



Montana Department of Justice
Motor Vehicle Division

Temporary Registration Permit Service

User Manual for Auto Dealerships

Document Version 1.3

Software Version 5.5.5

June 2019

TABLE OF CONTENTS

PURPOSE.....	5
PROCESS FLOWS	5
<i>Creating a TRP</i>	5
<i>Paying for a TRP</i>	5
SERVICE USE REQUIREMENTS	6
<i>Internet-based Service</i>	6
<i>Browser Requirements</i>	6
<i>Printing Requirements</i>	7
Add a Dealer Logo to a TRP	7
<i>How to Purchase TRP Sleeves</i>	8
POINTS OF CONTACT	8
DEALER ACCESS	9
HOW TO BECOME A REGISTERED USER.....	9
<i>Credentials</i>	10
<i>Mandatory Training</i>	10
<i>Troubleshooting</i>	13
<i>How to Add Employees to Your Account</i>	14
<i>How to Change Your Point(s) of Contact</i>	14
HOW TO ADD DEALER LOGO FEATURE	14
HOW TO DISCONTINUE ACCESS	14
<i>Dealer Access</i>	14
<i>Employee Access</i>	14
THE HOME PAGE	15
HOW TO LOG IN.....	15
NAVIGATION	16
HOW TO LOG OUT	17
THE MAIN MENU	18
TRAINING GUIDE.....	18
<i>TRP Help Topics</i>	19
VIN SEARCH	20
<i>Vehicle Search</i>	20
<i>View Record</i>	21
Single Vehicle Record.....	21
Multiple Vehicle Records.....	24
No Matching Records	24
CREATE A 40-DAY TRP	25
<i>Helpful Resources</i>	25
<i>Vehicle Sale TRP</i>	26
Search for Vehicle & Purchaser	26
Vehicle Information	26
Purchaser(s) Information	27
Seller Information.....	30
Security Interest Information	31
Enter Vehicle & Purchaser Information	32
Vehicle Information	32
Multiple Vehicles.....	35
Purchaser(s) Information	36
LLC Agent.....	37
Seller Information.....	38

Enter Security Interest Perfection Information.....	39
Verify All Information.....	40
<i>Courtesy Delivery TRP</i>	42
<i>SI Demo TRP</i>	43
<i>Auto Auction TRP</i>	44
VIEW ACTIVITY.....	45
<i>TRP Activity Date Selection</i>	46
<i>TRP Activity Results</i>	47
TRP Details.....	49
<i>View TRP Counts</i>	51
TRP Counts.....	52
TRP Count Details.....	53
VOID, REISSUE, CANCEL, OR CLOSE A TRP.....	54
<i>Reissue: Lost, Stolen, Damaged</i>	54
Verification.....	55
TRP Activity Results.....	56
<i>Reissue: Title/VIN Mismatch</i>	57
Verification.....	58
TRP Activity Results.....	59
<i>Reissue: Data Entry Error</i>	60
Search for Vehicle & Purchaser.....	61
Add or Cancel a Security Interest.....	62
Change Vehicle & Purchaser Information.....	63
Vehicle Information.....	63
Purchaser(s) Information.....	64
Seller Information.....	67
Change Security Interest Information.....	68
Verify All Information.....	69
TRP Activity Results.....	71
<i>Reissue: Update Purchaser</i>	72
Search for Vehicle & Purchaser.....	73
Update Purchaser.....	74
Verify All Information.....	77
TRP Activity Results.....	79
<i>Void and Close: Before Permit Expires</i>	80
Cancellation of Sale.....	80
Cancel Permit.....	82
Wrong Vehicle.....	83
<i>Void and Close: After Permit Expires</i>	85
Cancellation of Sale.....	85
ISSUE A 90-DAY TRP.....	87
<i>90-Day TRP Requirements</i>	87
<i>Verify All Information</i>	88
REPRINT A TRP.....	90
VIEW SPECIFIC.....	91
<i>TRP Specific Selection</i>	92
<i>TRP Specific Results</i>	93
TRP Details.....	95
<i>View TRP Counts</i>	97
TRP Counts.....	98
TRP Count Details.....	99
HOW TO PAY FOR A TRP.....	100
REGISTERED USER ACCOUNT.....	100
CREDIT OR DEBIT CARD.....	101
<i>Enter card information</i>	102
HOW TO PRINT A TRP.....	103

HOW TO MANAGE YOUR REGISTERED USER ACCOUNT	104
VIEW YOUR REGISTERED USER ACCOUNT	104
HOW TO VIEW FINANCIAL REPORTS	106
BILLING SUMMARY REPORT	106
<i>Select Report Criteria</i>	107
<i>View Report Results</i>	107
BALANCING REPORT	108
<i>Select Report Criteria</i>	109
<i>View Report Results</i>	110
View Report Details	111
HOW TO REQUEST A REFUND	112
VOIDED TRPs	112
<i>Cancellation of Sale</i>	112
On the Day of Issuance	112
Before Expiration	112
After Expiration	112
<i>Wrong Vehicle</i>	112
On the Day of Issuance	112
Before Expiration	112
OTHER TRP TRANSACTIONS.....	112
TROUBLESHOOTING.....	113
<i>Helpful Resources</i>	113
ERROR MESSAGES.....	113
<i>Uppercase Messages</i>	113
<i>Lowercase Messages</i>	113
WARNING MESSAGES	114
<i>Verify and Correct Vehicle and Customer Information</i>	114
<i>Uppercase Messages</i>	114
OFFLINE MODE.....	115
GLOSSARY	116
FAQS	118
QUESTIONS AND ANSWERS	118
TRP TYPES	119
TRP VOID REASONS	120
TRP STATUSES	122
TRP FEES.....	123

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 (Fig. 1), pay for the transaction (Figs. 2-3), search for TRPs and vehicles, view TRP transaction information and track sales, reprint permits, and view billing information.

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.

Process Flows

Creating a TRP

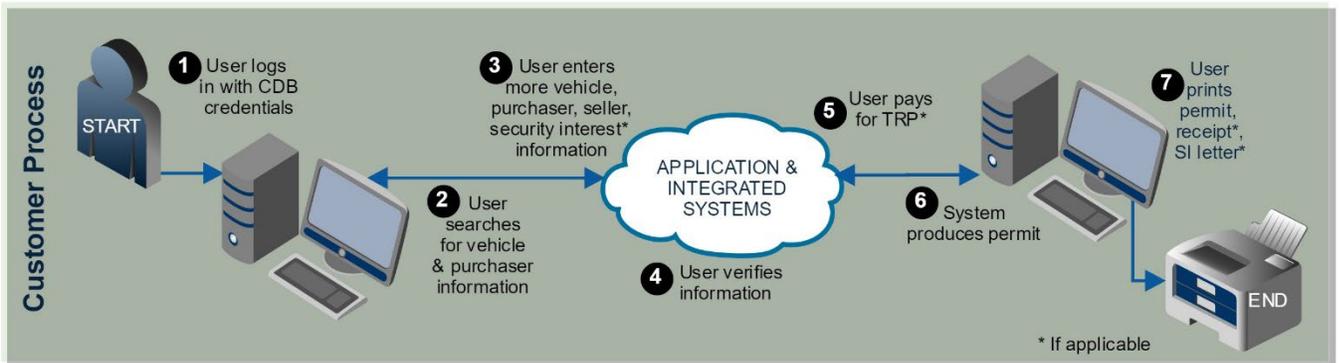


Fig. 1

Paying for a TRP

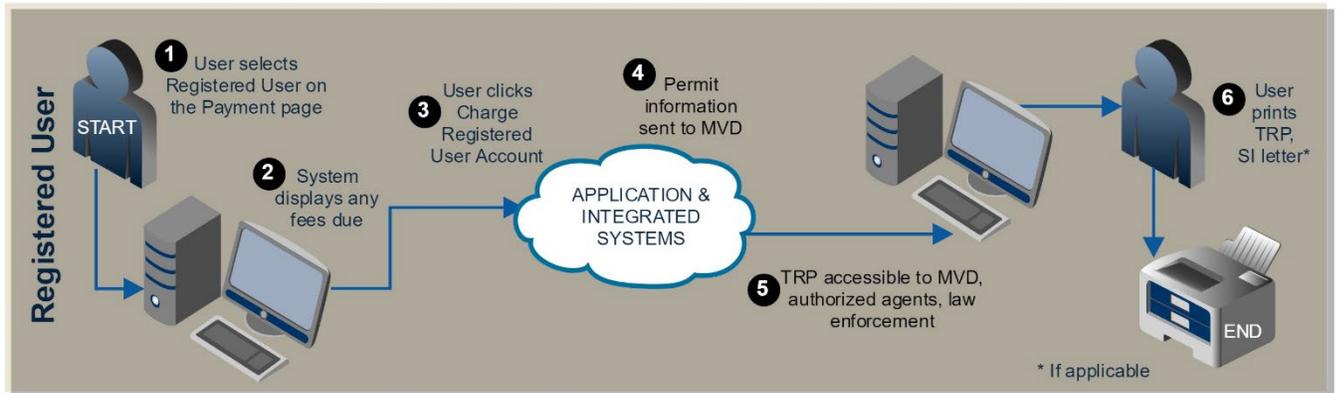


Fig. 2

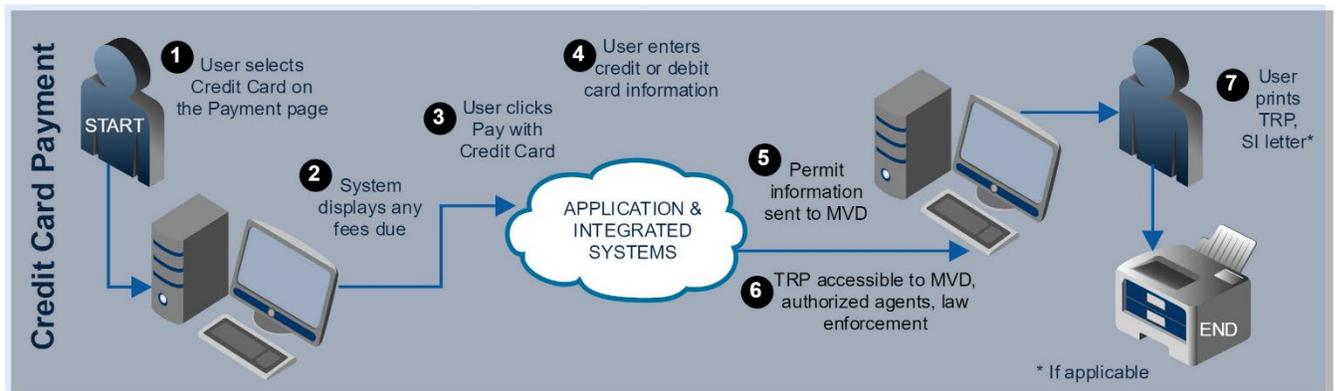


Fig. 3

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 115](#).

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.

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.

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

TRP
TRAINING VIDEO
START TRAINING

[Forgot username or password?](#)

Log in

[TRY THE DEMO](#)

Fig. 4

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.

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 business 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>.

Add a Dealer Logo to a TRP

To enhance the visibility of your dealership, you can opt to add your company logo to each TRP (Fig. 5). For information about how to add your 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 (*Fig. 6*)

Points of Contact

NAME	AGENCY	EMAIL	PURPOSE	PHONE NUMBER
MI 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	dojmvdrbrmt@mt.gov	Vehicle or purchaser information issues	406-444-3661
Vehicle Services Bureau Service Desk	DOJ MVD	dojmvdrbdlr1@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

Fig. 6

DEALER ACCESS

Each individual user must be associated with a business to access the online TRP service.

How to Become a Registered User

To access the online TRP service, a dealer must:

1. Obtain a dealer license number from MVD.
 - For more information, visit <https://dojmt.gov/driving/dealers-forms/>.
 - Financial institutions do not require a dealer license number.
2. Follow the process outlined at <https://app.mt.gov/registered> (Fig. 7).
3. Complete a [Registered Services Agreement](#).

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.



Fig. 7

4. Provide the names of two points of contact on the Registered Services Agreement who can request access or the removal of access for your employees.
5. List the names of the employees who need TRP access and respective email addresses on the Registered Services Agreement.
6. Submit the Registered Services Agreement.

NOTE: Financial institutions that issue **SI Demo** TRPs must pay the \$100 annual subscription fee as outlined in the [Registered Services Agreement](#). This includes access for up to 10 employees.

Credentials

The MI Help Desk calls the dealer's point of contact identified on the Registered Service Agreement 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

Dealerships 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. 8*).

The screenshot shows the Motor Vehicle Division's Temporary Registration Permit Service interface. At the top, the MVD logo is on the left, and 'Instructions', 'Fees', and 'Feedback' links are on the right. The main title is 'Temporary Registration Permit Service'. Below the title, there is a section for contact information: 'Vehicle Services Bureau' with address 'PO Box 201431, 302 N Roberts, Helena, MT 59620-1431' and contact details: 'Email: dojmvdtbrmt@mt.gov, Phone: (406) 444-3661, Fax: (406) 444-0116'. A red arrow points to a yellow 'START TRAINING' button located under the heading 'TRP TRAINING VIDEO'. Below this is a login section with 'Username' and 'Password' input fields, a 'Log in' button, and a 'Forgot username or password?' link. At the bottom, there is a 'TRY THE DEMO' button and a 'MERLIN status: ONLINE' indicator.

Fig. 8

3. Select **Dealership** (Fig. 9).
4. Watch the entire TRP training video.
5. Click **Complete Training Form** after watching the TRP training video (Fig. 10).
 - You cannot access the confirmation form until you watch the entire 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.

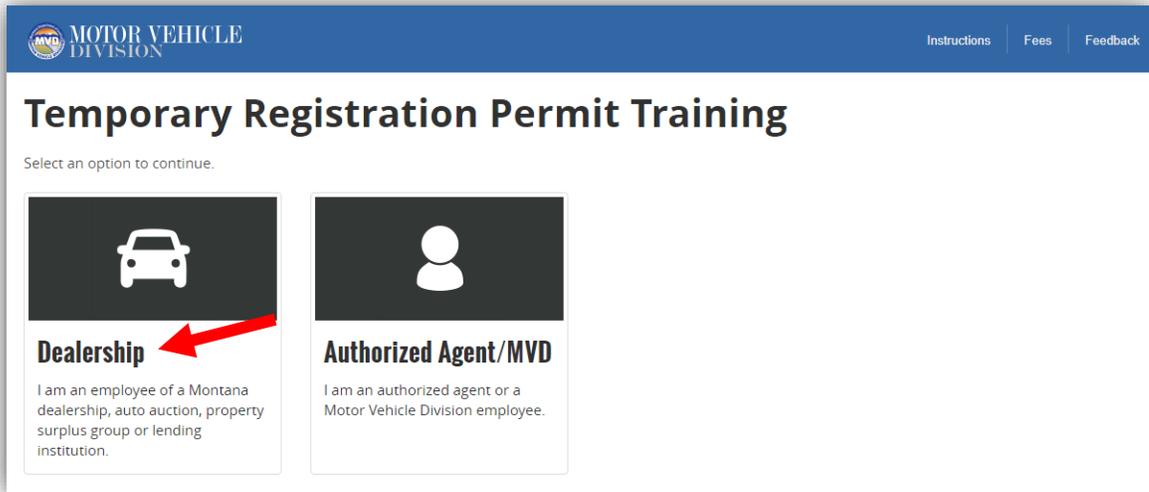
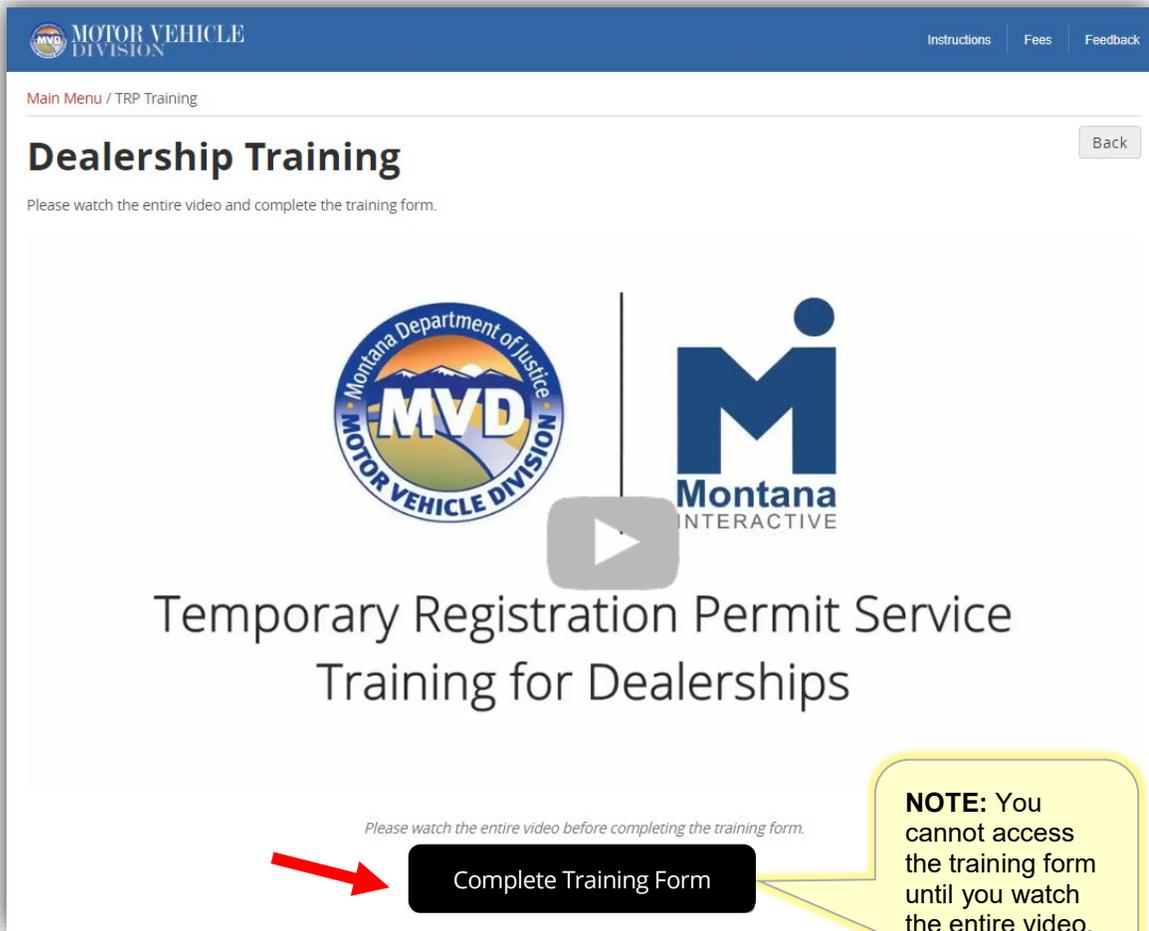


Fig. 9



NOTE: You cannot access the training form until you watch the entire video.

Fig. 10

6. Click **Dealership** (Fig. 11).
7. Fill in the text boxes (Fig. 12). Required text boxes are marked with an asterisk.
8. Click **Submit**.
9. 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.

Trainee Information

If you have not completed your registration paperwork, please download the form at <https://app.mt.gov/registered>.

Once we have received your registered user form and confirmation of this training, we will activate your username and password.

Please identify your user type and enter the information requested in the corresponding fields below.
 * Required field

What type of user are you?

Dealership
Authorized Agent
MVD Employee



Fig. 11

What type of user are you?

Dealership
Authorized Agent
MVD Employee

Dealer Name *

Dealer Number *

Do you have a TRP username? *

Yes No

TRP Username *

Trainee First and Last Name *

Separate names with commas

Phone Number *

555-555-5555

Fax Number

555-555-5555

Email Address *

Submit

Fig. 12

Troubleshooting

For any troubleshooting of the service itself or the TRP process, please select:

- **Learn more about your support options** on the Home page (Fig. 13).
- **TRP Help Topics** on the Main Menu page (Fig. 14).

NOTE: For more information about managing your **Registered User Account**, such as how to change your password, please refer to [Page 104](#).

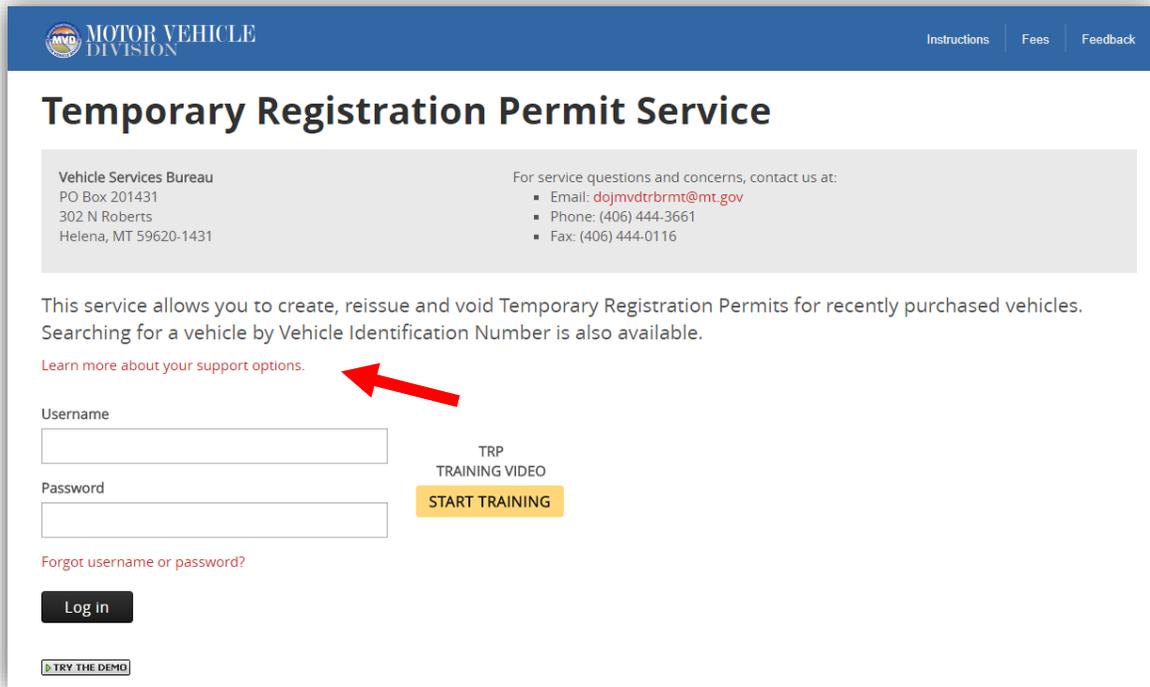


Fig. 13

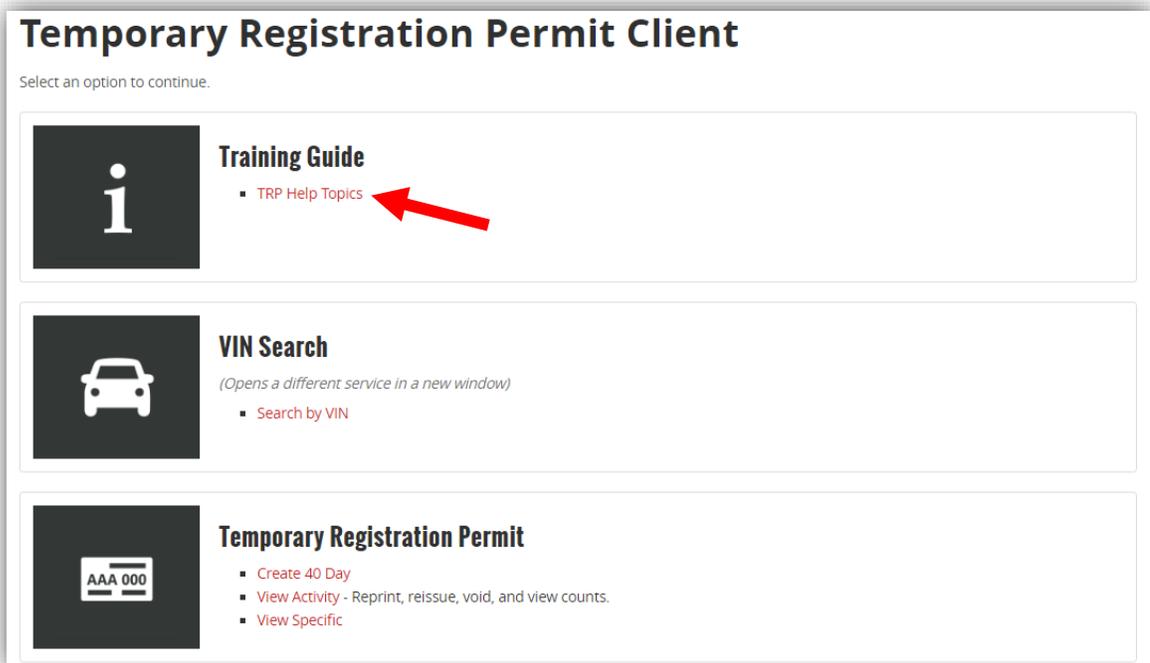


Fig. 14

How to Add Employees to Your Account

- To request access for additional employees after initial dealer registration, a point of contact identified on the Registered Service Agreement emails the MI Help Desk at helpdesk@egovmt.com and includes the:
 - User's first and last name.
 - User's email address.
 - Account with which the user should be associated.
- The MI Help Desk calls your 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.
 - Login credentials are not activated until the MI Help Desk receives email notification that training has been completed for each individual user.

NOTE: A dealer ensures that **EVERY** user completes TRP training at <https://app.mt.gov/trptraining>. The MI Help Desk will not activate user login credentials until it receives email notification that training has been completed for each individual user. For more information, please refer to [Page 10](#).

How to Change Your Point(s) of Contact

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

How to Add Dealer Logo Feature

To enhance the visibility of your dealership, you can opt to add your company logo to each TRP (*Fig. 15*).

- To sign up, your dealership's point of contact identified on the Registered Service Agreement emails the Help Desk at helpdesk@egovmt.com and includes the:
 - Account with which the logo should be associated.
 - Company logo as a .jpg or .gif file sized to at least 600 dpi.
- To discontinue the logo feature, contact the MI Help Desk at helpdesk@egovmt.com.

NOTE: The cost for having your company logo printed on each permit is \$1 per TRP. As a registered user, logo fees can be included on the monthly invoice that your business receives or paid with a credit or debit card.



Fig. 15

How to Discontinue Access

Dealer Access

If a dealer no longer needs to use the online TRP service, a point of contact identified on the Registered Service Agreement emails the MVD at dojmvdttrbdlr1@mt.gov.

Employee Access

If a dealer needs to remove access for one of its employees, a point of contact identified on the Registered Service Agreement emails the MI Help Desk at helpdesk@egovmt.com.

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. 16) for dealerships that 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 TRP.
 - **Feedback**, which displays a form to fill out and submit if you would like to offer feedback about the service.

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> (Fig. 16).

1. Enter your **Username** and **Password**.
2. Click **Log in**.

The screenshot shows the 'Temporary Registration Permit Service' home page. At the top right, the 'Instructions', 'Fees', and 'Feedback' links are circled in red. Below the header, the 'Vehicle Services Bureau' contact information is listed on the left, and contact details for service questions are on the right, with a red arrow pointing to the email address. The main content area includes a description of the service and a link to 'Learn more about your support options', which is also circled in red. Below this is a login form with 'Username' and 'Password' input fields, each with a red arrow pointing to it. A 'Log In' button is circled in red. To the right of the login fields, there is a 'TRP TRAINING VIDEO' section with a 'START TRAINING' button circled in red. At the bottom left, a 'TRY THE DEMO' button is circled in red.

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 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.
- Clicking **Continue** allows you to proceed to the next page after you enter all required information.
- Clicking **Main Menu** allows you to cancel creation of the TRP and return to the Main Menu page.
- If any required information is missing, a message appears below the text box in red text.

Fig. 21

- Each page displays a message in the lower left-hand corner (*Fig. 17*) about whether the MVD system (MERLIN) is in online or offline mode. For more information about offline mode, please refer to [Page 115](#).
- Error messages display in a red pop-up box on the right side of the page (*Figs. 18-19*). For more information about error messages, please refer to [Page 113](#).
- Warning messages display in a blue pop-up box on the right side of the page (*Figs. 20-21*). For more information about warning messages, please refer to [Page 114](#).

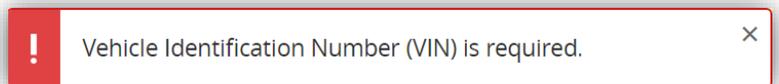


Fig. 17

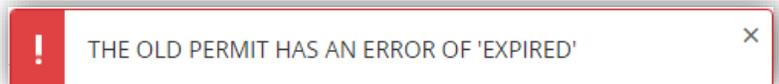


Fig. 18

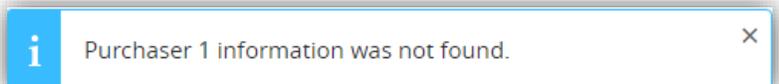


Fig. 19



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. 22*).
- To end the session, select **Log out**. Your browser will display the Home page of the online TRP service.

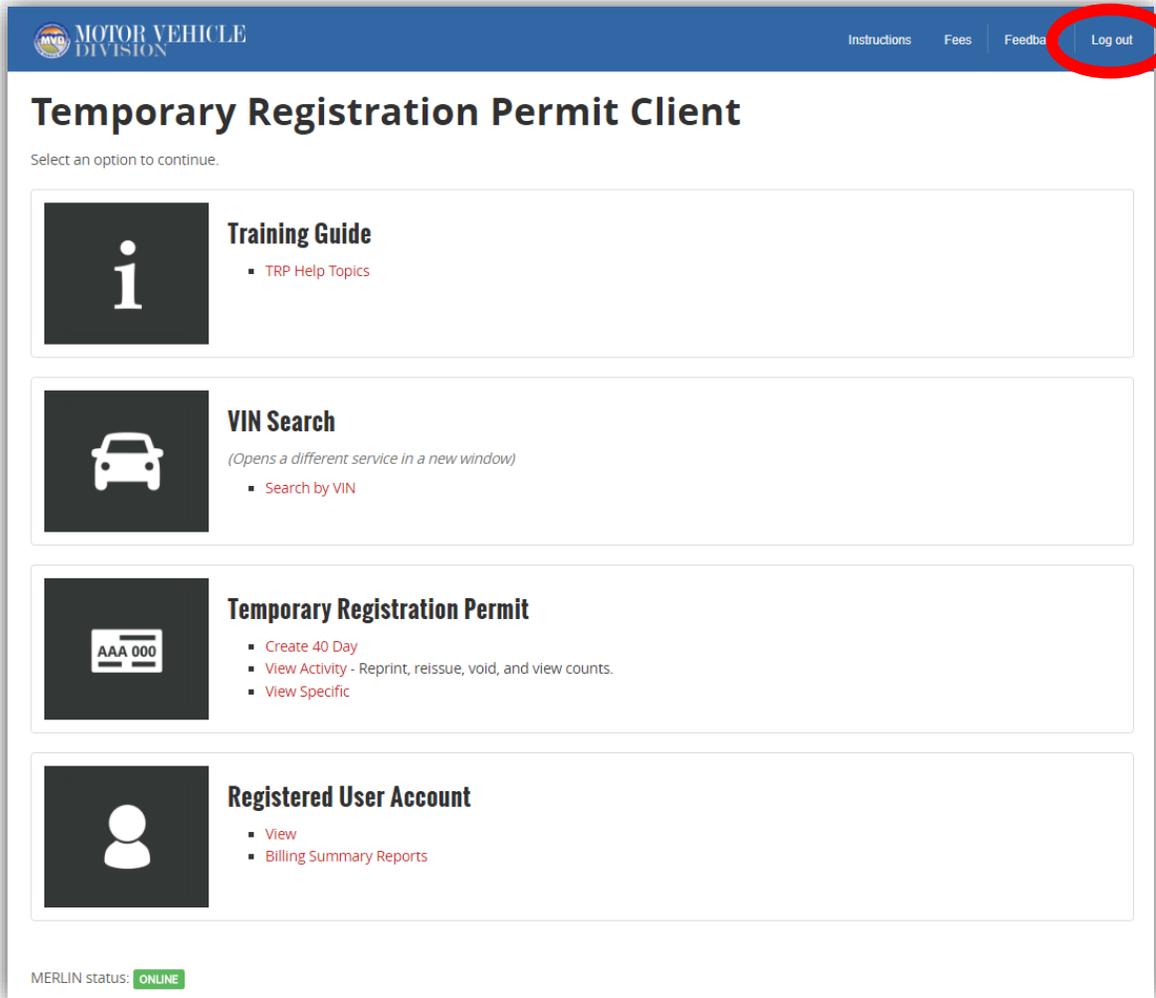


Fig. 22

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 price for a single record search.
- **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 choose topics and watch instructional videos, select **TRP Help Topics** (Fig. 23).

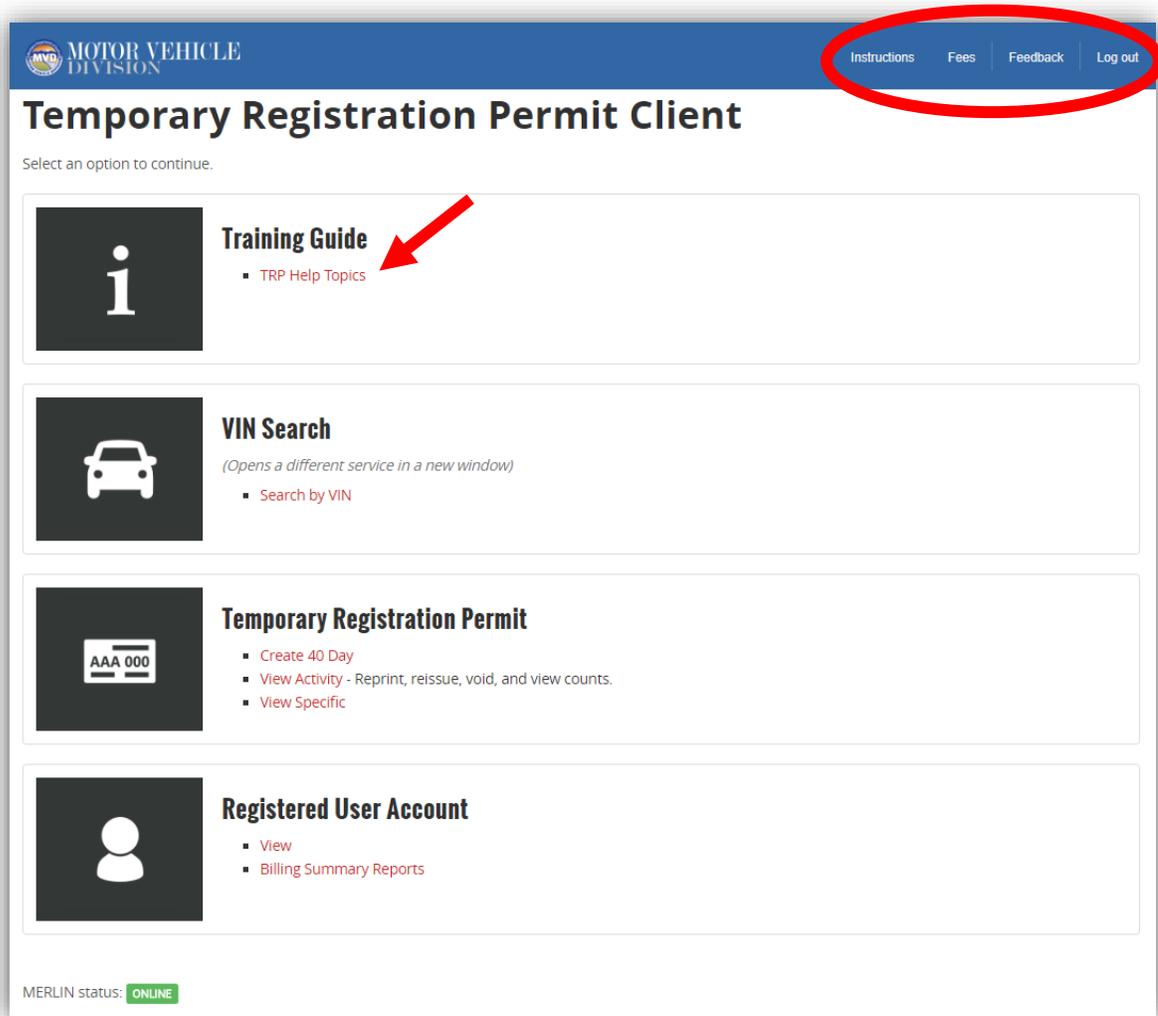


Fig. 23

TRP Help Topics

1. To watch instructional videos, select a subject in red text from the **TRP Help Topics** menu (*Fig. 24*).
 - 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. 24

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. 25). The Vehicle Search page opens in a new browser tab.

Vehicle Search

1. On the Vehicle Search page, enter a vehicle identification number (Fig. 26).
2. To proceed, click **Search**.
3. To return to the online TRP service Main Menu page, click **Back**.

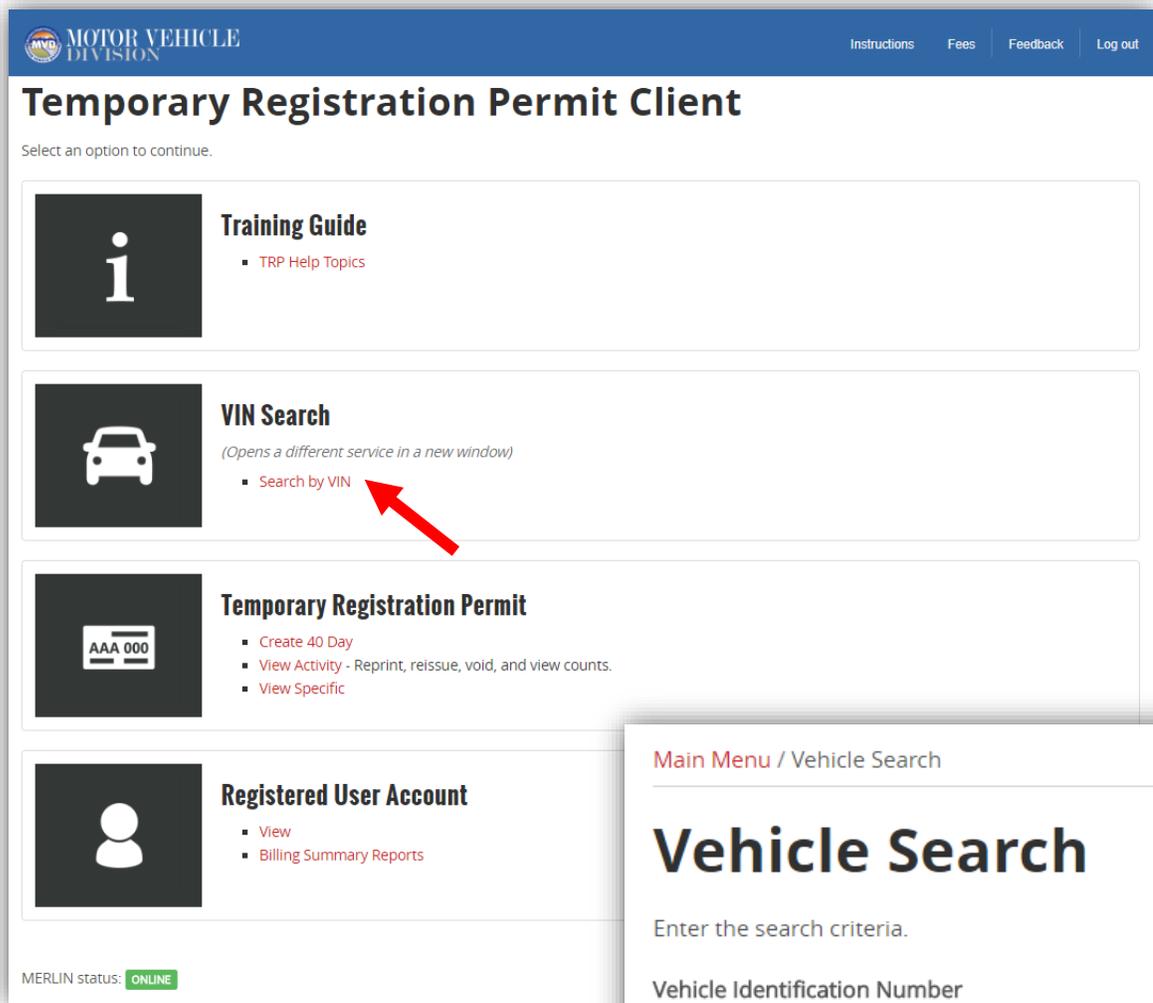


Fig. 25

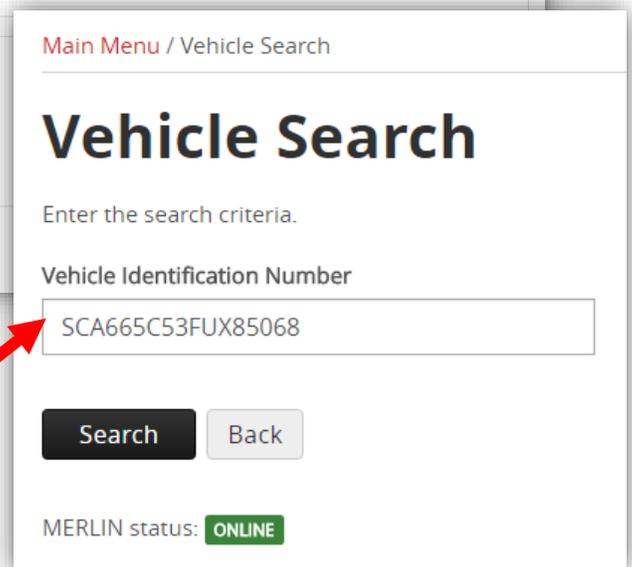


Fig. 26

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, the vehicle record is displayed on the Vehicle Record page (Figs. 27-29, pgs. 21-23).

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	336
Make	COUG	Shipping Weight	7300
Model	CG2	Motor Home Class	
Type	TL	Fuel Type	
Extended Model		Vehicle Characteristics	
Style	TL 5W	Insurance Suspension	false
Color	WHI	Vehicle Ownership ID	2938193
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. 27

Vehicle Ownership

CURRENT

Owner Name Shea, Janet, Mulcahy
Customer Number 2619898

<p>Street Address</p> <p>Address Line 1 406 S Jackson St Address Line 2 City Butte State MT Zip 597012308</p> <p>Owner Name Shea, Timothy, Joseph Customer Number 2619938</p> <p>Street Address</p> <p>Address Line 1 406 S Jackson St Address Line 2 City Butte State MT Zip 597012308</p>	<p>Mailing Address</p> <p>Address Line 1 406 S Jackson St Address Line 2 City Butte State MT Zip 597012308</p> <p>Mailing Address</p> <p>Address Line 1 406 S Jackson St Address Line 2 City Butte State MT Zip 597012308</p>
---	---

Lien History

SI Holder Name Bank Of The West
Customer Number 2066040

<p>Street Address</p> <p>Address Line 1 Box 2497 Address Line 2 City Omaha State NB Zip 68103</p>	<p>Mailing Address</p> <p>Address Line 1 PO Box 2497 Address Line 2 City Omaha State NE Zip 681032497</p>
--	--

Title History

Fig. 28

1. To print a copy of the record, click **Print** (Fig. 29).
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

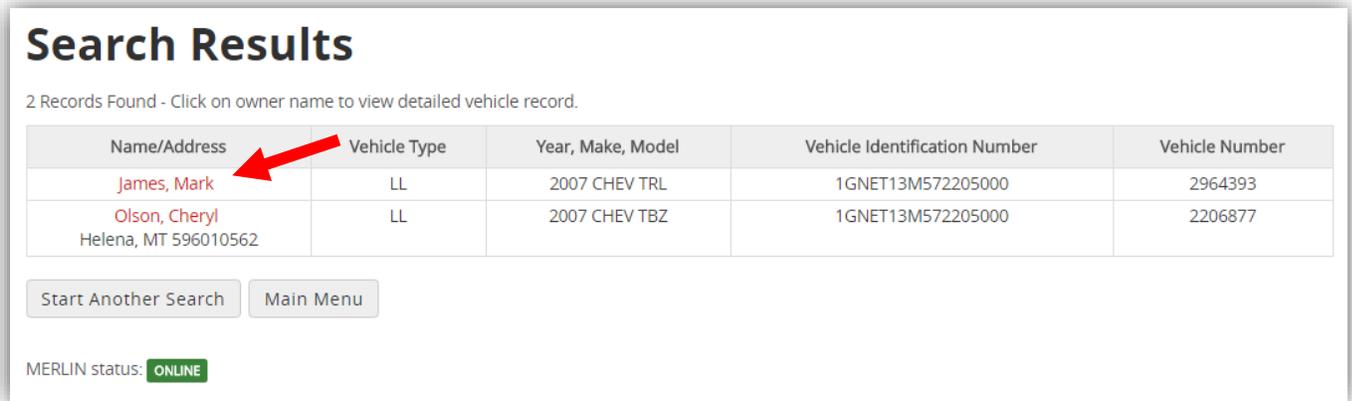
MERLIN status: ONLINE

Fig. 29

Multiple Vehicle Records

If the service finds multiple records, the Search Results page displays a list of vehicles (Fig. 30). The page also displays a total number of records found for the VIN and Vehicle Type combination.

1. To view and/or print the vehicle record, select the owner's name in red text.
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. 30

No Matching Records

If the service finds no matching records, the page displays a message (Fig. 31).



Fig. 31

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. 32). Dealerships can create the following types of TRPs:

- **Vehicle sale:** Use when a customer buys or leases a new or used vehicle. Available to new and used auto dealerships. For instructions, please refer to [Page 26](#).
- **Courtesy delivery:** Use when a vehicle is being shipped to another dealership for customer pickup. Available to new and used auto dealerships. For instructions, please refer to [Page 42](#).
- **SI Demo:** Use when a potential buyer wants 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. Available to financial institutions. For instructions, please refer to [Page 43](#).
- **Auto Auction:** Use 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. Available to auto auction businesses and dealerships, including the state auction property and supply group, that conduct auto auctions. For instructions, please refer to [Page 44](#).
- **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** or **View Specific**. For instructions, please refer to [Page 87](#).

Helpful Resources

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

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

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

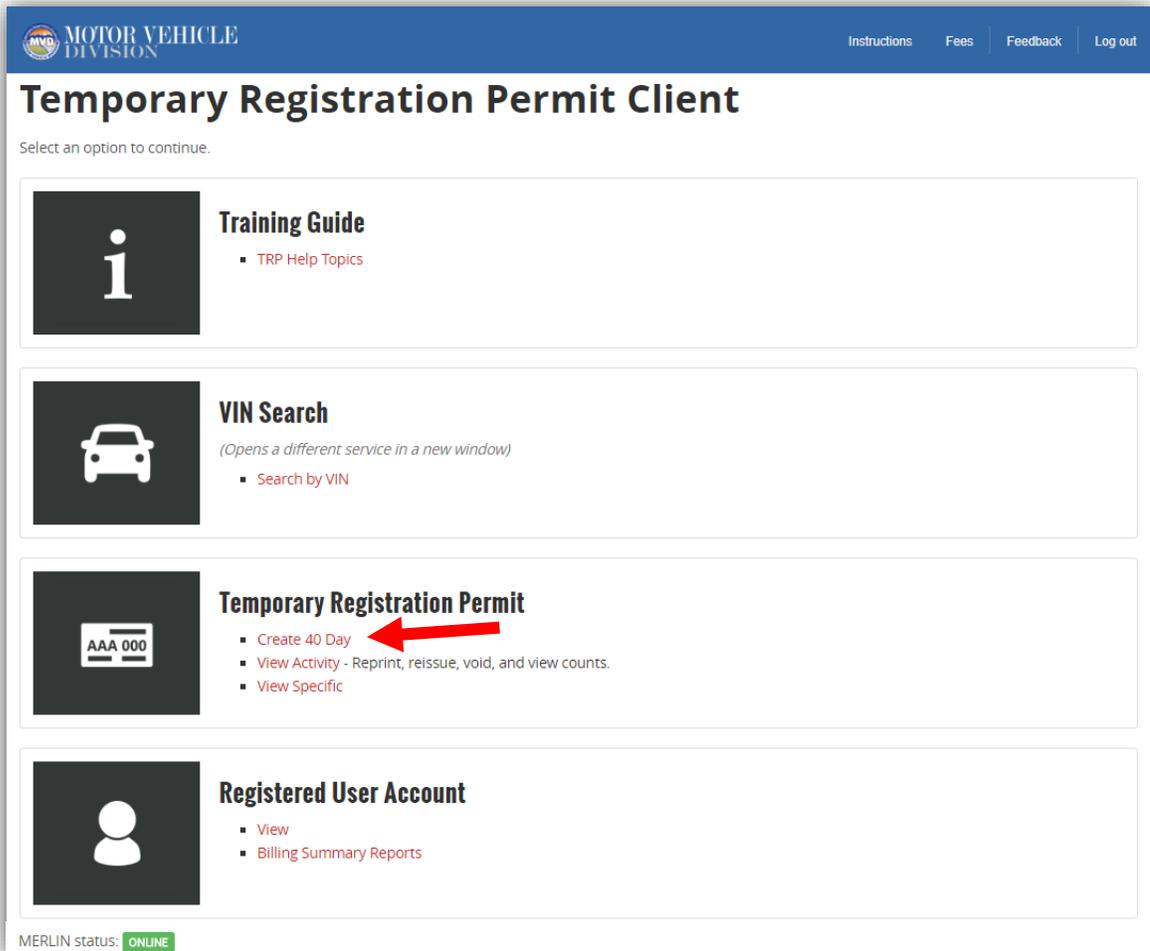


Fig. 32

Vehicle Sale TRP

To issue a **Vehicle Sale** TRP, you must enter the vehicle, purchaser, 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 are tied to unique ID numbers.

Who can issue this type of TRP?

Employees of new and used auto dealerships.

When is this type of TRP issued?

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

Search for Vehicle & Purchaser

Vehicle Information

1. Select **Vehicle Sale** (Fig. 33) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page. **NOTE: Vehicle Sale** is the default choice for new and used auto dealerships.
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)**.

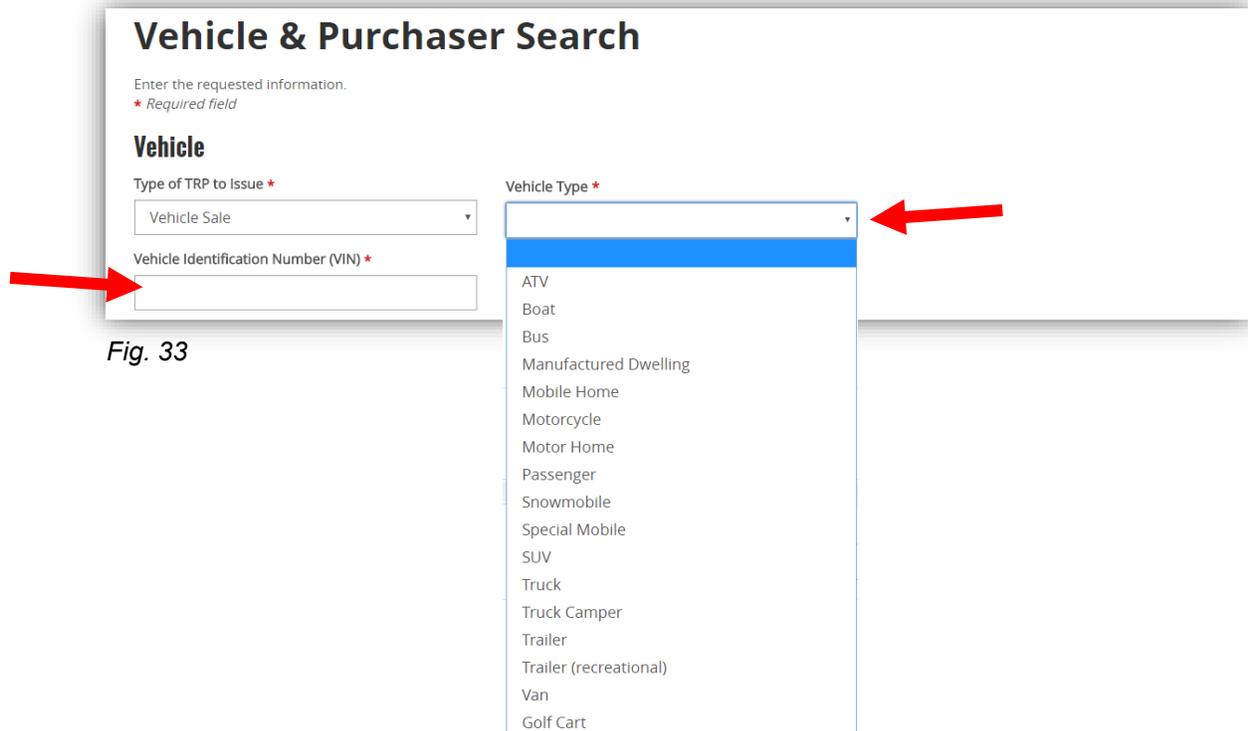


Fig. 33

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. Please refer to *Page 29* for more information about lease situations.

1. Enter the purchaser’s name on the Vehicle & Purchaser Search page (*Fig. 34*).

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

- | | | |
|---|--|--|
| <input type="radio"/> Apostrophe (') | <input type="radio"/> Ampersand (&) | <input type="radio"/> Question Mark (?) |
| <input type="radio"/> Dollar sign (\$) | <input type="radio"/> Open and Close Parenthesis () | <input type="radio"/> Underscore (_) |
| <input type="radio"/> Space () not consecutive | <input type="radio"/> Open/Close Brackets { } | <input type="radio"/> Tilde (~) |
| <input type="radio"/> Dash (-) | <input type="radio"/> Asterisk (*) | <input type="radio"/> Plus (+) |
| <input type="radio"/> Exclamation (!) | <input type="radio"/> Period (.) | <input type="radio"/> Equals (=) |
| <input type="radio"/> Quote (") | <input type="radio"/> Colon (:) | <input type="radio"/> Number sign (#) |
| <input type="radio"/> Percent (%) | <input type="radio"/> Semi-Colon (;) | <input type="radio"/> 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 the MVD system.

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. 34

2. Enter the purchaser's **ID Number** (Fig. 35).
 - 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:
 - 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 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. 35

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

- Lessor/Lessee:**
 - If the customer is leasing the vehicle, select **Lessor** in the Purchaser 1 section (Fig. 36).
 - Select **Lessee** in the Purchaser 2 section.
 - Unless noted, all data entry requirements on [Pages 27-28](#) apply.
 - If there are additional owners and lessees, an authorized agent or MVD employee will add those into the MVD system.

Purchaser/Requestor 1

Company Name

OR

First Name * Middle Initial Last Name * Suffix

Sally L Smith

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

12345678910111 Driver License Number MONTANA Lessor

Purchaser/Requestor 2

Company Name *

Sally's Paint Pots

OR

First Name * Middle Initial Last Name * Suffix

ID Number * ID Type * Ownership Type *

987654321 FEIN 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. 36

- LLC:**
 - Select LLC in the Purchaser 1 if the customer is a limited liability company (LLC) (Fig. 37).
 - There is no Purchaser 2 section if Purchaser 1 is an LLC.
 - Unless noted, all data entry requirements on [Pages 27-28](#) apply.

NOTE: While **Lessor** and **Lessee** are entered in a specific order in this user manual, the **Lessee** may be entered as **Purchaser 1** and the lessor may be entered as **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. 37

Seller Information

On the Vehicle & Purchaser Search page, the Seller section displays prepopulated information tied to your Registered User Account (Fig. 38).

If you have multiple dealer licenses, choose the dealer license from the drop-down menu that should be listed on the TRP.

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

- Montana Dealer License ***: A dropdown menu with the selected value "01d001 Leskovar Motors Inc".
- OR**: A horizontal separator line.
- Company Name ***: A text input field containing "LESKOVAR MOTORS INC".
- OR**: A horizontal separator line.
- First Name ***: A text input field.
- Middle Initial**: A text input field.
- Last Name ***: A text input field.
- Suffix**: A dropdown menu.
- ID Number ***: A text input field containing "01d001".
- ID Type ***: A dropdown menu with the selected value "Dealer License Number".
- ID Jurisdiction ***: A dropdown menu with the selected value "MONTANA".

A yellow callout box with a pointer to the "Montana Dealer License" dropdown contains the following text: **NOTE: As an auto dealer issuing a Vehicle Sale TRP, your dealership information is listed in the Seller section.**

Fig. 38

Security Interest Information

- 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. 39).
 - Company Name:** If the lien holder is a business, enter the company name. See character specifications on [Page 27](#).
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 27](#).
 - 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. The service no longer displays the **ID Jurisdiction** text box, if you select FEIN.
- Once you have entered the lien holder's information or if no lien is involved, click **Continue**.
- To stop the TRP creation process and return to the Main Menu page, click **Main Menu**.

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

Security Interest

Company Name *

First Auto Bank

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * ID Jurisdiction *

786756453

Continue Main Menu

Fig. 39

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. 40). 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 sale 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 text box is required only if the purchaser plans to title the vehicle in Montana.

Vehicle

Vehicle Type SUV
Vehicle Identification Number (VIN) 3GYFNEE30GS530865

Year * 2016 Make * Cadillac Model SRX Style -- Other, please specify: --
UT
(Vehicle Style Code)

Primary Color * Secondary Color

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

Sale Date * 04-26-2018 State Where Vehicle Will Be Titled * MONTANA Purchaser County of Residence *
MM-DD-YYYY Only if vehicle will be titled in Montana

Fig. 40

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. 41) is incorrect, click **Cancel** (Fig. 42) 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.

Vehicle

Vehicle Type SUV 1

Vehicle Identification Number (VIN) 3GYFNEE30G5530865 2

Year * 2016 3

Make * Cadillac 4

Model SRX 5

Style -- Other, please specify: --
UT 6
(Vehicle Style Code)

Primary Color *

Secondary Color

Odometer Reading *

Odometer Indicator *

Odometer Unit * Miles

Fuel Type * Gas

Sale Date * 04-26-2018
MM-DD-YYYY

State Where Vehicle Will Be Titled * MONTANA

Purchaser County of Residence *
Only if vehicle will be titled in Montana

Fig. 41

Continue **Cancel** Main Menu

MERLIN status: ONLINE

Fig. 42

7. If empty or incorrect, select the **Primary Color** from drop-down list (Fig. 43).
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 Courtesy Delivery 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.
- If empty or incorrect, select a State, U.S. territory, or Canadian province where the purchaser plans to title the vehicle from the **State Where Vehicle Will Be Titled** drop-down list.
14. 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

Vehicle Type SUV
Vehicle Identification Number (VIN) 3GYFNEE30G5530865

Year * 2016 Make * Cadillac Model SRX Style -- Other, please specify: --
UT
(Vehicle Style Code)

Primary Color * Secondary Color Odometer Reading * Odometer Indicator * Odometer Unit * Miles Fuel Type * Gas

Sale Date * 04-26-2018 State Where Vehicle Will Be Titled * MONTANA Purchaser County of Residence *
MM-DD-YYYY Only if vehicle will be titled in Montana

Red arrows with numbers 7 through 15 point to the following fields: 7 (Primary Color), 8 (Secondary Color), 9 (Odometer Reading), 10 (Odometer Indicator), 11 (Odometer Unit), 12 (Fuel Type), 13 (Sale Date), 14 (State Where Vehicle Will Be Titled), and 15 (Purchaser County of Residence).

Fig. 43

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. 44*). The Search Results page displays a total number of records found in the MVD system 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 32](#).



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. 44

Purchaser(s) Information

The Purchaser 1 and Purchaser 2 sections display the following information about each purchaser (Fig. 45). 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 the MVD system (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.

- Do not enter a PO Box 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 (\)

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.

Purchaser 1 Information

First Name Sally
 Middle Initial L
 Last Name Smith
 Suffix
 ID Number 12345678910111
 ID Jurisdiction MT
 ID Type Driver License Number
 Ownership Type Purchaser

Street Address
 Address Line 1 *
 1900 Brooks
 Address Line 2
 City * Missoula State * MONTANA Zip Code * 59801
 Mailing Address is the same as Street Address

Mailing Address
 Address Line 1 *
 PO Box 2345
 Address Line 2
 City * Missoula State * MONTANA Zip Code * 59801-2345

Fig. 45

LLC Agent

If you chose LLC as the Ownership Type for Purchaser 1, enter the LLC agent information (Fig. 46).

Purchaser 1 Information

Company Name Annie's Photography
ID Number 45637536437892687
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 * 565656588998787900 ID Type * Driver License Number ID Jurisdiction * MONTANA

Fig. 46

Seller Information

The Seller section displays the following information about the seller (Fig. 47). If the seller's ID matches information in the MVD system, 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.

Street Address

- **Address Line 1 and Line 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 Line 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.
 - Do not enter a PO Box 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 (\)

Fig. 47

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. 48). If the ID matches information in the MVD system (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.
 - Do not enter a PO Box 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 Bank
ID Number	786756453
ID Jurisdiction	
ID Type	FEIN

Street Address

Address Line 1 *

Address Line 2

City *	State *	Zip Code *
<input style="width: 90%;" type="text" value="Missoula"/>	<input style="width: 90%;" type="text" value="MONTANA"/>	<input style="width: 90%;" type="text" value="59801"/>

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="Missoula"/>	<input style="width: 90%;" type="text" value="MONTANA"/>	<input style="width: 90%;" type="text" value="59801-5000"/>

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

Fig. 48

Verify All Information

1. On the Verification page, carefully review the information in following sections (*Figs. 49-50, pgs. 40-41*):
 - 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 SUV Vehicle Identification Number (VIN) 3GYFNEE30GSS30865 Year 2016 Make Cadillac Model SRX Style UT Primary Color Gray Secondary Color	Odometer Reading 25000 Odometer Indicator Actual Odometer Unit Miles Fuel Type Gas Sale Date 04-26-2018 State Where Vehicle Will Be Titled MT Purchaser County of Residence MISSOULA COUNTY
---	---

Purchaser/Requestor 1

First Name Sally Middle Initial L Last Name Smith Suffix ID Number 12345678910111 ID Jurisdiction MT ID Type Driver License Number Ownership Type Purchaser	<h4>Mailing Address</h4> Address Line 1 PO BOX 2345 Address Line 2 City MISSOULA State MT Zip Code 59801-2345
--	---

Purchaser/Requestor 2

First Name John Middle Initial W Last Name Smith Suffix ID Number none ID Jurisdiction ID Type Ownership Type Purchaser	<h4>Mailing Address</h4> Address Line 1 1900 BROOKS Address Line 2 City MISSOULA State MT Zip Code 59801
--	--

Fig. 49

2. The page displays a list of the fees and the total the cost for the transaction (*Fig. 50*).
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 100](#).
7. For information about how to print the TRP, please refer to [Page 103](#).

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 786756453
 ID Jurisdiction
 ID Type FEIN
 Security Interest Tracking Number:
 Security Interest Priority Date:

Street Address	Mailing Address
Address Line 1 2500 Reserve	Address Line 1 PO Box 5000
Address Line 2	Address Line 2
City Missoula	City Missoula
State MT	State MT
Zip Code 59801	Zip Code 59801-5000

Request

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$0.00
Dealer Logo	\$1.00
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. 50

Courtesy Delivery TRP

To issue a Courtesy Delivery TRP, you must enter the vehicle, purchaser, 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 **Courtesy Delivery** TRP is like issuing a **Vehicle Sale** TRP with a few exceptions as follows:

1. Select **Courtesy Delivery** (Fig. 51) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.

Fig. 51

2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 27-31](#).
 - On the Vehicle & Purchaser Search page, the Seller section displays prepopulated information tied to your Registered User Account (Fig. 52).
 - Select the dealership where the vehicle is being shipped from the drop-down list.
3. To issue a Courtesy Delivery TRP, follow the instructions on [Pages 32-41](#).
4. For information about how to pay for the TRP, please refer to [Page 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Fig. 52

SI Demo TRP

To issue an **SI Demo** TRP, you must enter the vehicle and purchaser information. The online TRP service searches for information about the vehicle and purchaser(s) in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser information is tied to unique ID numbers.

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

1. Select SI demo (*Fig. 53*) as the **Type of TRP to Issue** on the Vehicle & Purchaser Search page.
NOTE: SI demo is the default and only choice for financial institutions.
2. Follow the vehicle and purchaser search instructions beginning with Step 2 on [Pages 27-31](#).
 - As a financial institution, enter your own financial institution information in the Purchaser section.
 - There are no Seller or Security Interest sections.
 - The **Ownership Type** defaults to TRP Requestor and that is the only choice for financial institutions.
3. To issue an **SI Demo** TRP, follow the instructions on [Pages 32-41](#).
 - There are no Seller or Security Interest sections.
4. For information about how to pay for the TRP, please refer to [Page 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Who can issue this type of TRP?
Financial Institutions.

When is this type of TRP issued? When a financial institution allows a potential buyer to test drive a vehicle. The TRP is used for multiple test drives.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue * ↖ Vehicle Type *

Vehicle Identification Number (VIN) *

Purchaser/Requestor 1

Company Name *

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type * Ownership Type *

NOTE: As a financial institution issuing an **SI Demo** TRP, enter your own company's information in the **Purchaser** section.

Fig. 53

Auto Auction TRP

To issue an **Auto Auction** TRP, you must enter the vehicle, purchaser, and seller information. The online TRP service searches for information about the vehicle, purchaser(s), and seller in the MVD and VIN validation systems. Vehicle information is tied to the vehicle's VIN, while purchaser and seller information are tied to unique ID numbers.

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

1. Select **Auto Auction** (Fig. 54) 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 [Pages 27-31](#).
 - As an auction business, enter your own company's information in the Purchaser section.
 - Select Purchaser as the **Ownership Type**.
 - There is no Security Interest section.
3. To issue an **Auto Auction** TRP, follow the instructions on [Pages 32-41](#). There are a few differences:
 - The service allows you to enter a future date in the **Sale Date** text box.
 - There is no Security Interest section.
 - The TRP is printed in advance of the sale.
4. Once the vehicle has been sold at the auction, follow the instructions for voiding and reissuing a TRP using the Update Purchaser reason on [Page 72](#).
 - After the auction, when you void and reissue the TRP, you will change the purchaser's name from your company's name to the new owner's name.
5. For information about how to pay for the TRP, please refer to [Page 100](#).
6. For information about how to print the TRP, please refer to [Page 103](#).

Who can issue this type of TRP?

Auto auction businesses and dealerships, including the state auction property and supply group, that conduct auto auctions.

When is this type of TRP issued? When issuing a permit before an auto auction and then updating it with the new owner's information after purchase.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue *

Auto Auction

Vehicle Type *

SUV

Vehicle Identification Number (VIN) *

5GRGN22U05H113983

Purchaser/Requestor 1

Company Name *

Kearns Company LLC

OR

First Name

Middle Initial

Last Name

Suffix

ID Number *

ID Type *

ID Jurisdiction *

Ownership Type *

04A001

Dealer License Number

MONTANA

Purchaser

NOTE: As an auto auction business issuing an **Auto Auction** TRP, enter your own company name as the **Purchaser** when you issue the TRP. After the sale, you will change the purchaser's name to the new vehicle owner's name.

Fig. 54

View Activity

To search for and view information about your dealership’s transactions and activity, select **View Activity** in the Temporary Registration Permit section on the Main Menu page (Fig. 55). 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 91](#).

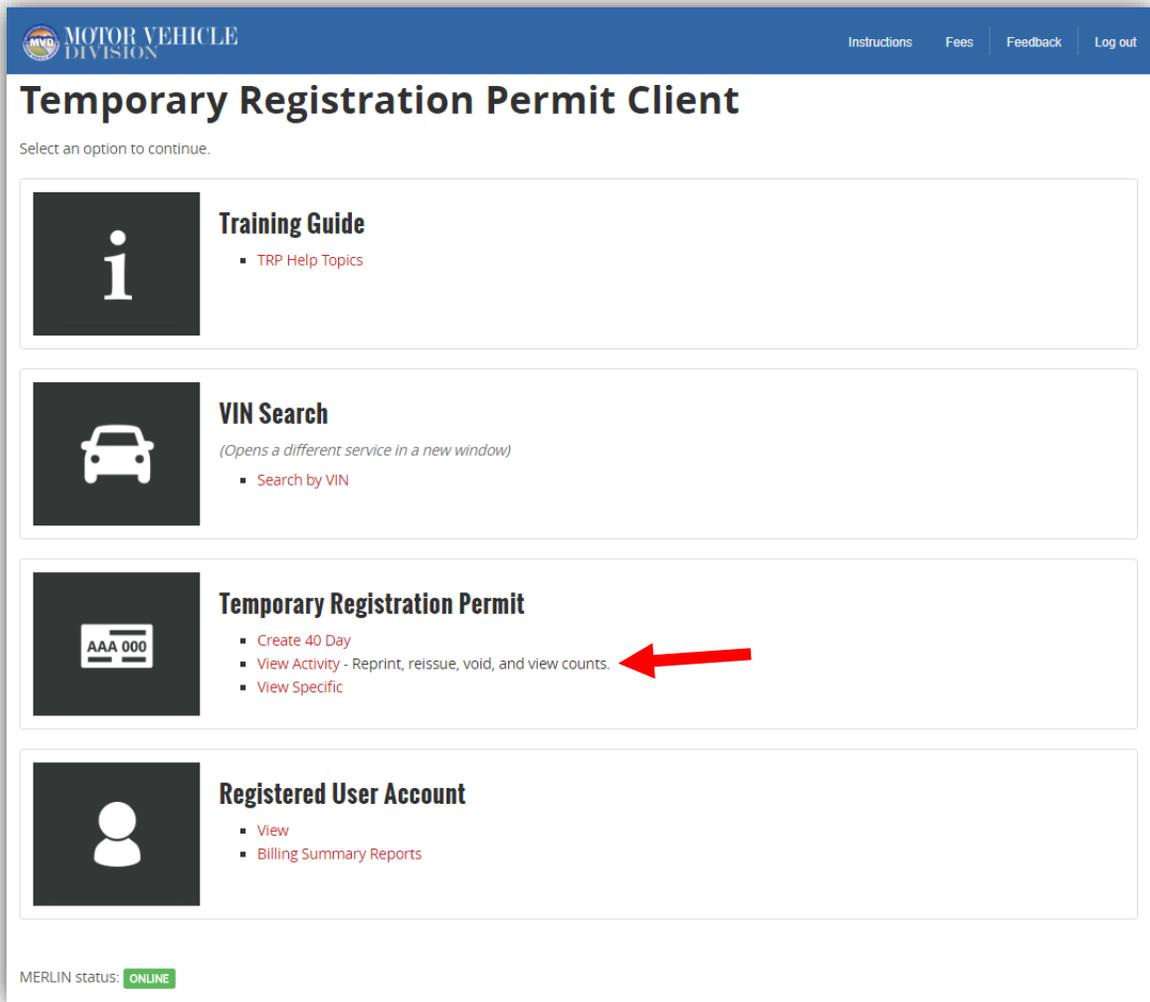
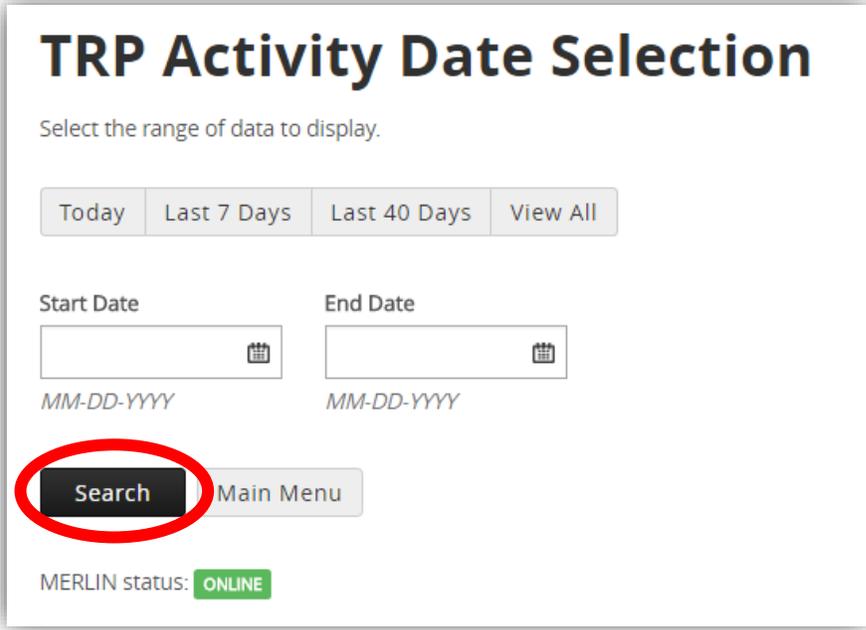


Fig. 55

TRP Activity Date Selection

Select a range of data on the TRP Activity Date Selection page (Fig. 56).

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. 56

TRP Activity Results

The TRP Activity Results page lists TRP activity only for users tied to your account (Fig. 57).

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 54-89](#).

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 122](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 120](#).
- **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 90](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, **Reprint**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 54-89](#).

TRP Activity Results

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

Start Date: 01-16-2018 End Date: 01-19-2018

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 929 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		<input type="button" value="Reissue"/>
01-16-2018 1:53 PM	AAIJ6248 / VEHICLE SALE	03D022DC	1FTFW1ET4DKF26773	Y	GARNETT MAXINE	Expired (Issue)			<input type="button" value="Void"/> <input type="button" value="Issue 90 Day TRP"/>
01-16-2018 1:25 PM	AAIJ6230 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	VIOLA RICKI	Expired (Reissue)			<input type="button" value="Void"/> <input type="button" value="Issue 90 Day TRP"/>
01-16-2018 1:22 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Void (Void)	DATA ENTRY ERROR		
01-16-2018 12:57 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Active (Issue)			<input type="button" value="Void"/>
01-16-2018 8:34 AM	AAIJ6021 / VEHICLE SALE	03D022DC	1FTFW1RG2JFB72558	N	EDITH PERCIVAL	Expired (Issue)			<input type="button" value="Void"/>

Fig. 57

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 115](#).

Message

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 58).
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. 58). For more information about the Counts report, please refer to [Page 51](#).
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 91](#).
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: 01-15-2018
End Date: 01-19-2018
Search

Viewing 10 records per page of 929 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)		Print	Void
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		Reissue
01-16-2018 1:53 PM	AAIJ6248 / VEHICLE SALE	03D022DC	1FTFW1ET4DKF26773	Y	GARNETT MAXINE	Expired (Issue)			Void Issue 90 Day TRP
01-16-2018 1:25 PM	AAIJ6230 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	VIOLA RICKI	Expired (Reissue)			Void Issue 90 Day TRP
01-16-2018 1:22 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Void (Void)	DATA ENTRY ERROR		
01-16-2018 12:57 PM	AAIJ6202 / VEHICLE SALE	03D022DC	1FADP3F22GL282826	Y	REBA ROYAL	Active (Issue)			Void
01-16-2018 8:34 AM	AAIJ6021 / VEHICLE SALE	03D022DC	1FTFW1RG2JFB72558	N	EDITH PERCIVAL	Expired (Issue)			Void
01-15-2018 6:02 PM	AAIJ5986 / VEHICLE SALE	03D022DC	1GNSKCE03DR239094	Y	MARCI CASH	Expired (Issue)			Void Issue 90 Day TRP
01-15-2018 2:02 PM	AAIJ5807 / VEHICLE SALE	03D022DC	1FMJK2AT3JEA00528	N	WEBSTER ISADORA	Complete (Reprint)			
01-15-2018 2:01 PM	AAIJ5807 / VEHICLE SALE	03D022DC	1FMJK2AT3JEA00528	N	WEBSTER ISADORA	Active (Issue)			

« 1 2 3 4 5 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

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. 58

9. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 59).



Fig. 59

TRP Details

- To view details about a TRP from the TRP Activity Results page, select the desired TRP number in red text (Fig. 60).

The page displays applicable vehicle, purchaser(s), LLC agent, seller, and security interest information associated with the TRP (Figs. 61-62, pgs. 49-50).

TRP Activity Results

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

Start Date: 01-16-2018 | End Date: 01-19-2018 | Search

Viewing 10 records per page of 929 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-19-2018 3:06 PM	AAIJ7854 / VEHICLE SALE	03D022DC	1FT7W2BT4HEF18028	Y	EDITH PERCIVAL	Active (Issue)		Print	Void
01-16-2018 3:51 PM	AAIJ6369 / VEHICLE SALE	03D022DC	3GYT4NEF8DG245717	N	WEBSTER ISADORA	Void (Void)	LOST		Reissue

Fig. 60

Vehicle Information

TRP Information

TRP Type: VEHICLE SALE
 Issue Date: 01-19-2018
 Expiration Date: 03-16-2018
 TRP Number: AAIJ7854
 Transaction ID: DOJTRP2018011915065051940

Vehicle

Vehicle Type: Truck
 Vehicle Identification Number (VIN): 1FT7W2BT4HEF18028
 Year: 2017
 Make: Ford Motor Company
 Model: F25
 Style: Pickup
 Primary Color: Gray
 Secondary Color:
 Odometer Reading: 20
 Odometer Indicator: Actual
 Odometer Unit: Miles
 Fuel Type: Diesel
 Sale Date: 12-29-2017
 State Where Vehicle Will Be Titled: MT
 Purchaser County of Residence: YELLOWSTONE COUNTY

Purchaser/Requestor 1

First Name:
 Middle Initial:
 Last Name: EDITH PERCIVAL
 Suffix:
 ID Number: 9945424899630
 ID Jurisdiction: MT
 ID Type: MVD Customer Number
 Ownership Type: Purchaser

Street Address

Address Line 1: 4195 Masonic Drive
 Address Line 2: APT 1
 City: Missoula
 State: MT
 Zip Code: 59801

Mailing Address

Address Line 1: 4402 West Fork Street
 Address Line 2: Apt 67
 City: ABSAROKEE
 State: MT
 Zip Code: 59001

Fig. 61

2. To return to the TRP Activity Results page, click **Back** (Fig. 62).
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 91](#).
5. To return to the Main Menu page, click **Main Menu**.

Purchaser/Requestor 2

First Name
Middle Initial
Last Name EDITH PERCIVAL
Suffix
ID Number 9945424899630
ID Jurisdiction MT
ID Type
Ownership Type Purchaser

Street Address
Address Line 1 674 Tibbs Avenue
Address Line 2 Apt 54
City Shelby
State MT
Zip Code 59474

Mailing Address
Address Line 1 2120 Tibbs Avenue
Address Line 2
City Ovando
State MT
Zip Code 59854

Seller

First Name
Middle Initial
Last Name THE TINY DEALER COMPANY
Suffix
ID Number 03D022
ID Jurisdiction MT
ID Type Dealer License Number

Street Address
Address Line 1 4107 Davis Street
Address Line 2
City Helena
State MT
Zip Code 59601

Mailing Address
Address Line 1 4402 West Fork Street
Address Line 2 Apt 67
City ABSAROKEE
State MT
Zip Code 59001

Security Interest Perfection

Record Security Interest yes
Company Name THE CHEEKY FINANCIAL SERVICES COMPANY
ID Number 4962668765
ID Jurisdiction GA
ID Type FEIN
Security Interest Tracking Number: 3X0701019
Security Interest Priority Date: 12-29-2017

Street Address
Address Line 1 852 Coolidge Street
Address Line 2
City Neihart
State MT
Zip Code 50465

Mailing Address
Address Line 1 4195 Masonic Drive
Address Line 2 APT 1
City Missoula
State MT
Zip Code 59801

Back Search Activity Search Specific Main Menu

Fig. 62

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. 63).

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 10 records per page of 471 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
02-04-2019 11:57 AM	TAAA0439 / VEHICLE SALE	01D001DJ	3FAFP31N85R147133	Y	SMITH, SALLY	Active (Issue)			
01-17-2019 3:56 PM	TAAA0430 / VEHICLE SALE	01D001DJ	12345679N1234567	N	PLANET MOTORS	Active (Reissue)			<input type="button" value="Void"/>
01-17-2019 3:54 PM	TAAA0429 / VEHICLE SALE	01D001DJ	12345679N1234567	N	PLANET MOTORS	Void (Void)	DATA ENTRY ERROR		
01-17-2019 3:51 PM	TAAA0429 / VEHICLE SALE	01D001DJ	12345679N1234567	N	PLANET MOTORS	Active (Issue)			
11-29-2018 12:54 PM	TAAA0380 / VEHICLE SALE	01D001TT	5FNYF6H98HB102019	N	TEST, TEST	Expired (Reprint)			<input type="button" value="Void"/>
11-29-2018 12:53 PM	TAAA0380 / VEHICLE SALE	01D001TT	5FNYF6H98HB102019	N	TEST, TEST	Active (Issue)			
11-26-2018 11:17 AM	TAAA0251 / COURTESY DELIVERY	01D001TT	2C4RC1H77JR295028	Y	TEST PURCHASER	Active (Issue)			
11-21-2018 3:00 PM	TAAA0228 / 90 DAY	01D001TT	4UF09SNW29T126508	Y	SMITH, GEORGE, ROY	Active (Reprint)			<input type="button" value="Void"/>
11-21-2018 2:56 PM	TAAA0228 / 90 DAY	01D001TT	4UF09SNW29T126508	Y	SMITH, GEORGE, ROY	Active (Reprint)			
11-21-2018 2:41 PM	TAAA0229 / 90 DAY	01D001TT	5J6YH276X4L023771	Y	JOHNSON, DONALD, SCOTT	Active (Issue)			<input type="button" value="Void"/>

«
1
2
3
4
5
»

Reports

Fig. 63

TRP Counts

1. The TRP Counts page displays the following summary results based on your chosen criteria (*Fig. 64*):
 - 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 91](#).
7. To return to the Main Menu page, click **Main Menu**.

Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
281	101	106	81	7	102	79

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

Fig. 64

TRP Count Details

1. To view aggregate counts grouped by customer ID and username, click **Report Details** (Fig. 64, pg. 52).
2. The TRP Count Details page displays a total number of TRPs grouped by customer ID and username based on your chosen criteria (Fig. 65) 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 91](#).
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 01-01-2018 - 02-07-2019

Customer ID	Customer Name	Username	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
101910	101910 Leskovar Motors Inc	01D001CL	0	1	1	1	3	0	50
		01D001DJ	66	42	56	0	3	30	11
		01D001JG	74	3	4	80	1	21	7
		01D001MF	0	0	0	0	0	0	3
		01D001TT	141	55	45	0	0	51	8
Total			281	101	106	81	7	102	79

	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
Grand Totals	5 user(s)	281	101	106	81	7	102	79

Buttons: Back, Search Activity, Search Specific, Main Menu
MERLIN status: **ONLINE**

Fig. 65

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. 66).
10. To close the pop-up window and return to the TRP Count Details page, click the **X**.

Customer Id: 101910, Customer Name: 101910 Leskovar Motors Inc, Username: 01D001CL

Date/Time Voided	TRP Number	TRP Type	TRP Expiration Date
01/23/2018 11:45	AAIIS381	VEHICLE SALE	01/28/2018

Fig. 66

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.

NOTE: If your location issues a TRP, but another location voids or reissues that TRP or issues a 90-Day TRP for the 40-day TRP, your location may not be able to perform any future actions against the 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. 67).
 - 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.
- Select **Damaged**, **Lost**, or **Stolen** from the drop-down menu (Fig. 68). 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: 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 91](#).

TRP Activity Results

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

Start Date: 02-11-2018 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 88 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void

Fig. 67

Vehicle

TRP Number: AAIK4542
 Vehicle Identification Number (VIN): 1FT8W3DT7HEC28387
 Release Security Interest Number: 2X0704618

Reason for Void:

Are you sure you want to void this TRP?

Continue Cancel

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. 68

Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 69).
2. The Print TRP page displays. For information about how to print the TRP, please refer to [Page 103](#).

Verification

Please verify your information.

Vehicle

Vehicle Type: Passenger Vehicle Identification Number (VIN): 1FT8W3DT7HEC28387 Year: 2017 Make: Ford Motor Company Model: F35 Style: Pickup Primary Color: White Secondary Color:	Odometer Reading: 18400 Odometer Indicator: Actual Odometer Unit: Miles Fuel Type: Gas Sale Date: 03-23-2018 State Where Vehicle Will Be Titled: MT Purchaser County of Residence: CASCADE COUNTY
--	---

Purchaser/Requestor 1

First Name: KEITH Middle Initial: O Last Name: MCLAURIN Suffix: ID Number: none ID Jurisdiction: ID Type: Ownership Type: Purchaser	<h4>Street Address</h4> Address Line 1: 246 CALICO ST. Address Line 2: City: GREAT FALLS State: MT Zip Code: 59405
	<h4>Mailing Address</h4> Address Line 1: 246 CALICO ST. Address Line 2: City: GREAT FALLS State: MT Zip Code: 59405

Seller

Company Name: LESKOVAR MOTORS INC ID Number: 01D001 ID Jurisdiction: MT ID Type: Dealer License Number	<h4>Street Address</h4> Address Line 1: 3766 Harrison Ave Address Line 2: City: Butte State: MT Zip Code: 59701-6807
	<h4>Mailing Address</h4> 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 MOUNTAIN SECURITY ID Number: 8967564321 ID Jurisdiction: ID Type: FEIN Security Interest Tracking Number: 2X0704618 Security Interest Priority Date: 03-23-2018	<h4>Street Address</h4> Address Line 1: 2500 10th Ave. S. Address Line 2: City: Great Falls State: MT Zip Code: 59405
	<h4>Mailing Address</h4> Address Line 1: 2500 10th Ave. S. Address Line 2: City: Great Falls State: MT Zip Code: 59405

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. 69

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. 70).

TRP Activity Results

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

Start Date: 03-19-2018 | End Date: 03-23-2018 | Search

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 3:59 PM	AAIK4563 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)			
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
03-21-2018 1:13 PM	AAIJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		
03-21-2018 1:01 PM	AAIK4430 / VEHICLE SALE	01D001TT	12345RJ678	N	POTTER, HARRY	Active (Issue)			Void

Fig. 70

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. 71).

TRP Activity Results

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

Start Date: 03-19-2018 | End Date: 03-23-2018 | Search

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		Reissue
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		

Fig. 71

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. 72).
 - 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: 01-01-2004
End Date: 03-04-2018
Search

Viewing 10 records per page of 841 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-04-2018 3:30 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Active (Issue)		Print	Void
02-26-2018 3:33 PM	AAIK3629 / VEHICLE SALE	01D001DJ	1C4HJXEG2JW103935	Y	TEST, TEST	Active (Reprint)		Print	Void

Fig. 72

- Select **Title/VIN Mismatch** from the drop-down menu (Fig. 73).
 - 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 103](#).

Vehicle

TRP Number: AAIK3681
Vehicle Identification Number (VIN): 1N4AL21E08N474603

Reason for Void: [Dropdown Menu]

Are you sure you want to void this TRP? [Yes/No]

Continue [Cancel]

MERLIN status: ONLINE

Fig. 73

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

Verification

1. Review the information and click **Reissue Temporary Registration Permit** (Fig. 74). The Print TRP page displays.
2. For information about how to print the TRP, please refer to [Page 103](#).

Verification

Please verify your information.

Vehicle

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Vehicle Type</td><td>Truck</td></tr> <tr><td>Vehicle Identification Number (VIN)</td><td>1FTEF14HXSLB43985</td></tr> <tr><td>Year</td><td>1995</td></tr> <tr><td>Make</td><td>Ford Motor Company</td></tr> <tr><td>Model</td><td></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)	1FTEF14HXSLB43985	Year	1995	Make	Ford Motor Company	Model		Style	Pickup	Primary Color	Green	Secondary Color		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Odometer Reading</td><td></td></tr> <tr><td>Odometer Indicator</td><td></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>03-23-2018</td></tr> <tr><td>State Where Vehicle Will Be Titled</td><td>MT</td></tr> <tr><td>Purchaser County of Residence</td><td>BROADWATER COUNTY</td></tr> </table>	Odometer Reading		Odometer Indicator		Odometer Unit	Miles	Fuel Type	Gas	Sale Date	03-23-2018	State Where Vehicle Will Be Titled	MT	Purchaser County of Residence	BROADWATER COUNTY
Vehicle Type	Truck																														
Vehicle Identification Number (VIN)	1FTEF14HXSLB43985																														
Year	1995																														
Make	Ford Motor Company																														
Model																															
Style	Pickup																														
Primary Color	Green																														
Secondary Color																															
Odometer Reading																															
Odometer Indicator																															
Odometer Unit	Miles																														
Fuel Type	Gas																														
Sale Date	03-23-2018																														
State Where Vehicle Will Be Titled	MT																														
Purchaser County of Residence	BROADWATER COUNTY																														

Purchaser/Requestor 1

First Name	FRANK
Middle Initial	C
Last Name	SMITH
Suffix	
ID Number	547258
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>836 E WASHINGTON ST APT 5</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>KALISPELL</td></tr> <tr><td>State</td><td>MT</td></tr> <tr><td>Zip Code</td><td>599013292</td></tr> </table>	Address Line 1	836 E WASHINGTON ST APT 5	Address Line 2		City	KALISPELL	State	MT	Zip Code	599013292	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>836 E WASHINGTON ST APT 5</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>KALISPELL</td></tr> <tr><td>State</td><td>MT</td></tr> <tr><td>Zip Code</td><td>599013292</td></tr> </table>	Address Line 1	836 E WASHINGTON ST APT 5	Address Line 2		City	KALISPELL	State	MT	Zip Code	599013292
Address Line 1	836 E WASHINGTON ST APT 5																				
Address Line 2																					
City	KALISPELL																				
State	MT																				
Zip Code	599013292																				
Address Line 1	836 E WASHINGTON ST APT 5																				
Address Line 2																					
City	KALISPELL																				
State	MT																				
Zip Code	599013292																				

Seller

First Name	JOHN
Middle Initial	ELTON
Last Name	SMITH
Suffix	
ID Number	548055
ID Jurisdiction	
ID Type	MVD Customer Number

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>3400 S Hillcrest Dr</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>Butte</td></tr> <tr><td>State</td><td>MT</td></tr> <tr><td>Zip Code</td><td>59701-6404</td></tr> </table>	Address Line 1	3400 S Hillcrest Dr	Address Line 2		City	Butte	State	MT	Zip Code	59701-6404	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>4348 Hagan Rd</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>Montgomery</td></tr> <tr><td>State</td><td>AL</td></tr> <tr><td>Zip Code</td><td>36109-3135</td></tr> </table>	Address Line 1	4348 Hagan Rd	Address Line 2		City	Montgomery	State	AL	Zip Code	36109-3135
Address Line 1	3400 S Hillcrest Dr																				
Address Line 2																					
City	Butte																				
State	MT																				
Zip Code	59701-6404																				
Address Line 1	4348 Hagan Rd																				
Address Line 2																					
City	Montgomery																				
State	AL																				
Zip Code	36109-3135																				

Security Interest Perfection

Record Security Interest	yes
Company Name	PIONEER FEDERAL CREDIT UNION
ID Number	1587536
ID Jurisdiction	ID
ID Type	MVD Customer Number
Security Interest Tracking Number	43X0704624
Security Interest Priority Date	03-23-2018

<h4>Street Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>250 W 3rd S</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>Mountain Home</td></tr> <tr><td>State</td><td>ID</td></tr> <tr><td>Zip Code</td><td>83647</td></tr> </table>	Address Line 1	250 W 3rd S	Address Line 2		City	Mountain Home	State	ID	Zip Code	83647	<h4>Mailing Address</h4> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Address Line 1</td><td>250 W 3rd S</td></tr> <tr><td>Address Line 2</td><td></td></tr> <tr><td>City</td><td>Mountain Home</td></tr> <tr><td>State</td><td>ID</td></tr> <tr><td>Zip Code</td><td>83647</td></tr> </table>	Address Line 1	250 W 3rd S	Address Line 2		City	Mountain Home	State	ID	Zip Code	83647
Address Line 1	250 W 3rd S																				
Address Line 2																					
City	Mountain Home																				
State	ID																				
Zip Code	83647																				
Address Line 1	250 W 3rd S																				
Address Line 2																					
City	Mountain Home																				
State	ID																				
Zip Code	83647																				

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

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. 74

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. 75).

TRP Activity Results

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

Start Date: 03-01-2018 End Date: 03-10-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 21 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:39 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Issue)			
03-05-2018 12:35 PM	AAIK3623 / 90 DAY	01D001DJ	1HGCR2F17HA276391	N	TY CAMMIE	Void (Void)	DATA ENTRY ERROR		Reissue
03-05-2018 12:31 PM	AAIK3624 / 90 DAY	01D001DJ	3C4PDDEG0DT519493	N	DOCIA CRYSTAL	Void (Void)	DATA ENTRY ERROR		Reissue
03-05-2018 12:30 PM	AAIK3627 / 90 DAY	01D001DJ	1HGCV1F4XJA005802	Y	MARCI CASH	Void (Void)	DATA ENTRY ERROR		
03-04-2018 4:50 PM	AAIK3682 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	WRONG VEHICLE		
03-04-2018 4:48 PM	AAIK3629 / VEHICLE SALE	01D001DJ	1C4HJXEG2JW103935	N	TEST, TEST	Void (Void)	CANCELLATION OF SALE		
03-04-2018 3:50 PM	AAIK3682 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Active (Reissue)			
03-04-2018 3:44 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	TITLE/VIN MISMATCH		

« 1 2 3 »

Fig. 75

TRP Activity Results

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

Start Date: 03-01-2018 End Date: 03-10-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 21 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:39 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Issue)			
03-04-2018 3:44 PM	AAIK3681 / VEHICLE SALE	01D001DJ	1N4AL21E08N474603	N	TREBECK, ALEX	Void (Void)	TITLE/VIN MISMATCH		Reissue

Fig. 76

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. 76).

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. 77).
 - 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.
- Select **Data Entry Error** from the drop-down menu (Fig. 78). 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**.

TRP Activity Results

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

Start Date: 03-19-2018 End Date: 03-26-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 23 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 9:08 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Issue)		Print	Void
03-23-2018 3:59 PM	AAIK4563 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Reissue)			Void
03-23-2018 3:18 PM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Void (Void)	LOST		
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)			

Fig. 77

Vehicle

TRP Number: AAIK4564
 Vehicle Identification Number (VIN): 1C4AJWAG7FL728860
 Release Security Interest Number: 4X0704628

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. 78

Search for Vehicle & Purchaser

- On the Vehicle & Purchaser Search page, review and change any information as needed (Figs. 79-82, pgs. 61-62).
 - You cannot change any information in gray text boxes, unless noted.

Fig. 79

Fig. 80

- To remove a second purchaser, delete the information in the Purchaser 2 section (Fig. 81).
 - If you change the Ownership Type to Purchaser, Lessor, or Lessee, the service displays the Purchaser 2 section and you can enter information.

Fig. 81

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. 82*).

Add or Cancel a Security Interest

1. To add a security interest perfection, enter the lender information in the Security Interest section (*Fig. 82*).
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 * ID Type * ID Jurisdiction *
01D001 Dealer License Number MONTANA

Security Interest

Company Name *
FIRST AUTO BANK

OR

First Name Middle Initial Last Name Suffix

ID Number * ID Type *
7878687676786 FEIN

Security Interest Number
4X0704628

Continue

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.

Fig. 82

Change Vehicle & Purchaser Information

On the Vehicle & Purchaser page, review and change information as needed (Figs. 83-86, pgs. 63-66).

Vehicle Information

In the Vehicle section, change or add any information as needed (Fig. 83). Information in the gray text boxes cannot be changed.

Vehicle & Purchaser

Enter the requested information.
* Required field

Vehicle

Vehicle Type Truck

Vehicle Identification Number (VIN) 1C4AJWAG7FL728860

Year *	Make *	Model	Style
<input style="width: 90%;" type="text" value="2015"/>	<input style="width: 90%;" type="text" value="Jeep (1989 and after)"/>	<input style="width: 90%;" type="text" value="WRA"/>	<input style="width: 90%;" type="text" value="-- Other, please specify: --"/>
Primary Color *	Secondary Color	<input style="width: 90%;" type="text" value="UT"/> <small>(Vehicle Style Code)</small>	
<input style="width: 90%;" type="text" value="Gray"/>	<input style="width: 90%;" type="text"/>		
Odometer Reading *	Odometer Indicator *	Odometer Unit *	Fuel Type *
<input style="width: 90%;" type="text" value="30405"/>	<input style="width: 90%;" type="text" value="Actual"/>	<input style="width: 90%;" type="text" value="Miles"/>	<input style="width: 90%;" type="text" value="Gas"/>
Sale Date *	State Where Vehicle Will Be Titled *	Purchaser County of Residence *	
<input style="width: 90%;" type="text" value="03-26-2018"/> <small>MM-DD-YYYY</small>	<input style="width: 90%;" type="text" value="MONTANA"/>	<input style="width: 90%;" type="text" value="MISSOULA COUNTY"/> <small>Only if vehicle will be titled in Montana</small>	

Fig. 83

Purchaser(s) Information

1. In the Purchaser 1 Information section, change or add any address information as needed (Fig. 84)

Purchaser 1 Information

First Name: Annie
Middle Initial:
Last Name: Temple
Suffix:
ID Number: 7890123456789
ID Jurisdiction: MT
ID Type: Driver License Number
Ownership Type: Purchaser

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 *
PO BOX 5000

Address Line 2

City * MISSOULA State * MONTANA Zip Code * 59806-5000

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.

Fig. 84

- In the Purchaser 2 Information section, change or add any address information as needed (Fig. 85). The Purchaser 2 section appears only if the original TRP had a second purchaser or you added one on the Vehicle & Purchaser search screen (Fig. 81, pg. 62)

Purchaser 2 Information

First Name **Eddie**
 Middle Initial
 Last Name **Smith**
 Suffix
 ID Number **57667483623846**
 ID Jurisdiction **MT**
 ID Type **Driver License Number**
 Ownership Type **Purchaser**

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: 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.

Fig. 85

- 3. If Purchaser 1 is an LLC, the LLC Agent section displays, and you can change any LLC agent information as needed (Fig. 86).

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. 86

Seller Information

- 1. In the Seller section, change or add any address information as needed (Fig. 87).
- 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. 87

Change Security Interest Information

1. If the original TRP had a security interest or you added one on the Vehicle & Purchaser Search page ([Fig. 82, pg. 62](#)), the service displays the Security Interest Perfection information ([Fig. 88](#)).
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 *

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *

Address Line 2

City * State * Zip Code *

Continue

MERLIN status: ONLINE

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.

Fig. 88

Verify All Information

- On the Verification page, carefully review the information in following sections (Figs. 89-90, pgs. 69-70):
 - 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	Truck	Odometer Reading	30405
Vehicle Identification Number (VIN)	1C4AJWAG7FL728860		Odometer Indicator	Actual
	Year	2015	Odometer Unit	Miles
	Make	Jeep (1989 and after)	Fuel Type	Gas
	Model	WRA	Sale Date	03-26-2018
	Style	UT	State Where Vehicle Will Be Titled	MT
Primary Color	Gray		Purchaser County of Residence	MISSOULA COUNTY
Secondary Color				

Purchaser/Requestor 1

First Name	Annie	
Middle Initial		
Last Name	Temple	
Suffix		
ID Number	7890123456789	
ID Jurisdiction	MT	
ID Type	Driver License Number	
Ownership Type	Purchaser	

Street Address	Mailing Address		
Address Line 1	2002 BROOKS	Address Line 1	PO BOX 5000
Address Line 2		Address Line 2	
City	MISSOULA	City	MISSOULA
State	MT	State	MT
Zip Code	59801	Zip Code	59806-5000

Purchaser/Requestor 2

First Name	Eddie	
Middle Initial		
Last Name	Smith	
Suffix		
ID Number	57667483623846	
ID Jurisdiction	MT	
ID Type	Driver License Number	
Ownership Type	Purchaser	

Street Address	Mailing Address		
Address Line 1	1600 EUCLID	Address Line 1	PO BOX 5200
Address Line 2		Address Line 2	
City	HELENA	City	HELENA
State	MT	State	MT
Zip Code	59601	Zip Code	59604-5200

Fig. 89

2. If anything is incorrect, click **Edit** (Figs. 90-91) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit**. The Print TRP page displays.
4. For information about how to print the TRP, please refer to [Page 103](#).

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 78786876786
 ID Jurisdiction
 ID Type FEIN
 Security Interest Tracking Number: 4X0704628
 Security Interest Priority Date: 03-26-2018

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 3000
 Address Line 2
 City Lolo
 State MT
 Zip Code 59847-3000

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
Edit

MERLIN status: ONLINE

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 100](#).

Fig. 90

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 process. To change the information entered, select "Edit".

Reissue Temporary Registration Permit
Edit

Fig. 91

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. 92).

TRP Activity Results

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

Start Date: 03-19-2018
End Date: 03-26-2018
Search

Viewing 10 records per page of 25 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 2:38 PM	AAIK4566 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Reissue)		Print	Void
03-26-2018 9:16 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Void (Void)	DATA ENTRY ERROR		

Fig. 92

TRP Activity Results

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

Start Date: 03-19-2018
End Date: 03-26-2018
Search

Viewing 10 records per page of 24 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-26-2018 9:16 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Void (Void)	DATA ENTRY ERROR		Reissue
03-26-2018 9:08 AM	AAIK4564 / VEHICLE SALE	01D001DJ	1C4AJWAG7FL728860	Y	ANNIE'S PHOTOGRAPHY	Active (Issue)			

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. 93).

Fig. 93

Reissue: Update Purchaser

If you are an auto auction employee, and the vehicle has been sold at an auction, you must change the purchaser's name from your company's name to the new owner's name. The Update Purchaser void reason can only be used on an **Auto Auction** TRP.

1. To void and reissue a TRP *before* the permit expires and *before* the registration process has been started using the Update Purchaser reason, click **Void** in the desired row on the TRP Activity Results page (Fig. 94).
2. The service displays the Void button only for eligible vehicles.
3. Select **Update Purchaser** from the drop-down menu (Fig. 95). If a security interest had been perfected, the security interest number displays on the page.
4. To proceed, click **Continue**.
5. To return to the TRP Activity Results page, click **Cancel**.

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: 03-27-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)		Print	Void
03-26-2018 2:41 PM	AAIK4160 / AUTO AUCTION	04A001TST	1HD1KTM15GB632170	N	RENEGADE, MARSHALL	Active (Reissue)			Void
03-26-2018 2:37 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC530865017643	N	PLACER MOTOR INC	Active (Reissue)			Void
03-26-2018 2:35 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC530865017643	N	RENS, RANDY	Void (Void)	UPDATE PURCHASER		
03-22-2018 3:48 PM	AAIK4126 / AUTO AUCTION	04A001TST	5XXGM4A72FG435924	N	TEST, TEST, JAMES	Void (Void)	UPDATE PURCHASER		Reissue
03-22-2018 3:33 PM	AAIK4126 / AUTO AUCTION	04A001TST	5XXGM4A72FG435924	N	TEST, TEST, JAMES	Active (Reissue)			

Fig. 94

Vehicle

TRP Number: AAIK4582
 Vehicle Identification Number (VIN): 1FTRX12W18FC10626

Reason for Void:

Are you sure you want to void this TRP?

Continue Cancel

MERLIN status: **ONLINE**

- DAMAGED
- DATA ENTRY ERROR
- UPDATE PURCHASER**
- LOST
- STOLEN
- TITLE/VIN MISMATCH
- CANCELLATION OF SALE
- WRONG VEHICLE
- CANCEL PERMIT

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

Fig. 95

Search for Vehicle & Purchaser

1. On the Vehicle & Purchaser Search page, change the Purchaser's information (Fig. 96).
 - You cannot change any information in gray text boxes, unless noted.
2. If a purchaser wants the vehicle titled in two names, complete both the Purchaser 1 and Purchaser 2 sections.
3. To proceed, click **Continue**.

Vehicle & Purchaser Search

Enter the requested information.
* Required field

Vehicle

Type of TRP to Issue * Vehicle Type *

Vehicle Identification Number (VIN)

Purchaser/Requestor 1

Company Name

First Name *

Middle Initial

Last Name *

Suffix

ID Number *

ID Type *

ID Jurisdiction *

Ownership Type *

Purchaser/Requestor 2

Company Name

First Name

Middle Initial

Last Name

Suffix

ID Number

ID Type

ID Jurisdiction

Ownership Type

Seller

Montana Dealer License *

OR

Company Name *

OR

First Name

Middle Initial

Last Name

Suffix

ID Number *

ID Type *

ID Jurisdiction *

Continue

NOTE: If the vehicle has been sold at an auction, remove your company's name from the **Purchaser 1** section and add the new owner's name.

NOTE: If the purchaser wants two names listed on the vehicle title, enter the second purchaser's information in the **Purchaser 2** section.

Fig. 96

Update Purchaser

1. On the Vehicle & Purchaser page, change or add Purchaser 1's address information as needed (Fig. 97).

Purchaser 1 Information

First Name John
Middle Initial
Last Name Doe
Suffix
ID Number 56523854326327864732
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Purchaser

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 *
PO BOX 1500

Address Line 2

City * MISSOULA State * MONTANA Zip Code * 59803-1500

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.

Fig. 97

- 2. In the Purchaser 2 Information section, change or add any address information as needed (Fig. 98).

Purchaser 2 Information

First Name Eddie
Middle Initial
Last Name Smith
Suffix
ID Number 57667483623846
ID Jurisdiction MT
ID Type Driver License Number
Ownership Type Purchaser

Street Address

Address Line 1 *
1600 Euclid

Address Line 2

City * Helena State * MONTANA Zip Code * 59601

Mailing Address is the same as Street Address

Mailing Address

Address Line 1 *
PO BOX 5200

Address Line 2

City * Helena State * MONTANA Zip Code * 59604-5200

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.

Fig. 98

- 3. If Purchaser 1 is an LLC, the LLC Agent section displays and you can change any LLC agent information as needed (Fig. 99).

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

Fig. 99

Verify All Information

1. On the Verification page, carefully review the information in following sections (Figs. 100-101, pgs. 77-78):
 - 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	Truck		Odometer Reading	113000
	Vehicle Identification Number (VIN)	1FTRX12W18FC10626		Odometer Indicator	Actual
	Year	2008		Odometer Unit	Miles
	Make	Ford Motor Company		Fuel Type	Gas
	Model	OTHER		Sale Date	03-27-2018
	Style	Pickup		State Where Vehicle Will Be Titled	MT
	Primary Color	White		Purchaser County of Residence	MISSOULA COUNTY
	Secondary Color				

Purchaser/Requestor 1

First Name	John		
Middle Initial			
Last Name	Doe		
Suffix			
ID Number	56523854326327864732		
ID Jurisdiction	MT		
ID Type	Driver License Number		
Ownership Type	Purchaser		

<h4 style="margin: 0;">Street Address</h4> <p>Address Line 1 2002 BROOKS</p> <p>Address Line 2</p> <p>City MISSOULA</p> <p>State MT</p> <p>Zip Code 59801</p>	<h4 style="margin: 0;">Mailing Address</h4> <p>Address Line 1 PO BOX 1500</p> <p>Address Line 2</p> <p>City MISSOULA</p> <p>State MT</p> <p>Zip Code 59803-1500</p>
---	---

Purchaser/Requestor 2

First Name	Eddie		
Middle Initial			
Last Name	Smith		
Suffix			
ID Number	57667483623846		
ID Jurisdiction	MT		
ID Type	Driver License Number		
Ownership Type	Purchaser		

<h4 style="margin: 0;">Street Address</h4> <p>Address Line 1 1600 EUCLID</p> <p>Address Line 2</p> <p>City HELENA</p> <p>State MT</p> <p>Zip Code 59601</p>	<h4 style="margin: 0;">Mailing Address</h4> <p>Address Line 1 PO BOX 5200</p> <p>Address Line 2</p> <p>City HELENA</p> <p>State MT</p> <p>Zip Code 59604-5200</p>
---	---

Fig. 100

2. If anything is incorrect, click **Edit** (*Fig. 101*) to return to the Vehicle & Purchaser page and correct the information.
3. To proceed, click **Reissue Temporary Registration Permit** and the Print TRP page displays.
4. For information about how to print the TRP, please refer to [Page 103](#).

Seller

Company Name KEARNS COMPANY LLC
ID Number 04A001
ID Jurisdiction MT
ID Type Dealer License Number

Street Address
Address Line 1 4810 Hwy 93 S
Address Line 2
City Missoula
State MT
Zip Code 59804-9722

Mailing Address
Address Line 1 4810 Hwy 93 S
Address Line 2
City Missoula
State MT
Zip Code 59804-9722

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 Edit

MERLIN status: **ONLINE**

Fig. 101

TRP Activity Results

After you void the TRP using the Update Purchaser void reason, the TRP's status of Void (Void) and the void reason are listed on the TRP Activity Results page (Fig. 102).

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: 03-27-2018
Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 13 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 10:37 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	DOE, JOHN	Active (Reissue)		Print	Void
03-27-2018 9:45 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Void (Void)	UPDATE PURCHASER		
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)			

Fig. 102

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: 03-27-2018
Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 12 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 9:45 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Void (Void)	UPDATE PURCHASER		Reissue
03-27-2018 9:40 AM	AAIK4582 / AUTO AUCTION	04A001TST	1FTRX12W18FC10626	N	KEARNS COMPANY LLC	Active (Issue)			
03-26-2018 2:41 PM	AAIK4160 / AUTO AUCTION	04A001TST	1HD1KTM15GB632170	N	RENEGADE, MARSHALL	Active (Reissue)			Void
03-26-2018 2:37 PM	AAIK3652 / AUTO AUCTION	04A001TST	JH4DC530865017643	N	PLACER MOTOR INC	Active (Reissue)			Void

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. 103).

Fig. 103

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 or if the TRP was issued to the wrong vehicle, click **Void** in the desired row on the TRP Activity Results page (Fig. 104).

- 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.

TRP Activity Results

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

Start Date: 02-11-2018 End Date: 03-23-2018 Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 13 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 12:10 PM	AAIK4557 / AUTO AUCTION	06D001TST	1C3BDED25GV100504	N	RESSLER MOTOR COMPANY	Active (Issue)		Print	Void
03-23-2018 12:08 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	Y	BECKER, RAY, G	Active (Issue)		Print	Void
03-23-2018 12:04 PM	AAIK4555 / VEHICLE SALE	06D001TST	1122502029	Y	KETTERLING, JUSTICE, R	Active (Issue)		Print	Void

Fig. 104

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** 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 note below.
 - 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. 105). 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: AAIK4556
 Vehicle Identification Number (VIN): 1FATP8FF6J5103162
 Release Security Interest Number: 5X0704626

Reason for Void: ▼

Are you sure you want to void this TRP?

Continue Cancel

MERLIN status: ONLINE

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

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

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

Email questions to dojdealerinfo@mt.gov.

Fig. 105

2. The service displays a confirmation (*Fig. 106*).
 - 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 80](#).
 - 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**.

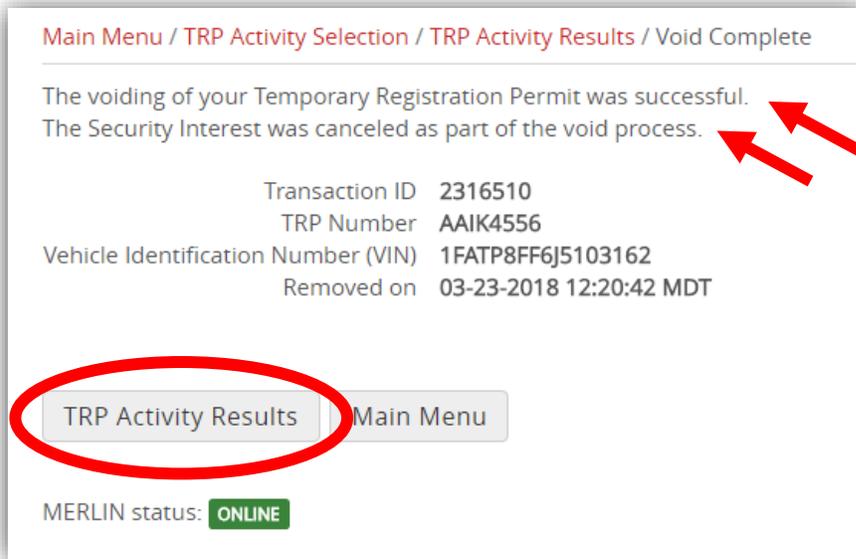


Fig. 106

5. After you void the TRP using the Cancellation of Sale reason, click **TRP Activity Results** (*Fig. 106*) to see the permit's status listed as Void (Void) on the TRP Activity Results page (*Fig. 107*).

TRP Activity Results

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

Start Date: 02-11-2018
End Date: 03-23-2018
Search

Viewing 10 records per page of 14 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Reason	Print	Action
03-23-2018 12:20 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	N	BECKER, RAY, G	Void (Void)	CANCELLATION OF SALE		
03-23-2018 12:10 PM	AAIK4557 / AUTO AUCTION	06D001TST	1C3BDEDZ5GV100504	N	RESSLER MOTOR COMPANY	Active (Issue)		Print	Void
03-23-2018 12:08 PM	AAIK4556 / COURTESY DELIVERY	06D001TST	1FATP8FF6J5103162	Y	BECKER, RAY, G	Active (Issue)			
03-23-2018 12:04 PM	AAIK4555 / VEHICLE SALE	06D001TST	1122502029	Y	KETTERLING, JUSTICE, R	Active (Issue)		Print	Void

Fig. 107

Cancel Permit

Use the Cancel Permit void reason if the customer no longer needs the permit.

- The Cancel Permit reason is available only for **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. 108). 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 service displays a confirmation (Fig. 109).
 - 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.

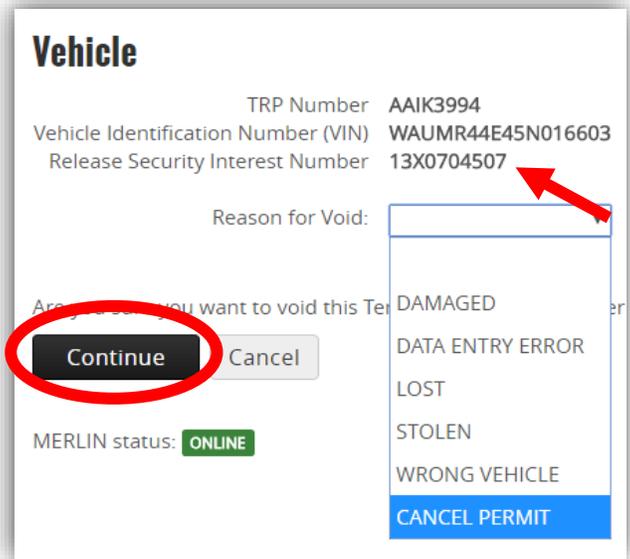


Fig. 108

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 Cancel Permit reason, click **TRP Activity Results** (Fig. 109) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 110).

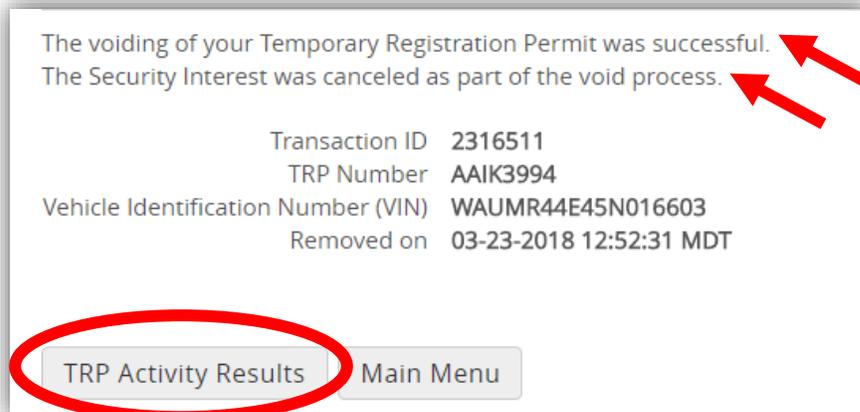


Fig. 109

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	Print	Action
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)		CANCEL PERMIT (circled in red)
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)	Print	Void

Fig. 110

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. 111*). 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: AAIK4541
 Vehicle Identification Number (VIN): JN1AR54F29M252699
 Release Security Interest Number: 4X0704617

Reason for Void:

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

Are you sure you want to void this TRP?

Continue Cancel

MERLIN status: **ONLINE**

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

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

Email questions to dojdealerinfo@mt.gov.

Fig. 111

2. The page displays confirmation information (Fig. 112).
 - 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 83](#).
 - 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.
3. To return to the TRP Activity Results page, click **TRP Activity Results**.
4. To return to the Main Menu page, click **Main Menu**.

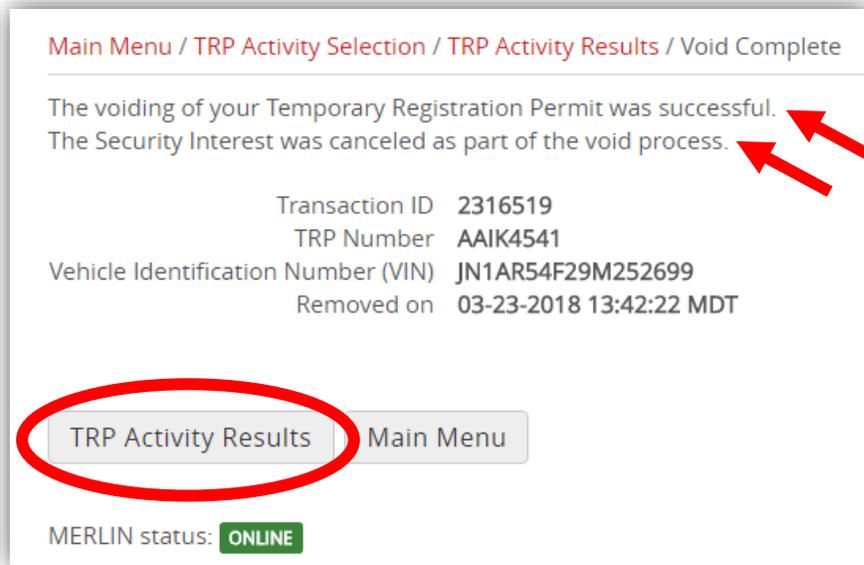


Fig. 112

5. After you void the TRP using the Wrong Vehicle reason, click **TRP Activity Results** (Fig. 112) to see the status is listed as Void (Void) on the TRP Activity Results page (Fig. 113).

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 910 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
03-21-2018 1:13 PM	AAIJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		

Fig. 113

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. 114).

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

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** and **Courtesy Delivery** 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.

TRP Activity Results

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

Start Date: Search

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 900 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
01-16-2018 6:16 PM	AAIJ6465 / VEHICLE SALE	01D001JG	5FNYF6H04HB089027	Y	VIOLA RICKI	Expired (Issue)			Void
01-16-2018 5:18 PM	AAIJ6430 / VEHICLE SALE	01D001JG	2HGFC2F56HH559903	Y	MARCI CASH	Expired (Issue)			Void
01-16-2018 9:23 AM	AAIJ6053 / VEHICLE SALE	01D001JG	1GKKVSKD0HJ244683	Y	CATHRYN JAYME	Expired (Issue)			Void
01-16-2018 9:20 AM	AAIJ6049 / VEHICLE SALE	01D001JG	5FPYK3F7XJB012413	N	MARCI CASH	Expired (Issue)			Void

Fig. 114

1. Select **Cancellation of Sale** 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**.
2. The page displays confirmation information (Fig. 116).
 - 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.

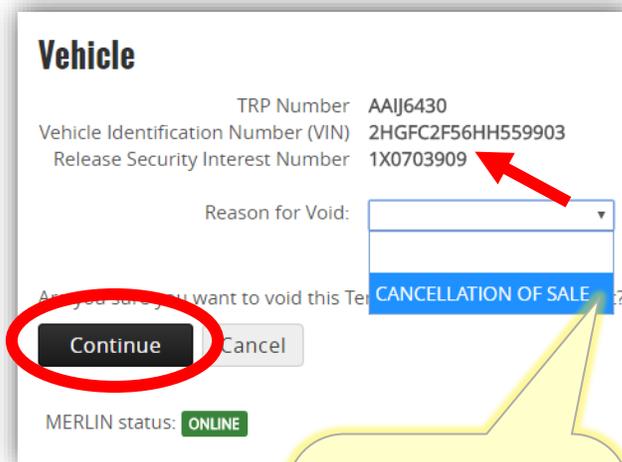


Fig. 115

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

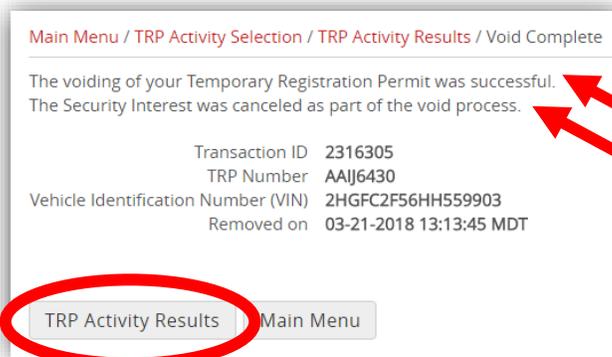


Fig. 116

using the Cancellation of Sale reason, click **TRP Activity Results** (Fig. 116) to see the status is listed as Void (Voidx) on the TRP Activity Results page (Fig. 117). Voidx is used to indicate that the TRP was voided *after* the expiration date.

NOTE: If you void a TRP using the **Cancellation of Sale** reason after the permit has expired, you must call the MVD at 406-444-3884. The TRP fee will be collected. The vehicle must be titled and registered at a county office in the seller'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 TRP details.

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

Viewing 10 records per page of 910 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-23-2018 1:42 PM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	N	MATRIX, SHEILA, W	Void (Void)	WRONG VEHICLE		
03-23-2018 12:52 PM	AAIK3994 / 90 DAY	01D001DJ	WAUMR44E45N016603	Y	BEACH, JUSTIN	Void (Void)	CANCEL PERMIT		
03-23-2018 8:56 AM	AAIK4542 / VEHICLE SALE	01D001DJ	1FT8W3DT7HEC28387	Y	MCLAURIN, KEITH, O	Active (Issue)		Print	Void
03-23-2018 8:52 AM	AAIK4541 / VEHICLE SALE	01D001DJ	JN1AR54F29M252699	Y	MATRIX, SHEILA, W	Active (Issue)			
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)		Print	Void
03-21-2018 1:13 PM	AAIJ6430 / VEHICLE SALE	01D001DJ	2HGFC2F56HH559903	N	MARCI CASH	Voidx (Void)	CANCELLATION OF SALE		

Fig. 117

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** TRP as an extended permit for the customer.

There are two 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 45](#).
- Using View Specific. For more information about how to search for a 40-day TRP using View Specific, please refer to [Page 91](#).

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.

To issue a 90-Day TRP, click **Issue 90 Day TRP** in the desired row on the TRP Activity Results (Fig. 118) or TRP Specific Results page (Fig. 119). 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: End Date:

MM-DD-YYYY MM-DD-YYYY

Viewing 10 records per page of 34 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print TRP	Action
03-14-2018 3:12 AM	AAIK3681 / VEHICLE SALE	0D001DJ	4014014016	N	KONCZYNSKI, TOMASZ	Active (Reprint)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
03-14-2018 3:12 AM	AAIK3737 / VEHICLE SALE	0D001DJ	ZFFXA20AXK0081609	Y	DOE, JOHN	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/> <input type="button" value="Issue 90 Day TRP"/>

Fig. 118

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 30 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
04-19-2018 12:41 PM	AAIK5107 / COURTESY DELIVERY	01D001TT	1FADP3E2XDL132881	N	TEST, TEST	Active (Issue)			<input type="button" value="Void"/>
04-19-2018 12:39 PM	AAIK5106 / COURTESY DELIVERY	01D001TT	2G1FB3DD389201220	N	TEST, TEST	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/>
04-19-2018 12:37 PM	AAIK5105 / VEHICLE SALE	01D001TT	1G8AJ52F45Z179348	Y	TEST, TEST	Active (Issue)		<input type="button" value="Print"/>	<input type="button" value="Void"/> <input type="button" value="Issue 90 Day TRP"/>

Fig. 119

Verify All Information

- On the Verification page, carefully review the information in following sections (Figs. 120-121, pgs. 88-89):
 - 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	2000
Vehicle Identification Number (VIN)	ZFFXA20AXK0081609			Odometer Indicator	Actual
	Year	2000		Odometer Unit	Miles
	Make	Aurora		Fuel Type	Gas
	Model	102		Sale Date	02-19-2018
	Style			State Where Vehicle Will Be Titled	MT
	Primary Color	Black		Purchaser County of Residence	GALLATIN COUNTY
	Secondary Color				

Purchaser/Requestor 1

First Name	JOHN
Middle Initial	
Last Name	DOE
Suffix	
ID Number	3701913
ID Jurisdiction	
ID Type	MVD Customer Number
Ownership Type	Purchaser

Street Address

Address Line 1	2320 CRUSE
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

Mailing Address

Address Line 1	PO BOX 2560
Address Line 2	
City	HELENA
State	MT
Zip Code	59601

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

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.

Fig. 120

2. After verifying the TRP information, scroll to the bottom of the page to view the cost for the 90-day permit (Fig. 121).
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 100](#).
5. For information about how to print the TRP, please refer to [Page 103](#).

Security Interest Perfection

Record Security Interest: yes
Company Name: FIRST AUTO BANK
ID Number: 456789104567
ID Jurisdiction: FEIN
ID Type: FEIN
Security Interest Tracking Number: 6X0704449
Security Interest Priority Date: 02-19-2018

Street Address	Mailing Address
Address Line 1: 6780 Euclid	Address Line 1: PO BOX 5000
Address Line 2:	Address Line 2:
City: HELENA	City: HELENA
State: MT	State: MT
Zip Code: 59601	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

MERLIN status: ONLINE

Fig. 121

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 54](#).
- To reprint a TRP, click **Print** in the desired row on the TRP Activity Results page (*Fig. 122*).

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		Reissue
03-27-2018 9:37 AM	AAIK4581 / VEHICLE SALE	01D001DJ	ZFF80AMA2J0228869	Y	TEST, NIHAN	Active (Reissue)		Print	Void

Fig. 122

- On the Reprint TRP page (*Fig. 123*), 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.

Reprint TRP

Transaction ID 02316554
 TRP Number AAIK4581
 Vehicle Identification Number (VIN) ZFF80AMA2J0228869
 Reprinted on 2018-03-27 05:26:21 PM MDT

Please, select what do you want to print:
 TRP & SI Perfection Letter & Payment Receipt

and click Print button below:

You will need Adobe Acrobat Reader to view and print your Temporary Registration Permit.

DOWNLOAD ADOBE® READER*

Print Main Menu

Fig. 123

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

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. 124). 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 dealership'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 45](#).

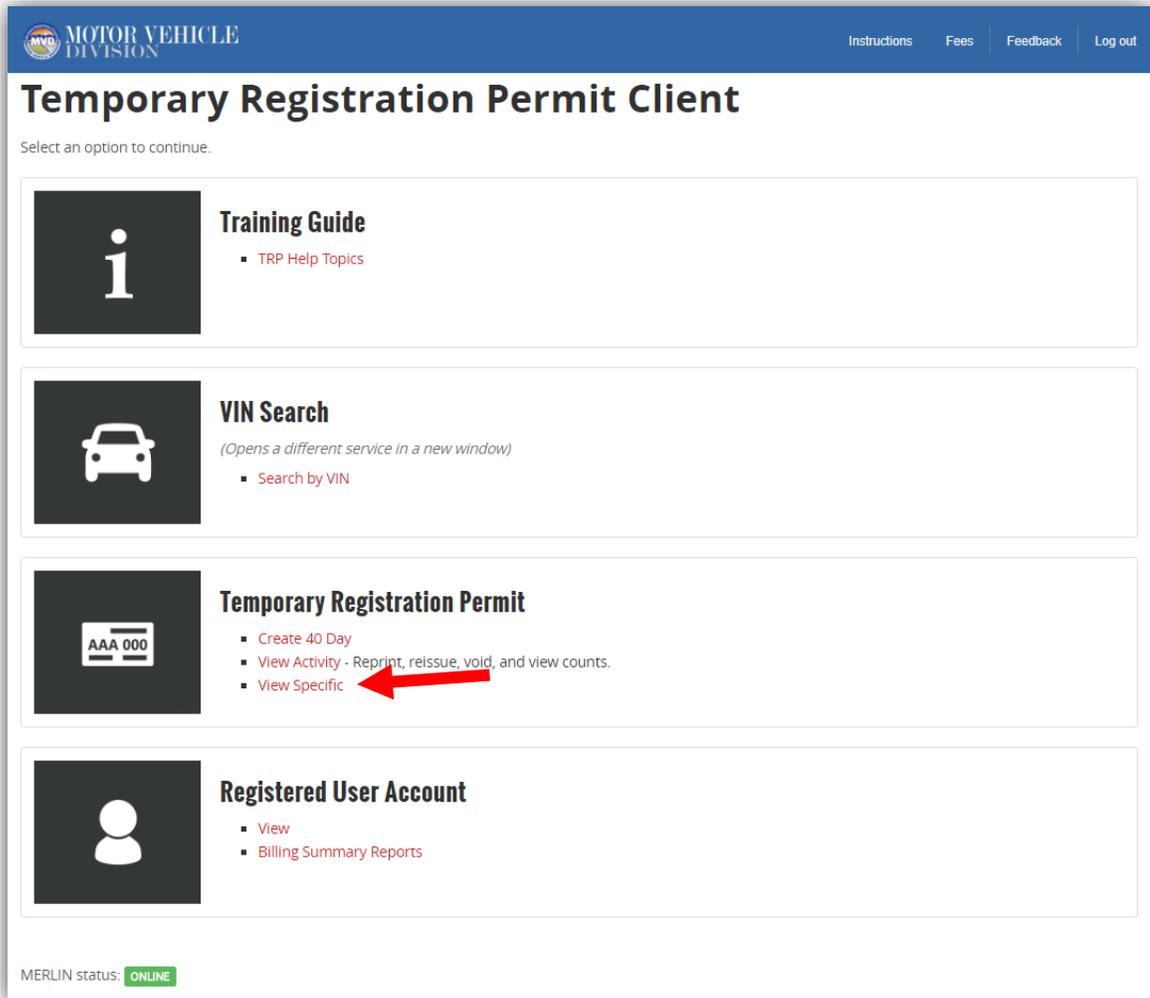


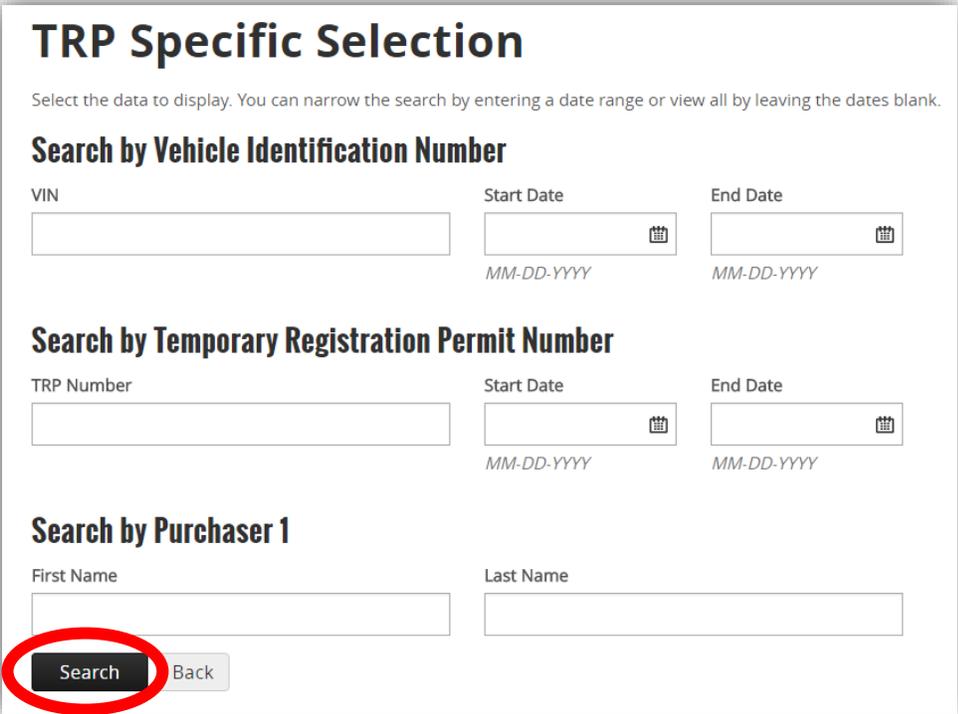
Fig. 124

TRP Specific Selection

- To filter the information, enter one of the following (*Fig. 125*):
 - 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. 125

TRP Specific Results

The page displays a list of TRPs and the following information based on your chosen criteria (Figs. 126-127).

NOTE: From the TRP Specific Results page (Figs. 125-126), you can reprint, void, and reissue TRPs, and issue 90-Day TRPs. For instructions, please refer to [Pages 54-89](#).

- **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 122](#).
- **Void Reason:** If the TRP was voided, the void reason is displayed. For more information about the different void reasons, please refer to [Page 120](#).
- **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 90](#).
- **Action:** Depending on the status of the TRP, you can click **Void**, **Reissue**, **Reprint**, or **Issue 90 Day TRP**. For instructions, please refer to [Pages 54-89](#).

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 11 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		Print	Void
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		Reissue
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-14-2018 10:59 AM	AAIK3976 / VEHICLE SALE	01D001TT	1C4BJWDG2JL882336	Y	SMITH, SALLY	Void (Void)	DAMAGED		
03-13-2018 9:56 AM	AAIK3976 / VEHICLE SALE	01D001DJ	1C4BJWDG2JL882336	Y	SMITH, SALLY	Active (Issue)			
03-08-2018 5:58 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	LOST		Reissue

Fig. 126

Viewing 10 records per page of 1 total records.

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-14-2018 8:54 AM	AAIK4047 / VEHICLE SALE	03D005DJ	KNDJX3A52G7293431	N	WATE, ETHAN	Active (Issue)			Void Issue 90 Day TRP

« 1 »

Reports

View TRP Counts for the Given Search

Back Search Activity Search Specific Main Menu

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 115](#).

Fig. 127

1. To view more records on one page, select 10, 20, 50, or 100 from the **Viewing** drop-down menu (Fig. 128).
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. 128). For more information about the Counts report, please refer to [Page 97](#).
5. To return to the TRP Specific Selection page, click **Back**.
6. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 45](#).
7. To search for specific TRPs, click **Search Specific**.
8. To return to the Main Menu page, click **Main Menu**.

Fig. 128

9. To scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 129).

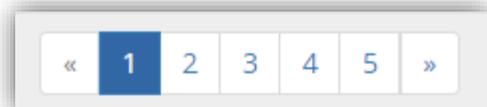


Fig. 129

TRP Details

- To view details about a specific TRP, select the desired TRP number in red text on the TRP Specific Results page (Fig. 130).

Date/Time	TRP Number / TRP Type	Username	VIN Number	SI Perfected	Purchaser 1	Status	Void Reason	Print	Action
03-28-2018 3:46 PM	AAIK4594 / VEHICLE SALE	01D001DJ	4JGDA5HB3JB126405	Y	SMITH, LINDA	Active (Issue)		Print	Void
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		Reissue
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			

Fig. 130

The page displays TRP, vehicle, purchaser(s), LLC agent, seller, and security interest perfection information (if applicable) associated with the TRP (Figs. 131-132, pgs. 95-96).

TRP Information

TRP Type VEHICLE SALE
 Issue Date 03-23-2018
 Expiration Date 05-02-2018
 TRP Number AAIK4540
 Transaction ID DOJTRP2018032308440029182

Vehicle

Vehicle Type Passenger
 Vehicle Identification Number (VIN) 2C3CDXGJ6JH140922
 Year 2018
 Make Dodge
 Model CHA
 Style Sedan
 Primary Color Red
 Secondary Color
 Odometer Reading 12
 Odometer Indicator Actual
 Odometer Unit Miles
 Fuel Type Gas
 Sale Date 03-23-2018
 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 09876543210987654321
 ID Jurisdiction MT
 ID Type Driver License Number
 Ownership Type Purchaser

Street Address

Address Line 1 2005 LAKE DR.
 Address Line 2
 City HELENA
 State MT
 Zip Code 59601

Mailing Address

Address Line 1 2005 LAKE DR.
 Address Line 2
 City HELENA
 State MT
 Zip Code 59601

Fig. 131

2. To return to the TRP Specific Results page, click **Back** (Fig. 132).
3. To search for TRP activity by date, click **Search Activity**. For more information, please refer to [Page 45](#).
4. To search for specific TRPs, click **Search Specific**.
5. To return to the Main Menu page, click **Main Menu**.

Purchaser/Requestor 2

First Name	JOHN
Middle Initial	W
Last Name	SMITH
Suffix	
ID Number	12345678998765432112
ID Jurisdiction	MT
ID Type	Identification Card Number
Ownership Type	Purchaser

Street Address		Mailing Address	
Address Line 1	2005 LAKE DR.	Address Line 1	2005 LAKE DR.
Address Line 2		Address Line 2	
City	HELENA	City	HELENA
State	MT	State	MT
Zip Code	59601	Zip Code	59601

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	67890123456789012345
ID Jurisdiction	
ID Type	FEIN
Security Interest Tracking Number:	5X0704616
Security Interest Priority Date:	03-23-2018

Street Address		Mailing Address	
Address Line 1	2300 Euclid	Address Line 1	2300 Euclid
Address Line 2		Address Line 2	
City	Helena	City	Helena
State	MT	State	MT
Zip Code	59601	Zip Code	59601

Back
Search Activity
Search Specific
Main Menu

Fig. 132

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. 133).

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 records per page of 14 total records.

Date/Time ^	TRP Number / TRP Type ↕	Username ↕	VIN Number ↕	SI Perfected ↕	Purchaser 1 ↕	Status ↕	Void Reason ↕	Print	Action
03-05-2018 12:39 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Issue)			
03-05-2018 12:41 PM	AAIK3694 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:51 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Active (Reissue)			
03-05-2018 12:52 PM	AAIK3695 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	Y	SMITH, SALLY	Void (Void)	DATA ENTRY ERROR		
03-05-2018 12:52 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Active (Reissue)			
03-08-2018 5:58 PM	AAIK3696 / VEHICLE SALE	01D001DJ	1FTEW1EG3GFB32354	N	SMITH, SALLY	Void (Void)	LOST		
03-23-2018 8:44 AM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Active (Issue)			
03-27-2018 4:15 PM	AAIK4540 / VEHICLE SALE	01D001DJ	2C3CDXGJ6JH140922	Y	SMITH, SALLY, L	Void (Void)	DATA ENTRY ERROR		<input type="button" value="Reissue"/>
05-14-2018 12:48 PM	AAIK5558 / COURTESY DELIVERY	01D001TT	2GTEK14C5D1513958	Y	SMITH, SALLY, L	Active (Issue)			
05-14-2018 12:49 PM	AAIK5558 / COURTESY DELIVERY	01D001TT	2GTEK14C5D1513958	Y	SMITH, SALLY, L	Void (Void)	LOST		

Reports

Fig. 133

TRP Counts

1. The TRP Counts page displays the following summary results based on your chosen criteria (*Fig. 134*):
 - 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.
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 45](#).
6. To return to the TRP Specific Selection page, click **Search Specific**.
7. To return to the Main Menu page, click **Main Menu**

TRP Counts

Date Range -

Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
6	3	7	0	0	4	0

Back Search Activity Search Specific Main Menu

MERLIN status: **ONLINE**

Fig. 134

TRP Count Details

1. To view aggregate counts grouped by customer ID and username, click **Report Details** (Fig. 134, pg. 98).
2. The TRP Count Details page displays a total number of TRPs grouped by customer ID and username based on your chosen criteria (Fig. 135) 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 the 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 45](#).
6. To search for specific TRPs, 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
101910	101910 Leskovar Motors Inc	01D001DJ	5	2	4	0	0	3	0
		01D001TT	1	1	3	0	0	1	0
Total			6	3	7	0	0	4	0

Grand Totals	Users	Issued	Reissued	Voided	Printed	Reprinted	SI Perfected	VIN Search
	2 user(s)	6	3	7	0	0	4	0

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

Fig. 135

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. 136).
10. To close the pop-up window and return to the TRP Count Details page, click the **X**.

Customer ID: 101910, Customer Name: 101910 Leskovar Motors Inc, Username: 01D001DJ

Date/Time Voided	TRP Number	TRP Type	TRP Expiration Date
03/05/2018 12:41	AAIK3694	VEHICLE SALE	04/14/2018
03/08/2018 05:58	AAIK3696	VEHICLE SALE	04/14/2018
03/05/2018 12:52	AAIK3695	VEHICLE SALE	04/14/2018
03/27/2018 04:15	AAIK4540	VEHICLE SALE	05/02/2018

Fig. 136

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 business receives. **NOTE:** If you issue an in-state Vehicle Sale or Courtesy Delivery 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 for 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 123](#).

Registered User Account

- To have the TRP cost billed to your registered user account, select **Registered User** box on the Payment options page (Fig. 137).
 - You will receive monthly invoices that you can choose to pay by credit or debit card or check.
 - The page displays any fees due.
 - To learn more about becoming a registered user, select **Registered User**.
- Click **Charge Registered User Account** (Fig. 138).
 - The next page (the Print TRP page) displays the status of the transaction.
 - The information associated with the TRP has been sent to the MVD system 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 103](#).

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.

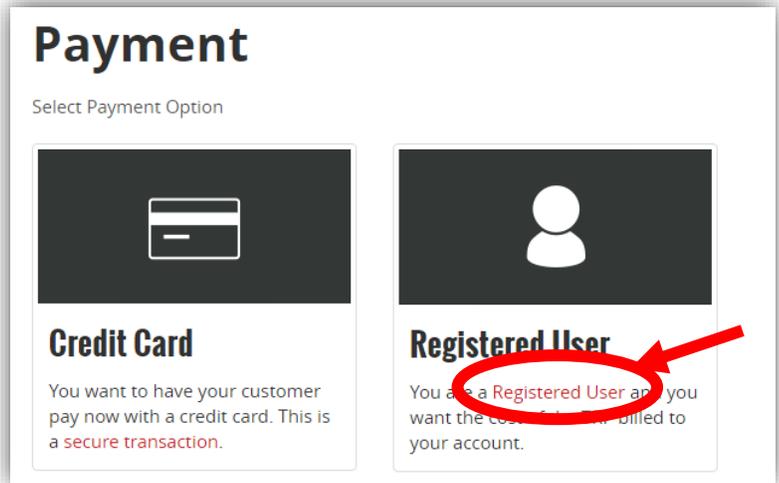


Fig. 137

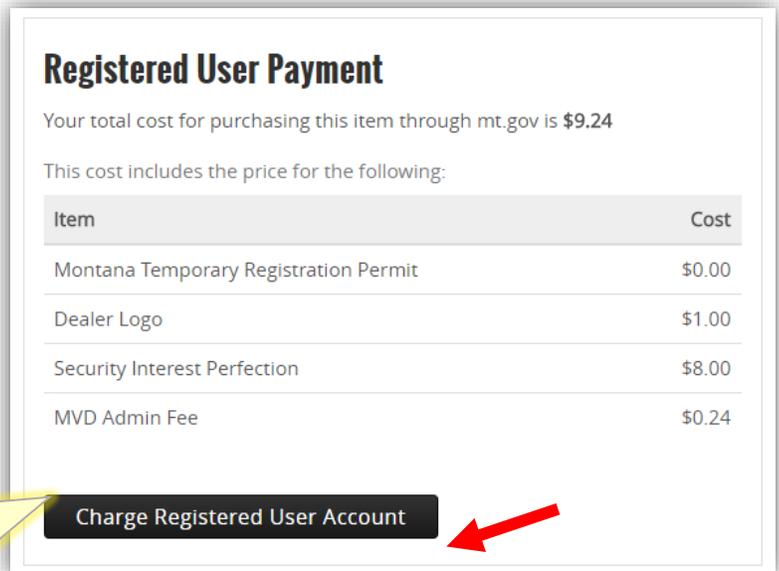


Fig. 138

Credit or Debit Card

- To pay for the TRP with a credit or debit card, select **Credit Card** box on the Payment options page (Fig. 139).
 - 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. 140).

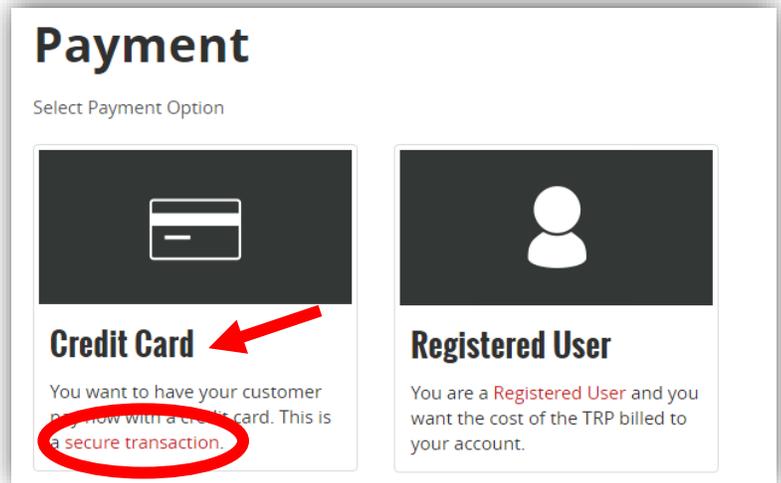


Fig. 139

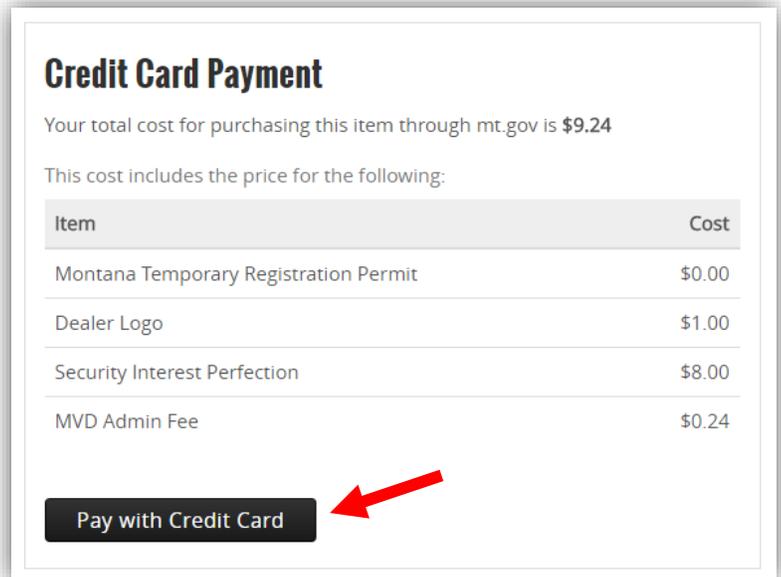


Fig. 140

Enter card information

1. Enter the card information (*Fig. 141*).
 - 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 103](#).

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. 141

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 business 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. 142).
 - 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. 143) 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 54](#).

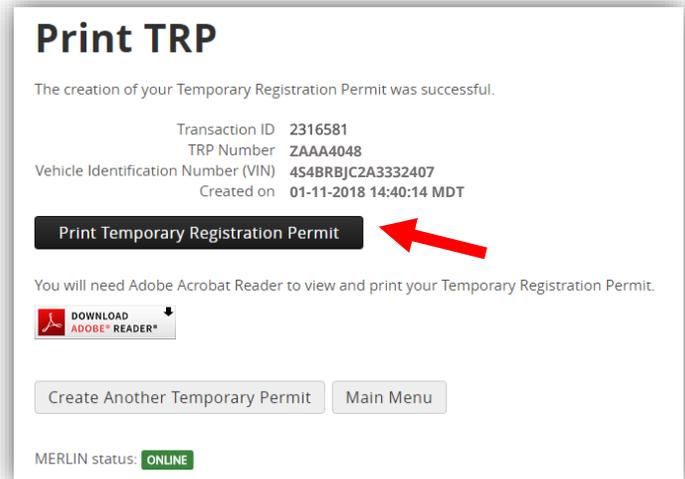


Fig. 142

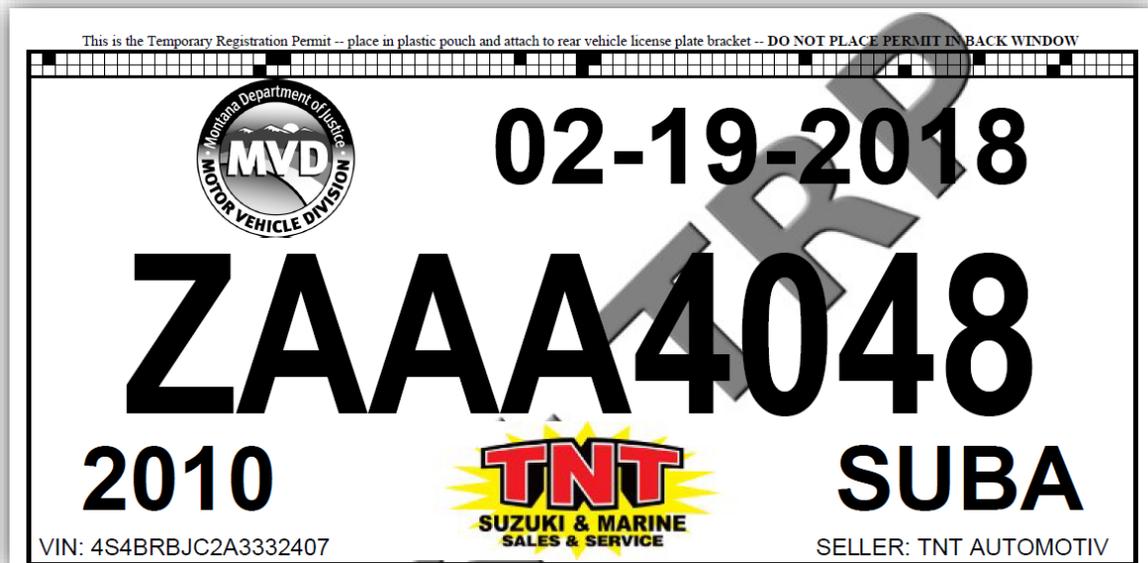


Fig. 143

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, visit Registered Services at <https://app.mt.gov/registered> or refer to [Page 9](#).

View your Registered User Account

1. On the Main Menu page, select **View** under the Registered User Account section (Fig. 144).
2. The CDB opens in a new browser tab. Enter your username and password and click **Login** (Fig. 145).

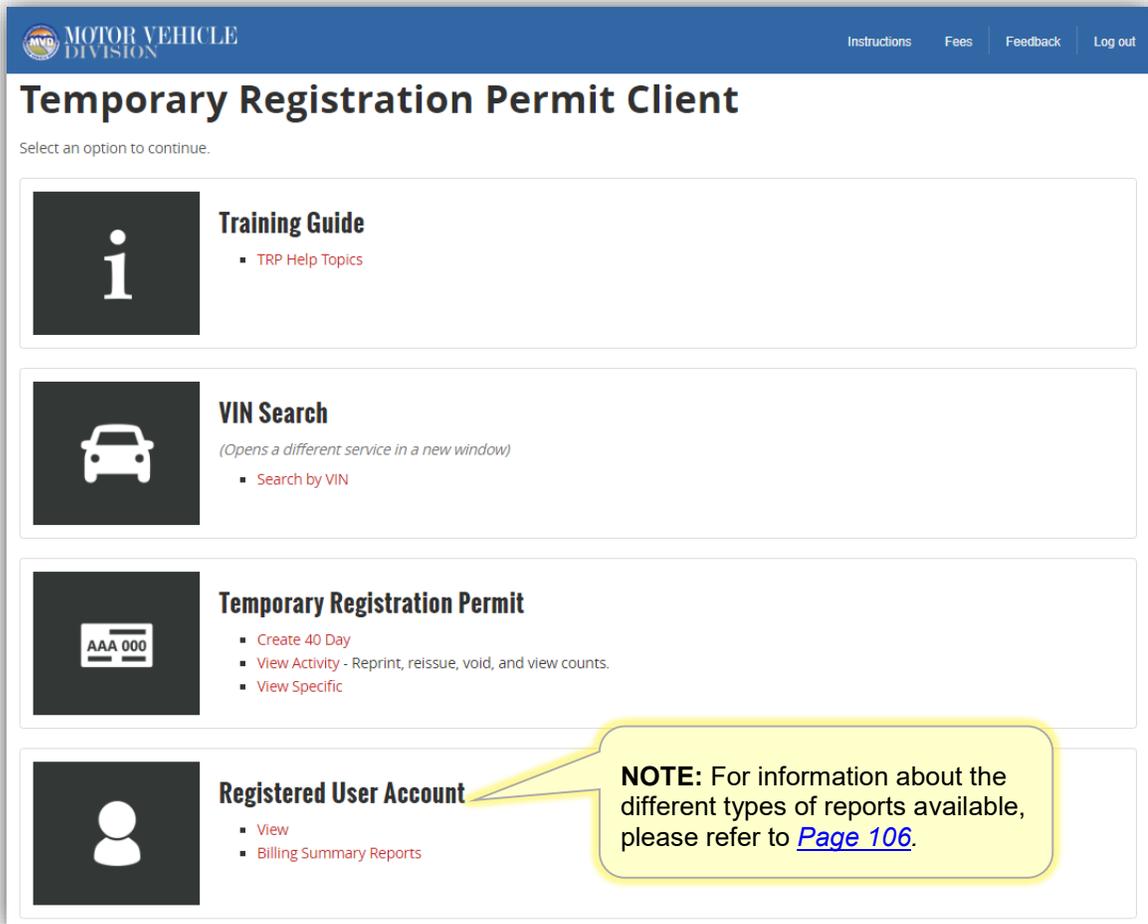


Fig. 144



Fig. 145

3. The first time you log in, you will see your User Profile (Fig. 146).
 - 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 Customer Database (CDB).
 - You must establish Online Security Questions.
4. Once you have selected questions and entered answers, click **Submit**.
 - The CDB Dashboard displays (Fig. 147).
5. 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. 147).
 - On the User Profile page, enter your current password.
 - Then enter your new password and enter it again to confirm the change (Fig. 146).
 - Click **Submit**.
 - To leave the CDB, click **Logout** and close this browser tab (Fig. 147). **NOTE:** Use this new password to log in to *both* the online TRP service and CDB.

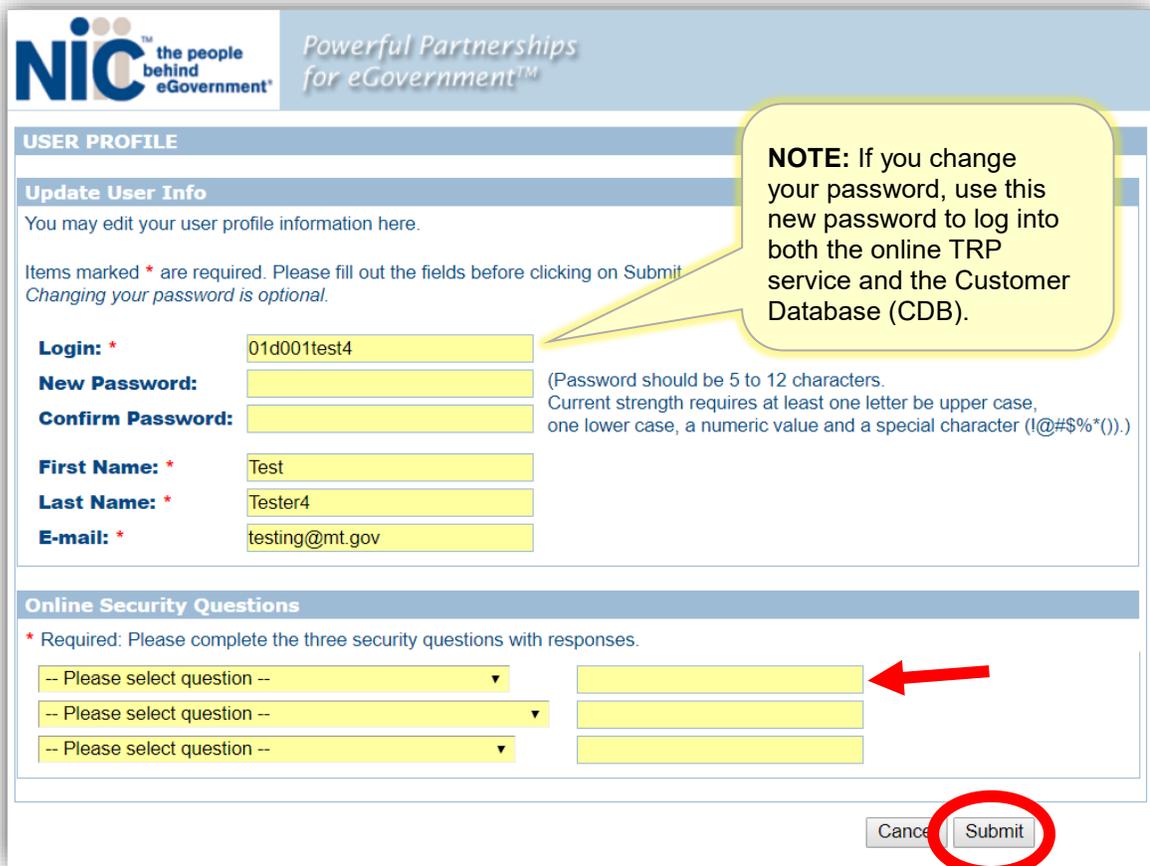


Fig. 146



Fig. 147

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 your business for a billing cycle.

1. To access the report, log in to your Registered User Account. For instructions, please refer to [Page 104](#).
2. On the CDB Dashboard, select **Reports** to view your billing summary (*Fig. 148*).

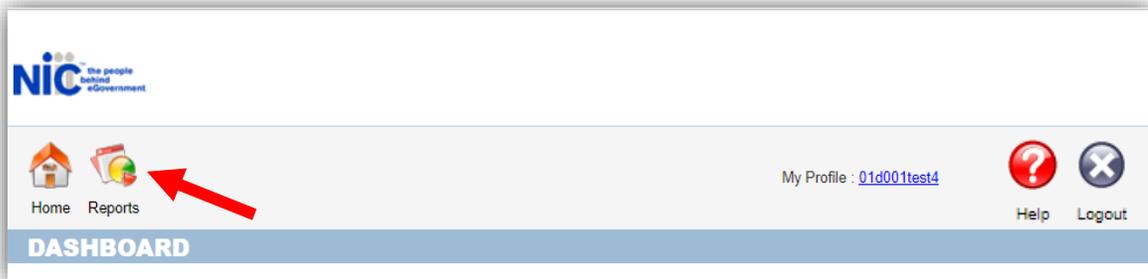


Fig. 148

3. On the Reports page, select **Billing Summary** (*Fig. 149*).

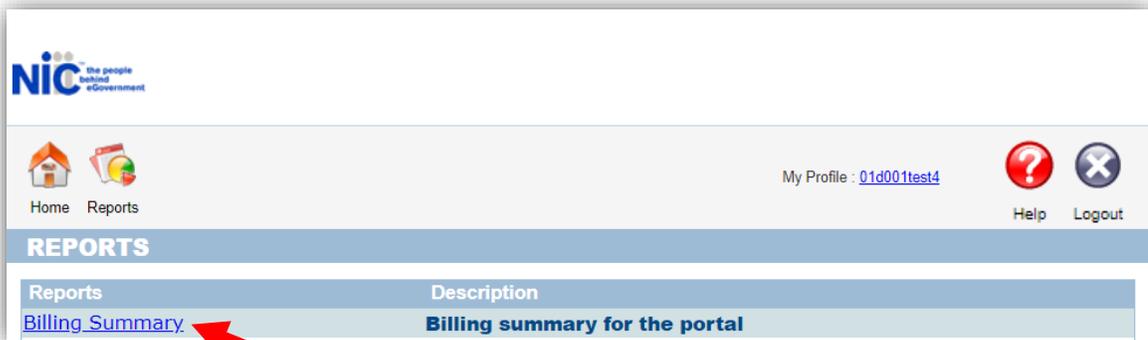


Fig. 149

Select Report Criteria

1. On the Billing Summary page, select a **Billing Period** from the drop-down menu (*Fig. 150*).
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**.

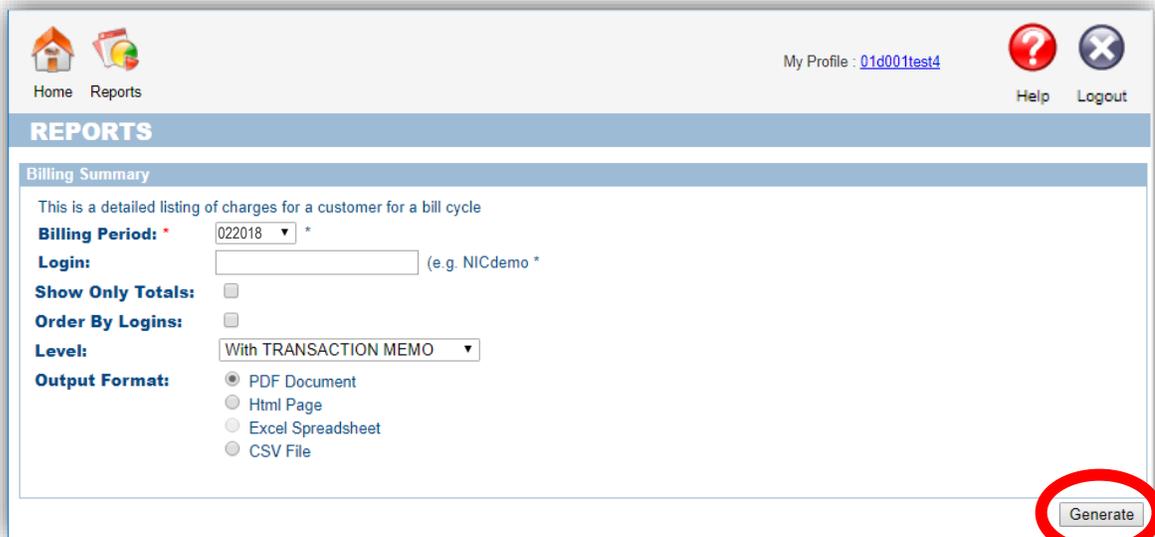


Fig. 150

View Report Results

You can save and/or print the report (*Fig. 151*).

Date	Transaction	Login	Client Memo	Transaction	Quantity	Cost
2/1/2018 13:20	DOJ Vehicle Sale TRP	03d001 john		[ZG83381][5N1AT2MK4EC809201][AA2548795][DOJTRP2018020113203298349]	1	\$0.00
2/1/2018 18:04	DOJ Vehicle Sale TRP	03d001 john		[ZG83582][3GNCJNS82L196752][null][DOJTRP2018020118041656480]	1	\$0.00
2/2/2018 12:34	DOJ Vehicle Sale TRP	03d001 john		[ZG83834][1FTX3BT8CEA32905][AA2977798][DOJTRP201802012341020737]	1	\$0.00
2/3/2018 11:19	DOJ Vehicle Sale TRP	03d001 john		[ZG84291][1G1BG55M9G7315634][null][DOJTRP201802011190888304]	1	\$0.00
2/3/2018 18:15	DOJ Vehicle Sale TRP	03d001 john		[ZG84581][1CARJFCG3CC241828][AA2674577][DOJTRP2018020318152839023]	1	\$0.00
2/5/2018 14:09	DOJ Vehicle Sale TRP	03d001 john		[ZG84838][1GC1KWEYSJF144061][null][DOJTRP2018020514092661371]	1	\$0.00
2/5/2018 17:30	DOJ Trp Issue Out State	03d001 john		[ZG84989][1GT42AE83FF188551][AA3634512][DOJTRP2018020517300131755]	1	\$25.24
2/5/2018 18:30	DOJ Vehicle Sale TRP	03d001 john		[ZG85013][1GT42KCY5JF183643][null][DOJTRP2018020518303999446]	1	\$0.00
2/6/2018 15:25	DOJ Vehicle Sale TRP	03d001 john		[ZG85269][3C6RR7KTOHGS24096][AA3462157][DOJTRP2018020615254070538]	1	\$0.00
2/7/2018 13:27	DOJ Vehicle Sale TRP	03d001 john		[ZG85586][3GCUKSEC1HG449527][null][DOJTRP2018020713273462873]	1	\$0.00
2/7/2018	DOJ Trp Issue	03d001 john		[ZG85612]	1	\$25.24
2:06:37 PM	Out State			[1G1RA6554HU160945][null][DOJTRP2018020714063063453]		
2/7/2018 14:23	DOJ Vehicle Sale TRP	03d001 john		[ZG85631][3G1BE6SM6H5565993][null][DOJTRP2018020714233672724]	1	\$0.00
2/8/2018 10:04	DOJ Vehicle Sale TRP	03d001 john		[ZG85850][3GCUKSEC8HG459696][null][DOJTRP2018020810040804644]	1	\$0.00
2/8/2018 13:08	DOJ Vehicle Sale TRP	03d001 john		[ZG85978][3GCUKSEC8HG439481][null][DOJTRP2018020813084150276]	1	\$0.00
2/8/2018 14:03	DOJ Vehicle Sale TRP	03d001 john		[ZG86027][SHHF7H59HU203316][AA3342328][DOJTRP2018020814034672133]	1	\$0.00
2/9/2018 16:16	DOJ Vehicle Sale TRP	03d001 john		[ZG86580][3GCUKSEC8HG212260][null][DOJTRP2018020916164156972]	1	\$0.00
2/9/2018 16:55	DOJ Vehicle Sale TRP	03d001 john		[ZG86617][3GCUKSEC2HG326433][null][DOJTRP2018020916553206202]	1	\$0.00
2/9/2018 17:48	DOJ Vehicle Sale TRP	03d001 john		[ZG86656][3GCPKSE72DGC158867]	1	\$0.00

Fig. 151

Balancing Report

The Balancing Report provides a list of charges for your business 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. 152*).

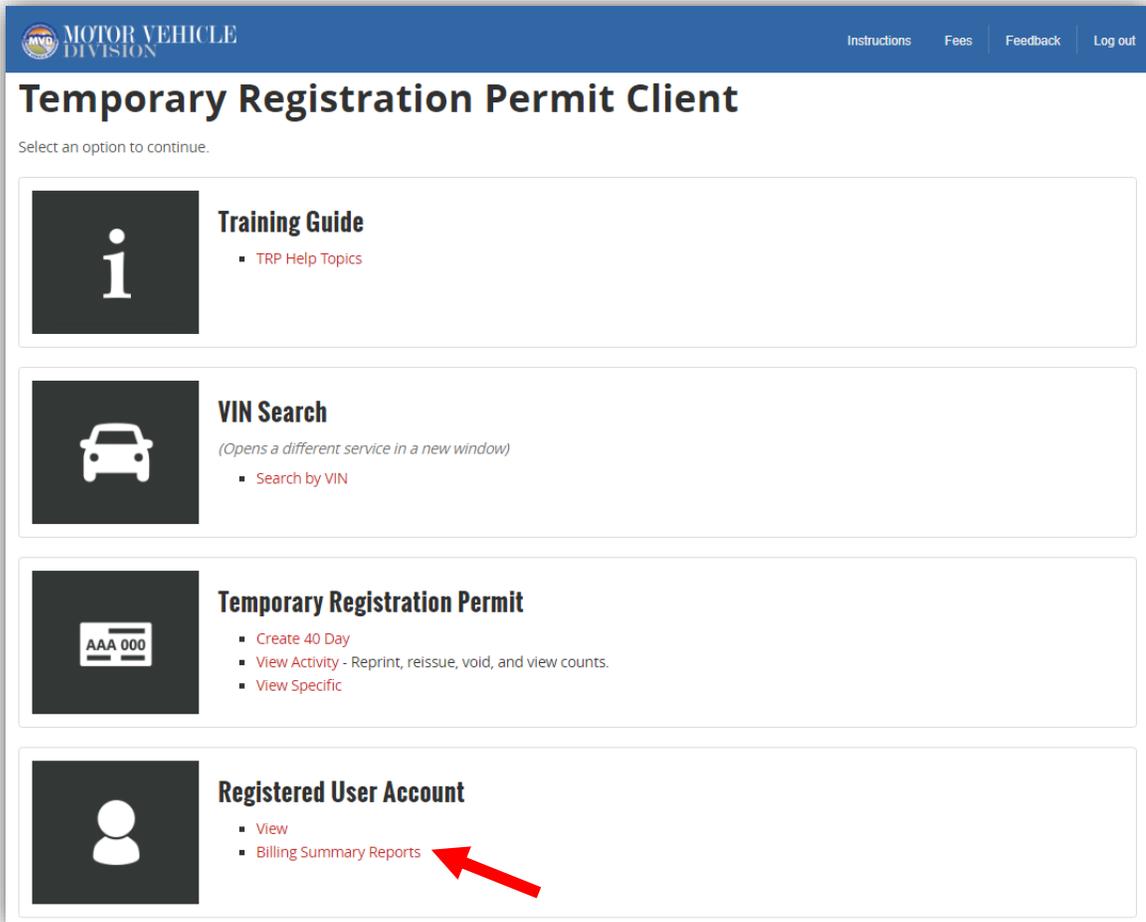


Fig. 152

2. On the Reports page, select **Balancing Reports** (*Fig. 153*).
3. To return to the Main Menu page, click **Main Menu**.



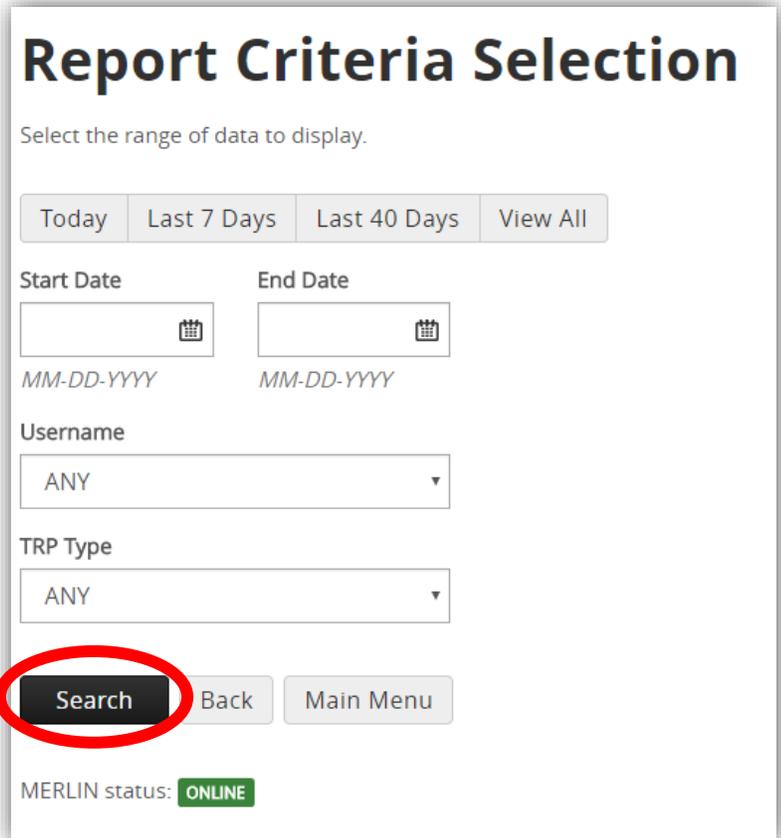
Fig. 153

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. 154).

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 business.
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

TRP Type

Search Back Main Menu

MERLIN status: ONLINE

Fig. 154

View Report Results

- The Balancing Report displays the following summary results (*Fig. 155*) 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**.

Balancing Report

From 01-01-2004
To 04-02-2018
Customer Account ID 101910
Username ANY
TRP Type ANY

[Report Details](#)
04-02-2018 3:27 PM

Type	Counts							Amounts							
	No. Issued		In-State		Out-of-State		SI Perfected	TRP Permit Fee Paid				Fees		SI Perfected Fee	
	Iss	Reiss	Iss	Reiss	Iss	Reiss		In-State		Out-Of-State		Debit	CC	Debit	CC
COURTESY DELIVERY	4	0	4	0	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	\$1.24	\$0.00	\$8.00	\$0.00
TITLE PAPERWORK	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VIN INSPECTION	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PLATE ORDER	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SI DEMO	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VEHICLE SALE	829	15	806	15	23	0	434	\$0.00	\$0.00	\$383.00	\$98.00	\$28.14	\$6.40	\$3,424.00	\$48.00
PRIVATE SALE	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LIMITED USE	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLEET RENTAL	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SINGLE MOVE	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
90 DAY	11	3	11	3	0	0	0	\$288.00	\$48.00	\$0.00	\$0.00	\$5.76	\$1.44	\$0.00	\$0.00
AUTO AUCTION	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	844	18	821	18	23	0	435	\$288.00	\$48.00	\$383.00	\$98.00	\$35.14	\$7.84	\$3,432.00	\$48.00

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

Total TRPs Issued 862
 Credit Card Totals \$201.84
 Debit Total \$4,138.14
 Total VIN Searches 924
 VIN Searches \$0.00
 Total Amt Collected \$4,339.98

Fig. 155

View Report Details

The Balancing Report Details page displays information (Fig. 156) 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 scroll through the results, click on the arrows or numbers at the bottom of the page (Fig. 157).
5. To return to the Balancing Report page, click **Back**.
6. To return to the Main Menu page, click **Main Menu**.

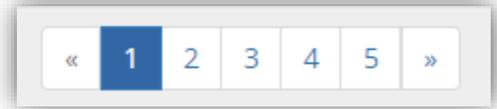


Fig. 157

Balancing Report Details

From 01-01-2004 To 04-02-2018
 Customer Account ID 101910
 Username ANY
 TRP Type ANY

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

Viewing **10** records per page of 2355 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 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	MVD Admin Fee	VEHICLE SALE	\$0.74	Debit	DOJTRP2018040215194181313
2018-04-02 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	Montana Temporary Registration Permit (out of state)	VEHICLE SALE	\$24.50	Debit	DOJTRP2018040215194181313
2018-04-02 03:19 PM	101910 Leskovar Motors Inc	01D001DJ	AAIK4748 Issue	Dealer Logo	VEHICLE SALE	\$1.00	Debit	DOJTRP2018040215194181313
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	90 Day Temporary Registration Permit	90 DAY	\$24.00	Debit	DOJTRP2018033011035885323
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	Montana Temporary Registration Permit	90 DAY	\$0.00		DOJTRP2018033011035885323
2018-03-30 11:03 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4728 Issue	MVD Admin Fee	90 DAY	\$0.72	Debit	DOJTRP2018033011035885323
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	MVD Admin Fee	VEHICLE SALE	\$0.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Dealer Logo	VEHICLE SALE	\$1.00	Debit	DOJTRP2018033010414233775
2018-03-30 10:41 AM	101910 Leskovar Motors Inc	01D001TT	AAIK4726 Issue	Montana Temporary Registration Permit	VEHICLE SALE	\$0.00		DOJTRP2018033010414233775

« 1 2 3 4 5 »

Back Main Menu

Fig. 156

HOW TO REQUEST A REFUND

Voided TRPs

Cancellation of Sale

On the Day of Issuance

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

Before Expiration

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership about outstanding TRP fees.

After Expiration

If you void a **Vehicle Sale** or **Courtesy Delivery** TRP using the Cancellation of Sale reason *after* the permit has expired, you must call the MVD at 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** or **Courtesy Delivery** TRP using the Wrong Vehicle reason on the same day it was issued, you must call the MVD at 406-444-3884. A TRP fee will not be charged; a refund will appear on your registered user or credit or debit card account.

Before Expiration

If you void a TRP within the permit's 40-day timeframe, you must send the TRP fee to the MVD. The MVD performs monthly audits and notifies your dealership about outstanding TRP fees.

Other TRP Transactions

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

Please email refund questions to dojdealerinfo@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.

Helpful Resources

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

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

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

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. 158) 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.

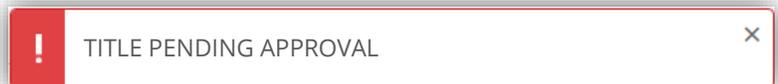


Fig. 158

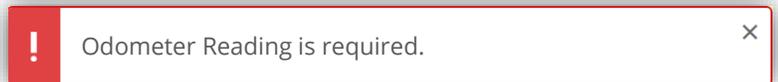


Fig. 159

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. 159) 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. 160).

Main Menu / Vehicle & Purchaser Search / Vehicle & Purchaser

Vehicle & Purchaser

Enter the requested information.
 * Required field

Vehicle

Vehicle Type Passenger
 Vehicle Identification Number (VIN) 99999999999999999999

Year * 2018 Make * Cadillac Model C20 Style Convertible

Primary Color * Camouflage Secondary Color

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

Odometer Reading is required.

Sale Date * 02-21-2018 State Where Vehicle Will Be Titled * MONTANA Purchaser County of Residence * LAKE COUNTY

MM-DD-YYYY Only if vehicle will be titled in Montana

Fig. 160

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. 161*) 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. 162*) 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. 161

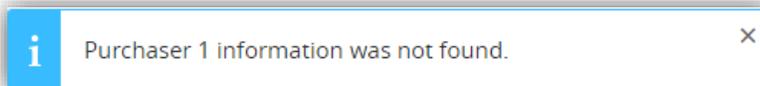


Fig. 162

Uppercase Messages

If you see a warning message in uppercase text (*Fig. 163*), 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. 163

Offline Mode

In rare instances, the MVD system (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 the MVD system is in online or offline mode (Figs. 164-165).

- 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.

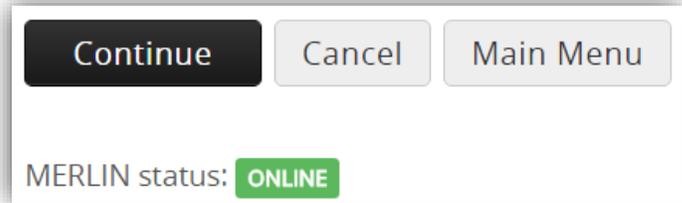


Fig. 164

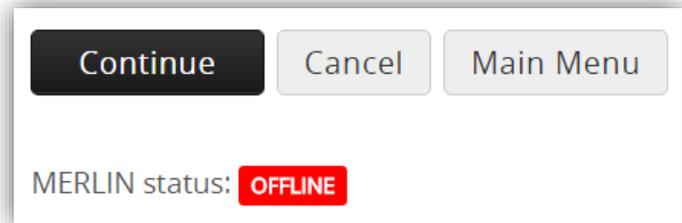


Fig. 165

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

- During that process the MVD system 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. 166).
- 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. 166

GLOSSARY

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.

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:

- 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. How do I become a registered user?** Follow the process outlined at <https://app.mt.gov/registered> and complete a Registered Services Agreement at https://app.mt.gov/registered/pdf/Registered_Services_Agreement.pdf. For more information, please refer to [Page 9](#).
- 3. What do I do if I forgot my registered user password?** You can reset your password at https://cmbs-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.
- 4. 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 business receives.
- 5. 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 123](#).
- 6. 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 [Page 104-105](#).
- 7. How do I request a refund for a voided TRP?** If you void a **Vehicle 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 112](#).
- 8. How do I request a refund for other TRP transactions?** Complete [Form 40-2300](#) and mail or fax it to the MVD. The MVD approves or denies the refund. If approved, the refund is credited to your Registered User Account or 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 112](#).
- 9. How do I find information about my dealership'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 dealership'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 45 and 106](#).
- 10. 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/dealership.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 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 financial institution allows a potential buyer to test drive a vehicle, for example.

As an employee of an auto dealership or auto auction businesses, a dealership with auto auction privileges, or a financial institution, 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 is available only to dealerships.
2. **Courtesy Delivery** – 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 dealerships.
3. **SI Demo** – 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. The TRP type is available only to financial institution employees.
4. **Auto Auction** – 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.
5. **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** TRP as an extended permit for the customer. This TRP type is available only to dealerships.

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

TRP VOID REASONS

The following reasons can be used when voiding a temporary registration permit. For more information, please refer to [Page 54](#).

VOID REASON	SITUATION FOR USE	USE LIMITED TO THIS USER	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Lost	When the purchaser has lost the TRP.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Stolen	When the TRP has been stolen.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Damaged	When the TRP is damaged.	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.	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.	Dealerships	All	Before the TRP expires and before the title and registration transaction has been processed.	Yes
Cancellation of Sale	When the customer no longer wants the vehicle. The action voids the TRP; the vehicle can be sold to another purchaser.	Dealerships	Vehicle Sale, Courtesy Delivery	Before the TRP expires and before the title and registration transaction has been processed.	No

VOID REASON	SITUATION FOR USE	WHO CAN USE THIS VOID REASON?	AVAILABLE FOR THIS TRP TYPE	USE RULES	REQUIRES REISSUE
Cancel Permit	When the customer no longer needs the TRP. This action voids the TRP; another TRP can be issued for the vehicle.	Dealerships	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.	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.	Dealerships	Vehicle Sale, Courtesy Delivery	After the permit expires, but before the title and registration process has started.	No
Update Purchaser	When the vehicle has been sold at an auction, you must change the purchaser's name from your 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

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.

TRP STATUSES

The following statuses may appear on the TRP Activity Results and TRP Specific Results pages. For more information, please refer to [Pages 45 and 91](#).

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)	\$20.09*	Purchaser	When the purchaser titles and registers the vehicle at a county office.
TRP (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.
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.