



West Virginia Dealer Association Training 2025



Message from the Commissioner

- 1 Million new titles issued
- 1.1 Million titles migrated
- 1400+ dealerships and license services
- 1000+ ELT Lenders
- 356k Electronic Liens Issued



Overview

Overview

- Using VRS and Dealer Portal
- Digital Titles
- Upcoming VRS Changes

Using VRS and Dealer Portal

Creating and Submitting Title Requests

1. Select “Create New Vehicle Registration” under “Vehicle Registration Tools”
2. Choose transaction type
3. Follow guided steps for your transaction. You will need transfer information, owner information, vehicle information, purchase price (excluding trade-ins), previous title state, trade-ins, liens, insurance information, and odometer statement. You will also need an Inventory Control Number for temp tags.
4. Print Temp Tag or Transfer Slip along with completed TR-1/ DMV-1L form.

When ready to send to DMV

5. Login to VRS and find transaction.
6. Click on the “Upload Documentation” button.
7. Upload MCO/previous title, other supporting documentation, and system generated TR-1/DMV-1L form to DMV. Do not mail a check or any paperwork.
8. Submit to DMV
9. Keep original documents for 3 years in paper or electronic form.

Demo

Viewing Status in Dealer Portal

Title Applications are organized into the following statuses:

PENDING

The Title Application has been initiated. Additional action, such as evidence upload, is required for submission.

SUBMITTED

The Title Application is complete and has been submitted to the state DMV for review & processing.

APPROVED

The Title Application has been approved by the state DMV.

REJECTED

The Title Application has been rejected by the state DMV. Additional action is required for resubmission.

Viewing Status in Dealer Portal

West Virginia

dmv

Dealer Portal

☰

☒

🔍 Title Number

Title Number

SEARCH

👤

Title Applications

⬆

Pending

Submitted

Approved

Rejected

Date Created	Title Number ↓	VIN	Vehicle Details	Owner
05/16/2024	NVRZ00FL8860	4S3BNEN61G3006094	2016/SUBA/LEG	WUNDERLICH, JOYCE OR CARL
12/12/2022	NVRT00001766	1C4RDJDG9JC385633	2018/DODG/DUR	WATSON, JANE A
10/12/2022	NVRT00001656	JS2AE35S9R5104333	1994/SUZI/SFT	Test Owner 5
05/26/2022	NVR866499415	1C6RR6NT8FS583506	2015/RAM/150	Kessler, Gilbert O

Use left navigation to search by status

View Status on Transactions

Transaction Detail: NVR0000003707

UPLOAD EVIDENCE

Title Details

PENDING

Editing Fields in Dealer Portal

Transaction Detail: NVR000003707

VOID

SUBMIT TO STATE

1

EDIT

Sections

TITLE DETAILS

PREVIOUS TITLE

PREVIOUS STATE

Title Details

PENDING



2

Transaction Detail: NVR000003707

VOID

UPLOAD EVIDENCE

CANCEL

3

SAVE

Previous Title

* Previous Title State

Statement of Origin

Previous Title Number

Withdrawing a Transaction

Transactions that have been submitted to DMV but **not yet approved** can be withdrawn to allow for edits and resubmit to DMV.

- 1. Search for the transaction needing correction
- 2. Click “Withdraw” in top right
- 3. Click “Edit” and make any necessary changes, including uploading any additional evidence.
- 4. Click “Submit to State.”

Transaction Detail: NVR000003614

WITHDRAW

Title Details

SUBMITTED

Type	Region	Origination System
ORIGINAL	West Virginia	VRS
Dealer Certification Name	Dealer License Number	
Digital Dealership	DUC00000	

Sections

TITLE DETAILS

PREVIOUS TITLE

OWNER DETAILS

VEHICLE DETAILS

REGISTRATION

Resubmitting a Rejected Transaction

Dealership notified via current sendback process.

- 1. Locate request on the “Rejected” tab of the Dealer Portal.
- 2. Review Rejection Reason
- 3. Click “Upload Evidence” or the “...” to edit and make any necessary changes
- 4. Click “Submit to State.”

Transaction Detail: NVR000001942

VOID

SUBMIT TO STATE

4

3

UPLOAD EVIDENCE

EDIT

2

ⓘ

Rejection Reason

Evidence Does Not Match Application. Note: testing

Title Details

REJECTED

Type

ORIGINAL

Region

West Virginia

Origination System

VRS

Sections

TITLE DETAILS

PREVIOUS TITLE

OWNER DETAILS

VEHICLE DETAILS

REGISTRATION

INSURANCE

LIEN(S)

SALE

VRS Update

New Features in 2025

- Boat Titles
- Courtesy Delivery
- Reconstructed Dealer Title Application
- Requiring Driver or Company Identification on transactions

Upcoming Changes in 2026

- Email collection on owner information
- Loading information from previous title number
- Buy Here/Pay Here Dealers required to use ELT for any liens

How Banks or Buy Here/Pay Here Enroll

Working with an ELT Service Provider

- 1 Reach out to your preferred ELT Service Provider to enroll.

Working with a Service Provider may be right for lienholders with higher volumes and / or those involved with multi-state lending and want to leverage an ELT Service Provider.

Service Provider participants include DDI, PDP, Secure Title Administration, and Vitu CMS.



Using the Lien Management Portal

- 1 Contact enroll@champtitles.com to receive a sign-up link & answer any questions.
- 2 Complete enrollment form provided.
- 3 Receive access to the portal & WV Lender Code.

Using the Lien Management portal may be right for lenders who are only participating in WV ELT and want to directly manage liens through a self-service portal.

VRS Support

Phone: 877-260-5414

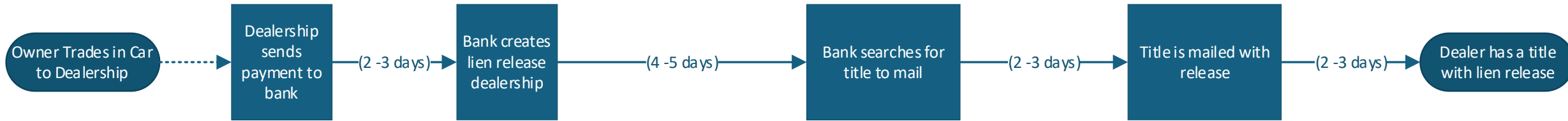
Email: vrs@wvinteractive.com

Training Videos: <https://dmv.wv.gov/vrs>

Digital Titles

Digital Titles

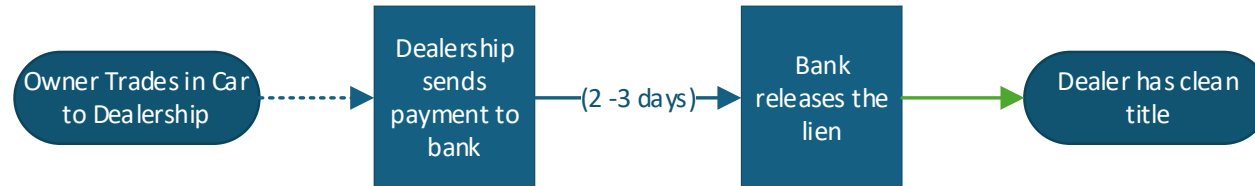
Paper Title *(10-14 days)*



Electronic Title *(4 – 6 days)*



Digital Title *(2 – 3 days)*



Digital Titles – What do they look like?

01001000 01100001 01110000 01110000
01111001 00100000 00110001 00110110
01110100 01101000 00100000 01000010
01101001 01110010 01110100 01101000
01100100 01100001 01111001 00100000
01110100 01101111 00100000 01010110
01100101 01101000 01101001 01100011
01101100 01100101 00100000 01010010
01100101 01100111 01101001 01110011
01110100 01110010 01100001 01110100
01101001 01101111 01101110 00100000
01010011 01111001 01110011 01110100
01100101 01101101

Digital Titles – Printed Version

DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES		ISSUED: 07/11/2024 BRAND: NONE	
WV-DMV-DT STATE OF WEST VIRGINIA DIGITAL VEHICLE TITLE			
VIN: 1FTEW1EG0JFB26891 YEAR: 2018 MAKE: FORD MODEL: F150 DESCRIPTION: Platinum		WEIGHT: 4,750 CLASS: A BODY TYPE: PK TITLE NUMBER  NDT360486037	
ODOMETER READING:		1 2 5 0 9	
ODOMETER BRAND:		Actual 	
OWNER INFORMATION Owner(s): Foster, John A OR Anne M Owner(s) Address: 5707 Kanawha St, Charleston, WV 25301		LIEN INFORMATION First Lien: Second Lien: Blue Ridge Lending None 1306 Washington Blvd Suite 300 Parkersburg, WV 26101 Third Lien: Fourth Lien: None None Fifth Lien: None	
WEST VIRGINIA DIGITAL TITLE TOKEN  60CD8951B2B049FA A8D9AB22D855B53C A6488923EFCA7A39 E699E13C8B151413  Please visit https://dmv.wv.gov/digitaltitle and NMVTIS to verify this digital title.			

This is a State of West Virginia Digital Vehicle Title. This document (WV-DMV-DT) represents legal evidence of ownership. This Digital Vehicle Title is not transferable without an accompanying Digital Vehicle Title Reassignment of Ownership (DMV-WV-DTRO).

<https://go.wv.gov/digitaltitle>



Document Type

Required Fields for Verification

—Title Number:_____

—Odometer Reading:

☐ I'm not a robot



1. Select "Reassignment" as the document type.
2. Enter the VIN, Reassignment Number, Odometer Reading, Odometer Brand, and Reassignee Name(s).

Digital Titles – How Do You Get One?

Dealer Titles

1. Dealer creates Dealer Title transaction in VRS
2. Dealer submits paperwork to DMV
3. DMV approves and issues the Title
4. Title instantly available within Title Vault

Reassignment from another Dealership

1. Original Dealership starts a Title Reassignment
2. Receiving Dealer views Reassignment within Title Vault
3. Receiving Dealer accepts Reassignment (can also reject to cancel process)
4. Title instantly available within Title Vault

Trade-In From Customer

1. Dealer takes a vehicle with Electronic Lien or Existing Digital
2. Dealer records trade-in within Title Vault
3. Dealer uploads POA
4. Title instantly available within Title Vault pending Lien Release

Demo

Digital Titles – How Do You Transfer Digital Title

In-State Reassignment to Dealership

1. Select Title in Title Vault and Click Reassignment
2. Enter Receiving Dealer License Number
3. Enter in Reassignment Details
4. Upload POA and click Complete Reassignment
5. Receiving Dealer will then need to accept the Reassignment

Out of State Reassignment or Out of State Transfer

1. Select Title in Title Vault and Click Reassignment
2. Enter Receiving Dealership Information or Owner Information
3. Enter in Reassignment Details
4. Upload POA and click Complete Reassignment
5. Print Digital Title and Digital Title Reassignment of Ownership Form
6. Receiving Dealer or Buyer will use these documents to get a title within their state.

In State Transfer

1. Sell the car through VRS like today
2. Upload POA and any other supporting documentation.
3. (Nothing to upload for the digital title)
4. Submit to DMV for approval
5. DMV approves title onto buyer/bank

Demo

Digital Titles – Rollout

Phase 1: Dealer Title and Reassignment Support

- Pilot Dealerships in December
- All Dealerships in Q2 2026

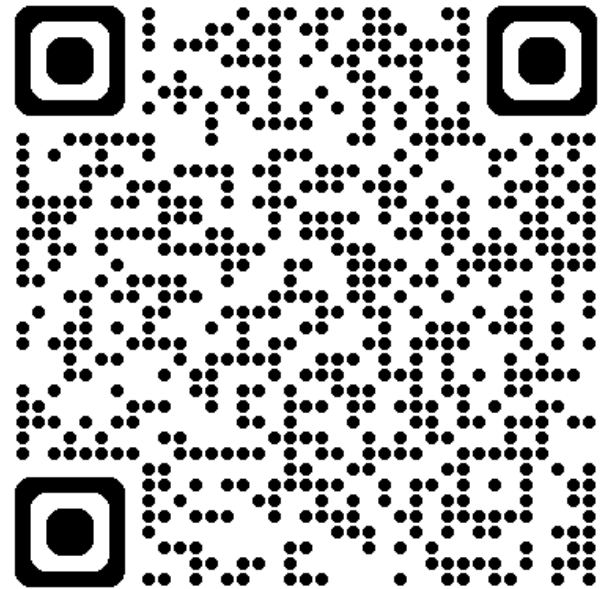
Phase 2: Accept Trade-ins

- Pilot Dealerships in February
- All Dealerships in Q3 2026

Phase 3: Citizen Digital Titles

- Q4 2026

Sign up to be
Pilot Dealership



Happy Birthday
VRS

✦ Sweet 16 ✦

16 years of Titling Vehicles in West Virginia

🎁 Time to Get Your Own Wheels! 🎁



