

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

SinglePoint  
**EVR** Lite



## 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

- 1 **Service Type** ————— 2 Vehicle ————— 3 Owner ————— 4 Purchase ————— 5 Insurance

## SERVICE TYPE

[Instructions for Completing RTA](#)

I Want To:	<input type="text" value="Register and title a vehicle"/>
Purchase Type:	<input checked="" type="radio"/> Casual <input type="radio"/> Dealer
Car Previously Registered in MA:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Plate will be Reassigned: ⓘ	<input type="radio"/> Yes <input checked="" type="radio"/> No
Ownership Type:	<input type="text" value="Owned"/>

[Skip to RTA Form](#)

Save for later

**NEXT**

**GO BACK**

# Enter data in **Vehicle** tab

-  Service Type ————— **2** Vehicle ————— **3** Owner ————— **4** Purchase ————— **5** Insurance

## VEHICLE

[Instructions for Completing RTA](#)

VIN:	<input type="text" value="1FMCU8R0CAMA859595"/>
Odometer:	<input type="text" value="50000"/> <input data-bbox="1026 748 1263 782" type="button" value="Actual Mileage"/>
Registration Type:	<input type="text" value="Passenger"/>
New Plate Type:	<input type="text" value="CBHFPL - Basketball Hall of Fame (PAS)"/>
Garaging Address Source:	<input type="text" value="Owner 1 Residential Address"/>

[Skip to RTA Form](#)

Save for later

PREVIOUS

NEXT

GO BACK

# Enter data in Owner tab



## OWNER INFORMATION

[Instructions for Completing RTA](#)

Owner 1 Name:	<input type="text" value="Michele"/>	<input type="text" value="Gillen"/>
Owner 1 DOB & License:	<input type="text" value="01/24/1967"/> 	<input type="text" value="X0123456"/> <input type="text" value="MA"/> ▾
Owner 2 Name:	<input type="text"/>	<input type="text"/>
Owner 2 DOB & License:	<input type="text" value="MM/DD/YYYY"/> 	<input type="text"/> <input type="text" value="MA"/> ▾

[Skip to RTA Form](#)

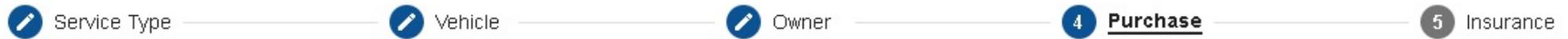
Save for later

PREVIOUS

NEXT

GO BACK

# Enter data in **Purchase** tab



## PURCHASE INFORMATION

[Instructions for Completing RTA](#)

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

-  Service Type
-  Vehicle
-  Owner
-  Purchase
- 5** Insurance

## INSURANCE VERIFICATION

[Instructions for Completing RTA](#)

Date Type: ⓘ	<input type="text" value="Policy Change Date"/>
Effective Date:	<input type="text" value="06/25/2021"/> 
Writing Company: ⓘ	<input type="text" value="Citizens Insurance Company of America (262)"/>
Signed By:	<input type="text" value="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:	8FMC09H127099A4488	Transaction:	PrefillNewTitleAndRegistration

**DOCUMENT UPLOAD**

Proof of Ownership Title	<input type="text"/>	<input type="button" value="Upload"/>	<a href="#">Delete</a>
Registration and Title Application (Completed)	<input type="text"/>	<input type="button" value="Upload"/>	<a href="#">Delete</a>
Add Other Document			

**FEE SCHEDULE**

Certificate of Title	\$75.00	Agent Service Fee:	<input type="text"/>	<input type="button" value="SEND PAYMENT REQUEST"/>
Vehicle Sales Tax	\$1,562.50	Email:	<input type="text"/>	
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.

# Upload documents

## INSURED AND VEHICLE INFORMATION

Owner:	Michele Gillen	Status:	In Progress
Vehicle:	8FMC09H127D99A4488	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"/>	<input type="button" value="SEND PAYMENT REQUEST"/>
Vehicle Sales Tax	\$1,562.50	Email:	<input type="text"/>	
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.

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

EVRLITE CLOSE

**INSURED AND VEHICLE INFORMATION**

Owner:	Michele Gillen	Status:	In Progress
Vehicle:	8FM09RH270WPA4408	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:	8M009H200000000000	Transaction:	PrefillNewTitleAndRegistration

### DOCUMENT UPLOAD

Proof of Ownership Title	<span>Upload</span> <span>Delete</span>
Registration and Title Application (Comp	<span>Upload</span> <span>Delete</span>
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

### 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.

SEND PAYMENT REQUEST

SUBMIT TO RMV & ISSUE PLATE

**PAYMENT REQUEST SENT**

SinglePoint has sent an email to michele@bostonsoftware.com to request payment to complete the New Title And Registration. Please note this payment request is valid only for today, 06/25/2021. Once the consumer makes the payment in full successfully, the RMV will email the consumer a PDF receipt indicating the New Title And Registration process has been completed and the vehicle is Registered. If additional information, stickers, or plates are necessary, the RMV will handle this.

CLOSE

# EVR Lite Dashboard, Status-Payment Requested

Search By Name    Name  VIN  Plate

Status: Open ▾ Requester: Myself ▾

SELECT ALL  DELETE

VIN/Plate	Owner	Rmv Transaction	Status
<input type="checkbox"/> 1F1BCU8H80B044450	Michele Gillen	New Title And Registration	Payment Requested
<input type="checkbox"/> 1FADP9000LS0045	janna joyce	New Title And Registration	In Progress



### 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 FINECLUB-HOTCLUB-1000000

### 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	11MCLUBH070UR04458

### 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

Search By Name    Name  VIN  Plate

Status: Open ▾ Requester: Myself ▾

SELECT ALL  DELETE

VIN/Plate	Owner	Rmv Transaction 	Status
<input type="checkbox"/> 1F1BCU8H80B0444450	Michele Gillen	New Title And Registration	Payment Received
<input type="checkbox"/> 1FADP9C00GL581045	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	1F80U2H4970A24400

## 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

EVRLITE CLOSE

### INSURED AND VEHICLE INFORMATION

Owner:	Michele Gillen	Status:	In Progress
Vehicle:	8FMC09H12000004400	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 (Comp)	<input type="text" value="Registration and Title Application (Comp).pdf"/>	<input type="button" value="Upload"/>	<input type="button" value="Delete"/>
Add Other Document	<input type="text"/>	<input type="button" value="Upload"/>	<input type="button" value="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?**

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?

# EVR Lite Results

**EVR LITE** CLOSE

**INSURED AND VEHICLE INFORMATION**

Owner:	Michele Gillen	Status:	In Progress
Vehicle:	8FMC09H120R004400	Transaction:	PrefillNewTitleAndRegistration

**DOCUMENT UPLOAD**

Proof of Ownership Title	<span>Upload</span> <span>Delete</span>
Registration and Title Application (Comp	<span>Upload</span> <span>Delete</span>
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

**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.

SEND PAYMENT REQUEST

SUBMIT TO RMV & ISSUE PLATE

**EVR LITE PROCESS RESULTS**

✓ Success! The RMV has provided a temporary license plate



Please click below to download the PDF of the temporary plate.

Print and insert in RMV supplied plastic sleeve prior to giving to the insured

DOWNLOAD REGISTRATION DOCUMENTS

# 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**