



# Commercial Fleet Buyer User Guide

November 2015

webDEALER 2.4.0



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?

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 supporting documents. 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. Benefits and features include:

- Allows you to submit title applications electronically to multiple counties once approved and established by each county
- Ability to 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)

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

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# Getting Started

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## Setup

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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. Your primary point of contact is the county tax assessor-collector's office. 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

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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

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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 stamped "SURRENDERED" on the front and back, scanned, and attached to the title application.**

**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 you will be required to scan the originals or obtain ownership through a court order or bond.

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## Reminder check list

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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 office 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.

Created On	Unit #	VIN	Vehicle
Sep 15, 2015	CFB1	2B3HD46R5YH385458	2015 CHEV F10
Sep 25, 2015	---	2G1WASE38E113518G	2014 CHEV LSL

3. Account Details lists your 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
<a href="#">GWILK11</a>	GERALD WILKINS	gerald.wilkins@enterprise.com	Active	

5. Enable the appropriate permissions for the user under “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](#)

6. Click “Save.”

*Note: The “CFB Configuration by County” button on the “Account Details” page displays the allowances placed on you 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

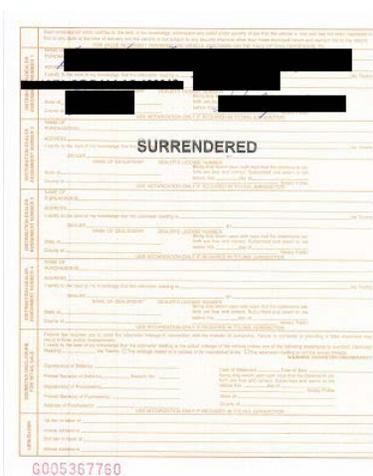
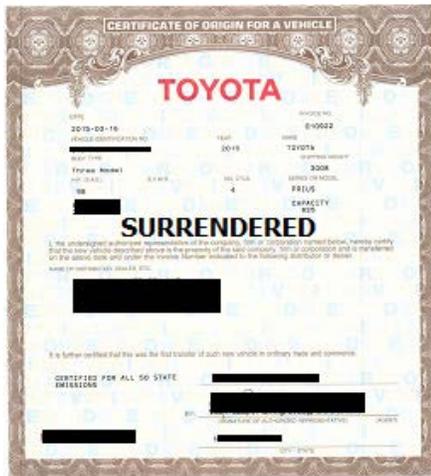
**Vehicle Physical Location**  
 10084 RESEARCH BLVD, AUSTIN, TX 78735

# 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 you will acknowledge the requirement to upload the Form 130-U to satisfy the signature requirement.



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



There are three ways to begin title applications, either by importing the title data or manually entering the information.

## Using a webDEALER title integration service

Proceed at the time of data transfer from your information management system.

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

Additionally, you can also locate transactions from the Home Page by placing your cursor over the “Titles” tab and selecting “Title Search” from the dropdown. Use the search filter box with the status of Import, and click the “VIN” to open the Title Preview.

## Importing Files

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in Appendix 1.

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

## To import a Title Data file

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1. On the Home Page, select “Title Data Import” from the Titles Box.

From any other page, hover your cursor over the “Titles” tab, and click “Title Data Import” from the dropdown.

2. Click “Choose File” or “Browse” to locate the file to import. *Note: Depending on your browser, the “Choose File” button may appear within the file location or next to the “Import” button.*

**Title Data Import**

• Title Data Import File:  No file selected.

3. Locate the file, and double click on it.
4. The text box populates with the file name.
5. Click “Import.”
6. From the File Type dropdown, select “Unit #” or “VIN” to retrieve the record.
7. Enter the number to locate and click “Show Record.”

**Import Select**

Search Import Record

Type: Unit No ▾

Unit No:

8. The “Record Review” section displays the record for your verification before it is imported. If the correct record is displayed, click “Accept Record.”

**Import Select**

Search Import Record

Type: Unit No ▾

Unit No: 4518

**Record Review**

Unit No: 4518  
VIN: 5TFRM5F17EX091043  
Buyer: KELLY WOOD  
Buyer Street: 4148 OLD MARLIN RD  
Vehicle Year / Make / Model: 2014 / TOYT /

9. The message “Successfully Imported” displays.
-



10. You can import records one at a time, or continue to import as many records as you like.

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

*Note: When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.*

By selecting the status of “Import” on the “Title Search” page, all records that have been imported, but not used to create an application will be listed. By using the status of “Import” and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.

## Using an imported file

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### 1. Proceed at the time of importing a file

If you have finished importing a file, select “Title Application” to begin the title application, or select “Title Preview” to view the imported information.

The vehicle information in the “Title Application” is populated with the VIN, unit number, year, make, model, and body style, as applicable.

### 2. Previously imported file

If title transactions were previously imported, locate these transactions from the Home Page. Click the blue “Imported” number in the “Titles” box. This displays a search filter box to assist in locating the transaction, or you can click on a VIN from the list provided. Selecting a VIN displays the “Title Preview” page where you can click on the “Begin Title Application” button to begin the title application.

Additionally, you can also locate a transaction from the Home Page by placing your cursor over the “Titles” tab and selecting “Title Search” from the dropdown. Use the search filter box with the status of Import, and click the VIN to open the “Title Preview” page.

*Note: Please refer to the importing files section found in the Appendix for more information.*

## Manually creating a title application

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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.”

The screenshot shows a web form titled "Title Application". At the top left, there is a legend: a red asterisk followed by the text "Indicates Required Field". Below this, there is a large grey rectangular box with the text "VIN Search" inside. Underneath this box, there is a label "★ VIN:" followed by an empty text input field. To the right of the input field is a blue button with the word "Search" written on it.



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 some values are not populated, they must be entered by the user.

## To begin the title application:

1. Enter the optional "Unit #." *NOTE: "Unit #" field is an alpha-numeric field.*

**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 : 3MZBM1U75FM183716  
Unit # :

\* Year : 2015  
\* Vehicle Make : MAZD : MAZDA  
\* Vehicle Model : 3SP  
\* Body Style : 4D

**Buyer ID Information**

\* ID Type : FEIN/EIN  
\* ID # : 000012345  
Email :

**Processing County**

\* County : Choose One

**Sales Price and Odometer Reading**

\* Sales Price (after Rebate) :   
\* Odometer Reading :   
\* Odometer Brand : Actual Mileage  
Odometer Reading Exempt :  ?

YOU ARE MANUALLY UPLOADING THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY

Save

2. The Buyer ID Information (ID Type and ID #) is prepopulated.
3. From the "County" dropdown, select the county that will process the title application.
4. Enter Sales Price. This will be the price after the rebate, if applicable.
5. Enter the Odometer Reading, and select the Odometer Brand. Check "Odometer Reading Exempt" if applicable.
6. Check the box next to the certification statement and click "Save."
7. When the title application is saved, the status is marked "In-Progress," and you are advanced to the "Vehicle Information" page.

# 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.”

You can also transfer out-of-state titles currently in your 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 Make: FORD
* Vehicle Model: 5SP	* Body Style: LL	* Major Color: Choose one
* Minor Color: Choose one		

* Empty Weight: (lbs)	Gross Weight: 0 (lbs)	Diesel: <input type="checkbox"/>
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Odometer Reading: 343	Odometer Brand: Actual Mileage
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Cancel      Next



## Owner Information

Complete the Owner Information page and click “Next.”

### Owner Information

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113250

\* Indicates Required Field

#### Previous Owner Information

\* Previous Owner :  Texas Dealership    Out-of-State Dealership    CFB Owner

\* Dealer GDN :   

Dealership Name :

#### 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-PROGRESS      VIN: 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.*

## Plates and Sticker Information

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

1. If you are supplied plates 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 you 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.

**Evidence of Ownership and Supporting Documents**

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113250

\* Indicates Required Field

**Evidence of Ownership**

\* Document Type : Manufacturer's Certificate of Origin      Odometer Disclosure Statement Included :  ?

Choose One  
Manufacturer's Certificate of Origin

Title Preview      **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. 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, you 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:

## Single Sticker

webDEALER will verify 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. A new inspection is required if the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the transaction to the county.

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 you manually enter or update 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.

*Note: The VIN on the VIR should match the VIN for the vehicle receiving registration. If the VINs do not match, compare the vehicle information on the VIR to the ownership evidence. The county may accept the VIR as proof of current inspection if the vehicle make, model, and year on the VIR matches the ownership evidence.*

## 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, you 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, you will be presented with the message “Incomplete Data” in the Inspection Information section on the Title Preview page. The CFB will be required to edit this section.

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: ---

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, you 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, you will be presented with a message “The Inspection Has Expired” on the Title Preview page. You 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 <b>The Inspection Has Expired.</b>	
Date of Inspection: Apr 7, 2014	
Inspection Type: 1YR	Inspection Fee: 7.50
<a href="#">Vehicle Inspection Report</a>	

*NOTE: You 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
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You 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"/>	

## Fees

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.



- To make a donation to the Organ Donor Donation Fund, Veterans' Fund, or State Parks, click "Optional Donations/Fees".

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
<b>TOTAL AMOUNT</b>	<b>\$2,943.25</b>

- 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

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

# Printing Receipts

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

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

Fig. 1  
Owner Receipt printed  
by Commercial Fleet  
Buyer (CFB)

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WEB DEALER ORIGINAL TITLE

COUNTY: WILLIAMSON                TAC NAME: DEBORAH M. HUNT
PLATE NO: BRC3726                  DATE: 04/17/2015             EFFECTIVE DATE: 04/17/2015
DOCUMENT NO:                        TIME: 09:50AM                EXPIRATION DATE: 3/2017
                                      USER: CUSERC                WEB TITLE ID: 8829

RENEWAL RECIPIENT NAME AND ADDRESS    OWNER NAME AND ADDRESS
TAM 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: 1G11B5SL5EF261880    VEHICLE CLASSIFICATION: PASS
YR/MAKE: 2014/CHEV MODEL: MLK BODY STYLE: 4D    UNIT NO:
EMPTY WT: 5500 CARRYING CAPACITY: 0            GROSS WT: 5500 TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO:                TRAVEL TRER LNG/WDTH: 0
PREV OWNER NAME: GULLO DREWOF 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

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

FEES ASSESSED
TITLE APPLICATION FEE 13.00
TEXAS MOBILITY FUND FEE 15.00
TERP FEE 5.00
SALES TAX FEE 0.00
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 7.00
INSPECTION FEE-1YR 7.50
TOTAL 174.00

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





# 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. You 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

1 payment(s) found.

Reference #	Payment Date	County	Viewed	Total Payment
<a href="#">G839DJDF8</a>	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

**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
<b>Total:</b>					<b>\$0.00</b>	<b>\$275.50</b>

# Appendices

## Appendix 1 - Title Data File Format for Import

The Export/Import file is a comma-separated values (CSV) file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:

<https://webdealer.txdmv.gov/title/dmsFileCheck.do>

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



26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	
29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	
32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	Owner_Zip_Cd_P4	Optional	
35	Owner_Country	Optional	
36	Owner_Postal_Cd	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	"Cash," or Finance Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1	None of these fields are required, and not necessary if Certified Lien No. is provided.	
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

## Appendix 2 -Equipment Requirements

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In order for the implementation to be successful, each location must have 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>
	Internet Explorer	<a href="http://www.microsoft.com/ie">www.microsoft.com/ie</a>	Internet Explorer version 8.0 or later Note: Compatibility Mode should be turned off
	Firefox	<a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a>	Latest version
	Safari	<a href="http://www.apple.com/safari">www.apple.com/safari</a>	Safari is a web browser designed and developed by Apple for Macintosh Operating System.
	Chrome	<a href="http://www.google.com">www.google.com</a>	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 (Continued)

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### Adobe Acrobat Reader

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[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

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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 (Continued)

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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

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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

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Each location must have a “SURRENDERED” stamp for stamping surrendered on the ownership evidence.

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





### Appendix 3 –Support Information

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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