webDEALER eTAG Addendum: County

Contents

List of Figures

1 Overview

This addendum documents the collection of payment for out of state buyer tags submitted for payment to the county through webDEALER.

1.1 Purpose

The purpose of this document is to provide information about the processing of payment for out of state buyer tags.

1.2 Scope

The scope of this document includes new functionality and screen changes as a result of the release of webDEALER 4.0.0.

1.3 Audience

The intended audience of this document is county users of webDEALER.

2 Introduction

The following changes have been incorporated into webDEALER as a result of the release of the new eTAG application.

- **Collect Out of State Buyer Tag Fees:** The county user can now process payment for out of state buyer tags in webDEALER when a dealer elects to pay for them at the county office through the eTAG application.

- **No manual entry into the Registration and Title System (RTS) is required:** Once an out of state buyer tag has been paid for through webDEALER, RTS will be updated to reflect a record of the payment.

3 County to Process Payment for Dealer

eTAG now allows the dealer to elect to pay the fee for out of state buyer tags at the county tax office through webDEALER. The process will begin with the dealer selecting to pay for the out of state buyer tag in the eTAG application. Once this selection is made, the dealer will print a Summary Report for the transactions they want to make payment on.

The county user will use the Summary Report to locate the batch of transactions the dealer is paying for.

Batch Id: 100018024618010236542
Dealer/Payor: P51769 - ABC DEALERSHIP
Payment Date: Jan 2, 2018
Payment Type: COUNTY
Total Fees: $12.50
Report Generated: 01/04/2018 04:15 PM

VIN	Created Date	Vehicle	Owner	Buyer Tag Fee	Inspection Type	Inspection Fee	Total Fees
1J4GL58K14W435370	Jan 2, 2018	2004 JEEP CHE	SRIKANTH KODALI	$5.00	1YR	7.50	$12.50

Figure 1 Summary Report

4 Processing Out of State Buyer Tags in webDEALER

Follow these steps to process the payment of out of state buyer tags in webDEALER:

1. From any page select the payments dropdown, and click **Buyer Tag Payments Completed**.

Figure 2: Payments Tab

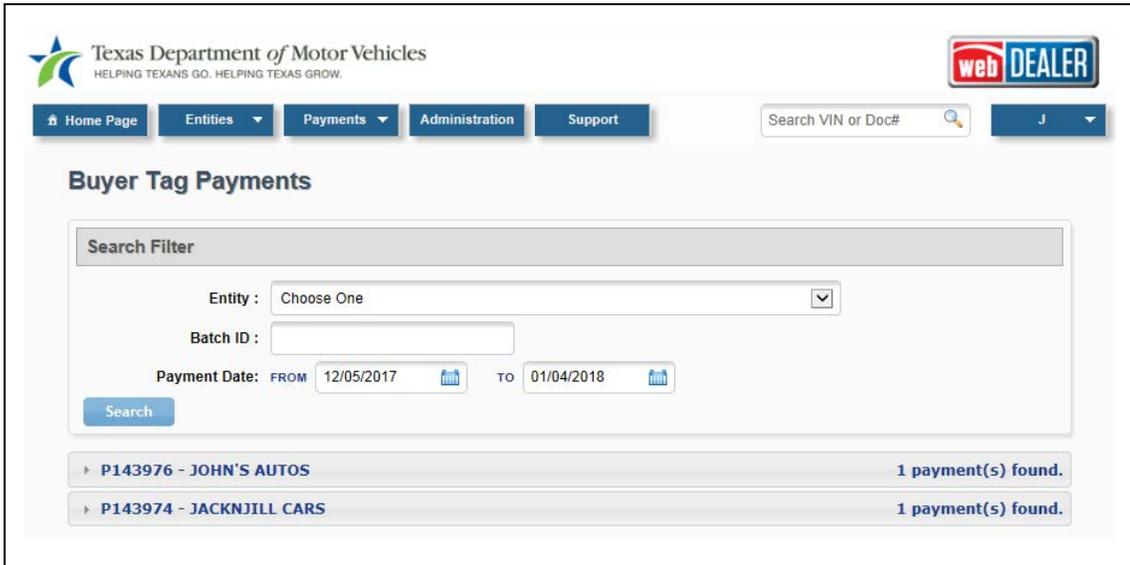2. The system displays the **Buyer Tag Payments** page.

Figure 3: Buyer Tag Payment Page

3. Locate the batch for payment in the list, or enter your specific search criteria from the Summary Report (Entity, Batch ID, and Payment Date), and click **Search**.
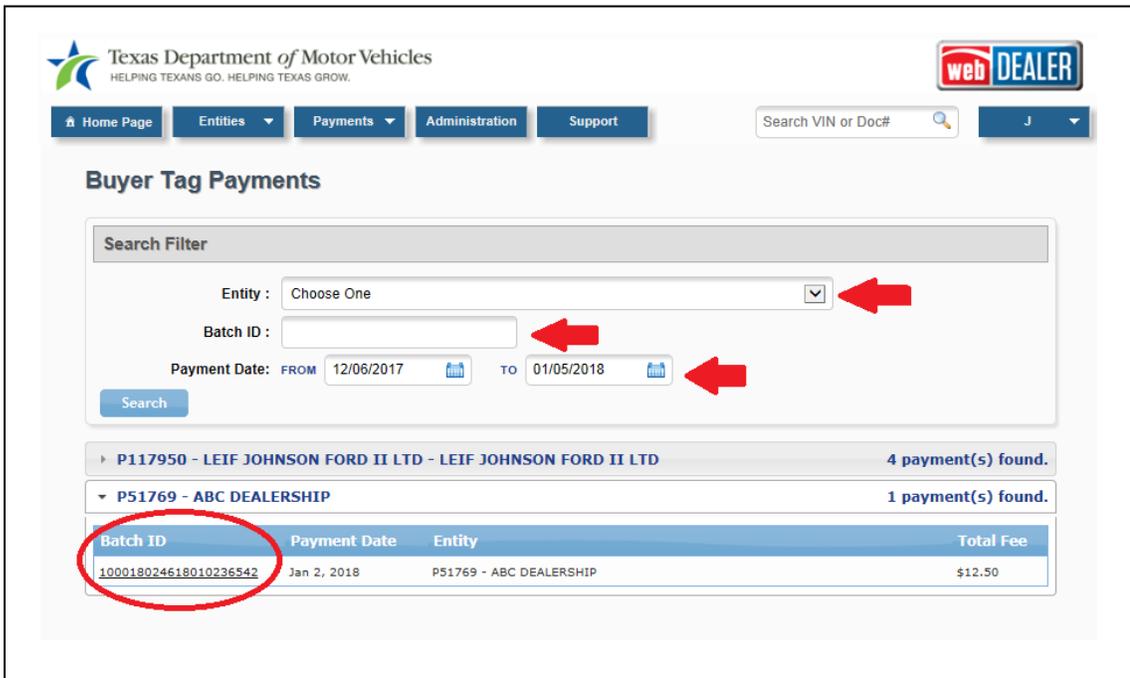

Figure 4 Search Results

4. Click the **Batch ID** to show the Payment Details of the transaction.
5. Verify the information is correct, and click the **Record Payment** button.

Figure 5 Payment Details

6. The Payment Confirmation popup displays.
7. Complete the required and optional information, and then click **Record Payment**.

Figure 6 Record Payment
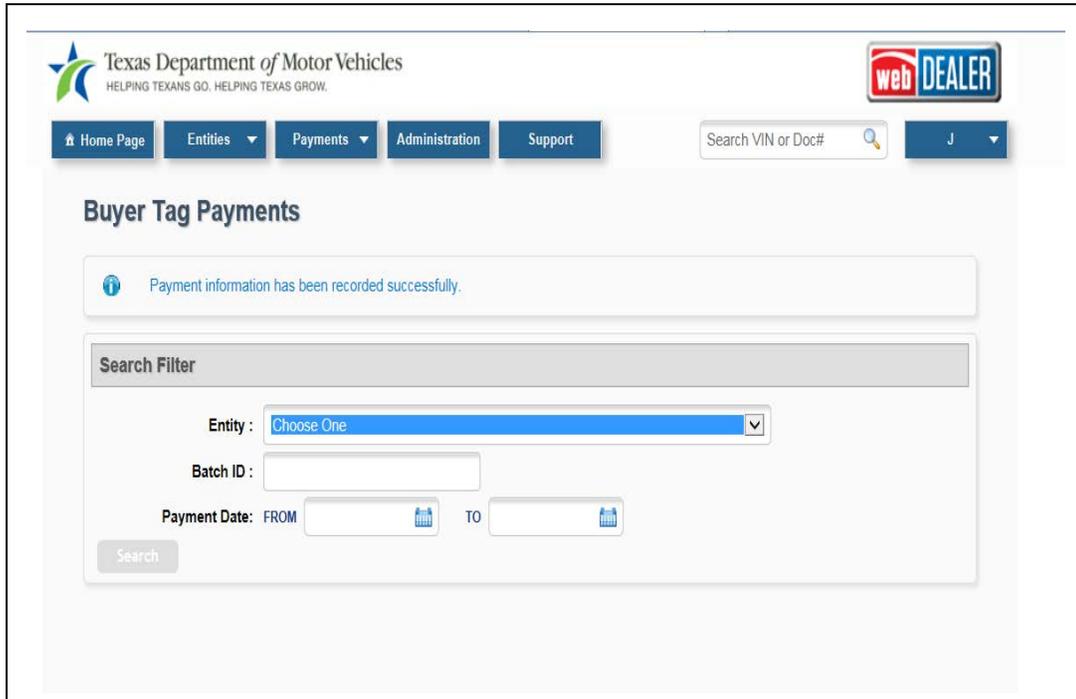
8. You will receive a payment confirmation message once payment has been completed.

Figure 7 Confirmation Message