

ELECTRONIC DEALER, REBUILDER, OR LESSOR'S REPORT OF SALE OR LEASE MANUAL

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Overview

When a Dealer, Rebuilder, or Lessor's Report of Sale (DRS) is required, dealers will utilize the Electronic Dealer Report of Sale Program (EDRS), a web-based system developed by the Nevada Department of Motor Vehicles Information Technology Division (MVIT), using the Motor Vehicle Industry Portal (MVIP) to transmit vehicle and owner information to the DMV. The DMV will hold the data in a temporary table for 60 calendar days from the date of sale. The dealer will not be able to query or access the DMV databases; however, limited changes to the vehicle and owner information will be possible during the 60 days the data is held in the temporary table.

Through EDRS, customers who possess a Nevada Driver License, Nevada Identification Card, Driver Authorization Card or businesses with a Federal Employer Identification Number (FEIN) may have the option to register their vehicle via the DMV Online Registration. Customers using the web may choose to receive new license plates or transfer their current, valid license plates to their new vehicle and use applicable credits.

Significant Changes Made Last Revision

September 2015

Information regarding Electronic Lien Titles (ELT) was added to the manual.

January 2016

Information regarding address validation for owners was added to the manual.

The dealership address will print on the EDRS when completed.

General DRS/EDRS Information

When a DRS/EDRS is required

A Dealer, Rebuilder, or Lessor's Report of Sale or Lease (DRS) is the primary document used to register a vehicle sold or leased to a Nevada resident by or through a licensed Nevada dealer.

A DRS must also be issued when another dealer purchases a new or used vehicle for personal or business use. In addition to issuing a DRS, the selling dealer must collect and remit sales tax.

When a DRS/EDRS is NOT Required

A Nevada dealer may not issue a DRS to:

- Themselves.
- Other dealerships – for wholesale vehicles to be resold by that dealership.
- An out-of-state resident purchasing a vehicle in Nevada.

- An out-of-state dealership when handling a sale as a courtesy delivery.
- Buyers of off-road vehicles. Off-road vehicle sales are processed by the Off- Highway Vehicle section of the DMV.
- For a Recreational Park Trailer. (Recreational Park vehicles are registered through Manufactured Housing.)

DRS/EDRS Form Requirements

A DRS/EDRS is issued the same date that all documents necessary to complete the sale or lease of a vehicle are executed. (Ref: NRS 482.423.7 or 482.424.7.) The date of transaction is defined as the date of sale or lease and cannot be changed.

For sales to individuals, the name of the purchaser that appears on the DRS/EDRS must be the full legal name as it appears on the purchaser's driver's license, driver authorization card, or state-issued identification card.

A dealer must furnish a copy of the DRS/EDRS to the buyer not less than ten (10) calendar days before the expiration of the temporary placard (NRS 482.423 and 482.424). The dealer placard is given to the buyer of a vehicle upon entering into a contract of sale for a vehicle. The dealer placard is valid for thirty (30) calendar days after the date the contract of sale was signed.

Submitting a DRS/EDRS

After the vehicle is sold, the dealer must submit the required documents to the Department's Carson City Title office to complete the transfer of ownership.

- If the vehicle is new, the documents must be submitted within twenty (20) calendar days of the date of transaction.
- If the vehicle is used, the documents must be submitted within thirty (30) calendar days of the date of transaction.
- If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.
- The DRS/EDRS must be properly completed. Incomplete or incorrect information will result in the return of documents and delays for all parties involved.
- Information on the DRS/EDRS must match the information on the Manufacturer's Certificate of Origin or the applicable Certificate of Title.
- Title fees must be submitted with the DRS/EDRS.

DRS/EDRS Copy Distribution

- One signed copy must be attached to all original, required title documents and forwarded to the Title Section in Carson City. If an update was made to the EDRS, include a copy of the updated EDRS with an original signature.

Department of Motor Vehicles

Attn: Titles
555 Wright Way
Carson City, NV 89711

- One signed copy is given to the purchaser and is used to register the vehicle. The vehicle must be registered before the expiration date on the Dealer's Placard. Late fees will be assessed if the vehicle is not registered within the thirty (30) calendar day period. If an update was made to the EDRS, include a copy of the updated EDRS with an original signature.

Customers must submit their insurance information at the time they are registering their vehicle. Nevada law requires registered owners to maintain insurance coverage on registered vehicles from an insurance company licensed with the Department of Insurance in the State of Nevada to avoid a minimum \$250 fine.
- The dealer's copy is the dealer's record of sale and must be retained for seven (7) years from the date of transaction or three (3) years after the dealership has gone out of business. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.

DRS/EDRS Extensions

If a dealer is unable to submit the DRS/EDRS and title documents to the Department within the statutory time frame, the dealer may request an extension of time. A request for an extension must be submitted to an Occupational and Business Licensing office on a "Report of Sale Extension Request" (form OBL275).

DMV Assistance

DMV Web Connectivity Help

If there is a problem accessing the DMV website, contact the DMV's helpdesk via e-mail at DMV_help@dmv.nv.gov. The helpdesk is available Monday through Friday, 8:00 a.m. to 5:00 p.m. and on Saturday from 8:30 a.m. to 4:30 p.m.

- Before contacting the DMV's helpdesk, please ensure your Internet access is working.
- To allow the MVIP EDRS PDF to display, you must enable pop-ups on your PC.
- Minimum PC requirements are:
 - Windows XP,
 - DSL 100 BPS,
 - Internet Explorer 6 or higher, and
 - Pentium 4 or above.
- Requirements for an optimal web connection are:

- Internet Speed – DSL 100 BPS or better.
- Internet Explorer 8 or higher

EDRS using the Motor Vehicle Industry Portal (MVIP)

Below you will find information on completion of the Electronic DRS using the Nevada DMV's Motor Vehicle Industry Portal (MVIP).

Please note: If any information is missing or the format is not correct, the EDRS will be rejected and the purchaser will not be able to register his/her vehicle by method of "Online Registration". If information is found to be missing at the time of registration, the purchaser will be asked to return to the dealership to have the EDRS corrected. The title work will also be returned to the dealership for correction. EDRS corrections must be completed online using the Motor Vehicle Industry Portal (MVIP) EDRS Update.

Motor Vehicle Industry Portal

The Motor Vehicle Industry Portal is located at [Motor Vehicle Industry Portal \(MVIP\)](#).

The access code is the code from your renewal notice.

Welcome to the Nevada DMV online Industry Portal. From this portal you will be able to access your business information and view or print your renewal application. Once you have verified the information on the renewal, you may choose to renew your license by selecting the link provided.

Access Code

If you did not receive an email with the access code or no longer have the email sent by the DMV, [click here](#) enter your Business License Number and click the submit button. Another email will be sent to the address on record. If you do not receive an email, contact the appropriate area below.

Note: Access Codes are changed and emailed annually, approximately sixty (60) days prior to expiration.

BEGIN HERE Business Identification
Enter the Business License Number and Access Code from your renewal notice.

Business License Number:

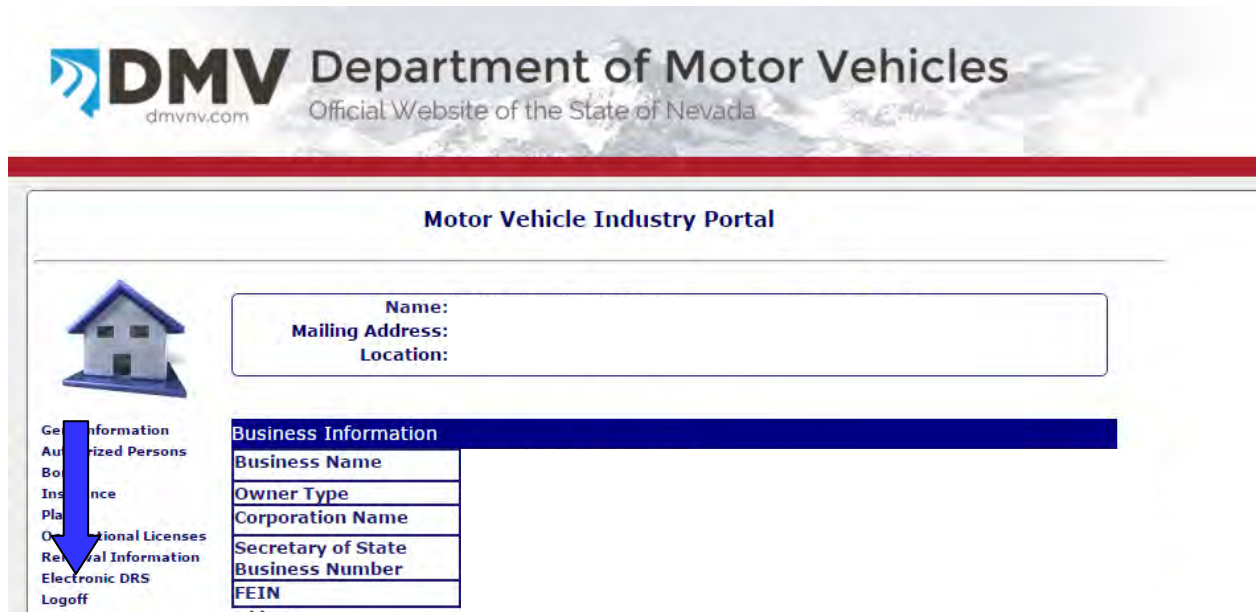
Access Code:

DMV online services are available during the following hours:
Mondays – 24 hours
Tuesday thru Friday – 2 a.m. to midnight
Saturdays – 2 a.m. to 8 p.m.
Sundays & Holidays – midnight to 9 p.m.

Contact Us
Compliance Enforcement Division
Occupational Business Licensing Section
555 Wright Way
Carson City, NV 89711-0725
(775) 684-4690

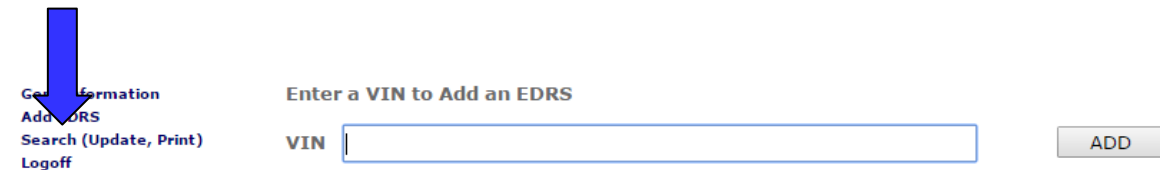
Contact Us
Motor Carrier Division
Motor Fuel Section
555 Wright Way
Carson City, NV 89711-0725
(775) 684-4711 ext 2

After initial log in, while on the main page choose the "Electronic DRS" link on the left to initiate the EDRS program.



Electronic DRS Initial Screen

When you select the Electronic DRS option, the screen to add a DRS is displayed. To search, update or print an existing DRS select the "Search (Update, Print)" link on the left. Refer to appropriate section for EDRS Searching, Updating an EDRS and Printing an Existing DRS/EDRS for instructions.



Entering Vehicle Information

The Vehicle Identification Number (VIN) is entered to initiate the EDRS process. Completion of DRS/EDRS is the dealer's confirmation that a physical inspection of the vehicle identification number was completed. This information must match the vehicle as well as all corresponding documents. If the vehicle is a motor home, indicate the chassis frame number. NRS 482.215 and 482.235 require the vehicle identification number be used when registering a vehicle.

Gen. Information Enter a VIN to Add an EDRS
 Add EDRS
 Search (Update, Print) VIN
 Logoff

1. VIN– Enter the VIN (Vehicle Identification Number).
2. Select “ADD”.
3. The vehicle information screen will be displayed.

Vehicle Information			
DRS #		DRS Date	3/1/2013
VIN	1GN0T13S762216976	Vehicle Year	2006
Make	CHEVROLET	Model	TRAILB
Body Type	VEH-4 DR WAGON / S	Fuel Type	GASOLINE
# Cylinders	6	Axles	2
Gross Weight	0	Unladen Weight	4594
Length		County Based In	Select one
MSRP	28950	Full Sale Price	
Tax Collected	YES	Transaction Type	SALE
New or Used	NEW	Rebuilt	NO
Odometer Reading		Odometer Type	ACTUAL MILES
Placard #		Placard Expiration	MM/DD/YYYY
Date Of Transaction	MM/DD/YYYY	Stock #	

4. DRS # - The DRS number is assigned when the EDRS is completed. This field is not editable.
5. DRS Date – The DRS date is the date the DRS is entered into the MVIP system. This field is not editable.
6. VIN – This field is pre-populated from the initial entry screen. This field is not editable.

The VIN may be decoded and some of the fields listed below may be pre-populated. Please verify the decoded information is correct and correct any incorrect information.

7. Year – must be four numbers.
8. Make – Select the make from the dropdown.
9. Model – Minimum of one character and a maximum of six characters.
10. Body Type – Select a body type from the dropdown.

11. Fuel – Select fuel type from the dropdown.
12. Cylinders/Rotors – Select an amount from the dropdown.
13. Axles – Select an amount from the dropdown.
14. Gross Weight – The gross weight is required for new motortruck, truck tractor, or bus vehicles. For other vehicle types or used vehicles, enter “0” or leave blank. The declared gross weight is used to determine the value of the vehicle when calculating the registration fee, basic governmental services tax, and applicable supplemental governmental services taxes charged in accordance with NRS 371.050.
15. Unladen Weight – Unladen weight is required for new motortruck, truck tractor, trailer, or bus vehicles. For other vehicle types or used vehicles, enter “0” or leave blank. Per NRS 482.483, the unladen weight of the vehicle is used to determine additional registration fees.
16. Length – The unit length is required for all travel trailers, fifth wheels and motor homes. For other vehicle types enter “0” or leave blank. NRS 484.739 outlines the restrictions on vehicle length.

Note: A Certificate of Title will not be issued without complete information for the travel trailer or motor home.
17. County Based In – Select a county from the dropdown. The county in which the vehicle is going to be located must be included on the DRS per NRS 482.245. According to NRS 371.045, counties are permitted to charge a supplemental governmental services tax. NAC 445B.593 and 594 identify the requirement for emission testing if the vehicle is based in certain areas of Clark and Washoe counties.
18. MSRP – Manufacturer’s Suggested Retail Price. If the MSRP is pre-populated, **DO NOT CHANGE** the amount. Base MSRP is required for all vehicles. Per NRS 371.050, the MSRP will determine the value of the vehicle to calculate the basic governmental services tax and applicable supplemental governmental services taxes to be charged.
19. Full Sale Price – Enter the full sale price of the vehicle, including the sales tax. If the vehicle was donated, enter “0.00.” NRS 482.096, 372.025, and 372.065 define purchase price, gross receipts, and sale price, respectively.
20. Tax Collected – Based on the sale of the vehicle, select “YES” or “NO.” Please note that NRS 372.105 requires Nevada licensees to collect sales tax on all retail sales in Nevada.
21. Transaction Type – Based on the transaction type, select the appropriate type sale, lease, or lease buyout. NRS 482.423, 482.4235, 482.434, and 482.4345 govern vehicle sales and leases.
22. New or Used – Enter if the vehicle being sold is a new or used vehicle. NRS 482.076 defines a new vehicle; NRS 482.132 defines a used vehicle.

23. Rebuilt – Select whether the vehicle was rebuilt or not. NRS 482.245 requires disclosure when a vehicle has been rebuilt; NRS 482.098 defines a rebuilt vehicle.
24. Odometer Reading – Record the actual reading of the vehicle's odometer apparatus; the number must be greater than "0." NRS 482.245 requires odometer reading and disclosure.
25. Odometer Type – Select the type that best describes the odometer reading based on the following options.
 - a. Actual Miles
 - b. Exceeds mechanical limits
 - c. Exempt weight – vehicles over 16,000 pounds
 - d. Not actual – odometer discrepancy
 - e. Exempt – over 9 years old
26. Placard Number – Enter the control number of the Dealer Placard that was issued to the customer. If the transaction is a lease buyout, the placard number is pre-populated with "LSEBUYOUT." If a placard was not issued, enter NO PLACARD. NRS 482.423, 482.4235, 482.434, and 482.4345 provide the authority to issue a temporary placard. The placard number is required on the EDRS for auditing purposes.
27. Placard Expiration Date – The placard expiration date is calculated thirty (30) days past the Date of Transaction. The placard expiration date is required on the EDRS for auditing purposes.
28. Date of Transaction – NRS 482.215 requires the actual date of the sale or lease be entered onto this form. This date may not be changed, extended, or altered.
29. Dealer Stock Number – This is an optional field for the dealer's internal stock number.
30. Select
 - a. "NEXT" to start entering owner/buyer information.
 - b. "CANCEL" to return to the previous screen.

Entering Owner Information

Vehicle Information

VIN	1HGCR2F39EA049183	Vehicle Year	2014
Make	HONDA	Model	ACCORD LX

Owner Information

Owner Type	<input checked="" type="radio"/> Individual <input type="radio"/> Business <input type="radio"/> NV ELT		
ID Type	NV DLN	ID Number	
First Name		Middle Name	
Last Name		Suffix Code	Select one
Owner Name Code	Select one	Owner Combination	Select one

Address

Physical same as Mailing
 Copy address from previous owner

	Street	City	State	County	ZIP Code
Mailing			NV	Select one	
Physical			NV	Select one	

SAVE

CANCEL

Please enter owner information in the following order:

Vehicle purchase –

Registered owner

Registered owner (if applicable, enter all registered owners).

Lienholder (if applicable)

Leased vehicle –

Lessee

Lessee (if applicable, enter all lessees).

Lessor

Lienholder (if applicable)

1. Owner Type

Select the owner type by selecting the button next to the appropriate type, Individual, Business or ELT Lienholder.

a. Individual Owner

1. ID Type – From the dropdown, select the type of document being used (Nevada Driver's License, Nevada Identification Card, or No Nevada Driver's License). Customers who do not have a Nevada Driver's License, Driver Authorization

Card, or Nevada Identification Card will not be eligible to register their vehicle online.

2. ID Number – Enter the number based on the document type selected or leave blank if No Nevada Driver's License was selected. Per NRS 481.0515, the customer's full legal name must be placed on the vehicle registration and title. The DMV will use these numbers to ensure the full legal name of the owner is placed on the registration and title.
3. Owner Information – Record the registered owner's full legal name exactly as it appears on the customer's driver's license, driver authorization card, or identification card. This name will be recorded on the vehicle registration certificate and Certificate of Title when created.

The first person entered on the EDRS is the primary owner. The primary owner's information will be used for mailing correspondence for registration renewals and in the future for registering the vehicle on the Internet.

- a) First Name
- b) Middle Name
- c) Last Name
- d) Suffix Code

4. Owner Name Code – Select the name code from the dropdown. The name code will be one of the selections listed in the dropdown (Registered Owner, Lessee, Lessor, or Lienholder).
5. Owner Combination – Select the owner combination from the dropdown. The owner combination designates how ownership is defined for registered owners. The most common combinations are "or" or "and." By selecting "or," either owner can release ownership. By selecting "and," both owners must release ownership.

For the last registered owner, select None

For a Lessee, select Lessee.

For a Lessor, select Lessor.

For a Lienholder, select None.

b. Business Owner

1. Business Name – Record the owner's full legal name exactly as it appears on the business license. This name will be recorded on the vehicle registration certificate and Certificate of Title when created. Customers purchasing a vehicle(s) for

a business are not required to present their business license.

2. FEIN – Enter the business's FEIN (Federal Employer Identification Number) or leave blank if the business does not have a FEIN. Customers who do not have a FEIN will not be eligible to register their vehicle(s) via the DMV Online Registration.
3. Owner Name Code – Select the name code from the dropdown. The name code will be one of the selections listed in the dropdown (Registered Owner, Lessee, Lessor, or Lienholder).
4. Owner Combination – Select the owner combination from the dropdown. The owner combination designates how ownership is defined for registered owners.

The most common combinations are "or" or "and." By selecting "or," either owner can release ownership. By selecting "and," both owners must release ownership.

For the last registered owner, select None.

For a Lessee, select Lessee.

For a Lessor, select Lessor.

For a Lienholder, select None.

- c. ELT Lienholder – Electronic Lien Title Lienholder
 1. Business Name – Record the ELT lienholder's full legal name. This name will be recorded on the Certificate of Title when created.
 2. NV ELT Number – Enter the Nevada ELT Number.

Note: The ELT number must be assigned by the Nevada DMV and will consist of six (6) digits starting with two (2) letters followed by four (4) numbers.
 3. Owner Name Code – Defaulted to Lienholder
 4. Owner Combination – Defaulted to None.

2. Address

- a. Physical address is the same as the mailing address.
 1. Select the button next to "Physical same as Mailing."
 2. Enter the address number, street name, city, state, county, and zip code.

Note: A physical address for a registered owner or lessee cannot be a post office box.
- b. Physical address is different from the mailing address.

1. Mailing Address
 - a) Enter P.O. Box number or address number, street name, city, state, county, and zip code.
2. Physical Address
 - a) Enter the address number, street name, city, state, county, and zip code.

Note: A physical address for a registered owner or lessee cannot be a post office box.
- c. Copy address from previous owner
 1. Select the box next to "Copy address from previous owner" and the address entered for the previous owner will populate the address fields.
3. Select
 - a. "SAVE" to save input data.
 - b. "CANCEL" to return to the previous page.
4. Address Validation
 - a. The application will validate the entered address and correct the address if applicable.

Address Physical same as Mailing Copy address from previous owner

	Street	City	State	County	ZIP Code
Mailing	555 WRIGHT 555 WRIGHT WAY <input checked="" type="checkbox"/> Accept Mailing Address Changes	CARSON C	NV	CARSON CITY ▼	89701

Mailing address has been updated by DMV, please verify.

- b. Verify the address entered is correct.
 1. Select save to accept the updated address.
 2. Uncheck the checked box to accept the address that was entered (reject the updated address).
5. Select

Owners

NAME	ID	NAME CODE	EDIT	DELETE
TEST TEST	060000000001	REGISTERED	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

- a. "VEHICLE" to edit vehicle or sale information.

- b. "ADD" to add another owner to the EDRS.
- c. "FINISH" submitting and printing the EDRS.
 - 1. A PDF version of the EDRS will be displayed.
 - 2. Select the printer icon to print the EDRS.
 - 3. The default is to print three (3) copies of the EDRS and can be edited.
- d. "CANCEL" to return to the previous screen.
- e. "EDIT" to change/correct information for that owner.
- f. "DELETE" to delete selected owner record.

Completing the EDRS

- 1. An authorized representative must complete the EDRS printed copies.
 - a. Print the authorized representative's name.
 - b. The authorized representative must sign all three copies.
- 2. EDRS copy distribution.
 - a. One copy with an original signature is sent to the Department of Motor Vehicles with titling documents. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.
 - b. One copy with an original signature is given to the customer for registration purposes. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.
 - c. The dealer's copy is the dealer's record of sale and must be retained for seven (7) years from the date of transaction or three (3) years after the dealership has gone out of business. If a correction was made to the EDRS, include a copy of the updated EDRS with an original signature.

EDRS Search

From the initial Electronic DRS screen, select the "Search (Update, Print)" link on the left.



- 1. There are three types of searches available:
 - a. VIN – Enter the VIN to search for the EDRS associated to that

- vehicle.
- b. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - c. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the application.

Search For, Update or Print an EDRS

VIN

DRS

Date: 09/09/2014 To: 09/09/2014

- 2. Select “Search” to initiate the search.
- 3. The search results will be listed below the search criteria box.

Search For, Update or Print an EDRS

VIN

DRS

Date: 09/09/2014 To: 09/09/2014

DRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Date	EDIT VEHICLE	EDIT OWNER	PRINT
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- 4. From the search results, you can update the vehicle information, update the owner information and re-print the DRS/EDRS. Refer to the appropriate section for instructions.

Updating an EDRS

If an error is made on an EDRS, do not use correction fluid or correction tape to correct the information. Corrections must be made online using the DMV's website below:

MVIP Website: <https://dmvapp.nv.gov/DMV/OBL/MVIP/Pages/Access.aspx>

An EDRS update is available to modify certain fields of an existing EDRS.

Fields that cannot be modified are:

- DRS #
- DRS Date
- Placard #
- Placard Expiration Date
- Date Of Transaction

All other fields can be modified using the Update process.

EDRS Update Transaction

From the initial Electronic DRS screen, select the “Search (Update, Print)” link on the left.



1. Enter the information in the field for the type of search:
 - a. VIN – Enter the VIN to search for the EDRS associated to that vehicle.
 - b. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - c. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the application.

Search For, Update or Print an EDRS

VIN

DRS

Date: **To:**

2. Select “Search” to initiate the search.
3. The search results will be listed below the search criteria box.

Gen. Information
 Add EDRS
 Search (Update, Print)
 Logoff

Search For, Update or Print an EDRS

VIN | _____

DRS | _____

Date: 09/12/2014 To: 09/12/2014

Search

DRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Date	EDIT VEHICLE	EDIT OWNER	PRINT
86309	JTJBM7FX7D5054427	2013	LEXS	GX 460	35418005	9/12/2014	VEHICLE	OWNER	PRINT

4. To update the vehicle or sale information select the "VEHICLE" button.

Vehicle Information

DRS #	86309	DRS Date	9/12/2014
VIN	JTJBM7FX7D5054427	Vehicle Year	2013
Make	LEXUS	Model	GX 460
Body Type	VEH-4 DR WAGON / SP1	Fuel Type	GASOLINE
# Cylinders	8	Axles	2
Gross Weight	7200	Unladen Weight	0
Length		County Based In	CARSON CITY
MSRP	53445.00	Full Sale Price	53445.00
Tax Collected	YES	Transaction Type	SALE
New or Used	USED	Rebuilt	NO
Odometer Reading	10	Odometer Type	ACTUAL MILES
Placard #	35418005	Placard Expiration	10/11/2014
Date Of Transaction	09/11/2014	Stock #	12345

OWNERS SAVE CANCEL

- a. Update information and select
 1. "OWNERS" to update owner information,
 2. "SAVE" to save the corrected information and return to the search results screen,
 3. "CANCEL" to cancel the changes and return to the search results screen.
5. To update the owner information select the "OWNER" button.

Owners				
NAME	ID	NAME CODE	EDIT	DELETE
TEST TEST TEST		REGISTERED	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

- a. Select "EDIT" to edit the current owner information.
 - b. Select "DELETE" to delete the current owner.
 - c. Select "VEHICLE" to update vehicle or sale information.
 - d. Select "ADD" to add an additional owner.
 - e. Select "FINISH" to save any changes and return to the search results screen.
 - f. Select "CANCEL" to cancel any changes and return to the search results screen.
6. To re-print the DRS/EDRS select the "PRINT" button.

Reprint an Existing DRS/EDRS

If any copy of the DRS is lost, DO NOT ISSUE A SECOND ELECTRONIC DRS.

1. From the initial Electronic DRS screen, select the "Search (Update, Print)" link on the left.

The screenshot shows a web application interface. On the left is a vertical navigation menu with the following items: "Gen. Information", "Add EDRS", "Search (Update, Print)", and "Logoff". A blue arrow points to the "Search (Update, Print)" link. On the right side, there is a search form titled "Enter a VIN to Add an EDRS". The form contains a text input field labeled "VIN" and a button labeled "ADD".

2. Enter the information in the field for the type of search:
 - a. VIN – Enter the VIN to search for the EDRS associated to that vehicle.
 - b. DRS – Enter the DRS/EDRS number to search for that specific DRS/EDRS.
 - c. Date Range – Select a starting date and ending date range to search for multiple results. The date search corresponds to the date the DRS/EDRS was entered into the application.

Gen. Information
Add EDRS
Search (Update, Print)
Logout

Search For, Update or Print an EDRS

VIN

DRS

Date: 09/12/2014 To: 09/12/2014

DRS#	VIN	YEAR	MAKE	MODEL	Placard #	DRS Date	EDIT VEHICLE	EDIT OWNER	PRINT
86309	JTJBM7FX705054427	2013	LEXS	GX 460	35418005	9/12/2014	<input type="button" value="VEHICLE"/>	<input type="button" value="OWNER"/>	<input type="button" value="PRINT"/>

3. Select "Search" to initiate the search.
4. The search results will be listed below the search criteria box.
5. Select the row containing the EDRS to re-print and select "PRINT" to open the PDF to be printed.