

Step by step instructions to assist you in registering with NMVTIS

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

Step 1

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

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

The screenshot shows a web browser window with the URL `nmvtisreporting.aamva.org/Login`. The page has a dark blue header with the AAMVA logo and the text "NMVTIS Single VIN Reporting Service". On the left, there is a sidebar with a "Help" link. The main content area is titled "Login" and contains three sections: "Information", "Existing Customers", and "New Customers Must Register Here". The "Existing Customers" section includes input fields for "Reporting Entity ID" and "Password", both marked as required with a red asterisk. Below these fields is a legend stating "* = Required". There are also links for "Forgot your Reporting Entity ID?", "Forgot your Password?", and a "Sign in" button. The "New Customers Must Register Here" section contains a note about creating an account and a blue "Register" button in the bottom right corner.

nmvtisreporting.aamva.org/Login

NMVTIS Single VIN Reporting Service

Help

Login

Information

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

Existing Customers

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

Reporting Entity ID * [?](#)

Password *

* = Required

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

New Customers Must Register Here

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

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

[Register](#)

Step 3

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

The screenshot shows a web browser window with the URL aamva.org/User/Registration. The page title is "Single VIN Reporting Service" and the sub-header is "Reporting Entity Registration". Below this is a "New Customer" section with a progress bar showing four steps: Information (active), Verification, Registration, and Finish. The "Information" step contains text explaining that an EIN (Employer Identification Number) is a unique nine-digit number tied to a business entity, similar to a social security number. It lists conditions under which a business likely has an EIN: employing workers, filing employment/excise/alcohol/tobacco/firearms tax returns, withholding taxes on non-wage income for non-resident aliens, and being involved with trusts, estates, real estate mortgage investment conduits, nonprofit organizations, or farmers' cooperatives. Below this text is a question: "Do you or your business possess an EIN?" with two radio button options: "Yes" (selected) and "No". At the bottom left is a "Back to Login" button, and at the bottom right are "Previous" and "Next" buttons. Red circles highlight the "Yes" radio button and the "Next" button. The footer includes the copyright notice "© 2013 AAMVA American Association of Motor Vehicle Administrators" and links for "About" and "Terms and Conditions".

Single VIN Reporting Service

Reporting Entity Registration

New Customer

Information Verification Registration Finish

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

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

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

Do you or your business possess an EIN? ☒ Yes ☐ No

Back to Login Previous Next

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Step 4

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

The screenshot shows a web browser window with the URL `amva.org/User/Registration`. The page title is "Single VIN Reporting Service" and the subtitle is "Reporting Entity Registration". A dark blue header bar contains the text "New Customer". Below this is a navigation bar with four icons: "Information" (i), "Verification" (magnifying glass), "Registration" (pencil), and "Finish" (checkmark). The "Verification" tab is currently selected.

The main content area asks the question: "Have you been issued a Reporting Entity ID by another Data Consolidator?". There are three options, each with a vertical line and icon to its left:

- Yes** (thumbs up icon): "Please enter the ID and click on the 'Register Now' button. This will pre-populate the registration form with your company name, address and phone information." Below this is a text input field labeled "Existing Reporting Entity ID" and a green "Register Now" button.
- No** (thumbs down icon): "I have not been issued a Reporting Entity ID." Below this is a green "Register Now" button. This entire option is circled in red.
- Not sure** (question mark icon): "I am not sure of being issued a Reporting Entity ID." Below this is a dark blue "Let me check" button.

Step 5

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

Single VIN Reporting Service

Information Verification **Registration** Finish

Company Information * = Required

Reporting Entity ID ?

Company Name * ?

Doing Business As ?

Parent Company Name ?

Company Type * ?

Contact First Name *

Contact Last Name *

Email *

Confirm Email *

Phone * Fax

Address Information

Address 1 * Address 2

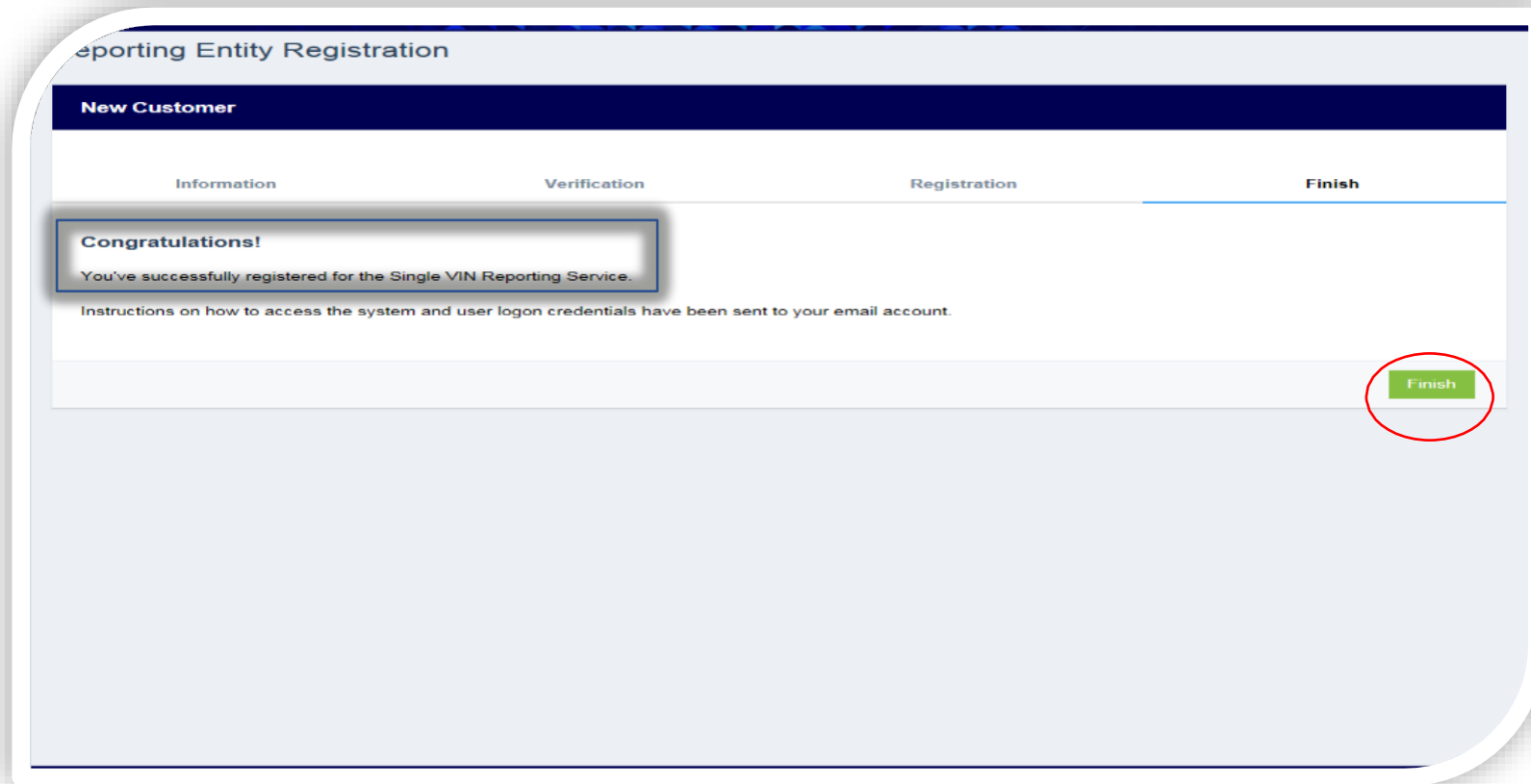
City * State * Zip Code *

Back to Login Previous **Register**

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Step 6

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



The screenshot shows the 'Reporting Entity Registration' page for a 'New Customer'. It features a progress bar with four steps: 'Information', 'Verification', 'Registration', and 'Finish'. The 'Finish' step is currently active, indicated by a blue underline. A blue-bordered box on the left contains the text: 'Congratulations! You've successfully registered for the Single VIN Reporting Service. Instructions on how to access the system and user logon credentials have been sent to your email account.' On the right side of the page, there is a green button labeled 'Finish' which is circled in red.

Reporting Entity Registration

New Customer

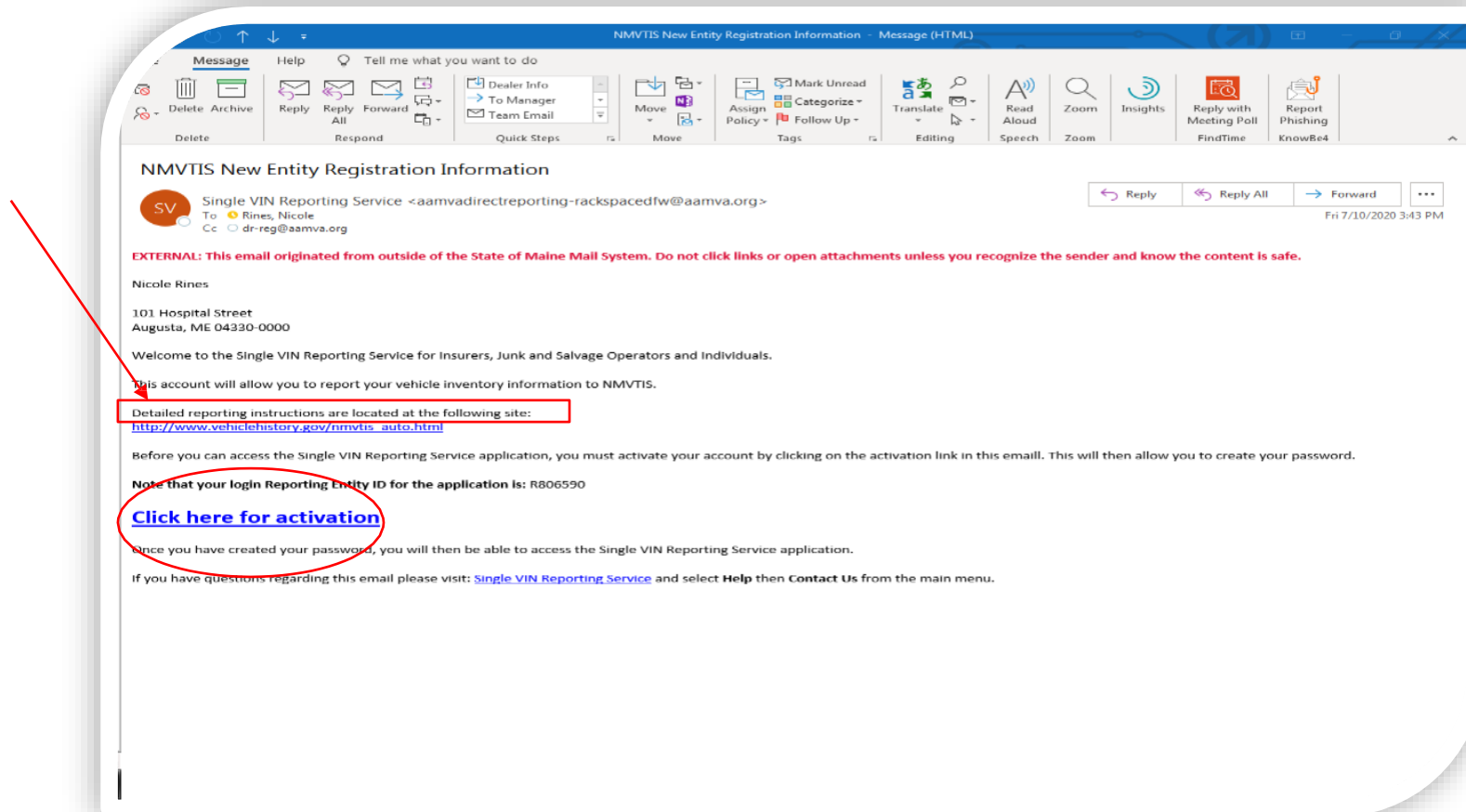
Information Verification Registration **Finish**

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

Finish

Step 7

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



Step 8

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

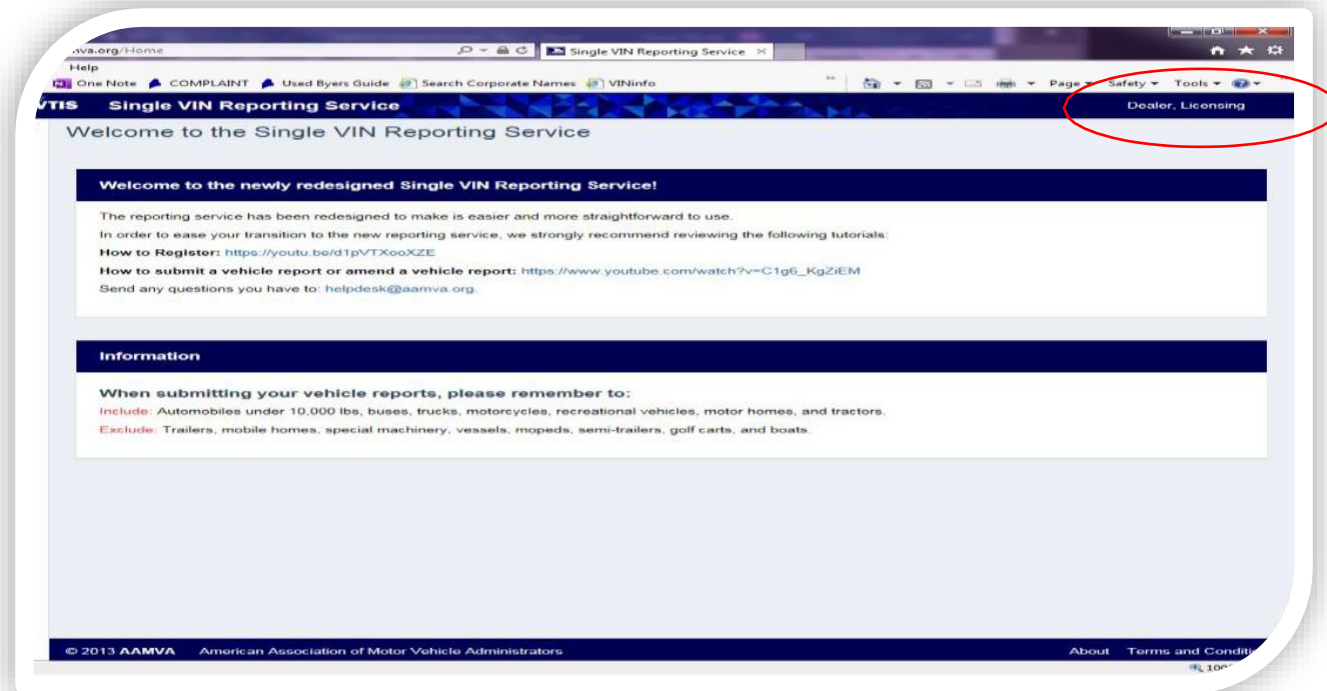
The screenshot displays the 'Registration Verification' page of the AAMVA Single VIN Reporting Service. The page is titled 'Registration Verification' and features a 'Password Creation' section. This section includes two input fields: 'Password' and 'Confirm Password', both of which are highlighted in yellow. Below these fields, there is a 'Password Rules' section with the following requirements:

- Password must be at least 8 characters.
- Password must contain at least one numeric character.

Below the rules, there is a legend indicating that a red asterisk (*) denotes a required field. At the bottom right of the 'Password Creation' section, there is a 'Save Password' button, which is circled in red. The page also includes a navigation bar with links such as 'Dealer Records', 'Processes', 'One Note', 'COMPLAINT', 'Used Byers Guide', 'Search Corporate Names', and 'VINinfo'. The footer of the page contains the copyright information '© 2013 AAMVA American Association of Motor Vehicle Administrators' and links for 'About' and 'Terms and Conditions'.

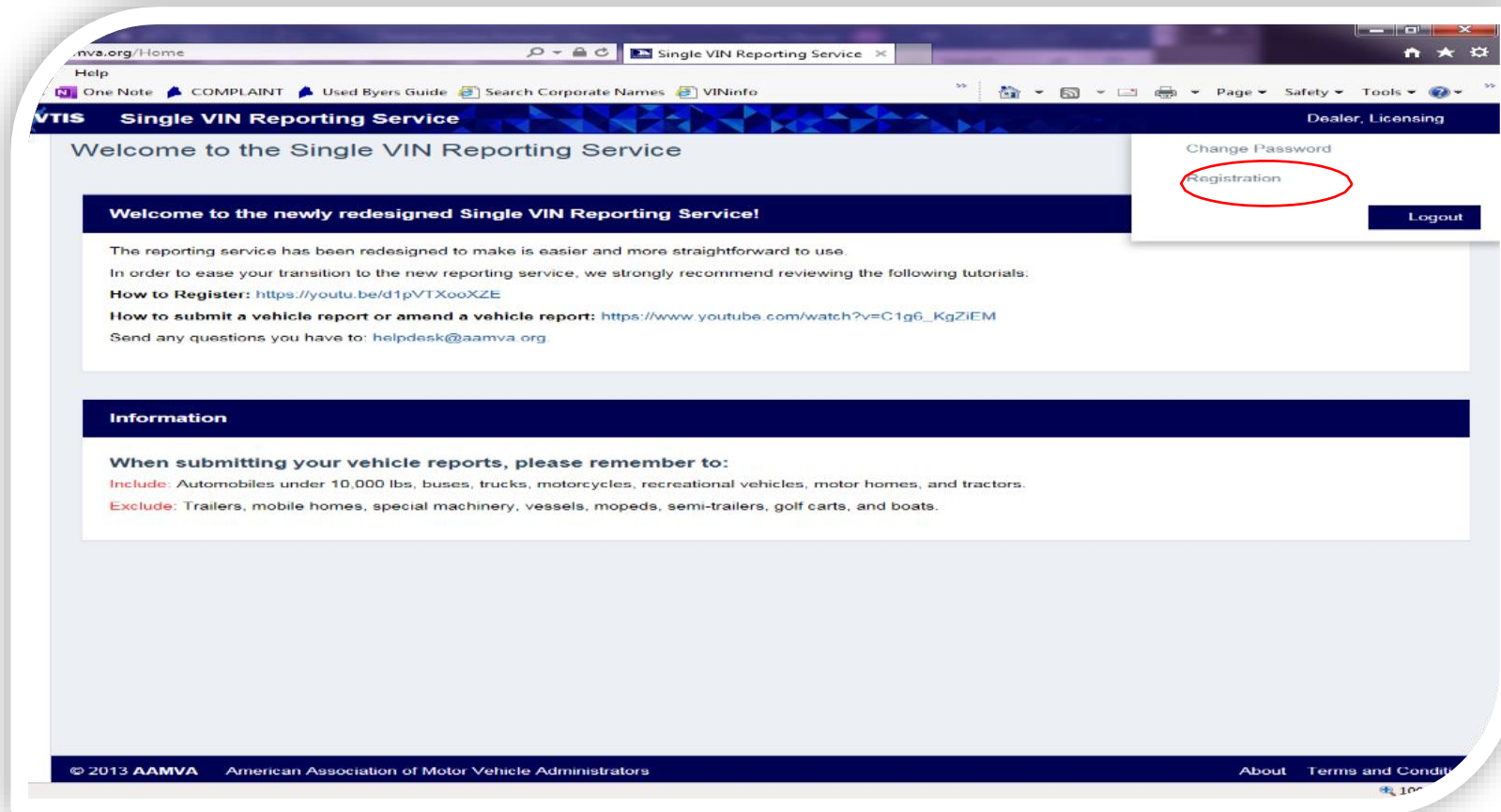
Step 9

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



Step 10

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



Step 11

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

The screenshot shows a web browser window with the URL samva.org/User/Profile. The page title is "Single VIN Reporting Service" and the breadcrumb trail is "Dealer, Licensing". The main heading is "Profile". Below this is a dark blue bar with the text "Change Reporting Entity Registration". To the right of this bar is a legend: "= Required".

The form is divided into two sections: "Company Information" and "Address Information".

Company Information

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

Address Information

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

At the bottom right of the form is a button labeled "Change Registration Info".