

TAG PRE-COMMITMENT

User Manual

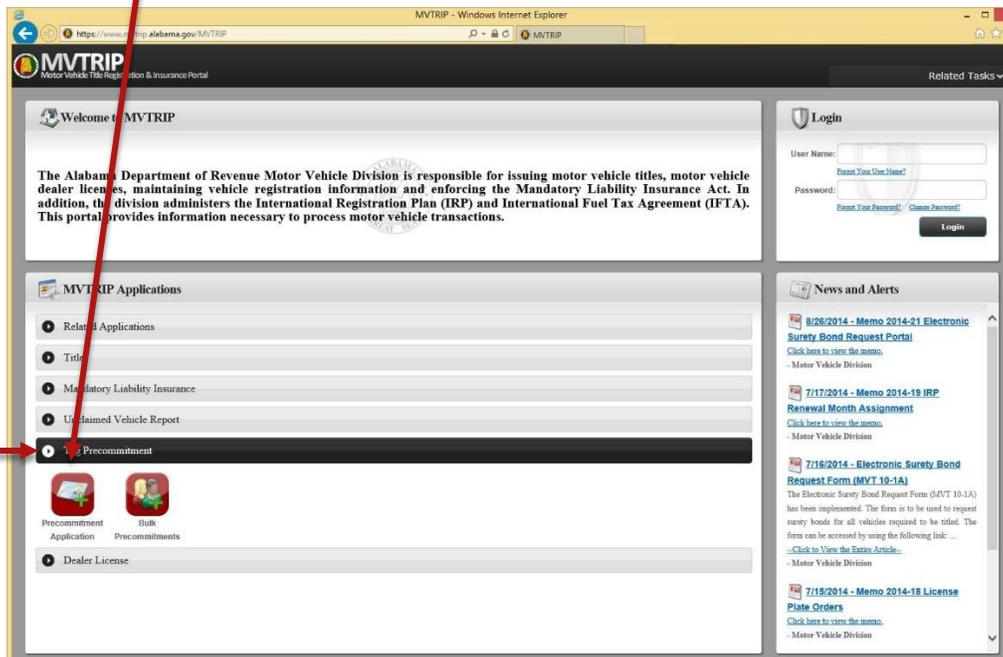
This document will detail various operations available to users of the pre-commitment application.

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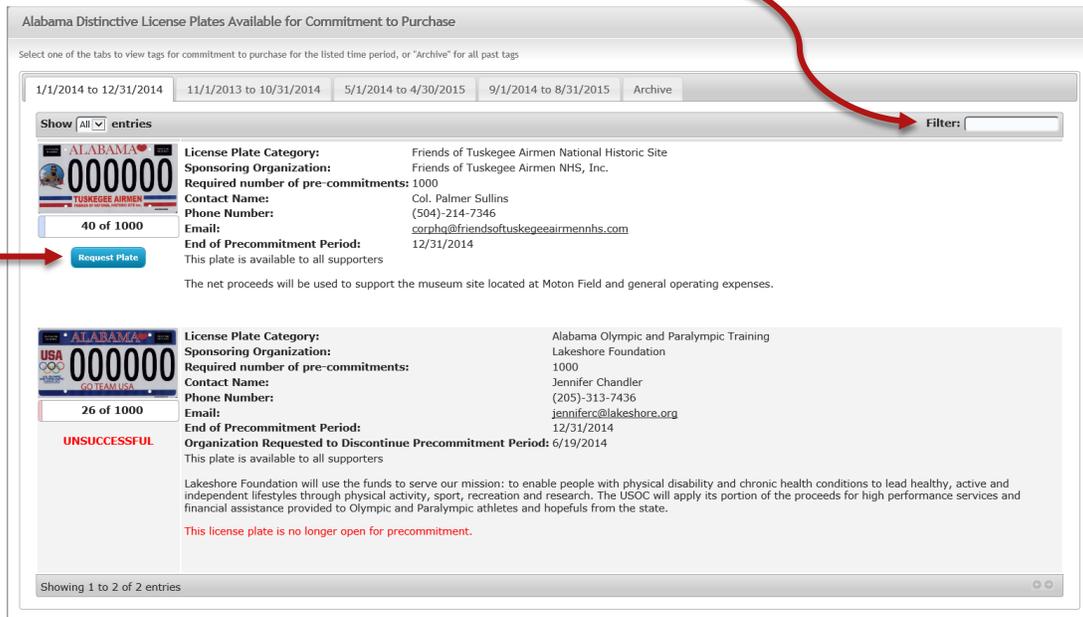
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HOW TO PLACE A PRE-COMMITMENT REQUEST

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 * Zip * County

Vehicle Information

Enter vehicle information:

* VIN
* Make * Model * Vehicle Year

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

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.

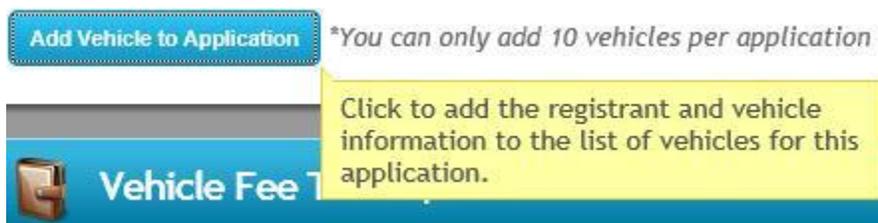
Vehicle Fee Total: \$0.00

| 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.

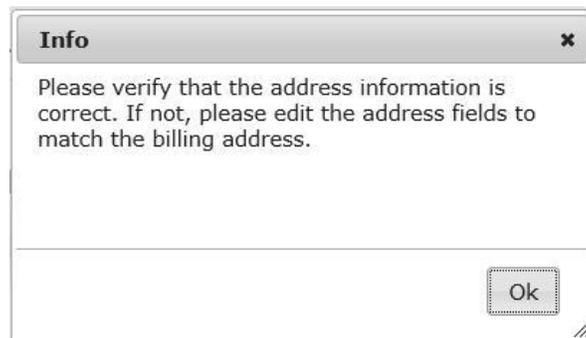
If you wish to remove a vehicle from the list, click on the red "X" next to the vehicle.

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.



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:

Tue 9/23/2014 12:13 PM
noreply@tagprecommitment.caps.ua.edu
Commitment To Purchase - Transmittal Sheet



Transmittal Sheet

Test, user
123 Street
Tuscaloosa, AL, 35405

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

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.

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

Please mail this transmittal sheet and the aforementioned documentation to:

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

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.

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:

<Sponsoring Organization Information>

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. /

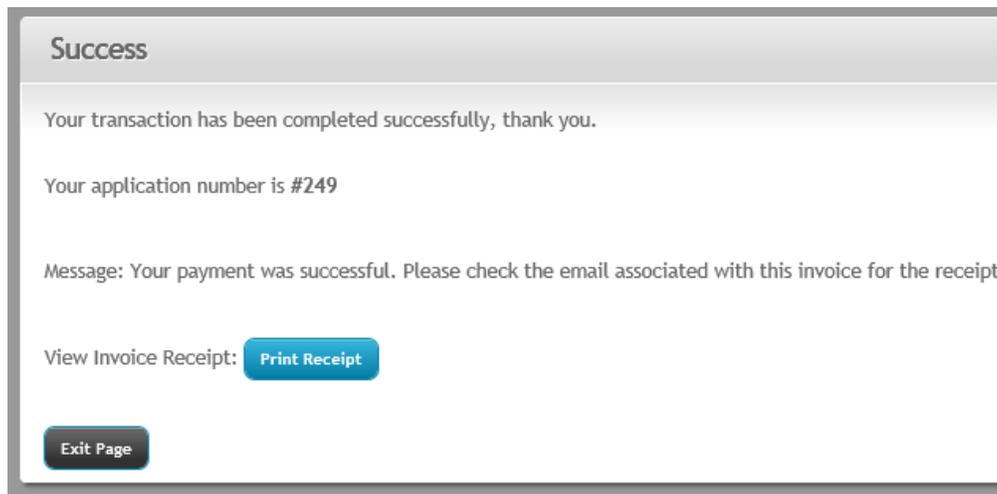
Note: By clicking the "Submit" button, you are agreeing to pay the amount above. Your credit card will be charged immediately.

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.



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.



Test, User
123 Test Street
Tuscaloosa, AL 35401

Alabama Department of Revenue
Pre-commitment Payment Receipt

Application # 417

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

If the sponsoring organization is successful in obtaining the requisite number of pre-commitments, license plates will be available for order through the license plate issuing officials. 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 |
|-------------------|------|-------|------|---------|
| WBSDE93462CF90305 | 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.

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:

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.



Test, User
123 Test Street
Tuscaloosa, AL 35401

Alabama Department of Revenue
Pre-commitment Payment Receipt

Application # 417

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

If the sponsoring organization is successful in obtaining the requisite number of pre-commitments, license plates will be available for order through the license plate issuing officials. 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

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.

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) **Alternate Contact Name** – This is the alternate contact name for the given organization
- 6) **Alternate Contact Email** – This is the alternate contact email for the given organization
- 7) **Balance Sheet Account Number** – Provided by the Comptroller's office and should be shared with financial operations and the cashier's office.
- 8) **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" with the following fields and callouts:

- 1: Name of New Tag Category
- 2: Organization Name
- 3: Organization Contact Name
- 4: Email
- 4: Phone
- 5: Alternate Contact Name
- 6: Alternate Contact Email
- 4: Fax
- 7: Balance Sheet Account Number
- 8: 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 a dropdown menu labeled "Choose Quantity Class" with "Class 1 (Quantity - 250)" selected. A red arrow points to the down arrow. A callout box shows the expanded menu with "Class 1 (Quantity - 250)" and "Class 2 (Quantity - 1000)".

You will also need to select the Vehicle Type of the tag that you are entering by clicking on the down arrow next to the Vehicle Type and selecting either Passenger or Motorcycle.

The screenshot shows a dropdown menu labeled "Vehicle Type" with a red arrow pointing to the down arrow. A callout box shows the expanded menu with "Passenger" and "Motorcycle".

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

The screenshot shows a form with the following fields:

- Address:
- City:
- State:
- Zip:

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.

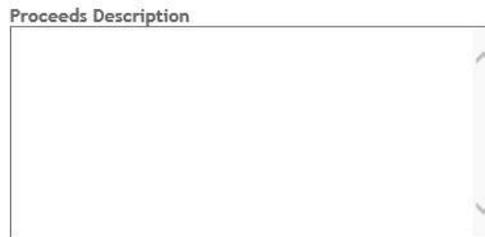


****Valid Image types – JPG or PNG****

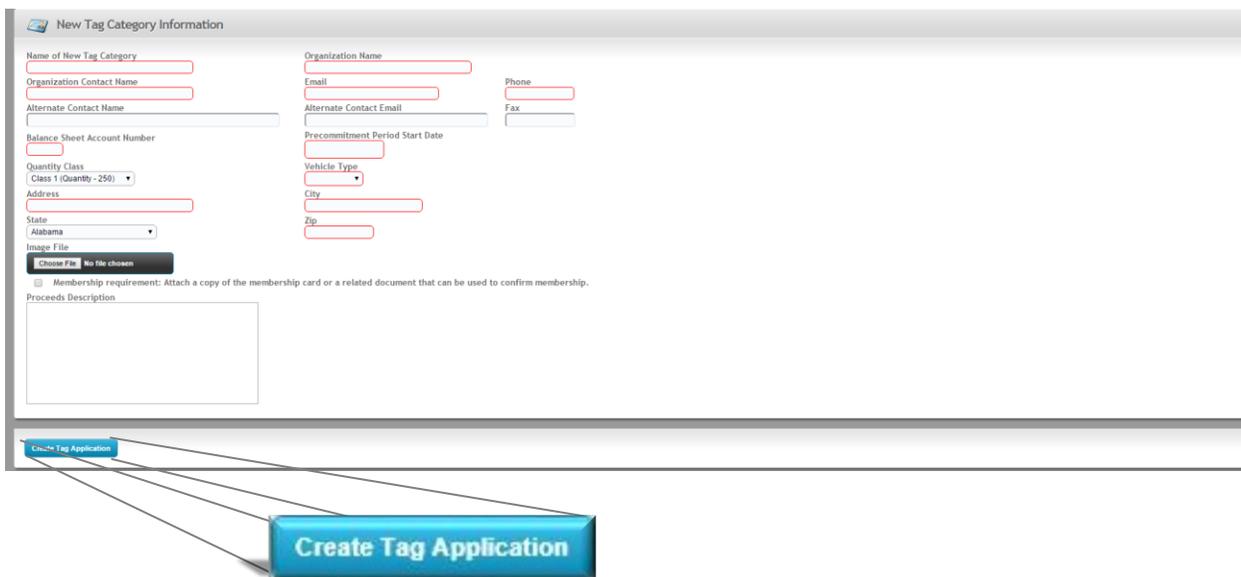
If proof of membership is required to pre-commit to this plate design, please click on the check box denoting membership requirement.

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.

A large, empty text box with a vertical scrollbar on the right side, labeled "Proceeds Description" at the top left.

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

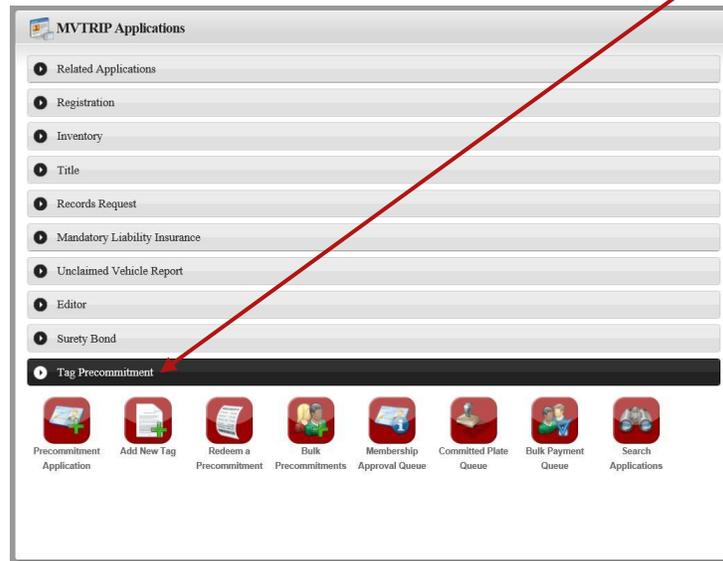
A screenshot of a web form titled "New Tag Category Information". The form contains several input fields: "Name of New Tag Category", "Organization Name", "Organization Contact Name", "Email", "Phone", "Alternate Contact Name", "Alternate Contact Email", "Fax", "Balance Sheet Account Number", "Precommitment Period Start Date", "Quantity Class" (with a dropdown menu showing "Class 1 (Quantity - 250)"), "Vehicle Type" (with a dropdown menu), "Address", "City", "State" (with a dropdown menu showing "Alabama"), and "Zip". Below these fields is an "Image File" section with a "Choose File" button and the text "No file chosen". There is also 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 "Proceeds Description" text box. At the bottom left of the form is a small blue button labeled "Create Tag Application". A callout box with a blue background and white text, also labeled "Create Tag Application", is positioned below the form with lines pointing to the button on the form.

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.



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 | | | | | | | |
|----------------------------|----------------------|--------------|-------------|--------------|-------------|--------|--|
| Name | Organization | Created Date | Plate Count | Status | Approve Tag | Report | |
| Precommit Tag | CAPS | 10/21/2013 | 3 of 250 | Completed | | 2 | |
| Tag of Testing | Testing Tags, LLC | 10/24/2013 | 33 of 250 | Successful | ✓ 1 | 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.



| | 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.



| | 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 | LINCOLD | | 2013 | 0 |
| 3 | 22 | Derrick | 123 asdf | 123 asdf | CA | 12312 | BUTLER | 123 | dlewis@cs.ua.edu | WUAUC48H05K003549 | 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 | YV1982A5A41118666 | 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 | C1500 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 | 36123 | MOBILE | 3343671234 | rena2069@yahoo.com | 1FMCU04112KB86851 | FORD | ESCAPE | 2002 | |
| 11 | 47 | cher 3 | 123 santa claus blvd | north pole | AI | 77532 | COVINGTON | 7516789004 | rena2069@yahoo.com | 4IGF865F37A046685 | MER7 | R 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 | ✓ | | 2 3 |
| 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 | ✓ | 1 | |
| 26-Chris Tag Test | Test Org | 13 | 2/10/2014 | unpaid | | |

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: [REDACTED] 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 | 2GCEK19T7Y1117156 | 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** FAX NUMBER:

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 | 2FMDK36C9BB32332 | 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 | PENINFARINA | 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

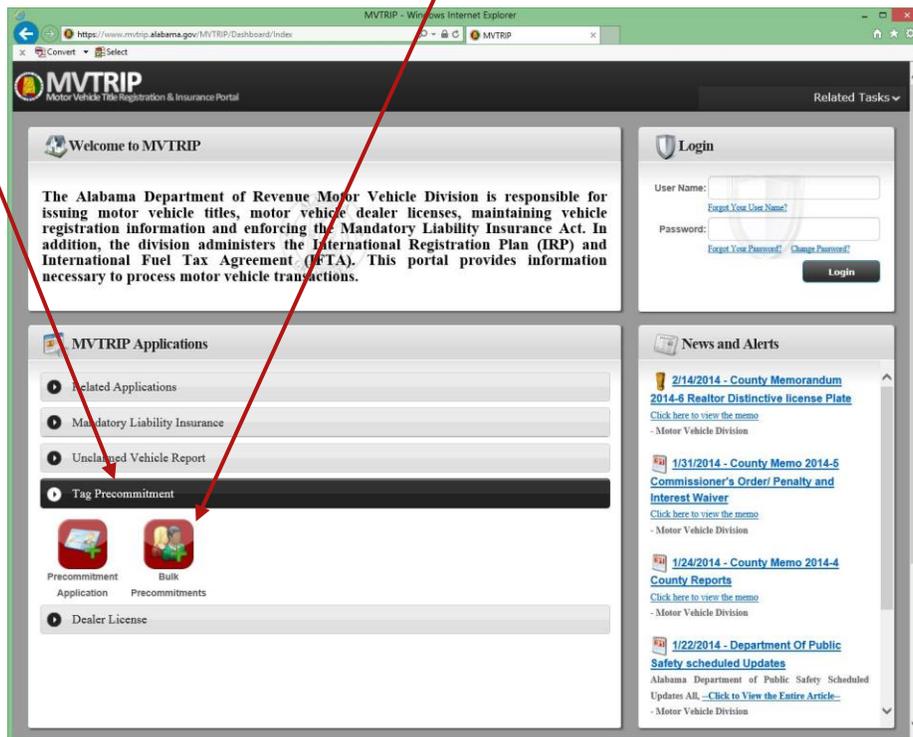
INSTRUCTIONS FOR SPONSORING ORGANIZATIONS

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:



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.

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: OR * Make: * Model: * Vehicle Year:

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

Tag Number: Vehicle Search

Confirm Registrant

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

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 option for Tag Number. A blue bar indicates a "Vehicle Fee Total: \$50.00". Below this is a table with one entry: VIN WBSDE93462CF90305, Make BMW, Model M5, Year 2002, Fee \$50.00, and a Delete button. At the bottom, there is a blue button labeled "Add Registrants to Application". A red arrow points from the text above to this button.

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" page. It displays application status (Created) and total cost (\$100.00). There is a "Return to Bulk Application List" button. Below is a table with two entries: DOE, JOHN with VIN WBSDE93462CF90305 (2002 BMW M5) and DOE, JOHN with VIN WBSDE9342YBZ95993 (2000 BMW M5). Both entries have a Delete button. At the bottom, there are "Add Registrants" and "Submit Bulk Application" buttons. Arrows from the list above point to the "Return to Bulk Application List" and "Add Registrants" buttons.

**** 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
Commitment to Purchase
Organization Transmittal Sheet Application # 29

TAG TYPE NAME: **BULK PRECOMMITMENT** ORGANIZATION: **BULK**

CONTACT NAME: **Paul** EMAIL: pharrison@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 | YEAR | FEES DUE |
|-----------------------|-------------------------------------|------|-------|------|-----------------|
| Doe, John | WBSDE93462CF90305 | BMW | M5 | 2002 | \$50.00 |
| Doe, John | WBSDE9342YBZ95993 | BMW | M5 | 2000 | \$50.00 |
| Total Fees Due | | | | | \$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
Commitment to Purchase Receipt
For Distinctive Plates Application # 191

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 | TAG TYPE REQUESTED | FEES PAID |
|-------------------------------------|------|-------|------|--------------------|----------------|
| WBSDE93462CF90305 | BMW | M5 | 2002 | BULK PRECOMMITMENT | \$50.00 |
| Total Fees Remitted | | | | | \$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 table titled "Application List" with the following columns: Created Date, Registrant Count, Paid, Status, and View. A red arrow points from the text above to the "PAID" value in the "Paid" column of the first row. The "PAID" text is enclosed in a red box. Below the table, there are buttons for "Create Bulk Application" and "Logout".

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

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, the sponsoring organization will receive an email notification letting them know that the pre-commitment campaign was unsuccessful.

APPLICATION REDEMPTION

REDEEM A PRE-COMMITMENT USING THE APPLICATION NUMBER

INSTRUCTIONS FOR LICENSING OFFICIALS

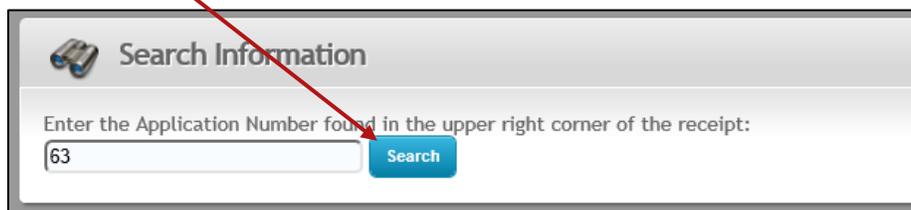
Log into MVTRIP using your username and password and click on the “Tag Pre-commitment” Ribbon option.



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.





Alabama Department of Revenue
Pre-commitment Redemption Voucher



Paul Harrison
111 Street
Tuscaloosa, AL 35405

Application # 34

Please retain this pre-commitment redemption voucher to present it to the licensing official in order to obtain the DerricKS TAG distinctive license plate. The plates will be available for order 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 <https://pros.mvtrip.alabama.gov> on or after the 6/26/2014.

| Commitments Purchased | | | | | |
|------------------------|------|-------|------|--------------------|----------------|
| VIN | Make | Model | Year | Tag Type Requested | Fees Paid |
| WBSDE93462CF90305 | BMW | M5 | 2002 | DerricKS TAG | \$50.00 |
| Total Fees Paid | | | | | \$50.00 |

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

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.



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:
25

Status Information

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

Actions

Application Payment Receipt **1** **2**
Vehicle Voucher **3**

Registrant Information

Application Number: 25
Tag Type Requested: Tag of Testing
Name: Bob Bob
Email: cmilian@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.

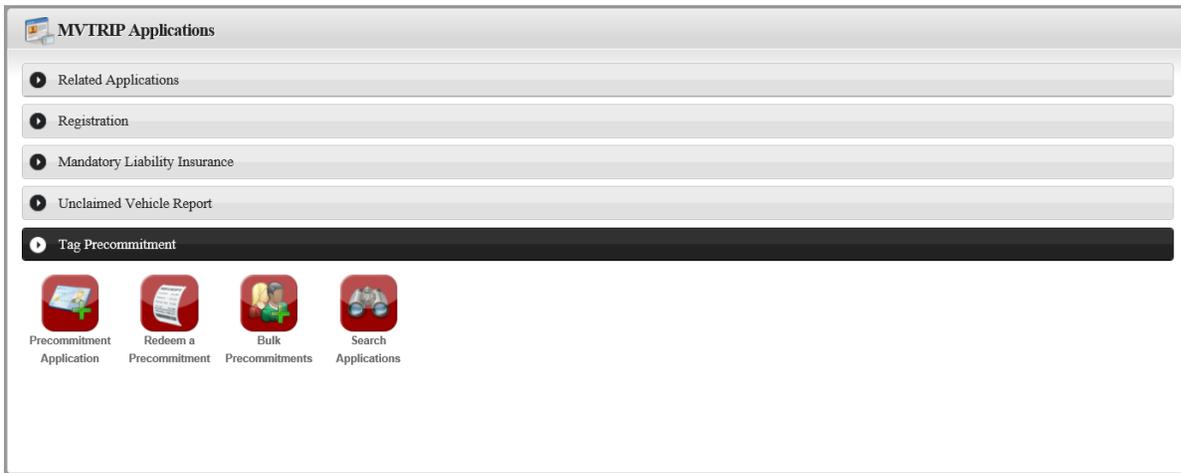
Success

Your transaction has been completed successfully, thank you.
Message: The application has been successfully redeemed.

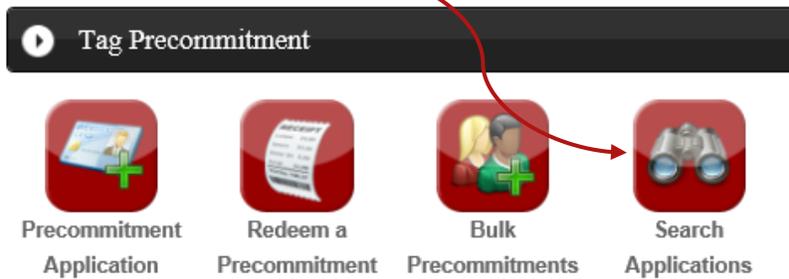
REDEEM A PRE-COMMITMENT WITHOUT THE APPLICATION NUMBER

INSTRUCTIONS FOR LICENSING OFFICIALS

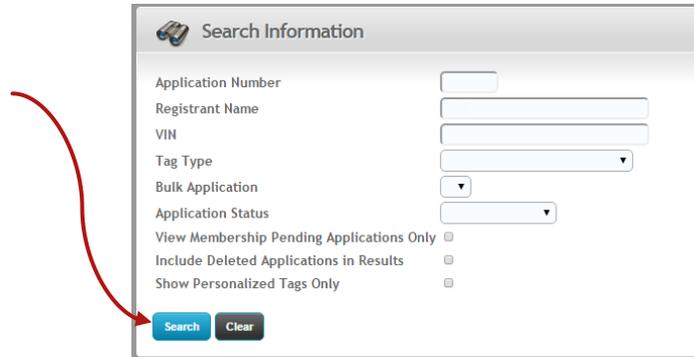
Log into MVTRIP using your username and password and click on the “Tag Pre-commitment” Ribbon option.



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, VIN or other identifying options. You do NOT need to enter all 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.

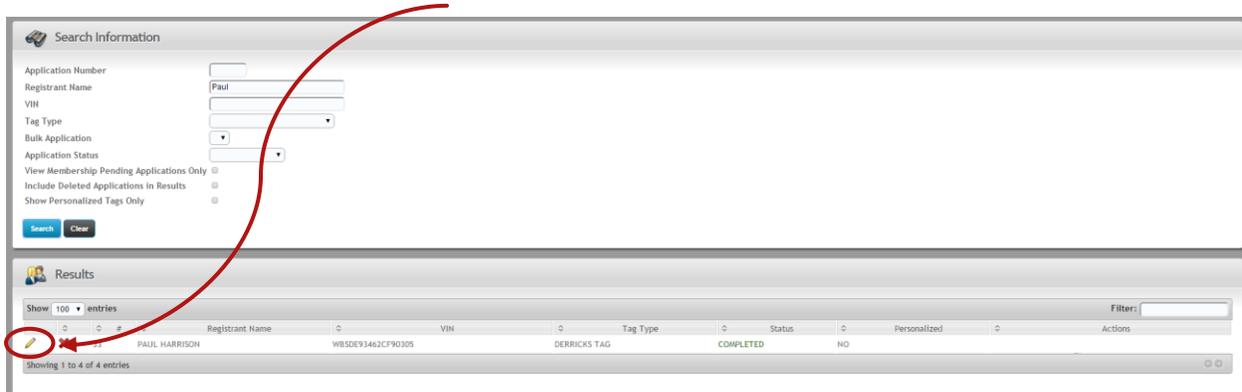


The screenshot shows a form titled "Search Information" with the following fields and options:

- Application Number:
- Registrant Name:
- VIN:
- Tag Type:
- Bulk Application:
- Application Status:
- View Membership Pending Applications Only:
- Include Deleted Applications in Results:
- Show Personalized Tags Only:
- Buttons: Search, Clear

A red arrow points from the "Search" button to the "Registrant Name" field.

****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****



The screenshot shows the "Search Information" form and the "Results" table. The "Registrant Name" field is filled with "Paul". The "Results" table has the following columns: Registrant Name, VIN, Tag Type, Status, Personalized, and Actions. A red arrow points to a yellow pencil icon in the Actions column of the first row.

| Registrant Name | VIN | Tag Type | Status | Personalized | Actions |
|-----------------|-------------------|--------------|-----------|--------------|---------------|
| PAUL HARRISON | WBSDEY3462CF90305 | DERRICKS TAG | COMPLETED | NO | [Pencil icon] |

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.

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.

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



The screenshot shows a portion of the Results table with a blue box highlighting the "Actions" column. The table has the following columns: Tag Type, Status, Personalized, and Actions.

| Tag Type | Status | Personalized | Actions |
|--------------------|--------|--------------|--|
| HOUSING FIRST, INC | PAID | NO | [Redeem Voucher icon, Resend icon, Receipt icon] |

Status Information

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

Registrant Information

Application Number: 34
 Created Date: 12/12/2013 2:45:07 PM
 Tag Type: DENIED TAG
 Name: Paul Harrison
 Email: someone@somehere.com
 Phone: (111)-222-3333
 Address: 111 Street
 City: Tuscaloosa
 State: AL
 Zip: 35405
 County: TUSCALOOSA

Vehicle Information

| VIN | Make | Model | Vehicle Year | Personalized |
|------------------|------|-------|--------------|--------------|
| WBDEY3462CF90305 | BMW | M5 | 2002 | NO |

Actions

Application Payment Receipt [Send Receipt](#) [View Receipt](#)

Delete Application [Delete Application](#)

Vehicle Voucher [Send Voucher](#) [View Voucher](#) [Redeem Voucher](#)

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.

Success

Your transaction has been completed successfully, thank you.
 Message: The application has been successfully redeemed.

[Exit Page](#)

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.

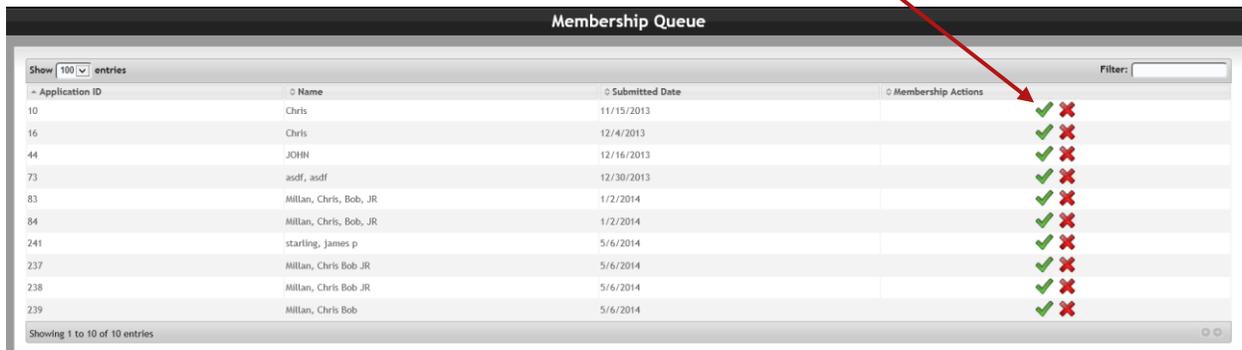


You will be given a list of all current pre-commitment applications that are pending approval of membership to the organization. You can filter by either the "Application ID", "Name" or "Organization":

| Membership Queue | | | | | |
|------------------|------------------------|--------------|----------------|--------------------|---------|
| Show 100 entries | | | | | Filter: |
| Application ID | Name | Organization | Submitted Date | Membership Actions | |
| 44 | JOHN | CAPS | 12/16/2013 | ✓ ✗ | |
| 73 | asdf | 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?

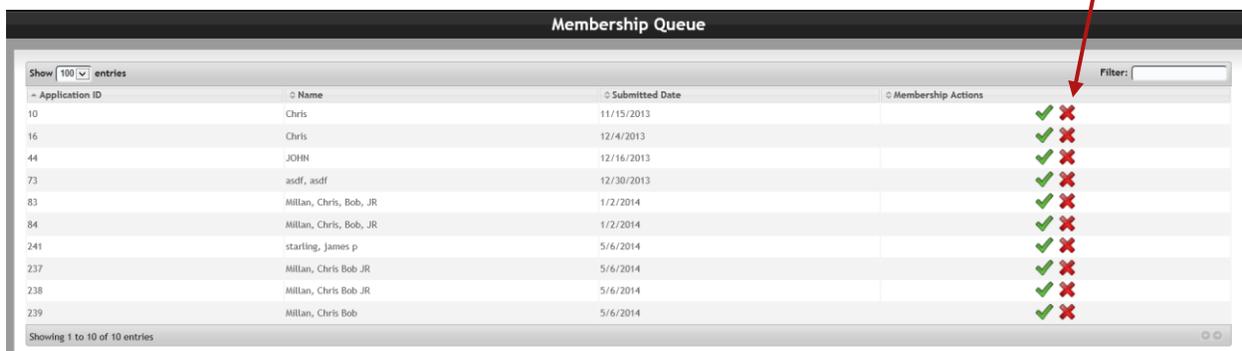
After being confirmed, the registrant will receive an email letting them know that their membership requirements have been met, and they will need to log into a given link in order complete the process and pay.

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.

APPLICATION CONTACT LIST

INSTRUCTIONS FOR DOR USERS

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



To view the Application Contact List, click on the "Application Contact List" option under the Tag Pre-commitment heading.



You will be given a list of tags that will allow you to create a Contact List for each tag.



Once you have selected your tag and the available options click the Submit button.

Tag Application Contact List

Application Information

Tag: Gold Star Family

- Include Created
- Include Submitted
- Include Approved
- Include Rejected
- Include Paid
- Include Redeemed
- Include Failed Payment

Submit

Upon Submit your computer will download CSV document with the requested report.

| | A | B | C | D | E | F | G | H | I |
|---|-----------------|----------|--|------------|----------------|---|---|---|---|
| 1 | Applicatic Name | | Email | Phone | Status | | | | |
| 2 | 260 | John Doe | JohnDoe@Test.com | 1234567890 | Failed Payment | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

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)