



webDEALER 2.1.0

Dealer Release Notes

February 2015



Texas Department *of* Motor Vehicles

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1 Document Overview

1.1 Purpose

The purpose of this document is to provide release notes for webDEALER 2.1.0.

1.2 Scope

The scope of this document includes updates to webDEALER 2.1.0:

- Single sticker: Inspection sticker eliminated and proof of a current, passing inspection is now required for initial registration.
- Single file uploading: Ownership evidence and supporting documentation can now be uploaded as a single pdf.
- Used vehicle transfers: Dealers may now transfer used vehicles.

1.3 Audience

The intended audience of this document is **dealer users**.

2 Single Sticker

With the single sticker function, webDEALER will verify twice that the inspection is current:

- The inspection must be current on the date the transaction is created in webDEALER.
- The inspection must be current when the transaction is submitted to the county.

If the vehicle inspection is not available or the inspection was not current and passing upon the start of a new title application, the **Inspection Information** section will display to allow manual verification and entry of inspection information from the Vehicle Inspection Report (VIR). The **Date of Inspection** and **Inspection Type** will be required to be entered.

Validate that 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 submitted to the county. If the inspection is expired, a new inspection will be required. If the inspection expiration is the same month/year as the creation date in webDEALER or as the date the dealer submits the transaction to the county, a new inspection will be required.

If the inspection expires before submitting the title application to the county, current inspection information will be required to be entered or updated. The VIR must be uploaded when the dealer manually enters or updates new inspection information.

2.1 Plate and Sticker Information

If the vehicle inspection was not available or the inspection was not current and passing upon the start of a new title application, the **Inspection Information** section will display at the bottom of the **Plate and Sticker Information** page. See Figure 1 below.

- Select **Date of Inspection**.
- Select the **Inspection Type** from the drop down list, and click **Save**.

Figure 1: Plate and Sticker Information

Description of Inspection Types

Inspection Type	Inspection Description
OBD	OBD Safety and Emission
ASM	ASM Safety and Emission
TSIOBD	TSI OBD Safety and Emission
TSI	TSI Safety and Emission
1YR	One Year Safety Only
TLMC	Trailer or Motorcycle
CW	Commercial Windshield
CDEC	Commercial Decal
EMONLY	Emission Inspection Only
2YR	Two Year Safety Only (new vehicles)
SOEO	One Year Safety and Emission
CWEO	Comm. Windshield and Emission
OBDNL	OBD Safety Emission – No LIRAP
NLTSI	Travis & Williamson Emission–No LIRAP

webDEALER prompts the dealer if the inspection date is expired after the dealer enters the inspection information and selects save. To proceed, the dealer must enter a current **Date of Inspection**. See Figure 2 below.

Plate and Sticker Information

Warning: A new vehicle inspection is required to complete title application (5707)

Application Status: IN-PROGRESS VIN: 4T1BB1FK7FU01726 Deal #: 7777

* Indicates Required Field

Plate Information

* Plate Source : New Plate Customer Supplied Plate ?

* Plate Number : CCC727

Sticker Information

Sticker Type : Windshield Plate

Inspection Information

* Date of Inspection : 02/09/2014 (mm/dd/yyyy)

* Inspection Type : OBD

Cancel Save

Figure 2: Enter Current Inspection Date

2.2 Uploading the VIR

If the inspection information was manually verified, the VIR will be required to be uploaded. The **View Required Documents List** will include the VIR. See Figure 3 below.

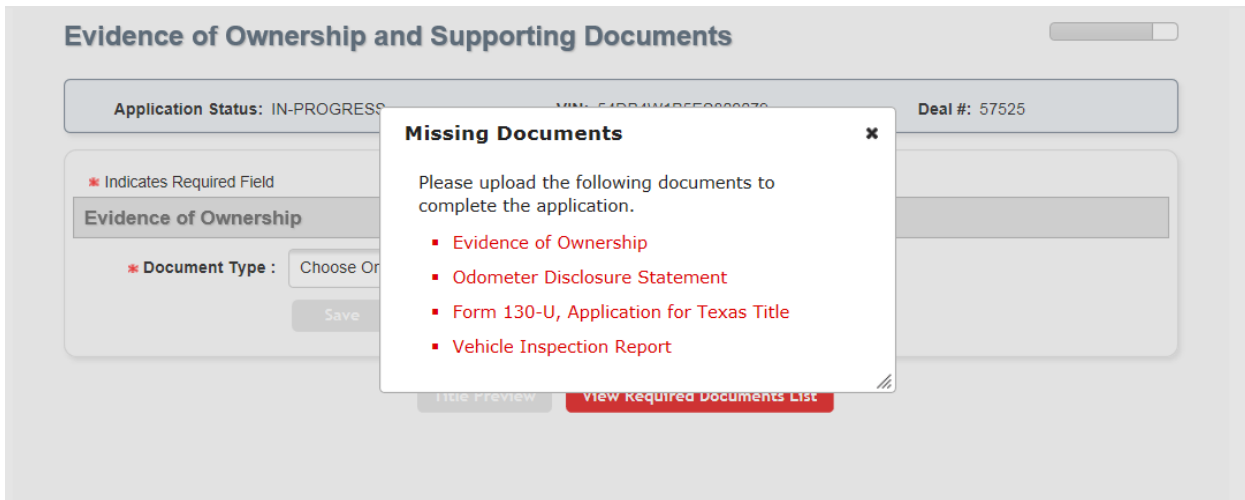


Figure 3: View Required Documents List Contains VIR

The dealer will be able to select the VIR from a list of supporting documents when uploading. See Figure 4 below.

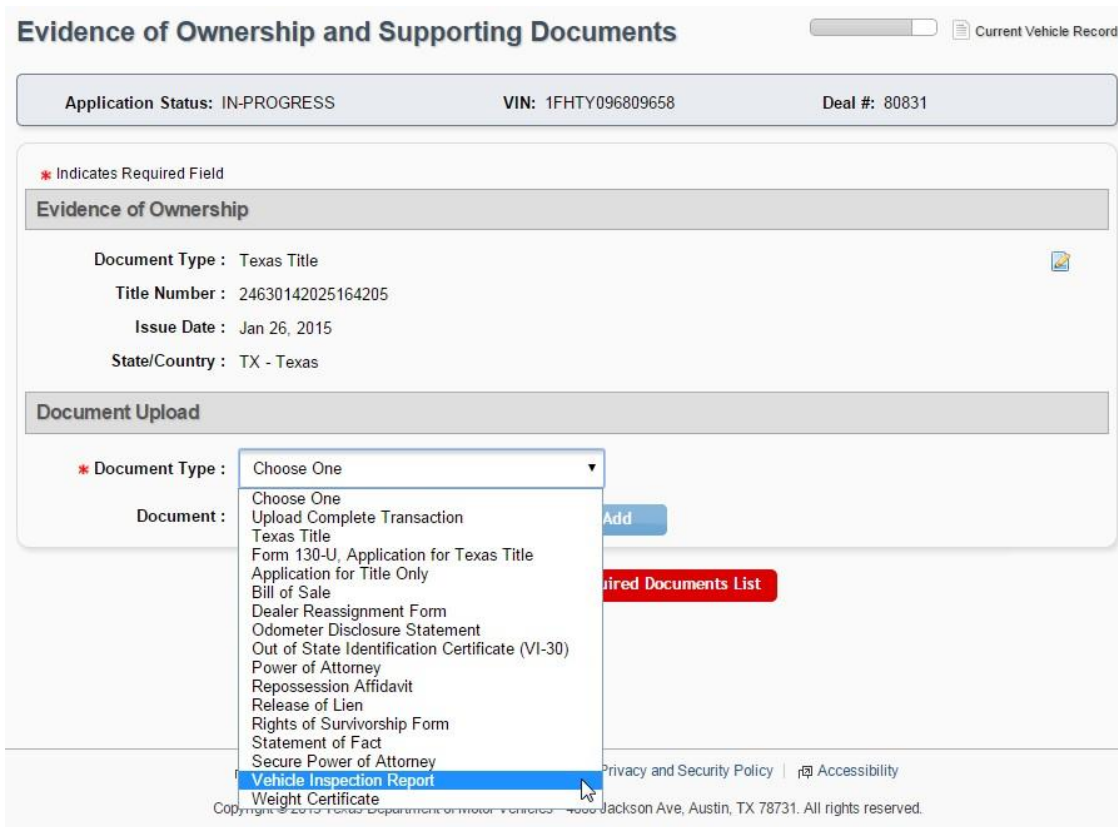


Figure 4: Selecting the VIR from a List of Documents

2.3 Fee Calculation

webDEALER will calculate the inspection fee when applicable and display the registration and title fees on the **Fee** screen. See Figure 5 below.

Fee

Application Status: IN-PROGRESS VIN: 1FTFX1CF7DFE02337 Deal #: 231452

* Indicates Required Field

* Registration Period : 12 Months 24 Months

12 Months of Registration Fees -- Expiration Month/Year: 09/2015

TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$15.00
TERP FEE	\$5.00
SALES TAX FEE	\$1,847.00
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
LONGHORN C PLT	\$8.25
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
AUTOMATION FEE	\$1.00
INSPECTION FEE-1YR	\$7.50
TOTAL AMOUNT	\$1,765.00

Cancel Optional Donations/Fees Save

Figure 5: Fee Calculation

2.4 Title Preview

If the inspection date and type were manually verified and entered, the **Title Preview** screen will include the **Inspection Information** section. See Figure 6 below.




Inspection Information

Date of Inspection : Jan 23, 2015
Inspection Type : TSI0BD Inspection Fee : 10.25

Sales Tax Information

Sales Tax Category: SALES/USE
Sales Tax Date: Jan 30, 2015
Sales Price: \$30,000.00

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Texas Title	Feb 5, 2015 8:50:04 AM
 Form 130-U. Application for Texas Title	Feb 5, 2015 8:50:13 AM
 Vehicle Inspection Report	Feb 5, 2015 8:50:20 AM

Computed Fees

Expiration Date: 1 / 2016

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$15.00
TERP FEE	\$5.00
SALES TAX FEE	\$1,875.00
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$64.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
AUTOMATION FEE	\$1.00
INSPECTION FEE-TSI0BD	\$10.25
Total Fees	\$1,989.25

Figure 6: Inspection Information on the Title Preview Screen

2.5 Inspection Information

If the inspection expiration date is before the current date, the message **“The Inspection Has Expired”** will display in the **Inspection Information** section. The **Submit** button will be disabled. See Figure 7 below.

Inspection Information **The Inspection Has Expired.** 

Date of Inspection: Jan 23, 2014
Inspection Type: 1YR Inspection Fee: 7.50

Sales Tax Information

Sales Tax Category: SALES/USE
Sales Tax Date: Jan 30, 2014
Sales Price: \$45,245.00

Trade-In Information

Allowance: \$30,000.00
Year/Make: 2012 / LEXS
VIN: 2T2ZK1BA0CC087103

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Out-of-state Title	Jan 30, 2015 8:36:49 AM
 Form 130-U, Application for Texas Title	Jan 30, 2015 8:37:02 AM
 Vehicle Inspection Report	Jan 30, 2015 8:37:16 AM

Computed Fees **Incomplete Data**

Figure 7: Inspection Information Message Displayed

3 Single File Upload

Ownership evidence and supporting documentation may now be uploaded as a single pdf file rather than uploading multiple files individually. To use this function, the dealer must scan the multiple documents into a single pdf file.

The single file upload capability is now available for all title applications.

On the **Evidence of Ownership and Supporting Documents** page, select “Upload Complete Transaction” from the **Document Type** drop down menu, then upload your file. See Figure 8 below.

Evidence of Ownership and Supporting Documents

Application Status: IN-PROGRESS VIN: 1FT7W2BT0EEA08643 Deal #: 231494

* Indicates Required Field

Evidence of Ownership

Document Type : Out-of-state Title

Title Number: 24506239230386313

Issue Date : Jan 2, 2014

State/Country : AR - Arkansas

Document Upload

* Document Type : Upload Complete Transaction

Document : Upload Complete Transaction

Required Documents List

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Figure 8: Selecting Single File Upload

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

After uploading the single file, the **Evidence of Ownership and Supporting Documents** page will show the single document uploaded. See Figure 9 below.


Evidence of Ownership and Supporting Documents Current Vehicle Record

Application Status: IN-PROGRESS VIN: 2HGES16571H543739

Document Type	Uploaded On	Uploaded By	Actions
Texas Title with all Supporting Documents	Jan 8, 2015 10:11:56 AM	NIRAV PATEL	View Remove

* Indicates Required Field

Evidence of Ownership

Document Type : Texas Title 

Title Number : 05743539195090306

Issue Date : Dec 29, 2013

State/Country : TX - Texas

[Title Preview](#)

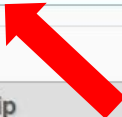


Figure 9: Single File Uploaded

4 Used Vehicle Transfers

Dealers may now transfer used vehicles. If a Texas motor vehicle record exists in the department's database, webDEALER will display the current vehicle record.

4.1 View Current Vehicle Information

When transferring used vehicles, dealers will be able to review the current vehicle record after locating an existing title record. See Figure 10 below.

Title Application

* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

* VIN :

Vehicle Information

Vehicle Class: PASS	VIN: 1FDXE45S42HA18891
Registration Class: 25 - PASSENGER-LESS/EOL 6000	Year/Make/Model: 2011 FOUR WINDS THO
Body Style: MH	
Major Color: ---	Minor Color: ---
Empty Weight: 1260 (lbs)	Carrying Capacity: ---
Gross Weight: 1260 (lbs)	
Odometer Reading: 8121	Odometer Brand: Actual Mileage
Previous Owner: VANDERGRIFF CHEVROLET	Document No: 10163737740110917
Previous Plate: M79TDR	Issued: Dec 29, 2013

Additional Information

ACTUAL MILEAGE
PAPER TITLE

Figure 10: Current Vehicle Record

Dealers may view the current vehicle record on other pages within the title application, including the **Vehicle Information** page using the **Current Vehicle Record** link. See Figure 11 below.

Vehicle Information Current Vehicle Record

Application Status: IN-PROGRESS VIN: 1GNCT18Z7K8125652 Deal #: 108803

* Indicates Required Field

Vehicle Class: Passenger-Truck Title Only (No Registration):

Year: 2004 Vehicle Make: CHEVROLET

* Vehicle Model: S10 * Body Style: LL

* Major Color: RED Minor Color: Choose one

Empty Weight: 4000 (lbs)

Carrying Capacity: 1000 (lbs)

Gross Weight: 5000 (lbs) Diesel:

Odometer Reading: Exempt Odometer Brand: ---

Brands / Remarks

✓ FLOOD DAMAGE

[Next](#)



Figure 11: Current Vehicle Record Link

4.2 Evidence of Ownership and Supporting Documents

Based on the title application, webDEALER will require the upload of the evidence of ownership and certain supporting documents. See Figure 12 below.

The screenshot displays the webDEALER interface for the 'Evidence of Ownership and Supporting Documents' section. At the top, the Texas Department of Motor Vehicles logo and 'webDEALER' branding are visible. The navigation bar includes 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'Deal # or VIN' and a user profile for 'KATHY' are also present. The main content area shows the application status as 'IN-PROGRESS' and the VIN as '3TMLU4EN5AM040148'. Below this, a section titled 'Evidence of Ownership' contains a required field for 'Document Type'. A dropdown menu is open, showing the following options: 'Choose One', 'Certified Copy of Texas Title', 'Texas Title', and 'Out-of-State Title'. At the bottom of this section, there are two buttons: 'Title Preview' and 'View Required Documents List'. The footer contains links for 'TxDMV.gov', 'Contact Us', 'Disclaimer', 'Privacy and Security Policy', and 'Accessibility', along with a copyright notice for 2013 Texas Department of Motor Vehicles.

Figure 12: Selecting the Document Type

The required documents will be listed under the **View Required Documents List**. See Figure 13 below.

The screenshot displays the Texas Department of Motor Vehicles webDEALER interface. At the top, the header includes the Texas Department of Motor Vehicles logo and the text "HELPING TEXANS GO... HELPING TEXAS GROW." The main navigation bar contains "WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION" and the "web DEALER" logo. Below this is a secondary navigation bar with buttons for "Home Page", "Titles", "Payments", "Administration", and "Support". A search bar for "Deal # or VIN" and a user profile for "KATHY" are also present.

The main content area is titled "Evidence of Ownership and Supporting Documents" and includes a "Current Vehicle Record" link. Below this, the application status is shown as "IN-PROGRESS" with a VIN of "3TMLU4EN5AM040148". A section for "Evidence of Ownership" contains a dropdown menu for "Document Type" set to "Choose One" and a "Save" button.

A modal window titled "Missing Documents" is open, displaying the following text: "Please upload the following documents to complete the application." followed by a list of required documents:

- Evidence of Ownership
- Form 130-U, Application for Texas Title
- Vehicle Inspection Report

The footer of the page includes links for "TxDMV.gov", "Contact Us", "Disclaimer", "Privacy and Security Policy", and "Accessibility", along with a copyright notice for 2013 Texas Department of Motor Vehicles.

Figure 13: Missing Documents

4.2.1 Certified Copy of Texas Title, Texas Title, or Out-of-State Title

For used vehicle transactions with a Texas record, dealers will be given the option to select a Certified Copy of Texas Title, Texas Title, or Out-of-State Title as evidence of ownership. For used vehicles with no Texas record, independent dealers will only be given the option to select Out-of-State Title as evidence of ownership. If Out-of-State Title is selected, the dealer will need to complete the required information fields (e.g., Out-of-State Title number, Issue Date, and Issuing State/Country). See Figure 14 below.

Evidence of Ownership and Supporting Documents Current Vehicle Record

Application Status: IN-PROGRESS VIN: 3TMLU4EN5AM040148

* Indicates Required Field

Evidence of Ownership

* Document Type : Out-of-State Title

* Title Number :

* Issue Date : (mm/dd/yyyy)

* State/Country : Choose One

Save

Title Preview View Required Documents List

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Figure 14: Information for Out-of-State Titles

If the dealer selects Texas Title or Certified Copy of Texas Title, the Title Number, Issue Date, and State/Country will be populated. See Figure 15 below.

The screenshot displays the 'Evidence of Ownership and Supporting Documents' section of the webDEALER interface. At the top, the Texas Department of Motor Vehicles logo and 'web DEALER' branding are visible. The navigation bar includes 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'Deal # or VIN' and a user profile for 'KATHY' are also present. The main content area shows the application status as 'IN-PROGRESS' and the VIN as '3TMLU4EN5AM040148'. A red asterisk indicates a required field. The 'Evidence of Ownership' section contains a dropdown menu for 'Document Type' set to 'Certified Copy of Texas Title', with associated fields for 'Title Number: 00325041093161206', 'Issue Date: Sep 19, 2012', and 'State/Country: TX - Texas'. A 'Save' button is located below these fields. At the bottom of the section, there are buttons for 'Title Preview' and 'View Required Documents List'. The footer contains links for 'TxDMV.gov', 'Contact Us', 'Disclaimer', 'Privacy and Security Policy', and 'Accessibility', along with a copyright notice for 2013.

Figure 15: Evidence of Ownership - Document Type


After selecting the **Document Type** in the **Evidence of Ownership** section, upload a single file with all required documents or the required individual documents. Refer to **Single File Upload**. See Figure 16 below.

Evidence of Ownership and Supporting Documents

Application Status: IN-PROGRESS VIN: 1FT7W2BT0EEA08643 Deal #: 231494

* Indicates Required Field

Evidence of Ownership

Document Type : Out-of-state Title 

Title Number: 24506239230386313

Issue Date : Jan 2, 2014

State/Country : AR - Arkansas

Document Upload

* Document Type : Upload Complete Transaction

Document :

- Choose One
- Upload Complete Transaction **Add**
- Out-of-State Title
- Form 130-U, Application for Texas Title
- Application for Title Only
- Bill of Sale
- Dealer Reassignment Form
- Odometer Disclosure Statement
- Out of State Identification Certificate (VI-30)
- Power of Attorney
- Repossession Affidavit
- Release of Lien
- Rights of Survivorship Form
- Statement of Fact
- Secure Power of Attorney
- Vehicle Inspection Report
- Weight Certificate

Required Documents List

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Figure 16: Selecting a Single File Upload or Individual Documents to Upload