Commercial Fleet Buyer
User Guide

June 2017
webDEALER 3.1.1

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1 Overview

Title work is submitted electronically to county offices. Transactions 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), Form 130-U, odometer disclosure statement, and Vehicle Inspection Report (VIR). webDEALER provides a straight forward process to transfer information quickly from your system to webDEALER, as well as a manual entry option (keyboard entry). When you're ready, submitting the title application to the county 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 counties with a more efficient approval process. Benefits and features include:

- Validation of inventory allocated to you

- System monitoring of outstanding title transaction

- You can submit title applications electronically to multiple counties once approved and established by each county

- Ability to easily see the reason for the return of a title transaction

- Visibility of all title applications from start to finish

- Payments and fees for each application are calculated precisely

2 Getting Started

2.1 Setup

The county tax office and TxDMV staff are available to answer your questions.

In order to have access to webDEALER, you must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. Your primary point of contact is the county tax assessor-collector's office. To receive a CFB ID and Username, please contact your county tax assessor-collector's office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name

- The business address, city, state, zip

- Federal Employer Identification Number (FEIN) and Tax Permit Number

- Vehicle physical location (where the vehicle will be kept for titling purposes)

- The first and last name of your administrative user and their contact information (phone number and email address)

The county will assign the CFB administrator's permissions. The CFB administrator is responsible for managing user permissions.

See Appendix 3 – Equipment Requirements to ensure your equipment is compatible, and you have all needed supplies.

Note: Each county must authorize your CFB location to submit title applications to multiple counties,

2.2 Recommendations

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

2.3 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) must be stamped **SURRENDERED** on the <u>front and back</u>, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment.

You are required to retain the stamped original evidence of ownership in your records.
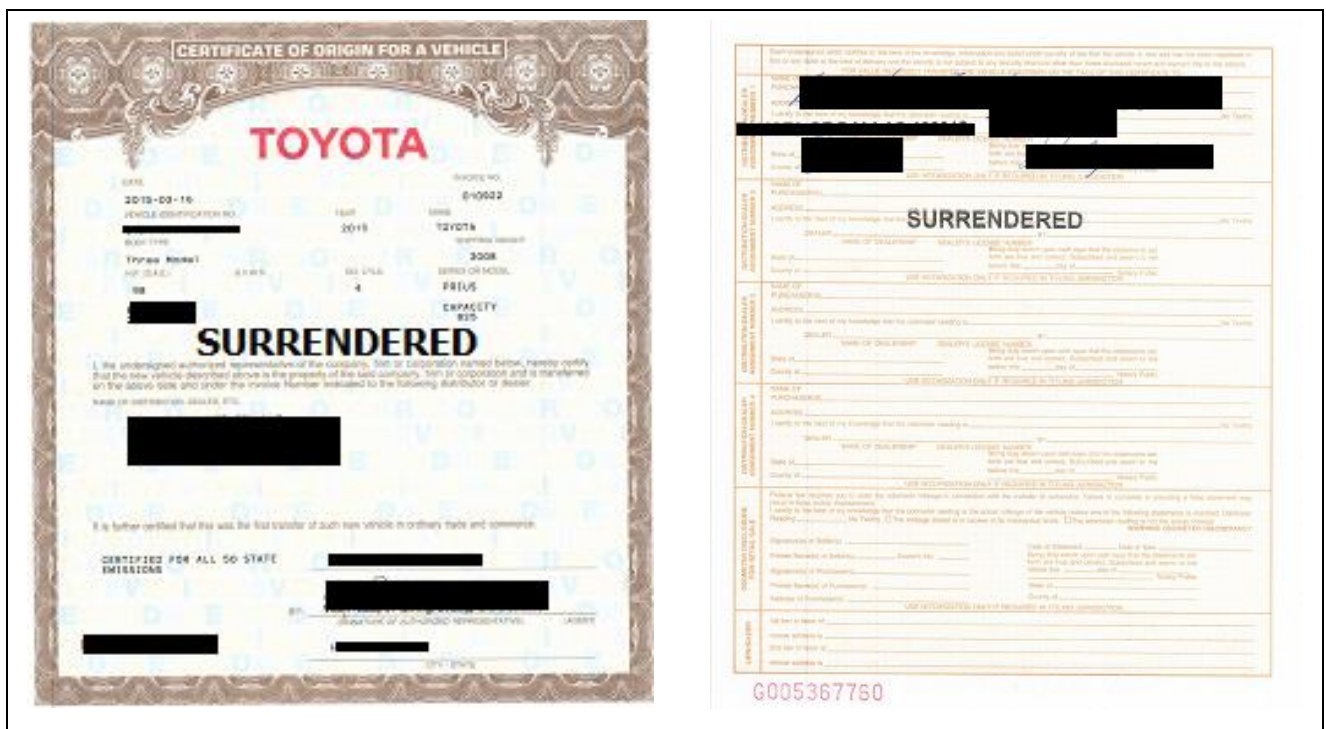
Figure 1: Surrendered MCO

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 transaction will be returned or rejected, and you will be required to scan the originals or obtain ownership through a court order or bond.

Note: Title applications with out of state titles containing value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) must be filed through the county tax office.

2.4 Reminder Checklist

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

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

If you have any questions, please contact your county tax office.

3 Administrator

webDEALER is intended to have at least two administrators with access to all Assigned Permissions. Administrator(s) can assign or un-assign permissions of CFB users in webDEALER; however, all users must be set up (or removed) through the county tax assessor-collector's office.

To add a second administrator or additional users, you will need to provide the first and last name of the user and their contact information to the county office, the county works with the TxDMV to set up the user in webDEALER.

Note: Creating CFB IDs, adding/removing users, and password resets must be completed by contacting the county tax assessor-collector's office.

3.1 Setting User Permissions

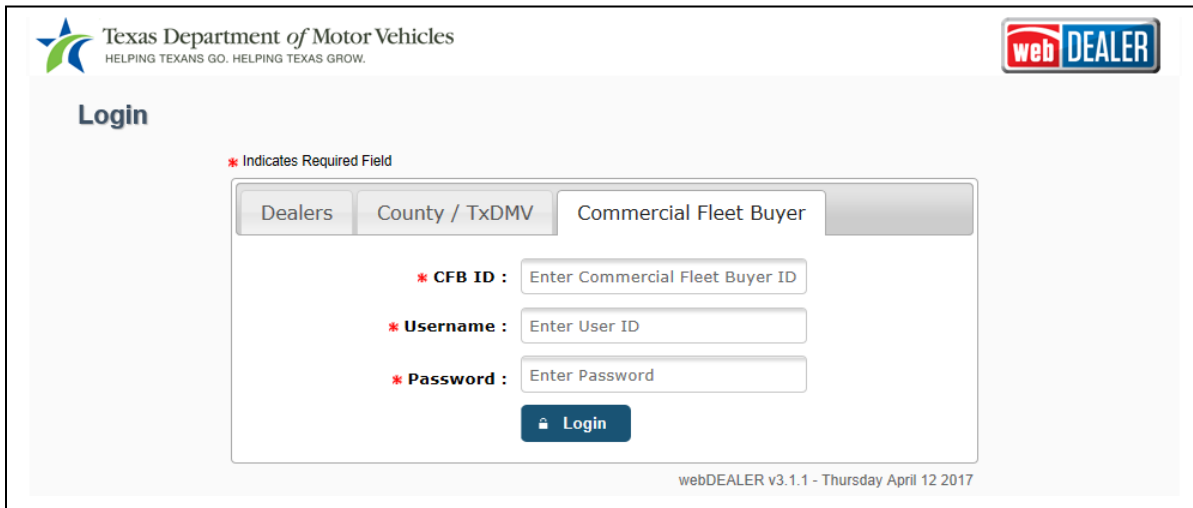1. The administrator logs into webDEALER.

Figure 2: Login Page

2. On the Home Page, click the **Administration** tab.

Figure 3: Home Page

3. The Account Details page displays your information and authorized users

4. On the Account Details page, click a **User Name** from the List of Associated Users.

Account Details

CFB ID: C10013
Business Name: RENT-A-WRECK OF AMERICA, INC
Doing Business As: ---
Contact Name: WILLIAM CASH
Email: ---
Phone #: ---
Tax Permit #: 12640866161
FEIN / EIN: 264086616

Address
105 MAIN ST.,
LAUREL, MD 20707

Configuration by County

▾ List of Associated Users

User Name	Name	Email	Status	Action
FBUYER	FLEET BUYER	kathy.mckee@txdmv.gov	Active	
CUSER2	CFB USER2	todd.pederson@txdmv.gov	Active	

Figure 4: Account Details Page

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

Figure 5: 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 you by each county.

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

Figure 6: Account Details Page

2. The popup will show your configuration.

    Note: The Maximum Unapproved Title Applications allowed can be set up to 5,000 at the county's discretion.

3. If you are assigned an inventory of license plates and stickers, there will be a "Yes" next to Issue Plate Inventory and Issue Registration Stickers.

Figure 7: Configuration with Inventory

If you are not assigned an inventory of license plates and stickers, there will be a "No" next to Issue Plate Inventory and Issue Registration Stickers.

Figure 8: Configuration without Inventory

3.3 Processing and Handling Fee

If you are set up with inventory by the county (issued license plates and stickers), you will be able to retain $1.00 of the Processing and Handling Fee.

If this is the case, the fee amount due to the county will be different than the total amount shown on the payment screens.

Figure 9: Pay to County Fee

Note: Commercial fleet buyers that use webDEALER are still required to be deputized even if they have not been issued an inventory of registration stickers and license plates. These commercial fleet buyers may not retain any portion of the Processing and Handling Fee.

4 Starting Title Applications

4.1 How to Start a Title Application
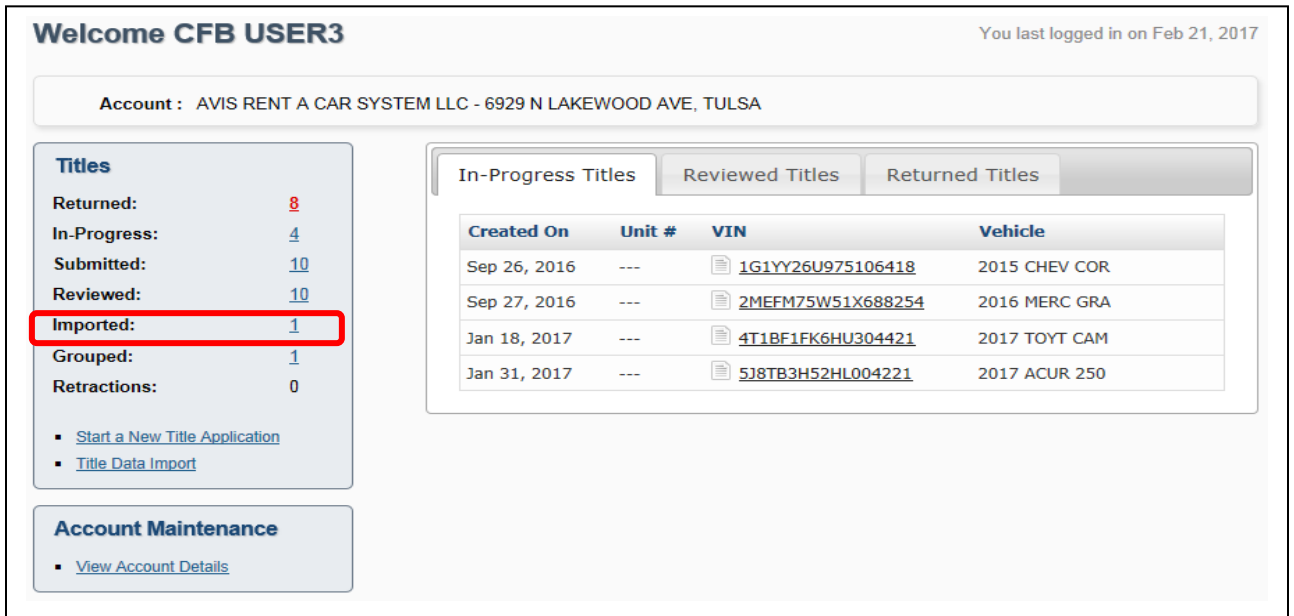
There are three ways to begin title applications:

- Using a webDEALER title integration service (Web Service)

- Using an imported file

- Creating a title application manually

4.1.1 Web Service

1. Transfer the data from your system.

The title application will appear in the "Imported" status link in the Titles box on the Home Page. Click 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," and click the **VIN** to open the Title Preview page of the application you wish to complete.

Figure 10: Imported on Home Page

2. Use the search filter box to assist in locating transactions to be worked. Click the VIN of the application you wish to complete to open the Title Preview page.

Figure 11: Imported on Title Search

3. Click on the **Begin Title Application** button to start the Title Application.

Figure 12: Begin Title Application

4.1.2 Using an Imported File

Follow these steps to import a file:

1. On the Home Page, click **Title Data Import** from the Titles box.

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

2. Browse for the file to import.

Figure 14: Title Data Import

3. Locate and select file.

4. The text box populates with the file name.

5. Click **Import**.

6. From the File Type dropdown, select Unit # or VIN to retrieve the record.

7. Enter the number to locate, and click **Show Record**.
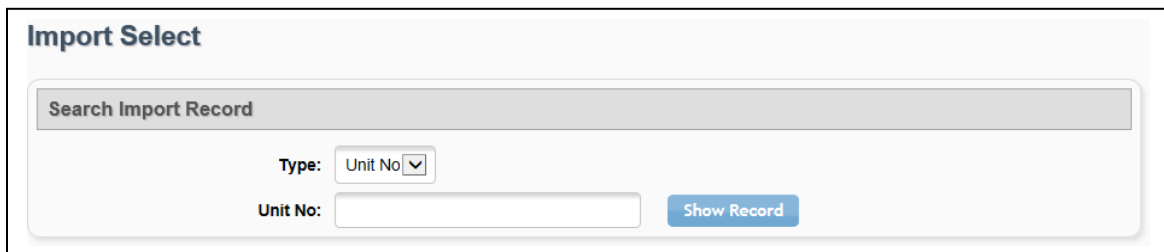
Figure 15: Search for Imported Record

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

Figure 16: Accept Record

9. If you choose to only import one record, click **Title Application** or **Title Preview** to see the vehicle information and begin the title application.

The vehicle information in the title application is populated with the VIN, unit 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. Click the blue number adjacent to the word "Imported" in the Titles box.

2. Once the application is found, click the **VIN** to open the Title Preview page.

3. Click 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 click the VIN to open the Title Preview.

Note: Please refer to Appendix 1 – Importing System Files for more information.

4.1.3 Creating a Title Application Manually

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

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

Figure 17: Start a New Title Application

2. Enter the VIN, and click **Search**.
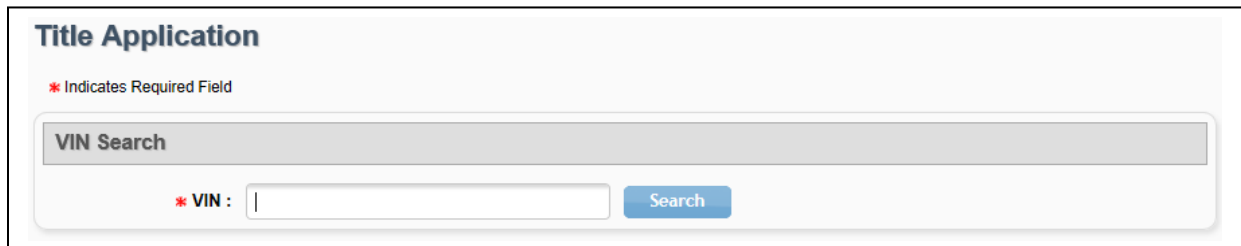
3. If a motor vehicle record exists in the department's Registration and Title System, webDEALER will prevent the user from continuing.

   If a motor vehicle record does not exist, the Title Application 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.

4.2 First Page of Title Application

The first page of the title application must be completed and saved before you can continue with the rest of the title application. Follow these steps to complete this page:

1. Optionally enter the Unit No.

2. The Buyer ID Information (ID Type and ID #) is prepopulated.

3. Select the county that will process the title application from the dropdown in the Processing County section.

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

5. Check the box next to the certification statement, and click **Save**.

Figure 19: First Page of Title Application

6. When the title application is saved, the status is marked as In-Progress, and you are advanced to the Vehicle Information page.

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

5 Completing Title Applications

After the Title Application page is saved it is marked as In-Progress.

Fill out the information on each page, to complete the remainder of the title application, click **Next**.

Note: If you select the VIN for an In-Progress title from the Home Page or the Title Search page, the Title Preview page for the title application will open. You will have to click 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 clicking **Save**.

5.1 Vehicle Information

1. Complete the Vehicle Information page
2. Click **Next**.

Figure 20: Vehicle Information

5.2 Lienholder Information

Cash sales and financed sales are indicated on this page.

1. To record a lien, select **Lienholder(s)**. You will automatically advance to the next page.
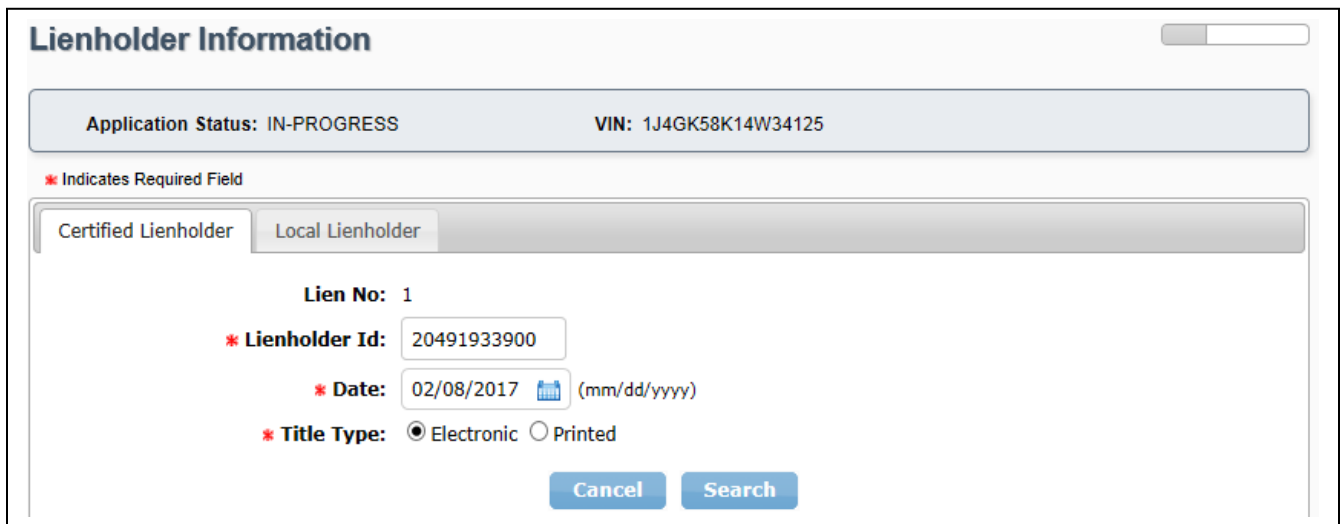
Figure 21: Lienholder Information

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

2. Enter the Certified Lienholder Id and date of lien.

3. If the lienholder is Electronic Lien Title (ELT) Certified, leave Type of Title as **Electronic**.

4. Click **Search**.

Figure 22: Certified Lienholder

5. Confirm the ELT Certified Lienholder results.

Texas Department *of* Motor Vehicles

6. Click **Save**.

Figure 23: Certified Lienholder Verification

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

8. Click **Save.**

Figure 24: Local Lienholder

9. The lien is added to the list. Click **Next**.

Figure 25: Lienholder Information

5.3 Owner Information

Complete the Owner Information page. Click **Next**.

If **Texas Dealership** is selected, a Dealer GDN is required. If **Out-of-State Dealership** is selected, a business name, city, and state is required. If **CFB Owner** is selected, the CFB owner information prepopulates. Complete remaining fields as applicable. Click **Next**.

Figure 26: Owner Information

5.4 Vehicle Physical Location

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

Figure 27: Vehicle Physical Location

Note: If you are a rental company, the Vehicle Physical Location page will be prepopulated with the information provided to the county tax office upon the initial setup; otherwise, the vehicle's physical location is optional.

5.5 Plates and Sticker Information

Depending on the processing county chosen on the first page of the title application and how you are configured by that county, you may or may not have plates to assign.

1. Enter the Plate Number if plates are supplied to you by the county where the title application is being submitted.

2. Click **Next**.

Figure 28: Plate and Sticker Information with Inventory

3. If plates are not supplied to you by the county where the title application is being submitted, the Plate Source will indicate (County Supplied).

4. Click **Next**.

Figure 29: County Supplied Plates

5.6 Sales Tax Information

1. Select a Sales Tax Category.

2. If Exempt is selected, you will also need to select an Exempt Reason.

3. Enter the sales tax information.

5. Click **Next**.

Figure 30: Sales Tax Information

5.7 Evidence of Ownership and Supporting Documents

1. Select the appropriate Evidence of Ownership document in **Document Type**.

2. If submitting an out of state title, the Title Number, Issue Date, and issuing State/Country must be entered.

3. Click **Save.**

Figure 31: Evidence of Ownership

4. You can click the **View Required Documents List** to view missing documents. .
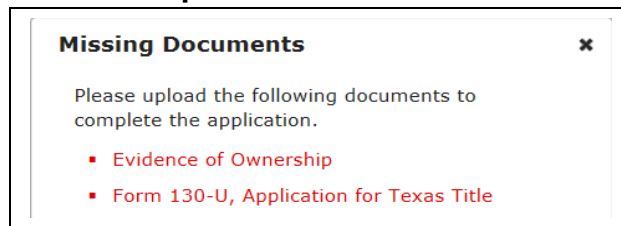
Figure 32: Required Document List

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. The order of which the documents in the single upload PDF must appear is found in Appendix 4 – 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.

8. Click **Add**.

Figure 33: Document Type Selection

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

Figure 34: Evidence of Ownership and Supporting Documents Completed
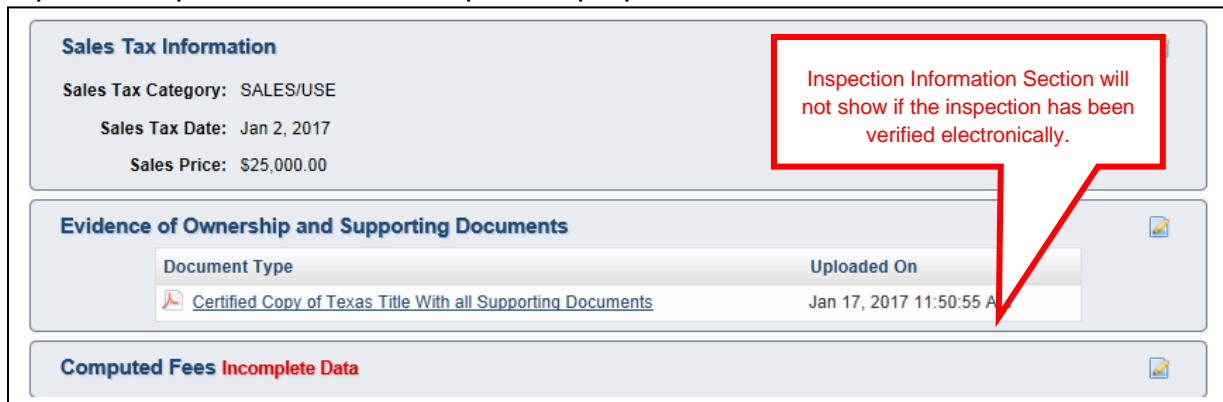
5.8 Inspection Information

webDEALER will verify the vehicle has a current, passing safety inspection. The inspection must be current when the application is submitted to the county.

5.8.1 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 submitted to the county. 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.

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 purposes.

Figure 35: Inspection Information Not Shown

5.8.2 Inspection Expires

If the inspection expires before submitting the title application to the county, current inspection information must be entered or updated. The VIR must be uploaded when you manually enter or update new inspection information.

You will be presented with a message The Inspection Has Expired on the Title Preview page if the inspection expires prior to submitting the title application. Current inspection information will need to be entered or updated prior to submitting the application.

Figure 36: Expired Inspection

5.8.3 Inspection is Not Valid or 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. Click the edit icon in the top right corner of the Inspection Information section to enter the Date of Inspection and Inspection Type.
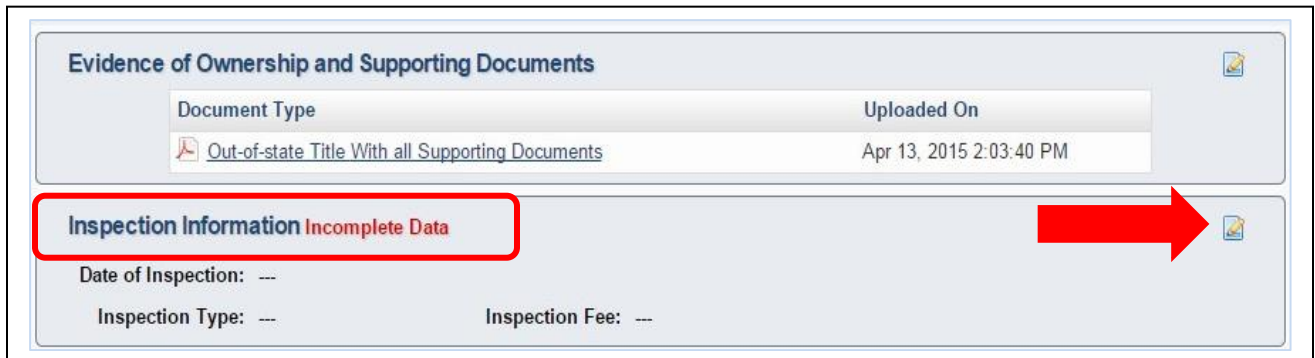
Figure 37: Inspection Information Shown

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, you will be prompted with the message "Inspection verified. Select **Cancel** button to return to Title Preview."
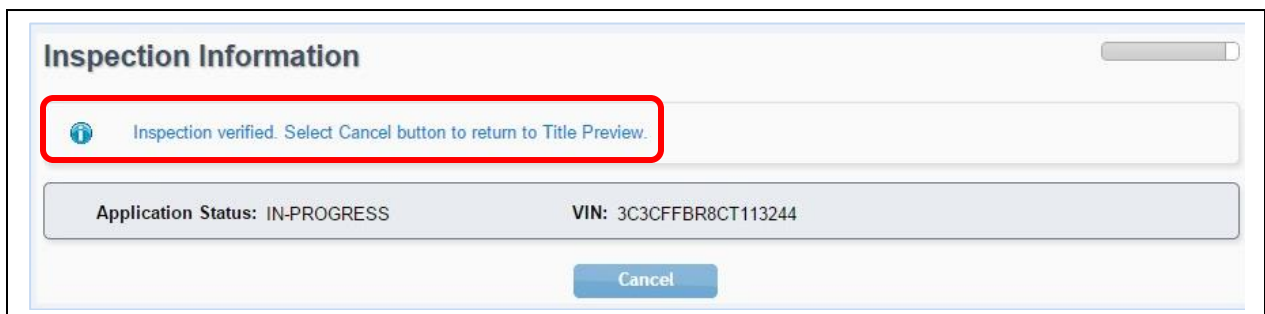
Figure 38: Inspection Verified

3. Click **Cancel** to return to Title Preview. No further action is required by you, and the Inspection Information section will no longer appear on the Title Preview page.

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

Figure 39: Inspection Information

5. Remove the existing VIR, if applicable.

6. 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: The VIN on the VIR should match the VIN for the vehicle receiving registration.

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

5.9 Fees

Follow these steps to calculate fees and input optional fees:

1. From the Title Preview page, click the edit icon next to Computed Fees. If the state's portion of the inspection fee is due, it will appear as a line item on the Fees screen.

Figure 40: 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 41: Fee Page

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

3. Additional changes can be made to the donations portion of the page. To make a contribution to the Organ Donor Donation Fund, Veterans' Fund, State Parks, or Special Olympics TX, click **Optional Donations/Fees**.

4. When the correct amount is displayed, click on **Update Fees**.

Figure 42: Optional Fees and Donations

5. When the fee amounts are correct on the Fee page, click **Save**.

6 Submitting Title Applications

Follow these steps when the title application is complete:

1. Click **Submit** from the Title Preview page to send it to the county electronically.

Figure 43: 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. Use the date range to further narrow your results.

Figure 44: Title Search for Submitted Title Applications

7 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 authorize themselves to group your title applications for payment.

7.1 Grouping by County

The county may group transactions together to show which applications they want you to make a payment on. If the grouping functionality is set up for the county to do the grouping, 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, click the number adjacent to Grouped in the Titles box.

- On the Home Page, select the **Reviewed Titles** tab, then click on a Group ID.

- From any page, select **Titles Grouped for Payment** under the **Payments** tab at the top of the page.

Figure 45: 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 titles you want to view.

   Note: The results may show different amounts in the Total Fees and the Pay to County because you may be able to retain $1.00 of the Processing and Handling Fee depending on your set up by the county. You will pay the amount that is under the Pay to County column.

Figure 46: Title Groups with Payment Due

2. Click on 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.

Figure 47: Group Details

4. Remit the amount shown next to Pay To County.

7.2 Grouping by CFB

If a county has authorized you to group title applications, you will create groups from the reviewed titles 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.

Follow these steps to group title applications:

1. Navigate to the Group Reviewed Titles for Payment page by clicking on **Group Reviewed Titles** under the **Payments** tab.
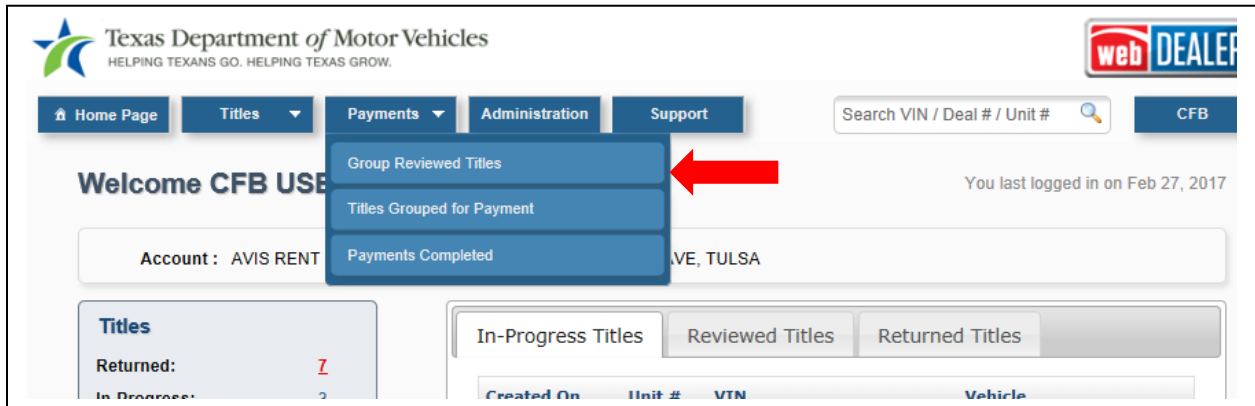
Figure 48: Group Reviewed Titles

2. On the Group Reviewed Titles for Payment page, choose the county for which you want to group and optionally filter by date. Select the titles you want to group together, and click the **Group Titles** button.
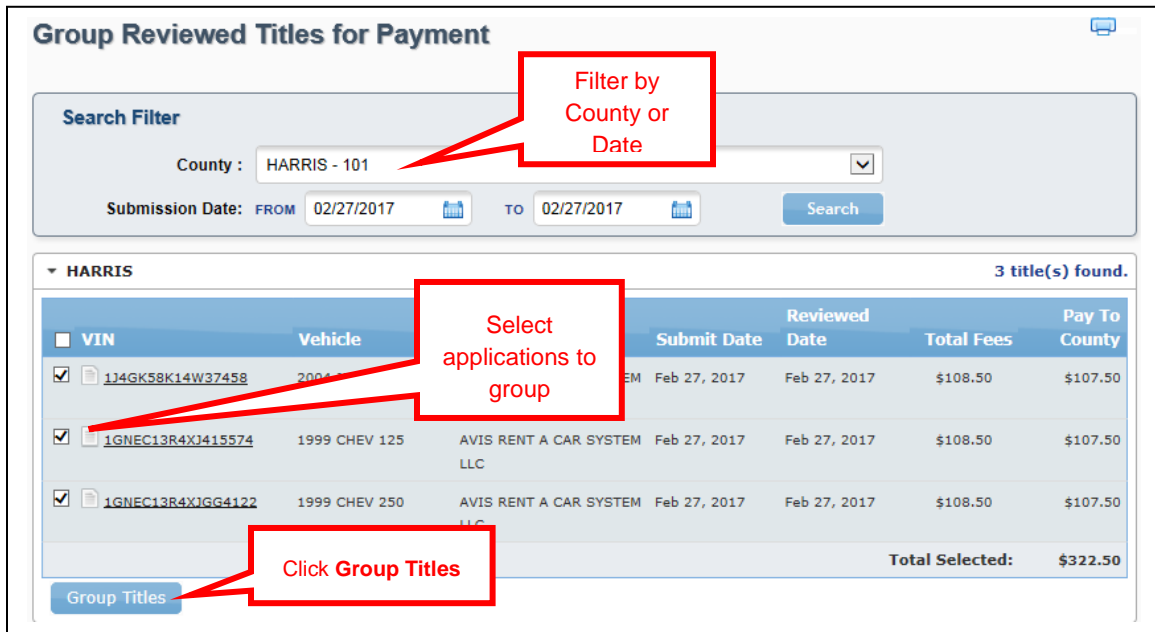
Figure 49: Group Reviewed Titles for Payment

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3. A confirmation pop-up window will display after clicking **Group Titles**.
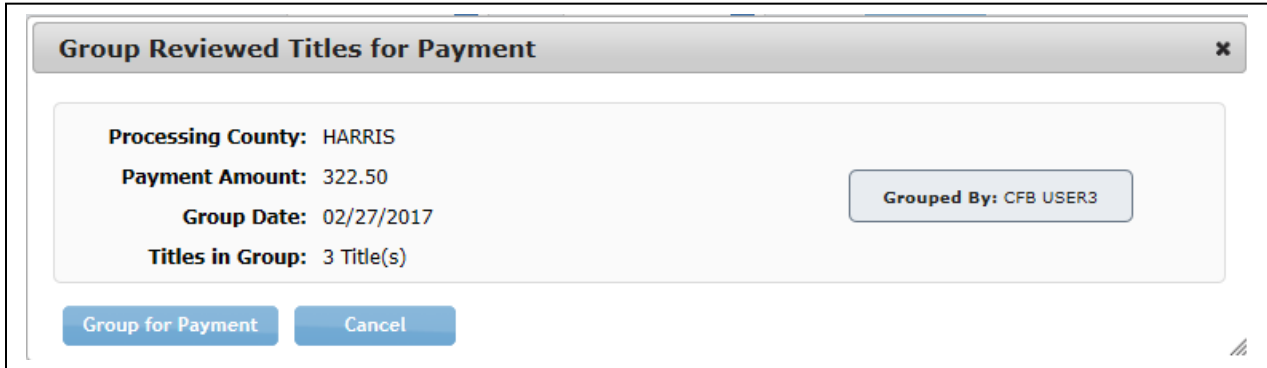
Figure 50: Group Reviewed Titles for Payment Confirmation

4. Click **Group for Payment** to confirm these are the title applications you want grouped.

5. After you click **Group for Payment**, the Group Reviewed Titles for Payment page is displayed with a confirmation message at the top, which includes the Group ID.
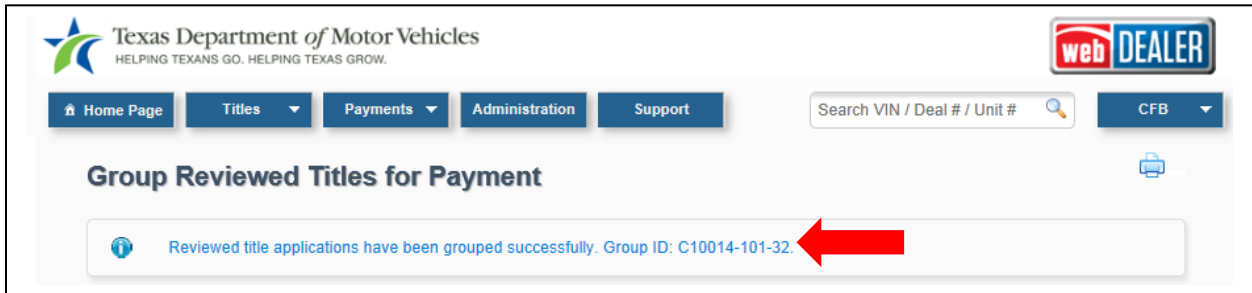
Figure 51: Confirmation Message and Group Number

6. 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.
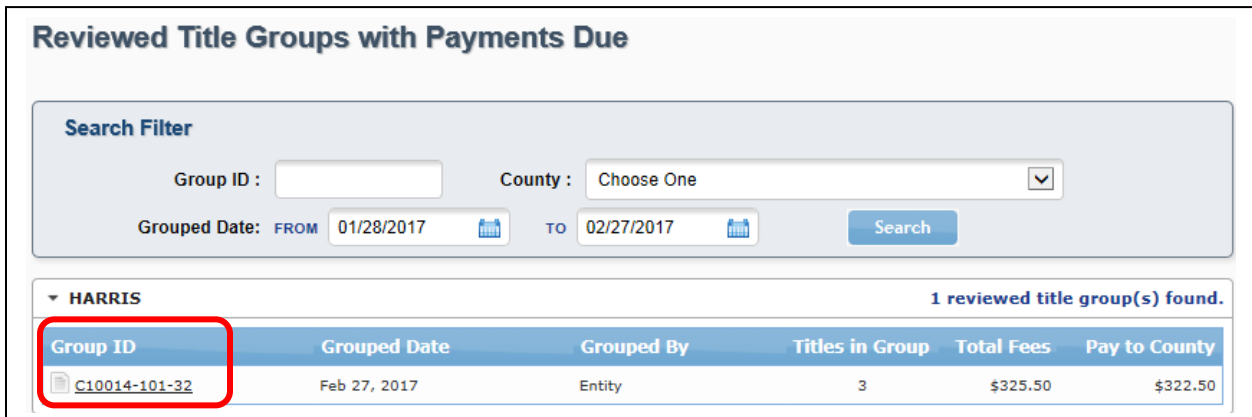
Figure 52: Reviewed Title Groups with Payments Due

7.3 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 groups allows you to process payment individually or to add them to a new group.

Note: You cannot ungroup county grouped titled applications.

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.
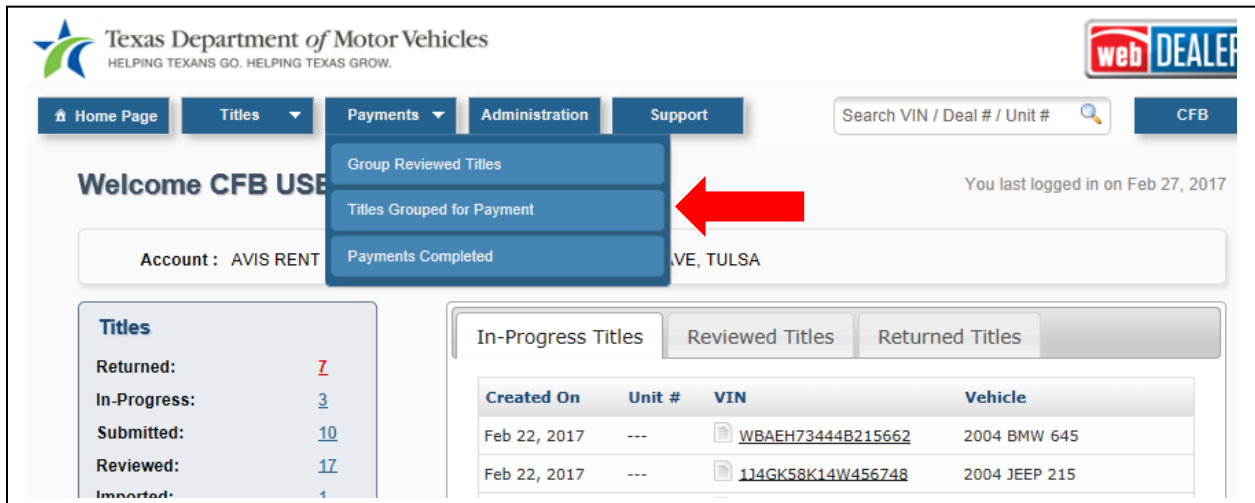
Figure 53: Titles Grouped for Payment

2. Filter by County or Date, and locate the Group you wish to ungroup. Click on the **Group ID**.
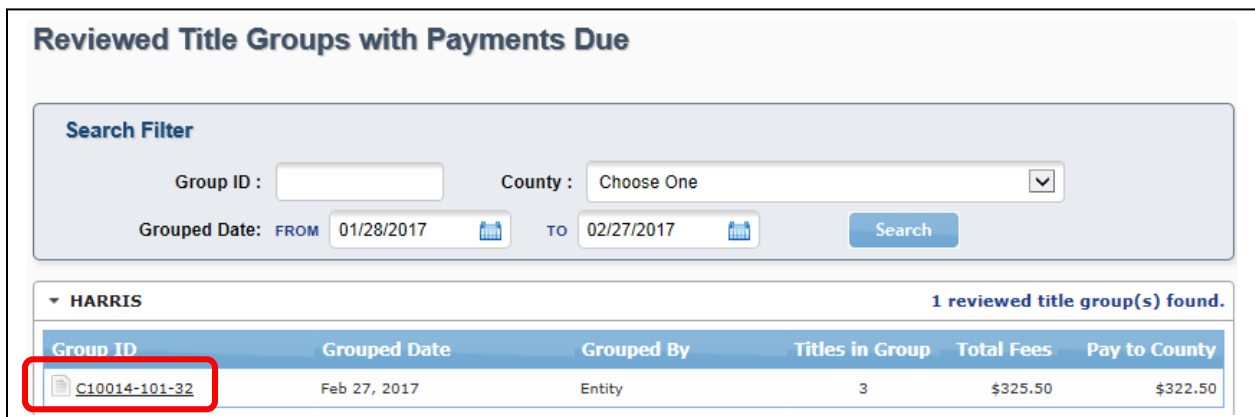
Figure 54: Reviewed Title Groups with Payments Due

3. Once the Group Details are open, click **Ungroup**.

Figure 55: Ungroup Title Applications

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

Figure 56: Ungroup Confirmation

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

8 Returned Title Applications

A title application may be returned by the county 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 a returned title application in the following ways:

- On the Home Page, click the number adjacent to Returned in the Titles box.

- On the Home Page, select the **Returned Titles** tab then click 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."

Figure 57: Returned Title Application

header: Texas Department of Motor Vehicles logo

8.1 Reviewing a Returned Title Application

Follow these steps to review a returned title application:

1. Select the returned title application you wish to resubmit by clicking on the **VIN**.

Figure 58: Title Search – Returned Title Applications

2. Clicking 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.

Figure 59: 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 click **Save** to view the Title Preview page with the correction. (Refer to Section 10 – Resubmitting Title Applications.)

9 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 57).

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. Filter for a Status of "SUBMIT."

Figure 60: Title Search Page

2. Click the **VIN** of the title application you want to retract.

3. On the Title Preview page, click the **Retract** button at the bottom of the page.

Figure 61: Retract a Title Application

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

Figure 62: Retraction Request

5. If the county approves the retraction request, the status of the application will change to Returned.

6. Make the corrections, and resubmit the application. (Refer to Section 10 – Resubmitting Title Applications.)

9.1 Viewing Retraction Requests

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

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

Figure 63: 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.

Figure 64: Title Search Retraction Requests

Follow these steps to review a retracted title application request:

1. On the Title Search page, click the **VIN**.

2. The Title Preview page will display.

3. 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.

Figure 65: Title Preview – Retraction Request Message

10   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.

2. Once verified, click **Submit**.

3. The Submit Returned Title Application pop-up will open. Enter the reason for the resubmission of the application (optional).

4. Click **Submit**.

Figure 66: Submit Returned Title Application

5. The status of the application will be changed to Submitted, and the title application is resubmitted to the county for review.

11 Voiding Title Applications

At any time prior to submitting the title application to the county tax office, or after it has been returned by the county tax 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. Click the **VIN** of the title application you want to void.

4. On the bottom of the Title Preview page, click **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
Total Fees	**$16,094.88**

Cancel   Void   Submit

Figure 67: Voiding Title Application

12 Printing Receipts

The first opportunity to print a title application receipt is immediately after the application is submitted to the county. 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 transaction receipts:

1. In the search filter on the Title Search page, choose a status of "Submit," "Reviewed," or "Approve."

2. Check the boxes next to the VINs of the title applications for which you want to print receipts.

3. Click **Print Receipt(s)** button at the bottom of the page.

Figure 68: Print Receipts

Note: The first receipt will always print without a watermark. This is the owner's copy (Figure 69). 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 70).

12.1 Owner's Receipt

This receipt example is for a CFB that does not have plate and sticker inventory. The plate number will show on the receipt if you have plate and sticker inventory.

```
WEB DEALER ORIGINAL TITLE




COUNTY: HARRIS                  TAC NAME: ANN HARRIS BENNETT
                                DATE: 02/28/2017      EFFECTIVE DATE: 02/28/2017
PLATE NO:                       TIME: 02:19PM         EXPIRATION DATE: 1/2018
DOCUMENT NO:                    USER: CUSER3          WEB TITLE ID: 7009

OWNER NAME AND ADDRESS
AVIS RENT A CAR SYSTEM LLC
6929 N LAKEWOOD AVE
TULSA, OK 74117-1808


VEHICLE LOCATION ADDRESS        REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
123 MAIN STREET                 PLATE TYPE: PASSENGER-TRUCK PLT
LEANDER, TX 78554               ORGANIZATION:
                                STICKER TYPE: WS


VEHICLE IDENTIFICATION NO: 1FDWF36L5YEA45123    VEHICLE CLASSIFICATION: PASS
YR/MAKE: 2000/FORD  MODEL: 205 BODY STYLE: 2H    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: AVIS RENT A CAR SYSTEM L  PREV CITY/STATE: TULSA, OK

INVENTORY ITEM(S)              YR
PASSENGER-TRUCK PLT
WINDSHIELD STICKER             2018       FEES ASSESSED
                                          TITLE APPLICATION FEE       $        13.00
VEHICLE RECORD NOTATIONS                  TEXAS MOBILITY FUND FEE     $        20.00
PAPER TITLE                               SALES TAX FEE               $         0.00
MAJOR COLOR: BEIGE                        WINDSHIELD STICKER          $        50.75
                                          REG FEE-DPS                 $         1.00
                                          CNTY ROAD BRIDGE ADD-ON FEE $        10.00
                                          CHILD SAFETY FUND           $         1.50
                                          INSPECTION FEE-1YR          $         7.50
                                          PROCESSING AND HANDLING FEE $         4.75
                                                            TOTAL     $       108.50


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

                                    SALES TAX CATEGORY: EXEMPT
                                          PERMIT NO: 200100
                        Date of Assignment/Sales Tax Date: 02/21/2017
                                            Sales Price $    10,000.00
2ND LIEN                          Less Trade In Allowance $         0.00
                                         Taxable Amount $    10,000.00
                                          Sales Tax Paid $         0.00
3RD LIEN                         Less Other State Tax Paid $        0.00
                                            Tax Penalty $          0.00
                                        TOTAL TAX PAID $           0.00




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

Figure 69: Owner's Receipt

12.2 Duplicate Receipt

Once the owner's receipt is printed, it will enable a duplicate receipt to be printed with a watermark. To print a second copy, click the **Print Receipt(s)** button.

Figure 70: Duplicate Receipt

12.3 Final Receipt

After the title application is approved by the county, a copy of 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.

Figure 71: Final Receipt

13 Payments

The county tax office will collect payment for all approved title applications. For each payment collected, the county tax 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 office:

1. Click on **Payments Completed** under the **Payments** tab.
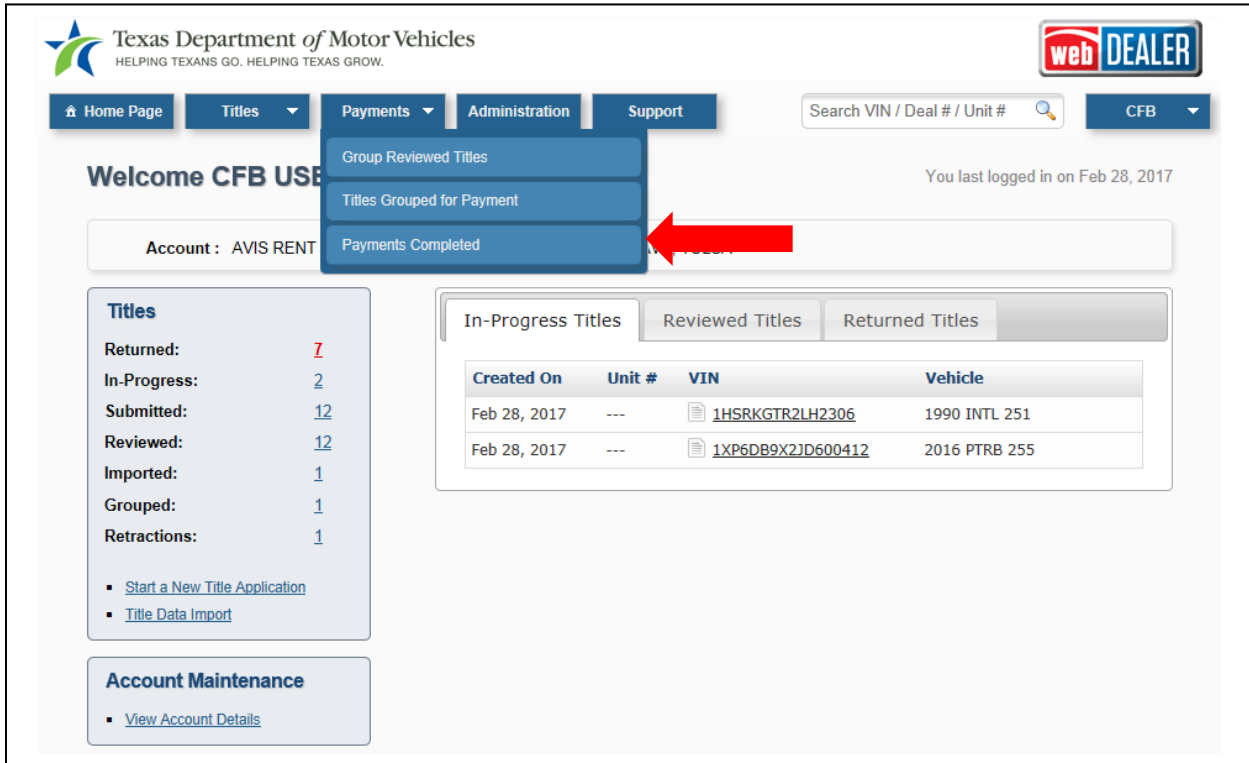
Figure 72: Access Payments Completed

2. Click a **Reference #** to display the Payment Details.
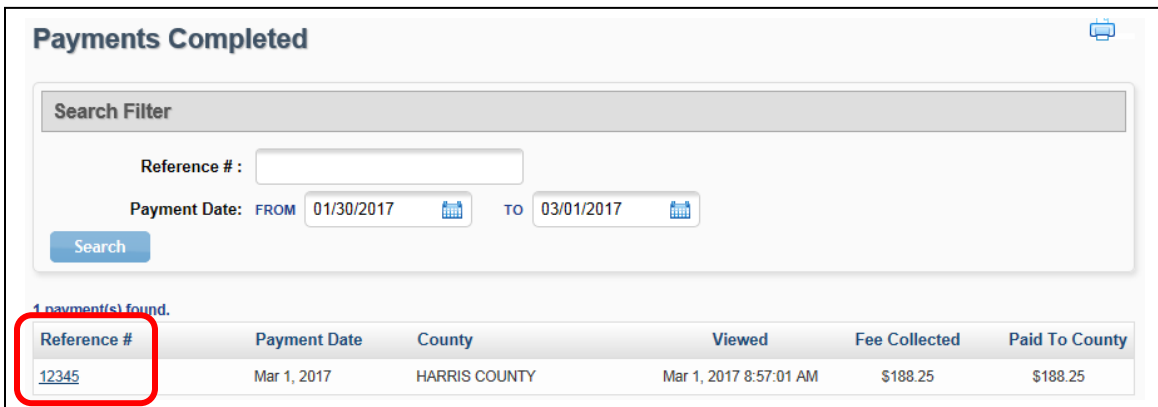
Figure 73: Payments Completed Reference Number

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

Figure 74: Payment Details

Appendices

Appendix 1 – Importing System 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 2 – 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 – 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)		
6	Rebate_Amt	2 of the 3 fields required	
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		
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2	None of these fields are required, and not necessary if Certified Lien No. is provided.	
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 3 – 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.

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

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

Adobe Acrobat Reader

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

Printer Requirements

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

- Printer must be laser technology

- Media size must support, at the minimum, 8.5 x 11 in

- Memory: 32MB

- Processor Speed: 400MHz

- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v 1.4) 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

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices may choose to approve printers that are not on the list of department approved printers. 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. Counties 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

1/4 in. H   SURRENDERED

2-1/4 in. L
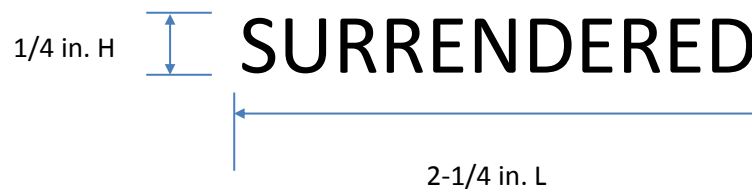
Appendix 4 – Document Upload Order

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
   - Out of State Title

3. Other Supporting Evidence:
   - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
   - Release of Lien
   - Weight Certificate

4. Out of State Vehicles:
   - Vehicle Inspection Report

5. Additional Supporting Documents

Appendix 5 – Support Information

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