WebAgent
Web-based Motor Vehicle Registration and Titling

Processing Registration Renewals

A scanner or keyboard can be used to enter registration renewal information. A county decides the input method for their subcontractors.

Step 1. Click "Renew Registrations" from the Actions menu.

The *Renew Registration – Vehicle Search* page opens.

Step 2. Either scan the bar code on the renewal or click the keyboard icon to input using the keyboard. Click "Search."

Keyboard requires entering the full plate number and the last four numbers of the VIN from the renewal notice.

Step 3. If there are errors, WebSub will advise you on how to proceed.

Step 4. At the time of renewal, optional donations can be made to the State Parks or Veteran's Fund if the customer requests it. Click "Optional Donation Fees". A window opens to designate the amount. Enter amounts and click "Update."

Step 5. Click "Process and Print Sticker." The print dialog box should appear, allowing you to select your printer.

Step 6. Click "OK" to print the sticker.

Step 7. If the receipt did not print, and/or the print dialog box did not appear, use the link "If the receipt did not print, click here."

Renew Registration - Vehicle Record

WILLIAMSON County Renewal

Vehicle Information		Fees Due	
Plate:	BW5T998	WINDSHIELD STICKER	50.75
VIN:	1GYEC63807R326012	REG FEE-DPS	1.00
Document Number:	03600040345111048	CNTY ROAD BRIDGE ADD-ON FEE	10.00
Model Year:	2007	CHILD SAFETY FUND	1.50
Make/Model:	CADI / ESC	AUTOMATION FEE	1.00
Expiration Date:	2 / 2012	STATE PARKS DONATION	10.00
		VETERANS' FUND	10.00
		Total	$84.25

[Process and Print Sticker] [Cancel] [Optional Donations/Fees]

Optional Donations and Fees ✕

STATE PARKS DONATION [ ]

VETERANS' FUND [ ]

[Update] [Cancel]

Renewal Complete

Receipt and sticker for plate #34VJM9 should have printed.

[Process Next] [Reprint] [Void]

If the receipt did not print, click here

Texas Department of Motor Vehicles

Note: *Follow your county's procedures for handling reprints and voids.*

Reprints

In addition to renewing registrations, some users will have access rights that allow them to reprint or void renewals.

Step 1. After you select "Process and Print Sticker," the Renewal Complete page is presented. To reprint the sticker, click "Reprint."

Step 2. Click "Yes" on the Confirmation pop-up window. You will then be given the print dialog box. Click "OK" to print the sticker again.

Renewal Complete

Receipt and sticker for plate #34VJM9 should have printed.

Process Next   Reprint   Void

Void

Step 1. After you select "Process and Print Sticker," the Renewal Complete page is presented. To void the sticker, click "Void."

Step 2. Click "Yes" on the Confirmation pop-up window. You will return to the Vehicle Search page.

To Reprint or Void from the Manage Batches page

Reprints and Voids can also be performed at a later time in Open and Closed Batches only.

Step 1. Click "Manage Batches" on the Actions menu.

Step 2. Click "View" on the batch with the transaction you want to void or reprint.

Batch Detail

County: HAYS   Batch ID: 801   Status: Open   Batch Total: $251.00

Actions	Date	Time	Plate	Expires	Print Qty	Insur	New Plate	Amount
View	Reprint	Void	11/18/2011	10:03 AM	2HIVGX	11/2011	1	Manual	No	$62.75
View	Reprint	Void	11/18/2011	10:02 AM	9IPCTE	11/2011	2		No	$62.75
View	Reprint	Void	11/18/2011	10:02 AM	1EJFJR	11/2011	1		No	$62.75
View	Reprint	Void	11/18/2011	10:01 AM	AHFY9MS	11/2011	1		No	$62.75

Export data to Excel / **Generate Report**

Submit Batch   Cancel

Batch Detail Page

Step 3. From the list of renewals, locate the renewal and click "Reprint" or "Void" in the Actions column.

Step 4. Click "Yes" on the Confirmation pop-up window. For reprints, the print dialog box will appear in order to print the sticker.

Texas Department *of* Motor Vehicles