

## SECTION 7: RESETTING (CANCELING) A TRANSACTION

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ditclm processing on behalf of

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This system has been designed to walk you through each available transaction. Simply select the appropriate radio button and click "Next" to begin the step-by-step instructions.

- Add lien to your customer's title (no change of ownership)  
Wisconsin title number :
- Add lien and apply for replacement title (customer's title has been lost, stolen, or mutilated)  
VIN:
- Vehicle repossession  
VIN:
- Remove your lien  
VIN:
- Reset transaction    VIN:   
Reference #     Title #
- Vehicle inquiry
- Forms and reports
- Bank account information

**Reset Transaction:** Enables a transaction that has been completed to be reset (canceled) until 8:00 PM on the same day that it was processed.

- Select "Reset transaction."
- Enter the VIN, reference number, or title number of the transaction you want to be reset.
- Select

**Note:** If you are unable to reset a transaction processed in error, please contact the Agent Partnership Unit at (608) 266-3566. Phones are answered Monday through Friday from 7:00 a.m. to 4:30 p.m.

## CONFIRM VEHICLE RESET

VIN	<input type="text" value="1FABFP40A2JF136090"/>	Year	<input type="text" value="1988"/>
Title Number	<input type="text" value="08217A0020011"/>		
Vehicle Type	<input type="text" value="AUTO"/>		
Vehicle Make	<input type="text" value="FORD"/>		
Body Style	<input type="text" value="2D"/>		
Color	<input type="text" value="WHI"/>		
Odometer Reading	<input type="text" value="0"/>		
<u>Odometer Status</u>	<input type="text" value="EXEMPT"/>		
Plate Number	<input type="text"/>	Temp Plate Number	<input type="text"/>

Existing Lien Holder/s	<input type="text" value="AMERICAN NATIONAL BANK - FRIENDSHIP / 1234 SAMPLE LN / PO Box: / / 53934 / /"/>
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**Owner details:**

Name BOB ROBERTS  
Address CHILI / 987 MAIN ST / WI 54420

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<input type="button" value="Confirm to reset this application"/>	<input type="button" value="Cancel Reset Attempt"/>
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**Confirm to reset this application:** Select this button to proceed with resetting the application.

**Cancel Reset Attempt:** Select this button if you do not want to reset the transaction.

## RESET FORM SCREEN

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Please print this form and submit to DOT.

Click to view report



Return to Menu

**If the reset transaction requires a reset form, the above screen will appear. Print the reset form and include in your title work that is sent to DMV for imaging.**

Click on the Adobe PDF icon to create the reset form.

Print a copy of the reset form and place it in your work where the e-MV receipt and title would have been placed.

Mail this form to DMV, along with the rest of your completed work, using the yellow mailing labels (see [section 8](#) for complete instructions regarding mailing completed work to DMV).