



**Boston
Software**

SINGLEPOINT
RMV Services



RMV Lookup

- Validates Driver and Vehicle Information for rating
- Driver and Vehicle Lookup outside rating
- Provides pertinent data, not as comprehensive as ATLAS

Where do I lookup Driver &/or Vehicle Info?

From SinglePoint Dashboard (outside rating)

RMV All Services

Select Run Inquiry for driver or vehicle

Enter First Name, Last Name, DOB and License #

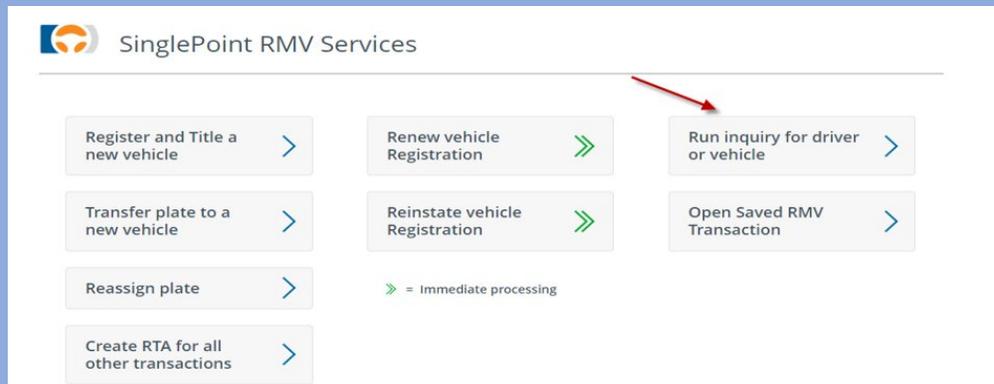
Enter Plate # and Type or VIN#

From SinglePoint Dashboard (inside rating)

Select Auto icon

Select Use RMV

Enter First Name, Last Name, DOB and License #



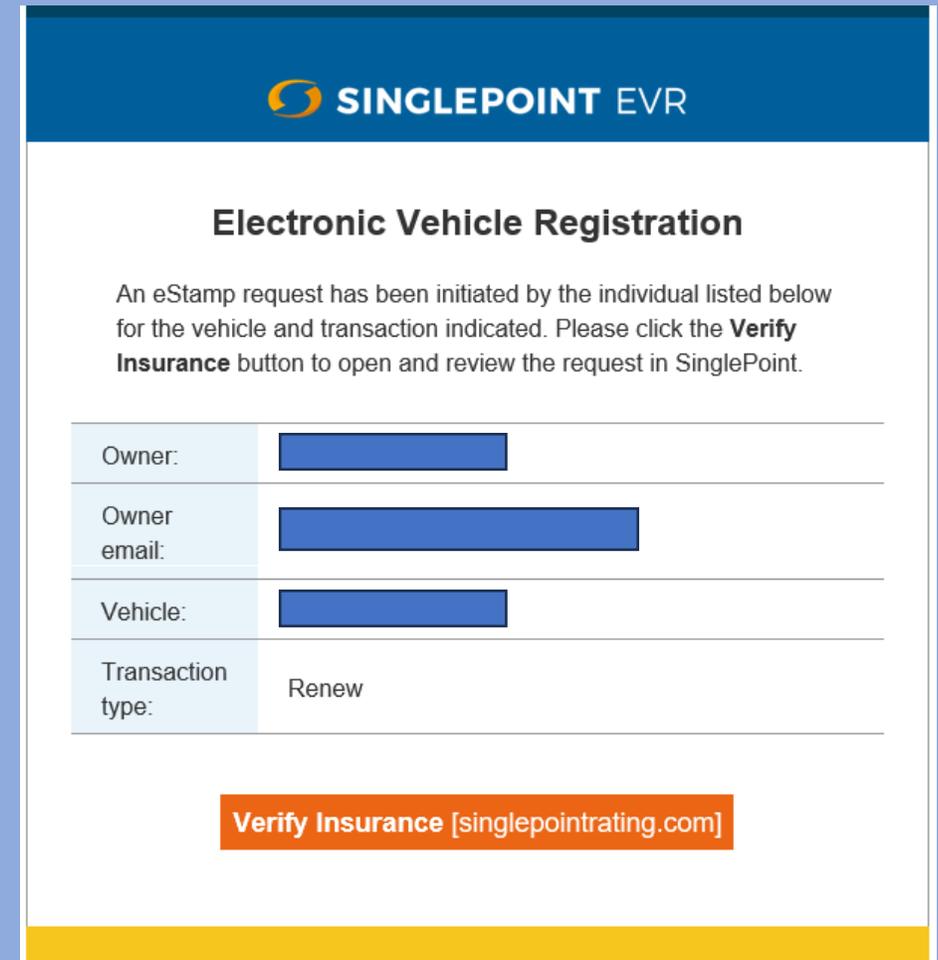
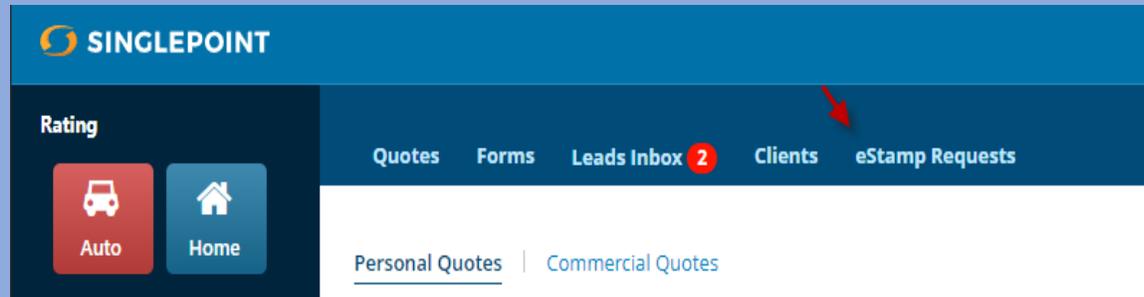
The screenshot shows a 'DRIVERS' lookup form. It contains four input fields: 'First Name', 'Last Name', 'License #', and 'D.O.B.'. Below the fields is an 'ADD DRIVER' button with a plus icon. At the bottom of the form are two buttons: 'RMV LOOKUP' and 'Cancel'.

What does RMV Lookup find for me?

- Driver
 - SDIP
 - Policy Info
 - Earned Premium
 - Date First Licensed
 - Policy History-10 years
- Vehicle
 - Year, Make, Model, VIN
 - Plate# & Type
 - Ownership
 - Reg Status & Exp Dt
 - Odometer reading

Consumer E-Stamp Request

From Email or SinglePoint Dashboard
Email goes to all users with stamp request notification checked off



How did I get this e-stamp request?

The customer received an RMV-2 in the mail

Insurance section “ins stamp required”

MASSACHUSETTS VEHICLE REGISTRATION RENEWAL
SKIP THE LINE. GO ONLINE.
The Best Way To Renew Your Registration Is Online – mass.gov/rmv

The RMV offers several options for Registration Renewal. Options one (1) and two (2) are the most convenient and time-saving. Owner identification may be required. Please see other side of this document.

Additional Options for Registration Renewal

Options three (3) and four (4) are more convenient and time-saving when Proof of Insurance is REQUIRED; shown as “INS STAMP REQUIRED” printed on the Application for Renewal form on the other side of this document.

Option 3 Renew through Electronic Vehicle Registration (EVR)

If you are insured through a Massachusetts Independent Insurance Agent, you can request an insurance stamp by visiting www.singlepointEVR.com and selecting your agent. Your agent will reply with a payment link.

You will need:

- Your Application for Renewal with “INS STAMP REQUIRED”
- Payment by credit card or debit card.
- Your driver’s license.

NOTE: You can also renew through participating EVR dealer and insurance agent locations. Contact your agent or dealer to learn if they are an EVR provider.

Option 4 Renew at any AAA office (members only)

For more information, go to branches.northeast.aaa.com/ma

You will need:

- Your Application for Renewal with insurance stamp (if applicable)
- Payment by cash, check or money order payable to AAA; include plate number on payment
- Your driver’s license

SPECIAL SITUATIONS
Leased Vehicles

- Once renewed, the registration and decal are mailed to the Lessee. The leasing company will also receive a registration but

On back of RMV-2 instructs consumers to:

1-Go to singlepointevr.com

2-Search for agent

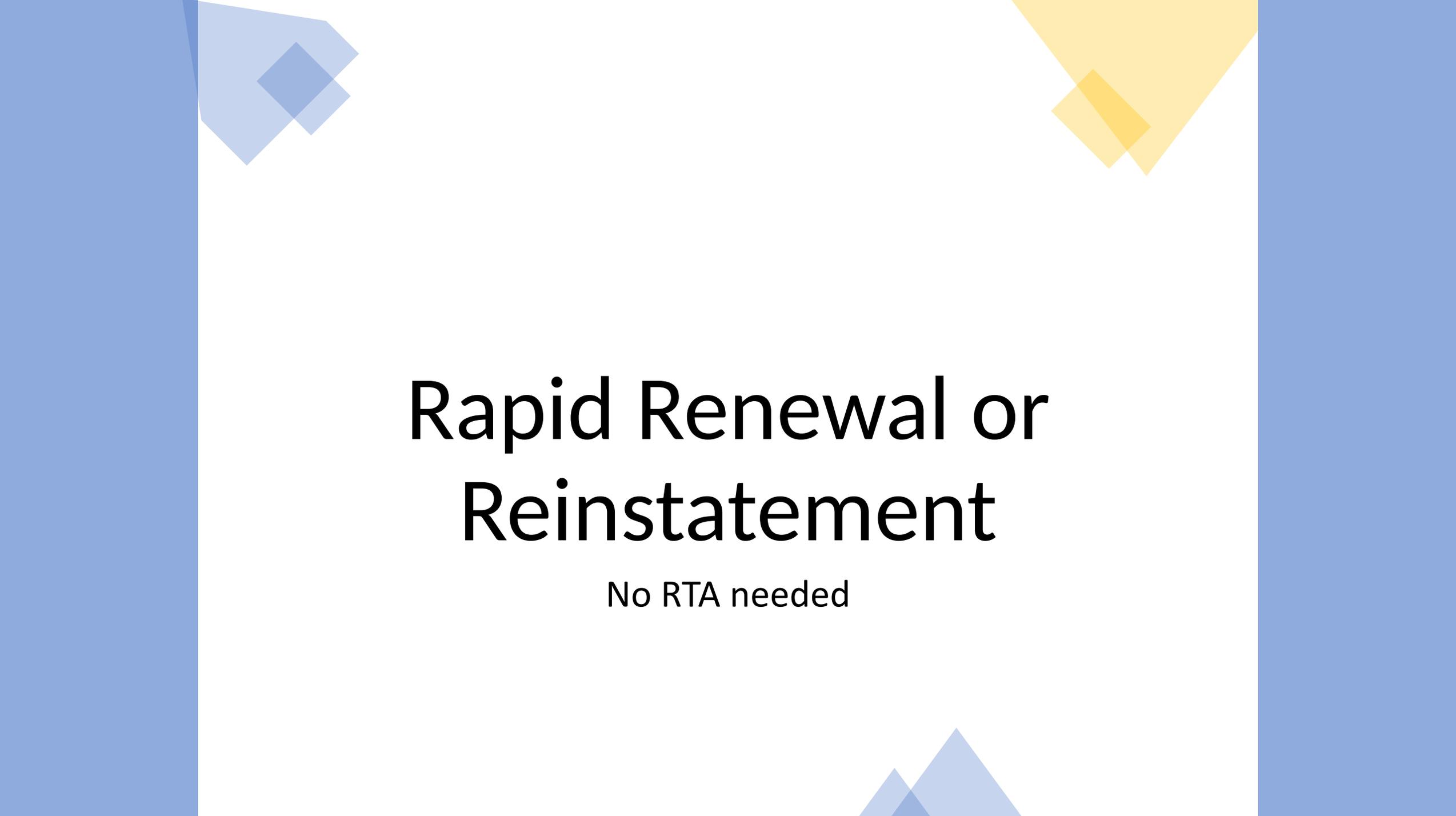
3-Enter data

4-Request e-stamp

Agent can address email or E-Stamp Tab and follow Rapid Registration steps

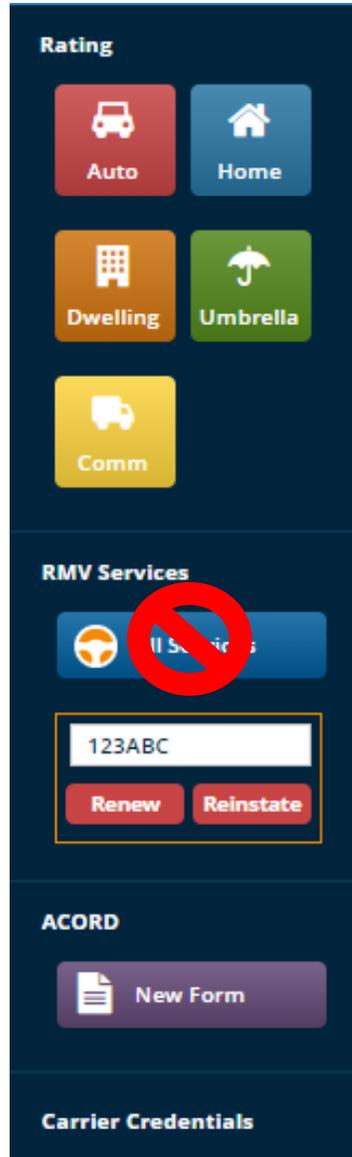
How do I process Consumer E-Stamp?

- Follow steps for Rapid Registration Renewal
- Be sure to check policy before validating insurance
- If not your customer, try to assist by moving request internally or emailing customer to let them know you are not the agent
- If they requested it online, they want it processed online



Rapid Renewal or Reinstatement

No RTA needed



From the SinglePoint dashboard on the left under RMV Services enter the plate # you wish to renew or reinstate. Select the option in red.

This is the preferred and fastest method.

Enter the date of birth for the client -
If 2 people on reg only enter the first person.

- If lease use the customers DOB.
- If commercial, you would enter the FID no spaces. (see example below)

Enter an email address for the person making payment

- Payment is only valid for current day.

Select the customers Ins carrier

(if not in the drop down please contact Boston software to have the e-stamp added).

Click Proceed

RMV RESULTS

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

Vehicle: [REDACTED]
Owner(s): [REDACTED]
Eligible for Renewal: Yes
Fees: \$60.00 RMV+ \$20.00 BSC
Payment Method Fees: \$2.69 CreditCard

▼ Notifications:

Registration is currently active - VRGVAL

▼ Enter the information to confirm owner, apply eStamp, and send payment request

Owner DOB: 

Owner Email:

Writing Company:

Owner Fid:

Owner Email:

Writing Company:

A message will appear letting you know the payment was sent

Customer must pay same day request is sent

PAYMENT REQUEST

SinglePoint has sent an email to melissa@bostonsoftware.com requesting payment to complete the Registration Renewal process. This payment request is only valid today. [REDACTED]

Once the consumer successfully makes the payment in full, the RMV will email the consumer a PDF receipt indicating that the Registration Renewal process is complete and the vehicle is registered.

If additional information, stickers, or plates are necessary, the RMV will handle it.

CLOSE

Customer receives payment email and selects “Make Payment” at bottom



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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	
Vehicle	

Payment Request

The following fees are required to complete registration renewal:

Transaction Fees

Renewal Fees	\$60.00
Third Party Expedite Fee	\$20.00

Payment Option Fees

Credit Card Processing Fee	\$2.69
----------------------------	--------

Total Payment Due

Total	\$82.69
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[Make Payment](#)

Once the payment is received the customer will receive an email confirmation

Nothing more for the agent to do

The RMV will mail the customer a new registration and updated plate decal. The customer (individual not business) can go to mass.gov/RMV and log into their profile if they need a copy ASAP

 **r m v**
REGISTRY OF MOTOR VEHICLES

Boston Software

Vehicle Registration Renewal

Owner
Vehicle

The following fees are due in order to complete Registration Renewal:

Transaction Fees

Renewal Fees	\$60.00
Third Party Expedite Fee	\$20.00

Payment Options Fees

Credit Card Processing Fee	\$2.69
----------------------------	--------

Total Payment Due

If paying by CreditCard	\$82.69
-------------------------	---------

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 renewed.

VISA 4242 4242 4242 4242 04 / 24 242 42424

Pay

E-stamping in SinglePoint



Many places to use e-Stamps in SinglePoint

- 2A's
- Registration renewals
- Consumer requests for reg renewal
- Registration reinstatements
- RTA's
- RTA Get Ready pre-approval

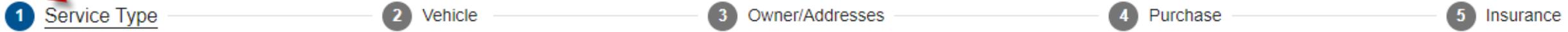
Benefits of e-stamps in SinglePoint

- Better customer service: your insureds will love not having to come into your agency or go to the RMV branch themselves
- Save time and effort, eliminates the back-and-forth and various manual steps over the alternatives
- Eliminates need for rubber stamps, fax machines and mistakes
- Very easy to use
- All staffers working remotely have access to e-stamps (instead of having just one rubber stamp for each carrier that stays in the office drawer)
- Electronic record of transaction: always good to be able to prove you've done the work
- Fully acceptable by RMV, agents and carriers
- SinglePoint has e-stamps for almost every carrier that writes business in MA

Creating an RTA in SinglePoint



SERVICE TYPE TAB



New Title And Registration

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
Ownership Type:	<input type="text" value="Personally Owned"/>

[Skip to RTA Form](#)

Save

Save and Close

NEXT

RETURN TO RMV DASHBOARD

VEHICLE

VEHICLE TAB

[Instructions for Completing RTA](#)

VIN:

LOOKUP 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:

New Plate Type: ▾

Previous Title: ▾

Title and Brand Type: ▾

[Plate Type Help](#)

[Skip to RTA Form](#)



Service Type



Vehicle



3

Owner/Addresses

4

Purchase

5

Insur

New Title And Registration

OWNER INFORMATION

[Instructions for Completing RTA](#)

Owner 1 Name:

[REDACTED]

Middle Name

[REDACTED] ✓

LOOKUP OWNER

Owner 1 DOB & License:

[REDACTED]

[REDACTED]

MA ▾

Owner 1 Contact Info:

Phone Number

Phone Type ▾

Email

Residential Address:

[REDACTED]

Unit/Apt

Unit Type ▾



Edit Residential Address

Street Address 2

[REDACTED]

MA ▾

[REDACTED]

Mailing Address:

[REDACTED]

Unit/Apt

Unit Type ▾



Edit Mailing Address

Street Address 2

[REDACTED]

MA ▾

[REDACTED]

Owner 2 Name:

First Name

Middle Name

Last Name

LOOKUP OWNER

Owner 2 DOB & License:

MM/DD/YYYY



License Number

MA ▾

Owner 2 Contact Info:

Phone Number

Phone Type ▾

Email

Is Vehicle Financed:



Yes



No

Is Vehicle Leased:



Yes



No

Garaging Address: ⓘ

Owner 1 Residential Address ▾

[Service Type](#)[Vehicle](#)[Owner/Addresses](#)[4 Purchase](#)[5 Insurance](#)

New Title And Registration

PURCHASE INFORMATION

[Instructions for Completing RTA](#)

Purchase Date & State: ⓘ	<input type="text" value="09/13/2023"/>	<input type="text" value="State"/> ▾		
Seller Business or Name:	<input type="text" value="Business Name"/>	<input type="text" value="John"/>	<input type="text" value="Jones"/>	
Address:	<input type="text" value="189 Reservoir St"/>	<input type="text" value="Unit or Apt."/>		
	<input type="text" value="Needham"/>	<input type="text" value="MA"/> ▾	<input type="text" value="02494"/>	
Tax Exempt:	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Sale Price & OOS Sales Tax Paid:	<input type="text" value="2500"/>	<input type="text" value="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](#)[RETURN TO RMV DASHBOARD](#)

INSURANCE TAB- Enter data and CHECK RMV ELIGIBILITY

 Service Type

 Vehicle

 Owner/Addresses

 Purchase

 **5** Insurance

New Title And Registration

INSURANCE VERIFICATION

[Instructions for Completing RTA](#)

Effective Date:	<input type="text" value="06/05/2023"/>	
Policy Change Date:	<input type="text" value="09/13/2023"/>	
Writing Company: 	<input type="text" value="NGM Insurance Company (612)"/>	
Signed By:	<input type="text" value="Best Agent"/>	

[Skip to RTA Form](#)

Save

Save and Close

PREVIOUS

CHECK RMV ELIGIBILITY

Select Get Ready for pre-approved RTA, or Skip to Form

Owner/Addresses Purchase

RMV RESULTS

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

Owner 1: [REDACTED]
Vehicle: [REDACTED]

▼ Get Ready

rmv GetReady

This RTA transaction is eligible for Get Ready pre-approval. The RMV ATLAS system will review the data to verify that all requirements are met. If so, SinglePoint will generate a QR coded RTA that will be accepted at the RMV branch. If not, it will tell you what fields need to be corrected. Click "Go to Get Ready" button below.

[GO TO GET READY](#) [SKIP TO FORM](#) [Go Back](#)



Registration and Title Application

A. Service Type

Select the transaction to be performed. Provide the plate number below if applicable.

Plate Type	Plate Number
PANPL	

Transactions/Amendments in bold require an insurance stamp.

Italicized transactions may require an insurance stamp.

Transactions with * require plate type and number above.

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 only
- Transfer a plate between two vehicles*
- Register previously titled vehicle
- Title previously registered vehicle*
- Transfer vehicle to surviving spouse*

Change plate on existing vehicle with no amendments*

Renew a registration*

Amend a registration*

Select the information to be amended.

Enter new information in the section indicated.

- Registration Type (B 3.)
- Color (B 4.)
- Fuel Type (B 8.)
- Total Gross Weight (B 12.)
- Name (D or F)
- VIN (B 1.) For vehicles with no MA Title
- Address (D, E or F)
- Lessee (E)
- Garaging Address (G)
- Insurance (K)
- Other: _____

B. Vehicle Information

B1. Vehicle Identification Number (VIN)

[Redacted VIN]

B2. Body Style

SUV - Sport Utility Veh

B3. Registration Type: Passenger Commercial Bus Livery Camper Trailer Taxi Motorcycle Semi-Trailer Other: _____

B4. Color(s): Black White Brown Blue Yellow Gray Purple Green Orange Red Silver Gold

B5. Year	Make	Make Not Available?	Model	Model#	Trim
2011	Honda (HOND)		PILOT	EX	EX

B6. Transmission Type: <input checked="" type="checkbox"/> Automatic <input type="checkbox"/> Other: _____ <input type="checkbox"/> Manual	B7. Number of: Cylinders / Passengers / Doors 6 / 5 / 4	B8. Fuel Type: <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Hybrid <input type="checkbox"/> Propane <input type="checkbox"/> Other: _____	B9. Odometer (Miles) 152000
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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 _____
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C. Title Information

C1. Vehicle Condition New Used

C2. Previous Title Issue Date (MM/DD/YYYY)

07/04/2014

C3. Previous Title Number	Previous Title State	Previous Title Country
[Redacted]		USA - 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
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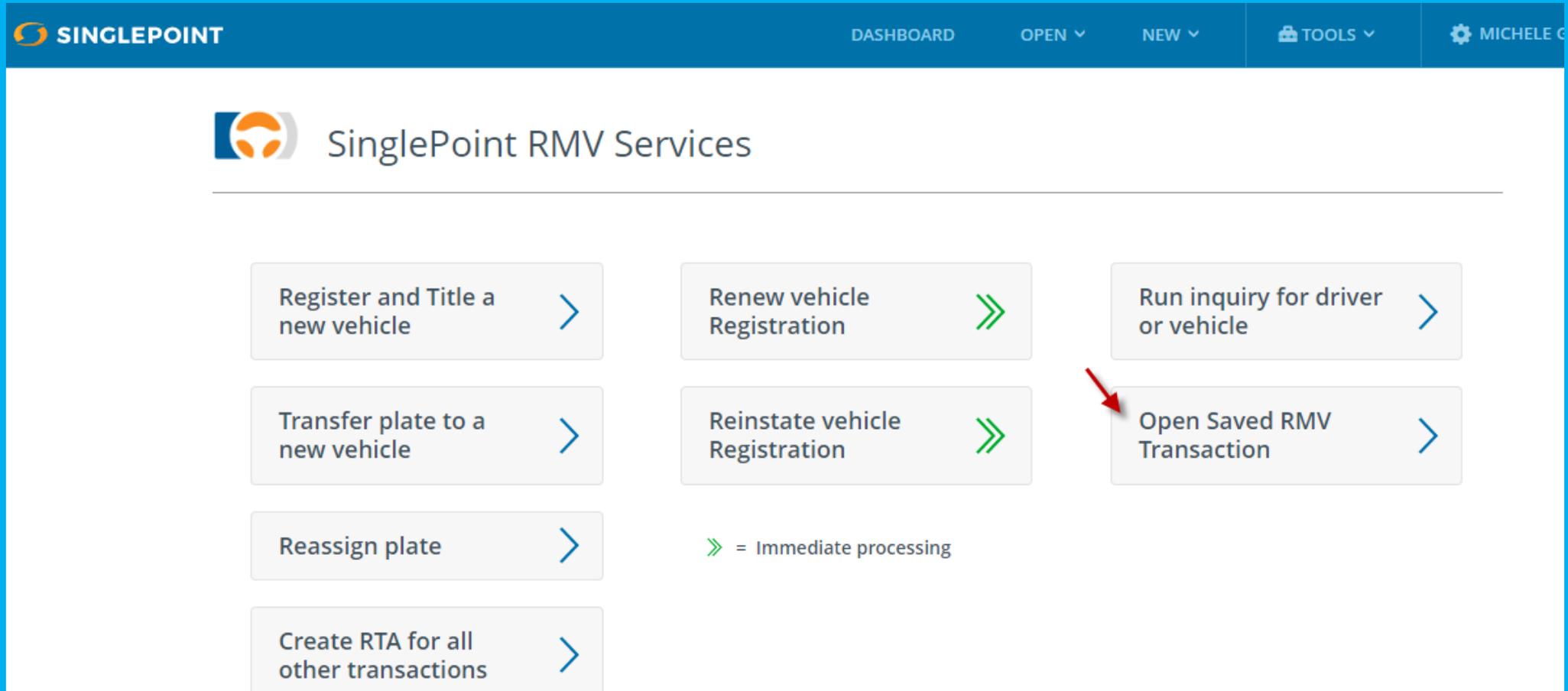
D. Owner 1 Information

D1. Select Owner(s) Identification Requirement being provided for registration purposes MA License/ID Out-of-State License Social Security Number Lawful Presence/Foreign Unexpired Passport/Consular ID

D2. 1st Owner's Name (Last, First, Middle)	D3. Date of Birth (MM/DD/YYYY)	D4. License/ ID/ SSN/ Passport/ Consular ID #
[Redacted]	[Redacted]	[Redacted]

D5. Residential Address	Apt. #	City	State	Zip Code	D6. Where was document from D4 issued?
[Redacted]		[Redacted]	[Redacted]	[Redacted]	

How do I find my saved RTA?



The screenshot shows the SinglePoint RMV Services dashboard. At the top, there is a navigation bar with the SinglePoint logo, a 'DASHBOARD' link, and dropdown menus for 'OPEN', 'NEW', 'TOOLS', and a user profile for 'MICHELE C'. Below the navigation bar, the main heading is 'SinglePoint RMV Services'. The dashboard features a grid of service buttons:

- Register and Title a new vehicle (blue chevron)
- Transfer plate to a new vehicle (blue chevron)
- Reassign plate (blue chevron)
- Create RTA for all other transactions (blue chevron)
- Renew vehicle Registration (green double chevron)
- Reinstate vehicle Registration (green double chevron)
- Run inquiry for driver or vehicle (blue chevron)
- Open Saved RMV Transaction (blue chevron, highlighted with a red arrow)

Below the 'Reinstate vehicle Registration' button, there is a legend: >> = Immediate processing.

Select Name from List which opens RTA

SINGLEPOINT DASHBOARD OPEN NEW TOOLS MICHELE G.

Search By Vin VIN Plate Last Name Business Name

SELECT ALL DE

Showing Last 7 Days

Owner	Agent Name	Transaction Type	Vin/Plate	Last Modified
<input type="checkbox"/> Michele Gillen	Michele Gillen	Register and title a vehicle	[REDACTED]	Sep 13, 2023
<input type="checkbox"/> janna joyce	janna one	Register and title a vehicle	[REDACTED]	Sep 13, 2023
<input type="checkbox"/> No Owner	janna one	Register and title a vehicle	[REDACTED]	Sep 13, 2023
<input type="checkbox"/> janna joyce	janna one	Register and title a vehicle	[REDACTED]	Sep 12, 2023

How to obtain e-stamps?

Subscribe to a PL carrier rate book and e-stamp is provided

CL stamps provided based upon the carrier's email authorization for an agent. (Also, Hagerty/Essentia and PURE/Privilege Underwriters Reciprocal Exchange)

Reminder: If carrier is removed from Auto rating license, e-stamp is as well.

What if I don't see an e-stamp in my SinglePoint?

Call Boston Software, can be added, may need authorization. List of available stamps: <https://bostonsoftware.com/resource-center/estamp-esignature/>

Contact us for help at Boston Software

Michele Gillen michele@bostonsoftware.com

Melissa Nowak melissa@bostonsoftware.com

Tech Support/Customer Service

support@bostonsoftware.com

Call us at: 781-449-8585 or use Live Chat



Boston Software Corp.