



webSALVAGE Owner-Retained Addendum

June 2021
webSALVAGE 10.1.0





Contents

| | |
|-------------------------------------|----|
| Document Overview | 3 |
| Scope | 3 |
| Audience | 3 |
| Introduction | 3 |
| Set Owner Retained Permission | 4 |
| Owner Retained Reports..... | 6 |
| Owner Retained Corrections | 13 |
| Owner Retained Rescissions | 17 |
| Printing a Receipt..... | 20 |



Document Overview

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

Scope

The scope of this addendum is to identify functional changes to the webSALVAGE application. **This document does not provide step-by-step instructions on how to use webSALVAGE.**

Audience

The intended audience of this document is insurance company users of webSALVAGE.

Introduction

The following descriptions identify the enhancements incorporated into webSALVAGE 10.1.0 for salvage dealer and insurance company users:

- Allow administrators to set user permission for Owner Retained functionality
- Allow electronic processing of Owner Retained Reports
- Allow electronic processing of Owner Retained Corrections
- Allow electronic processing of Owner Retained Rescissions
- Allow printing of receipts



Set Owner Retained Permission

webSALVAGE allows administrators the ability to set the Owner Retained permission to provide a user access to the Owner Retained functionality. The Owner Retained permission allows a user the ability to submit and view Owner Retained Reports, Corrections, and Rescissions electronically through webSALVAGE by their own entity.

1. Select the Administration tab located at the top of the screen.
2. Click on the user's name link to access the User Details page.

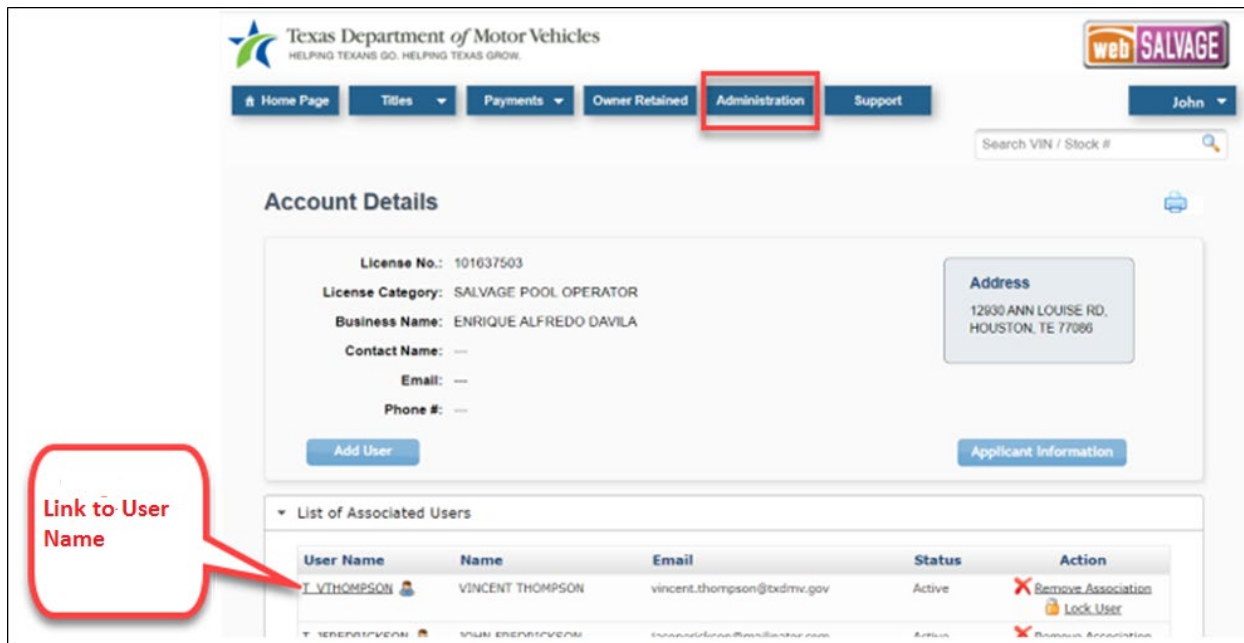


Figure 1 – Administration Tab

3. Select “Owner Retained” located in the Assigned Permissions section, and click the “Save” button.
4. The user will see the Owner Retained tab at the top of the homepage once the user logs into webSALVAGE.



User Details

License No.: 101637503
Business Name: ENRIQUE ALFREDO DAVILA

Username : T_JHENRY Status: Active
Name : JOHN HENRY Email : mary.sedillochacon@txdmv.gov
Phone # : 5125551212

Assigned Permissions

- webSALVAGE

- Administrator (Manage Account and Users) 🧑
- View Title
- Add/Edit Title
- Access Payment
- Make Payment
- Owner Retained
- Web Service Access

Save Cancel View Associated Account(s)

Figure 2 - Owner Retained Permission



Owner Retained Reports

webSALVAGE allows a user with the Owner Retained permission to electronically report a salvage or nonrepairable vehicle that has been retained by the owner as a result of a settlement claim.

1. Select the Owner Retained tab located at the top of the screen.
2. The Owner Retained page will display. Select the “Report” option.

The screenshot shows the Texas Department of Motor Vehicles webSALVAGE interface. At the top, there is a navigation menu with tabs for Home Page, Titles, Payments, Owner Retained (highlighted with a red box), Administration, and Support. A user profile for 'John' is visible in the top right. Below the navigation, there is a search bar for VIN / Stock #. The main content area is titled 'Owner Retained' and includes a legend for required fields. The 'VIN Search' section contains a 'Choose One' dropdown with radio buttons for Report (selected), Correct, Rescind, and Receipt(s). Below this is a text input field for the VIN and a 'Search' button.

Figure 3 - Owner Retained Report Option

3. Enter the VIN of the vehicle, and click the “Search” button.

The screenshot shows the Texas Department of Motor Vehicles webSALVAGE interface. The 'Owner Retained' tab is selected in the navigation menu. The 'Report' radio button is selected in the 'Choose One' section. The VIN search field now contains the text '5TENX4CN9AZ693703'. The 'Search' button is highlighted with a red box.

Figure 4 - Owner Retained Report Enter VIN



4. The Vehicle Information page will display. If the vehicle has a Texas record, the vehicle information will pre-populate and cannot be edited. If there is not a Texas record, complete the vehicle information, as applicable. Click the “Next” button to continue.

Note: After searching by VIN, an error message will display informing the user to submit the paper form to the department if the Owner Retained Report cannot be processed electronically through webSALVAGE.

Owner Retained

★ Indicates Required Field

VIN Search

★ Choose One : Report Correct Rescind Receipt(s)

★ VIN :

Current Vehicle Record

Vehicle Class: TRK<=1

Registration Class: 35 - TRUCK-LESS/EQL 1 TON

Plate Code: TKP - TRUCK PLT

Body Style: PK

Major Color : GRAY Minor Color: ---

Owner (s): SATISH CUMBAA

Plate Number: AT13384

Plate Age: 9 years

VIN : 5TENX4CN9AZ693703
Year/Make/Model: 2011 TOYT TAC

Document No: 24632640387095217
Issued: Aug 11, 2011

Additional Information

ACTUAL MILEAGE
PAPER TITLE

Vehicle Information

VIN: 5TENX4CN9AZ693703 Year: 2011

Vehicle Make : TOYT Body Style : PK

Vehicle Model: TAC Document Number: 24632640387095217

Plate Number: AT13384 Plate State: TX

Figure 5 - Owner Retained Report - Vehicle Information



5. The Insurance Company and Claim Information page will display. The Insurance Company Information section will auto-populate with the insurance company's webSALVAGE details for the insurance company processing the report.

The agent information will auto-populate with the user's webSALVAGE details for the user that is processing the report. The agent's phone number is optional and can be manually entered.

Note: The Insurance Company Information section can also be manually completed or populated by selecting from the drop-down menu of pre-saved insurance companies.

Insurance Company and Claim Information

Indicates Required Field

Insurance Company Information

VIN : 5TENX4CN9AZ693703

Select : DMV TEST INSURANCE

* Insurance Company Name : DMV TEST INSURANCE

* Address : 424 HILLRD

* City : HOUSTON

* State : TX

* ZIP : 77037

Authorized Agent Name : JOHN SMITH

Email : JOHN.SMITH@YAHOO.COM

Phone : 5555555555

Figure 6 - Owner Retained Report – Insurance Company Information



6. Complete the Claim Information section by manually entering the claimant's name and address, or if the vehicle has a Texas record, the Obtain Owner Information checkbox can be selected. Selection of the checkbox will auto-populate the owner's name and address from the Texas record. Manually enter the Insurance Claim Number and Date of Claim Payment. Click the "Next" button to continue.

The screenshot shows a web form titled "Claim Information". At the top left, there is a checkbox labeled "Obtain Owner Information" which is currently unchecked. A red arrow points to this checkbox. Below the checkbox, the form contains several fields, each with a red asterisk indicating it is required:

- Insured or Claimant's Name (or Entity Name):** THANAA' FLEENOR
- Address:** 1577 POPLAR CHASE LANE
- City:** SAN MARCOS
- State:** TX
- Zip:** 79053
- Insurance Claim Number:** 12345
- Date of Claim Payment:** 03/10/2021 (with a calendar icon and the format (mm/dd/yyyy))

At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Next".

Figure 7 - Owner Retained Report - Claim Information



7. The Damage Disclosure Information page will display. Complete the information applicable to the vehicle. More than one Type of Damage may be selected. When possible, select whether the major component parts damaged can be repaired or must be replaced. Click the “Review” button to continue.

Damage Disclosure Information

★ Indicates Required Field

VIN : 5TENX4CN9AZ693703

★ **Motor Vehicle Type:**
 Salvage Vehicle Nonrepairable Vehicle

★ **Types of Damage:**
 Wrecked
 Burned
 Flood Damage
 Stripped of major component parts

Major Component Parts:

| | Repair | Replace |
|---|----------------------------------|-----------------------|
| <input checked="" type="checkbox"/> Engine | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Transmission | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Frame | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> Front Driver Side Fender | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Passenger Side Fender | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Hood | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Driver Side Door | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> Driver Side Passenger Door | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Passenger Door | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Passenger Door | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Bumper | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Bumper | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Driver Side Quarter Panel | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Passenger Side Quarter Panel | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Deck (Trunk) Lid | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> Tailgate | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Hatchback | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Truck Cab | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Body of Passenger Vehicle | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Cargo Box (gross vehicle weight of 10,000 lbs. or less, including a truck) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Roof of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Floor Pan of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |

Cancel Previous Review

Figure 8 - Owner Retained Report - Damage Disclosure Information



- The Owner-Retained Report Preview page will display with all the entered information. Review the information for accuracy. Select the edit icon in a specific section if any of the information requires changes.

Owner-Retained Report Preview

Vehicle Information

Owner's Name: THANAA' FLEENOR
VIN: 5TENX4CN6AZ893703
Document Number: 24632840387095217
Year/Make/Model: 2011 TOYT TAC

Plate Number: AT13384
Plate State: TX
Body Style: PK

Insurance Company and Claim Information

Insurance Company Name: DMV TEST INSURANCE
Address: 424 HILLRD
City: HOUSTON
State: TX
Zip: 77037

Authorized Agent Name: CLAUDIA NOBILE
Email (Optional): CLAUDIA.NOBILE@TXDMV.GOV
Phone Number (Optional): 5555555555

Insured Name: THANAA' FLEENOR
Address: 1577 POPLAR CHASE LANE
City: SAN MARCOS
State: TX
Zip: 79053

Date of Claim Payment: Mar 10, 2021
Insurance Claim Number: 12345

Damage Disclosure Information

Motor Vehicle Type:
 Salvage Vehicle Nonrepairable Vehicle

Types of Damage:
 Wrecked
 Burned
 Flood Damage
 Stripped of major component parts

| Major Component Parts: | Repair | Replace |
|---|----------------------------------|-----------------------|
| <input checked="" type="checkbox"/> Engine | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Transmission | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Frame | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Driver Side Fender | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Passenger Side Fender | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Hood | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Driver Side Door | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> Driver Side Passenger Door | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Passenger Door | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Passenger Door | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Front Bumper | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Bumper | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Driver Side Quarter Panel | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Rear Passenger Side Quarter Panel | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Deck (Trunk) Lid | <input type="radio"/> | <input type="radio"/> |
| <input checked="" type="checkbox"/> Tailgate | <input checked="" type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Hatchback | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Truck Cab | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Body of Passenger Vehicle | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Cargo Box (gross vehicle weight of 10,000 lbs. or less, including a truck) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Roof of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> Floor Pan of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |

There are three sections on this screen, and each section has its own edit icon. The edit icon is used to make changes.

Figure 9 - Owner Retained Report – Owner-Retained Report Preview Page



9. If the information is correct, you must read and check the certification checkbox located at the bottom of the page. Click the “Report” button to submit the report.

Select the checkbox to certify after reading the statement.

| | | | |
|--------------------------|--|-----------------------|-----------------------|
| <input type="checkbox"/> | Body of Passenger Vehicle | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Cargo Box (gross vehicle weight of 10,000 lbs. or less, including a truck) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Roof of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Floor Pan of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |

I, the authorized agent of the insurance company, certify a claim was paid for the motor vehicle described above, the owner has retained the motor vehicle, and the motor vehicle meets the definition of a salvage or nonrepairable vehicle. Further, I certify, the owner of the motor vehicle has been notified of this report and the requirements for operation or transfer of ownership of the motor vehicle.

Cancel Report

Figure 10 - Owner Retained Report - Certification Statement

10. The Owner-Retained Preview page will display and reflect the Status as Reported, the user that submitted the report, and the date the report was submitted. In addition, the Owner-Retained Report Receipt can be printed.

Home Page Titles Payments Administration Support John

Owner-Retained Preview

Status: Reported
Reported By: CLAUDIA NOBILE
Reported On: Mar 11, 2021
Final Receipt: Reported

Vehicle Information

| | |
|------------------------------------|-----------------------|
| Owner's Name: THANAA' FLEENOR | Plate Number: AT13384 |
| VIN: 5TENX4CN9AZ693703 | Plate State: TX |
| Document Number: 24632640387095217 | Body Style: PK |
| Year/Make/Model: 2011 TOYT TAC | |

Figure 11 – Owner Retained Report - Owner-Retained Preview Page Status



Owner Retained Corrections

webSALVAGE allows a user with the Owner Retained permission to correct an Owner Retained Report that the user's entity previously submitted.

1. Select the Owner Retained tab located at the top of the screen.
2. The Owner Retained page will display. Select the "Correct" option.

The screenshot shows the webSALVAGE interface. At the top, there is a navigation bar with tabs: Home Page, Titles, Payments, Owner Retained (highlighted with a red box), Administration, and Support. A user profile 'John' is visible in the top right. Below the navigation bar, there is a search bar for 'VIN / Stock #'. The main content area is titled 'Owner Retained' and includes a legend for required fields. Below this is a 'VIN Search' section with a 'Choose One' dropdown menu containing radio buttons for Report, Correct (selected), Rescind, and Receipt(s). A 'VIN' input field is present, and a 'Search' button is located to its right.

Figure 12 - Owner Retained Correct Option

3. Enter the VIN of the vehicle previously reported that needs to be corrected, and click the "Search" button.

Note: When processing a correction, webSALVAGE will display an error message if an Owner-Retained Report does not exist.

This screenshot shows the same 'Owner Retained' page as Figure 12. The 'Correct' radio button is now selected. The 'VIN' input field contains the text '5TENX4CN9AZ693703'. The 'Search' button is highlighted with a red box.

Figure 13- Owner Retained Correct - Enter VIN



4. The Owner-Retained Correct Preview page will display the information previously reported by your entity. Click on the edit icon located in the upper right-hand corner of any section that needs correcting.

Owner-Retained Correct Preview

Status: Reported
Reported By: CLAUDIA NOBILE
Reported On: Mar 11, 2021
Final Receipt: Reported

Vehicle Information

Owner's Name: THANAA' FLEENOR
VIN: 5TENX4CN9AZ693703
Document Number: 24632640387095217
Year/Make/Model: 2011 TOYT TAC
Plate Number: AT13384
Plate State: TX
Body Style: PK

Insurance Company and Claim Information

Insurance Company Name: DMV TEST INSURANCE
Address: 424 HILLRD
City: HOUSTON
State: TX
Zip: 77037
Authorized Agent Name: CLAUDIA NOBILE
Email (Optional): CLAUDIA.NOBILE@TXDMV.GOV
Phone Number (Optional): 5555555555
Insured Name: THANAA' FLEENOR
Address: 1577 POPLAR CHASE LANE
City: SAN MARCOS
State: TX
Zip: 79053
Date of Claim Payment: Mar 10, 2021
Insurance Claim Number: 12345

Use the edit icon to make changes.

Figure 14- Owner Retained Correct – Owner-Retained Correct Preview Page Edit Icons



5. Make the necessary changes on the applicable page, and click the “Save” button.

Claim Information

* Insured or Claimant's Name (or Entity Name): THANAA' FLEENOR

* Address: 7777 TRAIL DR

* City: SAN MARCOS

* State: TX

* Zip: 79053

* Insurance Claim Number: 12345

* Date of Claim Payment: 03/10/2021 (mm/dd/yyyy)

Cancel Save

Figure 15- Owner Retained Correct - Save Changes

6. The Owner-Retained Correct Preview page will display the saved changes.

Insurance Company and Claim Information

Insurance Company Name: DMV TEST INSURANCE

Address: 424 HILLRD

City: HOUSTON

State: TX

Zip: 77037

Authorized Agent Name: JOHN SMITH

Email (Optional): JOHN.SMITH@YAHOO.COM

Phone Number (Optional): 5555555555

Insured Name: THANAA' FLEENOR

Address: 7777 TRAIL DR

City: SAN MARCOS

State: TX

Zip: 79053

Date of Claim Payment: Mar 10, 2021

Insurance Claim Number: 12345

Figure 16- Owner Retained Correct - View Changes



7. To finalize the correction(s), you must read and check the certification checkbox located at the bottom of the page. Click the “Correct” button to submit the correction(s) made.

Select the checkbox to certify after reading the statement.

| | | | |
|--------------------------|--|-----------------------|-----------------------|
| <input type="checkbox"/> | Body of Passenger Vehicle | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Cargo Box (gross vehicle weight of 10,000 lbs. or less, including a truck) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Roof of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |
| <input type="checkbox"/> | Floor Pan of Passenger Vehicle (if separate from the body) | <input type="radio"/> | <input type="radio"/> |

I, the authorized agent of the insurance company, certify a claim was paid for the motor vehicle described above, the owner has retained the motor vehicle, and the motor vehicle meets the definition of a salvage or nonrepairable vehicle. Further, I certify, the owner of the motor vehicle has been notified of this report and the requirements for operation or transfer of ownership of the motor vehicle.

Cancel Correct

Figure 17 - Owner Retained Correct - Certification Statement

8. The Owner-Retained Preview page will display and update the Status to Corrected, identify the user that submitted the correction, and the date the correction was submitted. In addition, the Owner-Retained Correction Receipt can be printed.

Owner-Retained Preview

Status: Corrected
Reported By: CLAUDIA NOBILE
Reported On: Mar 11, 2021
Final Receipt: Reported Corrected

Vehicle Information

Owner's Name: THANAA FLEENOR
VIN: 5TENX4CN9AZ693703
Plate Number: AT13384
Document Number: 24632640387095217
Plate State: TX
Year/Make/Model: 2011 TOYT TAC
Body Style: PK

Figure 18 – Owner Retained Correct - Owner-Retained Preview Page Status



Owner Retained Rescissions

webSALVAGE allows a user with the Owner Retained permission to rescind a previously submitted Owner Retained Report. This includes rescinding a correction, when Corrected is the latest status.

1. Select the Owner Retained tab located at the top of the screen.
2. The Owner Retained page will display. Select the “Rescind” option.

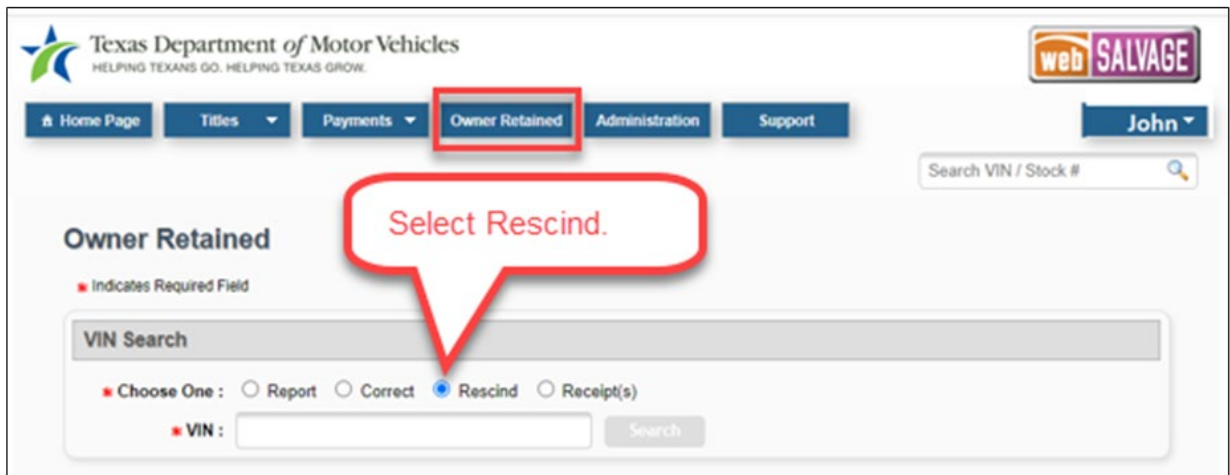


Figure 19 - Owner Retained Rescind Option

3. Enter the VIN of the previously reported or corrected vehicle, and click the “Search” button.

Note: When processing a rescission, webSALVAGE will display an error message if an Owner-Retained Report does not exist or if an Owner-Retained Rescind was already submitted.

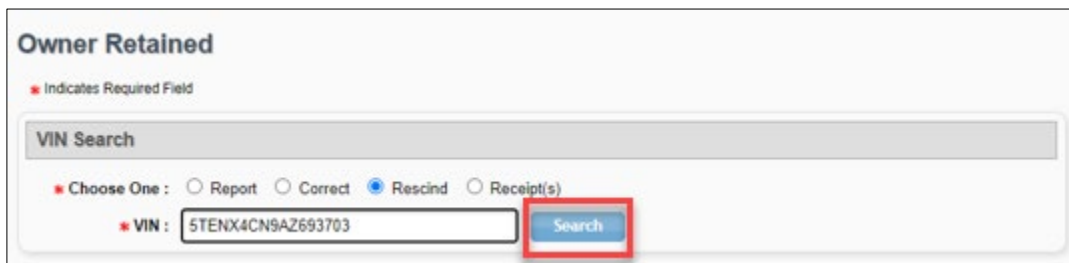


Figure 20 - Owner Retained Rescind - Enter VIN



4. The Owner-Retained Rescind Preview page will display with the latest information for the vehicle, which includes any corrections that may have been previously submitted.

| Owner-Retained Rescind Preview | | |
|--------------------------------|-------------------|-----------------------|
| Vehicle Information | | |
| Owner's Name: | THANAA' FLEENOR | |
| VIN: | 5TENX4CN9AZ693703 | Plate Number: AT13384 |
| Document Number: | 24632640387095217 | Plate State: TX |
| Year/Make/Model: | 2011 TOYT TAC | Body Style: PK |

Status: Corrected
Reported By: CLAUDIA NOBILE
Reported On: Mar 11, 2021
Final Receipt: Reported Corrected

Figure 21 – Owner Retained Rescind - Owner-Retained Rescind Preview Page

5. You must read and check the rescind statement checkbox located on the bottom of the page. Click the “Rescind” button to rescind the Owner Retained Report. Rescinding will delete any previously submitted Owner Retained Report or Correction.

| | | | |
|-------------------------------------|--|--------------------------|--------------------------|
| <input type="checkbox"/> | Rear Passenger Door | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Front Bumper | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Rear Bumper | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Rear Driver Side Quarter Panel | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Rear Passenger Side Quarter Panel | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Deck (Trunk) Lid | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Tailgate | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Hatchback | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Truck Cab | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Body of Passenger Vehicle | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Cargo Box (gross vehicle weight of 10,000 lbs. or less, including a truck) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Roof of Passenger Vehicle (if separate from the body) | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | Floor Pan of Passenger Vehicle (if separate from the body) | <input type="checkbox"/> | <input type="checkbox"/> |

I, the authorized agent of the insurance company, request to rescind the owner-retained report submitted for the motor vehicle described above.

Figure 22 - Owner Retained Rescind – Rescind Statement



6. The Owner-Retained Preview page will display and update the Status to Rescinded, identify the user that submitted the rescission, and the date the rescission was submitted. In addition, the Owner-Retained Rescinded Receipt can be printed.



Figure 23 – Owner Retained Rescind - Owner-Retained Preview Page Status



Printing a Receipt

webSALVAGE allows a user with the Owner Retained permission to print an owner retained receipt.

1. Select the Owner Retained tab located at the top of the screen.
2. The Owner Retained page will display. Select the “Receipt(s)” option.

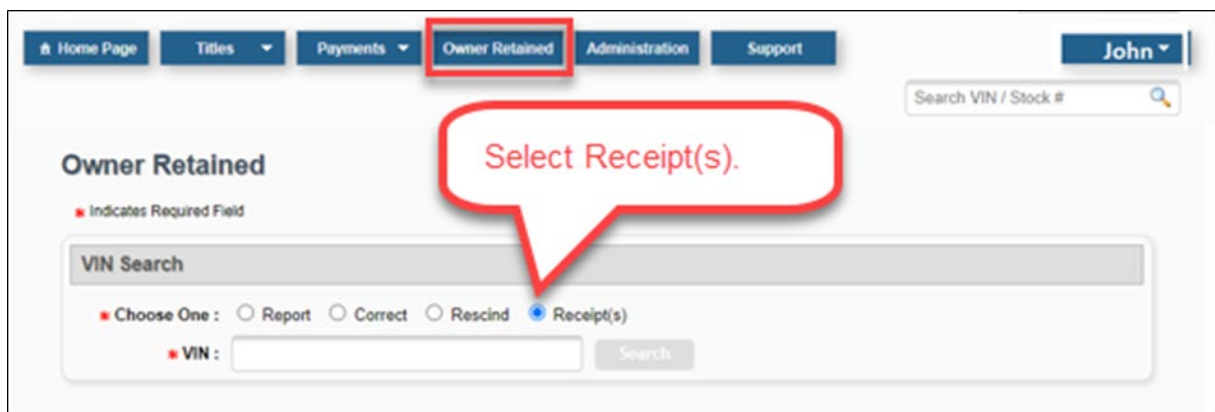


Figure 24 – Owner Retained Receipt(s) Option

3. Enter the VIN of the vehicle, and click the “Search” button.

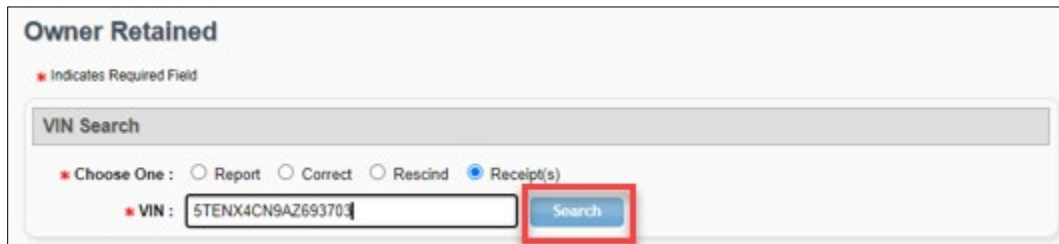


Figure 25 - Owner Retained Receipt(s) - VIN Search



4. The Owner-Retained Preview page will display, and the latest receipts applicable to the vehicle will be available for printing. Click on the applicable final receipt link shown for the receipt that you want to print (i.e. Reported, Corrected, Rescinded).

The screenshot displays the 'Owner-Retained Preview' interface. On the left, under 'Vehicle Information', the following details are listed: Owner's Name: THANAA' FLEENOR, VIN: 5TENX4CN9AZ693703, Document Number: 24632640387095217, and Year/Make/Model: 2011 TOYT TAC. On the right, a summary box shows: Status: Rescinded, Reported By: CLAUDIA NOBILE, and Reported On: Mar 11, 2021. Below this, a 'Final Receipt:' section contains three links: 'Reported', 'Corrected', and 'Rescinded'. The 'Rescinded' link is highlighted with a red box. A print icon is visible in the top right corner of the summary box.

Figure 26 – Owner-Retained Preview - Receipt Link

5. The receipt will open a PDF print dialog box. Click the print icon located on the PDF screen to print the receipt.



50%

STENK6CN9AZ693703

288924264250012

OWNER-RETAINED RESCINDED RECEIPT

PLATE NO: AT13364 PLATE STATE: TX
DOCUMENT NO: 24632640387095213

INSURANCE COMPANY NAME AND ADDRESS
DMV TEST INSURANCE
424 HILLRD
HOUSTON, TX 77037

AUTHORIZED AGENT
JOHN SMITH
JOHN.SMITH@YAHOO.COM
5555555555

DATE: 03/11/2021 TIME: 02:01PM
USER: J SMITH
TRANS ID: 29899244264250012

INSURED OR CLAIMANT NAME AND ADDRESS
TRANAM FLEENOR
7777 TRAIL DR
SAN MARCOS, TX 79053

DATE OF CLAIM PAYMENT: 03/10/2021
INSURANCE CLAIM NO: 12345

SUBMITTING LOCATION NAME AND ADDRESS
DMV TEST INSURANCE
424 HILLRD
HOUSTON, TX 77037

VEHICLE IDENT NO: STENK6CN9AZ693703
YR/MAKE: 2011/TOYT MODEL: TAC BODY STYLE: PK
MOTOR VEHICLE TYPE:
FLOOD BRAND: NO

The print icon used to print the receipt.

*Note – The receipt will display information pertinent to the status of the Owner Retained report selected.

Figure 27 - Owner Retained Receipt(s) - Print