

VIN Class Registration Process

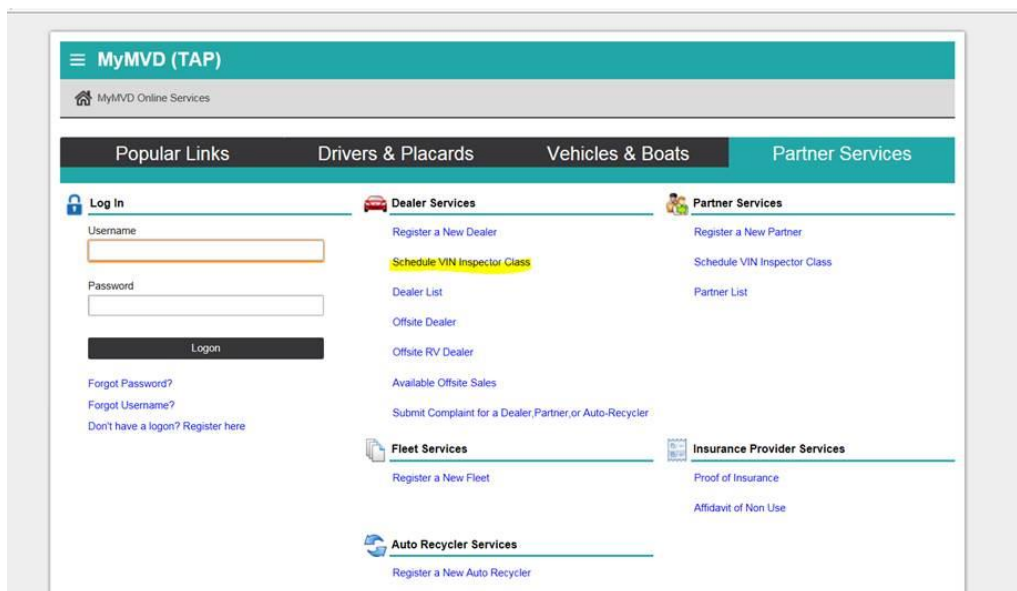
The following process is specific to Dealers, Tow Companies, Auto Recyclers, Title Service Companies and FDIC Lending Institutions. MVD employees, municipal employees and Partner offices can self-enroll, they do not need to register. All VIN Inspector applicants are required to be sponsored by a recognized business type to obtain access.

You must have a computer with internet access to register and complete the training.

Each applicant must have their own unique email address. Email addresses are verified before access is granted.

Step 1- Registration at MyMVD:

Register in MyMVD for the VIN class. <https://eservices.mvd.newmexico.gov/eTapestry/#3>



The screenshot displays the MyMVD (TAP) website interface. At the top, there is a teal header with the text "MyMVD (TAP)" and "MyMVD Online Services". Below the header is a navigation bar with four tabs: "Popular Links", "Drivers & Placards", "Vehicles & Boats", and "Partner Services". The main content area is divided into several sections:

- Log In:** Includes fields for "Username" and "Password", a "Logon" button, and links for "Forgot Password?", "Forgot Username?", and "Don't have a logon? Register here".
- Dealer Services:** Includes links for "Register a New Dealer", "Schedule VIN Inspector Class" (highlighted in yellow), "Dealer List", "Offsite Dealer", "Offsite RV Dealer", "Available Offsite Sales", and "Submit Complaint for a Dealer, Partner, or Auto-Recycler".
- Partner Services:** Includes links for "Register a New Partner", "Schedule VIN Inspector Class", and "Partner List".
- Fleet Services:** Includes a link for "Register a New Fleet".
- Auto Recycler Services:** Includes a link for "Register a New Auto Recycler".
- Insurance Provider Services:** Includes links for "Proof of Insurance" and "Affidavit of Non Use".

Step 2- Email Verification:

Patiently wait for an email from the MVD VIN Program. An email will be sent to the email address provided on your application form. You must respond to this email (follow the directions in the email). This is to confirm your email address. If you do not respond to the email, you will not be enrolled in the class.

Step 3- Enrollment in VIN Class:

You will receive an email from NMTRD.Brightspace upon acceptance to VIN class. In the email from Brightspace is your user name, password and access link. This is an automated process, check your junk/spam mail folders for your enrollment email.

Step 4- Complete Class in Brightspace

Step 5- Submit completed VIN contract (ensure it is witnessed), certificate and Bond to DLB.

Step 6- Credentials will be sent by email