

This document is a compilation of the Deputy Registrar Updates from August 2017 through December 2017.

Each email is bookmarked to make it easier to find information; the oldest dates will be listed last.

This document will continue to grow as emails are added. Please do not print as the most current information can be found within Info Hub.

When contacting DVS, remember to use the proper communication channel to receive the accurate and timely response.

MNLARS Support

Closeout Corrections

- Email: dvs.mnlars@state.mn.us

MNLARS Support

- Email: dvs.mv.liaisons@state.mn.us
- Call: 651-296-2038 or 800-536-0049

Password Reset

- Email: dvs.dataservices@state.mn.us

Info Hub Contact – Related to Content

- Email: DVS.communications@state.mn.us

Gov Delivery – Add/Remove Staff

- Email: DVS.communications@state.mn.us

Request to Participate in System Demos

- Email: dvs.mnlars@state.mn.us

MNLARS Training Materials

- [Learning Resource Center](#)

Frequently Asked Questions about Plates and Registration

- On the public website – go to the News tab and it's the first information section under "What's New?"
[Frequently Asked Questions](#)

What's New in This Update

- Any new updates will be included in the afternoon message on Tuesday, January 2.
- Happy New Year!

Change in Frequency of Daily Deputy E-mail Updates

Beginning Tuesday, January 2, DVS will send one daily update e-mail instead of two. This e-mail will be sent at 4:00 p.m. We'll send additional messages as needed for anything that requires immediate attention.

Location and Date Change for Bemidji Stakeholder Meeting

The date and location for the Bemidji Stakeholder meeting has been changed to Wednesday, January 3, at Bemidji State University, Memorial Hall 240 from 1:00 p.m. to 4:00 p.m. Bemidji State University is located at 1500 Birchmont Dr. NE, Bemidji, MN 56601.

Submitting Duplicate Record Information

If you come across a vehicle that has multiple records, please send the VIN and how many records appear via [email](#) to the deputy liaisons. You can compile a list and send it daily or weekly. Intake forms are not necessary. Tips and hints to determine the record you need to continue with include:

- Most current title number/issue date
- Correct owner information
- Complete record vs. incomplete records

If you have any questions please contact the deputy liaisons by phone or email (dvs.mv.liaisons@state.mn.us or 651-296-2038 or 800-536-0049)

Handling Dealer Conditionals

If a dealership has submitted paperwork for a dealer conditional and are now bringing the remaining paperwork so that conditional can be cleared, please barcode the additional paperwork and attach it to the pending transaction that exists in MNLARS through transaction history. You should collect your filing fee and record it according to your business practices.

You do not need to wait until the deficiency appears on the record. If there is a pending transfer in MNLARS a dealer conditional cannot be started.

Reminder: Plate Replacement Fee on January Renewals

Some January renewal notices include a plate replacement fee but MNLARS shows no replacement is due. Process the renewal using the fees that MNLARS calculates, without a plate replacement.

- Do not click the "replace plate" button, which indicates you want to issue a duplicate plate and increases the filing fee from \$6 to \$10.

Coming Up in the Weeks Ahead

The following is a list of what is scheduled to be addressed in January 2018. The list is subject to change and will likely be adjusted prior to the release.

January 2018

Updates to the system are intended to:

- Correctly calculate sales tax to \$0.00 with an even trade-in amount for Collector In-Lieu sales tax.
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- Charge the proper amount at \$25 for school bus registration.
- Correct the situation when MNLARS had been requesting the \$100 new plate fee when replacing a registration sticker on a personalized plate.

Now Available on Info Hub

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- [Sweep Reports](#) July 24 through December 11
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 28, the following have been processed through MNLARS:

- 2,337,393 registration renewals.
- 811,408 title transactions.

Online Registration Renewals – current.

Mail Registration processed through DHS- current.

Lien Card Production – approximately 26,000 cards are expected to be mailed later this week. This will bring lien card production status to current.

Number of titles printed and mailed on 12/29/2017: 7,914.

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 316,634 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **97 days**.

What's New in This Update

New items in this update are identified with a double asterisk.

- Change in Frequency of Daily Deputy E-mail Updates
- Location and Date Change for Bemidji Stakeholder Meeting
- MNLARS by the Numbers

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- Submitting Duplicate Record Information
- Handling Dealer Conditionals

System Maintenance

There is no planned maintenance this week.

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MNLARS by the Numbers

From July 24 through December 27, the following have been processed through MNLARS:

- 2,308,897 registration renewals.
- 805,151 title transactions.

Online Registration Renewals – current.

Mail Registration processed through DHS- current.

Lien Card Production – approximately 26,000 cards are expected to be mailed later this week. This will bring lien card production status to current.

Number of titles printed and mailed on 12/28/2017: 7,493.

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 319,357 titles to be reviewed, processed, printed and mailed.
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MNLARS by the Numbers

From July 24 through December 26, the following have been processed through MNLARS:

- 2,282,578 registration renewals.
- 799,666 title transactions.

Online Registration Renewals – current.

Mail Registration processed through DHS- current.

Lien Card Production – approximately 26,000 cards are expected to be mailed later this week. This will bring lien card production status to current.

Number of titles printed and mailed on 12/27/2017: 6,721.

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 321,965 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **97 days**.

What's New in This Update

New items in this update are identified with a double asterisk.

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System Maintenance

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How to Process Non-Use Registration with a Passenger Class Vehicle

To help you with processing the renewal of passenger class vehicles with expired registration, we have updated a step-by-step procedural guide and posted it on [Info Hub](#) under the MNLARS tab.

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- Any new information will be provided in the Wednesday morning update.

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Since it should not be changed, the registration calculator may not be able to be used with the VIN number. However, you can choose “no VIN available,” select the year and make of the vehicle, and base value that is listed on the title with the expiration.

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MNLARS by the Numbers

From July 24 through December 21, the following have been processed through MNLARS:

- 2,253,499 registration renewals.
- 789,194 title transactions

Online Registration Renewals – current.

Mail Registration processed through DHS- current.

Lien Card Production – approximately 26,000 cards are expected to be mailed later this week. This will bring lien card production status to current.

Number of titles printed and mailed on 12/26/2017: 7,181.

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 322,840 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **97 days**.

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- MNLARS by the Numbers

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New items in this update are identified with a double asterisk.

- How to Process Non-Use Registration with a Passenger Class Vehicle
- **Reminder: Base Values on a Transfer with an Existing MN Record**

System Maintenance

System maintenance is scheduled for Thursday, December 21. MNLARS will be unavailable beginning at 9 p.m. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

**** How to Process Non-Use Registration with a Passenger Class Vehicle**

To help you with processing the renewal of passenger class vehicles with expired registration, we have updated a step-by-step procedural guide and posted it on [Info Hub](#) under the MNLARS tab.

****Reminder: Base Values on a Transfer with Existing MN Record**

Once the base value is set on a Minnesota title, it should not change. DVS uses the value that was provided at the time the vehicle was titled from the dealer.

Since it should not be changed, the registration calculator may not be able to be used with the VIN number. However, you can choose “no VIN available,”

Reminder: Office Closures

If your office is planning to be fully or partially closed, please contact Nick or Michelle to obtain approval. Please remember that the variance form must be completed if the closure will be for two or more consecutive days.

Please use the following email addresses: nicholas.schroetter@state.mn.us or michelle.love@state.mn.us.

Coming Up in the Weeks Ahead

The following is a list of what is scheduled to be addressed in January 2018. The list is subject to change and will likely be adjusted prior to the release.

January 2018

Updates to the system are intended to:

- Allow Deputy Registrars and internal DVS staff to add their own license plate inventory.
- Correctly calculate sales tax to \$0.00 with an even trade-in amount for Collector In-Lieu sales tax.
- Reflect that any pre-bill registration tax due of \$99 or \$189 is the same amount in MNLARS.
- Charge the proper amount at \$25 for school bus registration.
- Correct the situation when MNLARS had been requesting the \$100 new plate fee when replacing a registration sticker on a personalized plate.
- Show the proper amounts for Off-Highway Motorcycle fees.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through December 11
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through December 20, the following have been processed through MNLARS:

- 2,241,237 registration renewals
- 783,773 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 26,000 cards are expected to be mailed next week. This will bring lien card production status to current.

Number of titles printed and mailed on 12/21/2017: 6,943

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 329,168 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **99 days**

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers

System Maintenance

System maintenance is scheduled for Thursday, December 21. MNLARS will be unavailable beginning at 9 p.m. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

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Reminder: Entering Personalized Plate Information

When processing a request for a personalized plate please remember to enter the first option that the customer wants in the MNLARS Registration Plate portion of the application. Do not enter the “Z” plate that was created from the MNLARS Permit.

Also, please remember that there are certain characters and sequences that are not allowed on personalized plates. Please see the [Info Hub](#) for clarification on what those are.

REGISTRATION RENEWAL

Renewal Type: Full Year

Plate:

Plate Style: Passenger Personalized

New Sticker:

Exp Year: 2019

Exp Month: Dec (12)

Reg Period: 12 months

Number of Plates: 1 2

Starting Year:

Starting Month:

Coming Up in the Weeks Ahead

The following is a list of what is scheduled to be addressed in January 2018. The list is subject to change and will likely be adjusted prior to the release.

January 2018

Updates to the system are intended to:

- Allow Deputy Registrars and internal DVS staff to add their own license plate inventory.

- Correctly calculate sales tax to \$0.00 with an even trade-in amount for Collector In-Lieu sales tax.
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- Show the proper amounts for Off-Highway Motorcycle fees.

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- 783,773 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Number of titles printed and mailed on 12/21/2017: 6,943

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 330,918 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **99 days**

What's New in This Update

New items in this update are identified with a double asterisk.

- Deputy Support Phone Coverage for Dec. 20, 2017
- Reminder: Office Closures
- MNLARS by the Numbers

System Maintenance

There is no planned system maintenance for the week of December 18.

****Deputy Support Phone Coverage for Dec. 20, 2017**

From 11:00am -1:00pm today, please call 651-201-7943 and leave a message or email the Deputy Liaison's at dvs.mv.liaisons@state.mn.us with any questions or assistance needs.

****Reminder: Office Closures**

If your office is planning to be fully or partially closed, please contact Nick or Michelle to obtain approval. Please remember that the variance form must be completed if the closure will be for two or more consecutive days. Please use the following email addresses: nicholas.schroetter@state.mn.us or michelle.love@state.mn.us.

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When processing a request for a personalized plate please remember to enter the first option that the customer wants in the MNLARS Registration Plate portion of the application. Do not enter the "Z" plate that was created from the MNLARS Permit.

Also, please remember that there are certain characters and sequences that are not allowed on personalized plates. Please see the [Info Hub](#) for clarification on what those are.

The screenshot shows a web form titled "REGISTRATION RENEWAL". The "Plate" field is highlighted with a red box. The "Plate Style" dropdown is set to "Passenger Personalized". The "New Sticker" field is empty. The "Exp Year" is set to "2019", "Exp Month" is "Dec (12)", and "Reg Period" is "12 months". The "Number of Plates" section has radio buttons for "1" and "2", with "2" selected. The "Starting Year" and "Starting Month" fields are also visible.

January Pre-Bill Notices

January pre-bills will be mailed out Friday, December 22. Please remind customers that their pre-bill is not needed to renew their registration. You will also notice that the January pre-bills still have a blue box and top background, this should be white. It is being corrected and should appear correctly on future pre-bills.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through December 11
- [Daily Update Archive.pdf](#)

MNLARS by the Numbers

From July 24 through December 19, the following have been processed through MNLARS:

- 2,228,669 registration renewals
- 778,227 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/20/2017: 9,394

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 330,918 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **99 days**

What's New in This Update

New items in this update are identified with a double asterisk.

- Deputy Support Phone Coverage for Dec. 20, 2017
- Reminder: Office Closures
- MNLARS by the Numbers

System Maintenance

There is no planned system maintenance for the week of December 18.

**Deputy Support Phone Coverage for Dec. 20, 2017

From 11:00am -1:00pm today, please call 651-201-7943 and leave a message or email the Deputy Liaison's at dvs.mv.liaisons@state.mn.us with any questions or assistance needs.

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When processing a request for a personalized plate please remember to enter the first option that the customer wants in the MNLARS Registration Plate portion of the application. Do not enter the "Z" plate that was created from the MNLARS Permit.

Also, please remember that there are certain characters and sequences that are not allowed on personalized plates. Please see the [Info Hub](#) for clarification on what those are.

The screenshot shows a web form titled "REGISTRATION RENEWAL". The "Renewal Type" dropdown is set to "Full Year". The "Plate" input field is highlighted with a red border. The "Plate Style" dropdown is set to "Passenger Personalized", and a "Replace Plate" button is next to it. Below, there are fields for "New Sticker", "Exp Year" (2019), "Exp Month" (Dec (12)), and "Reg Period" (12 months). At the bottom, there are "Number of Plates" (radio buttons for 1 and 2, with 1 selected), "Starting Year", and "Starting Month".

January Pre-Bill Notices

January pre-bills will be mailed out Friday, December 22. Please remind customers that their pre-bill is not needed to renew their registration.

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Online Registration Renewals – current

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Number of titles printed and mailed on 12/20/2017: 9,394

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The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

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- As of today, there are 330,918 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **99 days**

What's New in This Update

New items in this update are identified with a double asterisk.

- Reminder: Entering Personalized Plate Information

System Maintenance

There is no planned system maintenance for the week of December 18.

**Reminder: Entering Personalized Plate Information

When processing a request for a personalized plate please remember to enter the first option that the customer wants in the MNLARS Registration Plate portion of the application. *Do not enter the "Z" plate that was created from the MNLARS Permit.*

Also, please remember that there are certain characters and sequences that are not allowed on personalized plates. Please see the [Info Hub](#) for clarification on what those are.

The screenshot shows a web form titled "REGISTRATION RENEWAL". The form includes several fields: "Renewal Type" (dropdown menu set to "Full Year"), "Plate" (text input field highlighted with a red border), "Plate Style" (dropdown menu set to "Passenger Personalized"), "New Sticker" (text input field), "Exp Year" (text input field set to "2019"), "Exp Month" (dropdown menu set to "Dec (12)"), "Reg Period" (text input field set to "12 months"), "Number of Plates" (radio buttons for "1" and "2", with "2" selected), "Starting Year" (text input field), and "Starting Month" (text input field). A blue "Replace Plate" button is located to the right of the "Plate Style" dropdown.

January Pre-Bill Notices

January pre-bills will be mailed out Friday, December 22. Please remind customers that their pre-bill is not needed to renew their registration.

You will also notice that the January pre-bills still have a blue box and top background, this should be white. It is being corrected and should appear correctly on future pre-bills.

Third 60-day permit

The HP MNLARS Permit application will not allow users to extend a 60-day permit a second time. If you need to issue a third 60-day permit to a customer, you must wait for the current permit to expire and then issue a new 60-day permit.

In most cases where the customer would like to transfer a special plate you should either issue or have customer apply for a no-fee duplicate special plate. For a personalized, ARO/CB and some veteran plates, issue regular plate to display on the vehicle at no fee and have the customer complete a Special Plate Notification Card. DVS will mail the card to the customer when MNLARS has the ability to complete the transfer of the special plate to another vehicle.

For further instructions, please refer to the updated MNLARS Work Arounds document available on Info Hub.

Now Available on Info Hub

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- [Sweep Reports](#) July 24 through December 11
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 18, the following have been processed through MNLARS:

- 2,209,949 registration renewals
- 772,378 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/19/2017: 8,897

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 335,508 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: **99 days**

What's New in This Update

New items in this update are identified with a double asterisk.

- January Pre-Bill Notices
- MNLARS by the Numbers

System Maintenance

After the planned system maintenance Sunday night Deputy Registrars will notice the following:

- December renewals (both in office and online) are being processed.
- Four new plate types were introduced into MNLARS, but will not be available to view or order until after January 1. They include the law enforcement memorial plate, start seeing motorcycle plates, retired law enforcement plates and the moped disability plate. *There will be more specific information about these plates and how to process/order them in future updates.
- The ability to “apply for title” on Farm trucks with a quarter registration should now be working.

Reminder: Please restart your computer after any system maintenance.

If you have any questions please don't hesitate to reach out to your Deputy Liaisons

** January Pre-Bill Notices

January pre-bills will be mailed out Friday, December 22. Please remind customers that their pre-bill is not needed to renew their registration.

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For further instructions, please refer to the updated MNLARS Work Arounds document available on Info Hub.

Barcodes and Document Prep

Just a few reminders to share with you about document preparation.

- Out-of-state titles – Do not place the barcode sticker on top of the out-of-state title number. When this occurs, DVS is unable to determine if we've received the most current title.
- MNLARS Title Application – If the signature block of the application prints on a second sheet of paper, please put a barcode sticker on the second page and associate it with the transaction.
- Barcode Sticker Placement – Do not put the barcode sticker on the very edge of a document. The scanning machine cannot read the barcode if it's too close to the edge.
- Separate Barcoded and Non-barcoded documents – Do not mix barcoded and non-barcoded documents. Doing so delays the title application review and approval process.

Thank you for your attention to the above issues. Job Aids for document preparation and mail preparation are available on the [Learning Center](#).

Now Available on Info Hub

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** MNLARS by the Numbers

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- Turnaround for title applications submitted through MNLARS: 99 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance Update

**System Maintenance

After the planned system maintenance last night Deputy Registrars will notice the following:

- December renewals (both in office and online) are being processed.
- Four new plate types were introduced into MNLARS, but will not be available to view or order until after January 1. They include the law enforcement memorial plate, start seeing motorcycle plates, retired law enforcement plates and the moped disability plate. **There will be more specific information about these plates and how to process/order them in future updates.*
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MNLARS by the Numbers

From July 24 through December 15, the following have been processed through MNLARS:

- 2,191,580 registration renewals
- 765,652 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/18/2017: 12,613

Number of titles printed for the week of Dec. 11 through Dec. 15: 50,250

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 338,809 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers

System Maintenance

The planned system maintenance went as expected last night. More updates will be provided in the afternoon update about what was deployed.

Third 60-day permit

The HP MNLARS Permit application will not allow users to extend a 60-day permit a second time. If you need to issue a third 60-day permit to a customer, you must wait for the current permit to expire and then issue a new 60-day permit.

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For further instructions, please refer to the updated MNLARS Work Arounds document available on Info Hub.

Sweep Reports

All "sweep reports" from July 24 through December 11 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.
5. DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
St. Paul, MN 55101

Barcodes and Document Prep

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- Out-of-state titles – Do not place the barcode sticker on top of the out-of-state title number. When this occurs, DVS is unable to determine if we've received the most current title.

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MNLARS by the Numbers

From July 24 through December 15, the following have been processed through MNLARS:

- 2,191,580 registration renewals
- 765,652 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/18/2017: 12,613

Number of titles printed for the week of Dec. 11 through Dec. 15: 50,250

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 338,809 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Third 60-day permit.

System Maintenance

MNLARS will be unavailable beginning at 7 p.m. on Sunday, Dec. 17. DVS is performing planned maintenance on the system. We anticipate services will be available by 9 p.m.

Services affected include:

- Online public services.
- Law enforcement record lookup.
- Deputy registrar entry and record lookup.
- Auto dealer entry and record lookup.

**Third 60-day permit

The HP MNLARS Permit application will not allow users to extend a 60-day permit a second time. If you need to issue a third 60-day permit to a customer, you must wait for the current permit to expire and then issue a new 60-day permit.

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Sweep Reports

All "sweep reports" from July 24 through December 11 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.

2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
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5. DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

St. Paul, MN 55101

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (**Updated Status:** Ready for deployment on December 17.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (**Updated Status:** Ready for deployment on December 17.)

Now Available on Info Hub

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 14, the following have been processed through MNLARS:

- 2,174,749 registration renewals
- 760,071 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/15/2017: 9,086

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 345,471 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Update to sweep reports posted to Info Hub
- MNLARS by the Numbers

System Maintenance

MNLARS will be unavailable beginning at 7 p.m. on Sunday, Dec. 17. DVS is performing planned maintenance on the system. We anticipate services will be available by 9 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

**Sweep Reports

All "sweep reports" from July 24 through December 11 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.
5. DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
St. Paul, MN 55101

Barcodes and Document Prep

Just a few reminders to share with you about document preparation.

- Out-of-state titles – Do not place the barcode sticker on top of the out-of-state title number. When this occurs, DVS is unable to determine if we've received the most current title.
- MNLARS Title Application – If the signature block of the application prints on a second sheet of paper, please put a barcode sticker on the second page and associate it with the transaction.
- Barcode Sticker Placement – Do not put the barcode sticker on the very edge of a document. The scanning machine cannot read the barcode if it's too close to the edge.
- Separate Barcoded and Non-barcoded documents – Do not mix barcoded and non-barcoded documents. Doing so delays the title application review and approval process.

Thank you for your attention to the above issues. Job Aids for document preparation and mail preparation are available on the [Learning Center](#).

Special Plate Notification Cards

Deputy registrars will receive a supply of special plate notification cards in the next few days. The cards should be used when a customer removes a special plate from a vehicle but cannot transfer it to another vehicle because of MNLARS limitations.

Applies to the transfer of the following special plate types:

- Personalized
- ARO/CB
- Veteran when the customer wishes to retain the right to the plate because of a special number or type of plate (soldier at arms, embossed, etc.)

Notification Card Instructions

1. Have customer complete special plate notification card.
2. Do Not barcode the notification card.
3. Bundle cards together, secure with rubber band and submit weekly with Friday report.

DVS will mail the notification card to the customer when we are able to complete the transfer of the special plate to another vehicle.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (**Updated Status:** Ready for deployment on December 17.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (**Updated Status:** Ready for deployment on December 17.)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through December 11
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through December 14, the following have been processed through MNLARS:

- 2,174,749 registration renewals
- 760,071 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/15/2017: 9,086

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 345,471 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance
- Barcodes and Document Prep

**System Maintenance

MNLARS will be unavailable beginning at 7 p.m. on Sunday, Dec. 17. DVS is performing planned maintenance on the system. We anticipate services will be available by 9 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

**Barcodes and Document Prep

Just a few reminders to share with you about document preparation.

- Out-of-state titles – Do not place the barcode sticker on top of the out-of-state title number. When this occurs, DVS is unable to determine if we've received the most current title.
- MNLARS Title Application – If the signature block of the application prints on a second sheet of paper, please put a barcode sticker on the second page as well as the first and associate both with the transaction.
- Barcode Sticker Placement – Do not put the barcode sticker on the very edge of a document. The scanning machine cannot read the barcode if it's too close to the edge.
- Separate Barcoded and Non-barcoded Documents – Do not mix barcoded and non-barcoded documents. Doing so delays the title application review and approval process.

Thank you for your attention to the above reminders. Job Aids for document preparation and mail preparation are available on the [Learning Center](#).

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (Updated Status: Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (Updated Status: Ready for deployment week of December 18.)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)

- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 12, the following have been processed through MNLARS:

- 2,138,115 registration renewals
- 748,715 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/14/2017: 8,335

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of 12/13/17, there are 352,771 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers
- System Maintenance

**System Maintenance

The next planned system maintenance is tentatively scheduled for the week of December 17. Watch for more information in the afternoon email update.

Special Plate Notification Cards

Deputy registrars will receive a supply of special plate notification cards in the next few days. The cards should be used when a customer removes a special plate from a vehicle but cannot transfer it to another vehicle because of MNLARS limitations.

Applies to the transfer of the following special plate types:

- Personalized
- ARO/CB
- Veteran when the customer wishes to retain the right to the plate because of a special number or type of plate (soldier at arms, embossed, etc.)

Notification Card Instructions

1. Have customer complete special plate notification card.
2. **Do Not** barcode the notification card.
3. Bundle cards together, secure with rubber band and submit weekly with Friday report.

DVS will mail the notification card to the customer when we are able to complete the transfer of the special plate to another vehicle.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (Updated Status: Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (Updated Status: Ready for deployment week of December 18.)

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**MNLARS by the Numbers

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- As of 12/13/17, there are 352,771 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 102 days

What's New in This Update

There is nothing new in today's afternoon update.

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

Special Plate Notification Cards

Deputy registrars will receive a supply of special plate notification cards in the next few days. The cards should be used when a customer removes a special plate from a vehicle but cannot transfer it to another vehicle because of MNLARS limitations.

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The following information is subject to change.

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MNLARS by the Numbers

From July 24 through December 12, the following have been processed through MNLARS:

- 2,138,115 registration renewals
- 748,715 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/13/2017: 9,326

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 356,728 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

Special Plate Notification Cards

Deputy registrars will receive a supply of special plate notification cards in the next few days. The cards should be used when a customer removes a special plate from a vehicle but cannot transfer it to another vehicle because of MNLARS limitations.

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DVS will mail the notification card to the customer when we are able to complete the transfer of the special plate to another vehicle.

Reminder: Salvage Inspection and Impound Reinstatement Fees

Please remember when entering a miscellaneous transaction for either salvage inspection fees or impound reinstatement fees that this fee is entered in **below** the filing fee.

Many instances are appearing where the filing fee and salvage/reinstatement fee have been transposed.

If you have any questions please email [Katie Mancuso](mailto:Katie.Mancuso).

The screenshot shows a web form titled "Enter Miscellaneous Transaction". At the top, there is a "Transaction Type" dropdown menu with "Impound Reinstatement" selected. Below this is a section titled "Fees for Impound Reinstatement" containing three input fields: "Vehicle Registration Filing Fee" (highlighted in yellow), "Impound Reinstatement Fee", and "Note:". Each field contains the number "0". At the bottom right of the form are two buttons: "Add Transaction" (in blue) and "Cancel".

Enter Miscellaneous Transaction

The screenshot shows a web form titled "Enter Miscellaneous Transaction". At the top, there is a "TRANSACTION DETAILS" header. Below it is a "Transaction Type" dropdown menu with "Salvage Inspection Fee" selected. Below this is a section titled "Fees for Salvage Inspection Fee" containing three input fields: "Vehicle Registration Filing Fee" (highlighted in yellow), "Salvage Inspection Fee", and "Note:". Each field contains the number "0".

Reminder: Insurance Requirement

Owners of motor vehicles or motorcycles are not required to provide their insurance card at the time of registration, re-registration or transfer of ownership. They only need to provide the insurance company's name, the policy number, and the policy expiration date.

Reference: [Minnesota Statutes Section 169.798, subd. 4](#)

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (Updated Status: Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (Updated Status: Ready for deployment week of December 18.)

Now Available on Info Hub

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- [Sweep Reports](#) July 24 through November 30
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****MNLARS by the Numbers**

From July 24 through December 12, the following have been processed through MNLARS:

- 2,138,115 registration renewals
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Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/13/2017: 9,326

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- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 356,728 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Special Plate Notification Cards

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

**Special Plate Notification Cards

Deputy registrars will receive a supply of special plate notification cards in the next few days. The cards should be used when a customer removes a special plate from a vehicle but cannot transfer it to another vehicle because of MNLARS limitations.

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Please remember when entering a miscellaneous transaction for either salvage inspection fees or impound reinstatement fees that this fee is entered in **below** the filing fee.

Many instances are appearing where the filing fee and salvage/reinstatement fee have been transposed.

If you have any questions please email [Katie Mancuso](mailto:Katie.Mancuso).

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Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (Updated Status: Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (Updated Status: Ready for deployment week of December 18.)

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 11, the following have been processed through MNLARS:

- 2,124,514 registration renewals
- 742,909 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – The last batch of lien cards is being printed and mailed today, Tuesday Dec. 12, this will bring our lien card production back to current.

Number of titles printed and mailed on 12/12/2017: 9,253

Transaction Type
Impound Reinstatement

Fees for Impound Reinstatement

Vehicle Registration Filing Fee 0

Impound Reinstatement Fee 0

Note: Note

Add Transaction Cancel

Enter Miscellaneous Transaction

TRANSACTION DETAILS

Transaction Type
Salvage Inspection Fee

Fees for Salvage Inspection Fee

Vehicle Registration Filing Fee 0

Salvage Inspection Fee 0

Note: Note

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 356,728 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Reminder: Salvage and Impound Reinstatement Fees
- MNLARS by the Numbers

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

****Reminder: Salvage Inspection and Impound Reinstatement Fees**

Please remember when entering a miscellaneous transaction for either salvage inspection fees or impound reinstatement fees that this fee is entered in **below** the filing fee.

Many instances are appearing where the filing fee and salvage/reinstatement fee have been transposed.

If you have any questions please email [Katie Mancuso](#).

The screenshot shows a web form titled "Enter Miscellaneous Transaction". Under the heading "Transaction Type", the dropdown menu is set to "Impound Reinstatement". Below this, under "Fees for Impound Reinstatement", there are two input fields: "Vehicle Registration Filing Fee" (highlighted in yellow) and "Impound Reinstatement Fee", both containing the value "0". A "Note:" field is also present. At the bottom right, there are two buttons: "Add Transaction" (highlighted in blue) and "Cancel".

Enter Miscellaneous Transaction

The screenshot shows a web form titled "Enter Miscellaneous Transaction". Under the heading "TRANSACTION DETAILS", the "Transaction Type" dropdown is set to "Salvage Inspection Fee". Below this, under "Fees for Salvage Inspection Fee", there are two input fields: "Vehicle Registration Filing Fee" (highlighted in yellow) and "Salvage Inspection Fee", both containing the value "0". A "Note:" field is also present.

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Reference: [Minnesota Statutes Section 169.798, subd. 4](#)

Error Undefined Message/Progress Bar Issue

Some customer online renewals and some renewal transactions at deputy registrars are experiencing an "error undefined" message/progress bar issue. This prevents the renewal transaction from reaching the cart and being completed.

DVS and MN.IT are working on a solution and we anticipate it will be fixed in the next system update tentatively scheduled for December 21.

If you encounter this issue in the meantime, and the customer has registration that would have expired at the end of November, please issue the customer a 60-day permit. If the customer has a December expiration please direct the customer to return to the office after December 21 to complete the transaction and obtain registration stickers.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (Updated Status: Ready for deployment week of December 18.)
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**MNLARS by the Numbers

From July 24 through December 11, the following have been processed through MNLARS:

- 2,124,514 registration renewals
- 742,909 title transactions

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Number of titles printed and mailed on 12/12/2017: 9,253

Title Turnaround

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- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 356,728 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Reminder: Insurance Requirement

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

**Reminder: Insurance Requirement

Owners of motor vehicles or motorcycles are not required to provide their insurance card at the time of registration, re-registration or transfer of ownership. They only need to provide the insurance company's name, the policy number, and the policy expiration date.

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DVS and MN.IT are working on a solution and we anticipate it will be fixed in the next system update tentatively scheduled for December 21.

If you encounter this issue in the meantime, and the customer has registration that would have expired at the end of November, please issue the customer a 60-day permit. If the customer has a December expiration please direct the customer to return to the office after December 21 to complete the transaction and obtain registration stickers.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (**Updated Status:** Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (**Updated Status:** Ready for deployment week of December 18.)

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- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 7, the following have been processed through MNLARS:

- 2,085,092 registration renewals
- 729,883 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/11/2017: 14,250

Number of titles printed and mailed for the week of December 4: 39,646

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- As of today, there are 358,850 titles to be reviewed, processed, printed and mailed.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Error Undefined Message/Progress Bar Issue - Update
- MNLARS by the Numbers

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

**Error Undefined Message/Progress Bar Issue

Some customer online renewals and some renewal transactions at deputy registrars are experiencing an “error undefined” message/progress bar issue. This prevents the renewal transaction from reaching the cart and being completed.

DVS and MN.IT are working on a solution and we anticipate it will be fixed in the next system update tentatively scheduled for December 21.

If you encounter this issue in the meantime, and the customer has registration that would have expired at the end of November, please issue the customer a 60-day permit. If the customer has a December expiration please direct the customer to return to the office after December 21 to complete the transaction and obtain registration stickers.

Reminder: Plate Replacement Fee on December Renewals

Some of the December renewal notices include a plate replacement fee but MNLARS shows that no replacement is due.

Process the renewal using the fees that MNLARS calculates, without a plate replacement.

- Do not click the “replace plate” button, which indicates you want to issue a duplicate plate and increases the filing fee from \$6 to \$10.

License Plate Inventory

At this time, deputy registrars are unable to enter license plate inventory into MNLARS. MNIT and DVS anticipate this will be fixed before the end of the month. In the meantime, please follow these instructions:

1. Verify that all the license plates listed on the packing slip from MINNCOR are correct
2. Note any discrepancies/corrections clearly on the packing slip
3. Request on the packing slip that the licenses plates be added to your inventory
4. Fax a copy of the packing slip to: 651-797-1166

If you have any questions about this process, email dvs.mnlars@state.mn.us

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (**Updated Status:** Ready for deployment week of December 18.)
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What's New in This Update

New items in this update are identified with a double asterisk.

- “Error Undefined” Message/Progress Bar Issue
- Reminder: Replacement Plate Fees on December Renewals

System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

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DVS and MN.IT are working on a solution and we anticipate it will be fixed in the next system update scheduled for later this month.

If you encounter this issue in the meantime, please issue the customer a 60-day permit and direct the customer to return to the office after December 21 to complete the transaction and obtain registration stickers.

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Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)

- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 7, the following have been processed through MNLARS:

- 2,085,092 registration renewals
- 729,883 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/8/2017: 8,473

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance Update
- MNLARS by the Numbers

**System Maintenance

The next planned system maintenance is tentatively scheduled for December 21. Watch for more information in upcoming communications.

License Plate Inventory

At this time, deputy registrars are unable to enter license plate inventory into MNLARS. MNIT and DVS anticipate this will be fixed before the end of the month. In the meantime, please follow these instructions:

1. Verify that all the license plates listed on the packing slip from MINNCOR are correct
2. Note any discrepancies/corrections clearly on the packing slip
3. Request on the packing slip that the licenses plates be added to your inventory
4. Fax a copy of the packing slip to: 651-797-1166

If you have any questions about this process, email dvs.mnlars@state.mn.us

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate) (**Updated Status:** Ready for deployment week of December 18.)
- Online registration renewal errors for the public; when they receive the red error box that reads "Error Undefined". (**Updated Status:** Ready for deployment week of December 18.)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive.pdf](#)

**MNLARS by the Numbers

From July 24 through December 7, the following have been processed through MNLARS:

- 2,085,092 registration renewals
- 729,883 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/8/2017: 8,473

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.

- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- License Plate Inventory

System Maintenance

There is no system maintenance planned for this week.

**License Plate Inventory

At this time, deputy registrars are unable to enter license plate inventory into MNLARS. MNIT and DVS anticipate this will be fixed before the end of the month. In the meantime, please follow these instructions:

1. Verify that all the license plates listed on the packing slip from MINNCOR are correct
2. Note any discrepancies/corrections clearly on the packing slip
3. Request on the packing slip that the licenses plates be added to your inventory
4. Fax a copy of the packing slip to: 651-797-1166

If you have any questions about this process, email dvs.mnlars@state.mn.us

500 Errors

The maintenance done on Sunday December 3, fixed many of the issues that caused a user to receive a “500” error message. However, some deputy registrars are reporting they are still seeing the errors in certain situations. It is difficult to isolate and test the 500 errors because they can occur in a large variety of scenarios. If you receive a 500 error message, please complete an intake form and include screen shots of the entire page so our technical teams can see what is happening and at what stage in the process. This will help to identify the cause and fix the issue.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate).
- Restore ability to add license plate inventory at deputy registrar office.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 6, the following have been processed through MNLARS:

- 2,068,948 registration renewals
- 723,805 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/7/2017: 8,593

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- Turnaround for title applications submitted through MNLARS: 106 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers

System Maintenance

There is no system maintenance planned for this week.

500 Errors

The maintenance done on Sunday December 3, fixed many of the issues that caused a user to receive a “500” error message. However, some deputy registrars are reporting they are still seeing the errors in certain situations. It is difficult to isolate and test the 500 errors because they can occur in a large variety of scenarios. If you receive a 500 error message, please complete an intake form and include screen shots of the entire page so our technical teams can see what is happening and at what stage in the process. This will help to identify the cause and fix the issue.

December Renewal Notices

Some December renewal notices include a plate replacement fee when MNLARS shows that no replacement is due at this time. We are looking into the matter and what may have caused the inconsistency. In the meantime, deputy registrars should process the renewal using the fees that MNLARS calculates.

Procedure Tips/Instructions

Farm Quarter Instructions – New to Fleet

1. Process the title application as normal.
2. In the registration panel select full year for registration type (do not select quarterly registration).
3. All fees will update correctly on the record and in the cart.

Transfer of Minnesota Title with Current Registration

1. From the action drop down select “Title/Registration” not “Title Only/Held for Resale.”
2. Process the title application as usual.
3. Skip the registration panel, since the registration is current.

Never select “Title Only/Held for Resale” for the transfer of a registered vehicle titled in Minnesota. Doing so removes the registration from the record and the customer will be unable to update registration in the future.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through December 6, the following have been processed through MNLARS:

- 2,068,948 registration renewals
- 723,805 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/7/2017: 8,593

Title Turnaround

As of today, there are 371,095 titles to be reviewed, processed, printed and mailed. The oldest in that group is 106 days; however, it is less for new registrations, title transfers and duplicate titles.

- New Registration - 72 days
- Title Transfers - 71 days
- Duplicate Titles - 43 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance
- “500” Error Messages
- Update to MNLARS by the Numbers

System Maintenance

There is no system maintenance planned for this week.

**500 Errors

The maintenance done on Sunday December 3, fixed many of the issues that caused a user to receive a “500” error message. However, some deputy registrars are reporting they are still seeing the errors in certain situations. It is difficult to isolate and test the 500 errors because they can occur in a large variety of scenarios. If you receive a 500 error message, please complete an intake form and include screen shots of the entire page so our technical teams can see what is happening and at what stage in the process. This will help to identify the cause and fix the issue.

December Renewal Notices

Some December renewal notices include a plate replacement fee when MNLARS shows that no replacement is due at this time. We are looking into the matter and what may have caused the inconsistency. In the meantime, deputy registrars should process the renewal using the fees that MNLARS calculates.

Procedure Tips/Instructions

Farm Quarter Instructions – New to Fleet

1. Process the title application as normal.
2. In the registration panel select full year for registration type (do not select quarterly registration).
3. All fees will update correctly on the record and in the cart.

Transfer of Minnesota Title with Current Registration

1. From the action drop down select “Title/Registration” not “Title Only/Held for Resale.”
2. Process the title application as usual.
3. Skip the registration panel, since the registration is current.

Never select “Title Only/Held for Resale” for the transfer of a registered vehicle titled in Minnesota. Doing so removes the registration from the record and the customer will be unable to update registration in the future.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

****MNLARS by the Numbers**

From July 24 through December 5, the following have been processed through MNLARS:

- 2,050,551 registration renewals
- 717,584 title transactions

Online Registration Renewals – current

Mail Registration Renewals processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Title Turnaround

Number of titles printed and mailed on 12/6/2017: 8,032

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- DVS Mail Registration Unit: The mail registration unit is currently working on applications received September through December.
- Turnaround for title applications submitted through MNLARS: 105 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers

December Renewal Notices

Some December renewal notices include a plate replacement fee when MNLARS shows that no replacement is due at this time. We are looking into the matter and what may have caused the inconsistency. In the meantime, deputy registrars should process the renewal using the fees that MNLARS calculates.

Procedure Tips/Instructions

Farm Quarter Instructions – New to Fleet

1. Process the title application as normal.
2. In the registration panel select full year for registration type (do not select quarterly registration).
3. All fees will update correctly on the record and in the cart.

Transfer of Minnesota Title with Current Registration

1. From the action drop down select "Title/Registration" not "Title Only/Held for Resale."
2. Process the title application as usual.
3. Skip the registration panel, since the registration is current.

Never select "Title Only/Held for Resale" for the transfer of a registered vehicle titled in Minnesota. Doing so removes the registration from the record and the customer will be unable to update registration in the future.

Updated Resources

New versions of the workaround document and the MNLARS Transaction document are available on Info Hub.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 5, the following have been processed through MNLARS:

- 2,050,551 registration renewals
- 717,584 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/6/2017: 8,032

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title applications submitted through MNLARS: 105 days

What's New in This Update

New items in this update are identified with a double asterisk.

- December renewal notices
- Procedure Tips/Instructions
- Updated Resources
 - Updated Workaround
 - Updated MNLARS Transactions

**December Renewal Notices

Some December renewal notices include a plate replacement fee when MNLARS shows that no replacement is due at this time. We are looking into the matter and what may have caused the inconsistency. In the meantime, deputy registrars should process the renewal using the fees that MNLARS calculates.

**Procedure Tips/Instructions

Farm Quarter Instructions – New to Fleet

1. Process the title application as normal.
2. In the registration panel select full year for registration type (do not select quarterly registration).
3. All fees will update correctly on the record and in the cart.

Transfer of Minnesota Title with Current Registration

1. From the action drop down select “Title/Registration” not “Title Only/Held for Resale.”
2. Process the title application as usual.
3. Skip the registration panel, since the registration is current.

Never select “Title Only/Held for Resale” for the transfer of a registered vehicle titled in Minnesota. Doing so removes the registration from the record and the customer will be unable to update registration in the future.

**Updated Resources

New versions of the workaround document and the MNLARS Transaction document are available on Info Hub.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (12-05-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 4, the following have been processed through MNLARS:

- 2,033,699 registrations
- 711,349 title transactions

Online Registration Renewals – current

Mail Registration Renewals processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/4/2017: 9,367

Number of titles printed for the week of Nov. 27: 17,650

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title applications submitted through MNLARS: 105 days

What's New in This Update

- There are no new updates. Watch for new information in the afternoon update.

System Maintenance

Following the system maintenance on Sunday morning, deputy registrars will notice the following:

- Deputy registrars should no longer see the 500 error of "Year, Month, and Day parameters describe an unrepresentable Date Time."
- Deputy registrars should be able to do a title transfer and not see a 500 error about GrossWeightLetterCode for RV (17), Y Truck (41) and Farm Truck (19) classes.
- Deputy registrars now have the ability to waive the initial plate fee and contribution fee in order to process special plate title transfers – procedural instructions to follow.
- The motorcycle engine number will no longer be included on a printed title.
- The sales tax fee calculation for 2008 model year vehicles with a purchase price of less than \$3,000 has been corrected.
- The "Apply for Title with Farm Quarter Reg" process that ignores date inputs when added to cart has been fixed. Please watch for procedural instructions on how to process this transaction type.
- Able to issue replacement plates/stickers at no fee within 60 days of initial application – this includes customers who renewed registration online but have not received their tabs and defective stickers.
- Sales tax will calculate to \$0 with an even trade-in amount for all even trade transfers except for collector vehicles. Collector vehicles will be part of a future build.
- Wheelage tax should now calculate correctly for registration renewals with arrears tax due or with non-use.

Reminder: Please restart your computer after any system maintenance.

Sweep Reports

All "sweep reports" from July 24 through November 30 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Reporting NSF checks

Deputy Registrars should follow existing non-sufficient funds (NSF) procedures and report NSF checks. However, you will not receive a confirmation from DVS until the functionality for NSF is built in MNLARS. The NSF agreement and instructions are available on [Info Hub](#).

How to View a Deficiency

To view a deficiency, use the VIN to bring up the record. Deficiencies do not display when the record is retrieved by license plate number.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-28-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through December 4, the following have been processed through MNLARS:

- 2,033,699 registrations
- 711,349 title transactions

Online Registration Renewals – current

Mail Registration Renewals processed through DHS- current

Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/4/2017: 9,367

Number of titles printed for the week of Nov. 27: 17,650

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title applications submitted through MNLARS: 105 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance Update
- MNLARS by the Numbers

**System Maintenance

Following the system maintenance on Sunday morning, deputy registrars will notice the following:

- Deputy registrars should no longer see the 500 error of "Year, Month, and Day parameters describe an unrepresentable Date Time."
- Deputy registrars should be able to do a title transfer and not see a 500 error about GrossWeightLetterCode for RV (17), Y Truck (41) and Farm Truck (19) classes.
- Deputy registrars now have the ability to waive the initial plate fee and contribution fee in order to process special plate title transfers – procedural instructions to follow.
- The motorcycle engine number will no longer be included on a printed title.
- The sales tax fee calculation for 2008 model year vehicles with a purchase price of less than \$3,000 has been corrected.
- The "Apply for Title with Farm Quarter Reg" process that ignores date inputs when added to cart has been fixed. Please watch for procedural instructions on how to process this transaction type.
- Able to issue replacement plates/stickers at no fee within 60 days of initial application – this includes customers who renewed registration online but have not received their tabs and defective stickers.
- Sales tax will calculate to \$0 with an even trade-in amount for all even trade transfers except for collector vehicles. Collector vehicles will be part of a future build.
- Wheelage tax should now calculate correctly for registration renewals with arrears tax due or with non-use.

Reminder: Please restart your computer after any system maintenance.

**Sweep Reports

All "sweep reports" from July 24 through November 30 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185
Saint Paul, MN 55101

Reporting NSF checks

Deputy Registrars should follow existing non-sufficient funds (NSF) procedures and report NSF checks. However, you will not receive a confirmation from DVS until the functionality for NSF is built in MNLARS. The NSF agreement and instructions are available on [Info Hub](#).

How to View a Deficiency

To view a deficiency, use the VIN to bring up the record. Deficiencies do not display when the record is retrieved by license plate number.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-28-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through December 4, the following have been processed through MNLARS:

- 2,033,699 registrations
- 711,349 title transactions

Online Registration Renewals – current

Mail Registration Renewals processed through DHS- current

**Lien Card Production – approximately 31,000 cards are expected to be mailed this week and next. This will bring lien card production status to current.

Number of titles printed and mailed on 12/4/2017: 9,367

Number of titles printed for the week of Nov. 27: 17,650

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title applications submitted through MNLARS: 105 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance Update
- MNLARS by the Numbers
- Sweep reports posted to Info Hub through November 30

**System Maintenance

Following the planned system maintenance yesterday morning, deputy registrars will notice the following:

- Deputy registrars should no longer see the 500 error of "Year, Month, and Day parameters describe an unrepresentable Date Time."
- The system will now show the correct amount of \$0 when processing a defective duplicate plate/sticker within 60 days.
- Deputy registrars now have the ability to waive the initial plate fee and contribution fee in order to process special plate title transfers.
- The motorcycle engine number will no longer be included on a printed title.
- The sales tax fee calculation for 2008 model year vehicles with a purchase price of less than \$3,000 has been corrected.
- The "Apply for Title with Farm Quarter Reg" process that ignores date inputs when added to cart has been fixed. *Please watch for procedural instructions on how to process this transaction type.*

Reminder: *Please restart your computer after any system maintenance.*

**Sweep Reports

All "sweep reports" from July 24 through November 30 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Reporting NSF checks

Deputy Registrars should follow existing non-sufficient funds (NSF) procedures and report NSF checks. However, you will not receive a confirmation from DVS until the functionality for NSF is built in MNLARS. The NSF agreement and instructions are available on [Info Hub](#).

How to View a Discrepancy

To view a deficiency, use the VIN to bring up the record. Deficiencies do not display when the record is retrieved by license plate number.

Coming Up in Weeks Ahead

The following information is subject to change.

December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-28-2017)
- [Sweep Reports](#) July 24 through November 30
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through December 1, the following have been processed through MNLARS:

- 2,012,845 registration renewals
- 703,402 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/4/2017: 9,367

Number of titles printed for the week of Nov. 27: 17,650

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance
- Reporting NSF checks
- How to View a Discrepancy

**System Maintenance

MNLARS system maintenance is tentatively scheduled for Sunday, December 3 from 10 a.m. to noon. During this time MNLARS will be unavailable. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Reminder: Please restart your computer after any system maintenance.

More information will be provided in Monday morning's update.

Online Tab Renewal: On Sunday, December 3, US Bank will perform maintenance on the e-payment portion of the DVS online tab renewal service. We anticipate that online services will be unavailable from midnight to 5 a.m. This does not affect MNLARS services for deputy registrars, dealers, or law enforcement.

**Reporting NSF checks

Deputy Registrars should follow existing non-sufficient funds (NSF) procedures and report NSF checks. However, you will not receive a confirmation from DVS until the functionality for NSF is built in MNLARS. The NSF agreement and instructions are available on [Info Hub](#).

**How to View a Discrepancy

To view a deficiency, use the VIN to bring up the record. Deficiencies do not display when the record is retrieved by license plate number.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 27

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles
- MNLARS prints motorcycle engine number on title instead of leaving field blank.
- Personalized Collector plates will be an order option through MNLARS plate order.

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list this week.

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**Updated Status:** Ready for deployment week of November 27.)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (**Updated Status:** Ready for deployment week of November 27)
- Not able to order personalized collector plates through the MNLARS plate order function. (**Updated Status:** Ready for deployment week of November 27)
- MNLARS charges duplicate license plate fee for a replacement registration sticker. (**Updated Status:** Ready for deployment week of November 27)
- Unable to perform a title transfer on some vehicles - 500 error "Year, Month, and Day parameters describe an un-representable Date Time." (**Updated Status:** Ready for deployment week of November 27)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-28-2017)
- [Sweep Reports](#) October 29 through November 25
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 30, the following have been processed through MNLARS:

- 1,991,418 registration renewals
- 696,945 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 12/1/2017: 4,029

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers.
- System Maintenance

**System Maintenance

The MNLARS system maintenance that was scheduled for last night has been postponed. We'll update you when it is rescheduled.

Online Tab Renewal: On Sunday, December 3, US Bank will perform maintenance on the e-payment portion of the DVS online tab renewal service. We anticipate that online services will be unavailable from midnight to 5 a.m. This does not affect MNLARS services for deputy registrars, dealers, or law enforcement.

State hires private sector vendor to develop driver services portion of MNLARS

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 27

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- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles
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- Personalized Collector plates will be an order option through MNLARS plate order.

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list this week.

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- Update to System Maintenance Outage Time.

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MNLARS by the Numbers

From July 24 through November 29, the following have been processed through MNLARS:

- 1,968,736 registration renewals
- 690,519 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/30/2017: 3,941

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- MNLARS by the Numbers.
- Update to System Maintenance Outage Time.

**System Maintenance

System maintenance is tentatively scheduled for Thursday, November 30. MNLARS will be unavailable beginning at 9 p.m. and we anticipate services will be available by **11 p.m.**

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

We will provide updated information tomorrow.

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MNLARS by the Numbers

From July 24 through November 28, the following have been processed through MNLARS:

- 1,951,436 registration renewals
- 684,001 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/29/2017: 3,503

Number of titles printed for the week of Nov. 20-Nov. 24 (11/23 & 11/24 Holidays): 11,435

Title Turnaround

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- State hires private sector vendor to develop driver services portion of MNLARS
- Updated Temporary Solutions
- Updated Sweep Reports – through November 25

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System Maintenance

The next planned system maintenance is tentatively scheduled for this week. We'll provide details as soon as possible.

Displaying Blank Records

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Both scenarios are being addressed by the MNLARS team; there is no need to submit a MNLARS intake form.

"500 Error"

DVS is aware that some MNLARS users are receiving a "500 Error – Year, Month, and Day parameters describe an un-representable Date Time". This error is being addressed in the next planned maintenance.

Correction to the message sent yesterday afternoon: there is no need to send in MNLARS intake forms in regards to this error.

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 27

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles
- MNLARS prints motorcycle engine number on title instead of leaving field blank.
- Personalized Collector plates will be an order option through MNLARS plate order.

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list this week.

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**Updated Status:** Ready for deployment week of November 27.)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (**Updated Status:** Ready for deployment week of November 27)
- Not able to order personalized collector plates through the MNLARS plate order function. (**Updated Status:** Ready for deployment week of November 27)
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MNLARS by the Numbers

From July 24 through November 27, the following have been processed through MNLARS:

- 1,935,835 registration renewals
- 677,539 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/28/2017: 3,668

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

There are no new updates. Watch for new information in tomorrow's update.

System Maintenance

MNLARS will be unavailable beginning at 9 p.m tonight, November 27 for routine system maintenance. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The next planned system maintenance is tentatively scheduled for November 30. We'll provide details as soon as possible.

Sweep Reports

All "sweep reports" from July 24 through November 18 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

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2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

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“500 Error”

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Correction to the message sent yesterday afternoon: there is no need to send in MNLARS intake forms in regards to this error.

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 27

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles
- MNLARS prints motorcycle engine number on title instead of leaving field blank.
- Personalized Collector plates will be an order option through MNLARS plate order.

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list this week.

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**Updated Status:** Ready for deployment week of November 27.)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (**Updated Status:** Ready for deployment week of November 27)
- Not able to order personalized collector plates through the MNLARS plate order function. (**Updated Status:** Ready for deployment week of November 27)
- MNLARS charges duplicate license plate fee for a replacement registration sticker. (**Updated Status:** Ready for deployment week of November 27)
- Unable to perform a title transfer on some vehicles - 500 error "Year, Month, and Day parameters describe an un-representable Date Time." (**Updated Status:** Ready for deployment week of November 27)

- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
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MNLARS by the Numbers

From July 24 through November 21, the following have been processed through MNLARS:

- 1,895,720 registration renewals
- 662,727 title transactions

Online Registration Renewals – current
Mail Registration processed through DHS - current
Lien Card Production – current
Number of titles printed and mailed on 11/22/2017: 2,866

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance

****System Maintenance**

MNLARS will be unavailable beginning at 9 p.m tonight, November 27 for routine system maintenance. We anticipate services will be available by 10 p.m.

Services affected include:

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The following information is subject to change.

Week of November 27

- Plan to fix various issues related to NMVTIS, Title, and Registration.
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Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list this week.

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**Updated Status:** Ready for deployment week of November 27.)
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Mail Registration processed through DHS - current
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Number of titles printed and mailed on 11/22/2017: 2,866

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Sweep Reports posted through November 18.

System Maintenance

The next planned system maintenance is tentatively scheduled for the week of November 27. We'll provide details as soon as possible.

**Sweep Reports

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 27

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles
- MNLARS prints motorcycle engine number on title instead of leaving field blank.
- Personalized Collector plates will be an order option through MNLARS plate order.

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

Watch for more updates to this list early next week.

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**Updated Status:** Ready for deployment week of November 27.)
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Mail Registration processed through DHS- current
Lien Card Production – current
Number of titles printed and mailed on 11/22/2017: 2,866

Title Turnaround

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- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Displaying Blank Records
- “500 Error” – No need to submit a MNLARS intake form.
- MNLARS by the Numbers

System Maintenance

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If you encounter either of these scenarios, please submit a MNLARS intake form to the Deputy Liaison email. It is not necessary to include screenshots. Both scenarios are being addressed by the MNLARS team.

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- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- “500 Error” affecting transactions
- Updates to “Issues Being Addressed”

System Maintenance

The next planned system maintenance is tentatively scheduled for the week of November 27.

**“500 Error”

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Swift Updates – Sweep Reports

We will be sweeping Swift files on a regular cadence from today forward. The cadence will be a sweep of funds from two business days ago; examples are below.

- Today is Tuesday, November 21, we will sweep funds through Saturday, November 18.
- Wednesday, Nov. 22 will sweep through Monday Nov. 20.

Reminder – Farm Trucks, Quarter Fee and Hi/Lo Reg.

With current MNLARS functionality, Quarterly Farm Registration cannot be combined with an Increase/Decrease Gross Weight within a quarter. The customer must choose one type or the other for registration. In the past, farmers were able to include an empty weight (low-high) within a quarter. Farm trailers are not eligible for quarterly farm registration.

In addition, each quarter registered in a transaction includes a \$5 quarterly registration fee, so if the customer is registering for two quarters, the fee is \$10. With the next release, these quarterly fees will be consistently applied within transactions.

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- 1,880,812 registration renewals
- 655,311 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/21/2017: 2,542

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- MNLARS by the Numbers
- Any new information will be included in the afternoon update.

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Currently there is no maintenance planned, check the afternoon update for any changes.

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In addition, each quarter registered in a transaction includes a \$5 quarterly registration fee, so if the customer is registering for two quarters, the fee is \$10. With the next release, these quarterly fees will be consistently applied within transactions.

Reminder – Utilizing the Right Contacts

Please remember that there is a list of contacts located at the bottom of this update and every email we send out. To help us provide you with the assistance or information you need, please be sure you're reaching out to the right work area. Thank you!

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
- \$75 Electric Vehicle Surcharge – for December renewal notice run.
- Increase in contribution fee for Parks and Trails License Plate from \$50 to \$60, effective immediately.
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- Fix for law enforcement interface where two titles showed as the current title.
- Transaction activity search page now shows total cart amount due in transaction amount.
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- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 20

- Plan to fix various issues related to NMVTIS, Title, and Registration.

- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for week of November 20.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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**MNLARS by the Numbers

From July 24 through November 18, the following have been processed through MNLARS:

- 1,880,812 registration renewals
- 655,311 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/21/2017: 2,542

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Update on how sweep reports will be processed.
- Reminder: Farm trucks, quarter fee and hi/lo reg.
- Reminder: Utilizing the right contacts

System Maintenance

There is no planned system maintenance for tonight.

**Swift Updates – Sweep Reports

We will be sweeping Swift files on a regular basis from today on. The cadence will be a sweep of funds from the two previous business days. Here are some examples:

- Today is Monday, November 20. We will sweep funds through Friday, November 17.
- Tuesday, Nov. 21 will sweep through Saturday, Nov. 18.
- Wednesday, Nov. 22 will sweep through Monday Nov. 20.

**Reminder – Farm Trucks, Quarter Fee and Hi/Lo Reg.

With current MNLARS functionality, Quarterly Farm Registration cannot be combined with an Increase/Decrease Gross Weight within a quarter. The customer must choose one type or the other for registration. In the past, farmers were able to include an empty weight (low-high) within a quarter. Farm trailers are not eligible for quarterly farm registration.

In addition, each quarter registered in a transaction includes a \$5 quarterly registration fee, so if the customer is registering for two quarters, the fee is \$10. With the next release, these quarterly fees will be consistently applied within transactions.

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 20

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MNLARS by the Numbers

From July 24 through November 17, the following have been processed through MNLARS:

- 1,860,795 registration renewals
- 646,754 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/20/2017: 6,027

Total number of titles printed the week of Nov. 13 through Nov. 17: 18,521

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- MNLARS by the Numbers
- Any other new information will be included in the afternoon update.

System Maintenance

Currently there is no maintenance planned, check the afternoon update for any changes.

Stakeholder Committee Recap

Stakeholder meetings are held every month and includes DVS leadership and MDRA representatives. (A list of MDRA members is posted on Info Hub.) If you have a concern to be discussed by the Stakeholder Committee, please contact one of the MDRA members.

Nov. 8, 2017 Meeting Recap

System Performance: MN.IT representatives discussed recent performance issues. In the last few weeks, the technical teams have made changes to code, configuration, hardware, and infrastructure and that seems to have improved overall performance. They will continue to look for ways to improve and maintain ideal response rates. Reminder: please use the most recent versions of Internet Explorer or Chrome. MNLARS desktop requirements are available on Info Hub under the MNLARS tab if you need that information.

Communications: Discussion centered on the messages that are sent via Gov Delivery when there are issues with MNLARS performance. We discussed ways to assess the scope of the problem and to convey the concise nature of the issue and its impact on the deputy registrar community and the customers they serve. DPS will work with MDRA to strengthen and improve those communications.

Phone Triage: We received reports at the meeting that calls are being dropped at 4:30 p.m. when the deputy procedure line closes. If you are on hold at that time or in the system (such as choosing a menu option), your call should not be dropped. DVS will look into this.

Background information: When MNLARS first rolled out, PIC agents assisted with deputy registrar calls. Based on deputy registrar input and requests at the regional Q/A sessions in September, the process was changed. Now all deputy registrar calls go directly to the deputy registrar support unit. The motor vehicle liaisons serve as their backup and also respond to deputy registrar emails.

Here are the current DVS phone hours.

PIC Public Hours: 7 a.m – 5:30 p.m.

Deputy Procedures: 8 a.m. – 4:30 p.m.

Motor Vehicle Liaisons: 8 a.m. – 4:30 p.m.

Email Triage: the Intake form has been revised based on deputy registrar input and a new shorter version is available on Info Hub. All emails are reviewed during daily triage meetings. Please know that if you are reporting a known concern or something like a system slowdown, you will likely not receive a response. However, if your email contains a question we will write back with an answer. We continue to look at ways to streamline this process and improve the timeliness of our response.

Workarounds: Deputy Registrars submitted two workarounds for consideration.

- The current procedure for registration renewals of Unmarked Squad Cars will continue. Please mail these to DVS.

- Issuing duplicate stickers at no fee was accepted. Please see the newly updated workaround document on InfoHub under the MNLARS tab for more information

Processes and other questions:

- Deputy registrars indicated they have seen an increase over the last few weeks of instances where a customer who renewed tabs online or through the mail has not received their tabs but their payment has been processed. While DVS looks into this we ask that deputy registrars who encounter this to send an Intake form that identifies the vehicle and the date of the transaction. If the record has not been updated to reflect the renewal, please attach a copy of a cancelled check or other evidence of payment if possible.
- Inventory held in reserve status: DVS is working on a temporary fix to release inventory that is tied to a cart and is abandoned or cancelled. We are targeting this to be fixed within the next few weeks.
- Deficiencies: Clarified the need for deputy registrars to view what was submitted to clear a deficiency. DVS will look at this as a future enhancement.
- No fee process for Disability Parking Certificate: Clarified that this is for permanent disability parking certificates where no fee is due. Deputy registrars would like a way to track these transactions so they can follow up should customers have questions. DVS will look at this as a future enhancement.

Print screen: Discussion around capturing a screen shot of title notifications. Dealers like to include the record as part of their deal jacket. There were concerns expressed around privacy laws but an after meeting follow-up found that the users of the system are covered by their user agreement on the data covered so there are no issues with dealers printing the record for their deal jackets.

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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 20

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
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Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

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MNLARS by the Numbers

From July 24 through November 16, the following have been processed through MNLARS:

- 1,844,226 registration renewals
- 640,538 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/17/2017: 3,360

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Revised MNLARS Intake Form posted to Info Hub
- MNLARS by the Numbers

System Maintenance

There is no system maintenance planned for the rest of this week.

** MNLARS Intake Form - Revised

There is a newly revised version of the MNLARS Intake Form posted on [Info Hub](#) under the MNLARS tab.

Training

The MNLARS training team updated the “How to Calculate Base Value” job aid. It is available on the [Learning Center](#).

Title Notifications

When data was migrated from the mainframe to MNLARS several title notifications did not transfer:

- Held-for resale,
- Junk
- Removed from state

The MNLARS team fixed the omission and title notifications that were entered prior to MNLARS now appear on the MNLARS record.

Sweep Reports

All "sweep reports" from July 24 through November 14 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

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DVS Audit
445 Minnesota St, Suite 185
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What's New in MNLARS

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What's New in This Update

New items in this update are identified with a double asterisk.

- Training – Base Value Job Aid Updated
- Title Notifications
- Sweep Reports Updated

System Maintenance

There is no system maintenance planned for the rest of this week.

**Training

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- Fix for law enforcement interface where two titles showed as the current title.
- Transaction activity search page now shows total cart amount due in transaction amount.
- Fix for “500 Error” when transferring recreational trailers – message should no longer appear.
- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 20

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for November 16.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
- MNLARS charges duplicate license plate fee for a replacement registration sticker. (Status: Development complete, ready for testing)
- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

If you have an idea for a workaround, please submit it to MNLARSInbox.MDRA@gmail.com,

Have an idea for a solution?

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-9-2017)
- [Sweep Reports](#) October 29 through November 14
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 15, the following have been processed through MNLARS:

- 1,830,406 registration renewals
- 634,907 title transactions

Online Registration Renewals – current
Mail Registration processed through DHS- current
Lien Card Production – current
Number of titles printed and mailed on 11/16/2017: 3,910

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

- There are no new updates. Watch for new information in the afternoon update.

System Maintenance

The system maintenance planned for Thursday, November 16, has been rescheduled for next week. Watch for details in future updates.

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
- \$75 Electric Vehicle Surcharge – for December renewal notice run.
- Increase in contribution fee for Parks and Trails License Plate from \$50 to \$60, effective immediately.
- Fix for sticker year (2018/2019) with renewals with December expiration.
- Fix for law enforcement interface where two titles showed as the current title.
- Transaction activity search page now shows total cart amount due in transaction amount.
- Fix for “500 Error” when transferring recreational trailers – message should no longer appear.
- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 20

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for November 16.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status: Development complete: ready for testing)
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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)

- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

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Now Available on Info Hub

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- [Sweep Reports](#) October 29 through November 12
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 15, the following have been processed through MNLARS:

- 1,830,406 registration renewals
- 634,907 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/16/2017: 3,910

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance Update

**System Maintenance

The system maintenance planned for Thursday, November 16, has been rescheduled for next week. Watch for details in future updates.

Sweep Reports

All "sweep reports" from July 24 through November 12 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.

- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

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- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

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- [Sweep Reports](#) October 29 through November 12
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 14, the following have been processed through MNLARS:

- 1,814,295 registration renewals
- 628,637 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/15/2017: 3,158

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Update to sweep reports posted to Info Hub

Upcoming Planned System Maintenance

MNLARS will be unavailable beginning at 9 p.m. on Thursday, November 16. DVS is performing planned system maintenance. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Reminder: Issuance of Disability Certificates

Applicants can have either a maximum of two disability parking certificates or a combination of one parking certificate with one set of disability plates. Please see the [Application for Disability Parking Certificate](#) for more information.

**Sweep Reports

All "sweep reports" from July 24 through November 12 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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DVS will investigate and make adjustments as needed.

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Saint Paul, MN 55101

Required Super User Training

The following webinar training is **required for Super Users** who will then need to train their office staff.

Topics that will be covered include:

- Review of the special plates that will be available January, 2018.
- Explanation of how MNLARS will calculate the electric vehicle surcharge in different situations to adhere to the statute.
- Highlight the tool created for changes in wheelage tax that will help ensure efficient and accurate calculations for counties.

- Describe the temporary process for customers holding on to their special plates.

You are not required to register for the webinars and may attend more than once, if needed.

Wednesday, November 15: Password: mnlars

- 10-11 a.m. <http://bit.ly/harvrel7>
- 2:30 – 3:30 p.m. <http://bit.ly/harvrel8>

If you need an accommodation due to a disability that affects your access to the upcoming Super User Webinar Training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or lynn.mueller@state.mn.us to request an accommodation.

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
- \$75 Electric Vehicle Surcharge – for December renewal notice run.
- Increase in contribution fee for Parks and Trails License Plate from \$50 to \$60, effective immediately.
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- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for deployment week of November 13.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

Unmarked Squad Car Renewal: Please send registration renewals for unmarked squad cars to DVS, attention Jane or put in an envelope with the word “Unmarked” printed on it.

No Fee Duplicate Stickers: The following solution was submitted by a deputy registrar

1. Select “Remove/Replace” from Plate Actions.
2. Select the reason for the duplicate stickers as “Held by Owner.”
This adds the transaction to the cart without a duplication sticker fee.
3. Waive deputy filing fee in the cart.

You will find an updated workaround document on Info Hub that includes the above information.

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MNLARS by the Numbers

From July 24 through November 14, the following have been processed through MNLARS:

- 1,814,295 registration renewals
- 628,637 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/15/2017: 3,158

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Update to planned system maintenance
- Reminder: Issuance of disability parking certificates

****Upcoming Planned System Maintenance**

MNLARS will be unavailable beginning at 9 p.m. on Thursday, November 16. DVS is performing planned system maintenance. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
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****Reminder: Issuance of Disability Certificates**

Applicants can have either a maximum of two disability parking certificates or a combination of one parking certificate with one set of disability plates. Please see the [Application for Disability Parking Certificate](#) for more information.

Reminder: Critical Habitat Plates – Transfer Fee and Contribution Fees

There is a \$5 fee, as well as the minimum contribution fee, due if Critical Habitat Plates are transferred to a vehicle that does not already have Critical Habitat plates on display.

The minimum contribution is due at initial application and when the plate is transferred to a new vehicle. ([Minnesota Statute 168.1296](#))

Sweep Reports

All "sweep reports" from July 24 through November 7 are available on [Info Hub](#).

All available sweep reports are posted in one file on Info Hub, under MNLARS.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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- Highlight the tool created for changes in wheelage tax that will help ensure efficient and accurate calculations for counties.
- Describe the temporary process for customers holding on to their special plates.

You are not required to register for the webinars and may attend more than once, if needed.

Wednesday, November 15: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvrel5>
- 8:30 – 9:30 a.m. <http://bit.ly/harvrel6>
- 10-11 a.m. <http://bit.ly/harvrel7>
- 2:30 – 3:30 p.m. <http://bit.ly/harvrel8>

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What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for deployment week of November 13.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)

- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
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Temporary Solutions

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No Fee Duplicate Stickers: The following solution was submitted by a deputy registrar

1. Select “Remove/Replace” from Plate Actions.
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**MNLARS by the Numbers

From July 24 through November 13, the following have been processed through MNLARS:

- 1,795,800 registration renewals
- 622,093 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/14/2017: 4,155

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Reminder: Critical Habitat Plates – transfer fee and contribution fee
- Update to sweep reports posted to Info Hub

**Reminder: Critical Habitat Plates – Transfer Fee and Contribution Fees

There is a \$5 fee, as well as the minimum contribution fee, due if Critical Habitat Plates are transferred to a vehicle that does not already have Critical Habitat plates on display.

The minimum contribution is due at initial application and when the plate is transferred to a new vehicle. ([Minnesota Statute 168.1296](#))

MNLARS System Maintenance.

System maintenance is scheduled for Thursday night, November 16. Watch for more information in the afternoon update.

** Sweep Reports

All "sweep reports" from July 24 through November 7 are available on [Info Hub](#).

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- Describe the temporary process for customers holding on to their special plates.

You are not required to register for the webinars and may attend more than once, if needed.

Tuesday, November 14: Password: mnlars

- 10-11 a.m. <http://bit.ly/harvrel3>
- 2:30 – 3:30 p.m. <http://bit.ly/harvrel4>

Wednesday, November 15: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvrel5>
- 8:30 – 9:30 a.m. <http://bit.ly/harvrel6>
- 10-11 a.m. <http://bit.ly/harvrel7>
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MNLARS Intake Form - Revised

There is a revised version of the MNLARS Intake Form posted on Info Hub under the MNLARS tab.

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.
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- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for deployment week of November 13.)
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2. Select the reason for the duplicate stickers as "Held by Owner."
This adds the transaction to the cart without a duplication sticker fee.
3. Waive deputy filing fee in the cart.

You will find an updated workaround document on Info Hub that includes the above information.

If you have an idea for a workaround, please submit it to MNLARSInbox.MDRA@gmail.com,

Have an idea for a solution?

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (11-9-2017)
- [Sweep Reports](#) October 29 through November 7
- [Daily Update Archive pdf](#)

**MNLARS by the Numbers

From July 24 through November 13, the following have been processed through MNLARS:

- 1,795,800 registration renewals
- 622,093 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/14/2017: 4,155

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

New items in this update are identified with a double asterisk.

- System Maintenance
- Update to “MNLARS by the Numbers”

**MNLARS System Maintenance.

System maintenance is scheduled for Thursday night, November 16. Watch for more information in the days ahead.

Required Super User Training

The following webinar training is **required for Super Users** who will then need to train their office staff.

Topics that will be covered include:

- Review of the special plates that will be available January, 2018.
- Explanation of how MNLARS will calculate the electric vehicle surcharge in different situations to adhere to the statute.
- Highlight the tool created for changes in wheelage tax that will help ensure efficient and accurate calculations for counties.
- Describe the temporary process for customers holding on to their special plates.

You are not required to register for the webinars and may attend more than once, if needed.

Tuesday, November 14: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvrel1>
- 8:30 – 9:30 a.m. <http://bit.ly/harvrel2>
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Wednesday, November 15: Password: mnlars

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Sweep Reports

The "sweep reports" for October 29 through November 5 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 29 through Nov 5, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

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2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.

3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

What's New in MNLARS

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
- Wheelage Tax changes for registrations that begin January 1, 2018 (December expiration).
- \$75 Electric Vehicle Surcharge – for December renewal notice run.
- Increase in contribution fee for Parks and Trails License Plate from \$50 to \$60, effective immediately.
- Fix for sticker year (2018/2019) with renewals with December expiration.
- Fix for law enforcement interface where two titles showed as the current title.
- Transaction activity search page now shows total cart amount due in transaction amount.
- Fix for “500 Error” when transferring recreational trailers – message should no longer appear.
- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for deployment week of November 13.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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Temporary Solutions

Unmarked Squad Car Renewal: Please send registration renewals for unmarked squad cars to DVS, attention Jane or put in an envelope with the word "Unmarked" printed on it.

No Fee Duplicate Stickers: The following solution was submitted by a deputy registrar

1. Select "Remove/Replace" from Plate Actions.
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**MNLARS by the Numbers

From July 24 through November 13, the following have been processed through MNLARS:

- 1,795,800 registration renewals
- 622,093 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/13/2017: 3,589

Number of titles printed and mailed for the week of Nov. 6 – Nov. 10 – 21,105 (11/10/2017 is a holiday)

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 95 days

What's New in This Update

- Any new information will be included in the afternoon update.

Wheelage Tax

DVS implemented the functionality for the variable wheelage tax with the last maintenance update.

What you need to know:

- Wheelage tax changes apply to any vehicle that expires in December, since their registration period begins January 1, 2018.
- We have verified that MNLARS is calculating the correct wheelage taxes for vehicles expiring in December.
- The Quick Reference Guide for 2018 Wheelage Tax is posted on [Info Hub](#).

State Park and Trailer Plates

DVS also implemented the functionality related to State Park and Trail Plates.

What you need to know:

- Effective immediately, MNLARS displays the contribution fee as \$60. This is correct.
- The minimum contribution fee increased to \$60 on July 1, 2017. Reference: Minn. Statutes 168.1295 subd. 1.
- Customers with renewal notices that show a \$50 contribution fee (October renewal for example) are required to pay the \$60 fee since the statute became effective on July 1.

MNLARS Intake Form - Revised

There is a revised version of the MNLARS Intake Form posted on Info Hub under the MNLARS tab.

Required Super User Training

The following webinar training is **required for Super Users** who will then need to train their office staff.

Topics that will be covered include:

- Review of the special plates that will be available January, 2018.
- Explanation of how MNLARS will calculate the electric vehicle surcharge in different situations to adhere to the statute.
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Coming Up in Weeks Ahead

The following information is subject to change.

Week of November 13

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (**New Status:** Ready for deployment week of November 13.)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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MNLARS by the Numbers

From July 24 through November 9, the following have been processed through MNLARS:

- 1,769,292 registration renewals
- 612,563 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/13/2017: 3,589

Number of titles printed and mailed for the week of Nov. 6 – Nov. 10 – 21,105 (11/10/2017 is a holiday)

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

New items in this update are identified with a double asterisk.

- Wheelage Tax - What you need to know
- State Park and Trailer Plates - What you need to know
- What's New in MNLARS
- Coming up in the Weeks Ahead
- New Temporary Solutions
- Updated "Issues Being Addressed"
- Sweep Reports Available for October 29 through Nov. 5

**Wheelage Tax

DVS implemented the functionality for the variable wheelage tax last night.

What you need to know:

- Wheelage tax changes apply to any vehicle that expires in December, since their registration period begins January 1, 2018.
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What you need to know:

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****What's New in MNLARS**

Implemented November 8:

- Additional performance tuning related to Title Review Queue for DVS staff.
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- Fix for "500 Error" when transferring recreational trailers – message should no longer appear.
- Fix for registrations showing up as cancelled based on a title transaction. This affects about 13,000 records. They will now reflect the proper registration expiration and month.

****Coming Up in Weeks Ahead**

The following information is subject to change.

Week of November 12

- Plan to fix various issues related to NMVTIS, Title, and Registration.
- Ability to waive the initial plate fee. This is a workaround until MNLARS allows specialty plates to be transferred from one vehicle to another. More information will be available in later updates.
- Fix fee calculation error where MNLARS is charging 6.5 percent sales tax for 2008 model year vehicles

Early December

- Functionality for new and updated Specialty Plates for 2018. (Start Seeing Motorcycles, Retired Law Enforcement, Law Enforcement Memorial, and Motorized Bicycle Disability Plate)

Issues Being Addressed

- ****Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (New Status: Ready for deployment week of November 12.)**
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
- MNLARS charges duplicate license plate fee for a replacement registration sticker. (Status: Development complete, ready for testing)
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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 8, the following have been processed through MNLARS:

- 1,752,351 registration renewals
- 606,389 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/09/2017: 4,378

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- System Maintenance Update
- Revised MNLARS Intake Form
- MNLRS by the Numbers
- Any other new information will be included in the afternoon update.

System Maintenance Update

Following last night's system maintenance, deputy registrars will notice the following:

- Wheelage tax changes for registration beginning January 1, 2018. The updated Quick Reference Guide for 2018 Wheelage Tax is posted on the [Info Hub](#).
- Transaction activity search page now shows total cart amount due in transaction amount.
- The "500 Error" when transferring recreational trailers has been fixed and should no longer appear.
- The proper fee will be requested with the renewal of State Parks and Trails Special Plates. The required contribution fee is \$60. This was effective as of July 1, 2017, per SF844, Section 142; Amends Minn. Stat. § 168.1295 subd. 1.

o If a customer comes in with a pre-bill that states \$50; they will be required to pay the proper fee of \$60.

- Electronic Vehicle Surcharge functionality has been implemented, it will affect registrations on or after January 1, 2018. And will also be reflected on the December pre-bills
- The issue of registrations showing up as cancelled based on a title transaction has been resolved. This affects about 13,000 records; they will now reflect the proper registration expiration and month.

REMINDER: please restart your computer after any system maintenance.

The upcoming required Super User Training will also cover what is new with the latest system maintenance.

MNLARS Intake Form - Revised

There is a revised version of the MNLARS Intake Form posted on Info Hub under the MNLARS tab.

New Required Super User Training

The following webinar training is **required for Super Users** who will then need to train their office staff.

Topics that will be covered include:

- Review of the special plates that will be available January, 2018.
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System Warning Message

If you receive a red warning message in the upper right hand corner of your screen that reads:

Invalid Data: The system was finishing an inventory process. Please click Add to Cart again.

Follow the instructions of "Add to Cart again" and your transaction will continue forward.

Updated Training Materials

The following updated training materials are available on the [Learning Center](#). Thank you to the DVS staff and deputy registrars who worked collaboratively with the MNLARS training team to make this happen.

The documents impacted include:

- **Document Management Guide:** Added clarity for special plate transaction on what documents are sent to DVS and which are kept at the deputy registrar office.
- **Document Preparation Job Aid:** Added that DD214 discharge papers should be submitted with the Social Security number crossed out to match the information on the Military/Veteran Plate Eligibility Job Aid.
- **Transfer & Accept Plate Inventory between Offices Job Aid:** Created a new job aid to assist those with transferring and accepting plates between offices for those that needed more than the video demo of the process.
- **Issue Special Plates not in Inventory:** Added Amateur Radio/Citizens Band plates as a 6th category of plate approved by DVS and clarified the documents that were needed for the transaction.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
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Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

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- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- There is no new information this afternoon. Watch for new information in the morning update.

System Warning Message

If you receive a red warning message in the upper right hand corner of your screen that reads:

Invalid Data: The system was finishing an inventory process. Please click Add to Cart again.

Follow the instructions of “Add to Cart again” and your transaction will continue forward.

System Maintenance

Tonight.

MNLARS will be unavailable beginning at 9 p.m. DVS is performing system maintenance. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The implementation of the following items will be part of the November 8, maintenance:

- Increase of the State Parks and Trails plate contribution fee from \$50 to \$60. The increased fee was effective July 1, 2017. Once the increase is implemented in MNLARS, customers with State Parks and Trails plates will owe the \$60 fee even if their renewal notice shows \$50. December renewal notices will reflect the \$60 contribution fee.
- State Parks and Trails motorcycle plates.
- Fix for the Correct Client Side Error in Red with nothing in red is displayed.
- Database changes to ensure December renewal notices correctly reflect the all-electric vehicle surcharge and wheelage tax amounts.

New Required Super User Training

The following webinar training is **required for Super Users** who will then need to train their office staff.

Topics that will be covered include:

- Review of the special plates that will be available January, 2018.
- Explanation of how MNLARS will calculate the electric vehicle surcharge in different situations to adhere to the statute.
- Highlight the tool created for changes in wheelage tax that will help ensure efficient and accurate calculations for counties.
- Describe the temporary process for customers holding on to their special plates.

You are not required to register for the webinars and may attend more than once, if needed.

Tuesday, November 14: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvrel1>
- 8:30 – 9:30 a.m. <http://bit.ly/harvrel2>
- 10-11 a.m. <http://bit.ly/harvrel3>
- 2:30 – 3:30 p.m. <http://bit.ly/harvrel4>

Wednesday, November 15: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvrel5>

- 8:30 – 9:30 a.m. <http://bit.ly/harvre6>
- 10-11 a.m. <http://bit.ly/harvre7>
- 2:30 – 3:30 p.m. <http://bit.ly/harvre8>

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Updated Training Materials

The following updated training materials are available on the [Learning Center](#). Thank you to the DVS staff and deputy registrars who worked collaboratively with the MNLARS training team to make this happen.

The documents impacted include:

- **Document Management Guide:** Added clarity for special plate transaction on what documents are sent to DVS and which are kept at the deputy registrar office.
- **Document Preparation Job Aid:** Added that DD214 discharge papers should be submitted with the Social Security number crossed out to match the information on the Military/Veteran Plate Eligibility Job Aid.
- **Transfer & Accept Plate Inventory between Offices Job Aid:** Created a new job aid to assist those with transferring and accepting plates between offices for those that needed more than the video demo of the process.
- **Issue Special Plates not in Inventory:** Added Amateur Radio/Citizens Band plates as a 6th category of plate approved by DVS and clarified the documents that were needed for the transaction.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through November 7, the following have been processed through MNLARS:

- 1,732,732 registration renewals
- 599,915 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/08/2017: 11,666

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- System Warning Message – What to do
- Any new information will be included in the afternoon update.

System Warning Message

If you receive a red warning message in the upper right hand corner of your screen that reads:

Invalid Data: The system was finishing an inventory process. Please click Add to Cart again.

Follow the instructions of “Add to Cart again” and your transaction will continue forward.

System Maintenance

System maintenance moved to Wednesday, November 8.

MNLARS will be unavailable Wed. November 8, beginning at 9 p.m. DVS is performing system maintenance. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The implementation of the following items will be part of the November 8, maintenance:

- Increase of the State Parks and Trails plate contribution fee from \$50 to \$60. The increased fee was effective July 1, 2017. Once the increase is implemented in MNLARS, customers with State Parks and Trails plates will owe the \$60 fee even if their renewal notice shows \$50. December renewal notices will reflect the \$60 contribution fee.
- State Parks and Trails motorcycle plates.
- Fix for the Correct Client Side Error in Red with nothing in red is displayed.
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The following webinar training is **required for Super Users** who will then need to train their office staff.

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Wednesday, November 15: Password: mnlars

- 7 – 8 am. <http://bit.ly/harvre15>
- 8:30 – 9:30 a.m. <http://bit.ly/harvre16>
- 10-11 a.m. <http://bit.ly/harvre17>
- 2:30 – 3:30 p.m. <http://bit.ly/harvre18>

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Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
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Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

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- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- Update to System Maintenance
- New Required Super User Training
- Updated Training Materials

System Maintenance

System maintenance moved to Wednesday, November 8.

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Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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MNLARS by the Numbers

From July 24 through November 6, the following have been processed through MNLARS:

- 1,714,043 registration renewals
- 593,199 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/07/2017: 1,984

Number of titles printed and mailed for the week of October 30 - November 3: 12,649

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.

What's New in This Update

- Any new information will be included in the afternoon update.

System Maintenance

MNLARS will be unavailable beginning at 9 p.m. on tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Scheduled for implementation with the November 7 maintenance:

- Increase of the State Parks and Trails plate contribution fee from \$50 to \$60. The increased fee was effective July 1, 2017. Once the increase is implemented in MNLARS, customers with State Parks and Trails plates will owe the \$60 fee even if their renewal notice shows \$50. December renewal notices will reflect the \$60 contribution fee.
- State Parks and Trails motorcycle plates.
- Fix for the Correct Client Side Error in Red with nothing in red is displayed.
- Database changes to ensure December renewal notices correctly reflect the all-electric vehicle surcharge and wheelage tax amounts.

Reminders

A Polk VIN Warning:

A Polk VIN warning does not prevent you from processing a transaction; you may continue with the transaction. However, before doing so, check to make sure you have entered the VIN correctly.

Title notification error message:

To avoid receiving an error message, remember to follow these instructions:

- Step 1: Remove the title notification, such as held for resale by dealer.
- Step 2: Process title transfer.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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Title Turnaround

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- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- System Maintenance
- Reminders

System Maintenance

MNLARS will be unavailable beginning at 9 p.m. on Tuesday, November 7. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Scheduled for implementation on November 7 are:

- Increase of the State Parks and Trails plate contribution fee from \$50 to \$60. The increased fee was effective July 1, 2017. Once the increase is implemented in MNLARS, customers with State Parks and Trails plates will owe the \$60 fee even if their renewal notice shows \$50. December renewal notices will reflect the \$60 contribution fee.
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MNLARS by the Numbers

From July 24 through November 3, the following have been processed through MNLARS:

- 1,680,840 registration renewals
- 582,991 title transactions

Online Registration Renewals – current

Mail Registration processed through DHS- current

Lien Card Production – current

Number of titles printed and mailed on 11/06/2017: 3,077

Title Turnaround

The information below does not apply to transactions that DVS is unable to process in MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the months of September and October.
- Turnaround for title submitted through MNLARS: 90 days

What's New in This Update

- Any new information will be included in the afternoon update.

Next MNLARS Release

The next MNLARS release is tentatively scheduled for Tuesday, Nov. 7. It will include new functionality to fix some issues and prepare data for the release of the December renewal notices. Watch for more information in upcoming communications.

Among the functionality that directly impacts Deputy Registrars, it:

- Increases the State Parks and Trails plate contribution fee from \$50 to \$60. The increased fee was effective July 1, 2017. Once the increase is implemented in MNLARS, customers with State Parks and Trails plates will owe the \$60 fee even if their renewal notice shows \$50. December renewal notices will reflect the \$60 contribution fee.
- Allows deputy registrars to order the State Parks and Trails plate for motorcycles. This option was missing from the order plates list previously.
- Fixes the Correct Client Side Error in Red with nothing in red is displayed.
- Implements database changes to ensure December renewal notices correctly reflect the all-electric vehicle surcharge and wheelage tax amounts.

Training

The training team has updated some training materials upon request from Deputy Registrars and Deputy Liaisons. Thank you to all who are working collaboratively with the MNLARS training team to make this happen. Look for the updated materials early next week in the Learning Center.

Cart Transactions from November 2

Following yesterday's MNLARS outage:

- You are able to open and handle business as usual.
- You are able to close out any carts that are left open.
- You will be able to do your closeout for day.

Please email [Katie Mancuso](#) if you have any questions, provide as much detail as possible and include screen shots of the transaction.

Transaction History – Search Functionality

In both the transaction history and cart history you are only able to search one day at a time. Please enter the specific date you are searching for in the "Date" field.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
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DVS Mail Registration - current

Lien Card Production – current

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Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

What's New in This Update

- Next MNLARS Release
- Update to Training Information.

Next MNLARS Release

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- Allows deputy registrars to order the State Parks and Trails plate for motorcycles. This option was missing from the order plates list previously.
- Fixes the Correct Client Side Error in Red with nothing in red is displayed.
- Implements database changes to ensure December renewal notices correctly reflect the all-electric vehicle surcharge and wheelage tax amounts.

Training

The training team has updated some training materials upon request from Deputy Registrars and Deputy Liaisons. Thank you to all who are working collaboratively with the MNLARS training team to make this happen. Look for the updated materials early next week in the Learning Center.

Cart Transactions from November 2

Following yesterday's MNLARS outage:

- You are able to open and handle business as usual.
- You are able to close out any carts that are left open.
- You will be able to do your closeout for day.

Please email [Katie Mancuso](#) if you have any questions, provide as much detail as possible and include screen shots of the transaction.

Transaction History – Search Functionality

In both the transaction history and cart history you are only able to search one day at a time. Please enter the specific date you are searching for in the “Date” field.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.

- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
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- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 23 through October 28
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through November 2, the following have been processed through MNLARS:

- 1,632,294 registration renewals
- 568,227 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 11/03/2017: 1,575

Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

Deputy Registrar UPDATE

What's New in This Update

- Cart transaction update for carts tied to November 2.
- Transaction history – search functionality
- Next planned MNLARS maintenance
- Any other new information will be included in the afternoon update.

Cart Transactions from November 2

Following yesterday's MNLARS outage:

- You are able to open and handle business as usual.
- You are able to close out any carts that are left open.
- You will be able to do your closeout for day.

Please email [Katie Mancuso](#) if you have any questions, provide as much detail as possible and include screen shots of the transaction.

MN.IT is continuously monitoring MNLARS performance.

Transaction History – Search Functionality

In both the transaction history and cart history you are only able to search one day at a time. Please enter the specific date you are searching for in the “Date” field.

Planned MNLARS Maintenance

System maintenance is planned for Tuesday, November 7. We'll provide details, including what will be affected, in this afternoon's update.

Disability Veteran Plates

All disability veteran plates are issued with the service medal and disability insignias.

- The Soldier at Arms (silhouette of soldier with an airplane and ship in background) is not an option for veteran disability plates, including WWII, Korea, Vietnam, and Gulf War.

Please disregard the option for Soldier at Arms disability plate in MNLARS. The option will be removed in a future enhancement.

Remove and Replace Stickers and Plates

Discontinue using the “Remove” option under the Remove and Replace Stickers and Plates action item in MNLARS.

This is causing issues with registration expirations.

Instead use the “Replace” option.

Training materials and job aids are being updated to reflect this change.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.

- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
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MNLARS by the Numbers

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DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 11/03/2017: 1,575

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Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

Deputy Registrar UPDATE

System Status: MNLARS is unavailable.

MN.IT is investigating the outage, which occurred at about 3 p.m. today. MN.IT says the system will not likely come back online before the close of business today.

This affects:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

We will keep you updated as more information becomes available.

Deputy Registrar UPDATE

What's New in This Update

- MNLARS by the Numbers
- Any new information will be provided in the afternoon update.

System Maintenance and Performance

There is no planned maintenance for the rest of this week.

MN.IT continues to monitor MNLARS performance. Performance today has remained in the normal level.

Disability Veteran Plates

All disability veteran plates are issued with the service medal and disability insignias.

The Soldier at Arms (silhouette of soldier with an airplane and ship in background) is not an option for veteran disability plates, including WWII, Korea, Vietnam, and Gulf War.

Please disregard the option for Soldier at Arms disability plate in MNLARS. The option will be removed in a future enhancement.

Remove and Replace Stickers and Plates

Discontinue using the “Remove” option under the Remove and Replace Stickers and Plates action item in MNLARS.

This is causing issues with registration expirations.

Instead use the “Replace” option.

Training materials and job aids are being updated to reflect this change.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)

- Prorate/IRP - Title Only Transactions. (Status: In progress)

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MNLARS by the Numbers

From July 24 through November 1, the following have been processed through MNLARS:

- 1,632,294 registration renewals
- 568,227 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 11/02/2017: 2,419

Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

Deputy Registrar UPDATE

What's New in This Update

- Veteran Disability Plates
- Remove & Replace Stickers and Plates

System Maintenance and Performance

There is no planned maintenance for the rest of this week.

MN.IT continues to monitor MNLARS performance. Performance today has remained in the normal level.

Disability Veteran Plates

All disability veteran plates are issued with the service medal and disability insignias.

The Soldier at Arms (silhouette of soldier with an airplane and ship in background) is not an option for veteran disability plates, including WWII, Korea, Vietnam, and Gulf War.

Please disregard the option for Soldier at Arms disability plate in MNLARS. The option will be removed in a future enhancement.

Remove and Replace Stickers and Plates

Discontinue using the "Remove" option under the Remove and Replace Stickers and Plates action item in MNLARS. This is causing issues with registration expirations.

Instead use the "Replace" option.

Training materials and job aids are being updated to reflect this change.

Sweep Reports

The "sweep reports" for October 23 through October 28 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 23 through Oct. 28, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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- Base value broken down to show MSRP and destination charges.
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MNLARS by the Numbers

From July 24 through October 31, the following have been processed through MNLARS:

- 1,605,993 registration renewals
- 559,627 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 11/01/2017: 1,419

Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

What's New in This Update

- Any new information will be provided in the afternoon update.
- MNLARS by the Numbers

System Performance

Maintenance performed by the MNLARS and MN.IT teams yesterday resolved the issues related to the Internet Explorer 11 browser. We are hearing from deputy registrars that they are able to process transactions.

Reminder: Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

Title and Registration Processing Update

Following several weekend and overtime shifts, DVS employees eliminated 99 percent of the pre-MNLARS title processing backlog. Titles are being mailed out daily along with mailed in registration renewals. Last week over 17,000 titles were processed and mailed to customers.

Sweep Reports

The "sweep reports" for October 23 through October 28 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 23 through Oct. 28, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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Issues Being Addressed

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MNLARS by the Numbers

From July 24 through October 31, the following have been processed through MNLARS:

- 1,605,993 registration renewals
- 559,627 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 11/01/2017: 1,419

Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

What's New in This Update

- System Performance – Update

System Performance

Maintenance performed by the MNLARS and MN.IT teams earlier this afternoon resolved the issues related to the browser Internet Explorer 11. We are hearing from deputy registrars that they are able to process transactions.

Reminder: Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

Title and Registration Processing Update

Following several weekend and overtime shifts, DVS employees eliminated 99 percent of the pre-MNLARS title processing backlog. Titles are being mailed out daily along with mailed in registration renewals. Last week over 17,000 titles were processed and mailed to customers.

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October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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- Deputy registrars able to order HAM and CB Radio special plates.
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Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
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MNLARS by the Numbers

From July 24 through October 30, the following have been processed through MNLARS:

- 1,574,344 registration renewals
- 551,864 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/31/2017: 1,673

Title Turnaround 10/31/2017

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

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- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 84 days

What's New in This Update

- System Performance – Update
- MNLARS by the Numbers

System Performance

Due to system performance issues that were experienced yesterday, MN.IT and MNLARS teams worked through the night to improve performance. We are hearing from deputy registrars that there is noticeable improvement in response times while processing transactions.

Reminder: Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

MNLARS Performance Suggestion

We have heard that some offices are having trouble with Internet Explorer as their browser when logged into MNLARS. Please try using Google Chrome or Microsoft Edge as your internet browser if at all possible. If either are not an option, please contact the MN.IT help desk at 651-201-7777.

Title and Registration Processing Update

Following several weekend and overtime shifts, DVS employees eliminated 99 percent of the pre-MNLARS title processing backlog. Titles are being mailed out daily along with mailed in registration renewals. Last week over 17,000 titles were processed and mailed to customers.

Sweep Reports

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Your Questions Answered

Base Values

Deputy registrars should not direct new car dealers to write in the MSRP and destination charge on every PS2000 they submit. There is no need. Most values will be in MNLARS.

How is Base Value determined?

Base value is defined in Minnesota statutes as the manufacturer's suggested retail price (MSRP) plus destination charges. DVS receives the MSRP electronically from the R.L. Polk Company. Vehicle manufacturers provide DVS with the destination charges. The process has been in use for decades and is not new with MNLARS.

Why do you show the MSRP, destination charges and Base Value instead of just Base Value?

MNLARS shares what it knows about a vehicle's base value. The dealer can supply any missing information such as the destination charge and the system is populated with an accurate base value.

I have a new vehicle (MCO), what do I do if:

- MNLARS has MSRP but not destination charges;
Contact the dealer for the missing information. This is also true if the destination charges display but not the MSRP.

- Dealer base value is higher or lower than MNLARS base value, which do I use;
If MNLARS is displaying MSRP and destination charges, use the MNLARS base value, it is correct.

I have an older vehicle, what do I do if:

- Vehicle is over 10 year old and nothing is displayed; Since the vehicle qualifies for minimum registration tax, just enter 1 in the MSRP field and 1 in the destination charge field.
 - Vehicle is less than 10 years old, but nothing displays in the destination field and/or MSRP field;
- o If the destination field is empty, enter 1.
- o If the MSRP value field is empty, use the same process that was in place before MNLARS. Establish the MSRP by consulting a dealer or a car pricing guide such as Kelley Blue Book.
- Vehicle is less than 10 years old and MNLARS displays MSRP and base value but not destination charges; Subtract MSRP from the base value to get the destination charge and enter it into the correct field.

Registration Renewal Notices

- Notices for vehicles with November expiration were released on October 24, 2017. This is the first time renewal information was drawn from MNLARS. DVS needed extra time to verify accuracy of data.
- Notices for vehicles with December expiration will be released on or about December 1, 2017 due to the implementation of the variable wheelage tax.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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Issues Being Addressed

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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

Have an idea for a solution?

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Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 23 through October 28
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 31, the following have been processed through MNLARS:

- 1,574,344 registration renewals
- 551,864 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/31/2017: 1,673

Title Turnaround

Of the eight Title and Registration processing teams, six worked pre-MNLARS submissions. With that work now 99 percent complete, teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

What's New in This Update

- System Performance - Update

System Performance

There was improvement in response times during the day, but some MNLARS users are still experiencing system slowness while processing transactions. This is MN.IT's top priority and they continue to work towards a solution. We will continue to provide updates as they become available.

System Maintenance

Deputy registrars are now able to search for transactions within a date range following last night's maintenance. Please note that you will need to adjust the "Date To" field a day past the actual end date. Here's an example: *If you want to find a transaction from today, set the "Date From" field to 10/30/2017 and the "Date To" field to 10/31/2017 and it will give you the transactions from today.*

Reminder: Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

Title and Registration Processing Update

Following several weekend and overtime shifts, DVS employees eliminated 99 percent of the pre-MNLARS title processing backlog. Titles are being mailed out daily along with mailed in registration renewals. Last week over 17,000 titles were processed and mailed to customers.

Sweep Reports

The "sweep reports" for October 23 through October 28 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 23 through Oct. 28, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

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2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Your Questions Answered

Base Values

Deputy registrars should not direct new car dealers to write in the MSRP and destination charge on every PS2000 they submit. There is no need. Most values will be in MNLARS.

How is Base Value determined?

Base value is defined in Minnesota statutes as the manufacturer's suggested retail price (MSRP) plus destination charges. DVS receives the MSRP electronically from the R.L. Polk Company. Vehicle manufacturers provide DVS with the destination charges. The process has been in use for decades and is not new with MNLARS.

Why do you show the MSRP, destination charges and Base Value instead of just Base Value?

MNLARS shares what it knows about a vehicle's base value. The dealer can supply any missing information such as the destination charge and the system is populated with an accurate base value.

I have a new vehicle (MCO), what do I do if:

- MNLARS has MSRP but not destination charges;
Contact the dealer for the missing information. This is also true if the destination charges display but not the MSRP.

- Dealer base value is higher or lower than MNLARS base value, which do I use;
If MNLARS is displaying MSRP and destination charges, use the MNLARS base value, it is correct.

I have an older vehicle, what do I do if:

- Vehicle is over 10 year old and nothing is displayed;
Since the vehicle qualifies for minimum registration tax, just enter 1 in the MSRP field and 1 in the destination charge field.
- Vehicle is less than 10 years old, but nothing displays in the destination field and/or MSRP field;
- o If the destination field is empty, enter 1.
- o If the MSRP value field is empty, use the same process that was in place before MNLARS. Establish the MSRP by consulting a dealer or a car pricing guide such as Kelley Blue Book.
- Vehicle is less than 10 years old and MNLARS displays MSRP and base value but not destination charges;
Subtract MSRP from the base value to get the destination charge and enter it into the correct field.

Registration Renewal Notices

- Notices for vehicles with November expiration were released on October 24, 2017. This is the first time renewal information was drawn from MNLARS. DVS needed extra time to verify accuracy of data.
- Notices for vehicles with December expiration will be released on or about December 1, 2017 due to the implementation of the variable wheelage tax.

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)

- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
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MNLARS by the Numbers

From July 24 through October 27, the following have been processed through MNLARS:

- 1,540,970 registration renewals
- 544,739 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/30/2017: 5,563

Total number of titles printed the week of October 23: 17,247

What's New in This Update

- System Performance
- System Maintenance update
- Title and Registration Processing Update
- MNLARS by the numbers
- Sweep Reports from Oct. 23 through Oct. 28 are available on Info Hub

System Performance

Some MNLARS users are reporting that transactions are taking longer than usual to process.

MN.IT is aware of this issue and is working to resolve it as quickly as possible.

We will provide an update when we have more information.

Thank you for your patience and understanding.

System Maintenance

Deputy registrars are now able to search for transactions within a date range following last night's maintenance.

Please note that you will need to adjust the "Date To" field a day past the actual end date. Here's an example:

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Registration Renewal Notices

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- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
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Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)

- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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- 1,540,970 registration renewals
- 544,739 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/30/2017: 5,563

Total number of titles printed the week of October 23: 17,247

System Maintenance

MNLARS will be unavailable beginning at 8 p.m. on Sunday, October 29. DVS is performing planned maintenance on the system. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

REMINDER: Please remember to restart your computers and refresh your browser after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

What's New in This Update

- Your Questions Answered - Base Values
- MNLARS by the Numbers

Your Questions Answered

Base Values

Deputy registrars should not direct new car dealers to write in the MSRP and destination charge on every PS2000 they submit. There is no need. Most values will be in MNLARS.

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Base value is defined in Minnesota statutes as the manufacturer's suggested retail price (MSRP) plus destination charges. DVS receives the MSRP electronically from the R.L. Polk Company. Vehicle manufacturers provide DVS with the destination charges. The process has been in use for decades and is not new with MNLARS.

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- Vehicle is less than 10 years old and MNLARS displays MSRP and base value but not destination charges; Subtract MSRP from the base value to get the destination charge and enter it into the correct field.

Transactional History

Some MNLARS users are reporting an issue with viewing their transactional history. MN.IT is aware of the issue and is looking into it. We will provide an update when we have more information.

Registration Renewal Notices

- Notices for vehicles with November expiration were released on October 24, 2017. This is the first time renewal information was drawn from MNLARS. DVS needed extra time to verify accuracy of data.
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Sweep Reports

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October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
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Issues Being Addressed

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- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)

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MNLARS by the Numbers

From July 24 through October 26, the following have been processed through MNLARS:

- 1,522,140 registration renewals
- 537,055 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/27/2017: 2,477

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for titles submitted through MNLARS: 79 days

What's New in This Update

- Notice on Transactional History
- Registration Renewal Notices

Transactional History

Some MNLARS users are reporting an issue with viewing their transactional history. MN.IT is aware of the issue and is looking into it. We will provide an update when we have more information.

System Maintenance

There is no scheduled maintenance today or over the weekend.

REMINDER: Please remember to restart your computers and refresh your browser after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program. One of the system updates from last night requires the browser to be refreshed to take effect. That won't happen if you are using the same browser session from yesterday.

Registration Renewal Notices

- Notices for vehicles with November expiration were released on October 24, 2017. This is the first time renewal information was drawn from MNLARS. DVS needed extra time to verify accuracy of data.
- Notices for vehicles with December expiration will be released on or about December 1, 2017 due to the implementation of the variable wheelage tax.

Sweep Reports

The "sweep reports" for October 20 through October 22 are now available on [Info Hub](#).

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October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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MNLARS by the Numbers

From July 24 through October 25, the following have been processed through MNLARS:

- 1,507,725 registration renewals
- 529,946 title transactions

Online Registration Renewals – current
DVS Mail Registration - current
Lien Card Production – current
Number of titles printed and mailed on 10/26/2017: 3,422

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
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System Maintenance

MNLARS maintenance is tentatively scheduled for tonight. MNLARS will be unavailable beginning at 9 p.m. tonight for planned maintenance. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

What's New in This Update

- Watch for new information in tomorrow's updates.

Sweep Reports

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DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/26/2017: 3,422

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for titles submitted through MNLARS: 79 days

System Maintenance

MNLARS will be unavailable beginning at 9 p.m. tonight for planned maintenance. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

What's New in This Update

- MNLARS by the Numbers
- Any new information will available in today's afternoon update.

Sweep Reports

The "sweep reports" for October 20 through October 22 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 20 through Oct. 22, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status: Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
- MNLARS charges duplicate license plate fee for a replacement registration sticker. (Status: Development complete, ready for testing)
- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 20 through October 22
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 25, the following have been processed through MNLARS:

- 1,507,725 registration renewals
- 529,946 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/26/2017: 3,422

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for titles submitted through MNLARS: 79 days

System Maintenance

The system maintenance tentatively scheduled for tonight has been postponed. We'll update you when it is rescheduled.

System Performance

There was a brief spike in wait times at approximately 11 a.m. today. The slowness lasted for less than five minutes before returning to normal, where it remained the rest of the day.

What's New in This Update

- There is no new information this afternoon. Watch for new information in tomorrow's updates.

Regional MNLARS Q & A Session Tomorrow

Members of the Deputy Support team will be available to answer your MNLARS questions tomorrow, October 26 from 8:30 a.m. – 2 p.m.

Where: Baxter, at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN
Stay for as little or as long as you like.

Sweep Reports

The "sweep reports" for October 20 through October 22 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 20 through Oct. 22, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
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DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.

- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrars able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status: Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pending over 48 hours. (Status: Development complete: ready for testing)
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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Temporary Solutions

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- [Sweep Reports](#) October 20 through October 22
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 24, the following have been processed through MNLARS:

- 1,493,152 registration renewals
- 521,505 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/25/2017: 2,169

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.

- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for titles submitted through MNLARS: 79 days

System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight for planned maintenance. We anticipate services will be available by 11 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Please remember to restart your computers after any system maintenance is performed to ensure you have the most up-to-date version of the MNLARS program.

What's New in This Update

- Any new information will be sent in the afternoon update.

Procedural Change Tied to System Maintenance Update

The update applied last night now makes a **“change of class” and a “title transfer” a one step process**. This would apply to both weighted and non-weighted change of class and title transfer transactions.

Please be sure to double check the start date and expiration date tied to registration when processing this transaction type.

Consult your training materials if a refresher is need.

If you are receiving an error while completing this type of transaction please contact your Deputy Liaisons.

Regional MNLARS Q & A Session

Members of the Deputy Support team will be available to answer your MNLARS questions this Thursday October 26 from 8:30 a.m. – 2 p.m.

Where: Baxter, at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Stay for as little or as long as you like.

Sweep Reports

The "sweep reports" for October 20 through October 22 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 20 through Oct. 22, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrar able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Training

Thank you to Allan from the Thief River Falls deputy registrar for letting us know that we'd transposed fees on the job aids for Salvage Inspection Fee and Impound Reinstatement Fee. We've corrected both job aids and the updated versions are available on the [Deputy Registrar Learning Center](#).

Temporary Solutions

Have an idea for a solution?

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 24, the following have been processed through MNLARS:

- 1,493,152 registration renewals
- 521,505 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/25/2017: 2,169

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

System Notifications

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight for planned maintenance. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Today's Slowdown: Performance returned to normal around 1 p.m. and an update notice went out to all deputy registrars. There was a brief spike in wait times as users all began using the system again, but performance quickly settled back into the normal range. MN.IT continues to monitor MNLARS performance.

What's New in This Update

- October Issues Resolved
- Issues Being Addressed

Procedural Change Tied to System Maintenance Update

The update applied last night now makes a **“change of class” and a “title transfer” a one step process**. This would apply to both weighted and non-weighted change of class and title transfer transactions.

Please be sure to double check the start date and expiration date tied to registration when processing this transaction type.

Consult your training materials if a refresher is need.

If you are receiving an error while completing this type of transaction please contact your Deputy Liaisons.

Regional MNLARS Q & A Session

Members of the Deputy Support team will be available to answer your MNLARS questions this Thursday October 26 from 8:30 a.m. – 2 p.m.

Where: Baxter, at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Stay for as little or as long as you like.

Sweep Reports

The "sweep reports" for October 20 through October 22 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 20 through Oct. 22, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Saint Paul, MN 55101

October Issues Resolved – New Functions Added

- Ability to do change of class with title application in one step.
- Deputy registrars able to view their plate and sticker inventory.
- Deputy registrars able to transfer plate inventory from one office to another.
- Deputy registrars able to see status of inventory.
- Base value broken down to show MSRP and destination charges.
- Deputy registrars able to order HAM and CB Radio special plates.
- Deputy registrar able to view past office closeouts.

Issues Being Addressed

- Fee Calculation error: MNLARS charging 6.5 percent sales tax for 2008 model year vehicles with a purchase prices less than \$3,000. (Status Development complete: ready for testing)
- Deputy registrar inventory held longer than 48 hours when transaction is cancelled or pended over 48 hours. (Status Development complete: ready for testing)
- Request to edit/change type of vehicle proof of ownership and sales tax exemption fields. (Status Development complete, ready for testing)
- MNLARS prints motorcycle engine number on title instead of leaving field blank. (Status: Development complete, ready for testing)
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- Not able to order personalized collector plates through the MNLARS plate order function. (Status: Development complete, ready for testing)
- Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle. (Status: Analysis is in progress)
- Prorate/IRP - Title Only Transactions. (Status: In progress)

Training

Thank you to Allan from the Thief River Falls deputy registrar for letting us know that we'd transposed fees on the job aids for Salvage Inspection Fee and Impound Reinstatement Fee. We've corrected both job aids and the updated versions are available on the [Deputy Registrar Learning Center](#).

Temporary Solutions

Have an idea for a solution?

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- [Sweep Reports](#) October 20 through October 22

- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 20, the following have been processed through MNLARS:

- 1,462,871 registration renewals
- 505,504 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/24/2017: 2,874

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

Deputy Registrar UPDATE

System Notification

Some MNLARS users are reporting that transactions are taking longer than usual to process.

MN.IT is aware of this issue and is working to resolve it as quickly as possible.

We will provide an update when we have more information.

Thank you for your patience and understanding.

Procedural Change Tied to System Maintenance Update

The update applied last night now makes a change of class and a title transfer a one step process. This would apply to both weighted and non-weighted change of class and title transfer transactions.

Please be sure to double check the start date and expiration date tied to registration when processing this transaction type.

Consult your training materials if a refresher is need.

If you are receiving an error while completing this type of transaction please contact your Deputy Liaisons.

What's New in This Update

- Sweep information is now available on Info Hub for October 20 through October 22.
- Any other new information will be available with the afternoon update.

Regional MNLARS Q & A Session

Members of the Deputy Support team will be available to answer your MNLARS questions this Thursday October 26 from 8:30 a.m. – 2 p.m.

Where: Baxter, at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Stay for as little or as long as you like.

Sweep Reports

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DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Issues Resolved

- Deputies will now be able to view their plate and sticker inventory.
- Deputies will also be able to transfer inventory of plates from one office to another.
- Within the inventory you will now be able to see the date a plate was assigned.
- Base value will be calculated based on the MSRP and destination charge for that vehicle; this ensures a more accurate calculation for the base value.
- Customers can order HAM and CB Radio special plates through a Deputy Registrar's office.
- The ability to view past office closeouts will now be available.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Training

Thank you to Allan from the Thief River Falls deputy registrar for letting us know that we'd transposed fees on the job aids for Salvage Inspection Fee and Impound Reinstatement Fee. We've corrected both job aids and the updated versions are available on the [Deputy Registrar Learning Center](#).

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 20, the following have been processed through MNLARS:

- 1,462,871 registration renewals
- 505,504 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/24/2017: 2,874

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. DVS is performing planned maintenance on the system. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- System Performance
- MNLARS By the Numbers: Title Turnaround

Today's System Performance

The MNLARS technical team made MNLARS services unavailable for a brief 20 minute period this afternoon as they worked to improve system performance after reports of a slowdown. MN.IT captured system performance snapshots and forwarded them along with performance logs to Microsoft for analysis. They continue to monitor the system to identify the root cause of the problem. Thank you for your patience as we work to improve system performance.

Change of Class/Conversions

One of the goals of last weekend's Autumn Release was to make the "change of class with a title transfer" and "conversions with a title transfer" a one-step process. Unfortunately, this is not functioning. As a result we ask that:

- For non-weighted vehicles with a change of class and title transfer; follow the two-step process on page 2 of the MNLARS workaround document available on [Info Hub](#) on page two.
- For weight vehicles with a conversion and a title transfer; the two-step process often results in client side errors. Please do not process those at this time.

Watch for updates on this in the days ahead.

Regional MNLARS Q & A Session

Members of the Deputy Support team will be available to answer your MNLARS questions this Thursday October 26 from 8:30 a.m. – 2 p.m.

Where: Baxter, at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Stay for as little or as long as you like.

Sweep Reports

The "sweep reports" for October 18 through October 19 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 18 through Oct. 19, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Saint Paul, MN 55101

Issues Resolved

- Deputy Registrar's are able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through October 20, the following have been processed through MNLARS:

- 1,462,871 registration renewals
- 505,504 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/23/2017: 6,305

Title Turnaround

Of the eight Title and Registration processing teams, six remain dedicated to processing work submitted pre-MNLARS. That work should be completed by October 31. At that time all teams will be dedicated to processing titles submitted through MNLARS.

The turnaround information below does not include transactions we are unable to process through MNLARS, such as special plate transfers.

- Status of applications submitted before July 24: Nearly all transactions have been processed. There are approximately 7,000 remaining. Title and Registration expects to have them completed before the end of October.
- Mail Registration: The mail registration unit is currently working on applications mailed in during the month of September.
- Turnaround for title submitted through MNLARS: 79 days

Deputy Registrar UPDATE

Important Process Update

The Autumn Release included an enhancement designed to process a **change of class** and **title transfer** in one transaction. Unfortunately, this is not functioning properly.

Please continue to use the current two-step process, listed below for NON-WEIGHTED VEHICLES: You will also find the instructions in the workaround document posted on [Info Hub](#) on page two.

MN.IT is working to find a solution so the transaction can be handled in one step.

Change of Class/Conversion

The following transactions require a two-step process.

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

- Select Change of Class from Actions
- Complete the Change of Class
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Weighted Vehicles

There isn't a work around at this time. The MNLARS technical team is working on solution options. We will continue to keep you informed.

System Maintenance - Update

Following Sunday's Release:

- Deputies will now be able to view their plate and sticker inventory.
- Deputies will also be able to transfer inventory of plates from one office to another.
- Within the inventory you will now be able to see the date a plate was assigned.
- Base value will be calculated based on the MSRP and destination charge for that vehicle; this ensures a more accurate calculation for the base value.
- Customers can order HAM and CB Radio special plates through a Deputy Registrar's office.
- The ability to view past office closeouts will now be available.

If you have any issues with the above updates please contact your Deputy Liaisons or the MN.IT Service Desk.

What's New in This Update

- Process update and system maintenance update.
- Sweep information is now available on Info Hub for October 18 and October 19.

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Corrected Date: Thursday, October 26

Location: Baxter from 8:30 a.m. – 2:00 p.m.
MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Sweep Reports

The "sweep reports" for October 18 through October 19 are now available on [Info Hub](#). The reports include the total for each office that had a closeout for Oct. 18 through Oct. 19, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Issues Resolved

- Deputy Registrar's are able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Training

Thank you to Allan from the Thief River Falls deputy registrar for letting us know that we'd transposed fees on the job aids for Salvage Inspection Fee and Impound Reinstatement Fee. We've corrected both job aids and the updated versions are available on the [Deputy Registrar Learning Center](#).

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 18 through October 19
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 20, the following have been processed through MNLARS:

- 1,462,871 registration renewals
- 505,504 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/23/2017: 6,305

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Turnaround of applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

System Maintenance

DVS plans to implement the MNLARS Autumn Release the morning of Sunday, October 22. MNLARS will be unavailable beginning at 4 a.m. We anticipate services will be available by 9:00 a.m. The online services portion of the public website will be unavailable beginning at 11:45 p.m. on Saturday Oct. 21 due to an update that US Bank is running.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- No new information. New information will be included in Monday's UPDATES.

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Corrected Date: Thursday, October 26

Location: Baxter from 8:30 a.m. – 2:00 p.m.

MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Sweep Reports

The "sweep reports" for October 15 through October 17 are now available on [Info Hub](#).

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MNLARS by the Numbers

From July 24 through October 19, the following have been processed through MNLARS:

- 1,447,954 registration renewals
- 498,047 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/20/2017: 3,249

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
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Turnaround of applications submitted through MNLARS: 62 days.

Deputy Registrar Morning UPDATE

System Maintenance

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Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Training update below
- Any other new information will be included in this afternoon's update.

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Corrected Date: *Thursday, October 26*

Location: Baxter from 8:30 a.m. – 2:00 p.m.

MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

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Clean up existing duplicate stickers

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MNLARS by the Numbers

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- 1,447,954 registration renewals
- 498,047 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/20/2017: 3,249

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Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- New Sweep Reports Available

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Corrected Date: Thursday, October 26

Location: Baxter from 8:30 a.m. – 2:00 p.m.

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MNLARS by the Numbers

From July 24 through October 18, the following have been processed through MNLARS:

- 1,435,008 registration renewals
- 490,856 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/16/2017: 5,685 and for 10/17/2017: 3,888

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Turnaround of applications submitted through MNLARS: 62 days

Deputy Registrar Morning UPDATE

System Maintenance

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Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Any new information will be included in this afternoon's update.

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Corrected Date: Thursday, October 26

Location: Baxter from 8:30 a.m. – 2:00 p.m.

MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Your Questions Answered

Q. When transferring a small utility trailer, MNLARS will not calculate late penalties into fees.

A. We are aware of the issue and will fix it as soon as possible, but there are several other issues we're working on now that are a higher priority. We'll update you when this will be fixed.

CLARIFICATION 10/18/2017: The late transfer penalty does not apply to non-titled vehicles. Most small utility trailers are not titled. The only time the late transfer penalty is due is upon the transfer of a titled trailer.

Reminders

Online tab renewals: A customer who begins a renewal online then decides not to complete it, must wait 48 hours before renewing the registration at a deputy registrar. Deputy registrars are unable to process the application if less than 48 hours has passed since the customer attempted to renew online.

October Stakeholder Committee meeting.

The [October Stakeholder Committee Presentation](#) is available on Info Hub under the MNLARS tab.

Highlights:

- **MNLARS & Driver Services:** Currently DVS staff is working with MNLARS data team to groom driver's license data, cleaning up any inconsistencies in preparation for migration to MNLARS.
- **EVTR Update:** New Vendor is Synadapt. Initial meetings with DVS are occurring this week. DVS will be reaching out to two or more deputy registrars and dealers to help pilot the system upon completion of development.
- **Workaround Development Process:** Deputy Registrars are encouraged to send their ideas for workarounds or work tips to MNLARSInbox.MDRA@gmail.com

- Phone Support: Deputy Registrars expressed their need to talk directly to the deputy support staff. Phone menus were adjusted and now all deputy registrar calls go directly to the Deputy Support Staff or MV Business Liaisons.
- Transaction Overview: A worksheet was developed that shows which transactions can be processed in MNLARS. It is available on [Info Hub](#)
- System Performance: DVS and MN.IT continue to monitor and look at ways to improve system performance.

Issues Resolved

- Deputy Registrar's are able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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What's New in This Update

- Correction to date for Regional MNLARS Q & A
- Stakeholder Committee Meeting Follow-up & MNLARS Transaction List
- “Your Questions Answered” Clarification
- Reminder

Regional MNLARS Q & A Session - Update

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MNLARS by the Numbers

From July 24 through October 17, the following have been processed through MNLARS:

- 1,420,957 registration renewals
- 483,086 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/16/2017: 5,685 and for 10/17/2017: 3,888

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Turnaround of applications submitted through MNLARS: 62 days.

Deputy Registrar Morning UPDATE

October 18, 2017

System Maintenance

DVS plans to implement the MNLARS Autumn Release the morning of Sunday, October 22. MNLARS will be unavailable beginning at 4 a.m. We anticipate services will be available by 8:30 a.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- MNLARS by the Numbers

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Greater Minnesota:

Baxter: Wednesday, Oct. 25 from 8:30am – 2:00pm
MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN

Sweep Reports

The "sweep reports" for October 10 through October 14 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 10 through Oct. 14, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Your Questions Answered

Q. When transferring a small utility trailer, MNLARS will not calculate late penalties into fees.

A. We are aware of the issue and will fix it as soon as possible, but there are several other issues we're working on now that are a higher priority. We'll update you when this will be fixed.

Issues Resolved

- Deputy Registrar's are able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 10 through October 14
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 17, the following have been processed through MNLARS:

- 1,420,957 registration renewals
- 483,086 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once-a-week print schedule on Fridays.)

Number of titles printed and mailed on 10/16/2017: 5,685 and for 10/17/2017: 3,888

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Turnaround of applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

System Maintenance

DVS plans to implement the MNLARS Autumn Release the morning of Sunday, October 22. MNLARS will be unavailable beginning at 4 a.m. We anticipate services will be available by 8:30 a.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Regional MNLARS Q & A Session in Baxter, MN

Regional MNLARS Q & A Session

No registration required. Stay for as little or as long as you like.

Greater Minnesota:

- Baxter: Wednesday, Oct. 25 from 8:30am – 2:00pm at the MN DOT District 3 Office - 7694 Industrial Park Road, Baxter, MN.

Sweep Reports

The "sweep reports" for October 10 through October 14 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 10 through Oct. 14, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
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- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

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- [Sweep Reports](#) October 10 through October 14
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 16, the following have been processed through MNLARS:

- 1,405,700 registration renewals
- 474,403 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/16/2017: 5,685 and for 10/17/2017: 3,888

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Deputy Registrar UPDATE

System Maintenance

DVS plans to implement the MNLARS Autumn Release the morning of Sunday, October 22. MNLARS will be unavailable beginning at 4 a.m. We anticipate services will be available by 8:30 a.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- MNLARS by the numbers
- Sweep Reports for October 10 through October 14 are posted to Info Hub.

Sweep Reports

The "sweep reports" for October 10 through October 14 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 10 through Oct. 14, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Your Questions Answered

Q. When transferring a small utility trailer, MNLARS will not calculate late penalties into fees.

A. We are aware of the issue and will fix it as soon as possible, but there are several other issues we're working on now that are a higher priority. We'll update you when this will be fixed.

Incorrect Fees?

If you believe MNLARS is not charging or calculating fees properly, please take the following steps:

1. Send an email to: mnlars.business.communications@state.mn.us
2. Type 'Incorrect Registration Tax' or "Incorrect Fee," in subject line
3. Include in the following information:
 - VIN
 - Vehicle year, make and model
 - Type of transaction you were doing (i.e., title transfer, registration renewal, application for special plates)
 - Screen shots – they are very helpful and make the research process more efficient, leading to faster resolution.

You do not need to report any known issue or situations that already have a workaround.

Connections

The Fall 2017 edition of Connections is available on [Info Hub](#) under the Resource tab. This edition has information about wheelage tax, suspected fraud procedures, motor vehicle reminders, and more.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
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Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 10 through October 14
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 16, the following have been processed through MNLARS:

- 1,405,700 registration renewals
- 474,403 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/16/2017: 5,685 and for 10/17/2017: 3,888

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Deputy Registrar UPDATE

System Maintenance

No maintenance is scheduled this week. Details about the Autumn Release will be provided before the end of the month.

What's New in This Update

- Update to “Your Questions Answered”
- Reminder about incorrect fees

Your Questions Answered

Q. When transferring a small utility trailer, MNLARS will not calculate late penalties into fees.

A. We are aware of the issue and will fix it as soon as possible, but there are several other issues we’re working on now that are a higher priority. We’ll update you when this will be fixed.

Incorrect fees?

If you believe MNLARS is not charging or calculating fees properly, please take the following steps:

1. Send an email to: mnars.business.communications@state.mn.us
2. Type ‘Incorrect Registration Tax’ or ‘Incorrect Fee,’ in subject line
3. Include in the following information:
 - VIN
 - Vehicle year, make and model
 - Type of transaction you were doing (i.e., title transfer, registration renewal, application for special plates)
 - Screen shots – they are very helpful and make the research process more efficient, leading to faster resolution.

You do not need to report any known issue or situations that already have a workaround.

Connections

The Fall 2017 edition of Connections is available on [Info Hub](#) under the Resource tab. This edition has information about wheelage tax, suspected fraud procedures, motor vehicle reminders, and more.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress
- Prorate/IRP - Title Only Transactions
- Status: In progress
- Client Side Error Message that Deputy Registrars have been seeing
- Status: In progress

Temporary Solutions

Have an idea for a solution?

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Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 9 through October 10
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 13, the following have been processed through MNLARS:

- 1,382,938 registration renewals
- 462,679 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/13/2017: 3,877

For the week of October 9, 2017 there were 20,652 titles printed.

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

System Maintenance

There is currently no maintenance scheduled. We'll provide details about the Autumn Release as soon as possible.

What's New in This Update

- MNLARS by the numbers
- Any new information will be included in the afternoon email.

Your Questions Answered

Q. It seems that nearly every “fix” is really just a new workaround. These workarounds are very time consuming and they are not fixes. It was stated at the hearing on September 11, that these workarounds are only temporary, yet the list keeps growing. We are concerned that because there are so many components in this system that need “fixing”, these workarounds will be placed on the back burner for months on end and we will need to continue this cumbersome way of transaction business. Can you give us a realistic “timeline” as to when these workarounds will truly be fixes?

A. Fixes resolve an issue. Workarounds are what we do until a fix can be implemented. Issues are prioritized as they are identified based on information provided on the Intake forms submitted by DVS staff and deputy registrars. Higher priority fixes are done first. However, every intake form submitted is tracked through the process from identification to fix release. So, while it may take longer for some fixes, none are being forgotten.

Q. With little training that all us deputy registrar received it has weighted on me very heavily that we are the ones entering vins, customer’s info, lienholder, odometer, etc. Please tell me that all of the work, titles, are reviewed and making sure that vin was entered correct and names and all. The fear I have is the amount of errors that may have occurred are not being caught and the deputies won’t have easy solutions to the errors. It seems that lot of what we are doing and having to come up with on our own plans aren’t thought of at the state end. It will be us that suffers without any plan to correct the errors.

A. Accuracy at the time information is gathered is very important. Deputy registrars have always been responsible for collecting the correct documents, transferring the correct vehicle, listing the correct mileage or lienholder, etc. What has changed, is that the vehicle record is updated in real time to reflect the information you enter into the system.

As part of quality assurance in MNLARS, DVS staff access the scanned images associated with each transaction submitted by a deputy registrar and review the application for accuracy before authorizing a title to print.

Connections

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Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

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MNLARS by the Numbers

From July 24 through October 13, the following have been processed through MNLARS:

- 1,382,938 registration renewals
- 462,679 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/13/2017: 3,877

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Title applications submitted through MNLARS: 62ays.

Deputy Registrar UPDATE

System Maintenance

There is currently no maintenance scheduled. We'll provide details about the Autumn Release as soon as possible.

What's New in This Update

- Updates to "Your Questions Answered"

Your Questions Answered

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Issues Being Addressed

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MNLARS by the Numbers

From July 24 through October 12, the following have been processed through MNLARS:

- 1,366,100 registration renewals
- 455,137 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/13/2017: 3,877

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

System Maintenance

There is currently no maintenance scheduled. We'll provide details about the Autumn Release as soon as possible.

What's New in This Update

- MNLARS by the numbers
- Any new information will be included in the afternoon email.

Connections

The Fall 2017 edition of Connections is available on [Info Hub](#) under the Resource tab. This edition has information about wheelage tax, suspected fraud procedures, motor vehicle reminders, and more.

Sweep Reports

The "sweep reports" for October 9 through October 10 are now available on [Info Hub](#).

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Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) October 9 through October 10
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 12, the following have been processed through MNLARS:

- 1,366,100 registration renewals
- 455,137 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/13/2017: 3,877

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Deputy Registrar UPDATE

Planned System Maintenance

Last night's planned system maintenance fixed issues with some stickers and personalized plates not displaying properly in the system - they had been displaying as standard passenger plates.

What's New in This Update

- Update to Sweeps
- Fall Connections

Sweep Reports

The "sweep reports" for **October 9 and October 10** are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 9 through Oct. 10, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Connections

The Fall 2017 edition of Connections is available on [Info Hub](#) under the Resource tab. This edition has information about wheelage tax, suspected fraud procedures, motor vehicle reminders, and more.

Your Questions Answered

Q. When should I call in to have a record recreated?

A. When the owner-on-record wishes to renew the registration for a vehicle that has been purged from the system, you must call DVS to have the record recreated. If a deputy registrar attempts to recreate the record, MNLARS will generate a new title to the owner.

You do not need to have a purged record recreated if the vehicle was sold and the title is being transferred. Instead, transfer the title using the "Apply for Title" option in the Vehicle Services drop-down menu.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
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Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 11, the following have been processed through MNLARS:

- 1,348,750 registration renewals
- 446,770 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/12/2017: 3,810

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

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Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

Planned System Maintenance

Last night's planned system maintenance fixed issues with some stickers and personalized plates not displaying properly in the system - they had been displaying as standard passenger plates.

What's New in This Update

- MNLARS by the numbers
- Any other new information will be included in the afternoon email.

Remembering Victims of Impaired Drivers Plates

You may begin issuing the Remembering Victims of Impaired Drivers special license plates stocked in your office. First, you will need to re-enter them into your inventory.

Sweep Reports

The "sweep reports" for **October 6 through October 8** are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Oct. 6 through Oct. 8, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. **This is required training for Super Users who will need to train the rest of their office staff.**

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen

Note: If you need an accommodation due to a disability that affects your access to Autumn Release Super User Webinar Training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation. Accommodation requests should have been received Wednesday, October 4.

Webinar Schedule - No Registration Required

Thursday, October 12: Password: mnlars

- 2:30 – 3:30 p.m <http://bit.ly/autrela8>

Your Questions Answered

Q. When should I call in to have a record recreated?

A. When the owner-on-record wishes to renew the registration for a vehicle that has been purged from the system, you must call DVS to have the record recreated. If a deputy registrar attempts to recreate the record, MNLARS will generate a new title to the owner.

You do not need to have a purged record recreated if the vehicle was sold and the title is being transferred. Instead, transfer the title using the "Apply for Title" option in the Vehicle Services drop-down menu.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
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Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

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Temporary Solutions

Have an idea for a solution?

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- [Sweep Reports](#) October 6 through October 8
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 11, the following have been processed through MNLARS:

- 1,348,750 registration renewals
- 446,770 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/12/2017: 3,810

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
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- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Deputy Registrar UPDATE

Planned System Maintenance

Tonight. MNLARS will be unavailable beginning at 9 p.m. We anticipate services will be available by 10 p.m. Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Update to “Your Questions Answered”
- Remembering Victims of Impaired Drivers Plates

Your Questions Answered

Q. When should I call in to have a record recreated?

A. When the owner-on-record wishes to renew the registration for a vehicle that has been purged from the system, you must call DVS to have the record recreated. If a deputy registrar attempts to recreate the record, MNLARS will generate a new title to the owner.

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Remembering Victims of Impaired Drivers Plates

You may begin issuing the Remembering Victims of Impaired Drivers special license plates stocked in your office. First, you will need to re-enter them into your inventory.

Sweep Reports

The "sweep reports" for October 6 through October 8 are now available on [Info Hub](#).

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Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. **This is required training for Super Users who will need to train the rest of their office staff.**

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
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- Title Transfer: Ability to change class and transfer in one step
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- MNLARS calculates Base Value- now includes MSRP and destination charge on screen

Note: If you need an accommodation due to a disability that affects your access to Autumn Release Super User Webinar Training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation.

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m <http://bit.ly/autrela8>

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
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Temporary Solutions

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 10, the following have been processed through MNLARS:

- 1,332,436 registration renewals
- 438,144 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/11/2017: 4.247

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
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Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

Planned System Maintenance

The next system maintenance is scheduled for tonight.

MNLARS will be unavailable beginning at 9 p.m. Oct. 11. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Sweep reports from Oct. 6 through Oct. 8 are now available on Info Hub.
- MNLARS by the numbers

Sweep Reports

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Webinar Schedule - No Registration Required

Wednesday, October 11: Password: mnlars

- 2:30 – 3:30 p.m. <http://bit.ly/autrela4>

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. Sweeps that were taken with too much money in the beginning - when will we be refunded and what will the fix be?

A. The DVS audit team is working through messages and phone calls they've received about closeout errors that occurred during the slowdowns. They are documenting all reports of errors. Once all carts have been closed out, they will begin to work on adjusting the totals and authorizing refunds of funds that were taken in error. We will inform you when we get closer to that point.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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Deputy Registrar UPDATE

Planned System Maintenance

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Services affected include:

- Online public services
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- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Update to "Your Questions Answered"

Sweep Reports

The "sweep reports" for September 26 through October 5 are now available on [Info Hub](#).

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- 10-11 a.m. <http://bit.ly/autrela3>
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Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
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Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) September 21 through September 24
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 9, the following have been processed through MNLARS:

- 1,312,009 registration renewals
- 429,402 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

Number of titles printed and mailed on 10/10/2017: 3,688

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

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Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

Planned System Maintenance

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MNLARS will be unavailable beginning at 9 p.m. Oct. 11. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Any additional new information will be included in this afternoon's update.

Sweep Reports

The "sweep reports" for **September 26 through October 5** are now available on [Info Hub](#).

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1. Print the closeout page(s) for the period of business being closed.
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3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. **This is required training for Super Users who will need to train the rest of their office staff.**

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)

- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen

Note: If you need an accommodation due to a disability that affects your access to Autumn Release Super User Webinar Training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation. Accommodation requests should have been received Wednesday, October 4.

Webinar Schedule - No Registration Required

Wednesday, October 11: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela1>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela2>
- 10-11 a.m. <http://bit.ly/autrela3>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela4>

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. After we closeout, why can't we access the closeout page again? Will e be able to at some point?

A. The ability to view past closeouts for your office is part of the Autumn Release and will be covered in this week's training webinars. We'll provide more information on when the Autumn Release will occur in a future update.

Q. When we call the state the number rolls into the PIC and I don't want to call the PIC rather than a liaison; what is the liaison number?

A. Contact information for the liaisons is:

• Email: dvs.mv.liaisons@state.mn.us

- Call: 651-296-2038 or 800-536-0049

You'll find that and other DVS contact information at the end of each daily update.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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Now Available on Info Hub

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- [Sweep Reports](#) September 21 through September 24
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 9, the following have been processed through MNLARS:

- 1,312,009 registration renewals
- 429,402 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/10/2017: 3,688

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Deputy Registrar UPDATE

System Maintenance Update

Following last night's maintenance, you can now "add payment" and update a cart in the same transaction which reduces duplicate payment issues. In addition, the ability to transfer a title for class 41 should no longer ask for a base value.

What's New in This Update

- Sweep reports from September 26 through Oct. 5 are now posted to Info Hub.

Sweep Reports

The "sweep reports" for September 26 through October 5 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 25 through Oct. 5, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

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Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. **This is required training for Super Users who will need to train the rest of their office staff.**

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen

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Webinar Schedule - No Registration Required

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- 7 – 8 am. <http://bit.ly/autrela1>
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Thursday, October 12: Password: mnlars

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Your Questions Answered

Q. After we closeout, why can't we access the closeout page again? Will e be able to at some point?

A. The ability to view past closeouts for your office is part of the Autumn Release and will be covered in this week's training webinars. We'll provide more information on when the Autumn Release will occur in a future update.

Q. When we call the state the number rolls into the PIC and I don't want to call the PIC rather than a liaison; what is the liaison number?

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• Email: dvs.mv.liaisons@state.mn.us

- Call: 651-296-2038 or 800-536-0049

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Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through October 6, the following have been processed through MNLARS:

- 1,291,464 registration renewals
- 419,606 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/9/2017: 5,030

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

System Maintenance Update

Following last night's maintenance, you can now "add payment" and update a cart in the same transaction which reduces duplicate payment issues. In addition, the ability to transfer a title for class 41 should no longer ask for a base value.

What's New in This Update

- Updates that affect deputies from the 10/8/2017 planned maintenance. (see above)
- Your Questions Answered

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. **This is required training for Super Users who will need to train the rest of their office staff.**

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
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- Amateur Radio and Citizen Band Radio Plates: ability to issue new, duplicate, 7 year replacement

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- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. After we closeout, why can't we access the closeout page again? Will we be able to at some point?

A. The ability to view past closeouts for your office is part of the Autumn Release and will be covered in this week's training webinars. We'll provide more information on when the Autumn Release will occur in a future update.

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- Call: 651-296-2038 or 800-536-0049

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Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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From July 24 through October 6, the following have been processed through MNLARS:

- 1,291,464 registration renewals
- 419,606 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/9/2017: 5,030

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Planned System Maintenance

Next system maintenance is scheduled for Sunday, October 8. MNLARS will be unavailable beginning at 7 p.m. We anticipate services will be available by 8 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Updates to “Your Questions Answered”
- Updates to “MNLARS by the Numbers”

Training

Training for the Autumn Release of MNLARS begins next week on October 11.

This is required training for Super Users who will need to train the rest of their office staff.

The release contains new MNLARS functionality. Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen
- Amateur Radio and Citizen Band Radio Plates: ability to issue new, duplicate, 7 year replacement

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Webinar Schedule - No Registration Required

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- 10-11 a.m. <http://bit.ly/autrela3>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela4>

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. When we call the state the number rolls into the PIC and I don't want to call the PIC rather than a liaison; what is the liaison number?

A. Contact information for the liaisons is:

- Email: dvs.mv.liaisons@state.mn.us
- Call: 651-296-2038 or 800-536-0049

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Q. Is there a reason that MNLARS is slowing down around the 8 a.m. hour?

A. Some users have reported a slow down around 8 a.m. each morning. The MNLARS and MN.IT technical teams looked into this and recently implemented changes that have improved MNLARS response times at the start of the work day. If you experience a slowdown, please report it to the deputy liaisons at the time it occurs. The information you provide helps identify and clarify MNLARS performance issues at specific locations and statewide.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through October 5, the following have been processed through MNLARS:

- 1,268,819 registration renewals
- 411,170 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/5/2017: 3,507

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Planned System Maintenance

Next system maintenance is scheduled for Sunday, October 8. MNLARS will be unavailable beginning at 7 p.m. We anticipate services will be available by 8 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Any new information will be included in this afternoon's update.

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality.

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen
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- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. Why does MNLARS keep trying to charge a \$10 plate fee on registration renewals for Proud to be a Veteran plates when it doesn't appear on the prebill?

A. The reason the renewal notice and MNLARS are different is a programming error in the mainframe that allowed no-fee replacement Proud to be a Veteran plates. However, Proud to be a Veteran plates are, in fact, subject to 7-year replacement fees and the \$10 plate replacement charged in MNLARS. Our goal is to pull the information for the November renewal notices from MNLARS. This will eliminate the problem.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
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MNLARS by the Numbers

From July 24 through October 5, the following have been processed through MNLARS:

- 1,268,819 registration renewals
- 411,170 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/5/2017: 3,374

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Planned System Maintenance

Next system maintenance is scheduled for Sunday, October 8.

There will be a short outage. MNLARS will be unavailable beginning at 7 p.m. We anticipate services will be available by 8 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- Update to "Your Questions Answered"

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality.

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
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- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. When is the state going to add more bandwidth to MNLARS? I've heard the state proclaim that is not a problem. If so, why does the system slow down sooo much immediately around 8 a.m. when a host of new users is logging on?

A. Thank you for this question. Network bandwidth could be part of the reason users at specific office locations experience slow MNLARS response times; however, MNLARS monitoring shows everyone experiencing slowness around the 8 a.m. each morning. MN.IT staff continue to work to find ways to improve response time. When you have system slowness or other issues, it is important to continue to make reports. The information you provide helps identify and clarify MNLARS performance issues at specific locations and statewide.

Q. Why is MNLARS charging the \$30 contribution fee when a customer wants to go from a loon plate to a lady slipper plate and the registration is current, so they've already paid the contribution fee when they renewed under the loon plate?

A. A change from one Critical Habitat plate style to another is considered a plate type change. As a result, the \$30 contribution fee is due. In addition, if you change the Critical Habitat plate type at the time of renewal and the 7-year replacement fee is due, MNLARS will charge a \$10 filing fee instead of \$6 filing fee. This is because the system recognizes that this is a change of plate type. The MNLARS fees are correct.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (10-2-2017)
- [Sweep Reports](#) September 21 through September 24
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 4, the following have been processed through MNLARS:

- 1,249,198 registration renewals
- 402,767 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/5/2017: 3,374

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Upcoming Planned System Maintenance

System maintenance is planned for Sunday, October 8. We'll provide details, including what will be affected and what is being updated, in this afternoon's update.

What's New in This Update

- Any new information will be included in this afternoon's update.

Transaction Cart Adjustments – Update

The maintenance performed Tuesday night removed most of the pending transactions that didn't produce a cart.

- Katie is still working through no-cart issues. If you didn't receive an email from her today, you will receive one in the near future.

The technical team continues to clear up double payment entries from September 25 through October 3.

- Check your report to see if the double fees have been removed. If so, you can close report.
- If you still see the double fees, please do not close report. The Deputy Audit team will follow up with you.

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality.

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen
- Amateur Radio and Citizen Band Radio Plates: ability to issue new, duplicate, 7 year replacement

This is required training for Super Users who will need to train the rest of their office staff.

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Webinar Schedule - No Registration Required

Wednesday, October 11: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela1>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela2>
- 10-11 a.m. <http://bit.ly/autrela3>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela4>

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. Why does MNLARS keep trying to charge a \$10 plate fee on registration renewals for Proud to be a Veteran plates when it doesn't appear on the prebill?

A. The reason the renewal notice and MNLARS are different is a programming error in the mainframe that allowed no-fee replacement Proud to be a Veteran plates. However, Proud to be a Veteran plates are, in fact, subject to 7-year replacement fees and the \$10 plate replacement charged in MNLARS. Our goal is to pull the information for the November renewal notices from MNLARS. This will eliminate the problem.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

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Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/5/2017: 3,374

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

Planned System Maintenance

There is no maintenance scheduled for tonight.

What's New in This Update

- Transaction Cart Adjustment Update
- Update to “Your Questions Answered”

Transaction Cart Adjustments – Update

The maintenance performed Tuesday night removed most of the pending transactions that didn't produce a cart.

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The technical team continues to clear up double payment entries from September 25 through October 3.

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Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
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- 10-11 a.m. <http://bit.ly/autrela7>

- 2:30 – 3:30 p.m <http://bit.ly/autrela8>

Your Questions Answered

Q. When is the state going to add more bandwidth to MNLARS? I've heard the state proclaim that is not a problem. If so, why does the system slow down sooo much immediately around 8 a.m. when a host of new users is logging on?

A. Thank you for this question. Network bandwidth could be part of the reason users at specific office locations experience slow MNLARS response times; however, MNLARS monitoring shows everyone experiencing slowness around the 8 a.m. each morning. MN.IT staff continue to work to find ways to improve response time. When you have system slowness or other issues, it is important to continue to make reports. The information you provide helps identify and clarify MNLARS performance issues at specific locations and statewide.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

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MNLARS by the Numbers

From July 24 through October 3, the following have been processed through MNLARS:

- 1,225,896 registration renewals
- 393,925 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/3/2017: 3,051

Title Turnaround for the Week of October 2, 2017

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

Planned System Maintenance

The maintenance performed Tuesday night removed the pending transactions that didn't produce a cart. **If this affects you please watch for an email from Katie Mancuso, today, Wednesday, Oct. 4 for instructions on next steps.**

What's New in This Update

- Any new information will be included in this afternoon's update.

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
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Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
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- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Your Questions Answered

Q. Why does MNLARS keep trying to charge a \$10 plate fee on registration renewals for Proud to be a Veteran plates when it doesn't appear on the prebill?

A. The reason the renewal notice and MNLARS are different is a programming error in the mainframe that allowed no-fee replacement Proud to be a Veteran plates. However, Proud to be a Veteran plates are, in fact, subject to 7-year replacement fees and the \$10 plate replacement charged in MNLARS. Our goal is to pull the information for the November renewal notices from MNLARS. This will eliminate the problem.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

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DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/3/2017: 3,051

Title Turnaround

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.

- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.
- Title applications submitted through MNLARS: 62ays

Planned System Maintenance for Tonight

Next system maintenance is scheduled for tonight, October 3.

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 10 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The maintenance being performed tonight will remove the pending transactions that didn't produce a cart. **If this affects you please watch for an email from Katie Mancuso, tomorrow, Wednesday, Oct. 4 for instructions on next steps.**

System Operations

The system operated normally today, with the exception of intermittent periods when the system slowed. MN.IT is checking into this further to determine the cause.

Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call 651-296-2038 or 800-536-0049.

What's New in This Update

- Update to "Your Questions Answered"

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality.

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
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Your Questions Answered

Q. Why does MNLARS keep trying to charge a \$10 plate fee on registration renewals for Proud to be a Veteran plates when it doesn't appear on the prebill?

A. The reason the renewal notice and MNLARS are different is a programming error in the mainframe that allowed no-fee replacement Proud to be a Veteran plates. However, Proud to be a Veteran plates are, in fact, subject to 7-year replacement fees and the \$10 plate replacement charged in MNLARS. Our goal is to pull the information for the November renewal notices from MNLARS. This will eliminate the problem.

Sweep Reports

The "sweep reports" for September 21 through September 24 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 21 through Sept. 24, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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MNLARS by the Numbers

From July 24 through October 2, the following have been processed through MNLARS

- 1,167,669 registration renewals
- 375,259 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/3/2017: 3,051

Title Turnaround:

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Complete except for the transactions that Title and Registration cannot process, such as the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days. (vehicle record reflects current information)

Planned System Maintenance for Tonight

Next system maintenance is scheduled for Tuesday, October 3.

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Your Questions Answered

Q. Why don't we have a more professional looking receipt for our customers anymore when they apply for duplicate plates/stickers/titles? Also feel like we need to be able to process duplicate registration cards without having to type out a document like we do now.

A. These are excellent examples of where DVS and the MDRA Stakeholder committee can work together to identify and prioritize future MNLARS enhancements. Right now development efforts are committed to core motor vehicle and driver's license processes, but what forms print from MNLARS and an improved receipt can be incorporated into MNLARS long-term planning.

Q. We are back to the old way again and trying to find the correct "Job Aid" or "Workaround" and they are changed all the time. This is frustrating. We don't have time to look different places for this information.

A. Updated procedures and implementation of new legislation mean the information we rely upon to do our work can change often and rapidly. Info Hub is a searchable website that allows you to find a wealth of information, including printable documents. Any printable document is dated and only the most current document is available. Older documents are removed whenever a newer one is posted. Larger .pdf documents are usually bookmarked. We've added links on Info Hub to the [MNLARS Deputy Registrar Learning Center](#). If you find outdated information or if you have a suggestion to improve the flow of information on Info Hub, please send us an email to DVS.communications@state.mn.us.

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DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Autumn Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Autumn Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Reminders

Polk VIN Message: The Polk VIN message does not stop a transaction. If you receive one, check to make sure the VIN you entered is correct. If it is, you may continue with the transaction.

Intake Form: We are receiving blank Intake forms. Please follow these steps:

1. Save the blank form to your desk top
2. Open the blank form and complete it
3. Select File, then "save as," creating a new file name for the form
4. Attach completed form to your email message to DVS

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-26-2017)
- [Sweep Reports](#) September 21 through September 24
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through October 2, the following have been processed through MNLARS

- 1,167,669 registration renewals
- 375,259 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/2/2017: 3,063

Title Turnaround:

DVS is printing and mailing titles daily. They are a combination of applications submitted under the old system and through MNLARS. The Title and Registration unit has split its team into two work groups. The majority are working to finish the applications submitted prior to July 24. Once that work is completed, the full team will be dedicated to work submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62ays.

System Maintenance

There is no planned system or server maintenance scheduled for the week of October 2.

What's New in This Update

- Updates to “Your Questions Answered”
- Reminders: Polk VIN Message and Intake Form
- Temporary Solutions: LifeSource Donation
- Updates to “MNLARS by the Numbers”

Your Questions Answered

Q. Why don't we have a more professional looking receipt for our customers anymore when they apply for duplicate plates/stickers/titles? Also feel like we need to be able to process duplicate registration cards without having to type out a document like we do now.

A. These are excellent examples of where DVS and the MDRA Stakeholder committee can work together to identify and prioritize future MNLARS enhancements. Right now development efforts are committed to core motor vehicle and driver's license processes, but what forms print from MNLARS and an improved receipt can be incorporated into MNLARS long-term planning.

Q. We are back to the old way again and trying to find the correct “Job Aid” or “Workaround” and they are changed all the time. This is frustrating. We don't have time to look different places for this information.

A. Updated procedures and implementation of new legislation mean the information we rely upon to do our work can change often and rapidly. Info Hub is a searchable website that allows you to find a wealth of information, including printable documents. Any printable document is dated and only the most current document is available. Older documents are removed whenever a newer one is posted. Larger .pdf documents are usually bookmarked. We've added links on Info Hub to the [MNLARS Deputy Registrar Learning Center](#). If you find outdated information or if you have a suggestion to improve the flow of information on Info Hub, please send us an email to DVS.communications@state.mn.us.

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality. Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
- Inventory: Transfer plates one office to another (Transfers of stickers not in this release)
- Title Transfer: Ability to change class and transfer in one step
- View Past Closeouts for their office
- MNLARS calculates Base Value- now includes MSRP and destination charge on screen
- Amateur Radio and Citizen Band Radio Plates: ability to issue new, duplicate, 7 year replacement

This is required training for Super Users who will need to train the rest of their office staff.

Note: If you need an accommodation due to a disability that affects your access to Autumn Release Super User Webinar Training, please contact the Department of Public Safety's ADA Coordinator (Lynn Mueller) at 651-201-7173 or at lynn.mueller@state.mn.us to request an accommodation. Accommodation requests preferred by Wednesday, October 4th.

Webinar Schedule - No Registration Required

Wednesday, October 11: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela1>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela2>
- 10-11 a.m. <http://bit.ly/autrela3>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela4>

Thursday, October 12: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela5>
- 8:30 – 9:30 a.m. <http://bit.ly/autrela6>
- 10-11 a.m. <http://bit.ly/autrela7>
- 2:30 – 3:30 p.m. <http://bit.ly/autrela8>

Reminders

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Temporary Solutions

LifeSource Donations: Currently, we are unable to process LifeSource donations through MNLARS. However, customers may contribute directly to LifeSource at www.life-source.org. Funds raised support public education about organ, eye and tissue donation and donor family care.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Sweep Reports

The "sweep reports" for September 21 through September 24 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 21 through Sept. 24, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

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Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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MNLARS by the Numbers

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Online Registration Renewals – current

DVS Mail Registration - current

Lien Card Production – current

(Lien card production has returned to the normal once a week print schedule on Fridays.)

Number of titles printed and mailed on 10/2/2017: 3,063

Title Turnaround as of October 2, 2017

Title & Registration continues to focus on transactions submitted before July 24. Once that work is caught up, the focus will shift to applications submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Complete except for the transactions that Title and Registration cannot process, such as the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 7 days of work left to process.

Title applications submitted through MNLARS: 62 days.

System Maintenance: Cart Adjustments/Corrections

DVS has created pended carts for those transactions where nothing appeared in the cart on Sept. 26.

To complete the transaction:

1. Un-pend the cart
2. Complete the payment process.
3. Fax or email Katie in Deputy Audit a copy of the Office Closeout
 - * Fax: 651-797-1221
 - * Email: Katie.Mancuso@state.mn.us
4. Include copies of the transaction in question with detailed information about the situation.

If you've already processed the cart by using Misc. fees – delete the pended cart created by DVS.

Questions?

Please contact your deputy liaisons via email at dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Any new information will be included in this afternoon's update.

Training

Training for the Autumn Release of MNLARS begins on October 11. The release contains new MNLARS functionality.

Topics that will be covered include:

- Inventory: View all inventory and status of the inventory in their office (Status: assigned, assigned long term, available, not assignable, reserved, shipped)
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Wednesday, October 11: Password: mnlars

- 7 – 8 am. <http://bit.ly/autrela1>
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Your Questions Answered

Q. What happened to the Pollinator plate?

A. DNR held a contest earlier this year, however, there is no approved plate ready for production.

Q. Online and mail registration; why is DVS encouraging the public to use mail registration? Why do you place the return envelope inside the renewal?

A. DVS informs Minnesotans of the options available to them for registration renewal. It does not promote one method of renewal over another. For over 40 years, customers have had the option of renewing registration by mail. DVS made the decision nearly 15 years ago to include a return envelope in the renewal notices so renewals would be sent to the right place for processing.

Sweep Reports

The "sweep reports" for September 21 through September 24 are now available on [Info Hub](#).

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These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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Issues Resolved

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Clean up existing duplicate stickers

- Status: In progress

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- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through September 29, the following have been processed through MNLARS

- 1,167,669 registration renewals
- 375,259 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Number of titles printed and mailed on 10/2/2017: 3,063

Number of lien cards printed and mailed on 9/29/2017: 5,007

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days

System Maintenance: Cart Adjustments/Corrections

Last night DVS created pending carts for those transactions where nothing appeared in the cart on Sept. 26.

To complete the transaction:

1. Un-pend the cart
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 - * Fax: 651-797-1221
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If you've already processed the cart by using Misc. fees – delete the pending cart created by DVS.

What's New in This Update

- Update to "Your Questions Answered"
- Updates to "MNLARS by the Numbers"
- Training Schedule for Autumn Release
- Sweep Reports available for Sept. 21 through Sept. 24

Your Questions Answered

Q. What happened to the Pollinator plate?

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Temporary Solutions

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- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through September 28, the following have been processed through MNLARS:

- 1,131,874 registration renewals
- 367,590 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Number of titles printed and mailed on 9/29/2017: 3,162

Number of lien cards printed and mailed on 9/29/2017: 5,007

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
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Title applications submitted through MNLARS: 56 days.

System Maintenance: Cart Adjustments/Corrections

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Questions?

Please contact your deputy liaisons via email at dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Update to the cart adjustments/corrections tied to the system slowness on Tuesday.

Reminder

When ordering a personalized plate, enter the plate being requested into the "Plate" field exactly as the customer would like it to appear on the physical plate, including any spaces or hyphens.

DO NOT enter the permit number into the "Plate" field. See the Order Personalized Plates Job Aid in the [MNLARS Deputy Registrar Learning Center](#) for more information.

Your Questions Answered

Q. State talking about putting out KIOSK for customers to get registration at a store? This is going to affect our budget.

A. DVS has no plans to put KIOSKS in stores.

Q. If we know a customer is blatantly lying about their insurance info, is there anything we can do?

A. While you are required to collect the information, your customer is responsible for the truthfulness of the information they provide. Keep in mind that if stopped by law enforcement, the driver must provide proof that the vehicle is currently insured.

Q. Is it necessary to write the insurance information on the title if we enter it in MNLARS?

A. Yes. Insurance information should be written on the title application or on the renewal notice. That information is checked by DVS staff after the transaction is submitted for accuracy.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
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MNLARS by the Numbers

From July 24 through September 28, the following have been processed through MNLARS:

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- 367,590 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Number of titles printed and mailed on 9/27/2017: 3,380

Number of lien cards printed and mailed on 9/28/2017: 2,566

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System Maintenance

Tonight

There will be a brief planned outage tonight. MNLARS will be unavailable beginning at 9 p.m. We anticipate services will be available by 9:30 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Cart Adjustments/Corrections - Update

The MNLARS technical team is working to create the pended carts for those offices that were unable to complete the payment portion of a transaction because nothing appeared in the transaction cart.

We expect those corrections to go in overnight. In the meantime, please do not closeout. We will notify you when the pended carts are created.

The Deputy Audit Team has received your emails and phone calls regarding this issue and is working to respond as quickly as possible.

What's New in This Update

- New Reminder: Personalized Plate Orders
- Updates to “Your Questions Answered”
- Updates to “MNLARS by the Numbers”

Reminder

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- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-26-2017)
- [Sweep Reports](#) September 15 through September 18
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through September 27, the following have been processed through MNLARS:

- 1,102,851 registration renewals
- 358,420 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of titles printed and mailed on 9/27/2017: 3,380

Number of lien cards printed and mailed on 9/28/2017: 2,566

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.

- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Maintenance

There is no maintenance planned for the rest of the week.

Cart Adjustments/Corrections

The following information was sent yesterday to all deputy registrars.

The system slowdown on Tuesday caused some deputy registrars to have issues with transaction carts. Here are the instructions for each of the reported issues.

The fees appear twice.

1. Adjust bank deposit total to the amount of the transaction
2. Fax or email Katie in Deputy Audit a copy of the Office Closeout
 - * Fax: 651-797-1221
 - * Email: Katie.Mancuso@state.mn.us
3. Include copies of the transaction in question with detailed information about the situation.
4. DVS will review and correct any errors. We'll provide more information about this as soon as possible.

The fees were doubled (example: transaction is \$51 but cart shows \$102).

1. Adjust bank deposit total to the amount of the transaction
2. Fax or email Katie in Deputy Audit a copy of the Office Closeout
 - * Fax: 651-797-1221
 - * Email: Katie.Mancuso@state.mn.us
3. Include copies of the transaction in question with detailed information about the situation.
4. DVS will review and correct any errors. We'll provide more information about this as soon as possible.

Transaction completed but nothing appears in cart.

DVS is creating carts for those transactions where nothing appeared in the cart. Once created, the carts will show as pending. To complete the transaction:

1. Un-pend the cart and complete the payment process.
2. If you've processed the cart by using Misc. fees – delete the pending cart created by DVS.

Questions?

If you are unsure of what to do, please call Katie in Deputy Audit before closing out the day. 651-201-7935.

Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Any new information will be included in this afternoon's update.

Your Questions Answered

Q. We try to bring up customer's records by name and sometimes, some records come up with middle initial and then if you put full name in it comes up to different vehicle?

A. We are aware of the issue and are investigating the cause. The alternative is to bring up the record by VIN or license plate number instead of searching by name.

Q. We are responsible for the inventory in our office, however, we have no way to see the actual inventory to track and verify what stickers/plates we have. Is there plans to have some way to view the inventory? When?

A. Improvements to inventory management are part of the next MNLARS release scheduled for mid-October. When available, you will be able to view all inventory and status of the inventory in your office (Status: assigned, assigned long term, not assignable, reserved, and shipped). You will also have the ability to transfer plates from one office to another.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through September 27, the following have been processed through MNLARS:

- 1,102,851 registration renewals
- 358,420 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of titles printed and mailed on 9/27/2017: 3,380

Number of lien cards printed and mailed on 9/27/2017: 2,624

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Maintenance

There is no MNLARS maintenance planned for the rest of the week.

System Operations

- MNLARS is currently up and running. Last night's maintenance corrected the slowness of the system that users experienced yesterday. MN.IT is continuing to work on determining the cause in order to prevent future issues.
- Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

Cart Adjustment/Corrections

The following information was sent earlier this afternoon to all deputy registrars.

Yesterday's system slowdown caused some deputy registrars to have issues with transaction carts. Here are the instructions for each of the reported issues.

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The fees were doubled (example: transaction is \$51 but cart shows \$102).

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1. Un-pend the cart and complete the payment process.
2. If you've processed the cart by using Misc. fees – delete the pending cart created by DVS.

Questions?

If you are unsure of what to do, please call Katie in Deputy Audit before closing out the day. 651-201-7935.

What's New in This Update

- Updated "Your Questions Answered"
- Updated "MNLARS by the Numbers"

Your Questions Answered

Q. We try to bring up customer's records by name and sometimes, some records come up with middle initial and then if you put full name in it comes up to different vehicle?

A. We are aware of the issue and are investigating the cause. The alternative is to bring up the record by VIN or license plate number instead of searching by name.

Q. We are responsible for the inventory in our office, however, we have no way to see the actual inventory to track and verify what stickers/plates we have. Is there plans to have some way to view the inventory? When?

A. Improvements to inventory management are part of the next MNLARS release scheduled for mid-October. When available, you will be able to view all inventory and status of the inventory in your office (Status: assigned, assigned long term, not assignable, reserved, and shipped). You will also have the ability to transfer plates from one office to another.

Issues Resolved

- Deputy Registrars are now able to collect the miscellaneous fee types for salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Sweep Reports

The "sweep reports" for September 12 through September 18 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 12 through Sept. 18, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:
DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Temporary Solutions

Have an idea for a solution?

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Now Available on Info Hub

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- [Sweep Reports](#) September 12 through September 18
- [Daily Update Archive pdf](#)

MNLARS by the Numbers

From July 24 through September 26, the following have been processed through MNLARS:

- 1,070,940 registration renewals
- 349,229 title transactions

Online Registration Renewals – current

DVS Mail Registration - current

Number of titles printed and mailed on 9/27/2017: 3,380

Number of lien cards printed and mailed on 9/27/2017: 2,624

Title Turnaround

DVS is printing and mailing titles daily. They are a combination of applications submitted under the old system and through MNLARS. The Title and Registration unit has split its team into two work groups. The majority are working to finish the applications submitted prior to July 24. Once that work is completed, the full team will be dedicated to work submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Turnaround of applications submitted through MNLARS: 56 days.

System Maintenance

There is no maintenance planned for the rest of the week.

System Operations

- MNLARS is currently up and running. Last night's maintenance corrected the slowness of the system that users experienced yesterday. MN.IT is continuing to work on determining the cause in order to prevent future issues.
- Deputy registrars who experienced cart issues yesterday should not close out for the day. We will have more instructions for you on cart corrections and adjustments in today's afternoon email update.
- Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Archived email updates sent to Deputy Registrars will be posted to [Info Hub](#), under the Resources tab.

Your Questions Answered

Q. How does the state know when a 60-day permit was issued if we keep them in our office?

A. 60-day permits are issued through the MNLARS Permit program and are tracked there. For reference on how to use MNLARS vehicle permits (released in 2014) please see the job aids on Info Hub under the MV Quick Reference Guides.

Q. Will the title application/PS2000 printed from MNLARS ever show the breakdown of the fees customer is paying for?

A. There are no immediate plans to add fees to the MNLARS application for title.

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress
- Prorate/IRP - Title Only Transactions
- Status: In progress
- Client Side Error Message that Deputy Registrars have been seeing
- Status: In progress

Sweep Reports

The "sweep reports" for September 12 through September 18 are now available on [Info Hub](#). The reports include the total for each office that had a closeout for Sept. 12 through Sept. 18, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

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Saint Paul, MN 55101

Temporary Solutions

Have an idea for a solution?

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MNLARS by the Numbers

From July 24 through September 26, the following have been processed through MNLARS:

- 1,070,940 registration renewals
- 349,229 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of titles printed and mailed on 9/26/2017: 2,345

Number of lien cards printed and mailed on 9/26/2017: 2,640

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Operations

Throughout the day we have received reports of intermittent slowness and problems with transaction carts.

MN.IT worked on the issue this afternoon and was able to improve performance for users; however, transaction carts that were affected were not corrected.

Deputy registrars who experienced cart issues should not closeout for the day. We will have more instructions for you on cart corrections and adjustments on Wednesday.

What's New in This Update

- Updated MNLARS by the Numbers.

Your Questions Answered

Q. How does the state know when a 60-day permit was issued if we keep them in our office?

A. 60-day permits are issued through the MNLARS Permit program and are tracked there. For reference on how to use MNLARS vehicle permits (released in 2014) please see the job aids on Info Hub under the MV Quick Reference Guides.

Q. Will the title application/PS2000 printed from MNLARS ever show the breakdown of the fees customer is paying for?

A. There are no immediate plans to add fees to the MNLARS application for title.

Reminder:

Deputy Registrars should load license plate and sticker inventory received from MINNCOR into MNLARS upon receipt. You can begin issuing the plates and stickers once that is accomplished. You do not need approval from DVS. To review the inventory process, refer to the job aids available on the [MNLARS Deputy Registrar Learning Center](#).

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
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- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Sweep Reports

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The reports include the total for each office that had a closeout for Sept. 12 through Sept. 18, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

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Temporary Solutions

Have an idea for a solution?

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Training

If you have suggestions for a training refresher please email MNLARS.Training@state.mn.us

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- [Sweep Reports](#) September 15 through September 18

MNLARS by the Numbers

From July 24 through September 26, the following have been processed through MNLARS:

- 1,050,923 registration renewals
- 341,591 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of titles printed and mailed on 9/26/2017: 2,345

Number of lien cards printed and mailed on 9/26/2017: 2,640

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Maintenance

Following last night's system maintenance, Deputy Registrar's are now able to collect the miscellaneous fee types for a **salvage inspection fee** and **administrative impounds, either reinstating to a standard plate or to obtain WX plates**. There is no longer a need to send this type of transaction fee to the DVS main office.

System Operations

Some MNLARS users are reporting that transactions are taking longer than usual to process.

MN.IT is aware of this issue and is working to resolve it as quickly as possible.

We will provide an update when we have more information. Thank you for your patience and understanding.

Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates. The previous workaround is no longer needed.
- Updated MNLARS by the Numbers.

Your Questions Answered

Q. How does the state know when a 60-day permit was issued if we keep them in our office?

A. 60-day permits are issued through the MNLARS Permit program and are tracked there. For reference on how to use MNLARS vehicle permits (released in 2014) please see the job aids on Info Hub under the MV Quick Reference Guides.

Q. Will the title application/PS2000 printed from MNLARS ever show the breakdown of the fees customer is paying for?

A. There are no immediate plans to add fees to the MNLARS application for title.

Reminder:

Deputy Registrars should load license plate and sticker inventory received from MINNCOR into MNLARS upon receipt. You can begin issuing the plates and stickers once that is accomplished. You do not need approval from DVS. To review the inventory process, refer to the job aids available on the [MNLARS Deputy Registrar Learning Center](#).

Issues Resolved

- Deputy Registrar's are now able to collect the miscellaneous fee types for a salvage inspection fee and administrative impounds, either reinstating to a standard plate or to obtain WX plates.
- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
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- Special plate files have been sent to MINNCOR to be printed

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Sweep Reports

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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

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Temporary Solutions

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Training

The MNLARS training team is offering a refresher webinar based on topics requested during the Q/A sessions held over the last two weeks. Topics that will be covered are:

- 3 step process to remove a special plate, replace with another, & transfer the vehicle
- Personalized plate 7-year replacement
- Transfers to 17 year-old buyers

- Title Only Held for Resale
- Understanding DVS ability for corrections
- Inventory tips – filtering to see if those stacks of plates/stickers are in another offices' inventory.

Attendance is optional. No registration is required.

Tuesday Sept. 26 - Webinar password is mnlars

- 10:00 – 11:00 a.m. <http://bit.ly/wk4ref7>
- 2:30 - 3:30 p.m. <http://bit.ly/wk4ref8>

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MNLARS by the Numbers

From July 24 through September 26, the following have been processed through MNLARS:

- 1,050,923 registration renewals
- 341,591 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of lien cards printed, on 9/25/2017: 20,685

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

System Operations

MNLARS services were slowed for a short time this afternoon and the issue was resolved quickly. Please report any system slowness or outage to dvs.mv.liaisons@state.mn.us or call: 651-296-2038 or 800-536-0049.

What's New in This Update

- Update to "Your Questions Answered"
- New Reminder
- Updates to "MNLARS by the Numbers"

Your Questions Answered

Q. How does the state know when a 60-day permit was issued if we keep them in our office?

A. 60-day permits are issued through the MNLARS Permit program and are tracked there. For reference on how to use MNLARS vehicle permits (released in 2014) please see the job aids on Info Hub under the MV Quick Reference Guides.

Q. Will the title application/PS2000 printed from MNLARS ever show the breakdown of the fees customer is paying for?

A. There are no immediate plans to add fees to the MNLARS application for title.

Reminder:

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Issues Resolved

- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Client Side Error Message that Deputy Registrars have been seeing

- Status: In progress

Sweep Reports

The "sweep reports" for September 15 through September 19 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 15 through Sept. 19, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Saint Paul, MN 55101

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- Title Only Held for Resale
- Understanding DVS ability for corrections
- Inventory tips – filtering to see if those stacks of plates/stickers are in another offices' inventory.

Attendance is optional. No registration is required.

Tuesday Sept. 26 - Webinar password is mnlars

- 7:00 – 8:00 a.m. <http://bit.ly/wk4ref5>
- 8:30 - 9:30 a.m. <http://bit.ly/wk4ref6>
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- [Sweep Reports](#) September 15 through September 18

MNLARS by the Numbers

From July 24 through September 21, the following have been processed through MNLARS:

- 994,147 registration renewals
- 323,909 title transactions

Online Registration Renewals – current

DVS Mail Registration – current

Number of titles printed today: 3,529

Number of lien cards printed and mailed today: 20,325

Title Turnaround as of September 25, 2017

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 6 days of work left to process.
- Transfers of Minnesota titled vehicles: 10 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Title applications submitted through MNLARS: 56 days.

System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

What's New in This Update

- There is no new information to report this morning; we'll send any new information in this afternoon's update.
- The following was sent Friday afternoon.

Your Questions Answered

Q. Is it necessary to fill out a PS2010 for a special plate that we have in our office? Or if it is a replacement plate at the time of renewal?

A. An Application for Special Plates (PS2010) is not required for special plates stocked at deputy registrar offices or at the time of a 7-year plate replacement. However, be sure to enter personalized plates with the correct spacing and please use UPPER CASE. This will help ensure the new plate is correct.

Q. Is it necessary to fill out the duplicate plate and sticker application?

A. Yes. When issuing duplicate plates and/or stickers, the customer must complete and sign an Application for Duplicate Plates and/or Stickers (PS2067B).

Reminders

- At the end of each update are a list of contacts. Help us to help you by sending your requests to the correct email address.
- New to Info Hub:
 - List of passenger plates printed and sent to customers from online registration renewal orders.
 - List of passenger plates and special plates in the process of being printed and sent to customers.

Issues Resolved

- Regular printing of lien cards resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

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You may scan the driver's license, but if you do, you must highlight the date-of-birth field and hit "tab." This will open the drop-down field and allow you to select the appropriate condition (i.e., individual is 17 years of age and high school graduate).

This is one of the topics being reviewed in next week's refresher training webinars.

Have an idea for a solution?

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- Non-title transactions (Registration/plates): 7 days of work left to process.
- Transfers of Minnesota titled vehicles: 14 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Turnaround of applications submitted through MNLARS: 49 days.

System Maintenance

A system update is tentatively scheduled for Monday, September 25. MNLARS would be unavailable from 9-11 p.m. We will provide more information about the upgrade Monday morning.

Online Tab Renewal: On Sunday Sept. 24, US Bank will perform maintenance on the e-payment portion of the DVS online tab renewal service. We anticipate that online services will be unavailable from midnight to 5 a.m. This does not affect MNLARS services for deputy registrars, dealers, or law enforcement.

What's New in This Update

- Correction to Temporary Solution: Ownership by Minor
- Update to "Your Questions Answered"
- Reminders

Your Questions Answered

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System Maintenance

A system update is tentatively scheduled for Monday, September 25. MNLARS would be unavailable from 9-11 p.m. We will provide more information about the upgrade Monday morning.

What's New in This Update

- Updated numbers included for plate issuance; the excel files for ordered plates are posted on [Info Hub](#) under the MNLARS tab.
- Any other new information will be included in this afternoon's update.

Your Questions Answered

Q. What is the difference between Real ID and EDL?

A. An EDL is a dual-purpose, optional card that combines a standard driver's license with a border crossing document. The card allows a Minnesota resident to re-enter the U.S. by land or seaport when returning from Canada, Mexico, Bermuda or the Caribbean, speeding passage back across the border. [More info on EDLs.](#)
REAL ID refers to an act passed by Congress in 2005 to set standards for the issuance of driver's licenses and identification cards. It sets the requirements for state driver licenses and identification cards to be accepted for federal purposes such as boarding an airplane for domestic travel or entering certain secure federal facilities. [More info on Real IDs.](#)
[Forms of identification accepted by the TSA.](#)

Q. Call volumes at the PIC. Why not listing a time for waiting?

A. We've increased the hours of operation for the PIC and have staff working overtime. We are also looking into modifying the busy signal as part of a future upgrade.

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Turnaround of applications submitted through MNLARS: 49 days.

System Maintenance

There is no scheduled maintenance tonight.

What's New in This Update

- Updated “Your Questions Answered” section
- New information under “MNLARS by the Numbers”
- Sweeps Report Information: Sept. 15 through Sept. 19 available
- Training: New Refresher Webinars, 7-8 a.m. time slot added

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If you have suggestions for a training refresher please email MNLARS.Training@state.mn.us

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DVS Mail Registration - current

Title Turnaround

DVS is printing and mailing titles daily. They are a combination of applications submitted under the old system and through MNLARS. The Title and Registration unit has split its team into two work groups. The majority are working to finish the applications submitted prior to July 24. Once that work is completed, the full team will be dedicated to work submitted through MNLARS.

Status of applications submitted before July 24.

- New to Fleet (MCO/OS Titles): Most applications have been processed and the titles issued. Outstanding are applications that require the transfer of a special plate or a deficiency letter.
- Non-title transactions (Registration/plates): 7 days of work left to process.

- Transfers of Minnesota titled vehicles: 14 days of work left to process. Processing of these applications was delayed due to issues with NMVTIS, which have since been resolved.

Turnaround of applications submitted through MNLARS: 49 days.

System Maintenance

A system update is tentatively scheduled for Thursday, September 21. MNLARS would be unavailable from 9-10 p.m. We will provide more information about the upgrade tomorrow.

What's New in This Update

- There is no new information to report this morning; we'll send any new information in this afternoon's update.
- The following was sent yesterday afternoon.

Your Questions Answered

Q. Why are programmers working on driver's license functionality and not on motor vehicle functionality; getting it fixed?

A. We have programmers working on both. It is important that we keep development moving forward on motor vehicle and driver's license functionality at the same time for a number of reasons, including meeting statutory requirements such as Real ID and the All-Electronic Vehicle Surcharge.

Q. Daily emails; can these be archived on Info Hub?

A. Good suggestion. We are putting them together into one searchable pdf. We'll let you know when it is available on Info Hub.

Q. What is the website address for public information about MNLARS?

A. For status of registration and title applications refer customers to <https://dps.mn.gov/divisions/dvs/news/Pages/frequently-asked-questions.aspx>. For general information about the MNLARS project, refer customers to: <https://dps.mn.gov/divisions/dvs/programs/mnlars/Pages/default.aspx>

Q. Communications come out twice per day by email; however what is new is not highlighted or somehow distinguished and most of information is a repeat.

A. We've added a new section called What's New for each UPDATE.

Q. How can I participate in system demos?

A. While space at DVS is limited, you can also participate via Skype and a conference call. If you are interested, please email dvs.mnlars@state.mn.us. You will receive instructions with your meeting invitation.

Issues Resolved

- Regular printing of lien card resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Sweep Reports

The "sweep reports" for September 15 through September 18 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 15 through Sept. 18, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Temporary Solutions

New: Ownership by Minor

To complete a title transaction for a minor follow these steps:

1. Type in full name and date of birth (do not use driver's license number to auto populate the fields)
2. Tab to the drop-down field and select the appropriate condition (i.e., individual is 17 years of age and high school graduate)

If you enter the driver's license number and auto populate the name and date of birth field, the drop-down does not appear. You cannot select a condition and as a result will be unable to complete the transaction.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Training

No training is planned for this week.

If you have questions for training please email MNLARS.Training@state.mn.us

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-20-2017)
- [Sweep Reports](#) September 15 through September 18

MNLARS by the Numbers

From July 24 through September 19, the following have been processed through MNLARS:

- 963,321 registration renewals
- 307,174 title transactions

System Maintenance

A system update is tentatively scheduled for Thursday, September 21. MNLARS would be unavailable from 9-10 p.m. We will provide more information about the upgrade tomorrow.

What's New in This Update

- Added **Your Questions Answered** section: Many of the questions in this section will be those shared at the MDRA annual membership meeting held on Sept. 15.
- New workaround for minors applying for titles.
- Updated Issues Being Addressed and Issues Resolved
- Updated Sweep Reports

Your Questions Answered

Q. Why are programmers working on driver's license functionality and not on motor vehicle functionality; getting it fixed?

A. We have programmers working on both. It is important that we keep development moving forward on motor vehicle and driver's license functionality at the same time for a number of reasons, including meeting statutory requirements such as Real ID and the All-Electronic Vehicle Surcharge.

Q. Daily emails; can these be archived on Info Hub?

A. Good suggestion. We are putting them together into one searchable pdf. We'll let you know when it is available on Info Hub.

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Q. Communications come out twice per day by email; however what is new is not highlighted or somehow distinguished and most of information is a repeat.

A. We've added a new section called What's New for each UPDATE.

Q. How can I participate in system demos?

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Issues Resolved

- Regular printing of lien card resumes
- Special plate orders are currently being printed; this will clear out the backlog of plates ordered.
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress - Anticipated Fix with Fall Release

Move pay-per query carts not paid

- Status: Assigned – In Progress - Anticipated Fix with Fall Release

Clean up existing duplicate stickers

- Status: In progress

Prorate/IRP - Title Only Transactions

- Status: In progress

Sweep Reports

The "sweep reports" for September 12 through September 14 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 12 through Sept. 14, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Temporary Solutions

New: Ownership by Minor

To complete a title transaction for a minor follow these steps:

1. Type in full name and date of birth (do not use driver's license number to auto populate the fields)
2. Tab to the drop-down field and select the appropriate condition (i.e., individual is 17 years of age and high school graduate)

If you enter the driver's license number and auto populate the name and date of birth field, the drop-down does not appear. You cannot select a condition and as a result will be unable to complete the transaction.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Training

No training is planned for this week.

If you have suggestions for a training refresher please email MNLARS.Training@state.mn.us

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-20-2017)
- [Sweep Reports](#) September 12 through September 14

MNLARS by the Numbers

From July 24 through September 19, the following have been processed through MNLARS:

- 963,321 registration renewals
- 307,174 title transactions

System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance to the system. We anticipate services will be available by 10 p.m.

Service affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Last night's maintenance addressed:

- Printing of lien cards
- Fixes to the Mail Reg. finance system (Does not affect Deputy Registrars)
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed

Issues Resolved - Updated

- Regular printing of lien card resumes
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCOR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Special Plates to be printed by MINNCOR (files have been sent)

- Status: In Progress

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress

Move pay-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Sweep Reports

The "sweep reports" for September 7 through September 11 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 7 through Sept. 11, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated \(9-8-2017\)](#)
- [Sweep Reports September 7 through September 11](#)

MNLARS by the Numbers

From July 24 through September 18, the following have been processed through MNLARS:

- 946,560 registration renewals
- 297,580 title transactions

System Maintenance

There may be another brief maintenance period tonight. Any information about potential maintenance this evening will be provided in the afternoon email.

Last night's maintenance addressed:

- Printing of lien cards
- Fixes to the Mail Reg. finance system (Does not affect Deputy Registrars)
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCORR to be printed

The system update scheduled for **September 23** has been postponed. We will provide more information about the release date as soon as possible.

Look for more information regarding training in a future update.

Issues Resolved - Updated

- Regular printing of lien card resumes
- The ability to add "F" and "S" as characters to plate orders
- Special plate files have been sent to MINNCORR to be printed
- Mail Reg fixes tied to finance system (does not affect deputy registrars)
- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.

Issues Being Addressed

Special Plates to be printed by MINNCORR (files have been sent)

- Status: In Progress

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: Analysis is in progress

Move pay-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Sweep Reports

The "sweep reports" for September 7 through September 11 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 7 through Sept. 11, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

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445 Minnesota St, Suite 185

Saint Paul, MN 55101

Regional MNLARS Question and Answer Sessions

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Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

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Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports September 7 through September 11](#)

MNLARS by the Numbers

From July 24 through September 18, the following have been processed through MNLARS:

- 946,560 registration renewals
- 297,580 title transactions

System Maintenance Update

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The maintenance tonight includes fixes to the verification process regarding the assignment of license plates to only one vehicle when processed through online renewal. Regular printing of lien cards will resume after tonight as well.

1. The system update scheduled for **September 23** has been postponed. We will provide more information about the release date as soon as possible.
2. Look for more information regarding training in a future update.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Lien card printing

- Status: In Progress to Resolved – files being sent to start printing

Special Plates to be printed by MINNCORR

- Status: In Progress to Resolved – Files being sent to MINNCORR to start printing of plates – anticipated to be printed and to central mail by 9/22

Move pay-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Sweep Reports

The "sweep reports" for September 7 through September 11 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 7 through Sept. 11, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Reminder: For New to Fleet (Apply for Title) Transactions

Starting Year and Starting Month are pre-selected by the MNLARS system based on the date of sale entered. If needed, change the Starting Year and Starting Month; for example, when registering a vehicle for a customer moving into Minnesota.

See Job Aid: New to Fleet: Data Verification and Entry Job Aid, page 5.

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Now Available on Info Hub

- [MNLARS Workarounds Updated \(9-8-2017\)](#)
- [Sweep Reports September 7 through September 11](#)

MNLARS by the Numbers

From July 24 through September 15, the following have been processed through MNLARS:

- 925,504 registration renewals
- 287,139 title transactions

System Maintenance

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The maintenance tonight includes fixes in the background to verify the assignment of license plates to only one vehicle when processed through an online registration renewal transaction. Regular printing of lien cards will resume after tonight as well.

1. The system update scheduled for **September 23** has been postponed. We will provide more information about the release date as soon as possible.
2. Look for more information regarding training in a future update.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Lien card printing

- Status: In Progress to Resolved – files being sent to start printing

Special Plates to be printed by MINNCORR

- Status: In Progress to Resolved – Files being sent to MINNCORR to start printing of plates – anticipated to be printed and to central mail by 9/22

Move pay-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Sweep Reports

The "sweep reports" for September 7 through September 11 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Sept. 7 through Sept. 11, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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Saint Paul, MN 55101

Reminder: For New to Fleet (Apply for Title) Transactions

Starting Year and Starting Month are pre-selected by the MNLARS system based on the date of sale entered. If needed, change the Starting Year and Starting Month; for example, when registering a vehicle for a customer moving into Minnesota.

See Job Aid: New to Fleet: Data Verification and Entry Job Aid, page 5.

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

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Now Available on Info Hub

- [MNLARS Workarounds Updated \(9-8-2017\)](#)
- [Sweep Reports September 7 through September 11](#)

MNLARS by the Numbers

From July 24 through September 15, the following have been processed through MNLARS:

- 925,504 registration renewals
- 287,139 title transactions

Planned System Maintenance

There is no maintenance scheduled for the week of September 11.
The next anticipated MNLARS system update is Saturday, September 23.

Sweep Reports

The "sweep reports" for August 31 through September 6 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Aug. 31 through Sept. 6, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

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DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Registration Fees

We have heard citizen reports of being charged incorrect registration fees. If the fees look incorrect in the Calculations box, review your entries in the registration fields.

Reminder: For New to Fleet (Apply for Title) Transactions

Starting Year and Starting Month are pre-selected by the MNLARS system based on the **date of sale** entered. If needed, change the **Starting Year** and **Starting Month**; for example, when registering a vehicle for a customer moving into Minnesota.

See Job Aid: New to Fleet: Data Verification and Entry Job Aid, page 5.

Training on new Functionality

Next week's webinar involves training for new functionality that will be implemented September 23.

This includes:

- The transfer and acceptance of plates between offices
- Being able to see MINNCOR shipments
- The ability to see dates inventory is assigned (sold)
- Title transfer and change of class will be a 1 step process
- The Office Finance Manager will be able to see all office closeouts.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

Thursday Sept. 21 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/autrel1>
- 9:30 - 10:30 a.m. <http://bit.ly/autrel2>
- 1:00 - 2:00 p.m. <http://bit.ly/autrel3>
- 2:30 - 3:30 p.m. <http://bit.ly/autrel4>

Friday Sept. 22 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/autrel5>
- 9:30 - 10:30 a.m. <http://bit.ly/autrel6>
- 1:00 - 2:00 p.m. <http://bit.ly/autrel7>
- 2:30 - 3:30 p.m. <http://bit.ly/autrel8>

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Move paper-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports August 31 through September 6](#)

MNLARS by the Numbers

From July 24 through September 13, the following have been processed through MNLARS:

- 893,480 registration renewals
- 271,242 title transactions

Planned System Maintenance

- The system update scheduled for September 23 has been postponed. We will provide more information about the release date as soon as possible.
- Look for more information regarding the training that is scheduled next week in a future update.

Sweep Reports

The "sweep reports" for August 31 through September 6 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for Aug. 31 through Sept. 6, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

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Temporary Solutions

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Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
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- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Move paper-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports August 31 through September 6](#)

MNLARS by the Numbers

From July 24 through September 12, the following have been processed through MNLARS:

- 875,619 registration renewals
- 261,774 title transactions

Planned System Maintenance

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Sweep Reports

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This includes:

- The transfer and acceptance of plates between offices
- Being able to see MINNCOR shipments
- The ability to see dates inventory is assigned (sold)
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- 2:30 - 3:30 p.m. <http://bit.ly/autrel4>

Friday Sept. 22 - Webinar password is mnlars

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- 9:30 - 10:30 a.m. <http://bit.ly/autrel6>
- 1:00 - 2:00 p.m. <http://bit.ly/autrel7>
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Issues Resolved

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Issues Being Addressed

Move paper-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

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- [Sweep Reports August 31 through September 6](#)

MNLARS by the Numbers

From July 24 through September 13, the following have been processed through MNLARS:

- 893,480 registration renewals
- 271,242 title transactions

Planned System Maintenance

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Title Processing Update

The issue regarding the printing of titles has been resolved. All title applications are being processed and printed. The current turnaround time for titles submitted through MNLARS is 40 days. The turnaround time for title applications submitted before the MNLARS launch range between 56 and 76 days, depending on the type of title transaction.

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This includes:

- The transfer and acceptance of plates between offices
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Example: Some deputy registrars are using the procedure developed for non-conforming VINs (less than 17 characters) to process other types of transactions. That creates a second vehicle record for the same vehicle in MNLARS. DVS cannot "merge" these records at a later date. This could result in future problems for your customer.

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Temporary Solutions

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Issues Resolved

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MNLARS by the Numbers

From July 24 through September 11, the following have been processed through MNLARS:

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- 258,959 title transactions

Planned System Maintenance

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Title Processing Update

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Reminder: Barcode Stickers

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS. Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document. Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

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Temporary Solutions

Quarterly Farm Registration and Transfer of Minnesota Title

You cannot issue quarterly farm registration and "Create Transfer Application" at the same time. You must do this as a two-step process.

Step 1

- Select "Create Transfer Application" from Actions drop-down menu, complete transaction and finish cart and payment

Step 2

- Start new transaction
- Select Complete Renew Registration from Actions drop-down menu, complete transaction
 - Issue farm registration

- Remove the filing fee
- Finish cart and payment

Salvage Inspection Fee/Admin Impound Fee

The workarounds for the \$35 salvage inspection fee and the \$50 special registration and reinstatement fees have been updated.

- Please write the license plate number or the VIN in the memo area of the check the customer makes payable to DVS, so the fees can be associated with the transaction.
- Deputy registrars should also include a print out of the record, as originally instructed.

The workaround document posted on [Info Hub](#) was updated to reflect the change.

Have an idea for a solution?

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Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Move paper-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports through August 30](#)

MNLARS by the Numbers

From July 24 through September 11, the following have been processed through MNLARS:

- 856,641 registration renewals
- 258,959 title transactions

Planned System Maintenance

There is no maintenance scheduled for the week of September 11.

Title Processing Update

The issue regarding the printing of titles has been resolved. All title applications are being processed and printed. The current turnaround time for titles submitted through MNLARS is 40 days. The turnaround time for title applications submitted before the MNLARS launch range between 56 and 76 days, depending on the type of title transaction.

Reminder: Barcode Stickers

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS. Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#)

Regional MNLARS Question and Answer Sessions

No registration is required. Stay for as little or long as you like.

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Quarterly Farm Registration and Transfer of Minnesota Title

You cannot issue quarterly farm registration and "Create Transfer Application" at the same time. You must do this as a two-step process.

Step 1

- Select “Create Transfer Application” from Actions drop-down menu, complete transaction and finish cart and payment

Step 2

- Start new transaction
- Select Complete Renew Registration from Actions drop-down menu, complete transaction
 - Issue farm registration
 - Remove the filing fee
 - Finish cart and payment

Salvage Inspection Fee/Admin Impound Fee

The workarounds for the \$35 salvage inspection fee and the \$50 special registration and reinstatement fees have been updated.

- Please write the license plate number or the VIN in the memo area of the check the customer makes payable to DVS, so the fees can be associated with the transaction.
- Deputy registrars should also include a print out of the record, as originally instructed.

The workaround document posted on [Info Hub](#) was updated to reflect the change.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle.

- Status: Analysis in progress

Move paper-per query carts not paid

- Status: Assigned – in progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports from August 13-August 30](#)

MNLARS by the Numbers

From July 24 through September 8, the following have been processed through MNLARS:

- 828,756 registration renewals
- 240,983 title transactions

Planned System Maintenance

There is no maintenance scheduled for the week of September 11.

Training

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS.

Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

Greater Minnesota (Note the date changes for Rochester, Mankato, and Marshall)

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Quarterly Farm Registration and Transfer of Minnesota Title

You cannot issue quarterly farm registration and "Create Transfer Application" at the same time. You must do this as a two-step process.

Step 1

- Select "Create Transfer Application" from Actions drop-down menu, complete transaction and finish cart and payment

Step 2

- Start new transaction
- Select Complete Renew Registration from Actions drop-down menu, complete transaction
 - Issue farm registration
 - Remove the filing fee
 - Finish cart and payment

Salvage Inspection Fee/Admin Impound Fee

The workarounds for the \$35 Salvage Inspection fee and the \$50 special registration and reinstatement fees have been updated.

- Please write the license plate number or the VIN in the memo area of the customer's check the customer so the fees can be associated with the transaction.
- Deputy registrars should also include a print out of the record, as originally instructed.

The workaround document posted on [Info Hub](#) was updated to reflect the change.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Move paper-per query carts not paid

- Status: Assigned – In Progress

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (8-28-2017)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 8, the following have been processed through MNLARS:

- 828,756 registration renewals
- 240,983 title transactions

Planned System Maintenance

There is no maintenance scheduled for the week of September 11.

Please remember to restart your computers after any system maintenance is performed to be assured you have the most up to date version of the MNLARS program.

Training

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS.

Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

Regional MNLARS Question and Answer Sessions

No registration required. Stay for as little or as long as you like.

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Quarterly Farm Registration and Transfer of Minnesota Title

You cannot issue quarterly farm registration and "Create Transfer Application" at the same time. You must do this as a two-step process.

Step 1

- Select "Create Transfer Application" from Actions drop-down menu, complete transaction and finish cart and payment

Step 2

- Start new transaction
- Select Complete Renew Registration from Actions drop-down menu, complete transaction
 - Issue farm registration
 - Remove the filing fee
 - Finish cart and payment

Salvage Inspection Fee/Admin Impound Fee

The workarounds for the \$35 Salvage Inspection fee and the \$50 special registration and reinstatement fees have been updated.

- Please write the license plate number or the VIN in the memo area of the customer's check the customer so the fees can be associated with the transaction.
- Deputy registrars should also include a print out of the record, as originally instructed.

The workaround document posted on [Info Hub](#) was updated to reflect the change.

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (9-8-2017)
- [Sweep Reports through August 30](#)

MNLARS by the Numbers

From July 24 through September 8, the following have been processed through MNLARS:

- 828,756 registration renewals
- 240,983 title transactions

Planned System Maintenance - Update

Please remember to restart your computers after any system maintenance is performed to be assured you have the most up to date version of the MNLARS program.

Following Thursday night's maintenance:

- Deputy registrars will be able to remove a special plate from a record and issue regular plates to the vehicle. (DVS is still working on transferring a special plate to another vehicle record.)
- MNLARS will no longer override stickers issued by a deputy registrar with a MINNCOR registration sticker.
- Plates issued by a deputy registrar will only appear on one vehicle record.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.

Training

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS.

Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

Quarterly Farm Registration - Update

System maintenance on the evening of August 24 fixed the Reg Renewal transaction to properly display quarterly registration expiration dates. We discovered the same problem exists in Apply for Title transactions. DVS is working to correct this.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Greater Minnesota (Note the date changes for Rochester, Mankato, and Marshall)

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Deputy registrars are able to remove a special plate from a record and issue regular plates to the vehicle.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.
- 7-year replacement plate fees calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Active military duty registration charging full registration fees instead of \$6.

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated \(8-28-2017\)](#)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 7, the following have been processed through MNLARS:

- 806,503 registration renewals
- 232,341 title transactions

Planned System Maintenance

Tonight

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The maintenance tonight includes fixes to MINNCOR stickers incorrectly assigned to deputy registrar transactions, removal of special plates from a vehicle record and the assignment of plates sold at a deputy office to more than one vehicle.

Following tonight's maintenance:

- Deputy registrars will be able to remove a special plate from a record and issue regular plates to the vehicle. (DVS is still working on transferring a special plate to another vehicle record.)
- MNLARS will no longer override stickers issued by a deputy registrar with a MINNCOR registration sticker.
- Plates issued by a deputy registrar will only appear on one vehicle record.
- Lien card production by Dept. of Administration resumes after issues arose with the file process.

Quarterly Farm Registration - Update

System maintenance on the evening of August 24 fixed the Reg Renewal transaction to properly display quarterly registration expiration dates. We discovered the same problem exists in Apply for Title transactions. DVS is working to correct this.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
445 Minnesota Street, Saint Paul
Check in at the DPS reception desk on the skyway level

Greater Minnesota

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)

- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Training

If you print a MNLARS title application you must place a barcode sticker on the document and associate it with the transaction by scanning the barcode into MNLARS.

Do not submit the MNLARS title application without a barcode sticker.

Please refer to your training materials for information about the correct use of the MNLARS title application document.

Training materials are available on the [MNLARS Deputy Registrar Learning Center](#).

Sweep Reports

The "sweep reports" for August 26-30 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 26 through Aug. 30, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - * Farm trailer (30)
 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: in progress. Expected deploy date 9/7

Unable to issue new plate after special plate removed

- Status: In progress. Deploy date goal 9/7

Move paper-per query carts not paid

- Status: Assigned, expected deploy date 9/7

Sticker orders sent to MINNCOR for registration renewed at deputy registrar office

- Status: in progress. Expected deploy date 9/7

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Now Available on Info Hub

- [MNLARS Workarounds Updated \(8-28-2017\)](#)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 7, the following have been processed through MNLARS:

- 806,503 registration renewals
- 232,341 title transactions

Planned System Maintenance - Update

Next system maintenance is scheduled for Thursday, September 7.

MNLARS will be unavailable beginning at 9 p.m. tonight. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

The maintenance on Thursday includes fixes to sticker orders being sent to MINNCORR from a deputy office, the ability to assign a new plate to a record after a special plate was removed and the assignment of plates sold at a deputy office will only show on the record of one vehicle.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
445 Minnesota Street, Saint Paul
Check in at the DPS reception desk on the skyway level

Greater Minnesota (Note the date changes for Rochester, Mankato, and Marshall)

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
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- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.

- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - * Farm trailer (30)
 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: in progress. Expected deploy date 9/7

Unable to issue new plate after special plate removed

- Status: In progress. Deploy date goal 9/7

Move paper-per query carts not paid

- Status: Assigned, expected deploy date 9/7

Sticker orders sent to MINNCOR for registration renewed at deputy registrar office

- Status: in progress. Expected deploy date 9/7

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Sweep Reports

The "sweep reports" for August 26-30 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 26 through Aug. 30, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:
DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated \(8-28-2017\)](#)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 5, the following have been processed through MNLARS:

- 777,894 registration renewals
- 214,836 title transactions

Planned System Maintenance - Update

Server Maintenance Tonight

MNLARS and ESupport will be unavailable beginning at 9 p.m. on Wed. Sept. 6. MN.IT Services is performing planned server maintenance. We anticipate a short disruption to services during the maintenance. All services will be available by 11 p.m. Services affected include:

- ESupport
- Online public services
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Law enforcement record lookup

Thursday Sept. 7 - MNLARS Maintenance

MNLARS will be unavailable beginning at 9 p.m. on Thursday, Aug. 24. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
445 Minnesota Street, Saint Paul
Check in at the DPS reception desk on the skyway level

Greater Minnesota

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Training Update

Find new and updated job aids on the [MNLARS Deputy Registrar Learning Center](#), under the Support tab.

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - * Farm trailer (30)
 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: in progress. Expected deploy date 9/7

Unable to issue new plate after special plate removed

- Status: In progress. Deploy date goal 9/7

Move paper-per query carts not paid

- Status: Assigned, expected deploy date 9/7

Sticker orders sent to MINNCOR for registration renewed at deputy registrar office

- Status: in progress. Expected deploy date 9/7

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Sweep Reports

The "sweep reports" for August 26-30 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout Aug. 26 through Aug. 30, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
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3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated \(8-28-2017\)](#)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 5, the following have been processed through MNLARS:

- 777,894 registration renewals
- 214,836 title transactions

Planned System Maintenance - Update

Next system maintenance is scheduled for Thursday, September 7. MNLARS will be unavailable beginning at 9 p.m. Thursday, September 7. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m. More information on what will be included in the maintenance update to come.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
445 Minnesota Street, Saint Paul
Check in at the DPS reception desk on the skyway level

Greater Minnesota (Note the date changes for Rochester, Mankato, and Marshall)

- Virginia Tue. Sept. 12 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 101 N. Hoover Rd. (Laurentian Room)
- Thief River Falls Sept. 13 Time: 9:00 a.m. – 3:00 p.m.
C'Mon Inn, 1586 US Hwy. 59
- Fergus Falls Thurs. Sept. 14 Time: 9:00 a.m. – 3:00 p.m.
Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Training Update

This week's webinar is about recognizing transaction irregularities.

We will review scenarios so you can spot issues with a transaction and correct them at your office instead of completing and submitting and an intake form.

Attendance is optional. No registration is required.

Wednesday Sept. 6 - Webinar password is mnlars

- 1:00 - 2:00 p.m. <http://bit.ly/wk3sess7>
- 2:30 - 3:30 p.m. <http://bit.ly/wk3sess8>

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
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 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: in progress. Expected deploy date 9/7

Unable to issue new plate after special plate removed

- Status: In progress. Deploy date goal 9/7

Move paper-per query carts not paid

- Status: Assigned, expected deploy date 9/7

Sticker orders sent to MINNCOR for registration renewed at deputy registrar office

- Status: in progress. Expected deploy date 9/7

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Sweep Reports

The "sweep reports" for August 26-30 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 26 through Aug. 30, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated \(8-28-2017\)](#)
- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

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Planned System Maintenance

Next system maintenance is scheduled for Thursday, September 7.

MNLARS will be unavailable beginning at 9 p.m. Thursday, September 7. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Government agency lookup

August 31, Service Disruption Update

MN.IT Services identified an issue with an access management system shared by other state systems as the cause of last week's service disruption, which prevented MNLARS users from logging in and from completing title and registration transactions properly. The correction, security checks and testing were completed in two hours and MNLARS login was then available statewide.

MN.IT continues to investigate the issue to ensure access isn't compromised in the future.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
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Ottertail County Government Service Center, 545 W Fir Ave. (Ottertail Lake Room)
- St. Cloud Fri. Sept. 15 Time: 9:00 a.m. – 3:00 p.m.
River's Edge Conv. Ctr., 10 4th Ave. S (Wilson Suite)
- Rochester Mon. Sept. 18 Time: 9:00 a.m. – 3:00 p.m.
MN DOT Building, 2900 48th St. NW

- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Training Update

This week's webinar is about recognizing transaction irregularities.

Attendance is optional. No registration is required.

Wednesday Sept. 6 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/wk3sess5>
- 9:30 - 10:30 a.m. <http://bit.ly/wk3sess6>
- 1:00 - 2:00 p.m. <http://bit.ly/wk3sess7>
- 2:30 - 3:30 p.m. <http://bit.ly/wk3sess8>

Inventory Update

Updated inventory is posted to Info Hub again. There are additional reports posted about what's available and what's been used. More detailed reports are being worked on.

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
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 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Plates sold at deputy registrar getting assigned to a vehicle and then hours to days later being assigned to another vehicle

- Status: in progress. Expected deploy date 9/7

Unable to issue new plate after special plate removed

- Status: In progress. Deploy date goal 9/7

Move paper-per query carts not paid

- Status: Assigned, expected deploy date 9/7

Sticker orders sent to MINNCOR for registration renewed at deputy registrar office

- Status: in progress. Expected deploy date 9/7

Clean up existing duplicate stickers

- Status: In progress

Regenerate plate order files.

- Status: In progress

Sweep Reports

The "sweep reports" for August 26-30 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout Aug. 26 through Aug. 30, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit

445 Minnesota St, Suite 185

Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (8-28-2017)
- [Sweep Reports from August 26-August 30](#)

MNLARS by the Numbers

From July 24 through September 1, the following have been processed through MNLARS:

- 730,056 registration renewals
- 213,677 title transactions

Planned System Maintenance - Update

Next system maintenance is scheduled for Thursday, September 7. More information will be available later in the week.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
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MN DOT Building, 2900 48th St. NW
- Mankato Tue. Sept. 19 Time: 9:00 a.m. – 3:00 p.m.
MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Training Update

This week's webinar is about recognizing transaction irregularities.

We will review scenarios so you can spot issues with a transaction and correct them at your office instead of completing and submitting and an intake form.

Attendance is optional. No registration is required.

Tuesday Sept. 5 - Webinar password is mnlars

- 9:30 - 10:30 a.m. <http://bit.ly/wk3sess2>
- 1:00 - 2:00 p.m. <http://bit.ly/wk3sess3>
- 2:30 - 3:30 p.m. <http://bit.ly/wk3sess4>

Wednesday Sept. 6 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/wk3sess5>
- 9:30 - 10:30 a.m. <http://bit.ly/wk3sess6>
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Inventory Update

Updated inventory is posted to Info Hub again. There are additional reports posted about what's available and what's been used. More detailed reports are being worked on.

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - * Farm trailer (30)
 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Some Stickers in MINNCOR file that were issued at a DR location.

- Expected Fix Date: Aug. 31

Special plate transfers

- Status: Deploy date goal is Sept. 7

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS Report missing information

- Part 1: expected fix date 8/13 - part 2: in progress

Using the Snipping Tool

When reporting MNLARS issues, include screen shots with the Intake Form. One of the best tools for doing this is the Microsoft Snipping Tool.

Steps for Using the Snipping Tool for Screenshots

1. Click the Windows Start button.
2. In the Search box, type Snip.
 - The snipping tool will show up as a search result.
 - Right click on it and select Pin to Taskbar so you always have it available.
3. Open Snipping tool.
4. Click New.
5. Click and drag around area you need to capture.
 - Once back in the Snipping tool window, you can preview the screenshot.
 - Get shots of vehicle and registration panels, if possible.
6. If good, Click File - Save As, and save to your desktop.
 - If not the shot you wanted, click New and capture another shot.
7. Email the screen shot(s) and Intake form to dvs.mv.liaisons@state.mn.us.

Sweep Reports

The "sweep reports" for August 13-19 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout Aug. 13 through Aug. 19, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

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Saint Paul, MN 55101

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- [Sweep Reports from August 13-August 19](#)

MNLARS by the Numbers

From July 24 through September 1, the following have been processed through MNLARS:

- 730,056 registration renewals
- 213,677 title transactions

Next Planned System Maintenance

The next planned system maintenance is scheduled for Sept. 7. DVS will provide more information next week.

Following Thursday's night maintenance:

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100. You must enter the license plate number as it appears, for example with spaces or hyphens. If you do not enter it as it appears on the plate, MNLARS will think it's a new plate and calculate a \$100 replacement fee.
- Portions of the NMVTIS fixes were successful, but not all. However, DVS has resumed processing those Minnesota title transfers submitted before July 24. Processing will update the owner and registration information on the motor vehicle record.

Title Printing

DVS is printing and mailing titles. However, we have discovered that some of the title print requests are not making it to the print queue and as a result are not being issued. We are looking into this issue and will keep you updated.

Regional MNLARS Question and Answer Sessions

MNLARS Q&A sessions begin Sept. 8.

No registration required. Stay for as little or as long as you like.

Metro

- DVS Town Square Fri. Sept. 8 Time: 9:30 a.m. - 3:00 p.m.
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MNSCU, South Central College, 1920 Lee Blvd. (Conf. Center A)
- Marshall Wed. Sept. 20 Time: 9:00 a.m. – 3:00 p.m.
Merit Center, 1001 W Erie Rd (Room A)

Password Resets

This is a reminder, if you need to have your password reset, please contact the DVS Data Services unit. Email: dvs.dataservices@state.mn.us

Gov Delivery

Several deputy registrars did not receive the notification that went out yesterday about the service disruption. They were not delivered because email servers tagged them as spam.

Please be sure that your email is set up to receive all emails from: mndps.news@public.govdelivery.com

Temporary Solutions

Have an idea for a solution?

Please submit any ideas for workarounds to MDRA at MNLARSInbox.MDRA@gmail.com, who can then present them to DVS for consideration.

Issues Resolved

- Additional farm registration issues.
- Deputy Registrar is not able to create duplicate title as the pending online tab renewal.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Online registration renewal calculating incorrect registration interval and fees based on prior registration instance.
- Replacement personalized plate charging \$100 instead of \$14
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
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 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Some Stickers in MINNCOR file that were issued at a deputy registrar location.

- Expected Fix Date: Moved to Sept. 7

Unable to issue new plate after special plate was removed

- Status: Ready for assignment to developer. Deploy date goal of 9/7

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS

- Pieces that did not go in 8/31 deploy

Using Snipping Tool

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Training Update

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We will review scenarios so you can spot issues with a transaction and correct them at your office instead of completing and submitting and an intake form.

Attendance is optional. No registration is required.

Tuesday Sept. 5 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/wk3sess1>
- 9:30 - 10:30 a.m. <http://bit.ly/wk3sess2>
- 1:00 - 2:00 p.m. <http://bit.ly/wk3sess3>
- 2:30 - 3:30 p.m. <http://bit.ly/wk3sess4>

Wednesday Sept. 6 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/wk3sess5>
- 9:30 - 10:30 a.m. <http://bit.ly/wk3sess6>
- 1:00 - 2:00 p.m. <http://bit.ly/wk3sess7>
- 2:30 - 3:30 p.m. <http://bit.ly/wk3sess8>

Sweep Reports

The "sweep reports" for August 13 through August 19 and August 20-25 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 13 through Aug. 19 and Aug. 20 through Aug. 25, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

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DVS Audit
445 Minnesota St, Suite 185
Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (8-31-2017)
- [Sweep Reports from August 7-August 12](#) (Updated 8/30/2017)

MNLARS by the Numbers

From July 24 through August 31, the following have been processed through MNLARS:

- 697,049 registration renewals
- 205,964 title transactions

Planned System Maintenance - Update

Following Thursday's maintenance:

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.

Regional MNLARS Question and Answer Sessions

DVS is hosting a series of MNLARS Q&A sessions beginning on Sept. 8 at the DVS office in Town Square. DVS is still working out the details for the sessions in Greater Minnesota and will update you when it is available. Registration for the sessions is not required.

Metro:

Sept. 8: DVS Town Square, 445 Minnesota Street, St. Paul, 9 a.m. - 3 p.m.

Greater Minnesota (Location and times are being finalized):

Sept. 12: Virginia

Sept. 13: Their River Falls

Sept. 14: Fergus Falls

Sept. 15: St. Cloud

Sept. 19: Rochester

Sept. 20: Mankato

Sept. 21: Marshall

Client Error Message

If you get the red box say there is an error but no field has a red star by it there are two common problems to look for:

- Punctuation in the address field, for example 111 W. Femont St. – remind deputy registrars not to put periods or dashes in address fields
- Some makes converted with spaces – deputy registrars can eliminate the space and that will correct the error

Training Update

Next week's webinar is about recognizing transaction irregularities.

We will review scenarios so you can spot issues with a transaction and correct them at your office instead of completing and submitting and an intake form.

Attendance is optional. No registration is required.

Tuesday Sept. 5 - Webinar password is mnlars

8:00 - 9:00 a.m <http://bit.ly/wk3sess1>

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Wednesday Sept. 6 - Webinar password is mnlars

• 8:00 - 9:00 a.m. <http://bit.ly/wk3sess5>

• 9:30 - 10:30 a.m. <http://bit.ly/wk3sess6>

• 1:00 - 2:00 p.m. <http://bit.ly/wk3sess7>

• 2:30 - 3:30 p.m. <http://bit.ly/wk3sess8>

Temporary Solutions

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

- Select Change of Class from Actions
- Complete the Conversion
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Conversion and Title Transfer - Registration is current.

Step 1: Complete Conversion

- Select Conversion from Actions
- Complete the Conversion
- Issue correct license plates/stickers
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Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
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Issues Resolved

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:

* Farm trailer (30)

* Farm Truck (19)

* Commercial Trailer (26)

* Y Class (11)

* Y Class (31)

* Y Class (41)

* Concrete Pumper (22)

* Commercial Zone Truck (32)

* Recreational Trailer (14)

* RV (17)

Issues Being Addressed

Some Stickers in MINNCOR file that were issued at a DR location.

- Expected Fix Date: Aug. 31

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS Report missing information

- Part 1: expected fix date 8/13 - part 2: in progress

Using the Snipping Tool

When reporting MNLARS issues, include screen shots with the Intake Form. One of the best tools for doing this is the Microsoft Snipping Tool.

Steps for Using the Snipping Tool for Screenshots

1. Click the Windows Start button.
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7. Email the screen shot(s) and Intake form to dvs.mv.liaisons@state.mn.us.

Sweep Reports

The "sweep reports" for August 7-12 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 7 through Aug. 12, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
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4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

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Send transaction information to DVS by mailing to:

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445 Minnesota St, Suite 185

Saint Paul, MN 55101

Now Available on Info Hub

- [MNLARS Workarounds Updated](#) (8-28-2017)
- [Sweep Reports from August 7-August 12](#) (Updated 8/30/2017)

MNLARS by the Numbers

From July 24 through August 31, the following have been processed through MNLARS:

- 697,049 registration renewals
- 205,964 title transactions

Next Planned System Maintenance

TONIGHT

MNLARS will be unavailable beginning at 9 p.m. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Government agency lookup

The maintenance on Thursday includes fixes to NMVTIS inquiries and personalized plate fees.

Following Thursday's night maintenance:

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- DVS will be able to resume processing Minnesota title transfers submitted before July 24. Processing of some titles was delayed due to NMVTIS issues.

Regional MNLARS Question and Answer Sessions

DVS is hosting a series of MNLARS Q&A sessions beginning Sept. 8 at the DVS office in Town Square. These sessions offer an opportunity to ask your MNLARS questions and have them answered by experienced MNLARS users. Stay for as little or as long as you like. No registration is required.

DVS is finalizing the details for the Greater Minnesota sessions. They will be available soon. Please note the date changes for Rochester, Mankato and Marshall.

Metro

Sept. 8: DVS Town Square, 445 Minnesota Street, St. Paul, 9 a.m. - 3 p.m.

Greater Minnesota (Location and times are being finalized)

Sept. 12: Virginia

Sept. 13: Their River Falls

Sept. 14: Fergus Falls

Sept. 15: St. Cloud

Sept. 18: Rochester

Sept. 19: Mankato

Sept. 20: Marshall

Client Error Message

If you get the red box saying there is an error but no field has a red star by it, there are two common problems to look for:

- Punctuation in the address field, for example 111 W. Fremont St.
Do not enter periods or dashes in address fields.

- Some vehicle makes converted to MNLARS with spaces. This is especially true for some trailer makes. If you eliminate the space, the error is corrected and you may proceed with the transaction.

Temporary Solutions

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

- Select Change of Class from Actions
- Complete the Change of Class
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Conversion and Title Transfer - Registration is current.

Step 1: Complete Conversion

- Select Conversion from Actions
- Complete the Conversion
- Issue correct license plates/stickers
- Finish cart and payment

Step 2: Complete the title transfer

- Select Create Transfer Application from Actions
- Complete title transfer
- Remove the filing fee
- Finish cart and payment

Issues Resolved

- Additional farm registration issues.
- Deputy Registrar not able to renew registration for canceled or abandoned online registration renewal.
- Deputy Registrar is not able to create duplicate title as the pending online tab renewal.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
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 - * RV (17)

Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

- Expected Fix Date: MNLARS application fix, Aug 31.

Online registration renewal calculating incorrect registration interval and fees based on prior registration instance

- Status: In progress Expected deploy date 8/31

Some Stickers in MINNCOR file that were issued at a deputy registrar location.

- Expected Fix Date: Moved to Sept. 7

Unable to issue new plate after special plate was removed

- Status: Ready for assignment to developer. Deploy date goal of 9/7

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS

- Part 1: In progress Expected fix date: 8/31

Using the Snipping Tool

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Sweep Reports

The "sweep reports" for August 7-12 is now available on [Info Hub](#).

The reports include the total for each office that had a closeout between Aug. 7 through Aug. 12, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

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- [Sweep Reports from August 7-August 12](#) (Updated 8/30/2017)

MNLARS by the Numbers

From July 24 through August 29, the following have been processed through MNLARS:

- 635,258 registration renewals
- 192,021 title transactions

Next Planned System Maintenance

Next system maintenance is scheduled for Thursday, August 31.

MNLARS will be unavailable beginning at 9 p.m. Thursday, August 31. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Government agency lookup

The maintenance on Thursday includes fixes to NMVTIS inquiries, and personalized plate fees.

Following Thursday's night maintenance:

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- DVS will be able to resume processing Minnesota title transfers submitted before July 24. Processing was delayed due to NMVTIS issues.

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Sept. 13: Their River Falls

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Sept. 15: St. Cloud

Sept. 19: Rochester

Sept. 20: Mankato

Sept. 21: Marshall

Temporary Solutions

Client Error Message: If you get the red box say there is an error but no field has a red star by it there are two common problems to look for:

- Punctuation in the address field, for example 111 W. Femont St. – remind deputy registrars not to put periods or dashes in address fields
- Some makes converted with spaces – deputy registrars can eliminate the space and that will correct the error

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

- Select Change of Class from Actions
- Complete the Conversion
- Issue correct license plates/stickers
- Finish cart and payment

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Issues Resolved

- Additional farm registration issues.
- Deputy Registrar not able to renew registration for canceled or abandoned online registration renewal.
- Deputy Registrar is not able to create duplicate title as the pending online tab renewal.
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* RV (17)

Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

- Expected Fix Date: MNLARS application fix, Aug 31.

Some Stickers in MINNCOR file that were issued at a DR location.

- Expected Fix Date: Aug. 31

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS Report missing information

- Status: in progress

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Training Update

- **Issuing ST Plates and Stickers – Update to Question from Refresher Webinar**
The \$10 transfer fee that displays in the vehicle panel is correct. All fees currently displaying in the vehicle calculations box (after calculating the correct sales tax for the specific IRP carrier) are correct.
- New and updated job aids are available on the [MNLARS Deputy Registrar Learning Center](#) under the Support tab.
- The quick reference guide for 60-day permits issued through the MNLARS permit system, is available on [Info Hub](#) under the Resources tab.

Sweep Reports

The "sweep reports" for August 7-12 is now available on [Info Hub](#).

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- Auto dealer entry and record lookup
- Government agency lookup

The maintenance on Thursday includes fixes to NMVTIS inquiries, personalized plate fees, and customers receiving more than one set of stickers.

Following Thursday night's maintenance:

- 7-year replacement plate fees will calculate correctly for personalized plates, showing \$14 instead of \$100.
- DVS will be able to resume processing Minnesota title transfers submitted before July 24. Processing was delayed due to NMVTIS issues.
- Customers who renew registration at a deputy registrar office will not receive another set of stickers in the mail. This happened intermittently because the renewal was also included in the file sent to MINNCOR.

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Issues Resolved

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- Deputy Registrar is not able to create duplicate title as the pending online tab renewal.
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Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

- Expected Fix Date: MNLARS application fix, Aug 31.

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

Some Stickers in MINNCOR file that were issued at a deputy registrar location.

- Status: in progress

NMVTIS Report missing information

- Status: in progress

Temporary Solutions

Change of Class and Title Transfer - Non-weighted vehicle.

Step 1: Complete Change of Class

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Next Planned System Maintenance

Next system maintenance is scheduled for Thursday, August 31. More information will be available in the 4 p.m. update.

Most Recent Message Sent to Dealerships

The Minnesota Department of Public Safety Driver and Vehicle Services division (DVS) has identified an issue delaying the printing of titles. DVS expects to have part of the issue resolved by the end of this week. DVS will continue to work on solutions beyond this week.

If you experience any issues with titles or have any questions, please do not hesitate to contact DVS at 651-201-7800 or dvs.dealerquestion@state.mn.us.

Training Update

- New and updated job aids are available on the [MNLARS Deputy Registrar Learning Center](#) under the Support tab.
- The quick reference guide for 60-day permits issued through the MNLARS permit system, is available on [Info Hub](#) under the Resources tab.

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Issues Resolved

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Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

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Some Stickers in MINNCOR file that were issued at a DR location.

- Expected Fix Date: Aug. 31

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

NMVTIS Report missing information

- Status: in progress

Temporary Solutions

Special mailing addresses are not printing on title. To send a duplicate to an address other than the owner's permanent address, follow these instructions.

Request to send duplicate title to dealer.

1. Enter owner's name
2. Enter in care of (C/O) and the dealer name in address line 1
3. Enter the dealer's street address in address line 2
4. Enter the dealer's city, state and Zip Code

Example:

John Smith
Jane Smith
C/O Fantastic Ford
546 Henry Way
Hometown, MN 55555

Owner's address must include a PO Box number:

1. Enter the owner's name
2. Enter the owner's street address in address line 1
3. Enter the PO Box in address line 2
4. Enter the PO Box city, state and Zip Code

Example:

John Smith
Jane Smith
123 Card Rd
PO Box 999
Hometown, MN 55555

Title sent to owner at an address other than the permanent address.

1. Enter the owner's name
2. Enter in care of (C/O) Temporary in address line 1
3. Enter the street address in address line 2
4. Enter the city, state and Zip Code
5. The following day perform a Change Registration Address transaction and change the address to the permanent address.

Example:

John Smith

Jane Smith

C/O Temporary

123 Card Rd

Hometown, MN 55555

Next Planned System Maintenance

TONIGHT

MNLARS will be unavailable beginning at 9 p.m. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Government agency lookup

The maintenance tonight includes fixes for active military duty personnel and partial-year registration renewals.

Following tonight's maintenance:

- Fees will calculate correctly for registrations for active duty military personnel.
- Registration renewals for less than 12 months will display correctly for these registration classes: Farm trailer (30), Farm Truck (19), Commercial Trailer (26), Y Class (41), Y Class (11), Y Class (31), Concrete Pumper (22), Commercial Zone Truck (32), Recreational Trailer (14), and RV (17).
- SWIFT will not sweep funds for cancelled transactions.
- Reconciliation adjustments included in the SWIFT file will appear for the day the payments were closed out.
- Partial fix that prevents instances of deputy registrar and online inventory from being assigned to multiple vehicles.

Duplicate Lien Cards

The process for issuing a duplicate lien card has not changed. Deputy registrars should use the Duplicate Lien Card form on [Info Hub](#).

Sweep Reports

The "sweep reports" for July 24 through August 5 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for July 24 – Aug. 5, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St
Suite 185
St Paul MN 55101

Do Not Send Unprocessed Work and Fees to DVS

Do not send unprocessed work with a check or cash to DVS.

Several deputy registrars have mailed unprocessed work to DVS with a check or cash attached, after issuing plates and/or stickers to the customer. In some cases, the deputy could have processed the transactions. Those transactions and fees are being returned to the office that submitted them for processing because DVS cannot update a record with inventory assigned to a deputy registrar.

- DVS is exploring other solutions for the transactions that could not be completed at the deputy registrar office.
- For transactions that cannot be processed at a deputy registrar office, direct the customer to mail the application and fees directly to DVS at 445 Minnesota Street, St. Paul, MN 55101

Miscellaneous, Miscellaneous Fees

Deputy registrars are not authorized to put any fees into Miscellaneous Miscellaneous. Misuse of this function by deputy registrars is causing problems with sweeping of bank accounts for state funds.

Only DVS staff is authorized to use Miscellaneous Miscellaneous.

Training Update

The MNLARS training team is offering a refresher webinar. Topics that will be covered are:

- Issuing ST plates
- Handling fees that are not collected within MNLARS
- Issuing and extending 60 day permits
- Reviewing what can be corrected and the process
- Farm registration
- Correcting the vehicle class issue with Pick Ups and SUV

This is a great way to shore-up the training you received during the Adoption Phase and to request other topics you'd like covered in the future. Attendance is optional. No registration is required.

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Issues Resolved

- Additional Farm Registration Issues
- Deputy Registrar not able to renew registration for canceled registration

- Deputy Registrar is not able to create duplicate title as the pending online tab renewal
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded

Issues Being Addressed

Registration Renewal started online is unable to be completed at a Deputy Registrar.

- Status: Two issues were fixed in Aug. 22 update, remaining issue to be fixed Aug. 25.

Active military duty registration is charging full registration fees instead of \$6.

- Expected Fix Date: Aug 31.

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS application fix, Aug 25. Data fix, in progress.

Mail Registration Processing.

- Expected Fix Date: Aug. 25.

Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

Interim solution for Farm Trailer Partial Year Registration

- Expected Fix Date: Aug. 25.

Temporary Solutions

\$1 difference between MNLARS and renewal notices.

MNLARS registration tax is correct. The renewal notice was generated with data from the mainframe and that is the reason for the difference. If your customer does not want to pay the additional \$1:

- You may choose to not charge the customer the \$1, and have it deducted from the filing fee.
- Customer may pay the correct registration tax and apply for a refund of the \$1.
- Customer may mail the renewal to DVS to process.

Special mailing addresses are not printing on title. To send a duplicate to an address other than the owner's permanent address, follow these instructions.

Request to send duplicate title to dealer.

1. Enter owner's name
2. Enter in care of (C/O) and the dealer name in address line 1
3. Enter the dealer's street address in address line 2
4. Enter the dealer's city, state and Zip Code

Example:

John Smith
Jane Smith
C/O Fantastic Ford
546 Henry Way
Hometown, MN 55555

Owner's address must include a PO Box number:

1. Enter the owner's name
2. Enter the owner's street address in address line 1
3. Enter the PO Box in address line 2
4. Enter the PO Box city, state and Zip Code

Example:

John Smith
Jane Smith
123 Card Rd

PO Box 999
Hometown, MN 55555

Title sent to owner at an address other than the permanent address.

1. Enter the owner's name
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Example:

John Smith

Jane Smith

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123 Card Rd

Hometown, MN 55555

Next Planned System Maintenance

Next system maintenance is scheduled for Thursday, August 31. More information will be available soon.

MNLARS Inventory Plate/Sticker Report

DVS will no longer post daily MNLARS inventory reports on Info Hub after input from deputy registrars.

Training Update

The MNLARS training team is offering a refresher webinar. Topics that will be covered are:

- Issuing ST plates
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Issues Resolved

- Additional Farm Registration Issues.
- Deputy Registrar not able to renew registration for canceled or abandoned online registration renewal.
- Deputy Registrar is not able to create duplicate title as the pending online tab renewal.
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded.
- Active military duty registration charging full registration fees instead of \$6.
- Mail registration processing.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - * Farm trailer (30)
 - * Farm Truck (19)
 - * Commercial Trailer (26)
 - * Y Class (11)
 - * Y Class (31)
 - * Y Class (41)
 - * Concrete Pumper (22)
 - * Commercial Zone Truck (32)
 - * Recreational Trailer (14)
 - * RV (17)

Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

- Expected Fix Date: MNLARS application fix, Aug 31.

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

NMVTIS Report missing information

- Status: in progres

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Example:

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Jane Smith
123 Card Rd
PO Box 999
Hometown, MN 55555

Title sent to owner at an address other than the permanent address.

1. Enter the owner's name
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Now Available on Info Hub

1. [MNLARS Workarounds Updated \(8-28-2017\)](#)
2. [Sweep Reports from July 24 through August 5 \(Updated as of 8/23/2017\)](#)

Next Planned System Maintenance

Thursday, August 31.

More information will be available later in the week.

The maintenance completed on Friday, August 25, allows deputy registrars to:

- Process registrations for active duty military personnel.
- Process registration renewals for less than 12 months that will display correctly for these registration classes:
 - Farm trailer (30)
 - Farm Truck (19)
 - Commercial Trailer (26)
 - Y Class (41)
 - Y Class (11)
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The MNLARS training team is offering a refresher webinar. Topics that will be covered are:

- Issuing ST plates
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Issues Resolved

- Additional Farm Registration issues
- Deputy Registrar not able to renew registration for canceled or abandoned online registration renewal
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- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded
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- Mail registration processing

Issues Being Addressed

Registration renewal with personalized plate charging \$100 vs \$14

- Expected Fix Date: MNLARS application fix, Aug 31.

Special plate transfers

- Status: in analysis

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS partial application fix, Aug 25. Data fix, in progress.

Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

NMVTIS Report missing information

- Status: in progress

Temporary Solutions

\$1 difference between MNLARS and renewal notices.

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Monday, August 28, 2017

Planned System Maintenance on Friday, August 25

The planned system maintenance Friday evening included fixes for active military duty personnel and partial-year registration renewals. Following Friday's maintenance:

- Fees calculate correctly for registrations for active duty military personnel.
- Registration renewals for less than 12 months display correctly for these registration classes: Farm trailer (30), Farm Truck (19), Commercial Trailer (26), Y Class (41), Y Class (11), Y Class (31), Concrete Pumper (22), Commercial Zone Truck (32), Recreational Trailer (14), and RV (17).
- SWIFT will not sweep funds for cancelled transactions.
- Reconciliation adjustments included in the SWIFT file appear for the day the payments were closed out.
- Partial fix that prevents instances of deputy registrar and online inventory from being assigned to multiple vehicles.

If you continue to experience issues with any of the above items, please contact **MNLARS Support** at:

- Email: dvs.mv.liaisons@state.mn.us
- Call: 651-296-2038 or 800-536-0049

Duplicate Lien Cards

The process for issuing a duplicate lien card has not changed. Deputy registrars should use the Duplicate Lien Card form on [Info Hub](#).

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Miscellaneous, Miscellaneous Fees

Deputy registrars are not authorized to put any fees into Miscellaneous Miscellaneous. Misuse of this function by deputy registrars is causing problems with sweeping of bank accounts for state funds. Only DVS staff is authorized to use Miscellaneous Miscellaneous.

Training Update

The MNLARS training team is offering a refresher webinar. Topics that will be covered are:

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Issues Resolved

- Additional Farm Registration Issues
- Deputy Registrar not able to renew registration for canceled registration
- Deputy Registrar is not able to create duplicate title as the pending online tab renewal
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded
- Registration Renewal started online is unable to be completed at a Deputy Registrar.
- In several cases the same plate/sticker is assigned to two vehicles (MNLARS application fix)
- Mail Registration Processing
- Interim solution for Farm Trailer Partial Year Registration

Issues Being Addressed

Active military duty registration is charging full registration fees instead of \$6.

- Expected Fix Date: Aug 31.

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS application fix, Aug 25. Data fix, in progress.

Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

Registration renewal with plate replacement charging \$100 plate fee vs. \$14 for personalized plates.

- Expected Fix Date: Aug 31.

Temporary Solutions

\$1 difference between MNLARS and renewal notices.

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Example:

John Smith
Jane Smith
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Title sent to owner at an address other than the permanent address.

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Example:

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Next Planned System Maintenance

TONIGHT

DVS is planning system maintenance that will begin at 9 p.m. and is expected to end by 11 p.m. tonight (Friday, August 25); more specific information about the maintenance will be provided this afternoon.

Sweep Reports

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2. Enter in care of (C/O) Temporary in address line 1
3. Enter the street address in address line 2
4. Enter the city, state and Zip Code
5. The following day perform a Change Registration Address transaction and change the address to the permanent address.

Example:

John Smith
Jane Smith
C/O Temporary
123 Card Rd
Hometown, MN 55555

Now Available on Info Hub

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2. [Sweep Reports from July 24 through August 5](#) (Updated as of 8/23/2017)

MNLARS by the Numbers

From July 24 through August 24, the following have been processed through MNLARS:

- 554,859 registration renewals
- 168,949 title transactions

Next Planned System Maintenance

TONIGHT

MNLARS will be unavailable beginning at 9 p.m. DVS is performing planned maintenance on the system. We anticipate services will be available by 11 p.m.

Services affected include:

- Online public services
- Law enforcement record lookup
- Deputy registrar entry and record lookup
- Auto dealer entry and record lookup
- Government agency lookup

The maintenance tonight includes fixes for active military duty personnel and partial-year registration renewals.

Following tonight's maintenance:

- Fees will calculate correctly for registrations for active duty military personnel.
- Registration renewals for less than 12 months will display correctly for these registration classes: Farm trailer (30), Farm Truck (19), Commercial Trailer (26), Y Class (41), Y Class (11), Y Class (31), Concrete Pumper (22), Commercial Zone Truck (32), Recreational Trailer (14), and RV (17).
- SWIFT will not sweep funds for cancelled transactions.
- Reconciliation adjustments included in the SWIFT file will appear for the day the payments were closed out.
- Partial fix that prevents instances of deputy registrar and online inventory from being assigned to multiple vehicles.

Duplicate Lien Cards

The process for issuing a duplicate lien card has not changed. Deputy registrars should use the Duplicate Lien Card form on [Info Hub](#).

Sweep Reports

The "sweep reports" for July 24 through August 5 are now available on [Info Hub](#).

The reports include the total for each office that had a closeout for July 24 – Aug. 5, 2017. Those are listed in separate tabs at the bottom of the excel document. Deputy filing fees are not included in the total.

These reports show the amount of state funds that will be swept from deputy registrar accounts for these days.

Please follow these steps to close a period of business even if there are discrepancies.

1. Print the closeout page(s) for the period of business being closed.
2. Print a screen shot of the record and time-stamp on transaction history that was updated and is not showing on the closeout out pages if this is the issue and send these to DVS Audit.
3. If the transaction was processed and is not showing on the closeout or the MNLARS record, send the transaction documents to DVS Audit. Make sure the fees collected are reflected on the documentation. DVS will make the necessary financial adjustments.
4. Close the period of business by accepting either the overage or shortage of money. Do not include deputy filing fees in the overage or shortage amounts.

DVS will investigate and make adjustments as needed.

Send transaction information to DVS by mailing to:

DVS Audit
445 Minnesota St
Suite 185
St Paul MN 55101

Do Not Send Unprocessed Work and Fees to DVS

Do not send unprocessed work with a check or cash to DVS.

Several deputy registrars have mailed unprocessed work to DVS with a check or cash attached, after issuing plates and/or stickers to the customer. In some cases, the deputy could have processed the transactions. Those transactions and fees are being returned to the office that submitted them for processing because DVS cannot update a record with inventory assigned to a deputy registrar.

- DVS is exploring other solutions for the transactions that could not be completed at the deputy registrar office.
- For transactions that cannot be processed at a deputy registrar office, direct the customer to mail the application and fees directly to DVS at 445 Minnesota Street, St. Paul, MN 55101

Miscellaneous, Miscellaneous Fees

Deputy registrars are not authorized to put any fees into Miscellaneous Miscellaneous. Misuse of this function by deputy registrars is causing problems with sweeping of bank accounts for state funds.

Only DVS staff is authorized to use Miscellaneous Miscellaneous.

Training Update

The MNLARS training team is offering a refresher webinar. Topics that will be covered are:

- Issuing ST plates
- Handling fees that are not collected within MNLARS
- Issuing and extending 60 day permits
- Reviewing what can be corrected and the process
- Farm registration
- Correcting the vehicle class issue with Pick Ups and SUV

This is a great way to shore-up the training you received during the Adoption Phase and to request other topics you'd like covered in the future. Attendance is optional. No registration is required.

Monday August 28 - Webinar password is mnlars

- 8:00 - 9:00 a.m. <http://bit.ly/wk2sess1>
- 9:30 - 10:30 a.m. <http://bit.ly/wk2sess2>
- 1:00 - 2:00 p.m. <http://bit.ly/wk2sess3>
- 2:30 - 3:30 p.m. <http://bit.ly/wk2sess4>

Tuesday August 29 - Webinar password is mnlars

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- 9:30 - 10:30 a.m. <http://bit.ly/wk2sess6>
- 1:00 - 2:00 p.m. <http://bit.ly/wk2sess7>
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Issues Resolved

- Additional Farm Registration Issues
- Deputy Registrar not able to renew registration for canceled registration

- Deputy Registrar is not able to create duplicate title as the pending online tab renewal
- WX Plates display to law enforcement in a way that makes the officer believe the plates should be impounded

Issues Being Addressed

Registration Renewal started online is unable to be completed at a Deputy Registrar.

- Status: Two issues were fixed in Aug. 22 update, remaining issue to be fixed Aug. 25.

Active military duty registration is charging full registration fees instead of \$6.

- Expected Fix Date: Aug 31.

In several cases the same plate/sticker is assigned to two vehicles.

- Expected Fix Date: MNLARS application fix, Aug 25. Data fix, in progress.

Mail Registration Processing.

- Expected Fix Date: Aug. 25.

Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

Interim solution for Farm Trailer Partial Year Registration

- Expected Fix Date: Aug. 25.

Temporary Solutions

\$1 difference between MNLARS and renewal notices.

MNLARS registration tax is correct. The renewal notice was generated with data from the mainframe and that is the reason for the difference. If your customer does not want to pay the additional \$1:

- You may choose to not charge the customer the \$1, and have it deducted from the filing fee.
- Customer may pay the correct registration tax and apply for a refund of the \$1.
- Customer may mail the renewal to DVS to process.

Special mailing addresses are not printing on title. To send a duplicate to an address other than the owner's permanent address, follow these instructions.

Request to send duplicate title to dealer.

1. Enter owner's name
2. Enter in care of (C/O) and the dealer name in address line 1
3. Enter the dealer's street address in address line 2
4. Enter the dealer's city, state and Zip Code

Example:

John Smith
Jane Smith
C/O Fantastic Ford
546 Henry Way
Hometown, MN 55555

Owner's address must include a PO Box number:

1. Enter the owner's name
2. Enter the owner's street address in address line 1
3. Enter the PO Box in address line 2
4. Enter the PO Box city, state and Zip Code

Example:

John Smith
Jane Smith
123 Card Rd
PO Box 999
Hometown, MN 55555

Title sent to owner at an address other than the permanent address.

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MNLARS by the Numbers

From July 24 through August 24, the following have been processed through MNLARS:

- 554,859 registration renewals
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Next Planned System Maintenance

DVS has moved the system maintenance planned for tonight to tomorrow Friday, August 25. Maintenance will begin at 9 p.m. and is expected to end by 11 p.m on Friday; more specific information about the maintenance will be provided tomorrow.

Sweep Reports

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Some Stickers in MINNCOR file that were issued at a DR location.

- Status: in progress

Interim solution for Farm Trailer Partial Year Registration

- Expected Fix Date: Aug. 24

Temporary Solutions

New: Special mailing addresses are not printing on title. To send a duplicate to an address other than the owner's permanent address, follow these instructions.

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Example:

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For a limited time, deputy registrars may issue a 60-day permit in the following situations:

1. Customer started to renew registration online, abandoned the transaction, locking the cart so neither they nor a deputy registrar can complete the transaction.
2. Customer renewed for July 2018, but hasn't received new license plates and/or stickers in the mail.
3. MNLARS will not allow deputy registrar to transfer a special plate.
 - Issue a 60-day permit for the vehicle from which the special plate was removed.
 - Issue a 60-day permit for the vehicle to which the special plate was transferred.
4. MNLARS is displaying incorrect fees. For example, instead of \$14 for 7-year replacement of personalized plates, MNLARS is showing a \$100 fee.

- Do not renew the registration, but issue the temporary permit.
5. Active Duty Military Personnel where MNLARS incorrectly calculates fees for the full registration amount.
- Do not process the transaction through “new” MNLARS. Instead, issue a 60-day permit in “old” MNLARS permits for no fee and apply your deputy paid stamp.
 - Give the customer registration stickers.
 - Retain a copy of the permit and sticker number so that it can be entered when a permanent solution is deployed.
 - Collect and retain the deputy filing fee independent of MNLARS.
 - If plate fees or contributions, or wheelage tax are required please submit the transaction documents and payment to DVS Audit with, but separated from, your other documents. When it is possible DVS will update the record.

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From July 24 through August 23, the following have been processed through MNLARS:

- 533,010 registration renewals
- 160,504 title transactions

Next Planned System Maintenance

TONIGHT

DVS is planning system maintenance that will begin at 9 p.m. and is expected to end by 11 p.m. tonight (Thursday, August 24); more specific information about the maintenance will be provided this afternoon.

Plate or Sticker Not in Inventory

Please remember that if a plate or sticker is not in your inventory that you cannot issue it.

If you are having any issues with your inventory please contact the Business Liaisons via email at DVS.MV.Liaisons@state.mn.us

Training Update

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1. [MNLARS Workarounds Updated \(8-22-2017\)](#)
2. [Sweep Report for July 25, 26 and 27, 2017 \(Excel Spreadsheet\)](#)
3. [Sweep Report for July 28, 29, 30, 31, August 1 and 2, 2017 \(Excel Spreadsheet\)](#)

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