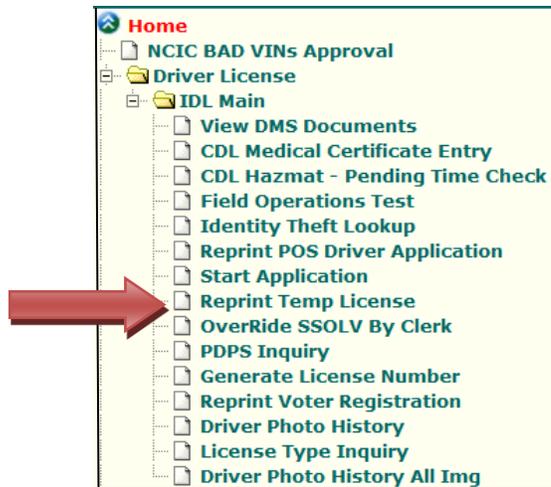
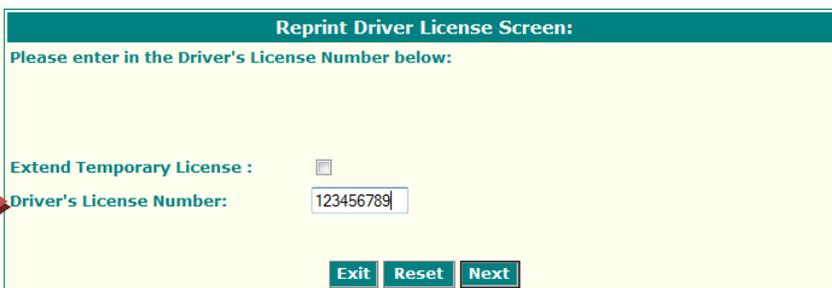


Adding Documents Drivers Same Day Using Re-Print

1. Bar Code Separator sheets will work when doing this process. CSR will be required to use them by separating the types of documents with the correct separator barcode sheet in front.
2. CSR will need to log into MVD 2.0 .
3. Click on “Drivers License”.
4. Click on “IDL Main”.
5. Click on “Reprint Temp License”



6. Enter DL/ID number and click “Next”



A screenshot of a web form titled 'Reprint Driver License Screen:'. The form has a yellow background and a green header. It contains a text input field for the 'Driver's License Number' with the value '123456789'. There is also a checkbox for 'Extend Temporary License' which is unchecked. At the bottom of the form are three buttons: 'Exit', 'Reset', and 'Next'. A red arrow points to the 'Driver's License Number' input field.

Reprint Driver License Screen:
Please enter in the Driver's License Number below:

Extend Temporary License :

Driver's License Number:

Exit Reset Next

7. Load Scanner with the documents separated by the proper barcode separator sheets. Separator sheets go in front of the type of document it represents. Example: **Application Barcode Sheet**, Application, **Residency Barcode Sheet**, Residency Documents, **Identity Barcode sheet**, Identity Documents, ect.

8. Click the “Scan” button. This is the same process that you currently follow when you are within the transaction.

Transaction :	Print Items for	Customer name
ItemID	Description	
8978684	Driver License Application	Print
8978684	Temp License	Print
8978684	Scan Documents	Scan
Go to MVD 2.0 Home		

Note: Any CSR within the same office can do this process on the same day.