

Importing to CVR with Alliance – ADP w.e.b. Suite 1000

(Revised 08/25/10)

1. After you have completed entering the transaction in ADP w.e.b. Suite 1000, with the deal open, click on '**Interfaces**' (**Interfaces**) located at the top of your screen from the File Menu Bar and choose option '**CVR**' (**CVR - Computerized Vehicle Registration**). This will export the information from ADP w.e.b. Suite 1000 into a format CVR can read and use to prevent as much redundancy in entering information as possible.
2. When ADP w.e.b. Suite 1000 has finished exporting the deal, open the Illinois EVR software if it is not already open to then import the export file you created.

*****It is important to note that all information (that is mapped to be imported), if incorrect in ADP w.e.b. Suite 1000, will be imported incorrectly to CVR. Once in CVR however any mistakes can be corrected *****
