Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eTAG User Guide

April 2018

Release 1.0

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1 Overview

Temporary tags, which are used as temporary registration, are issued by licensed motor vehicle dealers and created through the eTAG application. The various temporary tags include buyer, vehicle, agent, and internet down tags. After completing the Buyer Tag, Fleet Buyer Tag, or assigning an Internet Down Tag, the completed tag information can be imported into webDEALER to begin a title transaction.

1.1 Features

The new eTAG application allows you to streamline the information input to create a temporary tag using online functions to quickly process the following eTAG tasks:

- Create, maintain, and print Buyer, Vehicle, Agent, and Internet Down Tags.
- Assign tags directly to agents or vehicles.
- Import active Buyer Tags into webDEALER to begin a title application with information from eTAG.
- Complete a vehicle transfer notification.
- Create Fleet Buyer Tags.
- Report plates removed.
- Delete, void, or reprint a tag.
- Make online payments for out of state buyer tags.
- Create customizable reports.

2 Login

1. A user must have a user account to login to the eTAG application. Go to the Create a User Account section for information on how to create a user account.

   Go to the designated website, https://webdealer.txdmv.gov/title, to enter your username and password.

2. Click **Login** after entering your username and password.

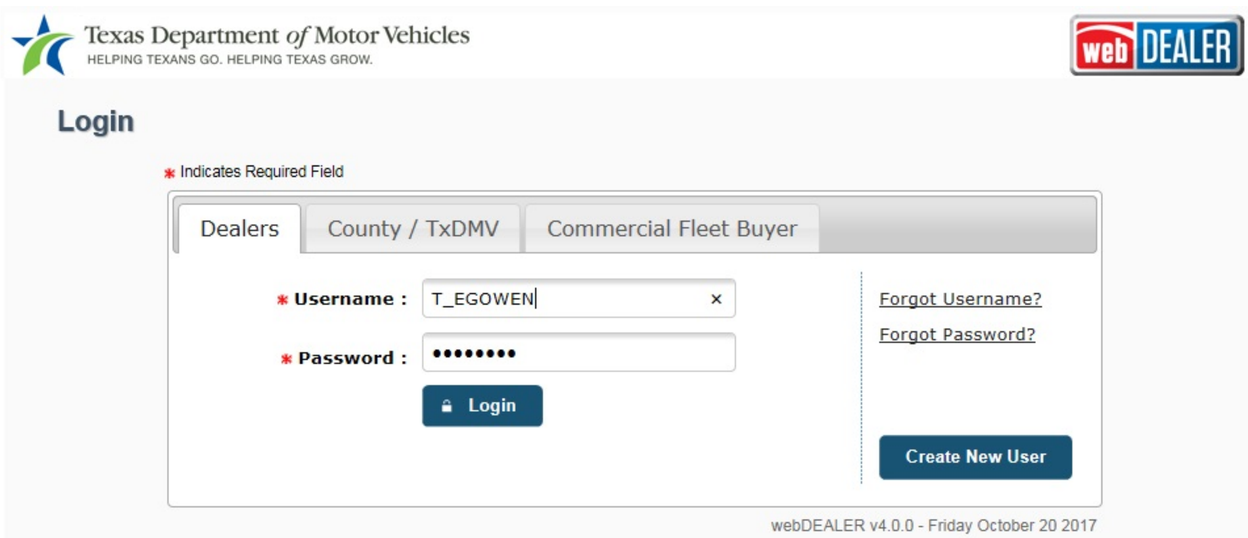

Figure 1: Login

3. The application will display the landing page.

4. Select the eTAG icon.

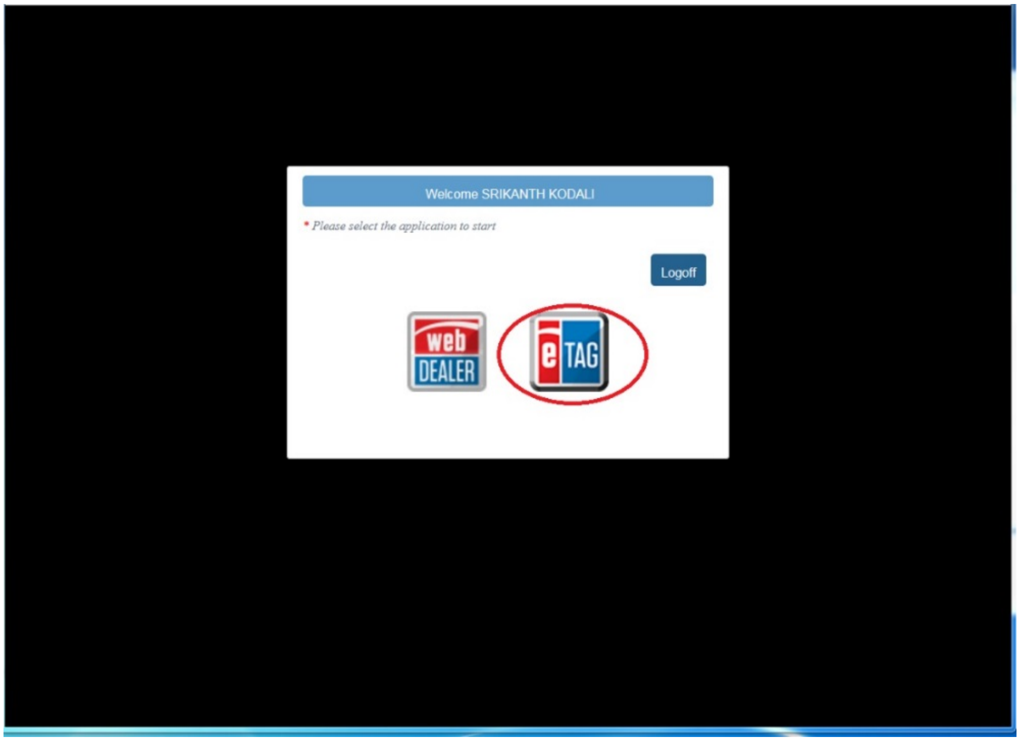

Figure 2: Landing Page

5. The application will display the eTAG home page.

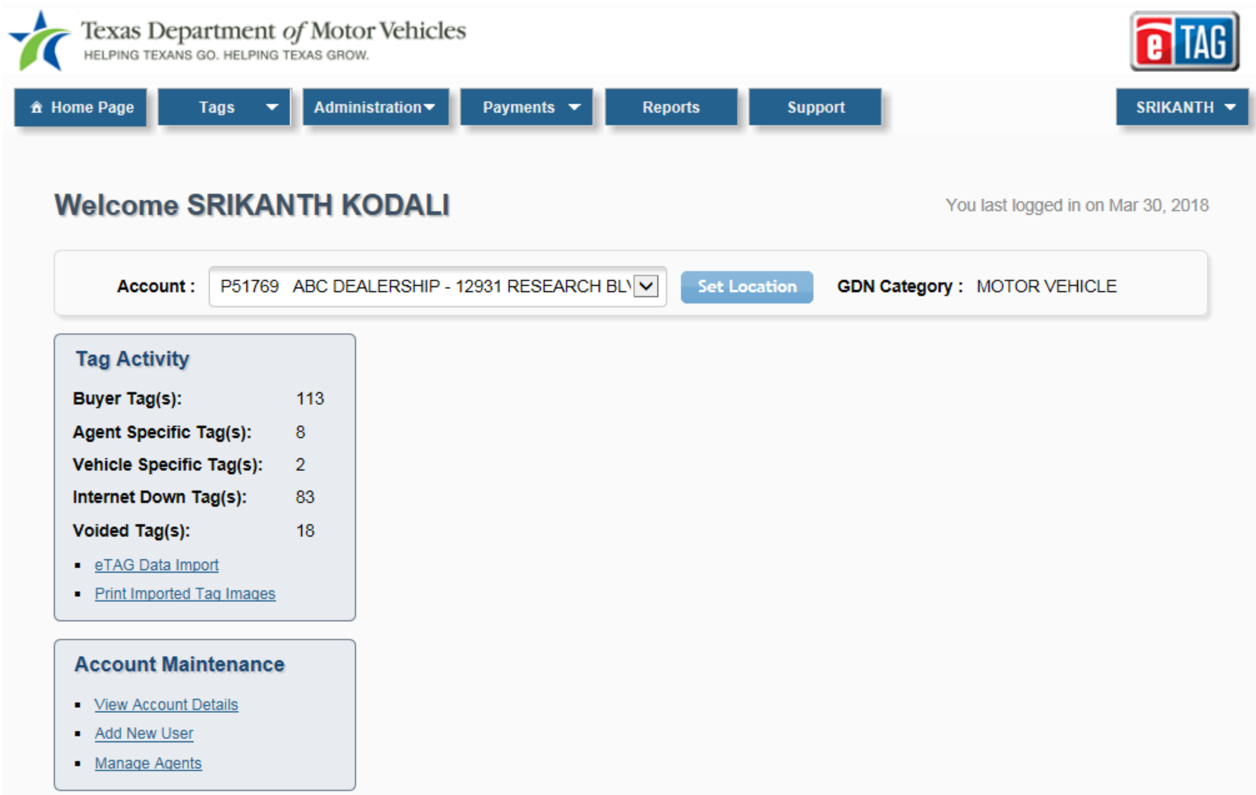

Figure 3: eTAG Home Page

3 Forgot Password or Username

The application allows the user to reset their password or identify their username through self-service options located on the Login page.

3.1 Forgot Password

1. Click the Forgot Password link.

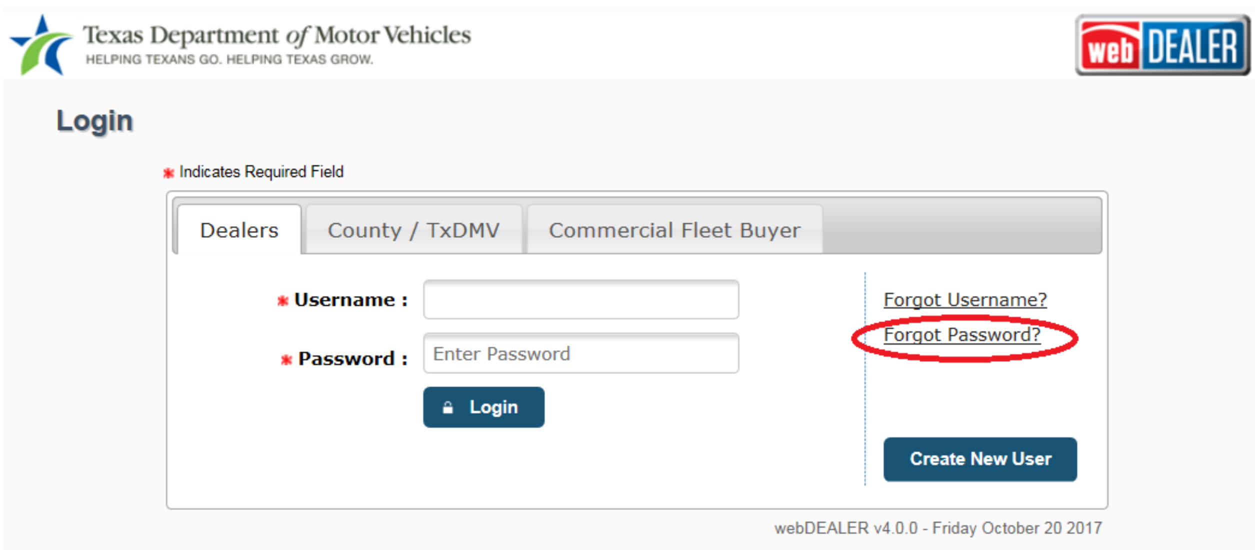

Figure 4: Forgot Password

2. The application displays the Forgot Password page.
3. Enter your Username.
4. Click **Submit**.

Figure 5: Submit Forgot Password

5. The application will display a confirmation message informing you an e-mail was sent with instructions.

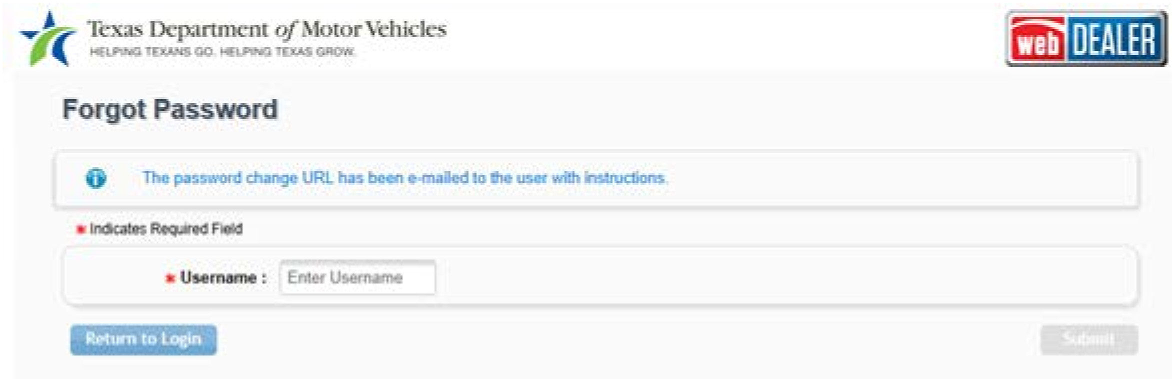

Figure 6: Forgot Password Confirmation Message

6. Go to the email account associated with the account to access the email containing the password sent to you.

7. Click on the link provided in the email.

8. After you click on the link, the application will display the Change Password page.

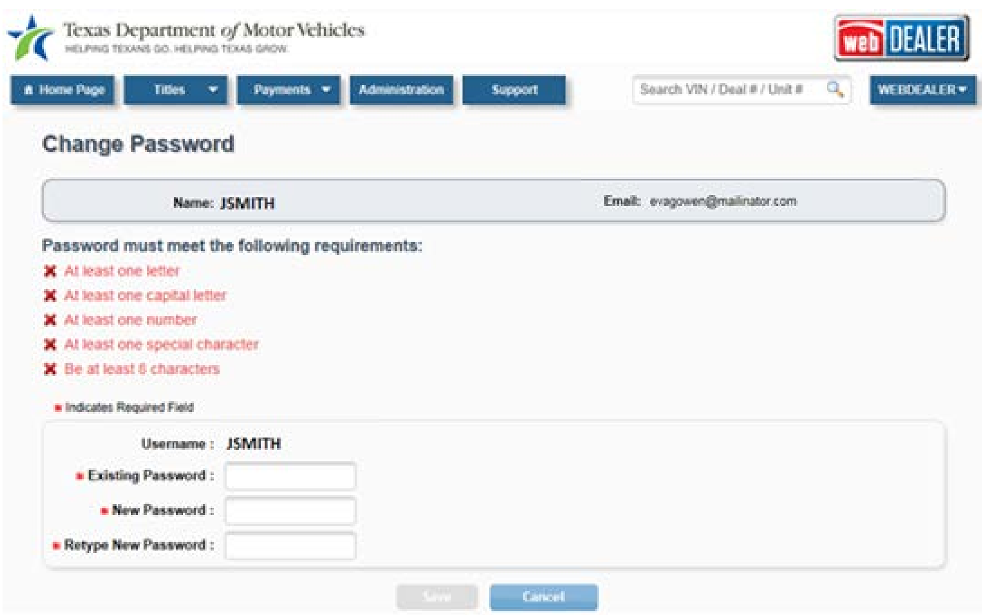

Figure 7: Reset Password

9. Enter a new password that complies with the requirements listed on the screen in red. Each requirement will turn green when met.

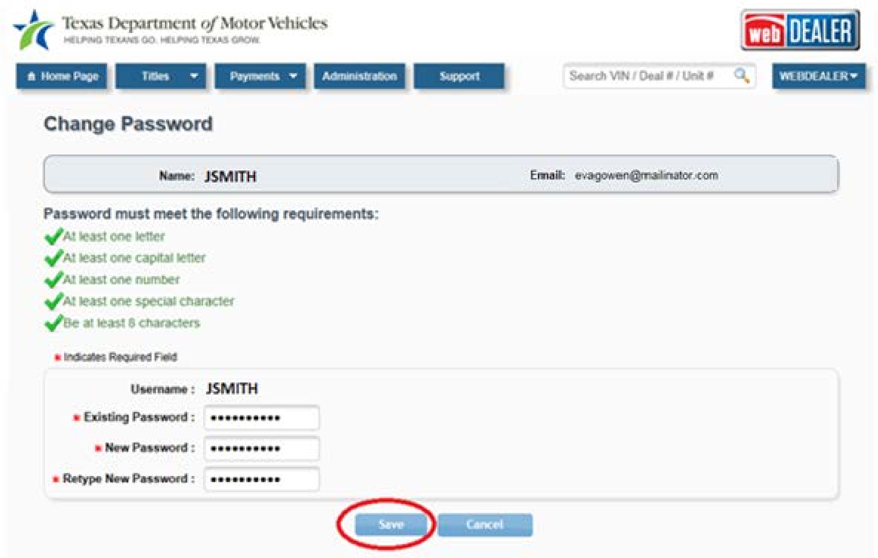

Figure 8: Reset Password Verification

10. The application displays the **Return to Login** button after the new password is entered in both required fields. Click **Return to Login**.

11. The application returns to the Login page with a confirmation message informing you the password was changed successfully.

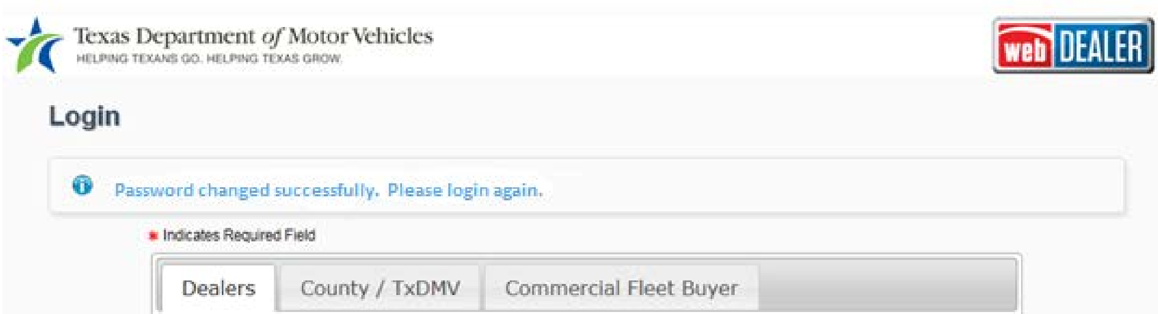

Figure 9: Reset Password Successful

3.2 Forgot Username

1. Click the Forgot Username link.

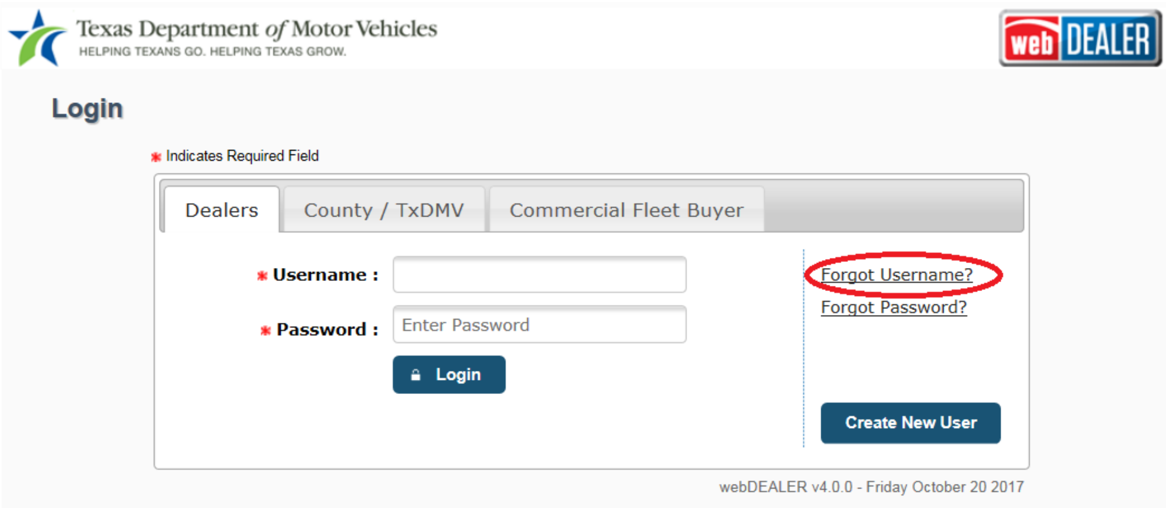

Figure 10: Forgot Username

2. The application will display the Forgot Username page.

3. Enter the email address associated with the account.

4. Click **Submit**.

Figure 11: Submit Forgot Username

5. The application displays a message informing the user the account information was e-mailed.

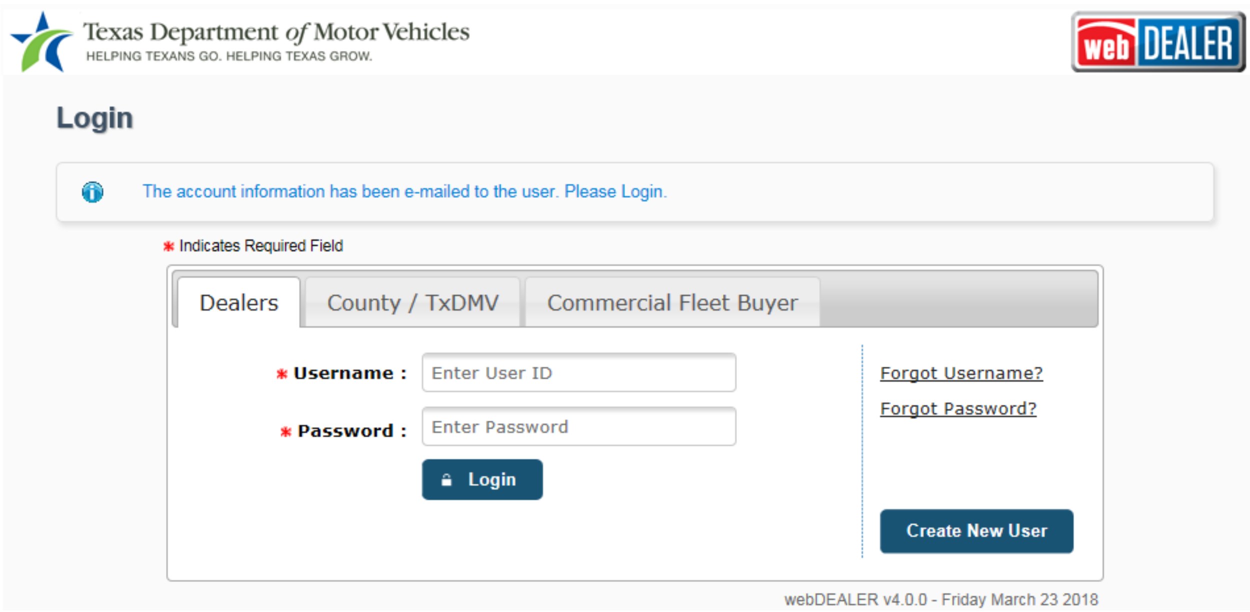

Figure 12: Account Information Sent Message

3.3 Change Password

1. Click on the Home Page tab to go to the eTAG home page.

2. Click on the user menu option located on the upper right hand corner by clicking on the downward arrow next to the user's name.

3. Select Change Password.

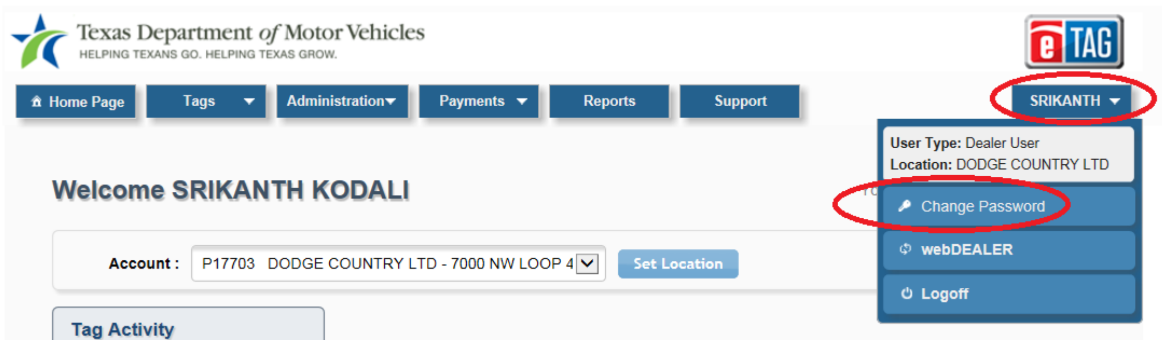

Figure 13: Change Password Menu Option

4. The application will display the Change Password page.

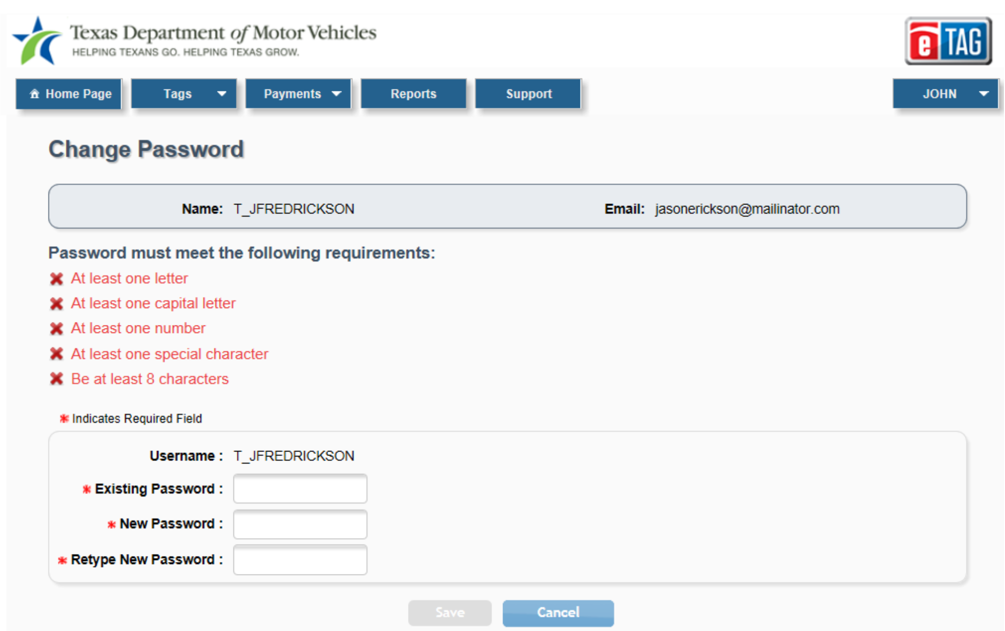

Figure 14: Change Password

5. Complete the required fields. The new password must meet the required criteria listed on the page. The requirement will turn green as it is met in the new password field.

6. The system will display the **Save** button after the information has been entered successfully.

7. Click **Save** to change your password.

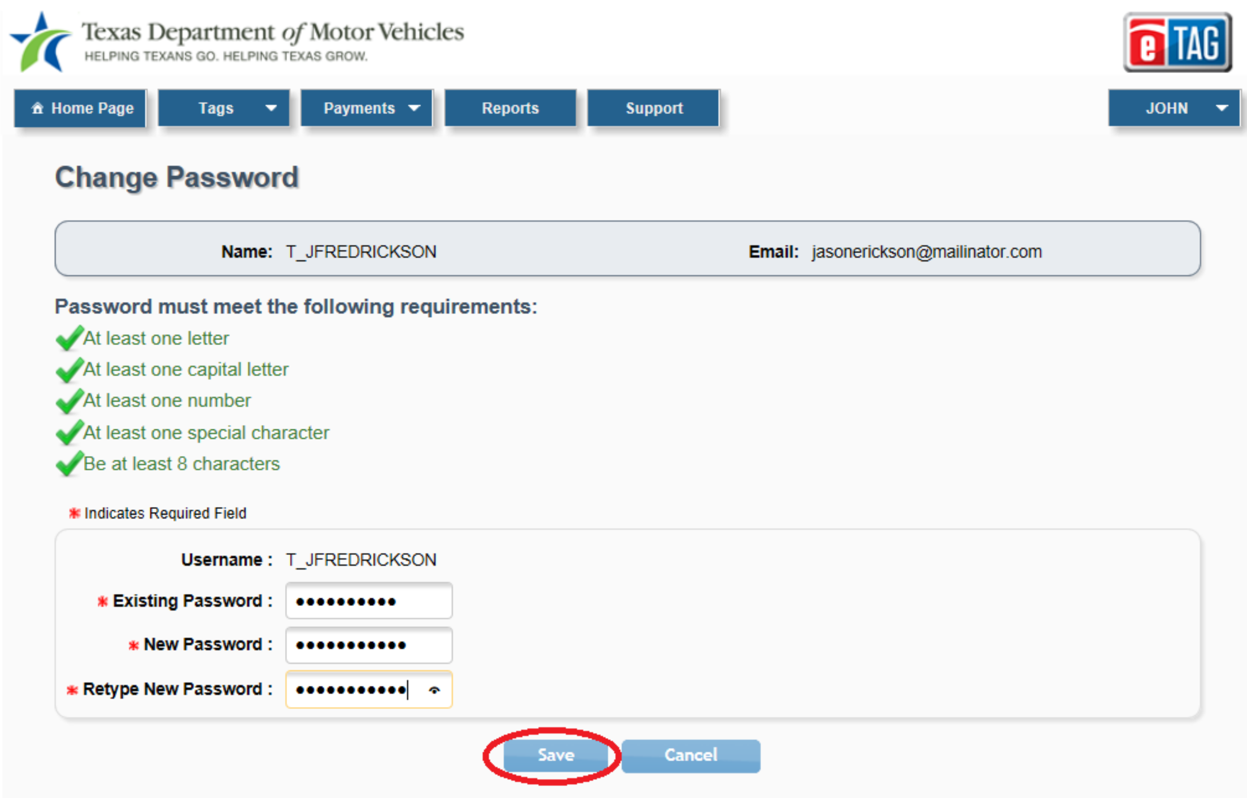

Figure 15: Password Verification

4 Create a User Account

A user account is required to access the eTAG application. In order to create an account, the user must agree with the terms set forth by the Texas Department of Motor Vehicles and complete the required information.

1. From the login page, click **Create New User**.

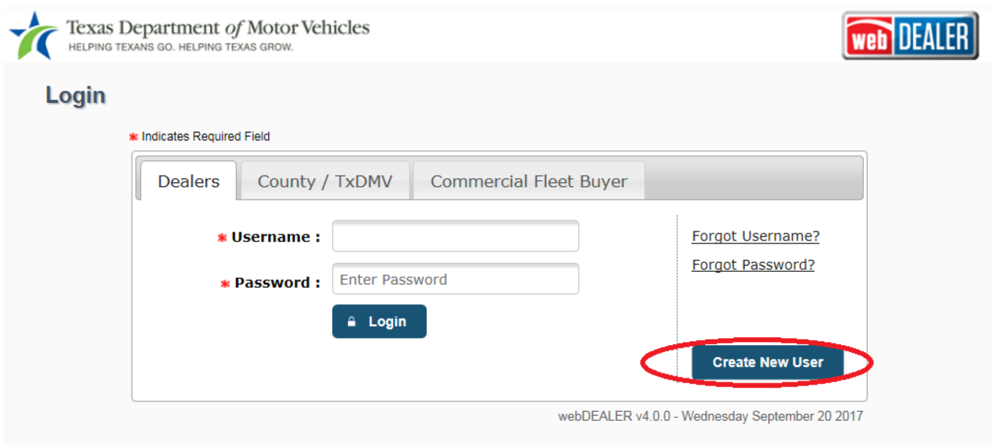

Figure 16: Create New User

2. The application will display the Use Agreement page and the Texas Department of Motor Vehicles – Security Warning will appear.

3. Read the Security warning, and then click **I Accept** to continue.

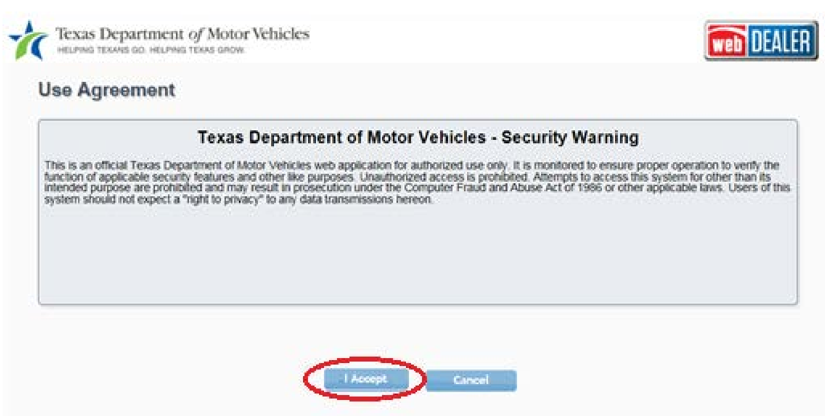

Figure 17: Use Agreement

4. The application will display the User Information page.

5. Enter the new user's required information. All fields with a red asterisk must be completed.

6. Click **Save** once all required information is entered.

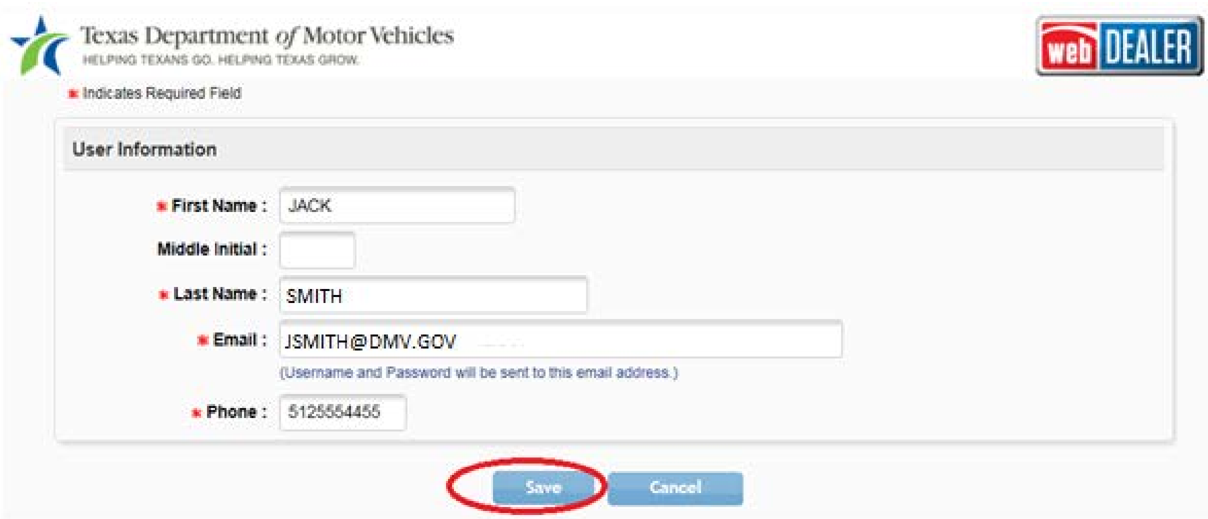

Figure 18: User Information

7. The application displays a confirmation message stating the user account has been created.

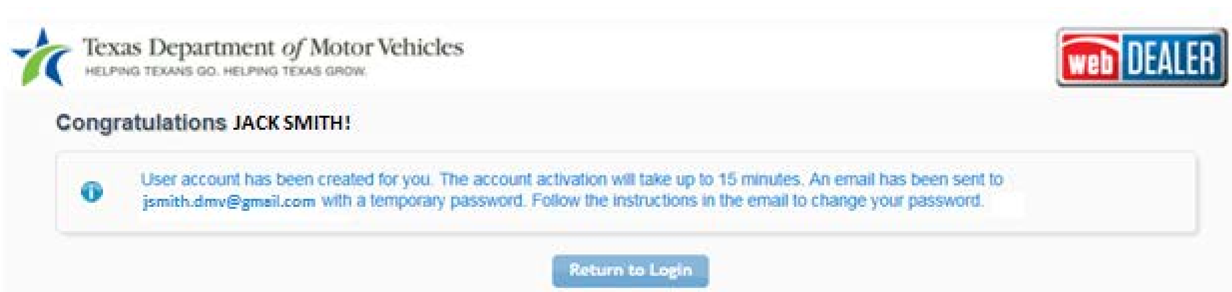

Figure 19: Created Account Message

5 Manage Agent Names

Agents are individuals Agent Specific Tags are assigned to. Agents do not need an eTAG account. Administrators can add, edit, or delete agents from the dealership's account from the Manage Agents page.

5.1 Accessing Manage Agents

1. You can access the Manage Agents page from the Administration tab dropdown or the quick link provided in the Account Maintenance box.

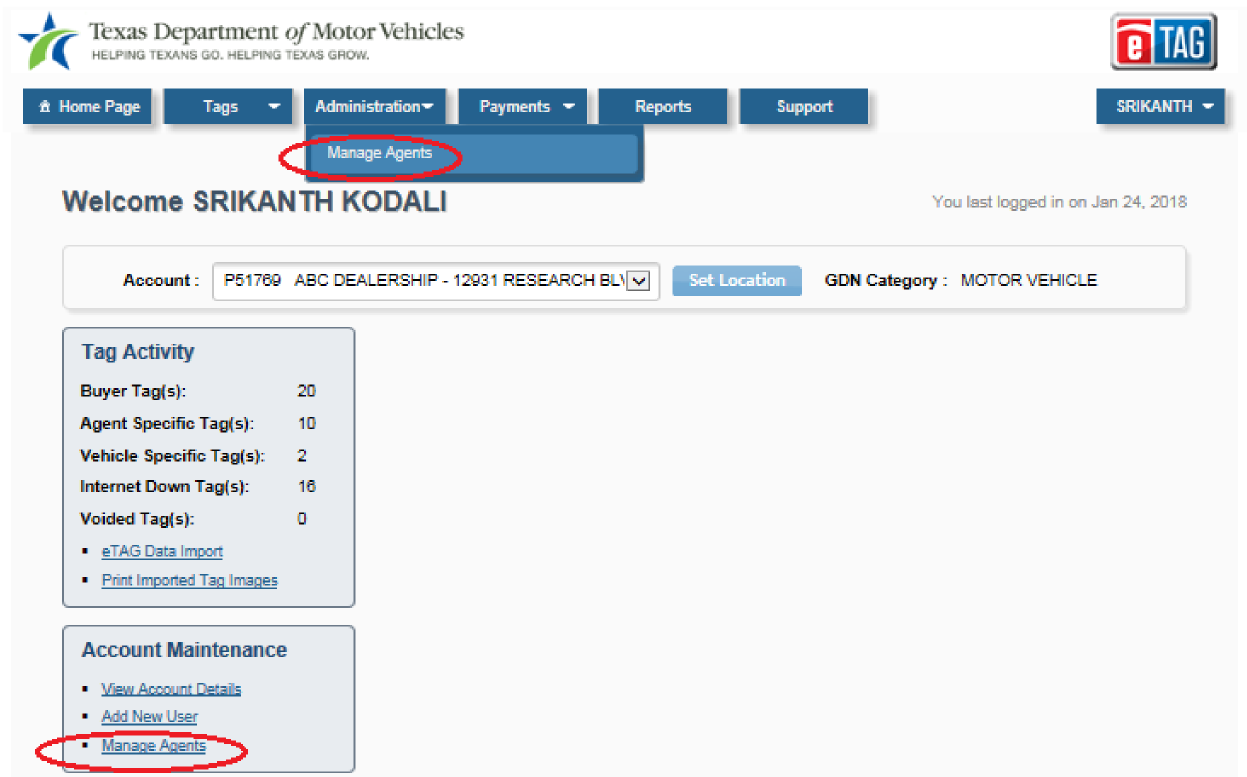

Figure 20: Manage Agents

5.2 Add an Agent

1. A user is able to issue an agent the appropriate type of tag to operate a motor vehicle in the dealership's inventory. An agent is not required to have an eTAG account. Select **Manage Agents** from the Administration tab or the account maintenance box.

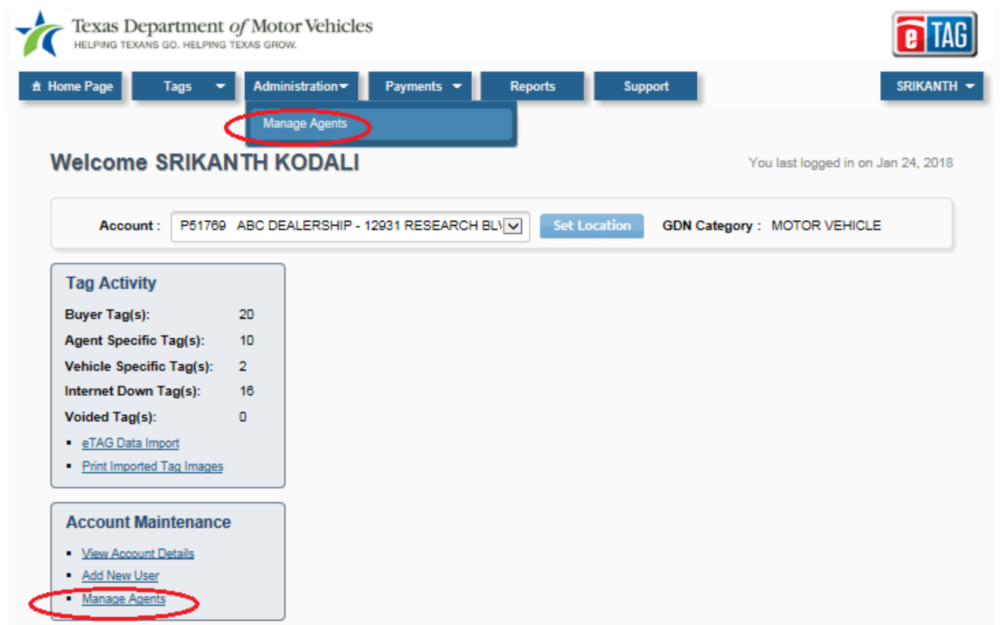

Figure 21: Manage Agents Menu Option

2. Click **Create Agent** in the Search section. Do not enter the new agent's name until you have clicked **Create Agent**.

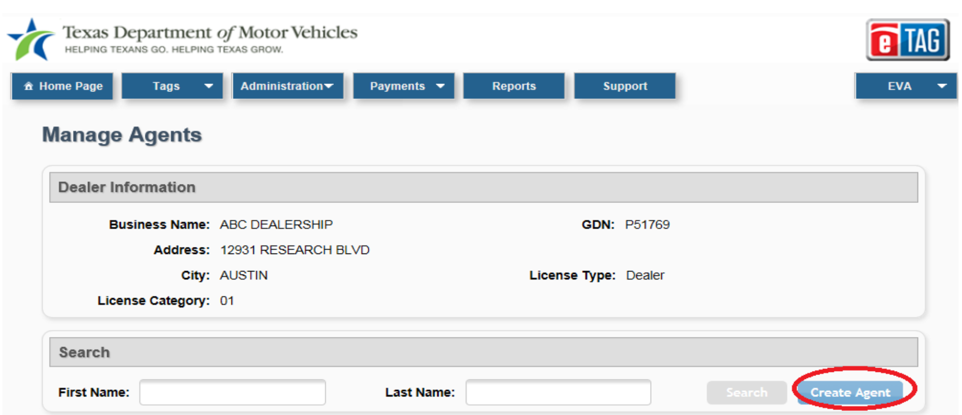

Figure 22: Create Agent

3. The **Add** section will appear. Enter the agent's first and last name in the **Add** section, and click **Save**.

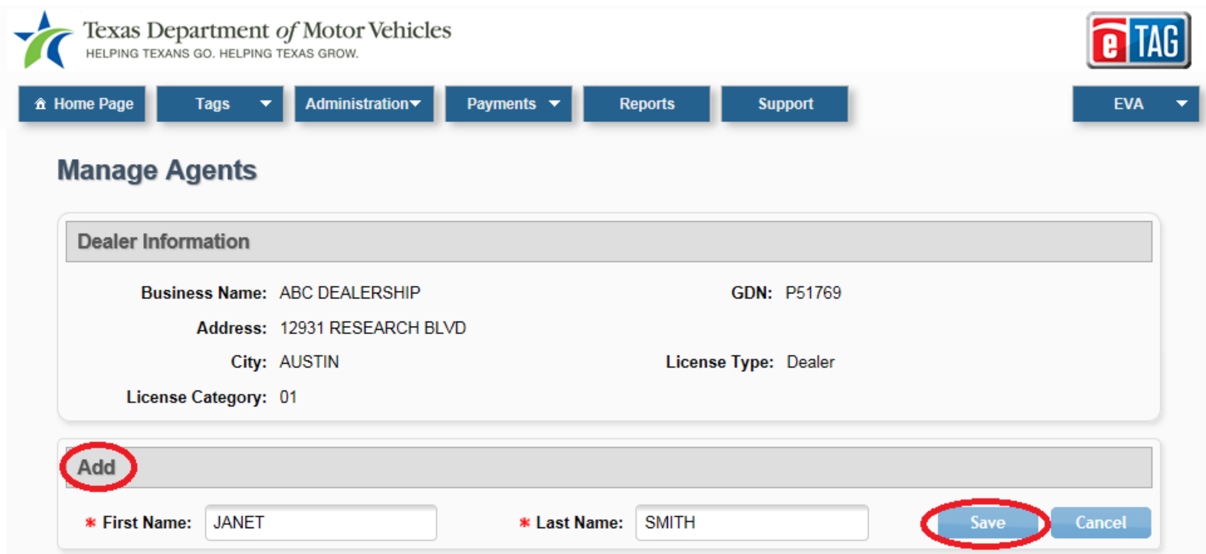

Figure 23: Add Agent

4. A message will display confirming the agent was added. Use the search function to view the newly entered agent.

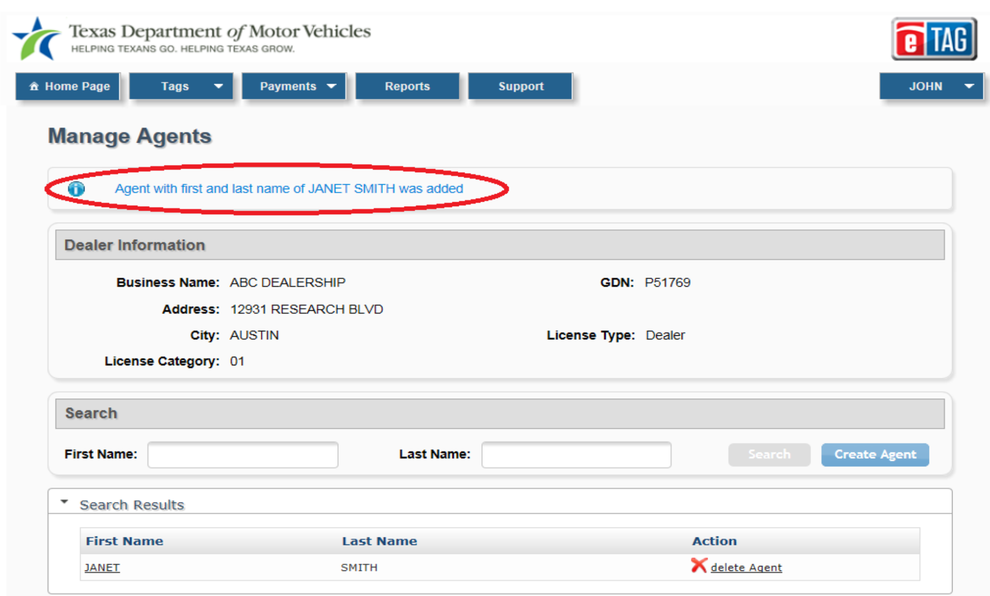

Figure 24: Manage Agent Message

5.3 Edit Agent

1. Select **Manage Agents** from the Administration tab or the account maintenance box.

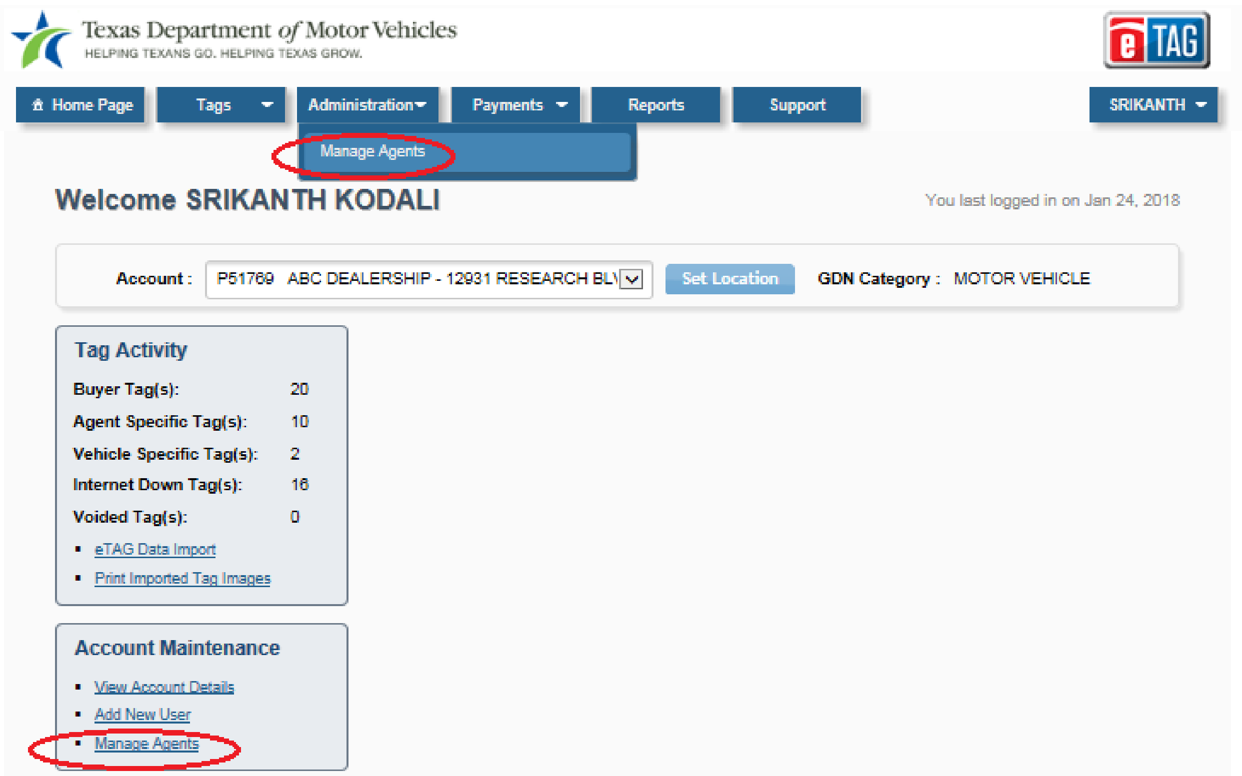

Figure 25: Edit Agent Menu

2. The application displays the Manage Agents page.

3. Enter the agent's name in the **Search** section.

4. Click **Search**.

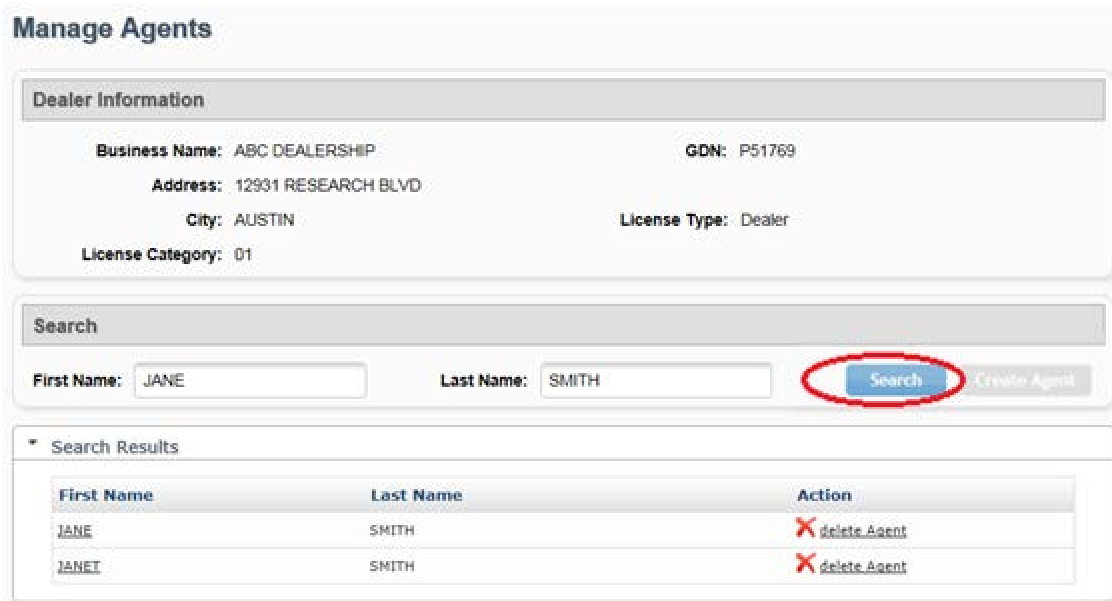

Figure 26: Search Agent

5. Click on the agent's name link.

Figure 27: Select Agent Link

6. The application will display the Update section.

7. Enter changes in the first and last name fields.

8. Click **Save**.

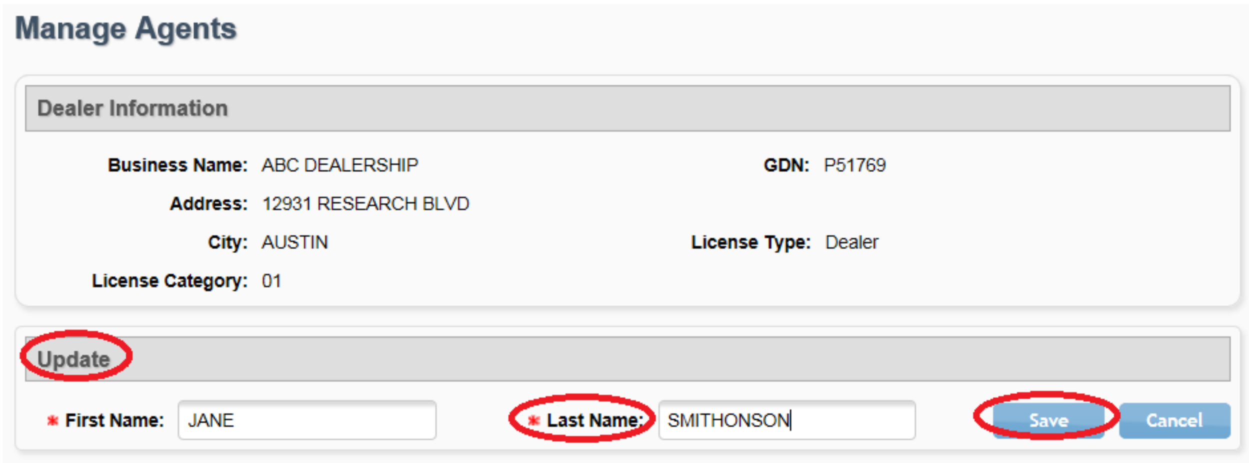

Figure 28: Save Agent Change

9. The application will display a confirmation message the name was updated.

Figure 29: Edit Agent Message

5.4 Delete Agent

1. Select **Manage Agents** from the Administration tab or the account maintenance box.

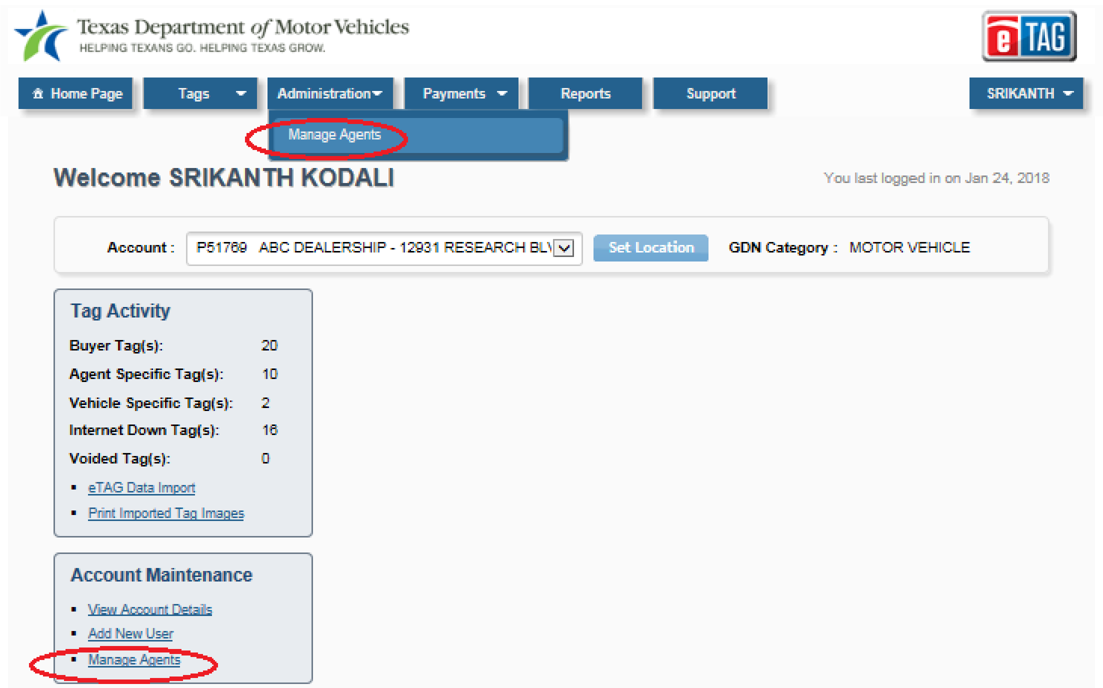

Figure 30: Manage Agent

2. The Manage Agents page will appear.

3. Enter the agent's name to be deleted.

4. Click **Search**. The agent's name will appear in the Search Results section.

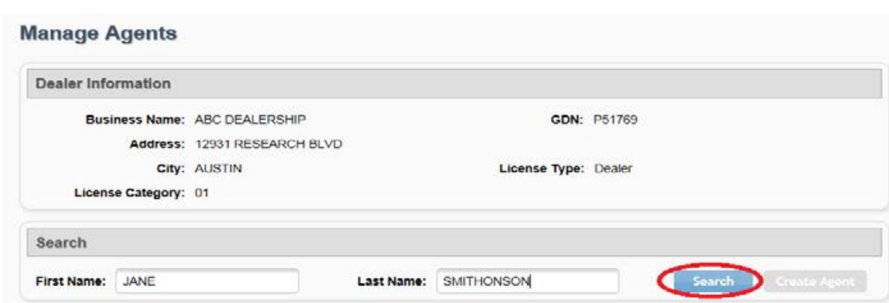

Figure 31: Agent Search

5. Click the **Delete Agent** link.

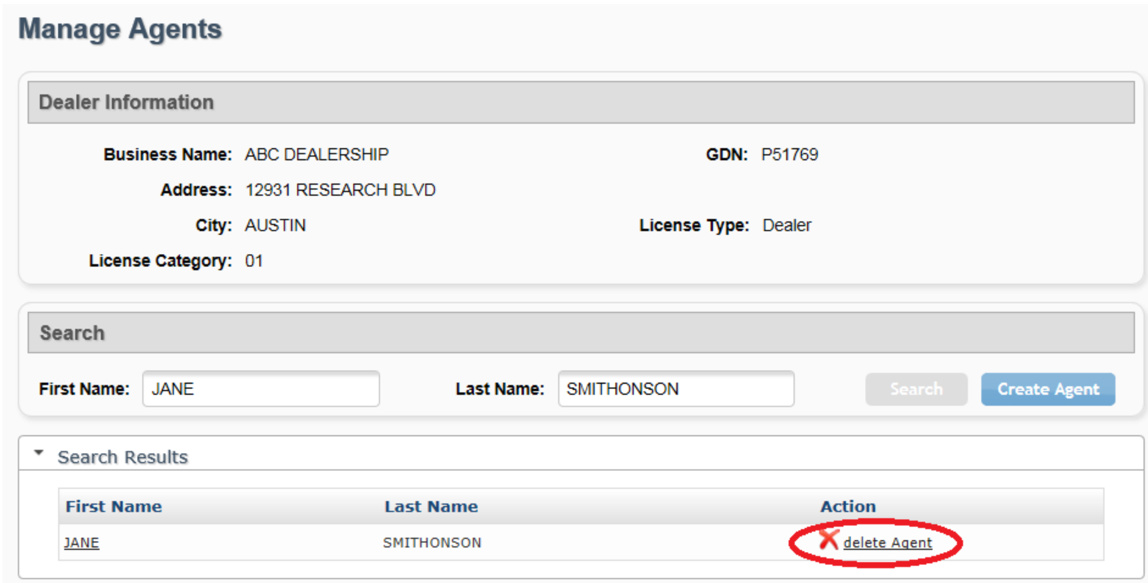

Figure 32: Delete Agent

6. A message will appear to confirm the agent was deleted.

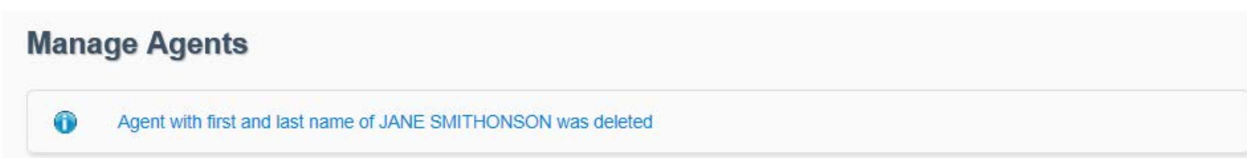

Figure 33: Manage Agents Message

6 Create Buyer Tag

A Buyer Tag is temporary registration for a motor vehicle until a dealership completes the title and registration process. The Buyer Tag is issued only upon the retail sale of a motor vehicle to a purchaser from that licensed dealer. To complete a Buyer Tag, you must provide the vehicle, purchaser(s), and sales information. If applicable, you can provide lessee/lessor, and lienholder information. After the Buyer Tag is complete, you must print and provide the Buyer Tag to the customer. The Buyer Tag is valid for 60 days from the date of issuance. Once you have created a Buyer Tag, you can begin a title application in webDEALER using your active tag record.

1. Select **Buyer Tag** from the Tags tab.

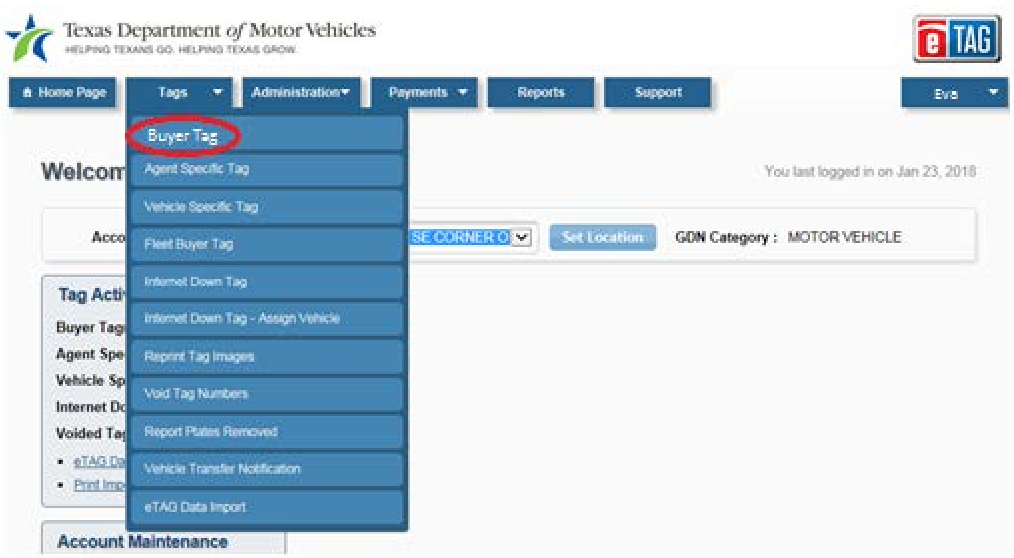

Figure 34: Buyer Tag Menu Option

2. The application will display the Buyer Tag – VIN Search page.

3. Enter a VIN, and click **Search**.

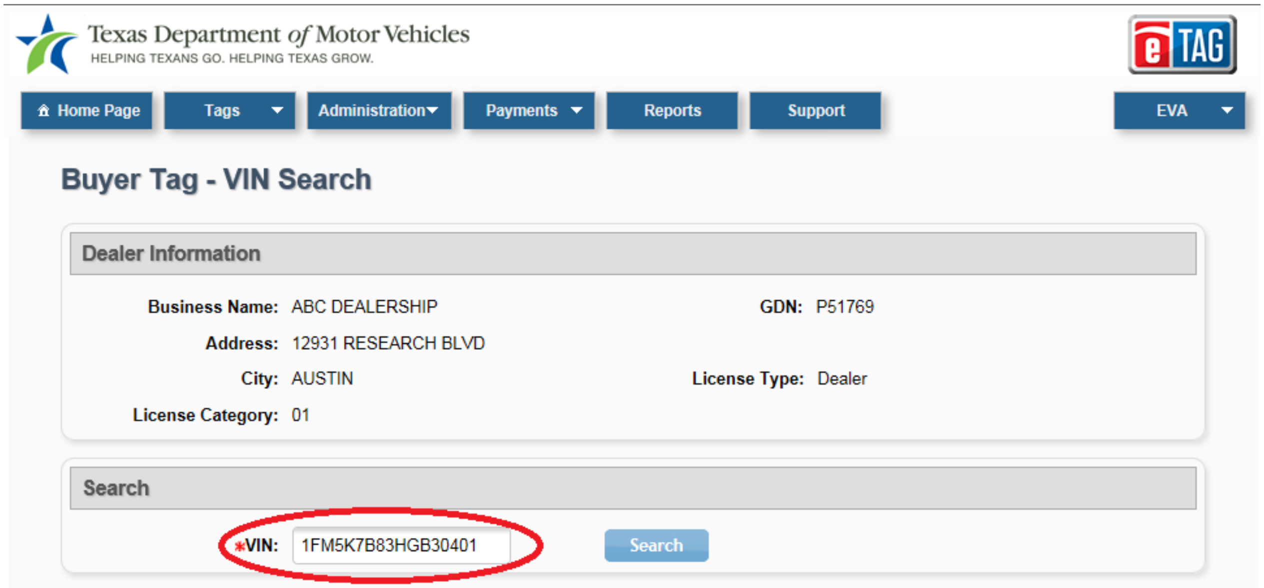

Figure 35: Buyer Tag VIN Search

6.1 Vehicle Information

1. The application will display the Buyer Tag – Confirm Vehicle page.

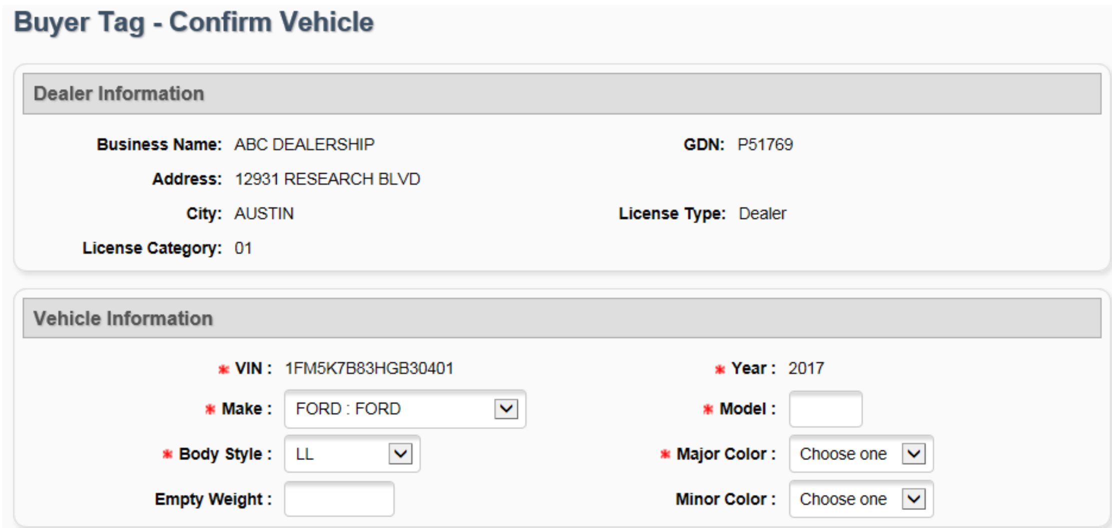

Figure 36: Buyer Tag Confirm Vehicle

2. Complete and/or update the vehicle information.

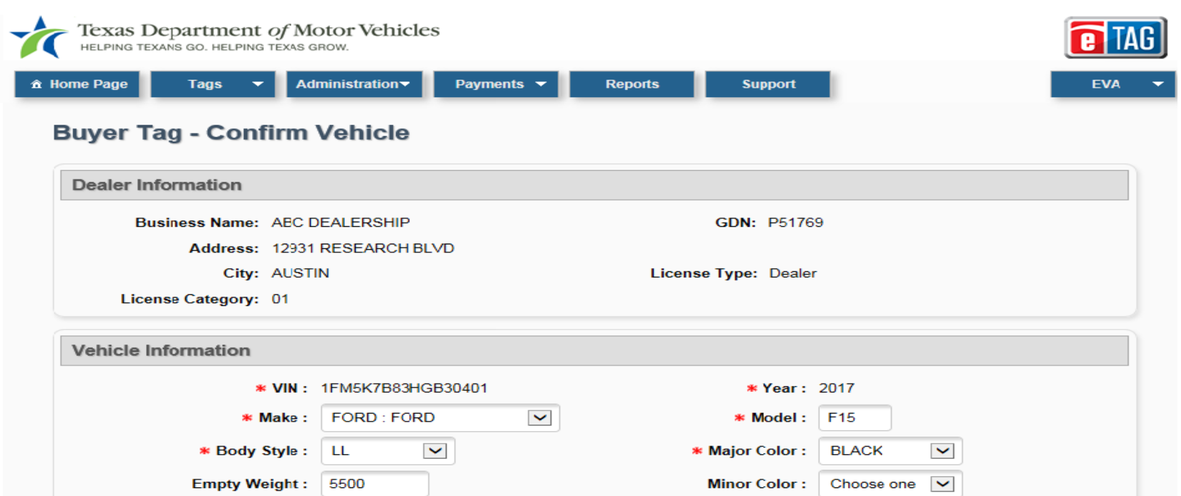

Figure 37: Buyer Tag Update Vehicle Information

3. Next, identify if the vehicle was purchased or leased. If the vehicle was purchased, select **No** in the Leased Vehicle section, and click **Next** to continue. The application will continue with Purchaser Information**.**

4. If the vehicle was leased, select **Yes,** and click **Next** to continue. The application will continue with Leased Vehicle information.

6.2 Leased Vehicle Information

1. Select **Yes** in the Leased Vehicle section if the vehicle was leased.

2. Click **Next** to continue.

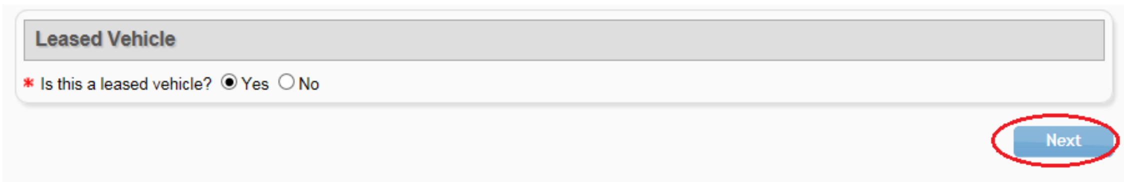

Figure 38: Buyer Tag Leased Vehicle

3. The application displays the Lessor Information section.

4. Complete the Lessor Information. All fields with a red asterisk must be completed.

5. Once all of the required fields are complete, click **Next**.

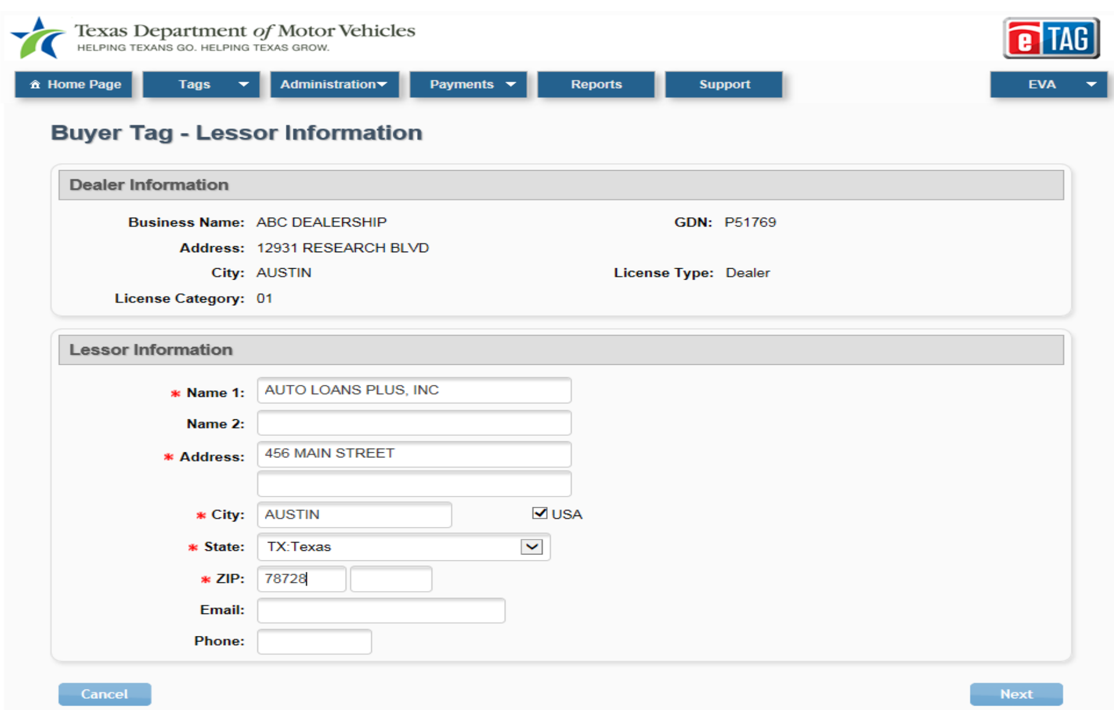

Figure 39: Buyer Tag Lessor Information

6. The application displays the Lessee Information section.
7. Complete the Lessee Information. All fields with a red asterisk must be completed
8. Once all of the required fields are complete, click **Next**.

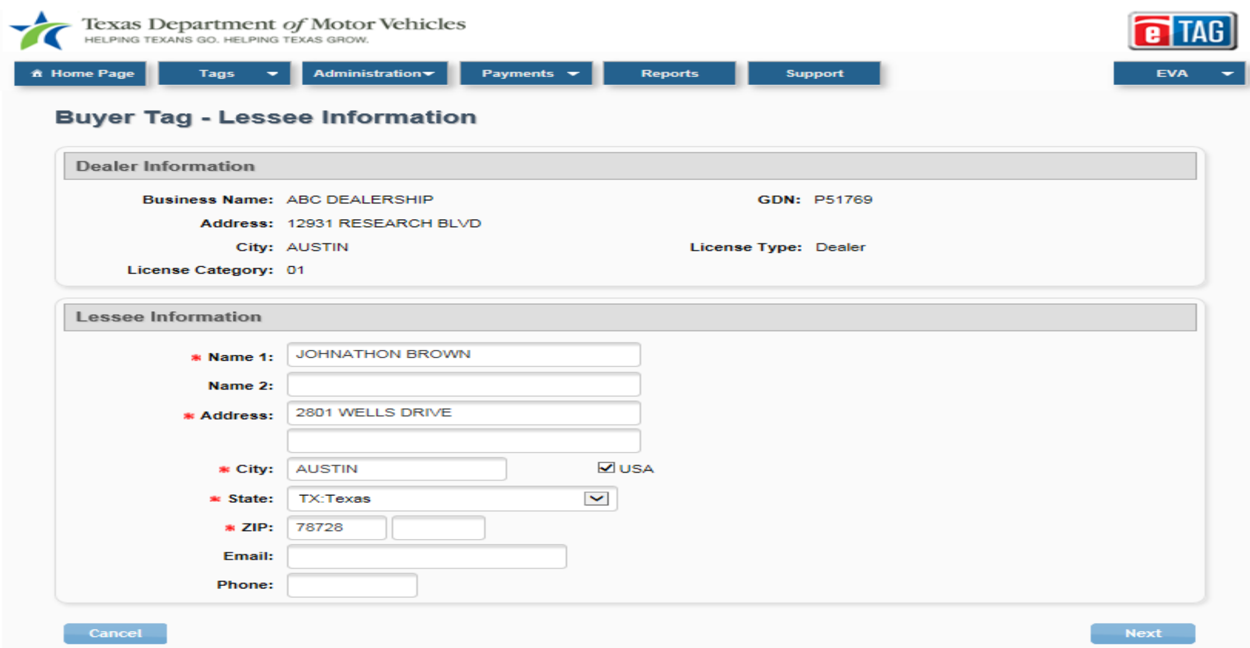

Figure 40: Buyer Tag Lessee Information

6.4 Purchaser Information

1. The system will display the Buyer Tag – Owner Information page.
2. Enter the purchaser information.
3. Click **Next** to continue.

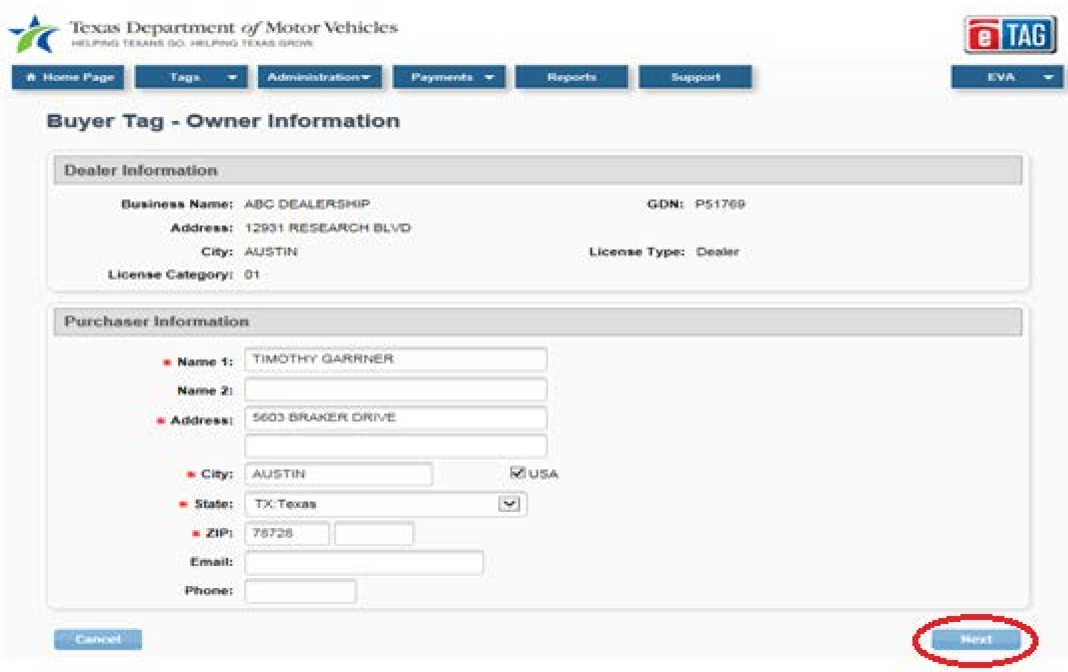

Figure 41: Buyer Tag Purchaser Information

6.5 Lienholder information

1. The system will display the Buyer Tag – Lienholder Information page.

2. The user can enter a certified or local lienholder. If the lienholder is certified, select the Certified Lienholder tab. If the lienholder is local, select the Local Lienholder tab.

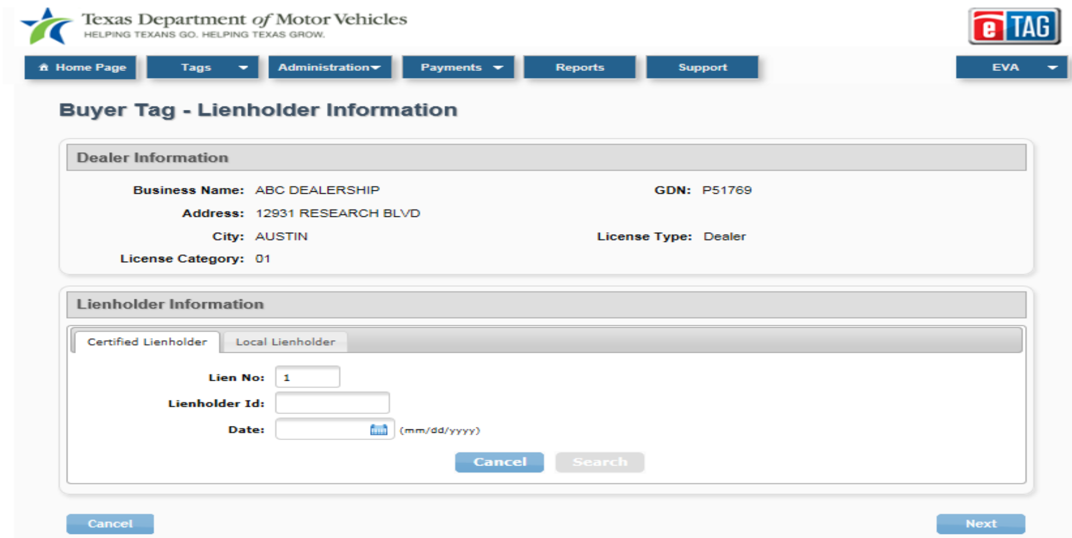

Figure 42: Lienholder Information

6.5.1 Enter Certified Lienholder

1. Select the Certified Lienholder tab.

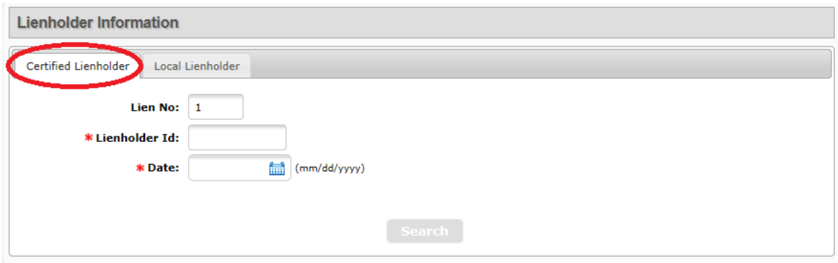

Figure 43: Certified Lienholder

2. Enter the Lienholder's ID.
3. Enter the date by clicking on the blue calendar icon.
4. Click **Search**.

Figure 44: Certified Lienholder Search

Note: For a list of Certified Lienholders visit http://www.txdmv.gov/lienholders.

5. The application displays the lienholder's information. Review the lienholder information. If it is correct, click **Save** to continue.

Figure 45: Certified Lienholder

6. The application will display the lienholder information again.

Figure 46: Certified Lienholder Information

7. You can change lienholder information or continue.

8. Click **Next**. The application will continue and display the Sales Information section. Go to Sales Information.

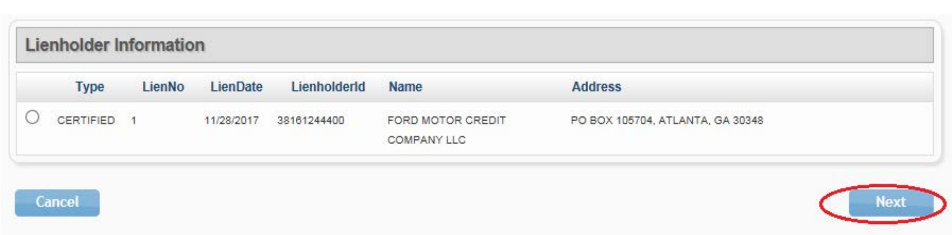

Figure 47: Change Certified Lienholder

9. To change the lienholder information, click radio button next to the lienholder.

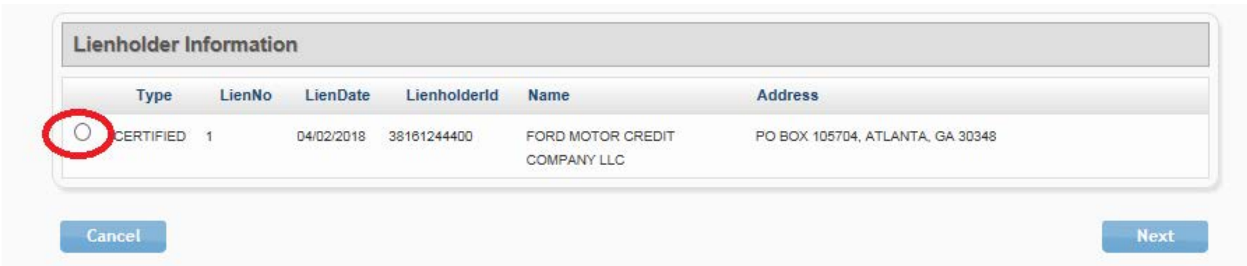

Figure 48: Cancel Certified Lienholder

6.5.2 Enter Local Lienholder Information

1. Select the Local Lienholder tab located in the Lienholder Information section.

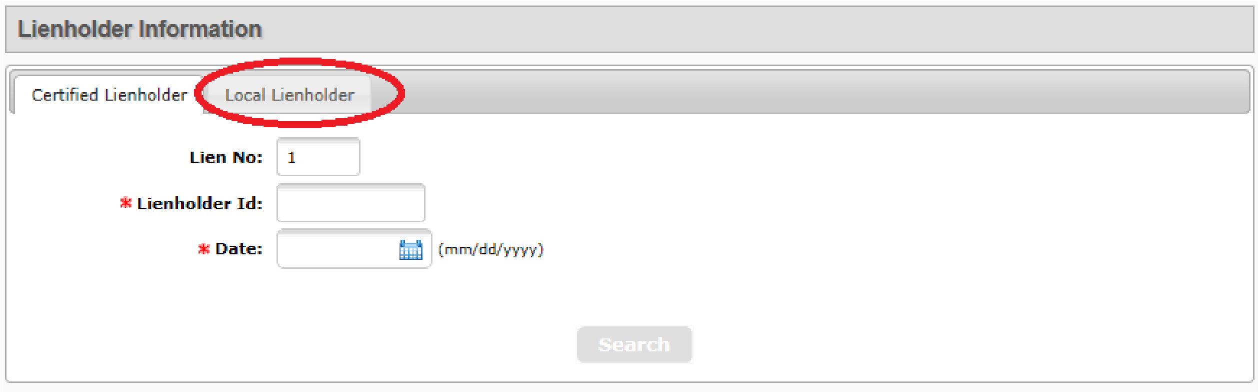

Figure 49: Local Lienholder

2. The application will display the Local Lienholder tab section.
3. Complete the lienholder information.
4. Click **Save**.

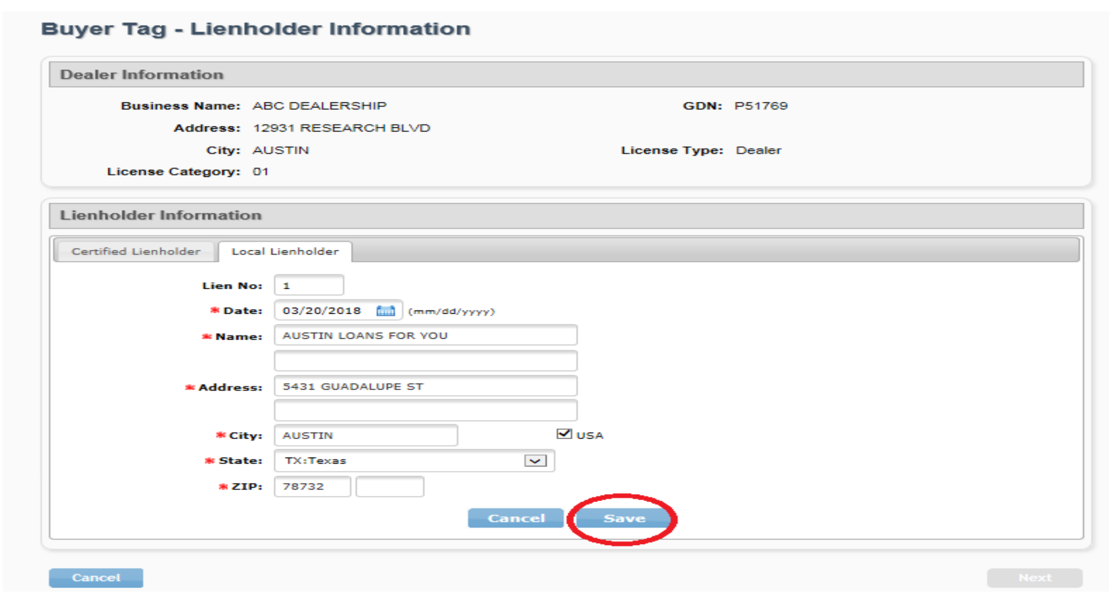

Figure 50: Enter Local Lienholder Information

5. The application displays the lienholder's information.

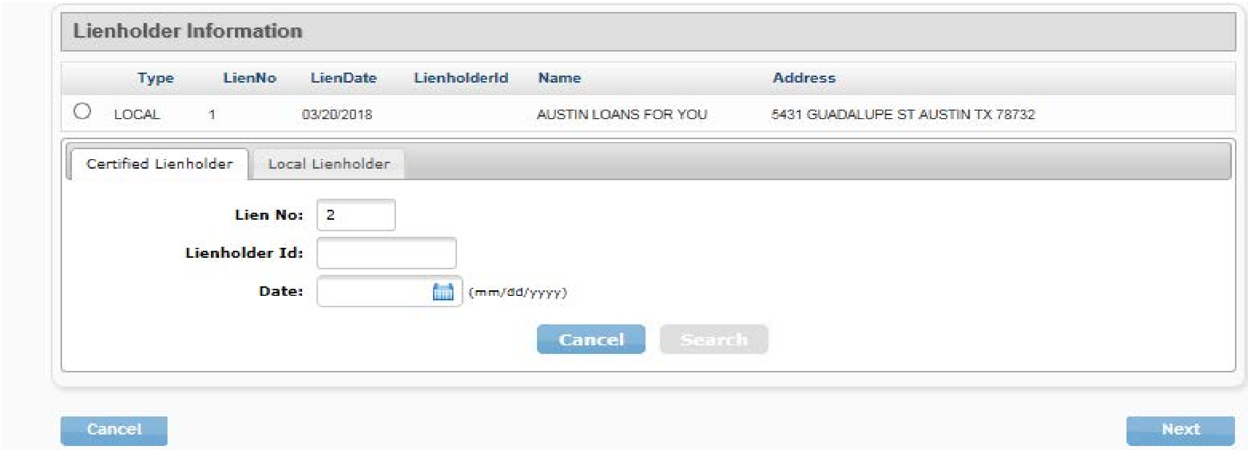

Figure 51: Local Lienholder Information

6. The application allows the user to change lienholder information or continue with the Buyer Tag process.

To change the lienholder information, click radio button next to the lienholder.

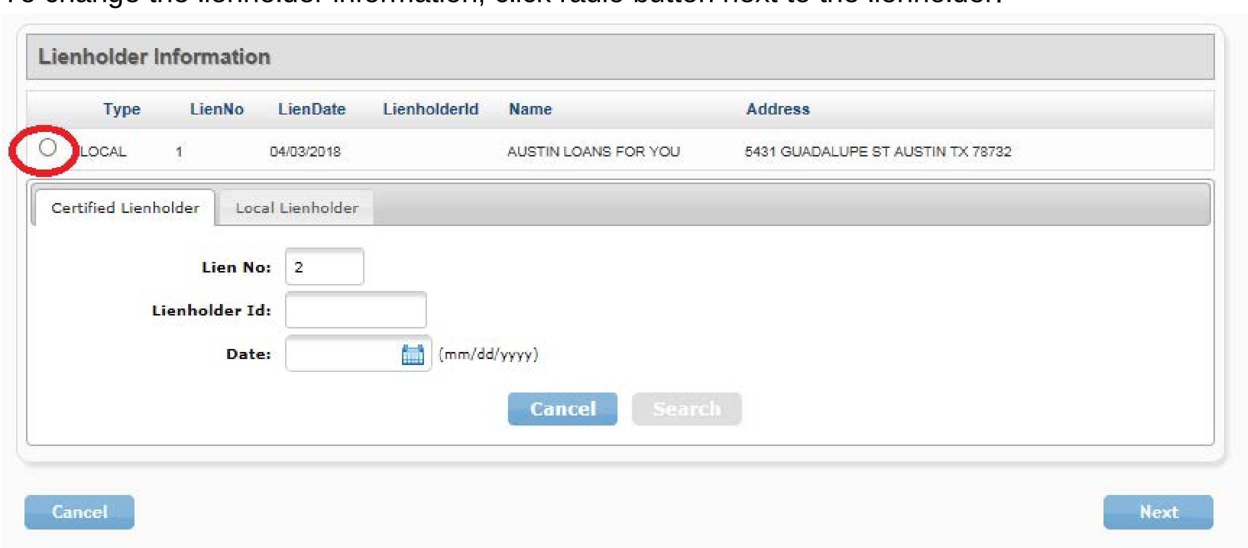

Figure 52: Change Local Lienholder

7. Click **Next** to continue. The application will display the Sales Information section. Go to Sales Information.

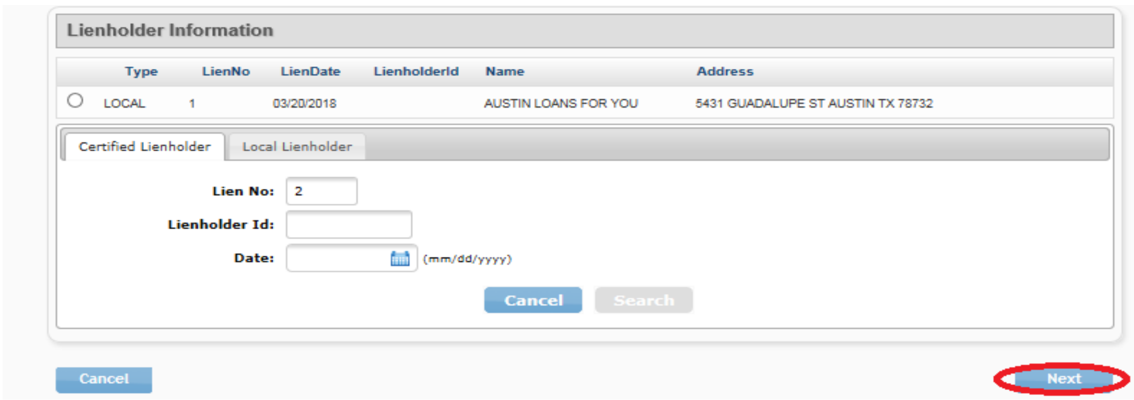

Figure 53: Local Lienholder Next

6.5.3 Delete Lienholder Information

1. Select lienholder information.

Figure 54: Select Lienholder Information

2. Click **Delete**.

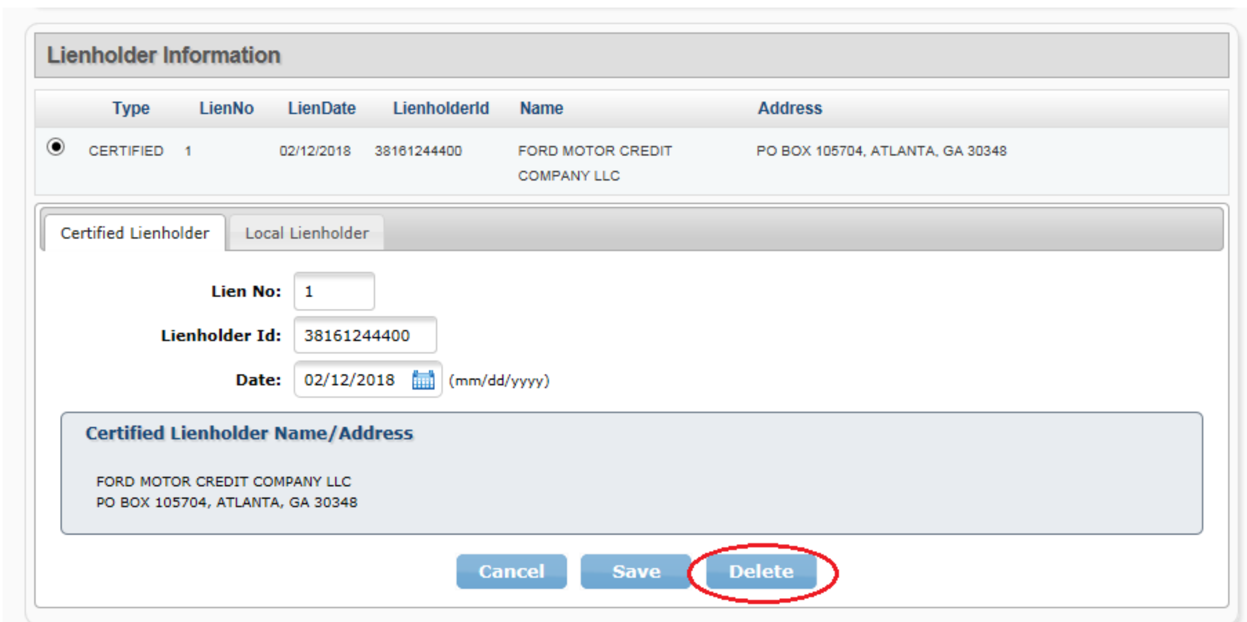

Figure 55: Delete Lienholder Information

6.6 Sales Information

1. The application displays the Sales Information section.
2. Enter the sales date by clicking on the blue calendar icon. Then, select either Yes or No for each of the questions.
3. Click **Next** to continue.

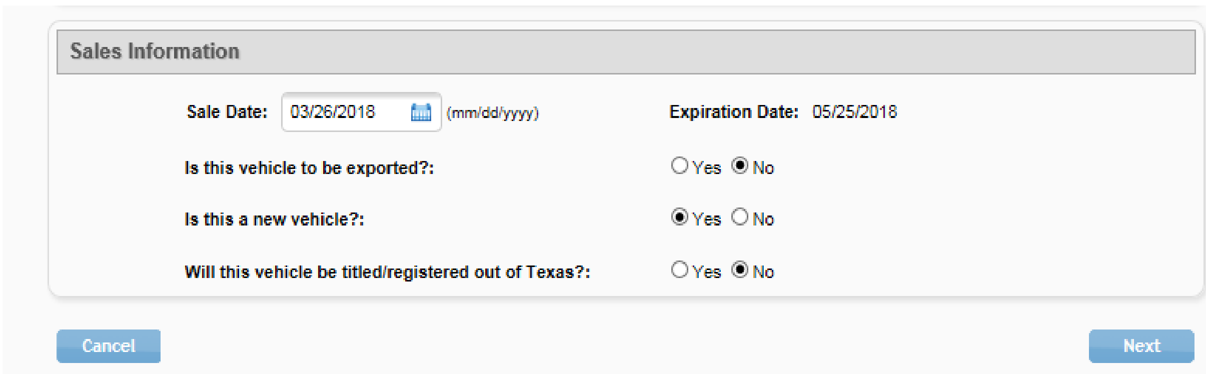

Figure 56: Sales Information

6.7 Confirm Buyer Tag Information

The application will display all the Buyer Tag sections.

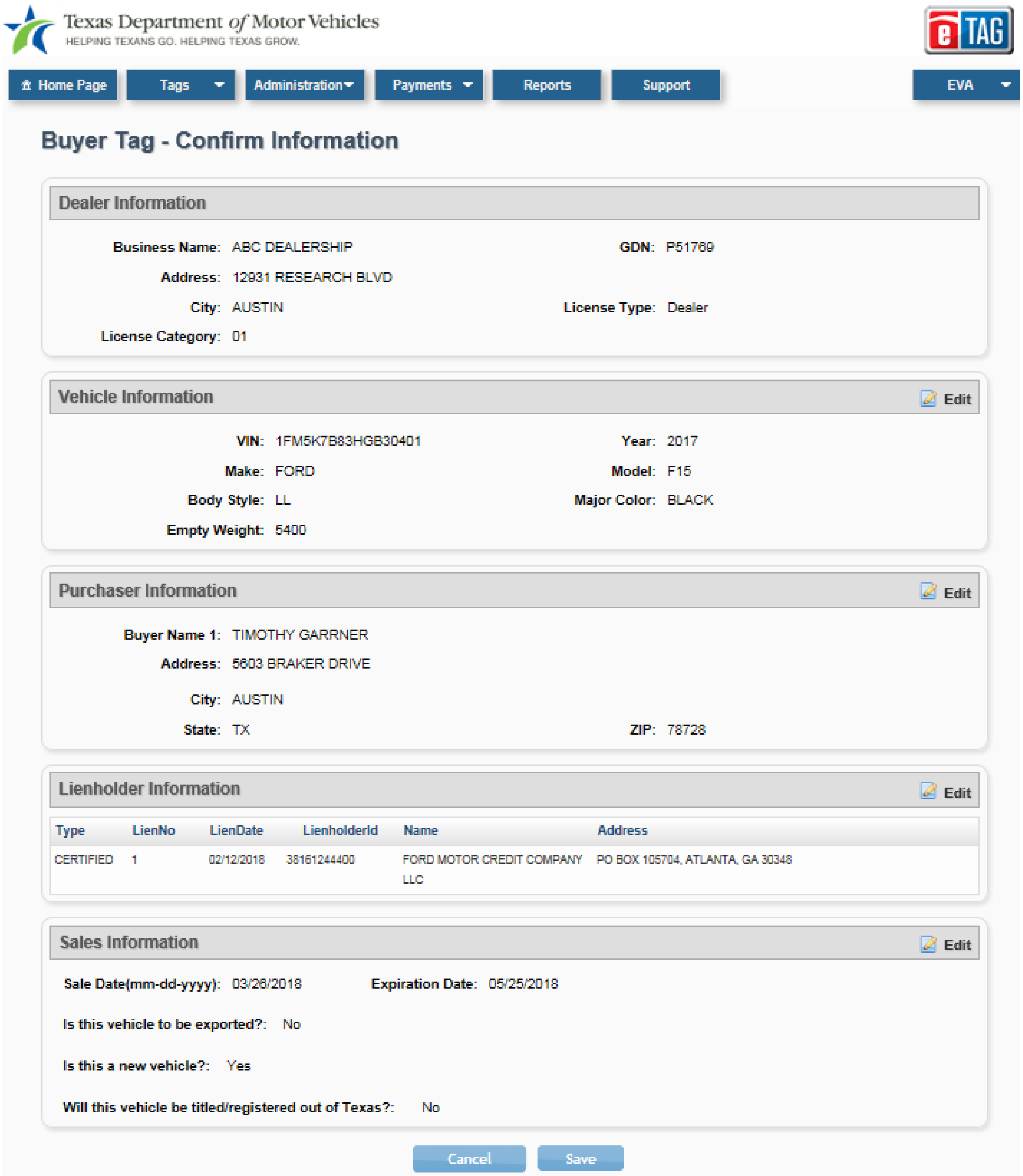

Figure 57: Confirm Information

2. If a section needs to be updated, click on the edit icon in the section's upper right corner. The application will return to that section. Update the section's information as necessary, and click **Next** to return to the confirmation page.

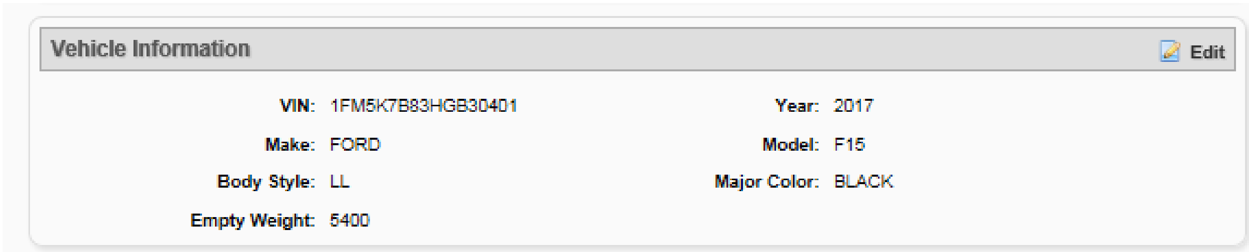

Figure 58: Edit Confirm Information

3. Click **Save** once all of the information is correct.
4. The system will display the Buyer Tag – Receipt and Tag page.
5. You have the options to **Print Tag**, **Print Receipt**, or **Print Tag & Receipt** by clicking on the applicable button. You will be able to print the tags or receipts from any of these options.

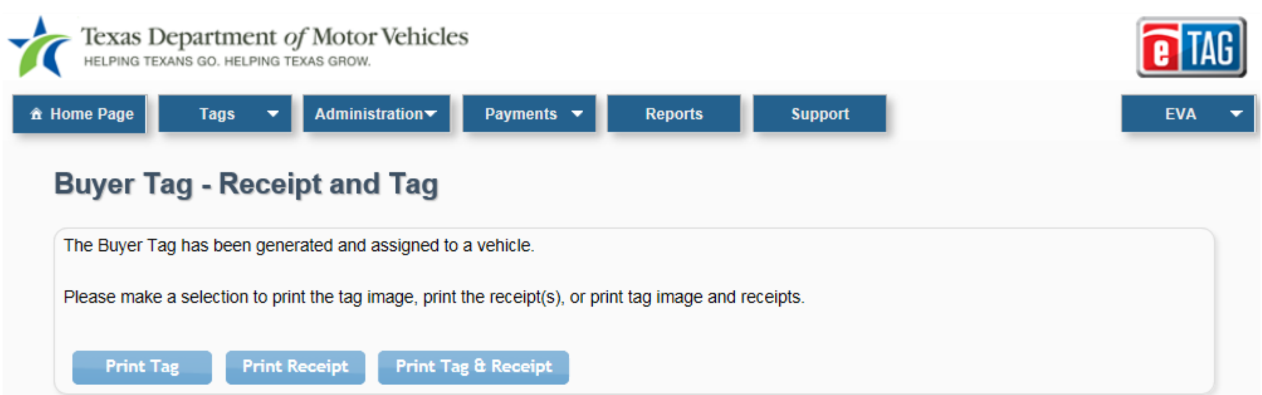

Figure 59: Print Tag & Receipt

6.8 Print Buyer Tag and/or Receipt

After the Buyer Tag is confirmed, the application will display three print options.

6.8.1 Print Buyer Tag

1. Select **Print Tag** to print.

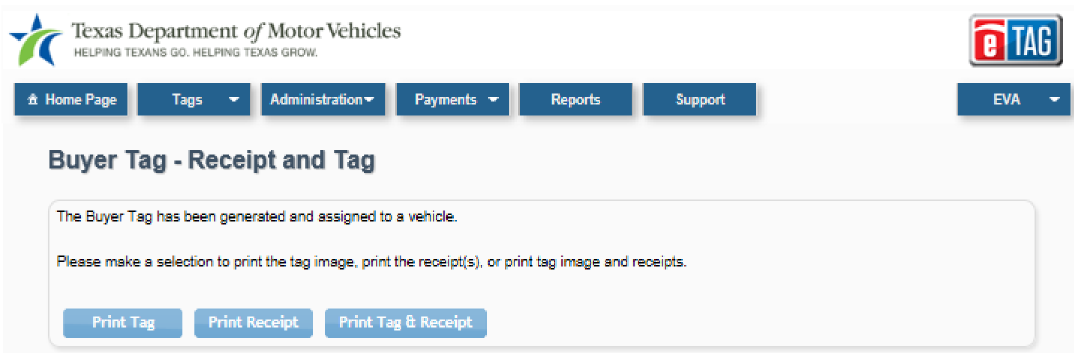

Figure 60: Print Buyer Tag

2. The application displays the tag.
3. Hover your cursor over the tag, and click the print icon.

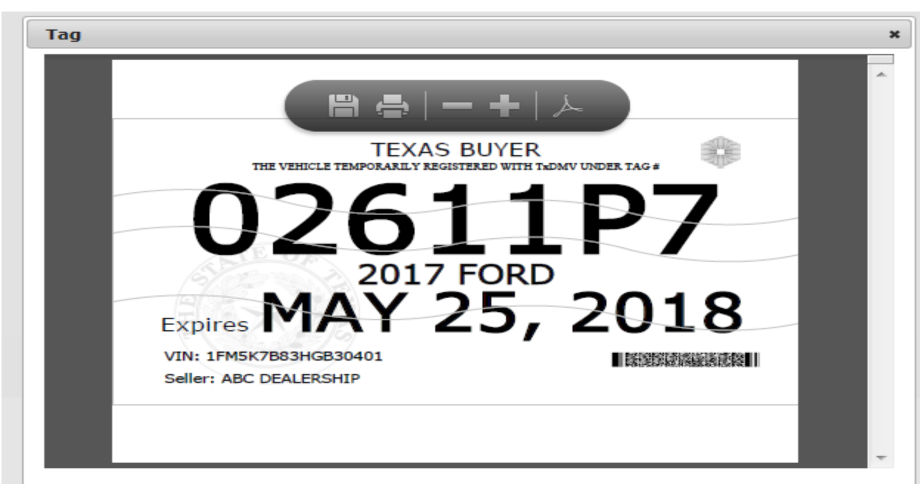

Figure 61: Buyer Tag

6.8.2 Print Buyer Tag Receipt

1. Select **Print Receipt** to print the receipt.

Figure 62: Select Print Receipt

2. The application displays the receipt.

3. Click the print icon.

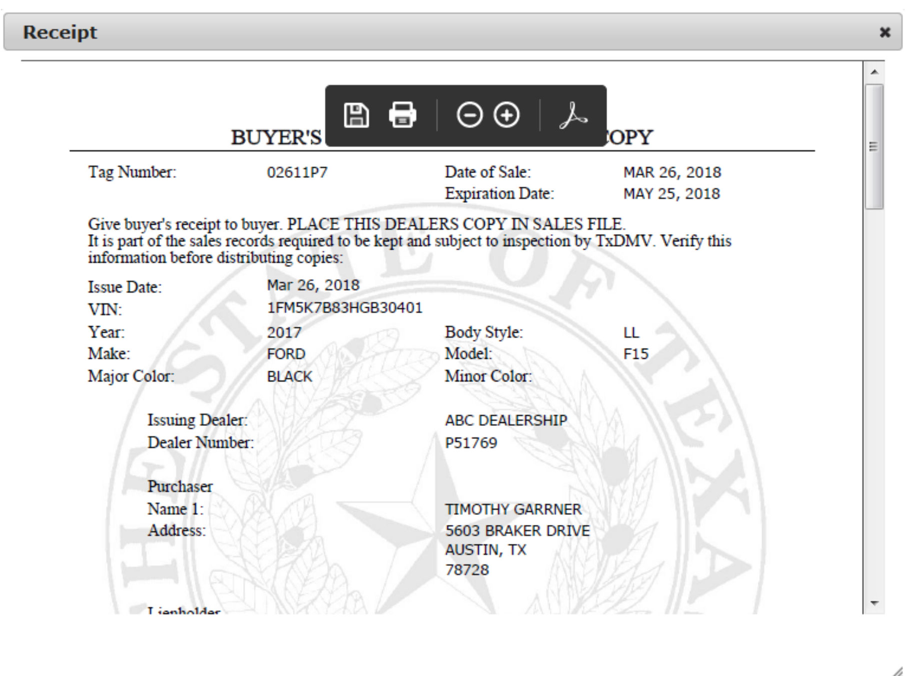

Figure 63: Print Receipt

6.8.3 Print Buyer Tag and Receipt

1. Select **Print Tag and Receipt** to print the tag and receipt.

Figure 64: Select Print Tag & Receipt

2. The application displays the tag and receipt.

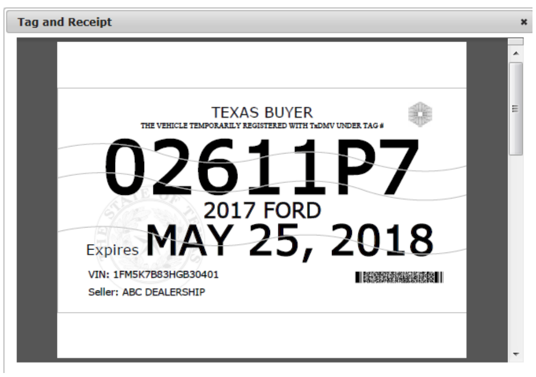

Figure 65: Tag and Receipt

3. Hover your cursor over the tag and receipt, and select the printer icon.

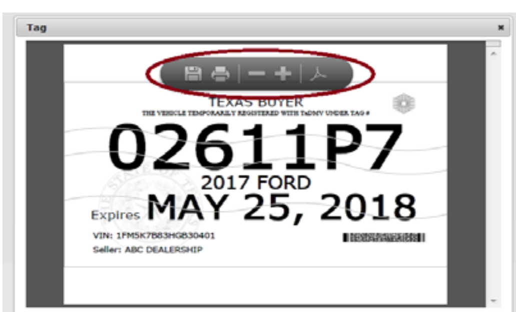

Figure 66: Print Tag & Receipt Bar

7 Create Converter Tag

A Converter Tag can be used on vehicles the converter is demonstrating or test-driving, or on vehicles being driven by the converter to and from the franchise dealer that sells the vehicle. A Converter Tag is the only tag a Converter is able to issue.

1. Select **Converter Tag** from the Tags tab.

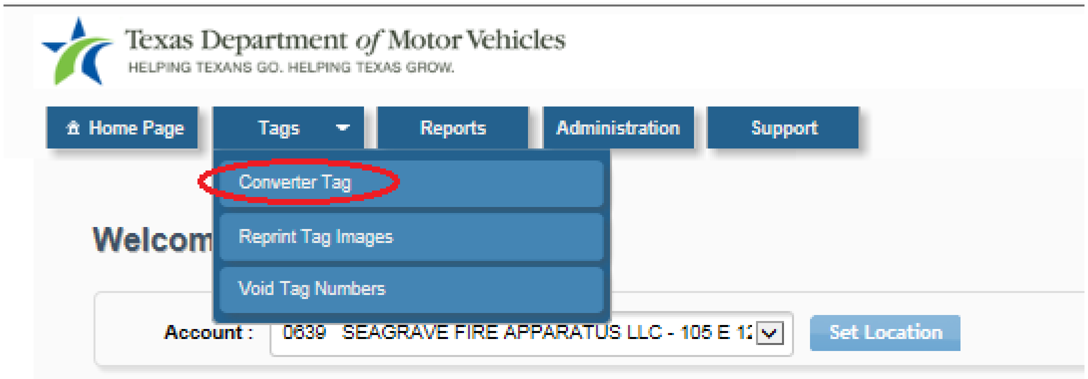

Figure 67: Converter Tag Menu Option

2. The application will display the Converter Tag – Vehicle Search page.

3. Enter the VIN, and click **Search**.

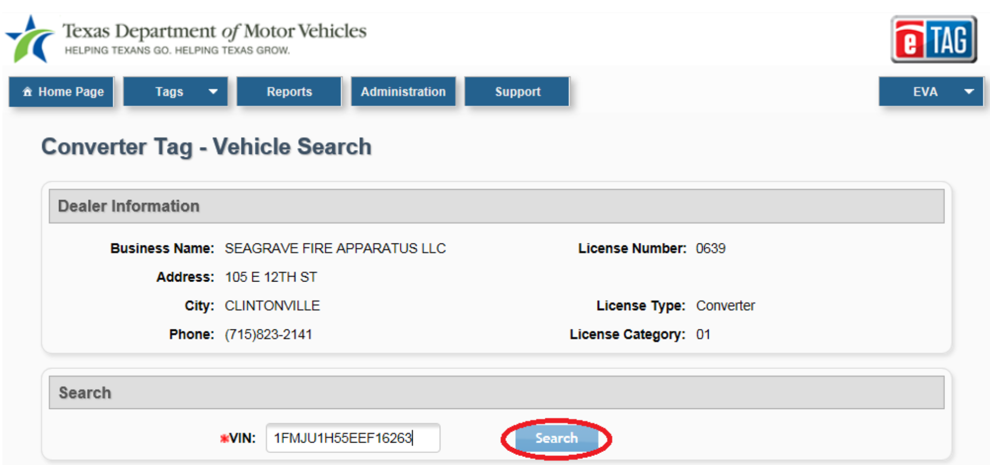

Figure 68: Converter Tag Vehicle Search

4. The application will display the Converter Tag – Confirm Vehicle page.

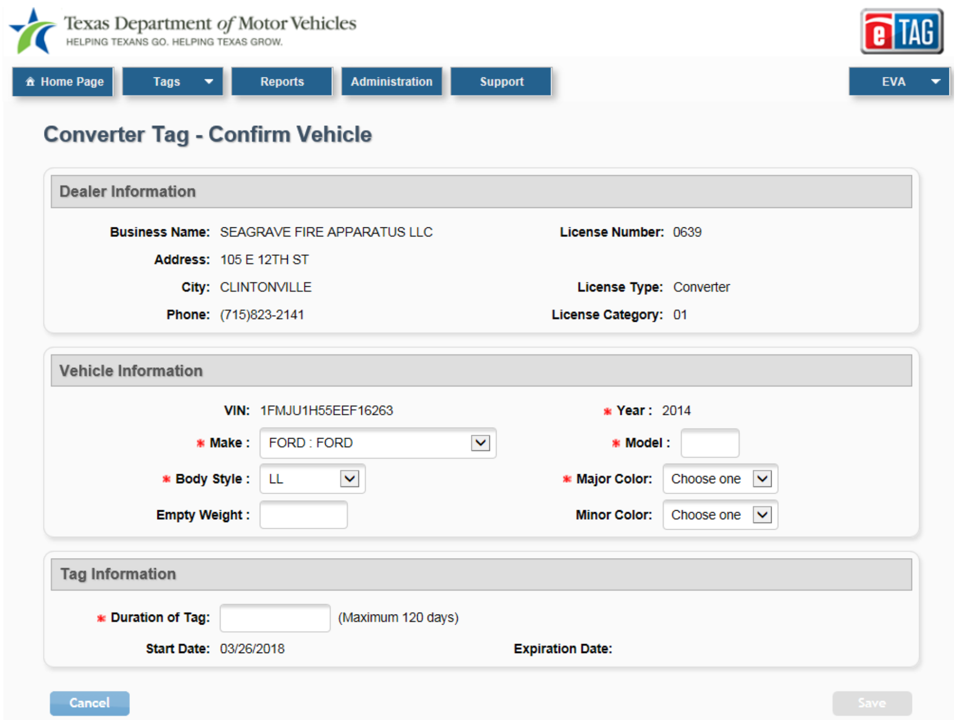

Figure 69: Converter Tag Confirm Vehicle

5. Complete and/or update vehicle information.

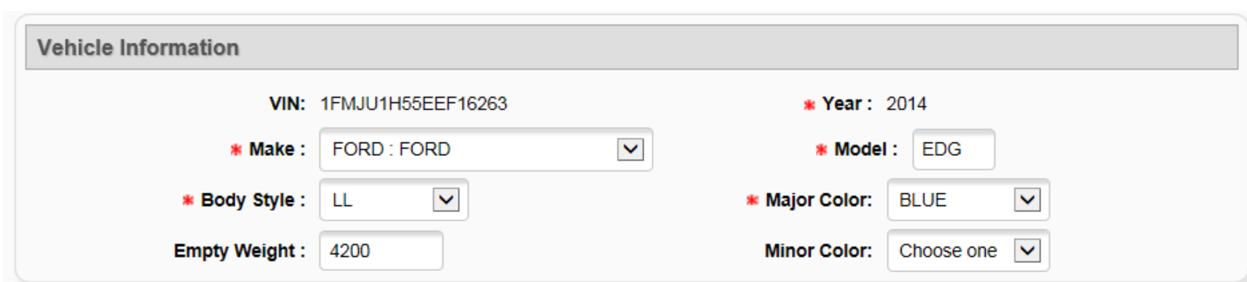

Figure 70: Converter Update Vehicle Information

6. Enter the duration of the Converter Tag. The application will automatically calculate the expiration date.

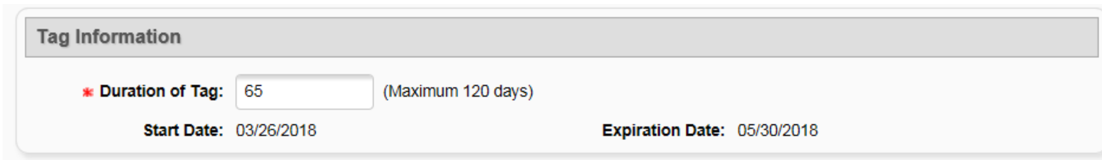

Figure 71: Converter Tag Duration

7. Click **Save** to continue.

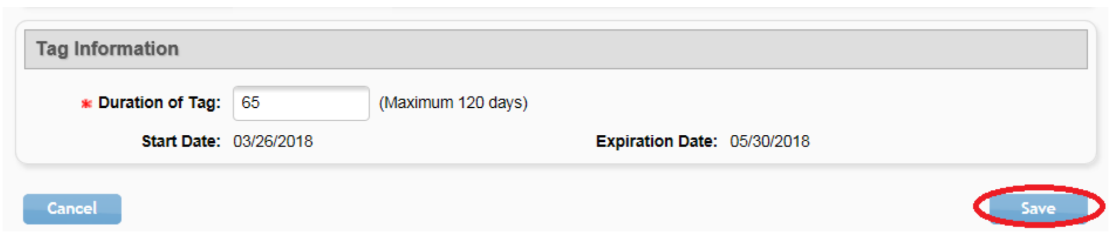

Figure 72: Save Converter Tag Duration

8. The application will display the Converter Tag – Print Tag page.

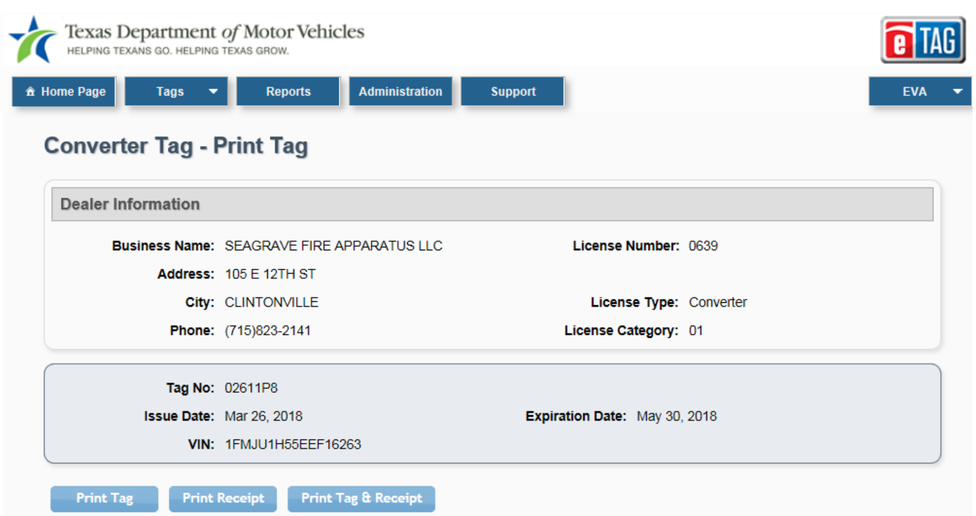

Figure 73: Print Converter Tag

Lastly, print the tag and/or receipt. For instructions on how to print a tag/receipt, go to [Print Tags.]

8 Create Agent Specific Tag

An Agent Specific Tag is issued to an agent for a set period of time and is not associated to a specific vehicle. Agents are eligible to drive a vehicle for the dealership while using an Agent Specific Tag. An agent can only have 25 Agent Specific Tags issued to them concurrently.

1. Select **Agent Specific Tag** from the Tags tab.

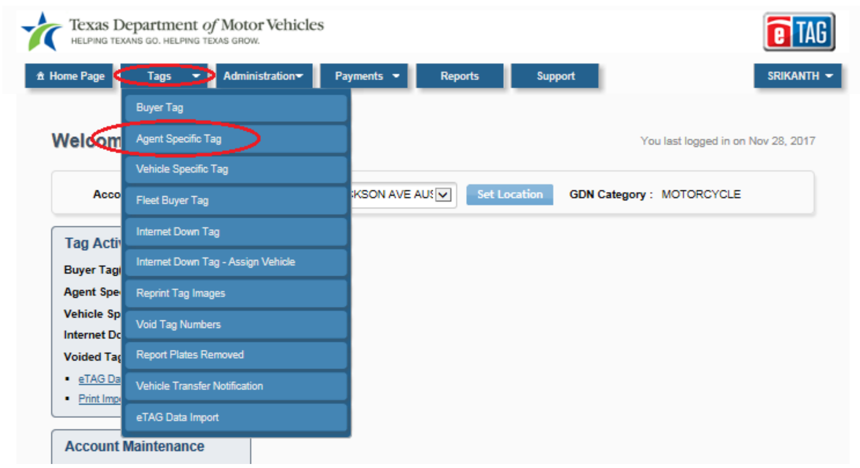

Figure 74: Create Agent Specific Menu Option

2. The application will display the Agent Tag page.

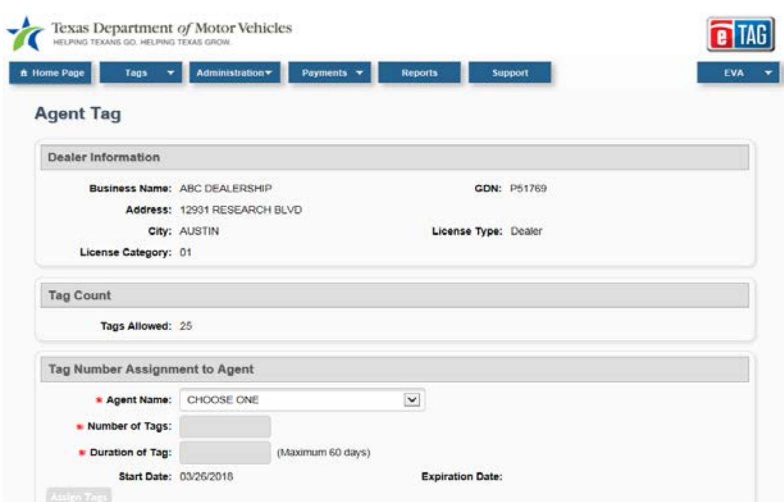

Figure 75: Agent Tag Information

3. Select the agent name.

4. Enter the number of tags needed.

5. Enter the duration of the tags, which will apply to each of the tags generated in the number of tags field. The application will calculate the expiration date.

6. Click **Assign Tags** to assign tags.

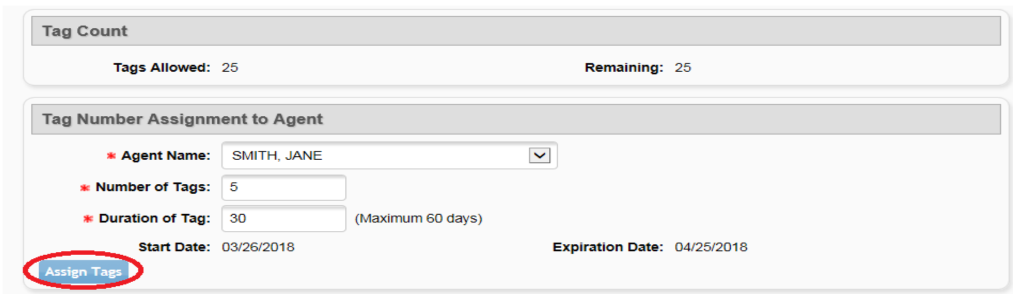

Figure 76: Agent Assignment

7. The application will display the Print Agent Tags page.

8. Select all or any of the displayed tags. To select all of the tags, select the checkbox next to Tag Number. To select individual tags, click the box on the left hand side of each tag number.

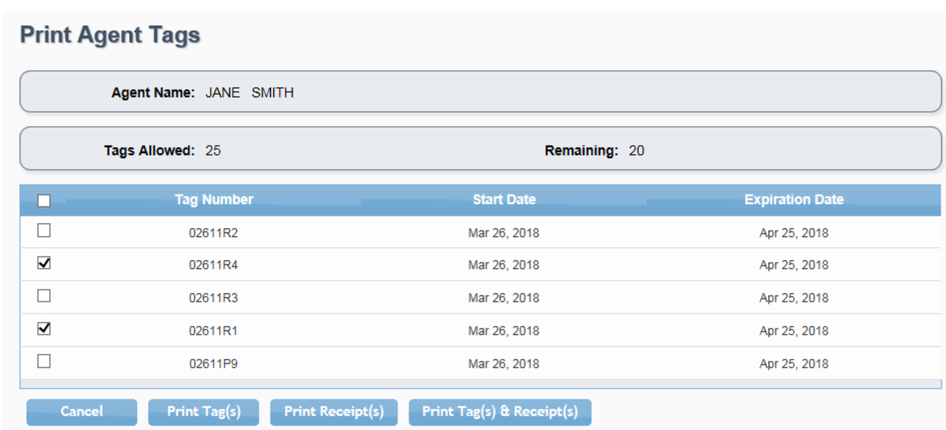

Figure 77: Select Agent Tag

9. Lastly, print the tag and/or receipt. For instructions on how to print a tag/receipt, go to Print Tags.

9 Create Vehicle Specific Tag

A Vehicle Specific Tag is issued for a specific vehicle for a set period of time. Vehicle Specific Tags are limited to a specified time duration set by the dealership for a maximum of 60 days.

1. Select **Vehicle Specific Tag** from the Tags tab.

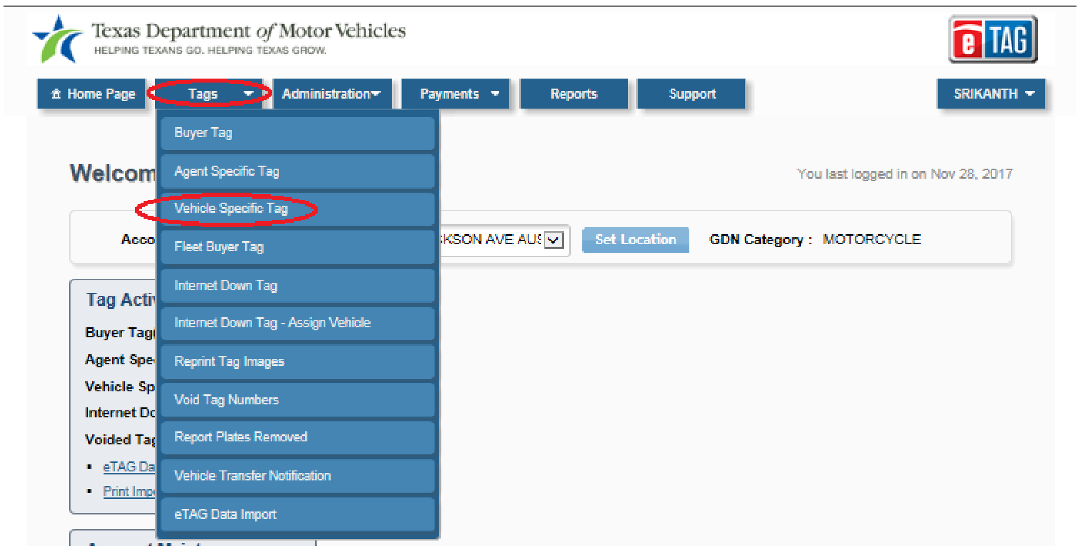

Figure 78: Create Vehicle Specific Tag Menu Option

2. The application will display the Vehicle Tag – Vehicle Search page.

3. Enter the VIN, and click **Search**.

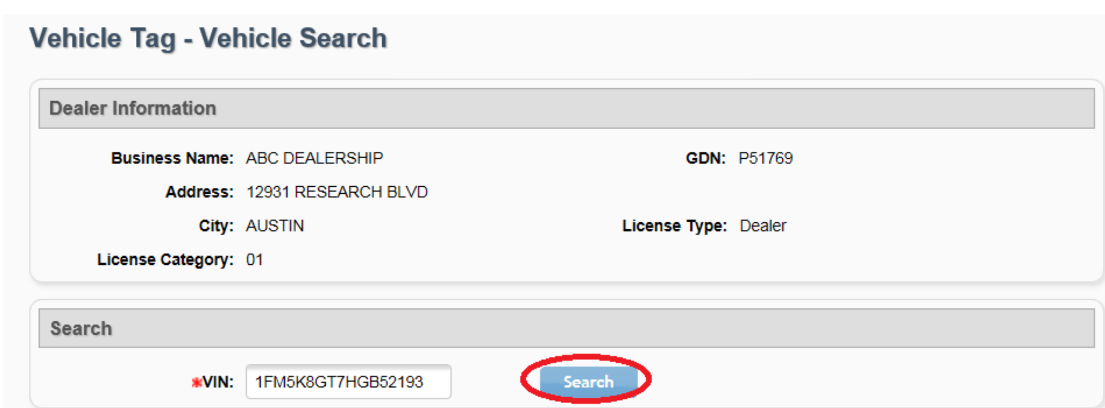

Figure 79: Vehicle Specific Search

4. The application will display the Vehicle Tag – Confirm Vehicle page. Enter and/or update the vehicle information.

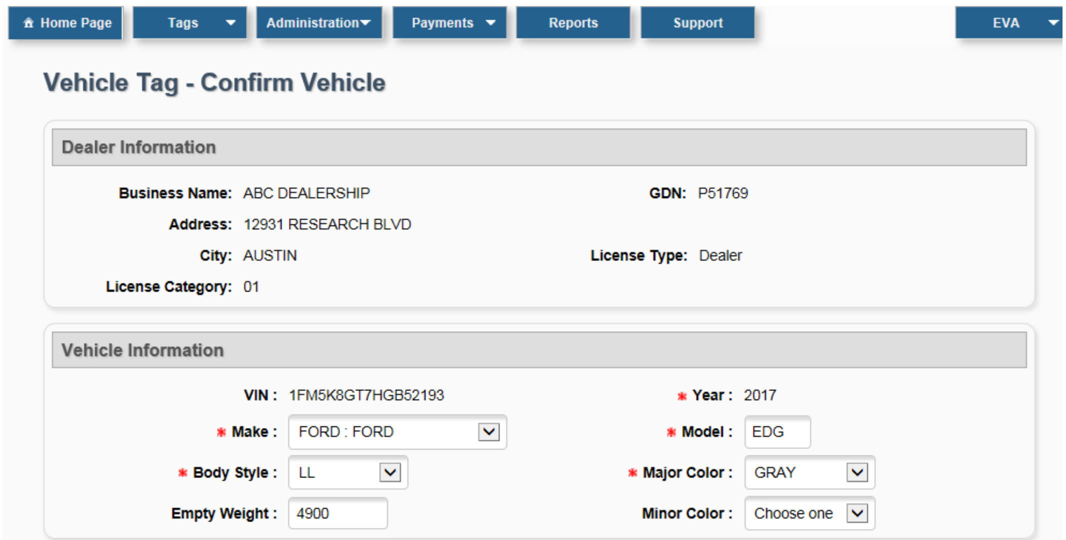

Figure 80: Vehicle Specific Confirm Vehicle

5. Enter the duration of the tag.

6. Click **Save**.

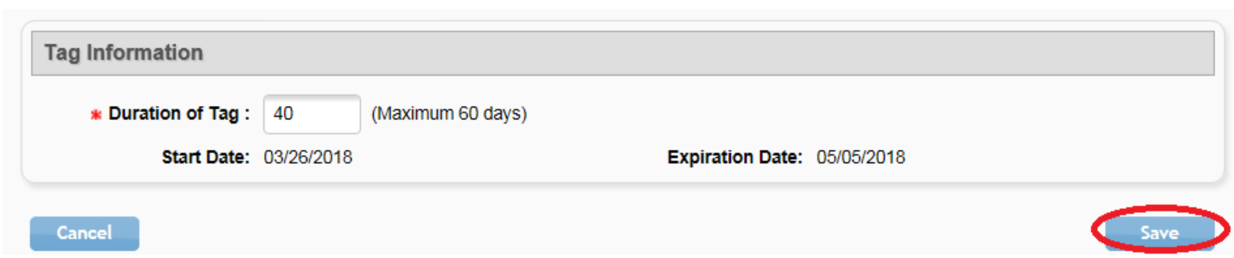

Figure 81: Vehicle Specific Tag Duration

7. The application displays the Vehicle Tag – Print Tag page.

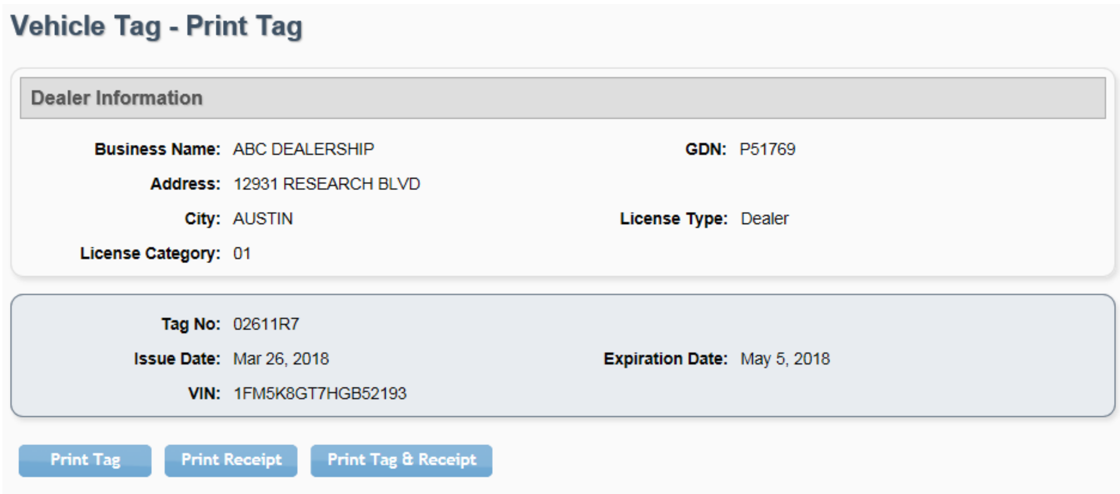

Figure 82: Print Vehicle Specific Tag

8. Lastly, print the tag and/or receipt. For instructions on how to print a tag/receipt, go to Print Tags.

10 Create Fleet Buyer Tag

Fleet Buyer Tags are issued when selling a fleet of vehicles to the same purchaser. A Fleet Buyer Tag is temporary registration for a motor vehicle until the title and registration process is complete. To complete Fleet Buyer Tags, you must provide the vehicle, purchaser, and sales information. Optionally, you can provide lessee/lessor (if applicable), and lienholder information. After Fleet Buyer Tags are complete, you must print and provide the Fleet Buyer Tags to the customer. The tags are valid for 60 days from the date of issuance. Once you have created a Fleet Buyer Tag, you can begin a title application in webDEALER using your active tag record.

1. Select **Fleet Buyer Tag** from the Tags tab.

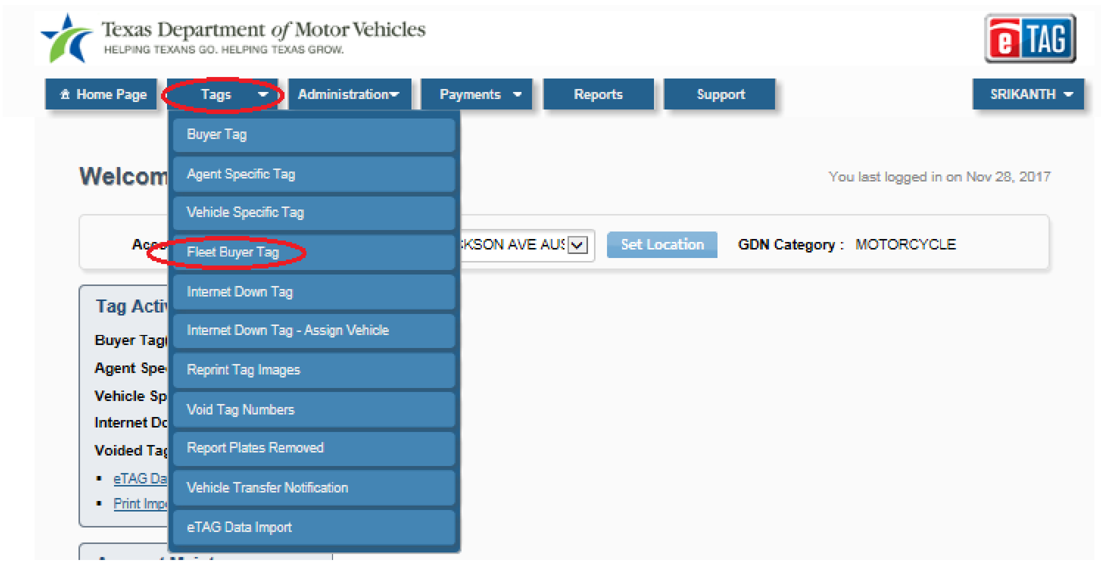

Figure 83: Create Fleet Buyer Tag Menu Option

2. The system displays the Fleet Buyer Tag – VIN Search page.

3. You must enter more than one, but no more than 50 VINs.

4. Click **Search**.

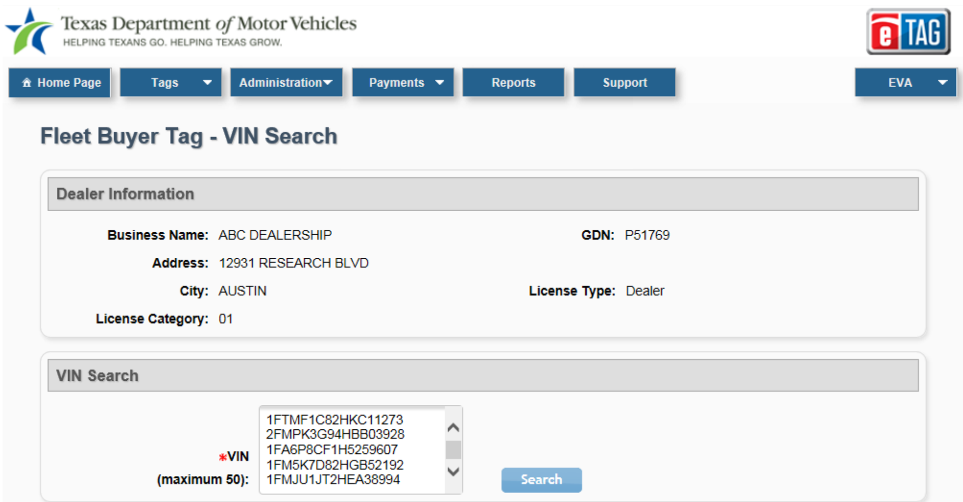

Figure 84: Fleet Buyer Tag Vehicle Search

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5. The application displays the Fleet Buyer Tag – Confirm Vehicles page.

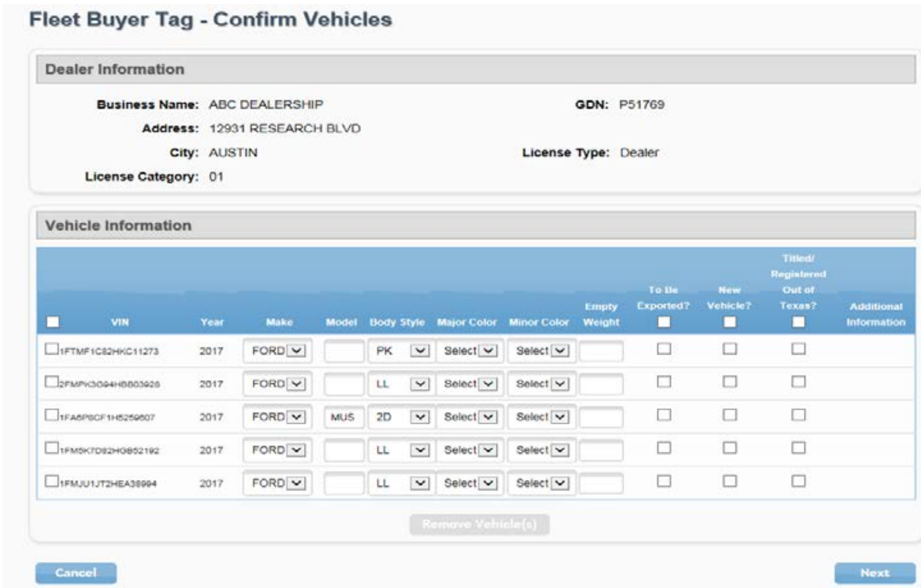


Figure 85: Confirm Fleet Buyer Tag

6. Complete and/or update vehicle information. For the questions shown in the top blue shaded area, mark the responses individually for each vehicle, or use the **select all** box located in the blue area to mark answers for all vehicles displayed.

7. Note: Do not select the box located on the far left side of the screen when completing or updating vehicle information. This selection is reserved to remove a vehicle from the listing. Both actions cannot be executed together.

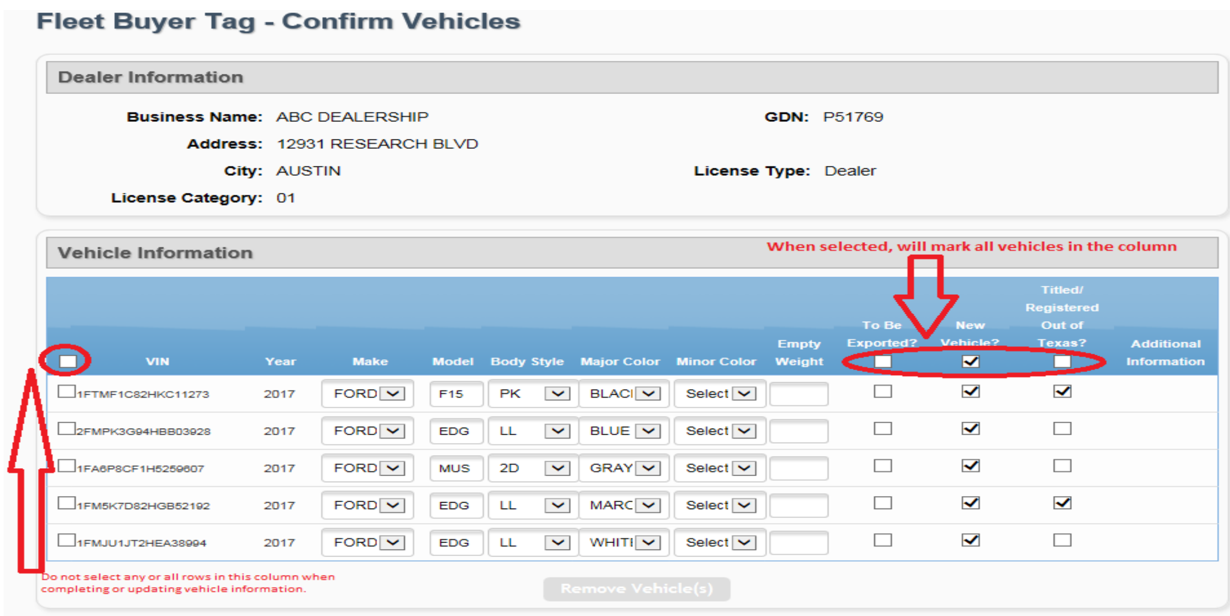


Figure 86: Select Fleet Buyer Tag

8. The application displays the Leased Vehicle section.

9. Select if the vehicles are leased, and then click **Next**.

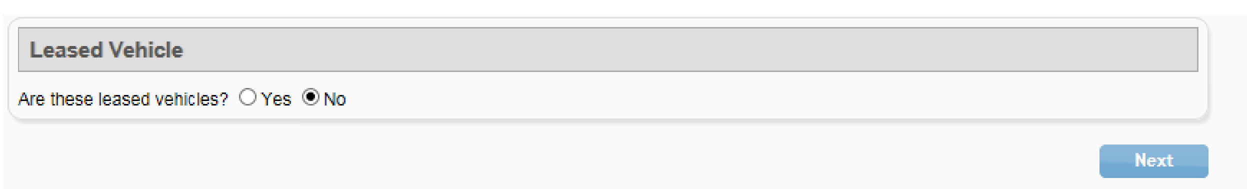


Figure 87: Fleet Buyer Tag Leased Vehicle

10. Complete the [Purchaser Information](#).

11. Complete the [Lienholder information](#).

12. Complete the Sales Information.

13. Confirm Fleet Buyer Tags. For instructions on how to confirm tags, go to Confirm Tags.

14. Lastly, print the tag and/or receipt. For instructions on how to print a tag/receipt, go to Print Tags.

11 Create Internet Down Tag

Internet Down Tags are issued when the internet or the application is down. These tags must be preprinted prior to the application being unavailable. After printing the Internet Down Tags, they must be kept in a safe and secure location. The Internet Down Tag must be manually completed prior to providing the tag to the customer. An Internet Down Tag must be assigned to the vehicle and purchaser when the application becomes available.

1. Select **Internet Down Tag** from the Tags tab.

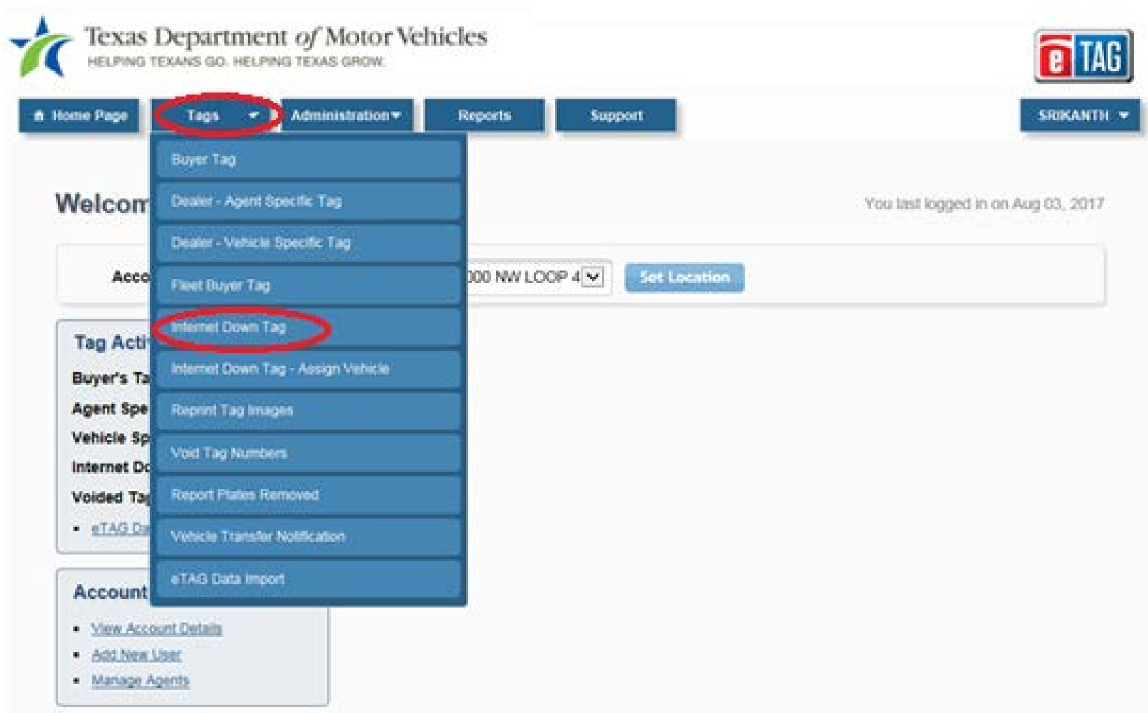


Figure 88: Internet Down Menu Option

2. The application displays the Internet Down Tag – Request for Tag Number page.

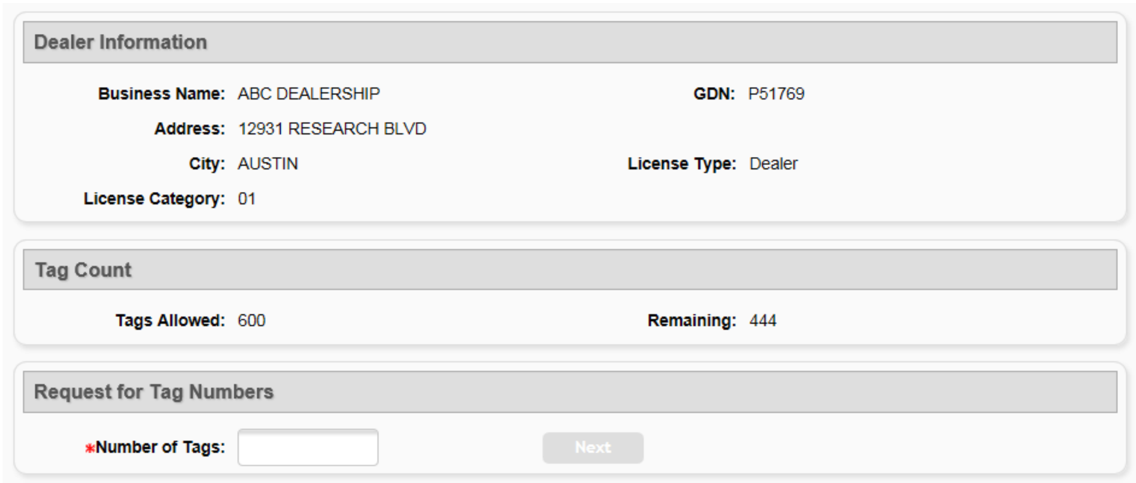


Figure 89: Internet Down Request Tag Number

3. Ensure the number of remaining tags is greater than zero.

4. Enter the number of tags equal to or less than the remaining number of tags, and click **Next**.

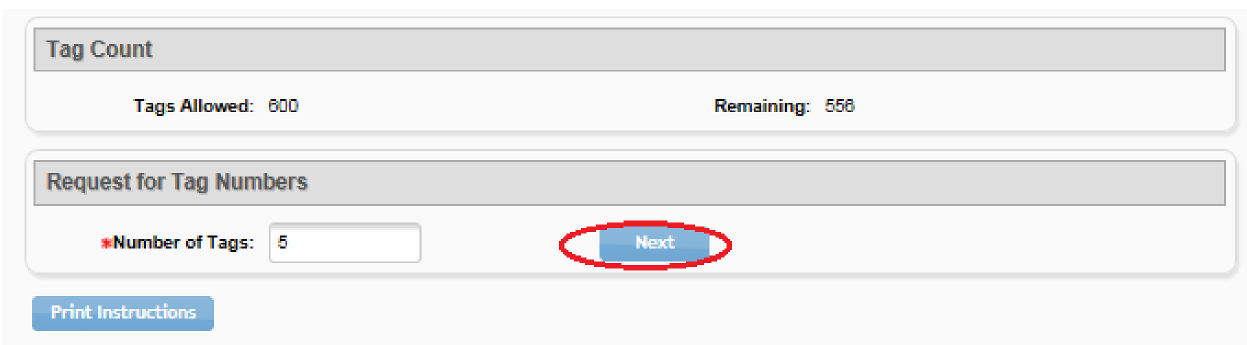
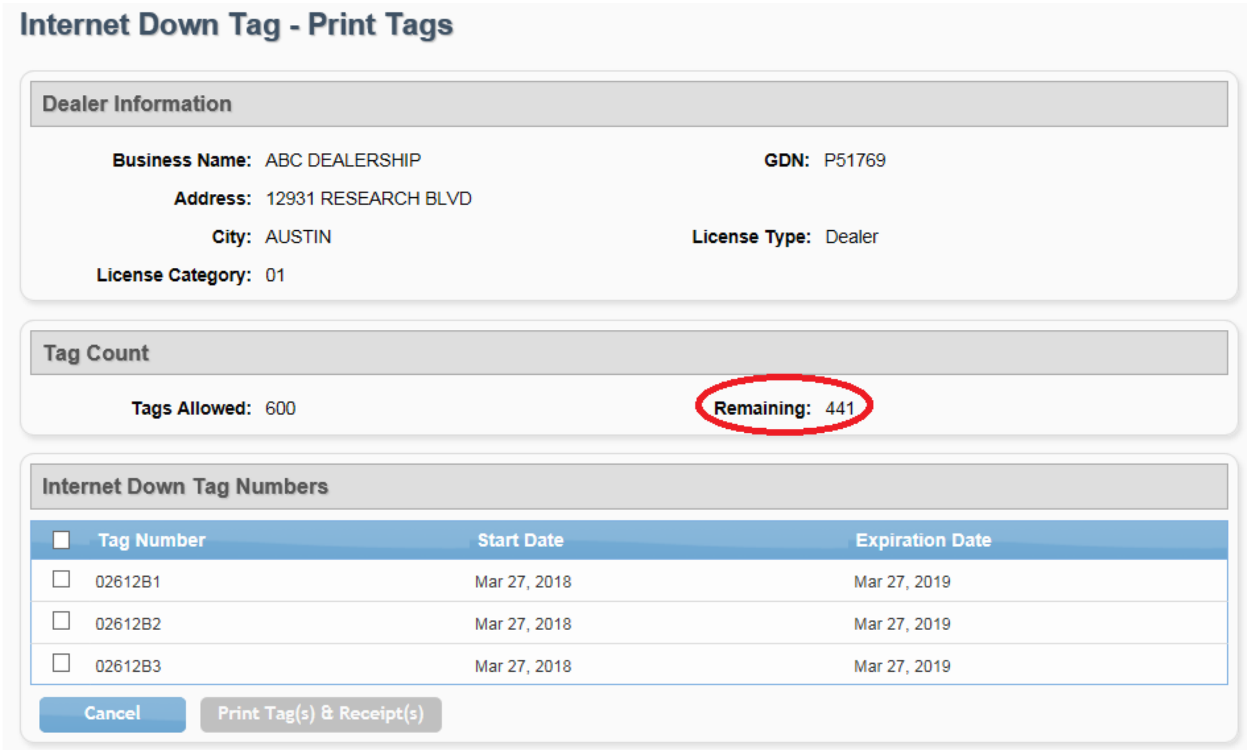


Figure 90: Enter Number of Internet Down Tags

5. The application displays the Internet Down Tag – Print Tags page.



Internet Down Tag - Print Tags

Dealer Information

Business Name: ABC DEALERSHIP **GDN:** P51769

Address: 12931 RESEARCH BLVD

City: AUSTIN **License Type:** Dealer

License Category: 01

Tag Count

Tags Allowed: 600 **Remaining:** 441

Internet Down Tag Numbers

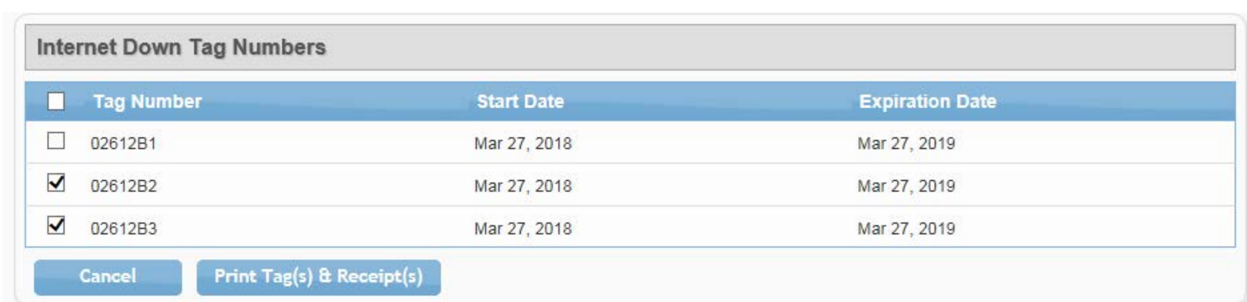
☐	Tag Number	Start Date	Expiration Date
☐	02612B1	Mar 27, 2018	Mar 27, 2019
☐	02612B2	Mar 27, 2018	Mar 27, 2019
☐	02612B3	Mar 27, 2018	Mar 27, 2019

Cancel | Print Tag(s) & Receipt(s)

Figure 91: Display Internet Down Tags Requested

6. Select all from the **Select All** box located in the upper left side of the blue shaded area or any of the individual tags to print.

7. Print selected tags and receipts by clicking **Print Tag(s) & Receipt**.



Internet Down Tag Numbers

☐	Tag Number	Start Date	Expiration Date
☐	02612B1	Mar 27, 2018	Mar 27, 2019
☑	02612B2	Mar 27, 2018	Mar 27, 2019
☑	02612B3	Mar 27, 2018	Mar 27, 2019

Cancel | Print Tag(s) & Receipt(s)

Figure 92: Select Internet Down Tag

12 Assign Internet Down Tag

An Internet Down Tag must have been previously issued to be assigned. This process is completed when the Internet Down Tag number is assigned to a specific vehicle and purchaser. During the completion process, you will complete the same information as required when creating a Buyer Tag. Upon completing the assignment process, the Internet Down Tag will be restored to the dealerships' Internet Down Tag inventory allowing the dealership to have a continual Internet Down Tag supply. Once you have assigned an Internet Down Tag, you can begin a title application in webDEALER using your active tag record.

1. Select Internet Down Tag – Assign Vehicle from the Tags tab.

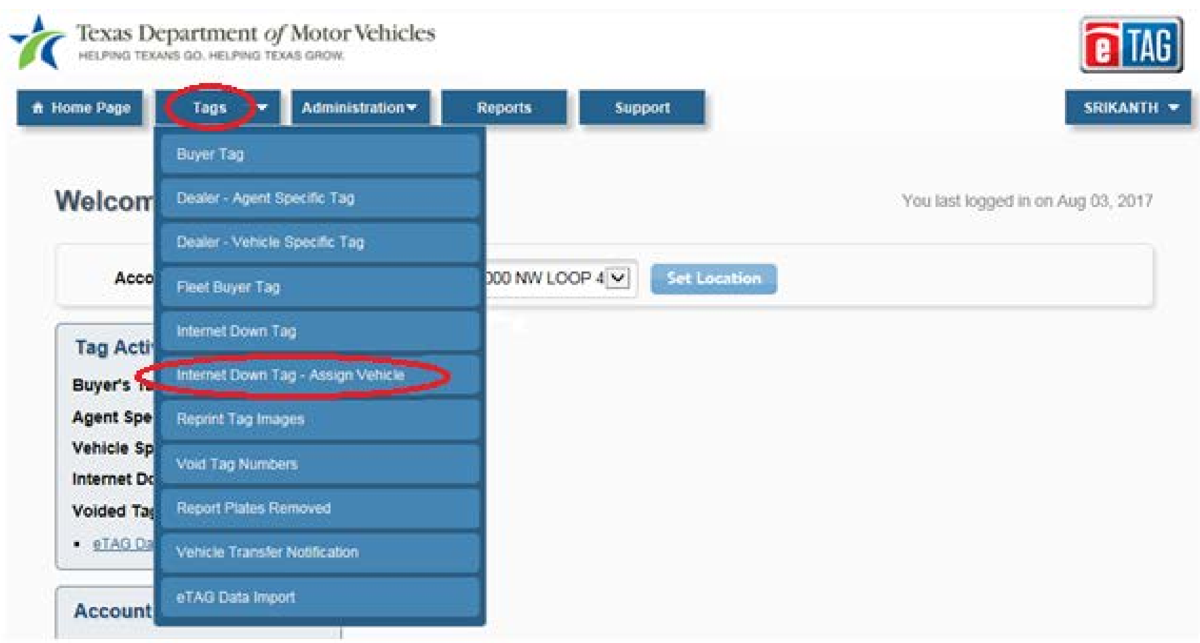


Figure 93: Assign Internet Down Tag Menu Option

2. The application displays the Assign Internet Down Tag page.

3. Enter the tag number.

4. Click **Search**.

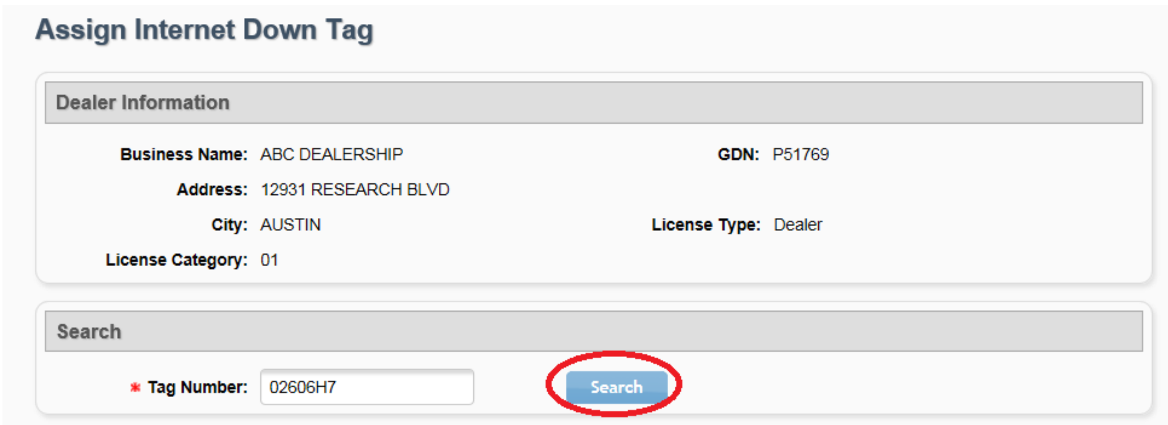


Figure 94: Search Internet Down Tag

5. The application displays the Search section for the VIN.

6. Enter the VIN.

7. Click **Search**.

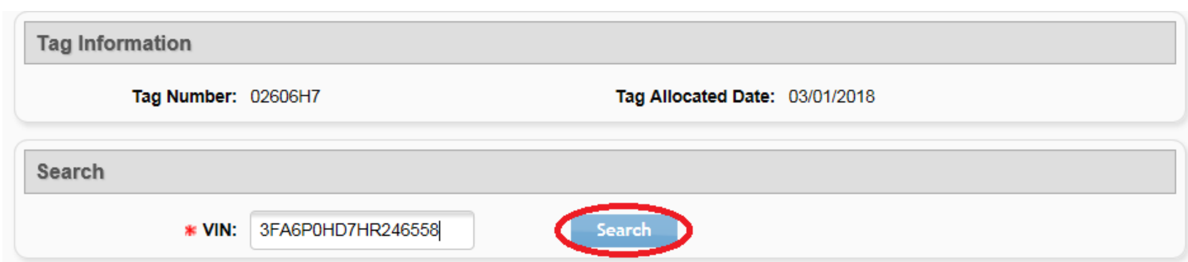


Figure 95: Internet Down Tag Vehicle Search

8. The application displays the Vehicle Information and Leased Vehicle sections.

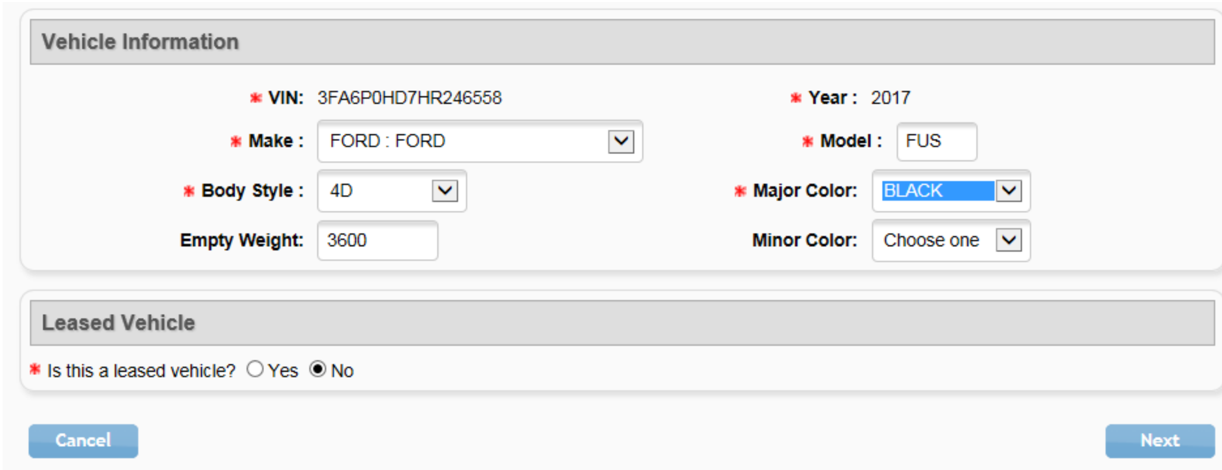


Figure 96: Internet Down Tag Vehicle Information

9. Complete and/or update vehicle information. Fields with red asterisks are required.

10. Complete the Leased Vehicle selection.

11. Click **Next** to continue.

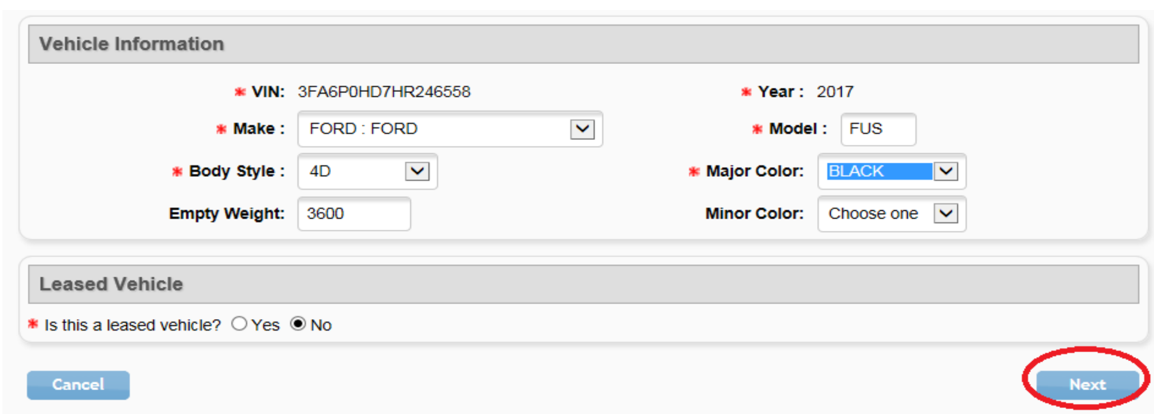


Figure 97: Assign Internet Down Tag Update Vehicle Information

12. Complete the Purchaser Information.

13. Complete the Lienholder Information.

14. Complete the Sales Information.

15. The application displays the tag assignment confirmation message.

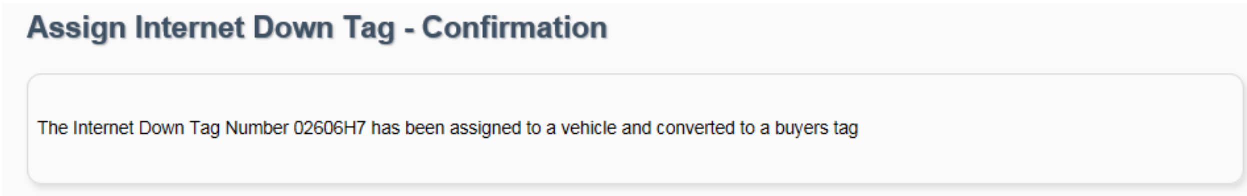


Figure 98: Assign Internet Down Tag Message

13 Print or Reprint Tag Number

1. Select **Reprint Tag Images** from the Tags tab.

2. A tag is reprinted when the original tag is deemed unusable for the customer. A tag is limited to two reprints. The tag must be voided and a new tag issued if the tag is not usable after two reprints.

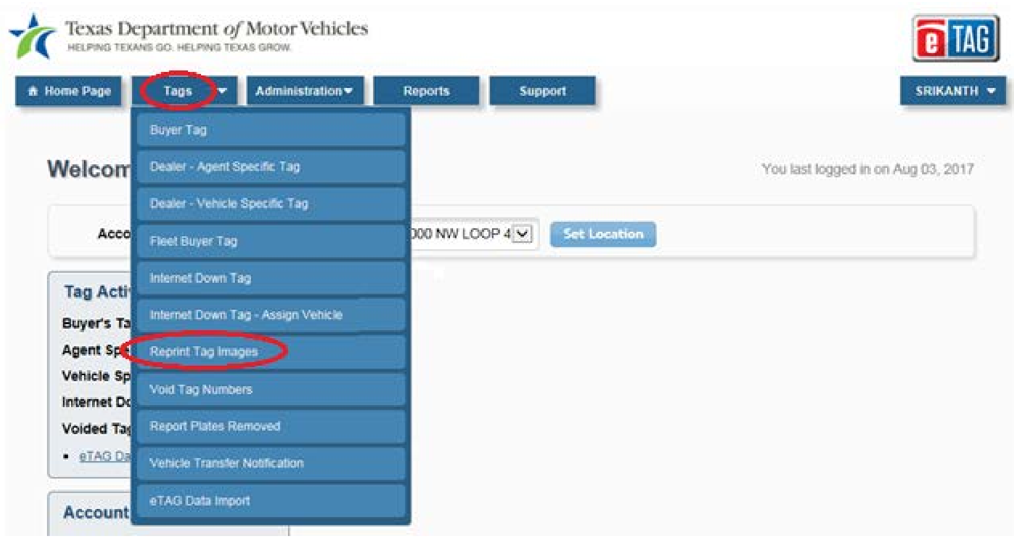


Figure 99: Reprint Tag Images Menu Option

3. The application displays the Print or Reprint Tags page.

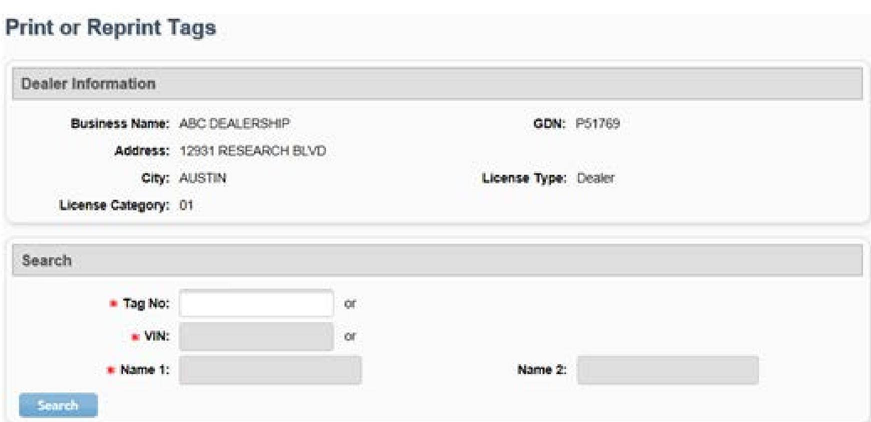


Figure 100: Print or Reprint Tags

4. To search for a tag, enter one of the following criteria:

- Tag Number
- VIN
- Name 1 and Name 2

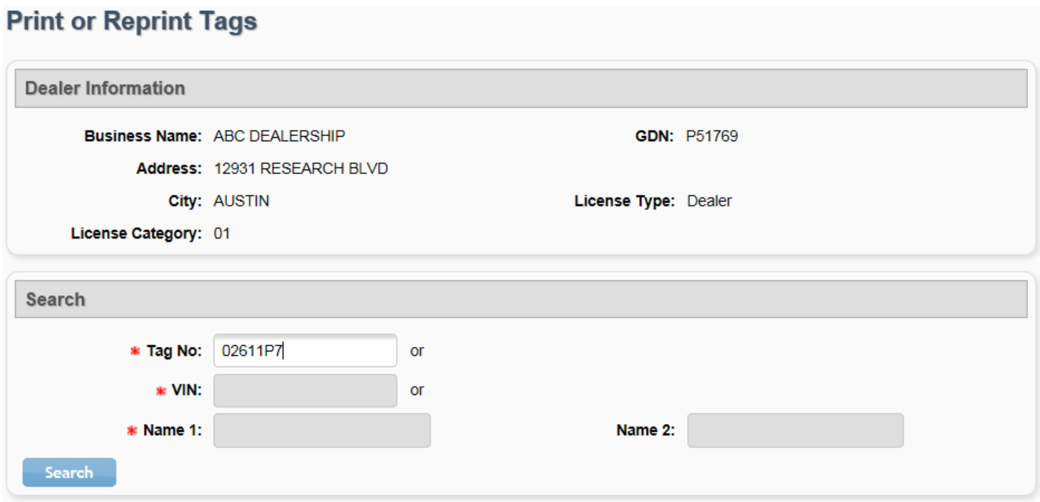


Figure 101: Enter Print or Reprint Tags

5. The application displays the Print or Reprint Tags page.

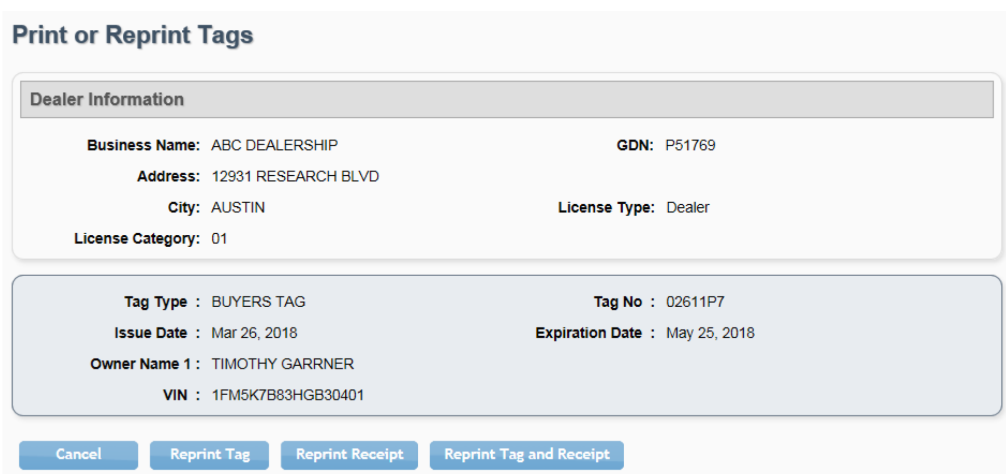


Figure 102: Display Print or Reprint Tags

6. Lastly, print the tag and/or receipt. For instructions on how to print a tag/receipt, go to Print Tags.

14 Void Tag Number(s)

The tag must be voided and reissued with the correct information if information is found to be incorrect after issuance.

1. Select **Void Tag Numbers** from the Tags tab.

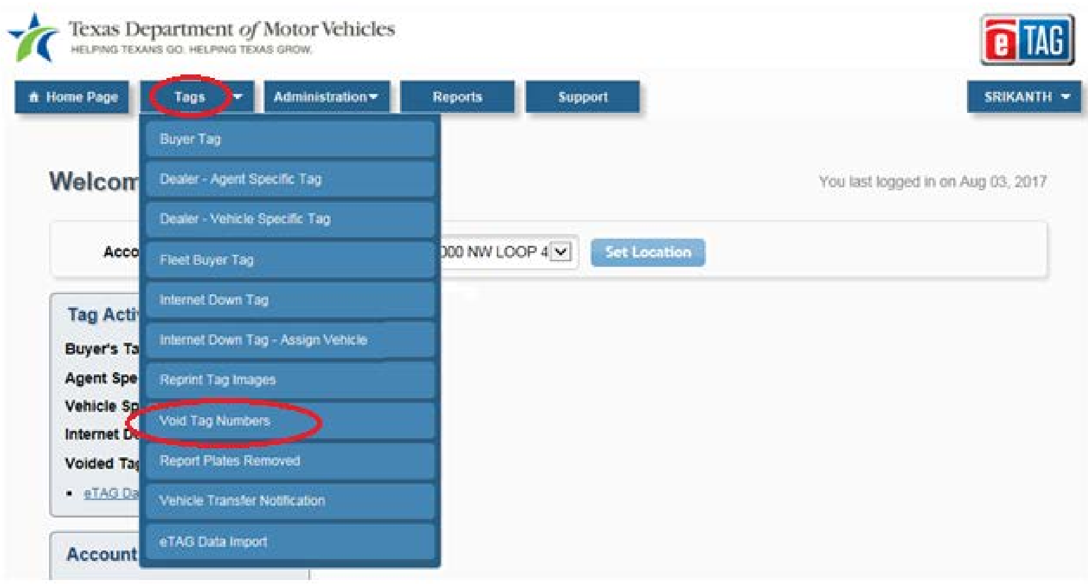


Figure 103: Void Tag Number Menu Option

2. The application displays the Void Tags page.

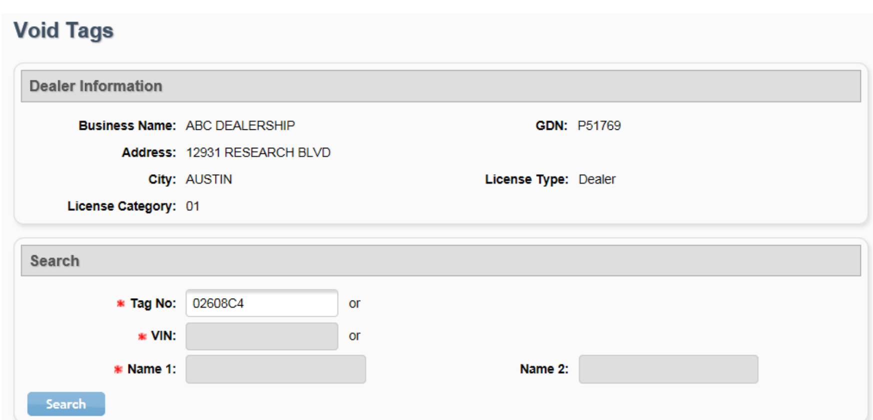


Figure 104: Enter Void Tag Information

3. Search for the tag number to be voided. You can search by one of the following:

- Tag Number
- VIN or
- Name 1 and Name 2

4. Enter one of the search values listed above to retrieve the tag to be voided.
5. Click **Search**.

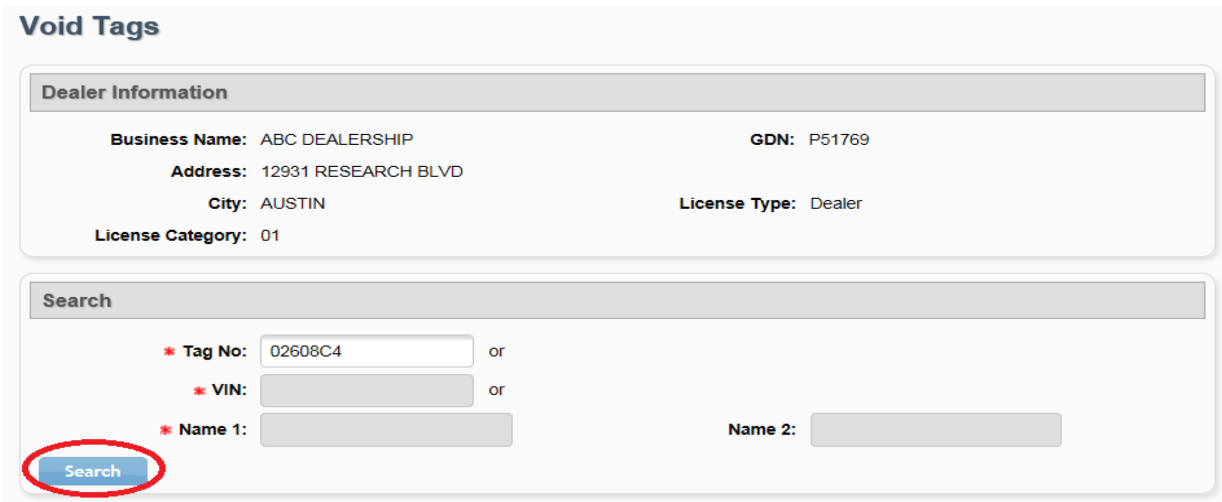


Figure 105: Search Void Tags

6. The application displays the Void Tags page with the selected tag number.
7. Select a void reason.
8. Click Void Tag.

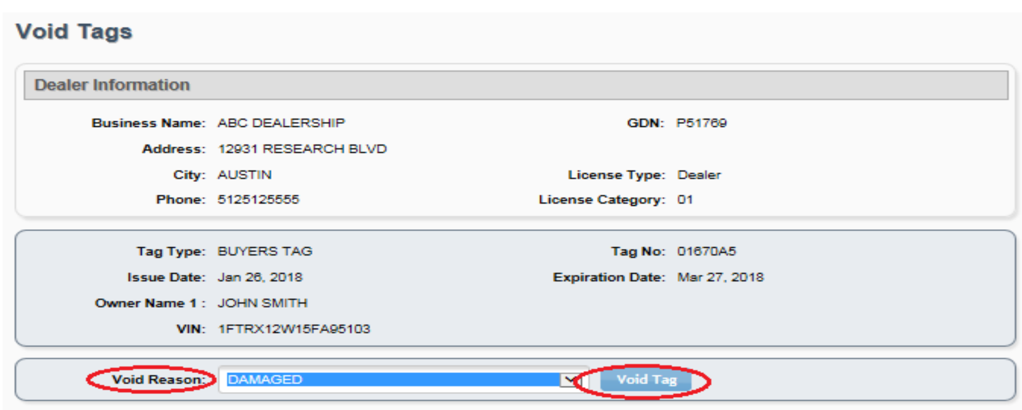


Figure 106: Display Void Tag Information

9. The application displays the Void Tags page with a confirmation message on top.

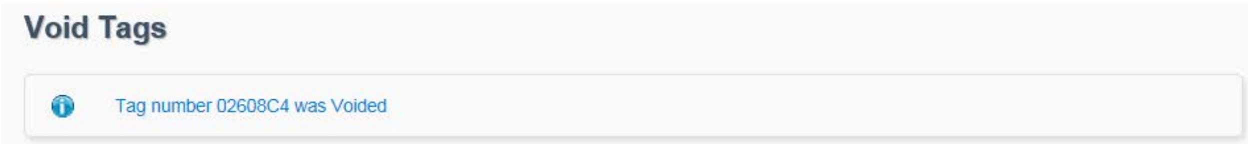
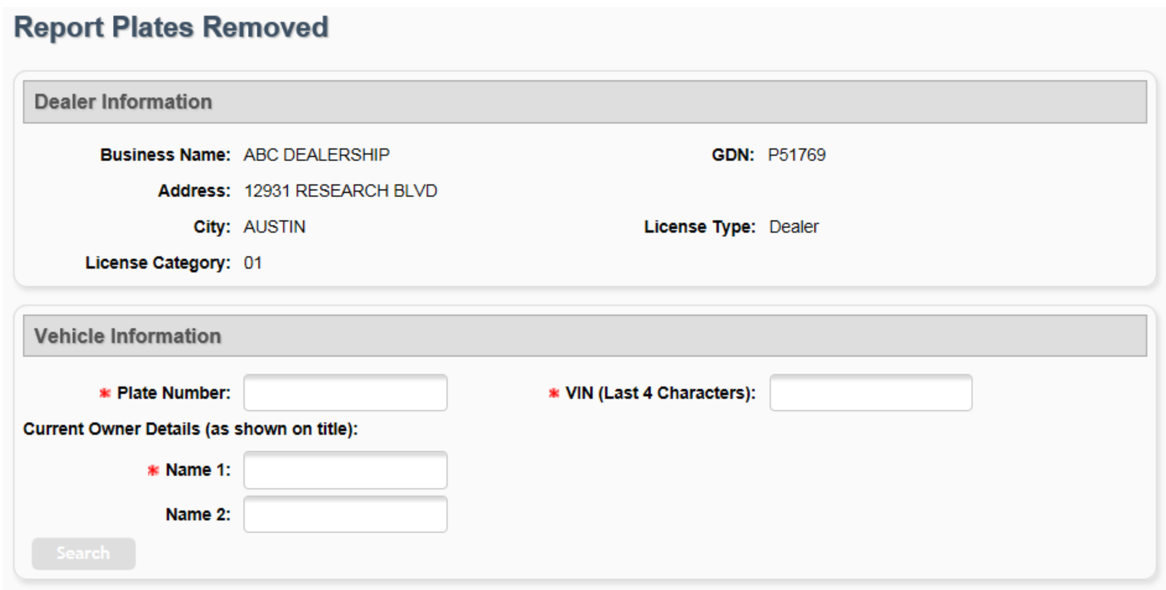


Figure 107: Void Tag Message

15 Report Plates Removed

When a dealer takes a vehicle into their possession, the dealer must report if the plates are removed by the customer or if the dealership removes the plates attached to the vehicle.

1. Select **Report Plates Removed** from the Tags tab.
2. The application displays the Report Plates Removed page.
3. Enter the plate number, the last four characters of the VIN, and name(s) exactly as shown on the title.


Report Plates Removed

Dealer Information

Business Name: ABC DEALERSHIP
GDN: P51769
Address: 12931 RESEARCH BLVD
City: AUSTIN
License Type: Dealer
License Category: 01

Vehicle Information

* Plate Number:
* VIN (Last 4 Characters):
Current Owner Details (as shown on title):
* Name 1:
Name 2:
Search

Figure 108: Report Plates Removed

4. The application displays the Report Plates Removed – Verify Correct Vehicle page.
5. Complete the vehicle information. For information on completing vehicle information, go to Vehicle Information.

6. Next, select yes or no to identify if the owner retained the plates.

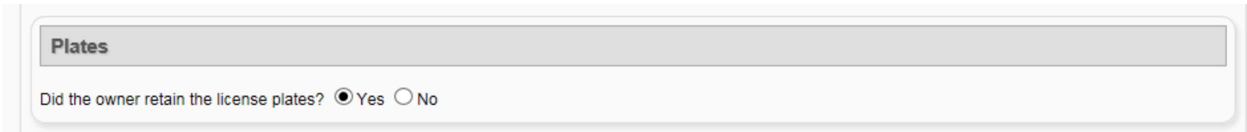


Figure 109: Report Plates Removed Select

7. If no, indicate if you disposed of the license plate in accordance with Texas law.

8. Note, the plates must be disposed of in accordance to Texas law, or the owner must retain the plates.

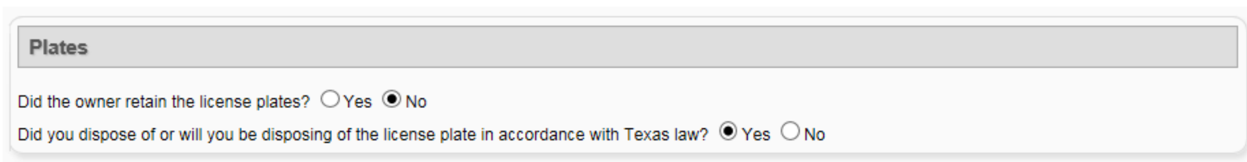


Figure 110: Report Plates Removed

9. If yes, click **Next**.

10. The application displays the Report Plates Removed – Summary page.

11. Click **Accept** to report the plate status.

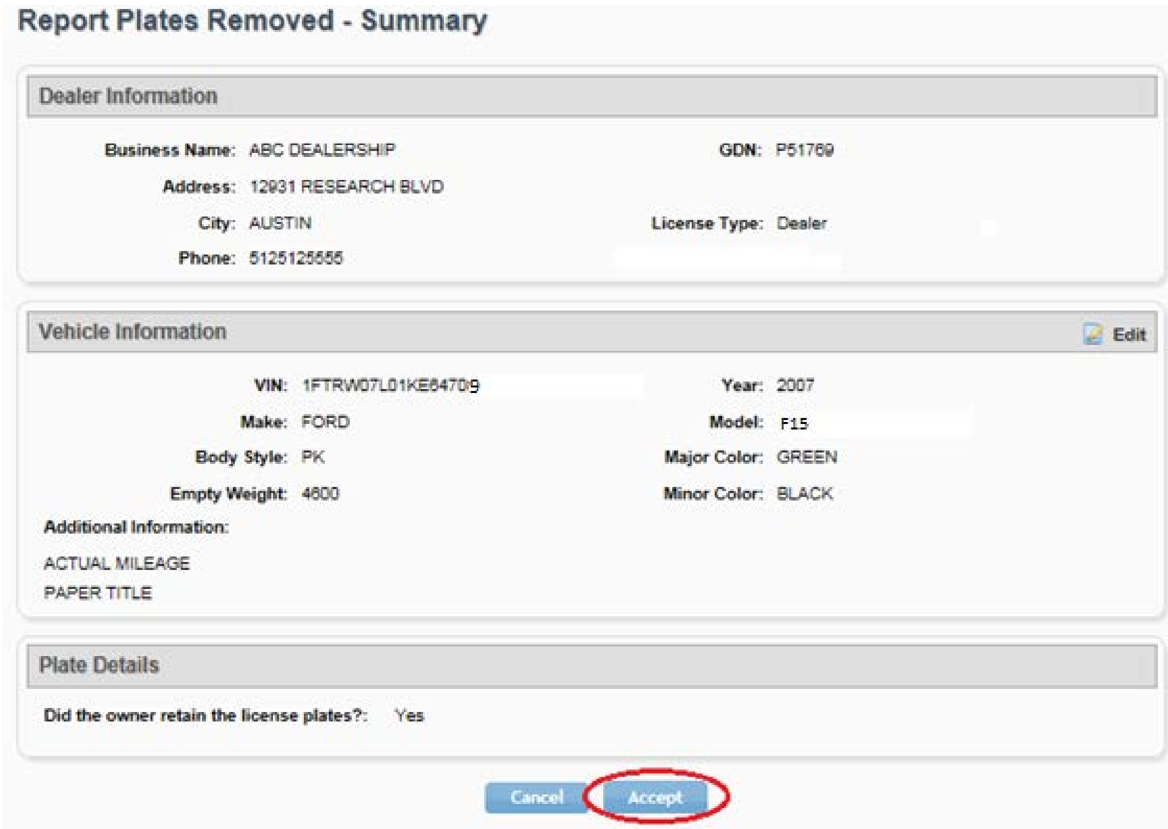


Figure 111: Report Plates Removed Summary

16 Vehicle Transfer Notification

A dealer can complete a Vehicle Transfer Notification to notify the TxDMV a vehicle has either entered or left the dealership's inventory.

1. Select Vehicle Transfer Notification from the Tags tab.

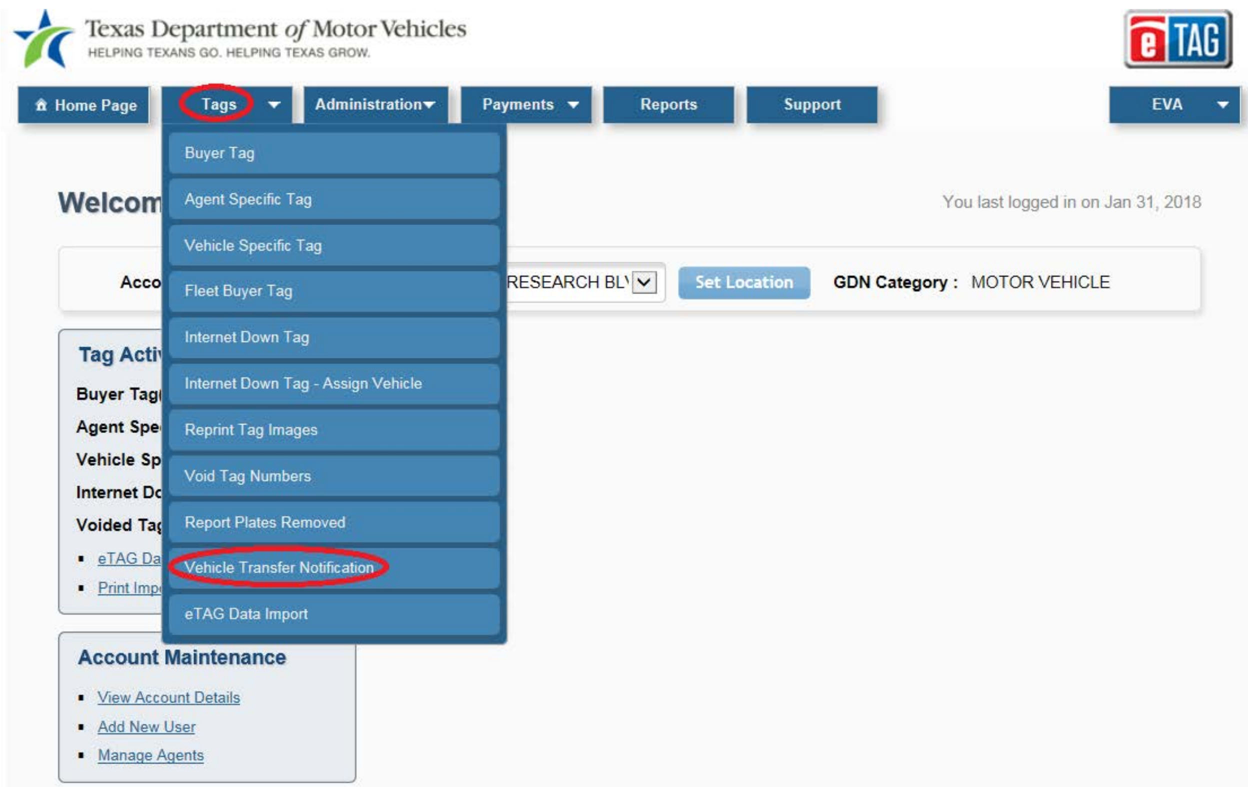


Figure 112: Vehicle Transfer Notification Menu Option

2. The application displays the Dealer – Vehicle Transfer Notification page.

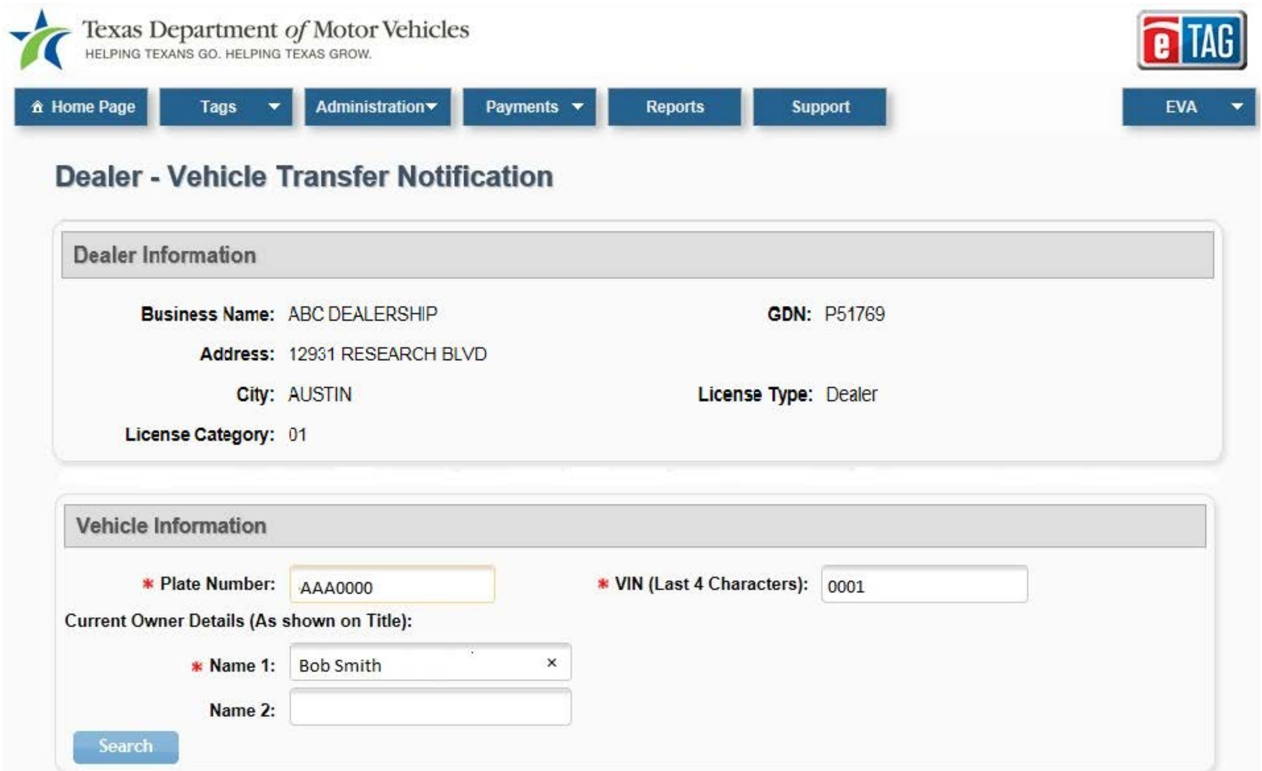


Figure 113: Vehicle Transfer Notification

3. Enter the plate number, the last four characters of the VIN, and name(s).

4. Note: The name entered MUST match exactly as the name recorded on the title.

5. Complete the Vehicle Information.

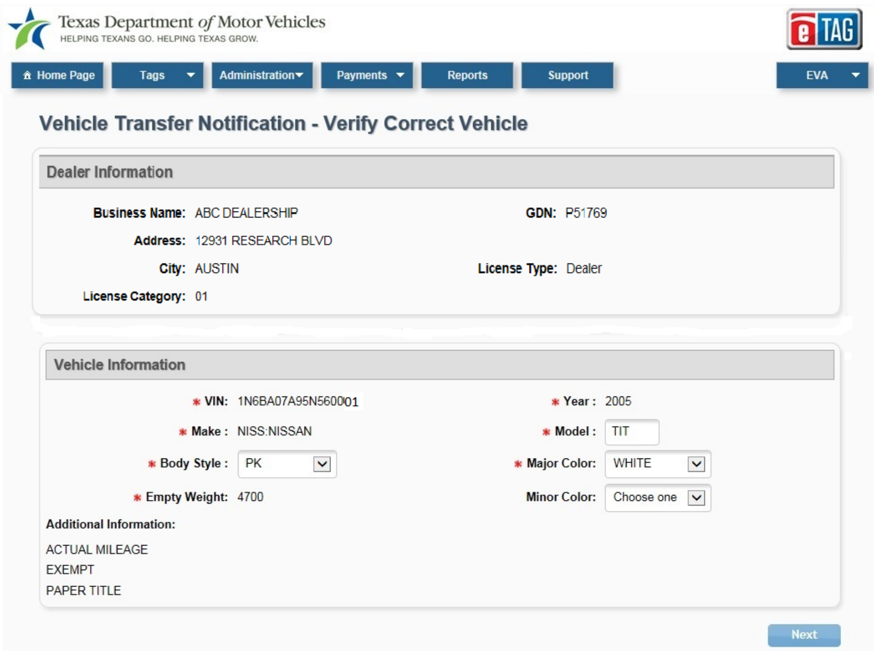


Figure 114: Vehicle Transfer Notification Vehicle Information

6. Complete the Current Owner Information section.

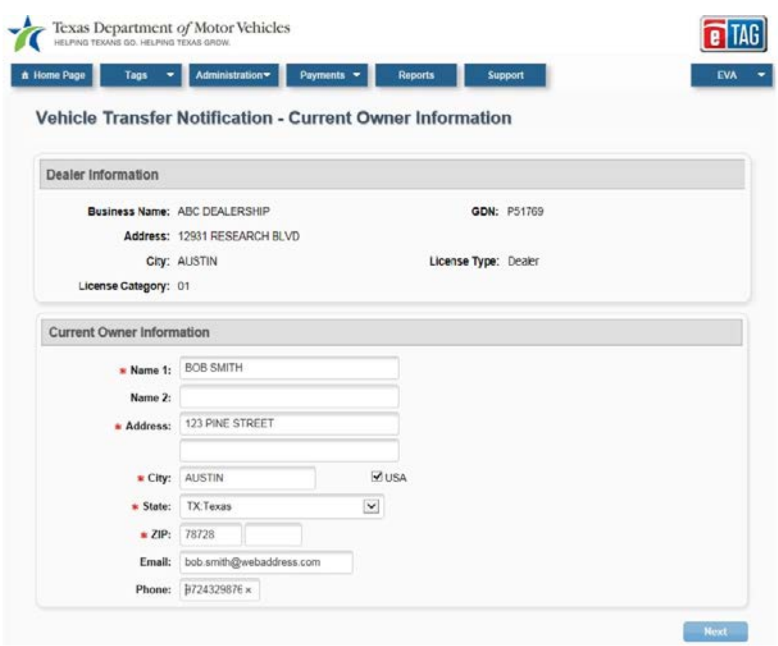


Figure 115: Vehicle Transfer Notification Owner Information

7. Complete the Transfer Details section.

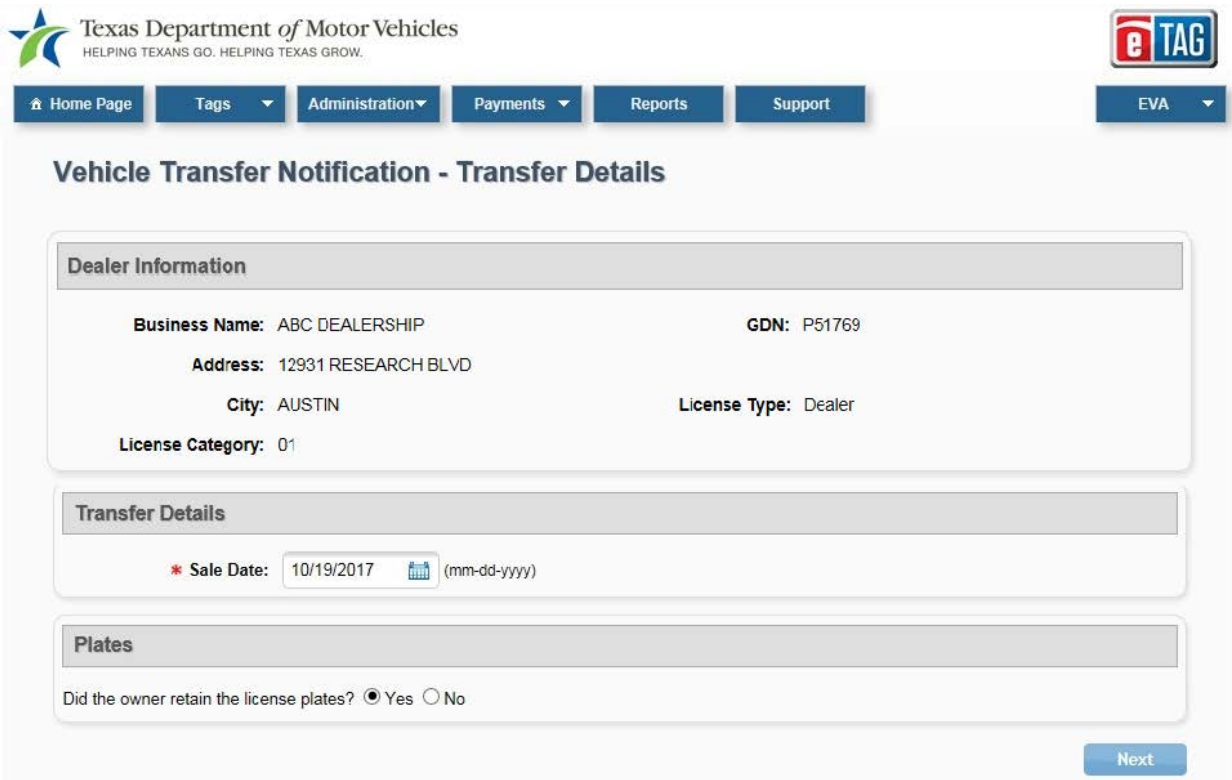


Figure 116: Vehicle Transfer Notification Transfer Details

8. Confirm the vehicle transfer information.

9. If the vehicle transfer information is correct, click **Save**. Otherwise, go to the individual section(s) where corrections are needed, and click **Edit** on the upper right corner of the section.

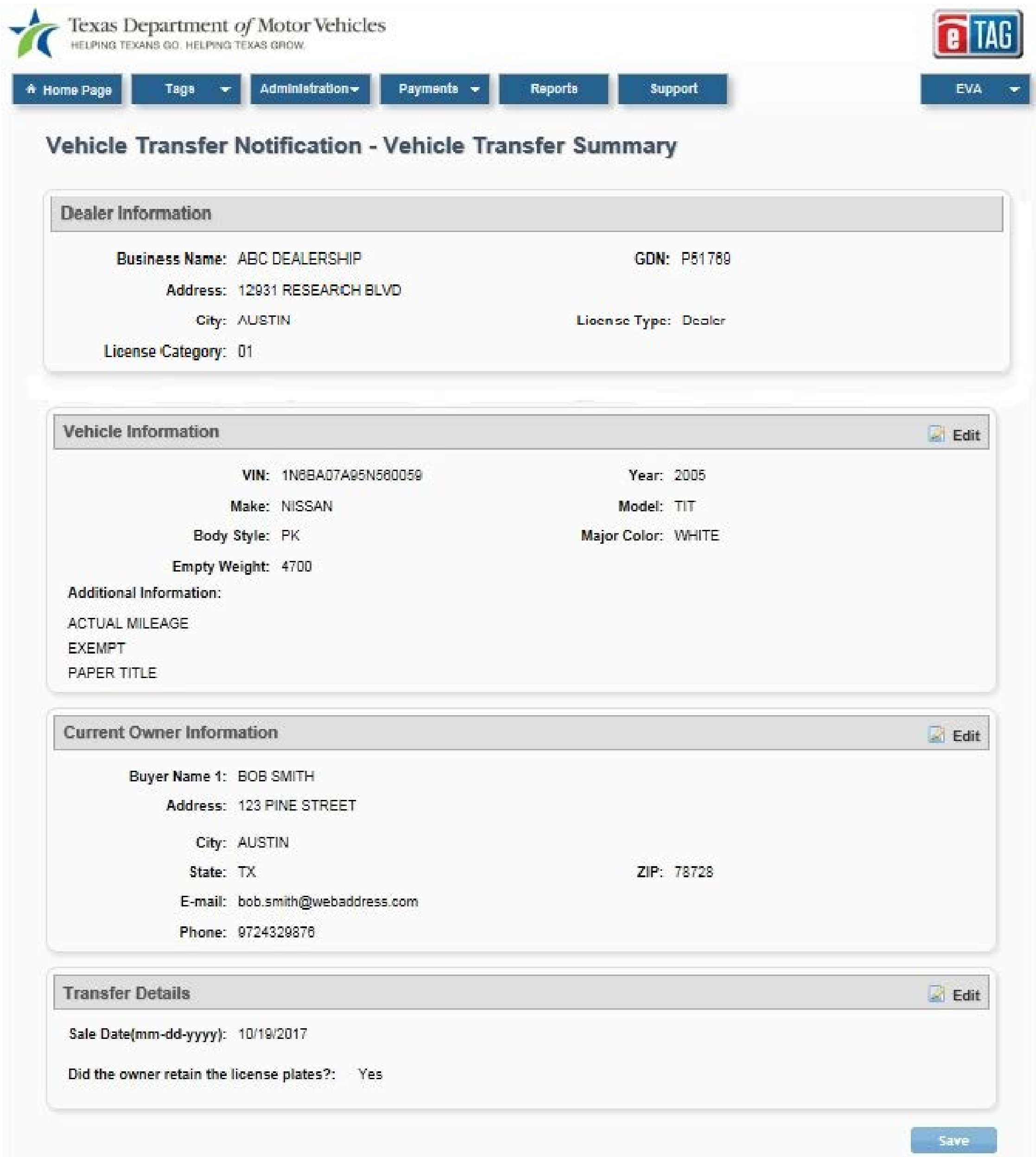


Figure 117: Vehicle Transfer Notification Transfer Summary

17 Import eTAG Data

A dealer is able to import eTAG data through either a comma-separated values (CSV) file or a Dealer Management System. The imported eTAG information can be used to create a Buyer, Fleet Buyer, or assign an Internet Down Tag. By importing the information, the fields are prepopulated with all available information. The remaining fields must be manually entered.

1. From the Home Page, you can select **eTAG Data Import** from the Tags tab, or by the link in the Tag Activity box.

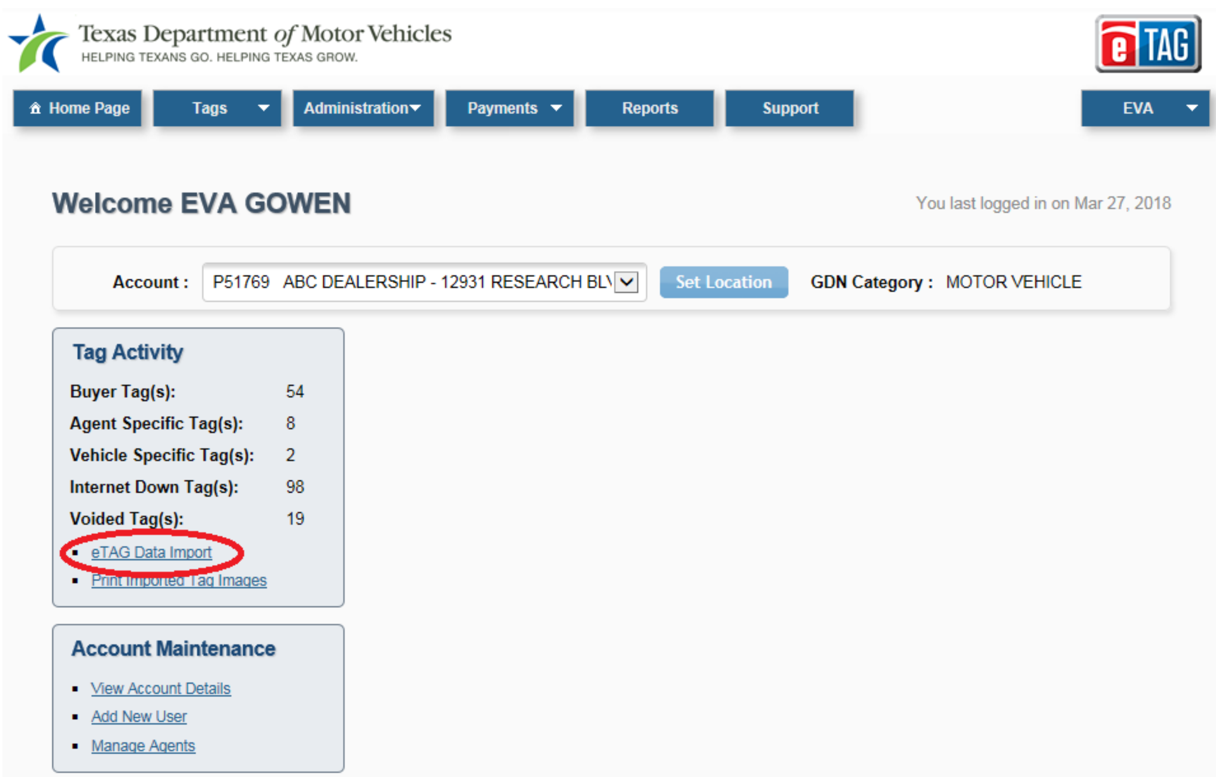


Figure 118: Access eTAG Data Import

2. Select **eTAG Data Import** from the Tags tab.

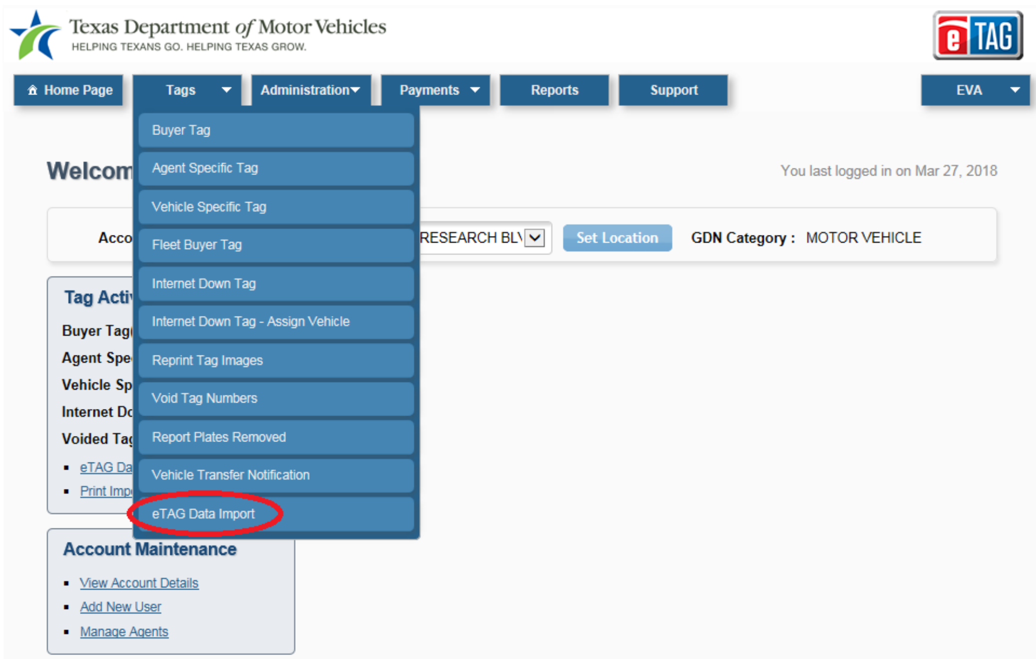


Figure 119: eTAG Data Import Menu Option

3. The application displays the eTAG Data Import page.

Figure 120: Browse eTAG Data Import File

4. Click **Browse** to select the import file.

5. Click **Import**.

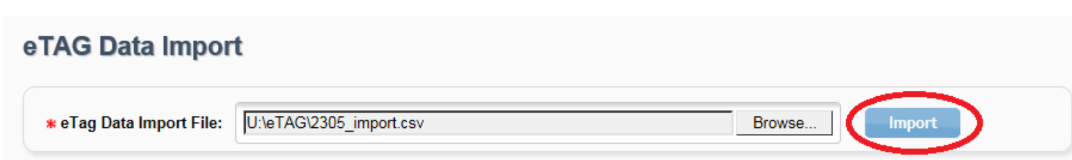


Figure 121: Select eTAG Data Import File

6. The application displays the Import Select page.

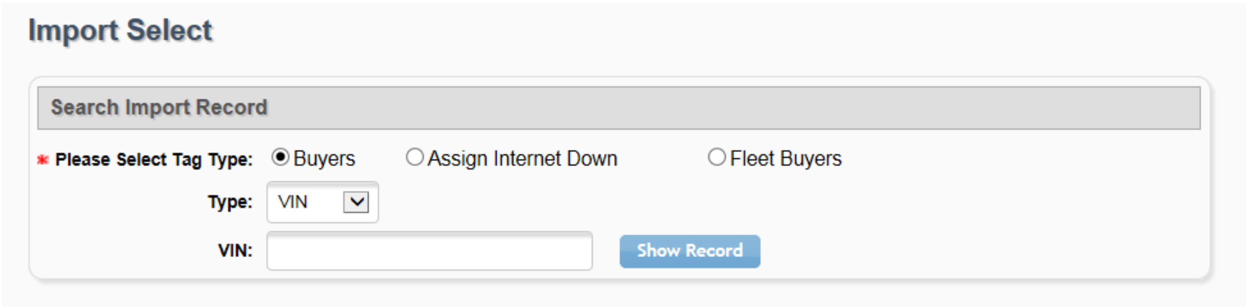


Figure 122: Select eTAG Data Import Tag Type

7. Select the tag type.
   - Buyers
   - Assign Internet Down
   - Fleet Buyers

17.1 Import Buyer Tag

1. Select tag type, **Buyers**.
2. Select the import type, VIN or Deal No.
3. Enter the VIN or Deal No.
4. Click Show Record.

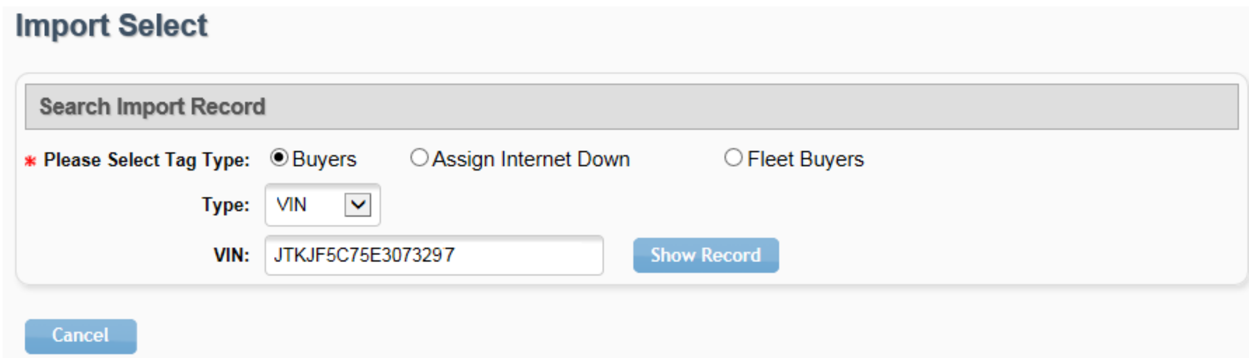


Figure 123: Import Buyer Tag

5. The application will display the record for review.
6. Enter Leased Vehicle information, if applicable.
7. Click **Accept Record** to continue.

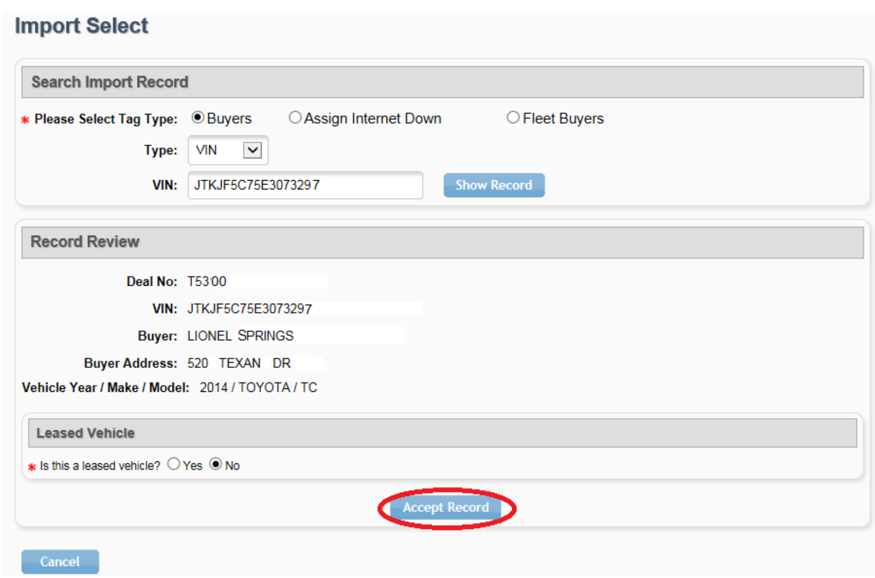


Figure 124: Accept Import Buyer Tag Record

8. The application displays the Buyer Tag - Confirm Vehicle page.

9. Complete and/or update the vehicle information.

10. Click **Next** to continue.

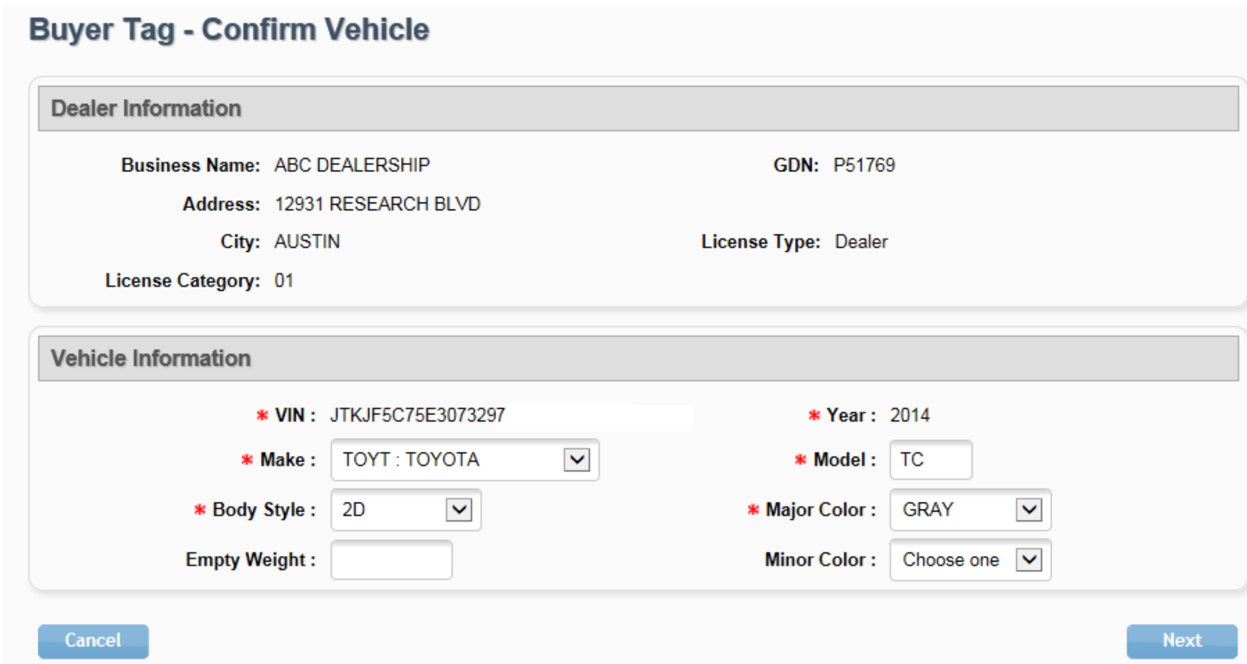


Figure 125: Confirm Import Buyer Tag Record

11. The application displays the Buyer Tag – Owner Information page. Review, complete, or update the rest of the information.

12. Review, complete, or update the Purchase Information.

13. Review, complete, or update the Lienholder information.

14. Review, complete, or update the Sales Information.

15. Edit information if necessary on the Buyer Tag – Confirm Information page, and Click **Save.**

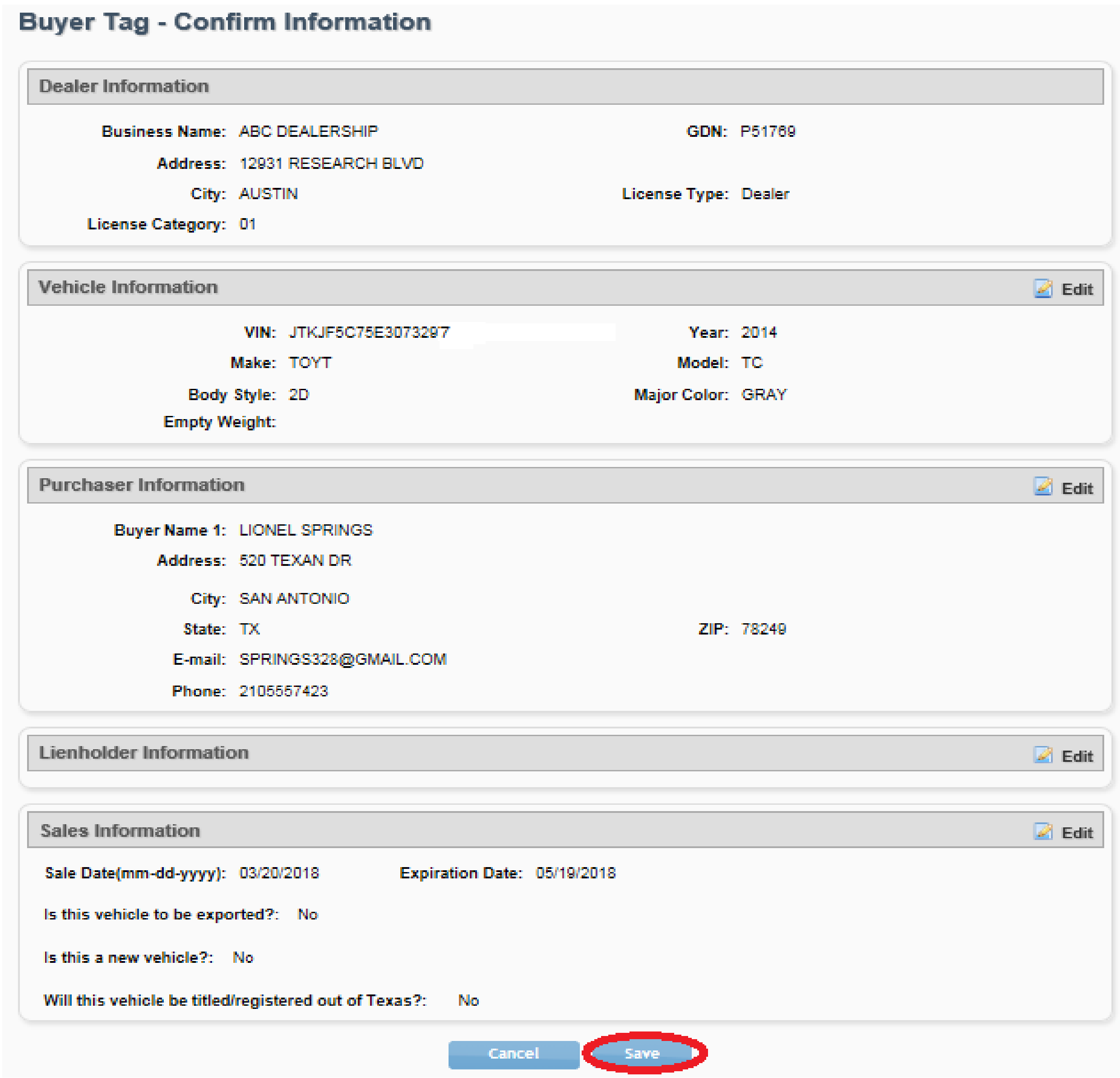


Figure 126: Save Imported Buyer Tag Record

16. Click **Save**.

17. Print the tag and/or receipt.

17.2 Import Assign Internet Down Tag

1. Select tag type, Assign Internet Down.
2. Select the import type, VIN or Deal No.
3. Enter the VIN or Deal No
4. Click Show Record.

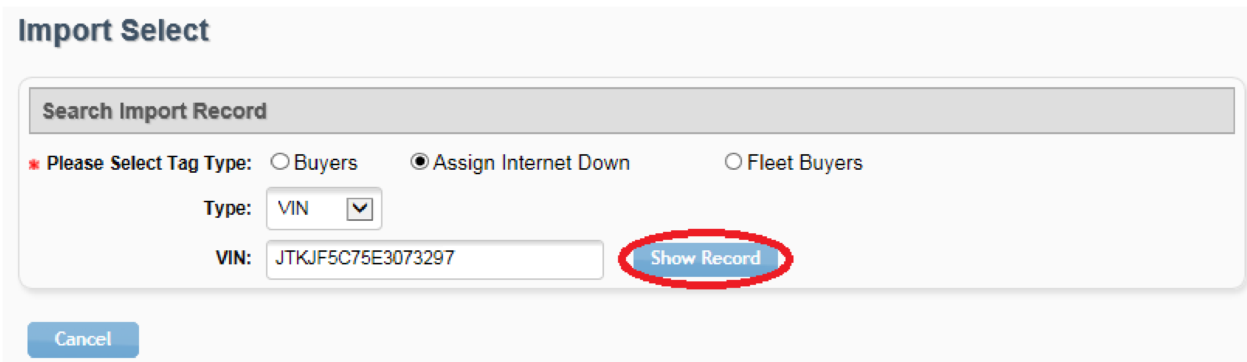


Figure 127: Import Assign Internet Down Tag

5. The application will display the **Record Review, Leased Vehicle,** and **Tag Number** sections.

6. Review the record information.

7. Enter the Leased Vehicle information if applicable.

8. Enter the Tag Number.

9. Click **Accept Record** to continue.

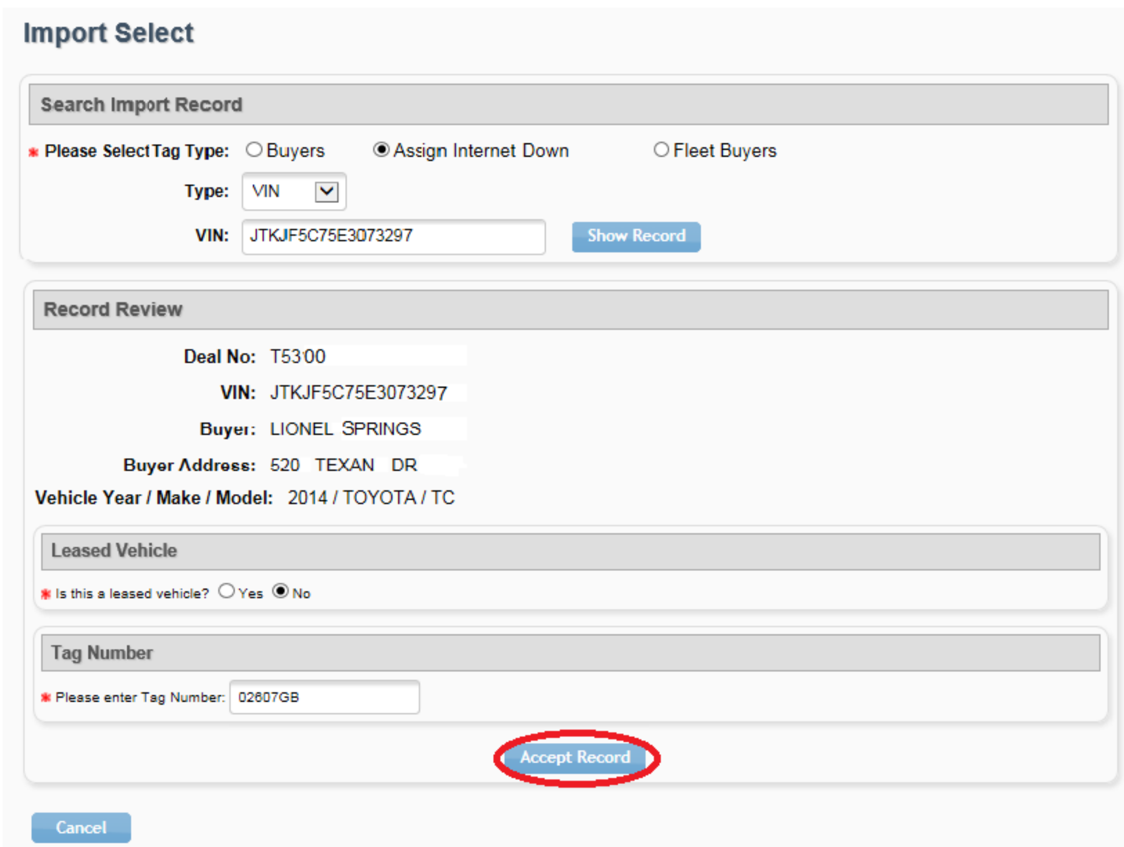


Figure 128: Accept Assign Internet Down Tag

10. The application displays the Assign Internet Down - Confirm Vehicle page. Review, complete, or update the rest of the information.

11. Click **Next** to continue.

12. The system displays the Assign Internet Down – Owner Information page.

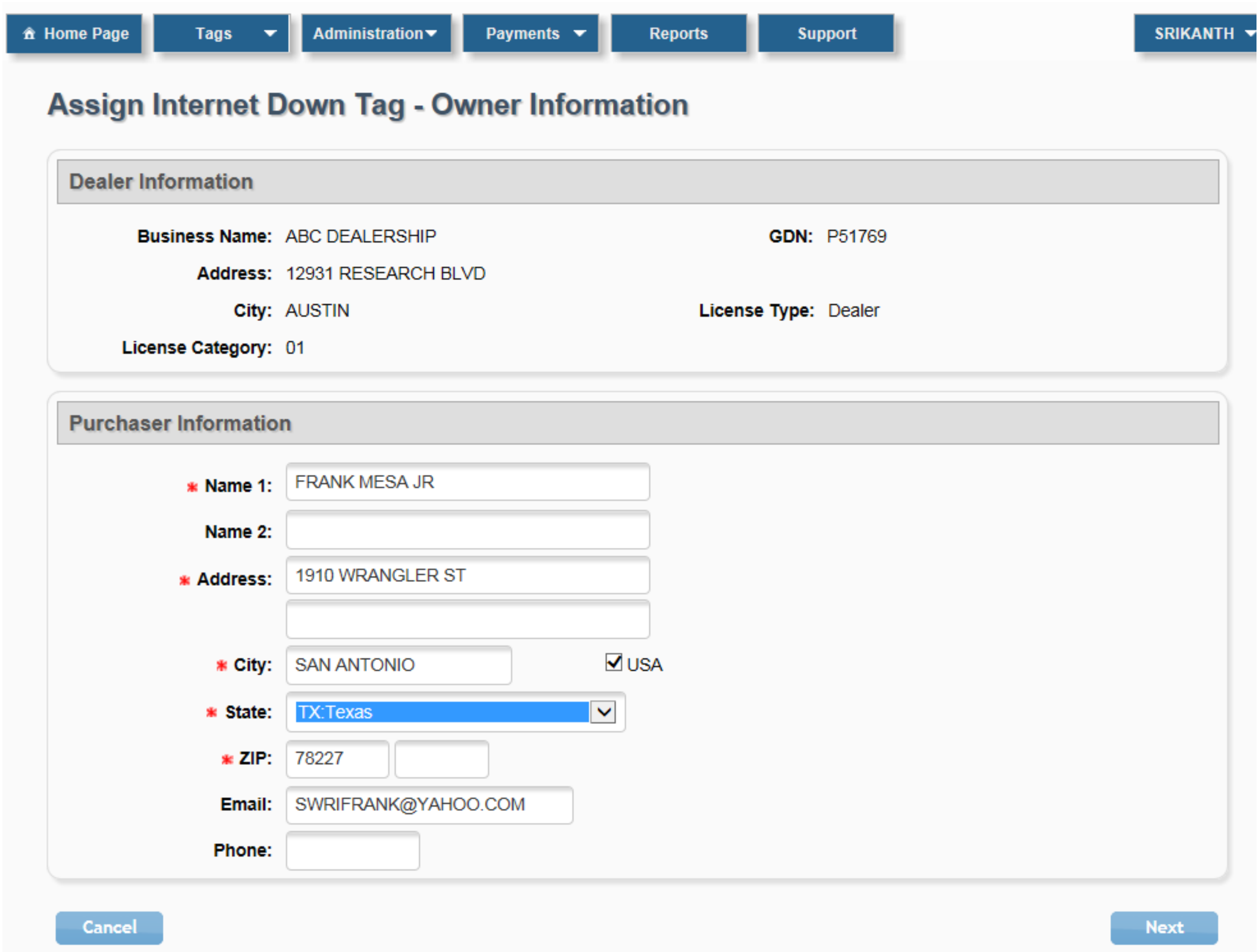


Figure 129: Import Assign Internet Down Tag Owner Information

13. Review, complete, or update the Purchase Information.

14. Review, complete, or update the Lienholder information.

15. Review, complete, or update the Sales Information.

16. Confirm the imported Assign Internet Down Tag, see [Confirm Tags.](#)

17. Click **Save**.

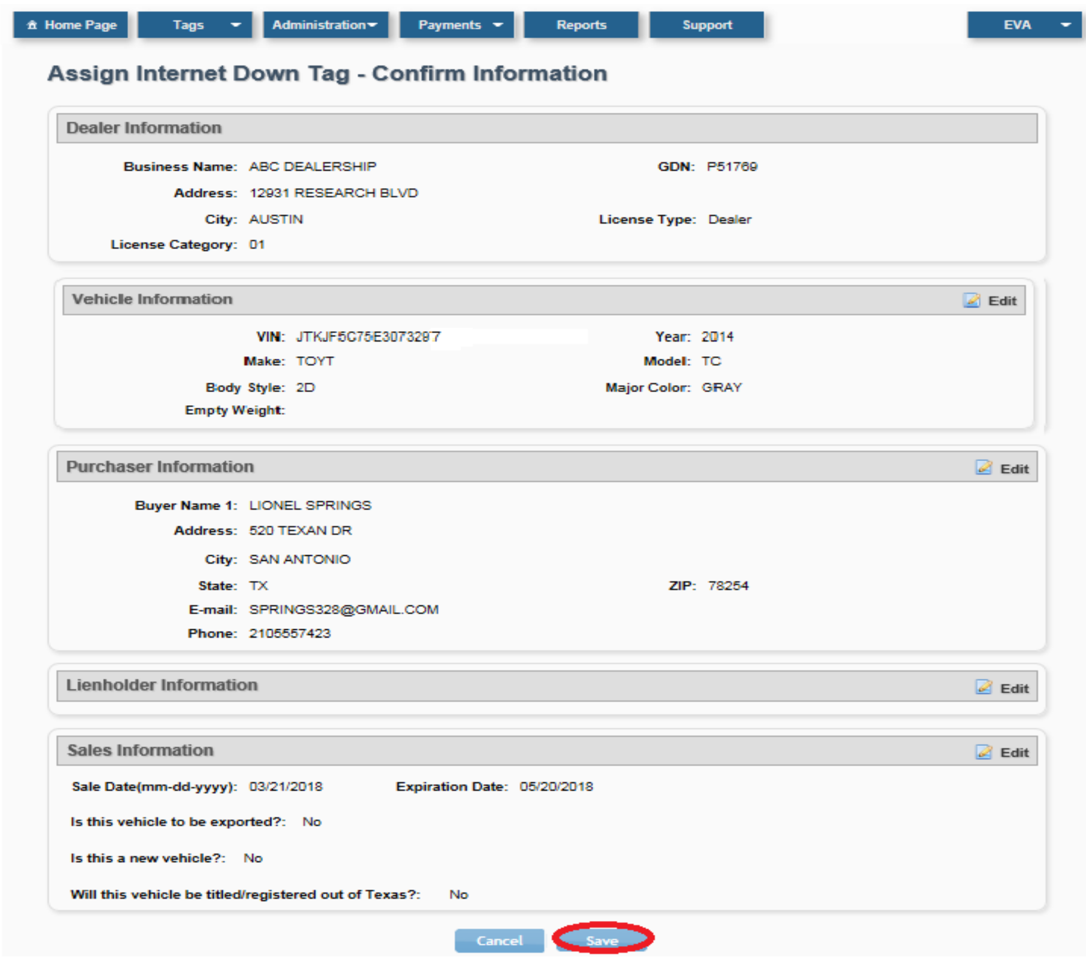


Figure 130: Import Assign Internet Down Tag Confirm Information

18. The application will display a confirmation message the internet down tag was successfully assigned.

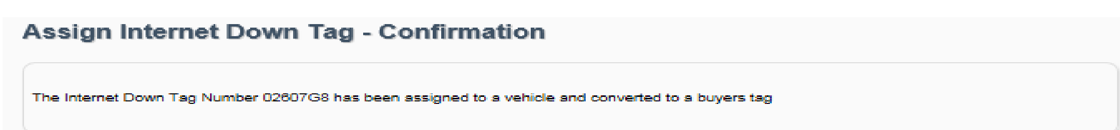


Figure 131: Import Assign Internet Down Tag Message

17.3 Fleet Buyer Tags

1. Select tag type, Fleet Buyers.
2. Select the import type, Fleet VIN or Deal No.
3. Enter the Fleet VIN or Deal No.
4. Click Show Record(s).

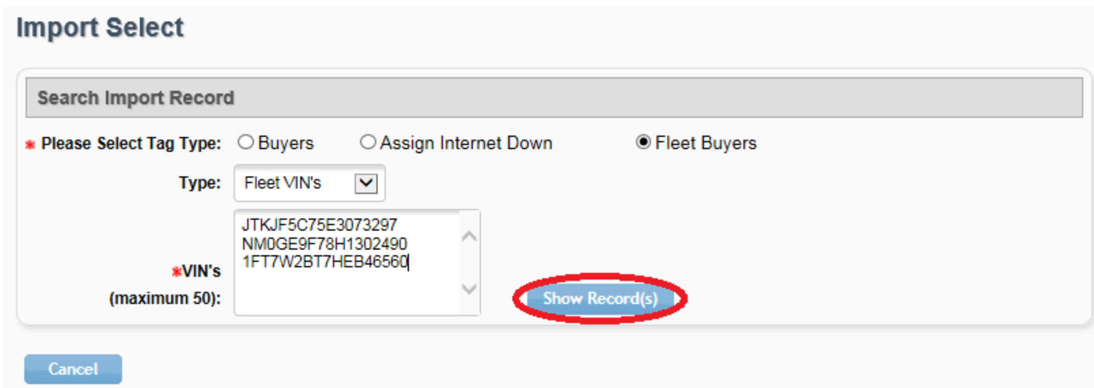


Figure 132: Import Fleet Buyer Tags

5. The application will display the records for review.
6. Select whether or not the vehicles are leased.
7. Click **Accept Record** to continue.

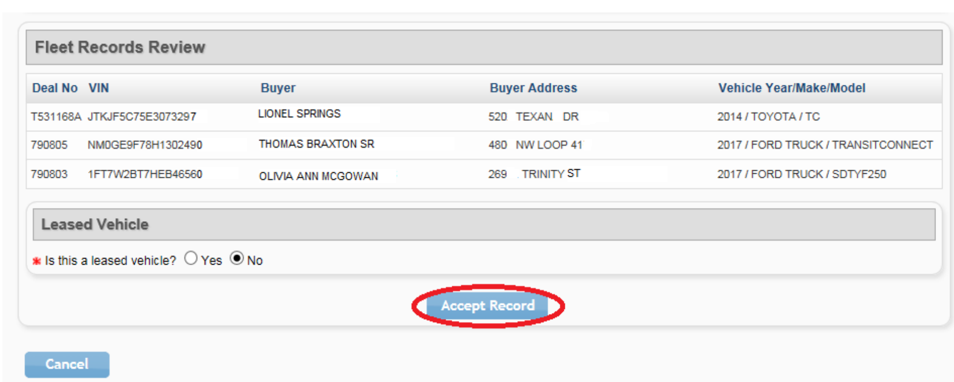


Figure 133: Accept Import Fleet Buyer Tags

8. The application displays the Fleet Buyer Tag - Confirm Vehicles page.

9. Complete and/or update the vehicle information.

10. Click **Next** to continue.

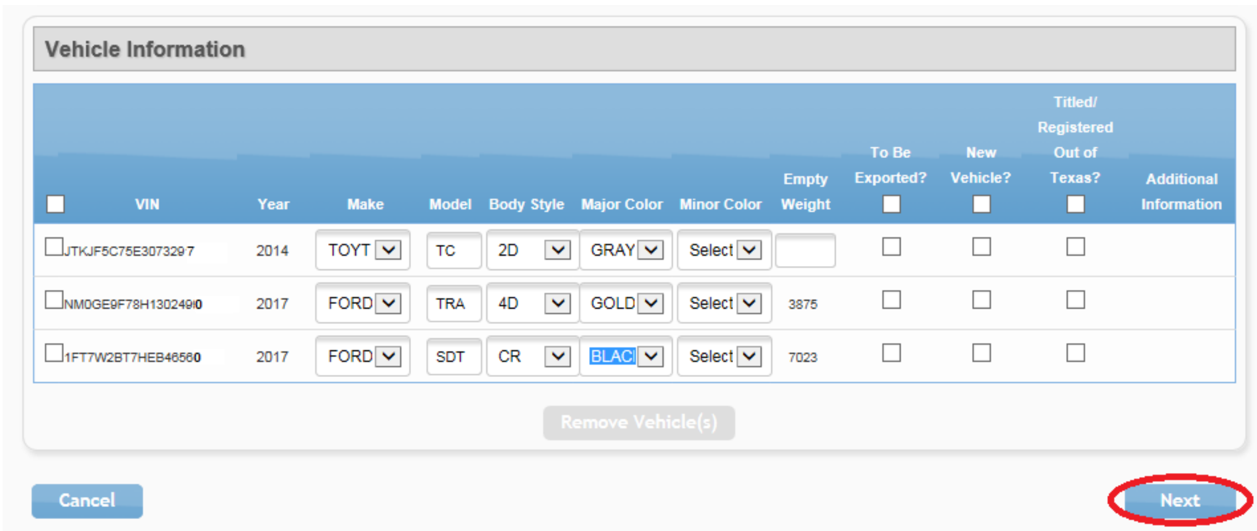
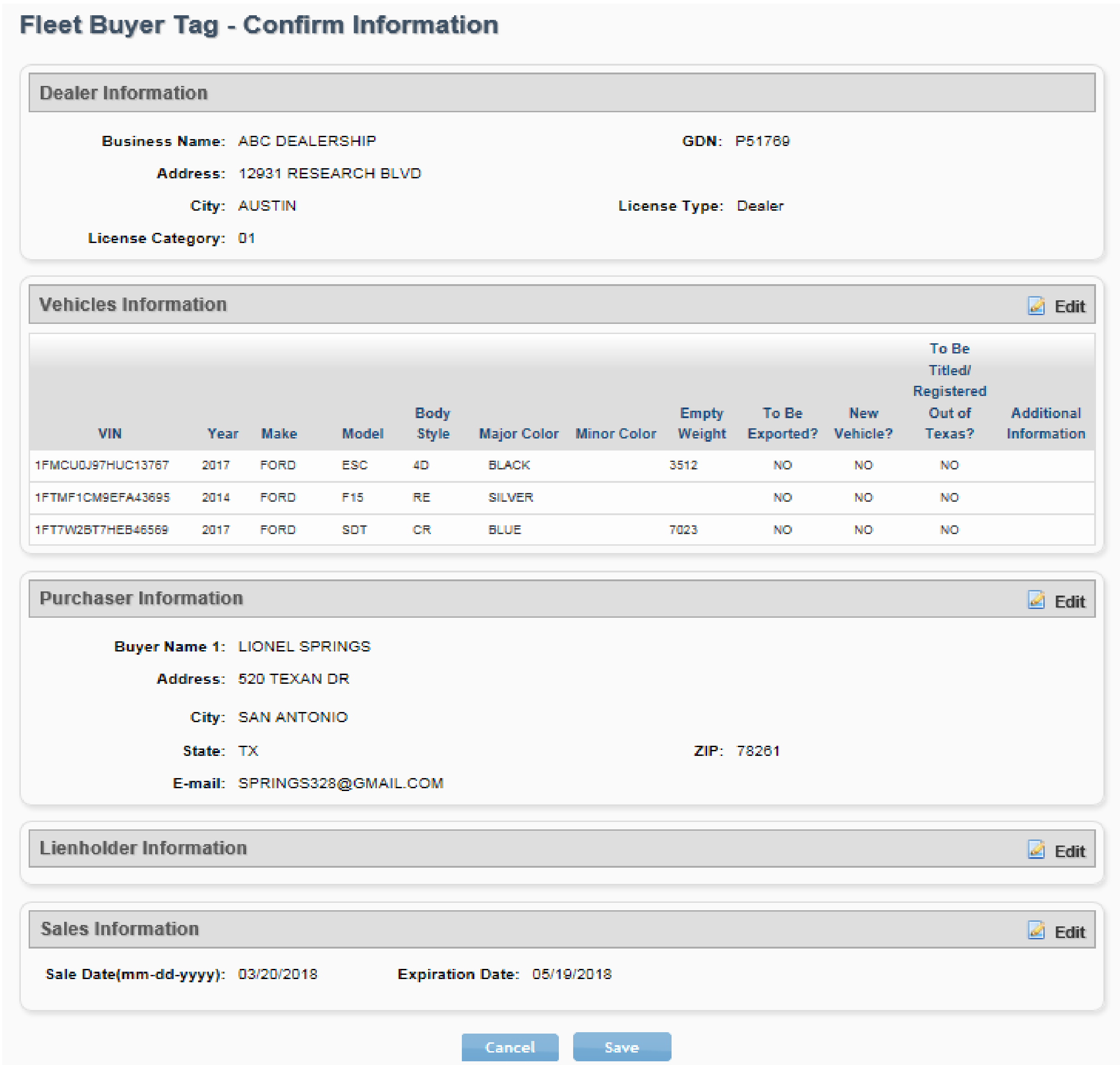


Figure 134: Confirm Imported Fleet Buyer Tags.

11. The application displays the Fleet Buyer Tag – Owner Information page. Review, complete, or update the rest of the application.

12. Click **Save**.



Fleet Buyer Tag - Confirm Information

Dealer Information

Business Name: ABC DEALERSHIP **GDN:** P51769

Address: 12931 RESEARCH BLVD

City: AUSTIN **License Type:** Dealer

License Category: 01

Vehicles Information Edit

VIN	Year	Make	Model	Body Style	Major Color	Minor Color	Empty Weight	To Be Exported?	New Vehicle?	To Be Titled/ Registered Out of Texas?	Additional Information
1FMCU0J97HUC13767	2017	FORD	ESC	4D	BLACK		3512	NO	NO	NO	
1FTMF1CM9EFA43695	2014	FORD	F15	RE	SILVER			NO	NO	NO	
1FT7W2BT7HEB46569	2017	FORD	SDT	CR	BLUE		7023	NO	NO	NO	

Purchaser Information Edit

Buyer Name 1: LIONEL SPRINGS

Address: 520 TEXAN DR

City: SAN ANTONIO

State: TX **ZIP:** 78261

E-mail: SPRINGS328@GMAIL.COM

Lienholder Information Edit

Sales Information Edit

Sale Date(mm-dd-yyyy): 03/20/2018 **Expiration Date:** 05/19/2018

Cancel Save

Figure 135: Save Fleet Buyer Tag

13. Print the tag and/or receipt. For instructions on how to print a tag/receipt, go to [Print Tags.](#)

18 Supersede Tag

1. When the application detects a VIN has already been issued a Buyer Tag, it will allow the user to supersede the previous tag with a new Buyer Tag.

2. The application displays a warning message that an active tag has been identified for the VIN entered.

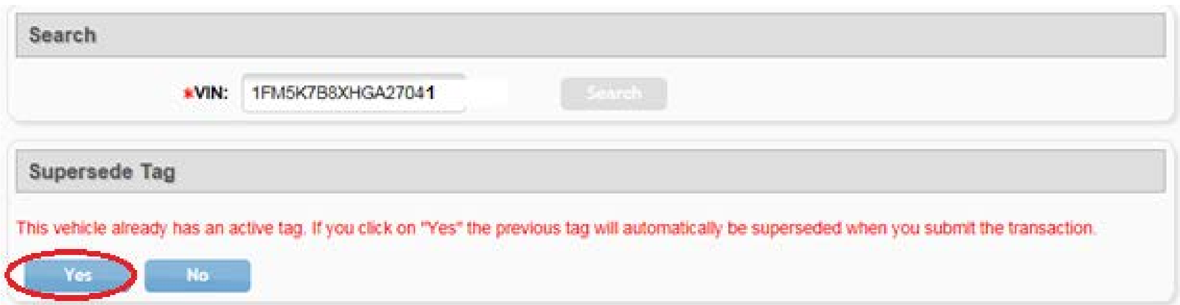


Figure 136: Supersede Tag

3. To supersede the existing tag, select **Yes**.

4. The system will display the Buyer Tag – Confirm Vehicle page.

5. Complete the Buyer Tag process. For instructions on how to complete the Buyer Tag process, refer to Create Buyer Tag.

19 Payments

Online payments for out of state Buyer Tags can now be made directly from the application using a credit card. A dealer also has the option to select transactions to make payments at the county tax assessor-collector's office. Completed payment transaction information is available on the Payments Completed page.

1. Payment actions are selected from the Payments tab.

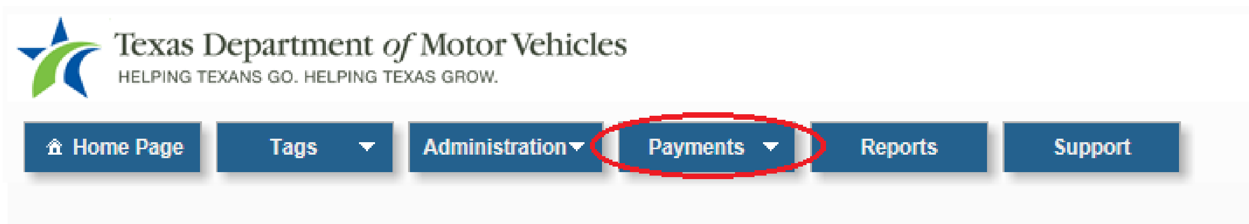


Figure 137: Payments Main Menu

2. The user has the option to select Payments Due or Payments Completed.

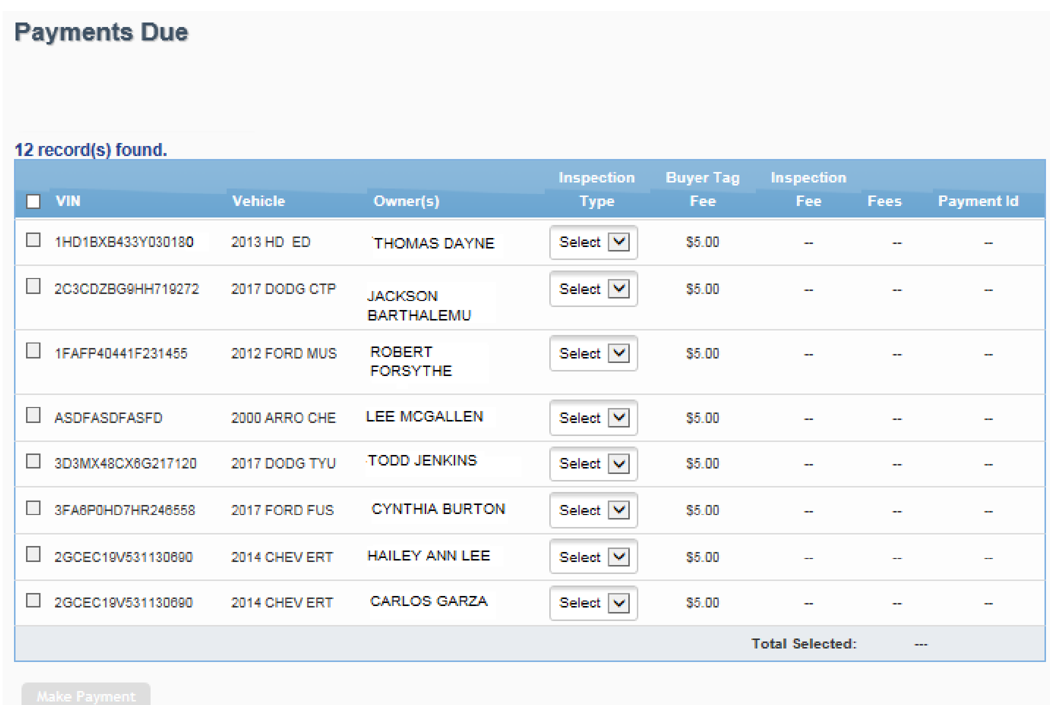
19.1 Payment Due

1. Select **Payments Due** from the Payments tab.

Figure 138: Payments Due Menu Option

2. The application displays the Payments Due page. All outstanding payments are listed.

3. The user must first select the inspection fee. To see inspection code descriptions, go to Inspection Codes.



Payments Due

12 record(s) found.

☐	VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
☐	1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	Select	$5.00	--	--	--
☐	2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	Select	$5.00	--	--	--
☐	1FAFP40441F231455	2012 FORD MUS	ROBERT FORSYTHE	Select	$5.00	--	--	--
☐	ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	Select	$5.00	--	--	--
☐	3D3MX48CX6G217120	2017 DODG TYU	TODD JENKINS	Select	$5.00	--	--	--
☐	3FA6P0HD7HR246558	2017 FORD FUS	CYNTHIA BURTON	Select	$5.00	--	--	--
☐	2GCEC19V531130690	2014 CHEV ERT	HAILEY ANN LEE	Select	$5.00	--	--	--
☐	2GCEC19V531130690	2014 CHEV ERT	CARLOS GARZA	Select	$5.00	--	--	--
						Total Selected:	---	

Make Payment

Figure 139: Payments Due List of Outstanding Payments

4. Once the Inspection type is selected, the application will display the total amount due under the **Fees** column.

Payments Due

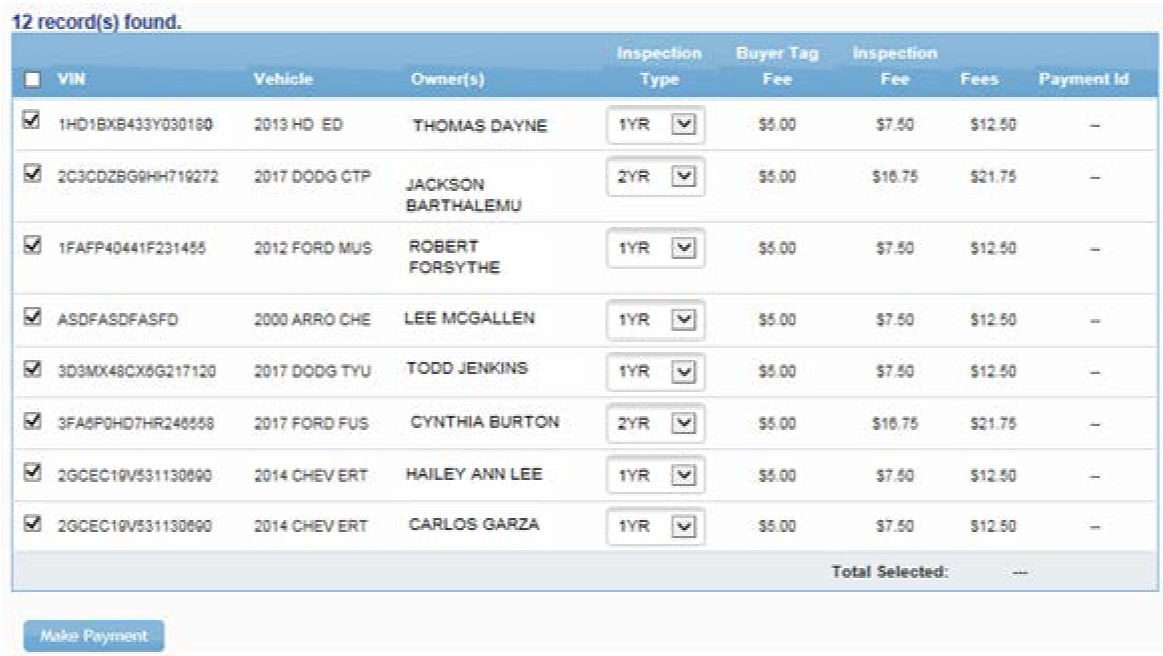
12 record(s) found.

☐ VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
☐ 1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	1YR	$5.00	$7.50	$12.50	--
☐ 2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	2YR	$5.00	$16.75	$21.75	--
☐ 1FAFP40441F231455	2012 FORD MUS	ROBERT FORSYTHE	1YR	$5.00	$7.50	$12.50	--
☐ ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	1YR	$5.00	$7.50	$12.50	--
☐ 3D3MX48CX8G217120	2017 DODG TYU	TODD JENKINS	1YR	$5.00	$7.50	$12.50	--
☐ 3FA6P0HD7HR246558	2017 FORD FUS	CYNTHIA BURTON	2YR	$5.00	$16.75	$21.75	--
☐ 2GCEC19V531130690	2014 CHEV ERT	HAILEY ANN LEE	1YR	$5.00	$7.50	$12.50	--
☐ 2GCEC19V531130690	2014 CHEV ERT	CARLOS GARZA	1YR	$5.00	$7.50	$12.50	--
					Total Selected:	---	

Make Payment

Figure 140: Select Outstanding Payment(s)

5. Repeat this process for each tag to be paid. Select all tags to be paid, and click **Make Payment**.



12 record(s) found.

VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	1YR	$5.00	$7.50	$12.50	--
2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	2YR	$5.00	$16.75	$21.75	--
1FAFP40441F231455	2012 FORD MUS	ROBERT FORSYTHE	1YR	$5.00	$7.50	$12.50	--
ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	1YR	$5.00	$7.50	$12.50	--
3D3MX48CX6G217120	2017 DODG TYU	TODD JENKINS	1YR	$5.00	$7.50	$12.50	--
3FA6P0HD7HR246558	2017 FORD FUS	CYNTHIA BURTON	2YR	$5.00	$16.75	$21.75	--
2GCEC19V531130690	2014 CHEV ERT	HAILEY ANN LEE	1YR	$5.00	$7.50	$12.50	--
2GCEC19V531130690	2014 CHEV ERT	CARLOS GARZA	1YR	$5.00	$7.50	$12.50	--
					Total Selected:	---	

Make Payment

Figure 141: Make Payment

6. The application displays the **Record Payment** pop-up window with the total amount for all the tags selected.

7. Select the Payment Type, either online or county.

19.1.1 Online Payment

1. Select **ONLINE** for payment type.

2. Click **Proceed To Pay** to make payment. The application will redirect you to the Texas.gov page to make payment. After payment has been made with Texas.gov, the application will return to eTAG.

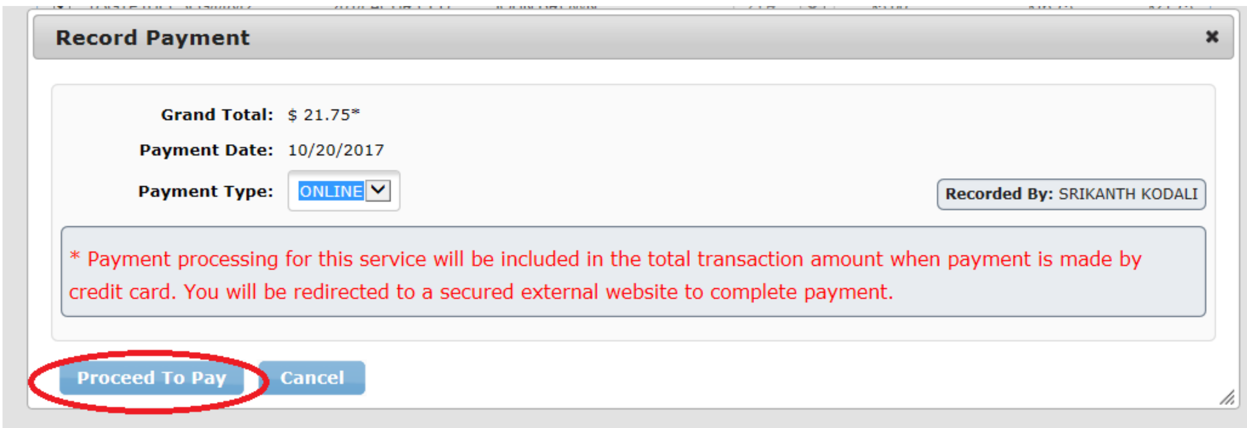


Figure 142: Make Payment

3. Note there is a two-hour lock placed on a payment once it is made. Please wait at least two hours in order to make a change.

19.1.2 County Payment

Note: Payment to county is only allowed in the county your dealership is located in. Additionally, you must be setup to use webDEALER with that county.

1. Select **COUNTY** for payment type.

2. Click **Make Payment**. The application will display the name of the county to submit payment.

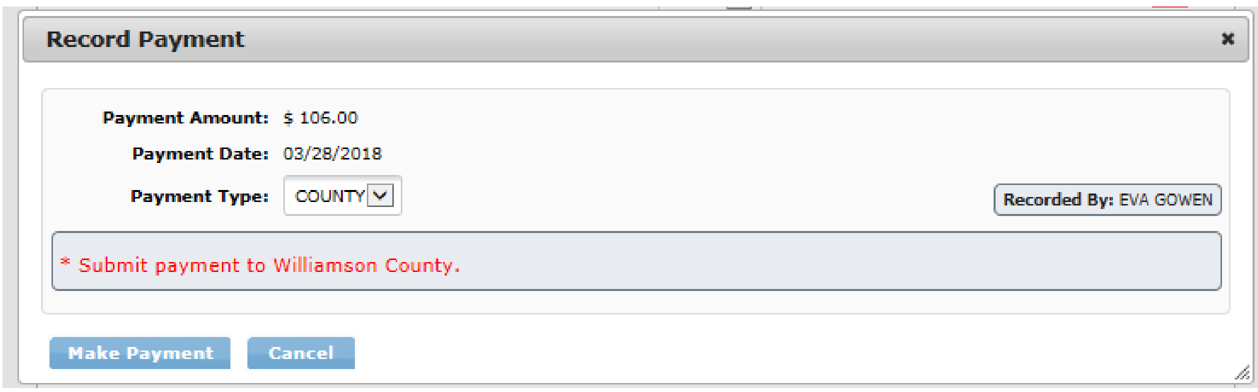


Figure 143: County Payment

3. The application will display the Buyer Tag Payment Details page and list the payments selected for your review.

4. Click on the County Summary Report to create a report of the selected payments to be submitted to the county.

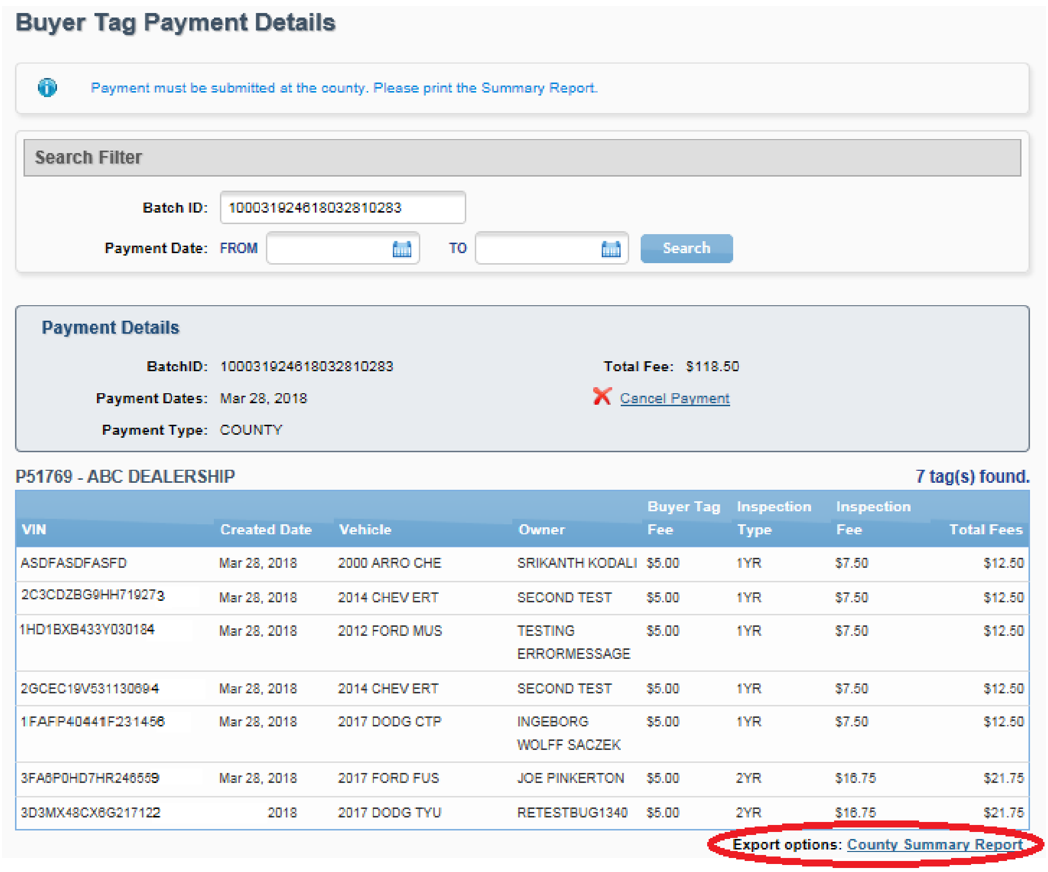


Figure 144: Payment Details

5. The application will display the County Summary Report showing the selected payments.

Batch Id: 100031924618032810283
Dealer/Payor: P51769 - ABC DEALERSHIP
Payment Date: Mar 28, 2018
Payment Type: COUNTY
Total Fees: $118.50
Report Generated: 03/28/2018 01:27 PM

VIN	Created Date	Vehicle	Owner	Buyer Tag Fee	Inspection Type	Inspection Fee	Total Fees
3FA6P0HBG9HH719273	Mar 28, 2018	2017 DODG CTP	Jeffrey Oliver Smithington	$5.00	1YR	$7.50	$12.50
1FASDFASDFASFD20	Mar 28, 2018	2000 ARRO CHE	SRIKANTH KODALI	$5.00	1YR	$7.50	$12.50
2GCEC1719273 30690	Mar 28, 2018	2014 CHEV ERT	WOLFF SECOND	$5.00	1YR	$7.50	$12.50
3AFP40441F23217120	Mar 28, 2018	2017 DODG TYU	Jason Downtone	$5.00	2YR	$16.75	$21.75
2GCEC19V531192730	Mar 28, 2018	2014 CHEV ERT	Abigail Jenkins	$5.00	1YR	$7.50	$12.50
1FAFP402171201455	Mar 28, 2018	2012 FORD MUS	Dakota Anthony Blankenship	$5.00	1YR	$7.50	$12.50
3FA6P0HD7HR2419273	Mar 28, 2018	2017 FORD FUS	JOE PINKERTON	$5.00	2YR	$16.75	$21.75

Figure 145: County Summary Report

19.2 Payments Completed

The Payments Completed screen allows the user to select or search for a completed payment. It defaults one month prior to the current date.

1. Select **Payments Completed** from the Payments tab.

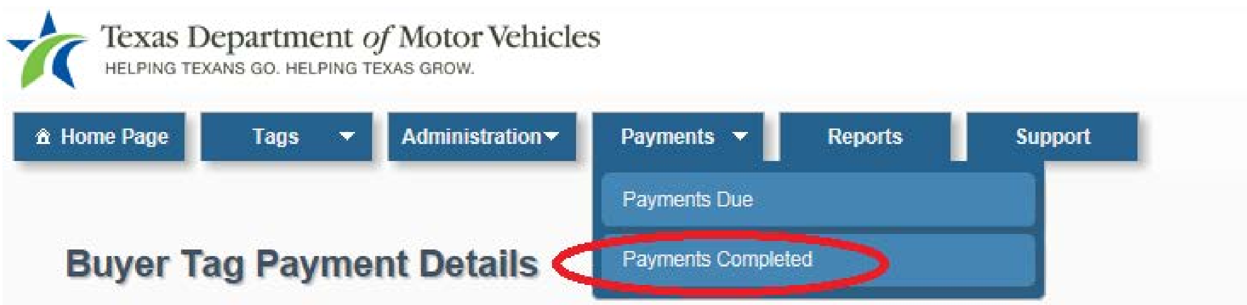


Figure 146: Payments Completed Menu Option

2. The application displays the Buyer Tag Payment Details page with the current month's payments.

3. The user can either search for or select a payment from the results listed below.

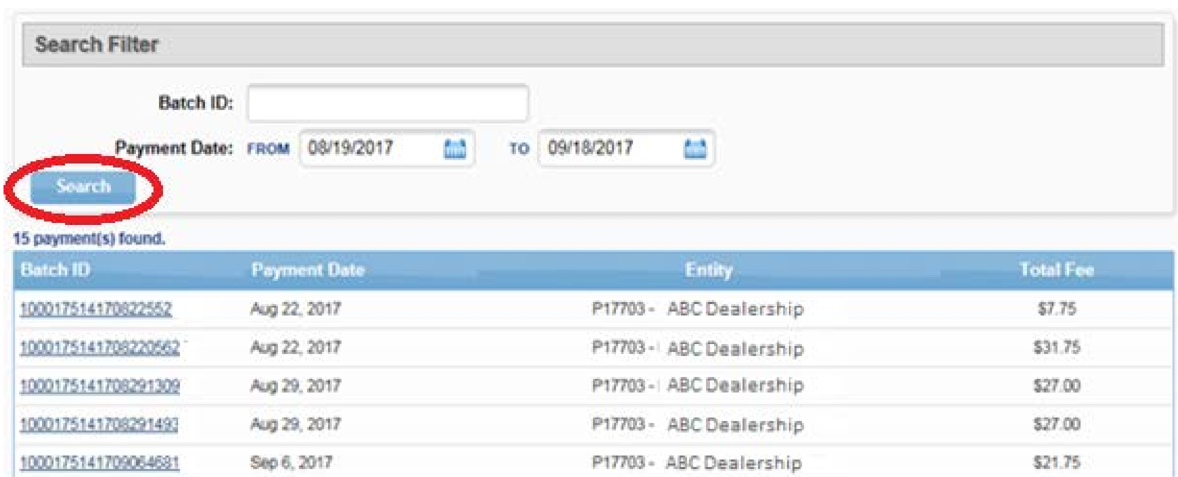


Figure 147: Payments Completed List

4. To search, enter the batch ID of the payment, and clear the dates from the payment date fields.

5. Click **Search**.

6. The application will display the specific result for the payment searched.

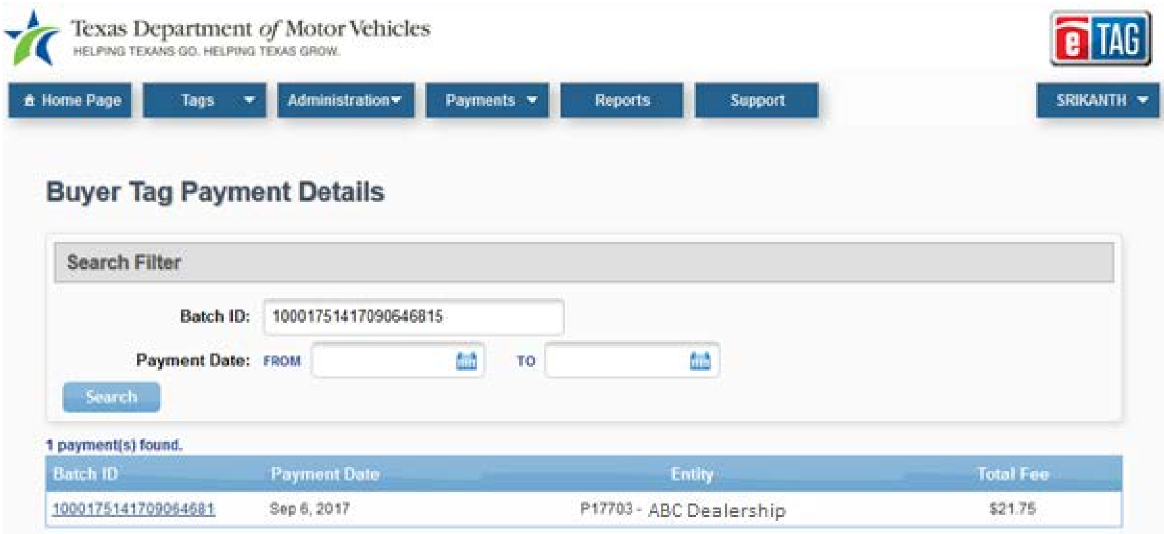


Figure 148: Search Payments Completed

7. Click the **Batch ID** link to view payment details.

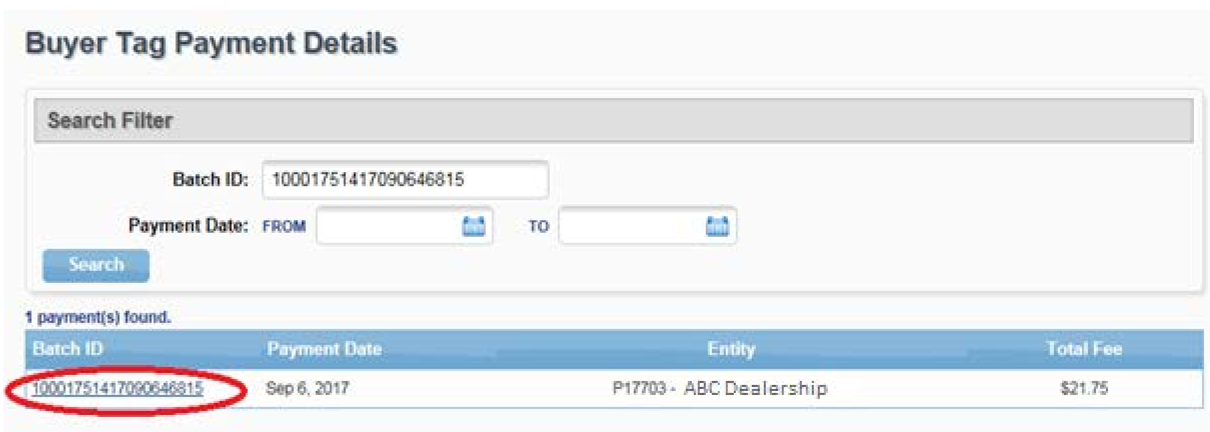
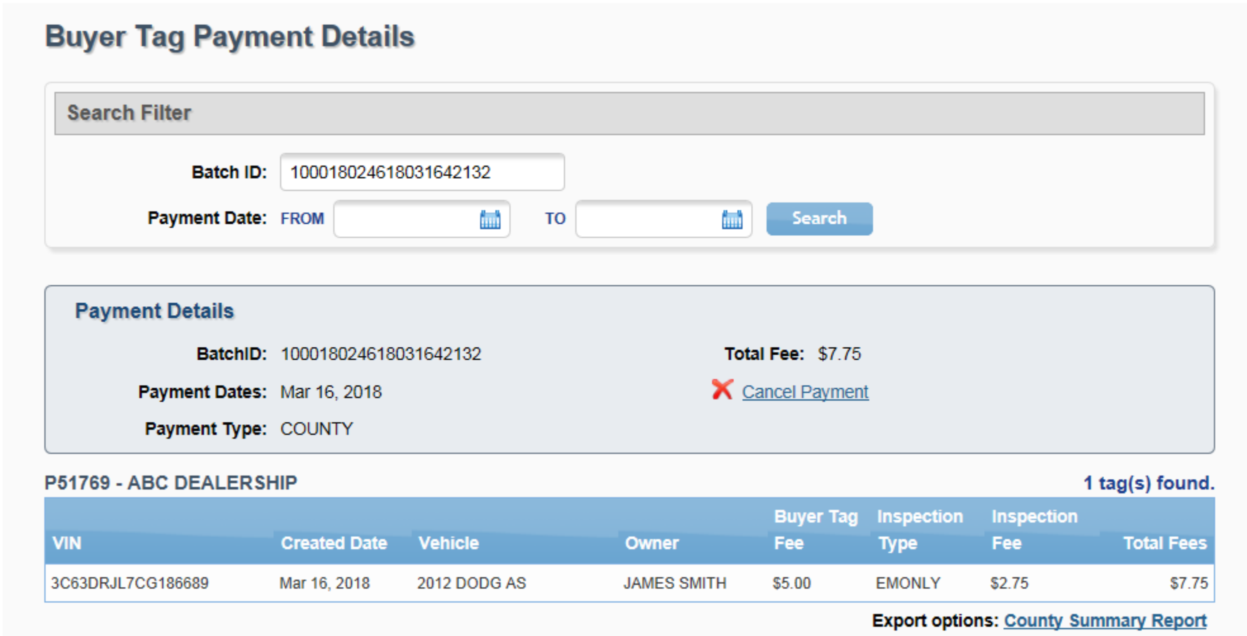


Figure 149: Payments Completed Batch ID

8. The application displays the **Buyer Tag Payment Details** section.



Buyer Tag Payment Details

Search Filter

Batch ID: 100018024618031642132

Payment Date: FROM TO Search

Payment Details

BatchID: 100018024618031642132

Payment Dates: Mar 16, 2018

Payment Type: COUNTY

Total Fee: $7.75

Cancel Payment

P51769 - ABC DEALERSHIP

1 tag(s) found.

VIN	Created Date	Vehicle	Owner	Buyer Tag Fee	Inspection Type	Inspection Fee	Total Fees
3C63DRJL7CG186689	Mar 16, 2018	2012 DODG AS	JAMES SMITH	$5.00	EMONLY	$2.75	$7.75

Export options: County Summary Report

Figure 150: Payments Completed Details

19.2.1 Cancel Payment

1. Search for the specific payment to be cancelled. See Search Payments.

2. Click the **Cancel Payment** link to cancel payment.

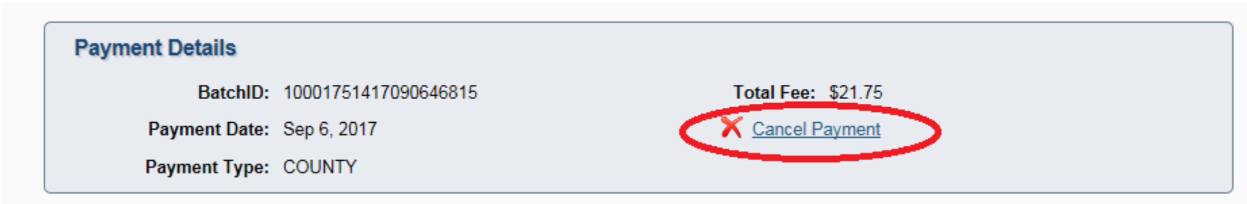


Figure 151: Cancel Payment

3. The application cancels the payment.

20 Dealer Reports

A dealer may create specific reports with customizable fields.

1. Select the Reports tab.

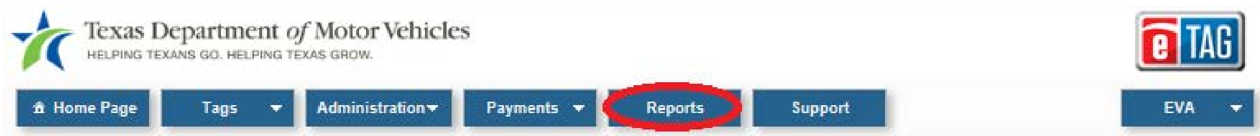


Figure 152: Reports Main Menu

2. The application displays the Reports page.

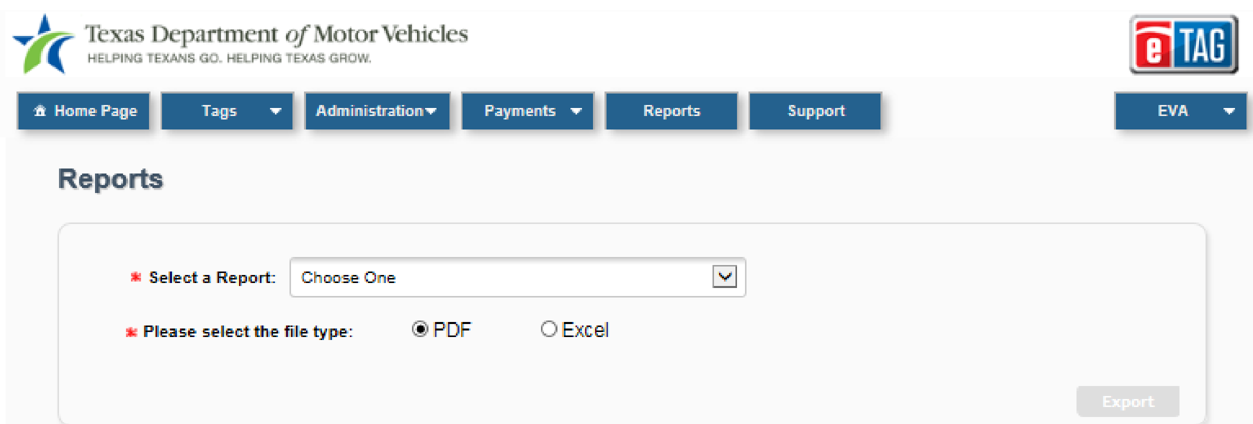


Figure 153: Reports

3. Select the report you wish to run.

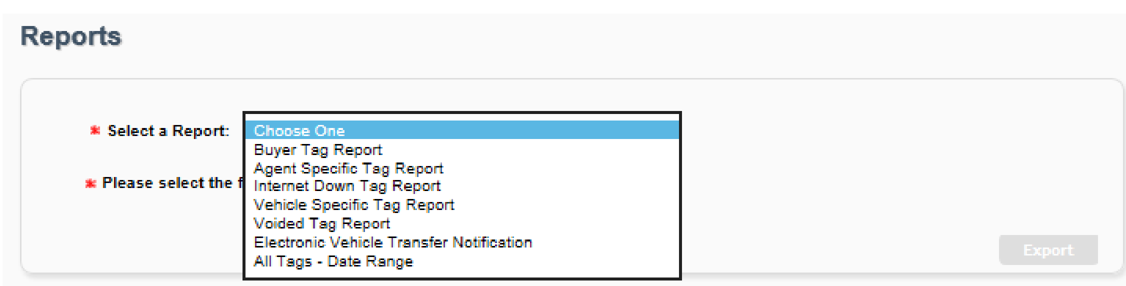


Figure 154: Select Report

4. The application displays report criteria.

5. Enter the start and end date of the report.

Note: The date fields are based off the creation date.

6. Select all or any of the report fields to display.

7. Click **Export**.

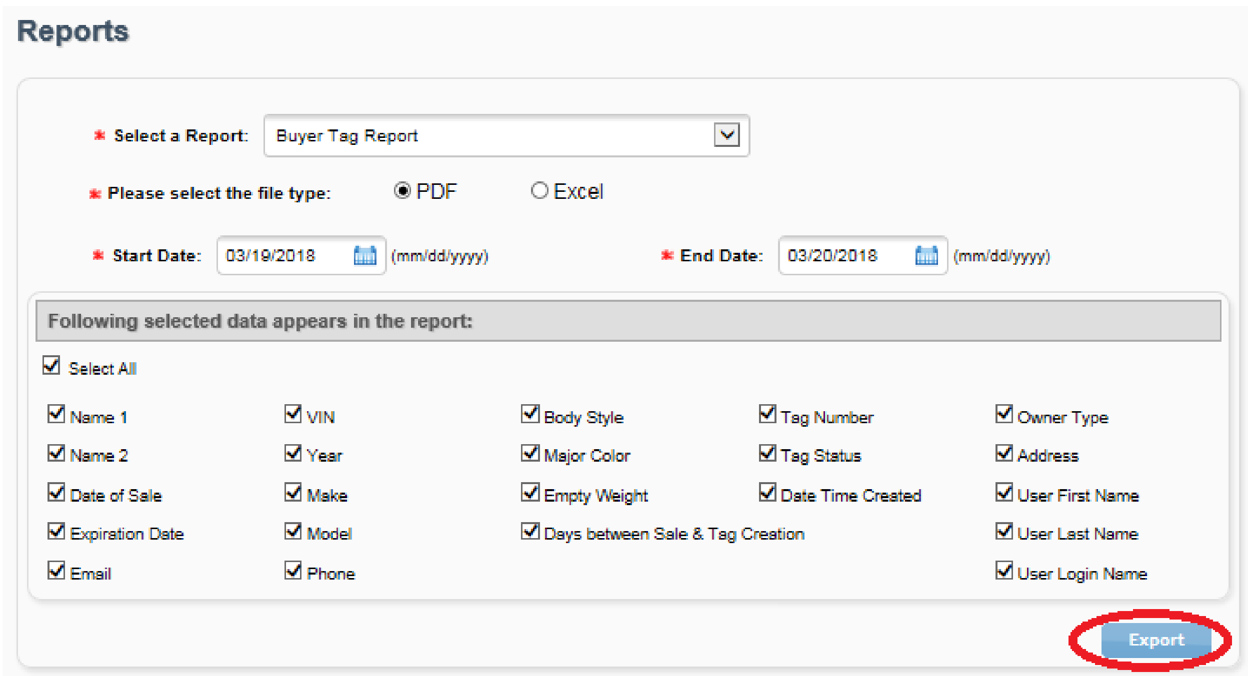


Figure 155: Select Report Fields

8. The application will enable the user to open or save the report.

9. Click **Save**.

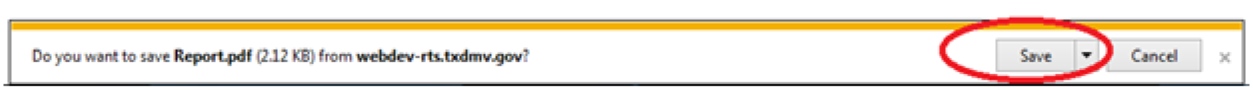


Figure 156: Report Save Prompt

10. The application will display a prompt to open the report.

11. Click **Open**.

Figure 157: Report Open Prompt

12. The application will display the report. Note, if Excel was chosen, the system will ask again if you are sure you want to open the file. Select **Yes,** and Excel will display the report.

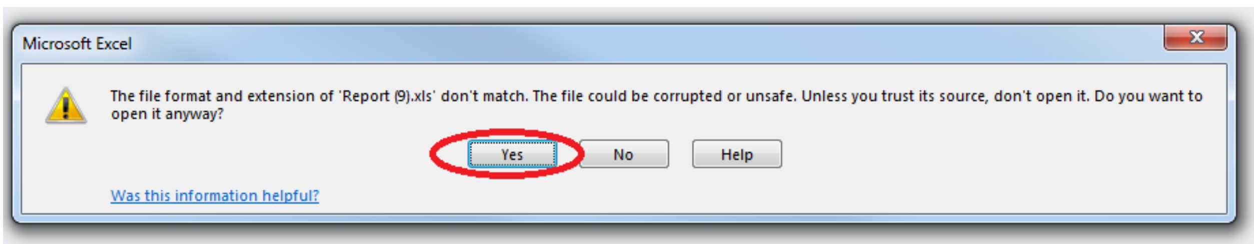


Figure 158: Report Excel Prompt

21 Maintain User Accounts

The application provides user account maintenance for the administrator. An administrator will be able to add, delete, or update accounts.

21.1 Add User to Account

1. Select the Administration tab.

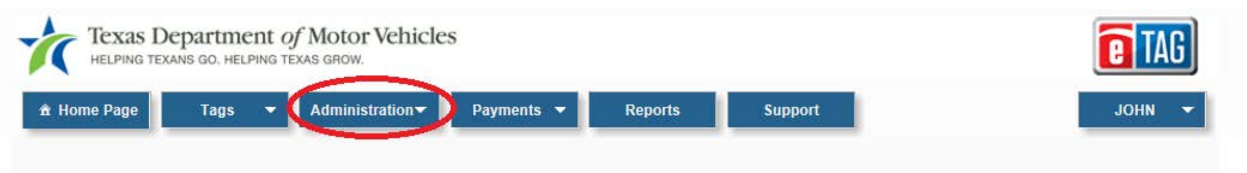


Figure 159: Administration Main Menu

2. The application displays the Account Details page.
3. Click Add User.

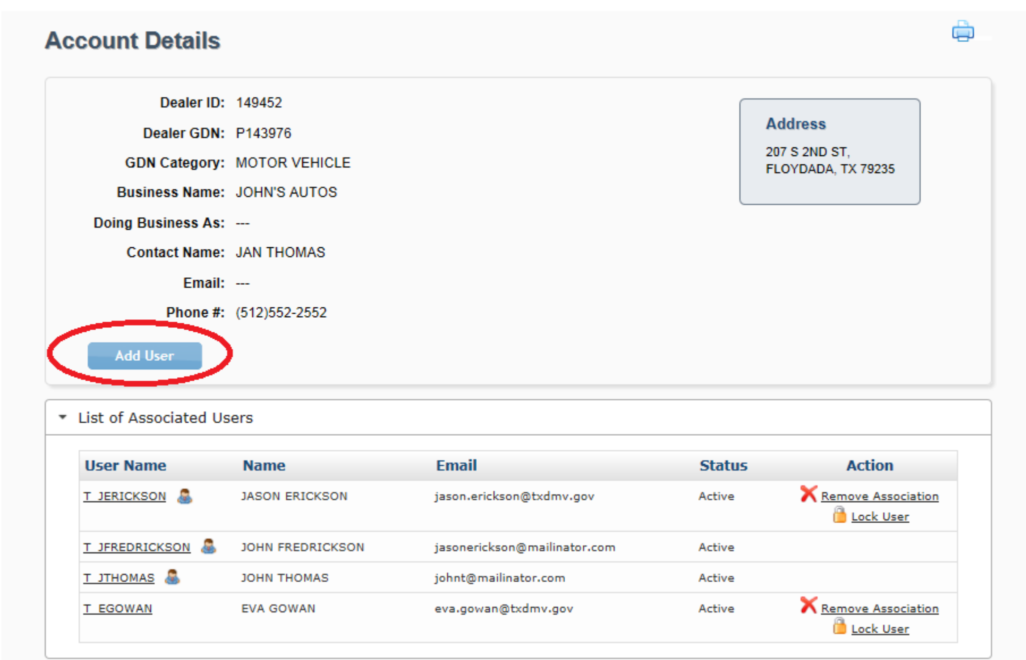


Figure 160: Add User

4. The application displays the **Search Criteria** section.

5. Enter the Username, First Name, Last Name, or Email address to search for the desired user.

6. Click **Search**.

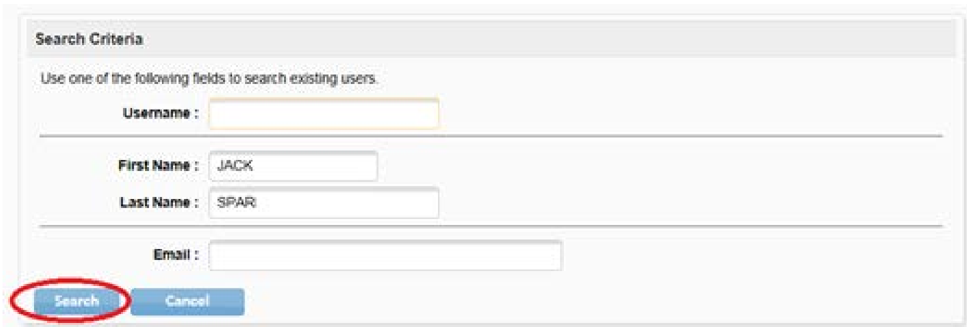


Figure 161: Search User

7. The application will display the search results.

8. Click the **Add to Account** link.

Figure 162: Add to Account

9. The application will display the User Details page.

10. Click the arrow in front of eTAG located in the **Assigned Permissions** section.

Figure 163: eTAG Permissions

11. The application will display the eTAG permissions.

12. Select the appropriate permissions.

13. Click **Save** to assign user permissions.

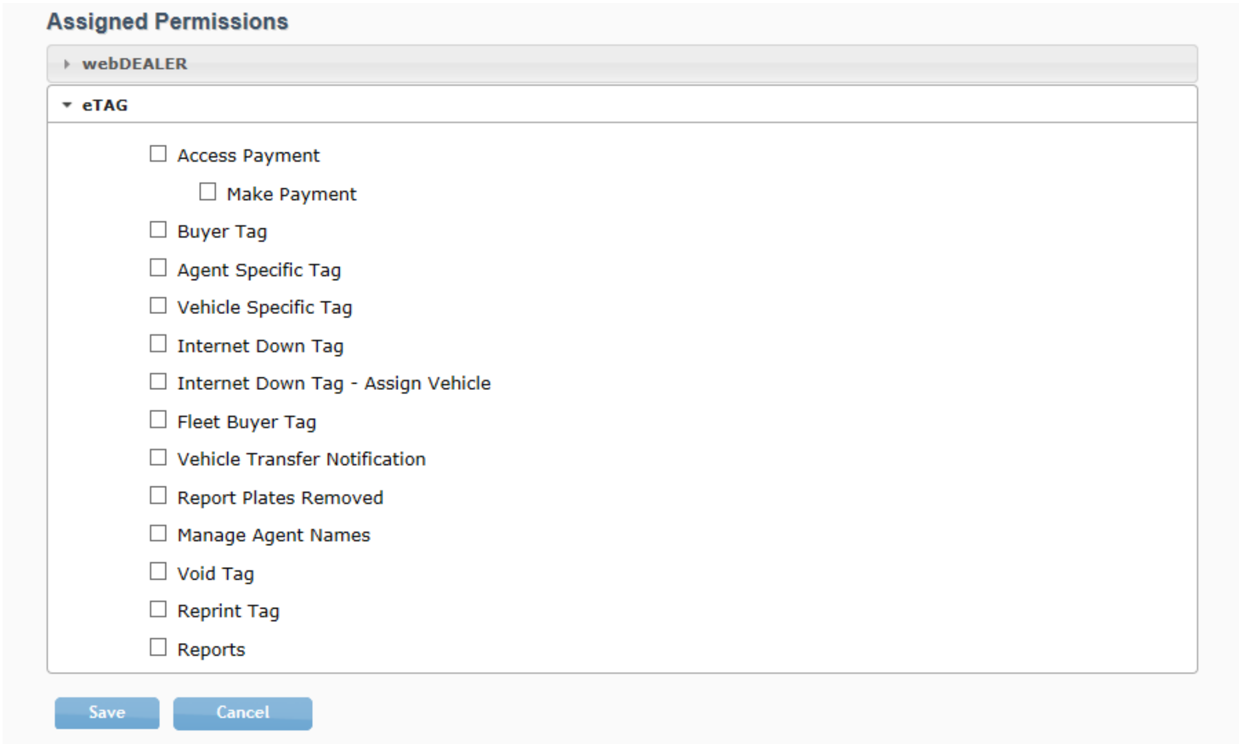


Figure 164: Save eTAG Permissions

Note: available permissions are based on license type

14. The application will display a message that the user details have been updated.

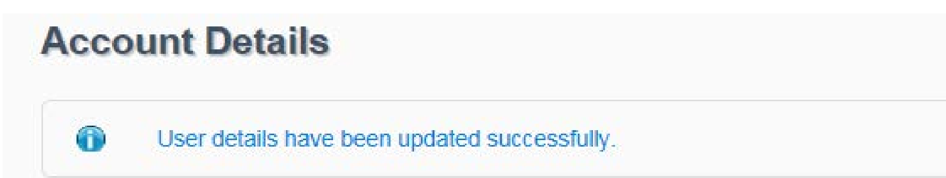


Figure 165: Permissions Message

21.2 Delete User Account

1. Select the Administration tab.

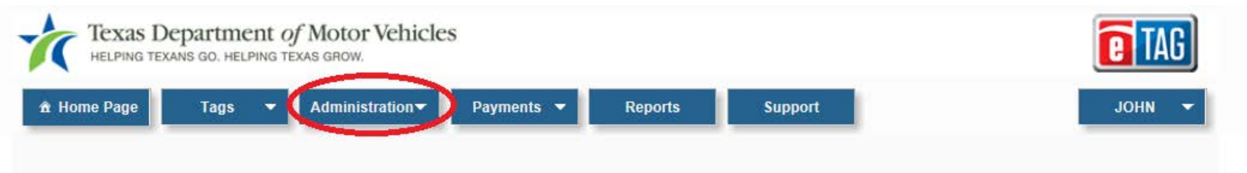


Figure 166: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user's account.
4. Click the Remove Association link.

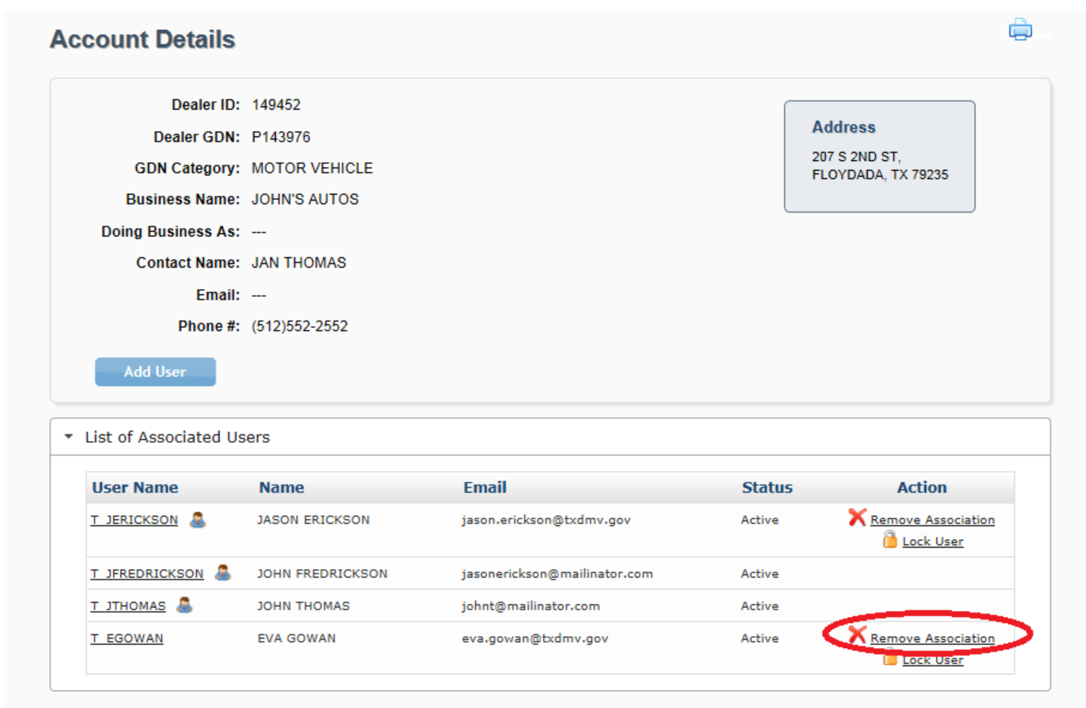


Figure 167: Remove Association

5. The application will display a confirmation message of the deleted user.

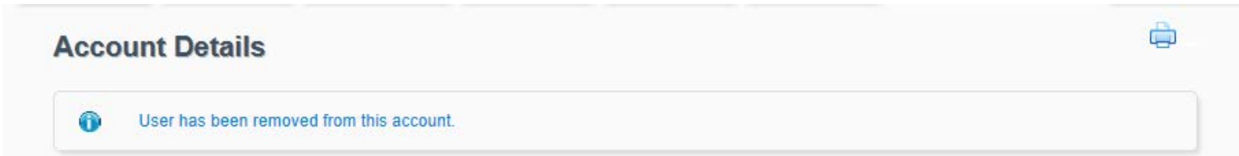


Figure 168: Remove Association Message

21.3 Lock User Account

1. Select the Administration tab.

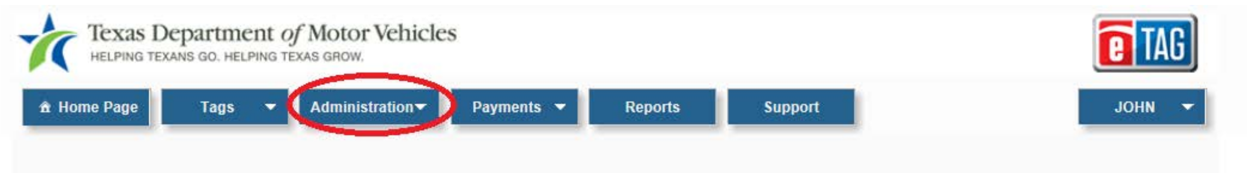


Figure 169: Administration Main Menu

2. The application displays the Account Details page.
3. Locate the user account in the results section.
4. Click the **Lock User** link.

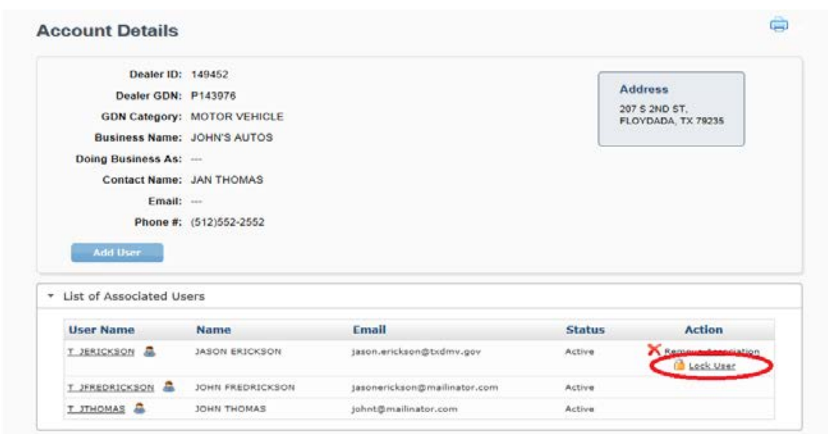


Figure 170: Account Details

5. The application will display a message the user account has been locked.

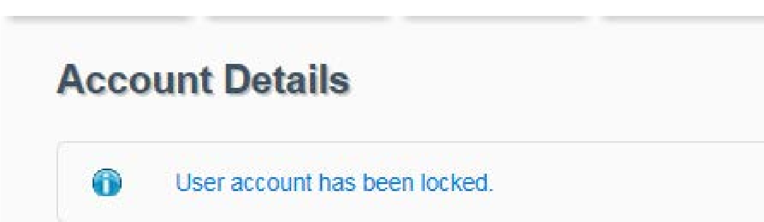


Figure 171: Account Details Message

6. The user's record is shown with the **Locked** status.

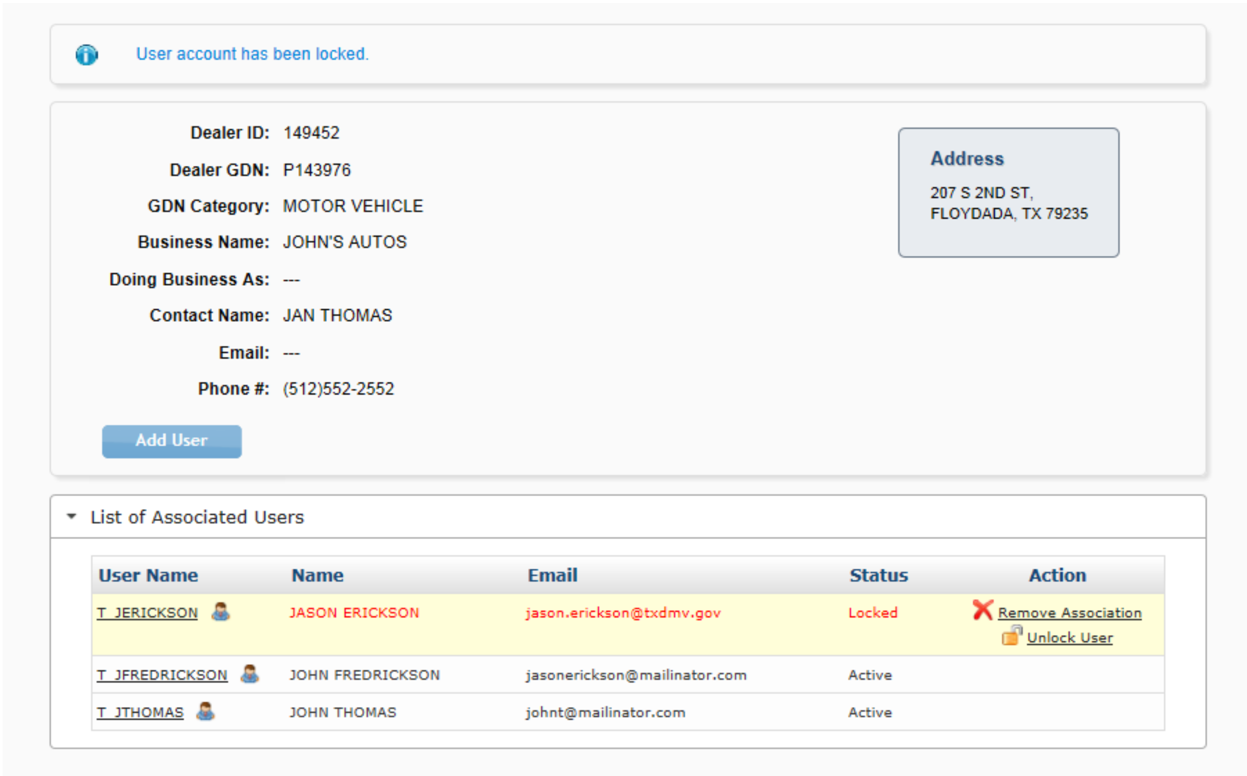


Figure 172: User Locked Status

21.4 Unlock User Account

1. Select the Administration tab.

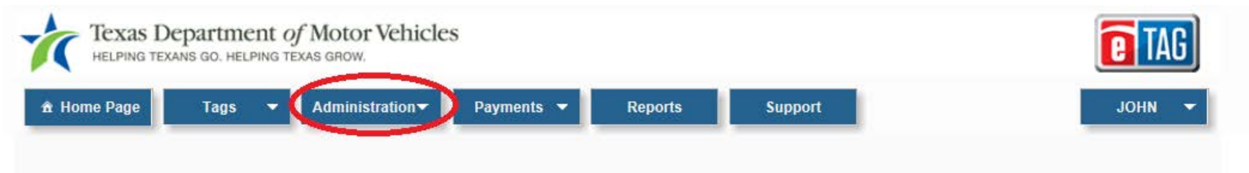


Figure 173: Administration Main Menu

2. The application displays the Account Details page.

3. Locate the user's account to be unlocked.

4. Click the user's **Unlock User** link.

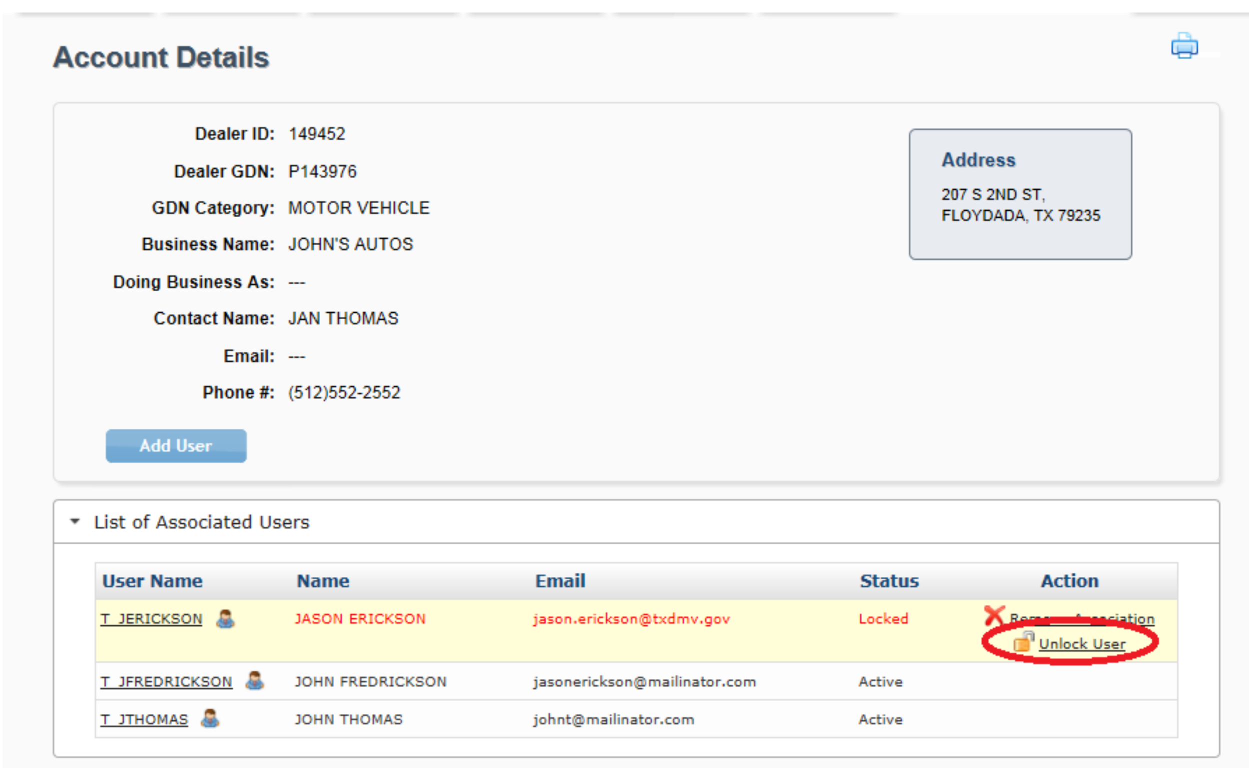


Figure 174: Unlock User

5. The application displays the Account Details page with a confirmation message located on top.

6. Locate the desired user.

7. The user's record is shown with the **Active** status.

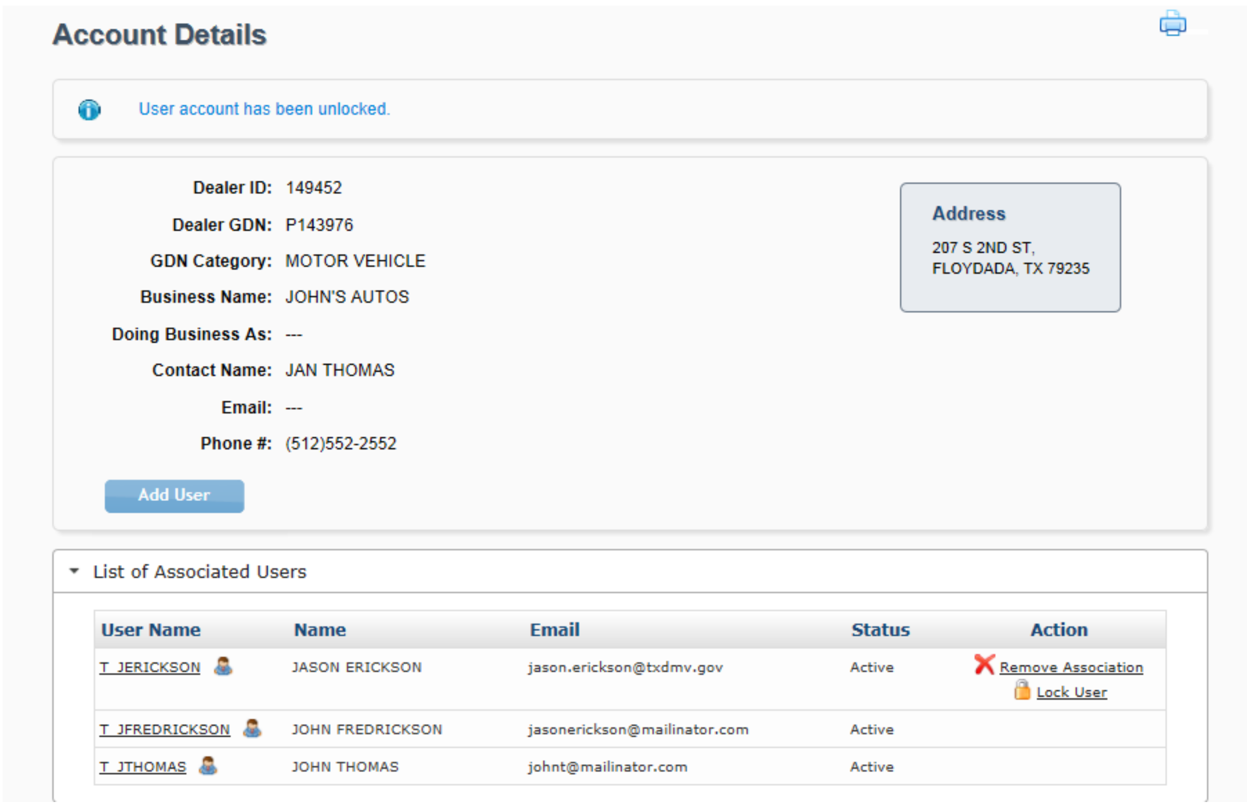


Figure 175: User Account Status

22 Appendices

22.1 Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 22.3.

When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into eTAG. When you return to eTAG to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of Import on the eTAG Data Import page, all records imported, but not used to create an application will be listed. By using the status of Import and giving a date range, all files imported (meeting your other search criteria) will be listed.

22.2 Inspection Code Descriptions

Code	Description
1YR	One Year Safety Insp. Only
2YR	Two Year Safety Insp. Only
CW	Commercial/Windshield Insp.
CDEC	Commercial/Decal Inspection
TLMC	Trailer/Motorcycle Inspection
TSI	TSI Safety Emission Inspection
ASM	ASM Safety Emission Inspection
OBD	OBD Safety Emission Inspection
EMONLY	Emission Inspection Only
TSIOBD	TSI/OBD Safety Emission
OUT ST	Vehicle Out Of State
OBDNL	OBD Safety Emission - No LIRAP
NLTSI	Travis/Williamson Emi-No LIRAP
SOEO	One Year Safety+Emissions Only
CWEO	Commercial/Windshield+Emission
EMONL2	OBD - Emission Inspection Only
EMONL3	Emission Inspection Only
SOE2	One Year Safety+Emissions Onl2
SOE3	One Year Safety+Emissions Onl3
CWE2	Commercial/Windshield+Emissio2
CWE3	Commercial/Windshield+Emissio3

Figure 176: List of Inspection Codes

22.3 DMS Import CSV File Format for the Title Data File

The Export / Import file is a comma-separated values (CSV) file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website: https://webdealertest.txdmv.gov/dmsFileCheck.do .

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New", or "Used"
5	Original_Price (Retail)	2 of the 3 fields required	
6	Rebate_Amt		
7	Sales_Price (after rebate)		
8	Trade1_Amt		
9	Trade1_VIN		
10	Trade1_Make		
11	Trade1_Model_Year	Year	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	**Make**	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	*Minor_Color_Cd*	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	
29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	

32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	*Owner_Zip_Cd_P4*	Optional	
35	*Owner_Country*	Optional	
36	*Owner_Postal_Cd*	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	“Cash”, or Finance Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1	None of these fields are required, and not necessary if Certified Lien No is provided.	
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

Figure 177: Import File Format