



# County User Guide Addendum

February 2016

webDEALER 2.5.0



Texas Department *of* Motor Vehicles

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## Document Overview

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This webDEALER County User Guide Addendum documents webDEALER 2.5.0.

## Purpose

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The purpose of this document is to provide updated information about webDEALER 2.5.0.

## Scope

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The scope of this document includes changes to the procedures and pages of the webDEALER County User Guide. This document does not provide step-by-step instructions on how to use webDEALER.

## Audience

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The intended audience of this document is county users of webDEALER.



## Introduction

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Based on feedback from webDEALER users, the following functionality has been incorporated into webDEALER 2.5.0 for county users:

- **Reviewed Status:** Title applications can now be given the status of Reviewed in addition to the current statuses of Approved and Returned. The Reviewed status is new and indicates the county has reviewed a submitted title application. As a county user, you can search for reviewed applications on the Title Search page, and they can be approved on the new Reviewed Titles with Payments Due page. Refer to [Reviewing Title Applications](#) within this document for further information.
- **Retracted Title Applications:** Entities can request the retraction of a title application after it has been submitted, and the Title Preview page will display a notification of the retraction request. Refer to [Retracted Title Applications](#) within this document for further information.
- **Grouping Reviewed Title Applications:** Title applications can now be grouped for payment and approval. This feature can be used to assemble all of the applications from one entity or from one entity location, so they can be handled easily at one time for payment and approval. A group of title applications can be paid and approved as a group instead of applying payment and approving them individually. Refer to [Grouping Reviewed Title Applications](#) within this document for further information.
- **Transaction History:** The transaction history of a title application can now be viewed by clicking on the Application Status on the Title Preview page. The Transaction History displays in a dialog box documenting all retraction requests, returns, and submissions of a title application. Refer to [Transaction History](#) within this document for further information.



## Reviewing Title Applications

With webDEALER 2.5.0, you can review a title application and mark it as reviewed while awaiting payment rather than having to approve the transaction before payment is received.

### Title Application Review Procedures

1. Open the webDEALER home page.
2. Select a title to review from the **Titles Awaiting Review** tab or “Awaiting Review” from the **Title Activity** box.

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Home Page Entities Payments Administration Support

Search VIN or Doc#

Welcome J ASON You last logged in on Feb 02, 2016

Location : FLOYD - 77

Authorized Entities

**Title Activity**

Awaiting Review: 31  
Reviewed: 20  
Approved in Past 7 Days: 188  
Returned in Past 7 Days: 4  
Grouped: 2  
Retractions: 3

Search All Activity

**Titles Awaiting Review** Reviewed Titles DMV Rejected Titles

**Submitted**

Submitted On	VIN	Vehicle	Fees
Jan 12, 2016	3N1AB7AP6DL695907	2015 NISS SML	\$1,208.25
Jan 13, 2016	1N4AL3AP9FC182688	2015 NISS A2S	\$684.22
Jan 13, 2016	1F1ZNA119F8708303	2015 TOYT SCI	\$2,056.56
Jan 13, 2016	2HKRM3H33FH507921	2015 HOND CRV	\$1,889.10
Jan 13, 2016	JTJBM7FXXF5094343	2015 LEXS GX	\$185.25

3. The Title Preview page displays, showing the application status as Submitted. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (refer to **Retracted Title Applications**).

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Search VIN or Doc#

**Title Preview**

Application Status: SUBMITTED

Submitted By: K JASO

Submitted On: Feb 2, 2016

**Seller Disclosure**

Entity: P39761 - S & R MOTORS

4. You can take one of three actions with the title application: cancel to return to the previous screen, return the title application, or review the title application.



5. Verify the title information on the Title Preview page by clicking **View Documents** to see the documents submitted with the title application.

**Vehicle Information**

Vehicle Class: PASS  
Registration Class: 25 - PASSENGER-LESS/EQL 6000  
Body Style: 4D

VIN: 2B3HD46R5YH385450  
Year/Make/Model: 2000 DODG INT

**View Documents**

6. After viewing the documents and closing the View Documents pop-up window, the **Review** button will be enabled.

AUTOMATION FEE	\$1.00
INSPECTION FEE-2YR	\$16.75
<b>Total Fees</b>	<b>\$882.13</b>

Cancel Return Title **Review**

7. Click **Review**. The status of the title will show as Reviewed, and it will display on the Reviewed Title List page.

**Note:** There has been no change to “Return Title” functionality.



## Retracted Title Applications

With webDEALER 2.5.0, an entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the dealer or commercial fleet buyer.

## Identifying Title Application Retractions

The following steps explain how you can approve or decline a request to retract a title application:

1. Open the webDEALER home page.
2. In the **Title Activity** box, click on the number adjacent to Retractions, or

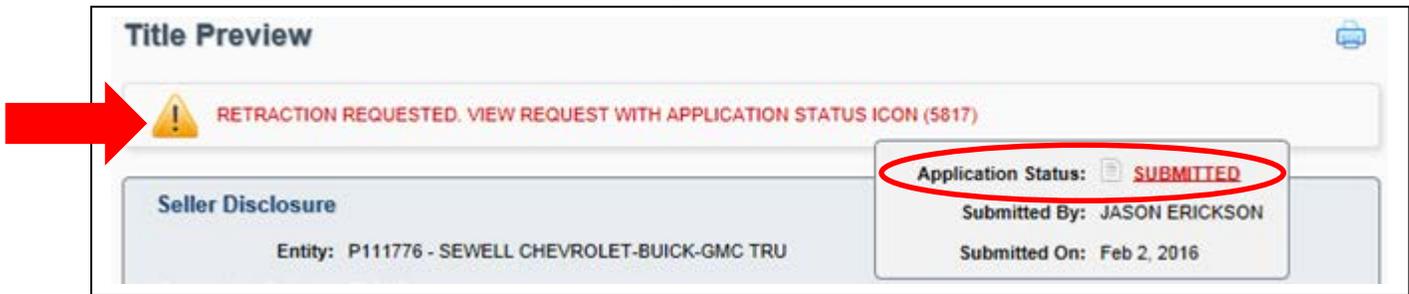


open the Title Search page by clicking the **Entities** menu then the **Title Search** menu item. Use the Search Filter by setting the Application Status to **Submitted**. This will enable the check box **Retraction Requests Only**; mark this box then click **Search**.



3. All title applications with a retraction request will now display.
4. Select the applicable title application.

5. A warning message and the SUBMITTED Application Status will appear at the top of the page in red verifying the title application has a pending retraction request.



## Authorizing a Title Application Retraction Request

To authorize a retraction request and place the title in the Returned status, follow these steps:

1. On the Title Preview page, click **Return Title**.
2. A Return Title Application pop-up window will display.
3. Enter the reason for returning the title application. This will enable the **Return** button. Click **Return**. This will confirm the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit the title application.

The screenshot shows the 'Return Title Application' pop-up window. It features a 'Transaction History' table with the following data:

Date	Type	By
Feb 2, 2016	Resubmitted	JASON ERICKSON
Reason: VIR included		
Feb 2, 2016	Returned	JASON
Reason: Missing Vehicle Inspection Report		

Below the table, there is a prompt: 'Please confirm and provide the reason for return of this title application.' The form includes the following fields:

- Entity: P111776 - SEWELL CHEVROLET-BUICK-GMC TRU
- VIN: 1FAP56U67A180789
- Vehicle: 2007 FORD TAU
- Reason: (Text input field)

A 'Returned By: JASON' button is visible. At the bottom, the 'Return' button is circled in red. A character count at the bottom indicates 'You have 350 characters remaining'.

The returned transaction will be documented in the Transaction History and can be seen by clicking on the Application Status on the Title Preview page (refer to [Transaction History](#)).

## Declining a Title Application Retraction Request

To decline a retraction request, follow these steps:

1. Verify the information on the Title Preview page by clicking **View Documents** to see the documents submitted with the title application.

**Vehicle Information**

Vehicle Class: PASS  
Registration Class: 25 - PASSENGER-LESS/EQL 6000  
Body Style: CV

VIN: 1ZVBP8EMXD5224656  
Year/Make/Model: 2013 FORD MUS

**View Documents**

2. The **Review** button will be enabled after viewing the documents, closing the View Documents pop-up window, and updating plate and sticker information, if applicable.

WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
AUTOMATION FEE	\$1.00
INSPECTION FEE-2YR	\$16.75
<b>Total Fees</b>	<b>\$882.13</b>

Cancel Return Title **Review**

3. Click **Review**.
4. A Retraction Request pop-up window with a warning message will appear; mark the box, and click **Review**. This action signifies that the dealer's retraction request is declined and changes the status of the application from Submitted to Reviewed.

**Retraction Request**

YOU HAVE ELECTED TO SET A TITLE APPLICATION TO REVIEWED WITH A RETRACTION REQUEST PENDING. NO FURTHER WARNING WILL BE ISSUED.

**Review** Cancel

The decline of the retraction request will be documented in the Transaction History and can be seen by clicking the Application Status on the Title Preview page (refer to [Transaction History](#)).



## Grouping Reviewed Title Applications

You can now group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature.

### Configuring Entity Accounts to Group Titles

Follow these steps to configure an entity's account for grouping titles:

1. Open the webDEALER home page.
2. Select the **Entities** menu then the **Dealer Management** menu item.
3. On the Account Details page, select **Configure**.
4. Once the Configure Account for [County] pop-up window displays, select **County**, **Entity**, or **None** in the Group Reviewed Title Applications section, and click **Save**.

Configure Account for FLOYD

Account: P111776 - SEWELL CHEVROLET-BUICK-GMC TRU

\* Indicates Required Field

Maximum Unapproved Title Applications allowed : 500 (cannot exceed 5000)

Group Reviewed Title Applications :  County  
 Entity  
 None

\* Issue Plate Inventory :  Yes  No

\* RTS Entity ID : 100

\* Issue Registration Stickers :  Yes  No

Save

**Note:** You can change the authority to group titles at any time. If you change the selection from **County** or **Entity** to **None**, a Confirm Request pop-up window displays advising existing groups will automatically be ungrouped.

Configure Account for TRAVIS

Account: P105185 - ARCO AUTOMOTIVE

\* Indicate

Maxim

Confirm Request

If the group type is updated, existing groups will be ungrouped.

Are you sure ?

\* Issue Registration Stickers :  Yes  No

Save



## Grouping Title Applications for Payment Procedures

If you have enabled grouping transactions for your county, **Group Reviewed Titles** is now an option under the **Payments** tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.

If title applications have already been grouped, the **Title Activity** box will display the number of groups in the number adjacent to Grouped. Only groups created in the last 30 days will be displayed.

The screenshot shows the Texas Department of Motor Vehicles webDEALER interface. The user is logged in as J ASON. The 'Payments' menu is open, and 'Group Reviewed Titles' is highlighted with a red circle. The 'Title Activity' section shows the following statistics:

Awaiting Review:	8
Reviewed:	20
Approved in Past 7 Days:	154
Returned in Past 7 Days:	4
<b>Grouped:</b>	<b>1</b>
Retractions:	5

The 'Grouped' value is circled in red. Below the statistics is a table of reviewed titles:

On	VIN	Vehicle	Fees
Jan 13, 2016	1N4AL3AP9FC182688	2015 NISS A2S	\$684.22
Jan 13, 2016	JF1ZNAA19F8708303	2015 TOYT SCI	\$2,056.56
Jan 13, 2016	2HKRM3H33FH507921	2015 HOND CRV	\$1,889.10
Jan 13, 2016	JTJBM7FXXF5094343	2015 LEXS GX	\$185.25
Jan 14, 2016	1N6BA0ED7EN518728	2014 NISS ABT	\$2,639.39

To group reviewed title applications for payment, follow these steps:

1. Open the webDEALER home page.
2. Click the **Payments** menu.
3. Click on **Group Reviewed Titles**. The Group Reviewed Titles for Payment page will show reviewed title applications that can be grouped. Mark the box to the left of each title application to include in the group. Then select **Group Titles** to create a group with the selected title applications.

The screenshot shows the 'Group Reviewed Titles for Payment' page. The search filter is set to Entity: P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA. The search results show 3 title(s) found:

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Fees
<input checked="" type="checkbox"/>	1FT8W3BT0FEC41885	2015 FORD CRE	DANIEL HALSETH	Jan 13, 2016	Feb 3, 2016	\$3,860.55
<input checked="" type="checkbox"/>	1C4BJWCG4FL542100	2015 JEEP ABT	SAM JOSE	Jan 13, 2016	Feb 2, 2016	\$1,862.75
<input type="checkbox"/>	WDDUG8FB4FA102043	2015 MERZ S5A	ARNULFO POMPA OCHOA	Jan 13, 2016	Feb 2, 2016	\$7,810.18
<b>Total Selected:</b>						<b>\$5,723.30</b>

The 'Group Titles' button at the bottom left is circled in red.



4. A Group Reviewed Titles for Payment pop-up window is displayed. Select **Group Titles**.

**Group Reviewed Titles for Payment** [X]

Entity: P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA

Total Fees: 5723.30

Group Date: 02/3/2016

Titles in Group: 2 Title(s)

Grouped By: J ASON

Group Titles Cancel

5. The group is displayed on the Reviewed Title Groups with Payments Due page. Once a group has been created, it will be assigned a Group ID number, shown to the left of the group.

**Reviewed Title Groups with Payments Due**

Search Filter

Group ID:  Entity: Choose One [v]

Grouped Date: FROM 01/04/2016 [calendar] TO 02/03/2016 [calendar] Search

▼ C10012 - HERTZ GLOBAL HOLDINGS, INC 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees
C10012-77-173	Feb 2, 2016	County	2	\$199.25

## Processing Payment for Grouped Transactions Procedures

1. Open the webDEALER home page.
2. In the **Title Activity** box, click on the number adjacent to Grouped, or click the **Payments** menu item and select **Groups with Payments Due**.

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Home Page Entities Payments Administration Support Search VIN or Doc# J

Welcome J ASON You last logged in on Feb 03, 2016

Location: FL

**Title Activity**

Awaiting Review: 8

Reviewed: 20

Approved in Past 7 Days: 154

Returned in Past 7 Days: 4

**Grouped: 1**

Retractions: 5

Search All Activity

Authorized Entities

Reviewed Titles DMV Rejected Titles

On	VIN	Vehicle	Fees
Jan 13, 2016	1N4AL3AP9FC182688	2015 NISS A2S	\$684.22
Jan 13, 2016	JF1ZNAA19F8708303	2015 TOYT SCI	\$2,056.56
Jan 13, 2016	2HKRM3H33FH507921	2015 HOND CRV	\$1,889.10
Jan 13, 2016	JTJBM7FXXF5094343	2015 LEXS GX	\$185.25
Jan 14, 2016	1N6BA0ED7EN518728	2014 NISS ABT	\$2,639.39



- To complete the group payments process, click on a Group ID on the Reviewed Title Groups with Payments Due page.

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Home Page Entities Payments Administration Support

Search VIN or Doc#

### Reviewed Title Groups with Payments Due

**Search Filter**

Group ID:  Entity: Choose One

Grouped Date: FROM 01/04/2016 TO 02/03/2016 Search

▼ C10012 - HERTZ GLOBAL HOLDINGS, INC 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees
C10012-77-173	Feb 2, 2016	County	2	\$199.25

- The group field will open and show the reviewed titles that are part of the group with the fees due for each title application and the total due for all titles in the group.
- To record payment, click on the **Record Payment** button and continue with the Record Payment process.

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Home Page Entities Payments Administration Support

Search VIN or Doc#

### Reviewed Title Groups with Payments Due

**Search Filter**

Group ID: P123759-77-179 Entity: Choose One

Grouped Date: FROM 01/04/2016 TO 02/03/2016 Search

**Group Details**

Group ID: P123759-77-179 Grouped By: County

Grouped Date: Feb 3, 2016 Total Fees: \$3,418.00

▼ P123759 - FRANK WHITE - FRANK WHITE AUTOS 3 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Fees
1HGEJ1225SL046191	2001 HOND UAX	JACK BISHOP	Jan 12, 2016	Feb 3, 2016	\$947.00
3N1AB7AP6DL695907	2015 NISS SML	ZENA MORGAN	Jan 12, 2016	Feb 3, 2016	\$1,208.25
JALB4B16067022669	2008 ISU NPR	TIM JACKSON	Feb 1, 2016	Feb 3, 2016	\$1,262.75

Cancel Ungroup **Record Payment**



## Ungroup Reviewed Title Application Groups

Ungrouping reviewed title application groups allows you to process payment individually or add the reviewed title applications to a new group. To ungroup, follow these steps:

1. In the **Title Activity** box, click on the number adjacent to Grouped, or select the **Payments** menu then **Groups with Payments Due** menu item.
2. Click on a Group ID on the Reviewed Title Groups with Payments Due page.
3. Once the group is open, click **Ungroup**.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID : P123759-77-179      Entity : Choose One

Grouped Date: FROM 01/04/2016      TO 02/03/2016      Search

**Group Details**

Group ID: P123759-77-179      Grouped By: County

Grouped Date: Feb 3, 2016      Total Fees: \$3,418.00

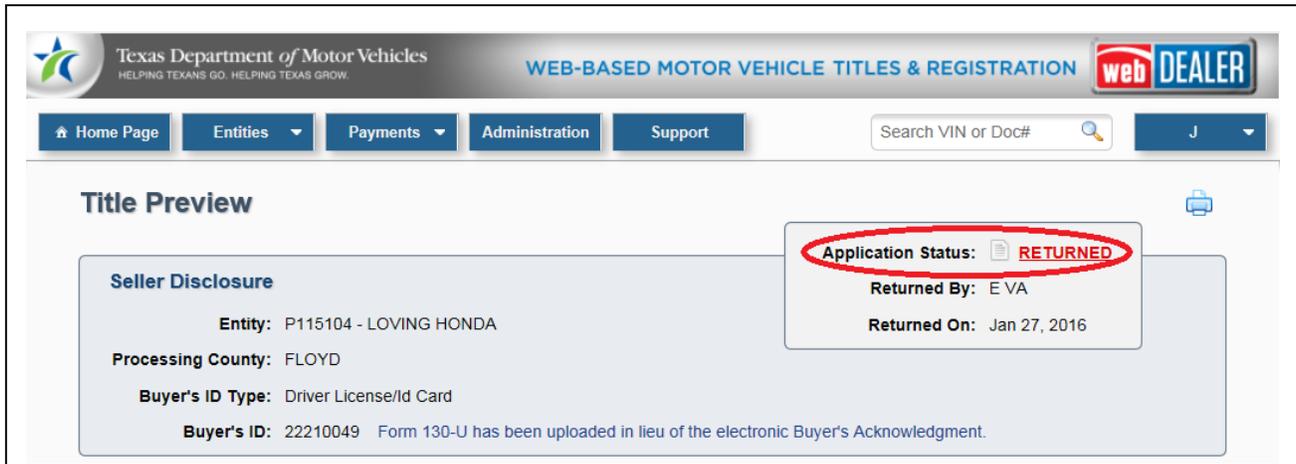
▼ P123759 - FRANK WHITE - FRANK WHITE AUTOS      3 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Fees
<a href="#">1HGEJ1225SL046191</a>	2001 HOND UAX	JACK BISHOP	Jan 12, 2016	Feb 3, 2016	\$947.00
<a href="#">3N1AB7AP6DL695907</a>	2015 NISS SML	ZENA MORGAN	Jan 12, 2016	Feb 3, 2016	\$1,208.25
<a href="#">JALB4B16067022669</a>	2008 ISU NPR	TIM JACKSON	Feb 1, 2016	Feb 3, 2016	\$1,262.75

Cancel      **Ungroup**      Record Payment

## Transaction History

webDEALER 2.5.0 tracks the history of title applications and displays them in a Transaction History pop-up window that can be viewed by clicking on the Application Status on the Title Preview page.



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Home Page Entities Payments Administration Support Search VIN or Doc# J

### Title Preview

**Seller Disclosure**

Entity: P115104 - LOVING HONDA

Processing County: FLOYD

Buyer's ID Type: Driver License/Id Card

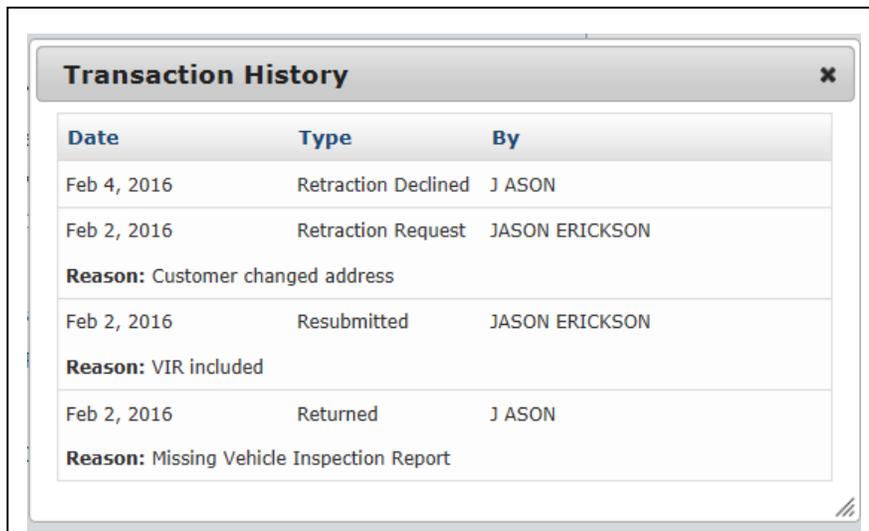
Buyer's ID: 22210049 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

**Application Status:**  **RETURNED**

**Returned By:** E VA

**Returned On:** Jan 27, 2016

Any reasons added to retraction requests, returned transactions, or resubmitted transactions appear for each entry in the Transaction History.



Date	Type	By
Feb 4, 2016	Retraction Declined	J ASON
Feb 2, 2016	Retraction Request	JASON ERICKSON
<b>Reason:</b> Customer changed address		
Feb 2, 2016	Resubmitted	JASON ERICKSON
<b>Reason:</b> VIR included		
Feb 2, 2016	Returned	J ASON
<b>Reason:</b> Missing Vehicle Inspection Report		

## Transaction History Types

The types of transactions collected and displayed in the Transaction History include the following:

- Retraction Request – when a retraction is requested.
- Retraction Declined – when a retraction is requested and is not accepted by your office.
- Returned – when a title application is returned or when a retraction request is approved (thus returning the title application).
- Resubmitted – when a title application is resubmitted.