Wisconsin Division of Motor Vehicles PARS User Guide



# Public Abstract Request System (PARS)

### **Table of Contents**

PUBLIC ABSTRACT REQUEST SYSTEM OVERVIEW	1
SYSTEM REQUIREMENTS	3
ADOBE READER SETTINGS	4
Internet Explorer 8 and later	
Google Chrome	
Mozilla Firefox	
Apple Safari	
Problems Reading Adobe PDF files	
Adobe Reader Support Resources	
FIRST TIME USERS	
LOG IN	
Password Problems:	
ACH MAINTENANCE (BANK ACCOUNT INFO)	
Adding an Additional Bank Account	
Bank Account Changes	
Select primary account	
Select primary account Remove Bank Account	
Remove Bank Account	
Remove Bank Account View Transaction History	
Remove Bank Account View Transaction History Transaction Audit Report	
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract	28 Error! Bookmark not defined. 29 31 32 33
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts	28 Error! Bookmark not defined. 29 31 32 33
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract	28 Error! Bookmark not defined. 29 31 32 33 33 35
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract Order a Vehicle Abstract	28 Error! Bookmark not defined. 29 31 32 33 33 40
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract Order a Vehicle Abstract EMPLOYER NOTIFICATION PROGRAM OVERVIEW	28 Error! Bookmark not defined. 29 31 32 33 33 40 40
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract Order a Vehicle Abstract EMPLOYER NOTIFICATION PROGRAM OVERVIEW What Triggers Employer Notifications?	28 Error! Bookmark not defined. 29 31 32 33 33 40 40 40 41
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract Order a Vehicle Abstract EMPLOYER NOTIFICATION PROGRAM OVERVIEW What Triggers Employer Notifications? Triggers Related to Fed Med	28 Error! Bookmark not defined. 29 31 32 33 33 40 40 40 41 42
Remove Bank Account View Transaction History Transaction Audit Report DMV ABSTRACT REQUESTS Driver or Vehicle Abstracts Order a Driver Abstract Order a Vehicle Abstract EMPLOYER NOTIFICATION PROGRAM OVERVIEW What Triggers Employer Notifications? Triggers Related to Fed Med EMPLOYER NOTIFICATION PROGRAM	28 Error! Bookmark not defined. 29 31 32 33 35 40 40 40 41 42 44
Remove Bank Account	28 Error! Bookmark not defined. 29 31 32 33 33 35 40 40 40 41 41 42 44 45 49

Public Abstract Request System - November 7, 2024

Order Abstracts from Employee Enrollment List	53
Delete Employee from Employee Enrollment List	54
Add Employee from Employee Enrollment List	55
Employee Activity	56
School Bus Medical	58
Fed Med Certification Activity	59
The Federal Medical Certification Activity Screen	60
Uploading a Fed Med Certificate	62
Order Abstract	65
LOGOFF	66

# PUBLIC ABSTRACT REQUEST SYSTEM OVERVIEW

PARS is a secure online service that allows authorized account holders to receive driver and/or vehicle record abstracts quickly and easily using the Web. Participants have instant access to DMV abstracts delivered via Portable Document Format (PDF) images. Typical account holders include insurance companies, attorneys, towing companies, transport businesses and other large volume requesters.

Wisconsin recently entered into an agreement with Wisconsin Interactive Network LLC (WIN) to develop Wisconsin's new eGovernment portal. Access to PARS will be through our DMV data portal provided by Wisconsin Interactive Network LLC. The contract and user agreements will continue to be between the DMV and your organization. Wisconsin Interactive Network LLC will now administer those agreements on behalf of DMV.

#### System Availability:

Access to PARS is available 24 hours a day. WIN support staff is available to help with on-line system and application problems.

Phone: (608) 250-4606 Between 8 – 4 pm Monday through Friday Email: <u>wi\_helpdesk@egov.com</u> Web: <u>www.portal.wi.gov/register/</u>

### Fees:

The requester is charged \$5 for each abstract search that is initiated. The fee applies to the search and not to the result. For instance, if your search results in a response of "no customer match", you will still be charged a \$5 search fee.

#### **Billing:**

Fees are automatically debited by electronic funds transfer using the Automated Clearing House (ACH) system. Once enrolled, authorized users will need to enter bank account information into PARS to setup their ACH account. Please consult your financial institution before entering the routing and account numbers to ensure accuracy.

#### What is ACH:

The Automated Clearing House (ACH) system is a secure, private network that connects banks to one another by way of the Federal Reserve Board or other ACH operators. This network enables secure electronic payments to be processed.

#### **Contract:**

Applicants must sign a PARS data access agreement. The agreement will expire approximately four years from initial enrollment. A specific expiration date will be provided at the time of authorization. It is not required to continue with PARS for the entire four years; length of participation within the contract period is up to the participant.

### User Access:

A completed <u>MV3758</u> User Access Request form must be submitted whenever a new user is added or an authorized user is deleted. All users must have their own unique WAMS user ID and password.

Current criminal background checks (no older than 6 months) must be submitted with the MV3758 form.

- If you are located in the state of Wisconsin, you are required to use the Wisconsin Department of Justice to run criminal background checks. You must keep a copy of the results on file in your office.
- If you reside outside of Wisconsin, any accredited background check provider can be used.

### **Contact WIN:**

Contact WIN for assistance with PARS accounts, and any account updates. Account updates may include: changes to your email address, phone number, agreement coordinator, adding or deleting users, individual user permissions, etc.

Phone: (608) 250-4606 Between 8 – 4 pm Monday through Friday Email: <u>wi\_helpdesk@egov.com</u> Web: <u>www.portal.wi.gov/register/</u>

*Note:* You will need to contact WIN if the individual who signed the PARS Contract has left your agency.

#### **Contact DMV:**

Questions on Driver Records: 608-266-2353 Questions on Vehicle Records: 608-261-2583 Questions on FED MED: 608-267-2290

# SYSTEM REQUIREMENTS

The Wisconsin Department of Transportation is unable to provide software or hardware support for non-state owned equipment. Additionally, due to the nature of the Internet, we cannot ensure your connection to state owned resources over public and private networks.

#### Network requirements – Internet connectivity

To access the application, a connection to the Internet is required.

### Firewall and proxy configuration

WisDOT does not provide support for other organization's infrastructure components, including the diagnosis and configuration of firewalls, proxy servers, etc. WisDOT cannot assume any liability for problems or outages that may occur either directly or indirectly related to infrastructure configuration and support issues.

• Using a color printer is recommended but not required. Non-color printers will show colored entries in shades of gray.

*Note:* The Public Driver Abstract System times out after a non-use period of about 15 minutes. If this occurs, simply log on to PARS again.

# ADOBE READER SETTINGS

In order to use PARS correctly, you will need to make sure that your ADOBE Reader Settings are properly set up.

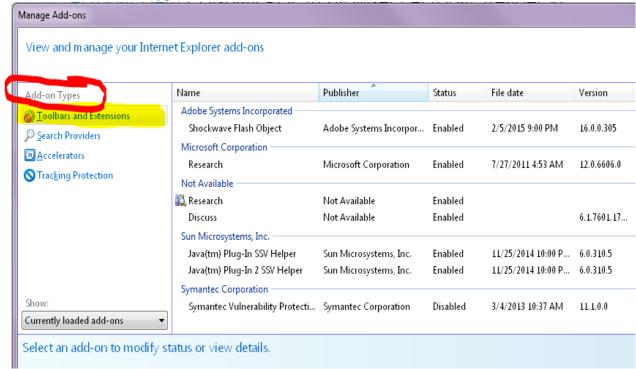
When you click a PDF link on a web page, it can open either within the web browser or directly in Acrobat or Reader. Each browser has its own settings to control how PDFs open from a web page. Acrobat XI and Reader XI do not include a preference setting to open web-based PDFs. To change the display behavior, follow the instructions below for your browser, or see the browser documentation on how to control plug-ins or add-ons.

Adobe PDF files are identified by an icon .

### **Internet Explorer 8 and later**

1. Open Internet Explorer, and choose Tools > Manage Add-ons.

2. Under Add-on Types, select Toolbars And Extensions.



3. In the Show menu, select All Add-ons.

View and manage your Int	ernet Explorer add-ons				
Add-on Types	Name	Publisher	Status	File date	Version
	Adobe Systems Incorporated Shockwave Flash Object	Adobe Systems Incorpor	Enabled	2/5/2015 9:00 PM	16.0.0.305
☑ <u>A</u> ccelerators ♥ Trac <u>k</u> ing Protection	Microsoft Corporation Research Not Available	Microsoft Corporation	Enabled	7/27/2011 4:53 AM	12.0.6606.0
	🅰 Research	Not Available	Enabled		
	Discuss	Not Available	Enabled		6.1.7601.17
	Sun Microsystems, Inc. Java(tm) Plug-In SSV Helper Java(tm) Plug-In 2 SSV Helper Symantec Corporation	Sun Microsystems, Inc. Sun Microsystems, Inc.	Enabled Enabled	11/25/2014 10:00 P 11/25/2014 10:00 P	
Show: Currently loaded add-ons	Symantec Vulnerability Protecti	Symantec Corporation	Disabled	3/4/2013 10:37 AM	11.1.0.0

Select All Add-ons from the Show menu in the Manage Add-ons dialog box.

4. In the list of add-ons, select Adobe PDF Reader.

Adobe Systems Incorporated       Adobe Systems Incorpor       Enabled       2/5/2015 9:00 PM       16.0.0.305         Search Providers       Shockwave Flash Object       Adobe Systems Incorpor       Enabled       4/21/2014 4:59 PM       12.1.1 Deve         Adobe Systems, Incorpor       Enabled       9/12/2014 4:59 PM       12.0.6606.0         Microsoft Corporation       Enabled       7/27/2011 4:33 AM       12.0.6606.0         Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Microsoft Office Template and       Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Microsoft Office Template and       Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Show:       Adobe Systems Incorporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Microsoft Office Template and       Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Show:       XML DOM Document       Microsoft Corporation       Enabled       1/22/2014 1:26 AM       8.110.760 L         Show:       XML DOM Document 4.0       Microsoft Corporation       Enabled       1/20/2010 9:25 PM       12.0.6606.L         VML HTTD 4.0       Microsoft Corporation <td< th=""><th>Adobe Systems Incorpor       Enabled       2/5/2015 9:00 PM       16.0.0.305         rol       Adobe Systems Incorpor       Enabled       4/21/2014 4:59 PM       12.1.1 Deve         red       Adobe Systems, Incorpo       Disabled       9/12/2014 4:43 AM       11.0.9.29         Microsoft Corporation       Enabled       7/27/2011 4:53 AM       12.0.6606.0         te and       Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6413.0         Microsoft Corporation       Enabled       8/21/2014 1:26 AM       8.100.7601         is       Microsoft Corporation       Enabled       7/27/2011 4:53 AM       12.0.6606.1         Microsoft Corporation       Enabled       7/27/2011 5:04 AM       12.0.6606.1         Microsoft Corporation       Enabled       7/27/2011 9:25 PM       12.0.7601.1         Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.7601.1         Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.7601.1</th></td<>	Adobe Systems Incorpor       Enabled       2/5/2015 9:00 PM       16.0.0.305         rol       Adobe Systems Incorpor       Enabled       4/21/2014 4:59 PM       12.1.1 Deve         red       Adobe Systems, Incorpo       Disabled       9/12/2014 4:43 AM       11.0.9.29         Microsoft Corporation       Enabled       7/27/2011 4:53 AM       12.0.6606.0         te and       Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6413.0         Microsoft Corporation       Enabled       8/21/2014 1:26 AM       8.100.7601         is       Microsoft Corporation       Enabled       7/27/2011 4:53 AM       12.0.6606.1         Microsoft Corporation       Enabled       7/27/2011 5:04 AM       12.0.6606.1         Microsoft Corporation       Enabled       7/27/2011 9:25 PM       12.0.7601.1         Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.7601.1         Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.7601.1
Sparch Providers       Shockwave ActiveX Control       Adobe Systems Incorpor       Enabled       4/21/2014 4:59 PM       12.1.1 Deve         Adobe Systems, Incorporated       Adobe Systems, Incorpor       Disabled       9/12/2014 4:53 PM       12.0.6606.0         Microsoft Corporation       Research       Microsoft Corporation       Enabled       1/27/2011 4:53 AM       12.0.6606.0         Microsoft Corporation       Research       Microsoft Corporation       Enabled       1/27/2011 4:53 AM       12.0.6606.0         Microsoft Office Template and       Microsoft Corporation       Enabled       1/25/2008 7:18 AM       12.0.6413.0         XML DOM Document       Microsoft Corporation       Enabled       8/21/2014 1:26 AM       8.110.7601         Show:       Windows Media Player       Microsoft Corporation       Enabled       7/27/2011 5:04 AM       12.0.6606.1         Windows Media Player       Microsoft Corporation       Enabled       1/20/2010 9:25 PM       12.0.7601.1         XML DOM Document 4.0       Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.7601.1         Windows Media Player       Microsoft Corporation       Enabled       11/2/2012 11:29 AM       430.2117.0         VML DOM Document 4.0       Microsoft Corporation       Enabled       11/8/2012 11:29 AM<	rol       Adobe Systems Incorpor       Enabled       4/21/2014 4:59 PM       12.1.1 Deve         Adobe Systems, Incorpor       Disabled       9/12/2014 4:43 AM       11.0.9.29         Microsoft Corporation       Enabled       1/27/2011 4:53 AM       12.0.6606.0         Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6413.0         Microsoft Corporation       Enabled       8/21/2014 1:26 AM       8.110.760 L         Microsoft Corporation       Enabled       2/21/2015 11:18 AM       9.00.8112 L         Microsoft Corporation       Enabled       1/27/2011 5:04 AM       12.0.6606.L         Microsoft Corporation       Enabled       1/20/2010 9:25 PM       12.0.7601 L         Microsoft Corporation       Enabled       11/8/2012 11:29 AM       4.30.2117.0
Accelerators Tracking Protection Shockwave ActiveX Control Adobe Systems Incorpor Enabled 4/21/2014 4:59 PM 12.1.1 Deve Adobe Systems, Incorporated Adobe Systems, Incorporated Microsoft Corporation Research Microsoft Corporation Kill DOM Document HtmlDlgSafeHelper Class Microsoft Corporation Enabled 7/27/2011 4:53 AM 12.0.6606.0 Microsoft Corporation HtmlDlgSafeHelper Class Microsoft Corporation Microsoft Corporation HtmlDlgSafeHelper Class Microsoft Corporation HtmlDlgSafeHelper Class Microsoft Corporation Microsoft Corporation HtmlDlgSafeHelper Class Microsoft Corporation HtmlDlgSafeHelper HtmlDlgSafeHelp	Adobe Systems, Incorpo     Disabled     9/12/2014 4:43 AM     11.0.9.29       Microsoft Corporation     Enabled     7/27/2011 4:53 AM     12.0.6606.0       te and     Microsoft Corporation     Enabled     10/25/2008 7:18 AM     12.0.6413.0       Microsoft Corporation     Enabled     8/21/2014 1:26 AM     8.110.7601       Microsoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.1       ase Lau     Microsoft Corporation     Enabled     7/27/2011 5:04 AM     12.0.6606.1       Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.1       Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.1
Adobe Systems, Incorporated         Adobe Systems, Incorporated         Adobe Systems, Incorporated         Microsoft Corporation         Research       Microsoft Corporation         Microsoft Office Template and       Microsoft Corporation         Microsoft Corporation       Enabled       10/25/2008 7:18 AM       12.0.6606.0         Microsoft Corporation       Enabled       2/21/2015 11:18 AM       9.00.8112.1         HtmlDlgSafeHelper Class       Microsoft Corporation       Enabled       11/20/2010 9:25 PM       12.0.6606.1         Windows Media Player       Microsoft Corporation       Enabled       11/20/2110 9:25 PM       4.30.211.0         Microsoft Corporation       Enabled       11/8/2012 11:29 AM       4.30.2112.0         Microsoft Corporation       Enabled       11/8/2012 11:	Adobe Systems, IncorpoDisabled9/12/2014 4:43 AM11.0.9.29Microsoft CorporationEnabled7/27/2011 4:53 AM12.0.6606.0te andMicrosoft CorporationEnabled10/25/2008 7:18 AM12.0.6413.0Microsoft CorporationEnabled8/21/2014 1:26 AM8.110.7601Microsoft CorporationEnabled2/21/2015 11:18 AM9.00.8112.1Microsoft CorporationEnabled7/27/2011 5:04 AM12.0.6606.1Microsoft CorporationEnabled11/20/2010 9:25 PM12.0.7601.1Microsoft CorporationEnabled11/20/2010 9:25 PM12.0.7001.1
Notice port Kealer     Addobe systems, incorporated     3/12/2014 433 AM     11.03/23       Microsoft Corporation     Research     Microsoft Corporation     Enabled     7/27/2011 453 AM     12.06006.0       Microsoft Office Template and     Microsoft Corporation     Enabled     10/25/2008 7:18 AM     12.0.6606.0       Microsoft Office Template and     Microsoft Corporation     Enabled     10/25/2008 7:18 AM     12.0.6606.0       Microsoft Office Template and     Microsoft Corporation     Enabled     8/21/2014 1:26 AM     8.110.7601       Mitrosoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.L     SharePoint Export Database Lau       Now:     Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.L       VML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0       VML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0       VML HTTD 1.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0	Microsoft Corporation         Enabled         7/27/2011 4:53 AM         12.0.6606.0           te and         Microsoft Corporation         Enabled         10/25/2008 7:18 AM         12.0.6413.0           Microsoft Corporation         Enabled         8/21/2014 1:26 AM         8.110.7601           Microsoft Corporation         Enabled         2/21/2015 11:18 AM         9.00.8112.1           Microsoft Corporation         Enabled         7/27/2011 5:04 AM         12.0.6606.1           ise Lau         Microsoft Corporation         Enabled         7/27/2010 9:25 PM         12.0.7601.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.7601.1           Microsoft Corporation         Enabled         11/8/2012 11:29 AM         4.30.2117.0
how:     Research     Microsoft Corporation     Enabled     7/27/2011 4:53 AM     12.0.6606.0       Microsoft Office Template and     Microsoft Corporation     Enabled     10/25/2008 7:18 AM     12.0.6413.0       XML DOM Document     Microsoft Corporation     Enabled     8/21/2014 1:26 AM     8.110.7601       HtmiDlgSafeHelper Class     Microsoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.1       SharePoint Export Database Lau     Microsoft Corporation     Enabled     7/27/2011 5:04 AM     12.0.6606.1       Windows Media Player     Microsoft Corporation     Enabled     7/27/2015 5:04 AM     12.0.6606.1       Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.L       XML DOM Document 4.0     Microsoft Corporation     Enabled     11/2/2012 11:29 AM     430.2117.0       Cobe PDF Reader     Mocrosoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0	te and         Microsoft Corporation         Enabled         10/25/2008 7:18 AM         12.0.6413.0           Microsoft Corporation         Enabled         8/21/2014 1:26 AM         8.110.7601           Microsoft Corporation         Enabled         2/21/2015 11:18 AM         9.00.8112.1           Microsoft Corporation         Enabled         7/27/2011 5:04 AM         12.0.6606.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.700 1.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.700 1.1
Microsoft Office Template and     Microsoft Corporation     Enabled     10/25/2008 7:18 AM     12.0.6413.0       XML DOM Document     Microsoft Corporation     Enabled     8/21/2014 1:26 AM     8.110.7601       HtmlDlgSafeHelper Class     Microsoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.1       SharePoint Export Database Lau     Microsoft Corporation     Enabled     7/27/2015 504 AM     12.0.6606.1       Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.1       XML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0       Clobe PDF Reader     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     430.2117.0	te and         Microsoft Corporation         Enabled         10/25/2008 7:18 AM         12.0.6413.0           Microsoft Corporation         Enabled         8/21/2014 1:26 AM         8.110.7601           Microsoft Corporation         Enabled         2/21/2015 11:18 AM         9.00.8112.1           Microsoft Corporation         Enabled         7/27/2011 5:04 AM         12.0.6606.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.700 1.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.700 1.1
ML DOM Document     Microsoft Corporation     Enabled     8/21/2014 1:26 AM     8.110.7601       HtmlDlgSafeHelper Class     Microsoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.L       SharePoint Export Database Lau     Microsoft Corporation     Enabled     7/27/2011 5:04 AM     12.0.6606.L       Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.L       VML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0       VML HTTP 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0       Clobe PDF Reader     More Systems, Incorporated     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0	Microsoft Corporation         Enabled         8/21/2014         1:26 AM         8.110.7601           Microsoft Corporation         Enabled         2/21/2015         11:18 AM         9.00.8112.1           Ise Lau         Microsoft Corporation         Enabled         7/27/2011         5:04 AM         12.0.6606.1           Microsoft Corporation         Enabled         11/20/2010         9:25 PM         12.0.7601.1           Microsoft Corporation         Enabled         11/3/2012         11:29 AM         4.30.2117.0
Inversion     HtmlDlgSafeHelper Class     Microsoft Corporation     Enabled     2/21/2015 11:18 AM     9.00.8112.1       Inversion     SharePoint Export Database Lau     Microsoft Corporation     Enabled     7/27/2011 5:04 AM     12.0.6606.1       Inversion     Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.1       XML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0       Clobe PDF Reader     HTTP 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0	Microsoft Corporation         Enabled         2/21/2015         11:18         M.0.8112.1           ise Lau         Microsoft Corporation         Enabled         7/27/2011         5:04         12.0.6606.1           Microsoft Corporation         Enabled         11/20/2010         9:25         PM         12.0.7601.1           Microsoft Corporation         Enabled         11/20/2010         9:25         PM         12.0.7601.1           Microsoft Corporation         Enabled         11/8/2012         11:29         AM         4.30.2117.0
Inversion     SharePoint Export Database Lau     Microsoft Corporation     Enabled     7/27/2011 5:04 AM     12.0.6606.L       Inversion     Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.L       I add-ons     XML DOM Document 4.0     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0       Clobe PDF Reader     Microsoft Corporation     Enabled     11/8/2012 11:29 AM     4.30.2117.0	use Lau         Microsoft Corporation         Enabled         7/27/2011 5:04 AM         12.0.6606.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.7601.1           Microsoft Corporation         Enabled         11/20/2010 9:25 PM         12.0.7601.1           Microsoft Corporation         Enabled         11/3/2012 11:29 AM         4.30.2117.0
how::     Windows Media Player     Microsoft Corporation     Enabled     11/20/2010 9:25 PM     12.0.7601.1       II add-ons     XML DOM Document 4.0     Microsoft Corporation     Enabled     11/3/2012 11:29 AM     4.30.2117.0       dobe PDF Reader     Microsoft Corporation     Enabled     11/3/2012 11:29 AM     4.30.2117.0	Microsoft Corporation Enabled 11/20/2010 9:25 PM 12.0.7601.1 Microsoft Corporation Enabled 11/8/2012 11:29 AM 4.30.2117.0
Il add-ons TML DOM Document 4.0 Microsoft Corporation Enabled 11/8/2012 11:29 AM 4.30.2117.0 WML HTTP 4.0 Microsoft Corporation Enabled 11/8/2012 11:29 AM 4.30.2117.0 dobe PDF Reader dobe Systems, Incorporated	Microsoft Corporation Enabled 11/8/2012 11:29 AM 4.30.2117.0
a add-ons YML HTTP 4.0 Microsoft Composition Epobled 11/8/2012 11-29 AM 4.30 2117 0 dobe PDF Reader dobe Systems, Incorporated	
dobe PDF R eader dobe Systems, Incorporated	Bucrocott Lorboration Phabled LUX/UL/LUV/Dbd 4.30/LLLU
lobe Systems, Incorporated	
rsjon: 11.0.9.29 Type: ActiveX Control	Type: ActiveX Control
le date: Search for this add-on via default search provider	
o <u>r</u> e information	

*Note:* If you do not see the Adobe PDF Reader add-on, try the other options on the menu. For example, on some systems, the add-on appears when you select Run Without Permission.

Search Providers	Adobe Systems Incorporated Shockwave Flash Object Shockwave ActiveX Control	Adobe Systems Incorpor	Enabled	2/5/2015 9:00 PM	16.0.0.305		
Accelerators	,		Enabled	2/5/2015 9-00 DM	10 0 0 005		
Accelerators	Shockwave ActiveX Control			-, -,			
		Adobe Systems Incorpor	Enabled	4/21/2014 4:59 PM	12.1.1 Deve		
	Adobe Systems, Incorporated						
Tracking Protection	Adobe PDF Reader	Adobe Systems, Incorpo	Enabled	9/12/2014 4:43 AM	11.0.9.29		
	Microsoft Corporation						
	Research	Microsoft Corporation	Enabled	7/27/2011 4:53 AM	12.0.6606.0		
	Microsoft Office Template and	Microsoft Corporation	Enabled	10/25/2008 7:18 AM	12.0.6413.0		
	XML DOM Document	Microsoft Corporation	Enabled	8/21/2014 1:26 AM	8.110.7601		
	HtmlDlgSafeHelper Class	Microsoft Corporation	Enabled	2/21/2015 11:18 AM	9.00.8112.1		
	SharePoint Export Database Lau	Microsoft Corporation	Enabled	7/27/2011 5:04 AM	12.0.6606.1		
how:	Windows Media Player	Microsoft Corporation	Enabled	11/20/2010 9:25 PM	12.0.7601.1		
II add-ons 👻	XML DOM Document 4.0	Microsoft Corporation	Enabled	11/8/2012 11:29 AM	4.30.2117.0		
	YML HTTD A A	Microsoft Cornoration	Enabled	11/8/2012 11-29 AM	4 30 2117 0		
dobe PDF Reader dobe Systems, Incorporated							
ersion: 11.0.9.29		Type:	A	ActiveX Control			
le date:		Sear <u>c</u> h for f	this add-on vi	ia default search provider	t		
lore information							

- 5. Click the Disable button (it toggles depending on the status of the selected add-on):
  Enable sets the Adobe PDF Reader add-on to open PDFs in the browser.
  Disable turns off the add-on so it does not open PDFs in the browser.
- 6. Click on Close, and then close all Internet Programs and restart your computer.

### **Google Chrome**

1. Open Chrome, and go to: chrome://plugins

Plug-ins
Plug-ins (6)
Widevine Content Decryption Module - Version: 1.4.5.671 Enables Widevine licenses for playback of HTML audio/video content.
Disable Always allowed
Adobe Flash Player (2 files) - Version: 14,0,0.177 Shockwave Flash 14,0 r0
Disable Always allowed
Chrome PDF Viewer
Disable Always allowed
Chrome Remote Desktop Viewer This plugin allows you to securely access other computers that have been shared with you. To use this plugin you must first install the <u>Chrome Remote Desktop</u> webapp.
Disable Always allowed
Native Client
Disable Always allowed
Silverlight - Version: 5.1.30214.0
Disable Always allowed

2. Locate the Adobe PDF plug-in, and do one of the following:

- To have the Adobe PDF plug-in open PDFs in the browser, click Enable.
- To use the Chrome PDF Viewer instead of the Adobe PDF viewer, click Disable for the Adobe PDF viewer. The Chrome PDF Viewer becomes enabled.
- To have Chrome download PDFs instead of displaying them in the browser, shiftclick Disable for the currently enabled viewer. This leaves both viewer plug-ins disabled so the PDFs won't display in the browser.
- 3. For more information, see the Google Chrome help topic Plug-ins

### **Mozilla Firefox**

- 1. Choose Tools > Add-ons.
- 2. In the Add-ons Manager window, click the Plugins tab, then select the Acrobat or Reader plugin.
- 3.Click the Enable or Disable button (it toggles depending on the status of the selected add-on):

Enable sets plugin to open PDFs in the browser.

OWSEL			
le Edit Yeev Higtory Bookmarks	Tech Help	1.1	
abeut aldons	_	Carlot Mr Galger	PS
Add-ons Manager	+	and the second second	-
		(c) - Search at out-one	م
	Onth	see if your plugits are up to date	
📥 Get Add-ons		Adobe Acrobat 11.0.0.379 Adobe FDF Plug-In For Freefox and Netscape 11.00 More	Dicable
Extensions		AdobeAAMDetect 1.0.0.0 A plugin to detect whather the Adobe Application Manage. Mark	Disable
Appearance	-	Google Update 1.3.21.123	Disable

Select the Acrobat or Reader plugin in the Add-ons Manager.

4. For more information, see the Mozilla Firefox help topic <u>Using a PDF Reader Plug-in.</u>

### Apple Safari

#### Make Acrobat or Reader the default viewer for PDFs

- 1. In the Finder, select a PDF, and choose File > Get Info.
- 2. Click the arrow next to Open With to expose the product menu.
- 3. Choose either Adobe Acrobat or Adobe Reader from the application menu.

adobe_reader_reference.pdf 857 KB
- museries roughters in
♥ Spotlight Comments:
♥ General:
Kind: Adobe PDF document Size: 857,042 bytes (860 KB on disk) Where: /Users/priscillawalker/Downloads Created: Today 6:05 PM Modified: Today 6:05 PM Label: X
Locked More Info:
<ul> <li>Name &amp; Extension:</li> </ul>
* Open with:
Adobe Acrobat Pro
Use this application to open all documents like this one.
* Preview:
► Sharing & Permissions:

Choose Acrobat or Reader from the application menu.

4. Click the Change All button.

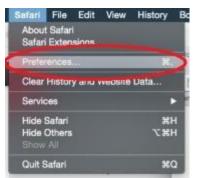
▶ More Info:	
Name & Extension:	
▼ Open with:	
Adobe Acrobat Pro	•
Use this application to open all documents like one.	this
Change All	

Select Change All in the Open With panel.

5. When asked if you want to change all similar documents, click Continue.

#### Safari browser preferences

1. Launch Safari and go to 'Preferences



2. In the 'Preferences' window click on 'Security' and then click on 'Website Settings' button under 'Internet plug-ins'

000	Security
General Tabs AutoFill Passwords Search	Security rivacy Notifications Extensions Advanced
Fraudulent sites:	Warn when visiting a fraudulent website The Google Safe Browsing Service is unavailable. No updates have occurred in 1 day.
Web content:	C Enable JavaScript
	Block pop-up windows
	Allow WebGL Website Settings
Internet plug-ins:	Allow Plug-ins Website Settings ?

3. Now select 'Adobe Reader' in the list of plugins.

Under the option 'When visiting other Websites', in the drop down list select 'Allow Always' and click on 'Done'

dobe Flash Player emion 15.0.0.246	Adobe Reader
dobe Reader	Allow websites to use this plug-in with the settings below:
dobeAAMDetect ersion AdobeAAMDetect 2.0.0.0	
Vitrix Online Web Deploy Version 1.0.105	No Configured Websites
olx Downloader Netsca ersion 2.1.1	no compania metonica
ync Meeting Join Plug-in ersion 4.0.7577.5	
DuickTime eraion 7.7.3	-
lealPlayer ersion 0.0.1d1	"Adobe Reader" does not support the highest level of security for Safari plug-ins.
harePoint Browser Plug-in ersion 14.4.6	Websites using this plug-in may be able to access your personal documents and data.
hockwave for Director ersion 12.1.1r151	When visiting other websites: Allow Always
	Done

Note: This will set the browser to use the 'Adobe Reader' plugin to view pdfs

#### **Disable AdobePDFViewer plug-in**

You must have root user privileges to change the Safari plug-ins. To display PDFs using the Safari PDF viewer, you must disable the Adobe PDF Viewer.

- 1. Quit Safari.
- 2. Log in as the root user. The root user privileges aren't enabled by default because the root user can change system files. For more information and instructions, see one of the following Apple documents: <u>Enabling and using the "root" user in Mac OS X</u> or <u>OS X</u> <u>Mountain Lion: Enable and disable the root user</u>.
- 3. Choose Go > Go To Folder.



4. Type /Library in the Go To The Folder field, and click Go.

o to the folder:
/Library

5. Create a new folder in the Library folder, and name it **Internet Plug-ins Disabled**.



6. Open the Internet Plug-ins folder, and move both the **AdobePDFViewer.plugin** and the **AdobePDFViewerNPAPI.plugin** into the new Internet Plug-ins Disabled folder.

C.				Q
Applications	- F	Filesystems		AdobePDFViewer.plugin
Library		Fonts		AdobePDFVINPAPI.plugin
opt	+	Fonts Disabled		C Flash Player.plugin
Quarantine		Frameworks		flashplayer.xpt
System	*	Graphics		JavaAppletPlugin.plugin
Users		image Capture	× .	nsIQTScriptablePlugin.xpt
		Input Methods	14	O Quartz Composer.webplugin
		Internet Plug-Ins		O QuickTime Plugin.plugin
		Internet Plug-ins Disabled	(F)	SharePointBrlugin.plugin
		Tunes Tunes	- F.	SharePointWin.webplugin

*Note:* If both AdobePDFViewer plug-ins are still in the Internet Plug-ins folder, drag them now to the trash. You may be asked for your name and password.

For more information, see the Apple Safari help topic If you need to remove a plug-in.

See also Configure browser to use the Adobe PDF plug-in

# **Problems Reading Adobe PDF files**

- If the PDF file does not load when you click on it, hold down the Ctrl (Control) key and click on it again.
- If the PDF file does not load while pressing the Ctrl key, click on Refresh. Then try holding down the Ctrl key and clicking again.

# Adobe Reader Support Resources

The Wisconsin Department of Transportation does not provide support for the Adobe Reader. Should you encounter difficulties downloading, installing, configuring, or using the Adobe family of products, Adobe has established a detailed support site for addressing issues or problems.

• Adobe customer support http://www.adobe.com/support/index.html

# **FIRST TIME USERS**

#### **All PARS users**

The first time your organization accesses PARS, your bank account information must • be entered into the system. Please refer to the ACH Account Maintenance, Initial Account Information section in this manual for step-by-step instructions.

### **ACH Account Maintenance**

Only PARS users designated with ACH authority have the ability to set-up and change • bank account information. If you have questions regarding who has ACH authority for your organization, please contact your PARS coordinator. Note: Bank Account information must be entered before abstracts can be requested.

#### **Employer Notification users only**

- Employer Notification users should immediately enroll their drivers.
- Refer to the "Employer Notification" section for instructions on enrolling your drivers.

# LOG IN

Access to PARS will be through our DMV data portal provided by Wisconsin Interactive Network LLC (WIN). PARS Portal website address: <u>http://www.portal.wi.gov/register/</u>

🖉 Wisconsin Interactive Network Subscription Services - Windows Internet Explorer
💮 📀 🗢 🖻 https://eportaluat.wi.gov/register/index.html#pars 🔹 🔒 😒 🦘 🗙 🔀 Google 🔎
<u>File Edit V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp
👷 Favorites 🙀 🖉 Seasons Magazine - All Iss 🖉 Web Slice Gallery 👻 🔤 Host-On-Demand Mainfr 📓 Shortcut to BDSbookmark 💃 State of Wisconsin - DOT 🖉 State of Wisconsin 🧧
🍘 Wisconsin Interactive Network Subscription Servi 🛛 👘 🔻 🖻 🖉 🖉 Tools 🕶 🔞 🔻
Department Of Transportation
Public Abstract Request System (PARS)
PARS is a secure online service that allows authorized account holders to receive driver and/or vehicle record abstracts quickly and easily using the Web. Participants have instant access to DMV abstracts delivered via Portable Document Format (PDF) images. Typical account holders include insurance companies, attorneys, towing companies, transport businesses, and other large volume requesters.
<ul> <li>         Ø PARS Link              Ø PARS Questions      </li> </ul>
<ul> <li></li></ul>
O Upload completed documents
DMV Online Own Record System (DOORS)
More information
8 DOORS Link
Contact Us
Wisconsin Interactive Network 1 South Pinckney Street Madison, WI 53703 P: (608)250-4606 E: wi_helpdesk@egov.com
PDF documents require a PDF reader, which you can download for free. Word documents require Word or a free Word Viewer to open.
© Wisconsin Interactive Network, LLC - 1 South Pinckney Street, Madison, WI 53703
🗸 Trusted sites   Protected Mode: Off 🛛 🍕 💌 🎕 100% 💌

Click on the PARS link, and the following screen will appear:

C Wisconsin	Department of Tra	nsportation - Windows Internet Expl	orer	
🚱 🗸 🔺 ht	tps://trust.dot.state.wi.us/nid	p/idff/sso?id=5&sid=0&option=credential&sid=0	Yahoo! Search	P -
<u>F</u> ile <u>E</u> dit ⊻iew	F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	Google	🗸 🛃 Search 🕶 Mor	e » 🥥 Sign In 🔌 🔹
🚖 🏟 🔔 Wisco	onsin Department of Transpor	tation	🚹 • 🗟 - 🖶 • 🗗	2age ▼ ۞ T <u>o</u> ols ▼ <sup>»</sup>
wisconsin dep <b>Daing Buss</b>	ARTMENT OF TRANSPORTA Iness	TION	Contraction of the second seco	~
WEB ACCESS MANAGEMENT SYSTEM	User ID: Password: Login			
		Register for a Wisconsin User ID. Edit your Profile. Change your password. Forgot your password.		
	systems, services, and software The State of Wisconsin reserves manner consistent with State an disclosure. Only software appro- Any illegal or unauthorized use of	Visconsin Local/Wide area network. This system is for authorized connected to this network are intended only for the official busin the right to audit, inspect and disclose all transactions and date d Federal laws. By using this system you expressly consent to al ved, scanned for virus, and licensed for State of Wisconsin use wi of State of Wisconsin equipment, systems, services, or software b er state and federal laws, and may also result in disciplinary acti	ess use of the State of Wisconsin. :sent over this medium in a Il such auditing, inspection and Il be permitted on this network. y any person (s) may be subject to	
		WAMS Home Please don't bookmark this page.		
			Scal intranet	€ 100% ·

- 1. Type User ID.
- 2. Type Password.
- 3. Click on Login.

### **Password Problems:**

- Forgot your Wisconsin User ID or password?
- Use the underlined links highlighted in blue for help with account recovery. Account recovery is used to restore access to your account if you cannot remember your password or your Wisconsin User ID.
- You must know the answer to your secret question and you must have access to the email address used on your WAMS account.
- A link provided in the e-mail is used to recover your account information. If you have forgotten what your user ID is, it will appear in parenthesis in the email you will receive.

### Welcome Page

wisconsin department of transportation <b>Uning Business</b>	All and a state of the state of
Loqoff	Sh OLIMING,
Welcome to the Wisconsin Department of Transportation's Public Abstract Request system (PARS). This system is designed to assist you in accessing DMV record information.	
A help link to our Public Abstract Request System Manual will assist you with your electronic request.	
For Authorized use only. All users must comply with the restrictions of the <u>Federal Driver's Privacy Protection</u> <u>Act</u> that regulates access to Motor Vehicle records. All usage is tracked. Unauthorized use will be reported to the appropriate authorities for disciplinary and/or legal action.	
Account holder usage is limited to the mission and official business functions of their agency.	
If you experience problems with system access, please contact PARS User Support anytime between 7:30 AM and 4:00 PM, Monday through Friday at (608) 266-0928.	
Select the organization name you are working on behalf of:	
Select Organization	
ОК	

The PARS welcome screen reminds users that PARS is for authorized use only.

- Click on the Select Organization drop down arrow to select the appropriate organization if you have authority on behalf of multiple organizations.
- Click on **OK**. ٠

Note: The Logoff link is available in the upper left-hand corner of every page. Click on Logoff to exit the system.

### Main Menu

wisconsin department of transportation <b>Doing Business</b>	Read
Logoff   PARS Help Page	
Public Abstract Request System	
glassgow1 processing on behalf of PARS USER SUPPORT	
● DMV Abstract Requests	
C Employer Notification Program	
◯ ACH/Bank Account Maintenance	
◯ Transaction Audit Report	
	_
Next	_

The PARS Main Menu screen appears.

*Note:* Users that are not participating in the Employer Notification program and/or do not have ACH/Audit Report authority will proceed directly to the DMV Official Transcript Information System page. Some of the above features may not be available to all authorized users.

- Select the transaction you want to do:
- Click on **DMV** Abstract Requests to request and print abstracts.
- Click on **Employer Notification System** to obtain a list of enrolled employees with recent activity on their driving record, and to access Fed Med Certification Activity. Employers may order driver record abstracts directly from the Employer Notification screen
- Click on **ACH Account Maintenance** to set-up, or change bank account information, and also view transaction history reports. This option is available only for PARS users designated with ACH authority.
- Click on **Audit Report Selection** to run audit reports detailing account activity. This option is available only for PARS users designated with ACH/Audit Report authority.
- Click on **Next**.

# ACH MAINTENANCE (BANK ACCOUNT INFO)

Only users designated with the ACH role have access to bank account information and account history reports.

If your organization has a debit block on your account, you will need to obtain our company ID to provide to your financial institution. To request our company ID number, you can contact DMV Revenue Accounting at any of the following phone numbers:

- (608) 266-7253
- (608) 267-2345
- (608) 266-2612



### Public Abstract Request System

processing on behalf of <b>Additional</b>
○ DMV Abstract Requests
○ Employer Notification Program
Wallet Maintenance
○ Transaction Audit Report
Next

On the PARS Main Menu screen:

- Click on Wallet Maintenance.
- Click on Next.

#### IMPORTANT - PLEASE READ

#### Your Bank Account fraud protection must be configured to allow State of Wisconsin e-payments.

If the bank account you will be using to make your e-check (Automated Clearing House) payment is set up with "debit block" or "debit filters", before you enter your echeck payment online, you must instruct your bank to allow the State of Wisconsin Company ID of \_\_\_\_\_\_1 to process payments.

ACH Accounts	Options	Primary
Add Dayment Method		
Add Payment Method		

The Bank Account screen appears.

• Click Add Payment Method to add a bank account.

E-CHECK INFORMATION
Checking
○ <sub>Savings</sub>
This is a business account.



#### Routing Number Account Number

Name on Account

Account Number

Confirm Account Number

The E-Check Information screen appears.

- Select **Checking** or **Savings**
- Type Name on Account
- Type Account number.
- Type Confirm Account Number
- Type Routing Number
- Type Name of Bank
- Complete Billing Information
- Click on Save Payment Method

The Routing Number is located between the |: |: symbols and is always 9 digits for a U.S. check. See the next page for samples.

Before entering your bank routing number, please verify the correct number with your financial institution. It is also important to change the routing number and account number if your business changes financial institutions.

- beauto - wee AOID wee AOID wee AOID wee online 0	ves AOID ves AOID ves AOID ves Not to per an AOID ves AOID ves Aon to per an AOID ves AOID ves Aoid space and Aoid space Helle Aoid space Helle Aoid space Aoid Aoid Space Aoid Aoid Space Aoid Aoid Space Aoid Aoid Space Aoid Aoid Space Aoid	Your Bank Name Here Your Durk Addess 12.545 / 6786 Dette: 5	O
AMCUNT MEMO			
CATPG.	memo	NUTR-ROPUZED SIGNA TU	PE.
account	*678903456* 9876	0000	
	Routing and Accord Transit #	ount# Check #	

### **On personal checks:**

#### On business checks:

	Your Name Hore 123 Main Street Your City, 7X 99990		Your Baric Name Hene Your Bark Address		0
	585 555-5556		T2-bell		
Per VOID	*** VOID *** VOID ***		C100	\$	
*** VOID *** VOID	*** VOID ***	ferrar and the			COLLARS
VOID	VOID VOID				
			Construction of the strength of the	AUTHORITED GROATURE	
	*000000*	*5678901234	4567890323**		
	+000000+	*567890123*	4567890323#		
	+000000+	*557890123*	4557890123#		
	rooooor	Routing and	4.557890123# Account #		

#### **IMPORTANT - PLEASE READ**

Add Payment Method

#### Your Bank Account fraud protection must be configured to allow State of Wisconsin e-payments.

If the bank account you will be using to make your e-check (Automated Clearing House) payment is set up with "debit block" or "debit filters", before you check payment online, you must instruct your bank to allow the State of Wisconsin Company ID of \_\_\_\_\_\_ to process payments.

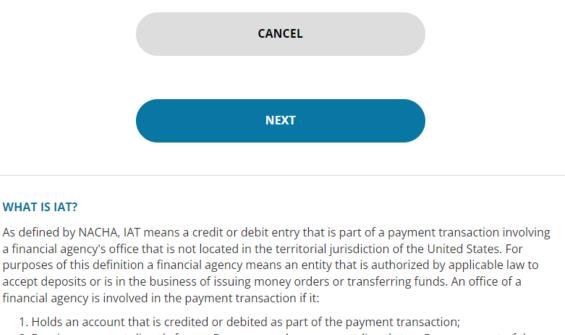
ACH Accounts	Options	Primary
Account Ending in 🖘	Edit ACH Account Delete ACH Account Accept NACHA Agreement	You must accept the NACHA agreement before this account can be selected as primary.

Return	

The Bank Account screen appears with the added account in the list.

- Click Accept NACHA Agreement
- Click on the appropriate button to select another function, or
- Click on **Return** to go back to the PARS Main Menu.

□ This payment IS being funded specifically by a FOREIGN source (bank or company), an international ACH Transaction "IAT"



- 2. Receives payment directly from a Person or makes payment directly to a Person as part of the payment transaction; or
- 3. Serves as an intermediary in the settlement of any part of the payment transaction.

#### The NACHA Agreement screen will automatically display.

• Read and click Next

#### **TERMS AND CONDITIONS**

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records. By checking "Yes" and opting to pay by electronic debit against the bank account specified in this agreement, I agree and stipulate to all statements:

- 1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
- 2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.
- 3. State of Wisconsin DMV or its agent has a standing authorization to electronically debit the bank account ending in 0396, and if necessary, to credit such account to correct any erroneous debits using an Automated Clearing House ("ACH") debit entry. Subsequent transactions are initiated by the account owner or legal authority through the payment portal.
- 4. This ACH debit authorization will remain in full force and effect for this single debit and subsequent debit entries beginning on Tuesday, September 17, 2024 until 5 days after Cancellation notice is provided to State of Wisconsin DMV by the legal owner of this bank account, or by a person having power of attorney or other legal authority over it.
- 5. State of Wisconsin DMV or its agent may re-debit my account for the payment in the event such is dishonored by my financial institution, and is additionally authorized to charge the maximum return item processing fee according to the laws governing State of Wisconsin DMV's state.
- 6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact State of Wisconsin DMV at wi\_helpdesk@tylertech.com.
- 7. I understand the Originating ID for this transaction is "1522077581". Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.
- 8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing State of Wisconsin DMV's state.

□ Yes, I authorize this transaction.

The Terms and Conditions screen will automatically display.

- Read and click Yes, I authorize my transaction.
- Scroll down and click **Submit**.

Yes, I authorize this transaction.



### **Adding an Additional Bank Account**

#### **IMPORTANT - PLEASE READ**

#### Your Bank Account fraud protection must be configured to allow State of Wisconsin e-payments.

If the bank account you will be using to make your e-check (Automated Clearing House) payment is set up with "debit block" or "debit filters", before you enter your echeck payment online, you must instruct your bank to allow the State of Wisconsin Company ID of \_\_\_\_\_\_ to process payments.

	ACH Accounts	Options	Primary
	Account Ending in	Edit ACH Account Delete ACH Account	Make Primary
Ad	d Payment Method		

On the Bank Account screen:

Return

- Click Add Payment Method to add a bank account.
- Repeat instructions beginning on page 19.
- Click on **Return** to go back to the PARS Main Menu

# **Bank Account Changes**

### Select primary account

#### IMPORTANT - PLEASE READ

#### Your Bank Account fraud protection must be configured to allow State of Wisconsin e-payments.

If the bank account you will be using to make your e-check (Automated Clearing House) payment is set up with "debit block" or "debit filters", <u>before you enter your e-</u> check payment online, you must instruct your bank to allow the State of Wisconsin Company ID of \_\_\_\_\_\_ to process payments.

	ACH Accounts	Options	Primary
	Account Ending in	Edit ACH Account	Make Primary
Ad	d Payment Method		

Return

On the Bank Account screen:

- Click Make Primary
- Click Make Primary to make selected account the primary account.
- The Status in the right-hand column reflects the new primary bank account.
- Click on the appropriate button to select another function, or
- Click on **Return** to go back to the PARS Main Menu.

### **Remove Bank Account**

#### **IMPORTANT - PLEASE READ**

Your Bank Account fraud protection must be configured to allow State of Wisconsin e-payments.

If the bank account you will be using to make your e-check (Automated Clearing House) payment is set up with "debit block" or "debit filters", <u>before you enter your e-</u> check payment online, you must instruct your bank to allow the State of Wisconsin Company ID of \_\_\_\_\_\_ to process payments.

	ACH Accounts	Options	Primary
Acc	count Ending in	Edit ACH Account Delete ACH Account	Make Primary
Add Pay	yment Method		

On the Bank Account screen:

Return

- Click Delete ACH Account
- Click on the appropriate button to select another function, or
- Click on **Return** to go back to the PARS Main Menu.

### **Transaction Audit Report**



### Public Abstract Request System

processing on behalf of <b>Notice 20</b>
O DMV Abstract Requests
○ Employer Notification Program
○ Wallet Maintenance
Transaction Audit Report
Next

On the PARS Main Menu screen:

- Click on **Transaction Audit Report**.
- Click on Next.

The Audit Report will allow authorized users to run detailed reports of account history. Only users designated with the ACH role or Audit Report role have access to audit reports.

wisconsin department of transportation <b>Doing Business</b>		
Logoff   PARS Help Page		
Public Abstract Request System		
Audit transaction selection		
glassgow1 processing on behalf of PARS USER SUPPORT		
From: 08 / 01 / 2010		
Month Day Year		
To: 08 / 15 / 2010		
Month Day Year		
Retrieve Transactions Return		

The Audit Report screen appears.

- Type **beginning date** in the From field.
- Type **ending date** in the To field.
- Click on **Retrieve Transactions** to retrieve transactions during the specified period.
- **Date/Time:** Details the date and time of each driver abstract request. The time appears in military format.
- **Requested By:** Indicates the name of the PARS user that requested the driver record abstract.
- Driver Name: Provides the name of person on the driver abstract, or the VIN number.
- **Search DID/Name:** Details the search criteria submitted that was entered by the PARS user to request the driver abstract, or vehicle abstract.
- Click on **Return** to return to the Main Menu.

# **DMV ABSTRACT REQUESTS**

WISCONSIN DEPARTMENT OF TRANSPORTATION	
Logoff   PARS Help Page	
Public Abstract Request System	
glassgow1 processing on behalf of PARS USER SUPPORT	
OMV Abstract Requests	
◯ Employer Notification Program	
◯ ACH/Bank Account Maintenance	
◯ Transaction Audit Report	
	_
Next	_

On the PARS Main Menu screen:

- Click on DMV Abstract Requests.
- Click on **Next**.

*Note:* Users that are not participating in the Employer Notification program and do not have ACH authority will proceed directly to the DMV Abstract Requests page.

### **Driver or Vehicle Abstracts**

wisconsin department of transportation <b>Doing Business</b>	
Logoff PARS Help Page	
Public Abstract Request System	
Order Abstract Request	
glassgow1 processing on behalf of PARS USER SUPPORT	
Select the type of abstract you would like to order:	
O Driver Record Abstract O Vehicle Record Abstract	
Main Menu	

On the Order Abstract request screen:

- Choose the type of abstract you want to request
- Click on Main Menu if you want to return to the previous screen.

*Note:* Users that are not participating in both Driver Record and Vehicle Record request options will not see this screen.

### **Order a Driver Abstract**

WISCONSIN DEPARTMENT OF TRANSPORTA	ATION
Logoff PARS Help Page	
Public Abstract Request System	
Order Abstract Request	
glassgowl processing on behalf of PA	RS USER SUPPORT
Select the type of abstract you would like to o	order:
<ul> <li>Driver Record Abstract</li> <li>Vehicle</li> </ul>	Record Abstract
inaccurate information will also result in incu Enter Wisconsin Driver	e. Please note that requesting driver records with incomplete or urring a fee with a "No Customer Match" abstract being generated.
License Number: or	
First Name:	
Middle Initial:	
Last Name:	
Gender.	
Date of Birth	(format mmddyyyy)
Purchase an Abstract	Main Menu Clear Fields

The Order Abstract Request screen appears.

• Type **Wisconsin Driver License#** in the Enter Driver License Number field (do not use spaces or dashes).

#### OR:

- If you **do not** have a driver license#:
- Type First Name. Tab.
- Type Middle Initial. Tab.
- Type Last Name. Tab.
- Type **Sex** (**F** or **M**). Tab.
- Type **Birth Date** (mm/dd/yyyy).
- Click on **Purchase an Abstract** to continue processing, or
- Click on Main Menu to cancel transaction.

**For record requests using Name, Sex, and Date of Birth:** Enter the complete name. The middle initial is required if it appears on the DMV data records.

# Requesting driver records with incomplete or inaccurate information will result in incurring a fee with a "No Customer Match" abstract being generated.

*Note:* You cannot enter both the driver license number and name, sex, date of birth on the same inquiry search. We recommend searching by driver license number whenever possible.

WISCONSIN DEPARTMENT OF TRANSPORTATION	The second se
Logoff	Morta Martin
ditjzw processing on behalf of DANE COUNTY CIRCUIT COURT	
Click to view report for DL#Z3321176204202	
Previous Page Return to Main Menu	_

The Adobe PDF dialog box appears.

- To view or print Driver Record Abstract:
  - Click on
- If you want to print the document, follow printing instructions based on your system's set-up for Adobe Acrobat documents.
- Close Adobe window.
- OR

•

• Click on **Previous Page** to return to the Order Abstract screen.

OR

• Click on **Return to Main Menu** to go the PARS Main Menu screen.

*Note:* If you forget to print an abstract, or experience computer problems while ordering an abstract, you can order the same abstract again (on the same day) and you will not be charged more than one time.

Please call (608) 266-2353, if you have a question on the information contained on the driver abstract.

### **Order a Vehicle Abstract**

Public Abstract Requ	est System
Order Abstract Reque	st
glassgowl processing o	n behalf of PARS USER SUPPORT
Select the type of abstrac	t you would like to order:
Vehicle Abstract	
	ord search, including those that result in a "No Matching Record Found" response. lake sure the information you enter is complete and accurate.
Search by:	
Vehicle Id Number (VIN):*	
or	
Plate Number:*	Plate Type: Select 💟
or	
Non Individual name:*	CUSTOMER PARS
or	
First Name:*	MI: Last Name:* Suffix
plus	
Date of Birth:	(format mmddyyyy) Gender:Select 💙
City:	State: WI Zip:
County:	Select 💙
* specifies required field Search Help: Adding mo	(s) for that search ore information in each of the fields will help narrow your search.
Purchase an Abs	stract Main Menu Clear Fields

Vehicle Records may be searched by entering only one of four different types of information.

- Vehicle Identification Number (VIN)
  - Type the entire VIN, use a zero (0) instead of the letter "O"
  - VINs vary in length from 1 to 21 alpha/numeric characters
- License Plate Number

• Type the entire plate number with no spaces or dashes between the digits even if they appear on the plate; do not use "O" but instead use a zero (0). Dealer, Tribal and Apportioned plates are not viewable with this program.

• When entering a license plate for a vehicle that has a weight sticker, do not enter the weight sticker as part of the plate number

• Select the license plate type if you know it; adding this information will reduce the number of records returned by the system

*Note:* When reviewing a list of plates or vehicles to select you will notice a license plate "Status" will be included. This status does not reflect if the license plate is expired. "Valid" indicates the plate still belongs to the registered owner and has not been <u>cancelled</u> or <u>reported stolen</u>. Even if the license plate is not associated to a vehicle, the "Status" will still reflect "Valid" if it has not been cancelled, reported stolen or has expired.

- Business or Organization Name "Non-Individual"
  - Type the business name as close to its official title as possible including "INC" or "LLC" if applicable
  - Most DMV records do not contain punctuations; enter "INC" instead of "Inc."

#### • Individual name

- Type the correct spelling of the last and first name
- Type a middle initial when it is known

There are additional fields in the individual name area. Entering more information in these additional fields will help reduce the number of records returned for your search.

*Note:* You cannot enter information in more than one area of criteria, e.g. you cannot enter a VIN and license plate number or a license plate number and a customer name. You must choose one of the four areas.

Once you have entered your search criteria, verify the information is accurate.

- Click on "Purchase an Abstract" to proceed, or
- Click on "Main Menu" to return to the program option choices

Non Individual name:*	CUSTOMER PARS	
or		
First Name:*	MI: Last Name:*	Suffix:
plus		
Date of Birth:	(format mmddyyyy) Gender:Select 🗸	
City:	State: VI Zip:	
County:	Select 🗸	
* specifies required field Search Help: Adding m	l(s) for that search ore information in each of the fields will help narrow your search.	
Purchase an Al	ostract Main Menu Clear Fields	

**Important:** When the "Purchase an Abstract" button is selected your account will be charged a \$5 search fee. One of the following will appear:

- A list of customers from which to choose
- The record for which you were searching
- A pop-up screen indicating "No matching record found for the information entered"

When you receive a list to select a specific record, you will not be charged an additional fee for the first abstract. You may return to the list by clicking on the "Previous Page" button to select another customer or plate to purchase an additional abstract. If you return to the "New Search" screen without selecting an abstract your account is still charged a \$5 fee.

When entering a **Vehicle Identification Number (VIN)** or **License Plate Number** you will usually receive an abstract directly. The abstract will be preceded by a pop-up screen that will give you the option of opening the record or saving it to a specific location on your computer. We recommend you save the abstract in case there is difficulty with your printer or you need to refer to it for additional information.



If you choose "Cancel" on this screen you will still be charged the \$5 search fee.

When entering a **Non-Individual Name** or a **Customer Name** you may receive a list of customer records from which to choose. Review the list for the record matching your request. The list will contain the following information:

- Name
- Gender (individual only)
- Age (individual only)
- Address: Street, city, state, zip code and county

Select	Name:FEMALE CUSTOMERGender:FemaleAge: 26Address:123MAINSTREETMILWAUKEE, WI53205-2541MILWAUKEE
Select	Name: FEMALE CUSTOMERGender: FemaleAge: 29Address: 123MAIN STREET FORT ATKINSON, WI 53538JEFFERSON
Select	Name: FEMALE CUSTOMERGender: FemaleAge: 53Address: 123MAIN STREETILWAUKEE, WI 53216MILWAUKEE
Select	Name: FEMALE CUSTOMERGender: UnknownAge:Address: 123MAIN STREET ILWAUKEE, WI 53208-2362MILWAUKEE
Select	Name: FEMALE CUSTOMERGender: FemaleAge: 47Address: 123MAIN STREETMILWAUKEE, WI 53212MILWAUKEE
Select	Name: FEMALE CUSTOMERGender: FemaleAge: 51Address: 123 MAIN STREETMIDDLETON, WI 53562 DANE
Select	Name:         FEMALE CUSTOMER         Gender:         Female         Age:         50           Address:         123 MAIN STREET         PEWAUKEE, WI 53072 WAUKESHA

#### Public Abstract Request System - November 7, 2024

**Select a record.** The next screen will contain the customer record information and a list of vehicles associated with this customer.

Owner Details			
Identifiers	NSD ID: XXXX-XXXX-XX67-05		
Name	LAST NAME FIRST NAME MI		
Primary Address	123 MAIN STREET MILWAUKEE WI 53202 MILWAUKEE		
Details	Age: 45 Gender: Female		
Purchase	Title Status: VALID Reg Status: VALID Role: OWN Year: 1997 Make: SUBARU Type: AUTO Style: SW		
Purchase	Title Status: VALID Reg Status: HISTORY Role: OWN Year: 2006 Make: PONTIAC Type: AUTO Style: CP		
Purchase	Title Status: HISTORY Reg Status: HISTORY Role: OWN Year: 2005 Make: CHEVROLET Type: AUTO Style: CP		

The vehicles associated with this customer will display the:

### Title status:

- Valid Currently titled to the customer listed above
- History Title has been transferred to someone else or the vehicle has been recorded as junked.

### **Registration Status:**

- Valid Plate is still owned by the customer listed above; this is not an indication of whether the plate is current or expired.
- History Plate has been cancelled, reported as stolen or destroyed.

### Role:

• Own –Owner on record

*Note:* See the DMV Abstract Manual for an explanation of the different statuses and roles listed.

Select the "Purchase" button to view the vehicle's abstract.

- If the vehicle has a History status and you click on the "Purchase" button, the abstract you receive:
  - Will be for the current owner of the vehicle if the vehicle was sold
  - The historical title if the vehicle was junked.

### **Duplicate Records**

When entering the VIN or a license plate number, the vehicle abstract will appear unless there is a duplicate record for the same entry. A light truck plate may have the same number as a semi-trailer plate. If this occurs, a list will appear identifying the plate type for you to select an abstract.

WISCONSIN DEF <b>Doing Buss</b> Logoff PARS Help		TATION		
Public Abstra Vehicle Plate S	ict Request System Search Results			
glassgow1 pro	ocessing on behalf o	f PARS USER SUPPOI	RT	
Search Criteria:	Plate Number: DL1005			
Purchase	Plate Number: DL1005 Vehicle Type:	Plate Type: TMP Vehicle Make:	Plate Status: ALLOCATED Vehicle Model:	
Purchase	Plate Number: DL1005 Vehicle Type: TRUCK	Plate Type: LTK Vehicle Make: GMC		
New Search	Main Menu			

If a multiple VIN record exists, you will receive a message to contact the DMV for assistance.

Please call (608) 264-7447 for the DMV Contact Center, if you have a question on the information contained on the vehicle abstract.

*Note:* See the online Interpreting Public DMV Abstracts Manual for a list of the plate type abbreviations and their corresponding names.

# EMPLOYER NOTIFICATION PROGRAM OVERVIEW

Employer Notification is an optional program for PARS participants. Employer Notification provides employers with current information regarding the driving record of their enrolled employees. Employers may enroll any employee whose employment responsibilities include the operation of any motor vehicle. Wisconsin Statutes 343.245 authorizes this program.

Employer Notification allows participants to create and maintain their own roster of employed drivers. The system is designed to have participants logon and check for employee driving activity. As detailed in the following pages, the system will identify all enrolled drivers with recent activity on their driving record and enable the purchase of their driving record abstract. Activity should be monitored on a regular basis, as determined by your particular business needs.

As a **courtesy reminder**, the PARS system will automatically send an e-mail each Monday morning to the designated PARS Agreement Coordinator if there has been recent activity on one or more drivers and an abstract has not yet been requested. Participants will only receive an e-mail if there has been recent activity and a driving record has not yet been requested.

We encourage PARS participants not to solely rely on these e-mails. E-mail delivery can be disrupted by elements beyond the control of DOT, including firewalls, spam filters, and suspended or disabled e-mail accounts.

## What Triggers Employer Notifications?

Records will update when an event is added or changed:

- WI Accident Date
- Accident Severity
- Violation Date
- Conviction Date
- Charge Code
- MPH Over
- Minor in Vehicle
- Operating Class
- Violation Directive
- OOS Violation Date
- OOS Conviction Date
- OOS Charge Code
- OOS Operating Class
- OOS Violation Directive
- Withdrawal Effective Date
- Withdrawal Release Date
- Withdrawal Charge Code
- Length of Withdrawal
- H endorsement due Notifies employer 60 days prior to H endorsement renewal date.
- School Bus Follow-up Initial/Next no charge

#### Records will update when an event is added:

- OOS Accident
- OOS Withdrawal
- Moved to another state
- Product Notations (Out-of-Service Withdrawals only)

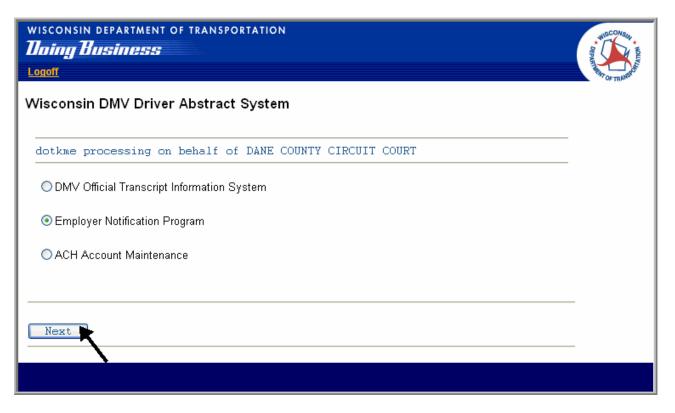
# **Triggers Related to Fed Med**

- New or updated accident (WI or Out of State)
- New or updated trackable, non-confidential violation (WI or Out of State)
- New or updated non-confidential withdrawal (WI or Out of State)
- New moved out of state entry
- New or updated H" Hazmat restriction
- New or updated 51" Intrastate restriction
- New or updated K" Interstate restriction
- New CDL Self Certification
- New product notation 63 24 hour out of service
- School Bus Medical Follow-up
- Fed Med MEDC Medical Certificate Follow-up (Restriction expiring in 10 days, 60 days to med certificate expiration)
- Fed Med MEDS Medical Certification Status (Not Certified)
- Tier change
- Med cert notification:
  - 60 day (expiring in 60 days)
  - 0 day (expired today not medically certified)
  - 10 day (now VTSed)

### Additional information:

• If a withdrawal, violation, or restriction is added to the driver record, the employer is notified. If DOT then removes it, the notification is still made to the employer.

# **EMPLOYER NOTIFICATION PROGRAM**



On the PARS Main Menu screen:

- Click on **Employer Notification Program**.
- Click on Next.

Employer Notify - Windows Internet	Explorer		
🚱 🗸 🖉 https://trust.dot.state.wi.us/doti/dotiservle	t	🖌 🔒 🗲 🗙 🛛 Yahoo! Search	<b>P</b> -
<u>E</u> ile <u>E</u> dit ⊻iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	Google	🗸 🚼 Search 🖅 More »	🌙 Sign In 🔌 🗸
🚖 🕸 🖻 Employer Notify		🟠 🔹 🗟 🔹 🖶 Page	▼ () T <u>o</u> ols ▼ "
wisconsin department of transportation <b>Doing Bussiness</b>			CONSTRUCTION OF CONSTRUCTION
Logoff   PARS Help Page			MATCH THANGS
EMPLOYER NOTIFICATION SYSTEM			
lauraf processing on behalf of PARS USER	SUPPORT	_	
C Employee Enrollment			
© Employee Activity			=
◯ Fed Med Certification Activity			
Order Abstract			
Continue Cancel			
Done		Scal intranet	🔍 100% 🔹 🦼

The Employee Notification System screen appears.

- **Employee Enrollment** use to add, remove, or review employees in the Employer Notification Program. Driver license numbers must be used when adding or removing employees from the Employee Enrollment list.
- **Employee Activity** provides a list identifying all enrolled employees with recent activity on their Driver Record. This will provide a list of employees with new convictions, withdrawals, accidents, etc.
- Fed Med Certification Activity provides a list identifying all enrolled employees with recent activity that relates to their medical certification (Fed Med card or tier). This will provide a list of employees with Fed Med cards that are about to expire or when there is a change in tier. Employers are able to upload Fed Med Cards through this function.
- **Order Abstract** use to order a driver abstract directly from the Employee Notification System screen.

# **Employee Enrollment**

wisconsin department of transportation <b>Doing Business</b> Logoff	ABUAR TIME OF THE ABUAR
Employee Notification System	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT	
€ Employee Enrollment	
○ Employee Activity	
◯ Order Abstract	
	-
Continue	-

On the Employee Notification System screen:

- Click on **Employee Enrollment**.
- Click on Continue to continue processing, or
  Click on Cancel to cancel transaction and return to PARS Main Menu.

### Add Employee to Notification List

wisconsin department of transportation <b>Doing Business</b> Logoff	A COMPANY OF THE OWNER
EMPLOYER NOTIFICATION SYSTEM	
Employee Enrollment	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT	
<ul> <li>Add Employee to Notification List</li> </ul>	
Remove Employee from Notification List	
◯ View List of All Employees Enrolled	
	_
Continue Cancel	_

The Employee Enrollment screen appears.

- Click on Add Employee to Notification List.
- Click on **Continue** to continue processing, or
- Click on **Cancel** to cancel transaction.

wisconsin department of transportation <b>Doing Business</b> Logoff	Contraction of the second
EMPLOYER NOTIFICATION SYSTEM	
Add Employee	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT Enter Driver License Number Z3321176204202	-
Next Cancel	-

The Add Employee screen appears.

- Type **Wisconsin Driver License#** in the Enter Driver License Number field (do not use spaces or dashes). *Note: If the customer had a previous driver license number due to a name change or date of birth correction, the current driver license number will appear on the Add Employee Confirmation screen.*
- Click on Next to continue processing, or
- Click on **Cancel** to cancel transaction.

wisconsin department of transportation <b>Doing Business</b> Logoff	AB THE WORLD
EMPLOYER NOTIFICATION SYSTEM Add Employee Confirmation	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT	
Z332-1176-2042-02 - CLASSIFIED S ZZZDITJZW	
Confirm to Add Employee Cancel	-

The Add Employee Confirmation screen appears.

- Verify that this is the correct employee.
- Click on Confirm to Add Employee to continue processing, or
- Click on **Cancel** to cancel transaction.

wisconsin department of transportation <b>Doing Business</b> Logoff	A CONSTRUCTION OF THE REPORT
EMPLOYER NOTIFICATION SYSTEM Add Employee Confirmation	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT	
Z332-1047-4309-03 - CLASS D ZZZDOTIES  Check to Purchase an Abstract	
Cancel	_

• Click on the box for Check to Purchase an Abstract, and you will be able to order an abstract as you add each employee.

WISCONSIN DEPARTMENT OF TRANSPORTATION	Source of the second seco
Logoff	March 10 Parts
ditjzw processing on behalf of DANE COUNTY CIRCUIT COURT	
Click to view report for DL#Z3321176204202	
Previous Page Return to Main Menu	_

The Adobe PDF dialog box appears.

- To view or print Driver Record Abstract:
  - Click on
- If you want to print the document, follow printing instructions based on your system's set-up for Adobe Acrobat documents.
- Close Adobe window.
- OR

•

• Click on **Previous Page** to return to the Employee Enrollment screen. OR

• Click on **Return to Main Menu** to go the PARS Main Menu screen.

# Note: If you forget to print an abstract, or experience computer problems while ordering an abstract, you can order the same abstract again (on the same day) and you will not be charged more than one time.

Please call (608) 266-2353, if you have a question on the information contained on the driver abstract.

### Error Messages When Adding Employees



This indicates your account is not allowing drivers to be enrolled that do not have a Commercial Driver License. Call PARS Support if you wish to have your account setting changed to allow Class D (regular) drivers.

- Click on **OK**.
- You will return to the Add Employee screen.

Microso	ft Internet Explorer 🔣
⚠	Driver already enrolled
	ок

The above error message indicates and employee has already been enrolled.

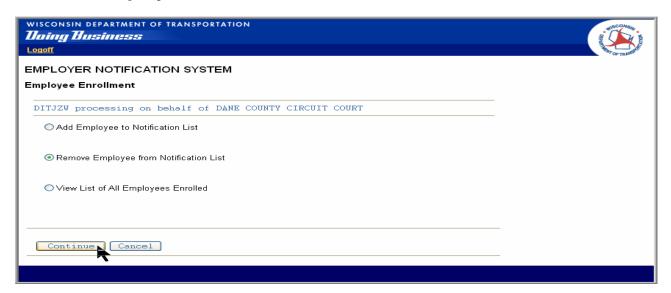
- Click on **OK**.
- You will return to the Add Employee screen.

Microso	ft Internet Explorer  🛛
⚠	Drivers License not found
	ок

The above error message indicates no driver license can be found for the number entered. The number was either entered incorrectly or the driver license number does not exist.

- Click on **OK**.
- You will return to the Add Employee screen.

### Remove Employee from Notification List



On the Employee Enrollment screen:

- Click on **Remove Employee from Notification List**.
- Click on Continue to continue processing, or
- Click on **Cancel** to cancel transaction.

*Note:* This should be done when an employee is no longer employed by your agency. Failure to remove the employee will result in notifications continuing for this person.

wisconsin department of transportation <b>Doing Business</b> Logoff	ABOUT TRANSPORT
EMPLOYER NOTIFICATION SYSTEM	
Delete Employee	
ditjzw processing on behalf of	
Enter Driver License Number Z3321175776705	
	-
Next	_

The Delete Employee screen appears.

- Type **Wisconsin Driver License#** in the Enter Driver License Number field (do not use spaces or dashes).
- Click on **Next** to continue processing, or
- Click on **Cancel** to cancel transaction.

wisconsin department of transportation <b>Doing Business</b> Logoff	AS THE REPORT OF
EMPLOYER NOTIFICATION SYSTEM	
Delete Employee Confirmation	
ditjzw processing on behalf of	
Z332-1175-7767-05 - CLASSIE S ZZZDITJZW	
	-
Confirm to Remove from List	
	-

The Delete Employee Confirmation screen appears.

- Verify that this is the correct employee.
- Click on Confirm to Remove from List to continue processing, or
- Click on **Cancel** to cancel transaction.

Microso	ft Internet Explorer	×
♪	Successfully Deleted Employ	ee(s):
	ОК	

The Successfully Deleted Employee(s) dialog box appears.

• Click on **OK**. You will return to the Delete Employee screen.

### View List of all Employees Enrolled

wisconsin department of transportation <b>Doing Business</b> Logoff	All and the second
EMPLOYER NOTIFICATION SYSTEM Employee Enrollment	
DITJZW processing on behalf of DANE COUNTY CIRCUIT COURT	
○Add Employee to Notification List	
Remove Employee from Notification List	
Oview List of All Employees Enrolled	
Continue Cancel	

On the Employee Enrollment screen:

- Click on View List of All Employees Enrolled.
- Click on **Continue** to continue processing, or
- Click on **Cancel** to cancel transaction.

If no employees have been enrolled yet, you will receive the following error message:



The Employee Enrollment List appears.

The Employee Enrollment List displays the name and driver license number of every employee currently enrolled in the system. Employees may also be deleted or added using this screen. Driver record abstracts may also be ordered directly from this page.

*Note:* The employee enrollment list can be printed directly from this screen. Click on the Show All button and then Select the print function on your Internet browser.

	t Explorer					
🖉 🗢 メ https://acceptanc	e.dot.state.wi.us/doti/dotiservlet				🗙 <mark>8</mark> Google	Q
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u>	ools <u>H</u> elp					
🚖 Favorites 🛛 👍 💋 Seasons	s Magazine - All Iss 🙋 Web Slice Gall	lery 🔻 🚻 Ho	ost-On-Demand M	ainfr 👔 Shortcut to BD	Sbookmark 🝌 State of V	Wisconsin - DOT
🗄 👻 🙏 Wisconsin Department o	f 🏉 Wisconsin Interactive Net	🝌 Employee	List 🗙	📩 🔹 🗸	🔝 🔻 🖃 🖶 💌 <u>P</u> age	e▼ <u>S</u> afety▼ T <u>o</u> ols▼ @▼
ISCONSIN DEPARTMENT OF	TRANSPORTATION					MISCONSIL
loing Business						Mallo Market
<u>oqoff   PARS Help Page   Fed Me</u>	d Help					THAT THAT AND A
	ON SYSTEM					
mployee Enrollment List						
inployee Enrollment List						
lauraf processing on b	ehalf of PARS USER SUPPORT	Г				
Add Employee	Remove Employee(s)fro	om List	Retu	ırn		
	EGHIIKI	M N		וודפסר	V W Y Y	7 Chaur All
A <u>B</u> C D E	F <u>G</u> HIJKL	M N	0 <u>P</u> (	RSTU	V <u>W</u> X Y	Z Show All
A <u>B</u> C D E	F <u>G</u> HIJKL	_ M N	0 <u>P</u> (	Q R S T U	V <u>W</u> X Y	Z Show All
A B C D E	F <u>G</u> HIJKL	Current	Fed Med	Q R S T U	V <u>W</u> X Y Purchase Abstract	Upload Fed Med
			_		_	
Delete DID Number	Name	Current	Fed Med	Enrollment Date	Purchase Abstract	Upload Fed Med
Delete DID Number B4325016687900	Name BALTISBERGER, KIM A	Current	Fed Med	Enrollment Date 07-25-2013	Purchase Abstract	Upload Fed Med
Delete DID Number           B4325016687900           B5154637000700	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C	Current	Fed Med	Enrollment Date 07-25-2013 08-09-2011	Purchase Abstract Purchase Purchase	Upload Fed Med
Delete DID Number B4325016687900 B5154637000700 G6205336651405	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE	Current	Fed Med	Enrollment Date 07-25-2013 08-09-2011 07-25-2013	Purchase Abstract Purchase Purchase Purchase Purchase	Upload Fed Med
Delete DID Number B4325016687900 B5154637000700 G6205336651405 J5205529438309	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L	Current Tier	Fed Med Exp.Date	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009	Purchase Abstract Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate
Delete         DID Number           B4325016687900         B5154637000700           G6205336651405         J5205529438309           J5205527326001         L2302127520908           P4125017201704         P4125017201704	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A	Current Tier	Fed Med Exp.Date	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate
Delete         DID Number           B4325016687900         B5154637000700           G6205336651405         J5205529438309           J5205527326001         L2302127520908           P4125017201704         W4207836690507	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C	Current Tier	Fed Med Exp.Date 01-09-2013	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate
Delete         DID Number           B4325016687900         B5154637000700           G6205336651405         J5205529438309           J5205527326001         L2302127520908           P4125017201704         W4207836690507           Z3312408000104	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C ZZZDOTFEDMED, FEDMED	Current Tier TIER 1 TIER 1	Fed Med Exp.Date	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013 07-05-2012	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate
Delete         DID Number           B4325016687900         B5154637000700           G6205336651405         J5205529438309           J5205527326001         L2302127520908           P4125017201704         W4207836690507           Z3312408000104         Z3320618379804	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C ZZZDOTFEDMED, FEDMED ZZZDOTIES, BARB A	Current Tier TIER 1 TIER 1 TIER 2	Fed Med Exp.Date 01-09-2013 03-01-2014	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013 07-05-2012 01-28-2012	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate
Delete         DID Number           B4325016687900           B5154637000700           G6205336651405           J5205529438309           L2302127520908           P4125017201704           W4207836690507           Z3312408000104           Z3320618379804           Z3321188471807	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C ZZZDOTFEDMED, FEDMED ZZZDOTIES, BARB A ZZZDOTIES, CAROL TICKET	Current Tier TIER 1 TIER 1 TIER 2 TIER 1	Fed Med Exp.Date 01-09-2013 03-01-2014 04-19-2012	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013 07-05-2012 01-28-2012 01-28-2012	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate Upload
Delete         DID Number           B4325016687900         B5154637000700           G6205336651405         J5205529438309           J5205527326001         L2302127520908           P4125017201704         W4207836690507           Z3312408000104         Z3320618379804           Z3321188471807         Z3321008121806	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C ZZZDOTFEDMED, FEDMED ZZZDOTIES, BARB A ZZZDOTIES, CAROL TICKET ZZZDOTIES, CDL TEST	Current Tier TIER 1 TIER 1 TIER 2 TIER 1 TIER 1	Fed Med Exp.Date 01-09-2013 03-01-2014 04-19-2012 05-01-2012	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013 07-05-2012 01-28-2012 01-28-2012 01-28-2012	Purchase Abstract Purchase	Upload Fed Med Certificate Upload Upload Upload
Delete         DID Number           B4325016687900           B5154637000700           G6205336651405           J5205529438309           L2302127520908           P4125017201704           W4207836690507           Z3312408000104           Z3320618379804           Z3321188471807	Name BALTISBERGER, KIM A BEMBINSTER, JOHN C GRIES, LISA MARIE JONES, MICHAEL L JONES, MICHAEL L LOCKWOOD, ERIC L PHELPS, KEVIN A WELSCH, SUSAN C ZZZDOTFEDMED, FEDMED ZZZDOTIES, BARB A ZZZDOTIES, CAROL TICKET	Current Tier TIER 1 TIER 1 TIER 2 TIER 1	Fed Med Exp.Date 01-09-2013 03-01-2014 04-19-2012	Enrollment Date 07-25-2013 08-09-2011 07-25-2013 04-08-2009 06-15-2011 05-22-2008 08-17-2009 07-25-2013 07-05-2012 01-28-2012 01-28-2012	Purchase Abstract Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase Purchase	Upload Fed Med Certificate Upload

### **Order Abstracts from Employee Enrollment List**

🏉 Employee	List - Windows Internet	t Explorer					_ <b>D</b> ×
<del>Co</del>	🝌 https://acceptanc	e.dot.state.wi.us/doti/dotiservlet			<b>- </b>	× B Google	+ م
<u>F</u> ile <u>E</u> dit	: <u>V</u> iew F <u>a</u> vorites <u>T</u>	ools <u>H</u> elp					
🔶 Favorit	tes 🛛 👍 🙋 Seasons	s Magazine - All Iss 흍 Web Slice Gall	lery 👻 🔟 He	ost-On-Demand Ma	infr 👔 Shortcut to BD	Sbookmark 🍌 State of '	Wisconsin - DOT >>>
88 - 🔔 V	Visconsin Department o	f 🏉 Wisconsin Interactive Net	🝌 Employee	List X	📄 🕹 👻	🔊 🔻 🖃 🖶 👻 <u>P</u> age	e ▼ <u>S</u> afety ▼ T <u>o</u> ols ▼ @ ▼ <sup>≫</sup>
WISCONS	IN DEPARTMENT OF	TRANSPORTATION					-9CO//9r
Toing	Business						
Logoff   PA	ARS Help Page   Fed Me	ed Help					OF TRANSPORT
	ER NOTIFICATI	ON SYSTEM					
		ON STSTEM					
Employee	e Enrollment List						
lauraf	processing on h	ehalf of PARS USER SUPPORT	·				
Add	i Employee	Remove Employee(s)fro	m List	Retu	rn		
A	BCDE	F <u>G</u> HIJKL	. M N		RSTU	v w x y	Z Show All
			_ IVI IN		K S I U	V <u>V</u> A I	
Delete	DID Number	Name	Current Tier	Fed Med Exp.Date	Enrollment Date	Purchase Abstract	Upload Fed Med Certificate
	B4325016687900	BALTISBERGER, KIM A			07-25-2013	Purchase	
	B5154637000700	BEMBINSTER, JOHN C			08-09-2011	Purchase	
	G6205336651405	GRIES, LISA MARIE			07-25-2013	Purchase	
	J5205529438309	JONES, MICHAEL L			04-08-2009	Purchase	
	J5205527326001	JONES, MICHAEL L	TIER 1	01-09-2013	06-15-2011	Purchase	Upload
	L2302127520908	LOCKWOOD, ERIC L			05-22-2008	Purchase	
	P4125017201704	PHELPS, KEVIN A			08-17-2009	Purchase	
	W4207836690507 Z3312408000104	WELSCH, SUSAN C	TIER 1	03-01-2014	07-25-2013 07-05-2012	Purchase	Upload
	Z3312408000104 Z3320618379804	ZZZDOTFEDMED, FEDMED ZZZDOTIES, BARB A	TIER 1	03-01-2014	07-05-2012	Purchase	oproad
	Z3321188471807	ZZZDOTIES, CAROL TICKET	TIER 1	04-19-2012	01-28-2012	Purchase	Upload
	Z3321008121806	ZZZDOTIES, CDL TEST	TIER 1	05-01-2012	01-28-2012	Purchase	Upload
	Z3321405200906	ZZZDOTIES, CHARLES	TIER 1	05-01-2013	01-28-2012	Purchase	Upload
	Z3321047430903	ZZZDOTIES, CLASS D	TIER 1	01-28-2014	01-28-2012	Purchase	Upload
	7000100700000				<b>A</b>		
					🔨 Local intrane	t   Protected Mode: Off	🖓 🔻 🍕 100% 🔻

On the Employee Enrollment List:

• Click on **Purchase Abstract button** to purchase and print an abstract from this screen.

### **Delete Employee from Employee Enrollment List**

	ew F <u>a</u> vorites <u>I</u> ools Employee List N DEPARTMENT OF <u>Institutess</u> S Help Page   Fed Me ER NOTIFICATIO	TRANSPORTATION	: 🔁 🛃			A	🖶 * 🕞 Bage + 🎯 Tools -
	N DEPARTMENT OF <b>Aussin 19555</b> S Held Page   Fed Me					A • A • A     A	🖶 🔹 🕞 Page 👻 🎯 Tools -
aing D goff   PAR MPLOYE	<b>S Help Page   Fed Me</b>						and the second se
MPLOYE	<u>S Help Page   <mark>Fed Me</mark></u>	<u>d Help</u>					
IPLOYE		<u>d Help</u>					
							THP OF TRANSPORT
		ON SYSTEM					
	Enrollment List						
ipioyee i	Enronment List						
dotsjb p	processing on b	ehalf of PARS USER SUPPORT					
Add 1	Employee	Remove Employee(s)from	List	Retur	n		
Delete D	DID Number	Name	Current Tier	Fed Med Exp.Date	Enrollment Date	Purchase Abstract	Upload Fed Med Certificate
🗆 Z:	3326604244803	ZZZDOTIES, PBC JR			12-11-2008	Purchase	
<b>Z</b>	3356698000100	ZZZDOTMEDCERT, PARS I	TIER 1	01-03-2014	01-24-2012	Purchase	Upload
<b>Z</b>	3356695466106	ZZZDOTMEDCERT, PARS II	TIER 1		01-09-2012	Purchase	Upload
<b>Z</b>	3356697328106	ZZZDOTMEDCERT, PARS III JR		01-20-2012	01-09-2012	Purchase	Upload
<b>Z</b>	3356696144108	ZZZDOTMEDCERT, PARS IV	TIER 4	05-05-2012	01-12-2012	Purchase	

On the Employee Enrollment List:

- Click on **Delete check box** in front of each employee you wish to remove from the enrollment.
- Click on **Remove Employee(s) from list**.

wisconsin department of transportation <b>Doing Business</b> Logoff	ABUNCT THE ADDRESS
EMPLOYER NOTIFICATION SYSTEM	
Delete Employee Confirmation	
ditjzw processing on behalf of	
Z3321176204202 - ZZZDITJZW, CLASSIFIED S	_
Confirm to Remove from List	-

The Delete Employee Confirmation screen appears.

- Click on **Confirm to Remove from List** to remove the employee.
- An "X" appears under the Delete column by the employee who was removed. The entry will be removed entirely upon exiting this screen.
- Click on **Cancel** to cancel transaction and return to the Employee Enrollment List.

### Add Employee from Employee Enrollment List

🖉 Employee List - Windows Inte	rnet Explorer					
🚱 🗸 🖌 https://acceptance	.dot.state.wi.us/doti/dotiservlet			¥ 🔒	Google	P -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help 🌀 SnagIl	22				
🚖 🏘 🔔 Employee List					🙆 • 🖻 · 🖷	💂 🔹 🔂 Page 🔹 🎯 T <u>o</u> ols 🔹 🎽
WISCONSIN DEPARTMENT OF <b>Uning Bussinesses</b> Logoff   PARS Help Page   Fed Me EMPLOYER NOTIFICATIO	d Help					NOT OF THE OWNER
Employee Enrollment List						
dotsjb processing on b	ehalf of PARS USER SUPPORT Remove Employee(s)from		Return			
Delete DID Number	Name	Current Tier	Fed Med Exp.Date	Enrollment Date	Purchase Abstract	Upload Fed Med Certificate
Z3326604244803	ZZZDOTIES, PBC JR		Exp.Duto	12-11-2008	Purchase	Continiouto
Z3356698000100	ZZZDOTMEDCERT, PARS I	TIER 1	01-03-2014	01-24-2012	Purchase	Upload
Z3356695466106	ZZZDOTMEDCERT, PARS II	TIER 1		01-09-2012	Purchase	Upload
Z3356697328106	ZZZDOTMEDCERT, PARS III JR		01-20-2012	01-09-2012	Purchase	Upload
Z3356696144108	ZZZDOTMEDCERT, PARS IV	TIER 4	05-05-2012	01-12-2012	Purchase	
					<b>6</b>	
					Secol intran	et 🔍 100% 🔻 🛒

On the Employee Enrollment List:

- Click on Add Employee button.
- The Add Employee screen appears. See "Add employee to notification list" section for details on adding an employee.

# **Employee Activity**

Employer Notify - Windows Internet Explorer		
😋 💽 👻 🖻 https://trust.dot.state.wi.us/doti/dotiservlet	💌 🔒 🐓 🗙 🛛 Yahoo! Search	<b>₽</b> •
Eile Edit View Favorites Iools Help Google	🗸 🚼 Search 🗤 More »	🥥 Sign In 🔌 🗸
🚖 🕸 🖻 Employer Notify	🟠 🔹 🗟 🝸 🖶 🔹 📴 Eage :	▼ ۞ T <u>o</u> ols ▼ <sup>≫</sup>
wisconsin department of transportation <b>Doing Business</b> Logoff   PARS Help Page		
EMPLOYER NOTIFICATION SYSTEM		SALOF TRINGS
lauraf processing on behalf of PARS USER SUPPORT		
◯ Employee Enrollment		
		≡
◯ Fed Med Certification Activity		
Order Abstract		
Continue Cancel		
		~
Done	Scal intranet	🔍 100% 🔹 🦼

On the Employee Notification System screen:

- Click on **Employee Activity**.
- Click on **Continue** to continue processing, or
- Click on **Cancel** to cancel transaction and return to PARS Main Menu.

Employee Activity provides a list identifying all enrolled employees with recent activity on their Driver Record. This provides a list of employees with new convictions, withdrawals, accidents, etc.

	usiness			
<u>.ogoff</u>				
MPLOYER	R NOTIFICATION	SYSTEM		
nployee A	cti∨ity			
ditrjm pr	ocessing on beha	alf of PARS USER SUPPORT		
Return	)			
	DID Number	Name	Notify Date	
Abstract Purchased	DID Number			
	Z3326604244803	ZZZDOTIES, PBC JR	10-07-2008	Purchase Abstract
		ZZZDOTIES, PBC JR ZZZDOTNCP, NANCY TRAIN	10-07-2008 10-08-2008	Purchase Abstract Purchase Abstract

The Employee Activity screen appears.

- Click on **Purchase Abstract** to request an abstract.
- A red asterisk (\*) will appear on the left-hand Abstract Ordered column after requesting the abstract.

*Note:* Selected employees will no longer appear on this screen the next time you run Employee Activity.

*Note: Employees will remain listed until an abstract is purchased.* 

# **School Bus Medical**

	wisconsin department of transportation <i>Thoing Hussiness</i>								
Logoff									
EMPLOYER	R NOTIFICATION	SYSTEM							
Employee A	cti∨ity								
ditrjm pr	rocessing on beha	alf of PARS USER SUPPORT							
Return	)								
Abstract Purchased	DID Number	Name	Notify Date						
	Z3326604244803	ZZZDOTIES, PBC JR	10-07-2008	Purchase Abstract					
	Z3356385059906	ZZZDOTNCP, NANCY TRAIN	10-08-2008	Purchase Abstract					
		School Bus Medical Require	ed by 12-07-2008						

School bus medical follow-ups are generated when a driver with a school bus endorsement has a medical requirement that needs to be met. The notification appears 60-days before the school bus medical due date. The notification will not disappear until after the due date, even if the driver has complied with the requirement.

It is the employer's choice whether or not to purchase a driver record when a school bus follow-up notification appears. If the driver does not comply with the requirements, their school bus endorsement will be cancelled and a new notification will be generated for the cancel.

# **Fed Med Certification Activity**

Employer Notify - Windows Internet Explorer		
🚱 🗸 🖉 https://trust.dot.state.wi.us/doti/dotiservlet	💌 🔒 🍫 🗙 🛛 Yahoo! Search	•
Eile Edit View Favorites Iools Help Google	🗸 🚼 Search 🕞 More »	🥘 Sign In 🔌 🗸
😭 🏟 🖻 Employer Notify	🟠 🔹 🗟 👘 🖶 Page	▼ () T <u>o</u> ols ▼ "
wisconsin department of transportation <b>Doing Bussinesss</b> Logoff   PARS Help Page		<
EMPLOYER NOTIFICATION SYSTEM		** OF TRAMO
lauraf processing on behalf of PARS USER SUPPORT		
○ Employee Enrollment		
© Employee Activity		∃
● Fed Med Certification Activity		
◯ Order Abstract		
Continue Cancel		
Done	Second Intranet	₹ 100% •

On the Employee Notification System screen:

- Click on Fed Med Certification Activity.
- Click on **Continue** to continue processing, or
- Click on **Cancel** to cancel transaction and return to PARS Main Menu.

### The Federal Medical Certification Activity Screen

#### EMPLOYER NOTIFICATION SYSTEM

Federal Me	dical Certification	n Activity						
lauraf process	ing on behalf of PAR	S USER SUPPORT						
Tier In	formation							
Remove Fr	rom List Sort	By Name Return						
Notification Reviewed	DID Number	Name	Notification Type	Current Tier	Current Certification	Fed Med Exp.Date	Notify Date	Enter and Upload Fed Med Certificate
	Z3321047430903	ZZZDOTIES, CLASS D	CDL SELF-CERTIFICATION	TIER 1	NOT-CERTIFIED	2014-01-28	2013-11- 29	Fed Med
	Z3312408000104	ZZZDOTFEDMED, FEDMED	MEDICAL CERTIFICATE FOLLOW	TIER 1	CERTIFIED	2014-03-01	2014-01- 02	Fed Med
	J5205527326001	JONES, MICHAEL L	CDL SELF-CERTIFICATION	TIER 1	CERTIFIED	2014-12-11	2013-12- 26	Fed Med
	J5205527326001	JONES, MICHAEL L	MEDICAL CERTIFICATION STATUS	TIER 1	CERTIFIED	2014-12-11	2013-12- 26	Fed Med
	Z3356209405202	ZZZDOTNJR, NICOLE TEST	CDL SELF-CERTIFICATION	TIER 4			2014-01- 05	
	Z3356209405202	ZZZDOTNJR, NICOLE TEST	K RESTRICTION	TIER 4			2014-01- 05	
Remove Fr	rom List Sort	By Name Return						

Clicking on Tier Information will open up the window to look like this:

Tier Information		

- For Tier 1 drivers you may enter and upload Fed Med card and waiver information.
- For Tier 2-4 drivers you may not enter or upload Fed Med card or waiver information.
- For more information/definitions of the Tiers, click <u>here</u>.
- You can choose to Sort By Name OR Sort By Med Exp Date by clicking on this button
- Clicking Return will take you to the previous screen
- This screen shows you:
  - The DID number for the employee listed
  - The Employees Name
  - The Notification Type. Some possible Notifications are:
    - K RESTRICTION: added/removed on license. K=No CMV Operation Interstate, unless excepted
    - 51 RESTRICTION: added/removed on license. 51=No CMV Operation Intrastate, unless excepted
    - MEDICAL CERTIFICATE FOLLOW-UP: 60 day follow-up notification letter sent saying the Fed Med will expire in 60 days (only occurs for Tier 1)
    - MEDICAL CERTIFICATION STATUS: Fed Med Certification Status change (only occurs for Tier 1)
    - CDL SELF-CERTIFICATION: New or change to a self certification (tier)



- Once you have determined to either purchase an abstract or not, you can click on the "Notification Reviewed" button to remove this person from the Notification. If you do not purchase or remove, the employee will remain listed and you will continue to receive notifications.
- The Employee's Current Tier
  - Tier 1: Non-excepted interstate Employee needs to provide a valid Fed Med card to DMV.
  - Tier 2: Excepted interstate Employee does not need a Fed Med card. Employee is engaged in interstate commerce and subject to one of the exceptions listed on the Help Page.
  - Tier 3: Non-excepted intrastate Employee needs a valid Fed Med card to drive a commercial vehicle.
  - Tier 4: Excepted intrastate Employee does not need a Fed Med card. Employee is engaged in intrastate commerce and subject to one of the exceptions as follows:
    - Tow trucks (if requested by a federal, state or local officer to move a wrecked or disabled vehicle).
    - Grandfathered (held valid CDL since July 29, 1996, that has not been revoked).
    - Wisconsin diabetes exemption to the Fed Med card.
    - Wisconsin vision exemption to the Fed Med card.
    - All exceptions listed on the Help Page under Tier 2, only completed within intrastate commerce.
- Current Certification: Not-Certified means the driver can't operate under Tier 1, they may still have a valid Fed Med card.
- Fed Med Exp Date: Expiration date of the current Fed Med card on system with the DMV.
- Notify Date
- Upload Fed Med Certificate (Tier 1 only)

### **Uploading a Fed Med Certificate**

Clicking on the Fed Med button will produce the following screen:

#### EMPLOYER NOTIFICATION SYSTEM

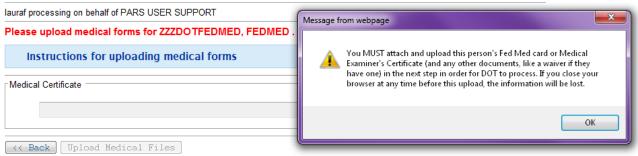
#### Medical Examiner's Certificate Entry

lauraf processing on behalf of PARS USER SUPPO	DRT			
<ul> <li>Wearing corrective lenses</li> <li>Wearing hearing aid</li> <li>Accompanied by a waiver/exemption</li> </ul>		<ul> <li>Driving within an exempt intracity zone (49 CFR 391.62)</li> <li>Accompanied by a Skill Performance Evaluation Certificate (SPE)</li> <li>Qualified by operation of 49 CFR 391.64</li> </ul>		
Signature Of Medical Examiner is present	Medical Examiner	Telephone Number	Medical Exam Date	
Medical Examiner Name First Name MI Last Name	Suffix	Medical Exar Select Or	miner Specialty ne ▼	
Medical Examiner License or Certificate Number	Issuing State	National Registry Number		
	ntrastate Only No  Not Available	CDL © Yes © No © Not Available	Driver's License Number         State           N/A         N/A	
Medical Certification Expiration				
Submit Cancel Clear				

All information must be added. Once information is added, click on the submit button.

#### EMPLOYER NOTIFICATION SYSTEM

#### Medical Examiner's Certificate Entry



The Fed Med Card will need to be uploaded. Click on Ok to close the message box.

Clicking on Instructions for uploading medical forms will provide step by step directions on uploading.

#### EMPLOYER NOTIFICATION SYSTEM

#### Medical Examiner's Certificate Entry

lauraf	processing	on	behalf	of PARS	USER	SUPPORT

Please u	pload	medical	forms fo	r ZZZDO	TFEDMED,	FEDMED.
i lease u	pioau	mearcar	1011113-10			LEDWED.

Instructions for uploading medical forms

To upload a Fed Med card or Medical Examiner's Certificate (and any other documents, like a waiver if this person has one) to the Department of Transportation, do the following:

- Use a scanner to scan any Fed Med card or Medical Examiner's Certificate (and any other documents, like a waiver if this person has one) and save the images to your computer. Please review that the images are clear and legible. Acceptable file formats are JPG, TIF, GIF, PNG and PDF and the file size must not be larger than 5MB.
- For your Medical Examiner's Certificate or Fed Med card, click on the Browse... button under "Medical Certificate", navigate to where you saved the image, select the file and click Open. If you have a 2nd Medical Examiner's Certificate or Fed Med card image to upload, click the Add Another Image... button to add another file.
- Once you have selected your file(s) to upload, click the Upload Medical Files button. Once the upload is complete, a
  page will display indicating that your medical forms have been uploaded.

Medical	Certificate Browse
< Ba	Upload Medical Files

Follow the directions for scanning and saving the documentation. Then click on Browse to search for the documentation. Once found, choose the documents to upload, and click on Upload Medical Files:

Medical Certificate	
C:\Users\Public\Pictures\Sample Pictures\Penguins.jpg	Browse
Add Another Image	
<< Back Upload Medical Files	

Once the documentation has been uploaded the following screen will show, offering you an option to print:

#### EMPLOYER NOTIFICATION SYSTEM

#### Confirmation

Iauraf processing on behalf of PARS USER SUPPORT				
Certification Tier:	Tier 1 - CMV interstate/intrastate operation allowed if Fed Med is valid			
Fed Med Status:	CERTIFIED			
Fed Med Expiration Date:	03-01-2014			
Click the Return button to	go back or the <b>Print</b> button to print this page.			
Return Print				

If the employee has already keyed and uploaded card, you will see the following screen with a warning box notifying you this has already been uploaded.

Message fr	rom webpage	
4	The Fed Med information for this person has already been entered/uploaded by this person. You may only review this information. You may not update this record or upload medical files for this person.	
	ОК	

For Questions on Fed Med Certifications please call: 608-267-2290

### **Order Abstract**

Employer Notify - Windows Internet	Explorer		
🚱 🗣 🙋 https://trust.dot.state.wi.us/doti/dotiservlet	🖌 🔒 🗲 🗙 🛛 Yahoo! Search	<b>₽</b> •	
<u>E</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp	Google	🖌 🚼 Search 🕶 More »	🤳 Sign In 🔌 🗸
🚖 🕸 🖻 Employer Notify		🟠 🔹 🔝 🝸 🎰 🝷 🔂 <u>P</u> age	▼ () T <u>o</u> ols ▼ "
WISCONSIN DEPARTMENT OF TRANSPORTATION			All CONSIN
Doing Business		A CONTRACTOR OF	
EMPLOYER NOTIFICATION SYSTEM			. chi.IHboy
lauraf processing on behalf of PARS USER S	GUPPORT		
C Employee Enrollment			
C Employee Activity			=
○ Fed Med Certification Activity			
C Fed Wed Ostancation Activity			
Order Abstract			
		_	
Continue Cancel			
			✓
Done		Scal intranet	🔍 100% 🔹 🖽

On the Employee Notification System screen:

- Click on Order Abstract.
- Click on **Continue** to continue processing, or
- Click on **Cancel** to cancel transaction and return to PARS Main Menu.

The Order Abstract screen appears.

- Type **Wisconsin Driver License#** in the Enter Driver License Number field (do not use spaces or dashes).
- Click on **Purchase an Abstract** to continue processing, or
- Click on **Cancel** to cancel transaction.

Requesting driver records with inaccurate information will result in incurring a fee with a "No Customer Match" abstract being generated.

# LOGOFF



Click on **Logoff** link found in the upper left-hand corner of most screens in this program.

wisconsin department of transportation Doing Business	AND CONSISTENT OF TRANSPORT
Signed off	
You have been signed off the Driver Abstract System	

The Signed off message appears.