



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

Dealer User Guide

April 2019
webDEALER 4.1.1

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1 Overview

Title applications are submitted electronically to county tax assessor-collector's offices. Applications include scanned 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 (VIR). 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, submitting the title application to the county tax assessor-collector's office is literally a click of a button.

1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides county tax assessor-collector's offices with a more efficient review process. Benefits and features include:

- Validation of inventory allocated to you – if any has been allocated to you
- System monitoring of outstanding title applications for your dealership
- Option to establish your dealership without inventory – instead the county assigns the plate and prints the sticker – no bonding required
- Ability to submit title applications electronically to multiple counties once approved and established by each county tax assessor-collector's office
- Live calculation of the prorated fees when transferring special plates
- Ability to easily see the reason for the return of a title transaction
- Visibility of all title applications from start to finish
- Ability to add Title Convenience Fee (if you are a Dealer Deputy)
- Payments and fees for each title application are calculated precisely
- Ability to batch print receipts

1.2 Signatures

With webDEALER, there are two ways you can process and complete a title application:

- Uploading the completed *Application for Texas Title and/or Registration* (Form 130-U)
- Electronically capturing the seller's and buyer's signature using the Seller Disclosure and Buyer Acknowledgment feature

1.2.1 Upload of *Application for Texas Title and/or Registration* (Form 130-U)

This method requires you to upload the completed Form 130-U in order for the application to be electronically processed in webDEALER. The closer at your 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 sign the Form 130-U, as they normally do, and your dealership's titling clerk will then upload it when processing the application.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires you to begin the application by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment 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.

See [Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment](#).

Note: The buyer's signature requirement on the back of the ownership document is satisfied if the purchaser of the vehicle elects to electronically complete the Buyer Acknowledgment.

2 Getting Started

2.1 What to Expect

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

In order to have access to webDEALER, you must have eTAG access. The eTAG username and password will be the same for webDEALER. You must provide the county tax assessor-collector's office with an eTAG Username for your first administrative user. The eTAG Username is required for the county tax assessor-collector's office to authorize a user to access webDEALER.

Appendix 4 – Equipment Requirements to ensure your equipment is compatible and you have all needed supplies.

2.2 Setup

The county tax assessor-collector's office will set up your dealership in webDEALER. In addition to setting up your dealership, they will also set up the initial user to be the administrator of your dealership. The dealership administrator is responsible for adding additional users, managing user permissions, and removing users.

Note: If you have multiple DBAs under one dealer license, you must inform the county tax assessor-collector's office of each location from which you will file webDEALER title applications.

Note: If you have a Motor Vehicle GDN license and sell ATVs/ROVs, you must request the county tax office to enable your account to submit title applications for those vehicle types through webDEALER.

To submit title applications to multiple counties, each of those counties must authorize your dealership.

2.3 Recommendations

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

2.4 You Should Know

You cannot set a bookmark for webDEALER once the application has been started. You will need to access webDEALER through the login page each time.

The original evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped **SURRENDERED** on the front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment.

If a Dealer's Reassignment accompanies the title application, the Dealer's Reassignment must also be stamped **SURRENDERED** on the next available assignment or diagonally, if applicable.

You are required to retain the original stamped evidence of ownership in your purchase and sales records.



Figure 1: Surrendered Title

It is your 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 invalid, is considered surrendered to the department, and cannot be used in another title application.

If you stamp **SURRENDERED** on a title in error, you will be required to replace the evidence of ownership document in order to submit a new title application.

Note: All signatures are required to be recreated (i.e. signed by the original person(s)). If assignments cannot be recreated or a duplicate cannot be obtained, you will be required to obtain ownership through the bonded title process, if applicable.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If the county or TxDMV determines the documents attached to a title application are copies of originals, the title application will be returned or rejected, and you will be required to scan the originals or obtain ownership through the bonded title process, if applicable.

Note: Title applications with out of state titles containing value limiting brands (e.g., Rebuilt Salvage, Flood Damage, etc.) cannot be submitted through webDEALER.

2.5 Reminder Checklist

Please have the following items ready to begin processing title applications in webDEALER:

- ☐ Internet capability
- ☐ URL for webDEALER (<https://webdealer.txdmv.gov>)
- ☐ Sticker paper and plate inventory provided by county, if applicable
- ☐ eTAG user accounts set up and access to webDEALER verified
- ☐ Printer
- ☐ Scanner
- ☐ SURRENDERED stamp

If you have any questions, please contact your county tax assessor-collector's office.

3 Administrator

webDEALER is intended to have at least two administrators with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

Users must first have eTAG access in order to access webDEALER. Their eTAG username and password will be the same for webDEALER.

Note: Password resets must be completed through eTAG.

3.1 Add/Configure a User

1. The administrator logs into webDEALER.

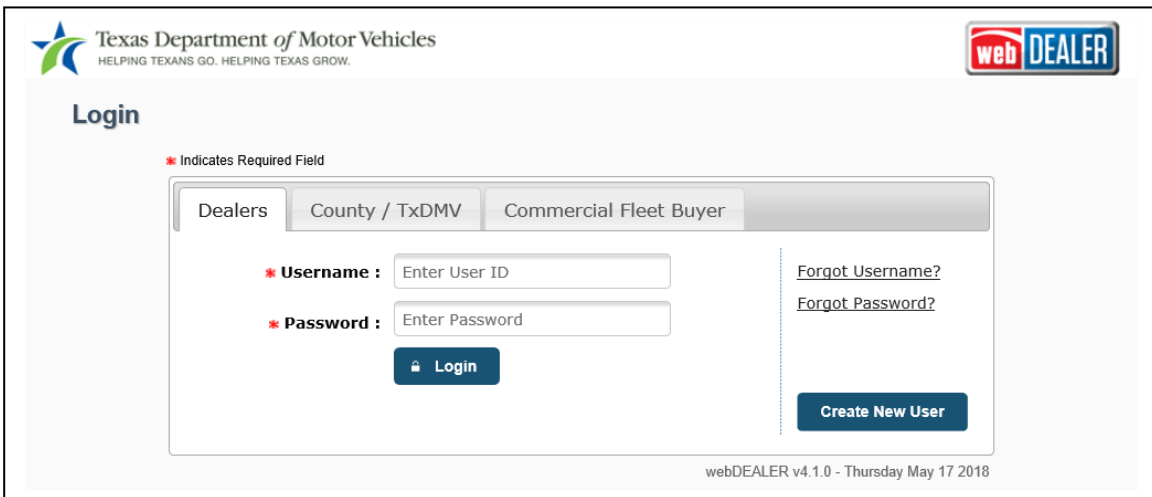


Figure 2: Login Page

2. Select the webDEALER logo.

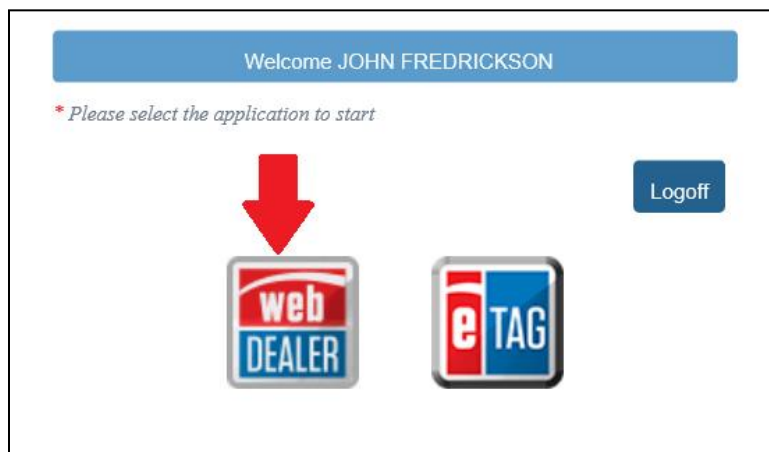


Figure 3: Select webDEALER Icon

- On the Home Page, select the **Administration** tab.

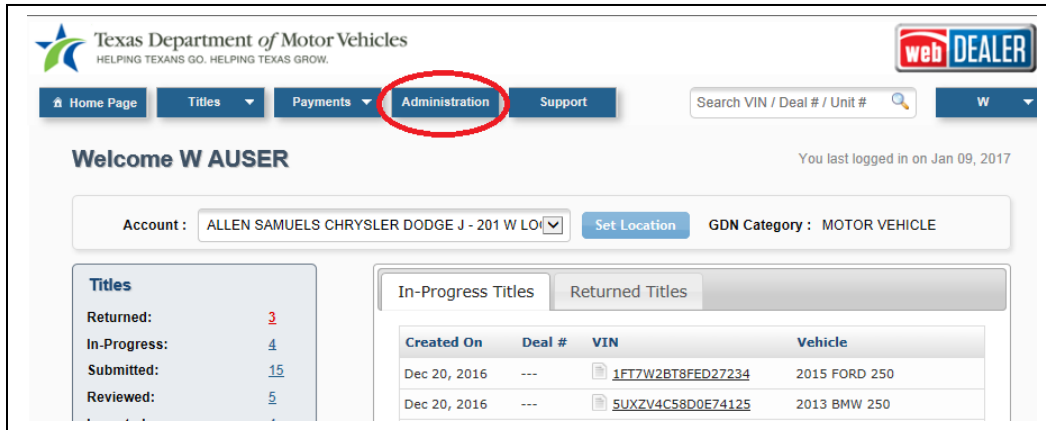


Figure 4: Home Page

- The Account Details page displays your dealership information and authorized users.
- On the Account Details page, select **Add User**.



Figure 5: Account Details Page

- Search for the user by entering their eTAG information. Search by Username, their First and Last Name, or their Email. Select **Search**.

Note: A search by the Username yields the best results.



Search User

Account ID: 148921
Account Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

Search Criteria

Use one of the following fields to search existing users.

Username : WAUSER1
First Name :
Last Name :
Email :

Search Cancel

Figure 6: Search User

7. Locate the user from the search results. Select **Add to Account** under the Action column.

Search User

Account ID: 148921
Account Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

Search Criteria

Use one of the following fields to search existing users.

Username : WAUSER1 x
First Name :
Last Name :
Email :

Search Cancel

1 user(s) found.

User Name	Name	Email	Action
WAUSER1	W AUUSER	KATHY.MCKEE@TXDMV.GOV	Add to Account

Figure 7: Add User to Account



8. Select permissions for the user under the Assigned Permissions. Select **Save**.

The screenshot shows the 'User Details' page for a user named WAUSER1. The 'Assigned Permissions' section is highlighted with a red box. It contains a list of permissions with checkboxes: 'Administrator (Manage Account and Users)' (unchecked), 'View Title' (checked), 'Add/Edit Title' (checked), 'Access Payment' (checked), and 'Web Service Access' (unchecked). Below the permissions list, the 'Save' button is circled in red. Other buttons visible are 'Cancel' and 'View Associated Dealer(s)'.

User Details

Dealer ID: 148921
Dealer Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

Username: WAUSER1
Name: W AUSER
Status: Active
Email: kathy.mckee@txdmv.gov

Assigned Permissions

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

Save **Cancel** **View Associated Dealer(s)**

Figure 8: Assigned Permissions

Note: The Web Service Access permission is for setup of a vendor integrated solution.

3.2 Configuration by County

The Configuration by County button on the Account Details page displays the allowances placed on your dealership by each county.

1. From the Account Details page, select the **Configuration by County** button.

The screenshot shows the 'Account Details' page. The 'Configuration by County' button is circled in red. The page displays various account information including Dealer ID, Dealer GDN, GDN Category, Business Name, Doing Business As, Contact Name, Email, Phone #, and Title convenience fee. There is also an 'Address' section and a 'New & Used Vehicle Sales' checkbox. Below the account details is a 'List of Associated Users' table.

Account Details

Dealer ID: 148921
Dealer GDN: P108927
GDN Category: MOTOR VEHICLE
Business Name: ALLEN SAMUELS WACO D C J, INC.
Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J
Contact Name: KEVIN SIX
Email: ---
Phone #: (254)772-1000
Title convenience fee: \$ 10.00 (Up to \$10 dollars)

Address
201 W LOOP 340,
WACO, TX 76712

☒ New & Used Vehicle Sales

Save **Add User** **Configuration by County**

List of Associated Users

User Name	Name	Email	Status	Action
WAUSER2	W AUSER	kathy.mckee@txdmv.gov	Active	

Figure 9: Account Details Page



2. The pop-up will show your configuration.

Note: The maximum unapproved title applications allowed can be set up to 5,000 at the county's discretion.

3. "Yes" or "No" will indicate whether or not you have plate and sticker inventory.

A screenshot of a web browser showing a pop-up window titled "Configuration by County". The window has a close button (X) in the top right corner. Inside the window, the "County:" is set to "HARRIS - 101" in a dropdown menu. Below this, the following settings are displayed:

- Maximum Unapproved Title Applications allowed: 50
- Group Transactions: Yes
- Group Reviewed Title Applications: Entity
- Issue Plate Inventory: No
- Issue Registration Stickers: No

Figure 10: Configuration without Inventory

3.3 Dealer Deputy

A Dealer Deputy holds inventory and assigns license plates and stickers through webDEALER.

If you are set up as a Dealer Deputy, you will be able to charge a Title Convenience Fee of up to \$10.00 with county approval.

Follow these steps to set the Title Convenience Fee:

1. Select the **Administration** tab from any page (refer to [Figure 4](#)).
2. Enter a Title convenience fee of up to \$10.00 on the Account Details page.
3. Select **Save**.

A screenshot of the "Account Details" page in the webDEALER system. The page displays various dealer information:

- Dealer ID: 148921
- Dealer GDN: P108927
- GDN Category: MOTOR VEHICLE
- Business Name: ALLEN SAMUELS WACO D C J, INC.
- Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J
- Contact Name: KEVIN SIX
- Email: —
- Phone #: (254)772-1000

On the right side, there is an "Address" box showing: 201 W LOOP 340, WACO, TX 76712, and a checked box for "New & Used Vehicle Sales".

At the bottom, the "Title convenience fee" is set to "\$ 10.00" with a note "(Up to \$10 dollars)". A red arrow points to this field. Below the fee field, there are two buttons: "Save" (which is circled in red) and "Add User". A "Configuration by County" button is also visible in the bottom right corner.

Figure 11: Dealer Deputy Fee



Once saved, the Title Convenience Fee will show on your title applications once you calculate the fees.

Computed Fees
Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$1,562.50
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-2YR	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$1,725.25

Cancel

Figure 12: Title Convenience Fee

Note: If the fees are calculated on an application prior to setting up an amount for the Title Convenience Fee, the fee will not reflect in the computed fees section until the fees are recalculated by selecting the edit icon in the fees section from the Title Preview page.

The fee amount due to the county will be different than the total amount shown on the payment screens.

Group Reviewed Titles for Payment

Search Filter
County: FLOYD - 77
Submission Date: FROM [] TO [] Search

▼ FLOYD 2 title(s) found.

☐ VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Total Fees	Pay To County
☒ 2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$911.27	\$901.27
☒ 1GNKRKGD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$2,327.83	\$2,317.83
Total Selected:					\$3,219.10	

Group Titles

Figure 13: Pay to County Fee



Note: The Total Fees are \$10.00 more than the Pay to County fees in Figure 13 to account for the \$10.00 Title Convenience Fee.

Note: Dealers that use webDEALER but have not been issued an inventory of registration stickers and license plates are not required to be deputized. These dealers cannot assess the Title Convenience Fee.

4 Starting Title Applications

With webDealer, you can submit title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, and off-highway motorcycles), apply for Title Only, and more.

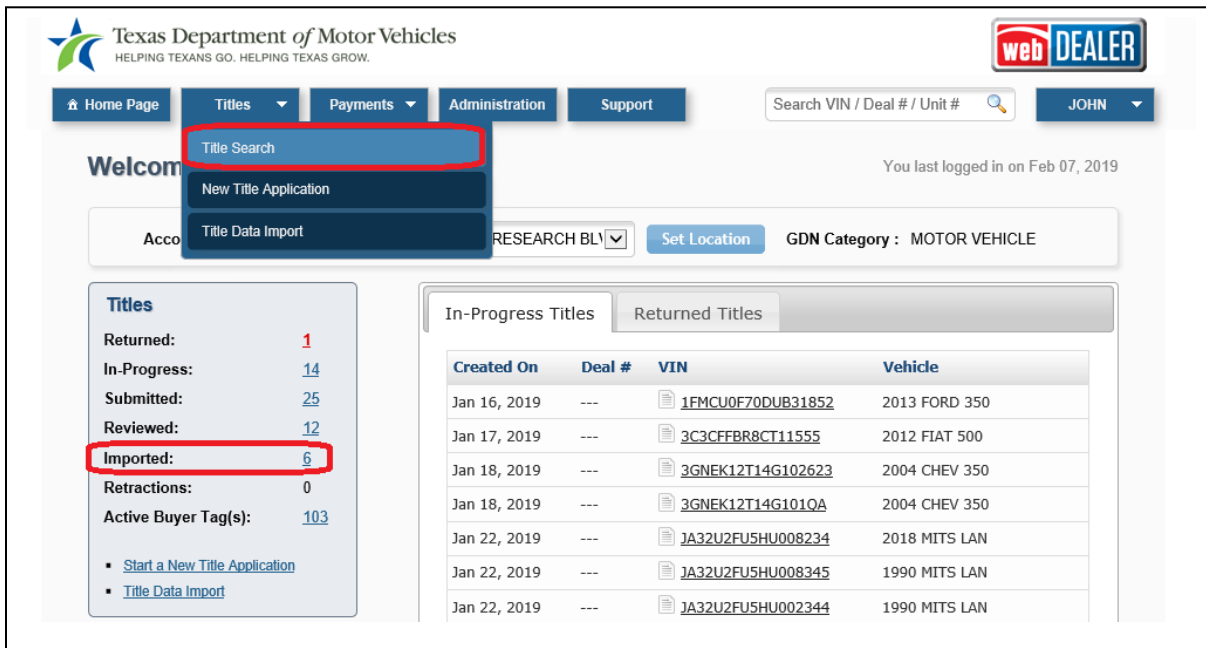
4.1 How to Start a Title Application

There are three ways to begin title applications:

- Using a webDEALER title integration service (Web Service)
- Using an imported file
- Creating a title application manually

4.1.1 Web Service

1. Transfer data from your Dealer Management System (DMS).
2. The title application will appear in the “Imported” status link in the Titles box on the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box to view the imported applications. 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.”



The screenshot shows the webDEALER Home Page. The 'Titles' tab is selected, and a dropdown menu is open showing 'Title Search' and 'New Title Application'. The 'Titles' section on the left lists various status counts: Returned: 1, In-Progress: 14, Submitted: 25, Reviewed: 12, **Imported: 6** (highlighted with a red box), Retractions: 0, and Active Buyer Tag(s): 103. Below this, there are links for 'Start a New Title Application' and 'Title Data Import'. The main content area shows a table of 'In-Progress Titles' with columns for Created On, Deal #, VIN, and Vehicle. The table lists several transactions, including a 2013 Ford 350, a 2012 Fiat 500, and two 2004 Chev 350s.

Created On	Deal #	VIN	Vehicle
Jan 16, 2019	---	1FMCU0F70DUB31852	2013 FORD 350
Jan 17, 2019	---	3C3CFFB8CT11555	2012 FIAT 500
Jan 18, 2019	---	3GNEK12T14G102623	2004 CHEV 350
Jan 18, 2019	---	3GNEK12T14G1010A	2004 CHEV 350
Jan 22, 2019	---	JA32U2FU5HU008234	2018 MITS LAN
Jan 22, 2019	---	JA32U2FU5HU008345	1990 MITS LAN
Jan 22, 2019	---	JA32U2FU5HU002344	1990 MITS LAN

Figure 14: Imported from Home Page



- Use the search filter box to assist in locating applications. Select the **VIN** of the application you wish to complete to open the Title Preview page.

Title Search

Search Filter

County : Choose One

Type : Application Status

Status : IMPORT

Application Date : FROM TO

VIN v	Deal # v	Vehicle	Owner Name(s)	Application Date v
1G11C5SL1EF851247	87678	2014 CHEV ML1	JOSEPH M CHUMBLEY LORRAINE M CHUMBLEY	04/14/2017
KMHT6KD7EU852141	87677	2014 HYUN GEN	LAURA ANN PEREZ JOHN ALEXANDER PEREZ	04/14/2017
WAUAFALXFN852147	87676	2015 AUDI 4TP	ALFRED TIBERI DIAZ	04/14/2017
1N6BA0ED7EN582147	87675	2014 NISS	WALTER CONLEY BARTHELL BARBARA JOANN BARTHELL	04/14/2017
1N4AL3AP9FC152145	87674	2015 NISS A2S	REBECCA SUE ROSARIO RAYMOND ELI ROSARIO	04/14/2017
1GCRCEC0EZ416588	87673	2014 CHEV	LARRY DARNELL LIPSEY	04/14/2017

Export options:

Figure 15: Import on Title Search

- To complete the Seller Disclosure, select the **Begin Seller Disclosure** button.

Title Preview

Seller Disclosure

Deal No: 87678

Processing County: ---

Seller disclosure has not been initiated for this title.

Vehicle Information

Vehicle Class: ---

Registration Class: ---

Body Style: 4D

Major Color: BLACK

Minor Color: ---

Odometer Reading: 70

Odometer Brand: Actual Mileage

Empty Weight: 3600 (lbs)

Carrying Capacity: ---

Gross Weight: ---

Application Status: IMPORTED

Created By: JASON ERICKSON

Created On: Apr 14, 2017

VIN: 1G11C5SL1EF851247

Year/Make/Model: 2014 CHEV ML1

Figure 16: Begin Seller Disclosure



4.1.2 Active Buyer Tag

In order to start a title application from an active buyer tag, you must first import the buyer tag into webDEALER. Follow these steps to start a title application from an active buyer tag.

1. On the Home Page, select the link next to Active Buyer Tag(s) from the Titles box.

Titles	
Returned:	0
In-Progress:	3
Submitted:	0
Reviewed:	0
Imported:	2
Retractions:	0
Active Buyer Tag(s):	3

- [Start a New Title Application](#)
- [Title Data Import](#)

Figure 17: Active Buyer Tag on the home Page

2. From the Tag Search Page, select the VIN of the vehicle you want to import.

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web DEALER

Home Page Titles Payments Administration Support

Search VIN / Deal # / Unit # JOHN

Tag Search

Search Filter

Tag No: or
VIN: or
Created Date: FROM TO

VIN	Vehicle	Tag Number	Owner(s)	Created Date
WDDSJ4EB1EN042345	2018 MITS CLA	00007U6	JASON TEST 2	FEB 7, 2019
WDDSJ4EB1EN043340	2019 MERZ CLA	00007U7	JASON TEST 3	FEB 7, 2019

Figure 18: Tag Search Page



- When the Tag Preview page displays, verify the information is correct and select the **Tag Import** button.

Figure 19: Tag Import

You will be taken to the Home Page with a success message. The VIN is now in the Imported status. To continue, refer to [4.1.3, Using an Imported File](#), for information on how to To proceed with a previously imported file:

4.1.3 Using an Imported File

Follow these steps to import a file:

- On the Home Page, select **Title Data Import** from the Titles box.

Titles	
Returned:	2
In-Progress:	20
Submitted:	25
Reviewed:	13
Imported:	15
Retractions:	0
Active Buyer Tag(s):	187

- Start a New Title Application
- Title Data Import**



Figure 20: Title Data Import on Home Page

From any other page, hover your cursor over the **Titles** tab and select **Title Data Import** from the dropdown.

2. Browse for the file to import.

Title Data Import

* Title Data Import File:

Figure 21: Title Data Import

3. Locate and select the file.
4. The text box will populate with the file name.
5. Select **Import**.
6. From the File Type dropdown, select Deal # or VIN to retrieve the record.
7. Enter the number to locate, and select **Show Record**.

Import Select

Search Import Record

Type: Deal No

Deal No:

Figure 22: Search for Imported Record

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



Import Select

Search Import Record

Type: Deal No ▾

Deal No: 2500 Show Record

Record Review

Deal No: 2500

VIN: 1GCFG15X981181980

Buyer: PHILLIP ANDREW INMAN

Buyer Address: 7201 ROARING SPRINGS DR

Vehicle Year / Make / Model: 2009 / CHEV /

Accept Record

Figure 23: Accept Record

9. If you choose to only import one record, select **Title Application** or **Title Preview** to see the vehicle information and begin the title application.
10. To complete the Seller Disclosure, select the **Seller Disclosure** icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

To proceed with a previously imported file:

1. If title applications were previously imported, locate these transactions from the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box.
2. Once the application is found, select the **VIN** to open the Title Preview page.
3. Select on the **Begin Title Application** button to begin the title application.

Additionally, you can also locate the 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 select the VIN to open the Title Preview.

Note: Please refer to [Appendix 1 – Importing Dealer Management System \(DMS\) Files](#) for more information.



4.1.4 Creating a Title Application Manually

To create an application by entering all information manually, begin on the Home Page.

1. Select on **Start a New Title Application** in the Titles box.

Titles	
Returned:	2
In-Progress:	20
Submitted:	25
Reviewed:	13
Imported:	15
Retractions:	0
Active Buyer Tag(s):	187
Start a New Title Application	
Title Data Import	

Figure 24: Start a New Title Application

2. Enter the VIN and select **Search**.

Title Application

* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

* VIN :

Search

Figure 25: New Title Application – Enter VIN



3. If an active buyer tag exists for this vehicle in your dealership, you will have the option to import the buyer tag data or continue without importing.

The screenshot shows the 'Title Application' page in the webDEALER system. At the top, there is a navigation bar with links for Home Page, Titles, Payments, Administration, and Support. A search bar for VIN / Deal # / Unit # is also present. The main section is titled 'Title Application' and includes a legend indicating that a red asterisk (*) denotes a required field. Below this, a 'VIN Search' box displays the 'GDN Category : MOTOR VEHICLE' and a search result for the VIN 'WDDSJ4EB1EN042345'. A red box highlights a warning message at the bottom of the search results: 'An active eTag exists for this VIN. Do you want to import ?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected), and a 'Continue' button.

Figure 26: Existing Buyer Tag

4. Once imported, you can begin a title application from the imported record. To continue, refer to the proceed with a previously imported file section of [4.1.3, "Using an Imported File."](#)

Note: If you begin a title application on a vehicle and your dealership has an active buyer tag associated to that vehicle, all of the information in the title application must match what is on the active tag or you will not be able to continue.



5. If a motor vehicle record exists in the department's Registration and Title System, the current vehicle record information will display. You must use this information for verification against the title provided to you. Once you verify the vehicle information, you may select the **Proceed** button to advance to the Seller Disclosure page.

Title Application

* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

* VIN : 2T1KR32E46C594225

Current Vehicle Record

Vehicle Class: PASS		VIN: 2T1KR32E46C594225
Registration Class: 26 - PASSENGER-MORETHAN 6000		Year/Make/Model: 1985 SPRT
Plate Code: PSP - PASSENGER-TRUCK PLT		
Body Style: MH		
Major Color: ---	Minor Color: ---	
Empty Weight: 12200 (lbs)	Carrying Capacity: ---	
Gross Weight: 12200 (lbs)		
Odometer Reading:	Odometer Brand: ---	
Owner (s): SHAMIL COTNEY		
Plate Number: FGP9402		
Plate Age: 1 years		
Document No: 000		
Issued: Jul 22, 1984		

Additional Information

PAPER TITLE

Figure 27: Existing Vehicle Record

6. If a motor vehicle record does not exist, the Seller Disclosure page of the title application will populate with the year, make, model, and body style of the vehicle. These values must be entered by you if they are not populated.

Note: Non-titled trailers and motor vehicle records reflecting E-TITLE in the Additional Information section of the current vehicle record cannot be processed through webDEALER.

4.2 Seller Disclosure

The Seller Disclosure information must be completed and saved before you can continue with the title application. The Seller Disclosure page is where you make the choice to upload the Form 130-U or file the title application by capturing an electronic signature of the seller (your dealership) and buyer.

To complete the Seller Disclosure, follow these steps:

1. Optionally enter the Deal No.
2. Enter the buyer's ID Type, ID #, and Email in the Buyer ID Information section.
3. Select the buyer's choice of county to process the title application from the dropdown in the Processing County section.

Note: If the buyer chooses to have the title application and taxes paid to a county not listed in the Processing County dropdown, the title application cannot be processed through webDEALER until your dealership is setup in that county.

4. In the Sales Price and Odometer Reading section, enter the Sales Price (after rebate amount), the Odometer Reading, and select the Odometer Brand, or select Odometer Reading Exempt, if applicable.

Note: Trade-in amount and information will be entered in the sales tax portion of the application.

5. Select "Upload Form 130-U" or "Complete Buyer Acknowledgment Electronically."

Note: "Complete Buyer Acknowledgment Electronically" is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, only the Upload Form 130-U option is available.

Note: If the buyer's e-mail address was provided and "Complete Buyer Acknowledgment Electronically" is chosen, an e-mail is immediately sent containing the link to the Buyer Acknowledgment login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in your internet browser).



6. Check the Certification Box.

7. Select **Save**.

The screenshot shows the 'Seller Disclosure' form. At the top, a message states: 'A lien exists for this vehicle. A release of lien is required.' Below this, a note indicates that required fields are marked with an asterisk. A warning states: '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.' The form is divided into several sections: 'Vehicle Information' (Year: 2007, Vehicle Make: CHEVROLET, Vehicle Model: [blank], Body Style: PK), 'Buyer ID Information' (ID Type: Choose One, ID #: [blank], Email: [blank]), 'Processing County' (County: Choose One), and 'Sales Price and Odometer Reading' (Sales Price (after Rebate): [blank], Odometer Reading: 10, Odometer Brand: Actual Mileage). A red box highlights the 'Sales Price and Odometer Reading' section. Another red box highlights the 'Choose One' section with radio buttons for 'Upload Form 130-U' and 'Complete Buyer Acknowledgment Electronically'. A red circle highlights the checkbox for 'YOU HAVE ELECTED TO MANUALLY UPLOAD 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.' A red arrow points to the 'ID Type' dropdown, and another red arrow points to the 'County' dropdown. A 'Save' button is at the bottom.

Figure 28: Seller Disclosure

8. When the Seller's Disclosure is saved, the status of the application is marked as In-Progress, and you are advanced to the Vehicle Information page.

Note: Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created.

9. Continue to Section 6 – Completing Title Applications.

5 Electronic Buyer Acknowledgment

This section does not apply to title applications if the “Upload Form 130-U” option is selected.

This section only applies to title applications where the option to “Complete Buyer Acknowledgment Electronically” is chosen. If this option is chosen, the title application cannot be submitted to the county tax assessor-collector’s office without the electronic Buyer Acknowledgment being completed by the buyer.

Note: There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgment. The fee is charged to the buyer and automatically included on the calculated fees for the title application.

The information in the Seller Disclosure section of the title application is used to populate the Buyer Acknowledgment, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated e-mail is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgment Login website through the link supplied in the e-mail (or through a bookmark in your internet browser) and acknowledges the information is correct.

5.1 To Complete the Buyer Acknowledgment

1. The buyer opens the e-mail from webDEALER.
2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgment Login webpage. The buyer clicks the **URL**, or copies and pastes the URL into a web browser. Alternatively, the dealer may navigate to the webDEALER Buyer Acknowledgment Login website in their internet web browser to have the buyer complete the required information.
3. The buyer must enter:
 - The last 8 digits of the VIN of the vehicle they are purchasing
 - Their Texas Driver License/ID number
 - Their date of birth
 - Their Driver License/ID audit number
 - Last 4 digits of their SSN



4. The buyer selects **Login**.

Figure 29: Buyer Agreement Login

Note: Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgment Login website using driver license/ID information. After the buyer attempts to log in three times unsuccessfully, they must wait 24 hours before they can try again.

5. The Buyer Agreement page displays the vehicle information along with the sales information.

Note: The buyer can print a copy by selecting the printer icon in the top right corner of the agreement.



6. If the information is correct, the buyer will check the box next to the certification statement and then select **I Agree**.

web DEALER

Buyer Agreement

The following title application record matched your provided VIN:

VIN: *****

Vehicle Make: FORD

Vehicle Model: CMA

Year: 2013

Odometer Reading: 90 (Actual Mileage)

Owner: *****

Processing County: MCLENNAN - 161

Original Price:	\$27,798.99
Less Rebate:	\$750.00
Sales Price:	\$27,048.99
Less Trade-In:	0.00
Taxable Amount:	\$27,048.99

Please verify the vehicle, odometer reading and sales information.
If any of the information is incorrect, select **Cancel** and notify the dealer.
If all of the information is correct, select certification checkbox below and select **I Agree**.

☒ I HEREBY CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Cancel **I Agree**

Figure 30: Buyer Agreement

7. A confirmation screen is displayed with a “thank you” message.

Buyer Agreement

Thank you for verifying the title information. Your acknowledgement has been sent to the dealership. You may close this window.

VIN: *****

Vehicle Make: FORD

Sales Information

Figure 31: Buyer Agreement Confirmation

8. The title application is automatically updated. You can now complete the rest of the title application.
9. Continue to Section 6 – Completing Title Applications.



6 Completing Title Applications

After the Seller Disclosure is saved, the title application status is marked as In-Progress.

Fill out the information on each page, and select **Next** to complete the remainder of the title application.

Note: If you select the VIN for an In-Progress title application from the Home Page or the Title Search page, the Title Preview page for the title application will open. You will have to select the edit icon located in the upper right corner of each section in order to complete that section. Additionally, you will have to save each section once the information is entered by selecting **Save**.

Note: Title Only transactions for Dealer Resale or supported by an out of state title without a VIR cannot be submitted through webDEALER and must be submitted manually to the county tax assessor-collector's office.

6.1 Vehicle Information

1. Complete the Vehicle Information page and select **Next**.

Note: This screen will display differently based on the type of dealer (new and used vehicle, motorcycle, trailer).

Vehicle Information Current Vehicle Record

Application Status: IN-PROGRESS VIN: 1FDXE45S42HA18891

* Indicates Required Field

Title Only (No Registration): ☐

Vehicle Class: Passenger

Year: 2002

Vehicle Make: FOUW

* Vehicle Model: 31S

* Body Style: MH

* Major Color: GRAY

Minor Color: Choose one

Empty Weight: 12600 (lbs)

Gross Weight: 12600 (lbs)

Diesel: ☐

Odometer Reading: Exempt

Odometer Brand: ---

Next

Figure 32: Vehicle Information



6.2 Lienholder Information

1. To record a lien, select **Lienholder(s)**. You will automatically advance to the next page to enter the lienholder's information.

Lienholder Information

Application Status: IN-PROGRESS VIN: 1FTEW1EF5FF852145 Deal #: 87679

* Indicates Required Field

* Type of Sale: ☐ No Lien ☒ Lienholder(s)

Previous Next

Figure 33: Lienholder Information

Note: If **No Lien** is selected, you will need to indicate Paper or Electronic for the Type of Title the owner would like.

2. Enter the Certified Lienholder Id and Date of lien or select the **Local Lienholder** tab, and move to Step 6.
3. If the lienholder is Electronic Lien Title (ELT) Certified, leave Type of Title as **Electronic**.
4. Select **Search**.

Lienholder Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

* Lienholder Id : 20491933900

* Date : 06/23/2014 (mm/dd/yyyy)

* Type of Title : ☒ Electronic ☐ Printed

Search Cancel

Figure 34: Certified Lienholder



5. Confirm the ELT Certified Lienholder results. Select **Save**.

Lienholder Information

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

* Indicates Required Field

Certified Lienholder

Lien No: 1

* Lienholder Id : 20491933900

* Date : 06/23/2014 (mm/dd/yyyy)

* Type of Title : ☒ Electronic ☐ Printed

Certified Lienholder Name/Address

CROSSROADS EQUIP LEASE & FIN
9121 HAVEN AVE,
RANCHO CUCAMONGA, CA 91730

Cancel Save

Figure 35: Certified Lienholder Verification

6. If the lienholder does not have a Certified Lienholder Id, select the Local Lienholder tab and complete all required fields. Select **Save**.

Lienholder Information

Application Status: IN-PROGRESS VIN: 1FDXE45S42HA18891

* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

* Date: (mm/dd/yyyy)

* Name:

* Address:

* City: USA

* State:

* ZIP:

Cancel Save

Figure 36: Local Lienholder



7. The lien is added to the list. Select **Next**.

Lien No	Type	Date	Name	Certified ID	Action
1	Etitle	Feb 13, 2017	CROSSROADS EQUIP LEASE & FIN 9385 HAVEN AVE, RCH CUCAMONGA, CA 91730	20491933900	Delete

Figure 37: Lienholder Information

6.3 Owner Information

Select the Owner Type, and complete the Owner Information page. Select **Next**.

Owner Information

Application Status: IN-PROGRESS VIN: 2FMGK5B81GBD44569

* Indicates Required Field

* Owner Type: INDIVIDUAL ☒

* Name 1: JAMES NELSON

Name 2: PATTY NELSON

* Address: 808 THIRD STREET

* City: TYLER

* State: TX

* ZIP: 88855

* Resident County: ANDERSON ☒

Email:

Email Reminder: ☐

Renewal Recipient Information

Name: (if different than owner)

Address:

City:

State:

ZIP:

Rights of Survivorship Information

Name 1: JAMES NELSON

Name 2: PATTY NELSON

- OR -

Multiple Survivors: ☐

Beneficiary Information

Name 1: VERN NELSON

Cancel Save

Figure 38: Owner Information



Note: Only an Owner Type of Individual allows a beneficiary to be designated. If multiple owners are on an application, Rights of Survivorship must be completed before the Beneficiary functionality is available.

6.4 Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Select **Next**.

Vehicle Physical Location

Application Status: IN-PROGRESS VIN: 3C3CFFBR8CT113265

Address:

City:

State:

Zip:

Previous Next

Figure 39: Vehicle Physical Location

6.5 Plates and Sticker Information

Depending on the processing county chosen on the Seller Disclosure page and how you are configured by that county, you may or may not have plates to assign.

1. If plates are not supplied to you by the county where the title application is being submitted, the Plate Source will indicate (County Issued). Select **Next**.

Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 1FT7W2BT8FED12345

* Indicates Required Field

Plate Information

* Plate Source : ☒ New Plate (County Issued) ☐ Customer Supplied Plate ?

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Previous Next

Figure 40: Plate and Sticker Information – County Issued License Plate(s)



2. Enter the Plate Number if plates are supplied to you by the county where the title application is being submitted. Select **Next**.

Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 1FMZU32X0WZA22882

* Indicates Required Field

Plate Information

* Plate Source : ☒ New Plate ☐ Customer Supplied Plate ?

* Plate Number : XYZ275

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Previous Next

Figure 41: Plate and Sticker Information – Dealer Inventory

3. Select **Customer Supplied** if the buyer desires to transfer an existing plate (may be a general issue or a specialty license plate) to the new vehicle. Enter the plate number. Select **Search**. Confirm the license plate owner is the same as your buyer. Select **Next**.

Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 1FT7W2BT8FED41258

* Indicates Required Field

Plate Information

* Plate Source : ☐ New Plate (County Issued) ☒ Customer Supplied Plate ?

* Plate Number : Search

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Previous Next

Figure 42: Plate and Sticker Information – Customer Supplied

Note: Some Customer Supplied plates are specialty plates and may result in a prorated fee to sync the specialty plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.

6.5.1 Replacement Plate(s) Fee

License plates are only required to be removed from used passenger vehicles (6,000 lbs. or less) and light trucks (10,000 lbs. or less). If the dealership removes license plates from vehicles other than a passenger vehicle (6,000 lbs. or less) or a light truck (10,000 lbs. or less), the dealership will be charged a replacement fee.

Note: The webDEALER system will provide you the Replacement Plate option for vehicles where the replacement plate may be applicable. Additionally, the Replacement Plate Fee will be shown on all receipts.

Follow these steps to replace a plate:

1. Go to the Plate and Sticker Information page.
2. Select the **Issue Replacement Plate / Customer Supplied Plate** checkbox.
3. Select the **Replacement Plate** radio button for Plate Source.
4. Enter the desired plate. Select **Save**.

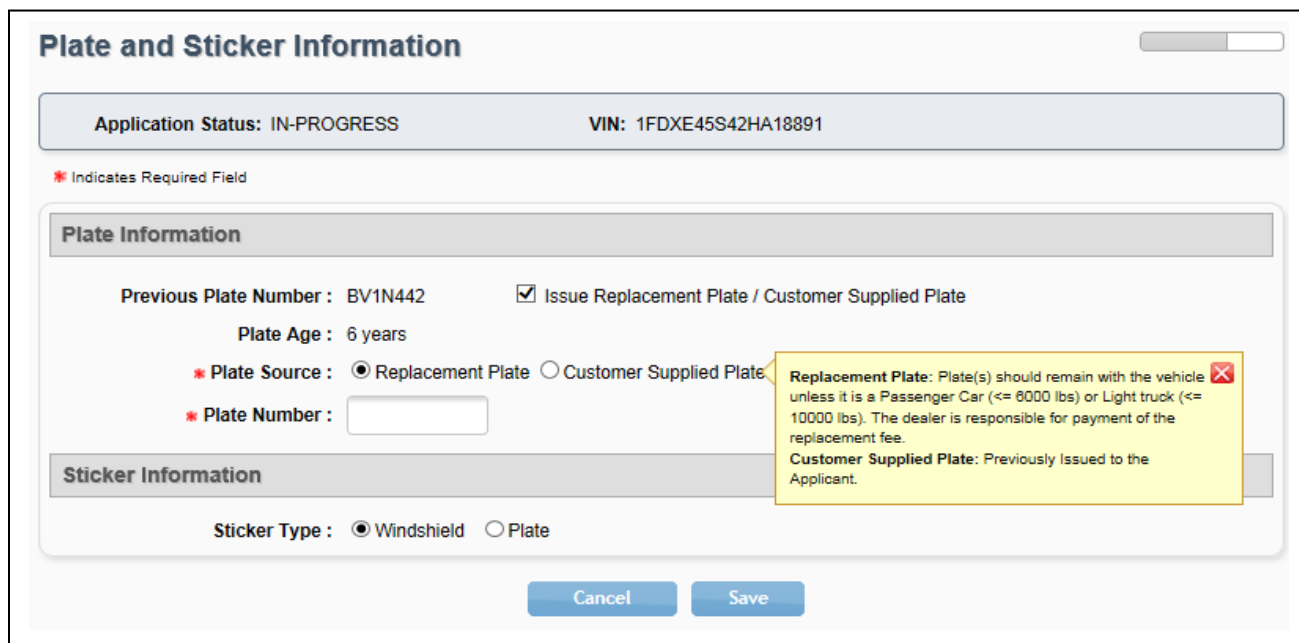


Plate and Sticker Information

Application Status: IN-PROGRESS VIN: 1FDXE45S42HA18891

* Indicates Required Field

Plate Information

Previous Plate Number : BV1N442 ☒ Issue Replacement Plate / Customer Supplied Plate

Plate Age : 6 years

* Plate Source : ☒ Replacement Plate ☐ Customer Supplied Plate

* Plate Number :

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Cancel Save

Replacement Plate: Plate(s) should remain with the vehicle unless it is a Passenger Car (<= 6000 lbs) or Light truck (<= 10000 lbs). The dealer is responsible for payment of the replacement fee.
Customer Supplied Plate: Previously Issued to the Applicant.

Figure 43: Replacement License Plate



6.6 Sales Tax Information

1. Select a Sales Tax Category.
2. If Exempt is selected, select an Exempt Reason.
3. Enter the sales tax information, including the trade-in, if applicable. Select **Next**.

Note: The trade-in Information displays once the Trade-in Allowance is entered.

The screenshot displays the 'Sales Tax' section of the webDEALER interface. At the top, the Texas Department of Motor Vehicles logo and 'HELPING TEXANS GO. HELPING TEXAS GROW.' are visible. The 'webDEALER' logo is in the top right. A navigation bar includes 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Deal # / Unit #' and a 'W' dropdown are also present. The 'Sales Tax' title is followed by a progress bar. Below this, a box shows 'Application Status: IN-PROGRESS' and 'VIN: WVGA3AX8EW641258'. A legend indicates that an asterisk (*) denotes a required field. The 'Sales and Use Tax' section contains the following fields: 'Sales Tax Category' (dropdown menu with 'EXEMPT' selected), 'Exempt Reason' (dropdown menu with 'Choose One' selected), 'Sales Tax Date' (calendar icon and '(mm/dd/yyyy)' text), 'Sales Price' (\$2,500.00 with a '\$' symbol and a note 'Rebate has been deducted'), and 'Trade-in Allowance' (\$ symbol and an empty input field). A red callout box with an arrow pointing to the 'Exempt Reason' dropdown contains the text 'Choose Exempt Reason if applicable'. At the bottom of the form are 'Previous' and 'Next' buttons.

Figure 44: Sales Tax Information



6.7 Evidence of Ownership and Supporting Documents

1. Select the appropriate Evidence of Ownership document in **Document Type**.
2. If submitting a Texas title, verify the title information matches.
3. If out of state title is selected, the Title Number, Issue Date, and issuing State/Country must be entered. Select **Save**.

Evidence of Ownership and Supporting Documents

Application Status: RETURNED VIN: 1FMZU32X0WZA22882

* Indicates Required Field

Evidence of Ownership

* Document Type : Out of State Title

* Title Number : 123456789

* Issue Date : 02/03/2014 (mm/dd/yyyy)

* State/Country : HI - Hawaii

Save

Title Preview View Required Documents List

Figure 45: Evidence of Ownership

4. You can select the **View Required Documents List** to view missing documents.

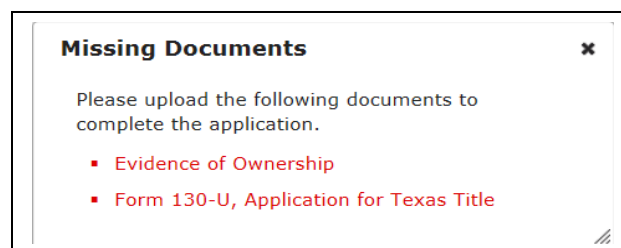


Figure 46: Required Document List

5. Upload the appropriate evidence of ownership and supporting documents.

Note: The evidence of ownership and supporting documents can be uploaded as a single PDF or as multiple individual files. The single file upload capability is available for all title applications. To upload a single PDF, you must first scan the multiple documents into a single PDF (refer to [Appendix 5 – Document Upload Order.](#))



6. Select **Upload Complete Transaction** or individual documents from the Document Type drop down menu.

Note: The **Upload Complete Transaction** option only appears in the initial drop down list. Once any other single document has been uploaded, the **Upload Complete Transaction** option is not offered.

7. **Browse** for the file you want to upload. Select **Add**.

Evidence of Ownership and Supporting Documents

Application Status: RETURNED VIN: 1FMZU32X0WZA22882

* Indicates Required Field

Evidence of Ownership

Document Type : Out-of-state Title

Title Number : Choose One

Issue Date : Upload Complete Transaction

State/Country : Out-of-State Title

Form 130-U, Application for Texas Title

Form VTR-441

Proof of VIN Verification : Application for Title Only

Bill of Sale

Dealer Reassignment Form

Additional Supporting Document

Odometer Disclosure Statement

Out of State Identification Certificate (VI-30)

Document Upload

* Document Type : Power of Attorney

Repossession Affidavit

Release of Lien

Rights of Survivorship Form

Statement of Fact

Secure Power of Attorney

Vehicle Inspection Report (VIN Verification)

Weight Certificate

Browse... Add

Required Documents List

Figure 47: Document Type Selection



8. Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met. Select **Title Preview** to continue.

Evidence of Ownership and Supporting Documents

Application Status: RETURNED VIN: 1FMZU32X0WZA22882

Document Type	Uploaded On	Uploaded By	Actions
Out-of-state Title	Feb 13, 2017 9:59:55 AM	W AUSER	View Remove
Form 130-U, Application for Texas Title	Feb 13, 2017 10:00:10 AM	W AUSER	View Remove
Rights of Survivorship Form	Feb 13, 2017 10:00:31 AM	W AUSER	View Remove

* Indicates Required Field

Evidence of Ownership

Document Type : Out-of-state Title

Title Number : 123456789

Issue Date : 02/03/2014

State/Country : HI - Hawaii

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

Document Upload

* Document Type : Choose One

Document :

[Title Preview](#)

Figure 48: Evidence of Ownership and Supporting Documents Completed

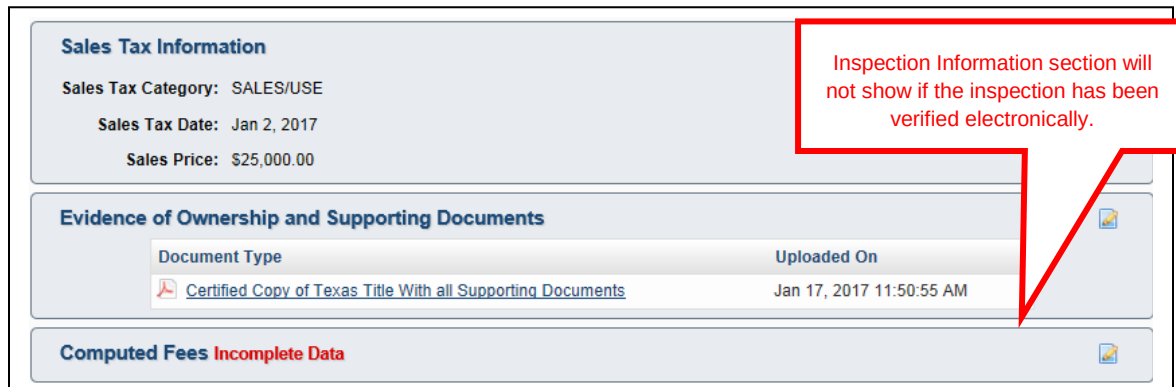
6.8 Inspection Information

webDEALER will verify the vehicle has a current, passing safety inspection. The inspection must be current when the application is submitted to the county tax assessor-collector's office.

6.8.1 Current, Passing Inspection

Validate 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 the application is submitted to the county tax assessor-collector's office. A new inspection will be required if the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the application to the county tax assessor-collector's office.

If the inspection information is available electronically at the time of application, the Inspection Information section will not show on the Title Preview page, and you are not required to upload the VIR for inspection verification purposes.



Sales Tax Information

Sales Tax Category: SALES/USE

Sales Tax Date: Jan 2, 2017

Sales Price: \$25,000.00

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Certified Copy of Texas Title With all Supporting Documents	Jan 17, 2017 11:50:55 AM

Computed Fees Incomplete Data

Inspection Information section will not show if the inspection has been verified electronically.

Figure 49: Inspection Information Not Shown

6.8.2 Inspection Expires

If the inspection expires before submitting the title application to the county tax assessor-collector's office, you will be presented with the message "The Inspection Has Expired" on the Title Preview page. Current inspection information will need to be entered or updated prior to submitting the application. The VIR must be uploaded when you manually enter or update new inspection information.



Inspection Information The Inspection Has Expired.

Date of Inspection: Apr 7, 2014

Inspection Type: 1YR

Inspection Fee: 7.50

 [Vehicle Inspection Report](#)

Figure 50: Expired Inspection

6.8.3 Inspection is Not Valid or Not Available

If the vehicle inspection was not available electronically, or the inspection was not current and passing upon the start of a new title application, you will be presented with the message "Incomplete Data" in the Inspection Information section on the Title Preview page. Follow these steps:



1. Select the edit icon in the top right corner of the Inspection Information section to enter the Date of Inspection and Inspection Type.

The screenshot shows a light blue header bar with the text "Inspection Information Incomplete Data" on the left and a small edit icon (a square with a pencil) on the right. A red rectangle highlights the header text, and a red arrow points from the text to the edit icon. Below the header, there are three fields: "Date of Inspection: ---", "Inspection Type: ---", and "Inspection Fee: ---".

Figure 51: Inspection Information Shown

2. 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 message "Inspection verified" will display. Select Cancel.

The screenshot shows a light blue header bar with the text "Inspection Information" on the left and a slider control on the right. Below the header, there is a message box with a blue information icon and the text "Inspection verified. Select Cancel button to return to Title Preview." A red rectangle highlights this message box. Below the message box, there is a grey bar with the text "Application Status: IN-PROGRESS" and "VIN: 3C3CFFBR8CT113244". At the bottom, there is a blue "Cancel" button.

Figure 52: Inspection Verified

No further action is required by you, and the Inspection Information section will no longer appear on the Title Preview page.

3. If a record is not found, you must manually enter the Date of Inspection and select an Inspection Type from the drop down list on the Inspection Information page. Select **Save**.

The screenshot shows a light blue header bar with the text "Inspection Information" on the left and a slider control on the right. Below the header, there is a grey bar with the text "Application Status: RETURNED" and "VIN: 1FMZU32X0WZA22882". Below this, there is a red asterisk and the text "Indicates Required Field". There are two fields: "Date of Inspection : 02/03/2017" with a calendar icon and "(mm/dd/yyyy)" text, and "Inspection Type : 1YR" with a dropdown arrow. A red rectangle highlights these two fields. Below them, there is a "Vehicle Inspection Report : " field with a "Browse..." button. At the bottom, there are two buttons: "Cancel" and "Save". The "Save" button is circled in red.

Figure 53: Inspection Information

4. Remove the existing VIR, if applicable.



5. A new VIR must be uploaded when you manually enter or update new inspection information. This can be done on the Inspection Information page or on the Evidence of Ownership and Supporting Documents page. Upload the VIR.

Note: If a vehicle was last titled out of state, a VIR is required for VIN verification even if the inspection was verified.

6.9 Fees

Follow these steps to calculate fees and input optional fees:

1. From the Title Preview page, select the edit icon next to Computed Fees.

Document Type	Uploaded On
Certified Copy of Texas Title With all Supporting Documents	Jan 17, 2017 11:50:55 AM

Computed Fees Incomplete Data

Figure 54: Computed Fees

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.

Fee

Application Status: RETURNED VIN: 1FMZU32X0WZA22882

12 Months of Registration Fees -- Expiration Month/Year: 01/2018

TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$781.25
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
TOTAL AMOUNT	\$934.75

Figure 55: Fee Page



Note: 24 months of registration is required for eligible registration classes of new passenger cars or light trucks sold on an MCO by a Texas dealership when a two year inspection is issued.

3. If the buyer wishes to make a contribution to the Organ Donor Donation Fund, Veterans' Fund, State Parks, Special Olympics TX, Evidence Testing, or Ending Homelessness select **Optional Donations/Fees**.
4. Enter the amounts. Select **Update Fees**.

Optional Fees and Donations

Organ Donor Donation: \$

Veterans' Fund: \$

State Parks Donation: \$

Special Olympics Tx: \$

Evidence Testing: \$

Ending Homelessness: \$

Update Fees

Figure 56: Optional Fees and Donations

5. When the fee amounts are correct on the Fee page, select **Update Fees**.



7 Submitting Title Applications

Follow these steps when the title application is complete and you are ready to submit it to the county tax assessor-collector's office:

1. From the Title Preview page, select **Submit**.

Computed Fees

Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$15,951.38
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$16,094.88

Buttons: Cancel, Void, **Submit**

Figure 57: Submit Title Application

2. Once submitted, you are taken to the Title Search page.
3. To locate the submitted application, use the search filters. The status of "Submit" will narrow your search to only title applications that have been submitted to the county tax assessor-collector. Use the date range to further narrow your results.

Title Search

Search Filter

County : Choose One

Type : Application Status

Status : SUBMIT

Retraction Requests Only ☐

Submission date : FROM 02/14/2017 TO 02/14/2017

Search

☐	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
☐	1FBSS31L6XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017
☐	5YFBURHE3FP275429	---	HARRIS	2015 TOYT COR	THOMAS VINCENT	02/14/2017

Print Receipt(s)

Export options: Excel PDF

Figure 58: Title Search for Submitted Title Applications



8 Grouping Title Applications

Title applications in the Reviewed status can be grouped for payment.

You may be able to group and ungroup title applications provided you have been authorized by the county to do so. Alternatively, counties can group your title applications for payment (refer to [3.2– Configuration by County](#) to determine your dealership's grouping configuration.)

8.1 Grouping by County

If county grouping is configured, you will only be able to view the groups on the Reviewed Title Groups with Payments Due page.

You can access the Reviewed Title Groups with Payments Due in the following ways:

- On the Home Page, select the number adjacent to Grouped in the Titles box.
- Select the **Reviewed Titles** tab on the Home Page, then select a Group ID.
- From any page, select **Titles Grouped for Payment** under the **Payments** tab at the top of the page.

The screenshot shows the Texas Department of Motor Vehicles webDEALER interface. The top navigation bar includes 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. The 'Titles' dropdown menu is open, showing 'Group Reviewed Titles', 'Titles Grouped for Payment' (highlighted with a red box and a red arrow), and 'Payments Completed'. The 'Titles' section on the left shows a list of title statuses: Returned (2), In-Progress (20), Submitted (25), Reviewed (13), Imported (15), Grouped (3, highlighted with a red box), Retractions (0), and Active Buyer Tag(s) (187). The 'Reviewed Titles' tab is selected, showing a table of grouped titles. The table has columns: Grouped on, Group ID, #Title Applications, and Total Fees. The 'Group ID' column is highlighted with a red box, and the first three rows are visible.

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 59: Titles Grouped for Payment from the Home Page



1. On the Title Groups with Payments Due page, use the Search Filter to narrow down your results in order to find the group of applications you want to view.

Note: The results may show different amounts in the Total Fees and the Pay to County because a Dealer Deputy can charge up to \$10.00 for the Title Convenience Fee (refer to [3.3 – Dealer Deputy](#) for more information). You will remit the amount that is under the Pay to County column.

Reviewed Title Groups with Payments Due

Search Filter

Group ID : County :

Grouped Date: FROM TO

▼ FLOYD 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees	Pay to County
P144003-77-226	Oct 16, 2018	Entity	3	\$5,858.99	\$5,828.99

Figure 60: Title Groups with Payment Due

2. Select a **Group ID** to open the Payment Details page.
3. The Group Details page displays the details of the group and the title applications associated with the group.

Reviewed Title Groups with Payments Due

Search Filter

Group ID : County :

Grouped Date: FROM TO

Group Details

Group ID: P144003-77-226 Grouped By: Entity

Grouped Date: Oct 16, 2018 Total Fee: \$5,858.99

Pay To County: \$5,828.99

▼ FLOYD 3 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
WP1AC29P68LA41412	2008 PORS 250	JESSE MACKAY	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,702.83	\$1,692.83
SUXKR0C52J0Y01558	2018 BMW 250	GARY HARRISON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,717.33	\$1,707.33
1FMCU0GD5HUC41545	2017 FORD 350	ERIC JACKSON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,438.83	\$2,428.83

Figure 61: Group Details

4. Remit the “Pay To County” amount.



8.2 Grouping by Dealer

If a county has authorized you to group title applications, you will create groups from the reviewed title applications that you want to pay for together. Once grouped, payment can be processed, and the title applications can be approved as a group by the county tax assessor-collector's office.

To group title applications, follow these steps:

1. Navigate to the Group Reviewed Titles for Payment page by selecting **Group Reviewed Titles** under the **Payments** tab.

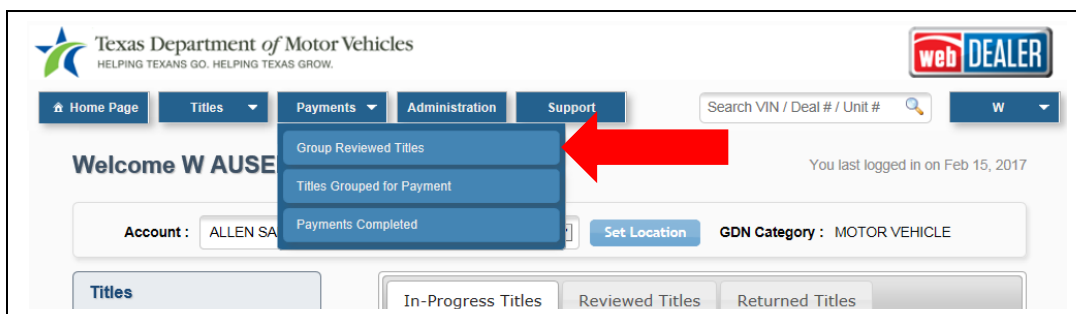


Figure 62: Group Reviewed Titles

2. On the Group Reviewed Titles for Payment page, choose the county for which you want to group and optionally filter by date.
3. Mark the box to the left of each application to include it in the group. Select **Group Titles**.

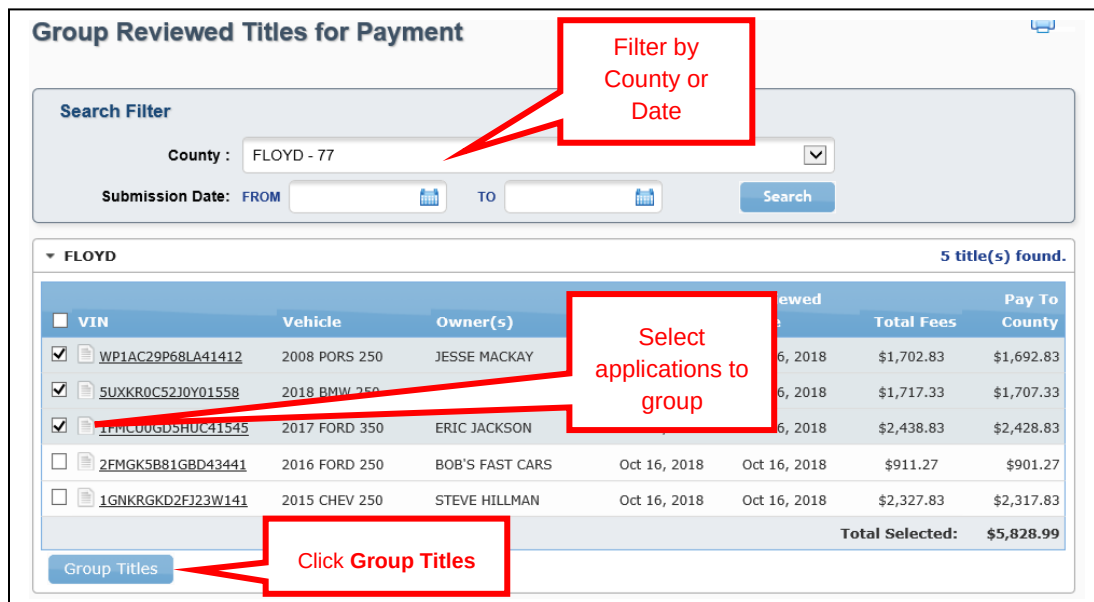


Figure 63: Group Reviewed Titles for Payment



4. A confirmation pop-up window will display. Select **Group for Payment**.

A confirmation pop-up window titled "Group Reviewed Titles for Payment" with a close button (X) in the top right corner. The window contains the following information:

- Processing County: FLOYD
- Payment Amount: 5828.99
- Group Date: 10/16/2018
- Titles in Group: 3 Title(s)
- Grouped By: JOHN FREDRICKSON

At the bottom, there are two buttons: "Group for Payment" and "Cancel".

Figure 64: Group Reviewed Titles for Payment Confirmation

5. The Group Reviewed Titles for Payment page is displayed with a confirmation message, which includes the Group ID.

The "Group Reviewed Titles for Payment" page is displayed. It features the Texas Department of Motor Vehicles logo and the webDEALER logo in the top right. Navigation tabs include Home Page, Titles, Payments, Administration, and Support. A search bar is present with the text "Search VIN / Deal # / Unit #". A confirmation message is shown in a blue box: "Reviewed title applications have been grouped successfully. Group ID: P108927-101-28." A red arrow points to the Group ID.

Figure 65: Confirmation Message and Group Number

6. The group can be found on the Reviewed Title Groups with Payments Due page. The Group ID number is shown to the left of the group.

The "Reviewed Title Groups with Payments Due" page is shown. It includes a search filter section with fields for Group ID, County, and Grouped Date (FROM 09/16/2018 TO 10/16/2018). A "Search" button is present. Below the search filter, a dropdown menu shows "FLOYD" and a message states "2 reviewed title group(s) found." A table displays the results:

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees	Pay to County
P144003-77-229	Oct 16, 2018	Entity	2	\$3,239.10	\$3,219.10
P144003-77-228	Oct 16, 2018	Entity	3	\$5,858.99	\$5,828.99

Figure 66: Reviewed Title Groups with Payments Due



8.3 Ungrouping Reviewed Title Application Groups

If you have been authorized to group title applications, you will also have the ability to ungroup them. Ungrouping reviewed title application groups allows you to process payment individually or to add them to a new group.

Note: You cannot ungroup title applications grouped by the county.

Note: If a county disables grouping, all of your existing groups will automatically be ungrouped.

Follow these steps to ungroup a group of title applications:

1. Click **Titles Grouped for Payment** under the **Payments** tab to access the Reviewed Title Groups with Payments Due page.

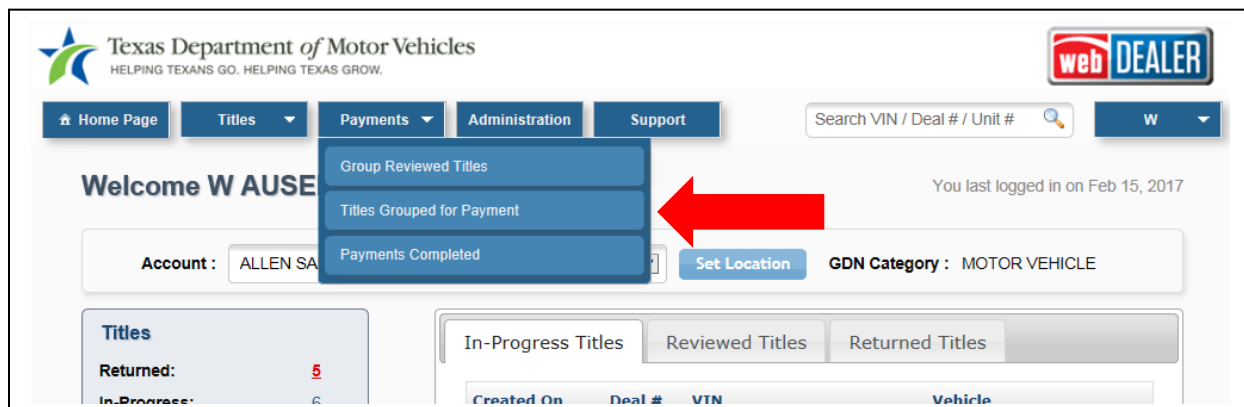


Figure 67: Titles Grouped for Payment

2. Filter by County or Date, and locate the Group you wish to ungroup. Select the **Group ID**.

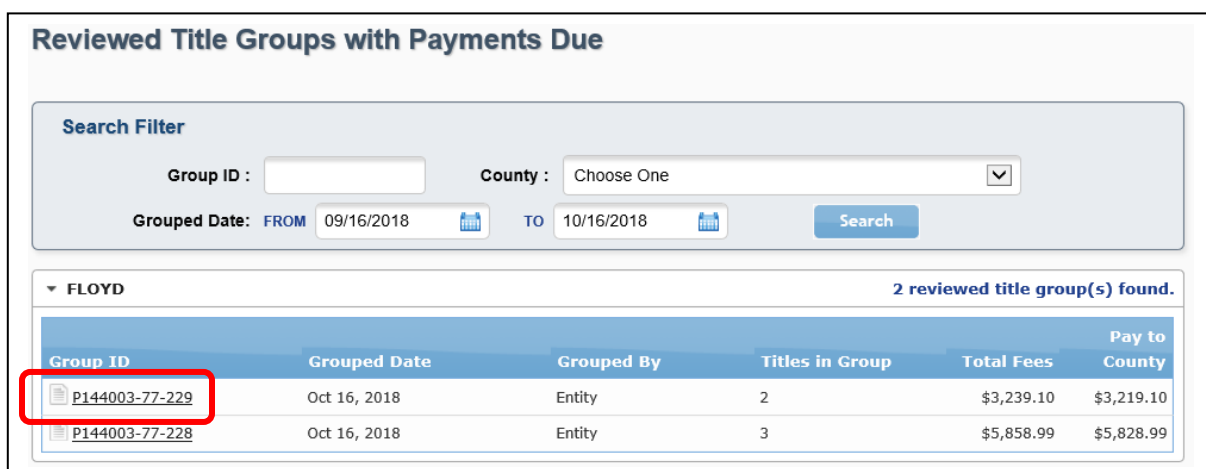


Figure 68: Reviewed Title Groups with Payments Due



3. Once the Group Details are open, select **Ungroup**.

Reviewed Title Groups with Payments Due

Search Filter

Group ID : P144003-77-229 County : Choose One

Grouped Date: FROM 09/16/2018 TO 10/16/2018 Search

Group Details

Group ID: P144003-77-229 Grouped By: Entity
Grouped Date: Oct 16, 2018 Total Fee: \$3,239.10
Pay To County: \$3,219.10

▼ FLOYD 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
1GNKRGKD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,327.83	\$2,317.83
2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$0.00	\$911.27	\$901.27

Cancel Ungroup

Figure 69: Ungroup Title Applications

4. A confirmation pop-up will display to verify you want to ungroup these applications. Select **Yes** to confirm.

Confirm Request ✕

The Reviewed Title Group will be ungrouped for:

Group ID: P144003-77-229

Grouped For: FLOYD

Are you sure ? Yes No

Figure 70: Ungroup Confirmation Request

5. This group is now ungrouped, and you may regroup these title applications as necessary.



9 Returned Title Applications

A title application may be returned by the county tax assessor-collector's office for a number of reasons: the documents scanned were not the originals, the images were unreadable, missing signatures, incorrect information, etc. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles.

You can find returned title applications in the following ways:

- On the Home Page, select the number adjacent to Returned in the Titles box.
- Select the **Returned Titles** tab on the Home Page. Select on a VIN.
- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of "Returned."

The screenshot shows the Texas Department of Motor Vehicles webDEALER interface. The navigation bar includes links for Home Page, Titles, Administration, and Support. A red arrow points to the 'Titles' tab. The 'Titles' sidebar on the left shows a list of title statuses: Returned (2), In-Progress (20), Submitted (25), Reviewed (13), Imported (15), Grouped (3), Retractions (0), and Active Buyer Tag(s) (187). The 'Returned' link is highlighted with a red box. The main content area shows the 'Returned Titles' tab selected, displaying a table of returned titles. The table has columns for Returned On, Deal #, VIN, and Vehicle. Two rows are shown: one for a 2004 CHEV 350 with VIN 3GNEK12T14G102FGT, and another for a 2018 MITS LAN with VIN JA32U2FU5HU008234. The 'Returned Titles' tab and the table are highlighted with a red box.

Returned On	Deal #	VIN	Vehicle
Feb 1, 2019	---	3GNEK12T14G102FGT	2004 CHEV 350
Feb 20, 2019	---	JA32U2FU5HU008234	2018 MITS LAN

Figure 71: Returned Title Application



9.1 Reviewing a Returned Title Application

Follow these steps to review a returned title application:

1. Select the returned title application you wish to review by selecting the **VIN**.

Title Search

Search Filter

County: Choose One
Type: Application Status
Status: RETURN
Submission date: FROM TO
Search

☐	VIN	Deal #	County	Vehicle	Owner Name(s)	Returned On
☐	6YFBRHE3FP200947	---	HARRIS	2015 TOYT COR	TONY HALL	01/31/2017
☐	1FDXE45S6YHC00231	---	HARRIS	2000 ULTR 623	LANCE PAULSON	02/14/2017
☐	1FBSS31L5XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017

Export options: Excel PDF

Figure 72: Title Search – Returned Title Applications

2. Selecting the Application Status **RETURNED** (in red) in the upper-right corner of the Title Preview page displays a Transaction History pop-up that will explain the reason for the return.

Title Preview

Seller Disclosure

Deal No: ---
Processing County: HARRIS
Buyer's ID Type: Driver License/Id Card
Buyer's ID: 22210058 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Vehicle Information

Vehicle Class: Pass
Registration Class: 25-1
Body Style: LL
Major Color: B1G
Odometer Reading: 35000
Odometer Brand: Actual Mileage

Transaction History

Date	Type	By
Feb 14, 2017	Returned	W AUER2

Reason: Missing Vehicle Inspection Report

Application Status: **RETURNED**
Returned By: W AUER2
Returned On: Feb 14, 2017

Figure 73: Transaction History

3. After closing the Transaction History pop-up, click on one of the edit icons to the right of a section to open the section's page.
4. Correct the information, and select **Save** to view the Title Preview page with the correction. (Refer to Section 11 – Resubmitting Title Applications.)

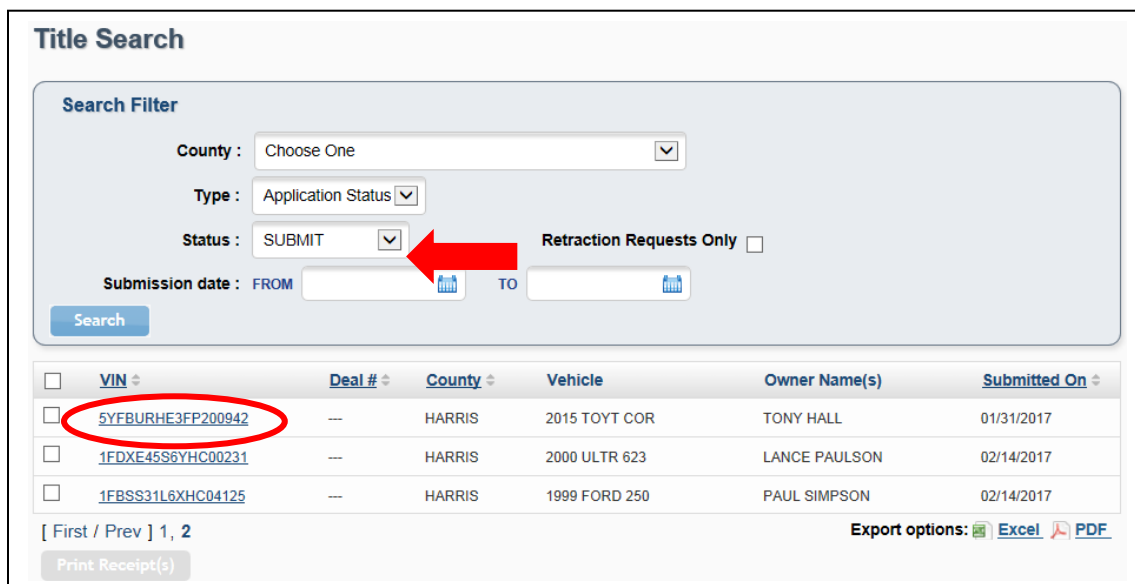
10 Retracting Title Applications

You may request to retract a title application before it is approved by the county. If the county approves the retraction request, the application's status will be changed from Submitted to Returned, and it can be found in the list of Returned Titles on the Home Page (refer to [Figure 71](#)).

Note: The county must approve the request before the application is returned to you.

Follow these steps to request a retraction on a submitted title application:

1. Locate the title application by using the Search Filter on the Title Search page. Filtered for a Status of "SUBMIT." Select the **VIN** of the title application you want to retract.



Title Search

Search Filter

County : Choose One

Type : Application Status

Status : SUBMIT

Retraction Requests Only ☐

Submission date : FROM TO

Search

☐ VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
☐ 5YFBURHE3FP200942	---	HARRIS	2015 TOYT COR	TONY HALL	01/31/2017
☐ 1FDXE45S6YHC00231	---	HARRIS	2000 ULTR 623	LANCE PAULSON	02/14/2017
☐ 1FBSS31L6XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017

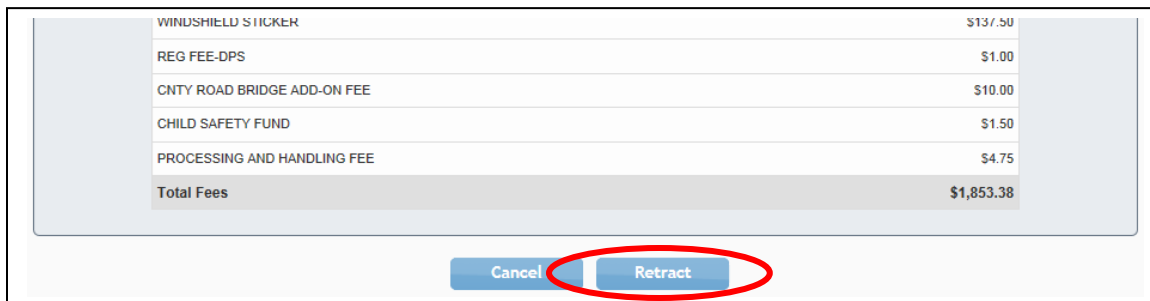
[First / Prev] 1, 2

Print Receipt(s)

Export options: Excel PDF

Figure 74: Title Search Page

2. On the Title Preview page, select **Retract**.



WINDSHIELD STICKER	\$137.50
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$1,853.38

Cancel Retract

Figure 75: Retract a Title Application



3. The Retraction Request pop-up box will appear. Enter the Reason for the request. This reason will be visible to the county. Select **Retract**.

Retraction Request [X]

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

* Indicates Required Field

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J

VIN: 5YFBURHE3FP275429

Vehicle: 2015 TOYT COR

Requested By: W AUZER

* **Reason:** Wrong inspection type entered

You have 321 characters remaining

Retract **Cancel**

Figure 76: Retraction Request

4. If the county approves the retraction request, the status of the application will change to Returned.
5. Make the corrections, and resubmit the application (refer to Section 11 – Resubmitting Title Applications).

10.1 Viewing Retraction Requests

You can find a retracted title application request in the following ways:

- On the Home Page, select the number next to Retractions in the Titles box.

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

web DEALER

Home Page Titles Payments Administration Support

Search VIN / Deal # / Unit # [X] JOHN

Welcome JOHN FREDRICKSON You last logged in on Mar 04, 2019

Account: P51769 ABC DEALERSHIP - 12931 RESEARCH BLV [X] Set Location GDN Category: MOTOR VEHICLE

Titles

Returned:	2
In-Progress:	20
Submitted:	25
Reviewed:	13
Imported:	16
Grouped:	3
Retractions:	3
Active Buyer Tag(s):	187

Start a New Title Application
Title Data Import

In-Progress Titles Reviewed Titles Returned Titles

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 77: View Retraction Requests – Home Page



- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of "Submit" with the Retraction Requests Only check box checked.

Title Search

Search Filter

County : Choose One

Type : Application Status

Status : SUBMIT

Retraction Requests Only ☒

Submission date : FROM TO

Search

☐	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
☐	1FBSS31L6XHC04125	---	HARRIS	1999 FORD 250	PAUL SIMPSON	02/14/2017
☐	5YFBURHE3FP275429	---	HARRIS	2015 TOYT COR	THOMAS VINCENT	02/14/2017

Export options: [Excel](#) [PDF](#)

Print Receipt(s)

Figure 78: Title Search Retraction Requests

Follow these steps to review a retracted title application request:

- On the Title Search page, select the **VIN**.
- The Title Preview page will display. If the request is pending county approval, the Application Status will be in red, and there will be a warning on the Title Preview page.

Title Preview

RETRACTION REQUESTED. VIEW REQUEST WITH APPLICATION STATUS ICON (5817)

Application Status: **SUBMITTED**

Submitted By: WAUSER

Submitted On: Feb 14, 2017

Seller Disclosure

Deal No: ---

Processing County: HARRIS

Buyer's ID Type: Driver License/Id Card

Buyer's ID: Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Vehicle Information

Vehicle Class: Passenger

Registration Class: 25 - PASSENGER-LESS/EQL 6000

Body Style: 4D

Major Color: BLACK

Minor Color: ---

Odometer Reading: 250

Odometer Brand: Actual Mileage

VIN: 5YFBURHE3FP275429

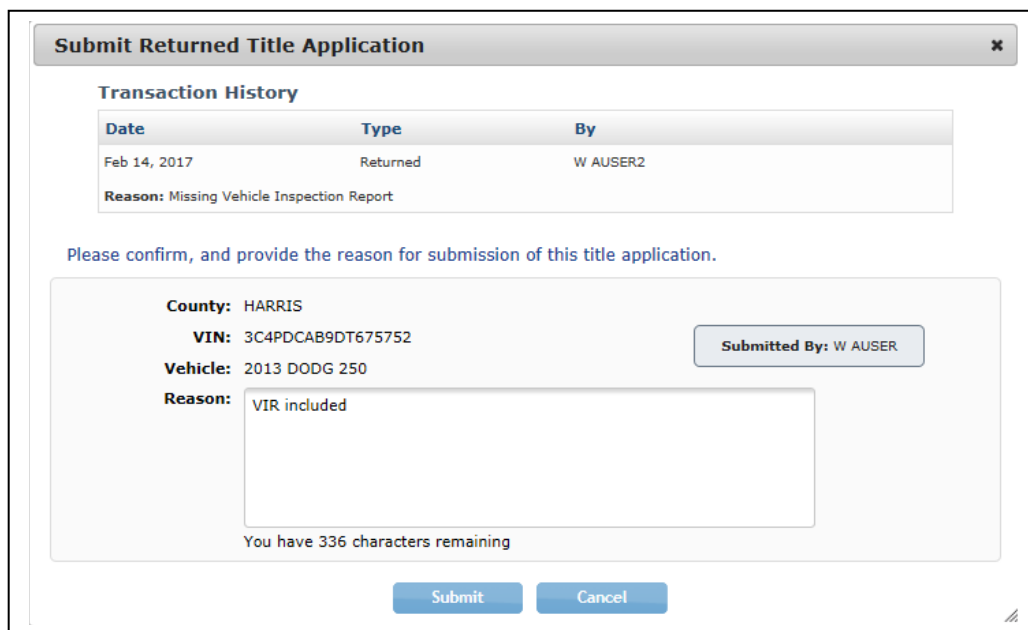
Year/Make/Model: 2015 TOYT COR

Figure 79: Title Preview – Retraction Request Message

11 Resubmitting Title Applications

After you have corrected the title application, as applicable, follow these steps to resubmit:

1. Verify the corrected information appears on the Title Preview page. Once verified, select **Submit**.
2. The Submit Returned Title Application pop-up will open. Enter the reason for the resubmission of the application (optional). Select **Submit**.



Submit Returned Title Application [X]

Transaction History

Date	Type	By
Feb 14, 2017	Returned	W AUUSER2

Reason: Missing Vehicle Inspection Report

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

County: HARRIS
VIN: 3C4PDCAB9DT675752
Vehicle: 2013 DODG 250
Reason: VIR included

Submitted By: W AUUSER

You have 336 characters remaining

Submit **Cancel**

Figure 80: Submit Returned Title Application

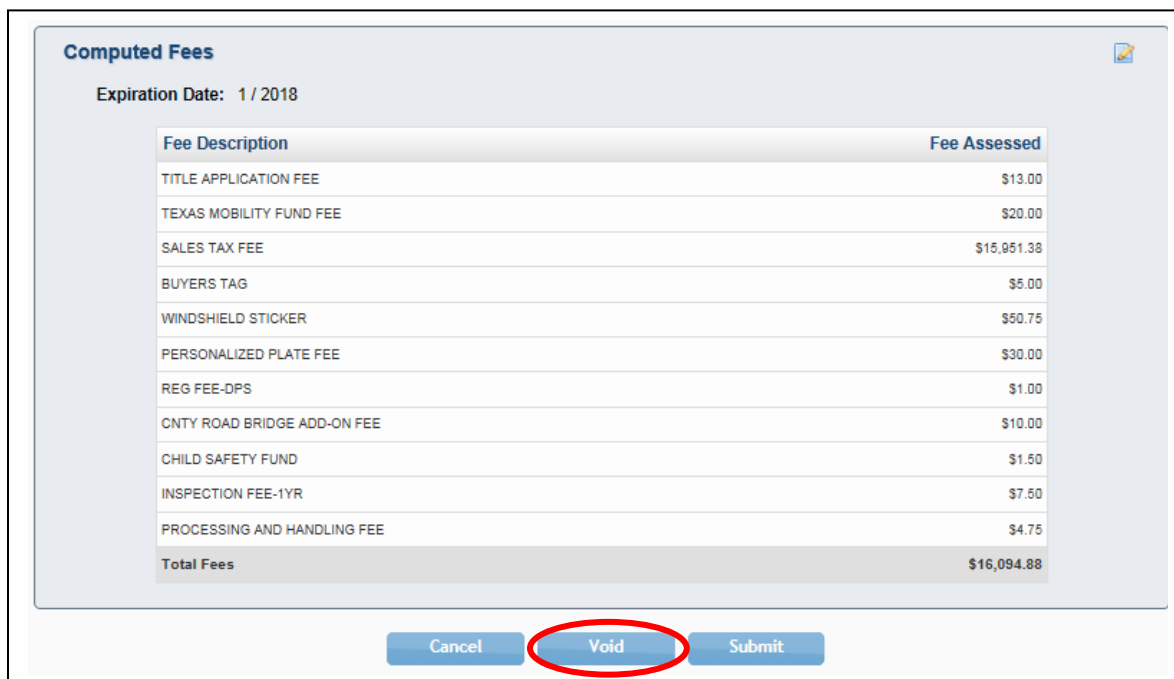
3. The status of the application will be changed to Submitted, and the title application is resubmitted to the county tax assessor-collector's office for review.

12 Voiding Title Applications

At any time prior to submitting the title application to the county tax assessor-collector's office, or after it has been returned by the county tax assessor-collector's office, you can void the application.

Follow these steps to void a title application:

1. Select **Title Search** under the **Titles** tab.
2. On the Title Search page, use the Search Filter to locate the title application.
3. Select the **VIN** of the title application you want to void.
4. On the bottom of the Title Preview page, select **Void**.



Computed Fees

Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$15,951.38
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-1YR	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$16,094.88

Figure 81: Voiding Title Application



13 Printing Receipts

The first opportunity to print a title application receipt is immediately after the application is submitted to the county tax assessor-collector's office. It will have a webDEALER Title ID number.

Receipts for submitted, reviewed, and approved title applications can be printed individually or as a group. Follow these steps to print receipts:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Titles tab. In the Search Filter, choose a status of "Submit," "Reviewed," or "Approve." Select **Search**.
2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications.
3. Select **Print Receipt(s)**.

Title Search

Search Filter

County : Choose One

Type : Application Status

Status : REVIEWED

Reviewed Date : FROM TO

Search

☐	VIN	Deal #	County	Vehicle	Owner Name(s)	Reviewed On	Group Id
☒	1GNKRJKD4HJ144125	---	HARRIS	2017 CHEV 250	PAT WAYNE	01/31/2017	P108927-101-24
☐	1GNSCKKC1HR141258	---	HARRIS	2017 CHEV 250	KYLE MOORE	01/31/2017	P108927-101-24
☒	1N4AL3AP4HN341258	---	HARRIS	2017 NISS ALT	JASPER WELLINGTON	01/31/2017	P108927-101-24
☐	5TDXZ3DC3HS774125	---	HARRIS	2017 TOYT 222	ERIC TRINDLE	01/17/2017	---
☐	5TDXZ3DC3HS774222	---	HARRIS	2017 TOYT 250	TOMMY BASIL	01/17/2017	---
☐	3C4PDCBG9FT724258	---	HARRIS	2015 DODG 250	BOB SISCO	01/17/2017	---
☐	1HGCR2F82HA118521	---	HARRIS	2017 HOND ACC	PETER GEORGE	01/17/2017	---
☒	5NPE24AF2HH474192	---	HARRIS	2017 HYUN SON	DAWN GILLIAN	01/17/2017	---
☒	5N1DL0MNXC508371	---	HARRIS	2017 INFI 210	KENTON SIFFERMAN	01/17/2017	---
☐	4T1BF1FK7HU714122	---	HARRIS	2017 TOYT CAM	DEAN ROBERTS	01/17/2017	---

Export options: [Excel](#) [PDF](#)

Print Receipt(s)

Figure 82: Print Receipts

Note: The first receipt will always print without a watermark. This is the owner's copy (Figure 83). If you need a copy of the receipt for the lienholder, click the **Print Receipt(s)** button a second time. This copy will have a watermark (Figure 84).

- A PDF message will appear, and you must open the file to view and print the receipts.

13.1 Owner's Receipt

This receipt example is for a dealership that does not have plate and sticker inventory. There is no plate number specified or sticker image at the bottom. The plate number will be shown on the receipt if you have plate and sticker inventory or if a customer supplied the plate.

WEB DEALER ORIGINAL TITLE	
COUNTY: HARRIS	TAC NAME: ANN HARRIS BENNETT
PLATE NO:	DATE: 02/16/2017
DOCUMENT NO:	TIME: 12:15PM
	USER: WAUSER2
OWNER NAME AND ADDRESS	EFFECTIVE DATE: 02/16/2017
JOHN FRANKS	EXPIRATION DATE: 1/2018
4356 GATEWAY RD	WEB TITLE ID: 6877
LEANDER, TX 78655	
REGISTRATION CLASS: PASSENGER-LESS/EQL 6000	
PLATE TYPE: PASSENGER-TRUCK PLT	
ORGANIZATION:	
STICKER TYPE: NS	
VEHICLE IDENTIFICATION NO: 5YFBURHE3FP200410	
VEHICLE CLASSIFICATION: PASS	
YR/MAKE: 2015/TOYT	MODEL: COR
BODY STYLE: 4D	UNIT NO:
EMPTY WT: 3500	CARRYING CAPACITY: 0
GROSS WT: 3500	TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO:	IVL IRLR L/W/SQFT: 0'0"
PREV OWNER NAME: ALLEN SAMUELS CHRYSLER D	PREV CITY/STATE: WACO, TX
INVENTORY ITEM(S)	YR
PASSENGER-TRUCK PLT	2018
WINDSHIELD STICKER	
VEHICLE RECORD NOTATIONS	
ACTUAL MILEAGE	
PAPER TITLE	
MAJOR COLOR: BLUE	
FEE ASSESSED	
TITLE APPLICATION FEE	\$ 13.00
TEXAS MOBILITY FUND FEE	\$ 20.00
SALES TAX FEE	\$ 1,562.50
BUYERS TAG	\$ 5.00
WINDSHIELD STICKER	\$ 50.75
REG FEE-DPS	\$ 1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$ 10.00
CHILD SAFETY FUND	\$ 1.50
INSPECTION FEE-2YR	\$ 16.75
PROCESSING AND HANDLING FEE	\$ 4.75
TOTAL	\$ 1,683.25
ODOMETER READING: 250	BRAND: A
OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN	
1ST LIEN	
SALES TAX CATEGORY: SALES/USE	
2ND LIEN	Date of Assignment/Sales Tax Date: 02/15/2017
	Sales Price \$ 25,000.00
	Less Trade In Allowance \$ 0.00
	Taxable Amount \$ 25,000.00
3RD LIEN	Sales Tax Paid \$ 1,562.50
	Less Other State Tax Paid \$ 0.00
	Tax Penalty \$ 0.00
	TOTAL TAX PAID \$ 1,562.50
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.	

Figure 83: Owner's Receipt



13.2 Duplicate Receipt

Once the owner's receipt is printed, it will enable the duplicate receipt to be printed with a watermark. To print a second copy, click the **Print Receipt(s)** button.

WEB DEALER ORIGINAL TITLE

COUNTY: HARRIS

PLATE NO:

DOCUMENT NO:

OWNER NAME AND ADDRESS

JOHN FRANKS

4356 GATEWAY RD

LEANDER, TX 78655

TAC NAME: ANN HARRIS BENNETT

DATE: 02/16/2017

TIME: 12:15PM

USER: WAUSERJ

EFFECTIVE DATE: 02/16/2017

EXPIRATION DATE: 1/2018

WEB TITLE ID: 6877

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000

PLATE TYPE: PASSENGER-TRUCK PLT

ORGANIZATION:

STICKER TYPE: NS

VEHICLE IDENTIFICATION NO: 5YFBURHE3FP200410

YR/MAKE: 2015/TOYT MODEL: COR BODY STYLE: 4D UNIT NO:

EMPTY WT: 3500 CARRYING CAPACITY: 0 GROSS WT: 3500 TRAILER TYPE:

BODY VEHICLE IDENTIFICATION NO:

PREV OWNER NAME: ALLEN SAMUELS CHRYSLER D PREV CITY/STATE: WACO, TX

INVENTORY ITEM(S) YR

PASSENGER-TRUCK PLT 2018

WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS

ACTUAL MILEAGE

PAPER TITLE

MAJOR COLOR: BLUE

FEES ASSESSED

TITLE APPLICATION FEE	\$	13.00
TEXAS MOBILITY FUND FEE	\$	20.00
SALES TAX FEE	\$	1,562.50
BUYERS TAG	\$	5.00
WINDSHIELD STICKER	\$	50.75
REG FEE-DPS	\$	1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$	10.00
CHILD SAFETY FUND	\$	1.50
INSPECTION FEE-2YR	\$	16.75
PROCESSING AND HANDLING FEE	\$	4.75
TOTAL	\$	1,685.25

ODOMETER READING: 250 BRAND: A

OWNERSHIP EVIDENCE: MANUFACTURER'S CERT. OF ORIGIN

1ST LIEN

SALES TAX CATEGORY: SALES/USE

Date of Assignment/Sales Tax Date: 02/15/2017

2ND LIEN	Sales Price	\$	25,000.00
	Less Trade In Allowance	\$	0.00
	Taxable Amount	\$	25,000.00
	Sales Tax Paid	\$	1,562.50
3RD LIEN	Less Other State Tax Paid	\$	0.00
	Tax Penalty	\$	0.00
	TOTAL TAX PAID	\$	1,562.50

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

Figure 84: Duplicate Receipt



13.3 Final Receipt

After the title application is approved by the county tax assessor-collector's office, the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code.

WEB DEALER ORIGINAL TITLE	
	
1GNSCBE00BR135415	07741042781250000
COUNTY: FLOYD	TAC NAME: DELIA SUAREZ
PLATE NO: BN6B800	DATE: 02/17/2017
DOCUMENT NO: 07741042781250000	TIME: 01:59PM
	USER: 077-JERICKS
	EFFECTIVE DATE: 02/17/2017
	EXPIRATION DATE: 1/2018
	WEB TITLE ID: 4604
OWNER NAME AND ADDRESS	
MICHAEL NESSERSON	
12498 N.W. MAIN STREET	
LEANDER, TX 78555	
REGISTRATION CLASS: PASSENGER-LESS/EQL 6000	
PLATE TYPE: PASSENGER-TRUCK PLT	
ORGANIZATION:	
STICKER TYPE: WS	
VEHICLE IDENTIFICATION NO: 1GNSCBE00BR135415	
VEHICLE CLASSIFICATION: PASS	
YR/MAKE: 2011/CHEV	
MODEL: 201	
BODY STYLE: LL	
UNIT NO:	
EMPTY WT: 3500	
CARRYING CAPACITY: 0	
GROSS WT: 3500	
TRAILER TYPE:	
BODY VEHICLE IDENTIFICATION NO:	
PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G	
PREV CITY/STATE: ANDREWS, TX	
INVENTORY ITEM(S)	
PASSENGER-TRUCK PLT	
WINDSHIELD STICKER	
YR	
2018	
VEHICLE RECORD NOTATIONS	
ACTUAL MILEAGE	
PAPER TITLE	
MAJOR COLOR: BLACK	
FEE ASSESSED	
TITLE APPLICATION FEE	
TEXAS MOBILITY FUND FEE	
SALES TAX FEE	
BUYERS TAG	
TITLE CONVENIENCE FEE	
WINDSHIELD STICKER	
REG FEE-DPS	
CNTY ROAD BRIDGE ADD-ON FEE	
INSPECTION FEE-1YR	
PROCESSING AND HANDLING FEE	
TOTAL	
1,054.50	
ODOMETER READING: 25000	
BRAND: A	
OWNERSHIP EVIDENCE: OUT-OF-STATE TITLE	
1ST LIEN	
2ND LIEN	
3RD LIEN	
SALES TAX CATEGORY: SALES/USE	
Date of Assignment/Sales Tax Date: 02/14/2017	
Sales Price	
15,000.00	
Less Trade In Allowance	
0.00	
Taxable Amount	
15,000.00	
Sales Tax Paid	
937.50	
Less Other State Tax Paid	
0.00	
Tax Penalty	
0.00	
TOTAL TAX PAID	
937.50	
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.	
BN6B800	
	
01 18	
ANDREWS BR135415	
VOID	
DO NOT USE/	
NO USE	

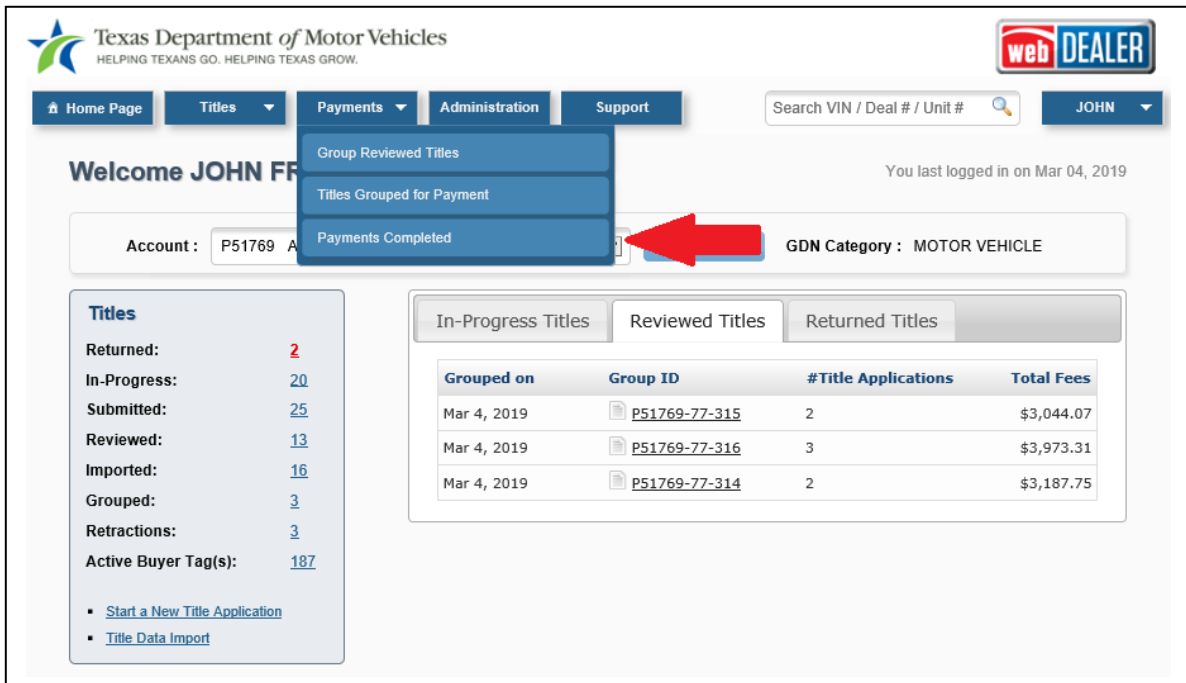
Figure 85: Final Receipt

14 Payments

The county tax assessor-collector's office will collect payment for all approved title applications. For each payment collected, the county tax assessor-collector's office will record the payment(s) and make a note in the payment details.

Follow these steps to view the payments recorded by the county tax assessor-collector's office:

1. Select on **Payments Completed** under the **Payments** tab.

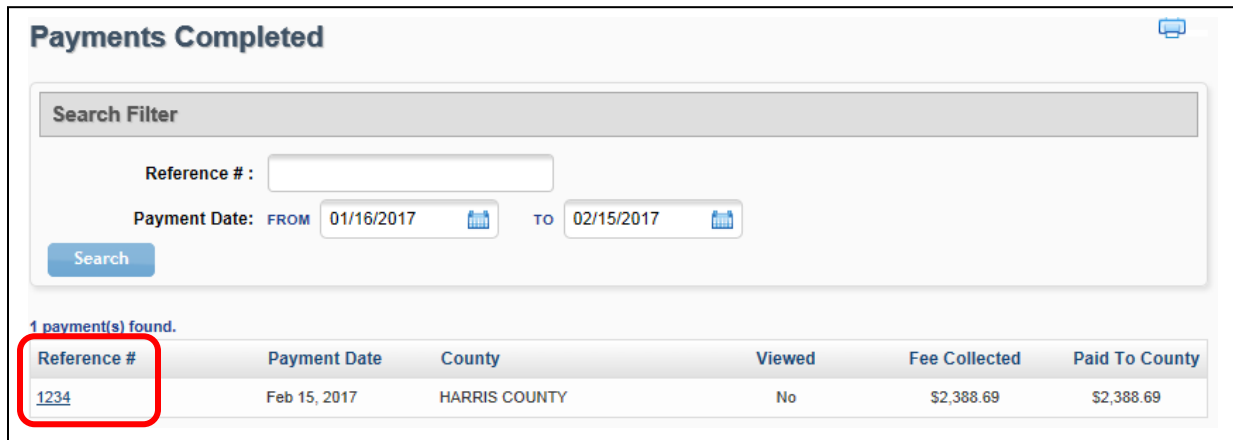


The screenshot shows the webDEALER interface. The 'Payments' tab is selected, and a dropdown menu is open, highlighting 'Payments Completed'. A red arrow points to this option. The interface also shows a search bar, a user profile for 'JOHN', and a table of title applications.

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 86: Access Payments Completed

2. Select a **Reference #** to display the Payment Details.



The screenshot shows the 'Payments Completed' page. It includes a search filter with fields for 'Reference #', 'Payment Date' (FROM 01/16/2017 TO 02/15/2017), and a 'Search' button. Below the search filter, it says '1 payment(s) found.' and displays a table of payment details.

Reference #	Payment Date	County	Viewed	Fee Collected	Paid To County
1234	Feb 15, 2017	HARRIS COUNTY	No	\$2,388.69	\$2,388.69

Figure 87: Payments Completed Reference Number



- The Payment Details will show with the payment information for that group of title applications.

Payments Completed

Search Filter

Reference #:

Payment Date: FROM TO

Search

Payment Details

Reference #: 1234Payment Type: CHECK

Fee Collected: \$2,388.69Paid To County: \$2,388.69

Payment Date: Feb 15, 2017Check No: 102

HARRIS COUNTY1 title(s) found.

VIN	Deal #	Vehicle	Owner	Approved On	Penalties	Total Fee	Paid To County
STDZX3DC3HS774125	---	2017 TOYT 222	ERIC TRINDLE	Feb 15, 2017	\$0.00	\$2,388.69	\$2,388.69
Total:					\$0.00	\$2,388.69	

Figure 88: Payment Details

Appendices

Appendix 1 – Importing Dealer Management System (DMS) 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 3 – Title Data File Format for Import.

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.



Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computer and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer's signature on the Form 130-U and the odometer disclosure.
- Only the buyer may interact with the buyer acknowledgment process.
- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
- Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.
- Buyer must have a current, valid Texas Driver License/ID.

Note: This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person's identity.

- If there is a second owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.
- Only one trade-in is allowed.
- For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
- Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).



Appendix 3 – Title Data File Format for Import

The Export/Import file is a 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 4 – Equipment Requirements

Each location must have the proper equipment and infrastructure necessary for the webDEALER application.

Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

This application requires access to the Internet; a high speed Internet connection is recommended.

Web Browsers

The system was designed to be compatible with the latest web browsers.

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later <i>Note: Compatibility Mode should be turned off</i>
 Firefox	www.mozilla.com/firefox	Latest version
 Safari	www.apple.com/safari	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 Chrome	www.google.com	Chrome is a freeware web browser developed by Google.

You may visit any of the browser's websites to confirm that you have the latest version installed. To check your browser version on a Windows machine, open the browser and click Help, About [*Browser Name*] where [*Browser Name*] is the name of the browser you are using.

Adobe Acrobat Reader

[Adobe Acrobat Reader](#) is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may [click here to download Adobe Acrobat Reader](#).

Printer Requirements

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v1.4) 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

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. County tax assessor-collector's offices will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken into consideration.

The following criteria should be followed when verifying test sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.



2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

Scanner Requirements

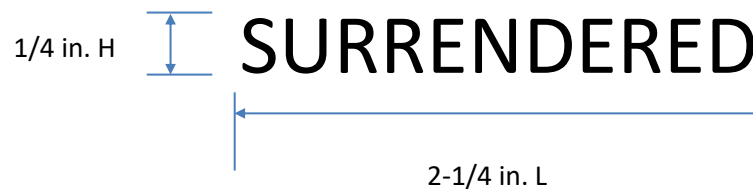
The scanned document must show all information and be readable. Information that is not captured on the scan or is unreadable could delay processing.

Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

Surrendered Stamp

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

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



Appendix 5 – Document Upload Order

Note: This list is not intended as an all-inclusive list of supporting evidence.

1. *Application for Texas Title and/or Registration* (Form 130-U)
2. Evidence of Ownership:
 - Manufacturer's Certificate of Origin
 - Texas Certificate of Title
 - Texas Certified Copy of Title
 - Out of State Title
3. Other Supporting Evidence:
 - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
 - *Power of Attorney for Transfer of Ownership to a Motor Vehicle* (Form VTR-271-A)
 - Repossession Affidavit
 - Release of Lien
 - *Beneficiary Designation for a Motor Vehicle* (Form VTR-121)
 - *Rights of Survivorship Ownership Agreement for a Motor Vehicle* (Form VTR-122)
 - Weight Certificate
4. Out of state vehicles:
 - Vehicle Inspection Report
5. Additional Supporting Documents

Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
Title/Registration Questions	County Tax Assessor-Collector's 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 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM