

# **NMVTIS Portal Training Guide**

A document that guides the user through CARCO's CheckThatVIN portal in researching Vehicle Identification Number history reports

**Document Version 3** 

Created:

September 5, 2017

CARCO Proprietary and Confidential

# **Document Version History**

Version	Version Date	Revised by	Requestor	Description of Change
1	5-September-2017	Robert Winthrop	Robert Winthrop	<ul> <li>Created document</li> </ul>

## TABLE OF CONTENTS

PROCESS OVERVIEW	5
THE FUNCTIONAL REQUIREMENTS	6
1. USERS ARE SET-UP IN CARCO	6
2. USERS LOG INTO CARCO'S SECURE SITE	7
3. SITE IS SET UP WITH A NON-BRANDED SUB-DOMAIN	
3A.User may request a new password, if needed	9
4. USERS ENTER CASE NUMBER (optional) AND VIN TO PERFORM SEARCH	14
5. CHECKTHATVIN (CTV) REQUESTS ARE PROCESSED THROUGH AAMVA	15
6. CTV SERVER TRACKS AND REPORTS USAGE TO Company ACCOUNTS PAYABLE	17
7. Company RECEIVES AND PROCESSES BILLING INFO	

#### Introduction

#### About This Document

This document was created to help guide the user through CARCO's CheckThatVIN portal when researching Vehicle Identification Number history reports.

#### Value of This Solution

CARCO provides an invaluable tool, CheckThatVIN, which provides the user with National Motor Vehicle Title Information System (NMVTIS) reports. The title history contained in the reports alert the user to title "brands" that have been ascribed to the particular VIN being investigated.

Some examples of title brands are "Crushed" or "Salvage". Additional information from salvage yards and junkyards contributes Junk, Salvage or Insurance Total Loss (JSI) information.

One of the biggest benefits of this program is that it will assist the user in making a more informed decision regarding claims based on vehicle title history.

For example: Using the example cited above, a vehicle that had a brand "Salvage" would alert the user that the vehicle may not have had its value properly-assessed. The user may then proceed and settle the case accordingly. Another scenario would be if a report offered a brand of "Crushed", likely indicating a VIN "clone".

#### Summary of This Solution

CARCO created an online portal through which the users are able to access individual (NMVTIS) reports via CARCO's existing connection with American Association of Motor Vehicle Administrators (AAMVA) and have those reports quickly returned to them in PDF format in a secure online environment.

Users may be located in regions throughout the country. If used, "Region" is associated with the users provided by the company so that monthly usage by the respective region offices are tracked and reconciled for accounting purposes. CARCO bills the company monthly for its transactions. (The company is only charged for VINs that are found in the database.)

#### CARCO Help Desk

866 725-5294 or e-mail <u>helpdesk@carcogroup.com</u>.

## **Process Overview**



# **The Functional Requirements**

#### 1. Users are set-up in CARCO

Users are set up in CARCO based on the user information provided by Company. The Companyprovided spreadsheet lists users and their respective region office. CARCO creates each user in the portal and automatically sends a welcome email with login instructions upon user creation.

An example of the initial email the new user is sent is as follows:

Mail From: <webserver@carcogroup.com></webserver@carcogroup.com>					
File Edit View Actions Tools Accounts Window Help					
🕱 Close 🚑 Reply 🚑 Reply All 👒 Forward 🔹 🎯 🔹 😂 😂 🔝					
Mail Properties Personalize Message Source Discussion Thread					
From: <webserver@carcogroup.com> To: Winthrop, Robert Subject: Welcome! CheckThatVIN.com (VIN history check)</webserver@carcogroup.com>	9/24/2013 11:53:48 AM				
Welcome to CheckthatVIN.com.					
This portal will become an instrumental part of the investigations portion of our work here at Your login information is as follows: Clicking the link in the welcome em directs the user to the login page					
Region: Region01 User ID: rwinthrop Password (This can be changed upon login): wTFV0uq9 When logging in, please have your Case Number and VIN(s) at the ready for lookup.					
Please contact if you have any questions. Sincerely,					

#### 2. Users log into CARCO's secure site

#### (HTTPS://gc.checkthatvin.com)

CARCO created the sub-domain gc.checkthatvin.com.

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		The portal is located shown here	l at the address
	Account Login		
	Username winthrop Password	The document you	are reading is
	LOGIN Forgot your password or user name? <u>Click here</u>	accessible by clickin	<mark>g this link</mark>
	<u>Privacy Policy</u> CARCO Group Corporate Website : <u>www.carcogroup.com</u> For technical assistance please contact HelpDesk at: 1-866-725-5294 or send a	n e-mail to <u>helpdesk@carcogroup.com</u>	

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CARCO set-up a subdomain that is accessible for company users. Login information is as follows:

- 1. User ID: User IDs are assigned using the first initial of the first name followed by the last name spelled out (without spaces). For example: John Doe's user ID would be jdoe. (User names must be unique. So, if there were a second John Doe user, his user ID would be jdoe2.)
- 2. Password: CARCO provides a password upon user setup. At the time of initial login, the user will be required to enter the temporary password and select a new password.

## 3. Company site is set up with a non-branded sub-domain

The gc.checkthatvin.com home page looks like this:

2) NMGE22 - Mozilla Firefox File Edit View History Bookmark- Cools Help	
NMGE22     +	A Bar
A https://nmge22.checkthatvin.com/?action=wsuiauth-	The user may want to bookmark this site
Account Login	
Username Password	The "Username" field consists of the first initial of the user's first name followed by the user's last name
LOGIN Forgat your password or user name? <u>Click here</u>	The "Password" field is case sensitive
Privacy Policy CARCO Group Corporate Website : <u>www.carcogroup.com</u> For technical assistance please contact HelpDesk at: 1-866-725-5294 or send an e-mail to <u>helpdesk@carc</u>	The user may want to copy and paste the login information from the welcome email



#### 3A. User may request a new password, if needed





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♦ https://nmge2	22.checkthatvin.com/?action=wsuiauth&cmd=rtp	
	Forgotten Password	After clicking the "Forgot your password" link, the user is presented with this screen
If you have forgotten your password, please enter your e-mail address		s below. Your user name and a <b>new</b>
		The user is required to enter her or

Email	his username and email address
Submit	When complete the user clicks
Back to Login	"Submit"

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The user is then presented with this screen...





An example of the "Reset Password email that is sent to the user...



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# Reset Password



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After creating a new password, the user is presented with the search screen.

#### 4. Users enter Case Number and VIN to perform search

After successfully logging in, the user is presented with the search page





# 5. CheckThatVIN (CTV) requests are processed through AAMVA

The VIN is run through the AAMVA database and returned to the user in PDF format.

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the Training Guide,			
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	Enter VIN Case number Check VIN 1 Check VIN 2 Getreports Download Ironing cuide 1 Download Br Preacy Policy For technical assistance please conta nks, the user can the Training Guide, Disclaimer,	Enter VIN Case number Check VIN 1 Getreports Download fronting quide   Download Brand Codes   Download Disclaimer Pricacy Policy ARCO Group Corporate Website : www.carcogroup.com Fr technical assistance please contact HelpDesk at: 1-866-725-5294 or send at nks, the user can the Training Guide, Disclaimer,	Enter VIN Case number Check VIN 1 Check VIN 2 Getreports Develop Policy ARCO Group Corporate Website : www.carcogroup.com Fr technical assistance please contact HelpDesk at: 1-866-725-5294 or send an e-mail to helpdesk@carcogroup.com hks, the user can the Training Guide, Disclaimer,



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An example of a displayed report...





#### Vehicle Description (provided by CARCO Group, Inc.)

VIN	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Tank	10.80
Year	2013	City MPG	26;27;31
Make	Nissan	Highway MPG	35;36;40
Model	Versa	Anti-lock Brakes	4-Wheel ABS
Manufactured In	MEXICO	Steering Type	amp; Pinion;Rack &
Trim Level	1.6 SV Sedan; 1.6 S Plus; 1.6 SL Sedan; 1.6 S 4A; 1.6 S 5M	Front Brake Type	Disc
Body Style	SEDAN 4-DR	Rear Brake Type	Drum
Engine Type	1.6L L4 DOHC 16V	Tires	185/65R15
Transmission	5-Speed Manual;4-Speed Automatic;Continuously Variable Transmission	Power Door Locks	
Driveline	front-wheel drive	Vehicle Anti-Theft	
4WD/AWD			

# SUMMARY

#### Information from NMVTIS as of 04/25/2018 14:23

Current Title Record	1	
Historical Title Record	1	
Title Brand Record	1	
Junk and Salvage Records	2	
Insurer "Total loss" Records	2	
Recall Records	2	

#### Title Information

### Last Title on record with NMVTIS

# NEW JERSEY TITLE

VIN	XXXXXXXXXXXXXXXX
Title Issue Date	10/22/2014
Odometer	14,374 M
Please note: The odometer reading provided is as of	the titling date and does not represent the current odometer

Please note: The odometer reading provided is as of the titling date and does not represent the current odometer reading.

• If you would like additional information regarding the title from this jurisdication, please click here

1 previous til	le found				
State	VIN	Issued On	Odometer	DMV Link	
NJ	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	4 M	click here	

## 6. CTV server tracks and reports usage to Company Accounts Payable

CARCO bills Company monthly for VIN reports that have been run for the month through gc.CheckThatVIN.com. Reporting is broken down by region, user and case number (if used). Backup to the reporting includes the VINs for which reports were retrieved and presented to the user.

# 7. Company AP receives and processes billing info

CARCO payment terms are net 30 days.

Thank you. We appreciate your business.