



Affidavit of Duplicate Title for Vehicle or Watercraft

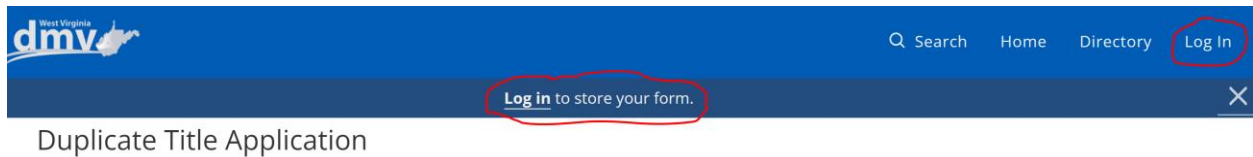
Account Creation & Dealer Dashboard

November 2023

Creating an Account

Step 1:

Start by clicking on one of the log in options located on the top of the Request Duplicate Title application.



Step 2:

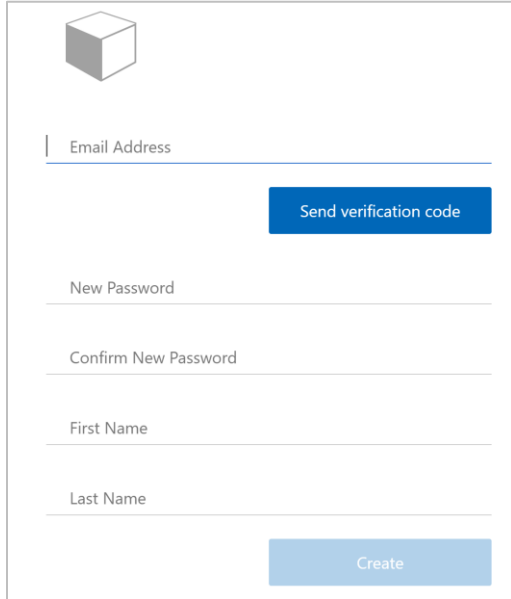
You should now see multiple options to log in. You may use your existing Microsoft or Google account if you wish or sign up for a new account by clicking the “Sign up Now” link highlighted yellow on the screenshot below.

A screenshot of the login page. At the top left is a 3D cube icon. Below it is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link 'Forgot your password?'. A blue 'Sign in' button is below the links. Below the button is the text 'Don't have an account?' followed by a yellow highlighted link 'Sign up now'. Below this is the heading 'Sign in with your social account'. There are three buttons: 'NIC Employees', 'Google' (with the Google logo), and 'Microsoft' (with the Microsoft logo).

Step 3:

If you chose to sign up for a new account, enter your email address and click the “Send Verification Code”.

You will receive a one-time code in your email you will then enter to continue the sign-up process.

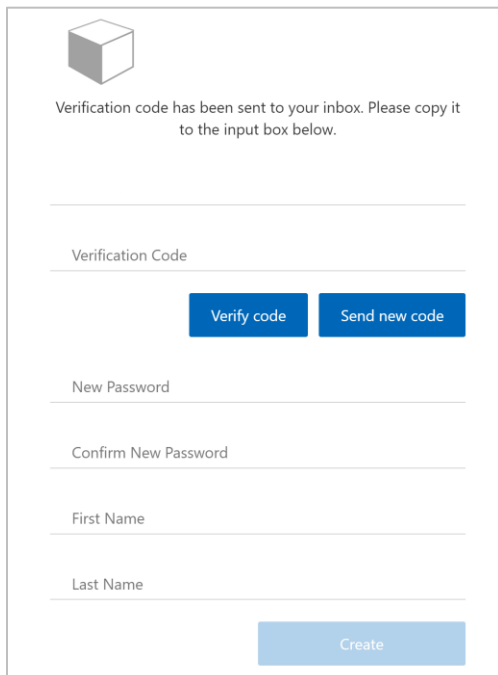


A sign-up form with a logo at the top left. The form contains the following fields and buttons:

- Email Address (text input)
- Send verification code (blue button)
- New Password (text input)
- Confirm New Password (text input)
- First Name (text input)
- Last Name (text input)
- Create (light blue button)

Step 4:

Enter your verification code and click the “Verify Code” button. You may now complete the sign-up process. Click the “Create” button and you are all finished. You may now log into the Dealer Dashboard.

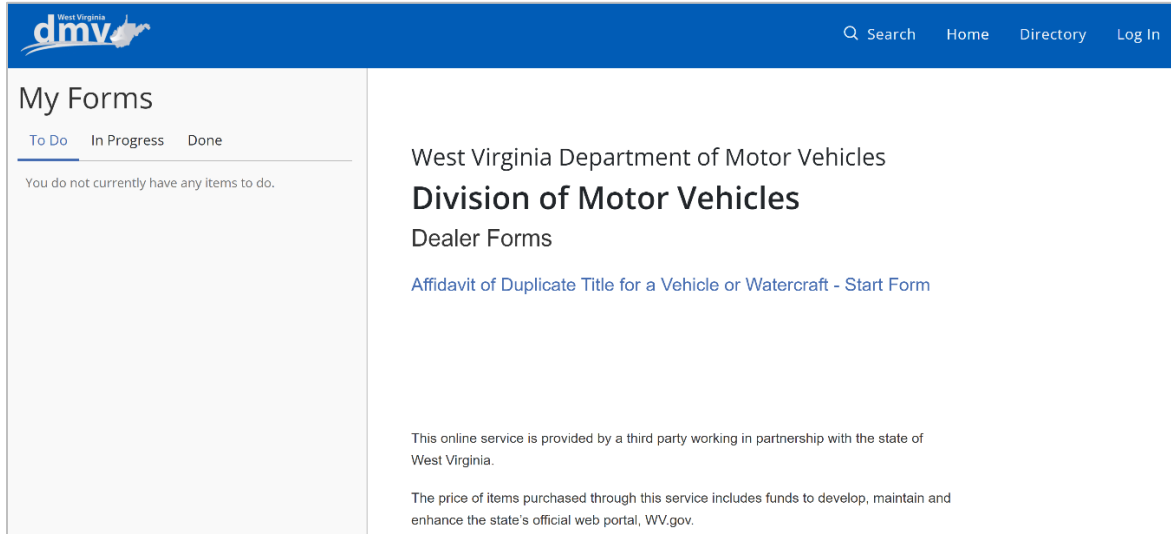


A verification form with a logo at the top left. The form contains the following fields and buttons:

- Verification code has been sent to your inbox. Please copy it to the input box below. (text)
- Verification Code (text input)
- Verify code (blue button)
- Send new code (blue button)
- New Password (text input)
- Confirm New Password (text input)
- First Name (text input)
- Last Name (text input)
- Create (light blue button)

Dealer Dashboard

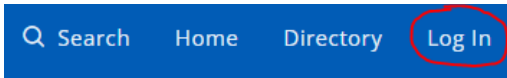
The Dealer Dashboard enables dealers to log in, start a new form, save an existing form, and view the progress of a form that has been submitted.



The screenshot shows the West Virginia Department of Motor Vehicles (DMV) Dealer Forms page. The header is blue with the West Virginia DMV logo on the left and navigation links (Search, Home, Directory, Log In) on the right. The main content area is divided into two columns. The left column, titled 'My Forms', has tabs for 'To Do', 'In Progress', and 'Done'. Below the tabs, it states 'You do not currently have any items to do.' The right column is titled 'West Virginia Department of Motor Vehicles Division of Motor Vehicles Dealer Forms'. It features a link for 'Affidavit of Duplicate Title for a Vehicle or Watercraft - Start Form'. At the bottom of the right column, there is a disclaimer: 'This online service is provided by a third party working in partnership with the state of West Virginia. The price of items purchased through this service includes funds to develop, maintain and enhance the state's official web portal, WV.gov.'

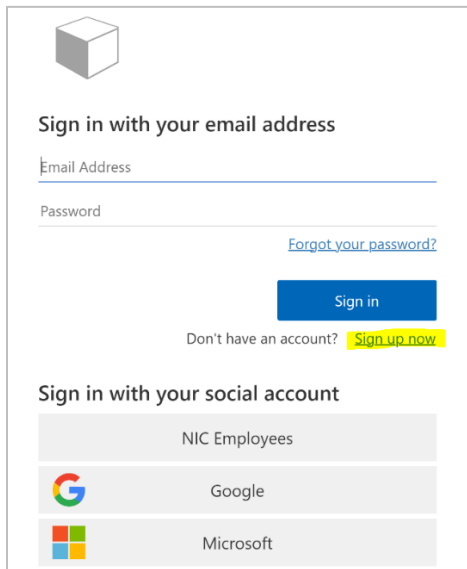
Navigation Bar

Log In:



The navigation bar is blue and contains the following links: Search, Home, Directory, and Log In. The 'Log In' link is circled in red.

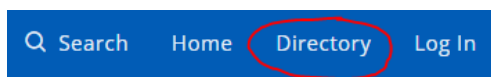
To log in, select the log in option in the navigation section of the form. Log in with the credential from the account you created or one of the other account options listed. You may submit a duplicate title application without logging in. Please note, your forms will not be available if you clear your cache or log in from a different pc. Submitting forms while logged in is the only way to ensure your information is available when accessing the dealer dashboard.



The sign-in form is titled 'Sign in with your email address' and includes fields for 'Email Address' and 'Password'. A 'Forgot your password?' link is located below the password field. A blue 'Sign in' button is positioned below the fields. Below the button, there is a link for 'Don't have an account? Sign up now'. The form also includes a section titled 'Sign in with your social account' with three options: 'NIC Employees', 'Google', and 'Microsoft'.

Directory:

The “Directory” option enables you to see a list of forms available to you. Click on “Duplicate Title Application” to start a new request.



Home / Directory

Directory

DMV

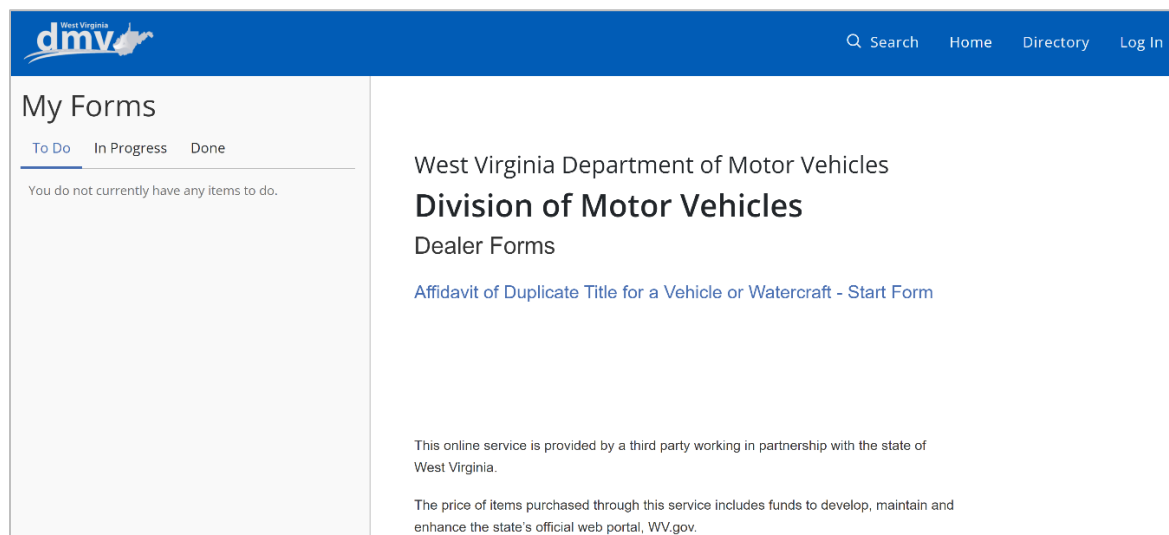
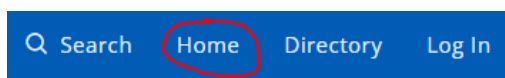
Sort by Most Viewed

Search the directory...

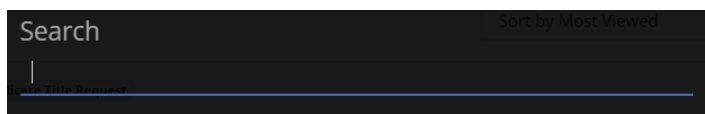
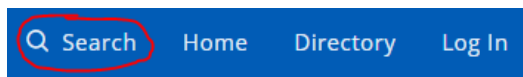
Duplicate Title Application

Duplicate Title Request

The “Home” option takes you back to the landing page for the dashboard. You may also create a new request by clicking the “Affidavit of Duplicate Title for a Vehicle or Watercraft – Start Form” link shown in the screenshot below.



The “Search” option may be used to search for a specific form. The duplicate title request application is the only form available at this time.



My Forms

Forms that are partially complete, have been submitted to the DMV, or processed by the DMV can be accessed under the “My Forms” section of the dealer dashboard.

To Do:

A partially completed form can be accessed by going to the “To Do” option under my forms. You may choose to continue or delete a form that you have not yet submitted.

The screenshot shows the 'My Forms' interface. On the left, a sidebar contains the title 'My Forms' and three tabs: 'To Do' (highlighted with a red circle and a count of 1), 'In Progress', and 'Done'. Below the tabs, a single form titled 'Duplicate Title Application' is listed with a timestamp of '11/28/2023, 3:54:11 PM' and buttons for 'Continue' and 'Delete'. The main content area on the right displays the 'West Virginia Department of Motor Vehicles' logo, the title 'Division of Motor Vehicles', and the subtitle 'Dealer Forms'. Below this is a link to 'Affidavit of Duplicate Title for a Vehicle or Watercraft - Start Form'. At the bottom, there is a disclaimer: 'This online service is provided by a third party working in partnership with the state of West Virginia. The price of items purchased through this service includes funds to develop, maintain and enhance the state's official web portal, WV.gov.' and contact information: 'Division of Motor Vehicles * PO Box 17110 * Charleston, WV 25317 * 1-800-642-9066 * dmv.wv.gov'.

In Progress:

Forms that have been submitted and are being processed by the WV DMV are located under “In Progress”. No changes may be made to forms that have been submitted. You are however able to download submitted forms.

The screenshot shows the 'My Forms' interface with the 'In Progress' tab selected (highlighted with a red circle and a count of 3). The sidebar also shows 'To Do' and 'Done' tabs. The main content area lists three 'Duplicate Title Application' forms, each with a timestamp and a 'Download' button. Each form also has an 'In Progress' status indicator and a 'Test Submission' button. The forms are listed in descending order of submission time: 11/15/2023, 12:48:45 PM; 10/13/2023, 9:02:58 AM; and 9/25/2023, 1:45:48 PM.

Done:

Forms listed under “Done” have been processed by the DMV.

Returned Forms:

The WV DMV may return forms to you if additional information is needed. You will receive an email with information regarding what needs updated on the form. When a form has been returned to you, it will be listed under the “To Do” section in the Dealer Dashboard. Once you have updated the form, click Submit to return to the DMV.

My Forms

[To Do](#) **1**[In Progress](#) **2**[Done](#)

Duplicate Title Application

11/30/2023, 2:48:24 PM

[Continue](#)[Delete](#)

This form was returned.

Test Submission
