



# Dealer User Guide Addendum

May 2018

webDEALER 4.1.0



Texas Department *of* Motor Vehicles  
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## Document Overview

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This webDEALER Dealer User Guide Addendum documents enhancements to webDEALER 4.1.0.

### Purpose

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The purpose of this document is to provide updated information about webDEALER 4.1.0.

### Scope

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The scope of this document includes changes to the procedures and pages of the webDEALER Dealer 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 dealer users of webDEALER.



## Introduction

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The following enhancements have been incorporated into webDEALER 4.1.0 for dealer users:

- **Distribution of Dealer Deputy Fee:** The \$1.00 Dealer Deputy Fee that has been retained by the webDEALER dealer when processing registrations will now be remitted to the county. The redistribution of the fee will be reflected on webDEALER payment screens.
- **Owner Type Field Added:** The **Owner Information** screen now has an Owner Type field where the type of vehicle owner can be selected.
- **Beneficiary Added to a Title:** A vehicle owner can choose to designate a beneficiary on their title. The **Owner Information** screen of webDEALER now has a section where the beneficiary name can be added.



## Enhancements to webDEALER

The following sections show the enhancements to webDEALER.

### Distribution of the Dealer Deputy Fee

The county receives the \$1.00 Dealer Deputy fee previously retained by webDEALER dealers. As a result, the **Payments Completed** screen will show the Total Fee and the Paid to County fee as the same unless the dealer deputy assesses a Title Convenience Fee:

**Payments Completed**

Search Filter

Reference #: 2222

Payment Date: FROM [ ] TO [ ]

Search

**Payment Details**

Reference #: 2222      Payment Type: CASH  
Fee Collected: \$4,281.44      Paid To County: \$4,281.44  
Payment Date: Apr 24, 2018      Check No: ---

▼ FLOYD COUNTY      1 title(s) found.

VIN	Deal #	Vehicle	Owner	Approved On	Penalties	Total Fee	Paid To County
2LMHJ5AT03BL51266	---	2018 LINC MKZ	FAGO FADS	Apr 24, 2018	\$0.00	\$4,281.44	\$4,281.44
<b>Total:</b>					<b>\$0.00</b>	<b>\$4,281.44</b>	

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## New Owner Type Field

On the **Owner Information** screen, a new Owner Type field is now available. Users must select one of the following types of owners in the Owner Type drop-down list box:

- Business
- Entity / Individual
- Government
- Individual
- Non-profit
- Trust

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web DEALER

Home Page Titles Payments Administration Support Search VIN / Deal # / Unit # JESSE

### Owner Information

Application Status: IN-PROGRESS VIN: 2LMHJ5AT0EBL51282

\* Indicates Required Field

\* Owner Type : Choose One  
BUSINESS  
ENTITY/INDIVIDUAL  
GOVERNMENT  
INDIVIDUAL  
NON-PROFIT  
TRUST

\* Name 1 :  
Name 2 :  
\* Address : 34 DOLLAR DRIVE  
\* City : ROUND ROCK  
\* State : TX  
\* ZIP : 78664  
\* Resident County : WILLIAMSON  
Email :  
Email Reminder :

## Adding a Beneficiary Designation to a Title

The following steps explain how a user can designate a beneficiary:

1. On the **Owner Information** screen, select **Individual** as the owner type:

The screenshot shows the 'Owner Information' form with the following details:

- Application Status: IN-PROGRESS
- VIN: 2LMHJ5AT0EBL51282
- Owner Type: **INDIVIDUAL** (selected)
- Name 1: [Empty]
- Name 2: [Empty]
- Address: 34 DOLLAR DRIVE
- City: ROUND ROCK
- State: TX
- ZIP: 78664
- Resident County: WILLIAMSON
- Email: [Empty]
- Email Reminder:

**Note:** Only the **Individual** selection allows a beneficiary to be designated. If the owner is of another type, a beneficiary may not be designated.

2. Upon selecting **Individual** as the Owner Type, the **Beneficiary Information** section will appear at the bottom of the **Owner Information** screen.

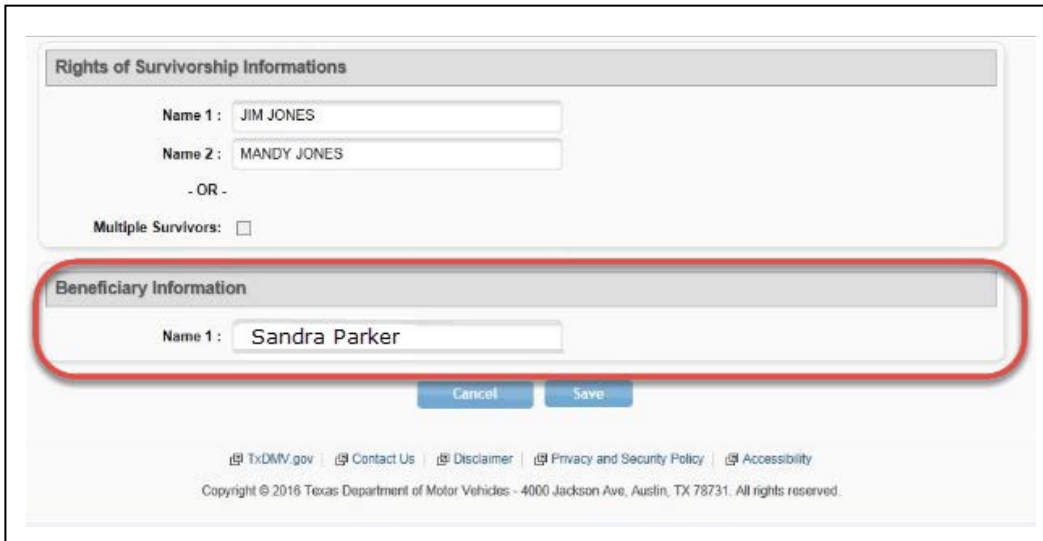
The screenshot shows the following sections:

- Rights of Survivorship Informations**
  - Name 1: [Empty]
  - Name 2: [Empty]
  - OR -
  - Multiple Survivors:
- Beneficiary Information** (highlighted with a red border)
  - Name 1: [Empty]

Buttons: Cancel, Save

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3. Enter the name of the beneficiary in the Name 1 field of the **Beneficiary Information** section. When you have completed the **Owner Information** screen, click **Save**.
4. If there are multiple owners on a record, Rights of Survivorship must be assigned before beneficiary functionality is enabled.



The screenshot shows a web form with two main sections. The top section is titled "Rights of Survivorship Informations" and contains two text input fields: "Name 1 : JIM JONES" and "Name 2 : MANDY JONES". Below these is a radio button labeled "- OR -" and a checkbox labeled "Multiple Survivors: ". The bottom section is titled "Beneficiary Information" and contains a single text input field: "Name 1 : Sandra Parker". This section is highlighted with a red rounded rectangle. At the bottom of the form are two buttons: "Cancel" and "Save".

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