

ELT Database Help—Vitu Collateral Management System

PASSPHRASE RESET OR ACCOUNT LOCKOUT

Email the Vitu Help Desk at cms-service@vitu.com. In the email provide the user name, company name and the problem (either passphrase needs to be reset or you are locked out of the database). Almost immediately, you will receive an automatic response from Vitu indicating your request was received. Once Vitu has reset the account and issued a new temporary passphrase, the passphrase is only good for 24 hours.

If you do not receive the automatic response and/or temporary passphrase email, please check your junk/SPAM mail as well as any firewalls on your email system.

ACCESSING COLLATERAL MANAGEMENT SITE

The URL site address for the database login page is <https://title.fdel.com>



Title Management System

Client Training

Please enter your username and passphrase. The passphrase field is case-sensitive.

Username

Passphrase

Login

Trouble logging in? [Reset Passphrase](#)

Warning!

Unauthorized access or misuse of data will result in adverse action and/or criminal prosecution.

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CREATING A NEW ACCOUNT

1. Click the **Utilities** drop-down menu.
2. Click **Create Account**.
3. Follow the steps in the **New Account Wizard**.

vit Title Management System Mitchell, Allison Help

Home Search Work Queues Reports Utilities User Management

PAA (PAA)

New Account Wizard

Account information Add dealer Add customers Add collateral All done

Client **PAA**

Account type

Amount financed

Expected titling jurisdiction

User Defined 1

User Defined 2

Booked Date

Financed Date

Expected Payoff Date

Account

Loan

Loan Suffix

Branch

Business Unit

[Next >](#)

◆ indicates a required field.

SEARCHING FOR A RECORD

1. From the toolbar, click **Search**.
2. Narrow your search by entering data in any of the search fields or select the account status from the **Status** drop-down menu.
3. Click the **Search** button down below the search fields.
4. Once the search produces results, click on the **VIN**. This is a link to the record.

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RELEASING A TITLE

1. From the **Title** section of the record's **Account-Title Details** screen, click **Actions**.
2. Click **Release Title**.
3. Every state will have different options from which to select for release type.
4. Complete any required fields under **Release Lien Request** screen.

Title	Actions
VIN/HIN: DYLUJ0043GN770953 State: MD Title Number: 896210 Year: 2003 Make/Builder: LAND Model:	Title-Electronic Perfecting
<div style="display: flex; border-bottom: 1px solid black;"> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Overview</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Owners</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Property</div> <div style="border: 1px solid black; padding: 2px; margin-right: 5px;">Liens</div> <div style="border: 1px solid black; padding: 2px;">Title Maint</div> </div>	
<p>Owner(s): JENNIFER GARCIA Closed Date:</p> <p>Lienholder: PAA Closed Reason:</p> <p>Match Type: AUTOMATIC Document Location:</p> <p>Match Date: 6/7/2016</p> <p>Issuance Date: 5/27/2006</p> <p>Imported Date: 6/7/2016</p>	

Release Lien Request

[Go to Account/Title Details](#)

Account Details (LOAN)	Status: Perfected (PT)
VIN/HIN: DYLUJ0043GN770953 Finance Date: 7/29/2014 Customer(s): GARCIA JENNIFER NINTH AVE TULSA, MD 12345	Account: 92661870 Loan: 005241 LoanSuffix/Branch: 1910 User Defined 1: User Defined 2: User Defined 3:
	Jurisdiction: MD Year/Make: 2003/LAND Collateral Type: VEH

Title Details (Title-Electronic)
VIN/HIN: DYLUJ0043GN770953 Issuance Date: 05/27/06 Owner(s): JENNIFER GARCIA SEVENTH WAY ARLINGTON, MD 12345-1234
Jurisdiction: MD Year/Make: 2003/LAND

Release Details
Release Date: <input type="text" value="07/10/2025"/> <input type="button" value="Calendar"/> <input type="button" value="Dropdown"/>
Payoff Date: <input type="text" value="07/10/2025"/> <input type="button" value="Calendar"/> <input type="button" value="Dropdown"/>
Request Type: <input type="text" value="--- Please Select a Request Type ---"/> <input type="button" value="Dropdown"/>
Recovery Type: <input type="text" value=""/> <input type="button" value="Dropdown"/>
Insurance Total Loss? <input type="checkbox"/>
Release Notes: <input type="text"/>

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REQUESTING A PAPER TITLE

(Some states may not have this option.)

1. From the **Title** section of the record's **Account-Title Details** screen, click **Actions**.
2. Click **Request Paper Title**.
3. Enter the reason for requesting paper title in the **Why are you requesting this paper title?** and any other required fields.
4. Click **Request Paper Title**.

Title			Actions
VIN/HIN: 1FMDK05136GA32238	State: PA	Title Number: 07256420	Title-Electronic
Year: 2006	Make/Builder: FORD	Model: FSL	Perfecting
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> Overview Owners Property Liens Title Maint </div> <div style="border: 1px solid black; padding: 5px;"> <p>Owner(s): WALKER, MELISSA Closed Date:</p> <p>Lienholder: PAA Closed Reason:</p> <p>Match Type: AUTOMATIC Document Location:</p> <p>Match Date: 8/7/2009</p> <p>Issuance Date: 8/7/2009</p> <p>Imported Date: 8/7/2009</p> </div>			

Request Paper Title

[Go to Account/Title Details](#)

Lien Expiration Warning

The lien on the title has expired - initiating a request to PennDOT will result in a lien free title to the registered owner. Confirm or renew your lien with PennDot before proceeding.

Accept and proceed with request.

Account Details (LOAN)

Status: Perfected (PT)

VIN/HIN: 1FMDK05136GA32238	Account: 79479181	Jurisdiction: PA
Finance Date: 8/7/2009	Loan: 89	Year/Make: 2006/FORD
Customer(s): WALKER, MELISSA	LoanSuffix/Branch: CYWOJEP	Collateral Type: VEH
MARIE WATSON	User Defined 1:	
CEDAR CT	User Defined 2:	
EL PASO, PA 26902	User Defined 3:	

Title Details (Title-Electronic)

VIN/HIN: 1FMDK05136GA32238	Jurisdiction: PA
Issuance Date: 08/07/09	Year/Make: 2006/FORD
Owner(s): WALKER, MELISSA	
SEVENTH WAY	
COLUMBUS, PA 98933	

Paper Title Request Details

- Check if Requesting for Legal Reasons (Title Out)
- Check to Create a Confirm Receipt

Why are you requesting this paper title?

Recovery Type

Insurance Total Loss?

[Request Paper Title](#) [Go To Account/Title Details](#)