



## EDRS Entry Quick Reference

Web site location for the Motor Vehicle Industry Portal (MVIP):

Website address: <https://dmvapp.nv.gov/DMV/OBL/MVIP/Pages/Access.aspx>

For detailed information please refer to the EDRS Dealer Manual located at: [https://dmv.nv.gov/pdfforms/edrs\\_manual.pdf](https://dmv.nv.gov/pdfforms/edrs_manual.pdf)

### MVIP Log In

- Log into the MVIP using your business license number and the access code from your renewal notice.
- From the main page select the “Electronic DRS” link (located on the far left under the picture of the house).

### Vehicle and Sale Information Screen

- Enter the VIN for the vehicle and select ADD.
- The DRS number will be assigned when the EDRS is completed. (Field is currently blank).
- The DRS Issuance Date is the date the EDRS is entered (the field is pre-populated).
- The majority of VINs will be decoded and the vehicle information will be displayed.
  - Verify the decoded information and correct anything that is incorrect.
  - Enter any information that is not decoded or if the VIN is not decoded enter the vehicle information.
- Select the county the vehicle will be based in.
- Enter the vehicle MSRP, if an amount is displayed do not change the amount.
- Enter the full sale price of the vehicle.
- Select if taxes were collected (Yes or No).
- Select the transaction type (Sale, Lease or Lease Buyout).
- Select if the vehicle is New or Used.
- Select if the vehicle was rebuilt (Yes or No).
- Enter the odometer reading (if the vehicle is exempt this field is disabled).
- Select the odometer type (Actual Miles, Exceeds Mech. Limits, Exempt Weight, or Not Actual Miles).
- Enter the placard number.
- The placard expiration date is calculated 30 days after the sale date #16 (no entry is required for this field).
- Enter the date of transaction (sale date).
- Enter your internal stock number or leave the field blank.
- Select Next.



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### Owner Information Screen

- Select the owner type (Individual, Business or NV ELT Lienholder)
- Individual Owner
  - Select the ID Type (ID Card, NV DLN or No NV DL).
  - Enter the ID Number (if No NV DL is selected the field is left blank).
  - Enter the owner's name in the appropriate fields.
  - Select an Owner Name Code (Lessee, Lessor, Lienholder, Registered Owner, or Transfer On Death).
  - Select an Owner Combination (the most common are 'or', 'and' or 'none'. If the vehicle is a lease enter lessee or lessor to match the name code. For a lienholder select none).
  - Select if the physical address is the same as the mailing.
  - Enter the address(es) of the owner.
  - Select Save.
- Business Owner
  - Enter the business name.
  - Enter business FEIN (if you do not have the FEIN the field is left blank).
  - Select an Owner Name Code (Lessee, Lessor, Lienholder, Registered Owner, or Transfer On Death).
  - Select an Owner Combination (the most common are 'or', 'and' or 'none'. If the vehicle is a lease enter lessee or lessor to match the name code. For a lienholder select none).
  - Select if the physical address is the same as the mailing.
  - Enter the address(es) of the owner.
  - Select Save.
- ELT Lienholder
  - Enter the business name.
  - Enter the NV ELT number.
  - Owner Name Code is defaulted to Lienholder.
  - Owner Combination is defaulted to None.
  - Select if the physical address is the same as the mailing.
  - Enter the address(es) of the owner.
  - Select Save.
  - To add additional owners and/or enter a lienholder.
  - Select Add
- Complete steps above to add additional owners.
- Enter all the owners associated with the vehicle sale.
- The lienholder will be added by selecting Lienholder as the Name Code and the Owner



Combination of None.

- Select Finish to complete the EDRS.
- A PDF document will open that displays the EDRS. You may have to minimize the EDRS screen to see the PDF. Your pop-up blocker may block the PDF from opening.
- If you are going to pay the title fee online, do not print the EDRS at this point, print the EDRS with the paid information. Close the PDF to proceed.
- When you select to print the EDRS the default is to print three (3) copies.

## Title Fee Payment

As of 4/17/2023 the ability to pay the title fee has been added to the EDRS functionality. The ability to pay for one or multiple title fees is available.

- Once the EDRS(s) has been completed, select “Title Fee Selection”, (located on the far left under the picture of the house).
- Search for the EDRS by VIN, EDRS number or a date range, select Search.
- The search results will be displayed.
- To add the EDRS to the payment select the Add button on the righthand side of the EDRS row or select Add All to add all the search results.
- Select to:
  - Print List – prints a list of EDRS numbers, VINs, fees for each row and a total.
  - Make Payment – displays the amount of the transaction and displays the options for payment.
    - Select they type of payment and completed the payment process.

## Title Fee Payment Confirmation

- Print Receipt – prints a receipt for the transaction completed.
- Print Payment List – prints a list of EDRSs that were paid.
- Print EDRS – Prints an updated EDRS that has the paid date and the transaction number printed below the EDRS number.
- **IMPORTANT** -When submitting documents that have been paid online make sure that the copy of the EDRS has the paid information. If a copy of the EDRS without the paid information is submitted, without fees, the documents will be returned for fees to be submitted.

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Las Vegas area (702) 486-4DMV (4368)  
Rural Nevada or Out of State (877) 368-7826  
[www.dmvnv.com](http://www.dmvnv.com)

**Electronic Dealer, Rebuilder or Lessor's Report of Sale or Lease**

**This vehicle does not qualify for online registration; please register at any full service DMV office.**

Dealer Stock # _____	EDRS # <b>2799899</b>
Vehicle Identification Number <b>2C3CDXMG5LH373606</b>	DRS Issuance Date <b>4/12/2023</b>
	Paid: 4/12/2023 (164023791)
	Date of Transaction <b>4/1/2023</b>