



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

# County User Guide

April 2019

webDEALER 4.1.1



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# 1 Overview

Title applications are submitted electronically to your office. Applications include scanned images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, out of state title, Texas title, etc.), Form 130-U, odometer disclosure statement, and Vehicle Inspection Report (VIR). When you're ready, approving the title application is literally a click of a button.

## 1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides you with a more efficient review process. Benefits and features include:

- Option to establish entities:
  - Without inventory – assign the plate and print the sticker at your office (no bond is required)
  - With inventory – entity is assigned an inventory of plates and stickers
    - Validation of inventory allocated to entities – live monitoring of inventory issued by entities
    - Ability to download assigned plate inventory data for use with inventory management systems
- System monitoring of outstanding title applications for an entity
- Entities in other counties can submit title applications electronically to your county once approved and established by your county
- Examine and view documents as a single PDF regardless of how the entity uploads the title application documents
- Live calculation of the prorated fees when transferring special plates
- Ability to easily return a title application with feedback
- Visibility of all title applications for your county from start to finish
- Ability to batch print receipts



- Payments and fees for each title application are calculated precisely

## 1.2 Signatures

With webDEALER, there are two ways an entity can process and complete a title application:

- Uploading the completed *Application for Texas Title and/or Registration* (Form 130-U)
- Electronically capturing the seller's and buyer's signatures using the Seller Disclosure and Buyer Acknowledgment feature

**Note:** An entity that is not a dealer (set up as a commercial fleet buyer) does not have the ability to capture the seller's and buyer's signatures electronically.

### 1.2.1 Upload of *Application for Texas Title and/or Registration* (Form 130-U)

This method requires the entity to upload the completed Form 130-U in order for the application to be electronically processed in webDEALER. The seller and buyer(s) will sign the Form 130-U as they normally do, and the entity will then upload it when processing the application.

### 1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires a dealer to begin the application by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this case, which will be evident when you review the title application.

See [Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment](#).





**Note:** The buyer's signature requirement on the back of the ownership document is satisfied if the purchaser of the vehicle elects to electronically complete the Buyer Acknowledgment.



## 2 Getting Started

### 2.1 Setup

Notify your local TxDMV Regional Service Center (RSC) that you are ready to start using webDEALER. RSCs are there to set your county up to use webDEALER and assist in any way. Once a county administrator has been authorized to access webDEALER, your county can independently bring on entities.

webDEALER is intended to have at least two people in each county designated as administrators. Administrators are responsible for adding additional users, managing user permissions, and removing users.

### 2.2 Recommendations

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH can be established whereby you “pull” funds from an entity’s account as needed.

See [Appendix 2 – ACH Authorization Example](#).

### 2.3 You Should Know

You cannot set a bookmark for a webDEALER title application. You will need to access it through the login page each time.

The original evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped **SURRENDERED** on the front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment.

If a Dealer’s Reassignment accompanies the title application, the Dealer’s Reassignment must also be stamped **SURRENDERED** on the next available assignment or diagonally, if applicable.

An entity is required to retain the original, stamped evidence of ownership in their purchase and sales records.



Figure 1: Surrendered Titles

Once a title is stamped **SURRENDERED**, that title becomes invalidated, is considered surrendered to the department, and cannot be used in another title application.

If the entity stamps **SURRENDERED** on a title in error, they will be required to replace the evidence of ownership document in order to submit a new title application.

**Note:** All signatures are required to be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate cannot be obtained, then the only option is to have the entity pursue the bonded title process, if applicable.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If you or TxDMV determines the documents attached to a title application are copies of originals, the title application must be returned or rejected, and the entity will be required to scan the originals or obtain ownership through the bonded title process, if applicable.

**Note:** Title applications with out of state titles containing value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) cannot be submitted through webDEALER.



### 3 Accessing and Using the Home Page

County administrators must first give a user security rights through RTS Local Options before a user is able to access webDEALER.

#### 3.1 Accessing webDEALER

To access webDEALER, follow these steps:

1. Access webDEALER using an RTS workstation. The webDEALER menu link can be found under the RTS “Title/Registration” menu.
2. The RTS Workstation ID you access webDEALER through will display on the login page.
3. Enter your Username and Password for webDEALER, which are the same as RTS.

**Note:** Password changes must be completed using the RTS “Security” menu.

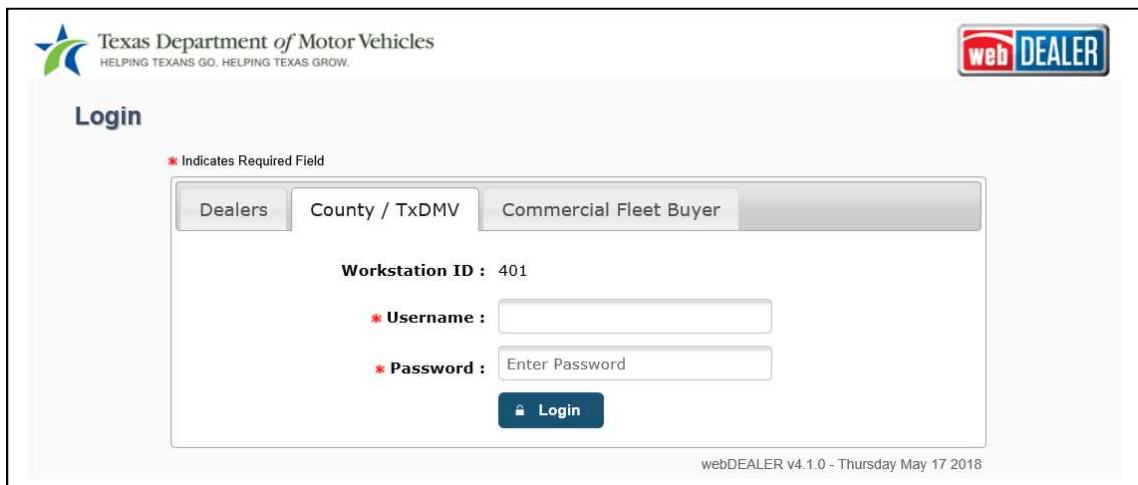


Figure 2: Login Page

**Note:** When RTS is closed out, all of your webDEALER approved title applications will be reflected under your RTS Workstation ID.



## 3.2 Using the Home Page

The Home Page gives you an overall view of actions needed by your county.

The screenshot shows the webDEALER interface. At the top, there is a navigation bar with tabs for Home Page, Entities, Payments, Administration, and Support. A search bar for VIN or Doc# is also present. The main content area displays a welcome message for user W AUUSER2, the location FLOYD - 77, and a 'Title Activity' box with counts for various actions. A table titled 'Titles Awaiting Review' lists submitted titles with columns for Submitted On, VIN, Vehicle, and Fees.

Submitted On	VIN	Vehicle	Fees
Jan 17, 2017	<a href="#">5FNRL5H61FB015412</a>	2015 HOND 250	\$1,722.42
Jan 31, 2017	<a href="#">5YFBURHE3FP200942</a>	2015 TOYT COR	\$1,712.17
Feb 14, 2017	<a href="#">5YFBURHE3FP275429</a>	2015 TOYT COR	\$1,725.25
Feb 16, 2017	<a href="#">5YFBURHE3FP200410</a>	2015 TOYT COR	\$1,685.25
Feb 28, 2017	<a href="#">1XP6DB9X2JD601ED2</a>	2015 PTRB 122	\$122.75
Feb 28, 2017	<a href="#">1FDWFF36L5YEA45123</a>	2000 FORD 205	\$108.50

Figure 3: Home Page

### 3.2.1 Home Page Tabs

The “Title Awaiting Review” tab displays up to 10 of the oldest title applications awaiting your review. Titles Awaiting Review are applications considered complete by entities and submitted to you for review and approval.

The “Reviewed Titles” tab displays the Reviewed Title Groups awaiting payment and approval.

The “DMV Rejected” tab displays title applications approved by you, but rejected by the TxDMV.

### 3.2.2 Title Activity Box

Counts of certain activities are shown in the Title Activity box. Clicking on the **underlined number** will take you to the list of applications for the particular activity.



### 3.2.3 Search Bar

You can use the search bar located in the top right corner to find a specific title application by searching by Vehicle Identification Number (VIN) or the Document Number (Doc#).

### 3.2.4 Navigation Menu

The blue tabs across the top of the page will show on every page allowing you to navigate quickly through webDEALER.

### 3.2.5 Authorized Entities

Clicking on **Authorized Entities** will display a page with all the entities authorized to submit title applications to your county.

Authorized Dealers serviced by FLOYD			
GDN	GDN Category	Dealer Name	Phone #
P109561X	TRAILER/SEMITRAILER	<a href="#">ACE AUTO &amp; EQUIPMENT SALES INC</a>	(210)669-0291
P105185	MOTOR VEHICLE	<a href="#">ADRIAN PRIETO - ARCO AUTOMOTIVE</a>	(915)479-5000
P2337X	TRAVEL TRAILER	<a href="#">ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER</a>	(409)632-8414
P121014	MOTORCYCLE	<a href="#">ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS</a>	(361)205-4997
P121014	MOTORCYCLE	<a href="#">ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS</a>	(361)205-4997
P108934	MOTOR VEHICLE	<a href="#">ARTHURO JOHNSON INC. - CITY AUTO SALES</a>	(903)948-6261
P589	MOTORCYCLE	<a href="#">ATASCOSA COUNTRY SALES INC</a>	(830)281-2244
P110937X	TRAVEL TRAILER	<a href="#">AUTO GROUP OF SAN ANTONIO LTD</a>	(210)496-3222
P128859	MOTORCYCLE	<a href="#">BRADLEY L HANATH - B&amp;M REPAIR</a>	(979)865-2155
P112306	MOTORCYCLE	<a href="#">BRENT MCCULLOUGH - MCCULLOUGH MOTORS</a>	(254)756-3491
P5234X	TRAILER/SEMITRAILER	<a href="#">CAMPBELL PORTABLE BUILDINGS LT</a>	(936)598-3389
P1095X	TRAVEL TRAILER	<a href="#">CAMPER CLINIC INC</a>	(361)729-0031
P100647X	TRAILER/SEMITRAILER	<a href="#">CHARLIE BOILES - CHARLIE BOILES AUTO SALES</a>	(254)840-2488
P10842	MOTOR VEHICLE	<a href="#">CLEO BAY IMPORTS, INC. - CLEO BAY HONDA</a>	(254)690-7355

Figure 4: Authorized Entities



## 4 Administrator

webDEALER is intended to have a minimum of two administrators in each county with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

In order for a county user to have access to webDEALER, they must have a current username in RTS. The username and password in RTS will be the same for webDEALER.

**Note:** It is the county administrator's responsibility to remove an employee's access when they are no longer working for your county.

### 4.1 Adding/Configuring a County User

1. The administrator logs into webDEALER.
2. On the Home Page, click the **Administration** tab.

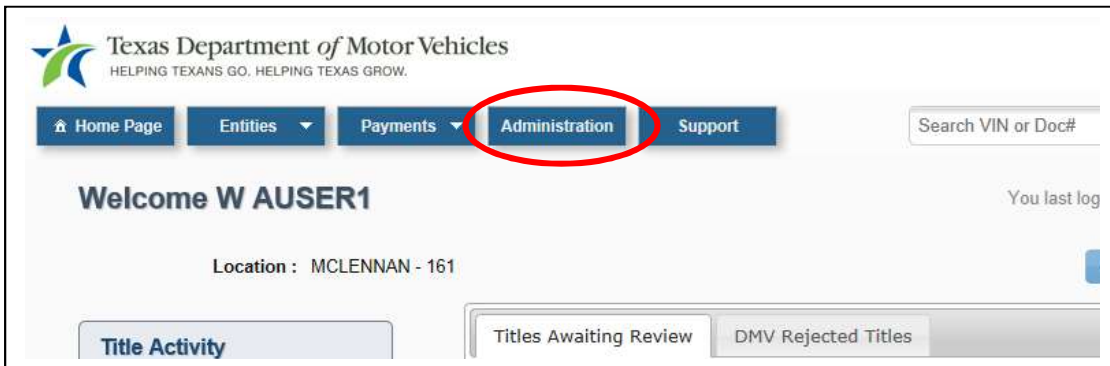


Figure 5: Home Page

3. The Location Details page displays your county information and authorized users.
4. On the Locations Details page, click **Manage User Accounts**.

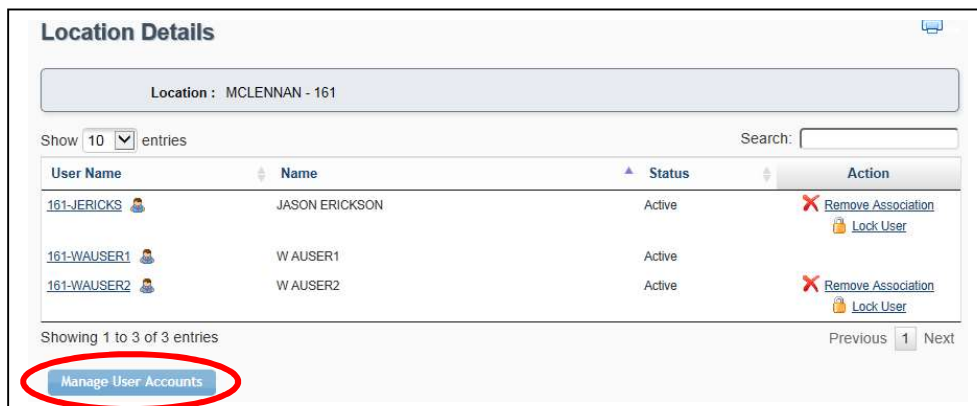


Figure 6: Location Details Page



5. Search for the user by entering their RTS username. Click **Search**.

**Search User**

Location: MCLENNAN - 161

**Search Criteria**

Provide the username to search existing users.

Username : WAUSER1

Search Cancel

Figure 7: Search User

6. Locate the user from the search results. Click **Add to Location** under the Action column.

**Search User**

Location: MCLENNAN - 161

**Search Criteria**

Provide the username to search existing users.

Username : 161-WAUSER1

Search Cancel

1 user(s) found.

User Name	Name	Action
161-WAUSER1	W AUSER1	Add to Location

Figure 8: Add User to Location

7. Select permissions for the user under the Assigned Permissions. Click **Save**.

**User Details**

Location: MCLENNAN - 161

Username: 161-WAUSER1 Status: Active

Name: W AUSER1

**Assigned Permissions**

- Administrator (Manage Account and Users)
- View Title
- Review/Approve/Return Title
- Access Payment

Save Cancel View Associated Location(s)

Figure 9: Assigned Permissions





## 4.2 Adding Dealerships

County administrators add dealerships and can add dealership administrators or users. The dealership administrators must have an eTAG user name and password in order to be set up in webDEALER. Dealership users must also have an eTAG user name and password in order for the dealership administrator to add them as users. Their eTAG username and password will be used to access webDEALER.

If a dealership operates with multiple DBAs under one GDN license, you will need to add and configure each DBA separately.

**Note:** In order for a dealership with a motor vehicle GDN license to submit title applications for ATVs/ROVs to your office, you must first contact the TxDMV IT Service Desk to request an ATV/ROV modification to the dealership’s account.

To authorize a dealership to submit title applications to your county, follow these steps:

1. From any page, click **Dealer Management** under the Entities tab.



Figure 10: Entities Tab – Dealer Management

2. Click **Add New Dealer** at the bottom of the screen.

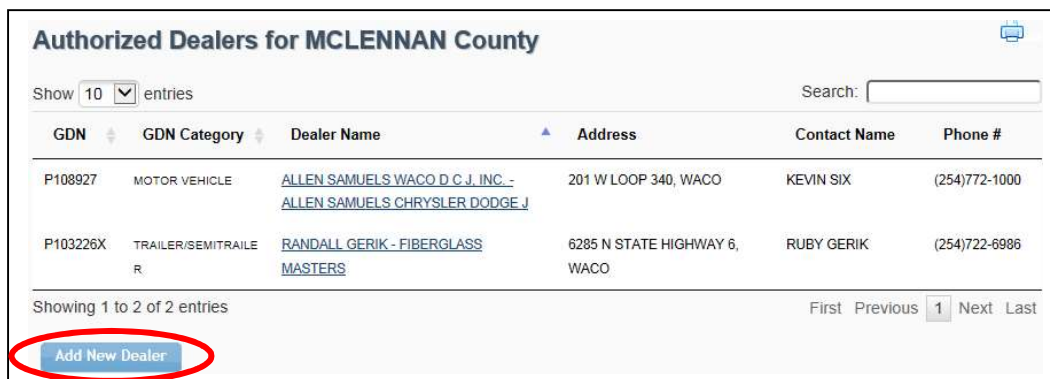


Figure 11: Add New Dealer



- In the search box, enter the Dealer GDN. Click **Search**.

Figure 12: Search for Dealer

- Click on the **Dealer ID** (this is a system generated ID number). If a dealership operates under multiple DBAs, each DBA will have to be added separately in webDEALER and configured separately for inventory.

Dealer ID	GDN Category	Doing Business As	Address	Phone #
148920	MOTOR VEHICLE	ALLEN SAMUELS ALFA ROMEO FIAT	201 W LOOP 340, WACO, TX 76712-6731	(254)772-1000
148921	MOTOR VEHICLE	ALLEN SAMUELS CHRYSLER DODGE J	201 W LOOP 340, WACO, TX 76712-6731	(254)772-1000
148922	MOTOR VEHICLE	ALLEN SAMUELS FIAT	201 W LOOP 340, WACO, TX 76712-6731	(254)772-1000

Figure 13: Search Results

- On the Account Details page, the dealership's Contact Name, Email, and Phone # are populated based off their license information. Click **Save**.

Figure 14: Account Details Page

**Note:** A “Used Vehicle Sales Only” box is available on the Account Details page. This box should be checked when setting up independent dealerships (used vehicles). You do not check this box for franchise dealerships.



## 4.2.1 Configuring Dealerships

After you have added the dealership, you will need to configure their permissions.

To configure a dealership, follow these steps:

1. On the dealership's Account Details page, click **Configure**.

The screenshot shows the 'Account Details' page for a dealership. The page contains the following information:

- Dealer ID: 149445
- Dealer GDN: P143967
- GDN Category: MOTORCYCLE
- Business Name: HARLEY MOTORCYCLES
- Doing Business As:
- Contact Name: HARRIS DAVIDSON
- Email: --
- Phone #: (512)522-5522
- Address: 416 E HOUSTON ST, FLOYDADA, TX 79235
- Checkbox:  New & Used Vehicle Sales

At the bottom of the page, there are three buttons: 'Save', 'Configure' (highlighted with a red box), and 'Add User'.

Figure 15: Account Details Page

**Note:** After configuration, the following message will display on their Account Details page depending on how the dealership is set up:

- For franchise dealerships, it will show “New & Used Vehicle Sales”
- For independent dealerships (used vehicles), it will show “Used Vehicle Sales Only”

2. Complete the Configure Account for {County Name} page.

The screenshot shows the 'Configure Account for MCLENNAN' page. The page contains the following information:

- Account: P51769 - LEIF JOHNSON FORD II LTD
- \* Indicates Required Field
- Maximum Unapproved Title Applications allowed: 500 (cannot exceed 5000)
- Group Reviewed Title Applications:  County,  Entity,  None
- \* Issue Plate Inventory:  Yes  No
- \* RTS Entity ID: 1
- \* Issue Registration Stickers:  Yes  No

At the bottom of the page, there is a 'Save' button.

Figure 16: Configure Account by County



- a. Enter the maximum number of unapproved title applications the dealership can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.
- b. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to [Section 7 – Grouping Title Applications](#)).

**Note:** You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

- c. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Dealer ID Number is required if plates are to be issued by the dealership.

**Note:** When dealerships issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

3. Click **Save**.

## 4.2.2 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized, authorized to issue registration stickers, and has an inventory of license plates in webDEALER. Once approved by your county, the Dealer Deputy can set a Title Convenience Fee of up to \$10.00 that will apply to each title application processed.

**Note:** Dealers that use webDEALER, but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers cannot assess the Title Convenience Fee.

## 4.2.3 Adding Additional Dealership Administrator

Dealer administrators are responsible for adding users and additional administrators to webDEALER. If needed, the county administrator can add an additional administrator to the dealership's location, the administrator must have an eTAG account. Their eTAG username and password will be the same for webDEALER.



To add a dealership administrator, follow these steps:

1. Access the dealership's Account Details. Click **Add User**.

The screenshot shows the 'Account Details' page for a dealership. The page contains the following information:

- Dealer ID: 149445
- Dealer GDN: P143967
- GDN Category: MOTORCYCLE
- Business Name: HARLEY MOTORCYCLES
- Doing Business As:
- Contact Name: HARRIS DAVIDSON
- Email: ---
- Phone #: (512)522-5522

On the right side, there is an 'Address' box with the following details:

- Address: 416 E HOUSTON ST, FLOYDADA, TX 79235
- Checkmark: New & Used Vehicle Sales

At the bottom of the page, there are three buttons: 'Save', 'Configure', and 'Add User'. The 'Add User' button is highlighted with a red rectangle.

Figure 17: Add Additional Dealership Administrator

2. Search for the user by entering their eTAG information. Search by Username, their First and Last Name, or their Email. Click **Search**.

**Note:** A search by the Username yields the best results.

The screenshot shows the 'Search User' page. At the top, it displays the account information:

- Account ID: 1607
- Account Name: LEIF JOHNSON FORD II LTD - LEIF JOHNSON FORD II LTD

Below this is the 'Search Criteria' section with the instruction: 'Use one of the following fields to search existing users.' A red arrow points to this instruction. There are four input fields:

- Username: JASONE
- First Name: (empty)
- Last Name: (empty)
- Email: (empty)

At the bottom, there are two buttons: 'Search' and 'Cancel'. The 'Search' button is highlighted with a red circle.

Figure 18: Search User



3. Locate the user from the search results. Click **Add to Account** under the Action column.

**Search User**

Account ID: 1607  
Account Name: LEIF JOHNSON FORD II LTD - LEIF JOHNSON FORD II LTD

**Search Criteria**

Use one of the following fields to search existing users.

Username : JASONE x

First Name :

Last Name :

Email :

1 user(s) found.

User Name	Name	Email	Action
JASONE	JASON ERICKSON	Jason.Erickson@txdmv.gov	<a href="#">Add to Account</a>

Figure 19: Add to Account

4. Check the Administrator check box under Assigned Permissions. This action will check all available permissions. Click **Save**.

**User Details**

Dealer ID: 1607  
Dealer Name: LEIF JOHNSON FORD II LTD - LEIF JOHNSON FORD II LTD

Username: JASONE      Status: Active  
Name: JASON ERICKSON      Email: jason.erickson@txdmv.gov

**Assigned Permissions**

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

Figure 20: Administrative Permissions

**Note:** The Web Service Access permission is for setup of a vendor integrated solution.



## 4.3 Adding a Commercial Fleet Buyer (CFB)

In order to have access to webDEALER, a CFB must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. To receive a CFB ID and Username, the CFB must contact your office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name
- The business address, city, state, zip
- Federal Employer Identification Number (FEIN) and Tax Permit Number
- Vehicle physical location (where the vehicles will be kept for titling purposes) if the CFB is a rental company
- The first and last name of the administrator and their contact information (phone number and email address)

Once received, you will need to open a TxDMV Service Desk request with this information to have the CFB location and first CFB administrator added to webDEALER.

### 4.3.1 Configuring Commercial Fleet Buyers

Once the TxDMV has added the CFB location, you must configure their account. To configure a CFB account, follow these steps:

1. From any page, select **CFB Management** under the Entities tab.

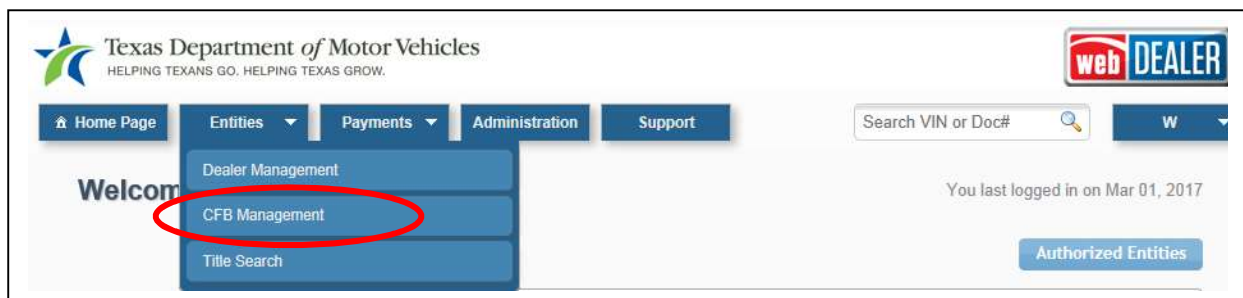


Figure 21: Entities Tab – CFB Management

2. Click on the entity's name under the CFB Name column.



**Authorized CFBs for HARRIS County**

Show 10 entries Search:

CFB ID	CFB Name	Address	Contact Name	Phone #
C10014	<a href="#">AVIS RENT A CAR SYSTEM LLC</a>	6929 N LAKEWOOD AVE, TULSA	GREG NICHOLS	---
C10014	<a href="#">AVIS RENT A CAR SYSTEM LLC - PV HOLDING CORP</a>	3937 SOUTH 26TH AVE, DALLAS	JUDY ARNOLD	(972)453-4056
C10014	<a href="#">AVIS RENT A CAR SYSTEM LLC - PV HOLDING CORP</a>	17307 PINE CUT, HOUSTON	GREG NICHOLS	(281)230-2084
C10011	<a href="#">EAN HOLDINGS, LLC - EAN HOLDINGS, LLC</a>	6929 N. LAKEWOOD AVE., TULSA	TABATHA AULT	(713)300-7428

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Figure 22: Select CFB

3. On the Account Details page, click **Configure**.

**Account Details**

CFB ID: C10014

Business Name: ENTERPRISE GROUP, LLC

Doing Business As:

Contact Name: [REDACTED]

Email: [REDACTED]

Phone #: [REDACTED]

Tax Permit #: 11258995141

FEIN / EIN: 001255586

Address: [REDACTED]

Save **Configure** Add User

Figure 23: Configure

4. Complete the Configure Account for {County Name} page.





**Configure Account for FLOYD**

Account: C10012 - HERTZ GLOBAL HOLDINGS, INC

\* Indicates Required Field

**Maximum Unapproved Title Applications allowed :** 700 (cannot exceed 5000)

**Group Reviewed Title Applications :**  County  Entity  None

**\* Issue Plate Inventory :**  Yes  No

**\* RTS Entity ID :** 652

**\* Issue Registration Stickers :**  Yes  No

**Rental :**

**Vehicle Physical Location**

**\*Address:** 465 EAST MAIN STREET

**\*City:** LEANDER

**\*State:** TX

**\*ZIP:** 78555 -

Save

Vehicle Physical Location is required when the Rental box is checked

Figure 24: Configure CFB Account

- Enter the maximum number of unapproved title applications the CFB can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.
- Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to [Section 7 – Grouping Title Applications](#)).

**Note:** You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

- Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Entity ID Number is required if plates are to be issued by the CFB.

**Note:** When CFB's issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

- Select the "Rental" checkbox if the CFB is a vehicle rental company. If not, leave the box unchecked (selecting the "Rental" checkbox will make the physical address a required field).



- e. Complete the Vehicle Physical Location section if the CFB is a rental company.

5. Click **Save**.

### 4.3.2 Adding Additional CFB Users

Each CFB user must be added by the TxDMV. You will need to open a new TxDMV Service Desk request to add additional CFB users to webDEALER. Once the user is in webDEALER, the CFB administrator can set the user's permissions.

The first and last name of the user and their contact information (phone number and email address) will be required with each new user request.



## 5 Reviewing Title Applications

You can view a title application and mark it as reviewed while awaiting payment. To review a title application, the user must have “Review/Approve/Return Title” as an Assigned Permission (Refer to Section 4.1 – Adding/Configuring a County User).

You can find the title applications awaiting review in the following ways:

- On the Home Page, click the number adjacent to Awaiting Review in the Title Activity box.
- On the Home Page, under the **Titles Awaiting Review** tab.
- From any page, select **Title Search** under the Entities tab, and filter for “Submitted” application status.

The screenshot shows the webDEALER interface. At the top, there's a navigation bar with 'Home Page', 'Entities', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN or Doc#' is also present. The 'Entities' dropdown menu is open, showing 'Dealer Management', 'CFB Management', and 'Title Search' (highlighted with a red arrow). On the left, the 'Title Activity' sidebar shows 'Awaiting Review: 4' (highlighted with a red box), 'Reviewed: 0', 'Approved in Past 7 Days: 0', 'Returned in Past 7 Days: 0', and 'Retractions: 0'. The main content area has two tabs: 'Titles Awaiting Review' (selected) and 'DMV Rejected Titles'. Below the 'Submitted' tab, a table lists three applications:

Submitted On	VIN	Vehicle	Fees
Dec 7, 2016	1F65F5DYSD0A09336	2013 FORD GDG	\$912.81
Dec 20, 2016	3C4PDCAB9DT615975	2013 DODG 250	\$1,856.83
Dec 20, 2016	3C4PDCAB9DT674789	2013 DODG 250	\$1,667.25

Figure 25: Title Awaiting Review

To review a title application, follow these steps:

1. Click the **VIN**.
2. The Title Preview page displays, showing the Application Status as Submitted.

The 'Title Preview' page displays the following information:

- Application Status:** SUBMITTED (highlighted with a red box)
- Submitted By:** WAUSER
- Submitted On:** Feb 16, 2017
- Seller Disclosure:** Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J
- Processing County:** HARRIS
- Buyer's ID Type:** Driver License/Id Card
- Buyer's ID:** 2221005885. Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Figure 26: Submitted Title Application



3. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (refer to [Section 11 – Retracting Title Applications](#)).



Figure 27: Submitted Application with a Retraction Request

4. Click **View Documents** to review the uploaded documents.



Figure 28: View Documents Button

5. The left column of the Documents popup contains the information entered in the application. The right column contains the documents uploaded by the entity. Verify the information matches, and close the Documents popup by clicking the X in the upper right corner.



Figure 29: Documents Popup



**Note:** For used vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.

6. If an entity has not been configured to issue plates, the Plate and Sticker Information section of the Title Preview page will reflect there is Incomplete Data (e.g., Plate number is missing). Click the **Edit Icon** on the right to open the Plate and Sticker Information page.


**Plate and Sticker Information** Incomplete Data 

Plate Source: New Plate (County Issued)      Plate Number: ---

Sticker Type: Windshield

Figure 30: Plate and Sticker Information

7. Enter the Plate Number, and verify the Sticker Type is correct. Click **Save**.

**Plate and Sticker Information**

Application Status: SUBMITTED      VIN: 1GBFK16R9XJ441258

\* Indicates Required Field

**Plate Information**

\* Plate Source : New Plate (County Issued)

\* Plate Number :

**Sticker Information**

Sticker Type :  Windshield  Plate

Vehicle Class: PASS  
Registration Class: 25 - PASSENGER-LESS/EQL 6000  
Plate Type: PSP

Cancel      **Save**

Figure 31: Plate Number

8. If the entity is transferring the buyer's special plate, the Plate and Sticker Information section of the Title Preview page will display the special plate information.

**Plate and Sticker Information**

Plate Source: Special Plate      Plate Number: BEVOCG

**Special Plate Details**

Plate Code: PLPC117      Organization Name: LONGHORN C  
Expiration Date: 6 / 2014      Owner: [REDACTED]  
Plate Term: 5 year

Sticker Type: Windshield

Figure 32: Special Plate



- 9. When inspection is manually verified by the entity, the Inspection Information section is shown on the Title Preview page. A message will display to prompt you to verify the Vehicle Inspection Report (VIR) was uploaded by the entity and the inspection information entered matches the VIR.

**Sales Tax Information**

Sales Tax Category: SALES/USE  
 Sales Tax Date: Apr 2, 2017  
 Sales Price: \$58,343.74

**Inspection Information** Vehicle Inspection Report MUST be verified.

Date of Inspection: Apr 2, 2017  
 Inspection Type: 2YR      Inspection Fee: 16.75

Figure 33: Inspection Information

**Note:** The uploaded VIR will show in the View Documents popup.

- 10. Click **Review** at the bottom of the Title Preview Screen. The status will change from Submitted to Reviewed.

Expiration Date: 3 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
OWNER VERIFICATION FEE	\$0.50
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$1,562.50
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,676.50</b>

Buttons: Cancel, Return Title, **Review**

Figure 34: Review Button

- 11. The reviewed title application will appear on the Reviewed Titles with Payments Due page (if no grouping is enabled), on the Group Reviewed Titles for Payment (if county grouping is enabled), or on the Title Search page filtered for “Reviewed” status (if entity grouping is enabled). Refer to Section 7 – Grouping Title Applications.

**Note:** Once an entity groups the title application, it will appear on your Reviewed Title Groups with Payments Due page.



## 6 Returning a Title Application

A title application may be returned by you for any reason, such as the documents scanned were not the originals, the images were unreadable, missing signatures, or incorrect information. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles on the Home Page.

To return a title application, follow these steps:

1. Locate the application you want to return. Click the **VIN**.
2. On the Title Preview page, click **Return Title** at the bottom of the page.



Figure 35: Return Title Button

**Note:** The Review button will not display if the title application is in the Reviewed status.

3. The Return Title Application popup displays. Type the reason for the return in the reason section of the popup. Click **Return**.

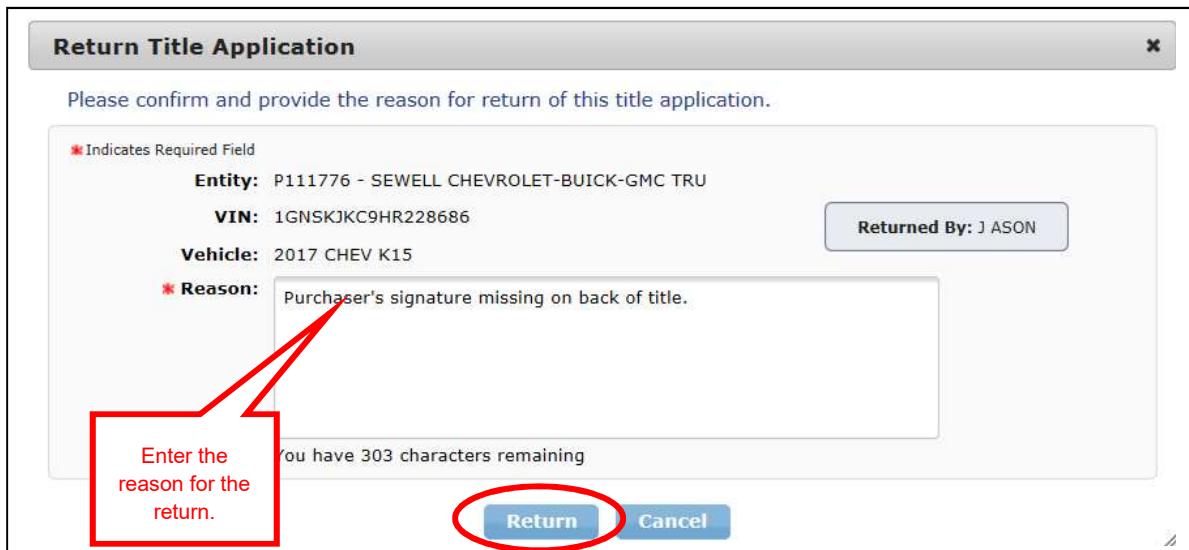


Figure 36: Return Title Popup

**Note:** In order to return a Title Application that is in a group, the group will first need to be ungrouped (refer to [Section 7.2 – Ungrouping Title Applications](#)).



## 7 Grouping Title Applications

Title applications in Reviewed status can be grouped for payment. You can group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature (refer to [Section 4.2.1 – Configuring Dealerships](#) and [Section 4.3.1 – Configuring Commercial Fleet Buyers](#)). If grouping functionality is enabled for you or the entity, a title application must be grouped before payment and approval can be processed.

**Note:** If an entity is set up to group title applications, they will only be able to group those applications after your office has marked them as Reviewed.

If county grouping of title applications is enabled, Group Reviewed Titles is an option under the Payments tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.



Figure 37: Payments Tab

If title applications have already been grouped, the Title Activity box will display the number of groups in the number adjacent to “Grouped.” Only groups created in the last 30 days will be counted.



Figure 38: Grouped in Title Activity Box





## 7.1 Grouping Title Applications

If county grouping of title applications is enabled, follow these steps to group title applications:

1. Click on **Group Reviewed Titles** under the Payments tab.
2. On the Group Reviewed Titles for Payment page, select the entity you want to group applications for or use the Search Filter for submission date to populate the list of applications for grouping.
3. Mark the box to the left of each application to include in the group. Click **Group Titles**.

**Group Reviewed Titles for Payment**

Search Filter

Entity: P144003 - AUTO SALES INC

Submission Date: FROM [ ] TO [ ] Search

▼ P144003 - AUTO SALES INC 5 title(s) found.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Total Fees	Pay To County
<input checked="" type="checkbox"/>	1FMCU0GD5HUC41588	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	Oct 15, 2018	\$2,350.21	\$2,342.71
<input checked="" type="checkbox"/>	5UXKR0C52...	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	Oct 15, 2018	\$3,155.08	\$3,147.58
<input type="checkbox"/>	WP1AC29P68LA41258	2018 FORD 250	TROY HEELER	Oct 15, 2018	Oct 15, 2018	\$5,450.33	\$5,442.83
<input type="checkbox"/>	2FMGK5B81GBD434R5	2016 FORD 250	BOBBY ERICKSON	Oct 15, 2018	Oct 15, 2018	\$1,016.08	\$1,008.58
<input type="checkbox"/>	1GNKRKGD2FJ23W152	2015 CH...		2018	Oct 15, 2018	\$1,700.33	\$1,692.83
						<b>Total Selected:</b>	<b>\$5,490.29</b>

Group Titles

Figure 39: Group Reviewed Titles for Payment

4. The Group Reviewed Titles for Payment popup window will display. Click **Group Titles**.

**Group Reviewed Titles for Payment**

Entity: P144003 - AUTO SALES INC

Total Fees: 5490.29

Group Date: 10/15/2018

Titles in Group: 2 Title(s)

Grouped By: J ERICKSON

Group Titles Cancel

Figure 40: Group Reviewed Titles for Payment Popup



- The Group Reviewed Titles for Payment page is displayed with a confirmation, which includes the Group ID.



Figure 41: Group ID

- The group can be found on the Reviewed Title Groups with Payments Due page. The Group ID number is shown to the left of the group.

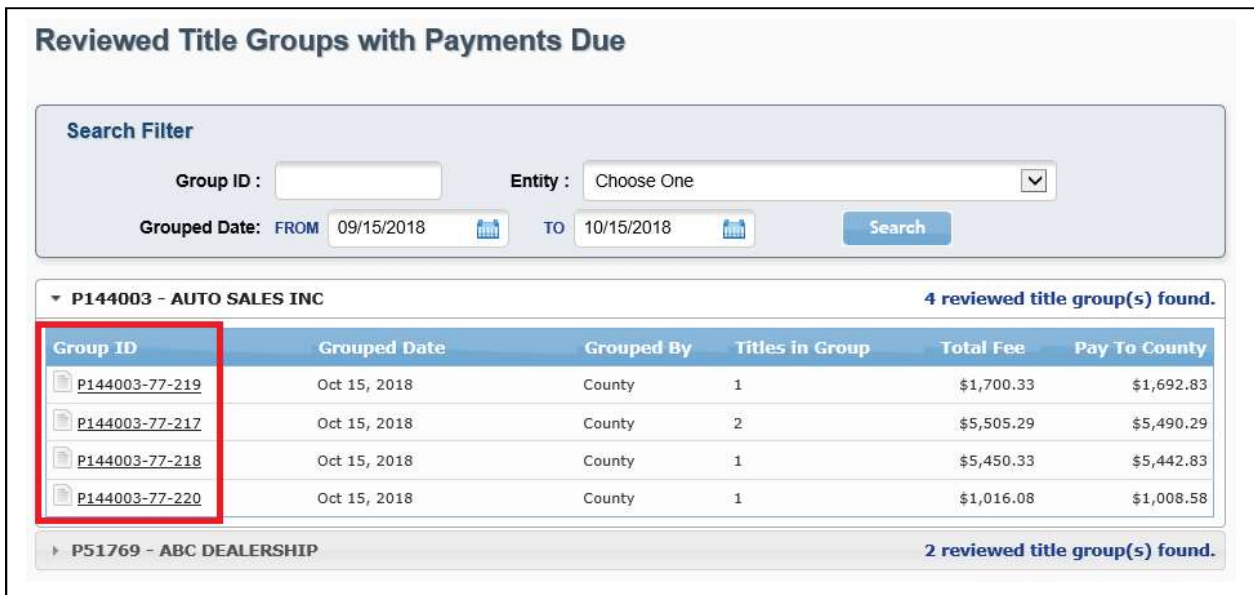


Figure 42: Reviewed Title Groups with Payments Due

**Note:** Both county grouped and entity grouped applications will show on the same page.

## 7.2 Ungrouping Title Applications

Whoever is set up to do the grouping (county or entity) can also choose to ungroup the title applications.

**Note:** If the entity is set up to do the grouping, you cannot ungroup their grouped title applications.

Follow these steps to ungroup title applications your office has grouped.



1. From the Reviewed Title Groups with Payments Due page, click the **Group ID** of the group you want to ungroup.

P144003 - AUTO SALES INC						4 reviewed title group(s) four
Group ID	Grouped Date	Grouped By	Titles in Group	Total Fee	Pay To Count	
P144003-77-219	Oct 15, 2018	County	1	\$1,700.33	\$1,692.8	
P144003-77-217	Oct 15, 2018	County	2	\$5,505.29	\$5,490.2	
P144003-77-218	Oct 15, 2018	County	1	\$5,450.33	\$5,442.8	
P144003-77-220	Oct 15, 2018	County	1	\$1,016.08	\$1,008.5	

P51769 - ABC DEALERSHIP						2 reviewed title group(s) four
-------------------------	--	--	--	--	--	--------------------------------

Figure 43: Reviewed Title Groups with Payments Due

2. Once the Group Details is open, click **Ungroup**.

**Search Filter**

Group ID : P144003-77-217      Entity : Choose One

Grouped Date: FROM 09/15/2018 TO 10/15/2018

**Group Details**

Group ID: P144003-77-217      Grouped By: County

Grouped Date: Oct 15, 2018      Total Fees: \$5,505.29

Pay To County: \$5,490.29

▼ P144003 - AUTO SALES INC 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Total Fee	Pay To County
5UXKR0C52J0Y015UT	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	Oct 15, 2018	\$3,155.08	\$3,147.58
1FMCU0GD5HUC41588	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	Oct 15, 2018	\$2,350.21	\$2,342.71

Figure 44: Ungroup Title Applications



3. A confirmation popup will display to verify you want to ungroup these applications. Click **Yes** to confirm.



Figure 45: Ungroup Confirmation Request

4. This group is now ungrouped, and you may regroup these title applications as necessary.



## 8 Approving and Recording Payment

Once title applications are in the Reviewed status or applications have been reviewed and grouped, you can approve and record payment.

### 8.1 Approving Non-grouped Applications

A title application in the Reviewed status can be approved if you or the entity are not set up to group.

To approve and record payment on non-grouped title applications, follow these steps:

1. Go to the Reviewed Titles with payments Due Page by selecting **Reviewed Titles with Payments Due** under the Payments tab.



Figure 46: Payments Tab

2. Select the entity that submitted the application you want to approve and record payment.

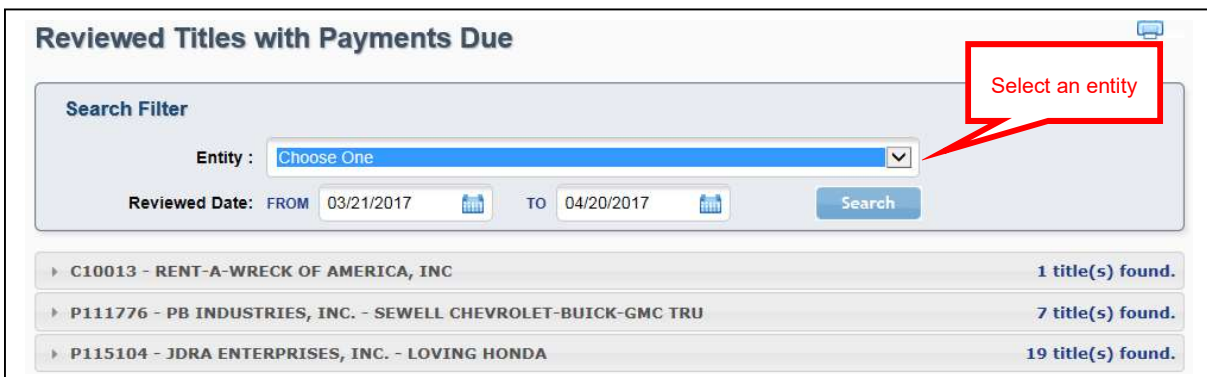


Figure 47: Select Entity



- 3. Mark the box next to the title applications for approval and recording payment. Click **Record Payment**.

**Reviewed Titles with Payments Due**

Search Filter

Entity : Choose One

Reviewed Date: FROM 09/15/2018 TO 10/15/2018 Search

- ▶ C10015 - ABC GROUP, INC 1 title(s) found.
- ▶ P132289 - REAGOR-DYKES FLOYDADA, L.P. 2 title(s) found.
- ▶ P142470 - JULIO MARROQUIN - MARROQUIN AUTO 1 title(s) found.
- ▶ P143966 - MOTORCYCLE DEALERS 2 title(s) found.
- ▶ P143976 - JOHN'S AUTOS 2 title(s) found.
- ▼ P144003 - AUTO SALES INC 5 title(s) found.

<input type="checkbox"/>	Vehicle	Owner(s)	Reviewed Date	Fees	Pay To County
<input checked="" type="checkbox"/>	2016 FORD 250	BOBBY ERICKSON	Oct 15, 2018	\$1,016.08	\$1,008.58
<input checked="" type="checkbox"/>	2015 CHEV 250	JASON'S AUTOS	Oct 15, 2018	\$1,700.33	\$1,692.83
<input type="checkbox"/>	2008 PORS 250	TROY HEELER	Oct 15, 2018	\$5,450.33	\$5,442.83
<input type="checkbox"/>	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	\$3,155.08	\$3,147.58
<input type="checkbox"/>	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	\$2,350.21	\$2,342.71
<b>Total Selected:</b>					<b>\$2,701.41</b>

Record Payment

Figure 48: Select Title Applications

- 4. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

**Approval and Payment Confirmation**

\* Indicates Required Field

Entity: P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-GMC TRU

Payment Amount: \$ 9054.40 Recorded By: JASON

Payment Date: 04/20/2017

\* Reference #: 122258 Titles to be Approved: 3

\* Payment Type: CASH

Note: Payment delivered by Jason

You have 323 characters remaining

Approve and Record Payment Cancel

Figure 49: Approval and Payment Confirmation Popup



## 8.2 Approving Grouped Applications

Once applications are grouped, they can be approved, and payment can be recorded.

You can access Reviewed Title Groups with Payments Due in the following ways:

- On the Home Page, click the number adjacent to Grouped in the Title box.
- Select the **Reviewed Titles** tab on the Home Page, then click on a Group ID.
- From any page, select **Groups with Payments Due** under the Payments tab at the top of the page.

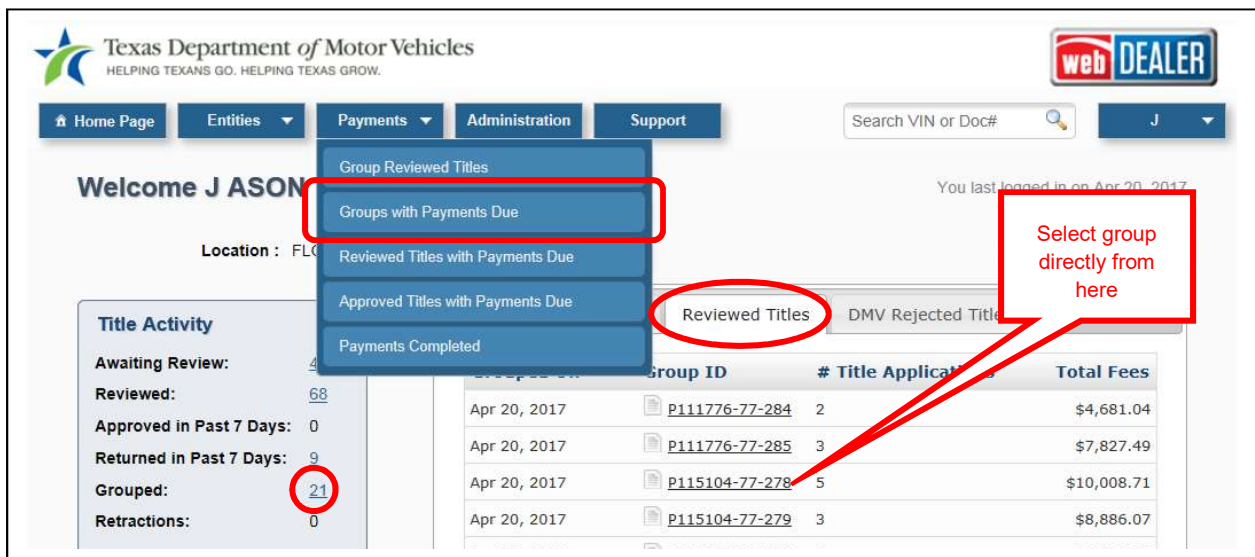


Figure 50: Groups with Payments Due

1. The Reviewed Title Groups with Payments Due page displays. Use the Search Filter to narrow your results, or expand an entity menu and click a **Group ID**.

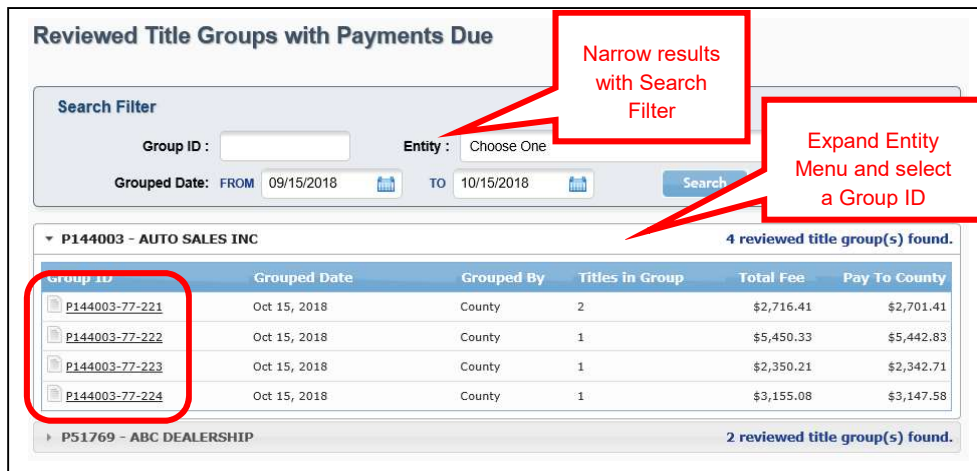


Figure 51: Reviewed Title Groups with Payments Due



2. The Group Details page displays. Click **Record Payment**.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID: P144003-77-221 Entity: Choose One

Grouped Date: FROM 09/15/2018 TO 10/15/2018 Search

**Group Details**

Group ID: P144003-77-221 Grouped By: County  
Grouped Date: Oct 15, 2018 Total Fees: \$2,716.41  
Pay To County: \$2,701.41

▼ P144003 - AUTO SALES INC 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Total Fee	Pay To County
1GNKRGKD2FJ23W152	2015 CHEV 250	JASON'S AUTOS	Oct 15, 2018	Oct 15, 2018	\$1,700.33	\$1,692.83
2FMGK5B81GBD434R5	2016 FORD 250	BOBBY ERICKSON	Oct 15, 2018	Oct 15, 2018	\$1,016.08	\$1,008.58

Cancel Ungroup **Record Payment**

Figure 52: Record Payment

3. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

**Approval and Payment Confirmation**

\* Indicates Required Field

Entity: ALLEN SAMUELS WACO D C J, INC. - ALLEN SAMUELS CHRYSLER DODGE J  
Payment Date: May 3, 2017 Titles to be Approved: 2  
Payment Amount: \$3,598.76

\* Reference #: 14578 Recorded By: W AUZER2

\* Payment Type: CASH

Note: Payment dropped off by Jason  
You have 322 characters remaining

**Approve and Record Payment** Cancel

Figure 53: Approve and Record Payment





## 9 View Payment

You can view payments that have been processed for all title applications.

To view payments, follow these steps:

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

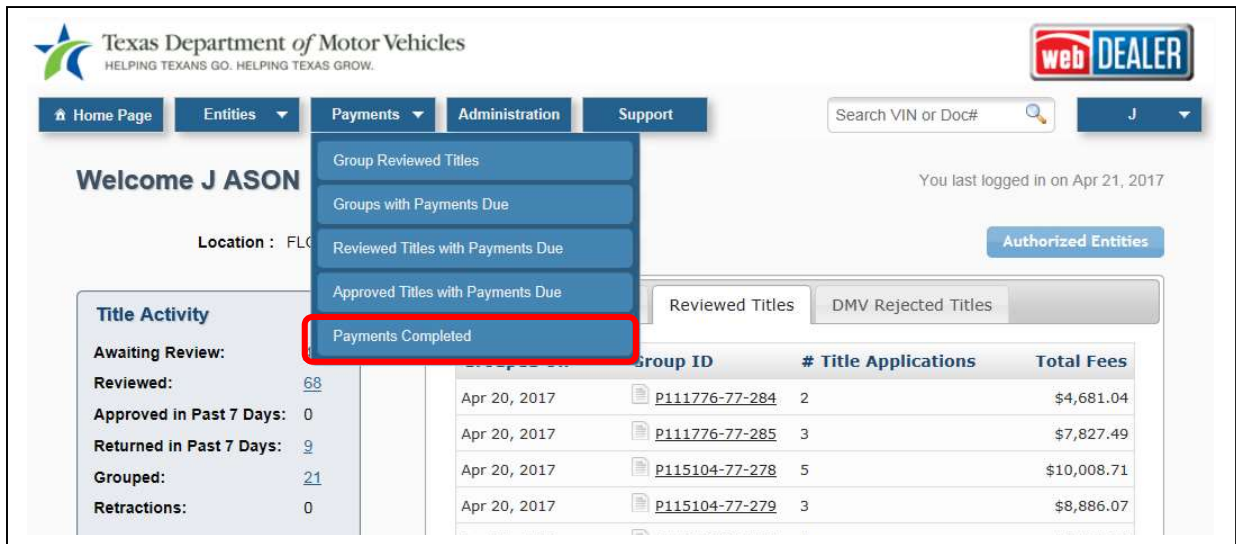


Figure 54: Select Payments Completed

2. The Payments Completed page displays. Narrow the results by using the Search Filter, or click a Reference # to view the payment information.

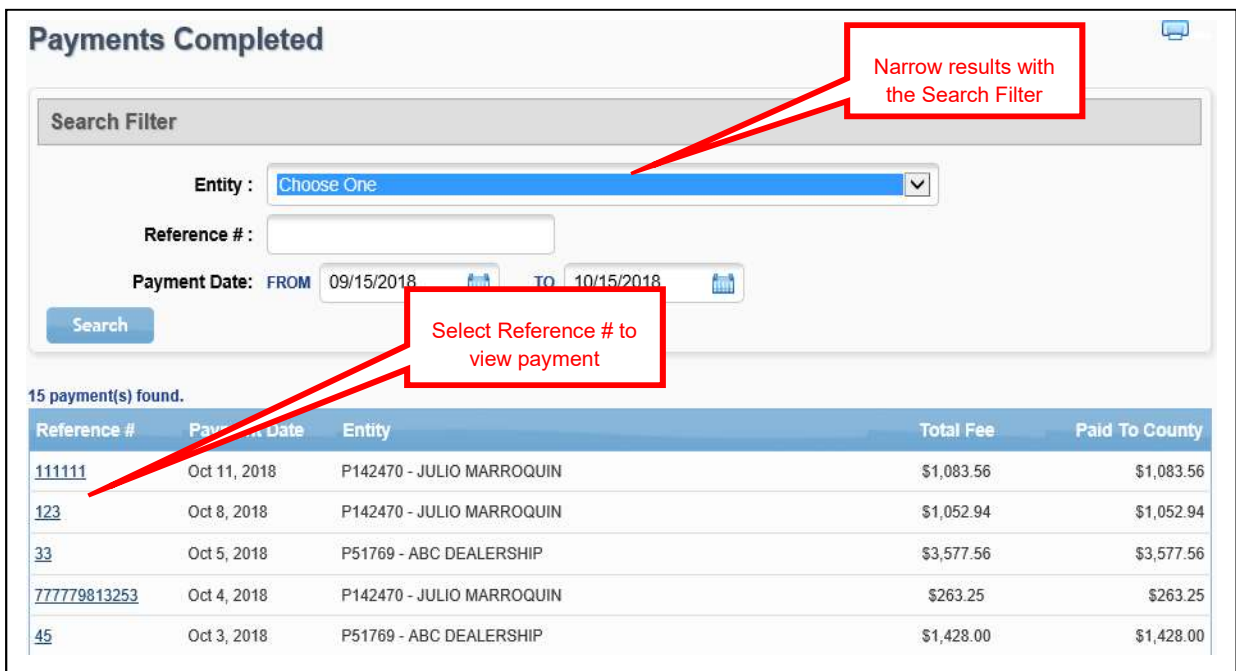



Figure 55: Payments Completed Page





3. The Payment Details displays with all the payment information.

**Payments Completed** 

**Search Filter**

Entity :

Reference # :

Payment Date: FROM   TO  

---

**Payment Details**

Reference #: 000134 [Delete Payment](#)

Total Fee: \$5,442.83 **Paid To County:** \$5,442.83

Payment Date: Oct 15, 2018 **Payment Type:** CASH

Check No: ---

Notes: Paid 10/15/2018

---

P144003 - AUTO SALES INC 1 title(s) found.

VIN	Approval Date	Vehicle	Owner(s)	Total Fee	Paid To County
WP1AC29P68LA41258	Oct 15, 2018	2008 PORS 250	TROY HEELER	\$5,450.33	\$5,442.83

Figure 56: Payment Details

## 9.1 Delete Payment

If you processed a payment incorrectly or by mistake, you may delete the payment from the Payments Completed page.

Once a payment is deleted, the title application reverts back to an unpaid status; however, the application will still be approved. To delete a payment, follow these steps:

1. Click the **Reference #** of the payment on the Payments Completed Page.
2. Click **Delete Payment** in the Payment Details section.

**Payment Details**

Reference #: 14578 [Delete Payment](#)

Total Fee: \$4,681.04 **Paid To County:** \$4,681.04

Payment Date: Apr 21, 2017 **Payment Type:** CASH

Check No: ---

Notes: Payment dropped off by Jason

Figure 57: Delete Payment



- The Payments Completed page displays with the message “Payment record has been deleted. All associated titles have been marked as unpaid.”
- Once a payment is deleted, the title application reverts back to an unpaid status. However, the application will still be approved. These applications will appear on the Approved Titles with Payments Due page. This page can be accessed by selecting **Approved Titles with Payments Due** under the Payments tab.



Figure 58: Payments Tab

- You can reprocess the payment from the Approved Titles with Payments Due page by selecting the applications for payment and clicking **Record Payment**.



Figure 59: Approved Titles with Payments Due



6. Complete the Payment Confirmation information. Click **Record Payment**.

The screenshot shows a 'Payment Confirmation' form with the following fields and values:

- Entity:** C10012 - HERTZ GLOBAL HOLDINGS, INC (148421)
- \* Payment Amount:** \$ 537.50
- \* Payment Date:** 04/21/2017 (mm/dd/yyyy)
- \* Reference #:** 159753 (highlighted with a red circle)
- \* Payment Type:** CHECK (dropdown menu)
- Check No.:** 12335
- Titles(s):** 3
- Recorded By:** J ASON
- Note:** New payment processed. Check received from Tony. (text area)

At the bottom of the form, there is a blue button labeled 'Record Payment' which is also highlighted with a red circle. Below the note field, it says 'You have 301 characters remaining'.

Figure 60: Payment Confirmation



## 10 Printing Receipts

If an entity is not configured to issue registration stickers, you can print the final receipt either individually or by a batch once a title application is approved. Follow these steps to print a receipt:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Entities tab. In the Search Filter, choose a status of “Approved.” You can optionally select an Entity and/or enter a Date Range to narrow your search criteria. Click **Search**. The results can then be grouped by Approval Date (default) or Entity.
2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications. Click **Print Receipt(s)**.

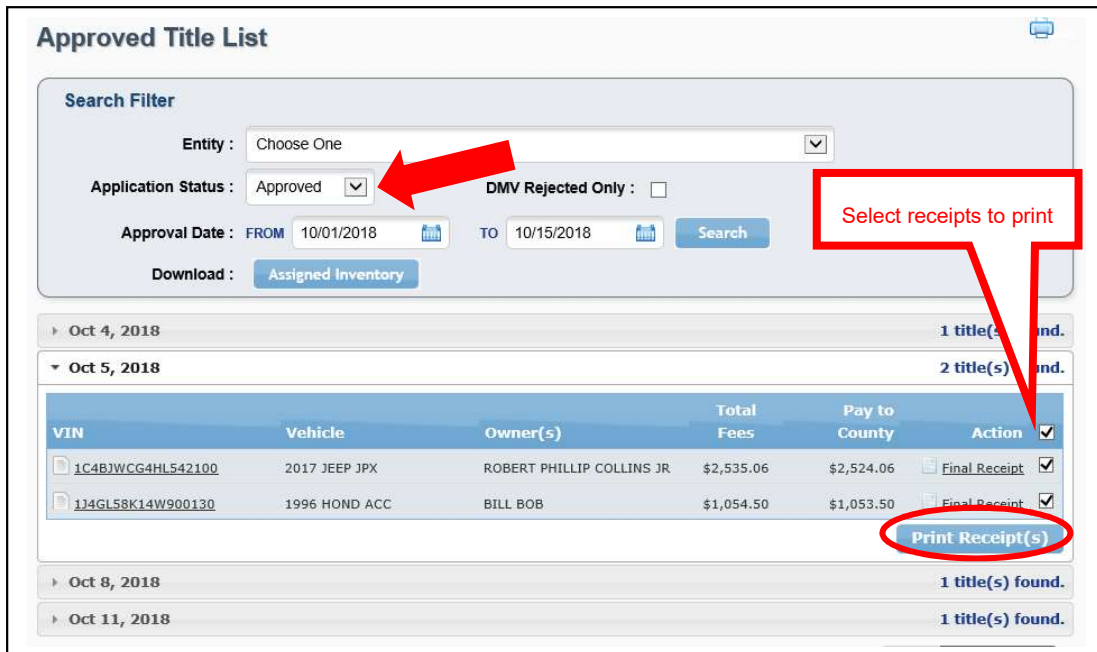


Figure 61: Print Receipts

3. A PDF message will appear, and you must open the file to view and print the receipts.

### 10.1 Print Receipt from Title Preview

The Title Preview screen will also show a link to “View Final Receipt” where you can print the final receipt for the individual title application.



### Title Preview

 Please print the Sticker Receipt and provide it to the dealership or owner of record. [Return to Title Search](#)

**Seller Disclosure**

Entity: P111776 - SEWELL CHEVROLET-BUICK-GMC TRU

Processing County: FLOYD

Buyer's ID Type: Passport

Buyer's ID: 123456 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Application Status: APPROVED

Approved By: J ESSE1

Approved On: Apr 24, 2017

Document #: 07748742641200007

 [View Final Receipt](#)

Figure 62: Title Preview Page Print Receipt



# 11 Retracting Title Applications

An entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the entity.

## 11.1 Viewing Retraction Requests

You can locate title applications with retraction requests through the Title Activity box or from the Title Search page.

- On the Home Page, click the number next to Retractions in the Title Activity box.

Title Activity	
Awaiting Review:	6
Reviewed:	26
Approved in Past 7 Days:	0
Returned in Past 7 Days:	4
Grouped:	0
<b>Retractions:</b>	<b>2</b>

Search All Activity

Figure 63: Retraction Requests

- From any page, select **Title Search** under the Entities tab at the top of the page. Use the Search Filter to select an Application Status of “Submitted” with the Retraction Requests Only check box checked.

**Submitted Title List**

**Search Filter**

Entity : Choose One

**Application Status :** Submitted

**Retraction Requests Only :**

Submission Date : FROM TO Search

Feb 14, 2017 1 title(s) found.

Feb 28, 2017 1 title(s) found.

Grouped By: Entity Submission Date

Figure 64: Title Search Page – Retraction Requests



To review a retraction request, follow these steps:

1. On the Submitted Title List page, click the **VIN**.

**Submitted Title List**

**Search Filter**

Entity : Choose One

Application Status : Submitted

Retraction Requests Only :

Submission Date : FROM TO Search

Feb 5, 2018 1 title(s) found.

Mar 21, 2018 1 title(s) found.

Oct 15, 2018 1 title(s) found.

VIN	Vehicle	Owner(s)	Retracted On	Total Fees	Pay to County
WP1AC29P68LA47412	2008 PORS 205	GARY ANDERSON	Oct 15, 2018	\$1,730.33	\$1,730.33

Figure 65: Select VIN

2. The Title Preview page will display. The Application Status will be in red, and there will be a warning message at the top of the page.

**Title Preview**

RETRACTION REQUESTED. VIEW REQUEST WITH APPLICATION STATUS ICON (5817)

Application Status: SUBMITTED

Submitted By: WAUSER

Submitted On: Feb 14, 2017

**Seller Disclosure**

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J

Processing County: HARRIS

Buyer's ID Type: Driver License/Id Card

Buyer's ID: 222100058 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Figure 66: Retraction Request, Title Preview Page

3. You can view the reason for the retraction request by clicking the red **Application Status** to view the Transaction History.

**Transaction History**

Date	Type	By
Feb 14, 2017	Retraction Request	W AUSER

Reason: Wrong inspection type entered

Figure 67: Transaction History





## 11.2 Approving Retraction Requests

To approve a retraction request and place the application in the Returned status, follow these steps:

1. On the Title Preview page, click **Return Title**.

CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-2YR	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,725.25</b>

Buttons: Cancel, **Return Title**, Review

Figure 68: Return Title Button

2. The Return Title Application popup will appear. Enter in the reason for returning the application, which enables the **Return** button. Click **Return**.

**Return Title Application**

**Transaction History**

Date	Type	By
Feb 14, 2017	Retraction Request	W AUZER

Reason: Wrong inspection type entered

Please confirm and provide the reason for return of this title application.

\* Indicates Required Field

**Entity:** P108927 - ALLEN SAMUELS CHRYSLER DODGE J

**VIN:** SYFBURHE3FP275429

**Vehicle:** 2015 TOYT COR

**Reason:** Please provide the correct information. |

You have 310 characters remaining

Returned By: W AUZER2

Buttons: **Return**, Cancel

Figure 69: Return Title Application Popup

3. This will approve the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit and resubmit the title application.



## 11.3 Declining Retraction Requests

To decline a retraction request, follow these steps:

1. Review the information on the Title Preview page, and review the uploaded documents by clicking **View Documents**.

Vehicle Information		
Vehicle Class:	PASS	
Registration Class:	25 - PASSENGER-LESS/EQL 6000	
Body Style:	4D	
Major Color:	BLACK	Minor Color: ---
Odometer Reading:	250	Odometer Brand: Actual Mileage
Empty Weight:	3500 (lbs)	Carrying Capacity: ---
		Gross Weight: 3500 (lbs)

VIN: 5YFBURHE3FP275429

Year/Make/Model: 2015 TOYT COR

[View Documents](#)

Figure 70: View Documents

2. The Review button will activate after the View Documents popup closes, and the Plate and Sticker information has been updated, if applicable. Click **Review**.

INSPECTION FEE-2YR	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,725.25</b>

Cancel Return Title Review

Figure 71: Click Review

3. You must certify you want to proceed with the application even though there is a pending retraction request on the application. Click **Review**.

**Retraction Request** ✕

\*Indicates Required Field

\*  YOU HAVE ELECTED TO SET A TITLE APPLICATION TO REVIEWED WITH A RETRACTION REQUEST PENDING. NO FURTHER WARNING WILL BE ISSUED.

Review Cancel

Figure 72: Retraction Request Certification

4. The declined retraction request will be documented in the Transaction History and can be seen by clicking the **Application Status** on the Title Preview page.



## 12 Transaction History

The history of title applications is tracked and displayed in a Transaction History that can be viewed by clicking on the **Application Status** on the Title Preview page.

The types of transactions collected and displayed in the Transaction History include:

- Retraction Request – when a retraction is requested
- Retraction Declined – when a retraction is requested and not accepted by your office
- Returned – when a title application is returned or when a retraction request is approved (thus returning the title application)
- Resubmitted – when a title application is resubmitted

To view the transaction history on an application, follow these steps:

1. Locate the title application, and open the Title Preview page by clicking the **VIN**.
2. Click the **Application Status** on the top of the page.



Figure 73: Application Status

3. Any reasons added to retraction requests, returned transactions, or resubmitted transactions will appear for each entry in the Transaction History.

Transaction History		
Date	Type	By
Apr 25, 2017	Retraction Declined	W AUSER2
Apr 25, 2017	Retraction Request	W AUSER
<b>Reason:</b> Customer address entered incorrectly.		
Apr 25, 2017	Resubmitted	W AUSER
<b>Reason:</b> Signature added.		
Apr 20, 2017	Returned	W AUSER2
<b>Reason:</b> Purchaser's signature Missing on back of title.		

Figure 74: Transaction History



## 13 Download Assigned Inventory File

When an entity has submitted applications for approval, you can download the assigned plate inventory into a data file format (DAT) for use with your inventory management system.

To download the assigned inventory file, follow these steps:

1. Click the number adjacent to “Awaiting Review” in the Title Activity box, or from the Title Search page. On the Title Search page:
  - Select an Entity from the dropdown or enter a Date Range, and
  - Select an Application Status of “Submitted” or “Approved.”

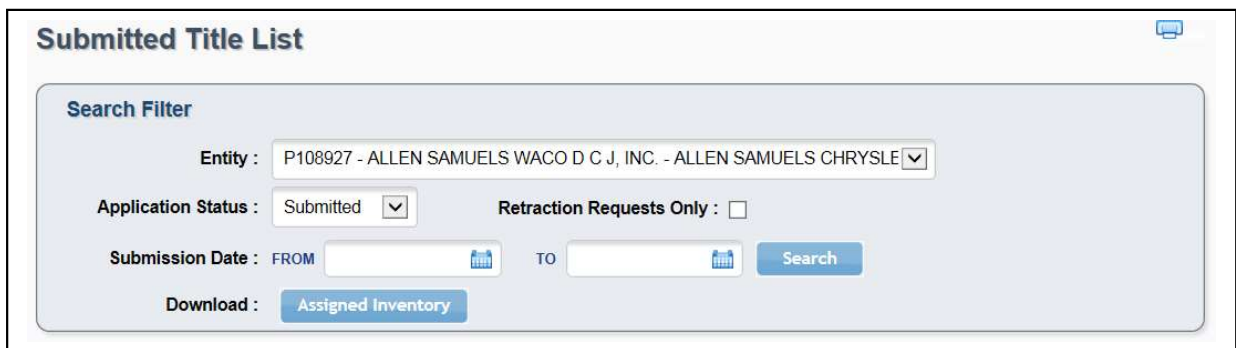


Figure 75: Submitted Title List

**Note:** The Assigned Inventory button will only appear when the search criteria include the selections in the bullets above.

2. Click **Assigned Inventory**. This will identify all title applications with an entity’s assigned inventory and generate a downloadable file.
3. The file will display giving you the option to open, save, or cancel.



Figure 76: Assigned Inventory File




4. Save the file to your preferred location or local file system (e.g., Desktop, folder, etc.).
5. Import the file into your inventory management system (external to RTS-POS).




# Appendices

## Appendix 1 – Title Application Receipt

**WEB DEALER ORIGINAL TITLE**



1GNSCBE00BR135415



07741042781250000

COUNTY: FLOYD TAC NAME: DELIA SUAREZ  
 DATE: 02/17/2017 EFFECTIVE DATE: 02/17/2017  
 PLATE NO: BN6B800 TIME: 01:59PM EXPIRATION DATE: 1/2018  
 DOCUMENT NO: 07741042781250000 USER: 077-JERICKS WEB TITLE ID: 4604

OWNER NAME AND ADDRESS  
 MICHAEL NESSERSON  
 12498 N.W. MAIN STREET  
 LEANDER, TX 78555

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000  
 PLATE TYPE: PASSENGER-TRUCK PLT  
 ORGANIZATION:  
 STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1GNSCBE00BR135415 VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 2011/CHEV MODEL: 301 BODY STYLE: LL UNIT NO:  
 EMPTY WT: 3500 CARRYING CAPACITY: 0 GROSS WT: 3500 TRAILER TYPE:  
 BODY VEHICLE IDENTIFICATION NO: INVL TRLR L/W/SOFT: 0'0"  
 PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G PREV CITY/STATE: ANDREWS, TX

INVENTORY ITEM(S)	YR		
PASSENGER-TRUCK PLT			
WINDSHIELD STICKER	2018		

VEHICLE RECORD NOTATIONS  
 ACTUAL MILEAGE  
 PAPER TITLE  
 MAJOR COLOR: BLACK

FEE TYPE	AMOUNT
TITLE APPLICATION FEE	13.00
TEXAS MOBILITY FUND FEE	15.00
SALES TAX FEE	937.50
BUYERS TAG	5.00
TITLE CONVENIENCE FEE	10.00
WINDSHIELD STICKER	50.75
REG FEE-DPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
INSPECTION FEE-1YR	7.50
PROCESSING AND HANDLING FEE	4.75
<b>TOTAL</b>	<b>1,054.50</b>

ODOMETER READING: 25000 BRAND: A  
 OWNERSHIP EVIDENCE: OUT-OF-STATE TITLE  
 1ST LIEN

2ND LIEN


3RD LIEN

SALES TAX CATEGORY: SALES/USE  
 Date of Assignment/Sales Tax Date: 02/14/2017

Sales Price	15,000.00
Less Trade In Allowance	0.00
Taxable Amount	15,000.00
Sales Tax Paid	937.50
State Tax Paid	0.00
Tax Penalty	0.00
<b>TOTAL TAX PAID</b>	<b>937.50</b>

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

BN6B800



# 01 18

ANDREWS BR135415

**VOID**  
DO NOT USE/  
NO USE



## Appendix 2 – ACH Authorization Example

<IMA SAMPLE>  
Tax Assessor Collector

**Automatic Bank Draft Authorization Form**

\*\*\*\* Please note that if your bank has an ACH limit, please notify this office and make sure that: your work does not exceed that limit, have the limit raised if necessary or authorize the <Name> County Tax Office to be able to exceed the limit if your work requires\*\*\*\*

I (we) hereby authorize the <Name> County Tax Assessor/Collector's Office, herein called Company, to initiate debit transactions from the U.S. Bank named below, herein called Depository, for the payment of the tax, title and registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Bank Name \_\_\_\_\_ Account Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Representative \_\_\_\_\_ Phone \_\_\_\_\_

This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.

**Authorized Signature:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Return this form to <Name> County Tax Assessor/Collectors office at <County Address, City, State>, Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<Name> County

Main Office:	Satellite Locations			
123 Sample	123 Sample	123 Sample	123 Sample	123 Sample
Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751
(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567
Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567



## Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer's signature on the Form 130-U and the odometer disclosure.
- Only the buyer may interact with the buyer acknowledgment process.
- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
- Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.
- Buyer must have a current, valid Texas Driver License/ID.

**Note:** This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person's identity. However, an expired Texas Driver License/ID can be used for webDEALER's Form 130-U Upload method.

- If there is a second owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.
- Only one trade-in is allowed.
- For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
- Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).





## Appendix 4 – Entity Equipment Requirements

Each location must have the proper equipment and infrastructure necessary for the webDEALER application.

### Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

### Internet Connection

This application requires access to the Internet; a high speed Internet connection is recommended.

### Web Browsers

The system was designed to be compatible with the latest web browsers.

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	<a href="http://www.microsoft.com/ie">www.microsoft.com/ie</a>	Internet Explorer versions 8.0 and later  <i>Note: Compatibility Mode should be turned off</i>
 Firefox	<a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a>	Latest version
 Safari	<a href="http://www.apple.com/safari">www.apple.com/safari</a>	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 Chrome	<a href="http://www.google.com">www.google.com</a>	Chrome is a freeware web browser developed by Google.

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click Help, About [*Browser Name*] where [*Browser Name*] is the name of the browser you are using.



## Adobe Acrobat Reader

[Adobe Acrobat Reader](#) is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may [click here to download Adobe Acrobat Reader](#).

## Printer Requirements

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Alignment is the most frequent challenge encountered printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. You will decide how many test stickers should be printed for your review, and sticker paper used for testing should also be taken into consideration.



The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.
2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

## Scanner Requirements

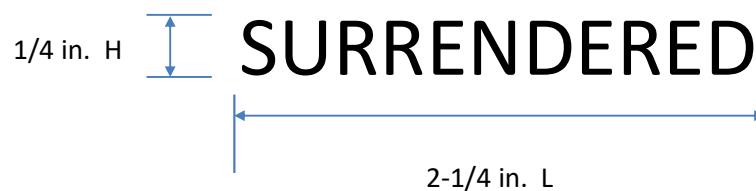
The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable could delay processing.

Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

## Surrendered Stamp

Each location must have a SURRENDERED stamp for stamping surrendered on the ownership evidence.

- Ink: Black
- Text: Arial
- Size: 1/4 in. H x 2-1/4 in. L





## Appendix 5 – Document Upload Order

**Note:** This list is not intended as an all-inclusive list of supporting evidence.

1. *Application for Texas Title and/or Registration* (Form 130-U)
2. Evidence of Ownership:
  - Manufacturer's Certificate of Origin
  - Texas Certificate of Title
  - Texas Certified Copy of Title
  - Out of State Title
3. Other Supporting Evidence:
  - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
  - *Limited Power of Attorney for Eligible Motor Transactions* (Form VTR-271)
  - *Power of Attorney for Transfer of Ownership to a Motor Vehicle* (Form VTR-271-A)
  - Repossession Affidavit
  - Release of Lien
  - *Beneficiary Designation for a Motor Vehicle* (Form VTR-121)
  - *Rights of Survivorship Ownership Agreement for a Motor Vehicle* (Form VTR-122)
  - Weight Certificate
4. Out of State Vehicles:
  - Vehicle Inspection Report
5. Additional Supporting Documents



## Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
System Process or Business Policy/Procedure	TxDMV Regional Service Center	Local phone or e-mail	<b>Monday – Friday</b> 8:00 AM – 5:00 PM
webDEALER System Issues	TxDMV IT Service Desk	(877) 933-2020	<b>Monday – Friday</b> 7:00 AM – 7:00 PM <b>Saturday</b> 8:00 AM – 3:30 PM