



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

# Dealer User Guide

April 2019

webDEALER 4.1.1



# Contents

- 1 Overview ..... 6**
  - 1.1 Features ..... 6
  - 1.2 Signatures ..... 7
    - 1.2.1 Upload of Application for Texas Title and/or Registration (Form 130-U) ..... 7
    - 1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment ..... 7
- 2 Getting Started..... 8**
  - 2.1 What to Expect ..... 8
  - 2.2 Setup ..... 9
  - 2.3 Recommendations ..... 9
  - 2.4 You Should Know ..... 9
  - 2.5 Reminder Checklist ..... 11
- 3 Administrator ..... 12**
  - 3.1 Add/Configure a User ..... 12
  - 3.2 Configuration by County ..... 15
  - 3.3 Dealer Deputy ..... 16
- 4 Starting Title Applications ..... 19**
  - 4.1 How to Start a Title Application ..... 19
    - 4.1.1 Web Service ..... 19
    - 4.1.2 Active Buyer Tag ..... 21
    - 4.1.3 Using an Imported File ..... 22
    - 4.1.4 Creating a Title Application Manually ..... 25
  - 4.2 Seller Disclosure ..... 28
- 5 Electronic Buyer Acknowledgment ..... 30**
  - 5.1 To Complete the Buyer Acknowledgment ..... 30
- 6 Completing Title Applications ..... 33**
  - 6.1 Vehicle Information ..... 33
  - 6.2 Lienholder Information ..... 34
  - 6.3 Owner Information ..... 36
  - 6.4 Vehicle Physical Location ..... 37
  - 6.5 Plates and Sticker Information ..... 37
    - 6.5.1 Replacement Plate(s) Fee ..... 39
  - 6.6 Sales Tax Information ..... 40
  - 6.7 Evidence of Ownership and Supporting Documents ..... 41
  - 6.8 Inspection Information ..... 43
    - 6.8.1 Current, Passing Inspection ..... 43



- 6.8.2 Inspection Expires .....44
- 6.8.3 Inspection is Not Valid or Not Available .....44
- 6.9 Fees .....46
- 7 Submitting Title Applications ..... 48**
- 8 Grouping Title Applications..... 49**
  - 8.1 Grouping by County.....49
  - 8.2 Grouping by Dealer.....51
  - 8.3 Ungrouping Reviewed Title Application Groups .....53
- 9 Returned Title Applications ..... 55**
  - 9.1 Reviewing a Returned Title Application.....56
- 10 Retracting Title Applications ..... 57**
  - 10.1 Viewing Retraction Requests.....58
- 11 Resubmitting Title Applications..... 60**
- 12 Voiding Title Applications..... 61**
- 13 Printing Receipts ..... 62**
  - 13.1 Owner’s Receipt .....63
  - 13.2 Duplicate Receipt.....64
  - 13.3 Final Receipt.....65
- 14 Payments..... 66**
- Appendices ..... 68**



## List of Figures

Figure 1: Surrendered Title ..... 10

Figure 2: Login Page ..... 12

Figure 3: Select webDEALER Icon ..... 12

Figure 4: Home Page ..... 13

Figure 5: Account Details Page ..... 13

Figure 6: Search User ..... 14

Figure 7: Add User to Account ..... 14

Figure 8: Assigned Permissions ..... 15

Figure 9: Account Details Page ..... 15

Figure 10: Configuration without Inventory ..... 16

Figure 11: Dealer Deputy Fee ..... 16

Figure 12: Title Convenience Fee ..... 17

Figure 13: Pay to County Fee ..... 17

Figure 14: Imported from Home Page ..... 19

Figure 15: Import on Title Search ..... 20

Figure 16: Begin Seller Disclosure ..... 20

Figure 17: Active Buyer Tag on the home Page ..... 21

Figure 18: Tag Search Page ..... 21

Figure 19: Tag Import ..... 22

Figure 20: Title Data Import on Home Page ..... 23

Figure 21: Title Data Import ..... 23

Figure 22: Search for Imported Record ..... 23

Figure 23: Accept Record ..... 24

Figure 24: Start a New Title Application ..... 25

Figure 25: New Title Application – Enter VIN ..... 25

Figure 26: Existing Buyer Tag ..... 26

Figure 27: Existing Vehicle Record ..... 27

Figure 28: Seller Disclosure ..... 29



Figure 29: Buyer Agreement Login..... 31

Figure 30: Buyer Agreement ..... 32

Figure 31: Buyer Agreement Confirmation ..... 32

Figure 32: Vehicle Information ..... 33

Figure 33: Lienholder Information ..... 34

Figure 34: Certified Lienholder ..... 34

Figure 35: Certified Lienholder Verification ..... 35

Figure 36: Local Lienholder ..... 35

Figure 37: Lienholder Information ..... 36

Figure 38: Owner Information..... 36

Figure 39: Vehicle Physical Location..... 37

Figure 40: Plate and Sticker Information – County Issued License Plate(s)..... 37

Figure 41: Plate and Sticker Information – Dealer Inventory ..... 38

Figure 42: Plate and Sticker Information – Customer Supplied..... 38

Figure 43: Replacement License Plate..... 39

Figure 44: Sales Tax Information ..... 40

Figure 45: Evidence of Ownership ..... 41

Figure 46: Required Document List..... 41

Figure 47: Document Type Selection ..... 42

Figure 48: Evidence of Ownership and Supporting Documents Completed..... 43

Figure 49: Inspection Information Not Shown ..... 44

Figure 50: Expired Inspection..... 44

Figure 51: Inspection Information Shown ..... 45

Figure 52: Inspection Verified..... 45

Figure 53: Inspection Information ..... 45

Figure 54: Computed Fees..... 46

Figure 55: Fee Page..... 46

Figure 56: Optional Fees and Donations..... 47

Figure 57: Submit Title Application..... 48

Figure 58: Title Search for Submitted Title Applications..... 48



Figure 59: Titles Grouped for Payment from the Home Page ..... 49

Figure 60: Title Groups with Payment Due..... 50

Figure 61: Group Details ..... 50

Figure 62: Group Reviewed Titles..... 51

Figure 63: Group Reviewed Titles for Payment..... 51

Figure 64: Group Reviewed Titles for Payment Confirmation ..... 52

Figure 65: Confirmation Message and Group Number..... 52

Figure 66: Reviewed Title Groups with Payments Due ..... 52

Figure 67: Titles Grouped for Payment ..... 53

Figure 68: Reviewed Title Groups with Payments Due ..... 53

Figure 69: Ungroup Title Applications ..... 54

Figure 70: Ungroup Confirmation Request..... 54

Figure 71: Returned Title Application ..... 55

Figure 72: Title Search – Returned Title Applications ..... 56

Figure 73: Transaction History ..... 56

Figure 74: Title Search Page..... 57

Figure 75: Retract a Title Application ..... 57

Figure 76: Retraction Request ..... 58

Figure 77: View Retraction Requests – Home Page ..... 58

Figure 78: Title Search Retraction Requests..... 59

Figure 79: Title Preview – Retraction Request Message..... 59

Figure 80: Submit Returned Title Application ..... 60

Figure 81: Voiding Title Application..... 61

Figure 82: Print Receipts..... 62

Figure 83: Owner's Receipt..... 63

Figure 84: Duplicate Receipt..... 64

Figure 85: Final Receipt ..... 65

Figure 86: Access Payments Completed ..... 66

Figure 87: Payments Completed Reference Number..... 66

Figure 88: Payment Details ..... 67



# 1 Overview

Title applications are submitted electronically to county tax assessor-collector's offices. 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). webDEALER provides a straight forward process to transfer information quickly from a dealer management system to webDEALER, as well as a manual entry option (keyboard entry). When you're ready, submitting the title application to the county tax assessor-collector's office 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 county tax assessor-collector's offices with a more efficient review process. Benefits and features include:

- Validation of inventory allocated to you – if any has been allocated to you
- System monitoring of outstanding title applications for your dealership
- Option to establish your dealership without inventory – instead the county assigns the plate and prints the sticker – no bonding required
- Ability to submit title applications electronically to multiple counties once approved and established by each county tax assessor-collector's office
- Live calculation of the prorated fees when transferring special plates
- Ability to easily see the reason for the return of a title transaction
- Visibility of all title applications from start to finish
- Ability to add Title Convenience Fee (if you are a Dealer Deputy)
- Payments and fees for each title application are calculated precisely
- Ability to batch print receipts

## 1.2 Signatures

With webDEALER, there are two ways you 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 signature using the Seller Disclosure and Buyer Acknowledgment feature

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

This method requires you to upload the completed Form 130-U in order for the application to be electronically processed in webDEALER. The closer at your dealership will not have to login to webDEALER to create the Seller Disclosure and get the Buyer Acknowledgment during the closing. Instead, the closer and buyer(s) will sign the Form 130-U, as they normally do, and your dealership's titling clerk will then upload it when processing the application.

### 1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires you 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.

See [Appendix 2 – Requirements for Use of the Electronic Buyer's 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 What to Expect

The county tax assessor-collector's office and TxDMV staff are available to answer your questions.

**In order to have access to webDEALER, you must have eTAG access. The eTAG username and password will be the same for webDEALER. You must provide the county tax assessor-collector's office with an eTAG Username for your first administrative user. The eTAG Username is required for the county tax assessor-collector's office to authorize a user to access webDEALER.**



Appendix 4 – Equipment Requirements to ensure your equipment is compatible and you have all needed supplies.

## 2.2 Setup

The county tax assessor-collector's office will set up your dealership in webDEALER. In addition to setting up your dealership, they will also set up the initial user to be the administrator of your dealership. The dealership administrator is responsible for adding additional users, managing user permissions, and removing users.

**Note:** If you have multiple DBAs under one dealer license, you must inform the county tax assessor-collector's office of each location from which you will file webDEALER title applications.

**Note:** If you have a Motor Vehicle GDN license and sell ATVs/ROVs, you must request the county tax office to enable your account to submit title applications for those vehicle types through webDEALER.

To submit title applications to multiple counties, each of those counties must authorize your dealership.

## 2.3 Recommendations

It is highly recommended that payments be made via Automated Clearing House (ACH) to achieve the most benefit from webDEALER. Your county tax assessor-collector's office can assist with this process.

## 2.4 You Should Know

You cannot set a bookmark for webDEALER once the application has been started. You will need to access webDEALER 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.



You are required to retain the original stamped evidence of ownership in your purchase and sales records.



Figure 1: Surrendered Title

It is your responsibility to validate the Texas title against the latest motor vehicle record in the department’s database. Once you stamp a title **SURRENDERED**, that title becomes invalid, is considered surrendered to the department, and cannot be used in another title application.

If you stamp **SURRENDERED** on a title in error, you 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 (i.e. signed by the original person(s)). If assignments cannot be recreated or a duplicate cannot be obtained, you will be required to obtain ownership through the bonded title process, if applicable.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If the county or TxDMV determines the documents attached to a title application are copies of originals, the title application will be returned or rejected, and you 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.



## 2.5 Reminder Checklist

Please have the following items ready to begin processing title applications in webDEALER:

- Internet capability
- URL for webDEALER (<https://webdealer.txdmv.gov>)
- Sticker paper and plate inventory provided by county, if applicable
- eTAG user accounts set up and access to webDEALER verified
- Printer
- Scanner
- SURRENDERED stamp

If you have any questions, please contact your county tax assessor-collector's office.



### 3 Administrator

webDEALER is intended to have at least two administrators with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

Users must first have eTAG access in order to access webDEALER. Their eTAG username and password will be the same for webDEALER.

**Note:** Password resets must be completed through eTAG.

#### 3.1 Add/Configure a User

1. The administrator logs into webDEALER.

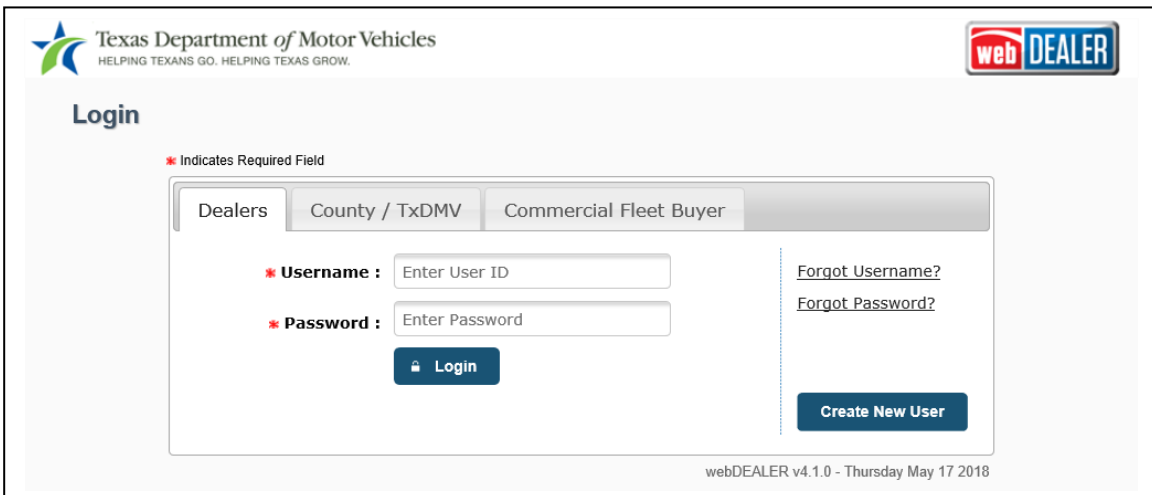


Figure 2: Login Page

2. Select the webDEALER logo.

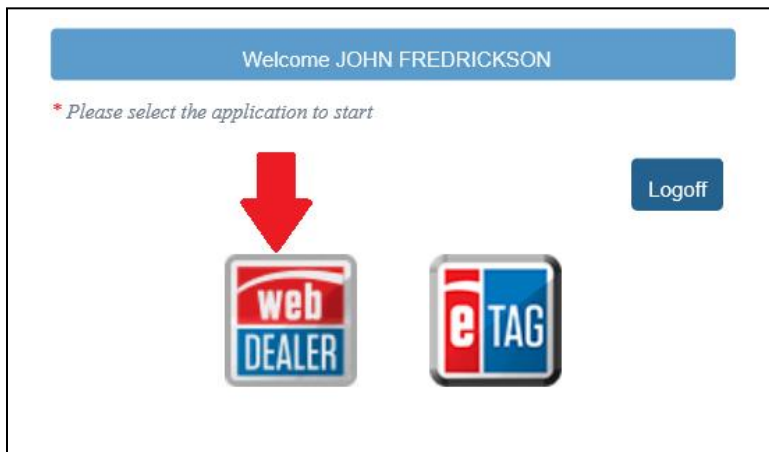


Figure 3: Select webDEALER Icon



3. On the Home Page, select the **Administration** tab.

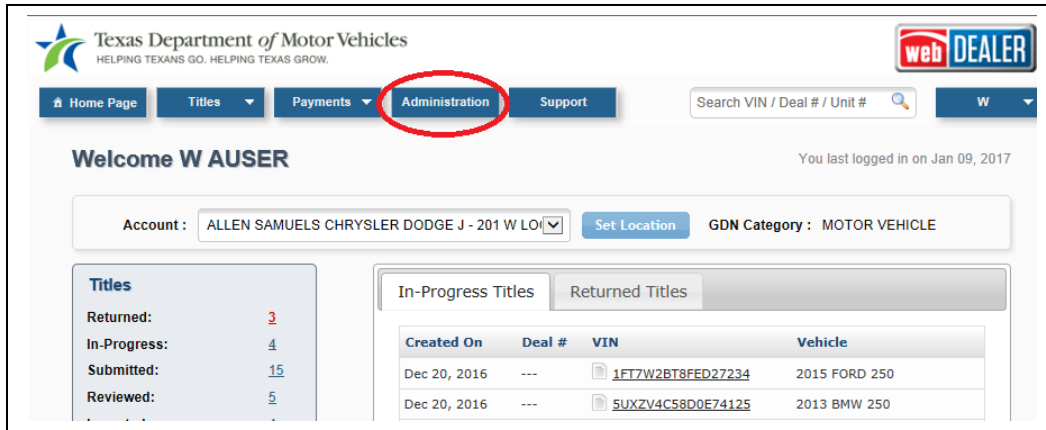


Figure 4: Home Page

4. The Account Details page displays your dealership information and authorized users.
5. On the Account Details page, select **Add User**.



Figure 5: Account Details Page

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

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




**Search User**

Account ID: 148921  
Account Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

**Search Criteria**

Use one of the following fields to search existing users.

Username : WAUSER1 

First Name :

Last Name :

Email :

Figure 6: Search User

7. Locate the user from the search results. Select **Add to Account** under the Action column.

**Search User**

Account ID: 148921  
Account Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

**Search Criteria**

Use one of the following fields to search existing users.

Username : WAUSER1

First Name :

Last Name :

Email :

1 user(s) found.

User Name	Name	Email	Action
WAUSER1	W AUUSER	KATHY.MCKEE@TXDMV.GOV	<a href="#">Add to Account</a>

Figure 7: Add User to Account



8. Select permissions for the user under the Assigned Permissions. Select **Save**.

The screenshot shows the 'User Details' page for a user named WAUSER1. The 'Assigned Permissions' section is highlighted with a red box and contains the following options:

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

The 'Save' button at the bottom left is circled in red. Other buttons include 'Cancel' and 'View Associated Dealer(s)'.

Figure 8: Assigned Permissions

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

## 3.2 Configuration by County

The Configuration by County button on the Account Details page displays the allowances placed on your dealership by each county.

1. From the Account Details page, select the **Configuration by County** button.

The screenshot shows the 'Account Details' page for a dealer. The 'Configuration by County' button at the bottom right is circled in red. The page displays the following information:

- Dealer ID: 148921
- Dealer GDN: P108927
- GDN Category: MOTOR VEHICLE
- Business Name: ALLEN SAMUELS WACO D C J, INC.
- Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J
- Contact Name: KEVIN SIX
- Email: ---
- Phone #: (254)772-1000
- Title convenience fee: \$ 10.00 (Up to \$10 dollars)
- Address: 201 W LOOP 340, WACO, TX 76712
- New & Used Vehicle Sales:

Buttons for 'Save', 'Add User', and 'Configuration by County' are visible. Below the account details is a table for 'List of Associated Users':

User Name	Name	Email	Status	Action
WAUSER2	W AUSER	kathy.mckee@txdmv.gov	Active	

Figure 9: Account Details Page





2. The pop-up will show your configuration.

**Note:** The maximum unapproved title applications allowed can be set up to 5,000 at the county's discretion.

3. "Yes" or "No" will indicate whether or not you have plate and sticker inventory.

The screenshot shows a pop-up window titled "Configuration by County" with a close button (X) in the top right corner. The "County:" dropdown menu is set to "HARRIS - 101". Below this, the following settings are displayed: "Maximum Unapproved Title Applications allowed: 50", "Group Transactions: Yes", "Group Reviewed Title Applications: Entity", "Issue Plate Inventory: No", and "Issue Registration Stickers: No". A small cursor icon is visible in the bottom right corner of the pop-up.

Figure 10: Configuration without Inventory

### 3.3 Dealer Deputy

A Dealer Deputy holds inventory and assigns license plates and stickers through webDEALER.

If you are set up as a Dealer Deputy, you will be able to charge a Title Convenience Fee of up to \$10.00 with county approval.

Follow these steps to set the Title Convenience Fee:

1. Select the **Administration** tab from any page (refer to [Figure 4](#)).
2. Enter a Title convenience fee of up to \$10.00 on the Account Details page.
3. Select **Save**.

The screenshot shows the "Account Details" page. The "Title convenience fee" is set to \$10.00, with a note "(Up to \$10 dollars)". A red arrow points to the input field. The "Save" button is circled in red. Other details include: Dealer ID: 148921, Dealer GDN: P108927, GDN Category: MOTOR VEHICLE, Business Name: ALLEN SAMUELS WACO D C J, INC., Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J, Contact Name: KEVIN SIX, Email: ---, Phone #: (254)772-1000. An "Address" box shows: 201 W LOOP 340, WACO, TX 76712. A checked checkbox indicates "New & Used Vehicle Sales". A "Configuration by County" button is visible in the bottom right.

Figure 11: Dealer Deputy Fee



Once saved, the Title Convenience Fee will show on your title applications once you calculate the fees.

**Computed Fees**  
Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$1,562.50
BUYERS TAG	\$5.00
<b>TITLE CONVENIENCE FEE</b>	<b>\$10.00</b>
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
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>

Cancel

Figure 12: Title Convenience Fee

**Note:** If the fees are calculated on an application prior to setting up an amount for the Title Convenience Fee, the fee will not reflect in the computed fees section until the fees are recalculated by selecting the edit icon in the fees section from the Title Preview page.

The fee amount due to the county will be different than the total amount shown on the payment screens.

**Group Reviewed Titles for Payment**

**Search Filter**  
County: FLOYD - 77  
Submission Date: FROM [ ] TO [ ] Search

▼ FLOYD 2 title(s) found.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Total Fees	Pay To County
<input checked="" type="checkbox"/>	2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$911.27	\$901.27
<input checked="" type="checkbox"/>	1GNKR6KD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$2,327.83	\$2,317.83
<b>Total Selected:</b>						<b>\$3,219.10</b>	

Group Titles

Figure 13: Pay to County Fee



**Note:** The Total Fees are \$10.00 more than the Pay to County fees in Figure 13 to account for the \$10.00 Title Convenience Fee.

**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 Starting Title Applications

With webDealer, you can submit title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, and off-highway motorcycles), apply for Title Only, and more.

### 4.1 How to Start a Title Application

There are three ways to begin title applications:

- Using a webDEALER title integration service (Web Service)
- Using an imported file
- Creating a title application manually

#### 4.1.1 Web Service

1. Transfer data from your Dealer Management System (DMS).
2. The title application will appear in the “Imported” status link in the Titles box on the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box to view the imported applications. Additionally, you can also locate transactions from the Home Page by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown. Use the search filter box with the status of “Import.”

The screenshot shows the webDEALER interface. At the top, there is a navigation bar with tabs for Home Page, Titles, Payments, Administration, and Support. A search box for VIN / Deal # / Unit # is present, along with a user profile for JOHN. Below the navigation bar, there is a 'Titles' dropdown menu with options: Title Search, New Title Application, and Title Data Import. The 'Title Search' option is highlighted with a red box. Below the dropdown, there is a 'Titles' summary box with the following data:

Titles	
Returned:	1
In-Progress:	14
Submitted:	25
Reviewed:	12
Imported:	6
Retractions:	0
Active Buyer Tag(s):	103

Below the summary box, there is a table of 'In-Progress Titles' and 'Returned Titles'. The 'In-Progress Titles' table has columns for Created On, Deal #, VIN, and Vehicle. The data is as follows:

Created On	Deal #	VIN	Vehicle
Jan 16, 2019	---	1FMCU0F70DUB31852	2013 FORD 350
Jan 17, 2019	---	3C3CFFBR8CT11555	2012 FIAT 500
Jan 18, 2019	---	3GNEK12T14G102623	2004 CHEV 350
Jan 18, 2019	---	3GNEK12T14G1010A	2004 CHEV 350
Jan 22, 2019	---	JA32U2FU5HU008234	2018 MITS LAN
Jan 22, 2019	---	JA32U2FU5HU008345	1990 MITS LAN
Jan 22, 2019	---	JA32U2FU5HU002344	1990 MITS LAN

Figure 14: Imported from Home Page



- Use the search filter box to assist in locating applications. Select the **VIN** of the application you wish to complete to open the Title Preview page.

**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : IMPORT

Application Date : FROM   TO

VIN	Deal #	Vehicle	Owner Name(s)	Application Date
<a href="#">1G11C5SL1EF851247</a>	87678	2014 CHEV ML1	JOSEPH M CHUMBLEY LORRAINE M CHUMBLEY	04/14/2017
<a href="#">KMHHT6KD7EU852141</a>	87677	2014 HYUN GEN	LAURA ANN PEREZ JOHN ALEXANDER PEREZ	04/14/2017
<a href="#">WAUAFALXFN852147</a>	87676	2015 AUDI 4TP	ALFRED TIBERI DIAZ	04/14/2017
<a href="#">1N6BA0ED7EN582147</a>	87675	2014 NISS	WALTER CONLEY BARTHELL BARBARA JOANN BARTHELL	04/14/2017
<a href="#">1N4AL3AP9FC152145</a>	87674	2015 NISS A2S	REBECCA SUE ROSARIO RAYMOND ELI ROSARIO	04/14/2017
<a href="#">1GCRREC0EZ416588</a>	87673	2014 CHEV	LARRY DARNELL LIPSEY	04/14/2017

Export options:

Figure 15: Import on Title Search

- To complete the Seller Disclosure, select the **Begin Seller Disclosure** button.

**Title Preview**

Application Status: IMPORTED

Created By: JASON ERICKSON

Created On: Apr 14, 2017

**Seller Disclosure**

Deal No: 87678

Processing County: ---

Seller disclosure has not been initiated for this title.

**Vehicle Information**

Vehicle Class: ---

Registration Class: ---

Body Style: 4D

Major Color: BLACK

Minor Color: ---

Odometer Reading: 70

Odometer Brand: Actual Mileage

Empty Weight: 3600 (lbs)

Carrying Capacity: ---

Gross Weight: ---

VIN: 1G11C5SL1EF851247

Year/Make/Model: 2014 CHEV ML1

Figure 16: Begin Seller Disclosure



### 4.1.2 Active Buyer Tag

In order to start a title application from an active buyer tag, you must first import the buyer tag into webDEALER. Follow these steps to start a title application from an active buyer tag.

1. On the Home Page, select the link next to Active Buyer Tag(s) from the Titles box.

**Titles**

Returned:	0
In-Progress:	<a href="#">3</a>
Submitted:	0
Reviewed:	0
Imported:	<a href="#">2</a>
Retractions:	0
<b>Active Buyer Tag(s):</b>	<b><a href="#">3</a></b>

- [Start a New Title Application](#)
- [Title Data Import](#)

Figure 17: Active Buyer Tag on the home Page

2. From the Tag Search Page, select the VIN of the vehicle you want to import.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

web DEALER

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | JOHN

### Tag Search

**Search Filter**

Tag No:  or  
VIN:  or  
Created Date: FROM  TO

VIN	Vehicle	Tag Number	Owner(s)	Created Date
<a href="#">WDDSJ4EB1EN042345</a>	2018 MITS CLA	00007U6	JASON TEST 2	FEB 7, 2019
<a href="#">WDDSJ4EB1EN043340</a>	2019 MERZ CLA	00007U7	JASON TEST 3	FEB 7, 2019

Figure 18: Tag Search Page



- When the Tag Preview page displays, verify the information is correct and select the **Tag Import** button.

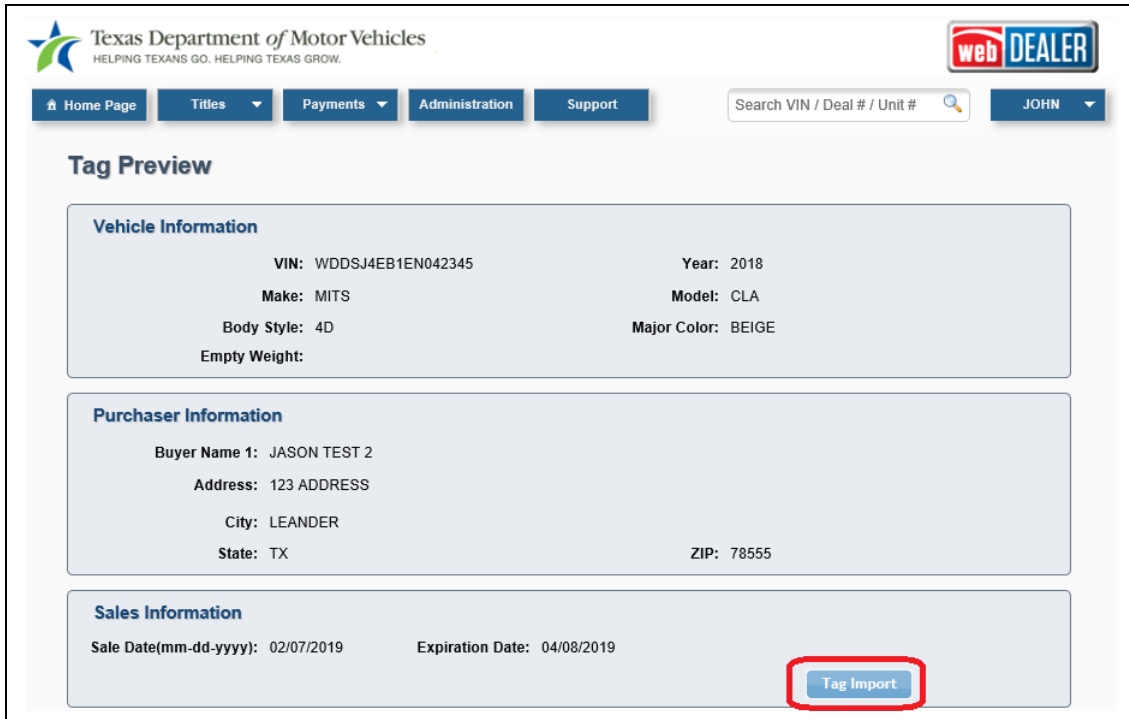


Figure 19: Tag Import

You will be taken to the Home Page with a success message. The VIN is now in the Imported status. To continue, refer to [4.1.3, Using an Imported File](#), for information on how to To proceed with a previously imported file:

### 4.1.3 Using an Imported File

Follow these steps to import a file:

- On the Home Page, select **Title Data Import** from the Titles box.





Figure 20: Title Data Import on Home Page

From any other page, hover your cursor over the **Titles** tab and select **Title Data Import** from the dropdown.

2. Browse for the file to import.

The screenshot shows a web form titled "Title Data Import". At the top left of the form area is the text "\* Title Data Import File:". To its right is a text input field. Further right is a "Browse..." button. At the far right of the form is a blue "Import" button.

Figure 21: Title Data Import

3. Locate and select the file.
4. The text box will populate with the file name.
5. Select **Import**.
6. From the File Type dropdown, select Deal # or VIN to retrieve the record.
7. Enter the number to locate, and select **Show Record**.

The screenshot shows a web form titled "Import Select". At the top of the form area is a header "Search Import Record". Below this header, there is a "Type:" label followed by a dropdown menu currently showing "Deal No". Below that is a "Deal No:" label followed by a text input field. To the right of the input field is a blue "Show Record" button.

Figure 22: Search for Imported Record

8. The Record Review section displays the record for your verification before it is imported. If the correct record is displayed, select **Accept Record**.





**Import Select**

Search Import Record

Type: Deal No

Deal No: 2500 Show Record

**Record Review**

Deal No: 2500

VIN: 1GCFG15X981181980

Buyer: PHILLIP ANDREW INMAN

Buyer Address: 7201 ROARING SPRINGS DR

Vehicle Year / Make / Model: 2009 / CHEV /

Accept Record

Figure 23: Accept Record

9. If you choose to only import one record, select **Title Application** or **Title Preview** to see the vehicle information and begin the title application.
10. To complete the Seller Disclosure, select the **Seller Disclosure** icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

#### To proceed with a previously imported file:

1. If title applications were previously imported, locate these transactions from the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box.
2. Once the application is found, select the **VIN** to open the Title Preview page.
3. Select on the **Begin Title Application** button to begin the title application.

Additionally, you can also locate the transaction from the Home Page by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown. Use the search filter box with the status of “Import,” and select the VIN to open the Title Preview.

**Note:** Please refer to [Appendix 1 – Importing Dealer Management System \(DMS\) Files](#) for more information.



### 4.1.4 Creating a Title Application Manually

To create an application by entering all information manually, begin on the Home Page.

1. Select on **Start a New Title Application** in the Titles box.

Titles	
Returned:	<a href="#">2</a>
In-Progress:	<a href="#">20</a>
Submitted:	<a href="#">25</a>
Reviewed:	<a href="#">13</a>
Imported:	<a href="#">15</a>
Retractions:	0
Active Buyer Tag(s):	<a href="#">187</a>

- [Start a New Title Application](#)
- [Title Data Import](#)

Figure 24: Start a New Title Application

2. Enter the VIN and select **Search**.

**Title Application**

\* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

\* VIN :

Figure 25: New Title Application – Enter VIN



3. If an active buyer tag exists for this vehicle in your dealership, you will have the option to import the buyer tag data or continue without importing.

The screenshot shows the 'Title Application' page in the webDEALER system. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support' buttons. A search bar for 'VIN / Deal # / Unit #' and a user dropdown for 'JOHN' are also present. The main content area is titled 'Title Application' and includes a legend for required fields. Below this is a 'VIN Search' section with a 'GDN Category' set to 'MOTOR VEHICLE' and a 'VIN' field containing 'WDDSJ4EB1EN042345'. A 'Search' button is next to the VIN field. At the bottom of this section, a message states: 'An active eTag exists for this VIN. Do you want to import ?  Yes  No '. This entire message box is highlighted with a red rectangle.

Figure 26: Existing Buyer Tag

4. Once imported, you can begin a title application from the imported record. To continue, refer to the proceed with a previously imported file section of [4.1.3, "Using an Imported File."](#)

**Note:** If you begin a title application on a vehicle and your dealership has an active buyer tag associated to that vehicle, all of the information in the title application must match what is on the active tag or you will not be able to continue.



5. If a motor vehicle record exists in the department's Registration and Title System, the current vehicle record information will display. You must use this information for verification against the title provided to you. Once you verify the vehicle information, you may select the **Proceed** button to advance to the Seller Disclosure page.

The screenshot shows a web form titled "Title Application". At the top left, there is a legend: "\* Indicates Required Field". Below this is a "VIN Search" section with a dropdown menu for "GDN Category" set to "MOTOR VEHICLE". A text input field for "\* VIN:" contains the value "2T1KR32E46C594225" and a "Search" button. Below the search section is the "Current Vehicle Record" section, which displays the following information:

Vehicle Class:	PASS	VIN:	2T1KR32E46C594225
Registration Class:	26 - PASSENGER-MORETHAN 6000	Year/Make/Model:	1985 SPRT
Plate Code:	PSP - PASSENGER-TRUCK PLT		
Body Style:	MH		
Major Color:	---	Minor Color:	---
Empty Weight:	12200 (lbs)	Carrying Capacity:	---
Gross Weight:	12200 (lbs)		
Odometer Reading:		Odometer Brand:	---
Owner (s):	SHAMIL COTNEY	Document No:	000
Plate Number:	FGP9402	Issued:	Jul 22, 1984
Plate Age:	1 years		

Below the current vehicle record is the "Additional Information" section, which contains the text "PAPER TITLE". At the bottom of the form, a blue "Proceed" button is circled in red.

Figure 27: Existing Vehicle Record

6. If a motor vehicle record does not exist, the Seller Disclosure page of the title application will populate with the year, make, model, and body style of the vehicle. These values must be entered by you if they are not populated.

**Note:** Non-titled trailers and motor vehicle records reflecting E-TITLE in the Additional Information section of the current vehicle record cannot be processed through webDEALER.



## 4.2 Seller Disclosure

The Seller Disclosure information must be completed and saved before you can continue with the title application. The Seller Disclosure page is where you make the choice to upload the Form 130-U or file the title application by capturing an electronic signature of the seller (your dealership) and buyer.

To complete the Seller Disclosure, follow these steps:

1. Optionally enter the Deal No.
2. Enter the buyer's ID Type, ID #, and Email in the Buyer ID Information section.
3. Select the buyer's choice of county to process the title application from the dropdown in the Processing County section.

**Note:** If the buyer chooses to have the title application and taxes paid to a county not listed in the Processing County dropdown, the title application cannot be processed through webDEALER until your dealership is setup in that county.

4. In the Sales Price and Odometer Reading section, enter the Sales Price (after rebate amount), the Odometer Reading, and select the Odometer Brand, or select Odometer Reading Exempt, if applicable.

**Note:** Trade-in amount and information will be entered in the sales tax portion of the application.

5. Select "Upload Form 130-U" or "Complete Buyer Acknowledgment Electronically."

**Note:** "Complete Buyer Acknowledgment Electronically" is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, only the Upload Form 130-U option is available.

**Note:** If the buyer's e-mail address was provided and "Complete Buyer Acknowledgment Electronically" is chosen, an e-mail is immediately sent containing the link to the Buyer Acknowledgment login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in your internet browser).



6. Check the Certification Box.

7. Select **Save**.

**Seller Disclosure**

**A lien exists for this vehicle. A release of lien is required.**

\* Indicates Required Field

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

**Vehicle Information**

Year : 2007

Vehicle Make : CHEVROLET

\* Vehicle Model :

\* Body Style : PK

GDN Category : MOTOR VEHICLE  
VIN : 2GCEK19T5Y1231401  
Deal No :

**Buyer ID Information**

\* ID Type : Choose One

\* ID # :

Email :

**Processing County**

\* County : Choose One

**Sales Price and Odometer Reading**

\* Sales Price (after Rebate) :

\* Odometer Reading : 10

\* Odometer Brand : Actual Mileage

Odometer Reading Exempt :  ?

\* Choose One:  Upload Form 130-U  Complete Buyer Acknowledgment Electronically

YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY.

Save

Figure 28: Seller Disclosure

8. When the Seller's Disclosure is saved, the status of the application is marked as In-Progress, and you are advanced to the Vehicle Information page.

**Note:** Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created.

9. Continue to Section 6 – Completing Title Applications.



## 5 Electronic Buyer Acknowledgment

This section does not apply to title applications if the “Upload Form 130-U” option is selected.

This section only applies to title applications where the option to “Complete Buyer Acknowledgment Electronically” is chosen. If this option is chosen, the title application cannot be submitted to the county tax assessor-collector’s office without the electronic Buyer Acknowledgment being completed by the buyer.

**Note:** There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgment. The fee is charged to the buyer and automatically included on the calculated fees for the title application.

The information in the Seller Disclosure section of the title application is used to populate the Buyer Acknowledgment, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated e-mail is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgment Login website through the link supplied in the e-mail (or through a bookmark in your internet browser) and acknowledges the information is correct.

### 5.1 To Complete the Buyer Acknowledgment

1. The buyer opens the e-mail from webDEALER.
2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgment Login webpage. The buyer clicks the **URL**, or copies and pastes the URL into a web browser. Alternatively, the dealer may navigate to the webDEALER Buyer Acknowledgment Login website in their internet web browser to have the buyer complete the required information.
3. The buyer must enter:
  - The last 8 digits of the VIN of the vehicle they are purchasing
  - Their Texas Driver License/ID number
  - Their date of birth
  - Their Driver License/ID audit number
  - Last 4 digits of their SSN



4. The buyer selects **Login**.

Figure 29: Buyer Agreement Login

**Note:** Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgment Login website using driver license/ID information. After the buyer attempts to log in three times unsuccessfully, they must wait 24 hours before they can try again.

5. The Buyer Agreement page displays the vehicle information along with the sales information.

**Note:** The buyer can print a copy by selecting the printer icon in the top right corner of the agreement.





6. If the information is correct, the buyer will check the box next to the certification statement and then select **I Agree**.

**web DEALER**

### Buyer Agreement

The following title application record matched your provided VIN:

VIN: \*\*\*\*\*

Vehicle Make: FORD

Vehicle Model: CMA

Year: 2013

Odometer Reading: 90 (Actual Mileage)

Owner: [REDACTED]

Processing County: MCLENNAN - 161

Sales Information	
Original Price:	\$27,798.99
Less Rebate:	\$750.00
Sales Price:	\$27,048.99
Less Trade-In:	0.00
Taxable Amount:	\$27,048.99

Please verify the vehicle, odometer reading and sales information.  
If any of the information is incorrect, select **Cancel** and notify the dealer.  
If all of the information is correct, select certification checkbox below and select **I Agree**.

I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**Cancel** **I Agree**

Figure 30: Buyer Agreement

7. A confirmation screen is displayed with a “thank you” message.

### Buyer Agreement

Thank you for verifying the title information. Your acknowledgement has been sent to the dealership. You may close this window.

VIN: \*\*\*\*\*

Vehicle Make: FORD

Sales Information

Figure 31: Buyer Agreement Confirmation

8. The title application is automatically updated. You can now complete the rest of the title application.
9. Continue to Section 6 – Completing Title Applications.



## 6 Completing Title Applications

After the Seller Disclosure is saved, the title application status is marked as In-Progress. Fill out the information on each page, and select **Next** to complete the remainder of the title application.

**Note:** If you select the VIN for an In-Progress title application from the Home Page or the Title Search page, the Title Preview page for the title application will open. You will have to select the edit icon located in the upper right corner of each section in order to complete that section. Additionally, you will have to save each section once the information is entered by selecting **Save**.

**Note:** Title Only transactions for Dealer Resale or supported by an out of state title without a VIR cannot be submitted through webDEALER and must be submitted manually to the county tax assessor-collector's office.

### 6.1 Vehicle Information

1. Complete the Vehicle Information page and select **Next**.

**Note:** This screen will display differently based on the type of dealer (new and used vehicle, motorcycle, trailer).

**Vehicle Information** Current Vehicle Record

Application Status: IN-PROGRESS      VIN: 1FDXE45S42HA18891

\* Indicates Required Field

Title Only (No Registration):

Vehicle Class: Passenger

Year: 2002      Vehicle Make: FOUW

\* Vehicle Model: 31S      \* Body Style: MH

\* Major Color: GRAY      Minor Color: Choose one

Empty Weight: 12600 (lbs)

Gross Weight: 12600 (lbs)      Diesel:

Odometer Reading: Exempt      Odometer Brand: ---

**Next**

Figure 32: Vehicle Information



## 6.2 Lienholder Information

1. To record a lien, select **Lienholder(s)**. You will automatically advance to the next page to enter the lienholder's information.

**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 1FTEW1EF5FF852145      Deal #: 87679

\* Indicates Required Field

\* Type of Sale:  No Lien  Lienholder(s)

Previous      Next

Figure 33: Lienholder Information

**Note:** If **No Lien** is selected, you will need to indicate Paper or Electronic for the Type of Title the owner would like.

2. Enter the Certified Lienholder Id and Date of lien or select the **Local Lienholder** tab, and move to Step 6.
3. If the lienholder is Electronic Lien Title (ELT) Certified, leave Type of Title as **Electronic**.
4. Select **Search**.

**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder      Local Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title :  Electronic  Printed

Search      Cancel

Figure 34: Certified Lienholder



5. Confirm the ELT Certified Lienholder results. Select **Save**.

**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title :  Electronic  Printed

**Certified Lienholder Name/Address**

CROSSROADS EQUIP LEASE & FIN  
9121 HAVEN AVE,  
RANCHO CUCAMONGA, CA 91730

Cancel Save

Figure 35: Certified Lienholder Verification

6. If the lienholder does not have a Certified Lienholder Id, select the Local Lienholder tab and complete all required fields. Select **Save**.

**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 1FDXE45S42HA18891

\* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

\* Date: (mm/dd/yyyy)

\* Name:

\* Address:

\* City: USA

\* State:

\* ZIP:

Cancel Save

Figure 36: Local Lienholder



7. The lien is added to the list. Select **Next**.

**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 1J4GK58K14W34125

Lien No	Type	Date	Name	Certified ID	Action
1	Etitle	Feb 13, 2017	CROSSROADS EQUIP LEASE & FIN 9385 HAVEN AVE, RCH CUCAMONGA, CA 91730	20491933900	Delete

Previous      Next

Figure 37: Lienholder Information

## 6.3 Owner Information

Select the Owner Type, and complete the Owner Information page. Select **Next**.

**Owner Information**

Application Status: IN-PROGRESS      VIN: 2FMGK5B81GBD44589

\* Indicates Required Field

\* Owner Type: INDIVIDUAL

\* Name 1: JAMES NELSON

Name 2: PATTY NELSON

\* Address: 808 THIRD STREET

\* City: TYLER

\* State: TX

\* ZIP: 88855

\* Resident County: ANDERSON

Email:

Email Reminder:

**Renewal Recipient Information**

Name:  (if different than owner)

Address:

City:

State:

ZIP:

**Rights of Survivorship Informations**

Name 1: JAMES NELSON

Name 2: PATTY NELSON

- OR -

Multiple Survivors:

**Beneficiary Information**

Name 1: VERN NELSON

Cancel      Save

Figure 38: Owner Information



**Note:** Only an Owner Type of Individual allows a beneficiary to be designated. If multiple owners are on an application, Rights of Survivorship must be completed before the Beneficiary functionality is available.

## 6.4 Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Select **Next**.

**Vehicle Physical Location**

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113265

Address:

City:

State:

Zip:

Figure 39: Vehicle Physical Location

## 6.5 Plates and Sticker Information

Depending on the processing county chosen on the Seller Disclosure page and how you are configured by that county, you may or may not have plates to assign.

1. If plates are not supplied to you by the county where the title application is being submitted, the Plate Source will indicate (County Issued). Select **Next**.

 New Plate (County Issued)  Customer Supplied Plate ?'. The 'Sticker Information' section has 'Sticker Type :  Windshield  Plate'. At the bottom are 'Previous' and 'Next' buttons."/>

**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN: 1FT7W2BT8FED12345

\* Indicates Required Field

**Plate Information**

\* Plate Source :  New Plate (County Issued)  Customer Supplied Plate ?

**Sticker Information**

Sticker Type :  Windshield  Plate

Figure 40: Plate and Sticker Information – County Issued License Plate(s)



2. Enter the Plate Number if plates are supplied to you by the county where the title application is being submitted. Select **Next**.

**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN: 1FMZU32X0WZA22882

\* Indicates Required Field

**Plate Information**

\* Plate Source :  New Plate  Customer Supplied Plate ?

\* Plate Number : XYZ275

**Sticker Information**

Sticker Type :  Windshield  Plate

Previous      Next

Figure 41: Plate and Sticker Information – Dealer Inventory

3. Select **Customer Supplied** if the buyer desires to transfer an existing plate (may be a general issue or a specialty license plate) to the new vehicle. Enter the plate number. Select **Search**. Confirm the license plate owner is the same as your buyer. Select **Next**.

**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN: 1FT7W2BT8FED41258

\* Indicates Required Field

**Plate Information**

\* Plate Source :  New Plate (County Issued)  Customer Supplied Plate ?

\* Plate Number :      Search

**Sticker Information**

Sticker Type :  Windshield  Plate

Previous      Next

Figure 42: Plate and Sticker Information – Customer Supplied

**Note:** Some Customer Supplied plates are specialty plates and may result in a prorated fee to sync the specialty plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.

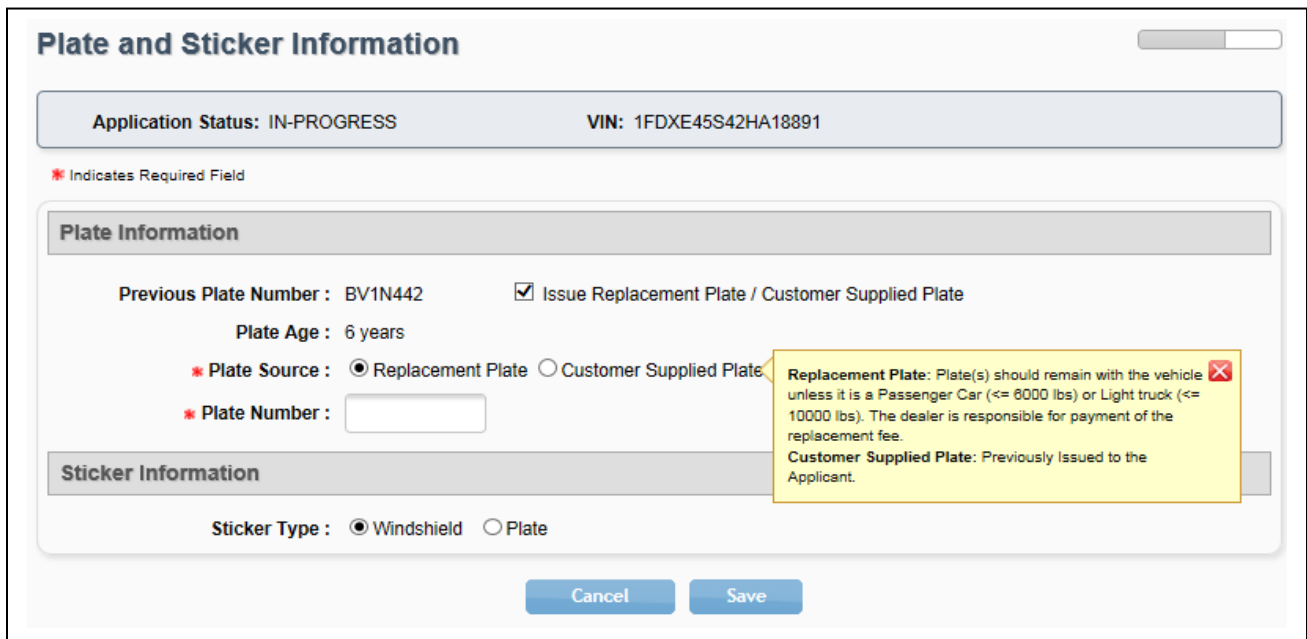
## 6.5.1 Replacement Plate(s) Fee

License plates are only required to be removed from used passenger vehicles (6,000 lbs. or less) and light trucks (10,000 lbs. or less). If the dealership removes license plates from vehicles other than a passenger vehicle (6,000 lbs. or less) or a light truck (10,000 lbs. or less), the dealership will be charged a replacement fee.

**Note:** The webDEALER system will provide you the Replacement Plate option for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts.

Follow these steps to replace a plate:

1. Go to the Plate and Sticker Information page.
2. Select the **Issue Replacement Plate / Customer Supplied Plate** checkbox.
3. Select the **Replacement Plate** radio button for Plate Source.
4. Enter the desired plate. Select **Save**.



**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN: 1FDXE45S42HA18891

\* Indicates Required Field

**Plate Information**

Previous Plate Number : BV1N442       Issue Replacement Plate / Customer Supplied Plate

Plate Age : 6 years

\* Plate Source :  Replacement Plate    Customer Supplied Plate

\* Plate Number :

**Sticker Information**

Sticker Type :  Windshield    Plate

Replacement Plate: Plate(s) should remain with the vehicle unless it is a Passenger Car (<= 6000 lbs) or Light truck (<= 10000 lbs). The dealer is responsible for payment of the replacement fee.  
Customer Supplied Plate: Previously Issued to the Applicant.

Cancel   Save

Figure 43: Replacement License Plate





## 6.6 Sales Tax Information

1. Select a Sales Tax Category.
2. If Exempt is selected, select an Exempt Reason.
3. Enter the sales tax information, including the trade-in, if applicable. Select **Next**.

**Note:** The trade-in Information displays once the Trade-in Allowance is entered.

The screenshot displays the 'Sales Tax' section of the webDEALER interface. At the top, it shows the Texas Department of Motor Vehicles logo and the 'webDEALER' logo. Below the navigation menu, the 'Sales Tax' title is visible. The form includes an 'Application Status' of 'IN-PROGRESS' and a 'VIN' of 'WVGAV3AX8EW641258'. A legend indicates that an asterisk (\*) denotes a required field. The 'Sales and Use Tax' section contains the following fields: 'Sales Tax Category' (dropdown menu set to 'EXEMPT'), 'Exempt Reason' (dropdown menu set to 'Choose One'), 'Sales Tax Date' (calendar icon and '(mm/dd/yyyy)' format), 'Sales Price' (displayed as '\$2,500.00' with a note 'Rebate has been deducted'), and 'Trade-in Allowance' (input field). A red box highlights the 'Exempt Reason' dropdown with the text 'Choose Exempt Reason if applicable'. At the bottom of the form are 'Previous' and 'Next' buttons.

Figure 44: Sales Tax Information



## 6.7 Evidence of Ownership and Supporting Documents

1. Select the appropriate Evidence of Ownership document in **Document Type**.
2. If submitting a Texas title, verify the title information matches.
3. If out of state title is selected, the Title Number, Issue Date, and issuing State/Country must be entered. Select **Save**.

**Evidence of Ownership and Supporting Documents**

Application Status: RETURNED      VIN: 1FMZU32X0WZA22882

\* Indicates Required Field

**Evidence of Ownership**

\* Document Type : Out of State Title

\* Title Number : 123456789

\* Issue Date : 02/03/2014 (mm/dd/yyyy)

\* State/Country : HI - Hawaii

Save

Title Preview      View Required Documents List

Figure 45: Evidence of Ownership

4. You can select the **View Required Documents List** to view missing documents.

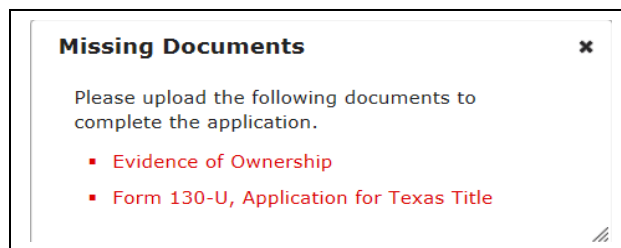


Figure 46: Required Document List

5. Upload the appropriate evidence of ownership and supporting documents.

**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 title applications. To upload a single PDF, you must first scan the multiple documents into a single PDF (refer to Appendix 5 – Document Upload Order.)



6. Select **Upload Complete Transaction** or individual documents from the Document Type drop down menu.

**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.

7. **Browse** for the file you want to upload. Select **Add**.

**Evidence of Ownership and Supporting Documents**

Application Status: RETURNED      VIN: 1FMZU32X0WZA22882

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Out-of-state Title

Title Number : Choose One

Issue Date : Upload Complete Transaction

State/Country : Out-of-State Title

Proof of VIN Verification : Form 130-U, Application for Texas Title

Document Upload : Form VTR-441

\* Document Type : Application for Title Only

Document : Bill of Sale

Dealer Reassignment Form

Additional Supporting Document

Odometer Disclosure Statement

Out of State Identification Certificate (VI-30)

Power of Attorney

Repossession Affidavit

Release of Lien

Rights of Survivorship Form

Statement of Fact

Secure Power of Attorney

Vehicle Inspection Report (VIN Verification)

Weight Certificate

Browse...      Add

Required Documents List

Figure 47: Document Type Selection



- Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met. Select **Title Preview** to continue.

**Evidence of Ownership and Supporting Documents**

Application Status: RETURNED      VIN: 1FMZU32X0WZA22882

Document Type	Uploaded On	Uploaded By	Actions
Out-of-state Title	Feb 13, 2017 9:59:55 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>
Form 130-U, Application for Texas Title	Feb 13, 2017 10:00:10 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>
Rights of Survivorship Form	Feb 13, 2017 10:00:31 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Out-of-state Title

Title Number : 123456789

Issue Date : 02/03/2014

State/Country : HI - Hawaii

Proof of VIN Verification: The Vehicle Inspection Report or VI-30 must be uploaded for all Out-of-State titles.

**Document Upload**

\* Document Type :

Document :

Figure 48: Evidence of Ownership and Supporting Documents Completed

## 6.8 Inspection Information

webDEALER will verify the vehicle has a current, passing safety inspection. The inspection must be current when the application is submitted to the county tax assessor-collector’s office.

### 6.8.1 Current, Passing Inspection

Validate the inspection is passing, and the inspection date is current. An inspection is current when the inspection expiration date (month/year) is greater than the creation date in webDEALER and the date the application is submitted to the county tax assessor-collector’s office. A new inspection will be required if the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the application to the county tax assessor-collector’s office.



If the inspection information is available electronically at the time of application, the Inspection Information section will not show on the Title Preview page, and you are not required to upload the VIR for inspection verification purposes.

**Sales Tax Information**  
Sales Tax Category: SALES/USE  
Sales Tax Date: Jan 2, 2017  
Sales Price: \$25,000.00

**Evidence of Ownership and Supporting Documents**

Document Type	Uploaded On
<a href="#">Certified Copy of Texas Title With all Supporting Documents</a>	Jan 17, 2017 11:50:55 AM

**Computed Fees** **Incomplete Data**

Inspection Information section will not show if the inspection has been verified electronically.

Figure 49: Inspection Information Not Shown

## 6.8.2 Inspection Expires

If the inspection expires before submitting the title application to the county tax assessor-collector’s office, you will be presented with the message “The Inspection Has Expired” on the Title Preview page. Current inspection information will need to be entered or updated prior to submitting the application. The VIR must be uploaded when you manually enter or update new inspection information.

**Inspection Information** **The Inspection Has Expired.**

Date of Inspection: Apr 7, 2014  
Inspection Type: 1YR  
Inspection Fee: 7.50  
 [Vehicle Inspection Report](#)

Figure 50: Expired Inspection

## 6.8.3 Inspection is Not Valid or Not Available

If the vehicle inspection was not available electronically, or the inspection was not current and passing upon the start of a new title application, you will be presented with the message “Incomplete Data” in the Inspection Information section on the Title Preview page. Follow these steps:



1. Select the edit icon in the top right corner of the Inspection Information section to enter the Date of Inspection and Inspection Type.

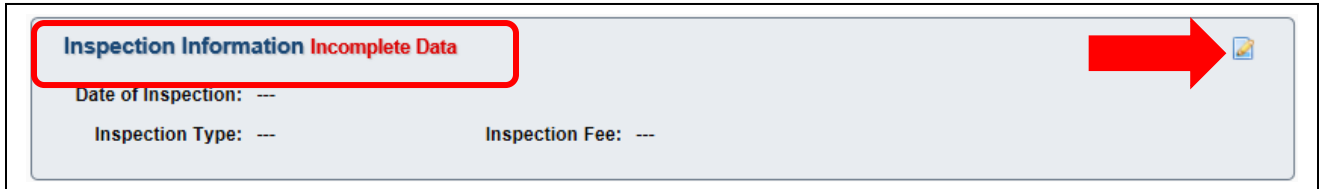


Figure 51: Inspection Information Shown

2. When selecting the edit icon, webDEALER will again query the state inspection database for a current and passing inspection. If a valid inspection record is found, the message “Inspection verified” will display. Select Cancel.

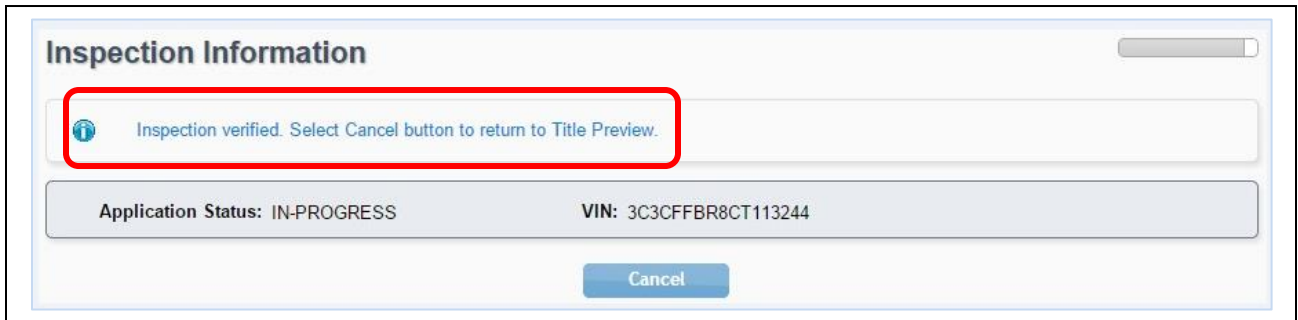


Figure 52: Inspection Verified

No further action is required by you, and the Inspection Information section will no longer appear on the Title Preview page.

3. If a record is not found, you must manually enter the Date of Inspection and select an Inspection Type from the drop down list on the Inspection Information page. Select **Save**.

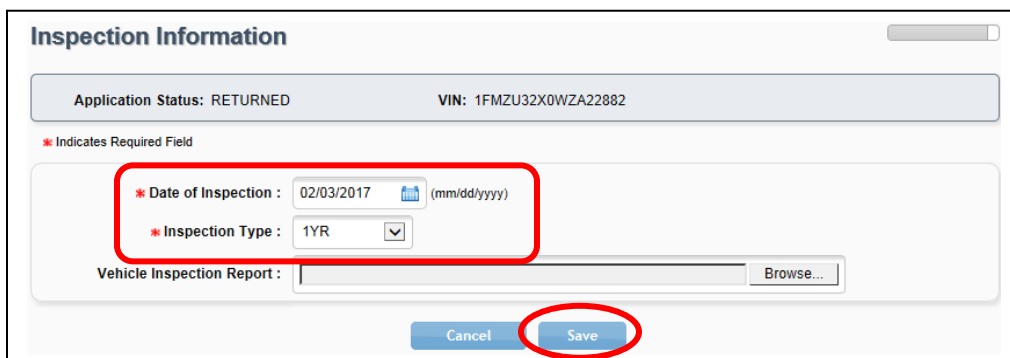


Figure 53: Inspection Information

4. Remove the existing VIR, if applicable.



5. A new VIR must be uploaded when you manually enter or update new inspection information. This can be done on the Inspection Information page or on the Evidence of Ownership and Supporting Documents page. Upload the VIR.

**Note:** If a vehicle was last titled out of state, a VIR is required for VIN verification even if the inspection was verified.

## 6.9 Fees

Follow these steps to calculate fees and input optional fees:

1. From the Title Preview page, select the edit icon next to Computed Fees.

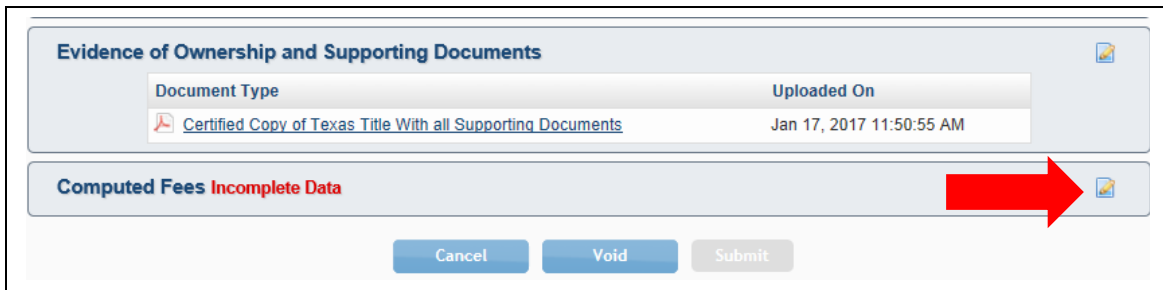


Figure 54: Computed Fees

2. The registration period of 12 or 24 months will be determined and calculated automatically by the vehicle's registration class, ownership evidence surrendered, and the inspection type received.

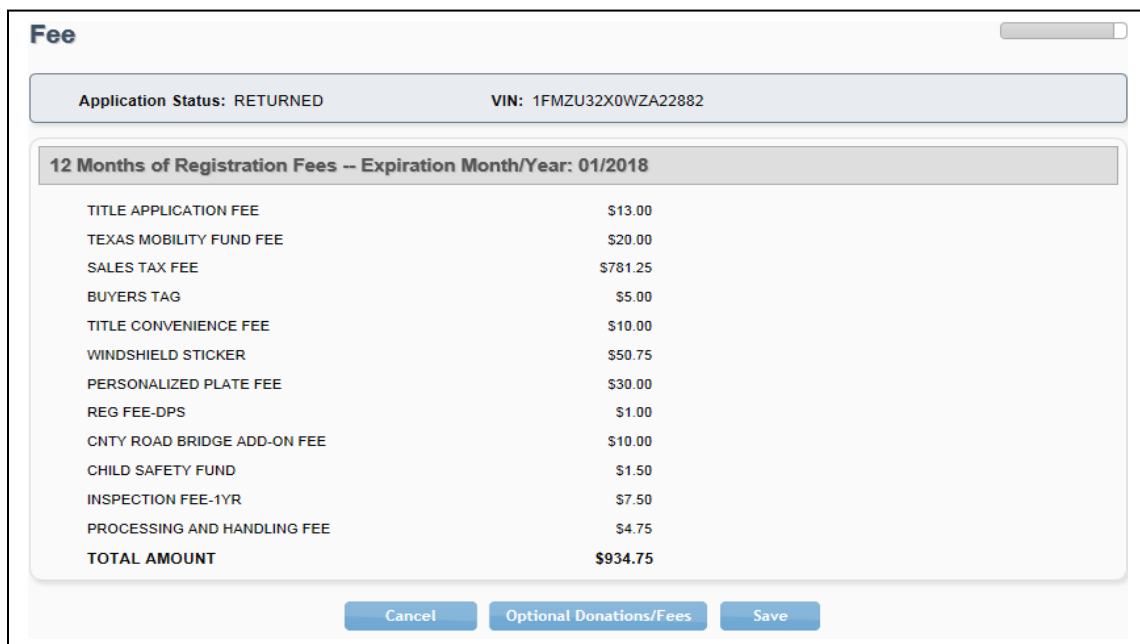


Figure 55: Fee Page



**Note:** 24 months of registration is required for eligible registration classes of new passenger cars or light trucks sold on an MCO by a Texas dealership when a two year inspection is issued.

3. If the buyer wishes to make a contribution to the Organ Donor Donation Fund, Veterans' Fund, State Parks, Special Olympics TX, Evidence Testing, or Ending Homelessness select **Optional Donations/Fees**.
4. Enter the amounts. Select **Update Fees**.

Optional Fees and Donations	
Organ Donor Donation:	\$ <input type="text"/>
Veterans' Fund:	\$ <input type="text"/>
State Parks Donation:	\$ <input type="text"/>
Special Olympics Tx:	\$ <input type="text"/>
Evidence Testing:	\$ <input type="text"/>
Ending Homelessness:	\$ <input type="text"/>

Figure 56: Optional Fees and Donations

5. When the fee amounts are correct on the Fee page, select **Update Fees**.





## 7 Submitting Title Applications

Follow these steps when the title application is complete and you are ready to submit it to the county tax assessor-collector’s office:

1. From the Title Preview page, select **Submit**.

**Computed Fees**

Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$15,951.38
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
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>\$16,094.88</b>

Buttons: Cancel, Void, **Submit**

Figure 57: Submit Title Application

2. Once submitted, you are taken to the Title Search page.
3. To locate the submitted application, use the search filters. The status of “Submit” will narrow your search to only title applications that have been submitted to the county tax assessor-collector. Use the date range to further narrow your results.

**Title Search**

**Search Filter**

County: Choose One

Type: Application Status

Status: **SUBMIT**

Retraction Requests Only

Submission date: FROM 02/14/2017 TO 02/14/2017

Search

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
<input type="checkbox"/>	1FBSS31L6XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017
<input type="checkbox"/>	5YFBURHE3FP275429	---	HARRIS	2015 TOYT COR	THOMAS VINCENT	02/14/2017

Print Receipt(s)

Export options: Excel PDF

Figure 58: Title Search for Submitted Title Applications



## 8 Grouping Title Applications

Title applications in the Reviewed status can be grouped for payment.

You may be able to group and ungroup title applications provided you have been authorized by the county to do so. Alternatively, counties can group your title applications for payment (refer to [3.2– Configuration by County](#) to determine your dealership’s grouping configuration.)

### 8.1 Grouping by County

If county grouping is configured, you will only be able to view the groups on the Reviewed Title Groups with Payments Due page.

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

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

The screenshot shows the webDEALER interface. At the top, there is a navigation bar with tabs: Home Page, Titles, Payments, Administration, and Support. A dropdown menu is open under the 'Payments' tab, showing options: Group Reviewed Titles, Titles Grouped for Payment (highlighted with a red arrow), and Payments Completed. Below the navigation, there is a search bar and a user profile for 'JOHN'. The main content area is titled 'Welcome JOHN F...' and shows a summary of title statistics on the left and a table of 'Reviewed Titles' on the right. The 'Titles' summary includes: Returned: 2, In-Progress: 20, Submitted: 25, Reviewed: 13, Imported: 15, Grouped: 3 (highlighted with a red box), Retractions: 0, and Active Buyer Tag(s): 187. The 'Reviewed Titles' table has columns: Grouped on, Group ID (highlighted with a red box), #Title Applications, and Total Fees. The table contains three rows of data.

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 59: Titles Grouped for Payment from the Home Page



1. On the Title Groups with Payments Due page, use the Search Filter to narrow down your results in order to find the group of applications you want to view.

**Note:** The results may show different amounts in the Total Fees and the Pay to County because a Dealer Deputy can charge up to \$10.00 for the Title Convenience Fee (refer to [3.3 – Dealer Deputy](#) for more information). You will remit the amount that is under the Pay to County column.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID :  County : Choose One   
 Grouped Date: FROM 09/16/2018  TO 10/16/2018

▼ FLOYD 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees	Pay to County
P144003-77-226	Oct 16, 2018	Entity	3	\$5,858.99	\$5,828.99

Figure 60: Title Groups with Payment Due

2. Select a **Group ID** to open the Payment Details page.
3. The Group Details page displays the details of the group and the title applications associated with the group.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID : P144003-77-226 County : Choose One   
 Grouped Date: FROM 09/16/2018  TO 10/16/2018

**Group Details**

Group ID: P144003-77-226 Grouped By: Entity  
 Grouped Date: Oct 16, 2018 Total Fee: \$5,858.99  
 Pay To County: \$5,828.99

▼ FLOYD 3 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
WP1AC29P68LA41412	2008 PORS 250	JESSE MACKAY	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,702.83	\$1,692.83
SUXKR0C52J0Y01558	2018 BMW 250	GARY HARRISON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,717.33	\$1,707.33
1FMCU0GD5HUC41545	2017 FORD 350	ERIC JACKSON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,438.83	\$2,428.83

Figure 61: Group Details

4. Remit the “Pay To County” amount.

## 8.2 Grouping by Dealer

If a county has authorized you to group title applications, you will create groups from the reviewed title applications that you want to pay for together. Once grouped, payment can be processed, and the title applications can be approved as a group by the county tax assessor-collector's office.

To group title applications, follow these steps:

1. Navigate to the Group Reviewed Titles for Payment page by selecting **Group Reviewed Titles** under the **Payments** tab.

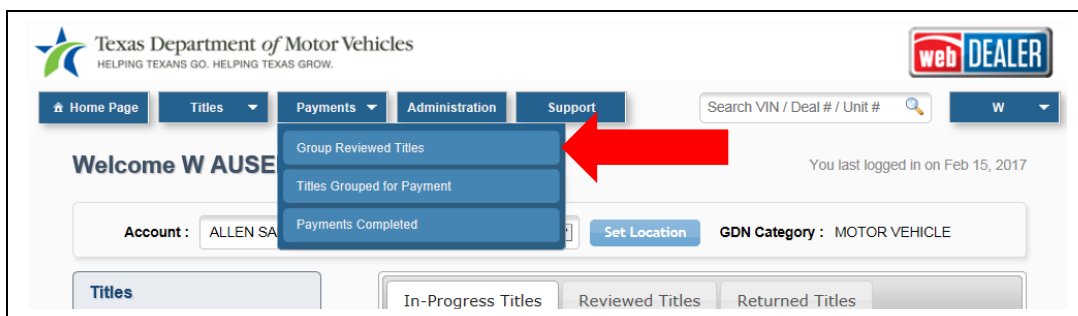


Figure 62: Group Reviewed Titles

2. On the Group Reviewed Titles for Payment page, choose the county for which you want to group and optionally filter by date.
3. Mark the box to the left of each application to include it in the group. Select **Group Titles**.

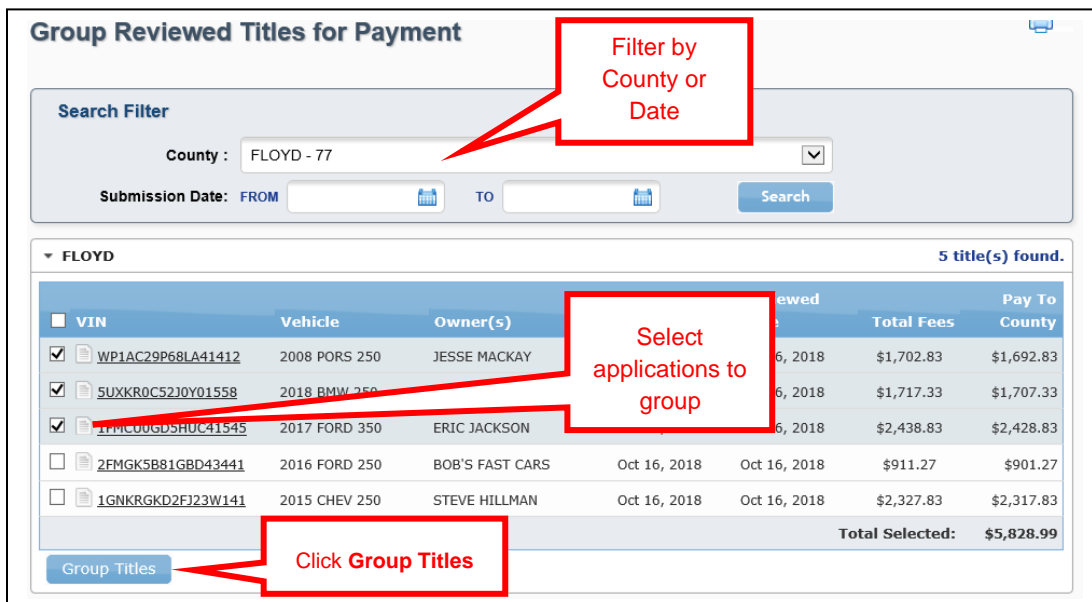


Figure 63: Group Reviewed Titles for Payment



- A confirmation pop-up window will display. Select **Group for Payment**.

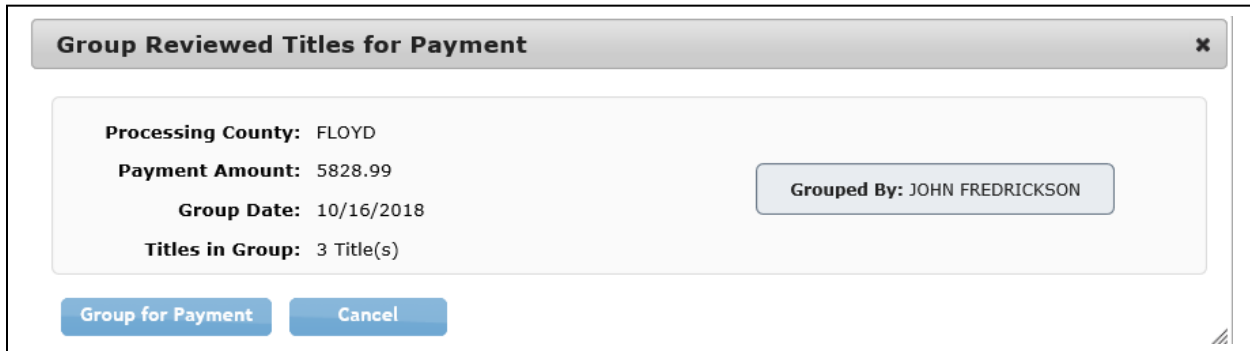


Figure 64: Group Reviewed Titles for Payment Confirmation

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

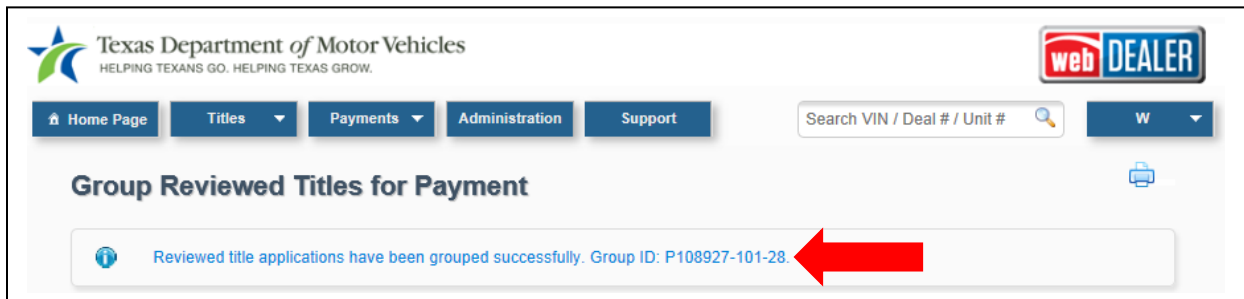


Figure 65: Confirmation Message and Group Number

- 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.

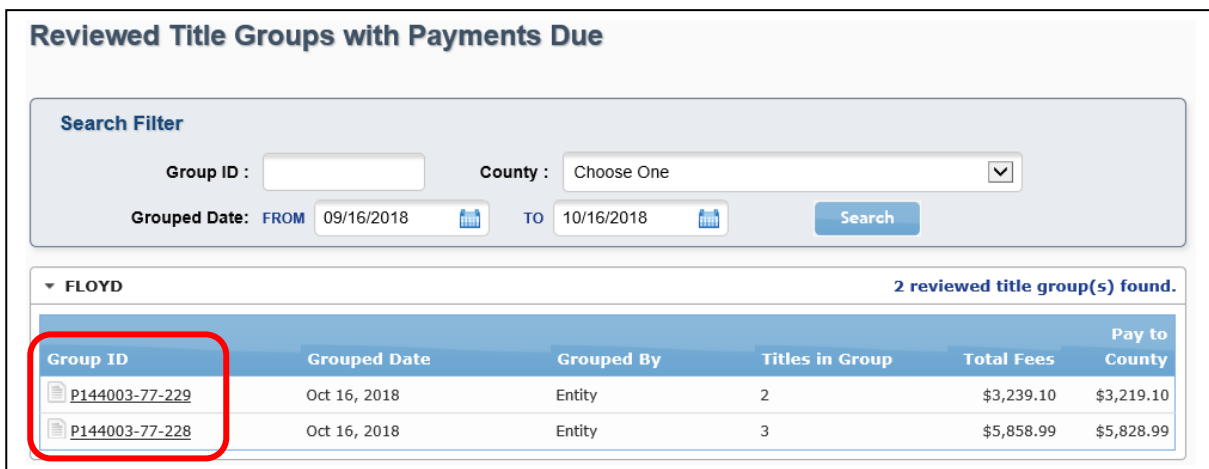


Figure 66: Reviewed Title Groups with Payments Due



### 8.3 Ungrouping Reviewed Title Application Groups

If you have been authorized to group title applications, you will also have the ability to ungroup them. Ungrouping reviewed title application groups allows you to process payment individually or to add them to a new group.

**Note:** You cannot ungroup title applications grouped by the county.

**Note:** If a county disables grouping, all of your existing groups will automatically be ungrouped.

Follow these steps to ungroup a group of title applications:

1. Click **Titles Grouped for Payment** under the **Payments** tab to access the Reviewed Title Groups with Payments Due page.

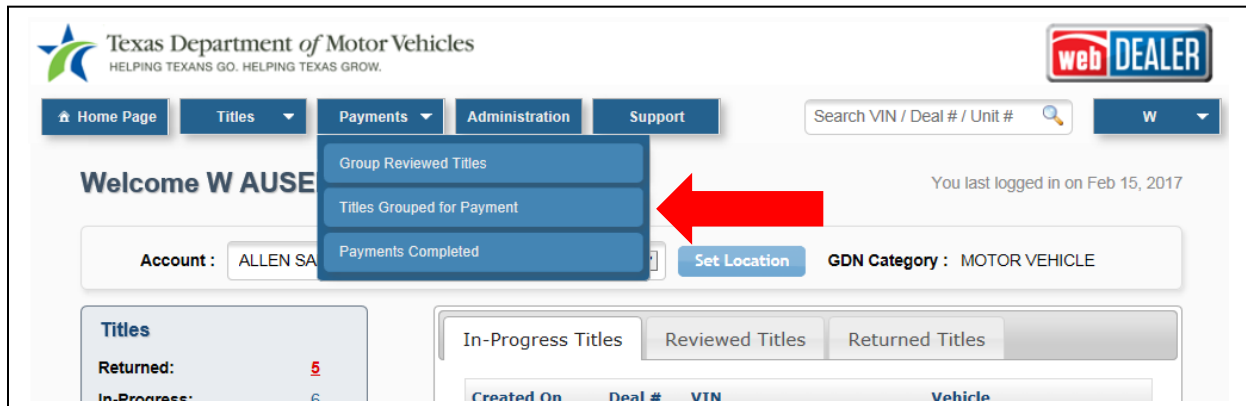


Figure 67: Titles Grouped for Payment

2. Filter by County or Date, and locate the Group you wish to ungroup. Select the **Group ID**.

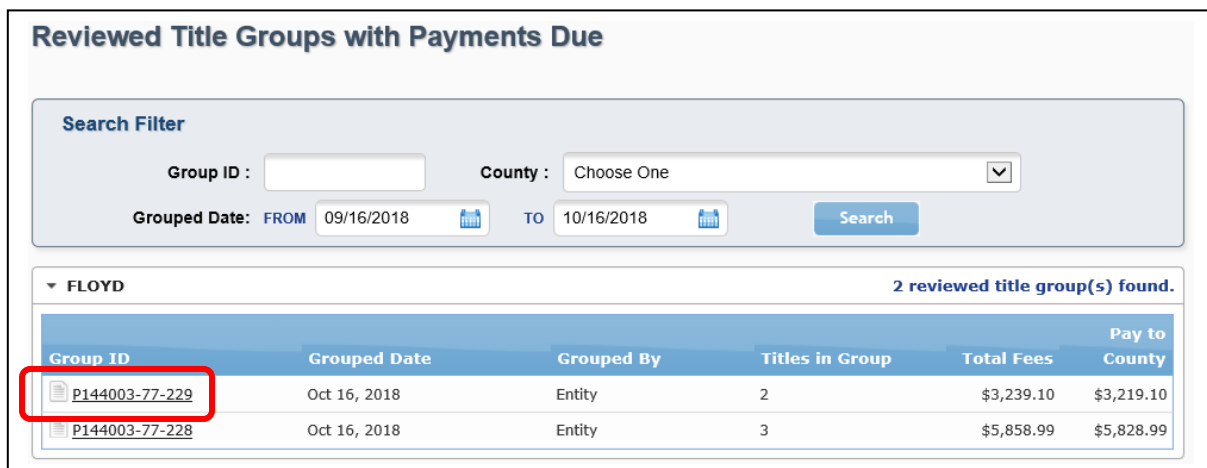


Figure 68: Reviewed Title Groups with Payments Due



- Once the Group Details are open, select **Ungroup**.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID : P144003-77-229      County : Choose One

Grouped Date: FROM 09/16/2018 TO 10/16/2018      Search

**Group Details**

Group ID: P144003-77-229      Grouped By: Entity

Grouped Date: Oct 16, 2018      Total Fee: \$3,239.10

Pay To County: \$3,219.10

▼ FLOYD      2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
1GNKRGKD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,327.83	\$2,317.83
2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$0.00	\$911.27	\$901.27

Cancel      **Ungroup**

Figure 69: Ungroup Title Applications

- A confirmation pop-up will display to verify you want to ungroup these applications. Select **Yes** to confirm.

**Confirm Request** ✕

The Reviewed Title Group will be ungrouped for:

**Group ID:** P144003-77-229

**Grouped For:** FLOYD

Are you sure ?      Yes      No

Figure 70: Ungroup Confirmation Request

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



## 9 Returned Title Applications

A title application may be returned by the county tax assessor-collector’s office for a number of reasons: the documents scanned were not the originals, the images were unreadable, missing signatures, incorrect information, etc. 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.

You can find returned title applications in the following ways:

- On the Home Page, select the number adjacent to Returned in the Titles box.
- Select the **Returned Titles** tab on the Home Page. Select on a VIN.
- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of “Returned.”

The screenshot shows the webDEALER interface for user JOHN FREDRICKSON. The 'Titles' menu is highlighted with a red arrow. In the sidebar, the 'Returned' count is highlighted with a red box. The main content area shows the 'Returned Titles' tab selected, with a table listing two returned titles.

Returned On	Deal #	VIN	Vehicle
Feb 1, 2019	---	<a href="#">3GNEK12T14G102FGT</a>	2004 CHEV 350
Feb 20, 2019	---	<a href="#">JA32U2FU5HU008234</a>	2018 MITS LAN

Figure 71: Returned Title Application





## 9.1 Reviewing a Returned Title Application

Follow these steps to review a returned title application:

1. Select the returned title application you wish to review by selecting the **VIN**.

**Title Search**

**Search Filter**

County: Choose One

Type: Application Status

Status: RETURN

Submission date: FROM TO

Search

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Returned On
<input type="checkbox"/>	6YFBRHE3FP200947	--	HARRIS	2015 TOYT COR	TONY HALL	01/31/2017
<input type="checkbox"/>	1FDXE45S6YHC00231	--	HARRIS	2000 ULTR 623	LANCE PAULSON	02/14/2017
<input type="checkbox"/>	1FRSS31L5XHC04125	--	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017

Export options: Excel PDF

Figure 72: Title Search – Returned Title Applications

2. Selecting the Application Status **RETURNED** (in red) in the upper-right corner of the Title Preview page displays a Transaction History pop-up that will explain the reason for the return.

**Title Preview**

Application Status: RETURNED

Returned By: W AUUSER2

Returned On: Feb 14, 2017

**Seller Disclosure**

Deal No: ---

Processing County: HARRIS

Buyer's ID Type: Driver License/Id Card

Buyer's ID: 22210058 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

**Vehicle Information**

Vehicle Class: Pass

Registration Class: 25-I

Body Style: LL

Major Color: B&G

Odometer Reading: 35000

Odometer Brand: Actual Mileage

**Transaction History**

Date	Type	By
Feb 14, 2017	Returned	W AUUSER2

Reason: Missing Vehicle Inspection Report

Figure 73: Transaction History

3. After closing the Transaction History pop-up, click on one of the edit icons to the right of a section to open the section's page.
4. Correct the information, and select **Save** to view the Title Preview page with the correction. (Refer to Section 11 – Resubmitting Title Applications.)



## 10 Retracting Title Applications

You may request to retract a title application before it is approved by the county. If the county approves the retraction request, the application’s status will be changed from Submitted to Returned, and it can be found in the list of Returned Titles on the Home Page (refer to [Figure 71](#)).

**Note:** The county must approve the request before the application is returned to you.

Follow these steps to request a retraction on a submitted title application:

1. Locate the title application by using the Search Filter on the Title Search page. Filtered for a Status of “SUBMIT.” Select the **VIN** of the title application you want to retract.

**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : SUBMIT

Retraction Requests Only

Submission date : FROM  TO

Search

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
<input type="checkbox"/>	5YFBURHE3FP200942	---	HARRIS	2015 TOYT COR	TONY HALL	01/31/2017
<input type="checkbox"/>	1FDXE45S6YHC00231	---	HARRIS	2000 ULTR 623	LANCE PAULSON	02/14/2017
<input type="checkbox"/>	1FBSS31L6XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017

[ First / Prev ] 1, 2

Export options: [Excel](#) [PDF](#)

Print Receipt(s)

Figure 74: Title Search Page

2. On the Title Preview page, select **Retract**.

WINDSHIELD STICKER	\$137.50
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,853.38</b>

Cancel **Retract**

Figure 75: Retract a Title Application



- The Retraction Request pop-up box will appear. Enter the Reason for the request. This reason will be visible to the county. Select **Retract**.

**Retraction Request** [X]

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

\*Indicates Required Field

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

**VIN:** 5YFBURHE3FP275429

**Vehicle:** 2015 TOYT COR

**Reason:** Wrong inspection type entered

Requested By: W AUUSER

You have 321 characters remaining

[Retract] [Cancel]

Figure 76: Retraction Request

- If the county approves the retraction request, the status of the application will change to Returned.
- Make the corrections, and resubmit the application (refer to Section 11 – Resubmitting Title Applications).

## 10.1 Viewing Retraction Requests

You can find a retracted title application request in the following ways:

- On the Home Page, select the number next to Retractions in the Titles box.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

web DEALER

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # [JOHN]

Welcome JOHN FREDRICKSON You last logged in on Mar 04, 2019

Account: P51769 ABC DEALERSHIP - 12931 RESEARCH BL [Set Location] GDN Category: MOTOR VEHICLE

**Titles**

- Returned: 2
- In-Progress: 20
- Submitted: 25
- Reviewed: 13
- Imported: 16
- Grouped: 3
- Retractions: 3**
- Active Buyer Tag(s): 187

Start a New Title Application  
Title Data Import

In-Progress Titles | Reviewed Titles | Returned Titles

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 77: View Retraction Requests – Home Page



- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of "Submit" with the Retraction Requests Only check box checked.

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
<input type="checkbox"/>	<a href="#">1FBSS31L6XHC04125</a>	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017
<input type="checkbox"/>	<a href="#">5YFBURHE3FP275429</a>	---	HARRIS	2015 TOYT COR	THOMAS VINCENT	02/14/2017

Figure 78: Title Search Retraction Requests

Follow these steps to review a retracted title application request:

- On the Title Search page, select the **VIN**.
- The Title Preview page will display. If the request is pending county approval, the Application Status will be in red, and there will be a warning on the Title Preview page.

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

Application Status: **SUBMITTED**  
Submitted By: w AUUSER  
Submitted On: Feb 14, 2017

**Seller Disclosure**  
Deal No: ---  
Processing County: HARRIS  
Buyer's ID Type: Driver License/Id Card  
Buyer's ID: [redacted] Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

**Vehicle Information**  
Vehicle Class: Passenger  
Registration Class: 25 - PASSENGER-LESS/EQL 6000  
Body Style: 4D  
Major Color: BLACK  
Minor Color: ---  
Odometer Reading: 250  
Odometer Brand: Actual Mileage  
VIN: 5YFBURHE3FP275429  
Year/Make/Model: 2015 TOYT COR

Figure 79: Title Preview – Retraction Request Message



## 11 Resubmitting Title Applications

After you have corrected the title application, as applicable, follow these steps to resubmit:

1. Verify the corrected information appears on the Title Preview page. Once verified, select **Submit**.
2. The Submit Returned Title Application pop-up will open. Enter the reason for the resubmission of the application (optional). Select **Submit**.

Date	Type	By
Feb 14, 2017	Returned	W AUUSER2

Reason: Missing Vehicle Inspection Report

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

County: HARRIS  
VIN: 3C4PDCAB9DT675752  
Vehicle: 2013 DODG 250  
Reason: VIR included

Submitted By: W AUUSER

You have 336 characters remaining

Submit Cancel

Figure 80: Submit Returned Title Application

3. The status of the application will be changed to Submitted, and the title application is resubmitted to the county tax assessor-collector's office for review.



## 12 Voiding Title Applications

At any time prior to submitting the title application to the county tax assessor-collector's office, or after it has been returned by the county tax assessor-collector's office, you can void the application.

Follow these steps to void a title application:

1. Select **Title Search** under the **Titles** tab.
2. On the Title Search page, use the Search Filter to locate the title application.
3. Select the **VIN** of the title application you want to void.
4. On the bottom of the Title Preview page, select **Void**.

**Computed Fees**

Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$15,951.38
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
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>\$16,094.88</b>

Buttons: Cancel, **Void**, Submit

Figure 81: Voiding Title Application



## 13 Printing Receipts

The first opportunity to print a title application receipt is immediately after the application is submitted to the county tax assessor-collector’s office. It will have a webDEALER Title ID number.

Receipts for submitted, reviewed, and approved title applications can be printed individually or as a group. Follow these steps to print receipts:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Titles tab. In the Search Filter, choose a status of “Submit,” “Reviewed,” or “Approve.” Select **Search**.
2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications.
3. Select **Print Receipt(s)**.

**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : REVIEWED

Reviewed Date : FROM TO

Search

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Reviewed On	Group Id
<input checked="" type="checkbox"/>	<a href="#">1GNKRJKD4HJ144125</a>	---	HARRIS	2017 CHEV 250	PAT WAYNE	01/31/2017	<a href="#">P108927-101-24</a>
<input type="checkbox"/>	<a href="#">1GN5CCKC1HR141258</a>	---	HARRIS	2017 CHEV 250	KYLE MOORE	01/31/2017	<a href="#">P108927-101-24</a>
<input checked="" type="checkbox"/>	<a href="#">1N4AL3AP4HN341258</a>	---	HARRIS	2017 NISS ALT	JASPER WELLINGTON	01/31/2017	<a href="#">P108927-101-24</a>
<input type="checkbox"/>	<a href="#">5TDXZ33DC3HS774125</a>	---	HARRIS	2017 TOYT 222	ERIC TRINDLE	01/17/2017	---
<input type="checkbox"/>	<a href="#">5TDXZ33DC3HS774222</a>	---	HARRIS	2017 TOYT 250	TOMMY BASIL	01/17/2017	---
<input type="checkbox"/>	<a href="#">3C4PDCBG9FT724258</a>	---	HARRIS	2015 DODG 250	BOB SISCO	01/17/2017	---
<input type="checkbox"/>	<a href="#">1HGCR2F82HA118521</a>	---	HARRIS	2017 HOND ACC	PETER GEORGE	01/17/2017	---
<input checked="" type="checkbox"/>	<a href="#">5NPE24AF2HH474192</a>	---	HARRIS	2017 HYUN SON	DAWN GILLIAN	01/17/2017	---
<input checked="" type="checkbox"/>	<a href="#">5N1DL0MNXC508371</a>	---	HARRIS	2017 INFI 210	KENTON SIFFERMAN	01/17/2017	---
<input type="checkbox"/>	<a href="#">4T1BE1EK7HU714122</a>	---	HARRIS	2017 TOYT CAM	DEAN ROBERTS	01/17/2017	---

Export options: [Excel](#) [PDF](#)

**Print Receipt(s)**

Figure 82: Print Receipts

**Note:** The first receipt will always print without a watermark. This is the owner’s copy (Figure 83). If you need a copy of the receipt for the lienholder, click the **Print Receipt(s)** button a second time. This copy will have a watermark (Figure 84).



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

### 13.1 Owner's Receipt

This receipt example is for a dealership that does not have plate and sticker inventory. There is no plate number specified or sticker image at the bottom. The plate number will be shown on the receipt if you have plate and sticker inventory or if a customer supplied the plate.

```

WEB DEALER ORIGINAL TITLE

COUNTY: HARRIS                TAC NAME: ANN HARRIS BENNETT
DATE: 02/16/2017              EFFECTIVE DATE: 02/16/2017
TIME: 12:15PM                 EXPIRATION DATE: 1/2018
DOCUMENT NO:                   USER: WAUSER2              WEB TITLE ID: 6877

OWNER NAME AND ADDRESS
JOHN FRANKS
4356 GATEWAY RD
LEANDER, TX 78655

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

VEHICLE IDENTIFICATION NO: 5YFBURHE3FP200410    VEHICLE CLASSIFICATION: PASS
YR/MAKE: 2015/TOYT MODEL: COR BODY STYLE: 4D    UNIT NO:
EMPTY WT: 3500 CARRYING CAPACITY: 0             GROSS WT: 3500 TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO:                 IVL IRLR L/W/SQFT: 0'0"
PREV OWNER NAME: ALLEN SAMUELS CHRYSLER D     PREV CITY/STATE: WACO, TX

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

VEHICLE RECORD NOTATIONS
ACTUAL MILEAGE
PAPER TITLE
MAJOR COLOR: BLUE

FEE ASSESSED
TITLE APPLICATION FEE      $      13.00
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-2YR       $     16.75
PROCESSING AND HANDLING FEE $       4.75
TOTAL                      $    1,683.23

ODOMETER READING: 250      BRAND: A
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN
1ST LIEN

SALES TAX CATEGORY: SALES/USE
Date of Assignment/Sales Tax Date: 02/15/2017
2ND LIEN                    Sales Price $    25,000.00
                          Less Trade In Allowance $       0.00
                          Taxable Amount $    25,000.00
3RD LIEN                    Sales Tax Paid $    1,562.50
                          Less Other State Tax Paid $       0.00
                          Tax Penalty $       0.00
                          TOTAL TAX PAID $    1,562.50

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

```

Figure 83: Owner's Receipt









### 13.3 Final Receipt

After the title application is approved by the county tax assessor-collector's office, the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code.

**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: 201 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

FEES ASSESSED	
TITLE APPLICATION FEE	12.00
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
TOTAL	1,054.50


ODOMETER READING: 25000 BRAND: A  
 OWNERSHIP EVIDENCE: OUT-OF-STATE TITLE  
 1ST 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  
 Less Other State Tax Paid 0.00  
 Tax Penalty 0.00  
 TOTAL TAX PAID 937.50

2ND LIEN  
 3RD LIEN

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

**BN6B800**



**01 18**

ANDREWS BR135415

**VOID**  
DO NOT USE/  
NO USE

Figure 85: Final Receipt



# 14 Payments

The county tax assessor-collector’s office will collect payment for all approved title applications. For each payment collected, the county tax assessor-collector’s office will record the payment(s) and make a note in the payment details.

Follow these steps to view the payments recorded by the county tax assessor-collector’s office:

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

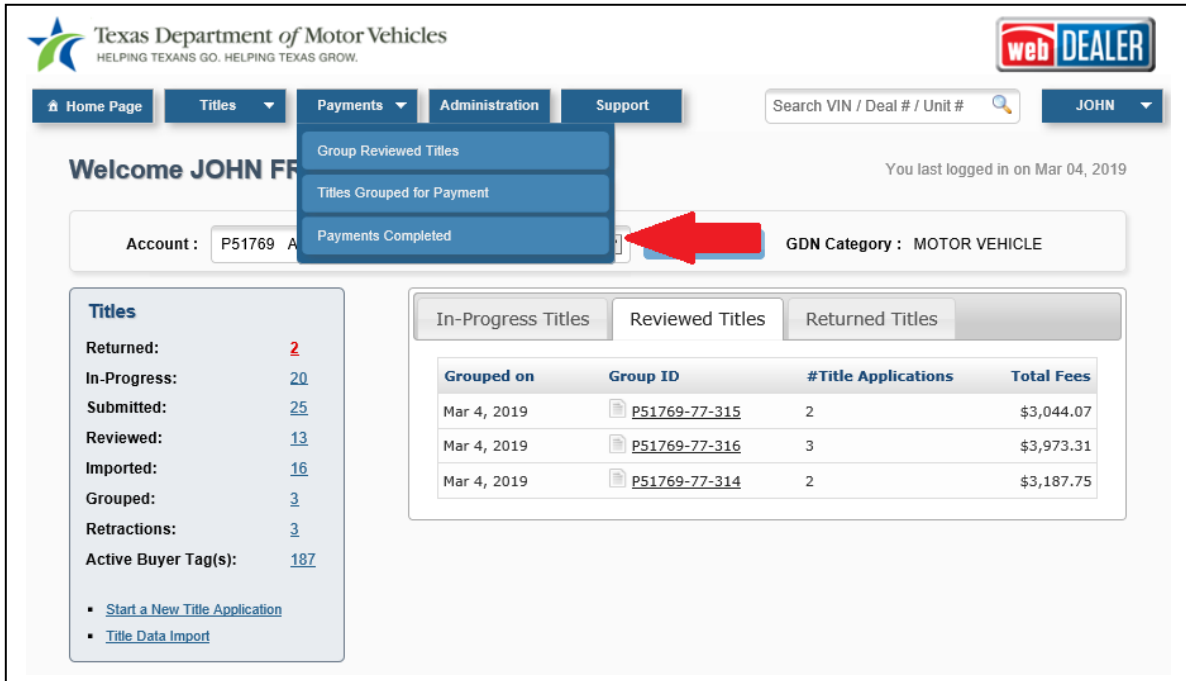


Figure 86: Access Payments Completed

2. Select a **Reference #** to display the Payment Details.

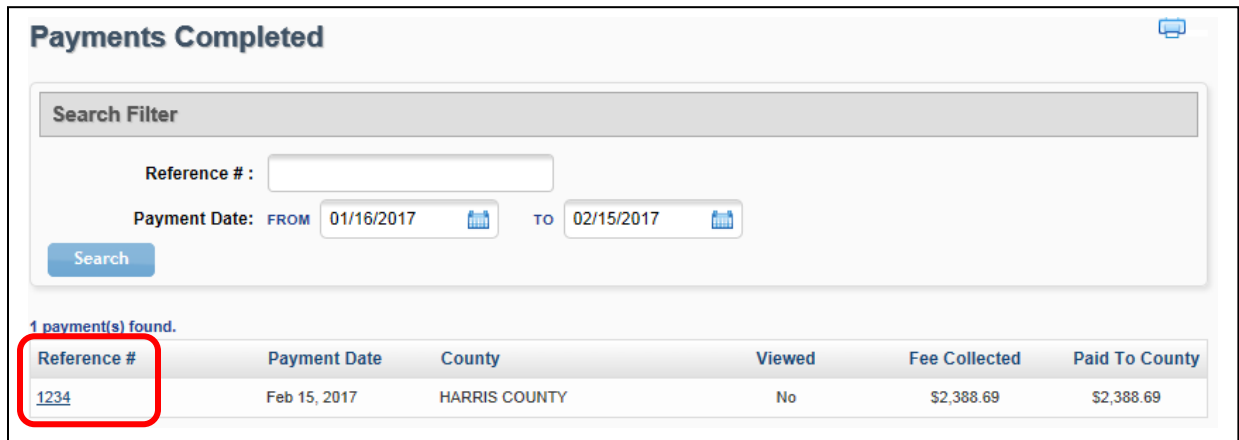


Figure 87: Payments Completed Reference Number



- 3. The Payment Details will show with the payment information for that group of title applications.

### Payments Completed

Search Filter

Reference #:

Payment Date: FROM  TO

#### Payment Details

Reference #: 1234      Payment Type: CHECK

Fee Collected: \$2,388.69      Paid To County: \$2,388.69

Payment Date: Feb 15, 2017      Check No: 102

▼ HARRIS COUNTY 1 title(s) found.

VIN	Deal #	Vehicle	Owner	Approved On	Penalties	Total Fee	Paid To County
STDXZ3DC3HS774125	---	2017 TOYT 222	ERIC TRINDLE	Feb 15, 2017	\$0.00	\$2,388.69	\$2,388.69
<b>Total:</b>					<b>\$0.00</b>	<b>\$2,388.69</b>	

Figure 88: Payment Details

## Appendices

### Appendix 1 – Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 3 – Title Data File Format for Import.

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

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



## Appendix 2 – Requirements for Use of the Electronic Buyer’s 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.

- 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 3 – Title Data File Format for Import

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

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealer.txdmv.gov/title/dmsFileCheck.do>

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





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



## Appendix 4 – 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>
 <p>Internet Explorer</p>	<p><a href="http://www.microsoft.com/ie">www.microsoft.com/ie</a></p>	<p>Internet Explorer versions 8.0 and later</p> <p><i>Note: Compatibility Mode should be turned off</i></p>
 <p>Firefox</p>	<p><a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a></p>	<p>Latest version</p>
 <p>Safari</p>	<p><a href="http://www.apple.com/safari">www.apple.com/safari</a></p>	<p>Safari is a web browser designed and developed by Apple for the Macintosh Operating System.</p>
 <p>Chrome</p>	<p><a href="http://www.google.com">www.google.com</a></p>	<p>Chrome is a freeware web browser developed by Google.</p>

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 with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. County tax assessor-collector's offices will decide how many test stickers should be printed for their 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

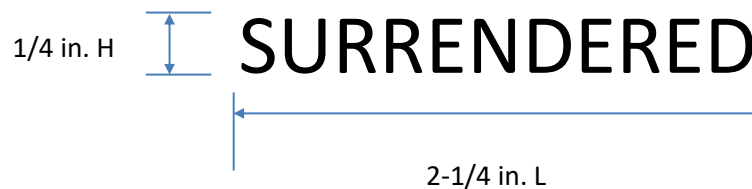
The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable could delay processing.

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)
  - *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
Title/Registration Questions	County Tax Assessor-Collector's Office	Local phone or e-mail	Local 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