



County User Guide

August 2015

webDEALER 2.3.0



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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Overview

What can webDEALER do for you?

Title work is submitted electronically to county offices. Transactions include images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, Out of State title, Texas title, etc.), Form 130-U, odometer disclosure statement, and vehicle inspection report. 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.

Getting Started

Setup

- 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

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.

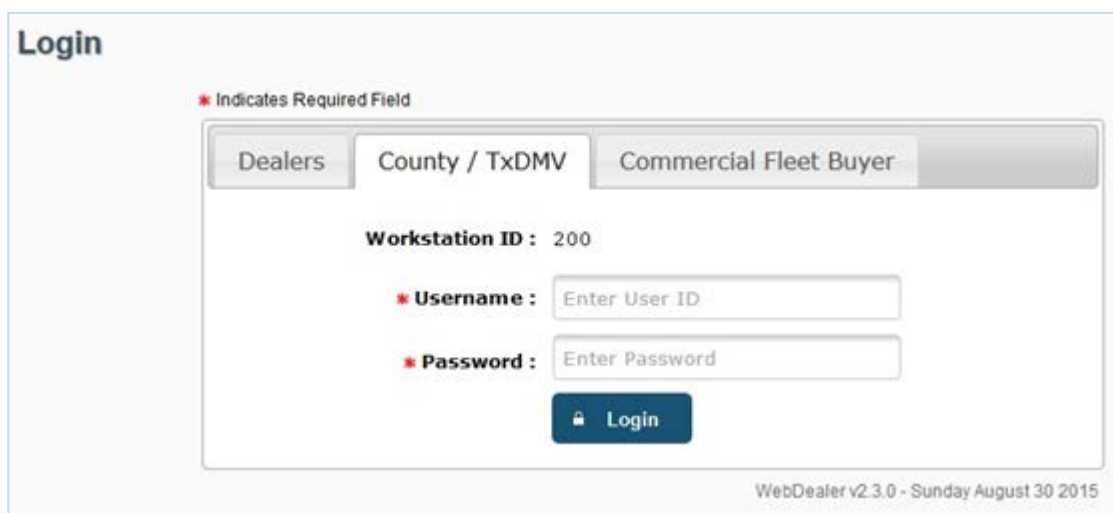
IMPORTANT SCANNING REQUIREMENT: The scanned images must be of the **original** documents. The scanned images CANNOT be copies of original documents. If the county or TxDMV determines that the documents attached to a transaction are copies of originals, the transaction will be returned or rejected, and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

Recommendation

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

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.



The screenshot shows the 'Login' page of the webDEALER system. At the top left, the word 'Login' is displayed in a bold, dark font. Below it, a red asterisk followed by the text '* Indicates Required Field' serves as a legend. The main content area features three tabs: 'Dealers', 'County / TxDMV', and 'Commercial Fleet Buyer'. The 'County / TxDMV' tab is currently selected. Below the tabs, the text 'Workstation ID : 200' is displayed. Underneath, there are two required fields: '* Username :' with a text input box containing the placeholder 'Enter User ID', and '* Password :' with a text input box containing the placeholder 'Enter Password'. A blue 'Login' button with a white lock icon is positioned below the password field. At the bottom right of the page, the text 'WebDealer v2.3.0 - Sunday August 30 2015' is visible.



County Home Page

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

WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

Home Page Entities Administration Support Search VIN or Doc# KATHY

Welcome **KATHY MCKEE** You last logged in on Aug 11, 2015

Location : MCLENNAN - 161 Authorized Entities

Title Activity

Awaiting Approval: 6
Approved in Past 7 Days: 7
Returned in Past 7 Days: 0

Search All Activity

Titles Awaiting Approval

Submitted On	VIN #	Vehicle	Fees
Jun 9, 2015	<u>16VGX2023E2315124</u>	2015 BIG TKP	\$431.94
Jul 22, 2015	<u>16S4BRBLCXD327491</u>	2014 SAFA ZZZ	\$840.50
Aug 4, 2015	<u>2G1WAE38E113519Z</u>	2014 CHEV LSL	\$830.50
Aug 7, 2015	<u>1FA6P8TH1F5344654</u>	2015 FORD MUS	\$1,984.75
Aug 7, 2015	<u>4S4BRBLCXD3274919</u>	2014 SUBA O2L	\$1,347.25
Aug 11, 2015	<u>2G1WAE38E113519B</u>	2014 CHEV LSL	\$1,389.00

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:

Search VIN or Doc# NIRAV


You

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

Logoff

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

Welcome KATHY MCKEE You last logged in on Aug 11, 2015

Location : MCLENNAN - 161  [Authorized Entities](#)

Authorized Dealers serviced by MCLENNAN

GDN	GDN Category	Dealer Name	Phone #
P1806X	TRAVEL TRAILER	1500 BARTON SPRINGS INC - CRESTVIEW RV CENTER	(512)282-3516
P105430	MOTOR VEHICLE	A.J. JESSIE - JESS 1 AUTO	---
P110955X	TRAVEL TRAILER	AAA HOMES SAN ANTONIO, LLC - A-1-HOMES	(210)673-7100
P109561X	TRAILER/SEMITRAILER	ACE AUTO & EQUIPMENT SALES INC	---
P105185	MOTOR VEHICLE	ADRIAN PRIETO - ARCO AUTOMOTIVE	(915)479-5000
P121978X	TRAVEL TRAILER	ALTA CIMA CORP - FACTORY EXPO HOME CENTER	(480)883-6970
P2337X	TRAVEL TRAILER	ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER	(409)632-8414
P108934	MOTOR VEHICLE	ARTHURO JOHNSON INC. - CITY AUTO SALES	(903)948-6261
P18544	MOTOR VEHICLE	ARTURO H GONZALEZ - 42ND AUTO SALES	---
P45559	MOTOR VEHICLE	AUSTIN MAC HAIK FORD LINCOLN L - MAC HAIK FORD LINCOLN	(512)930-3673
P110937X	TRAVEL TRAILER	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P110453	MOTORCYCLE	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P1991X	TRAVEL TRAILER	BAILEY'S R V SALES INC	(936)639-1800
P115299	MOTOR VEHICLE	BELL COUNTY CEN-TEX AUTO, LLC - CEN-TEX AUTO	(254)756-2081

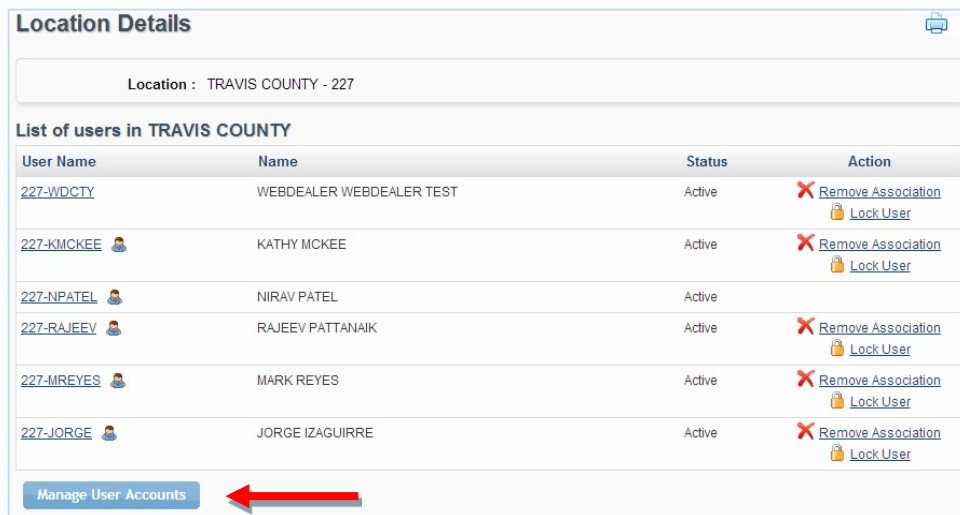
Add County Users

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
227-WDCTY	WEBDEALER WEBDEALER TEST	Active	Remove Association Lock User
227-KMCKEE 	KATHY MCKEE	Active	Remove Association Lock User
227-NPATEL 	NIRAV PATEL	Active	
227-RAJEEV 	RAJEEV PATTANAIAK	Active	Remove Association Lock User
227-MREYES 	MARK REYES	Active	Remove Association Lock User
227-JORGE 	JORGE IZAGUIRRE	Active	Remove Association Lock User

[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	Add to Location



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 “Entities” tab and select “Dealer Management.”
2. Click “Add New Dealer” in the bottom left corner of the screen.

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

[Add New Dealer](#) 

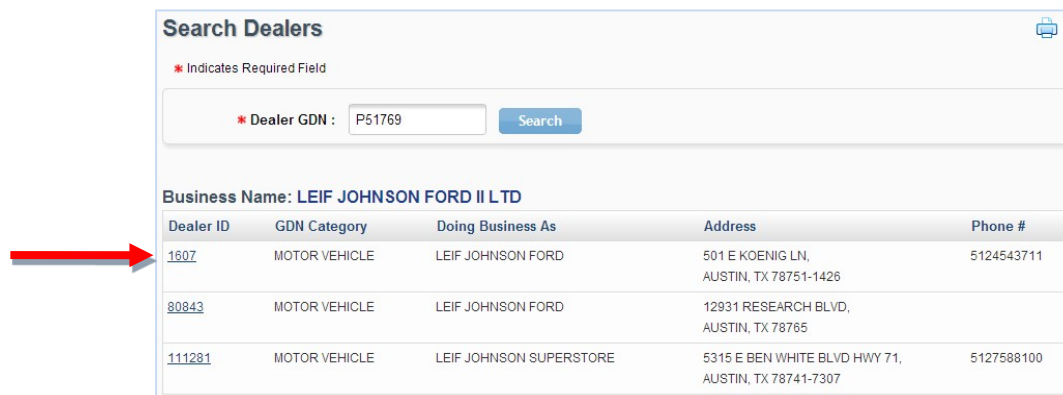
3. In the search box, enter the Dealer GDN and click “Search.”

Search Dealers

* Indicates Required Field

* Dealer GDN :

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



Search Dealers

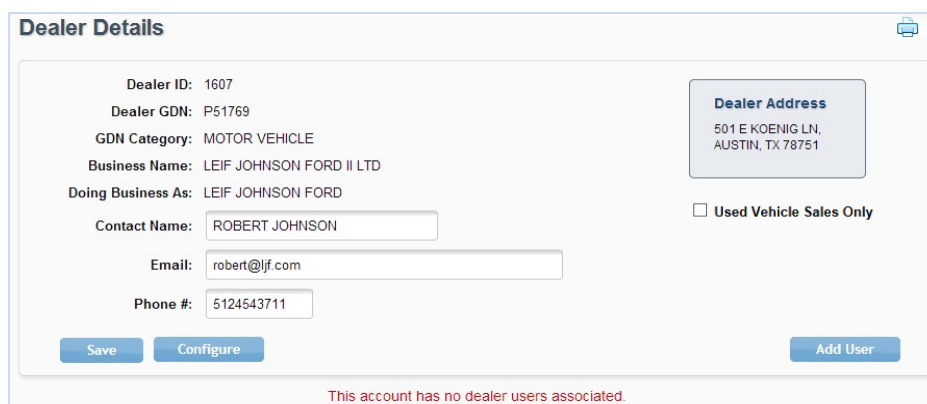
* Indicates Required Field

* 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

- 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

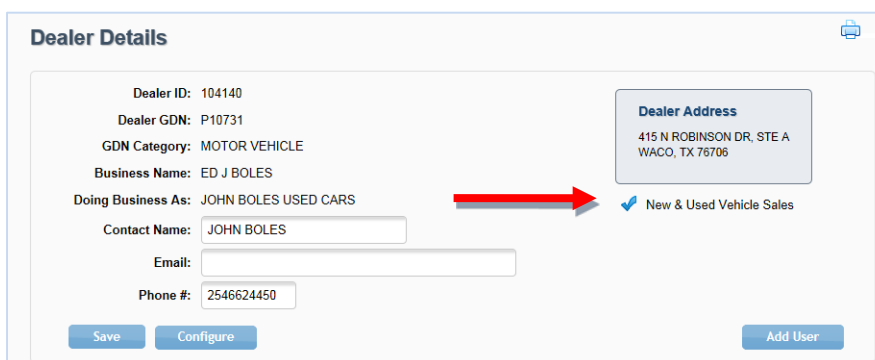
☐ Used Vehicle Sales Only

This account has no dealer users associated.

A **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:
 Email:
 Phone #:

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

☒ New & Used Vehicle Sales

- 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 5,000.

Configure Account for TRAVIS

Account: 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 Account for TRAVIS

Account: P51769 - LEIF JOHNSON FORD

* Indicates Required Field

Maximum Unapproved Title Applications allowed : 50

* Issue Plate Inventory : ☒ Yes ☐ No

* RTS Entity ID : 1

* Issue Registration Stickers : ☐ Yes ☒ No

Save

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

Configure Account for TRAVIS

Account: 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 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.*

User Name	Name	Email	Action
JSMITH2	JIM SMITH	jpowell@stricklandchevrolet.com	Add to Dealer

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.

Assigned Permissions

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

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.

Dealers can file title applications for new and used vehicles, 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.

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)

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.



As of August 30, 2015, webDEALER will automatically determine and calculate the registration period of 12 or 24 months by the vehicle's registration class, ownership evidence surrendered, and the inspection type received.

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

Entity : Choose One

Application Status : Submitted

Submission Date : FROM TO Search

Jun 9, 2015
1 title(s) found.

Jul 22, 2015
1 title(s) found.

Aug 4, 2015
1 title(s) found.

Aug 7, 2015
2 title(s) found.

Aug 11, 2015
1 title(s) found.

VIN #	Vehicle	Owner	Fees
1FA6P8TH1F5344654	2015 FORD MUS	GEORGE ROMO	\$1,984.75
4S4BRBLCXD3274919	2014 SUBA O2L	GARI MONDRAGON	\$1,347.25

Grouped By: Entity Submission Date

Note: Title Applications may be grouped by dealer by selecting "Entity" at the bottom of the page.

Submitted Title List

Search Filter

Entity : Choose One

Application Status : Submitted

Submission Date : FROM TO Search

P105185 - ADRIAN PRIETO - ARCO AUTOMOTIVE
2 title(s) found.

P106260X - WYLIE & SON INC - WYLIE MANUFACTURING COMPANY
1 title(s) found.

P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA
1 title(s) found.

P127966 - SANDRA HOLM EDWARDS - SANDLOT MOTORS
1 title(s) found.

P1806X - 1500 BARTON SPRINGS INC - CRESTVIEW RV CENTER
1 title(s) found.

VIN #	Vehicle	Owner	Submission Date	Fees
1FA6P8TH1F5344654	2015 FORD MUS	GEORGE, ROMO	Aug 7, 2015	\$1,984.75

Grouped By: Entity Submission Date

3. Refine your search if necessary by limiting the results to one entity 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
Empty Weight: 5300 (lbs)
Odometer Brand: Actual Mileage
Carrying Capacity: ---
Gross Weight: 5300 (lbs)
Selected Indicators
DIESEL

VIN: 3GCPSEC3EG355324
Year/Make/Model: 2014 CHEVROLET F13
View Documents

Dealers can 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 file on the document view screen 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.

Note: The left column now includes NMVTIS information.

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

Documents

TITLE APPLICATION DATA

DATE OF INSPECTION
AUG 18, 2015
INSPECTION TYPE
1YR
INSPECTION FEE
7.50

STICKER INFORMATION

STICKER TYPE
WINDSHIELD

SALES TAX INFORMATION

SALES TAX CATEGORY
SALES/USE
SALES TAX DATE
AUG 18, 2015
SALES PRICE
\$234.00

NMVTIS INFORMATION

TITLE NUMBER
234234
ISSUE DATE
AUG 18, 2015
JURISDICTION
AK - ALASKA

**STATE OF ALASKA
CERTIFICATE OF VEHICLE TITLE**

CONTROL NO. 3245416
VEHICLE IDENTIFICATION NUMBER
SAMPLEPASSENGER
YEAR MAKE MODEL BODY ODOMETER DATE ISSUED
2007 TOYT TUN PK 12500 07/02/2009
REMARKS/LEGENDS
NAME AND MAILING ADDRESS OF REGISTERED OWNER
I AM A SAMPLE-TEST
RESIDENCE ADDRESS
3RD HOUSE FROM THE SCHOOL
BARROW AK 99723
12345 SAMPLE STREET
BARROW AK 99723



Note:

1. Effective March 1, 2015, the Vehicle Inspection Report (VIR) replaced the VI-30 requirement.
2. 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.
3. Title only transactions for Dealer Resale or supported by an out-of-state title without a VI-30 or VIR must be filed through the county tax office.



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: 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

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.

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

Current Vehicle Record

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



Title Preview

Current Vehicle Record

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
Minor Color: ---
Carrying Capacity: ---
Odometer Brand: Actual Mileage

VIN: KMHCH4AC2BU993057
Year/Make/Model: 2011 HYUNDAI ALS

Owner (s): JOHN SMITH
Plate Number: BBL1026
Plate Age: 2 years

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).

Vehicle Physical Location (Not Provided)

Plate and Sticker Information Incomplete Data

Plate Source: New Plate (County Issued) Plate Number: ---
Sticker Type: Plate

Sales Tax Information

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

Application Status: SUBMIT VIN: 1FAFP44482F219106 Deal #: 1170

* Indicates Required Field

Plate Information

* Plate Source : New Plate (County Issued)

* Plate Number :

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Inspection Information

* Date of Inspection : Feb 3, 2015

* Inspection Type : 1Y

Cancel Save

7. 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.

Vehicle Physical Location

222 22ND AVE N., TEXAS CITY, TX 77590

Plate and Sticker Information

Plate Source: Special Plate Plate Number: BEVOCG

Special Plate Details

Plate Code: PLPC117 Organization Name: LONGHORN C

Expiration Date: 6 / 2014 Owner: CECILIO GONZALEZ

Plate Term: 5 year

Sticker Type: Windshield

Sales Tax Information Trade-In Information

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.

Plate and Sticker Information

Plate Source: New Plate Plate Number: 301DDD

Sticker Type: Windshield

Inspection Information

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

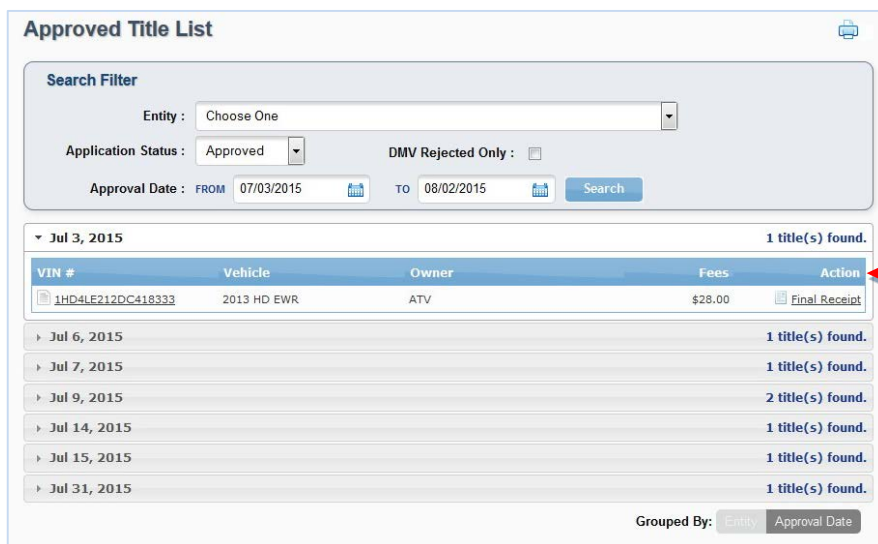
Please print the Sticker Receipt and provide it to the dealership or owner of record. [Return to Title Search](#)

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

Entity: Choose One
Application Status: Approved
DMV Rejected Only: ☐
Approval Date: FROM 07/03/2015 TO 08/02/2015 [Search](#)

▼ Jul 3, 2015 1 title(s) found.

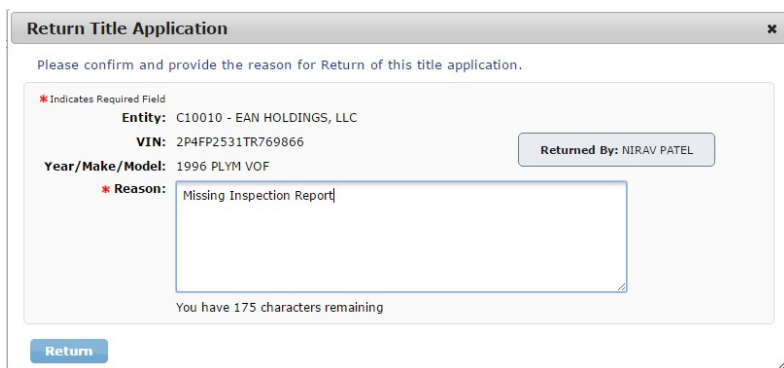
VIN #	Vehicle	Owner	Fees	Action
1HD4LE212DC418333	2013 HD EWR	ATV	\$28.00	Final Receipt

► Jul 6, 2015 1 title(s) found.
► Jul 7, 2015 1 title(s) found.
► Jul 9, 2015 2 title(s) found.
► Jul 14, 2015 1 title(s) found.
► Jul 15, 2015 1 title(s) found.
► Jul 31, 2015 1 title(s) found.

Grouped By: Entity 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.”



Return Title Application

Please confirm and provide the reason for Return of this title application.

*Indicates Required Field

Entity: C10010 - EAN HOLDINGS, LLC
VIN: 2P4FP2531TR769866
Year/Make/Model: 1996 PLYM VOF
Returned By: NIRAV PATEL

* Reason: Missing Inspection Report

You have 175 characters remaining

[Return](#)

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 "Entities" 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

Entity : Choose One
Search

C10012 - HERTZ GLOBAL HOLDINGS, INC (148421)
1 title(s) found.

P106260X - WYLIE & SON INC - WYLIE MANUFACTURING COMPANY (96420)
1 title(s) found.

P108934 - ARTHURO JOHNSON INC. - CITY AUTO SALES (148001)
2 title(s) found.

P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-G (112313)
12 title(s) found.

P112886X - HOLT TEXAS LTD - HOLT CAT (115243)
1 title(s) found.

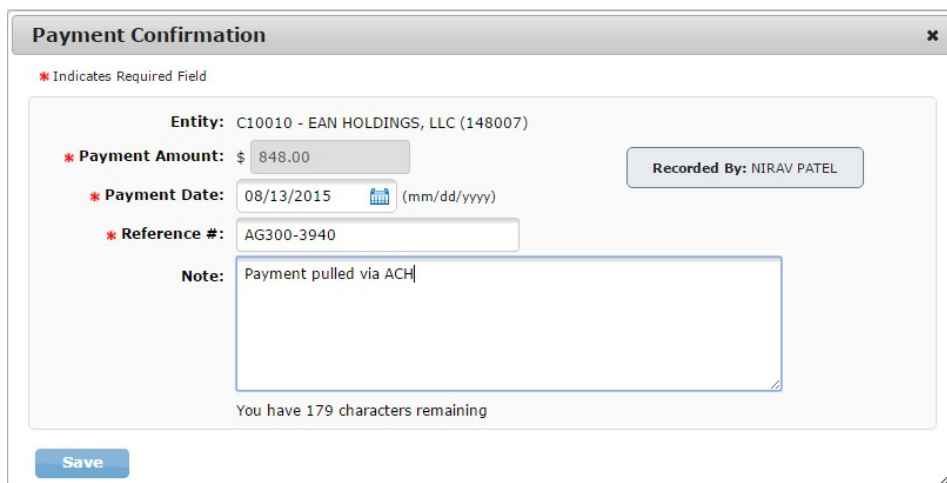
P115104 - JDRA ENTERPRISES, INC. - LOVING HONDA (148642)
2 title(s) found.

VIN #	Approval Date	Vehicle	Owner	Fees	
WUAENAFG5FN000673	Aug 10, 2015	2015 AUDI R85	JJ NAVARRO	\$11,217.94	<input checked="" type="checkbox"/>
2GCEK19T031164944	Aug 10, 2015	2015 CHEV 3DR	VET	\$353.00	<input checked="" type="checkbox"/>
Total Selected:				\$11,570.94	

Record Payment

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

Entity: C10010 - EAN HOLDINGS, LLC (148007)

* Payment Amount: \$ 848.00

* Payment Date: 08/13/2015 (mm/dd/yyyy)

* Reference #: AG300-3940

Note: Payment pulled via ACH

You have 179 characters remaining

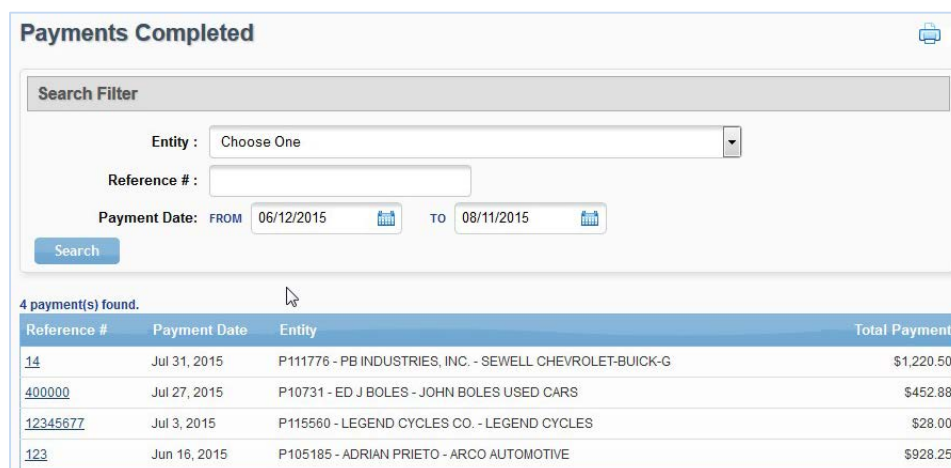
Recorded By: NIRAV PATEL

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 “Entities” tab.
- Go to “Payments.”
- Select “Payments Completed” from the dropdown.
- The Payments Completed page opens.



Payments Completed

Search Filter

Entity: Choose One

Reference #:

Payment Date: FROM 06/12/2015 TO 08/11/2015

Search

4 payment(s) found.

Reference #	Payment Date	Entity	Total Payment
14	Jul 31, 2015	P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-G	\$1,220.50
400000	Jul 27, 2015	P10731 - ED J BOLES - JOHN BOLES USED CARS	\$452.88
12345677	Jul 3, 2015	P115560 - LEGEND CYCLES CO. - LEGEND CYCLES	\$28.00
123	Jun 16, 2015	P105185 - ADRIAN PRIETO - ARCO AUTOMOTIVE	\$928.25

- Search by Entity, 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


Entity : Choose One

Reference # : 400000

Payment Date: FROM TO

Search

Payment Details

Total Payment: \$452.88
Reference #: 400000  [Delete Payment](#)

Payment Date: Jul 27, 2015

Notes: ---

P10731 - ED J BOLES - JOHN BOLES USED CARS 1 title(s) found.

VIN #	Approval Date	Vehicle	Owner	Fees
1HTSMABM5XH674839	Apr 16, 2015	2009 INTL MCX	T	\$452.88

Delete a payment

1. On the home page, place your cursor over the “Entities” tab.
2. Go to “Payments.”
3. Select “Payments Completed” from the dropdown.
4. The Payments Completed page opens.
5. Search by Entity, 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

COUNTY: MCLENNAN

→ **PLATE NO:** DDD34D

→ **DOCUMENT NO:** 16125041930250001

→ **PREV DOC NO:** 12345678901234567 P

RENEWAL RECIPIENT NAME AND ADDRESS

ANITA SAMPLE
654 EAST 1ST
SUITE 500
AUSTIN, TX 22222

VEHICLE LOCATION ADDRESS

987 EAST BY WEST
KYLE, TX 75555

VEHICLE IDENTIFICATION NO: 1MA5AMPLE12345678

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

EMPTY WT: 4900 **CARRYING CAPACITY:** 0 **GROSS WT:** 4900 **TRAILER TYPE:**

BODY VEHICLE IDENTIFICATION NO:

PREV OWNER NAME: FIRST AUTO SALES

INVENTORY ITEM(S) **YR**

PASSENGER FLT 2013

WINDSHIELD STICKER

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

→ 

→ 16125041930250001

TAC NAME: IMA COLLECTOR

DATE: 10/08/2014 **EFFECTIVE DATE:** 10/05/2014

TIME: 10:30AM **EXPIRATION DATE:** 09/2015

→ **EMPLOYEE ID:** 161-COUNTYEMP

→ **WEB TITLE ID:** 2749

OWNER NAME AND ADDRESS

IMA SAMPLE
123 ANY ROAD
ANY TOWN, TX 12345

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000

PLATE TYPE:

ORGANIZATION:

STICKER TYPE: WS

VEHICLE CLASSIFICATION: PASS

TRAVEL TRAILER LNG/WDTH: 0

PREV CITY/STATE: ACITY, TX

FEES ASSESSED	
TITLE APPLICATION FEE	\$ 13.00
OWNER VERIFICATION FEE	\$ 0.50
TEXAS MOBILITY FUND FEE	\$ 15.00
TERP 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
TOTAL	\$ 1,029.75

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
TOTAL TAX PAID	\$ 927.50


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

DDD34D

01234567

09

MCLENNAN



15

12345678

VOID



Appendix 2 – ACH Authorization Example

<IMA SAMPLE>

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 <Name> County Tax Office to be able to exceed the limit if your work requires****

I (we) hereby authorize the <Name> 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 Signature:

Signature _____ Date _____

Printed Name _____ Title _____

Signature _____ Date _____

Printed Name _____ Title _____

Return this form to <Name> County Tax Assessor/Collectors office at <County Address, City, State>, Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<Name> County

Main Office:
123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

Satellite Locations
123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567

123 Sample
Austin, TX 78751
(555) 123-4567
Fax (555) 123-4567



Appendix 3 - 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

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. Note: Compatibility Mode MUST be turned OFF.
	Firefox www.mozilla.com/firefoxwww.mozilla.com/firefox	Latest version
	Safari www.apple.com/safariwww.apple.com/safari	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
	Chrome www.google.comwww.google.com	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 3 - Dealer Equipment Requirements (Continued)

Adobe Acrobat Reader

[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

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 3 - Dealer Equipment Requirements (Continued)

Scanner Requirements

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.

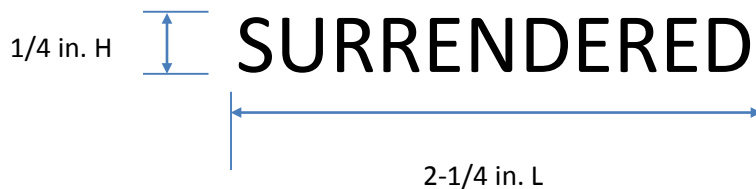
The scanned document must show all information and be readable. Information that is not captured on the scan, or is unreadable will delay processing.

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

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 4 - 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