



October 2025

# WebDEALER

## User Guide Addendum

### Release 25.4.1



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

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## Document Overview

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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 User Guides. This document does not provide step-by-step instructions on how to use webDEALER.

### Audience

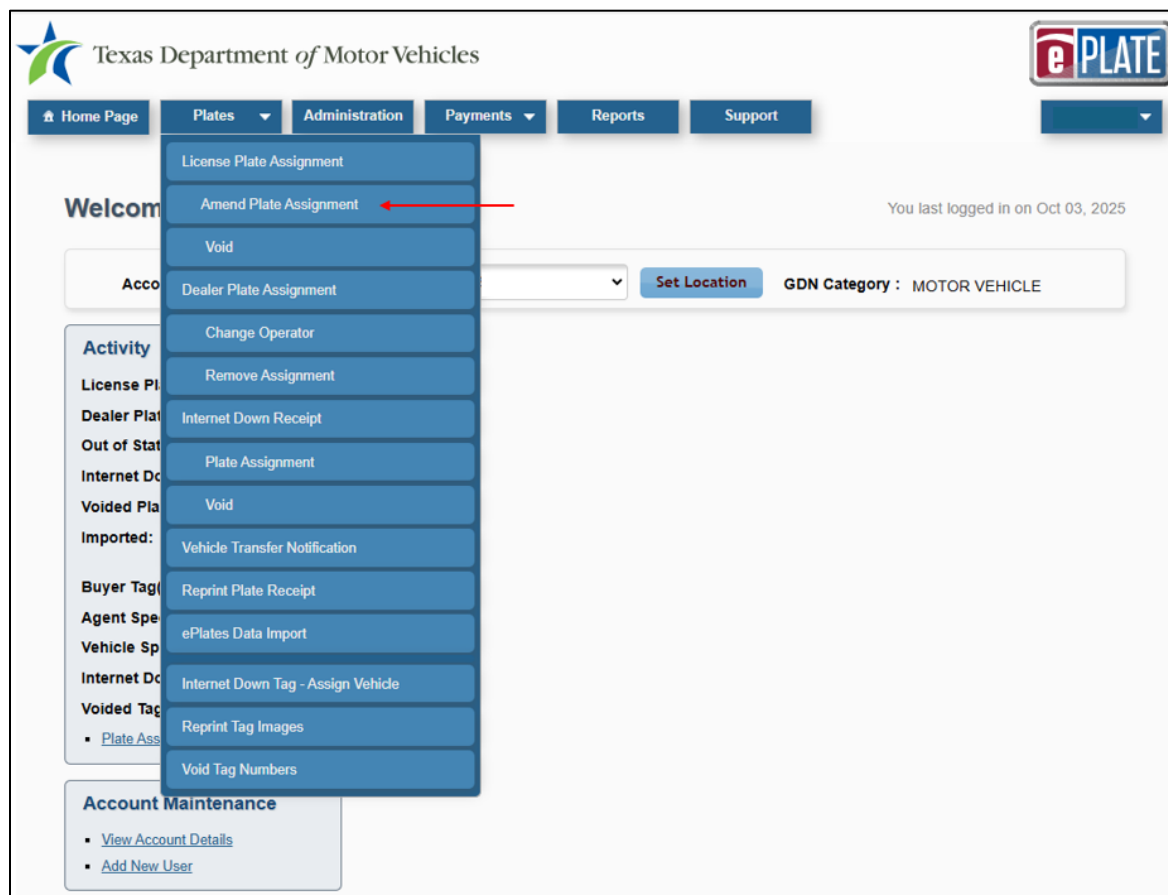
The intended audience of this document is users of webDEALER.

## Enhancements in Release 25.4.1

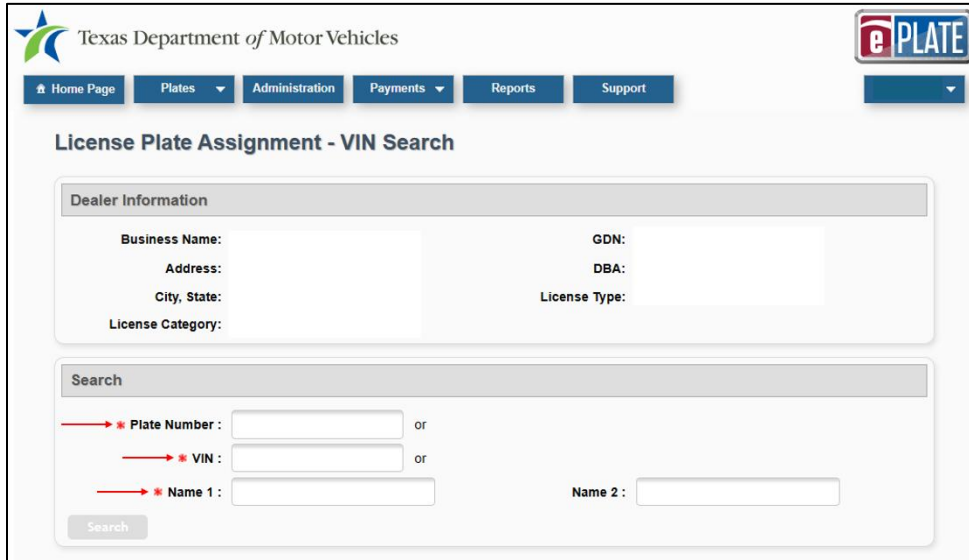
### Amending Existing Plate Assignments

Dealers can now amend existing license plate assignments that are not associated with an active title application. If an active title application exists in webDEALER or the Registration and Title System (RTS), the title application will need to be voided/canceled in webDEALER or RTS before the license plate assignment can be amended.

Dealers can process amendments for existing license plate assignments by navigating to the Amend Plate Assignment section within the Plates menu.



After selecting the Amend Plate Assignment option, the dealer will be required to locate the existing license plate assignment by searching using the Plate Number, VIN, or the purchaser's name on the License Plate Assignment- VIN Search page.



The screenshot shows the 'License Plate Assignment - VIN Search' page. At the top, there is a navigation bar with links: Home Page, Plates, Administration, Payments, Reports, and Support. The 'Plates' link is highlighted. Below the navigation bar, the page title 'License Plate Assignment - VIN Search' is displayed. The main content area is divided into two sections: 'Dealer Information' and 'Search'. The 'Dealer Information' section contains fields for Business Name, Address, City, State, License Category, GDN, DBA, and License Type. The 'Search' section contains three search criteria: Plate Number, VIN, and Name 1, each with a corresponding input field and a 'Search' button. There are also 'or' labels between the criteria and a 'Name 2' field.

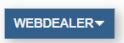
If an active title application exists for the VIN associated with the license plate assignment, the plate assignment cannot be amended. The following error messages will display on the License Plate Assignment – VIN Search page confirming that a webDEALER title application or RTS transaction has been found and must be voided/canceled, before the plate assignment can be amended.



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### License Plate Assignment - VIN Search



Amend Action is not applicable on this plate. Active Web Dealer title found.

#### Dealer Information

|                |                   |
|----------------|-------------------|
| Business Name: | GDN:              |
| Address:       |                   |
| City, State:   | License Type:     |
| Phone:         | License Category: |

#### Search

\* Plate Number :  or

\* VIN : 3VWRP69M13M152556 or

\* Name 1 :  Name 2 :

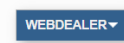
| Plate Number | Date Assigned | Plate Expiration Date |
|--------------|---------------|-----------------------|
|              | Oct 16, 2025  |                       |



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### License Plate Assignment - VIN Search



Amend Action is not applicable on this plate. RTS transaction found.

#### Dealer Information

|                |                   |
|----------------|-------------------|
| Business Name: | GDN:              |
| Address:       |                   |
| City, State:   | License Type:     |
| Phone:         | License Category: |

#### Search

\* Plate Number :  or

\* VIN : 3VWRP69M13M152556 or

\* Name 1 :  Name 2 :

| Plate Number | Date Assigned | Plate Expiration Date |
|--------------|---------------|-----------------------|
|              | Oct 16, 2025  |                       |

If the existing license plate assignment record is located and an active title application is not found, the dealer will be presented with the License Plate Assignment- Confirm Information page. To begin the amendment process the dealer will need to select the Edit icon in the section that they wish to amend.


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### License Plate Assignment - Confirm Information

**Dealer Information**

Business Name:  
Address:  
City, State:  
License Category:

GDN:  
DBA:  
License Type:

**Vehicle Information**
Edit

VIN:  
Make: FORD  
Body Style: PK  
Vehicle Class : PASS  
Carrying Capacity :  
Empty Weight: 5000

Year: 1970  
Model: TAC  
Major Color: SILVER

**Purchaser Information**
Edit

Buyer Name 1: MAX  
Buyer Name 2: MAX  
Address: TXDMV  
City: AUSTIN  
State: TX  
Phone:

ZIP: 78748

**Lienholder Information**
Edit

**Sales Information**
Edit

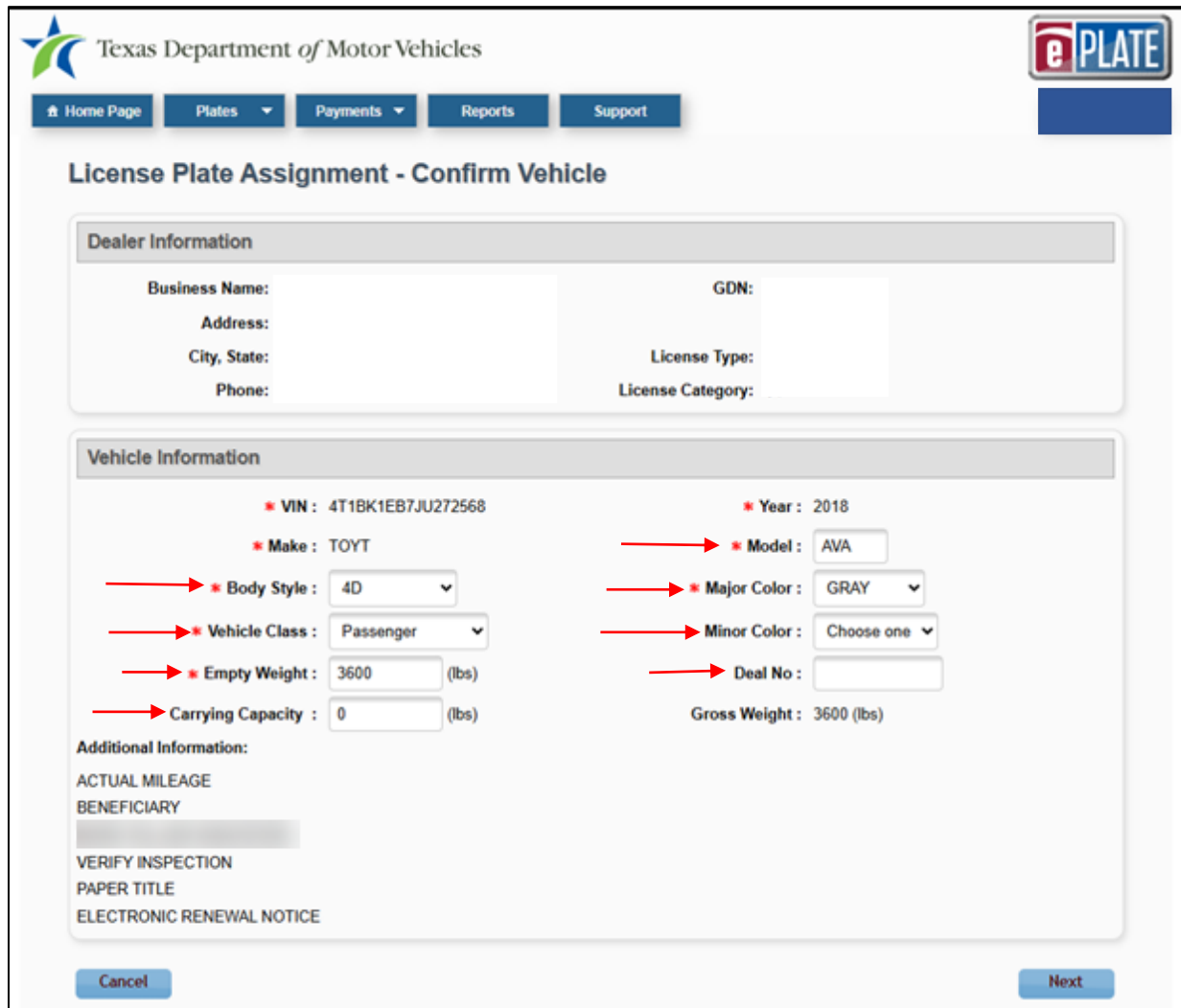
Sale Date(mm-dd-yyyy): 04/08/2025  
Is this vehicle to be exported?: No  
Title and Registration in Texas: Yes  
General Issue Plate: Yes  
Item Code Key: PSP  
Plate Choose:

Expiration Date: 08/05/2025

Cancel Save

For license plate assignments that were previously completed using a VIN that has an existing RTS vehicle record, dealers can amend the following license plate assignment details.

- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color
- Empty Weight
- Carrying Capacity
- Deal No



**Dealer Information**

Business Name: \_\_\_\_\_ GDN: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ License Type: \_\_\_\_\_

Phone: \_\_\_\_\_ License Category: \_\_\_\_\_

**Vehicle Information**

\* VIN : 4T1BK1EB7JU272568 \* Year : 2018

\* Make : TOYT \* Model : AVA

\* Body Style : 4D \* Major Color : GRAY

\* Vehicle Class : Passenger \* Minor Color : Choose one

\* Empty Weight : 3600 (lbs) \* Deal No : \_\_\_\_\_

\* Carrying Capacity : 0 (lbs) Gross Weight : 3600 (lbs)

**Additional Information:**

ACTUAL MILEAGE \_\_\_\_\_

BENEFICIARY \_\_\_\_\_

VERIFY INSPECTION \_\_\_\_\_

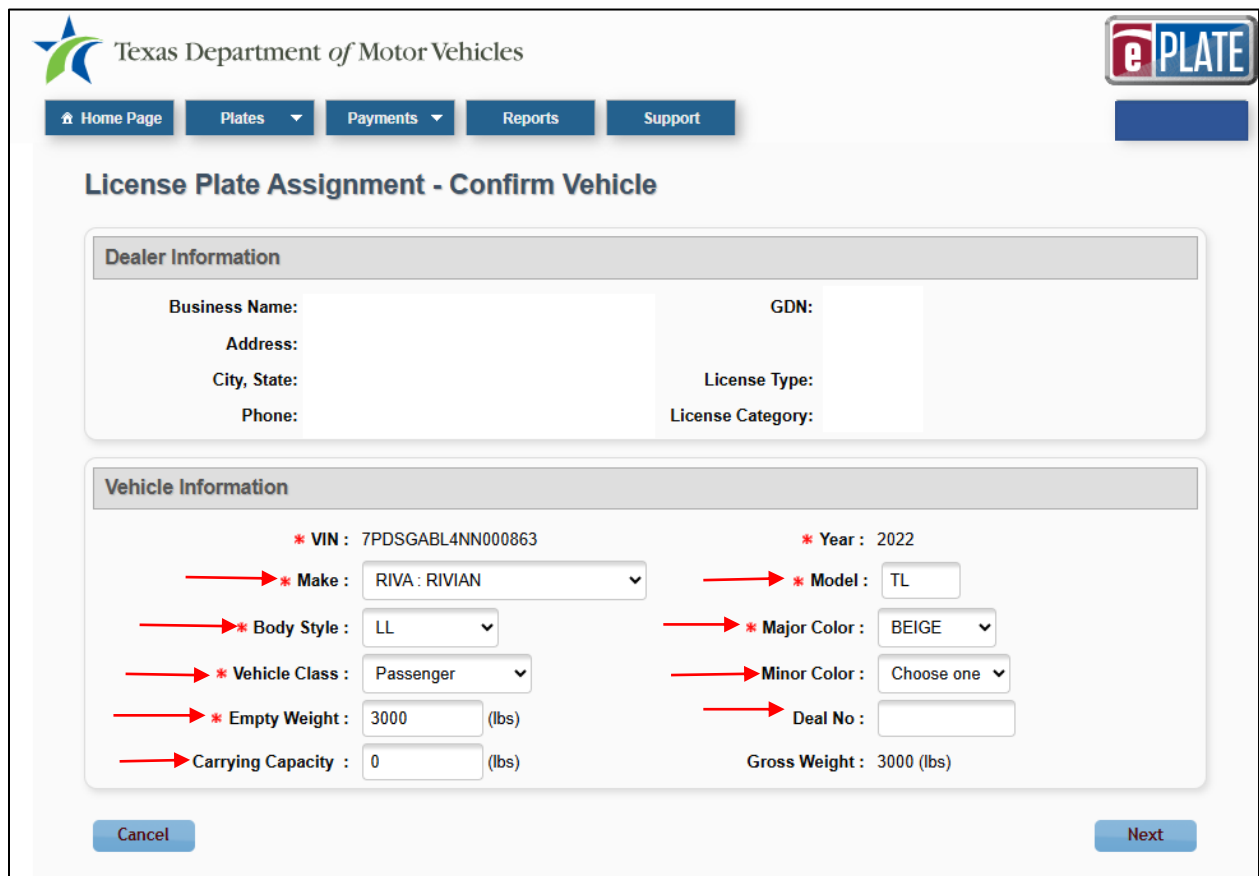
PAPER TITLE \_\_\_\_\_

ELECTRONIC RENEWAL NOTICE \_\_\_\_\_

**Cancel** **Next**

For license plate assignments that were previously completed using a VIN that does not have an existing RTS vehicle record, dealers can amend the following license plate assignment details.

- Make
- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color
- Empty Weight
- Carrying Capacity
- Deal No



The screenshot shows the 'License Plate Assignment - Confirm Vehicle' form in the webDEALER system. The form is divided into two main sections: 'Dealer Information' and 'Vehicle Information'.

**Dealer Information:**

- Business Name: [Text Field]
- Address: [Text Field]
- City, State: [Text Field]
- Phone: [Text Field]
- GDN: [Text Field]
- License Type: [Text Field]
- License Category: [Text Field]

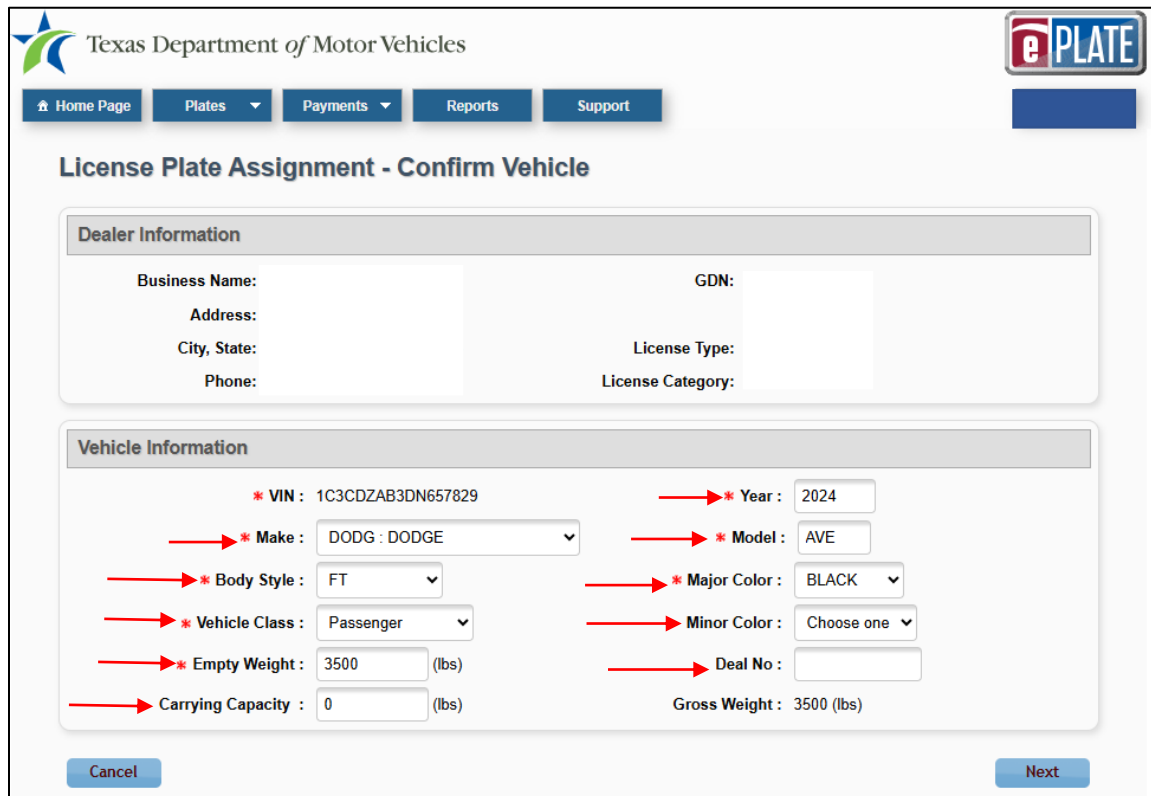
**Vehicle Information:**

- \* VIN : 7PDSGABL4NN000863
- \* Year : 2022
- \* Make : RIVA : RIVIAN (dropdown)
- \* Model : TL (dropdown)
- \* Body Style : LL (dropdown)
- \* Major Color : BEIGE (dropdown)
- \* Vehicle Class : Passenger (dropdown)
- \* Minor Color : Choose one (dropdown)
- \* Empty Weight : 3000 (lbs) (text field)
- \* Deal No : [Text Field]
- \* Carrying Capacity : 0 (lbs) (text field)
- Gross Weight : 3000 (lbs)

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

For license plate assignments that were previously completed using a VIN for a vehicle that is a motorhome, ambulance, or fire fighting vehicle, dealers can amend the following license plate assignment details.

- Year
- Make
- Model
- Body Style
- Vehicle Class
- Major Color
- Minor color
- Empty Weight
- Carrying Capacity
- Deal No



The screenshot shows the 'License Plate Assignment - Confirm Vehicle' form in the webDEALER system. The form is divided into two main sections: 'Dealer Information' and 'Vehicle Information'.

**Dealer Information:**

- Business Name: [Text Field]
- Address: [Text Field]
- City, State: [Text Field]
- Phone: [Text Field]
- GDN: [Text Field]
- License Type: [Text Field]
- License Category: [Text Field]

**Vehicle Information:**

- \* VIN : 1C3CDZAB3DN657829
- \* Year : 2024
- \* Make : DODG : DODGE
- \* Model : AVE
- \* Body Style : FT
- \* Major Color : BLACK
- \* Vehicle Class : Passenger
- \* Minor Color : Choose one
- \* Empty Weight : 3500 (lbs)
- \* Deal No : [Text Field]
- \* Carrying Capacity : 0 (lbs)
- Gross Weight : 3500 (lbs)

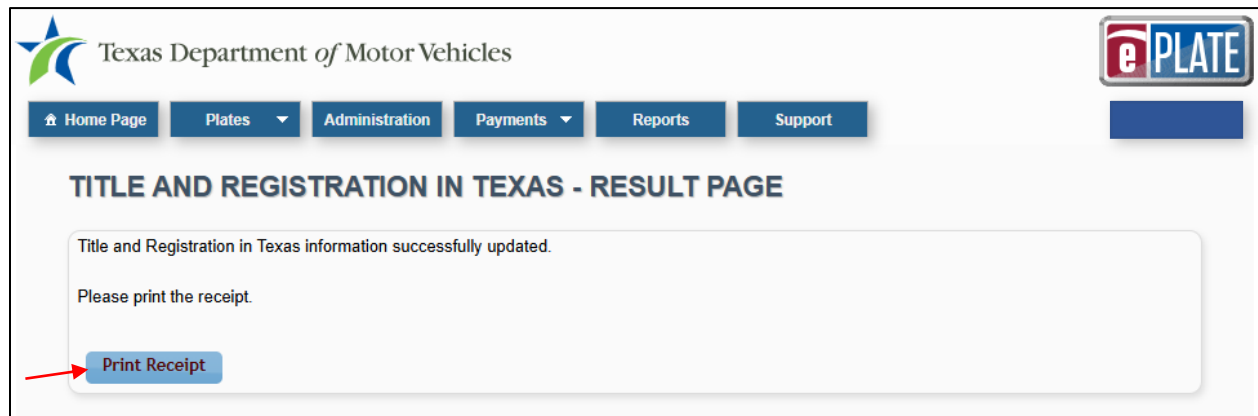
At the bottom of the form, there are 'Cancel' and 'Next' buttons.

In all instances, dealers can also amend the information that was previously provided in the Purchaser Information and Lienholder Information sections. Dealers can also amend the Sales Date that was previously provided in the Sales Information Section.

**Note: Plate assignments cannot be amended in a manner that would require a different plate type than was previously issued. The system will only allow for the completion of the amendment using a registration class that aligns with the initial plate issued (a full list of registration classes will not be offered). If changes need to be made for the issuance of a different plate type the plate assignment will need to be voided and a new plate assignment will need to be initiated. Thus, requiring the dealership to obtain the original issued plate from the purchaser, if it has been distributed, as the plate will be added back into the Inventory Management System.**

## Printing an Amendment Receipt

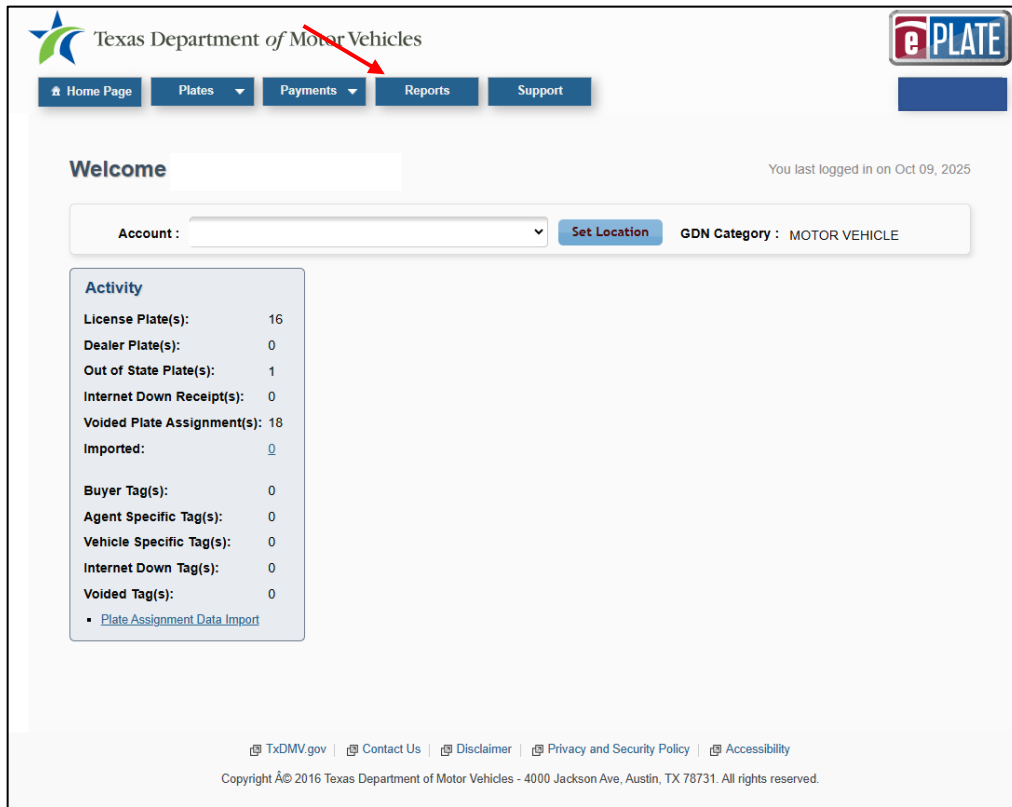
Once an amendment is complete, a new license plate assignment receipt with the amended details should be printed and provided to the buyer. Dealers can print the amendment receipt by selecting the Print Receipt option on the Title and Registration in Texas – Result Page.



When a title application is started webDEALER will automatically carry forward the changes made in ePLATE during the license plate amendment process.

## Viewing Completed Amendments

Dealers can view amended license plate assignments by navigating to the Reports tab and selecting the Voiced Plates/Receipt Report within the Select a Report menu that is located on the Reports page.



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Home Page | Plates | Payments | **Reports** | Support

Welcome You last logged in on Oct 09, 2025

Account :  [Set Location](#) GDN Category : MOTOR VEHICLE

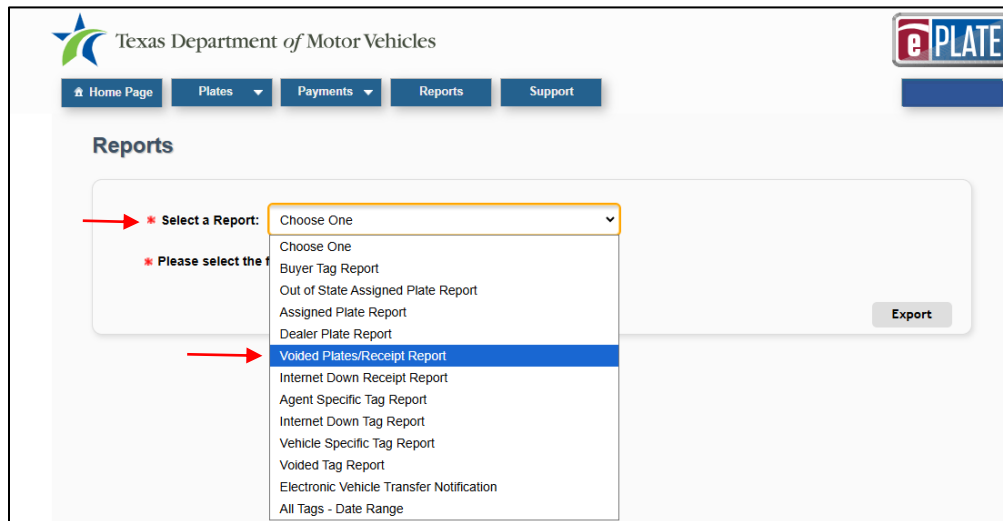
**Activity**

|                             |                   |
|-----------------------------|-------------------|
| License Plate(s):           | 16                |
| Dealer Plate(s):            | 0                 |
| Out of State Plate(s):      | 1                 |
| Internet Down Receipt(s):   | 0                 |
| Voiced Plate Assignment(s): | 18                |
| Imported:                   | <a href="#">0</a> |
| Buyer Tag(s):               | 0                 |
| Agent Specific Tag(s):      | 0                 |
| Vehicle Specific Tag(s):    | 0                 |
| Internet Down Tag(s):       | 0                 |
| Voiced Tag(s):              | 0                 |

[Plate Assignment Data Import](#)

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**Reports**

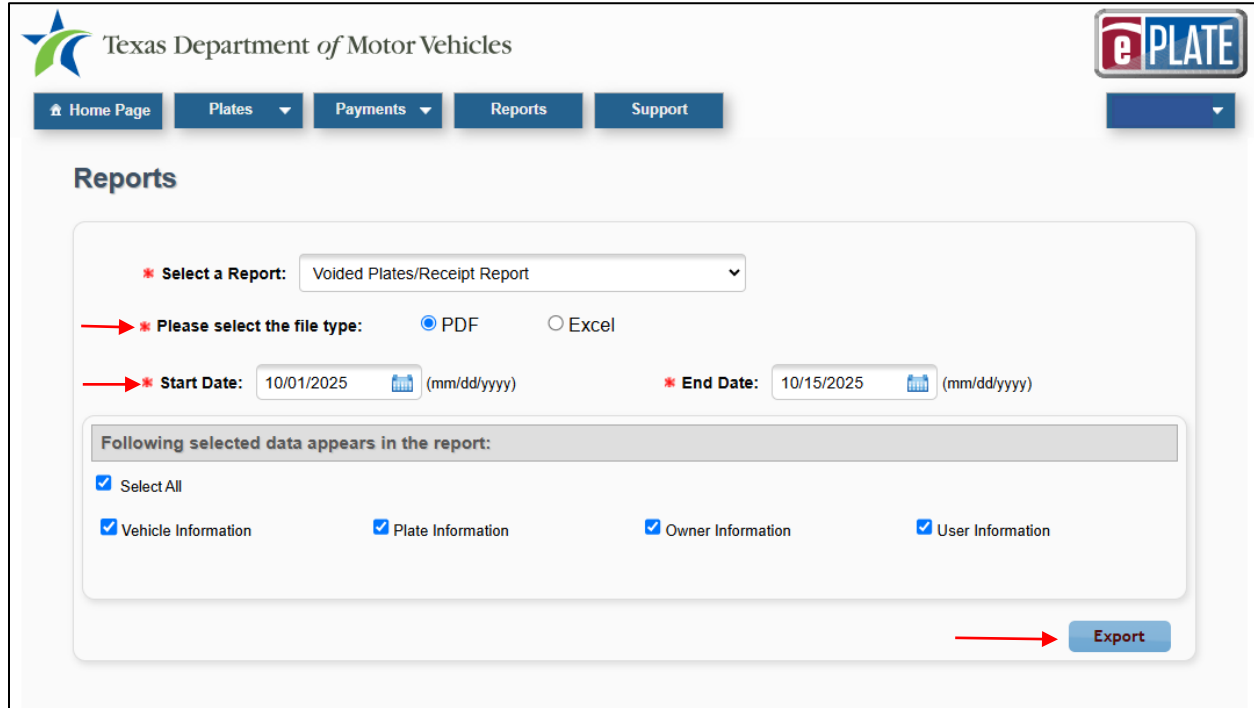
\* Select a Report:

\* Please select the following report:

- Choose One
- Buyer Tag Report
- Out of State Assigned Plate Report
- Assigned Plate Report
- Dealer Plate Report
- Voiced Plates/Receipt Report**
- Internet Down Receipt Report
- Agent Specific Tag Report
- Internet Down Tag Report
- Vehicle Specific Tag Report
- Voiced Tag Report
- Electronic Vehicle Transfer Notification
- All Tags - Date Range

[Export](#)

After selecting the Voided Plates/Receipt Report option dealers will need to select the file type and enter the Start Date and End Date before selecting Export to view the report.



**Reports**

\* Select a Report: Voided Plates/Receipt Report

\* Please select the file type: ☒ PDF ☐ Excel

\* Start Date: 10/01/2025 (mm/dd/yyyy) \* End Date: 10/15/2025 (mm/dd/yyyy)

Following selected data appears in the report:

☒ Select All

☒ Vehicle Information ☒ Plate Information ☒ Owner Information ☒ User Information

**Export**

Amended license plate assignments will display on the Voided Plates/Receipt Report with the Void Reason shown as “Amended”, while other voided plates will continue to display on the report with a Void Reason other than amended.

**Voided Plates/Receipt Report Oct 17, 2025 to Oct 17, 2025**

**Voided License Plate Assignments**

| Plate Number | Plate Type | Void Date  | Voided By | Void Reason               | Date of Sale | Date Created | Expiration Date | VIN               | Year | Make | Model | Major Color |
|--------------|------------|------------|-----------|---------------------------|--------------|--------------|-----------------|-------------------|------|------|-------|-------------|
|              | BYRPLT     | 10/17/2025 | COURTNEY  | CUSTOMER RETURNED VEHICLE | 10/17/2025   | 10/17/2025   | 10/17/2025      | JTLZE4FE5EJ051664 | 2014 | TOYT | CAM   | BEIGE       |
|              | BYRPLT     | 10/17/2025 | COURTNEY  | AMENDED                   | 10/17/2025   | 10/17/2025   | 10/17/2025      | JTEGD21A910015292 | 2001 | TOYT | COR   | BLACK       |