

**Alabama Department of Revenue
Motor Vehicle Division
Mandatory Liability Insurance (MLI)
Procedures Manual**

To access the MLI system, first, login to MVTRIP – Motor Vehicle Title Registration and Insurance Portal at: <https://www.mvtrip.alabama.gov/MVTRIP>

The screenshot shows the MVTRIP website interface. At the top, there is a browser window with the URL <https://mvtrip.caps.ua.edu/>. The page header includes the MVTRIP logo and the text "Motor Vehicle Title Registration & Insurance Portal". A "Related Tasks" dropdown menu is visible in the top right corner.

The main content area is divided into several sections:

- Welcome to MVTRIP:** A large text block stating: "The Alabama Department of Revenue Motor Vehicle Division is responsible for issuing motor vehicle titles, motor vehicle dealer licenses, maintaining vehicle registration information and enforcing the Mandatory Liability Insurance Act. In addition, the division administers the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). This portal provides information necessary to process motor vehicle transactions."
- Login:** A section with a shield icon and the text "Login". It contains two input fields: "User Name:" and "Password:". Below the "User Name:" field is a link "Forgot Your User Name?". Below the "Password:" field are links "Forgot Your Password?" and "Change Password?". A "Login" button is located at the bottom right of this section.
- MVTRIP Applications:** A section with a sub-section "Related Applications" containing seven icons: ETAPS, MLI, PROS, ALVerify, Dealer License, MVDocs, and SCRAP. Below these is an icon for "Registration (ALVIS)". A "Unclaimed Vehicle Report" link is also present.
- News and Alerts:** A section with a sub-section "9/10/2012 - MVTRIP Reporting" and "9/10/2012 - Fraternal Order of Police License Plates". The "MVTRIP Reporting" article states: "Effective 9/11/2012, the MVTRIP reporting feature will be available to county administrators. This feature will allow users to view registration statistics and errors for their county. Please contact the MVD if you need assistance. - Motor Vehicle Division". The "Fraternal Order of Police License Plates" article states: "The Fraternal Order of Police distinctive license plate has been redesigned and is being delivered to county offices for issuance beginning October 1, 2012. Once the new designs are issued, please remove all license plates with the old designs from ... --Click to View the Entire Article-- - Motor Vehicle Division".

If you have questions regarding the MLI system, please contact the MLI office at (334) 242-3000.

In order to view and print any documents, Adobe Acrobat Reader must be installed on your computer and all pop-ups must be allowed on the MLI website. If you do not have Adobe Acrobat Reader, instructions for obtaining a free copy are available at the following address: <http://get.adobe.com/reader/>.

The MLI system will be available after the user successfully logs into MVTRIP

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Current User: countyuser | Organization: Washington | Logout

Related Tasks ▾

Welcome to MVTRIP, COunty USeR

The Alabama Department of Revenue Motor Vehicle Division is responsible for issuing motor vehicle titles, motor vehicle dealer licenses, maintaining vehicle registration information and enforcing the Mandatory Liability Insurance Act. In addition, the division administers the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). This portal provides information necessary to process motor vehicle transactions.

MVTRIP Applications

- Related Applications
- Mandatory Liability Insurance**
 - Search
 - Reinstatement Report
- Unclaimed Vehicle Report

News and Alerts

9/10/2012 - MVTRIP Reporting
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[--Click to View the Entire Article--](#)
- Motor Vehicle Division

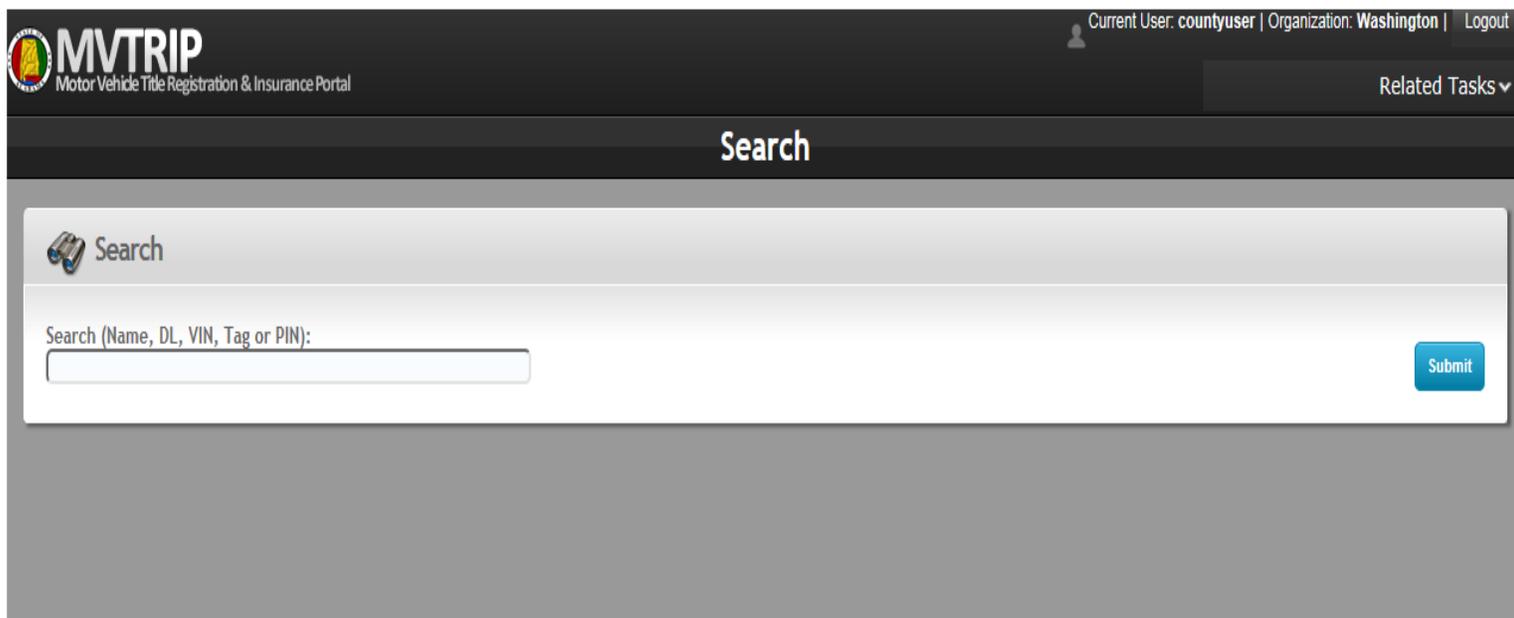
8/31/2012 - August 2012 Vehicle Registration Renewal Deadline Extended for Mobile and Baldwin Counties
Montgomery—The Alabama Department of Revenue (ADOR) announced today that the August 2012 motor vehicle registration renewal deadline has been extended through Sept. 14, 2012, for vehicle owners residing in Mobile and Baldwin counties due to the effec...

Once you are logged in to MVTRIP, Select MLI applications from the Dashboard, you will have the above listed access available.

The **Search** icon allows the user to access and update the registrant’s MLI record.

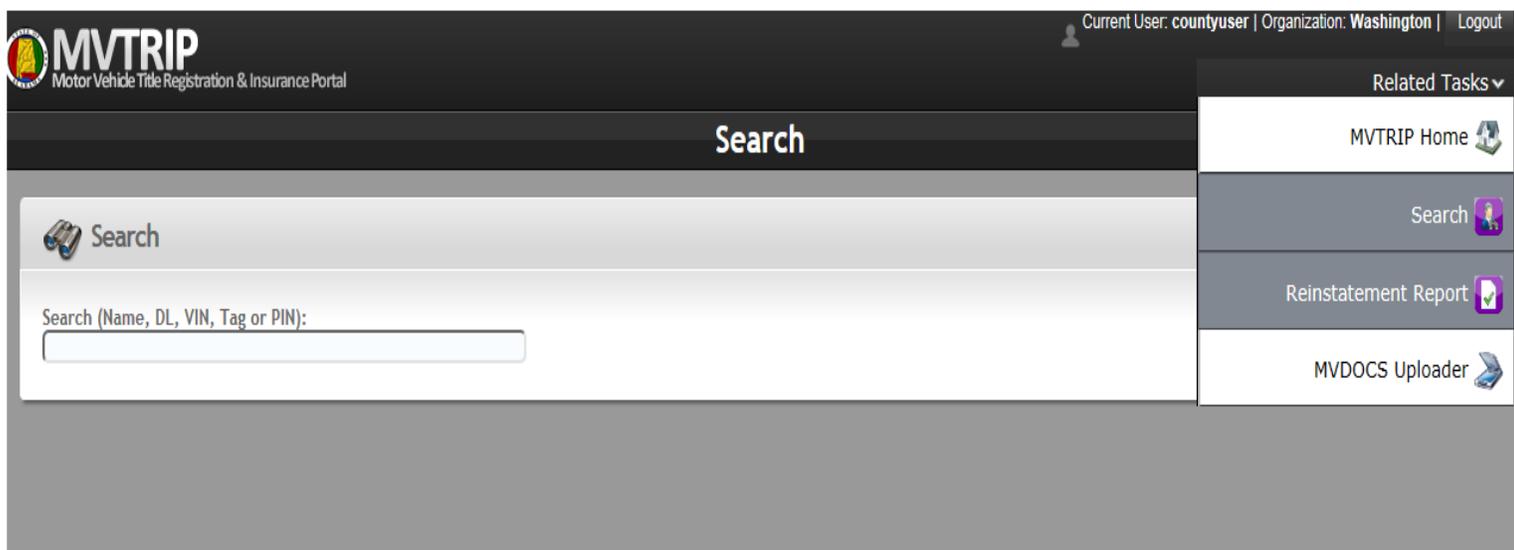
The **Reinstatement Report** icon allows for the viewing and reconciliation of the MLI reinstatements processed by the office the clerk is assigned to within MVTRIP. County Administrative Users will be able to produce the report and reconcile for all office locations within their respective county.

SEARCH ICON



By selecting the **Search** icon, the above screen will appear.

Search for a MLI record using one of the identifiers provided by the registrant or as reflected on the registrant's MLI Questionnaire or Notice of Suspension postcard (see sample on pages 5 & 6): Name, Driver License Number, Vehicle Identification Number (VIN), Tag Number, or PIN.



To navigate the MLI system once you are within the system, hover on Related Tasks in top right corner under the login. Options will appear once you are hovering on Related Tasks. The Search and Reinstatement Report icons will now be available from this Related Tasks list.

Sample Notice of Suspension Postcard Mailer:



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
Mandatory Liability Insurance Unit
P.O. Box 327650
Montgomery, AL 36132-7650

<Name>
<Name>
<Address>
<City>, <State> <ZipCode>

OUTSIDE MAILER ENVELOPE PANEL

Mandatory Liability Insurance Notice of Suspension

Date of correspondence: <LetterDate>

Section 32-7A-4, Code of Alabama 1975, requires vehicle owners to maintain liability insurance on motor vehicles operated or registered in this state. The department has determined the following reason for a possible registration suspension: <input reason.>

In order for the department to verify evidence of insurance, **please complete the online insurance questionnaire at:** mli.mvtrip.alabama.gov. The license plate number and PIN included in this mailer will be needed to complete the online questionnaire. If you are unable to complete the questionnaire online, please complete and return this mailer by fax to (334) 353-8105 or mail. Your insurance company will be contacted to verify the information provided.

Failure to respond to this questionnaire will result in the suspension of your vehicle registration on the following date: <effective date of suspension>. If there was a violation of the MLI law, the earliest date eligible to end the suspension is: <earliest end susp date>. For additional information regarding this matter, please contact the department at: mli@revenue.alabama.gov or (334) 242-3000.

INFORMATION PANEL

Sample Notice of Suspension Postcard Mailer (continued):

Insurance Verification

Insurance Verification Date: <VerificationDate>
Registrant Name:<Name>
 <Name>

PIN #: <PIN>
License Plate: <TagNumber>

Vehicle Identification No.: <VIN> Make: <VehicleMake> Model:<VehicleModel> Year: <VehicleYear>

Was the vehicle identified above insured on the above insurance verification date? Please select ONE response below.											
YES <input type="checkbox"/> Insurance information must be provided below, OR											
NO <input type="checkbox"/> The vehicle was operated/registered without insurance on the above insurance verification date. NOTE: The registration will be suspended. Please refer to mli.mvtrip.alabama.gov for reinstatement instructions and appeal rights, OR											
NO <input type="checkbox"/> The vehicle was stored/inoperable on the above insurance verification date. NOTE: The registration will be revoked. Please refer to mli.mvtrip.alabama.gov for instructions and appeal rights.											
Insurance Company Name:											
Insurance Co. NAIC Number:					This 5-digit number is required and can be found on your insurance card. Contact your insurance agent if you are unable to locate this number.						
Insurance Co. Street Address:											
Ins. Co. City, State, Zip:						Ins. Co. Phone Number:					
Policy Number:											
Policy Effective Date:						Policy Expiration Date:					
Signature:								Date:			

Barcode

REGISTRANT RESPONSE PANEL

<Name>
 <Name>
 <Address>
 <City>, <State> <ZipCode>

Place
 Stamp
 Here

ALABAMA DEPARTMENT OF REVENUE
 MOTOR VEHICLE DIVISION
 Mandatory Liability Insurance Unit
 P.O. Box 327650
 Montgomery, AL 36132-7650

RETURN MAILER PANEL

The screenshot shows the MVTRIP Motor Vehicle Title Registration & Insurance Portal. At the top left is the logo with the text "MVTRIP Motor Vehicle Title Registration & Insurance Portal". At the top right, it displays "Current User: countyuser | Organization: Washington | Logout" and a "Related Tasks" dropdown menu. The main heading is "Search". Below this is a search box with a magnifying glass icon and the text "Search". The search criteria field is labeled "Search (Name, DL, VIN, Tag or PIN):" and contains the text "john smith". A blue "Submit" button is located to the right of the search field.

Enter the search criteria and then press the Submit button.

If the search is successful, the results matching the search criteria will be displayed on a “MLI Record” screen as illustrated on the following screen:

Alabama Department of Revenue
Motor Vehicle Division

New MLI System

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Current User: countyuser | Organization: Washington | Logout

Related Tasks ▾

MLI Record

Registrant

Name: John Smith Address: 123 Street
DL #: [XXXXXX](#) Montgomery, AL 00000-0000

Vehicle

Tag: [69DZ8E](#) VIN: 1XXXXXXXXXXXXXXXXX PIN: XXXXXX
Make: XXXX Model: XXXX Year: 2012

Overview

Registration Status: **OP**
Verification Date:
Last Tag Issue Date:
Source: DPS
Uploaded: 11/8/2012 10:25:31 AM
Last Modified:

[Submit Response](#)

History [Add Note](#)

Date	Activity	User	Status	Documents	Notes
No records to display.					

Displaying Items 0 - 0 of 0

After opening a MLI record, the following information will be displayed:

1. Registrant information: Registrant’s name, address, and driver’s license number;
2. Vehicle information: Tag number, VIN, make, model, and year as well as the PIN related to the MLI record.
3. An overview of the MLI record including: the current registration status(see next page for a list of all available status codes), the requested insurance verification date, the last tag issue date, the source of the MLI record, the record status in the inquiry process, and when the record was last modified and uploaded to the MLI system. The **Submit Response** button is available to allow the clerk to enter a registrant’s response from a MLI Questionnaire or Notice of Suspension received by the registrant. **THE REGISTRATION STATUS DOES NOT HAVE TO BE SUSPENDED FOR THE CLERK TO BE ABLE TO PROCESS A RESPONSE FOR A REGISTRANT.**
NOTE: The open book icon in the top right hand corner is a link to this procedure manual which is available at all times with instructions for processing MLI responses.
4. History: All images and transactions will be detailed here in reverse order (most recent transaction listed first). The clerk has the ability to add notes in the activity log by selecting the **Add Note** button.

MLI System Registration Status Codes

- OP** open record (in process.)
- S1** first suspension
- S2** second or subsequent suspension
- R1** reinstated – first suspension
- R2** reinstated – second or subsequent suspension
- R3** valid insurance
- VR** void – registration revoked
- CL** closed record

Submit Response

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Current User: countyuser | Organization: Washington | Logout

Related Tasks ▾

Submit Response

Registration Information Submit

VIN: Tag: Make: Model: Year:

For the vehicle specified in your letter, did you have liability insurance on 7/25/2012? Yes No No (Exempt)

Policy Information

Policy #: Effective: Expiration:

Insurance Company Information

Search Insurance Companies: Get Company Info NAIC #:

Phone:

Address: City: State: Zip:

Once the **Submit Response** button is selected, the above screen will appear allowing the clerk to enter the registrant response to the MLI inquiry Questionnaire or Notice of Suspension postcard mailer. There are three (3) possible responses:

YES –vehicle was properly insured on the insurance verification date (date is shown on screen).

NO –vehicle was NOT properly insured on the insurance verification date (shown on screen) and is admitting a violation of the law. (reinstatement fees must be collected and current insurance information must be obtained)

NO (Exempt) –vehicle was NOT properly insured on the date specified because the vehicle was stored/inoperable on the insurance verification date (after the registration date because insurance information was required to be presented for the registration date). This selection will result in Revocation of the current registration.

The following pages will detail the procedures for each response.

“Yes” Response

If the registrant response is “Yes”, the vehicle was properly insured on the verification date:

1. Under “Registration Information” click “Yes”.
2. Under “Policy Information” enter the Policy Number (REQUIRED), policy effective and expiration dates (or select from calendar)
3. Under the “Insurance Company Information” enter the insurance company NAIC # if known. This will auto-populate the insurance company name field. The phone number can be provided on the Phone line item. If the NAIC # is not known, the information may be obtained by entering the insurance company name in the “Search Insurance Companies” field. A list of matching records from the database will be shown. Select the matching name and then select the **Get Company Info** button. This will populate the NAIC #.
4. After all information is entered, select the **Submit** button in the top right corner.

Current User: countyuser | Organization: Washington | Logout
Related Tasks ▾

Submit Response

Registration Information

Submit

VIN: Tag: Make: Model: Year: 2006

For the vehicle specified in your letter, did you have liability insurance on 6/27/2012? Yes No No (Exempt)

Policy Information

Policy #: Effective: Expiration:

Insurance Company Information

Search Insurance Companies: Get Company Info NAIC #:

Phone:

Address: City: State: Zip:

Once the registrant’s response has been submitted, the MLI Record screen will display again. If the registration was suspended, a **Reinstatement** document will be available as a PDF document. The **Reinstatement** document should be printed and provided to the registrant. The **Reinstatement** document will only be available if the registration record status was suspended prior to entry of the response for the registrant. A confirmation page will appear that can be provided upon request by the registrant to confirm that the response has been processed.

“No” Response (Violation)

If the registrant response is “No”, the vehicle was not properly insured on the verification date:

1. Under “Registration Information” click “No”.

Registrant must provide current insurance policy information along with the required reinstatement fees due before the clerk can process this response for the registrant. The clerk must click statement: “I acknowledge I have collected reinstatement fees of (\$200- 1st violation, \$400- 2nd/subsequent violation) from this registrant for violation of the MLI law.” This should be done only after receipt of the required fees and insurance policy information.

2. Under “Policy Information” enter the current Policy Number (REQUIRED), policy effective and expiration dates (or select from calendar).
3. Under the “Insurance Company Information” enter the current insurance company NAIC # if known. This will auto-populate the insurance company name field. The phone number can be provided on the Phone line item. If the NAIC # is not known, the information may be obtained by entering the insurance company name in the “Search Insurance Companies” field. A list of matching records from the database will be shown. Select the matching name and then select the **Get Company Info** button. This will populate the NAIC #.
4. After all information is entered, select the **Submit** button in the top right corner.

Current User: countyuser | Organization: Washington | Logout

Related Tasks ▾

Submit Response

• [You must collect the Suspension Fee.](#)

Registration Information

VIN: 1XXXXXXXXXXXXXXXXX Tag: [] Make: XXXX Model: XXXX Year: []

For the vehicle specified in your letter, did you have liability insurance on 11/8/2012? Yes No No (Exempt)

I acknowledge I have collected reinstatement fees of \$(200.00- 1st violation, \$400.00 - 2nd/subsequent violation) from this registrant for violation of the MLI law.

Policy Information

Policy #: [a123454] Effective: [] Expiration: []

Insurance Company Information

Search Insurance Companies: [Alfa Mut Ins Co] [Get Company Info](#) NAIC #: [19135]

Phone: []

Address: [2108 East South Boulevard] City: [Montgomery] State: [AL] Zip: [36116]

Once the registrant’s response has been submitted, the MLI Record screen will display again. The **Registration Reinstatement** letter (see sample on next page) will be available as a PDF document from within the History area of the MLI Record to be printed and provided to the registrant. The registrant should maintain this document within the vehicle until the **Reinstatement** expiration date. Although the registration record is updated (reinstated) immediately, the update to the law enforcement database may take longer.

Sample Registration Reinstatement:



State of Alabama Department of Revenue

(www.revenue.alabama.gov)

50 North Ripley Street
Montgomery, Alabama 36132

REGISTRATION REINSTATEMENT

Issue Date: 12/28/2012

Expiration Date: 2/11/2013

NOTICE TO LAW ENFORCEMENT: The motor vehicle registration for the vehicle described below has been previously suspended under the provisions of the Alabama Mandatory Liability Insurance Act (Title 32, Chapter 7A). This document serves as reinstatement of the vehicle's registration. Questions concerning this reinstatement document should be directed to the Motor Vehicle Division, MLI Unit, at (334)242-3000.

Registrant: SMITH

DL Number:

Address:

City:

State: AL

Vehicle Information:

Tag Number:

VIN:

Year:

Make:

Model:

Insurance Company Information:

Name: ins Co

NAIC #:

Address:

City/State: Montgomery

Zip:

Policy/Binder Number: 1aaaa

Reinstatement Code: R1

Exempt Reason:

ISSUED BY: countyuser

County: Washington

NOTICE TO VEHICLE OWNER: Any driver of an Alabama-registered vehicle convicted of operating the vehicle without liability insurance coverage as required by Alabama law, or suspended vehicle registration, will be subject to fine of up to \$500.00 for a first offense and a fine of up to \$1,000.00 and/or his/her driver's license being suspended for a second or subsequent offense.

Furthermore, the owner of the vehicle will be subject to the payment of a reinstatement fee of \$200.00 for a first offense, and in the case of a second or subsequent offense, the vehicle owner will be subject to the payment of a \$400.00 reinstatement fee and a four-month suspension of their vehicle registration.

“No (Exempt)” Response

If the registrant response is “No (Exempt)”, the vehicle was not properly insured on the insurance verification date because the vehicle was stored/ inoperable after the registration date of the vehicle:

1. Under “Registration Information” click “No (Exempt)”.

Selection of this response will result in the revocation of the current registration on the vehicle. A letter will be generated to present to the registrant instructing them that a new registration/tag must be obtained before the vehicle can be operated again.

2. Under “Exempt Reason” enter the exemption reason given by the registrant.
3. After all information is entered, select the **Submit** button in the top right corner.

The screenshot shows the MVTRIP (Motor Vehicle Title Registration & Insurance Portal) interface. At the top right, it displays 'Current User: countyuser | Organization: Washington | Logout'. A 'Related Tasks' dropdown menu is visible. The main heading is 'Submit Response'. Below this is a 'Registration Information' section with a 'Submit' button. The form contains the following fields and text:

- VIN: [Redacted]
- Tag: [Redacted]
- Make: [Redacted]
- Model: [Redacted]
- Year: 2006

For the vehicle specified in your letter, did you have liability insurance on 6/27/2012? Yes No No (Exempt)

Exempt Reason:

Once the response has been submitted, the MLI Record screen will be displayed again as shown below.

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Current User: [redacted] Organization: [redacted] Logout

Related Tasks ▾

MLI Record

✔ **Registration revoked** ✖

Registration revoked. Please refer to www.mli.mvtrip.alabama.gov for instructions and appeal rights. A new license plate/ registration must be obtained prior to operating vehicle.

Registrant

Name: SMITH [redacted] Address: [redacted]
DL #: [redacted]

Overview

Registration Status: **VR - (void - registration revoked)**
 Verification Date: 7/25/2012
 Last Tag Issue Date: 10/03/2011
 Source: Annual Pool
 Record Stage: Record Revoked

Uploaded: 7/22/2012 12:00:00 AM
 Last Modified: 12/28/2012 11:23:02 AM

Vehicle

Tag: [redacted] VIN: [redacted] PIN: [redacted]
 Make: [redacted] Model: [redacted] Year: [redacted]

History

[Add Note](#)

Date	Activity	User	Status	Documents	Notes
12/28/2012 11:23 AM	Record is Revoked	[redacted]	VR - void - registration revoked		
12/28/2012 11:23 AM	Clerk has responded No (Exempt)	[redacted]	S1 - First suspension.		
12/28/2012 11:23 AM	First Re-Suspension Response given by Sherry Helms	[redacted]	S1 - First suspension.		
12/28/2012 10:23 AM	Record is resuspended	countyuser	S1 - First suspension.		
	OIVS has checked and responded Unconfirmed reason - (Incorrect Data				

⏪ 1 2 ⏩ Displaying items 1 - 5 of 9

For the “**No (Exempt)**” response, the Registration Status is changed to VR – (void – registration revoked).

A **Revocation Notice** is available under the “History” section. The **Revocation Notice** includes details regarding the registration revocation and provides instruction on how the registrant may obtain a new registration/tag when the vehicle is operational again. Appeal rights are also detailed. (see sample **Revocation Notice** on next page)

Sample Notice of Registration Revocation:



State of Alabama
Department of Revenue
www.revenue.alabama.gov
50 North Ripley Street
Montgomery, Alabama 36132

Mandatory Liability Insurance Notice of Registration Revocation Motor Vehicle Division

Date of Correspondence: 12/28/2012
Insurance Verification Date: 7/25/2012

PIN:
VIN:

SMITH

Plate No:
Make:
Model:
Year:

Registration on the above reference vehicle is hereby revoked in accordance with Section 32-7A-11, Code of Alabama 1975 for the remainder of the registration period. In the event the motor vehicle for which the registration has been revoked is no longer stored, inoperable, or otherwise unused as prescribed by the department, a new registration and license plate must be obtained prior to operating vehicle.

Please contact the Motor Vehicle Division, Mandatory Liability Insurance at (334)242-3000 or mli@revenue.alabama.gov if you need further assistance regarding the registration suspension.

If you are dissatisfied by the action of the Department, you are entitled to file a notice of appeal with the Administrative Law Division. The notice must be filed within thirty (30) days of the date of this letter, and must be directed to:

Alabama, Department of Revenue
Administrative Law Division
P O Box 327130
Montgomery, AL 36132-7130

This document should be printed and provided to the registrant.

Monthly Reinstatement Report

All reinstatement fees collected each month must be remitted to the Department of Revenue no later than the 10th day of the following month with a copy of the MLI Reinstatement Report that reflects the reinstatements processed each month.

Login to MVTRIP, select the MLI application from the dashboard, and select the **Reinstatement Reports** icon.

The following screen will appear:

Current User: countyuser | Organization: Washington | Logout

Related Tasks

Reinstatement Report

Search

County Head Office: Counties | County Offices: Washington | Begin Date: 12/1/2012 | End Date: 12/31/2012 | Search

Totals Search results for 12/28/2012 1:35:35 PM

R1 Totals	R2 Totals	R3 Totals	R4 Totals	Grand Totals
Count: 2	Count: 1	Count: 20	Count: 0	Count: 23
Sub-Total: \$400.00	Sub-Total: \$400.00			Sub-Total: \$800.00
-10%: \$40.00	-10%: \$40.00			-10%: \$80.00
Total: \$360.00	Total: \$360.00			Total: \$720.00

Records Export To Excel

Date	Registrant	Reinstatement Code	Suspension Code	DL #	Tag #	VIN	User	County Office	Fee Collected
12/28/2012 1:13:02 PM	SMITH	R1	S1				countyuser	Washington	\$200.00
12/28/2012 10:23:39 AM	SMITH	R3	S1				countyuser	Washington	
12/27/2012 10:36:46 PM	SMITH	R2	S1				countyuser	Washington	\$400.00
12/27/2012 10:07:45 PM		R1	S1				countyuser	Washington	\$200.00

The **County Head Office** is defaulted to the county the user is assigned to within MVTRIP.

If the county office locations have been set up by the county administrator, the **County Office** field can be selected to reflect the specific locations within the county or ALL can be selected. ALL should be selected for submitting the monthly report.

Begin Date and **End Date** fields are defaulted to first and last days of the current month; however, the Begin and End Date may be changed as needed (i.e. daily reconciliation).

Click the **Search** button.

This report reflects the number of reinstatements processed and fees collected for the specified date range. The report should be printed and used to reconcile the reinstatement fees collected. Please notify the MLI office of any errors so that the report can be corrected.

The data may also be exported to a Microsoft Excel worksheet by clicking the **Export To Excel** button. This will allow for further examination and sorting of the data, if needed.

Remittance of Fees

Fees can be remitted to the State by check or by deposit as detailed below:

By Check:

Reinstatement fees, less the amount to be retained in accordance with §32-7A-12, Code of Alabama 1975, should be remitted by check to the address below along with a copy of the monthly (MLI) Reinstatement Report printed from the state MLI system:

Alabama Department of Revenue
Motor Vehicle Division
Mandatory Liability Insurance Section
P O Box 327650
Montgomery, AL 36132-7650

By Deposit:

Reinstatement fees, less the amount to be retained in accordance with §32-7A-12, Code of Alabama 1975, should be deposited into one of the following Alabama Department of Revenue bank accounts by the 10th day of the month following the month of collection:

Bank Account Number:
Compass 00199001
Regions 73003824
BB & T 1010000240698
Wells Fargo 2100030000282

The deposit slip must be sent in to the department along with the monthly (MLI) Reinstatement Report printed from the state MLI system. The deposit of (MLI) Reinstatement fees into the above listed accounts must not be combined with the deposit of registrations fees or any other type of tax or fee. Deposits slips may be obtained from Mr. Roman McLeod, State Treasurer's Office at (334) 242-7547.

If you have any questions regarding the MLI program, please contact the MLI office at (334) 242-3000.

MLI Senior User Access

The screenshot shows the MLI Record web application interface. At the top, there is a browser window with the URL <http://mli.caps.ua.edu/Clerk/MLIRecord?MLIRecordID=1f2282e0-3c13-4091-94f1-5b421feced71>. The application header includes the MVTRIP logo and the text "Motor Vehicle Title Registration & Insurance Portal". The current user is identified as Sherry Helms, and the organization is the Department of Revenue. The main content area is titled "MLI Record" and is divided into several sections:

- Registrant:** Displays personal information for John Smith, including the address 123 Street, Montgomery, AL 00000-0000, and a DL # of XOXOXOX.
- Vehicle:** Displays vehicle information including Tag # 06032F, VIN 1GNDS13S952326252, PIN XOXOXX, Make XXXX, Model XXXX, and Year 2012.
- Overview:** Shows registration status as "S2 - (Second or subsequent suspension)", last tag issue date of 4/07/2010, source as DPS, and record stage as Second Suspension. It also lists upload and modification dates, insurance verification date, and earliest end suspension date. A "Record Provisionals" button is visible in this section.
- History:** A table showing a recent activity on 5/01/2013 at 4:14 PM, where the suspension expiration time was reached, resulting in a second suspension. The user is identified as "system".

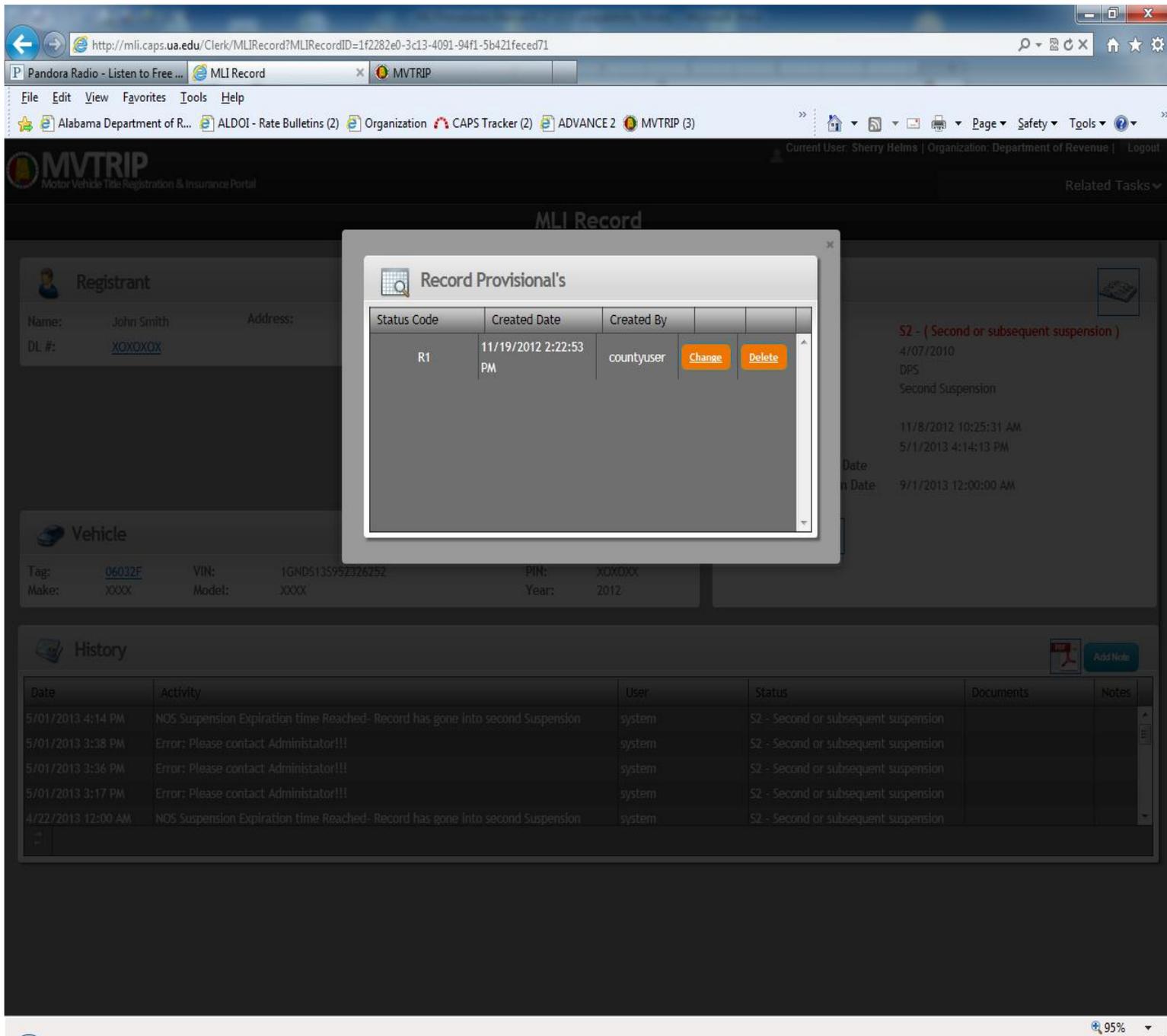
MLI Senior User Access level employees (as designated within each county – chief clerks, etc. and all ADOR staff) can use the methods as outlined below to correct or delete a MLI response entered incorrectly or in error.

Correction of MLI Response Entered Incorrectly

If a clerk enters a response (**Submit Response Button**) incorrectly which needs to be changed (ex. Clerk enters Yes response (R3) when should have entered NO, violation(R1)), the senior user can change the reinstatement status to correct the record which will in turn correct the reinstatement report for the county. This transaction is logged in the HISTORY area of the MLI Record.

1. Select the **RECORD PROVISIONALS** button as shown above from the Overview area of the MLI Record that needs correcting.

The below screen will appear:



2. Select the **CHANGE** button. This will bring up the following screen:

https://mli.caps.ua.edu/Clerk/ReinstatementChange?target=_blank&historyRecordID=ce35a583-624c-4530-a5e3-cf5cd9881fa1

Pandora Radio - Listen to Free ... Reinstatement Change x MVTRIP

File Edit View Favorites Tools Help

Alabama Department of R... ALDOI - Rate Bulletins (2) Organization CAPS Tracker (2) ADVANCE 2 MVTRIP (3)

Current User: Sherry Helms | Organization: Department of Revenue | Logout

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Related Tasks v

Reinstatement Change

Policy Information

Policy #: Effective: Expiration:

Insurance Company Information

Search Insurance Companies: [Get Company Info](#) NAIC #:

Phone:

Address: City: State: Zip:

Unchanged Reinstatement's

Current Reinstatement Status: R1 Created By: countyuser Created Date: 11/19/2012 2:22:53 PM Change provisional to: (dropdown menu: R1, R2, R3, VR)

Attach a Note

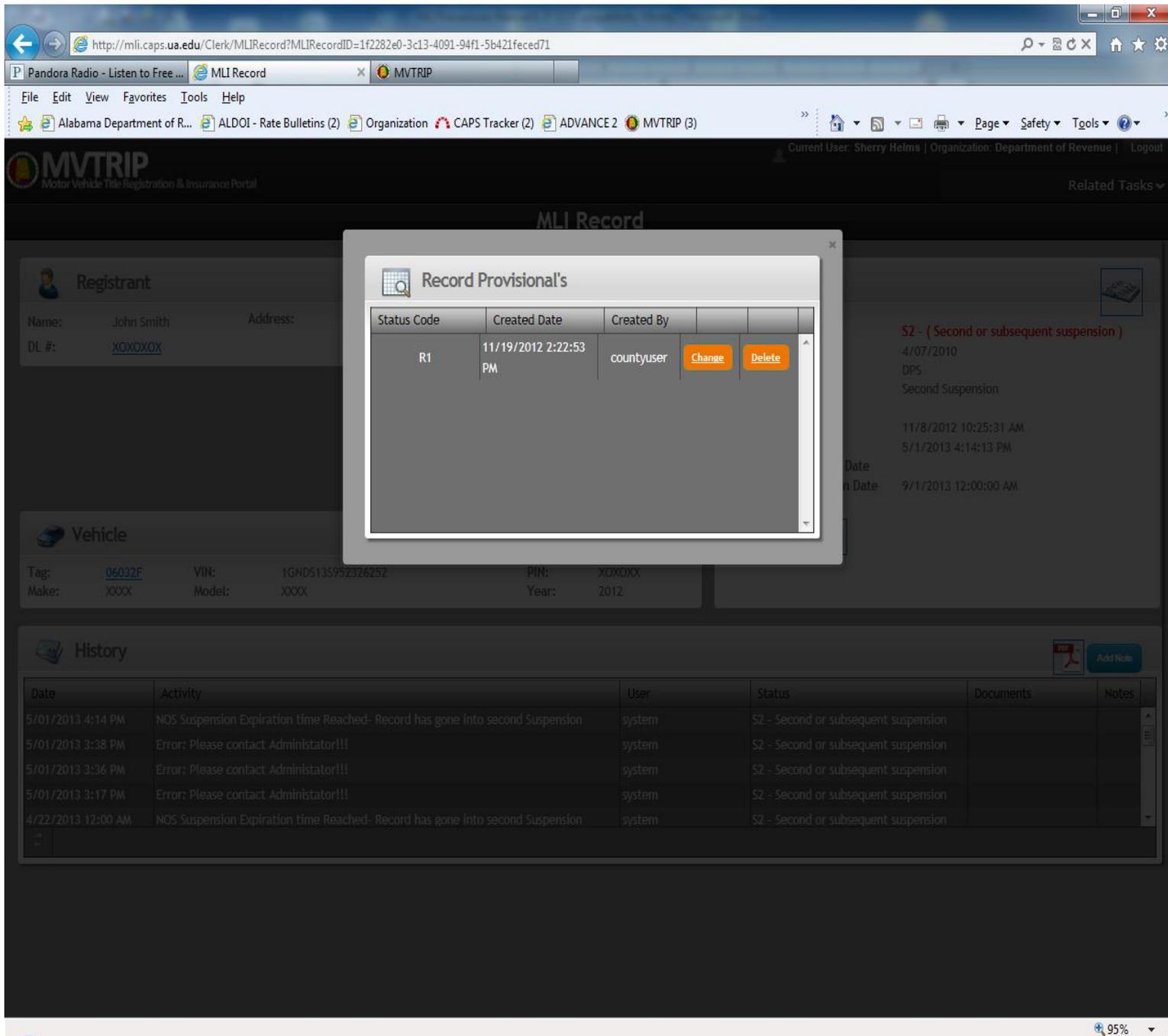
3. Verify the policy information as shown on screen. Use the dropdown menu from the **Change Provisional to:** area of the page and then
4. Click the **SAVE** button.
5. The registration status will now reflect the corrected status on the MLI record and within the reinstatement report for the date the original reinstatement was entered.

Deletion of MLI Response Entered In Error

If a clerk enters a response (**Submit Response Button**) which needs to be deleted from the system (ex. Clerk enters NO, violation(R1) response before collecting the reinstatement fees and then the customer does not have the funds to complete the transaction), the senior user can delete the reinstatement transaction which will in turn resuspend the inquiry record and remove the transaction from the reinstatement report for the county. This transaction is logged in the HISTORY area of the MLI Record.

1. Select the **RECORD PROVISIONALS** button as shown above from the Overview area of the MLI Record that needs correcting.

The below screen will appear:



2. Select the **DELETE** button. This will return the user to the MLI Record and the Registration Status will be changed back to the previous suspension status. Message as shown below will be reflected on screen. The reinstatement will be removed from the reinstatement report.

The screenshot shows a web browser window with the following elements:

- Address Bar:** <https://mli.caps.ua.edu/Clerk/MLIRecord?MLIRecordID=d777abc9-d71e-4b16-b4f3-ae9ad6f51628>
- Browser Tabs:** Pandora Radio - Listen to Free..., MLI Record, MVTRIP, Alabama Department of Reven...
- Navigation Bar:** File, Edit, View, Favorites, Tools, Help
- Quick Launch:** Alabama Department of R..., ALDOI - Rate Bulletins (2), Organization, CAPS Tracker (2), ADVANCE 2, MVTRIP (3)
- Page Header:** Current User: Sherry Helms | Organization: Department of Revenue | Logout
- Logo:** MVTRIP Motor Vehicle Title Registration & Insurance Portal
- Section Header:** MLI Record
- Message:** Reinstatement Deletion success (with a green checkmark icon)
- Text:** The record reinstatement has been Deleted
- Buttons:** Related Tasks (dropdown), Close (X icon)