



Commercial Fleet Buyer User Guide

August 2015

webDEALER 2.3.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



Table of Contents

<i>Overview</i>	<i>3</i>
<i>Getting Started</i>	<i>4</i>
<i>Assign Permissions</i>	<i>6</i>
<i>Title Application</i>	<i>9</i>
<i>Completing the Application</i>	<i>10</i>
<i>Printing Receipts</i>	<i>19</i>
<i>Payments</i>	<i>22</i>
<i>Appendices</i>	<i>23</i>

Overview

What can webDEALER do for you?

With webDEALER, title work is submitted electronically to county tax assessor-collector offices. Transactions include scanned images of the required documents necessary to process the title application with the proper evidence of ownership (e.g., MCO or out-of-state title), Form 130-U, and power of attorney (POA). 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 commercial fleet buyers (CFB) to use a streamlined title and registration application process, and provides counties with a more efficient approval process including:

- Allows CFBs to electronically submit title applications to multiple counties, once approved and set up by each county
- 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
- Automatically calculates all fees, including inspection fee
- Verifies inspection status for faster processing

Special note on the Application for Texas Title (Form 130-U)

With webDEALER, CFBs can process and complete a webDEALER transaction by uploading the completed Application for Texas Title (Form 130-U) and supporting documents.

Getting Started

Setup

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

You must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID to access webDEALER. The county tax assessor-collector's office will be the primary point of contact for the CFB. To receive a CFB ID and Username, please contact your county tax assessor-collector's office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name
- The business address, city, state, zip
- Federal Employer Identification Number (FEIN) and Tax Permit Number
- Vehicle physical location (where the vehicle will be kept for titling purposes)
- The first and last name of your administrative user and their contact information (phone number and email address)

Note: To add a second administrator or additional users, you will need to provide the first and last name of the user and their contact information.

The county will assign the CFB administrator's permissions. The CFB administrator is responsible for assigning and updating additional CFB user's permissions.

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

Note: To submit title applications to multiple counties, each county must authorize your CFB location.

Recommendations

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

You should know

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 or out-of-state title) 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 CFB 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
- ☐ Printer
- ☐ Scanner
- ☐ Surrendered stamp

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

Assign Permissions

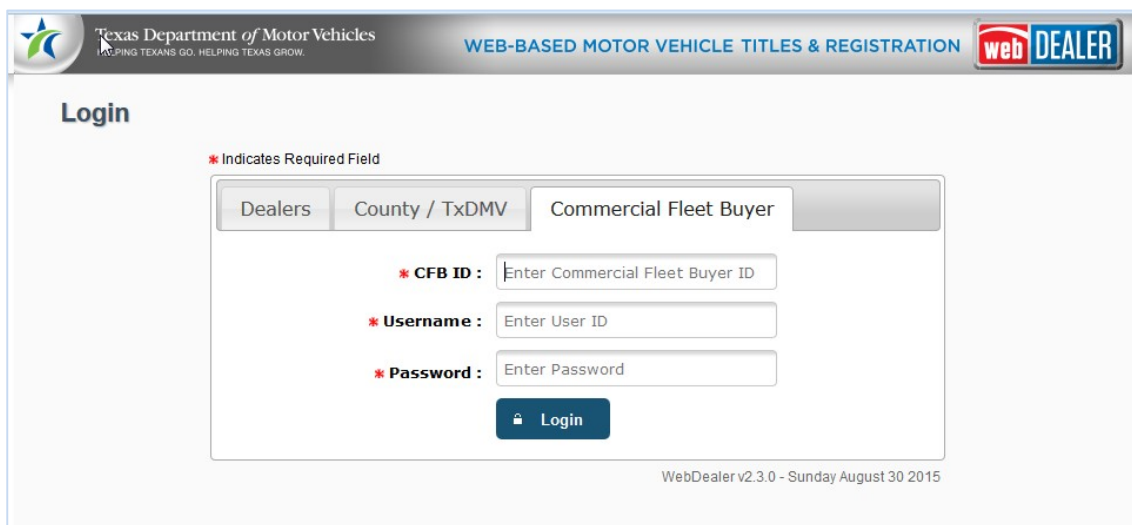
webDEALER is designed to allow for two administrators with access to all Assigned Permissions. The CFB administrator(s) can assign or unassign permissions of CFB users in webDEALER; however, all users must be set up through the county tax assessor-collector's office.

Once the county tax assessor-collector's has been provided with the first and last name of the user and their contact information, the county works with the TxDMV to set up the user in webDEALER.

Note: Creating CFB IDs, adding/removing users, and password resets must be completed by contacting the county tax assessor-collector's office.

To add a user to webDEALER

1. The administrator logs into webDEALER.





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

Welcome GERALD WILKINS You last logged in on May 10, 2015

Account : EAN HOLDINGS, LLC - 6929 N LAKEWOOD AVE, TULSA

Titles

Returned: 0
In-Progress: 3
Submitted: 4

▪ [Start a New Title Application](#)


Account Maintenance

▪ [View Account Details](#)

In-Progress Titles **Returned Titles**

Created On	Unit #	VIN #	Vehicle
May 10, 2015	---	1FMCU0GX2DUC13353	2014 FORD SPE
May 10, 2015	---	4T4BF1FKXER389785	2014 TOYOTA LLX
May 10, 2015	1502	2G1WA5E38E1135182	2014 CHEVROLET LSL

3. Account Details lists the CFB information and currently authorized users.
4. On the Account Details page, click the specific “User Name” to assign or unassign permissions.

Account Details 

CFB ID: C10010

Business Name: EAN

Doing Business As: ---

Contact Name: GERALD WILKINS

Email: ---

Phone #: ---

Tax Permit #: 98033080000


FEIN / EIN: 000764478

Address

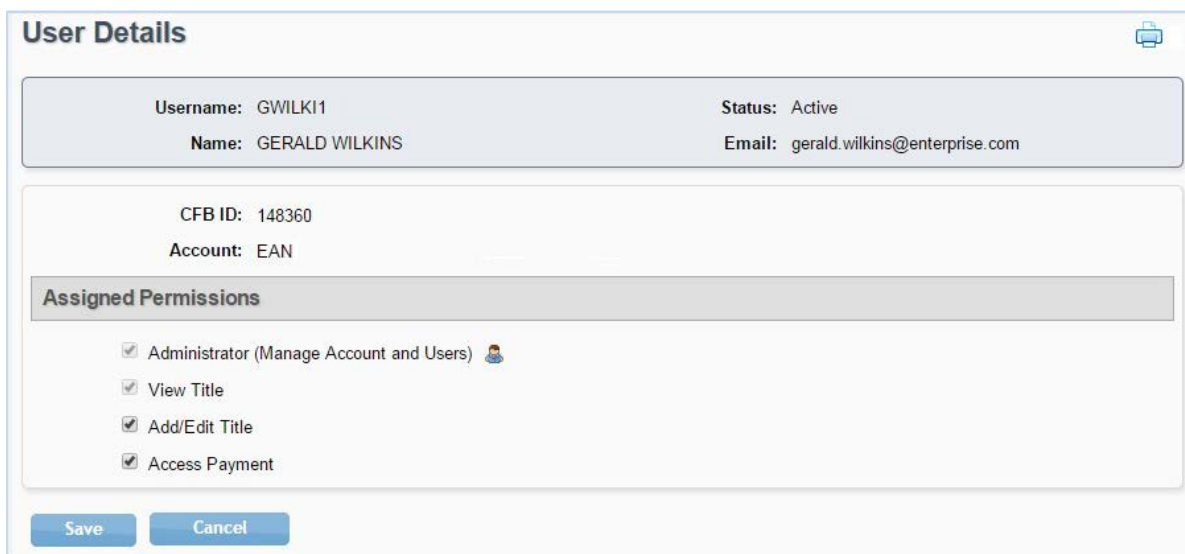
6929 N LAKEWOOD AVE,
TULSA, OK 74117

[Configuration by County](#)

▼ List of Associated Users

User Name	Name	Email	Status	Action
GWILK11 	GERALD WILKINS	gerald.wilkins@enterprise.com	Active	

- Choose options for the user under the Assigned Permissions.



User Details

Username: GWILK11 Status: Active
 Name: GERALD WILKINS Email: gerald.wilkins@enterprise.com

CFB ID: 148360
 Account: EAN

Assigned Permissions

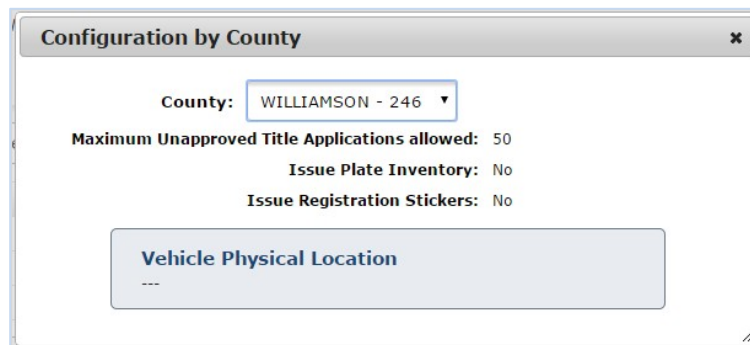
- ☒ Administrator (Manage Account and Users)
- ☒ View Title
- ☒ Add/Edit Title
- ☒ Access Payment

Save Cancel

- Click "Save."

Note: The "CFB Configuration by County" button on the "Account Details" page displays the allowances placed on the CFB by each county. Note: The "Maximum Unapproved Title Applications allowed:" can be set up to 5000 at the county's discretion.

Commercial Fleet Buyer set up with no inventory to issue (County Issued)



Configuration by County

County: WILLIAMSON - 246

Maximum Unapproved Title Applications allowed: 50
 Issue Plate Inventory: No
 Issue Registration Stickers: No

Vehicle Physical Location

Commercial Fleet Buyer set up with inventory to issue



Configuration by County

County: TRAVIS - 227

Maximum Unapproved Title Applications allowed: 50
 Issue Plate Inventory: Yes
 Issue Registration Stickers: Yes

Vehicle Physical Location
 10084 RESEARCH BLVD, AUSTIN, TX 78735

Title Application

Information on the Title Application page must be completed and saved before you can continue with the title application. This page is where the CFB will acknowledge the requirement to upload the Form 130-U to satisfy the signature requirement.

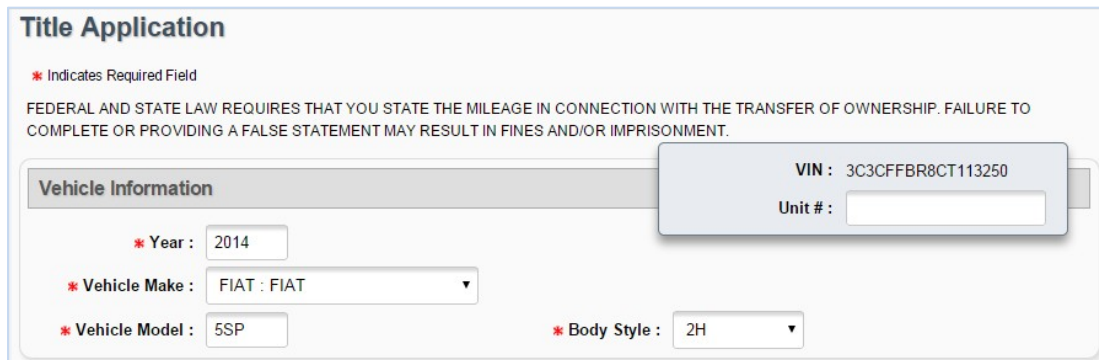


NOTE: CFBs will be required to stamp the evidence of ownership (e.g., MCO or out-of-state title) with a "SURRENDERED" stamp on the back of the title and retain the original documents in their files. The "SURRENDERED" stamp must be stamped on the back of the ownership document and on the next blank assignment.

Creating a title application

Creating an application by entering all information manually begins on the home page.

1. Click on "Start a New Title Application" in the titles activity box.
2. Enter the "VIN" and click "Search." *NOTE: At least one-digit of the VIN must be decoded before the title application can be processed in webDEALER.*



Title Application

* Indicates Required Field

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

Vehicle Information

VIN : 3C3CFFBR8CT113250
Unit # :

* Year : 2014
* Vehicle Make : FIAT : FIAT
* Vehicle Model : 5SP
* Body Style : 2H

If a motor vehicle record exists in the department's Registration and Title System, webDEALER will prevent the user from continuing. If a motor vehicle record does not exist, the Title Application will populate with the year, make, model, and body style on the Title Application page. In the event that these values are not populated, they must be entered by the user.

Completing the Application

After the Title Application is saved, the title application status is marked “In-Progress.” To complete the pending application, simply fill out the information on each page and click “Next.”

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.”

CFBs can also transfer their out-of-state title currently in their name to a Texas title.



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) replaced the VI-30 requirement for VIN verification and will continue to be required for all out-of-state transfers.

Vehicle Information

Complete the Vehicle Information page and click “Next.”

Vehicle Information

Application Status: IN-PROGRESS

VIN: 3C3CFFBR8CT113250

* Indicates Required Field

* Vehicle Class: Choose one

Year: 2014

* Vehicle Model: 5SP

* Major Color: Choose one

Vehicle Make: FORD

* Body Style: LL

Minor Color: Choose one

* Empty Weight: (lbs)

Gross Weight: 0 (lbs)

Diesel: ☐

Odometer Reading: 343

Odometer Brand: Actual Mileage

Cancel

Next



Owner Information

Complete the Owner Information page and click “Next.”

Owner Information

Application Status: IN-PROGRESSVIN: 3C3CFFBR8CT113250

* Indicates Required Field

Previous Owner Information

* Previous Owner :☒ Texas Dealership ☐ Out-of-State Dealership ☐ CFB Owner

* Dealer GDN : P51769

Dealership Name : LEIF - 501 E KOENIG LN, AUSTIN, TX

Owner Information

Name : EAN

Address : 6929 N LAKEWOOD AVE,
TULSA, OK 74117

* Resident County :

Renewal Recipient Information

Name : (if different than owner)

Address :

City :

State :

Zip :

Note: If Texas Dealership is selected, a Dealer GDN is required. If Out-of-State Dealership is selected a business name, city, and state is required. If CFB Owner is selected, the CFB owner information is required.

Vehicle Physical Location

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

Vehicle Physical Location

Application Status: IN-PROGRESSVIN: 3C3CFFBR8CT113250

Address:

City:


State:

Zip:

Note: The Vehicle Physical Location page will be prepopulated with the information provided to the county tax assessor-collector upon the initial setup.

Commercial Fleet Buyer
User Guide 2.3.0
August 2015

Page 11 of 26

 Texas Department of Motor Vehicles



Plates and Sticker Information

CFBs may or may not have plates to assign depending on how they were configured by the county.

1. If plates are supplied to the CFB 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 CFB by the county where the title application is being submitted, the New Plate button will indicate “(County Supplied).” Click “Next” to continue.

Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113250

* Indicates Required Field

Plate Information

Plate Source : New Plate (County Supplied)

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Previous Next

Sales Tax Information

The Sales Tax Category will default to Exempt for CFBs with an Exempt Reason defaulted to Rental. The Exempt Reason of “Other” could also be selected on the Sales Tax screen.

Sales Tax

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113250

* Indicates Required Field

Sales and Use Tax

* Sales Tax Category: EXEMPT * Exempt Reason: RENTAL ▼

* Sales Tax Date: (mm/dd/yyyy) * Tax Permit #: 98033080001

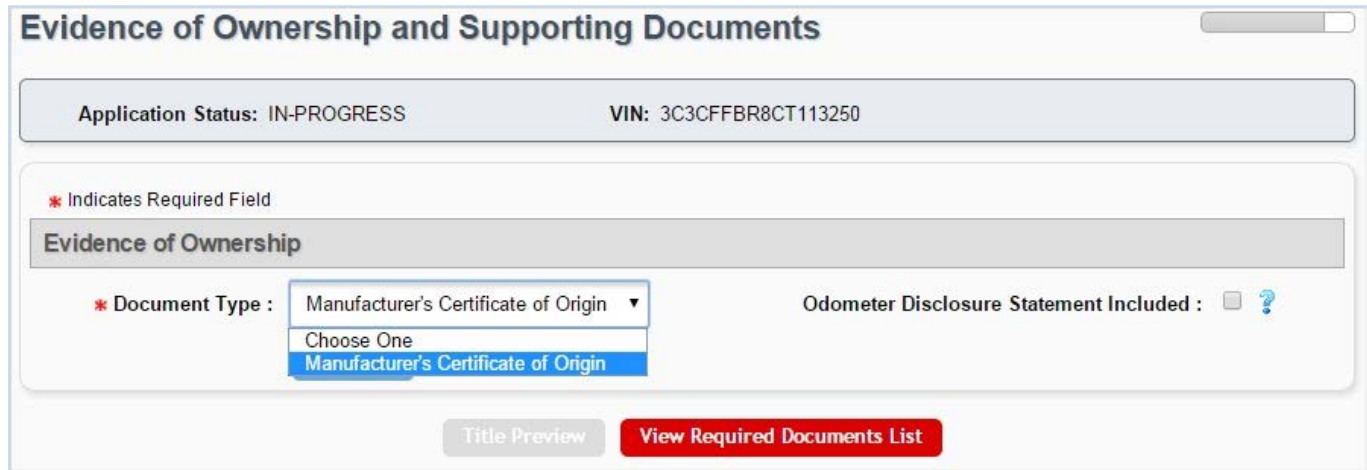
Sales Price: \$32,308.00 (\$ Rebate has been deducted)

Trade-in Allowance: \$

Previous Next

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 be uploaded as a single pdf file or as multiple individual files.



The screenshot shows a web form titled "Evidence of Ownership and Supporting Documents". At the top, it displays "Application Status: IN-PROGRESS" and "VIN: 3C3CFFBR8CT113250". Below this, a section titled "Evidence of Ownership" contains a required field for "Document Type" with a dropdown menu showing "Manufacturer's Certificate of Origin" selected. To the right, there is a checkbox for "Odometer Disclosure Statement Included" which is currently unchecked. At the bottom of the form, there are two buttons: "Title Preview" and "View Required Documents List".

Press "View Required Documents List" to view missing documents.



Note: The Odometer Disclosure statement can be removed from the missing documents list in two ways. Click the edit icon from the evidence of ownership section on the Evidence of Ownership and Supporting Documents page, and then select the Odometer Disclosure Statement Included check box on the right and continue with the application. Or, upload an odometer disclosure statement as a supporting document.

If additional supporting documents are required (e.g., odometer disclosure statement, power of attorney, etc.), they can be specified and uploaded under the Supporting Documents section.



Note: Out-of-state titles with value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) must be filed through the county tax assessor-collector's 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 CFB 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.

NOTE: “Additional Supporting Document” has been added to the “Document Type”list:

Texas Department of Motor Vehicles
HELPING TEXANS GO, HELPING TEXAS GROW

WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

Home Page Titles Payments Administration Support Search VIN / Deal # / Unit # FLEET

Evidence of Ownership and Supporting Documents

Application Status: IN-PROGRESS VIN: 5NPEB4AC9EH837034 Unit #: 2

* Indicates Required Field

Evidence of Ownership

Document Type : Out-of-state Title
Title Number : 234234
Issue Date : 08/12/2015
State/Country : AK - Alaska

Proof of VIN Verification: The Vehicle Inspection Report or VI-30 must be uploaded for all Out-of-State titles.

Document Upload

* Document Type : Choose One
Document : Upload Complete Transaction
Out-of-State Title
Form 130-U, Application for Texas Title
Additional Supporting Document
Odometer Disclosure Statement
Out of State Identification Certificate (VI-30)
Power of Attorney
Release of Lien
Statement of Fact
Vehicle Inspection Report (VIN Verification)
Weight Certificate

Required Documents List

TxDMV.gov | Contact Us | Disclaimer | Privacy and Security Policy | Accessibility

Copyright © 2013 Texas Department of Motor Vehicles - 4000 Jackson Ave, Austin, TX 78731. All rights reserved.



Single Sticker

webDEALER will verify for current inspection. The inspection must be current when the transaction is submitted to the county.

If the vehicle inspection is not available or the inspection is not current and passing, the **Date of Inspection** and **Inspection Type** will be required to be entered on the Inspection Information page.

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 CFB submits the transaction to the county, a new inspection is required.

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

The VIR will serve two purposes:

1. For registration purposes, the vehicle must have a current, passing inspection before it can be registered, and
2. For out-of-state transfers, the vehicle must have proof of VIN verification.

Inspection Information

Upon creation of a title application, webDEALER will query the state inspection database for a current, passing inspection. If inspection is electronically verified, the CFB will not see the Inspection Information section or be required to upload the VIR for inspection purposes.

If no inspection record is found or the inspection is not current and/or not passing, the CFB will be presented with the message “Incomplete Data” in the Inspection Information section on the Title


Evidence of Ownership and Supporting Documents	
Document Type	Uploaded On
 Out-of-state Title With all Supporting Documents	Apr 13, 2015 2:03:40 PM

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

Preview page. The CFB will be required to edit this section.

When selecting the edit icon, webDEALER will again query the state inspection database for a current and passing inspection. If a valid inspection record is found, the CFB will be prompted with the message “Inspection verified. Select Cancel button to return to Title Preview.” No further action is required by the CFB and the Inspection Information section will no longer appear on the Title Preview page.

Inspection Information

 Inspection verified. Select Cancel button to return to Title Preview.

Application Status: IN-PROGRESS
 VIN: 3C3CFFBR8CT113244


Cancel

If no record is found, the CFB must manually verify the inspection by entering the Date of Inspection, Inspection Type, and uploading the VIR.

Inspection Information

Application Status: IN-PROGRESS
 VIN: 3C3CFFBR8CT113250

* Indicates Required Field

* Date of Inspection :  (mm/dd/yyyy)

* Inspection Type : Choose One ▼

Vehicle Inspection Report : No file chosen

Cancel
 Save

If the inspection has expired prior to the title application being submitted to the county, the CFB will be presented with a message “The Inspection Has Expired” on the Title Preview page. The CFB must update the Inspection Information section by clicking on the edit icon and uploading a current VIR.

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Out-of-state Title With all Supporting Documents	Apr 13, 2015 2:03:40 PM

Inspection Information

The Inspection Has Expired.


Date of Inspection: Apr 7, 2014

Inspection Type: 1YR Inspection Fee: 7.50  [Vehicle Inspection Report](#)

NOTE: CFB user must remove the existing VIR prior to updating the inspection information and uploading a new VIR.




If a vehicle was last titled out-of-state, a VIR or VI-30 is required for VIN verification even if the inspection was verified.

Evidence of Ownership and Supporting Documents	
Document Type	Uploaded On
 Out-of-state Title With all Supporting Documents	Apr 28, 2015 2:09:18 PM

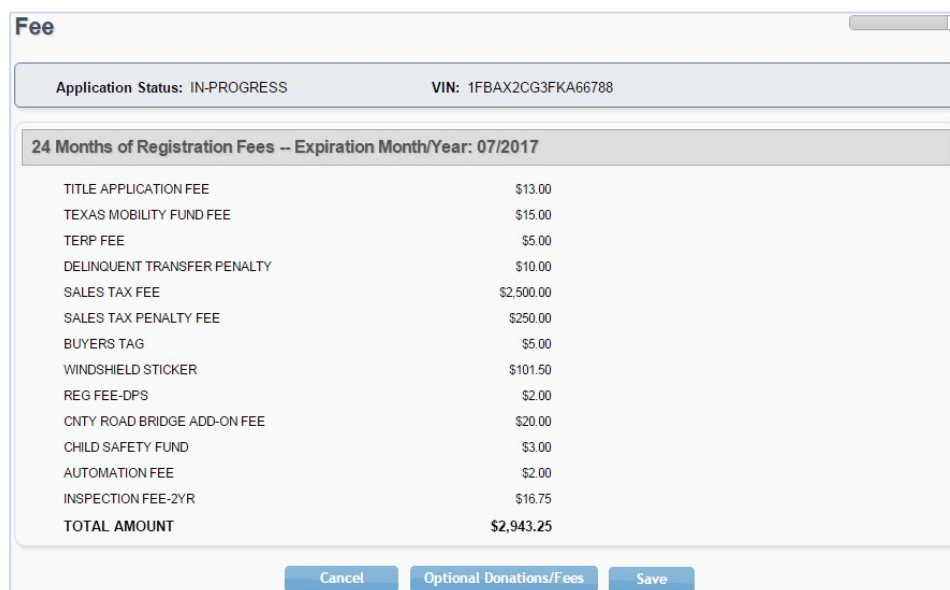
Inspection Information
Out-of-State titles require the upload of the Vehicle Inspection Report or VI-30 for VIN verification.

Computed Fees

The CFB will be able to upload the VIR or VI-30 by clicking the edit icon on the right side of the Inspection Information section.

Inspection Information	
 Inspection verified. Out-of-State titles require the upload of the Vehicle Inspection Report or VI-30 for VIN verification.	
Application Status: IN-PROGRESS	VIN: 3C3CFFBR8CT113250
Vehicle Inspection Report : <input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

1. From the Title Preview page, click the edit icon next to Computed Fees. The state's portion of the inspection fee will appear as a line item on the Fee screen if it is due.
2. The registration period of 12 or 24 months will be determined and calculated automatically by the vehicle's registration class, ownership evidence surrendered, and the inspection type received.
3. To make a donation to the Organ Donor Donation Fund, Veterans' Fund, or State Parks, click "Optional Donations/Fees".



Fee

Application Status: IN-PROGRESS VIN: 1FBAX2CG3FKA66788

24 Months of Registration Fees -- Expiration Month/Year: 07/2017

TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$15.00
TERP FEE	\$5.00
DELINQUENT TRANSFER PENALTY	\$10.00
SALES TAX FEE	\$2,500.00
SALES TAX PENALTY FEE	\$250.00
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$101.50
REG FEE-DPS	\$2.00
CNTY ROAD BRIDGE ADD-ON FEE	\$20.00
CHILD SAFETY FUND	\$3.00
AUTOMATION FEE	\$2.00
INSPECTION FEE-2YR	\$16.75
TOTAL AMOUNT	\$2,943.25

Cancel Optional Donations/Fees Save

4. 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

Organ Donor Donation : ☐ (\$1.00)

Veterans' Fund : \$

State Parks Donation : \$

Update Fees

5. Click "Save."
6. 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.



This receipt example is for a CFB that does not have plate and sticker inventory. If a CFB has plate and sticker inventory the plate number will be shown on the receipt.

Owner Receipt printed
by Commercial Fleet
Buyer (CFB)

WEB DEALER ORIGINAL TITLE

COUNTY: WILLIAMSON TAC NAME: DEBORAH M. HUNT
 DATE: 04/17/2015 EFFECTIVE DATE: 04/17/2015
 PLATE NO: BBC3726 TIME: 09:50AM EXPIRATION DATE: 3/2017
 DOCUMENT NO: USER: CUSER2 WEB TITLE ID: 8829

RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS
 IAM SAMPLE ABC GROUP, INC
 123 MAIN OFFICE 123 MAIN ST
 AUSTIN, TX 98765-1234 NEW ORLEANS, LA 70130

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
 512 SAMPLE DR PLATE TYPE: PASSENGER-TRUCK PLT
 AUSTIN, TX 88333 ORGANIZATION:
 STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1G1LB5L5EF261880 VEHICLE CLASSIFICATION: PASS
 YR/MAKE: 2014/CHEV MODEL: MLR BODY STYLE: 4D UNIT NO:
 EMPTY WT: 5500 CARRYING CAPACITY: 0 GROSS WT: 5500 TRAILER TYPE:
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LNG/WDTH: 0
 PREV OWNER NAME: GULLO DAEMOO OF CONROE PREV CITY/STATE: CONROE, TX

INVENTORY ITEM(S) YR
 PASSENGER-TRUCK PLT 2017
 WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS
 ACTUAL MILEAGE
 PAPER TITLE
 MAJOR COLOR: BLUE

FEES ASSESSED
 TITLE APPLICATION FEE 13.00
 TEXAS MOBILITY FUND FEE 15.00
 TERS FEE 0.00
 SALES TAX FEE 0.00
 BUYERS TAG 5.00
 WINDSHIELD STICKER 101.50
 REG FEE-DR 2.00
 CNTY ROAD BRIDGE ADD-ON FEE 20.00
 CHILD SAFETY FUND 3.00
 AUTOMATION FEE 2.00
 INSPECTION FEE-1YR 7.50
 TOTAL 174.00

ODOMETER READING: 1254 BRAND: A
 OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN
 1ST LIEN

SALES TAX CATEGORY: EXEMPT
 PERMIT NO: 12345678900
 Date of Assignment/Sales Tax Date: 04/02/2015
 Sales Price 24,900.00
 Less Trade In Allowance 0.00
 Taxable Amount 24,900.00
 Sales Tax Paid 0.00
 Less Other State Tax Paid 0.00
 Tax Penalty 0.00
 TOTAL TAX PAID 0.00

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.



Once the receipt is printed, it will enable a duplicate receipt to be printed (Fig. 2). You must first refresh the page to view the “Print Duplicate Copy” option in the dropdown of the Action button.

Fig. 2

Duplicate
Receipt printed
by Commercial
Fleet Buyer
(CFB)

WEB DEALER ORIGINAL TITLE

COUNTY: WILLIAMSON TAC NAME: DEBORAH M. HUNT EFFECTIVE DATE: 04/16/2015
PLATE NO: BBC3725 DATE: 04/16/2015 EXPIRATION DATE: 3/2017
DOCUMENT NO: TIME: 11:42AM USER: CUSER2 WEB TITLE ID: 8192

RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS
IAM SAMPLE ABC GROUP, INC
1212 TEST LANE 123 MAIN ST
KYLE, TX 39393 NEW ORLEANS, LA 70130

VEHICLE LOCATION ADDRESS REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
512 SAMPLE DR PLATE TYPE: PASSENGER-TRUCK PLT
AUSTIN, TX 88333 ORGANIZATION:
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1C4BJWDG6EL245513 VEHICLE CLASSIFICATION: PASS
YF/MARK: 2014/SEEP MODEL: 210 BODY STYLE: 4D UNIT NO: GROSS WT: 5500 TRAILER TYPE:
EMPTY WT: 5500 CARRYING CAPACITY: 0 TRAVEL TRAIL LING/WDTH: 0
BODY VEHICLE IDENTIFICATION NO: PREV CITY/STATE: CONROE, TX
PREV OWNER NAME: GULLO DAEMOO OF CONROE

INVENTORY ITEM(S) YR
PASSENGER-TRUCK PLT 2017
WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS
ACTUAL MILEAGE
E-TITLE
MAJOR COLOR: ORANGE

FEES ASSESSED
TITLE APPLICATION FEE 13.00
TEXAS MOBILITY FUND FEE 15.00
TERP FEE 5.00
SALES TAX FEE 0.00
BULBS TAG 0.00
WINDSHIELD STICKER 104.50
REG FEE-DPC 8.00
CNTY ROAD BRIDGE ADD-ON FEE 20.00
CHILD SAFETY FUND 3.00
AUTOMATION FEE 2.00
INSPECTION FEE-OSD 14.75
TOTAL 180.75

ODOMETER READING: 1834 BRAND: A
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN
1ST LIEN

2ND LIEN
3RD LIEN

SALES TAX CATEGORY: EXEMPT
PERMIT NO: 12345678900
Date of Assignment/Sales Tax Date: 04/01/2015
Sales Price 25,000.00
Less Trade In Allowance 0.00
Taxable Amount 25,000.00
Sales Tax Paid 0.00
Less Other 0.00
Tax Penalty 0.00
TOTAL TAX PAID 0.00

THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

BBC3725

03 17

TRAVIS EL245513

VOID
DO NOT USE/
NO USE



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

WEB DEALER ORIGINAL TITLE	
<div><div></div><div>1C4BJWDG6EL245513</div></div> <div><div></div><div>24625042108250000</div></div>	
COUNTY: WILLIAMSON	TAC NAME: DEBORAH M. MUST
PLATE NO: BBC3725	DATE: 04/16/2015
DOCUMENT NO: 24625042108250000	TIME: 11:42AM
	USER: 246-GBERNAL
	EFFECTIVE DATE: 04/16/2015
	EXPIRATION DATE: 3/2017
	WEB TITLE ID: 8792
RENEWAL RECIPIENT NAME AND ADDRESS	
IAM SAMPLE	
1212 TEST LANE	
KYLE, TX 39393	
OWNER NAME AND ADDRESS	
ABC GROUP, INC	
123 MAIN ST	
NEW ORLEANS, LA 70130	
VEHICLE LOCATION ADDRESS	
512 SAMPLE DR	
AUSTIN, TX 88333	
REGISTRATION CLASS: PASSENGER-LESS/EQL 6000	
PLATE TYPE: PASSENGER-TRUCK PLT	
ORGANIZATION:	
STICKER TYPE: WS	
VEHICLE IDENTIFICATION NO: 1C4BJWDG6EL245513	
VEHICLE CLASSIFICATION: PASS	
YR/MAKE: 2014/JEEP MODEL: Z10 BODY STYLE: 4D UNIT NO:	
EMPTY WT: 5500 CARRYING CAPACITY: 0 GROSS WT: 5500 TRAILER TYPE:	
BODY VEHICLE IDENTIFICATION NO:	
PREV OWNER NAME: GULLO DAEMOO OF CONROE	
PREV CITY/STATE: CONROE, TX	
INVENTORY ITEM(S)	
PASSENGER-TRUCK PLT	
WINDSHIELD STICKER	
YR	
2017	
VEHICLE RECORD NOTATIONS	
ACTUAL MILEAGE	
E-TITLE	
MAJOR COLOR: ORANGE	
FEES ASSESSED	
TITLE APPLICATION FEE	
TEXAS MOBILITY FUND FEE	
TRIP FEE	
SALES TAX FEE	
BUYERS TAG	
WINDSHIELD STICKER	
REG FEE-DPS	
CMT: ROAD BRIDGE ADD-ON FEE	
CHILD SAFETY FUND	
AUTOMATION FEE	
INSPECTION FEE-OB	
TOTAL	
180.75	
ODOMETER READING: 1234	
BRAND: A	
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN	
1ST LIEN	
2ND LIEN	
3RD LIEN	
SALES TAX CATEGORY: EXEMPT	
PERMIT NO: 12345678900	
Date of Assignment/Sales Tax Date: 04/01/2015	
Sales Price	
25,000.00	
Less Trade In Allowance	
0.00	
Taxable Amount	
25,000.00	
Sales Tax Paid	
0.00	
State Tax Paid	
0.00	
Tax Penalty	
0.00	
TOTAL TAX PAID	
0.00	
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.	
BBC3725	
03 17	
TRAVIS	
EL245513	
VOID	
DO NOT USE/	
NO USE	

Payments

As title applications are approved by the county tax assessor-collector's office for TxDMV processing, 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 CFB 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 TO

Search

1 payment(s) found.

Reference #	Payment Date	County	Viewed	Total Payment
G839DJDF8	Apr 10, 2015	MCLENNAN COUNTY	No	\$275.50

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

Payments Completed

Search Filter

Reference # :

Payment Date: FROM TO

Search

Payment Details

Reference #: G839DJDF8

Total Payment: \$275.50

Payment Date: Apr 10, 2015

MCLENNAN COUNTY

2 title(s) found.

VIN #	Unit #	Vehicle	Owner	Approved On	Penalties	Fees
2G1WA5E38E113518A	1500	2014 CHEV LSL	EAN	Apr 3, 2015	\$0.00	\$178.25
1ZVBP8AM8E5291388	---	2014 FORD MUS	EAN	Apr 3, 2015	\$0.00	\$97.25
Total:					\$0.00	\$275.50

Appendices

Appendix 1 -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 2 -Equipment Requirements (Continue)

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 2 -Equipment Requirements (Continue)

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

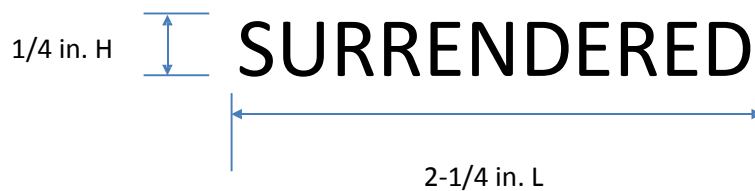
The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable, could delay processing.

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 3 –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 8:00 AM – 5:00 PM Saturday 9:00 AM – 11:00 PM Sunday 10:00 AM – 9:00 PM