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

Release Notes

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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.
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
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.

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

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.