



# County User Guide

February 2015

webDEALER 2.1.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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# Overview

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## 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, approving the title application 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:

- Option to setup dealers:
  - **without inventory** – assign the plate and print the sticker at the county office. No bonding required
  - **with inventory** - validation of allocated inventory to dealers – live monitoring of inventory issued by dealers
- System monitoring of the number of outstanding title transactions for a dealership allows us to remove the Form VTR-31-RTS requirement
- Allows dealerships in other counties to easily submit to your county, once approved and set up by your county
- Examine and view documents as a single pdf regardless of how the dealer uploads the title documents
- Transfer of special plates with live calculation of the prorated fees
- Easily return a title application with feedback
- Visibility to all titles that pertain to the county from start to finish
- Payments from each dealer 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's Disclosure and Buyer's Acknowledgement login page

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

This method requires the dealer 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 titling clerk will then upload it when processing the transaction.

### Electronically capture the seller's/buyer's signature

This method requires that the dealer begin the transaction by creating the seller's disclosure page at time of sale. The buyer must have a valid Texas Driver License/Identification (ID) and is required to "login" to webDEALER using the last eight-digits of the VIN, Texas Drivers' License/Identification Card number, date of birth, Drivers' License/Identification 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 the county is reviewing the title transaction online.

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# Getting Started

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## Setup

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- Notify your local TxDMV Regional Service Center (RSC) that your county is ready to start using webDEALER. RSCs are there to set your county up to use webDEALER and assist in any way. Once a county administrator has been authorized to access webDEALER, a county can independently bring on dealers at their own pace.
- WebDEALER is designed to have a minimum of two people in each county and dealership designated as administrators. Administrators have access to all Assigned Permissions.
- To add a dealer, obtain the user name (from E-Tags) and dealer “P” number (GDN) from your dealer contact, as those are needed to authorize the dealership and dealer administrator in webDEALER. Call the dealer and have this administrator login to webDEALER and add a backup administrator.
- Dealers should be prepared to identify a process that works for them. A common file folder to keep scanned documents with a naming convention to identify each document is best thought out ahead of time.
- webDEALER’s web address may be found on TxDMV.gov. <https://webdealer.txdmv.gov>

## You should know

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

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.

## Recommendation

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To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH can be established whereby the county “pulls” funds from the dealership account as needed. See Appendix 3 for a sample agreement.

# Sign into webDEALER

**webDEALER Login Page** (webdealer.TxDMV.gov )

## Login

\* Indicates Required Field



The screenshot shows the login interface for webDEALER. At the top, there are two tabs: 'Dealers' and 'County / TxDMV'. Below the tabs, the text 'Workstation ID : 200' is displayed. There are two input fields: '\* Username : Enter User ID' and '\* Password : Enter Password'. A blue 'Login' button is located below the password field. The entire form is enclosed in a light gray border.

WebDealer 2.1.0 - Sunday March 1 2015 @ 08:00 AM

1. Access webDEALER using an RTS workstation. The webDEALER menu link can be found under the RTS Title menu. County Administrators must first give security rights through RTS Local Options.
2. The username and password for webDEALER are the same as what you use for RTS. Any password changes required must be completed using the RTS security menu.
3. The RTS Workstation ID you access webDEALER through will display on the login page. When RTS is closed out, all of your webDEALER approved titles will be reflected on your RTS Workstation ID.



## County Home Page

The screenshot shows the user interface for the Texas Department of Motor Vehicles (TxDMV) web-based motor vehicle titles & registration system. The user is logged in as NIRAV PATEL, located in TRAVIS COUNTY - 227. The page displays a 'Title Activity' summary box on the left and a table of 'Titles Awaiting Approval' on the right. The table lists submitted titles with their dates, VINs, vehicle descriptions, and fees.

Submitted On	VIN #	Vehicle	Fees
Mar 7, 2014	<a href="#">1FTNF1CF4DKD30399</a>	2013 FORD F2	\$3,740.08
Apr 14, 2014	<a href="#">1FMSK7B81DGB93487</a>	2013 FORD EPR	\$1,406.50
Apr 30, 2014	<a href="#">1FVACXDT7EHFT4256</a>	2014 FREIGHTLINER F10	\$2,997.75
May 8, 2014	<a href="#">1FUBGBDV0ELFW5002</a>	2014 FREIGHTLINER KPL	\$4,504.40
May 21, 2014	<a href="#">1H2SC610XDK003450</a>	2013 HONDA MOP	\$707.00
May 22, 2014	<a href="#">1HD1FS419DY647061</a>	2013 HARLEY DAVIDSON 5SP	\$601.00
May 23, 2014	<a href="#">1HD1FS419DY647050</a>	2013 HARLEY DAVIDSON 5SP	\$769.19
May 23, 2014	<a href="#">1HD1FS419DY647051</a>	2013 HARLEY DAVIDSON 5SP	\$725.69
May 23, 2014	<a href="#">1HD1FS419DY647052</a>	2013 HARLEY DAVIDSON 5SP	\$725.69
Jun 17, 2014	<a href="#">1FMCU9J94DUC61335</a>	2013 FORD ESC	\$2,361.41

#### 4. Home page gives an overall view of actions needed by county personnel.

- Up to 10 of the oldest title transactions that are awaiting approval by the county. Titles Awaiting Approval are transactions considered complete by dealers and submitted to the county for approval.
- Counts of certain activities are shown in the Title Activity box at the top left. Clicking on the underlined number will take you to the list of titles for the particular activity.
- User account information may be found by hovering your cursor over your first name as seen near the top, right portion of the page:

The screenshot shows a dropdown menu for the user account information. The menu is open, displaying the following details:

- User Type: County Employee
- Location: TRAVIS COUNTY - 227
- Workstation ID: 0
- Logoff button



5. Clicking on “Authorized Dealers” will display a page with all the dealers that have been authorized to submit titles to your county.

Welcome NIRAV PATEL You last logged in on Jun 19, 2014

Location : TRAVIS COUNTY - 227 [Authorized Dealers](#)

**List of Authorized Dealers serviced by TRAVIS COUNTY**

GDN	GDN Category	Dealer Name	Address	Phone #
P105430	MOTOR VEHICLE	<a href="#">A.J. JESSIE - JESS 1 AUTO</a>	505 S PALACE AVE, TYLER	---
P114456X	TRAILER/SEMITRAILER	<a href="#">BURCH INVESTMENT PROPERTIES LL - LONE STAR SECURE STORAGE</a>	4801 N LOOP 256, PALESTINE	(903)391-3956
P52241	MOTOR VEHICLE	<a href="#">CARMAX AUTO SUPERSTORES INC - CARMAX</a>	4400 S I H 35, AUSTIN	(512)771-8510
P7469	MOTOR VEHICLE	<a href="#">DYNAMIC MOTORS INC -</a>	8113 S I H 35, AUSTIN	---
P51073	MOTOR VEHICLE	<a href="#">HORACIO OLVERA - ANDREW'S AUTO SALES</a>	1306 STATE HIGHWAY 155, PALESTINE	(903)948-9069
P51769	MOTOR VEHICLE	<a href="#">LEIF JOHNSON FORD II LTD - LEIF JOHNSON FORD</a>	12931 RESEARCH BLVD, AUSTIN	---
P51769	MOTOR VEHICLE	<a href="#">LEIF JOHNSON FORD II LTD - LEIF JOHNSON SUPERSTORE</a>	5315 E BEN WHITE BLVD HWY 71, AUSTIN	(512)758-8100
P51769	MOTOR VEHICLE	<a href="#">LEIF JOHNSON FORD II LTD -</a>	501 E KOENIG LN, AUSTIN	(512)454-3711
P113619X	TRAVEL TRAILER	<a href="#">NATURAL ALTERNATIVES, INC. - PALESTINE RV CENTER</a>	2702 WEST OAK, PALESTINE	(254)562-2683
P101330	MOTOR VEHICLE	<a href="#">ORANGE BLOOD AUTO SALES, LLC -</a>	15300 N I H 35, AUSTIN	(512)573-7172
P110579	MOTOR VEHICLE	<a href="#">RYAN PENCE - AA USED CARS</a>	619 AVENUE A ST, PALESTINE	(903)391-0820
P56994	MOTOR VEHICLE	<a href="#">SOLOMON FATADE, KUDIRATU FATA -</a>	104 SHADYCREEK DR, PALESTINE	(903)391-7735



# Add County Users

webDEALER is designed to have a minimum of two people in each county tax office designated as administrators with access to all Assigned Permissions.

The administrator adds users to the county. In order for a user to have access to webDEALER, they must have a current username in RTS. The username and password in RTS will be the same in webDEALER.

*Note: It is the County Administrator's responsibility to remove an employee's access when they are no longer working for the county.*

## To add a county user

1. On the home page, select the "Administration" tab.
2. At the bottom of the Location Details page, click "Manage User Accounts."

**Location Details**

Location : TRAVIS COUNTY - 227

**List of users in TRAVIS COUNTY**

User Name	Name	Status	Action
<a href="#">227-WDOTY</a>	WEBDEALER WEBDEALER TEST	Active	<a href="#">Remove Association</a> <a href="#">Lock User</a>
<a href="#">227-KMCKEE</a>	KATHY MCKEE	Active	<a href="#">Remove Association</a> <a href="#">Lock User</a>
<a href="#">227-NPATEL</a>	NIRAV PATEL	Active	
<a href="#">227-RAJEEV</a>	RAJEEV PATTANAİK	Active	<a href="#">Remove Association</a> <a href="#">Lock User</a>
<a href="#">227-MREYES</a>	MARK REYES	Active	<a href="#">Remove Association</a> <a href="#">Lock User</a>
<a href="#">227-JORGE</a>	JORGE IZAGUIRRE	Active	<a href="#">Remove Association</a> <a href="#">Lock User</a>

[Manage User Accounts](#)

3. In the search criteria box, enter the username of the RTS user and click "Search."

**Search User**

Location: TRAVIS COUNTY - 227

**Search Criteria**

Provide the username to search existing users.

Username :

[Search](#) [Cancel](#)

4. Locate the person to add and click “Add to Location.”

**Search User**

Location: TRAVIS COUNTY - 227

**Search Criteria**

Provide the username to search existing users.

Username :

1 user(s) found.

User Name	Name	Action
227-KMCKEE	KATHY MCKEE	<a href="#">Add to Location</a>

5. Choose the appropriate Assigned Permissions options for the user.

**User Details**

Username: 227-KMCKEE      Status: Active

Name: KATHY MCKEE

Location: TRAVIS COUNTY - 227

**Assigned Permissions**

- Administrator (Manage Account and Users)
- View Title
- Approve/Return Title
- View Payment

6. If desired, view other locations for which the user is authorized.

**User Details**

Username: 227-WDCTY      Status: Active

**Associated Location(s)**

Role	Location ID	Location Name	Additional Details
County Employee	227	TRAVIS COUNTY	TRAVIS COUNTY

View Payment

7. Click “Save.”

# Dealer Administration

The county administrator adds the dealer and the dealer administrator. In order for a user at the dealership to access webDEALER, they must have access to eTags. The username and password in eTags will be the same in webDEALER.

## To add a dealer to your county

1. Place the cursor over the “Dealer” tab and select “Dealer Management.”
2. Click “Add New Dealer” in the bottom left corner of the screen.

**Authorized Dealers for TRAVIS COUNTY County**

GDN	GDN Category	Dealer Name	Address	Contact Name	Phone #
P105430	MOTOR VEHICLE	<a href="#">A.J. JESSIE - JESS 1 AUTO</a>	505 S PALACE AVE, TYLER	---	---
P114456X	TRAILER/SEMITRAILER	<a href="#">BURCH INVESTMENT PROPERTIES LL - LONE STAR SECURE STORAGE</a>	4801 N LOOP 256, PALESTINE	LARRY BURCH	(903)391-3956
P52241	MOTOR VEHICLE	<a href="#">CARMAX AUTO SUPERSTORES INC - CARMAX</a>	4400 S I H 35, AUSTIN	JIM ZWIENER	(512)771-8510
P51769	MOTOR VEHICLE	<a href="#">LEIF JOHNSON FORD II LTD - LEIF JOHNSON FORD</a>	12931 RESEARCH BLVD, AUSTIN	---	---
P113619X	TRAVEL TRAILER	<a href="#">NATURAL ALTERNATIVES, INC. - PALESTINE RV CENTER</a>	2702 WEST OAK, PALESTINE	LEA ANNE SOMERVILLE	(254)562-2683
P101330	MOTOR VEHICLE	<a href="#">ORANGE BLOOD AUTO SALES, LLC -</a>	15300 N I H 35, AUSTIN	SERGIO NEVAREZ	(512)573-7172
P52379	MOTOR VEHICLE	<a href="#">TEXAS CAR-MART INC - CAR MART</a>	5000 N LOOP 256, PALESTINE	MISTY BRIXEY	(479)418-8086
P114637	MOTORCYCLE	<a href="#">WELLS CYCLE INC - POLARIS OF PALESTINE</a>	4721 W OAK ST, PALESTINE	CARL WELLS	(972)754-4897

[Add New Dealer](#)

3. In the search box, enter the Dealer GDN and click “Search.”

**Search Dealers**

\* Indicates Required Field

\* Dealer GDN :

4. Click on the “Dealer ID.” (This is a system generated ID number.)

**Search Dealers**

\* Indicates Required Field

\* Dealer GDN : P51769

**Business Name: LEIF JOHNSON FORD II LTD**

Dealer ID	GDN Category	Doing Business As	Address	Phone #
<u>1607</u>	MOTOR VEHICLE	LEIF JOHNSON FORD	501 E KOENIG LN, AUSTIN, TX 78751-1426	5124543711
<u>80843</u>	MOTOR VEHICLE	LEIF JOHNSON FORD	12931 RESEARCH BLVD, AUSTIN, TX 78765	
<u>111281</u>	MOTOR VEHICLE	LEIF JOHNSON SUPERSTORE	5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX 78741-7307	5127588100

5. On the Dealer Details page, enter the dealer’s Contact Name, Email, and Phone Number. Click “Save.”

**Dealer Details**

Dealer ID: 1607  
 Dealer GDN: P51769  
 GDN Category: MOTOR VEHICLE  
 Business Name: LEIF JOHNSON FORD II LTD  
 Doing Business As: LEIF JOHNSON FORD

Contact Name:   
 Email:   
 Phone #:

**Dealer Address**  
 501 E KOENIG LN,  
 AUSTIN, TX 78751

Used Vehicle Sales Only

This account has no dealer users associated.

A new **Used Vehicle Sales Only** box has been added to the Dealer Details page. This box should be checked when setting up independent dealers (used vehicles). Counties do not have to check this box for franchise dealers.

Note: After setting up a dealer, the following message will display as appropriate in the Dealer Details page:

- For franchise dealers it will show **“New & Used Vehicle Sales”**
- For independent dealers (used vehicles) it will show **“Used Vehicle Sales Only”**

**Dealer Details**

Dealer ID: 104140  
 Dealer GDN: P10731  
 GDN Category: MOTOR VEHICLE  
 Business Name: ED J BOLES  
 Doing Business As: JOHN BOLES USED CARS  
 Contact Name: JOHN BOLES  
 Email:  
 Phone #: 2546624450

**Dealer Address**  
 415 N ROBINSON DR, STE A  
 WACO, TX 76706

New & Used Vehicle Sales

Save Configure Add User

6. Click "Configure."

7. Enter the maximum number of unapproved title applications the dealer can have active at any one time. The application defaults to 50; the maximum number is 999.

**Configure Dealer for TRAVIS COUNTY**

Dealer: P51769 - LEIF JOHNSON FORD

\* Indicates Required Field

Maximum Unapproved Title Applications allowed : 50

\* Issue Plate Inventory :  Yes  No

\* Issue Registration Stickers :  Yes  No

Save

*Note: When the dealer reaches this maximum, the dealer will get an error message and cannot initiate additional title applications. The maximum number of unapproved title applications includes the number of in-progress and submitted title applications awaiting approval.*

8. Choose "Issue Plate Inventory" and "Issue Registration Stickers" if desired. An RTS Dealer ID Number is required if plates are to be issued by the dealer.

**Dealership set up with inventory to issue**

**Configure Dealer for TRAVIS COUNTY**

Dealer: P51769 - LEIF JOHNSON FORD

\* Indicates Required Field

Maximum Unapproved Title Applications allowed : 50

\* Issue Plate Inventory :  Yes  No

\* RTS Dealer ID : 1

\* Issue Registration Stickers :  Yes  No

Save



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

Configure Dealer for MCLENNAN

Dealer: P51769 - KOENIG LOCN

\* Indicates Required Field

Maximum Unapproved Title Applications allowed : 12

\* Issue Plate Inventory :  Yes  No

\* Issue Registration Stickers :  Yes  No

Save

*Note: When dealers issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated.*

9. Click "Save."

The dealer administrator can be added from the Dealer Details page by clicking "Add User." The administrator can be added now, or at a later time.

### To add a dealer administrator

County tax office administrators are responsible for adding the dealer and dealer administrator to webDEALER.

In order to add the administrator for a dealer, the dealer administrator must have access to eTags. The username and password in eTags will be the same for webDEALER.

1. On the lower right side of the Dealer Details page, click "Add User."  
Search for the user by entering their eTags information. Search by username, or their First and Last Name, or the 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 : JSMITH2

First Name :

Last Name :

Email :

Search Cancel

1 user(s) found.

User Name	Name	Email	Action
JSMITH2	JIM SMITH	jpowell@stricklandchevrolet.com	<a href="#">Add to Dealer</a>



2. From the search results, locate the user to add, and click “Add to Dealer” under the Action column.

3. Choose “Administrator.” This action will check all of the available 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**

<b>Username:</b> JZWIEN1	<b>Status:</b> Active
<b>Name:</b> JIM ZWIENER	<b>Email:</b> 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

[Save](#) [Cancel](#) [View Associated Dealer\(s\)](#)

4. Click “Save.”

# Approve & Return Applications

To approve a title application, the user must have “Approve/Return Title” as an Assigned Permission on the User Detail page and must be logged in through RTS. See the Add County Users section (page 9) for more information.

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. The transfer of used vehicles is now open to all dealerships.

County users can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.



**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 blank 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.





### Single Sticker (effective 03/01/2015)

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With the single sticker functionality, the **Inspection Information** section will display at the bottom of the **Plate and Sticker Information** page if the dealer had to manually verify and enter the inspection information.

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.

Validate that the inspection date and inspection type entered by the dealer matches the information on the Vehicle Inspection Report (VIR) that the dealer uploaded. If the VIR does not match the information entered or the VIR was not uploaded when required, the transaction should be returned to the dealer for correction.

The inspection must be current before the dealer can submit the title application to the county. 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 or as the date the dealer submits the transaction to the county, a new inspection will be required.

If the inspection expires before the dealer submits the title application to the county, current inspection information will be required to be entered or updated by the dealer. The VIR must be uploaded when the dealer manually enters or updates new inspection information. See images on page 21 and 22.

## Approve a title application

The title applications ready for approval are listed on the home page in descending order. To easily locate a specific title, follow the directions below.

1. On the home page in the Titles Activity box, click on the number of titles indicated as Awaiting Approval. These are titles submitted by a dealer.
2. The Submitted Title List opens with a search filter box available.

### Submitted Title List

**Search Filter**

Dealer : Choose One

Application Status : Submitted

Submission Date : FROM  TO  Search

▶ June 16, 2014				3 title(s) found.
▼ Jun 17, 2014				3 title(s) found.
VIN #	Vehicle	Owner	Fees	
<input type="checkbox"/> 1FMCU9J94DUC61335	2013 FORD ESC	THEODORE J WILLIAMS ROBIN WILLIAMS	\$2,361.41	
<input type="checkbox"/> 1FADP3J25DL255151	2013 FORD FTU	JOHN DOE	\$789.44	
<input type="checkbox"/> 3GCPCEC3EG355324	2014 CHEVROLET F13	WALTER PRICE	\$1,505.61	
▶ Jun 18, 2014				1 title(s) found.

Grouped By: Dealers Submission Date

*Note: Title Applications may be grouped by dealer by selecting “Dealers” at the bottom of the page.*

### Submitted Title List

**Search Filter**

Dealer : Choose One

Application Status : Submitted

Submission Date : FROM  TO  Search

▶ P114637 - WELLSCYCLE INC - 4721 W OAK ST, PALESTINE					5 title(s) found.
▼ P51769 - LEIF JOHNSON FORD II LTD - 12931 RESEARCH BLVD, AUSTIN					7 title(s) found.
VIN #	Vehicle	Owner	Submission Date	Fees	
<input type="checkbox"/> 1FMCU9J94DUC61335	2013 FORD ESC	THEODORE J WILLIAMS ROBIN WILLIAMS	Jun 17, 2014	\$2,361.41	
<input type="checkbox"/> 1FADP3J25DL255151	2013 FORD FTU	JOHN DOE	Jun 17, 2014	\$789.44	
<input type="checkbox"/> 3GCPCEC3EG355324	2014 CHEVROLET F13	WALTER PRICE	Jun 17, 2014	\$1,505.61	
<input type="checkbox"/> 1FVACXDTSEHT4255	2014 FREIGHTLINER F21	JOAN THOMAS	Jun 18, 2014	\$10,967.29	
▶ P7469 - DYNAMIC MOTORS INC - 8113 S I H 35, AUSTIN					1 title(s) found.

Grouped By: Dealers Submission Date

3. Refine your search if necessary by limiting the results to one dealer and/or by date range.
4. Locate the title to approve and click the “VIN #.” This opens the Title Preview page.
5. Near the top of the page, click “View Documents” to review documents uploaded by the dealer.

### Title Preview

Current Vehicle Record

#### Seller Disclosure

Dealer: P51769 - LEIF JOHNSON FORD  
 Processing County: TRAVIS - 227  
 Buyer's ID Type: Driver's License/Id Card  
 Buyer's ID: 22210026 Buyer has verified the Sales Price and Odometer Reading on Jun 17, 2014.

Application Status: SUBMIT

Submitted By: KATHY MCKEE

Submitted On: Jun 17, 2014

#### Vehicle Information A

Vehicle Class: PASS-TRK  
 Registration Class: 25 - PASSENGER-LESS/EQL 6000  
 Body Style: PK  
 Major Color: RED Minor Color: BLACK  
 Odometer Reading: 224 Odometer Brand: Actual Mileage  
 Empty Weight: 5300 (lbs) Carrying Capacity: --- Gross Weight: 5300 (lbs)

VIN: 3GCPCSEC3EG355324

Year/Make/Model: 2014 CHEVROLET F13

[View Documents](#)

#### Selected Indicators

DIESEL

Dealers will now be able to select and upload evidence of ownership and supporting documents as multiple individual files or a single file.

The document view screen has been enhanced for easier examination of title application documents. Documents will appear as a single pdf file whether the dealer uploaded multiple individual files or a single file. The left column displays the title application data entered in webDEALER by the dealer, and the right portion of the screen displays the document.

**Title Preview** Application Status: SUBMIT

**Documents**

**TITLE APPLICATION DATA**

VIN: 1FHTY096809658  
 YEAR: 2003  
 MAKE: FORD  
 MODEL: GT  
 BODY STYLE: FB  
 EMPTY WEIGHT: 5000 (LBS)  
 CARRYING CAPACITY: 2000 (LBS)  
 MAJOR COLOR: WHITE  
 MINOR COLOR: ---  
 ODOMETER READING: EXEMPT  
 ODOMETER BRAND: ---

**OWNER:**  
 NAME: FRANCISCO AUGUSTO TOLEDO  
 ADDRESS: 1801 WALKER PL BLVD, COPPERAS COVE, TX 76522  
 COUNTY: ---

**Owner Information**  
 Name: FRANCISCO AUGUSTO TOLEDO  
 Address: 1801 WALKER PL BLVD, COPPERAS

**Renewal Recipient**  
 Name: (same as owner)  
 Address: ---

**CERTIFICATE OF ORIGIN FOR A VEHICLE**

1296

DATE: 08/13/12  
 VEHICLE IDENTIFICATION NO.: 5G12RC1212J121610  
 BODY TYPE: ENCLAVE FWD 4-DOOR UTILITY  
 H.P. (S.A.E.): 32.8  
 G.V.W.R.: 6411  
 N.T.R.: 1/2

YEAR: 2012  
 MAKE: BUICK  
 SHIPPING WEIGHT: 4675  
 SERIES OR MODEL: 4444511

RBLPD119 INVOICE NO.: 11146111104

NAME OF DISTRIBUTOR, DEALER, ETC.: REAL CARS INC  
 PO BOX  
 WICHITA FALLS

45911 QMSS1C



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: Non-titled trailers, motor vehicle records reflecting E-TITLE, and Out of State titles with value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) 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, 2016.



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

For used vehicle transfers, county users can access the current vehicle record by clicking on the **Current Vehicle Record** link in the upper right-hand corner of the **Title Preview** page. Note: Upon statewide implementation, webDEALER users processing used vehicle transactions will be able to see the current vehicle record, if a motor vehicle record exists in RTS.

**Title Preview**

Application Status: SUBMIT  
Submitted By: JASON CACCITORI  
Submitted On: Oct 29, 2014

**Seller Disclosure**

Dealer: P52241 - CARMAX  
Processing County: MCLENNAN - 161  
Buyer's ID Type: Passport  
Buyer's ID: E8953308 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgement.

When a county user clicks the **Current Vehicle Record** link, the **Current Vehicle Record** window pops up.

**Title Preview**

Application Status: SUBMIT

**Current Vehicle Record**

Vehicle Class: PASS  
Registration Class: 25 - PASSENGER-LESS/EQL 6000  
Plate Code: PSP - PASSENGER-TRUCK PLT  
Body Style: 4D  
Major Color: GRAY  
Empty Weight: 2900 (lbs)  
Gross Weight: 2900 (lbs)  
Odometer Reading: 38498  
Odometer Brand: Actual Mileage  
Owner (s): JOHN SMITH  
Plate Number: BBL1026  
Plate Age: 2 years

VIN: KMHCN4AC2BU593057  
Year/Make/Model: 2011 HYUNDAI ALS

Document No: 05743441126090409  
Issued: Jan 1, 2012

**Lienholder Information**

**Lien 1**

Lien Date: Jan 1, 2012  
Lien Release Date: ---  
Name: SANTANDER CONSUMER USA

**Additional Information**

ACTUAL MILEAGE  
E-TITLE



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

- If the dealership has not been configured to issue plates, the Plate and Sticker section of the Title Preview screen will reflect that there is Incomplete Data (e.g., Plate number is missing).

<b>Vehicle Physical Location (Not Provided)</b>	
<b>Plate and Sticker Information <span style="color: red;">Incomplete Data</span></b>	
<b>Plate Source:</b> New Plate (County Issued)	<b>Plate Number:</b> ---
<b>Sticker Type:</b> Plate	
<b>Sales Tax Information</b>	

Click on the edit icon on the right to open the Plate and Sticker page. Enter the desired plate number and Save. *Note: The webDEALER system provides the dealer a Replacement Plate option (Dealer Issued or County Issued) for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts. If the county issues the inventory for a replacement plate this screen will show the plate source as “Replacement Plate (County Issued).”*

If the dealership had to manually verify inspection, the **Inspection Information** section will display the dealer’s entries at the bottom of the **Plate and Sticker Information** page.

### Plate and Sticker Information

<b>Application Status:</b> SUBMIT	<b>VIN:</b> 1FAFP44482F219106	<b>Deal #:</b> 1170
* Indicates Required Field		
<b>Plate Information</b>		<b>Vehicle Class:</b> PASS <b>Registration Class:</b> 25 - PASSENGER-LESS/EQL 6000 <b>Plate Type:</b> PSP
* <b>Plate Source :</b> New Plate (County Issued)	* <b>Plate Number :</b> <input type="text"/>	
<b>Sticker Information</b>		
<b>Sticker Type :</b> <input checked="" type="radio"/> Windshield <input type="radio"/> Plate		
<b>Inspection Information</b>		
* <b>Date of Inspection :</b> Feb 3, 2015	* <b>Inspection Type :</b> 1YR	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>		

- If the dealer is transferring the buyer’s special plate, the Plate and Sticker section of the Title Preview screen will display the special plate information.

<b>Vehicle Physical Location</b>	
222 22ND AVE N., TEXAS CITY, TX 77590	
<b>Plate and Sticker Information</b>	
<b>Plate Source:</b> Special Plate	<b>Plate Number:</b> BEVOCG
<b>Special Plate Details</b>	
<b>Plate Code:</b> PLPC117	<b>Organization Name:</b> LONGHORN C
<b>Expiration Date:</b> 5 / 2014	<b>Owner:</b> CECILIO GONZALEZ
<b>Plate Term:</b> 5 year	
<b>Sticker Type:</b> Windshield	
<b>Sales Tax Information</b>	<b>Trade-In Information</b>



When inspection is manually verified by the dealer, the **Inspection Information** section is shown on the **Title Preview** page. The message below will display to prompt the county to verify that the VIR was uploaded by the dealer, and the inspection information entered matches the VIR.

<b>Plate and Sticker Information</b>	
Plate Source: New Plate	Plate Number: 301DDD
Sticker Type: Windshield	
<b>Inspection Information</b>	
Date of Inspection: Mar 1, 2014	Vehicle Inspection Report MUST be verified. 
Inspection Type: 1YR	Inspection Fee: 7.50

8. Click on “Approve Title” at the end of the preview.
9. The application changes to Approved status.
10. If the dealer is not configured to print stickers, the Title Preview screen will show a link to View Final Receipt where the county can print the sticker upon approval.



**Title Preview**

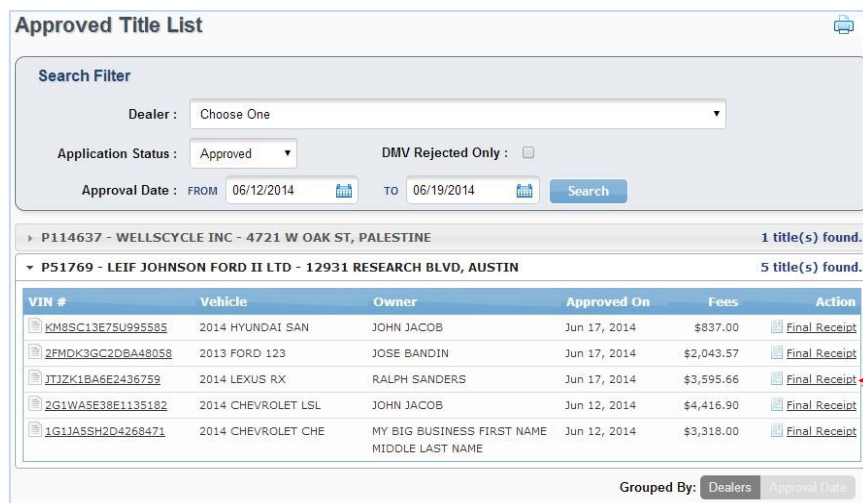
Please print the Sticker Receipt and provide it to the dealership or owner of record. [Return to Title Search](#)

**Seller Disclosure**

Dealer: P14074 - B AUTO  
Processing County: MCLENNAN - 161  
Buyer's ID Type: Driver License/Id Card

**Application Status: APPROVE**  
Approved By: KIP  
Approved On: Feb 9, 2015  
Document #: 16122042042250227  
[View Final Receipt](#)

Receipts may be printed from the Approved Title List by pressing the “Final Receipt” link for each title.



**Approved Title List**

**Search Filter**

Dealer: Choose One

Application Status: Approved DMV Rejected Only:

Approval Date: FROM 06/12/2014 TO 06/19/2014 [Search](#)

1 title(s) found.

5 title(s) found.

VIN #	Vehicle	Owner	Approved On	Fees	Action
<a href="#">KM8SC13E75U995585</a>	2014 HYUNDAI SAN	JOHN JACOB	Jun 17, 2014	\$837.00	<a href="#">Final Receipt</a>
<a href="#">2FMDK3GC2DBA48058</a>	2013 FORD 123	JOSE BANDIN	Jun 17, 2014	\$2,043.57	<a href="#">Final Receipt</a>
<a href="#">JTJ2K1BA6E2436759</a>	2014 LEXUS RX	RALPH SANDERS	Jun 17, 2014	\$3,595.66	<a href="#">Final Receipt</a>
<a href="#">2G1WASE38E1135182</a>	2014 CHEVROLET LSL	JOHN JACOB	Jun 12, 2014	\$4,416.90	<a href="#">Final Receipt</a>
<a href="#">1G1JASSH2D4268471</a>	2014 CHEVROLET CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	Jun 12, 2014	\$3,318.00	<a href="#">Final Receipt</a>

Grouped By: Dealers Approval Date

*An example of the title receipt may be found in Appendix 1.*

11. Once the receipt is printed, the county can select “Return to Title Search” to continue to approve title transactions.



12. Alternatively, a county may return a title to the dealer by clicking “Return Title.”

The title application is sent back to the dealer with a Returned status.

After the dealer makes the appropriate changes, it can then be re-submitted to the county.

# Processing Payments

To record payments for the dealer, the user must have Access Payment as an Assigned Permission on the User Detail page. See Add County Users section (page 9) for more information.

Recording payments should be done at the end of each day for accounting purposes. Payments due are transactions approved and pending payment from the dealer. Recording payments inform the dealer how payments were applied.

*Note: webDEALER does not initiate the payments. If payment is by ACH, the actual payment will be accomplished using your bank's website.*

## Record a payment

1. On the home page, place the cursor over the "Dealers" tab.
2. Go to "Payments."
3. Select "Payments Due" from the dropdown.
4. The Approved Titles with Payments Due page opens. Dealers with outstanding payments will be listed under the Search Filter box. If the list of dealers is long, use the search filter box to locate the dealer.
5. Select the dealer to expand the list of transactions.
6. Locate the transaction, and select the box beside the fees to record the transaction as Payment Applied.

**Approved Titles with Payments Due** 🖨️

---

**Search Filter**

Dealer :

---

▼ P51769 - LEIF JOHNSON FORD II LTD - 12931 RESEARCH BLVD, AUSTIN 6 title(s) found.

VIN #	Approval Date	Vehicle	Owner	Fees	<input checked="" type="checkbox"/>
1ZVBP8CF9D5271306	Feb 12, 2014	2013 FORD MUS	SCOTT R RAYS	\$1,526.64	<input checked="" type="checkbox"/>
2FMDK3GC2DBA48058	Jun 17, 2014	2013 FORD 123	JOSE BANDIN	\$2,043.57	<input checked="" type="checkbox"/>
2G1WA5E38E1135182	Jun 12, 2014	2014 CHEV LSL	JOHN JACOB	\$4,416.90	<input checked="" type="checkbox"/>
KM8SC13E75U995585	Jun 17, 2014	2014 HYUN SAN	JOHN JACOB	\$837.00	<input checked="" type="checkbox"/>
JTJZK1BA6E2436759	Jun 17, 2014	2014 LEXS RX	RALPH SANDERS	\$3,595.66	<input checked="" type="checkbox"/>
1G1JA5SH2D4268471	Jun 12, 2014	2014 CHEV CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	\$3,318.00	<input checked="" type="checkbox"/>
<b>Total Selected:</b>				<b>\$15,737.77</b>	

7. A running total is located at the bottom of the list for title applications selected.
8. Click "Record Payment."



- The Payment Confirmation box opens to record the Reference # (required) and to also write optional notes. When the payment information is complete, click “Save.”

**Payment Confirmation**

\* Indicates Required Field

Dealer: P51769 - LEIF JOHNSON FORD II LTD - 12931 RESEARCH BLVD, AUSTIN

\* Payment Amount: \$ 15737.77 Recorded By: NIRAV PATEL

\* Payment Date: 06/19/2014 (mm/dd/yyyy)

\* Reference #: ABCDEFG

Note:

You have 200 characters remaining

**Save**

- You are returned to the Approved Titles with Payments Due page. The message: “Payment information has been recorded successfully.” displays.

### View a payment

- On the home page, place your cursor over the “Dealers” tab.
- Go to “Payments.”
- Select “Payments Completed” from the dropdown.
- The Payments Completed page opens.

**Payments Completed**

Search Filter

Dealer: Choose One

Reference #:

Payment Date: FROM 06/01/2014 TO 06/19/2014

**Search**

2 payment(s) found.

Reference #	Payment Date	Dealer	Total Payment
ABCDEFG	Jun 19, 2014	P51769 - LEIF JOHNSON FORD II LTD - 12931 RESEARCH BLVD, AUSTIN	\$15,737.77
1234	Jun 5, 2014	P52241 - CARMAX AUTO SUPERSTORES INC - 4400 S I H 35, AUSTIN	\$1,356.00

- Search by Dealer, Reference #, or Payment Date.
- Once you have located the payment to view, click on the “Reference #” to open the payment.
- The payment details are listed.

### Payments Completed 🖨️

**Search Filter**

Dealer :

Reference # :

Payment Date: FROM   TO

**Payment Details**

Total Payment: \$15,737.77 Reference #: ABCDEFG [✖ Delete Payment](#)

Payment Date: Jun 19, 2014

Notes:

▼ P51769 - LEIF JOHNSON FORD II LTD - 12931 RESEARCH BLVD, AUSTIN 6 title(s) found.

VIN #	Approval Date	Vehicle	Owner	Fees
1ZVBP8CF9D5271306	Feb 12, 2014	2013 FORD MUS	SCOTT R RAYS	\$1,526.64
2FMDK3GC2DBA48058	Jun 17, 2014	2013 FORD 123	JOSE BANDIN	\$2,043.57
2G1WA5E38E1135182	Jun 12, 2014	2014 CHEV LSL	JOHN JACOB	\$4,416.90
KM8SC13E75U995585	Jun 17, 2014	2014 HYUN SAN	JOHN JACOB	\$837.00
JTJZK1BA6E2436759	Jun 17, 2014	2014 LEXS RX	RALPH SANDERS	\$3,595.66
1G1JA5SH2D4268471	Jun 12, 2014	2014 CHEV CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	\$3,318.00

## Delete a payment

---

1. On the home page, place your cursor over the “Dealers” tab.
2. Go to “Payments.”
3. Select “Payments Completed” from the dropdown.
4. The Payments Completed page opens.
5. Search by Dealer, Reference #, or Payment Date.
6. Once you have located the payment to delete, click on the “Reference #” to open the payment.
7. Click “Delete Payment.”
8. The confirmation message displays “Payment record has been deleted. All associated titles have been marked unpaid.”

---

# *Appendices*

---



# Appendix 1 – Title Application Receipt

Final Receipt – Approved by County

WEB DEALER ORIGINAL TITLE



1MA5AMPLE12345678



16125041930250001

COUNTY: MCLENNAN  
 TAC NAME: IMA COLLECTOR  
 DATE: 10/08/2014 EFFECTIVE DATE: 10/08/2014  
 TIME: 10:30AM EXPIRATION DATE: 09/2015  
 → PLATE NO: DDD34D  
 → DOCUMENT NO: 16125041930250001 → EMPLOYEE ID: 161-COUNTYEMP → WEB TITLE ID: 2749  
 → 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: 1MA5AMPLE12345678 VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 2013/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  
 PASSENGER FLT  
 WINDSHIELD STICKER 2015

FEES ASSESSED	
TITLE APPLICATION FEE	\$ 13.00
OWNER VERIFICATION FEE	\$ 0.50
TEXAS MOBILITY FUND FEE	\$ 15.00
TEFP FEE	\$ 5.00
SALES TAX FEE	\$ 927.50
WINDSHIELD STICKER	\$ 50.75
REG FEE-DPS	\$ 1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$ 9.00
AUTOMATION FEE	\$ 1.00
<b>TOTAL</b>	<b>\$ 1,029.75</b>

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:	05/04/2013
Sales Price	\$ 15,000.00
Less Trade In Allowance	\$ 0.00
Taxable Amount	\$ 15,000.00
Sales Tax Paid	\$ 927.50
Less Other State Tax Paid	\$ 0.00
Tax Penalty	\$ 0.00
<b>TOTAL TAX PAID</b>	<b>\$ 927.50</b>

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

DDD34D  
 01234567



# 09

MCLENNAN

# 15

12345678

# VOID



## Appendix 2 - 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

## Appendix 2 - Error Messages (Continued)

Error #	Error Message
5618	Start and End Dates cannot be before today
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

## Appendix 2 - Error Messages (Continued)

Error #	Error Message
5656	The amount must be greater than \$0
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

## Appendix 2 - Error Messages (Continued)

Error #	Error Message
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
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 3 – ACH Authorization Example



BRUCE ELFANT  
Tax Assessor Collector

### Automatic Bank Draft Authorization Form

*Please choose from the following:*

Tax, Title and License Fees

Registration Fees

**\*\*\*\* Please note that if your bank has an ACH limit, please notify this office and make sure that; your work does not exceed that limit, have the limit raised if necessary or authorize the Travis County Tax Office to be able to exceed the limit if your work requires\*\*\*\***

I (we) hereby authorize the Travis County Tax Assessor/Collector's Office, herein called Company, to initiate debit transactions from the U.S. Bank named below; herein called Depository, for the payment of the Tax, Title and License fees, or registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Bank Name \_\_\_\_\_ Account Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Bank Representative \_\_\_\_\_ Phone \_\_\_\_\_

**This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.**

#### Authorized Signatures:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Return this form to Travis County Tax Assessor/Collectors office at 5501 Airport Blvd. Austin, TX 78751, Attn: Dennis Jones or fax to us at (512) 854-5868. For more information please call (512) 854-3252.

#### Travis County

Main office:	Satellite Locations			
5501 Airport Blvd	4705 Heflin Lane	15822 Foothill Farms Loop	8656 Hwy 71 W, 2 <sup>nd</sup> Floor	4011 Mckinney Falls Pkwy Ste 1400
Austin, TX 78751	Austin, TX 78721	Pflugerville, TX 78660	Austin, TX 78735	Austin, TX 78744
(512) 854-9473	(512) 854-9473	(512) 854-9473	(512) 854-9473	(512) 854-9473
Fax (512) 854-5868	Fax (512) 854-5868	Fax (512) 854-5868	Fax (512) 854-5868	Fax (512) 854-5868

## Appendix 4 - Dealer Equipment Requirements

In order for the implementation to be successful, each location must include the proper equipment and infrastructure necessary for the webDEALER application.

### Operating System

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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





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

### Web Browsers

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

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 <p>Internet Explorer <a href="http://www.microsoft.com/ie">www.microsoft.com/ie</a></p>		Internet Explorer versions 8.0 and later. Note: Compatibility Mode MUST be turned OFF.
 <p>Firefox <a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a></p>		Latest version
 <p>Safari <a href="http://www.apple.com/safari">www.apple.com/safari</a></p>		Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 <p>Chrome <a href="http://www.google.com">www.google.com</a></p>		Chrome is a freeware web browser developed by Google.

You may visit any of these browser's websites to confirm that you have the latest browser 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 4 - Dealer Equipment Requirements (Continued)

### Adobe Acrobat Reader

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[Adobe Acrobat Reader](#) is used to view PDF (Portable Document Format) 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

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

- Printer must be laser technology
- Media size should 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 normal, low, 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.

Counties 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 be taken in to consideration.

The following criteria should be followed when verifying test sticker appearance:

- Ensure proper alignment on all print areas of the sticker paper.
- 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.

## Appendix 4 - Dealer Equipment Requirements (Continued)

### Scanner Requirements

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Dealers must have scanners in order to electronically attach ownership and supporting documents, such as a MCO, Texas title, Out of State title, forms, etc., to webDEALER transactions.

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

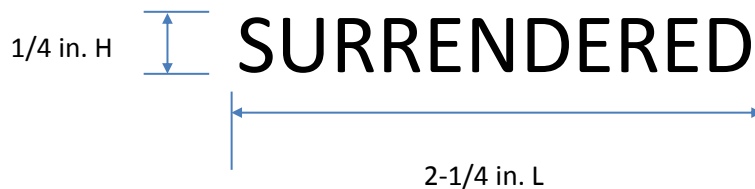
Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

### “Surrendered” Stamp

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Each location should have a Surrendered stamp for MCOs.

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





## *Appendix 5 - Support Information*

	Issue	Contact	Contact Information	Hours
County Tax Office	Title/Registration question	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
County Tax Office	System process or business policy/procedure	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
County Tax Office	webDEALER system issue	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM
Dealer	Title/Registration question	County Tax Office	Local phone or email	Local Hours
Dealer	webDEALER system issue	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM