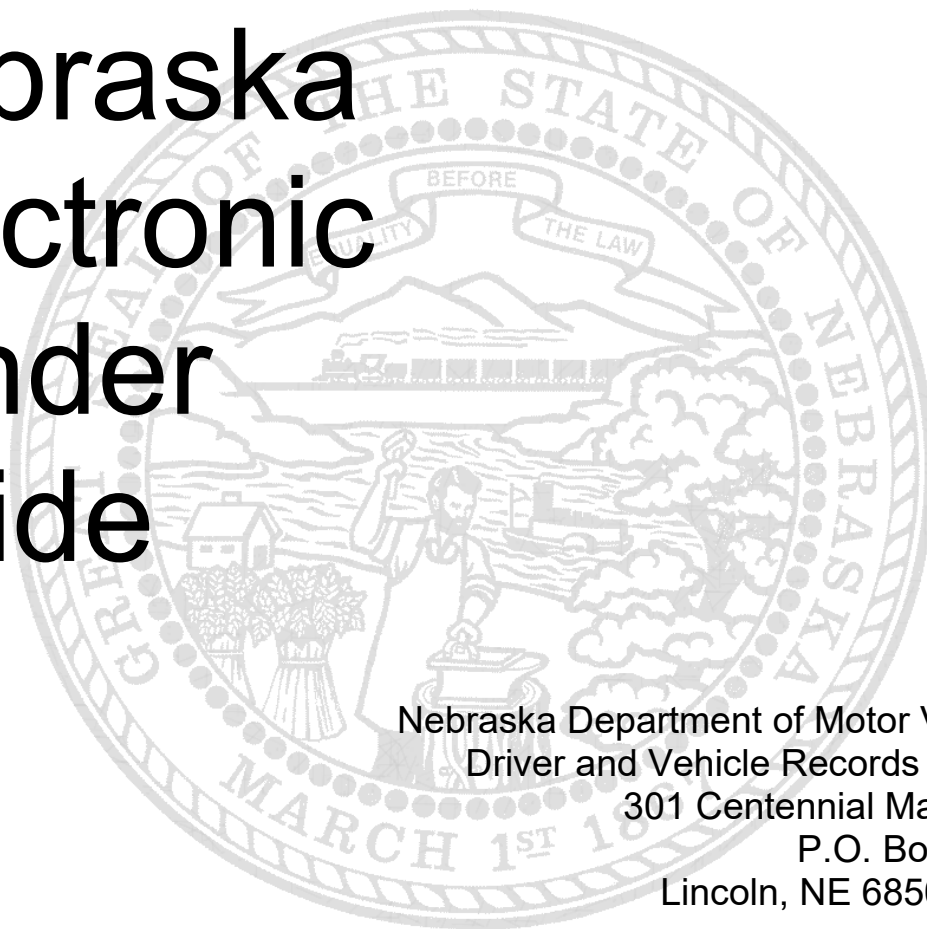


NEBRASKA

Good Life. Great Future.

DEPARTMENT OF MOTOR VEHICLES

Nebraska Electronic Lender Guide



Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
P.O. Box 94789
Lincoln, NE 68509-4789

www.dmv.nebraska.gov

Version 5.2

February 23, 2024

NEBRASKA DEPARTMENT OF MOTOR VEHICLES

Nebraska Electronic Lender Guide

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents affecting only the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

Driver and Vehicle Records Division

Version 5.1

January 29, 2024

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Introduction

I. Introduction to the Nebraska Electronic Lien and Title System

The purpose of this guide is to provide lenders with the necessary information to participate in Nebraska's Electronic Lien and Title System (ELT).

This guide, a mix of business and technical topics, is available for download from the DMV's website and may be updated from time to time as necessary.

II. Program Goal

This program is the responsibility of the Nebraska Department of Motor Vehicles (DMV).

The goal of ELT is to provide for the electronic transmission of lien transaction data between lenders and the DMV. The electronic transmission of data is a benefit to the participating lenders, the vehicle/motorboat owners, the local county treasurer office, and the DMV.

III. How it Works

Lender participation in this program is, at present, optional. However, all Nebraska certificates of title containing lien information are stored electronically. No printed copy is produced for mailing to the lender unless specifically requested.

Certificate of title and lien applications are filed at title issuing offices [local county treasurer office or the DMV, Division of Motor Carrier Services (MCS) for any common, contract or private carrier of property by motor vehicles in interstate commerce]. Upon the notation of a lien, the certificate of title record is stored electronically on the DMV Vehicle Title and Registration (VTR) database and a participating lender is electronically notified of the title issuance/lien notation.

At the time of lien satisfaction, a participating lender electronically notifies the DMV of the lien release and the DMV prints and mails the certificate of title to the owner (or other entity as directed by the lender).

Providers, on behalf of participating lenders, exchange data files with the DMV daily. These files contain lien notations, lien releases, error/correction information, requests for paper titles, and conversion requests.

Transition Into ELT

I. Existing Paper Titles – Noting of a Lien

Each paper certificate of title presented for the notation of a lien is retained by the title issuing office and upon lien notation the certificate of title becomes electronic.

II. Existing Paper Titles – Release of a Lien

The lien is required to be released on the face of the certificate of title, presented to a title issuing office for release on VTR and the certificate of title is returned to the owner (or other entity as directed).

Non-Participating Lender Process

I. Certificate of Title Issuance with a Lien Notation

Applications for certificates of title and/or lien notation are submitted to a county treasurer office. The exception to this rule is the applications submitted by any common, contract or private carrier of property by motor vehicles in interstate commerce whose vehicles are registered with MCS (applications are filed with MCS).

Upon issuance of the certificate of title with the lien noted, the certificate of title is stored electronically on VTR. No printed copy is produced for mailing to the lender.

Title issuance and lien notation can be verified through a check of the DMV records through the Title Inquiry function available at: www.dmv.nebraska.gov/services.

II. Lien Release

A [Non-Participating Lender Lien Release](#) application, completed by the lender, must be submitted to a title issuing office. Upon acceptance of the Application, the lien is released on VTR and the certificate of title is printed.

III. Request for Printed Certificate of Title

An electronic certificate of title may be printed, at the request of a lender, if the owner is relocating to another state or for other purposes as approved by the DMV. A [Non-Participating Lender Request for Paper Title](#), completed by the lender, must be submitted to the DMV. Upon acceptance of the Application the DMV will print and mail the certificate of title as directed by the lender.

How to Become a Participating Lender or Provider

I. What is a Participating Lender?

A participating lender is one who has registered with the DMV as a participating lender, has been assigned a Participating Lender ID by the DMV and has established a service relationship with a DMV approved provider.

II. What is a Provider?

A provider is an entity who has entered into a written agreement with the DMV to provide electronic lien and title services for participating lenders.

III. Becoming a Participating Lender

Complete the [Nebraska Electronic Lien and Title Participating Lender Application](#) and submit to the DMV. Requests for additional information or assignment of the Participating Lender ID (PLID) will be returned within 5 business days.

A participating lender may also become a provider or must engage an existing provider for the interface with DMV.

IV. Becoming a Provider

Complete the [Nebraska Electronic Lien and Title Provider Application](#) and submit to the DMV. Requests for additional information or a Nebraska Electronic Lien and Title Provider Agreement, requiring a company signature, will be returned within 10 business days. Upon execution of the Agreement successful completion of communication and system testing is required prior to implementation.

V. Changing Providers

Complete the [Nebraska Electronic Lien and Title Participating Lender Application](#) and submit to the DMV.

You have the option to have all existing electronic title records sent to the new provider at the time of application. If records are sent to the new provider, they will be identified as either LA or LK transactions. The records will be sent as LA transactions if not sent to previous provider and LK transactions if previously sent.

If you do not select to have the existing electronic records sent to the new provider at time of application, you will need to utilize the conversion process to request later.

VI. Current Providers

The following entities have been approved as providers for ELT services in Nebraska.

DDI Technology

1 Wellness Blvd Ste 201
P.O. Box 1337
Irmo, SC 2963
Phone: 803-808-0117
Fax: 803-808-3780
E-mail:
info@dditechnology.com

PDP Group, Inc.

10909 McCormick Rd
Hunt Valley, MD 21031
Phone: 410-584-1500
Fax: 410-584-2052
Email:
contact@pdpgroupinc.com

Dealertrack Collateral Management Services (CMS)

9750 Goethe Road
Sacramento, CA 95827
Phone: 888.VIN.6500
Fax: 916.638.5301
Email:
CMS.Sales@dealertrack.com

Secure Title Administration

2975 Breckinridge Blvd.
Duluth, GA 30096
Phone: 866.742.1466
Fax: 678.694.9882
Email:
als.info@assurant.com

HCH Transportation Advisors, Inc.

PO Box 540555
North Salt Lake, UT 84054
Phone: 801.683.3560
Fax: 801.683.3589
Email:
NE@hchta.com

Dealer Support Services, Inc.

Box 169
22 W 56th St Ste 107
Kearney, NE 68847
Phone: 800.848.8751
Email:
support@dssal.com

Contact Information

I. Department of Motor Vehicles Business Contacts

Shannon Davis, Administrative Programs Officer I
Driver and Vehicle Records Division
Nebraska Department of Motor Vehicles
P.O. Box 94789
Lincoln, NE 68509-4789
Phone: 402-471-3867
Fax: 402-471-8694
E-mail: shannon.davis@nebraska.gov

Cindy Incontro, Administrative Programs Officer I
Driver and Vehicle Records Division
Nebraska Department of Motor Vehicles
P.O. Box 94789
Lincoln, NE 68509-4789
Phone: 402-471-3904
Fax: 402-471-8694
E-mail: cynthia.incontro@nebraska.gov

II. Technical Support

E-mail: elt.dmvsupport@nebraska.gov

Transaction Descriptions

A. Inbound

Transaction Code	Transaction Code Description
FH	File Header
LO	Lender Lien Release
LG	Lender Request for Paper Title
LC	Lender Request for Conversion
LE	Lender Notify DMV of Error

B. Outbound

Transaction Code	Transaction Code Description
FH	File Header
LA	DMV Notify Lender of Lien Notation
LK	DMV Notify Lender of Correction
EO	DMV Notify Lender of Lien Release Error
PO	DMV Notify Lender of Lien Release Processed
EG	DMV Notify Lender of Request for Paper Title Error
PG	DMV Notify Lender of Request for Paper Title Processed
EC	DMV Notify Lender of Conversion Error
PC	DMV Notify Lender of Conversion Processed
PE	DMV Response to Lender Error

Field Information

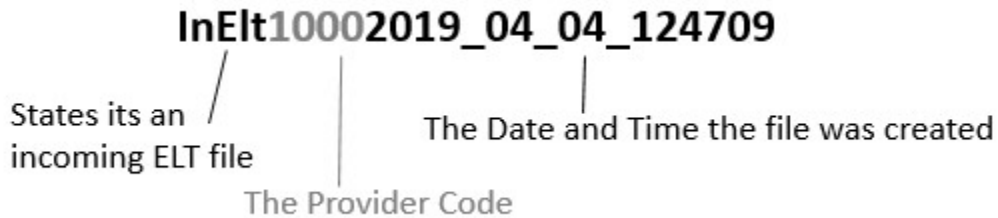
The following pages contain content related to Inbound and Outbound Files and Error Codes. This page provides additional field information detail for the files:

- Text files will be padded with spaces instead of 0's in both the File Header and Transaction Code Files.
- Fields marked with * are optional or not applicable to all transactions, may be left blank.
- Mail To Name is an open field – example John Smith or Smith Enterprises, Inc.
- The Residential Address is the address printed on the title.
- Name Formats:
 - I – (Individual) - LAST,FIRST,MIDDLE,SUFFIX (example: SMITH,JOHN,J,JR)
 - B – (Business) - May contain alpha, numeric and/or special characters (example: SMITH ENTERPRISES INC)
 - T – (Trust/Estate) - May contain alpha, numeric and/or special characters (example: THE HAMILTON FAMILY TRUST)
- Brand Codes:
 - Limit of eight brands per title record, the first brand is provided.
 - Title brands include Rebuilt, Damaged, Flood, Junked, Manufacturer Buyback, Non-Highway Use, Repaired, Reconstructed, Replica, Taxi, Previous Taxi, Previously Salvage, Total Loss, Salvage, Non-Transferable and Other (free form field up to 20 characters).
 - All brands from previous states' titles are carried forward. Only Salvage, Previously Salvage, Non-Transferable, Taxi, Previous Taxi, Limousine, Flood, Reconstructed, Replica and Manufacturer Buyback are brands assigned natively in Nebraska.
 - If more than one brand appears on a title record a “Y” will appear. More information on the additional brands present may be found through a check of the DMV records via Title Inquiry function available at: <http://www.dmv.nebraska.gov/services>.
- Odometer Codes:
 - A = Actual
 - N = Not Actual
 - E = Exceeds Mechanical Limits
 - X = Exempt

Inbound Files

Inbound File Naming Standards

All Incoming ELT Files will be named based on the following naming standards:



FH Transaction – Inbound File Header (all fields are required unless * present)

Field Name	Field Length	Start Position	End Position
Transaction Code (always FH)	2	1	2
Provider Code	4	3	6
File Date (yyyymmdd)	8	7	14
File Time (hhmmss)	6	15	20
Total Transactions	6	21	26
Total LO	6	27	32
Total LG	6	33	38
Total LE	6	39	44
Total LC	6	45	50

LO Transaction – Lender Lien Release (all fields are required unless * present)

Field Name	Field Length	Start Position	End Position
Transaction Code (always LO)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70

Lien Release Date (yyyymmdd)	8	71	78
Mail to Customer Name	80	79	158
Mail to Address 1	35	159	193
Mail to Address 2 *	35	194	228
Mail to City	18	229	246
Mail to State	2	247	248
Mail to Zip	10	249	258

LG Transaction – Lender Request for Paper Title (all fields are required unless * present)

Field Name	Field Length	Start Position	End Position
Transaction Code (always LG)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
Mail to Customer Name	80	71	150
Mail to Address 1	35	151	185
Mail to Address 2 *	35	186	220
Mail to City	18	221	238
Mail to State	2	239	240
Mail to Zip	10	241	250

LC Transaction – Lender Request for Conversion (all fields are required unless * present)

Field Name	Field Length	Start Position	End Position
Transaction Code (always LC)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number *	11	41	51
Lien Notation Number *	19	52	70

LE Transaction – Lender Notify DMV of Error (all fields are required unless * present)

Field Name	Field Length	Start Position	End Position
Transaction Code (always LE)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
Error Code (N = Lender Error) (V = VIN Error) (' ' = Unknown Error)	1	71	71

Outbound Files

Outbound File Naming Standards

All Outgoing ELT Files will be named based on the following naming standards:



FH Transaction - Outbound File Header

Field Name	Field Length	Start Position	End Position
Transaction Code (always FH)	2	1	2
Provider Code	4	3	6
File Date (yyyymmdd)	8	7	14
File Time (hhmmss)	6	15	20
Total Transactions	6	21	26
Total LA	6	27	32
Total LK	6	33	38
Total EO	6	39	44
Total PO	6	45	50
Total EG	6	51	56
Total PG	6	57	62
Total PC	6	63	68
Total EC	6	69	74
Total PE	6	75	80

LA Transaction - DMV Notify Lender of Lien Notation

Field Name	Field Length	Start Position	End Position
Transaction Code (always LA)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Vehicle Make Code	4	41	44
Vehicle Year	4	45	48
Title Brand	20	49	68
More than 1 brand? (Y/N)	1	69	69
Title Number	11	70	80
Title Issue Date (yyyymmdd)	8	81	88
Lien Notation Date (yyyymmdd)	8	89	96
Lien Notation Number	19	97	115
Primary Lienholder? (Y/N)	1	116	116
More than 1 Lienholder? (Y/N)	1	117	117
Primary Owner Name Format	1	118	118
Primary Owner Name	80	119	198
Residential Address 1	35	199	233
Residential Address 2 *	35	234	268
Residential City	18	269	286
Residential State	2	287	288
Residential Zip Code	10	289	298
Secondary Owner Name Format *	1	299	299
Secondary Owner Name *	80	300	379
More than 2 Owners? (Y/N)	1	380	380

Odometer Reading*	7	381	387
Odometer Code*	1	388	388

LK Transaction - DMV Notify Lender of Correction

Field Name	Field Length	Start Position	End Position
Transaction Code (always LK)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Vehicle Make Code	4	41	44
Vehicle Year	4	45	48
Title Brand	20	49	68
More than 1 brand? (Y/N)	1	69	69
Title Number	11	70	80
Title Issue Date (yyyymmdd)	8	81	88
Lien Notation Date (yyyymmdd)	8	89	96
Lien Notation Number	19	97	115
Primary Lienholder? (Y/N)	1	116	116
More than 1 Lienholder? (Y/N)	1	117	117
Primary Owner Name Format	1	118	118
Primary Owner Name	80	119	198
Residential Address 1	35	199	233
Residential Address 2 *	35	234	268
Residential City	18	269	286
Residential State	2	287	288
Residential Zip Code	10	289	298
Secondary Owner Name Format *	1	299	299

Secondary Owner Name *	80	300	379
More than 2 Owners? (Y/N)	1	380	380
Odometer Reading*	7	381	387
Odometer Code*	1	388	388

EO Transaction - DMV Notify Lender of Lien Release Error

Field Name	Field Length	Start Position	End Position
Transaction Code (always EO)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
Lien Release Date (yyyymmdd)	8	71	78
Mail to Customer Name	80	79	158
Mail to Address 1	35	159	193
Mail to Address 2 *	35	194	228
Mail to City	18	229	246
Mail to State	2	247	248
Mail to Zip	10	249	258
Error Code	6	259	264

PO Transaction - DMV Notify Lender of Lien Release Processed

Field Name	Field Length	Start Position	End Position
Transaction Code (always PO)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
File Processed Date (yyyymmdd)	8	71	78
Additional Liens	1	79	79

EG Transaction – DMV Notify Lender of Request for Paper Title Error

Field Name	Field Length	Start Position	End Position
Transaction Code (always EG)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
Mail to Customer Name	80	71	150
Mail to Address 1	35	151	185
Mail to Address 2 *	35	186	220
Mail to City	18	221	238
Mail to State	2	239	240
Mail to Zip	10	241	250
Error Code	6	251	256

PG Transaction – DMV Notify Lender of Request for Paper Title Processed

Field Name	Field Length	Start Position	End Position
Transaction Code (always PG)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	19	52	70
File Processed Date (yyyymmdd)	8	71	78

EC Transaction – DMV Notify Lender of Conversion Error

Field Name	Field Length	Start Position	End Position
Transaction Code (always EC)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number *	11	41	51
Lien Notation Number *	19	52	70
Error Code	6	71	76

PC Transaction – DMV Notify Lender of Conversion Processed

Field Name	Field Length	Start Position	End Position
Transaction Code (always PC)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Vehicle Make Code	4	41	44
Vehicle Year	4	45	48
Title Brand	20	49	68
More than 1 brand? (Y/N)	1	69	69
Title Number	11	70	80
Title Issue Date (yyyymmdd)	8	81	88
Lien Notation Date (yyyymmdd)	8	89	96
Lien Notation Number	19	97	115
Primary Lienholder? (Y/N)	1	116	116
More than 1 Lienholder? (Y/N)	1	117	117
Primary Owner Name Format	1	118	118
Primary Owner Name	80	119	198
Residential Address 1	35	199	233
Residential Address 2 *	35	234	268
Residential City	18	269	286
Residential State	2	287	288
Residential Zip Code	10	289	298

Secondary Owner Name Format*	1	299	299
Secondary Owner Name*	80	300	379
More than 2 Owners? (Y/N)	1	380	380
Odometer Reading*	7	381	387
Odometer Code*	1	388	388

PE Transaction – DMV Response to Lender Error

Field Name	Field Length	Start Position	End Position
Transaction Code (always PE)	2	1	2
Lender Code	8	3	10
VIN/HIN	30	11	40
Title Number	11	41	51
Lien Notation Number	1	52	70
Help Desk Email	35	71	105
Error Comment	250	106	355

Error Codes

LO - Lender Lien Release

Error Code	Error Code Description
ADDERR	MAIL TO ADDRESS 1 MISSING; ADDRESS DOES NOT VALIDATE VIA USPS; OR STREET, CITY, STATE, OR ZIP MISSING
DUPNUM	ADMINISTRATIVE ISSUE CONCERNING THIS VEHICLE PREVENTS RELEASING LIEN - DUPLICATE NOTATION NUMBERS
LENERR	DMV LIEN NOTATION NUMBER MISSING
LNDERR	LENDER CODE MISSING
LNRNFD	LIEN RECORD WITH PROVIDED LIEN NOTATION NUMBER NOT FOUND
LRDERR	LIEN RELEASE DATE MISSING OR INVALID
LRDGRT	LIEN RELEASE DATE IS GREATER THAN FILE DATE
LRDLSS	LIEN RELEASE DATE IS EARLIER THAN LIEN NOTATION DATE
LRDNVL	LIEN RELEASE DATE IS NOT A VALID DATE
NAMERR	MAIL TO CUSTOMER NAME MISSING
PRVINV	PROVIDER DOES NOT MATCH PROVIDER ON LIEN
PRVSAT	THE SPECIFIED LIEN NOTATION NUMBER ON THIS VEHICLE HAS BEEN PREVIOUSLY RELEASED
SYSERR	DMV SYSTEM ERROR WHILE PROCESSING REQUEST
TTLERR	DMV TITLE NUMBER MISSING
TTLNFD	TITLE NUMBER NOT FOUND
TTLNVL	TITLE STATUS IS NO LONGER ACTIVE
TTLPRT	PAPER TITLE PREVIOUSLY PRINTED
TTLVIN	TITLE NUMBER AND VIN MISMATCH
VINERR	VEHICLE IDENTIFICATION NUMBER MISSING

LG - Lender Request for Paper Title

Error Code	Error Code Description
ADDERR	MAIL TO ADDRESS 1 MISSING; ADDRESS DOES NOT VALIDATE VIA USPS; OR STREET, CITY, STATE, OR ZIP MISSING
DUPNUM	ADMINISTRATIVE ISSUE CONCERNING THIS VEHICLE PREVENTS RELEASING LIEN - DUPLICATE NOTATION NUMBERS
LENERR	DMV LIEN NOTATION NUMBER MISSING
LNDERR	LENDER CODE MISSING
LNDNPM	REQUESTING LENDER IS NOT THE PRIMARY LIENHOLDER
LNDNFD	REQUESTING LENDER DOES NOT MATCH LENDER WITH THIS NOTATION NUMBER
LNRNFD	LIEN RECORD WITH PROVIDED LIEN NOTATION NUMBER NOT FOUND
NAMERR	MAIL TO CUSTOMER NAME MISSING
PRVINV	PROVIDER DOES NOT MATCH PROVIDER ON LIEN
PRVSAT	THE SPECIFIED LIEN NOTATION NUMBER ON THIS VEHICLE HAS PREVIOUSLY BEEN RELEASED
SYSERR	DMV SYSTEM ERROR WHILE PROCESSING REQUEST
TTLERR	DMV TITLE NUMBER MISSING
TTLNVL	TITLE STATUS IS NO LONGER ACTIVE
TTLPRT	PAPER TITLE PREVIOUSLY PRINTED
TTLVIN	TITLE NUMBER AND VIN MISMATCH
VINERR	VEHICLE IDENTIFICATION NUMBER MISSING

LC - Lender Request for Conversion

Error Code	Error Code Description
DUPNUM	ADMINISTRATIVE ISSUE CONCERNING THIS VEHICLE PREVENTS RELEASING LIEN - DUPLICATE NOTATION NUMBERS
LNDERR	LENDER CODE MISSING
LNDINV	LENDER CODE INVALID
LNRNFD	LIEN RECORD WITH PROVIDED LIEN NOTATION NUMBER NOT FOUND
MULTLN	MULTIPLE LIENS PRESENT, NO LIEN NOTATION NUMBER SPECIFIED
MULTRC	MULTIPLE RECORDS FOUND FOR VIN SPECIFIED, NO TITLE NUMBER SPECIFIED
NOLIEN	NO OPEN LIENS PRESENT
PRVINV	PROVIDER DOES NOT MATCH PROVIDER ON LIEN
PRVSAT	THE SPECIFIED LIEN NOTATION NUMBER ON THIS VEHICLE HAS PREVIOUSLY BEEN RELEASED
SYSERR	DMV SYSTEM ERROR WHILE PROCESSING REQUEST
TITLELT	TITLE IS ALREADY ELT
TTLNVL	TITLE STATUS IS NO LONGER ACTIVE
TTLSTS	SECONDARY LIENS CAN NOT BE CONVERTED WHEN TITLE STATUS IS NOT ELECTRONIC
TTLVIN	TITLE NUMBER AND VIN MISMATCH
VHCNFD	VEHICLE IDENTIFICATION NUMBER NOT FOUND
VINERR	VEHICLE IDENTIFICATION NUMBER MISSING

File Transfer Schedules

DMV and providers are required to retrieve files seven days a week, 365 days per year (no holiday or weekend hiatus).

Providers retrieve outbound files from DMV and delete after successful retrieval between the hours of 3:00 and 9:00 a.m. CDT.

Providers must have inbound files available for DMV processing by 10:00 p.m. CDT each evening. DMV continually monitors for, retrieves, and stores all incoming files. Files received are processing each evening between the hours of 10:00 p.m. and midnight CDT.

Providers must notify the DMV and Technical Support contacts (see page 6) immediately upon discovery of the failure to retrieve outbound files or submit inbound files. This notification shall occur within 24 hours of the failure.

Data Transfers

I. Required File Transfer Protocol

The Office of the CIO requires all data transfers be encrypted. Methods for encrypted transfer provided for are SFTP, FTP TLS/SSL and CONNECT:Direct SECURE +.

- **SFTP – Secure File Transfer Protocol**

Different protocol than FTP; uses Secure Shell (SSH) communications technology to secure the control and data connection.

- **FTP TLS/SSL (Also known as FTPS)**

File Transfer Protocol with the added option of Secure Sockets Layer (SSL) or Transport Layer Security (TLS – successor to SSL). TLS/SSL is used to secure the control and data connection.

- **CONNECT:Direct (C:D)**

CONNECT:Direct (C:D) is a data transfer software product allowing data centers within and across networks to send and receive large amounts of data. CONNECT:Direct SECURE + is a comprehensive, cryptographic security solution, which is approved by the National Institute of Standards and Technology (NIST).

II. Standards and Conventions

Inbound files (identified on pages 8-9) will be named in the following manner:

FTP.VPID#.INBD.PYYMMDD where PID# is the provider identification number assigned by the DMV and YYMMDD is the calendar date the file is created (e.g. an inbound file for September 1, 2010 for vendor 1234 would be named FTP.V1234.INBD.P100901).

Outbound files (identified on pages 10-12) will be named in the following manner:

FTP.VPID#.OUTBD.PYYMMDD where PID# is the provider identification number assigned by the DMV and YYMMDD is the calendar date the file is created (e.g. an outbound file for September 1, 2010 for vendor 1234 would be named FTP.V1234.OUTBD.P100901).

The same file transfer protocol the provider uses for an inbound file will be used for an outbound file.

Communication and System Testing

Upon execution of the Nebraska Electronic Lien and Title Provider Agreement successful completion of communication and system testing is required prior to implementation.

The provider shall coordinate testing efforts with DMV Technical Support (see page 6 for contact information).

Two text files will be forwarded to the provider to use for testing. The first will be used by the provider as an Inbound File, which will be retrieved by the Office of the OCIO and verified with the sent text file. The Inbound file will contain a header record and up to ten transactions consisting of a combination of LE, LG, LO and LC transactions.

The second will be a replica of the file the DMV uses as an Outbound File for the provider to use in verifying the content of the actual test file retrieved. The Outbound file will contain a header record and up to ten transactions consisting of a combination of EC, EG, EO, LA, LK and LX transactions.

Upon successful completion of the testing the Office of the CIO contact person will report to the DMV. DMV will then add the provider to the list of Current Providers and will communicate with the provider to determine an implementation date.



Nebraska Electronic Lien and Title Participating Lender Application

This application form is to be used by financial institutions and other lenders to enroll or modify an existing account in Nebraska's Electronic Lien and Title (ELT) Program.

A	Action Requested – To be Completed by Financial Institution/Lender (check one)			
	Initial Enrollment in ELT Program			
	Change of Provider			PLID:
	Request New Provider Receive All Lien Transactions Associated with Lender			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Removal from ELT Program			PLID:
	Change of Financial Institution/Lender Address			PLID:
	Change of Financial Institution/Lender Name			PLID:
B	Lender Information – To be Completed by Financial Institution/Lender			
	Lender Name			FEIN
	Mailing Address		City	State Zip Code
	Printed Name of Authorized Requester		Telephone Number	Date
	Email Address of Authorized Requester	Provider (select from list below)	Authorized Requester's Signature	
C	Provider Authorization – To be Completed by Provider			
	Printed Name of Provider Employee Authorizing ELT Account		Title of Provider Employee	Telephone Number
	Email Address of Authorizing Provider Employee	Requested Date of Change	Provider Employee Signature	

Authorized ELT Providers:

DDI Technology

P.O. Box 1337
1 Wellness Blvd, Ste 201
Irmo, SC 29063

PDP Group, Inc.

10909 McCormick Rd
Hunt Valley, MD 21031

Dealertrack

9750 Goethe Rd
Sacramento, CA 95827

Secure Title Administration

2975 Breckinridge Blvd
Duluth, GA 30096

HCH Transportation Advisors, Inc.

PO Box 540555
North Salt Lake, UT 84054

Dealer Support Services, Inc.

Box 169
22 W 56th St Ste 107
Kearney, NE 68847

- Lenders must complete Sections A and B, then forward this form to the selected provider.
- The provider named in section B must submit this completed application to the Nebraska DMV.
- Lenders must establish a service relationship with one of Nebraska DMV's approved providers for transmission of all vehicle and title data or apply to become an authorized provider.

By signing above Participating Lenders agree to the following conditions and requirements:

- The lender must provide the Participating Lender ID (PLID) assigned by Nebraska DMV to all loan recipients and dealers utilizing selected lender services. The lender must require all dealers utilizing selected lender services record the PLID on the Nebraska Application for Certificate of Title with the accompanying lienholder information.
- The lender must work directly with their chosen provider's Help Desk to resolve all ELT discrepancies and data transmission issues.
- The lender shall protect the confidentiality of the information and data to which lender has access. At no time shall the lender furnish to any person, association or organization any vehicle or title data received from Nebraska DMV without Nebraska DMV's prior written consent.
- The lender has no proprietary rights to the information received from Nebraska DMV.
- The lender understands Nebraska DMV and its employees shall not be liable to the lender for any damage, costs, lost production or any other loss of any kind for failure of Nebraska DMV's equipment hardware or software or the for the loss of consequential damages as the result of any other type of failure.
- Either party, upon giving 30 days written notice to the other party, may terminate authorization. In the event of termination, Nebraska DMV is released from any and all obligations to the lender.



Nebraska Electronic Lien and Title Provider Application

This application form is to be used by entities to apply to become an approved provider for Nebraska's Electronic Lien and Title (ELT) Program.

A	Company Name – Formal name to be used on Contract			
	Company Name			
	Mailing Address	City	State	Zip Code
B	Contact Information			
1	Name of Individual to Sign Agreement w/DMV		Title	
	Telephone Number		Email Address	
2	Name of Individual to Process Agreement		Title	
	Telephone Number		Email Address	
3	Name of Business Contact (i.e. Help Desk Support)		Title	
	Telephone Number		Email Address	
4	Name of Technical Support Contact		Title	
	Telephone Number		Email Address	
C	File Transfer Protocol			
	Secure File Transfer Protocol to be used:			

- Upon receipt of this Application, the DMV will draft an Agreement and forward it to the individual identified on line 2 above.
- Upon completion of the Agreement process, the DMV will assign a Provider ID, publish the applicant's name in the Nebraska Electronic Lender Guide as an approved provider, and will communicate with the individual identified on line 4 above to share the necessary File Transfer Protocol information and to schedule a test file process.
- Upon completion of the Agreement process, the applicant may publish their role as a DMV approved provider and may assist lenders in the submission of Nebraska Electronic Lien and Title Participating Lender Applications.