Welcome to the SCDMV

March 22, 2022

Dealer Connection - March 2022

The South Carolina Department of Motor Vehicles (SCDMV) continues to provide information about ways dealers and business customers can process transactions, from electronic vehicle registration (EVR) to in-person transactions.

In this issue, you'll find information regarding changes to military license plates, SCDMV form updates, temporary license plate limitations, electronic dealer license renewal, titling and registration classes, and EVR tips.

Title Application (Form 400) and Change of Address (Form 4057) Updates

On March 23, 2022, the SCDMV is publishing updates to several forms with updated steps for voter registration. There are updates scheduled for the Title Application (Form 400), Change of Address (Form 4057), and others.

Dealers may not execute any sales using forms that are no longer considered valid. Older versions of these forms have a notice printed at the top to indicate that version is no longer valid after March 22, 2022.

The new versions of the forms will be available on the scdmvonline.com/Forms-And-Manuals webpage after March 22, 2022.

Dealers can click below to download the new Title Application (Form 400) and Change of Address (Form 4057) forms.

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Revised Title Application (Form 400)

Revised Change of Address (Form 4057)

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As a reminder, dealers processing customer paperwork through EVR must ensure that the customer address listed on the Title Application (Form 400) matches the customer address displayed in the SCDMV customer record. If the address does not match, the dealer must instruct the customer to change their address online with the SCDMV before proceeding with the EVR transaction. Once the customer updates their address with the SCDMV, the dealer should verify that the address on the Title Application (Form 400) matches the SCDMV customer record, and proceed with the remainder of the sale.

30-day Out-of-State Temporary License Plates Limits

The SCDMV is limiting the purchase of the 30-day Out-of-State Temporary License Plates available for purchase at branch offices to 25 per dealer per day to ensure sufficient quantities are available to all requesting dealers.

Electronic Dealer License Renewal Updates

The SCDMV is working on a project for the electronic renewal of dealer and wholesaler licenses. This project's purpose is to enhance the customer experience by streamlining the dealer license renewal process through an online platform that not only saves time and effort, but also gives dealers more control in managing and viewing dealership profile information during the renewal period. For reference, please refer to past Dealer Connection newsletters for full details on the project.

Dealers will find information on dealer license renewal, as well as information on the Electronic Dealer Renewal Project (EDRP) at Renewing a Dealer License (scdmvonline.com).

Below is the timeline for the EDRP (dates are subject to change):
- Phase I: (for Pilot Dealers to test the system) -August 31, 2022 – November 15, 20222
- Phase II: Full Rollout (for all Dealers to operate the new system) -November 16, 2022
- Phase III: All Dealers Transition to Online Only -February 16, 2023

The SCDMV will offer training and testing opportunities to all dealers. The agency encourages every dealer to take advantage of this training to ensure that dealers understand how the new system works. The training opportunities also allow dealers to ask questions, clarify their roles and actions in the process, and get comfortable using the new system. Please reference the training dates below:

Virtual Training Dates (Electronic Dealer Renewal Project)			
For Dealers Expiring in	**Training Session #**	**Day**	**Date**
August, September, October, & November (who are not a part of the Pilot Program)	5	Wednesday	09/07/2022
December	6	Wednesday	09/14/2022
January	7	Wednesday	09/21/2022
February	8	Wednesday	09/28/2022
March	9	Wednesday	10/05/2022
April	10	Wednesday	10/12/2022
May	11	Wednesday	10/19/2022
June	12	Wednesday	10/26/2022
July	13	Wednesday	11/02/2022

To sign up for a training, submit an email request to electronicdealerrenewalquestions@scdmv.net

The email submission should include the following information:

- Email Subject: SIGN-UP FOR TRAINING
- Dealership's Name
- Dealer #
- Contact Name
- Contact Number
- Contact Email
- Training date you're signing up for
- License Type
- Franchise? (Yes or No)
- Expiration Month

The SCDMV's Dealer License and Audit Unit (DLAU) will follow up upon receipt of the submission.

Dealer Titling Classes

The SCDMV is back to providing training sessions to

automobile dealers on titling and registering vehicles in South Carolina.

Below are dates for the next two dealer titling classes offered at SCDMV Headquarters:

- May 6, 2022 – 10 a.m. to 3 p.m.
- July 22, 2022 – 10 a.m. to 3 p.m.

To register for the Title and Registration class, send an email to training@scdmv.net.

If you have already signed up to attend an in-person class and will no longer attend, please send a cancellation notice to training@scdmv.net.

EVR Reminders

To improve customer service while utilizing the electronic vehicle registration process effectively, the following best practices are recommended:

- Ensure that you have the prior title before finalizing the deal in EVR.
- Ensure that the plate being transferred is the plate that the customer wants to transfer.
- Your EVR service provider should be your point-of-contact if you are having any issues with processing paperwork through EVR.
- All documents should be submitted to the SCDMV within two business days after finalizing deals.
- For assistance with how to enter out-of-state title numbers, refer to the Training Presentation for Dealers that is located on our website. The presentation will help prevent most title suspense codes from occurring.
- Ensure that the following is submitted with your paperwork:
    - Coversheet,
    - Title Application (SCDMV Form 400),
    - Title,
    - Affidavit of sale/bill of sale, and
    - Buyer's invoice.