



State of Rhode Island, Division of Motor Vehicles SI-1 Auto Lien Holder Registration Online Application User Guide

Overview

Introduction

Welcome to the Rhode Island DMV Auto Lien Holder Registration system!

All lending institutions with liens on RI-titled vehicles, trailers and campers can submit lien information through this application.

Getting Help

For all technical or payment issues, including problems logging into the system, please contact RI.gov at 401-831-8099 x 220 or x 260 or email tomv@nicusa.com.

Any questions regarding SI-1 filings or RI titles should be directed to RI DMV through normal channels.

Payment

All SI-1 payments will be handled through the lending institution's RI.gov subscription.

When you log in to the service, the system will recognize you as a subscriber and any transactions will be automatically added to your monthly invoice.

Enhanced Access Fees

For each SI-1 issued by the system collects a statutory fee based on the current Rhode Island law as well as an enhanced access fee. The current statutory fee for a single SI-1 filing is \$26.50, per RI General Laws 31-3.1-19(b). The online access fee for a single SI-1 online filing is \$2.00. The enhanced access fees are used to fund the development of the online system as well as other electronic services developed for the state of Rhode Island.

The total transaction fee is \$28.50.

Getting Started

Registration

The SI-1 Auto Lien Holder Registration is available at www.ri.gov/DMV/SI1. Log in to the system using a subscriber username and password.

The screenshot shows the login page for the SI-1 Auto Lien Holder Registration. The header includes the State of Rhode Island logo, the title "SI-1 Auto Lien Holder Registration", the "DIVISION OF MOTOR VEHICLES", and a "DMV Web site | RI.gov" link. The main content area has a "Welcome" section with a navigation bar (Welcome, Lien Holder Information, Vehicle Information, Debtor Information, Review Order, Receipt) and a welcome message. A "What you'll need:" list includes VIN number, debtor name and address, date of lien, and RI.gov subscriber credentials. A "Log in" form with fields for Username (Subscriber123) and Password (masked with dots) and a "SUBMIT" button is present. A yellow callout box on the right asks for assistance with a subscriber account. A footer bar at the bottom contains the "DMV Web site | RI.gov" link.

NOTE: For security reasons the system will automatically log you out should there be no activity for more than 15 minutes. For this reason it is a good idea to have all the required information you need before beginning the permit application process to prevent the risk of data loss due to inactivity!

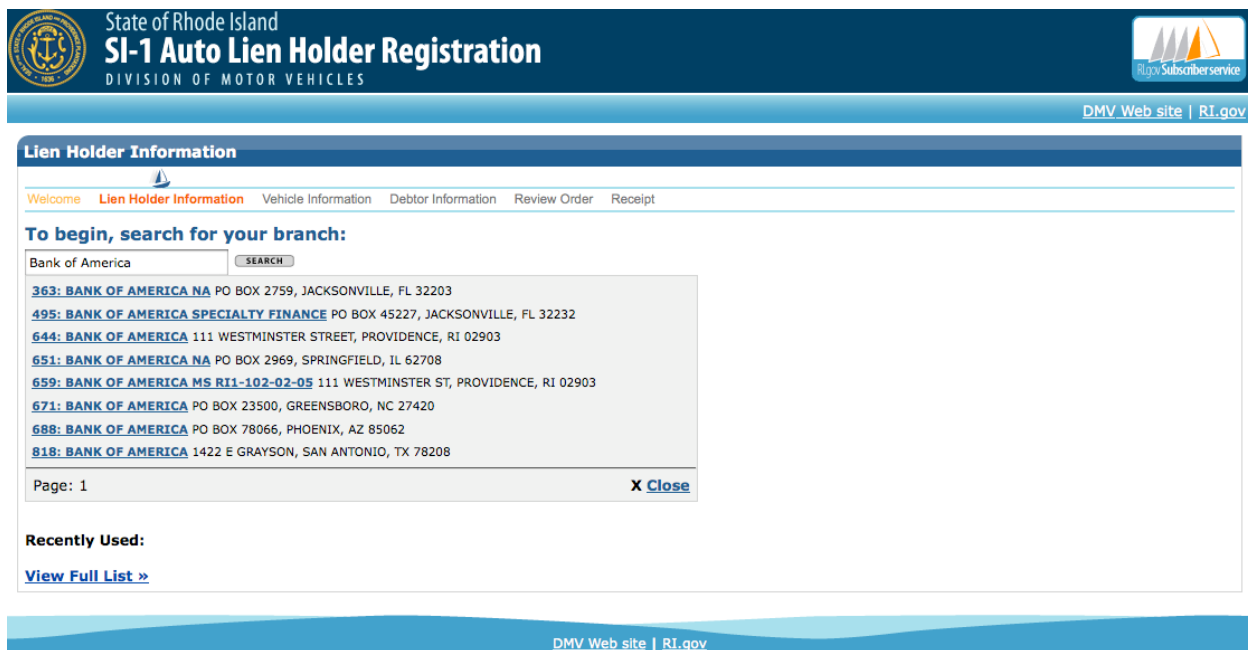
Reporting Query

- To receive a report on past SI-1 filings, select the month and date criteria to be reviewed and select 'GO'
- To file a new SI-1, select 'Begin'

The screenshot shows the Reporting Query page. The header is identical to the login page. The main content area has a "Home" section with a navigation bar (Welcome, Lien Holder Information, Vehicle Information, Debtor Information, Review Order, Receipt). Below the navigation bar, there is a "Reporting:" section with dropdown menus for "June" and "2008", and radio buttons for "Billed Date" (selected) and "Filed Date", followed by a "Go" button. A message states: "You may either use the controls above to get reports on previous filings, or hit 'begin' below to file a new SI-1." Below this message is a "BEGIN" button. A footer bar at the bottom contains the "DMV Web site | RI.gov" link.

Enter Lien Holder Information

- Enter the name of the financial institution
- Click 'search'
- Select the correct branch based on the full name and address



State of Rhode Island
SI-1 Auto Lien Holder Registration
DIVISION OF MOTOR VEHICLES

DMV Web site | RI.gov

Lien Holder Information

Welcome **Lien Holder Information** Vehicle Information Debtor Information Review Order Receipt

To begin, search for your branch:

Bank of America

363: [BANK OF AMERICA NA](#) PO BOX 2759, JACKSONVILLE, FL 32203
495: [BANK OF AMERICA SPECIALTY FINANCE](#) PO BOX 45227, JACKSONVILLE, FL 32232
644: [BANK OF AMERICA](#) 111 WESTMINSTER STREET, PROVIDENCE, RI 02903
651: [BANK OF AMERICA NA](#) PO BOX 2969, SPRINGFIELD, IL 62708
659: [BANK OF AMERICA MS RI1-102-02-05](#) 111 WESTMINSTER ST, PROVIDENCE, RI 02903
671: [BANK OF AMERICA](#) PO BOX 23500, GREENSBORO, NC 27420
688: [BANK OF AMERICA](#) PO BOX 78066, PHOENIX, AZ 85062
818: [BANK OF AMERICA](#) 1422 E GRAYSON, SAN ANTONIO, TX 78208

Page: 1

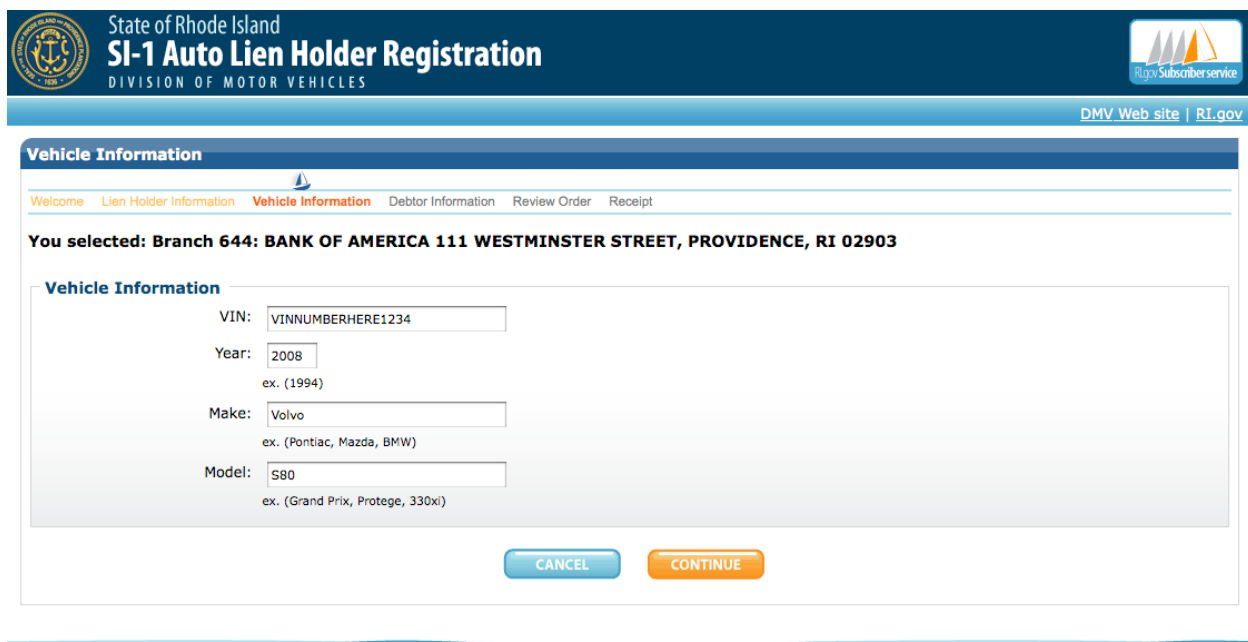
Recently Used:

[View Full List »](#)

DMV Web site | RI.gov

Enter Vehicle Information

- Enter the vehicle VIN
- Enter the vehicle year
- Enter the vehicle make
- Enter the vehicle model
- Select 'Continue'



State of Rhode Island
SI-1 Auto Lien Holder Registration
DIVISION OF MOTOR VEHICLES

DMV Web site | RI.gov

Vehicle Information

Welcome **Lien Holder Information** **Vehicle Information** Debtor Information Review Order Receipt

You selected: Branch 644: BANK OF AMERICA 111 WESTMINSTER STREET, PROVIDENCE, RI 02903

Vehicle Information

VIN:

Year:
ex. (1994)

Make:
ex. (Pontiac, Mazda, BMW)

Model:
ex. (Grand Prix, Protege, 330xi)

VIN Verification

- Once the vehicle information is submitted, the VIN number will automatically be verified based on the standard logarithm for VIN number creation. The system will report if the VIN number is an accurate match based on the vehicle year.
- If the VIN number is a match, the application will automatically continue to the 'Debtor Information' screen.
- If the VIN number is not a match, the screen displayed below will appear. It is possible to continue with the transaction by selecting 'YES' and overriding the VIN validation warning. It is recommended, however, that the user select 'NO' to return to the previous screen and review the vehicle information. If an incorrect VIN or vehicle information is submitted to the RI DMV, it is possible that the SI-1 will not be applied to the title.
 - Select 'YES' if the VIN has been verified and is correct.
 - Select 'NO' to return to the previous screen.
 - If the information cannot be reconciled and the VIN does not verify, it is recommended that the user cancel the transaction and research the issue.

The screenshot shows the 'Confirm VIN' page of the RI DMV SI-1 Auto Lien Holder Registration system. The header includes the State of Rhode Island logo, the title 'SI-1 Auto Lien Holder Registration', the 'DIVISION OF MOTOR VEHICLES', and a 'DMV Web site | RI.gov' link. A navigation bar shows 'Welcome', 'Lien Holder Information', 'Vehicle Information' (highlighted), 'Debtor Information', 'Review Order', and 'Receipt'. A prominent orange warning box with an exclamation mark icon states 'Please validate this VIN.' Below this, a message box says: 'The VIN you have entered (VINNUMBERHERE1234) does not appear to match the year you have entered (2008). Would you like to proceed using this VIN and year regardless?'. At the bottom of the message box are two buttons: 'NO' and 'YES'. The footer also contains the 'DMV Web site | RI.gov' link.

Enter Debtor Information

- Select the date of lien
- Enter the primary debtor's first name
- Enter the primary debtor's last name
- Enter the debtor's street address
- Enter the debtor's city
- Enter the debtor's state
- Enter the debtor's ZIP code
- Select 'Continue'



State of Rhode Island
SI-1 Auto Lien Holder Registration
DIVISION OF MOTOR VEHICLES



DMV Web site | RI.gov

Debtor Information

Welcome Lien Holder Information Vehicle Information **Debtor Information** Review Order Receipt

Primary Debtor Information

Date of LienMay282008

Debtor First Name:Thomas

Debtor Last Name:Sample

Address:110 Elm Street

City:North City

State:RI
ex. (RI)

Zip:01111
ex. (02904)

CANCEL

CONTINUE

DMV Web site | RI.gov

Review Order

- Review lien holder information
- Review vehicle information
- Review debtor information
- Review the billing summary
 - If any information is not correct, use the 'back' button to return to the corresponding screen and make changes.
 - If information is accurate, select 'Submit'. When a user selects 'submit', the data is sent to RI DMV and the subscriber is charged the amount displayed in the 'Billing Summary' box.



State of Rhode Island
SI-1 Auto Lien Holder Registration
 DIVISION OF MOTOR VEHICLES



DMV Web site | RI.gov

Review Order

[Welcome](#)
[Lien Holder Information](#)
[Vehicle Information](#)
[Debtor Information](#)
[Review Order](#)
[Receipt](#)

Please review all information below.
 If updates are needed, please select the corresponding Edit buttons to make revisions. If all information is correct and you wish to proceed to the Receipt page, please click the "submit" button below. Your subscriber account will be charged the amount displayed below upon clicking *Submit*

Lien holder Information

Lien Holder Name: BANK OF AMERICA
 Address: 111 WESTMINSTER STREET
 City: PROVIDENCE
 State: RI
 Zip: 02903

Billing Summary

Statutory Fee:	\$26.50
Enhanced Access Fee:	\$2.00
Total:	\$28.50
(To be billed to your subscriber account)	

Vehicle Information

Make: Volvo
 Model: S80
 Year: 2008
 VIN: VINNUMBERHERE1234

Debtor Information

Date of Lien: 05/28/2008
 Debtor First Name: Thomas
 Debtor Last Name: Sample
 Address: 110 Elm Street
 City: North City
 State: RI
 Zip: 01111

 If all information presented above is correct, please click the *Submit* button below to submit your order. If any information needs to be updated, please click the back button.

BACK

SUBMIT

DMV Web site | RI.gov

Print Receipt

- Review information
- Note confirmation number (serves as the reference number for any future inquiries about the transaction).
- Print receipt for your records.
- Select 'file additional' to return to the first filing screen and file more SI-1s
- Select 'home' to return to the SI-1 service welcome screen



State of Rhode Island

SI-1 Auto Lien Holder Registration

DIVISION OF MOTOR VEHICLES



DMV Web site | RI.gov

Receipt

[Welcome](#)
[Lien Holder Information](#)
[Vehicle Information](#)
[Debtor Information](#)
[Review Order](#)
[Receipt](#)

Order Processed

- Your SI-1 Security Lien for VINNUMBERHERE1234 has been filed with the Rhode Island Division of Motor Vehicles.
- Your subscriber account has been billed: \$28.50
- Your confirmation number is 11. Use this number as reference to this transaction.
- Please print this page for your records.**

Lien holder Information

Lien Holder Name: BANK OF AMERICA
Address: 111 WESTMINSTER STREET
City: PROVIDENCE
State: RI
Zip: 02903

Billing Summary

Statutory Fee:	\$26.50
Enhanced Access Fee:	\$2.00
Total:	\$28.50

(To be billed to your subscriber account)

Vehicle Information

Make: Volvo
Model: S80
Year: 2008
VIN: VINNUMBERHERE1234

Debtor Information

Date of Lien: 06/10/2008
Debtor First Name: Thomas
Debtor Last Name: Sample
Address: 110 Elm Street
City: North City
State: RI
Zip: 01111

Please print this receipt for your records. For questions regarding the filing of your SI-1, please contact the Title division at (401) 462-5774.

PRINT

FILE ADDITIONAL

HOME

DMV Web site | RI.gov

Logging Out

To ensure security it is a good practice to log out of the system once you have completed submitting the SI-1. While closing your Web browser should automatically log you out, it is better practice to click on the Log Out link at the top of the screen to securely exit the service.

