

Training Manual
MN DNR
Electronic Licensing System
(ELS)



Log in Procedure
For MN DNR
Electronic Licensing System (ELS)

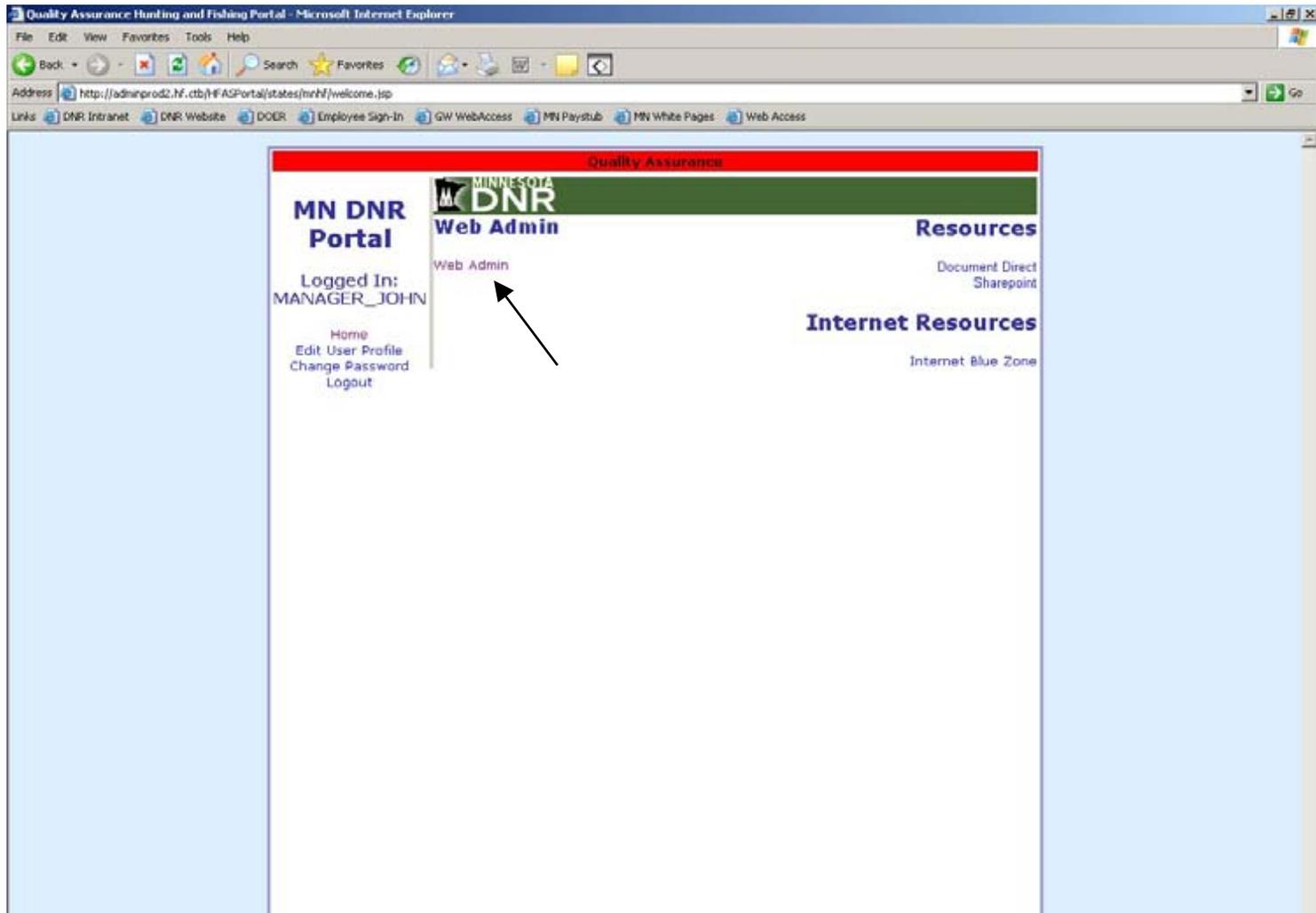




To login, enter your user id in the **User ID** field and your password in the **Password** field. Click **Login**.

Note:

- Passwords need to be changed approx. every 30 days. System will prompt you when you need to change your password.
- If you do not access the system for over 30 days, your user id is automatically suspended and you need to contact DNR to reset your user id.
- If you are logged into the system but have not accessed the system for over 30 minutes, you will need to login again.



Click on **Web Admin** to get to the Main Search Screen.

The **Main Search Page** is where we start a transaction or an information lookup. You can only enter data into one field at a time.

- **Quick Renewal** starts the process of a vehicle renewal transaction only.
- Top gray search box allows you to bring up a customer record when Drivers License number is entered or a vehicle record if you enter the vehicle registration number.
- Middle gray search box allows you to search for a customer by either their Drivers License number, Customer Name, or MDNR number. Note: if searching by business name, change Name Type field to Non-Individual.
- Bottom gray search box allows you to search for a vehicle by entering either the Registration Number, Title Number, or Vehicle's VIN. (Make is optional)

The left side information box gives you access to various functions:

- **Main Search Page** brings you back to this screen. (DNR logo, upper left, brings you here also)
- **Reports** accesses your offices daily sales or weekly ACH reports.
- **Order Supplies** allows you to order more ink and paper for the DNR printer or order supplies from DNR.
- **Email DNR** allows you to send an email message to the DNR License Center.

Note: Depending on your security level, some functions may not be available to you.

Quick Renewal Process



MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/goTier2.do>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MNI PayStub](#) [MNI White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR Logout

QUICK RENEWAL

Reg Nbr: 4449kd

ENTER SEARCH CRITERIA OR SCAN DOCUMENT

Minnesota DL Number or Reg Number:

FIND A CUSTOMER

DL Number:
Customer Name: Name Type:
MDNR Number:

FIND A VEHICLE

Reg Nbr: Title Nbr:
Manuf ID and Make:
Status:

2/28/2008 8:37 AM

Done Start Not Res Trusted sites 8:57 AM

Enter the registration number, or scan the registration number bar code from the renewal notice, into the **Quick Renewal** field. Click on **Go**. The next screen will be the Registration Options screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mrhf/app/getOptions.do>

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

4449KD
NON-TITLED BOAT
Expires: 12/31/2007
Status: ACTIVE

610433419
WILL E WALLEVE
123 BGO REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Renewal

REGISTRATION OPTIONS

County Used 40 LESUEUR

Finish

Collect Additional Fees

Customer Vehicle Add Owners Finish

Cancel

2/28/2008 9:24 AM

Done Start

Res N 9:28 AM

On the **Registration Options** screen, enter the county code where the vehicle is used the most. If you do not know the 2 digit county code, use the drop down list to select the county by name.

Click on **Finish** to go to the **Review Transaction Information** screen.

Hints:

- If you need to change the owners address, click on **Customer** button to take you to the Customer address screen.
- The owners MDNR number, name and address is listed on the left side of the screen in the information box below the DNR logo.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.tf.ctb/mnhf/app/regConfirm.do

Quality Assurance

MINNESOTA DNR

Logout

Renewal

4449KD
NON-TITLED BOAT
Expires: 12/31/2007
Status: ACTIVE

610433419
WILL E WALLEYE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION
Reg Number: **4449KD**
Reg Thru: 12/31/2007
Year,Make,Model: 1978 ALUMACRAFT
Manuf ID: CARLTON12542
Length: 17ft 0in

OWNER
WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES, MN 12345
MDNR Nbr: 610433419

TRANSACTION INFORMATION
Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
701	CANOES ETC. BOAT RENEWAL <=19 FT	\$15.00	1	\$15.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
051	ELS FILING FEE	\$1.50	1	\$1.50
Total				21.50

Process

Customer Options Vehicle Add Owners

Cancel

2/28/2008 9:48 AM

Review the transaction information. If everything is OK, click on **Process** button.

Note:

- The Reg Thru date in the Vehicle Information box will not change until after you click on **Process** and complete the transaction.
- The owner information box displays the owner name and address. It will also list the name of any additional owners, if there are any.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.tf.ctb/mnhf/app/regPost.do

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

Quality Assurance

MINNESOTA DNR Logout

Renewal

TRANSACTION PROCESSED

VEHICLE INFORMATION		OWNER
Reg Number: 4449KD		WILL E WALLEYE
Reg Thru: 12/31/2010		123 BIG REEF
Year, Make, Model: 1978 ALUMACRAFT		MINNESOTA LAKES, MN 12345
Manuf ID: CARLTON12542		MDNR Nbr: 610433419
Length: 17ft. 0in		

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

Transaction Number: 21694351

PURCHASED PRIVILEGES				
Type	Description	Unit Price	Qty	Total Amt
701	CANOE ETC. BOAT RENEWAL <=19 FT	\$15.00	1	\$15.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
851	ELS FILING FEE	\$1.50	1	\$1.50
Total				21.50

Show Printer Dialog

2/28/2008 10:15 AM

The transaction has now been processed. Click on **Print** button to print out the registration.

You can go back to the **Main Search Page** by clicking on Main Search Page in the left side column information box or by clicking on the DNR logo in the upper left.

Note:

- You will see Reg Thru date has now changed.
- If you have printer problems and need to print again, click on **Print** button again.

New Titled Watercraft Transaction



The screenshot shows a web browser window with the address <http://adminprod2.nf.ctb/mnhf/app/goTier2.do>. The page features a navigation menu on the left with items like 'Main Search Page', 'Reports', and 'Order Supplies'. The main content area has three search sections: 'ENTER SEARCH CRITERIA OR SCAN DOCUMENT' with a field for 'Minnesota DL Number or Reg Number' containing 'M1112223333', 'FIND A CUSTOMER' with fields for 'DL Number', 'Customer Name', and 'MDNR Number', and 'FIND A VEHICLE' with fields for 'Reg Nbr', 'Title Nbr', and 'Manuf ID and Make'. A 'Search' button is present in each section. A black arrow points to the 'Search' button in the first section. At the bottom, there is a 'Set As Front Page' button and a timestamp '2/28/2008 9:52 AM'.

When doing a new watercraft title and registration to a customer, you first need bring up the customer record. The easiest way to do this is by entering the customer’s drivers license number into the top gray search box and clicking on **Search**.

You can also do a search by name. In the **Customer Name** field in the middle gray search box, enter the customers First, Middle and Last name. You can also enter just the Last name which will result in a list of names of which you would need to select the correct customer. If doing a search by business name, be sure to change the **Name Type** field to **Non-Individual**.

The screenshot shows a web browser window displaying a customer record in the 'New Registration' tab. The record details are as follows:

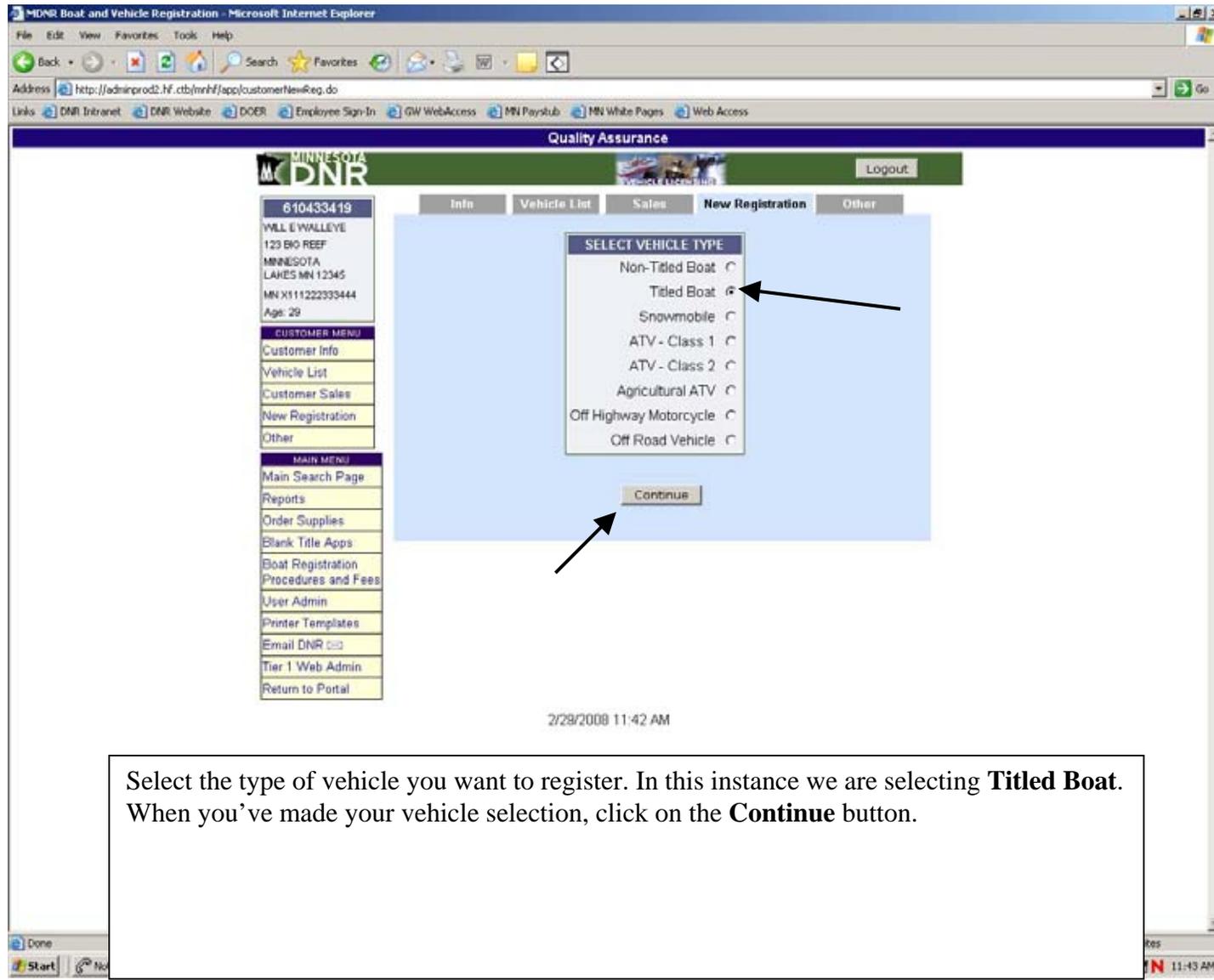
Info	Vehicle List	Sales	New Registration	Other
Customer Information				
Name: WILL E WALLEYE Type: INDIVIDUAL				
Customer ID: 610433419 Source: POS				
Status: OPEN Residency: RESIDENT				
Open Date: 02/24/2000 Close Date:				
Suppl Address:				
Street Address: 123 BIG REEF				
City: MINNESOTA LAKES				
State/Country: MINNESOTA				
Postal Code: 12345				
International Address: <input type="checkbox"/>				
Personal Details				
Phone Number: Birth Date: 06/01/1978				
DL State/Number: MN X111222333444 SSN on File: YES				
Firearm Safety State/Number:				
Physical Attributes				
Eye Color: OTHER				
Height: 6ft 0in Weight: 200 lbs				
Gender: MALE Solicitation: Yes				
SAFETY CERTIFICATIONS				
All Terrain Vehicle: NO Off Highway Motorcycle: NO Snowmobile: NO				
<input type="button" value="Edit Customer Info"/> <input type="button" value="Maint Log"/> <input type="button" value="View Comments"/>				

2/29/2008 10:11 AM

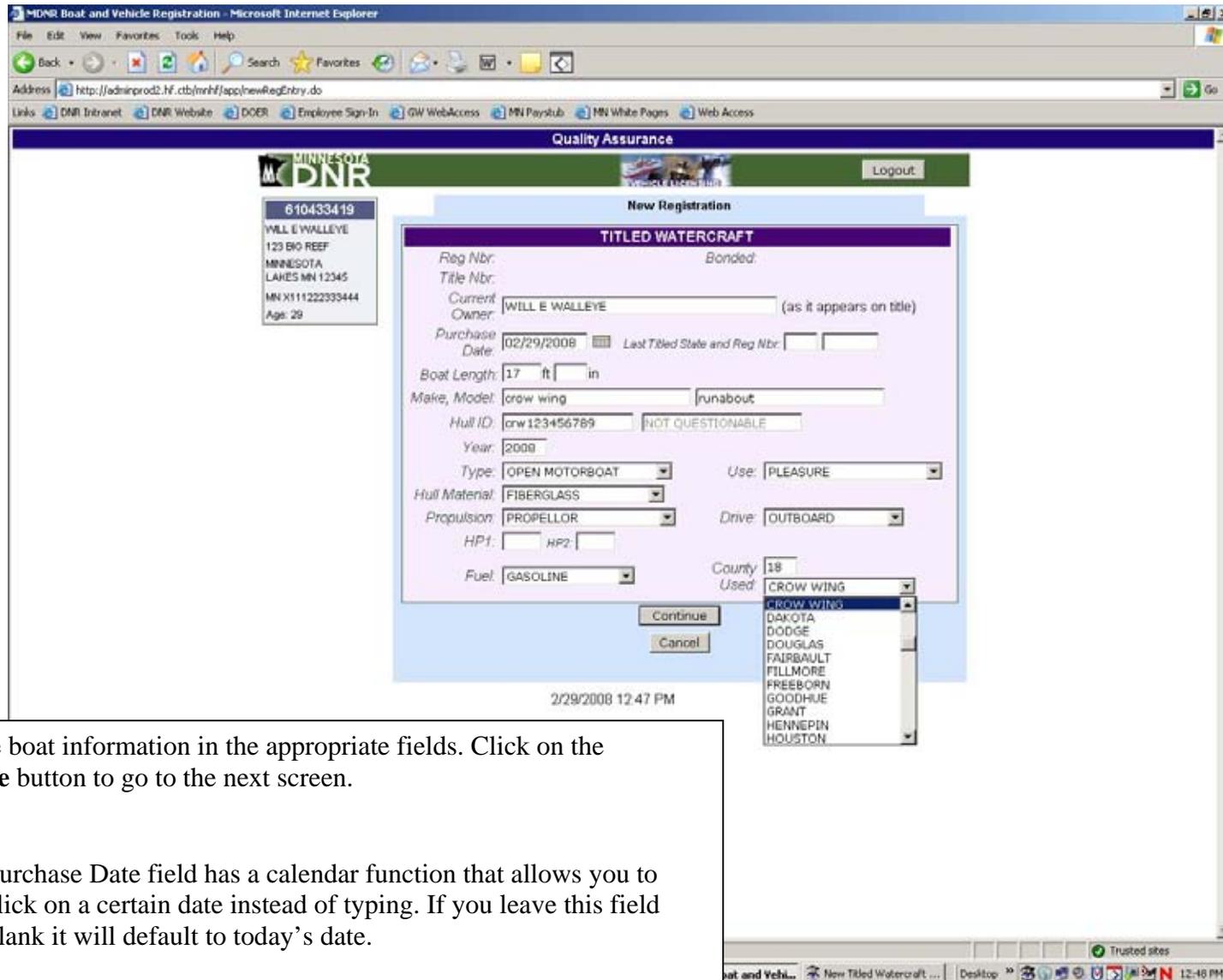
Once you have the customer record displayed, Click on the **New Registration** tab at the top of the customer record.

Hint:

- If you need to change the customer's address, click on **Edit Customer Info** button at the bottom of the customer record.



Select the type of vehicle you want to register. In this instance we are selecting **Titled Boat**. When you've made your vehicle selection, click on the **Continue** button.



Enter the boat information in the appropriate fields. Click on the **Continue** button to go to the next screen.

Hints:

- Purchase Date field has a calendar function that allows you to click on a certain date instead of typing. If you leave this field blank it will default to today's date.
- Use drop down arrows to select from a list of options for that field. Certain fields may default to certain options but these can be changed.

At this Registration Options screen you can click on the following buttons:

- **Customer:** allows you to edit customer information such as address.
- **Vehicle:** edit vehicle information.
- **Add Owners:** Add additional owners onto this vehicle record.
- **Liens:** Add lienholders to this title
- **Sales Tax:** Collect sales tax if necessary.
- **Finish:** Takes you to the **Review Transaction** screen
- **Collect Additional Fees:** Only use this option if directed to by DNR.

In this case we will click on **Finish** and go to the **Review Transaction** screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/regConfirm.do

Quality Assurance

MINNESOTA DNR

Logout

New Registration

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION		OWNER
Reg Number:		WILL E WALLEYE
Title Number:		123 BIG REEF
Reg Thru:		MINNESOTA LAKES, MN 12345
Year,Make,Model:	2008 CROW WING RUNABOUT	MDNR Nbr: 610433419
Manuf ID:	CRW123456789	
Length:	17ft. 0in	

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART				
Type	Description	Unit Price	Qty	Total Amt
714	NEW REG PLEASURE 17 <=19 FT	\$34.00	1	\$34.00
818	TITLED WATERCRAFT - NEW W/NEW REG	\$15.00	1	\$15.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
Total				54.00

Process

Customer Options Vehicle Add Owners Liens Sales Tax

Cancel

2/29/2008 1:10 PM

This screen allows you to review the transaction before you process. At this point you still have the option to edit information. Click on the buttons at the bottom if you need to change some data. If everything is ok, click on the **Process** button to complete the transaction.

Done

Start

Not Ready - Cisco Age...

Agent Real Time Displays

Novell GroupWise - Ma...

S1 - cls27x132.zmd - ...

MDNR Boat and Veh...

New Titled Watercraft ...

Desktop

Trusted sites

1:10 PM

Quality Assurance

MINNESOTA DNR

New Registration

TRANSACTION PROCESSED

VEHICLE INFORMATION		OWNER
Reg Number: 4450KD	Title Number: LH0600001	WILL E WALLEYE
Reg Thru: 12/31/2010	Year,Make,Model: 2008 CROW WING RUNABOUT	123 BIG REEF
Manuf ID: CRW123456789	Length: 17ft 0in	MINNESOTA LAKES, MN 12345
		MDNR Nbr: 610433419

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

Transaction Number: 21694358

[Print Title Application](#)

PURCHASED PRIVILEGES				
Type	Description	Unit Price	Qty	Total Amt
714	NEW REG PLEASURE 17 <=19 FT	\$34.00	1	\$34.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
818	TITLED WATERCRAFT - NEW W/NEW REG	\$15.00	1	\$15.00
Total				54.00

Show Printer Dialog

[Print](#) [Return to Vehicle](#)

2/29/2008 1:11 PM

1:11 PM

This transaction has now been completed. To print out the customers registration card and decals, click on the **Print** button.

Hint:

- If you click on Print Title Application, which is located just below the transaction number, a completed title application will print to your default printer.

Transfer Registration



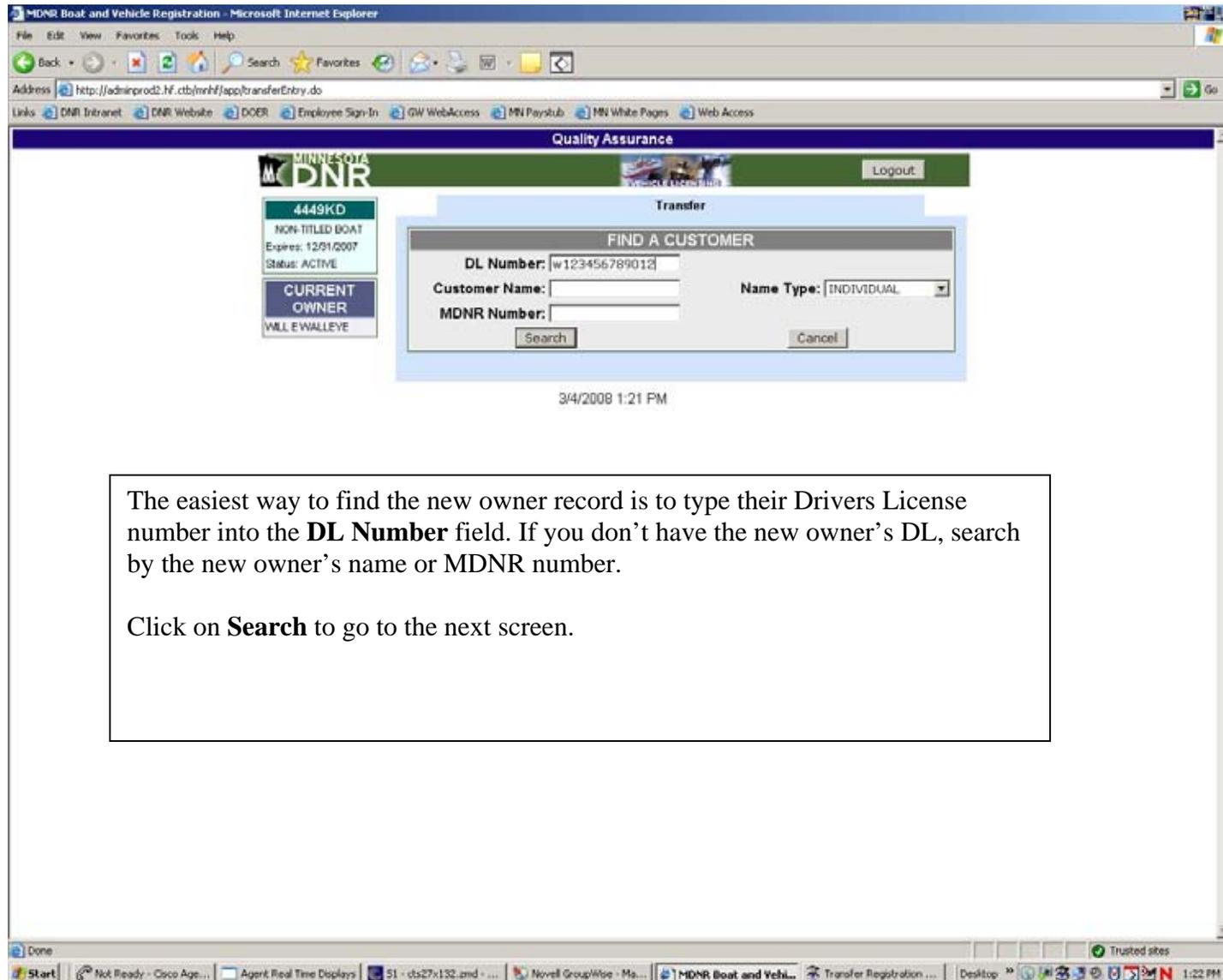
The screenshot shows a web browser window displaying the Minnesota DNR website. The page has a blue header with the text "Quality Assurance" and a "Logout" button. Below the header is a green navigation bar with the Minnesota DNR logo. The main content area is divided into three search sections: "ENTER SEARCH CRITERIA OR SCAN DOCUMENT", "FIND A CUSTOMER", and "FIND A VEHICLE". The "ENTER SEARCH CRITERIA OR SCAN DOCUMENT" section has a text input field containing "4449/d" and a "Search" button. A black arrow points to this "Search" button. The "FIND A CUSTOMER" section has input fields for "DL Number:", "Customer Name:", and "MDNR Number:", along with a "Name Type:" dropdown menu set to "INDIVIDUAL" and a "Search" button. The "FIND A VEHICLE" section has input fields for "Reg Nbr:", "Title Nbr:", and "Manuf ID and Make:", a "Status:" dropdown menu set to "CURRENT", and a "Search" button. On the left side, there is a "QUICK RENEWAL" section with a "Reg Nbr:" input field and a "Go" button, and a "MAIN MENU" section with links to "Main Search Page", "Reports", "Order Supplies", "Blank Title Apps", "Boat Registration Procedures and Fees", "User Admin", "Printer Templates", "Email DNR", "Tier 1 Web Admin", and "Return to Portal". At the bottom of the page, there is a "Set As Front Page" button and a timestamp "3/4/2008 1:18 PM".

To transfer a registration, the easiest way to start is by entering the registration number of the vehicle in the top gray search box. Click on **Search**.

Hint:
If you don't know the registration number you will have to do a search by **Customer Name** or by the vehicle's **Manuf ID** (VIN).

The screenshot shows a web browser window displaying the Minnesota DNR Boat and Vehicle Registration system. The main content area shows a vehicle record for registration number 4449KD. The record is displayed in a light blue box with a tabbed interface at the top. The tabs are: Info, Renewal, Transfer, Add a Title, Transfer to Same Owner, and Other. The 'Transfer' tab is currently selected and highlighted with a black arrow. The vehicle details include: Reg Nbr: 4449KD, Expiration Date: 12/31/2007, Vehicle Status: ACTIVE, Dealer Ind: NO, Current Owner: WILL E WALLEYE, Year, Make, Model: 1978 ALUMACRAFT, Hull ID: CARLTON12542 NOT QUESTIONABLE, Boat Length: 17ft 0in, Hull Material: ALUMINUM, Type: CANOE, Use: PLEASURE, County Used: 40 LESUEUR, Drive: NON-MOTORIZED, Propulsion: MANUAL, Fuel: HP1: 0 HP2: 0, Last Txn Type: RENEWAL, Last Txn Date: 02/28/2008, Flag: NONE, and Flag Change Date. Below the vehicle details are buttons for 'Maint Log' and 'View Comments'. At the bottom of the record box are three sections: 'ADDITIONAL OWNERS', 'REGISTRATION HISTORY', and 'FILM INFORMATION'. On the left side of the page, there is a sidebar with a 'CUSTOMER MENU' and a 'MAIN MENU'. The 'CUSTOMER MENU' includes: Customer Info, Vehicle List, Customer Sales, New Registration, and Other. The 'MAIN MENU' includes: Main Search Page, Reports, Order Supplies, Blank Title Apps, Boat Registration Procedures and Fees, User Admin, Printer Templates, Email DNR, Tier 1 Web Admin, and Return to Portal. The browser's address bar shows the URL: http://adminprod2.nf.ctb/mnhf/app/custVehSearch.do?custVehSearchNumber=4449kd&Search=Search. The browser's taskbar at the bottom shows several open applications, including 'MDNR Boat and Veh...', 'Transfer Registration ...', and 'Desktop'. The system clock shows 1:21 PM.

At the vehicle info screen, click on the **Transfer** tab at the top of the record.



The easiest way to find the new owner record is to type their Drivers License number into the **DL Number** field. If you don't have the new owner's DL, search by the new owner's name or MDNR number.

Click on **Search** to go to the next screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/transferCustomerSearch.do?driversLicenseNumber=123456789012&name=&nameType=I&ndr=I&br=I&Search=Search

Quality Assurance

MINNESOTA DNR Logout

4449KD
NON-TITLED BOAT
Expires: 12/31/2007
Status: ACTIVE

CURRENT OWNER
WILLEWALLEVE

NEW OWNER
TIM R WOLF
123 CONFER LANE
GRAND RAPIDS MN 55155
Age: 53

Transfer

Name: TIM R WOLF Type: INDIVIDUAL
Change Name

Customer ID: 4804944 Source: ADMINHELPPDESK
Status: OPEN Residency: RESIDENT
Open Date: 10/10/2001 Close Date:

Suppl Address:
Street Address: 123 CONFER LANE
City: GRAND RAPIDS
State/Country: MINNESOTA
Postal Code: 55155
International Address:

Phone Number: Birth Date: 08/02/1954
DL State/Number: MN W123456789012 SSN on File: YES
Firearm Safety State/Number:

Eye Color: GRAY
Height: 6ft 0in Weight: 200 lbs
Gender: MALE Solicitation: Yes

SAFETY CERTIFICATIONS

All Terrain Vehicle: NO Off Highway Motorcycle: NO Snowmobile: NO

Continue
Cancel

3/4/2008 1:22 PM

Done

Start Not Ready - Cisco Ag... Agent Real Time Displ... 51 - cb27x132.amd - ... Novel GroupWise - M... MDNR Boat and Veh... Transfer Registration ... Desktop

The new owner information is displayed. Verify the address and make changes if needed. Click on the **Continue** button.

Hint:

- The left side information box displays information of the vehicle you are transferring, the current registered owner, and the new owner you are transferring the vehicle to.

The screenshot shows a web browser window titled "MDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows "http://adminprod2.nf.ctb/mnhf/app/regOptionsReEdit.do". The page header includes "Quality Assurance" and "MINNESOTA DNR" with a "Logout" button. The main content area is titled "Transfer" and contains a "REGISTRATION OPTIONS" form. The form has the following fields: "County Used" (09 CARLTON), "Renew Registration" (Yes), "Title This Boat" (No), and "Type of Use" (PLEASURE). A "Verify use with customer." link is next to the "Type of Use" field. Below the form is a "Collect Additional Fees" button. At the bottom of the form are buttons for "Customer", "Vehicle", "Add Owners", "Sales Tax", "Finish", and "Cancel". An arrow points to the "Finish" button. The date and time "3/4/2008 1:24 PM" are displayed below the form. On the left side, there are two owner information boxes: "CURRENT OWNER" (WILLEWALLEVE) and "NEW OWNER" (TIM R WOLF, 123 CONFER LANE, GRAND RAPIDS MN 55155, Age: 53). The Windows taskbar at the bottom shows the Start button, a clock, and the time "1:24 PM".

Enter the County Used. Other options you might see on this screen include:

- Renew the registration: Selecting “Yes” will update the vehicles expiration date and charge renewal fees.
- Duplicate expiration decals: If not renewing, this option will display. Customer will receive duplicate expiration decals.
- Title this boat: This option appears on non-titled watercraft. Allows a title to be added to this watercraft.
- Change Type of Use: displays for watercraft transfers, changing Type of Use may change the fees. Defaults to Pleasure.

When completed click on the **Finish** button.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.tf.ctb/mnhf/app/regConfirm.do

Quality Assurance

MINNESOTA DNR

Logout

Transfer

4449KD
NON-TITLED BOAT
Expires: 12/31/2007
Status: ACTIVE

CURRENT OWNER
WILL EWALLEVE

NEW OWNER
TIM R WOLF
123 CONFER LANE
GRAND RAPIDS MN 55155
Age: 53

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION
Reg Number: **4449KD**
Reg Thru: 12/31/2007
Year, Make, Model: 1978 ALUMACRAFT
Manuf ID: CARLTON12542
Length: 17ft 0in

NEW OWNER
TIM R WOLF
123 CONFER LANE
GRAND RAPIDS, MN 55155
MDNR Nbr: 4804944

TRANSACTION INFORMATION
Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
725	WATERCRAFT TRANSFER WITH RENEWAL	\$7.00	1	\$7.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
951	ELS FILING FEE	\$1.50	1	\$1.50
701	CANDLES ETC. BOAT RENEWAL <= 19 FT	\$15.00	1	\$15.00
Total				28.50

Process

Customer Options Vehicle Add Owners Sales Tax

Cancel

3/4/2008 1:25 PM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - cb27x132.amd ... Novell GroupWise - Ma... MDNR Boat and Veh... Transfer Registration ... Desktop 1:25 PM

Review the transaction. If the information is correct, click on the **Process** button to complete the transaction.

Duplicate
Registration Card
And
Expiration Decals



MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/goTier2.do>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MN Paystub](#) [MN White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR [Logout](#)

QUICK RENEWAL

Reg Nbr:

ENTER SEARCH CRITERIA OR SCAN DOCUMENT

Minnesota DL Number or Reg Number:

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

FIND A VEHICLE

Reg Nbr: Title Nbr:

Manuf ID and Make:

Status:

3/5/2008 10:21 AM

Done

Start | Not Ready - Cisco... | Agent Real Time ... | 51 - cts27x132.z... | Novell GroupWise ... | MDNR Boat and ... | Document1 - Mor... | Duplicate Reg Car... | Desktop | 10:22 AM

Trusted sites

From the Main Search screen, enter the vehicles registration number in the top gray search box. Click on **Search** to continue.

Quality Assurance

MINNESOTA DNR

Logout

4449KD

NON-TITLED BOAT
Expires: 12/31/2008
Status: ACTIVE

610433419

WILL E WALLEYE
123 BGO REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

CUSTOMER MENU

Customer Info
Vehicle List
Customer Sales
New Registration
Other

MAIN MENU

Main Search Page
Reports
Order Supplies
Blank Title Apps
Boat Registration Procedures and Fees
User Admin
Printer Templates
Email DNR
Tier 1 Web Admin
Return to Portal

Info Renewal Transfer Add a Title Transfer to Same Owner **Other**

Reg Nbr: 4449KD Expiration Date: 12/31/2008
Vehicle Status: ACTIVE Dealer Inv: NO
Current Owner: WILL E WALLEYE
Year, Make, Model: 1978 ALUMACRAFT
Hull ID: CARLTON12542 NOT QUESTIONABLE
Boat Length: 17ft 0in Hull Material: ALUMINUM
Type: CANOE Use: PLEASURE
County Used: 40 LESUEUR
Drive: NON-MOTORIZED Propulsion: MANUAL
Fuel: HP1: 0 HP2: 0
Last Txn Type: RENEWAL Last Txn Date: 02/28/2008
Flag: NONE Flag Change Date:
Flag Description:

Maint Log View Comments

ADDITIONAL OWNERS
REGISTRATION HISTORY
FILM INFORMATION

Done

Start Not Ready - Cisco... Agent Real Time... 51 - ds27x132.z... Novell GroupWise... MDNR Boat and... Document1 - Mor... Duplicate Reg Car... Desktop 10:22 AM

For duplicate registration card and/or decals, click on the **Other** tab on the vehicle info screen.

Quality Assurance

MINNESOTA DNR

Logout

Other

4449KD
NON-TITLED BOAT
Expires: 12/31/2008
Status: ACTIVE

610433419
WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES MN 12345
MN X111222333444
Age: 29

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION
Reg Number: **4449KD**
Reg Thru: 12/31/2008
Year, Make, Model: 1978 ALUMACRAFT
Manuf ID: CARLTON12542
Length: 17ft 0in

OWNER
WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES, MN 12345
MDNR Nbr: 610433419

TRANSACTION INFORMATION
Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
729	BOAT DUPLICATE REGISTRATION (NON-DEALER)	\$9.00	1	\$9.00
823	DUP BOAT EXP DECALS W/OTHER BOAT TRANS	\$0.00	1	\$0.00
651	ELS FILING FEE	\$1.50	1	\$1.50
Total				10.50

Process

Customer Options

Cancel

3/5/2008 10:23 AM

Done Start Not Ready

ed sites 10:23 AM

If the transaction is correct, click on **Process** to complete the transaction.

Note:

- When doing duplicate registration, the registration card will print out in your office. If the expiration decals requested are the most current year, they will print in your office. If decals requested are for one of the previous two expiration years, then those will be mailed from the DNR Central office.

Duplicate
Title
Transaction



MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.tf.ctb/mnhf/app/go/home.do>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MNI Paystub](#) [MNI White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR [Logout](#)

QUICK RENEWAL

Reg Nbr:

ENTER SEARCH CRITERIA OR SCAN DOCUMENT

Minnesota DL Number or Reg Number:

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

FIND A VEHICLE

Reg Nbr: Title Nbr:

Manuf ID and Make:

Status:

3/8/2008 10:07 AM

Done

Start | 51 - cls27x132.zmd - ... | Novell GroupWise - Ma... | Not Ready - Cisco Age... | Agent Real Time Display | MDNR Boat and Veh... | Untitled - Print Screen ... | Desktop | 10:07 AM

Trusted sites

From the **Main Search** screen, enter the titled watercraft's registration number in the top gray search box. Click on **Search**.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/custVehicleSearch.do?custVehSearchNumber=4450KD&Search=Search

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

Quality Assurance

MINNESOTA DNR

Logout

4450KD

TITLED BOAT
Expires: 12/31/2010
Title Nbr: LH0600001
Title status: ACTIVE

610433419

WILL E WALLEYE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

CUSTOMER MENU

- Customer Info
- Vehicle List
- Customer Sales
- New Registration
- Other

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

Info Transfer Title Functions Transfer to Same Owner Other

Reg Nbr: 4450KD Expiration Date: 12/31/2010
Title Nbr: LH0600001 Title Status: ACTIVE
Current Owner: WILL E WALLEYE
Purchase Date: 02/29/2008 Last Titled State and Reg Nbr:
Year, Make, Model: 2008 CROW WING RUNABOUT
Hull ID: CRW123456789 NOT QUESTIONABLE
Boat Length: 17ft 0in Hull Material: FIBERGLASS
Type: OPEN MOTORBOAT Use: PLEASURE
County Used: 18 CROW WING
Drive: OUTBOARD Propulsion: PROPELLOR
Fuel: GASOLINE HP1: 0 HP2: 0
Distinctive: No Bonded: No
Send Title: No Title Print Date:
Last Txn Type: NEW REGISTRATION Last Txn Date: 02/29/2008
Flag: NONE Flag Change Date:
Flag Description:

Maint Log View Comments

ADDITIONAL OWNERS

LIEN INFORMATION

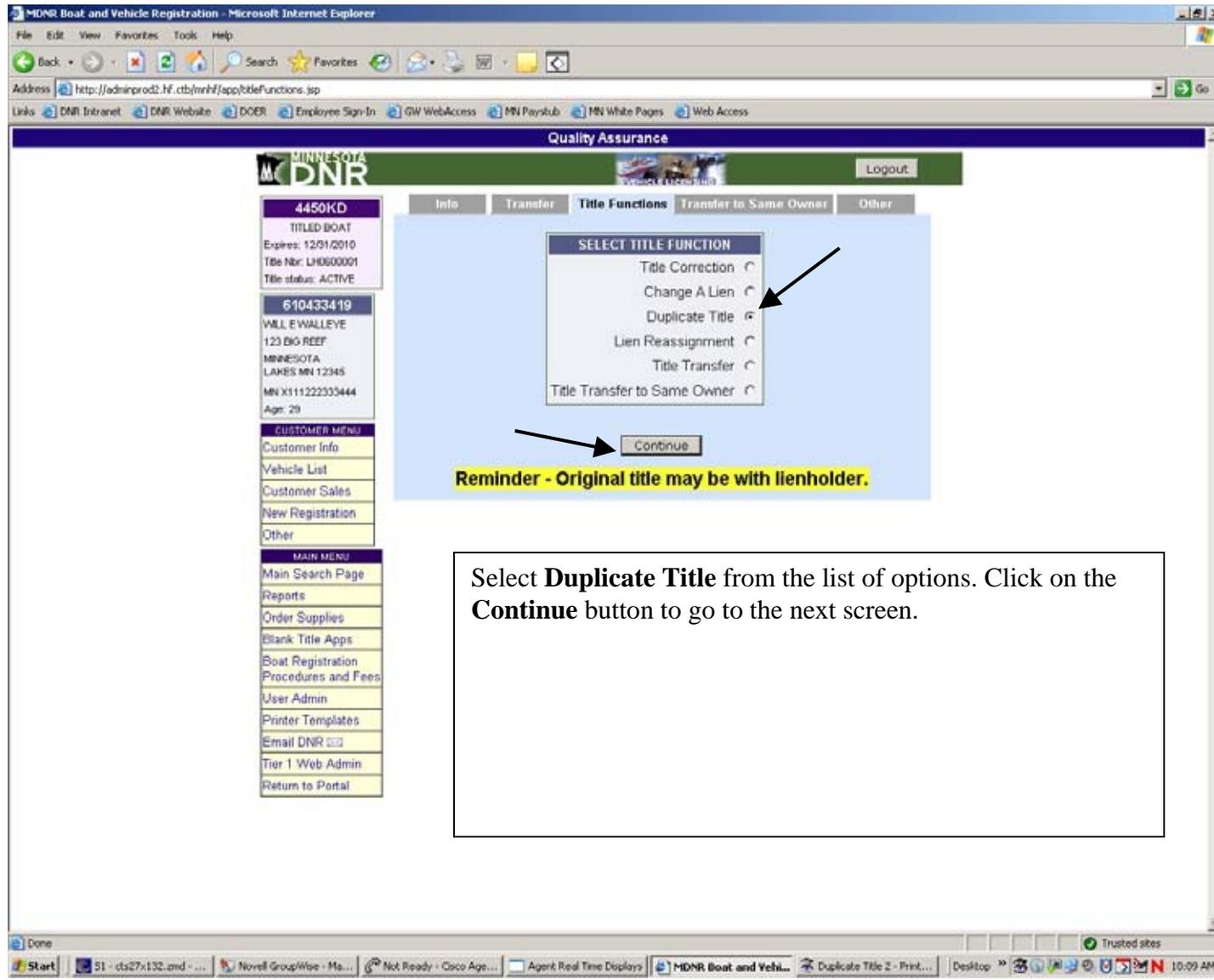
REGISTRATION HISTORY

FILM INFORMATION

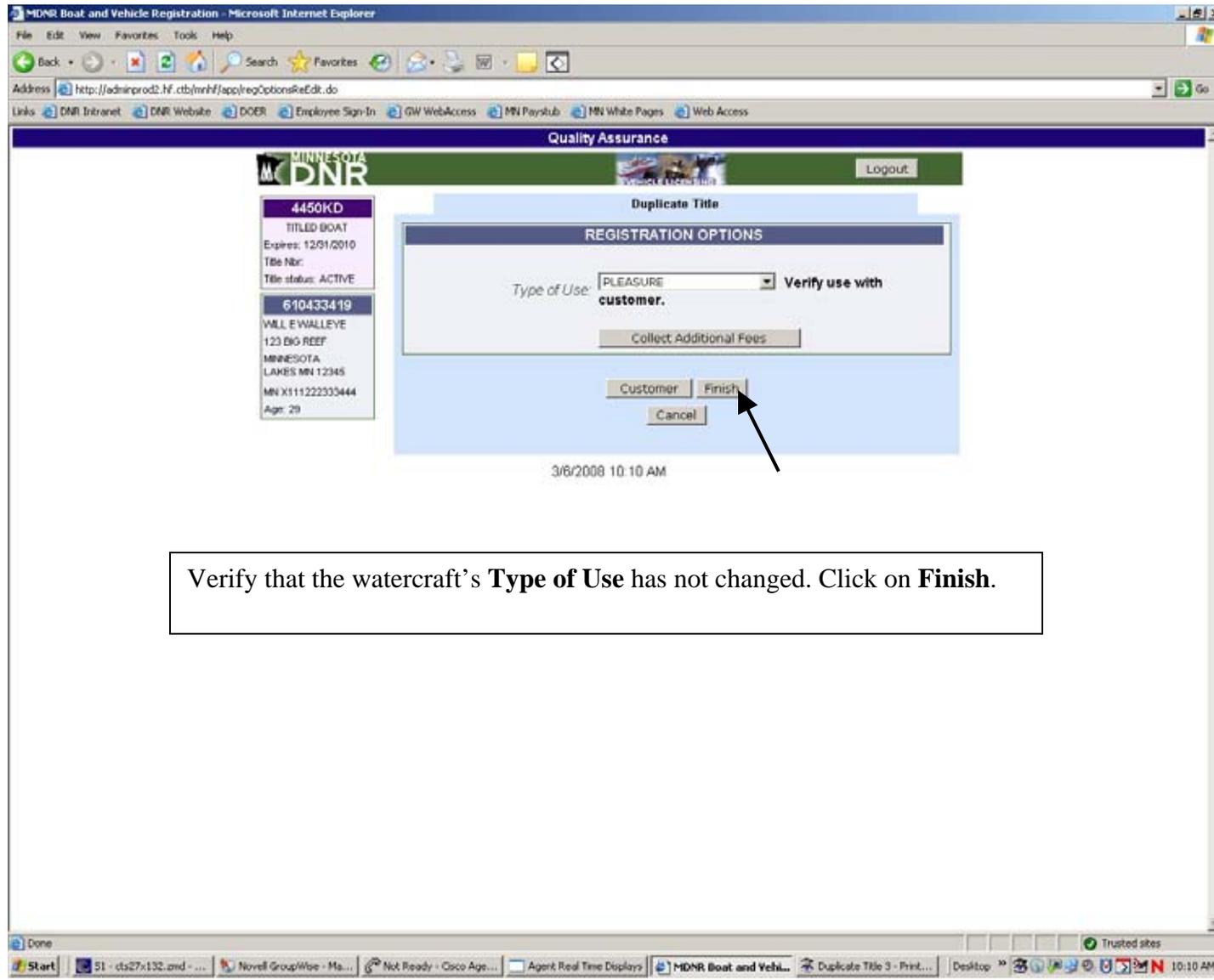
Done

Start | 51 - ds27x132.zmd - ... | Novell GroupWise - Ma... | Not R... | 00 AM

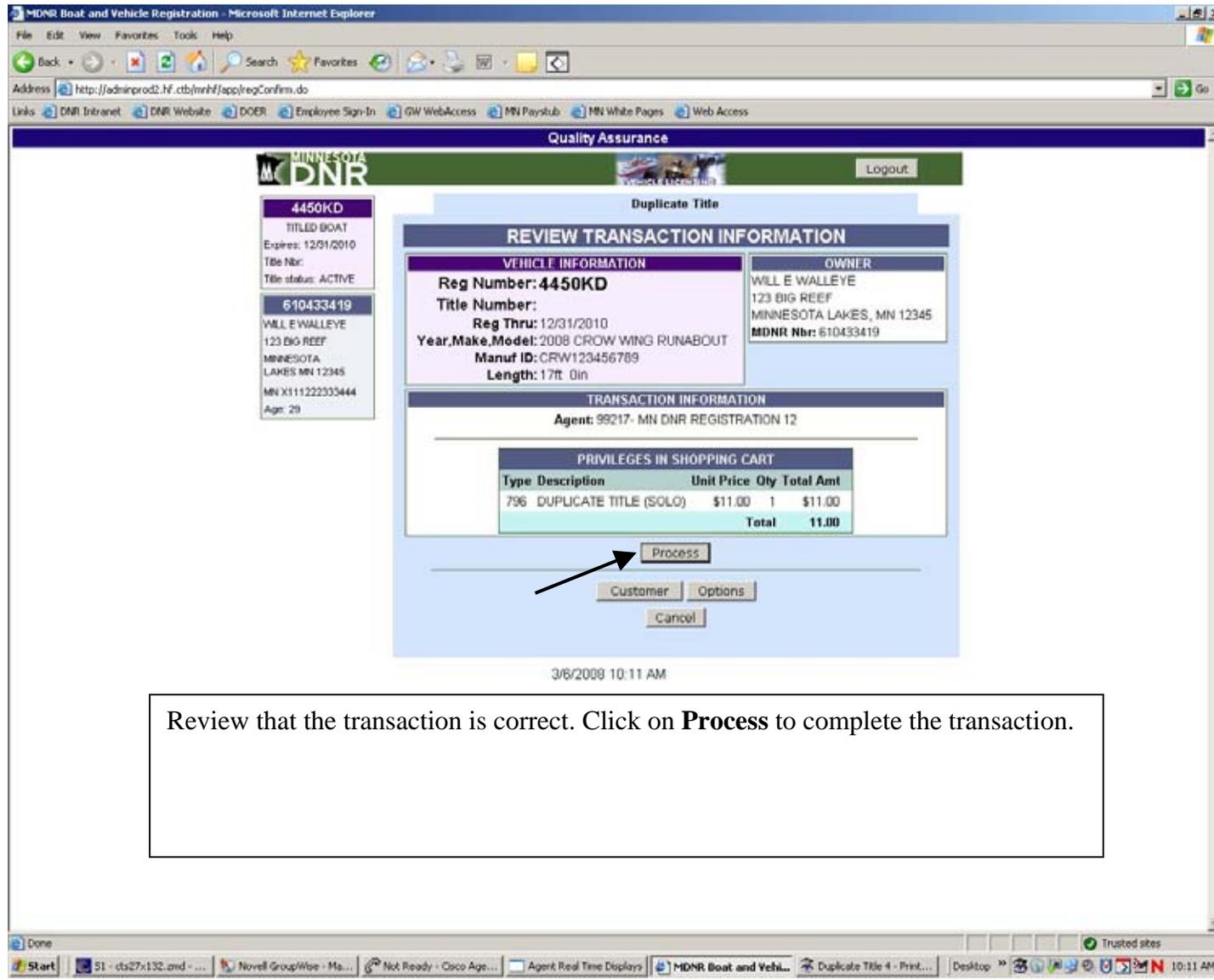
From the vehicle info screen, click on the **Title Functions** tab.



Select **Duplicate Title** from the list of options. Click on the **Continue** button to go to the next screen.



Verify that the watercraft's **Type of Use** has not changed. Click on **Finish**.



Review that the transaction is correct. Click on **Process** to complete the transaction.

Quality Assurance

DNR Logout

Duplicate Title

TRANSACTION PROCESSED

VEHICLE INFORMATION		OWNER
Reg Number: 4450KD	Title Number: LH0660001	WILL E WALLEYE 123 BIG REEF MINNESOTA LAKES, MN 12345 MDNR Nbr: 610433419
Reg Thru: 12/31/2010	Year, Make, Model: 2009 CROW WING RUNABOUT	
Manuf ID: CRW123456789	Length: 17ft On	

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

Transaction Number: 21694381

[Print Duplicate Title Application](#)

PURCHASED PRIVILEGES			
Type	Description	Unit Price	Qty Total Am
796	DUPLICATE TITLE (SOLO)	\$11.00	1 \$11.00
Total			11.00

Show Printer Dialog

[Return to Vehicle](#)

3/6/2008 10:12 AM

Done

Start 11 - 01:27:132.zml - ... Novel Groupwise - Ho... Not Ready - Cisco Agr... Agent Real Time Displays MEMR Boat and Vehic... Duplicate Title S - Post... Desktop 10:12 AM

The duplicate title transaction has been completed. Click on **Print Duplicate Title Application** to print out a hard copy. Have the customer sign the duplicate application form and mail it to DNR with the other title paperwork that you have.

Reprint
A
Transaction



The screenshot shows a web browser window displaying the Minnesota DNR website. The page has a blue header with the text "Quality Assurance" and a "Logout" button. Below the header is a navigation menu with items like "Main Search Page", "Reports", "Order Supplies", etc. The main content area is divided into three search sections: "ENTER SEARCH CRITERIA OR SCAN DOCUMENT", "FIND A CUSTOMER", and "FIND A VEHICLE". The first section has a search box with the text "Minnesota DL Number or Reg Number:" and a "Search" button. An arrow points to this search box. The second section has fields for "DL Number:", "Customer Name:", "MDNR Number:", and "Name Type:" (set to "INDIVIDUAL"), with a "Search" button. The third section has fields for "Reg Nbr:", "Title Nbr:", "Manuf ID and Make:", and "Status:" (set to "CURRENT"), with a "Search" button. At the bottom of the page, there is a "Set As Front Page" button and a timestamp "2/28/2008 11:31 AM".

To reprint a transaction, enter the registration number in the top gray search box. Click on **Search**.

Hint:

- If you don't know the registration number, do a search by owners DL # or Name.

Note:

- You can reprint a transaction up to 15 days from the date of the transaction.

MINNESOTA DNR

Quality Assurance

Logout

4449KD

NON-TITLED BOAT
Expires: 12/31/2010
Status: ACTIVE

610433419

WILL E WALLEYE
123 BGO REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

CUSTOMER MENU

- Customer Info
- Vehicle List
- Customer Sales
- New Registration
- Other

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

Info Transfer Add a Title Transfer to Same Owner Other

Reg Nbr: 4449KD Expiration Date: 12/31/2010
Vehicle Status: ACTIVE Dealer Ind: NO
Current Owner: WILL E WALLEYE
Year, Make, Model: 1978 ALUMACRAFT
Hull ID: CARLTON12542 NOT QUESTIONABLE
Boat Length: 17ft 0in Hull Material: ALUMINUM
Type: CANOE Use: PLEASURE
County Used: 40 LESUEUR
Drive: NON-MOTORIZED Propulsion: MANUAL
Fuel: HP1: 0 HP2: 0
Last Txn Type: RENEWAL Last Txn Date: 02/28/2008
Flag: NONE Flag Change Date:
Flag Description:

Maint Log View Comments

ADDITIONAL OWNERS
REGISTRATION HISTORY
FILM INFORMATION

Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novel Group

At the vehicle information screen, click on **Customer Sales** in the left side information box.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/customerSales.do

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

MINNESOTA DNR

610433419
WILL EWALLEVE
123 BGO REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Info Vehicle List Sales New Registration Other

License Year: 2008

Trans Number	Agent	User ID	State Amt	Agent Amt	Sale Amt	Process Date/Time	Status	
21694007	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$3.00	\$0.00	\$3.00	04/30/2008 09:33:54	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
620 = MOOSE APPLICATION			03/01/2008	02/28/2009	1	\$3.00	\$0.00	\$3.00
662 = BEAR APPLICATION			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
21694088	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$16.00	\$0.00	\$16.00	07/02/2008 09:40:28	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
616 = PRAIRIE CHICKEN LOTTERY APPLICATION			03/01/2008	02/28/2009	1	\$4.00	\$0.00	\$4.00
640 = FALL TURKEY APPLICATION			03/01/2008	02/28/2009	1	\$3.00	\$0.00	\$3.00
668 = CAMP RIFLEY HUNT APPLICATION (A)			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
21694098	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$48.00	\$1.00	\$49.00	02/23/2008 10:59:20	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
128 = TROUT STAMP			03/01/2008	02/28/2009	1	\$10.00	\$0.00	\$10.00
217 = RESIDENT COMBINATION SPORTS			03/01/2008	04/30/2009	1	\$38.50	\$1.00	\$39.50
227 = HP CERTIFICATION			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
300 = ANGLING EXT TEXT			03/01/2008	04/30/2009	1	\$0.00	\$0.00	\$0.00
21694249	99217 - MN DNR REGISTRATION 12	MANAGER_ACHAV	\$17.00	\$7.00	\$24.00	02/27/2008 15:52:13	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
711 = CANOES ETC. BOAT NEW REG			02/27/2008	12/31/2010	1	\$10.50	\$7.00	\$17.50
799 = EXOTIC AQUATIC SURCHARGE			01/01/2008	12/31/2010	1	\$5.00	\$0.00	\$5.00
851 = P. S.F. BO. PFF			12/31/2007	12/31/2010	1	\$4.50	\$0.00	\$4.50

Customer Menu: Customer Info, Vehicle List, Customer Sales, New Registration, Other

Main Menu: Main Search Page, Reports, Order Supplies, Blank Title Apps, Boat Registration Procedures and Fees, User Admin, Printer Templates, Email DNR, Tier 1 Web Admin, Return to Portal

Done

Start, Not Ready - Cisco Age..., Agent Real Time Displays, Novell GroupWise - Ma..., S1 - cls27x132.zmd - ..., MDNR Boat and Veh..., reprint 2 - Print Screen...

The Customer's sales screen displays all of the DNR transactions for this customer. Find the transaction you want to reprint and click on the blue transaction number. Note: If the transaction number is not blue in color then more than 15 days have elapsed and the transaction cannot be reprinted.

The screenshot shows a web browser window displaying the Minnesota DNR website. The page is titled "REPRINT" and contains the following information:

- VEHICLE INFORMATION:** Reg Number: 4449KD, Reg Thru: 12/31/2010, Year, Make, Model: 1978 ALUMACRAFT, Manuf ID: CARLTON12542, Length: 17ft. 0in.
- OWNER:** WILL E WALLEYE, 123 BIG REEF, MINNESOTA LAKES, MN 12345, MDNR Nbr: 610433419.
- TRANSACTION INFORMATION:** Agent: 99217- MN DNR REGISTRATION 12, Transaction Number: 21694349.
- PURCHASED PRIVILEGES:**

Type	Description	Unit Price	Qty	Total Amt
711	CANDES ETC. BOAT NEW REG	\$17.50	1	\$17.50
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
851	ELS FILING FEE	\$1.50	1	\$1.50
Total				24.00

At the bottom of the reprint section, there is a checkbox for "Show Printer Dialog" and a "Print" button, which is pointed to by a black arrow. A "Return to Vehicle" button is also present. The timestamp "2/28/2008 1:36 PM" is visible at the bottom of the page.

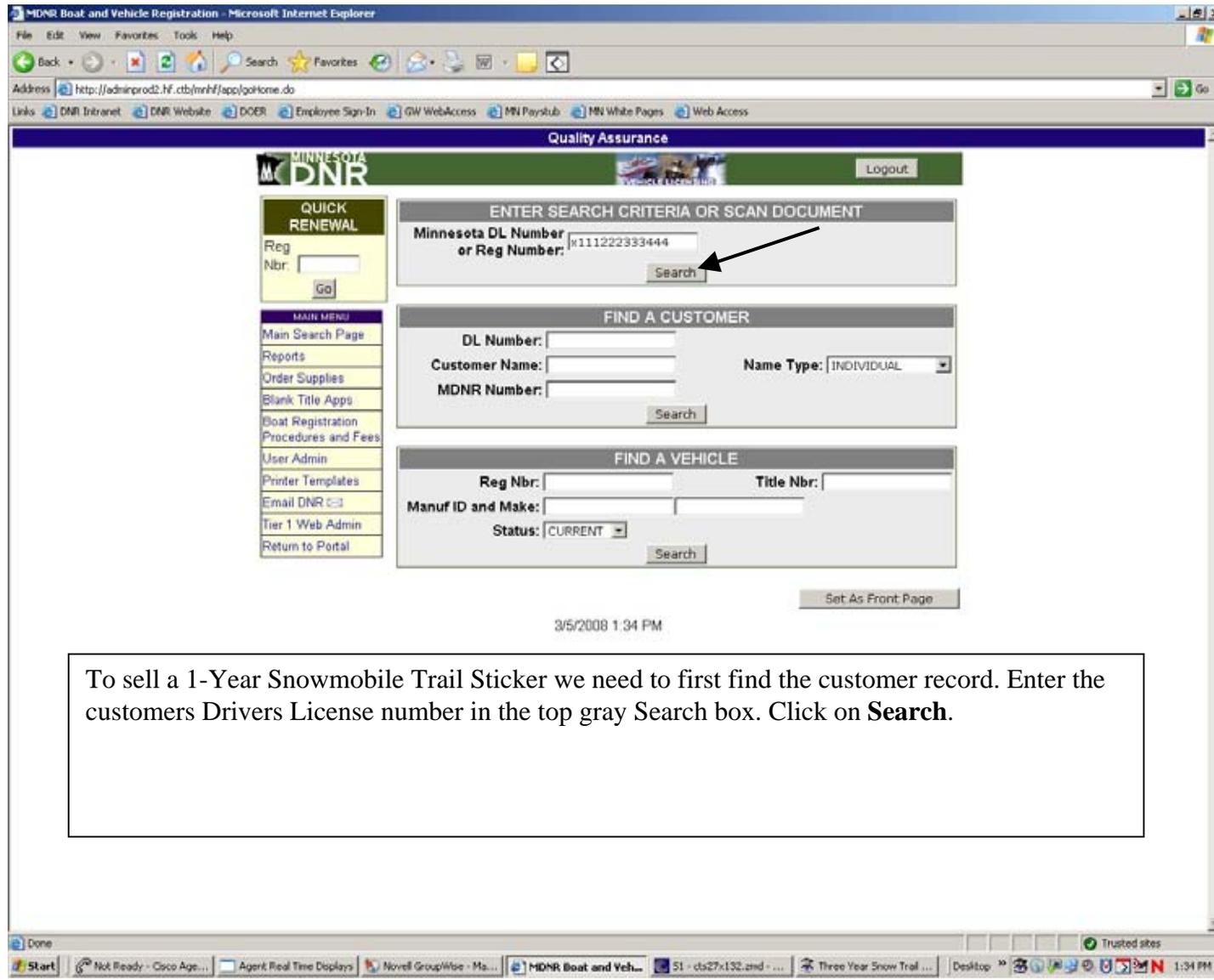
You can reprint this transaction by clicking on the **Print** button.

Note:

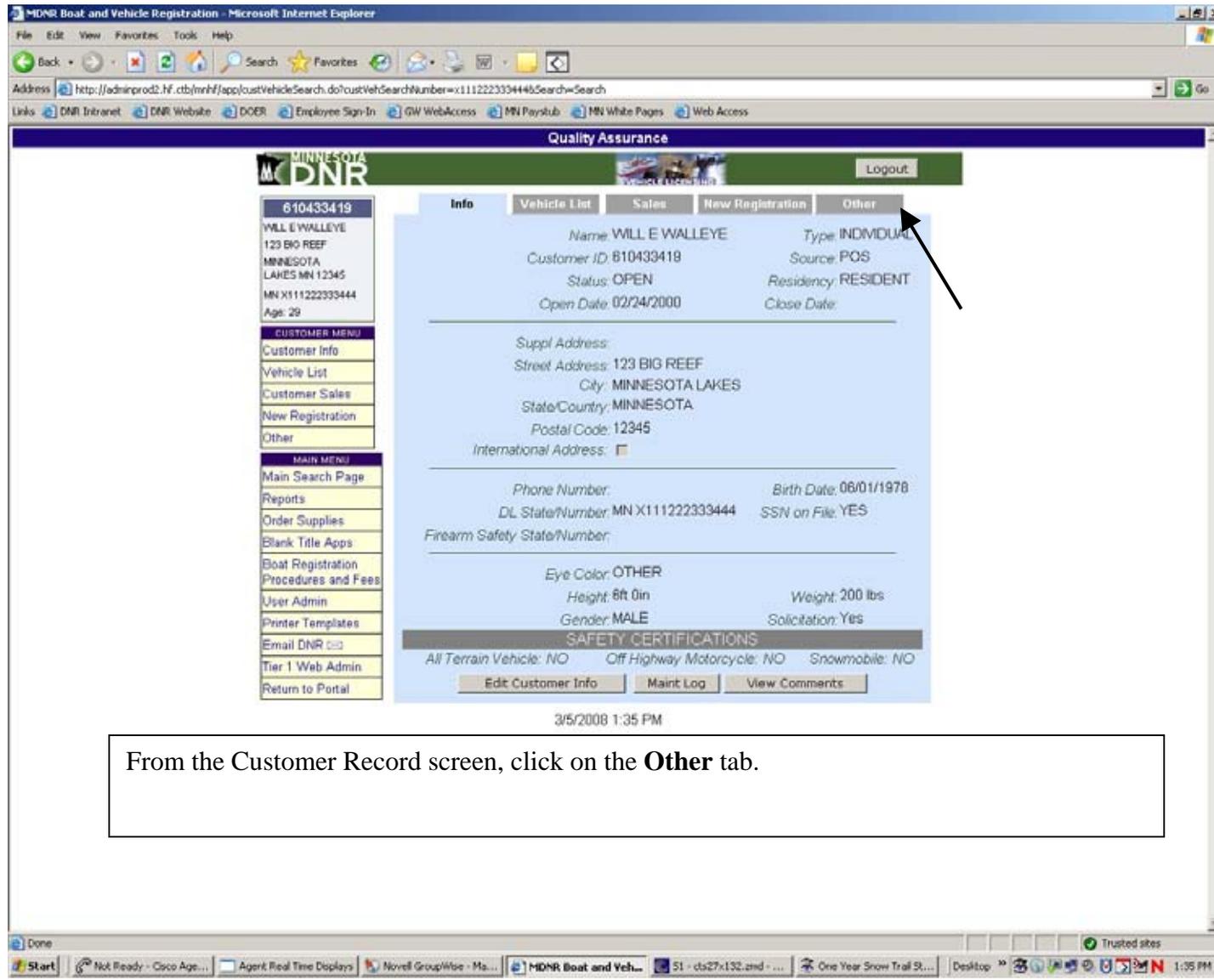
- Your office is not charged any fees for reprints. While it may look like you processed another transaction, you did not. You are only reprinting a transaction that you had processed previously.

1 Year
Snowmobile
Trail Sticker





To sell a 1-Year Snowmobile Trail Sticker we need to first find the customer record. Enter the customers Drivers License number in the top gray Search box. Click on **Search**.



From the Customer Record screen, click on the **Other** tab.

Click on **1 YEAR TRAIL STICKER**.

Note:

- 1 Year Penalty Trail Sticker should only be sold if the customer was instructed to purchase it by an enforcement officer. The Penalty Trail sticker is for those who were caught snowmobiling on state/grant-in-aid snowmobile trails without a trail sticker.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/bier1SetupTxn.do?normalButton=1+YEAR+TRAIL+STICKER>

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

610433419
WILL E WALLEVE
123 BLD REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Tier 1 Privilege Sale

REVIEW TRANSACTION INFORMATION

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
23	STATE SNOWMOBILE TRAIL	\$16.00	1	\$16.00
Total				16.00

Process

Cancel

Click on **Process** to complete the One Year Trail Sticker transaction.

Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novel GroupWare - Ma... MDNR Boat and Veh... S1 - cts27x132.zmd - ... One Year Snow Trail St... Desktop 1:37 PM

3 Year
Snowmobile
Trail Sticker



The screenshot shows the 'New Registration' review screen. The 'SUGGESTED PRIVILEGES TO ADD TO TRANSACTION' table is as follows:

Type	Description	Unit Price	
25	STATE SNOWMOBILE TRAIL	\$31.00	Add

The 'PRIVILEGES IN SHOPPING CART' table is as follows:

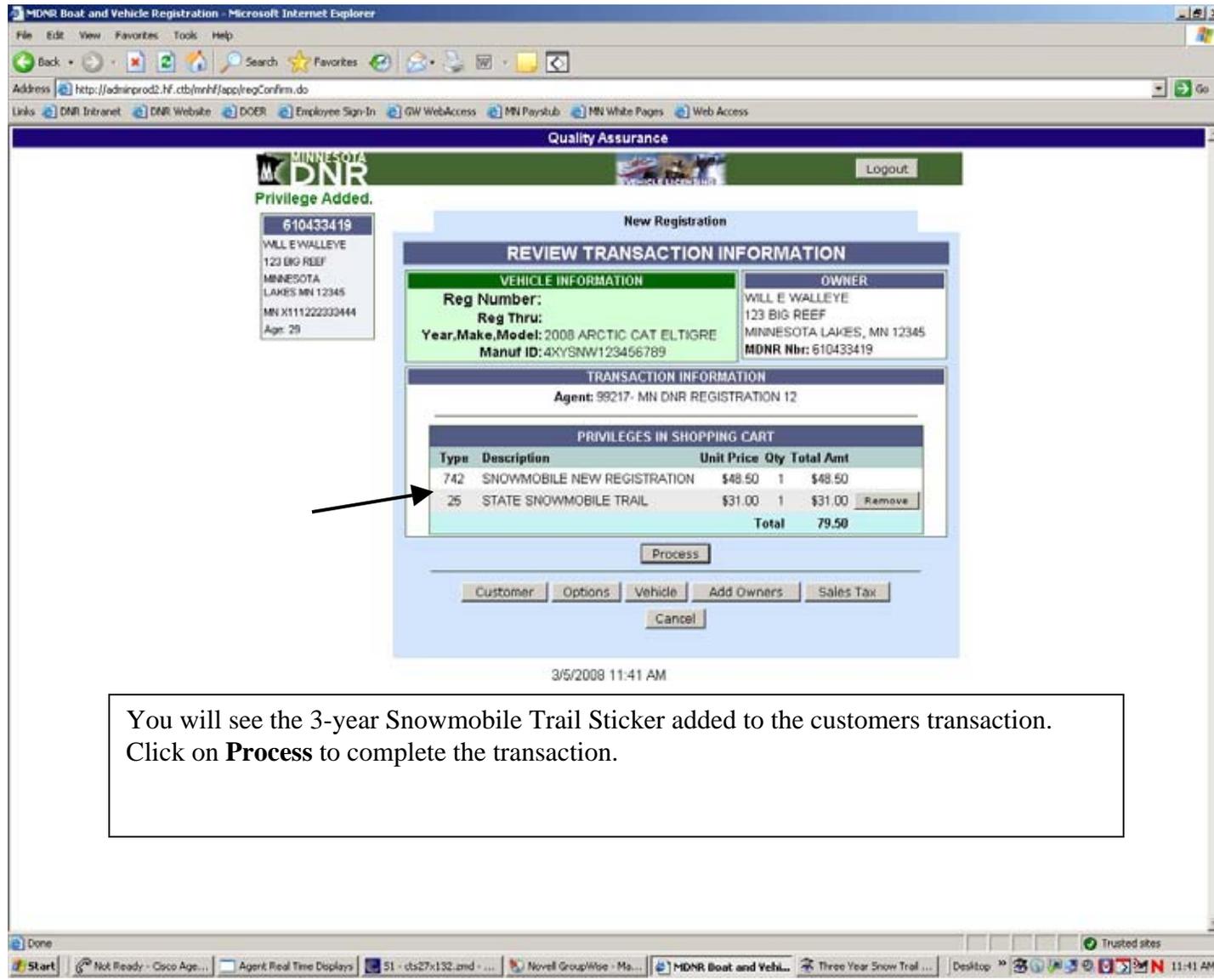
Type	Description	Unit Price	Qty	Total Amt
742	SNOWMOBILE NEW REGISTRATION	\$48.50	1	\$48.50
Total				48.50

The 'Process' button is located below the shopping cart table. Navigation buttons include 'Customer', 'Options', 'Vehicle', 'Add Owners', 'Sales Tax', and 'Cancel'.

The 3-Year Snowmobile Trail Sticker will display on the snowmobile **Review Transaction** screen. It can be added to a snowmobile transaction by clicking on the **Add** button. Click on **Process** to complete the transaction.

Note:

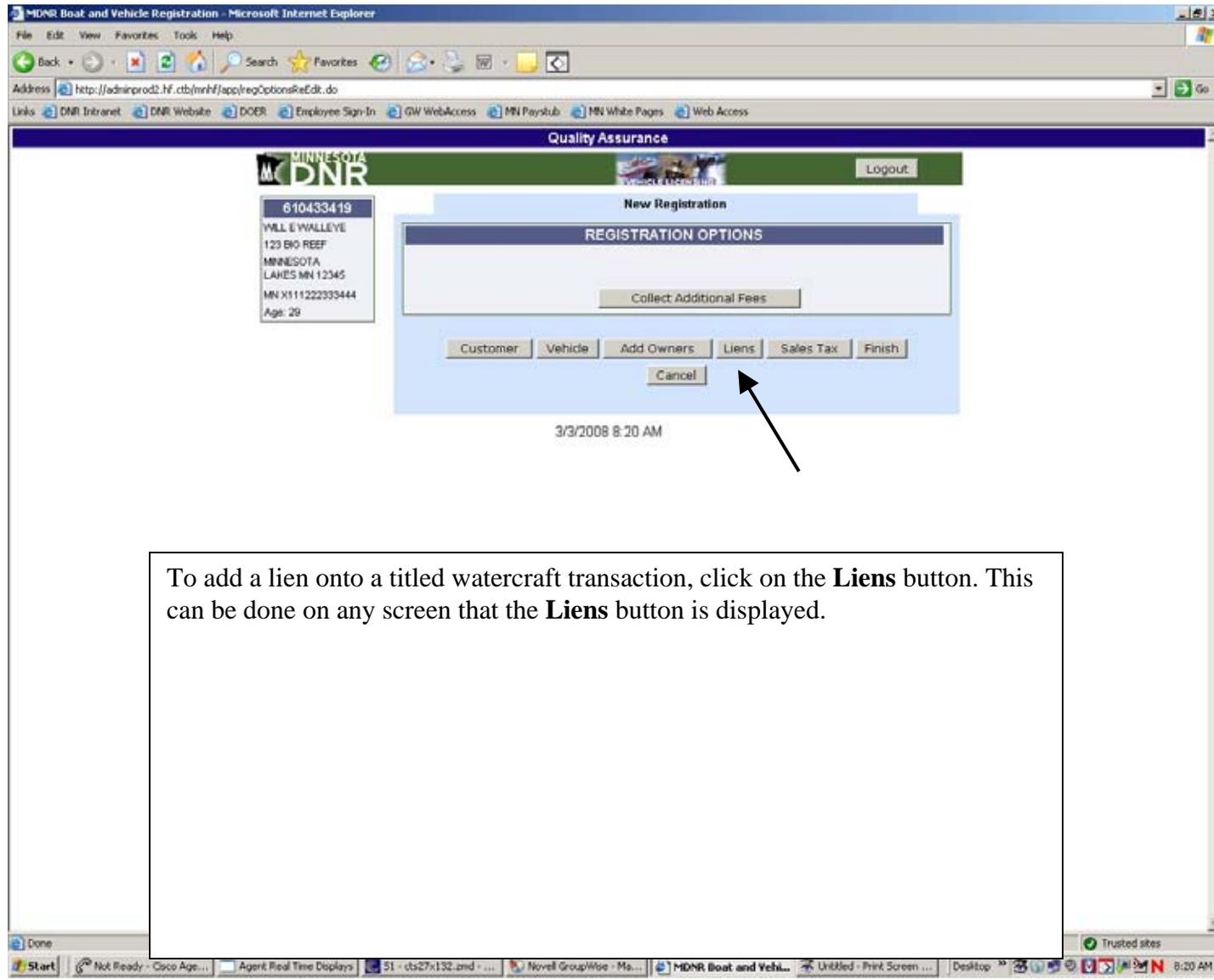
- This 3 year snowmobile trail sticker option will only display on the following transactions:
 - New Snowmobile
 - Renewal of Snowmobile
 - Transfer of Snowmobile



You will see the 3-year Snowmobile Trail Sticker added to the customers transaction. Click on **Process** to complete the transaction.

Add
A
Lien





To add a lien onto a titled watercraft transaction, click on the **Liens** button. This can be done on any screen that the **Liens** button is displayed.

The screenshot shows a web browser window titled "MDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows "http://adminprod2.hf.ctb/mnhf/app/regLienList.do". The page header includes "Quality Assurance" and "Logout". The main content area is titled "New Registration" and contains a form for "LIENHOLDER INFORMATION". The form fields are: Name (dnr license center), Address (500 lafayette rd), City (st paul), State (mn), Postal Code (55155), Date (03/03/2008), Time (blank), and Phone (blank). An arrow points to the "Add lien to transaction" button. Below the form are buttons for "Customer", "Options", "Vehicle", "Add Owners", "Sales Tax", "Finish", and "Cancel". The date "3/3/2008 8:21 AM" is displayed at the bottom of the form area.

610433419
WILL E WALLEVE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

LIENHOLDER INFORMATION

Name: dnr license center
Address: 500 lafayette rd
City: st paul
State: mn
Postal Code: 55155
Date: 03/03/2008
Time:
Phone:

Add lien to transaction

Customer Options Vehicle Add Owners Sales Tax Finish

Cancel

3/3/2008 8:21 AM

Enter the lienholder information in the appropriate fields. When completed, click on the **Add lien to transaction** button.

Hints:

- Next to the **date** field is a calendar function which allows you to click on a date in a calendar rather than typing in the lien date.
- If you leave the **Time** field blank it will default to the current time.
- **Phone** field is optional.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://adminprod2.tf.ctb/mnhf/app/regAddLien.do

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

Lien record created.
Address has been standardized. Click Update Lien to apply this update or click Reset Form to override these changes with the address that was originally entered.

610433419
WILL E WALLEYE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

New Registration

LIENS FOR THIS TRANSACTION

LIENHOLDER INFORMATION

Name: dnr license center
Address: 500 LAFAYETTE RD N
City: SAINT PAUL
State: MN
Postal Code: 55155
Date: 03/03/2008
Time: 00:00:00
Phone:

Update Lien Reset Form

Customer Options Vehicle Add Owners Sales Tax Finish

Cancel

3/3/2008 8:22 AM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - cts27x132.zmd - ... Novell GroupWise - Ma... MDNR Boat and Veh... Add a Lien 2 - Print Scr... Desktop 8:22 AM

Trusted sites

After clicking on **Add Lien to Transaction** button, the system will do a check on the lienholder address with Postal Service standards. If the address is acceptable click on **Update Lien** button. If you prefer the address you originally typed, click on the **Reset Form** button to accept that address.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.hf.ctb/mnhf/app/regLienList.do

Quality Assurance

MINNESOTA DNR

Lien record updated.

610433419
WILL E WALLEVE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

New Registration

LIENS FOR THIS TRANSACTION

Name	Address	Date	Time	Phone	Status
DNR LICENSE CENTER	500 LAFAYETTE RD N	03/03/2008	08:23:16		NEW

Delete

LIENHOLDER INFORMATION

Name:

Address:

City:

State:

Postal Code:

Date:

Time:

Phone:

Add lien to transaction

Customer Options Vehicle Add Owners Sales Tax Finish

Cancel

3/3/2008 8:23 AM

The lien has now been added to this titled watercraft transaction. You will see the lien information under **Liens For This Transaction**. If you are done with lienholder information, click on the **Finish** button.

Hint:

- If you need to add a 2nd lien onto this watercraft, fill in the 2nd lienholders information and click on the **Add lien to transaction** button.
- To edit lien information, click on lienholder name.

The screenshot shows the 'REVIEW TRANSACTION INFORMATION' screen for a new registration. It includes the following sections:

- VEHICLE INFORMATION:**
 - Reg Number:
 - Title Number:
 - Reg Thru:
 - Year,Make,Model: 2008 CARLTON CARVER
 - Manuf ID: CARCAR123654
 - Length: 17ft 0in
- OWNER:**
 - WILL E WALLEYE
 - 123 BIG REEF
 - MINNESOTA LAKES, MN 12345
 - MDNR Nbr: 610433419
- LIENS:**
 - DNR LICENSE CENTER
 - 500 LAFAYETTE RD N , SAINT PAUL , MN , NEW
- TRANSACTION INFORMATION:**
 - Agent: 99217- MN DNR REGISTRATION 12
- PRIVILEGES IN SHOPPING CART:**

Type	Description	Unit Price	Qty	Total Amt
714	NEW REG PLEASURE 17 <=19 FT	\$34.00	1	\$34.00
818	TITLED WATERCRAFT - NEW W/NEW REG	\$15.00	1	\$15.00
799	EXOTIC ADUATIC SURCHARGE	\$5.00	1	\$5.00
Total				54.00

Navigation buttons at the bottom include: Customer, Options, Vehicle, Add Owners, Liens, Sales Tax, and Cancel. A 'Process' button is located above the navigation bar. A timestamp at the bottom reads '3/3/2008 8:23 AM'.

At the Review Transaction Information screen, You will see lienholder information listed below the **Vehicle Information**. If transaction looks ok, click on the **Process** button to complete the transaction.

Hint:

- If you need to edit lien information before you **Process**, click on **Liens** button.

Add Additional Owners



The screenshot shows a web browser window titled "MDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows the URL: <http://adminprod2.nf.ctb/mnhf/app/regOptionsReEdit.do>. The page header includes the Minnesota DNR logo and a "Logout" button. The main content area is titled "New Registration" and contains a "REGISTRATION OPTIONS" section. This section has a "Collect Additional Fees" button and a row of buttons: "Customer", "Vehicle", "Add Owners", "Sales Tax", and "Finish". A "Cancel" button is located below the "Add Owners" button. A black arrow points to the "Add Owners" button. To the left of the registration options, there is a box containing the following information: "610433419", "WILL E WALLEVE", "123 BLD REEF", "MINNESOTA", "LAKES MN 12345", "MN X111222333444", and "Age: 29". The date and time "3/3/2008 1:05 PM" are displayed below the registration options. The taskbar at the bottom shows several open applications, including "Not Ready - Cisco Age...", "Agent Real Time Displays", "S1 - cts27x132.zmd - ...", "Novell GroupWise - Ma...", "MDNR Boat and Veh...", and "Collecting Sales Tax 3 ...". The system clock shows "1:07 PM".

To add additional owner(s) onto a vehicle record, click on the **Add Owners** button. This can be done from any screen that displays the **Add Owners** button.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mrhf/app/regAddOwnerManage.do>

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN PayStub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

6104334 19
WILL E WALLEVE
123 BVO REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Additional Owner Information

ADDITIONAL OWNERS Add New

There are no additional owners for this vehicle

Customer Options Vehicle Sales Tax Finish

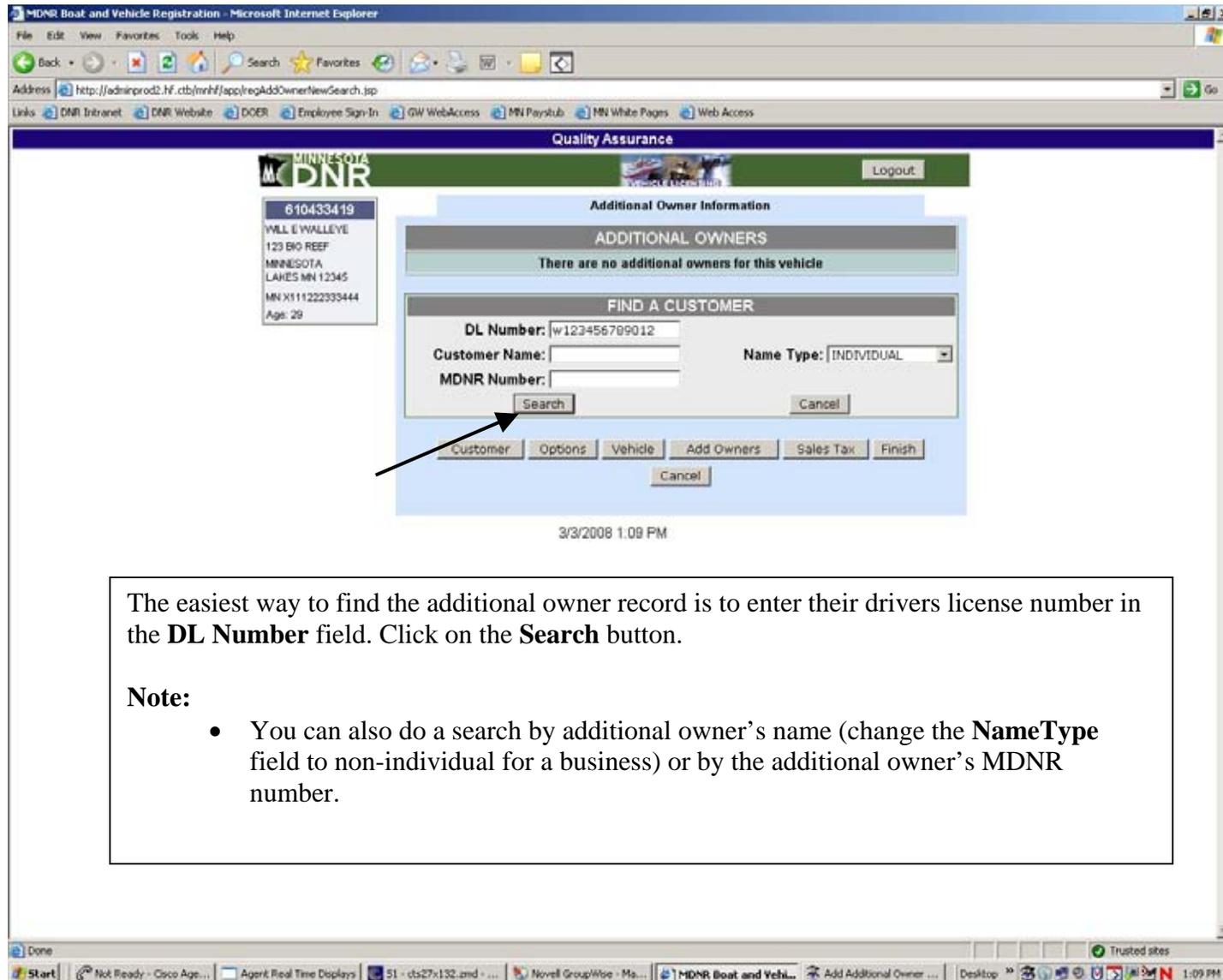
Cancel

3/3/2008 1:08 PM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays 51 - cts27x132.zmd ... Novell Group/Wise - Ma... MDNR Boat and Vehi... Add Additional Owner ... Desktop 1:08 PM

Click on the **Add New** button to add an additional owner.



The easiest way to find the additional owner record is to enter their drivers license number in the **DL Number** field. Click on the **Search** button.

Note:

- You can also do a search by additional owner's name (change the **NameType** field to non-individual for a business) or by the additional owner's MDNR number.

The screenshot shows a web browser window with the URL: <http://adherprod1.f101.com/acc/hogAddOwnerSearch.do?licenseNumber=123456789012&name=&nameType=&search=&search>. The page title is "Quality Assurance".

On the left, there is a sidebar with the following information:

- 610623418
- WILL E WALLEYE
- 123 BND REEF
- MINNESOTA
- LAKES MN 12345
- MN X11122233444
- Age: 29

The main content area is titled "Additional Owner Information" and contains the following sections:

- ADDITIONAL OWNERS**: There are no additional owners for this vehicle.
- FIND A CUSTOMER**: Search form with fields for DL Number (123456789012), Customer Name, MDNR Number, and Name Type (INDIVIDUAL). Buttons: Search, Cancel.
- Table of Results**:

MDNR Number	Name	Address	Status	Birth Date
4804844	T M R WOLF	123 CONFER LANE GRAND RAP	OPEN	08/02/1954

Buttons: Add New, Add New.
- Navigation buttons: Customer, Options, Vehicle, Add Owners, Sales Tax, Finish, Cancel.

The date and time at the bottom of the page are 3/3/2008 1:09 PM.

A blue arrow points to the name "T M R WOLF" in the table.

Since we searched for the additional owner by drivers license number, only one name came up. If you search by name you might get a list of names and you would have to select the correct name.

Click on the blue colored name of the additional owner. This will add this additional owner to the vehicle record. Next you will go to the conjunction screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address <http://adminprod2.nf.ctb/mnhf/app/regAddOwnerManage.do>

Quality Assurance

MINNESOTA DNR

Logout

610433419
WILL E WALLEVE
123 BVO REEF
MINNESOTA
LAHES MN 12345
MN X111222333444
Age: 29

Additional Owner Information

ADDITIONAL OWNERS

MDNR Number	Conjunction / Name	Address	Reg Date	Status	Birth Date
4004944	AND TIM R. WOLF <input type="button" value="Update"/>	123 CONFER LANE GRAND RAP	03/03/2008	OPEN	08/02/1954

3/3/2008 1:10 PM

Done Start

Res 1:10 PM

This is the conjunction screen that let's you edit the conjunction for the additional owner. The conjunction field defaults to "and". To change the conjunction, use the drop down box and select.

The conjunctions available are:

- AND
- AND/OR
- OR
- TRUSTEE
- GRANTOR
- LESSEE
- DOING BUSINESS AS

Click on the **Finish** button when you have completed adding the additional owner(s).

Note:

- You can add more additional owners to this vehicle by clicking on the **Add New** button.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/regConfirm.do

Quality Assurance

MINNESOTA DNR

610433419
WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES MN 12345
MN X11122233444
Age: 29

New Registration

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION		OWNER
Reg Number:		WILL E WALLEYE
Reg Thru:		123 BIG REEF
Year,Make,Model:	2008 COTTONWOOD CROW WING	MINNESOTA LAKES, MN 12345
Manuf ID:	CR456CO2583654	MDNR Nbr: 610433419
		ADDITIONAL OWNERS
		AND TIM R WOLF

TRANSACTION INFORMATION
Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART				
Type	Description	Unit Price	Qty	Total Amt
752	ATV NEW REGISTRATION	\$53.50	1	\$53.50
Total				53.50

Process

Customer Options Vehicle Add Owners Sales Tax Cancel

3/3/2008 1:11 PM

Done Start 1:11 PM

If you add an additional owner you will see their name(s) below the primary owner information. If everything is correct, click on the **Process** button to complete the transaction.

Hint:

- If you need to edit the additional owner information, click on the **Add Owners** button before you process the transaction.

Create
A
Customer



To create a new customer, enter the name in the **Customer Name** field. Click on the **Search** button.

Hint:

- To create a business customer record, enter the name of the business and change the **Name Type** field to non-individual.

Note:

- Before creating a new customer, do a thorough search for an existing customer record. This will help prevent multiple customer records in the database.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/customerSearch.do?org.apache.struts.taglib.html.TOKEN=b65e1cc539be627e7722bee6c4a46118&driversLicenseNumber=&name=larry+loon&nameType={&mdnrNbr=&Search=Search>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MN Paystub](#) [MN White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR Logout

QUICK RENEWAL

Reg Nbr:

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

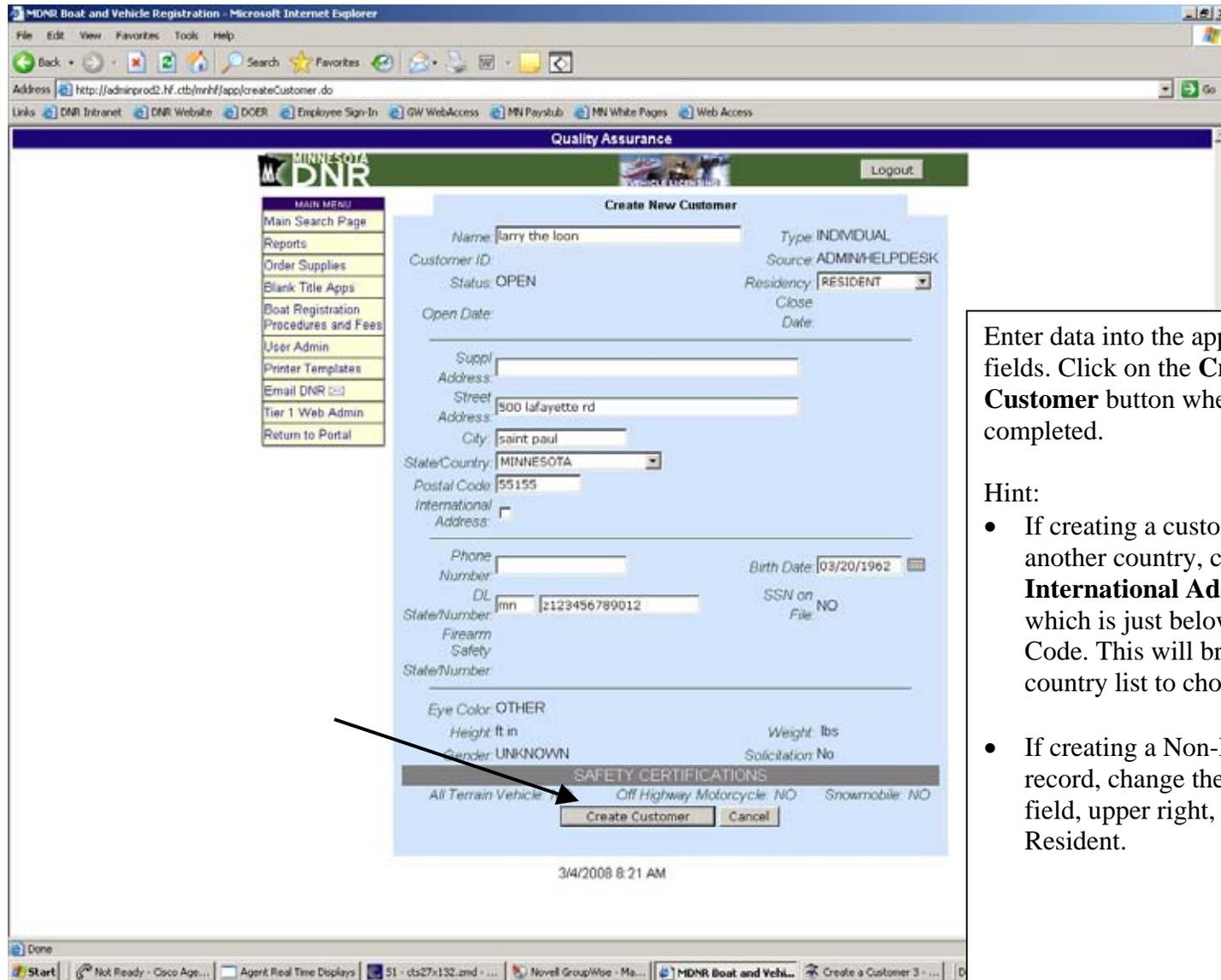
MDNR Number	Name	Address	Status	Birth Date

3/4/2008 8:17 AM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - cts27x132.zmd ... Novell GroupWise - Ma... MDNR Boat and Veh... Create a Customer 1 > ... Desktop 8:17 AM

From the customer list screen, click on the **Add New** button.



Enter data into the appropriate fields. Click on the **Create Customer** button when completed.

Hint:

- If creating a customer from another country, click on the **International Address** box which is just below the Postal Code. This will bring up a country list to choose from.
- If creating a Non-Resident record, change the **Residency** field, upper right, to Non-Resident.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://adminprod2.nf.ctb/mnhf/app/saveCustomerNew.do

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

**New customer created.
Customer address has been standardized. Click Save Changes to apply this update or click Cancel to override these changes with the address that was originally entered.**

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

Info Vehicle List Sales New Registration Other

Name: Larry the loon Type: INDIVIDUAL
Change Name

Customer ID: 6723753 Source: ADMINHELPDESK
Status: OPEN Residency: RESIDENT
Open Date: 03/04/2008 Close Date:

Suppl Address:
Street Address: 500 LAFAYETTE RD N
City: SAINT PAUL
State/Country: MINNESOTA
Postal Code: 55155
International Address:

Phone Number: Birth Date: 03/20/1962
DL State/Number: mn z123456789012 SSN on File: NO
Firearm Safety
State/Number:

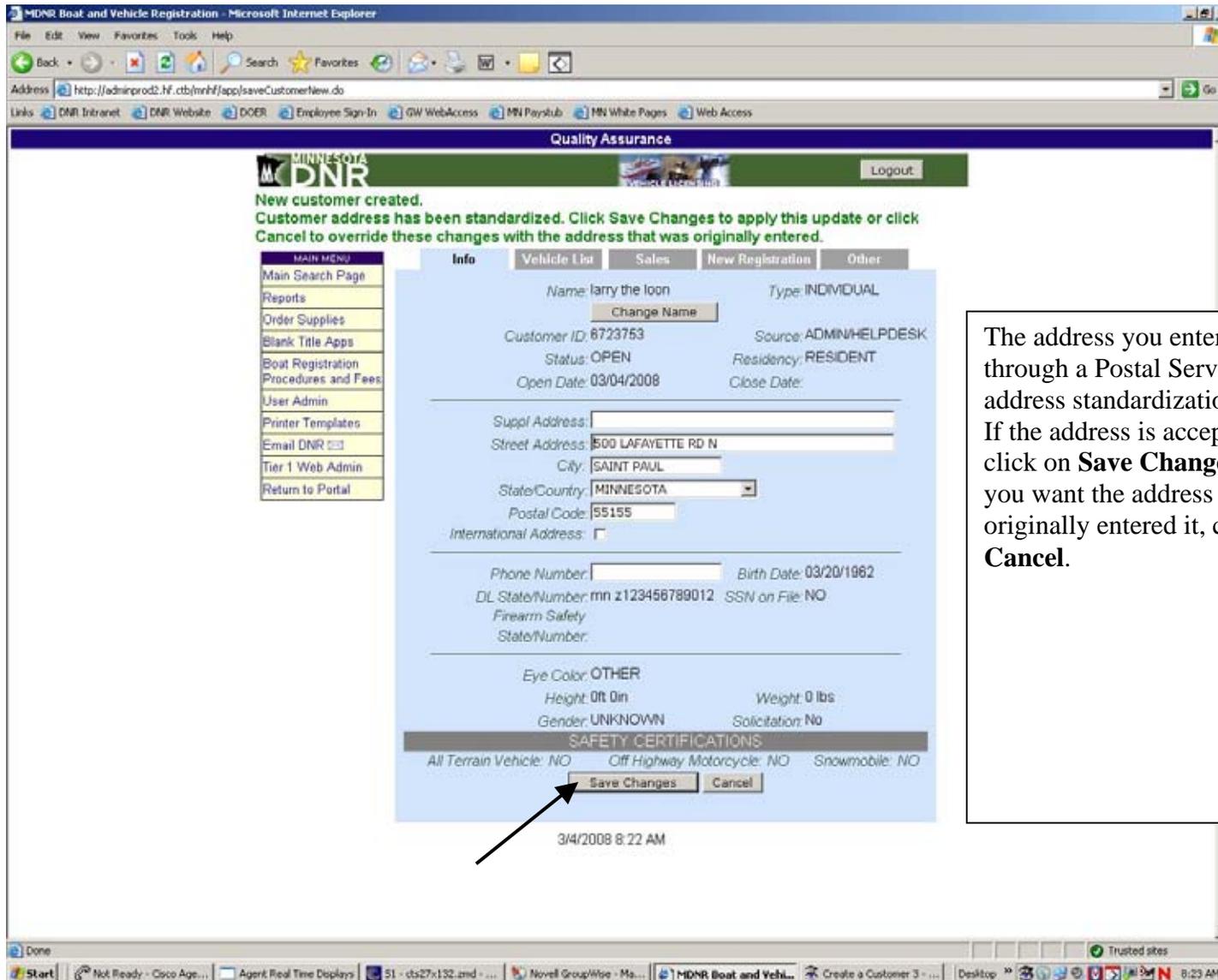
Eye Color: OTHER
Height: 0ft 0in Weight: 0 lbs
Gender: UNKNOWN Solicitation: No

SAFETY CERTIFICATIONS

All Terrain Vehicle: NO Off Highway Motorcycle: NO Snowmobile: NO

Save Changes Cancel

3/4/2008 8:22 AM



The address you entered goes through a Postal Service address standardization check. If the address is acceptable, click on **Save Changes**. If you want the address as you originally entered it, click on **Cancel**.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/viewCustomer.do

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

Quality Assurance

MINNESOTA DNR  [Logout](#)

Customer updated.

Info	Vehicle List	Sales	New Registration	Other
<p>6723753</p> <p>LARRY THE LOON 500 LAFAYETTE RD N SAINT PAUL, MN 55155 MN Z123456789012 Age: 45</p> <p>CUSTOMER MENU</p> <p>Customer Info Vehicle List Customer Sales New Registration Other</p> <p>MAIN MENU</p> <p>Main Search Page Reports Order Supplies Blank Title Apps Boat Registration Procedures and Fees User Admin Printer Templates Email DNR Tier 1 Web Admin Return to Portal</p>	<p>Name: LARRY THE LOON Type: INDIVIDUAL Customer ID: 6723753 Source: ADMIN/HELPDESK Status: OPEN Residency: RESIDENT Open Date: 03/04/2008 Close Date:</p> <hr/> <p>Suppl Address: Street Address: 500 LAFAYETTE RD N City: SAINT PAUL State/Country: MINNESOTA Postal Code: 55155 International Address: <input type="checkbox"/></p> <hr/> <p>Phone Number: Birth Date: 03/20/1962 DL State/Number: MN Z123456789012 SSN on File: NO Firearm Safety State/Number:</p> <hr/> <p>Eye Color: OTHER Height: 0ft 0in Weight: 0 lbs Gender: UNKNOWN Solicitation No:</p> <p>SAFETY CERTIFICATIONS</p> <p>All Terrain Vehicle: NO Off Highway Motorcycle: NO Snowmobile: NO</p> <p>Edit Customer Info Maint Log View Comments</p>			

3/4/2008 8:24 AM

Done Start No ed sites N 8:24 AM

A new customer record has been created.

Customer Information Lookup



The screenshot shows a web browser window displaying the Minnesota DNR website. The page has a blue header with the text "Quality Assurance" and a "Logout" button. Below the header, there is a navigation menu on the left with items like "Main Search Page", "Reports", "Order Supplies", "Blank Title Apps", "Boat Registration Procedures and Fees", "User Admin", "Printer Templates", "Email DNR", "Tier 1 Web Admin", and "Return to Portal". The main content area features three search sections: "ENTER SEARCH CRITERIA OR SCAN DOCUMENT" with a field for "Minnesota DL Number or Reg Number"; "FIND A CUSTOMER" with fields for "DL Number", "Customer Name" (containing "will e walleye"), "Name Type" (a dropdown menu set to "INDIVIDUAL"), and "MDNR Number"; and "FIND A VEHICLE" with fields for "Reg Nbr", "Title Nbr", "Manuf ID and Make", and "Status" (a dropdown menu set to "CURRENT"). A "Set As Front Page" button is located at the bottom right of the main content area. The date and time "3/5/2008 3:40 PM" are displayed at the bottom center. The browser's address bar shows "http://adminprod2.nf.ctb/mnhf/app/goTier2.do".

To view customer information such as their vehicles or their DNR transactions, you first have to find the customer. You can Search for a customer in a number of ways:

- Drivers License Number
- Customer Name
- Registration Number
- Vehicle Identification Number (VIN or Manuf ID)
- MDNR Number

Enter one of these into the appropriate Search field. Click on **Search**

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/customerSearch.do?driversLicenseNumber=&name=wille+walleye&nameType=2&mdnrNbr=6&search=Search>

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

QUICK RENEWAL

Reg Nbr: Go

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

Search

Add New

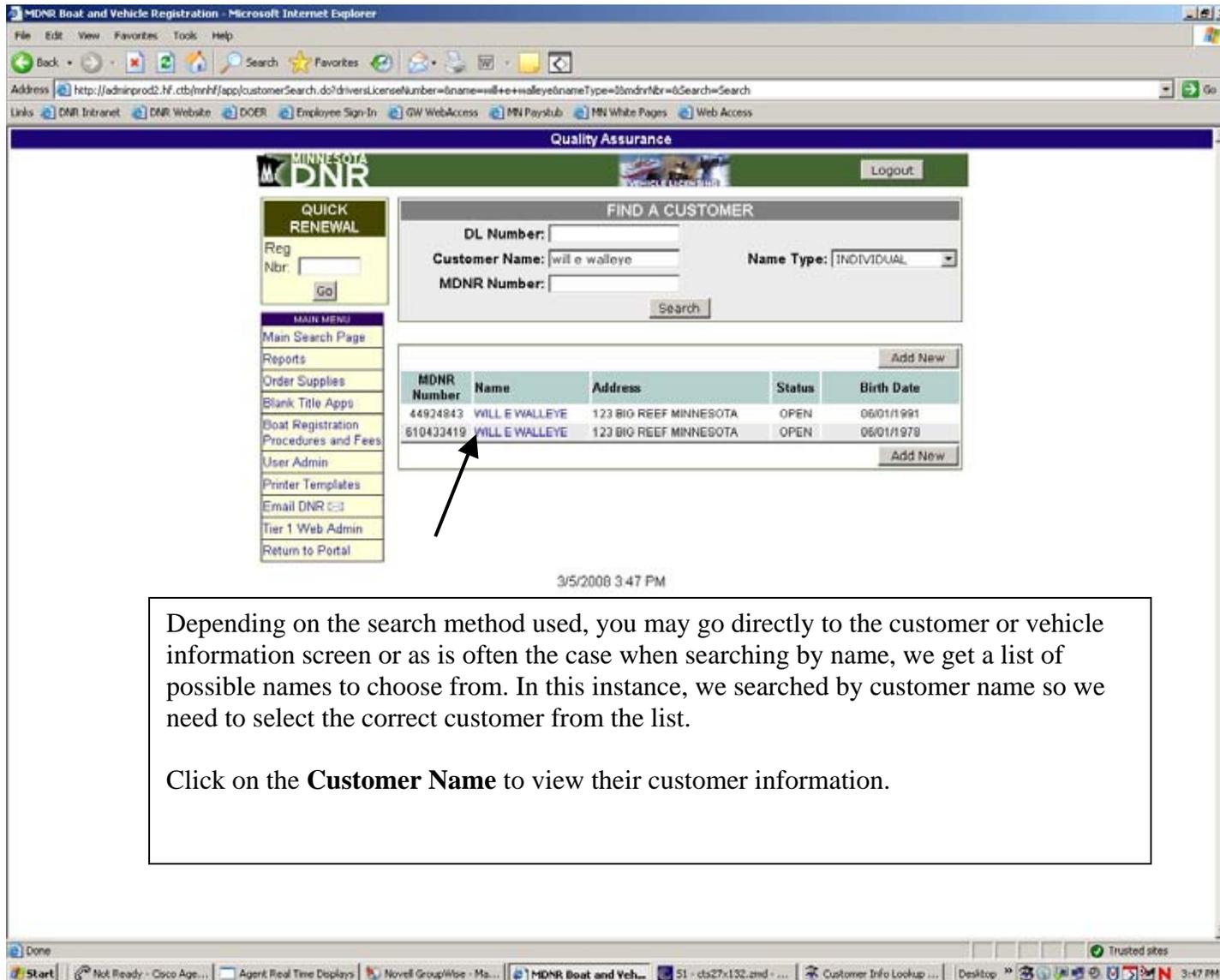
MDNR Number	Name	Address	Status	Birth Date
44924843	WILLE WALLEYE	123 BIO REEF MINNESOTA	OPEN	06/01/1991
610433419	WILLE WALLEYE	123 BIO REEF MINNESOTA	OPEN	06/01/1979

Add New

3/5/2008 3:47 PM

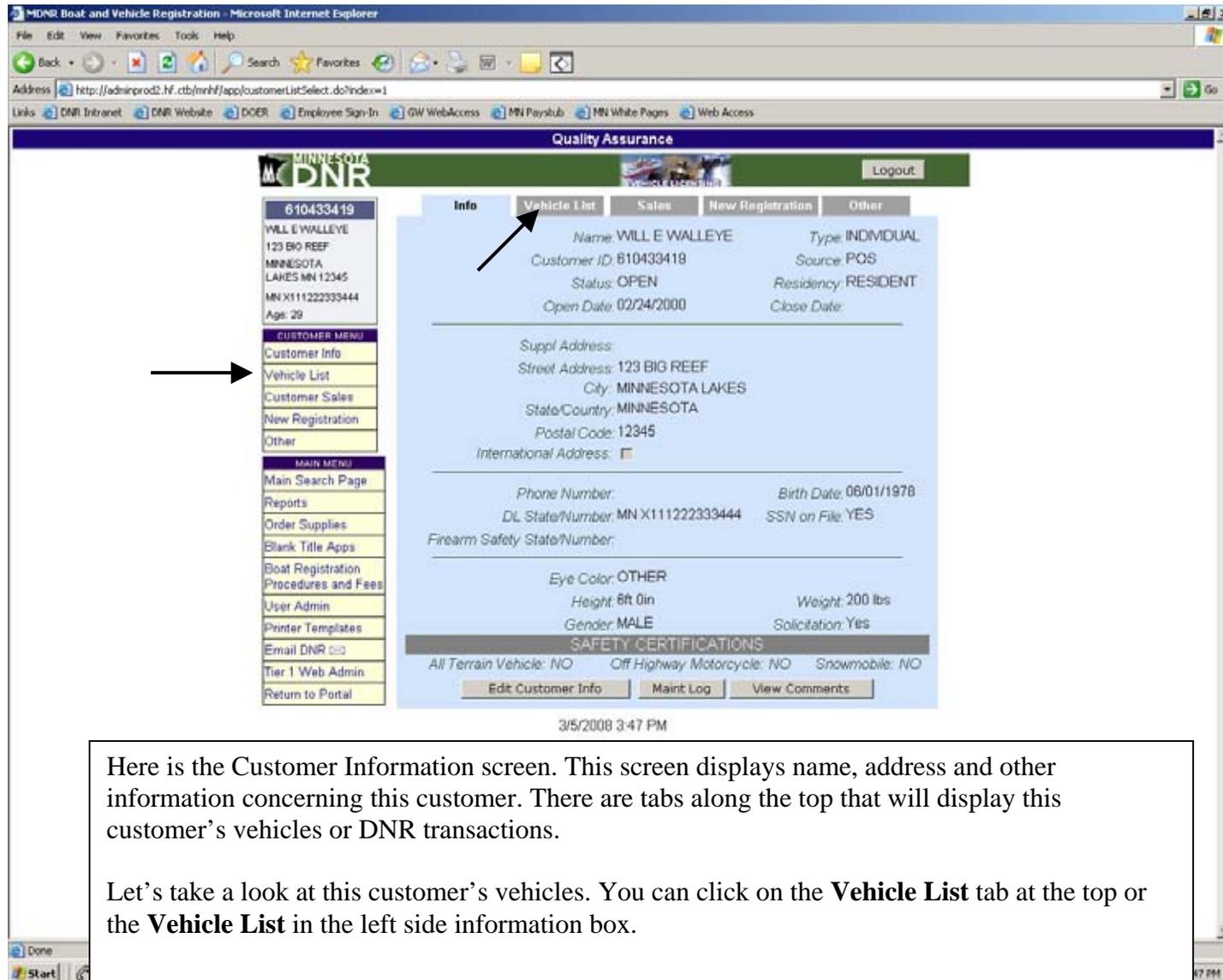
Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novell GroupWise - Ma... MDNR Boat and Veh... S1 - cts27x132.zmd - ... Customer Info Lookup ... Desktop 3:47 PM



Depending on the search method used, you may go directly to the customer or vehicle information screen or as is often the case when searching by name, we get a list of possible names to choose from. In this instance, we searched by customer name so we need to select the correct customer from the list.

Click on the **Customer Name** to view their customer information.



Here is the Customer Information screen. This screen displays name, address and other information concerning this customer. There are tabs along the top that will display this customer's vehicles or DNR transactions.

Let's take a look at this customer's vehicles. You can click on the **Vehicle List** tab at the top or the **Vehicle List** in the left side information box.

Quality Assurance

MINNESOTA DNR

Logout

610433419

WILL E WALLEVE
123 BQ REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

CUSTOMER MENU

- Customer Info
- Vehicle List
- Customer Sales
- New Registration
- Other

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

Info Vehicle List Sales New Registration Other

Status: CURRENT

Type	Reg Nbr	Year	Make	Model	Length	Expires	Manufacturer ID	Status
T-BOAT	4450KD	2008	CROW WING	RUNABOUT	17ft 0in	2010	CRW123456789	CURRENT
NT-BOAT	4449KD	1978	ALUMACRAFT		17ft 0in	2008	CARLTON12542	CURRENT

The Vehicle List screen shows all vehicles licensed to this customer. You can view more detailed information on a specific vehicle by clicking on the registration number of the vehicle.

Hint:

- This list displays vehicles currently registered to this customer. By changing the **Status** field, at the top of the list, to **Previous**, you will display vehicles that were previously registered to this customer but that have been transferred out of their name.

Note:

- If there are more vehicles listed than can be displayed on one page, you will see **Next Page** in the top right corner of the list. Click on **Next Page** to view remaining vehicles.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/customerSales.do

Quality Assurance

MINNESOTA DNR

Logout

610433419

WILL E WALLEVE
129 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

CUSTOMER MENU

- Customer Info
- Vehicle List
- Customer Sales
- New Registration
- Other

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

Info Vehicle List Sales **New Registration** Other

License Year: 2008

Trans Number	Agent	User ID	State Amt	Agent Amt	Sale Amt	Process Date/Time	Status	
21694007	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$3.00	\$0.00	\$3.00	04/30/2008 09:33:54	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
620 = MOOSE APPLICATION			03/01/2008	02/28/2009	1	\$3.00	\$0.00	\$3.00
682 = BEAR APPLICATION			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
21694008	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$15.00	\$0.00	\$15.00	07/02/2008 09:40:28	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
616 = PRAIRIE CHICKEN LOTTERY APPLICATION			03/01/2008	02/28/2009	1	\$4.00	\$0.00	\$4.00
640 = FALL TURKEY APPLICATION			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
688 = CAMP RIPLEY HUNT APPLICATION (A)			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
21694098	30114 - ALS TEST - 1	POS FILE MAINTENANCE	\$49.50	\$1.00	\$49.50	02/23/2008 10:59:20	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
120 = TROUT STAMP			03/01/2008	02/28/2009	1	\$10.00	\$0.00	\$10.00
217 = RESIDENT COMBINATION SPORTS			03/01/2008	04/03/2009	1	\$38.50	\$1.00	\$39.50
227 = HIP CERTIFICATION			03/01/2008	02/28/2009	1	\$0.00	\$0.00	\$0.00
300 = ANGLING EXT TEXT			03/01/2008	04/03/2009	1	\$0.00	\$0.00	\$0.00
21694349	99217 - MN DNR REGISTRATION 12	MANAGER_JOB#	\$17.00	\$7.00	\$24.00	02/27/2008 15:52:13	ACTIVE	
Privilege Type			Reg From	Reg Thru	Qty	State Amt	Agent Amt	Sale Amt
711 = CANOES ETC. BOAT NEW REG			02/07/2008	12/31/2010	1	\$10.50	\$7.00	\$17.50
789 = EXOTIC AQUATIC SURCHARGE			01/01/2008	12/31/2010	1	\$5.00	\$0.00	\$5.00

Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novell GroupWise - Ms... MDNR Boat and Veh... S1 - cts27x132.zmd - ... Customer Info Lookup ... Desktop 3:49 PM

The Sales screen displays all DNR transactions done by this customer.

- From this screen agents can reprint a transaction for up to 15 days from the date of the transaction. Click on the blue transaction number to reprint a transaction.
- Agents can also void/reverse transactions, if they have the appropriate security level, for up to two days from the date of the transaction.
- Previous year sales can be viewed by changing the **License Year** field at the top of the list.

Transfer To Same Owner

This transaction is used where the primary owner stays on the vehicle record but you want to add or delete additional owners.



The screenshot displays the Minnesota DNR Boat and Vehicle Registration system. The main content area shows details for a boat with registration number 4450KD, titled 'BOAT', owned by Will E Walleye. The 'Transfer to Same Owner' tab is highlighted with an arrow. Below the details are sections for 'ADDITIONAL OWNERS', 'LIEN INFORMATION', 'REGISTRATION HISTORY', and 'FILM INFORMATION'. A text box at the bottom explains the 'Transfer to Same Owner' function.

Quality Assurance

MINNESOTA DNR Logout

4450KD
 TITLED BOAT
 Expires: 12/31/2010
 Title Nbr: LH0660001
 Title status: ACTIVE

610433419
 WILL E WALLEYE
 123 BIG REEF
 MINNESOTA
 LAKES MN 12345
 MN X111222333444
 Age: 29

CUSTOMER MENU
 Customer Info
 Vehicle List
 Customer Sales
 New Registration
 Other

MAIN MENU
 Main Search Page
 Reports
 Order Supplies
 Blank Title Apps
 Boat Registration Procedures and Fees
 User Admin
 Printer Templates
 Email DNR
 Tier 1 Web Admin
 Return to Portal

Info Transfer Title Functions **Transfer to Same Owner** Other

Reg Nbr: 4450KD Expiration Date: 12/31/2010
 Title Nbr: LH0660001 Title Status: ACTIVE
 Current Owner: WILL E WALLEYE
 Purchase Date: 02/29/2008 Last Titled State and Reg Nbr
 Year, Make, Model: 2008 CROW WING RUNABOUT
 Hull ID: CRW123456789 NOT QUESTIONABLE
 Boat Length: 17ft 0in Hull Material: FIBERGLASS
 Type: OPEN MOTORBOAT Use: PLEASURE
 County Used: 18 CROW WING
 Drive: OUTBOARD Propulsion: PROPELLOR
 Fuel: GASOLINE HP1: 0 HP2: 0
 Distinctive: No Bonded: No
 Send Title: No Title Print Date:
 Last Txn Type: TITLE Last Txn Date: 03/06/2008
 Flag: NONE Flag Change Date:
 Flag Description:

Maint Log View Comments

ADDITIONAL OWNERS

LIEN INFORMATION

REGISTRATION HISTORY

Title Number	Open Date	Reg Thru	Status	Name	Owner Type
LH0660001	02/29/2008	12/31/2010	PREVIOUS	WILL E WALLEYE	PRIMARY view

FILM INFORMATION

Done

Start Not Ready - Cisco Age... Agent Real Time Displays 51 - d

9:19 AM

We use the **Transfer to Same Owner** function when the primary owner, in this case, Will E Walleye, remains the primary owner but we want to either add or delete an additional owner.

In this case we will be adding an additional owner. Click on **Transfer to Same Owner** tab.

MINNESOTA DNR Quality Assurance

4450KD
 TITLED BOAT
 Expires: 12/31/2010
 Title Nbr: LH0660001
 Title status: ACTIVE

610433419
 WILL E WALLEYE
 123 BIG REEF
 MINNESOTA
 LAKES MN 12345
 MN X111222333444
 Age: 29

Info Transfer Title Functions Transfer to Same Owner Other

Reg Nbr: 4450KD Expiration Date: 12/31/2010
 Title Nbr: LH0660001 Title Status: ACTIVE
 Current Owner: WILL E WALLEYE
 Purchase Date: 02/29/2008 Last Titled State and Reg Nbr
 Year, Make, Model: 2008 CROW WING RUNABOUT
 Hull ID: CRW123456789 NOT QUESTIONABLE
 Boat Length: 17ft 0in Hull Material: FIBERGLASS
 Type: OPEN MOTORBOAT Use: PLEASURE
 County Used: 18 CROW WING
 Drive: OUTBOARD Propulsion: PROPELLOR
 Fuel: GASOLINE HP1: 0 HP2: 0
 District: MN District: MN

Microsoft Internet Explorer
 Transfer to Same Owner transaction is used when the primary owner stays the same but you need to add or remove additional owners. Continue?

OK Cancel

MAIN MENU
 Main Search Page
 Reports
 Order Supplies
 Blank Title Apps
 Boat Registration Procedures and Fees
 User Admin
 Printer Templates
 Email DNR
 Tier 1 Web Admin
 Return to Portal

ADDITIONAL OWNERS
 LIEN INFORMATION
 REGISTRATION HISTORY

Title Number	Open Date	Reg Thru	Status	Name	Owner Type	
LH0660001	02/29/2008	12/31/2010	PREVIOUS	WILL E WALLEYE	PRIMARY	view

FILM INFORMATION

Done
 Start Not Ready - Cisco Age... Agent Real Time Displays SI - cb27x132

You get a warning message that this function is for adding or deleting additional owners on a vehicle record.

Click **OK** to continue.

Quality Assurance

MINNESOTA DNR

Logout

Transfer to Same Owner

REGISTRATION OPTIONS

Duplicate Reg Card: No

Duplicate Expiration Decals: No

Collect Additional Fees

Customer Vehicle Add Owners Liens Finish

Cancel

3/11/2008 9:21 AM

4450KD
TITLED BOAT
Expires: 12/31/2010
Title Nbr:
Title status: ACTIVE

610433419
WILL E WALLEVE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Done

Start

Not Ready - Cisco Age...

Agent Real Time Displays

S1 - cts27x132.zmd - ...

Novell GroupWise - Ma...

MDNR Boat and Veh...

Transfer to Same Own...

Desktop

Trusted sites

9:21 AM

Click on **Add Owners**.

Note:

- In this example we are adding an additional owner. If you wanted to delete an additional owner from a record you would click on the **Finish** button. This removes all additional owners from the vehicle record.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://admingrod2.nf.ctb/mnhf/app/regAddOwnerManage.do

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

4450KD
TITLED BOAT
Expires: 12/31/2010
Title Nbr:
Title status: ACTIVE

610433419
WILL E WALLEVE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

Additional Owner Information

ADDITIONAL OWNERS Add New

There are no additional owners for this vehicle

Customer Options Vehicle Liens Finish

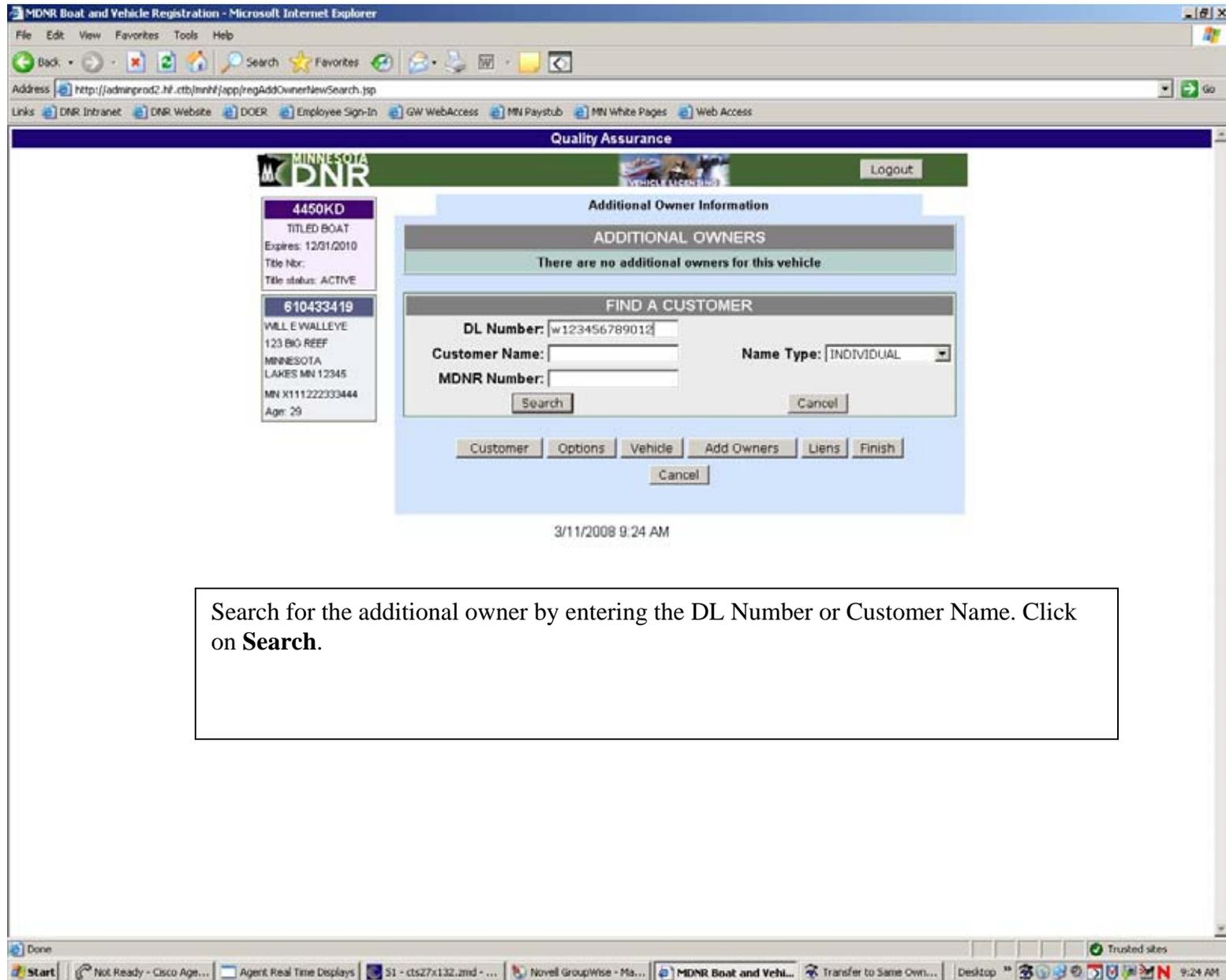
Cancel

3/11/2008 9:22 AM

Click on the **Add New** button.

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - cts27x132.zmd - ... Novell GroupWise - Ma... MDNR Boat and Veh... Transfer to Same Own... Desktop 9:22 AM



Search for the additional owner by entering the DL Number or Customer Name. Click on **Search**.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://admingrod2.nf.ctb/mnhf/app/regAddOwnerSearch.do?driversLicenseNumber=w123456789012&name=&nameType=1&mdnrnbr=&Search=Search

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

4450KD
TITLED BOAT
Expires: 12/31/2010
Title Nbr:
Title status: ACTIVE

610433419
WILL E WALLEVE
123 BIG REEF
MINNESOTA
LAKES MN 12345
MN X11122233444
Age: 29

Additional Owner Information

ADDITIONAL OWNERS

There are no additional owners for this vehicle

FIND A CUSTOMER

DL Number: w123456789012

Customer Name: Name Type: INDIVIDUAL

MDNR Number: Search Cancel

Add New

MDNR Number	Name	Address	Status	Birth Date
4804944	TIM R WOLF	123 CONFER LANE GRAND RAP	OPEN	08/02/1954

Add New

Customer Options Vehicle Add Owners Liens Finish

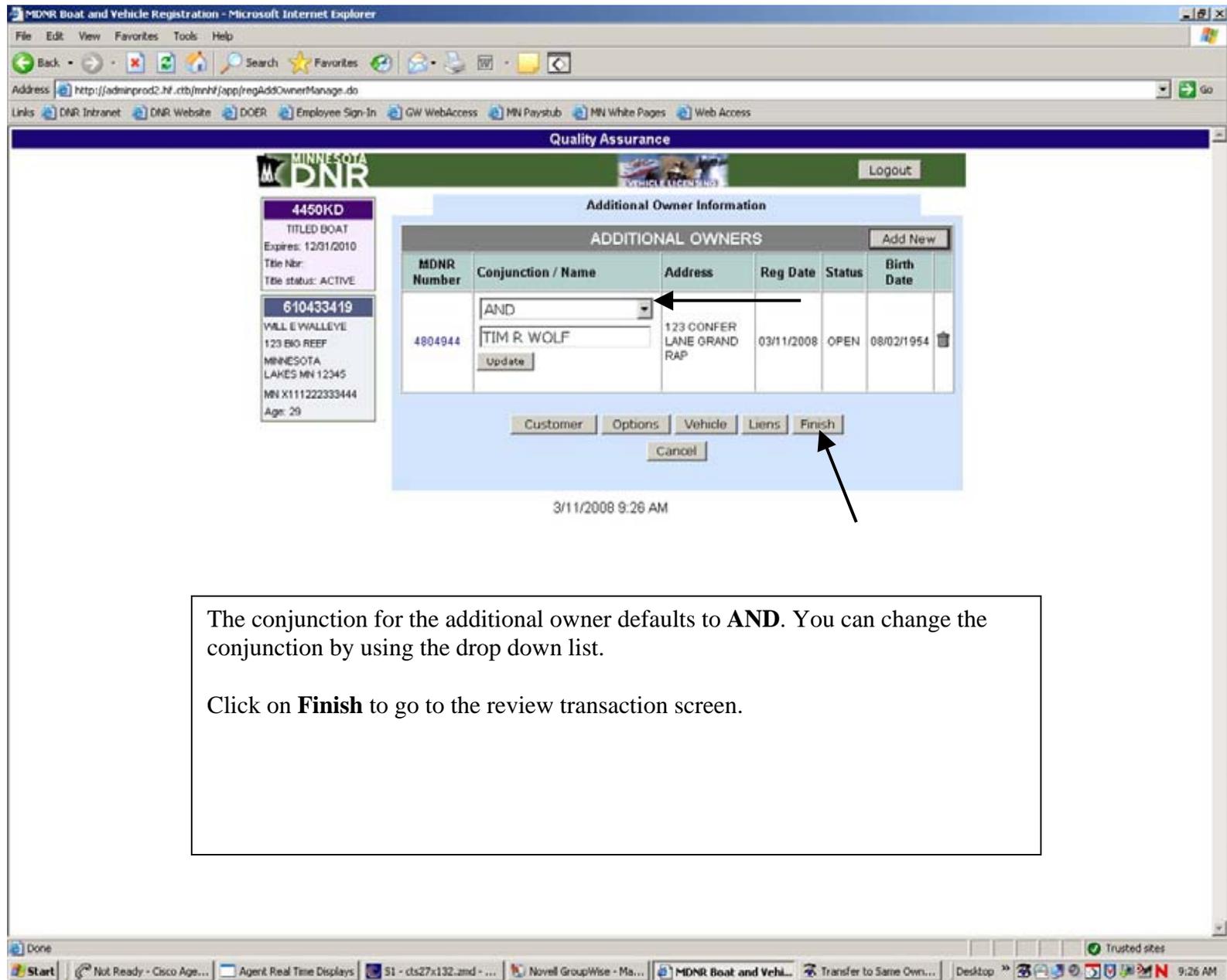
Cancel

3/11/2008 9:25 AM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - (ts27x132.zmd - ... Novel GroupWise - Ma... MDNR Boat and Veh... Transfer to Same Own... Desktop 9:25 AM

When the additional owner name appears, click on the name. You will now go to the conjunction screen.



The conjunction for the additional owner defaults to **AND**. You can change the conjunction by using the drop down list.

Click on **Finish** to go to the review transaction screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://adminprod2.nf.ctb.mnhi/app/regConfem.do

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

4450KD
TITLED BOAT
Expires: 12/31/2010
Title Nbr:
Title status: ACTIVE

610433419
WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES MN 12345
MN X111222333444
Age: 29

Transfer to Same Owner

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION

Reg Number: **4450KD**
Title Number:
Reg Thru: 12/31/2010
Year, Make, Model: 2008 CROW WING RUNABOUT
Manuf ID: CRW123456789
Length: 17ft 0in

OWNER

WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES, MN 12345
MDNR Nbr: 610433419

ADDITIONAL OWNERS

AND TIM R WOLF

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
728	TITLED WATERCRAFT TRANSFER W/O RENEWAL	\$17.00	1	\$17.00
Total				17.00

Process

Customer Options Vehicle Add Owners Liens

Cancel

3/11/2008 9:28 AM

Done

Start Not Ready - Cisco Age... Agent Real Time Displays S1 - (ts27x132.zmd - ... Novell GroupWise - Ma... MDNR Boat and Veh... Transfer to Same Own... Desktop 9:28 AM

You see that the **Transfer to Same Owner** function kept the primary owner the same but you were then able to add an additional owner.

Click on **Process** to complete the transaction.

Dealer Registration



The screenshot shows a web browser window with the URL <http://dnhpny0217.dhhs.state.mn.us/portal2/4>. The page features a navigation menu on the left with items like 'Main Search Page', 'Reports', 'Order Supplies', 'Blank Title Apps', 'Boat Registration Procedures and Fees', 'User Admin', 'Printer Templates', 'Email DNR', 'Tax 1 Web Admin', and 'Return to Portal'. The main content area is titled 'Quality Assurance' and contains three search sections: 'ENTER SEARCH CRITERIA OR SCAN DOCUMENT' with a 'Minnesota DL Number or Reg Number' field; 'FIND A CUSTOMER' with 'DL Number', 'Customer Name' (pre-filled with 'Dnr license'), and 'Name Type' (pre-filled with 'NON-INDIVIDUAL') fields; and 'FIND A VEHICLE' with 'Reg Nbr', 'Title Nbr', 'Manuf ID and Make', and 'Status' (pre-filled with 'CURRENT') fields. Each section has a 'Search' button. A 'Logout' button is located in the top right corner of the page header.

Enter the Dealers business name in the **Customer Name** field.
Change the **Name Type** field to Non-Individual. Click on Search.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/customerSearch.do?driversLicenseNumber=&name=dnr+license&nameType=N&ndrNbr=&Search=Search>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MNI Paystub](#) [MN White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR Logout

QUICK RENEWAL

Reg Nbr:

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

MDNR Number	Name	Address	Status	Birth Date
2461020	DNR LICENSE BUREAU TEST	500 LAFAYETTE RD N SAINT PAU	TRANSFERRED	
44262269	DNR LICENSE BUREAU TEST	DO NOT USE-VOID SAINT PAU	CLOSED	
732107222	DNR LICENSE BUREAU TEST	500 LAFAYETTE RD N SAINT PAU	OPEN	

3/7/2008 2:53 PM

Select the correct business name from the customer list.

Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novell GroupWise - Ma... S1 - cls27x132.zmd - ... MDNR Boat and Veh... Government Registrati... Desktop 2:54 PM

The screenshot displays a web browser window with the address `http://adminprod2.nf.ctb/mnhf/app/customerListSelect.do?index=2`. The page header includes the Minnesota DNR logo and a 'Logout' button. A navigation bar contains tabs for 'Info', 'Vehicle List', 'Sales', 'New Registration', and 'Other'. The 'Info' tab is active, showing customer details for 'DNR LICENSE BUREAU TEST' (Customer ID: 732107222, Status: OPEN, Open Date: 05/04/2001). A callout box with an arrow points to the 'New Registration' tab, accompanied by the text: 'Click on the New Registration tab at the top of the customer information.'

Customer Information:

Name	DNR LICENSE BUREAU TEST	Type	NON-INDIVIDUAL
Customer ID	732107222	Source	ADMIN/HELPDESK
Status	OPEN	Residency	VEHICLE ONLY
Open Date	05/04/2001	Close Date	

Address Information:

Street Address: 500 LAFAYETTE RD N
City: SAINT PAUL
State/Country: MINNESOTA
Postal Code: 55155
International Address:

Phone Number: _____

Buttons: Edit Customer Info, Maint Log, View Comments

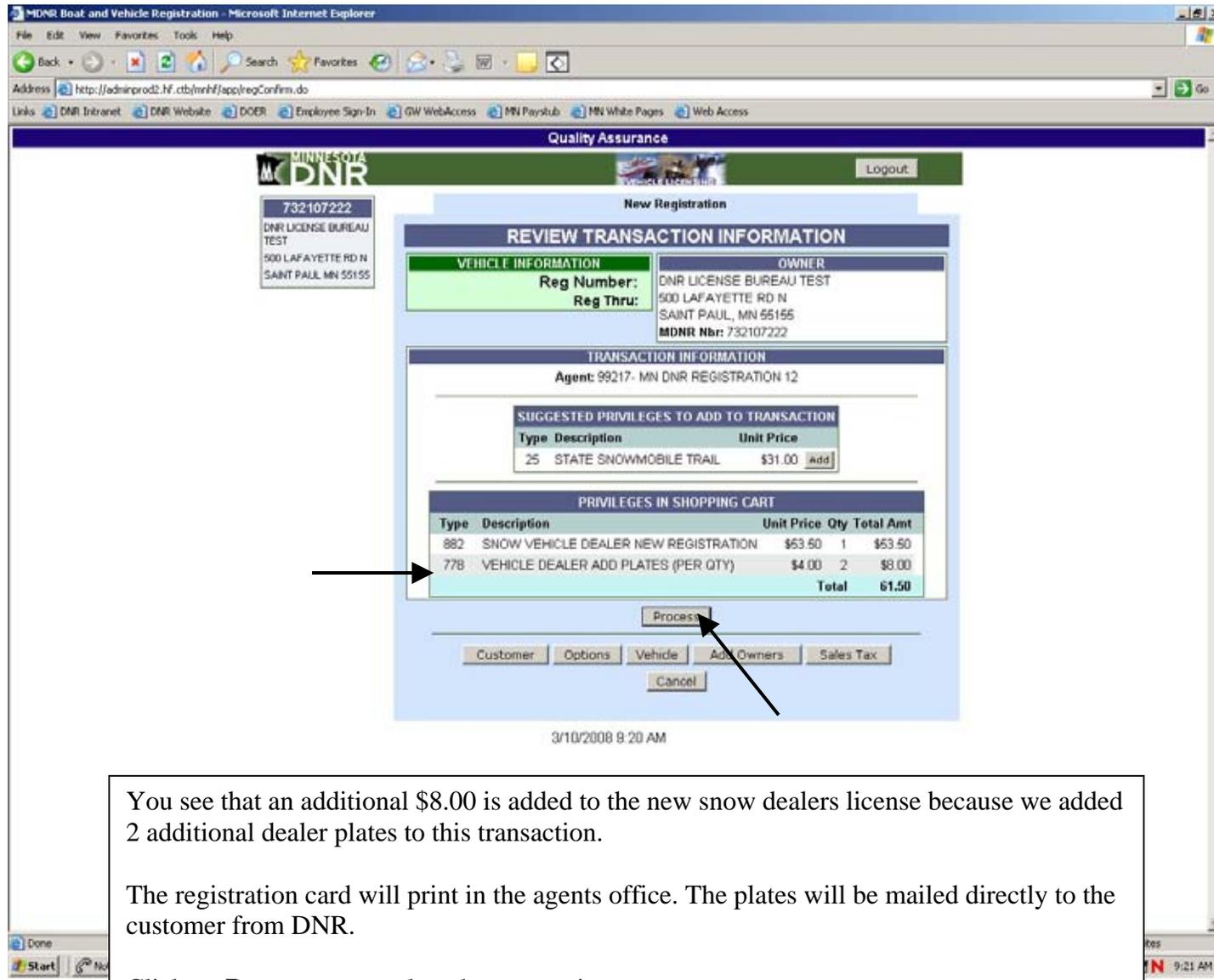
At the **Registration Options** screen the customer can choose to order additional;

- Watercraft Dealer: Additional expiration decals, there is no extra charge for these.
- Snow, ATV, OHM, ORV: Additional expiration plates at a cost of \$4.00 for each additional plate.

In this case we are doing a snowmobile dealer and I selected to order 2 additional plates. (customer will receive 3 plates total from DNR.)

Dealer automatically gets one decal or plate at the time of registration. If they plan on demonstrating more than one vehicle at a time they will need to order additional decals or plates.

Click on **Finish** to go to the Review Transaction screen.



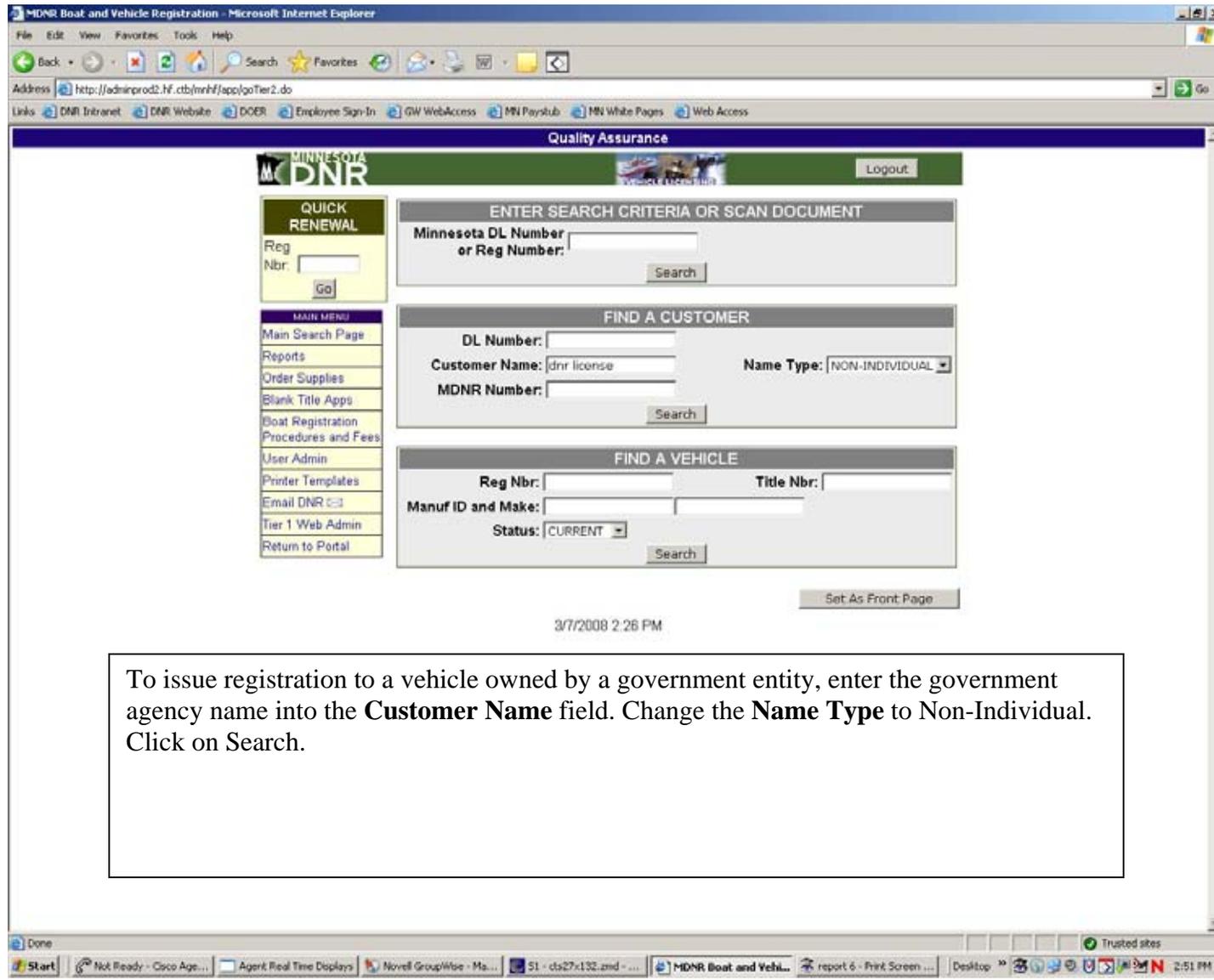
You see that an additional \$8.00 is added to the new snow dealers license because we added 2 additional dealer plates to this transaction.

The registration card will print in the agents office. The plates will be mailed directly to the customer from DNR.

Click on **Process** to complete the transaction.

Registering Government Vehicles





To issue registration to a vehicle owned by a government entity, enter the government agency name into the **Customer Name** field. Change the **Name Type** to Non-Individual. Click on Search.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/customerSearch.do?driversLicenseNumber=&name=dnr+license&nameType=N&ndrNbr=&Search=Search

Quality Assurance

MINNESOTA DNR

Logout

QUICK RENEWAL

Reg Nbr:

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

MDNR Number	Name	Address	Status	Birth Date
2461020	DNR LICENSE BUREAU TEST	500 LAFAYETTE RD N SAINT PAU	TRANSFERRED	
44262269	DNR LICENSE BUREAU TEST	DO NOT USE-VOID SAINT PAU	CLOSED	
732107222	DNR LICENSE BUREAU TEST	500 LAFAYETTE RD N SAINT PAU	OPEN	

3/7/2008 2:53 PM

Done

Start | Not Ready - Cisco Age... | Agent Real Time Displays | Novell GroupWise - Ma... | 51 - cls27x132.zmd - ... | MDNR Boat and Veh... | Government Registrati... | Desktop | 2:54 PM

Since we searched by the name of the government agency, We came up to the customer list screen. Select the correct customer by clicking the name of the government agency.

Quality Assurance

MINNESOTA DNR

Logout

Info Vehicle List Sales New Registration Other

Name: DNR LICENSE BUREAU TEST Type: NON-INDIVIDUAL
Customer ID: 732107222 Source: ADMINHELPDESK
Status: OPEN Residency: VEHICLE ONLY
Open Date: 05/04/2001 Close Date:

Suppl Address:
Street Address: 500 LAFAYETTE RD N
City: SAINT PAUL
State/Country: MINNESOTA
Postal Code: 55155
International Address:

Phone Number:

Edit Customer Info Maint Log View Comments

732107222
DNR LICENSE BUREAU
TEST
500 LAFAYETTE RD N
SAINT PAUL MN 55155

CUSTOMER MENU
Customer Info
Vehicle List
Customer Sales
New Registration
Other

MAIN MENU
Main Search Page
Reports
Order Supplies
Blank Title Apps
Boat Registration
Procedures and Fees
User Admin
Printer Templates
Email DNR
Tier 1 Web Admin
Return to Portal

From the Customer Info screen. Click on the **New Registration** tab.

Done

Start Not Ready - Cisco Age... Agent Real Time Displays Novel GroupWise - Ma... S1 - cls27x132.zmd - ... MDNR Boat and Veh... Government Registrati... Desktop 2:56 PM

Quality Assurance

Logout

Info Vehicle List Sales New Registration Other

SELECT VEHICLE TYPE

- Non-Titled Boat
- Titled Boat
- Snowmobile
- ATV - Class 1
- ATV - Class 2
- Agricultural ATV
- Off Highway Motorcycle
- Off Road Vehicle

SELECT REGISTRATION TYPE

- Private Owner
- Dealer
- Manufacturer

Continue

732 107 222

DNR LICENSE BUREAU
TEST
500 LAFAYETTE RD N
SAINT PAUL, MN 55155

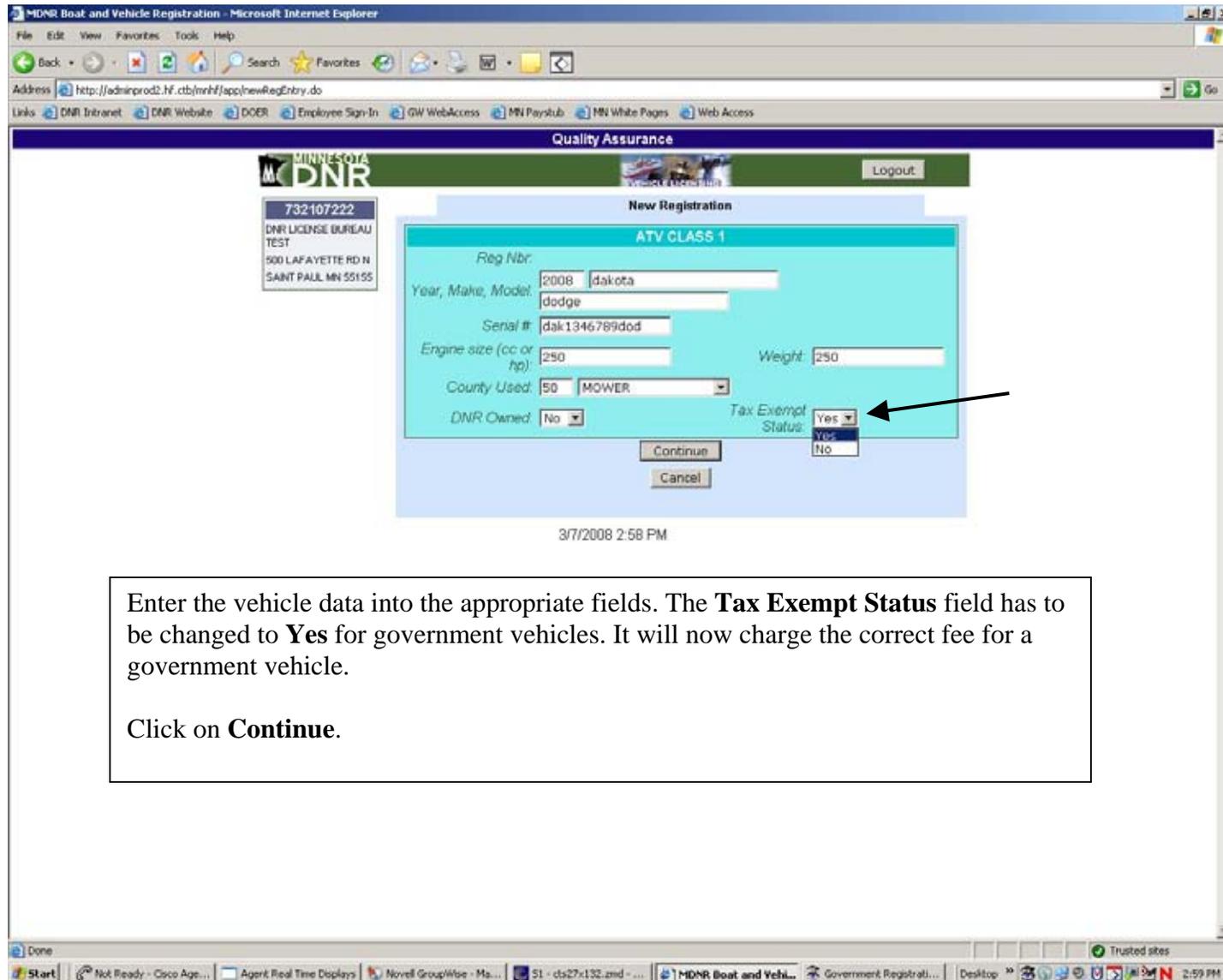
CUSTOMER MENU

- Customer Info
- Vehicle List
- Customer Sales
- New Registration
- Other

MAIN MENU

- Main Search Page
- Reports
- Order Supplies
- Blank Title Apps
- Boat Registration Procedures and Fees
- User Admin
- Printer Templates
- Email DNR
- Tier 1 Web Admin
- Return to Portal

In this instance we will select **ATV – Class 1** as the vehicle type. When it is a government vehicle we select **Private Owner** as the Registration Type. Click on **Continue**.



Enter the vehicle data into the appropriate fields. The **Tax Exempt Status** field has to be changed to **Yes** for government vehicles. It will now charge the correct fee for a government vehicle.

Click on **Continue**.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://adminprod2.nf.ctb/mnhf/app/regOptionsReEdit.do>

Links [DNR Intranet](#) [DNR Website](#) [DOER](#) [Employee Sign-In](#) [GW WebAccess](#) [MN Paystub](#) [MN White Pages](#) [Web Access](#)

Quality Assurance

MINNESOTA DNR

732107222
DNR LICENSE BUREAU
TEST
500 LAFAYETTE RD N
SAINT PAUL, MN 55155

New Registration

REGISTRATION OPTIONS

Collect Additional Fees

Customer Vehicle Add Owners Sales Tax **Finish** Cancel

3/7/2008 3:00 PM

Done

Start Not Ready - Cisco Age... Agent Real Time Displ... Novell GroupWise - Ma... S1 - cls27x132.zmd - ... MDNR Boat and Veh... Government Registrati... Desktop 3:00 PM

Click on **Finish** to go to the **Review Transaction Screen**.

Collecting Sales Tax



The screenshot shows a web browser window titled "MDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows the URL "http://adminprod2.nf.ctb/mnhf/app/regOptionsReEdit.do". The page content includes a "Quality Assurance" banner, the Minnesota DNR logo, and a "Logout" button. A user information box on the left displays the phone number "610433419" and the name "WILL E WALLEVE" with address "123 BLD REEF, MINNESOTA, LAKES MN 12345" and "Age: 29". The main form area is titled "New Registration" and contains a "REGISTRATION OPTIONS" section with a "Collect Additional Fees" button and a row of buttons: "Customer", "Vehicle", "Add Owners", "Liens", "Sales Tax", and "Finish". A "Cancel" button is located below this row. A black arrow points to the "Sales Tax" button. The date "3/3/2008 11:13 AM" is displayed at the bottom of the form area. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "11:15 AM".

3/3/2008 11:13 AM

If you need to collect sales tax, click on the **Sales Tax** button. This can be done from any screen that displays the **Sales Tax** button.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/regSalesTax.do

Quality Assurance

MINNESOTA DNR

Logout

610433419

WILL E WALLEVE
123 BIRCH REEF
MINNESOTA
LAKES MN 12345
MN X111222333444
Age: 29

New Registration

Sales Tax

Amount Paid for Vehicle:		1,000.00
State Sales Tax:	6.5% +	65.00
State Sales Tax Already Paid:	-	0.00
State Tax Owed	=	65.00
Municipality/County Code:	0 - NONE	
Municipality/County Tax:	0.00000%	0.00
Municipality/County Code2:	0 - NONE	
Municipality/County Tax 2:	0.00000%	0.00
Total Tax Due:	=	65.00

Calculate Calculate & Exit Clear

Cancel

3/3/2008 11:16 AM

At the **Sales Tax** screen, enter the amount paid for the vehicle. The amount for the **State Sales Tax** field will be calculated by the system, you do not enter anything in that field. **The State Tax Owed** field will be calculated by the system so you will leave that field blank.

You can also:

- If customer paid sales tax in another state, you can enter that amount in the **State Sales Tax Already Paid** field. This will reduce the amount of MN Sales Tax to be collected up to the 6.5% amount.
- If the vehicle was purchased in certain MN cities or counties, there may be additional local tax to calculate. Use the drop down box for those cities or counties with additional tax.

Once the fields are entered, you can click on the **Calculate** button to view sales tax calculations or click on the **Calculate & Exit** button and the system will calculate the sales tax and take you to the **Review Transaction Information** screen.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: http://adminprod2.nf.ctb/mnhf/app/regConfirm.do

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

Quality Assurance

MINNESOTA DNR

Logout

New Registration

REVIEW TRANSACTION INFORMATION

VEHICLE INFORMATION

Reg Number:
Title Number:
Reg Thru:
Year,Make,Model: 2007 KJRGHUH LELHLHU
Manuf ID: 123465789951
Length: 17ft. 0in

OWNER

WILL E WALLEYE
123 BIG REEF
MINNESOTA LAKES, MN 12345
MDNR Nbr: 610433419

TRANSACTION INFORMATION

Agent: 99217- MN DNR REGISTRATION 12

PRIVILEGES IN SHOPPING CART

Type	Description	Unit Price	Qty	Total Amt
714	NEW REG PLEASURE 17 <=19 FT	\$34.00	1	\$34.00
818	TITLED WATERCRAFT - NEW W/NEW REG	\$15.00	1	\$15.00
799	EXOTIC AQUATIC SURCHARGE	\$5.00	1	\$5.00
765	STATE TAXES OWED	\$65.00	1	\$65.00
Total				119.00

Process

Customer Options Vehicle Add Owners Liens Sales Tax

Cancel

3/3/2008 11:18 AM

Done Start 11:18 AM

You will now see the sales tax amount collected added to the registration fees.

Hint:

- If you need to edit the sales tax amount, before you process, click on the **Sales Tax** button.

If the transaction is correct, click on the **Process** button to complete the transaction.

Reports



The screenshot shows a web browser window displaying the Minnesota DNR website. The page has a blue header with the text "Quality Assurance" and a "Logout" button. Below the header is a navigation menu with items like "Main Search Page", "Reports", "Order Supplies", "Blank Title Apps", "Boat Registration Procedures and Fees", "User Admin", "Printer Templates", "Email DNR CO", "Tier 1 Web Admin", and "Return to Portal". An arrow points to the "Reports" link. The main content area contains three search sections: "ENTER SEARCH CRITERIA OR SCAN DOCUMENT" with a field for "Minnesota DL Number or Reg Number", "FIND A CUSTOMER" with fields for "DL Number", "Customer Name", "MDNR Number", and a "Name Type" dropdown, and "FIND A VEHICLE" with fields for "Reg Nbr", "Title Nbr", "Manuf ID and Make", and a "Status" dropdown. A "Set As Front Page" button is at the bottom right. The date and time "3/28/2008 2:13 PM" are displayed at the bottom center.

The following reports can be viewed by clicking on **Reports** in the left side information box:

- **Daily Sales:** Displays agents DNR sales for a specific day
- **Daily Processed Transactions:** Displays agents sales for a specific day and any credits or charges
- **Weekly ACH:** Displays DNR fees that will be transferred out of agents bank
- **Titles Sold:** Transactions displayed should have corresponding paperwork that is to be mailed to DNR.
- **Voids:** Transactions done by agent that are voided are displayed.
- **Agent Info:** Name, address, etc.. of the agent is displayed.
- **Account History:** Displays agents daily sales totals and ACH “sweeps” or transfer.
- **Sales Totals:** Displays agents year to date sales totals by license year or DNR fiscal year.
- **Prior ACH:** Agents prior ACH totals.

The screenshot shows a web browser window titled "MDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows "http://adminprod2.nf.ctb/mnhf/app/dailySalesReport.do". The page header includes the Minnesota DNR logo and a "Logout" button. A navigation menu on the left lists various reports and functions. The main content area displays the "DAILY SALES REPORT FOR 02/28/2008" for Agent ID 99217 and User ID MANAGER_JOHN. It includes a "Refresh" and "Print Report" button. The report is divided into two main sections: "SALES SUMMARY" and "TRANSACTION LIST - 1 Valid Transactions".

SALES SUMMARY			
	State Amt	Agent Amt	Total
Gross Sales	\$17.00	\$4.50	\$21.50
Reversals/Voids	\$0.00	\$0.00	\$0.00
Net Sales	\$17.00	\$4.50	\$21.50

TRANSACTION LIST - 1 Valid Transactions								
User	Trans Nbr	MDNR Nbr	Req Nbr	Time	Status	State Amt	Agent Amt	Sale Amt
MANAGER_JOHN	21694251	610433419	4449KD	10:15:11	ACTIVE	\$17.00	\$4.50	\$21.50

2/28/2008 3:12 PM

The **Daily Sales Report** displays the agents transactions for a specific day. It will list valid, reversed, and voided transactions. The net sales from this report should match your totals from your cash register.

This report can display information for a different date or for different User ID's. **Note:** If you change the date or User ID, you need to click on the **Refresh** button before the new data will display.

- To look at a report for a different day, type in the date field the new mm/dd/yy or use the calendar feature just to the right of the date field and point to the date that you want the daily sales for. Click on **Refresh** to display new data.
- The manager can look at Daily Sales for the entire office or for each individual User ID. In the **User ID** field click on the drop down arrow to display all User ID's for your agent. Click on the **User Id** to select and click on **Refresh** to display the new data.
- In the transaction list you will see some data that is displayed with a blue color. You can click on these fields to display that transactions customer information or vehicle information.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

Address: https://hfw.centraltechnology.net/mnh/app/dailyProcessedReportsRefresh.do?processDate=02%2F22%2F2008&agentId=99214&refreshButton=Refresh

Links: DNR Intranet, DNR Website, DOER, Employee Sign-In, GW WebAccess, MN Paystub, MN White Pages, Web Access

MINNESOTA DNR Logout

MAIN MENU

- Main Search Page
- Email DNR
- Return to Portal

REPORTS

- Daily Sales
- Daily Processed Transactions
- Weekly ACH
- Titles Sold
- Voids
- Agent Info
- Account History
- Sales Totals
- Prior ACH

DAILY PROCESSED TRANSACTIONS REPORT FOR 02/22/2008

Agent ID: 99214 Refresh Print Report

SALES SUMMARY

Sales Amount:	\$3,124.00
minus Agent Amount:	\$414.00
plus Non-Returned Voids:	\$0.00
minus Returned Voids:	\$0.00
Agent Adjustment:	\$0.00
Net ACH Amount:	\$2,710.00

TRANSACTION LIST

Trans Nbr	MDNR Nbr	Trans Date & Time	Transaction Type	State Amt	Agent Amt	Trans Amt
23075877	859117129	02/21/2008 14:13:10	NEXT DAY REVERSAL CREDIT	\$24.50	\$4.50	\$29.00
23077690	6382834	02/22/2008 10:08:46	REGULAR SALE	\$46.50	\$4.50	\$51.00
23077710	319754026	02/22/2008 10:10:59	REGULAR SALE	\$46.50	\$4.50	\$51.00
23077767	8774549	02/22/2008 10:18:41	REGULAR SALE	\$24.50	\$4.50	\$29.00
23077928	9567199	02/22/2008 10:25:53	REGULAR SALE	\$24.50	\$4.50	\$29.00
23077872	290015403	02/22/2008 10:32:15	REGULAR SALE	\$33.50	\$4.50	\$38.00
23077882	265750323	02/22/2008 10:33:57	REGULAR SALE	\$33.50	\$4.50	\$38.00
23078023	732291308	02/22/2008 10:52:36	REGULAR SALE	\$51.50	\$4.50	\$56.00
23078068	653749457	02/22/2008 10:59:06	REGULAR SALE	\$31.50	\$4.50	\$36.00
23078092	835092966	02/22/2008 11:02:19	REGULAR SALE	\$46.50	\$4.50	\$51.00
23078118	835092966	02/22/2008 11:05:21	REGULAR SALE	\$33.50	\$4.50	\$38.00
23078127	73093471	02/22/2008 11:06:20	REGULAR SALE	\$46.50	\$4.50	\$51.00
23078142	345970446	02/22/2008 11:08:13	REGULAR SALE	\$46.50	\$4.50	\$51.00
23078154	496820218	02/22/2008 11:10:36	REGULAR SALE	\$46.50	\$4.50	\$51.00
23078176	384166360	02/22/2008 11:13:24	REGULAR SALE	\$46.50	\$4.50	\$51.00

Done

Start Not Ready - Cisco... Agent Real Time... Novel GroupWise... S1 - ct527x132.z... Reports3.doc - M... MDNR Boat and... report 2 - Print Sc... Desktop

The **Daily Processed Transaction** report differs from the **Daily Sales** report in that:

1. Daily Processed Transaction report can only be viewed the next day. (Daily Sales report can be viewed the same day).
2. Daily Processed Transaction report displays any next day credit or charges in addition to the daily sales. (if you have trouble balancing to the Daily Sales Report, look at the Daily Processed Report for any credits or charges).
Remember to Refresh if you change to a different date.

The screenshot shows a web browser window with the address bar displaying a URL from centraltechnology.net. The page content includes a header for the Minnesota DNR, a main menu on the left, and a central report area. The report title is 'WEEKLY ACH REPORT FOR ACH PERIOD: 02/26/2008 THRU 03/03/2008'. Below the title, there is a form for 'Agent ID: 99214' with a 'Refresh' button and a 'Print Report' button. The report is divided into two main sections: 'ACH INFORMATION' and 'DAILY SALES SUMMARY'.

ACH INFORMATION		DAILY SALES SUMMARY	
Sales Amount:	\$22,004.00	Sales Date	Sales Amount
minus Agent Amount:	\$2,681.00	TUESDAY, 02/26/2008	\$4,736.50
plus Non-Returned Voids:	\$0.00	WEDNESDAY, 02/27/2008	\$4,689.50
minus Returned Voids:	\$0.00	THURSDAY, 02/28/2008	\$4,688.00
Agent Adjustment:	\$0.00	FRIDAY, 02/29/2008	\$2,793.00
Net ACH Amount:	\$19,323.00	MONDAY, 03/03/2008	\$5,097.00
Current Accum. Amount:	\$9,044.30	Total Sales Amount	\$22,004.00

3/7/2008 11:54 AM

The weekly ACH Report displays what DNR fees will be electronically swiped from your bank account each week.

Hint:

- This report becomes available on Tuesday morning. This report will not change until the following Tuesday when the new ACH report becomes available.
- If Monday is a bank holiday, the ACH report won't become available until Wednesday. Then it will revert back to the regular Tuesday schedule.
- These funds will not physically transfer out of your agent bank account until Thursday or Friday of that week. This allows the agent to have a couple of days to have these funds in their account.

MDNR Boat and Vehicle Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://adminprod2.nf.ctb/mnhf/app/loadTitlesByAgentReport.do?ntUserId=MANAGER_JOHN&fromDate=03%2F03%2F2008&thruDate=03%2F07%2F2008

Links DNR Intranet DNR Website DOER Employee Sign-In GW WebAccess MN Paystub MN White Pages Web Access

Quality Assurance

MINNESOTA DNR Logout

MAIN MENU

- Main Search Page
- Email DNR
- Return to Portal

REPORTS

- Daily Sales
- Daily Processed Transactions
- Weekly ACH
- Titles Sold
- Voids
- Agent Info
- Account History
- Sales Totals
- Prior ACH

Report of Titles Sold from 03/03/2008 thru 03/07/2008

Agent ID: 99217 Title Status: Pending Refresh Print Report

Title Number	Registration Number	Customer Name	MDNR Number	Transaction Number	Date/Time	User ID	Title Status
LH0660001	4450KD	WILL E WALLEYE	610433419	21694361	03/06/2008 10:12:20	MANAGER_JOHN	PENDING

The **Titles Sold Report** displays all the title transactions done in your office during the dates shown at the top of the report. Your office should have corresponding paperwork for each of the title transactions. You can change the **from** and **thru** dates of the report. Remember to click on the **Refresh** button if you change any dates.

Please print out a copy of this report and submit it along with the title paperwork to the DNR Central office.

Done

Start Not Ready - Cisco Age... Agent Real Time Displays MIDNR Boat and Veh... Novell GroupWise - Ma... S1 - cts27x132.zmd - ... Untitled - Print Screen ... Desktop 11:46 AM

Ordering Supplies



The screenshot shows the Minnesota Department of Natural Resources (DNR) website. The browser window title is "MN DNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows "http://adherprod17.17.01/hmN/acc/portone.do". The website header includes "Quality Assurance" and the DNR logo. A "Logout" button is visible in the top right. The main content area is divided into several sections: "QUICK RENEWAL" with a "Reg Nbr:" input field and a "Go" button; "ANNOUNCEMENTS" with a "Manage" button and a search form for "Minnesota DL Number or Reg Number"; "FIND A CUSTOMER" with fields for "DL Number", "Customer Name", "MDNR Number", and a "Name Type" dropdown; and "FIND A VEHICLE" with fields for "Reg Nbr", "Title Nbr", "Manuf ID and Make", and a "Status" dropdown. A "Set As Front Page" button is located at the bottom right of the main content area. The date and time "3/21/2008 3:29 PM" are displayed at the bottom center. On the left side, there is a "DNR MENU" and a "MAIN MENU" with various links. An arrow points to the "Order Supplies" link in the "MAIN MENU".

Quality Assurance

Logout

QUICK RENEWAL

Reg Nbr:

Go

ANNOUNCEMENTS Manage

ENTER SEARCH CRITERIA OR SCAN DOCUMENT

Minnesota DL Number or Reg Number:

Search

FIND A CUSTOMER

DL Number:

Customer Name: Name Type:

MDNR Number:

Search

FIND A VEHICLE

Reg Nbr: Title Nbr:

Manuf ID and Make:

Status:

Search

Set As Front Page

3/21/2008 3:29 PM

DNR MENU

Review Titles

Duplicate Decals

MAIN MENU

Main Search Page

Reports

Order Supplies

Blank Title Apps

Boat Registration Procedures and Fees

User Admin

Printer Templates

Email DNR

Tier 1 Web Admin

Return to Portal

Done

Start

Not Ready - Cisco Agent ...

Agent Real Time Displays

Novell Groupwise - Mailbox

MN DNR Boat and VehicL...

Unlited - Front Screen S...

Desktop

Trusted sites

3:29 PM

To order ink ribbons and paper for the DNR printer, or if you need to order regulation books, etc. Click on **Order Supplies** in the left hand information box.

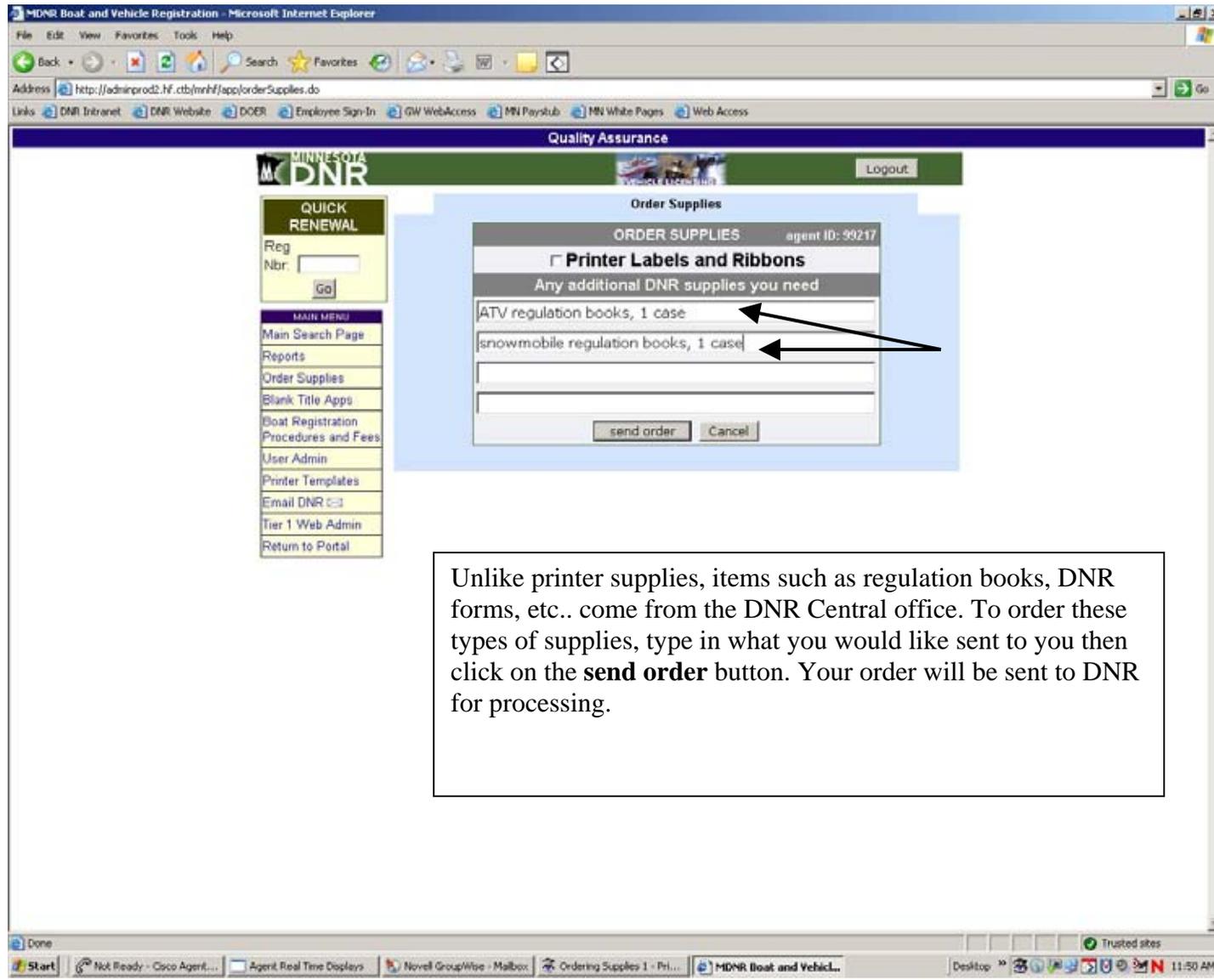
The screenshot shows a web browser window titled "MNDNR Boat and Vehicle Registration - Microsoft Internet Explorer". The address bar shows the URL: <https://tlwa.centraltechnology.net/mnhf/app/orderSupplies.do>. The page header includes the Minnesota DNR logo and a "Logout" link. On the left side, there is a navigation menu with sections for "QUICK RENEWAL" (with fields for "Reg Nbr." and a "Go" button), "DNR MENU" (with links for "Review Titles" and "Duplicate Decals"), and "MAIN MENU" (with links for "Main Search Page", "Reports", "Order Supplies", "Blank Title Apps", "Boat Registration Procedures and Fees", "User Admin", "Printer Templates", "Email DNR", "Tier 1 Web Admin", and "Return to Portal"). The main content area is titled "Order Supplies" and contains a form with the following elements: a header "ORDER SUPPLIES agent ID: 99217", a checked checkbox for "Printer Labels and Ribbons", a sub-header "Any additional DNR supplies you need", three empty text input fields, and two buttons at the bottom: "send order" and "Cancel". Two black arrows point to the "Printer Labels and Ribbons" checkbox and the "send order" button. A blue rectangular box highlights the entire form area.

To order a supply kit of ink ribbons and paper for the DNR printer, click on the check box for **Printer Labels and Ribbons**.

Click on the **send order** button to complete.

Note:

- Printer Labels and Ribbons are not sent from the DNR but are sent from our ELS vendor in another state.
- You can order up to two supply kits a day. Order the second kit by placing another order.



Unlike printer supplies, items such as regulation books, DNR forms, etc.. come from the DNR Central office. To order these types of supplies, type in what you would like sent to you then click on the **send order** button. Your order will be sent to DNR for processing.