eTITLE User Guide

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1 Overview

eTITLE streamlines dealer-to-dealer reassignments and trade-in processes for vehicles with a Texas title or Texas Electronic Lien Title (ELT). eTITLE provides licensed motor vehicle dealers the ability to electronically create, view, and store vehicle reassignments between county authorized webDEALER licensed motor vehicle dealers. Additionally, the system allows a dealer to convert an electronic title (eTitle) into a paper title in the dealer's name for the purpose of resale.

1.1 Features

eTITLE facilitates the secure electronic transfer of titles in the wholesale and retail market and provides an inventory of all electronic titles. Benefits and features include:

- Ability to:
  - View eTitle inventory, including uploaded documents and reassignments
  - Create an eTitle and upload documents, including the ability to void the initial eTitle
  - Reassign an eTitle, including electronic disclosure of the odometer reading and brand
  - Convert an eTitle to a paper title for dealer resale
  - Accept a reassignment, including electronic acknowledgement of the odometer reading and brand
  - Decline and cancel reassignments
- Transfer uploaded documents with each subsequent reassignment until submitted to a county through webDEALER as a title application.
- ELT functionality that releases the title electronically to a dealer's eTitle inventory, instead of printing a paper title.
- eTitles Activity Box on the home page displays indicators to notify dealers of pending acknowledgments and pending reassignments.
- System-generated Key Code for dealer-to-dealer reassignments to securely access and acknowledge a reassignment.

2 Accessing eTITLE

eTITLE is accessed through the webDEALER login page. The eTITLE username and password will be the same as webDEALER. A user must have a user account to login to the eTITLE application. Go to the Create a User Account section for information on how to create a user account.

1. Go to the designated website, https://webdealer.txdmv.gov/title, to enter your username and password.
2. Select **Login** after entering your username and password.

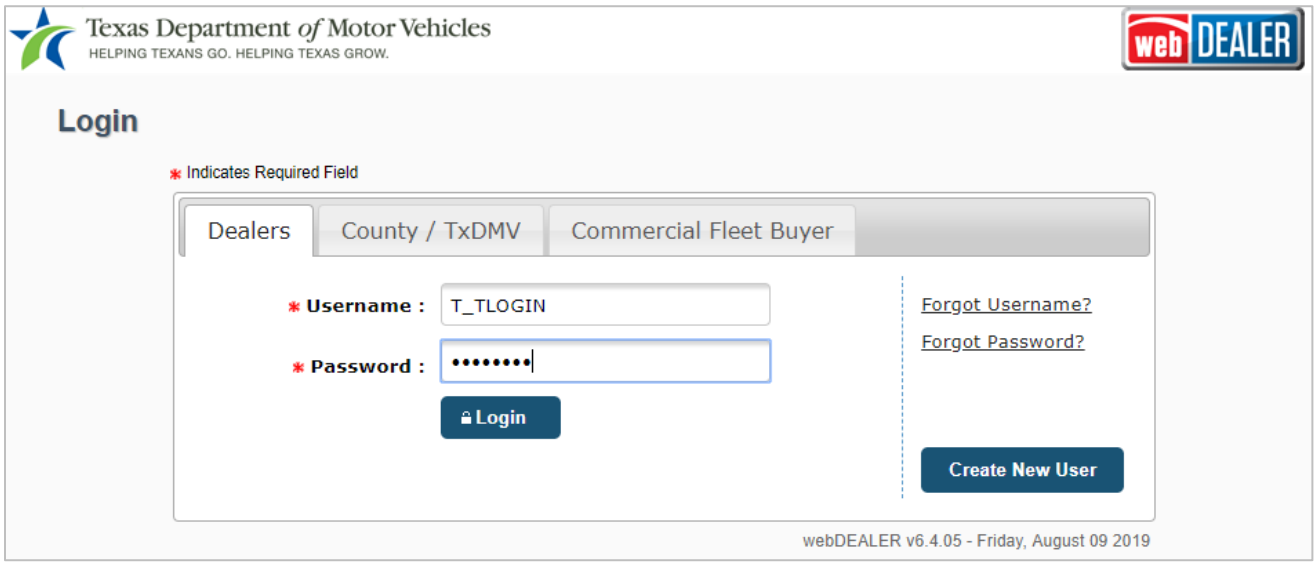


Figure 1: webDEALER Login

3. The application will display the application landing page.
4. Select the **eTITLE** icon to launch the eTITLE home page.

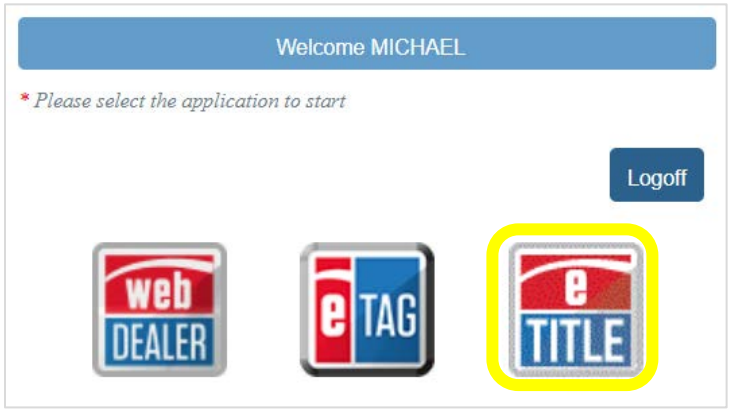


Figure 2: Application Landing Page with eTITLE Highlighted

3 Home Pages

3.1 Administrator Home Page

The administrator home page includes an Administration tab and Account Maintenance menu in addition to options available to other users.

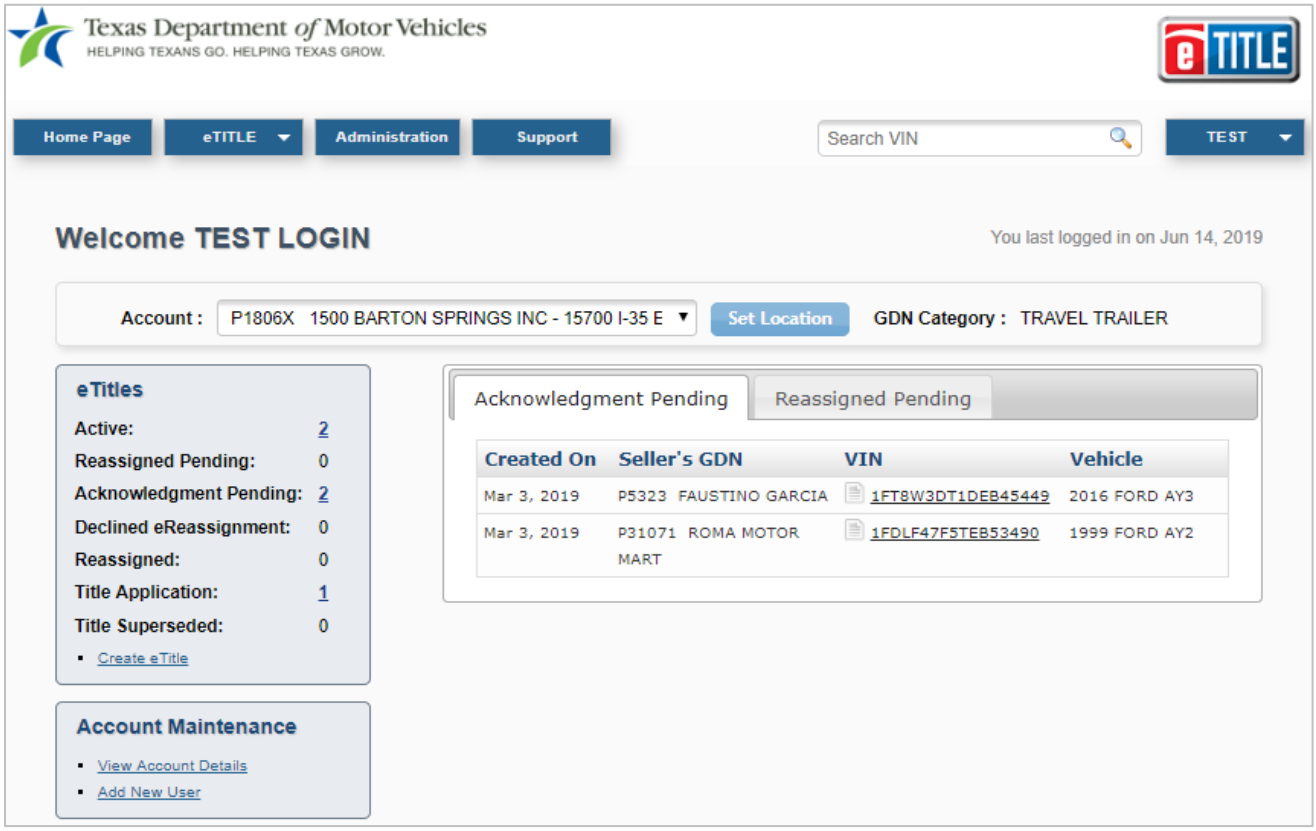


Figure 3: eTITLE Home Page (Administrator View)

3.2 User Home Page

The user home page differs from the administrator home page. Note the absence of the Administration tab and Account Maintenance menu.

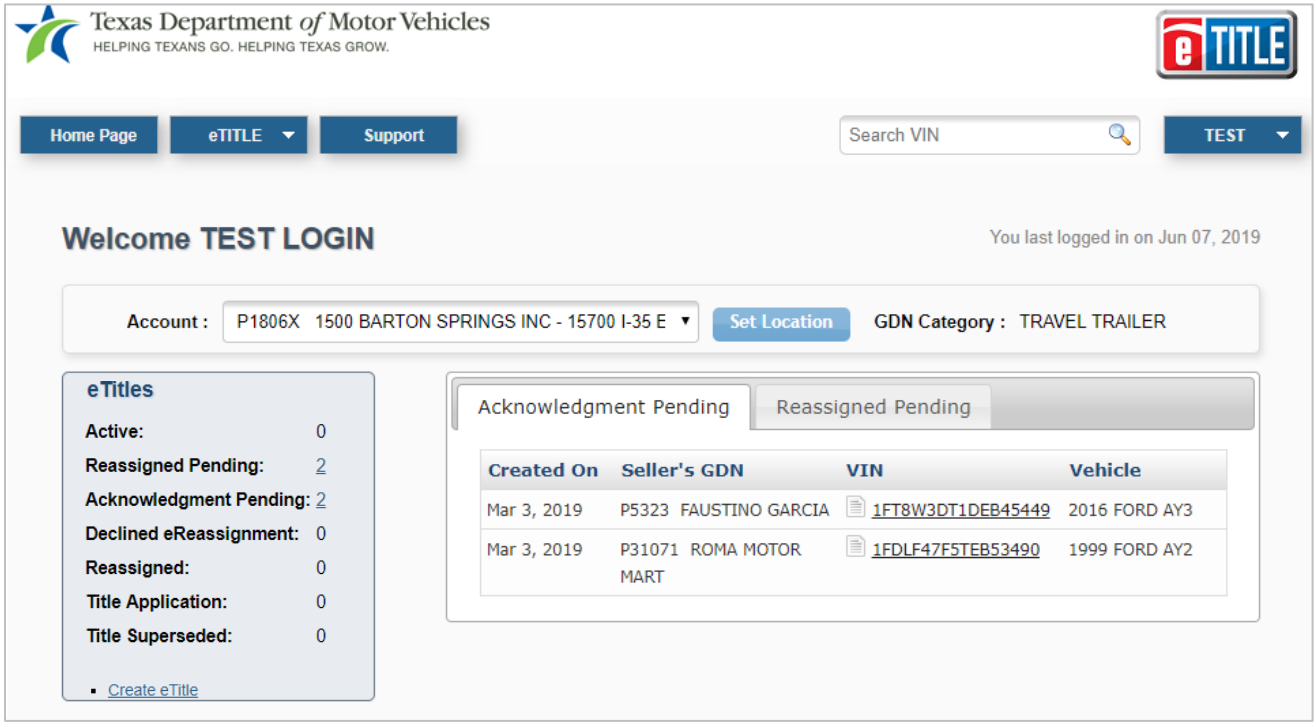
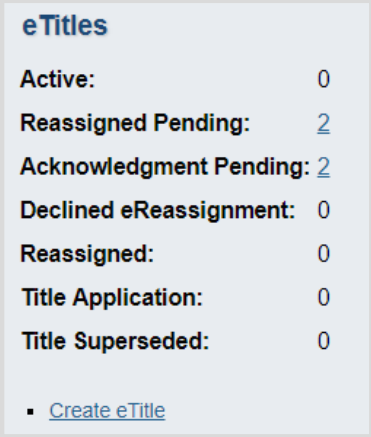
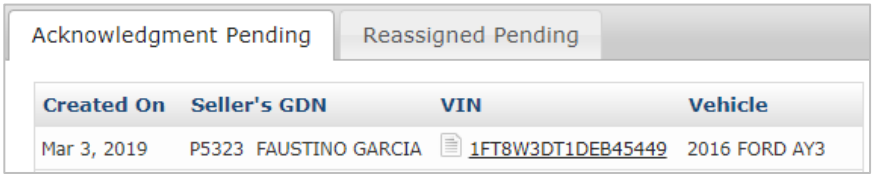
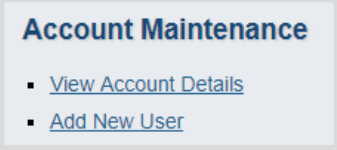


Figure 4: User Home Page

The home page includes the features and functions shown in the following table.

Table 1: Home Page Features and Use

Feature/Function	Use
Navigation Tabs	 Tabs at the top of the page for navigation to other pages include: • Home Page – select to return to eTITLE Home Page • eTITLE – select to navigate to the *Create eTitle* page or the *eTitle Inventory* page • Administration – select to navigate to the *Account Details* page • Support – select to navigate to the *User Support* page **NOTE:** The Administration tab only appears for administrators.
Search Function	This data entry field is used to search for vehicle identification numbers.
Username Drop-down	Identifies the current user and provides a drop-down menu with these options: • Change Password • Logoff Application • Switch to webDEALER or eTAG applications
Account Location Selector	 A drop-down menu that lists available dealer locations.

Feature/Function	Use
eTitles Activity Box	 This section of the Home Page lists the status and number of eTitles in queue. Statuses include: • Active • Reassigned Pending • Acknowledgment Pending • Declined eReassignment • Reassigned • Title Application • Title Superseded If there are eTitles in any of the categories, a hyperlink is active to navigate to a list. The activity box also includes a hyperlink to navigate to the *Create eTitle* page.
eTitle Status Tabs	 Tabs that display the 10 most recent eTitles in the corresponding statuses.
Account Maintenance Menu	 This menu appears on the home page only for administrators and includes these two options: • View Account Details – select to navigate to the *Account Details* page • Add New User – select to navigate to the *Add New User* page

4 Setting eTITLE Permissions

Administrators set up in webDEALER will be administrators in eTITLE. Administrators will have all eTITLE permissions and the ability to manage eTITLE Permissions for users. Permissions include:

- Viewing the eTitle inventory
- Creating/editing an eTitle
- Reassigning an eTitle
- Processing a pending reassignment
- Converting an eTitle to a paper title

4.1 Viewing Account and User Details

To view account details, an administrator should follow these steps.

1. On the eTITLE home page, use the ***Account*** drop-down menu to select an available account.
2. Select the **Set Location** button.

3. Select **View Account Details** from the Account Maintenance menu. The *Account Details* page will appear with information related to the selected account, including a list of users who are associated with the account.

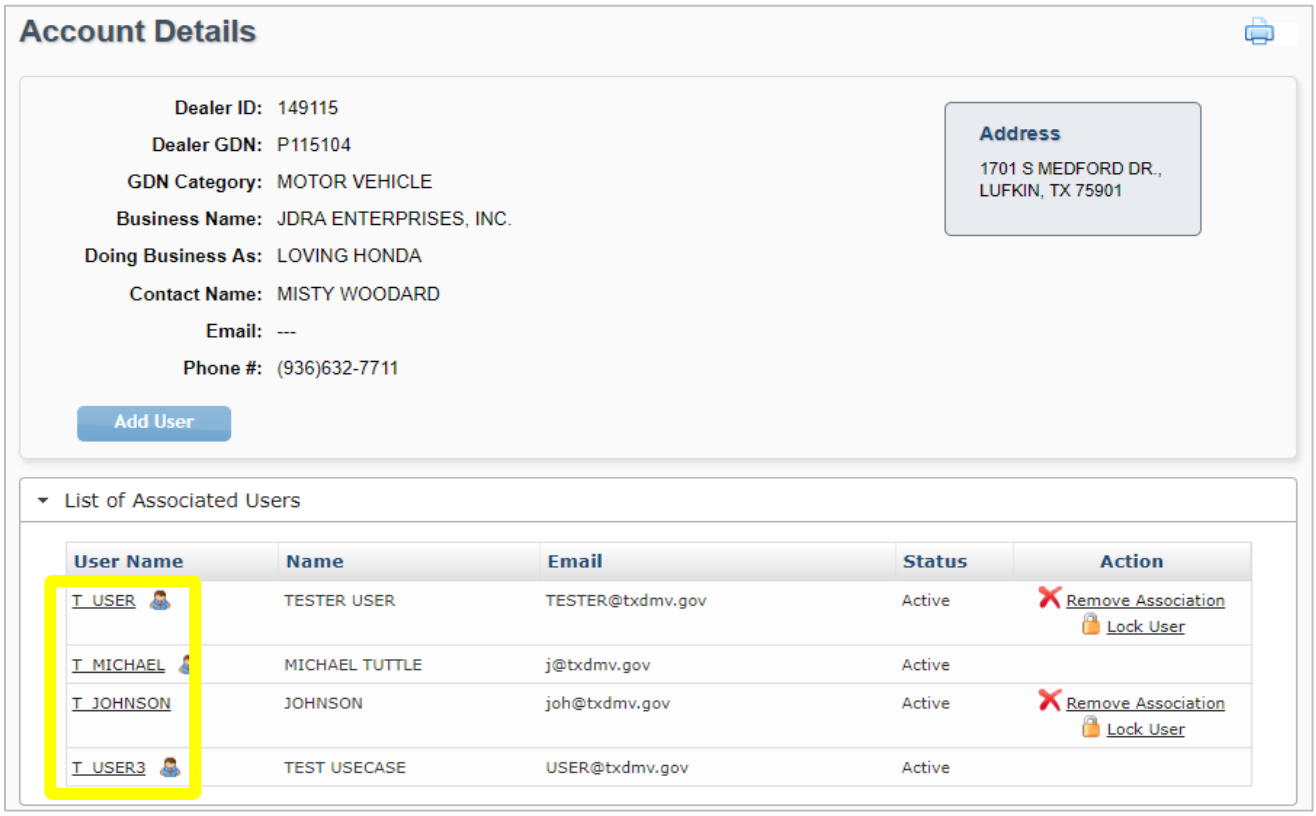


Figure 5: Account Details Page

4. To view detailed information for a user associated with an account, select the User Name hyperlink for a particular user to display the User Details page.

5. A user designated as an administrator in webDEALER at the time the dealer is set up to be active in a county will have the check boxes for all eTITLE permissions checked.

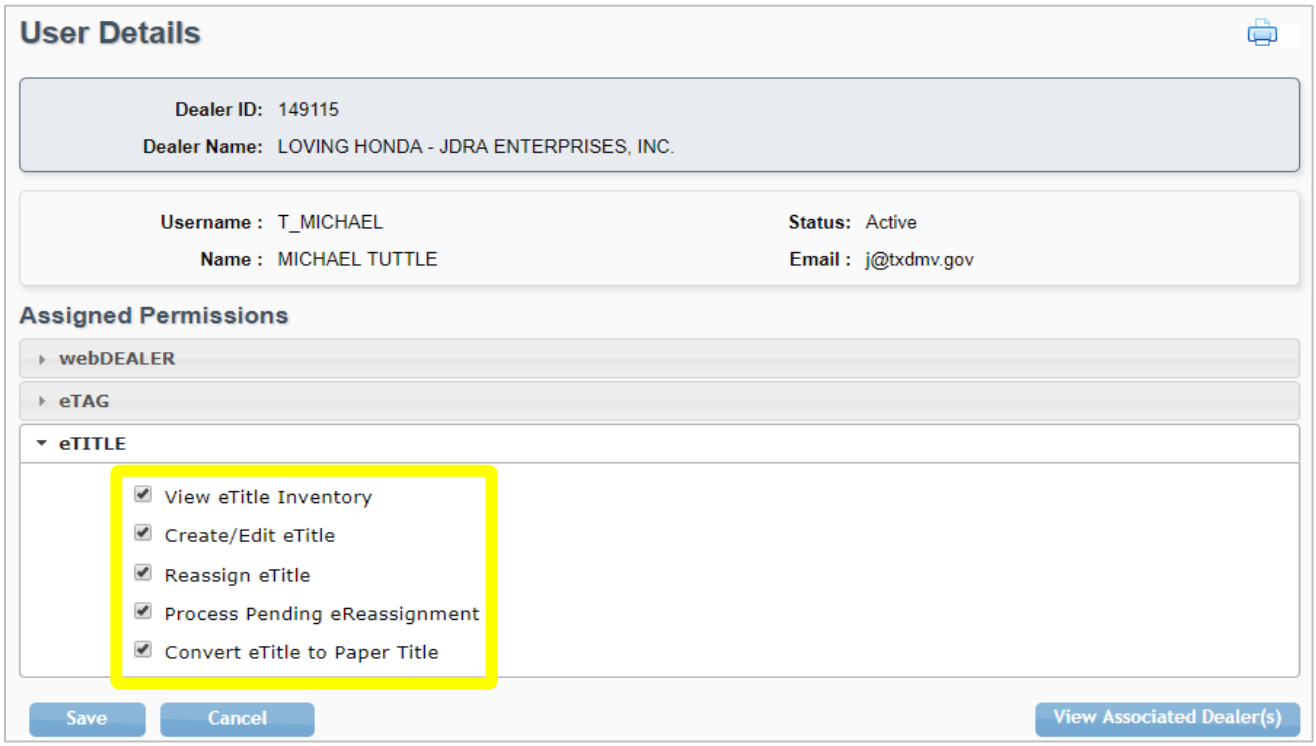


Figure 6: User Details Page with Administrator Permissions

6. A user that is not an administrator will have none of the eTITLE permissions checked. The administrator may assign or unassign any or all permissions for the user using the check boxes.

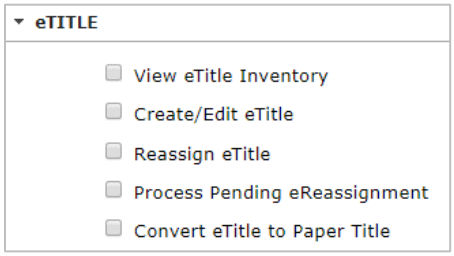


Figure 7: Available User Permissions

7. Select the **Save** button to save user permissions. Select the **Cancel** button to cancel the operation and return to the *Account Details* page.

5 Creating an eTitle

A user (with proper permissions) can create an eTitle Record for an existing paper Texas title or Certified Copy of Texas Title. Once completed, the eTitle is accessible in the dealer's eTitle inventory with an ACTIVE status.

1. From the *eTITLE* home page, navigate to the *Create eTitle* page by selecting the **Create eTitle** hyperlink (in the eTitles Activity Box) or from the eTITLE tab drop-down menu.
2. On the *Create eTitle* page, enter a Vehicle Identification Number (VIN) in the VIN field and select **Search**. The VIN search will check for the vehicle in the Registration and Title System (RTS) and will *return* the vehicle information along with lien information, if applicable.

Figure 8: Create eTitle – VIN Search

An error message will display if the requested VIN:

- Is found on another active eTitle Record; displays error message "An eTitle already exists for this vehicle."
- Does not exist in RTS; displays error message "No record found."
- Has RTS-related hardstops; displays error message "An eTitle cannot be created for this vehicle."
- Has an ELT; displays error message "An eTitle cannot be created for this vehicle."
- Is found on an active Buyer Tag for another dealer; displays error message "Active buyer tag found for another dealer."

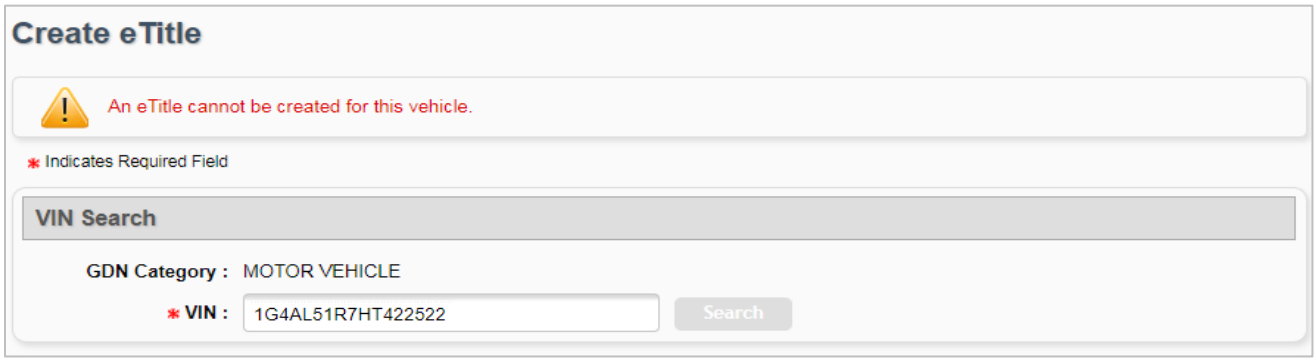


Figure 9: Create eTitle – Error Message Example

3. For a VIN search that returns RTS information with no errors, verify the vehicle information then select **Proceed**. Select **Cancel** to return to the *eTitle Inventory* page.

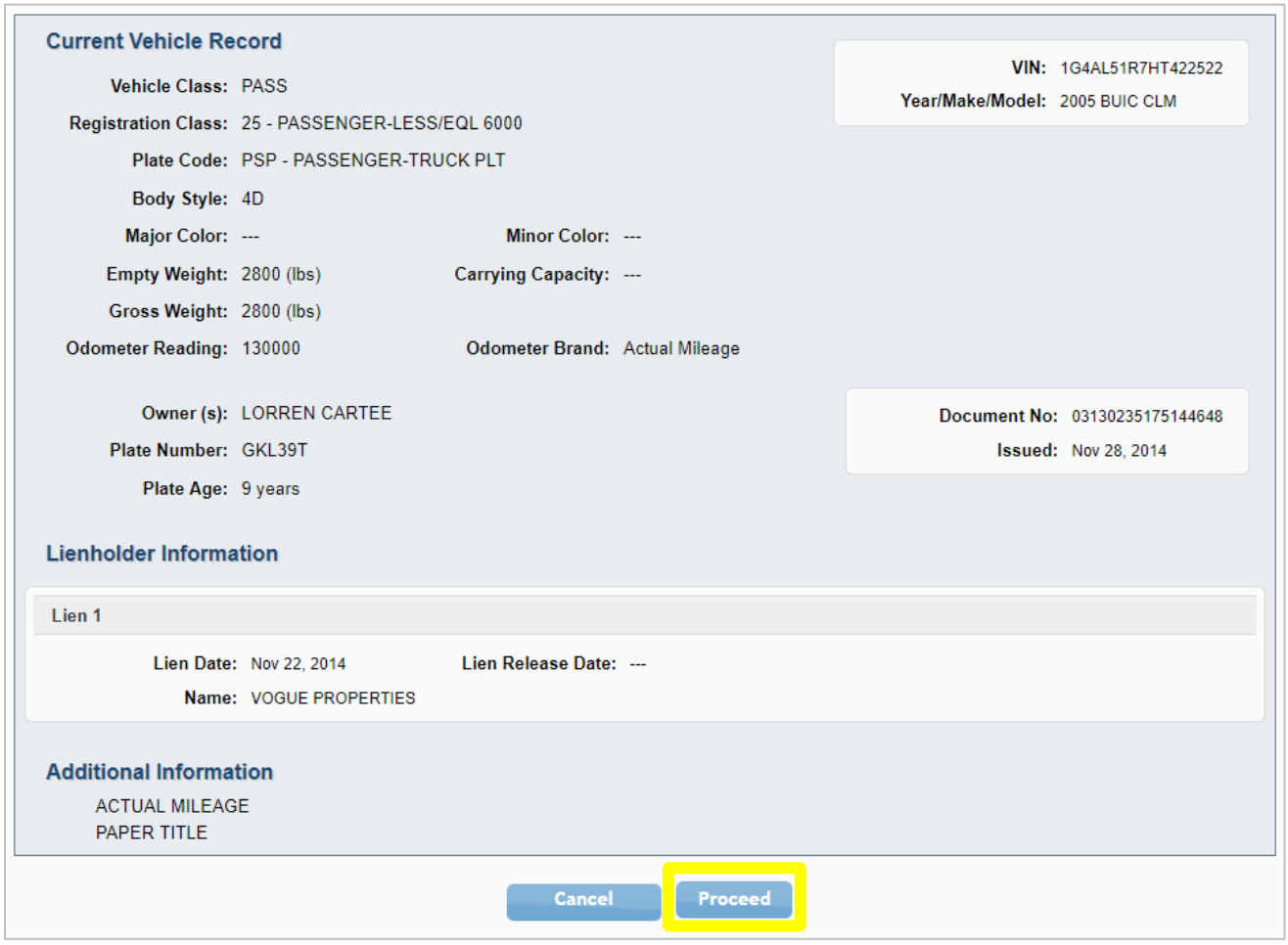


Figure 10: Create eTitle – Current Vehicle Record

NOTE: Brands and remarks will only be shown if present on the record. Lienholder Information will only be shown if there is a lien on the record.

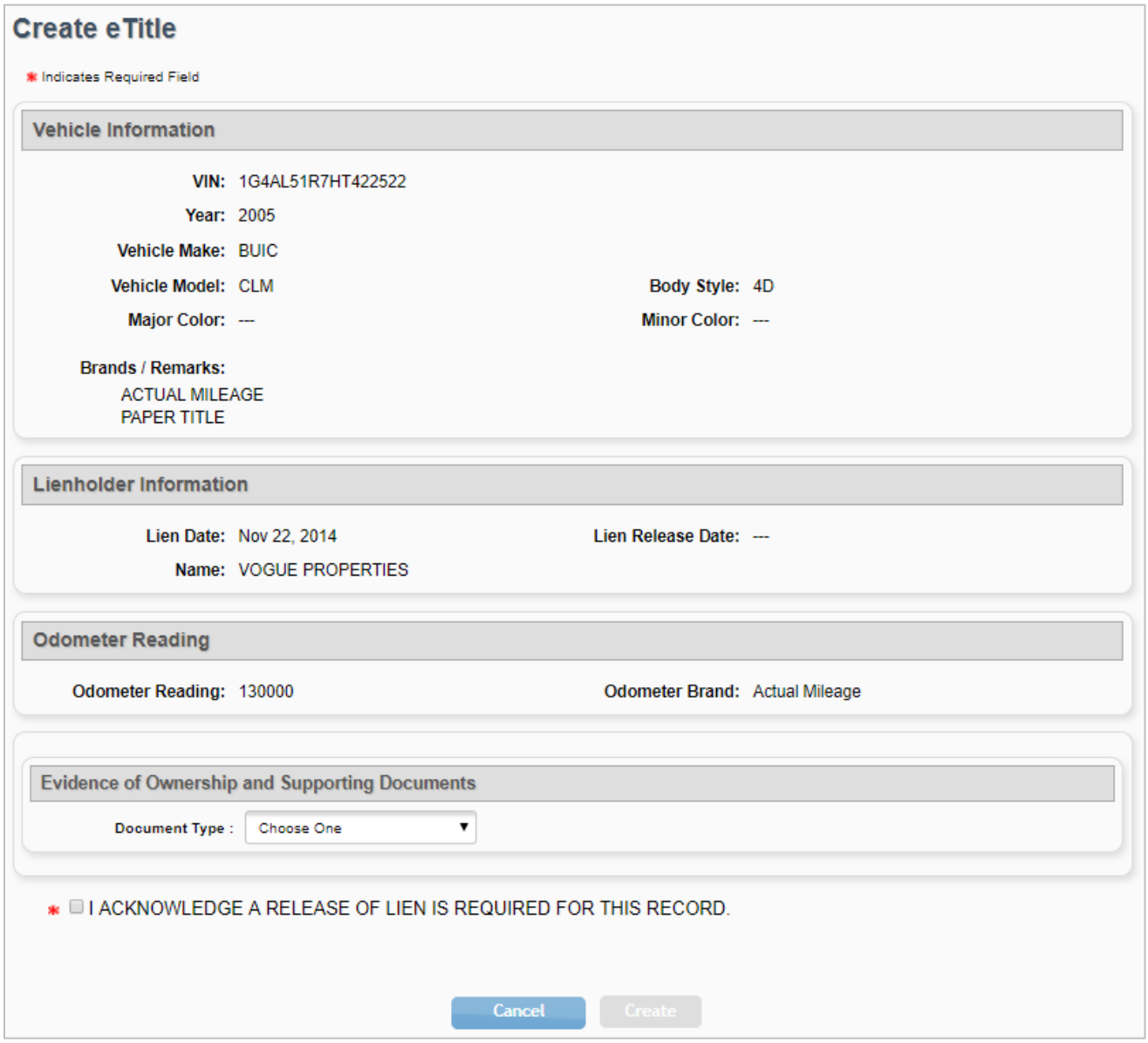


Figure 11: Create eTitle – Vehicle and Lienholder Information, Odometer Reading, and Evidence of Ownership

4. To enter evidence of ownership, select a document type from the Document Type drop-down menu. Document type options include:
   - Texas Title
   - Certified Copy of Texas Title

NOTE: Only a paper Texas title or Certified Copy of Texas Title can be used to create an eTitle for subsequent transfer.

NOTE: The evidence of ownership and supporting documents can be uploaded as a single PDF or as multiple individual files. The single file upload capability is available for all eTitle records. To upload a single PDF, you must first scan the multiple documents into a single PDF.

5. When a document type is selected, the Document Upload option will display. Multiple documents may be uploaded using this function.

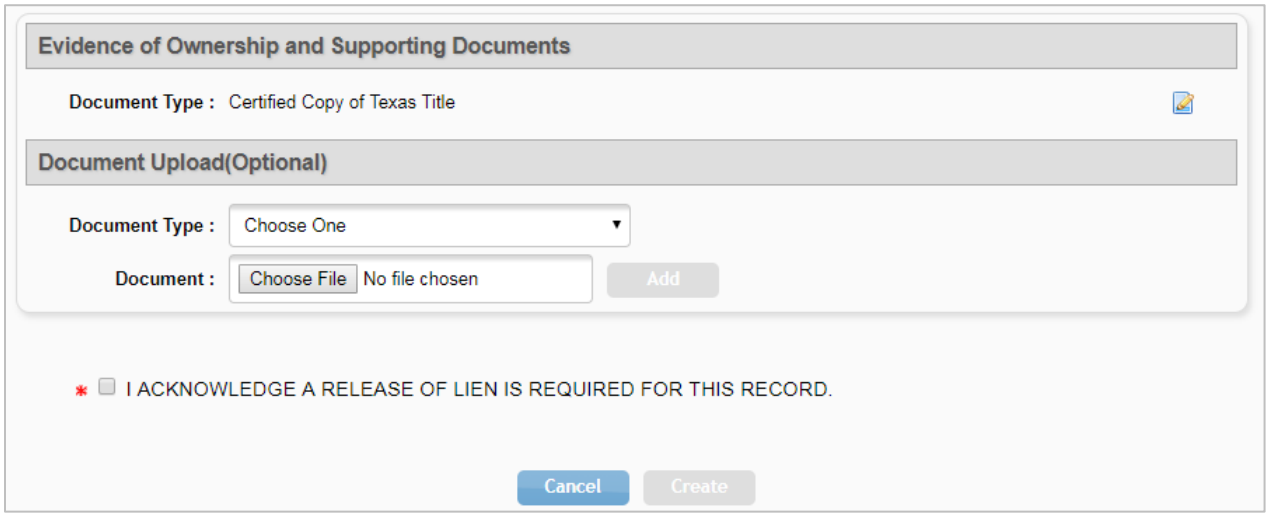


Figure 12: Document Upload Option

6. Choose a file to upload by selecting **Choose File**.
7. Navigate to and select the appropriate file, then select **Add**.
8. Check the box labeled “I ACKNOWLEDGE A RELEASE OF LIEN IS REQUIRED FOR THIS RECORD.” The **Create** button is then enabled.
9. Select Create to display the new eTitle Record, which shows vehicle information and any uploaded evidence of ownership or other supporting documents. Select Cancel to return to the eTitle Inventory page.

NOTE: This checkbox will only be shown if there is a lien on the record.

10. Select one of the available options at the bottom of the eTitle Record.

Figure 13: eTitle Record

5.1 Adding Evidence of Ownership or Supporting Documents

1. Additional Evidence of Ownership or Supporting Documents may be uploaded by selecting the **Edit** icon on the *eTitle Record* page.

Figure 14: Edit Evidence of Ownership and Supporting Documents Icon

2. Documents that appear in the list may be viewed or deleted by selecting either the **View** button/hyperlink or the **Remove** button/hyperlink.
3. The Evidence of Ownership type may be changed by selecting the **Edit** icon.

4. Additional supporting documents may be uploaded by choosing a Document Type from the drop-down list and selecting the **Choose File** button.

NOTE: The Upload Complete Transaction option only appears in the initial drop-down list. Once any other single document has been uploaded, the Upload Complete Transaction option is not offered.

5. Select the **Add** button to upload the chosen file. Each document is shown at the top of the page as it is uploaded.
6. Select the **Save** button to return to the *eTitle Record* page.

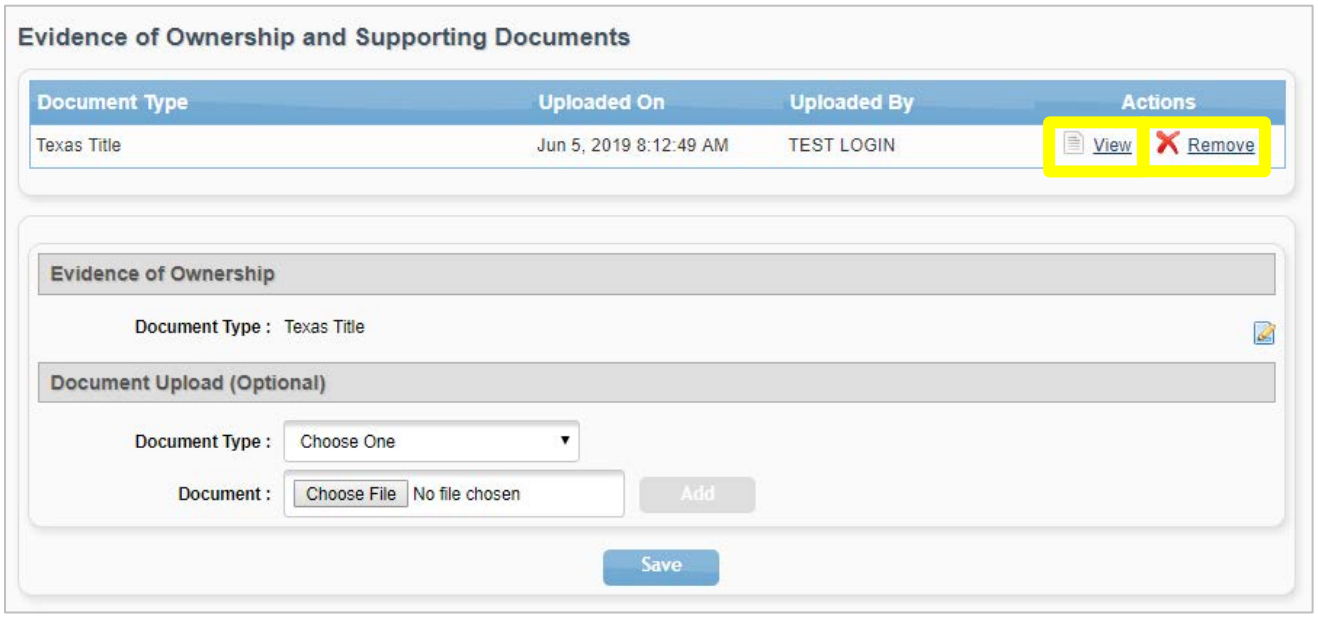


Figure 15: Evidence of Ownership and Supporting Documents

5.2 Releasing ELT to eTITLE

When paying off the lien on a trade in, you must request the ELT lienholder send the title to you electronically. You will need to provide the lienholder your general distinguishing number and webDEALER Dealer ID, which is located in the Account Details section of webDEALER. An eTitle Record will be automatically created for the dealer when the lien is released. The eTitle Record will be in ACTIVE status. The Evidence of Ownership type for these eTitle records will be set to Texas eTitle. At least one supporting document must be uploaded before any other action is taken on the record. Refer to Section 6.1 for more information on the upload process.

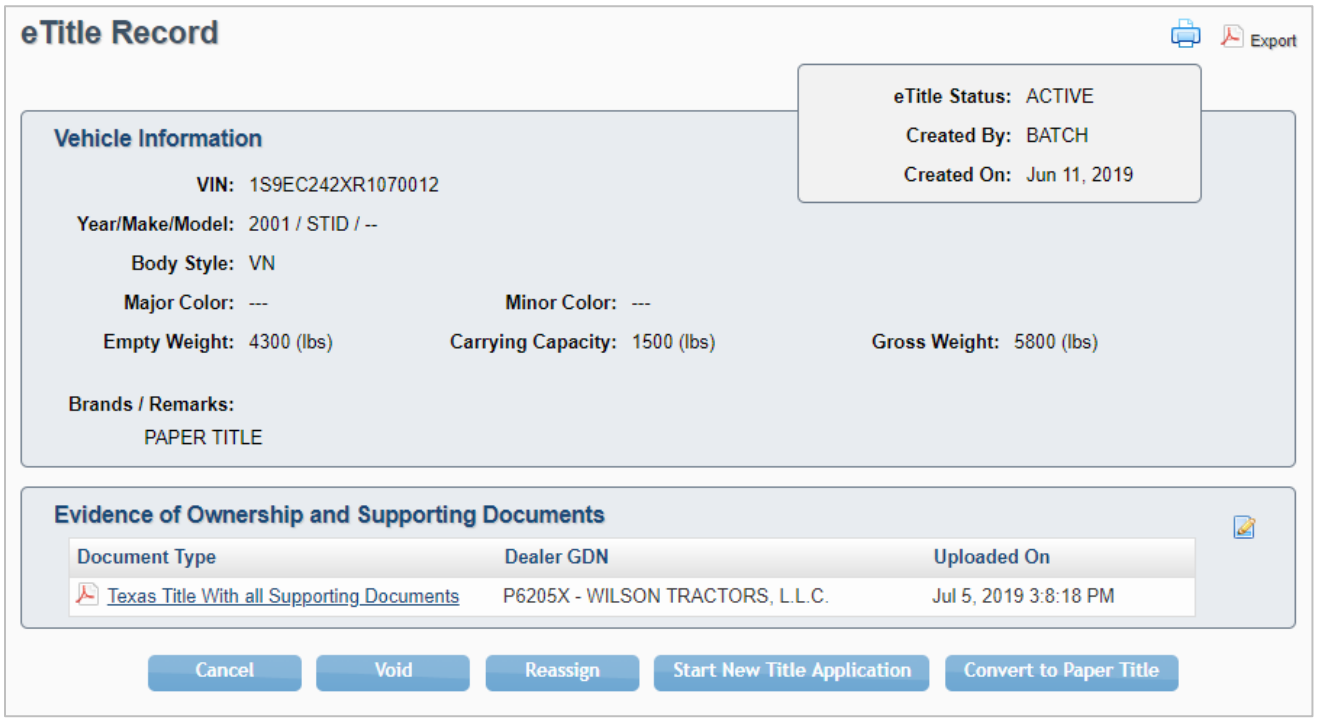


Figure 16: Evidence of Ownership and Supporting Documents

6 Viewing the eTitle Inventory

A user can view their eTitle Inventory based on the status of the eTitle.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the corresponding hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.

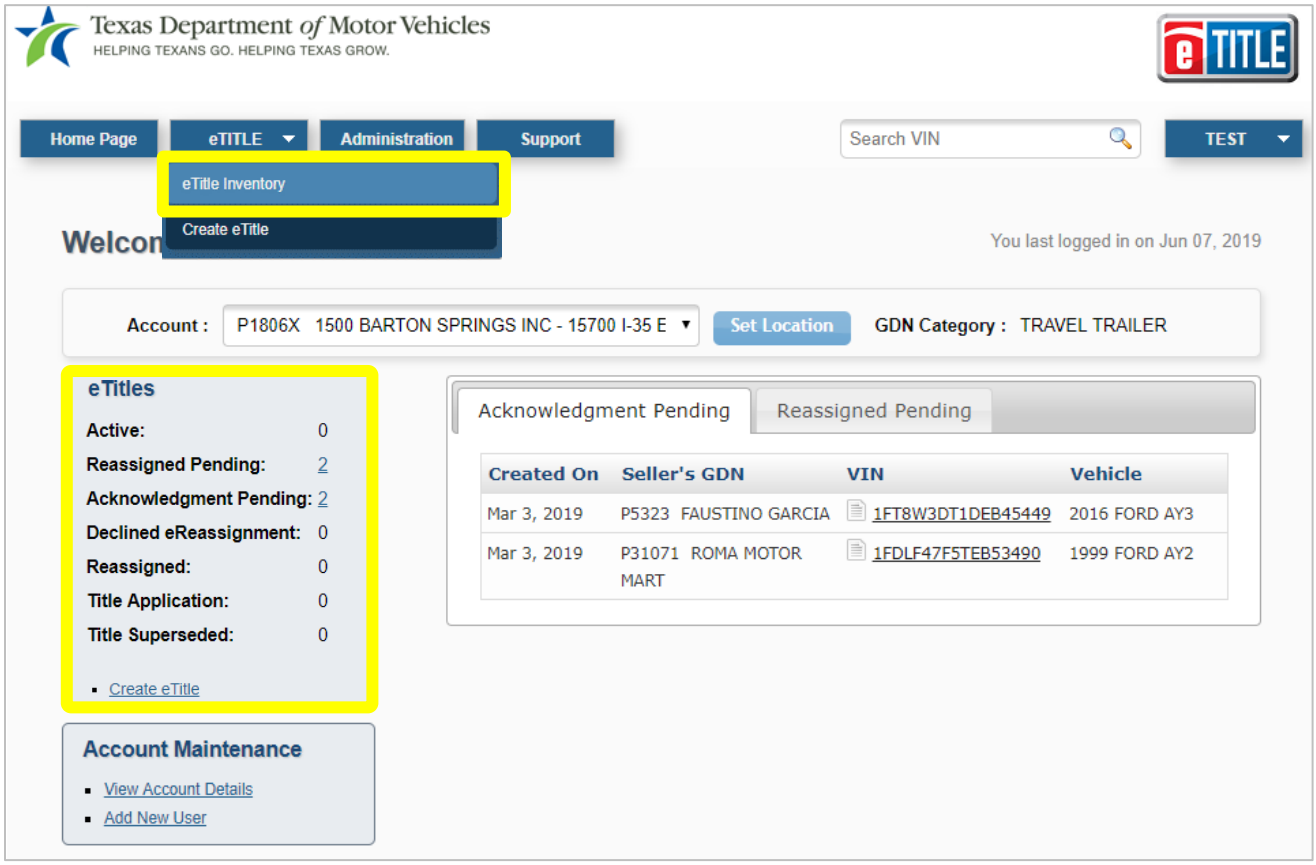


Figure 17: eTITLE Home Page – Options for Accessing eTitle Inventory

2. Use the search filters to search for eTitle Records by Type, Status, or Activity Date range. On initial display, the *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Other status options:
   - Reassigned Pending
   - Acknowledgment Pending
   - Reassigned
   - Voided
   - Title Application
   - Title Superseded
3. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of VIN hyperlinks to display the *eTitle Record* page.

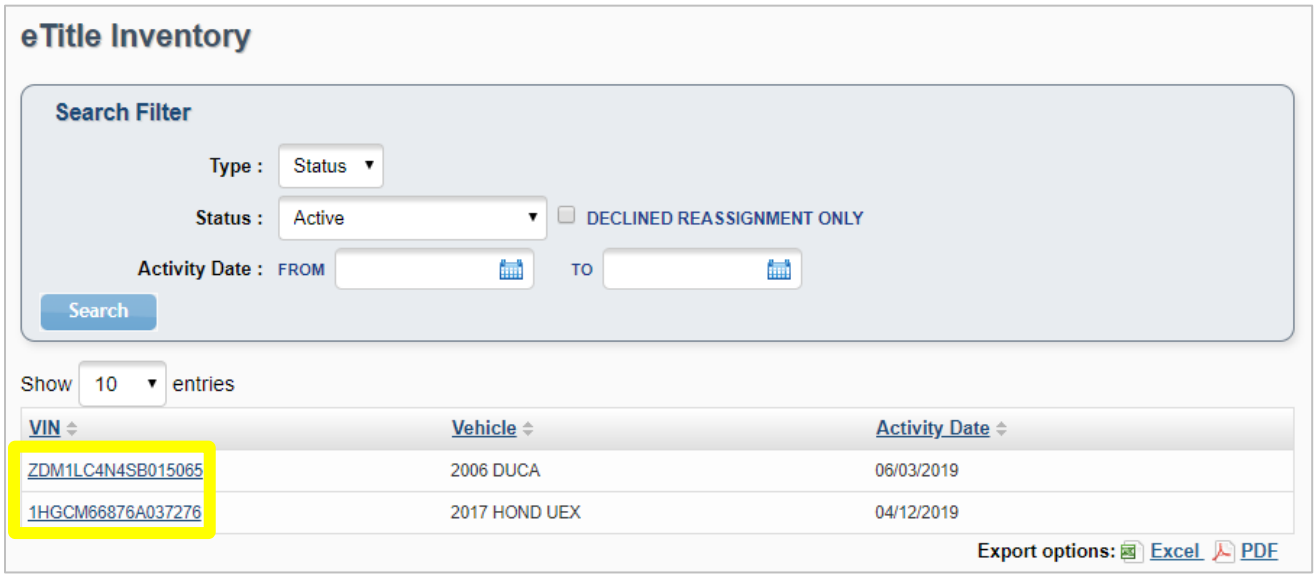


Figure 18: eTitle Inventory – VIN Hyperlinks Highlighted

4. Select Type and enter a VIN to produce a search result that includes Vehicle, Activity Date, and Status information.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the purchasing dealer.

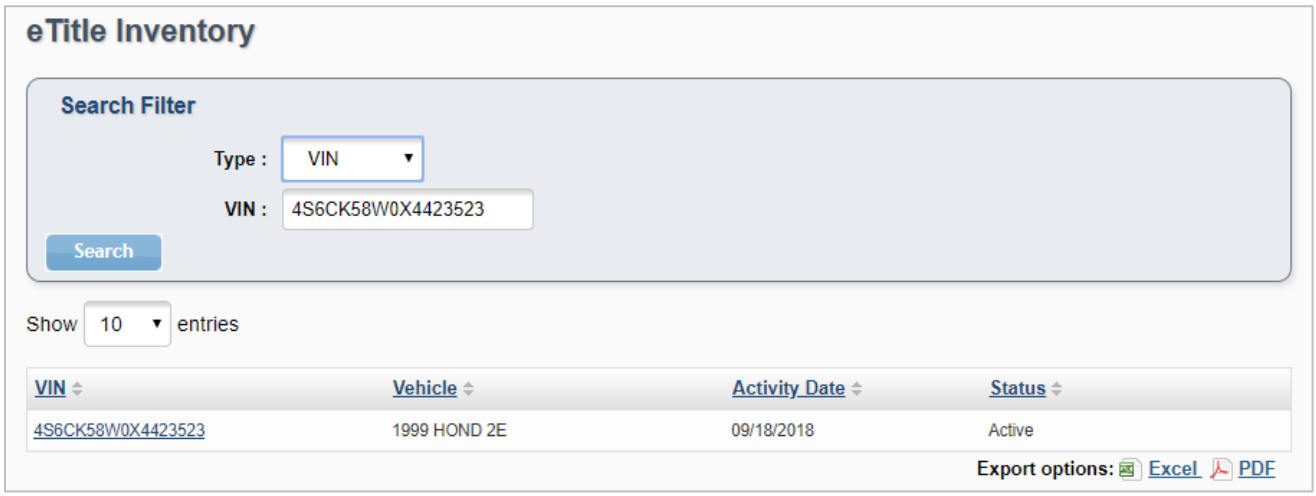


Figure 19: eTitle Inventory – Search Results Using VIN as Type

5. eTitle Inventory viewing options differ based on the status of the selected eTitle Record.

NOTE: The eTitle Inventory may be exported as an Excel file or as a PDF file. Select either the **Excel** button/hyperlink or the **PDF** button/hyperlink at the bottom right of the screen.

6.1 Reassigned Pending eTitle Inventory Status

Initiating a search using the REASSIGNED PENDING status returns results that include VIN, Vehicle information, Purchasing Dealer GDN, Purchasing Dealer Name, and Activity Date. eTitles in this status have had a reassignment to another dealer, but have not been accepted by the purchasing dealer.

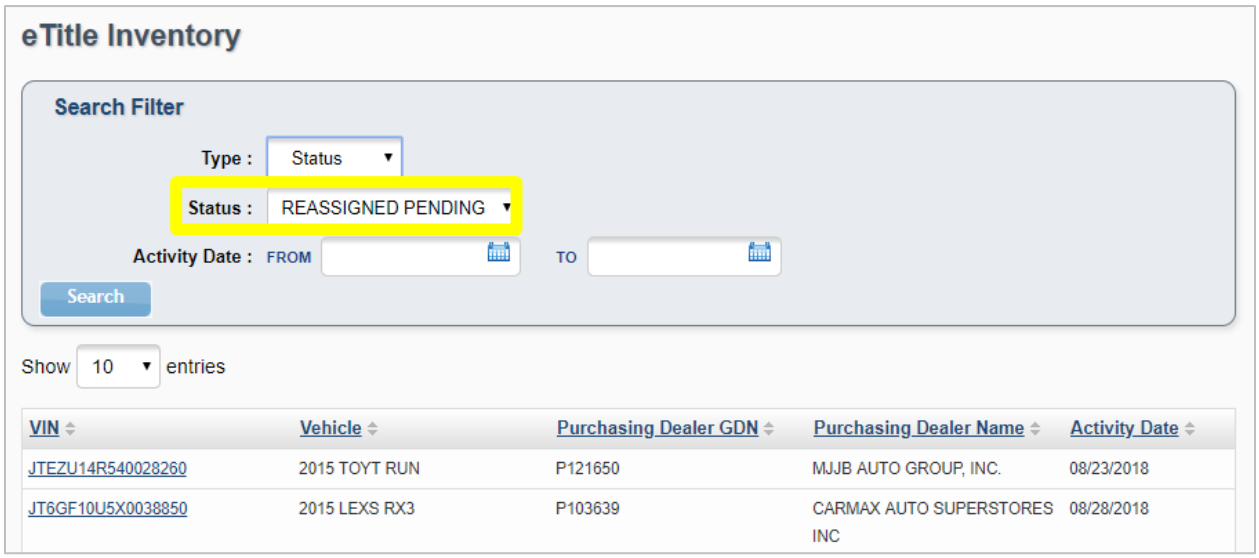


Figure 20: eTitle Inventory – Reassigned Pending Status

6.2 Reassigned eTitle Inventory Status

Initiating a search using the REASSIGNED status returns results that include VIN, Vehicle information, Purchasing Dealer GDN, Purchasing Dealer Name, and Activity Date. eTitles with this status have been reassigned to the purchasing dealer.

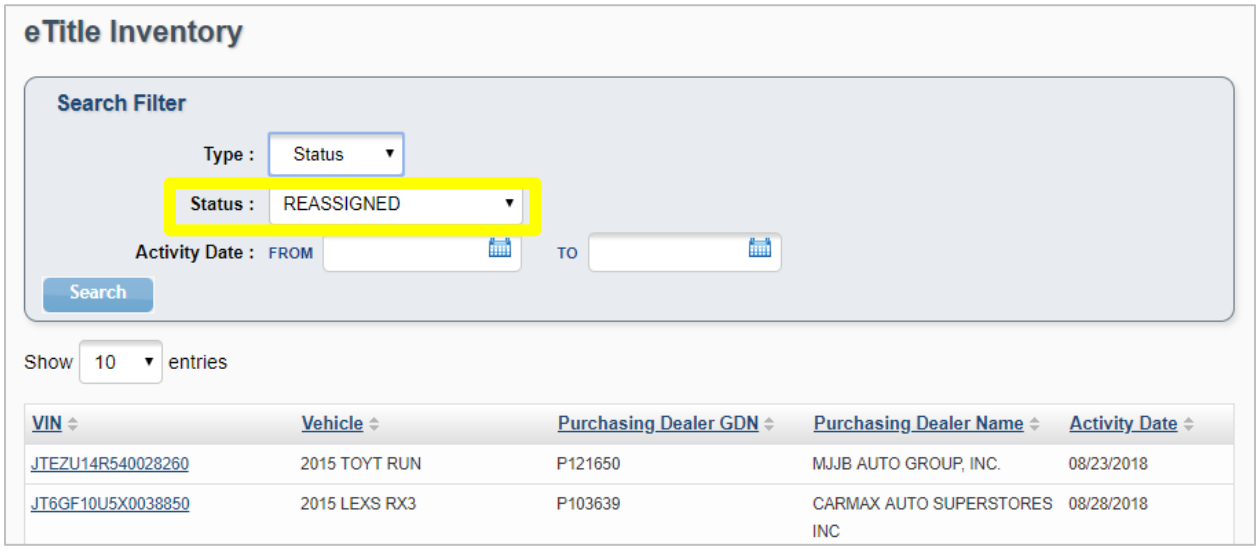


Figure 21: eTitle Inventory – Reassigned Status

6.3 Acknowledgment Pending eTitle Inventory Status

Initiating a search using the ACKNOWLEDGMENT PENDING status returns results that include VIN, Vehicle information, Selling Dealer GDN, Selling Dealer Name, and Activity Date. eTitles in this status are in the process of being reassigned from the selling dealer, but are awaiting acknowledgment.

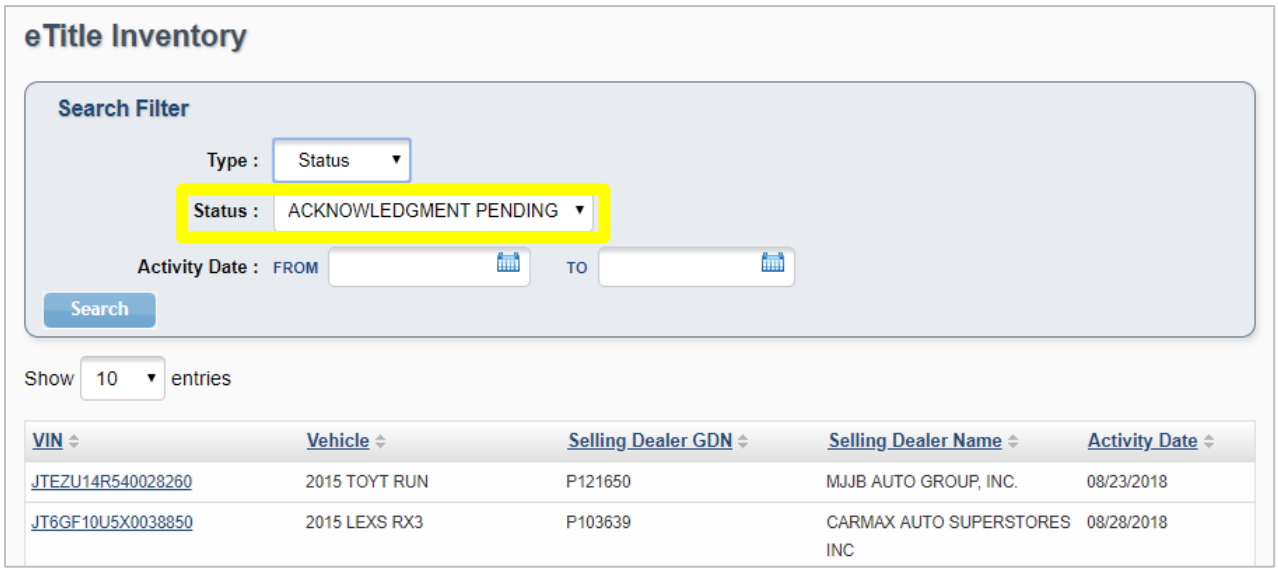


Figure 22: eTitle Inventory – Acknowledgment Pending Status

6.4 Voided eTitle Inventory Status

Initiating a search using the VOIDED status returns results that include VIN, Vehicle information, and Activity Date. eTitles in this status have been voided.

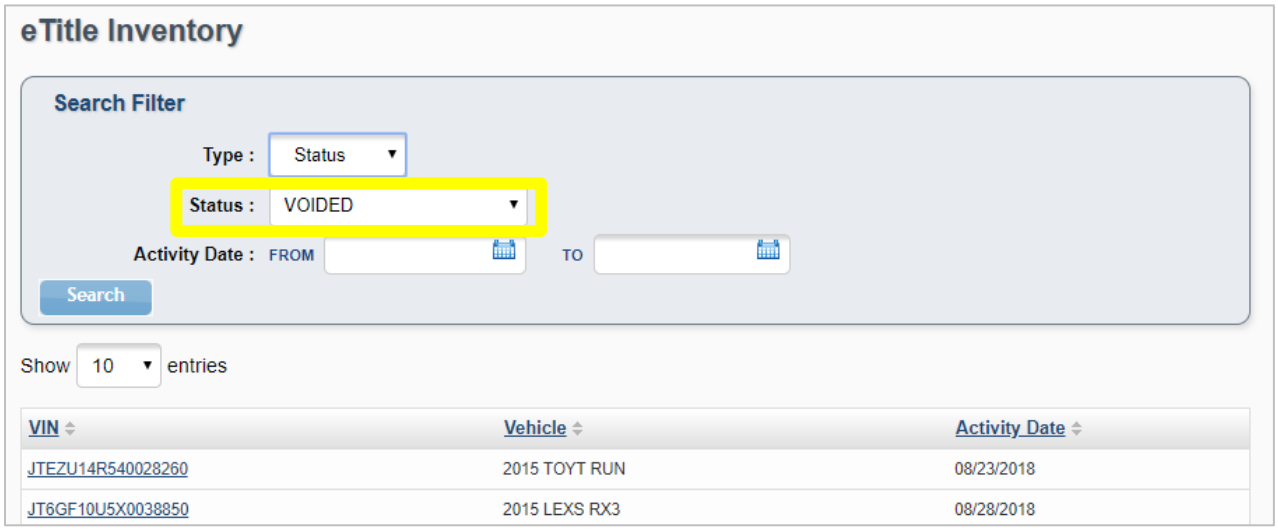


Figure 23: eTitle Inventory – Voided Status

6.5 Title Application eTitle Inventory Status

Initiating a search using the TITLE APPLICATION status returns results that include VIN, Vehicle information, Applicant Name, and Activity Date. eTitles with this status have been converted to webDEALER Title Applications.

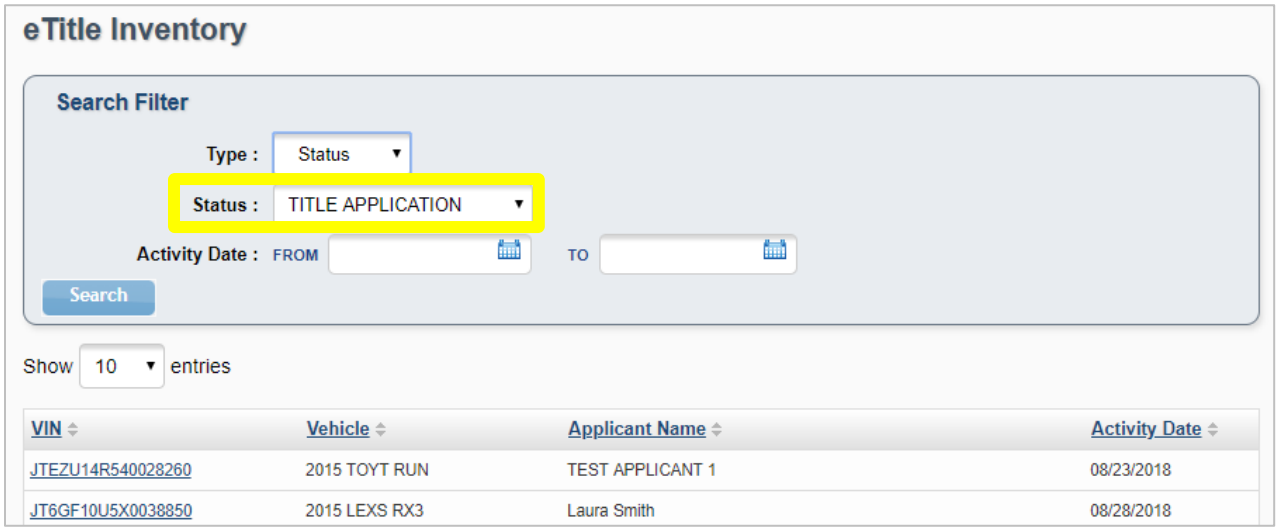


Figure 24: eTitle Inventory – Title Application Status

6.6 Title Superseded eTitle Inventory Status

Initiating a search using the TITLE SUPERSEDED status returns results that include VIN, Vehicle information, and Activity Date. eTitles with this status have been superseded by a more recently issued title through RTS.

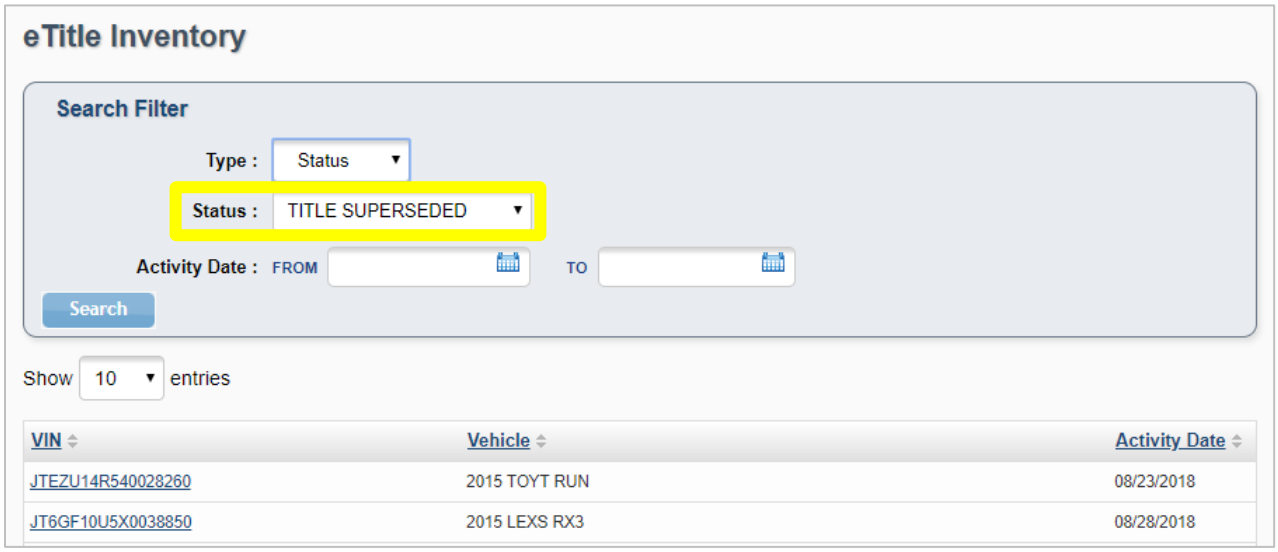


Figure 25: eTitle Inventory – Title Superseded Status

6.7 eTitle Inventory Search with No Results

If no results are found from eTitle Inventory searches, a “No eTitles found” message will appear above the Search Filter section.

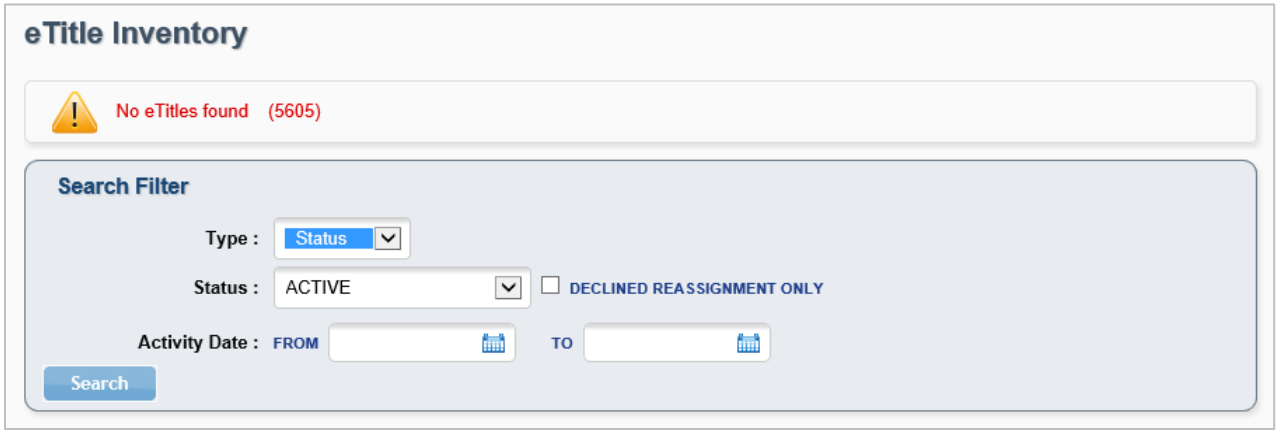


Figure 26: eTitle Inventory Search – No eTitles Found Message

7 Viewing an eTitle Record

A user can view an eTitle Record, showing uploaded documents, reassignments, and eTitle status.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting an active category hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.

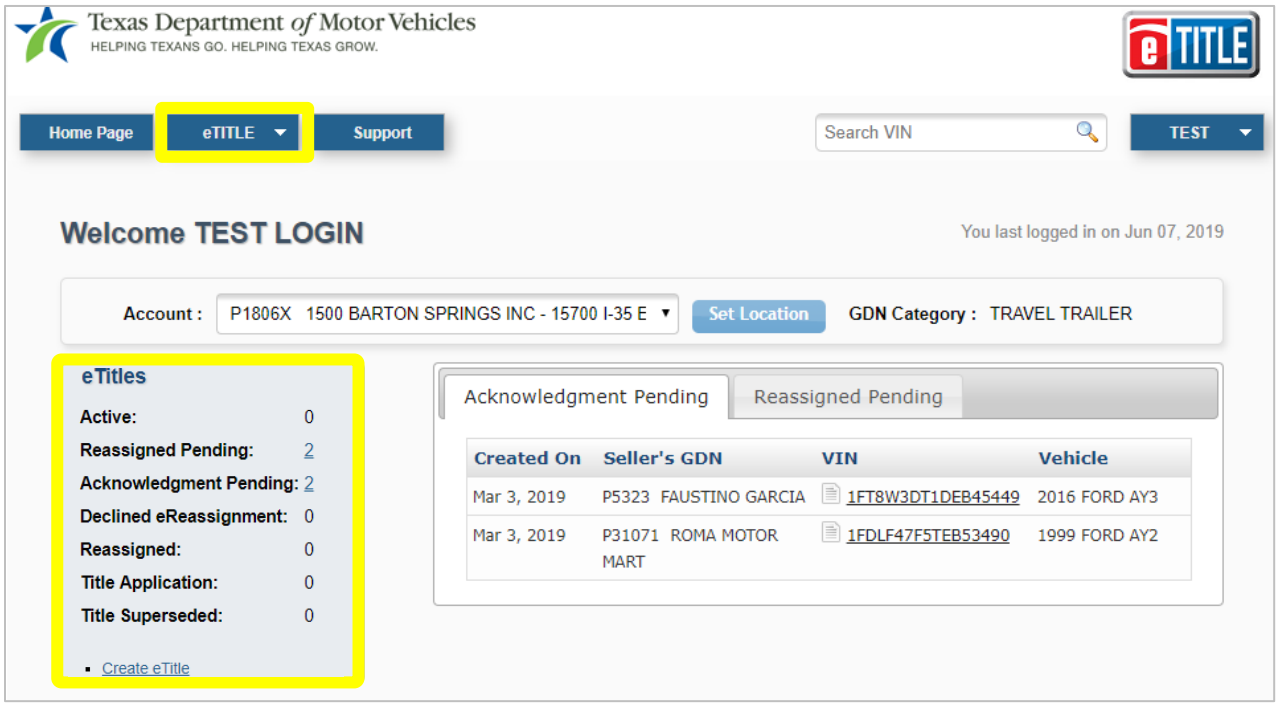


Figure 27: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

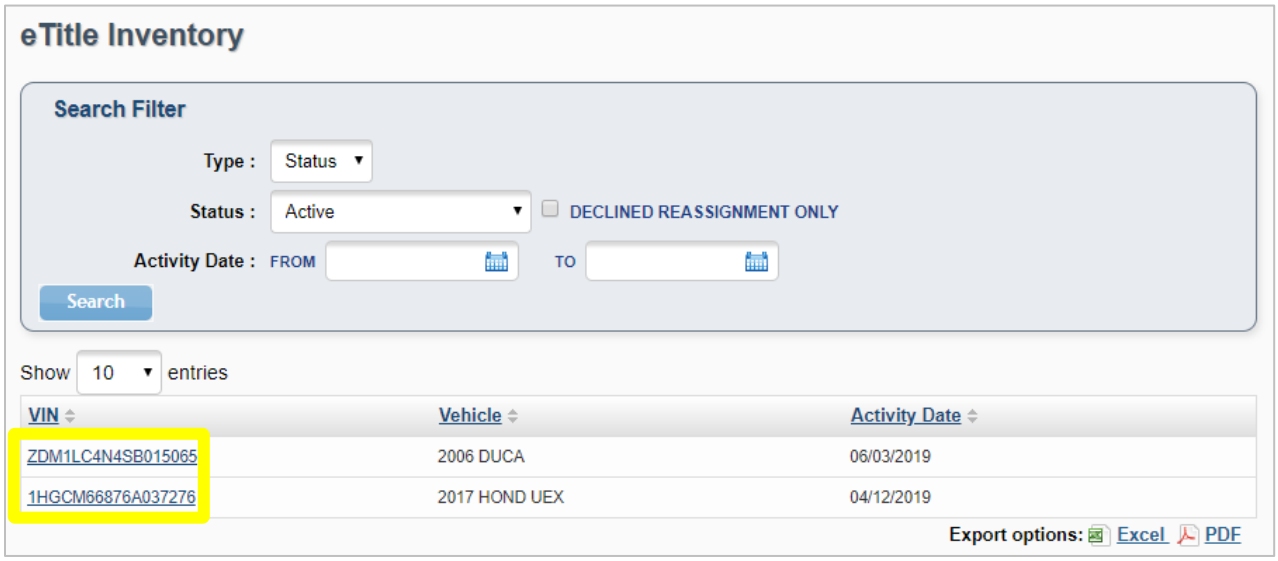


Figure 28: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the Purchasing Dealer.

3. Viewing options differ based on the status of the selected eTitle Record. Select the appropriate option at the bottom of the page.
4. The *Vehicle Information* page for any of the listed VINs is available by selecting the **VIN hyperlink**.

7.1 Active eTitle Record Status

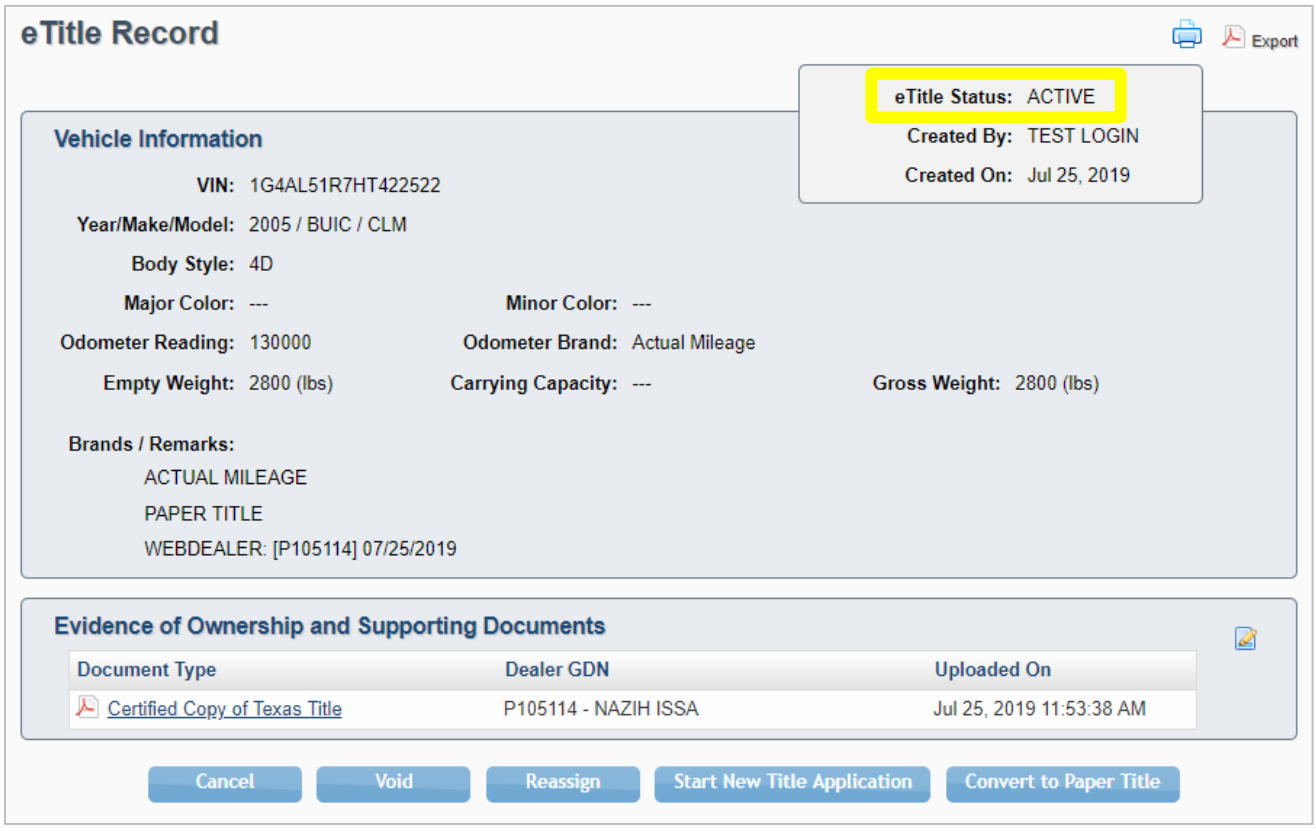


Figure 29: eTitle Record – Active Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Void	Voids the eTitle and updates status to VOIDED (available only if the dealer is the creator of the eTitle without any reassignments and a status of ACTIVE).
Reassign	Starts the reassignment process after validating that the eTitle status is ACTIVE, and the dealer holds the active eTitle.
Start New Title Application	Starts a new title application in webDEALER for the selected eTitle Record (available only if the eTitle status is ACTIVE in the current dealer's inventory).
Convert to Paper Title	Starts Convert to Paper Title application in webDEALER (available only if eTitle status is ACTIVE in the current dealer's inventory).

Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

Texas Department of Motor Vehicles

eTITLE

eTitle Record for VIN: 1G4AL51R7HT422522

Vehicle Information

VIN: 1G4AL51R7HT422522
Year/Make/Model: 2005 / BUIC / CLM
Body Style: 4D
Major Color: --- **Minor Color:** ---
Odometer Reading: EXEMPT **Odometer Brand:** ---
Empty Weight: 2800 (lbs) **Carrying Capacity:** --- **Gross Weight:** 2800 (lbs)
Brands / Remarks:
WEBDEALER: [P105114] 07/25/2019
ACTUAL MILEAGE
PAPER TITLE

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
Certified Copy of Texas Title	P105114 - NAZIH ISSA	Jul 25, 2019 11:53:38 AM

Figure 30: Sample PDF Export of eTitle Record

7.2 Reassigned Pending eTitle Record Status

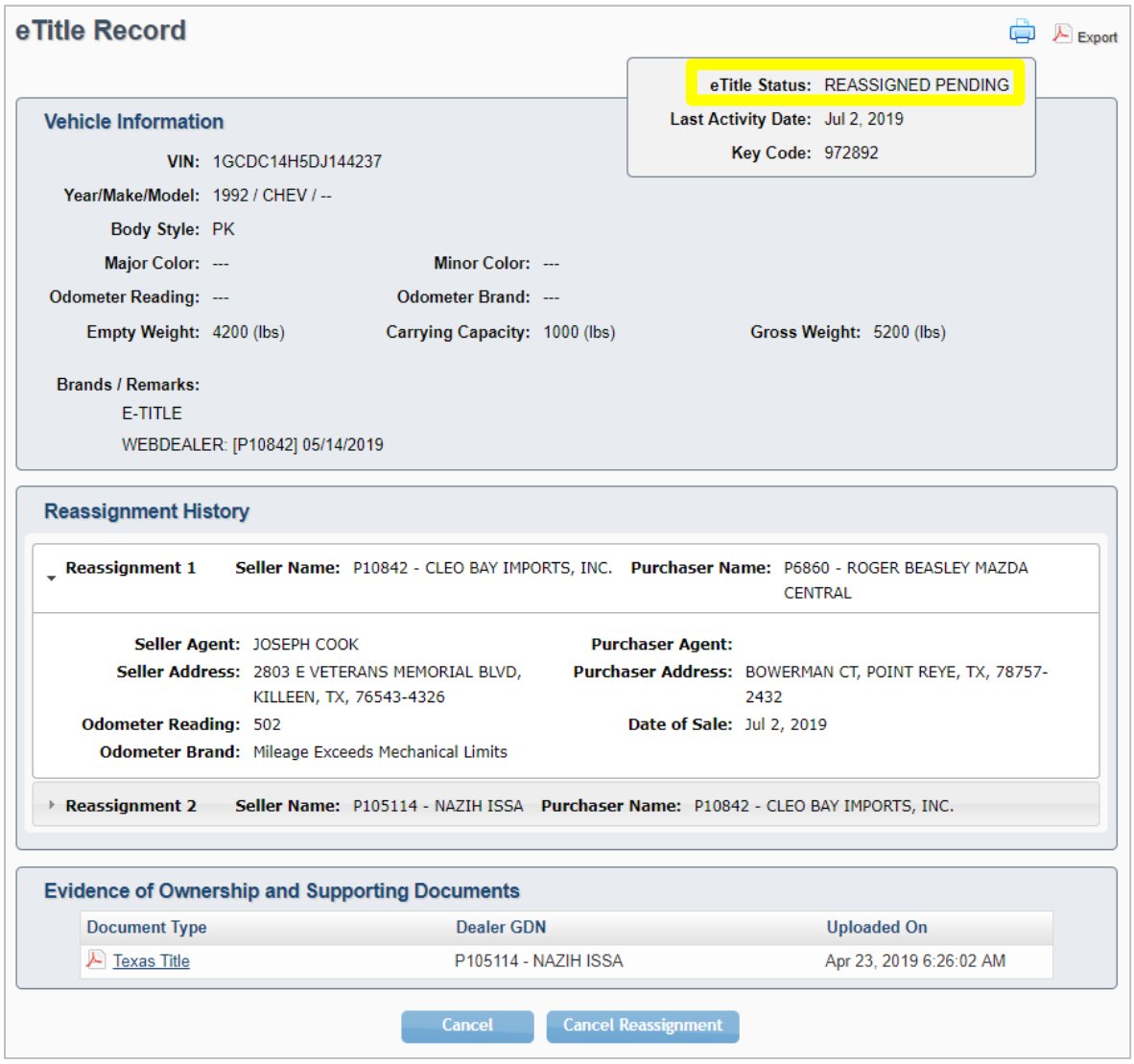


Figure 31: eTitle Record – Reassigned Pending Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Cancel Reassignment	Cancels the reassignment. The status of the eTitle will revert back to ACTIVE.
Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

NOTE: The Key Code is displayed on the page.

7.3 Acknowledgment Pending eTitle Record Status

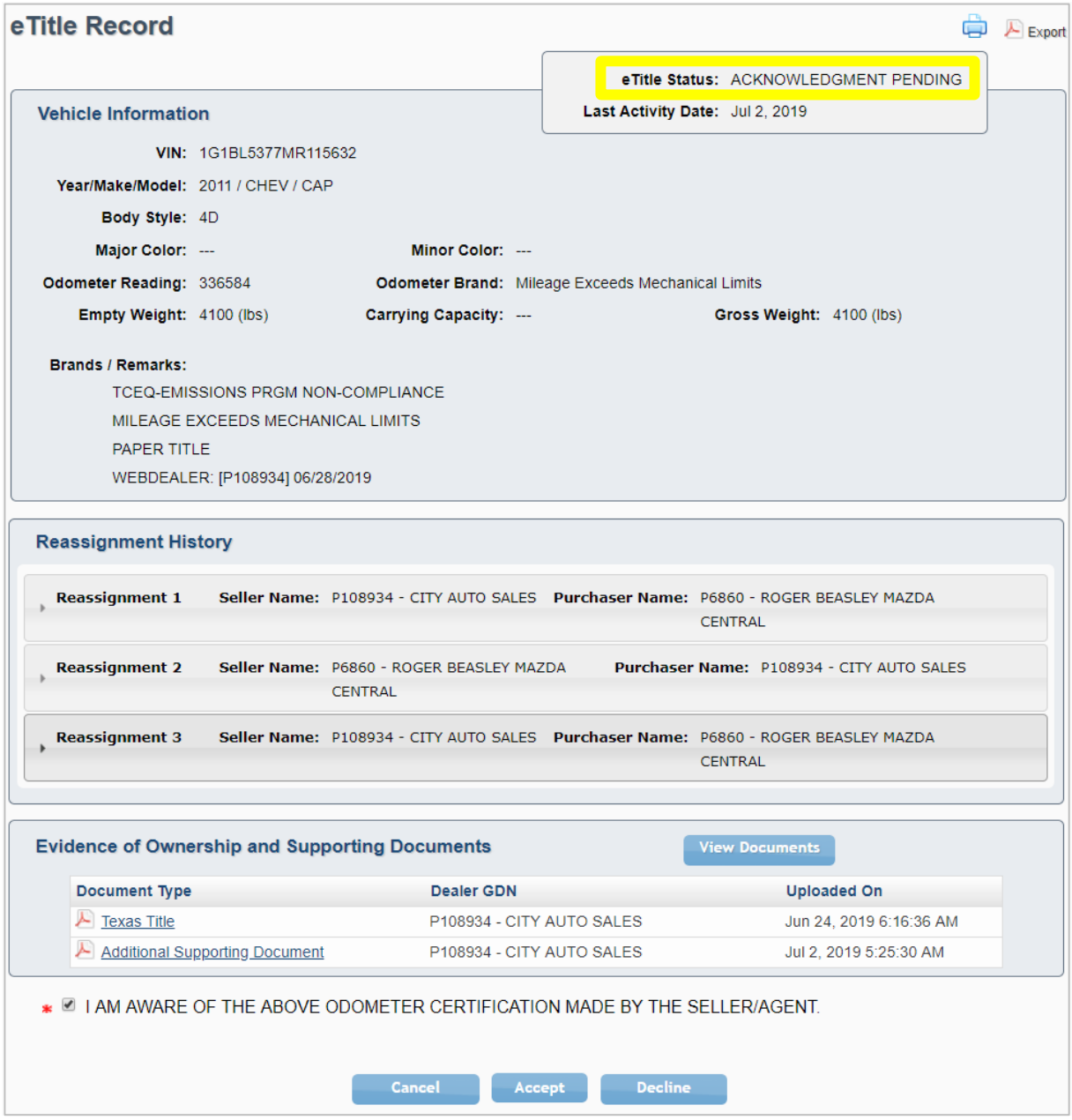


Figure 32: eTitle Record – Acknowledgment Pending Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Accept	Accepts the reassignment.
Decline	Declines the reassignment.

NOTE: Key Code must be entered to view this page. Refer to Section 10 of this guide for more information on acknowledging reassignment of an eTitle.

7.4 Voided eTitle Record Status

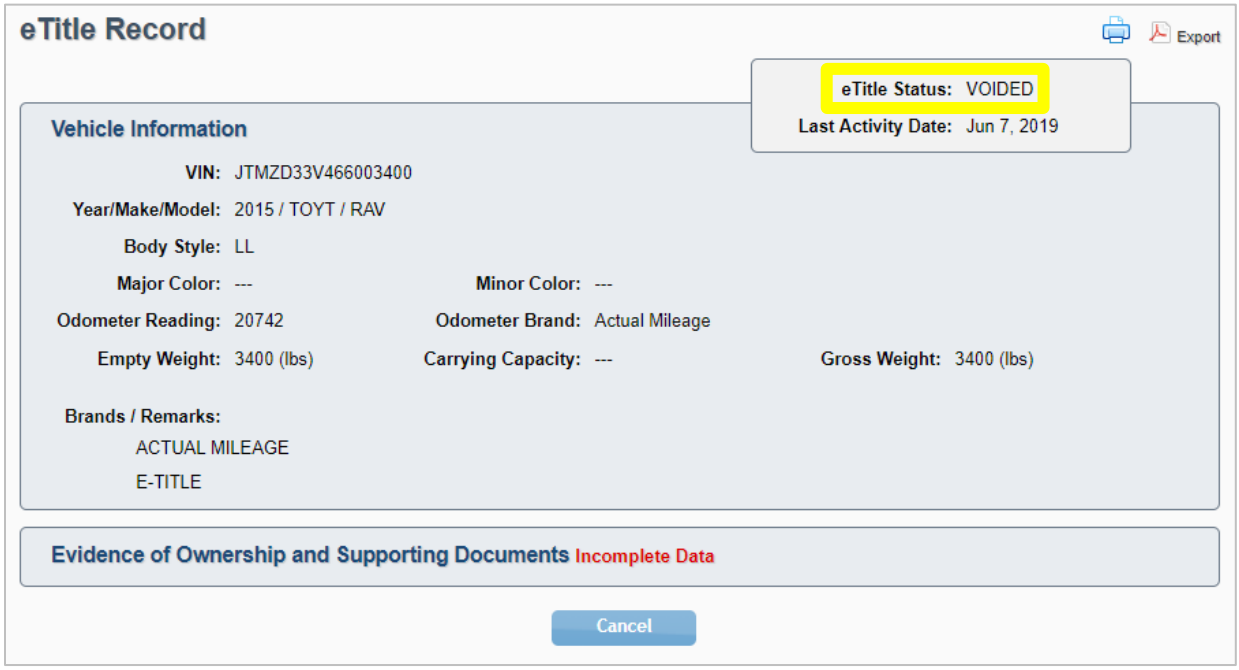


Figure 33: eTitle Record – Voided Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

7.5 Title Application eTitle Record Status

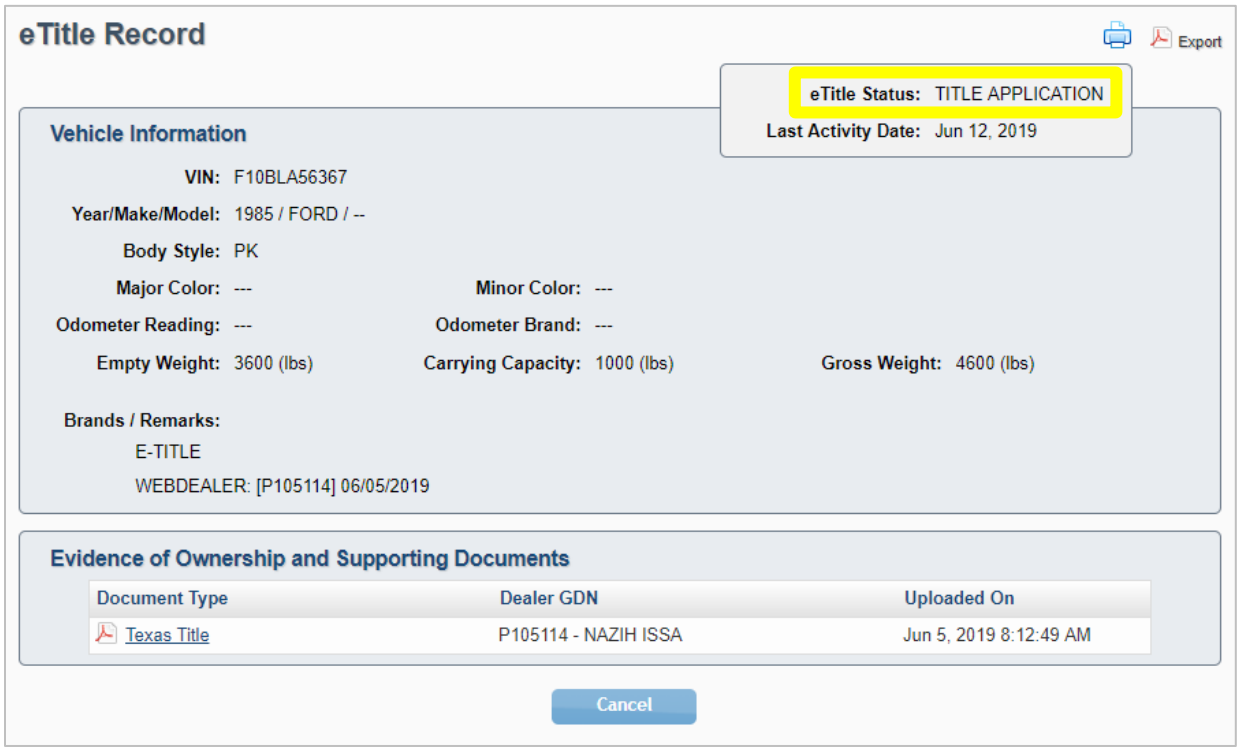


Figure 34: eTitle Record – Title Application Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

7.6 Title Superseded eTitle Record Status

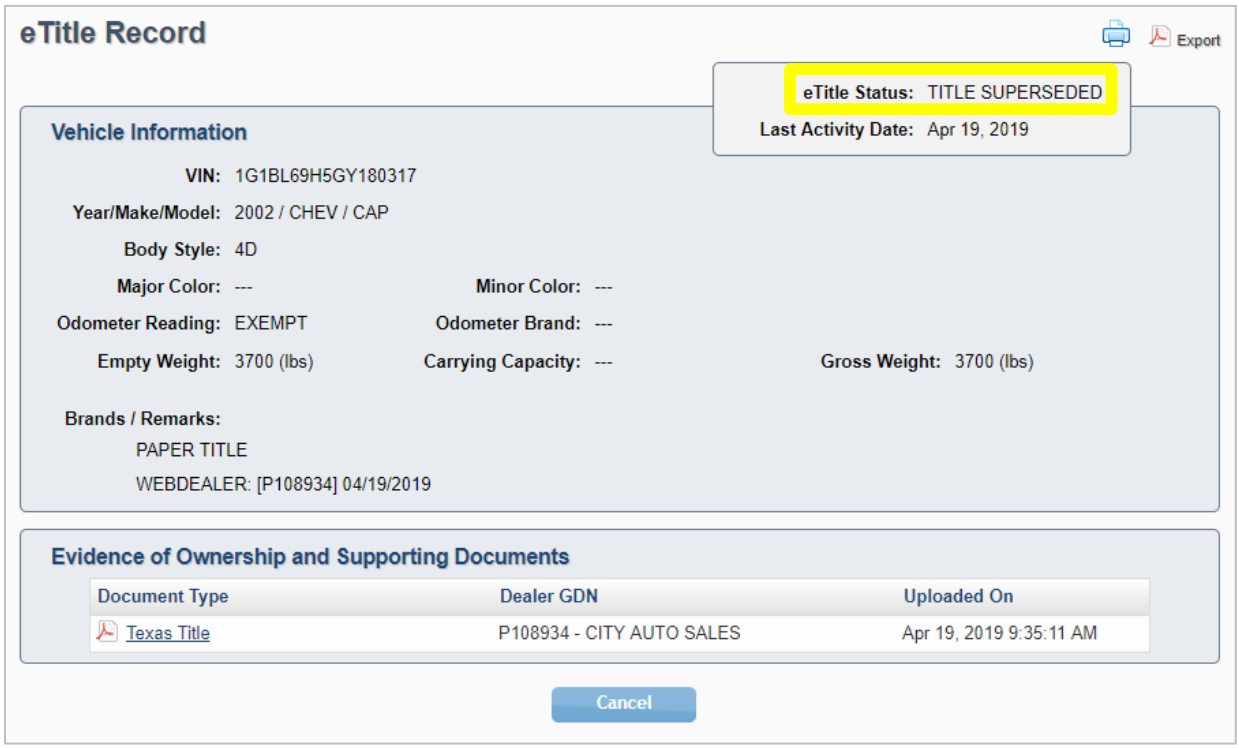


Figure 35: eTitle Record – Title Superseded Status

Cancel	Cancels the current action and returns to the *eTitle Inventory* page.
Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

8 Reassigning eTitles from Dealer to Dealer

A user (with proper permissions) can reassign active eTitles to other webDEALER Dealers. The proper supporting documents must be attached before a reassignment can be completed.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the active status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu. You may also enter the VIN in the *Search VIN* field to display the *eTitle Record* page.

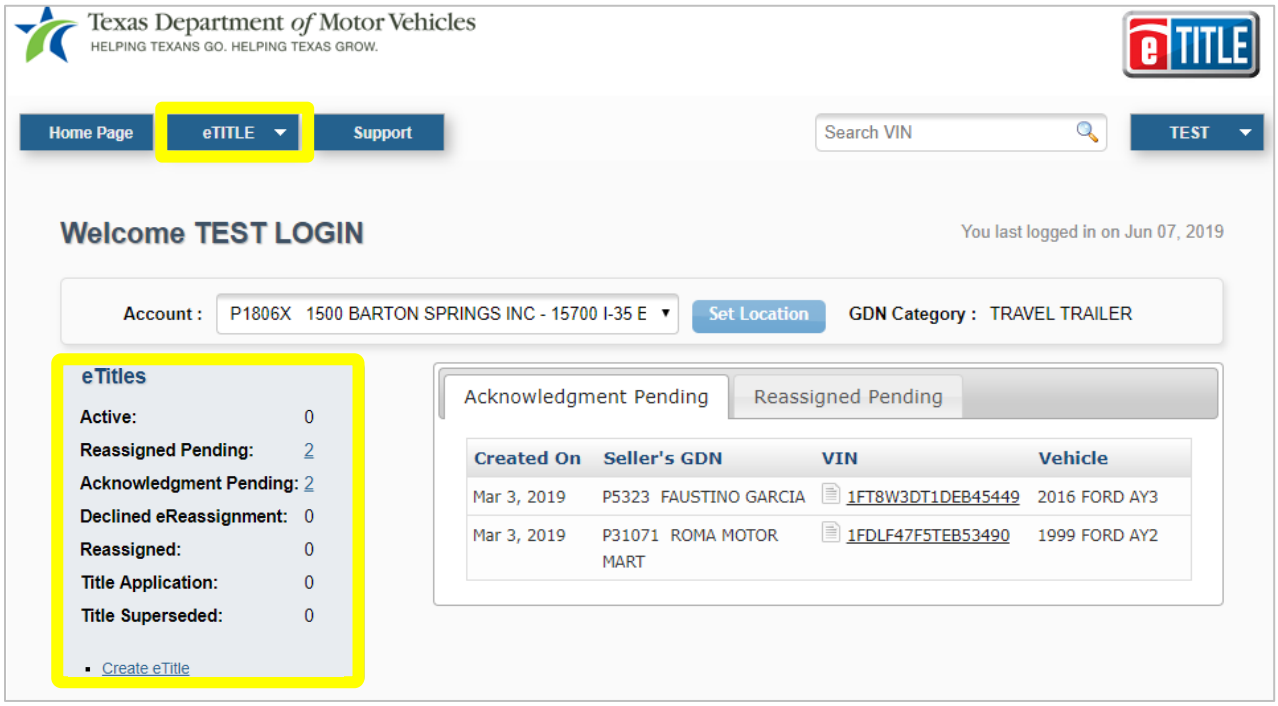


Figure 36: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

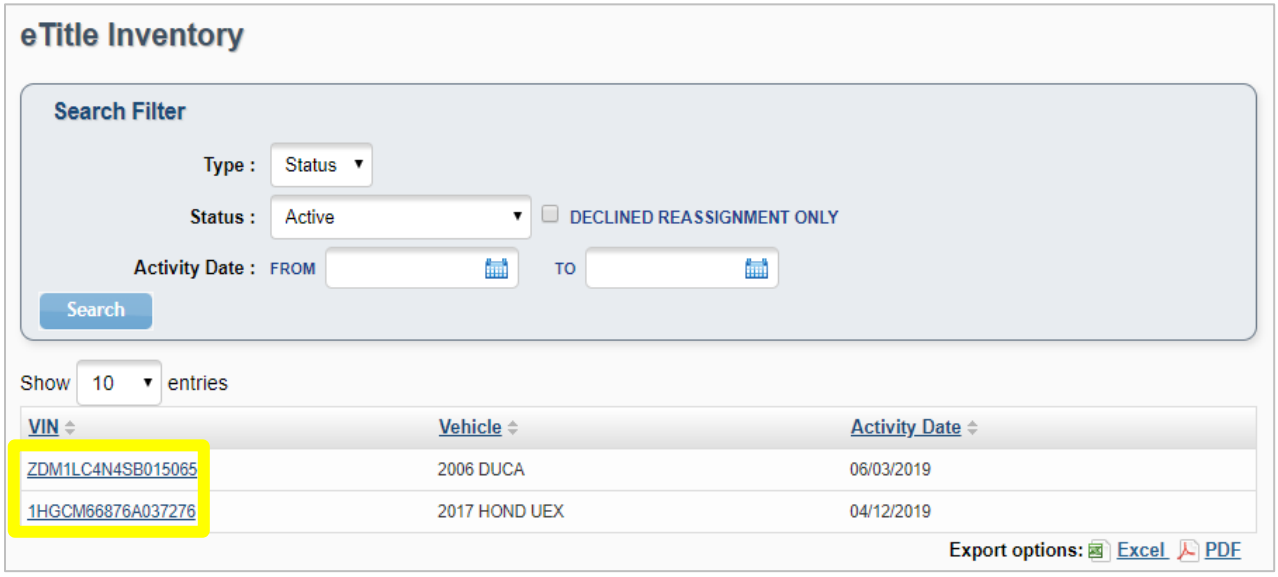


Figure 37: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status or Activity Date range. On initial display, the *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the purchasing dealer.

3. Select a **VIN** from the VIN hyperlinks to display the *Reassign eTitle* page, then select the **Reassign** button.

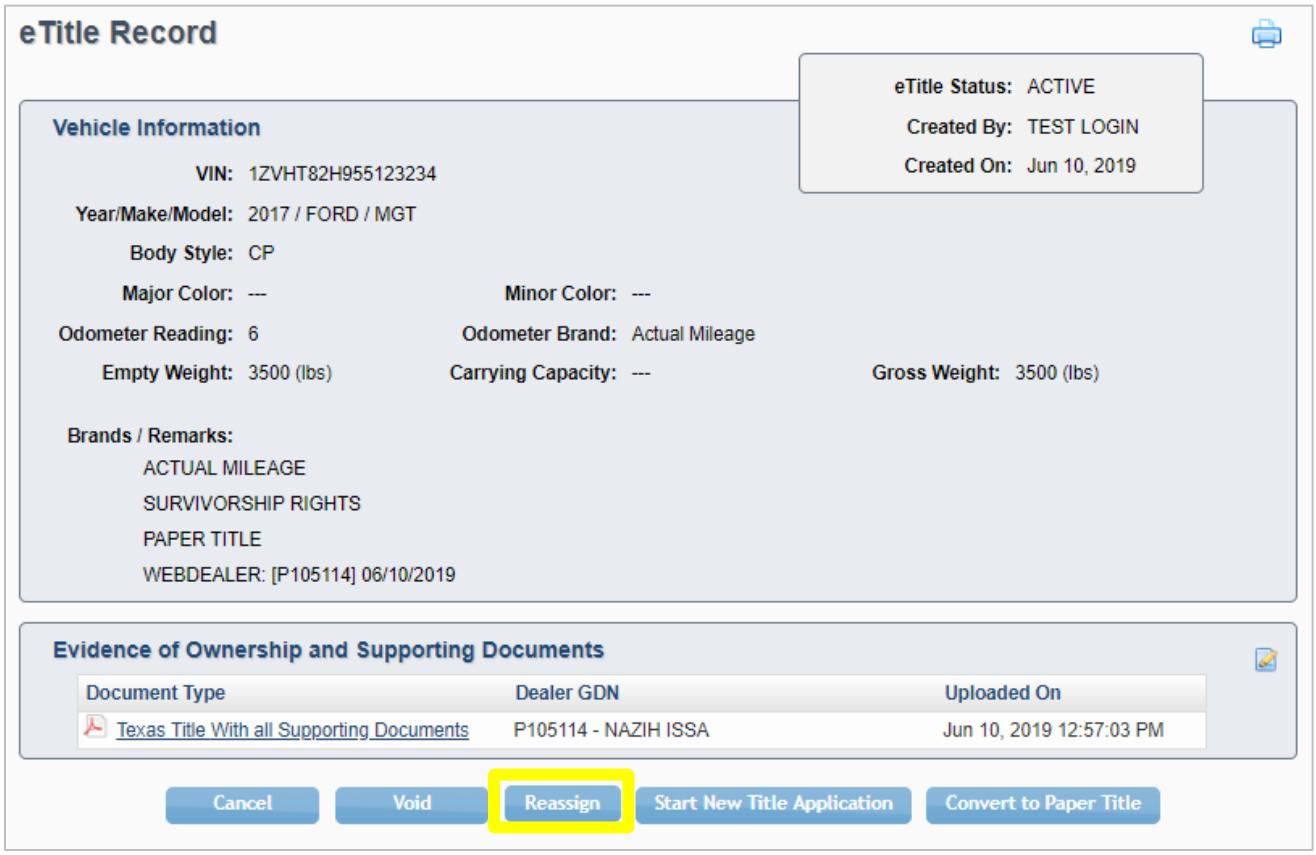


Figure 38: eTitle Record – Reassign

4. Enter the purchasing dealer's GDN in the *Dealer GDN* search field to display a list of dealer location(s).

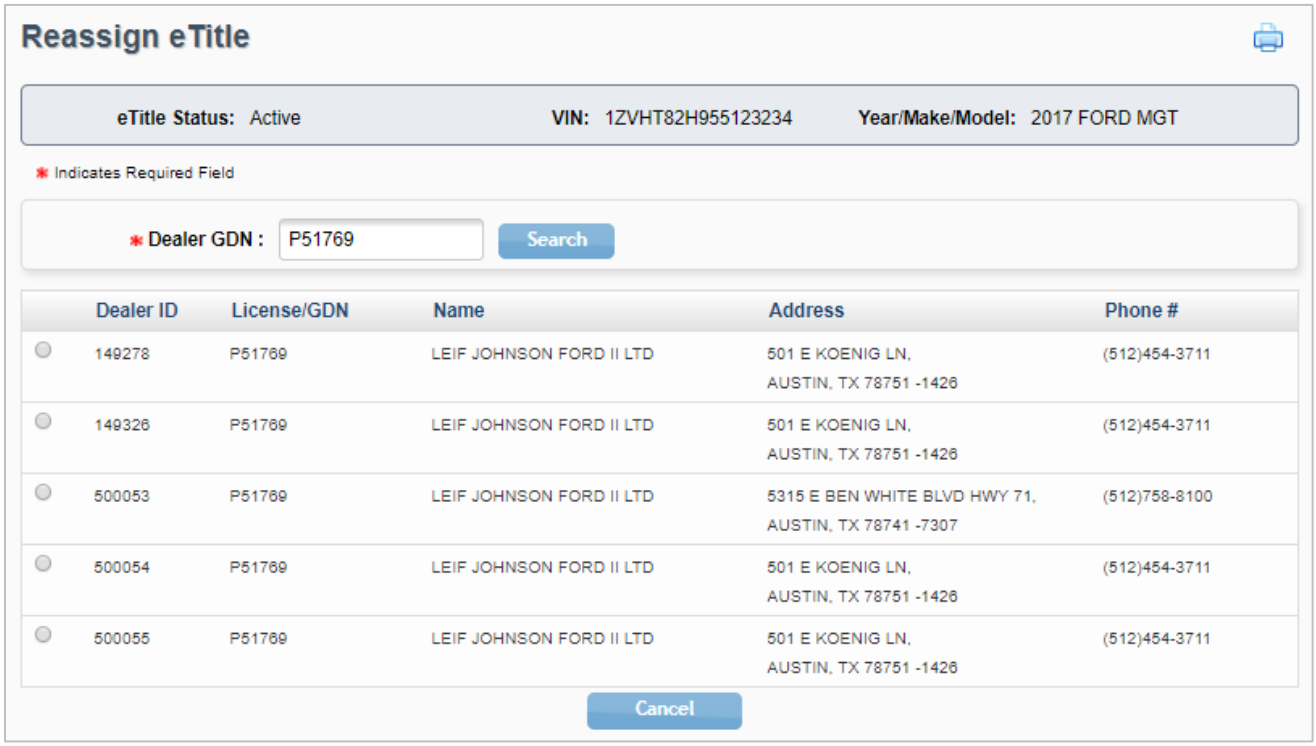


Figure 39: Reassign eTitle Page

5. Choose a dealer location by selecting the corresponding radio button. Additional sections will display:
   - Sales and Odometer Information
   - Evidence of Ownership and Supporting Documents
   - Odometer Certifications

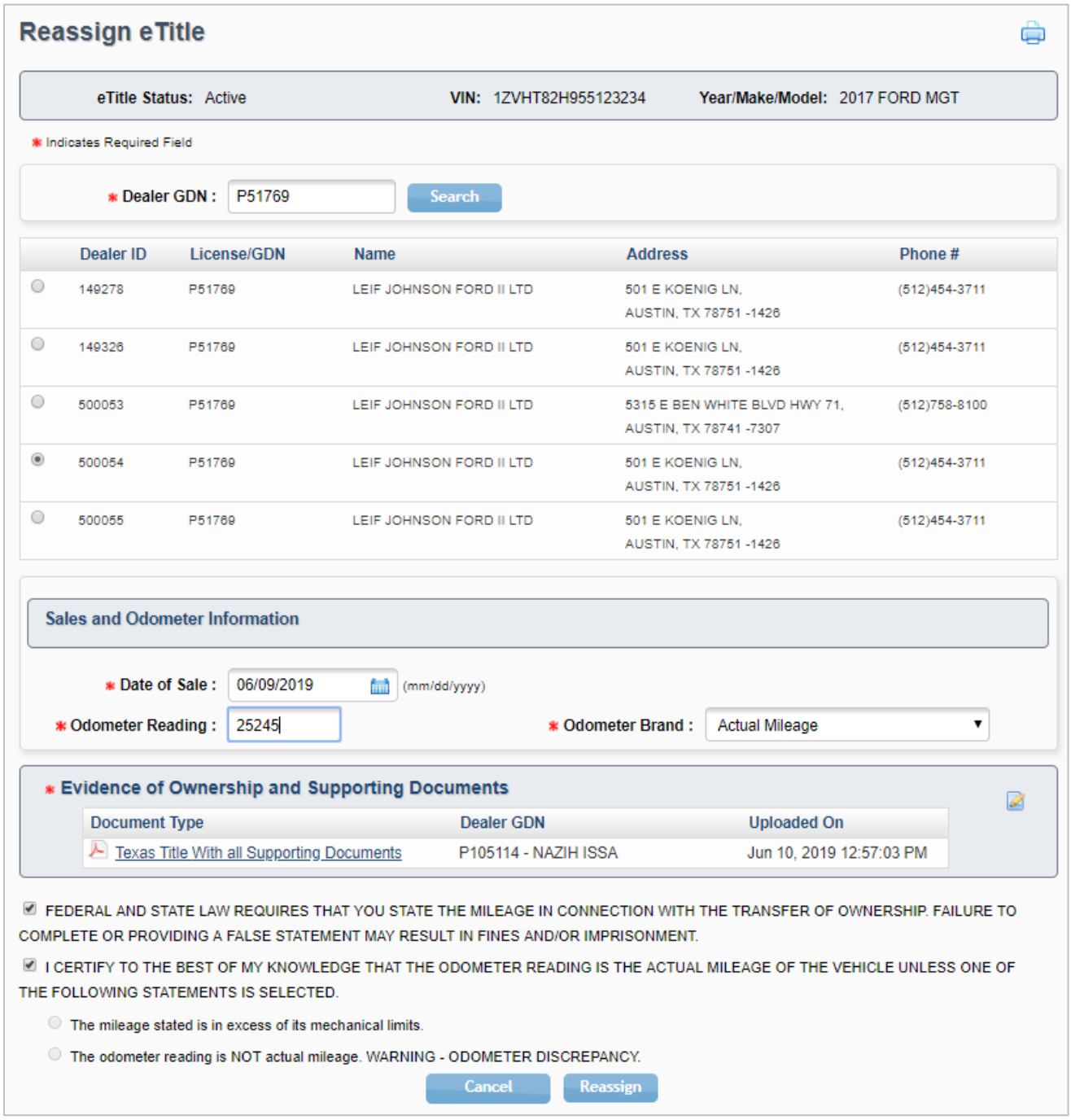


Figure 40: Reassign eTitle – Additional Sections

6. Enter the **Date of Sale** in the *Sales and Odometer* section. This is required information. For vehicles subject to odometer disclosure, enter the **Odometer Reading**, and then select the **Odometer Brand** from the drop-down menu.

Figure 41: Reassign eTitle – Sales and Odometer Information Section

7. For vehicles subject to odometer disclosure, check the boxes for the Federal and State law acknowledgment and the odometer reading certification. The odometer radio buttons update based on the selected Odometer Brand.

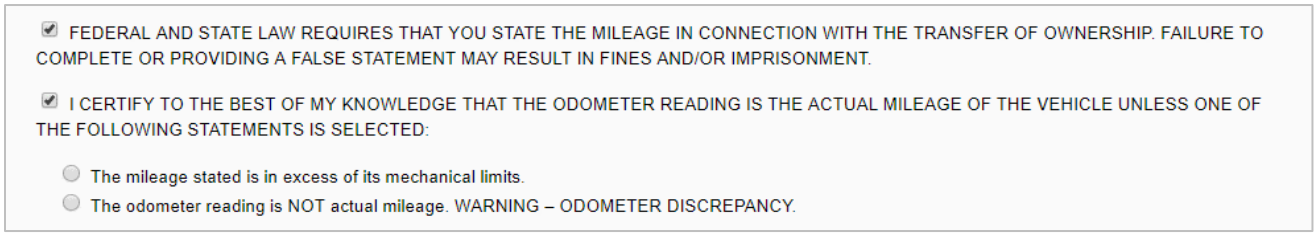


Figure 42: Reassign eTitle – Acknowledgment and Certification

8. Select the **Reassign** button at the bottom of the *Reassign eTitle* page. A *Reassignment Confirmation* page is displayed.

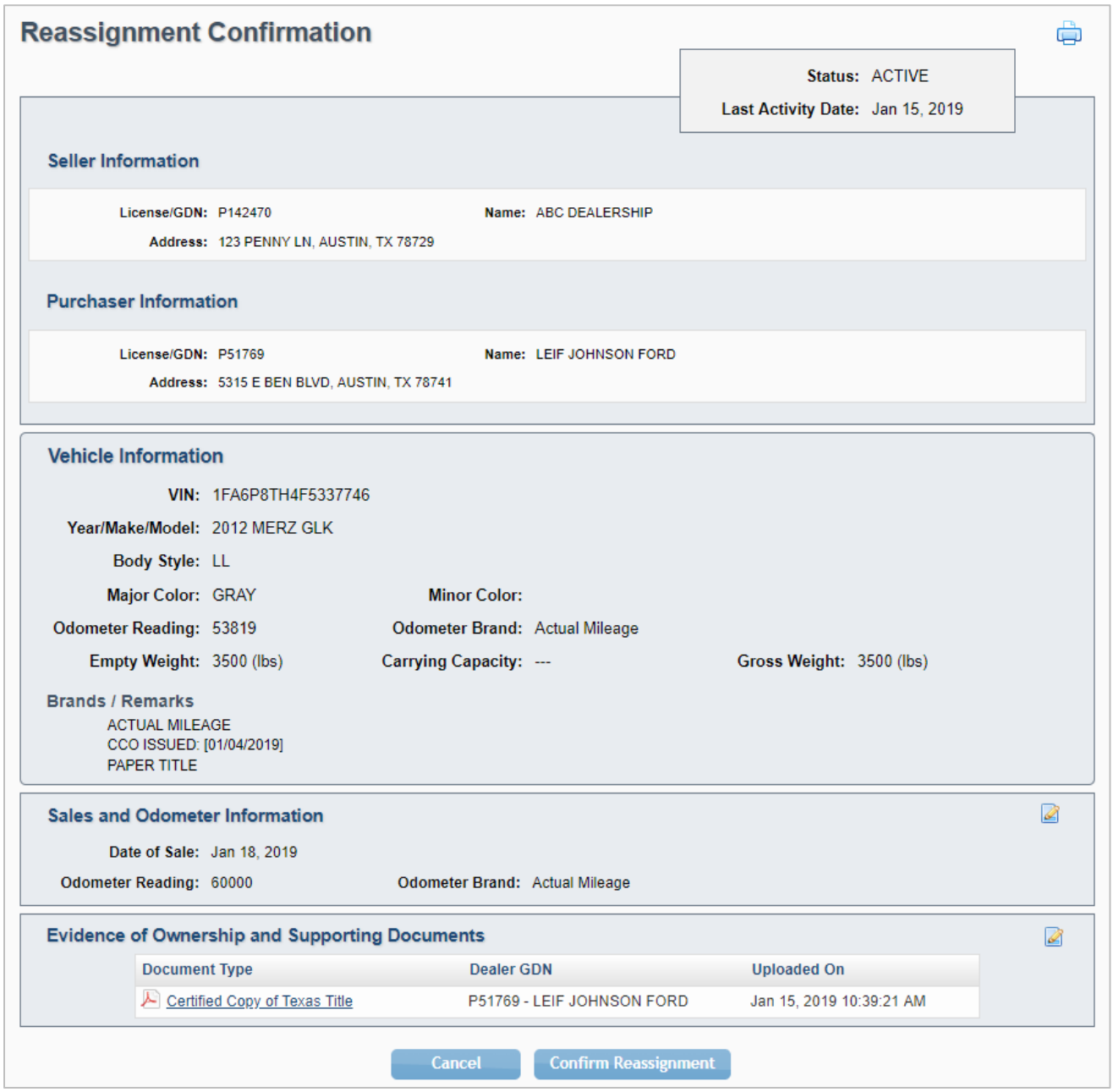


Figure 43: Reassign eTitle – Reassignment Confirmation

9. Review all sections of the page for accuracy. If there are any discrepancies, select **Cancel** to return to the *eTitle Record* page, or select the edit icon to edit as appropriate.
10. If all information is correct, select **Confirm Reassignment** to display a confirmation pop-up.

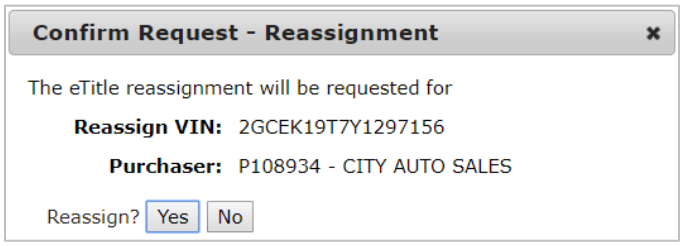


Figure 44: Reassignment Confirmation

11. Select Yes to confirm the reassignment. An updated *eTitle Record* page will display, with an eTitle Status of REASSIGNED PENDING, a system-generated Key Code, and a *Reassignment History* section.

NOTE: The selling dealer must provide the unique Key Code to the purchasing dealer. The purchasing dealer will use the Key Code to accept the reassignment. Refer to Section 10 of this guide for more information on acknowledging reassignments.

8.1 Cancel Reassignment

1. Select **Cancel** to return to the selling dealer *eTitle Inventory* page. Select **Cancel Reassignment** to display a confirmation pop-up.
2. Select **Yes** to confirm the cancelation (the eTitle Record status will revert to ACTIVE for the selling dealer).

NOTE: The selling dealer can cancel a reassignment only if it has not been acknowledged by the purchasing dealer.

Figure 45: eTitle Record – Reassigned Pending and Reassignment History

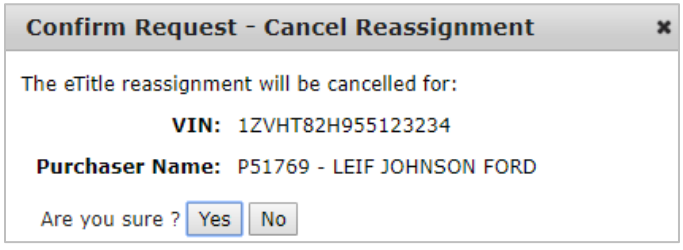


Figure 46: Cancel Reassignment Confirmation

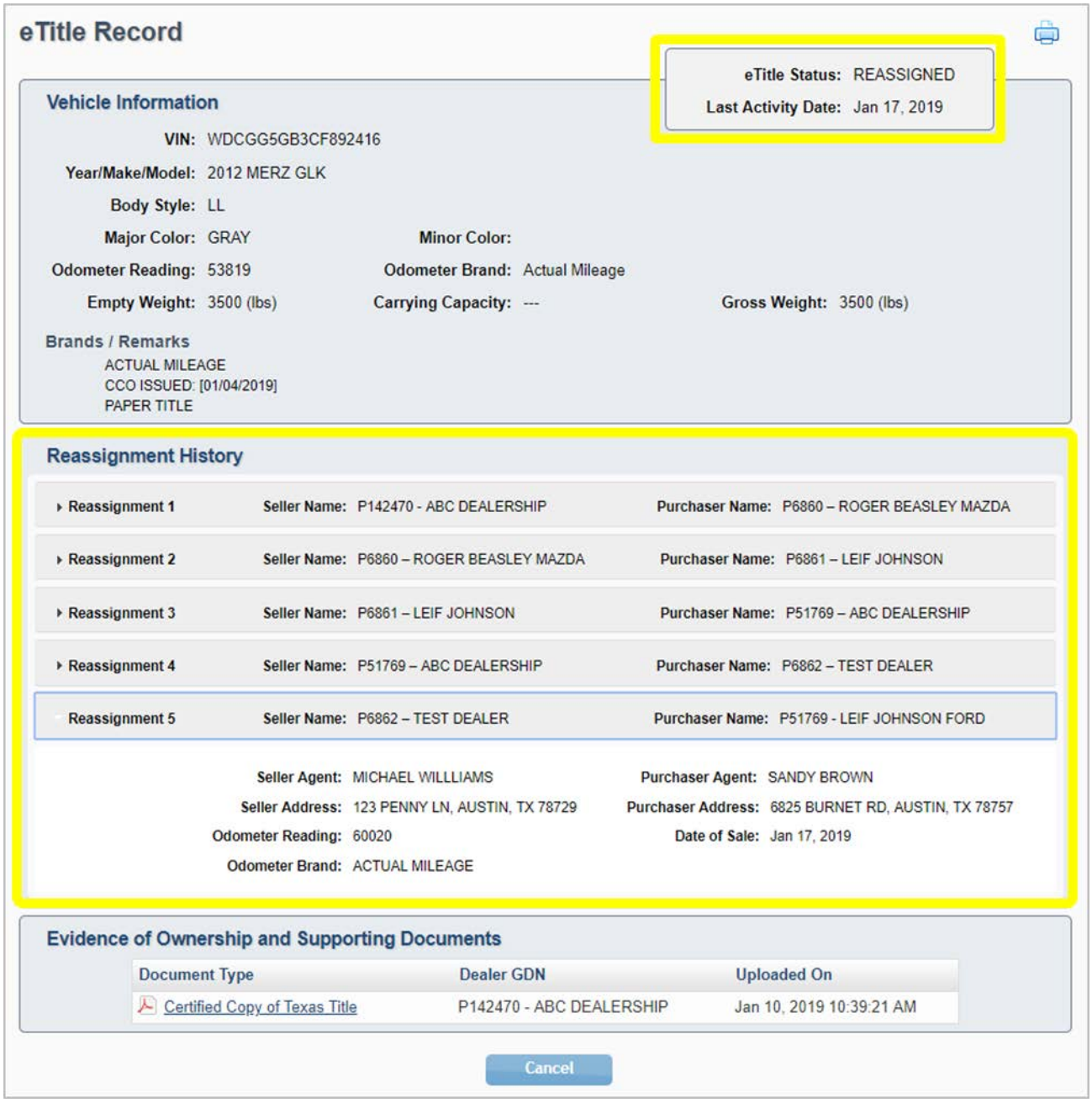


Figure 47: eTitle Record – Reassigned Status with Multiple Reassignments

9 Acknowledging eReassignment of eTitles

After a selling dealer reassigns an eTitle, the purchasing dealer must acknowledge the reassignment to complete the process.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Acknowledgement Pending status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.

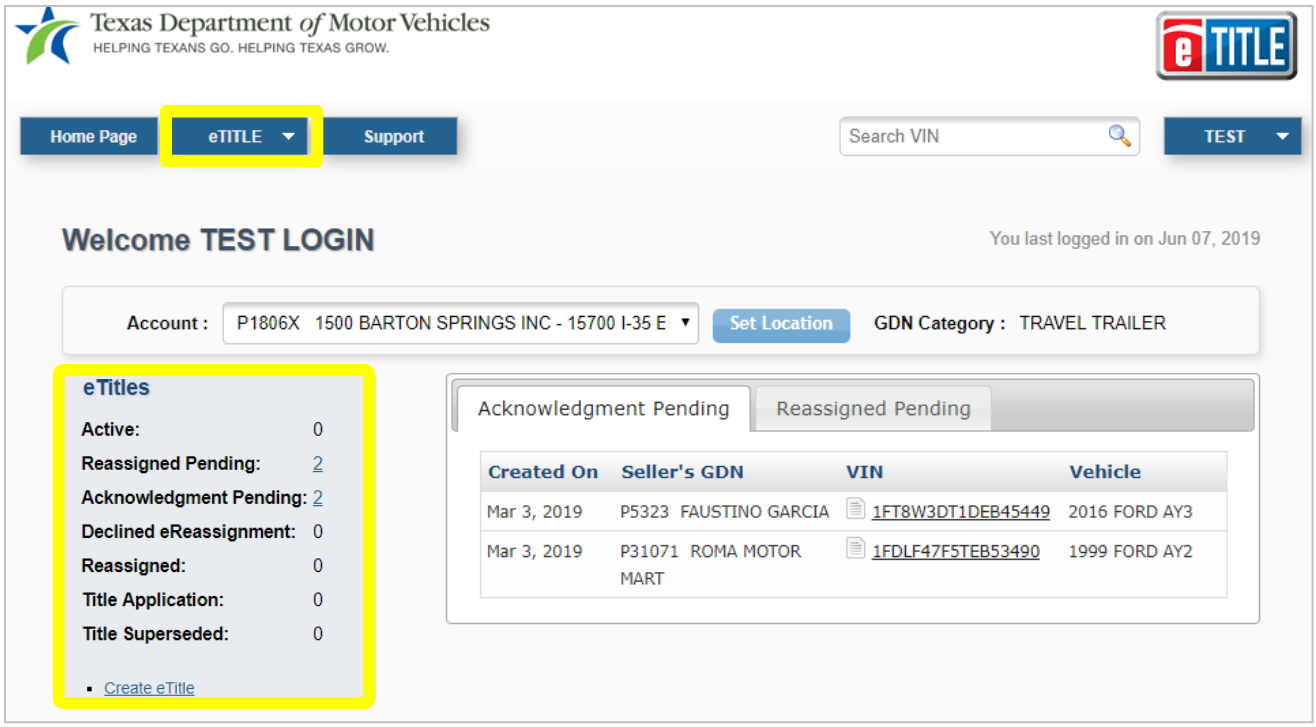


Figure 48: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

2. If necessary, choose ACKNOWLEDGMENT PENDING from the *Status* drop-down menu. Select the **Search** button to initiate a search.

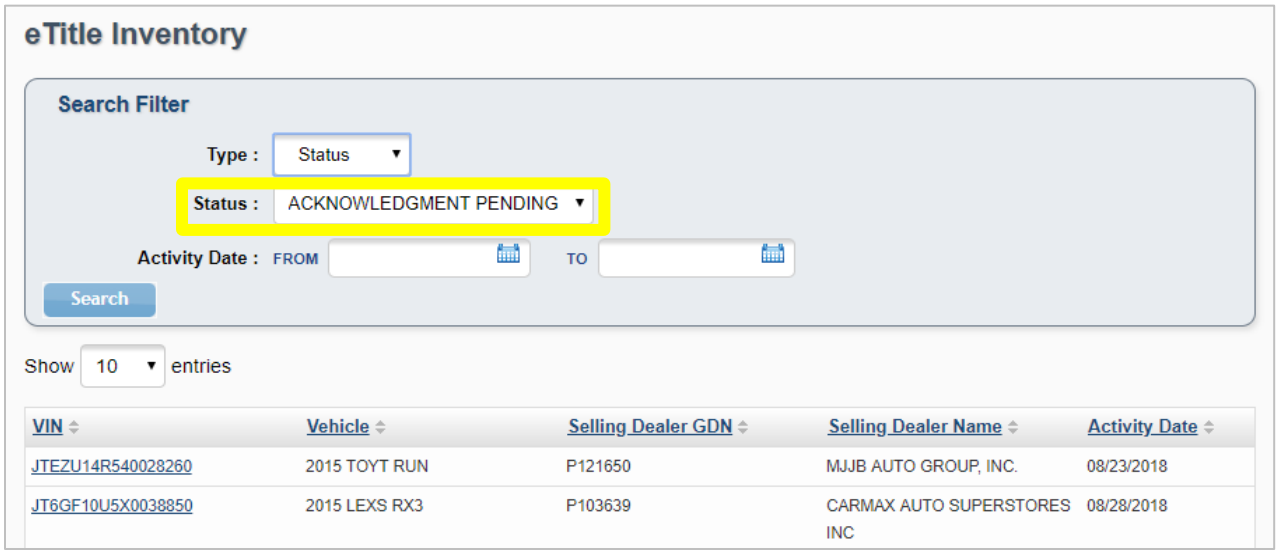


Figure 49: eTitle Inventory – Acknowledgment Pending Status

3. Select a **VIN** from the *Acknowledgment Pending* tab on the eTITLE home page, or from the list of VIN hyperlinks on the *eTitle Inventory* page to display the *eTitle Record* page.

NOTE: To proceed with the acknowledgment, the selling dealer must provide the unique, system-generated **Key Code** to the purchasing dealer.

4. Enter the system-generated **Key Code** in the *Enter Key Code* field, or select **Decline Reassignment** to decline the reassignment. Select **Cancel** to return to the *eTitle Inventory* page.

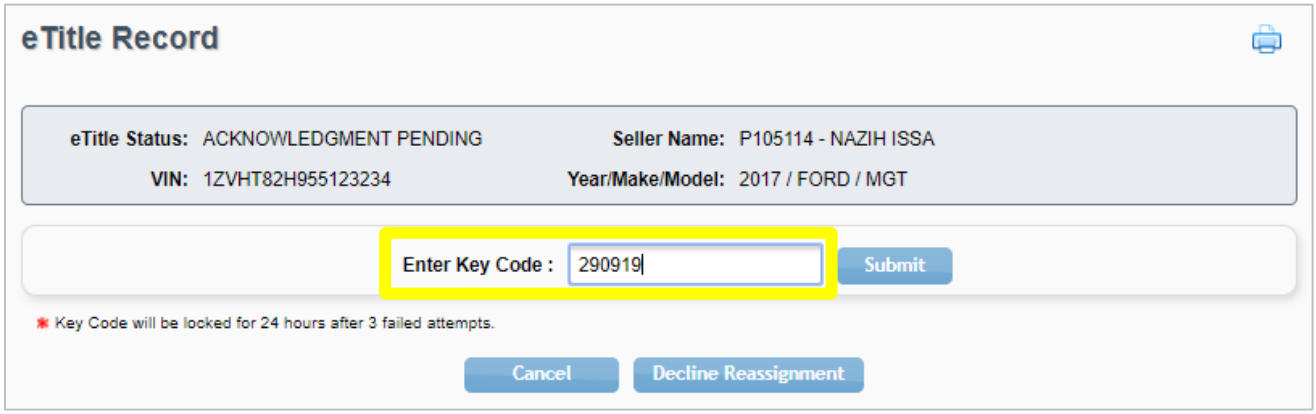


Figure 50: eTitle Inventory – Enter Key Code

5. After the Key Code is validated, the full *eTitle Record* page will display.

NOTE: The Key Code will be locked for 24 hours after three failed entry attempts.

Figure 51: eTitle Inventory – eTitle Record after Key Code Validation

6. Select **Cancel** to return to the *eTitle Inventory* page.

7. Select **Accept** to accept the reassignment. Note that this option is not enabled until all odometer certification checkbox is selected. Once accepted, the record will be active in the purchasing Dealer's inventory.
8. Select **Decline** to decline the reassignment. If this option is selected, a confirmation pop-up will display.

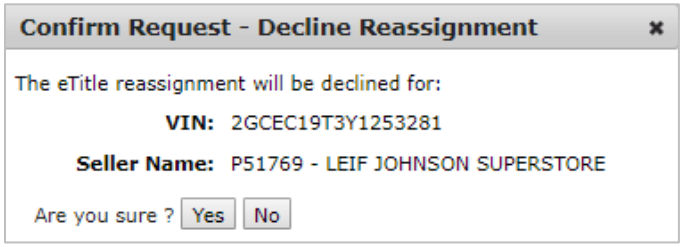


Figure 52: eTitle Record – Decline Reassignment Confirmation

9. Select **Yes** to confirm that the reassignment is declined.

10 Voiding an eTitle

A user (with proper permissions) can view their eTitle Inventory to select eTitle(s) to void.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Active status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.

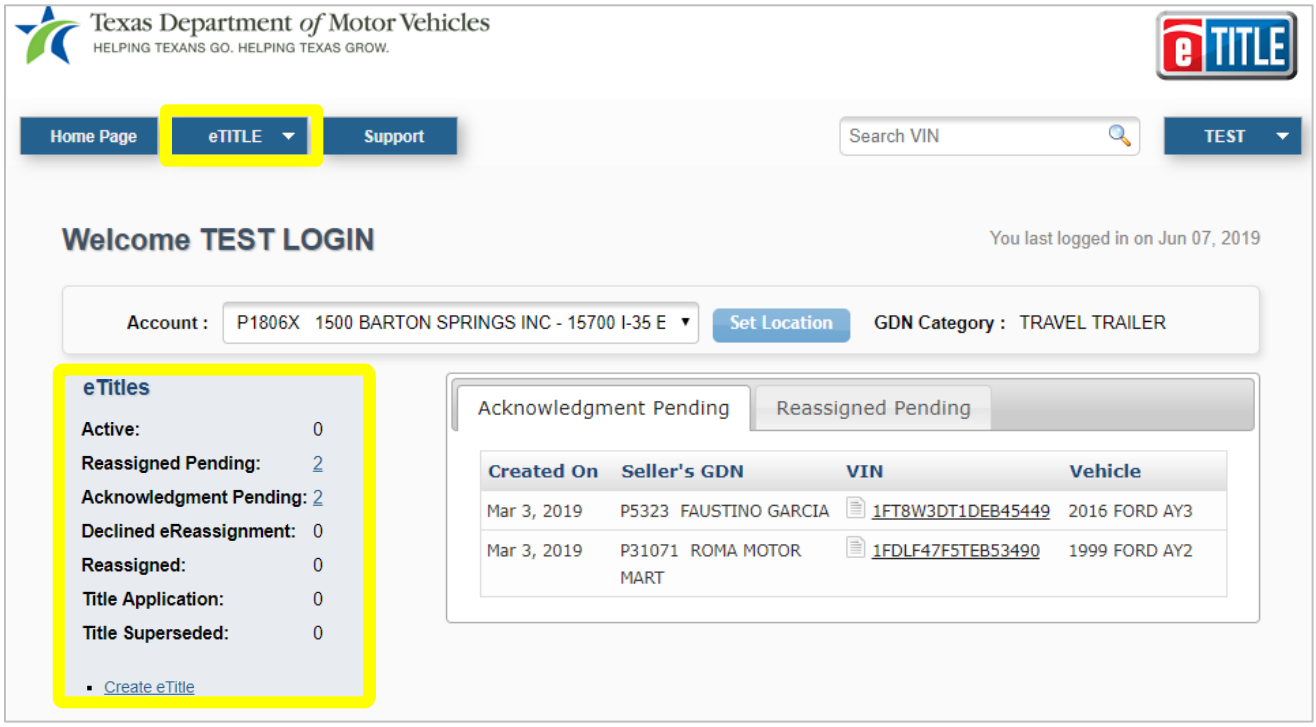


Figure 53: eTITLE Home Page – Options for Accessing eTitle Inventory

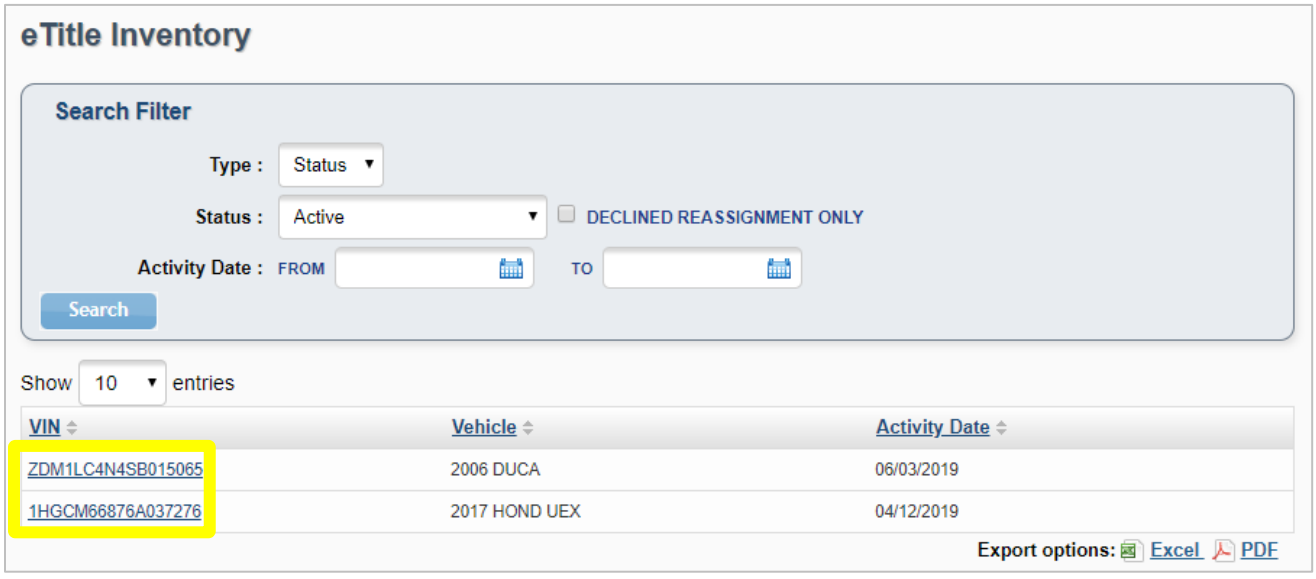


Figure 54: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status, or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.
3. The selected eTitle Record is displayed. To void the eTitle, select the **Void** button.

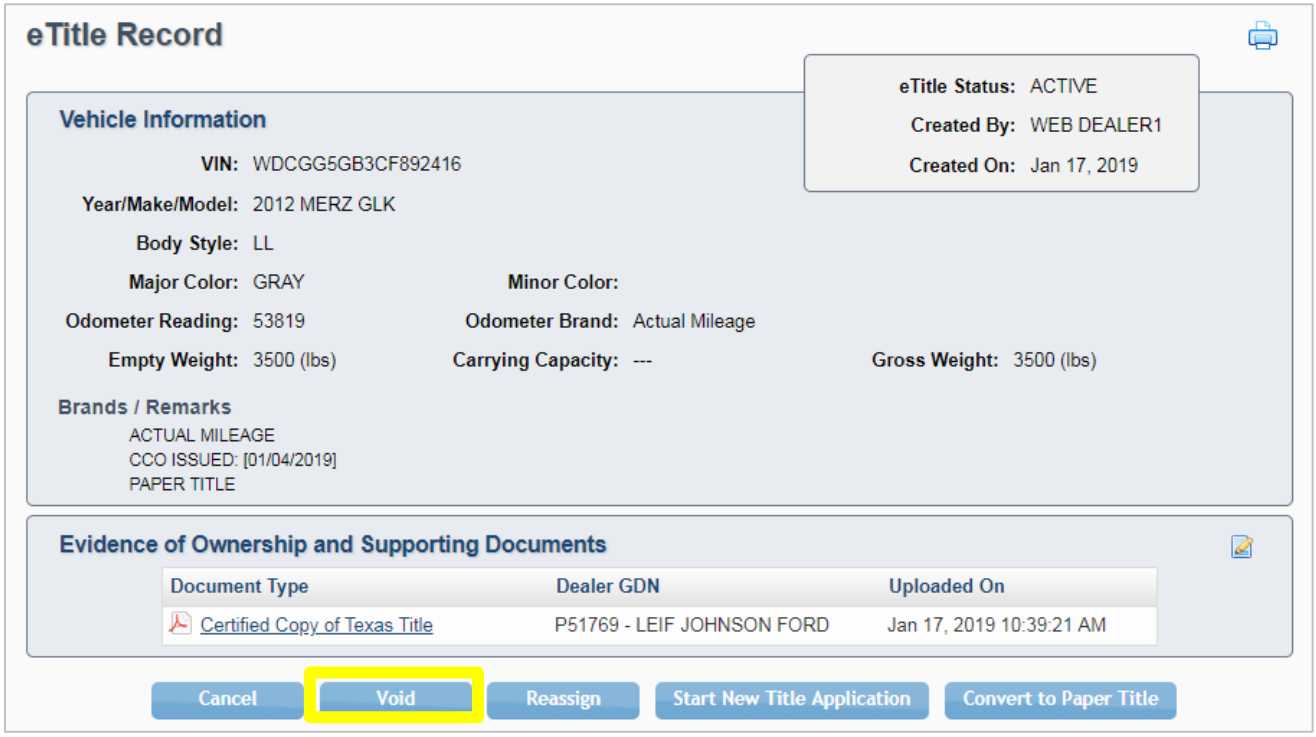


Figure 55: eTitle Record - Void

4. A *Confirm Request – Void eTitle* pop-up window will appear. To confirm, select **Yes**.

Figure 56: Void eTitle Confirmation

5. After the void is confirmed, the *eTitle Inventory* page will be displayed with a default status of VOIDED, showing all voided eTitles.

NOTE: The Void option is available only if the dealer is the originator/creator of the eTitle Record and the eTitle is in an ACTIVE status.

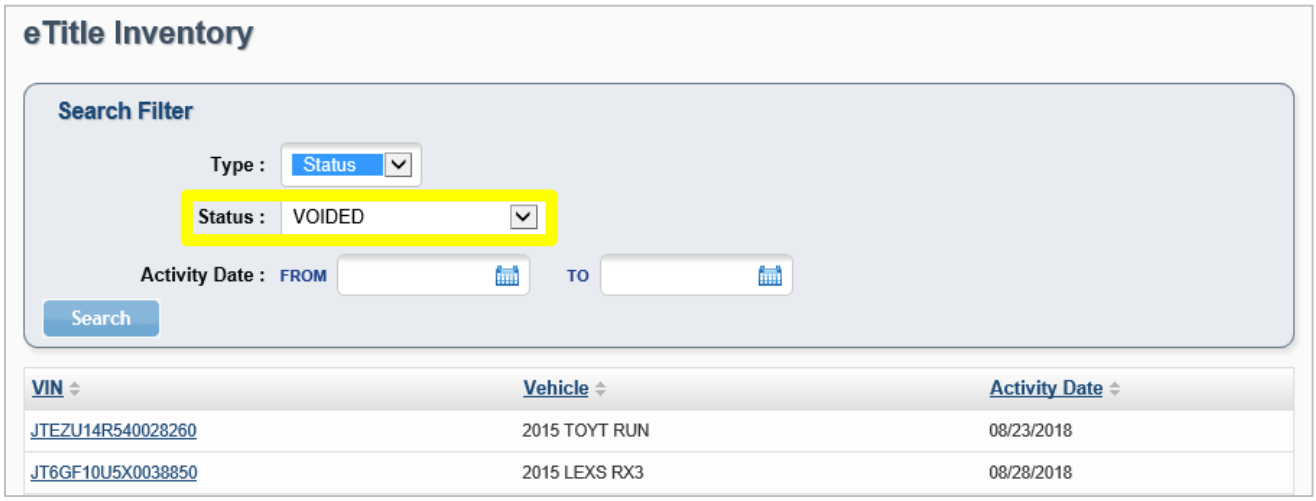


Figure 57: eTitle Inventory – Voided Status

6. When the voided eTitle Record is selected (by selecting the **VIN hyperlink**), the record will display with an eTitle Status of VOIDED.

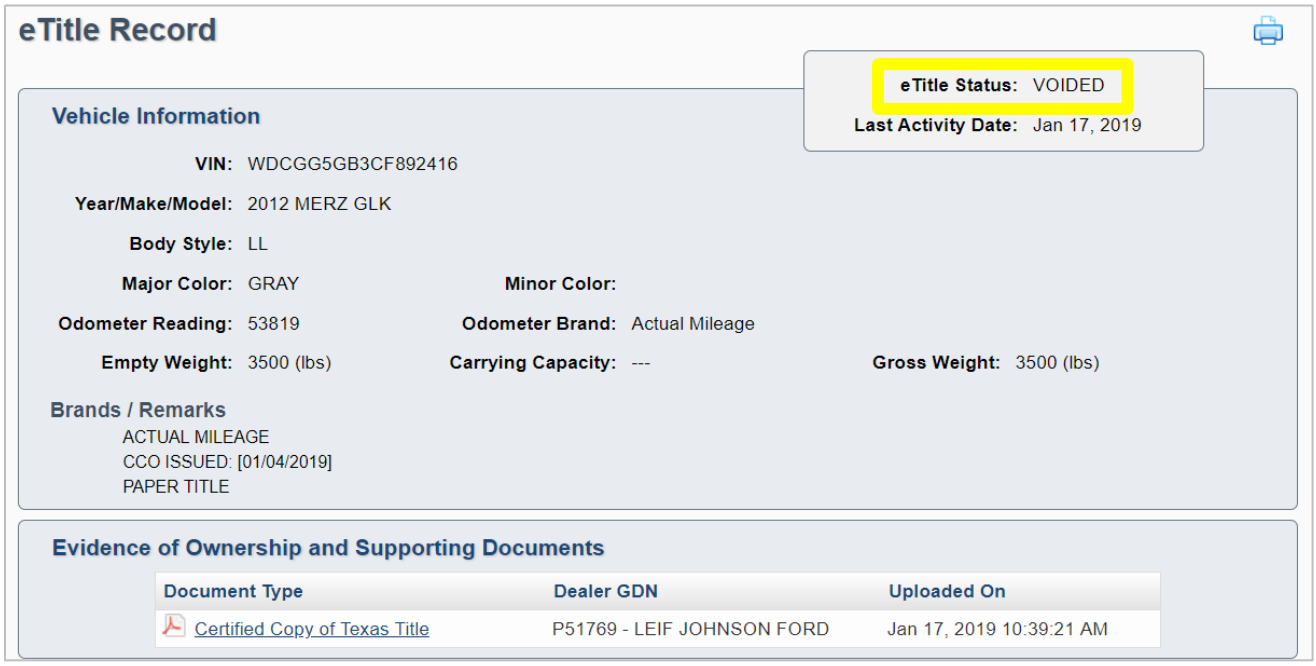


Figure 58: eTitle Record – Voided Status

NOTE: Documents will only be visible for the 30-day retention period.

7. Once an eTitle is voided, a dealer can reinitiate a new eTitle for the VIN. The voided eTitle cannot be reused or reestablished.

11 Requesting a Paper Title in Dealer Name

A title can be requested in the dealer's name when necessary for resale. A Texas title can only be requested for an eTitle that:

- Is in the dealer's eTitle Inventory.
- Is in ACTIVE status.
- Has the required uploaded documents attached to the eTitle Record.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Active status hyperlink in the *eTitles Activity Box* or from the eTITLE tab drop-down menu. Alternatively, enter a VIN in the *Search VIN* field and either hit **Enter** or select the magnifying glass search icon.

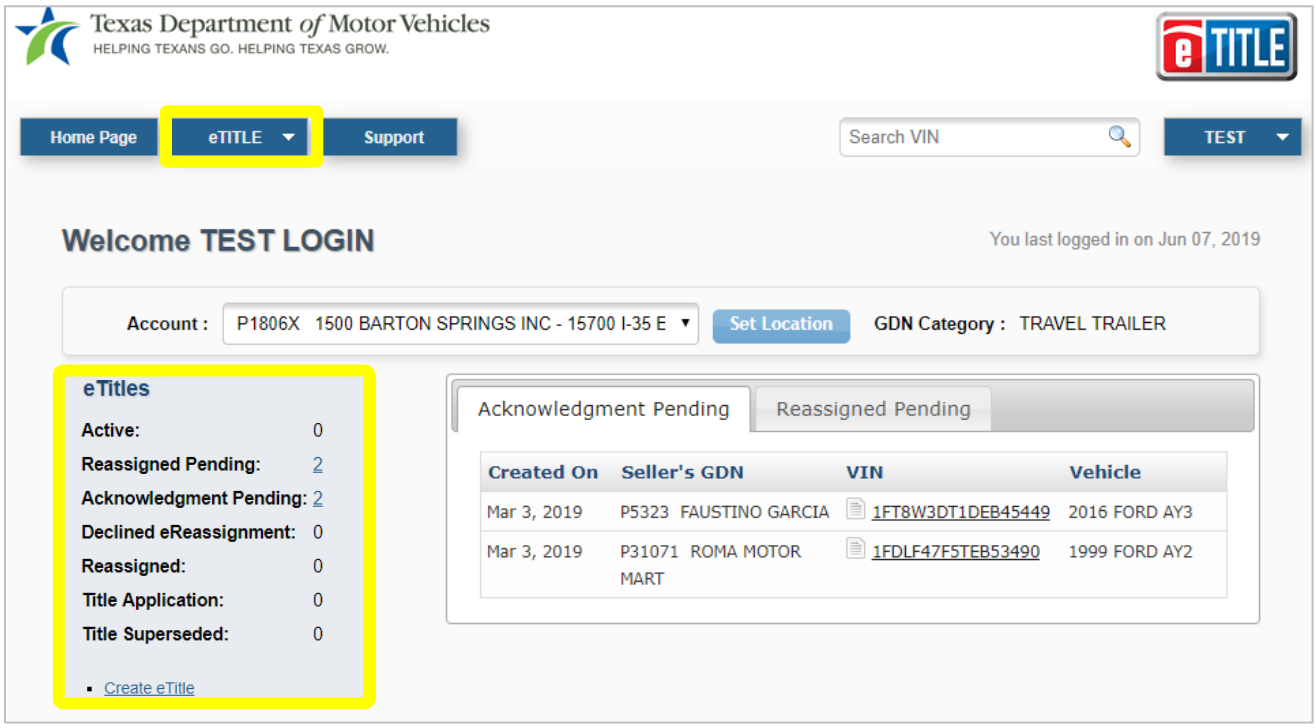


Figure 59: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

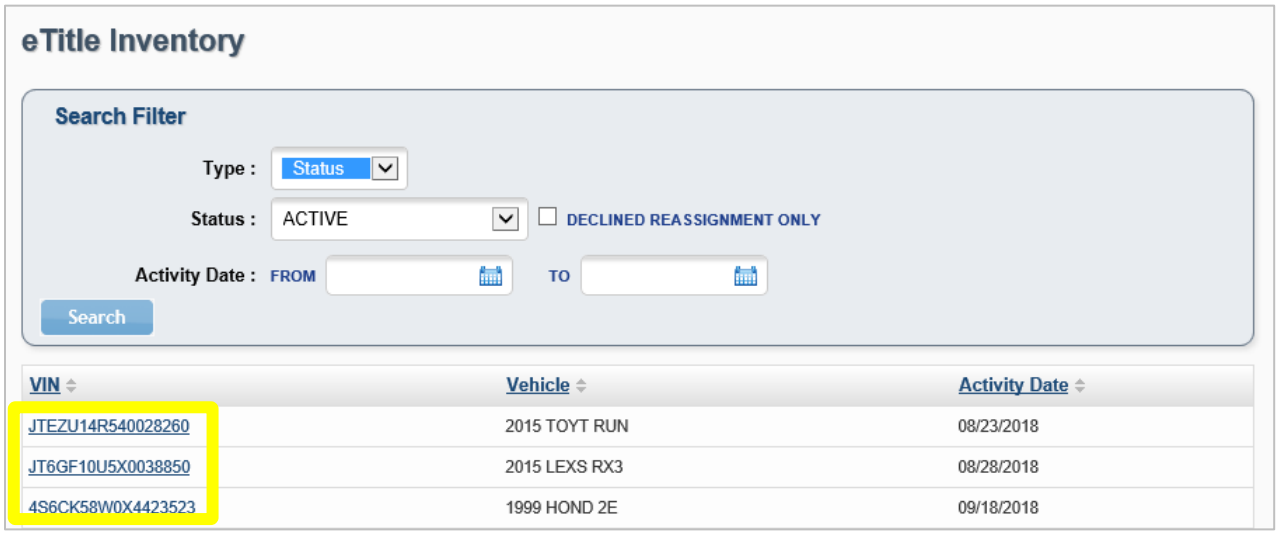


Figure 60: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.
3. The selected *eTitle Record* is displayed. Select the **Convert to Paper Title** button (available only for eTitles with ACTIVE status).

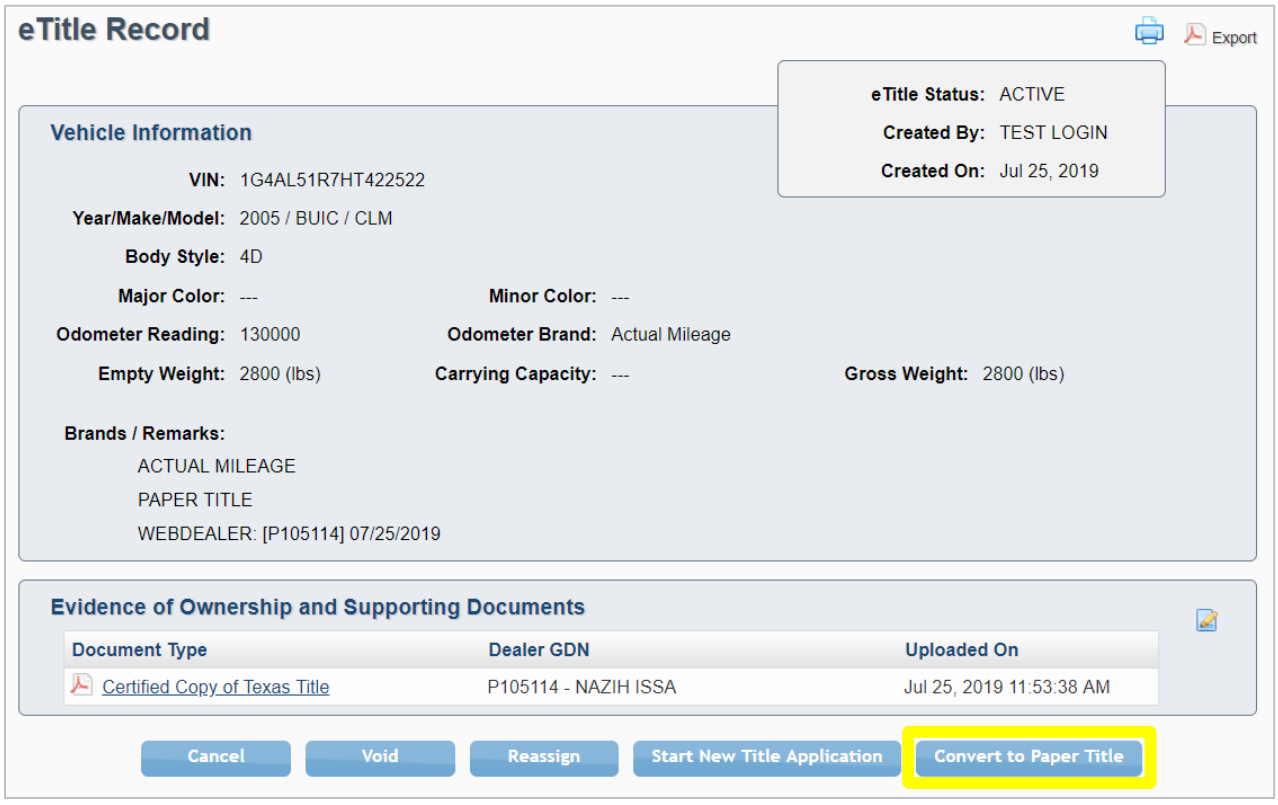


Figure 61: eTitle Record – Convert to Paper Title

4. A confirmation pop-up will display. To confirm the conversion of the eTitle to a paper title, select **Yes**. Select **No** to return to the *eTitle Record* page.

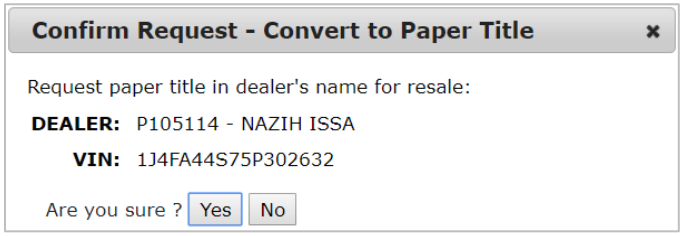


Figure 62: Convert to Paper Title Confirmation

5. After the conversion is confirmed, the webDEALER *Title Preview* page displays, with an Application Type of eTitle Conversion and an Application Status of IN-PROGRESS.

NOTE: The odometer reading must be updated if the odometer brand is actual mileage and there were no reassignments on the eTitle.

6. Select **Cancel** to return to the webDEALER home page. Select **Void** to change the webDEALER Title Transaction status from IN-PROGRESS to VOID. The eTitle status will be returned to ACTIVE status. Select **Submit** to submit the title application to the county to complete the paper title conversion process (application status will change from IN-PROGRESS to SUBMITTED).

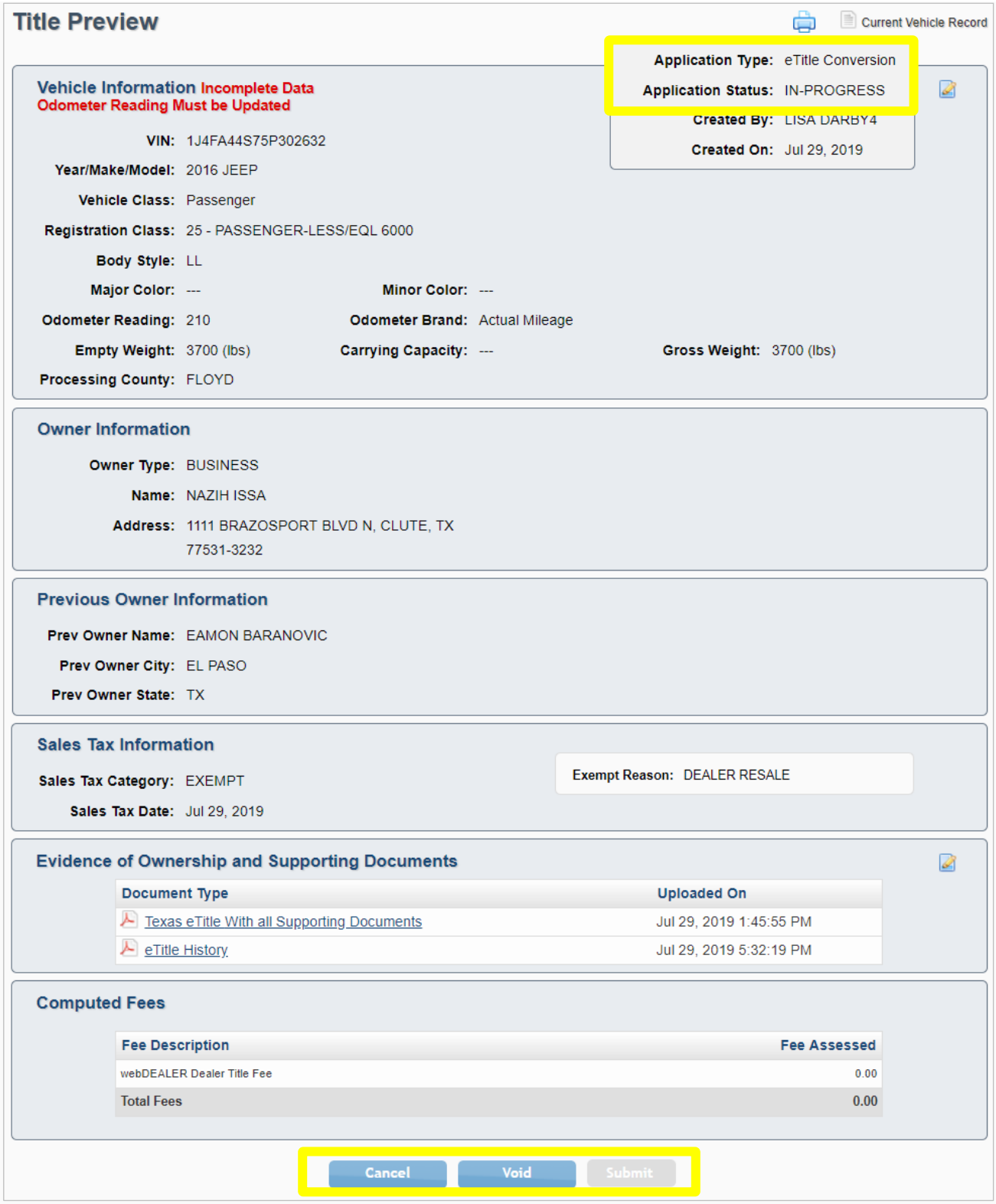


Figure 63: Convert to Paper Title – Title Preview

12 Initiating a Title Application Using an eTitle

This section describes the process for a dealer to initiate a webDEALER title application using an eTitle.

12.1 Starting a Title Application from webDEALER Using VIN Search

1. Select **New Title Application** from the *Titles* tab drop-down menu.

Figure 64: webDEALER Title Application – VIN Search

2. Enter a VIN, then select **Search**. If the VIN search produces a result that an active eTitle for the VIN is held by another dealership, an error message will display at the top of the *Title Application* page.

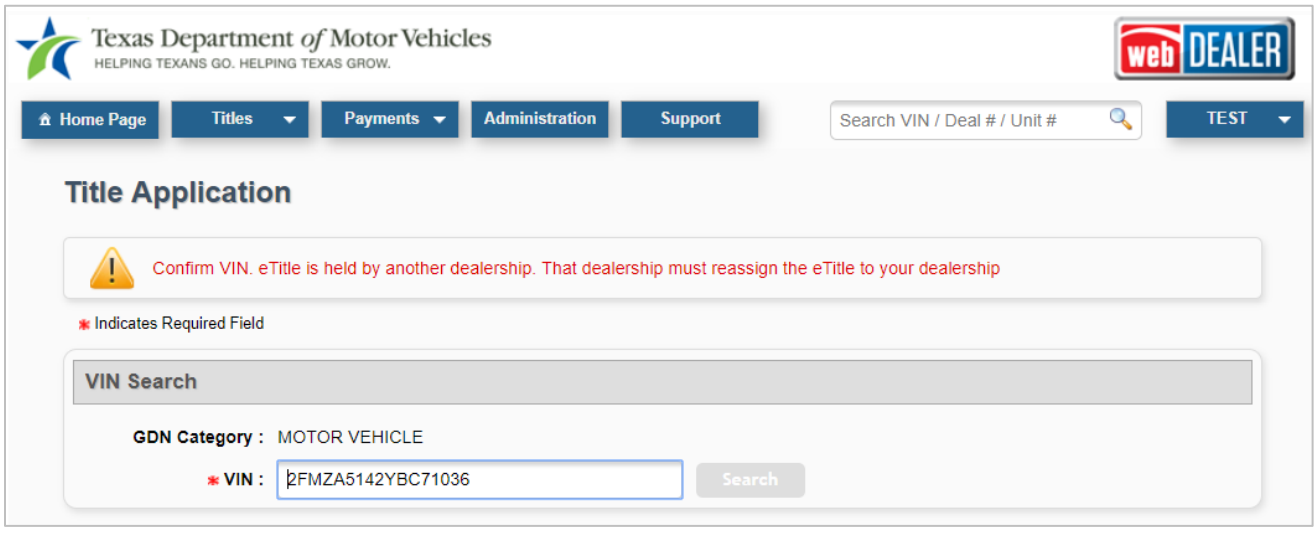


Figure 65: Title Application – VIN Search Error

3. If the VIN has an ACTIVE eTitle Record, an *eTitle Preview* page displays.

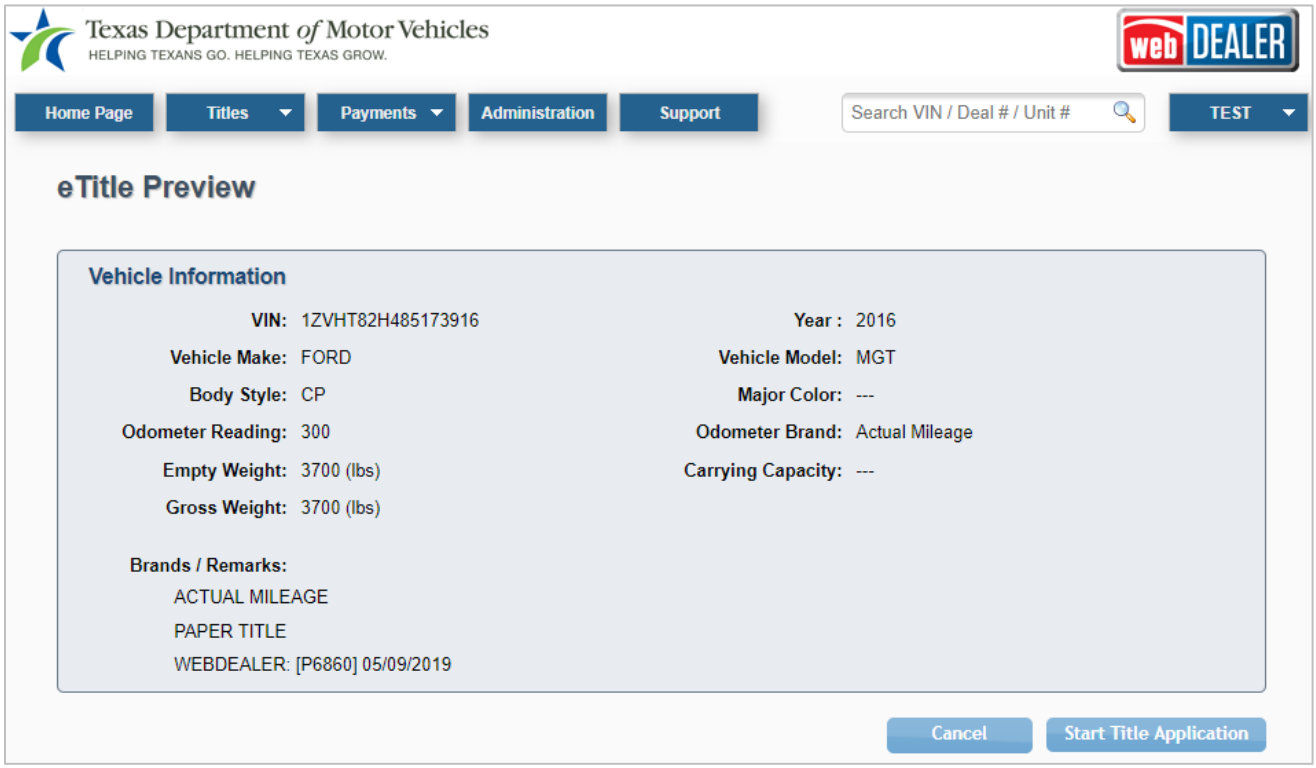


Figure 66: webDEALER eTitle Preview

4. Select **Cancel** to return to the webDEALER home page. Select **Start Title Application** to open the webDEALER *Seller Disclosure* page.

5. If the VIN has an ACTIVE eTitle Record and an ACTIVE buyer tag, an *eTitle Preview* page displays with the option to import the buyer tag information.

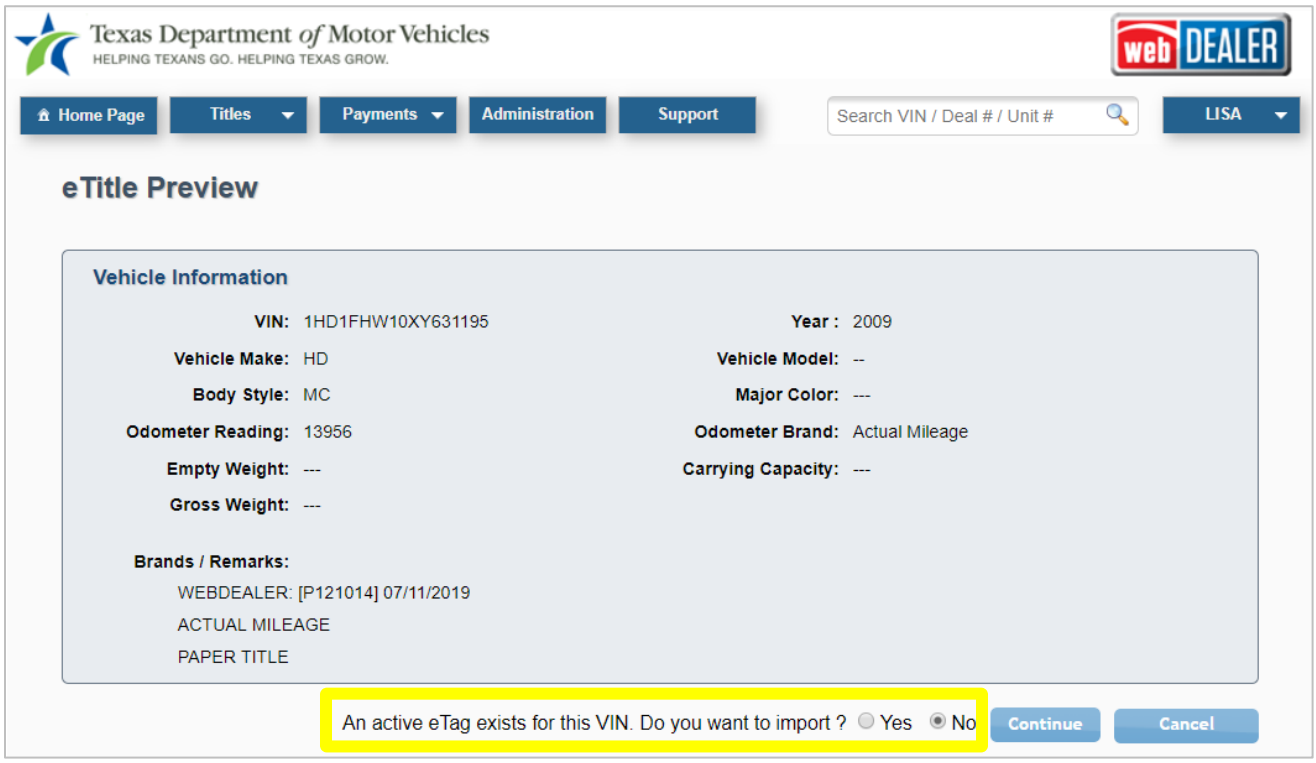


Figure 67: webDEALER eTitle Preview – Active eTag Import Confirmation

6. Select **Cancel** to return to the webDEALER home page.
   Select **Yes** and **Continue** to import the Buyer Tag, and open the webDEALER *Seller Disclosure* page. Select **No** and **Continue** to skip the import, and open the webDEALER *Seller Disclosure* page.

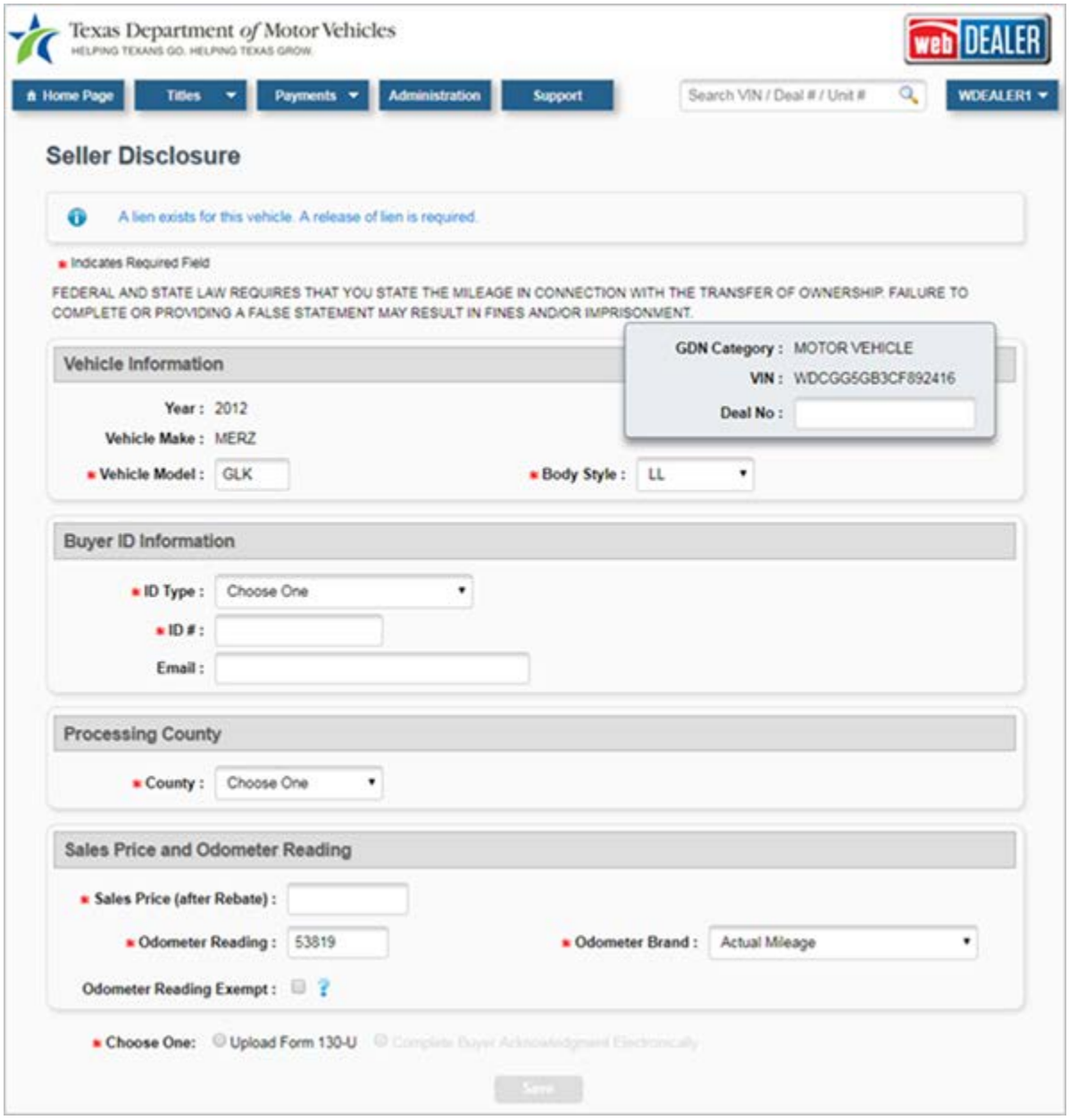


Figure 68: webDEALER Seller Disclosure

7. Enter the required information (indicated by a red *) and any optional information (Deal No., Email).
8. When all required information is entered, the **Save** button is activated. Select **Save**. The webDEALER status will update to IN-PROGRESS, and the status of the eTitle Record will be updated to TITLE APPLICATION.

9. Proceed through the webDEALER Title Application pages until you reach the *Evidence of Ownership and Supporting Documents* page. Refer to the webDEALER User Guide for information on these pages.

NOTE: The eTitle History document is automatically formatted and uploaded to the title application. This document provides a history of all the reassignments captured in eTITLE.

NOTE: Texas eTitle and any other supporting documents will be uploaded automatically and cannot be deleted or modified (such as changing it to Certified Copy of Texas Title or Texas Title) unless the titling dealer is the same as the dealer that uploaded the documents for the eTitle Record.

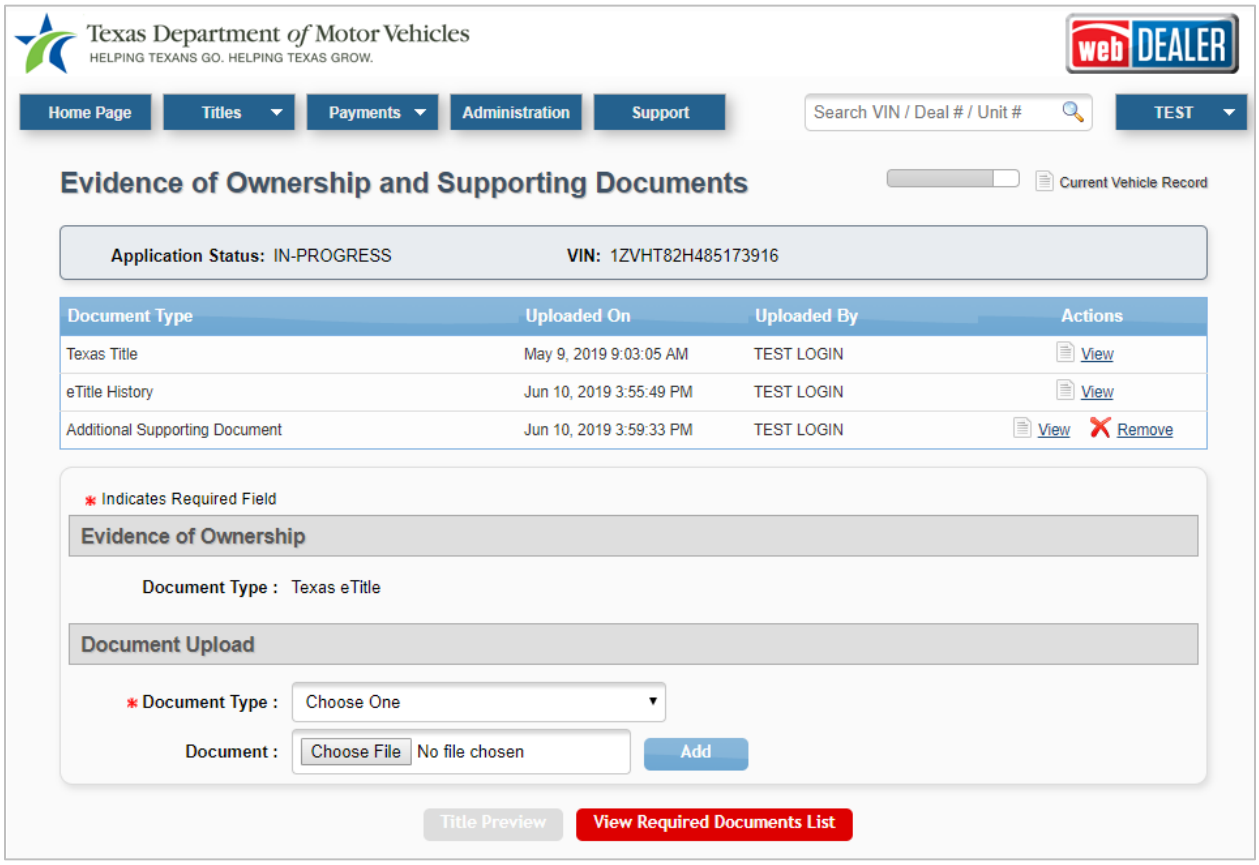


Figure 69: webDEALER Evidence of Ownership and Supporting Documents

10. Select **View Required Documents List**. Upload any required documents by choosing a document type (required), then select **Choose File** to browse to the document.
11. Select **Add** to upload the document. After required documents are uploaded, the **Title Preview** button will activate.
12. Select **Title Preview**. The webDEALER *Title Preview* page will display.

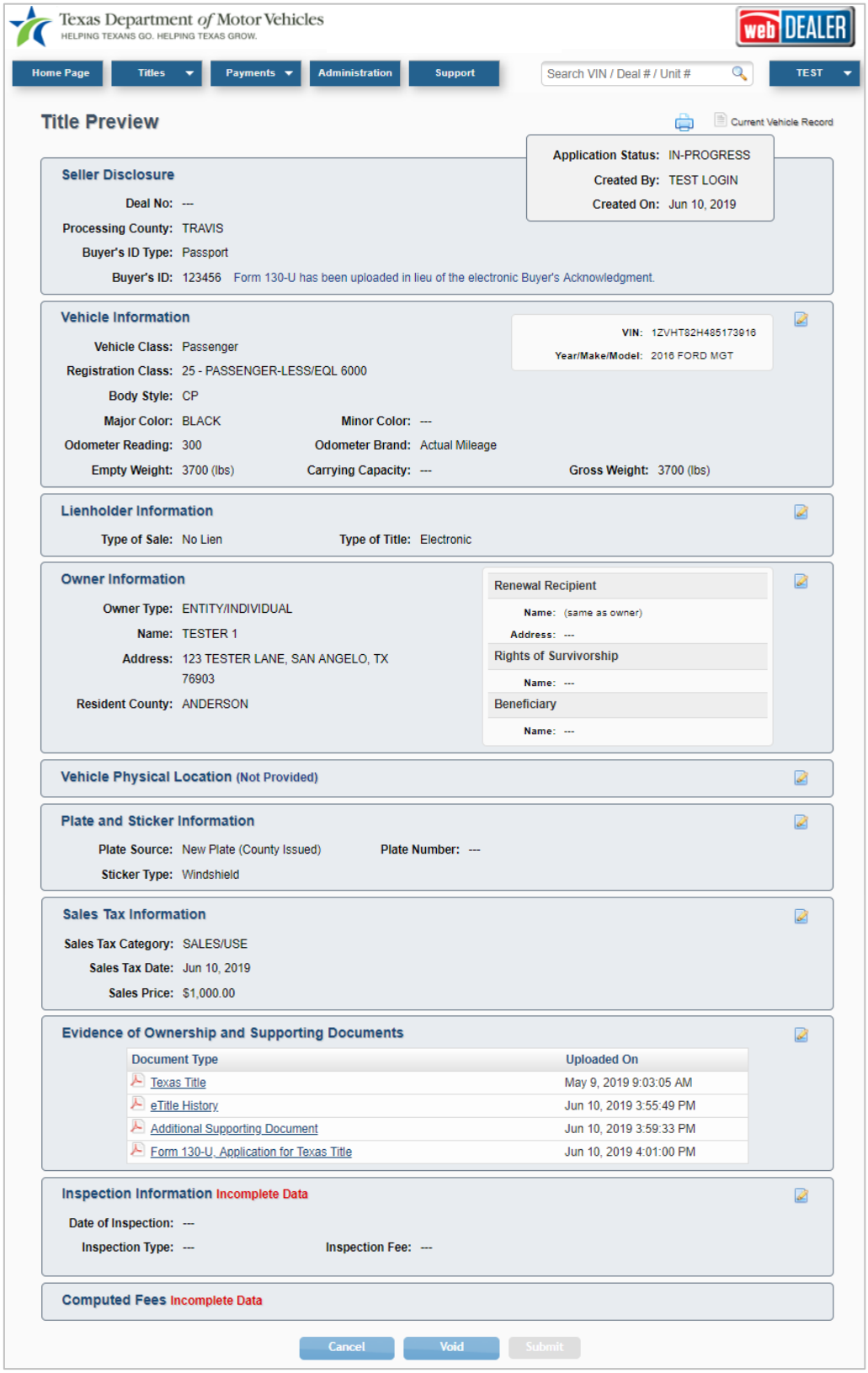


Figure 70: webDEALER Title Preview

13. Select **Cancel** to return to the webDEALER home page (Title Application status will be IN-PROGRESS).
14. Select **Void** to return to the webDEALER *Title Search* page (Title Application status is updated from IN-PROGRESS to VOID; eTitle Record status is updated from TITLE APPLICATION to ACTIVE).
15. Sections marked with Incomplete Data require information to be entered by the dealer before the **Submit** button activates. Select **Submit** (Title Application status is updated from IN-PROGRESS to SUBMITTED, and the title application is submitted to the county to complete the titling process). The webDEALER *Title Search* page displays.

12.2 Starting a Title Application from webDEALER Using Title Search

1. Log in to webDEALER to start a title application for an existing ACTIVE eTitle by selecting the **Active eTitle(s)** hyperlink in the *Titles Activity Box* or navigate to the *Title Search* page by selecting **Title Search** from the *Titles* tab drop-down menu.

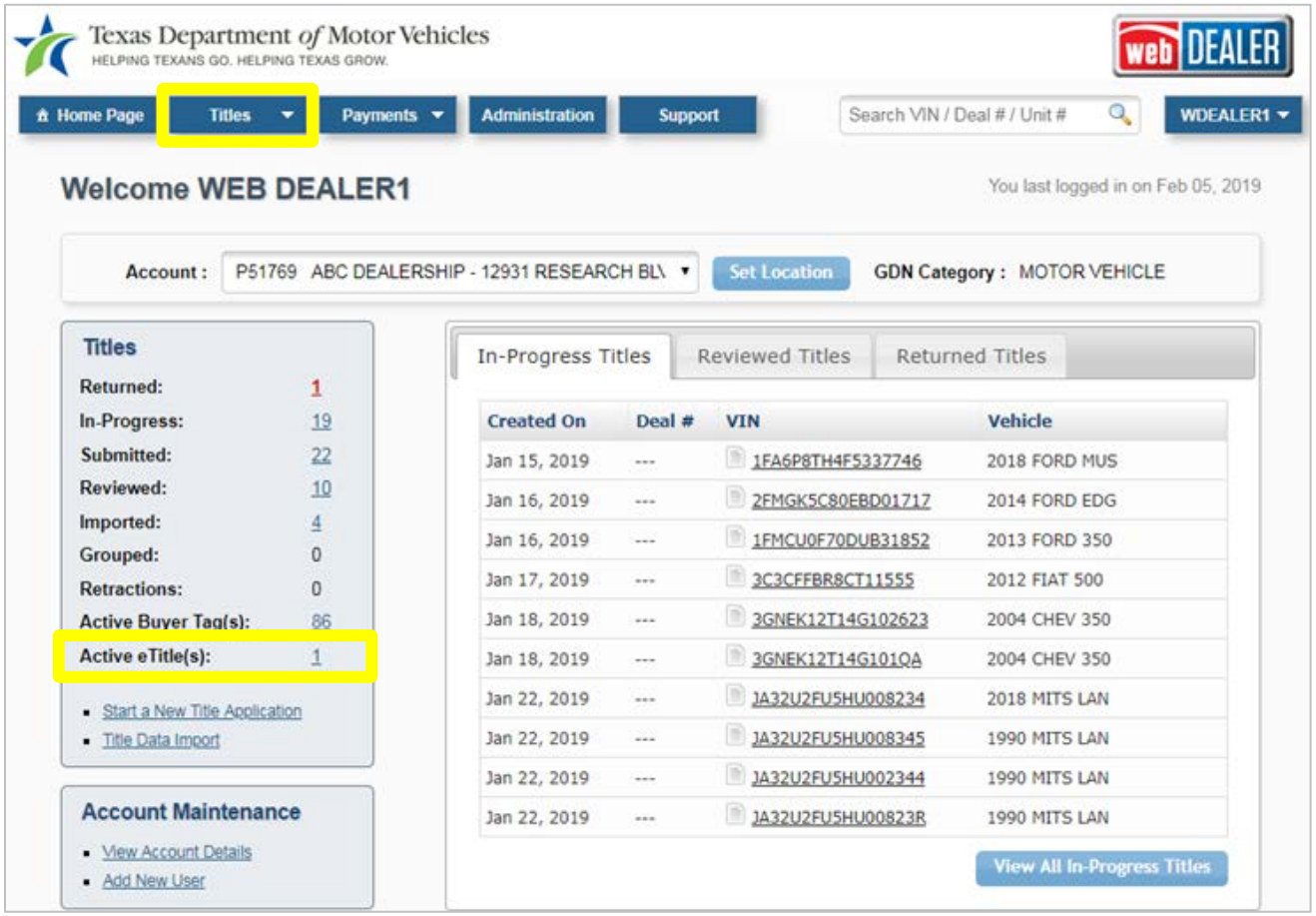


Figure 71: webDEALER Home Page

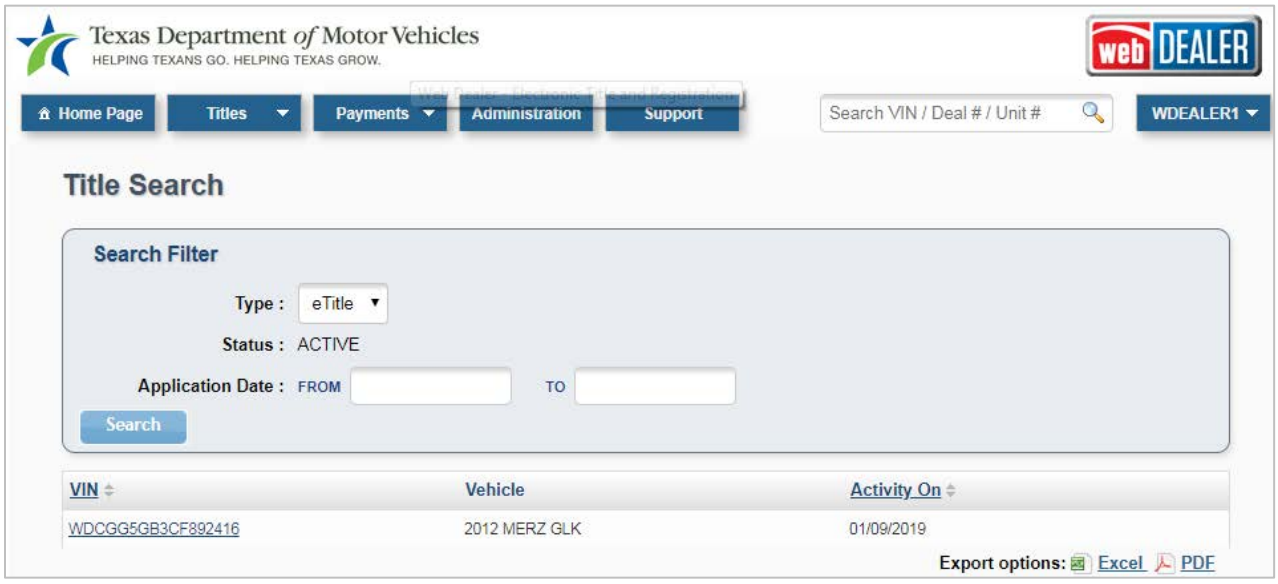


Figure 72: webDEALER Title Search

2. The default Type is eTitle; the default Status is ACTIVE. Titles can be searched by Application Date range as well. A list of ACTIVE VINs will pre-populate. Select a **VIN** hyperlink. The webDEALER *eTitle Preview* page will display.

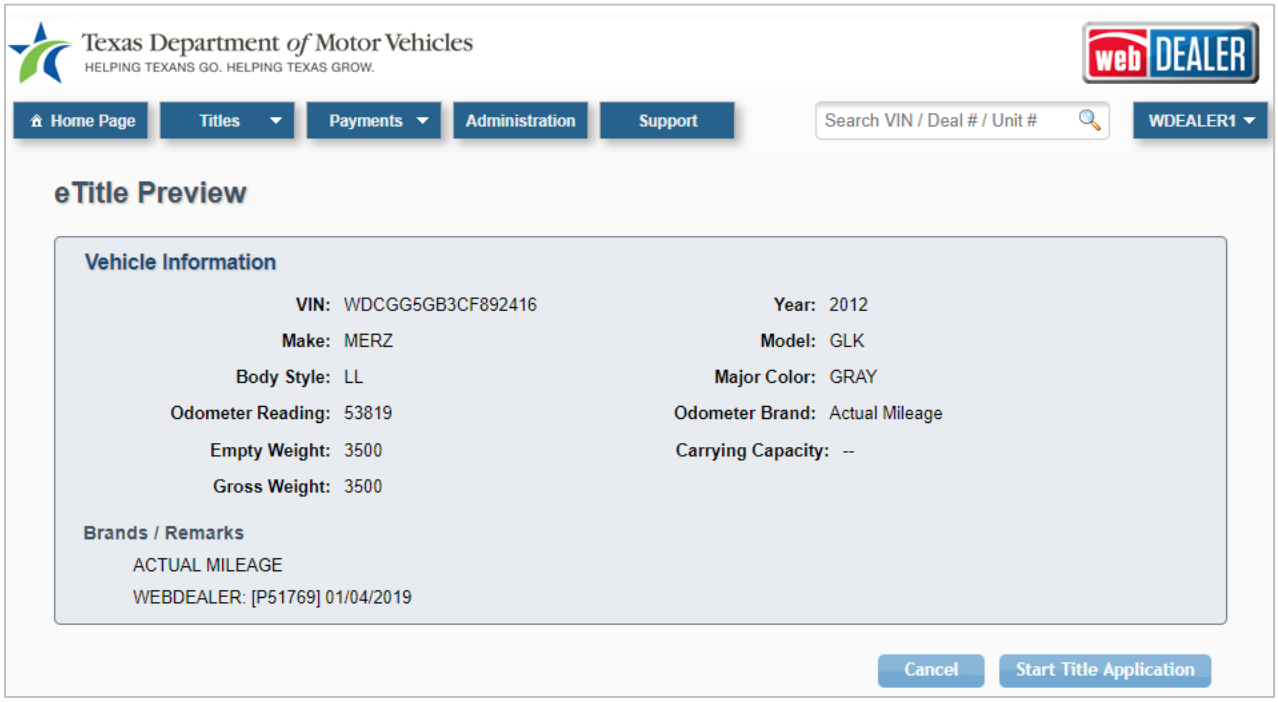


Figure 73: webDEALER eTitle Preview

3. Select **Cancel** to return to the webDEALER home page. Select **Start Title Application** to proceed to the webDEALER *Seller Disclosure* page. If an active buyer's tag exists, continue the Title Application process by following the steps in Section 13.1.

12.3 Starting a Title Application from eTITLE

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the ACTIVE category hyperlink in the *eTitles Activity Box* or from the eTITLE tab drop-down menu.

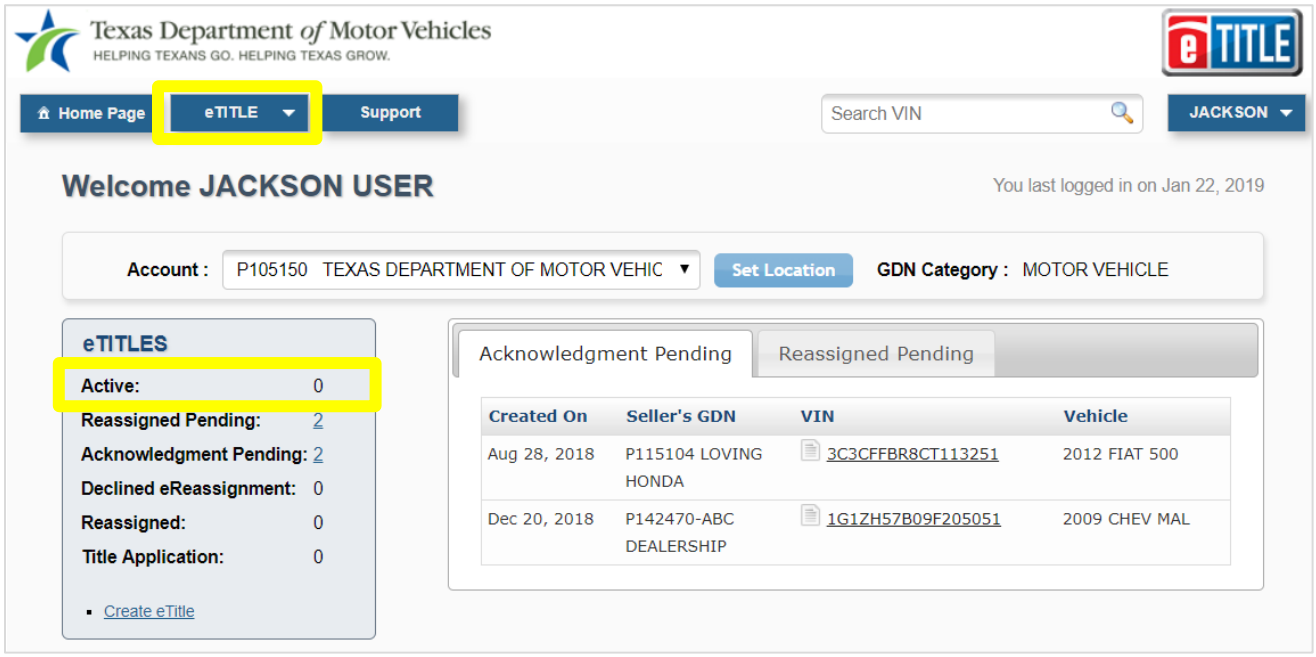


Figure 74: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

2. Select a VIN from the list of **VIN hyperlinks** on the *eTitle Inventory* page. The *eTitle Record* page displays.

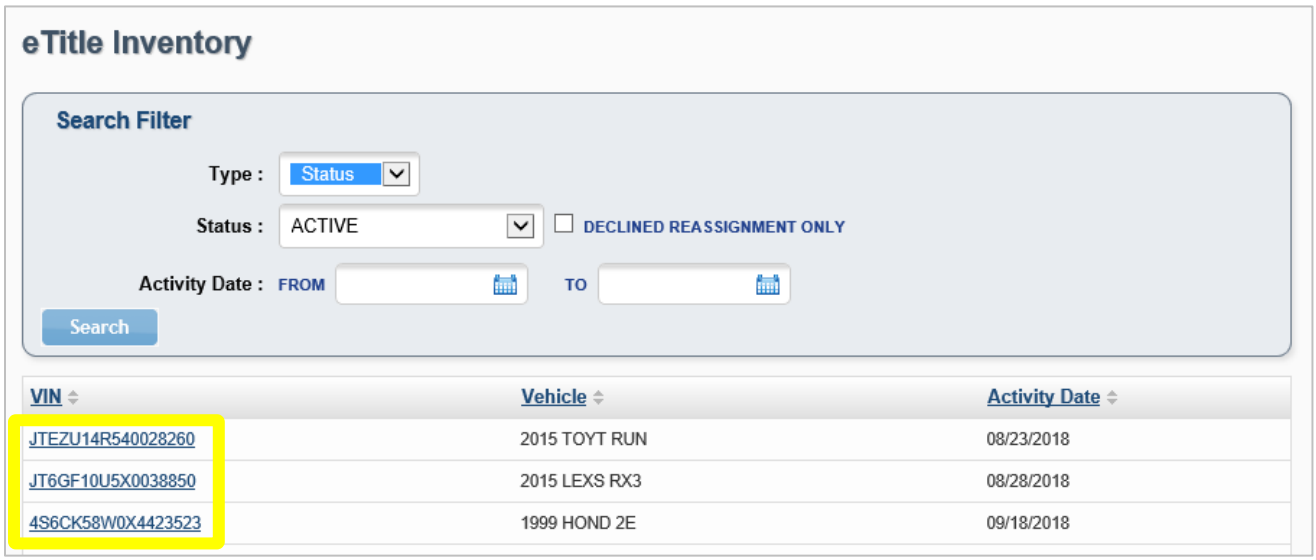


Figure 75: eTitle Inventory – VIN Hyperlinks Highlighted

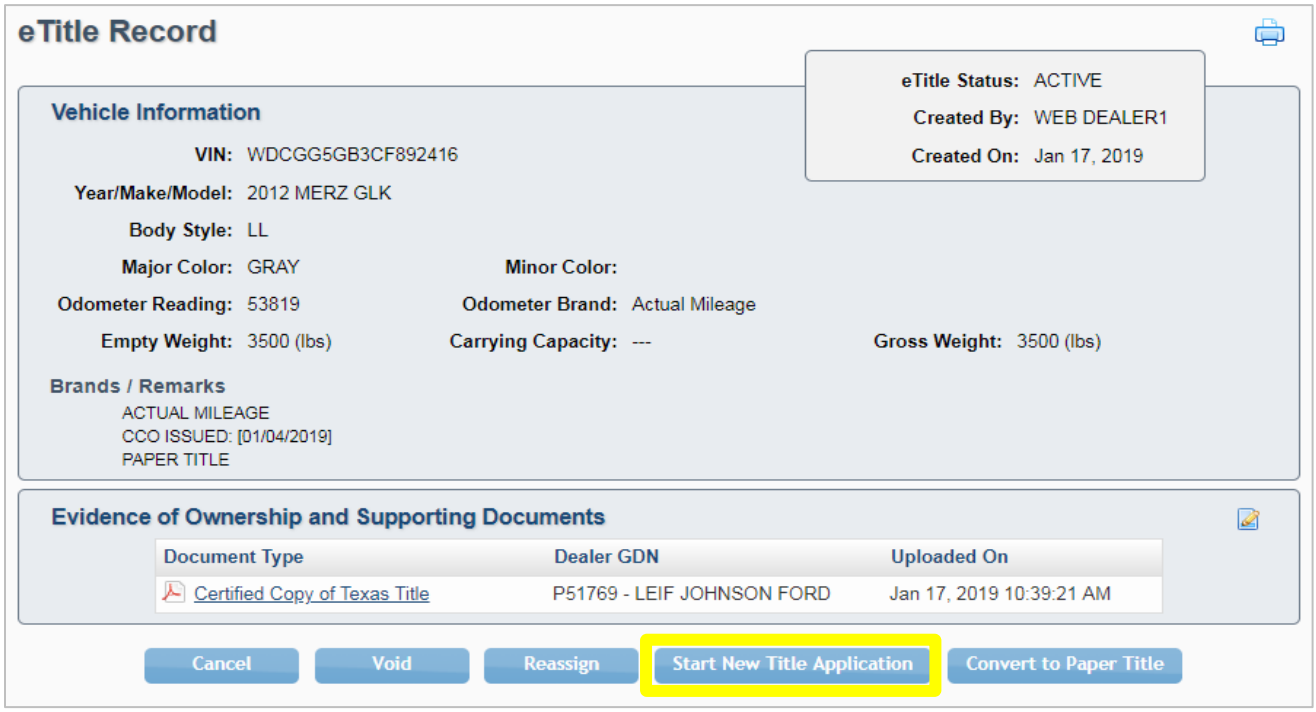


Figure 76: eTITLE – eTitle Record

3. Select **Start New Title Application**. A confirmation pop-up window will display.

Figure 77: Import to webDEALER Confirmation

4. Select **Yes** to continue to the webDEALER *Seller Disclosure* page (creates a Title Application in webDEALER with IN-PROGRESS status after Seller Disclosure is complete). The eTitle Record status updates from ACTIVE to TITLE APPLICATION.
5. Select **No** to return to the eTitle Record page with no change of status.
6. Select **Import to webDEALER** to create a Title Application in webDEALER with a status of IMPORTED (eTitle Record status updates from ACTIVE to TITLE APPLICATION).
7. Switch to webDEALER.
8. Navigate to IMPORTED Titles either by selecting the **Imported** hyperlink in the *Titles Activity Box* or by using the webDEALER Title Search with a status of IMPORT.

NOTE: If an active buyer tag exists for this VIN, the information from the buyer tag will be automatically included on the title application.

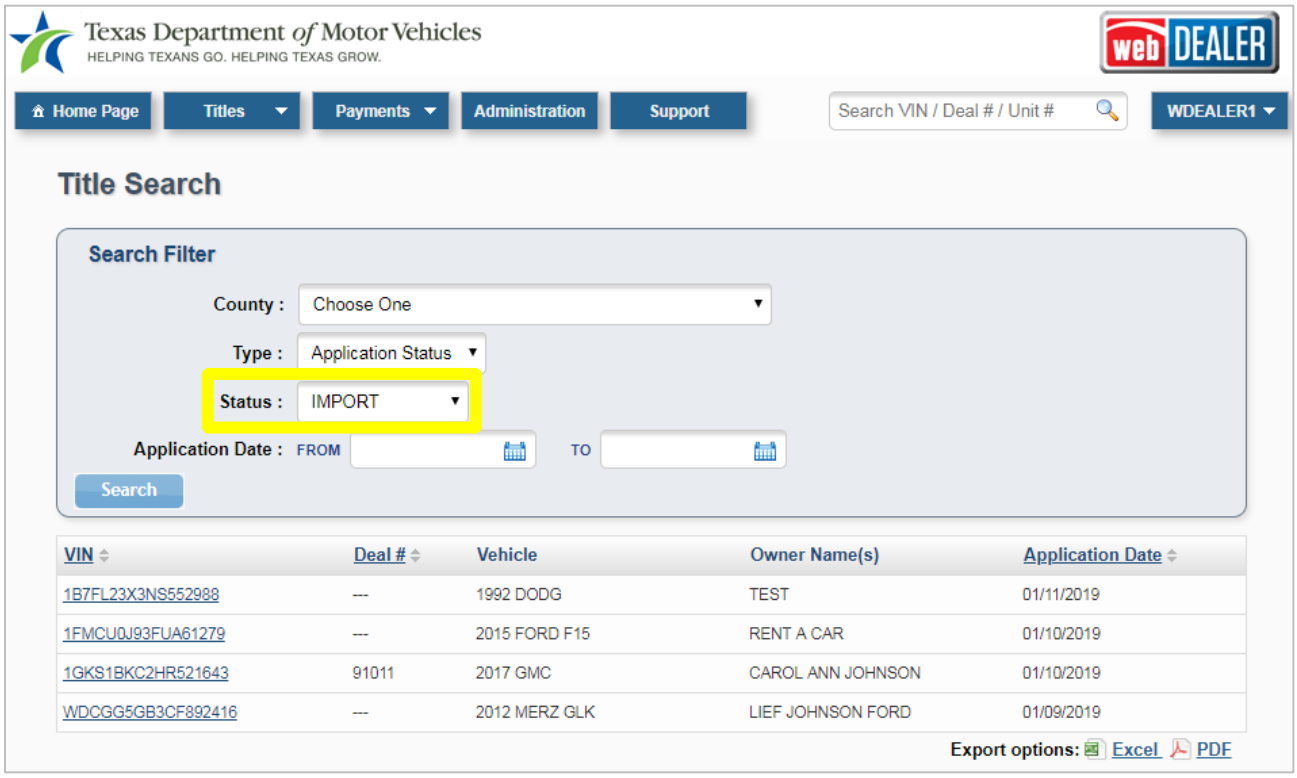


Figure 78: webDEALER Title Search – IMPORT Status

9. Select a VIN from the list of **VIN hyperlinks**. A webDEALER *Title Preview* page will display with pre-populated *eTitle information* and *Evidence of Ownership and Supporting Documents* sections.

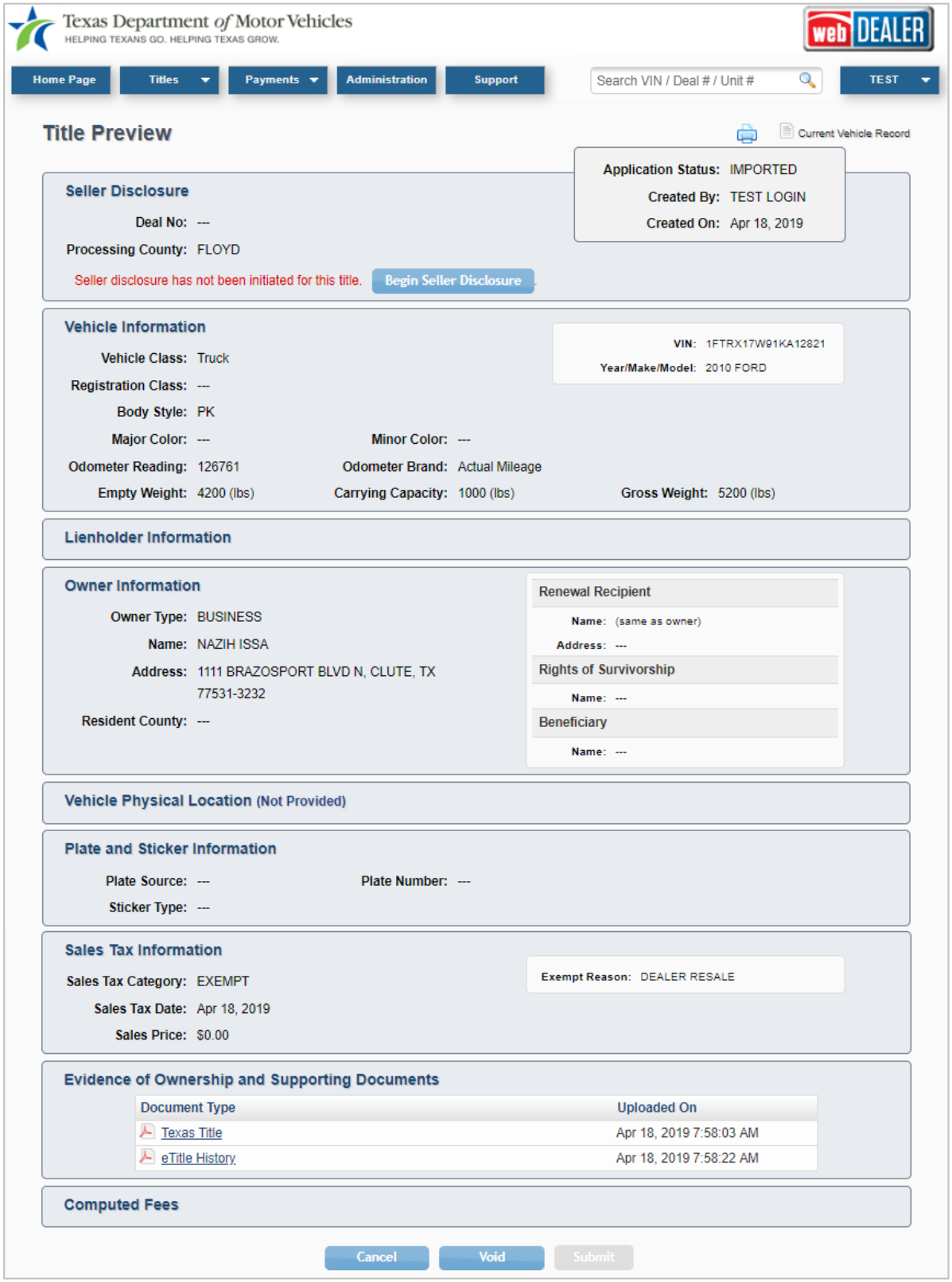


Figure 79: webDEALER Title Preview

10. Select **Cancel** to return to the webDEALER home page. The title status remains as IMPORTED; the eTitle status remains as TITLE APPLICATION.
11. Select **Void** to return to the *Title Search* page. The title application status updates from IN-PROGRESS to VOID, and the eTitle Record status updates to ACTIVE.
12. Select the **Begin Seller Disclosure** button to proceed to the webDEALER *Seller Disclosure* page. Continue the Title Application process as described above in Section 13.1.