



# Dealer User Guide Addendum Release 12.0

February 2022

webDEALER

eTAGS



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

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## Document Overview

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This document describes the latest software changes made to the TxDMV webDEALER software application.

### Scope

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

### Audience

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

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## Legislative Enhancements in Release 12.0

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### Added the Ability for Willing Counties to Process Title & Registration Transactions on Behalf of Any County (SB 876)

As part of SB 876, a county can elect to opt-in as willing to process Title and Registration transactions on behalf of any county, regardless of the purchaser's resident county. This extends to transactions that are processed in webDEALER.

**Note:** Dealers are still required to contact the county that they want to submit title transactions to via webDEALER in order for that county to be added to the dealer's processing county dropdown on the Seller Disclosure page. You should contact your existing webDEALER processing counties to determine the county's willing designation.

#### Smart Look-Up of Address Validation

To support the need to validate the resident county, smart look-up technology was added to verify the Renewal Notice Address, the Owner Address, and the Vehicle Location Address in webDEALER with existing addresses in the United States Postal Service (USPS) database. This look up is performed for Texas addresses only.

The smart look-up technology first validates the full address to determine the associated county. If the county cannot be determined using the full address, the smart look-up uses the city and zip code. If the county cannot be determined using the city and zip code, the smart look-up will use the zip code. If the smart look-up returns multiple counties, the first county returned by the smart-look up will be used.

### Determine the Resident County

For title applications that are created in webDEALER on or after March 1, 2022, the newly added system logic determines the resident county based on the priority order below:

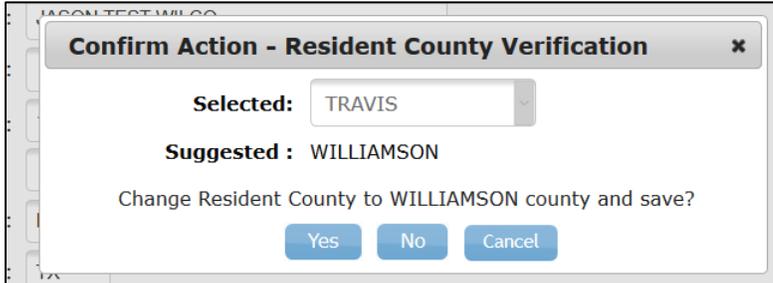


**First** – The **Renewal Notice Address** is used, if the address is in Texas and the address is verified, otherwise the system will move to the second step.

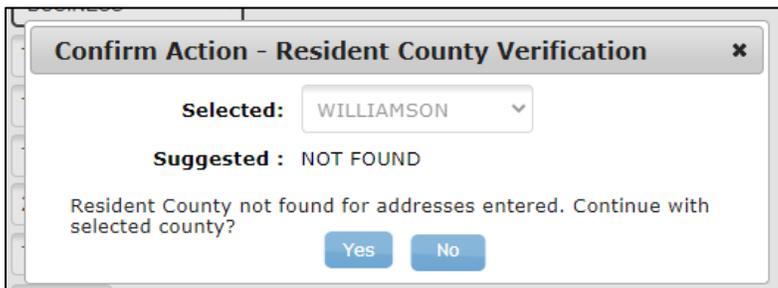
**Second** - The **Owner Address** is used, if the address is in Texas and the address is verified, otherwise the system will move to the third step.

**Third** - If available, the **Vehicle Location Address** is used, if the address is in Texas and the address is verified.

**Final** –The system will prompt you to confirm the Resident County if it is different than the Resident County selected from the dropdown on the Owner Information page. Select **Yes** to update the Resident County to the address validation suggestion. Select **No** for the system to retain the county selected from the dropdown. Select **Cancel** to return to the Owner Information page.



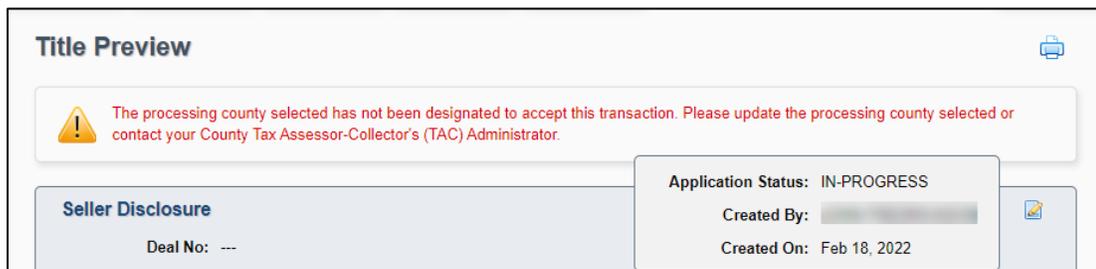
If the address validation was unable to determine a Resident County from the addresses entered, the system will prompt you to confirm the Resident County based on the selection made from the dropdown. Select **Yes** to continue with the selected county or **No** to return to the Owner Information page.



## Validate Out of County Transactions

The system will determine your dealer county based on the address associated to your license. The system will determine the lienholder county based on the address associated to the lienholder in the application.

Using the county validated for the resident, dealer, and lienholder county, a newly added validation verifies if the Processing County selected on the Seller Disclosure page is willing to accept the transaction. If the Processing County does not match the resident, dealer, or lienholder county and the county is not willing to accept the transaction, the following error message will be displayed:



The screenshot shows a 'Title Preview' window. At the top, there is a red error message: 'The processing county selected has not been designated to accept this transaction. Please update the processing county selected or contact your County Tax Assessor-Collector's (TAC) Administrator.' Below the error message, there is a 'Seller Disclosure' section with 'Deal No: ---'. To the right, there is an 'Application Status: IN-PROGRESS' box with 'Created By: [redacted]' and 'Created On: Feb 18, 2022'.

**Note:** A dealer is required to submit title applications to the county designated by the purchaser for vehicles sold prior to March 1, 2022. Vehicles sold on or after March 1, 2022 may be submitted to the county designated by the dealer.

## Recalculation of Fees

For all title applications, if there is a change to the Resident County on the Owner Information page or the lienholder on the Lienholder Information page, then the system will require the fees to be recalculated. This is in addition to modifications to the title application that currently require a recalculation of fees.

## Added the Ability to Manage Temporary Tag Limits (HB 3927 Phase 1)

The changes to support HB 3927 will be implemented in two phases:

- HB 3927 Phase 1: Manage Tag Limits
- HB 3927 Phase 2: Denial of Access

### Phase 1

For Phase 1, the following changes are implemented:

- For all dealers or converters, calendar year limit is set on the number of Buyer, Agent, Vehicle Specific, and Converter temporary tags allowed to be issued per dealer license or converter license. At the start of each calendar year, the system will

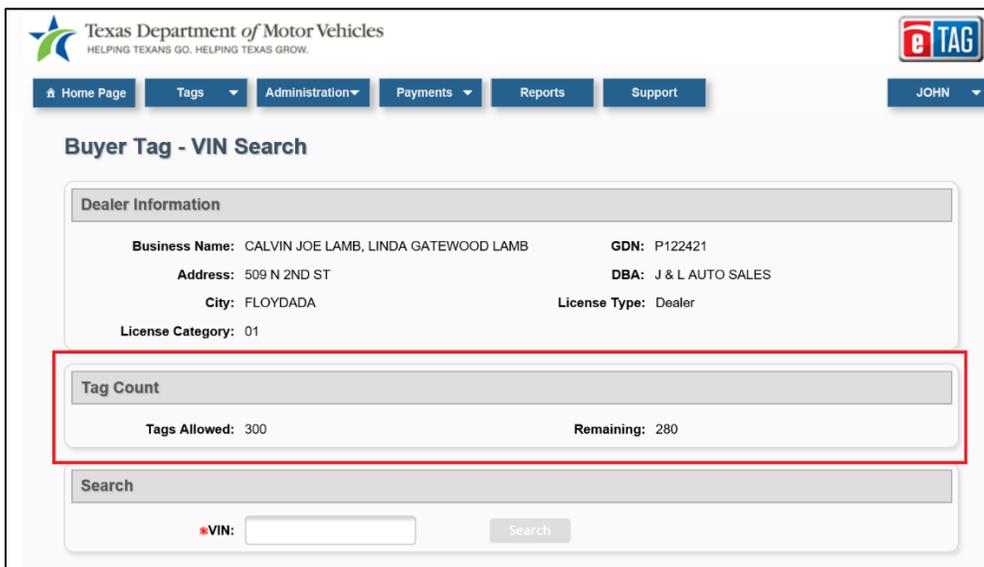
automatically set the tag limit per tag type and any remaining unused temporary tags from a previous calendar year will not carry forward.

- Ability for dealers and converters to request additional temporary tags via eLICENSING.

### Tag Limits Displayed in eTAG

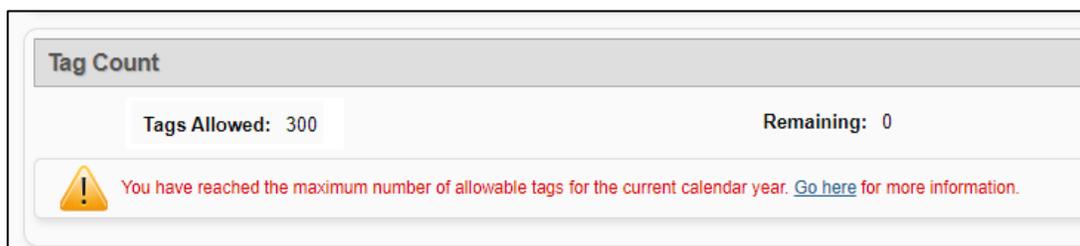
eTAG tracks and displays the total **Tags Allowed** and **Remaining** amounts for Buyer (including fleet), Vehicle Specific, Agent, and Converter temporary tags for each dealer or converter license per tag type. Once a temporary tag is issued the remaining total will be deducted. Voids and superseded temporary tags will not increase the tag limit.

**Note:** When an Internet Down Tag is assigned in eTAG, this will deduct from the Buyer Tag remaining limit.



The screenshot shows the 'Buyer Tag - VIN Search' page. At the top, there is a navigation menu with 'Home Page', 'Tags', 'Administration', 'Payments', 'Reports', and 'Support'. A user profile 'JOHN' is visible in the top right. The main content area is titled 'Buyer Tag - VIN Search' and contains a 'Dealer Information' section with the following details: Business Name: CALVIN JOE LAMB, LINDA GATEWOOD LAMB; Address: 509 N 2ND ST; City: FLOYDADA; License Category: 01; GDN: P122421; DBA: J & L AUTO SALES; License Type: Dealer. Below this is a 'Tag Count' section, which is highlighted with a red box, showing 'Tags Allowed: 300' and 'Remaining: 280'. At the bottom, there is a 'Search' section with a 'VIN:' input field and a 'Search' button.

When tag limits are reached, eTAG will prevent the issuance of additional temporary tags and will display the following message:



The screenshot shows a 'Tag Count' section with 'Tags Allowed: 300' and 'Remaining: 0'. Below this, there is a warning message with a yellow triangle icon: 'You have reached the maximum number of allowable tags for the current calendar year. [Go here](#) for more information.'