



# SinglePoint RMV Services:

## **Fast. Easy. Safe.**



**Boston Software**

Celebrating 25 years of  
building partnerships



PRESENTER:

## **Michele Gillen**

Michele has over 30 years in the Personal Lines insurance industry and has called Boston Software her home for the last six years. She has worked in three top agencies in various roles, including accounting, customer service, marketing, management, sales, and training. She is always delighted to share her knowledge of insurance with MA agents with enthusiasm and patience.



## The benefits of using SinglePoint RMV Services:

- Faster: immediate transaction processing (no snail mail)
- Easier: no check writing
- Safer: no face-to-face with client or Registry
- Increased customer satisfaction
- You look good!



**RMV Get Ready & RTA Prefill**

From SinglePoint dashboard select RMV All Services

NEW

TOOLS

Rating

Auto

Home

Dwelling

Umbrella

Comm

RMV Services

All Services

Plate Number

Renew

Reinstate

ACORD

New Form

Carrier Credentials

QuotesFormsLeads InboxClients

Personal QuotesCommercial Quotes

Search By Name


Last Name

First Name

Line of Business: AllAgents: All AgentsDates: Last 7 days (Saved)Locations: All

LOB	Name	City & State	Effective Date	Saved	Agent	Notes
	Michele Gillen	Needham, MA	Nov 6, 2020	Nov 6, 2020	Michele Gillen	
	Hughlando Simonds	Brockton, MA	Nov 5, 2020	Nov 5, 2020	SEND BSC	
	JULIO PAIS	Taunton, MA	Nov 28, 2020	Nov 5, 2020	SEND BSC	
	KELLY CUSSON	WESTFIELD, MA	Jan 5, 2021	Nov 5, 2020	SEND BSC	
	Salvatore Panetta	Boxborough, MA	Nov 5, 2020	Nov 5, 2020	SEND BSC	
	Jose E Fernandez	Taunton, MA	Nov 14, 2020	Nov 5, 2020	SEND BSC	
	Brenna Shedin	Stoughton, MA	Dec 5, 2020	Nov 4, 2020	SEND BSC	
	PPregtest DP three	Needham, MA	Nov 4, 2020	Nov 4, 2020	Mary Shaffer	
	PP Regtest DP Two	Needham, MA	Nov 4, 2020	Nov 4, 2020	Mary Shaffer	

Enter VIN and Ownership for RTA Prefill only.  
For Get Ready, complete all required fields

DASHBOARDOPEN

RMV Services

RTA PrefillReg ReinstatementReg RenewalInquiry

Select the transaction and complete the fields to prefill data from the RMV

SELECT RTA TRANSACTION

Type: Register and title a vehicle This transaction is enabled for GetReady. Completing the highlighted fields below will increase eligibility.

VEHICLE

Vehicle:	1GYFZDR42KF120714	Condition:	<input type="radio"/> New <input type="radio"/> Used
Odometer:	Miles	Primary Color:	
Registration:		Transmission:	
Reassigned Plate:	<input type="radio"/> Yes <input type="radio"/> No	Passengers:	No. of Passengers
Ownership:	Owned	Title Issue Date:	MM/DD/YYYY
Out of State Title:			

OWNERS

Then select **Prefill** from RMV

**SINGLEPOINT** DASHBOARD OPEN NEW TOOLS MICHELE

RMV Services

**RTA Prefill** Reg Reinstatement Reg Renewal Inquiry

Purchase Date: 11/12/2020 Purchase State: MA

Seller: Business Name First Name Last Name

Address: Street Unit/Apt

City Zip

Tax Exempt: ☐ Yes ☐ No Tax Exempt Type:

Purchase Type: ☒ Casual ☐ Dealer

Gross Sale Price: 10000 Non MA Sales Tax Paid:

MA Resident At Time of Purchase: ☐ Yes ☐ No Proof Of No Tax Required: ☐ Yes ☐ No MA Sales Tax Previously Paid: ☐ Yes ☐ No

**APPLY ESTAMP**

Date Type: Effective Date

Effective Date: 11/12/2020

Carrier: Safety Insurance Company

Signed By: michele gillen

**PREFILL FROM RMV** SKIP TO FORM CLEAR FORM

RMV Results will return. If eligible for Get Ready, select **Submit to RMV**, or **Skip to Form** (not using Get Ready)

The screenshot shows a web application interface with a dark blue header. The header contains the following elements: 'DASHBOARD', 'OPEN', 'NEW', 'TOOLS', and a user profile 'MICHELE'. Below the header, there are tabs for 'Reinstatement', 'Reg Renewal', and 'Inquiry'. The main content area is partially obscured by a modal window. The modal window has a title 'RMV RESULTS' and contains the following information:

- The RMV returned the following information for the data you entered:**
  - Owner 1: MICHELE GILLEN (NEEDHAM)
  - Vehicle: 2019 CADILLAC XT4
- Notifications:**
  - This transaction is eligible for RMV Get Ready. This will submit data electronically to the RMV to allow customers to save time when going to the RMV.

At the bottom of the modal, there are three buttons: 'SUBMIT TO RMV' (blue), 'SKIP TO FORM' (white), and 'Go Back' (white). The background of the web application shows various form fields, including 'First Name', 'Last Name', 'Business Name', 'Street', 'City', 'State', 'Zip', 'Tax Exempt Type', 'Dealer FID', and 'Non MA Sales Tax Paid'.



# Click to receive Pre-approved Barcode

**SINGLEPOINT** DASHBOARD OPEN NEW TOOLS

RMV Services

RTA Prefill Reg Reinstatement Reg Renewal Inquiry

**PURCHASE AND SALES INFORMATION**

Purchase Date: 07/01/2014

Seller: Business Name

Address: Street  
City

Tax Exempt: ☐ Yes ☐ No

Purchase Type: ☒ Casual ☐ Dealer

Gross Sale Price: 20000

MA Resident At Time of Purchase: ☐ Yes ☐ No

**APPLY ESTAMP**

Date Type: Effective Date

Effective Date: 11/06/2020

Carrier: Safety Insurance Company

Signed By: michele gillen

**Success! The RMV has provided a unique barcoded PDF for this transaction.**

[CLOSE](#)

[DOWNLOAD BARCODED RTA FORM](#)


This Validated PDF must be used to successfully complete the GetReady transaction at the RMV.

**RMV Required Documents:**




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

**RMV Fees:**

- Certificate of Title \$75.00
- Vehicle Sales Tax \$1,250.00
- Sales Tax Penalty Fee \$625.00
- Sales Tax Interest \$687.49
- Passenger Normal Registration - Issue \$60.00

**rmv**  **GetReady**

# Print barcoded RTA

  <b>Registry of Motor Vehicles</b>		<b>Registration and Title Application</b>		 P304-447-488
<b>A. Service Type</b>				
Select the transaction to be performed. Provide the plate number below if applicable.		<b>I Want To:</b>		
Plate Type		<input checked="" type="checkbox"/> <b>Register and title a vehicle</b>		
Plate Number		<input type="checkbox"/> <b>Transfer plate to a new vehicle*</b>		
Transactions/Amendments in bold require an insurance stamp.		<input type="checkbox"/> <b>Reinstate a registration*</b>		
Italicized transactions may require an insurance stamp.		<input type="checkbox"/> Apply for a salvage title		
Transactions with * require plate type and number above.		<input type="checkbox"/> Apply for a title only		
		<input type="checkbox"/> <b>Apply for a registration only</b>		
		<input type="checkbox"/> <b>Transfer a plate between two vehicles*</b>		
		<input type="checkbox"/> <b>Register previously titled vehicle</b>		
		<input type="checkbox"/> Title previously registered vehicle*		
		<input type="checkbox"/> <b>Transfer vehicle to surviving spouse*</b>		
		<input type="checkbox"/> <i>Change plate on existing vehicle with no amendments*</i>		
		<input type="checkbox"/> <i>Renew a registration*</i>		
		<input type="checkbox"/> <i>Amend a registration*</i>		
		Select the information to be amended. Enter new information in the section indicated.		
		<input type="checkbox"/> Registration Type (B 3.)		
		<input type="checkbox"/> Color (B 4.)		
		<input type="checkbox"/> Fuel Type (B 8.)		
		<input type="checkbox"/> Total Gross Weight (B 12.)		
		<input type="checkbox"/> Name (D or F)		
		<input type="checkbox"/> VIN (B 1.) For vehicles with no MA Title		
		<input type="checkbox"/> Address (D, E or F)		
		<input type="checkbox"/> Lessee (E)		
		<input type="checkbox"/> Garaging Address (G)		
		<input type="checkbox"/> Insurance (K)		
		<input type="checkbox"/> Other:		
<b>B. Vehicle Information</b>				
<b>B3.</b> Registration Type: <input checked="" type="checkbox"/> Passenger <input type="checkbox"/> Commercial <input type="checkbox"/> Bus <input type="checkbox"/> Livery <input type="checkbox"/> Camper		<b>B4.</b> Color(s): <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Brown <input checked="" type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> Gray		<b>B2.</b> Body Style
<input type="checkbox"/> Trailer <input type="checkbox"/> Taxi <input type="checkbox"/> Motorcycle <input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Other:		<input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Gold		UTIL
<b>B5.</b> Year	Make	Model	Model#	Trim
2011	HOND	PILOT		
<b>B6.</b> Transmission Type: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual		<b>B7.</b> Number of: Cylinders / Passengers / Doors		<b>B8.</b> Fuel Type: <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane
<input type="checkbox"/> Other		6 / 5 / 4		<input type="checkbox"/> Diesel <input type="checkbox"/> Hybrid <input type="checkbox"/> Other
<b>B10.</b> Bus: <input type="checkbox"/> Regular <input type="checkbox"/> DPU <input type="checkbox"/> School Bus <input type="checkbox"/> School Pupil		<b>B11.</b> If carrying passengers for hire, enter max seating capacity		<b>B9.</b> Odometer (Miles)
<input type="checkbox"/> School Pupil/Taxi <input type="checkbox"/> School Pupil/Livery				127,673
<b>B12.</b> Total Gross Weight (Laden)		<b>B11.</b> Cannot exceed GVWR		
<b>C. Title Information</b>				
<b>C1.</b> Vehicle Condition <input type="checkbox"/> New <input checked="" type="checkbox"/> Used		<b>C2.</b> Previous Title Issue Date (MM/DD/YYYY)		
Previous Title State		07/04/2014		
Previous Title Country		USA		
Previous Title		MA		
RN77477R				

# Save Client (Personal or Commercial)

Print / PDF

E-Stamp

Notes

GetReady

Save

CLOSE

PAGE: 1 2

INSTRUCTIONS FOR COMPLETING RTA

m v

MASSACHUSETTS DEPARTMENT OF MOTOR VEHICLES

Registration

I Want To:

☒ Register and title a vehicle  
☐ Transfer plate to a new vehicle  
☐ Reinstate a registration  
☐ Apply for a salvage title  
☐ Apply for a title only  
☐ Apply for a registration  
☐ Transfer a plate between vehicles  
☐ Register previously titled vehicle  
☐ Title previously registered vehicle  
☐ Transfer vehicle to another owner

Plate Number

Vehicle Identification Number

B1. Vehicle Identification Number  
5FNYF4H52BB079572

☒ Passenger ☐ Commercial ☐ Bus ☐ Livery ☐ Camper ☐ Motorcycle ☐ Semi-Trailer ☐ Other:

B4. Color(s)

☐ black ☐ white ☐ brown ☒ blue ☐ yellow ☐ gray ☐ purple ☐ green ☐ orange ☐ red ☐ silver ☐ gold

Make

Make Not Available?

Model

Model#

Trim

Honda (HOND)

PILOT

☒ Automatic ☐ Manual

B7. Number of Cylinders / Passengers / Doors

B8. Fuel Type: ☒ Gas ☐ Electric ☐ Propane ☐ Diesel ☐ Hybrid ☐ Other:

B9. Odometer (Miles)

6 / 5 / 4

116489

CREATE CLIENT

A client needs to be created in order to save this form. Would you like to create the following client?

Client Type:

Personal

Primary Insured

MICHELE

GILLEN

01/24/1967

Secondary Insured:

First Name

Last Name

MM/DD/YYYY

Address:

65 CHARLES RIVER ST

Address Line 2

City,State,Zip:

NEEDHAM

MA

024921442

Email/Mobile:

Email

Mobile

Home/Business:

Home

Business

SAVE CLIENT

Cancel

## Summary and Tips

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### RTA PREFILL

- Used for prefilling Driver and Vehicle information outside quote
- Provides more detail including Color, fuel type, cyl/pass/doors
- Be sure to enter remaining requirements such as seller's Info
- E-Stamp, e-sign and Save Form

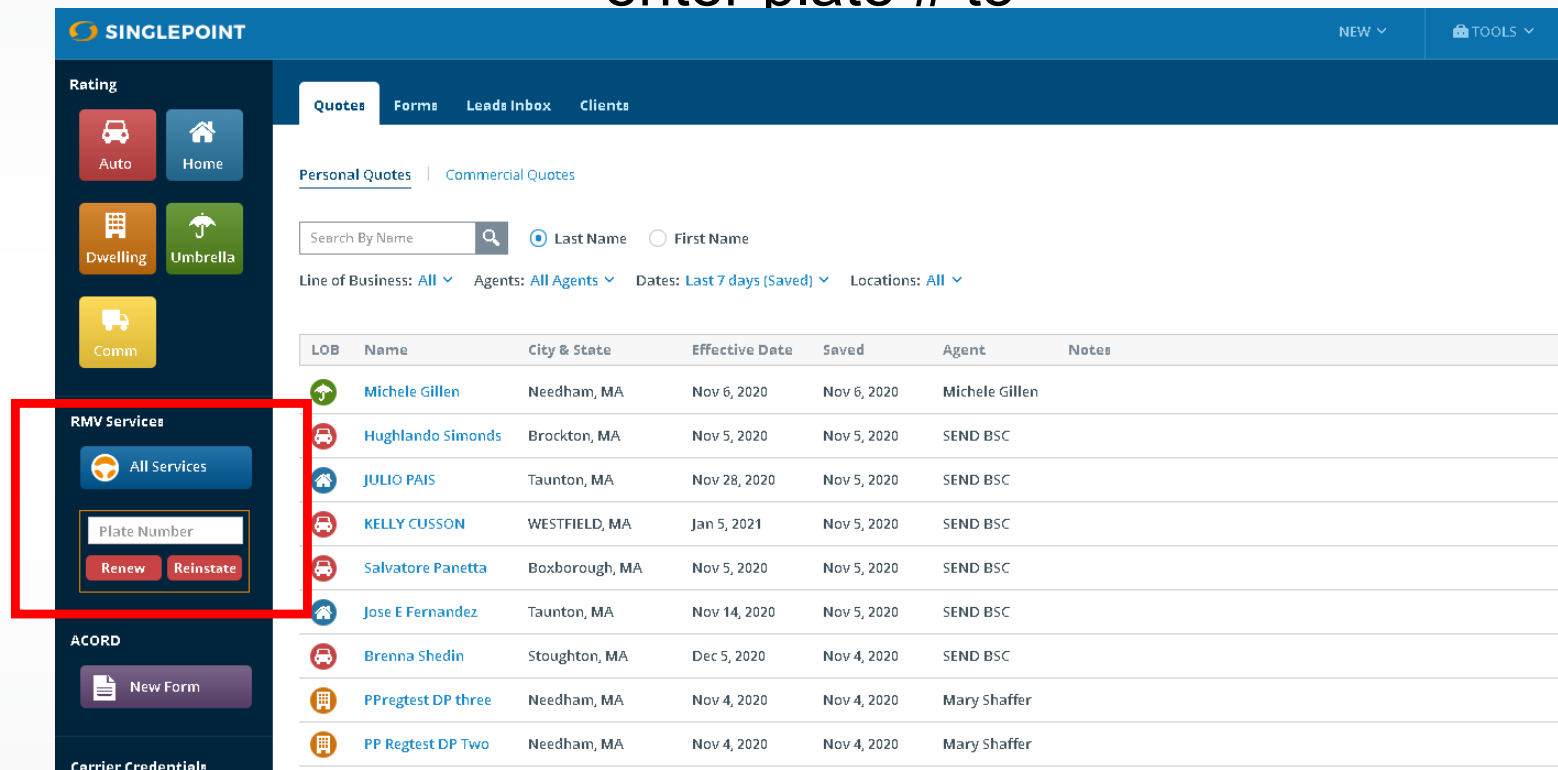
### GET READY

- Used for pre-approval of RTA and expedited processing
- Print or Email RTA with Barcode, to be scanned at RMV branch
- Can only be done from the RTA Prefill. If not selected, it must be redone, cannot choose Get Ready from a saved form.



# **Registration Renewals & Reinstatements**

## Option 1: From dashboard, enter plate # to



**SINGLEPOINT** NEW ▾ TOOLS ▾

Rating

Auto Home

Dwelling Umbrella

Comm

**RMV Services**

All Services

Plate Number

Renew Reinstate

ACORD

New Form

Carrier Credentials

Quotes Forms Leads Inbox Clients

Personal Quotes | Commercial Quotes

Search By Name 🔍 ☐ Last Name ☐ First Name

Line of Business: All ▾ Agents: All Agents ▾ Dates: Last 7 days (Saved) ▾ Locations: All ▾

LOB	Name	City & State	Effective Date	Saved	Agent	Notes
🌿	Michele Gillen	Needham, MA	Nov 6, 2020	Nov 6, 2020	Michele Gillen	
🚗	Hughlando Simonds	Brockton, MA	Nov 5, 2020	Nov 5, 2020	SEND BSC	
🏠	JULIO PAIS	Taunton, MA	Nov 28, 2020	Nov 5, 2020	SEND BSC	
🚗	KELLY CUSSON	WESTFIELD, MA	Jan 5, 2021	Nov 5, 2020	SEND BSC	
🚗	Salvatore Panetta	Boxborough, MA	Nov 5, 2020	Nov 5, 2020	SEND BSC	
🏠	Jose E Fernandez	Taunton, MA	Nov 14, 2020	Nov 5, 2020	SEND BSC	
🚗	Brenna Shedin	Stoughton, MA	Dec 5, 2020	Nov 4, 2020	SEND BSC	
🏠	PPregtest DP three	Needham, MA	Nov 4, 2020	Nov 4, 2020	Mary Shaffer	
🏠	PP Regtest DP Two	Needham, MA	Nov 4, 2020	Nov 4, 2020	Mary Shaffer	

## RMV Results will indicate if Registration is eligible for renewal or reinstatement

The screenshot shows a web application interface with a modal window titled "RMV RESULTS". The background is a registration form with tabs for "RTA Prefill", "Reg Reinstatement", and "Reg Renewal". The "Reg Renewal" tab is active. The form has sections for "VEHICLE", "OWNER", and "ESTAMP". The "VEHICLE" section shows "Plate: ABC123". The "OWNER" section shows "Owner Type: Individual", "Owner: John", and "Email: johnjohnson@comcast.net". The "ESTAMP" section shows "Carrier: Safety Insurance" and "Effective Date: 05/12/2020". The modal window displays the following information:

**RMV RESULTS**

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

Vehicle: 2007 SUZUKI S650  
Owner(s): JOHN Johnson  
Eligible for Renewal: Yes  
Fees: \$20.00 RMV+ \$20.00 BSC

✓ Click Proceed to send a Payment Request to johnjohnson@comcast.net

michele@bostonsoftware.com

☒ Click here to be copied on all email correspondence during this process

PROCEED Go Back

# Agent receives confirmation that payment request was sent to insured

The screenshot displays a web application interface for vehicle registration renewal. A modal dialog titled "PAYMENT REQUEST" is centered on the screen, overlaying a form. The form has tabs for "RTA Prefill", "Reg Reinstatement", and "Reg Renewal", with "Reg Renewal" being the active tab. The form contains sections for "VEHICLE", "OWNER", and "ESTAMP".

**PAYMENT REQUEST**

SinglePoint has sent an email to [johnjohnson@comcast.net](mailto:johnjohnson@comcast.net) to request payment to complete the Registration Renewal. Please note this payment request is valid only for today, 07/20/2020.

Once the consumer makes the payment in full successfully, the RMV will email the consumer a PDF receipt indicating the Reinstatement process has been completed and the vehicle is Registered. If additional information, stickers, or plates are necessary, the RMV will handle this.

**CLOSE**

**VEHICLE**

Plate: ABC123

**OWNER**

Owner Type: Individual

Owner: John

Email: johnjohnson@

**ESTAMP**

Carrier: Safety Insurance Company

Effective Date: 05/12/2020



# Insured receives email requesting payment



BSC CVB Insurance Agency

## Vehicle Registration Renewal

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	JOHN JOHNSON
Vehicle	2007 SUZU LS650



## Payment Request

The following fees are required to complete registration renewal:

Renewal Fees	\$20.00
Third Party Expedite Fee	\$20.00
Total:	\$40.00

[Make Payment](#)

# Insured receives email requesting payment

**BSC CVB Insurance Agency**

---

**Vehicle Registration Renewal**

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	JOHN JOHNSON
Vehicle	2007 SUZI LS650



**Payment Request**

The following fees are required to complete registration renewal:

Renewal Fees	\$20.00
Third Party Expedite Fee	\$20.00
Total:	\$40.00

**Make Payment**

# Insured provides credit card information and clicks **Pay**



BSC CVB Insurance Agency

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Vehicle Registration Renewal

Owner	JOHN JOHNSON
Vehicle	2007 SUZI LS650

Renewal Fees



The following fees are required in order to complete registration renewal:

Renewal Fees	\$20.00
Third Party Expedite Fee	\$20.00
Total:	\$40.00

VISA 4242 06 / 20 123 02067

Pay

## Insured receives email confirming renewal, with link to download receipt and Registration

  
REGISTRY OF MOTOR VEHICLES

### BSC CVB Insurance Agency

Owner	JOHN JOHNSON
Vehicle	2007 SUZI LS650

Your registration has been successfully renewed. Click the button below to download your Certificate of Registration and receipt from the RMV

[Download Receipt and Certificate](#)

Option2: Select **Reg Renewal** or Reg Reinstatement tab to enter more data if you can't transact from dashboard. Follow previous steps.

The screenshot displays the SINGLEPOINT web application interface for RMV Services. The top navigation bar includes the SINGLEPOINT logo, a 'NEW' dropdown, a 'TOOLS' dropdown, and a user profile for 'MICHELE G.'. The left sidebar lists 'RMV Services'. The main content area has three tabs: 'RTA Prefill', 'Reg Reinstatement', and 'Reg Renewal'. The 'Reg Renewal' tab is selected and highlighted with a red box. Below the tabs, a red arrow points from the 'Reg Renewal' tab to the 'VEHICLE' section. The 'VEHICLE' section contains a 'Plate' field with 'ABC123' and a dropdown menu set to 'PANPL-Passenger Normal Red'. The 'OWNER' section includes an 'Owner Type' dropdown set to 'Individual', and fields for 'Owner' (John Johnson), 'Email' (johnjohnson@comcast.net), 'S12345678', and '11/24/1978'. The 'ESTAMP' section has a 'Carrier' dropdown set to 'Safety Insurance Company' and an 'Effective Date' field set to '05/12/2020'. A red arrow points from the 'Effective Date' field to the 'PROCESS' button. At the bottom, there are three buttons: 'PROCESS' (blue), 'CLEAR FORM' (light blue), and 'Cancel' (white).

**SINGLEPOINT** NEW ▾ TOOLS ▾ MICHELE G. ▾

RMV Services

RTA Prefill Reg Reinstatement **Reg Renewal**

Fill out the following fields to complete a Registration Renewal with the RMV.

**VEHICLE**

Plate: ABC123 PANPL-Passenger Normal Red ▾

**OWNER**

Owner Type: Individual ▾

Owner: John Johnson S12345678 11/24/1978

Email: johnjohnson@comcast.net

**ESTAMP**

Carrier: Safety Insurance Company ▾

Effective Date: 05/12/2020 📅

**PROCESS** CLEAR FORM Cancel

# Summary and Tips

## REG RENEWALS AND REINSTATEMENTS

- This is for Registrations that require an insurance stamp but others can be done as well
- Not all Plate Types can be renewed in SinglePoint
- All Plate Types can be *reinstated* in SinglePoint
- For Business Owners, use numbers only (no hyphen in FEIN)
- Owner of credit card must enter their own credit card information
- Always check ATLAS for status after processing in SinglePoint

# Resources and Help

## **VIDEO TUTORIAL:**

[bostonsoftware.com/resource-center](http://bostonsoftware.com/resource-center)

## **EMAIL:**

[support@bostonsoftware.com](mailto:support@bostonsoftware.com)

[michele@bostonsoftware.com](mailto:michele@bostonsoftware.com)

## **PHONE:**

781.449.8585