



**Welcome to MontanaTags.com General Instruction Guide!  
Now, here's an overview of how it works.**

**-TRANSFER OF LLC OVERSIGHT**

Once you have completed your online transfer of Commercial Registered Agent Authorization you will receive an email containing a USERNAME & Temp Password. Once received, please log-in to our client portal and enter your Managing Member information as well as the vehicle you have already registered with your previous CRA.

**-YEARLY RENEWALS**

If you have just paid your renewal fee for the upcoming year, there is NOTHING further that you need to do. In your client portal it will show as **PENDING** until the State of Montana posts the renewal payment. Once the state has been updated it will be noted in your client portal as **COMPLETED**.

**-TRANSFER OF LLC TO NEW OWNER**

If you are looking to sell your LLC & its assets, such as your SXS and MT Registration to a Buyer, simply purchase the "TRANSFER OF LLC OWNERSHIP" package on our website in our "SHOP" area. You will be asked to enter some basic info regarding your LLC and the new Buyer such as email, name, phone etc.

Once this is done and email will be sent to each of you with an online authorization. Once you authorize the transfer our staff will have it confirmed within one business day. The new Owner will then receive his Username & Temp password for access to his new his portal.

**-LLC & VEHICLE REGISTRATION PACKAGES & ADD'L VEHICLE PURCHASES**

**Guide for completing your MV24 & MV70 forms**

Now that you have purchased one of our LLC/Registration packages and/or additional vehicles, let's get the process started!

Once your new account is reviewed and approved you will receive a Username & Temporary Password. Log in and update your Password. Now you will log in and add your "Managing Members / Owners" information as well as "Vehicle Data" for your vehicles, trailers, watercraft, aircraft or snowmobiles!

A. Let start by entering the "**Managing Members**" or "Owners" of your soon to be formed "Asset Holding, Non-Revenue Generating LLC".

If your 1<sup>st</sup> **Managing Member** is the same as your contact info above, click the button marked "**Same as Contact Info**". That will instantly replicate the data entered. Then continue to "**Add Members**" if there are additional Members.

B. Next, let's add your vehicle(s). Click on the "**ADD VEHICLE**" button and begin adding all the needed information to get your registered. Please fill in **ALL DATA REQUIRED**.

**BE SURE TO SCROLL DOWN & SAVE ALL DATA!!**

Within 24 hrs (unless a holiday or weekend) you will receive your completed "**LLC Articles of Incorporation**". Once you have received your completed Articles of Incorporation for your newly formed LLC you will receive two emails with a pre-filled form attached to each for a sxs. Now you can complete your **MV24** & **MV70** forms.

If you re registering a different tyoe of vehicle, you may receive a different secondary form along with your MV24.

Filling out the **MV24** form:

**1.** Complete **ONLY** the **SELLER INFORMATION** with the name on your proof of ownership, which would be your **TITLE, MCO or TRANSFERRABLE REGISTRATION** for states such as NJ, NY & Maine, as well as other states that **DO NOT** issue titles and only use REGISTRATIONS as proof of ownership.

**A. Seller's Name**

**B. Seller's Printed Name**

**C. Seller's Address**

**D. Seller's DL #**

**E. Date**

**2. DO NOT FILL IN THE PURCHASER INFORMATION** whatsoever. Our title clerk will do that due to a Montana statute that does not allow the **SELLER & PURCHASER** to be the same signer.

**NOTARY STAMP is NO LONGER REQUIRED** on the new MV24 that you will receive from us.

**Filling out the MV70 form:**

1. The **ONLY** thing that needs to be done is for you to **SIGN YOUR PERSONAL NAME** next to the name of your LLC at the bottom of the MV70 form.

**Fill out the Title document:**

1. Please sign **ONLY AS THE SELLER!!! DO NOT SIGN ANYTHING RELATED TO THE PURCHASER!**
2. Title may require a notary for transfer, such as Pennsylvania & Montana

We must have **ALL ORIGINAL DOCUMENTS** with **REAL SIGNATURES**, no DocuSign or Auto Signatures whatsoever. The state of Montana will not accept them.

You will place the original signed documents & acceptable proof of ownership in an envelope **WITH TRACKING INFORMATION** and send it to our office address below:

**MontanaTags.com  
5656 W Harrier Drive  
Suite 2  
Missoula, MT 59808**

**\*DO NOT SEND TO THE ADDRESS AT TOP OF MT DMV FORMS**

Once we receive your **properly completed documents (title may require a notary for transfer, such as Pennsylvania & Montana)**, they will be brought to MT Motor Vehicles for processing the next business day. From that day, we normally have your MT Tag & Documents back within **7-10 business days**. We then ship them to you Priority USPS.

If you have any question regarding your Montana Registration, do not hesitate to email customer support [cs@montanatags.com](mailto:cs@montanatags.com) or call us at **1-406-646-2200 ext 220**. Live

Chat is also normally available during business hours on [MontanaTags.com](https://montanatags.com) in the lower right corner.

***Customer Support Team***

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