



***SecureETag™
Dealer Module
User's Guide***



Version 1.0
July 2018

User's Guide
Dealer Module
Version 1.0

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About this Guide

The SecureETag® users' guide has been written with the objective of providing detailed information necessary to use the functions of the system.

This guide provides a helpful assistance for system users. It also serves as support for the training of future users.

The manner in which this manual has been structured has as an objective to gradually teach users, explaining to them the rules to follow within each one of the processes which must be executed through the system. It gives, furthermore, a description of each screen form and examples of the reports and queries.

Once the user has finished reading this document he/she can use the system and count on this manual as reference material for doing any activity within the system. Each system module is presented as a chapter, which permits the user direct access to the explanation which he/she needs.

Upon finishing the study of this manual, the reader will have a complete understanding of the process which is done to issue and replace temporary tags, to accept or reject seal shipments, and others.

Guide organization

This guide is organized according to the modules which comprise the system. Each module is separated in chapters, which permits the user to go directly to the necessary explanation. For example, if the user wishes to refresh their knowledge of how to log in, or how to exit the system, he/she can read the chapter “Getting to know the system”.

The modules included in this manual are the following:

Getting to know the system

This section has the objective of introducing the reader to the system by giving them an overall application concept and teaching them how to log in, to change password, to use the menu and logout of the system.

Managing Temporary Tag

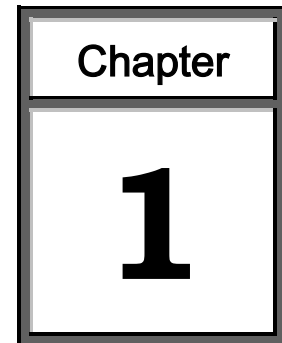
This module will teach you how to issue a new tag, to affix the security seal, to replace an existing tag and inactivate an active tag.

Managing Seal Supply

This section will show you how to receive or reject seal shipments.

Troubleshooting

This module shows details about possible errors or problems that may occur, along with how to fix them.



Getting to know the system

This chapter introduces you to the SecureETag system. The chapter components are:

- Overview
- Logging in
- Logging off

Overview

The SecureETag™ system is a web-based application enabling the Wyoming Department of Transportation (WYDOT) and automotive dealerships to issue, replace, expire and track temporary tags in a secure fashion. The SecureETag system allows for the creation and management of temporary tags, and for the association of those tags to an inventory-controlled security seal.

The SecureETag solution also allows both authorized dealers and the WYDOT to manage and monitor the lifecycle of the temporary tags, including:

- Issuing a new temporary tag
- Replacement of a lost or damaged tag
- Expiration of the tag

This system also provides the ability to quickly search for and identify expired, fraudulent and tampered vehicle tags; it also allows qualified users to generate reports reflecting this data.

About the Temporary Tags

The temporary tag is generated from data entered in the SecureETag system. The date of expiration is automatically determined based on the vehicle purchase date.

The status of the temporary tag changes to *Issued* once the SecureETag serialized security seal and expiry date are initialized and accepted in the SecureETag system.

The temporary tag is printed on demand to a connected printer that supports printing images in Portable Document Format (PDF). A security Seal can only be used once, if a tag is expired it is no longer usable.

Wyoming																												
TEMPORARY PLACARD																												
VIN: 1FT7W2BT3CEC55152		YEAR: 2012		MAKE: FORD																								
MODEL: F250SU		COLOR: BLUE/WHITE																										
WY-383-942																												
Expiration Date:																												
MAR 16 - 2018																												
(Remove below section and keep in the vehicle)																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Issue Date 2/16/2018</td> <td>Expiration Date 3/16/2018</td> <td>VIN 1FT7W2BT3CEC55152</td> <td>Year 2012</td> <td>Make FORD</td> <td>Model F250Super</td> <td>Color Blue/White</td> </tr> <tr> <td>Owner Name MORRIS, QUINN ALLISON</td> <td>Mailing Address 1 MAIN ST.</td> <td>City CHEYENNE</td> <td>State WYOMING</td> <td>Zip 82001</td> <td>Placard Number WY-383-942</td> <td></td> </tr> <tr> <td>Dealer Name WYOMING AUTO DEALER</td> <td>Dealer Number DLR0000001</td> <td>Issuing Location WYOMING AUTO DEALER</td> <td colspan="4"></td> </tr> </table>								Issue Date 2/16/2018	Expiration Date 3/16/2018	VIN 1FT7W2BT3CEC55152	Year 2012	Make FORD	Model F250Super	Color Blue/White	Owner Name MORRIS, QUINN ALLISON	Mailing Address 1 MAIN ST.	City CHEYENNE	State WYOMING	Zip 82001	Placard Number WY-383-942		Dealer Name WYOMING AUTO DEALER	Dealer Number DLR0000001	Issuing Location WYOMING AUTO DEALER				
Issue Date 2/16/2018	Expiration Date 3/16/2018	VIN 1FT7W2BT3CEC55152	Year 2012	Make FORD	Model F250Super	Color Blue/White																						
Owner Name MORRIS, QUINN ALLISON	Mailing Address 1 MAIN ST.	City CHEYENNE	State WYOMING	Zip 82001	Placard Number WY-383-942																							
Dealer Name WYOMING AUTO DEALER	Dealer Number DLR0000001	Issuing Location WYOMING AUTO DEALER																										
TEMPORARY PLACARD																												

Sample Temporary Tag

About the Security Seals

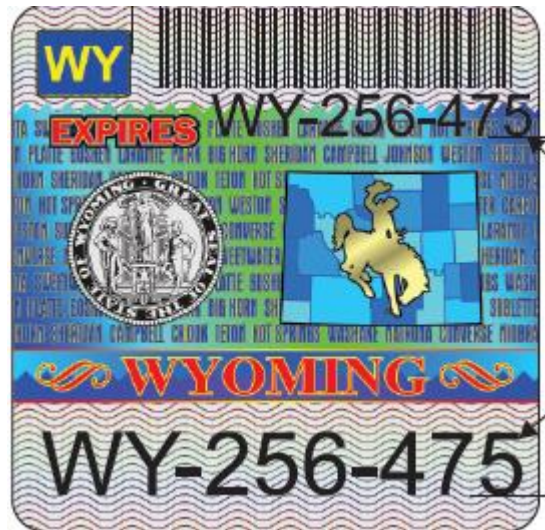
The security seal provides a unique identifier that is affixed to a Dealer generated temporary tag. It allows law enforcement to quickly and accurately determine validity of a temporary tag applied to a vehicle.

The SecureETag security seal uses a system where the unique number and the expiration date are placed on top of a tamper-evident security device and then laminated with protective material. This system protects both the unique number and expiration date from alteration and duplication because the expiration date is written in ink and covered by tamper-proof material.

The protective backing of the SecureETag security seal will be removed and the security seal will be affixed to the printed temporary tag.

On the security seal, the motor vehicle dealer will fill in the expiration date by hand, using a permanent marker (such as a Sharpie Extra Fine Point Marker) and seal the protective overlamine, covering the handwritten expiration date.

Without the security seal affixed the temporary tag is not valid. The date of expiration and security seal identifier must match on both the security seal and on the temporary tag.



Logging In

Access to the SecureETag application is based on system-defined privileges and restricted by user type. SecureETag supports the following user types for Dealers:

- Clerk
- Supervisor/Manager



Note: This guide only supports functionality for the **Clerk** user role.

To log into the SecureETag system follow the next procedure:

1. Use one of the following web browser:

Browser	Version
Chrome	23 or above
Firefox	17 or above
Internet Explorer	10 or above
Opera	12 or above
Safari	6 or above


2. Go to the SecureETag website at: <https://secureetagwy.opsecsecurity.com/>

Log In Screen

3. Enter your **Username** and your **Password**.



Note: Both the **Username** and the **Password** are **Case Sensitive**.

4. Click the **Log In** button. 
5. If you make a mistake entering the username or password, the system will return an error message. See the next figure. Reenter the username and password.



The username or password entered was incorrect.

Please log in.

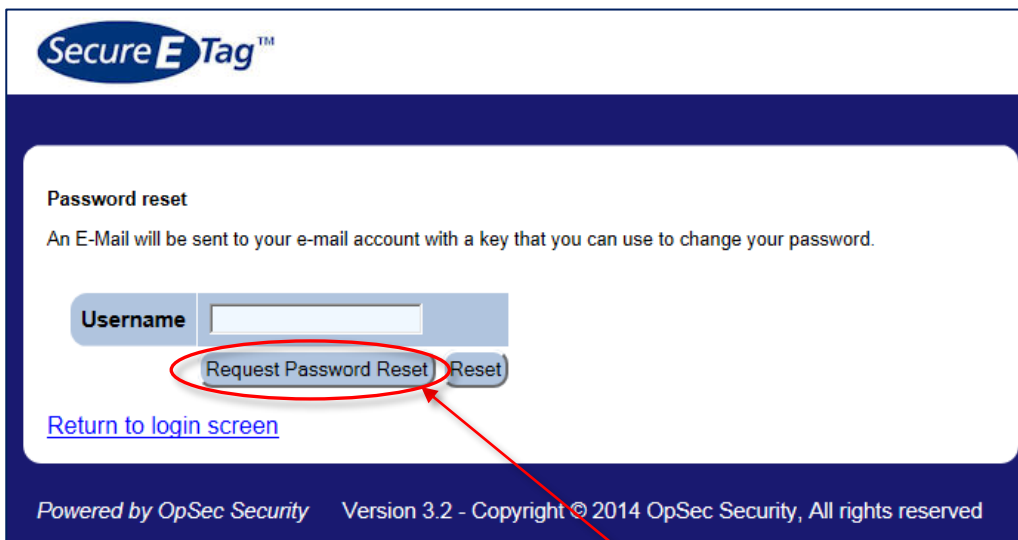
Username

Password

[Forgot your password?](#)

Powered by OpSec Security

6. If you forgot your password you can reset it. To reset password click the [Forgot your password?](#) link.



Secure E Tag™

Password reset

An E-Mail will be sent to your e-mail account with a key that you can use to change your password.

Username


[Return to login screen](#)

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Password reset screen

- 6.1. Enter your username and click the **Request Password Reset** button. An email will be sent to your email account with a temporary password. Make sure you change the temporary password upon logging into the system.
- 6.2. Follow the instructions in the email to reset your password.

7. If your password has expired, you will be forced to change your password. The system will display the message "Your password has expired and must be changed" and display a screen as shown in the following figure.

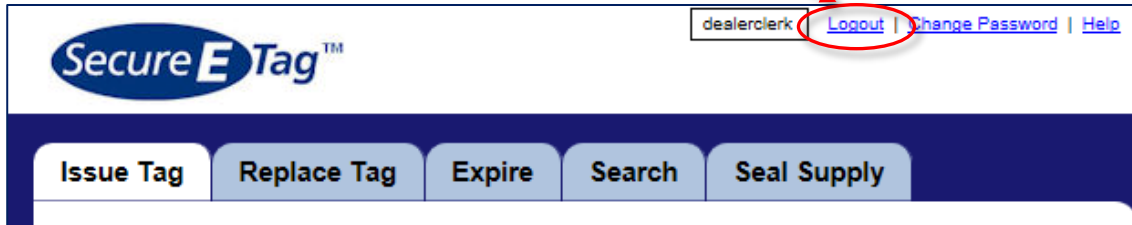
- 7.1. Enter your current password in the field **Your current password**.
- 7.2. Enter the new password in the field **New password**. Passwords must be at least eight (8) characters long and must contain at least one of each of the following characters:
- Numbers (0-9).
 - Upper and lowercase letters (A-Z and a-z). The password is case-sensitive, so a "B" is different from a "b".
 - The following symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ { | } ~
- 7.3. Reenter the same password in the field **Re-enter new password**.
- 7.4. Click the **Go** button. 
- 7.5. The old password and the new password need to be different otherwise the system will prompt to change the password again.
8. If everything is OK, you will be logged in the system and the options menu of the system for this user type is shown.

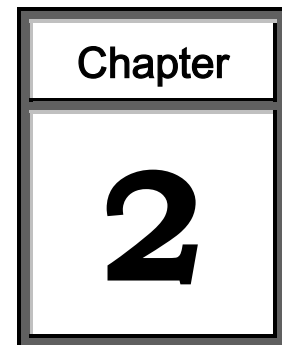
9. If your password will soon expire, you will see an expiration warning message, "Your password will soon expire" at the top of the page. In order to change the password you have to click on the **Change Password** option at the top of the screen.



Logging Out

To log out of SecureETag system, click the [Logout](#) link in the upper right-hand corner of the web page.





Managing Temporary Tag

This module is the component of the system to manage all the information about temporary tags.

This module contains detailed instructions for the following processes:

- Issue a new tag
- Replace a tag
- Expire a tag
- Search for a temporary tag

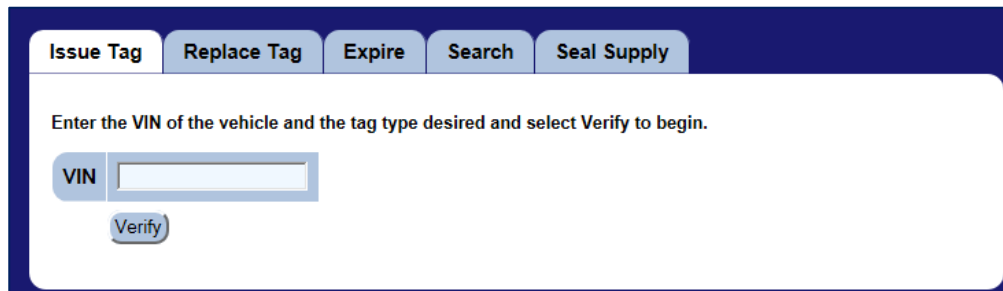
Issue a New Tag

The SecureETag system enables secure local printing of temporary vehicle tags by an authorized dealer. The temporary tag is computer generated as a direct result of the *Issue Tag* information inputs, and is specific to the vehicle being purchased.

The system determines the expiration date of the tag to be 60 calendar days after the issue date. The tag becomes active once the serialized security seal and expiry date are initialized and accepted in the SecureETag system.

Procedure to issue a new tag:

1. Click the **Issue Tag** tab.




Issue Tag Replace Tag Expire Search Seal Supply

Enter the VIN of the vehicle and the tag type desired and select Verify to begin.

VIN

Verify

2. Enter the Vehicle Identification Number (VIN).
3. Click the **Verify** button. 
4. If the VIN cannot be decoded (the vehicle was manufactured before 1981, the vehicle is foreign made, etc.) the system will return an error message stating "VIN ##### could not be successfully looked up." If the VIN entered is correct, enter it again and the system will accept the entry.



Issue Tag Replace Tag Expire Search Seal Supply

VIN is missing or invalid

VIN number KNAJE55136K161337 could not be successfully looked up.

Are you sure this is the correct VIN? Please re-enter it to confirm, or enter the correct VIN if you believe you made a mistake.



Note: When a VIN is not decoded, simply enter the same VIN again and the system will transition to the next screen, operator will have to select Make, enter Model and Year.

5. If the VIN exists in the SecureETag system, it will be verified and information about the vehicle will be populated.
6. The application will display a screen as shown in the figure below, requesting the information to generate the temporary tag.

7. If the vehicle owner is an individual:
 - 7.1. Enter the name of the individual vehicle owner filling the fields: **First Name**, **Middle Initial** and **Last Name**.



Note: The *Last Name* is required, but the *First Name* and *Middle Initial* are optional.

8. If the vehicle owner is a company, enter the name of the company in **Company Name** field.



Note: If the vehicle owner is both a person and a company, enter both the company name and the person's name in the **Company Name** field.

9. The dealer and seller name will auto populate by the user login.
10. Enter the address, city, zip code and county in their respective fields.
11. If the selected State is WY then a County must be selected from the County Dropdown
12. Enter the vehicle purchase date. The purchase date must be in the format MM/DD/YYYY.
13. Enter the vehicle *Make*, *Model*, and *Year* information. If the system is successfully decoded the VIN, this information will be prepopulated.



Note: When the Make is not found among the options then Other can be selected and after clicking "Continue" it will return to the screen and the Make will be an open field.

14. Select the Primary Color.
15. Secondary Color is optional.
16. If you want to stop issuing the new tag, click the **Cancel** button. If you want to issue the new tag, click the **Continue** button. The application will display a screen as shown in the figure below, requesting the Security Seal Number to be entered.

17. If you want to stop issuing the new tag, click the **Cancel** button, otherwise enter the serial number from the new security seal. Click the **Review Before Printing** button.
18. Review the **Issue Tag** input information. For this, the system shows a screen with all information that was entered.



Note: The information needs to be reviewed thoroughly because after a tag is issued it cannot be changed or used again.


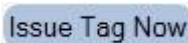
Issue Tag Replace Tag Expire Search Administration Reports Seal Supply

Please review all information for correctness before printing.

First Name	JOHN
Middle Initial	C
Last Name	DOE
Address	123 HERE
City	CHEYENNE
State	WY
Zip	12345
Multiple Owners	No
County	Laramie - 02
Issuing Location	Sample Dealer 1
Seller Name	Sample Dealer 1
Purchase Date	7/17/2018
Security Seal	WY-000-060
VIN	1GNSCAE03BR209270
Make	Chevrolet
Model	TAHOE
Year	2011
Primary color	BLU - BLUE
Secondary color	-
Motorcycle Size	No

Cancel Issue Tag Now Edit Values

Review information screen

- 18.1. If there are any errors, click the **Edit Values** button to go back and correct them. 
- 18.2. If there are no errors, click the **Issue Tag Now** button. Once the *Issue Tag Now* button is clicked no further changes can be made to the entered information. 
19. The application marks the tag as **Active**, generates a PDF file so it can be printed and opens a print document dialog box. If there are no errors on the tag, print the tag.



Note: Don't close the print document dialog box until making sure the *Temporary Tag* is printed correctly.

Wyoming							
TEMPORARY PLACARD							
VIN:	1FT7W2BT3CEC55152			YEAR	2012	MAKE	FORD
MODEL:	F250SU			COLOR:	BLUE/WHITE		
<h1>WY-383-942</h1>							
Expiration Date:				<div style="border: 1px dashed black; padding: 10px; text-align: center;"> Place Security Seal Here </div>			
<h1>MAR 16 - 2018</h1>							
(Remove below section and keep in the vehicle)							
Issue Date	Expiration Date	VIN	Year	Make	Model	Color	
2/16/2018	3/16/2018	1FT7W2BT3CEC55152	2012	FORD	F250Super	Blue/White	
Owner Name		Mailing Address			City	State	Zip
MORRIS, QUINN ALLISON		1 MAIN ST.			CHEYENNE	WYOMING	82001
Dealer Name		Dealer Number	Issuing Location		Placard Number		
WYOMING AUTO DEALER		DLR0000001	WYOMING AUTO DEALER		WY-383-942		
TEMPORARY PLACARD							

Sample Temporary Tag

20. Besides generating a pdf with the tag to be printed, the system displays the tag on screen.

20.1. If there are errors in the tag, click the **Expire This Tag** button and execute the procedure to replace tag in order to generate another temporary tag for this vehicle. **Once a tag has been expired it cannot be used again.**

Expire This Tag

20.2. If you close the print document dialog box and you need to print the tag, click the **Open Tag In New Window** button and the system opens again the print document dialog box.

Open Tag In New Window

SecureETag™ jdoe [Logout](#) | [Change Password](#) | [Help](#)

Issue Tag | Replace Tag | Expire | Search | Administration | Reports | Seal Supply

The tag is now active.

Tag not appearing?

As an alternative to the tag showing at left, you may open it in a new window.

[Open Tag in New Window](#)

Problem?

The tag is already active. If you are unable to print it or if it has errors, please use this button to expire the tag now.

[Expire This Tag](#)

21. After printing the tag, affix the selected security seal to the tag.



Note: Without the properly marked and affixed security seal, the temporary tag is not valid.

The procedure to affix the security seal is as follows:

21.1. Detach the selected SecureETag security seal through the perforation.



Remove the protective backing of the SecureETag security seal and affix it to the printed temporary tag.



- 21.2. Use a permanent marker (such as a Sharpie Extra Fine Point) to write the expiration date of the temporary tag on the security seal. Ensure that the expiration date matches what is on the tag.



- 21.3. Remove the white paper backing to expose the adhesive for the protective overlamine.



- 21.4. Seal the protective overlamine covering the handwritten expiration date.

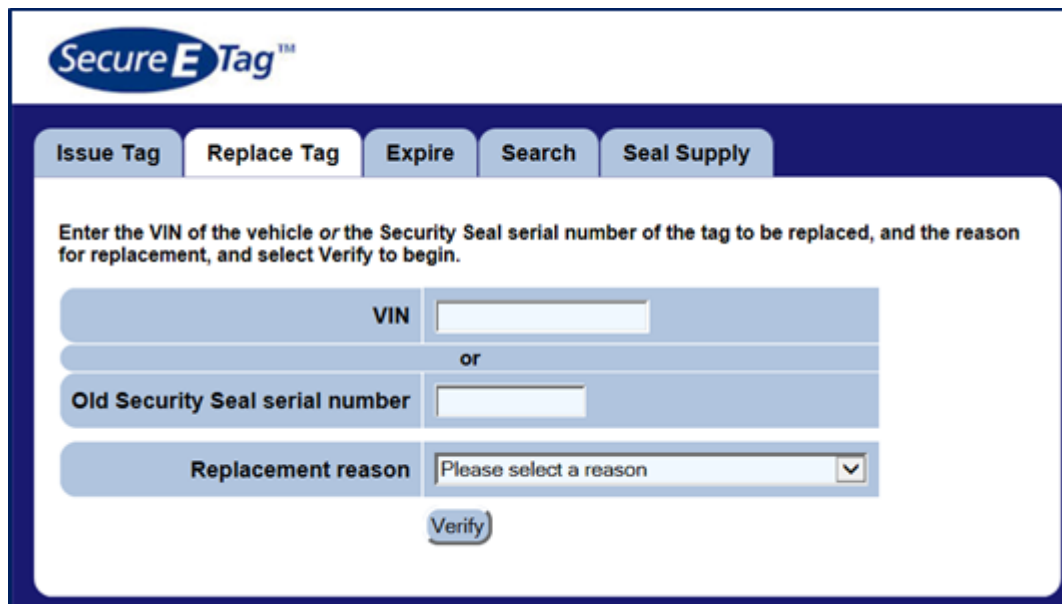


Replace a Tag



The application provides the ability to replace a temporary tag that is stolen, lost, damaged or has been misprinted. The issue and expiration dates remain the same as the initial temporary tag.

Procedure to replace a tag:

1. Click the **Replace Tag** tab.



The screenshot shows the 'Secure ETag' application interface. At the top, there is a navigation bar with five tabs: 'Issue Tag', 'Replace Tag', 'Expire', 'Search', and 'Seal Supply'. The 'Replace Tag' tab is currently selected. Below the tabs, a text prompt reads: 'Enter the VIN of the vehicle or the Security Seal serial number of the tag to be replaced, and the reason for replacement, and select Verify to begin.' The form contains three input fields: 'VIN' with a text box, 'Old Security Seal serial number' with a text box, and 'Replacement reason' with a dropdown menu showing 'Please select a reason'. A 'Verify' button is located below the 'Replacement reason' field.

2. Enter either a VIN or an active security seal number.
3. Select a replacement reason. The possible reasons for replacement are:
 - Lost Tag
 - Stolen
 - Owner Damaged
 - Security seal contains errors or is damaged
4. Click the **Verify** button. 
 - 4.1. If the VIN or security seal has not been verified, an error message will be presented. Enter a correct security seal serial number or VIN and click the **Verify** button. 

5. Enter the serial number of the new security seal.

6. If you want to stop issuing tag, click the **Cancel** button, otherwise enter the serial number from the new security seal. Click the **Review Before Printing** button.
7. Review the **Issue Tag** input information. For this, the system shows a screen with all information that was entered. If you want to continue replacing the tag, click the **Issue Tag Now** button, otherwise click the **Cancel** button and the application will cancel the replacement process and will return to **Replace Tag** screen.

8. The application marks the initial temporary tag as Expired. Marks the replacement tag as **Active** and generates a PDF file so it can be printed. A print document dialog box opens; if there are no errors on the tag, print the tag. If there are errors in the replacement tag, click the **Expire This Tag** button and repeat this procedure to generate another replacement tag for this vehicle.



Note: Don't close the print document dialog box until making sure the *Temporary Tag* is printed correctly.

9. After printing the tag, affix the security seal to the tag according to the procedure in step 17 in section *Issue a new Tag*.



Note: Without the properly marked and affixed security seal, the temporary tag is not valid.

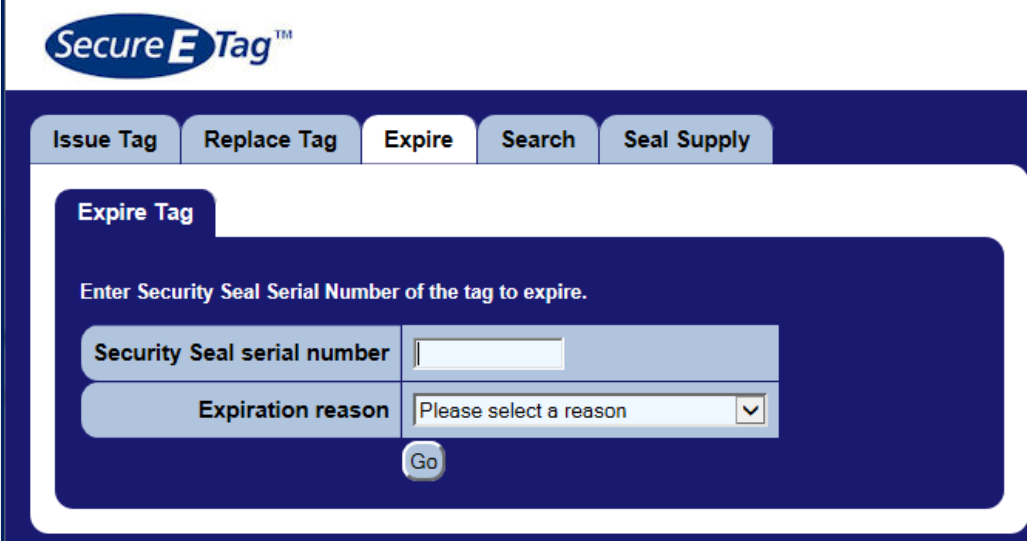
Expire a Tag

Under normal conditions, all active temporary tags or seals will expire for one of the following reasons:


- The tag naturally expired at midnight of the expiration date.
- The existing tag is replaced because it has been lost or damaged.
- The tag is explicitly expired due to errors on the printed tag.
- The security seal is damaged or lost in transit.
- The vehicle has been registered by the County Treasurer, and a permanent registration has been assigned.

Procedure to expire a tag:

1. Click the **Expire** tab.

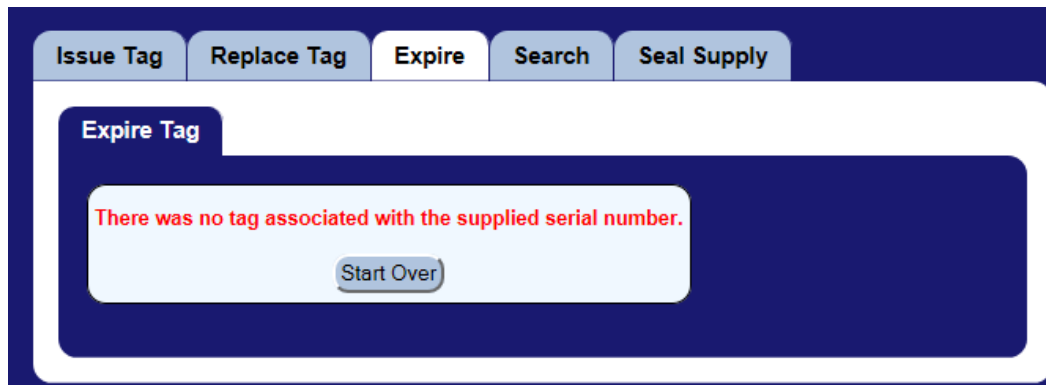


The screenshot shows the 'Secure E Tag' web application interface. At the top, there is a navigation bar with five tabs: 'Issue Tag', 'Replace Tag', 'Expire', 'Search', and 'Seal Supply'. The 'Expire' tab is currently selected. Below the navigation bar, there is a section titled 'Expire Tag'. Inside this section, there is a prompt: 'Enter Security Seal Serial Number of the tag to expire.' Below this prompt, there are two input fields. The first field is labeled 'Security Seal serial number' and contains a text input box. The second field is labeled 'Expiration reason' and contains a dropdown menu with the text 'Please select a reason'. Below these fields is a 'Go' button.

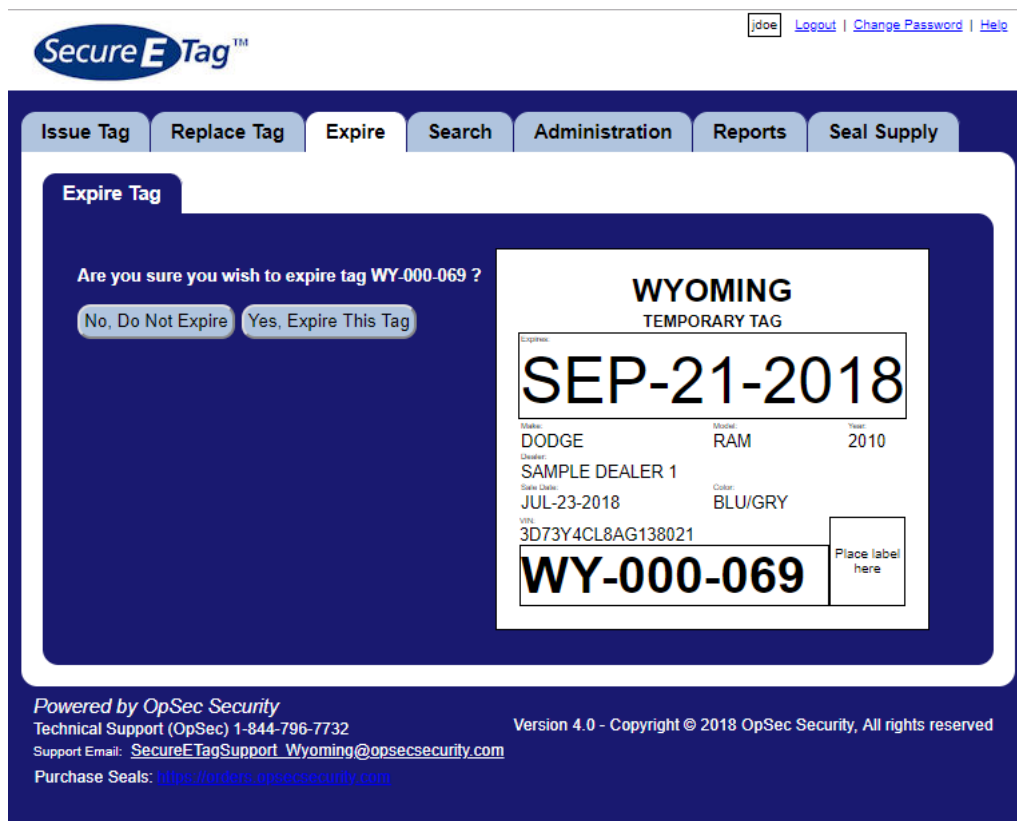
2. Enter the current security seal serial number.
3. Select an expiration reason. The possible reasons for expiration are:
 - Vehicle Returned.
 - Tag contains errors or is damaged.
4. Click the **Go** button. 

5. If the security seal has not been associated with a tag, you will receive an error. Click the **Start Over** button.

Start Over



6. If the security seal has been associated with a tag, the Expire Tag screen will be displayed.



- 6.1. If this is not the correct tag, click the **No, Do Not Expire** button and the tag expiration process will be cancelled.

No, Do Not Expire

- 6.2. If the tag displayed is correct, click the **Yes, Expire This Tag** button and the tag will be successfully expired.

Yes, Expire This Tag

Search Temporary Tags

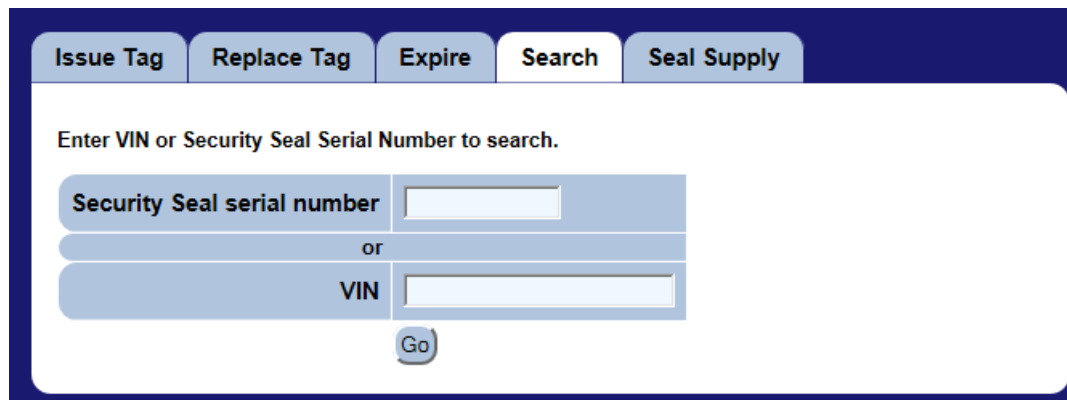
Through this option the user may query the system and find important tag information, such as status, date of issue and expiration, to which vehicle it is assigned, etc.

You can search information about the temporary tag by two methods:

- Search by VIN
- Search by Security Seal

Search by VIN:

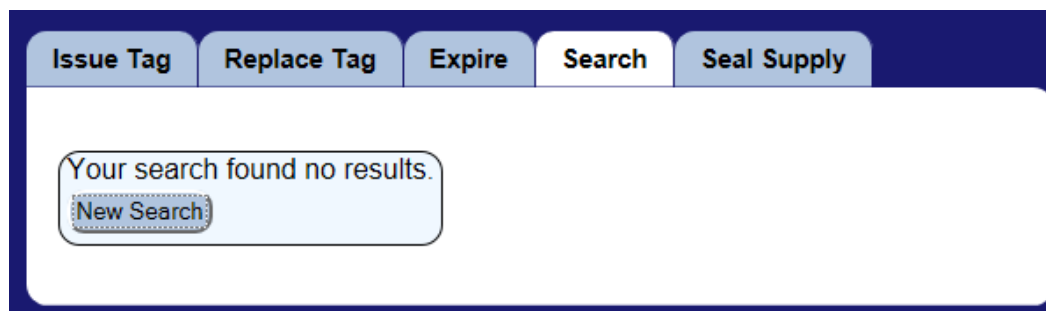
1. Click the **Search** tab.



The screenshot shows a web interface with a dark blue header containing five tabs: "Issue Tag", "Replace Tag", "Expire", "Search", and "Seal Supply". The "Search" tab is highlighted. Below the tabs, the text "Enter VIN or Security Seal Serial Number to search." is displayed. There are two input fields: "Security Seal serial number" and "VIN", separated by the word "or". A "Go" button is located below the "VIN" field.

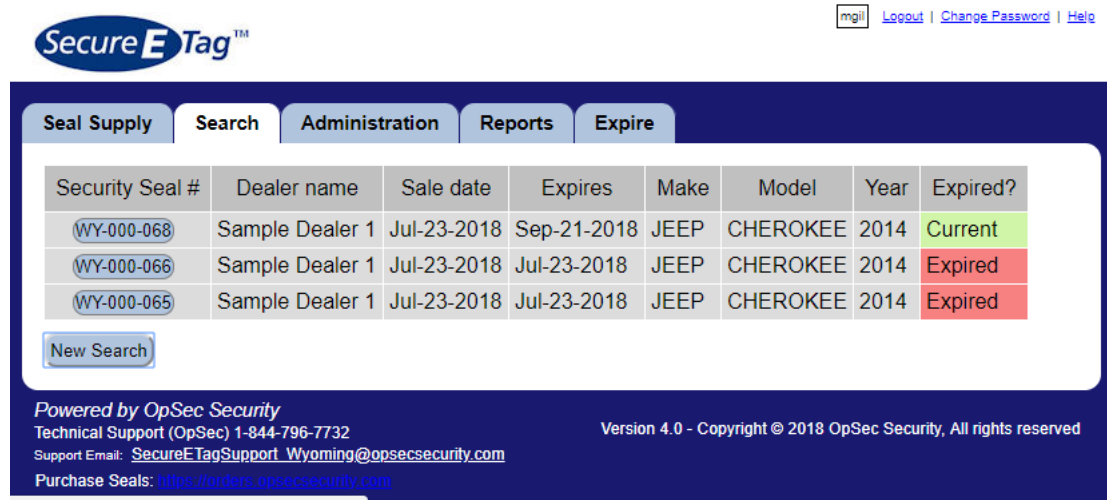
2. Enter a VIN, and click the **Go** button.
3. If the VIN is not found, SecureETag will indicate that no results were found, click the **New Search** button to do another search.

New Search



The screenshot shows the same web interface as before, but the "Search" tab is still selected. The input fields are empty. A message box is displayed with the text "Your search found no results." and a "New Search" button.

4. If multiple tags have been issued/expired for the VIN that was entered, a list of all tags will be shown. By clicking on any of the Security Seals #'s the detail screen will be shown for that tag.



SecureETag™

mgil Logout | Change Password | Help

Seal Supply Search Administration Reports Expire

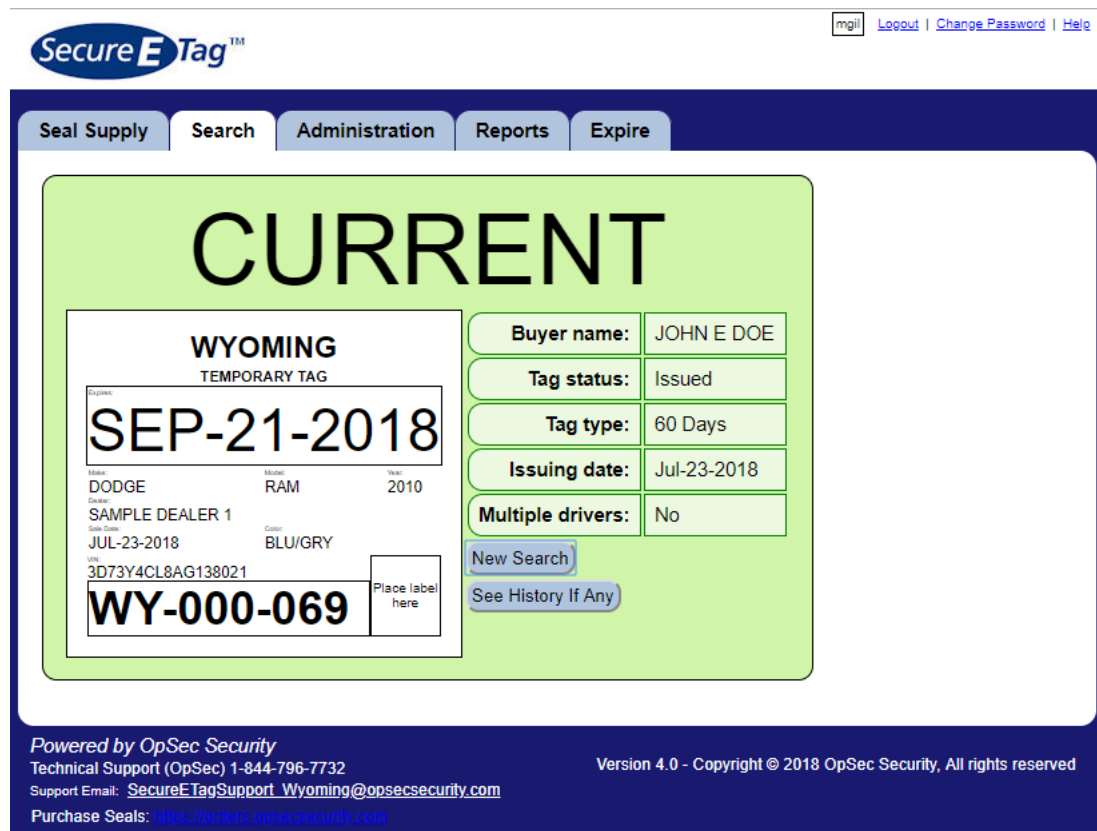
Security Seal #	Dealer name	Sale date	Expires	Make	Model	Year	Expired?
WY-000-068	Sample Dealer 1	Jul-23-2018	Sep-21-2018	JEEP	CHEROKEE	2014	Current
WY-000-066	Sample Dealer 1	Jul-23-2018	Jul-23-2018	JEEP	CHEROKEE	2014	Expired
WY-000-065	Sample Dealer 1	Jul-23-2018	Jul-23-2018	JEEP	CHEROKEE	2014	Expired

New Search

Powered by OpSec Security
 Technical Support (OpSec) 1-844-796-7732
 Support Email: SecureETagSupport_Wyoming@opsecsecurity.com
 Purchase Seals: <https://orders.opsecsecurity.com>

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5. If only one record can be found for the information submitted, SecureETag will return the detail screen for the tag issued.



SecureETag™

mgil Logout | Change Password | Help

Seal Supply Search Administration Reports Expire

CURRENT

WYOMING
TEMPORARY TAG

SEP-21-2018

Make: DODGE Model: RAM Year: 2010
 Dealer: SAMPLE DEALER 1
 Sale Date: JUL-23-2018 Color: BLU/GRY
 VIN: 3D73Y4CL8AG138021
WY-000-069

Place label here

Buyer name: JOHN E DOE

Tag status: Issued

Tag type: 60 Days

Issuing date: Jul-23-2018

Multiple drivers: No

New Search

See History If Any

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- Click the **New Search** button to perform another search.

[New Search](#)

Search by Security Seal:

- Click the **Search** tab.

- Enter a security seal serial number, and click the **Go** button.
- If the security seal is not found in the inventory, the search will return no results, click the **New Search** button to do another search.

[Go](#)

[New Search](#)

- If an available security seal is not associated with a temporary tag, SecureETag will return this information.

Serial number:	WY-000-070
Security seal status:	Available
Associated location:	Sample Dealer 1

[New Search](#) [More Information](#)

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5. If the security seal can be found, SecureETag will indicate if it is associated with an active or expired temporary tag.

SecureETag™

mgil Logout | Change Password | Help

Seal Supply Search Administration Reports Expire

CURRENT

WYOMING
TEMPORARY TAG

SEP-21-2018

Make: DODGE Model: RAM Year: 2010
 Dealer: SAMPLE DEALER 1
 Sale date: JUL-23-2018 Color: BLU/GRY
 VIN: 3D73Y4CL8AG138021
WY-000-069

Place label here

Buyer name: JOHN E DOE

Tag status: Issued

Tag type: 60 Days

Issuing date: Jul-23-2018

Multiple drivers: No

New Search

See History If Any

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6. If the security seal is found, you can find the history of the tags associated with the VIN by clicking the **See History If Any** button.

See History If Any

SecureETag™

mgil Logout | Change Password | Help

Seal Supply Search Administration Reports Expire

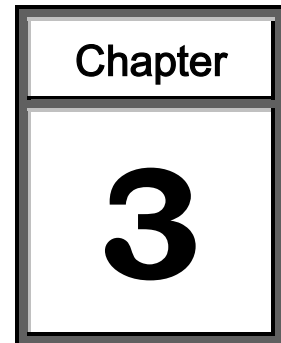
Security Seal #	Dealer name	Sale date	Expires	Make	Model	Year	Expired?
WY-000-068	Sample Dealer 1	Jul-23-2018	Sep-21-2018	JEEP	CHEROKEE	2014	Current
WY-000-066	Sample Dealer 1	Jul-23-2018	Jul-23-2018	JEEP	CHEROKEE	2014	Expired
WY-000-065	Sample Dealer 1	Jul-23-2018	Jul-23-2018	JEEP	CHEROKEE	2014	Expired

New Search

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 Support Email: SecureETagSupport_Wyoming@opsecsecurity.com
 Purchase Seals: <https://orders.opsecsecurity.com>

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7. To see the tag associated with the security seal, click on the **Security Seal number** in the history.



Managing Seal Supply

Through this function the users can control and monitor the replenishment of inventory the Security Seals at their location.

This module contains detailed instructions for the following processes:

- Receive shipment
- Review shipments status

Receive Shipment

When a batch of security seals is transferred to a Dealer's location, SecureETag sends an email to the user defined as responsible for receiving the delivery. This email contains detailed information about the shipment.



Note: All security seals in a shipment will automatically expire 30 days after shipment date if the shipment is not activated.


When you receive a shipment you can:

- Accept the shipment seals.
- Reject the shipment seals.

1. Accepting a shipment:

- 1.1. Click the **Seal Supply** tab.
- 1.2. Click the **Receive** sub-tab.
- 1.3. Verify shipment contents before accepting shipment.
- 1.4. Enter the shipment key (contained in the shipment slip), and click the **Accept Shipment** button.

Accept Shipment



SHIPMENT SLIP

Shipment No. 32
Exp. Date 3/4-23-2018
Expiration Date Aug-22-2018
Purchase Order 10000

From:
MIGUEL GIL
OpSec Security, Inc.
3 Copley Place
Boston PA 02116
Email: mgil@opsecsecurity.com

To:
sampledealer2 Jose
Sample Dealer 2
123 HERE
CHEYENNE WY 12345

Notes:
Notes from shipment request:
Please Activate these seals within SecureETag as soon as possible to avoid expiration of the received seals. All security seals in this shipment will automatically expire within 30 days of shipment date if not activated.
To Receive or Reject the shipment, Enter Shipment Key in the Seal Supply/Receive sub-tab.

Shipment Key:
H2GC24
<https://www.sealtag.dhs.arkansas.gov/securetag/>

Shipment contains:

Begin	End	Quantity
WY-000-151	WY-000-175	25
Total:		25

Seals not included: None

From:
MIGUEL GIL
OpSec Security, Inc.
3 Copley Place
Boston PA 02116

To:
sampledealer2 Jose
Sample Dealer 2
123 HERE
CHEYENNE WY 12345

Receive
Transfer
Status

See Shipment Slip for Shipment Key

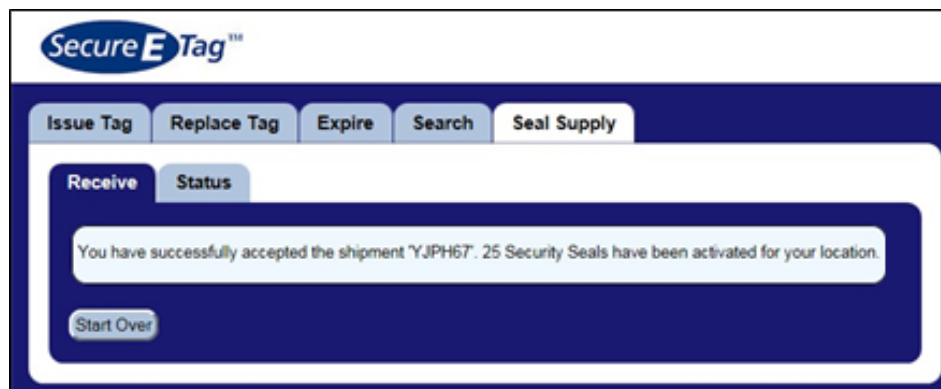
Shipment Key

Accept Shipment

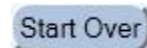
- Verify shipment contents before accepting shipment
- Damaged Seals? See Expire Tag.
- Small number of missing Seals? See Expire Tag.

Accept or Reject shipments as they arrive. Shipments expire within 30

- 1.5. The seals contained in this shipment are now active for your location, and can be attached to temporary tags.

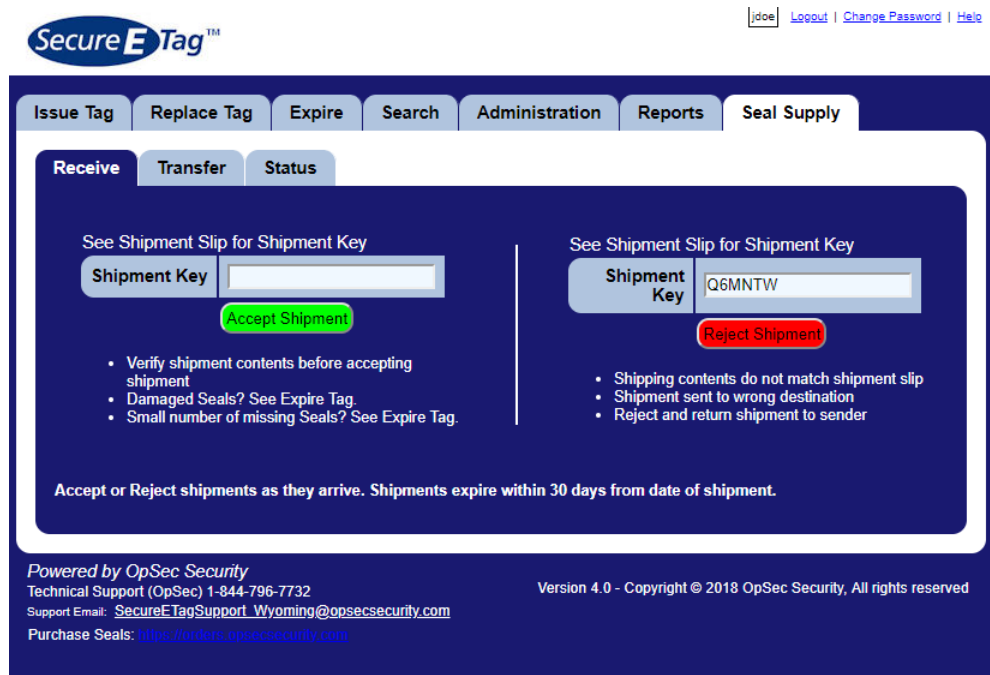


- 1.6. Click the **Start Over** button to receive another shipment.



2. Reject a shipment:

- 2.1. Click the **Seal Supply** tab.
- 2.2. Click the **Receive** sub-tab.
- 2.3. Enter the shipment key (contained in the shipment slip), and click the **Reject Shipment** button.



Secure E Tag™ [jdoe](#) [Logout](#) [Change Password](#) [Help](#)

Issue Tag Replace Tag Expire Search Administration Reports Seal Supply

Receive Transfer Status

Describe the problem
Please give us a few words about why you're rejecting this shipment.

Reason for rejection	<input type="text"/>
Carrier	Not specified (Optional)
Tracking number	<input type="text"/> (Optional)
Notes	<input type="text"/> (Optional)

Review Before Sending Clear Shipment And Start Over

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Purchase Seals: www.opsecsecurity.com

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- 2.4. Enter the reason why the shipment was rejected in the **Reason for rejection** field.
- 2.5. Optionally, you can specify the carrier used for shipping, the tracking number and the additional notes in the respective fields.
- 2.6. If you don't want to reject this shipment, click the **Clear Shipment And Start Over** button.
- 2.7. To continue the reject process, click the **Review Before Sending** button.

Secure E Tag™ [jdoe](#) [Logout](#) [Change Password](#) [Help](#)

Issue Tag Replace Tag Expire Search Administration Reports Seal Supply

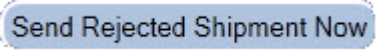


Receive Transfer Status

Review before sending
Please review the information below before finalizing your rejection of this shipment and sending it.

Original shipment to:	Sample Dealer 1 123 HERE Cody CHURCHILL 00000
Original shipment from:	OpSec Security, Inc. 3 Copley Place Boston PA 02116
You are sending the rejected shipment to:	OpSec Security, Inc. 3 Copley Place Boston PA 02116
Reason for rejection	(Optional)

Send Rejected Shipment Now Go Back A Step

Clear Shipment And Start Over

- 2.8. To confirm the rejection reason and addresses, then click the **Send Rejected Shipment Now** button. 
- 2.9. To go back a step and change the rejection reasons click the **Go Back A Step** button. 
- 2.10. To cancel the rejection of this shipment, click the **Clear Shipment And Start Over** button. 

Review Shipments Status

To review the status of all shipments to your location follow these instructions:

1. Click the **Seal Supply** tab.
2. Click the **Status** sub-tab and the screen below is displayed with all shipments sent to this location and its current status.

[jdoe](#) | [Logout](#) | [Change Password](#) | [Help](#)

SecureE Tag™

Issue Tag Replace Tag Expire Search Administration Reports Seal Supply

Receive Transfer Status

Shipments to your location:

No.	Date	From	Quantity	Expires	Status	Tracking	Received	Recipient
33	Jul-25-2018	OpSec Security, Inc.	25	Aug-24-2018	Rejected	Not specified	Jul-25-2018	John Doe (jdoe)
22	Jul-06-2018	OpSec Security, Inc.	900	Aug-05-2018	Received	Not specified	Jul-06-2018	Sample_Super1 John (Sample_Super1)
14	Jun-25-2018	OpSec Security, Inc.	25	Jul-25-2018	Received	Not specified	Jun-25-2018	Jane Doe (Sample_Super)
13	Jun-25-2018	OpSec Security, Inc.	25	Jul-25-2018	Received	Not specified	Jun-25-2018	Jane Doe (Sample_Super)
12	Jun-25-2018	OpSec Security, Inc.	25	Jul-25-2018	Received	Not specified	Jun-25-2018	Jane Doe (Sample_Super)
11	Jun-25-2018	OpSec Security, Inc.	25	Jul-25-2018	Received	Not specified	Jun-25-2018	Jane Doe (Sample_Super)

Shipments from your location:

No.	Date	To	Quantity	Expires	Status	Tracking	Received	Recipient
34	Jul-25-2018	OpSec Security, Inc.	25	Aug-24-2018	In-Transit	Not specified null		

Please note: Shipments with status of "In-Transit" may or may not have been received by the carrier. Any other status is final. Also, tracking information is optional and will only appear if entered by the sender.

Chapter
4

Managing Users Module

Through this function some users can create, edit, and disable user accounts.

This module contains detailed instructions for the following processes:

- Create user account
- Edit user account information
- Disable user account



Note: To have permission to access this module you should have the supervisor role.

Create User Account

1. Click the **Administration** tab.
2. The sub-tab **Location & Users** shows the locations managed by the supervisor or administrator user.

3. Click the **Add A New User** button.

Create a new user screen

4. Enter the user's personal information by filling the fields: **First name, Middle name, Last Name, Email and Phone number.**
5. Enter the username that the user used to access SecureETag. The username must be at least 2 characters otherwise the system will return an error message.
6. Enter the password in the field **Password**. Passwords must be at least eight (8) characters long and must contain at least one of each of the following characters.
 - Numbers (0-9).
 - Upper and lowercase letters (A-Z and a-z). The password is case-sensitive, so a "B" is different from a "b".
 - The following symbols: ! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ { | } ~

If the password does not meet the minimum requirements the system will return an error message.



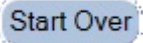
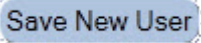
Note: Both the **Username** and the **Password** are **Case Sensitive**.

7. Select the location that you want to associate with the user.
8. Select the role that you want to assign to the user. The below table shows the available roles and the access permits for each one.

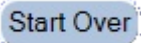
Role	Permissions
Clerk	<ul style="list-style-type: none"> • Issue new temporary tags • Replace and expire existing temporary tags • Search for existing temporary tags <p>Note: This user type can only see tag information created for their own location (dealer or OMV office)</p>
Supervisor	<ul style="list-style-type: none"> • Issue new temporary tags • Replace and expire existing temporary tags • Search for existing temporary tags • Run reports • Create new Clerk accounts • Manage existing Clerk accounts



Note: The fields **Username, Password, Location** and **Role** are required.

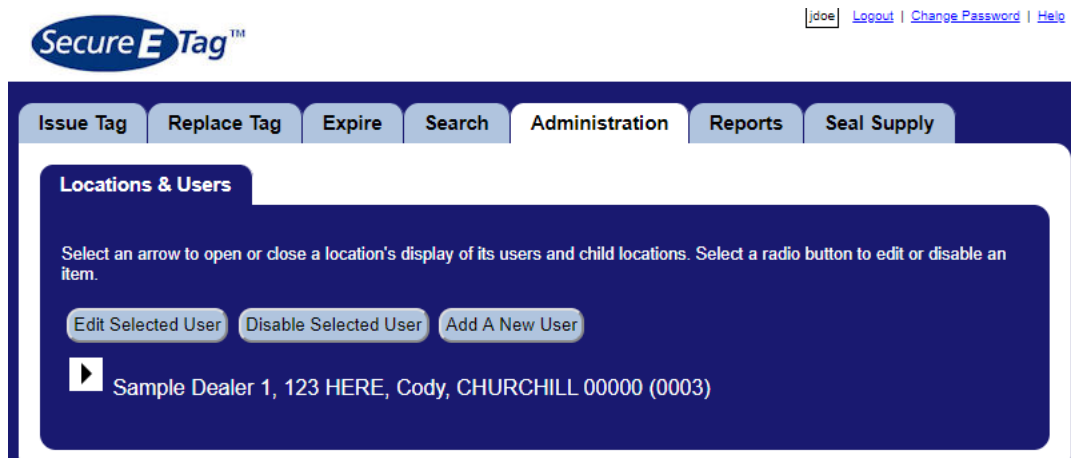
9. If you want to stop creating the new user account, click the **Start over**  button.
10. If you want to continue creating the new user account, click the **Save New User**  button. The application will save the information and display a success confirmation message.




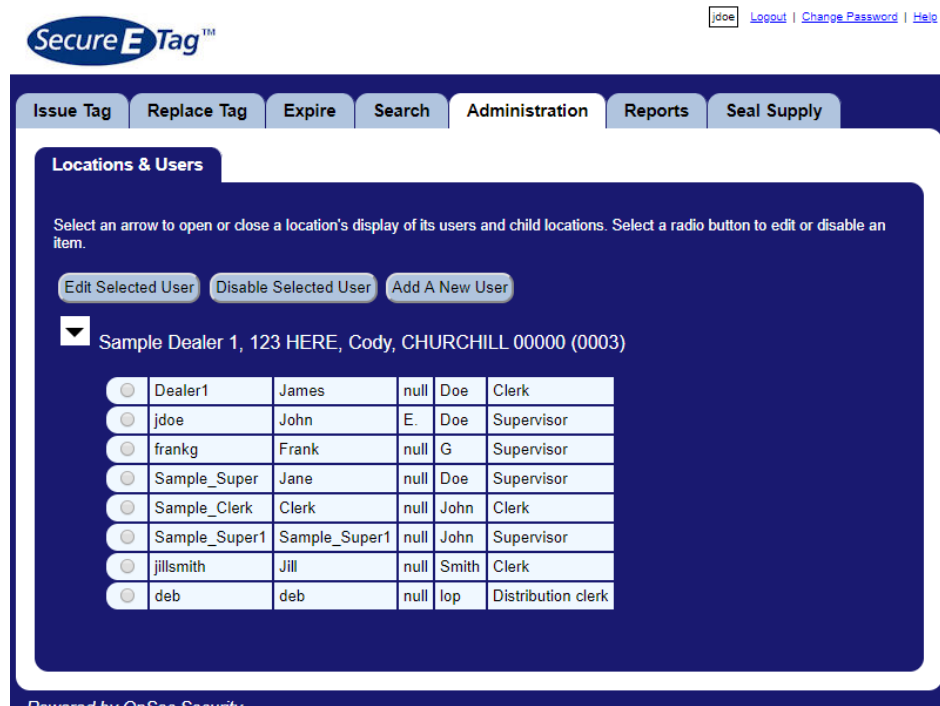
11. Click the **Start Over**  button to create other user.

Edit User Account Information

1. Click the **Administration** tab.
2. The sub-tab **Location & Users** shows the locations managed by the supervisor or administrator user.



3. Click the  button to find the users associated with this location.



4. Select the radio button that belong to the user, and click the **Edit Selected User** button. The application shows a screen with all information about the selected user account.

The screenshot shows a web application interface with a top navigation bar containing buttons: Issue Tag, Replace Tag, Expire, Search, Administration, Reports, and Seal Supply. Below this is a section titled 'Locations & Users'. Inside this section is a form titled 'Edit a user'. The form has the following fields: First name (JANE), Middle name (empty), Last name (DOE), Email (mgil@opsecsecurity.com), Phone Number (empty), Username (jdoe), Password (masked with dots), Location (DEALER SAMPLE), and Role (Clerk). At the bottom of the form are two buttons: 'Save Changes' and 'Start Over'.

5. Change the relevant user information.



Note: You cannot edit the **Username** field.

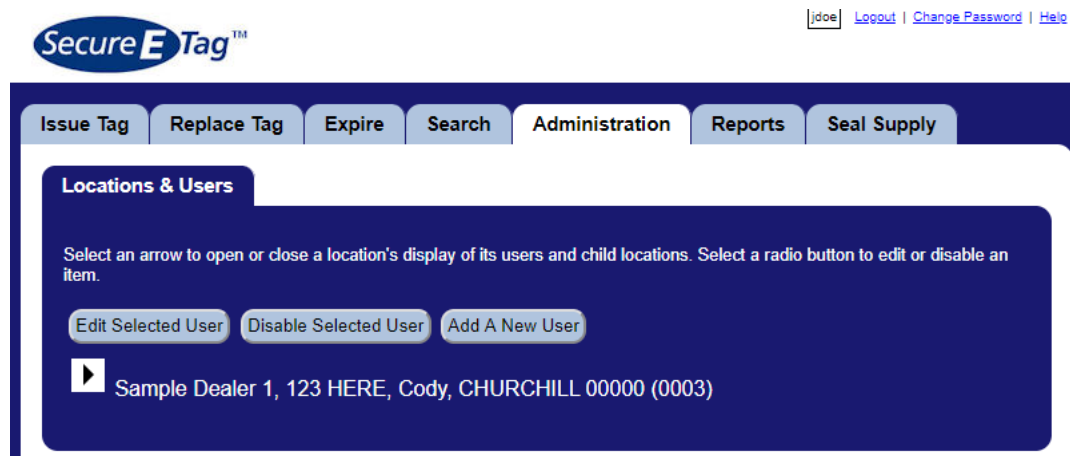
6. Click the **Save Changes** button. The application will change the information and display a success confirmation message.


The screenshot shows a dark blue rectangular box with the text 'Changes were successfully saved.' in white. Below the text is a button labeled 'Start Over'.

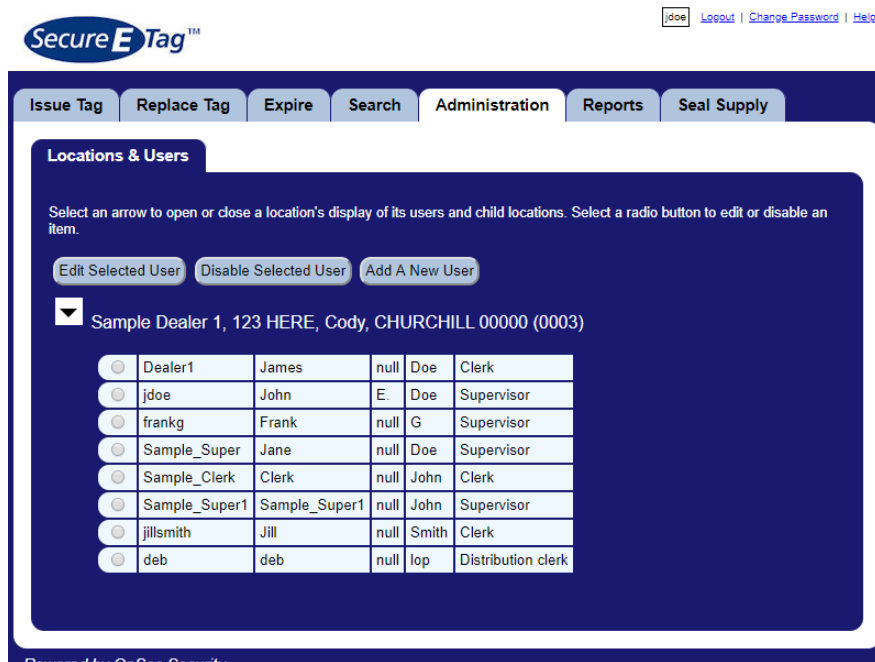
7. Click the **Start Over** button to edit other user.

Disable User Account

1. Click the **Administration** tab.
2. The sub-tab **Location & Users** shows the locations managed by the supervisor or administrator user.



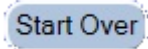
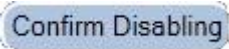
3. Click the  button to find the users associated with this location.



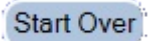
4. Select the radio button that belong to the user, and click the **Disable Selected User** button. A confirmation screen will display.

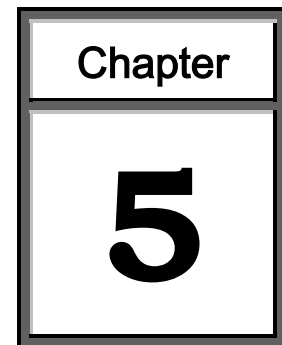
Disable Selected User

The screenshot shows a web application interface with a top navigation bar containing buttons: Issue Tag, Replace Tag, Expire, Search, Administration, Reports, and Seal Supply. The 'Administration' button is highlighted. Below the navigation bar is a section titled 'Locations & Users'. Inside this section, there is a red-bordered box with a red note: 'Note: Disabled user can be reactivated only by OpSec Customer Support.' Below the note, a question asks 'Are you sure you want to disable this user?'. Underneath the question is a light blue box containing user details: First name John, Middle name, Last name Doe, Email, Username jodoe, Location DEALER SAMPLE, and Role Clerk. At the bottom of this box are two buttons: 'Confirm Disabling' and 'Start Over'.

5. If you want to stop disabling this user account, click the **Start Over**  button.
6. If you want to continue disabling this user account, click the **Confirm Disabling**  button. The application will change the information and display a success confirmation message.

The screenshot shows the 'Locations & Users' section of the application. It displays a success message: 'Changes were successfully saved.' Below the message is a single button labeled 'Start Over'.

7. Click the **Start Over**  button to disable other user.



Ordering Seals

Users will be directed to OpSec ordering website to place orders for seals and weatherproof paper.

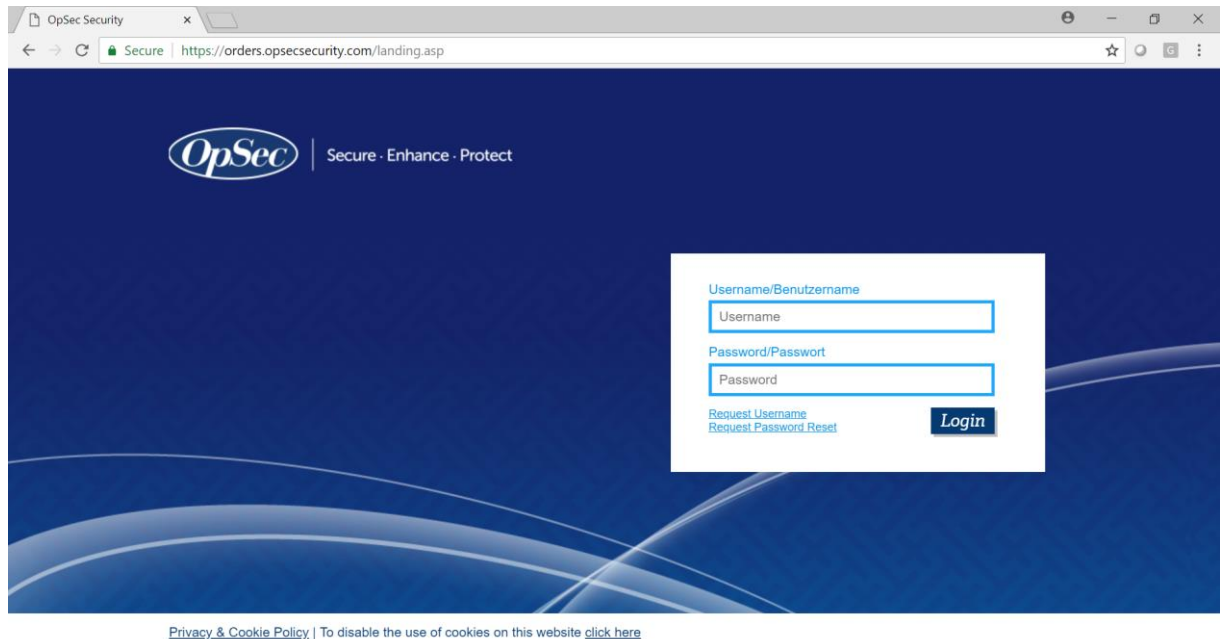
All users will be created initially but if that is not the case then users need to contact OpSec's customer service at +1-844-906-7732 or send an email requesting the user account to SecureETag_WYDOT_CS@opsecsecurity.com. Make sure to include the following in the email:

- Dealership name
- First and Last Name
- Email Address
- Shipping Address
- Phone Number

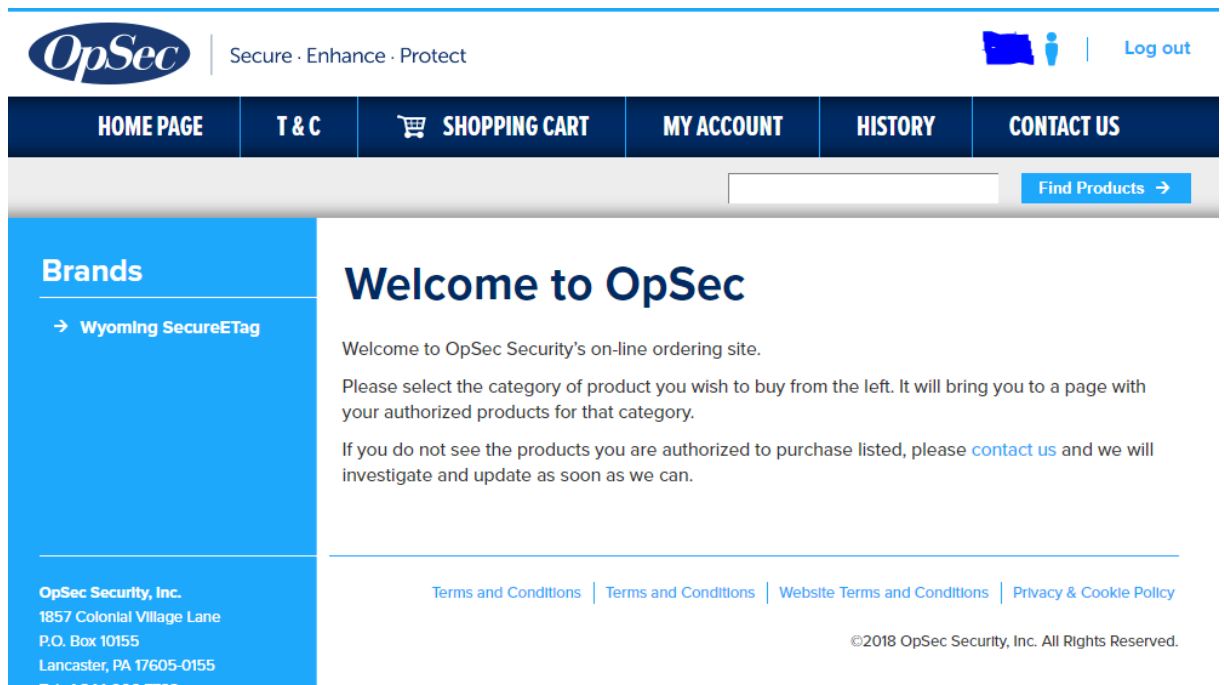
Once the account is created and automated email will be sent, simply follow this email in order to activate the account.

To Place an Order

1. Go to the OpSec ordering website
 - a. <https://orders.opsecsecurity.com>



2. Enter your username and password and you will gain access to the Ordering System. Once in, Click on the “Wyoming SecureETag” link on the left.



3. Options for purchase all products related to the Wyoming SecureETag program will be available. OpSec will be offering both the Teslin Paper (Weather Proof) and the Seals in a kit that includes both. Simply enter the quantity next to the product you want to purchase and click “Add to Cart” once you are done proceed to checkout.


Secure · Enhance · Protect

Log out

[HOME PAGE](#)
[T & C](#)
[SHOPPING CART](#)
[MY ACCOUNT](#)
[HISTORY](#)
[CONTACT US](#)

[Find Products →](#)

Brands

→ Wyoming SecureETag

Wyoming SecureETag

Vehicle ID

Gallery List

Showing 1 - 2 of 2 results
Page 1 of 1

Pic	SKU:	Description	Status	UOM	Price	Quantity
	2110005	Teslin sheet 8.5in x 11in 25/pk		PACK	\$25.0000	<input type="text"/>
	2020368	Wyoming SecureETAG 50 rl		ROLL	\$187.5000	<input type="text"/>

Page 1 of 1

[Add to Cart](#)

4. Choose Shipping Method (Standard-Free) If you need to expedite, please note in Order Comments and call 717-293-4110 ext 2003 or send an email to SecureETag_WYDOT_CS@opsecsecurity.com. You must provide your shipping account number to expedite.

Brands

→ Wyoming SecureETag

Cart > Billing / Shipping > **Payment** > Order Placed

Qty	Description	UoM	Unit Price	Price
1	Teslin sheet 8.5in x 11in 25/pk SKU:OPS-2110005 Expected Ship Date: 8/16/2018	PACK	\$25.0000	\$25.0000
1	Wyoming SecureETAG 50 ri SKU:OPS-2020368 Expected Ship Date: 8/9/2018	ROLL	\$187.5000	\$187.5000

NOTE: The price below does not include freight, duties or taxes that may be applicable at the time of shipping your order. These will be added to your invoice accordingly.

Sub Total	\$212.5000
Estimated Shipping Total	\$0.0000
Order Total	\$212.5000

Shipping Method Selection

If you want to use your own carrier account for shipping, please provide the account number in the Account Number box below.

Select a Shipment Billing Preference ☒ Add shipping to OpSec account

Select a Carrier* Standard-Free (\$0.0000) ▼

5. In the payment option if credit card is selected then the information for credit card must be filled in:

Payment Info


Payment Method: ☒ Credit Card ☐ Bill Me

Name on Credit Card *

Credit Card Type * [Select One] ▼

Credit Card Number *
No spaces, no dashes

Expiration Date * 1 ▼ / 2018 ▼

CVV2 Code  *

Terms NET 30 DAYS

6. Click "Place Order Now" when ready.

Order Comments

Place Order

Effective Order Date 8/7/2018

☐ I agree to the [TERMS AND CONDITIONS](#) and acknowledge that any changes made after the order is submitted could result in a \$40 (or equivalent in £, HK\$, or € service fee.

Place Order Now

Chapter**6**

Troubleshooting

Common Issues and Solutions		
Error/Issue	Explanation	Remedy
Logging In		
The username or password entered was invalid	SecureETag could not log the user in. This is due to one of the following: an invalid login name, invalid password, locked or deactivated account. The password may have been entered incorrectly or changed, the username has been entered incorrectly, the account is locked or the account has been deactivated.	<p>Re-enter the username and password being careful to observe UPPER and lower case of both username and password.</p> <p>If the password has been forgotten it can be reset by selecting the "Forgot your password?" link below the user login screen. A new password will be sent to the user's email account.</p> <p>If your account is locked or deactivated, you will need to contact the Dealer Supervisor/Manager or the WYDOT to assist you with your account.</p>
Password Expired	After 90 days, your password must be changed to continue using your account.	You should be directed to a new page in which you are required to change your password before continuing.

Common Issues and Solutions		
Error/Issue	Explanation	Remedy
The password does not meet the minimum requirements for complexity. Ensure you have lower/upper case letters, numbers and punctuation characters.	The password for an account must be complex to ensure security guidelines provide an adequate level of protection.	Ensure that your password has a Minimum of 8 characters and includes a combination of lower case letters, upper case letters, symbols and numbers.
Issuing a Tag		
VIN number <number> could not be successfully looked up.	Not all valid VINs can be decoded. Vehicles manufactured before 1981 may not have VINs that can be decoded.	If a VIN cannot be decoded, it can still be used. When issuing a tag, the user will need to enter the vehicle Make, Model and Year as SecureETag cannot decode these fields. Make sure the VIN is entered correctly. If the appropriate VIN is not decoded, re-enter it; SecureETag will override the decode process and accept the entered VIN.
A problem occurred: There is already an active tag associated with the VIN.	Only one active temporary tag can be associated with a vehicle. VINs that are shorter than 17 characters might have multiple tags associated with them, but each tag will be associated with a different vehicle. VINs with 17 characters are unique and only one tag may be associated with the vehicle and VIN.	Only one active temporary Tag can be associated with a vehicle. The current active tag can be replaced if it is lost or damaged.
There was a problem while preparing the tag: you already have a tag in memory for printing. Were you trying to prepare two tags in two windows at the same time?	You cannot have an open tag in one browser tab, and try to create a new one in a different tab.	Close one of the tabs. Open a new browser if the problem persists.
The VIN must be alphanumeric.	A VIN cannot contain spaces or special characters.	Re-enter the VIN.

Common Issues and Solutions		
Error/Issue	Explanation	Remedy
A tag must have an owner's last name or an owner company name, not both.	The user attempted to enter information in both fields.	Enter either the owner's name or an owner company for the vehicle being purchased, but not both.
The last name must be at least one character.	Vehicle purchase procedures require the entry of a last name for a purchase by an individual.	Enter a last name.
The company name must be at least two characters.	The user cannot enter only one character for a company name.	Enter the company name.
The make must not be blank.	The user did not enter a vehicle make	Enter the vehicle make.
The model must not be blank.	The user did not select a vehicle model	Enter the vehicle model.
The vehicle year must be a number.	The user entered an invalid vehicle year	Enter the vehicle year.
The vehicle year was outside accepted bounds.	The system does not accept years before 1900 or more than one year after the current year.	Enter the vehicle year.
The purchase date must not be blank.	The user did not enter a vehicle purchase date.	Enter the purchase date in the format MM/DD/YYYY.
The purchase date wasn't readable. Please format the purchase date as MM/DD/YYYY. (Leading zeros may be omitted.)	The user entered an invalid purchase date that did not follow the MM/DD/YYYY format.	Enter the purchase date in the format MM/DD/YYYY, for example 03/21/2000.
The Security Seal serial number entered corresponds to a seal that is not available for use. Please re-enter your Security Seal number.	Mostly likely, the user made a typographical error in entering the security seal serial number.	Verify and re-enter the security seal serial number to ensure it matches the unused security seal you have in front of you. If you receive this error again for the same seal, please bring it to the attention of the Supervisor at your location or the SecureETag Help Desk.
A problem occurred while trying to save the tag. Do not attach the Security Seal. The error message was: <message>.	The <message> may indicate that the seal is already in use.	

Common Issues and Solutions		
Error/Issue	Explanation	Remedy
The selected Security Seal is not available for use at this time.	Two users are attempting to enter the same security seal number at the same time. OR A user has expired a seal while another user is preparing the tag.	Get a new security seal and start over.
There is an un-expired temporary tag for that VIN already. What would you like to do?	Users cannot issue a new tag for this VIN because a current temporary tag exists. Possible options are based on the user's privileges.	Only one active temporary tag can be associated with a VIN. Explore methods to expire or replace a temporary tag.
The purchase date cannot be more than <number> days ago.	A tag purchase date must be within the last 30 days.	
Replacing a Tag		
A problem occurred while attempting to look up the current tag on this vehicle: No current tag for the vehicle could be found.	There is not a current temporary tag for this VIN.	Ensure the VIN was entered correctly. If the user is a motor vehicle dealer and this vehicle tag has been issued by another dealership, the user will not be able to see any information about this VIN.
Please enter a replacement reason.	The user has not selected a replacement reason.	Select a replacement reason.
The Security Seal serial number entered corresponds to a seal that is not available for use. Please re-enter your Security Seal serial number.	Most likely, the user made a typographical error in entering the security seal serial number.	Verify and re-enter the security seal serial number to ensure it matches the unused security seal you have in front of you. If you receive this error again for the same seal, please bring it to the attention of the supervisor at your location or the SecureETag Help Desk.

Common Issues and Solutions		
Error/Issue	Explanation	Remedy
Managing Seals		
The user clicks the "Accept Shipment" button without entering a shipment key.	The screen transitions back to screen 1 of <i>Seal Supply</i> tab, with an error message to enter a Shipment Key.	Enter a shipment key.
The user attempts to accept a shipment which has expired.	An expired shipment can only be reset.	Contact the SecureETag Help Desk or the WYDOT to reset expired shipments.
Attempt to use a Security Seal from a shipment not successfully received.	In order for security seals to be available for tag issuance, they must be successfully received in the SecureETag application. Only properly received shipments will activate the security seals included in a shipment and make those seals available to the location.	As part of the receiving process, recipients need to enter the shipment key and indicate in the SecureETag application that the shipment has been accepted.
Shipment lost in transit	Should a shipment not be marked as received by its expiration date, it will expire the Seals. All security seals associated with that shipment will be unavailable for use.	Should anyone attempt to mark the shipment as received after it has expired, they will be instructed to return the shipment to the WYDOT.
Shipment delivered to incorrect location	If for any reason a shipment arrives at an incorrect location, the receiving location will not be able to activate the seals in the shipment.	Should they attempt to activate the seals, their location will be recorded in the SecureETag system for auditing purposes.
The user clicks the "Reject Shipment" button without entering a shipment key.	The screen transitions back to screen 1 of <i>Seal Supply</i> tab, with an error message instructing the user to enter a shipment key.	Enter a shipment key.

Evaluation Form

USERS PERSONAL DATA			
Institution name			
User name			
Address			
Telephone		Email	
Country		City	
OPINION OF THIS MANUAL			
Presentation <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Regular <input type="checkbox"/> Deficient	Organization <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Regular <input type="checkbox"/> Deficient	Content <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Regular <input type="checkbox"/> Deficient	Redaction <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Regular <input type="checkbox"/> Deficient
Recommendations			
Observations			

OpSec Security Inc. produces manuals which describe the correct use of the applications developed by us for you. Any suggestion or idea on the presentation or content of this manual will be studied by our team. **Your comments are important to us.**

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