



Texas Department *of* Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

# **webSUB v1.6.0: Processing and Handling (P&H) Fee**

**Release Notes**

October 2016

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## 1 Document Overview

### 1.1 Purpose

The purpose of this document is to provide release notes that describe the new features for webSUB v1.6.0: Processing and Handling (P&H) Fee. These changes impact limited service deputies and counties using the webSUB application.

With implementation of webSUB 1.6.0, the \$1 compensation fee for limited service deputies processing a renewal for January 2017 expirations and later will no longer be collected outside of the webSUB application. The \$1 compensation fee, if applicable, will be provided for through processing the transaction in the webSUB application and retained from the P&H fee.

### 1.2 Scope

The scope of this document includes updates to webSUB v1.6.0.

### 1.3 Audience

The intended audience for this document is all webSUB users.

## 2 Release Notes

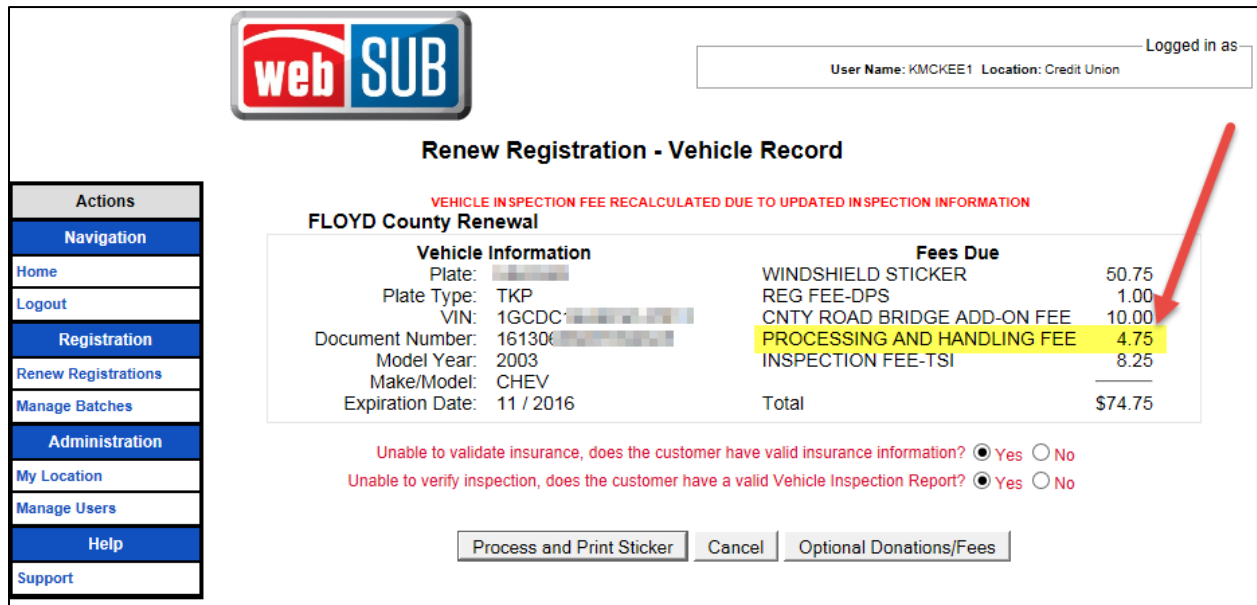
The following are the changes to webSUB that are implemented in webSUB v1.6.0:

### 2.1 Transactions Excluded from the P&H Fee

Vehicles registered as Exempt and military license plates that are Reduced-Fee or No Fee will not be assessed the P&H fee. When there is no P&H fee assessed, subcontractors will not receive the \$1 compensation.

### 2.2 Registration Renewal Notice, Receipt, and webSUB Screen Changes

The line item “Processing and Handling Fee” will appear on the Renewal Notice, receipt, and webSUB screen for transactions that are assessed the P&H fee.



web SUB

Logged in as  
User Name: KMCKEE1 Location: Credit Union

### Renew Registration - Vehicle Record

VEHICLE INSPECTION FEE RECALCULATED DUE TO UPDATED INSPECTION INFORMATION

#### FLOYD County Renewal

Vehicle Information	Fees Due
Plate: [REDACTED]	WINDSHIELD STICKER 50.75
Plate Type: TKP	REG FEE-DPS 1.00
VIN: 1GCDC [REDACTED]	CNTY ROAD BRIDGE ADD-ON FEE 10.00
Document Number: 161306 [REDACTED]	<b>PROCESSING AND HANDLING FEE 4.75</b>
Model Year: 2003	INSPECTION FEE-TSI 8.25
Make/Model: CHEV	
Expiration Date: 11 / 2016	Total \$74.75

Unable to validate insurance, does the customer have valid insurance information?  Yes  No  
 Unable to verify inspection, does the customer have a valid Vehicle Inspection Report?  Yes  No

Process and Print Sticker Cancel Optional Donations/Fees

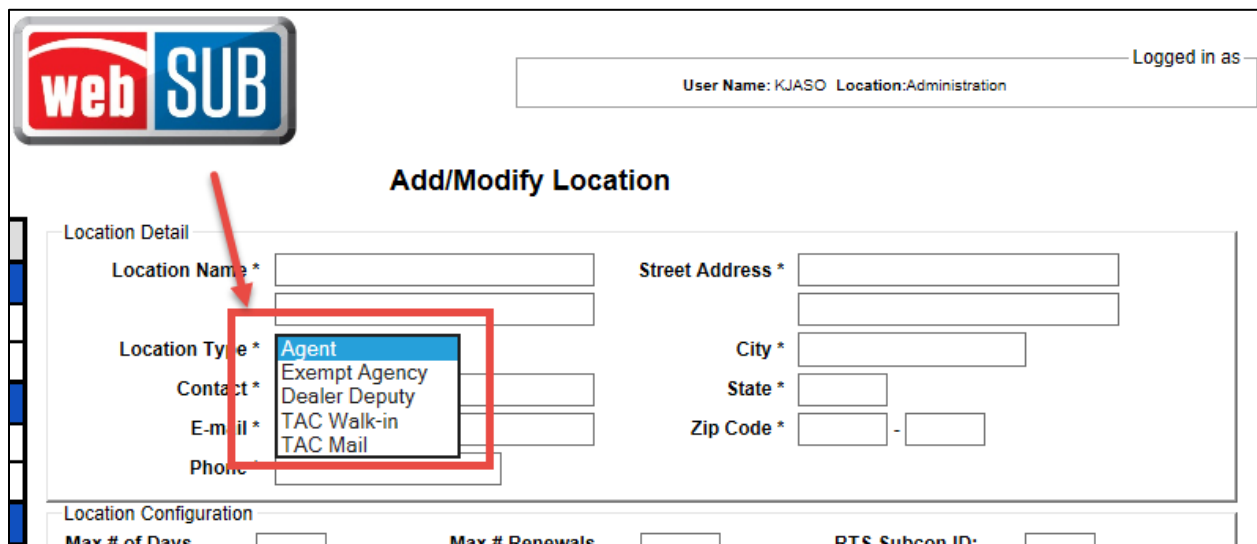
## 2.3 Add/Modify Location Screen Changes for webSUB County Administrators

County administrators within webSUB will need to modify existing locations with the appropriate location type. Going forward, counties will need to select the appropriate location type when adding new locations.

Existing “TAC” locations will default to “TAC Mail” as the location type and will need to be updated accordingly. This update is necessary because the \$1 mail fee checkbox has been removed and the webSUB application will automatically collect the \$1 mail fee for 2016 registration renewals processed under the “TAC Mail” location.

On the webSUB Add/Modify Location screen, the Location Type dropdown now contains these items:

- Agent -- for Subcontractors: standard limited service deputy
- Exempt Agency -- Exempt governmental agency processing its own renewals
- Dealer Deputy -- New deputy type established by rule. Dealer processing renewals for the public
- TAC Walk-in -- County using webSUB to process only walk-in renewals
- TAC Mail -- County using webSUB to process only mail-in renewals



**web SUB**

Logged in as \_\_\_\_\_  
User Name: KJASO Location: Administration

### Add/Modify Location

**Location Detail**

Location Name \*  Street Address \*

Location Type \* **Agent**  
Exempt Agency  
Dealer Deputy  
TAC Walk-in  
TAC Mail

Contact \*  City \*

E-mail \*  State \*

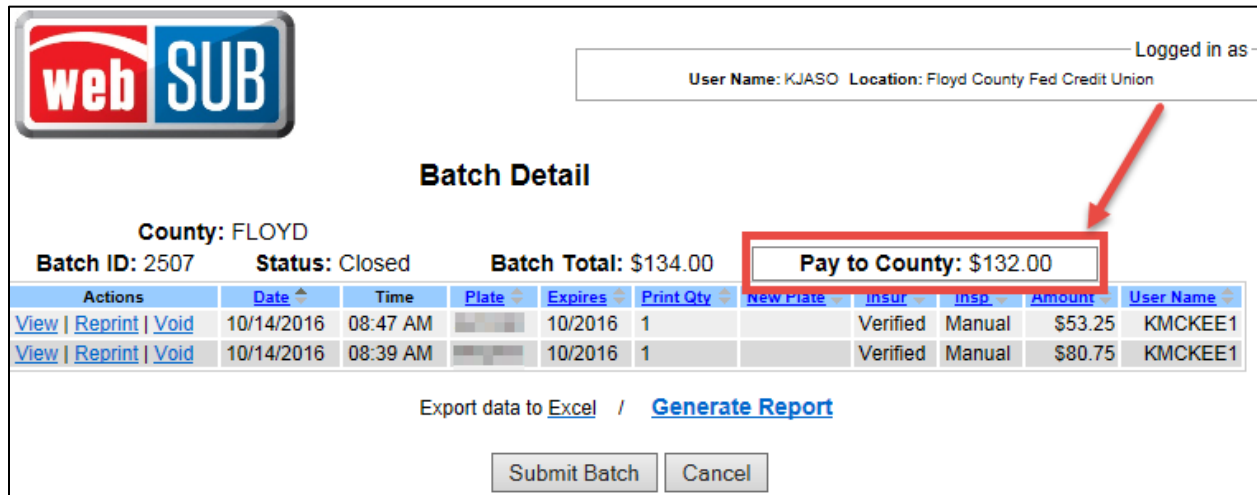
Phone \*  Zip Code \*  -

**Location Configuration**

Max # of Days  Max # Renewals  RTS Subcon ID:

## 2.4 webSUB Batch Reports Show Amount Due to County and Amount Retained by Subcontractor

The field “Pay to County” on the Batch Detail page shows the amount that a subcontractor owes to the county. Both the county and subcontractors will see this field on the Batch Detail page.



**web SUB** Logged in as  
User Name: KJASO Location: Floyd County Fed Credit Union

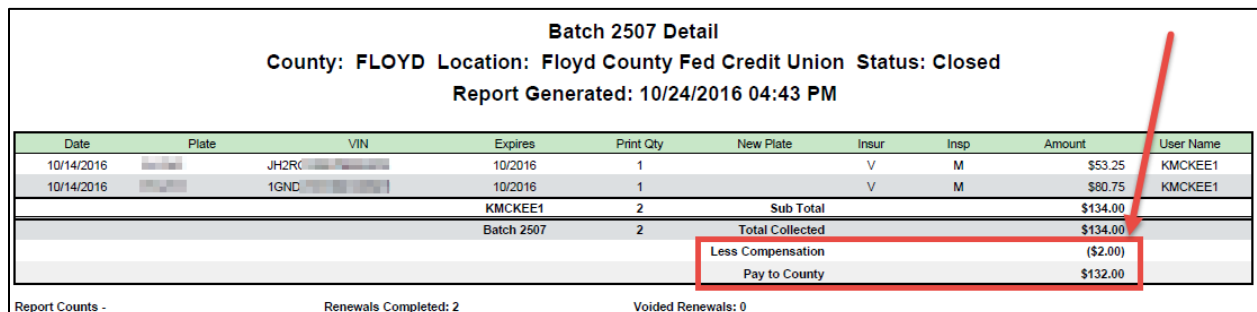
### Batch Detail

County: FLOYD  
 Batch ID: 2507 Status: Closed Batch Total: \$134.00 **Pay to County: \$132.00**

Actions	Date	Time	Plate	Expires	Print Qty	New Plate	Insur	Insp	Amount	User Name
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	10/14/2016	08:47 AM	[REDACTED]	10/2016	1		Verified	Manual	\$53.25	KMCKEE1
<a href="#">View</a>   <a href="#">Reprint</a>   <a href="#">Void</a>	10/14/2016	08:39 AM	[REDACTED]	10/2016	1		Verified	Manual	\$80.75	KMCKEE1

[Export data to Excel](#) / [Generate Report](#)

The line “Less Compensation” shown on reports, lists the amount retained by the subcontractor from the January 2017 or later P&H transactions.



**Batch 2507 Detail**  
 County: FLOYD Location: Floyd County Fed Credit Union Status: Closed  
 Report Generated: 10/24/2016 04:43 PM

Date	Plate	VIN	Expires	Print Qty	New Plate	Insur	Insp	Amount	User Name	
10/14/2016	[REDACTED]	JH2RC [REDACTED]	10/2016	1		V	M	\$53.25	KMCKEE1	
10/14/2016	[REDACTED]	1GND [REDACTED]	10/2016	1		V	M	\$80.75	KMCKEE1	
								<b>Sub Total</b>	<b>\$134.00</b>	
								<b>Total Collected</b>	<b>\$134.00</b>	
								<b>Less Compensation</b>	<b>(\$2.00)</b>	
								<b>Pay to County</b>	<b>\$132.00</b>	

Report Counts - Renewals Completed: 2 Voided Renewals: 0

Note that only registrations expiring on or after January 1, 2017 will collect the P&H fee. The subcontractor will retain a \$1 from these transactions and this compensation will be reflected on the reports. For registrations expiring in 2016 the subcontractor must continue to collect their \$1 compensation fee as it is collected today and this compensation will not be reflected on the reports.