Active (Issue)		Print	Void
03-29-2018 12:58 PM	AAIK4660 / VEHICLE SALE	TRB57MT	JM2UF4147L0865721	Y	SIX, EVE	Active (Reissue)		Print	Void
03-29-2018 12:52 PM	AAIK4656 / VEHICLE SALE	TRB57SS	1XPBPP9X2JD492584	N	SEAN	Active (Issue)		Print	Void
03-29-2018 12:51 PM	AAIK4653 / 90 DAY	DMV32	454BRBKC6E3327408	N	CATHRYN JAYME	Void (Void)	LOST		Reissue

« 12 13 14 15 16 »

Fig. 88

NOTE: If you interrupted the **Void and Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 88).

Reissue: Title/VIN Mismatch

- To void and reissue a TRP if the title and VIN do not match, click in the desired row on the TRP Activity Results page (Fig. 89).
 - The service displays the Void button only for eligible vehicles.
 - If the title and VIN do not match, you can void a TRP *before* the permit expires and *before* the registration process has been started.
 - The TRP must be reissued.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 243 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:00 PM	AAIK3688 / PLATE ORDER	CTY50DOJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	WRONG VEHICLE		
04-11-2018 4:57 PM	AAIK3677 / LIMITED USE	CTY50DOJ	4T1BF1FK8EU728635	N	JOHNSON, APRIL, ROSE	Void (Void)	WRONG VEHICLE		

Fig. 89

- Select **Title/VIN Mismatch** from the drop-down menu (Fig. 90).
 - This removes the title information from the TRP and allows you to reissue the permit.
 - If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue** and the Print TRP page displays.
- To return to the TRP Activity Results page, click **Cancel**.
- For information about how to print the TRP, please refer to [Page 99](#).

Vehicle

TRP Number: AAIK5073
 Vehicle Identification Number (VIN): JF1ZCAC18D2611452
 Release Security Interest Number: 5X0704719

Reason for Void:

Are you sure you want to void this TRP?

MERLIN status: ONLINE

DAMAGED

DATA ENTRY ERROR

LOST

STOLEN

TITLE/VIN MISMATCH

CANCELLATION OF SALE

WRONG VEHICLE

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Fig. 90

Verification

1. Review the information (Fig. 91-92, pgs. 70-71).

Verification

Please verify your information.

Vehicle

Vehicle Type	Passenger	Odometer Reading	11000
Vehicle Identification Number (VIN)	JF1ZCAC18D2611452	Odometer Indicator	Actual
Year	2013	Odometer Unit	Miles
Make	Subaru	Fuel Type	Gas
Model		Sale Date	04-16-2018
Style	Coupe	State Where Vehicle Will Be Titled	MT
Primary Color	White	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	SALLY
Middle Initial	L
Last Name	SMITH
Suffix	
ID Number	78675645342312
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 200 EUCLID AVE	Address Line 1 200 EUCLID AVE
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

Purchaser/Requestor 2

First Name	JOHN
Middle Initial	W
Last Name	SMITH
Suffix	
ID Number	67895643214567
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Purchaser

Street Address	Mailing Address
Address Line 1 200 EUCLID AVE	Address Line 1 200 EUCLID AVE
Address Line 2	Address Line 2
City HELENA	City HELENA
State MT	State MT
Zip Code 59601	Zip Code 59601

NOTE: When reissuing a TRP after using the **Title/VIN Mismatch** void reason, you cannot change any of the TRP information, nor are you able to add a second purchaser or a security interest perfection.

Fig. 91

2. Click **Reissue Temporary Registration Permit** (Fig. 92).
3. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 99](#).

Seller

Company Name LESKOVAR MOTORS INC
ID Number 01D001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address	Mailing Address
Address Line 1 3766 Harrison Ave	Address Line 1 3766 Harrison Ave
Address Line 2	Address Line 2
City Butte	City Butte
State MT	State MT
Zip Code 59701-6807	Zip Code 59701-6807

Security Interest Perfection

Record Security Interest yes
Company Name FIRST AUTO BANK
ID Number 987656432
ID Jurisdiction
ID Type FEIN
Security Interest Tracking Number: 5X0704719
Security Interest Priority Date: 04-16-2018

Street Address	Mailing Address
Address Line 1 306 Joslin	Address Line 1 306 Joslin
Address Line 2	Address Line 2
City Helena	City Helena
State MT	State MT
Zip Code 59601	Zip Code 59601

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation process. To change the information entered, select "Edit".

Reissue Temporary Registration Permit

MERLIN status: **ONLINE**

Fig. 92

TRP Activity Results

After you void the TRP because of a Title/VIN Mismatch, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 93).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 259 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:00 PM	AAIK3688 / PLATE ORDER	CTY50DOJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	WRONG VEHICLE		

Fig. 93

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 244 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		Reissue
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		

NOTE: If you interrupted the Void and Reissue process, you must find the TRP on the TRP Activity Results page and click Reissue to complete the process (Fig. 94).

Fig. 94

Reissue: Data Entry Error

- To void and reissue a TRP because of a data entry error, click **Void** in the desired row on the TRP Activity Results page (Fig. 95).
 - The service displays the Void button only for eligible vehicles.
 - You can void a TRP *before* the permit expires and *before* the registration process has been started if you need to:
 - Correct vehicle, purchaser, LLC agent, seller, or security interest perfection information.
 - Add or remove a second purchaser.
 - Add or cancel a security interest perfection.
 - The TRP must be reissued with the correct information.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Issue)		Print	Void
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		
04-16-2018 11:25 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Issue)			
04-11-2018 5:03 PM	AAIK4664 / 90 DAY	CTY50DOJ	1GCEK19T55E206752	N	TEST, BASE, RAE	Void (Void)	WRONG VEHICLE		
04-11-2018 5:02 PM	AAIK4583 / VIN INSPECTION	CTY50DOJ	1GCPKSE71CF112141	N	ANGEL, CUTIE	Void (Void)	WRONG VEHICLE		

Fig. 95

- Select **Data Entry Error** from the drop-down menu (Fig. 96). If a security interest had been perfected, the security interest number displays on the page.
- To proceed, click **Continue**.
- To return to the TRP Activity Results page, click **Cancel**.

Vehicle

TRP Number: AAIK5075
 Vehicle Identification Number (VIN): 1FAFP42R84F130917

Reason for Void: ▼

Are you sure you want to void this Termination?

Continue Cancel

MERLIN status: ONLINE

NOTE: Once you click **Continue**, you have voided the TRP. You must continue through the process to reissue the TRP.

Reason for Void options: DAMAGED, DATA ENTRY ERROR, LOST, STOLEN, TITLE/VIN MISMATCH, CANCELLATION OF SALE, WRONG VEHICLE

Fig. 96

Search for Vehicle & Purchaser

1. On the Vehicle & Purchaser Search page, review and change any information as needed (Figs. 97-100, pgs. 73-74).
 - You cannot change any information in gray text boxes, unless noted.
2. To remove a second purchaser, delete the information in the Purchaser 2 section (Fig. 99).

Fig. 97

Fig. 98

Fig. 99

3. If you have multiple dealer licenses or if you are reissuing a **Courtesy Delivery** TRP, you can select a different dealer as the seller (*Fig. 100*).

Add or Cancel a Security Interest

1. To add a security interest perfection, enter the lender information in the Security Interest section (*Fig. 100*).
2. To change the lender, enter the new lender information in the Security Interest section.
3. To cancel a security interest perfection, delete the information in the Security Interest section.
4. To proceed, click **Continue**.

Seller

Montana Dealer License *
01D001 Leskovar Motors Inc

OR

Company Name *
LESKOVAR MOTORS INC

OR

First Name Middle Initial Last Name Suffix

ID Number * 01D001 ID Type * Dealer License Number ID Jurisdiction * MONTANA

Security Interest

Company Name *
FIRST AUTO BANK

OR

First Name Middle Initial Last Name Suffix

ID Number * 7878687676786 ID Type * FEIN

Security Interest Number
4X0704628

NOTE: If the lender is an individual, delete the **Company Name**, and the **First Name**, **Middle Initial**, **Last Name** and **Suffix** boxes are no longer grayed out and you can enter the individual's information.

Continue

Fig. 100

Change Vehicle & Purchaser Information

On the Vehicle & Purchaser page, review and change information as needed (Figs. 101-105, pgs. 75-79).

Vehicle Information

In the Vehicle section, change or add any information as needed (Fig. 101). Information in the gray text boxes cannot be changed.

Vehicle & Purchaser

Enter the requested information.
* Required field

Vehicle

Vehicle Type Passenger
Vehicle Identification Number (VIN) 1FAPP42R84F130917

Year *	Make *	Model	Style
<input type="text" value="2004"/>	<input type="text" value="Ford Motor Company"/>	<input type="text" value="MUS"/>	<input type="text" value="Coupe"/>
Primary Color *	Secondary Color		
<input type="text" value="Yellow"/>	<input type="text"/>		
Odometer Reading	Odometer Indicator	Odometer Unit	Fuel Type *
<input type="text" value="52241"/>	<input type="text" value="Actual"/>	<input type="text" value="Miles"/>	<input type="text" value="Gas"/>
Sale Date *	State Where Vehicle Will Be Titled *	Purchaser County of Residence *	
<input type="text" value="04-16-2018"/> <small>MM-DD-YYYY</small>	<input type="text" value="MONTANA"/>	<input type="text" value="MISSOULA COUNTY"/> <small>Only if vehicle will be titled in Montana</small>	

Fig. 101

Purchaser(s) Information

1. In the Purchaser 1 Information section, change or add any address information as needed (Fig. 102).

Purchaser 1 Information

First Name SUZIE
Middle Initial
Last Name Q
Suffix
ID Number 67890123456789
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Lessee

Street Address

Address Line 1 *
246 Ridgeway

Address Line 2

City * Lolo State * MONTANA Zip Code * 59847

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO Box 246

Address Line 2

City * Lolo State * MONTANA Zip Code * 59847

NOTE: Do not enter a PO Box in a street address section. Enter PO Box information in the mailing address section.

NOTE: When you enter a ZIP Code, the city and state are updated.

Fig. 102

1. In the Purchaser 2 Information section, change or add any address information as needed (Fig. 103). The Purchaser 2 section appears only if the original TRP had a second purchaser or you added one on the Vehicle & Purchaser search page (Fig. 99, pg. 73).

Purchaser 2 Information

First Name JAMES
 Middle Initial
 Last Name SMITH
 Suffix
 ID Number 34567890543217
 ID Jurisdiction MT
 ID Type Driver License Number
 Ownership Type Lessor

Street Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

NOTE: Do not enter a PO Box in a street address section. Enter PO Box information in the mailing address section.

NOTE: When you enter a ZIP Code, the city and state are updated.

Fig. 103

- 2. If Purchaser 1 is an LLC, the LLC Agent section displays, and you can change any LLC agent information as needed (Fig. 104).

Purchaser 1 Information

Company Name Annie's Photography
ID Number 7890123456789
ID Jurisdiction
ID Type FEIN
Ownership Type LLC

Street Address

Address Line 1 *
2002 Brooks

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
2002 Brooks

Address Line 2

City * Missoula State * MONTANA Zip Code * 59801

LLC Agent

First Name * ANNIE Middle Initial Last Name * TEMPLE Suffix

ID Number * 65658989079067675625 ID Type * Driver License Number ID Jurisdiction * MONTANA

NOTE: Do not enter a PO Box in a street address section. Enter PO Box information in the mailing address section.

Fig. 104

Seller Information

1. In the Seller section, change or add any address information as needed (Fig. 105).
2. To proceed, click **Continue**.

Seller

Company LESKOVAR MOTORS INC
ID Number 01D001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
3766 Harrison Ave

Address Line 2

City * Butte State * MONTANA Zip Code * 59701-6807

Security Interest

Record Security Interest yes

Continue

NOTE: When you enter a ZIP Code, the city and state are updated.

NOTE: Do not enter a PO Box in a street address section. Enter PO Box information in the mailing address section.

NOTE: If the TRP already had an associated **Security Interest** or if you added a security interest on the Vehicle & Purchaser Search page, **Yes** is displayed in this section.

Fig. 105

Change Security Interest Information

1. If the original TRP had a security interest or you added one on the Vehicle & Purchaser Search page (Fig. 100, pg. 74), the service displays the Security Interest Perfection information (Fig. 106).
2. Change or add any lender address information as needed.
3. To proceed, click **Continue**.

Security Interest Perfection

Enter the requested information.
* Required field

Company First Auto Bank
 ID Number 7878687676786
 ID Jurisdiction
 ID Type FEIN

Street Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

MONTANA ▼

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

MONTANA ▼

Continue

MERLIN status: ONLINE

NOTE: Do not enter a PO Box in a street address section. Enter PO Box information in the mailing address section.

NOTE: When you enter a ZIP Code, the city and state are updated.

Fig. 106

Verify All Information

1. On the Verification page, carefully review the information in following sections (Figs. 107-108, pgs. 81-82):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

Vehicle Type	Passenger	Odometer Reading	52241
Vehicle Identification Number (VIN)	1FAFP42R84F130917	Odometer Indicator	Actual
Year	2004	Odometer Unit	Miles
Make	Ford Motor Company	Fuel Type	Gas
Model	MUS	Sale Date	04-16-2018
Style	Coupe	State Where Vehicle Will Be Titled	MT
Primary Color	Yellow	Purchaser County of Residence	MISSOULA COUNTY
Secondary Color			

Purchaser/Requestor 1

First Name	SUZIE
Middle Initial	
Last Name	Q
Suffix	
ID Number	67890123456789
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessee

Street Address	Mailing Address
Address Line 1 246 RIDGEWAY	Address Line 1 PO BOX 246
Address Line 2	Address Line 2
City LOLO	City LOLO
State MT	State MT
Zip Code 59847	Zip Code 59847

Purchaser/Requestor 2

First Name	JAMES
Middle Initial	
Last Name	SMITH
Suffix	
ID Number	34567890543217
ID Jurisdiction	MT
ID Type	Driver License Number
Ownership Type	Lessor

Street Address	Mailing Address
Address Line 1 100 BITTERROOT DR	Address Line 1 PO BOX 195
Address Line 2	Address Line 2
City LOLO	City LOLO
State MT	State MT
Zip Code 59847	Zip Code 59847

Fig. 107

2. If anything is incorrect, click **Edit** (Fig. 108) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit**.
4. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 99](#).

Seller

Company Name LESKOVAR MOTORS INC
 ID Number 01D001
 ID Jurisdiction MT
 ID Type Dealer License Number

Street Address

Address Line 1 3766 Harrison Ave
 Address Line 2
 City Butte
 State MT
 Zip Code 59701-6807

Mailing Address

Address Line 1 3766 Harrison Ave
 Address Line 2
 City Butte
 State MT
 Zip Code 59701-6807

Security Interest Perfection

Record Security Interest yes
 Company Name First Auto Bank
 ID Number 7878687676786
 ID Jurisdiction
 ID Type FEIN
 Security Interest Tracking Number:
 Security Interest Priority Date:

Street Address

Address Line 1 8001 Hwy 93
 Address Line 2
 City Lolo
 State MT
 Zip Code 59847

Mailing Address

Address Line 1 PO Box 2000
 Address Line 2
 City Lolo
 State MT
 Zip Code 59847

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Security Interest Perfection	\$4.00
MVD Admin Fee	\$0.12
Total	\$4.12

Once you have verified your information is entered correctly, select "Reissue Temporary Registration Permit" to finalize the TRP creation. To change the information entered, select "Edit".

Reissue Temporary Registration Permit
Edit

Fig. 108

NOTE: If you add a **Security Interest**, you must pay the security interest recording fee. For more information about how to pay, please refer to [Page 96](#).

TRP Activity Results

After you void the TRP using the Data Entry void reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 109).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 248 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:43 PM	AAIK5076 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Reissue)		Print	Void
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Void (Void)	DATA ENTRY ERROR		
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

Fig. 109

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 247 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Void (Void)	DATA ENTRY ERROR		Reissue
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAFP42R84F130917	N	Q, SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

NOTE: If you interrupted the **Void** and **Reissue** process, you must find the TRP on the TRP Activity Results page and click **Reissue** to complete the process (Fig. 110).

Fig. 110

Void and Close: Before Permit Expires

To void and close a TRP because the customer no longer wants the vehicle or no longer needs the permit, if a county employee selects the incorrect vehicle type, or if the TRP was issued to the wrong vehicle, click **Void** in the desired row on the TRP Activity Results page (Fig. 111).

- The service displays the Void button only for eligible vehicles.
- The Cancellation of Sale, Cancel Permit, and Wrong Vehicle void reasons can be used only *before* permit expires and *before* title and registration transaction has been processed by an authorized agent.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 1:17 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	Y	J-H CONSTRUCTION	Active (Issue)		Print	Void

Fig. 111

Cancellation of Sale

Use the **Cancellation of Sale** void reason if customer no longer wants the vehicle.

- The Cancellation of Sale reason is available only for **Vehicle Sale**, **Private Sale**, and **Courtesy Delivery** TRPs.
- A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to the note at the right.
- This action voids the TRP.
- A new TRP can be issued to the vehicle.

1. Select **Cancellation of Sale** from the drop-down menu (Fig. 112). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.

NOTE: If you void a TRP using the **Cancellation of Sale** reason on the same day it was issued, call 406-444-3884. A TRP fee will not be charged; a refund will appear on the registered user's account or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, the TRP fee must be paid. The MVD performs monthly audits and notifies dealerships of outstanding TRP fees.

Email questions to merlinfinace@mt.gov.

Vehicle

TRP Number: AAIK5077
 Vehicle Identification Number (VIN): 3C63RRNL0JG132304
 Release Security Interest Number: 2X0704720

Reason for Void: **CANCELLATION OF SALE**

Are you sure you want to void this TRP? **Continue** Cancel

MERLIN status: **ONLINE**

Fig. 112

2. The page displays a confirmation (*Fig. 113*).
 - The TRP is voided.
 - A new TRP can be issued to the vehicle.
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 84](#).
 - If a security interest had been perfected, the page notes that it has been canceled.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.

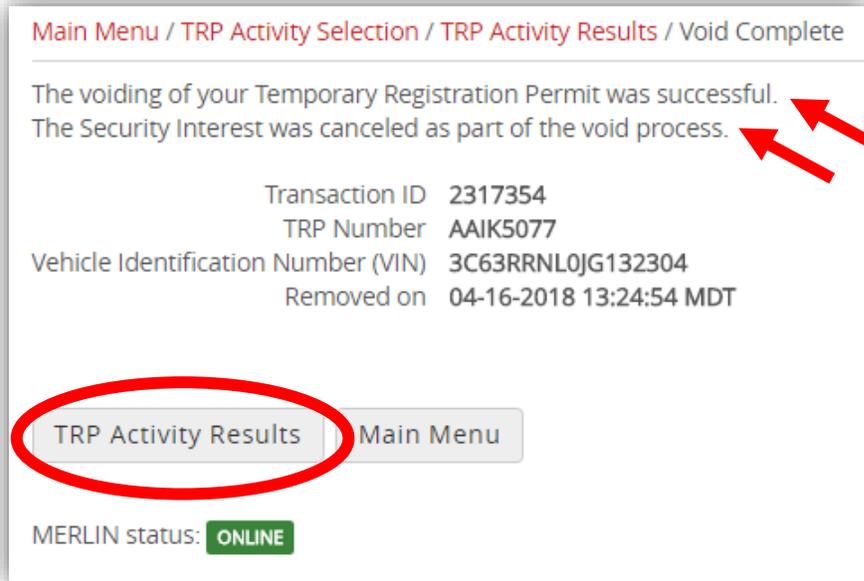


Fig. 113

5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (*Fig. 113*) to see the permit's status listed as Void (Void) on the TRP Activity Results page (*Fig. 114*).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-07-2018 End Date: 04-16-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 250 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-16-2018 1:24 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	N	J-H CONSTRUCTION	Void (Void)	CANCELLATION OF SALE		
04-16-2018 1:17 PM	AAIK5077 / VEHICLE SALE	CTY50DOJ	3C63RRNL0JG132304	Y	J-H CONSTRUCTION	Active (Issue)			
04-16-2018 12:43 PM	AAIK5076 / VEHICLE SALE	CTY50DOJ	1FAPP42R84F130917	N	Q, SUZIE	Active (Reissue)		Print	Void
04-16-2018 12:20 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAPP42R84F130917	N	Q, SUZIE	Void (Void)	DATA ENTRY ERROR		
04-16-2018 12:14 PM	AAIK5075 / VEHICLE SALE	CTY50DOJ	1FAPP42R84F130917	N	Q, SUZIE	Active (Issue)			
04-16-2018 11:54 AM	AAIK5074 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Active (Reissue)		Print	Void
04-16-2018 11:31 AM	AAIK5073 / VEHICLE SALE	CTY50DOJ	JF1ZCAC18D2611452	Y	SMITH, SALLY, L	Void (Void)	TITLE/VIN MISMATCH		

Fig. 114

Cancel Permit

Use the Cancel Permit void reason if the customer no longer needs the permit or if a county employee selects the incorrect vehicle type.

- The Cancel Permit reason is available for **Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork, SI Demo, Auto Auction, and 90-Day TRPs.**
- This action voids the TRP.
- A new TRP can be issued to the vehicle.

1. Select **Cancel Permit** from the drop-down menu (Fig. 115). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.

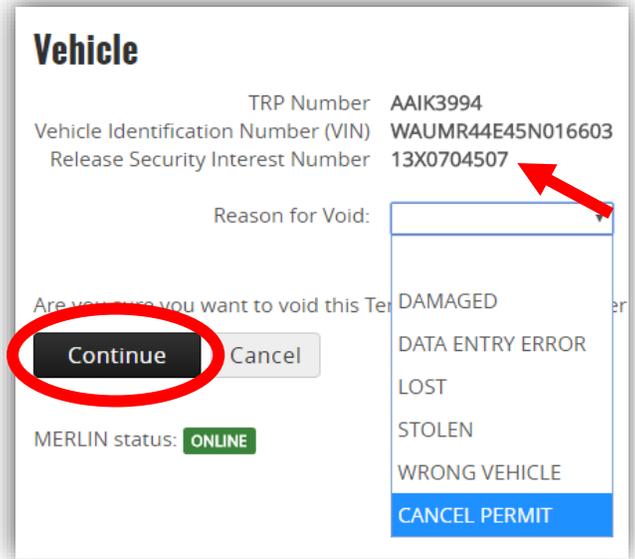


Fig. 115

2. The service displays a confirmation (Fig. 116).
 - The TRP is voided.
 - A new TRP can be issued for the vehicle.
 - If a security interest had been perfected, the page notes that it has been canceled.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.

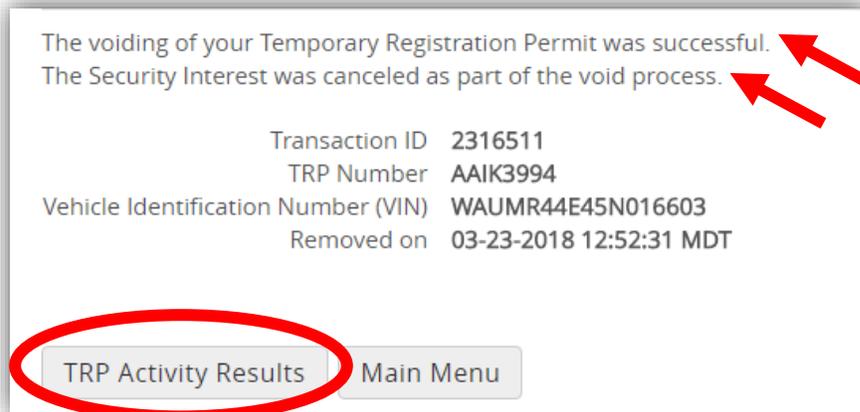


Fig. 116

5. After you void the TRP using the Cancel Permit reason, click **TRP Activity Results** (Fig. 116) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 117).

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 | End Date: 03-23-2018 | Search

Viewing 10 records per page of 909 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Reason	Print	Action
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	CTY50DOJ	WAUMR44E45N016603	Y	BEACH, JUSTI	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	CTY50DOJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void

Fig. 117

Wrong Vehicle

Use the Wrong Vehicle void reason if the vehicle VIN for the customer does not match the VIN to which the TRP was issued.

- The Wrong Vehicle reason is available for all types of TRPs.
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to the note below.
 - This action voids the TRP.
 - After voiding the TRP, you can issue a TRP for the correct vehicle.
1. Select **Wrong Vehicle** from the drop-down menu (*Fig. 118*). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.

Vehicle

TRP Number AAIK4827
 Vehicle Identification Number (VIN) 3FAFP08ZX6R118807
 Release Security Interest Number 5X0704681

Reason for Void:

Are you sure you want to void this Ter...?

Continue Cancel

MERLIN status: **ONLINE**

DAMAGED
 DATA ENTRY ERROR
 LOST
 STOLEN
 TITLE/VIN MISMATCH
 CANCELLATION OF SALE
WRONG VEHICLE

NOTE: If you void a Vehicle Sale, Private Sale, or Courtesy Delivery TRP using the **Wrong Vehicle** reason on the same day it was issued, call 406-444-3884. A TRP fee will not be charged; a refund will appear on the registered user's account or credit or debit card account.

If you void a TRP within the permit's 40-day timeframe, the TRP fee must be paid. The MVD performs monthly audits and notifies dealerships and counties of outstanding TRP fees.

Email questions to merlinfinace@mt.gov.

Fig. 118

2. The page displays confirmation information (Fig. 119).
 - A fee may be charged if the TRP was marked for a purchaser who planned to title the vehicle in Montana. For more information, please refer to [Page 87](#).
 - The TRP is voided.
 - If a security interest had been perfected, the page notes that it has been canceled.
 - A new TRP now can be issued for the correct vehicle.

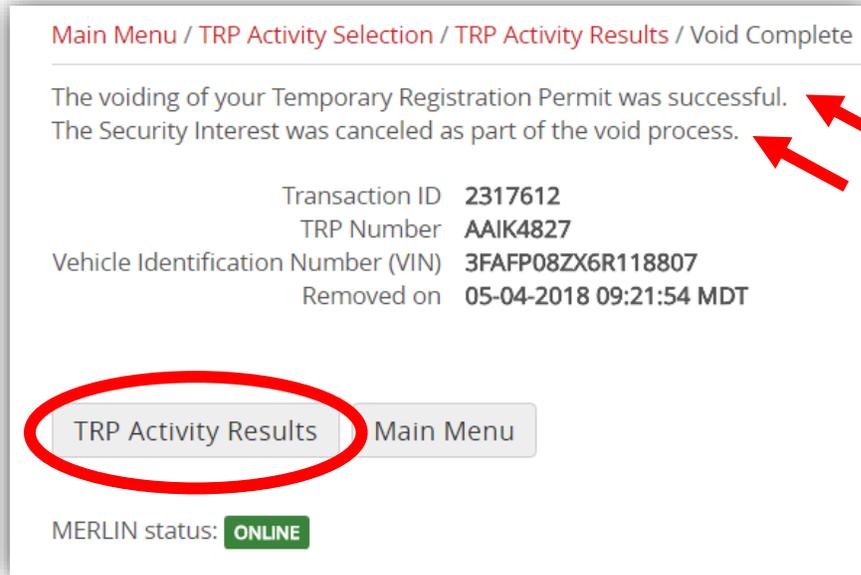


Fig. 119

3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Wrong Vehicle reason, click **TRP Activity Results** (Fig. 119) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 120).

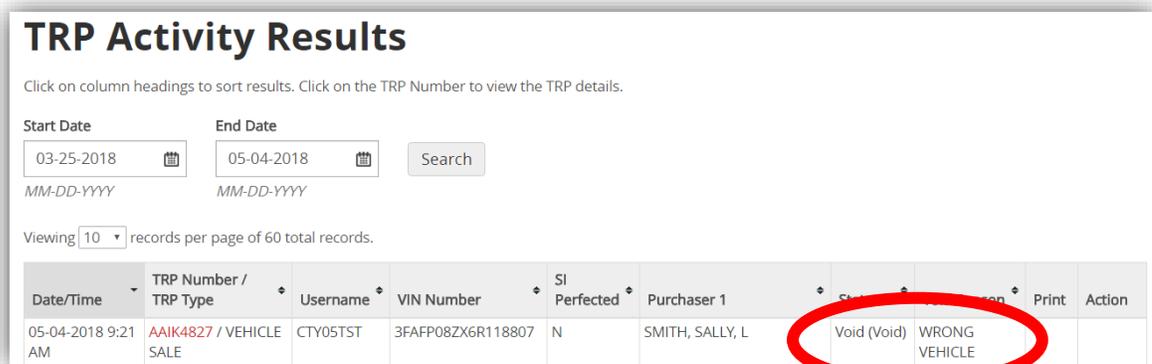


Fig. 120

Void and Close: After Permit Expires

To void and close a TRP when the vehicle sale is canceled because the purchaser no longer wants to buy the vehicle *after* the permit expires, click **Void** in the desired row on the TRP Activity Results page (Fig. 121).

- The service displays the Void button only for eligible vehicles.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 03-20-2018 End Date: 03-21-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 216 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-20-2018 11:30 AM	AAIK4369 / VEHICLE SALE	TRB57TST	1FA6P8CF6H5266342	Y	SUNSHINE CHECK	Expired (Issue)			Void
03-20-2018 11:33 AM	AAIK4370 / VEHICLE SALE	TRB57TST	1GKFK66U46J125897	Y	TEST, JOE	Expired (Issue)			Void
03-20-2018 11:36 AM	AAIK4367 / VEHICLE SALE	TRB57TST	5FNYF48809B028964	Y	BLACK, DAWSON	Active (Reprint)			Void Issue 90 Day TRP
03-20-2018 11:45 AM	AAIK4371 / VEHICLE SALE	TRB57TST	KNDJT2A21B7271358	N	SWARTZ, KATIE	Active (Issue)			
03-20-2018 11:50 AM	AAIK4371 / VEHICLE SALE	TRB57TST	KNDJT2A21B7271358	N	SWARTZ, KATIE	Void (Void)	LOST		
03-20-2018 11:50 AM	AAIK4372 / VEHICLE SALE	TRB57TST	1GNDT13S252258258	Y	POTTER, HARRY, JAMES	Expired (Issue)			

Fig. 121

Cancellation of Sale

Cancellation of Sale is the *only* void reason that you can use *after* a TRP expires and *before* the title and registration transaction has been processed by an authorized agent.

- The Cancellation of Sale reason is available only for **Vehicle Sale**, **Courtesy Delivery**, and **Private Sale** TRPs.
- The fee is still due if the TRP was marked for a purchaser who planned to title the vehicle in Montana.
- This action voids the TRP.
- The vehicle can be sold to another purchaser.

1. Select **Cancellation of Sale** from the drop-down menu (Fig. 122). If a security interest had been perfected, the security interest number displays on the page.
 - To proceed, click **Continue**.
 - To return to the TRP Activity Results page, click **Cancel**.
2. The page displays confirmation information (Fig. 123).
 - The TRP is voided.
 - If a security interest had been perfected, the page notes that it has been canceled.
 - A new TRP can be issued to the vehicle.
 - The fee must be paid before another TRP can be issued.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.
5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (Fig. 110) to see the status is listed as Voidx (Void) on the TRP Activity Results page (Fig. 124). Voidx is used to indicate that the TRP was voided *after* the expiration date.

Fig. 122

Fig. 124

NOTE: If you void a TRP using the **Cancellation of Sale** reason after the permit has expired, call at 406-444-3884. The TRP fee must be paid. The vehicle must be titled and registered at a county office in the seller's or dealer's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the details.

Start Date: 04-27-2018 | End Date: 05-04-2018 | Search

Viewing 10 records per page of 6 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
05-04-2018 10:49 AM	AAIK4369 / VEHICLE SALE	TRB57TST	1FA6P8CF6H5266342	N	SUNSHINE CHECK	Voidx (Void)	CANCELLATION OF SALE		
04-27-2018 1:53 PM	AAIK5226 / 90 DAY	DMV32	NCS93451	N	WINCHESTER, DEAN	Void (Void)	WRONG VEHICLE		
04-27-2018 1:47 PM	AAIJ2499 / 90 DAY	DMV32	3C4PDDFG5CT243941	N	TY CAMMIE	Void (Void)	WRONG VEHICLE		
04-27-2018 1:36 PM	AAIK5261 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Active (Reissue)			Void
04-27-2018 1:36 PM	AAIK5260 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Void (Void)	DATA ENTRY ERROR		
04-27-2018 1:34 PM	AAIK5260 / 90 DAY	DMV32	F10V4L17064	N	JOHNSON, FRANK, A	Active (Issue)			

Fig. 123

Issue a 90-Day TRP

You may need to issue a 90-day temporary registration permit for various reasons such as the customer missing a prior title or security interest release necessary for transferring ownership. This type of permit replaces a previously issued 40-day **Vehicle Sale** or **Private Sale** TRP as an extended permit for the customer.

There are three ways to search for a TRP and issue a 90-Day TRP:

- Using **View Activity**. For more information about how to search for a 40-day TRP using View Activity, please refer to [Page 47](#).
- Using **View Specific**. For more information about how to search for a 40-day TRP using View Specific, please refer to [Page 56](#).
- By selecting **Issue 90 Day TRP Different Location** on the Main Menu page.

90-Day TRP Requirements

- The 90-day option is available from 10 days prior to the expiration of the 40-day TRP to within 10 days after its expiration.
- The purchaser and seller information from the 40-day TRP carries over to the 90-day permit.
- The new TRP will have a different TRP number.
- A vehicle can have only one active TRP at a time.
- The 40-day TRP's status is changed to "expired" when you issue a 90-Day TRP if the 40-day TRP has not expired yet.
- You cannot issue another TRP for the vehicle until the 90-day permit is complete or void *and* the 40-day permit has been paid for.
- You cannot issue two 90-day permits in a row for the same vehicle.
- You cannot issue a 90-Day TRP for a vehicle that will be titled out of state.
- You cannot change the purchaser or seller information nor file a security interest when issuing a 90-Day TRP.

View Activity/View Specific

To issue a 90-Day TRP, click **Issue 90 Day TRP** in the desired row on the TRP Activity Results (Fig. 125) or TRP Specific Results page (Fig. 126). The service displays the 90-day button only for eligible vehicles.

TRP Activity Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: 01-01-2004 End Date: 05-04-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 12086 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-02-2018 2:10 PM	AAIK3909 / VEHICLE SALE	CTY05TST	1GCUKREC2EF194876	N	MANN, LON	Active (Issue)			
03-29-2018 9:53 AM	AAIK3907 / VEHICLE SALE	CTY05TST	1GCVKREC8JZ158087	Y	UNDERHILL, PATRICIA	Active (Reissue)			Void Issue 90 Day TRP

Fig. 125

TRP Specific Results

Click on column headings to sort results. Click on the TRP Number to view the TRP details.

Start Date: End Date: Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 29 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-19-2018 3:25 PM	AAIK4249 / VEHICLE SALE	CTY05TST	1GKEV23D09J125240	Y	DOE, JANE	Active (Issue)			
03-19-2018 4:22 PM	AAIK4268 / VEHICLE SALE	CTY05TST	JN8AF5MV9DT219991	N	DOE, JOHN	Active (Issue)			Void Issue 90 Day TRP

Fig. 126

Issue 90-Day TRP from a Different Location

To issue a 90-Day TRP from a different location:

1. Click **Issue 90 Day TRP Different Location** in the Temporary Registration Permit section on the Main Menu page (Fig. 127).

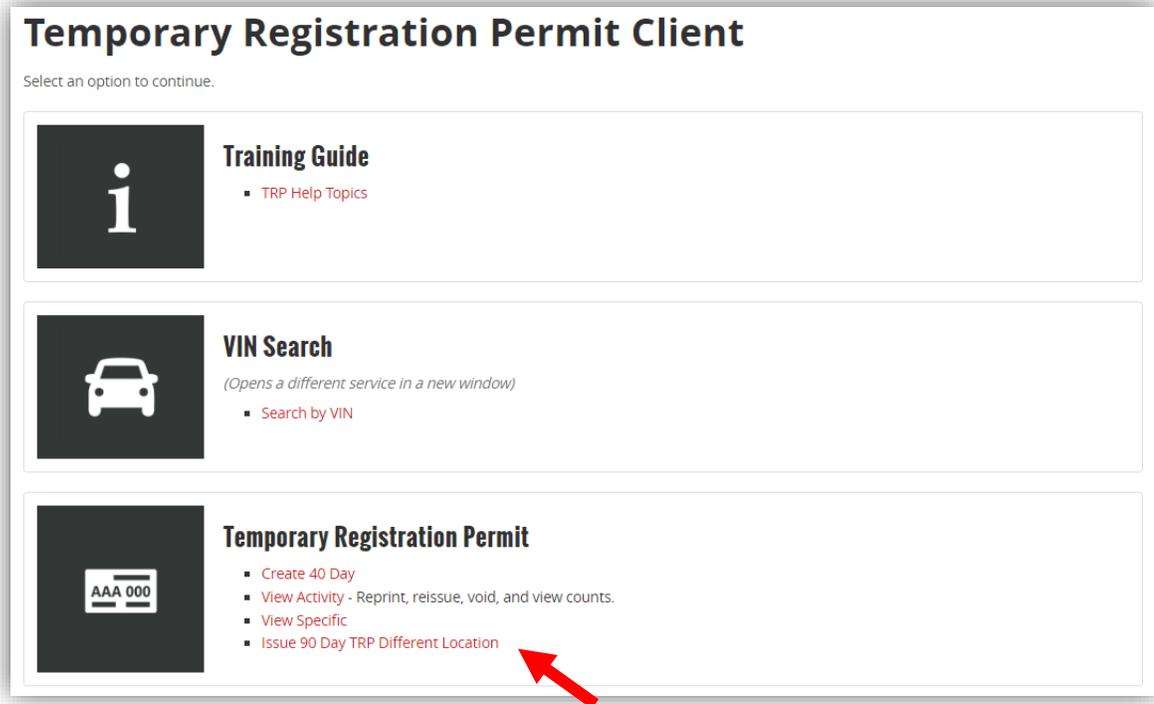


Fig. 127

2. Enter the VIN on the Issue 90 Day TRP page (Fig. 128).
3. Click **Continue**.

The screenshot shows the 'Issue 90 Day TRP' form. It prompts the user to 'Enter the requested information.' and indicates that the asterisk (*) denotes a 'Required field'.

Vehicle

Vehicle Identification Number*

Continue **Main Menu**

MERLIN status: **ONLINE**

Fig. 128

Verify All Information

- On the Verification page, carefully review the information in following sections (Figs. 129-130, pgs. 93-94):
 - Vehicle
 - Purchaser 1
 - Purchaser 2 (if applicable)
 - LLC Agent (if applicable)
 - Seller
 - Security Interest Perfection (if applicable)

Verification

Please verify your information.

Vehicle

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 150px;">Vehicle Type</td><td>Truck</td></tr> <tr><td>Vehicle Identification Number (VIN)</td><td>1GCVKREC8JZ158087</td></tr> <tr><td>Year</td><td>2018</td></tr> <tr><td>Make</td><td>Chevrolet</td></tr> <tr><td>Model</td><td>SIL</td></tr> <tr><td>Style</td><td>Pickup</td></tr> <tr><td>Primary Color</td><td>Green</td></tr> <tr><td>Secondary Color</td><td></td></tr> </table>	Vehicle Type	Truck	Vehicle Identification Number (VIN)	1GCVKREC8JZ158087	Year	2018	Make	Chevrolet	Model	SIL	Style	Pickup	Primary Color	Green	Secondary Color		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 150px;">Odometer Reading</td><td>50000</td></tr> <tr><td>Odometer Indicator</td><td>Actual</td></tr> <tr><td>Odometer Unit</td><td>Miles</td></tr> <tr><td>Fuel Type</td><td>Gas</td></tr> <tr><td>Sale Date</td><td>03-29-2018</td></tr> <tr><td>State Where Vehicle Will Be Titled</td><td>MT</td></tr> <tr><td>Purchaser County of Residence</td><td>LEWIS AND CLARK COUNTY</td></tr> </table>	Odometer Reading	50000	Odometer Indicator	Actual	Odometer Unit	Miles	Fuel Type	Gas	Sale Date	03-29-2018	State Where Vehicle Will Be Titled	MT	Purchaser County of Residence	LEWIS AND CLARK COUNTY
Vehicle Type	Truck																														
Vehicle Identification Number (VIN)	1GCVKREC8JZ158087																														
Year	2018																														
Make	Chevrolet																														
Model	SIL																														
Style	Pickup																														
Primary Color	Green																														
Secondary Color																															
Odometer Reading	50000																														
Odometer Indicator	Actual																														
Odometer Unit	Miles																														
Fuel Type	Gas																														
Sale Date	03-29-2018																														
State Where Vehicle Will Be Titled	MT																														
Purchaser County of Residence	LEWIS AND CLARK COUNTY																														

Purchaser/Requestor 1

First Name	PATRICIA
Middle Initial	
Last Name	UNDERHILL
Suffix	
ID Number	none
ID Jurisdiction	
ID Type	
Ownership Type	Purchaser

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 150px;">Address Line 1</td><td>123 MAIN</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>HELENA</td></tr> <tr><td>State</td><td>MT</td></tr> <tr><td>Zip Code</td><td>59601</td></tr> </table>	Address Line 1	123 MAIN	Address Line 2		City	HELENA	State	MT	Zip Code	59601	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 150px;">Address Line 1</td><td>123 MAIN</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>HELENA</td></tr> <tr><td>State</td><td>MT</td></tr> <tr><td>Zip Code</td><td>59601</td></tr> </table>	Address Line 1	123 MAIN	Address Line 2		City	HELENA	State	MT	Zip Code	59601
Address Line 1	123 MAIN																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59601																				
Address Line 1	123 MAIN																				
Address Line 2																					
City	HELENA																				
State	MT																				
Zip Code	59601																				

Fig. 129

NOTE: When issuing a **90-Day TRP**, you cannot edit or change any of the vehicle, purchaser, LLC agent, seller, nor security interest information. You cannot add a second purchaser nor a security interest perfection. If a second purchaser and a security interest perfection are required, they must have been part of the initial 40-day TRP.

2. After verifying the TRP information, scroll to the bottom of the page to view the cost for the 90-day permit (Fig. 130).
3. If the page displays the correct TRP, click **Create 90 Day Temporary Registration Permit**.
4. For information about how to pay for the TRP, please refer to [Page 96](#).
5. For information about how to print the TRP, please refer to [Page 99](#).

Seller

Company Name LESKOVAR MOTORS INC
 ID Number 01D001
 ID Jurisdiction MT
 ID Type Dealer License Number

Street Address

Address Line 1 3766 Harrison Ave
 Address Line 2
 City Butte
 State MT
 Zip Code 59701-6807

Mailing Address

Address Line 1 3766 Harrison Ave
 Address Line 2
 City Butte
 State MT
 Zip Code 59701-6807

Security Interest Perfection

Record Security Interest yes
 Company Name SI COMPANY
 ID Number 123456789
 ID Jurisdiction
 ID Type FEIN
 Security Interest Tracking Number: 5X0704509
 Security Interest Priority Date: 03-29-2018

Street Address

Address Line 1 256 Main Street
 Address Line 2
 City HELENA
 State MT
 Zip Code 59601

Mailing Address

Address Line 1 256 Main Street
 Address Line 2
 City HELENA
 State MT
 Zip Code 59601

Request

You have requested the following:

Item	Cost
90 Day Temporary Registration Permit	\$24.00
MVD Admin Fee	\$0.72
Total	\$24.72

Once you have verified your information is entered correctly, select "Create 90 Day Temporary Registration Permit" to finalize the TRP creation process.

Create 90 Day Temporary Registration Permit
Cancel



Fig. 130

Reprint a TRP

You can reprint a TRP if you need another copy of same TRP *and* the purchaser has not left your office. This typically occurs if a TRP is damaged during printing.

- You can reprint a TRP without voiding it, *only* on same day that it is issued.
 - If you need to reprint a TRP *after* the day it was issued, you must void the TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 65](#).
- To reprint a TRP, click **Print** in the desired row on the TRP Activity Results page (*Fig. 131*).

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-22-2018 7:46 PM	AAIK4058 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	DOE, JOHN	Active (Reissue)			
04-22-2018 6:29 PM	AAIK4053 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	DOE, JANE	Void (Void)	DATA ENTRY ERROR		
04-22-2018 6:23 PM	AAIK4053 / VEHICLE SALE	CTY05DH	SCFLDCFPXEGJ00940	Y	SMITH, SALLY	Active (Issue)			
04-22-2018 2:20 PM	AAIK4052 / VEHICLE SALE	CTY05TST	1GCUKREC3FF198940	Y	PHILLIPS, BO	Active (Reissue)			
04-22-2018 2:19 PM	AAIK3903 / VEHICLE SALE	CTY05TST	1GCUKREC3FF198940	Y	ROBERTS, MAY	Void (Void)	DATA ENTRY ERROR		
04-22-2018 2:17 PM	AAIK4051 / PRIVATE SALE	CTY05TST	2HNYD28259H517208	Y	PETERSON, BOB	Expired (Reissue)			
04-22-2018 2:17 PM	AAIK3838 / PRIVATE SALE	CTY05TST	2HNYD28259H517208	Y	WARNER, MARY	Void (Void)	LOST		
04-22-2018 4:28 AM	AAIK4040 / VEHICLE SALE	CTY05DH	ZFF74UFAXF0210187	Y	WEBB, JIM	Active (Issue)		Print	Void

Fig. 131

- On the Reprint TRP page (*Fig. 132*), you can choose to print the TRP and/or the receipt and/or the SI Perfection Letter if applicable. Use the drop-down menu to select your option.
 - The date and time that the TRP was reprinted is displayed on the Reprint TRP page.
- To proceed, click **Print**.
 - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).

NOTE: The information on the printed TRP is exactly the same as it was on the original TRP.

- To return to the Main Menu page, click **Main Menu**.

Fig. 132

HOW TO PAY FOR A TRP

You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your Registered User Account. Registered user charges are included with the monthly invoice that your organization receives. **NOTE:** If you issue an in-state Vehicle Sale or Private Sale TRP without a SI Perfection and/or dealer logo, the Payment options page does not display as there is no fee charged through the online TRP service when an authorized agent or MVD employee issues this type of TRP. The purchaser pays the fee as part of the title and registration process at a county office. For a detailed list of the TRP fees, please refer to [Page 121](#).

Registered User Account

- To have the TRP cost billed to your Registered User Account, select **Registered User** on the Payment options page (*Fig. 133*).
 - Your organization will receive monthly bills that it can choose to pay by credit or debit card or electronic check.
 - The page displays any fees due.
- Click **Charge Registered User Account** (*Fig. 134*).
 - The next page (the Print TRP page) displays the status of the transaction.
 - The information associated with the TRP is sent to MERLIN and is accessible to the MVD, authorized agents and law enforcement.
- The Print TRP page displays. For information about how to print the TRP, please refer to [Page 99](#).

NOTE: DO NOT click the “back” button on your browser once you click **Charge Registered User Account** as this may cause an error and prevent you from finalizing your purchase.

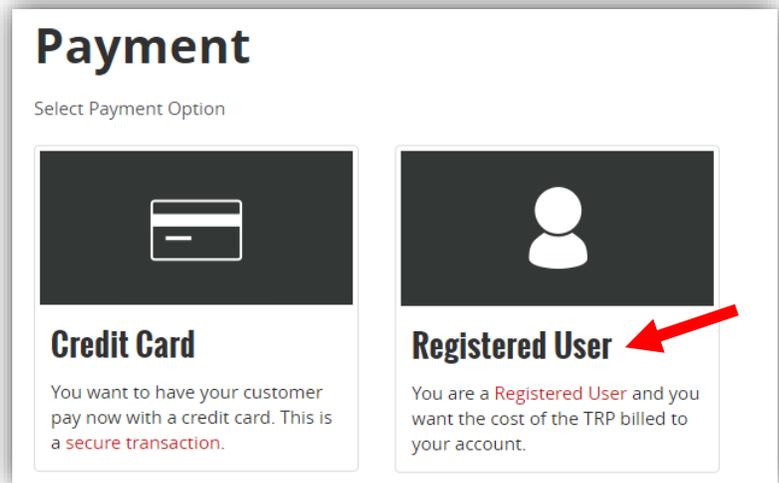


Fig. 133

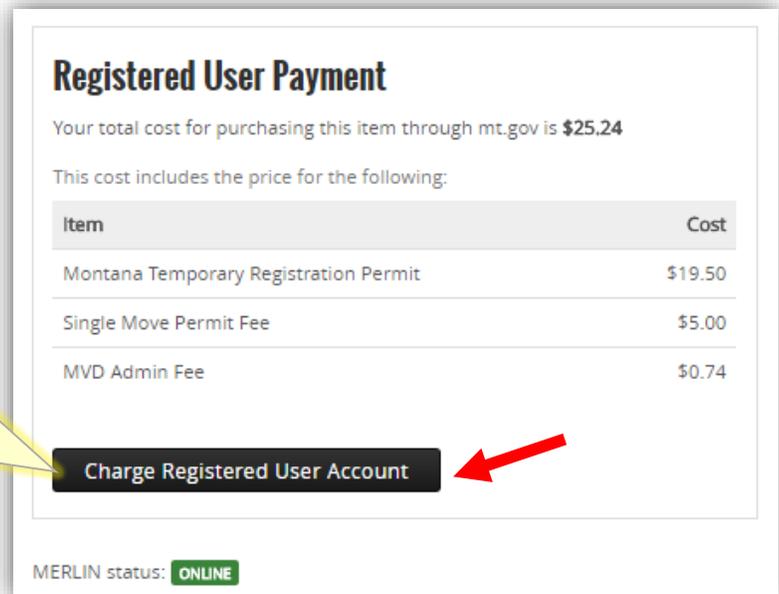


Fig. 134

Credit or Debit Card

- To pay for the TRP with a credit or debit card, select **Credit Card** on the Payment options page (Fig. 135).
 - The page displays any fees due.
 - To learn more about the transaction's security, select **Secure Transaction**.
 - The service accepts MasterCard and Visa.
- Click **Pay with Credit Card** (Fig. 136).

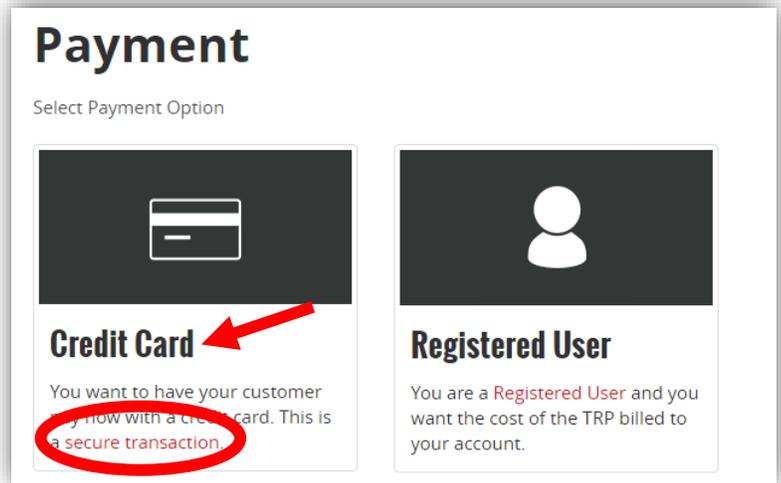


Fig. 135

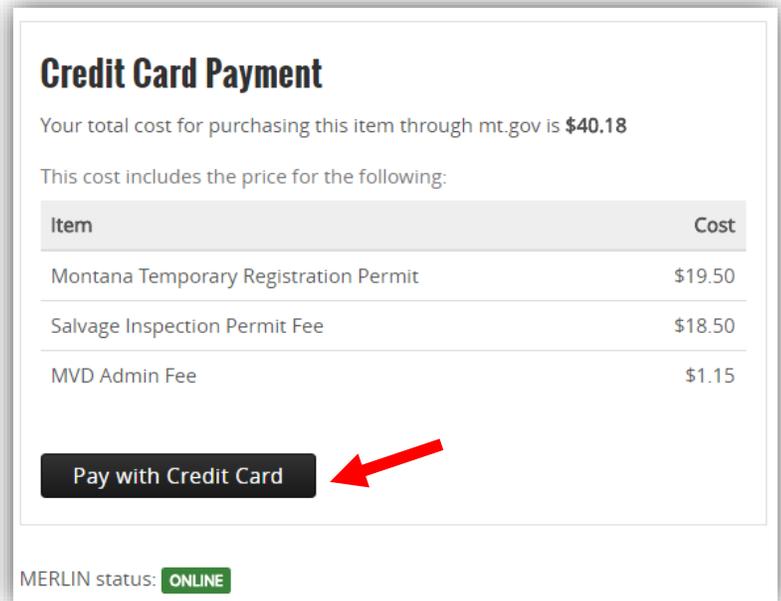


Fig. 136

Enter card information

1. Enter the card information (*Fig. 137*).
 - Required fields are marked with an asterisk.
 - The service accepts MasterCard and Visa.
2. Click **Continue**.
3. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 99](#).

Credit Card Payment

Enter the requested information.
* Required field

Customer Information

First Name * Middle Name Last Name *

Company/Organization

Contact Phone * Email

555-555-5555 email@example.com

Billing Address

Billing Address *

City * State * Zip Code *

Payment Information

Name on Credit Card *

Credit Card Number *

No hyphens or spaces

Expiration Date *

Month Year

Continue Cancel

Fig. 137

NOTE: DO NOT click the “back” button on your browser once you click **Continue** as this may cause an error and prevent you from finalizing your purchase.

HOW TO PRINT A TRP

Once you pay for the temporary registration permit, you must print the TRP.

- If you pay for a permit or any associated fees with a credit or debit card, you can print a receipt at the same time as you print the TRP.
 - No receipts are generated for transactions purchased solely with a Registered User Account. Registered user charges are included with the monthly invoice that your organization receives.
 - If you created a security interest when you created the TRP, the security interest perfection letter will print at the same time as you print the TRP.
1. To print the TRP (and the security interest perfection letter and receipt, if applicable) click **Print Temporary Registration Permit** (Fig. 138).
 - The service generates an Adobe PDF file that you can save and/or print. For more information about Adobe PDF files, please refer to [Page 7](#).
 2. To enter the information to create another permit, click **Create Another Temporary Permit**.
 3. To return to the Main Menu page, click **Main Menu**.
 4. Place the printed permit (Fig. 139) inside the plastic sleeve and attach it where the vehicle's rear license plate would normally be displayed.
 5. If you need to print a TRP *after* the day it was issued, you must void the TRP and reissue it. For more information on voiding and reissuing a TRP, please refer to [Page 65](#).

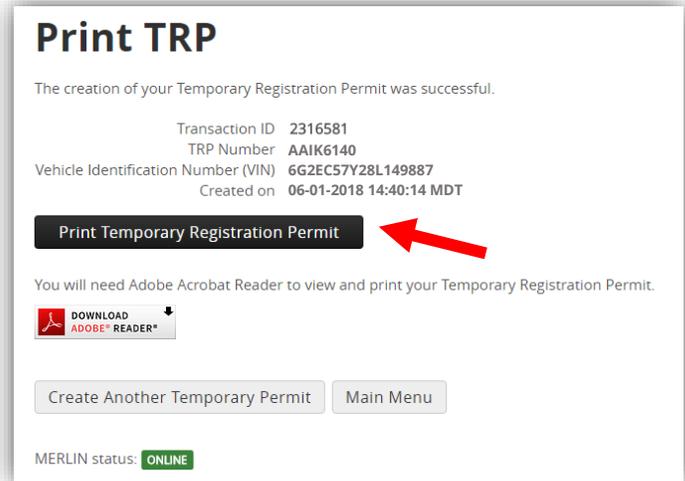


Fig. 138



Fig. 139

HOW TO MANAGE YOUR REGISTERED USER ACCOUNT

In the Registered User Account section, you can manage Registered User Account and view billing reports useful for balancing records. Each online TRP service user has a unique username and password that is used to access both the TRP service and the Customer Database (CDB). To learn more about becoming a registered user, please refer to [Page 9](#).

View your Registered User Account

1. On the Main Menu page, select **View** under the Registered User Account section (*Fig. 140*).

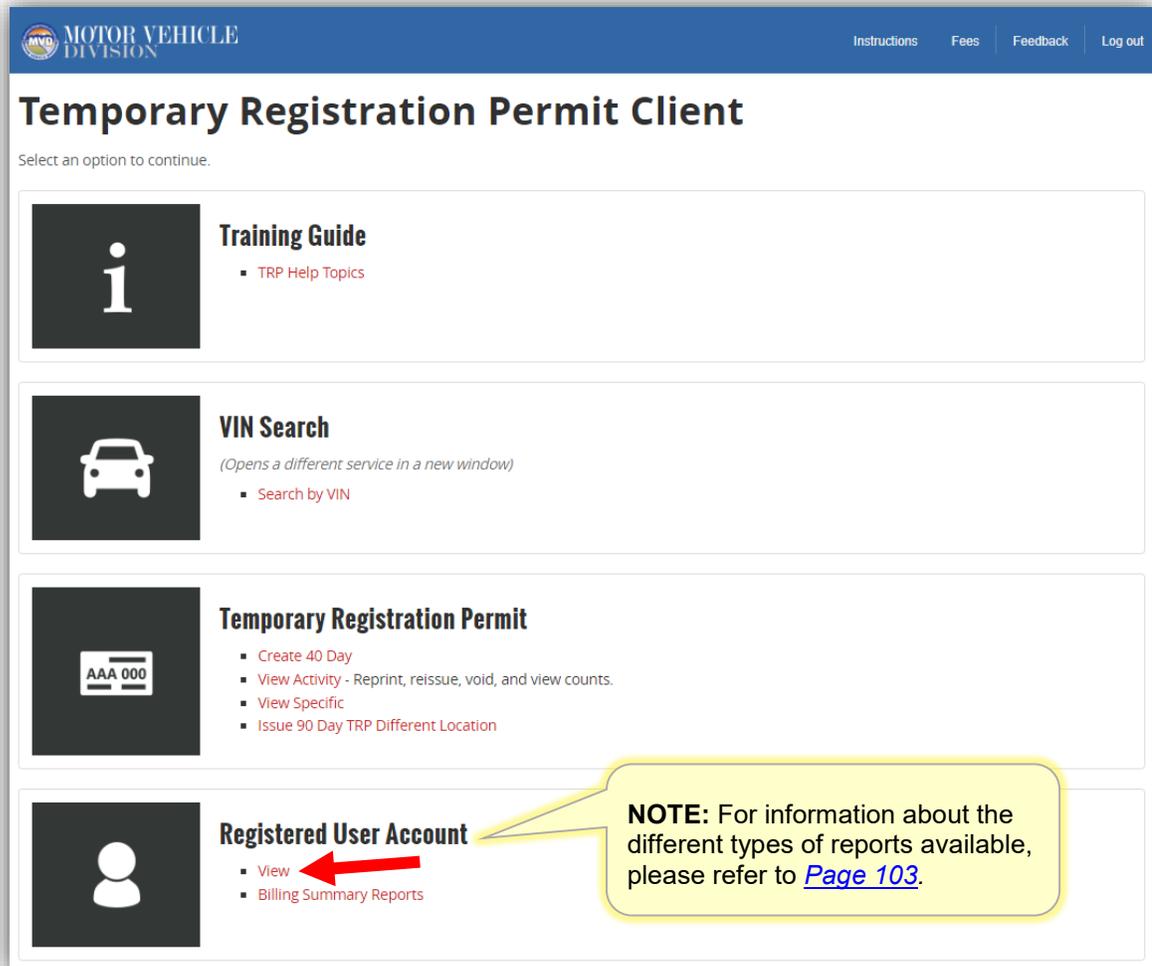


Fig. 140

- The CDB opens in a new browser tab. Enter your username and password and click **Login** (Fig. 141).

Fig. 141

- The first time you log in, you will see your User Profile (Fig. 142).
 - You can change your password, but it's not required at this point. If you change your password, use this new password to log into *both* the online TRP service and the CDB.
 - You must establish Online Security Questions.
- Once you have selected questions and entered answers, click **Submit**.

Fig. 142

5. The CDB Dashboard displays (Fig. 143).
6. To leave the CDB, click **Logout** and close this browser tab.

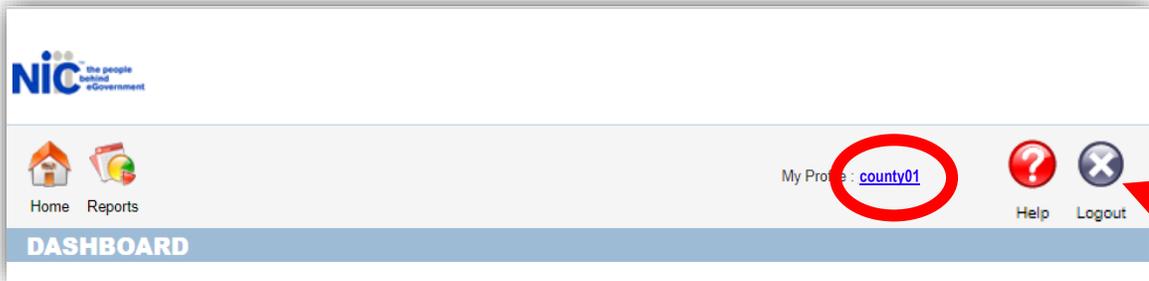


Fig. 143

7. In the future, if you need to change your Registered User Account password, select your username located next to My Profile near the upper right-hand corner of the Dashboard page (Fig. 143).
 - On the User Profile page, enter your current password (Fig. 144).
 - Then enter your new password and enter it again to confirm the change.
 - Click **Submit**.

NOTE: Use this new password to log in to *both* the online TRP service and the CDB.

Fig. 144

HOW TO VIEW FINANCIAL REPORTS

You can generate two different reports for balancing financial records: one through the CDB and one through the online TRP service.

Billing Summary Report

The Billing Summary report in CDB provides a detailed list of charges for a customer or location for a billing cycle.

1. To access the report, log in to your Registered User Account. For instructions, please refer to [Page 100](#).
2. On the CDB Dashboard, select **Reports** to view your billing summary (*Fig. 145*).



Fig. 145

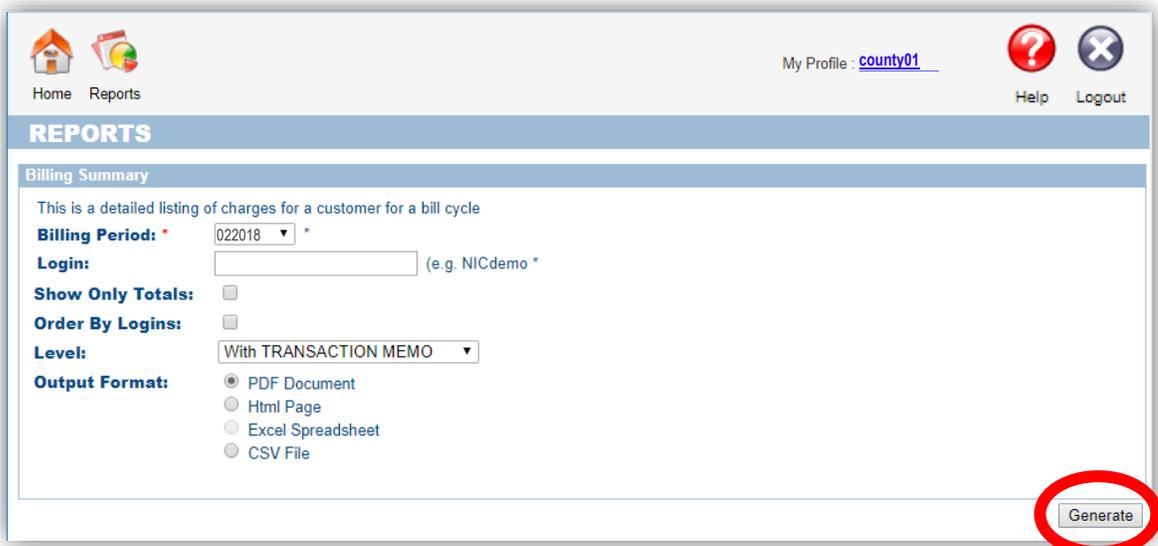
3. On the Reports page, select **Billing Summary** (*Fig. 146*).



Fig. 146

Select Report Criteria

1. On the Billing Summary page, select a **Billing Period** from the drop-down menu (*Fig. 147*).
2. Although the **Login** text box is optional, you can filter your report to display only one user's transactions by entering a login.
3. If applicable, select **Show Only Totals** for your report.
4. To display results by grouping the same logins together in order, select **Order By Logins**.
5. The **Level** drop-down menu allows you to choose whether to display the TRP Transaction ID in the Transaction Memo field of the report.
6. Select the **Output Format** for your report.
 - Select PDF Document to generate the report as a PDF.
 - Select Html Page to display the report in the same browser window.
 - Select CSV File to download a file that will open in Excel.
7. Click **Generate**.



The screenshot shows a web application interface for generating reports. At the top, there are navigation icons for Home and Reports, and a user profile section showing 'My Profile: county01' with Help and Logout links. The main content area is titled 'REPORTS' and contains a 'Billing Summary' section. Below this, there is a description: 'This is a detailed listing of charges for a customer for a bill cycle'. The form includes several fields: 'Billing Period' (a dropdown menu set to '022018'), 'Login' (a text input field with '(e.g. NICdemo *)' as a hint), 'Show Only Totals' (a checkbox), 'Order By Logins' (a checkbox), 'Level' (a dropdown menu set to 'With TRANSACTION MEMO'), and 'Output Format' (radio buttons for 'PDF Document', 'Html Page', 'Excel Spreadsheet', and 'CSV File'). A 'Generate' button is located at the bottom right of the form, highlighted with a red circle.

Fig. 147

View Report Results

You can save and/or print the report (Fig. 148).

	A	B	C	D	E	F	G
1	Billing Summary Report produced for Montana County Treasurer on 04/02/2018 03:15:16 PM						
2	Montana County Treasurer						
3	1000 Lake Dr.						
4	Missoula, MT 59802						
5							
6	Current Balance:						
7		\$3,069.10					
8	As Of 03/2018						
9		\$0.00					
10	Date	Transaction	Login	Client Memo	Transaction	Quantity	Cost
11	3/1/2018 8:26	DOJ Private Sale TRP	county01		[ZG85376][1C6RD7NT8CS127893][null][DOJTRP2018030108263970677]	1	\$0.00
12	3/1/2018 8:38	DOJ Private Sale TRP	county01		[ZG85379][2T3RFREV3HW598221][null][DOJTRP2018030108383595368]	1	\$0.00
13	3/1/2018 9:41	DOJ Temporary Registration Service	county03		[ZG85412][1D7HES2N055293927][null][DOJTRP2018030109413019560]	1	\$20.09
14	3/1/2018 10:21	DOJ Private Sale TRP	county01		[ZG85448][ZF68NHA2E0201209][null][DOJTRP2018030110210619011]	1	\$0.00
15							
16	3/1/2018 12:01	DOJ Private Sale TRP	county01		[ZG85531][1FALP68G0WK125564][null][DOJTRP2018030112005488135]	1	\$0.00
17	3/1/2018 12:02	DOJ Private Sale TRP	county03		[ZG85532][1F665DY4G0A03101][null][DOJTRP2018030112022784606]	1	\$0.00
18	3/1/2018 12:56	DOJ Private Sale TRP	county01		[ZG85579][1FT8W3BTOHEF15][null][DOJTRP2018030112562648435]	1	\$0.00
19	3/1/2018 14:06	DOJ Private Sale TRP	county04		[ZG85649][1GNSKJE7XCR136058][AA3046118][DOJTRP2018030114060816607]	1	\$0.00
20	3/1/2018 14:27	DOJ Temporary Registration Service	county01		[ZG85679][1J4FF58541L521857][null][DOJTRP2018030114272849674]	1	\$20.09
21	3/1/2018 14:36	DOJ Private Sale TRP	county02		[ZG85687][JHMBAS438GC034668][AA3287676][DOJTRP2018030114355923021]	1	\$0.00
22	3/1/2018 14:38	DOJ Temporary Registration Service	county01		[ZG85688][1G1PD55HOC7409283][AA2814710]	1	\$20.09
23					[DOJTRP2018030114380963116]		
24	3/1/2018 15:27	DOJ Private Sale TRP	county01		[ZG85745][4S48P61C757385311][G530909][DOJTRP2018030115273151622]	1	\$0.00
25	3/1/2018 15:32	DOJ Private Sale TRP	county03		[ZG85755][KMSJN72D25U166952][AA3867694][DOJTRP2018030115324770761]	1	\$0.00
26	3/1/2018 15:44	DOJ Temporary Registration Service	county01		[ZG85764][2T3DFREV4FW335615][null][DOJTRP2018030115440490645]	1	\$20.09

Fig. 148

Balancing Report

The Balancing Report provides a list of charges for a customer or location based on your chosen criteria.

1. To access the report, select **Billing Summary Reports** under the Registered User Account section on the Main Menu page of the TRP service (Fig. 149).

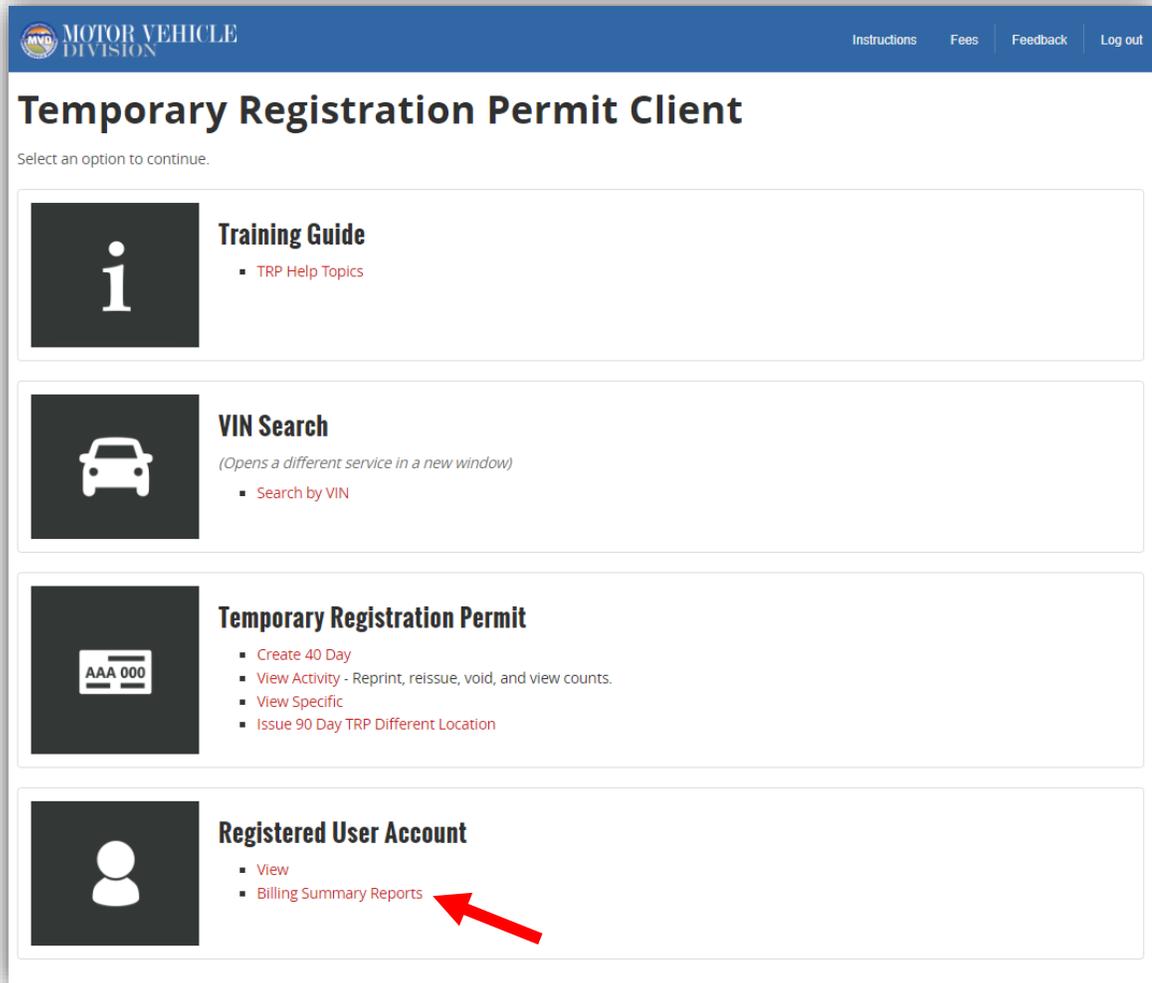


Fig. 149

2. On the Reports page, select **Balancing Reports** (Fig. 150).
3. To return to the Main Menu page, click **Main Menu**.



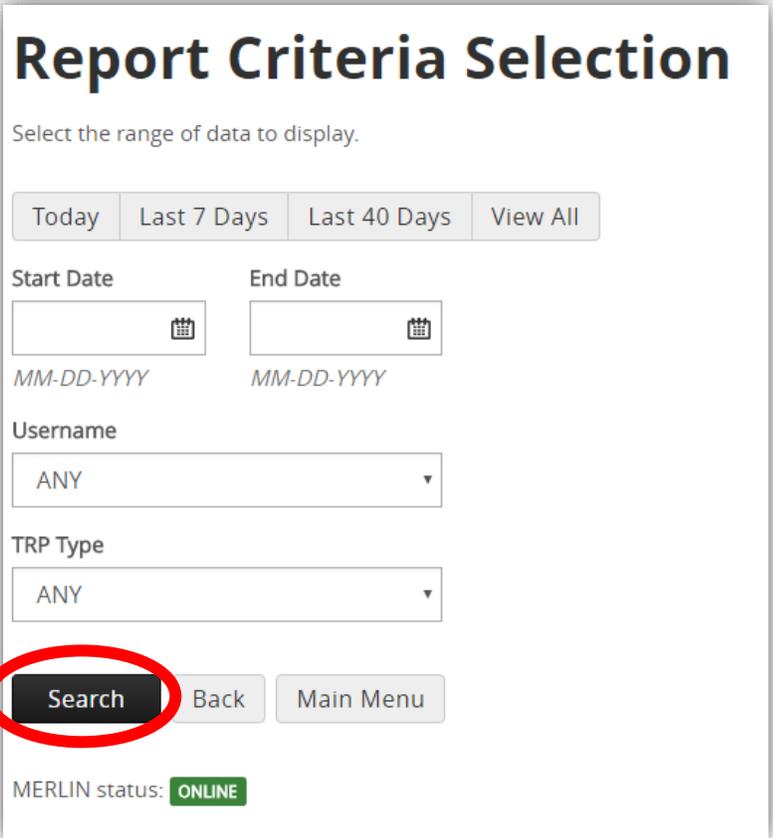
Fig. 150

Select Report Criteria

Select one or a combination of a date range, username, and/or TRP type as your report criteria on the Report Criteria Selection page (Fig. 151).

1. Select one of the following:
 - **Today**
 - **Last 7 Days**
 - **Last 40 Days**
 - **View All**

OR
2. Enter a **Start Date** and **End Date** in the MM-DD-YYYY format or click on the calendar icon, .
3. Select a username in the **Username** drop-down menu. Your choices are any user logins associated with your location or organization.
4. Select a TRP Type in the **TRP Type** drop-down menu.
5. To proceed, click **Search**.
6. To return to the Reports page, click **Back**.
7. To return to the Main Menu page, click **Main Menu**.



Report Criteria Selection

Select the range of data to display.

Today Last 7 Days Last 40 Days View All

Start Date End Date

MM-DD-YYYY MM-DD-YYYY

Username

ANY

TRP Type

ANY

Search Back Main Menu

MERLIN status: ONLINE

Fig. 151

View Report Results

- The Balancing Report displays the following summary results (*Fig. 152*) based on your chosen criteria:
 - Types of TRPs created.
 - Total number of TRPs issued and reissued.
 - Number of in-state and out-of-state TRPs issued and reissued.
 - Number of security interests perfected.
 - Fees applied to your Registered User Account (indicated in the debit columns).
 - Fees paid by credit or debit card for in-state and out-of-state TRPs
 - Fees paid by credit or debit card for in-state and out-of-state SI's perfected.
 - Total TRPs issued.
 - Total fees paid by credit or debit card.
 - Total amount applied to your Registered User Account (listed as Debit Total).
 - Number of VIN Searches.
 - Total amount collected.
- To view specific transaction information, click **Report Details**.
- To return to the Report Criteria Selection page, click **Back**.
- To return to the Main Menu page, click **Main Menu**.

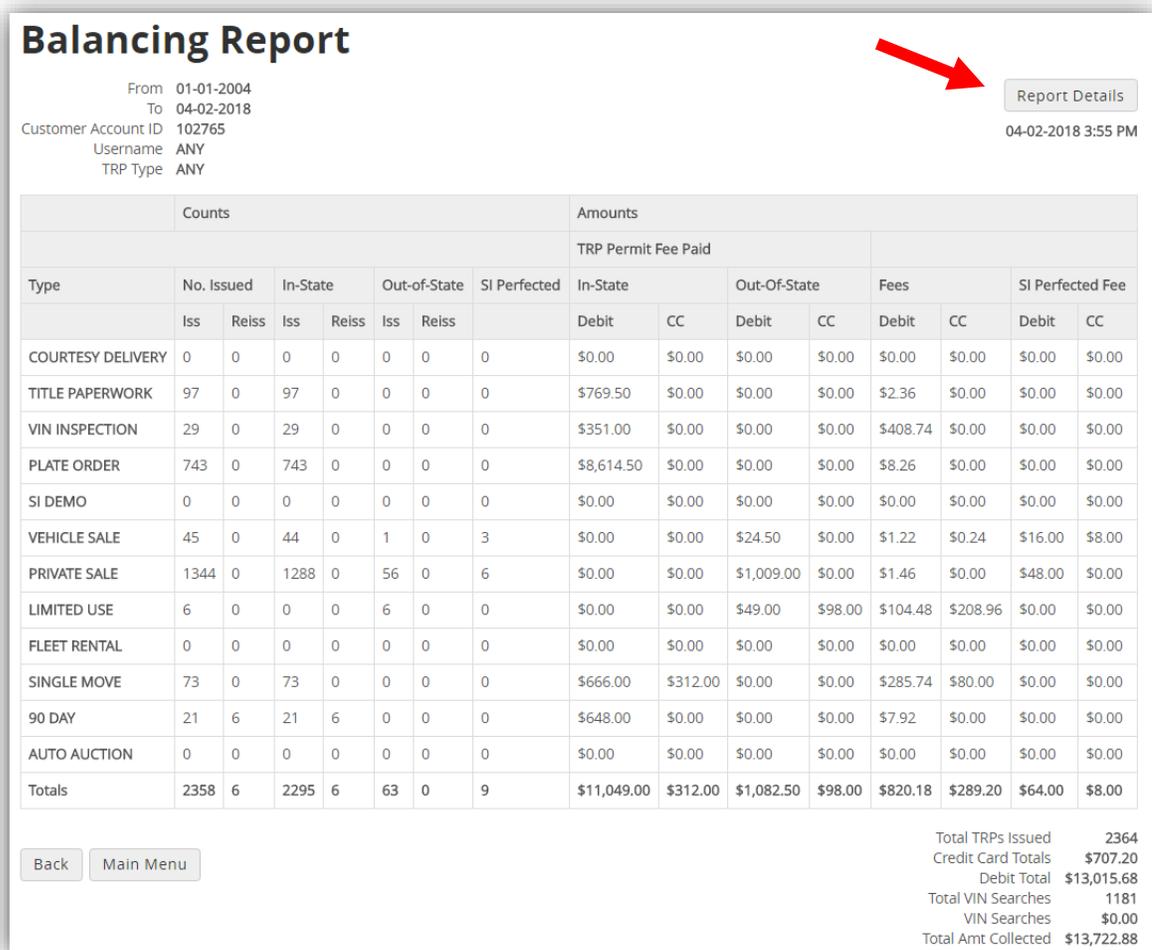


Fig. 152

View Report Details

The Balancing Report Details page displays information (Fig. 153) about TRP transactions based on your chosen criteria.

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu.
2. If there are more records than can fit on one page, the service indicates the number you are viewing of the total entries.
3. To sort the information, click on the column headings with arrows.
4. To return to the Balancing Report page, click **Back**.
5. To return to the Main Menu page, click **Main Menu**.

Balancing Report Details

From 01-01-2004
To 04-02-2018
Customer Account ID 102765
Username ANY
TRP Type ANY

Start Date: 01-01-2004
End Date: 04-02-2018
Search

Viewing 10 records per page of 3828 total records.

Transaction Date	Customer Account ID	Username	TRP Number / TRP Type	Description	TRP Type	TRP Amount	Payment Method	MI Transaction Number
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	Limited Use Fee	LIMITED USE	\$50.00	Debit	DOJTRP2018040215172677573
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	Montana Temporary Registration Permit (out of state)	LIMITED USE	\$24.50	Debit	DOJTRP2018040215172677573
2018-04-02 03:17 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4747 Issue	MVD Admin Fee	LIMITED USE	\$2.24	Debit	DOJTRP2018040215172677573
2018-04-02 03:16 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4746 Issue	MVD Admin Fee	VEHICLE SALE	\$0.74	Debit	DOJTRP2018040215160681622
2018-04-02 03:16 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4746 Issue	Montana Temporary Registration Permit (out of state)	VEHICLE SALE	\$24.50	Debit	DOJTRP2018040215160681622
2018-03-20 04:36 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4404 Issue	MVD Admin Fee	VIN INSPECTION	\$0.59	Debit	DOJTRP2018032016361224508
2018-03-20 04:36 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4404 Issue	Montana Temporary Registration Permit	VIN INSPECTION	\$19.50	Debit	DOJTRP2018032016361224508
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	MVD Admin Fee	VEHICLE SALE	\$0.00	Debit	DOJTRP2018032014103242009
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00	Debit	DOJTRP2018032014103242009
2018-03-20 02:10 PM	102765 Lewis and Clark County Treasurer	CTY05TST	AAIK4392 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00		DOJTRP2018032014103242009

« 1 2 3 4 5 »

Back Main Menu

Fig. 153

6. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 154).

« 1 2 3 4 5 »

Fig. 154

HOW TO REQUEST A REFUND

Voided TRPs

Cancellation of Sale

On the Day of Issuance

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Cancellation of Sale reason on the same day it was issued, call 406-444-3884. A TRP fee will not be charged; a refund will appear on the registered user's account or credit or debit card account.

Before Expiration

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP within the permit's 40-day timeframe, the TRP fee must be paid. The MVD performs monthly audits and notifies dealerships and counties about outstanding TRP fees.

After Expiration

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Cancellation of Sale reason *after* the permit has expired, call 406-444-3884. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller's or dealer's name and all applicable fees collected. The late title fee is required. The TRP is pulled into the title and registration transaction and marked as complete and a new TRP can be issued the next day.

Wrong Vehicle

On the Day of Issuance

If you void a **Vehicle Sale**, **Private Sale**, or **Courtesy Delivery** TRP using the Wrong Vehicle reason on the same day it was issued, call 406-444-3884. A TRP fee will not be charged; a refund will appear on the registered user's account or credit or debit card account.

Before Expiration

If you void a TRP within the permit's 40-day timeframe, the TRP fee must be paid. The MVD performs monthly audits and notifies dealerships and counties about outstanding TRP fees.

Other TRP Transactions

For all other TRP refund requests, complete [Form 40-2300](#) and mail or fax it to the contact information on the form. The MVD approves or denies the refund. If approved, the refund is credited to the registered user's account or credit or debit card account. If the transaction is more than 60 days old, the MVD issues a refund check.

Please email refund questions to merlinfinace@mt.gov.

TROUBLESHOOTING

Error Messages

When processing a TRP, you may encounter an error message. **NOTE:** An error message STOPS you from creating a TRP until the issue is resolved.

Error messages display near the top of the transaction window. They appear in lowercase or uppercase text in a red box with an exclamation point.

Uppercase Messages

An error message displayed in uppercase text indicates that there is a current action on the vehicle related to the transaction.

- You may need to contact the Vehicle Services Bureau for assistance.
- For example, this message (*Fig. 155*) is designed to alert you that the vehicle is being transferred to a new owner. A TRP cannot be issued until the ownership transfer is complete and vehicle ownership is in the name of the new owner.

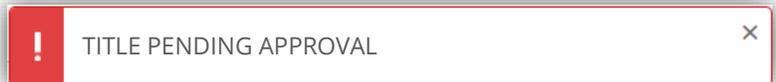


Fig. 155

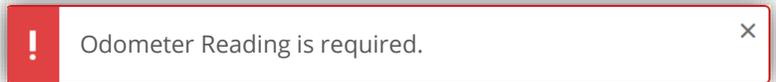


Fig. 156

Lowercase Messages

An error messages displayed in lowercase text indicates incorrect or missing information on the page.

- You cannot proceed with the transaction until you correct the problem.
- For example, this error message (*Fig. 156*) indicates that you did not enter the required odometer reading.
- The online TRP service further highlights the missed text box by displaying the requirement in red text below the text box (*Fig. 157*).

The screenshot shows a web form titled "Vehicle & Purchaser" with a breadcrumb trail: "Main Menu / Vehicle & Purchaser Search / Vehicle & Purchaser". At the top right, a red-bordered error message box displays "Odometer Reading is required." with a close button. The form includes a "Vehicle" section with the following fields:

- Vehicle Type: Passenger
- Vehicle Identification Number (VIN): 99999999999999999999
- Year: 2018
- Make: Cadillac
- Model: C20
- Style: Convertible
- Primary Color: Camouflage
- Secondary Color: (empty)
- Odometer Reading: (empty) - A red arrow points to this field.
- Odometer Indicator: Actual
- Odometer Unit: Miles
- Fuel Type: Gas
- Sale Date: 02-21-2018
- State Where Vehicle Will Be Titled: MONTANA
- Purchaser County of Residence: LAKE COUNTY

 Below the Odometer Reading field, the text "Odometer Reading is required." is displayed in red. At the bottom, there is a note: "Only if vehicle will be titled in Montana".

Fig. 157

Warning Messages

When processing a TRP, you may encounter a warning message. If you see one, you should verify the vehicle and purchaser information that you entered and/or enter any missing information. Warning messages also can indicate the status of the vehicle related to the TRP transaction. **NOTE:** A warning message WILL NOT STOP you from creating a TRP.

Warning messages display near the top of the transaction window. They appear in lowercase or uppercase text in a blue box with a letter “i.”

Verify and Correct Vehicle and Customer Information

Although warning messages are always important, seeing one specifically related to the vehicle or the customer information requires extra vigilance.

- For example, if you see a warning message for a vehicle that has a Montana title (*Fig. 158*) or after you find a vehicle record when you conduct a VIN search through the online TRP service, you should click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. Correct any data entry errors. **NOTE:** VINs for vehicles older than 1982 have fewer than 17 digits, but this does not STOP you from proceeding. The warning message is alerting you to verify and/or correct any data entry errors when you return to the Vehicle & Purchaser Search page.
- If you enter a purchaser’s legal name and Montana driver’s license or Montana ID card number, the online TRP service ALWAYS displays the purchaser’s information. If you see a warning message (*Fig. 159*) when the service displays a customer record, click **Cancel** to return to the Vehicle & Purchaser Search page and verify the information you entered. If you review the information you entered and there are no data entry errors, enter the purchaser’s address to continue creating the TRP.



Fig. 158



Fig. 159

Uppercase Messages

If you see a warning message in uppercase text (*Fig. 160*), you may need to conduct further research about the vehicle or the purchaser or contact the Vehicle Services Bureau for assistance.

- For example, if you see a DESIGNATION: JUNK warning message and you were not aware that the vehicle had been junked, you must choose whether to proceed with the transaction.

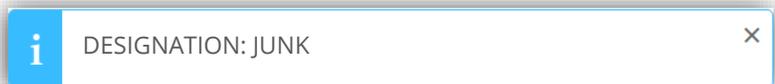


Fig. 160

Offline Mode

In rare instances, MERLIN may not be able to directly communicate with the TRP service. **NOTE:** If that happens, you can still issue TRPs using the service in offline mode.

Throughout the TRP service, each page displays a message in the lower left-hand corner about whether MERLIN is in online or offline mode (Figs. 161-162).

- In offline mode, text boxes that are normally prefilled in the TRP service remain empty because the TRP service is unable to exchange vehicle or customer information with the MVD.
- In offline mode, you cannot verify if the status of the vehicle is acceptable for TRP issuance, including whether the vehicle has been surrendered or junked.

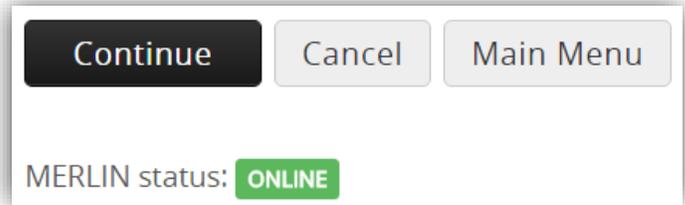


Fig. 161

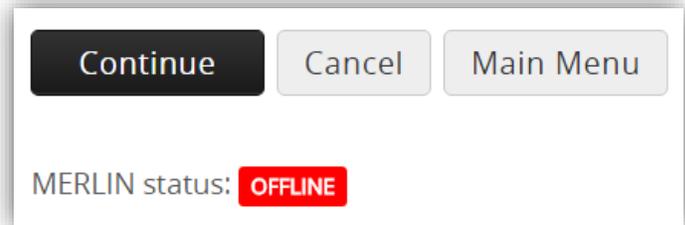


Fig. 162

When the connection is restored, the TRP service sends the information to MERLIN.

- During that process MERLIN may return an error that must be resolved by an MVD clerk so that the information can be recorded with MVD.
- These errors are managed from the error messages menu item on the TRP Administrative Site.
- You can find the transaction through the View Activity or View Specific sections on the Main Menu page. Click the yellow Message button to view the error (Fig. 163).
- You cannot bypass the error and issue the TRP. The error may require assistance from Montana Interactive (MI), the Vehicle Services Bureau, or someone who has access to the TRP administrative user interface.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
05-11-2017 8:03 AM	AAHV4309 / COURTESY DELIVERY	DEALER01	2C8GF68465R253360	N	WEBSTER ISADORA	Complete (Issue)			
05-11-2017 8:03 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Issue) - Error			Message
Reason for Failure:	Reason for Failure: AN ERROR OCCURRED PROCESSING THE TRP								
05-11-2017 8:03 AM	AAHV4311 / COURTESY DELIVERY	DEALER01	3LNHL2JC6BR762407	N	CATHRYN JAYME	Complete (Issue)			
05-11-2017 8:04 AM	AAHV4310 / VEHICLE SALE	DEALER01	SALPV1443WA386539	N	CATHRYN JAYME	Active (Reprint) - Error			Message
Reason for Failure:	Reason for Failure: PERMIT NUMBER NOT FOUND.								

Fig. 163

GLOSSARY

Authorized Agent – Per Montana law ([MCA §61-3-101](#)), an authorized agent is “a person who has executed a written agreement with the department (of Justice) and is specifically authorized by the department to electronically access and update the department’s motor vehicle titling, registration, or driver records, using an approved automated interface, for specific functions or purposes on behalf of a third party.”

Browser – Browsers are desktop, laptop, or mobile device software programs used for searching and viewing various kinds of internet resources such as information on the MVD website.

CDB – CDB is NIC’s subscription customer database. All NIC portals, such as MI, use CDB to manage subscribers who purchase data and pay via monthly invoice. CDB tracks transactions, fees, and receivables and manages reporting. It is used to set up customer accounts and accept payments for the TRP service.

DOJ – The State of Montana Department of Justice (DOJ) is Montana’s top law enforcement and legal agency. DOJ maintains public safety, prosecutes criminals, represents the state of Montana in court, registers vehicles, licenses drivers and more. Divisions, agencies and bureaus include the Highway Patrol, State Crime Lab, Law Enforcement Academy, Sexual and Violent Offender Registry, Office of Consumer Protection, lawyers who defend Montana in court and the lawyers who file suit on the state’s behalf when Montana has been wronged.

End user (user) – A user is someone who accesses the online TRP service.

Icon – A small picture that represents an object or program.

MERLIN – The Montana Enhanced Registration and Licensing Information Network (MERLIN) is an integrated DOJ system that ties all motor vehicle title and registration services to common customer accounts. MERLIN is also used to track financial transactions for some state services. For individuals, the customer account number is the driver license or state or tribal identification card number. For businesses, the customer account number is the federal employer or tax identification number or, in the absence of these, the number assigned to the business when it registered with the Secretary of State’s office. The TRP service validates vehicle information with MERLIN before allowing users to issue a temporary registration permit.

Montana Interactive (MI) – Helena-based Montana Interactive LLC is the eGovernment services provider for the State of Montana and has partnered with the state since 2001. MI offers and supports hundreds of eGovernment solutions in partnership with state and numerous county and city entities that provide value to the citizens and businesses of Montana, and beyond. Most of MI’s services are delivered at no cost to partners through a unique flexible-funding model. Developed by MI’s parent company, NIC, the funding model allows for the development and ongoing support and maintenance of most eGovernment services and solutions at no cost to government. Since 2001, use of the flexible-funding model has saved the State of Montana nearly \$19 million. For more information, visit <http://www.egovmt.com>.

MVD – The DOJ Motor Vehicle Division (MVD) serves and protects Montana citizens by ensuring authentication for credentials, licenses, vehicles titled and accountability of official records. The MVD is comprised of three bureaus: The Driver License Bureau, Operations and Customer Support Bureau and Vehicle Services Bureau.

NIC – NIC Inc. (Nasdaq: EGOV) launched the digital government industry in 1992, and continues to lead it, providing a secure payment engine and thousands of digital government solutions across a network of more than 6,000 federal, state, and local government agencies. In addition, NIC is the nation’s leading provider of outdoor recreation solutions, with 1 out of 6 hunting and fishing licenses in the United States sold using an NIC service. The company launched the nation’s first personal assistant for government and comprehensive mobile platform, Gov2Go®, as well as the innovative, data-driven prescription drug monitoring platform, RxGov®. More information is available at www.egov.com.

Offline – The MVD’s MERLIN computer system is unavailable to receive information; the service also cannot verify information from MERLIN when it is offline.

Security Interest Perfection – When a vehicle is purchased using a loan, the dealer must create a security interest letter along with the TRP. If you have questions, please contact the MVD at PO Box 201431, Helena MT 59620-1431 or call (406) 444-3661.

TRP – The primary purpose of a temporary registration permit, or TRP, is to allow a buyer to operate a newly purchased vehicle from the place of sale in Montana to his/her destination. TRPs are generated electronically, with a unique number and a detachable proof of temporary vehicle registration. The paper permit is put in a plastic sleeve and attached to the license plate area of the vehicle. For example, when a citizen purchases a vehicle, the dealer issues a TRP. This permit allows the citizen to drive the vehicle until obtaining a new registration and plates. Permits also are issued for other reasons such as when:

- A customer chooses a license plate that is not immediately available.
- A dealer licensed in another state needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.
- A customer needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.
- A customer needs to drive a vehicle to and/or from a VIN inspection.
- A customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.
- A financial institution that has repossessed a vehicle allows a potential buyer to test drive the vehicle.
- The new owner(s) of a vehicle requests that the vehicle be shipped to another dealership for customer pickup.
- Issuing a permit before an auto auction. After the sale, the auction house adds the new owner's information.
- When a financial institution allows a potential buyer to test drive a vehicle.

TRP service – The online Temporary Registration Permit service, or TRP service, allows business, county and agency users (registered users of mt.gov services) to create, reissue, void and print TRPs. Users also access the service to view information about TRP transactions and track sales. Montana auto dealerships, auto auction businesses, the state auction property and supply group (Montana Surplus), financial institutions, the MVD, and county motor vehicle departments all benefit from the fast, easy-to-use service because the online system offers a more accurate way to track the permits issued in Montana and verify the accuracy of the data compared to the decades-old paper-based method. Through the administrative UI, authorized MVD employees can search and view transactions and customer information and run reports.

URL – A Uniform Resource Locator (URL) is a protocol for specifying addresses on the Internet.

VIN – A car's vehicle identification number (VIN) is the identifying code for a specific automobile. The VIN serves as the car's fingerprint, as no two vehicles in operation have the same VIN. A VIN is composed of 17 characters (digits and capital letters) that act as a unique identifier for the vehicle.

FAQS

Questions and Answers

1. **How do I access the online Temporary Registration Permit service?** To access the online TRP service, visit <https://app.mt.gov/trp>. You must have registered user credentials (also referred to as a CDB login). Contact your supervisor to request access. For more information, please refer to [Page 9](#).
2. **What do I do if I forgot my registered user password?** You can reset your password at https://cubs-admin-mt.cdc.nicusa.com/mt/forgot_password.html. If you need further assistance, contact the MI Help Desk at 406-449-3468, Ext. 0, or helpdesk@egovmt.com.
3. **What are my payment options?** You can pay for a temporary registration permit with a MasterCard or VISA credit or debit card or have the charges billed to your Registered User Account. Registered user charges are included with the monthly invoice that your organization receives.
4. **What does a TRP cost?** The cost of a temporary registration permit varies depending on the type of permit you create and the additional items you order. The online TRP service is provided by a third party working in partnership with the State of Montana. The total amount includes additional charges used to develop, maintain, and enhance the state's official web portal, mt.gov. For more information, please refer to the fees table on [Page 121](#).
5. **How do I know I successfully paid for my TRP?** The online TRP service only displays the permit as an Adobe PDF after you pay for the purchase or after it has been billed to your Registered User Account. If you pay for any fees with a credit or debit card, the service generates a receipt that you can print along with the permit. You also can review your Registered User Account transactions through the Customer Database. For more information, please refer to [Pages 100-105](#).
6. **How do I request a refund for a voided TRP?** If you void a **Vehicle Sale, Private Sale, or Courtesy Delivery** TRP using the Cancellation of Sale or Wrong Vehicle reason, call 406-444-3884. For more information, please refer to [Page 110](#).
7. **How do I request a refund for other TRP transactions?** Complete [Form 40-2300](#). The MVD approves or denies the refund. If approved, the refund is credited to the registered user's or the credit or debit card account. If the transaction is more than 60 days old, the MVD issues a refund check. For more information, please refer to [Page 110](#).
8. **How do I find information about my organization's online TRP transactions and activity?** Log into the online TRP service at <https://app.mt.gov/trp>. The Main Menu page is divided into four sections: Training Guide, VIN Search, Temporary Registration Permit, and Registered User Account. In the Temporary Registration Permit section, you can search for and view information about your organization's transactions and activity by selecting View Activity. In the Registered User Account section, you can view billing and balancing reports. For more information, please refer to [Pages 47 and 56](#).
9. **I have a question, what do I do?** Be sure that you have watched the complete TRP training video at <https://app.mt.gov/trptraining/authorized.html>. For specific questions, visit the Help Topics page at <https://app.mt.gov/trptraining/topics/index.html>. For additional help, contact the MI Help Desk at 406-449-3468, Ext. 0, or helpdesk@egovmt.com.

TRP TYPES

Although the primary purpose of the online TRP service is to allow Montana auto dealerships and authorized agents to issue a temporary registration permit to the new owner(s) of a vehicle, the service also is used to issue permits for other reasons such as when a customer orders a special license plate or one that is out of stock; a dealer licensed in another state needs to move a piece of equipment occasionally on or over state highways; or a customer needs to drive a vehicle to and/or from a VIN inspection, etc.

As an authorized agent or MVD employee, you can create and issue the following types of temporary registration permits through the online TRP service:

1. **Vehicle Sale** – Select this TRP type when issuing a permit to the new owner(s) of a vehicle. This TRP type also is available to dealership employees.
2. **Private Sale** – Select this TRP type when issuing a permit to the new owner(s) of a vehicle sold through a private sale.
3. **Plate Order** – Select this TRP type when a customer orders a special license plate or one that is out of stock.
4. **Limited Use** – Select this TRP type when issuing a permit to a dealer licensed in another state who needs to move a piece of equipment, such as agriculture or logging machinery, occasionally on or over state highways.
5. **Single Move** – Select this TRP type when issuing a permit to a customer who needs to move a piece of equipment, such as a mobile home or manufactured dwelling, from one point in the State to a destination on or over state highways.
6. **VIN Inspection** – Select this TRP type when a customer needs to drive a vehicle to and/or from a VIN inspection. This TRP type also is available to field operations employees.
7. **Title Paperwork** – Select this TRP type when a customer moves to Montana and cannot title and register the vehicle until the title held by a third party, most often a lender, is provided.
8. **90 Day** – Select this TRP type when issuing a permit for various reasons (e.g., the customer is missing a prior title or security interest perfection release necessary for transferring ownership). The **90-Day** TRP replaces a previously issued 40-day **Vehicle Sale** or **Private Sale** TRP as an extended permit for the customer. This TRP type also is available to dealership employees.

NOTE: Depending on your access level and the type of organization for which you work, you may not be able to issue all the types of TRPs listed above.

The following types of TRPs only can be issued by dealerships, auto auction businesses, and dealerships with auto auction privileges, or financial institutions, as noted:

1. **Courtesy Delivery** – Users select this TRP type when issuing a permit to the new owner(s) of the vehicle if the vehicle is being shipped to another dealership for customer pickup. This TRP type is available only to dealership employees.
2. **Auto Auction** – Users select this TRP type when issuing a permit before an auto auction. Printed in advance of the sale, these TRPs can have a future date listed in the sale date text box. The purchaser is listed as the auction house. After the sale, the auction house voids the TRP using the Update Purchaser reason and adds the new owner's information. This TRP type is available only to auto auction businesses and dealerships with auto auction privileges.
3. **SI Demo** – Users select this TRP type when a financial institution allows a potential buyer to test drive a vehicle. The purchaser is listed as the financial institution. An **SI Demo** TRP is issued for 40 days and used for multiple test drives. This TRP type is available only to financial institution employees.

TRP VOID REASONS

The following reasons can be used when voiding a temporary registration permit. For more information, please refer to [Page 65](#).

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Lost	When the purchaser has lost the TRP.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Stolen	When the TRP has been stolen.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Damaged	When the TRP is damaged.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Title/VIN Mismatch	When the title and VIN do not match.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Data Entry Error	When there is a data entry error on the TRP and you need to correct information or add or remove a second purchaser or a security interest.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Update Purchaser	When the vehicle has been sold at an auction, the auction employee must change the purchaser's name from the auction company's name to the new owner's name.	Auto Auction businesses, dealerships with auto auction privileges	Auto Auction	Before the TRP expires and before the title and registration transaction has been processed.	Yes

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Cancellation of Sale	When the customer no longer wants the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Authorized Agents, MVD employees; also can be used by dealerships	Vehicle Sale, Courtesy Delivery, Private Sale	Before the TRP expires and before the title and registration transaction has been processed.	No
Cancel Permit	When the customer no longer needs the TRP or if a county employee selects the wrong TRP type. This action voids the TRP; another TRP can be issued for the vehicle.	Authorized Agents, MVD employees; also can be used by dealerships	Plate Order, Limited Use, Single Move, VIN Inspection, Title Paperwork, SI Demo, Auto Auction, 90-Day	Before the TRP expires and before the title and registration transaction has been processed.	No
Wrong Vehicle	When the vehicle's VIN does not match the VIN to which the TRP was issued. This action voids the TRP; you must issue a new TRP for the correct vehicle/VIN.	Authorized Agents, MVD employees; also can be used by dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	No
Cancellation of Sale	When the purchaser no longer wants to buy the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Authorized Agents, MVD employees; also can be used by dealerships	Vehicle Sale, Courtesy Delivery, Private Sale	After the permit expires, but before the title and registration process has started.	No

NOTE: Although it is not a Void Reason, you may see **Admin Complete** listed in the void reason column for any TRPs that are manually completed by the MVD through the Administrator Site.

TRP STATUSES

The following statuses may appear on the TRP Activity Results and TRP Specific Results pages. For more information, please refer to [Pages 47 and 56](#).

STATUS	MEANING OF STATUS
Active (Issue)	TRP is active; it has been issued.
Active (Reprint)	TRP is active and has been reprinted.
Active (Reissue)	TRP is active and has been reissued.
Void (Void)	TRP was voided <i>before</i> it expired using a Lost, Stolen, Damaged, Data Entry Error, Cancellation of Sale, Cancel Permit, Wrong Vehicle, Title/VIN Mismatch, or Update Purchaser void reason.
Voidx (Void)	TRP was voided <i>after</i> the TRP had expired using a Cancellation of Sale void reason.
Complete (Complete)	TRP was manually completed <i>after</i> the TRP had expired using the Complete button that appears on the Expired Results page through the online TRP service's administrative user interface. NOTE: The Complete button is available only in the administrative user interface. Admin Complete displays in the void reason column for any TRPs that are manually completed.
Complete (Issue)	An automatic nightly process marks TRPs as complete once the title and registration process has been completed by an authorized agent.
Complete (Reprint)	An automatic nightly process marks TRPs as complete once the title and registration process has been completed by an authorized agent. The TRP was reprinted.
Complete (Reissue)	An automatic nightly process marks TRPs as complete once the title and registration process has been completed by an authorized agent. The TRP was reissued.
Complete (Void)	TRP was voided <i>before</i> or <i>after</i> it expired using TRP Completed as the reason through the online TRP service's administrative UI. NOTE: The TRP Completed reason is available only in the administrative UI.
Expired (Issue)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process.
Expired (Reprint)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reprinted.
Expired (Reissue)	The expiration date of the TRP is been reached and the purchaser has not completed the title and registration process. The TRP was reissued.

NOTE: If **Error** also appears in the status column, it indicates that the TRP was affected by an error during processing.

TRP FEES

ITEM	FEE**	WHO PAYS THE FEE?	WHEN IS THE FEE PAID?
TRP (Vehicle Sale, Courtesy Delivery, Private Sale)	\$20.09*	Purchaser	When the purchaser titles and registers the vehicle at a county office.
TRP (Plate Order, Title Paperwork, SI Demo)	\$20.09*	Requestor	At the time of issuance.
TRP (OUT OF STATE)	\$25.24*	Purchaser/Dealer	At the time of issuance.
DEALER LOGO (printed on the paper TRP)	\$1 ⁺	Dealer	At the time of issuance.
90-DAY TRP	\$24.72*	Requestor	At the time of issuance.
AUTO AUCTION TRP	\$10.30* ⁺	Dealer	At the time of issuance.
LIMITED USE TRP	\$51.50* ⁺⁺	Requestor	At the time of issuance.
SINGLE MOVE TRP	\$5.15* ⁺	Requestor	At the time of issuance.
VIN INSPECTION TRP (salvage inspection fee)	\$19.06* ⁺	Requestor	At the time of issuance.
SECURITY INTEREST PERFECTION	\$4.12* ⁺	Dealer	At the time of issuance.

* The fee includes a 3 percent MVD Admin fee.

** Credit card processing fees are added if purchase is made with a credit or debit card.

⁺ Paid in addition to the TRP fee.

⁺⁺ Paid in addition to the out-of-state TRP fee.