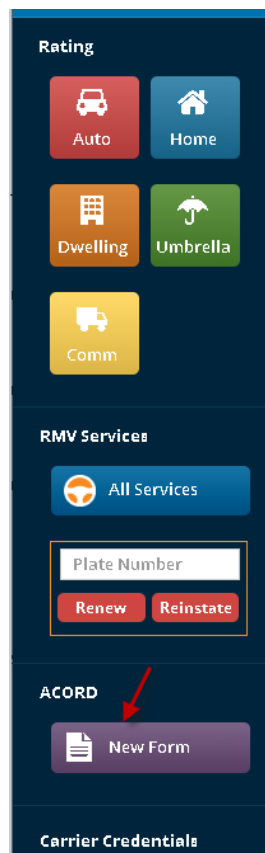


SinglePoint's RTA GET READY Pre-Approval

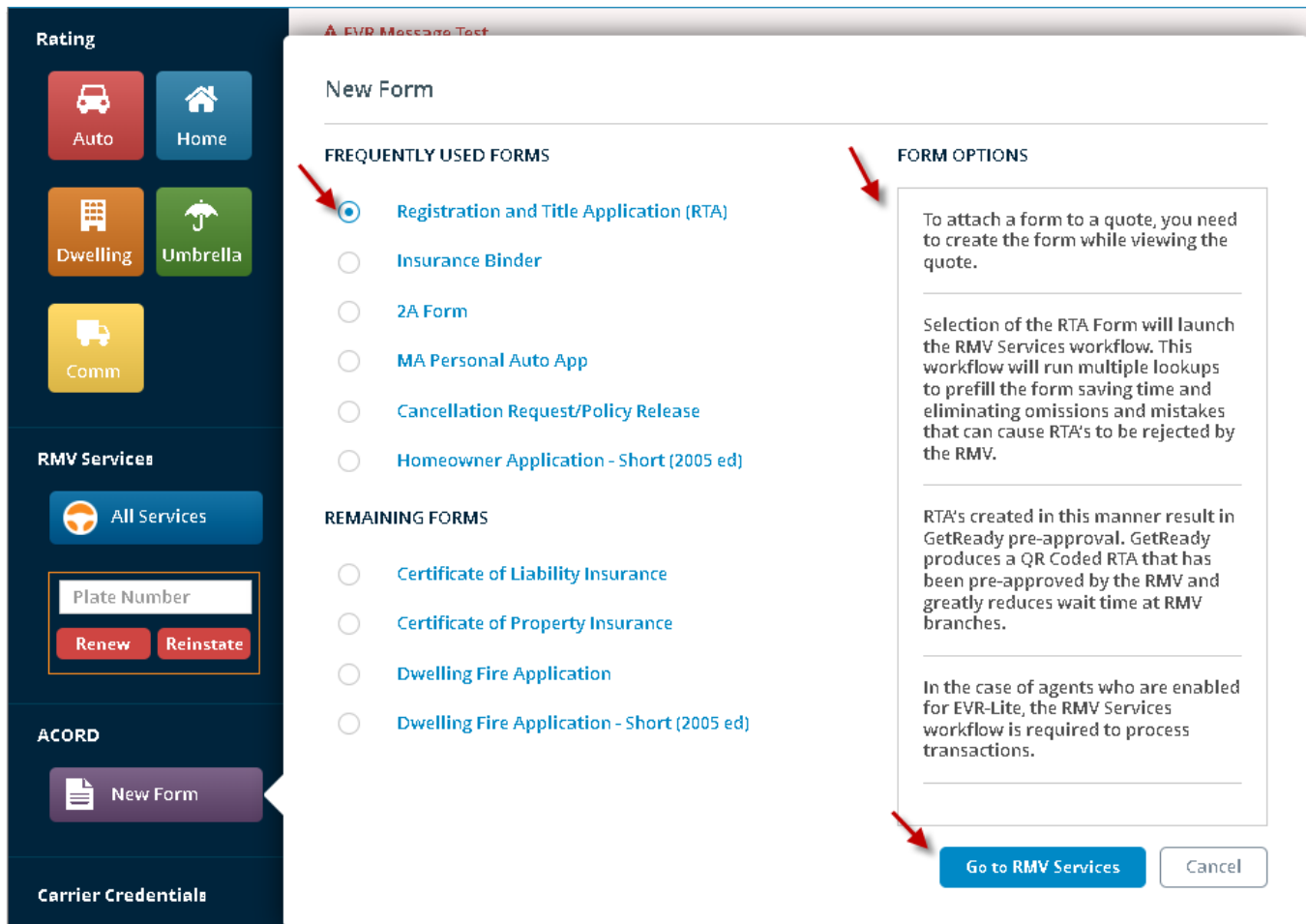
Step by Step Instructions

This SinglePoint feature enables agents to quickly create an RTA and verify that the RTA and paperwork are in order before insureds go to the RMV branch or mail in their documents. A bar code printed on the RTA indicates the transaction has been pre-approved and insureds receive priority service (i.e. shorter wait time) at the RMV branch. RMV staffers will scan the QR-code at the counter, instantly pulling up the transaction in ATLAS, saving time and eliminating the need to re-enter data.

- To create an RTA from the SinglePoint Dashboard, select the purple “New Form” button:



- Select RTA, read the messages under Form Options, and select Go to RMV Services button, which launches you to the RTA wizard.



Rating

- Auto
- Home
- Dwelling
- Umbrella
- Comm

RMV Services

All Services

Plate Number

Renew Reinstata

ACORD

New Form

Carrier Credentials

New Form

FREQUENTLY USED FORMS

- Registration and Title Application (RTA)
- Insurance Binder
- 2A Form
- MA Personal Auto App
- Cancellation Request/Policy Release
- Homeowner Application - Short (2005 ed)

REMAINING FORMS

- Certificate of Liability Insurance
- Certificate of Property Insurance
- Dwelling Fire Application
- Dwelling Fire Application - Short (2005 ed)

FORM OPTIONS

To attach a form to a quote, you need to create the form while viewing the quote.

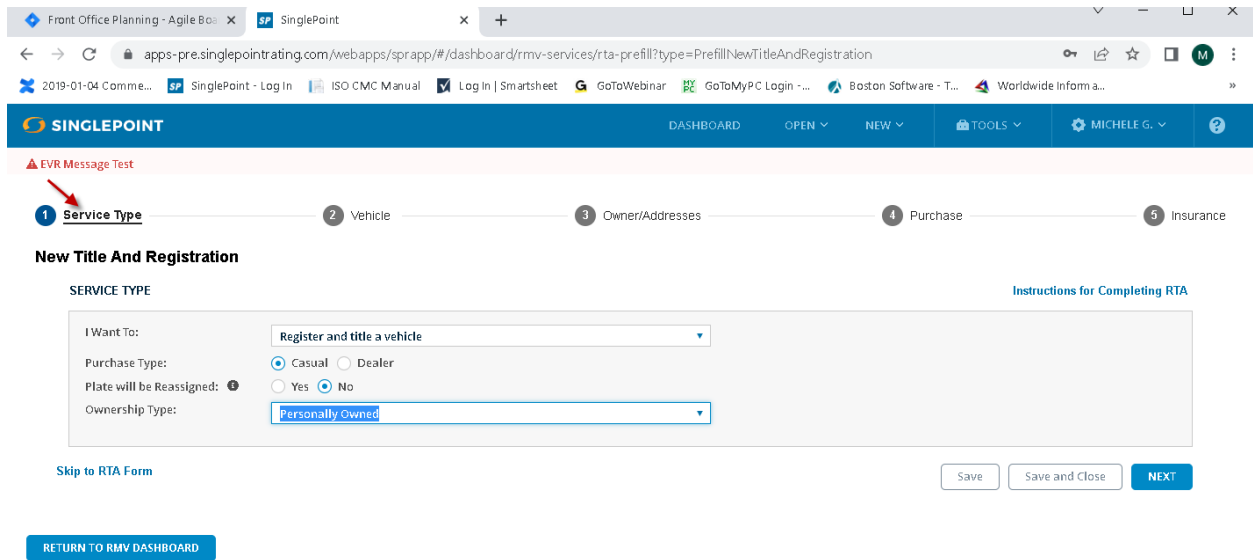
Selection of the RTA Form will launch the RMV Services workflow. This workflow will run multiple lookups to prefill the form saving time and eliminating omissions and mistakes that can cause RTA's to be rejected by the RMV.

RTA's created in this manner result in GetReady pre-approval. GetReady produces a QR Coded RTA that has been pre-approved by the RMV and greatly reduces wait time at RMV branches.

In the case of agents who are enabled for EVR-Lite, the RMV Services workflow is required to process transactions.

Go to RMV Services Cancel

- Note the 5 tabs at the top of the screen that step you through the most efficient collection RTA data. In the first **Service** tab, complete the required fields and hit NEXT.



Front Office Planning - Agile Bo... x SinglePoint x +

apps-pre.singlepointrating.com/webapps/srapp/#/dashboard/rmv-services/rt-a-prefill?type=PrefillNewTitleAndRegistration

2019-01-04 Comme... SP SinglePoint - Log In ISO CMC Manual Log In | Smartsheet GoToWebinar GoToMyPC Login ... Boston Software - T... Worldwide Inform a...

SINGLEPOINT DASHBOARD OPEN NEW TOOLS MICHELE G.

▲ EVR Message Test

1 **Service Type** 2 Vehicle 3 Owner/Addresses 4 Purchase 5 Insurance

New Title And Registration

SERVICE TYPE [Instructions for Completing RTA](#)

I Want To: Register and title a vehicle

Purchase Type: Casual Dealer

Plate will be Reassigned: Yes No

Ownership Type: Personally Owned

Skip to RTA Form Save Save and Close **NEXT**

RETURN TO RMV DASHBOARD

- In the second **Vehicle** tab, enter the VIN# and select Lookup VIN. (This will retrieve all vehicle information from the RMV ATLAS system.) Complete any other required fields and hit NEXT.

SINGLEPOINT DASHBOARD OPEN NEW TOOLS MICHELE G.

▲ EVR Message Test
New Title And Registration

VEHICLE Instructions for Completing RTA

VIN:

Vehicle Details

Year, Make, Model, Model Number:

Trim:

Body Style and Type:

Primary and Secondary Color:

Transmission and Cylinders:

Passengers and Doors:

Fuel Type:

Gross Vehicle Weight:

Condition: Used New

Registration Type:

Odometer:

Registered Weight:


Number of Seats:

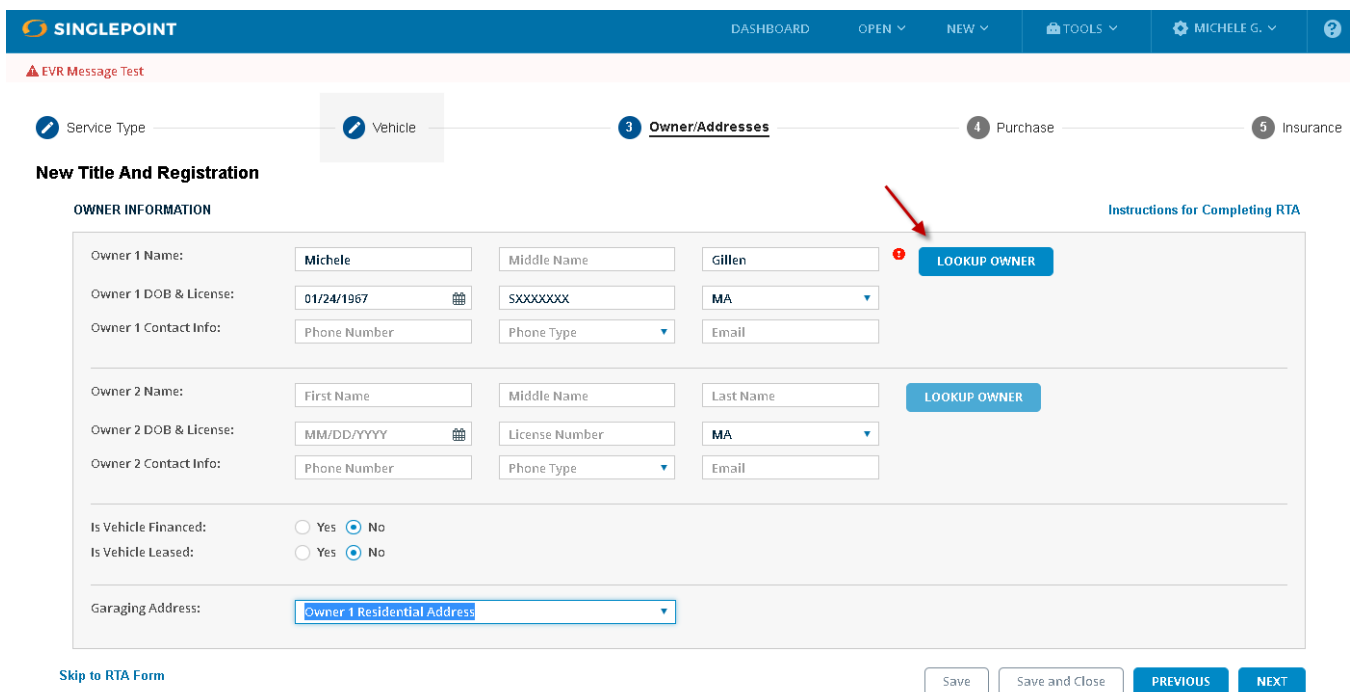
New Plate Type: [Plate Type Help](#)

Previous Title:

Title and Brand Type:

[Skip to RTA Form](#)

- On the third **Owner/Address** tab, enter the Owner information and select **Lookup Owner**. (This will retrieve all information from RMV ATLAS system)
 - The **!** will update to  after this lookup. The mailing and residential addresses will prefill from lookup.
 - Repeat steps for 2nd owner and hit NEXT.






SINGLEPOINT DASHBOARD OPEN NEW TOOLS MICHELE G. ?

▲ EVR Message Test

Service Type Vehicle **3 Owner/Addresses** 4 Purchase 5 Insurance

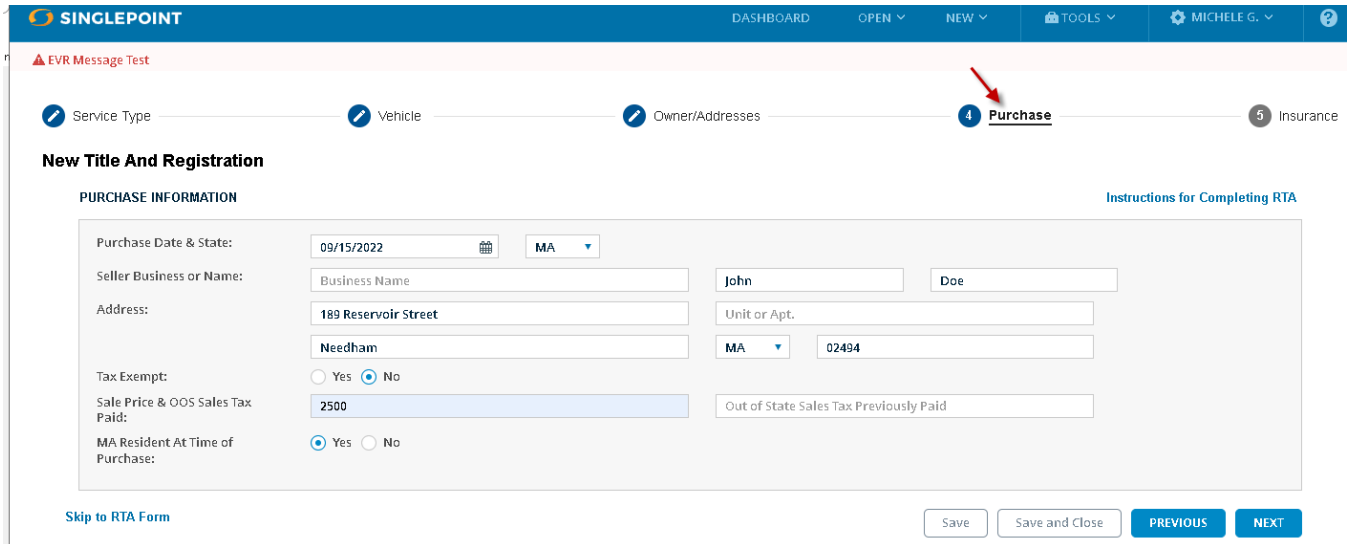
New Title And Registration

OWNER INFORMATION Instructions for Completing RTA

Owner 1 Name:	<input type="text" value="Michele"/>	Middle Name	<input type="text" value="Gillen"/>	 LOOKUP OWNER
Owner 1 DOB & License:	<input type="text" value="01/24/1967"/> 	<input type="text" value="SXXXXXX"/>	<input type="text" value="MA"/>	
Owner 1 Contact Info:	<input type="text" value="Phone Number"/>	Phone Type <input type="text"/>	<input type="text" value="Email"/>	
Owner 2 Name:	<input type="text" value="First Name"/>	Middle Name	<input type="text" value="Last Name"/>	LOOKUP OWNER
Owner 2 DOB & License:	<input type="text" value="MM/DD/YYYY"/> 	License Number	<input type="text" value="MA"/>	
Owner 2 Contact Info:	<input type="text" value="Phone Number"/>	Phone Type <input type="text"/>	<input type="text" value="Email"/>	
Is Vehicle Financed:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Is Vehicle Leased:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Garaging Address:	<input type="text" value="Owner 1 Residential Address"/>			

Skip to RTA Form Save Save and Close PREVIOUS NEXT

- In the fourth **Purchase** tab, complete the seller information.
 - If the transaction is Sales Tax Exempt, select the reason in the drop down list and hit NEXT.



SINGLEPOINT DASHBOARD OPEN NEW TOOLS MICHELE G.

▲ EVR Message Test

Service Type Vehicle Owner/Addresses **4 Purchase** 5 Insurance

New Title And Registration

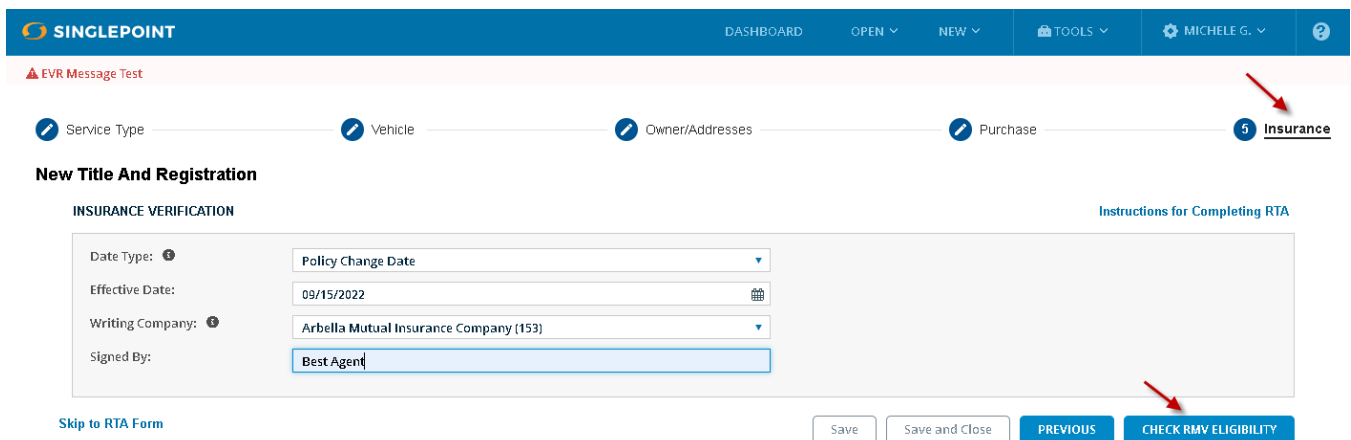
PURCHASE INFORMATION [Instructions for Completing RTA](#)

Purchase Date & State:	09/15/2022	MA
Seller Business or Name:	Business Name	John Doe
Address:	189 Reservoir Street	Unit or Apt.
	Needham	MA 02494
Tax Exempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Sale Price & OOS Sales Tax Paid:	2500	Out of State Sales Tax Previously Paid
MA Resident At Time of Purchase:	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Skip to RTA Form Save Save and Close PREVIOUS NEXT

- On the fifth **Insurance** tab, enter the required fields.
 - Choose Policy Change Date if the policy is already in existence.
 - Choose Effective Date if this is a brand new policy. Always enter today's date in the effective date field for insurance validation.

Select the blue Check RMV Eligibility button. (If this is grayed out, it means there is missing information on one of the five tabs in the RTA wizard.)



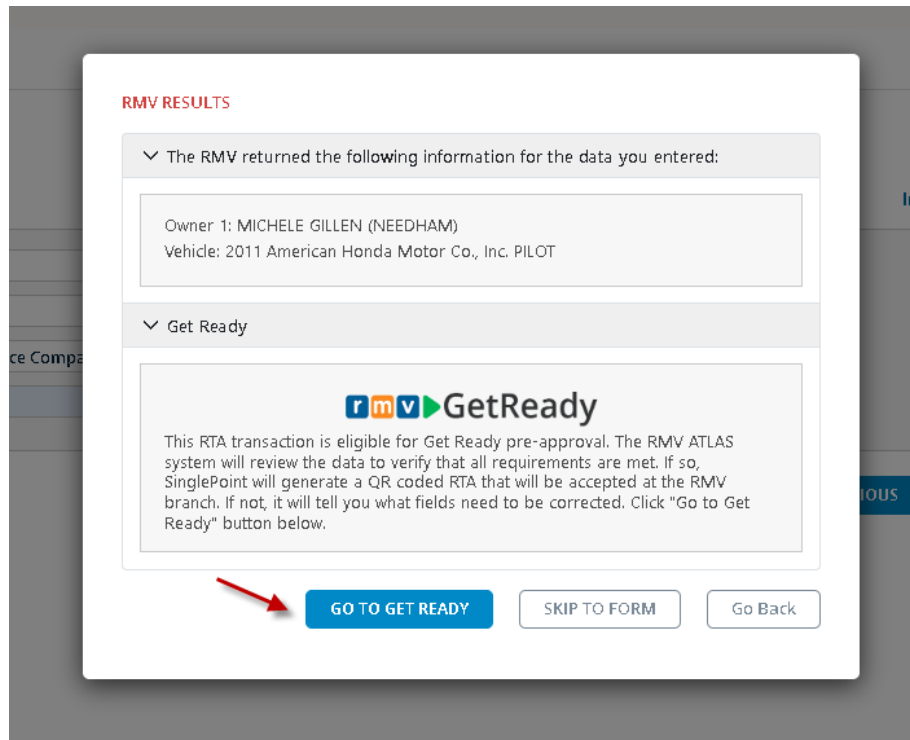
The screenshot shows the 'Insurance' tab of the RTA wizard. The breadcrumb trail at the top indicates the current step: Service Type → Vehicle → Owner/Addresses → Purchase → **5 Insurance**. The main heading is 'New Title And Registration'. Below this, the 'INSURANCE VERIFICATION' section contains the following fields:

Date Type:	Policy Change Date
Effective Date:	09/15/2022
Writing Company:	Arbella Mutual Insurance Company (153)
Signed By:	Best Agent

At the bottom right, there are four buttons: 'Save', 'Save and Close', 'PREVIOUS', and 'CHECK RMV ELIGIBILITY'. A red arrow points to the 'CHECK RMV ELIGIBILITY' button. Another red arrow points to the '5 Insurance' tab in the breadcrumb trail.

All the RTA data will be reviewed to ascertain if it is eligible for Get Ready pre-approval. (Not all RTA transactions are eligible for Get Ready pre-approval service.)

- If the transaction is eligible for Get Ready, the following message will display:



Select Go To Get Ready button. The RMV ATLAS system will officially review all the data you have entered and approve or decline.

- If declined, you will receive a message with the specific field(s) that need to be completed or corrected. Navigate through the five tabs in the RTA wizard and correct these fields. Select the blue Check RMV Eligibility button again.
- If/when successful, a confirmation will display (below).
 - Select Download Barcoded RTA Form button. Review any RMV notes including the total amount of fees for this transaction.

[CLOSE](#)

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

[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:

Transaction Fees

- Certificate of Title Fee \$75.00
- Vehicle Sales Tax \$498.44
- Passenger Vehicle Registration \$60.00

Payment Option Fees

Total

- \$633.44

GetReady

- Here is a sample of a Get Ready pre-approved RTA, with the scannable QR code.

P1-890-267-136

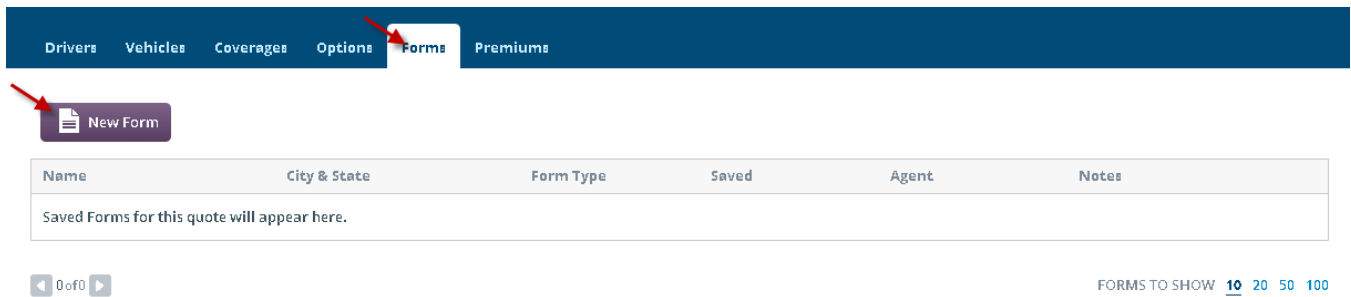
Registration and Title Application

A. Service Type		I Want To: <input checked="" type="checkbox"/> Register and title a vehicle <input type="checkbox"/> Transfer plate to a new vehicle* <input type="checkbox"/> Reinstate a registration* <input type="checkbox"/> Apply for a salvage title <input type="checkbox"/> Apply for a title only <input checked="" type="checkbox"/> Apply for a registration only <input type="checkbox"/> Transfer a plate between two vehicles* <input type="checkbox"/> Register previously titled vehicle <input type="checkbox"/> Title previously registered vehicle* <input type="checkbox"/> Transfer vehicle to surviving spouse*		<input type="checkbox"/> Change plate on existing vehicle with no amendments* <input type="checkbox"/> Renew a registration* <input type="checkbox"/> Amend a registration* Select the information to be amended. Enter new information in the section indicated.	
Select the transaction to be performed. Provide the plate number below if applicable.		<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:	
Plate Type	Plate Number	Transactions/Amendments in bold require an insurance stamp. Italicized transactions may require an insurance stamp. Transactions with * require plate type and number above.			
B. Vehicle Information		B1. Vehicle Identification Number (VIN) SFNYF4H52BB079572		B2. Body Style UTILITY	
B3. Registration Type: <input checked="" type="checkbox"/> Passenger <input type="checkbox"/> Commercial <input type="checkbox"/> Bus <input type="checkbox"/> Livery <input type="checkbox"/> Camper <input type="checkbox"/> Trailer <input type="checkbox"/> Taxi <input type="checkbox"/> Motorcycle <input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Other:		B4. 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 <input type="checkbox"/> Purple <input type="checkbox"/> Green <input type="checkbox"/> Orange <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Gold			
B5. Year	Make	Model	Model#	Trim	
2011	HOND - AMERICAN HONDA	PILOT	EX	EX	
B6. Transmission Type: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Manual		B7. Number of Cylinders / Passengers / Doors 6 / 5 / 4		B8. Fuel Type: <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Diesel <input type="checkbox"/> Hybrid <input type="checkbox"/> Other	
B9. Odometer (Miles) 151,000		B10. Bus: <input type="checkbox"/> Regular <input type="checkbox"/> DPU <input type="checkbox"/> School Bus <input type="checkbox"/> School Pupil <input type="checkbox"/> School Pupil/Taxi <input type="checkbox"/> School Pupil/Livery			
B11. If carrying passengers for hire, enter max seating capacity		B12. Total Gross Weight (Laden) Cannot exceed GVWR			
C. Title Information		C1. Vehicle Condition <input type="checkbox"/> New <input checked="" type="checkbox"/> Used		C2. Previous Title Issue Date (MM/DD/YYYY) 07/04/2014	
C3. Previous Title BN774778 MA		Previous Title State MA		Previous Title Country USA	
C4. Title Type: <input checked="" type="checkbox"/> Clear <input type="checkbox"/> Salvage <input type="checkbox"/> Reconstructed <input type="checkbox"/> Theft <input type="checkbox"/> Prior Owner Retained <input type="checkbox"/> Owner Retained		C5. Primary Salvage Title Brand: <input type="checkbox"/> Repairable <input type="checkbox"/> Parts Only		C6. Secondary Salvage Brand(s): <input type="checkbox"/> Vandalism <input type="checkbox"/> Flood <input type="checkbox"/> Theft <input type="checkbox"/> Fire <input type="checkbox"/> Salt <input type="checkbox"/> Collision <input type="checkbox"/> Other	
D. Owner 1 Information		D1. Select Owner(s) Identification Requirement being provided for registration purposes <input checked="" type="checkbox"/> MA License/ID <input type="checkbox"/> Out-of-State License <input type="checkbox"/> Out-of-Country License <input type="checkbox"/> Social Security Number <input type="checkbox"/> Lawful Presence			
D2. 1st Owner's Name (Last, First, Middle) GILLEN, MICHELE MARIE		D3. Date of Birth (MM/DD/YYYY) 01/24/1967		D4. License# / ID# / SSN ****7021	
D5. Residential Address 65 CHARLES RIVER ST NEEDHAM MA 02492-1442		Apt. #	City	State	Zip Code
D7. Mailing Address <input checked="" type="checkbox"/> Same as Residential		Apt. #	City	State	Zip Code
				D6. State/Country of License/ID MA	
				D8. Exp. Date of License/ ID/ Lawful Presence 01/24/2025	

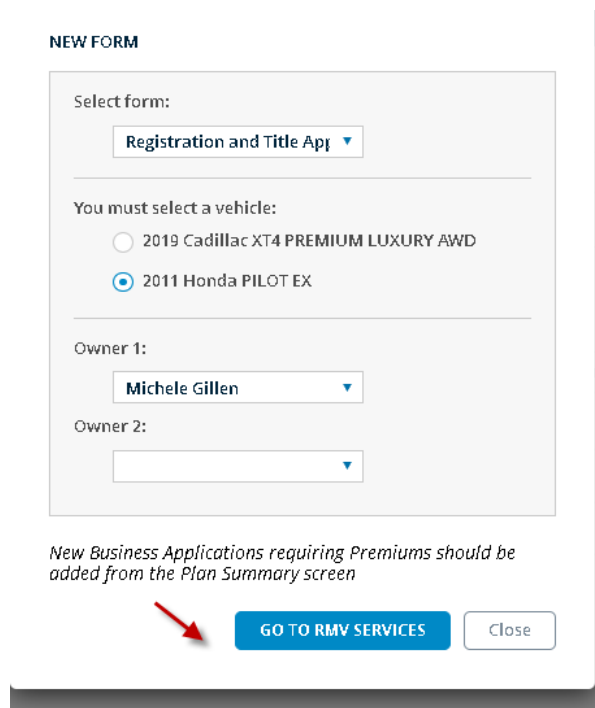
Note: This should be printed and scanned or presented to customers for their signature(s) and brought to an RMV Service Center for priority processing.

There are 2 other ways to create an RTA and access Get Ready pre-approval:

- From within an Auto quote.
 - In the Forms tab of a quote, select New Form.



- The select RTA, the vehicle and owner(s), and Go To RMV Services button to launch you in to the RTA Wizard.



- Or, from the Premiums tab of a quote.
 - Rate your quote and select View Plan Summary button.



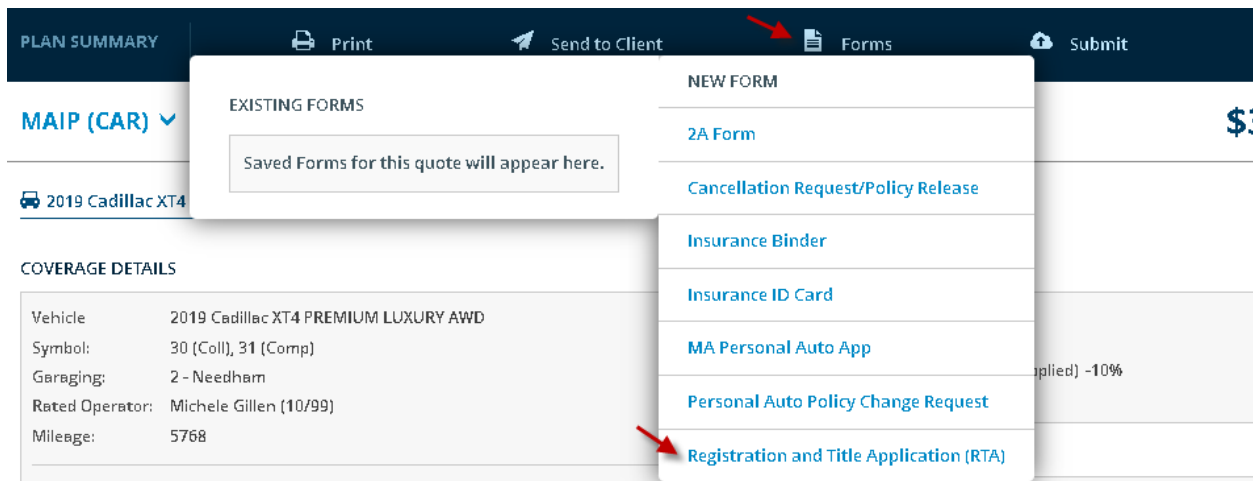
Drivers Vehicles Coverages Options Forms Premiums

Sort By: Rate RATE ALL PLANS

RATE	MAPFRE
RATE	Plymouth Rock
RATE	Travelers
\$3754	MAIP (CAR) Add Certificate number for Voluntary Rate

VIEW PLAN SUMMARY

- Select the Forms button at the top of the Plan Summary and select RTA



PLAN SUMMARY Print Send to Client Forms Submit

MAIP (CAR) 2019 Cadillac XT4

EXISTING FORMS
Saved Forms for this quote will appear here.

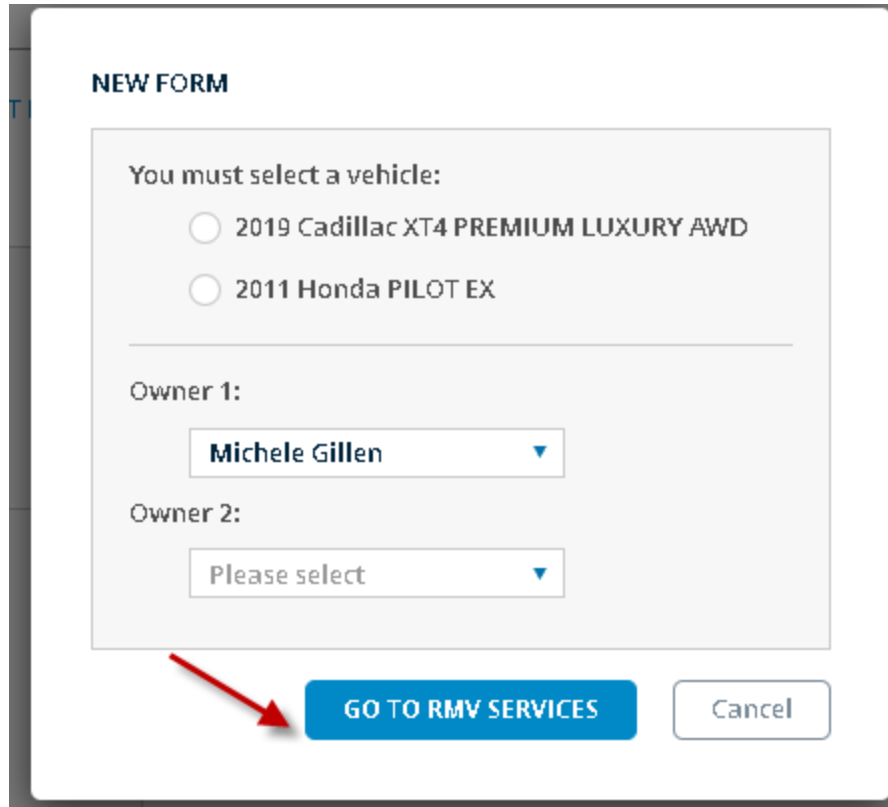
NEW FORM

- 2A Form
- Cancellation Request/Policy Release
- Insurance Binder
- Insurance ID Card
- MA Personal Auto App
- Personal Auto Policy Change Request
- Registration and Title Application (RTA)**

COVERAGE DETAILS

Vehicle	2019 Cadillac XT4 PREMIUM LUXURY AWD
Symbol:	30 (Coll), 31 (Comp)
Garaging:	2 - Needham
Rated Operator:	Michele Gillen (10/99)
Mileage:	5768

- The select RTA, the vehicle and owner(s), and Go To RMV Services button to launch you in to the RTA Wizard.



NEW FORM

You must select a vehicle:

2019 Cadillac XT4 PREMIUM LUXURY AWD

2011 Honda PILOT EX

Owner 1:

Owner 2: