



County User Guide

November 2015

webDEALER 2.4.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



Table of Contents

<i>Overview</i>	<i>3</i>
<i>Getting Started</i>	<i>5</i>
<i>Sign into webDEALER</i>	<i>6</i>
<i>Add County Users</i>	<i>8</i>
<i>Dealer Administration</i>	<i>10</i>
<i>Approve & Return Applications</i>	<i>14</i>
<i>Downloading Assigned Inventory</i>	<i>21</i>
<i>Processing Payments</i>	<i>22</i>
<i>Appendices</i>	<i>25</i>

Overview

What can webDEALER do for you?

Title work is submitted electronically to your office. Transactions include 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. When you're ready, approving the title application is literally a click of a button.

Features

Entering title applications on the web allows dealers to use a more streamlined title and registration application process and provides you with a more efficient approval process including:

- Option to establish dealers:
 - **without inventory** – assign the plate and print the sticker at your office. No bonding required
 - **with inventory** - validation of inventory allocated to dealers – live monitoring of inventory issued by dealers
 - ability to download assigned plate inventory data for use with inventory management systems
- System monitoring of outstanding title transactions for a dealership eliminates the need for the Form VTR-31-RTS
- Dealers in other counties can submit title applications electronically to your county once approved and established by your county
- Examine and view documents as a single pdf regardless of how the dealer uploads the title documents
- Live calculation of the prorated fees when transferring special plates
- Ability to easily return a title application with feedback
- Ability to batch print receipts
- Visibility to all titles pertaining to your county from start to finish
- Payments from each dealer are calculated precisely



Special note on signatures

With webDEALER, there are two ways a dealer can process and complete a webDEALER transaction:

- Uploading the completed Application for Texas Title (Form 130-U)
- Electronically capturing the seller's and buyer's signature using the Seller's Disclosure and Buyer's Acknowledgement feature

Upload of the Application for Texas Title (Form 130-U)

This method requires the dealer to upload the title application (Form 130-U) in order for the transaction to be electronically processed in webDEALER. The "Closer" at the 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 the dealership titling clerk will then upload it when processing the transaction.

Electronically capture the seller's/buyer's signature

This method requires the dealer begin the transaction by creating the seller's disclosure at time of sale. The buyer must have a valid Texas Driver License/Identification (ID) and is required to "login" to webDEALER using the last eight-digits of the VIN, Texas Driver License/Identification Card number, date of birth, Driver License/Identification Card audit number and last four-digits of the social security number to complete the "Buyer Acknowledgement." A successful login and acknowledgement 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, and this will be evident when you review the title transaction online.



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."

Getting Started

Setup

- Notify your local TxDMV Regional Service Center (RSC) that your county is ready to start using webDEALER. RSCs are there to set your county up to use webDEALER and assist in any way. Once a county administrator has been authorized to access webDEALER, your county can independently bring on dealers at your own pace.
- webDEALER is designed to have a minimum of two people in each county and dealership designated as administrators. Administrators have access to all Assigned Permissions.
- To add a dealer, obtain the dealer's eTAG username and "P" number (GDN), as those are needed to authorize the dealership and dealer administrator in webDEALER. Call the dealer and have this administrator login to webDEALER and add a backup administrator.
- webDEALER may be accessed from TxDMV.gov, or directly at <https://webdealer.txdmv.gov>.

You should know

The Form VTR-31-RTS is not required for a webDEALER transaction.

The evidence of ownership (e.g., MCO, out-of-state title, Texas title, etc.) must be stamped "SURRENDERED" on the front and back, scanned, and attached to the title application.

IMPORTANT SCANNING REQUIREMENT: The scanned images must be of the **original** documents. The scanned images CANNOT be copies of original documents. If you or TxDMV determine the documents attached to a transaction are copies of originals, the transaction must be returned or rejected, and the dealer will be required to scan the originals or obtain ownership through a court order or bond.

Recommendation

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH can be established whereby you "pull" funds from the dealership's account as needed. See Appendix 2 for a sample agreement.

Sign into webDEALER

1. Access webDEALER using a RTS workstation. The webDEALER menu link can be found under the RTS Title menu. County Administrators must first give security rights through RTS Local Options.
2. The username and password for webDEALER are the same as what you use for RTS. Any password changes required must be completed using the RTS security menu.
3. The RTS Workstation ID you access webDEALER through will display on the login page. When RTS is closed out, all of your webDEALER approved titles will be reflected on your RTS Workstation ID.

4. The Home Page gives you an overall view of actions needed by your county.
 - Displays up to 10 of the oldest title transactions awaiting your approval. Titles Awaiting Approval are transactions considered complete by dealers and submitted to you for approval.
 - Counts of certain activities are shown in the Title Activity box at the top left. Clicking on the underlined number will take you to the list of titles for the particular activity.

Submitted On	VIN #	Vehicle	Fees
Jun 9, 2015	16VGX2023E2315124	2015 BIG TKP	\$431.94
Jul 22, 2015	16S4BRBLCXD327491	2014 SAFA ZZZ	\$840.50
Aug 4, 2015	2G1WASE38E113519Z	2014 CHEV LSL	\$830.50
Aug 7, 2015	1FA6P8TH1F5344654	2015 FORD MUS	\$1,984.75
Aug 7, 2015	4S4BRBLCXD3274919	2014 SUBA O2L	\$1,347.25
Aug 11, 2015	2G1WASE38E113519B	2014 CHEV LSL	\$1,389.00



5. Clicking on “Authorized Entities” will display a page with all the dealers and commercial fleet buyers that have been authorized to submit titles to your county.

Welcome KATHY MCKEE You last logged in on Aug 11, 2015

Location : MCLENNAN - 161 Authorized Entities

Authorized Dealers serviced by MCLENNAN

GDN	GDN Category	Dealer Name	Phone #
P1806X	TRAVEL TRAILER	1500 BARTON SPRINGS INC - CRESTVIEW RV CENTER	(512)282-3516
P105430	MOTOR VEHICLE	A.J. JESSIE - JESS 1 AUTO	---
P110955X	TRAVEL TRAILER	AAA HOMES SAN ANTONIO, LLC - A-1-HOMES	(210)673-7100
P109561X	TRAILER/SEMITRAILER	ACE AUTO & EQUIPMENT SALES INC	---
P105185	MOTOR VEHICLE	ADRIAN PRIETO - ARCO AUTOMOTIVE	(915)479-5000
P121978X	TRAVEL TRAILER	ALTA CIMA CORP - FACTORY EXPO HOME CENTER	(480)883-6970
P2337X	TRAVEL TRAILER	ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER	(409)632-8414
P108934	MOTOR VEHICLE	ARTHURO JOHNSON INC. - CITY AUTO SALES	(903)948-6261
P18544	MOTOR VEHICLE	ARTURO H GONZALEZ - 42ND AUTO SALES	---
P45559	MOTOR VEHICLE	AUSTIN MAC HAIK FORD LINCOLN L - MAC HAIK FORD LINCOLN	(512)930-3673
P110937X	TRAVEL TRAILER	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P110453	MOTORCYCLE	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P1991X	TRAVEL TRAILER	BAILEY'S R V SALES INC	(936)639-1800
P115299	MOTOR VEHICLE	BELL COUNTY CEN-TEX AUTO, LLC - CEN-TEX AUTO	(254)756-2081

Add County Users

webDEALER is designed to have a minimum of two people in each county tax office designated as administrators with access to all Assigned Permissions.

The administrator adds users to the county. In order for a user to have access to webDEALER, they must have a current username in RTS. The username and password in RTS will be the same in webDEALER. *Note: It is the County Administrator's responsibility to remove an employee's access when they are no longer working for your county.*

To add a county user

1. On the Home Page, select the "Administration" tab.
2. At the bottom of the Location Details page, click "Manage User Accounts."

User Name	Name	Status	Action
227-WDCY	WEBDEALER WEBDEALER TEST	Active	Remove Association Lock User
227-KMCKEE	KATHY MCKEE	Active	Remove Association Lock User
227-NPATEL	NIRAV PATEL	Active	
227-RAJEEV	RAJEEV PATTANAIAK	Active	Remove Association Lock User
227-MREYES	MARK REYES	Active	Remove Association Lock User
227-JORGE	JORGE IZAGUIRRE	Active	Remove Association Lock User

[Manage User Accounts](#)

3. In the search criteria box, enter the RTS username and click "Search."

Search User

Location: TRAVIS COUNTY - 227

Search Criteria

Provide the username to search existing users.

Username :

[Search](#) [Cancel](#)

- Locate the person to add and click “Add to Location.”

Search User

Location: TRAVIS COUNTY - 227

Search Criteria

Provide the username to search existing users.

Username :

1 user(s) found.

User Name	Name	Action
227-KMCKEE	KATHY MCKEE	Add to Location

- Enable the appropriate permissions for the user under “Assigned Permissions.”

User Details

Username: 227-KMCKEE Status: Active

Name: KATHY MCKEE

Location: TRAVIS COUNTY - 227

Assigned Permissions

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

- If desired, view other locations for which the user is authorized.

User Details

Username: 227-WDCTY Status: Active

Associated Location(s)

Role	Location ID	Location Name	Additional Details
County Employee	227	TRAVIS COUNTY	TRAVIS COUNTY

View Payment

- Click “Save.”

Dealer Administration

The county administrator adds the dealer and the dealer administrator. The dealer must have eTAG access in order for a user at the dealership to access webDEALER. The eTAG username and password will be the same in webDEALER.

If a dealer operates with multiple DBAs under one GDN license, you will need to configure each DBA separately. Additionally, in order for a dealer with a motor vehicle GDN license to submit title applications for ATVs/ROVs to your county tax office, you must first contact the TxDMV IT Service Desk to request an ATV/ROV modification to the dealers account in webDEALER.

To add a dealer to your county

1. Place the cursor over the “Entities” tab and select “Dealer Management.”
2. Click “Add New Dealer” in the bottom left corner of the screen.

Authorized Dealers for TRAVIS COUNTY County					
GDN	GDN Category	Dealer Name	Address	Contact Name	Phone #
P105430	MOTOR VEHICLE	A.J. JESSIE - JESS 1 AUTO	505 S PALACE AVE, TYLER	---	---
P114456X	TRAILER/SEMITRAILER	BURCH INVESTMENT PROPERTIES LL - LONE STAR SECURE STORAGE	4801 N LOOP 256, PALESTINE	LARRY BURCH	(903)391-3956
P52241	MOTOR VEHICLE	CARMAX AUTO SUPERSTORES INC - CARMAX	4400 S I H 35, AUSTIN	JIM ZWIENER	(512)771-8510
P51769	MOTOR VEHICLE	LEIF JOHNSON FORD III LTD - LEIF JOHNSON FORD	12931 RESEARCH BLVD, AUSTIN	---	---
P113619X	TRAVEL TRAILER	NATURAL ALTERNATIVES, INC. - PALESTINE RV CENTER	2702 WEST OAK, PALESTINE	LEA ANNE SOMERVILLE	(254)562-2683
P101330	MOTOR VEHICLE	ORANGE BLOOD AUTO SALES, LLC -	15300 N I H 35, AUSTIN	SERGIO NEVAREZ	(512)573-7172
P52379	MOTOR VEHICLE	TEXAS CAR-MART INC - CAR MART	5000 N LOOP 256, PALESTINE	MISTY BRIXEY	(479)418-8086
P114637	MOTORCYCLE	WELLS CYCLE INC - POLARIS OF PALESTINE	4721 W OAK ST, PALESTINE	CARL WELLS	(972)754-4897

[Add New Dealer](#)

3. In the search box, enter the Dealer GDN and click “Search.”

Search Dealers

* Indicates Required Field

* Dealer GDN : [Search](#)



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

Search Dealers

* Indicates Required Field

* Dealer GDN : P15717

Business Name: BUDGET LEASING INC

Dealer ID	GDN Category	Doing Business As	Address	Phone #
148145	MOTOR VEHICLE	AUDI NORTH AUSTIN	12971 POND SPRINGS RD, AUSTIN, TX 78729-7798	5122193150
148153	MOTOR VEHICLE	ROGER BEASLEY PORSCHE	12971 POND SPRINGS RD, AUSTIN, TX 78729-7798	5122193150
148152	MOTOR VEHICLE	ROGER BEASLEY SAAB	12971 POND SPRINGS RD, AUSTIN, TX 78729-7798	5122193150
148155	MOTOR VEHICLE	ROGER BEASLEY VOLVO	12971 POND SPRINGS RD, AUSTIN, TX 78729-7798	5122193150
148146	MOTOR VEHICLE	FISKER OF AUSTIN	200 E HUNTLAND DR, AUSTIN, TX 78752-3704	5123711155
148148	MOTOR VEHICLE	ROGER BEASLEY PORSCHE	200 E HUNTLAND DR, AUSTIN, TX 78752-3704	5123711155
148147	MOTOR VEHICLE	MASERATI OF AUSTIN	12925 POND SPRINGS RD, AUSTIN, TX 78729-7798	5126374100
148156	MOTOR VEHICLE	ROGER BEASLEY PORSCHE	12925 POND SPRINGS RD, AUSTIN, TX 78729-7798	5126374100
148157	MOTOR VEHICLE	ROGER BEASLEY SAAB	12925 POND SPRINGS RD, AUSTIN, TX 78729-7798	5126374100
148158	MOTOR VEHICLE	ROGER BEASLEY VOLVO	12925 POND SPRINGS RD, AUSTIN, TX 78729-7798	5126374100
148159	MOTOR VEHICLE	SPYKER OF AUSTIN	12925 POND SPRINGS RD, AUSTIN, TX 78729-7798	5126374100

- On the Dealer Details page, enter the dealer’s Contact Name, Email, and Phone Number. Click “Save.”

Dealer Details

Dealer ID: 1607
Dealer GDN: P51769
GDN Category: MOTOR VEHICLE
Business Name: LEIF JOHNSON FORD II LTD
Doing Business As: LEIF JOHNSON FORD

Contact Name:
Email:
Phone #:

Dealer Address
501 E KOENIG LN,
AUSTIN, TX 78751

Used Vehicle Sales Only

This account has no dealer users associated.

A **Used Vehicle Sales Only** box is available on the Dealer Details page. This box should be checked when setting up independent dealers (used vehicles). You do not have to check this box for franchise dealers. Note: After setting up a dealer, the following message will display as appropriate in the Dealer Details page:

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



6. Click “Configure.”
7. Enter the maximum number of unapproved title applications the dealer can have active at any one time. The application defaults to 50; the maximum number is 5,000.

Configure Account for TRAVIS [x]

Account: P51769 - LEIF JOHNSON FORD

* Indicates Required Field

Maximum Unapproved Title Applications allowed :

* **Issue Plate Inventory :** Yes No

* **Issue Registration Stickers :** Yes No

Save

Note: When the dealer reaches this maximum, the dealer will get an error message and cannot initiate additional title applications. The maximum number of unapproved title applications includes the number of in-progress and submitted title applications awaiting approval.

8. Choose “Issue Plate Inventory” and “Issue Registration Stickers” if desired. An RTS Dealer ID Number is required if plates are to be issued by the dealer.

Dealership set up with inventory to issue

Configure Account for TRAVIS [x]

Account: P51769 - LEIF JOHNSON FORD

* Indicates Required Field

Maximum Unapproved Title Applications allowed :

* **Issue Plate Inventory :** Yes No

* **RTS Entity ID :**

* **Issue Registration Stickers :** Yes No

Save

Dealership set up with no inventory to issue (County Issued)

Configure Account for TRAVIS [x]

Account: P51769 - LEIF JOHNSON FORD

* Indicates Required Field

Maximum Unapproved Title Applications allowed :

* **Issue Plate Inventory :** Yes No

* **Issue Registration Stickers :** Yes No

Save

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



9. Click "Save."

The dealer administrator can be added from the Dealer Details page by clicking "Add User." The administrator can be added now, or at a later time.

To add a dealer administrator

County tax office administrators are responsible for adding the dealer and dealer administrator to webDEALER. The dealer administrator must have eTAG access in order to add the administrator for a dealer. The eTAG username and password will be the same for webDEALER.

1. On the lower right side of the Dealer Details page, click "Add User."

Search for the user by entering their eTAG information. Search by username, or their First and Last Name, or the Email. Click "Search." *Note: A search by the username yields the best results.*

User Name	Name	Email	Action
JSMITH2	JIM SMITH	jpowell@stricklandchevrolet.com	Add to Dealer

2. From the search results, locate the user to add, and click "Add to Dealer" under the Action column.
3. Choose "Administrator." This action will check all of the available permissions.

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

Assigned Permissions
<input type="checkbox"/> Administrator (Manage Account and Users)
<input checked="" type="checkbox"/> View Title
<input type="checkbox"/> Add/Edit Title
<input type="checkbox"/> View Payment
<input type="checkbox"/> Web Service Access

4. Click "Save."

Approve & Return Applications

To approve a title application, the user must have “Approve/Return Title” as an Assigned Permission on the User Detail page and must be logged in through RTS. See the Add County Users section (page 8) for more information.

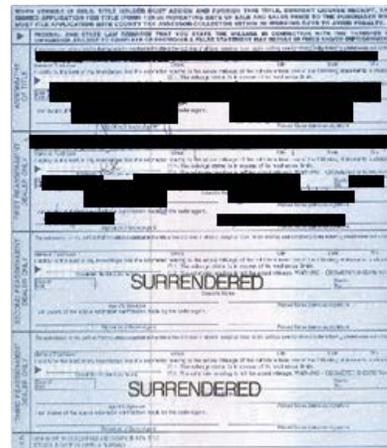
Dealers can file title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, and off-highway motorcycles), apply for title without registration “Title Only (No Registration),” and include rights of survivorship information.

County users can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.



NOTE: Dealers will be required to stamp the evidence of ownership (e.g., Texas titles, out-of-state titles, etc.) with a **“SURRENDERED”** stamp and retain it in their purchase and sales records. The **“SURRENDERED”** stamp must be stamped on the front and back of the ownership document and on the next blank assignment.

If all assignments have been used on the evidence of ownership and a Dealer’s Reassignment accompanies the transaction, the evidence of ownership must be stamped **“SURRENDERED”** (diagonally) and the Dealer’s Reassignment must also be stamped **“SURRENDERED”** on the next blank assignment or diagonally, if applicable.



Single Sticker (effective 03/01/2015)

With the single sticker functionality, the **Inspection Information** section will display at the bottom of the **Plate and Sticker Information** page if the dealer had to manually verify and enter the inspection information.

webDEALER will verify twice the inspection is current:

- The inspection must be current on the date the transaction is created in webDEALER.
- The inspection must be current when the transaction is submitted to the county.



Validate the inspection date and inspection type entered by the dealer matches the information on the Vehicle Inspection Report (VIR) the dealer uploaded. The transaction must be returned to the dealer for correction if the VIR does not match the information entered or the VIR was not uploaded when required.

The inspection must be current before the dealer can submit the title application to you. An inspection is current when the inspection expiration date (month/year) is greater than the creation date in webDEALER and the date submitted to you. If the inspection is expired, a new inspection will be required. If the inspection expiration is the same month/year as the creation date or as the date the dealer submits the transaction to you, a new inspection will be required.

If the inspection expires before the dealer submits the title application to you, current inspection information will be required to be entered or updated by the dealer. The VIR must be uploaded when the dealer manually enters or updates new inspection information. See images on pages 18-19.



As of August 30, 2015, webDEALER will automatically determine and calculate the registration period of 12 or 24 months by the vehicle's registration class, ownership evidence surrendered, and the inspection type received.

Approve a title application

The title applications ready for approval are listed on the Home Page in descending order. To easily locate a specific title application, follow the directions below.

1. On the Home Page in the Title Activity box, click on the number next to Awaiting Approval. These are titles submitted by a dealer.
2. The Submitted Title List opens with a search filter box available.

Submitted Title List

Search Filter

Entity : Choose One

Application Status : Submitted

Submission Date : FROM TO Search

Jun 9, 2015 1 title(s) found.

Jul 22, 2015 1 title(s) found.

Aug 4, 2015 1 title(s) found.

Aug 7, 2015 2 title(s) found.

VIN #	Vehicle	Owner	Fees
1FA6P8TH1F5344654	2015 FORD MUS	GEORGE ROMO	\$1,984.75
4S4BRBLCXD3274919	2014 SUBA O2L	GARI MONDRAGON	\$1,347.25

Aug 11, 2015 1 title(s) found.

Grouped By: Entity Submission Date

Note: Title Applications may be grouped by dealer by selecting "Entity" at the bottom of the page.

Submitted Title List

Search Filter

Entity : Choose One

Application Status : Submitted

Submission Date : FROM [] TO [] Search

▶ P105185 - ADRIAN PRIETO - ARCO AUTOMOTIVE 2 title(s) found.

▶ P106260X - WYLIE & SON INC - WYLIE MANUFACTURING COMPANY 1 title(s) found.

▼ P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA 1 title(s) found.

VIN #	Vehicle	Owner	Submission Date	Fees
1FA6P8TH1FS344654	2015 FORD MUS	GEORGE, ROMO	Aug 7, 2015	\$1,984.75

▶ P127966 - SANDRA HOLM EDWARDS - SANDLOT MOTORS 1 title(s) found.

▶ P1806X - 1500 BARTON SPRINGS INC - CRESTVIEW RV CENTER 1 title(s) found.

Grouped By: Entity Submission Date

3. Refine your search if necessary by limiting the results to one entity and/or by date range.
4. Locate the title to approve and click the "VIN #." This opens the Title Preview page.
5. Near the top of the page, click "View Documents" to review documents uploaded by the dealer.

Title Preview

Application Status: SUBMIT
Submitted By: KATHY MCKEE
Submitted On: Jun 17, 2014

Seller Disclosure

Dealer: P51769 - LEIF JOHNSON FORD
Processing County: TRAVIS - 227
Buyer's ID Type: Driver's License/Id Card
Buyer's ID: 22210026 Buyer has verified the Sales Price and Odometer Reading on Jun 17, 2014.

Vehicle Information A

Vehicle Class: PASS-TRK
Registration Class: 25 - PASSENGER-LESS/EQL 6000
Body Style: PK
Major Color: RED Minor Color: BLACK
Odometer Reading: 224 Odometer Brand: Actual Mileage
Empty Weight: 5300 (lbs) Carrying Capacity: --- Gross Weight: 5300 (lbs)

Selected Indicators
DIESEL

VIN: 3GCPCEC3EG355324
Year/Make/Model: 2014 CHEVROLET F13
View Documents

Dealers can select and upload evidence of ownership and supporting documents as multiple individual files or a single file.

Documents will appear as a single file on the Documents screen whether the dealer uploaded multiple individual files or a single file. The left column displays the title application data entered in webDEALER by the dealer, and the right portion of the screen displays the documents.

Note: The left column now includes Previous Title Information.

Note: "Additional Supporting Document" has been added to the "Document Type" list.

Documents

TITLE APPLICATION DATA
 ANTONIO GARCIA JR
 PLATE TERM
 1 YEAR

INSPECTION INFORMATION
 DATE OF INSPECTION
 AUG 3, 2015
 INSPECTION TYPE
 1YR
 INSPECTION FEE
 7.50

STICKER INFORMATION
 STICKER TYPE
 WINDSHIELD

SALES TAX INFORMATION
 SALES TAX CATEGORY
 SALES/USE
 SALES TAX DATE
 AUG 11, 2015
 SALES
 10,995.00

PREVIOUS TITLE INFORMATION
 TITLE NUMBER
 236224
 ISSUE DATE
 JAN 5, 2015
 JURISDICTION
 AK - ALASKA

**STATE OF ALASKA
 CERTIFICATE OF VEHICLE TITLE**

CONTROL NO. **3245416**

VEHICLE IDENTIFICATION NUMBER
 SAMPLEPASSENGER

YEAR MAKE MODEL BODY ODOMETER DATE ISSUED
 2007 TOYT TUN PK 12500 07/02/2009

REMARKS/LEGENDS

NAME AND MAILING ADDRESS OF REGISTERED OWNER
 I AM A SAMPLE-TEST

RESIDENCE ADDRESS
 3RD HOUSE FROM THE SCHOOL
 BARROW AK 99723

12345 SAMPLE STREET
 BARROW AK 99723



Note:

1. Effective March 1, 2015, the Vehicle Inspection Report (VIR) replaced the VI-30 requirement.
2. For titling purposes, an Out-of-State Identification Certificate (VI-30) issued prior to March 1, 2015, is valid for up to a year after issuance and will continue to be accepted after March 1, 2015.
3. Title only transactions for Dealer Resale or supported by an out-of-state title without a VI-30 or VIR must be filed through the county tax office.

For used vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page. Note: webDEALER users processing used vehicle transactions will be able to see the current vehicle record if a motor vehicle record exists in RTS.

Title Preview Current Vehicle Record

Seller Disclosure

Dealer: P52241 - CARMAX
 Processing County: MCLENNAN - 161
 Buyer's ID Type: Passport
 Buyer's ID: E8953308 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgement.

Application Status: SUBMIT
 Submitted By: JASON CACCITORI
 Submitted On: Oct 29, 2014

When you click the Current Vehicle Record link, the Current Vehicle Record window pops up.

Title Preview Current Vehicle Record

Current Vehicle Record

Vehicle Class: PASS VIN: KMHCN6AC2BU593057
 Registration Class: 25 - PASSENGER-LESS/EQL 6000 Year/Make/Model: 2011 HYUNDAI ALS
 Plate Code: PSP - PASSENGER-TRUCK PLT
 Body Style: 4D
 Major Color: GRAY Minor Color: ---
 Empty Weight: 2900 (lbs) Carrying Capacity: ---
 Gross Weight: 2900 (lbs)
 Odometer Reading: 38498 Odometer Brand: Actual Mileage
 Owner (s): JOHN SMITH Document No: 05743441126090409
 Plate Number: BBL1026 Issued: Jan 1, 2012
 Plate Age: 2 years

Lienholder Information

Lien 1

Lien Date: Jan 1, 2012 Lien Release Date: ---
 Name: SANTANDER CONSUMER USA

Additional Information
 ACTUAL MILEAGE
 E-TITLE

Note: Texas titles with value limiting brands will display in the "Additional Information" section of the current vehicle record (e.g., Rebuilt Salvage, Flood Damage, etc.) and be carried forward.



- If the dealer has not been configured to issue plates, the Plate and Sticker Information section of the Title Preview screen will reflect there is Incomplete Data (e.g., Plate number is missing).

Vehicle Physical Location (Not Provided)

Plate and Sticker Information Incomplete Data 

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

Sticker Type: Plate

Sales Tax Information

Click on the edit icon on the right to open the Plate and Sticker Information page. Enter the desired plate number and Save. *Note: The webDEALER system provides the dealer a Replacement Plate option (Dealer Issued or County Issued) for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts. If the county issues the inventory for a replacement plate this screen will show the plate source as "Replacement Plate (County Issued)."*

If the dealership had to manually verify inspection, the Inspection Information section will display the dealer's entries at the bottom of the Plate and Sticker Information page.

Plate and Sticker Information

Application Status: SUBMIT VIN: 1FAFP44482F219106 Deal #: 1170

* Indicates Required Field

Plate Information

* Plate Source : New Plate (County Issued)

* Plate Number :

Sticker Information

Sticker Type : Windshield Plate

Inspection Information

* Date of Inspection : Feb 3, 2015

* Inspection Type : 1YR

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

Cancel Save

- If the dealer is transferring the buyer's special plate, the Plate and Sticker Information section of the Title Preview screen will display the special plate information.

Vehicle Physical Location

222 22ND AVE N., TEXAS CITY, TX 77590

Plate and Sticker Information

Plate Source: Special Plate Plate Number: BEVOCG

Special Plate Details

Plate Code: PLPC117 Organization Name: LONGHORN C

Expiration Date: 6 / 2014 Owner: CECILIO GONZALEZ

Plate Term: 5 year

Sticker Type: Windshield

Sales Tax Information Trade-In Information



When inspection is manually verified by the dealer, the Inspection Information section is shown on the Title Preview page. The message below will display to prompt the county to verify the VIR was uploaded by the dealer, and the inspection information entered matches the VIR.

Plate and Sticker Information	
Plate Source: New Plate	Plate Number: 301DDD
Sticker Type: Windshield	

Inspection Information	
Date of Inspection: Mar 1, 2014	Vehicle Inspection Report MUST be verified.
Inspection Type: 1YR	Inspection Fee: 7.50

8. Click on “Approve Title” at the end of the preview.
9. The application changes to Approved status.
10. If a dealer is not configured to issue registration stickers, your office can print the final receipt either individually or by batch. The first opportunity to print the final receipt is upon approval. The Title Preview screen will show a link to “View Final Receipt” where you can print the final receipt for the individual title application and then select “Return to Title Search.”

Title Preview

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

Application Status: APPROVE
Approved By: KIP
Approved On: Feb 9, 2015
Document #: 16122042042250227
[View Final Receipt](#)

Seller Disclosure
Dealer: P14074 - B AUTO
Processing County: MCLENNAN - 161
Buyer's ID Type: Driver License/Id Card

To print final receipts by batch, go to the “Title Search” page, change the Application Status to “Approved,” and click Search. You can optionally select an Entity and/or enter a Date Range to narrow your search criteria. webDEALER will display the “Approved Title List” page with applicable results. The results can then be grouped by Approval Date (default) or Entity. To print receipts, click on the checkbox next to the “Action” column, and click the “Print Receipt(s)” button. All receipts within a group can be selected, or receipts can be selected individually. A PDF message will appear, and you must open the file to view and print the receipts. An example of the title receipt is located in Appendix 1.

Approved Title List

Search Filter
Entity: Choose One
Application Status: Approved DMV Rejected Only:
Approval Date: FROM 09/30/2015 TO 10/07/2015 Search
Download: Assigned Inventory

VIN	Vehicle	Owner	Fees	Action
SN1AT2M0EC867459	2014 NISSA ROG	RENT-A-WRECK OF AMERICA, INC	\$98.25	<input type="checkbox"/> Final Receipt <input checked="" type="checkbox"/>
JTMZFREV1ED041011	2015 TOYOTA RV4	RUSSIAN MAN	\$1,040.75	<input type="checkbox"/> Final Receipt <input checked="" type="checkbox"/>
TR185573	2000 HONDA F4R	AJ WOOLVERTON	\$422.75	<input type="checkbox"/> Final Receipt <input checked="" type="checkbox"/>
13N14830861535093	2007 FORD TRL	CHILD CARE INVESTMENTS LLC	\$1,690.28	<input type="checkbox"/> Final Receipt <input checked="" type="checkbox"/>

[Print Receipt\(s\)](#)

Grouped By: Entity Approval Date



11. Alternatively, you may return a title to the dealer by clicking “Return Title.”

Return Title Application x

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

* Indicates Required Field

Entity: C10010 - EAN HOLDINGS, LLC

VIN: 2P4FP2531TR769866

Year/Make/Model: 1996 PLYM VOF

Returned By: NIRAV PATEL

*** Reason:**

You have 175 characters remaining

[Return](#)

The title application is sent back to the dealer with a Returned status.

After the dealer makes the appropriate changes, it can then be re-submitted for your approval.

Downloading Assigned Inventory

When a dealer has submitted title applications for approval, you can download the assigned plate inventory into a DAT file format for use with your inventory management system. To download the assigned inventory file, follow the directions below.

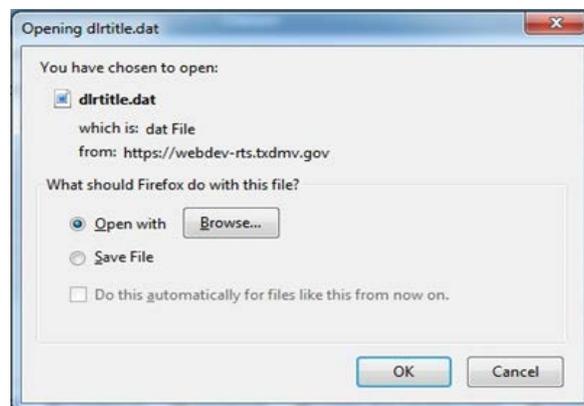
Download Assigned Inventory File

1. On the Home Page in the Title Activity box, click on the number next to Awaiting Approval, or click Title Search under the “Entities” button.
2. On the “Submitted Title List” or “Title Search” page:
 - a. select an “Entity” from the dropdown or enter a Date Range, and
 - b. select “Submitted” or “Approved” as the Application Status.

VIN	Vehicle	Owner	Fees
1G1YB2D71F5112195	2015 CHEV CV1	JEFF PAST	\$331.50
5XYZU3L8XEG232357	2014 HYUN SFT	DEAN JAMES	\$4,331.00
1G11B5SLXFF232428	2015 CHEV ML	RENT-A-WRECK OF AMERICA, INC	\$98.25
WA1DGAF8XFD010357	2015 AUDI AQ7	RENT-A-WRECK OF AMERICA, INC	\$98.25
1HFT2100D4405465	2013 HOND MC	BIKE MAN JR	\$28.00

Note: The Assigned Inventory button will only appear when the search criteria include the selections in a. and b.

3. Click “Assigned Inventory.” Clicking the “Assigned Inventory” button will identify all title applications with a dealer’s assigned inventory and generate a downloadable file.
4. The Assigned Inventory file will display giving you the option to open, save, or cancel.



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

Processing Payments

To record payments from the dealer, you must have Access Payment as an Assigned Permission on the User Detail page. See Add County Users section (page 8) for more information.

Payments Due are transactions approved and pending payment from the dealer. Recording payment informs the dealer how payments were applied.

Note: webDEALER does not initiate the payments. If payment is by ACH, the actual payment will be accomplished using your bank's website.

Record a payment

1. On the Home Page, place the cursor over the "Entities" tab.
2. Go to "Payments."
3. Select "Payments Due" from the dropdown.
4. The Approved Titles with Payments Due page opens. Dealers with outstanding payments will be listed under the Search Filter box. If the list of dealers is long, use the search filter box to locate the dealer.
5. Select the dealer to expand the list of transactions.
6. Locate the transaction, and select the box beside the fees to record the transaction as Payment Applied.

Approved Titles with Payments Due

Search Filter
Entity :

- ▶ C10012 - HERTZ GLOBAL HOLDINGS, INC (148421) **1 title(s) found.**
- ▶ P106260X - WYLIE & SON INC - WYLIE MANUFACTURING COMPANY (96420) **1 title(s) found.**
- ▶ P108934 - ARTHURO JOHNSON INC. - CITY AUTO SALES (148001) **2 title(s) found.**
- ▶ P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-G (112313) **12 title(s) found.**
- ▶ P112886X - HOLT TEXAS LTD - HOLT CAT (115243) **1 title(s) found.**
- ▼ P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA (148642) **2 title(s) found.**

VIN #	Approval Date	Vehicle	Owner	Fees	<input checked="" type="checkbox"/>
WUAENAFG5FN000673	Aug 10, 2015	2015 AUDI R85	JJ NAVARRO	\$11,217.94	<input checked="" type="checkbox"/>
2GCEK19T031164944	Aug 10, 2015	2015 CHEV 3DR	VET	\$353.00	<input checked="" type="checkbox"/>
Total Selected:				\$11,570.94	

7. A running total is located at the bottom of the list for title applications selected.
8. Click "Record Payment."

- The Payment Confirmation box opens to record the Reference # (required) and to also write optional notes. When the payment information is complete, click “Save.”

Payment Confirmation ✕

* Indicates Required Field

Entity: C10010 - EAN HOLDINGS, LLC (148007)

*** Payment Amount:** \$ 848.00 Recorded By: NIRAV PATEL

*** Payment Date:** 08/13/2015 (mm/dd/yyyy)

*** Reference #:** AG300-3940

Note:

You have 179 characters remaining

- You are returned to the Approved Titles with Payments Due page. The message: “[Payment information has been recorded successfully.](#)” displays.

View a payment

- On the Home Page, place your cursor over the “Entities” tab.
- Go to “Payments.”
- Select “Payments Completed” from the dropdown.
- The Payments Completed page opens.

Payments Completed

Search Filter

Entity : Choose One ▼

Reference # :

Payment Date: FROM 06/12/2015 TO 08/11/2015

4 payment(s) found.

Reference #	Payment Date	Entity	Total Payment
14	Jul 31, 2015	P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-G	\$1,220.50
400000	Jul 27, 2015	P10731 - ED J BOLES - JOHN BOLES USED CARS	\$452.88
12345677	Jul 3, 2015	P115560 - LEGEND CYCLES CO. - LEGEND CYCLES	\$28.00
123	Jun 16, 2015	P105185 - ADRIAN PRIETO - ARCO AUTOMOTIVE	\$928.25

- Search by Entity, Reference #, or Payment Date.
- Once you have located the payment to view, click on the “Reference #” to open the payment.

7. The payment details are listed.

Payments Completed

Search Filter
Entity : Choose One
Reference # : 400000
Payment Date: FROM [] TO []

Payment Details
Total Payment: \$452.88 Reference #: 400000 [X Delete Payment](#)
Payment Date: Jul 27, 2015
Notes: ---

P10731 - ED J BOLES - JOHN BOLES USED CARS 1 title(s) found.

VIN #	Approval Date	Vehicle	Owner	Fees
1HTSMABM5XH674839	Apr 16, 2015	2009 INTL MCX	T	\$452.88

Delete a payment

1. On the Home Page, place your cursor over the “Entities” tab.
2. Go to “Payments.”
3. Select “Payments Completed” from the dropdown.
4. The Payments Completed page opens.
5. Search by Entity, Reference #, or Payment Date.
6. Once you have located the payment to delete, click on the “Reference #” to open the payment.
7. Click “Delete Payment.”
8. The confirmation message displays “Payment record has been deleted. All associated titles have been marked unpaid.”

Appendices

Appendix 1 – Title Application Receipt

Final Receipt – Approved by County

WEB DEALER ORIGINAL TITLE

1MA5AMPLE12345678

16125041930250001

COUNTY: MCLENNAN TAC NAME: IMA COLLECTOR

DATE: 10/08/2014 EFFECTIVE DATE: 10/05/2014

TIME: 10:30AM EXPIRATION DATE: 09/2015

→ **PLATE NO:** DDD34D → **EMPLOYEE ID:** 161-COUNTYEMP → **WEB TITLE ID:** 2749
→ **DOCUMENT NO:** 16125041930250001

PREV DOC NO: 12345678901234567 P

RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS

ANITA SAMPLE IMA SAMPLE

654 EAST 1ST 123 RMY ROAD

SUITE 500 ANY TOWN, TX 12345

AUSTIN, TX 22222

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: PASSENGER-LESS/EQL 6000

987 EAST BY WEST PLATE TYPE:

HYLE, TX 75555 ORGANIZATION:

STICHER TYPE: WS

VEHICLE IDENTIFICATION NO: 1MA5AMPLE12345678 VEHICLE CLASSIFICATION: PASS

YR/MAKE: 2013/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO:

EMPTY WT: 4500 CARRYING CAPACITY: 0 GROSS WT: 4500 TRAILER TYPE:

BODY VEHICLE IDENTIFICATION NO: TRAVEL TRAILER LNG/WDTH: 0

PREV OWNER NAME: FIRST AUTO SALES PREV CITY/STATE: ACITY, TX

INVENTORY ITEM(S)	YR	FEES ASSESSED	
PASSENGER PLT		TITLE APPLICATION FEE	\$ 13.00
WINDSHIELD STICKER	2015	OWNER VERIFICATION FEE	\$ 0.50
		TEXAS MOBILITY FUND FEE	\$ 15.00
		TERS FEE	\$ 5.00
		SALES TAX FEE	\$ 937.50
		WINDSHIELD STICKER	\$ 50.75
		REG FEE-DPS	\$ 1.00
		CNTY ROAD BRIDGE ADD-ON FEE	\$ 9.00
		AUTOMATION FEE	\$ 1.00
		TOTAL	\$ 1,028.75

VEHICLE RECORD NOTATIONS

ACTUAL MILEAGE

SURVIVORSHIP RIGHTS

ANITA SAMPLE

IMA SAMPLE JR

E-TITLE

E-REMINDER & PAPER RENEWAL NOTICE

MAJOR COLOR: RED

ODOMETER READING: 21220 BRAND: A

OWNERSHIP EVIDENCE: TEXAS TITLE

1ST LIEN DATE: 10/04/2014

MY 1ST CAR CU SALES TAX CATEGORY: SALES/USE

FOB 1235

METRO CITY, PA 01234 Date of Assignment/Sales Tax Date: 05/04/2013

	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	

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

DDD34D
01234567

09 15

MCLENNAN 12345678

VOID



Appendix 2 – ACH Authorization Example

<IMA SAMPLE>

Tax Assessor Collector

Automatic Bank Draft Authorization Form

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

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

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Bank Name _____ Account Name _____

Routing Number _____ Account Number _____

Bank Representative _____ Phone _____

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

Authorized Signature:

Signature _____ Date _____

Printed Name _____ Title _____

Signature _____ Date _____

Printed Name _____ Title _____

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

<Name> County

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

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

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

Appendix 3 - Dealer Equipment Requirements

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

Operating System

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

Internet Connection

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

Web Browsers

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

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later. Note: Compatibility Mode MUST 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.

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

Appendix 3 - Dealer Equipment Requirements (Continued)

Adobe Acrobat Reader

[Adobe Acrobat Reader](#) is used to view PDF (Portable Document Format) documents. Using Adobe Acrobat Reader, allows the dealer to view, print, or save these documents. If the dealer doesn't already have the program installed, they 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 should 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 normal, low, 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 you.

You 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. You will decide how many test stickers should be printed for their review, and sticker paper used for testing should be taken in to consideration.

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

- Ensure proper alignment on all print areas of the sticker paper.
- 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.

Appendix 3 - Dealer Equipment Requirements (Continued)

Scanner Requirements

Dealers must have scanners in order to electronically attach ownership and supporting documents, such as a MCO, Texas title, out-of-state title, forms, etc., to webDEALER transactions.

The scanned document must show all information and be readable. Information that is not captured on the scan, or is unreadable will 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 should have a “SURRENDERED” stamp to stamp surrendered on the ownership evidence.

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





Appendix 4 - Support Information

	Issue	Contact	Contact Information	Hours
County Tax Office	Title/Registration question	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
County Tax Office	System process or business policy/procedure	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
County Tax Office	webDEALER system issue	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM
Dealer	Title/Registration question	County Tax Office	Local phone or email	Local Hours
Dealer	webDEALER system issue	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM