



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

webDEALER eTAG Addendum: County

April 2018
webDEALER 4.0.0



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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**.

The screenshot shows the webDEALER interface. At the top, there is a navigation bar with tabs for Home Page, Entities, Payments, Administration, and Support. The Payments dropdown menu is open, showing options: Groups with Payments Due, Reviewed Titles with Payments Due, Approved Titles with Payments Due, Payments Completed, and Buyer Tag Payments Completed. The 'Buyer Tag Payments Completed' option is circled in red. Below the navigation bar, there is a search bar for VIN or Doc#, a user profile for J ERICKSON, and a 'Welcome J ERICKSON' message. A 'Location' dropdown is set to 'FL'. On the left, there is a 'Title Activity' summary with a 'Search All Activity' button. On the right, there is a table of 'Reviewed Titles' with columns for Grouped On, Group ID, # Title Applications, and Total Fees.

Grouped On	Group ID	# Title Applications	Total Fees
Jan 4, 2018	P142470-77-36	1	\$2,340.17
Jan 4, 2018	P142470-77-37	1	\$251.75
Jan 3, 2018	P142470-77-35	1	\$2,106.11
Dec 15, 2017	P142470-77-34	1	\$5,246.52

Figure 2: Payments Tab



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

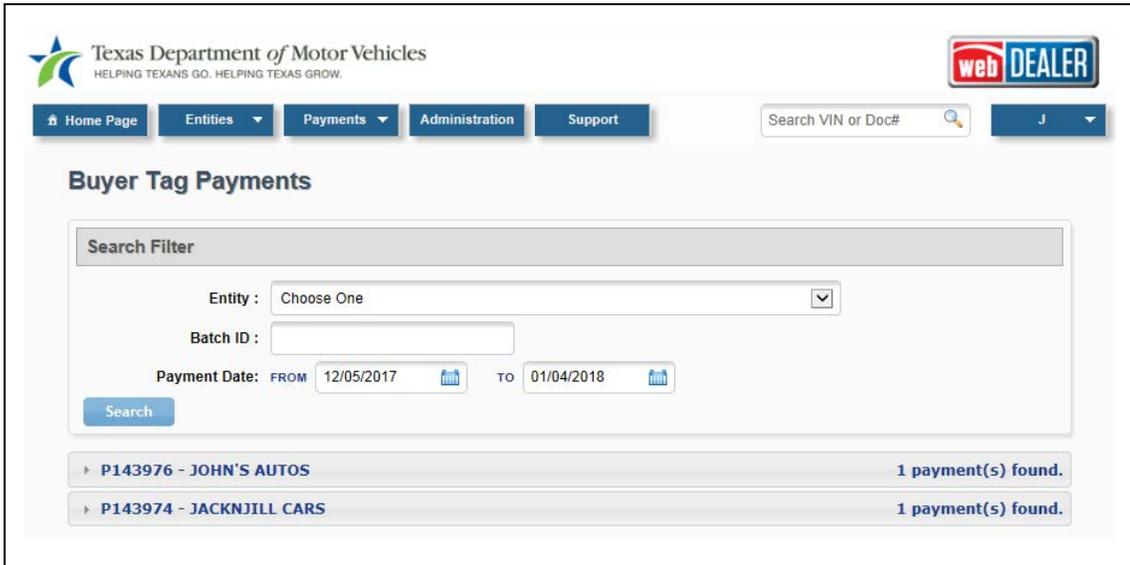


Figure 3: Buyer Tag Payment Page

- 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**.

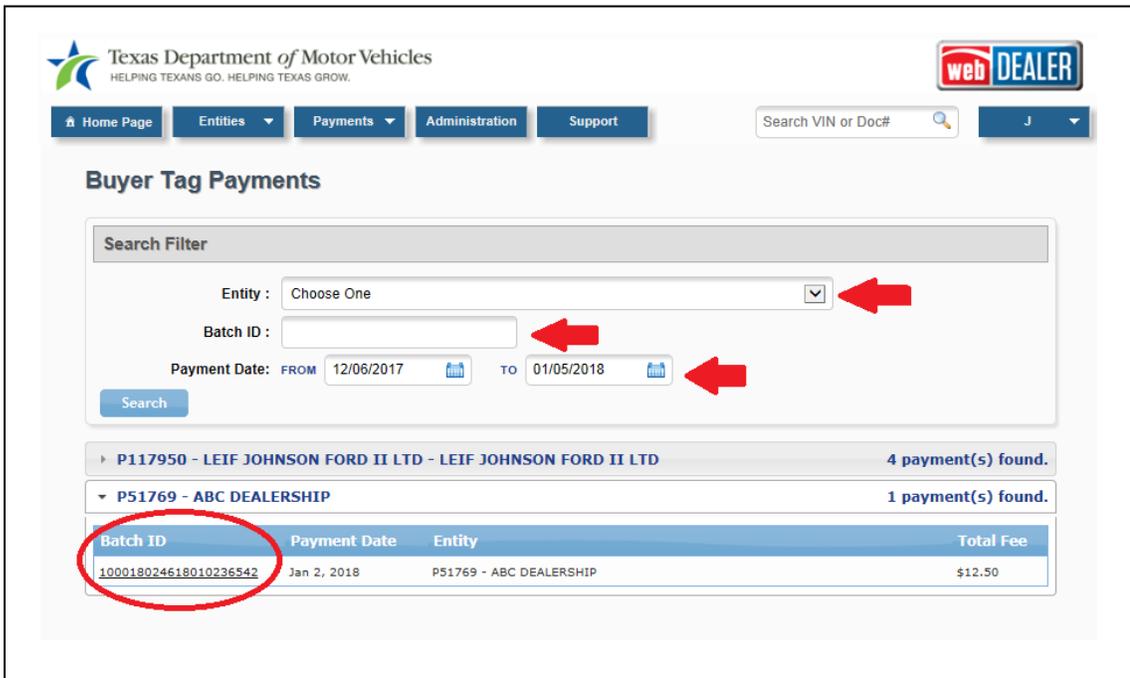


Figure 4 Search Results



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.

Search Filter

Entity : P51769 - ABC DEALERSHIP

Batch ID : 100018024618010236542

Payment Date: FROM 01/02/2018 TO

Search

Payment Details

Batch ID: 100018024618010236542 Total Fee: \$12.50

Payment Date: Jan 2, 2018

P51769 - ABC DEALERSHIP 1 payment(s) found.

VIN	CreatedDate	Vehicle	Owner	Total Fees
1J4GL58K14W435370	Jan 2, 2018	2004 JEEP CHE	SRIKANTH KODALI	\$12.50

Export options: [County Summary Report](#)

Record Payment

Figure 5 Payment Details

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

Payment Confirmation

* Indicates Required Field

Entity: P51769 - ABC DEALERSHIP

Payment Amount: \$12.50

Payment Date: Jan 2, 2018

* Payment Type: CHARGE

Note: Payment for Out of State Tag ABC Dealership, J. Erickson 01/06/2018

You have 283 characters remaining

Recorded By: J ERICKSON

Record Payment Cancel

Figure 6 Record Payment



8. You will receive a payment confirmation message once payment has been completed.

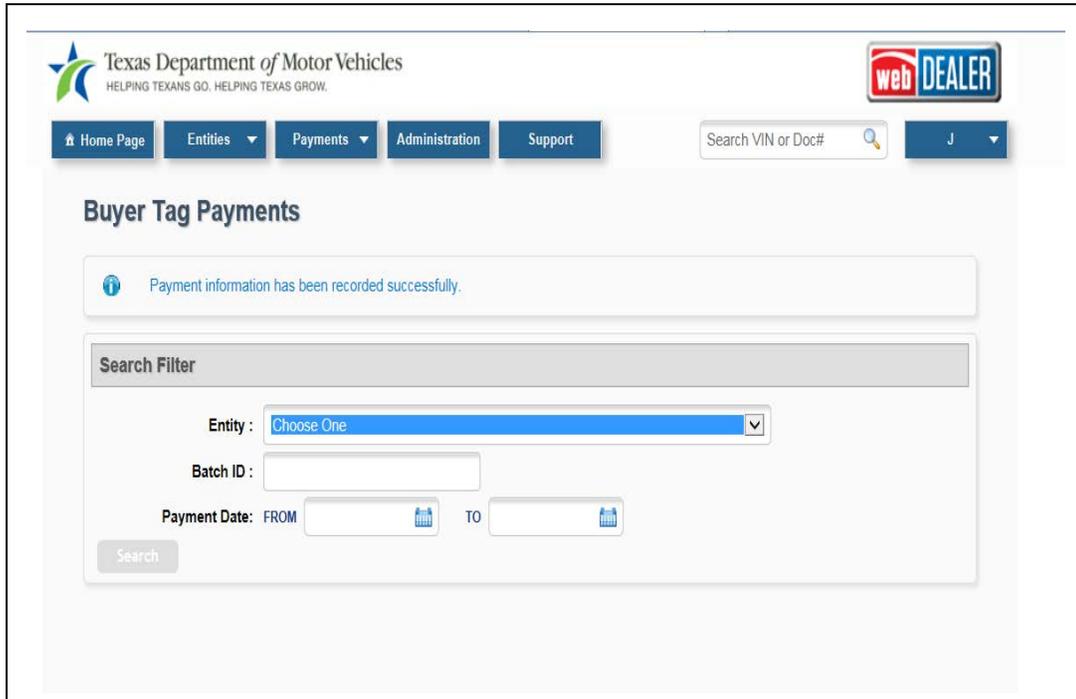


Figure 7 Confirmation Message