



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eTAG User Guide

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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:

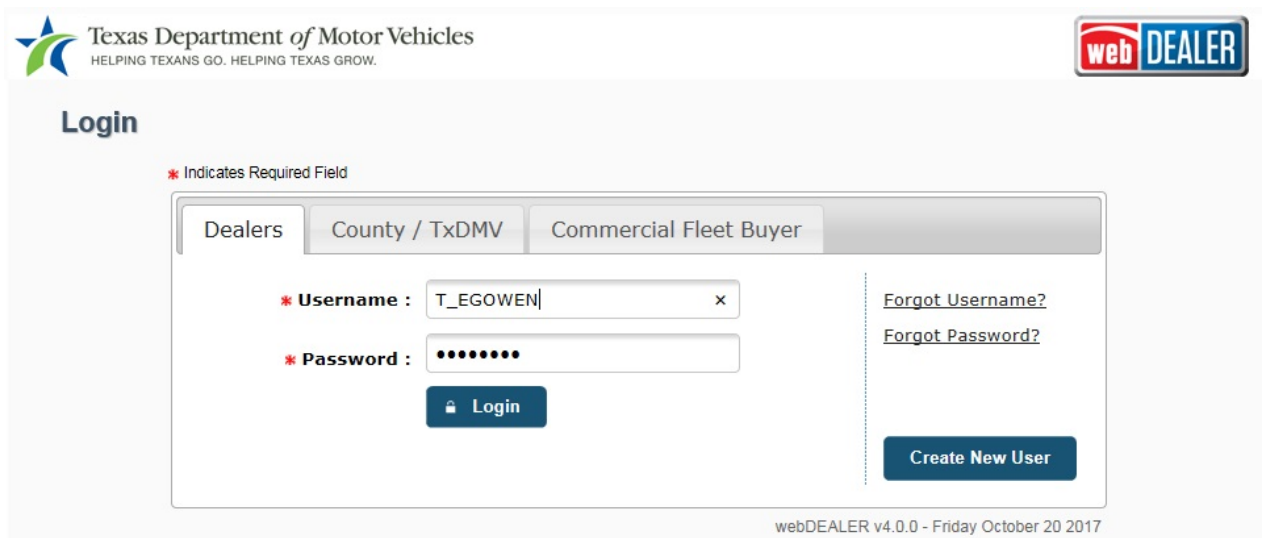
- Create, maintain, and print Buyer, Vehicle, Agent, and Internet Down Tags.
- Assign tags directly to agents or vehicles.
- Import active Buyer Tags into webDEALER to begin a title application with information from eTAG.
- Complete a vehicle transfer notification.
- Create Fleet Buyer Tags.
- Report 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.



The screenshot shows the login interface for the webDEALER application. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." At the top right is the "web DEALER" logo. The main heading is "Login". Below the heading, a red asterisk indicates a required field. There are three tabs: "Dealers" (selected), "County / TxDMV", and "Commercial Fleet Buyer". The "Dealers" tab contains two input fields: "Username" with the value "T_EGOWEN" and "Password" with masked characters. A "Login" button is positioned below the password field. To the right of the input fields are links for "Forgot Username?" and "Forgot Password?". A "Create New User" button is located at the bottom right of the form area. The footer text reads "webDEALER v4.0.0 - Friday October 20 2017".

Figure 1: Login

3. The application will display the landing page.
4. Select the eTAG icon.

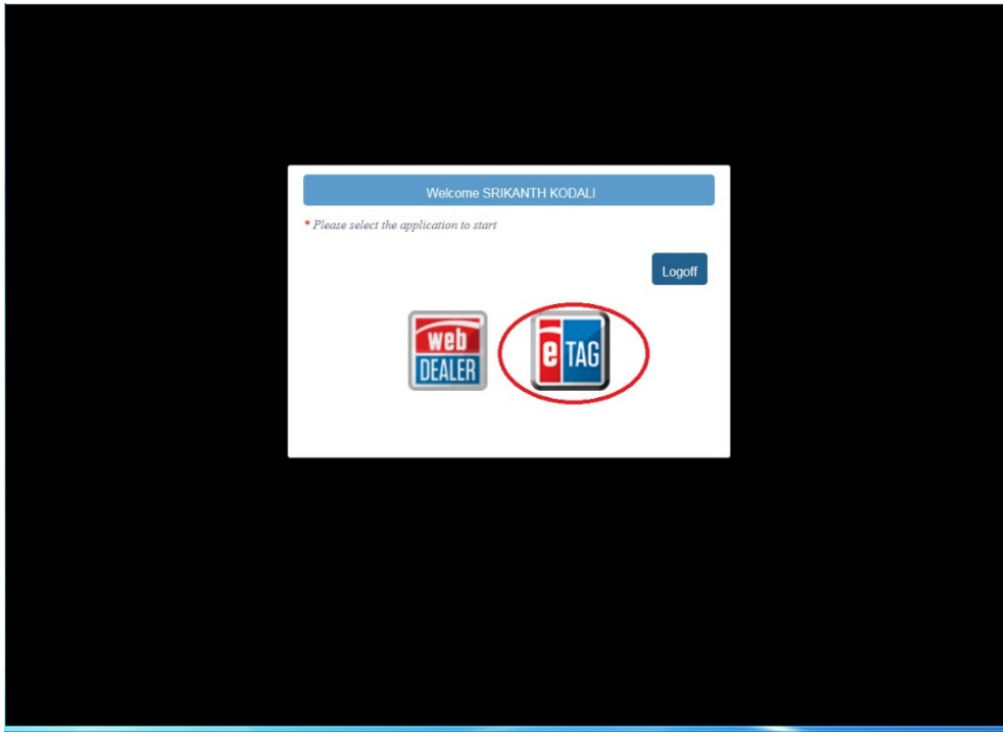
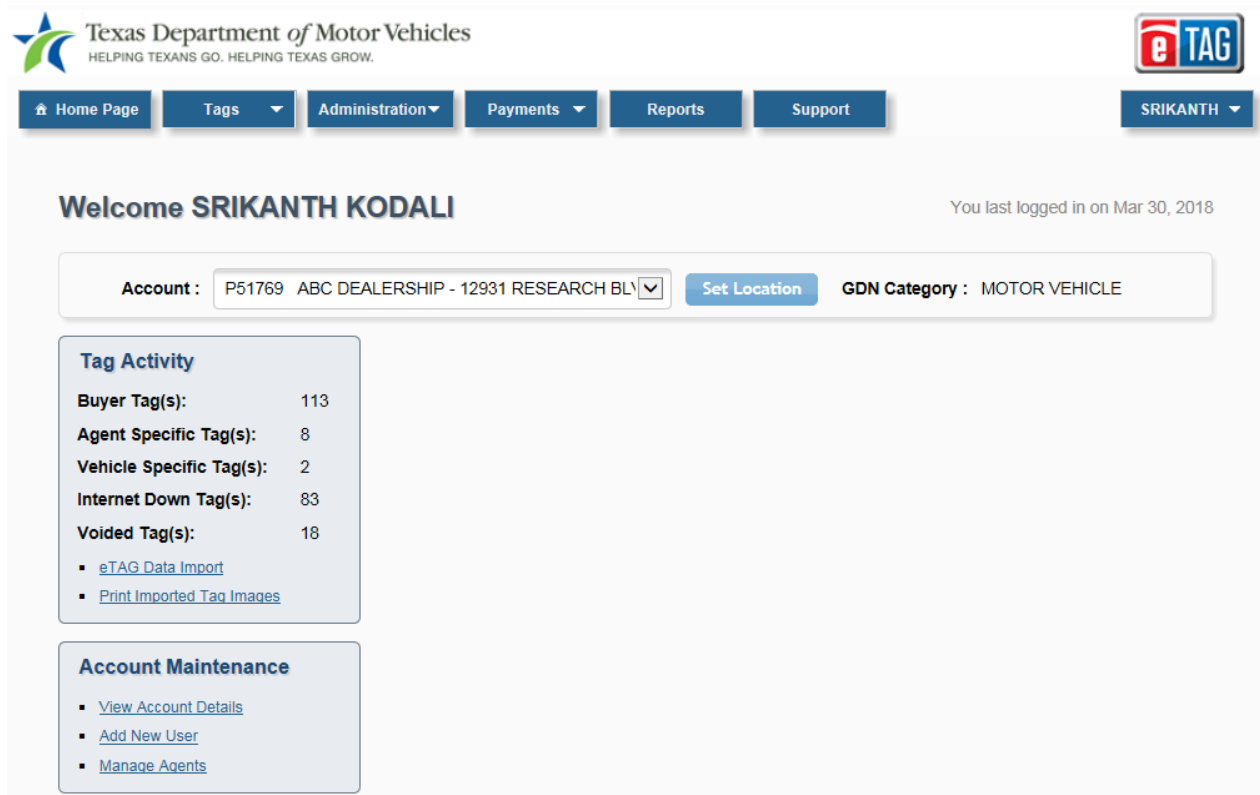


Figure 2: Landing Page

5. The application will display the eTAG home page.



The screenshot shows the eTAG Home Page. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." To the right is the eTAG logo. Below these are navigation buttons: Home Page, Tags, Administration, Payments, Reports, and Support. A user profile dropdown for "SRIKANTH" is visible on the far right. The main content area displays a welcome message for "SRIKANTH KODALI" and a login timestamp: "You last logged in on Mar 30, 2018". Below this is an account information section with a dropdown menu showing "P51769 ABC DEALERSHIP - 12931 RESEARCH BL", a "Set Location" button, and "GDN Category : MOTOR VEHICLE". Two summary boxes are present: "Tag Activity" and "Account Maintenance".

Tag Activity	
Buyer Tag(s):	113
Agent Specific Tag(s):	8
Vehicle Specific Tag(s):	2
Internet Down Tag(s):	83
Voided Tag(s):	18

Account Maintenance	
View Account Details	
Add New User	
Manage Agents	

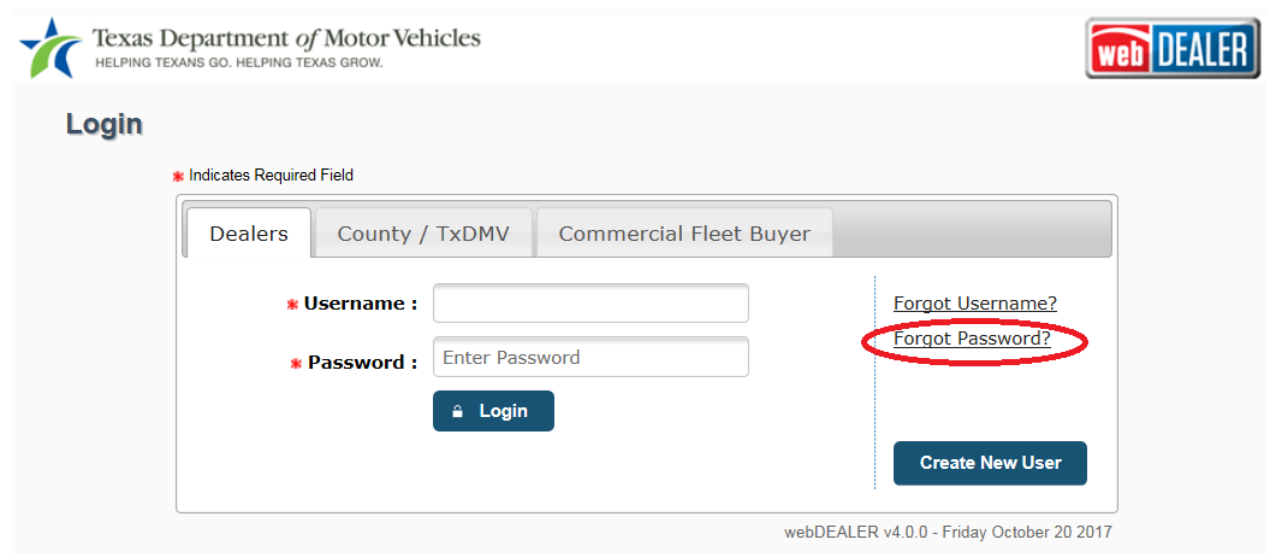
Figure 3: eTAG Home Page

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.



The screenshot shows the webDEALER Login page. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." At the top right is the "web DEALER" logo. Below the logos is the "Login" heading. A red asterisk indicates a required field. The form has three tabs: "Dealers", "County / TxDMV", and "Commercial Fleet Buyer". The "Dealers" tab is selected. There are two input fields: "Username" and "Password". The "Password" field has the placeholder text "Enter Password". Below the "Password" field is a "Login" button. To the right of the input fields are two links: "Forgot Username?" and "Forgot Password?". The "Forgot Password?" link is circled in red. Below the links is a "Create New User" button. At the bottom right of the form area, the text "webDEALER v4.0.0 - Friday October 20 2017" is displayed.

Figure 4: Forgot Password

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



The screenshot shows the webDEALER Forgot Password page. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." At the top right is the "web DEALER" logo. Below the logos is the "Forgot Password" heading. A red asterisk indicates a required field. There is one input field for "Username" containing the text "T_egowen". Below the input field is a "Return to Login" button. To the right of the input field is a "Submit" button, which is circled in red.

Figure 5: Submit Forgot Password

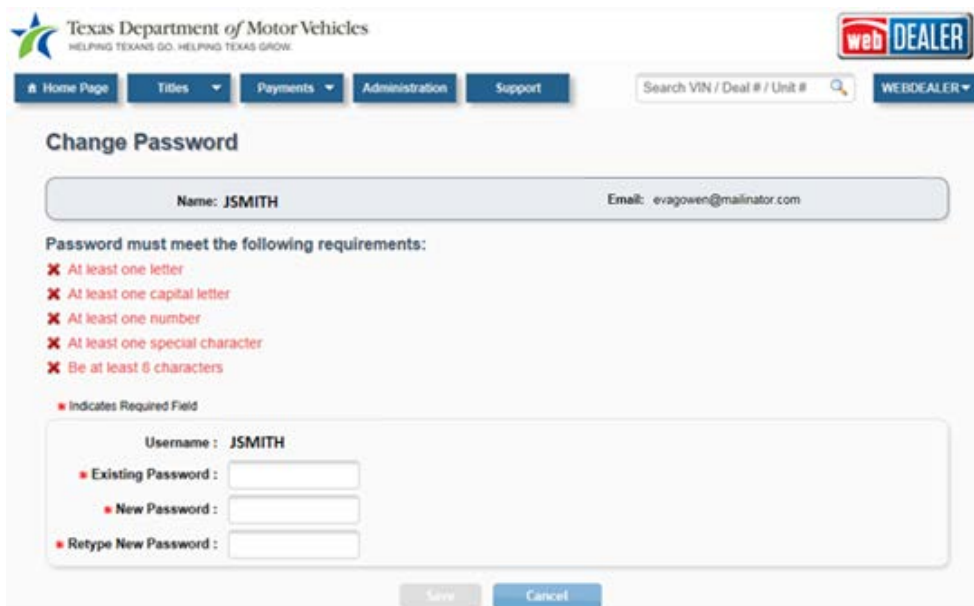
- The application will display a confirmation message informing you an e-mail was sent with instructions.



The screenshot shows the 'Forgot Password' page of the webDEALER application. At the top left is the Texas Department of Motor Vehicles logo and tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.'. At the top right is the 'web DEALER' logo. The main heading is 'Forgot Password'. Below it is a message box with an information icon and the text: 'The password change URL has been e-mailed to the user with instructions.' Below this is a legend: 'Indicates Required Field'. There is a single required field: 'Username : Enter Username'. At the bottom left is a 'Return to Login' button, and at the bottom right is a 'Submit' button.

Figure 6: Forgot Password Confirmation Message

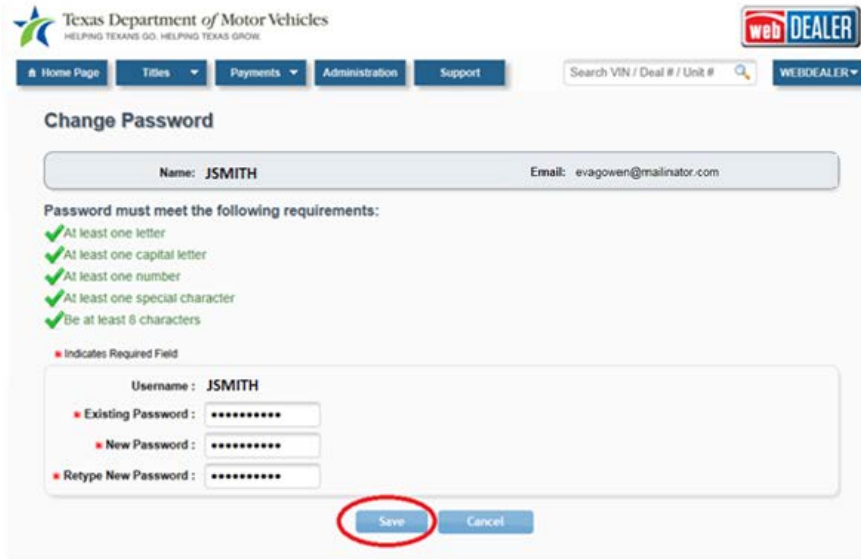
- Go to the email account associated with the account to access the email containing the password sent to you.
- Click on the link provided in the email.
- After you click on the link, the application will display the Change Password page.



The screenshot shows the 'Change Password' page of the webDEALER application. At the top left is the Texas Department of Motor Vehicles logo and tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.'. At the top right is the 'web DEALER' logo. Below the logo is a navigation bar with links: 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. To the right of the navigation bar is a search box labeled 'Search VIN / Deal # / Unit #' and a 'WEBDEALER' button. The main heading is 'Change Password'. Below the heading is a box containing the user's name 'Name: JSMITH' and email 'Email: evagowen@mailinator.com'. Below this is a list of password requirements, all marked with a red 'X' as not met: 'At least one letter', 'At least one capital letter', 'At least one number', 'At least one special character', and 'Be at least 6 characters'. Below the requirements is a legend: 'Indicates Required Field'. There are three required fields: 'Username : JSMITH', 'Existing Password :', 'New Password :', and 'Retype New Password :'. At the bottom are 'Save' and 'Cancel' buttons.

Figure 7: Reset Password

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



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Home Page | Titles | Payments | Administration | Support | Search VIN / Deal # / Unit # | webDEALER

Change Password

Name: JSMITH | Email: evagowen@mailinator.com

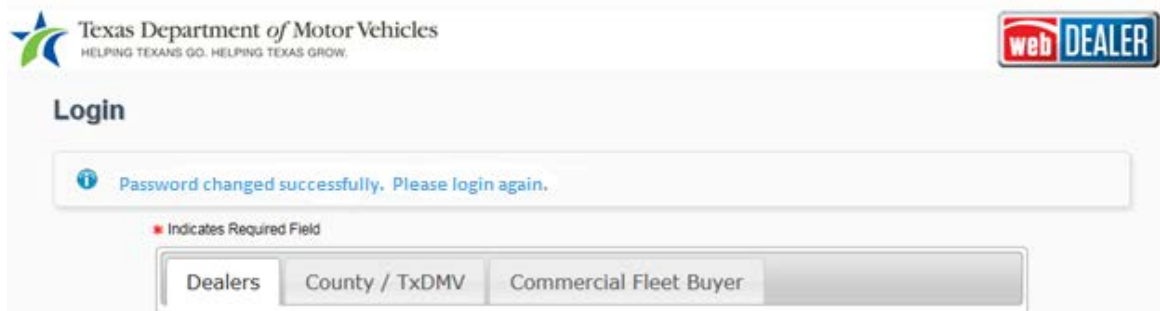
Password must meet the following requirements:
 ✓ At least one letter
 ✓ At least one capital letter
 ✓ At least one number
 ✓ At least one special character
 ✓ Be at least 6 characters

* Indicates Required Field
 Username: JSMITH
 * Existing Password: [password field]
 * New Password: [password field]
 * Retype New Password: [password field]

Save | Cancel

Figure 8: Reset Password Verification

- The application displays the **Return to Login** button after the new password is entered in both required fields. Click **Return to Login**.
- The application returns to the Login page with a confirmation message informing you the password was changed successfully.



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webDEALER

Login

Password changed successfully. Please login again.

* Indicates Required Field

Dealers | County / TxDMV | Commercial Fleet Buyer

Figure 9: Reset Password Successful

3.2 Forgot Username

1. Click the Forgot Username link.

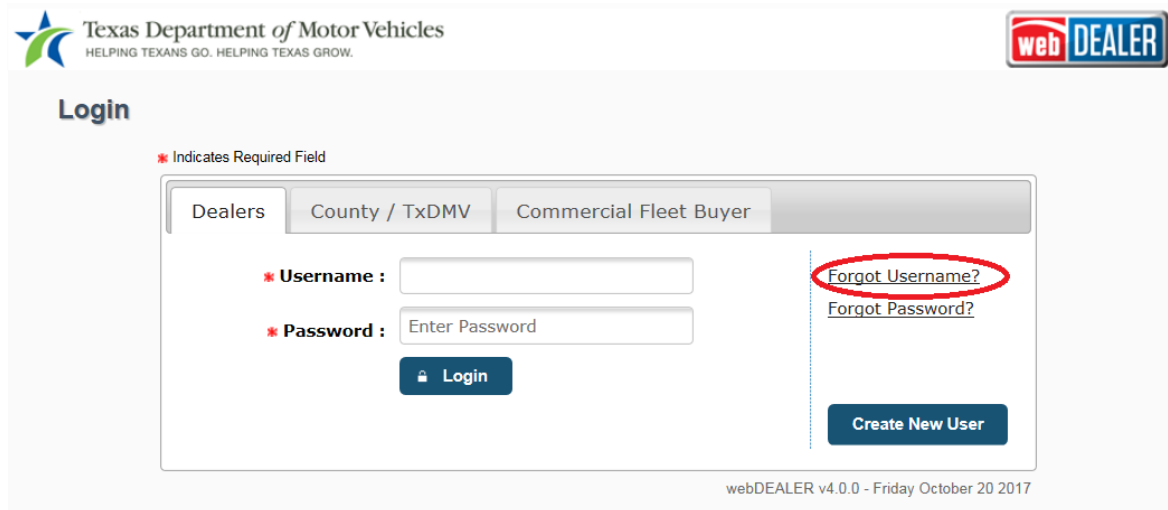


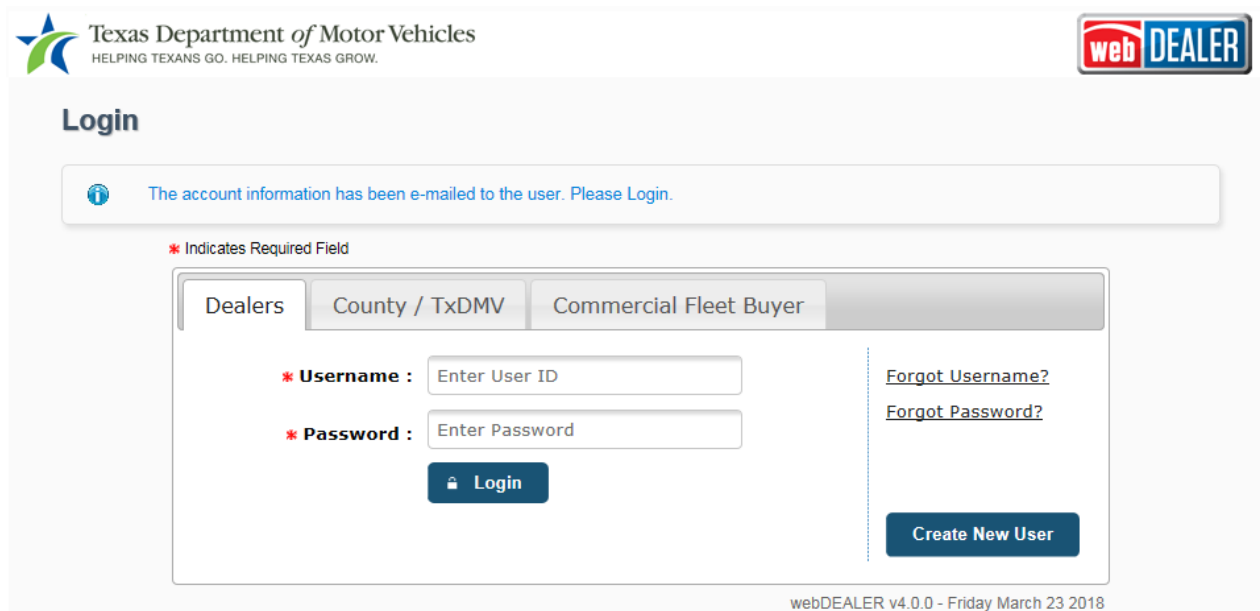
Figure 10: Forgot Username

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.



The screenshot shows the login page of the webDEALER application. At the top left is the Texas Department of Motor Vehicles logo with the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." At the top right is the "web DEALER" logo. The page title is "Login". A message box at the top contains the text: "The account information has been e-mailed to the user. Please Login." Below this is a legend: "* Indicates Required Field". The login form has three tabs: "Dealers", "County / TxDMV", and "Commercial Fleet Buyer". The "Dealers" tab is selected. The form contains two required fields: "* Username :" with a text input "Enter User ID" and "* Password :" with a text input "Enter Password". There are two buttons: "Login" and "Create New User". On the right side, there are two links: "Forgot Username?" and "Forgot Password?". At the bottom right, the version and date are displayed: "webDEALER v4.0.0 - Friday March 23 2018".

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.

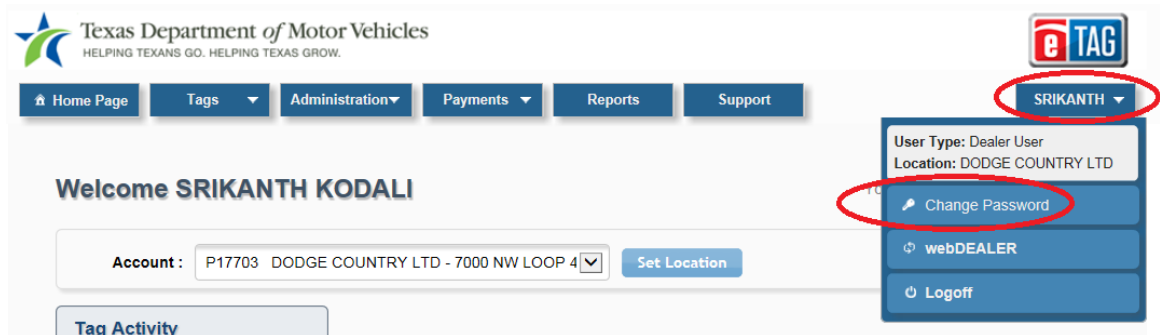


Figure 13: Change Password Menu Option

4. The application will display the Change Password page.

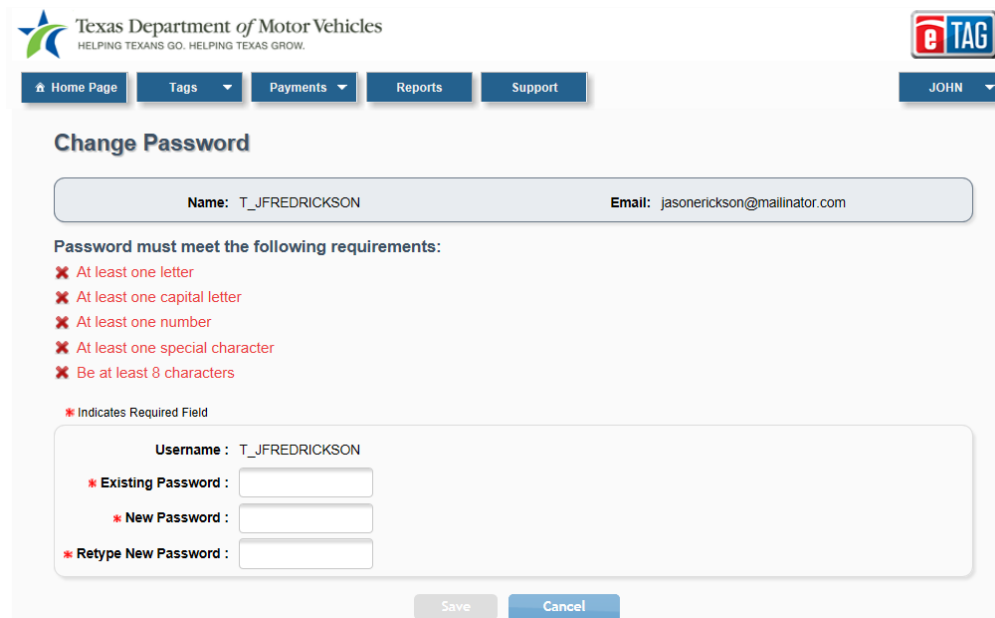
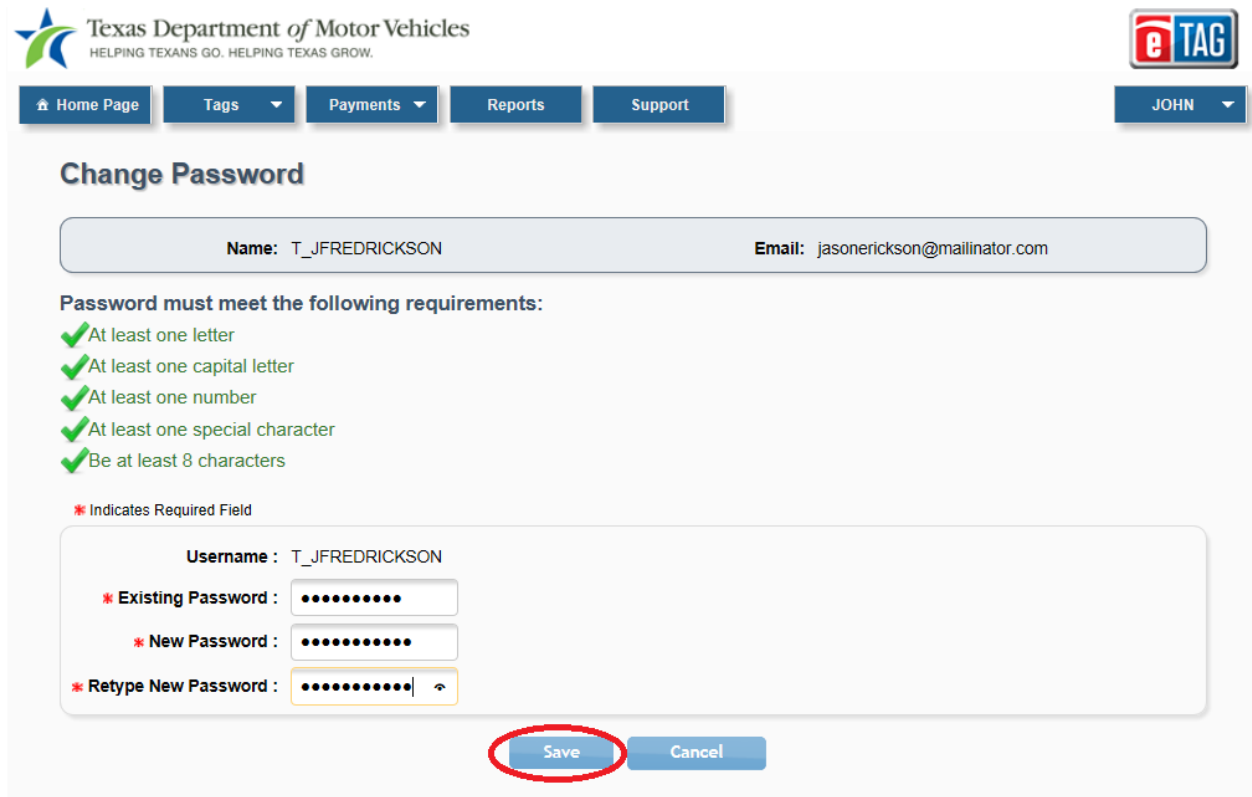




Figure 14: Change Password

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.



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Home Page Tags Payments Reports Support JOHN

Change Password

Name: T_JFREDRICKSON Email: jasonerickson@mailinator.com

Password must meet the following requirements:

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ At least one special character
- ✓ Be at least 8 characters

* Indicates Required Field

Username : T_JFREDRICKSON

* Existing Password :

* New Password :

* Retype New Password :

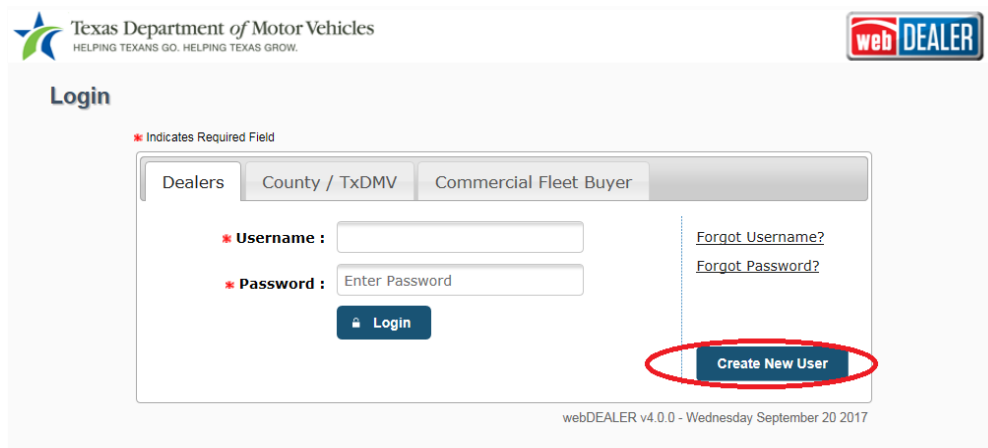
Save Cancel

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**.



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webDEALER

Login

* Indicates Required Field

Dealers | County / TxDMV | Commercial Fleet Buyer

* Username :

* Password :

Forgot Username?
Forgot Password?

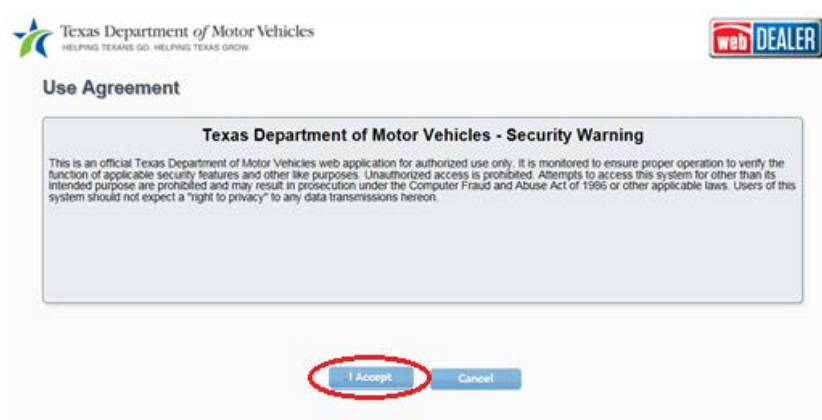
Login

Create New User

webDEALER v4.0.0 - Wednesday September 20 2017

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.



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webDEALER

Use Agreement

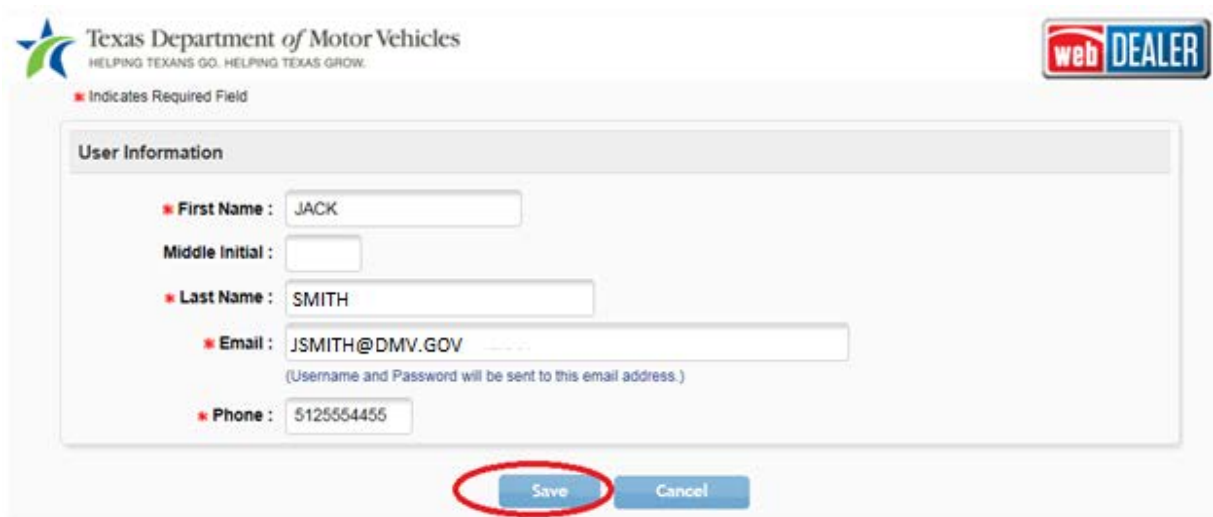
Texas Department of Motor Vehicles - Security Warning

This is an official Texas Department of Motor Vehicles web application for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other like purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purpose are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1996 or other applicable laws. Users of this system should not expect a "right to privacy" to any data transmissions hereon.

I Accept Cancel

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.



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web DEALER

* Indicates Required Field

User Information

* First Name : JACK

Middle Initial :

* Last Name : SMITH

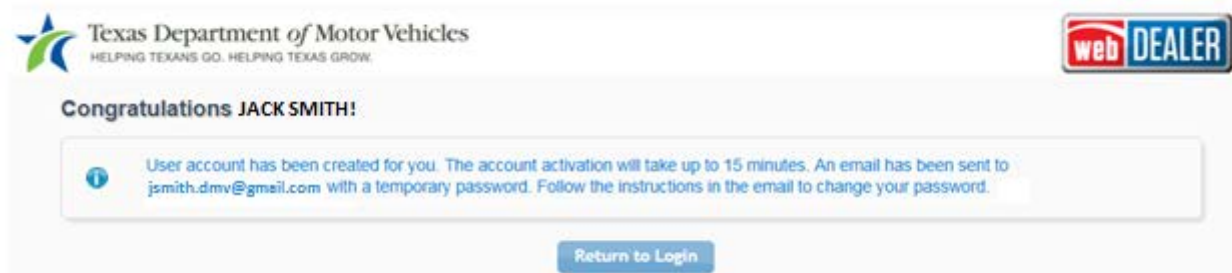
* Email : JSMITH@DMV.GOV
(Username and Password will be sent to this email address.)

* Phone : 5125554455

Save Cancel

Figure 18: User Information

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



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web DEALER

Congratulations JACK SMITH!

User account has been created for you. The account activation will take up to 15 minutes. An email has been sent to jsmith.dmv@gmail.com with a temporary password. Follow the instructions in the email to change your password.

Return to Login

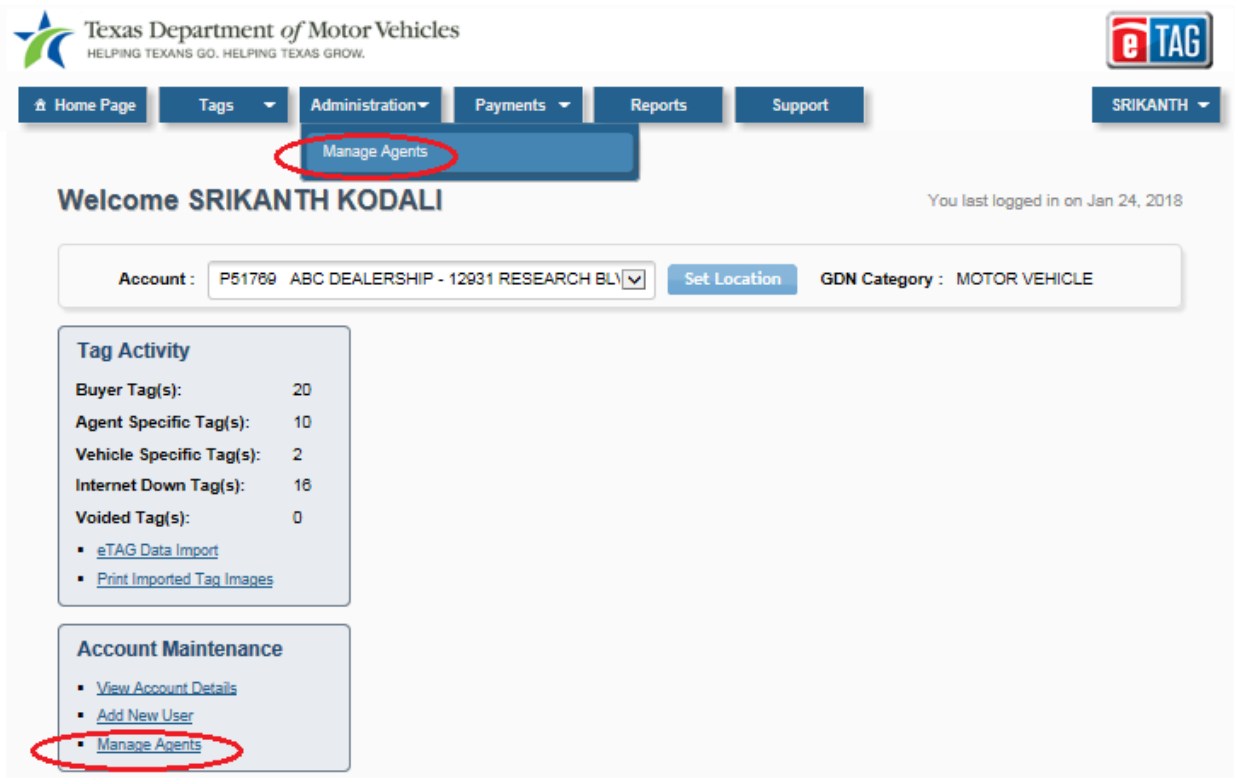
Figure 19: Created Account Message

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.



The screenshot shows the eTAG user interface for SRIKANTH KODALI. The navigation bar includes Home Page, Tags, Administration, Payments, Reports, and Support. The Administration dropdown menu is open, showing Manage Agents. The Account Maintenance box also has Manage Agents highlighted. The Tag Activity section shows the following data:

Tag Activity	
Buyer Tag(s):	20
Agent Specific Tag(s):	10
Vehicle Specific Tag(s):	2
Internet Down Tag(s):	16
Voided Tag(s):	0

The Account Maintenance section includes links for View Account Details, Add New User, and Manage Agents.

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.

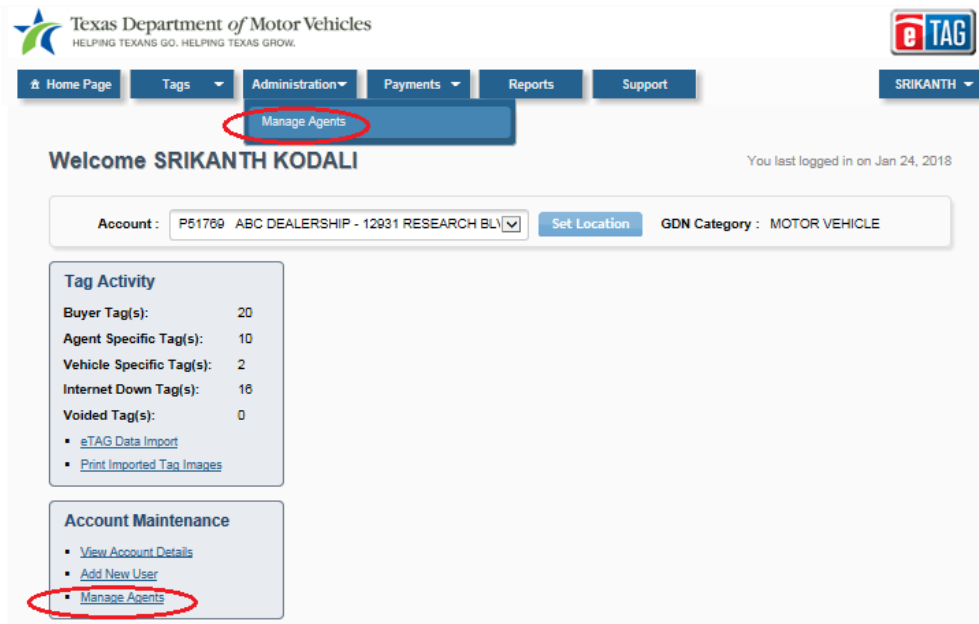


Figure 21: Manage Agents Menu Option

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

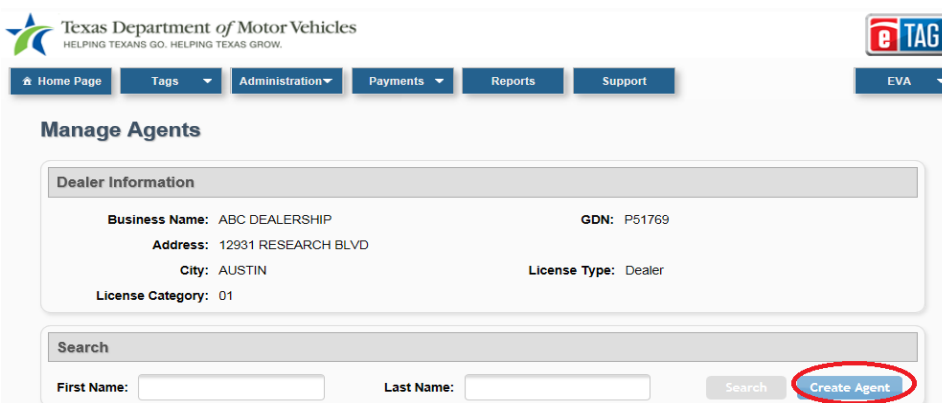
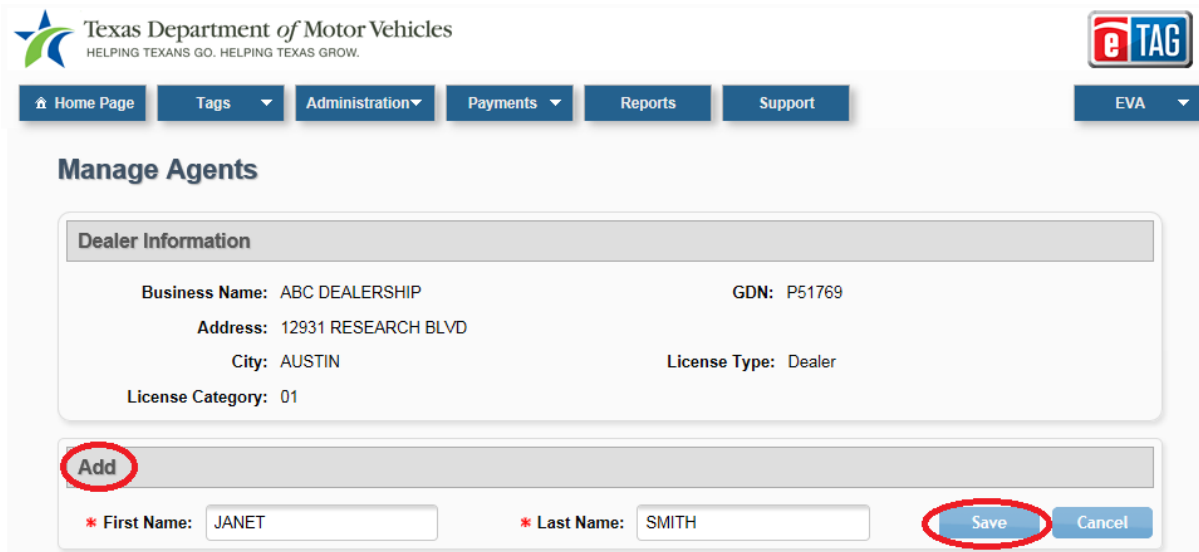


Figure 22: Create Agent

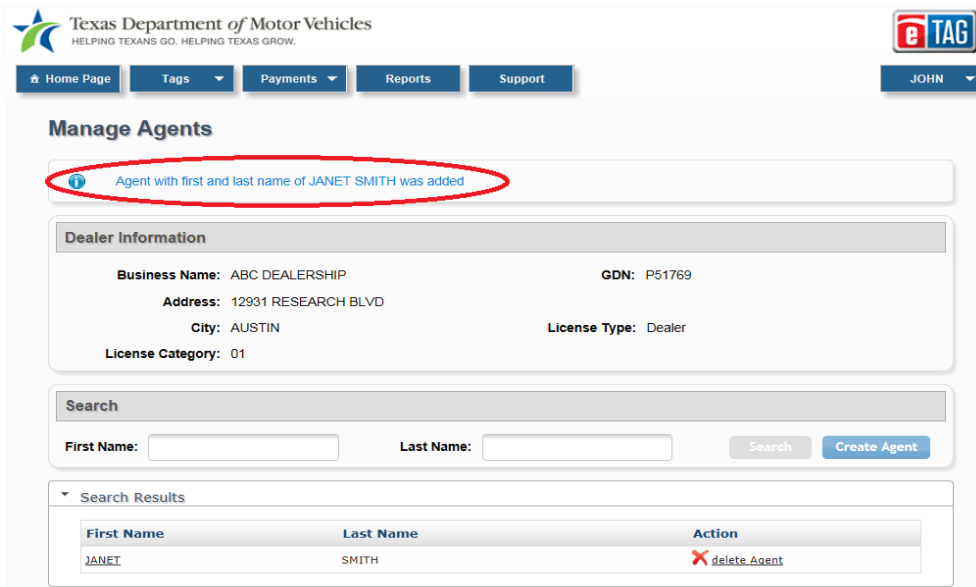
- The **Add** section will appear. Enter the agent's first and last name in the **Add** section, and click **Save**.



The screenshot shows the 'Manage Agents' interface. At the top, there is a navigation bar with 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', and 'Support'. Below this is the 'Dealer Information' section with fields for Business Name, Address, City, License Category, and GDN. The 'Add' section is highlighted with a red circle, containing input fields for 'First Name' (JANET) and 'Last Name' (SMITH), and a 'Save' button also circled in red.

Figure 23: Add Agent

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



The screenshot shows the 'Manage Agents' interface after an agent has been added. A message at the top states 'Agent with first and last name of JANET SMITH was added', which is circled in red. Below this is the 'Dealer Information' section. A search bar is present with 'First Name' and 'Last Name' input fields. The search results table is as follows:


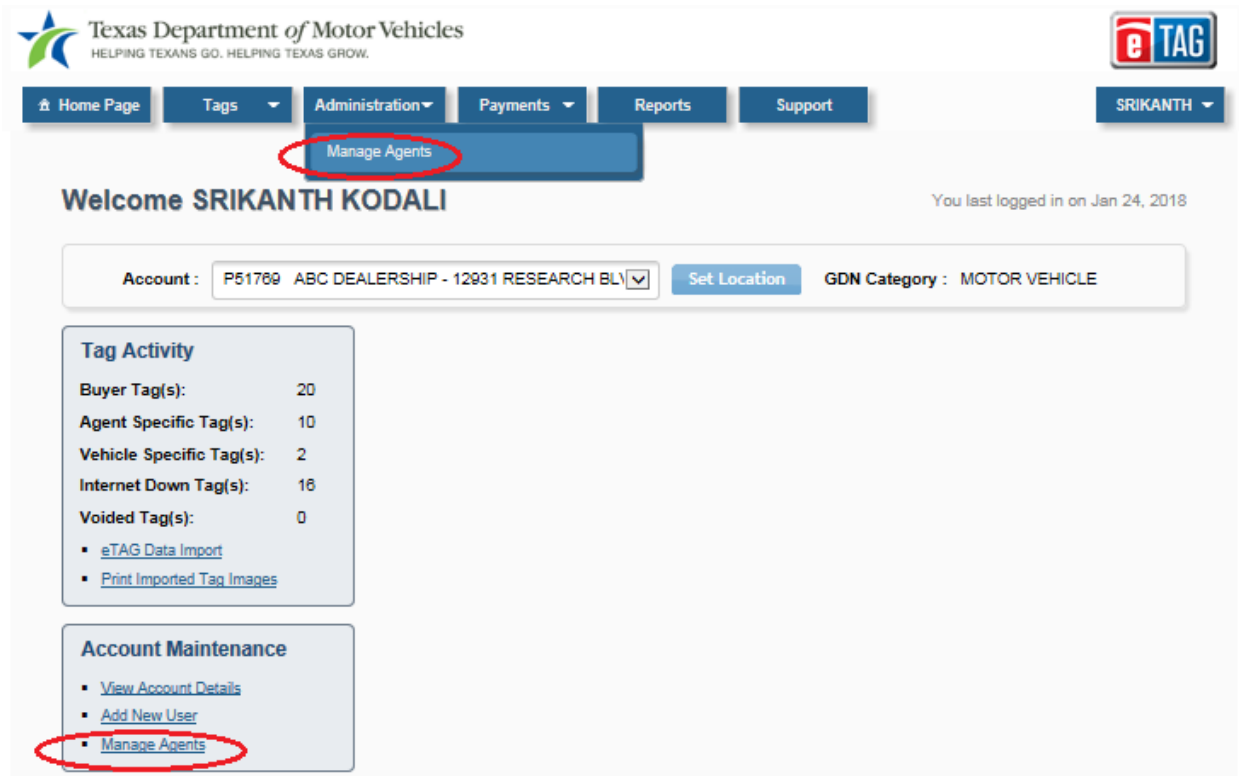
First Name	Last Name	Action
JANET	SMITH	 delete Agent

Figure 24: Manage Agent Message

5.3 Edit Agent

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



The screenshot displays the Texas Department of Motor Vehicles eTAGs user interface. At the top, the logo and name "Texas Department of Motor Vehicles" are visible, along with the slogan "HELPING TEXANS GO. HELPING TEXAS GROW." and the eTAG logo. A navigation bar contains tabs for "Home Page", "Tags", "Administration", "Payments", "Reports", and "Support". The "Administration" tab is selected, and a dropdown menu is open, with "Manage Agents" highlighted and circled in red. Below the navigation bar, the user is greeted with "Welcome SRIKANTH KODALI" and "You last logged in on Jan 24, 2018". The account information section shows "Account : P51769 ABC DEALERSHIP - 12931 RESEARCH BL" and "GDN Category : MOTOR VEHICLE". Two main sections are visible: "Tag Activity" and "Account Maintenance". The "Tag Activity" section lists: Buyer Tag(s): 20, Agent Specific Tag(s): 10, Vehicle Specific Tag(s): 2, Internet Down Tag(s): 16, and Voiced Tag(s): 0. The "Account Maintenance" section lists: View Account Details, Add New User, and Manage Agents, with "Manage Agents" circled in red.

Figure 25: Edit Agent Menu

2. The application displays the Manage Agents page.
3. Enter the agent's name in the **Search** section.

- Click **Search**.

Manage Agents

Dealer Information

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

Search

First Name: Last Name:

▼ Search Results

First Name	Last Name	Action
JANE	SMITH	X delete Agent
JANET	SMITH	X delete Agent

Figure 26: Search Agent

- Click on the agent's name link.

▼ Search Results

First Name	Last Name	Action
JANE	SMITH	X delete Agent

Figure 27: Select Agent Link

- The application will display the Update section.
- Enter changes in the first and last name fields.

8. Click **Save**.

Manage Agents

Dealer Information

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

Update

* **First Name:** * **Last Name:**

Figure 28: Save Agent Change

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

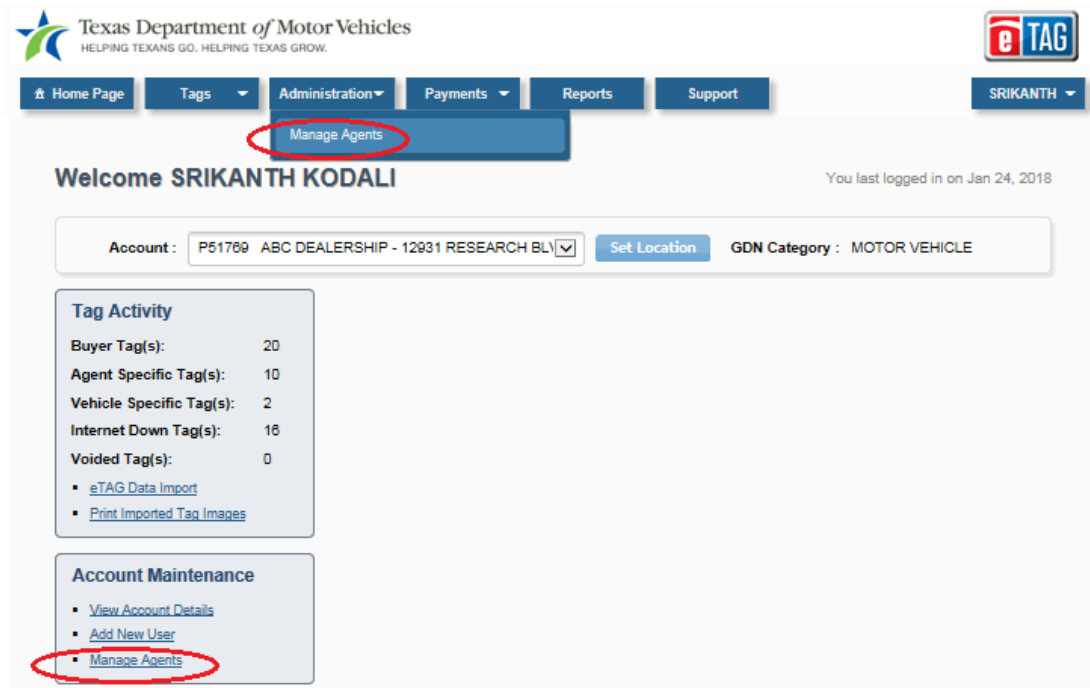
Manage Agents

 Agent first and last name was updated to JANE SMITHONSON

Figure 29: Edit Agent Message

5.4 Delete Agent

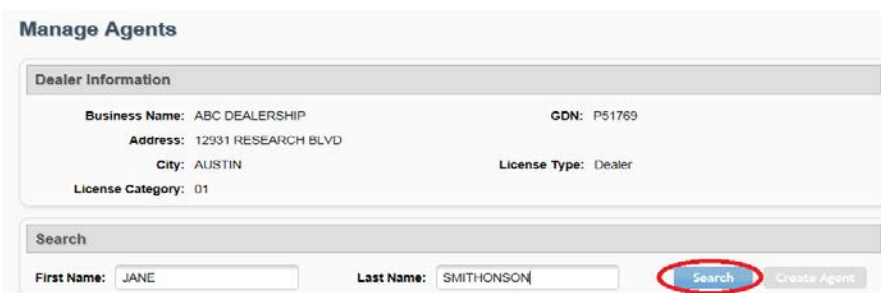
1. Select **Manage Agents** from the Administration tab or the account maintenance box.



The screenshot shows the eTAGs user interface for SRIKANTH KODALI. The 'Administration' menu is open, and 'Manage Agents' is highlighted with a red circle. Below the menu, the 'Account Maintenance' section also has 'Manage Agents' highlighted with a red circle. The interface includes a navigation bar with 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', and 'Support'. The user's account information is displayed as 'Account: P51769 ABC DEALERSHIP - 12931 RESEARCH BLVD' and 'GDN Category: MOTOR VEHICLE'. A 'Tag Activity' summary shows 20 Buyer Tag(s), 10 Agent Specific Tag(s), 2 Vehicle Specific Tag(s), 16 Internet Down Tag(s), and 0 Voiced Tag(s). The 'Account Maintenance' section lists 'View Account Details', 'Add New User', and 'Manage Agents'.

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.



The screenshot shows the 'Manage Agents' page. The 'Dealer Information' section displays: Business Name: ABC DEALERSHIP, GDN: P51769, Address: 12931 RESEARCH BLVD, City: AUSTIN, License Type: Dealer, and License Category: 01. The 'Search' section has input fields for 'First Name: JANE' and 'Last Name: SMITHONSON'. The 'Search' button is highlighted with a red circle, and there is a 'Create Agent' button next to it.

Figure 31: Agent Search

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

Manage Agents

Dealer Information

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

Search

First Name: **Last Name:**

Search Results

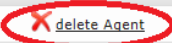
First Name	Last Name	Action
JANE	SMITHONSON	

Figure 32: Delete Agent

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

Manage Agents


 Agent with first and last name of JANE SMITHONSON 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.

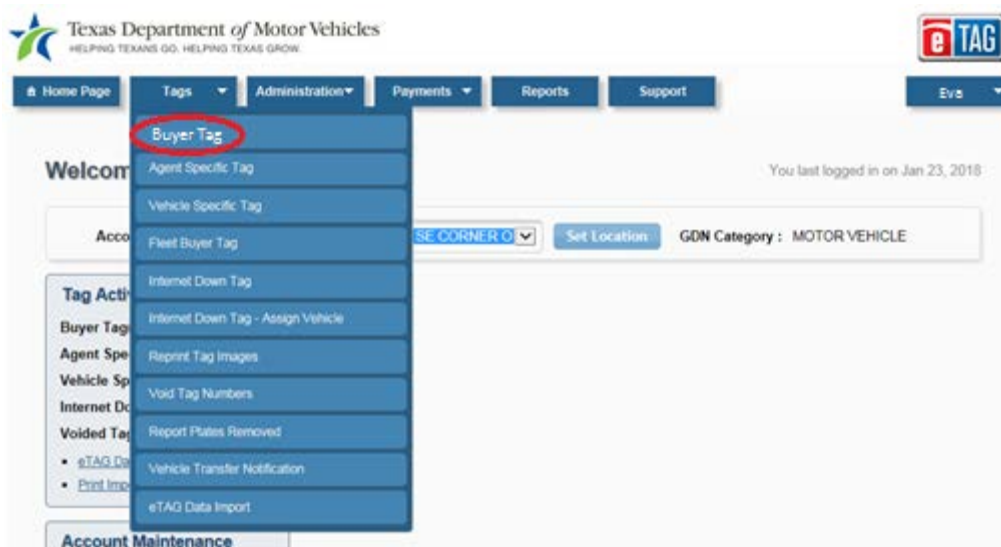
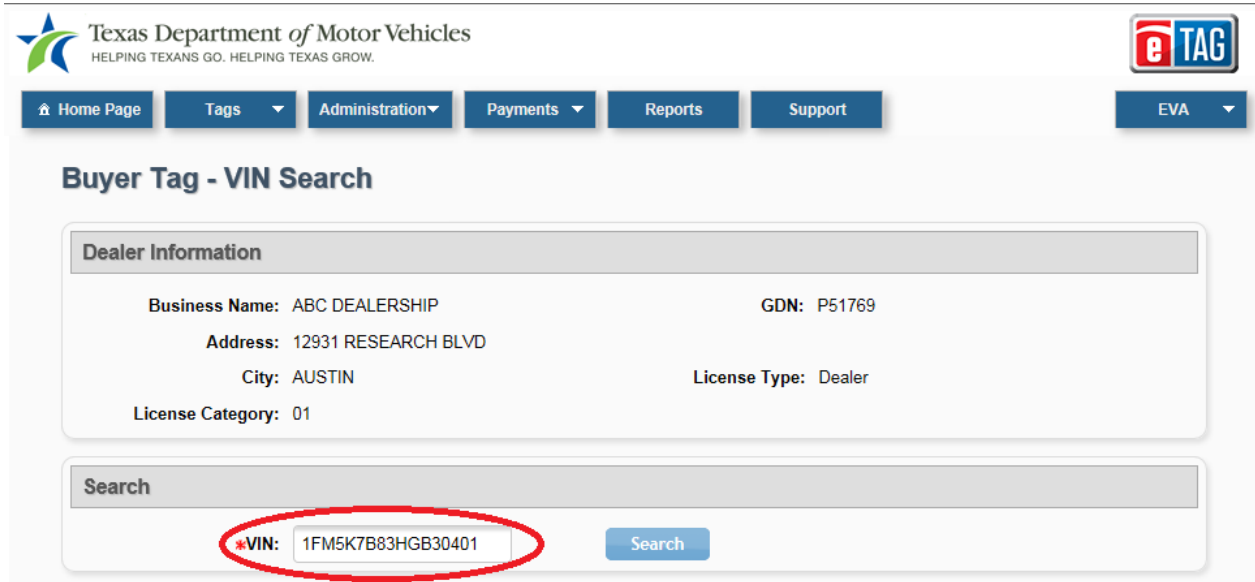


Figure 34: Buyer Tag Menu Option

2. The application will display the Buyer Tag – VIN Search page.
3. Enter a VIN, and click **Search**.



The screenshot shows the 'Buyer Tag - VIN Search' page. At the top left is the Texas Department of Motor Vehicles logo and the tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.'. To the right is the 'eTAG' logo. Below the logo is a navigation bar with buttons for 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', 'Support', and 'EVA'. The main heading is 'Buyer Tag - VIN Search'. Below this is a 'Dealer Information' section with the following details: Business Name: ABC DEALERSHIP, GDN: P51769, Address: 12931 RESEARCH BLVD, City: AUSTIN, License Type: Dealer, and License Category: 01. Below the dealer information is a 'Search' section with a text input field containing '*VIN: 1FM5K7B83HGB30401' and a 'Search' button. The input field is circled in red.

Figure 35: Buyer Tag VIN Search

6.1 Vehicle Information

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

Buyer Tag - Confirm Vehicle

Dealer Information

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

Address: 12931 RESEARCH BLVD

City: AUSTIN **License Type:** Dealer

License Category: 01

Vehicle Information

* **VIN:** 1FM5K7B83HGB30401 * **Year:** 2017

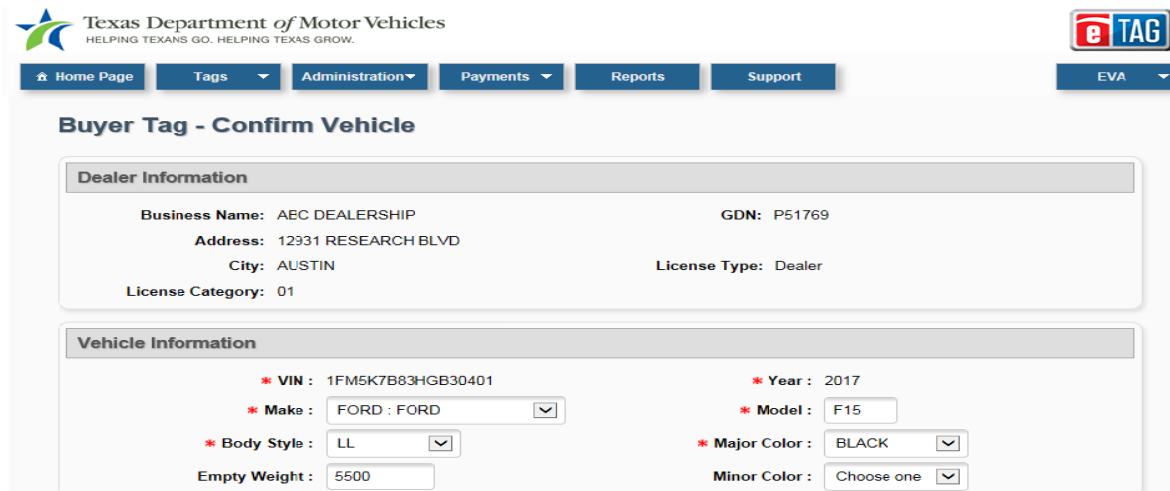
* **Make:** FORD : FORD * **Model:**

* **Body Style:** LL * **Major Color:** Choose one

Empty Weight: **Minor Color:** Choose one

Figure 36: Buyer Tag Confirm Vehicle

2. Complete and/or update the vehicle information.



The screenshot shows the same 'Buyer Tag - Confirm Vehicle' page as Figure 36, but with updated information. At the top, there is a navigation bar with 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', 'Support', and 'EVA'. The 'Dealer Information' section is identical to Figure 36. The 'Vehicle Information' section has been updated:

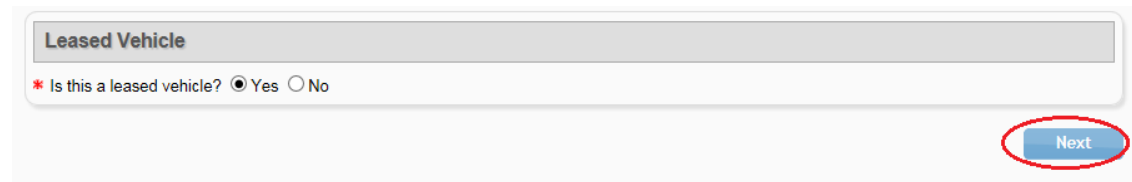
- * **Year:** 2017
- * **Model:** F15
- * **Major Color:** BLACK
- Empty Weight:** 5500

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.



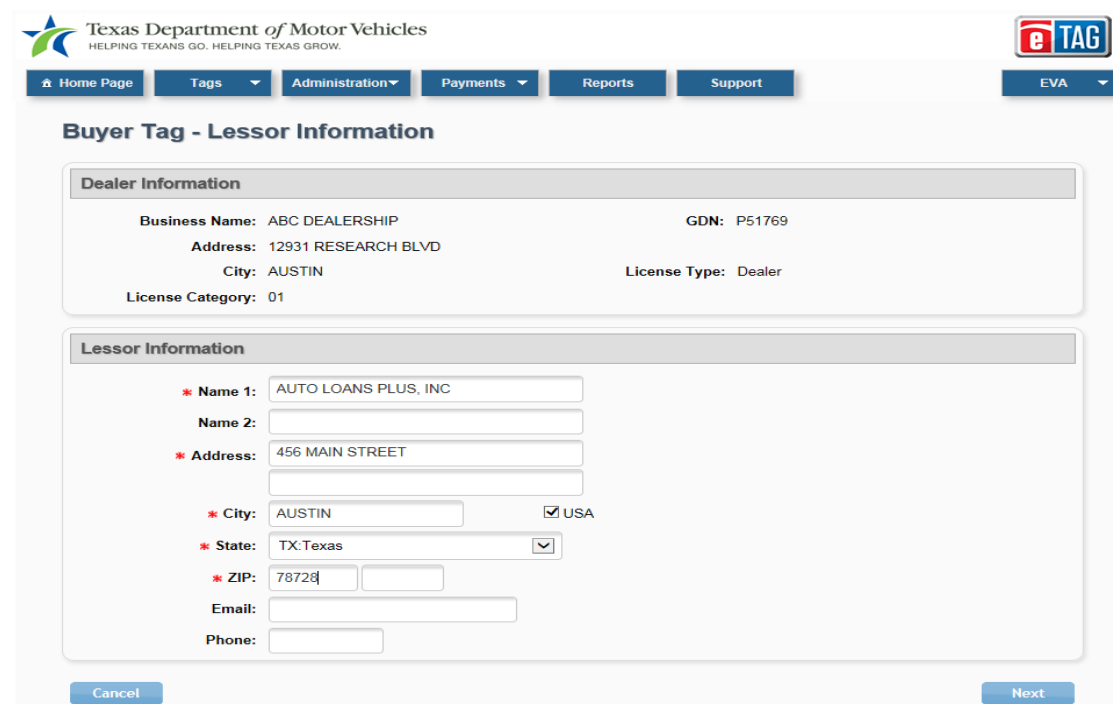
Leased Vehicle

* Is this a leased vehicle? Yes No

Next

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**.



Texas Department of Motor Vehicles
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eTAG

Home Page Tags Administration Payments Reports Support EVA

Buyer Tag - Lessor Information

Dealer Information

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

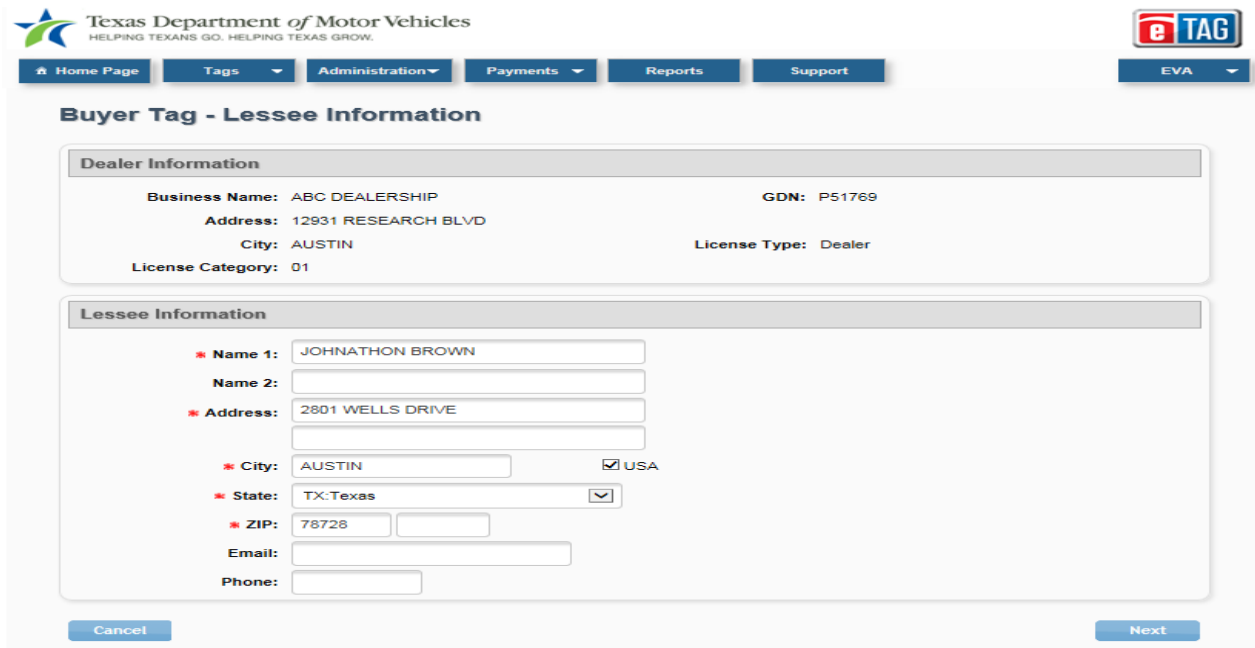
Lessor Information

* Name 1: AUTO LOANS PLUS, INC
Name 2:
* Address: 456 MAIN STREET
City: AUSTIN USA
* State: TX:Texas
* ZIP: 78728
Email:
Phone:

Cancel 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**.

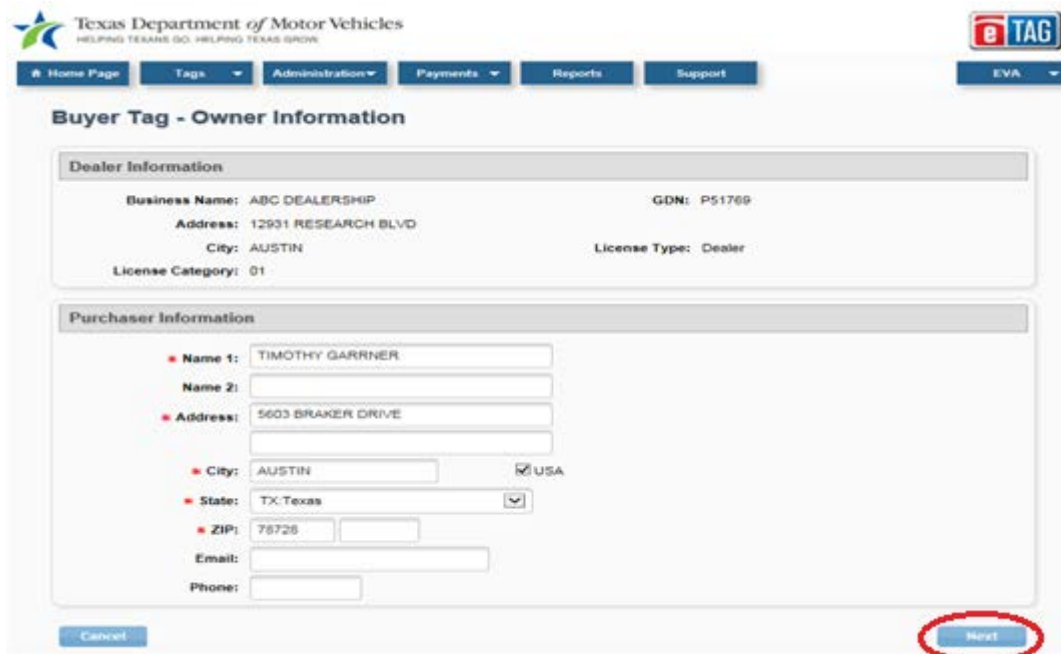


The screenshot shows the 'Buyer Tag - Lessee Information' form. At the top, there is a navigation bar with 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', 'Support', and 'EVA'. The form is divided into two main sections: 'Dealer Information' and 'Lessee Information'. The 'Dealer Information' section contains fields for Business Name (ABC DEALERSHIP), Address (12931 RESEARCH BLVD), City (AUSTIN), License Category (01), GDN (P51769), and License Type (Dealer). The 'Lessee Information' section contains fields for Name 1 (JOHNATHON BROWN), Name 2, Address (2801 WELLS DRIVE), City (AUSTIN), State (TX:Texas), ZIP (78728), Email, and Phone. The 'City' field has a 'USA' checkbox checked. The 'Name 1' and 'Address' fields are marked with a red asterisk, indicating they are required. At the bottom of the form, there are 'Cancel' and 'Next' buttons.

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.

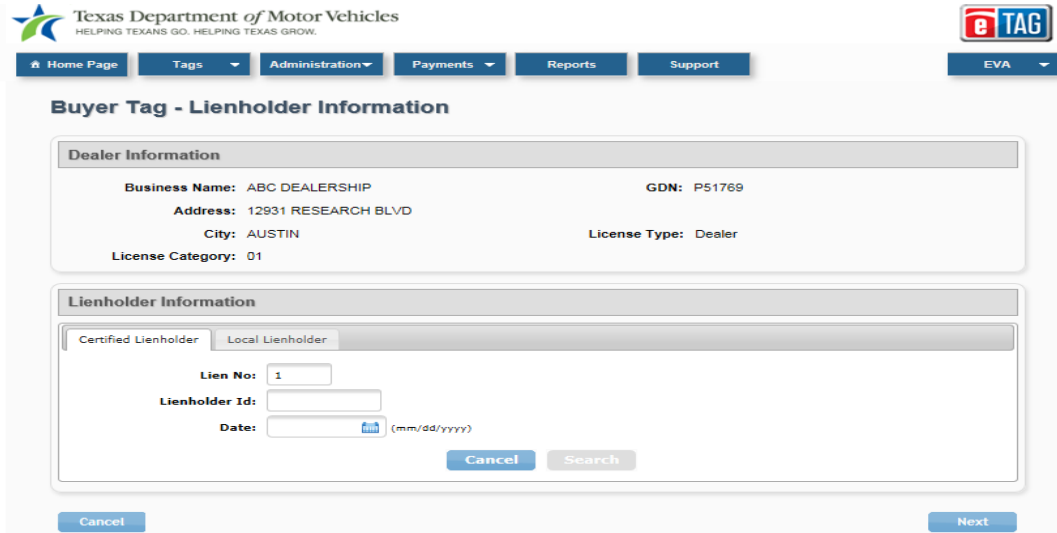


The screenshot displays the 'Buyer Tag - Owner Information' page. At the top, there is a navigation bar with links for Home Page, Tags, Administration, Payments, Reports, and Support. The main content area is divided into two sections: Dealer Information and Purchaser Information. The Dealer Information section shows fields for Business Name (ABC DEALERSHIP), Address (12931 RESEARCH BLVD), City (AUSTIN), License Category (01), and GDN (P51769). The Purchaser Information section includes fields for Name 1 (TIMOTHY GARRNER), Name 2, Address (5603 BRAKER DRIVE), City (AUSTIN), State (TX, Texas), ZIP (78726), Email, and Phone. A 'Next' button is circled in red at the bottom right of the form.

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.



The screenshot shows the "Buyer Tag - Lienholder Information" page. At the top, there is a navigation bar with "Home Page", "Tags", "Administration", "Payments", "Reports", and "Support". A "TAG" logo and "EVA" are also visible. The main content area is divided into two sections: "Dealer Information" and "Lienholder Information".

Dealer Information

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

Lienholder Information

There are two tabs: "Certified Lienholder" and "Local Lienholder". The "Local Lienholder" tab is selected.

Lien No:

Lienholder Id:

Date: (mm/dd/yyyy)

Buttons:

Bottom navigation:

Figure 42: Lienholder Information

6.5.1 Enter Certified Lienholder

1. Select the Certified Lienholder tab.



The screenshot shows a web form titled "Lienholder Information". At the top, there are two tabs: "Certified Lienholder" and "Local Lienholder". The "Certified Lienholder" tab is selected and highlighted with a red circle. Below the tabs, there are three input fields: "Lien No:" with the value "1", "* Lienholder Id:" with an empty field, and "* Date:" with a date picker icon and the value "11/28/2017" and "(mm/dd/yyyy)". A "Search" button is located at the bottom right of the form.

Figure 43: Certified Lienholder

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

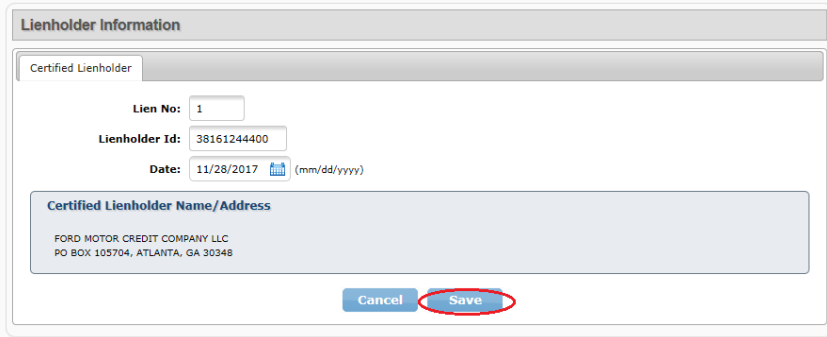


The screenshot shows the same "Lienholder Information" form as Figure 43. The "Lienholder Id:" field now contains the value "3816124440". The "Date:" field now contains the value "11/28/2017" and "(mm/dd/yyyy)". The "Search" button is highlighted with a red circle. At the bottom of the form, there are "Cancel" and "Next" buttons.

Figure 44: Certified Lienholder Search

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

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



Lienholder Information

Certified Lienholder

Lien No:

Lienholder Id:

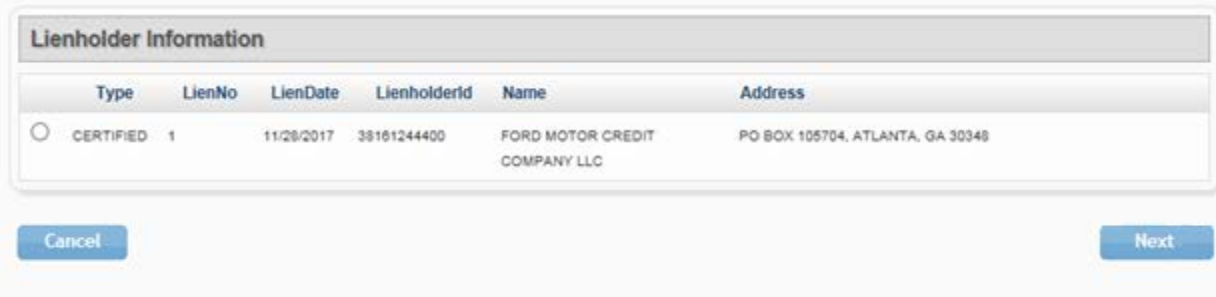
Date: (mm/dd/yyyy)

Certified Lienholder Name/Address

FORD MOTOR CREDIT COMPANY LLC
PO BOX 105704, ATLANTA, GA 30348

Figure 45: Certified Lienholder

- The application will display the lienholder information again.




Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 46: Certified Lienholder Information

- You can change lienholder information or continue.
- Click **Next**. The application will continue and display the Sales Information section. Go to [Sales Information](#).

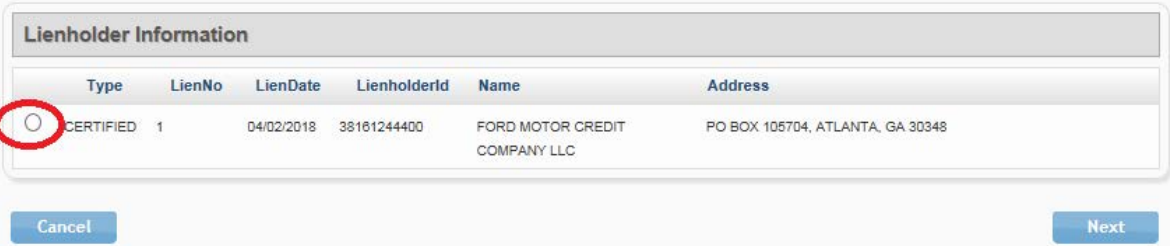


Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> CERTIFIED	1	11/28/2017	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 47: Change Certified Lienholder

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



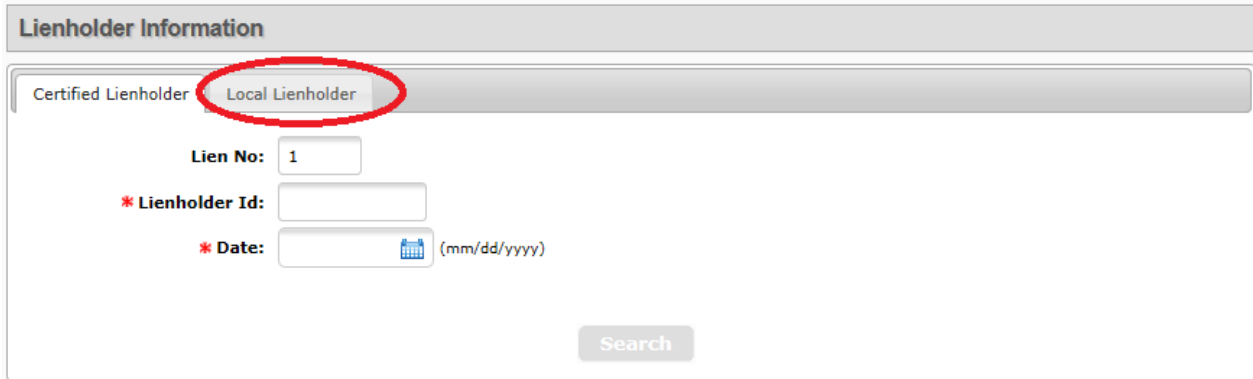
The screenshot shows a table titled "Lienholder Information" with the following columns: Type, LienNo, LienDate, LienholderId, Name, and Address. A single row is displayed with the following data: Type: CERTIFIED, LienNo: 1, LienDate: 04/02/2018, LienholderId: 38161244400, Name: FORD MOTOR CREDIT COMPANY LLC, Address: PO BOX 105704, ATLANTA, GA 30348. A red circle highlights the radio button in the Type column. Below the table are "Cancel" and "Next" buttons.

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> CERTIFIED	1	04/02/2018	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 48: Cancel Certified Lienholder

6.5.2 Enter Local Lienholder Information

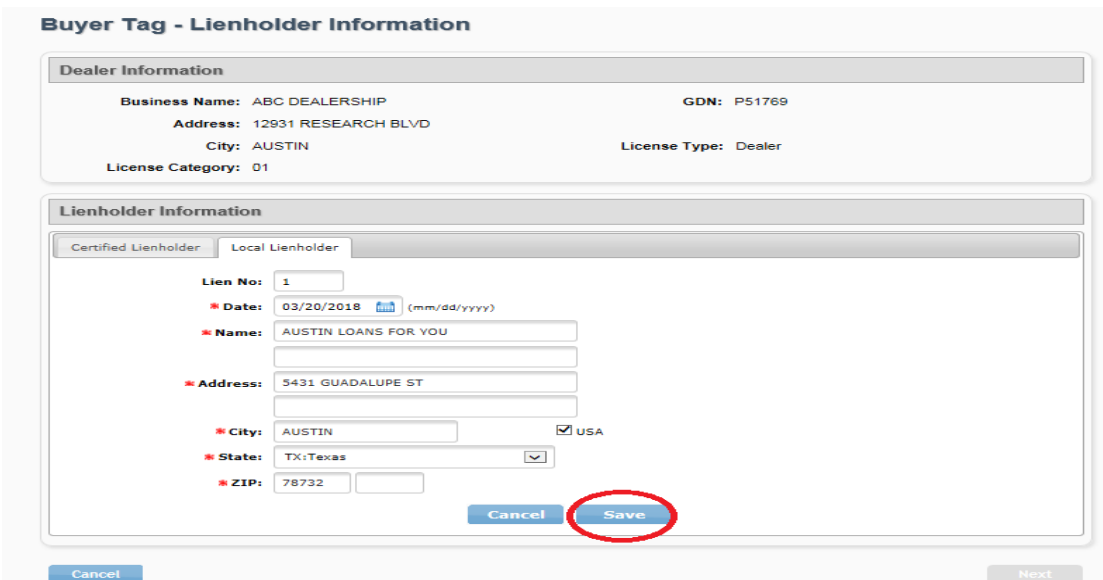
1. Select the Local Lienholder tab located in the Lienholder Information section.



The screenshot shows a web interface titled "Lienholder Information". At the top, there are two tabs: "Certified Lienholder" and "Local Lienholder". The "Local Lienholder" tab is selected and highlighted with a red circle. Below the tabs, there are several input fields: "Lien No:" with the value "1", "* Lienholder Id:" with an empty field, and "* Date:" with a date picker showing "03/20/2018" and a "(mm/dd/yyyy)" label. A "Search" button is located at the bottom right of the form.

Figure 49: Local Lienholder


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



The screenshot shows a web interface titled "Buyer Tag - Lienholder Information". It has two main sections: "Dealer Information" and "Lienholder Information". The "Dealer Information" section contains fields for "Business Name" (ABC DEALERSHIP), "Address" (12931 RESEARCH BLVD), "City" (AUSTIN), "License Category" (01), "GDN" (P51769), and "License Type" (Dealer). The "Lienholder Information" section has two tabs: "Certified Lienholder" and "Local Lienholder". The "Local Lienholder" tab is selected. Below the tabs, there are several input fields: "Lien No:" with the value "1", "* Date:" with a date picker showing "03/20/2018" and a "(mm/dd/yyyy)" label, "* Name:" with the value "AUSTIN LOANS FOR YOU", "* Address:" with the value "5431 GUADALUPE ST", "* City:" with the value "AUSTIN" and a "USA" checkbox, "* State:" with a dropdown menu showing "TX: Texas", and "* ZIP:" with the value "78732". A "Cancel" button and a "Save" button are located at the bottom of the form. The "Save" button is highlighted with a red circle.

Figure 50: Enter Local Lienholder Information

- The application displays the lienholder's information.



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> LOCAL	1	03/20/2018		AUSTIN LOANS FOR YOU	5431 GUADALUPE ST AUSTIN TX 78732

Certified Lienholder Local Lienholder

Lien No:

Lienholder Id:


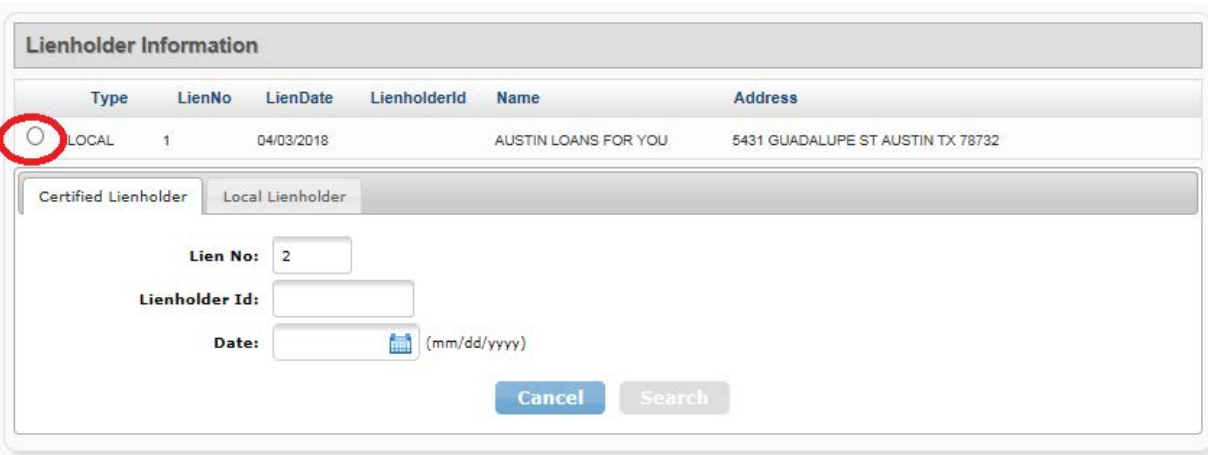
Date:  (mm/dd/yyyy)

Figure 51: Local Lienholder Information

- 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.



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
<input checked="" type="radio"/> LOCAL	1	04/03/2018		AUSTIN LOANS FOR YOU	5431 GUADALUPE ST AUSTIN TX 78732

Certified Lienholder Local Lienholder

Lien No:

Lienholder Id:


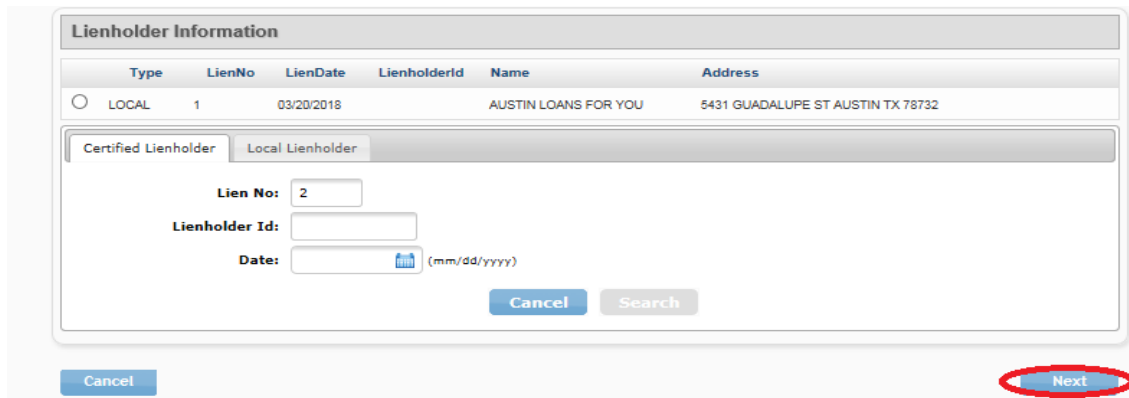
Date:  (mm/dd/yyyy)

Figure 52: Change Local Lienholder

7. Click **Next** to continue. The application will display the Sales Information section. Go to [Sales Information](#).



Lienholder Information

Type	LienNo	LienDate	LienholderId	Name	Address
<input type="radio"/> LOCAL	1	03/20/2018		AUSTIN LOANS FOR YOU	5431 GUADALUPE ST AUSTIN TX 78732

Certified Lienholder Local Lienholder

Lien No:

Lienholder Id:


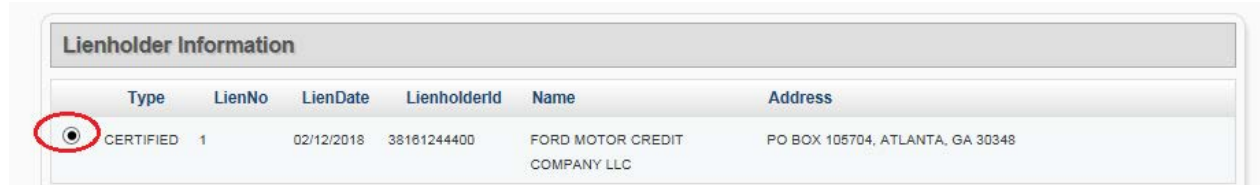
Date:  (mm/dd/yyyy)

Figure 53: Local Lienholder Next

6.5.3 Delete Lienholder Information

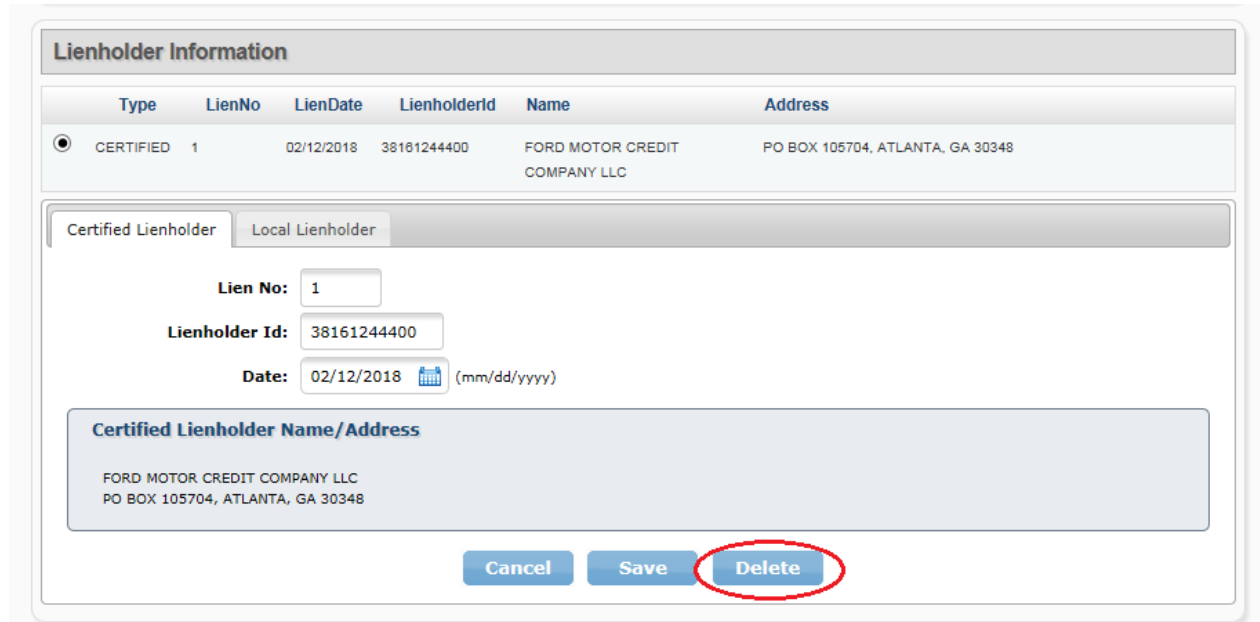
1. Select lienholder information.




Lienholder Information						
Type	LienNo	LienDate	LienholderId	Name	Address	
<input checked="" type="radio"/>	CERTIFIED	1	02/12/2018	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Figure 54: Select Lienholder Information

2. Click **Delete**.



Lienholder Information						
Type	LienNo	LienDate	LienholderId	Name	Address	
<input checked="" type="radio"/>	CERTIFIED	1	02/12/2018	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

Certified Lienholder		Local Lienholder	
Lien No:	<input type="text" value="1"/>	Lienholder Id:	<input type="text" value="38161244400"/>
Date:	<input type="text" value="02/12/2018"/>  (mm/dd/yyyy)		

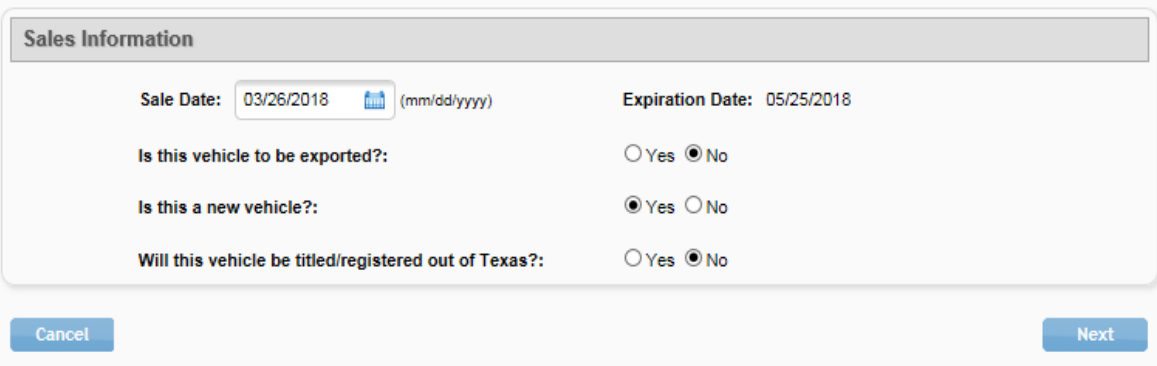
Certified Lienholder Name/Address

FORD MOTOR CREDIT COMPANY LLC
PO BOX 105704, ATLANTA, GA 30348


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.



The screenshot shows a form titled "Sales Information" with the following fields and options:

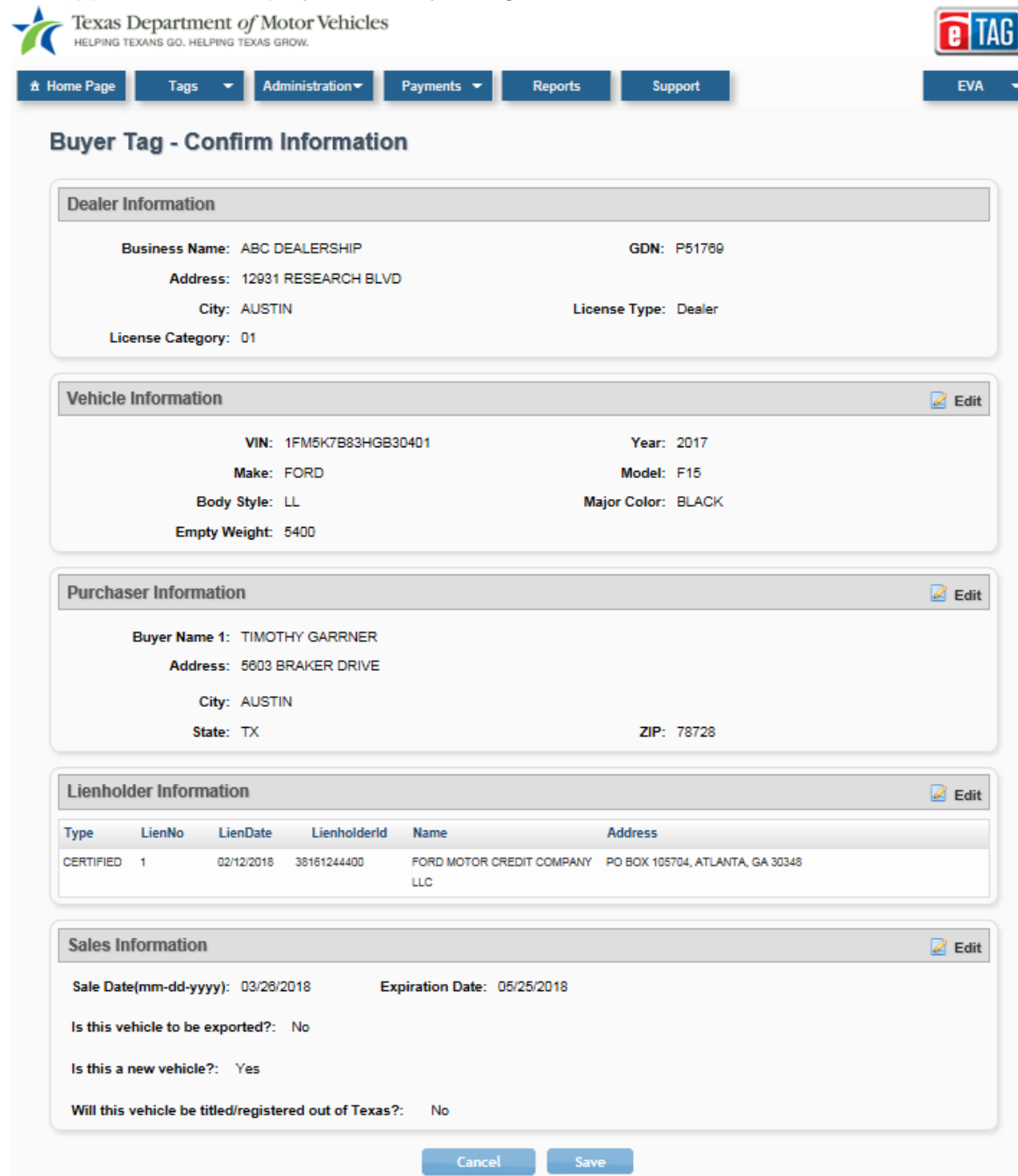
Sale Date:	<input type="text" value="03/26/2018"/>  (mm/dd/yyyy)	Expiration Date:	05/25/2018
Is this vehicle to be exported?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this a new vehicle?:	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Will this vehicle be titled/registered out of Texas?:	<input type="radio"/> Yes <input checked="" type="radio"/> No		

At the bottom of the form are two buttons: "Cancel" on the left and "Next" on the right.

Figure 56: Sales Information

6.7 Confirm Buyer Tag Information

The application will display all the Buyer Tag sections.



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Buyer Tag - Confirm Information

Dealer Information

Business Name: ABC DEALERSHIP GDN: P51789
 Address: 12931 RESEARCH BLVD
 City: AUSTIN License Type: Dealer
 License Category: 01

Vehicle Information [Edit](#)

VIN: 1FM5K7B83HGB30401 Year: 2017
 Make: FORD Model: F15
 Body Style: LL Major Color: BLACK
 Empty Weight: 5400

Purchaser Information [Edit](#)

Buyer Name 1: TIMOTHY GARRNER
 Address: 5603 BRAKER DRIVE
 City: AUSTIN
 State: TX ZIP: 78728

Lienholder Information [Edit](#)

Type	LienNo	LienDate	LienholderId	Name	Address
CERTIFIED	1	02/12/2018	38161244400	FORD MOTOR CREDIT COMPANY LLC	PO BOX 105704, ATLANTA, GA 30348

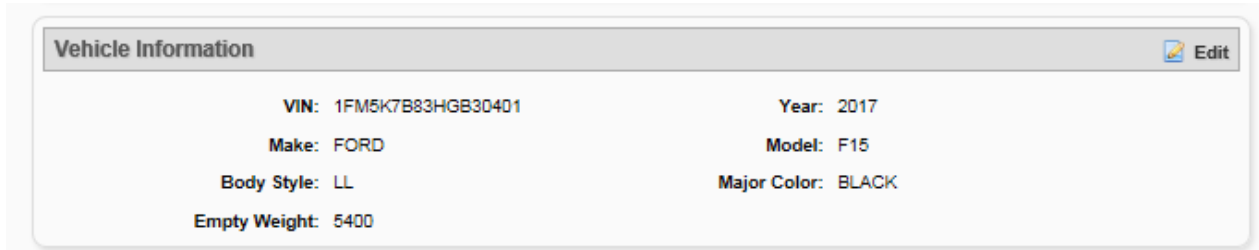
Sales Information [Edit](#)

Sale Date(mm-dd-yyyy): 03/26/2018 Expiration Date: 05/25/2018
 Is this vehicle to be exported?: No
 Is this a new vehicle?: Yes
 Will this vehicle be titled/registered out of Texas?: No

Cancel Save

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.




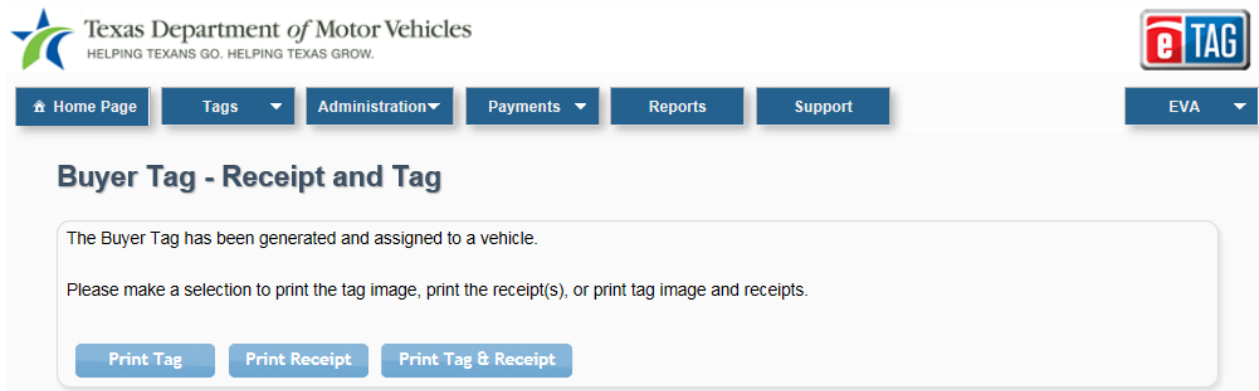

Vehicle Information 	
VIN: 1FM5K7B83HGB30401	Year: 2017
Make: FORD	Model: F15
Body Style: LL	Major Color: BLACK
Empty Weight: 5400	

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.



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Buyer Tag - Receipt and Tag

The Buyer Tag has been generated and assigned to a vehicle.

Please make a selection to print the tag image, print the receipt(s), or print tag image and receipts.

Print Tag Print Receipt Print Tag & Receipt

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.

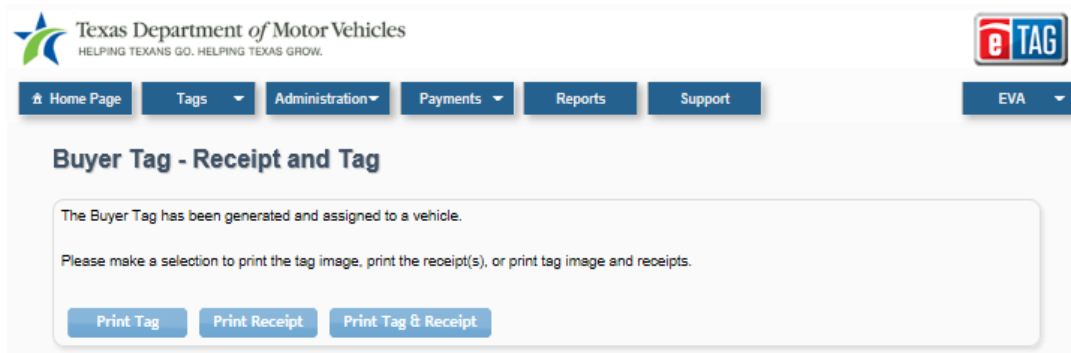


Figure 60: Print Buyer Tag

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

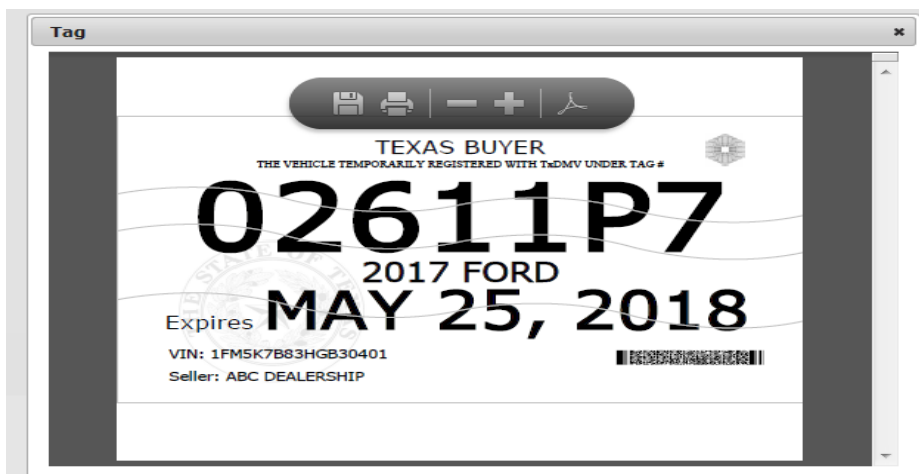


Figure 61: Buyer Tag

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.

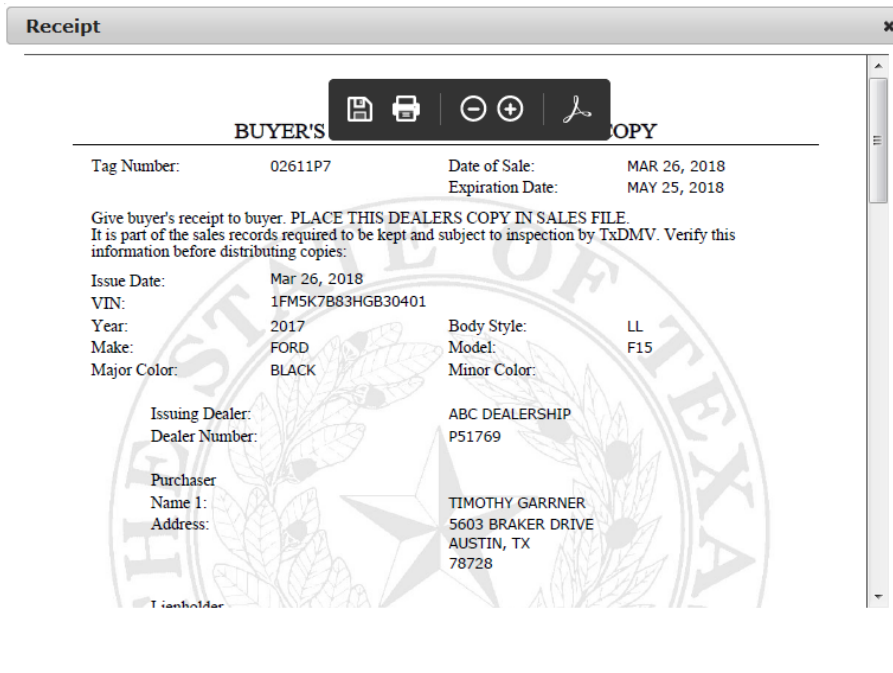


Figure 63: Print Receipt

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.

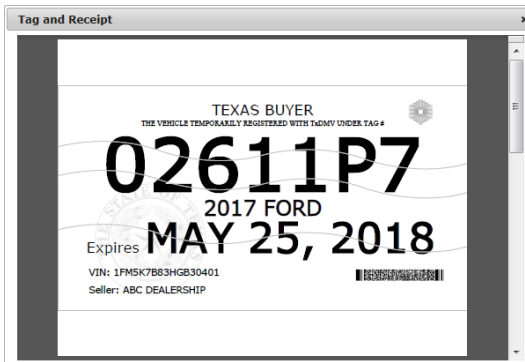


Figure 65: Tag and Receipt

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

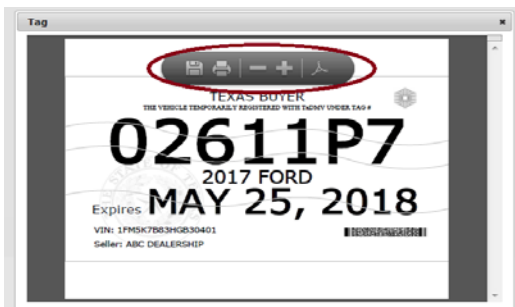


Figure 66: Print Tag & Receipt Bar

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**.

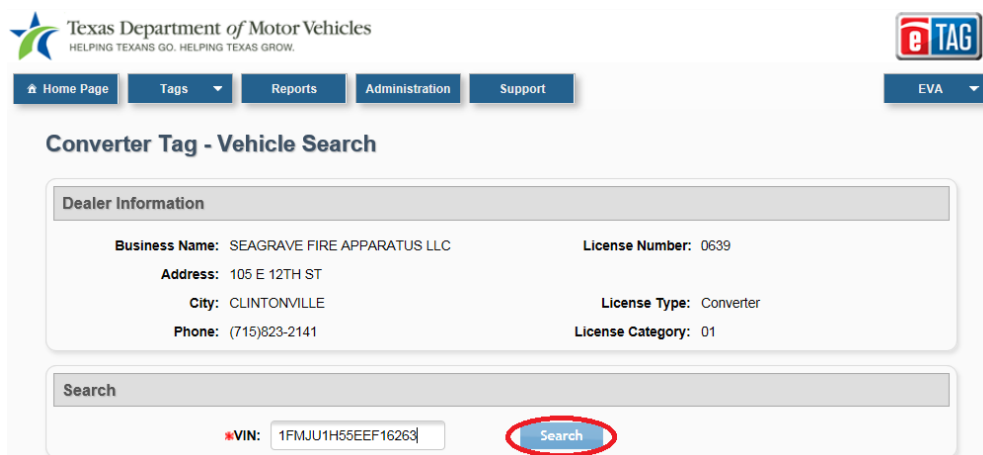
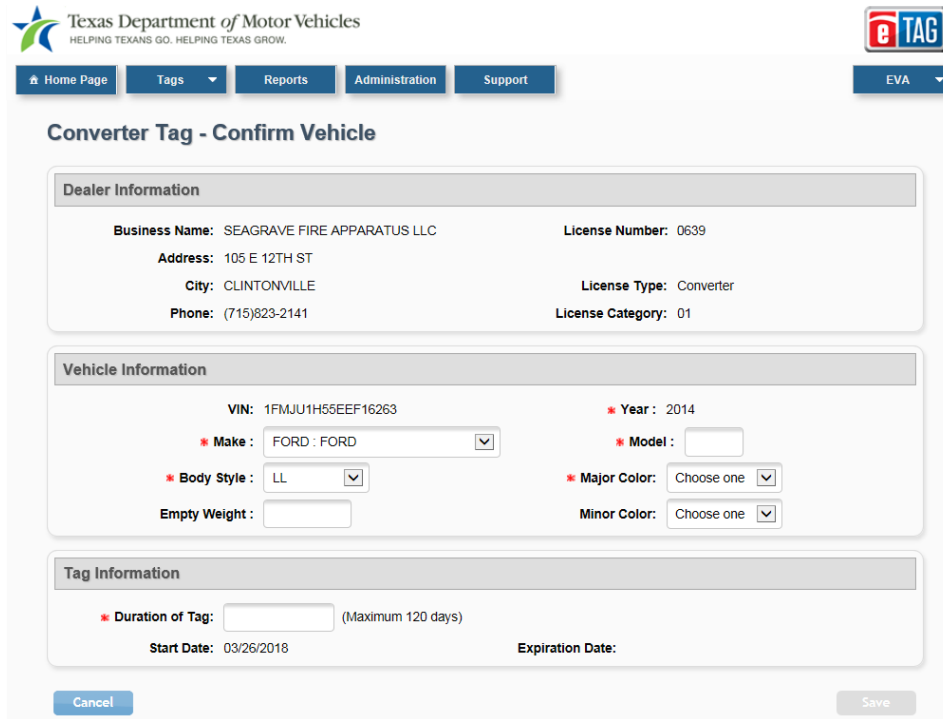


Figure 68: Converter Tag Vehicle Search

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



Dealer Information

Business Name: SEAGRAVE FIRE APPARATUS LLC License Number: 0639
 Address: 105 E 12TH ST License Type: Converter
 City: CLINTONVILLE License Category: 01
 Phone: (715)823-2141

Vehicle Information

VIN: 1FMJU1H55EEF16263 * Year : 2014
 * Make : FORD : FORD * Model :
 * Body Style : LL * Major Color: Choose one
 Empty Weight : Minor Color: Choose one

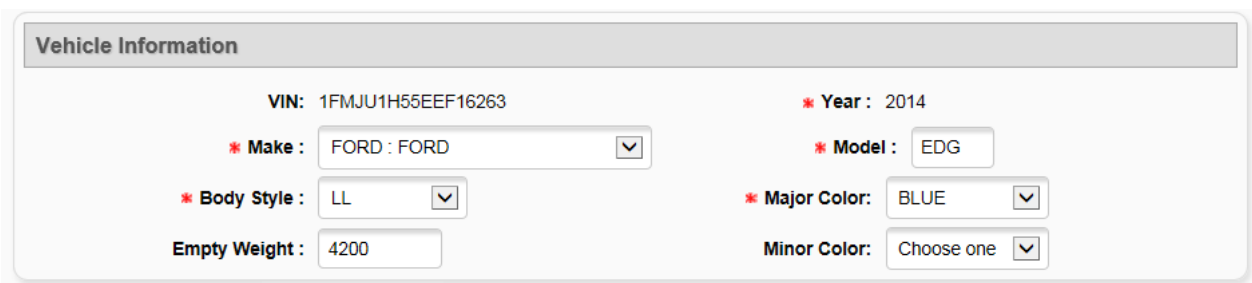
Tag Information

* Duration of Tag: (Maximum 120 days)
 Start Date: 03/26/2018 Expiration Date:

Cancel Save

Figure 69: Converter Tag Confirm Vehicle

- Complete and/or update vehicle information.

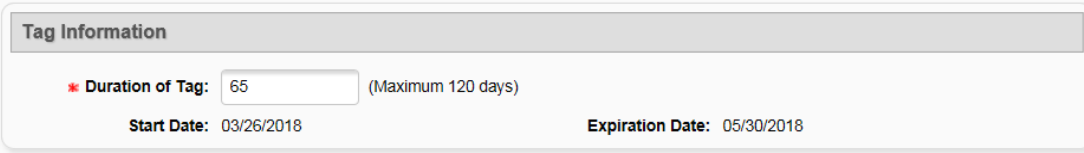


Vehicle Information

VIN: 1FMJU1H55EEF16263 * Year : 2014
 * Make : FORD : FORD * Model : EDG
 * Body Style : LL * Major Color: BLUE
 Empty Weight : 4200 Minor Color: Choose one

Figure 70: Converter Update Vehicle Information

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



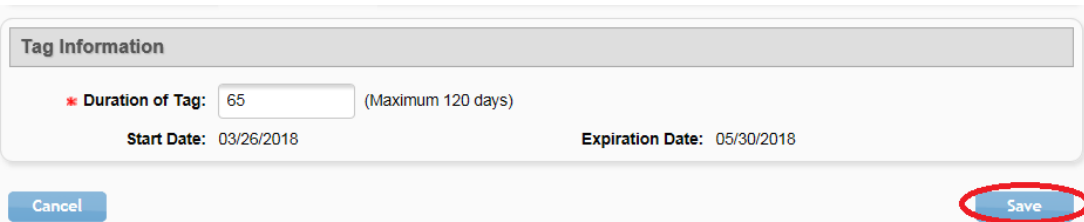
Tag Information

* Duration of Tag: (Maximum 120 days)

Start Date: 03/26/2018 Expiration Date: 05/30/2018

Figure 71: Converter Tag Duration

- Click **Save** to continue.



Tag Information

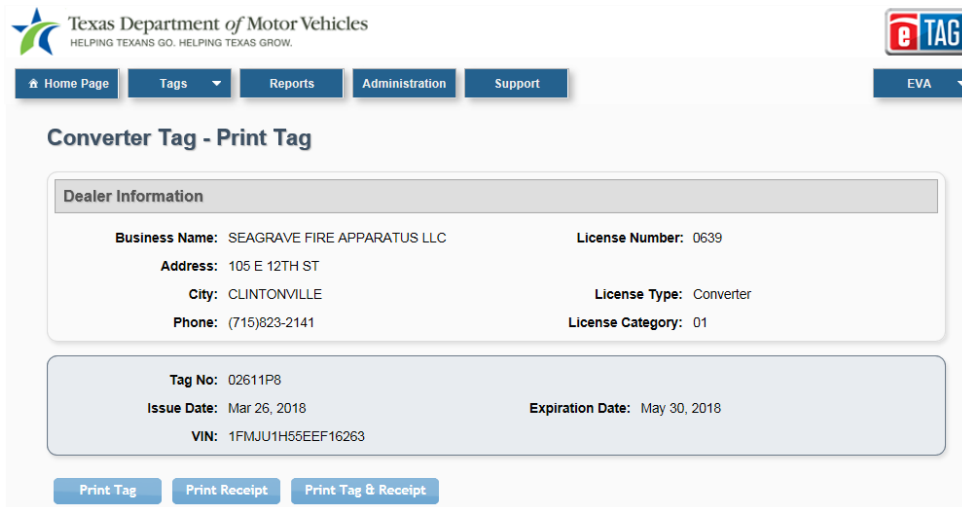
* Duration of Tag: (Maximum 120 days)

Start Date: 03/26/2018 Expiration Date: 05/30/2018

Cancel Save

Figure 72: Save Converter Tag Duration

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



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Converter Tag - Print Tag

Dealer Information

Business Name: SEAGRAVE FIRE APPARATUS LLC License Number: 0639
 Address: 105 E 12TH ST License Type: Converter
 City: CLINTONVILLE License Category: 01
 Phone: (715)823-2141

Tag No: 02611P8 Expiration Date: May 30, 2018
 Issue Date: Mar 26, 2018
 VIN: 1FMJU1H55EEF16263

Print Tag Print Receipt Print Tag & Receipt

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.

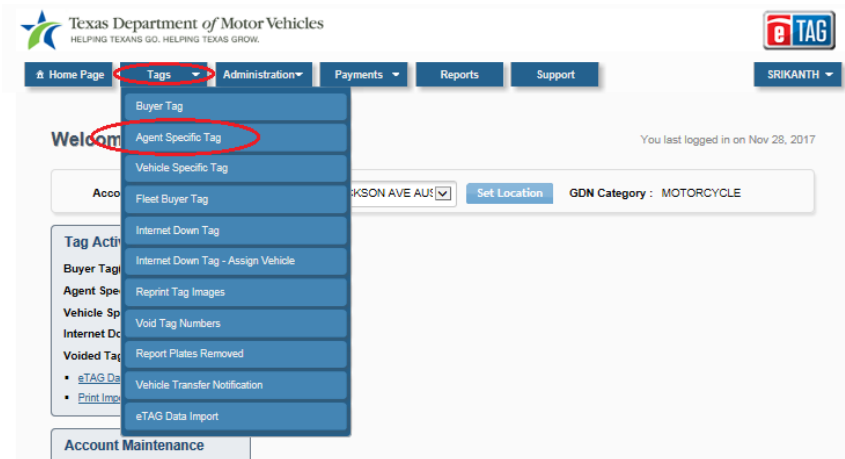


Figure 74: Create Agent Specific Menu Option

2. The application will display the Agent Tag page.

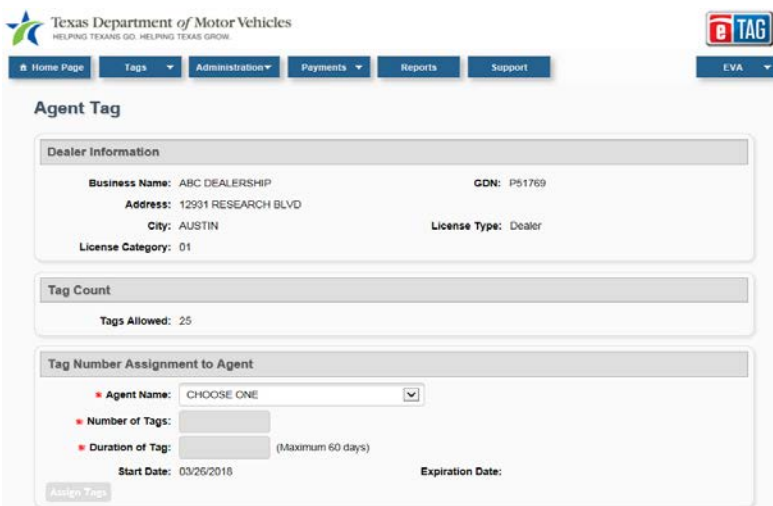
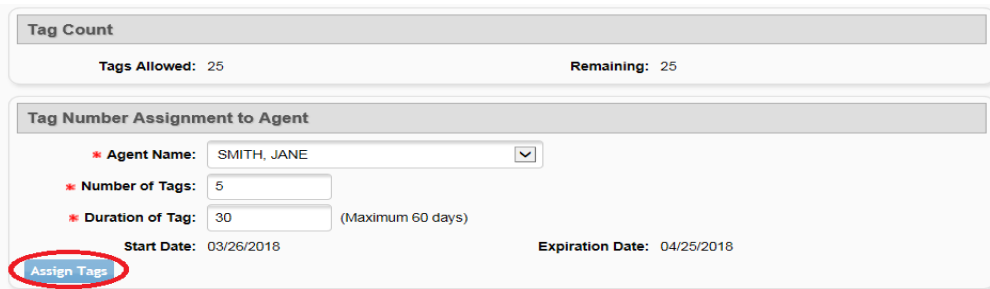


Figure 75: Agent Tag Information

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.



Tag Count
Tags Allowed: 25 Remaining: 25

Tag Number Assignment to Agent

* Agent Name: SMITH, JANE

* Number of Tags: 5

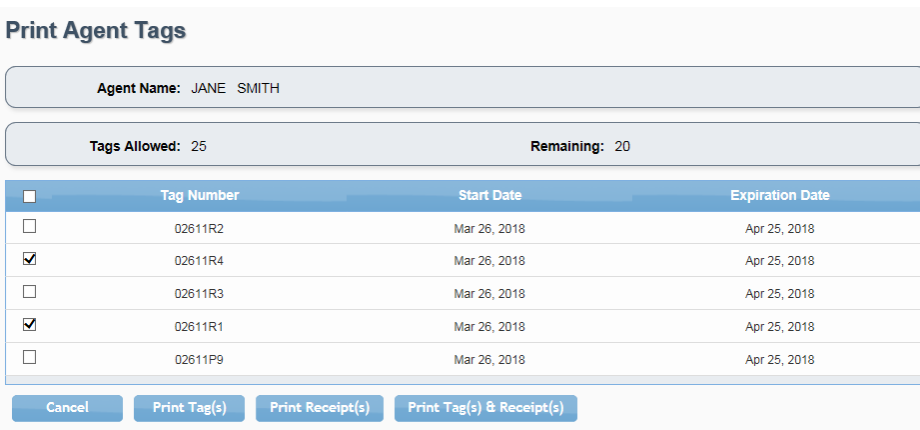
* Duration of Tag: 30 (Maximum 60 days)

Start Date: 03/26/2018 Expiration Date: 04/25/2018

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.



Print Agent Tags

Agent Name: JANE SMITH

Tags Allowed: 25 Remaining: 20

<input type="checkbox"/>	Tag Number	Start Date	Expiration Date
<input type="checkbox"/>	02611R2	Mar 26, 2018	Apr 25, 2018
<input checked="" type="checkbox"/>	02611R4	Mar 26, 2018	Apr 25, 2018
<input type="checkbox"/>	02611R3	Mar 26, 2018	Apr 25, 2018
<input checked="" type="checkbox"/>	02611R1	Mar 26, 2018	Apr 25, 2018
<input type="checkbox"/>	02611P9	Mar 26, 2018	Apr 25, 2018

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

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.

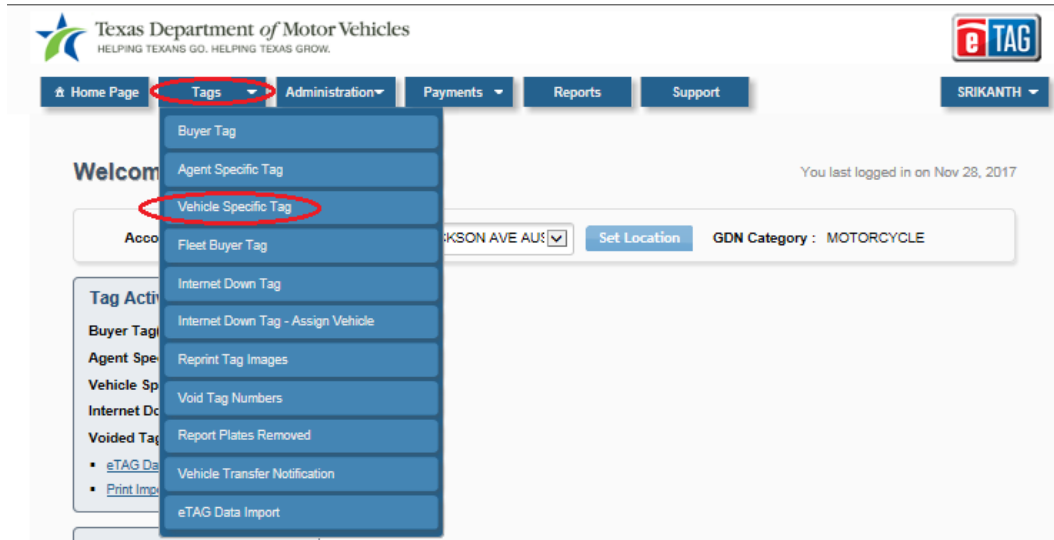


Figure 78: Create Vehicle Specific Tag Menu Option

2. The application will display the Vehicle Tag – Vehicle Search page.
3. Enter the VIN, and click **Search**.

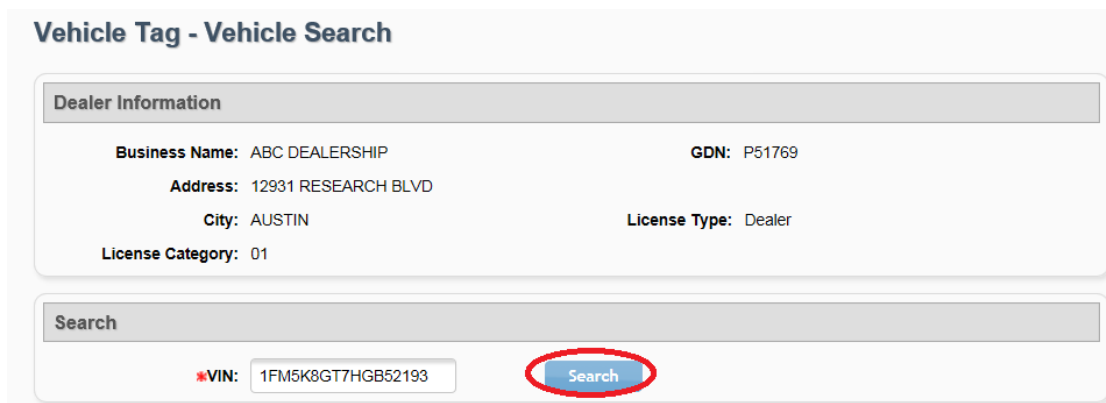
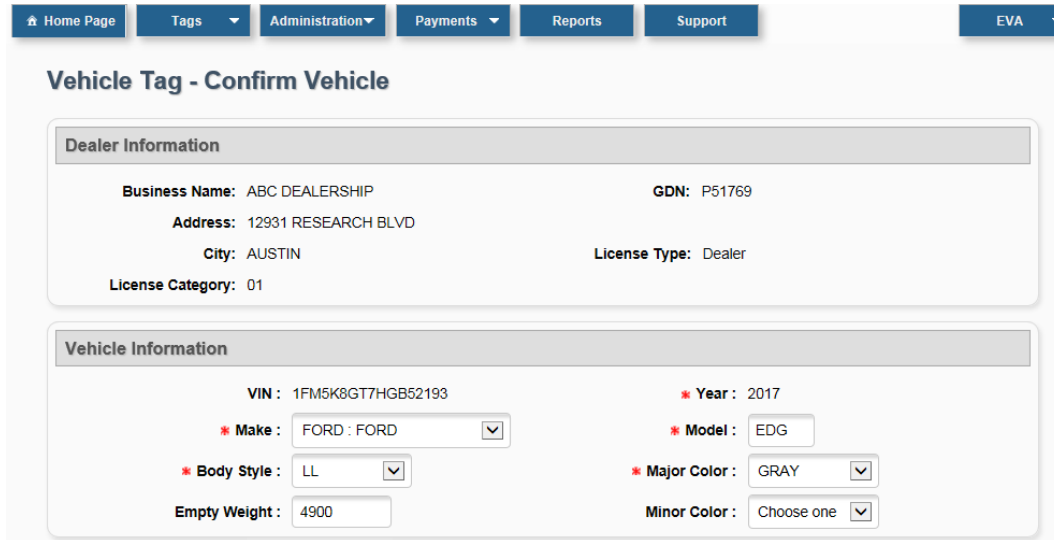
The screenshot shows the 'Vehicle Tag - Vehicle Search' page. It features a 'Dealer Information' section with the following details: Business Name: ABC DEALERSHIP, GDN: P51769, Address: 12931 RESEARCH BLVD, City: AUSTIN, License Type: Dealer, and License Category: 01. Below this is a 'Search' section with a text input field for the VIN, which contains '1FM5K8GT7HGB52193'. A blue 'Search' button is located to the right of the VIN field and is highlighted with a red circle.

Figure 79: Vehicle Specific Search

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



Vehicle Tag - Confirm Vehicle

Dealer Information

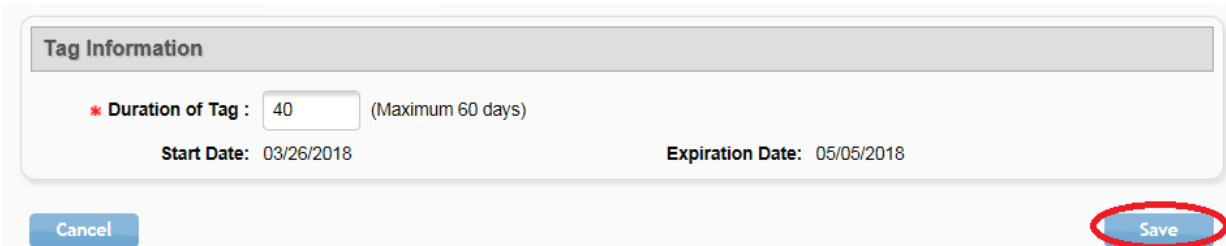
Business Name: ABC DEALERSHIP GDN: P51769
 Address: 12931 RESEARCH BLVD
 City: AUSTIN License Type: Dealer
 License Category: 01

Vehicle Information

VIN : 1FM5K8GT7HGB52193 * Year : 2017
 * Make : FORD : FORD * Model : EDG
 * Body Style : LL * Major Color : GRAY
 Empty Weight : 4900 Minor Color : Choose one

Figure 80: Vehicle Specific Confirm Vehicle

- Enter the duration of the tag.
- Click **Save**.



Tag Information

* Duration of Tag : 40 (Maximum 60 days)
 Start Date: 03/26/2018 Expiration Date: 05/05/2018

Cancel Save

Figure 81: Vehicle Specific Tag Duration

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

Vehicle Tag - Print Tag

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

Tag No: 02611R7	
Issue Date: Mar 26, 2018	Expiration Date: May 5, 2018
VIN: 1FM5K8GT7HGB52193	

[Print Tag](#) [Print Receipt](#) [Print Tag & Receipt](#)

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.

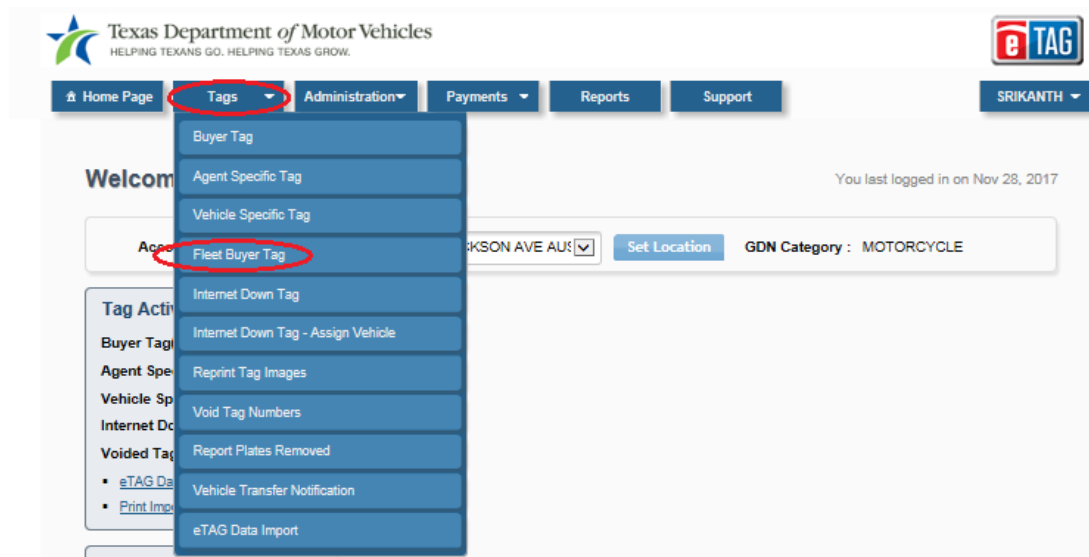
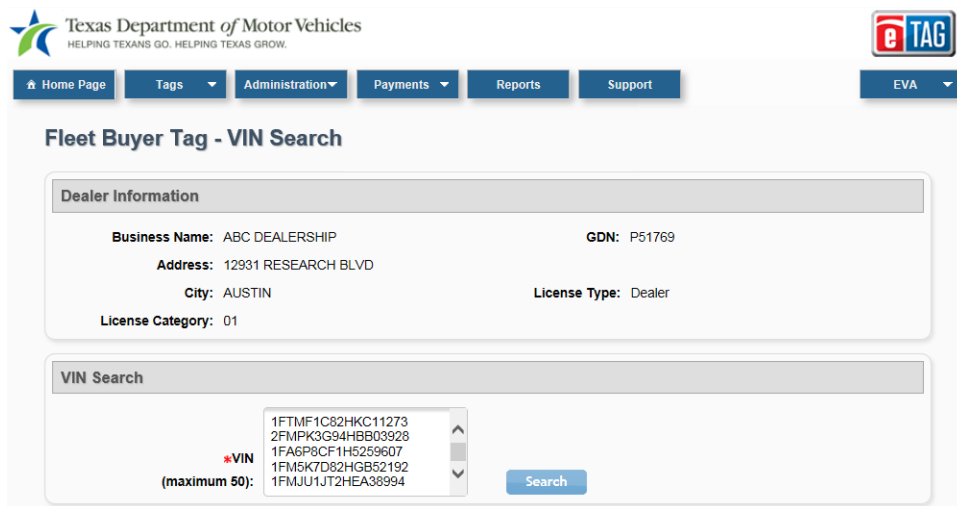


Figure 83: Create Fleet Buyer Tag Menu Option

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**.



Dealer Information

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

VIN Search

*VIN
(maximum 50):

- 1FTMF1C82HKC11273
- 2FMPK3G94HBB03928
- 1FA6P8CF1H5259607
- 1FM5K7D82HGB52192
- 1FMJU1JT2HEA38994

Search

Figure 84: Fleet Buyer Tag Vehicle Search

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

Fleet Buyer Tag - Confirm Vehicles

Dealer Information

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

Vehicle Information

	VIN	Year	Make	Model	Body Style	Major Color	Minor Color	Empty Weight	To Be Exported?	New Vehicle?	Titled/Registered Out of Texas?	Additional Information
<input type="checkbox"/>	1FTMF1G22HKG11273	2017	FORD		PK	Select	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2FMPV3G94HD003626	2017	FORD		LL	Select	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FA6P9CF1H2259007	2017	FORD	MUS	2D	Select	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FMSK7D22HG052192	2017	FORD		LL	Select	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FMJU1J72HEA38994	2017	FORD		LL	Select	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.

Fleet Buyer Tag - Confirm Vehicles

Dealer Information

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

Vehicle Information When selected, will mark all vehicles in the column

	VIN	Year	Make	Model	Body Style	Major Color	Minor Color	Empty Weight	To Be Exported?	New Vehicle?	Titled/Registered Out of Texas?	Additional Information
<input type="checkbox"/>	1F1FMF1C82HKC11273	2017	FORD	F15	PK	BLAC	Select		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2FMPK3G04HBB03928	2017	FORD	EDG	LL	BLUE	Select		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FA8P8CF1H5259607	2017	FORD	MUS	2D	GRAY	Select		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FMSK7D82HGB52192	2017	FORD	EDG	LL	MARC	Select		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	1FMJU1JT2HEA38994	2017	FORD	EDG	LL	WHIT	Select		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Do not select any or all rows in this column when completing or updating vehicle information.

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**.

Leased Vehicle

Are these leased vehicles? Yes No

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.

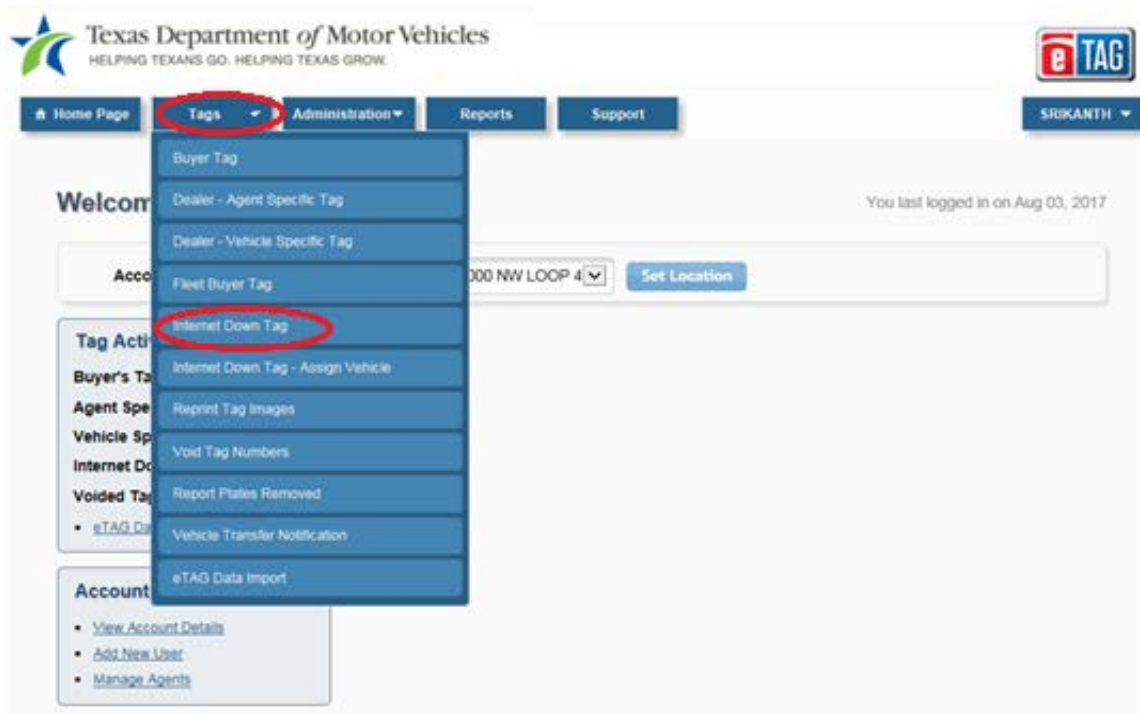
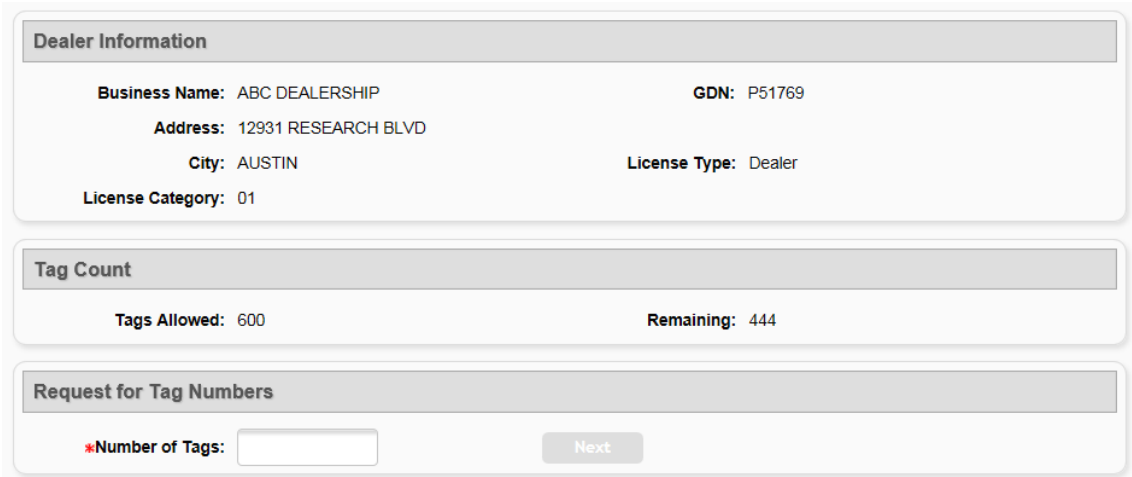


Figure 88: Internet Down Menu Option

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

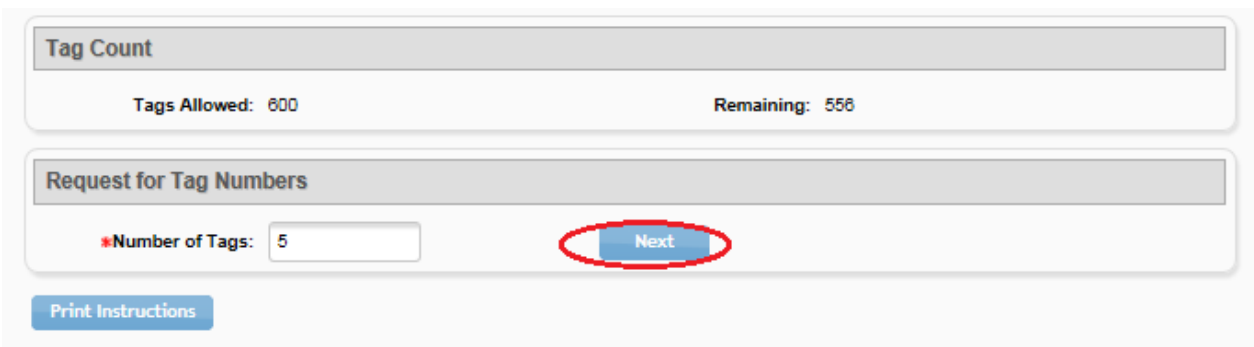


The screenshot shows a web form with three main sections:

- 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: 444.
- Request for Tag Numbers:** *Number of Tags: (empty), Next button.

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**.



The screenshot shows the same web form as Figure 89, but with the following changes:

- Tag Count:** Tags Allowed: 600, Remaining: 558.
- Request for Tag Numbers:** *Number of Tags: , Next button (circled in red).
- A **Print Instructions** button is visible at the bottom left.

Figure 90: Enter Number of Internet Down Tags

- 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

<input type="checkbox"/> Tag Number	Start Date	Expiration Date
<input type="checkbox"/> 02612B1	Mar 27, 2018	Mar 27, 2019
<input type="checkbox"/> 02612B2	Mar 27, 2018	Mar 27, 2019
<input type="checkbox"/> 02612B3	Mar 27, 2018	Mar 27, 2019

Figure 91: Display Internet Down Tags Requested

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

Internet Down Tag Numbers

<input type="checkbox"/> Tag Number	Start Date	Expiration Date
<input type="checkbox"/> 02612B1	Mar 27, 2018	Mar 27, 2019
<input checked="" type="checkbox"/> 02612B2	Mar 27, 2018	Mar 27, 2019
<input checked="" type="checkbox"/> 02612B3	Mar 27, 2018	Mar 27, 2019

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.

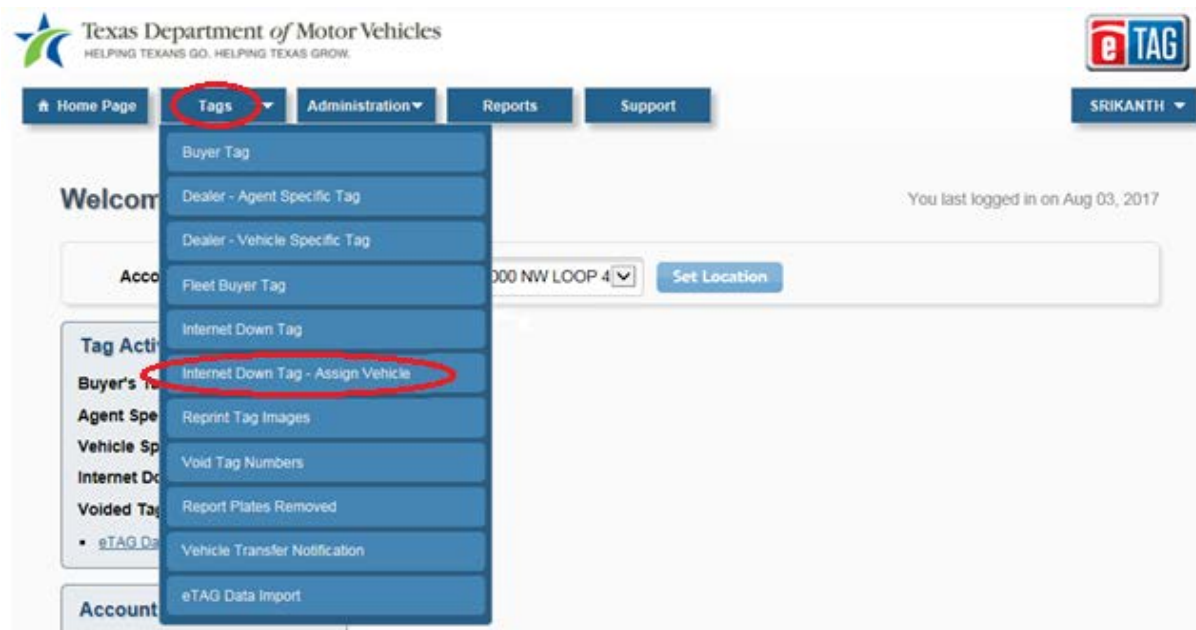
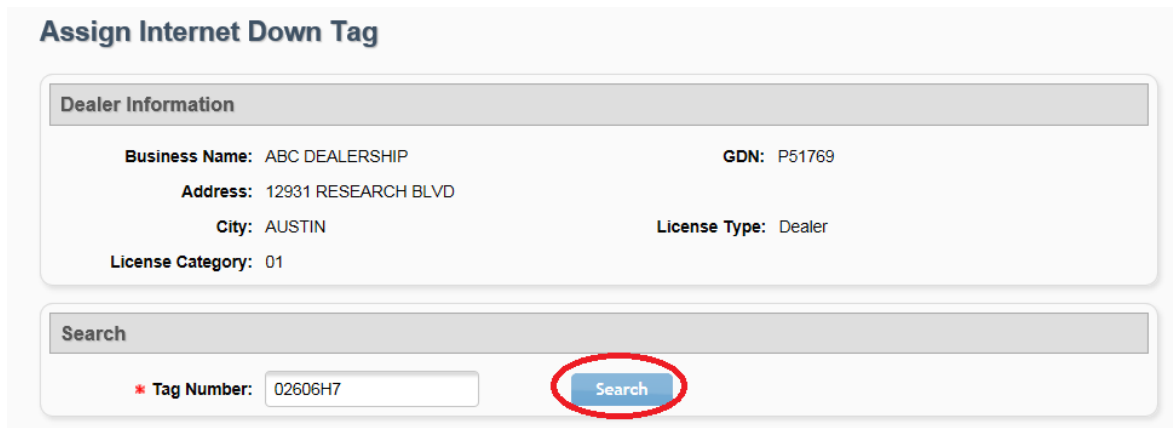


Figure 93: Assign Internet Down Tag Menu Option

2. The application displays the Assign Internet Down Tag page.
3. Enter the tag number.
4. Click **Search**.



Assign Internet Down Tag

Dealer Information

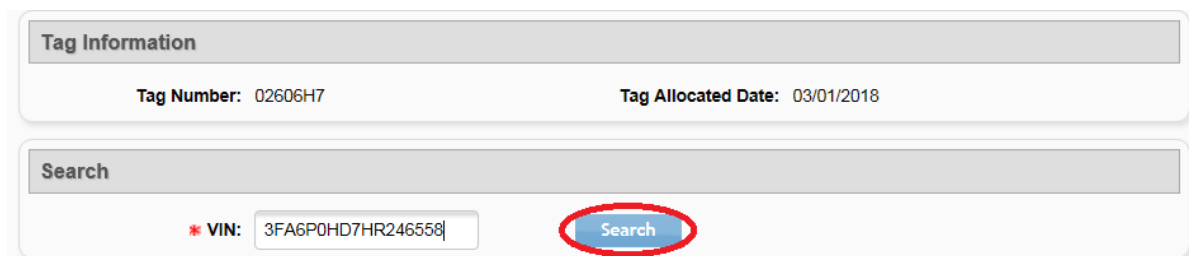
Business Name: ABC DEALERSHIP **GDN:** P51769
Address: 12931 RESEARCH BLVD
City: AUSTIN **License Type:** Dealer
License Category: 01

Search

* **Tag Number:**

Figure 94: Search Internet Down Tag

5. The application displays the Search section for the VIN.
6. Enter the VIN.
7. Click **Search**.



Internet Down Tag Vehicle Search

Tag Information

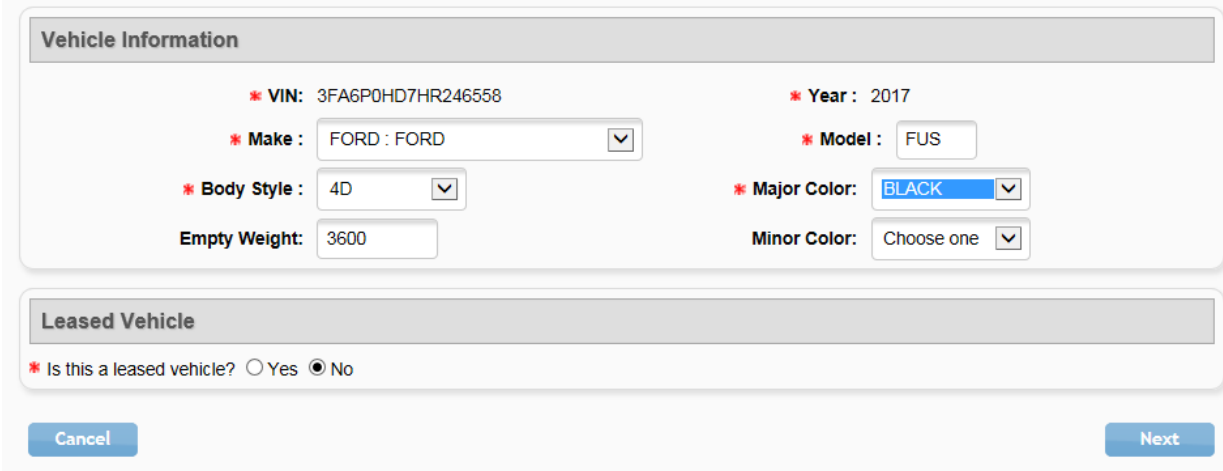
Tag Number: 02606H7 **Tag Allocated Date:** 03/01/2018

Search

* **VIN:**

Figure 95: Internet Down Tag Vehicle Search

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



Vehicle Information

* VIN: 3FA6P0HD7HR246558 * Year : 2017

* Make : FORD : FORD * Model : FUS

* Body Style : 4D * Major Color: BLACK

Empty Weight: 3600 Minor Color: Choose one

Leased Vehicle

* Is this a leased vehicle? Yes No

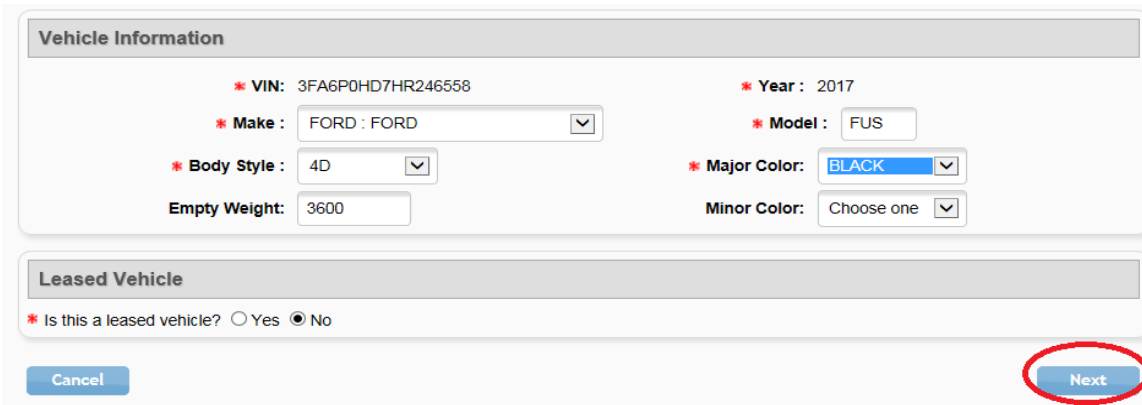
Cancel Next

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.



Vehicle Information

* VIN: 3FA6P0HD7HR246558 * Year : 2017

* Make : FORD : FORD * Model : FUS

* Body Style : 4D * Major Color: BLACK

Empty Weight: 3600 Minor Color: Choose one

Leased Vehicle

* Is this a leased vehicle? Yes No

Cancel Next

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.

Assign Internet Down Tag - Confirmation

The Internet Down Tag Number 02606H7 has been assigned to a vehicle and converted to a buyers tag

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.

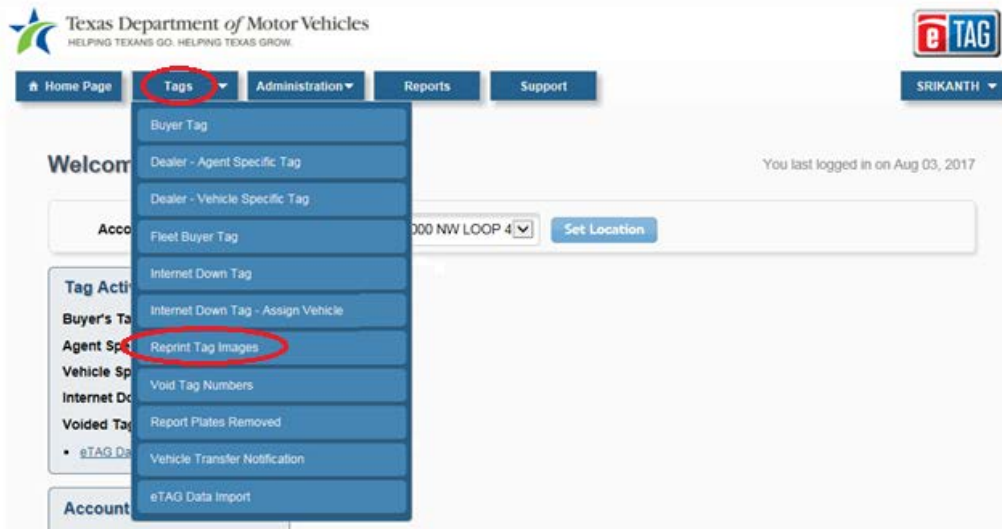
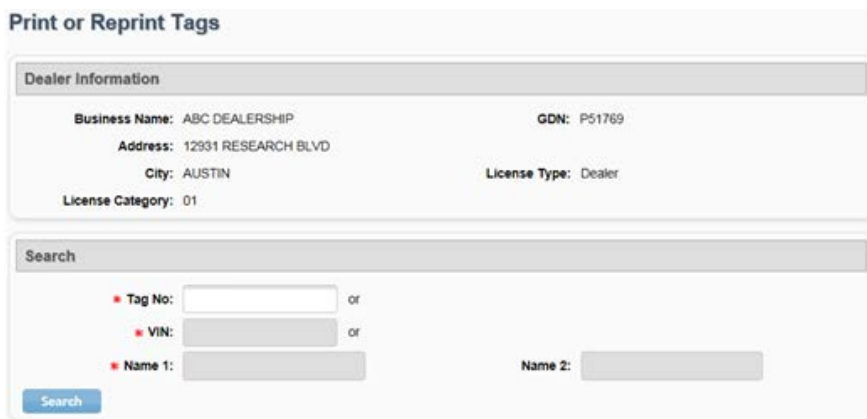


Figure 99: Reprint Tag Images Menu Option

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



The screenshot shows the 'Print or Reprint Tags' page. The page displays dealer information and a search form. The dealer information includes: Business Name: ABC DEALERSHIP, GDN: P51769, Address: 12931 RESEARCH BLVD, City: AUSTIN, License Type: Dealer, and License Category: 01. The search form includes fields for Tag No., VIN, Name 1, and Name 2, with a 'Search' button.

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

Print or Reprint Tags

Dealer Information

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

Search

* **Tag No:** or
* **VIN:** or
* **Name 1:** **Name 2:**

Figure 101: Enter Print or Reprint Tags

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

Dealer Information

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

Tag Type : BUYERS TAG **Tag No :** 02611P7
Issue Date : Mar 26, 2018 **Expiration Date :** May 25, 2018
Owner Name 1 : TIMOTHY GARRNER
VIN : 1FM5K7B83HGB30401

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.

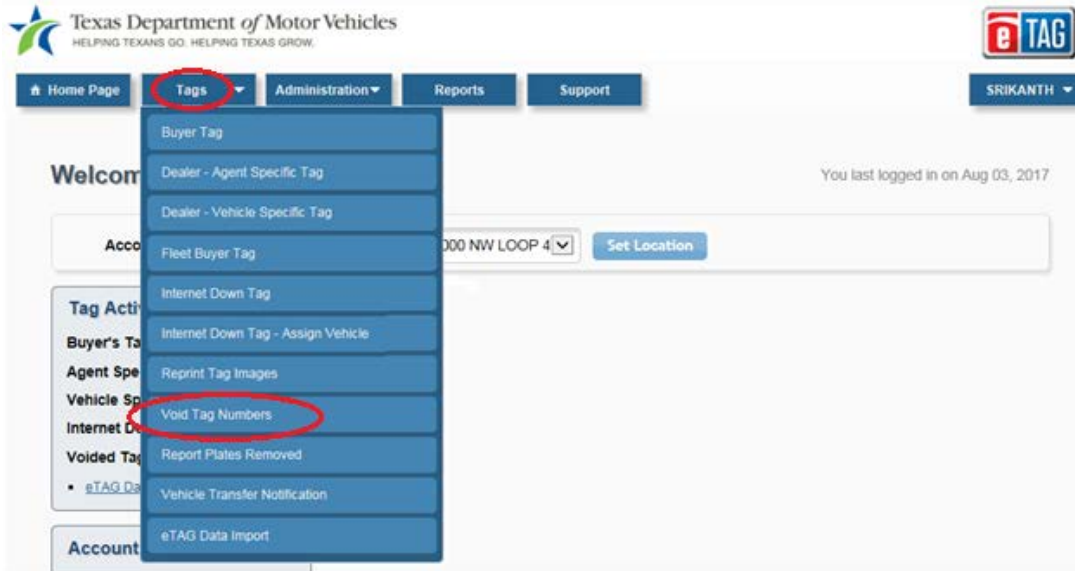


Figure 103: Void Tag Number Menu Option

2. The application displays the Void Tags page.

Void Tags

Dealer Information

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

Search

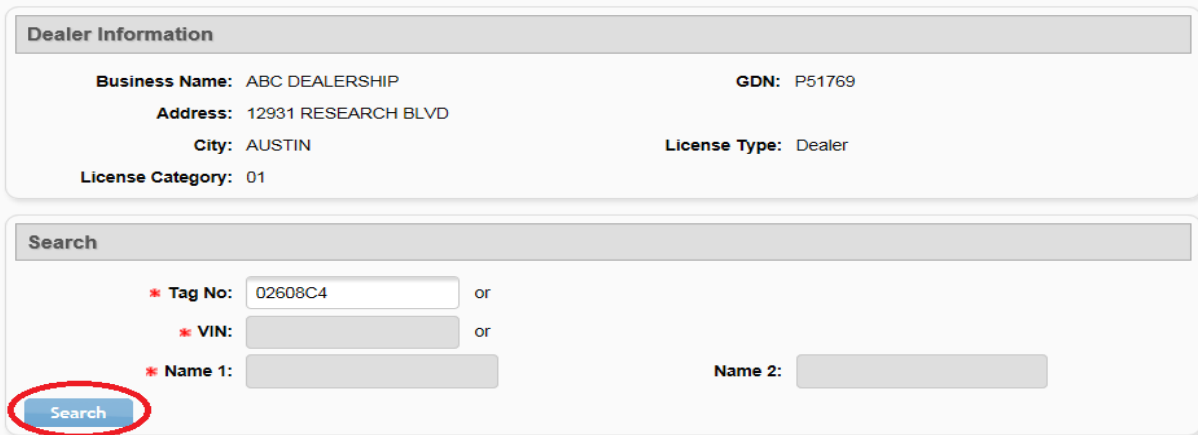
* Tag No: or
 * VIN: or
 * Name 1: Name 2:

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**.

Void Tags



Dealer Information

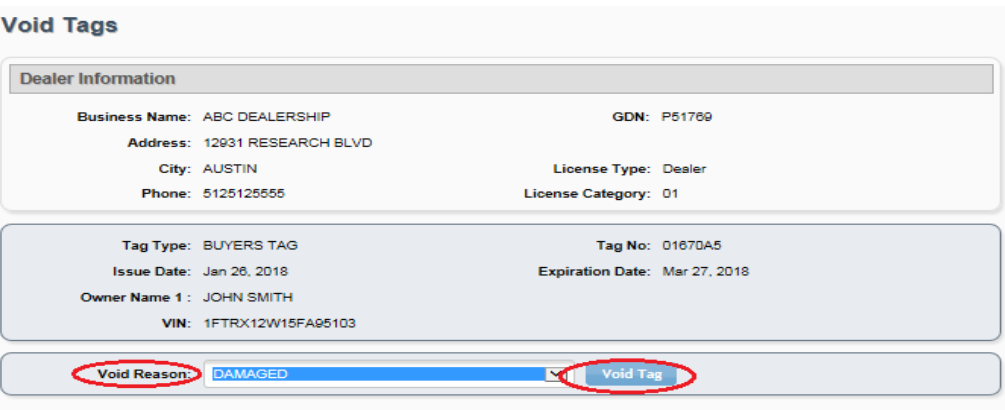
Business Name: ABC DEALERSHIP **GDN:** P51769
Address: 12931 RESEARCH BLVD
City: AUSTIN **License Type:** Dealer
License Category: 01

Search

* **Tag No:** or
 * **VIN:** or
 * **Name 1:** **Name 2:**

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.



Void Tags

Dealer Information

Business Name: ABC DEALERSHIP **GDN:** P51769
Address: 12931 RESEARCH BLVD
City: AUSTIN **License Type:** Dealer
Phone: 5125125555 **License Category:** 01

Tag Type: BUYERS TAG **Tag No:** 01670A5
Issue Date: Jan 26, 2018 **Expiration Date:** Mar 27, 2018
Owner Name 1: JOHN SMITH
VIN: 1FTRX12W15FA95103

Void Reason:

Figure 106: Display Void Tag Information

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

Void Tags

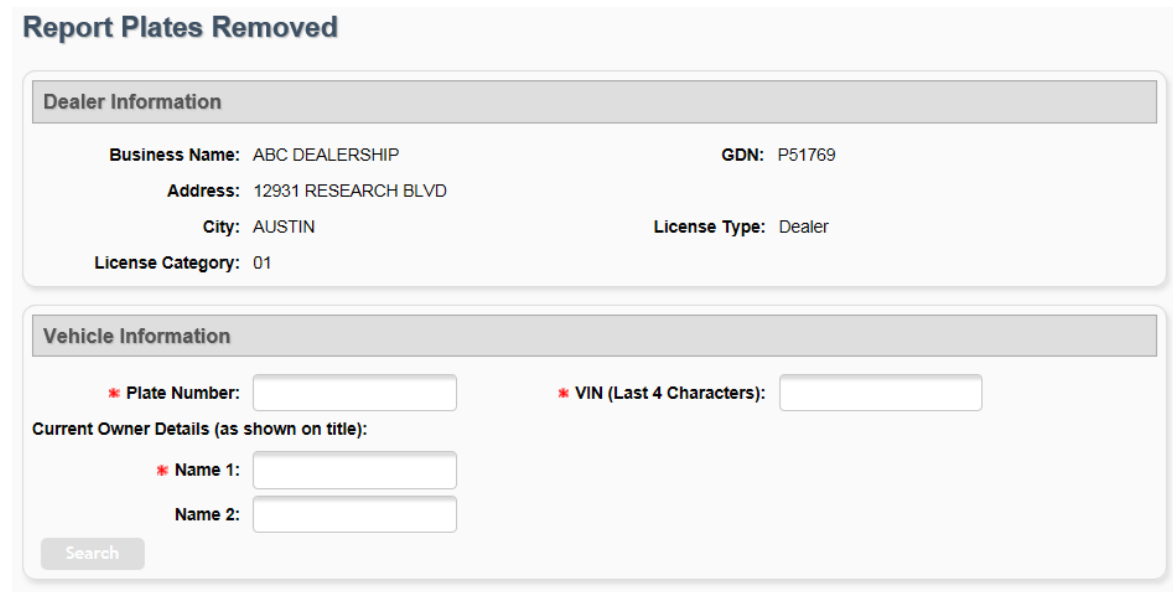
 Tag number 02608C4 was Voided

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):**

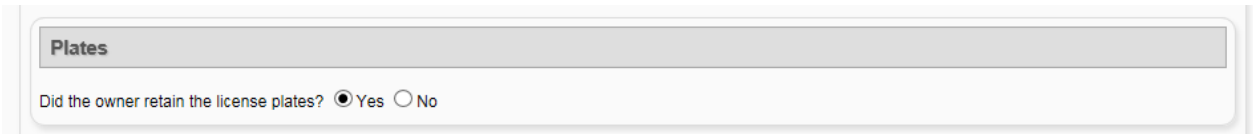
Current Owner Details (as shown on title):

* **Name 1:**
Name 2:

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](#).

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

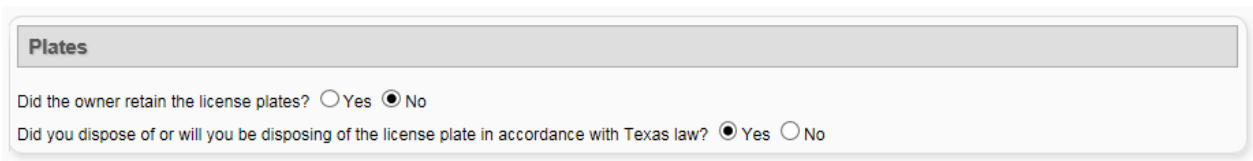


Plates

Did the owner retain the license plates? Yes No

Figure 109: Report Plates Removed Select

- If no, indicate if you disposed of the license plate in accordance with Texas law.
- Note, the plates must be disposed of in accordance to Texas law, or the owner must retain the plates.



Plates

Did the owner retain the license plates? Yes No

Did you dispose of or will you be disposing of the license plate in accordance with Texas law? Yes No

Figure 110: Report Plates Removed

- If yes, click **Next**.
- The application displays the Report Plates Removed – Summary page.

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

Report Plates Removed - Summary

Dealer Information

Business Name: ABC DEALERSHIP	GDN: P51709
Address: 12931 RESEARCH BLVD	
City: AUSTIN	License Type: Dealer
Phone: 5125125555	

Vehicle Information [Edit](#)

VIN: 1FTRW07L01KE64709	Year: 2007
Make: FORD	Model: F15
Body Style: PK	Major Color: GREEN
Empty Weight: 4800	Minor Color: BLACK

Additional Information:
ACTUAL MILEAGE
PAPER TITLE

Plate Details

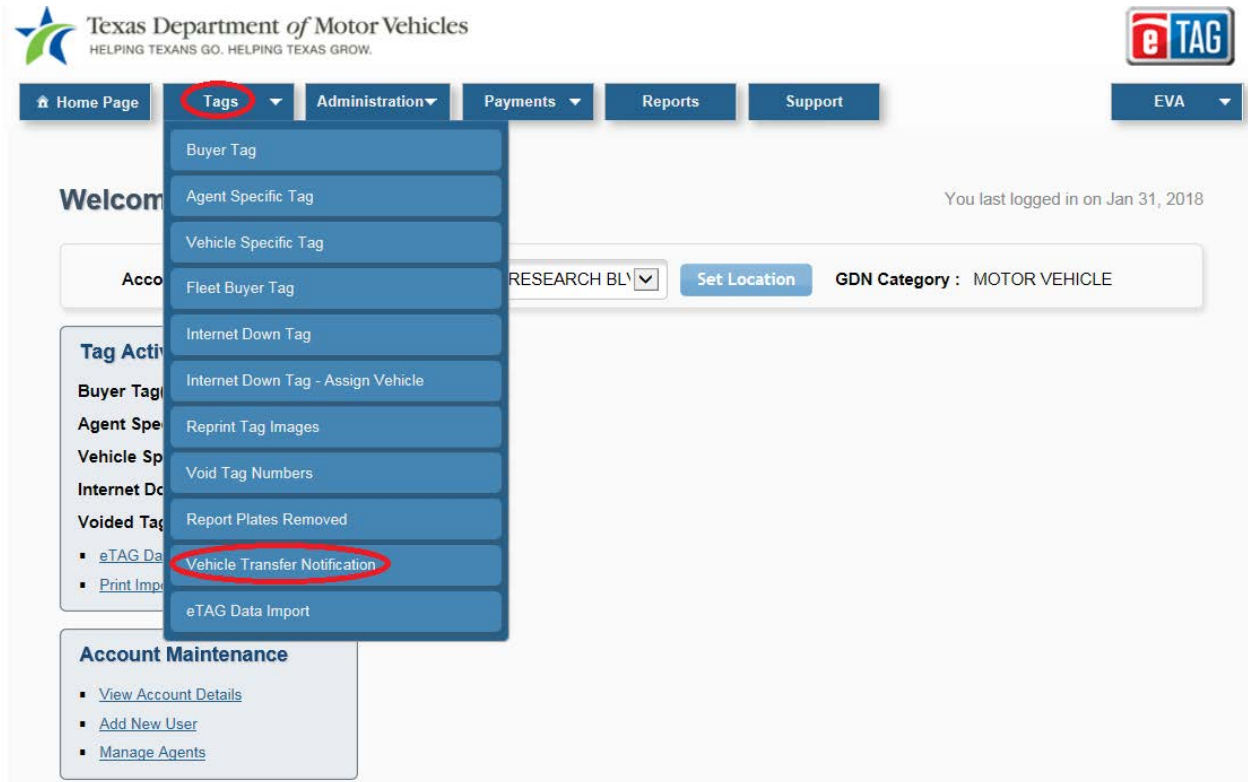
Did the owner retain the license plates?: Yes

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.

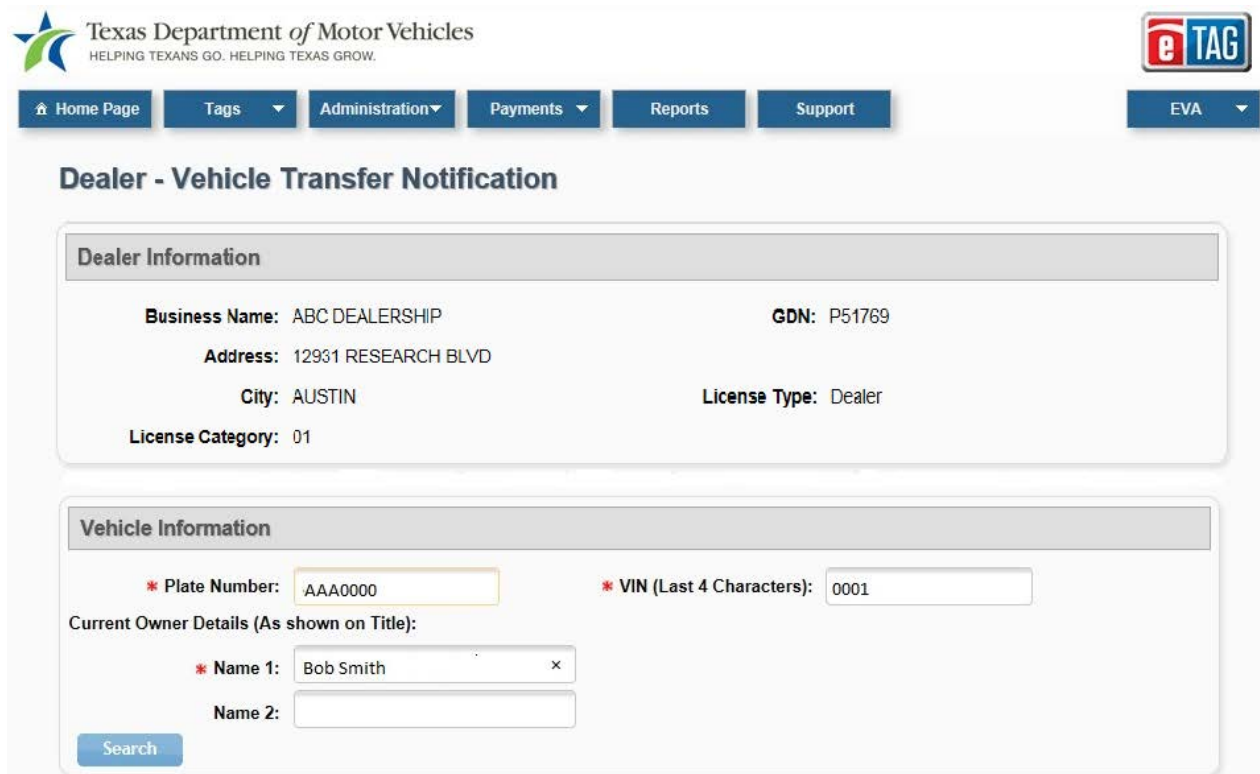
1. Select Vehicle Transfer Notification from the Tags tab.



The screenshot displays the eTAGs user interface. At the top left is the Texas Department of Motor Vehicles logo and the text "Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW." At the top right is the "eTAG" logo. Below the logo is a navigation bar with tabs: "Home Page", "Tags", "Administration", "Payments", "Reports", "Support", and "EVA". The "Tags" tab is selected and its dropdown menu is open, listing various options: "Buyer Tag", "Agent Specific Tag", "Vehicle Specific Tag", "Fleet Buyer Tag", "Internet Down Tag", "Internet Down Tag - Assign Vehicle", "Reprint Tag Images", "Void Tag Numbers", "Report Plates Removed", "Vehicle Transfer Notification", and "eTAG Data Import". The "Vehicle Transfer Notification" option is circled in red. Below the navigation bar, the main content area shows a "Welcome" message, a login field with "RESEARCH BL" and a "Set Location" button, and a "GDN Category : MOTOR VEHICLE" label. On the left side, there are sections for "Tag Activity" and "Account Maintenance".

Figure 112: Vehicle Transfer Notification Menu Option

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

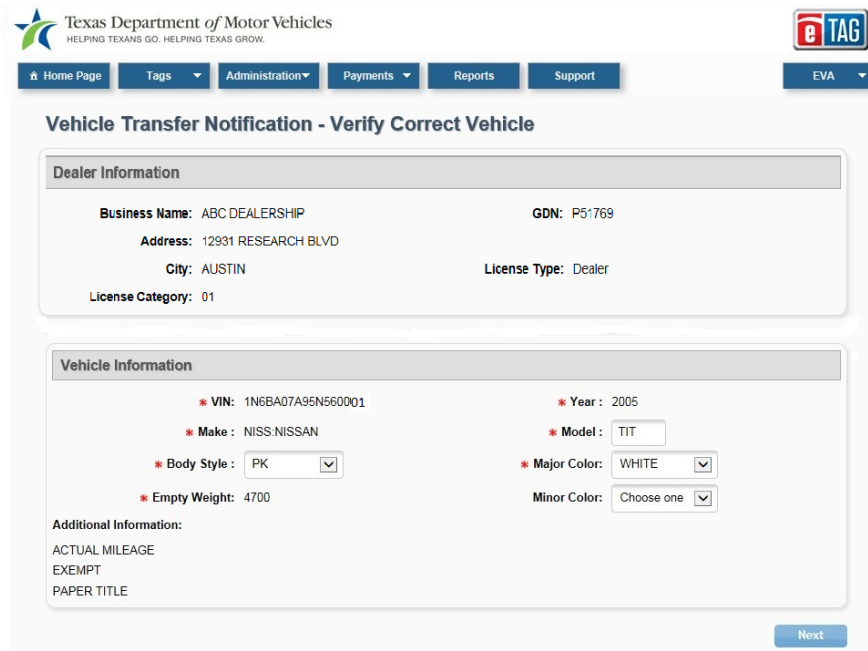


The screenshot shows the 'Dealer - Vehicle Transfer Notification' page. At the top, there is a navigation bar with links for Home Page, Tags, Administration, Payments, Reports, Support, and EVA. The page title is 'Dealer - Vehicle Transfer Notification'. Below the title, there are two main sections: 'Dealer Information' and 'Vehicle Information'. The 'Dealer Information' section displays the following details: Business Name: ABC DEALERSHIP, GDN: P51769, Address: 12931 RESEARCH BLVD, City: AUSTIN, License Type: Dealer, and License Category: 01. The 'Vehicle Information' section contains input fields for Plate Number (AAA0000) and VIN (Last 4 Characters) (0001). Below these fields, there is a section for 'Current Owner Details (As shown on Title)' with input fields for Name 1 (Bob Smith) and Name 2. A 'Search' button is located at the bottom left of the 'Vehicle Information' section.

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](#).



Vehicle Transfer Notification - Verify Correct Vehicle

Dealer Information

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

Vehicle Information

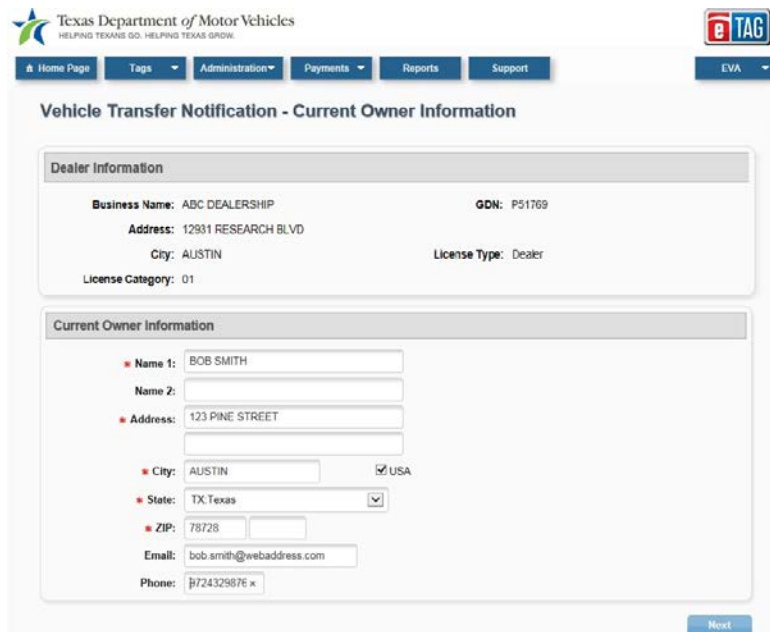
* VIN: 1N6BA07A95N560001 * Year: 2005
 * Make: NISSAN * Model: TIT
 * Body Style: PK * Major Color: WHITE
 * Empty Weight: 4700 Minor Color: Choose one

Additional Information:
 ACTUAL MILEAGE
 EXEMPT
 PAPER TITLE

Next

Figure 114: Vehicle Transfer Notification Vehicle Information

6. Complete the Current Owner Information section.



Vehicle Transfer Notification - Current Owner Information

Dealer Information

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

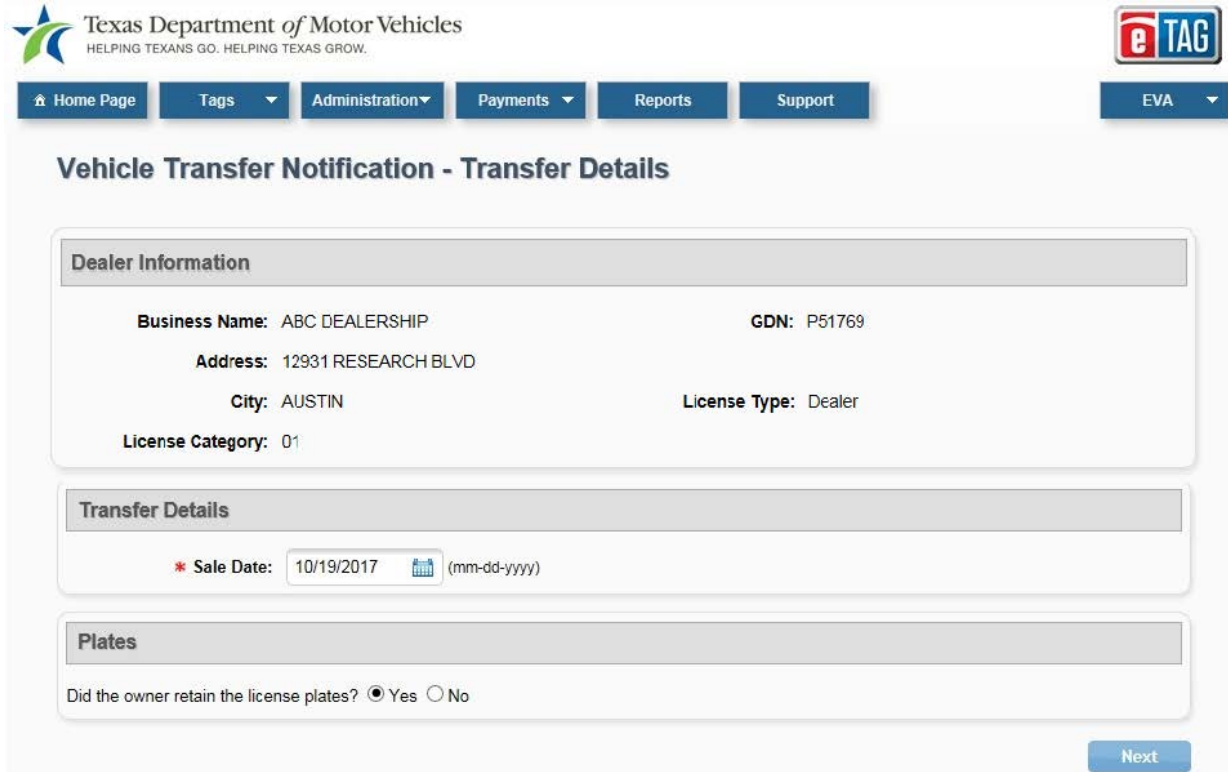
Current Owner Information

* Name 1: BOB SMITH
 Name 2:
 * Address: 123 PINE STREET
 * City: AUSTIN USA
 * State: TX, Texas
 * ZIP: 78728
 Email: bob.smith@webaddress.com
 Phone: 724329876

Next

Figure 115: Vehicle Transfer Notification Owner Information

7. Complete the Transfer Details section.



The screenshot shows the 'Vehicle Transfer Notification - Transfer Details' form. At the top left is the Texas Department of Motor Vehicles logo and the tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.'. To the right is the 'eTAG' logo. Below the logo is a navigation bar with buttons for 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', 'Support', and 'EVA'. The main title of the form is 'Vehicle Transfer Notification - Transfer Details'. The form is divided into three sections: 'Dealer Information', 'Transfer Details', and 'Plates'. The 'Dealer Information' section contains fields for Business Name (ABC DEALERSHIP), Address (12931 RESEARCH BLVD), City (AUSTIN), License Category (01), GDN (P51769), and License Type (Dealer). The 'Transfer Details' section has a 'Sale Date' field with a calendar icon, showing the date 10/19/2017. The 'Plates' section has a question 'Did the owner retain the license plates?' with radio buttons for 'Yes' (selected) and 'No'. A 'Next' button is located at the bottom right of the form.

Dealer Information

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

Address: 12931 RESEARCH BLVD

City: AUSTIN **License Type:** Dealer

License Category: 01

Transfer Details

* **Sale Date:** 10/19/2017 (mm-dd-yyyy)

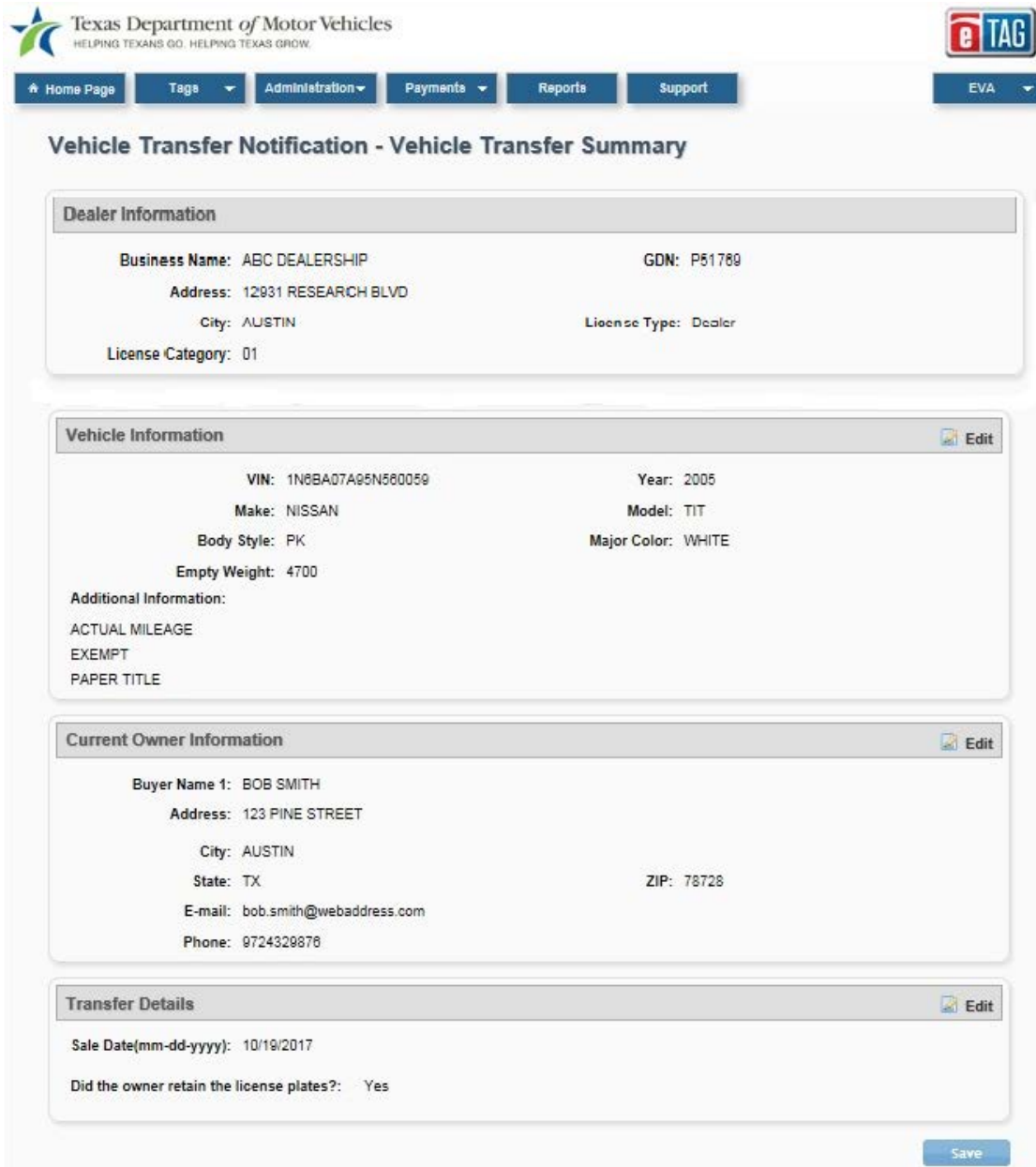
Plates

Did the owner retain the license plates? Yes No

Next

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.



Vehicle Transfer Notification - Vehicle Transfer Summary

Dealer Information Edit

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

Vehicle Information Edit

VIN: 1N6BA07A95N560059 Year: 2005
 Make: NISSAN Model: TIT
 Body Style: PK Major Color: WHITE
 Empty Weight: 4700

Additional Information:
 ACTUAL MILEAGE
 EXEMPT
 PAPER TITLE

Current Owner Information Edit

Buyer Name 1: BOB SMITH
 Address: 123 PINE STREET
 City: AUSTIN
 State: TX ZIP: 78728
 E-mail: bob.smith@webaddress.com
 Phone: 9724329878

Transfer Details Edit

Sale Date(mm-dd-yyyy): 10/19/2017
 Did the owner retain the license plates?: Yes

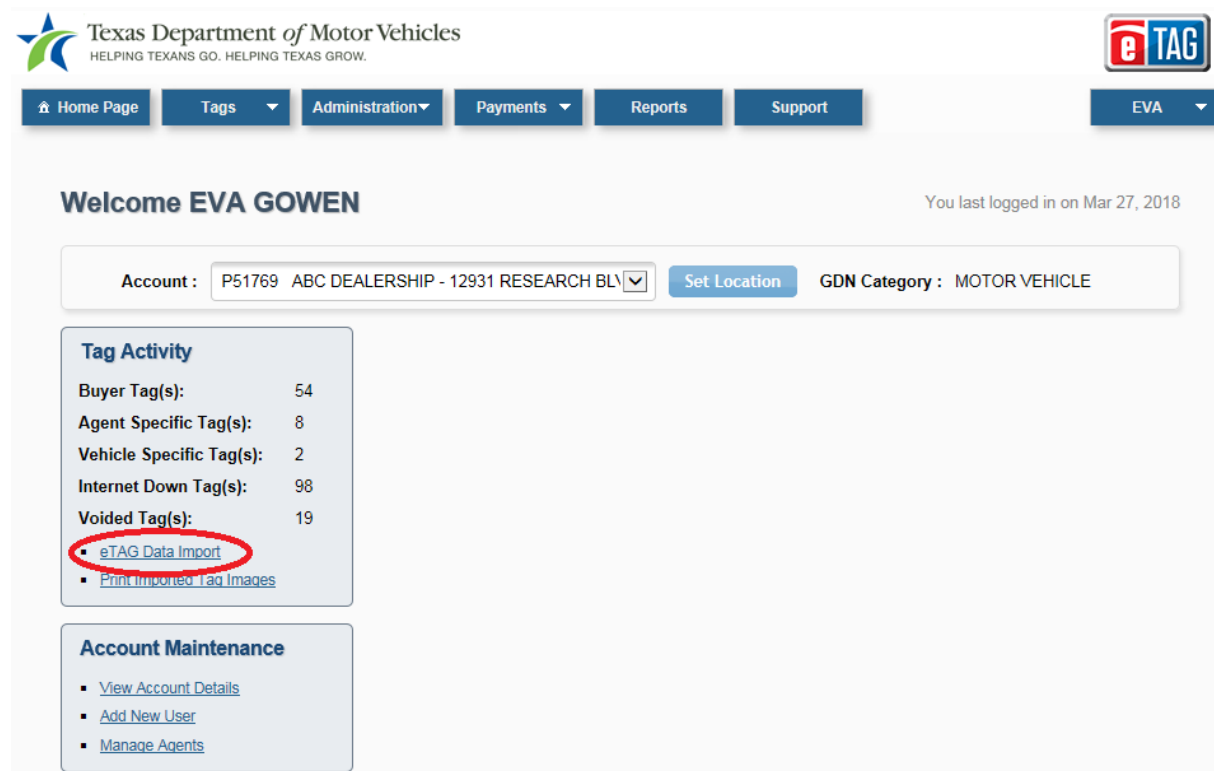
Save

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.



The screenshot shows the user interface for the Texas Department of Motor Vehicles eTAG system. At the top, there is a navigation bar with buttons for Home Page, Tags, Administration, Payments, Reports, Support, and EVA. Below the navigation bar, the user is logged in as EVA GOWEN, with a last login date of Mar 27, 2018. The account information is displayed as P51769 ABC DEALERSHIP - 12931 RESEARCH BLV, with a Set Location button and a GDN Category of MOTOR VEHICLE. The Tag Activity section shows the following data:

Tag Activity	Count
Buyer Tag(s):	54
Agent Specific Tag(s):	8
Vehicle Specific Tag(s):	2
Internet Down Tag(s):	98
Voided Tag(s):	19

Under the Tag Activity section, there are two links: [eTAG Data Import](#) (highlighted with a red circle) and [Print Imported Tag Images](#). Below the Tag Activity section is the Account Maintenance section with links for [View Account Details](#), [Add New User](#), and [Manage Agents](#).

Figure 118: Access eTAG Data Import

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

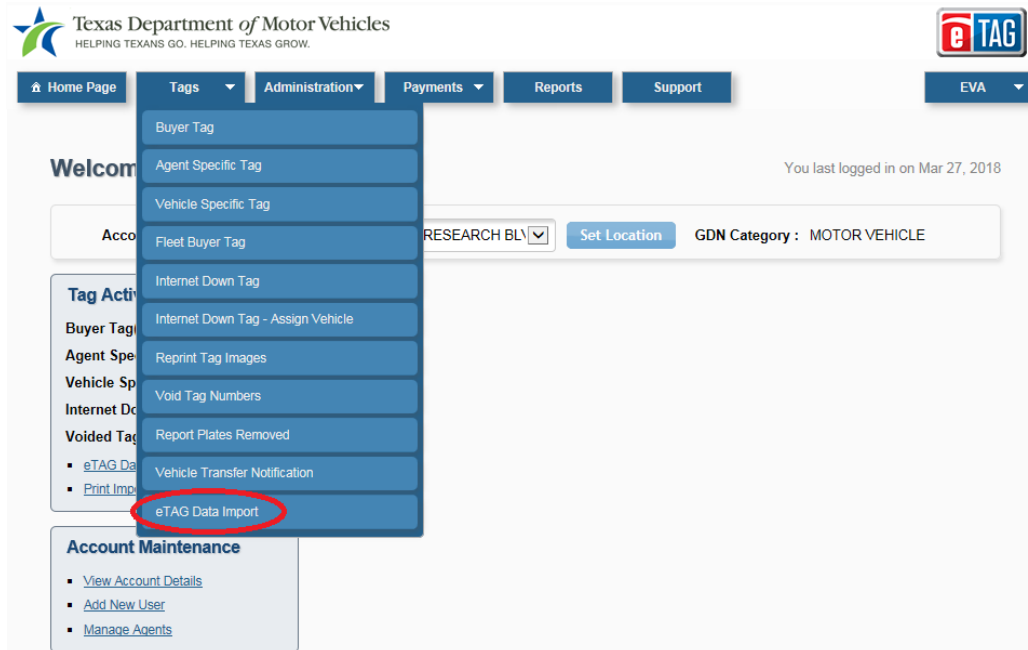


Figure 119: eTAG Data Import Menu Option

3. The application displays the eTAG Data Import page.

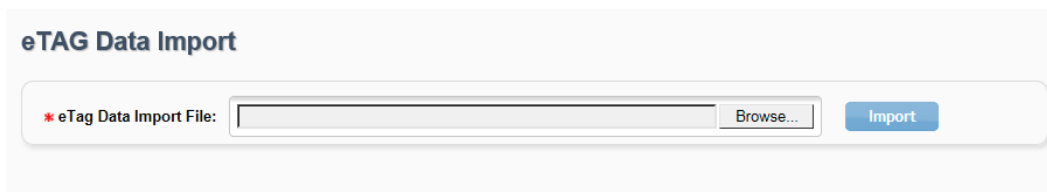


Figure 120: Browse eTAG Data Import File

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

5. Click **Import**.

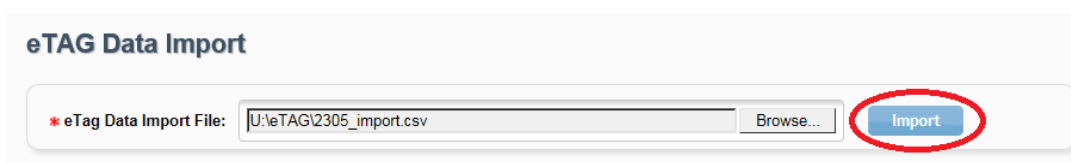
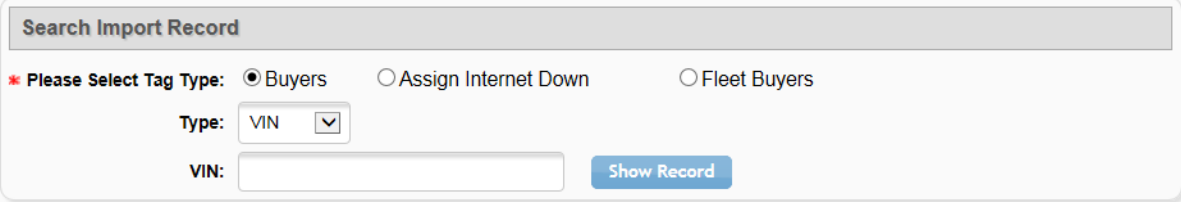


Figure 121: Select eTAG Data Import File

6. The application displays the Import Select page.



Import Select

Search Import Record

* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

Type: VIN

VIN:

Show Record

Figure 122: Select eTAG Data Import Tag Type

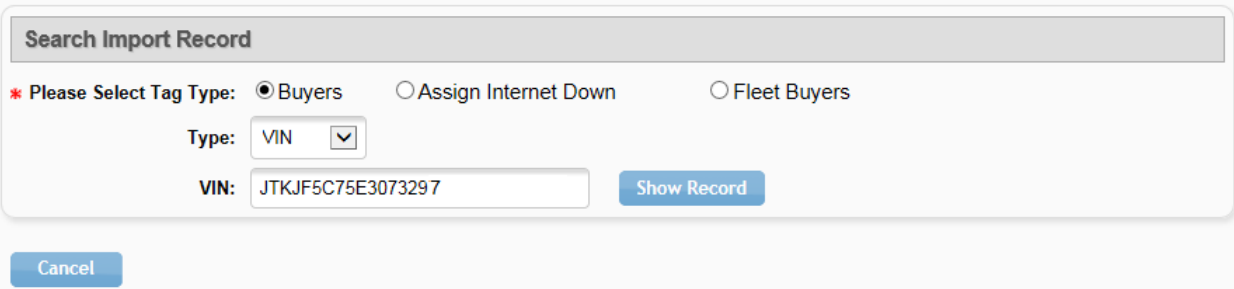
7. Select the tag type.

- 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.

Import Select



Search Import Record

* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

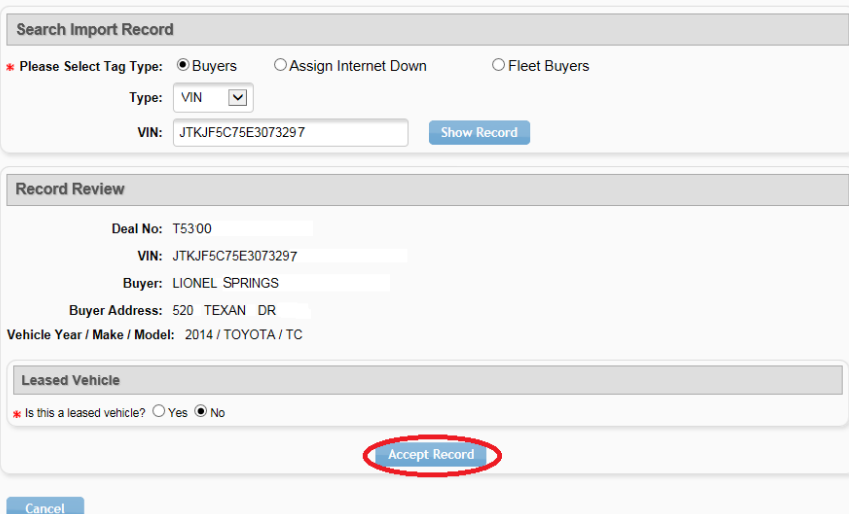
Type:

VIN:

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.

Import Select



Search Import Record

* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

Type:

VIN:

Record Review

Deal No: T5300

VIN: JTKJF5C75E3073297

Buyer: LIONEL SPRINGS

Buyer Address: 520 TEXAN DR

Vehicle Year / Make / Model: 2014 / TOYOTA / TC

Leased Vehicle

* Is this a leased vehicle? Yes No

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.

Buyer Tag - Confirm Vehicle

Dealer Information

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

Vehicle Information

* VIN : JTKJF5C75E3073297 * Year : 2014
 * Make : TOYT : TOYOTA
 * Model : TC
 * Body Style : 2D * Major Color : GRAY
 Empty Weight :
 * Minor Color : Choose one

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**.

Buyer Tag - Confirm Information

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

Vehicle Information		Edit
VIN: JTKJF5C75E3073297	Year: 2014	
Make: TOYT	Model: TC	
Body Style: 2D	Major Color: GRAY	
Empty Weight:		

Purchaser Information		Edit
Buyer Name 1: LIONEL SPRINGS		
Address: 520 TEXAN DR		
City: SAN ANTONIO		
State: TX	ZIP: 78249	
E-mail: SPRINGS328@GMAIL.COM		
Phone: 2105567423		

Lienholder Information		Edit
------------------------	--	------

Sales Information		Edit
Sale Date(mm-dd-yyyy): 03/20/2018	Expiration Date: 05/19/2018	
Is this vehicle to be exported?:	No	
Is this a new vehicle?:	No	
Will this vehicle be titled/registered out of Texas?:	No	

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.

Import Select

Search Import Record

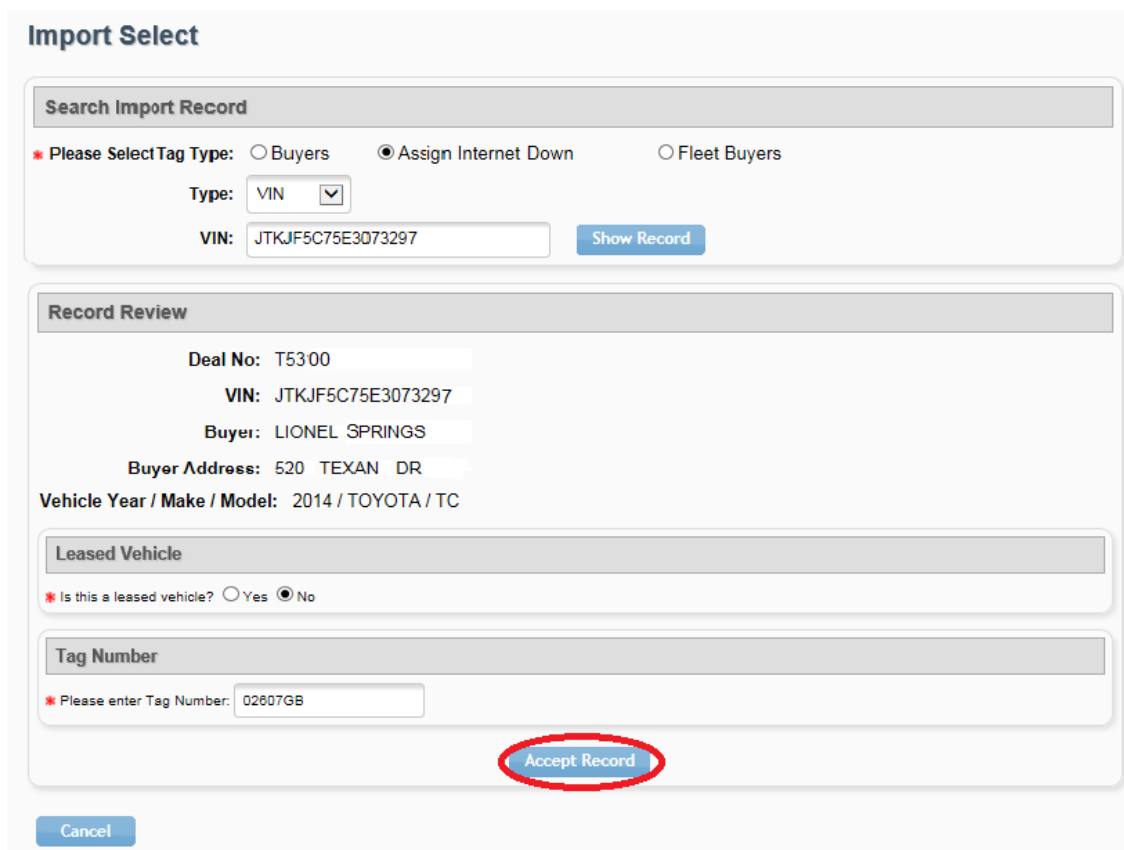
* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

Type: VIN

VIN: JTKJF5C75E3073297

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.



Import Select

Search Import Record

* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

Type: VIN

VIN: JTKJF5C75E3073297

Record Review

Deal No: T5300
VIN: JTKJF5C75E3073297
Buyer: LIONEL SPRINGS
Buyer Address: 520 TEXAN DR
Vehicle Year / Make / Model: 2014 / TOYOTA / TC

Leased Vehicle

* Is this a leased vehicle? Yes No

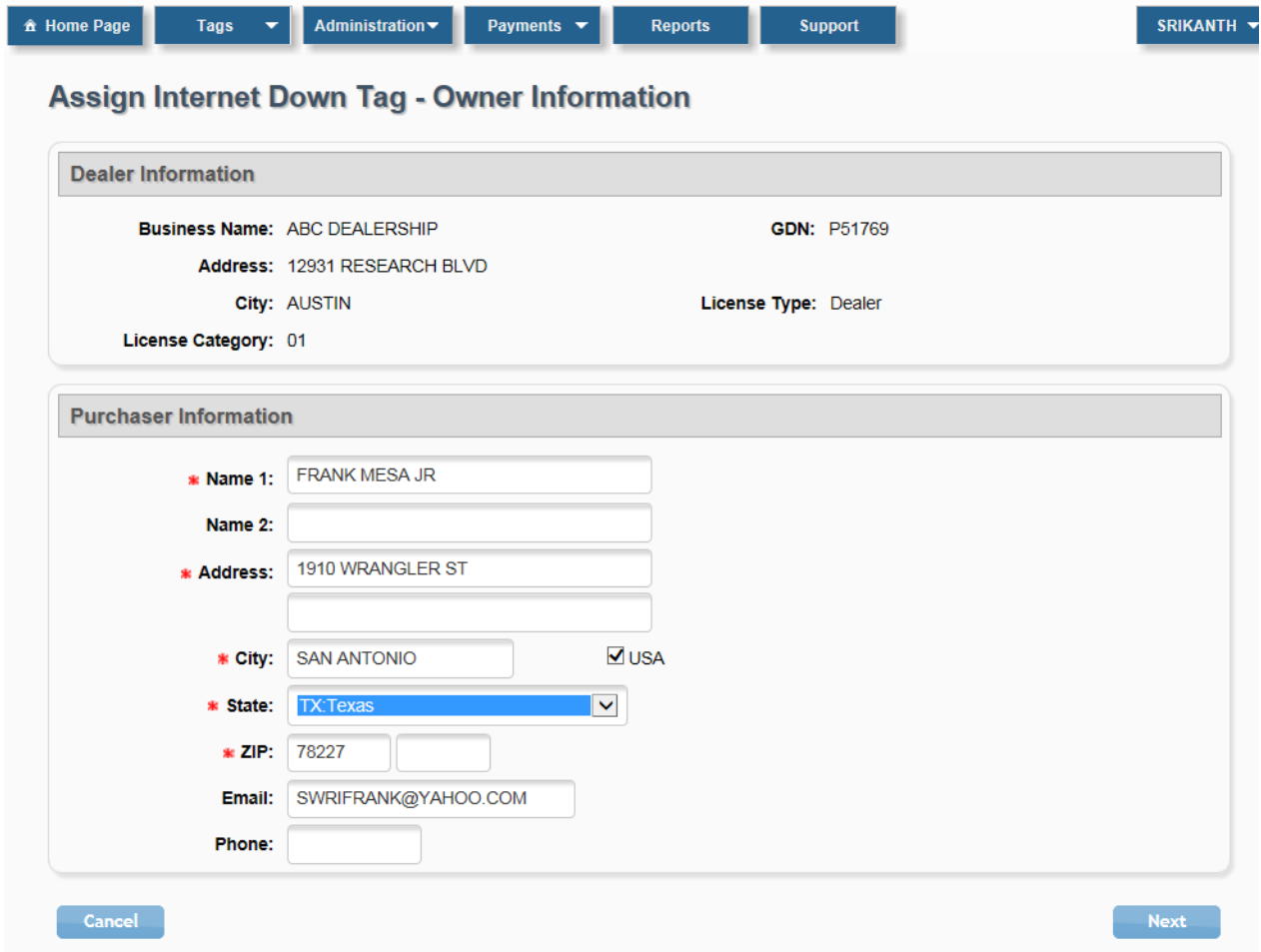
Tag Number

* Please enter Tag Number: 02807GB

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.



Assign Internet Down Tag - Owner Information

Dealer Information

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

Address: 12931 RESEARCH BLVD

City: AUSTIN **License Type:** Dealer

License Category: 01

Purchaser Information

* **Name 1:** FRANK MESA JR

Name 2:

* **Address:** 1910 WRANGLER ST

City: SAN ANTONIO USA

* **State:** TX:Texas

* **ZIP:** 78227

Email: SWRIFRANK@YAHOO.COM

Phone:

Cancel Next

Figure 129: Import Assign Internet Down Tag Owner Information

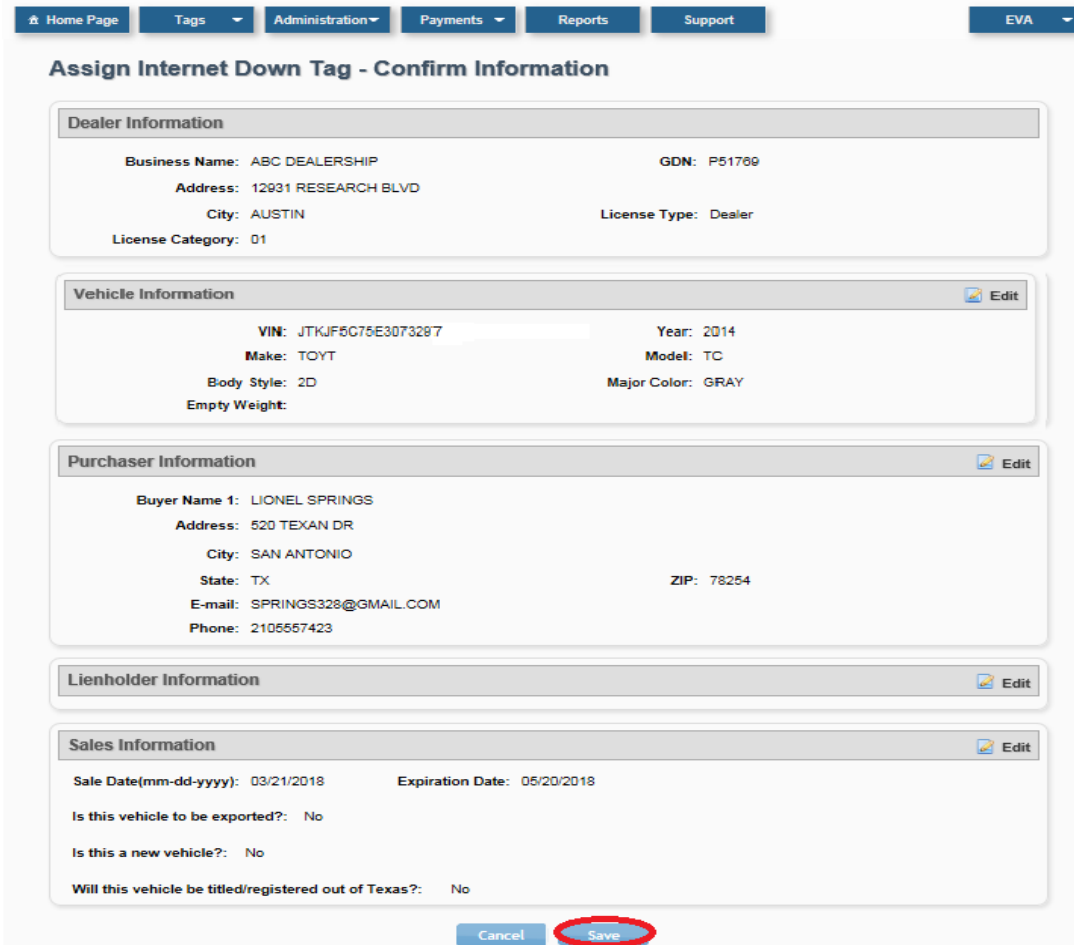
13. Review, complete, or update the [Purchase Information](#).

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**.



Assign Internet Down Tag - Confirm Information

Dealer Information

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

Vehicle Information Edit

VIN: JTKJF5C75E3073287 Year: 2014
 Make: TOYT Model: TC
 Body Style: 2D Major Color: GRAY
 Empty Weight:

Purchaser Information Edit

Buyer Name 1: LIONEL SPRINGS
 Address: 520 TEXAN DR
 City: SAN ANTONIO
 State: TX ZIP: 78254
 E-mail: SPRINGS328@GMAIL.COM
 Phone: 2105657423

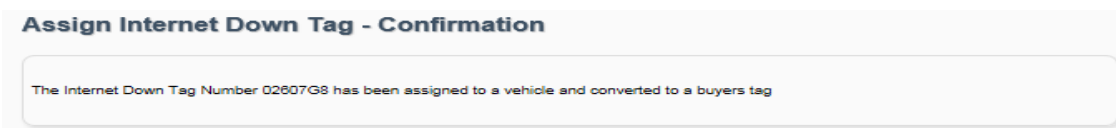
Lienholder Information Edit

Sales Information Edit

Sale Date(mm-dd-yyyy): 03/21/2018 Expiration Date: 05/20/2018
 Is this vehicle to be exported?: No
 Is this a new vehicle?: No
 Will this vehicle be titled/registered out of Texas?: No

Figure 130: Import Assign Internet Down Tag Confirm Information

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



Assign Internet Down Tag - Confirmation

The Internet Down Tag Number 02607G8 has been assigned to a vehicle and converted to a buyers tag

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).

Import Select

Search Import Record

* Please Select Tag Type: Buyers Assign Internet Down Fleet Buyers

Type: Fleet VIN's

*VIN's (maximum 50):

JTKJF5C75E3073297
 NM0GE9F78H1302490
 1FT7W2BT7HEB4656Q

Show Record(s)

Cancel

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.

Fleet Records Review

Deal No	VIN	Buyer	Buyer Address	Vehicle Year/Make/Model
T531168A	JTKJF5C75E3073297	LIONEL SPRINGS	520 TEXAN DR	2014 / TOYOTA / TC
790805	NM0GE9F78H1302490	THOMAS BRAXTON SR	480 NW LOOP 41	2017 / FORD TRUCK / TRANSITCONNECT
790803	1FT7W2BT7HEB46560	OLIVIA ANN MCGOWAN	289 TRINITY ST	2017 / FORD TRUCK / SDTYF250

Leased Vehicle

* Is this a leased vehicle? Yes No

Accept Record

Cancel

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.

Vehicle Information

	VIN	Year	Make	Model	Body Style	Major Color	Minor Color	Empty Weight	To Be Exported?	New Vehicle?	Titled/Registered Out of Texas?	Additional Information
<input type="checkbox"/>	JTKJF5C75E3073297	2014	TOYT	TC	2D	GRAY	Select		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	NM0GE9F78H1302490	2017	FORD	TRA	4D	GOLD	Select	3875	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	1FT7W2BT7HEB46560	2017	FORD	SDT	CR	BLAC	Select	7023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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:** P51789
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
1FMCUDJ97HUC13767	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

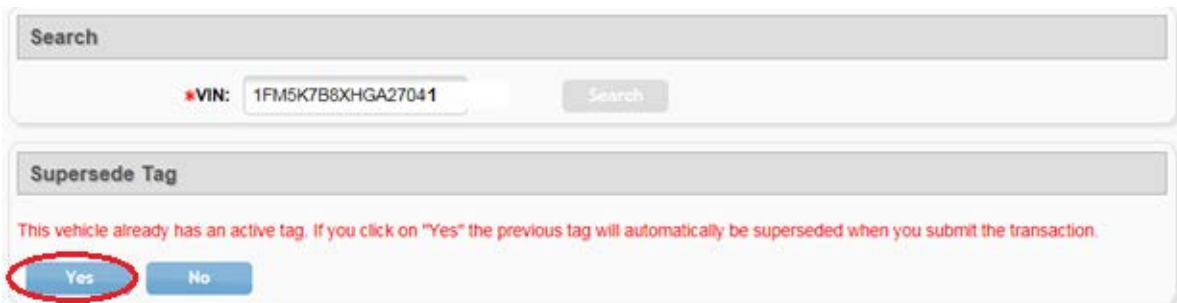
Cancel
Save

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.



The screenshot shows a web interface with two main sections. The top section is titled "Search" and contains a text input field with the VIN "1FM5K7B8XHGA27041" and a "Search" button. The bottom section is titled "Supersede Tag" and contains a red warning message: "This vehicle already has an active tag. If you click on 'Yes' the previous tag will automatically be superseded when you submit the transaction." Below the message are two buttons: "Yes" and "No". The "Yes" button is circled in red.

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.

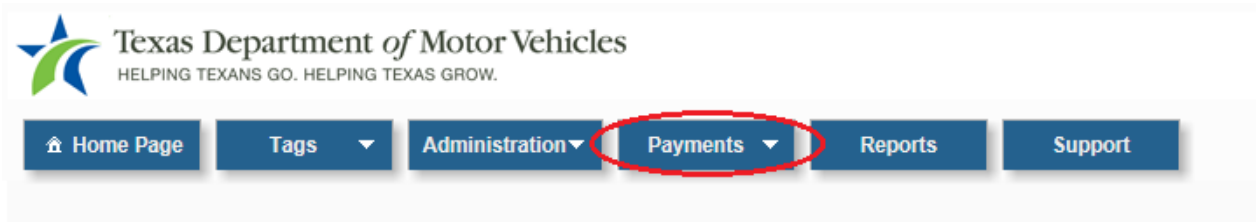


Figure 137: Payments Main Menu

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.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
<input type="checkbox"/>	1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	Select	\$5.00	--	--	--
<input type="checkbox"/>	2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	Select	\$5.00	--	--	--
<input type="checkbox"/>	1FAFP0441F231455	2012 FORD MUS	ROBERT FORSYTHE	Select	\$5.00	--	--	--
<input type="checkbox"/>	ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	Select	\$5.00	--	--	--
<input type="checkbox"/>	3D3MX48CX8G217120	2017 DODG TYU	TODD JENKINS	Select	\$5.00	--	--	--
<input type="checkbox"/>	3FA8P0HD7HR246558	2017 FORD FUS	CYNTHIA BURTON	Select	\$5.00	--	--	--
<input type="checkbox"/>	2GCEC19V531130690	2014 CHEV ERT	HAILEY ANN LEE	Select	\$5.00	--	--	--
<input type="checkbox"/>	2GCEC19V531130690	2014 CHEV ERT	CARLOS GARZA	Select	\$5.00	--	--	--
Total Selected:								---

Make Payment

Figure 139: Payments Due List of Outstanding Payments

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

Payments Due

12 record(s) found.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
<input type="checkbox"/>	1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input type="checkbox"/>	2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	2YR <input type="button" value="v"/>	\$5.00	\$16.75	\$21.75	--
<input type="checkbox"/>	1FAFP40441F231455	2012 FORD MUS	ROBERT FORSYTHE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input type="checkbox"/>	ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input type="checkbox"/>	3D3MX48CX8G217120	2017 DODG TYU	TODD JENKINS	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input type="checkbox"/>	3FA8P0HD7HR246558	2017 FORD FUS	CYNTHIA BURTON	2YR <input type="button" value="v"/>	\$5.00	\$16.75	\$21.75	--
<input type="checkbox"/>	2GCEC19V531130690	2014 CHEV ERT	HAILEY ANN LEE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input type="checkbox"/>	2GCEC19V531130690	2014 CHEV ERT	CARLOS GARZA	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
Total Selected:							---	

Make Payment

Figure 140: Select Outstanding Payment(s)

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

12 record(s) found.

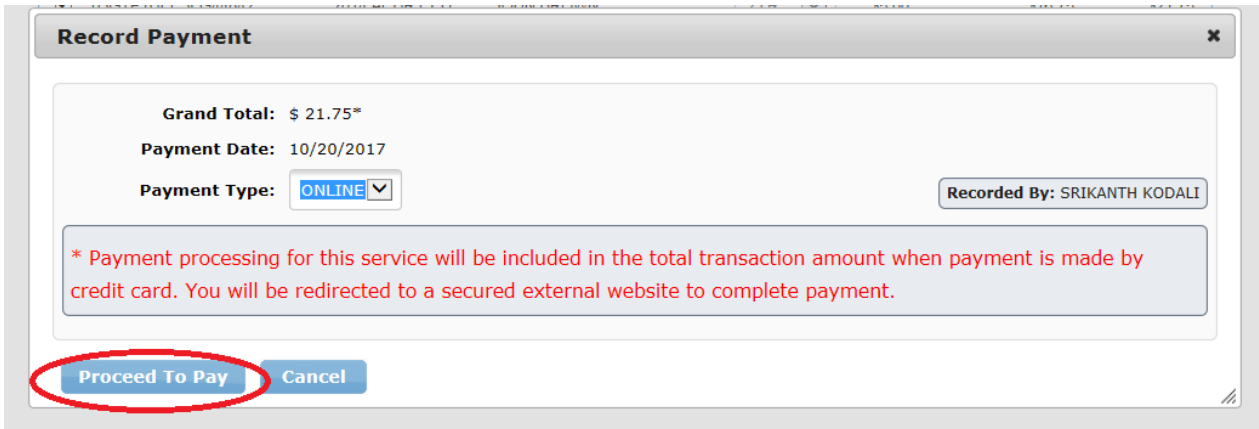
<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Inspection Type	Buyer Tag Fee	Inspection Fee	Fees	Payment Id
<input checked="" type="checkbox"/>	1HD1BXB433Y030180	2013 HD ED	THOMAS DAYNE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input checked="" type="checkbox"/>	2C3CDZBG9HH719272	2017 DODG CTP	JACKSON BARTHALEMU	2YR <input type="button" value="v"/>	\$5.00	\$10.75	\$21.75	--
<input checked="" type="checkbox"/>	1FAFP40441F231455	2012 FORD MUS	ROBERT FORSYTHE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input checked="" type="checkbox"/>	ASDFASDFASFD	2000 ARRO CHE	LEE MCGALLEN	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input checked="" type="checkbox"/>	3D3MX48CX6G217120	2017 DODG TYU	TODD JENKINS	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input checked="" type="checkbox"/>	3FA8P6HD7HR248558	2017 FORD FUS	CYNTHIA BURTON	2YR <input type="button" value="v"/>	\$5.00	\$10.75	\$21.75	--
<input checked="" type="checkbox"/>	2GCEC19V531130890	2014 CHEV ERT	HAILEY ANN LEE	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
<input checked="" type="checkbox"/>	2GCEC19V531130890	2014 CHEV ERT	CARLOS GARZA	1YR <input type="button" value="v"/>	\$5.00	\$7.50	\$12.50	--
Total Selected:								--

Figure 141: Make Payment

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



Record Payment [X]

Grand Total: \$ 21.75*

Payment Date: 10/20/2017

Payment Type:

Recorded By: SRIKANTH KODALI

* Payment processing for this service will be included in the total transaction amount when payment is made by credit card. You will be redirected to a secured external website to complete payment.

Proceed To Pay **Cancel**

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.



The screenshot shows a dialog box titled "Record Payment" with a close button (X) in the top right corner. The dialog contains the following information:

- Payment Amount:** \$ 106.00
- Payment Date:** 03/28/2018
- Payment Type:** COUNTY (selected in a dropdown menu)
- Recorded By:** EVA GOWEN

A red asterisk followed by the text "* Submit payment to Williamson County." is displayed in a light blue box below the payment details.

At the bottom of the dialog, there are two buttons: "Make Payment" and "Cancel".

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.

Buyer Tag Payment Details

i Payment must be submitted at the county. Please print the Summary Report.

Search Filter

Batch ID:

Payment Date: FROM TO

Payment Details

BatchID: 100031924618032810283 Total Fee: \$118.50

Payment Dates: Mar 28, 2018 X [Cancel Payment](#)

Payment Type: COUNTY

P51769 - ABC DEALERSHIP 7 tag(s) found.

VIN	Created Date	Vehicle	Owner	Buyer Tag Fee	Inspection Type	Inspection Fee	Total Fees
ASDFASDFASFD	Mar 28, 2018	2000 ARRO CHE	SRIKANTH KODALI	\$5.00	1YR	\$7.50	\$12.50
2C3CDZBG9HH719273	Mar 28, 2018	2014 CHEV ERT	SECOND TEST	\$5.00	1YR	\$7.50	\$12.50
1HD1BXB433Y030184	Mar 28, 2018	2012 FORD MUS	TESTING ERRORMESSAGE	\$5.00	1YR	\$7.50	\$12.50
2GCEC19V531130894	Mar 28, 2018	2014 CHEV ERT	SECOND TEST	\$5.00	1YR	\$7.50	\$12.50
1FAFP40441F231456	Mar 28, 2018	2017 DODG CTP	INGEBORG WOLFF SACZEK	\$5.00	1YR	\$7.50	\$12.50
3FA8P0HD7HR246559	Mar 28, 2018	2017 FORD FUS	JOE PINKERTON	\$5.00	2YR	\$16.75	\$21.75
3D3MX48CX8G217122	2018	2017 DODG TYU	RETESTBUG1340	\$5.00	2YR	\$16.75	\$21.75

Export options: [County Summary Report](#)

Figure 144: Payment Details

- 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
3FA6P0H8G9HH719273	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, 2016	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
2GCEC19V53119273 0	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.

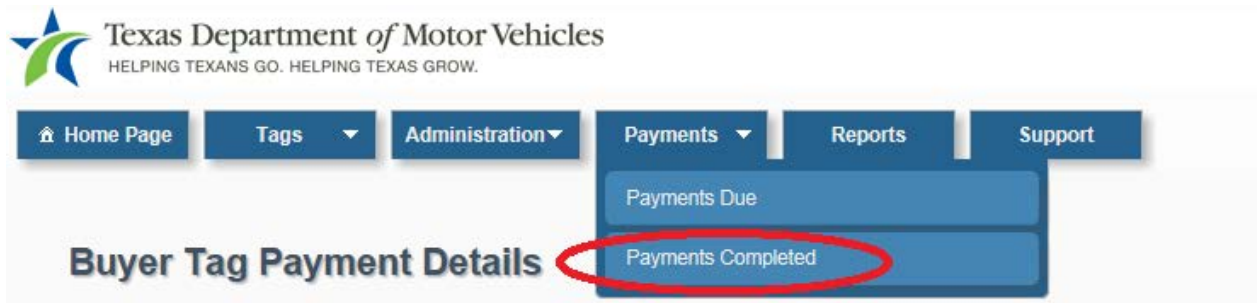
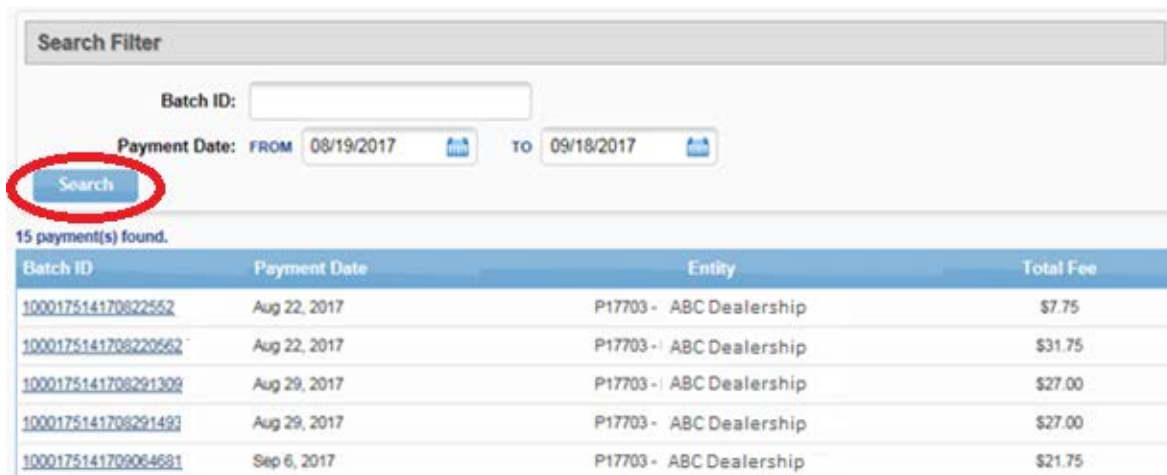


Figure 146: Payments Completed Menu Option

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.



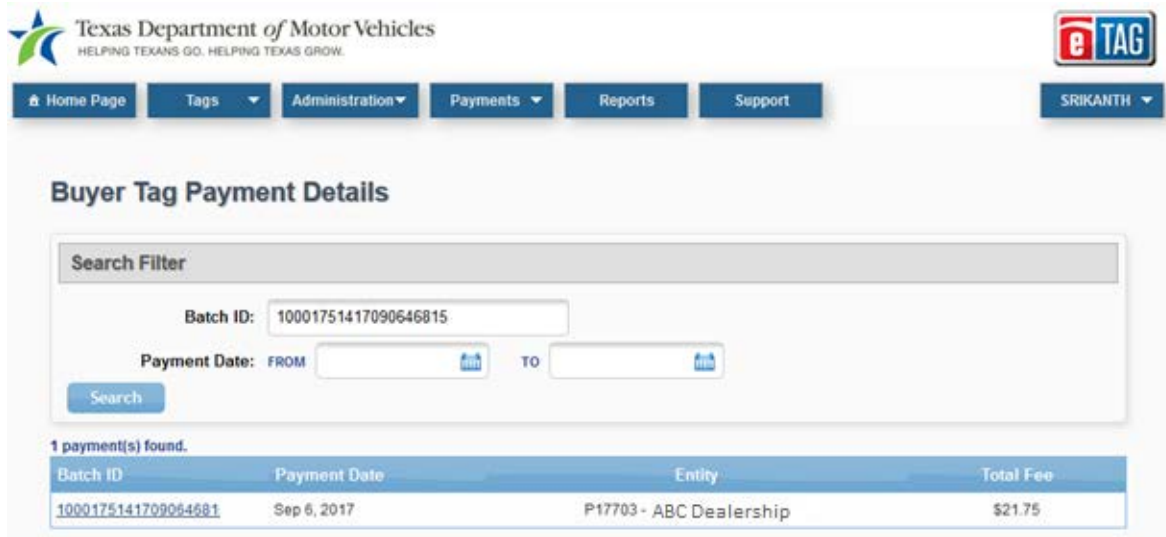
The screenshot shows a search filter section with a 'Search' button circled in red. Below the search filter is a table with 15 payment(s) found. The table has four columns: Batch ID, Payment Date, Entity, and Total Fee.

Batch ID	Payment Date	Entity	Total Fee
100017514170822552	Aug 22, 2017	P17703 - ABC Dealership	\$7.75
1000175141708220562	Aug 22, 2017	P17703 - ABC Dealership	\$31.75
1000175141708291309	Aug 29, 2017	P17703 - ABC Dealership	\$27.00
1000175141708291493	Aug 29, 2017	P17703 - ABC Dealership	\$27.00
1000175141709064681	Sep 6, 2017	P17703 - ABC Dealership	\$21.75

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.

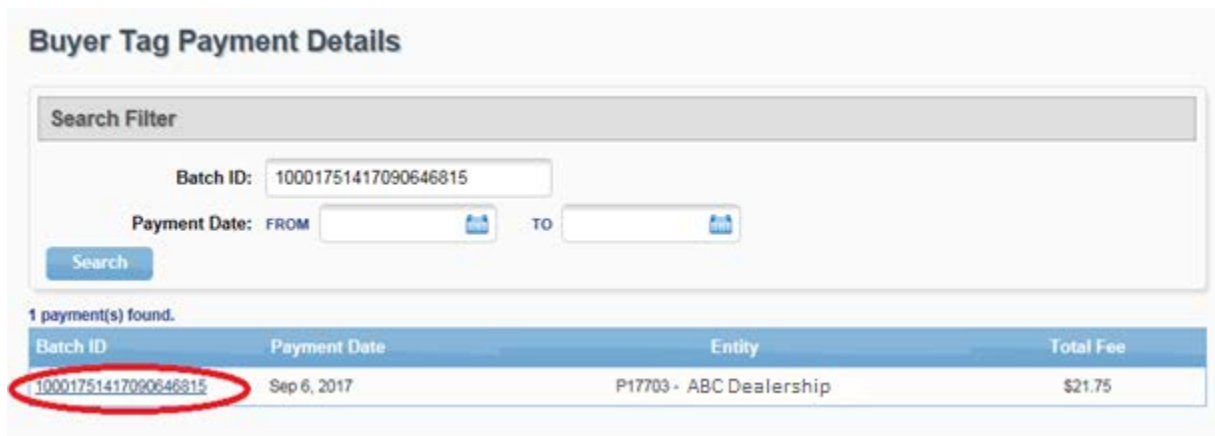


The screenshot shows the 'Buyer Tag Payment Details' page. At the top, there is a navigation bar with links for Home Page, Tags, Administration, Payments, Reports, and Support. A user profile for 'SRIKANTH' is visible in the top right. Below the navigation bar, the page title 'Buyer Tag Payment Details' is displayed. A search filter section contains a 'Batch ID' field with the value '10001751417090646815' and a 'Payment Date' range selector. A 'Search' button is located below the filter fields. Below the search filter, a message indicates '1 payment(s) found.' A table displays the search results with the following data:

Batch ID	Payment Date	Entity	Total Fee
1000175141709064681	Sep 6, 2017	P17703 - ABC Dealership	\$21.75

Figure 148: Search Payments Completed

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



This screenshot is identical to Figure 148, but the 'Batch ID' '1000175141709064681' in the table is circled in red to indicate it is a clickable link.

Batch ID	Payment Date	Entity	Total Fee
1000175141709064681	Sep 6, 2017	P17703 - ABC Dealership	\$21.75



Figure 149: Payments Completed Batch ID

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

Buyer Tag Payment Details

Search Filter

Batch ID:

Payment Date: FROM  TO  [Search](#)

Payment Details

BatchID: 100018024618031642132 **Total Fee:** \$7.75

Payment Dates: Mar 16, 2018 [X](#) [Cancel Payment](#)

Payment Type: COUNTY

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.

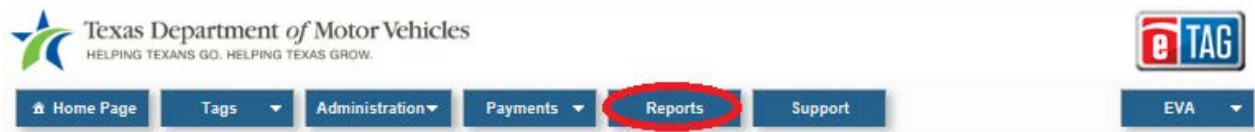


Figure 152: Reports Main Menu

2. The application displays the Reports page.

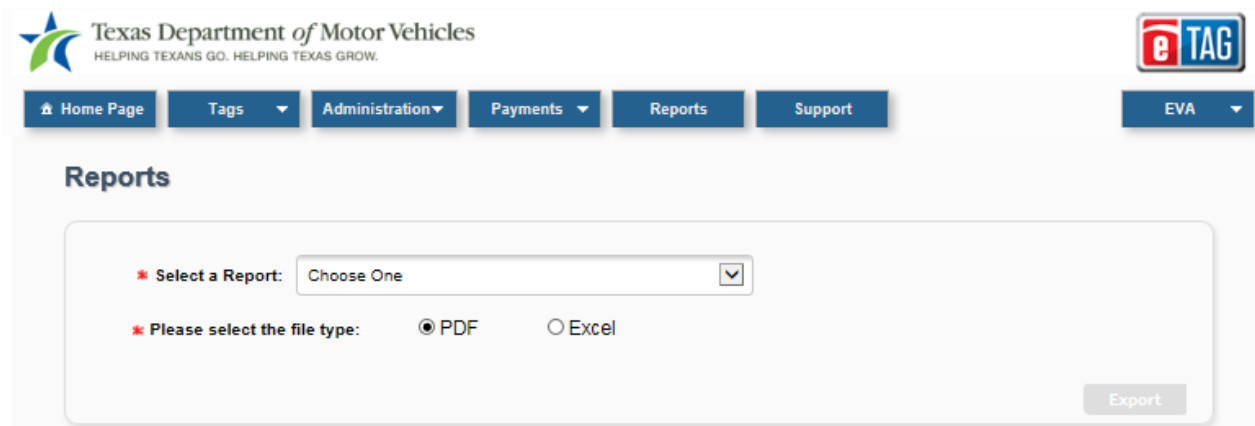


Figure 153: Reports

3. Select the report you wish to run.

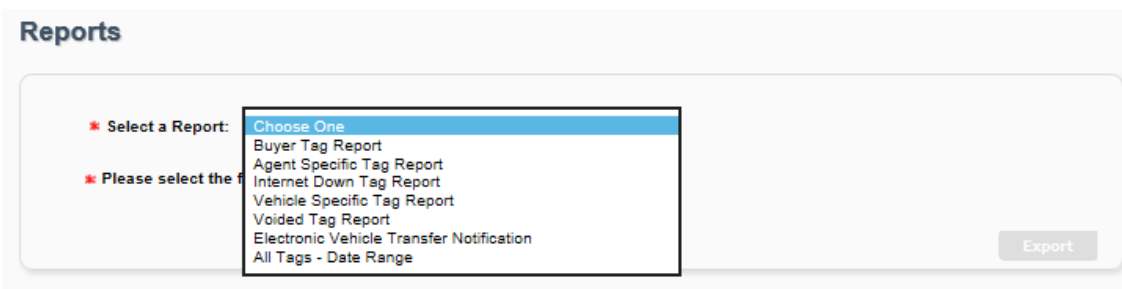


Figure 154: Select Report

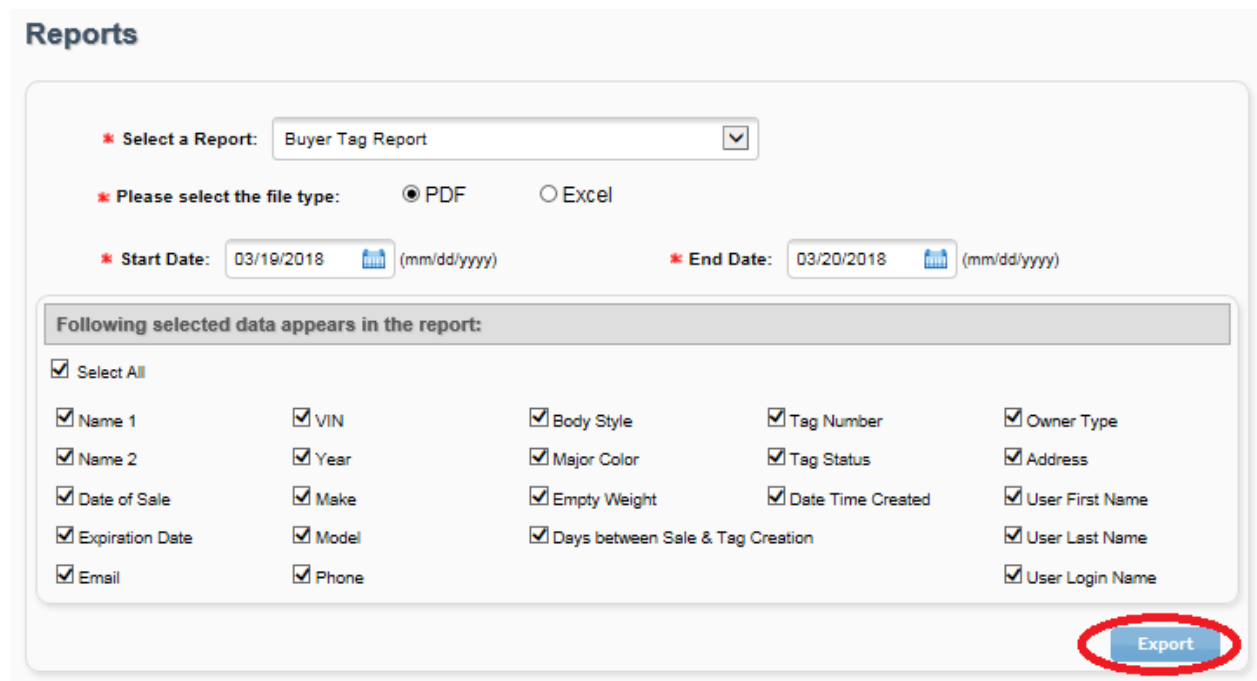
4. The application displays report criteria.

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**.



Reports

* Select a Report: Buyer Tag Report

* Please select the file type: PDF Excel

* Start Date: 03/19/2018 (mm/dd/yyyy) * End Date: 03/20/2018 (mm/dd/yyyy)

Following selected data appears in the report:

<input checked="" type="checkbox"/> Select All				
<input checked="" type="checkbox"/> Name 1	<input checked="" type="checkbox"/> VIN	<input checked="" type="checkbox"/> Body Style	<input checked="" type="checkbox"/> Tag Number	<input checked="" type="checkbox"/> Owner Type
<input checked="" type="checkbox"/> Name 2	<input checked="" type="checkbox"/> Year	<input checked="" type="checkbox"/> Major Color	<input checked="" type="checkbox"/> Tag Status	<input checked="" type="checkbox"/> Address
<input checked="" type="checkbox"/> Date of Sale	<input checked="" type="checkbox"/> Make	<input checked="" type="checkbox"/> Empty Weight	<input checked="" type="checkbox"/> Date Time Created	<input checked="" type="checkbox"/> User First Name
<input checked="" type="checkbox"/> Expiration Date	<input checked="" type="checkbox"/> Model	<input checked="" type="checkbox"/> Days between Sale & Tag Creation		<input checked="" type="checkbox"/> User Last Name
<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Phone			<input checked="" type="checkbox"/> User Login Name

Export

Figure 155: Select Report Fields

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

9. Click **Save**.



Do you want to save Report.pdf (2.12 KB) from webdev-rt.s.txdmv.gov?

Save **Cancel**

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.

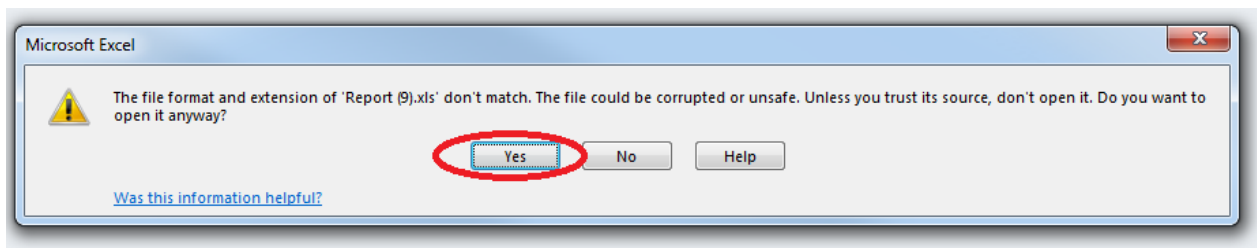


Figure 158: Report Excel Prompt

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.

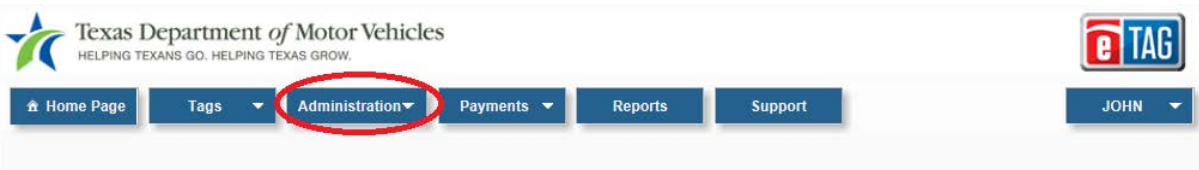


Figure 159: Administration Main Menu

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

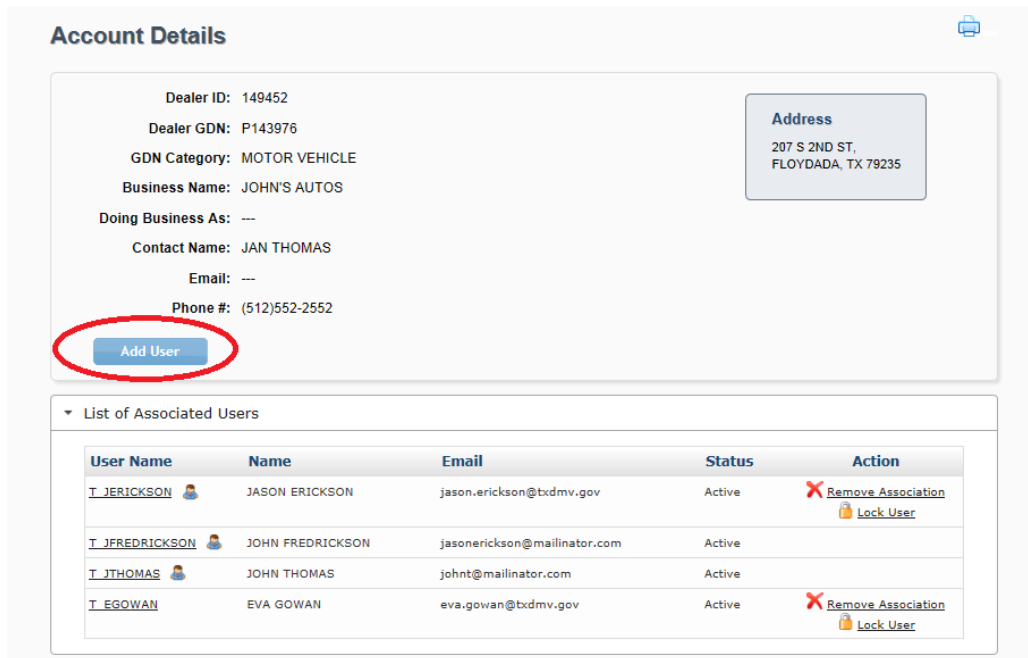
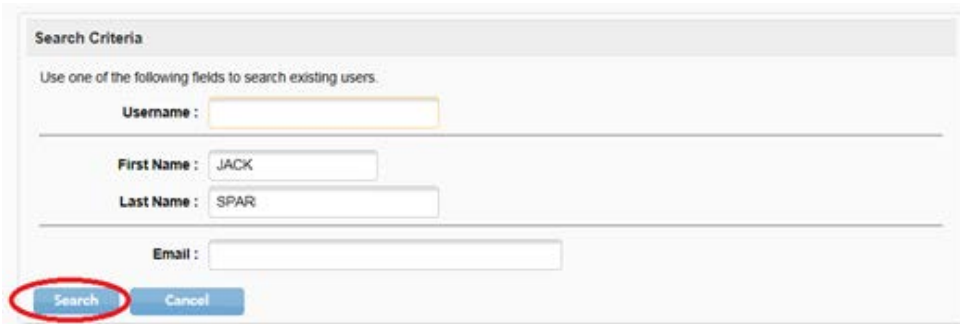


Figure 160: Add User

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**.



Search Criteria

Use one of the following fields to search existing users.

Username :

First Name : JACK

Last Name : SPAR

Email :

Search Cancel

Figure 161: Search User

7. The application will display the search results.
8. Click the **Add to Account** link.



1 user(s) found.

User Name	Name	Email	Action
T_JSPAR	JACK SPAR	JSPAR@GMAIL.COM	Add to Account

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.



Assigned Permissions

WEBDEALER

- Administrator (Manage Account and Users) 
- View Title
- Add/Edit Title
- Access Payment
- Web Service Access

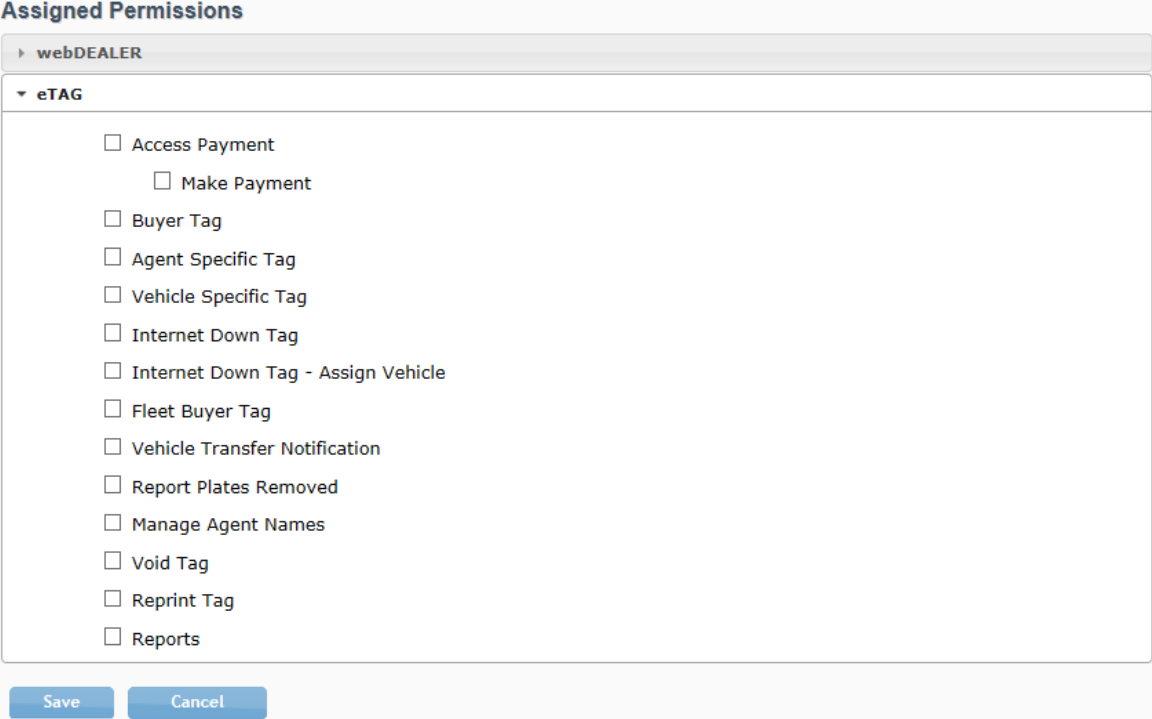
eTAG

Save Cancel

Figure 163: eTAG Permissions

11. The application will display the eTAG permissions.
12. Select the appropriate permissions.

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



Assigned Permissions

webDEALER

eTAG

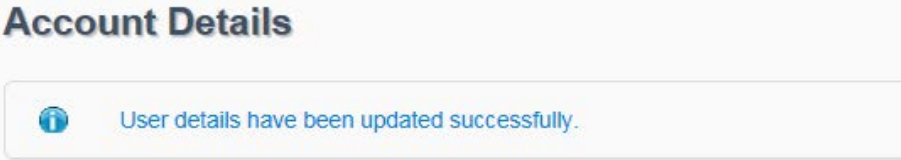
- Access Payment
 - Make Payment
- Buyer Tag
- Agent Specific Tag
- Vehicle Specific Tag
- Internet Down Tag
- Internet Down Tag - Assign Vehicle
- Fleet Buyer Tag
- Vehicle Transfer Notification
- Report Plates Removed
- Manage Agent Names
- Void Tag
- Reprint Tag
- Reports

Save Cancel

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.



Account Details


 User details have been updated successfully.

Figure 165: Permissions Message

21.2 Delete User Account

1. Select the Administration tab.

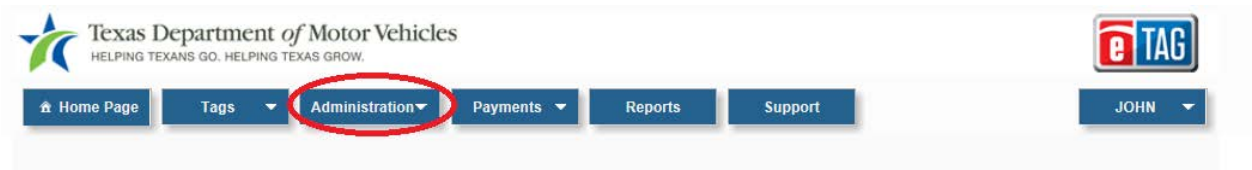


Figure 166: Administration Main Menu

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

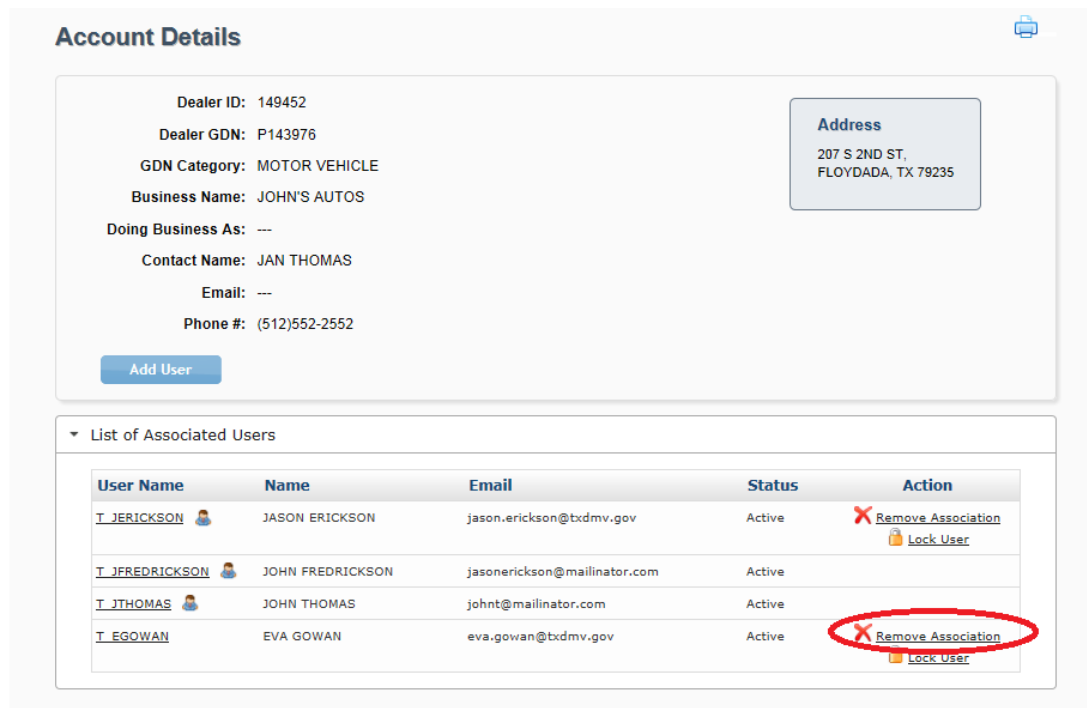


Figure 167: Remove Association

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

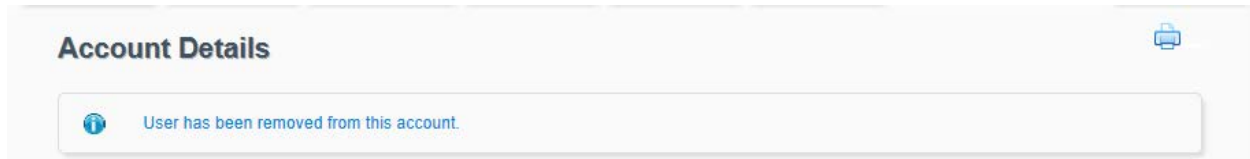


Figure 168: Remove Association Message

21.3 Lock User Account

1. Select the Administration tab.

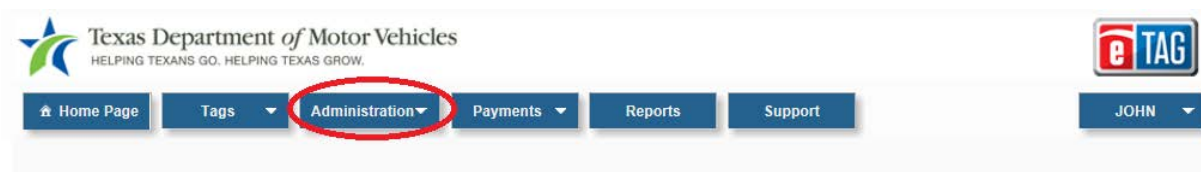


Figure 169: Administration Main Menu

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

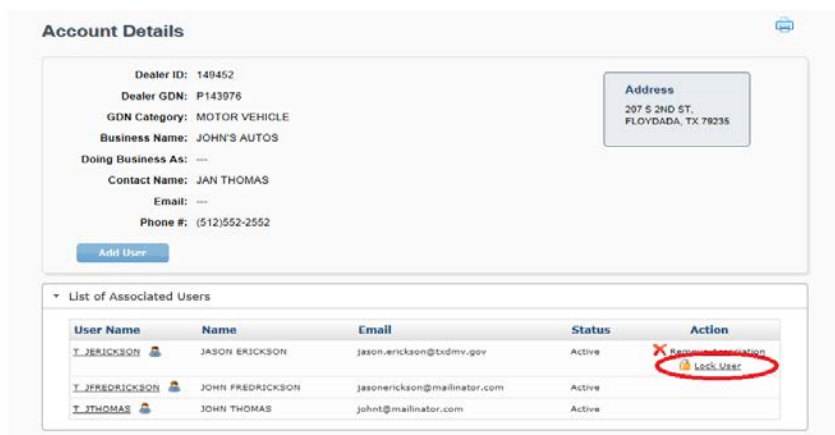


Figure 170: Account Details

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

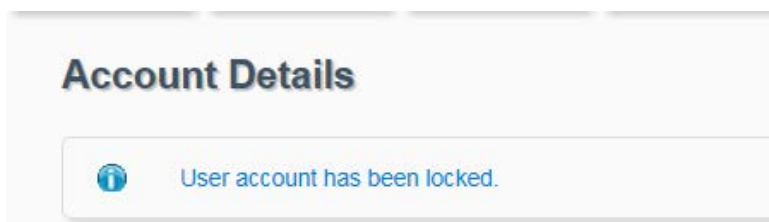



Figure 171: Account Details Message

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

 User account has been locked.

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

[Add User](#)

Address

207 S 2ND ST,
FLOYDADA, TX 79235

▼ List of Associated Users






User Name	Name	Email	Status	Action
T_JERICKSON 	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	 Remove Association  Unlock User
T_JFREDRICKSON 	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS 	JOHN THOMAS	johnt@mailinator.com	Active	

Figure 172: User Locked Status

21.4 Unlock User Account

1. Select the Administration tab.

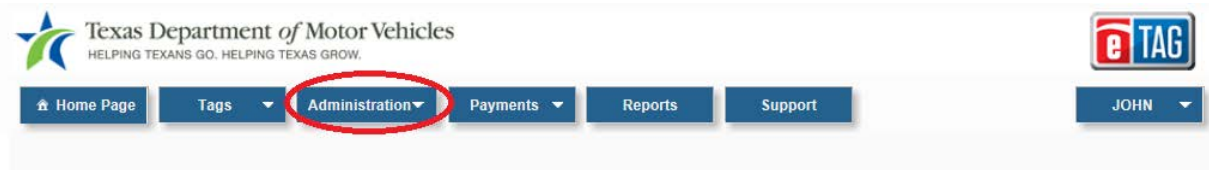
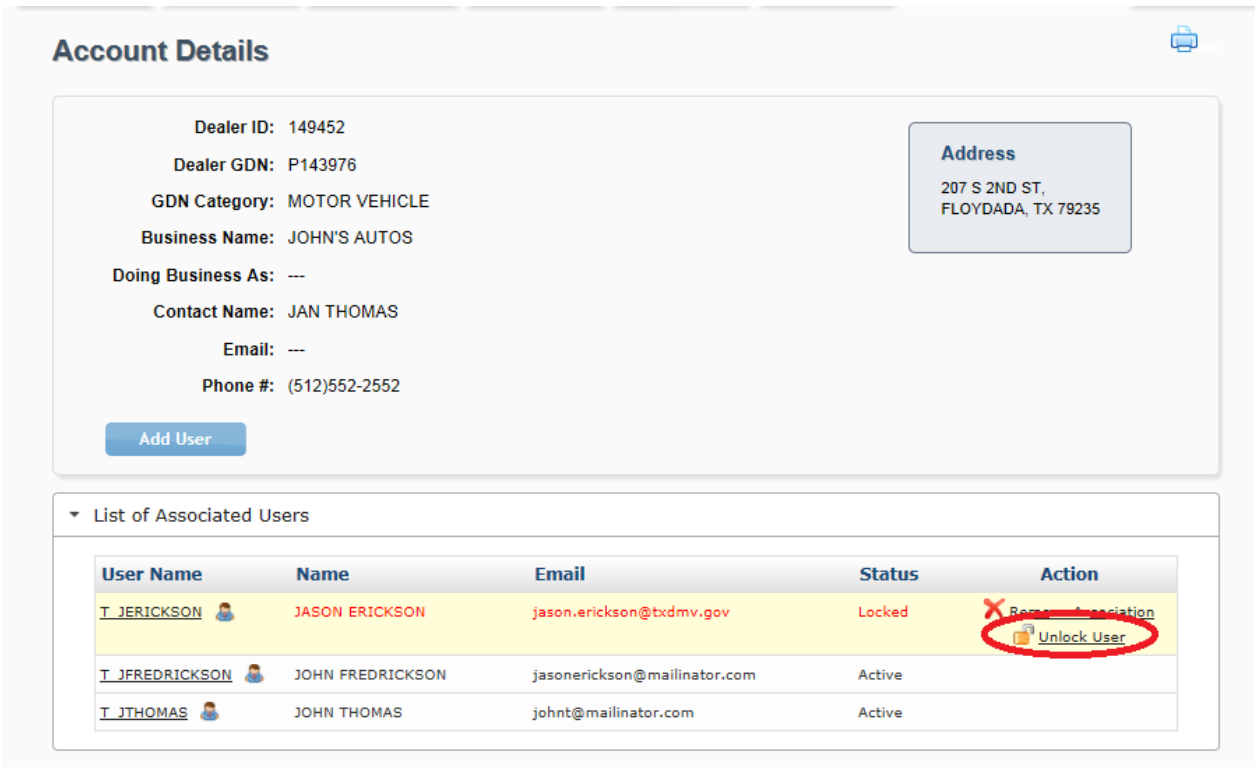


Figure 173: Administration Main Menu

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.



Account Details

Dealer ID: 149452
 Dealer GDN: P143976
 GDN Category: MOTOR VEHICLE
 Business Name: JOHN'S AUTOS
 Doing Business As: ---
 Contact Name: JAN THOMAS
 Email: ---
 Phone #: (512)552-2552

Address
 207 S 2ND ST,
 FLOYDADA, TX 79235

[Add User](#)

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON	JASON ERICKSON	jason.erickson@txdmv.gov	Locked	Remove Association Unlock User
T_JFREDRICKSON	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS	JOHN THOMAS	johnt@mailinator.com	Active	

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.

Account Details 🖨️

🔔 User account has been unlocked.

Dealer ID: 149452

Dealer GDN: P143976

GDN Category: MOTOR VEHICLE

Business Name: JOHN'S AUTOS

Doing Business As: ---

Contact Name: JAN THOMAS

Email: ---

Phone #: (512)552-2552

[Add User](#)

Address

207 S 2ND ST,
FLOYDADA, TX 79235

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON	JASON ERICKSON	jason.erickson@txdmv.gov	Active	✖ Remove Association 🔒 Lock User
T_JFREDRICKSON	JOHN FREDRICKSON	jasonerickson@mailinator.com	Active	
T_JTHOMAS	JOHN THOMAS	johnh@mailinator.com	Active	

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