



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Registration and Title System

Refactored Point of Sale System
Release Notes for County Offices

Release 9.0.0

12/28/2017

About Release Notes

These Release Notes contain information about new features, enhancements, and reported issues resolved in this release of the Registration and Title System Point of Sale (RTS POS).

For more information about the RTS POS, refer to the **Online Help** and to the original Release Notes on the **RTS Refactoring Resources page** of the TAC Hub (www.txdmv.gov/tax-assessor-collectors).



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RTS POS Overview

The refactored RTS POS is a web-based application designed to process vehicle registrations, titles, and temporary permits for Texas motorists through a series of web pages. The RTS POS system provides functions for cash accounting, funds allocations, and a full audit trail along with inventory control for license plates, windshield/plate stickers, and temporary permits.

The RTS POS application displays when you log into the RTS workstation.

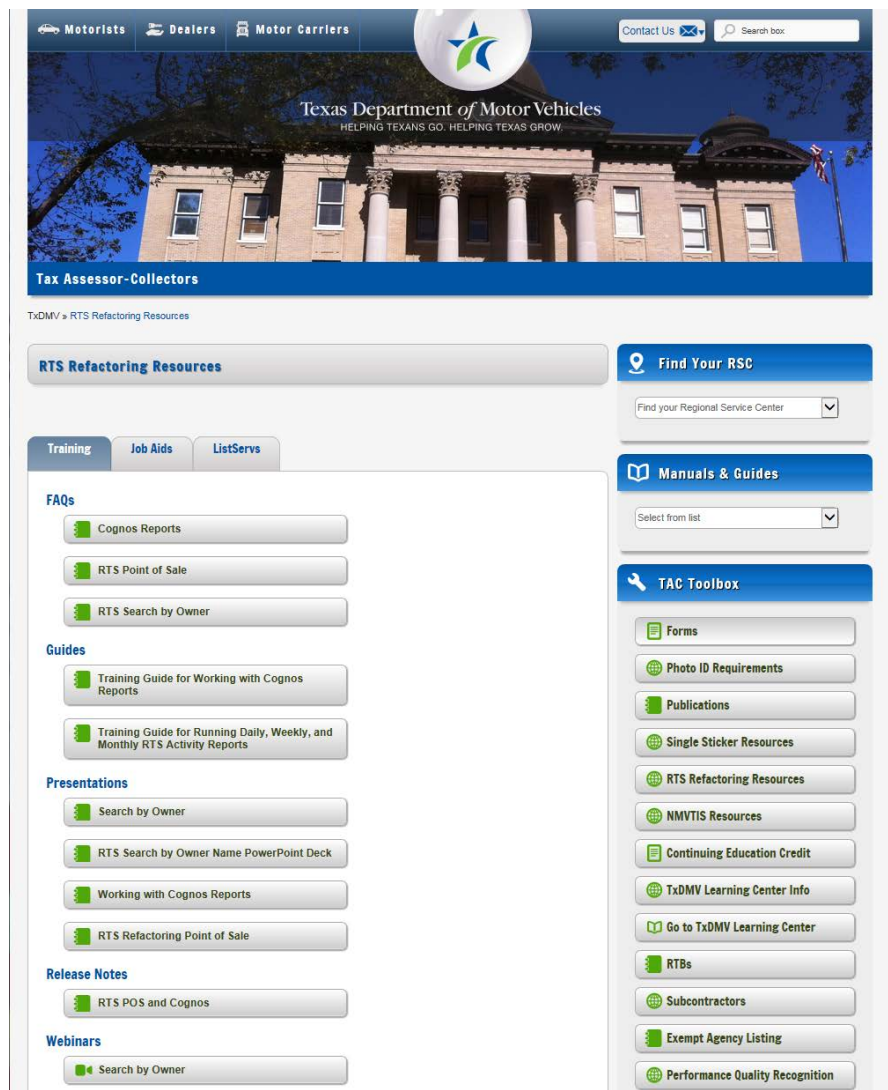
To display reference information about using the RTS POS, you can click  in the upper right corner of the web browser to minimize the application and click the  RTS Refactoring Help icon on your desktop.

The RTS Refactoring Resources page (on the TAC Hub) will display FAQ documents composed of questions submitted by the county tax offices, as well as materials presented during RTS POS webinars (including the training guides, slide decks for presentations, and other recorded webinar sessions). The original Release Notes are also available on this page.

Click the **Job Aids** tab to locate important quick references to help you log in and work with the RTS POS.

When logged into the RTS POS, you can get specific application level help by clicking the Help button on the page you are viewing or the entire user assistance web site by selecting **Help > User Guide** on the main page action bar.

Note: It is important to visit this Resources page frequently for updates and new materials.



The screenshot displays the 'RTS Refactoring Resources' page on the Texas Department of Motor Vehicles website. The page has a blue header with navigation links for 'Motorists', 'Dealers', and 'Motor Carriers'. Below the header is a banner image of a building with the text 'Texas Department of Motor Vehicles' and 'HELPING TEXANS GO. HELPING TEXAS GROW.' The main content area is titled 'RTS Refactoring Resources' and includes several sections: 'FAQs' with links for 'Cognos Reports', 'RTS Point of Sale', and 'RTS Search by Owner'; 'Guides' with links for 'Training Guide for Working with Cognos Reports' and 'Training Guide for Running Daily, Weekly, and Monthly RTS Activity Reports'; 'Presentations' with links for 'Search by Owner', 'RTS Search by Owner Name PowerPoint Deck', 'Working with Cognos Reports', and 'RTS Refactoring Point of Sale'; 'Release Notes' with a link for 'RTS POS and Cognos'; and 'Webinars' with a link for 'Search by Owner'. On the right side, there is a 'TAC Toolbox' sidebar with links for 'Forms', 'Photo ID Requirements', 'Publications', 'Single Sticker Resources', 'RTS Refactoring Resources', 'NMVTIS Resources', 'Continuing Education Credit', 'TxDMV Learning Center Info', 'Go to TxDMV Learning Center', 'RTBs', 'Subcontractors', 'Exempt Agency Listing', and 'Performance Quality Recognition'. There are also search and navigation elements like 'Find Your RSC' and 'Manuals & Guides'.

1 Legislative Changes Mandated in RTS POS

Following are the changes in RTS 9.0.0 mandated by the 85th Legislative Session.

1.1 Voluntary Contributions Authorized

Customers can choose to donate to the Ending Homelessness Program or to the Evidence Testing Grant Program (HB 4102) at time of registration or renewal.

1.2 Package Delivery License Plates

Package Delivery License Plates will be available for vehicles operated by a package delivery service company (i.e. UPS and FedEx) for picking up and delivering mail, parcels, and packages. Vehicles eligible for Package Delivery License Plates are limited to:

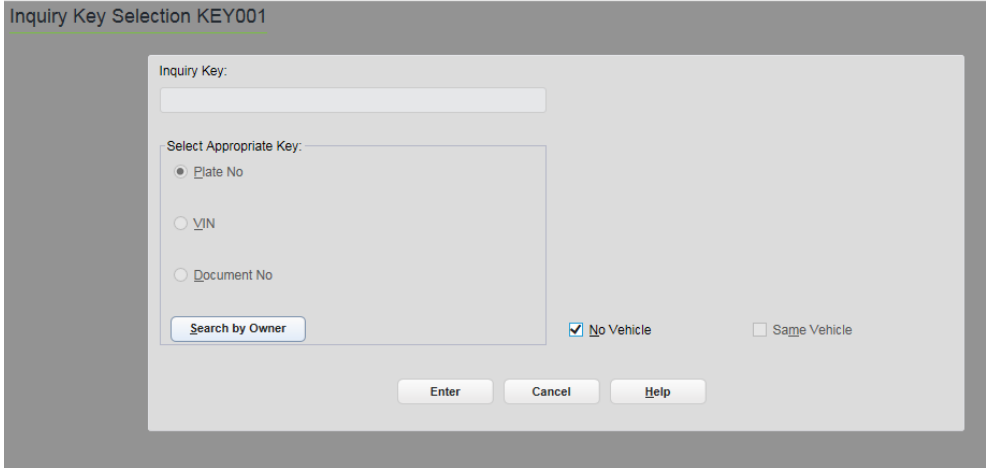
- Neighborhood Electric Vehicles (NEV)
- All-Terrain Vehicles (ATV)
- Recreational Off-Highway Vehicles (ROV)
- Utility Vehicles (UTV)
- Golf Carts (GC)

This plate displays the words “Package Delivery” and requires a \$25 annual plate fee and other applicable fees. A United States Department of Transportation (US DOT) number is required for the initial issuance of the license plate. The US DOT number is alpha numeric and has 8-10 characters.

Vehicles with Package Delivery License Plates will receive an annual registration renewal notice and can renew at the county, online through the Internet Vehicle Title and Registration Service, and by mail. Vehicles with Package Delivery License Plates are exempt vehicle inspection.

1.3 Process of Setting up Package Delivery License Plates

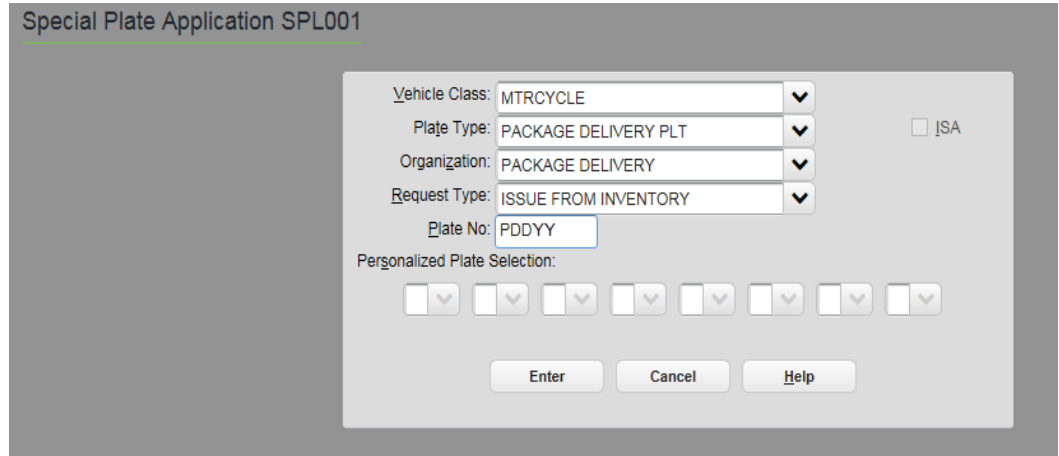
Before a Package Delivery License Plate can be issued, a special plate record must be created. Here are the steps to set up a special plate. Note this example shows setting up a Package Delivery Plate for an ATV or ROV.

Steps to Set Up a Package Delivery Plate		
Step	Action	Screen
1	Customer -> Special Plates -> Application	Begin the set up process.
2	On the KEY001 screen, select "No Vehicle," and click Enter .	

Steps to Set Up a Package Delivery Plate

3 On the Special Plate Application SPL001 screen, select MTRCYCLE for the Vehicle Class; select PACKAGE DELIVERY PLT for the Plate Type. The Organization field will default to PACKAGE DELIVERY, and the Request Type will default to ISSUE FROM INVENTORY.

Enter the plate number; click **Enter**.



Special Plate Application SPL001

Vehicle Class: MTRCYCLE

Plate Type: PACKAGE DELIVERY PLT ISA

Organization: PACKAGE DELIVERY

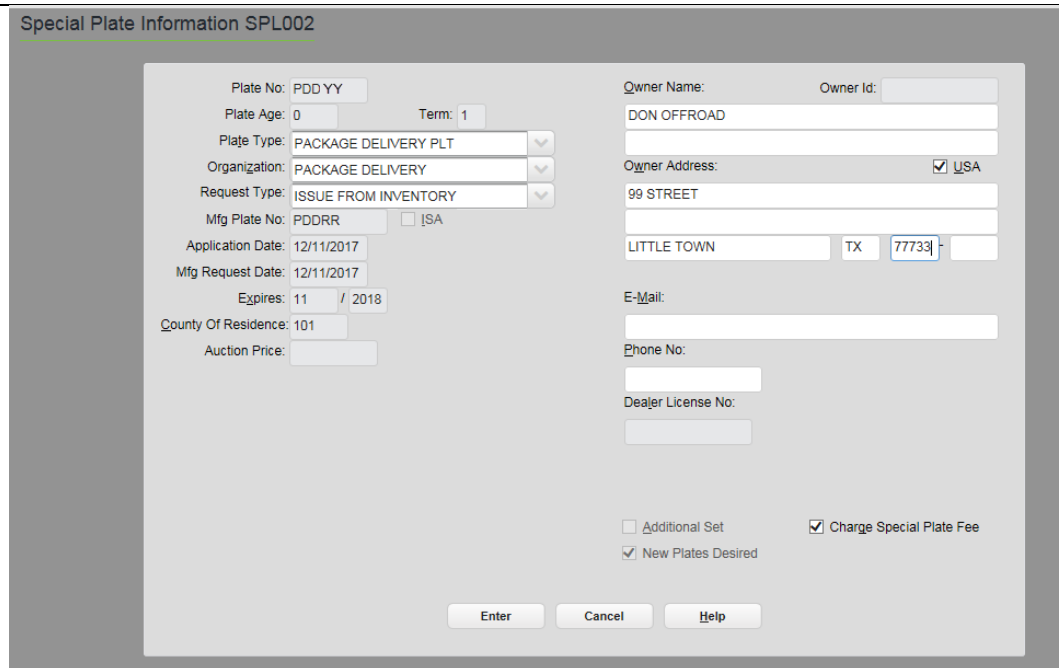
Request Type: ISSUE FROM INVENTORY

Plate No: PDDYY

Personalized Plate Selection:

Enter Cancel Help

4 On the Special Plate Information SPL002 screen, complete the owner information; click **Enter**.



Special Plate Information SPL002

Plate No: PDDYY

Plate Age: 0 Term: 1

Plate Type: PACKAGE DELIVERY PLT

Organization: PACKAGE DELIVERY

Request Type: ISSUE FROM INVENTORY

Mfg Plate No: PDDRR ISA

Application Date: 12/11/2017

Mfg Request Date: 12/11/2017

Expires: 11 / 2018

County Of Residence: 101

Auction Price:

Owner Name: DON OFFROAD

Owner Id:

Owner Address: USA
99 STREET

LITTLE TOWN TX 77733

E-Mail:

Phone No:

Dealer License No:

Additional Set Charge Special Plate Fee

New Plates Desired

Enter Cancel Help

Steps to Set Up a Package Delivery Plate

5 On the Inventory – Registration Items INV007 screen, verify the item is PACKAGE DELIVERY PLT; click **Enter**.

Inventory - Registration Items INV007

Expiration Month: November

Year	Item Description	Item No
	PACKAGE DELIVERY PLT	PDDCP

Override Item No

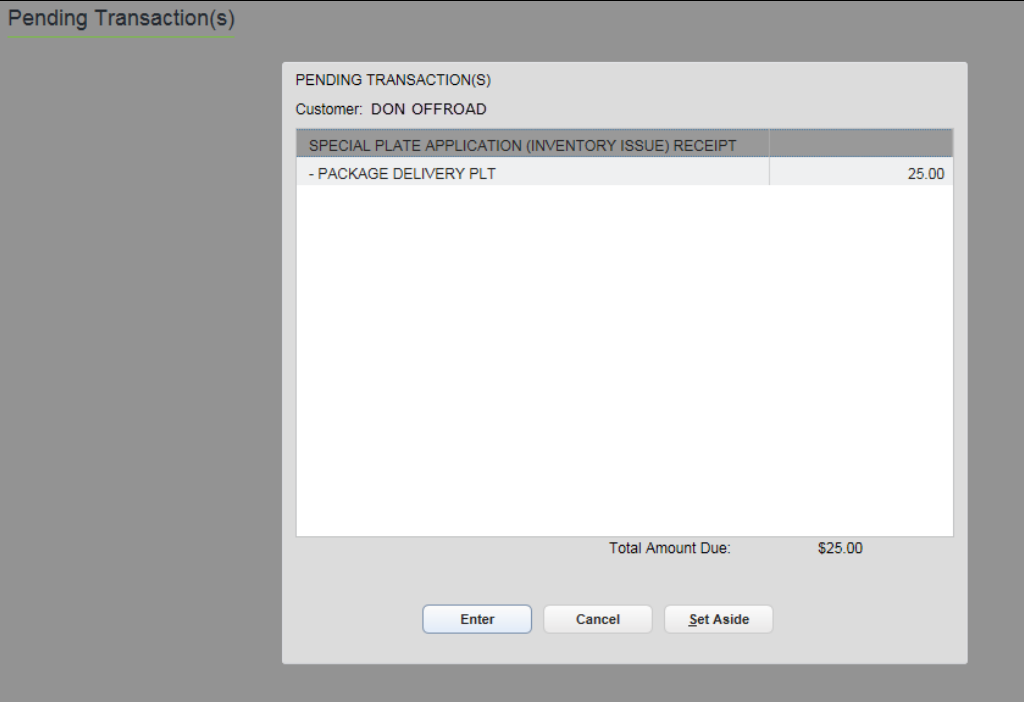
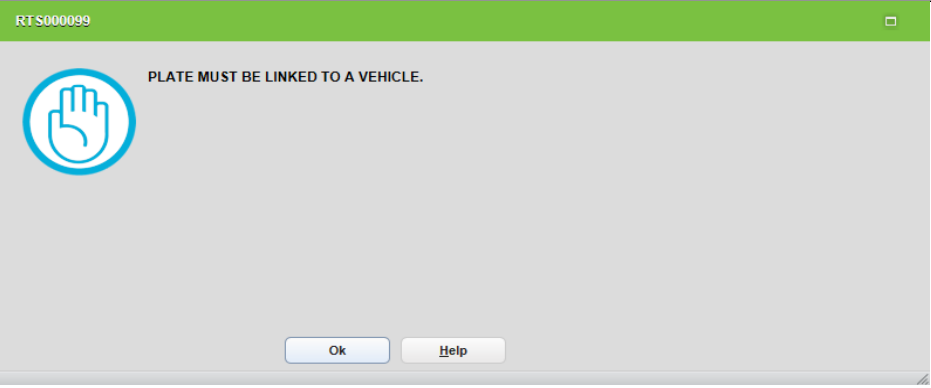
6 On the Fees Due PMT004 screen, verify fees; click **Enter**.

Fees Due PMT004

Fees Description	Item Price
PACKAGE DELIVERY PLT	\$25.00

Transaction Total: \$25.00
 Previous Trans. Total: \$.00
 Total Due: \$25.00

Misc Fees

Steps to Set Up a Package Delivery Plate						
7	This completes the set up of the Package Delivery Plate. From the pending transaction screen, select the appropriate RTS event (e.g. Exchange, Renewal, or Title); click Enter .	 <p>Pending Transaction(s)</p> <p>PENDING TRANSACTION(S) Customer: DON OFFROAD</p> <table border="1"> <thead> <tr> <th colspan="2">SPECIAL PLATE APPLICATION (INVENTORY ISSUE) RECEIPT</th> </tr> </thead> <tbody> <tr> <td>- PACKAGE DELIVERY PLT</td> <td style="text-align: right;">25.00</td> </tr> </tbody> </table> <p>Total Amount Due: \$25.00</p> <p>Enter Cancel Set Aside</p>	SPECIAL PLATE APPLICATION (INVENTORY ISSUE) RECEIPT		- PACKAGE DELIVERY PLT	25.00
SPECIAL PLATE APPLICATION (INVENTORY ISSUE) RECEIPT						
- PACKAGE DELIVERY PLT	25.00					
8	This error message displays if you did not select the applicable event to link the plate to a vehicle.	 <p>RTS000099</p> <p>PLATE MUST BE LINKED TO A VEHICLE.</p> <p>Ok Help</p>				

Linking the Package Delivery Plate:

- Existing ROVs and ATVs are linked through renewal events
- UTVs can be linked through the title event (non-titled)
- Existing NEVs can be linked through exchange and renewal events
- Golf Carts can be linked through the title event (non-titled)
- All vehicles can be linked to special plates via a title event

Note: The UTV registration class was created for Package Delivery Vehicles. The system will automatically mark UTVs as “Off-Highway Use Only.”

2 Non-Legislative Changes

Following are improvements to RTS 9.0.0 requested by users.

2.1 Search by Owner

If a record is not found in the Active records RTS, users can now search on owner information from Inactive and Archived records.

Search By Owner SBO001

Search Criteria (use % for wildcard search)

Owner Name/Entity

Street

City

ZIP Code

Misuse of the search by owner functionality for non-TxDMV transactions will result in termination of system access and may subject the user to prosecution under state or federal driver privacy protection laws.

Name	Owner Address	Vehicle Typ	Vehicle Mak	Vehicle Yea	VIN	Plate No
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
KENRICK BRUS:	7716 BIG INDIAN, ROE	TRK>1	KAIS	1971	10533	805131
KENYA BRUSTM	7881 BROADWAY AVE	PASS-TRK	CHEV	2011	1GNEK13R7YR144448	FKC5DV
KENNAN BRUSC	5964 WOLF PEN ROAI	PASS	FORD	2006	2FMZA52254BB29335	GG79SB
KENNY BRUSSE	8614 GLENDALE AVEI	PASS	CHEV	2003	1G1FP23E5ML103968	V69KVF
KENYATA BRUS	5751 IRISH LANE, RIC	PASS	FORD	1941	A4499033	097CPH
KENLEY BRUS	607 MAXWELL STREE	PASS	MERC	2004	1MEBP9233GH622702	BGR84D
KENYA BRUSTM	3803 MULBERRY STR	PASS	PONT	2012	1G2JB124927107910	CV65R
KENLEY BRUS	6833 AUGUSTA PARK	TRK>1	INTL	1995	1HTSAZRMXRH540053	T4176E

Page: 1 / 4

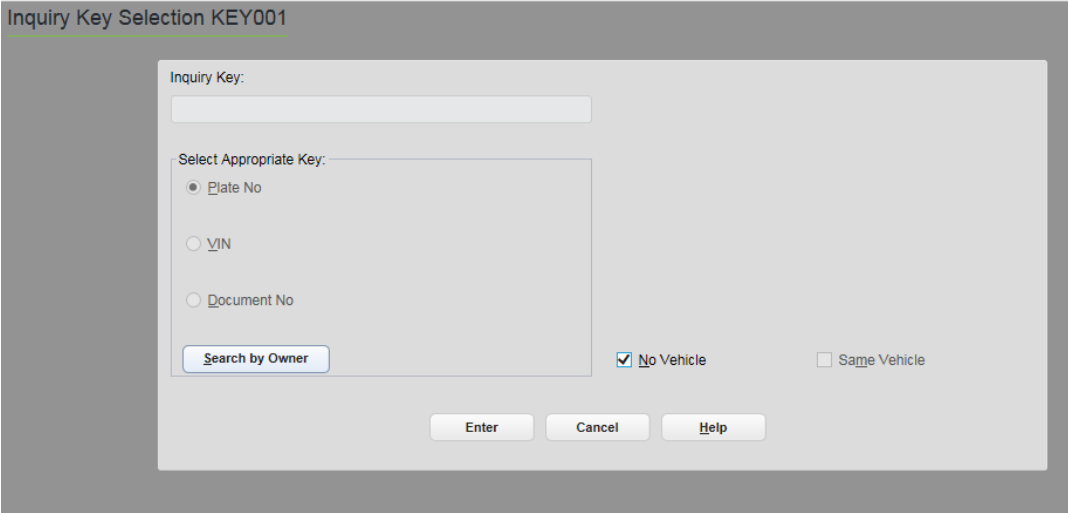
Results found: 192

2.2 Antique License Plate Expiration Dates Staggered

Antique license plates with pre-printed expiration dates of March will no longer be issued. With this release, Antique plates will be manufactured on demand, and registration will be staggered for 60 months from the date of issuance. A speciality plate insignia will be issued displaying the same plate number that has been assigned in RTS, and the receipt will include the plate sticker.

2.3 Antique Plates

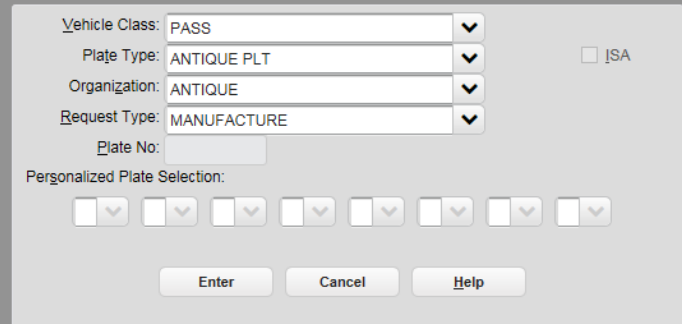
Before a new staggered Antique License Plate can be issued, a special plate record must be created. Here are the steps to set up an Antique Plate.

Steps to Set Up an Antique Plate for a Vehicle		
Step	Action	Screen
1	Customer -> Special Plates -> Application	Begin the set up process
2	On the KEY001 screen, select "No Vehicle;" click ENTER .	

Steps to Set Up an Antique Plate for a Vehicle

3 On the Special Plate Application SPL001 screen, select the applicable Vehicle Class and Plate Type for ANTIQUE PLT. The Organization field will default to ANTIQUE, and the Request Type will default to MANUFACTURE; click **Enter**.

Special Plate Application SPL001



Vehicle Class: PASS
 Plate Type: ANTIQUE PLT
 Organization: ANTIQUE
 Request Type: MANUFACTURE
 Plate No:
 Personalized Plate Selection:
 Enter Cancel Help

4 On the Special Plate Information SPL002 screen, complete the owner information; click **Enter**.

Special Plate Information SPL002

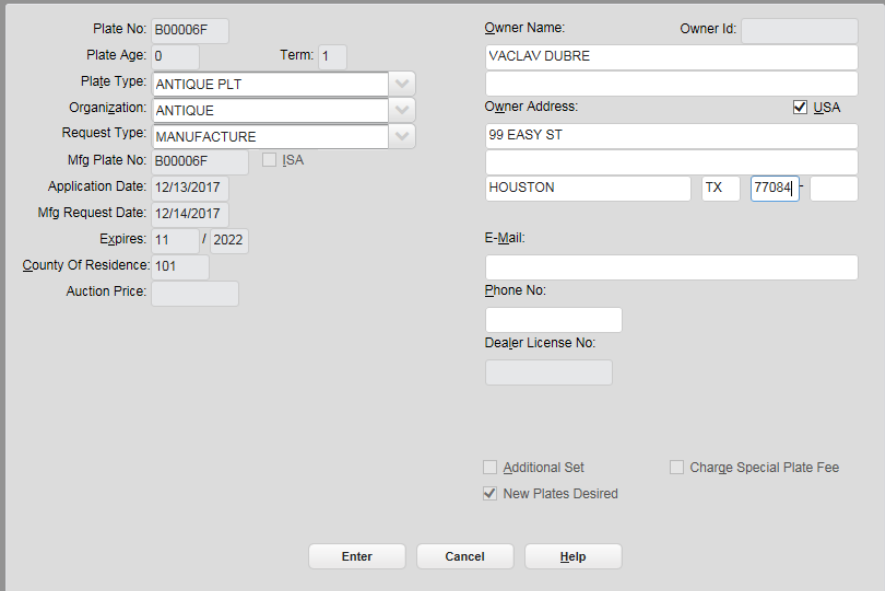
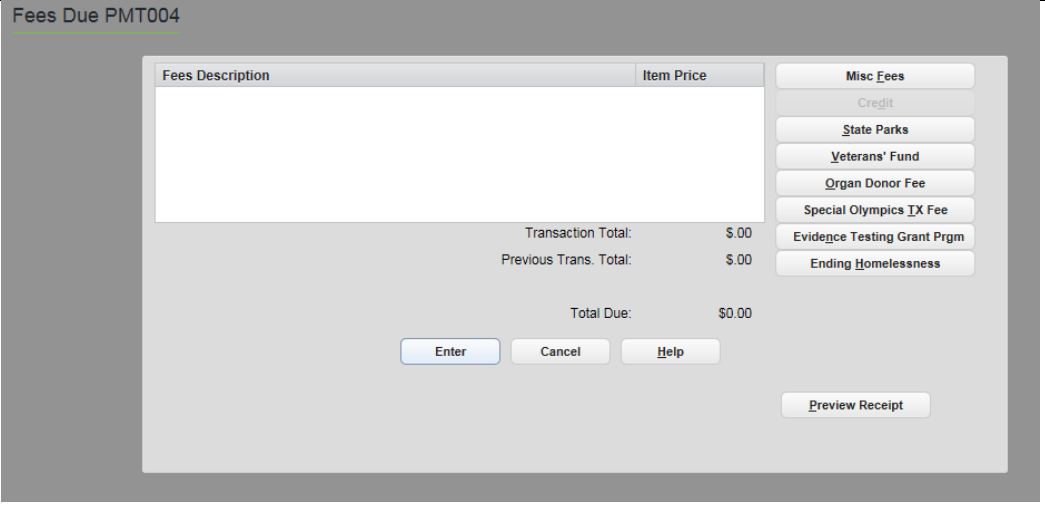
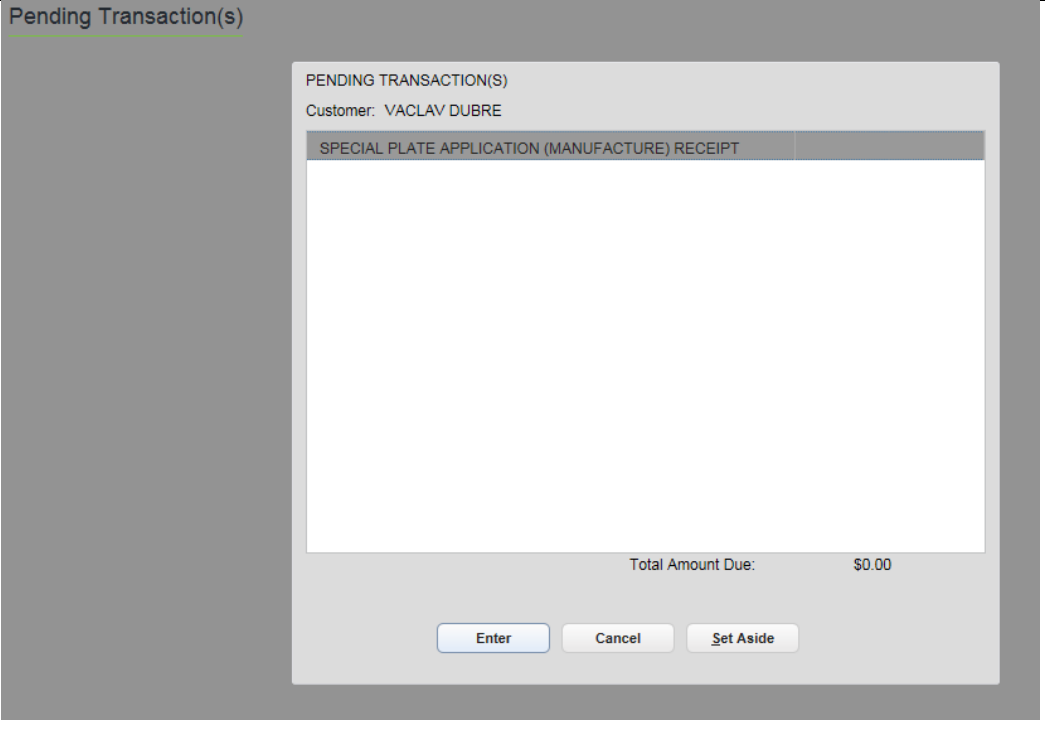


Plate No: B00006F
 Plate Age: 0 Term: 1
 Plate Type: ANTIQUE PLT
 Organization: ANTIQUE
 Request Type: MANUFACTURE
 Mfg Plate No: B00006F
 Application Date: 12/13/2017
 Mfg Request Date: 12/14/2017
 Expires: 11 / 2022
 County Of Residence: 101
 Auction Price:
 Owner Name: VACLAV DUBRE
 Owner Address: 99 EASY ST
 HOUSTON TX 77084
 E-Mail:
 Phone No:
 Dealer License No:
 Additional Set
 New Plates Desired
 Charge Special Plate Fee
 Enter Cancel Help

Steps to Set Up an Antique Plate for a Vehicle

5	<p>On the Fees Due PMT004 screen; click Enter.</p> <p>Note: The Antique plate fee will be collected when linked to a vehicle.</p>	
6	<p>This completes the set up of the Antique Plate. From the pending transaction screen, select the appropriate RTS event (e.g. Exchange, Renewal, or Title); click Enter.</p>	

Steps to Set Up an Antique Plate for a Vehicle

7	This error message displays if you did not select the applicable event to link the plate to a vehicle.	
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Antique Truck

With this release the Antique Truck registration class has been added. For existing trucks registered as Antique, the registration class for the vehicle record must be updated to reflect the Antique Truck.

2.4 Annual Plate Change Reminder

With the 8.10 release that was deployed August 27, 2017, changes were made to the following annual plates by removing the Month/Year block from the license plate. As a reminder, a windshield or plate sticker will be included on the receipt.

- ANTIQUE MOTORCYCLE
- ANTIQUE BUS
- ANTIQUE
- FERTILIZER
- GO TEXAN 2 COMBINATION
- CONGRESSIONAL MEDAL OF HONOR AIR FORCE MC
- CONGRESSIONAL MEDAL OF HONOR AIR FORCE MC (FEE)
- CONGRESSIONAL MEDAL OF HONOR AIR FORCE
- CONGRESSIONAL MEDAL OF HONOR AIR FORCE (FEE)
- CONGRESSIONAL MEDAL OF HONOR ARMY MC
- CONGRESSIONAL MEDAL OF HONOR ARMY MC (FEE)
- CONGRESSIONAL MEDAL OF HONOR ARMY

- CONGRESSIONAL MEDAL OF HONOR ARMY (FEE)
- CONGRESSIONAL MEDAL OF HONOR NAVY MC
- CONGRESSIONAL MEDAL OF HONOR NAVY MC (FEE)
- CONGRESSIONAL MEDAL OF HONOR NAVY
- CONGRESSIONAL MEDAL OF HONOR NAVY (FEE)
- CONGRESSIONAL MEDAL OF HONOR
- HONORARY CONSUL
- FOREIGN ORGANIZATION
- DISASTER RELIEF
- COTTON






2.5 IVTRS Registration Renewals

The following registration class is now allowed registration renewal via IVTRS:

- Combination (GVW 54,999 lbs. or less)

3 New Specialty License Plates

The following specialty plates are available as of November 19, 2017, and their images can be viewed at <http://www.txdmv.gov/motorists/license-plates/specialty-license-plates>. The Eastern Star, Ducks Unlimited (Three Dogs), Colorado School of Mines, and Carbon Fiber plates can be ordered at the county or online.

<p>Eastern Star: A new Eastern Star specialty plate is available. It can be ordered for passenger vehicles, trucks, motorcycles, mopeds, and trailers.</p>	 <p>TEXAS BB01B EASTERN STAR</p>
<p>Ducks Unlimited: A new Ducks Unlimited (Three Dogs) specialty plate is available. It can be ordered for passenger vehicles, trucks, motorcycles, mopeds and trailers..</p>	 <p>TEXAS BB01B DUCKS UNLIMITED</p>
<p>Blue Knights: A new Blue Knights specialty plate is available. Members of the Blue Knights motorcycle club must certify that they are members by certifying on Form VTR-415. This plate will not be available to order online. It can be ordered for passenger vehicles, trucks, motorcycles, and mopeds.</p>	 <p>TEXAS BB01BB Blue Knights Int'l LEMC</p>
<p>Colorado School of Mines: A new Colorado School of Mines specialty plate is available via My Plates. It can be ordered for passenger vehicles, trucks, motorcycles, mopeds and trailers.</p>	 <p>TEXAS BB01BB Overliggers</p>
<p>Carbon Fiber: A new Carbon Fiber specialty plate is available via My Plates. It can be ordered for passenger vehicles, trucks, motorcycles, mopeds and trailers.</p>	 <p>TEXAS BB01BB1</p>