

REGISTRATION AND TITLE SYSTEM

INTRODUCTION TO:

RTS VERSION 6.0.0

RSPS VERSION 1.6.0

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Registration and Title System RTS Version 6.0.0 and RSPS Version 1.6.0 July 2009

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Introduction to RTS Version 6.0.0 and RSPS Version 1.6.0

I. OVERVIEW

This document includes information regarding the functional and procedural changes to the Registration and Title System (RTS) and Remote Sticker Printing System (RSPS) to accommodate the optional Electronic Lien and Title (ELT) Program. Changes to the RTS application components include the following:

- Electronic Lien and Title (ELT)
- Dealer Title Application (DTA)
- Remote Sticker Printing System (RSPS)
- Admin Table Changes
- Several Fixes and Activity Changes

Statewide distribution for ELT is scheduled for July 21, 2009.

RSPS/DTA statewide distribution is July 10, 2009 – July 12, 2009.

The Vehicle Titles and Registration Division (VTR) has implemented changes to the RTS application to accommodate ELT.

The ELT application allows the creation, recording and removal of liens electronically for participating e-Title certified lienholders. e-Title certified lienholders are assigned a certified ID consisting of 11 digits so they can be consistently identified by dealers and counties throughout the state. The current retention period for ELT transactions is 16 years which is consistent with current title documents.

II. DEFINITIONS:

e-Title: is a title record that is held in an electronic status, which includes a title record with an electronic lien. e-Titles only support one lien entry on an electronic title. A paper title is not printed.

Local Lienholder. A list of local lienholders created by the county that are not certified lienholders. The county may continue to use their local list of lienholders. Counties should remove any lienholders from the local list that are on the certified lienholder list.

Certified Lienholder: A lender who has provided their official name and address certified by VTR and entered into the lienholder file to be used with paper title transactions. Certified lienholders may also be e-Title Certified Lienholders.

e-Title Certified Lienholder. A lender approved by VTR and entered into the lienholder file as eligible to submit ELT transactions. They have also met certain technical and legal requirements allowing them to participate in the ELT program.

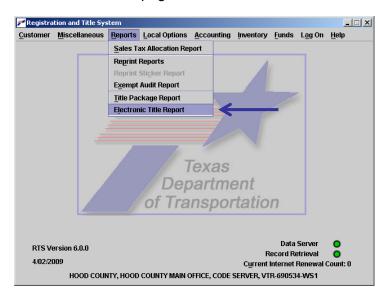
III. ELECTRONIC LIEN AND TITLE (ELT)

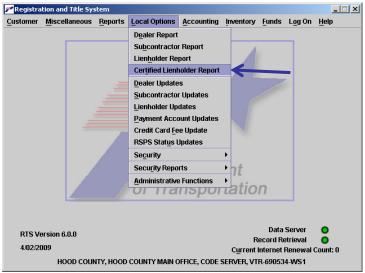
A. Changes to the Main Menu Selections

Two new report selections are added under Reports and Local Options.

- **Electronic Title Report** appears under **Reports**. (ATL + L) The report provides a summary of all e-Title transactions by transaction type, date range and lienholder
- Certified Lienholder Report appears under Local Options (ATL + T). The report presents certified lienholders recognized by VTR

Note: See page 11 for detailed information on reports.





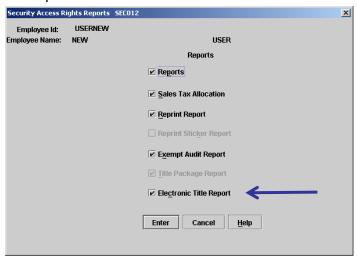
B. Security Access

Access to the **Electronic Title Report** and **Certified Lienholder Report** is available through Local Options/Security/Employee Security. Once security rights are assigned, the user is required to log off and on RTS to access Electronic Title Report and/or Certified Lienholder Report.

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1. Electronic Title Report

The Security Access Rights Reports SEC012 screen includes a new checkbox for **Electronic Title Report**. This option is available to Counties; Regional Offices and Headquarters.



2. Certified Lienholder Report

Access to the Certified Lienholder Report becomes automatically available once the user is granted access to the **Lienholder Report** on the Security Access Rights Local Options SEC013.



C. Title Event - Lien Entry TTL035

The Lien Entry TTL035 screen is modified to allow the following selections:

- Local
- · Certified or
- ETitle

Certified Lienholders are assigned a Certified ID which consists of 11 digits used to identify participating lienholders and is standard throughout the state.

Note: A title is a title whether a paper title (printed) is issued, or an electronic record is created. There is no change in application fees when applying for an e-Title or a standard title.

1. Local

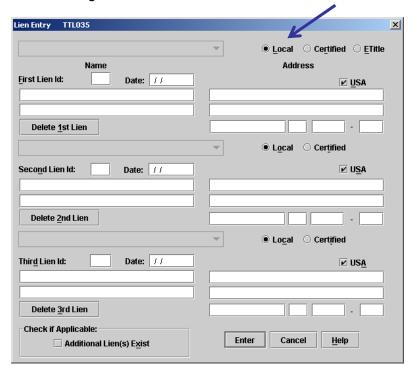
Counties enter local lienholders into the Lienholder Updates event under Local Options in RTS. The new ELT process allows counties to continue to use their local database file of lienholders and continue to assign a 3-digit code, add, delete or modify local lienholders.

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When processing a non ELT title transaction with a lien, the user selects the **Local** radio button on Lien Entry TTL035 screen if a Certified Lienholder is not available.

Upon Selecting Local

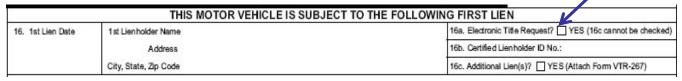
- Local is automatically the default and enabled.
- There is no change to the current title process.
- A paper title is automatically generated and mailed.
- When processing a title with multiple lienholders, the option to select **Local** or **Certified** are enabled. Additionally, the checkbox associated with additional lien(s) is also enabled.
- Prior to selecting Local, counties are encouraged to verify that the lienholder is not already in the Certified drop down menu. This avoids multiple lienholder entries in the lienholder file.
- If the lienholder is not found in the certified drop down menu, the county selects **Local** and uses the 3-digit code or enters the lienholder information manually.



2. Certified

When processing a title with a lien and selecting the **Certified** radio button on Lien Entry TTL035 screen, the drop down menu is enabled and the list of TxDOT approved certified lienholders is presented.

The 130-U includes changes to accommodate Certified and e-Title Certified requests. The new fields include 16(a) Electronic Title Request? and 16(b) Certified Lienholder ID No.

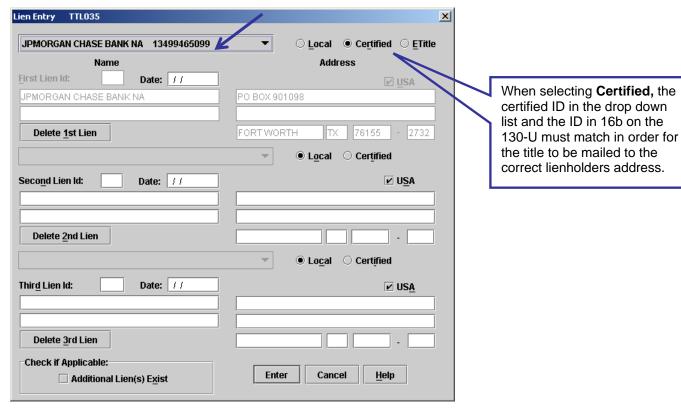


Note: A certified lienholder may also be e-Title certified. The difference between a Certified Lienholder and an e-Title Certified Lienholder is that a Certified Lienholder has had their official name and address verified by VTR and entered into the lienholder database file, so that no paper titles are sent to an incorrect address. An E-Title Certified Lienholder has been approved by VTR and they have also met certain technical and legal requirements allowing them to participate in the ELT program.

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Upon Selecting Certified

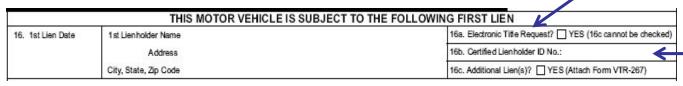
- A paper title is generated and mailed.
- Certified lienholders are issued a unique 11 digit certified ID number.
- The drop down menu displays only certified lienholders.
- When **Certified** is selected, the lien data is disabled and can not be modified.
- When processing a title with multiple lienholders, the option to select Local or Certified
 is enabled. Additionally, the checkbox associated with additional lien(s) is also enabled.



3. ETitle

e-Title lienholders are lienholders approved for electronic filing of lien and title information. e-Title lienholders are processed as electronic titles only.

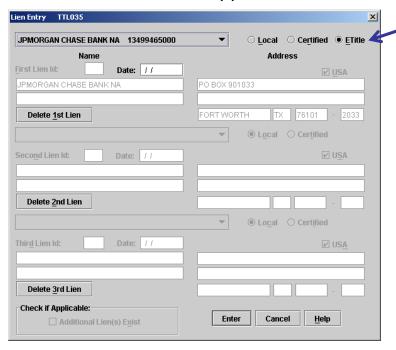
The new 130-U fields, **16(a)** Electronic Title Request? and **16(b)** Certified Lienholder ID No. are both used for ELT transactions. A request should be processed as an ELT transaction **ONLY** when the checkbox in 16a is checked.



Selecting the **ETitle** radio button on Lien Entry TTL035 screen indicates a request for an electronic lien title.

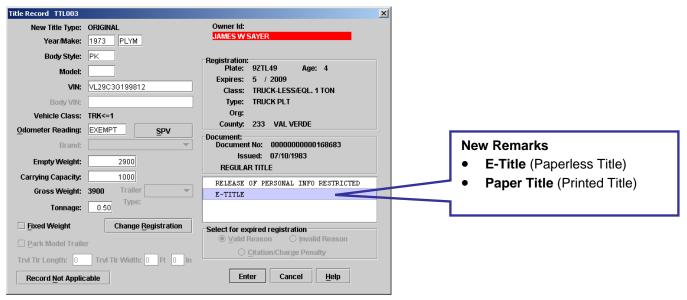
Upon Selecting ETitle

- The selection of **ETitle** creates an electronic record (paperless title).
- An e-Title certified lienholder is issued a certified 11 digit ID number (found in 16b on the 130-U).
- The drop down menu displays only e-Title certified lienholders.
- The e-Title lienholder information can not be modified.
- Only 1 lien entry is allowed when selecting ETitle.
- The 2nd and 3rd lienholder fields are cleared and disabled. The checkbox associated with **Additional Lien(s)** is also cleared and disabled.



D. New ELT Remarks

The motor vehicle record remarks field now accommodates additional new remarks associated with ELT.



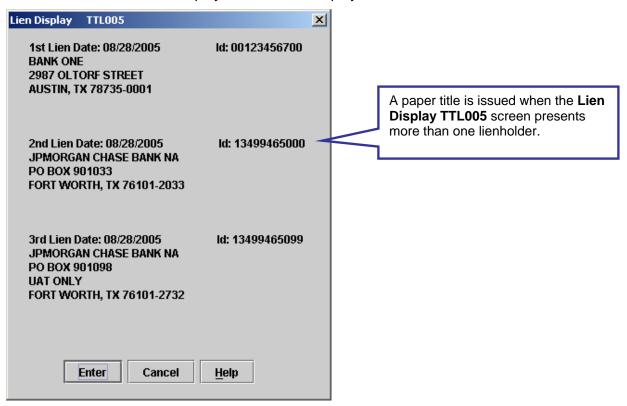
8

E. Screen Changes

The following screens are modified to accommodate e-Title requirements.

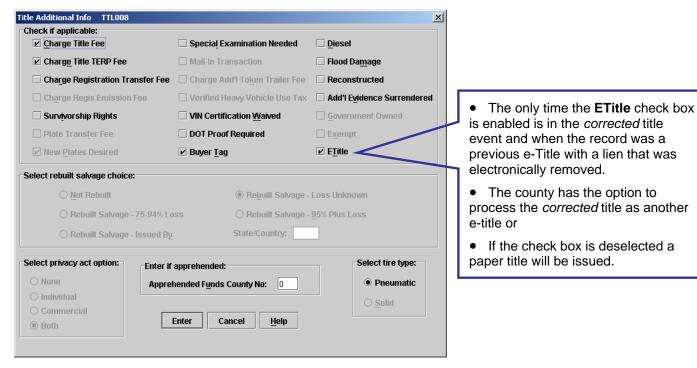
Lien Display TTL005

The certified lienholder **Id** displays on the Lien Display TTL005 if lienholder is certified.

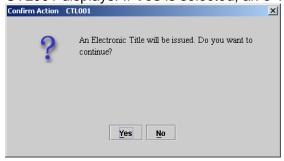


Title Additional Info TTL008

A new ETitle checkbox is added to the TTL008 screen to accommodate a corrected e-Title.

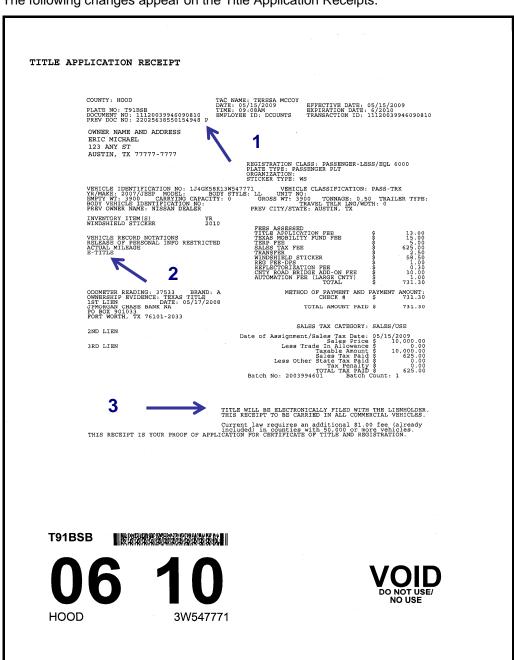


If the **ETitle** checkbox is selected and enabled the message on Confirmation Action Screen CTL001 displays. If **Yes** is selected, an e-Title is generated.



F. Title Application Receipt Changes

The following changes appear on the Title Application Receipts.



- The PREV DOC NO appears below the current Document NO with an indicator:
 - P for Paper or
 - E for E-TITLE.

Note: The indicator is not applicable when processing MCO's and Out of State titles.

- 2. The Vehicle Record Notations include the following remarks:
 - E-TITLE (Paperless Title)
 - PAPER TITLE (Printed Title)
- **3.** One of two new messages display at the bottom of the receipt:
 - PAPER TITLE

CERTIFICATE OF TITLE WILL BE MAILED TO 1st LIENHOLDER

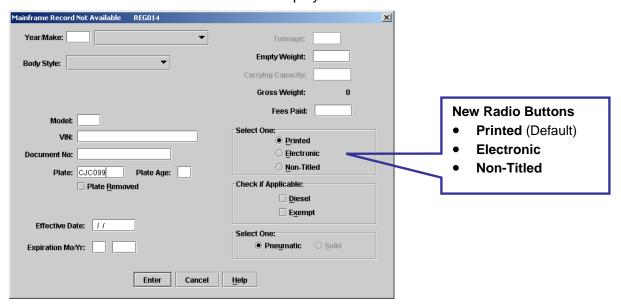
OR

• E-TITLE

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.

G. Mainframe Down

New **Printed**, **Electronic**, and **Non-Titled** radio buttons are now available when the Mainframe Record Not Available REG014 screen is displayed.



H. Reports - New and Existing Reports

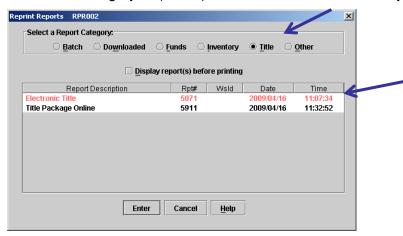
- Reprint Reports includes two new reports available for reprint under the Title and Other category.
 - Electronic Title Report 5071 provide a summary of titles processed electronically
 - Certified Lienholder Report 4014 provides a summary of certified and e-Title certified lienholders
- Existing reports are modified to include the designation of electronic titles.
 - Title Package Report 5911
 - Dealer Preliminary Report 2151
 - Dealer Completed Report 2171

1. Reprint Reports RPR002

The Electronic Title Report 5071 and Certified Lienholder Reports 4014 are available on demand and available until overwritten. The reports are available in the Select a Report Category under the Title or Other Category.

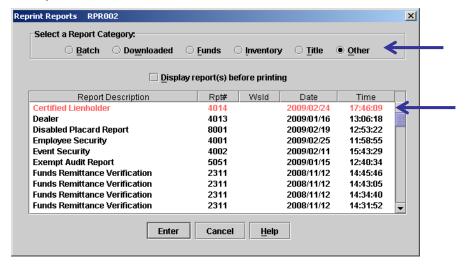
a) Title

The **Title** category or (Alt +T) includes **Electronic Title Report 5071** and is available for reprint.



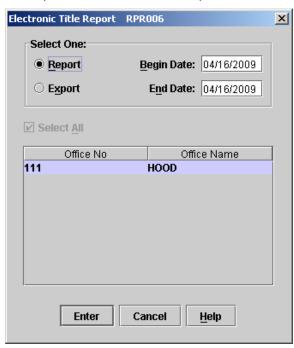
b) Other

The **Other** category or (Alt + O) includes the **Certified Lienholder Report 4014** and is available for reprint.



2. Electronic Title Report RPR006

The new **Electronic Title Report** provides a summary of all electronic title transactions by transaction type, date range and lienholder. The report is generated on demand when selecting Reports/Electronic Title Report or Alt +L.



- Selection by date range cannot exceed 31 days
- Reports are selected by individual date
- Reports are available up to 400 days
- Reports may be viewed before printed
- Report is generated on demand only

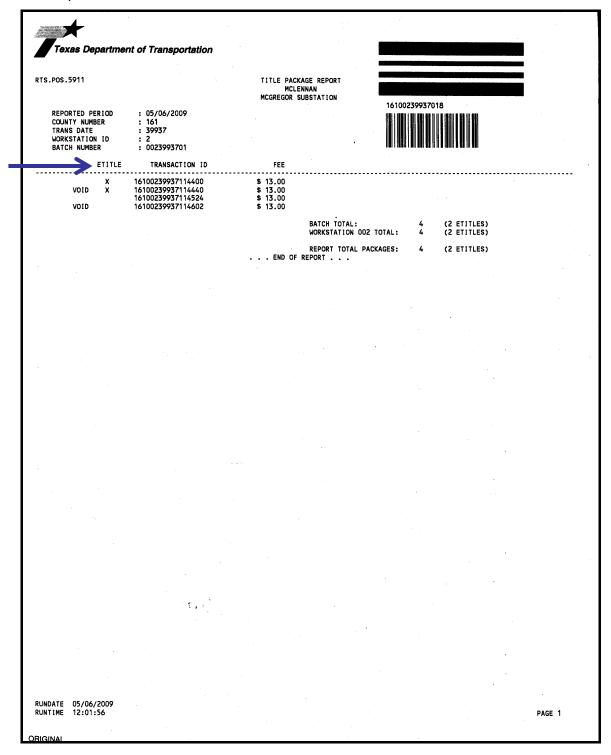
3. Certified Lienholder Report 4014

The new **Certified Lienholder Report** identifies certified lienholders recognized by VTR. The report provides a summary by certified and e-Title certified lienholders. The report is generated on demand when selecting Reports/Local Options/Certified Lienholder Report or Alt +T. The new **ETTL** column is represented with a **Y** if e-Title certified.

13499465000 JPMORGAN CHASE BANK NA PO BOX 901033 FORT MORTH TX 76101 2033 Y 20080101 9 13499465099 JPMORGAN CHASE BANK NA PO BOX 901098 FORT MORTH TX 76101 2732 20080101 9 UAT ONLY 33333335000 BANK OF AMERICA NA PO BOX 333333 AUSTIN TX 78745 3333 Y 20080101 9	9991231 99991231
13499465000 JPMORGAN CHASE BANK NA PO BOX 901033 FORT WORTH TX 76101 2033 Y 20080101 9 13499465099 JPMORGAN CHASE BANK NA PO BOX 901098 FORT WORTH TX 76101 2732 20080101 9 133333335000 BANK OF AMERICA NA PO BOX 3333333 AUSTIN TX 78745 3333 Y 20080101 9 1333333345000 PUBLIC EMPLOYEES CREDIT UNION PO BOX 3333334 AUSTIN TX 78703 3333 Y 20080101 9	9991231
13499465099 JPMORGAN CHASE BANK NA PO BOX 901098 FORT WORTH TX 76101 2732 20080101 9 33333335000 BANK OF AMERICA NA PO BOX 333333 AUSTIN TX 78765 3333 Y 20080101 9 333333345000 PUBLIC EMPLOYEES CREDIT UNION PO BOX 333334 AUSTIN TX 78703 3333 Y 20080101 9	9991231
3333335000 BANK OF AMERICA NA PO BOX 333333 AUSTIN TX 78745 3333 Y 20080101 S 33333345000 PUBLIC EMPLOYEES CREDIT UNION PO BOX 333334 AUSTIN TX 78703 3333 Y 20080101 S	
33333345000 PUBLIC EMPLOYEES CREDIT UNION PO BOX 333334 AUSTIN TX 78703 3333 Y 20080101 S	9991231
END OF REPORT	9991231
	PAGE 1

4. Title Package Report - 5911

The **Title Package Report** is modified to include a new column identified as **ETITLE**. All e-Title transactions are represented with an **X**. The Title Package Report includes transactions voided and processed as e-Titles.

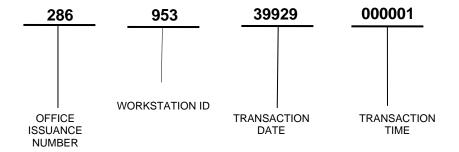


IV. NEW e-LIEN TITLE DOCUMENT NUMBER (DocNo)

When a lienholder electronically releases a lien, a new e-Title is automatically created which results in a new document number based on the following:

- VTR Office issuance number (always 286)
- Workstation ID (always 953)
- Transaction Date
- Transaction Time

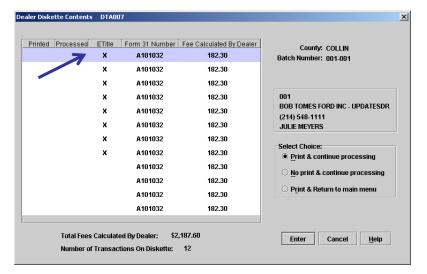
e-Lien Title Document Number 28695339929000001



V. RSPS/DTA

A. DTA

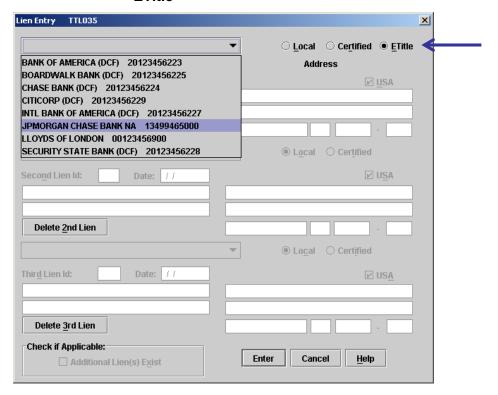
The Dealer Diskette Contents DTA007 screen includes a new ETitle column.



Lien Entry TTL035

The Lien Entry TTL035 screen now allows the selection of:

- Local
- Certified or
- ETitle



B. ELT DTA Diskette Validation

RTS DTA and RSPS will no longer accept a diskette format prior to the format introduced with RTS 5.7.0 (7/2008).

- The new diskette format is introduced to accommodate ELT functionality.
- Dealer DTA software must be updated (flashed) to process a transaction as an electronic title.
- The certified lienholder Id must exist in the RTS Certified Lienholder table and the certified lienholder name and address specified on the diskette must match exactly to the name and address in the RTS table.
- If an electronic title has been requested:
 - o There must be only one valid e-Title certified lienholder on the diskette.

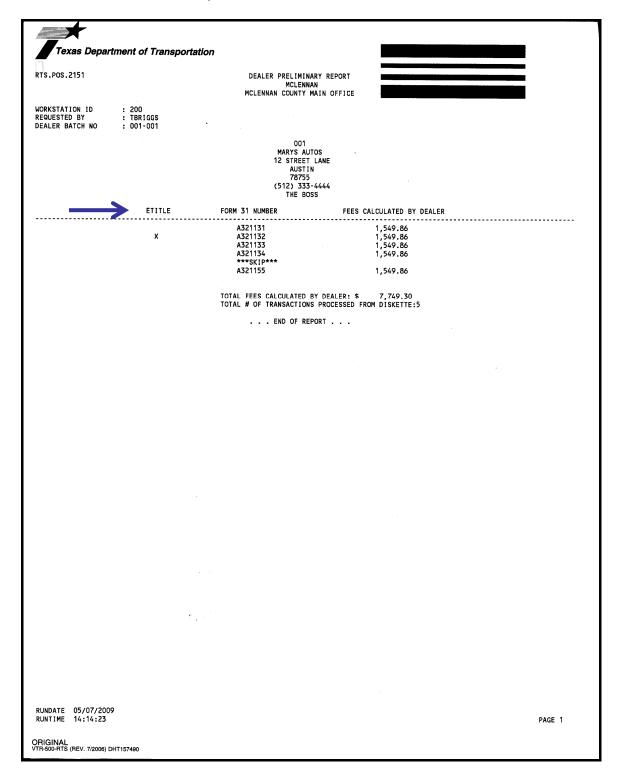
Note: Multiple DTA Error Messages may be presented. "Please reject this transaction or re-specify the Lienholder Information on (TTL035)" will be added to the last error message for that record.

Error messages are handled in the RTS DTA event as follows:

	Error Situation	RTS DTA Action	DTA008 Error Messages	TTL035 Error Messages	Suggested User Action
1	Certified Lienholder Id with no Lienholder data or Valid Certified Lienholder Id where name or address does not match TxDOT information.	The Lienholder Id is ignored.	A valid Lienholder Id XXXXXXXXXXXX was specified, but with invalid name or address. The Id will be ignored. (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGES: • Lienholder Id XXXXXXXXXX removed.	Verify the name/address presented on TTL035 against the approved name/address for the Certified Lienholder Select Certified radio button and the Lienholder Id from the combo box if appropriate. Or, reject the transaction.
2	#1 plus ETitle Request	ETitle Request is ignored.	A single valid Lienholder Id and address must be specified for an Electronic Title request. The ETitle request will be ignored. (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGES:	Resolve #1. If Certified Lienholder found which supports ETitle, reselect "ETitle" radio button. Or, reject the transaction.
3	Multiple Lienholders were specified for an Electronic Title.	ETitle Request is ignored.	Multiple Lienholders were specified for an Electronic. The ETitle Request will be ignored. (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGES:	Verify the information with the Dealer and proceed accordingly. Or, reject the transaction.
4	The Additional Lien Indicator was set in conjunction with the Electronic Title Request.	Additional Lien Indicator is ignored.	The Additional Lien Indicator cannot be set for an Electronic Title. The Indicator will be ignored. (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGE: • Additional Lien Request removed.	Verify the information with the Dealer and proceed accordingly. Or, reject the transaction.
5	An ETitle request was specified w/ a Lienholder Id which does not support Electronic Titles.	ETitle Request is ignored.	A valid Lienholder Id XXXXXXXXXXX was specified, which does not support Electronic Titles. The ETitle request will be ignored. (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGES: • ETitle Request Removed.	Verify the information with the Dealer and proceed accordingly. Or, reject the transaction.
6	An invalid Lienholder Id was specified.	The Lienholder Id is ignored.	An invalid Lienholder Id XXXXXXXXXXX was specified. The Id will be ignored (Transaction #N)	PLEASE RESOLVE LIEN DATA CHANGES: • Lienholder Id XXXXXXXXXXX removed.	Verify the name/address presented on TTL035 against the approved name/address for the Certified Lienholder Select Certified radio button and the Lienholder Id from the combo box if appropriate.
					Or, reject the transaction.

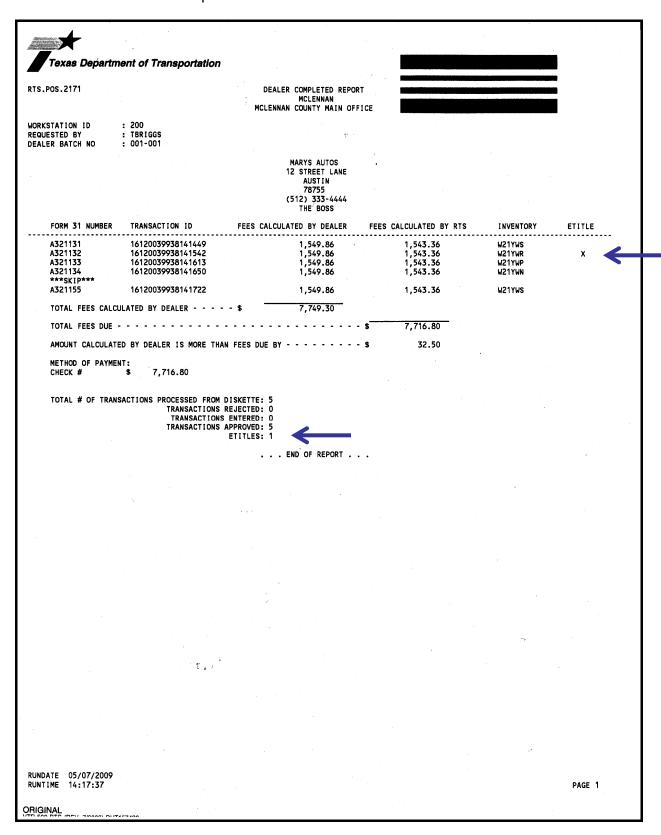
1. Dealer Preliminary Report

The modified Dealer Preliminary Report includes a new column identified as ETITLE. All e-Title transactions are represented with an X.



2. Dealer Completed Report

The modified Dealer Completed Report includes a new column identified as **ETITLE**. All e-Title transactions are represented with an **X**.



VI. RSPS - FLASH DRIVE UPDATE

It is necessary to update (flash) RSPS units allowing subcontractors and dealers access to the latest RTS version. Updating (flashing) of laptops may begin when the Desktop on RTS workstations displays **RTS VERSION 6.0.0.**

Note: Remember to export existing subcontractor transactions to a diskette before flashing the laptop so that these transactions are not lost. If the county attempts to export previously processed transactions after flashing a laptop, the data could become corrupt and transactions have to be entered manually.

VII. ADMIN TABLE CHANGES

A. Annual Plate Type Expiration Years

Listed below are the Annual Admin Table changes for specific item codes and descriptions for the following years of expiration: 2011, 2012, 2013, 2014 and 2015.

ITEM CODE	DESCRIPTION
ADMJUDG	FED ADMNSTRATV LAW JUDGES
ANPTPLT	ANNUAL PERMIT PLATE
ANPTSTKR	ANNUAL PERMIT STKR
ANPTTRLR	ANNUAL PERMIT TRLR
CMP	CONGRESSIONAL MEDAL OF
	HONOR
CMPAFRC	CMOH AIR FORCE PLT
CMPAFRCF	CMOH AIR FORCE PLT (FEE)
CMPAFCMC	CMOH AIR FORCE MC PLT
CMPAFMCF	CMOH AIR FORCE MC PLT (FEE)
CMPARMY	CMOH ARMY PLT
CMPARMYF	CMOH ARMY PLT (FEE)
CMPARMMC	CMOH ARMY MC PLT
CMPARMCF	CMOH ARMY MC PLT (FEE)
CMPNAVYF	CMOH NAVY PLT (FEE)
CMPNVMCF	CMOH NAVY MC (FEE)

ITEM CODE	DECORIDEION
ITEM CODE	DESCRIPTION
CNTYJUDG	COUNTY JUDGE PLT
DRP	DISASTER RELIEF PLT
FP	FERTILIZER PLT
GOTEX2CP	GO TEXAN 2 COMBINATION PLT
HCP	HONORARY CONSUL PLT
SCP	SOIL CONSERVATION PLT
SJP	STATE JUDGE PLT
SOP	STATE OFFICIAL PLT
SOPMC	STATE OFFICIAL MOTORCYCLE
	PLT
UHP	US HOUSE PLT
UJP	US JUDGE PLT
USP	US SENATE PLT
5TTP	5 YR TOKEN TLR PLT
L	ı

B. New Combination Plate Patterns and Expiration Years

ITEM CODE	ITEM CODE DESCRIPTION	INVENTORY PLATE PATTERNS	YEAR OF EXPIRATION
CP	COMBINATION PLT	2AA001 – 2ZZ999	2010
		2MN001 - 2ZZ999	2011
		2AA001 – 2MM999	2012
		2MN001 – 2ZZ999	2013
		2AA001 – 2MM999	2014
		2MN001 – 2ZZ999	2015

VIII. VERSION 6.0.0 ACTIVITY CHANGES FOR COUNTIES

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
CUSTOMER Registration Only	Internet Renewal Reports	Problem: The Internet Deposit Reconciliation Report Batch report is not capturing unreported deposit information.	Fix completed:
Registration Only	Modify	Problem: Apprehended remark not printing on receipts.	Fix completed:
Miscellaneous Registration	Disabled Placard	Problem: Getting an error message on PMT004 when trying to complete a Disabled Placard Replacement.	Fix completed:

IX. REGIONAL OFFICE ELT CHANGES FOR VERSION 6.0.0

A. Certified Copy of Original - Certified Lienholder ID Presentation

When processing a certified copy of a title, if the first lienholder presented is a certified lienholder, the certified **ID** is presented on CCO TTL018 screen.



X. OTHER CHANGES IN THIS RELEASE

The Legal Restraint number field now supports up to nine digits. The county processes remain the same for Legal Restraints. The change is necessary to resolve the issue with the Legal Restraint database running out of numbers.

