webDEALER
User Guide Addendum
Release 13.0

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

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Document Overview

This document describes the latest software changes made to the Texas Department of Motor Vehicles (TxDMV) webDEALER software application.

Scope

The scope of this is to identify recent software changes to the webDEALER application as documented in the latest webDEALER Dealer User Guide. This document does not provide step-by-step instructions on how to use webDEALER.

Audience

The intended audience of this document are dealer users of webDEALER.

Enhancements in Release 13.0

Ability to Designate a Title Application as Apportioned

webDEALER users can now process a title application for truck owners who will obtain an apportioned plate from IRP (International Registration Plan).

For a Truck Vehicle Class

1. From the home page, select **Title** from the main menu, select **New Title Application** from the sub menu, enter a Truck VIN, and select **Search**.
2. On the **Current Vehicle Information Record** page, select **Proceed** (for Texas records only).
3. On the **Seller Disclosure** page, complete the required **Seller Disclosure** information, **Certify**, and **Save** the record.
4. On the **Vehicle Information** page, select Truck as the vehicle class unless pre-populated. An **Apportioned** checkbox displays. Select the **Apportioned** checkbox.
5. Continue the application to the **Sales Tax Information** page.
6. On the **Sales Tax Information** page the **Sales Tax Category** is defaulted to **EXEMPT** and the reason is set to **Interstate Motor Carrier**. Complete the sales tax information and select **Next**.
7. Continue through the remainder of the application and select **Title Preview**.
8. On the **Title Preview** page, the **Plate and Sticker Information** and **Inspection Information** pages will be bypassed for apportioned.
9. Compute the fees, select **Save**, and then submit the title application.

Validation of Lienholder Addresses

webDEALER will determine the counties associated to all lienholders added to the transaction using only the zip codes. If more than one county is returned from the address validation for any of the lienholders added to the transaction, webDEALER compares the processing county to all counties that are returned.

- If the processing county is the same as any of the counties returned for any of the added lienholders, the user can complete the transaction as a statutorily required scenario.
- If not, the systems must continue to determine if the transaction is statutorily required or willing and allow processing accordingly.

Limited System Availability

The webDEALER suite of applications will be restricted to business hours from 06:00 AM CST until 11:59 PM CST. To remind users, a banner will display on the screen: **Notice: The application will no longer be available after 12:00 Midnight CST. Please finish any transactions before that time. The application will be available at 6:00 AM CST.**

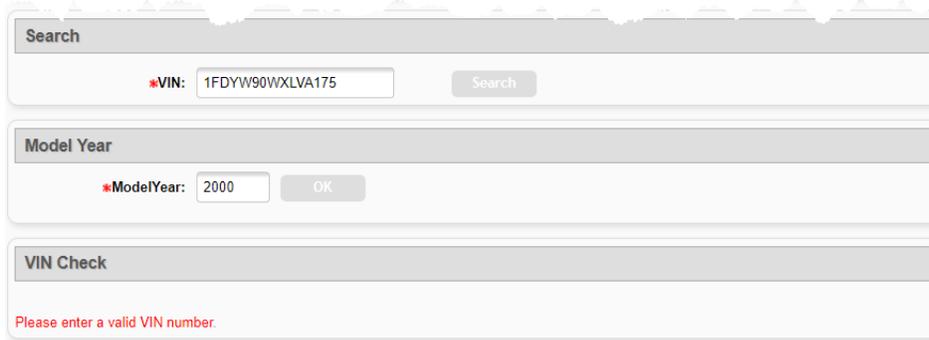After business hours the system will do the following:

- A notice that the application will not be available until 06:00 AM CST will display on the login page.
- Users logged into eTAG will be redirected to the login page when an action is performed.
- Users logged into webDEALER or eTITLE will be able to complete their transaction.

Increased Validation of VINs for Buyer Tags

A valid 17-character VIN must be entered to process Buyer Tags for vehicles manufactured after 1980.

Buyer Tag – VIN Search

If the vehicle model year is 1981 or newer and the VIN is not 17 characters, a valid VIN must be entered to continue with the process. **Note:** Trailers and travel trailers are excluded from this requirement.
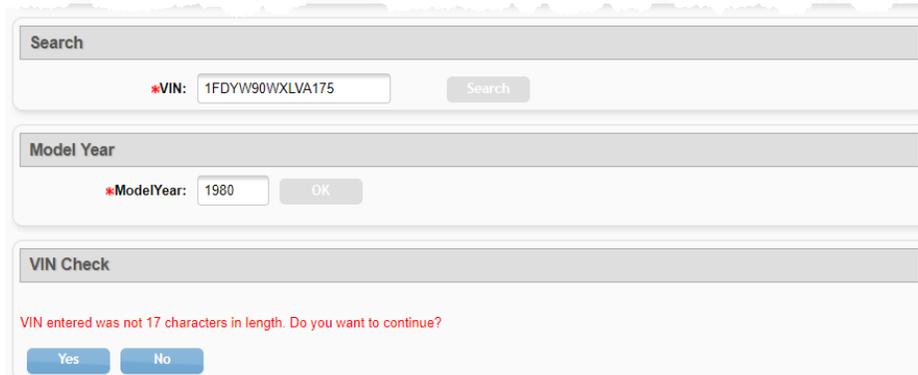

Search	
＊VIN:	1FDYW90WXLVA175	Search

Model Year	
＊ModelYear:	2000	OK

VIN Check
Please enter a valid VIN number.

If the vehicle model year is 1980 or prior and the VIN is not 17 characters, you are given the option to continue with the process.

Search	
＊VIN:	1FDYW90WXLVA175	Search

Model Year	
＊ModelYear:	1980	OK

VIN Check
VIN entered was not 17 characters in length. Do you want to continue?
Yes   No

Fleet Buyer Tag – VIN Search

If the vehicle model year is 1981 or newer, the VIN is not 17 characters, and there is not a Texas record, the vehicle must be removed to continue with the process. **Note:** Trailers and travel trailers are excluded from this requirement.

If the vehicle model year is 1980 or prior and the VIN is not 17 characters, you are given the option to continue with the process.

Ability to Identify Franchise Dealers

A new indicator **Used Vehicle Sales Only** was added to the **Account Details**. For Franchise Dealers, the box will be unchecked. For Non-Franchise Dealers, the box is checked.

Franchise Dealer

Account Details

Dealer ID: 80843
Dealer GDN: P51769
GDN Category: MOTOR VEHICLE
Business Name: LEIF JOHNSON FORD II LTD
Doing Business As: LEIF JOHNSON FORD
Contact Name: ---
Email: ---
Phone #: ---

Address
12931 RESEARCH BLVD,
AUSTIN, TX 78765

☐ Used Vehicle Sales Only

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Non-Franchised Dealer

Account Details

Dealer ID: 274183
Dealer GDN: P124043
GDN Category: MOTOR VEHICLE
Business Name: HENRY CHIGOZIEM CHUKS
Doing Business As: HENRY HOUSTON AUTOMOBILES
Contact Name: HENRY CHUKS
Email: ---
Phone #: (832)665-9213

Address
9200 MAIN ST,
HOUSTON, TX 77025

☑ Used Vehicle Sales Only

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Limited Character Entry on VIN Searches

No special characters are allowed on a VIN search. All characters must be 0-9 and all letters except for I, O, and Q.

Indicator Displays When Dealer/Converter Has Issued 90% Of Max Tags Allowed Per Tag Type

A message displays in eTAG when a dealer/converter has issued 90% of their tag limit per tag type.

Legislative Enhancements in Release 13.0

Denial of Access to eTAG (HB 3927)

As part of HB 3927, when fraud is determined, the Enforcement Division with the TxDMV can now deny access to the eTAG system through eLICENSING to a dealer/converter so that the dealer/converter can no longer issue eTAGs. If access is denied, dealers and converters receive letters through email with instructions and forms to complete to resolve their case. Also, access to the Administration menus in eTAG and webDEALER will be revoked. Once the matter is resolved, access to the Administration menus in eTAG and webDEALER will be reinstated.