



EVR PROGRAM INVENTORY ORDERING

Beginning on November 12th, 2019, all inventory orders for EVR participants will be submitted online on the MyRMV website. An inventory order will no longer be accepted via fax.

To complete an order:

1. First, access the MyRMV website by clicking [this link](#) or entering the following URL in your web browser:
https://atlas-mymv.massdot.state.ma.us/mymv/
2. Click the **EVR Program Inventory Order Form** button in the *Additional* panel.
3. Read the *Get Ready* sub-section. When complete, click the **Next** button.

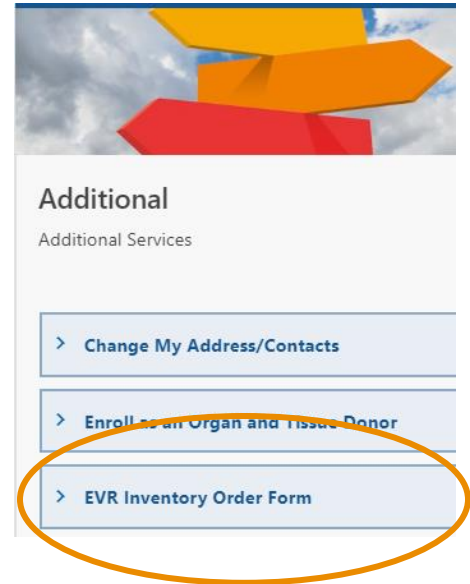


Plate Order

Get Ready

Account Validation

EVR Reference Number

If you do not know your EVR reference

EVR Reference Number

* *Required*

4. Enter your EVR End User Location ID in the **EVR Reference Number** field on the *Account Validation* sub-section. This is the four-digit ID used for your batch work. Click the **Next** button when completed.



If an EVR End User Location ID is entered that does not exist in ATLAS, you will not be able to move forward with the order.

5. Complete the required fields of EVR Program Details information. The RMV will send an order confirmation e-mail to the e-mail address keyed here.



6. Select the **Add a Record** hyperlink in the *Plates* section if you wish to order plates. Complete the required fields. Plate inventory is ordered by the box.

Select the X to remove a row added in error.

Plates

Inventory Category	Unit	Number requested	Count
Passenger Normal Rec	BOX	1	27

+ Add a Record

Select the Add a Record hyperlink to add additional rows to add other plate types to your order.

All plate inventory is ordered by the box. The Unit field cannot be changed.



Beginning November 12th, 2019, EVR participants will only be able to order the following plate types:

Passenger Normal Red, Commercial, Electric Vehicle, Motorcycle Normal, and Trailer Normal

7. Select the **Add a Record** hyperlink in the *Supplies* section if you wish to order decals. Select the decal year in the **Supplies Type** field. Decals are ordered by the book. Please key the number of *books* desired in the **Number of Units Requested** field. Each book has 100 decals. Click the **Next** button to continue.
8. Select the **I Accept** button if the information in the *Summary* sub-section is true. If not, use the **Previous** button to update fields as need. To submit the order to the RMV Distribution Center, click the **Submit** button.



The confirmation will be sent to the e-mail address entered.

Contact your EVR Service Provider Help Desk if you wish to inquire on an order.