Contents

1 Overview ......................................................................................................................... 6
   1.1 Features ...................................................................................................................... 6
   1.2 Signatures ................................................................................................................... 7
      1.2.1 Upload of Application for Texas Title and/or Registration (Form 130-U) .......... 7
      1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment .............................. 7

2 Getting Started ............................................................................................................. 8
   2.1 What to Expect .......................................................................................................... 8
   2.2 Setup ......................................................................................................................... 9
   2.3 Recommendations ................................................................................................. 9
   2.4 You Should Know ................................................................................................. 9
   2.5 Reminder Checklist .............................................................................................. 11

3 Administrator ............................................................................................................ 12
   3.1 Add/Configure a User ......................................................................................... 12
   3.2 Configuration by County ..................................................................................... 15
   3.3 Dealer Deputy ......................................................................................................... 16

4 Starting Title Applications .......................................................................................... 19
   4.1 How to Start a Title Application .......................................................................... 19
      4.1.1 Web Service ...................................................................................................... 19
      4.1.2 Active Buyer Tag ............................................................................................ 21
      4.1.3 Using an Imported File ................................................................................... 22
      4.1.4 Creating a Title Application Manually ......................................................... 25
   4.2 Seller Disclosure ..................................................................................................... 28

5 Electronic Buyer Acknowledgment ........................................................................... 30
   5.1 To Complete the Buyer Acknowledgment .......................................................... 30

6 Completing Title Applications ..................................................................................... 33
   6.1 Vehicle Information .............................................................................................. 33
   6.2 Lienholder Information ......................................................................................... 34
   6.3 Owner Information .................................................................................................. 36
   6.4 Vehicle Physical Location .................................................................................... 37
   6.5 Plates and Sticker Information ............................................................................. 37
      6.5.1 Replacement Plate(s) Fee ............................................................................... 39
   6.6 Sales Tax Information ........................................................................................... 40
   6.7 Evidence of Ownership and Supporting Documents ........................................ 41
   6.8 Inspection Information .......................................................................................... 43
      6.8.1 Current, Passing Inspection .......................................................................... 43
6.8.2 Inspection Expires
6.8.3 Inspection is Not Valid or Not Available
6.9 Fees

7 Submitting Title Applications

8 Grouping Title Applications
  8.1 Grouping by County
  8.2 Grouping by Dealer
  8.3 Ungrouping Reviewed Title Application Groups

9 Returned Title Applications
  9.1 Reviewing a Returned Title Application

10 Retracting Title Applications
  10.1 Viewing Retraction Requests

11 Resubmitting Title Applications

12 Voiding Title Applications

13 Printing Receipts
  13.1 Owner's Receipt
  13.2 Duplicate Receipt
  13.3 Final Receipt

14 Payments

Appendices
List of Figures

Figure 1: Surrendered Title ................................................................. 10
Figure 2: Login Page ........................................................................ 12
Figure 3: Select webDEALER Icon ..................................................... 12
Figure 4: Home Page ........................................................................ 13
Figure 5: Account Details Page .......................................................... 13
Figure 6: Search User ....................................................................... 14
Figure 7: Add User to Account ........................................................... 14
Figure 8: Assigned Permissions ......................................................... 15
Figure 9: Account Details Page .......................................................... 15
Figure 10: Configuration without Inventory ...................................... 16
Figure 11: Dealer Deputy Fee ............................................................. 16
Figure 12: Title Convenience Fee ...................................................... 17
Figure 13: Pay to County Fee ............................................................. 17
Figure 14: Imported from Home Page ................................................. 19
Figure 15: Import on Title Search ...................................................... 20
Figure 16: Begin Seller Disclosure .................................................... 20
Figure 17: Active Buyer Tag on the home Page ................................. 21
Figure 18: Tag Search Page ............................................................... 21
Figure 19: Tag Import ..................................................................... 22
Figure 20: Title Data Import on Home Page ..................................... 23
Figure 21: Title Data Import .............................................................. 23
Figure 22: Search for Imported Record ............................................. 23
Figure 23: Accept Record ................................................................ 24
Figure 24: Start a New Title Application .......................................... 25
Figure 25: New Title Application – Enter VIN ................................... 25
Figure 26: Existing Buyer Tag ............................................................ 26
Figure 27: Existing Vehicle Record ................................................... 27
Figure 28: Seller Disclosure ............................................................. 29
Figure 29: Buyer Agreement Login ................................................................. 31
Figure 30: Buyer Agreement ................................................................. 32
Figure 31: Buyer Agreement Confirmation .................................................... 32
Figure 32: Vehicle Information ................................................................. 33
Figure 33: Lienholder Information ............................................................... 34
Figure 34: Certified Lienholder ................................................................. 34
Figure 35: Certified Lienholder Verification .................................................... 35
Figure 36: Local Lienholder ....................................................................... 35
Figure 37: Lienholder Information ............................................................... 36
Figure 38: Owner Information ................................................................. 36
Figure 39: Vehicle Physical Location ......................................................... 37
Figure 40: Plate and Sticker Information – County Issued License Plate(s) .... 37
Figure 41: Plate and Sticker Information – Dealer Inventory ....................... 38
Figure 42: Plate and Sticker Information – Customer Supplied .................... 38
Figure 43: Replacement License Plate ....................................................... 39
Figure 44: Sales Tax Information ............................................................... 40
Figure 45: Evidence of Ownership ............................................................. 41
Figure 46: Required Document List ........................................................... 41
Figure 47: Document Type Selection .......................................................... 42
Figure 48: Evidence of Ownership and Supporting Documents Completed .... 43
Figure 49: Inspection Information Not Shown ............................................. 44
Figure 50: Expired Inspection .................................................................. 44
Figure 51: Inspection Information Shown ................................................... 45
Figure 52: Inspection Verified .................................................................. 45
Figure 53: Inspection Information ............................................................. 45
Figure 54: Computed Fees ....................................................................... 46
Figure 55: Fee Page ................................................................................. 46
Figure 56: Optional Fees and Donations .................................................... 47
Figure 57: Submit Title Application ............................................................. 48
Figure 58: Title Search for Submitted Title Applications .............................. 48
Figure 59: Titles Grouped for Payment from the Home Page .................................................. 49
Figure 60: Title Groups with Payment Due ........................................................................... 50
Figure 61: Group Details ........................................................................................................ 50
Figure 62: Group Reviewed Titles ........................................................................................ 51
Figure 63: Group Reviewed Titles for Payment ..................................................................... 51
Figure 64: Group Reviewed Titles for Payment Confirmation ............................................... 52
Figure 65: Confirmation Message and Group Number ............................................................ 52
Figure 66: Reviewed Title Groups with Payments Due ......................................................... 52
Figure 67: Titles Grouped for Payment .................................................................................. 53
Figure 68: Reviewed Title Groups with Payments Due ......................................................... 53
Figure 69: Ungroup Title Applications ................................................................................... 54
Figure 70: Ungroup Confirmation Request ........................................................................... 54
Figure 71: Returned Title Application ................................................................................... 55
Figure 72: Title Search – Returned Title Applications .............................................................. 56
Figure 73: Transaction History ............................................................................................. 56
Figure 74: Title Search Page .................................................................................................. 57
Figure 75: Retract a Title Application ..................................................................................... 57
Figure 76: Retraction Request ............................................................................................... 58
Figure 77: View Retraction Requests – Home Page ............................................................... 58
Figure 78: Title Search Retraction Requests ........................................................................ 59
Figure 79: Title Preview – Retraction Request Message ....................................................... 59
Figure 80: Submit Returned Title Application ....................................................................... 60
Figure 81: Voiding Title Application ..................................................................................... 61
Figure 82: Print Receipts ........................................................................................................ 62
Figure 83: Owner's Receipt .................................................................................................... 63
Figure 84: Duplicate Receipt .................................................................................................. 64
Figure 85: Final Receipt ........................................................................................................ 65
Figure 86: Access Payments Completed ............................................................................... 66
Figure 87: Payments Completed Reference Number .............................................................. 66
Figure 88: Payment Details .................................................................................................... 67
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.), Form 130-U, odometer disclosure statement, and Vehicle Inspection Report (VIR). 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 you’re ready, submitting the title application to the county tax assessor-collector’s office is literally a click of a button.

1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides county tax assessor-collector’s offices with a more efficient review process. Benefits and features include:

- Validation of inventory allocated to you – if any has been allocated to you
- System monitoring of outstanding title applications for your dealership
- Option to establish your dealership without inventory – instead the county assigns the plate and prints the sticker – no bonding 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 see the reason for the return of a title transaction
- Visibility of all title applications from start to finish
- Ability to add 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 you can process and complete a title application:

- Uploading the completed Application for Texas Title and/or Registration (Form 130-U)
- Electronically capturing the seller’s and buyer’s 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 in order for the application to be electronically processed in webDEALER. The closer at your dealership will not have to login to webDEALER to create the Seller Disclosure and get the Buyer Acknowledgment during the closing. 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 it when processing the application.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

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

See Appendix 2 – Requirements for Use of the Electronic Buyer’s Acknowledgment.

Note: The buyer's signature requirement on the back of the ownership document is satisfied if the purchaser of the vehicle elects to electronically complete the Buyer Acknowledgment.
2 Getting Started

2.1 What to Expect

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

In order to have access to webDEALER, you must have eTAG access. The eTAG username and password will be the same for webDEALER. You must provide the county tax assessor-collector’s office with an eTAG Username for your first administrative user. The eTAG Username is required for the county tax assessor-collector’s office to authorize a user to access 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. In addition to setting up your dealership, they will also set up the initial user to be the administrator of your dealership. The dealership administrator is responsible for adding additional users, managing user permissions, and removing users.

**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:** If you have a Motor Vehicle GDN license and sell ATVs/ROVs, you must request the county tax office to enable your account to submit title applications for those vehicle types through webDEALER.

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

2.3 Recommendations

It is highly recommended that payments be made via Automated Clearing House (ACH) to achieve the most benefit from webDEALER. 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 front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment.

If a Dealer's Reassignment accompanies the title application, the Dealer's Reassignment must also be stamped **SURRENDERED** on the next available assignment or diagonally, if applicable.
You are required to retain the original stamped evidence of ownership in your purchase and sales records.

![Figure 1: Surrendered Title](image)

It is your responsibility to validate the Texas title against the latest motor vehicle record in the department's database. 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 a new title application.

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

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 applicable.

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

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

Note: Password resets must be completed through eTAG.

3.1 Add/Configure a User

1. The administrator logs into webDEALER.

![Login Page](image1)

Figure 2: Login Page

2. Select the webDEALER logo.

![Select webDEALER Icon](image2)

Figure 3: Select webDEALER Icon
3. On the Home Page, select the **Administration** tab.

![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 eTAG information. Search by 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.
8. Select permissions for the user under the Assigned Permissions. Select Save.

![User Details](image1)

**Figure 8: Assigned Permissions**

**Note:** The Web Service Access permission is for setup of a vendor integrated solution.

### 3.2 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.

![Account Details](image2)

**Figure 9: Account Details Page**
2. The pop-up will show your configuration.

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

3. “Yes” or “No” will indicate whether or not you have plate and sticker inventory.

![Configuration by County](image1)

*Figure 10: Configuration without Inventory*

### 3.3 Dealer Deputy

A Dealer Deputy holds inventory and assigns license plates and stickers through webDEALER.

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**.

![Account Details](image2)

*Figure 11: Dealer Deputy Fee*
Once saved, the Title Convenience Fee will show on your title applications once you calculate the fees.

![Computed 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.

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

![Group Reviewed Titles for Payment]

**Figure 13: Pay to County Fee**
**Note:** 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:** Dealers that use webDEALER but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers cannot assess the Title Convenience Fee.
4 Starting Title Applications

With webDealer, you can submit title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, and off-highway motorcycles), apply for Title Only, and more.

4.1 How to Start a Title Application

There are three ways to begin title applications:

- Using a webDEALER title integration service (Web Service)
- Using an imported 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 from the Home Page 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 14: Imported from Home Page](image-url)
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.

![Title Search](image1)

**Figure 15: Import on Title Search**

4. To complete the Seller Disclosure, select the **Begin Seller Disclosure** button.

![Title Preview](image2)

**Figure 16: Begin Seller Disclosure**
4.1.2 Active Buyer Tag

In order 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.

![Figure 17: Active Buyer Tag on the home Page](image)

2. From the Tag Search Page, select the VIN of the vehicle you want to import.

![Figure 18: Tag Search Page](image)
3. When the Tag Preview page displays, verify the information is correct and select the **Tag Import** button.

![Tag Preview](image)

**Figure 19: Tag Import**

You will be taken to the Home Page with a success message. The VIN is now in the Imported status. To continue, refer to **4.1.3, Using an Imported File**, for information on how to **To proceed with a previously imported file:**

### 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.
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.

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 # or VIN to retrieve the record.

7. Enter the number to locate, and select Show 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.
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.

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 a previously imported file:**

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 on the **Begin Title Application** button to begin the title application.

Additionally, you can also locate the transaction from the Home Page 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 Appendix 1 – Importing Dealer Management System (DMS) Files 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.

![Start a New Title Application](image1)

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

![New Title Application – Enter VIN](image2)
3. 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.

![Existing Buyer Tag](image)

**Figure 26: Existing Buyer Tag**

4. Once imported, you can begin a title application from the imported record. To continue, refer to the proceed with a previously imported file 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, all of the information in the title application must match what is on the active tag or you will not be able to continue.
5. If a motor vehicle record exists in the department’s Registration and Title System, the current vehicle record information will display. You must use this information for verification against the title provided to you. Once you verify the vehicle information, you may select the **Proceed** button to advance to the Seller Disclosure page.

![Figure 27: Existing Vehicle Record](image)

6. 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. These values must be entered by you if they are not populated.

**Note:** Non-titled trailers and motor vehicle records reflecting E-TITLE in the Additional Information section of the current vehicle record cannot be processed 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 signature of 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 buyer’s choice of county to process the title application from the dropdown in the Processing County section.

   **Note:** If the buyer chooses to have the title application and taxes paid to a county not listed in the Processing County dropdown, the title application cannot be processed through webDEALER until your dealership is setup in 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:** 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:** “Complete Buyer Acknowledgment Electronically” is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, 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).
6. Check the Certification Box.

7. Select **Save**.

![Seller Disclosure](image)

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

**Note:** Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created.

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 chosen. If this option is chosen, 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.

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**.

![Login](image)

**Figure 29: 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 30: Buyer Agreement](image)

7. A confirmation screen is displayed with a “thank you” message.

![Figure 31: Buyer Agreement Confirmation](image)

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**.

**Note:** Title Only transactions for Dealer Resale or supported by an out of state title without a VIR cannot be submitted through webDEALER and must be submitted manually to the county tax assessor-collector's office.

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 (new and used vehicle, motorcycle, trailer).

![Vehicle Information](image)

**Figure 32: Vehicle Information**
6.2 Lienholder Information

1. To record a lien, select **Lienholder(s)**. You will automatically advance to the next page to enter the lienholder’s information.

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, leave Type of Title as **Electronic**.

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

![Certified Lienholder Verification](image1)

**Figure 35: 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**.

![Local Lienholder](image2)

**Figure 36: Local Lienholder**
7. The lien is added to the list. Select **Next**.

Figure 37: Lienholder Information

### 6.3 Owner Information

Select the Owner Type, and complete the Owner Information page. Select **Next**.

Figure 38: Owner Information
Note: Only an Owner Type of Individual allows a beneficiary to be designated. If multiple owners are on an application, Rights of Survivorship must be completed before the Beneficiary functionality is available.

6.4 Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Select Next.

![Vehicle Physical Location](image)

Figure 39: Vehicle Physical Location

6.5 Plates and Sticker Information

Depending on the processing county chosen 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 submitted, the Plate Source will indicate (County Issued). Select Next.

![Plate and Sticker Information](image)

Figure 40: 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.

![Plate and Sticker Information - Dealer Inventory](Figure 41: Plate and Sticker Information – Dealer Inventory)

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**.

![Plate and Sticker Information - Customer Supplied](Figure 42: Plate and Sticker Information – Customer Supplied)

**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.
6.5.1 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:** The webDEALER system will provide you 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 desired plate. Select **Save**.

![Plate and Sticker Information](image-url)

*Figure 43: Replacement License Plate*
6.6 Sales Tax Information

1. Select a Sales Tax Category.

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

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

Note: The trade-in Information displays once the Trade-in Allowance is entered.

Figure 44: Sales Tax Information
6.7 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.

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

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 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 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**.

![Evidence of Ownership and Supporting Documents](image)

**Figure 47: Document Type Selection**
8. Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met. Select Title Preview to continue.

![Evidence of Ownership and Supporting Documents](image)

Figure 48: Evidence of Ownership and Supporting Documents Completed

### 6.8 Inspection Information

webDEALER will verify the vehicle has a current, passing safety inspection. The inspection must be current when the application is submitted to the county tax assessor-collector’s office.

#### 6.8.1 Current, Passing 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 49: Inspection Information Not Shown](image)

### 6.8.2 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 50: Expired Inspection](image)

### 6.8.3 Inspection is Not Valid or Not Available

If the vehicle inspection was not available electronically, or the inspection was 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 51: Inspection Information Shown](image)

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 52: Inspection Verified](image)

3. 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 53: Inspection Information](image)

4. Remove the existing VIR, if applicable.
5. 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.

**Note:** If a vehicle was last titled out of state, a VIR is required for VIN verification even if the inspection was verified.

### 6.9 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.

![Computed Fees](image)

**Figure 54: Computed Fees**

2. The registration period of 12 or 24 months will be determined and calculated automatically by the vehicle’s registration class, ownership evidence surrendered, and the inspection type received.

![Fee Page](image)

**Figure 55: Fee Page**
Note: 24 months of registration is required for eligible registration classes of new passenger cars or light trucks sold on an MCO by a Texas dealership when a two year inspection is issued.

3. 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 Homlessness select Optional Donations/Fees.

4. Enter the amounts. Select Update Fees.

5. When the fee amounts are correct on the Fee page, select Update Fees.
7 Submitting Title Applications

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

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

   ![Figure 57: Submit Title Application](image)

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 58: Title Search for Submitted Title Applications](image)
8 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 3.2–Configuration by County to determine your dealership’s grouping configuration.)

8.1 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 59: Titles Grouped for Payment from the Home Page
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 3.3 – Dealer Deputy for more information). You will remit the amount that is under the Pay to County column.

![Figure 60: Title Groups with Payment Due](image)

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

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

![Figure 61: Group Details](image)

4. Remit the “Pay To County” amount.
8.2 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.

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

![Group Reviewed Titles for Payment](image)

**Figure 64: 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.

![Confirmation Message and Group Number](image)

**Figure 65: 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.

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

**Figure 66: Reviewed Title Groups with Payments Due**
8.3 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 67: Titles Grouped for Payment](image)

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

![Figure 68: Reviewed Title Groups with Payments Due](image)
3. Once the Group Details are open, select **Ungroup**.

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

**Figure 69: Ungroup Title Applications**

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

![Confirm Request](image)

**Figure 70: Ungroup Confirmation Request**

5. This group is now ungrouped, and you may regroup these title applications as necessary.
9 Returned Title Applications

A title application may be returned by the county tax assessor-collector’s office for a number of reasons: 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 71: Returned Title Application
9.1 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.

![Title Search – Returned Title Applications](image)

Figure 72: Title Search – Returned Title Applications

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.

![Transaction History](image)

Figure 73: 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 Section 11 – Resubmitting Title Applications.)
10 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 Figure 71).

**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 74: Title Search Page](image)

2. On the Title Preview page, select Retract.

   ![Figure 75: Retract a Title Application](image)
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 76: 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 Section 11 – Resubmitting Title Applications).

10.1 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 77: 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.

![Title Search](image)

**Figure 78: 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.

![Title Preview](image)

**Figure 79: Title Preview – Retraction Request Message**
11 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.

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.
12 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](image-url)

*Figure 81: Voiding Title Application*
13 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. It will 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 82: Print Receipts](image)

**Note:** The first receipt will always print without a watermark. This is the owner’s copy (Figure 83). 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 (Figure 84).
4. A PDF message will appear, and you must open the file to view and print the receipts.

### 13.1 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.

![Figure 83: Owner’s Receipt](image-url)
13.2 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 84: Duplicate Receipt
13.3 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 85: Final Receipt
14 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.

   ![Figure 86: Access Payments Completed](image)

2. Select a Reference # to display the Payment Details.

   ![Figure 87: Payments Completed Reference Number](image)
3. The Payment Details will show with the payment information for that group of title applications.

Figure 88: 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 computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer’s signature on the Form 130-U and the odometer disclosure.

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

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

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

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

  **Note:** This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person’s identity.

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

- Only one trade-in is allowed.

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

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

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<td>Optional</td>
<td>None of these fields are required, and not necessary if Certified Lien No. is provided.</td>
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<td>Lien_State</td>
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<tr>
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<tr>
<td>Recipient_Full_Name</td>
<td>Optional</td>
<td>Optional but may be required in webDEALER</td>
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<tr>
<td>Recipient_Street1</td>
<td>Optional</td>
<td>Optional but may be required in webDEALER</td>
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<tr>
<td>Recipient_Street2</td>
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<td>Optional but may be required in webDEALER</td>
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<td>Optional but may be required in webDEALER</td>
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<tr>
<td>Recipient_State</td>
<td>Optional</td>
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<td>Optional but may be required in webDEALER</td>
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</tbody>
</table>
Appendix 4 – Equipment Requirements

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

Operating System

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

Internet Connection

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

Web Browsers

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

<table>
<thead>
<tr>
<th>Web Browser</th>
<th>Website</th>
<th>Version Requirements</th>
</tr>
</thead>
</table>
| Internet Explorer | [www.microsoft.com/ie](http://www.microsoft.com/ie) | Internet Explorer versions 8.0 and later
|                 |                              | Note: Compatibility Mode should be turned off                                         |
| Firefox         | [www.mozilla.com/firefox](http://www.mozilla.com/firefox) | Latest version                                                                      |
| Chrome          | [www.google.com](http://www.google.com) | Chrome is a freeware web browser developed by Google.                                |

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

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

Printer Requirements

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

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

Alignment is the most frequent challenge encountered 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.

**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
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

4. Out of state vehicles:
   - Vehicle Inspection Report

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

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