



Dealer User Guide

February 2015

webDEALER 2.1.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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Overview

What can webDEALER do for you?

Title work is submitted electronically to county offices. Transactions include 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, statement of fact, and power of attorney (POA) (secure and non-secure). webDEALER provides a straight forward 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 is literally a click of a button.

Features

Entering title applications on the web allows dealers to use a more streamlined title and registration application process and provides counties with a more efficient approval process including:

- Validation of allocated inventory to dealers
- System monitoring of the number of outstanding title transactions for a dealership eliminates the need of the Form VTR-31-RTS requirement
- Option to setup dealers without inventory – instead the county assigns the plate and prints the sticker, no bonding required
- Allows dealers to electronically submit title applications to multiple counties, once approved and set up by each county
- Transfer of special plates with live calculation of the prorated fees
- Easily see the reason for the return of a title transaction
- Visibility of all titles from start to finish
- Payments for each transaction are calculated precisely



Special note on signatures

With webDEALER, there are two ways a dealer can process and complete a webDEALER transaction:

- Upload of the completed Application for Texas Title (Form 130-U)
- Electronically capture the seller's and buyer's signature using the Seller Disclosure and Buyer Acknowledgement login page

Upload of the Application for Texas Title (Form 130-U)

This method requires the dealer to upload the title application (Form 130-U) in order for the transaction to be electronically processed in webDEALER. The "Closer" at the 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 continue to sign the Form 130-U as they normally do, and the dealership's titling clerk will then upload it when processing the transaction.

Electronically capture the buyer's signature using the buyer's login page and acknowledgement

This method requires the dealer to begin the transaction by creating the seller's disclosure page 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 the Social Security number to complete the "Buyer Acknowledgement" page. A successful login and acknowledgement 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, and this will be evident when processing the transaction through this method.

See Appendix 2 for the "Requirements for Use of the Electronic Buyer's Acknowledgement" process.

Getting Started

What to expect

The county tax office and TxDMV staff are available to answer your questions.

In order to have access to webDEALER, you must have access to eTags. The Username and Password for eTags will be the same for webDEALER. Dealers must provide the county with an eTags Username for the dealer's first administrative user. The eTags Username is required for the county to authorize a user to access webDEALER.

Please review the Equipment Requirements section in the appendix to ensure your equipment is compatible and you have all needed supplies.

Setup

The county tax office will set up the dealership in webDEALER. In addition to setting up the dealership, they will also set up the initial user to be the administrator at the dealership. The dealership administrator is responsible for adding or removing users.

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

Recommendations

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). Your county tax office can assist with this process.

You should know

The Form VTR-31-RTS is not required for a webDEALER transaction.

You cannot set a bookmark for webDEALER once the application has been started. You will need to access it through the login page each time.

The evidence of ownership (e.g., MCO, out-of-state title, Texas title, etc.) must be scanned, attached, and show both sides with the "Surrendered" stamp on the back.

IMPORTANT SCANNING REQUIREMENT: The scanned images must be of the **original** documents. The scanned images CANNOT be copies of original documents. If the county or TxDMV determines that the documents attached to a transaction are copies of originals, the transaction will be returned or rejected, and the dealer will be required to scan the originals or obtain ownership through a court order or bond.



Reminder check list

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

- Internet capability
- URL for webDEALER (<https://webdealer.txdmv.gov>)
- Sticker paper and plate inventory provided by county, if applicable
- eTags user accounts set up *and access to webDEALER verified*
- Printer
- Scanner
- Surrendered stamp

If you have any questions, please contact your county tax office.

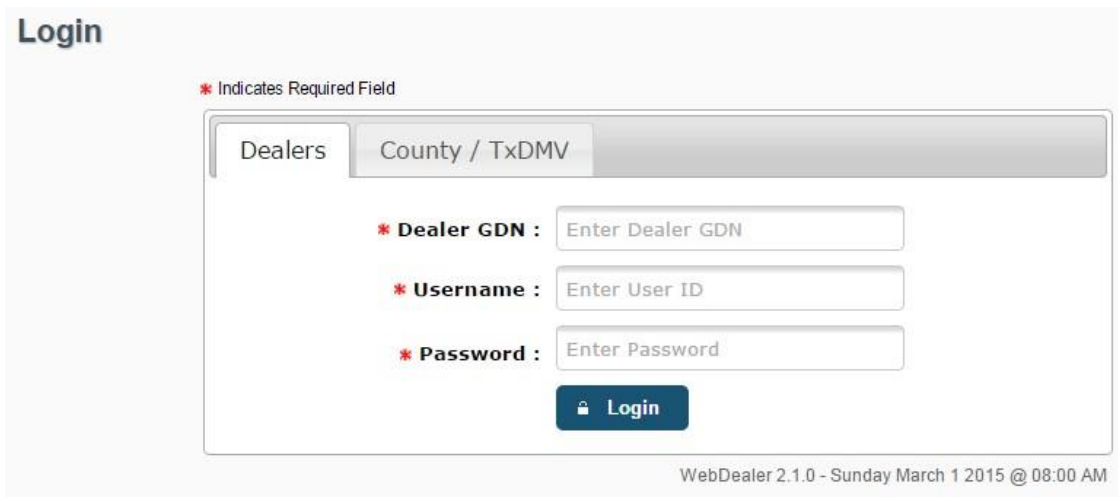
Add Users

webDEALER is designed to have a minimum of two users within the dealership designated as administrators with access to all Assigned Permissions. The administrator adds users to the dealership.

Users must first have access to eTags in order to access webDEALER. The Username and Password for eTags will be the same for webDEALER. *Note: Password resets must be completed through eTags.*

To add a user to webDEALER

1. The administrator logs into webDEALER.



The screenshot shows the 'Login' page of webDEALER. At the top left, the word 'Login' is displayed in a bold, dark font. Below it, a red asterisk is followed by the text '* Indicates Required Field'. The main content area is enclosed in a light gray border and contains two tabs: 'Dealers' (which is selected) and 'County / TxDMV'. Below the tabs, there are three input fields, each preceded by a red asterisk and a label: '* Dealer GDN :', '* Username :', and '* Password :'. Each input field contains a placeholder text: 'Enter Dealer GDN', 'Enter User ID', and 'Enter Password' respectively. Below these fields is a dark blue button with a white lock icon and the text 'Login'. At the bottom right of the form area, the text 'WebDealer 2.1.0 - Sunday March 1 2015 @ 08:00 AM' is displayed.



2. On the home page in webDEALER, click the “Administration” tab.

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WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

Home Page | Titles | Payments | Administration | Support

Welcome NIRAV PATEL | You last logged in on Jun 23, 2014

Dealer: LEIF JOHNSON FORD - 12931 RESEARCH BLVD, A | Set Location | GDN Category: MOTOR VEHICLE

Titles

- Returned: 0
- In-Progress: 24
- Submitted: 6
- Imported: 5

- Start a New Title Application
- DMS Import

Account Maintenance

- View Dealer Details
- Add New User

Created On	Deal #	VIN #	Vehicle
Sep 27, 2013	167747	1FADP3J25DL255149	2013 FORD FOC
Sep 27, 2013	168111	1FTFW1ET3DFA79116	2013 FORD F15
Sep 27, 2013	168044	1FTFW1R61DFB44520	2013 FORD F15
Feb 25, 2014	---	3B7ME33CXP112633	2015 DODGE 12D
Feb 26, 2014	---	2GCEK19R0V1208512	2014 CHEVROLET 2M
Feb 26, 2014	---	JY44WUW03WA037641	2013 YAMAHA 2D
Mar 6, 2014	---	1FTNF1CF4DKD30377	2013 FORD 44A
Mar 10, 2014	---	1G3AG55MXR6427522	2014 OLDSMOBILE CIS
Apr 9, 2014	2819	1FTFX1CF3DKD41394	2013 FORD F15
May 6, 2014	772	4F4YR16U02TM08291	2014 MAZDA 201

View All In-Progress Titles

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3. Dealer Details lists the dealership information and currently authorized users.

4. On the Dealer Details page, click “Add User.”

Dealer Details

Dealer ID: 80843
Dealer GDN: P51769
GDN Category: MOTOR VEHICLE
Business Name: LEIF JOHNSON FORD II LTD
Doing Business As: LEIF JOHNSON FORD
Contact Name: JASON CACCITORI
Email: jason@ljf.com

Dealer Address
12931 RESEARCH BLVD,
AUSTIN, TX 78765

New & Used Vehicle Sales

Add User | Dealer Configuration by County

List of Associated Users

User Name	Name	Email	Status	Action
JSON1	JASON CACCITORI	jason@ljf.com	Active	

For franchise dealers, a **New & Used Vehicle Sales** message will appear in the Dealer Details page.

For independent dealers (used vehicles), a **Used Vehicle Sales Only** message will appear in the Dealer Details page.



5. Search for the user by entering their eTags information. Enter their Username, their First and Last Name, or their Email. Click "Search." *Note: A search by the Username yields the best results.*

Search User

Dealer ID: 80843
Dealer Name: LEIF JOHNSON FORD - LEIF JOHNSON FORD II LTD

Search Criteria

Use one of the following fields to search existing users.

Username :

First Name :

Last Name :

Email :

6. From the search results, locate the user to add, and click "Add to Dealer" under the Action column.

Search User

Dealer ID: 80843
Dealer Name: LEIF JOHNSON FORD - LEIF JOHNSON FORD II LTD

Search Criteria

Use one of the following fields to search existing users.

Username :

First Name :

Last Name :

Email :

1 user(s) found.

User Name	Name	Email	Action
JZWIEN1	JIM ZWIENER	Jim.Zwiener@bxdmv.gov	Add to Dealer

7. Choose options for the user under the Assigned Permissions. *Note: The “Web Service Access” permission is for setup of a **dealer vendor** integrated solution. It is for future use. More information will be made available when piloting of the integrated solution is complete.*

User Details

Username: JZWEN1 Status: Active
Name: JIM ZWIENER Email: jim.zwiener@txdmv.gov

Dealer ID: 1607
Dealer Name: KOENIG LOCN - LEIF JOHNSON FORD II LTD

Assigned Permissions

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

Buttons: Save, Cancel, View Associated Dealer(s)

8. Click “Save.”

Note: The “Dealer Configuration by County” button on the “Dealer Details” page displays the allowances placed on the dealership by each county.

Dealership set up with no inventory to issue (County Issued)

Dealer Configuration by County

County: TRAVIS - 227

Maximum Unapproved Title Applications allowed: 250
Issue Plate Inventory: No
Issue Registration Stickers: No

Dealership with inventory to issue

Dealer Configuration by County

County: TRAVIS - 227

Maximum Unapproved Title Applications allowed: 50
Issue Plate Inventory: Yes
RTS Dealer ID: 1
Issue Registration Stickers: No

Title Application – 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 the dealer makes the choice to file the title transaction by capturing an electronic signature of the seller and buyer or to upload the Form 130-U.

In addition to filing title applications for new vehicles, dealers will now be able to file title applications for Off-Highway vehicles (e.g., ATVs, ROVs, and Off-Highway Motorcycles), apply for title without registration “Title Only (No Registration),” and include rights of survivorship information. In early 2015, used vehicle transfers will be opened to all dealerships.



NOTE: Dealers will be required to stamp the evidence of ownership (e.g., Texas titles, out-of-state titles, etc.) with a “**SURRENDERED**” stamp on the back of the title and retain it in their purchase and sales records. The “**SURRENDERED**” stamp must be stamped on the back of the ownership document and on the next blank assignment.

*If all assignments have been used on the evidence of ownership and a Dealer’s Reassignment accompanies the transaction, the evidence of ownership must be stamped “**SURRENDERED**” (diagonally) and the Dealer’s Reassignment must also be stamped “**SURRENDERED**” on the next available assignment or diagonally, if applicable.*



IMPORTANT NOTIFICATION TO DEALERS: It is the dealer’s 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 invalidated, is considered surrendered to the department, and cannot be used in another transaction. If you stamp “**SURRENDERED**” on a title in error, you will be required to replace the evidence of ownership document (e.g., Texas title, Certified Copy of Texas Title, out-of-state title, or other ownership document) to submit a new transaction. (**NOTE:** All signatures are required to be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate cannot be obtained, then the dealer’s only option is to obtain a bond or court order.

There are three ways to begin title applications.

Using a webDEALER title integration service (from a vendor)

1. Proceed at the time data transfer from Dealer Management System (DMS)

If you finished transferring data from your DMS, the title transaction will appear in the “Imported” status in the titles activity box. Click the blue “Imported” number in the titles activity box to view the imported information. Click the “VIN” to open the Title Preview. To complete the Seller Disclosure, click on the “Seller Disclosure” icon. Use the search filter box to assist in locating transactions to be worked.



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, and click the “VIN” to open the Title Preview.

Using an imported file

1. Proceed at the time of importing a file

If you have finished importing a transaction, select “Title Preview” to view the import information. To complete the Seller Disclosure, click on 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.

2. Previously imported file

If title transactions were previously imported, locate these transactions from the home page. Click the blue “Imported” number in the titles activity box. This displays a search filter box to assist in locating the transaction to be worked. Once the transaction is found, click the “VIN” to open the Title Preview.

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 click the “VIN” to open the Title Preview.

Note: Please refer to the Importing DMS Files section found in the Appendix for more information.

Creating a title application manually

To create an application by entering all information manually, begin on the home page.

1. Click on “Start a New Title Application” in the titles activity box.
2. Enter the “VIN” and click “Search.”

The screenshot shows a web form titled "Title Application". At the top left, there is a legend: "* Indicates Required Field". Below this, there is a section titled "VIN Search" with a grey background. Underneath, it says "GDN Category : MOTOR VEHICLE". There is a text input field labeled "* VIN :" followed by a blue "Search" button.

If a motor vehicle record exists in the department’s Registration and Title System, the current vehicle record information will display upon clicking “Search.” Dealers must use this information for verification against the title provided to the dealer. Once the dealer verifies the vehicle information, they may click on the “Proceed” button to advance to the “Seller Disclosure” page. If a motor vehicle record does not exist, the title application will populate with the year, make, model, and body style on the Seller Disclosure page. In the event that these values are not populated, they must be entered by the user.

To complete the Seller Disclosure:

1. Enter the optional "Deal #."

2. Enter the Buyer ID Information: ID Type, ID #, and Email.

3. From the dropdown, select the buyer's choice of county to process the title application. *Note: If the buyer chooses to have the title application and taxes paid to a county not listed in the dropdown, the title application cannot be processed through webDEALER until that county sets your dealership up.*



4. Enter Sales Price. This will include the rebate amount. The trade-in amount and vehicle information will be entered on the sales tax portion of the application later in the application process.
5. Enter the Odometer Reading, and select the Odometer Brand. Select Odometer Reading Exempt, if it applies.
6. Select “Upload Form 130-U” or “Complete Buyer Acknowledgement Electronically.” This selection is based upon your dealership’s process.
7. Check the “Certification Box” and “Save.”

The screenshot shows a web form with three main sections:

- Buyer ID Information:** Contains fields for ID Type (dropdown menu), ID # (text input), and Email (text input).
- Processing County:** Contains a County dropdown menu.
- Sales Price and Odometer Reading:** Contains fields for Sales Price (after Rebate), Odometer Reading, and Odometer Brand (dropdown menu). It also includes a checkbox for Odometer Reading Exempt with a help icon.

At the bottom of the form, there are radio buttons for "Choose One": "Upload Form 130-U" (selected) and "Complete Buyer Acknowledgment Electronically". Below this is a disclaimer: "YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY." A "Save" button is located at the bottom right.

Note: “Complete Buyer Acknowledgement Electronically” (at the bottom of this screen) 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.

8. When the Seller’s Disclosure is saved, the title application status is marked “In-Progress,” and you are advanced to the “Vehicle Information” page. **(NOTE: Once the Seller’s Disclosure has been saved, the “Closer” does not have to complete the remaining information.)**

Note: If the buyer’s e-mail address was provided and “Complete Buyer Acknowledgement Electronically” is chosen, an e-mail is immediately sent containing the link to the Buyer Acknowledgement login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in the dealer’s internet browser).

The Buyer Acknowledgement

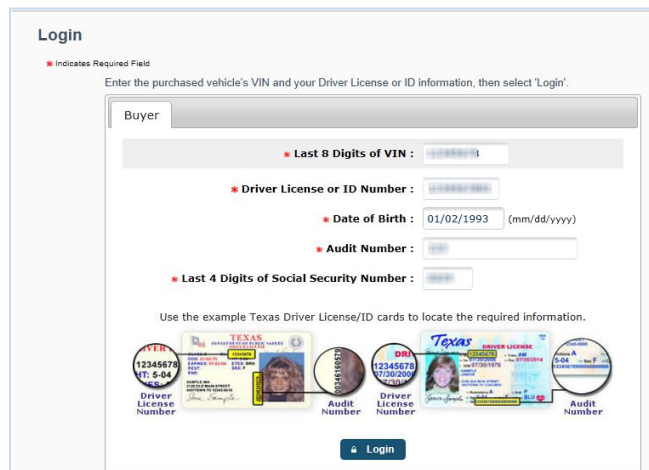
This section only applies to title applications where the option to “Complete Buyer Acknowledgement Electronically” is chosen. Note: There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgement. The fee is charged to the buyer.

The information in the Seller Disclosure section of the title application is the information used to populate the Buyer Acknowledgement, 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 Acknowledgement Login website through the link supplied in the e-mail (or through a bookmark on a P.C. at the dealership) and acknowledges the information is correct.

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. The title application cannot be submitted to the county without the buyer acknowledging the information is correct.

To complete the Buyer Acknowledgement

1. Open the e-mail from webDEALER.
2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgement Login website. “Click” the URL, or copy and paste the URL address in the web browser.
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



The screenshot shows a web browser window titled "Login". At the top, it says "Enter the purchased vehicle's VIN and your Driver License or ID information, then select 'Login'." Below this is a form with several fields, each with a red asterisk indicating it is a required field. The fields are: "Last 8 Digits of VIN", "Driver License or ID Number", "Date of Birth" (with a placeholder "01/02/1993" and "(mm/dd/yyyy)"), "Audit Number", and "Last 4 Digits of Social Security Number". Below the form, there is a note: "Use the example Texas Driver License/ID cards to locate the required information." This note is accompanied by four circular callouts pointing to specific fields on two example Texas Driver License/ID cards. The first callout points to the "Driver License Number" field on the first card. The second callout points to the "Audit Number" field on the first card. The third callout points to the "Driver License Number" field on the second card. The fourth callout points to the "Audit Number" field on the second card. At the bottom of the form is a "Login" button.

4. Click "Login."
5. The Buyer Agreement page displays the vehicle information along with the sales information.

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

6. If the information is correct, the buyer will click the box beside the certification statement.
7. Click "I agree."
8. A confirmation screen displays with the message "Thank you for verifying the title information. Your acknowledgement has been sent to the dealership. You may close this window."

The title application is automatically updated.

The dealer can now complete the rest of the title application for submission to the county tax office.



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

Completing the Application

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

To complete the remaining application, fill out the information on each page and click “Next.” *Note: If you select the VIN for an In-Progress title from the home page, the Title Preview page will open. You will have to click the edit icon located in the upper right corner of each section. Additionally, you will have to save each section once the information is entered by clicking “Save.”*

The transfer of used vehicles is now open to all dealerships. When transferring used vehicles, dealers will be able to view the current vehicle record after locating an existing Texas title record. *Note: Non-titled trailers and motor vehicle records reflecting E-TITLE in “Additional Information” cannot be processed through webDEALER at this time.*



Note: Texas titles with value limiting brands will be carried forward and will display in the “Additional Information” section of the current vehicle record (e.g., Rebuilt Salvage, Flood Damage, etc.).



Note: Title only transactions for Dealer Resale or supported by an out-of-state title without a VI-30 must be filed through the county tax office.



Note: For titling purposes, an Out-of-State Identification Certificate (VI-30) issued prior to March 1, 2015, is valid for up to a year after issuance and will continue to be accepted after March 1, 2015.



Note: Effective March 1, 2015, the Vehicle Inspection Report (VIR) will replace the VI-30 requirement.

Vehicle Information

Complete the Vehicle Information page and click “Next.” *Note: This screen will display differently based on the type of dealer.*

Vehicle Information Current Vehicle Record

Application Status: IN-PROGRESS VIN: 2GCEK19T5Y1231401

* Indicates Required Field

Title Only (No Registration):

Vehicle Class: Truck

Year: 2007

Vehicle Make: CHEVROLET

* Vehicle Model: 5SP

* Body Style: PK

* Major Color: Choose one

Minor Color: Choose one

Empty Weight: 4700 (lbs)

Fixed Weight:

* Carrying Capacity: 1000 (lbs)

Gross Weight: 5700 (lbs)

Diesel:

Odometer Reading: 55430

Odometer Brand: Actual Mileage

Next

Lienholder Information

Cash sales and financed sales are indicated on this page.

1. To record a lien, click “Lienholder(s).”

Lienholder Information

Application Status: IN-PROGRESS VIN: 2GCEK19T5Y1231401

* Indicates Required Field

* Type of Sale : No Lien Lienholder(s)

* Type of Title : Paper Electronic

Previous Next

2. Enter the Certified Lienholder Id and date of lien. If the lienholder is Electronic Lien Title (ELT) Certified, leave Type of Title as “Electronic.” Click “Search.”

Lienholder Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

* Lienholder Id : 20491933900

* Date : 06/23/2014 (mm/dd/yyyy)

* Type of Title : Electronic Printed

Search Cancel



3. Confirm the ELT Certified Lienholder results and click "Save."
4. Lienholder is added to the list of lienholders.

Lienholder Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

Action	Type	Lien No	Date	Name	Certified ID
Modify View Delete	Etitle	1	06/23/2014	CROSSROADS EQUIP LEASE & FIN	20491933900

[Previous](#) [Next](#)

Lienholder Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

* Indicates Required Field

Certified Lienholder

Lien No: 1

* Lienholder Id : 20491933900

* Date : 06/23/2014 (mm/dd/yyyy)

* Type of Title : Electronic Printed

Certified Lienholder Name/Address

CROSSROADS EQUIP LEASE & FIN
9121 HAVEN AVE,
RANCHO CUCAMONGA, CA 91730

[Cancel](#) [Save](#)

5. Click "Next."



Owner Information

Complete the Owner Information page and click “Next.” *Note: You can now enter up to two names for Rights of Survivorship or select “Multiple Survivors” when there are more than two survivors.*

Owner Information

Application Status: IN-PROGRESS VIN: 1ZVBP8CFXE5256995 Deal #: 231360

* Indicates Required Field

Name 1:
Name 2:
Address:

City:
Resident County:
State:
Zip:
Email:
Email Reminder:

Renewal Recipient Information

Name: (if different than owner)
Address:

City:
State:
Zip:

Rights of Survivorship Information

Name 1:
Name 2:
- OR -
Multiple Survivors:

Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Click “Next.”

Vehicle Physical Location

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

Address:

City:
State:
Zip:

Plates and Sticker Information

Depending on the processing county chosen on the Seller Disclosure page, dealers may or may not have plates to assign.

1. If plates are supplied to the dealership by the county where the title application is being submitted, enter the Plate Number, and click “Next.”
2. If plates are not supplied to the dealership by the county where the title application is being submitted, the New Plate button will indicate “(County Issued).” Click “Next” to continue.
3. If the buyer desires to transfer an existing plate (may be a general issue or special plate) to the new vehicle, select “Customer Supplied,” and enter the plate number. Click “Search” to return the plate ownership information. Confirm that the license plate owner is the same as the buyer, and click “Next.”

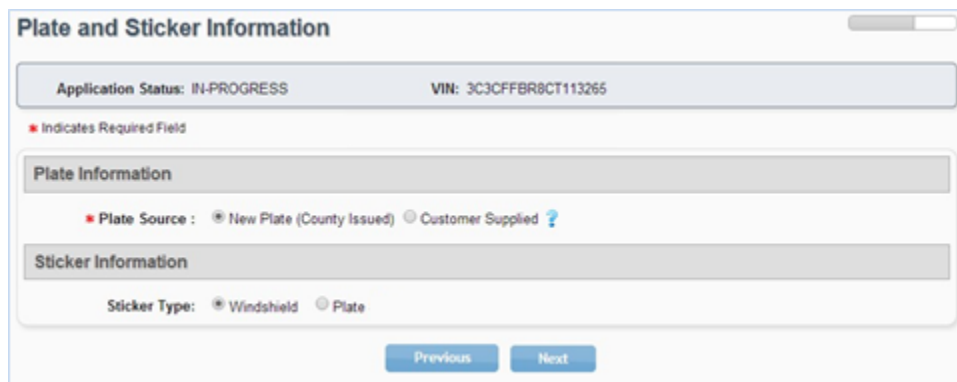


Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

★ Indicates Required Field

Plate Information

★ Plate Source : New Plate (County Issued) Customer Supplied ?

Sticker Information

Sticker Type: Windshield Plate

Previous Next

Note: Some Customer Supplied plates are special plates and may result in a prorated fee to sync the special plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.



Single Sticker (effective 03/01/2015)

Single sticker functionality is included on the Plate and Sticker Information screen. 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 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. The **Date of Inspection** and **Inspection Type** will be required to be entered.

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

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 expiration is the same month/year as the creation date in webDEALER or as of the date the dealer submits the transactions 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.

Inspection fields will be available on the Plate and Sticker Information screen when manual verification of inspection is required.

Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 1FHTY096809658 Deal #: 80831

* Indicates Required Field

Plate Information

Previous Plate Number : C0702V
Plate Age : 0 years
* Plate Source : New Plate (County Issued) Customer Supplied Plate ?

Sticker Information

Sticker Type : Windshield Plate

Inspection Information

* Date of Inspection : 01/23/2015 (mm/dd/yyyy)
* Inspection Type : TSIOBD

Cancel Save



The dealer will be presented with a message “The Inspection Has Expired” on the Title Preview page if the inspection expires prior to submitting the title application.

Inspection Information The Inspection Has Expired.	
Date of Inspection: Jan 23, 2014	Inspection Fee: 7.50
Inspection Type: 1YR	

Sales Tax Information	Trade-In Information
Sales Tax Category: SALES/USE	Allowance: \$30,000.00
Sales Tax Date: Jan 30, 2014	Year/Make: 2012 / LEXS
Sales Price: \$45,245.00	VIN: 2T2ZK1BA0CC087103

If the inspection was electronically verified (no manual entry by dealer) and expires prior to submission of the title application, the dealer will be prompted to complete the Inspection Section, and the Title Preview page will present “Incomplete Data.”

Inspection Information Incomplete Data	
Date of Inspection: ---	Inspection Fee: ---
Inspection Type: ---	

Sales Tax Information	Trade-In Information
Sales Tax Category: SALES/USE	Allowance: \$30,000.00
Sales Tax Date: Jan 30, 2014	Year/Make: 2012 / LEXS
Sales Price: \$45,245.00	VIN: 2T2ZK1BA0CC087103

Dealers will be able to select the VIR from a list of supporting documents when uploading the VIR.

Evidence of Ownership and Supporting Documents Current Vehicle Record

Application Status: IN-PROGRESS VIN: 1FHXY096809658 Deal #: 80831

* Indicates Required Field

Evidence of Ownership

Document Type : Texas Title

Title Number : 24630142025164205

Issue Date : Jan 26, 2015

State/Country : TX - Texas

Document Upload

* Document Type : Choose One

Document :

- Choose One
- Upload Complete Transaction
- Texas 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

[Add](#) Required Documents List

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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 dealer 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 dealer 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 of the title application.
2. Click on the **Issue Replacement Plate / Customer Supplied Plate** checkbox.
3. Select the **Replacement Plate** radio button for **Plate Source**.


Sales Tax Information

Dealers can now select from more exempt reasons on the Sales Tax screen. Enter the sales tax information, including the trade-in, if applicable. Click "Next." *Note: The "Trade-in Information" displays once the "Trade-in Allowance" is entered.*




Evidence of Ownership and Supporting Documents

Upload the appropriate Evidence of Ownership document on this page. If the title application requires additional supporting documents, upload those as well. The evidence of ownership and supporting documents can now be uploaded as a single pdf file or as multiple individual files. The single file upload capability is now available for all title applications.



Texas Department of Motor Vehicles
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WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION 

[Home Page](#) | [Titles](#) | [Payments](#) | [Administration](#) | [Support](#) | Search Deal # or VIN | [KATHY](#)

Evidence of Ownership and Supporting Documents

Current Vehicle Record

Application Status: IN-PROGRESS **VIN:** 3TMLU4EN5AM040148

* Indicates Required Field

Evidence of Ownership

* Document Type :
Choose One
Certified Copy of Texas Title
Texas Title
Out-of-State Title

[Title Preview](#) [View Required Documents List](#)

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Press View Required Documents List to view missing documents.

Missing Documents ✕

Please upload the following documents to complete the application.

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

Note: If additional supporting documents are required (e.g., Odometer Disclosure Statement, Release of Lien, etc.) they can be specified and uploaded under the Supporting Documents section.

Evidence of Ownership and Supporting Documents Current Vehicle Record

Application Status: IN-PROGRESS VIN: 3TMLU4EN5AM040148

Document Type	Uploaded On	Uploaded By	Actions
Texas Title	Feb 10, 2015 10:35:22 AM	NIRAV PATEL	View Remove
Form 130-U, Application for Texas Title	Feb 10, 2015 10:35:29 AM	NIRAV PATEL	View Remove
Vehicle Inspection Report	Feb 10, 2015 10:35:37 AM	NIRAV PATEL	View Remove

* Indicates Required Field

Evidence of Ownership

Document Type : Texas Title

Title Number : 00325041093161206

Issue Date : Sep 19, 2012

State/Country : TX - Texas

Document Upload

* Document Type :

Document : No file chosen

Note: Out-of-State titles with value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) must be filed through the county tax office.

Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met. Click "Title Preview" to continue.



To upload a single pdf file, the dealer user must first scan the multiple documents into a single pdf file. On the **Evidence of Ownership and Supporting Documents** page, select “Upload Complete Transaction” from the **Document Type** drop down menu, then upload your file.


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.

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 :

Document :

- Choose One
- Upload Complete Transaction
- 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](#)

[Privacy and Security Policy](#) | [Accessibility](#)

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Fees

1. From the Title Preview page, click the edit icon next to Computed Fees. If the state's portion of the inspection fee is due, it will appear as a line item on the Fees screen.
2. If the buyer wishes to make a donation to the Organ Donor Donation Fund, Veterans' Fund, or the State Parks, click "Optional Donations/Fees."

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	\$1,647.00
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

Buttons: Cancel Optional Donations/Fees Save

3. Additional changes can be made to the donations portion of the page. When the correct amount is displayed, click on "Update Fees."

Optional Fees and Donations [X]

Organ Donor Donation : (\$1.00)

Veterans' Fund : \$

State Parks Donation : \$

Update Fees

4. When the fee amounts are correct, click "Save."
5. When the title application is complete, click "Submit" from the Title Preview page to send it electronically to the county. Once submitted, you are returned to the Title Search page. To locate an application, use the search filters. The status of "Submit" will narrow your search to only title applications that have been submitted to the county. Use the date range to further narrow your results.

Printing Receipts

The first opportunity to issue the buyer a title application receipt is immediately after the application is submitted to the county. It will have a webDEALER Title ID number (Fig. 1). *Note: There is no plate number specified or sticker image at the bottom.*

This receipt example is for a dealership that does not have plate and sticker inventory. If a dealership has plate and sticker inventory or if a customer supplied the plate, then the plate number will be shown on the receipt.

Fig. 1
Owner Receipt printed
by Dealer

Owner Receipt

WEB DEALER ORIGINAL TITLE

COUNTY: MCLENNAN TAC NAME: IMA COLLECTOR
DATE: 10/05/2014 EFFECTIVE DATE: 10/05/2014
TIME: 09:16AM EXPIRATION DATE: 09/2015

→ **PLATE NO:** → **USER: DEALERUSER** → **WEB TITLE ID: 2749**
→ **DOCUMENT NO:**

PREV DOC NO: 12345678901234567 P
RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS
ANITA SAMPLE IMA SAMPLE
654 EAST 1ST 123 ANY ROAD
SUITE 500 ANY TOWN, TX 12345
AUSTIN, TX 22222

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
987 EAST BY WEST PLATE TYPE:
KYLE, TX 75555 ORGANIZATION:
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: IMASAMPLE12345678 VEHICLE CLASSIFICATION: PASS
YR/MAKE: 2012/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO:
EMPTY WT: 4500 CARRYING CAPACITY: 0 GROSS WT: 4500 TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO: TRAVEL TRAILER LNG/WDTH: 0
PREV OWNER NAME: FIRST AUTO SALES PREV CITY/STATE: ACITY, TX

INVENTORY ITEM(S)	YR	FEE	AMOUNT
PASSENGER PLT		TITLE APPLICATION FEE	13.00
WINDSHIELD STICKER	2015	OWNER VERIFICATION FEE	0.50
		TEXAS MOBILITY FUND FEE	15.00
		TERP FEE	5.00
		SALES TAX FEE	937.50
		WINDSHIELD STICKER	50.75
		REG FEE-DPS	1.00
		CNTY ROAD BRIDGE ADD-ON FEE	9.00
		AUTOMATION FEE	1.00
		TOTAL	1,029.75

VEHICLE RECORD NOTATIONS
ACTUAL MILEAGE
SURVIVORSHIP RIGHTS
ANITA SAMPLE
IMA SAMPLE JR
E-TITLE
E-REMINDER & PAPER RENEWAL NOTICE
MAJOR COLOR: RED

ODOMETER READING: 21220 BRAND: A
OWNERSHIP EVIDENCE: TEXAS TITLE
1ST LIEN DATE: 10/04/2014
MY 1ST CAR CU
POB 1235
METRO CITY, PA 01234

SALES TAX CATEGORY: SALES/USE
Date of Assignment/Sales Tax Date: 10/04/2014
Sales Price (Less \$10,000.00 rebate) \$ 15,000.00
Less Trade In Allowance \$ 0.00
Taxable Amount \$ 15,000.00
Sales Tax Paid \$ 937.50
Less Other State Tax Paid \$ 0.00
Tax Penalty \$ 0.00
TOTAL TAX PAID \$ 937.50

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.



Once the Owner Receipt is printed, it will enable the lienholder receipt to be printed for the lienholder (Fig. 2). You must first refresh the page to view the "Print Lienholder Copy" option in the dropdown of the Action button.

Fig. 2

Lienholder
Receipt printed
by Dealer

Lienholder Receipt

WEB DEALER ORIGINAL TITLE

COUNTY: MCLENNAN TAC NAME: IMA COLLECTOR
 DATE: 10/05/2014 EFFECTIVE DATE: 10/05/2014
 TIME: 09:16AM EXPIRATION DATE: 09/2015
 → PLATE NO: → USER: DEALERUSER → WEB TITLE ID: 2749
 → DOCUMENT NO: 12345678901234567 P
 PREV DOC NO: 12345678901234567 P
 RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS
 ANITA SAMPLE IMA SAMPLE
 654 EAST 1ST 123 ANY ROAD
 SUITE 500 ANY TOWN, TX 12345
 AUSTIN, TX 22222

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
 987 EAST BY WEST PLATE TYPE:
 KYLE, TX 75555 ORGANIZATION:
 STICKER TYPE: WS

→ VEHICLE IDENTIFICATION NO: IMA5AMPLE12345678 VEHICLE CLASSIFICATION: PASS
 YR/MAKE: 2012/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO:
 EMPTY WT: 4500 CARRYING CAPACITY: 0 GROSS WT: 4500 TRAILER TYPE:
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRAILER LNS/WDTH: 0
 PREV OWNER NAME: FIRST AUTO SALES PREV CITY/STATE: ACITY, TX

INVENTORY ITEM(S)	YR	FEE	AMOUNT
PASSENGER PLT		TITLE APPLICATION FEE	\$ 13.00
WINDSHIELD STICKER	2015	OWNER VERIFICATION FEE	\$ 0.50
		TEXAS MOBILITY FUND FEE	\$ 15.00
VEHICLE RECORD NOTATIONS		TERP FEE	\$ 5.00
ACTUAL MILEAGE		SALES TAX FEE	\$ 937.50
SURVIVORSHIP RIGHTS		WINDSHIELD STICKER	\$ 50.75
ANITA SAMPLE		REG FEE-DPS	\$ 1.00
IMA SAMPLE JR		CNTY ROAD BRIDGE ADD-ON FEE	\$ 9.00
E-TITLE		AUTOMATION FEE	\$ 1.00
E-REMINDER & PAPER RENEWAL NOTICE		TOTAL	\$ 1,029.75
MAJOR COLOR: RED			

ODOMETER READING: 21220 BRAND: A
 OWNERSHIP EVIDENCE: TEXAS TITLE
 1ST LIEN DATE: 10/04/2014
 MY 1ST CAR CU SALES TAX CATEGORY: SALES/USE
 POB 1235
 METRO CITY, PA 01234

Date of Assignment/Sales Tax Date:	10/04/2014
Sales Price (Less \$10,000.00 rebate)	\$ 15,000.00
Less Trade In Allowance	\$ 0.00
Taxable Amount	\$ 15,000.00
Sales Tax Paid	\$ 937.50
Less Other State Tax Paid	\$ 0.00
Tax Penalty	\$ 0.00
TOTAL TAX PAID	\$ 937.50

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER
 THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.



After the title application is approved by the county, a copy of 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 across the top (Fig. 3).

Fig. 3

Final Receipt – Approved by County

Final Receipt – Approved by County

WEB DEALER ORIGINAL TITLE

1MASAMPLE12345678

PLATE NO: DDD34D

DOCUMENT NO: 16125041930250001

PREV DOC NO: 12345678901234567 F

RENEWAL RECIPIENT NAME AND ADDRESS
ANITA SAMPLE
654 EAST 1ST
SUITE 500
AUSTIN, TX 78755

VEHICLE LOCATION ADDRESS
987 EAST BY WEST
HWY, TX 75855

VEHICLE IDENTIFICATION NO: 1MASAMPLE12345678

YR/MAKE: 2013/ACUR MODEL: SRX BODY STYLE: 2D UNIT NO:

EMPTY WT: 4800 CARRYING CAPACITY: 0

BODY VEHICLE IDENTIFICATION NO:

PREV OWNER NAME: FIRST AUTO SALES

INVENTORY ITEM(S)
PASSENGER FLT
WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS
ACTUAL MILEAGE
SURVIVORSHIP RIGHTS
ANITA SAMPLE
IMA SAMPLE JR
E-TITLE
E-REMINDER & PAPER RENEWAL NOTICE
MAJOR COLOR: RED

COMPUTER READING: 21220 BRAND: A
OWNERSHIP EVIDENCE: TEXAS TITLE
1ST LIEN DATE: 10/04/2014
MY 1ST CAR CU
POB 1235
METRO CITY, PA 01234

TAC NAME: IMA COLLECTOR
DATE: 10/05/2014
TIME: 10:30AM

EFFECTIVE DATE: 10/05/2014
EXPIRATION DATE: 09/2018

EMPLOYEE ID: 161-COUNTYEMS

WEB TITLE ID: 2749

OWNER NAME AND ADDRESS
IMA SAMPLE
123 ANY ROAD
ANY TOWN, TX 12345

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
PLATE TYPE:
ORGANIZATION:
STICKER TYPE: WS

VEHICLE CLASSIFICATION: PASS

GROSS WT: 4800 TRAILER TYPE:

TRAVEL TRAILER LMG/WDM: 0

PREV CITY/STATE: ACITY, TX

FEES ASSESSED		
TITLE APPLICATION FEE	3	10.00
OWNER VERIFICATION FEE	2	0.50
TEXAS MOBILITY FUND FEE	3	15.00
TEPS FEE	3	5.00
SALES TAX FEE	3	937.50
WINDSHIELD STICKER	2	50.75
REG FEE-DFS	2	1.00
CITY ROAD BRIDGE ADD-ON FEE	3	9.00
AUTOMATION FEE	3	1.00
TOTAL	3	1,029.75

SALES TAX CATEGORY: SALES/USE


Date of Assignment/Sales Tax Date:	05/04/2013
Sales Price	3 15,000.00
Less Trade In Allowance	3 0.00
Taxable Amount	3 15,000.00
Sales Tax Paid	3 937.50
Less Other State Tax Paid	3 0.00
Tax Penalty	3 0.00
TOTAL TAX PAID	3 937.50

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

DDD34D
01234567

09 15

MCLENNAN 12345678



VOID

Payments

As titles are approved by the county for processing by TxDMV, the county will collect payment for all approved transactions. For each payment collected, either by ACH payment or check, the county will record the payment(s) and make a note in the payment details. A dealer can view the payments recorded by the county.

1. On the home page in webDEALER, click on the “Payments” tab; click on “Payments Completed.”

Payments Completed

Search Filter

Reference #:

Payment Date: FROM 04/24/2014 TO 06/23/2014

8 payment(s) found.

Reference #	Payment Date	County	Viewed	Total Payment
ABCDEFG	Jun 19, 2014	TRAVIS COUNTY	No	\$15,737.77
22212	May 8, 2014	TRAVIS COUNTY	No	\$1,890.91
12355	May 8, 2014	TRAVIS COUNTY	No	\$1,981.65
YYY	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:41:42 PM	\$1,155.00
DDDD	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:35:04 PM	\$2,519.00
BEELZEBUB	May 6, 2014	TRAVIS COUNTY	May 6, 2014 4:44:18 PM	\$2,120.01
CHALUPAS	May 6, 2014	TRAVIS COUNTY	May 7, 2014 5:55:53 PM	\$5,727.75
BLEPS	May 6, 2014	TRAVIS COUNTY	No	\$179.13

2. Select a payment from the “Reference #” column to display the Payment Details.

Payments Completed

Search Filter

Reference #:

Payment Date: FROM TO

Payment Details

Reference #: ABCDEFG
Total Payment: \$15,737.77
Payment Date: Jun 19, 2014

TRAVIS COUNTY 6 title(s) found.

VIN #	Deal #	Vehicle	Owner	Approved On	Penalties	Fees
1ZVBP8CF9D5271306	167318	2013 FORD MUS	SCOTT R RAYS	Feb 12, 2014	\$135.26	\$1,526.64
2FMDK3GC2DBA48058	2724	2013 FORD 123	JOSE BANDIN	Jun 17, 2014	\$178.69	\$2,043.57
2G1WASE38E1135182	---	2014 CHEV LSL	JOHN JACOB	Jun 12, 2014	\$0.00	\$4,416.90
KM8SC13E75U995585	---	2014 HYUN SAN	JOHN JACOB	Jun 17, 2014	\$0.00	\$837.00
JTJZK1BA6E2436759	4515	2014 LEXS RX	RALPH SANDERS	Jun 17, 2014	\$281.72	\$3,595.66
1G1JA5SH2D4268471	22	2014 CHEV CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	Jun 12, 2014	\$0.00	\$3,318.00
Total:					\$595.67	\$15,737.77

Appendices

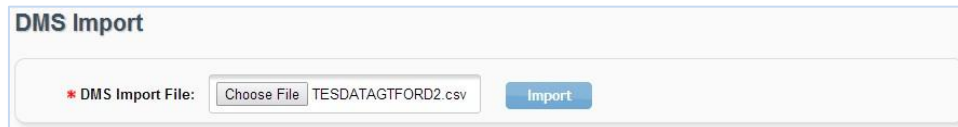
Appendix 1 - Importing Dealer Management System (DMS) Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found on pages 36-37.

Importing DMS files makes completing title applications much quicker and helps to eliminate data entry errors. Follow the steps below to import vehicle records.

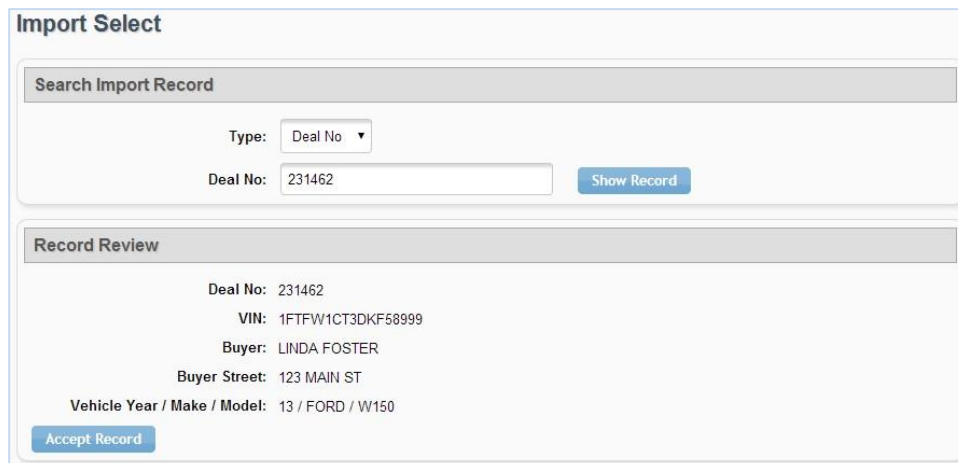
To import a DMS file

1. On the Home page, select “DMS Import” from the Titles Box.
From any other page, hover your cursor over the “Titles” tab and click “DMS Import” from the dropdown.
2. Click “Choose File” or “Browse” to locate the file to import. *Note: Depending on your browser, the “Choose File” button may appear within the file location or next to the “Import” button.*
3. Locate the file, and double click on it.
4. The text box populates with the file name.



The screenshot shows a form titled "DMS Import". It contains a label "* DMS Import File:" followed by a "Choose File" button and a text input field containing the filename "TESDATAGTFORD2.csv". To the right of the text field is an "Import" button.

5. Click “Import.”
6. From the File Type dropdown, select “Deal #” or “VIN” to retrieve the record.
7. Enter the number to locate and click “Show Record.”



The screenshot shows two stacked forms. The top form is titled "Import Select" and has a "Search Import Record" section. It includes a "Type:" dropdown menu set to "Deal No.", a "Deal No:" text input field with the value "231462", and a "Show Record" button. The bottom form is titled "Record Review" and displays the following information: Deal No: 231462, VIN: 1FTFW1CT3DKF58999, Buyer: LINDA FOSTER, Buyer Street: 123 MAIN ST, and Vehicle Year / Make / Model: 13 / FORD / W150. There is an "Accept Record" button at the bottom left of the Record Review section.



8. The Record Review displays the record to validate before it is imported. If it is the correct record, click “Accept Record.”
9. The message “[Successfully Imported](#)” displays.
10. You can import records one at a time, or continue to import as many records as you like.

If you choose to only import one record, click “Seller Disclosure” or “Title Preview” to see the vehicle information and begin the title application.

Note: 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 Acknowledgement

1. Buyer must electronically acknowledge the buyer acknowledgement on the webDEALER Buyer Acknowledgement Login website. This can be done on most computer and mobile browsers. The electronic buyer acknowledgement replaces the buyer’s signature on the Form 130-U and the odometer disclosure.
 - Only the buyer may interact with the buyer acknowledgement process.
 - After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgement Login website for 24 hours.
 - Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.

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

Note: If the buyer has recently renewed their Texas Driver License/ID, or changed their name or address, and attempts to purchase a vehicle before the new Texas Driver License/ID arrives, the system will not be able to verify the Texas Driver License/ID. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person’s identity. However, an expired Texas Driver License/ID can be used for webDEALER’s Form 130-U Upload method, provided it is one of the TxDMV’s acceptable forms of identification.

3. 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.
4. Only one trade-in is allowed.
5. For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
6. Leased vehicles can be processed with the stipulation that the leasing company representative completes the buyer acknowledgement (having a current valid Texas Driver License/ID).



Appendix 3 - Title Data File Format for Import

The Export/Import file is a comma-separated values (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>

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New" or "Used"
5	Original_Price (Retail)	2 of the 3 fields required	
6	Rebate_Amt		
7	Sales_Price (after rebate)		
8	Trade1_Amt	Optional	
9	Trade1_VIN	Optional	
10	Trade1_Make	Optional	
11	Trade1_Model_Year	Optional	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	Make	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	Minor_Color_Cd	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	



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



Appendix 4 - Error Messages

Error #	Error Message
11	License Plate Number is invalid – Please issue a new license plate
182	No Record Found
2102	Item Not Found
2103	Invalid Vin
2352	VIN must be 17 characters
2353	A record with this VIN already exists – Please check your records
2354	Mainframe is unavailable – Please contact your County Administrator
2355	This license plate cannot be transferred at this time – Please issue a new license plate
2356	This license plate cannot be transferred at this time – Please issue a new license plate
2357	This license plate cannot be transferred at this time – Please issue a new license plate
2358	This license plate cannot be transferred at this time – Please issue a new license plate
2359	This license plate cannot be transferred at this time – Please issue a new license plate
2360	webDEALER transaction was not successful – Please try again. If you continue to have issues contact your County Administrator
2361	This license plate cannot be transferred at this time – Please issue a new license plate
2362	This license plate cannot be transferred at this time – Please issue a new license plate
2363	This license plate cannot be transferred at this time – Please issue a new license plate
2364	This license plate cannot be transferred at this time – Please issue a new license plate
5600	No unverified title applications were found for the provided VIN and ID Number
5601	The data you submitted does not match data on the Driver License Record. Please verify and correct the required information and resubmit your request
5602	We are sorry, but you have reached the maximum number of authorized attempts. We are unable to process your request. Please try again later after 24 hours wait period
5603	Provide at least one search criteria
5604	Please provide a valid Deal # or VIN to search
5605	No Titles found
5606	Please select a County Location from the list below
5607	No user(s) found
5608	Only one electronic certified lien holder is allowed per title
5609	Rebate is not allowed when Sales Tax Category is Exempt
5610	Major color and minor color cannot be the same - Please select different colors or leave minor color blank
5611	{0} is required
5612	Trade-in allowance is not allowed when Sales Tax Category is Exempt
5613	Invalid VIN
5614	Date must be in MM/DD/YYYY format
5615	{0} is Invalid
5616	Import not allowed when there is more than one trade-in - Please process a Form 130-U
5617	Please select the vehicle for this title
5618	Start and End Dates cannot be before today



Appendix 4 - Error Messages (Continued)

Error #	Error Message
5619	End Date must be after the Start Date
5620	You are not authorized to access this Dealer - Please contact your County Administrator
5621	Invalid Character Must be alphanumeric, space, or #():;?,&*/+
5622	Invalid state abbreviation
5623	Invalid country abbreviation
5624	Maximum 9 characters
5625	Maximum 19 characters
5626	Maximum 30 characters
5627	Maximum 32 characters
5628	Must be 17 characters
5629	Zip code format is 5 characters plus 4
5630	This license plate cannot be transferred - Please issue a new license plate
5631	{0} is invalid - Please re-enter the ID. If this problem persists please contact the lienholder
5632	Your account is locked. Please contact your administrator
5633	No result(s) found
5634	Vehicle data is not present
5635	Invalid Login - Check to make sure the Username and Password are current
5636	Invalid Login - Check to make sure the Username and Password are current
5637	You do not have authorization for that action
5638	You are logged out of webDEALER
5639	The webDEALER system is currently unavailable - Please contact your County Administrator
5640	An error occurred while trying to process your request - Please contact your County Administrator
5641	You are not logged in or your session has expired due to inactivity
5642	An error occurred while trying to process your request. Please try again later.
5643	{0} is not valid for ELT
5644	{0} is only valid for ELT
5645	An exception occurred while reading the database - Please contact your County Administrator
5646	A title for {0} was already imported
5647	The VIN entered for the import search contains invalid characters ({0})
5648	Could not generate Receipt
5649	The maximum sales price for a vehicle is 99,999,999.99
5650	An exception occurred - Please contact your County Administrator
5651	GDN not found
5652	License for GDN is expired - Contact the TxDMV to renew
5653	You must provide an email address if eReminder is selected
5654	A title for {0} has been approved
5655	The amount must be less than \$100,000
5656	The amount must be greater than \$0

Appendix 4 - Error Messages (Continued)

Error #	Error Message
5657	Cannot select minor color without major color - Please select a major color first
5658	Incomplete address
5659	Please provide a valid VIN or Doc# to search
5660	Computed gross weight (Empty weight + Carrying capacity) must be within the range \${min} and \${max}
5661	Last 4 digits of the VIN is required
5662	Last 4 digits of the VIN is incorrect
5663	Please certify by selecting the provided checkbox, then select 'I Agree'
5664	The file location is invalid
5665	Unable to create directory
5666	Maximum title limit for {0} county reached. No new title requests can be started. – You must complete an outstanding title application by providing payment, or contact the County for additional information.
5667	Please select Search and verify the provided Special Plate Information
5668	The import file is in an invalid format
5669	A title for {0} has been previously submitted
5670	MCO FILE: {0} was not found
5671	Receipt not found
5672	Can void title only if the title is in-progress status
5673	An exception occurred while retrieving MCOs from the database - Please contact your County Administrator
5674	An exception occurred while removing MCOs from the database - Please contact your County Administrator
5675	DATE cannot be more than 1 day in the future
5676	The maximum number of MCO files allowed is two - If more than two is needed please process this transaction on a 130-U
5677	The MCO must be a PDF
5678	Buyer ID information not verified - the Buyer ID is different from the one supplied. It may have been renewed lately
5679	DATE cannot be more than 1 year in the past
5680	Minimum amount is \$5.00
5681	No dealer accounts found
5682	Must be numeric
5683	Incorrect title application - Please verify the VIN and Deal #
5684	Title application is not available for seller disclosure
5685	VIN must be 17 characters
5686	RTS Transaction is not available - Please contact your County Administrator
5687	File or directory is not present to print sticker - Please contact your County Administrator
5688	Invalid model year returned. Accepted year = {0}
5689	An application is already in progress for {0}
5690	A title for {0} has been returned
5691	Trade-In Year Model Invalid
5692	The VIN in the import record contains invalid characters
5693	Vehicle Registration cannot be determined for this vehicle

Appendix 4 - Error Messages (Continued)

Error #	Error Message
5694	Gross weight is over the maximum allowed for this plate
5695	One or more vehicles returned for this VIN
5696	Gross weight must be over 16000 to be EXEMPT
5697	Value cannot exceed 9,999,999.99
5698	Travel Trailers must be less than 40 feet in length
5699	Travel Trailers must be less than 8 feet 0 inches in width
5700	Inches entry is invalid. The number must be between 1 and 11
5701	Carrying capacity for Trailers must be at least 1/3 of the Empty Weight
5702	State/Country must be 2 characters
5703	Park Model Trailers must be less than 15 feet 0 inches in width
5704	Park Model Trailers (Length x Width) must be 400 sq. feet or less
5705	No further processing is available
5706	Odometer must not be reduced for used vehicle
5707	A new vehicle inspection is required to complete title application
5708	A new inspection is required. Please enter the inspection date and type on the Plate and Sticker screen.
5709	The inspection date must not be after current date
5710	Provided Plate Number has been assigned to another title application
5711	VIN does not match the GDN Category
5712	Rebate is not allowed for out-of-state title
5713	Vehicle year must be between 1900 and current year +2
5714	<u>Odometer</u> must be greater than 0
5715	Computed gross weight (empty weight + carrying capacity) must be 10,000 <u>lbs.</u> or less

Appendix 5 -Equipment Requirements

In order for the implementation to be successful, 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.

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later <i>Note: Compatibility Mode should be turned off</i>
 Firefox	www.mozilla.com/firefox	Latest version
 Safari	www.apple.com/safari	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 Chrome	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.

Appendix 5 -Equipment Requirements (Continued)

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 (v 1.4) 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

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices may choose to approve printers that are not on the list of department approved printers. 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. Counties will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken into consideration.

Appendix 5 -Equipment Requirements (Continued)

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

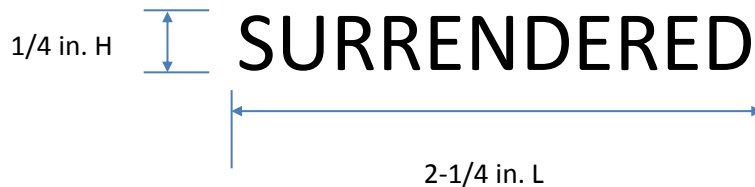
The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable, could delay processing.

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 MCOs.

- Ink: Black
- Text: Arial
- Size: 1/4 in. H x 2-1/4 in. L





Appendix 6 – Support Information

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