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1 Overview

Title applications are submitted electronically to your office. Applications include scanned images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, out of state title, Texas title, etc.), Form 130-U, odometer disclosure statement, and Vehicle Inspection Report (VIR). When you’re ready, approving the title application is literally a click of a button.

1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides you with a more efficient review process. Benefits and features include:

- Option to establish entities:
  - Without inventory – assign the plate and print the sticker at your office (no bond is required)
  - With inventory – entity is assigned an inventory of plates and stickers
    - Validation of inventory allocated to entities – live monitoring of inventory issued by entities
    - Ability to download assigned plate inventory data for use with inventory management systems

- System monitoring of outstanding title applications for an entity
- Entities in other counties can submit title applications electronically to your county once approved and established by your county
- Examine and view documents as a single PDF regardless of how the entity uploads the title application documents
- Live calculation of the prorated fees when transferring special plates
- Ability to easily return a title application with feedback
- Visibility of all title applications for your county from start to finish
- Ability to batch print receipts
• Payments and fees for each title application are calculated precisely

1.2 Signatures

With webDEALER, there are two ways an entity can process and complete a title application:

• Uploading the completed Application for Texas Title and/or Registration (Form 130-U)

• Electronically capturing the seller’s and buyer’s signatures using the Seller Disclosure and Buyer Acknowledgment feature

Note: An entity that is not a dealer (set up as a commercial fleet buyer) does not have the ability to capture the seller’s and buyer’s signatures electronically.

1.2.1 Upload of Application for Texas Title and/or Registration (Form 130-U)

This method requires the entity to upload the completed Form 130-U in order for the application to be electronically processed in webDEALER. The seller and buyer(s) will sign the Form 130-U as they normally do, and the entity will then upload it when processing the application.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires a dealer to begin the application by creating the seller’s disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this case, which will be evident when you review the title application.

See Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment.
**Note:** The buyer's signature requirement on the back of the ownership document is satisfied if the purchaser of the vehicle elects to electronically complete the Buyer Acknowledgment.
2 Getting Started

2.1 Setup

Notify your local TxDMV Regional Service Center (RSC) that you are ready to start using webDEALER. RSCs are there to set your county up to use webDEALER and assist in any way. Once a county administrator has been authorized to access webDEALER, your county can independently bring on entities.

webDEALER is intended to have at least two people in each county designated as administrators. Administrators are responsible for adding additional users, managing user permissions, and removing users.

2.2 Recommendations

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH can be established whereby you “pull” funds from an entity’s account as needed.

See Appendix 2 – ACH Authorization Example.

2.3 You Should Know

You cannot set a bookmark for a webDEALER title application. You will need to access it through the login page each time.

The original evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped SURRENDERED on the front and back, scanned, and uploaded to webDEALER. The SURRENDERED stamp on the back of the ownership document must be on the next blank assignment.

If a Dealer’s Reassignment accompanies the title application, the Dealer’s Reassignment must also be stamped SURRENDERED on the next available assignment or diagonally, if applicable.

An entity is required to retain the original, stamped evidence of ownership in their purchase and sales records.
Once a title is stamped **SURRENDERED**, that title becomes invalidated, is considered surrendered to the department, and cannot be used in another title application.

If the entity stamps **SURRENDERED** on a title in error, they will be required to replace the evidence of ownership document in order to submit a new title application.

**Note:** All signatures are required to be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate cannot be obtained, then the only option is to have the entity pursue the bonded title process, if applicable.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If you or TxDMV determines the documents attached to a title application are copies of originals, the title application must be returned or rejected, and the entity will be required to scan the originals or obtain ownership through the bonded title process, if applicable.

**Note:** Title applications with out of state titles containing value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) cannot be submitted through webDEALER.
3 Accessing and Using the Home Page

County administrators must first give a user security rights through RTS Local Options before a user is able to access webDEALER.

3.1 Accessing webDEALER

To access webDEALER, follow these steps:

1. Access webDEALER using an RTS workstation. The webDEALER menu link can be found under the RTS “Title/Registration” menu.

2. The RTS Workstation ID you access webDEALER through will display on the login page.

3. Enter your Username and Password for webDEALER, which are the same as RTS.

Note: Password changes must be completed using the RTS “Security” menu.

![Login Page](image.png)

Figure 2: Login Page

Note: When RTS is closed out, all of your webDEALER approved title applications will be reflected under your RTS Workstation ID.
3.2 Using the Home Page

The Home Page gives you an overall view of actions needed by your county.

![Home Page Screenshot]

**Figure 3: Home Page**

3.2.1 Home Page Tabs

The “Title Awaiting Review” tab displays up to 10 of the oldest title applications awaiting your review. Titles Awaiting Review are applications considered complete by entities and submitted to you for review and approval.

The “Reviewed Titles” tab displays the Reviewed Title Groups awaiting payment and approval.

The “DMV Rejected” tab displays title applications approved by you, but rejected by the TxDMV.

3.2.2 Title Activity Box

Counts of certain activities are shown in the Title Activity box. Clicking on the **underlined number** will take you to the list of applications for the particular activity.
3.2.3  Search Bar

You can use the search bar located in the top right corner to find a specific title application by searching by Vehicle Identification Number (VIN) or the Document Number (Doc#).

3.2.4  Navigation Menu

The blue tabs across the top of the page will show on every page allowing you to navigate quickly through webDEALER.

3.2.5  Authorized Entities

Clicking on Authorized Entities will display a page with all the entities authorized to submit title applications to your county.

```
<table>
<thead>
<tr>
<th>GDN</th>
<th>GDN Category</th>
<th>Dealer Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>P105561X</td>
<td>TRAILER/SEMIRAILER</td>
<td>ACE AUTO &amp; EQUIPMENT SALES INC</td>
<td>(210)690-0291</td>
</tr>
<tr>
<td>P105185</td>
<td>TRAILER/SEMIRAILER</td>
<td>ADRIAN PRETO - AIRCO AUTOMOTIVE</td>
<td>(915)479-5800</td>
</tr>
<tr>
<td>P3357X</td>
<td>TRAVEL TRAILER</td>
<td>ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER</td>
<td>(409)632-8414</td>
</tr>
<tr>
<td>P121014</td>
<td>MOTORCYCLE</td>
<td>ARANZAGO COUNTY MOTOR SPORT VEH - ERR OF SOUTH TEXAS</td>
<td>(361)205-4997</td>
</tr>
<tr>
<td>P121014</td>
<td>MOTORCYCLE</td>
<td>ARANZAGO COUNTY MOTOR SPORT VEH - ERR OF SOUTH TEXAS</td>
<td>(361)205-4997</td>
</tr>
<tr>
<td>P109034</td>
<td>MOTOR VEHICLE</td>
<td>ARTHUR JOHNSON INC - CITY AUTO SALES</td>
<td>(903)948-6261</td>
</tr>
<tr>
<td>P189</td>
<td>MOTORCYCLE</td>
<td>ATASCOSA COUNTRY SALES INC</td>
<td>(830)291-2244</td>
</tr>
<tr>
<td>P110537X</td>
<td>TRAVEL TRAILER</td>
<td>AUTO GROUP OF SAN ANTONIO LTD</td>
<td>(210)406-3322</td>
</tr>
<tr>
<td>P128859</td>
<td>MOTORCYCLE</td>
<td>BRADLEY L. HAMATH - B&amp;H REPAIR</td>
<td>(979)865-2155</td>
</tr>
<tr>
<td>P112306</td>
<td>MOTORCYCLE</td>
<td>PRENT MCCULLOUGH - MCCULLOUGH MOTORS</td>
<td>(254)756-3491</td>
</tr>
<tr>
<td>P234X</td>
<td>TRAILER/SEMIRAILER</td>
<td>CAMPBELL PORTABLE BUILDINGS, LT</td>
<td>(936)398-3389</td>
</tr>
<tr>
<td>P1055X</td>
<td>TRAILER/SEMIRAILER</td>
<td>CAMPBELL CLINIC INC</td>
<td>(361)729-0031</td>
</tr>
<tr>
<td>P100647X</td>
<td>TRAILER/SEMIRAILER</td>
<td>CHARLIE BOYES - CHARLIE BOYES AUTO SALES</td>
<td>(254)990-2688</td>
</tr>
<tr>
<td>P10342</td>
<td>MOTOR VEHICLE</td>
<td>CLEO BAY IMPORTS, INC - CLEO BAY HONDA</td>
<td>(204)690-7355</td>
</tr>
</tbody>
</table>
```

Figure 4: Authorized Entities
4 Administrator

webDEALER is intended to have a minimum of two administrators in each county with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

In order for a county user to have access to webDEALER, they must have a current username in RTS. The username and password in RTS will be the same for webDEALER.

Note: It is the county administrator’s responsibility to remove an employee's access when they are no longer working for your county.

4.1 Adding/Configuring a County User

1. The administrator logs into webDEALER.

2. On the Home Page, click the Administration tab.

3. The Location Details page displays your county information and authorized users.

4. On the Locations Details page, click Manage User Accounts.
5. Search for the user by entering their RTS username. Click **Search**.

![Figure 7: Search User](image)

6. Locate the user from the search results. Click **Add to Location** under the Action column.

![Figure 8: Add User to Location](image)

7. Select permissions for the user under the Assigned Permissions. Click **Save**.

![Figure 9: Assigned Permissions](image)
4.2 Adding Dealerships

County administrators add dealerships and can add dealership administrators or users. The dealership administrators must have an eTAG user name and password in order to be set up in webDEALER. Dealership users must also have an eTAG user name and password in order for the dealership administrator to add them as users. Their eTAG username and password will be used to access webDEALER.

If a dealership operates with multiple DBAs under one GDN license, you will need to add and configure each DBA separately.

**Note:** In order for a dealership with a motor vehicle GDN license to submit title applications for ATVs/ROVs to your office, you must first contact the TxDMV IT Service Desk to request an ATV/ROV modification to the dealership’s account.

To authorize a dealership to submit title applications to your county, follow these steps:

1. From any page, click **Dealer Management** under the Entities tab.

   ![Figure 10: Entities Tab – Dealer Management](image)

2. Click **Add New Dealer** at the bottom of the screen.

   ![Figure 11: Add New Dealer](image)
3. In the search box, enter the Dealer GDN. Click **Search**.

![Search Dealers](image)

**Figure 12: Search for Dealer**

4. Click on the **Dealer ID** (this is a system generated ID number). If a dealership operates under multiple DBAs, each DBA will have to be added separately in webDEALER and configured separately for inventory.

![Search Dealers](image)

**Figure 13: Search Results**

5. On the Account Details page, the dealership’s Contact Name, Email, and Phone # are populated based off their license information. Click **Save**.

![Account Details](image)

**Figure 14: Account Details Page**

**Note:** A “Used Vehicle Sales Only” box is available on the Account Details page. This box should be checked when setting up independent dealerships (used vehicles). You do not check this box for franchise dealerships.
4.2.1 Configuring Dealerships

After you have added the dealership, you will need to configure their permissions.

To configure a dealership, follow these steps:

1. On the dealership’s Account Details page, click Configure.

![Account Details Page](image)

**Figure 15: Account Details Page**

**Note:** After configuration, the following message will display on their Account Details page depending on how the dealership is set up:

- For franchise dealerships, it will show “New & Used Vehicle Sales”
- For independent dealerships (used vehicles), it will show “Used Vehicle Sales Only”

2. Complete the Configure Account for {County Name} page.

![Configure Account by County](image)

**Figure 16: Configure Account by County**
a. Enter the maximum number of unapproved title applications the dealership can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.

b. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

c. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Dealer ID Number is required if plates are to be issued by the dealership.

Note: When dealerships issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

3. Click Save.

4.2.2 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized, authorized to issue registration stickers, and has an inventory of license plates in webDEALER. Once approved by your county, the Dealer Deputy can set a Title Convenience Fee of up to $10.00 that will apply to each title application processed.

Note: Dealers that use webDEALER, but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers cannot assess the Title Convenience Fee.

4.2.3 Adding Additional Dealership Administrator

Dealer administrators are responsible for adding users and additional administrators to webDEALER. If needed, the county administrator can add an additional administrator to the dealership’s location, the administrator must have an eTAG account. Their eTAG username and password will be the same for webDEALER.
To add a dealership administrator, follow these steps:

1. Access the dealership’s Account Details. Click **Add User**.

![Account Details](image)

**Figure 17: Add Additional Dealership Administrator**

2. Search for the user by entering their eTAG information. Search by Username, their First and Last Name, or their Email. Click **Search**.

**Note:** A search by the Username yields the best results.

![Search User](image)

**Figure 18: Search User**
3. Locate the user from the search results. Click **Add to Account** under the Action column.

![Search User](image)

**Figure 19: Add to Account**

4. Check the Administrator check box under Assigned Permissions. This action will check all available permissions. Click **Save**.

![User Details](image)

**Figure 20: Administrative Permissions**

**Note:** The Web Service Access permission is for setup of a vendor integrated solution.
4.3 Adding a Commercial Fleet Buyer (CFB)

In order to have access to webDEALER, a CFB must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. To receive a CFB ID and Username, the CFB must contact your office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name
- The business address, city, state, zip
- Federal Employer Identification Number (FEIN) and Tax Permit Number
- Vehicle physical location (where the vehicles will be kept for titling purposes) if the CFB is a rental company
- The first and last name of the administrator and their contact information (phone number and email address)

Once received, you will need to open a TxDMV Service Desk request with this information to have the CFB location and first CFB administrator added to webDEALER.

4.3.1 Configuring Commercial Fleet Buyers

Once the TxDMV has added the CFB location, you must configure their account. To configure a CFB account, follow these steps:

1. From any page, select CFB Management under the Entities tab.

2. Click on the entity’s name under the CFB Name column.

Figure 21: Entities Tab – CFB Management
3. On the Account Details page, click Configure.

4. Complete the Configure Account for {County Name} page.
a. Enter the maximum number of unapproved title applications the CFB can have active at any one time. webDEALER defaults to 50; the maximum number is 5,000.

b. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

**Note:** You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

c. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Entity ID Number is required if plates are to be issued by the CFB.

**Note:** When CFB’s issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.

d. Select the “Rental” checkbox if the CFB is a vehicle rental company. If not, leave the box unchecked (selecting the “Rental” checkbox will make the physical address a required field).
e. Complete the Vehicle Physical Location section if the CFB is a rental company.

5. Click **Save**.

### 4.3.2 Adding Additional CFB Users

Each CFB user must be added by the TxDMV. You will need to open a new TxDMV Service Desk request to add additional CFB users to webDEALER. Once the user is in webDEALER, the CFB administrator can set the user’s permissions.

The first and last name of the user and their contact information (phone number and email address) will be required with each new user request.
5 Reviewing Title Applications

You can view a title application and mark it as reviewed while awaiting payment. To review a title application, the user must have “Review/Approve/Return Title” as an Assigned Permission (Refer to Section 4.1 – Adding/Configuring a County User).

You can find the title applications awaiting review in the following ways:

- On the Home Page, click the number adjacent to Awaiting Review in the Title Activity box.
- On the Home Page, under the Titles Awaiting Review tab.
- From any page, select Title Search under the Entities tab, and filter for “Submitted” application status.

![Figure 25: Title Awaiting Review](image)

To review a title application, follow these steps:

1. Click the VIN.

2. The Title Preview page displays, showing the Application Status as Submitted.
3. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (refer to Section 11 – Retracting Title Applications).

![Figure 27: Submitted Application with a Retraction Request](image)

4. Click **View Documents** to review the uploaded documents.

![Figure 28: View Documents Button](image)

5. The left column of the Documents popup contains the information entered in the application. The right column contains the documents uploaded by the entity. Verify the information matches, and close the Documents popup by clicking the X in the upper right corner.

![Figure 29: Documents Popup](image)
**Note:** For used vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.

6. If an entity has not been configured to issue plates, the Plate and Sticker Information section of the Title Preview page will reflect there is Incomplete Data (e.g., Plate number is missing). Click the **Edit Icon** on the right to open the Plate and Sticker Information page.

![Plate and Sticker Information Incomplete Data](image)

**Figure 30: Plate and Sticker Information**

7. Enter the Plate Number, and verify the Sticker Type is correct. Click **Save**.

![Plate and Sticker Information](image)

**Figure 31: Plate Number**

8. If the entity is transferring the buyer’s special plate, the Plate and Sticker Information section of the Title Preview page will display the special plate information.

![Special Plate](image)

**Figure 32: Special Plate**
9. When inspection is manually verified by the entity, the Inspection Information section is shown on the Title Preview page. A message will display to prompt you to verify the Vehicle Inspection Report (VIR) was uploaded by the entity and the inspection information entered matches the VIR.

![Figure 33: Inspection Information](image)

**Note:** The uploaded VIR will show in the View Documents popup.

10. Click **Review** at the bottom of the Title Preview Screen. The status will change from Submitted to Reviewed.

![Figure 34: Review Button](image)

11. The reviewed title application will appear on the Reviewed Titles with Payments Due page (if no grouping is enabled), on the Group Reviewed Titles for Payment (if county grouping is enabled), or on the Title Search page filtered for “Reviewed” status (if entity grouping is enabled). Refer to **Section 7 – Grouping Title Applications**.

**Note:** Once an entity groups the title application, it will appear on your Reviewed Title Groups with Payments Due page.
6 Returning a Title Application

A title application may be returned by you for any reason, such as the documents scanned were not the originals, the images were unreadable, missing signatures, or incorrect information. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles on the Home Page.

To return a title application, follow these steps:

1. Locate the application you want to return. Click the VIN.

2. On the Title Preview page, click Return Title at the bottom of the page.

   ![Figure 35: Return Title Button]

   **Note:** The Review button will not display if the title application is in the Reviewed status.

3. The Return Title Application popup displays. Type the reason for the return in the reason section of the popup. Click Return.

   ![Figure 36: Return Title Popup]

   **Note:** In order to return a Title Application that is in a group, the group will first need to be ungrouped (refer to Section 7.2 – Ungrouping Title Applications).
7 Grouping Title Applications

Title applications in Reviewed status can be grouped for payment. You can group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature (refer to Section 4.2.1 – Configuring Dealerships and Section 4.3.1 – Configuring Commercial Fleet Buyers). If grouping functionality is enabled for you or the entity, a title application must be grouped before payment and approval can be processed.

Note: If an entity is set up to group title applications, they will only be able to group those applications after your office has marked them as Reviewed.

If county grouping of title applications is enabled, Group Reviewed Titles is an option under the Payments tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.

If title applications have already been grouped, the Title Activity box will display the number of groups in the number adjacent to “Grouped.” Only groups created in the last 30 days will be counted.
7.1 Grouping Title Applications

If county grouping of title applications is enabled, follow these steps to group title applications:

1. Click on **Group Reviewed Titles** under the Payments tab.

2. On the Group Reviewed Titles for Payment page, select the entity you want to group applications for or use the Search Filter for submission date to populate the list of applications for grouping.

3. Mark the box to the left of each application to include in the group. Click **Group Titles**.

![Figure 39: Group Reviewed Titles for Payment](image)

4. The Group Reviewed Titles for Payment popup window will display. Click **Group Titles**.

![Figure 40: Group Reviewed Titles for Payment Popup](image)
5. The Group Reviewed Titles for Payment page is displayed with a confirmation, which includes the Group ID.

![Group Reviewed Titles for Payment](image)

**Figure 41: Group ID**

6. The group can be found on the Reviewed Title Groups with Payments Due page. The Group ID number is shown to the left of the group.

![Reviewed Title Groups with Payments Due](image)

**Figure 42: Reviewed Title Groups with Payments Due**

*Note:* Both county grouped and entity grouped applications will show on the same page.

### 7.2 Ungrouping Title Applications

Whomever is set up to do the grouping (county or entity) can also choose to ungroup the title applications.

*Note:* If the entity is set up to do the grouping, you cannot ungroup their grouped title applications.

Follow these steps to ungroup title applications your office has grouped.
1. From the Reviewed Title Groups with Payments Due page, click the **Group ID** of the group you want to ungroup.

![Figure 43: Reviewed Title Groups with Payments Due](image)

2. Once the Group Details is open, click **Ungroup**.

![Figure 44: Ungroup Title Applications](image)
3. A confirmation popup will display to verify you want to ungroup these applications. Click Yes to confirm.

![Figure 45: Ungroup Confirmation Request](image)

4. This group is now ungrouped, and you may regroup these title applications as necessary.
8 Approving and Recording Payment

Once title applications are in the Reviewed status or applications have been reviewed and grouped, you can approve and record payment.

8.1 Approving Non-grouped Applications

A title application in the Reviewed status can be approved if you or the entity are not set up to group.

To approve and record payment on non-grouped title applications, follow these steps:

1. Go to the Reviewed Titles with payments Due Page by selecting **Reviewed Titles with Payments Due** under the Payments tab.

2. Select the entity that submitted the application you want to approve and record payment.
3. Mark the box next to the title applications for approval and recording payment. Click **Record Payment**.

![Select applications](image)

**Figure 48: Select Title Applications**

4. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

![Approval and Payment Confirmation](image)

**Figure 49: Approval and Payment Confirmation Popup**
8.2 Approving Grouped Applications

Once applications are grouped, they can be approved, and payment can be recorded.

You can access Reviewed Title Groups with Payments Due in the following ways:

- On the Home Page, click the number adjacent to Grouped in the Title box.
- Select the **Reviewed Titles** tab on the Home Page, then click on a Group ID.
- From any page, select **Groups with Payments Due** under the Payments tab at the top of the page.

![Figure 50: Groups with Payments Due](image)

1. The Reviewed Title Groups with Payments Due page displays. Use the Search Filter to narrow your results, or expand an entity menu and click a **Group ID**.

![Figure 51: Reviewed Title Groups with Payments Due](image)
2. The Group Details page displays. Click **Record Payment**.

![Record Payment](image)

**Figure 52: Record Payment**

3. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

![Approval and Payment Confirmation](image)

**Figure 53: Approve and Record Payment**
9 View Payment

You can view payments that have been processed for all title applications.

To view payments, follow these steps:

1. Select **Payments Completed** under the Payments tab.

   ![Select Payments Completed](image1)

   **Figure 54: Select Payments Completed**

2. The Payments Completed page displays. Narrow the results by using the Search Filter, or click a Reference # to view the payment information.

   ![Payments Completed Page](image2)

   **Figure 55: Payments Completed Page**
3. The Payment Details displays with all the payment information.

![Payment Details](image1)

**Figure 56: Payment Details**

### 9.1 Delete Payment

If you processed a payment incorrectly or by mistake, you may delete the payment from the Payments Completed page.

Once a payment is deleted, the title application reverts back to an unpaid status; however, the application will still be approved. To delete a payment, follow these steps:

1. Click the Reference # of the payment on the Payments Completed Page.

2. Click Delete Payment in the Payment Details section.

![Delete Payment](image2)

**Figure 57: Delete Payment**
3. The Payments Completed page displays with the message “Payment record has been deleted. All associated titles have been marked as unpaid.”

4. Once a payment is deleted, the title application reverts back to an unpaid status. However, the application will still be approved. These applications will appear on the Approved Titles with Payments Due page. This page can be accessed by selecting **Approved Titles with Payments Due** under the Payments tab.

5. You can reprocess the payment from the Approved Titles with Payments Due page by selecting the applications for payment and clicking **Record Payment**.
6. Complete the Payment Confirmation information. Click **Record Payment**.

Figure 60: Payment Confirmation
10 Printing Receipts

If an entity is not configured to issue registration stickers, you can print the final receipt either individually or by a batch once a title application is approved. Follow these steps to print a receipt:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Entities tab. In the Search Filter, choose a status of “Approved.” You can optionally select an Entity and/or enter a Date Range to narrow your search criteria. Click **Search**. The results can then be grouped by Approval Date (default) or Entity.

2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications. Click **Print Receipt(s)**.

![Figure 61: Print Receipts](image)

3. A PDF message will appear, and you must open the file to view and print the receipts.

10.1 Print Receipt from Title Preview

The Title Preview screen will also show a link to “View Final Receipt” where you can print the final receipt for the individual title application.
Figure 62: Title Preview Page Print Receipt
11 Retracting Title Applications

An entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the entity.

11.1 Viewing Retraction Requests

You can locate title applications with retraction requests through the Title Activity box or from the Title Search page.

- On the Home Page, click the number next to Retractions in the Title Activity box.

![Figure 63: Retraction Requests](image)

- From any page, select **Title Search** under the Entities tab at the top of the page. Use the Search Filter to select an Application Status of “Submitted” with the Retraction Requests Only check box checked.

![Figure 64: Title Search Page – Retraction Requests](image)
To review a retraction request, follow these steps:

1. On the Submitted Title List page, click the **VIN**.

![Submitted Title List](image)

**Figure 65: Select VIN**

2. The Title Preview page will display. The Application Status will be in red, and there will be a warning message at the top of the page.

![Title Preview](image)

**Figure 66: Retraction Request, Title Preview Page**

3. You can view the reason for the retraction request by clicking the red **Application Status** to view the Transaction History.

![Transaction History](image)

**Figure 67: Transaction History**
11.2 Approving Retraction Requests

To approve a retraction request and place the application in the Returned status, follow these steps:

1. On the Title Preview page, click Return Title.

2. The Return Title Application popup will appear. Enter in the reason for returning the application, which enables the Return button. Click Return.

3. This will approve the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit and resubmit the title application.
11.3 Declining Retraction Requests

To decline a retraction request, follow these steps:

1. Review the information on the Title Preview page, and review the uploaded documents by clicking **View Documents**.

   ![Figure 70: View Documents](image)

2. The Review button will activate after the View Documents popup closes, and the Plate and Sticker information has been updated, if applicable. Click **Review**.

   ![Figure 71: Click Review](image)

3. You must certify you want to proceed with the application even though there is a pending retraction request on the application. Click **Review**.

   ![Figure 72: Retraction Request Certification](image)

4. The declined retraction request will be documented in the Transaction History and can be seen by clicking the **Application Status** on the Title Preview page.
12 Transaction History

The history of title applications is tracked and displayed in a Transaction History that can be viewed by clicking on the **Application Status** on the Title Preview page.

The types of transactions collected and displayed in the Transaction History include:

- Retraction Request – when a retraction is requested
- Retraction Declined – when a retraction is requested and not accepted by your office
- Returned – when a title application is returned or when a retraction request is approved (thus returning the title application)
- Resubmitted – when a title application is resubmitted

To view the transaction history on an application, follow these steps:

1. Locate the title application, and open the Title Preview page by clicking the **VIN**.
2. Click the **Application Status** on the top of the page.
3. Any reasons added to retraction requests, returned transactions, or resubmitted transactions will appear for each entry in the Transaction History.
13 Download Assigned Inventory File

When an entity has submitted applications for approval, you can download the assigned plate inventory into a data file format (DAT) for use with your inventory management system.

To download the assigned inventory file, follow these steps:

1. Click the number adjacent to “Awaiting Review” in the Title Activity box, or from the Title Search page. On the Title Search page:
   - Select an Entity from the dropdown or enter a Date Range, and
   - Select an Application Status of “Submitted” or “Approved.”

   ![Submitted Title List](image)

   **Figure 75: Submitted Title List**

   **Note:** The Assigned Inventory button will only appear when the search criteria include the selections in the bullets above.

2. Click **Assigned Inventory**. This will identify all title applications with an entity’s assigned inventory and generate a downloadable file.

3. The file will display giving you the option to open, save, or cancel.

   ![Opening File](image)

   **Figure 76: Assigned Inventory File**
4. Save the file to your preferred location or local file system (e.g., Desktop, folder, etc.).

5. Import the file into your inventory management system (external to RTS-POS).
Appendices

Appendix 1 – Title Application Receipt
Appendix 2 – ACH Authorization Example

Automatic Bank Draft Authorization Form

**** Please note that if your bank has an ACH limit, please notify this office and make sure that your work does not exceed that limit, have the limit raised if necessary or authorize the <Name> County Tax Office to be able to exceed the limit if your work requires****

I (we) hereby authorize the <Name> County Tax Assessor/Collector’s Office, herein called Company, to initiate debit transactions from the U.S. Bank named below: herein called Depository, for the payment of the tax, title and registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

<table>
<thead>
<tr>
<th>Field</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
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<tr>
<td>Mailing Address</td>
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<tr>
<td>City</td>
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<tr>
<td>State</td>
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<tr>
<td>Account Number</td>
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</tr>
<tr>
<td>Bank Representative</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.

Authorized Signature:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
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<table>
<thead>
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<th>Title</th>
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<td></td>
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</tbody>
</table>

Return this form to <Name> County Tax Assessor/Collector’s office at <County Address, City, State>. Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<table>
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<th>Name of County</th>
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<tbody>
<tr>
<td>Sample</td>
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<tr>
<td>Austin, TX 78701</td>
</tr>
<tr>
<td>(555) 123-4567</td>
</tr>
<tr>
<td>Fax (555) 123-4567</td>
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<table>
<thead>
<tr>
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<td>123 Sample</td>
</tr>
<tr>
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</tr>
<tr>
<td>(555) 123-4567</td>
</tr>
<tr>
<td>Fax (555) 123-4567</td>
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<table>
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<tr>
<th>Satellite Locations</th>
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<td>123 Sample</td>
</tr>
<tr>
<td>Austin, TX 78701</td>
</tr>
<tr>
<td>(555) 123-4567</td>
</tr>
<tr>
<td>Fax (555) 123-4567</td>
</tr>
</tbody>
</table>
Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer’s signature on the Form 130-U and the odometer disclosure.

- Only the buyer may interact with the buyer acknowledgment process.

- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.

- Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.

- Buyer must have a current, valid Texas Driver License/ID.

**Note:** This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person’s identity. However, an expired Texas Driver License/ID can be used for webDEALER’s Form 130-U Upload method.

- If there is a second owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.

- Only one trade-in is allowed.

- For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.

- Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).
Appendix 4 – Entity Equipment Requirements

Each location must have the proper equipment and infrastructure necessary for the webDEALER application.

Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

This application requires access to the Internet; a high speed Internet connection is recommended.

Web Browsers

The system was designed to be compatible with the latest web browsers.

<table>
<thead>
<tr>
<th>Web Browser</th>
<th>Website</th>
<th>Version Requirements</th>
</tr>
</thead>
</table>
| Internet Explorer | www.microsoft.com/ie   | Internet Explorer versions 8.0 and later  
Note: Compatibility Mode should be turned off |
| Firefox     | www.mozilla.com/firefox | Latest version                                           |
| Safari      | www.apple.com/safari     | Safari is a web browser designed and developed by Apple for the Macintosh Operating System. |
| Chrome      | www.google.com           | Chrome is a freeware web browser developed by Google. |

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click Help, About [Browser Name] where [Browser Name] is the name of the browser you are using.
Adobe Acrobat Reader

Adobe Acrobat Reader is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may click here to download Adobe Acrobat Reader.

Printer Requirements

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Alignment is the most frequent challenge encountered printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. You will decide how many test stickers should be printed for your review, and sticker paper used for testing should also be taken into consideration.
The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.
2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

**Scanner Requirements**

The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable could delay processing.

Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

**Surrendered Stamp**

Each location must have a SURRENDERED stamp for stamping surrendered on the ownership evidence.

- Ink: Black
- Text: Arial
- Size: 1/4 in. H x 2-1/4 in. L
Appendix 5 – Document Upload Order

Note: This list is not intended as an all-inclusive list of supporting evidence.

1. Application for Texas Title and/or Registration (Form 130-U)

2. Evidence of Ownership:
   - Manufacturer’s Certificate of Origin
   - Texas Certificate of Title
   - Texas Certified Copy of Title
   - Out of State Title

3. Other Supporting Evidence:
   - Dealer’s Reassignment of Title for a Motor Vehicle (Form VTR-41-A)
   - Limited Power of Attorney for Eligible Motor Transactions (Form VTR-271)
   - Power of Attorney for Transfer of Ownership to a Motor Vehicle (Form VTR-271-A)
   - Repossession Affidavit
   - Release of Lien
   - Beneficiary Designation for a Motor Vehicle (Form VTR-121)
   - Rights of Survivorship Ownership Agreement for a Motor Vehicle (Form VTR-122)
   - Weight Certificate

4. Out of State Vehicles:
   - Vehicle Inspection Report

5. Additional Supporting Documents
## Appendix 6 – Support Information

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contact</th>
<th>Contact Information</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>System Process or Business Policy/Procedure</td>
<td>TxDMV Regional Service Center</td>
<td>Local phone or e-mail</td>
<td>Monday – Friday 8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>webDEALER System Issues</td>
<td>TxDMV IT Service Desk</td>
<td>(877) 933-2020</td>
<td>Monday – Friday 7:00 AM – 7:00 PM, Saturday 8:00 AM – 3:30 PM</td>
</tr>
</tbody>
</table>