



JULIE P. MAGEE
Commissioner

State of Alabama Department of Revenue

(www.revenue.alabama.gov)
50 North Ripley Street
Montgomery, Alabama 36132

August 8, 2012

CYNTHIA UNDERWOOD
Assistant Commissioner

MICHAEL E. MASON
Deputy Commissioner

MEMORANDUM

2012-12

TO: County License Plate Issuing Officials, County System Vendors/Programmers, and Department of Revenue ALVIS users

FROM: Jay Starling, Motor Vehicle Division Assistant Director

SUBJECT: ALVIS Migration to MVTRIP

On August 15, 2012, the Alabama Vehicle Information System (ALVIS) will be migrated over to the new Motor Vehicle Title Registration and Insurance Portal (MVTRIP).

In order to begin using MVTRIP on August 15th, each ALVIS user must create an MVTRIP account using the attached instructions. Upon creation of an MVTRIP user account, existing ALVIS users will automatically be granted the same registration inquiry privileges that they had in ALVIS.

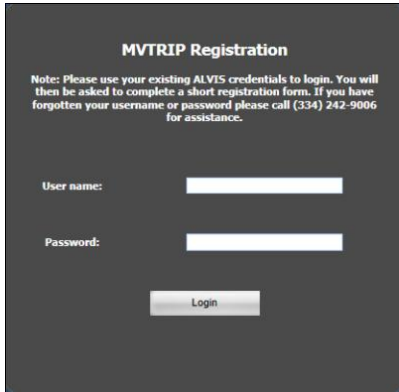
The MVTRIP website (mvtrip.alabama.gov) that is currently used to access Motor Vehicle Division systems (ALVIS, ETAPS, PROS and MLI) will not change with this migration.

Please distribute this memorandum to any ALVIS users in your office. If you need assistance with setting up your MVTRIP account, please contact us at (334) 242-9006.

The New MVTRIP System is Here!

On Wednesday, August 15th, the new MVTRIP application will be live. In order to use the new features of the system, you will need to register for an MVTRIP account. Please follow the directions below to transition your current ALVIS account to your new MVTRIP account.

Prior to August 15th, go to <https://userimport.mvtrip.alabama.gov>. You will see a screen that looks like this:



The screenshot shows a dark grey login form titled "MVTRIP Registration". At the top, a note reads: "Note: Please use your existing ALVIS credentials to login. You will then be asked to complete a short registration form. If you have forgotten your username or password please call (334) 242-9006 for assistance." Below the note are two input fields: "User name:" and "Password:". A "Login" button is positioned at the bottom of the form.

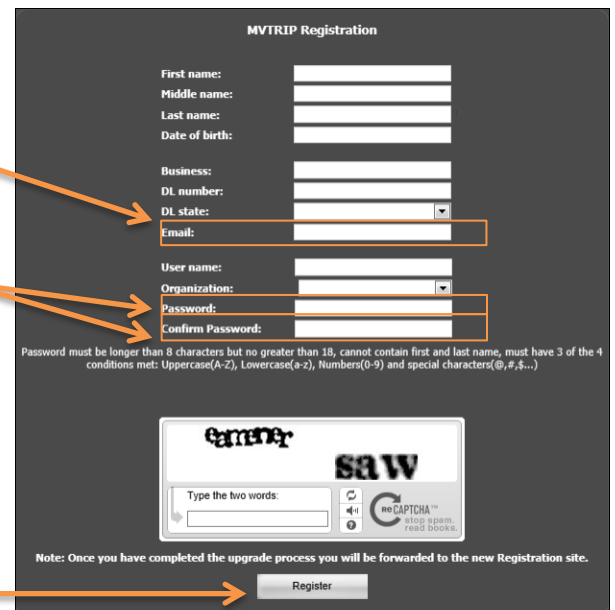
You will need to enter your current ALVIS username and password into the screen and click on "Login". If you do not remember your ALVIS username or password, please contact the DOR at (334) 242-9006.

You will then be taken to a registration page where you will be required to enter the following:

- Email Address – Use your work email or your supervisor's email if you don't have one. This email address will be used to reset your password if it is ever forgotten.
- Password – The password must be at least 8-18 characters long. The password cannot contain your first or last name and must meet 3 of the 4 following conditions
 - At least 1 uppercase letter
 - At least 1 lowercase letter
 - At least 1 number
 - At least 1 special character (@,#,\$,...)

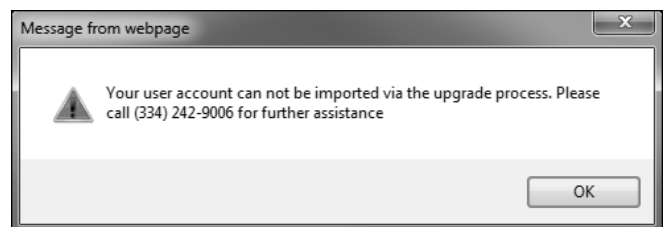
Verify that your First Name, Last Name and Organization are correct. These fields will be pre-populated for you. The user name field will populate with your current ALVIS user name, but you can change this to whatever you would like as long as it is available.

Type in the 2 word "Captcha" security caption that is on your screen and click on "Register" at the bottom of the screen.



The screenshot shows a registration form titled "MVTRIP Registration". It includes fields for: First name, Middle name, Last name, Date of birth, Business, DL number, DL state (dropdown), Email, User name, Organization (dropdown), Password, and Confirm Password. Below the password fields, a note states: "Password must be longer than 8 characters but no greater than 18, cannot contain first and last name, must have 3 of the 4 conditions met: Uppercase(A-Z), Lowercase(a-z), Numbers(0-9) and special characters(@,#,\$,...)". A CAPTCHA image with the words "Captcha" and "SAW" is displayed. A "Register" button is at the bottom. Orange arrows point from the text instructions to the Email, Password, Confirm Password, and Register fields.

If there is an error or issue with creating the account, you will receive the following message.



On August 15th, the ALVIS application will no longer be available. The MVTRIP system may be accessed by going to the following website: <https://www.mvtrip.alabama.gov>.

Please note that county license plate officials and chief clerks will be the MVTRIP system administrators for their respective offices.