

Manufacturer Profile - Screen 1

Begin manufacturer login by entering your License Number and the mailing zip code that is recorded in the system.


[Home](#) [Online Home](#) [MMVC Law](#)

Today is: Wednesday, September 27, 2017

Manufacturer Login


License Number : 1

Mailing Zip code: 2

 By entering data into this web site you are agreeing to abide by the operating rules of the Mississippi Motor Vehicle Commission and certifying that all information is accurate and correct to the best of your knowledge and belief.

[State of Mississippi Motor Vehicle Commission](#)
1755 Lelia Drive, Suite 200
Jackson, MS 39216
601-987-3995
Fax: 601-987-3997

[Transparency Mississippi Management and Reporting System](#)



Manufacturer Profile - Screen 2

When you login you will be taken to your manufacturer profile.

1. At the top of the screen is your manufacturer name and License Number and when your license will expire.
2. If it is between Oct 1 and March 1 you will see the Renew License button.
3. In the middle of the screen is a series of tabs.
4. The General Registration tab shows your address and contact information.
5. You may update your contact information at any time
6. To change your address submit an Address Change form to the commission.

Manufacturer Name :A Test Manufacturer 1

1 License No.: test559 (through 2017) **2**

General Registration Representatives Makes License History Dealers Uploaded Documents Payments **3**

4 **General Registration**

Physical Address
Address: 12 Some St
City: Jackson State: MS Zip: 39216

Mailing Address
Address: 12 Some St
City: Jackson State: AL Zip: 39216

6 Click to submit an address change notice form.

Contact 1: <input type="text" value="Bill Jones-test"/>	5	Contact 2: <input type="text" value="Judy Jones-test"/>
Email 1: <input type="text"/>		Email 2: <input type="text"/>
Phone: <input type="text" value="(205) 888-7477"/> Ext: <input type="text"/>		Fax: <input type="text" value="(205) 674-7666"/>
Website: <input type="text"/>		
Password: <input type="text"/>		

Manufacturer Profile - Screen 3

On the Replenestatives tab you will see a list of the current replenestatives that are associated with your business.

1. The year in parentheses after their name indicates that their license will expire at the end of that year.
2. If there is a \$ after their name it indicates that they were added to your list but their license fee has not been paid.
3. You may terminate a replenestative by clicking the red X to the left of their name. You will be taken to a screen to enter their termination date.
4. You may add a new replenestative by clicking the blue + button. You will be taken to a screen to select the replenestative and enter their employment date. Then you will be taken through a series of screens to pay their license fee.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) Renew License

General Registration **Representatives** Makes License History Dealers Uploaded Documents Payments

Representatives +

Full Name	City	State	Flagged	Flagged Reason
× Aper1, John (2017)			<input type="checkbox"/>	
× Arep2, Susan (2017)			<input type="checkbox"/>	
× Arep3, Howard (License Not Paid \$)			<input type="checkbox"/>	

3 Total Representatives

Save Changes Logout

State of Mississippi Motor Vehicle Commission

Manufacturer Profile - Screen 4

The Makes tab shows those makes that are associated with your business. You may add or remove makes.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) Renew License

- General Registration
- Representatives
- Makes**
- License History
- Dealers
- Uploaded Documents
- Payments

Makes 

 *AMBULANCES

Save Changes Logout

State of Mississippi Motor Vehicle Commission
1755 Lelia Drive, Suite 200
Jackson, MS 39216

Manufacturer Profile - Screen 5

The License History tab shows your license information.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) Renew License

- General Registration
- Representatives
- Makes
- License History**
- Dealers
- Uploaded Documents
- Payments

License History

Termination information

License Renewal

License Number	Licensed Year	Check No.	Amount Paid	Issued Date
test559	2017	432	\$600.00	10/1/2017

Save Changes Logout


Manufacturer Profile - Screen 6


The Dealers tab shows the dealers associated with your business.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) [Renew License](#)

General Registration | Representatives | Makes | License History | **Dealers** | Uploaded Documents | Payments

Dealers 

Dealer Name	Phone	Ext.
 a test dealer 3	(205) 888-7477	

[Save Changes](#) [Logout](#)

State of Mississippi Motor Vehicle Commission

Manufacturer Profile - Screen 7


On the Uploaded Documents tab there will be a list of any documents that were uploaded for your business. To upload a new document click the Blue + button and you will be taken to a screen to upload the document. If there are documents that have been uploaded there will be a link to click to view the document.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) [Renew License](#)

General Registration | Representatives | Makes | License History | Dealers | **Uploaded Documents** | Payments

Uploaded Documents

Uploaded Files 

File Name	Description	Date Uploaded
No files uploaded		

[Save Changes](#) [Logout](#)

Manufacturer Profile - Screen 8

Payments that you make will be listed in the Payments tab. This may not contain ALL historical payments the business has made but will list all payments going forward. If you click on the Receipt No. a popup window will show the details of the payment.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2017) Renew License

General Registration | Representatives | Makes | License History | Dealers | Uploaded Documents | **Payments**

Payments

Receipt No.	Date	Description	Amount
<u>1-1043</u>	9/27/2017	Manuf/Dist New License (\$400 + \$200 Admin)	\$600.00
<u>1-1045</u>	9/27/2017	New License for John Aper1 (2017-12-31)	\$600.00

Save Changes Logout

Manufacturer Renewal - Screen 1

When you click the Renew License button you will be taken to the shopping cart to select the licenses you want to renew. Simply check the box beside each license to be renewed. In this example there was one representative that had been added to your list but their licenses fees had not been paid. If it is between Oct 1 and Dec 15 it is mandatory that this licenses be paid for the current year so they are checked by default. The renewal for the new year is also included. When you have selected all that you plan to renew click the Next button.

NOTE: Any representative not renewed will automatically be terminated at the end of their license year.

Receipt Number: OL-1047

Payment includes:	Amount
Note: Any representative whose license is not renew will be automatically terminated at the end of their license year.	
<input type="checkbox"/> \$600.00 - Licensee renewal amount through 2018-12-31	\$0.00
<input type="checkbox"/> \$300.00 - Renewal John Aper1 thru 2018-12-31	\$0.00
<input type="checkbox"/> \$300.00 - Renewal Susan Arep2 thru 2018-12-31	\$0.00
<input checked="" type="checkbox"/> \$300.00 - New License for Howard Arep3 thru 2017-12-31	\$300.00
<input type="checkbox"/> \$300.00 - Renewal Howard Arep3 thru 2018-12-31	\$0.00
Total	\$0.00

Previous

Next

Manufacturer Renewal - Screen 2

When you click Next you will be taken to this notice page. Click Continue with Payment to complete your online payment. You will temporarily leave the MMVC site and go to the State of Mississippi payment portal.

Checkout

At this time you will be taken to the State of Mississippi's Online Payment System to complete your license request.

Please click the button below to make your payment of \$1800.00. A convenience fee will also be added to the online payment. You will see the amount of this fee before you complete the payment.

Back

Continue with Payment

Manufacturer Renewal - Screen 3

Go through the four steps of the payment portal and complete the payment. Then you will be returned to the MMVC site.

MISSISSIPPI'S OFFICIAL STATE WEBSITE
ms.gov

1 Payment Type **2** Customer Info **3** Payment Info **4** Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
000000001	This payment includes manufacturer and/or representative license payments; License Renewal	\$1,800.00	1	\$1,800.00
Total				\$1,800.00

Payment

Payment Type

Payment Type *

Select One

[Next >](#)

Customer Information

Manufacturer Renewal - Screen 4

You will be returned to the receipt page. You may print your receipt at this time. After you print your receipt click the Return to Your Information button to go back to your profile.

Thank you for your online renewal. Below is your receipt. Please print this for your records.
[Print Receipt](#) or click **{Ctrl}{P}**

Receipt Number: OL-1047
A Test Manufacturer 1

Licensee renewal amount through 2018-12-31	\$600.00
License renewal for John Aper1 (2018-12-31)	\$300.00
License renewal for Susan Arep2 (2018-12-31)	\$300.00
New License for Howard Arep3 (2017-12-31)	\$300.00
License renewal for Howard Arep3 (2018-12-31)	\$300.00
Subtotal	\$1,800.00
Transaction Fee	\$41.64
Total	\$1,841.64

[Return to Your Information](#)


Manufacturer Renewal - Screen 5




When you return to your profile you will see that your license and those of the representatives that you renewed have been updated.

Manufacturer Name :A Test Manufacturer 1

License No.: test559 (through 2018)

General Registration | **Representatives** | Makes | License History | Dealers | Uploaded Documents | Payments

Representatives 

Full Name	City	State	Flagged	Flagged Reason
 Aper1, John (2018)			<input type="checkbox"/>	
 Arep2, Susan (2018)			<input type="checkbox"/>	
 Arep3, Howard (2018)			<input type="checkbox"/>	

3 Total Representatives

[Save Changes](#) [Logout](#)

Manufacturer Renewal - Screen 6

On the payment tab you will see the payment listed and you may click on the Receipt No to view and print a receipt.

Manufacturer Name : A Test Manufacturer 1

License No.: test559 (through 2018)

General Registration	Representatives	Makes	License History	Dealers	Uploaded Documents	Payments
Payments						
Receipt No.	Date	Description	Amount			
OL-1047	9/27/2017	Licensee renewal amount through 2018-12-31	\$1,800.00			
1-1043	9/27/2017	Manuf/Dist New License (\$400 + \$200 Admin)	\$600.00			
1-1045	9/27/2017	New License for John Aper1 (2017-12-31)	\$600.00			

Manufacturer Renewal - Screen 7



STATE OF MISSISSIPPI MOTOR VEHICLE COMMISSION

RECEIPT

Confirmation Number 25322120

Payment by: VISA No. Online

Receipt # OL-1047

Paid by A Test Manufacturer 1

Paid on: 9/27/2017

Paid For	Description	Amount
A Test Manufacturer 1	Licensee renewal amount through 2018-12-31	\$600.00
John Aper1	License renewal for John Aper1 (2018-12-31)	\$300.00
Susan Arep2	License renewal for Susan Arep2 (2018-12-31)	\$300.00
Howard Arep3	New License for Howard Arep3 (2017-12-31)	\$300.00
Howard Arep3	License renewal for Howard Arep3 (2018-12-31)	\$300.00
	Transaction Fee	\$41.64
		\$1,841.64

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