



TRANSACTION HANDLING FOR OPENTEXT IMAGING

✗ ITEMS THAT SHOULD NOT BE SUBMITTED TO OPENTEXT FOR IMAGING

- webDEALER transaction receipts
- End-of-day closeout reports
- Accounting paperwork (additional collection receipts, hot check redemptions)
- Title Package Reports
- Voided Transactions
- Extra copies of transaction paperwork
- Non-Titled vehicle receipts and applications
- Rejection Requests

The Motor Vehicle Title Manual, Chapter 2, covers title transaction assembly procedures and transactions that should be sent directly to the department or the imaging vendor, OpenText.

TRANSACTIONS THAT MUST BE SUBMITTED TO OPENTEXT FOR IMAGING

Bonded Titles

Bonded title transactions must be sent to OpenText for imaging unless there is a hard stop on the record (NMVTIS brand hold, stolen, OR #, etc.). If there is a hard stop on the record, the bonded title transaction must be mailed to the department for further handling.

TRANSACTIONS THAT MUST BE SUBMITTED TO THE DEPARTMENT FOR PROCESSING

National Motor Vehicle Title Information System (NMVTIS) holds

Transactions with NMVTIS brand holds or NMVTIS errors that are unable to be corrected by the county tax assessor-collector's office. These transactions must be mailed to the department for further handling.

Legal Restraints

Transactions with legal restraints or hard stops that require an authorization code to process must be mailed to the department for the title to be manually released.

- A** **Legal restraints and hard stops** may include:
- Stolen
 - CR #
 - OP #
 - OR #

Switched Ownership Evidence and Invalid Vehicle Identification Number (VIN)

Transactions that involve switched ownership evidence with Texas titles or an invalid VIN must be mailed to the department for further handling.

- A** **Invalid VIN transactions** must include one of the following:
- *Law Enforcement Identification Number Inspection (Form VTR-68-A)*
 - Vehicle Inspection Report
 - Photo of the VIN
 - A pencil tracing of the VIN

- B** **Switched ownership evidence transactions** with Texas titles must include the following:
- The evidence of ownership (Texas Title or CCO)
 - Statement of fact
 - VIN verification