



# SCRAP USER MANUAL

Distributed by ADOR MVD

The ADOR MVD SCRAP web application provides you a way to verify that all vehicles needing to be scrapped do not currently have a lien against their title and are not flagged by NCIC as stolen. SCRAP also updates the titling system by cancelling the current title and issuing a junk cancellation title on the vehicle's VIN.

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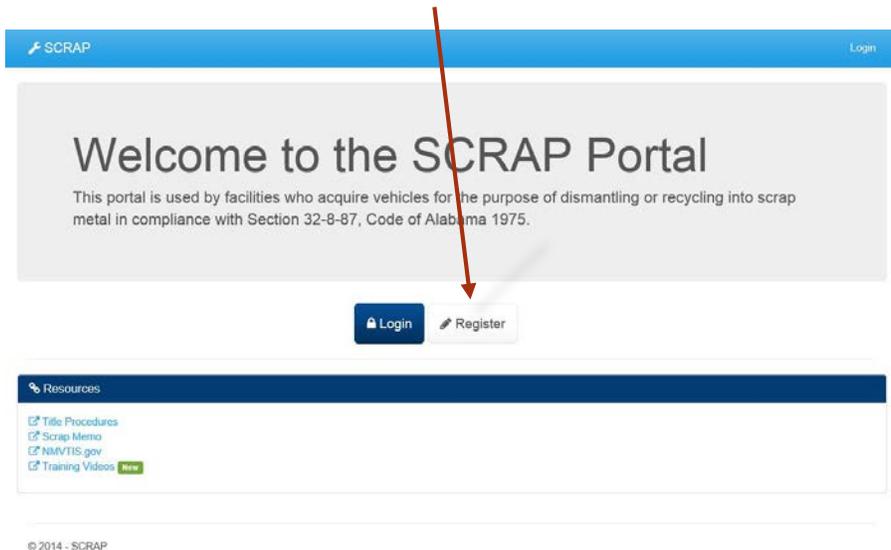
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## INTRODUCTION

The Alabama Department of Revenue (ADOR) Motor Vehicle Division (MVD) requires the use of the SCRAP web application to validate the junk recycling of any vehicle in the state of Alabama. The SCRAP web application provides a way to verify that the vehicle being scrapped does not currently have a lien against the title if an Alabama title is not supplied and is not listed as stolen in the National Crime Information Center (NCIC) database.

## REGISTER YOUR BUSINESS

You are required to register your business using the SCRAP web application portal. Please navigate to <https://scrap.mvtrip.alabama.gov/> and click on the “Register” button in order to begin this process.



You will be presented with a registration wizard. You will need to fill out all required fields in order to submit your registration to the Motor Vehicle Division (MVD) in order to use the application. We'll go through each section of the wizard below.

### Register A New Facility

1 Facility Information 2 User Information 3 Payment Information < Prev Next >

Welcome to the Registration Wizard. To start, fill out some information about your facility

Facility Type: Autovolve Dismantler and Parts recycler Facility Name: \_\_\_\_\_

Facility Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ NMVTIS Number: \_\_\_\_\_

ADPR License Number: \_\_\_\_\_ SMR License Number: \_\_\_\_\_ JD License Number: \_\_\_\_\_

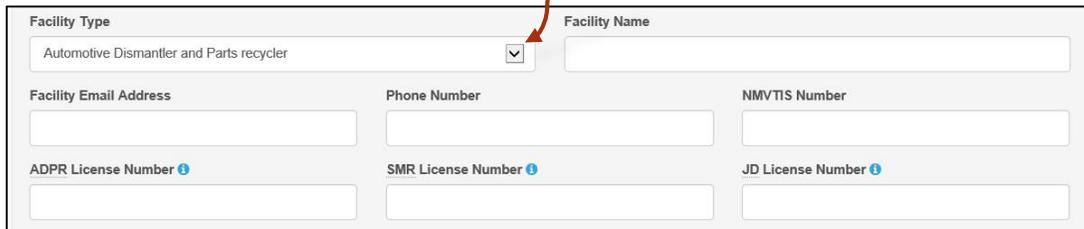
#### Addresses

| Physical Address                 | Mailing Address   |
|----------------------------------|---|
| Physical Address 1: _____        | <input type="checkbox"/> Is the mailing address the same as the physical address? |
| Physical Address 2: _____        | Mailing Address 1: _____  |
| City: _____ State: AL Zip: _____ | Mailing Address 2: _____  |
|                                  | City: _____ State: AL Zip: _____  |

## REGISTRATION WIZARD – FACILITY INFORMATION

The first piece of information you will need to provide is your Facility Information. You are required to have a NMVTIS number and one or more of the following licenses – Automotive Dismantler and Parts Recycler License number, Secondary Metal Recycler License number or a Junk Dealer License number.

First, you will need to select the type of Facility you operate. Please select either an Automotive Dismantler and Parts Recycler or Secondary Metals Recycler from the first drop down.



The screenshot shows a registration form for facility information. At the top left, there is a dropdown menu for 'Facility Type' with the selected option 'Automotive Dismantler and Parts recycler'. A red arrow points to this dropdown. To the right is a text input field for 'Facility Name'. Below these are three text input fields: 'Facility Email Address', 'Phone Number', and 'NMVTIS Number'. At the bottom, there are three more text input fields for license numbers: 'ADPR License Number', 'SMR License Number', and 'JD License Number', each with a small blue information icon to its right.

Please enter the full Facility Name, the main Facility Email Address and Phone Number. Type in your NMVTIS License number along with at least one of your recycler or junk dealer license numbers.



This is an identical screenshot of the registration form as above, showing the 'Facility Type' dropdown, 'Facility Name' field, and various license and contact information fields.

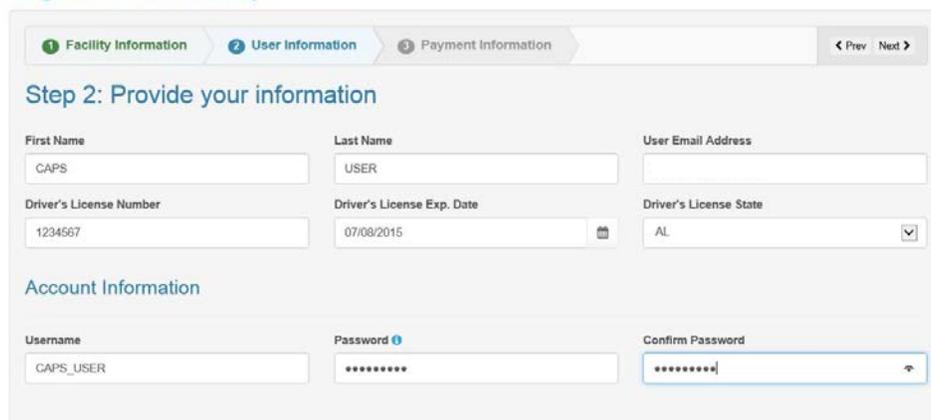
When finished entering all of your Facility information, click on the “Next” button on the upper right in order to proceed to the next step of the registration.



## REGISTRATION WIZARD – USER INFORMATION

Your facility will need to have a primary user called an administrator. This person will have the ability to add new users to your facility that can login with their own username/password. They will also be able to reset passwords for other users as well as other basic user administration.

### Register A New Facility



The screenshot shows the 'Register A New Facility' wizard at Step 2: 'Provide your information'. The progress bar at the top shows three steps: '1 Facility Information', '2 User Information' (current step), and '3 Payment Information'. Navigation buttons 'Prev' and 'Next' are on the right. The form is divided into two sections: 'User Information' and 'Account Information'.  
**User Information:**  
- First Name: CAPS  
- Last Name: USER  
- User Email Address: [empty]  
- Driver's License Number: 1234567  
- Driver's License Exp. Date: 07/08/2015  
- Driver's License State: AL  
**Account Information:**  
- Username: CAPS\_USER  
- Password: [masked with asterisks]  
- Confirm Password: [masked with asterisks]

As the person completing the registration process, enter your personal information in the provided fields. You will need to provide your first name, last name, your email address (preferably different than the business email you provided earlier), your driver’s license number, expiration date and state.

Below is an example of a filled in portion of the form.

**Step 2: Provide your information**

|   |   |                                     |
|---|---|-------------------------------------|
| <b>First Name</b><br>CAPS                 | <b>Last Name</b><br>USER                        | <b>User Email Address</b><br>       |
| <b>Driver's License Number</b><br>1234567 | <b>Driver's License Exp. Date</b><br>07/08/2015 | <b>Driver's License State</b><br>AL |

You will also need to enter account information. This will be used to login to the system after your application has been approved by ADOR/MVD. The username can be anything you would like (as long as it’s not already used in the system). The password must be at least 8 characters long, can’t contain your first or last name and must have at least 3 of the following 4 conditions:

- Uppercase (A-Z)
- Lowercase (a-z)
- Number (0-9)
- Special Character (@,#,\$...)

**Account Information**

|                              |                          |                                  |
|------------------------------|--------------------------|----------------------------------|
| <b>Username</b><br>CAPS_USER | <b>Password</b><br>..... | <b>Confirm Password</b><br>..... |
|------------------------------|--------------------------|----------------------------------|

When finished entering all of your user information, click on the “Next” button on the upper right in order to proceed to the next step of the registration.



## REGISTRATION WIZARD – PAYMENT INFORMATION

The last step of the application will require you to select how you will pay for use of the SCRAP portal. You have 3 options.

**Register A New Facility**

1 Facility Information 2 User Information 3 Payment Information

**Step 3: Choose your payment method**

**Payment Options**

- Make annual subscription receipt online
- Print and mail subscription application
- Non Subscriber - Pay \$5.00 per transaction

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## ANNUAL SUBSCRIPTION PAYMENT OPTION - ONLINE

You can pay a single annual payment of \$500 (with an additional \$15 portal fee) that will allow you to create and complete SCRAP applications without incurring any additional fees in the fiscal year. This subscription is non-refundable. The fiscal year begins on October 1<sup>st</sup> of each year and ends the following September 30<sup>th</sup>.

When selecting the option to pay online, you will be able to enter your credit card information along with the corresponding billing address.

The screenshot shows a web form titled "Payment Options" with three radio buttons: "Make annual subscription payment online" (selected), "Print and mail subscription application", and "Non Subscriber - Pay \$5.00 per transaction". Below this is a "Pay Online" section with two columns of input fields. The "Card Information" column includes fields for Cardholder Name, Card Number, Card Type (a dropdown menu with "Mastercard" selected), CVV, and Expiration Date (two dropdown menus for month and year, with "01" and "2014" selected). The "Billing Address" column includes fields for Address 1, Address 2, City, State (a dropdown menu with "AL" selected), and Zip.

After entering your information, click on the “Finish” button in the upper right.

At this point, your application has been submitted to ADOR for approval. You will receive a successful notification at the top of the screen.

✓ **There are 3 successful notifications:**

- DOR has been notified of your registration. Once they have accepted your status you may login to the portal.
- You've successfully been registered. Your account is pending approval.
- Your receipt was successfully completed.

If your application is approved, you will receive an email letting you know that your organization and user accounts have been activated. At that point, you will be able to login and begin using the SCRAP application.

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## ANNUAL SUBSCRIPTION PAYMENT OPTION – PRINT AND MAIL

You can pay a single annual payment of \$500 that will allow you to create and complete SCRAP applications without incurring any additional fees in the fiscal year. This subscription is non-refundable. The fiscal year begins on October 1<sup>st</sup> of each year and ends the following September 30<sup>th</sup>.

When selecting the option to print and mail your annual fee, you will be prompted to print out a PDF of your SCRAP Portal Subscriber Application document. Please print this document, fill in all fields and mail to ADOR with your \$500 payment. An example can be seen in appendix D.

## Register A New Facility

1 Facility Information   2 User Information   3 Payment Information   < Prev   Finish >

### Step 3: Choose your payment method

**Payment Options**

Make annual subscription receipt online

Print and mail subscription application

Non Subscriber - Pay \$5.00 per transaction

### Print and Mail Application

**Please Note:** The \$500 fee that is to be mailed to the Alabama Department of Revenue with this subscriber application **must be in certified funds.**

 **Instructions**

Click the PDF image to view and print the *SCRAP Portal Subscriber Application*. Complete the application and mail it to the Alabama Department of Revenue along with the \$500 annual subscriber fee. Once you're finished printing the application, click *Finish* to complete the registration process and return to the Welcome screen.

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At this point, your application has been submitted to ADOR for approval. You will receive a successful notification at the top of the screen.

✓ **There are 3 successful notifications:** ×

- DOR has been notified of your registration. Once they have accepted your status you may login to the portal.
- You've successfully been registered. Your account is pending approval.
- Your receipt was successfully completed.

If your application is approved, you will receive an email letting you know that your organization and user accounts have been activated. At that point, you will be able to login and begin using the SCRAP application.

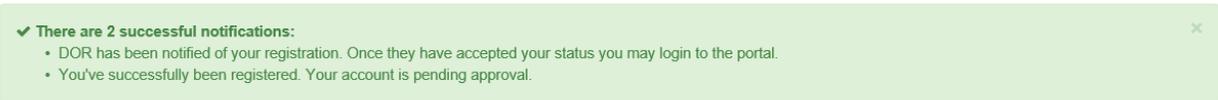
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## NON-SUBSCRIBER – PAY PER TRANSACTION

The final option is to not subscribe and pay a \$5.00 fee per transaction in the SCRAP application at time of submission. Click on the “Finish” button in the top right to finish your application.

The screenshot shows a registration form with three steps: 1 Facility Information, 2 User Information, and 3 Payment Information. A yellow note states: "Please Note: You have selected to be registered as a per transaction user, which will require a \$5.00 payment per junk cancellation. If you would like to continue as a per transaction user, then click 'Finish' to complete your registration and return to the Welcome screen. If you would like to become a subscriber, select another payment option." Below the note, the heading "Step 3: Choose your payment method" is displayed. Under "Payment Options", there are three radio buttons: "Make annual subscription receipt online", "Print and mail subscription application", and "Non Subscriber - Pay \$5.00 per transaction", which is selected. A "Prev" button and a "Finish" button are located in the top right corner.

At this point, your application has been submitted to ADOR for approval. You will receive a successful notification at the top of the screen.



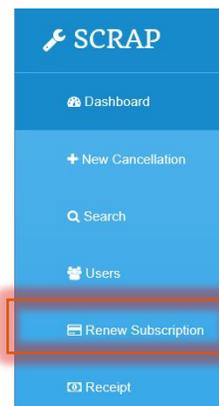
If your application is approved, you will receive an email letting you know that your organization and user accounts have been activated. At that point, you will be able to login and begin using the SCRAP application.

## SUBSCRIPTION RENEWAL – CURRENT SUBSCRIBER

Your subscription runs for the ADOR Fiscal Year from October 1<sup>st</sup> to the following September 30<sup>th</sup>. The Renewal period will run from September 1<sup>st</sup> to September 30<sup>th</sup> for the following fiscal year. After logging onto the SCRAP application, you will see a notification at the top of the screen that it is time to renew your subscription.



You will also see a new navigation option on the left hand of your screen to renew your subscription. Click on either the “Renew your Subscription now” link at the top of your page or the “Renew Subscription” navigation option on the left side of the application screen.



After clicking on the renewal option, you will be taken to a payment page.

### Subscribe Online

To become a subscriber to the SCRAP application through an online subscriber payment, fill out the form below or print and mail in the application.

You can pay for your subscription with your credit card online using this screen, or you can print out and mail in an application by clicking on the blue “application” link at the top of the subscription screen.. An example application can be seen in appendix D.

If paying online, fill in your full credit card information and the card’s associated billing address and click on the blue “Submit” button at the bottom of the screen. Once your credit card has been charged, you will be taken to a receipt page. You can print out a copy of the receipt by clicking on the blue “Print Receipt” button at the bottom of the page. An example of this receipt can be viewed in appendix C.

When finished, click on the “Dashboard” option on your left hand navigation window and you’ll see a success confirmation message at the top of your screen letting you know when your subscription will begin.

Success! Your receipt was successful. Your subscription will start on October 1, 2014

## ADD SUBSCRIPTION – DURING RENEWAL PERIOD

If you wish to subscribe to the SCRAP subscription service during the renewal period (September 1<sup>st</sup> through September 30<sup>th</sup>), you will need to select which period of time you will be subscribing to, either the current fiscal year (current date through September 30<sup>th</sup>) or the following fiscal year (October 1<sup>st</sup> through September 30<sup>th</sup>).

**\*\*PLEASE NOTE, THERE IS NOT A PRO-RATED FEE AMOUNT FOR THE REMAINDER OF THE CURRENT FISCAL YEAR. YOU WILL STILL BE REQUIRED TO PAY THE FULL \$500 SUBSCRIPTION FEE (AND \$15 ONLINE CONVENIENCE FEE) FOR THE REMAINDER OF THE FISCAL YEAR\*\***

### Subscribe Online

To become a subscriber to the SCRAP application through an online subscriber payment, fill out the form below or print and mail in the application.

You can pay for your subscription with your credit card online using this screen, or you can print out and mail in an application by clicking on the blue “application” link at the top of the subscription screen. An example application can be seen in appendix D.

If paying online, fill in your full credit card information and the card’s associated billing address and click on the blue “Submit” button at the bottom of the screen. Once your credit card has been charged, you will be taken to a receipt page. You can print out a copy of the receipt by clicking on the blue “Print Receipt” button at the bottom of the page. An example of this receipt can be viewed in appendix C.

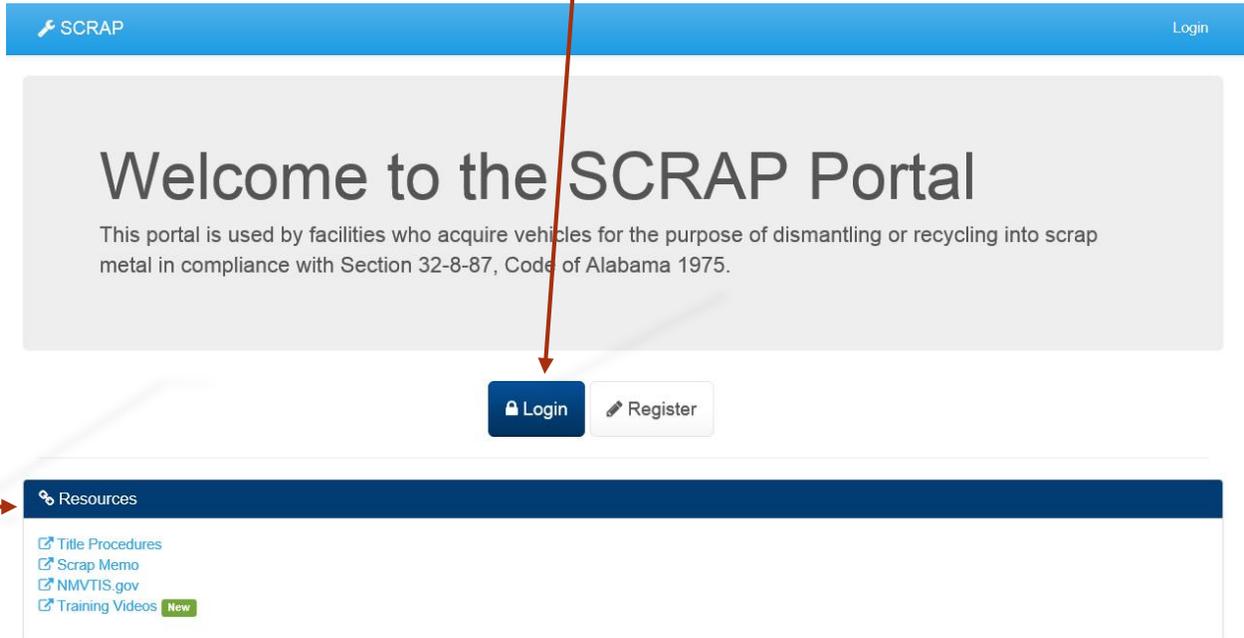
| Organization Name | Payment Date | Confirmation Number | Payment Type | Amount          |
|-------------------|--------------|---------------------|--------------|-----------------|
| CAPS ADPR         | 9/30/2014    | 19871-08107-DASH    | Annual       | \$500.00        |
|                   |              |                     | Permit Fee   | \$15.00         |
|                   |              |                     | <b>Total</b> | <b>\$515.00</b> |

When finished, click on the “Dashboard” option on your left hand navigation window and you’ll see a success confirmation message at the top of your screen letting you know when your subscription will begin.

Success! Your receipt was successful. Your subscription will start on October 1, 2014

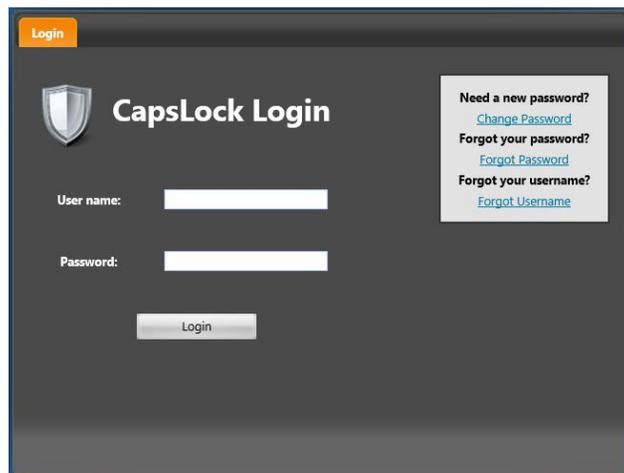
## ACCESSING THE SCRAP PORTAL

In order to access the SCRAP Portal, you will need to first navigate to <https://scrap.mvtrip.alabama.gov/> using a web browser (such as Internet Explorer or Firefox). You will be shown the main SCRAP portal page. There are resources available on the bottom of the page that you can use to view any SCRAP Memo's from ADOR/MVD, read titling procedures, view training videos or be re-directed to the NMVTIS web site. Click on the "Login" button to proceed.



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You will be presented with a CAPSLock Login screen. You will need to use your username/password that you used to register for the site or that was provided to you by your local facility administrator.



## CAPSLOCK USERNAME/PASSWORD RESET INFORMATION

On your first successful login, you will be required to enter answers to some security questions. These question/answer combinations can be used to reset your password at a later date if you forget it. Click on the down arrow next to each of the questions and enter the corresponding answer for each of the items. Your facility administrator will be able to change these if needed.



Please setup your security questions and answers:  
Note: These questions will be used to identify you when retrieving your password or username.

Please Select a Question  
Please Select a Question  
Please Select a Question

Save Changes

If you have forgotten your username or password, you can click on the blue links below each of their headings in order to retrieve that information.



Need a new password?  
[Change Password](#)  
Forgot your password?  
[Forgot Password](#)  
Forgot your username?  
[Forgot Username](#)

If you have forgotten your username, enter the email address that you used to originally sign up. You will also need to enter the text in the Captcha image. Click on "Retrieve Username".



Forgot Username

Email:

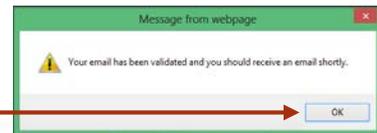
Type the text

Privacy & Terms

Retrieve Username

Return to Login

If your email is found, you will receive a popup notification letting you know that your username has been emailed to you. Click "OK" to be returned to the login screen.



Message from webpage

Your email has been validated and you should receive an email shortly.

OK

If you have forgotten your password, enter your username that you used to register on the site or was assigned to you by your local facility administrator. You will also need to enter the text in the Captcha image. You can then click on either "Email Password" or "Answer Security Questions".



Forgot Password

User name:

Type the text

Privacy & Terms

Email Password

Answer Security Questions

Return to Login

When clicking on "Email Password", a password reset link will be emailed to you that will allow you to reset your password.

When clicking on the "Answer Security Questions", you will need to enter the answers to your security questions. If correct, the system will allow you to enter a new password. Click on "Submit" to finish and return to the login screen.



Answer these security questions and enter a new password you would like to use

What is your father's middle name?

What was the name of your favorite teacher?

Where did you get married?

New Password:

Confirm Password:

Submit

Return to Login

## DASHBOARD

After you log in, you will be presented with the main SCRAP Portal dashboard. There are 3 main parts of the dashboard that you need to be aware of. We will break each of these down for you below.

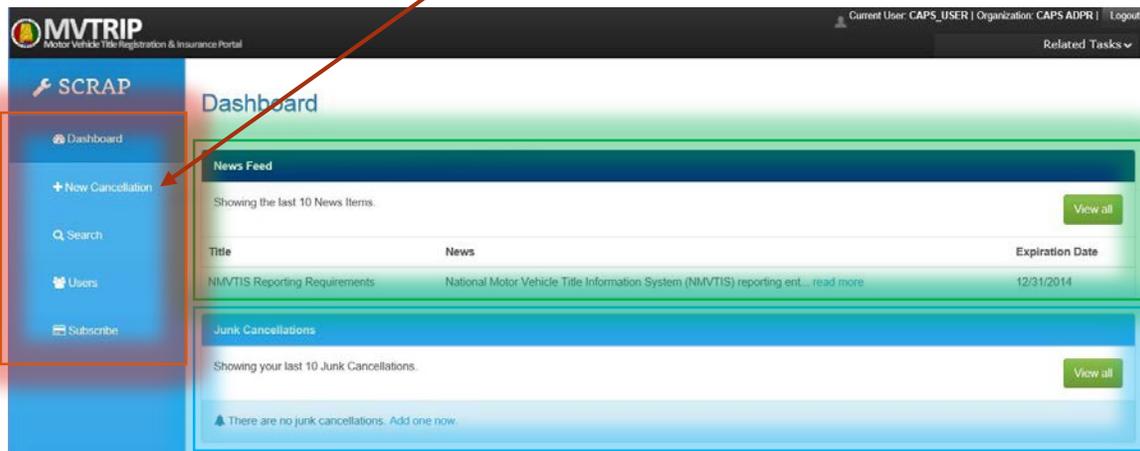
On the left side of the screen, you have your navigation panel. This will allow you to quickly navigate to the various parts of the SCRAP Portal, be it a new cancellation, search or back to your main dashboard.

The news feed will alert you to any new communications or bulletins from the Alabama Department of Revenue. You will only be shown the most current items, and by clicking on the “View All” button, you can see all news items.

The bottom area shows you the last 10 Junk Cancellations you have performed. You can view all of your cancellations by clicking on the “View All” button.

## CREATING A NEW JUNK CANCELLATION

To start a new cancellation, click on the “New Cancellation” link on the left hand side of the screen.



## BASIC INFORMATION

A new junk cancellation wizard will start. You will need to enter the full Vehicle Identification Number (VIN), the vehicle’s year, when you purchased the vehicle, the primary supporting document and the purchase price.

The screenshot shows the 'Add New Junk Cancellation' wizard. The title is 'Add New Junk Cancellation'. Below the title are three steps: 'Basic Information', 'Vehicle Information', and 'Party Information'. The 'Basic Information' step is active. The wizard says 'Welcome to the Junk Cancellation Wizard. To start, fill out some basic information'. There are five input fields: 'VIN', 'Vehicle Year', 'Date of Purchase', 'Primary Supporting Document', and 'Purchase Price'. The 'Primary Supporting Document' field has three radio button options: 'Alabama Title', 'Out of State Title', and 'None'. The 'Purchase Price' field has two radio button options: 'Less than \$1000' and '\$1000 or greater'. At the bottom of the form is a 'Save and Quit' button.

**\*\*PLEASE NOTE – AFTER ENTERING THE VIN AND VEHICLE YEAR, YOU CAN SAVE AND QUIT AT ANY TIME SAVING YOUR PROCESS \*\***

## PRIMARY SUPPORTING DOCUMENT

Based upon the type of supporting document you select, you may be required to enter more information.

If you are using the Alabama Title, you will need to enter the AL title number. This number will be used to validate the vehicle information provided.



**Title Number**

Title number cannot be left blank.

If you are given an out of state title, you will need to provide the title number, state it is from and the issue date.



**Title Information**

**Title Number**  **Title State** AA  **Title Issue Date**

Title Number is Required. Title Issue Date is Required.

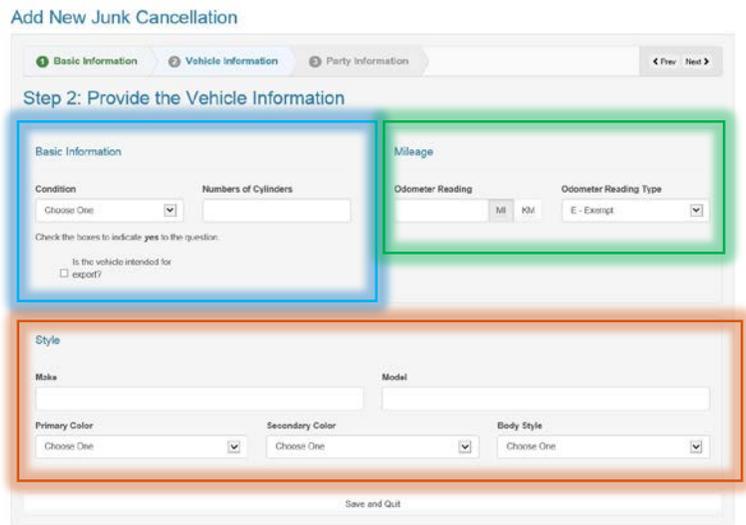
After entering all of the required information, click on the “Next” button in the upper right.



## VEHICLE INFORMATION

Next, you will need to enter the vehicle information. You will need to supply the following information:

- 1) **Basic Vehicle Information** – select the condition of the vehicle using the drop down and enter the number of cylinders for the vehicle. Click on the check box if the vehicle is intended for export.
- 2) **Mileage** - Enter the mileage of the vehicle and the type from the drop down.
- 3) **Style** – If the VIN entered was validated, the make and model will be auto-populated for you. Make sure the Make, Model, and Body Style are all entered.



**Add New Junk Cancellation**

Basic Information Vehicle Information Party Information

**Step 2: Provide the Vehicle Information**

**Basic Information**

Condition: Choose One Numbers of Cylinders:

Check the boxes to indicate yes to the question:  
Is the vehicle intended for export?

**Mileage**

Odometer Reading:  MI KM Odometer Reading Type: Choose One E - Exempt

**Style**

Make:  Model:

Primary Color: Choose One Secondary Color: Choose One Body Style: Choose One

Save and Quit

Once all the information is entered, click on the “Next” button at the top right of the screen.



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## PARTY INFORMATION

Finally, you will enter the full party information.

- 1) **Seller** – This is the current owner of the vehicle being junked. You will need to capture their full name (Last, First Middle), full address and an identification number.
- 2) **Seller's Agent** – This is the representative of the seller that is junking the vehicle on their behalf.
- 3) **Transporting Vehicle** – If the vehicle was towed into the location, record the plate number and state of the towing vehicle.

Add New Junk Cancellation

1 Basic Information 2 Vehicle Information 3 Party Information < Prev Finish >

Step 3: Fill in the Party Information

**Seller**

Name (Last,First,Middle)  
CAPS

Address  
123 Street

City Tuscaloosa State AL Zip 35405

ID Number 1234567 ID Issue State AL  
Drivers License Non-Drivers License

**Seller's Agent**

Name (Last,First,Middle)

Address

City State AL Zip

**Transporting Vehicle**

License Plate Number State of Issuance AL

Finish and Submit

Save and Quit

When finished, click on “Finish and Submit” at the bottom.

You will be given an opportunity to review the junk cancellation prior to paying for the transaction.

Review and Submit

Warning: By clicking Approve and Pay, the Junk Cancellation is being finalized. Once the junk cancellation is completed, the vehicle will be notated as junk on Alabama's title system. No subsequent title can be issued, and the transaction is final.

| Vehicle Information         |                                 |                      |        |
|-----------------------------|---------------------------------|----------------------|--------|
| VIN                         | AL1234567                       | Title Number         |        |
| Primary Supporting Document | None                            | Vehicle Year         | 1995   |
| Purchase Price              | Less than \$1,000               | Body Style           | 4 Door |
| Odometer Reading Type       | Exempt from Odometer Disclosure | Make                 | BMW    |
| Model                       | M5                              | Primary Color        | Silver |
| Secondary Color             | Black                           | Numbers of Cylinders | 8      |
| Odometer Reading            |                                 | Odometer Unit Type   | Miles  |
| License Plate Number        | 123456                          | State of Issuance    | AL     |

| Seller Information       |                     |                |            |
|--------------------------|---------------------|----------------|------------|
| Name (Last,First,Middle) | CAPS                | ID Number      | 1234567    |
| ID Type                  | Non-Drivers License | ID Issue State | AL         |
| Address                  | 123 Street          | City           | Tuscaloosa |
| State                    | AL                  | Zip            | 35405      |

| Seller's Agent Information |  |           |  |
|----------------------------|--|-----------|--|
| Name (Last,First,Middle)   |  | ID Number |  |
| Address                    |  | City      |  |
| State                      |  | Zip       |  |

Approve and Pay

Back to Application

Save and Quit

**VERIFY THAT ALL INFORMATION IS CORRECT. ONCE YOU APPROVE AND PAY, THE CANCELLATION IS FINAL AND THE VEHICLE WILL BE NOTATED AS JUNKED IN THE ALABAMA TITLING SYSTEM. NO SUBSEQUENT TITLES CAN BE ISSUED AND THE TRANSACTION IS FINAL.**

If any information is NOT correct, click on the “Back to Application” button at the bottom of the screen. This will take you back to the wizard and allow you to make corrections to this application.



If you need to save and come back at another time, click on the “Save and Quit” button. This will save the application and set the application’s status to “In Progress”. This will allow you to come back and make changes and approve at a later time.

Once all information is verified, click on the “Approve and Pay” button.



If you are not a subscriber, you will be required to enter payment information for this transaction. Each transaction will be \$5.00 and must be paid by credit card.

Process Payment

Please Note: The payment total is \$5.00 per application.

| Card Information |                | Billing Address |            |       |
|------------------|----------------|-----------------|------------|-------|
| Cardholder Name  | CAPS           | Address 1       | 123 Street |       |
| Card Number      | 11112223334444 | Address 2       |            |       |
| Card Type        | Mastercard     | City            | State      | Zip   |
|                  |                | Tuscaloosa      | AL         | 35405 |
| CVV              | 111            | Expiration Date | 02         | 2015  |

Submit Payment

Back to Review

Cancel

Once you have entered all your card information and the card’s associated billing address, please click on the “Submit Payment” button to finish. Your credit card will be authorized and you will receive a payment receipt.

There are 2 successful notifications:

- Your application has been processed.
- Payment successful! Your application was submitted successfully.

Payment Receipt

Charged To

CAPS  
123 Street  
Tuscaloosa, AL 35405

Payment Information

| OrganizationName | PaymentDate | ConfirmationNumber | Payment Type |
|------------------|-------------|--------------------|--------------|
| CAPS ADPR        | 8/15/2014   | TEST CREDIT CARD   | Transaction  |

|           |        |
|-----------|--------|
| Amount    | \$5.00 |
| PortalFee | \$0.00 |
| Total     | \$5.00 |

Print Receipt

You can get a copy of this receipt by clicking on the “Print Receipt” button at the bottom of the page. This will open a PDF with the full receipt information.

Once you have finished your credit card payment or if you are a subscriber, you will be taken back to your main dashboard, and your application will be listed.

| Junk Cancellations                       |                             |   |           |        |   |  |                          |
|--|-----------------------------|---|-----------|--------|---|--|--------------------------|
| Showing your last 10 Junk Cancellations. |                             |   |           |        |   |  | <a href="#">View all</a> |
| Receipt ID                               | Vehicle                     | Submission Info                                   | Submitted | Status | Print   | Actions                                      |                          |
| <a href="#">+</a> 22414                  | AL1234567<br>1995 BMW<br>M5 | <a href="#">+</a> Organization<br>User: CAPS_USER | 8/15/2014 | ✓      | <a href="#">MVT518</a><br><a href="#">Receipt</a> | <a href="#">Edit</a><br><a href="#">Void</a> |                          |

If the NCIC validation service is unavailable, your application will be placed in a holding status. You will receive a notification at the top of the screen letting you know that this happened.

**✘ Error:** Your application has been put on hold due to the NCIC validation service being unavailable. Once NCIC validation services are back up, the application status will automatically be changed to Ready to Approve.

Your application will still be listed, but the status will be set to “On Hold” denoted by the pause symbol.

| Submitted | Status | Print   | Actions                                      |
|-----------|--------|---|--|
| 8/18/2014 |        | <a href="#">MVT518</a><br><a href="#">Receipt</a> | <a href="#">Edit</a><br><a href="#">Void</a> |

If your application is on hold, the system will re-check the NCIC validation service every 15 minutes until a response is received. At this point, your application will be placed in a “Ready to Approve” status. You will need to go back to the application by clicking edit and submitting your application again.



If you are not a subscriber, you will need to re-enter your credit card information, as we do not store that information for security reasons and your credit card will NOT be charged until the process is completed. Full list of all application statuses are below

**Statuses Overview** ✘

- ✓ **OK** - The application has been successfully processed, paid for, and approved.
- ⚙ **In Progress** - The application has been created and the entered information has been saved but it has not been submitted for approval.
- ✘ **Invalid** - The application has been rejected.
- || **On Hold** - The application has been put on hold due to the NCIC validation service being unavailable. Once NCIC validation services are back up, the application status will automatically be changed to **Ready to Approve**.
- 👍 **Ready to Approve** - The application is ready to be resubmitted. NCIC validation services are available.

👍 Got It

## SEARCH

You will have the ability to search on all of the applications that you enter into the SCRAP web application. You will ONLY be able to see the items created by your facility. To begin a search, click on the “Search” option on the left hand navigation window.



You will be taken to the main search page. You can search your applications by any of the fields listed.

- Receipt ID – this is the ID on the printed receipt.
- VIN – Vehicle Identification Number – can be partial
- Status – search by the status of the applications
- From/To – this is a date range you can search between
- User – by user in your facility
- Vehicle Make/Model/Year – you can refine your search by the vehicle information

### Search

There are some advanced filters that are available to you by clicking on the “Advanced Filters” option at the bottom of the screen. You can further refine your search to only include only those applications that do/don’t have a lien on the vehicle or those that have passed/failed their NCIC validation.

Each of these filters has a drop down for you to select the particular option or not.

Once you have entered all the information you wish to search on, click on the “Search” button in the middle of the page.



If there are any results to your search, all of the applicable applications will be shown below the search area.

| Search Results  |                               |   |           |   |  |  | Showing 1 - 2 of 2 (Max:1000) |
|---|-------------------------------|---|-----------|---|--|--|-------------------------------|
| Receipt ID  | Vehicle                       | Submission Info   | Submitted | Status  | Print  | Actions  |                               |
|  22415 | AL999111555<br>1980 bmw<br>m5 |  Organization<br>User: CAPS_USER | 8/18/2014 |  | <br> | <br> |                               |
|  22414 | AL1234567<br>1995 BMW<br>M5   |  Organization<br>User: CAPS_USER | 8/15/2014 |  | <br> | <br> |                               |

You can view more information about each of the records by clicking on the blue plus  next to each record.

| Search Results  |                               |                              |                                 |   |  |  | Showing 1 - 2 of 2 (Max:1000) |
|---|-------------------------------|------------------------------|---------------------------------|---|--|--|-------------------------------|
| Receipt ID  | Vehicle                       | Submission Info              | Submitted                       | Status  | Print  | Actions  |                               |
|  22415 | AL999111555<br>1980 bmw<br>m5 | CAPS ADPR<br>User: CAPS_USER | 8/18/2014                       |  | <br> | <br> |                               |
| <b>Primary Supporting Document</b>  |                               | None                         | <b>Passed NCIC?</b> Yes         | <b>Created</b>  | 8/18/2014 12:57:20 PM by CAPS_USER   |  |                               |
| <b>Title Number</b>   |                               |                              | <b>Has Lien Holder?</b> Unknown | <b>Updated</b>  | 8/18/2014 12:57:31 PM by CAPS_USER   |  |                               |

If an application is either in the “In Progress”  status or “Ready To Approve”  status, they can be edited by clicking on the edit button under the actions column. They can also be voided by clicking on the void button.



Finally, you can print out either the MVT 5-18 Form that as completed (see Appendix A) or the vehicle receipt (see Appendix B) for the application. Simply click on the light blue “MVT518” button or the dark blue “Receipt” buttons under the print column to receive a copy of the report in PDF.



When finished, you can return to your dashboard by clicking on the “Dashboard” icon on your left hand navigation bar.

## USERS

You can manage your users by clicking on the “Users” navigation on the left hand of the screen. You will be re-directed to the CAPSLock application. This application is used to secure the SCRAP application.

For a detailed video of how to use this functionality, please navigate to <https://scrap.mvtrip.alabama.gov/training/NewUser.html> in order to watch the video.

## RECEIPT / SUBSCRIBE

If you are a subscriber of SCRAP, you will have the option to print out a receipt of payment. On the left hand navigation screen, click on the “Receipt” option. This will open up a payment receipt page showing all of your payment information.

| OrganizationName | PaymentDate | ConfirmationNumber | Payment Type |
|------------------|-------------|--------------------|--------------|
| CAPS ADPR        | 8/18/2014   | TEST CREDIT CARD   | Subscription |

|              |                 |
|--------------|-----------------|
| Amount       | \$500.00        |
| PortalFee    | \$15.00         |
| <b>Total</b> | <b>\$515.00</b> |

You can print a PDF copy of the receipt by clicking on the “Print Receipt” button at the bottom of the window. You can see an example of the receipt in Appendix C.

If you are not a subscriber, you can sign up at any time to the SCRAP subscription service by clicking on the “Subscribe” option on the left hand navigation screen.

You will need to follow the subscription steps detailed above to subscribe to this service.

- Dashboard
- + New Cancellation
- Search
- Users
- Subscribe

ALABAMA DEPARTMENT OF REVENUE  
 MOTOR VEHICLE DIVISION  
 TITLE SECTION

MVT 5-18  
 2/12

Notice of Motor Vehicle Acquisition for Purpose of  
 Dismantling or Recycling into Metallic Scrap

|  |              |             |             |
|--|--------------|-------------|-------------|
| VEHICLE IDENTIFICATION NUMBER(VIN)*<br>AL999111555 | YEAR<br>1980 | MAKE<br>BMW | MODEL<br>M5 |
|--|--------------|-------------|-------------|

The seller hereby certifies that the seller is lawfully in possession of the motor vehicle and the seller is the current owner of the motor vehicle. The owner or authorized agent of the owner of the motor vehicle listed above hereby certifies the following:

- The owner or authorized agent of the owner has not obtained a certificate of title in his or her name.
- The motor vehicle is worth \$1,000 or less.
- The motor vehicle is at least twelve years old.
- The motor vehicle is not subject to any recorded security interest or lien.

That the motor vehicle is being sold on 8/18/2014 12:57:20 PM for the purpose of dismantling or recycling it into metallic  
 (DATE OF ACQUISITION)

scrap and that the motor vehicle shall never be titled again and must be dismantled or scrapped. The undersigned, certifies under penalty of perjury, that this information will be filed with the Alabama Department of Revenue and that it is a Class C felony to knowingly falsify information on this form.

|   |   |                         |
|---|---|-------------------------|
| SELLER'S PRINTED NAME<br>123 STREET                 | SELLER'S SIGNATURE                                      | DATE                    |
| SELLER'S ADDRESS<br>tuscaloosa tuscaloosa, AL 35405 | SELLER DRIVERS LICENSE NO. OR IDENTIFICATION NO.<br>123 | STATE OF ISSUANCE<br>AL |
| AUTHORIZED AGENT'S NAME (IF APPLICABLE)             | AGENT'S SIGNATURE (IF APPLICABLE)                       | DATE                    |

LICENSE PLATE NUMBER AND STATE OF ISSUANCE FOR ANY VEHICLE TRANSPORTING THE MOTOR VEHICLE DESCRIBED ABOVE

UAM5, AL

The business acquiring the motor vehicle for the purpose of dismantling or recycling hereby certifies the following:

- That \$1,000 or less was paid to acquire the motor vehicle.
- That the motor vehicle will not be crushed or shredded for a period of 48 hours, not including Saturday and Sunday, after the initial filing with the Alabama Department of Revenue of the notice required by subsection(s) of 32-8-87, Code of Alabama 1975. The undersigned, certifies under penalty of perjury, that this information will be filed with the Alabama Department of Revenue and that it is a Class C felony to knowingly falsify information on this form.

NAME OF THE BUSINESS ACQUIRING THE MOTOR VEHICLE

CAPS ADPR

ADDRESS OF THE BUSINESS ACQUIRING THE MOTOR VEHICLE

123 STREET Tuscaloosa, AL 35405

NATIONAL MOTOR VEHICLE TITLE INFORMATION SYSTEM (NMVTIS) ID NUMBER

|                               |                            |      |
|-------------------------------|----------------------------|------|
| BUSINESS AGENT'S PRINTED NAME | BUSINESS AGENT'S SIGNATURE | DATE |
|-------------------------------|----------------------------|------|

This form may only be used by a licensed automotive dismantler and parts recycler as defined in Section 30-12-410, Code of Alabama 1975, or a secondary metals recycler as defined in Section 13A-8-30, Code of Alabama 1975.

Section 32-8-87(s)(1)(b), Code of Alabama 1975, requires each licensed automotive dismantler and parts recycler, secondary metals recycler, and any other person who crushes a motor vehicle to maintain records of every motor vehicle crushed or acquired for the purpose of dismantling it or recycling it into metallic scrap for remelting purposes. The records shall be maintained by these parties for period of not less than five years and shall include the vehicle identification number, name and address of the seller, a copy of the seller's state issued driver's license or identification card, and the date of sale. The original certificate of title is also required to be maintained for the same time period unless form MVT 5-18 is properly completed. In such a case, form MVT 5-18 shall be maintained for the same time period.

\*All VINs for 1981 and subsequent year model vehicles that conform to federal anti-theft standards are required to have 17 digits/characters.

8/18/2014 1:33:03 PM / Rec# 22415 / ETAPS# EX90000167

Date Printed: 8/18/2014 1:33:22 PM



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION

TITLE SECTION

Junk Cancellation Receipt

Submission Date: 8/1/2014  
Record ID: 22415  
Application Number: EX90000167

| GENERAL INFORMATION |                                    |
|---------------------|------------------------------------|
| VIN                 | AL999111555                        |
| Title Number        |                                    |
| Vehicle Make        | BMW                                |
| Vehicle Model       | M5                                 |
| Vehicle Year        | 1980                               |
| BUYER INFORMATION   |                                    |
| Buyer Name          | CAPS ADPR                          |
| Buyer Address       | 123 STREET<br>Tuscaloosa, AL 35405 |

VOID - EXAMPLE ONLY



ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION

P. O. Box 327610  
Montgomery, AL 36132-7610  
(www.revenue.alabama.gov)

**SCRAP Payment Information**

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Date: 8/18/2014 12:47:38 PM  
Organization Name: CAPS ADPR  
Cardholder Name: CAPS  
Credit Card Type: Mastercard  
Credit Card Number: 1111XXXXXXXX4444

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**SCRAP Fees**

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|                         |          |
|-------------------------|----------|
| Subscription Payment:   | \$500.00 |
| Online Convenience Fee: | \$15.00  |
| Total:                  | \$515.00 |

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VOID - EXAMPLE ONLY



ALABAMA DEPARTMENT OF REVENUE  
 MOTOR VEHICLE DIVISION  
 TITLE SECTION

MVT 633  
 R 2/12

P.O. Box 327610 • Montgomery, AL 36132-7610

## Scrap Vehicle Portal Subscription Application

Facility Name (*must be unique*): \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

NMVTIS Number<sup>1</sup>: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facility E-mail Address: \_\_\_\_\_

Access to the Scrap Vehicle Portal is provided for the sole purpose of complying with the reporting requirements, as provided for in Section 32-8-87, *Code of Alabama 1975*, for vehicles being dismantled or recycled into metallic scrap. The user agrees to use the portal solely for this purpose. Intentional misuse of the portal or knowingly providing false information in the portal or on this application may result in the revocation of user privileges. The annual subscriber fee is \$500 for each fiscal year and is non-refundable. The fiscal year begins each year on October 1st and ends the following September 30th. Payment of the \$500 subscription fee must accompany this application and be made in certified funds (cashier's check or money order) payable to the **Alabama Department of Revenue**. *Personal checks are not acceptable.*

The undersigned hereby makes application to access the Alabama Department of Revenue's Scrap Vehicle Portal to comply with the reporting provisions of Section 32-8-87, *Code of Alabama 1975*, as an annual subscriber. The undersigned hereby certifies that all of the information on this form is true and correct and agrees to all of the terms as outlined in the Scrap Vehicle Portal and this application.

|   |                        |
|---|------------------------|
|   |                        |
| Printed Name of Authorized Representative of Facility | Position with Facility |
|   |                        |
| Signature of Authorized Representative of Facility    | Date                   |

**Mail completed application along with certified funds to the address above.**

<sup>1</sup>National Motor Vehicle Title Information System Identification Number.