



NOTICE OF SALE (NOS) DEALER USER MANUAL

APRIL 2022

There are two electronic filing options available to licensed dealers:

- **Option 1: Single Sales** – Key each sale, one at a time, on the Department’s online [Notice of Sale \(NOS\)](#) reporting system.
- **Option 2: Sales File** – Submit a prescribed file to the Department’s secure server through the Department’s NOS reporting system. **NOTE:** This method is for dealers who use front-end vendor software or software developed by the dealership to complete title applications, etc., and avoids duplicate entry of the sales data.

You must first submit a completed *Application for Online Dealer’s Monthly Sales Report Filing* ([Form 5092](#)), which is available on the Department’s website.

- Once you are approved, we will notify you by email and provide a user ID and password. At that point, you may begin filing your sales electronically using **Option 1**, above.
- Once your software has been approved and you have received a confirmation email from the Department with your user ID and password, you may begin filing your sales electronically using **Option 2**. Until your software is approved, however, you should use Option 1.

You may select either electronic option or change options at any time, provided you do not file the same sale twice or forget to include sales. With either option you must:

- Report all sales (motor vehicle, trailer, all-terrain vehicle, and vessel), both wholesale and retail;
- File sales on a monthly basis (although you may file more frequently if you wish);
- Select **“File Monthly Sales Report”** prior to the 15th of the following month to finalize the previous month’s sales (This applies even if you had no sales for the month.);
- Discontinue submitting a paper *Dealer’s Monthly Sales Report* ([Form 385](#)); and
- Continue to submit *Secure Power of Attorney* ([Form 5086](#)) forms with copies of the corresponding titles to the Dealer Licensing Section by the 15th of the following month.

For additional information, view the [Notice of Sale \(NOS\) FAQs](#) on our website or call 573-526-3669.

TABLE OF CONTENTS

<u>SECTION TITLE</u>	<u>SECTION NUMBER</u>
LOG INTO THE NOTICE OF SALE (NOS) SYSTEM.....	1
FILING SALES:	
• OPTION 1 - SUBMIT SALES THROUGH THE INTERNET (SINGLE).....	2
• OPTION 2 - SUBMIT SALES FILE	3
SAMPLE EMAIL CONFIRMATION OF NOS FROM THE DEPARTMENT	4
CORRECTING SALES FILES	5
FILING DEALER MONTHLY SALES REPORT	6
CORRECTING DEALER MONTHLY SALES REPORT	7
RECORD LOOKUP/EDIT SALE	8
VIEW/PRINT FILED SALES REPORT.....	9
FILING NOTICES OF SALE ELECTRONICALLY	10
VIEW SALES HISTORY	11
CHANGE PASSWORD.....	12
RESET PASSWORD	13
CONTACTING THE DEPARTMENT.....	14
NOS SYSTEM INSTRUCTIONS AND LOGOUT.....	15

LOG INTO THE NOTICE OF SALE (NOS) SYSTEM

To request access to the Department's NOS reporting system, you must submit a completed *Application for Online Dealer's Monthly Sales Report Filing (Form 5092)* to the Department. When you are approved, you will be notified by email and provided with a user ID and password.

Step 1: If you are a first time user:

- Key your user ID and password (provided in the confirmation email sent by the Department);
- For security purposes, you will be prompted to change your password from the generic password assigned by the Department (see [Section 12](#)); and
- Re-key the password received in your email, key your **new** password, and select "**Submit**".

If you key the incorrect user ID and/or password combination, select "**Reset**" to clear all fields and re-key the correct user ID/password combination.

Forgot your password? Select "**Forgot/Reset your Password**". You will be prompted to submit your user ID and email to the Department requesting your password be reset.

Step 2: Read the Declaration/Certification Information displayed on the page and select "**Accept**".

Important! If you are a motor vehicle dealer **and** a boat dealer, report your sales separately for each license. If you do not have a user ID for each license, contact the Department at 573-526-3669.

The screenshot shows the 'Notice of Sale' login page. On the left, there is a 'Navigation' menu with 'Dealers Web Page' selected. The main heading is 'Notice of Sale'. Below the heading, there is a message: 'If you have multiple dealer licenses, you will need to log-in and report sales separately for each license. Should you have any questions, please contact the Motor Vehicle Bureau at (573) 526-3669.' Below this message is a 'Please sign on:' section with two input fields: 'User Id' and 'Password'. There are two buttons: 'Reset' and 'Submit'. At the bottom, there is a link: 'Forgot/Reset your Password / Account Disabled'.

The screenshot shows the 'NOTICE OF SALE' declaration page. On the left, there is a 'Navigation' menu with 'Dealers Web Page' selected. The main heading is 'NOTICE OF SALE'. Below the heading, there is a message: 'Welcome IT TEST'. Below this message, there is a red arrow pointing to a red text warning: '*Reports must be filed by the 15th day of the month for the previous month's sale or a penalty of \$300'. Below the warning, there is a declaration statement: 'As an officer, partner, or owner of the dealership, I hereby certify that the information that I send electronically is true to the best of my knowledge.' At the bottom, there are two buttons: 'Decline' and 'Accept'.

OPTION 1 - SUBMIT SINGLE SALE

Step 1: Select “**Submit Single Sale**” in the menu on the left-hand side of the screen to file each sales record separately.

Sales are keyed daily (or as otherwise determined by the dealer); however, you cannot file the monthly report for the current month until the first day of the following month.

Filing sales electronically eliminates submitting the paper *Dealer’s Monthly Sales Report (Form 385)* **and** the *Notice of Sale or Transfer (Form 5049)*.

Step 2: Key the applicable vehicle information:

- Select the type of vehicle from the drop-down menu;
- Select type of sale from the drop-down menu. All sales (retail and wholesale) must be reported. You cannot file a sale that was sold as salvage online; and
- Respond to the question “**Is this a new vehicle?**” by selecting the “**Yes**” or “**No**” radio button.
 - If “**Yes**” is selected, click “**Continue**” to proceed to Step 3.
 - If “**No**” is selected, you will be prompted to respond to the “**Is this vehicle titled by another state?**” question. If “**No**” is selected (because you have a Missouri title), you will be prompted to key the title number and the last six digits of the Vehicle Identification Number (VIN) or Hull Identification Notification (HIN).

The screenshot shows the Missouri Notice of Sale Application homepage. On the left, a navigation menu lists various options, with a red arrow pointing to "Submit Single Sale". The main content area is titled "Notice of Sale" and includes the text "WM111, Welcome to the Missouri Notice of Sale Application" and "Approved Vendor/Dealer Software". At the bottom, there is a footer with the "mo.gov" logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

The screenshot shows the "File Notice of Sale" form. The "Vehicle Information part-1" section is visible. It includes dropdown menus for "Select type of vehicle" (set to "Passenger vehicle") and "Select type of sale" (set to "Sold to Missouri individual"). There are radio buttons for "Is this a new vehicle?" (Yes/No) and "Is this vehicle titled by another state?" (Yes/No). Below these are input fields for "Title" (containing "TG344352") and "VIN/HIN" (containing "122912"), with a note "(Last 6 digits)" under the HIN field. A "Continue" button is located at the bottom right.

OPTION 1 - SUBMIT SINGLE SALE (continued)

Step 3: You must complete the following fields if the vehicle is:

- New;
 - Does not currently have a Missouri title; or
 - You do not have the Missouri title number.
-
- Key the four-digit year;
 - Select the vehicle make from the drop-down menu (if the vehicle make is not listed, select “**Other**” and key up to five characters of the abbreviation of the vehicle’s make);
 - Key the model name of the vehicle (up to 10 characters);
 - Key the full VIN/HIN (Be sure to verify the VIN/HIN is correct);
 - Select the vehicle’s body style from the drop-down menu; and
 - Select “**Confirm**” once you have verified all the vehicle information was keyed correctly.

The screenshot shows a web interface for submitting a single sale. On the left is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled 'File Notice of Sale' and 'Vehicle Information part-2'. It contains the following fields: 'Vehicle year' with the value '2001' and a label '4 digits(yyyy)'; 'Vehicle make' with a dropdown menu showing 'LINC'; 'Vehicle model' with the value 'Zephyr'; 'VIN/HIN' with the value '1FAHP56S71A122912' and a note '(Please verify the VIN/HIN is correct and confirm)'; and 'Vehicle body style' with a dropdown menu showing 'FOUR DOOR'. A 'Confirm' button is located at the bottom right of the form.

OPTION 1 - SUBMIT SINGLE SALE (continued)

Step 4: Key the following in the **Sale Information** and **Purchaser Information** sections:

- Date of sale (key four-digits for the year);
- Net price (key only whole-dollar amounts);
- Select the **“Collected”**, **“Does Not Collect”**, or **“Exempt”** radio button in the **“Administrative fees?”** field;
- Odometer reading (exclude tenths);
 - Odometer reading is not required for an all-terrain vehicle (ATV).
- Click the **“Yes”** or **“No”** radio button in the **“Was a temporary permit issued?”** field and key the temporary permit number, if applicable.
- Purchaser’s name, address, city, state, and ZIP code;
- Driver license number and date of birth of the purchaser (optional). If multiple purchasers, key only the information for the first purchaser listed; and
- Select **“Submit”**.

The screenshot shows a web form titled "File Notice of Sale" with the subtitle "Sale/Purchaser Information part-3". On the left is a "Navigation" menu with options: Submit Single Sale, Upload Sales File, Correct Sales File, Look Up/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main form area is divided into two sections: "Sale Information" and "Purchaser Information".

Sale Information

Date of sale: (mm/dd/yyyy) 01/28/2022

Net price: (Do not enter cents) 18,225

Administrative fees? Collected Does Not Collect Exempt

Was a temporary permit issued? Yes No

Temporary permit ABC123

Purchaser Information

Name: (Last,First,Middle initial) Smith, John A

Address: 1234 River Street

City: Jefferson City

State: MO

Zip code: 65101

Driver's license number (Optional): R12345678

Date of birth (Optional): (mm/dd/yyyy) 08/04/1975 X

Submit

OPTION 1 - SUBMIT SINGLE SALE (continued)

Step 5: Review the sales record for correct information.

If corrections are needed, select **“Back to Edit”** and make the necessary corrections.

Once the correct information is keyed, select **“Submit”**.

If there is a problem with the transmission or record, a failure page will display and further instructions will be provided. You must select **“Submit”** to finalize the record.

Navigation	Notice of Sale
Submit Single Sale	Vehicle Information
Upload Sales File	Type of Vehicle: Vehicle
Correct Sales File	Odometer: 0
Look Up/Edit Sale	Vehicle Title Number: UTA18613
File Monthly Sales Report	Title State: MO
View/Print/Amend Filed Report	Year: 2013
View Sales History	Make: CHEV
Change Password	VIN/HIN: 2G1FA1E36D9126416
Instructions	Model: CAMAR
Contact DOR	Body Style: 2DR
Logout	Sale Information
Dealers Web Page	Date of Sale: 01/28/2022
	Net Price: 18000
	Administrative fees: Does Not Collect
	Type of Sale: TAXABLE
	Temporary Permit:
	Purchaser Information
	Purchaser's Name: WAYNE BRUCE
	Street Address: 301 W HIGH ST
	City: JEFFERSON CITY
	State: MO
	Zip Code: 65101
	Purchaser's Driver License Number:
	Purchaser's Date of Birth:
	Please verify the above information before submitting. To change incorrect information, please press 'Back to Edit' button.
	BACK TO EDIT SUBMIT

OPTION 1 - SUBMIT SINGLE SALE (continued)

Step 6: The confirmation receipt will display to verify that you have successfully submitted the sales record to the Department. The receipt contains an NOS control number at the top of the page.

You may print the confirmation receipt for your records, file another notice of sale, or log out.

NOTE: You are not required to print the confirmation page as your sales records may be accessed using the “**Lookup/Edit Sale**” or “**View Sales History**” function.

If the system goes down while you are filing a sales record or if you are unsure if you submitted a sale, you may access the “**Lookup/Edit Sale**” function to determine if the sales record was successfully submitted. If the sale cannot be retrieved, you must re-key the record.

Navigation
Submit Single Sale
Upload Sales File
Correct Sales File
Look Up/Edit Sale
File Monthly Sales Report
View/Print/Amend Filed Report
View Sales History
Change Password
Instructions
Contact DOR
Logout
Dealers Web Page

Notice of Sale

CONFIRMATION RECEIPT

NOS Control Number: 9614235E

Vehicle Information

Type of Vehicle: Vehicle
Odometer: 0
Vehicle Title Number: UTA18613
Title State: MO
Year: 2013
Make: CHEV
VIN/HIN: 2G1FA1E36D9126416
Model: CAMAR
Body Style: 2DR

Sale Information

Date of Sale: 01/10/2022
Net Price: 18000
Type of Sale: TAXABLE
Administrative Fee: 0
Temporary Permit:

Purchaser Information

Purchaser's Name: WAYNE BRUCE
Street Address: 301 W HIGH ST
City: JEFFERSON CITY
State: MO
Zip code: 65101
Purchaser's Driver License Number:
Purchaser's Date of Birth:

[PRINT](#) [File Another NOS](#) [LOGOUT](#)

OPTION 2 - SUBMIT/UPLOAD SALES FILE

This option allows a dealer to file each motor vehicle, trailer, all-terrain vehicle, or vessel sale in one file, using the dealer's current front-end software.

Sales are keyed on a monthly basis, or more frequently, as determined by the dealer. The file format developed by your software vendor (or your dealership) must be approved by the Department prior to use.

Select "**Approved Vendor/Dealer Software**" to view which vendor/dealership file formats are approved. If your file format has not yet been approved, continue filing your sales one at a time by selecting "**Submit Single Sale**".

If you are creating or modifying your own software, be sure to use the [required file format](#).

Step 1: To submit/upload your file, select "**Upload Sales File**" in the menu at the left-hand side of the page.

The screenshot shows a web application interface for the Missouri Notice of Sale. On the left, a navigation menu is visible with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. A red arrow points to the 'Upload Sales File' option. The main content area is titled 'Notice of Sale' and contains the text 'WM111, Welcome to the Missouri Notice of Sale Application' and 'Approved Vendor/Dealer Software'. The footer includes the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

OPTION 2 - SUBMIT/UPLOAD SALES FILE (continued)

Step 2: To upload the file:

- Select “**Browse**”, choose the file you wish to upload from your computer, and select “**Open**”;
- Select “**Upload**” to transfer files to the Department.

You will receive a confirmation email which indicates how many records were updated, as well as identify how many records contain errors. Your sales report is not filed until you select “**File Monthly Sales Report**”.

Filing sales electronically eliminates filing paper copies of the *Dealer’s Monthly Sales Report* ([Form 385](#)).

The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like 'Submit Single Sale', 'Upload Sales File', 'Correct Sales File', 'Lookup/Edit Sale', 'File Monthly Sales Report', 'View/Print/Amend Filed Report', 'View Sales History', 'Change Password', 'Instructions', 'Contact DOR', 'Logout', and 'Dealers Web Page'. The main content area is titled 'Notice of Sale' and contains a 'File Upload' section. This section has a text input field for 'Enter data file below:' with a 'Browse...' button next to it. Below the input field are 'Upload' and 'Cancel' buttons. A red asterisk followed by a note states: '*Please Note: File uploads are now automatically updated to the database. You will be able to view all correct records after the file upload. Due to the automatic update, the file upload may take longer than usual. Times vary due to internet connection speeds.' At the bottom right of the main content area, it says 'Approved Vendor/Dealer Software'.

SAMPLE EMAIL CONFIRMATION OF NOTICE OF SALE FILE UPLOAD

From: mvbmail@dor.mo.gov [mailto:mvbmail@dor.mo.gov]

Sent: Monday, October 18, 2010 3:30 PM

To: Dealer

Subject: Notice of Sale Successful File Upload

Thank you for submitting your sales file with the Missouri Department of Revenue.

Good Records Received: 5
Error Records Received: 10

Please log in at <https://dors.mo.gov/dmv/nos/loginLink.do> and select “**Correct Sales File**” to correct any error records you have. Sales reports cannot be filed until all error records have been corrected.

NOTE: You must file your monthly sales report by clicking on ‘File Monthly Sales Report’ before the sales report is actually filed/finalized for that month. This must be done no later than the 15th of the following month in order to avoid penalties.

Thank you,
Missouri Department of Revenue
(573) 26-3669

CORRECTING SALES FILES (OPTION 2)

Step 1: Select “**Correct Sales File**” to correct online errors from your sales files that have been identified by the NOS system.



The screenshot displays the Missouri Notice of Sale application interface. On the left, a navigation menu is visible with the following options: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. A red arrow points to the 'Correct Sales File' option. The main content area on the right is titled 'Notice of Sale' and contains the text 'WM111, Welcome to the Missouri Notice of Sale Application' and 'Approved Vendor/Dealer Software'. The footer of the page includes the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Jay Nixon, State Agencies, and Online Services.

CORRECTING SALES FILES (OPTION 2) (continued)

Step 2: Make necessary corrections to the fields noted and select “**Update**” or you may select “**Delete**” to delete the record entirely.

The next error records will automatically display, when applicable. Repeat Step 2 until all error records have been corrected.

Navigation	
Submit Single Sale	
Upload Sales File	
Correct Sales File	
Lookup/Edit Sale	
File Monthly Sales Report	
View/Print/Amend Filed Report	
View Sales History	
Change Password	
Instructions	
Contact DOR	
Logout	
Dealers Web Page	

Notice of Sale Error Correction	
• If the purchaser has a Missouri address, the Sale Type cannot be "Out Of State".	
Control Number	603620
VIN/HIN	1W1MAFYAXAA255657
Year	2010
Make	WILS
Model	DWH-5
Vehicle Type	Trailer <input type="button" value="v"/>
Puchaser's Name	WTS-MISSOURI
Street Address	9051 E I 70 DR NE
City	COLUMBIA
State	MO <input type="button" value="v"/>
Zip Code	65202
License Number	<input type="text"/> (Optional)
Date of Birth	<input type="text"/> (Optional)

FILING DEALER MONTHLY SALES REPORT

After you have submitted **all sales** for the month (**or if you made no sales during the month**), you must complete the final step in filing your sales report. To avoid discipline or penalties, monthly sales reports are due no later than the 15th day of the month following the month in which the sales occurred. This applies regardless of which electronic method you use.

Step 1: To finalize your sales report, click “**File Monthly Sales Report**” in the menu on the left-hand side of the page.

Step 2: Select the month (for which you are reporting sales) from the drop-down menu in the “**Month**” field.

Step 3: Key the four-digit year.

Step 4: Select “**Get Sales Report**”.

Step 5: Select one of the following:

- “**Submit Sales Report**” if no changes are made or errors have been corrected. If there are errors to be corrected, you will receive a notification at the top of the screen to select “**Correct Sales File**” and you **will not** see the “**Submit Sales Report**” option until the errors are corrected; **or**
- “**Cancel Submission**” to add more sales.

The screenshot shows the Missouri Notice of Sale Application interface. On the left, a navigation menu lists various options: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report (highlighted with a red arrow), View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled 'Notice of Sale' and includes the text 'WM111, Welcome to the Missouri Notice of Sale Application' and 'Approved Vendor/Dealer Software'. At the bottom, there is a footer with the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Job Nicks, State Agencies, and Online Services.

The screenshot shows the Missouri Notice of Sale Application interface with the 'File Sales Report' form. The left navigation menu is the same as in the previous screenshot. The main content area is titled 'Notice of Sale' and includes the text 'File Sales Report'. Below this, there is a 'Month' dropdown menu set to 'September' and a 'Year' input field set to '2010'. A 'GET SALES REPORT' button is visible at the bottom of the form.

CORRECTING DEALER MONTHLY SALES REPORT

An indicator will display that the sales report has not yet been filed. Any errors on the sales report are highlighted.

Step 1: Select “**Correct Sales File**” to correct, revise, or delete a record.

Step 2: Make corrections and select “**Update**” or select “**Delete**” to delete the entire record.

Step 3: Select “**File Sales Report**” to file the corrected report or select “**Cancel Submission**” to add more sales. The sales file must be corrected before you can file the report.

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Look Up/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale

Sales Report

Please make sure all sales you plan to submit for this month are present on this form!

Dealer Name: MCBRIDES RIDES AUTO

Dealer ID: D5954

Dealer Address: 4820 OAK RIDGE RD
JEFFERSON CITY , MO 65101

Fri Jan 28 15:10:06 CST 2022

New units: 0

Used units: 1

Total: 1

Total Temporary Permits: 0

Total Exempt Sales: 0

Buyer:	Used 2011 HOND COUPE	Control Number: 9601354E	
Edit	RAY RICKY	VIN/HIN: 1HGCS1B89BA004000	Admin Fee:
	1699 Devonshire Dr	Sale Date: 11/04/2021	Type: Vehicle
	HOLTS SUMMIT , MO 65043	Net Price: \$5000.00	Odometer: 0
			Body: 2DR
		Permit:	


Total Records = 1

(Printable report will open in a new browser window.)

Submit Sales Report
Cancel Submission

CORRECTING DEALER MONTHLY SALES REPORT (Continued)

Step 4: A confirmation message will display at the top of the screen to verify that your sales report was filed.



Sales Report		Fri Jan 28 15:33:25 CST 2022	
- Your Sales Report was successfully filed with the Department of Revenue. Thank you. -			
Dealer Name:	MCBRIDES RIDES AUTO	New units:	0
Dealer ID:	D5954	Used units:	1
Dealer Address:	4820 OAK RIDGE RD	Total:	1
	JEFFERSON CITY, MO 65101	Total Temporary Permits:	0
		Total Exempt Sales:	0
Buyer:	Used 2011 HOND COUPE	Control Number:	9601354E
1 RAY RICKY	VIN/HIN: 1HGCS1B89BA004000	Admin Fee:	
1699 Devonshire Dr	Sale Date: 11/04/2021	Type: Vehicle	Body: 2DR
HOLTS SUMMIT, MO 65043	Net Price: \$5000.00	Odometer: 0	Permit:
Total Number of Records= 1			
<input type="button" value="PRINT"/>			

RECORD LOOKUP/EDIT SALE

Step 1: To view a sales record you filed previously, select “**Lookup/Edit Sale**” in the menu on the left-hand side of the screen.

To view a summary of multiple records at once, see “**View Sales History**” on pages 23 and 24.

You may also edit or delete a sales record at any time, provided you have not clicked on “**File Monthly Sales Report**”.

EXAMPLE: You do not have to wait until you are ready to file the monthly sales report to delete a rescinded sale.

The screenshot shows a web application interface for the Missouri Notice of Sale. On the left, a navigation menu is visible with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. Three red arrows point to the 'Lookup/Edit Sale', 'File Monthly Sales Report', and 'View Sales History' options. The main content area on the right displays the text 'Notice of Sale' and 'WM111, Welcome to the Missouri Notice of Sale Application'. Below this, it says 'Approved Vendor/Dealer Software'. The footer of the page features the 'mo.gov' logo and links for Privacy Policy, Accessibility, Governor Job Nixes, State Agencies, and Online Services.

RECORD LOOKUP/EDIT SALE (continued)

Step 2: Key the Notice of Sale lookup information:

- Select the type of vehicle from the drop-down menu;
- Identify the correct record:
 - Key the **“NOS Control Number”**; *or*
 - Select the vehicle make from the drop-down menu and key the year and VIN/HIN. If the make is not displayed, select **“Other”** and key the make abbreviation (up to five characters); and
- Select **“Perform Lookup”**.

The screenshot displays a web interface for a Notice of Sale lookup. On the left is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled "Notice of Sale" and "Notice Of Sale Lookup Request". It features a dropdown menu for "Select A Type of Vehicle" set to "Passenger vehicle". Below this, there are two input options: "Enter Either" and "Or". Under "Enter Either", the "NOS Control Number" field contains "112045D". Under "Or", the "Vehicle Make" dropdown is set to "Other" with an empty text box next to it. The "Vehicle Year" field is empty, with "(4 digit year)" as a hint. The "VIN/HIN" field is also empty. A "Perform Lookup" button is located at the bottom of the form.

RECORD LOOKUP/EDIT SALE (Continued)

Step 3: Select “**Print**” to print the record, “**Edit**” (if the sales report was filed in the previous two months) to make any changes, or select another option from the menu on the left-hand side of the screen.

- If the sales report was not filed within the previous two months, the report cannot be edited.

Navigation	Notice of Sale
Submit Single Sale	RECORD LOOKUP RESULTS
Upload Sales File	NOS Control Number 9614235E
Correct Sales File	
Look Up/Edit Sale	
File Monthly Sales Report	Vehicle Information
View/Print/Amend Filed Report	Type of Vehicle Vehicle
View Sales History	Odometer 0
Change Password	Vehicle Condition Used
Instructions	Title Number UTA18613
Contact DOR	Title State MO
Logout	Year 2013
Dealers Web Page	Make CHEV
	Vehicle Model CAMAR
	Body Style 2DR
	VIN/HIN 2G1FA1E36D9126416
	Sale Information
	Date of Sale 1/10/2022
	Net Price \$18,000.00
	Administrative Fees DOES NOT COLLECT
	Type of Sale TAXABLE
	Temporary Permit
	Purchaser Information
	Purchaser's Name WAYNE BRUCE
	Street Address 301 W HIGH ST
	City JEFFERSON CITY
	State MO
	Zip Code 65101
	PRINT Edit

RECORD LOOKUP/EDIT SALE (Continued)

Step 4: If you selected “**Edit**” (for a sales report that was filed within the previous two months) you may select “**Delete**”, or you may edit any of the data fields, then select “**Update**”.

Navigation	
Submit Single Sale	
Upload Sales File	
Correct Sales File	
Look Up/Edit Sale	
File Monthly Sales Report	
View/Print/Amend Filed Report	
View Sales History	
Change Password	
Instructions	
Contact DOR	
Logout	
Dealers Web Page	

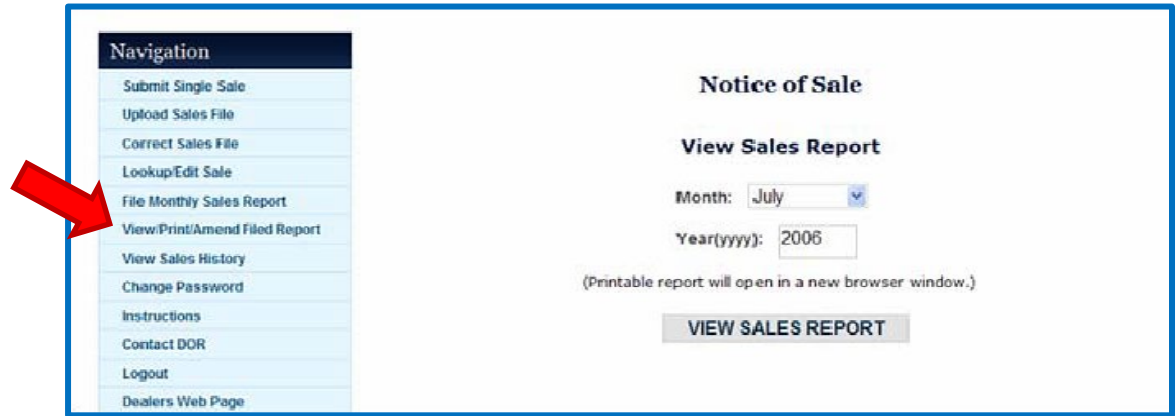
Notice of Sale	
Edit Notice of Sale	
Control Number	9814235E
VIN/HIN	2G1FA1E36D0126416
Year	2013
Make	CHEV
Model	CAMAR
Vehicle Type	Vehicle <input type="checkbox"/>
Body Style	TWO DOOR <input type="checkbox"/>
Odometer	0
Vehicle Condition	<input type="checkbox"/> New <input checked="" type="checkbox"/> Used
Title Number	UTA18613 <small>(Optional)</small>
Title State	MO <small>(Optional)</small>
Temporary Permit	<input type="checkbox"/> <small>(Optional)</small>
Date of Sale	01/10/2022
Net Price	18000
Administrative Fees	<input type="checkbox"/> Collected <input checked="" type="checkbox"/> Does Not Collect <input type="checkbox"/> Exempt
Type of Sale	Taxable <input type="checkbox"/>
Purchaser's Name	WAYNE BRUCE
Street Address	301 W HIGH ST
City	JEFFERSON CITY
State	MO <input type="checkbox"/>
Zip Code	65101
License Number	<input type="checkbox"/> <small>(Optional)</small>
Date of Birth	<input type="checkbox"/> <small>(Optional)</small>

VIEW/PRINT FILED SALES REPORT

Step 1: Select “**View/Print/Amend Filed Report**”.

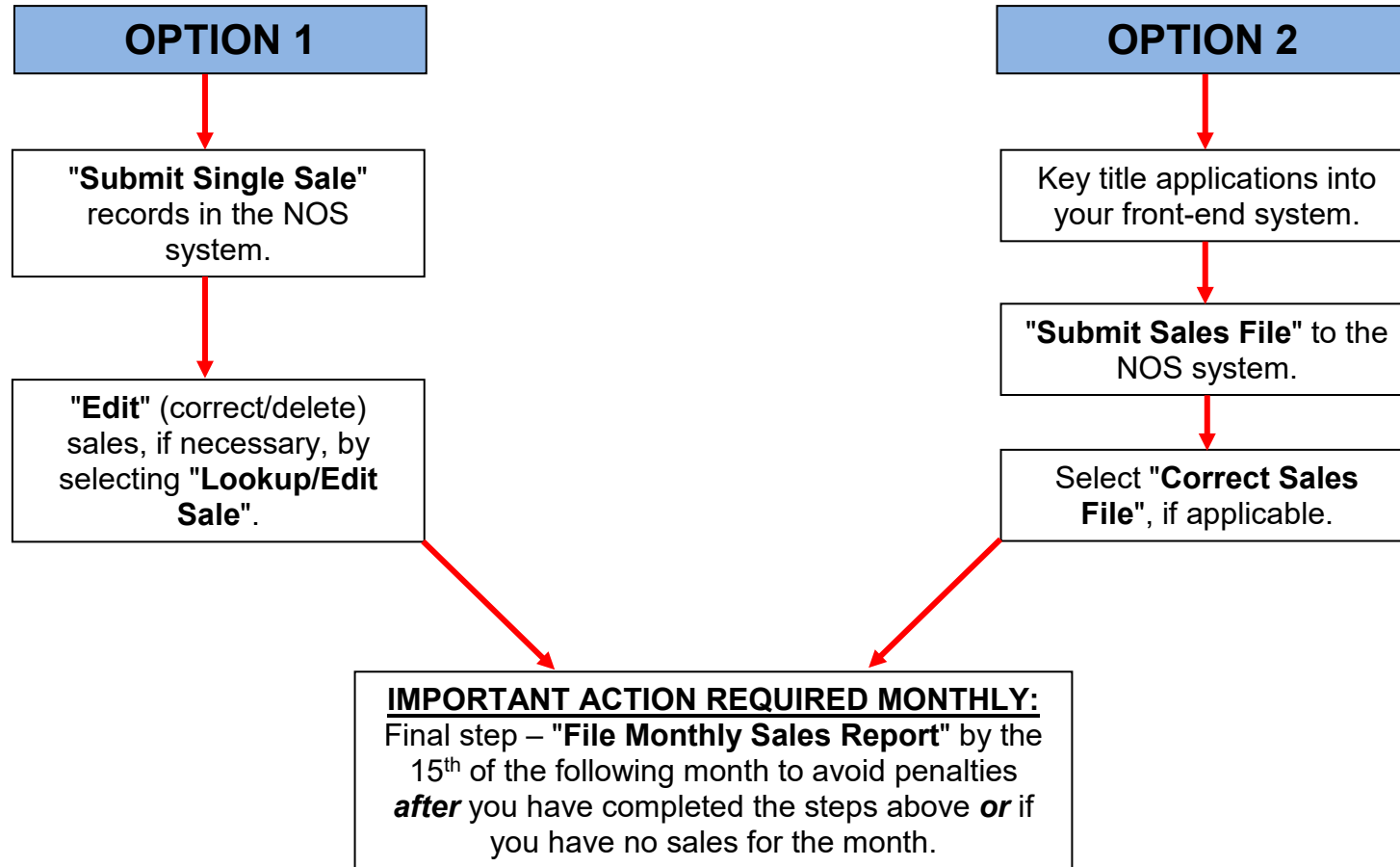
Step 2: Select the month you wish to view/print from the drop-down list provided and key the year (four-character format).

Step 3: Select “**View Sales Report.**”



The screenshot shows a web application interface with a navigation menu on the left and a main content area on the right. The navigation menu is titled "Navigation" and contains the following options: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. A red arrow points to the "View/Print/Amend Filed Report" option. The main content area is titled "Notice of Sale" and contains a "View Sales Report" section. This section includes a "Month:" dropdown menu with "July" selected, a "Year(yyyy):" text input field with "2006" entered, and a note that says "(Printable report will open in a new browser window.)". Below this is a button labeled "VIEW SALES REPORT".

FILING NOTICES OF SALE ELECTRONICALLY



VIEW SALES HISTORY

Step 1: Select “**View Sales History**” in the menu on the left-hand side of the screen to view a summary of multiple sales records that you have filed.

Step 2: Based on the option you select, you may view and print sales records for the month **or** a specific date range:

- Select “**History by Month**” and key the month and year of the report you are requesting, and select “**Get History**”.
- Select “**History by Date Range**” and key the month, day, and year (MM/DD/YYYY format) for both the beginning and ending period you are requesting (cannot exceed 60 days).

Step 3: Select “**Get History**” to retrieve the requested record.

The screenshot displays a web interface for viewing sales history. On the left is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. A red arrow points to the 'View Sales History' option. The main content area is titled 'Notice of Sale' and 'VIEW HISTORY'. It features two radio buttons: 'History by Month' (selected) and 'History by Date Range'. Under 'History by Month', there are input fields for 'Enter Month' (2 digit month) and 'Enter Year' (4 digit year). Under 'History by Date Range', there are input fields for 'Start Date' and 'End Date' (both in mm/dd/yyyy format). A 'GET HISTORY' button is positioned at the bottom right.

VIEW SALES HISTORY (Continued)

Step 4: Select “Print” to print the history data or select another option from the menu on the left-hand side of the screen.

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale History

Viewing Sales from Feb 01, 2010 to Feb 28, 2010

NOS Control Number	Vehicle Year	Vehicle Make	VIN/HIN	Purchaser's Name
5328898D	2010	WILS	4WWMAFYA8A3615781	KENT DUESTERHAUS
5328899D	2010	WILS	4WWMAFYA6A3615858	MIKE LITTEKEN
5328900D	2010	WILS	4WWMAFYA8A3615859	MIKE LITTEKEN
5328901D	2010	WILS	4WWMAFYA3A3615915	JOSEPH REICH TRUCKING INC
5328902D	1999	WILS	1W1UFSWJ3XD520424	INDIAN INK LEASING
5328903D	2010	WILS	1W1MAFYAXAA255657	WTS-MISSOURI
5328904D	2010	WILS	4WWMAFYA7A5700700	EASTERN IOWA STOCK
5328905D	2010	WILS	4WWMAFVWXA3615909	BLADES FARMS INC

Total Records=8

[PRINT](#)

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 [Governor Jay Nixon](#) |
 [State Agencies](#) |
 [Online Services](#)

CHANGE PASSWORD

Step 1: To change your password, select “**Change Password**” in the menu on the left-hand side of the screen.

Step 2: Complete the following:

- Key your current password in the “**Old Password**” field;
- Press the “**Tab**” key;
- Key your “**New Password**” (must be at least 8 characters);
- Press the “**Tab**” key again;
- Re-key your new password; and
- Select “**Submit**”.

Step 3: A notification screen will display to inform you that the information was updated successfully. To continue, select any option or “**Logout**” to exit the system.

The screenshot shows a web application interface for changing a password. On the left is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password (highlighted with a red arrow), Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled 'Notice of Sale' and 'Change Password'. Below the title, it says 'Please type your old password and confirm your new password:'. The form includes the following fields: 'User Id: WM111', 'Old Password' (masked with 7 dots), 'New Password' (masked with 7 dots), and 'Confirm New Password' (masked with 7 dots). A 'Submit' button is located at the bottom right. A red note at the bottom of the form states: 'Note: Passwords must be at least 8 characters and no more than 15 characters. Your new password cannot be the same as your old password. You can use any character you wish in your new password.'

RESET PASSWORD

Step 1: Select “**Forgot your Password**” at the Login screen if you have forgotten your password.

Step 2: Key your user ID (dealer number) and email address that was previously provided to the Department, along with your contact information.

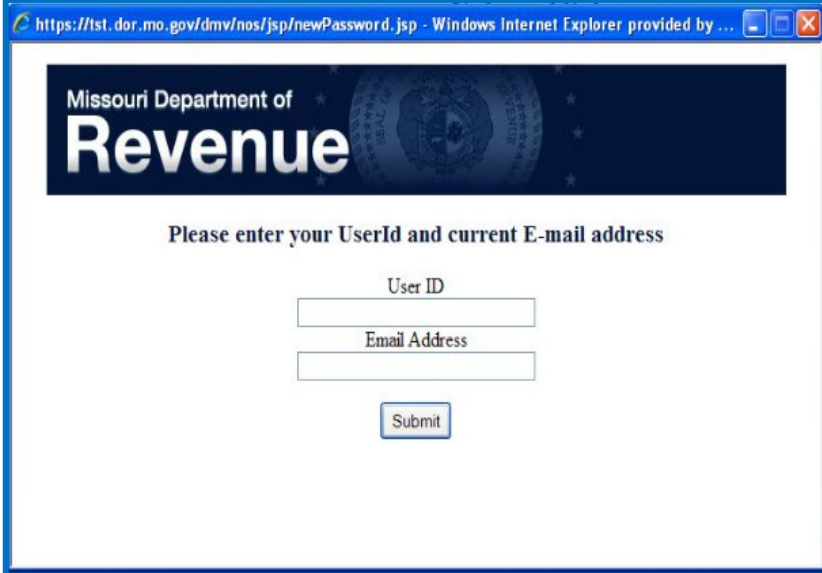
Step 3: Select “**Submit**”.

Step 4: You will receive a notification that a new password has been sent to your email address.


Step 5: Retrieve the new password from your email and log in to the NOS system.

Step 6: Change your password.

If you have other questions regarding your password, or you have keyed your user ID and password correctly but are receiving a *Login Failure* message, select “**Contact DOR**” in the menu on the left-hand side of the screen. You will be prompted to submit an email to the Department regarding your password issue.



The screenshot shows a web browser window with the URL <https://tst.dor.mo.gov/dmv/nos/jsp/newPassword.jsp>. The page header features the Missouri Department of Revenue logo and seal. Below the header, the text reads "Please enter your UserId and current E-mail address". There are two input fields: "User ID" and "Email Address". A "Submit" button is located below the input fields.



The screenshot shows a web browser window with the URL <https://tst.dor.mo.gov/dmv/nos/newPassword.do>. The page header features the Missouri Department of Revenue logo and seal. Below the header, the text reads "Your account has been reset and your new password sent to your e-mail account on record." followed by "You will be required to change your password upon login." and "Thank You!". A link "Click here to close this window" is located at the bottom.

CONTACTING THE DEPARTMENT OF REVENUE (DOR)

Step 1: Select “**Contact DOR**” in the menu on the left-hand side of the screen to contact the Department of Revenue.

Step 2: Select the appropriate subject from the drop- down menu.

- Key your comments in the “**Email Content**” field; and
- Select “**Submit Email**”.

The appropriate staff member will respond to your email.

Step 3: A notification screen will display to inform you that the message was sent successfully. To continue, select any option or, to exit the system, select “**Logout**”.

Navigation

- Submit Single Sale
- Upload Sales File
- Correct Sales File
- Lookup/Edit Sale
- File Monthly Sales Report
- View/Print/Amend Filed Report
- View Sales History
- Change Password
- Instructions
- Contact DOR
- Logout
- Dealers Web Page

Notice of Sale
Contact DOR

Dealer Name: IT TEST
User Id: WM111
Name: TAMMY PRATER
Your Email Address: HANNAH.MAO@OA.MO.GOV
If this email address is not correct please put the correct one in your email to us.

Email Subject: Choose A Subject
Choose A Subject
Administrative Account/Password Issues
Motor Vehicle/NOS Processing Issues
Technical/Website Issues

Email Content

Submit Email

NOS SYSTEM INSTRUCTIONS AND LOGOUT

Step 1: To view detailed, step-by-step instructions regarding the NOS system, select “**Instructions**” in the menu on the left-hand side of the screen.

Step 2: Select the topic you need help with.

To log out of the NOS system, select “**Logout**” in the menu on the left-hand side of the screen.

The screenshot displays the NOS system interface. On the left is a navigation menu with the following items: Submit Single Sale, Upload Sales File, Correct Sales File, Lookup/Edit Sale, File Monthly Sales Report, View/Print/Amend Filed Report, View Sales History, Change Password, Instructions, Contact DOR, Logout, and Dealers Web Page. The main content area is titled 'Notice of Sale' and contains the following sections:

- Instructions**
Click on a topic below:
 - Dealer User Manual**
 - Submit Single Sale
 - Submit Sales File
 - Correct Sales File
 - Lookup/Edit Sale
 - File Monthly Sales Report
 - View/Print/Amend Filed Report
 - View Sales History
 - Change Password
 - Reset Password
 - Contact Department of Revenue (DOR)
 - Logout

- Submit Single Sale**
- Step 1**
 - Select "Submit Single Sale" from the menu on the left.
- Step 2**
 - Select the type of vehicle from the drop-down list.
 - Select type of sale from the drop-down list. All sales must be reported (retail and wholesale).
 - Respond to the question asking if the vehicle is new.
 - If "Yes" is selected, click "Continue" and go to Step 3.
 - If "No" is selected you will be asked if the vehicle is titled by another state.
 - If "Yes" is selected click "Continue" and go to Step 3.
 - If "No" is selected you will be prompted to enter the Missouri title number and the last 6 digits of the VIN/HIN. Click "Continue."
- Step 3**

If the vehicle is new, the current title is not a Missouri title, or you do not have the Missouri title number:

 - Enter the four-digit Year
 - Select the Make from the drop-down list. If the Make is not listed select "Other", and enter the make