



TAG PRE-COMMITMENT

User Manual

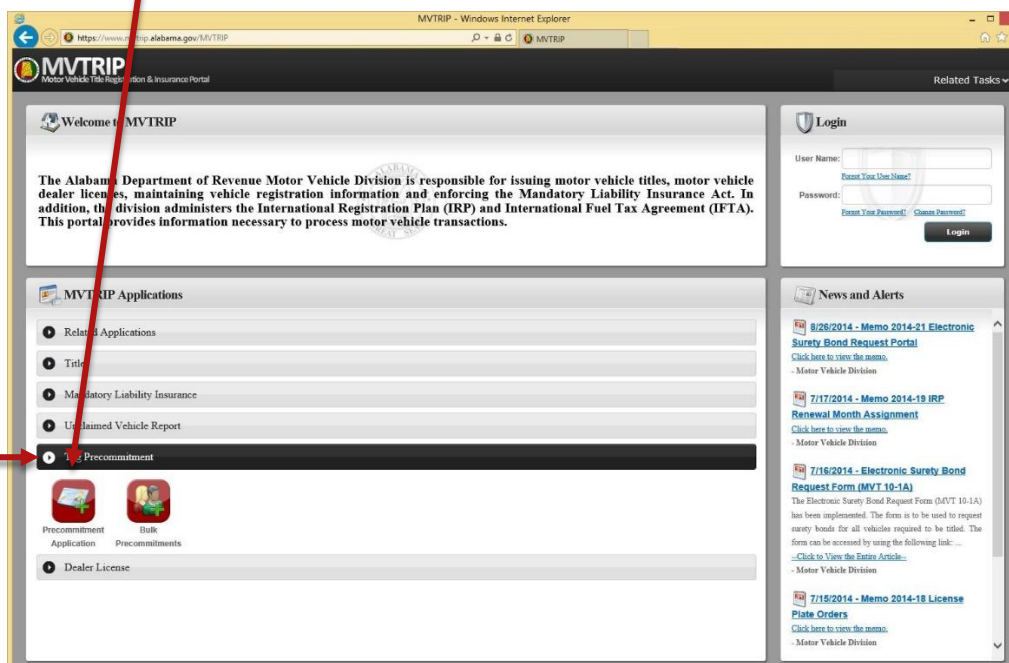
This document will detail various operations available to users of the pre-commitment application.

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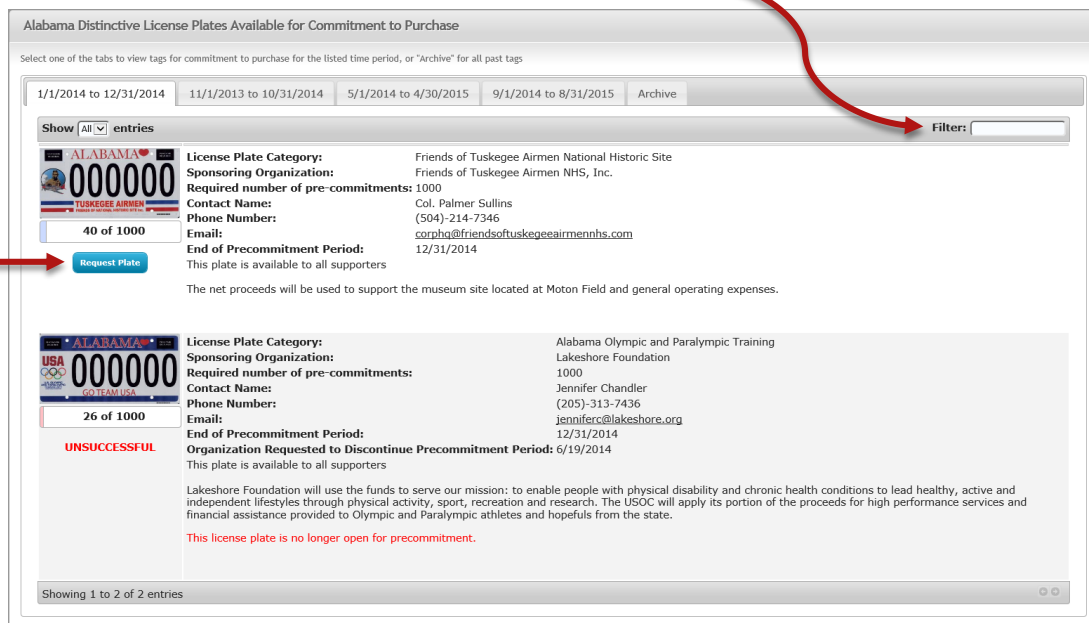
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HOW TO PLACE A PRE-COMMITMENT REQUEST

The Motor Vehicle Title, Registration and Insurance (MVTRIP) Portal is used to purchase pre-commitments. In order for individuals to purchase pre-commitments, go to <https://www.mvtrip.alabama.gov/MVTRIP/Dashboard/Index>, select the "Tag Pre-commitment" option and click on the "Pre-commitment Application" icon.



The user will be directed to a screen that displays all of the license plate categories that are available for purchase. The plate categories are grouped by the pre-commitment period. After selecting a pre-commitment period, you can search for a particular plate by typing in part of the organization name in the "Filter" area.



Once you have found the plate you wish to purchase, click on the blue "Request Plate" button below the image of the distinctive license plate.

You will be taken to the pre-commitment information entry page. There are 3 main areas on this screen:

- 1) **Notice** – If you plan on personalizing the license plate when it becomes available, check the box next to the message. ****PLEASE NOTE THAT PERSONALIZED LICENSE PLATE MESSAGES MAY NOT BE REQUESTED UNTIL THE NUMBER OF REQUIRED PRE-COMMITMENTS ARE RECEIVED FOR THE SPECIALTY LICENSE PLATE CATEGORY****
- 2) **Registrant Information** – All information in this area is required to be entered. Please type in the Last and First Name OR the business name of the registrant. Enter and confirm your correct email address. This address will be used to send your receipt and redemption information. Enter your full mailing address, phone number and county of residence.
- 3) **Vehicle Information** – Enter the current tag number and click the “vehicle search” button. The vehicle information should be populated. If the vehicle is not currently registered, enter the vehicle identification number (VIN). The application will attempt to populate the vehicle make, model and year. The vehicle information can also be entered manually.

Notice

☐ If you plan to personalize the license plate when it becomes available, please check the box
Please note that personalized license plate messages may not be requested until the number of required precommitments are received for the specialty license plate category.

Registrant Information

Requested Distinctive License Plate Category: NAME OF TAG

* Last Name * First Name Middle Name Suffix
* Business Name * Email * Email Confirmation
* Address * City * Phone (digits only, include area code)
State Alabama * Zip * County

Vehicle Information

Enter vehicle information:
* VIN
* Make * Model * Vehicle Year
OR
Search the registration records for a vehicle by using the current Alabama tag number:
Tag Number Vehicle Search
*If tag number is not found, you must manually enter vehicle information.

Add Vehicle to Application *You can only add 10 vehicles per application

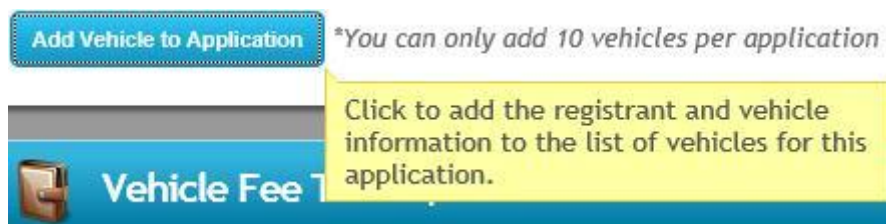
Vehicle Fee Total: \$0.00

VIN	Make	Model	Year	Personalized	Fee
No results found					

First Previous Next Last

I certify that the information listed above is true and correct. I own/lease the vehicle(s) described, and I authorize the release of this information to the sponsoring organization.

To add the vehicle, click on the blue “Add Vehicle to Application” button under the vehicle information.



This will add the vehicle information to the bottom of the screen

Vehicle Fee Total: \$50.00						
VIN	Make	Model	Year	Personalized	Fee	
1FTMF1CW2AKA90649	FORD	F150	2010	false	\$50.00	 Delete
First Previous 1 Next Last						

You can continue to add up to ten (10) vehicles to the application.

If you wish to remove a vehicle from the list, click on the red "X" next to the vehicle.

After all vehicles have been added to the application, please verify that all information entered is correct. If it is, click on the green "Submit" button at the bottom of the vehicle information. By clicking this button you certify that the information listed is true and correct, that you own or lease the vehicle(s) described and authorize the release of this information to the sponsoring organization.

I certify that the information listed above is true and correct, I own/lease the vehicle(s) described, and I authorize the release of this information to the sponsoring organization.

Submit

A pop-up box will appear requesting verification that the information is correct. Click "OK" to proceed if all information is correct. If not, click on the "x" in the upper right hand of the information pop-up and edit the incorrect information.

Info
✕

Please verify that the address information is correct. If not, please edit the address fields to match the billing address.

Ok

PAYMENT FOR PRE-COMMITMENT

MEMBERSHIP PROOF REQUIRED BY SPONSORING ORGANIZATION

If the sponsoring organization requires proof of membership, you will be required to print the transmittal sheet document sent to the email address provided and submit proof of membership to the Department of Revenue. You will receive the following notification screen with all the required information.

Success

Your transaction has been completed successfully, thank you. Note: a transmittal sheet document has also been sent to the email address that was provided with this application.

Application No. 249
Distinctive License Plate Category: Gold Star Family

Please print out and submit the transmittal sheet document in addition to one of the following documents to substantiate qualification eligibility to obtain a license plate from the distinctive license plate category listed above.

1. Membership card
2. Letter from Chapter President identifying the applicant as a member of the organization



Please mail the transmittal sheet and the aforementioned documentation to:

Alabama Department of Revenue
Motor Vehicle Division - Registration Unit
P.O. Box 327630
Montgomery, AL 36132-7630

View/Print Transmittal Sheet: [Transmittal Sheet](#)

[Exit Page](#)

Example Email:

	<p>Tue 9/23/2014 12:13 PM noreply@tagprecommitment.caps.ua.edu Commitment To Purchase - Transmittal Sheet</p>
	<h2>Transmittal Sheet</h2>
<p>Test, user 123 Street Tuscaloosa, AL, 35405</p>	
<p>Application No. 249 Distinctive License Plate Category: Gold Star Family</p>	
<p>Please print out and submit this transmittal sheet document in addition to one of the following documents to substantiate qualification eligibility to obtain a license plate from the distinctive license plate category listed above.</p>	
<ol style="list-style-type: none">1. Membership card2. Letter from Chapter President identifying the applicant as a member of the organization	
<p>Please mail this transmittal sheet and the aforementioned documentation to:</p>	
<p>Alabama Department of Revenue Motor Vehicle Division - Registration Unit P.O. Box 327630 Montgomery, AL 36132-7630</p>	

MEMBERSHIP DENIED

If the membership information is rejected by the department, you will receive an email letting you know that you did not meet the membership requirements for the license plate category.

<p>A thorough review of the document(s) submitted reveal that you do not meet the membership requirements established for this license plate category.</p> <p>Please feel free to contact:</p> <p><Sponsoring Organization Information></p>

If you have any questions about not meeting these requirements, please contact the sponsoring organization using the contact information provided in the email.

MEMBERSHIP APPROVED

If the membership information is approved, you will receive an email notifying you of this fact. Additionally, the email will contain a link to your application that will allow you to pay for the pre-commitment application.


A thorough review of the document(s) submitted reveal that you meet the membership requirements established for this license plate category. Please log into <https://commit.caps.ua.edu/UserCommit/InvoicePayment/249> to complete the pre-commitment process.

Please contact the Motor Vehicle Division if you have additional questions regarding this matter.

Motor Vehicle Division
(334)-242-9006
tags@revenue.alabama.gov


After clicking on the link provided, your web browser application will open, and you will receive the invoice payment screen.

Invoice Payment

 Vehicle Information

VIN	Make	Model	Year	Fee
WBSDE93462CF90305	BMW	M5	2002	\$50.00
				* Total Fee through Alabama.gov: \$2.00
				Total: \$52.00

* Note: a 4% portal administration fee has been added to the invoice amount above.

 Billing Information

Same as Registrant Address ☐

* Name * Address 1 Address 2

* City * State * Zip


 Payment Information

Plate Type: Gold Star Family
Total Cost: \$50

* Card Number * CVV

* Type Card Exp. /

Note: By clicking the "Submit" button, you are agreeing to pay the amount above. Your credit card will be charged immediately.

Submit

Verify that your vehicle information is correct and either complete your billing information for the credit card you are using or click on the "Same as Registrant Address" box to copy the information from your application.

Enter your complete credit card information. To finish, click on the blue "Submit" button at the bottom of the screen.

****Please note, by clicking on this button, you are agreeing to pay the amount above. Your credit card will be charged immediately****

If the payment is successful, you will receive a confirmation screen with your receipt information.

Success

Your transaction has been completed successfully, thank you.

Your application number is #249


Message: Your payment was successful. Please check the email associated with this invoice for the receipt.

View Invoice Receipt: [Print Receipt](#)

[Exit Page](#)

You can print the receipt directly from this page by clicking on the blue "Print Receipt" button.

You will also receive an email with your receipt and information on how to redeem the pre-commitment for the distinctive license plate.



Alabama Department of Revenue
Pre-commitment Payment Receipt

Test, user
123 Street
Tuscaloosa, AL 35405

Application # 249

This email serves as receipt of payment in the amount of \$50.00 for pre-commitment(s) for the Gold Star Family distinctive license plate category.

If the sponsoring organization is successful in obtaining the requisite number of pre-commitments, license plates will be manufactured and distributed to licensing offices. Once plates become available in the licensing offices, a pre-commitment redemption voucher will be emailed to this email address. **The redemption voucher must be presented to the licensing official in order to obtain the license plate.**


If the sponsoring organization is not successful in obtaining the requisite number of pre-commitments, please contact the organization to discuss any possible refunds. Please use the following link to track the status of the pre-commitment process for this license plate category,
<https://commit.caps.ua.edu/UserCommit/Index>

Alabama Department of Revenue
Motor Vehicle Division
tags@revenue.alabama.gov

NO MEMBERSHIP INFORMATION REQUIRED

After verifying your information, you will be taken to the invoice payment screen.

Invoice Payment


 Vehicle Information

VIN	Make	Model	Year	Fee
WBSDE9346ZCF90305	BMW	M5	2002	\$50.00

* Note: a 4% portal administration fee has been added to the invoice amount above.

Total Fee through Alabama.gov: \$2.00

Total: \$52.00

 Billing Information

Same as Registrant Address ☐

* Name

* Address 1

Address 2

* City

* State

* Zip


 Payment Information

Plate Type: Gold Star Family

Total Cost: \$50

* Card Number

* CVV

* Type

Card Exp.

Note: By clicking the "Submit" button, you are agreeing to pay the amount above. Your credit card will be charged immediately.

Submit

Verify that your vehicle information is correct and either complete your billing information for the credit card you are using or click on the "Same as Registrant Address" box to copy the information from your application.

Enter your complete credit card information. To finish, click on the blue "Submit" button at the bottom of the screen.

****Please note, by clicking on this button, you are agreeing to pay the amount above. Your credit card will be charged immediately****

If the payment is successful, you will receive a confirmation screen with your receipt information.

Success

Your transaction has been completed successfully, thank you.

Your application number is #249

Message: Your payment was successful. Please check the email associated with this invoice for the receipt.

View Invoice Receipt:

Print Receipt

Exit Page

You can print the receipt directly from this page by clicking on the blue "Print Receipt" button.

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Updated – 2/26/2015

You will also receive an email with your receipt and information on how to redeem the pre-commitment for the distinctive license plate.



Test, user
123 Street
Tuscaloosa, AL 35405

Alabama Department of Revenue
Pre-commitment Payment Receipt

Application # 249

This email serves as receipt of payment in the amount of \$50.00 for pre-commitment(s) for the Gold Star Family distinctive license plate category.

If the sponsoring organization is successful in obtaining the requisite number of pre-commitments, license plates will be manufactured and distributed to licensing offices. Once plates become available in the licensing offices, a pre-commitment redemption voucher will be emailed to this email address. **The redemption voucher must be presented to the licensing official in order to obtain the license plate.**

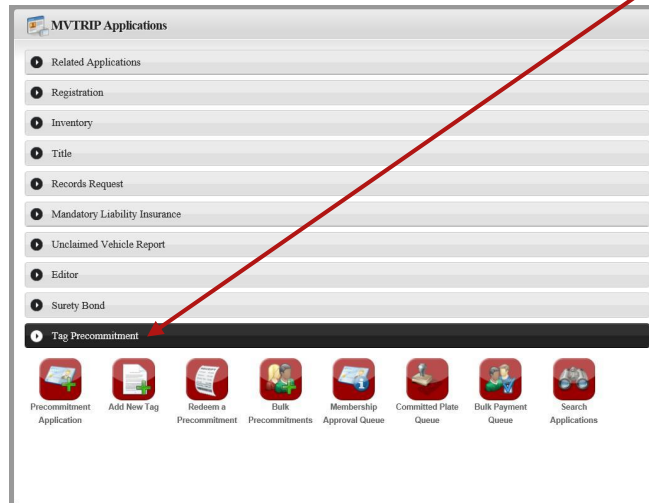
If the sponsoring organization is not successful in obtaining the requisite number of pre-commitments, please contact the organization to discuss any possible refunds. Please use the following link to track the status of the pre-commitment process for this license plate category,
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Alabama Department of Revenue
Motor Vehicle Division
tags@revenue.alabama.gov

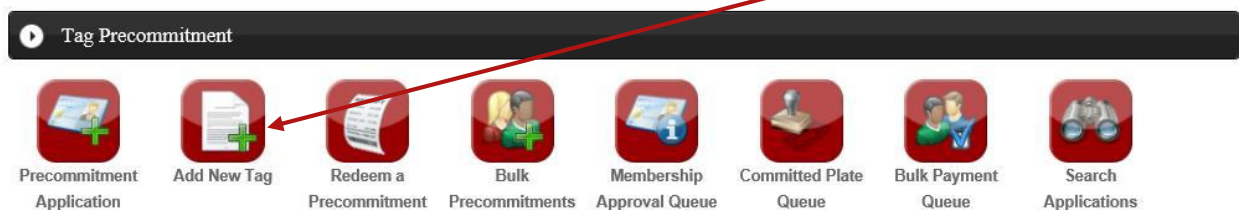
NEW TAG TYPE – INSTRUCTIONS FOR DOR USERS

ADDING A NEW TAG TYPE

Log into MVTRIP using your username and password and click on the “Tag Pre-commitment” Ribbon option.



To add a new tag design to the pre-commitment process, click on the “Add New Tag” option under the Tag Pre-commitment heading.



You will be presented with the form to add all the information needed to create a new pre-commitment tag application.

A screenshot of the "New Tag Application" form. The form is titled "New Tag Application" and "New Tag Category Information". It contains several input fields for user information: Name of New Tag Category, Organization Name, Organization Contact Name, Email, Phone, Fax, Balance Sheet Account Number, Precommitment Period Start Date, Choose Quantity Class (Class 1 (Quantity - 250)), Address, City, State (Alabama), Zip, and Image File (with a Browse... button). There is a checkbox for "Membership requirement: Attach a copy of the membership card or a related document that can be used to confirm membership." and a large text area for "Proceeds Description". At the bottom of the form is a blue button labeled "Create Tag Application".

BREAKING DOWN THE CATEGORY INFORMATION

You will need to enter the following pieces of information about the new tag for pre-commitment. The information is available on the organization's distinctive license plate application and will be seen by registrants when they purchase pre-commitments.

- 1) **Name of the New Tag Category** – This will be the name of the tag you will be entering into the system.
- 2) **Organization Name** – This is the name of the organization that is sponsoring the pre-commitment license plate category.
- 3) **Organization Contact Name** – This is the primary contact name for the given organization.
- 4) **Email/Phone/Fax** – This is the contact information for the primary contact
- 5) **Balance Sheet Account Number** – Provided by the Comptroller's office and should be shared with financial operations and the cashier's office.
- 6) **Pre-commitment Period Start Date** – Typically, this is the first day of the month following the LOC committee meeting when the plate application was approved.

The screenshot shows a form titled "New Tag Category Information". It contains several input fields, each with a numbered callout:

- 1: Name of New Tag Category
- 2: Organization Name
- 3: Organization Contact Name
- 4: Email
- 4: Phone
- 4: Fax
- 5: Balance Sheet Account Number
- 6: Precommitment Period Start Date

You will need to select the quantity class of the tag that you are entering by clicking on the down arrow next to the quantity class and selecting either 250 or 1,000 tags

The screenshot shows two "Choose Quantity Class" dropdown menus. The first menu is open, showing two options: "Class 1 (Quantity - 250)" and "Class 2 (Quantity - 1000)". A red arrow points from the text above to the first dropdown menu.

Next, you will need to enter the full mailing address of the organization.

The screenshot shows four input fields for the organization's address: "Address", "City", "State", and "Zip". The "State" field is a dropdown menu with "Alabama" selected.

You will need to upload the plate image design to the web site so that registrants will be able to preview the tag design prior to committing to purchase. Click on the "Browse" button and navigate to where you have saved the image on your local machine.

The screenshot shows an "Image File" upload section. It includes a text input field for the file name and a "Browse..." button. A red arrow points from the text above to the "Browse..." button.

****Valid Image types – JPG or PNG****

If proof of membership is required to pre-commit to this plate design, please click on the check box denoting membership requirement.

☐ Membership requirement: Attach a copy of the membership card or a related document that can be used to confirm membership.

Finally, enter the description for the proceeds in the text box provided.

Proceeds Description

When finished, click on the "Create Tag Application" button that is located on the bottom of the screen.

New Tag Application

New Tag Category Information

Name of New Tag Category	Organization Name	Organization Contact Name
Email	Phone	Fax
Balance Sheet Account Number	Precommitment Period Start Date	
Choose Quantity Class Class 1 (Quantity - 250)	City	
Address	State	Zip
Image File		

☐ Membership requirement: Attach a copy of the membership card or a related document that can be used to confirm membership.

Proceeds Description

Create Tag Application

Create Tag Application

You will receive a confirmation screen when you have successfully added a new tag pre-commitment. The organization will receive email communication that it has been setup and information on their bulk commitment login to include the email address and PIN.

Success

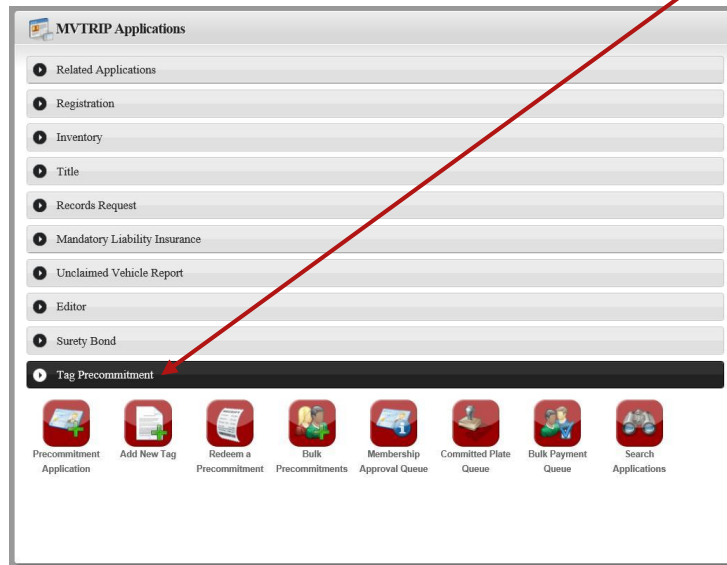
Your transaction has been completed successfully, thank you.

Message: The tag was successfully created and an email containing the login credentials was sent to the email address [REDACTED] for the created tag.

Exit Page

COMMITTED PLATE – QUEUE

Log into MVTRIP using your username and password and click on the "Tag Pre-commitment" Ribbon option.



To approve a tag for production or produce related reports for pre-commitment categories when the pre-commitment period has expired, click on the "Committed Plate Queue" option under the Tag Pre-commitment heading.





You will be shown all of the plate categories that are in the pre-commitment phase:

Committed Plate Queue							
Show 100 entries							Filter:
Name	Organization	Created Date	Plate Count	Status	Approve Tag	Report	
Precommit Tag	CAPS	10/21/2013	3 of 250	Completed			
Tag of Testing	Testing Tags, LLC	10/24/2013	33 of 250	Successful	✓ 1	2	3
Chris Tag Test	Test Org	10/24/2013	10 of 250	Submitted			
DerrickS TAG	dERRICKS ORG	12/6/2013	14 of 250	Completed			
New Alabama Standard Plate	Revenue	12/11/2013	3 of 1000	Created			
Gold Star Family	Jay	12/11/2013	2 of 250	Created			
Miss Test	Miss	4/30/2014	0 of 250	Unsuccessful			
NAME OF TAG	NAME OF ORGANIZATION	7/8/2014	0 of 250	Created			
CAPS - CS UA TAG	CAPS	7/18/2014	0 of 1000	Created			

Showing 1 to 9 of 9 entries

If requested, you can resend the email notification containing either the receipt or voucher to the registrant by using the Search functionality detailed in the application redemption section of this document.

There are 3 main functions that you can perform on this page:

- 1) If a tag has reached its pre-commitment goal prior to its end date, you will be able to approve the tag design for order. Click on the green check box  to approve the tag. You will be required to enter an effective date for this tag. This will be the date that the tag will be available for orders. Click the "X" in the upper right hand corner of the confirmation window to cancel.
- 2) You can create a count by county report by clicking on the blue chart icon  under "Report". This will show the total number of commitments, by county, broken down by pre-numbered and personalized. The report is in the CSV format.

Confirmation Required

Are you sure you want to Approve this Tag?

Effective Date:



July 2014

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


Approve Tag

Report



Generate registrant count by county report for Tag of Testing

	A	B	C	D
1	County	Total Number of Registrants	Prenumbered Count	Personalized Count
2	AUTAUGA	5	3	2
3	BALDWIN	0	0	0
4	BARBOUR	3	1	2
5	BIBB	0	0	0
6	BLOUNT	1	1	0
7	BULLOCK	0	0	0
8	BUTLER	0	0	0

- 3) You can create an organizational report for each tag by clicking on the yellow inbox  under "Report". This will give a breakdown by registrant that committed to purchasing the tag. The report is in the CSV format.

Generate organization report for Tag of Testing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Application Number	Registrant Name	Address	City	State	Zip	County	Phone	Email	VIN	Make	Model	Year	
2	21	Derrick	asdf	asdf	AA	12345	AUTAUGA	123	dlewis@cs.ua.edu	1.23457E+16	LINCOLN		2013	0
3	22	Derrick	123 asdf	123 asdf	CA	12312	BUTLER	123	dlewis@cs.ua.edu	WAUAC48H05K003549	A4 1.8 CABRIOLET		2005	0
4	22	Derrick	123 asdf	123 asdf	CA	12312	BUTLER	123	dlewis@cs.ua.edu	SCFAD01A85GA02386	DB9		2005	0
5	23	New Person	100 Bat Cave	Gotham City	AL	12345	JEFFERSON	123-456-7890	cmillan@cs.ua.edu	YY1982A5A41118666	S80 3.2		2010	0
6	23	New Person	100 Bat Cave	Gotham City	AL	12345	JEFFERSON	123-456-7890	cmillan@cs.ua.edu	5NPET46C69H541494	SONATA		2009	0
7	25	Bob Bob	100 Bat Cave	Gotham City	AL	12345	JEFFERSON	123-456-7890	cmillan@cs.ua.edu	YV4992D28A2053971	VOLV	XC60	2010	
8	32	Chris Name	100 Sesame Street	City	AL	12345	LAUDERDALE	1234567890	cmillan@cs.ua.edu	2GCEK19T7Y1117156	CHEV	CL500 4X4	2000	
9	37	candy cane	324 candy cane lane	y	AL	22222	LAUDERDALE	3342421175	candy@gmail.com	1FMCU04112KB86851	FORD	ESCAPE	2002	
10	40	cher	123 candy cane lane		3	AL	36123	MOBILE	3343671234	1FMCU04112KB86851	FORD	ESCAPE	2002	
11	47	cher 3	123 candy cane lane	north pole	AL	77533	CIVILINGTON	751678904	rena2069@yahoo.com	4IGCB65F37A06685	MER7	B 350	2007	



Approve the tag for order



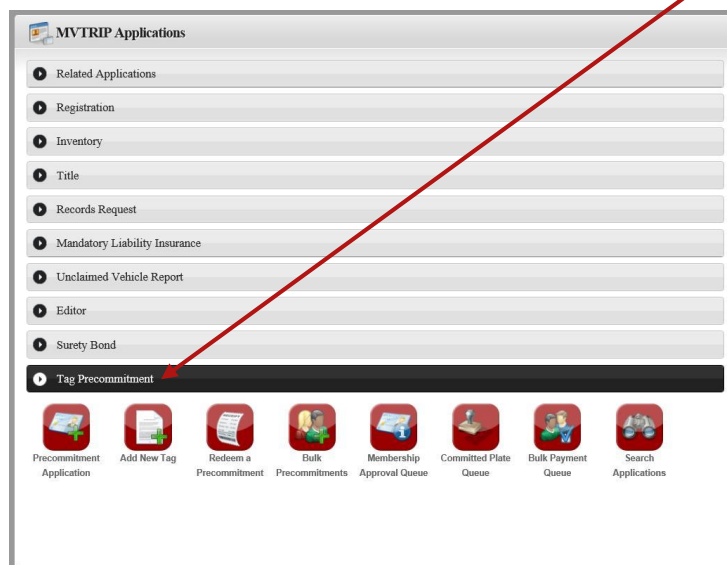
Print the count by county report



Print the organizational report

BULK APPLICATION – QUEUE

Log into MVTRIP using your username and password and click on the "Tag Pre-commitment" Ribbon option.



To approve a tag for production or produce related reports for each pre-commitment category, click on the "Bulk Payment Queue" option under the Tag Pre-commitment heading.





You will be shown all of the organizations that currently have open bulk applications in process.

Name	Organization	Application Count	Created Date	Paid Status	Mark as Paid	Transmittal Sheet
1-Chris Tag Test	Test Org	5	11/25/2013	✓		
16-Chris Tag Test	Test Org	1	2/5/2014	✓		
24-Chris Tag Test	Test Org	1	2/7/2014	✓		
25-Chris Tag Test	Test Org	1	2/7/2014	✓		
26-Chris Tag Test	Test Org	13	2/10/2014	unpaid	1	2 3

Showing 1 to 5 of 5 entries

There are 3 main functions that you can perform on this page:

- 1) Once you have received the payment information and document control number (DCN) for a bulk application, you can mark it as paid. The DCN is provided by the cashier's office personnel. Click on the icon  under "Mark as Paid". You will be prompted to enter the DCN for the payment. Enter the DCN and click on "Confirm" to complete the transaction. Click on "Cancel" to go back.
- 2) You can email a copy of the Organization Transmittal sheet by clicking on the outgoing letter icon  under "Transmittal sheet". This will send an email to the organization with a list of all registrants that have committed to buying this plate.

Confirmation Required ✕

Are you sure you want to mark this Bulk Application as paid?
Payment Amount: \$650

DCN:

Confirm Cancel

From: noreply@tagprecommitment.caps.ua.edu [mailto:noreply@tagprecommitment.caps.ua.edu]
Sent: Monday, July 21, 2014 2:12 PM
To: Millan, Chris
Subject: Commitment To Purchase - Organization Transmittal Sheet



Alabama Department of Revenue
Commitment to Purchase
Organization Transmittal Sheet

Application # **26**
Accounting Code **1236**

TAG TYPE NAME
Chris Tag Test

ORGANIZATION
Test Org

CONTACT NAME
Chris Millan

EMAIL

PHONE NUMBER
5551234567

FAX NUMBER

PHYSICAL ADDRESS
123 Sesame Street

CITY
Tuscaloosa

STATE
AL

ZIP CODE
35405

Total Number of Vehicles: **13**
Total Fees Due: **\$650.00**


REGISTRANT NAME	VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL	YEAR	FEES DUE
Test Business	2GCEK19T7Y1117155	CHEVROLET	SILVERADO K1500	2000	\$50.00
Millan, Chris	2GCEK19T7Y1117151	CHEVROLET	SILVERADO K1500	2000	\$50.00
Test Business	1GCEK19R5WE245666	CHEVROLET	K1500	1998	\$50.00
Test Business	2GCEK19T7Y1117111	CHEVROLET	SILVERADO K1500	2000	\$50.00
Millan, Chris, Bob, JR	2GCEK19TTY1117156	CHEVROLET	SILVERADO K1500	2000	\$50.00


At the bottom of the email, the total fees due amount and information on where to remit payment:

Total Fees Due	\$650.00
-----------------------	-----------------

Please remit payment to the following address:

Alabama Department of Revenue
Motor Vehicle Division
2545 Taylor Road
PO Box 327630
Montgomery, AL 36132-7630

- 3) You can also download and print a copy of this report by clicking on the sheet of paper icon  under "Transmittal Sheet". This will have the same information available as the email report to the organization, including total fees due and remit payment information.

	ALABAMA DEPARTMENT OF REVENUE Commitment to Purchase Organization Transmittal Sheet	Application # 1 Accounting Code 1236			
TAG TYPE NAME Chris Tag Test	ORGANIZATION Test Org				
CONTACT NAME Chris Millan	EMAIL cmillan@cs.ua.edu	PHONE NUMBER 5551234567			
PHYSICAL ADDRESS 123 Sesame Street	CITY Tuscaloosa	STATE AL			
		ZIP CODE 35405			
Total Number of Vehicles: 5 Total Fees Due: \$250.00					
REGISTRANT NAME	VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL	YEAR	FEES DUE
Chris	2GCEK19T7Y1117156	FORD	CAR	2009	\$50.00
Chris	2FMDK36C8BB32732	FORD	EDGE SE	2007	\$50.00
Chris	2GCEK19T7Y1117157	CHEVROLET	SILVERADO K1500	2000	\$50.00
Bob	2GCEK19T7Y1117158	CHEVROLET	SILVERADO K1500	2000	\$50.00
Millan, Chris, Bob, JR	2GCEK19T7Y1117156	FIAT	PININFARINA	2006	\$50.00
Total Fees Due					\$250.00
Please remit payment to the following address: Alabama Department of Revenue Motor Vehicle Division 2545 Taylor Road PO Box 327630 Montgomery, AL 36132-7630					

BULK PRE-COMMITMENT

INSTRUCTIONS FOR SPONSORING ORGANIZATIONS

BULK PRE-COMMITMENT - FIRST STEPS

When the tag is available for pre-commitment, the organization will be emailed a PIN to the email address provided on the application for specialty license plates. This email will look similar to the one below:

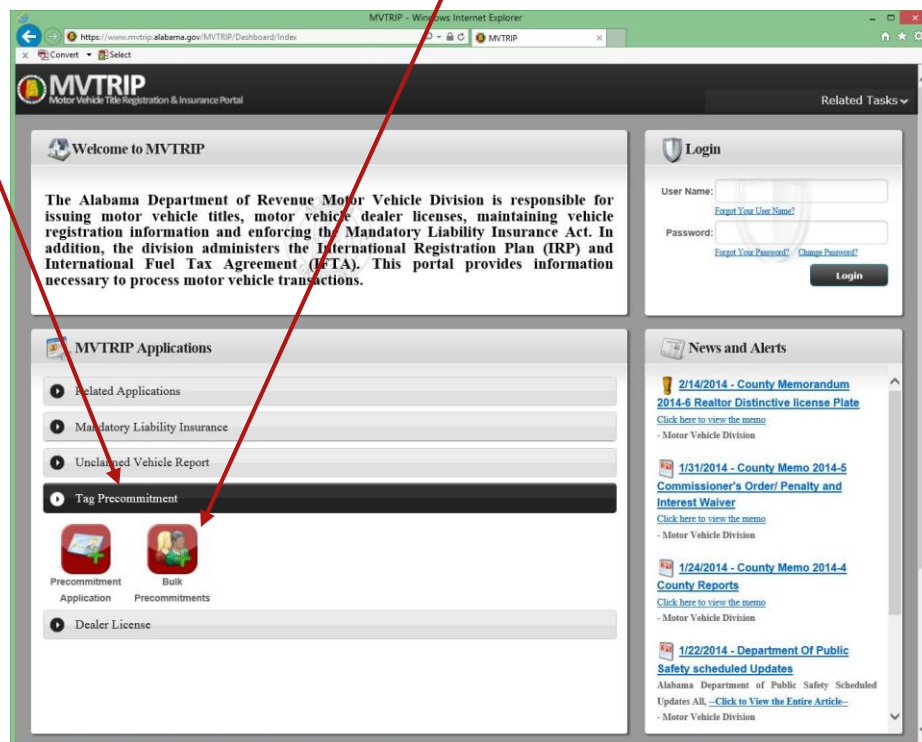
Your distinct tag application of NAME OF TAG for NAME OF ORGANIZATION has been successfully created.

In order to use the bulk precommitment feature, please visit [redacted] and use the following login credentials:

Email: [redacted]
PIN: [redacted]

Motor Vehicle Division
(334)-242-9006
tags@revenue.alabama.gov

This email will contain the name of the tag you wish to be created and the name of your organization. You will also be given a link to begin the bulk pre-commitment process, your email address and PIN (for login purposes). You can get to the application home page directly by visiting <https://precommit.mvtrip.alabama.gov/UserCommit/GroupApplicationLogin> directly or by using the Motor Vehicle Title, Registration and Insurance (MVTRIP) portal at <https://www.mvtrip.alabama.gov/MVTRIP/Dashboard/Index>, selecting the "Tag Pre-commitment" option and clicking on "Bulk Pre-commitments"



****Please Note – Appendix A includes a power of attorney form that allows the sponsoring organization to submit a pre-commitment application on behalf of the registrant. This form is also available on the Bulk Pre-Commitments web page****

BULK PRE-COMMITMENT - APPLICATION LISTING

You will be presented with all current open bulk applications. This allows your organization the ability to create and allow multiple people to enter applicant information at the same time simply by using the same email & PIN. Initially, you will be shown a blank list. Please click on the "Create Bulk Application" button to begin your first application list.

MVTRIP
Motor Vehicle Title Registration & Insurance Portal

Current User: pharrison | Organization: Department of Revenue | Logout

Related Tasks ▾

Bulk Application List

Application List

Show 100 entries Filter:

Created Date	Registrant Count	Paid	Status	View
NO RESULTS FOUND				

Showing 0 to 0 of 0 entries

Create Bulk Application Logout

You will be presented with a list of registrants that you have entered up to this point. If this is a new list, no registrants will be listed. Click on the "Add Registrants" button to begin the process of adding commitments.

Registrant List

Application Status: Created
Total Cost: \$0.00

Return to Bulk Application List

Show 100 entries Filter:

Name	VIN	Vehicle Info	Delete
NO RESULTS FOUND			

Showing 0 to 0 of 0 entries

Add Registrants

You will now begin entering each of your supporter's pre-commitment information using the following form page. You will be required to enter either first and last name of a registrant or the business name, along with all of their contact and vehicle information. If entering a VIN, a decoder will attempt to populate the make, model and year for you. You can also enter the license plate (or Tag) number to do a search on that vehicle to populate the vehicle information from the current registration data on file with the department.

Registrant Information

Requested Distinctive License Plate Category: BULK PRECOMMITMENT

Last Name: Doe First Name: John Middle Name: Suffix:

Business Name: Email: pharrison1@cs.ua.edu Phone (digits only, include area code): 2053480790

Address: 2024 Shelby Hall City: Tuscaloosa Zip: 35487

State: Alabama County: TUSCALOOSA

Enter vehicle information:

* VIN: * Make: * Model: * Vehicle Year:

OR

Search the registration records for a vehicle by using the current Alabama tag number:

Tag Number: Vehicle Search

*If tag number is not found, you must manually enter vehicle information.

Confirm Registrant

When you have finished with the registrant's information, click on the "Confirm Registrant" button in the lower left hand corner.

The vehicle information for that individual will be shown below the "Registrant Information" area. Please continue to add individual and vehicle information to complete your supporter list. As you add more registrants, the list and the total funds due will be updated.

****YOU CAN SAVE THE APPLICATION AND RETURN AT A LATER TIME TO ADD MORE REGISTRANTS IF NEEDED****

When you have finished adding all the registrants for your bulk pre-commitment application, click on the "Add Registrants to Application" button at the bottom of the screen to save your progress.

The screenshot shows the "Registrant Information" form. It includes fields for personal and business details, vehicle information (VIN, Make, Model, Year), and a search function for existing vehicles. A red arrow originates from the "Add Registrants to Application" button at the bottom of the form and points towards the left, indicating the next step in the process.

All registrants that you have added will be reflected. At this point, you have the following options:

- 1) Return to Bulk Application List – This will return you to list of all current applications.
- 2) Add Registrants – Add more registrants to this application
- 3) Submit Bulk Application – This finalizes this application. **Please note – once an application is submitted, no additions or revisions can be made to it.**

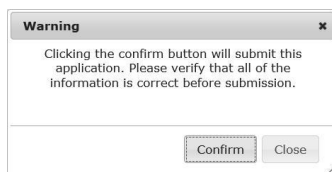
The screenshot shows the "Registrant List" interface. It displays application status, total cost, and a table of registrants. Two arrows point to specific buttons: a blue arrow points to the "Return to Bulk Application List" button, and an orange arrow points to the "Add Registrant" button.

Name	VIN	Vehicle Info	Delete
DOE, JOHN	WBSDE93462CF90305	2002 BMW M5	✗
DOE, JOHN	WBSDE9342YBZ95993	2000 BMW M5	✗

**** Please note – you will lose all new registrant information when leaving the registrant information screen prior to clicking on add registrants to application. Please save your work often by clicking on add registrant to application ****

BULK PRE-COMMITMENT - FINALIZING/SUBMITTING YOUR APPLICATION

Clicking on the Submit Bulk Application button will prompt you for a confirmation. Please confirm that this application is completed and please note – once submitted, no additions or revisions can be made to it.



On successful submission you will receive a confirmation message on the main window along with total fees due that must be submitted:



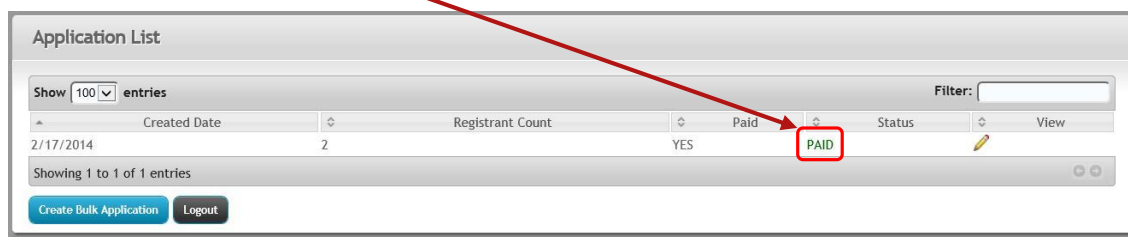
A bulk transmittal will be received, via email, that must to be printed and submitted with payment to the Department of Revenue. You will be shown the list of all registrants in that particular application along with the total fees due.

Alabama Department of Revenue		Application # 29	
Commitment to Purchase Organization Transmittal Sheet			
TAG TYPE NAME BULK PRECOMMITMENT		ORGANIZATION BULK	
CONTACT NAME Paul	EMAIL plharrison@cs.ua.edu	PHONE NUMBER 2053480790	FAX NUMBER
PHYSICAL ADDRESS Shelby Hall	CITY Tuscaloosa	STATE AL	ZIP CODE 35487
REGISTRANT NAME	VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL
Doe, John	WBSDE93462CF90305	BMW	M5
Doe, John	WBSDE9342YBZ95993	BMW	M5
Total Fees Due		YEAR	FEES DUE
		2002	\$50.00
		2000	\$50.00
			\$100.00


The pre-commitment web page will not update until payment has been remitted to the Department of Revenue and applied to the application. Once paid, each of your supporters will receive an email containing the Commitment to Purchase Receipt for Distinctive Plates with redemption details.

Alabama Department of Revenue		Application # 191	
Commitment to Purchase Receipt For Distinctive Plates			
REGISTRANT'S NAME Doe, John			
PHYSICAL ADDRESS 2024 Shelby Hall	CITY Tuscaloosa	STATE AL	ZIP CODE 35487
BILLING ADDRESS 2024 Shelby Hall	CITY Tuscaloosa	STATE AL	ZIP CODE 35487
Commitments Purchased			
VEHICLE IDENTIFICATION NUMBER (VIN)	MAKE	MODEL	YEAR
WBSDE93462CF90305	BMW	M5	2002
Total Fees Remitted		TAG TYPE REQUESTED	FEES PAID
		BULK PRECOMMITMENT	\$50.00
			\$50.00

On your main application page, your application listing will also show that the application has been paid once payment has been received and posted by the department.



The screenshot shows a web application titled "Application List". It features a table with columns: Created Date, Registrant Count, Paid, Status, and View. A single entry is shown with a date of 2/17/2014, a count of 2, and a status of YES. The word "PAID" is highlighted in a red box within the Status column. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom, there are buttons for "Create Bulk Application" and "Logout".

Created Date	Registrant Count	Paid	Status	View
2/17/2014	2	YES	PAID	

BULK PRE-COMMITMENT - PRE-COMMITMENT END

If and when the pre-commitment goal is reached for the distinctive plate category, each applicant will receive an email notification, sent to the address as provided in the application process, informing them of the date the distinctive place will be available for purchase from the license plate issuing official's office. The email will contain a Commitment to Purchase Voucher for Distinctive Plates which the registrant should present to their licensing official's office for redemption of the paid pre-commitment.

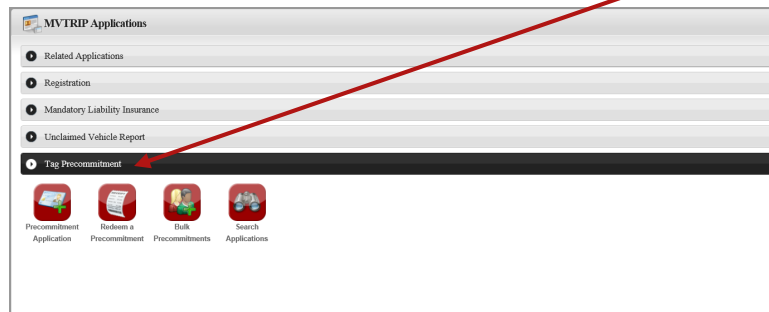
If the pre-commitment period expires (12 months) without reaching the required goal, each applicant will receive an email notification letting them know that the tag design will not be printed and to contact the sponsoring organization with any questions.

APPLICATION REDEMPTION

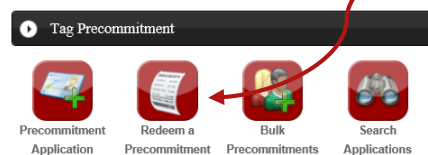
REDEEM A PRE-COMMITMENT USING THE APPLICATION NUMBER

INSTRUCTIONS FOR LICENSING OFFICIALS

Log into MVTRIP using your username and password and click on the “Tag Pre-commitment” Ribbon option.



To redeem a pre-commitment where the registrant has a voucher from the pre-commitment system or they know the application number, you can click on the “Redeem a Pre-commitment” icon.



You will be directed to a page asking you to enter their application number. Enter the number and click on “Search”. The application number can be found at the top middle of the redemption voucher page.

A screenshot of the 'Search Information' form. It has a text input field with the number '63' and a blue 'Search' button. A red arrow points from the text 'Enter the number and click on “Search”.' to the 'Search' button. Another red arrow points from the text 'The application number can be found at the top middle of the redemption voucher page.' to the input field.

Paul Harrison
111 Street
Tuscaloosa, AL 35405

ALABAMA DEPARTMENT OF REVENUE Pre-commitment Redemption Voucher

Application # 34

Please retain this pre-commitment redemption voucher to present it to the licensing official in order to obtain the DerrickKS TAG distinctive license plate. The plates will be available on 6/26/2014.

Payment of the registration fee, ad valorem tax, and any applicable local fees may be due before the license plate can be obtained. If you desire to reserve a personalized license plate, please use the following link to search for and reserve the message <http://pros.mvtrip.alabama.gov> on or after the 6/26/2014

There is a "Status Information" pane that will show you if the campaign for the tag was successfully completed, if the applicant already redeemed their voucher for the tag and if the applicant has already paid the fee for the distinctive license plate.

Status Information

Campaign Completed Successfully YES
 Application Already Redeemed NO
 Application Paid For YES

[Redeem Receipt](#)

There are multiple actions you can do for the current pre-commitment.

- 1) You can re-send the receipt or voucher (to redeem for the distinctive plate) by email to the registrant's current email address if it is requested. This will NOT redeem or change the status of the pre-commitment. Licensing officials may not accept payments for pre-commitment applications.
- 2) You can view and print the receipt or voucher (to redeem for the distinctive plate) that was sent to the registrant. This can be kept for your own records or given to the registrant if it is requested. This will NOT redeem or change the status of the pre-commitment. Licensing officials may not accept payments for pre-commitment applications.
- 3) Voucher redemption – please verify that the registrant information is correct and confirm that you want to redeem the given voucher. This will mark the pre-commitment as redeemed and will not allow any further redemptions for this pre-commitment to occur.

Voucher Search

Enter the Application Number found in the upper right corner of the receipt:
 [Search](#)

Status Information

Campaign Completed Successfully YES
 Application Already Redeemed NO
 Application Paid For YES
 Application Status Paid

Actions

Application Payment Receipts [Send Receipt](#) [View/Print Receipt](#)
 Vehicle Voucher [Send Voucher](#) [View/Print Voucher](#) [Redeem Voucher](#)

Registrant Information

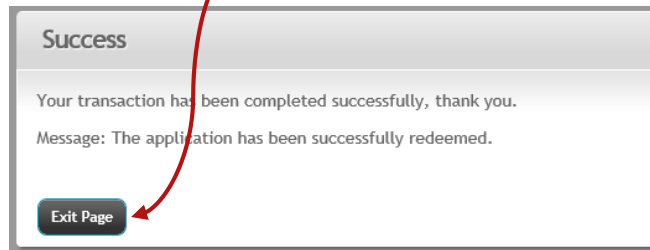
Application Number: 25
 Tag Type Requested: Tag of Testing
 Name: Bob Bob
 Email: cmillan@cs.ua.edu
 Phone: 123-456-7890
 Address: 100 Bat Cave
 City: Gotham City
 State: AL
 Zip: 12345
 County: JEFFERSON

Vehicle Information

VIN	Make	Model	Vehicle Year	Personalized
YV4992DZ8A2053971	VOLV	XC60	2010	NO

****PLEASE NOTE – THE PRE-COMMITMENT MUST BE REDEEMED IN ORDER TO GIVE THE REGISTRANT CREDIT FOR THEIR PURCHASE****

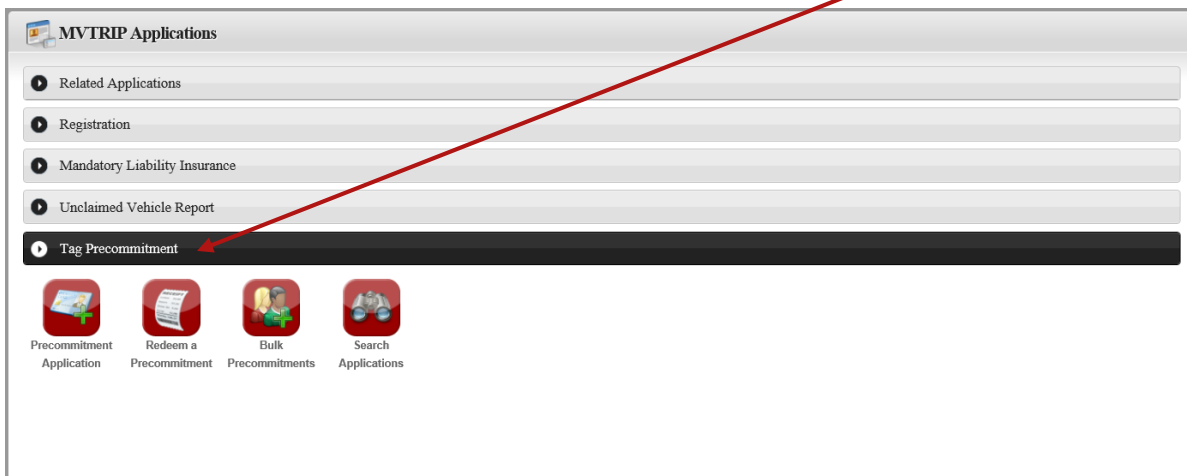
You will be shown a success message letting you know that the application has been marked as redeemed in the system. Click on "Exit Page" to close the active window.



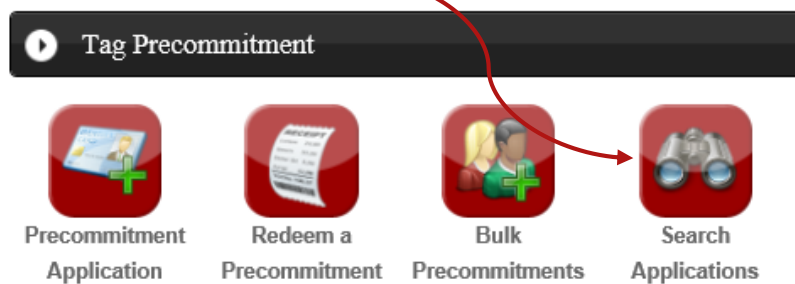
REDEEM A PRE-COMMITMENT WITHOUT THE APPLICATION NUMBER

INSTRUCTIONS FOR LICENSING OFFICIALS


Log into MVTRIP using your username and password and click on the "Tag Pre-commitment" Ribbon option.



If the registrant does not know their application number, you can do a search on their name or their vehicle's VIN. Click on the "Search Applications" icon.




You will be directed to a page allowing you to enter the application number, registrant name or VIN. You do NOT need to enter all 3 pieces of information. If you know their first name or last name, type that into the "Registrant Name" field (if the full name, enter "Last Name, First Name". This search option will try and find all pre-commitment applications with the given first or last name. If you have the VIN, type in the VIN. When you have entered a piece of information, click on the "Search" button.



The image shows a web form titled "Search Information". It contains three input fields: "Application Number", "Registrant Name", and "VIN". Below these fields are two buttons: "Search" (in blue) and "Clear" (in grey). A red arrow points from the "Search" button in this form to the "Search" button in the larger screenshot below.

****PLEASE NOTE - ALL OF THE PRE-COMMITMENTS THAT MATCH YOUR SEARCH WILL BE RETURNED. YOU WILL NEED TO VERIFY THE VIN AND FULL NAME OF THE REGISTRANT ON THE SEARCH PAGE IF MORE THAN ONE RECORD IS RETURNED****

When you find the correct pre-commitment application, you can pull up the full detail of the record by clicking on the yellow pencil next to the record. This will allow you to check if this voucher has already been used and to verify the registrant's address.



The image shows a web page titled "Search Information" with a search form. Below the form is a "Results" section. It features a table with columns: Registrant Name, VIN, Tag Type, Status, Personalized, and Actions. The first row shows a record for PAUL HARRISON with VIN WBSDE93462CF90305, Tag Type DERRICKS TAG, Status PAID, and Personalized NO. A yellow pencil icon in the Actions column is circled in red, with a red arrow pointing from the text above to it.

Registrant Name	VIN	Tag Type	Status	Personalized	Actions
PAUL HARRISON	WBSDE93462CF90305	DERRICKS TAG	PAID	NO	




You will be shown the full detail of the record. To redeem this pre-commitment application, click on the "Redeem Voucher" icon under the actions sub-heading.



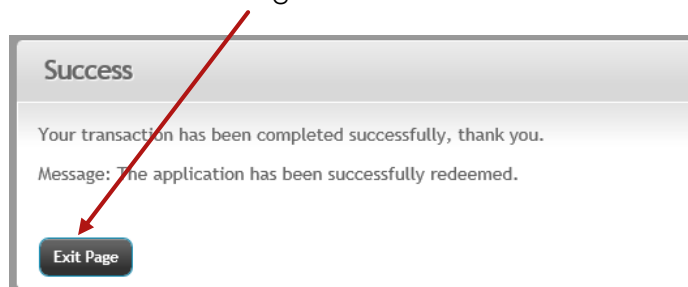
The image shows a web page titled "Registrant Information". It displays details for a registrant: Paul Harrison, with email someone@somewhere.com, phone (111)-222-3333, address 111 Street, Tuscaloosa, AL 35405, and county TUSCALOOSA. Below this is a "Vehicle Information" section with a table showing VIN WBSDE93462CF90305, Make BMW, Model M5, Vehicle Year 2002, and Personalized NO. At the bottom is an "Actions" section with a "Redeem Application Voucher" button and a "Redeem Voucher" button. A red arrow points from the "Redeem Voucher" button to the text above.

VIN	Make	Model	Vehicle Year	Personalized
WBSDE93462CF90305	BMW	M5	2002	NO

You can also resend a voucher or receipt email to a registrant on request under the “Actions” heading.

Tag Type	Status	Personalized	Actions
HOUSING FIRST, INC	PAID	NO	  

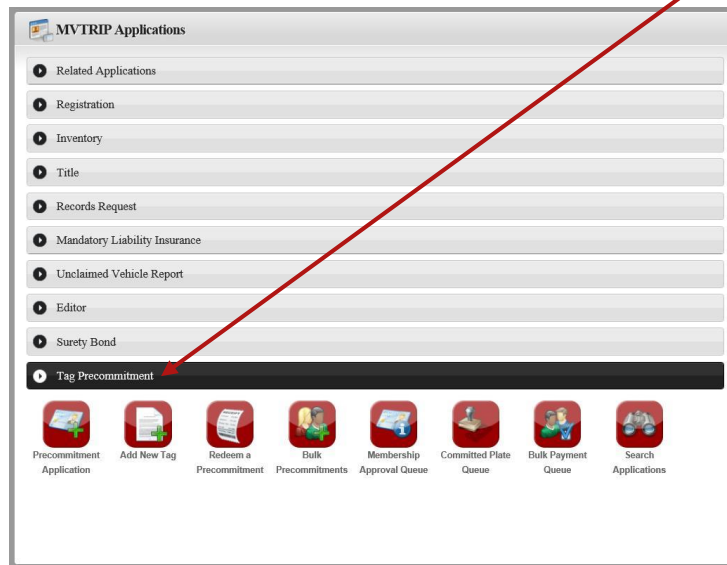
You will be shown a success message letting you know that the application has been marked as redeemed in the system. Click on “Exit Page” to close the active window.



MEMBERSHIP APPROVAL QUEUE

INSTRUCTIONS FOR DOR USERS

Log into MVTRIP using your username and password and click on the "Tag Pre-commitment" Ribbon option.



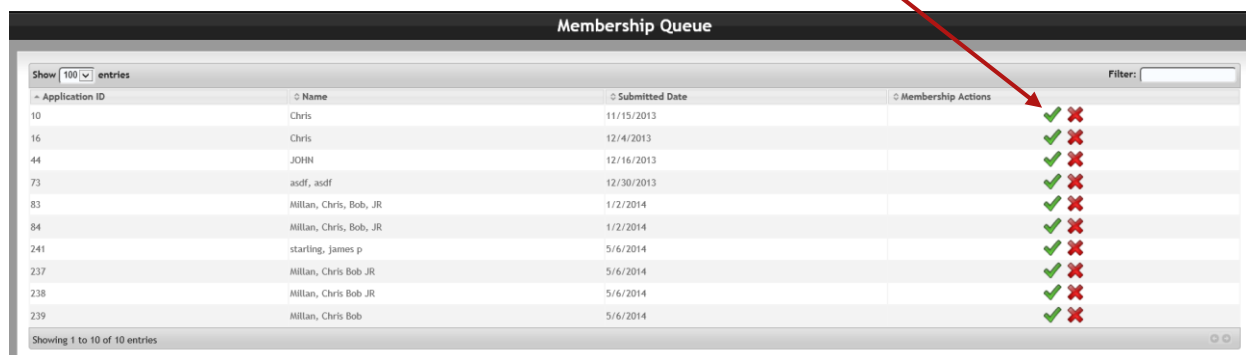
To approve a tag pre-commitment awaiting membership required documentation, click on the "Membership Approval Queue" option under the Tag Pre-commitment heading.



You will be given a list of all current pre-commitment applications that are pending approval of membership to the organization. You can filter by either the "Application ID", "Name" or "Organization":

Membership Queue					
Show 100 entries					Filter:
Application ID	Name	Organization	Submitted Date	Membership Actions	
44	JOHN	CAPS	12/16/2013	✓	✗
73	asdf, asdf	CAPS	12/30/2013	✓	✗
83	Millan, Chris, Bob, JR	CAPS	1/2/2014	✓	✗
84	Millan, Chris, Bob, JR	CAPS	1/2/2014	✓	✗
241	startling, James p	Test Org	5/6/2014	✓	✗
237	Millan, Chris Bob JR	Jay	5/6/2014	✓	✗
238	Millan, Chris Bob JR	Jay	5/6/2014	✓	✗
Showing 1 to 7 of 7 entries					

Once you find the appropriate application, click on the green check under the "Membership Actions" area of the queue.



Application ID	Name	Submitted Date	Membership Actions
10	Chris	11/15/2013	✓ ✗
16	Chris	12/4/2013	✓ ✗
44	JOHN	12/16/2013	✓ ✗
73	asdf, asdf	12/30/2013	✓ ✗
83	Millan, Chris, Bob, JR	1/2/2014	✓ ✗
84	Millan, Chris, Bob, JR	1/2/2014	✓ ✗
241	starling, James p	5/6/2014	✓ ✗
237	Millan, Chris Bob JR	5/6/2014	✓ ✗
238	Millan, Chris Bob JR	5/6/2014	✓ ✗
239	Millan, Chris Bob	5/6/2014	✓ ✗

Once membership documentation is deemed sufficient, click on the "Confirm" button to continue, or "Cancel" to quit and go back to the membership queue.

Confirmation Required

Are you sure you want to Approve this application?

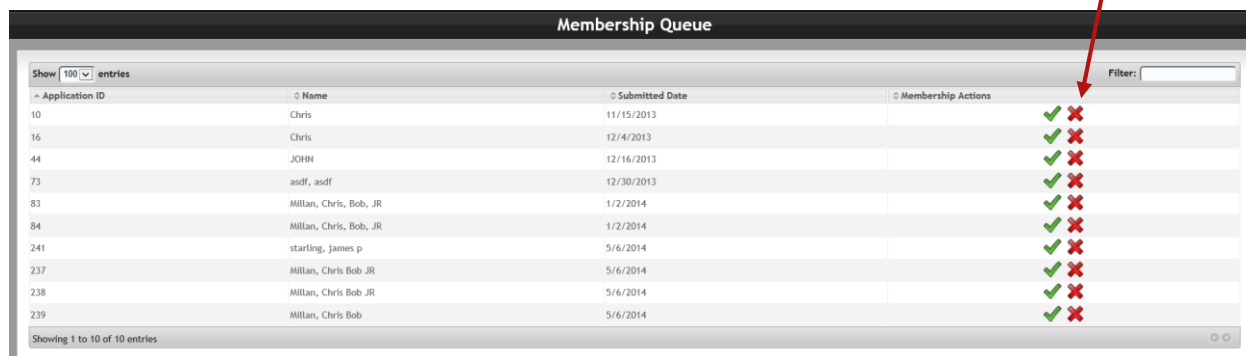
After being confirmed, the registrant will receive an email letting them know that their membership requirements have been met, and they will need to log into a given link in order complete the process and pay.

A thorough review of the document(s) submitted reveal that you meet the membership requirements established for this license plate category. Please log into <https://commit.caps.ua.edu/UserCommit/InvoicePayment/246> to complete the pre-commitment process.

Please contact the Motor Vehicle Division if you have additional questions regarding this matter.

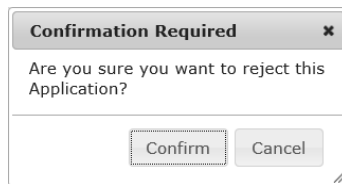
Motor Vehicle Division
(334)-242-9006
tags@revenue.alabama.gov

If the registrant did not supply the correct membership information, click on the red "X" to reject their application.



Application ID	Name	Submitted Date	Membership Actions
10	Chris	11/15/2013	✓ ✗
16	Chris	12/4/2013	✓ ✗
44	JOHN	12/16/2013	✓ ✗
73	asdf, asdf	12/30/2013	✓ ✗
83	Millan, Chris, Bob, JR	1/2/2014	✓ ✗
84	Millan, Chris, Bob, JR	1/2/2014	✓ ✗
241	starling, James p	5/6/2014	✓ ✗
237	Millan, Chris Bob JR	5/6/2014	✓ ✗
238	Millan, Chris Bob JR	5/6/2014	✓ ✗
239	Millan, Chris Bob	5/6/2014	✓ ✗

You will be required to confirm the action. Click on the "Confirm" button to continue, or "Cancel" to quit and go back to the membership queue.



After the membership documentation is deemed insufficient and is rejected, the registrant will receive an email letting them know that they did not meet the membership requirements established for that license plate category, along with the organizations contact information:

A thorough review of the document(s) submitted reveal that you do not meet the membership requirements established for this license plate category.

Please feel free to contact:

Organization
Name, address
and phone #

Clicking "Cancel" on either confirmation will take you back to the membership queue and no action will be performed on that registrant's application.

APPENDIX A – COMMITMENT TO PURCHASE APPLICATION



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
Commitment To Purchase Application
FOR DISTINCTIVE LICENSE PLATES

MVR 32-6-64CP
Rev. 3/2014

Please complete this form in its entirety and return it to the sponsoring organization. If there is a membership only requirement to purchase a pre-commitment, please submit a copy of the membership verification document with this form.

NAME OF APPLICANT (MUST BE OWNER OR CO-OWNER OF VEHICLE)		REQUESTED DISTINCTIVE LICENSE PLATE CATEGORY (TAG TYPE)	
MAILING ADDRESS		NO. OF COMMITMENTS THIS APPLICATION	FEES REMITTED (Add'l Fee X No. of Commitments)
		\$	
CITY	STATE	ZIP	COUNTY
TELEPHONE NUMBER		()	
EMAIL	WILL THIS PLATE BE PERSONALIZED?	LICENSE PLATE NUMBER	STATE OF ISSUANCE
	<input type="checkbox"/> YES <input type="checkbox"/> NO		

COMMITMENTS

	MAKE OF VEHICLE	MODEL	VEHICLE YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
1				
2				
3				
4				
5				

CERTIFICATION

I certify that the information listed above is true and correct. I own/lease the vehicle(s) described.

SIGNATURE OF APPLICANT DATE

POWER OF ATTORNEY

I appoint _____ as my attorney-in-fact to process commitment to purchase application(s) in my name for the purpose of creating the _____ distinctive license plate category.

Signature of Vehicle Owner/Lessee: _____ Date: _____

Signature of Vehicle Owner/Lessee: _____ Date: _____

Signature of Appointee: _____ Date: _____

If a sponsoring organization is appointed, the signature shall be of an authorized representative of the organization who will perform as attorney-in-fact for the owner.

APPENDIX B – PRE-COMMITMENT WEB SERVICE

The Pre-commitment Web Service is used for redemption of pre-commitment vouchers in the licensing system without logging into the MVTRIP portal. The web service can be found at: <https://precommitpublicapi.caps.ua.edu/Service1.svc> for development and <https://precommitpublicapi.mvtrip.alabama.gov/Service1.svc> for production. The instructions below should be used to access the web service.

- Method Name: GetAccessToken
 - Functionality: Uses licensing office user credentials to obtain a login token from CAPSLock. CAPSLock is the user authentication application for MVTRIP.
 - Returns: string access token if the user credentials are valid, else null
 - Inputs:
 - username – Variable type: STRING - Username for the CAPSLock account
 - password – Variable type: STRING - Password for the CAPSLock account
 - Notes: Needs the “APIUse” privilege in the pre-commitment application in CAPSLock
-
- Method Name: CheckValid
 - Functionality: Checks if an application with the given number is redeemable
 - Returns: True if the application is redeemable, else false
 - Inputs:
 - ApplicationNumber – Variable type: INT - Number for the application found at the top of voucher.
 - Accesstoken – Variable type: STRING - Access token used for login with CAPSLock.
 - Notes: Redeemable means the following conditions hold true-
 - Application is not deleted
 - Application is in the “paid” status
 - Tag applied for is in the “completed” status (completed its pre-commitment campaign and available for purchase in licensing offices)
-
- Method Name: MarkRedeemed
 - Functionality: Checks if an application with the given number is redeemable, and if so marks the application as redeemed
 - Returns: True if the application is successfully redeemed, else false
 - Inputs:
 - ApplicationNumber – Variable type: INT - Number for the application found at the top of voucher
 - Accesstoken – Variable type: STRING - Access token used for login with CAPSLock
 - Notes: Redeemable means the following conditions hold true-
 - Application is not deleted
 - Application is in the “paid” status
 - Tag applied for is in the “completed” status (completed its pre-commitment campaign and available for purchase in licensing offices)