

SinglePoint **RMV**

SinglePoint  
**EVR** Lite



## **EVR Lite...a relaxed version of traditional EVR**

- ✓ The RMV updated their processing system from ALARS to ATLAS.
- ✓ COVID made keeping people out of RMV branches even more of a priority than before.

SinglePoint  
**EVR**Lite



## **Boston Software is an authorized Service Provider** **for the RMV's EVR Lite program**

- ✓ We partnered with the RMV to build this new EVR Lite functionality and integrate with ATLAS.
- ✓ We enabled SinglePoint to electronically process new vehicle Registrations and Registration transfers.

SinglePoint  
**EVR**Lite



## **The EVR Lite transactions processed in SinglePoint initially include:**

- New vehicle Registration and Title
- Registration Transfer
- Registration Plate Reassignments
- Registration Renewals
- Registration Reinstatements
- Pre-Staged Registration and Title Applications



## **More specific EVR Lite details**

- Agents are expected to process between 10 -35 new Registration and/or Registration Transfers transactions per month.
- Agents must agree to abide by all RMV procedures and policies as outlined in the EVR Permit Terms, EVR Business Specifications, and Training.
- Agents will print temporary plates and provide plastic “sleeves” to your insureds when registering a vehicle.
- Agents will not have to maintain an inventory of metal license plates and decals.
- After Registration is processed, the metal plates and decals will be mailed to your insured within 10 business days by the RMV Fulfillment Center. (Titles will be mailed as they usually are.)



## **More specific EVR Lite details, cont'd:**

- All RMV and Department of Revenue documents can be signed electronically.
- There is no additional cost to use EVR Lite in SinglePoint. All functionality is included in our standard license.
- Insureds will pay for all fees: Registration, Title, Sales Tax, Special Plates, etc.
- Boston Software will charge an “Online Expedite Fee” to process the new Reg and/or Reg Transfer.
- Insureds will pay all the fees through SinglePoint’s safe, secure credit card payment portal. In near future, we will add ACH payments.
- Boston Software will provide technical support to all agents processing EVR Lite transactions, with assistance from RMV if/when necessary.

SinglePoint  
**EVR**Lite



## **More specific EVR Lite details, cont'd:**

- “Permit Holders” (i.e. agency owners) must have at least 2 active “Individual EVR Participants” (IEPs) at the agency.
- IEPs must be fully trained, passed background checks, agree to all the terms of EVR, etc.
- Permit Holders must provide proper hardware and secure processing space within the agency to perform EVR transactions.
- IEPs will have to scan original documents including Title, Bill of Sale, etc.
- Permit Holders and IEPs must follow the RMV Document Retention and Shredding Guidelines.



## **Many benefits of being an EVR Lite agent:**

- Even better Customer Service.
- Save time and money
- Stop going or sending people to RMV branches
- No more mail or waiting
- Eliminate typical mistakes
- Differentiate yourself in the market









# SinglePoint EVR Lite



**How will it work in SinglePoint?**

# Select the **Service Type** and enter required data

DASHBOARDOPEN ▾NEW ▾ TOOLS ▾ JANNA T. ▾

1 **Service Type**

2 Vehicle

3 Owner

4 Purchase

5 Insurance

SERVICE TYPE

[Instructions for Completing RTA](#)

I Want To:

Register and title a vehicle ▾

Purchase Type:

☒ Casual ☐ Dealer

Car Previously Registered in MA:

☒ Yes ☐ No

Plate will be Reassigned: ⓘ

☐ Yes ☒ No

Ownership Type:

Owned ▾





[Skip to RTA Form](#)

Save for later

NEXT

GO BACK

# Enter data in **Vehicle** tab

DASHBOARDOPEN ▾NEW ▾TOOLS ▾JANNA T. ▾

1 Service Type

2 **Vehicle**

3 Owner

4 Purchase

5 Insurance

VEHICLE

Instructions for Completing RTA

VIN:

Odometer:

Actual Mileage ▾

Registration Type:

New Plate Type:

Garaging Address Source:

Skip to RTA Form


Save for later

PREVIOUS

NEXT

GO BACK

# Enter data in Owner tab

DASHBOARDOPEN ▾NEW ▾TOOLS ▾JANNA T. ▾?

1 Service Type

2 Vehicle

3 **Owner**

4 Purchase

5 Insurance

OWNER INFORMATION


[Instructions for Completing RTA](#)

Owner 1 Name:

Michele

Gillen

Owner 1 DOB & License:


01/24/1967 

X0123456

MA ▾

Owner 2 Name:

Owner 2 DOB & License:

MM/DD/YYYY 

MA ▾

[Skip to RTA Form](#)

Save for later

PREVIOUS

NEXT


GO BACK

# Enter data in **Purchase** tab

 Service Type —  Vehicle —  Owner — **4 Purchase** — **5** Insurance

## PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State:	<input type="text" value="06/01/2021"/> 	<input type="text" value="MA"/> ▾	
Seller Business or Name:	<input type="text" value="Business Name"/>	<input type="text" value="Joe"/>	<input type="text" value="Smith"/>
Address:	<input type="text" value="123 Main St"/>	<input type="text" value="Unit or Apt."/>	
	<input type="text" value="Boston"/>	<input type="text" value="MA"/> ▾	<input type="text" value="02132"/>
Tax Exempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sale Price & Non MA Sales Tax Paid:	<input type="text" value="25000"/>	<input type="text" value="Non Ma Sales Tax"/>	
MA Resident At Time of Purchase:	<input checked="" type="radio"/> Yes <input type="radio"/> No		

[Skip to RTA Form](#)





[Save for later](#)


[PREVIOUS](#)


[NEXT](#)


[GO BACK](#)


# Enter data in **Insurance** tab

 DASHBOARD OPEN ▾ NEW ▾  TOOLS ▾  JANNA T. ▾ 

 Service Type

 Vehicle

 Owner

 Purchase

**5** Insurance


**INSURANCE VERIFICATION**

[Instructions for Completing RTA](#)

Date Type: ⓘ

Policy Change Date ▾

Effective Date:

06/25/2021 

Writing Company: ⓘ

Citizens Insurance Company of America (262) ▾

Signed By:

Michele Gillen

[Skip to RTA Form](#)

Save for later

PREVIOUS

CHECK RMV ELIGIBILITY

GO BACK


After RMV results are returned, click **Initiate**

**RMV RESULTS**

✓ The RMV returned the following information for the data you entered:

Owner 1: MICHELE GILLEN (NEEDHAM)  
Vehicle: 2013 Ford ESCAPE

✓ Eligibility Options:

 This transaction is eligible for EVR Lite Plate issuance. Click initiate to begin process of uploading required documents and collecting fees to complete the registration process.

INITIATE

Go Back

Results return with fees; click **Download RTA PDF**

**EVR LITE VALIDATE RESULTS**

✓ Success! The RMV has provided a completed RTA

**RMV Required Documents:**

- Proof of Ownership Title
- Registration and Title Application (Completed)

**RMV Fees:**

- Certificate of Title \$75.00
- Vehicle Sales Tax \$1,562.50
- Passenger Normal Registration - Issue \$57.50
- Basketball Hall of Fame Special Plate Issue \$40.00
- Third Party Expedite Fee \$86.00

**DOWNLOAD RTA PDF**

Go Back



# EVR Lite screen appears

EVR LITE

CLOSE

INSURED AND VEHICLE INFORMATION

Owner:

Michele Gillen

Status:

In Progress

Vehicle:

8M00PH0700004400

Transaction:

PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title

Upload

Delete

Registration and Title Application (Completed)

Upload

Delete

Add Other Document

FEE SCHEDULE

Certificate of Title

\$75.00

Vehicle Sales Tax

\$1,562.50

Passenger Normal Registration - Issue

\$57.50

Basketball Hall of Fame Special Plate Issue

\$40.00

Third Party Expedite Fee

\$86.00

Agent Service Fee:

Email:

SEND PAYMENT REQUEST

ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.

SUBMIT TO RMV & ISSUE PLATE

# Upload documents

EVR LITE

CLOSE

INSURED AND VEHICLE INFORMATION

Owner:

Michele Gillen

Status:

In Progress

Vehicle:

8FMCWPH127DWA4488

Transaction:

PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title

Proof of Ownership Title.pdf

Upload

Delete

Registration and Title Application (Completed)

rta (28).pdf

Upload

Delete

Add Other Document

FEE SCHEDULE

Certificate of Title

\$75.00

Vehicle Sales Tax

\$1,562.50

Passenger Normal Registration - Issue

\$57.50

Basketball Hall of Fame Special Plate Issue

\$40.00

Third Party Expedite Fee

\$86.00

Agent Service Fee:

Email:

SEND PAYMENT REQUEST

ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.

SUBMIT TO RMV & ISSUE PLATE

# Review fees, add service fee and email, then click **Send Payment Request**

EVR LITE

CLOSE

INSURED AND VEHICLE INFORMATION

Owner:	Michele Gillen	Status:	In Progress
Vehicle:	8M00WH270W04408	Transaction:	PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title	<input type="text" value="Proof of Ownership Title.pdf"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
Registration and Title Application (Completed)	<input type="text" value="rta (28).pdf"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
Add Other Document			

FEE SCHEDULE

Certificate of Title	\$75.00	Agent Service Fee:	<input type="text" value="5.00"/>	<input type="button" value="SEND PAYMENT REQUEST"/>
Vehicle Sales Tax	\$1,562.50	Email:	<input type="text" value="michele@bostonsoftware.com"/>	
Passenger Normal Registration - Issue	\$57.50			
Basketball Hall of Fame Special Plate Issue	\$40.00			
Third Party Expedite Fee	\$86.00			

ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.

## Confirmation that **Payment Request** was sent

EVR LITE

CLOSE

INSURED AND VEHICLE INFORMATION

Owner:

Michele Gillen

Status:

In Progress

Vehicle:

WMOVHSH200WU4400

Transaction:

PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title

Upload

Delete

Registration and Title Application (Completed)

Upload

Delete

Add Other Document

Upload

Delete

FEE SCHEDULE

Certificate of Title

\$75.00

Vehicle Sales Tax

\$1,562.50

Passenger Normal Registration - Issue

\$57.50

Basketball Hall of Fame Special Plate Issue

\$40.00

Third Party Expedite Fee





\$86.00


ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.


SUBMIT TO RMV & ISSUE PLATE

# EVR Lite Dashboard, Status-Payment Requested

DASHBOARDOPEN ▾NEW ▾TOOLS ▾JANNA T. ▾

☒ Name ☐ VIN ☐ Plate

Status: Open ▾ Requester: Myself ▾

☐ SELECT ALL  DELETE

VIN/Plate	Owner	Rmv Transaction	Status
<input type="checkbox"/> 1FBCU8H080UW4459	Michele Gillen	New Title And Registration	Payment Requested
<input type="checkbox"/> 1FADP5C00GL581645	janna joyce	New Title And Registration	In Progress



BSC CVB Awesome  
Agency

### Vehicle New Title and Registration

You are receiving this Payment Request, initiated by your insurance agent, in order to complete the transaction for the below referenced vehicle. Please click the Make Payment button and enter your credit card information. Once successfully completed, a confirmation will be sent to you as proof of this transaction.

Owner	Michele Gillen
Vehicle	1 FINE LINE HOT LIPS

### Payment Request

The following fees are required to complete new title and registration:

Certificate of Title	\$75.00
Vehicle Sales Tax	\$1,562.50
Passenger Normal Registration - Issue	\$57.50
Basketball Hall of Fame Special Plate Issue	\$40.00
Third Party Expedite Fee	\$86.00
Agent Service Fee	\$5.00
Total:	\$1,826.00

[Make Payment](#)



## BSC CVB Awesome Agency

### Vehicle New Title and Registration

Owner	Michele Gillen
Vehicle	1TMCU8H040U004458

#### Required Fees

The following fees are due in order to complete New Title and Registration:

Certificate of Title	\$75.00
Vehicle Sales Tax	\$1562.50
Passenger Normal Registration - Issue	\$57.50
Basketball Hall of Fame Special Plate Issue	\$40.00
Third Party Expedite Fee	\$86.00
Agent Service Fee	\$5.00
Total	\$1826.00

**IMPORTANT:** After you make payment, you should receive a confirmation and a follow up email with a receipt of this transaction. If you do not receive this receipt, please contact your agent immediately as your Registration may NOT have been successfully registered.

 Card number

MM / YY CVC

Pay

# EVR Lite Dashboard




☒ Name ☐ VIN ☐ Plate

Status: Open ▾ Requester: Myself ▾

☐ SELECT ALL

 DELETE

<input type="checkbox"/>	VIN/Plate	Owner	Rmv  Transaction	Status
<input type="checkbox"/>	1FBCU8H02UWH459	Michele Gillen	New Title And Registration	Payment Received
<input type="checkbox"/>	1FADP5C00GL58046	janna joyce	New Title And Registration	In Progress



# Copy of customer receipt



BSC CVB Awesome  
Agency

## Vehicle New Title and Registration

Owner	Michele Gillen
Vehicle	1FMDU3H77DUA44444

## Payment Receipt

Your payment has successfully completed. You will receive an email once your registration has been completed by your agent.

Certificate of Title	\$75.00
Vehicle Sales Tax	\$1,562.50
Passenger Normal Registration - Issue	\$57.50
Basketball Hall of Fame Special Plate Issue	\$40.00
Third Party Expedite Fee	\$86.00
Agent Service Fee	\$5.00
Amount Paid:	\$1,826.00

This charge will appear on your statement as "BSC RMV TitleReg"

# Submit to RMV message to agent

EVR LITE

CLOSE

INSURED AND VEHICLE INFORMATION

Owner:

Michele Gillen

Status:

In Progress

Vehicle:

11M00PH120W04400

Transaction:

PrefillNewTitleAndRegistration

DOCUMENT UPLOAD

Proof of Ownership Title

Proof of Ownership Title

Upload

Delete

Registration and Title Application (Completed)

Registration and Title Application (Completed)

Upload

Delete

Add Other Document

FEE SCHEDULE

Certificate of Title	\$75.00
Vehicle Sales Tax	\$1,562.50
Passenger Normal Registration - Issue	\$57.50
Basketball Hall of Fame Special Plate Issue	\$40.00
Third Party Expedite Fee	\$86.00

Go Back

SUBMIT

SEND PAYMENT REQUEST

ISSUE PLATE

By submitting to the RMV, you are attesting that you have a physical copy of the Title and will comply with the document destruction guidelines.

SUBMIT TO RMV & ISSUE PLATE

SUBMIT TO RMV?

You are about to submit all uploaded documentation to the RMV to complete this EVR Lite transaction in order to issue a new registration. Are you sure you want to continue?

Go Back

SUBMIT



## **How to become an EVR Lite agent: 1**

- You must demonstrate to the RMV that you process at least 10 new Regs or Reg Transfers a month.
- Create a simple spreadsheet indicating Insured Name, Address, and VIN for the RTAs you created/handled for the previous 2 months.
- Submit this to Melissa Scarpetti, Compliance Officer at RMV.
- [melissa.scarpetti@state.ma.us](mailto:melissa.scarpetti@state.ma.us)
- She will review and confirm you meet the volume requirement.



## **How to become an EVR Lite agent: 2**

- Once the volume is confirmed, the RMV will send you a Welcome Packet and supporting forms that need to be completed.
- Welcome Packet outlines the documents and activities you must complete in order to participate in EVR, including:
  - **Certificate of Good Standing**
  - **Permit Bond**
  - **Brokers License**
  - **Security Letter and Floor Plan**
  - **Background Check**
  - **Certificate of Liability**
  - **2 Days of Training**



## **How to become an EVR Lite agent: 3**

- Allow 3-6 weeks to complete all the requirements spelled out in the Welcome Packet.
- If you complete all the requirements in the Welcome Packet, submit them to Melilssa Scarpetti for final review.
- The RMV will provide you with the EVR Permit Term Contract.
- Review and sign this Agreement.





**Q & A**