

ELECTRONIC DEALER, REBUILDER, OR
LESSOR'S REPORT OF SALE OR LEASE
MANUAL

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OVERVIEW

As of July 1, 2014, all Dealer, Rebuilder or Lessor's Report of Sale or Lease data must be transmitted electronically to the Nevada Department of Motor Vehicles. This is referenced as an Electronic Dealers Report of Sale (EDRS).

When a Dealer, Rebuilder or Lessor's Report of Sale (DRS) is required, dealers will utilize the EDRS Program, a web-based system developed by the Nevada Department of Motor Vehicles Information Technology Division (MVIT), using the Motor Vehicle Industry Portal (MVIP). The DMV will hold the data in a temporary table for 60 calendar days from the date of sale. The dealer will not be able to query or access the DMV databases; however, limited changes to the vehicle and owner information will be possible during the 60 days.

Through EDRS, customers who possess a Nevada Driver License, Nevada Identification Card, Driver Authorization Card, or businesses with a Federal Employer Identification Number (FEIN) may have the option to register their vehicle via the DMV Online Registration. Customers using the web may choose to receive new license plates or transfer their current, valid license plates to their new vehicle and use applicable credits.

SIGNIFICANT CHANGES MADE LAST REVISION

September 2015

Added information regarding Electronic Lien Titles (ELT) to the manual.

January 2016

Added information regarding address validation to the manual.

Added information relating to a programming change, that adds the dealership address on the EDRS.

January 2017

Updated EDRS procedures.

Added example of a completed EDRS.

Updated EDRS submission timeframe.

April 2023

Update manual

Add information about paying the title fee during EDRS transaction.

GENERAL DRS/EDRS INFORMATION

WHEN A DRS/EDRS IS REQUIRED

A Dealer, Rebuilder or Lessor's Report of Sale or Lease (DRS) is the primary document used to register a vehicle sold or leased to a Nevada resident by or through a licensed Nevada dealer.

A DRS must also be issued when another dealer purchases a new or used vehicle for personal or business use that the dealership is not authorized to resell. In addition to issuing a DRS, the selling dealer must collect and remit sales tax.

WHEN A DRS/EDRS IS NOT REQUIRED

A Nevada dealer may not issue a DRS to:

- Themselves.
- Other dealerships – for wholesale vehicles for re-sale by that dealership.
- An out-of-state resident purchasing a vehicle in Nevada.
- An out-of-state dealership when handling a sale as a courtesy delivery.
- Buyers of off-road vehicles. Off-road vehicle sales are processed by the Off- Highway Vehicle section of the DMV.
- For a Recreational Park Trailer. (The Manufactured Housing Division registers Recreational Park Trailers.)

DRS/EDRS FORM REQUIREMENTS

A DRS/EDRS is issued the same date that all documents necessary to complete the sale or lease of a vehicle are executed. (Ref: NRS 482.423.7 or 482.424.7.) The date of transaction is defined as the date of sale or lease and cannot be changed.

For sales to individuals, the name of the purchaser that appears on the DRS/EDRS must be the full legal name as it appears on the purchaser's driver's license, driver authorization card, or state-issued identification card.

A dealer must furnish a copy of the DRS/EDRS to the buyer not less than ten (10) calendar days before the expiration of the temporary placard (NRS 482.423 and 482.424). The temporary placard is given to the buyer of a vehicle upon entering a contract of sale for a vehicle. The temporary placard is valid for thirty (30) calendar days after the date the contract of sale was signed.

SUBMITTING A DRS/EDRS

After selling the vehicle, the dealer must submit the required documents to the Department's Carson City Title office to complete the transfer of ownership.

- If the vehicle is new, the documents must be submitted within 20 calendar days of the DRS transmission date.
- If the vehicle is used, the documents must be submitted within 30 calendar days of the

DRS transmission date.

- If correcting the DRS, include a copy of the updated DRS with an original signature.
- Incomplete or incorrect information on the DRS will result in the return of documents and delays for all parties involved.
- Information on the DRS must match the information on the Manufacturer's Certificate of Origin or the applicable Certificate of Title.
- Title fees must be paid on-line via the EDRS title fee payment transaction or submitted with the DRS.

DRS/EDRS COPY DISTRIBUTION

- One signed copy must be attached to all original, required title documents and forwarded to the Title Section in Carson City. If an update was made to the EDRS, include a copy of the updated EDRS with an original signature.

Department of Motor Vehicles

Attn: Titles

555 Wright Way

Carson City, NV 89711

- One signed copy is given to the purchaser and is used to register the vehicle. The vehicle must be registered before the expiration date on the Dealer's Placard. Late fees will be assessed if the vehicle is not registered within the thirty (30) calendar day period. If an update was made to the EDRS, include a copy of the updated EDRS with an original signature.

Customers must submit their insurance information at the time they are registering their vehicle. Nevada law requires registered owners to maintain liability insurance coverage on registered vehicles from an insurance company licensed with the Division of Insurance in the State of Nevada to avoid a minimum \$250 fine.

- The dealer's copy is the dealer's record of sale and must be retained for seven (7) years from the date of transaction or three (3) years after the dealership has gone out of business. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.

DRS/EDRS EXTENSIONS

If a dealer is unable to submit the Dealer's Report of Sale and title documents to the Department within the statutory time frame, the dealer may request an extension of time.

Extension requests must be submitted within the statutory time frame required for submission of a DRS:

- If the vehicle is new, the extension request must be submitted within 20 calendar days of the DRS transmission date.
- If the vehicle is used, the extension request must be submitted within 30 calendar days

of the DRS transmission date.

A request for an extension must be submitted to an Occupational and Business Licensing office on a Report of Sale Extension Request (form OBL 275). The request must explain why the dealer is unable to submit the title documents within the statutory time frame. An authorized representative of the dealership must sign the form and a photocopy of the DRS must accompany the request.

An extension should be requested only when necessary and will be granted on an exception only basis. Dealers are required, by statute, to send title documentation to the Department within the required time frame and may be subject to an audit, administrative fine or administrative action against their business license for failure to comply.

A notice of approval or denial of the DRS extension will be mailed to the business. If the request is denied, the reason will be marked on the extension form.

Date of Transaction: NRS 482.423, 482.424, 482.4235, 482.4245 defines the actual date of the sale or lease of a new or used vehicle as the day the DRS is executed. This date may not be changed, extended, or altered.

DMV ASSISTANCE

DMV WEB CONNECTIVITY HELP

If there is a problem accessing the DMV website, contact the DMV's helpdesk via e-mail at DMV_help@dmv.nv.gov. The helpdesk is available Monday through Friday, 8:00 a.m. to 5:00 p.m. and on Saturday from 8:30 a.m. to 4:30 p.m.

- Before contacting the DMV's helpdesk, please ensure your Internet access is working.
- To allow the MVIP EDRS PDF to display, you must enable pop-ups on your PC.

EDRS USING THE MOTOR VEHICLE INDUSTRY PORTAL (MVIP)

Below you will find information on completion of the Electronic DRS using the Nevada DMV's Motor Vehicle Industry Portal (MVIP).

Please note: If any information is missing or the format is not correct, the EDRS will be rejected and the purchaser will not be able to register his/her vehicle by method of "Online Registration". If information is found to be missing at the time of registration, the purchaser will be asked to return to the dealership to have the EDRS corrected. Title work will also be returned to the dealership for correction. EDRS corrections must be completed online using the Motor Vehicle Industry Portal (MVIP) EDRS Update.

MOTOR VEHICLE INDUSTRY PORTAL

The Motor Vehicle Industry Portal is located at [Motor Vehicle Industry Portal \(MVIP\)](#).

The access code is the code from your business license renewal notice.

- Access codes are changed, each year, at the end of October.
- The Department emails the new code to the email address on file for the business.

Motor Vehicle Industry Portal

Welcome to the Nevada DMV online Industry Portal. From this portal you will be able to access your business information and view or print your renewal application. Once you have verified the information on the renewal, you may choose to renew your license by selecting the link provided.

Access Code

If you did not receive an email with the access code or no longer have the email sent by the DMV, [click here](#) enter your Business License Number and click the submit button. Another email will be sent to the address on record. If you do not receive an email, contact the appropriate area below.

Note: Access Codes are changed and emailed annually, approximately sixty (60) days prior to expiration.

The screenshot shows a web form titled "Business Identification" with a "BEGIN HERE" button. The form asks for the "Business License Number" and "Access Code". Below the input fields are "SUBMIT" and "RESET" buttons.

DMV online services are available during the following hours:

Mondays – 24 hours
Tuesday thru Friday – 2 a.m. to midnight
Saturdays – 2 a.m. to 8 p.m.
Sundays & Holidays – midnight to 9 p.m.

Contact Us
Compliance Enforcement Division
Occupational Business Licensing Section
555 Wright Way
Carson City, NV 89711-0725
(775) 684-4690

Contact Us
Motor Carrier Division
Motor Fuel Section
555 Wright Way
Carson City, NV 89711-0725
(775) 684-4711 ext 2

After initial log in, while on the main page choose the "Electronic DRS" link on the left-hand side, to initiate the EDRS application.



ELECTRONIC DRS INITIAL SCREEN

When you select the Electronic DRS option, the screen to add a DRS is displayed.

To search, update or print an existing DRS select the "Search (Update, Print)" link on the left-hand side. Refer to appropriate section for EDRS Searching, Updating an EDRS and Printing an Existing DRS/EDRS for instructions.



ENTERING VEHICLE INFORMATION

Entering the Vehicle Identification Number (VIN) initiates the EDRS process. Completion of DRS/EDRS is the dealer's confirmation that a physical inspection of the vehicle identification number was completed. This information must match the vehicle as well as all corresponding documents. If the vehicle is a motor home, indicate the chassis frame number. NRS 482.215 and 482.235 require the vehicle identification number be used when registering a vehicle.

1. VIN– Enter the Vehicle Identification Number (VIN).

Enter a VIN to Add an EDRS

VIN

2. Select "ADD".
3. The vehicle information screen is displayed.

Vehicle Information			
DRS #		DRS Issuance Date	04/14/2023
VIN	1G6DX5RK3P0714748	Vehicle Year	2023
Make	CADILLAC	Model	CT5 LUXURY
Body Type	VEH-SEDAN 4 DR	Fuel Type	GASOLINE
# Cylinders	4	Axles	Select one
Gross Weight		Unladen Weight	3798
Length		County Based In	Select one
MSRP	40195	Full Sale Price	
Tax Collected	YES	Transaction Type	SALE
New or Used	SELECT ONE	Rebuilt	NO
Odometer Reading		Odometer Type	ACTUAL MILES
Placard #		Placard Expiration	
Date Of Transaction		Stock #	
Purchaser's Email Address			

4. DRS # - The DRS number is assigned when the EDRS is completed. This field is not editable.

5. DRS Date – The DRS date is the date the DRS is entered into the MVIP system. This field is not editable.
6. VIN – This field is pre-populated from the initial entry screen. This field is not editable.
The VIN may be decoded and some of the fields listed below may be pre-populated. Please verify the decoded information is correct and correct any incorrect information.
7. Year – must be four numbers.
8. Make – Select the make from the dropdown.
9. Model – Minimum of one character and a maximum of six characters.
10. Body Type – Select a body type from the dropdown.
11. Fuel – Select fuel type from the dropdown.
12. Cylinders/Rotors – Select an amount from the dropdown.
13. Axles – Select an amount from the dropdown.
14. Gross Weight – The gross weight is required for new motortruck, truck tractor, or bus vehicles. For other vehicle types or used vehicles, enter “0” or leave blank. The declared gross weight is used to determine the value of the vehicle when calculating the registration fee, basic governmental services tax, and applicable supplemental governmental services taxes charged in accordance with NRS 371.050.
15. Unladen Weight – Unladen weight is required for new motortruck, truck tractor, trailer, or bus vehicles. For other vehicle types or used vehicles, enter “0” or leave blank. Per NRS 482.483, the unladen weight of the vehicle is used to determine additional registration fees.
16. Length – The unit length is required for all travel trailers, fifth wheels and motor homes. For other vehicle types enter “0” or leave blank. NRS 484.739 outlines the restrictions on vehicle length.

Note: A Certificate of Title will not be issued without complete information for the travel trailer or motor home.
17. County Based In – Select a county from the dropdown. The county in which the vehicle is going to be located must be included on the DRS per NRS 482.245. According to NRS 371.045, counties are permitted to charge a supplemental governmental services tax. NAC 445B.593 and 445B.594 identify the requirement for emission testing if the vehicle is based in certain areas of Clark and Washoe counties.
18. MSRP – Manufacturer’s Suggested Retail Price (MSRP). If the MSRP is pre-populated, **DO NOT CHANGE** the amount. Base MSRP is required for all vehicles. Per NRS 371.050, the MSRP will determine the value of the vehicle to calculate the basic governmental services tax and applicable supplemental governmental services taxes to be charged.
19. Full Sale Price – Enter the full sale price of the vehicle, including the sales tax. If the vehicle was donated, enter “0.00.” NRS 482.096, 372.025, and 372.065 define purchase price, gross receipts, and sale price, respectively.

20. Tax Collected – Based on the sale of the vehicle, select “YES” or “NO.” Please note that NRS 372.105 requires Nevada licensees to collect sales tax on all retail sales in Nevada.
 21. Transaction Type – Based on the transaction type, select the appropriate type of sale, lease, or lease buyout. NRS 482.423, 482.4235, 482.434, and 482.4345 govern vehicle sales and leases.
 22. New or Used – Enter if the vehicle being sold is a new or used vehicle. NRS 482.076 defines a new vehicle; NRS 482.132 defines a used vehicle.
 23. Rebuilt – Select whether the vehicle was rebuilt or not. NRS 482.245 requires disclosure when a vehicle has been rebuilt; NRS 482.098 defines a rebuilt vehicle.
 24. Odometer Reading – Record the actual reading of the vehicle’s odometer apparatus; the number must be greater than “0.” NRS 482.245 requires odometer reading and disclosure.
 25. Odometer Type – Select the type that best describes the odometer reading based on the following options.
 - A. Actual Miles
 - B. Exceeds mechanical limits.
 - C. Exempt weight – vehicles over 16,000 pounds
 - D. Not actual – odometer discrepancy
 - E. Vehicles over nine (9) years old default to Exempt.
- Placard Number – Enter the control number of the Dealer Placard that was issued to the customer.
- If the transaction is a lease buyout, the placard number is pre-populated with “LSEBUYOUT.”
 - If a placard was not issued, enter NO PLACARD.
- NRS 482.423, 482.4235, 482.434, and 482.4345 provide the authority to issue a temporary placard. The placard number is required on the EDRS for auditing purposes.
26. Placard Expiration Date – The placard expiration date is calculated thirty (30) days past the Date of Transaction.
 27. Date of Transaction – NRS 482.215 requires the actual date of the sale or lease be entered onto this form. This date may not be changed, extended, or altered.
 28. Dealer Stock Number – This is an optional field for the dealer’s internal stock number.
 29. Purchaser’s Email Address – This is an optional field for the email address of the purchaser.
 30. Select
 - A. “NEXT” to start entering owner/buyer information.
 - B. “CANCEL” to return to the previous screen.

ENTERING OWNER INFORMATION

Vehicle Information					
VIN	1HGCR2F39EA049183	Vehicle Year	2014		
Make	HONDA	Model	ACCORD LX		
Owner Information					
Owner Type	<input checked="" type="radio"/> Individual <input type="radio"/> Business <input type="radio"/> NV ELT				
ID Type	NV DLN	ID Number			
First Name		Middle Name			
Last Name		Suffix Code	Select one		
Owner Name Code	Select one	Owner Combination	Select one		
Address					
		<input type="checkbox"/> Physical same as Mailing <input type="checkbox"/> Copy address from previous owner			
	Street	City	State	County	ZIP Code
Mailing			NV	Select one	
Physical			NV	Select one	
		SAVE	CANCEL		

Please enter owner(s) information in the following order:

Vehicle purchase –

Registered owner

Registered owner (if applicable, enter all registered owners).

Lienholder (if applicable)

Leased vehicle –

Lessee

Lessee (if applicable, enter all lessees).

Lessor

Lienholder (if applicable)

1. Owner Type

Select the owner type by selecting the button next to the appropriate type, Individual, Business or ELT Lienholder.

A. Individual Owner

(1) ID Type – From the dropdown, select the type of document being used.

- ID card equals Nevada Identification Card.
- NV DLN equals Nevada Driver’s License (including Nevada Driver’s Authorization Card (DAC)).

- No NV DL equals the buyer does not have a Nevada driver's license or ID card.
- Customers who do not have a Nevada Driver's License, Driver Authorization Card, or Nevada Identification Card will not be eligible to register their vehicle online.

- (2) ID Number – Enter the number based on the document type selected or if No Nevada Driver's License is selected, the field is not active.

Per NRS 481.0515, the customer's full legal name must be placed on the vehicle registration and title. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.

- (3) Owner Information – Record the registered owner's full legal name exactly as it appears on the customer's driver's license, driver authorization card, or identification card. This name will be recorded on the vehicle registration certificate and Certificate of Title when created.

The first person entered on the EDRS is the primary owner. The primary owner's information will be used for mailing correspondence for registration.

- a) First Name
- b) Middle Name
- c) Last Name
- d) Suffix Code

- (4) Owner Name Code – Select the name code from the dropdown. The name code will be one of the selections listed in the dropdown (Registered Owner, Lessee, Lessor, or Lienholder).

- (5) Owner Combination – Select the owner combination from the dropdown. The owner combination designates how ownership is defined for registered owners. The most common combinations are "or" or "and". By selecting "or," either owner can release ownership. By selecting "and," both owners must release ownership.

For the last registered owner, select None.

For a Lessee, select Lessee.

For a Lessor, select Lessor.

For a Lienholder, select None.

B. Business Owner

- (1) Business Name – Record the owner's full legal name exactly as it appears on the business license. This name will be recorded on the vehicle registration certificate and Certificate of Title when created. Customers purchasing a vehicle(s) for a business are not required to present their business license.

- (2) FEIN – Enter the business' Federal Employer Identification Number (FEIN) or leave blank if the business does not have a FEIN. Customers who do not have a FEIN will not be eligible to register via the DMV Online Registration.

- (3) Owner Name Code – Select the name code from the dropdown. The name code will be one of the selections listed in the dropdown (Registered Owner, Lessee, Lessor, or Lienholder).
- (4) Owner Combination – Select the owner combination from the dropdown. The owner combination designates how ownership is defined for registered owners.

The most common combinations are “or” or “and.” By selecting “or,” either owner can release ownership. By selecting “and,” both owners must release ownership.

For the last registered owner, select None.

For a Lessee, select Lessee.

For a Lessor, select Lessor.

For a Lienholder, select None.

C. NV ELT – Electronic Lien Title Lienholder

Per Nevada Revised Statute (NRS) 482.4285, Except for persons who are not normally engaged in the business or practice of financing vehicles, all lienholders shall use the electronic lien system to process all notifications and releases of security interests through electronic batch file transfers.

(1) Business Name – Record the ELT lienholder’s full legal name. This name will be recorded on the Certificate of Title when created.

(2) NV ELT Number – Enter the Nevada ELT Number.

Note: The ELT number must be assigned by the Nevada DMV and will consist of six (6) digits starting with two (2) letters followed by four (4) numbers.

(3) Owner Name Code – Defaulted to Lienholder

(4) Owner Combination – Defaulted to None.

2. Address

A. Physical address is the same as the mailing address.

(1) Select the button next to “Physical same as Mailing.”

(2) Enter the address number, street name, city, state, county, and zip code.

Note: A physical address for a registered owner or lessee cannot be a post office box.

B. Physical address is different from the mailing address.

(1) Mailing Address

a) Enter P.O. Box number or address number, street name, city, state, county, and zip code.

(2) Physical Address

a) Enter the address number, street name, city, state, county, and zip code.

Note: A physical address for a registered owner or lessee cannot be a post office box.

- C. Copy address from previous owner.
 - (1) Select the box next to “Copy address from previous owner” and the address entered for the previous owner will populate the address fields.
- 3. To continue select,
 - A. “SAVE” to save input data.
 - B. “CANCEL” to return to the previous page.
- 4. Address Validation
 - A. The application will validate the entered address and correct the address if applicable.

Address Physical same as Mailing Copy address from previous owner

	Street	City	State	County	ZIP Code
Mailing	555 WRIGHT 555 WRIGHT WAY <input checked="" type="checkbox"/> Accept Mailing Address Changes	CARSON C	NV	CARSON CITY ▼	89701

Mailing address has been updated by DMV, please verify.

- B. Verify the address entered is correct.
 - (1) Select SAVE to accept the updated address.
 - (2) Uncheck the checked box to accept the address that was entered (reject the updated address).
- 5. To continue select,

Owners

NAME	ID	NAME CODE	EDIT	DELETE
TEST TEST	060000000001	REGISTERED	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

- A. “VEHICLE” to edit vehicle or sale information.
- B. “ADD” to add another owner to the EDRS.
- C. “FINISH” submitting and printing the EDRS.
 - (1) A PDF version of the EDRS will be displayed.
 - (2) *Select the printer icon to print the EDRS.

(3) The default is to print three (3) copies of the EDRS and can be changed.

***If you are going pay the title fee online DO NOT print the title at this stage of the transaction.**

- D. "CANCEL" to return to the previous screen.
- E. "EDIT" to change/correct information for that owner.
- F. "DELETE" to delete selected owner record.

COMPLETING THE EDRS

1. An authorized representative must complete the EDRS printed copies.
 - A. Print the authorized representative's name.
 - B. The authorized representative must sign all three copies.
2. EDRS copy distribution.
 - A. One copy with an original signature is sent to the Department of Motor Vehicles with titling documents. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.
 - B. One copy with an original signature is given to the customer for registration purposes. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.
 - C. The dealer's copy is the dealer's record of sale and must be retained for seven (7) years from the date of transaction or three (3) years after the dealership has gone out of business. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.

COMPLETED EDRS SAMPLE

Sample EDRS, depending on the specific transaction the EDRS may vary.



555 Wright Way
 Carson City, NV 89711
 Reno/Sparks/Carson City (775) 684-4DMV (4368)
 Las Vegas area (702) 486-4DMV (4368)
 Rural Nevada or Out of State (877) 368-7828
 www.dmvnv.com

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

This vehicle may qualify for online registration, please visit www.dmv.nv.com

Dealer Stock # _____ EDRS # 1046454

Vehicle Identification Number 2G1WA5E36F1553720 DRS Issuance Date 10/25/2017 Date of Transaction 1/25/2017

Year <u>2015</u>	Make <u>CHEVROLET</u>	Model <u>IMPALA LIMITED LS</u>
Body Type <u>VEH-SEDAN 4 DR</u>	Fuel Type <u>GASOLINE</u>	Cylinders <u>06</u>
Axles <u>2</u>	Gross Weight <u>UNKNOWN</u>	Unladen Weight <u>3555</u>
Length <u>N/A</u>	Placard Number <u>NOPLACARD</u>	Placard Exp. Date <u>2/24/2017</u>
Sales Tax Collected <u>YES</u>	MSRP <u>25830.00</u>	Full Sale Price <u>24830.00</u>
Transaction Type <u>SALE</u>	New or Used <u>NEW</u>	County Based in <u>CARSON CITY</u>
Odometer Reading <u>10</u>	Odometer Brand <u>ACTUAL MILES</u>	Rebuilt Vehicle <u>NO</u>

Registered Owners/Lessee

REGISTERED <u>JOE</u>	<u>PUBLIC</u>	<u>1234567891</u>	<u>OR</u>
Name Code _____	First Name _____	Middle Name _____	Last Name _____
Owner Combination Type _____	DLADFERN		
REGISTERED <u>JANE</u>	<u>PUBLIC</u>	<u>1234567891</u>	<u>NONE</u>
Name Code _____	First Name _____	Middle Name _____	Last Name _____
Owner Combination Type _____	DLADFERN		
Name Code _____	First Name _____	Middle Name _____	Last Name _____
Owner Combination Type _____	DLADFERN		

Mailing Address 555 WRIGHT WAY CARSON CITY NV 89701 CARSON CITY
 Street City State Zip County
 Physical Address 555 WRIGHT WAY CARSON CITY NV 89701 CARSON CITY
 Street City State Zip County

Lessor NONE
 First Name _____ Middle Name _____ Last Name _____
 DLADFERN
 Street _____ City _____ State _____ Zip _____ County _____

Lienholder ELT LIENHOLDER ET1234
 Business Name DLADFERNNV ELT
555 WRIGHT WAY CARSON CITY NV 89701 CARSON CITY
 Street City State Zip County

Seller's Business Name
 Selling dealer information is located in the section

Authorized Representative Printed Name _____

Authorized Representative Signature _____

Purchaser: This form is required to obtain registration and license plates. Additionally, you must meet the insurance requirements set forth in NRS 485.185. NRS Chapter 482 requires the selling dealer to submit a copy to the Department of Motor Vehicles (DMV), at the address above and retain a copy available for inspection by any authorized agent of the DMV for three (3) years from the date of transaction.

VP248 (1/2013)

EDRS SEARCH

From the initial Electronic DRS screen, select the “Search (Update, Print)” link, located on the left-hand side of the screen.



Gen. Information
Add EDRS
Search (Update, Print)
Title Fee Selection
Title Fee Paid History
Logoff



1. There are three types of searches available:
 - A. VIN – Enter the VIN to search for the EDRS associated to that vehicle.
 - B. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - C. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the application.

Search For, Update or Print an EDRS

VIN

EDRS

Date: To:

2. Select “Search” to initiate the search.
3. The search results are listed below the search criteria box.

VIN

EDRS

Date: To:

DRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Issuance Date	EDIT VEHICLE	EDIT OWNER	PRINT	EDRS Paid
2799903	1G6DX5RK3P0714748	2023	CADI	CT5 LUXURY	NOPLACARD	4/14/2023	<input type="button" value="VEHICLE"/>	<input type="button" value="OWNER"/>	<input type="button" value="PRINT"/>	PAID

- From the search results, you can update the vehicle information, update the owner information, and re-print the DRS/EDRS. Refer to the appropriate section for instructions.

UPDATING AN EDRS

If an error is made on an EDRS, do not use correction fluid or correction tape to correct the information. Corrections must be made online using the DMV's website below:

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

An EDRS update is available to modify certain fields of an existing EDRS.

Fields that cannot be modified are:

- DRS #
- DRS Date
- Placard #
- Placard Expiration Date
- Date Of Transaction

All other fields can be modified using the update process.

EDRS UPDATE TRANSACTION

From the initial Electronic DRS screen, select the "Search (Update, Print)" link, located on the left-hand side of the screen.



Gen. Information
Add EDRS
Search (Update, Print)
Title Fee Selection
Title Fee Paid History
Logoff



1. Enter the information in the field for the type of search:
 - A. VIN – Enter the VIN to search for the EDRS associated to that vehicle.
 - B. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - C. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the application.

Search For, Update or Print an EDRS

VIN

DRS

Date: **To:**

2. Select “Search” to initiate the search.
3. The search results will be below the search criteria box.

Enter a VIN to Add an EDRS

VIN

VIN	EDIT VEHICLE	EDIT OWNER	STATUS	PRINT	EDRS Paid
1G6DX5RK3P0714748	<input type="button" value="VEHICLE"/>	<input type="button" value="OWNER"/>	Completed	<input type="button" value="PRINT"/>	PAID

- To update the vehicle or sale information select the "VEHICLE" button.

Vehicle Information			
DRS #	2799903	DRS Issuance Date	4/14/2023
VIN	1G6DX5RK3P0714748	Vehicle Year	2023
Make	CADILLAC	Model	CT5 LUXURY
Body Type	VEH-SEDAN 4 DR	Fuel Type	GASOLINE
# Cylinders	4	Axles	2
Gross Weight	WEIGHT UNKNOWN	Unladen Weight	3798
Length		County Based In	CARSON CITY
MSRP	40195.00	Full Sale Price	40195.00
Tax Collected	YES	Transaction Type	SALE
New or Used	USED	Rebuilt	NO
Odometer Reading	10	Odometer Type	ACTUAL MILES
Placard #	NOPLACARD	Placard Expiration	5/1/2023
Date Of Transaction	4/1/2023	Stock #	
Purchaser's Email Address			

- Update information and select,
 - "OWNERS" to update owner information,
 - "SAVE" to save the corrected information and return to the search results screen,
 - "CANCEL" to cancel the changes and return to the search results screen.
- To update the owner information, select the "OWNER" button.

Owners				
NAME	ID	NAME CODE	EDIT	DELETE
TEST TEST TEST		REGISTERED	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

- A. Select "EDIT" to edit the current owner information.
 - B. Select "DELETE" to delete the current owner.
 - C. Select "VEHICLE" to update vehicle or sale information.
 - D. Select "ADD" to add an additional owner.
 - E. Select "FINISH" to save any changes and return to the search results screen.
 - F. Select "CANCEL" to cancel any changes and return to the search results screen.
6. To re-print the DRS/EDRS select the "PRINT" button.

REPRINT AN EXISTING DRS/EDRS

If any copy of the DRS is lost, DO NOT ISSUE A SECOND ELECTRONIC DRS.

1. From the initial Electronic DRS screen, select the "Search (Update, Print)" link, located on the left-hand side of the screen.



2. Enter the information in the field for the type of search:
 - A. VIN – Enter the VIN to search for the EDRS associated to that vehicle.
 - B. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - C. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the

application.

Search For, Update or Print an EDRS

VIN

EDRS

Date: To:

DRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Issuance Date	EDIT VEHICLE	EDIT OWNER	PRINT	EDRS Paid
2799903	1G6DX5RK3P0714748	2023	CADI	CT5 LUXURY	NOPLACARD	4/14/2023	<input type="button" value="VEHICLE"/>	<input type="button" value="OWNER"/>	<input type="button" value="PRINT"/>	PAID

3. Select "Search" to initiate the search.
4. The search results will be listed below the search criteria box.
5. Select the row containing the EDRS to re-print and select "PRINT" to open the PDF to be printed.

TITLE FEE PAYMENT (OPTIONAL)

4/17/23 the ability to pay for the title fee online was added to the EDRS functionality. Once the EDRS is completed the option to make the title fee payment is available.

TITLE FEE SELECTION

Select Title Fee Selection on the left-hand side of the screen.



- Gen. Information
- Add EDRS
- Search (Update, Print)
- Title Fee Selection**
- Title Fee Paid History
- Logoff



1. Complete the search by entering the search criteria.
 - A. VIN – Searching by VIN will bring back results associated to the specific VIN.

- B. EDRS - Searching by EDRS will bring back results associated to the specific VIN.
 - C. Date Range – Searching by date range will return results for EDRSs completed within the date range.
2. Search Results will be displayed below the search criteria.

Title Fee Selection

Search For EDRS

VIN

EDRS

Date: To:

Search Result Table

EDRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Issuance Date	Add All
2799906	1G1FB3DX6M0805030	2021	CHEV	CAMARO LS/LT	NOPLACARD	04/18/2023	Add
2799907	1G1FB3DX9M0071239	2021	CHEV	CAMARO LS/LT	NOPLACARD	04/18/2023	Add

3. To add an EDRS for payment:
- A. Select the Add button on the EDRS row or
 - B. Select the Add All button on the header row of the Search Result Table

Search Result Table

EDRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Issuance Date	Add All
2799906	1G1FB3DX6M0805030	2021	CHEV	CAMARO LS/LT	NOPLACARD	04/18/2023	Add
2799907	1G1FB3DX9M0071239	2021	CHEV	CAMARO LS/LT	NOPLACARD	04/18/2023	Add



4. To remove an EDRS for payment:
- A. Select the Remove button on the EDRS row or
 - B. Select the Remove All button on the header row of the EDRS waiting for Payment Processing table.

EDRS Waiting for Payment Processing



EDRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Issuance Date	Fees	Remove All
2799906	1G1FB3DX6M0805030	2021	CHEV	CAMARO LS/LT	NOPLACARD	04/18/2023	28.25	Remove
Total:							28.25	

Print List

Make Payment

5. Print List button will generate a list of the EDRS(s) waiting to be paid.
6. Make a Payment button takes you to the payment process.
7. Complete the required payment information.
8. Complete the payment process.
9. Title Fee Payment Confirmation

Title Fee Payment Confirmation

Transaction ID	164024432
Confirmation Number	6818361441456634003009
Payment Amount	\$28.25
Date Paid	04/18/2023

Print Receipt

Print Payment List

EDRS Processed List

EDRS#	VIN	Paid Amt	Paid Date	Tran Id	Sup Tran Id	Print EDRS
2799906	1G1FB3DX6M0805030	28.25	2023/04/18	209530863	164024432	Print EDRS

- A. Print Receipt button generates a receipt for the EDRS(s) paid.
- B. Print Payment List button generates a list of EDRS(s) that were paid.
- C. Print EDRS button generates the EDRS for printing. ******
 - (1) The EDRS will be marked as paid below the EDRS number.
 - (2) The information printed is Paid: the date payment was made (supertran number). The supertran number is the transaction number assigned in the DMV computer application.

**** Verify that the correct copy of the EDRS is attached to the title paperwork sent to Carson City.**

If an EDRS is paid for, but the EDRS attached does not indicate paid, the documents will be returned for payment.

TITLE FEE PAID HISTORY

1. Complete the search by entering the search criteria.
 - A. EDRS - Searching by EDRS will bring back results associated to the specific VIN.
 - B. Date Range – Searching by date range will return results for EDRSs completed within the date range.
2. Search Results will be displayed below the search criteria.

Super Tran Id/ Receipt Number	Paid Amt	Paid Date			
164024432	28.25	04/18/2023	Individual EDRS	Print Receipt	Print Payment List

3. Individual EDRS button allows the EDRS to be printed for the specific EDRS.
4. Print Receipt button generates a receipt for the EDRS(s) paid.
5. Print Payment List button generates a list of EDRS(s) that were paid.