# Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

# webDEALER

# Dealer User Guide

June 2025

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# 1 Overview

Title applications are submitted electronically to county tax assessor-collector's offices. 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.). webDEALER provides a straightforward process to transfer information quickly from a dealer management system to webDEALER, as well as a manual entry option (keyboard entry). When a title application is complete, submitting the title application to the county tax assessor-collector's office is just 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 county tax assessor-collector's offices with a more efficient review process. Benefits and features include:

- Validation of inventory allocated to your dealership – if any has been allocated

- System monitoring of outstanding title applications for your dealership

- Option by the county to establish your dealership without inventory – instead the county assigns the plate(s) and prints the sticker(s) – no surety bond required

- Ability to submit title applications electronically to multiple counties once approved and established by each county tax assessor-collector's office

- Live calculation of the prorated fees when transferring special plates

- Ability to easily review the reason for the return of a title transaction

- Visibility of all title applications from start to finish

- Ability to charge the Title Convenience Fee (if you are a Dealer Deputy)

- Payments and fees for each title application are calculated precisely

- Ability to batch print receipts

## 1.2 Signatures

With webDEALER, there are two ways to 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 signature using the Seller Disclosure and Buyer Acknowledgment feature

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

This method requires you to upload the completed Form 130-U for the application to be electronically processed in webDEALER. The closer at your dealership will not need to log in to webDEALER when finalizing the sale. Instead, the closer and buyer(s) will sign the Form 130-U, as they normally do, and your dealership's titling clerk will then upload the form when processing the application.

## 1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires your dealership to begin the application in webDEALER by creating the Seller's Disclosure at the time of sale. This includes the closer or someone at your dealership providing vehicle information and the buyer's Texas Driver License/Identification (ID) card details.

To complete the Buyer Acknowledgment, the buyer must have a valid Texas Driver License/ID card, the last eight-digits of the VIN, Texas Driver License/ID card number, Date of Birth, Driver License/ID card audit number, and last four-digits of their Social Security number. Successful acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. Form 130-U is not required to be uploaded when the Electronic Seller Disclosure and Buyer Acknowledgement process is completed. See Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment.

**Note:** Completion of the Electronic Seller Disclosure and Buyer Acknowledgment process satisfies the assignment and odometer disclosure requirements on the back of the ownership document between the buyer and your dealership. The assignment

and odometer disclosure section on the back of the ownership document can be left blank.

# 2  Getting Started

## 2.1  What to Expect

webDEALER access is restricted to business hours (6:00 AM to 11:59 PM CST). Notification by banner will remind all users of the availability schedule. If users attempt to access webDEALER outside the noted business hours, they will be redirected to the login page.

Your session will expire after 10 minutes of inactivity, with a two-minute warning to extend the session if needed. For security purposes, users must re-enter their login credentials after one hour of continuous use, and accounts will lock after three failed login attempts. Additionally, if your user permissions are updated while logged in, the system will log you out, and you will need to re-login to continue.

The county tax assessor-collector's office and TxDMV staff are available to answer your questions.

**To access webDEALER, you must have eTAG access. The eTAG username and password will be the same for webDEALER.**

Appendix 4 – Equipment Requirements to ensure your equipment is compatible and you have all needed supplies.

## 2.2  Setup

The county tax assessor-collector's office will set up your dealership in webDEALER. New webDEALER Administrators must be fingerprinted through eLICENSING prior to receiving administrator privileges. Once TxDMV has verified that a user has completed the fingerprinting process, the dealership administrator is responsible for adding additional users, managing user permissions, and removing users.

To submit title applications to multiple counties, each of those counties must authorize your dealership in webDEALER.

**Note**: If you have multiple DBAs under one dealer license, you must inform the county tax assessor-collector's office of each location from which you will file webDEALER title applications.

**Note:** Dealers with a motor vehicle license can sell certain off-highway vehicles (all-terrain vehicles, recreational off-highway vehicles, and utility vehicles). webDEALER allows all motor vehicle dealers the ability to process title applications for off-highway vehicles. This does not include off-highway motorcycles.

## 2.3  Recommendations

It is highly recommended that payments be made via Automated Clearing House (ACH) to achieve the most benefit from webDEALER. Payments are completed outside of webDEALER between your dealership and the county tax assessor-collector's office. Your county tax assessor-collector's office can assist with this process.

## 2.4  You Should Know

You cannot set a bookmark for webDEALER once the application has been started. You will need to access webDEALER 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 <u>front and back</u>, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment.

**Note:** If all assignments are full, stamp in the lien section or diagonally, if applicable, to avoid covering any important information.

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, to avoid covering any important information.

You are required to retain the original stamped evidence of ownership in your purchase and sales records.
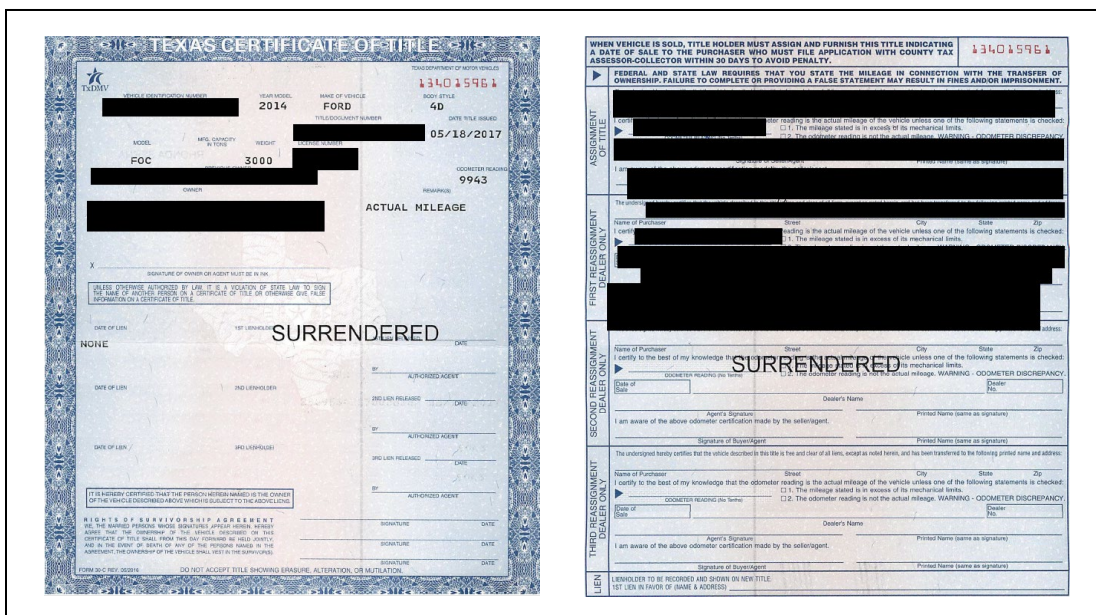
Figure 1: Surrendered Title

It is your responsibility to verify the evidence of ownership is the latest. Once you stamp a title **SURRENDERED**, that title becomes invalid, is considered surrendered to the department, and cannot be used in another title application.

If you stamp **SURRENDERED** on a title in error, you will be required to replace the evidence of ownership document in order to submit the title application.

**Note:** All signatures are required to be recreated (i.e. signed by the original person or persons). If assignments cannot be recreated or a duplicate cannot be obtained, you will be required to obtain ownership through the bonded title process, if eligible.

**Note:** In the event the evidence of ownership is stamped **SURRENDERED** and webDEALER prevents the title application from being processed due to system limitations, you may submit the stamped documents to the county tax assessor-collector's office for processing. Otherwise, if webDEALER allows processing but the evidence of ownership was stamped in error, the above procedures apply.

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

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

## 2.5  Reminder Checklist

Please have the following items ready to begin processing title applications in webDEALER:

- ☐  Internet capability
- ☐  URL for webDEALER ([https://webdealer.txdmv.gov](https://webdealer.txdmv.gov))
- ☐  Sticker paper and plate inventory provided by county, if applicable
- ☐  eTAG user accounts set up and access to webDEALER verified
- ☐  Printer
- ☐  Scanner
- ☐  SURRENDERED stamp

If you have any questions, please contact your county tax assessor-collector's office.

## 3  Administrator

webDEALER is intended to have at least two administrators with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users. As a reminder, prior to receiving administrator privileges, TxDMV must first verify the completion of the fingerprinting process through eLICENSING.

Users must first have eTAG access to access webDEALER. Their eTAG username and password will be the same for webDEALER.

 **Note:** Password resets must be completed through the webDEALER login page.

## 3.1 Add/Configure a User

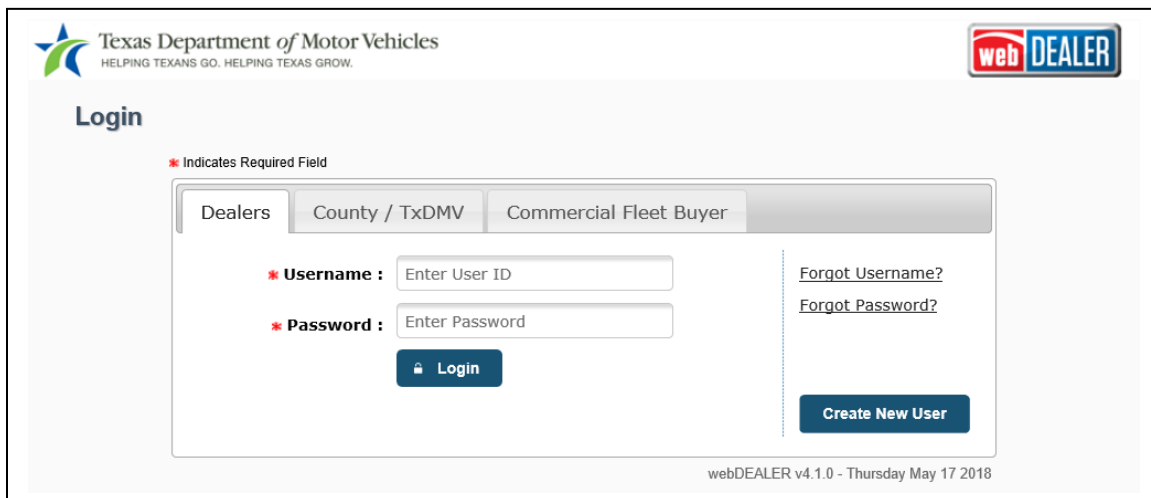1.    The administrator logs into webDEALER, using their eTAG username and password.
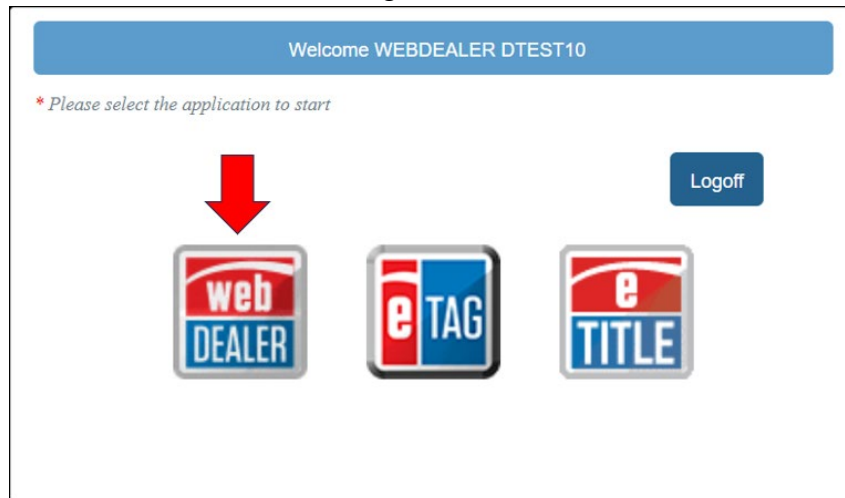
2.  Select the webDEALER logo.



**Figure 3: Select webDEALER Icon**

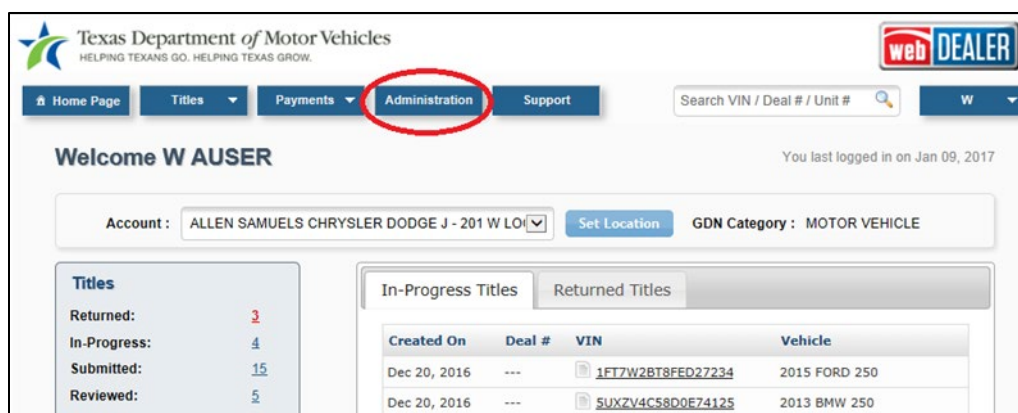3.  Select the **Administration** tab, located at the top of any page.
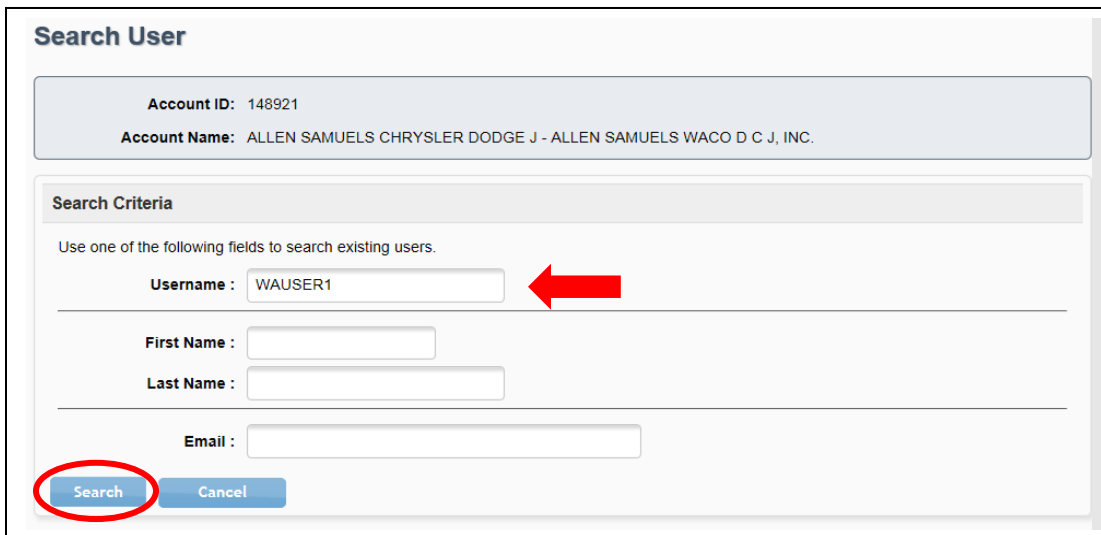
**Figure 4: Home Page**

4. The Account Details page displays your dealership information and authorized users.

5. On the Account Details page, select **Add User**.



**Figure 5: Account Details Page**

6. Search for the user by entering their Username, their First and Last Name, or their Email. Select **Search**.

   **Note:** A search by the Username yields the best results.
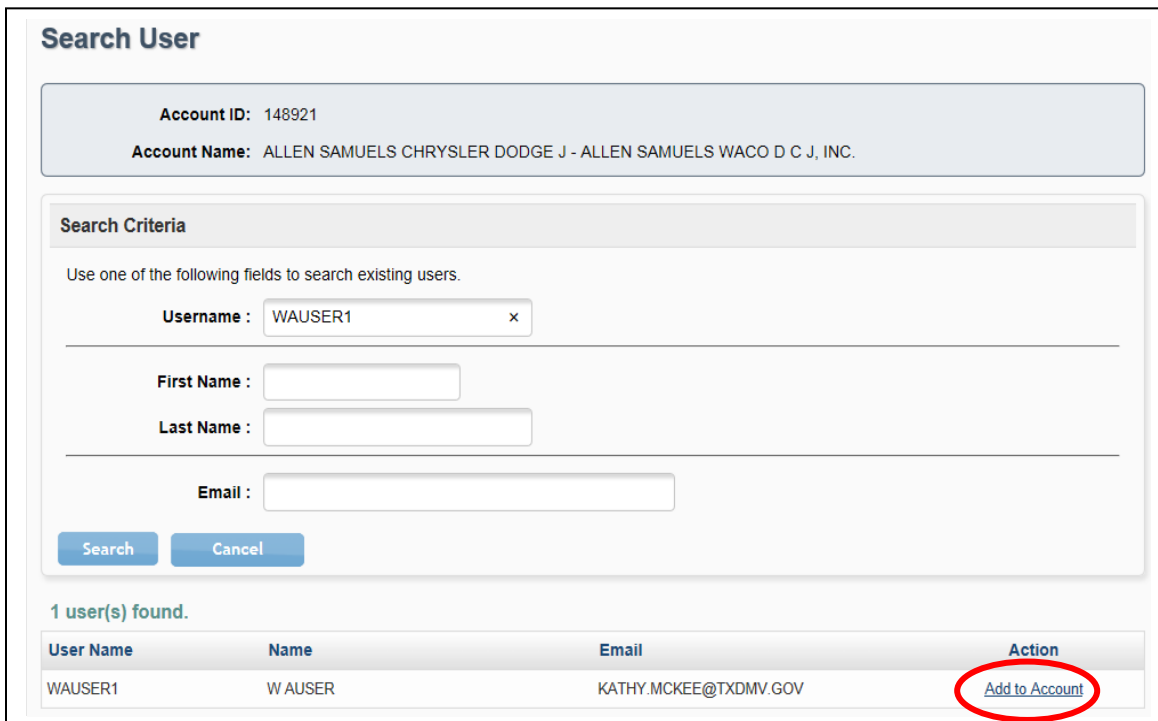
7. Locate the user from the search results. Select **Add to Account** under the Action column.
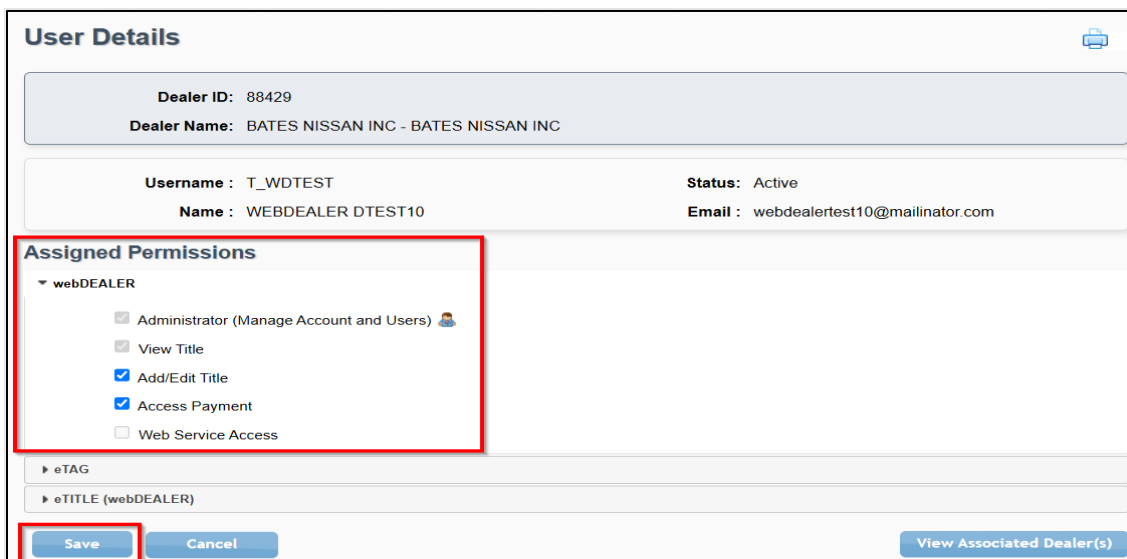


Figure 7: Add User to Account

8. Select permissions for the user under the Assigned Permissions. Select **Save**.

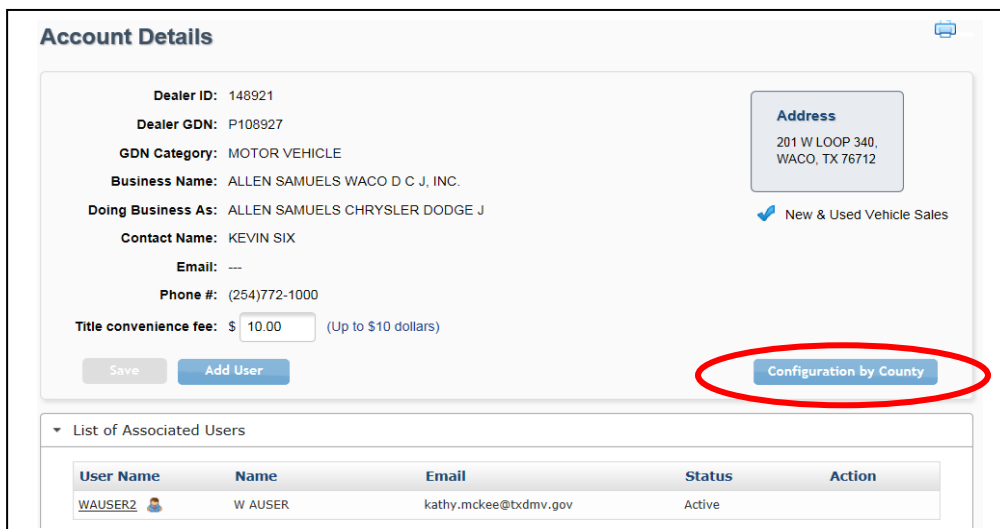**Figure 8: Assigned Permissions**

**Note:** The Web Service Access permission is for the setup of a vendor integrated solution (or dealer management system). A ticket must be submitted with the help desk for this option. To submit a ticket, call 1 (877) 933-2020 Option 2. Please have the vendor name, dealer name, dealer license number, and the contact information available.

## Configuration by County

The Configuration by County button on the Account Details page displays the allowances placed on your dealership by each county.

1. From the Account Details page, select the **Configuration by County** button.



**Figure 9: Account Details Page**

2. The pop-up will show your configuration.

   **Note:** The maximum number of unapproved title applications allowed can be set up to 5,000 at the county's discretion.

3. "Yes" or "No" will indicate whether you have plate and sticker inventory.



**Configuration by County**

County: MCLENNAN - 161

Maximum Unapproved Title Applications allowed: 50
Group Transactions: Yes
Group Reviewed Title Applications: County
Issue Plate Inventory: No
Standard Plate Inventory: No
Issue Registration Stickers: No
Issue Registration Stickers in Approved Status Only: No

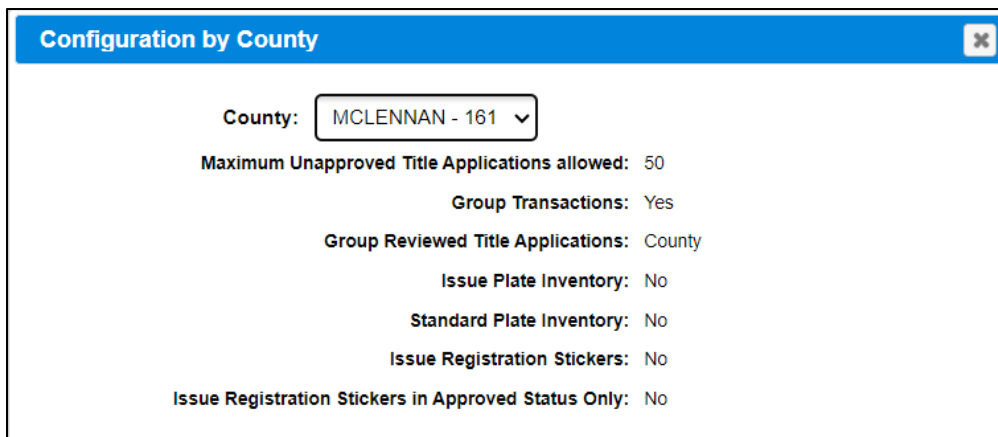**Figure 10: Configuration without Inventory**

# 3.2 Dealer Deputy

A Dealer Deputy is a dealer that holds inventory and assigns license plates and stickers through webDEALER. If interested in the option of becoming a Dealer Deputy, please refer to the Texas Administrative Code, Rule §217.166, for additional information.

If you are set up as a Dealer Deputy, you will be able to charge a Title Convenience Fee of up to $10.00 with county approval.

Follow these steps to set the Title Convenience Fee:

1. Select the **Administration** tab from any page (refer to Figure 4).

2. Enter a Title convenience fee of up to $10.00 on the Account Details page.

3. Select **Save**.
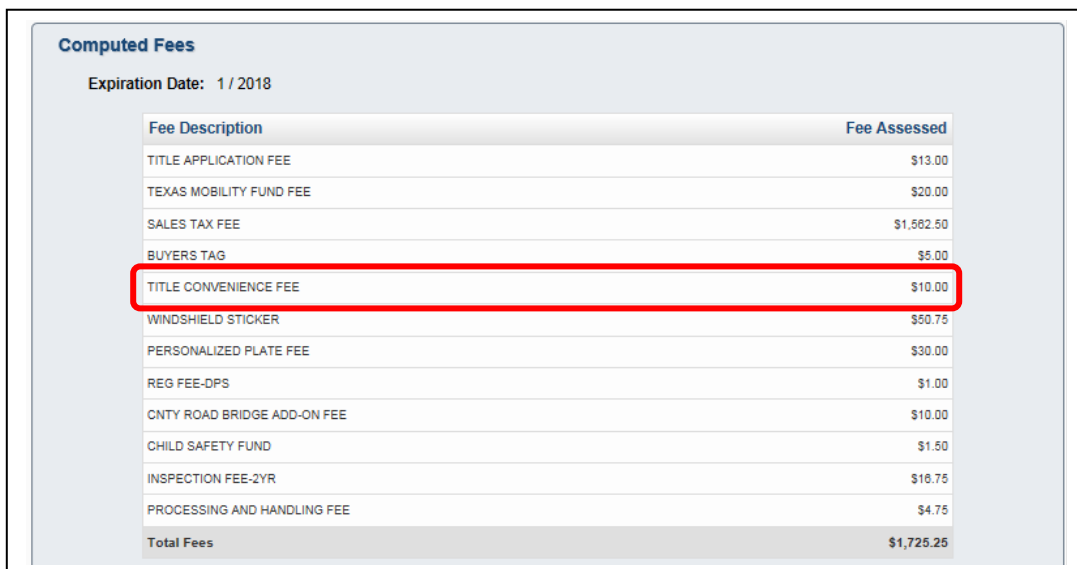
**Figure 11: Dealer Deputy Fee**

Once saved, the Title Convenience Fee will show on your title applications once you calculate the fees.



**Figure 12: Title Convenience Fee**

**Note:** If the fees are calculated on an application prior to setting up an amount for the Title Convenience Fee, the fee will not reflect in the computed fees section until the fees are recalculated by selecting the edit icon in the fees section from the Title Preview page.

**Note:** For additional information regarding Deputy Fee Amounts, please refer to the Texas Administrative Code, Rule §217.168.

The fee amount due to the county will be different than the total amount shown on the payment screens.

**Figure 13: Total Fees**

**Note:** In this example, the Total Fees are $10.00 more than the Pay to County fees in Figure 13 to account for the $10.00 Title Convenience Fee.

**Note:** Non-Dealer Deputies (dealers that use webDEALER but have not been issued an inventory of registration stickers and license plates) are not required to be deputized and cannot charge the Title Convenience Fee.

**Note:** Counties can authorize Dealer Deputies to issue Standard Exempt Inventory through the dealer's Account Details page, enabling the creation of standard and regular exempt title transactions. A new "Exempt" checkbox allows dealers to assign either Regular or Standard Exempt plates.
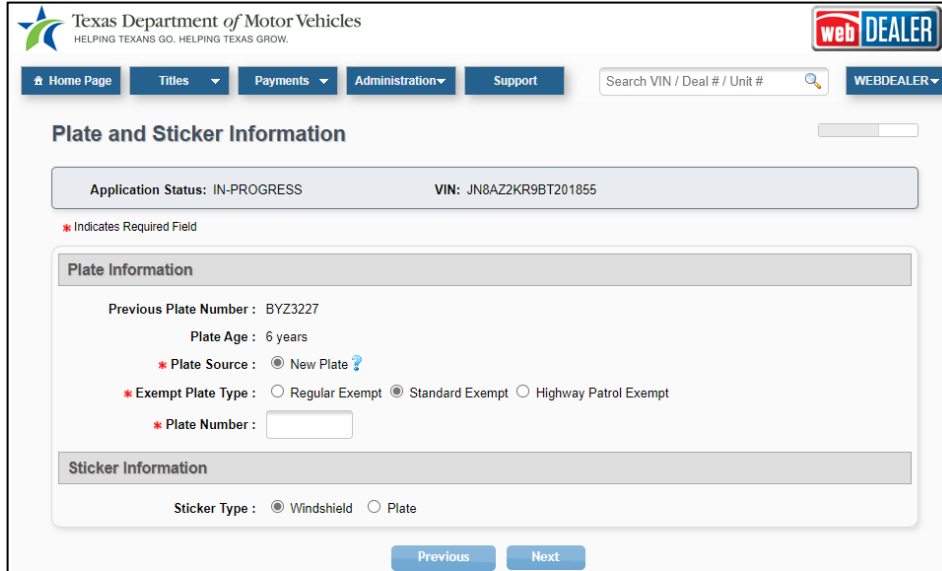


**Figure 14: Exempt Checkbox**

If the Exempt checkbox is selected, then the Plate and Sticker Information page will provide the dealer the ability to assign a license plate to the transaction as either Regular or Standard Exempt.



**Figure 15: Assigning Exempt Plates**

# 4  Starting Title Applications

With webDEALER, you can submit title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, UTVs, and off-highway motorcycles), apply for Title Only, and more.
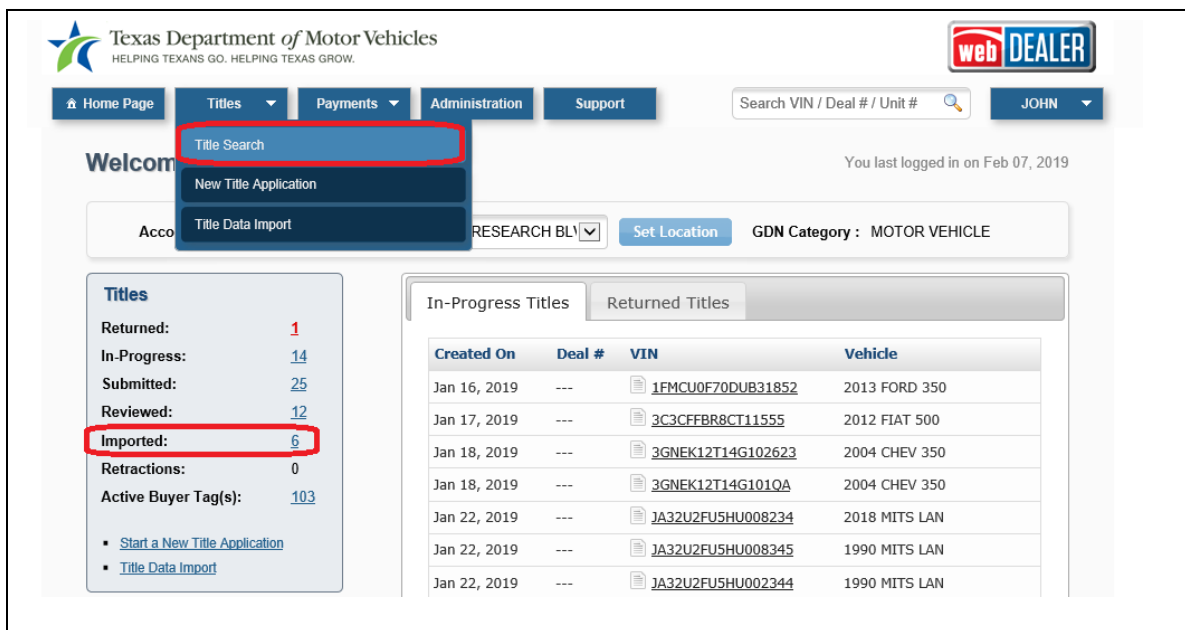
## 4.1  How to Start a Title Application

There are four ways to begin title applications:

- Using a webDEALER title integration service (Web Service)

- Importing an Active Buyer Tag record

- Using an imported CSV file

- Creating a title application manually

### 4.1.1 Web Service

1.  Transfer data from your Dealer Management System (DMS).

2.  The title application will appear in the "Imported" status link in the Titles box on the Home Page. Select the blue number adjacent to the word "Imported" in the Titles box to view the imported applications. Additionally, you can also locate transactions by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown. Use the search filter box with the status of "Import."

**Figure 16: Imported from Home Page**

3. Use the search filter box to assist in locating applications. Select the **VIN** of the application you wish to complete to open the Title Preview page.



**Figure 17: Import on Title Search**

4. To start the title transaction, you must complete the Seller Disclosure by selecting the **Begin Seller Disclosure** button.

**Title Preview**

**Seller Disclosure**

Application Status: IMPORTED
Created By: COURTNEY JUAREZ
Created On: May 29, 2024

Deal No: 87726
Processing County: ---

Seller disclosure has not been initiated for this title. **Begin Seller Disclosure** .

**Vehicle Information**

Vehicle Class: ---
Registration Class: ---

VIN: JTEBU5JRXH5218624
Year/Make/Model: 2017 TOYT 4RU
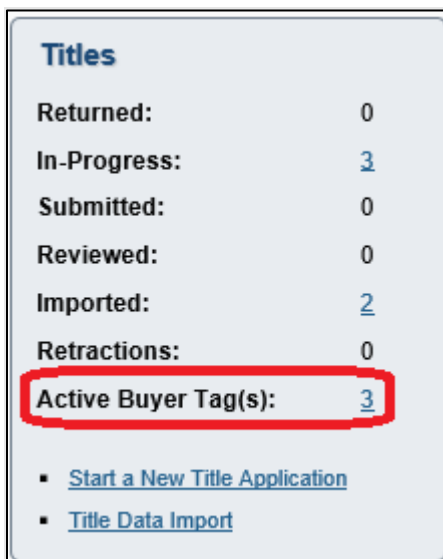
**Figure 18: Buyer Acknowledgment Electronically**

## 4.1.2 Active Buyer Tag

To start a title application from an active buyer tag, you must first import the buyer tag into webDEALER. Follow these steps to start a title application from an active buyer tag:

1. On the Home Page, select the link next to Active Buyer Tag(s) from the Titles box.



**Titles**

Returned: 0
In-Progress: 3
Submitted: 0
Reviewed: 0
Imported: 2
Retractions: 0
Active Buyer Tag(s): 3
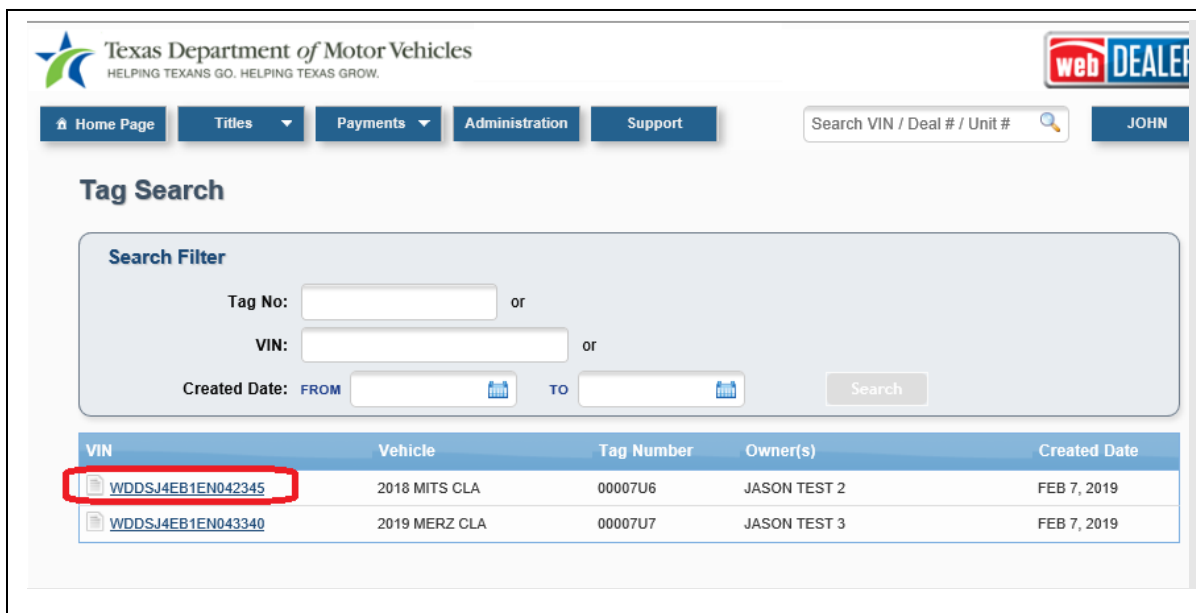
- Start a New Title Application
- Title Data Import

**Figure 19: Active Buyer Tag on the Home Page**

2. From the Tag Search page, select the VIN of the vehicle you want to import.
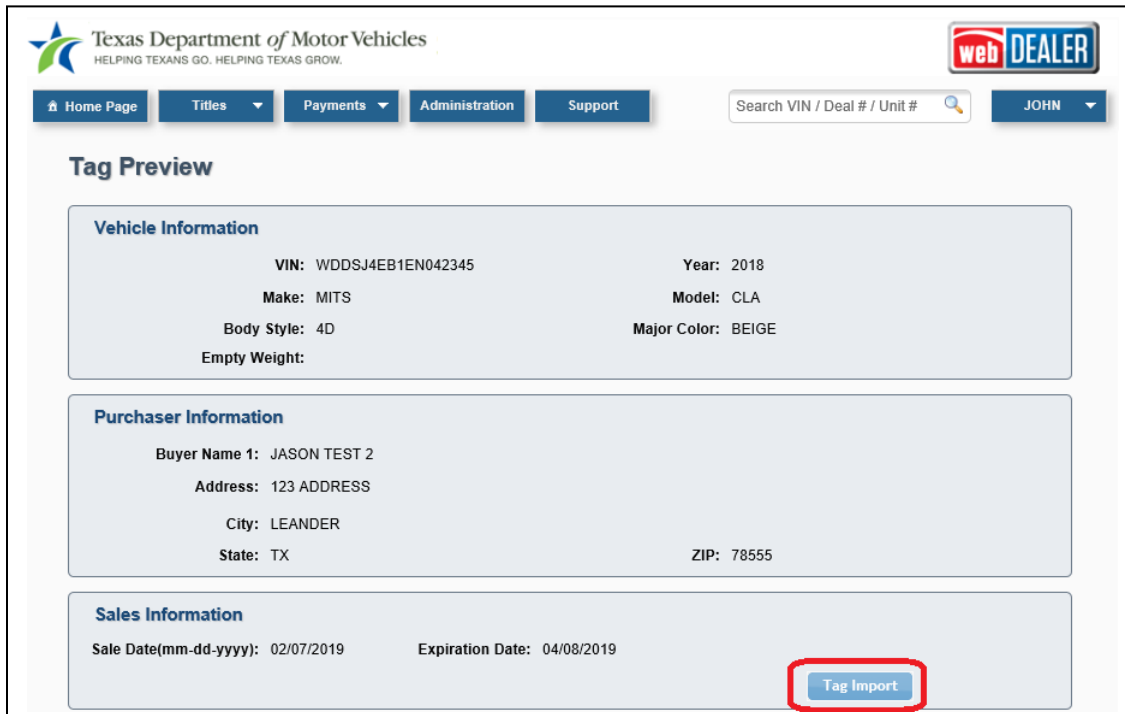
**Figure 20: Tag Search Page**

3.  When the Tag Preview page displays, verify the information is correct and select the **Tag Import** button.
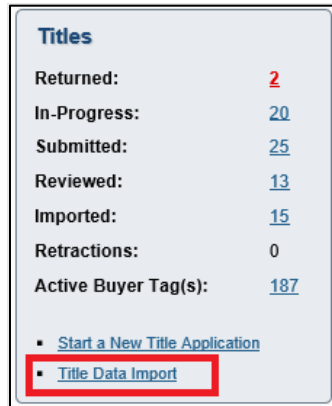


**Figure 21: Tag Import**

Once imported, you will be taken to the Seller Disclosure page to begin a title application from the imported record.

## 4.1.3 Using an Imported File

Follow these steps to import a file:

1. On the Home Page, select **Title Data Import** from the Titles box.
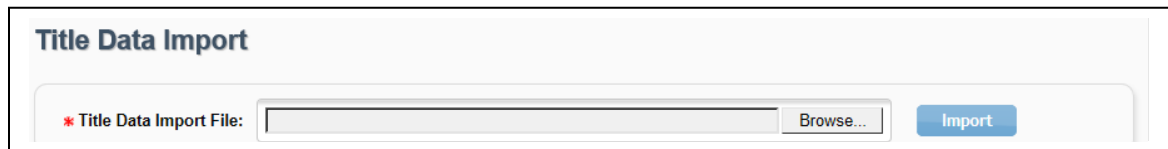
**Titles**

| | |
|---|---|
| Returned: | 2 |
| In-Progress: | 20 |
| Submitted: | 25 |
| Reviewed: | 13 |
| Imported: | 15 |
| Retractions: | 0 |
| Active Buyer Tag(s): | 187 |

- Start a New Title Application
- Title Data Import

**Figure 22: Title Data Import on Home Page**

From any other page, hover your cursor over the **Titles** tab and select **Title Data Import** from the dropdown.

2. Browse for the file to import.

**Title Data Import**

\* Title Data Import File: [_____] Browse... [Import]

**Figure 23: Title Data Import**

3. Locate and select the file.

4. The text box will populate with the file name.

5. Select **Import**.

6. From the File Type dropdown, select Deal No. or VIN to retrieve the record.

7. Enter the number to locate and select **Show Record**.

**Import Select**
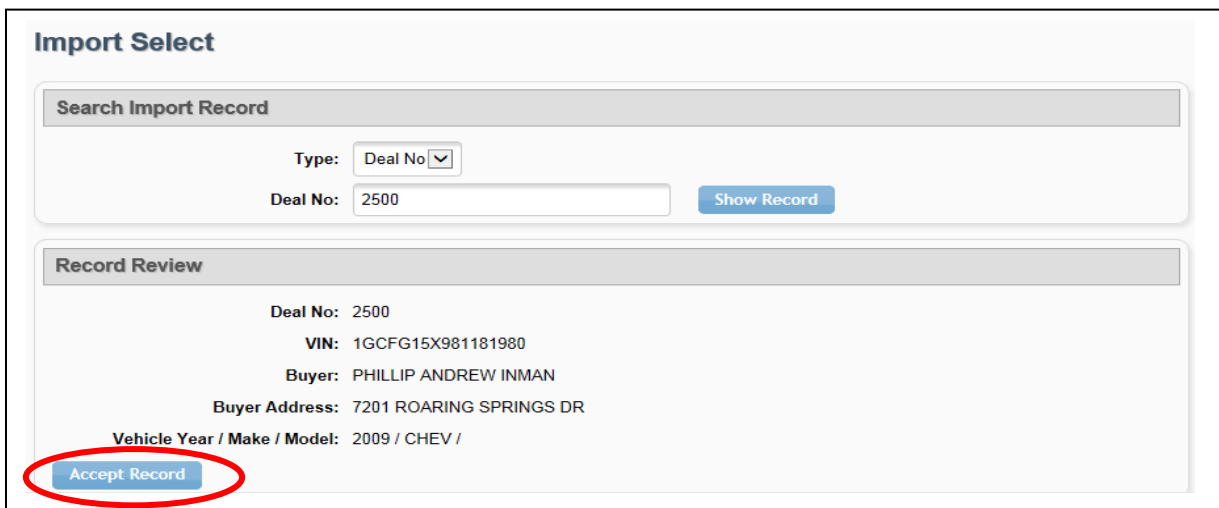
Search Import Record

Type: Deal No ▾

Deal No: [_____] [Show Record]

**Figure 24: Search for Imported Record**

8. The Record Review section displays the record for your verification before it is imported. If the correct record is displayed, select **Accept Record**.



**Figure 25: Accept Record**

9. If you choose to only import one record, select **Title Application** or **Title Preview** to see the vehicle information and begin the title application. Otherwise, you can continue to import additional records.

10. To complete the Seller Disclosure, select the **Seller Disclosure** icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

**To proceed with previously imported records:**

1. If title applications were previously imported, locate these transactions from the Home Page. Select the blue number adjacent to the word "Imported" in the Titles box.

2. Once the application is found, select the **VIN** to open the Title Preview page.

3. Select the **Begin Title Application** button to begin the title application.
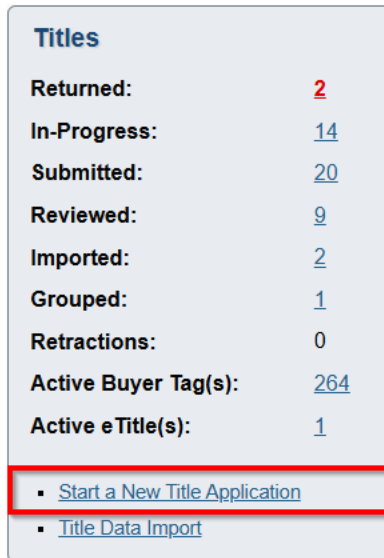
Additionally, you can also locate the transaction by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown.  Use the search filter box with the status of "Import," and select the VIN to open the Title Preview.

**Note:** Please refer to <u>Appendix 1 – Importing Dealer Management System (DMS) Files</u> for more information.

## 4.1.4 Creating a Title Application Manually

To create an application by entering all information manually, begin on the Home Page.

1. Select on **Start a New Title Application** in the Titles box.

**Titles**

| | |
|---|---|
| Returned: | 2 |
| In-Progress: | 14 |
| Submitted: | 20 |
| Reviewed: | 9 |
| Imported: | 2 |
| Grouped: | 1 |
| Retractions: | 0 |
| Active Buyer Tag(s): | 264 |
| Active e Title(s): | 1 |

- Start a New Title Application
- Title Data Import

**Figure 26: Start a New Title Application**

2. Enter the VIN and select **Search**.

**Title Application**

\* Indicates Required Field

**VIN Search**

GDN Category : MOTOR VEHICLE

\* VIN : [ ]  Search

**Figure 27: New Title Application – Enter VIN**

If an active buyer tag exists for this vehicle in your dealership, you will have the option to import the buyer tag data or continue without importing.

**Titles**

| | |
|---|---|
| Returned: | **2** |
| In-Progress: | 14 |
| Submitted: | 20 |
| Reviewed: | 9 |
| Imported: | 2 |
| Grouped: | 1 |
| Retractions: | 0 |
| **Active Buyer Tag(s):** | **264** |
| Active eTitle(s): | 1 |

- Start a New Title Application
- Title Data Import

**Figure 28: Existing Buyer Tag**

3. Once imported, you can begin a title application from the imported record. To continue, refer to the "proceed with previously imported records" section of 4.1.3, "Using an Imported File."

**Note:** If you begin a title application on a vehicle and your dealership has an active buyer tag associated to that vehicle, the information in the title application must match what is on the active tag or you will not be able to continue.

4. If a motor vehicle record exists in the department's Registration and Title System, the Seller Disclosure page will populate the year, make, model, and body style from the vehicle record. You must populate the remaining data fields.

5. If a motor vehicle record does not exist, the Seller Disclosure page of the title application will populate with the year, make, model, and body style of the vehicle from the VIN decode. You must populate the remaining data fields.

   **Note:** Non-titled trailers and Texas records with hardstops or restraints will be prevented from processing through webDEALER.

## 4.2 Seller Disclosure

The Seller Disclosure information must be completed and saved before you can continue with the title application. The Seller Disclosure page is where you make the choice to upload the Form 130-U or file the title application by capturing an electronic disclosure by the seller (your dealership) and buyer.

To complete the Seller Disclosure, follow these steps:

1. Optionally enter the Deal No.

2. Enter the buyer's ID Type, ID #, and Email in the Buyer ID Information section.

3. Select the county to process the title application from the dropdown in the Processing County section.

   **Note:** If the dealer wants to submit the title application to a county not listed in the Processing County dropdown, your dealership must first be setup by that county.

4. In the Sales Price and Odometer Reading section, enter the Sales Price (after rebate amount), the Odometer Reading, and select the Odometer Brand, or select Odometer Reading Exempt, if applicable.

   **Note:** The Odometer Reading checkbox on the Seller Disclosure page will default to Exempt for any dealer when carried forward from an existing Texas vehicle record and must be set to Exempt for dealers processing title applications for off-highway vehicles.

   **Note:** Trade-in amount and information will be entered in the sales tax portion of the application.

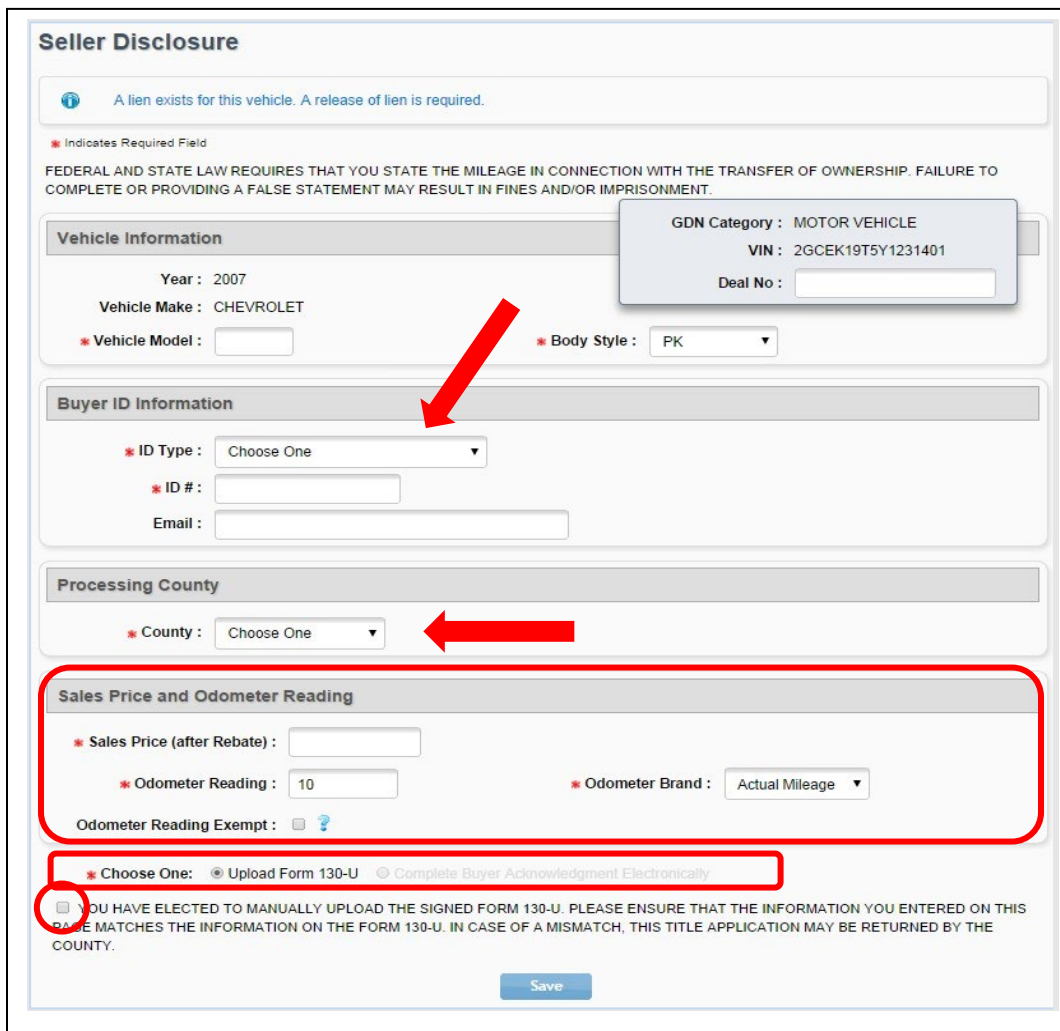5. Select Upload Form 130-U or Complete Buyer Acknowledgment Electronically.

   **Note**: The Complete Buyer Acknowledgment Electronically option is only available when the buyer has a valid Texas Driver License/Identification (ID) card and it is entered in the Buyer ID Information section. If a Texas Driver License or ID card is not provided, only the Upload Form 130-U option is available.

   **Note**:  If the buyer's e-mail address was provided and "Complete Buyer Acknowledgment Electronically" is chosen, an e-mail is immediately sent

containing the link to the Buyer Acknowledgment login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in your internet browser). Refer to Section 5 - Electronic Buyer Acknowledgment for more information on this process.

6. Check the Certification Box.

7. Select **Save**.



**Figure 29: Seller Disclosure**

8. When the Seller's Disclosure page is saved, the status of the application is marked as In-Progress, and you are advanced to the Vehicle Information page.

9. Continue to Section 6 – Completing Title Applications.

# 5 Electronic Buyer Acknowledgment

This section does not apply to title applications if the "Upload Form 130-U" option is selected.

This section only applies to title applications where the option to "Complete Buyer Acknowledgment Electronically" is selected. If this option is selected, the title application cannot be submitted to the county tax assessor-collector's office without the electronic Buyer Acknowledgement being completed by the buyer.

**Note**: There is a $0.50 Owner Verification Fee for completing the Buyer's Acknowledgment. The fee is charged to the buyer and automatically included on the calculated fees for the title application.

The information in the Seller Disclosure section of the title application is used to populate the Buyer Acknowledgment, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated e-mail is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgment Login website through the link supplied in the e-mail (or through a bookmark in your internet browser) and acknowledges the information is correct.

## 5.1 To Complete the Buyer Acknowledgment

1. The buyer opens the e-mail from webDEALER.

2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgment Login webpage. The buyer clicks the URL or copies and pastes the URL into a web browser. Alternatively, the dealer may navigate to the webDEALER Buyer Acknowledgment Login website in their internet web browser to have the buyer complete the required information here: https://webdealer.txdmv.gov/title/buyerLogin

3. The buyer must enter:

   - The last 8 digits of the VIN of the vehicle they are purchasing
   - Their Texas Driver License/ID number
   - Their date of birth
   - Their Driver License/ID audit number
   - Last 4 digits of their SSN
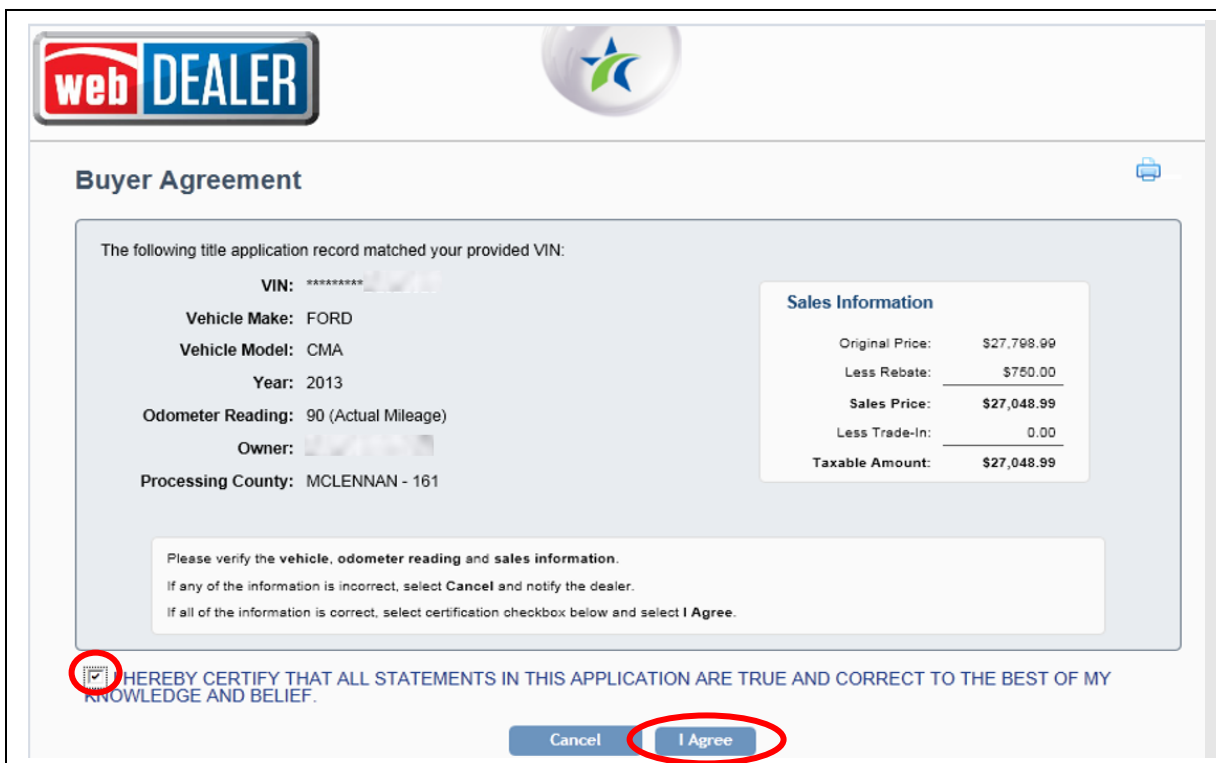
4. The buyer selects **Login**.

**Figure 30: Buyer Agreement Login**

**Note:** Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgment Login website using driver license/ID information. After the buyer attempts to log in three times unsuccessfully, they must wait 24 hours before they can try again.

5. The Buyer Agreement page displays the vehicle information along with the sales information.

   **Note**: The buyer can print a copy by selecting the printer icon in the top right corner of the agreement.

6. If the information is correct, the buyer will check the box next to the certification statement and then select **I Agree**.
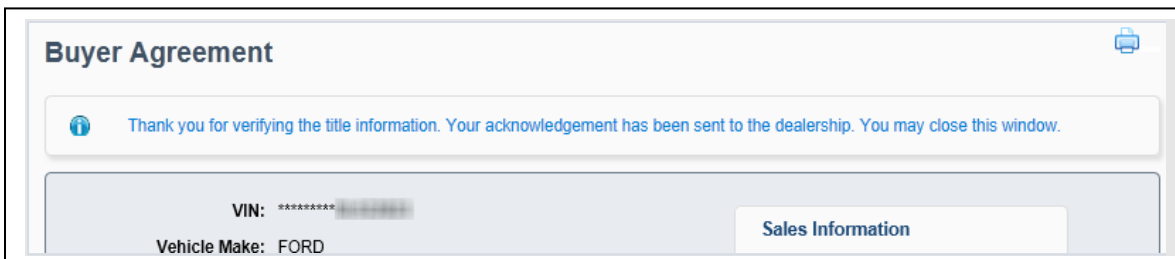
Figure 31: Buyer Agreement

7. A confirmation screen is displayed verifying completion by the buyer.



Figure 32: Buyer Agreement Confirmation

8. The title application is automatically updated. You can now complete the rest of the title application.

9. Continue to Section 6 – Completing Title Applications.

# 6  Completing Title Applications

After the Seller Disclosure is saved, the title application status is marked as In-Progress.

Fill out the information on each page and select **Next** to complete the remainder of the title application.

**Note:** If you select the VIN for an In-Progress title application from the Home Page or the Title Search page, the Title Preview page for the title application will open. You will have to select the edit icon located in the upper right corner of each section in order to complete that section. Additionally, you will have to save each section once the information is entered by selecting **Save**.

## 6.1 Vehicle Information

1. Complete the Vehicle Information page and select **Next**.

   **Note**: This screen will display differently based on the type of dealer (motor vehicle, motorcycle, trailer).

**Figure 33: Vehicle Information**

**Note**: Reference form VTR-249 for standard abbreviations for vehicle makes and body styles, here: https://www.txdmv.gov/sites/default/files/form_files/VTR-249.pdf.

**Figure 34: Diesel Checkbox**

**Note**: For vehicles with a diesel fuel type and gross weight of more than 18,000 lbs, the **Diesel box must be selected** to add the required additional 11% Diesel Motor Fee outlined in Transportation Code, Section 502.359.

**Note**: Fully electric vehicles (EVs) under 10,000 lbs. are subject to an annual $200 fee at time of initial registration, or $400 for new EVs with two-year registration. Fees are determined by the vehicle's fuel type.

**Note**: The fuel type is either auto-populated based on the fuel type code returned from the VIN decode, or manually selected from a dropdown list, if not decoded. The fuel type for travel trailers and trailers will default to "TRAILER- NO FUEL TYPE."

1. Complete the Lienholder Information page to record a lien, select **Lienholder(s)**. You will automatically advance to the next page to enter the lienholder's information.
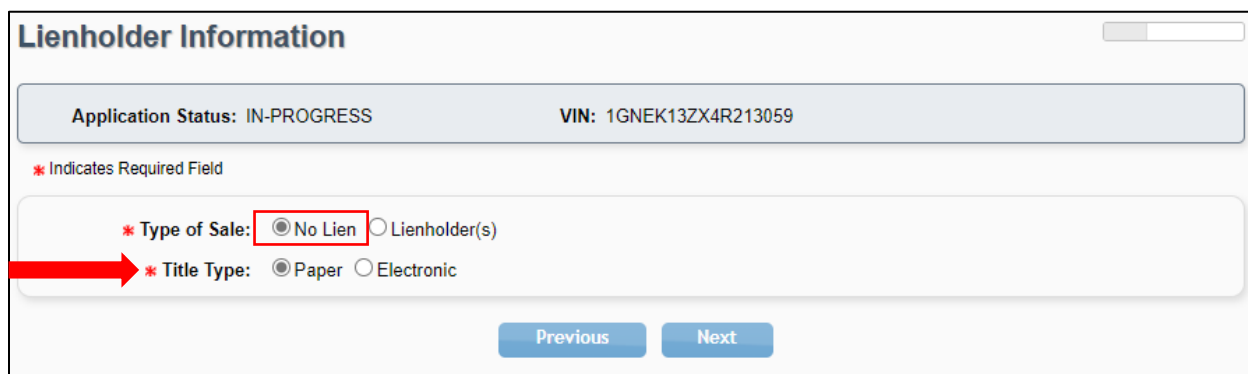
**Figure 35: Lienholder Information**

> **Note:** If **No Lien** is selected, you will need to indicate Paper or Electronic for the Type of Title the owner would like.
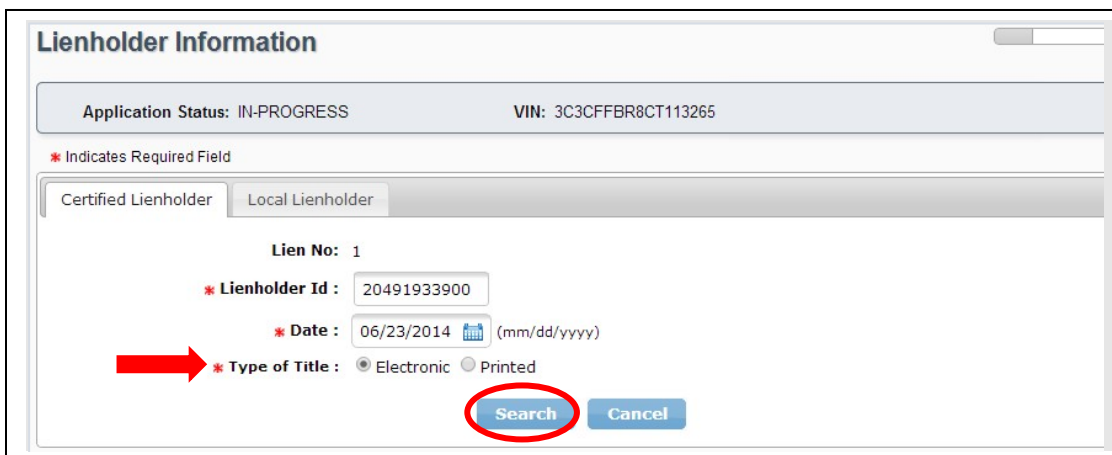


**Figure 36: No Lienholder Information**

> **Note:** If **No Lien** is selected, and **Electronic** is chosen, the title will remain as an eTitle in department systems, suppressing the printing of a paper title, until the new owner requests for the title to be converted to a paper title at no charge. The owner can request the paper title either through their local county tax office as a corrected original title or through a Regional Service Center as a certified copy of Texas title.

2. Enter the **Certified Lienholder Id** and **Date** of lien or select the **Local Lienholder** tab and move to Step 6.

3. If the lienholder is Electronic Lien Title (ELT) Certified, select Type of Title as **Electronic**.

4. Select **Search**.
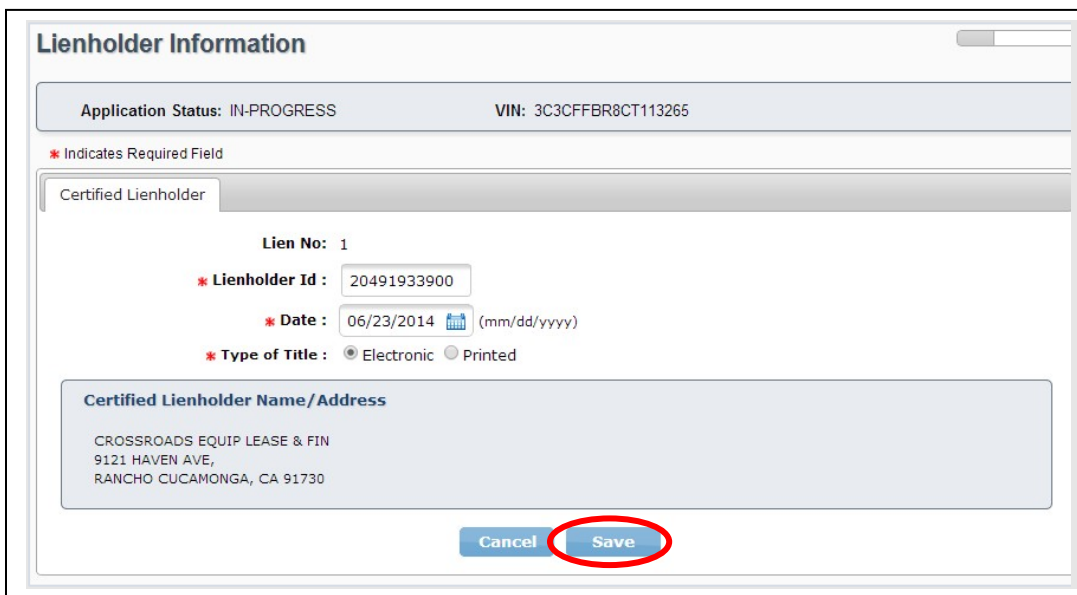
**Figure 37: Certified Lienholder**

5.  Confirm the ELT Certified Lienholder results. Select **Save**.



**Figure 38: Certified Lienholder Verification**

6.  If the lienholder does not have a Certified Lienholder Id, select the Local Lienholder tab and complete all required fields. Select **Save**.

**Figure 39: Local Lienholder**

7. The lien is added to the application. Select **Next**.



**Figure 40: Lienholder Information**

# 6.2 Owner Information

Select the Owner Type and complete the Owner Information page. Select **Next**.
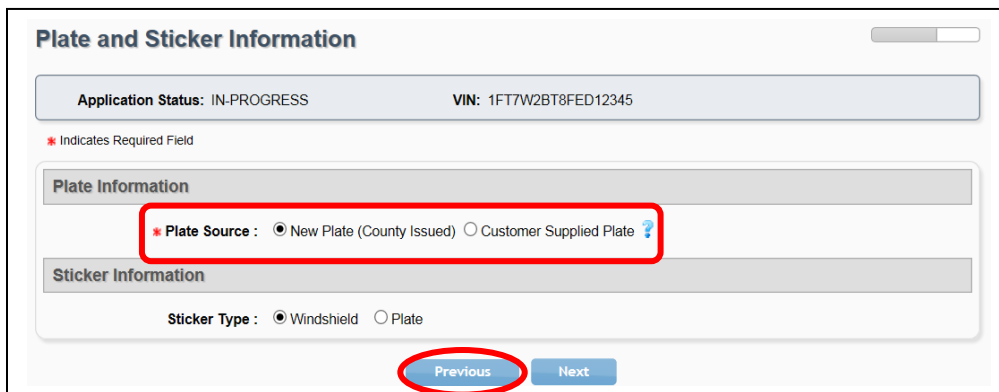
**Figure 41: Owner Information**

**Note:** The Beneficiary Information can only be added when the Owner Type "Individual" is selected. If multiple owners are on an application, Rights of Survivorship must be completed before the Beneficiary functionality is available.

**Note:** If a customer wants to use a P.O. Box for their owner address (i.e. where the title will be mailed), you can enter it in the Owner Information section. However, you are still required to provide a physical address in the Vehicle Physical Location section.

# 6.3 Plates and Sticker Information

Depending on the processing county selected on the Seller Disclosure page and how you are configured by that county, you may or may not have plates to assign.
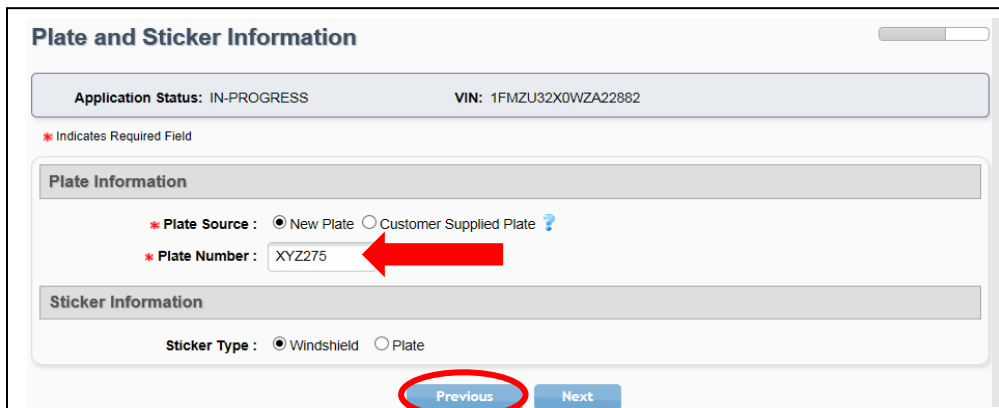
1.  If plates are not supplied to you by the county where the title application is being processed, the Plate Source will indicate (County Issued). Select **Next**.



**Figure 42: Plate and Sticker Information – County Issued License Plate(s)**

2.  Enter the Plate Number if plates are supplied to you by the county where the title application is being submitted. Select **Next**.

**Note:** The "**Plate Number**" field on the "Plate and Sticker Information" page in webDEALER is limited to 7 alphanumeric characters.

3.  Select **Customer Supplied** if the buyer desires to transfer an existing plate (may be a general issue or a specialty license plate) to the new vehicle. Enter the plate number. Select **Search**. Confirm the license plate owner is the same as your buyer. Select **Next**.
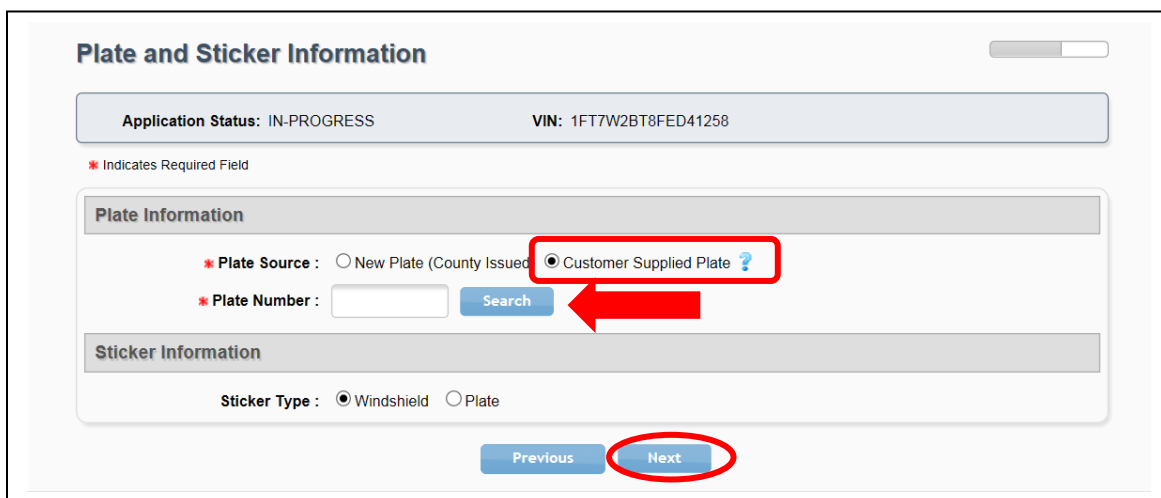
**Note**: Some Customer Supplied plates are specialty plates and may result in a prorated fee to sync the specialty plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.

**Note:** Specialty plates with multiple linked records may cause an error and will require the plates to be synced with the vehicle through the county tax assessor-collector's office.

**Note**: webDEALER provides the ability to transfer existing Farm Truck and Farm Truck Tractor license plates using the Customer Supplied Plate option.

## 6.3.1 Replacement Plate(s) Fee

License plates are only required to be removed from used passenger vehicles (6,000 lbs. or less) and light trucks (10,000 lbs. or less). If the dealership removes license plates from vehicles other than a passenger vehicle (6,000 lbs. or less) or a light truck (10,000 lbs. or less), the dealership will be charged a replacement fee.

**Note**: webDEALER will provide you with the Replacement Plate option for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts.

Follow these steps to replace a plate:

1. Go to the Plate and Sticker Information page.

2. Select the **Issue Replacement Plate / Customer Supplied Plate** checkbox.

3. Select the **Replacement Plate** radio button for Plate Source.
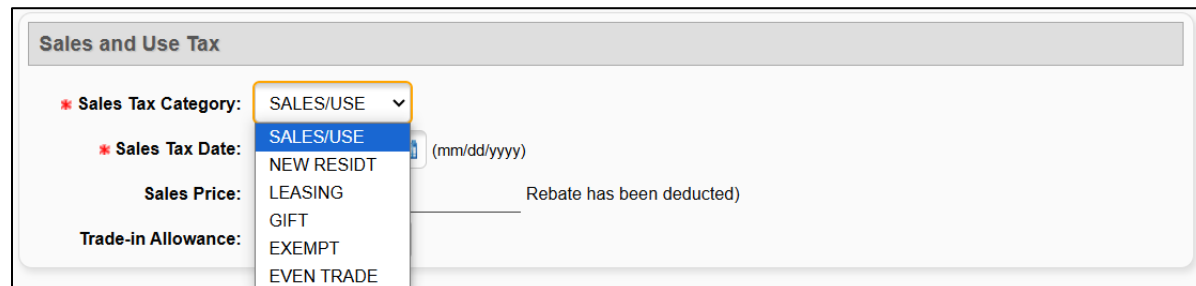
4. Enter the plate number if you have inventory, otherwise the county will issue the plate. Select **Save**.
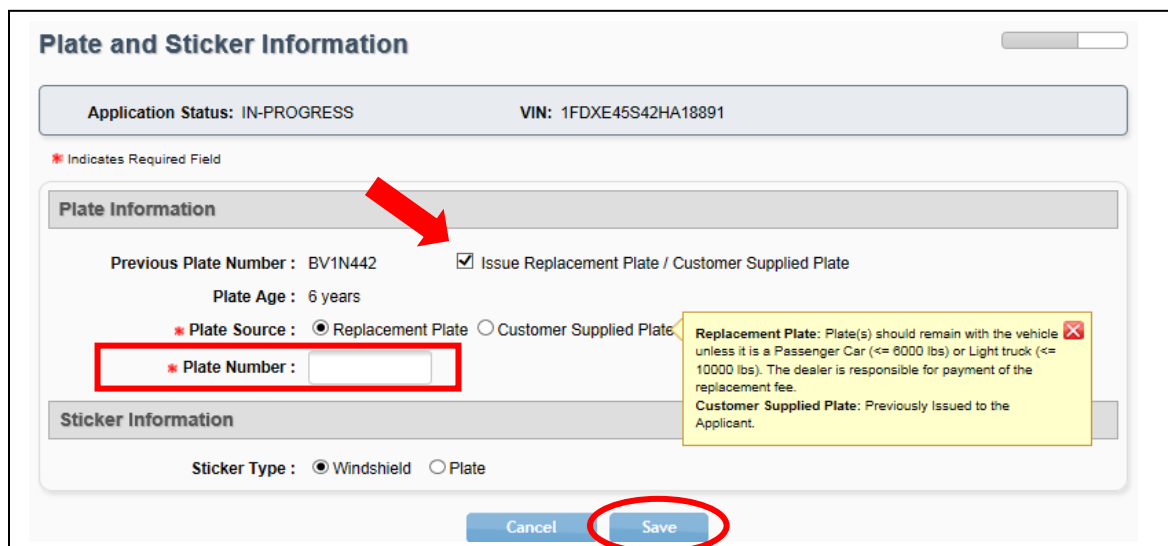


**Figure 45: Replacement License Plate**

# 6.4 Sales Tax Information

1. Select a Sales Tax Category.
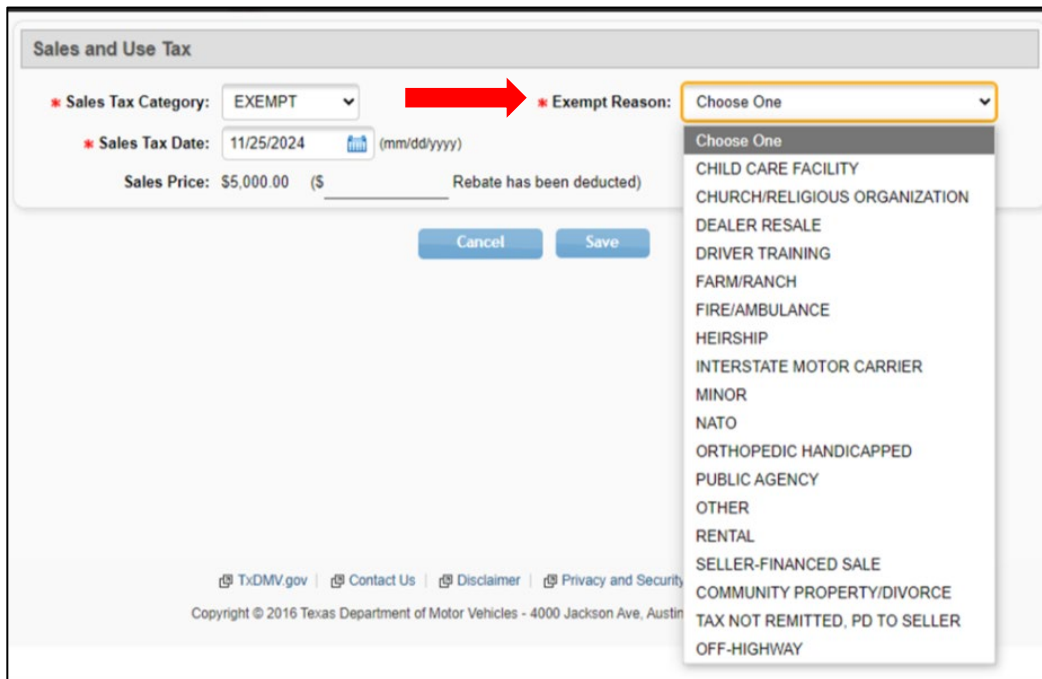


**Figure 46: Sales and Use Tax**

2.  If Exempt is selected, select an Exempt Reason.

    **Note:** The system will default to Exempt and auto-populate the applicable Exempt Reason for certain transactions, such as off-highway vehicles and apportioned vehicles.



**Figure 47: Sales and Use Tax Exempt Reason**

3.  Enter the sales tax information, including the trade-in, if applicable. Select **Next**.

**Note:** Trade-in information cannot be entered when Exempt is selected as the Sales Tax Category. Otherwise, the trade-in information displays once the Trade-in Allowance is entered.
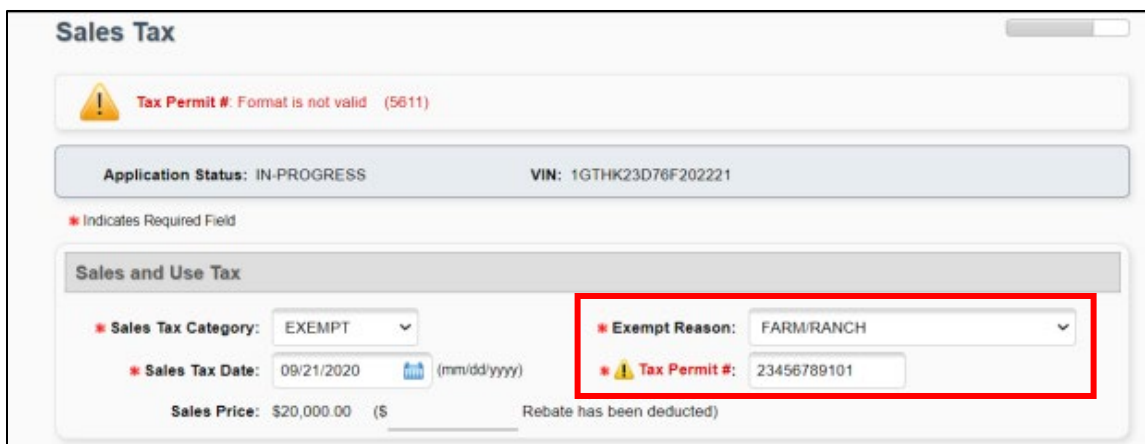
**Figure 48: Farm/Ranch Exempt Reason**

**Note:** When Farm/Ranch is selected as the Exempt Reason, the system displays an error message if the first digit of the Tax Permit does not begin with a "1" or a "3" or the number is not eleven digits.

## 6.5 Evidence of Ownership and Supporting Documents

1. Select the appropriate Evidence of Ownership document in **Document Type**.

2. If submitting a Texas title, verify the title information matches.

3. If out of state title is selected, the Title Number, Issue Date, and issuing State/Country must be entered. Select **Save**.



**Figure 49: Evidence of Ownership**

**Note:** Please use the NMVTIS Guide for any questions regarding title numbers and issue dates. You can access the guide here: https://www.txdmv.gov/sites/default/files/body-files/NMVTIS_Guide.pdf.

4. You can select the **View Required Documents List** to view missing documents.



> **Missing Documents**                    ✖
>
> Please upload the following documents to complete the application.
>
> ▪ Evidence of Ownership
> ▪ Form 130-U, Application for Texas Title

**Figure 50: Required Document List**

**Note:** This list outlines the minimum documents you need to upload. However, all additional supporting documents, such as POAs, dealer reassignments, or releases of lien, etc., must be uploaded. Evidence of ownership will always be required and the Form 130-U will be required if this option is selected on the Seller Disclosure page.
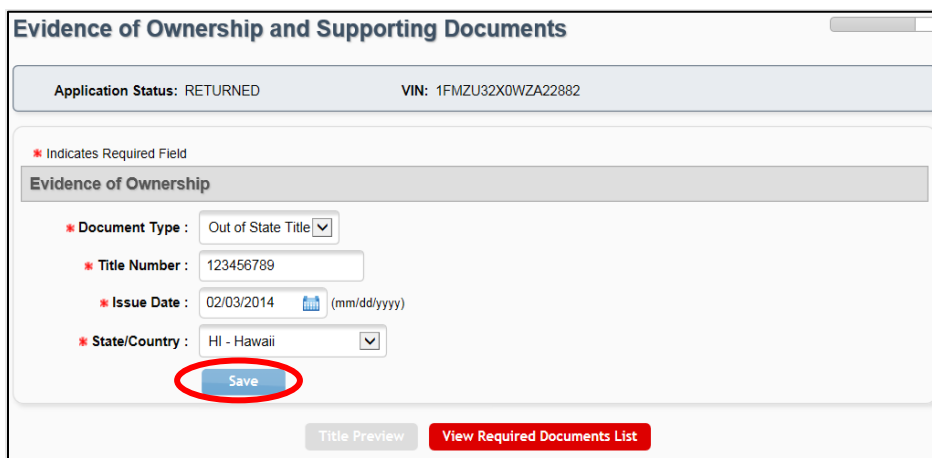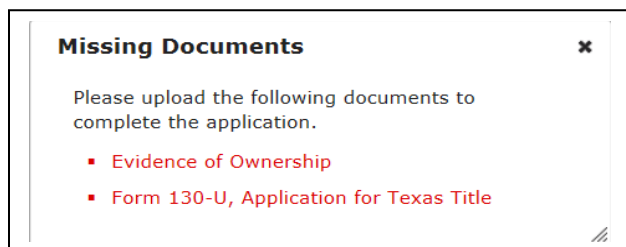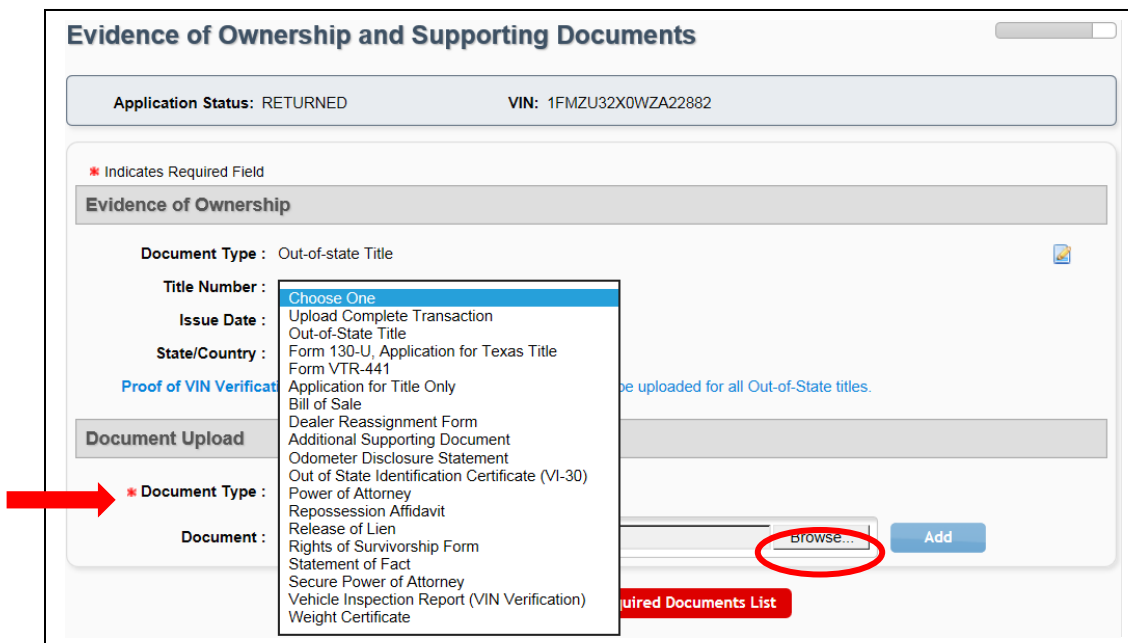
5. Upload the appropriate evidence of ownership and supporting documents.

**Note:** The evidence of ownership and supporting documents can be uploaded as a single PDF (i.e. Upload Complete Transaction) or as multiple individual files. The single file upload capability is available for all title applications. To upload a single PDF, you must first scan the multiple documents into a single PDF (refer to Appendix 5 – Document Upload Order.)

6. Select **Upload Complete Transaction** or select individual documents from the Document Type drop down menu.

**Note:** The **Upload Complete Transaction** option only appears in the initial drop-down list. Once any other single document has been uploaded, the **Upload Complete Transaction** option is not offered.

7. **Browse** for the file you want to upload. Select **Add**.

**Figure 51: Document Type Selection**

8. Each document is shown at the top of the page as they are uploaded.



**Figure 52: Evidence of Ownership and Supporting Documents Completed**

9. Title Preview becomes available when all document requirements are met. Select **Title Preview** to continue.

   **Note:** Prior to selecting Title Preview, verify the uploaded documents. Ensure the documents are all facing the correct direction, that they match the correct customer and VIN, that the ownership evidence has been stamped SURRENDERED, and that the scanned images are clear for the county to review and approve.

## 6.6 Inspection Information

For non-commercial vehicles, webDEALER will verify the vehicle has a current passing emissions inspection within 180 days of the sale date, if the vehicle is sold by a dealer in one of the 17 emissions counties. For commercial vehicles (vehicles with a gross vehicle weight greater than 26,000 pounds), webDEALER will verify the vehicle has a current passing inspection within 180 days of the sale date. The inspection must be current when the application is submitted to the county tax assessor-collector's office.

When assessing the emissions inspection requirements for non-commercial vehicles, the system will determine when to charge the "Emissions Inspection Fee."

1. When the dealer AND the customer are in an emissions county the emissions inspection IS required and the "Emissions Inspection Fee" will be charged.

2. When the dealer is in emissions county and the customer is in a non-emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.

3. When the dealer is in a non-emissions county and the customer is in a non-emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.

4. When the dealer is in a non-emissions county and the customer is in an emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.

| No | Dealer County | Customer County | Emissions Inspection and Fee Required |
|----|---------------|-----------------|---------------------------------------|
| 1 | Emissions | Emissions | Yes |
| 2 | Emissions | Non-Emissions | No |

| 3 | Non-Emissions | Non-Emissions | No |
|---|---------------|---------------|-----|
| 4 | Non-Emissions | Emissions | No |

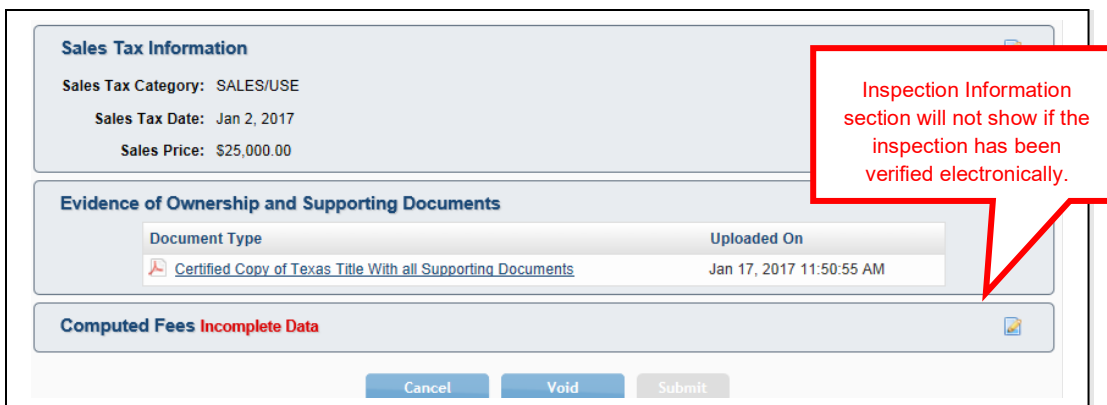**Figure 53: Emission Requirement Table**

In all cases verify the "Inspection Replacement Fee" is charged.

**Note:** The Inspection Information section will not display on the Title Preview page for vehicles not subject to a state inspection.

# 6.6.1 Current, Passing Inspection

If the vehicle is subject to an inspection, validate the inspection is passing, and the inspection date is current. An inspection is current when the inspection expiration date (month/year) is greater than the creation date in webDEALER and the date the application is submitted to the county tax assessor-collector's office. A new inspection will be required if the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the application to the county tax assessor-collector's office.

If the inspection information is available electronically at the time of application, the Inspection Information section will not show on the Title Preview page, and you are not required to upload the VIR for inspection verification purposes.



**Figure 54: Inspection Information Not Shown**

# 6.6.2 Inspection Expires

If the inspection expires before submitting the title application to the county tax assessor-collector's office, you will be presented with the message "The Inspection Has Expired" on the Title Preview page. Current inspection information will need to

be entered or updated prior to submitting the application. The VIR must be uploaded when you manually enter or update new inspection information.



**Figure 55: Expired Inspection**

# 6.6.3 Inspection is Not Valid, Not Available, or Exempt from Emissions Inspection

For vehicles subject to an inspection, if the inspection is not available electronically, or the inspection is not current and passing upon the start of a new title application, you will be presented with the message "Incomplete Data" in the Inspection Information section on the Title Preview page. Follow these steps:

1. Select the edit icon in the top right corner of the Inspection Information section to enter the Date of Inspection and Inspection Type.
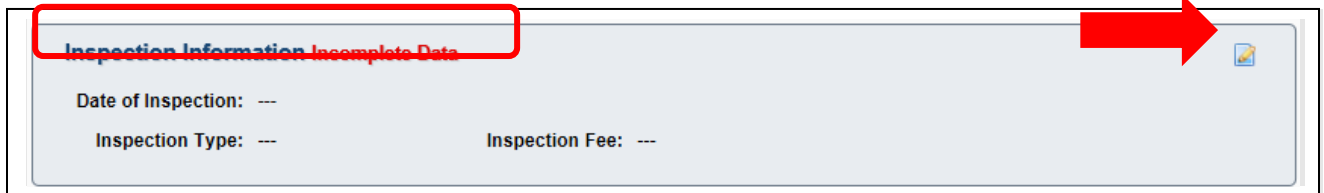


**Figure 56: Inspection Information Shown**

2. When selecting the edit icon, webDEALER will again query the state inspection database for a current and passing inspection. If a valid inspection record is found, the message "Inspection verified" will display. Select Cancel.
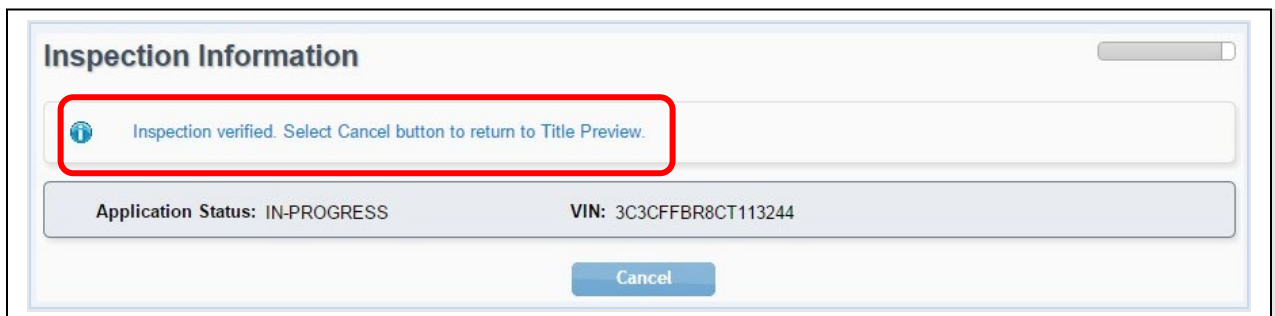


**Figure 57: Inspection Verified**

No further action is required by you, and the Inspection Information section will no longer appear on the Title Preview page.

If a record is not found, you must manually enter the Date of Inspection and select an Inspection Type from the drop-down list on the Inspection Information page. Select Save.
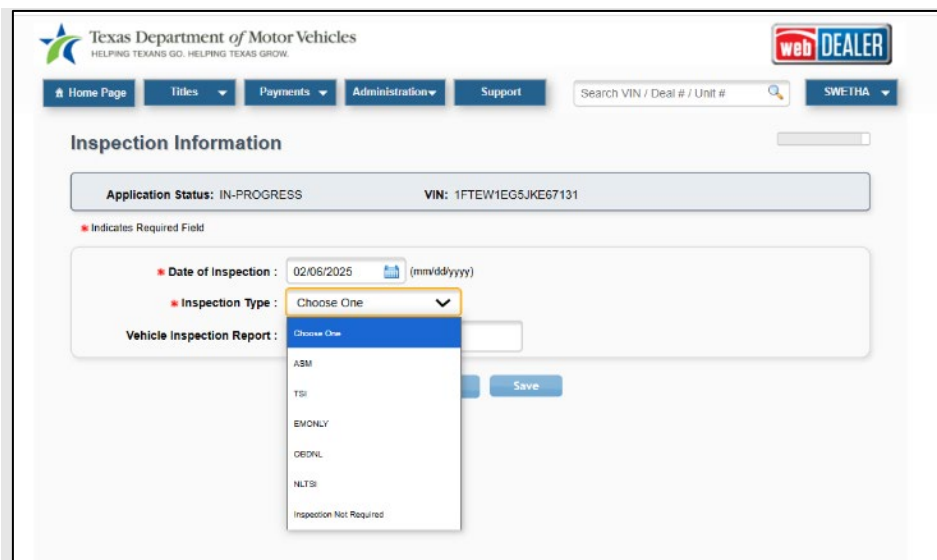


**Figure 58: Inspection Information**

3. Remove the existing VIR, if applicable.

4. A new VIR must be uploaded when you manually enter or update new inspection information. This can be done on the Inspection Information page or on the Evidence of Ownership and Supporting Documents page. Upload the VIR to continue.

5. If the inspection information is found in the inspection database but does not satisfy the emissions inspection requirement, the following message displays on the Title Preview page. Select the edit icon and follow the steps above.
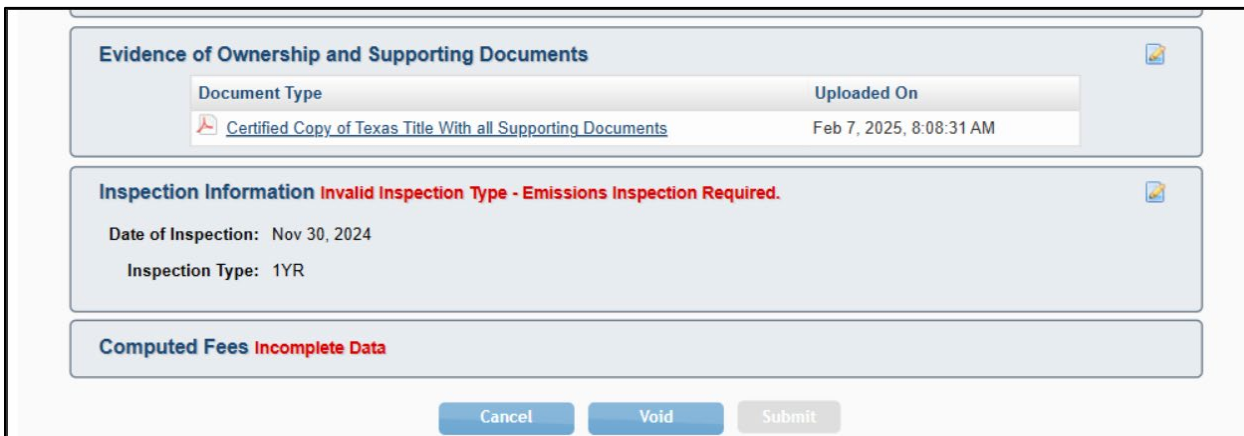
**Figure 59: Evidence of Ownership Invalid Inspection Type Message**

6.  If the customer is exempt from an emissions inspection due to a qualifying affidavit exempt reason or exempt vehicle class option, your dealership will select the new "Inspection Not Required" from the Inspection Type dropdown to prompt the new "Affidavit Exempt Reasons" screen for a manual selection of an affidavit exempt reason. Upon selecting the appropriate affidavit exemption reason, you will continue processing the title application.

**Note:** If a vehicle was last titled out of state and the vehicle is not subject to a commercial or emissions inspection, your dealership or the title applicant will self-certify the VIN on the Form 130-U.

If your dealership selected the option on the Seller Disclosure page to "Complete Buyer Acknowledgment Electronically," then your dealership will be required to self-certify the VIN on the Title Preview page prior to submitting the transaction. You will see the following certification statement:



**Evidence of Ownership and Supporting Documents**

| Document Type | Uploaded On |
| --- | --- |
| Manufacturer's Cert. of Origin With all Supporting Documents | Feb 6, 2025, 2:37:54 PM |

**Computed Fees**

Expiration Date: 1 / 2027

| Fee Description | Fee Assessed |
| --- | --- |
| TITLE APPLICATION FEE | $13.00 |
| OWNER VERIFICATION FEE | $0.50 |
| TERP TITLE FEE | $20.00 |
| SALES TAX FEE | $750.00 |
| BUYERS TAG | $5.00 |
| WINDSHIELD STICKER | $101.50 |
| REG FEE-DPS | $2.00 |
| CNTY ROAD BRIDGE ADD-ON FEE | $20.00 |
| CHILD SAFETY FUND | $3.00 |
| INSPECTION REPLACEMENT FEE | $16.75 |
| PROCESSING AND HANDLING FEE | $4.75 |
| Total Fees | $936.50 |

☑ I have physically inspected the vehicle described and verified the vehicle identification number indicated in this application.

Cancel    Void    Submit

**Figure 60: Evidence of Ownership and Supporting Documents Check Box**

# 6.7 Fees

Follow these steps to calculate fees and input optional fees:

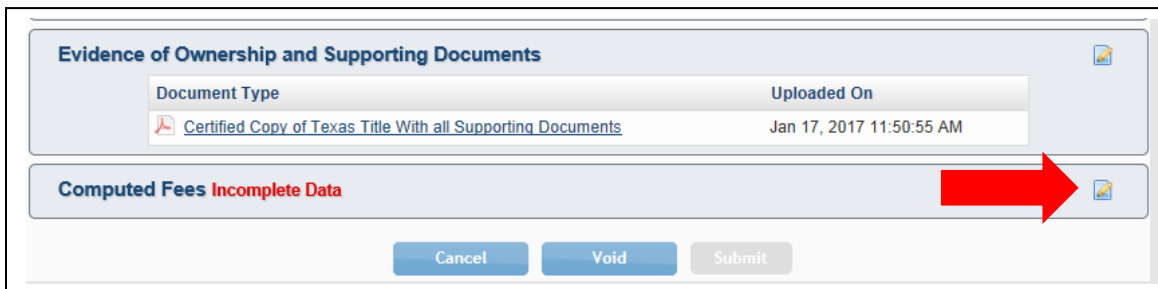1. From the Title Preview page, select the edit icon next to Computed Fees.
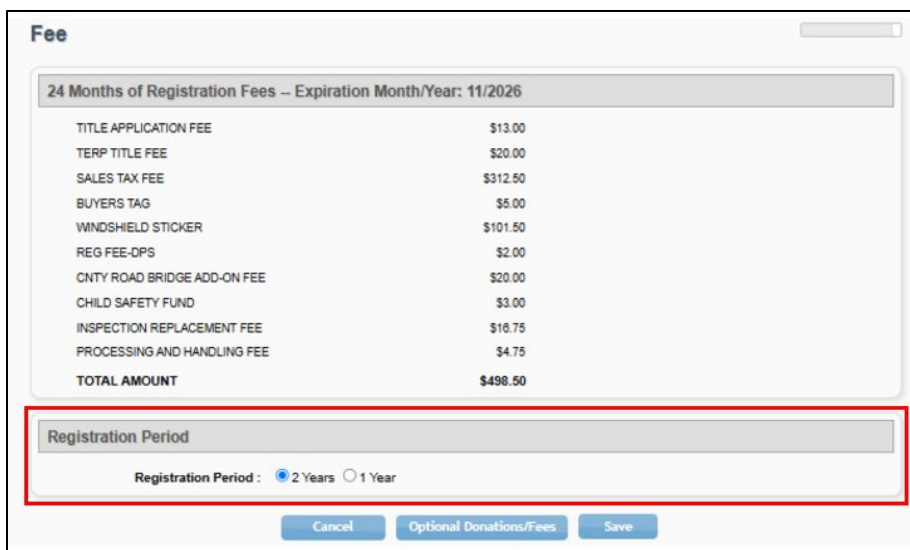
**Figure 61: Computed Fees**

2. The registration period of 12 months (1 year) will be determined and calculated automatically for used vehicles by the vehicle's registration class and ownership evidence surrendered.



**Figure 62: Fee Page Used Vehicle**

3. The registration period of 24 months (2 years) will be defaulted for a new vehicle (current or previous model year) with a Manufacturers Certificate of Origin (MCO) as evidence of ownership. The option to select a 1-year registration period is available if the vehicle does not qualify for 2 years.

**Figure 63: Fee Page New Vehicle**

4. If the buyer wishes to make a contribution to the Organ Donor Donation Fund, Veterans' Fund, State Parks, Special Olympics TX, Evidence Testing, or Ending Homelessness select **Optional Donations/Fees**.
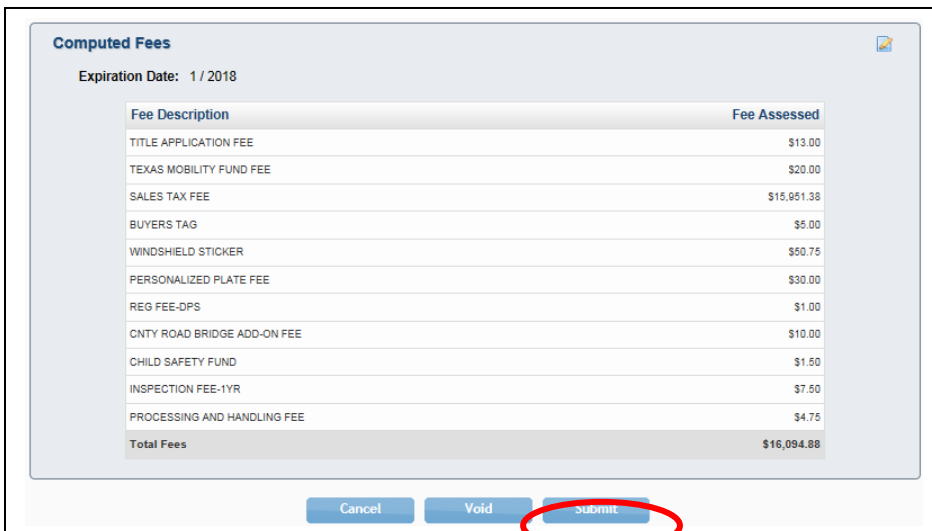
5. Enter the amounts. Select **Update Fees**.



**Figure 64: Optional Fees and Donations**

6. Once returned to the Fee page, select **Save**.

7. Submitting Title Applications

Follow these steps when the title application is complete, and you are ready to submit to the county tax assessor-collector's office:

1. From the Title Preview page, select **Submit**.

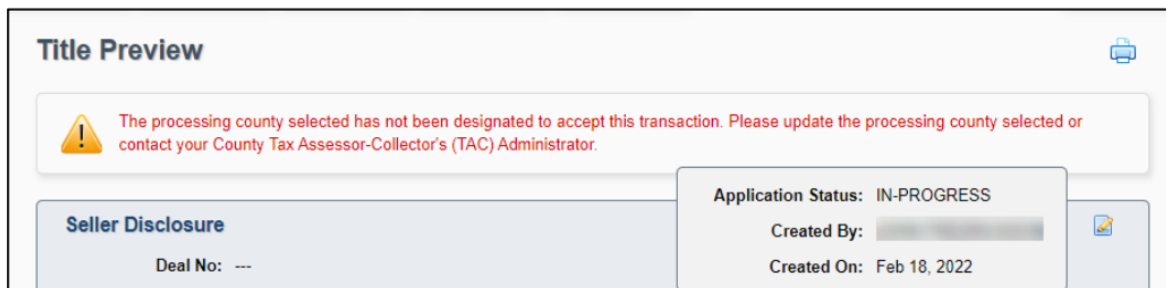**Figure 65: Computed Fees Total**

**Note:** webDEALER compares the Processing County selected on the Seller Disclosure page to the counties associated with each address provided in the title application. This is to determine if the Processing County is a statutory county required to process the transaction (i.e. purchaser's resident county, dealer, or lienholder county), or a willing county. If the Processing County is none of the above, the following error message will be displayed when attempting to submit the transaction:
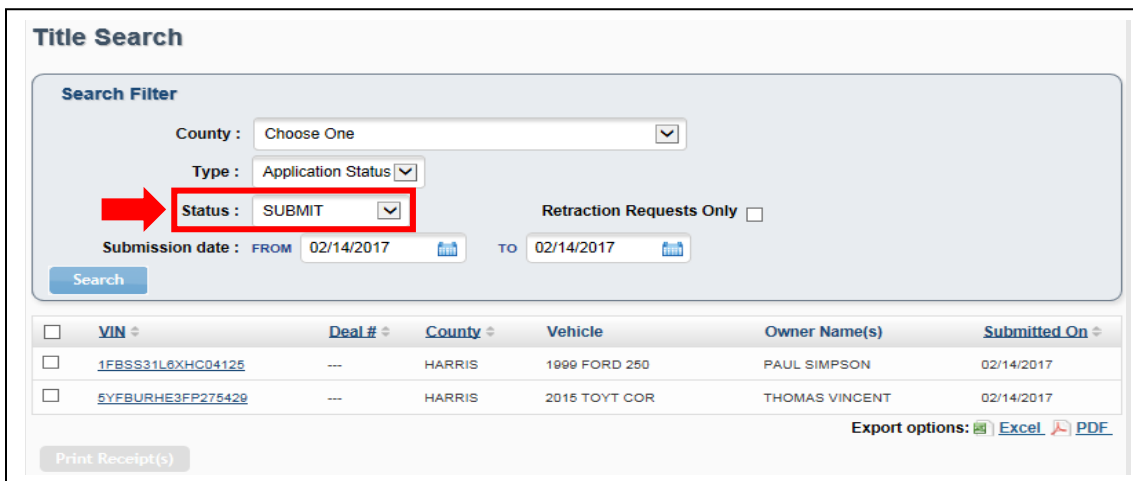


**Figure 66: Title Preview Page**

**Note:** At any time prior to submitting the title application to the county, or after it has been returned by the county, you can void the transaction to delete the application.

2.  Once submitted, you are taken to the Title Search page.

3. To locate the submitted application, use the search filters. The status of "Submit" will narrow your search to only title applications that have been submitted to the county tax assessor-collector. Use the date range to further narrow your results.
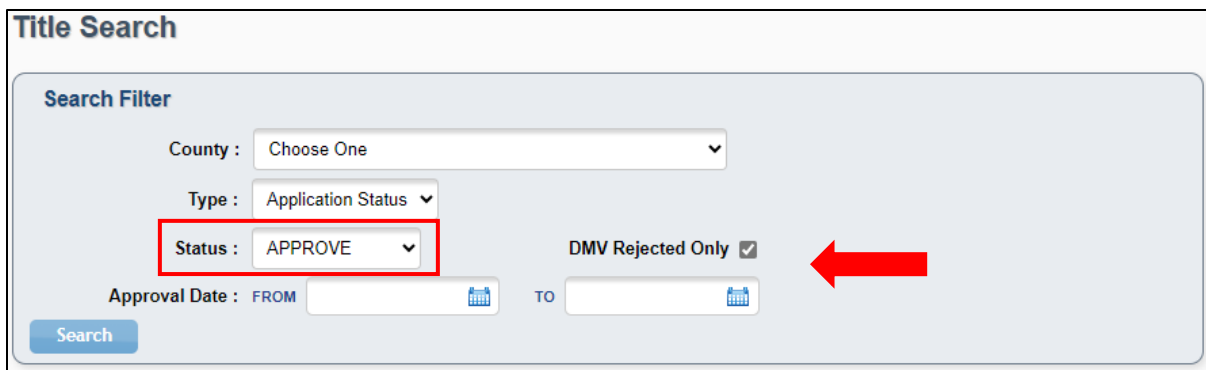


**Figure 67: Title Search for Submitted Title Application**

# 6.8 DMV Rejected Transactions

1. To locate DMV Rejected transactions from the Title Search page you'll need to use the status drop-down and select APPROVE. Then click the **DMV Rejected Only** checkbox and select **Search**.



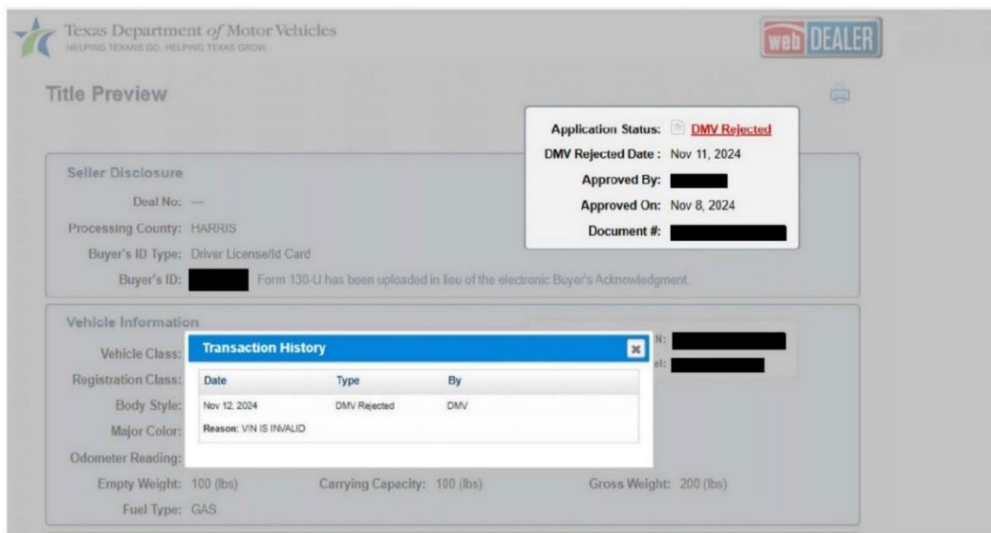**Figure 68: DMV Rejected Only Checkbox**

**Note:** DMV Rejected transactions are a result of errors or issues identified during the systematic update process after a county approves the title transaction, such as VIN errors or National Motor Vehicle Title Information System (NMVTIS) errors. These are transactions that will require working with your county tax assessor-collector's office to resolve.

2. The reason for the rejection can be found on the Title Preview page. Once you select the VIN from the list of DMV Rejected transactions, select the **DMV Rejected** hyperlink. The rejection information can be found in the **Transaction History** and includes the Rejection Date and Reason for the rejection.



**Figure 69: DMV Rejected Transaction History**

3. Once a DMV rejected transaction is corrected by the county tax assessor-collector's office, webDEALER will update the transaction and remove it from the DMV rejected list.

   To locate a previously rejected transaction that has been corrected from the Title Search page, select APPROVED under status, locate and select a VIN that was previously known to be rejected, and on the Title Preview page, select the **DMV Released** hyperlink. This will take you to the **Transaction History**, where you'll find the corrected document number and details.

**Figure 70: DMV Release Hyperlink**

# 7  Grouping Title Applications

Title applications in the Reviewed status can be grouped for payment.
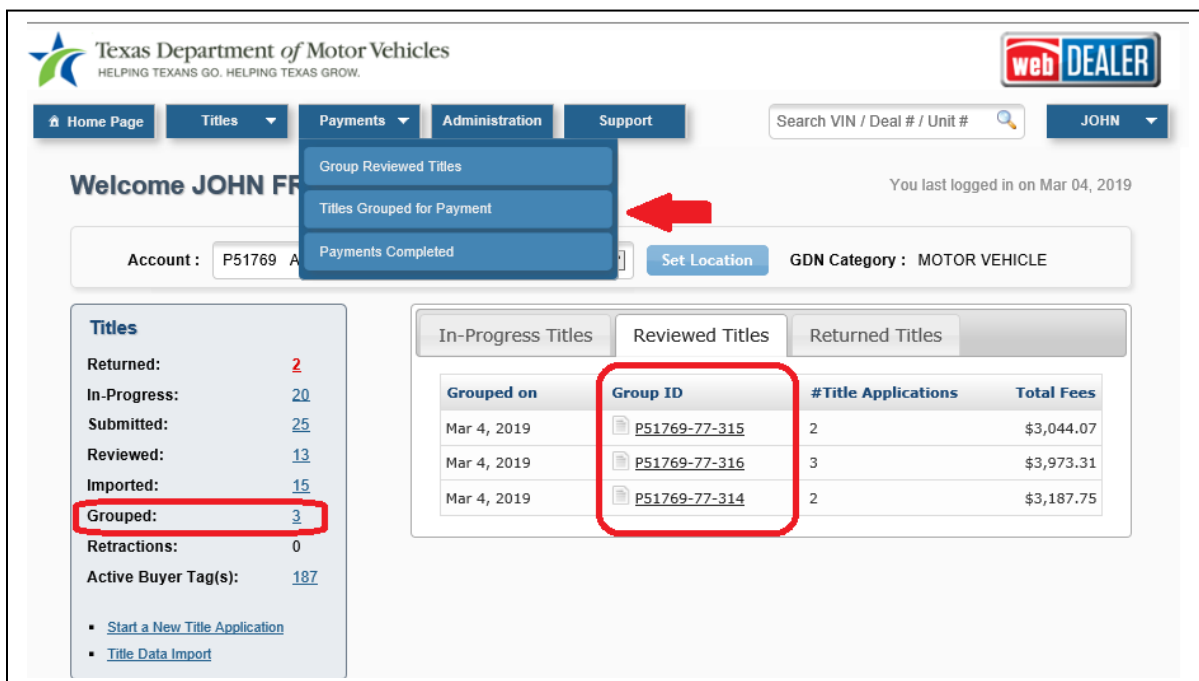
You may be able to group and ungroup title applications provided you have been authorized by the county to do so. Alternatively, counties can group your title applications for payment (refer to Configuration by County to determine your dealership's grouping configuration.)

## 7.1  Grouping by County

If county grouping is configured, you will only be able to view the groups on the Reviewed Title Groups with Payments Due page.

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

- On the Home Page, select the number adjacent to Grouped in the Titles box.

- Select the **Reviewed Titles** tab on the Home Page, then select a Group ID.

- From any page, select **Titles Grouped for Payment** under the **Payments** tab at the top of the page.



**Figure 71: Title Grouped for Payment**

1. On the Title Groups with Payments Due page, use the Search Filter to narrow down your results in order to find the group of applications you want to view.

   **Note:** The results may show different amounts in the Total Fees and the Pay to County because a Dealer Deputy can charge up to $10.00 for the Title Convenience Fee (refer to 3.2 – Dealer Deputy for more information). You will remit the amount that is under the Pay to County column.
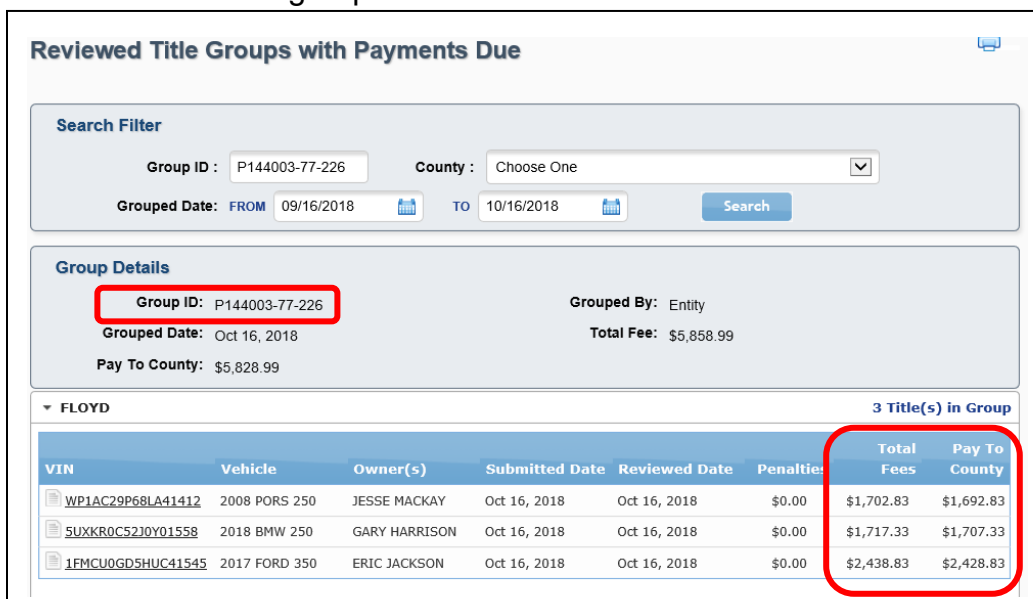


**Figure 72: Title Groups with Payment Due**

2. Select a **Group ID** to open the Payment Details page.

The Group Details page displays the details of the group and the title applications associated with the group.



**Figure 73: Group Payment Details**

3. Remit the "Pay To County" amount.

# 7.2 Grouping by Dealer

If a county has authorized you to group title applications, you will create groups from the reviewed title applications that you want to pay for together. Once grouped, payment can be processed, and the title applications can be approved as a group by the county tax assessor-collector's office.

To group title applications, follow these steps:

1. Navigate to the Group Reviewed Titles for Payment page by selecting **Group Reviewed Titles** under the **Payments** tab.
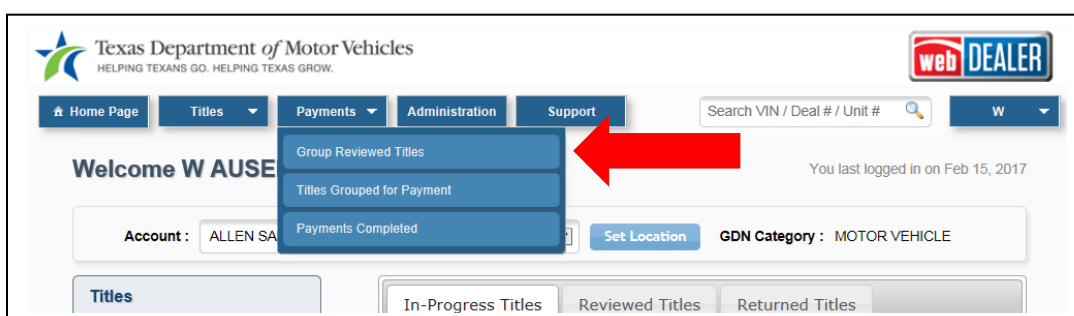


**Figure 74: Group Reviewed Titles**

2. On the Group Reviewed Titles for Payment page, choose the county for which you want to group and optionally filter by date.

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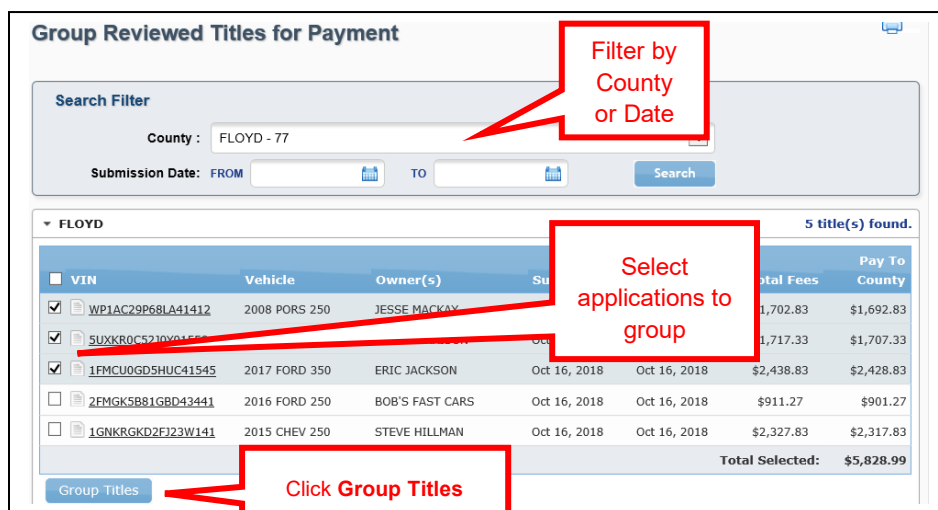


**Figure 75: Group Reviewed Titles for Payment**

4. A confirmation pop-up window will display. Select **Group for Payment**.

**Figure 76: Group Reviewed Titles for Payment Confirmation**

5. The Group Reviewed Titles for Payment page is displayed with a confirmation message, which includes the Group ID.



**Figure 77: Confirmation Message and Group Number**

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.



**Figure 78: Reviewed Title Groups with Payments Due**

# 7.3 Ungrouping Reviewed Title Application Groups

If you have been authorized to group title applications, you will also have the ability to ungroup them. Ungrouping reviewed title application groups allows you to process payment individually or to add them to a new group.

**Note:** You cannot ungroup title applications grouped by the county.

**Note:** If a county disables grouping, all of your existing groups will automatically be ungrouped.

Follow these steps to ungroup a group of title applications:

1. Click **Titles Grouped for Payment** under the **Payments** tab to access the Reviewed Title Groups with Payments Due page.
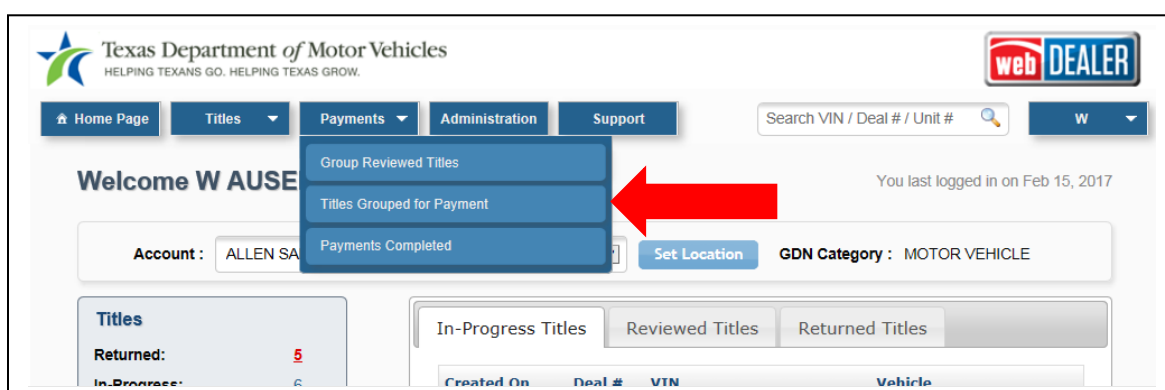


**Figure 79: Titles Grouped for Payment**

2. Filter by County or Date and locate the Group you wish to ungroup. Select the **Group ID**.
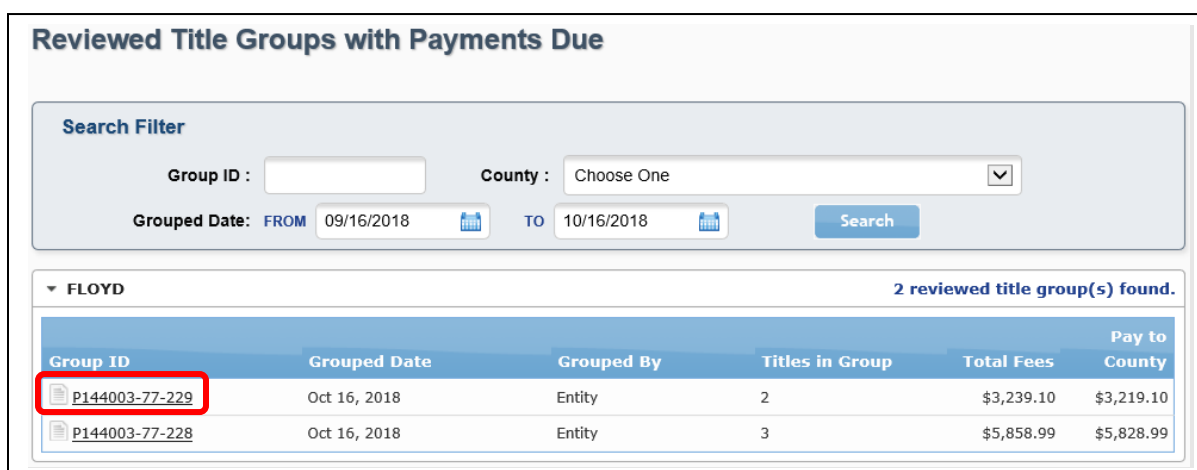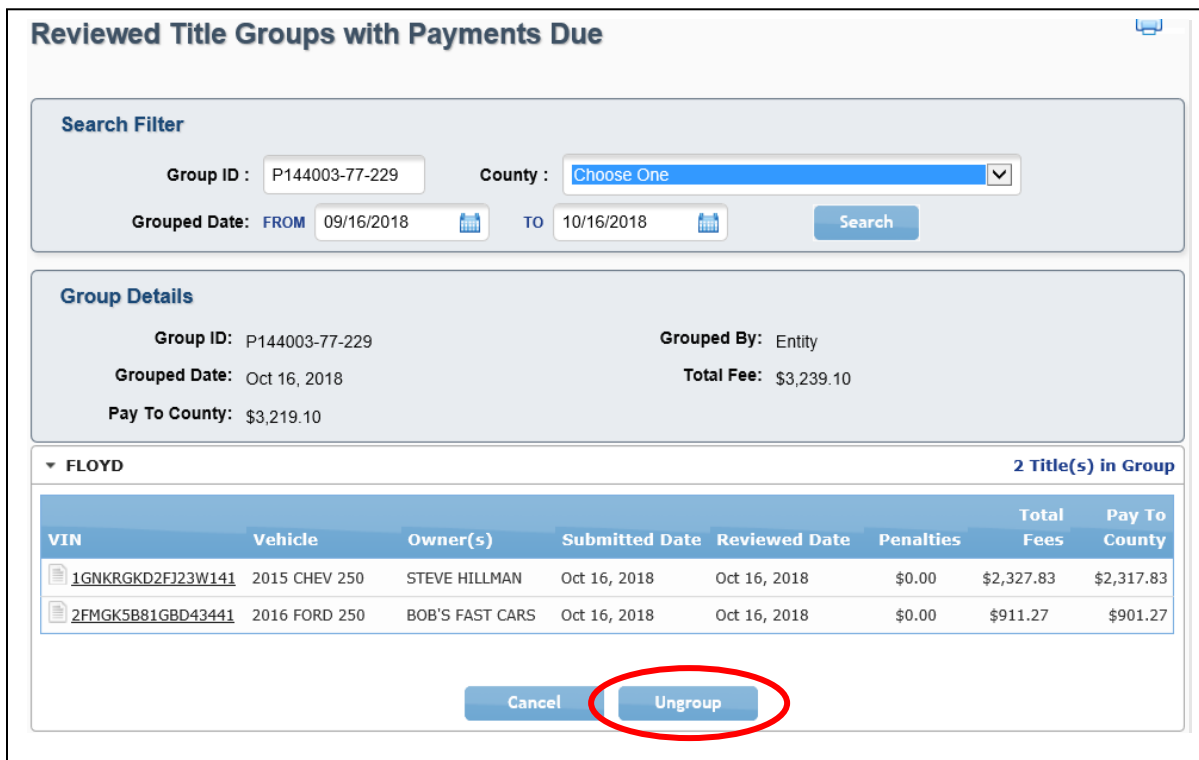


**Figure 80: Reviewed Title Groups with Payments Due**

3. Once the Group Details are open, select **Ungroup**.
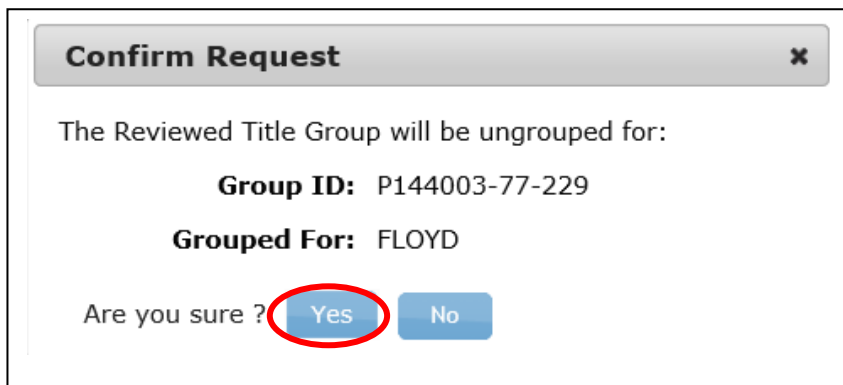


**Figure 81: Ungroup Title Applications**

4. A confirmation pop-up will display to verify you want to ungroup these applications. Select **Yes** to confirm.



**Figure 82: Ungroup Confirmation Request**
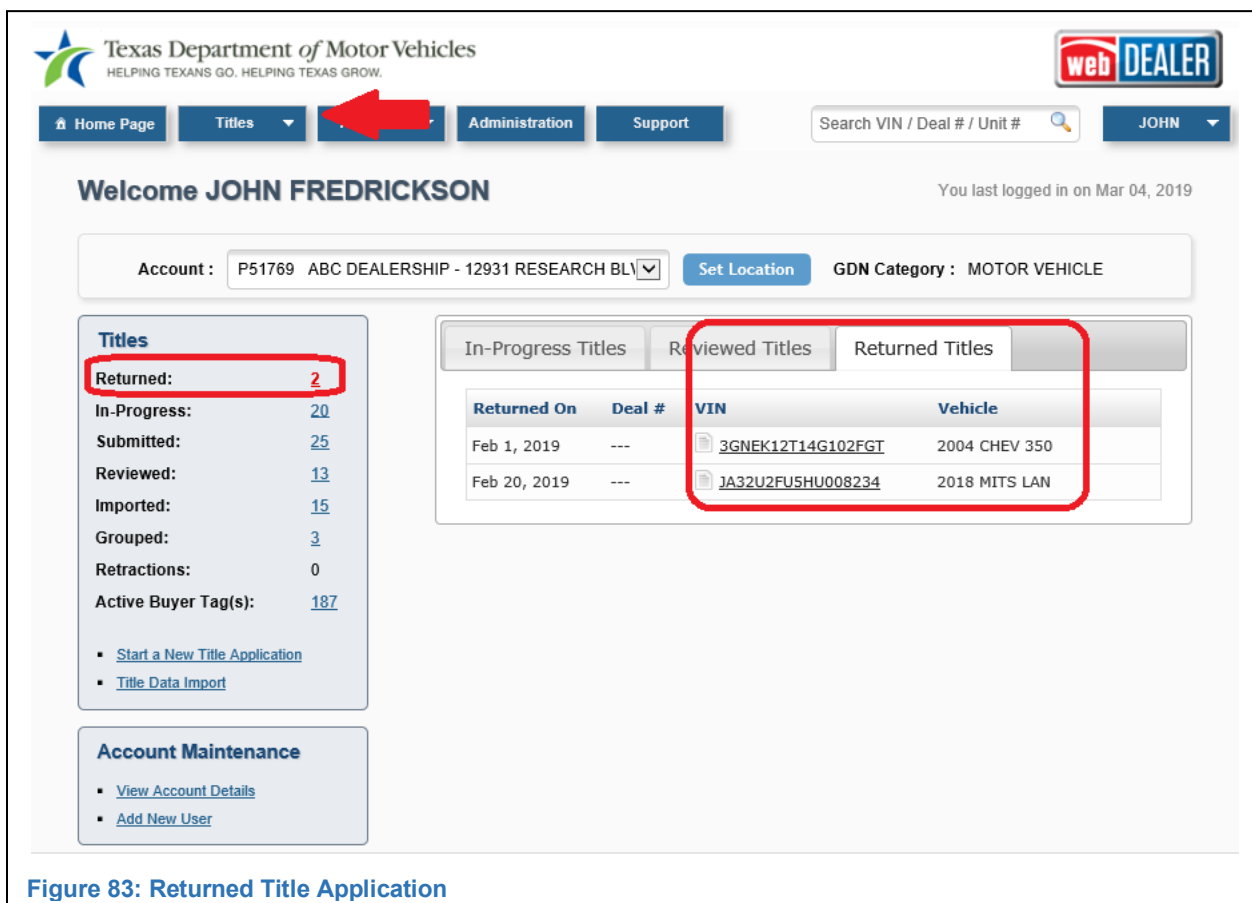
5. This group is now ungrouped, and you may regroup these title applications as necessary.

# 8  Returned Title Applications

A title application may be returned by the county tax assessor-collector's office for several reasons, such as the documents scanned were not the originals, the images were unreadable, missing signatures, incorrect information, etc. 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.

You can find returned title applications in the following ways:

- On the Home Page, select the number adjacent to Returned in the Titles box.

- Select the **Returned Titles** tab on the Home Page. Select on a VIN.

- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of Returned.
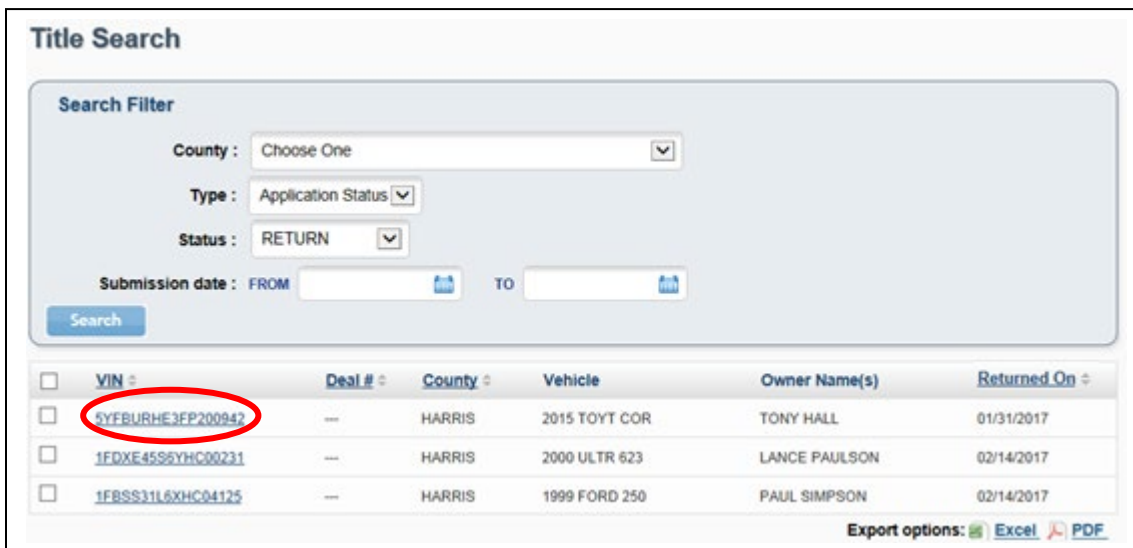


Figure 83: Returned Title Application

# 8.1 Reviewing a Returned Title Application

Follow these steps to review a returned title application:

1. Select the returned title application you wish to review by selecting the **VIN**.
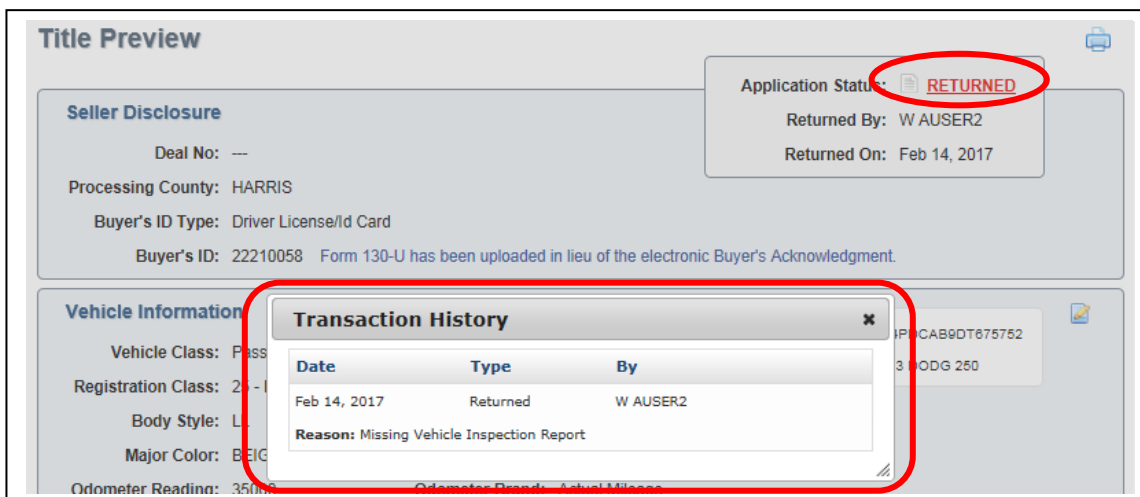


**Figure 84: Title Search - Returned Title Application**

2. Selecting the Application Status **RETURNED** (in red) in the upper-right corner of the Title Preview page displays a Transaction History pop-up that will explain the reason for the return.



**Figure 85: Transaction History**

3. After closing the Transaction History pop-up, click on one of the edit icons to the right of a section to open the section's page.

4. Correct the information and select Save to view the Title Preview page with the correction. (Refer to <u>Section 10 – Resubmitting Title Applications</u>.
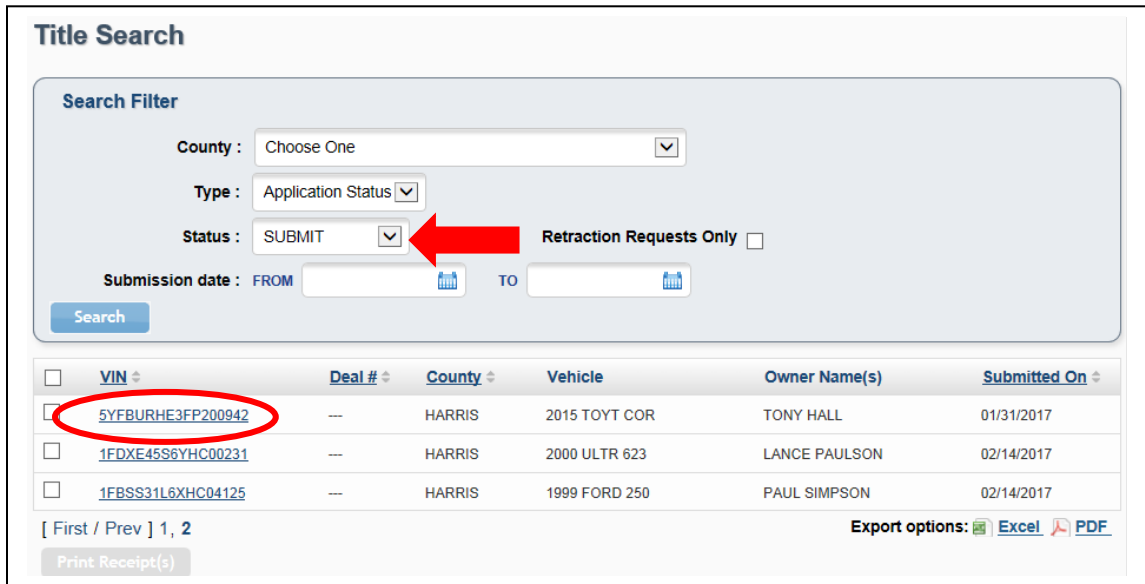
# 9  Retracting Title Applications

You may request to retract a title application before it is approved by the county. If the county approves the retraction request, the application's status will be changed from Submitted to Returned, and it can be found in the list of Returned Titles on the Home Page (refer to <u>Section 8 – Returned Title Applications</u>).

**Note:** The county must approve the request before the application is returned to you.

Follow these steps to request a retraction on a submitted title application:

1. Locate the title application by using the Search Filter on the Title Search page. Filtered for a Status of SUBMIT. Select the **VIN** of the title application you want to retract.



**Figure 86: Title Search Page**

2. On the Title Preview page, select **Retract**.

| WINDSHIELD STICKER | $137.50 |
| REG FEE-DPS | $1.00 |
| CNTY ROAD BRIDGE ADD-ON FEE | $10.00 |
| CHILD SAFETY FUND | $1.50 |
| PROCESSING AND HANDLING FEE | $4.75 |
| **Total Fees** | **$1,853.38** |

**Figure 87: Retract a Title Application**

3. The Retraction Request pop-up box will appear. Enter the Reason for the request. This reason will be visible to the county. Select **Retract**.
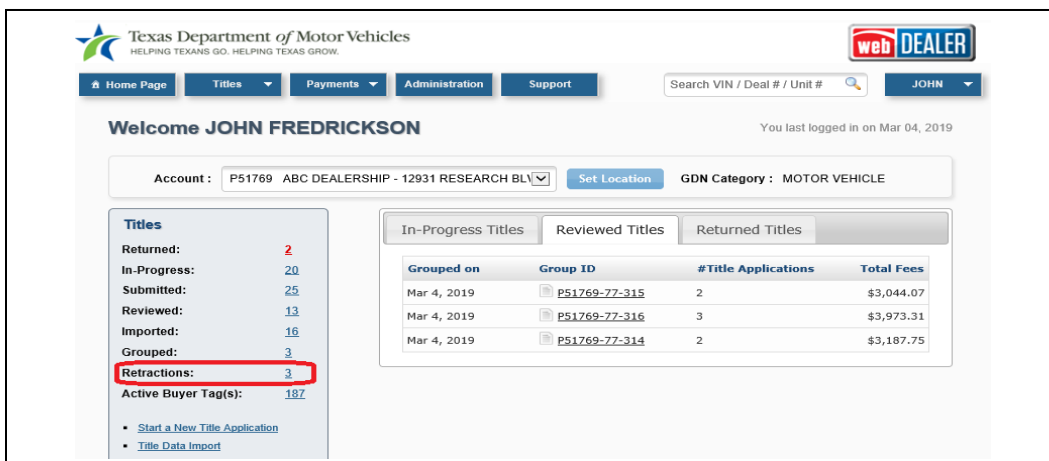


**Figure 88: Retraction Request**

4. If the county approves the retraction request, the status of the application will change to Returned.

5. Make the corrections, and resubmit the application (refer to <u>Section 10 – Resubmitting Title Applications</u>).

# 9.1 Viewing Retraction Requests

You can find a retracted title application request in the following ways:

- On the Home Page, select the number next to Retractions in the Titles box.
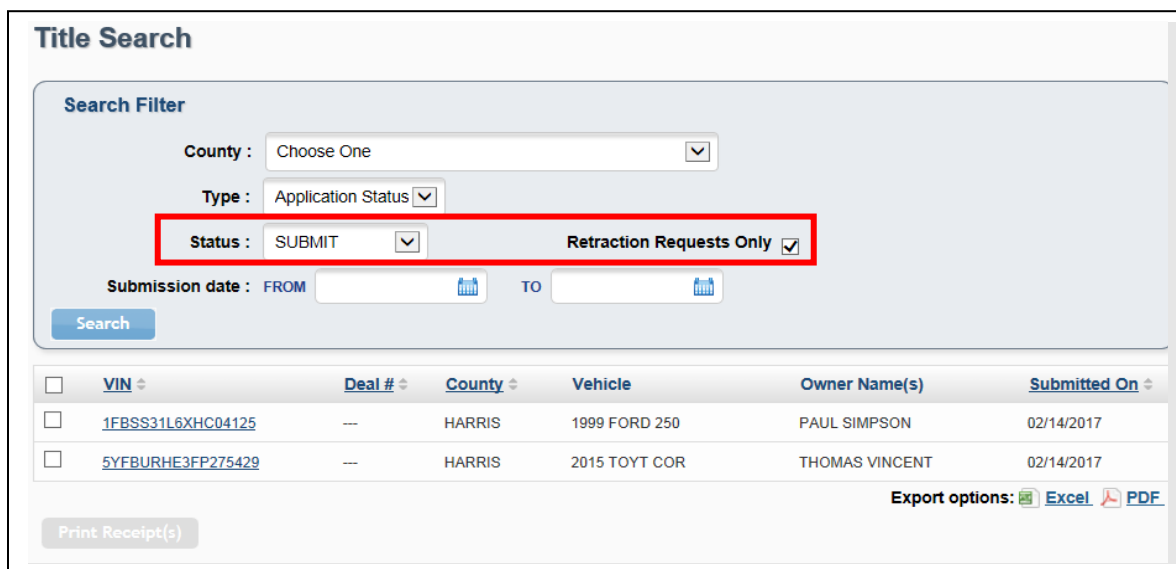
**Figure 89: View Retraction Requests - Home Page**

- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of "Submit" with the Retraction Requests Only check box checked.
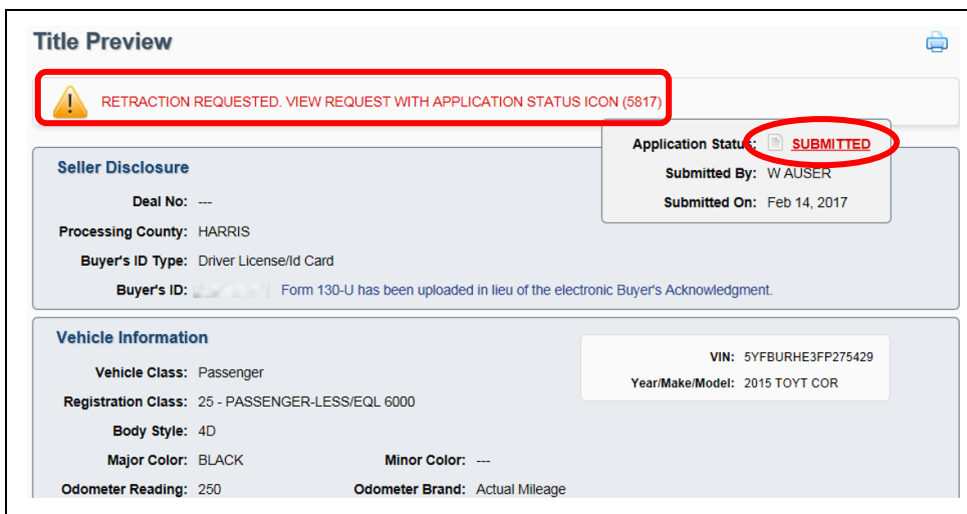


**Figure 90: Title Search Retraction Requests**

Follow these steps to review a retracted title application request:

1. On the Title Search page, select the **VIN**.

2. The Title Preview page will display. If the request is pending county approval, the Application Status will be in red, and there will be a warning on the Title Preview page.

**Figure 91: Title Preview - Retraction Request Message**

# 10  Resubmitting Title Applications

After you have corrected the title application, as applicable, follow these steps to resubmit:

1.  Verify the corrected information appears on the Title Preview page. Once verified, select **Submit**.

2.  The Submit Returned Title Application pop-up will open. Enter the reason for the resubmission of the application (optional). Select **Submit**.



**Figure 92: Submit Returned Title Application**
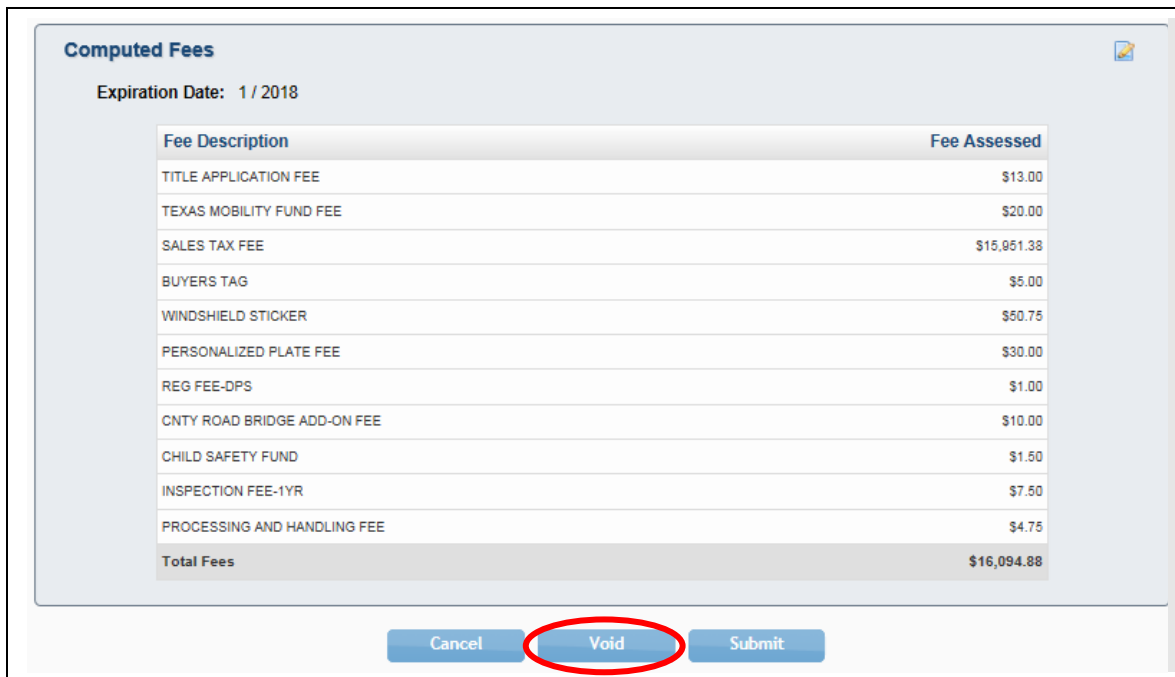
3. The status of the application will be changed to Submitted, and the title application is resubmitted to the county tax assessor-collector's office for review.

# 11   Voiding Title Applications

At any time prior to submitting the title application to the county tax assessor-collector's office, or after it has been returned by the county tax assessor-collector's office, you can void the application.

Follow these steps to void a title application:

1. Select **Title Search** under the **Titles** tab.

2. On the Title Search page, use the Search Filter to locate the title application.

3. Select the **VIN** of the title application you want to void.

4. On the bottom of the Title Preview page, select **Void**.



**Computed Fees**

Expiration Date:  1 / 2018

| Fee Description | Fee Assessed |
|---|---|
| TITLE APPLICATION FEE | $13.00 |
| TEXAS MOBILITY FUND FEE | $20.00 |
| SALES TAX FEE | $15,951.38 |
| BUYERS TAG | $5.00 |
| WINDSHIELD STICKER | $50.75 |
| PERSONALIZED PLATE FEE | $30.00 |
| REG FEE-DPS | $1.00 |
| CNTY ROAD BRIDGE ADD-ON FEE | $10.00 |
| CHILD SAFETY FUND | $1.50 |
| INSPECTION FEE-1YR | $7.50 |
| PROCESSING AND HANDLING FEE | $4.75 |
| **Total Fees** | **$16,094.88** |

Cancel    Void    Submit
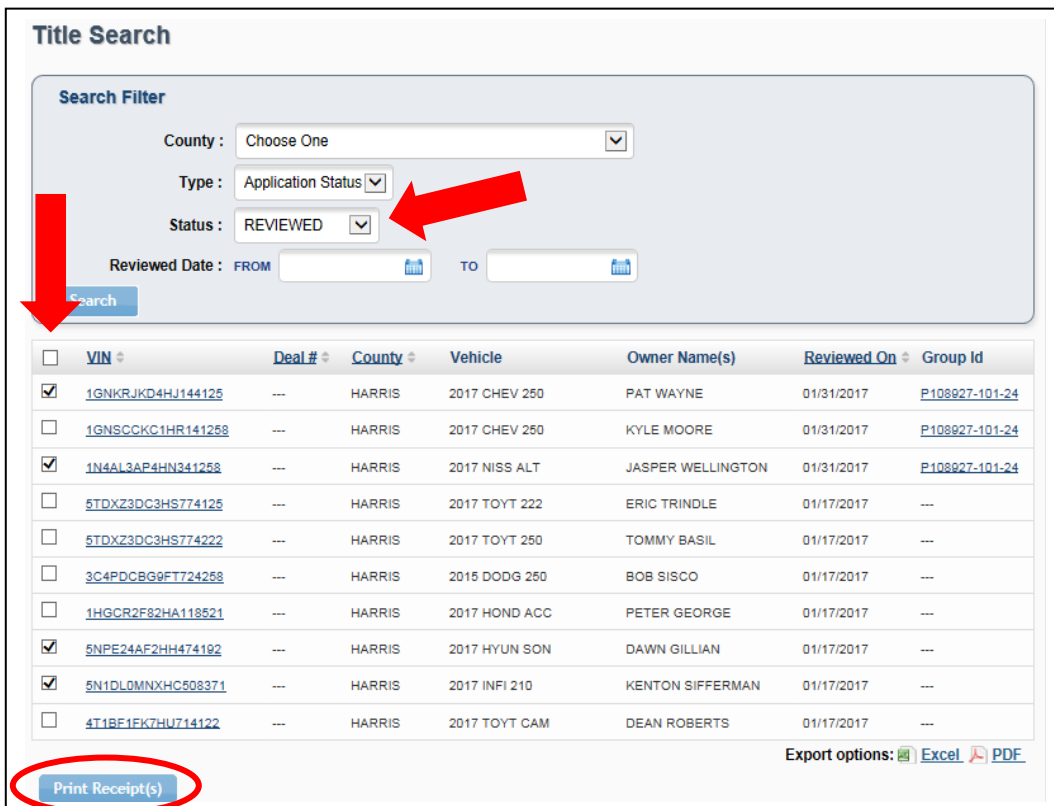
**Figure 93: Voiding Title Application**

# 12 Printing Receipts

The first opportunity to print a title application receipt is immediately after the application is submitted to the county tax assessor-collector's office, unless your dealership is a dealer deputy and the county has set your dealership configuration to only print receipts after approval. If printed after submitting, the receipt will not have a webDEALER Title ID number.

Receipts for submitted, reviewed, and approved title applications can be printed individually or as a group. Follow these steps to print receipts:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Titles tab. In the Search Filter, choose a status of "Submit," "Reviewed," or "Approve." Select **Search**.

2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications.

3. Select **Print Receipt(s)**.



**Figure 94: Print Receipts**

**Note:** The first receipt will always print without a watermark. This is the owner's copy. If you need a copy of the receipt for the lienholder, click the **Print Receipt(s)** button a second time. This copy will have a watermark.

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

**Note:** webDEALER limits the total number of registration sticker receipts that can be printed to two per transaction for a dealer deputy; one initial print and one reprint regardless of which status the two prints occur (Submitted, Reviewed, or Approved). Once a registration sticker has been printed twice, the receipt will no longer display the registration sticker image. A duplicate receipt would have to be obtained from the county tax office.

A count of the number of registration sticker receipts printed by a dealer deputy per transaction is found on the Title Search page under the Sticker Print column. County users can also see the number of times a dealer deputy has printed the registration sticker receipt. webDEALER does not track title application receipts that do not include a registration sticker. A non-dealer deputy will see the Sticker Print column, but webDEALER will not track the number of prints.



**Figure 95: Registration Sticker Receipt Column**

## 12.1 Owner's Receipt

This receipt example is for a dealership that does not have plate and sticker inventory. There is no plate number specified or sticker image at the bottom. The plate number will be shown on the receipt if you have plate and sticker inventory or if a customer supplied the plate.

```
WEB DEALER ORIGINAL TITLE


PROCESSING COUNTY: FLOYD          TAC NAME: DELIA SUAREZ
RESIDENT COUNTY: TRAVIS           DATE: 02/10/2025          EFFECTIVE DATE: 02/10/2025
PLATE NO:                         TIME: 02:28PM             EXPIRATION DATE: 1/2026
DOCUMENT NO:                      USER:                     WEB TITLE ID: 3491424
PREV DOC NO: 01910138209165027-TX (P)
OWNER NAME AND ADDRESS
JANE DOE
123 TEST ST
AUSTIN, TX 78731


                                  REGISTRATION CLASS: PASSENGER-MORETHAN 6000
                                  PLATE TYPE: PASSENGER-TRUCK PLT
                                  ORGANIZATION:
                                  STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 3GNGK26G41G154627      VEHICLE CLASSIFICATION: PASS-TRK
YR/MAKE: 2014/CHEV  MODEL: K25  BODY STYLE: LL    UNIT NO:
EMPTY WT: 6700     CARRYING CAPACITY: 0    GROSS WT: 6700    TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO:                      TVL TRLR L/W/SQFT: 0'0"
PREV OWNER NAME: BATES NISSAN INC          PREV CITY/STATE: KILLEEN, TX

INVENTORY ITEM(S)                YR
PASSENGER-TRUCK PLT
WINDSHIELD STICKER               2026         FEES ASSESSED
                                              TITLE APPLICATION FEE       $        13.00
VEHICLE RECORD NOTATIONS                      TERP TITLE FEE              $        20.00
ACTUAL MILEAGE                                DELINQUENT TRANSFER PENALTY $        10.00
PAPER TITLE                                   SALES TAX FEE              $     1,562.50
MAJOR COLOR: ORANGE                           SALES TAX PENALTY FEE      $        78.13
FUEL TYPE: GAS                                BUYERS TAG                 $         5.00
                                              WINDSHIELD STICKER         $        54.00
                                              REG FEE-DPS                $         1.00
                                              CNTY ROAD BRIDGE ADD-ON FEE $        10.00
                                              CHILD SAFETY FUND          $         1.50
                                              INSPECTION REPLACEMENT FEE $         7.50
                                              PROCESSING AND HANDLING FEE $         4.75
ODOMETER READING: 3620      BRAND: A                          TOTAL     $     1,767.38
OWNERSHIP EVIDENCE: TEXAS TITLE
1ST LIEN



                                              SALES TAX CATEGORY: SALES/USE

2ND LIEN                            Date of Assignment/Sales Tax Date: 01/03/2025
                                                    Sales Price $     25,000.00
3RD LIEN                                 Less Trade In Allowance $          0.00
                                                 Taxable Amount $     25,000.00
                                                 Sales Tax Paid $      1,562.50
                                    Less Other State Tax Paid $          0.00
                                                   Tax Penalty $         78.13
                                                TOTAL TAX PAID $      1,640.63




        THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.
```

**Figure 96: Owner's Receipt**

## 12.2 Duplicate Receipt

Once the owner's receipt is printed, it will enable the duplicate receipt to be printed with a watermark. To print a second copy, click the **Print Receipt(s)** button.



**Figure 97: Duplicated Receipt**

## 12.3  Final Receipt

After the title application is approved by the county tax assessor-collector's office, the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code.



**Figure 98: Final Receipt Payments**

The county tax assessor-collector's office will collect payment for all approved title applications. For each payment collected, the county tax assessor-collector's office will record the payment(s) and make a note in the payment details.

Follow these steps to view the payments recorded by the county tax assessor-collector's office:

1.  Select on **Payments Completed** under the **Payments** tab.
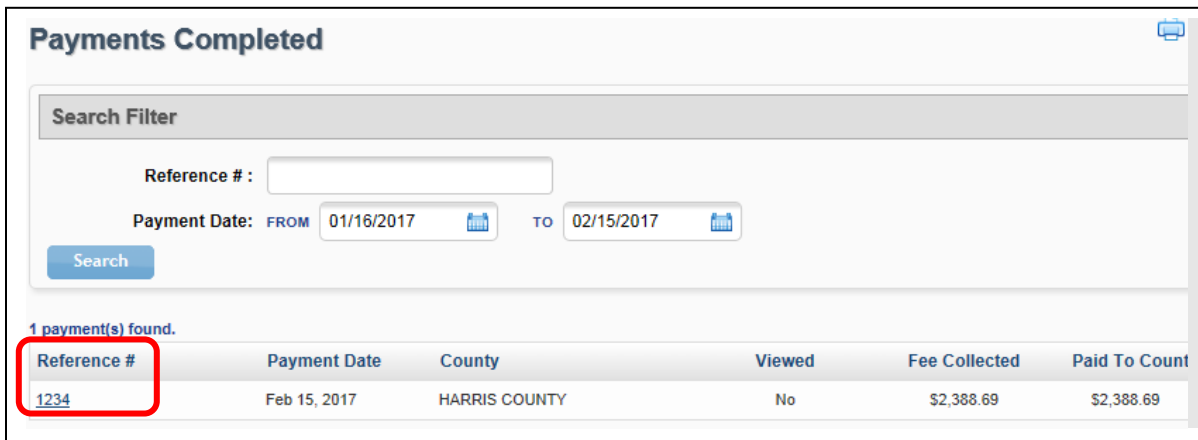
2.  Select a **Reference #** to display the Payment Details.



**Figure 100: Payments Completed Reference Number**

3. The Payment Details will show with the payment information for that group of title applications.



**Figure 101: Payment Details**

# Appendices

## Appendix 1 – Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 3 – Title Data File Format for Import.

When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of Import on the Title Search page, all records that have been imported, but not used to create an application will be listed. By using the status of Import and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.

## Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computers and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer's signature on the Form 130-U and the title assignment/odometer disclosure. As a result, the assignment of title is not required to be completed and can be left blank between the buyer and dealer.

- 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.

- If there is joint ownership, only one of the buyers can have their Texas Driver License/ID entered in webDEALER and that buyer will electronically acknowledge the sale, which only replaces this one buyer's signature. The remaining buyer would still be required to sign the Form 130-U and title assignment/odometer disclosure for upload with the title transaction.

- 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 3 – Title Data File Format for Import

The Export/Import file is a CSV file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website: https://webdealer.txdmv.gov/title/dmsFileCheck#!

| Pos | Field | Import Requirement | Format |
|---|---|---|---|
| 1 | Deal_No | Required | |
| 2 | Sale_Type | Required | "P" = Purchase "L" = Lease |
| 3 | Sale_Date | Required | Any date format |
| 4 | New_Used | Required | "New" or "Used" |
| 5 | Original_Price (Retail) | | |
| 6 | Rebate_Amt | 2 of the 3 fields required | |
| 7 | Sales_Price (after rebate) | | |
| 8 | Trade1_Amt | Optional | |
| 9 | Trade1_VIN | Optional | |
| 10 | Trade1_Make | Optional | |
| 11 | Trade1_Model_Year | Optional | |
| 12 | Trade2_Amt | Not used | |
| 13 | Trade2_VIN | Not used | |
| 14 | Trade2_Make | Not used | |
| 15 | Trade2_Model_Year | Not used | |
| | | | |
| 16 | VIN | Required | |
| 17 | Vehicle_Class | Optional but required in webDEALER | "C" = Car "T" = Truck |
| 18 | Make | Optional but required in webDEALER | |
| 19 | Model | Optional but required in webDEALER | |
| 20 | Model_Year | Optional but required in webDEALER | |
| 21 | Body_Type | Optional but required in webDEALER | |
| 22 | Empty_Weight | Optional but required in webDEALER | |
| 23 | Major_Color_Cd | Optional but required in webDEALER | |
| 24 | Minor_Color_Cd | Optional | |
| 25 | Odometer_Reading | Required | |
| | | | |
| 26 | Owner1_Full_Name | Required | |
| 27 | Owner2_Full_Name | Optional | |

| 28 | Owner_Street1 | Optional but required in webDEALER | |
|----|---------------|-----------------------------------|---|
| 29 | Owner_Street2 | Optional | |
| 30 | Owner_City | Optional but required in webDEALER | |
| 31 | Owner_County | Optional but required in webDEALER | |
| 32 | Owner_State | Optional but required in webDEALER | |
| 33 | Owner_Zip_Cd | Optional but required in webDEALER | |
| 34 | Owner_Zip_Cd_P4 | Optional | |
| 35 | Owner_Country | Optional | |
| 36 | Owner_Postal_Cd | Optional | |
| 37 | Owner_Email_Address | Optional | |
| 38 | Owner_Phone | Optional | |
| | | | |
| 39 | Lien_Date | Optional but required in webDEALER | |
| 40 | Finance_Company | Optional | "Cash", or Finance Company Name or Abbreviation |
| 41 | Certified_Lien_No | Optional but may be required in webDEALER | |
| 42 | Lien_Name1 | | |
| 43 | Lien_Name2 | | |
| 44 | Lien_Street1 | | |
| 45 | Lien_Street2 | | |
| 46 | Lien_City | None of these fields are required, and not necessary if Certified Lien No. is provided. | |
| 47 | Lien_State | | |
| 48 | Lien_Zip_Cd | | |
| 49 | Lien_Zip_Cd_P4 | | |
| 50 | Lien_Country | | |
| 51 | Lien_Postal_Cd | | |
| | | | |
| 52 | Recipient_Full_Name | Optional | |
| 53 | Recipient_Street1 | Optional | |
| 54 | Recipient_Street2 | Optional | |
| 55 | Recipient_City | Optional | |
| 56 | Recipient_State | Optional | |
| 57 | Recipient_Zip_Cd | Optional | |
| 58 | Recipient_Zip_Cd_P4 | Optional | |

## Appendix 4 – Equipment Requirements

For the implementation to be successful, each location must include 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.

| Web Browser | Website | Version Requirements |
|---|---|---|
| Microsoft Edge | www.microsoftedge.com | Microsoft Edge is a secure and user-friendly web browser that offers features such as Microsoft Defender SmartScreen, Password Monitor, and InPrivate search. |
| Firefox | www.mozilla.com/firefox | Latest version |
| Safari | www.apple.com/safari | Latest version |
| Chrome | www.google.com | Latest version |

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**", or "**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) 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 with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. County tax assessor-collector's offices will decide how many test stickers should be printed for their 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.

When scanning, dealers can choose from three color options: black and white, grayscale, and colored. The recommended color mode for optimal OCR (optical character recognition software) accuracy is grayscale. Black-and-white would also work for most text documents with clear font.

## 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



1/4 in. H

SURRENDERED

2-1/4 in. L
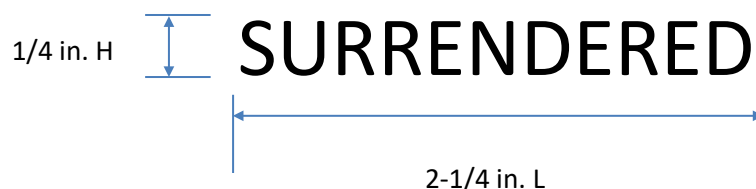
The Texas Department of Motor Vehicles does not endorse or advertise a specific vendor and will not provide these stamps for Counties or Dealers.

## 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)
   - *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
   - Vehicle Inspection Report or mytxcar.org printout (if applicable)

4. Any additional Supporting Documents

## Appendix 6 – Support Information

| Issue | Contact | Contact Information | Hours |
|---|---|---|---|
| Title/Registration Questions | County Tax Assessor-Collector's Office | Local phone or e-mail | Local Hours |
| System Process or Business Policy/Procedure | TxDMV Regional Service Center | Local phone or e-mail | **Monday – Friday** 8:00 AM – 5:00 PM |
| webDEALER System Issues/Password Reset | TxDMV IT Service Desk/eTAG | (877) 933-2020 | **Monday – Friday** 7:00 AM – 7:00 PM **Saturday** 8:00 AM – 3:30 PM |