



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eTITLE User Guide

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1 Overview

eTITLE streamlines dealer-to-dealer reassignments and trade-in processes for vehicles with a Texas title or Texas Electronic Lien Title (ELT). eTITLE provides licensed motor vehicle dealers the ability to electronically create, view, and store vehicle reassignments between county authorized webDEALER licensed motor vehicle dealers. Additionally, the system allows a dealer to convert an electronic title (eTitle) into a paper title in the dealer's name for the purpose of resale.

1.1 Features

eTITLE facilitates the secure electronic transfer of titles in the wholesale and retail market and provides an inventory of all electronic titles. Benefits and features include:

- Ability to:
 - View eTitle inventory, including uploaded documents and reassignments
 - Create an eTitle and upload documents, including the ability to void the initial eTitle
 - Reassign an eTitle, including electronic disclosure of the odometer reading and brand
 - Convert an eTitle to a paper title for dealer resale
 - Accept a reassignment, including electronic acknowledgement of the odometer reading and brand
 - Decline and cancel reassignments
- Transfer uploaded documents with each subsequent reassignment until submitted to a county through webDEALER as a title application.
- ELT functionality that releases the title electronically to a dealer's eTitle inventory, instead of printing a paper title.
- eTitles Activity Box on the home page displays indicators to notify dealers of pending acknowledgments and pending reassignments.
- System-generated Key Code for dealer-to-dealer reassignments to securely access and acknowledge a reassignment.

2 Accessing eTITLE

eTITLE is accessed through the webDEALER login page. The eTITLE username and password will be the same as webDEALER. A user must have a user account to login to the eTITLE application. Go to the Create a User Account section for information on how to create a user account.

1. Go to the designated website, <https://webdealer.txdmv.gov/title>, to enter your username and password.
2. Select **Login** after entering your username and password.

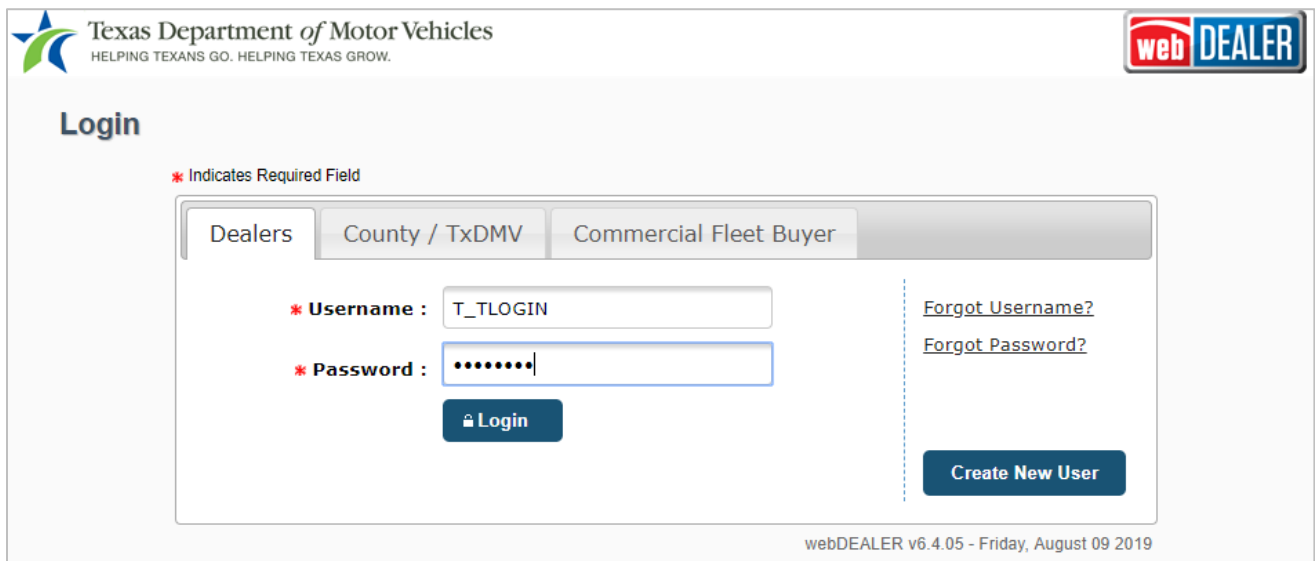


Figure 1: webDEALER Login

3. The application will display the application landing page.
4. Select the **eTITLE** icon to launch the eTITLE home page.

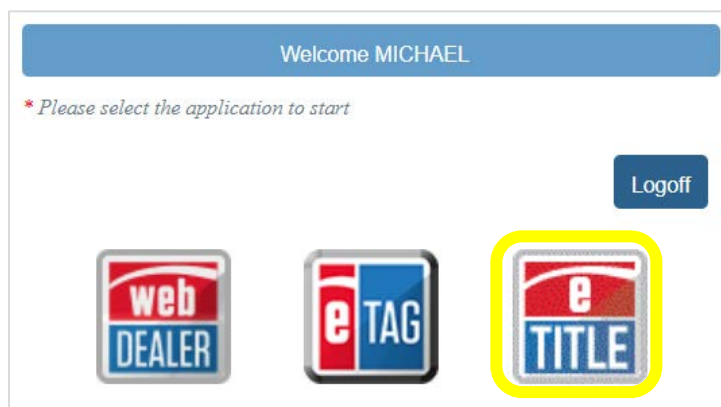
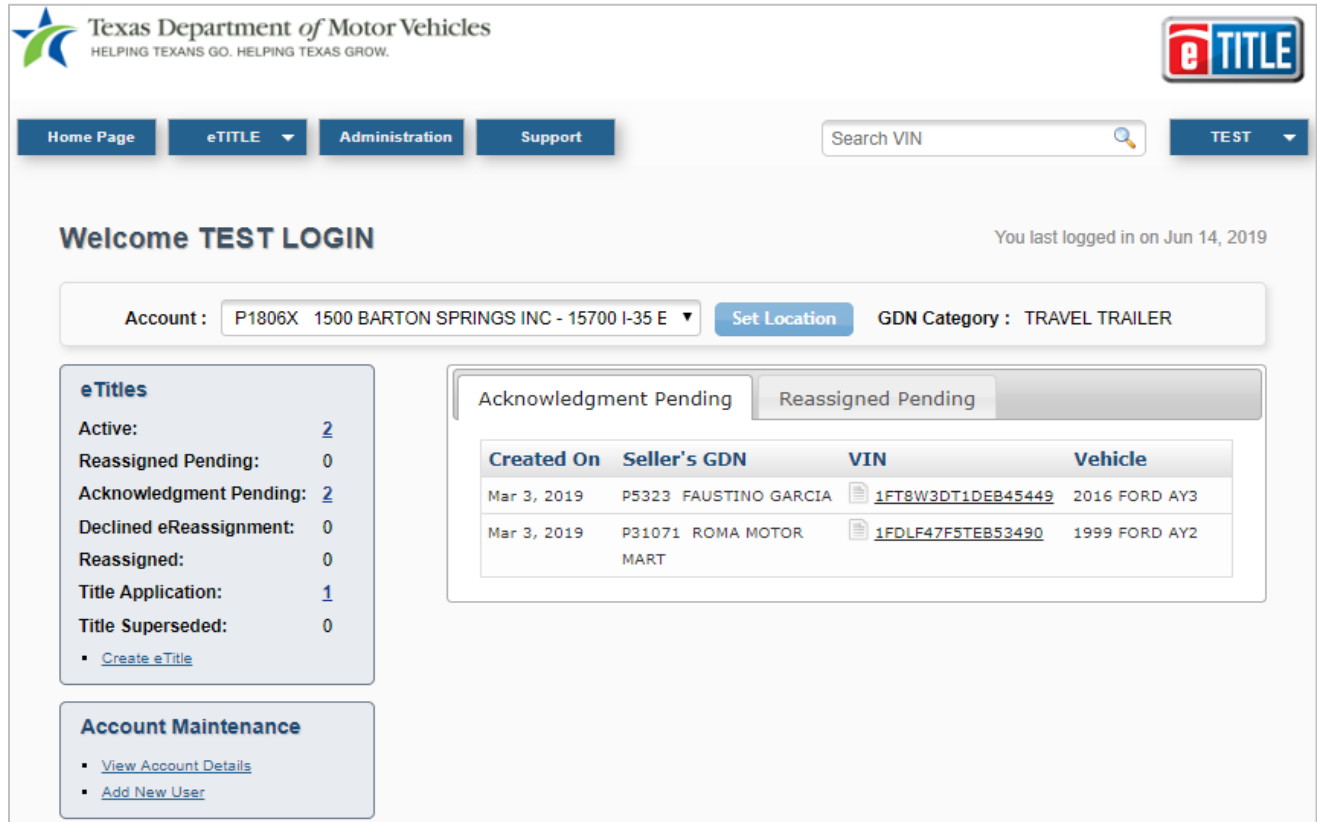


Figure 2: Application Landing Page with eTITLE Highlighted

3 Home Pages

3.1 Administrator Home Page

The administrator home page includes an Administration tab and Account Maintenance menu in addition to options available to other users.



The screenshot shows the eTITLE Administrator Home Page. At the top, there is a navigation bar with tabs: Home Page, eTITLE, Administration, and Support. A search bar for VIN is also present. The main content area is titled "Welcome TEST LOGIN" and indicates the user last logged in on Jun 14, 2019. Below this, there is an account summary section showing the account name "P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E" and a "Set Location" button. The GDN Category is listed as "TRAVEL TRAILER".

On the left side, there is a section titled "eTitles" with a list of statistics:

- Active: 2
- Reassigned Pending: 0
- Acknowledgment Pending: 2
- Declined eReassignment: 0
- Reassigned: 0
- Title Application: 1
- Title Superseded: 0

Below the statistics is a "Create eTitle" link. On the right side, there is a section titled "Acknowledgment Pending" with a sub-section "Reassigned Pending". Below this is a table with the following data:

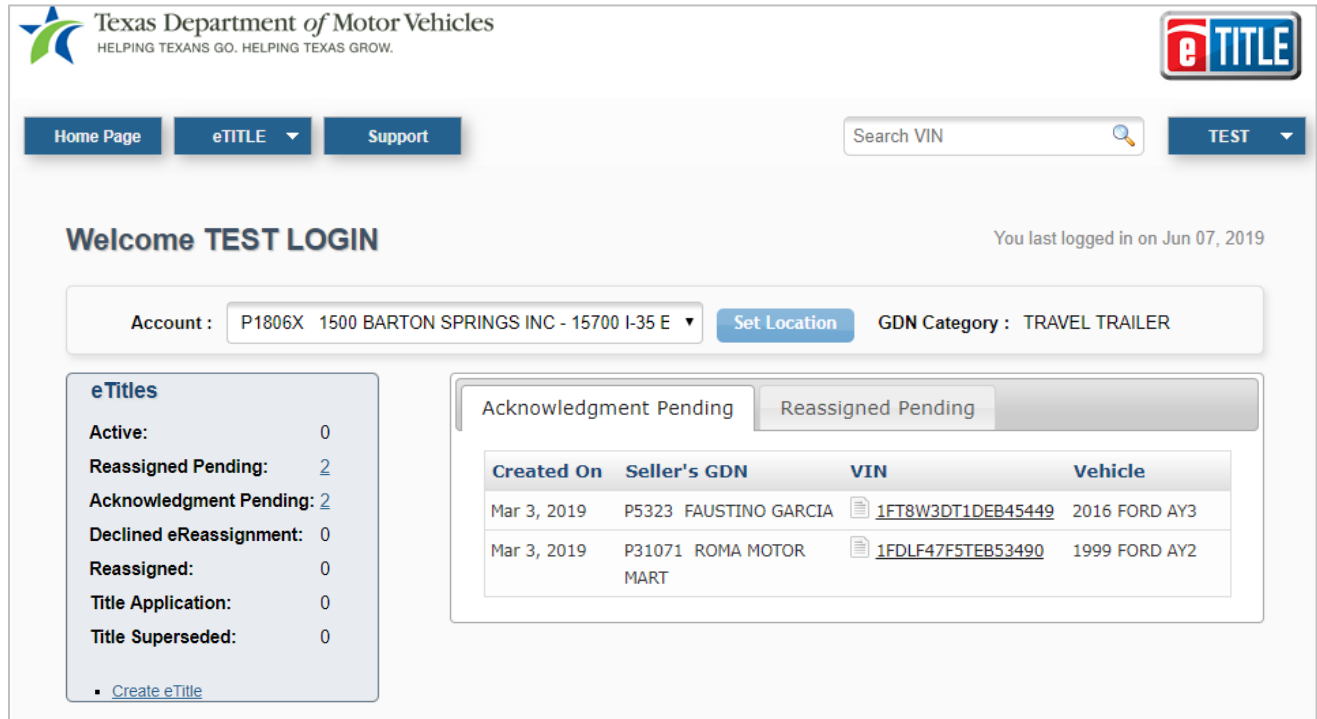
Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

At the bottom left, there is an "Account Maintenance" section with links for "View Account Details" and "Add New User".

Figure 3: eTITLE Home Page (Administrator View)

3.2 User Home Page

The user home page differs from the administrator home page. Note the absence of the Administration tab and Account Maintenance menu.



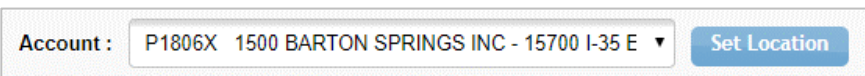
The screenshot shows the eTITLE User Home Page. At the top, there is a navigation bar with buttons for "Home Page", "eTITLE", and "Support". A search bar labeled "Search VIN" and a "TEST" button are also present. The main content area starts with a "Welcome TEST LOGIN" message and a note "You last logged in on Jun 07, 2019". Below this, there is a section for account information, including "Account : P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E" and a "Set Location" button. The "GDN Category" is listed as "TRAVEL TRAILER". On the left, there is a sidebar titled "eTitles" showing counts for various title statuses: Active (0), Reassigned Pending (2), Acknowledgment Pending (2), Declined eReassignment (0), Reassigned (0), Title Application (0), and Title Superseded (0). A link to "Create eTitle" is at the bottom of this sidebar. On the right, there is a table with two tabs: "Acknowledgment Pending" and "Reassigned Pending". The "Acknowledgment Pending" tab is active, displaying a table with columns: "Created On", "Seller's GDN", "VIN", and "Vehicle". The table contains two rows of data.

Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

Figure 4: User Home Page

The home page includes the features and functions shown in the following table.

Table 1: Home Page Features and Use

Feature/Function	Use
Navigation Tabs	 Tabs at the top of the page for navigation to other pages include: • Home Page – select to return to eTITLE Home Page • eTITLE – select to navigate to the <i>Create eTitle</i> page or the <i>eTitle Inventory</i> page • Administration – select to navigate to the <i>Account Details</i> page • Support – select to navigate to the <i>User Support</i> page NOTE: The Administration tab only appears for administrators.
Search Function	This data entry field is used to search for vehicle identification numbers.
Username Drop-down	Identifies the current user and provides a drop-down menu with these options: • Change Password • Logoff Application • Switch to webDEALER or eTAG applications
Account Location Selector	 A drop-down menu that lists available dealer locations.

Feature/Function

Use

eTitles Activity Box

eTitles

Active: 0

Reassigned Pending: 2

Acknowledgment Pending: 2

Declined eReassignment: 0

Reassigned: 0

Title Application: 0

Title Superseded: 0

Create eTitle

This section of the Home Page lists the status and number of eTitles in queue. Statuses include:

- Active
- Reassigned Pending
- Acknowledgment Pending
- Declined eReassignment
- Reassigned
- Title Application
- Title Superseded

If there are eTitles in any of the categories, a hyperlink is active to navigate to a list. The activity box also includes a hyperlink to navigate to the *Create eTitle* page.

eTitle Status Tabs

Acknowledgment Pending

Reassigned Pending

Created On

Seller's GDN

VIN

Vehicle

Mar 3, 2019

P5323 FAUSTINO GARCIA

1FT8W3DT1DEB45449

2016 FORD AY3

Tabs that display the 10 most recent eTitles in the corresponding statuses.

Account Maintenance Menu

Account Maintenance

View Account Details

Add New User

This menu appears on the home page only for administrators and includes these two options:

- View Account Details – select to navigate to the *Account Details* page
- Add New User – select to navigate to the *Add New User* page

4 Setting eTITLE Permissions

Administrators set up in webDEALER will be administrators in eTITLE. Administrators will have all eTITLE permissions and the ability to manage eTITLE Permissions for users. Permissions include:

- Viewing the eTitle inventory
- Creating/editing an eTitle
- Reassigning an eTitle
- Processing a pending reassignment
- Converting an eTitle to a paper title

4.1 Viewing Account and User Details

To view account details, an administrator should follow these steps.

1. On the eTITLE home page, use the **Account** drop-down menu to select an available account.
2. Select the **Set Location** button.

3. Select **View Account Details** from the Account Maintenance menu. The *Account Details* page will appear with information related to the selected account, including a list of users who are associated with the account.

Account Details



Dealer ID: 149115

Dealer GDN: P115104

GDN Category: MOTOR VEHICLE

Business Name: JDRA ENTERPRISES, INC.

Doing Business As: LOVING HONDA

Contact Name: MISTY WOODARD

Email: ---

Phone #: (936)632-7711

[Add User](#)

Address

1701 S MEDFORD DR.,
LUFKIN, TX 75901

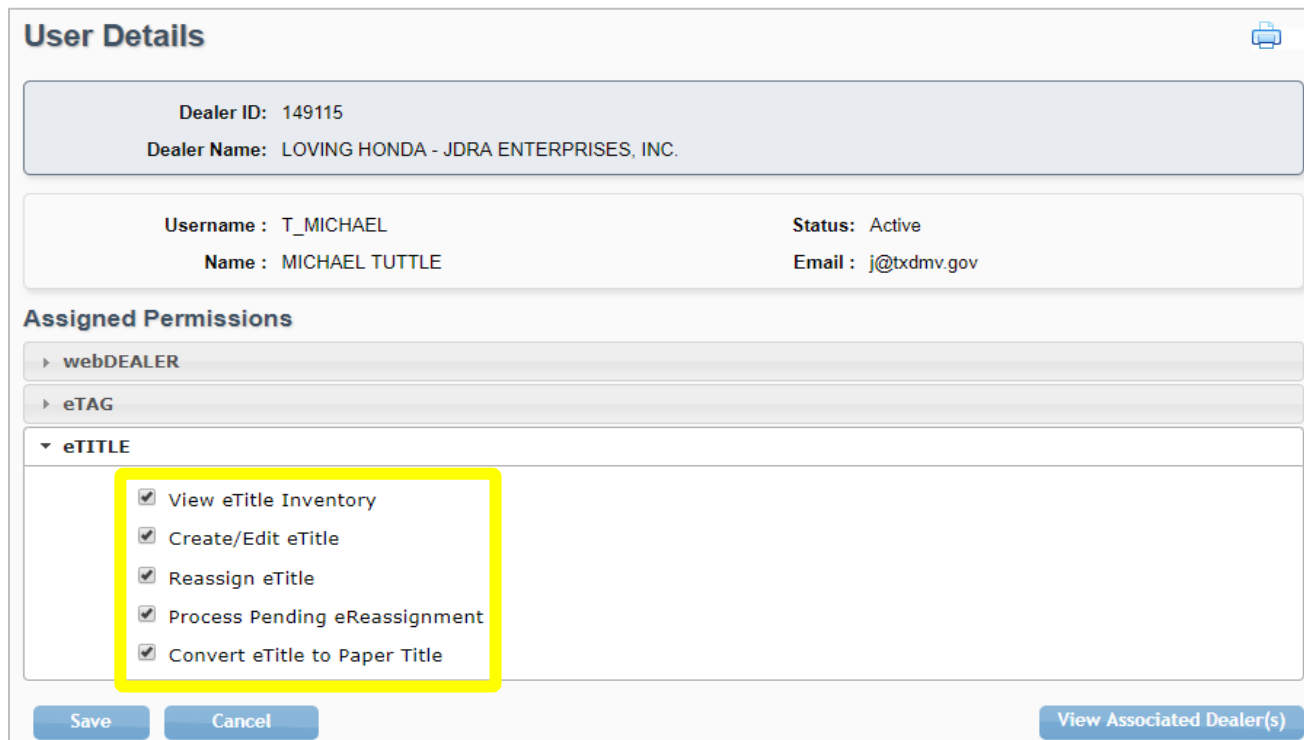
▼ List of Associated Users

User Name	Name	Email	Status	Action
T_USER 	TESTER USER	TESTER@txdmv.gov	Active	 Remove Association  Lock User
T_MICHAEL 	MICHAEL TUTTLE	j@txdmv.gov	Active	
T_JOHNSON	JOHNSON	joh@txdmv.gov	Active	 Remove Association  Lock User
T_USER3 	TEST USECASE	USER@txdmv.gov	Active	

Figure 5: Account Details Page

4. To view detailed information for a user associated with an account, select the User Name hyperlink for a particular user to display the User Details page.

5. A user designated as an administrator in webDEALER at the time the dealer is set up to be active in a county will have the check boxes for all eTITLE permissions checked.



User Details

Dealer ID: 149115
Dealer Name: LOVING HONDA - JDRA ENTERPRISES, INC.

Username : T_MICHAEL Status: Active
Name : MICHAEL TUTTLE Email : j@txdmv.gov

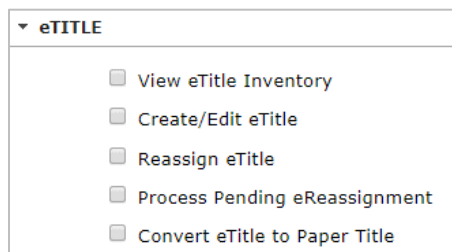
Assigned Permissions

- webDEALER
- eTAG
- eTITLE**
 - ☒ View eTitle Inventory
 - ☒ Create/Edit eTitle
 - ☒ Reassign eTitle
 - ☒ Process Pending eReassignment
 - ☒ Convert eTitle to Paper Title

Save Cancel View Associated Dealer(s)

Figure 6: User Details Page with Administrator Permissions

6. A user that is not an administrator will have none of the eTITLE permissions checked. The administrator may assign or unassign any or all permissions for the user using the check boxes.



eTITLE

- ☐ View eTitle Inventory
- ☐ Create/Edit eTitle
- ☐ Reassign eTitle
- ☐ Process Pending eReassignment
- ☐ Convert eTitle to Paper Title

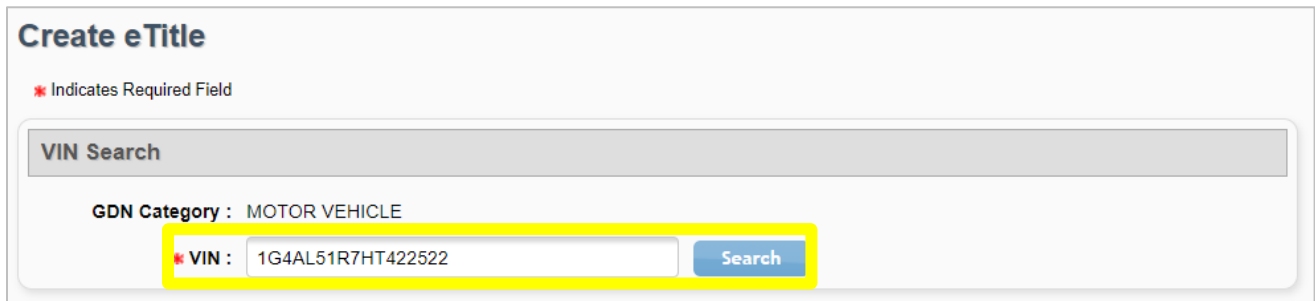
Figure 7: Available User Permissions

7. Select the **Save** button to save user permissions. Select the **Cancel** button to cancel the operation and return to the *Account Details* page.

5 Creating an eTitle

A user (with proper permissions) can create an eTitle Record for an existing paper Texas title or Certified Copy of Texas Title. Once completed, the eTitle is accessible in the dealer's eTitle inventory with an ACTIVE status.

1. From the *eTITLE* home page, navigate to the *Create eTitle* page by selecting the **Create eTitle** hyperlink (in the eTitles Activity Box) or from the eTITLE tab drop-down menu.
2. On the *Create eTitle* page, enter a Vehicle Identification Number (VIN) in the VIN field and select **Search**. The VIN search will check for the vehicle in the Registration and Title System (RTS) and will *return* the vehicle information along with lien information, if applicable.



Create eTitle

* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

* VIN : 1G4AL51R7HT422522 **Search**

Figure 8: Create eTitle – VIN Search

An error message will display if the requested VIN:

- Is found on another active eTitle Record; displays error message “An eTitle already exists for this vehicle.”
- Does not exist in RTS; displays error message “No record found.”
- Has RTS-related hardstops; displays error message “An eTitle cannot be created for this vehicle.”
- Has an ELT; displays error message “An eTitle cannot be created for this vehicle.”
- Is found on an active Buyer Tag for another dealer; displays error message “Active buyer tag found for another dealer.”

Create eTitle

 An eTitle cannot be created for this vehicle.

* Indicates Required Field

VIN Search

GDN Category : MOTOR VEHICLE

* VIN :

Figure 9: Create eTitle – Error Message Example

- For a VIN search that returns RTS information with no errors, verify the vehicle information then select **Proceed**. Select **Cancel** to return to the *eTitle Inventory* page.

Current Vehicle Record

Vehicle Class: PASS

Registration Class: 25 - PASSENGER-LESS/EQL 6000

Plate Code: PSP - PASSENGER-TRUCK PLT

Body Style: 4D

Major Color: --- Minor Color: ---

Empty Weight: 2800 (lbs) Carrying Capacity: ---

Gross Weight: 2800 (lbs)

Odometer Reading: 130000 Odometer Brand: Actual Mileage

Owner (s): LORREN CARTEE

Plate Number: GKL39T

Plate Age: 9 years

VIN: 1G4AL51R7HT422522

Year/Make/Model: 2005 BUIC CLM

Document No: 03130235175144648

Issued: Nov 28, 2014

Lienholder Information

Lien 1

Lien Date: Nov 22, 2014 Lien Release Date: ---

Name: VOGUE PROPERTIES

Additional Information

ACTUAL MILEAGE

PAPER TITLE

Figure 10: Create eTitle – Current Vehicle Record

NOTE: Brands and remarks will only be shown if present on the record. Lienholder Information will only be shown if there is a lien on the record.

Create eTitle

* Indicates Required Field

Vehicle Information

VIN: 1G4AL51R7HT422522

Year: 2005

Vehicle Make: BUIC

Vehicle Model: CLM

Major Color: ---

Brands / Remarks:
ACTUAL MILEAGE
PAPER TITLE

Body Style: 4D

Minor Color: ---

Lienholder Information

Lien Date: Nov 22, 2014

Lien Release Date: ---

Name: VOGUE PROPERTIES

Odometer Reading

Odometer Reading: 130000

Odometer Brand: Actual Mileage

Evidence of Ownership and Supporting Documents

Document Type :

* ☐ I ACKNOWLEDGE A RELEASE OF LIEN IS REQUIRED FOR THIS RECORD.

Figure 11: Create eTitle – Vehicle and Lienholder Information, Odometer Reading, and Evidence of Ownership

4. To enter evidence of ownership, select a document type from the Document Type drop-down menu. Document type options include:

- Texas Title
- Certified Copy of Texas Title

NOTE: Only a paper Texas title or Certified Copy of Texas Title can be used to create an eTitle for subsequent transfer.

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 eTitle records. To upload a single PDF, you must first scan the multiple documents into a single PDF.

5. When a document type is selected, the Document Upload option will display. Multiple documents may be uploaded using this function.

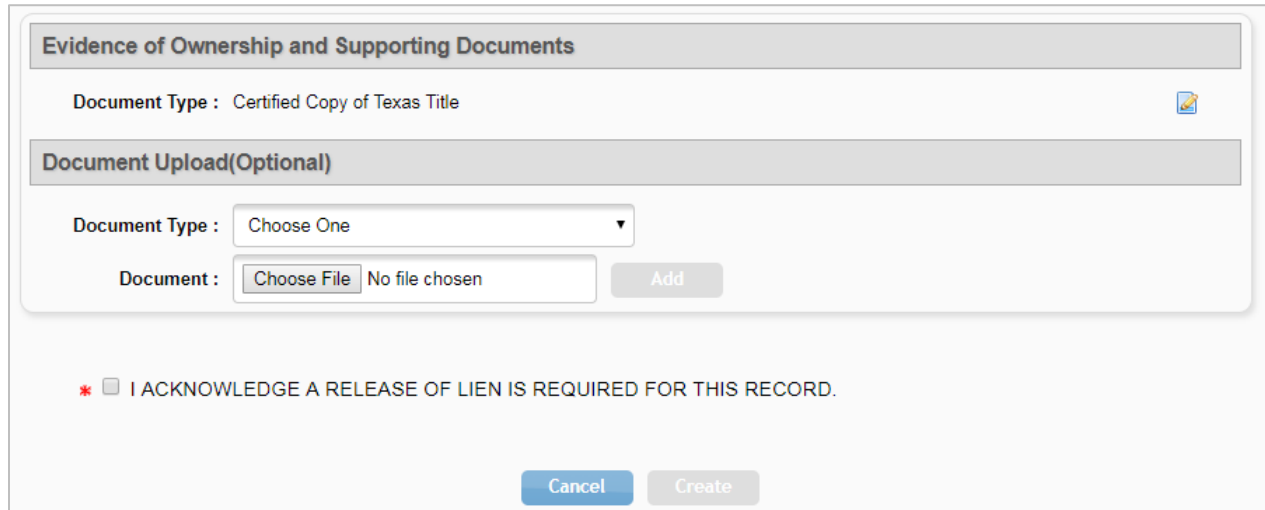
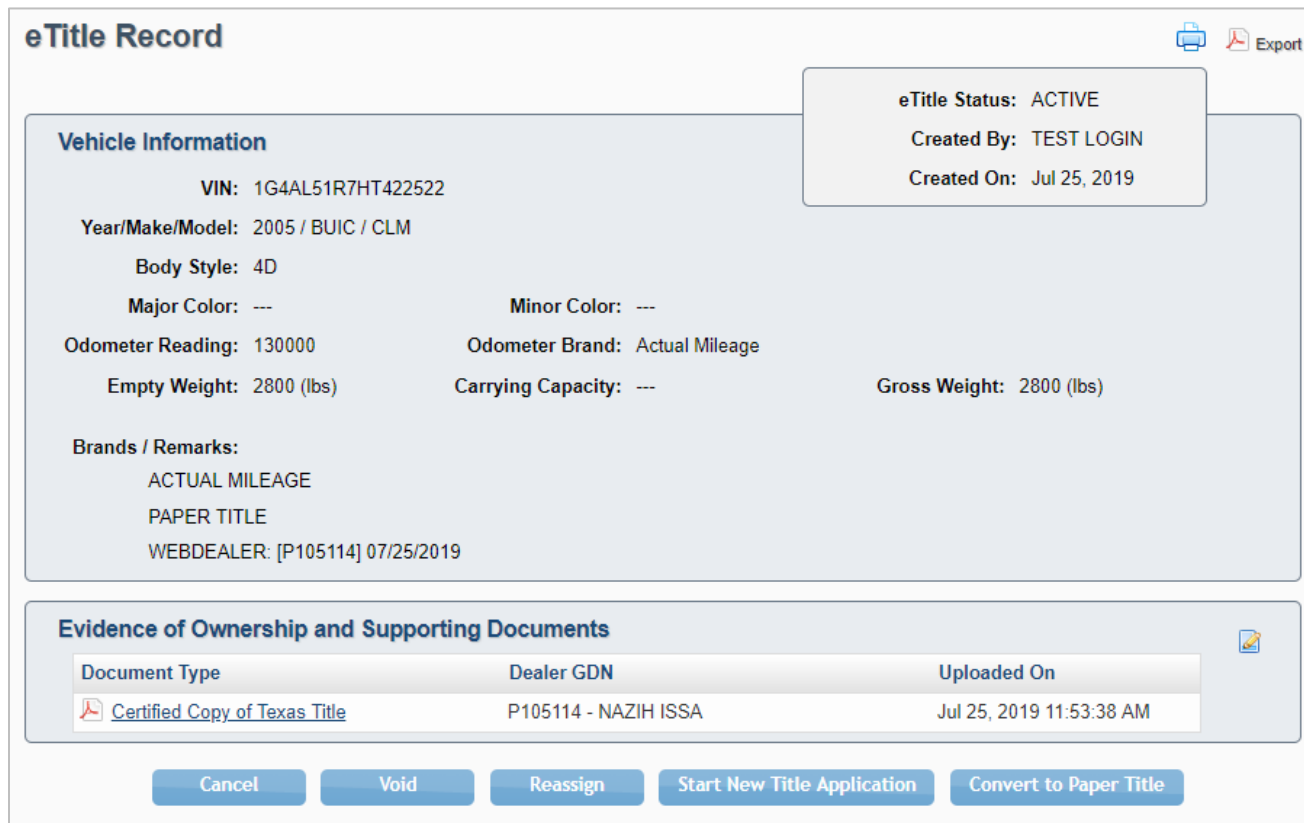


Figure 12: Document Upload Option

6. Choose a file to upload by selecting **Choose File**.
7. Navigate to and select the appropriate file, then select **Add**.
8. Check the box labeled "I ACKNOWLEDGE A RELEASE OF LIEN IS REQUIRED FOR THIS RECORD." The **Create** button is then enabled.
9. Select Create to display the new eTitle Record, which shows vehicle information and any uploaded evidence of ownership or other supporting documents. Select Cancel to return to the eTitle Inventory page.

NOTE: This checkbox will only be shown if there is a lien on the record.

10. Select one of the available options at the bottom of the eTitle Record.



eTitle Record Print Export

eTitle Status: ACTIVE
Created By: TEST LOGIN
Created On: Jul 25, 2019

Vehicle Information

VIN: 1G4AL51R7HT422522
Year/Make/Model: 2005 / BUIC / CLM
Body Style: 4D
Major Color: --- **Minor Color:** ---
Odometer Reading: 130000 **Odometer Brand:** Actual Mileage
Empty Weight: 2800 (lbs) **Carrying Capacity:** --- **Gross Weight:** 2800 (lbs)

Brands / Remarks:
 ACTUAL MILEAGE
 PAPER TITLE
 WEBDEALER: [P105114] 07/25/2019

Evidence of Ownership and Supporting Documents Edit

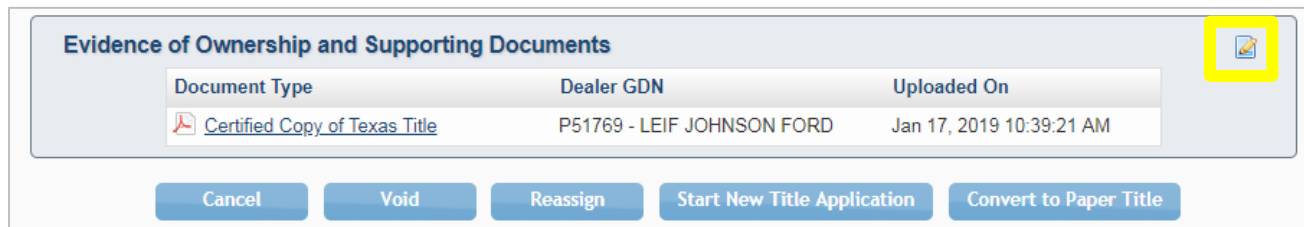
Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P105114 - NAZIH ISSA	Jul 25, 2019 11:53:38 AM

Cancel Void Reassign Start New Title Application Convert to Paper Title

Figure 13: eTitle Record

5.1 Adding Evidence of Ownership or Supporting Documents

1. Additional Evidence of Ownership or Supporting Documents may be uploaded by selecting the **Edit** icon on the *eTitle Record* page.



Evidence of Ownership and Supporting Documents Edit

Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P51769 - LEIF JOHNSON FORD	Jan 17, 2019 10:39:21 AM

Cancel Void Reassign Start New Title Application Convert to Paper Title

Figure 14: Edit Evidence of Ownership and Supporting Documents Icon

2. Documents that appear in the list may be viewed or deleted by selecting either the **View** button/hyperlink or the **Remove** button/hyperlink.
3. The Evidence of Ownership type may be changed by selecting the **Edit** icon.

4. Additional supporting documents may be uploaded by choosing a Document Type from the drop-down list and selecting the **Choose File** button.

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.

5. Select the **Add** button to upload the chosen file. Each document is shown at the top of the page as it is uploaded.
6. Select the **Save** button to return to the *eTitle Record* page.

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On	Uploaded By	Actions
Texas Title	Jun 5, 2019 8:12:49 AM	TEST LOGIN	 View  Remove

Evidence of Ownership

Document Type : Texas Title

Document Upload (Optional)

Document Type : Choose One

Document : Choose File No file chosen

Add

Save

Figure 15: Evidence of Ownership and Supporting Documents

5.2 Releasing ELT to eTITLE

When paying off the lien on a trade in, you must request the ELT lienholder send the title to you electronically. You will need to provide the lienholder your general distinguishing number and webDEALER Dealer ID, which is located in the Account Details section of webDEALER. An eTitle Record will be automatically created for the dealer when the lien is released. The eTitle Record will be in ACTIVE status. The Evidence of Ownership type for these eTitle records will be set to Texas eTitle. At least one supporting document must be uploaded before any other action is taken on the record. Refer to [Section 6.1](#) for more information on the upload process.

eTitle Record



Export

Vehicle Information

VIN: 1S9EC242XR1070012

Year/Make/Model: 2001 / STID / --

Body Style: VN

Major Color: --- Minor Color: ---

Empty Weight: 4300 (lbs) Carrying Capacity: 1500 (lbs) Gross Weight: 5800 (lbs)

Brands / Remarks:

PAPER TITLE

eTitle Status: ACTIVE

Created By: BATCH

Created On: Jun 11, 2019

Evidence of Ownership and Supporting Documents



Document Type	Dealer GDN	Uploaded On
 Texas Title With all Supporting Documents	P6205X - WILSON TRACTORS, L.L.C.	Jul 5, 2019 3:8:18 PM

Cancel

Void

Reassign

Start New Title Application

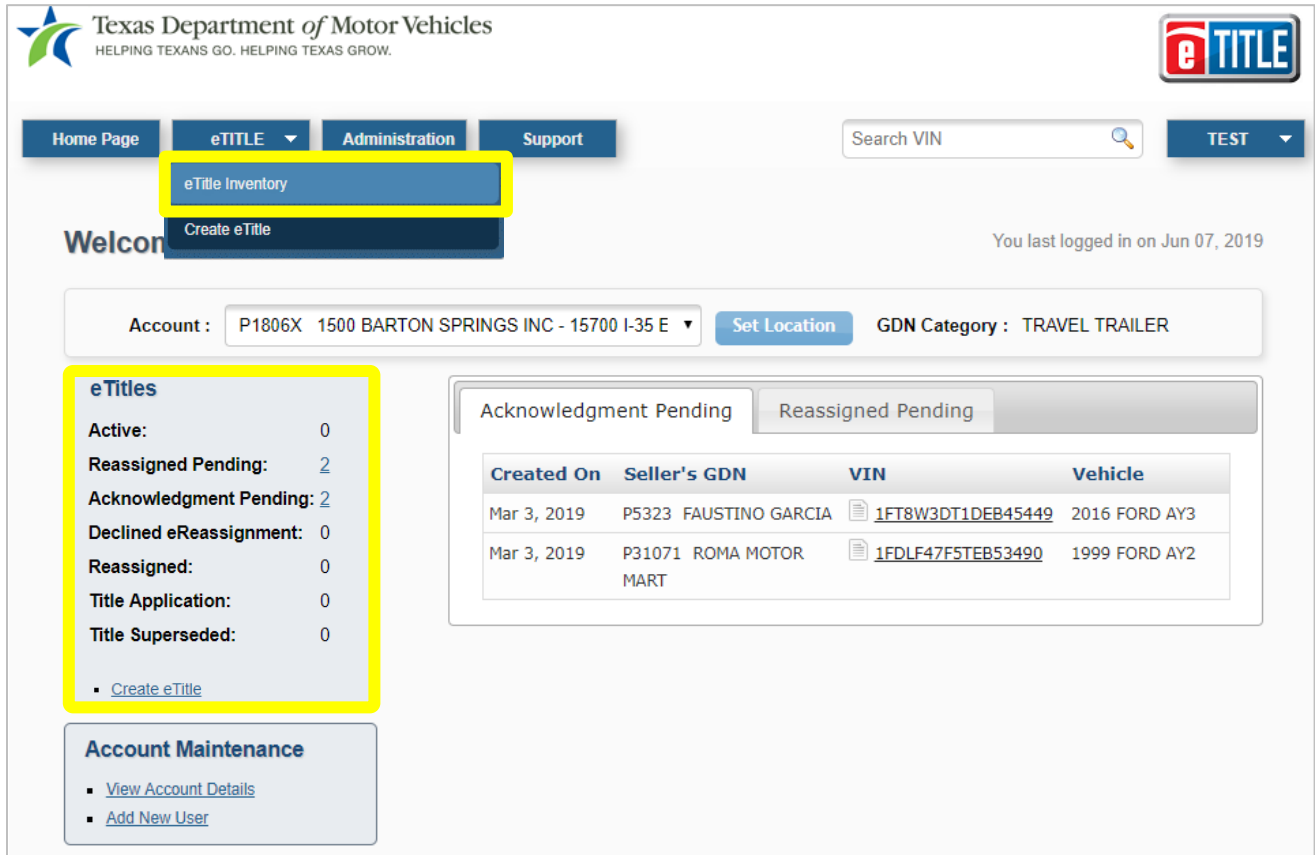
Convert to Paper Title

Figure 16: Evidence of Ownership and Supporting Documents

6 Viewing the eTitle Inventory

A user can view their eTitle Inventory based on the status of the eTitle.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the corresponding hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.



The screenshot shows the eTITLE Home Page. At the top, there is a navigation bar with links: Home Page, eTITLE (dropdown), Administration, and Support. The eTITLE dropdown menu is open, highlighting 'eTitle Inventory' and 'Create eTitle'. To the right of the navigation bar is a search bar labeled 'Search VIN' and a 'TEST' button. Below the navigation bar, the user's account information is displayed: 'Account: P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E' with a 'Set Location' button and 'GDN Category: TRAVEL TRAILER'. On the left side, there is a box titled 'eTitles' containing a list of status counts: Active: 0, Reassigned Pending: 2, Acknowledgment Pending: 2, Declined eReassignment: 0, Reassigned: 0, Title Application: 0, and Title Superseded: 0. Below this list is a 'Create eTitle' link. To the right of the 'eTitles' box is a table showing eTitle records. The table has columns: Created On, Seller's GDN, VIN, and Vehicle. Two records are listed: one for a 2016 Ford AY3 and another for a 1999 Ford AY2. Below the table is an 'Account Maintenance' section with links for 'View Account Details' and 'Add New User'.

Figure 17: eTITLE Home Page – Options for Accessing eTitle Inventory

2. Use the search filters to search for eTitle Records by Type, Status, or Activity Date range. On initial display, the *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Other status options:
 - Reassigned Pending
 - Acknowledgment Pending
 - Reassigned
 - Voided
 - Title Application
 - Title Superseded
3. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of VIN hyperlinks to display the *eTitle Record* page.

eTitle Inventory

Search Filter

Type : Status

Status : Active
☐ DECLINED REASSIGNMENT ONLY

Activity Date : FROM TO

Search

Show 10 entries

VIN	Vehicle	Activity Date
ZDM1LC4N4SB015065	2006 DUCA	06/03/2019
1HGCM66876A037276	2017 HOND UEX	04/12/2019

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

Figure 18: eTitle Inventory – VIN Hyperlinks Highlighted

- Select Type and enter a VIN to produce a search result that includes Vehicle, Activity Date, and Status information.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the purchasing dealer.

eTitle Inventory

Search Filter

Type : VIN

VIN :

Search

Show 10 entries

VIN	Vehicle	Activity Date	Status
4S6CK58W0X4423523	1999 HOND 2E	09/18/2018	Active

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

Figure 19: eTitle Inventory – Search Results Using VIN as Type

- eTitle Inventory viewing options differ based on the status of the selected eTitle Record.

NOTE: The eTitle Inventory may be exported as an Excel file or as a PDF file. Select either the **Excel** button/hyperlink or the **PDF** button/hyperlink at the bottom right of the screen.

6.1 Reassigned Pending eTitle Inventory Status

Initiating a search using the REASSIGNED PENDING status returns results that include VIN, Vehicle information, Purchasing Dealer GDN, Purchasing Dealer Name, and Activity Date. eTitles in this status have had a reassignment to another dealer, but have not been accepted by the purchasing dealer.

eTitle Inventory

Search Filter

Type : Status ▼

Status : REASSIGNED PENDING ▼

Activity Date : FROM TO

Search

Show 10 ▼ entries

VIN	Vehicle	Purchasing Dealer GDN	Purchasing Dealer Name	Activity Date
JTEZU14R540028260	2015 TOYT RUN	P121650	MJJB AUTO GROUP, INC.	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	P103639	CARMAX AUTO SUPERSTORES INC	08/28/2018

Figure 20: eTitle Inventory – Reassigned Pending Status

6.2 Reassigned eTitle Inventory Status

Initiating a search using the REASSIGNED status returns results that include VIN, Vehicle information, Purchasing Dealer GDN, Purchasing Dealer Name, and Activity Date. eTitles with this status have been reassigned to the purchasing dealer.

eTitle Inventory

Search Filter

Type : Status ▼

Status : REASSIGNED ▼

Activity Date : FROM TO

Search

Show 10 ▼ entries

VIN	Vehicle	Purchasing Dealer GDN	Purchasing Dealer Name	Activity Date
JTEZU14R540028260	2015 TOYT RUN	P121650	MJJB AUTO GROUP, INC.	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	P103639	CARMAX AUTO SUPERSTORES INC	08/28/2018

Figure 21: eTitle Inventory – Reassigned Status

6.3 Acknowledgment Pending eTitle Inventory Status

Initiating a search using the ACKNOWLEDGMENT PENDING status returns results that include VIN, Vehicle information, Selling Dealer GDN, Selling Dealer Name, and Activity Date. eTitles in this status are in the process of being reassigned from the selling dealer, but are awaiting acknowledgment.

eTitle Inventory

Search Filter

Type : Status ▾

Status : ACKNOWLEDGMENT PENDING ▾

Activity Date : FROM TO

Search

Show 10 ▾ entries

VIN ▾	Vehicle ▾	Selling Dealer GDN ▾	Selling Dealer Name ▾	Activity Date ▾
JTEZU14R540028260	2015 TOYT RUN	P121650	MJJB AUTO GROUP, INC.	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	P103639	CARMAX AUTO SUPERSTORES INC	08/28/2018

Figure 22: eTitle Inventory – Acknowledgment Pending Status

6.4 Voided eTitle Inventory Status

Initiating a search using the VOIDED status returns results that include VIN, Vehicle information, and Activity Date. eTitles in this status have been voided.

eTitle Inventory

Search Filter

Type : Status ▾

Status : VOIDED ▾

Activity Date : FROM TO

Search

Show 10 ▾ entries

VIN ▾	Vehicle ▾	Activity Date ▾
JTEZU14R540028260	2015 TOYT RUN	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	08/28/2018

Figure 23: eTitle Inventory – Voided Status

6.5 Title Application eTitle Inventory Status

Initiating a search using the TITLE APPLICATION status returns results that include VIN, Vehicle information, Applicant Name, and Activity Date. eTitles with this status have been converted to webDEALER Title Applications.

eTitle Inventory

Search Filter

Type : Status ▾

Status : TITLE APPLICATION ▾

Activity Date : FROM TO

Search

Show 10 entries

VIN ▾	Vehicle ▾	Applicant Name ▾	Activity Date ▾
JTEZU14R540028260	2015 TOYT RUN	TEST APPLICANT 1	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	Laura Smith	08/28/2018

Figure 24: eTitle Inventory – Title Application Status

6.6 Title Superseded eTitle Inventory Status

Initiating a search using the TITLE SUPERSEDED status returns results that include VIN, Vehicle information, and Activity Date. eTitles with this status have been superseded by a more recently issued title through RTS.

eTitle Inventory

Search Filter

Type : Status ▾

Status : TITLE SUPERSEDED ▾

Activity Date : FROM TO

Search

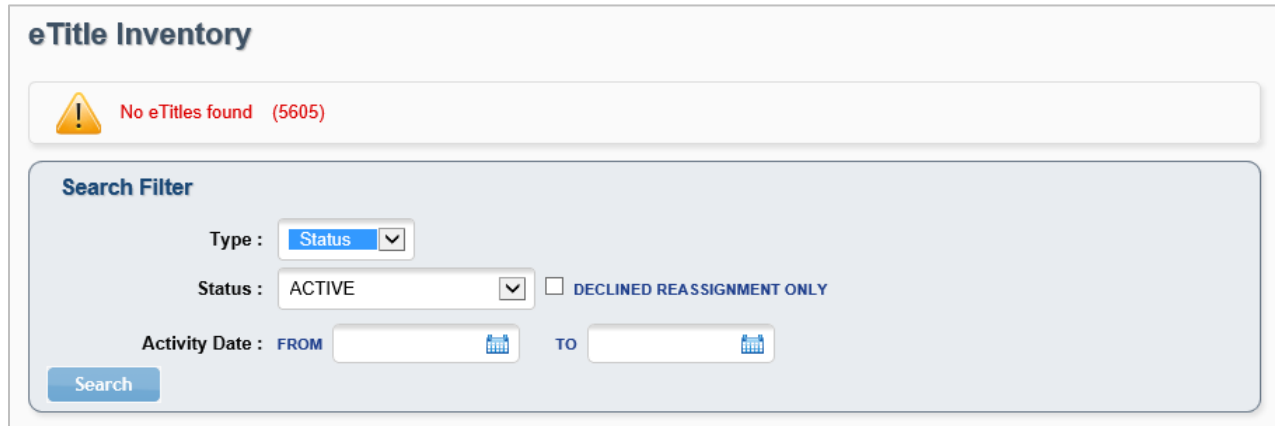
Show 10 entries

VIN ▾	Vehicle ▾	Activity Date ▾
JTEZU14R540028260	2015 TOYT RUN	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	08/28/2018

Figure 25: eTitle Inventory – Title Superseded Status

6.7 eTitle Inventory Search with No Results

If no results are found from eTitle Inventory searches, a “No eTitles found” message will appear above the Search Filter section.



The screenshot displays the 'eTitle Inventory' search interface. At the top, a yellow warning icon is followed by the text 'No eTitles found (5605)'. Below this, the 'Search Filter' section contains the following elements:

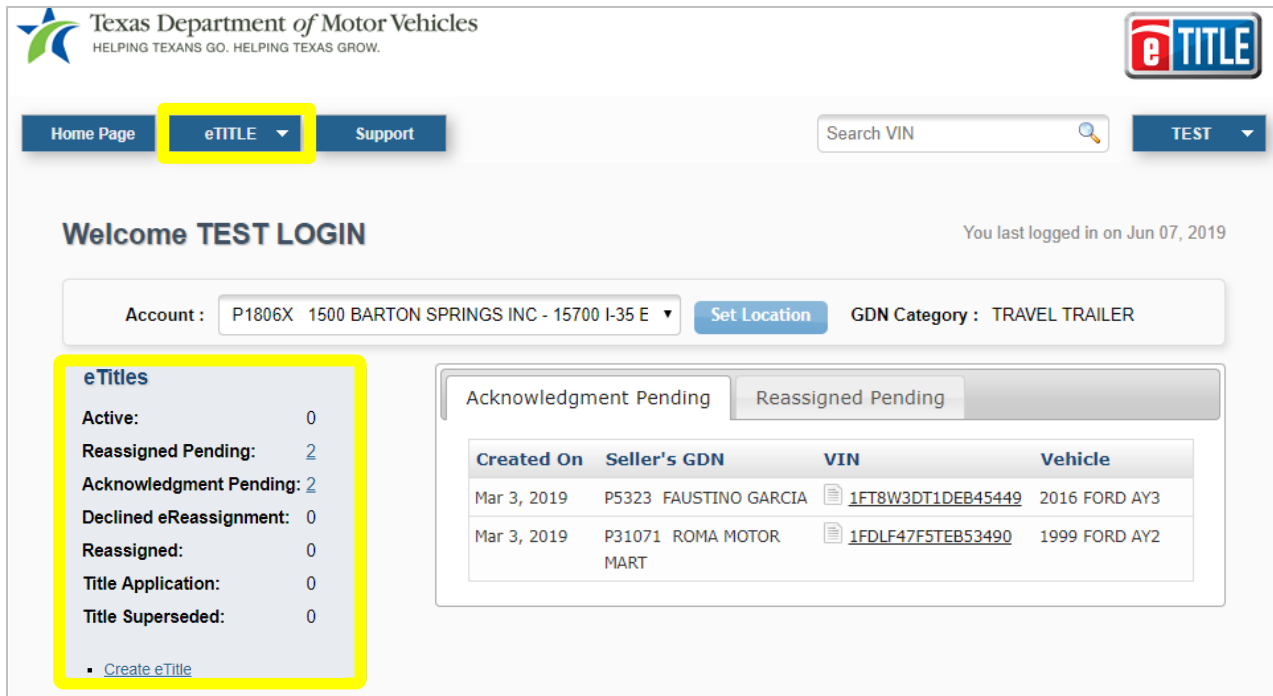
- Type :** A dropdown menu with 'Status' selected.
- Status :** A dropdown menu with 'ACTIVE' selected, and an unchecked checkbox labeled 'DECLINED REASSIGNMENT ONLY'.
- Activity Date :** Fields for 'FROM' and 'TO' with calendar icons.
- Search :** A blue button.

Figure 26: eTitle Inventory Search – No eTitles Found Message

7 Viewing an eTitle Record

A user can view an eTitle Record, showing uploaded documents, reassignments, and eTitle status.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting an active category hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.



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

Home Page **eTITLE** Support

Search VIN TEST

Welcome TEST LOGIN You last logged in on Jun 07, 2019

Account: P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E GDN Category: TRAVEL TRAILER

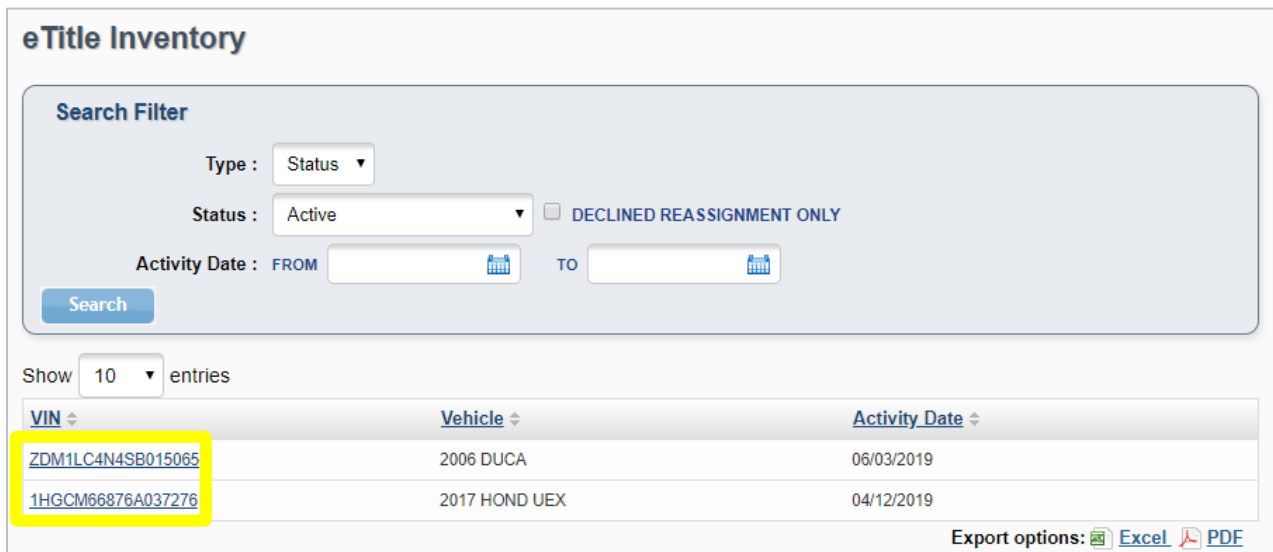
eTitles

- Active: 0
- Reassigned Pending: 2
- Acknowledgment Pending: 2
- Declined eReassignment: 0
- Reassigned: 0
- Title Application: 0
- Title Superseded: 0
- [Create eTitle](#)

Acknowledgment Pending Reassigned Pending

Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

Figure 27: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted



eTitle Inventory

Search Filter

Type: Status

Status: Active ☐ DECLINED REASSIGNMENT ONLY

Activity Date: FROM TO

Show 10 entries

VIN	Vehicle	Activity Date
ZDM1LC4N4SB015065	2006 DUCA	06/03/2019
1HGC666876A037276	2017 HOND UEX	04/12/2019

Export options:

Figure 28: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the Purchasing Dealer.

3. Viewing options differ based on the status of the selected eTitle Record. Select the appropriate option at the bottom of the page.
4. The *Vehicle Information* page for any of the listed VINs is available by selecting the **VIN hyperlink**.

7.1 Active eTitle Record Status



Export

eTitle Status: ACTIVE

Created By: TEST LOGIN

Created On: Jul 25, 2019

Vehicle Information

VIN: 1G4AL51R7HT422522

Year/Make/Model: 2005 / BUIC / CLM

Body Style: 4D

Major Color: ---

Minor Color: ---

Odometer Reading: 130000

Odometer Brand: Actual Mileage

Empty Weight: 2800 (lbs)

Carrying Capacity: ---

Gross Weight: 2800 (lbs)

Brands / Remarks:

ACTUAL MILEAGE

PAPER TITLE

WEBDEALER: [P105114] 07/25/2019

Evidence of Ownership and Supporting Documents

Document Type

Dealer GDN

Uploaded On

 Certified Copy of Texas Title

P105114 - NAZIH ISSA

Jul 25, 2019 11:53:38 AM

Cancel

Void

Reassign

Start New Title Application

Convert to Paper Title

Figure 29: eTitle Record – Active Status

Cancel	Cancels the current action and returns to the <i>eTitle Inventory</i> page.
Void	voids the eTitle and updates status to VOIDED (available only if the dealer is the creator of the eTitle without any reassignments and a status of ACTIVE).
Reassign	Starts the reassignment process after validating that the eTitle status is ACTIVE, and the dealer holds the active eTitle.
Start New Title Application	Starts a new title application in webDEALER for the selected eTitle Record (available only if the eTitle status is ACTIVE in the current dealer's inventory).
Convert to Paper Title	Starts Convert to Paper Title application in webDEALER (available only if eTitle status is ACTIVE in the current dealer's inventory).

Export (top right corner)

Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.




eTitle Record for VIN: 1G4AL51R7HT422522

Vehicle Information

VIN: 1G4AL51R7HT422522

Year/Make/Model: 2005 / BUIC / CLM

Body Style: 4D

Major Color: --- **Minor Color:** ---

Odometer Reading: EXEMPT **Odometer Brand:** ---

Empty Weight: 2800 (lbs) **Carrying Capacity:** --- **Gross Weight:** 2800 (lbs)

Brands / Remarks:

WEBDEALER: [P105114] 07/25/2019

ACTUAL MILEAGE

PAPER TITLE

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
Certified Copy of Texas Title	P105114 - NAZIH ISSA	Jul 25, 2019 11:53:38 AM

Figure 30: Sample PDF Export of eTitle Record

eTitle Record

Export

eTitle Status: REASSIGNED PENDING

Last Activity Date: Jul 2, 2019

Key Code: 972892

Vehicle Information

VIN: 1GCDC14H5DJ144237

Year/Make/Model: 1992 / CHEV / --

Body Style: PK

Major Color: ---Minor Color: ---

Odometer Reading: ---Odometer Brand: ---

Empty Weight: 4200 (lbs)Carrying Capacity: 1000 (lbs)Gross Weight: 5200 (lbs)

Brands / Remarks:

E-TITLE

WEBDEALER: [P10842] 05/14/2019

Reassignment History

▼ Reassignment 1Seller Name: P10842 - CLEO BAY IMPORTS, INC.Purchaser Name: P6860 - ROGER BEASLEY MAZDA CENTRAL

Seller Agent: JOSEPH COOKPurchaser Agent:

Seller Address: 2803 E VETERANS MEMORIAL BLVD,
KILLEEN, TX, 76543-4326Purchaser Address: BOWERMAN CT, POINT REYE, TX, 78757-
2432

Odometer Reading: 502Date of Sale: Jul 2, 2019

Odometer Brand: Mileage Exceeds Mechanical Limits

► Reassignment 2Seller Name: P105114 - NAZI H ISSAPurchaser Name: P10842 - CLEO BAY IMPORTS, INC.

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
Texas Title	P105114 - NAZI H ISSA	Apr 23, 2019 6:26:02 AM

Cancel

Cancel Reassignment

7.3 Acknowledgment Pending eTitle Record Status

eTitle Record

Export

eTitle Status: ACKNOWLEDGMENT PENDING

Last Activity Date: Jul 2, 2019

Vehicle Information

VIN: 1G1BL5377MR115632
Year/Make/Model: 2011 / CHEV / CAP
Body Style: 4D
Major Color: --- Minor Color: ---
Odometer Reading: 336584 Odometer Brand: Mileage Exceeds Mechanical Limits
Empty Weight: 4100 (lbs) Carrying Capacity: --- Gross Weight: 4100 (lbs)

Brands / Remarks:
TCEQ-EMISSIONS PRGM NON-COMPLIANCE
MILEAGE EXCEEDS MECHANICAL LIMITS
PAPER TITLE
WEBDEALER: [P108934] 06/28/2019

Reassignment History

Reassignment 1 Seller Name: P108934 - CITY AUTO SALES Purchaser Name: P6860 - ROGER BEASLEY MAZDA CENTRAL

Reassignment 2 Seller Name: P6860 - ROGER BEASLEY MAZDA CENTRAL Purchaser Name: P108934 - CITY AUTO SALES

Reassignment 3 Seller Name: P108934 - CITY AUTO SALES Purchaser Name: P6860 - ROGER BEASLEY MAZDA CENTRAL

Evidence of Ownership and Supporting Documents

View Documents

Document Type	Dealer GDN	Uploaded On
Texas Title	P108934 - CITY AUTO SALES	Jun 24, 2019 6:16:36 AM
Additional Supporting Document	P108934 - CITY AUTO SALES	Jul 2, 2019 5:25:30 AM

* ☒ I AM AWARE OF THE ABOVE ODOMETER CERTIFICATION MADE BY THE SELLER/AGENT.

Cancel

Accept

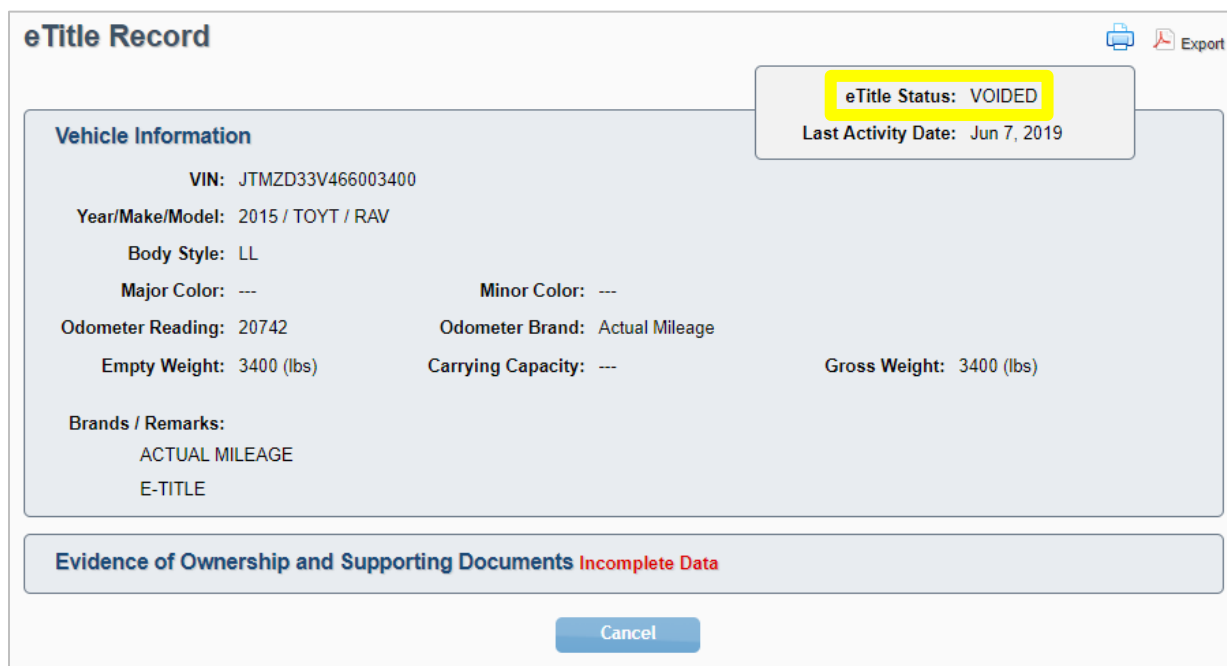
Decline

Figure 32: eTitle Record – Acknowledgment Pending Status

Cancel	Cancels the current action and returns to the <i>eTitle Inventory</i> page.
Accept	Accepts the reassignment.
Decline	Declines the reassignment.

NOTE: Key Code must be entered to view this page. Refer to [Section 10](#) of this guide for more information on acknowledging reassignment of an eTitle.

7.4 Voided eTitle Record Status



eTitle Record

Printer icon | Export

eTitle Status: VOIDED
Last Activity Date: Jun 7, 2019

Vehicle Information

VIN: JTMZD33V466003400
 Year/Make/Model: 2015 / TOYT / RAV
 Body Style: LL
 Major Color: --- Minor Color: ---
 Odometer Reading: 20742 Odometer Brand: Actual Mileage
 Empty Weight: 3400 (lbs) Carrying Capacity: --- Gross Weight: 3400 (lbs)

Brands / Remarks:
 ACTUAL MILEAGE
 E-TITLE

Evidence of Ownership and Supporting Documents Incomplete Data

Cancel

Figure 33: eTitle Record – Voided Status

Cancel	Cancels the current action and returns to the <i>eTitle Inventory</i> page.
Export (top right corner)	Generates a PDF document that lists all of the vehicle information, reassignment information, and a copy of all the documents that have been uploaded for this record. This PDF document may be saved to the user's computer.

eTitle Record

Export

eTitle Status: TITLE APPLICATION

Last Activity Date: Jun 12, 2019

Vehicle Information

VIN: F10BLA56367
Year/Make/Model: 1985 / FORD / --
Body Style: PK
Major Color: --- Minor Color: ---
Odometer Reading: --- Odometer Brand: ---
Empty Weight: 3600 (lbs) Carrying Capacity: 1000 (lbs) Gross Weight: 4600 (lbs)
Brands / Remarks:
E-TITLE
WEBDEALER: [P105114] 06/05/2019

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
Texas Title	P105114 - NAZIH ISSA	Jun 5, 2019 8:12:49 AM

Cancel

eTitle Record

Export

eTitle Status: TITLE SUPERSEDED
Last Activity Date: Apr 19, 2019

VIN Information

VIN: 1G1BL69H5GY180317	
Year/Make/Model: 2002 / CHEV / CAP	
Body Style: 4D	
Major Color: ---	Minor Color: ---
Odometer Reading: EXEMPT	Odometer Brand: ---
Empty Weight: 3700 (lbs)	Gross Weight: 3700 (lbs)
Carrying Capacity: ---	

Brands / Remarks:

- PAPER TITLE
- WEBDEALER: [P108934] 04/19/2019

Evidence of Ownership and Supporting Documents

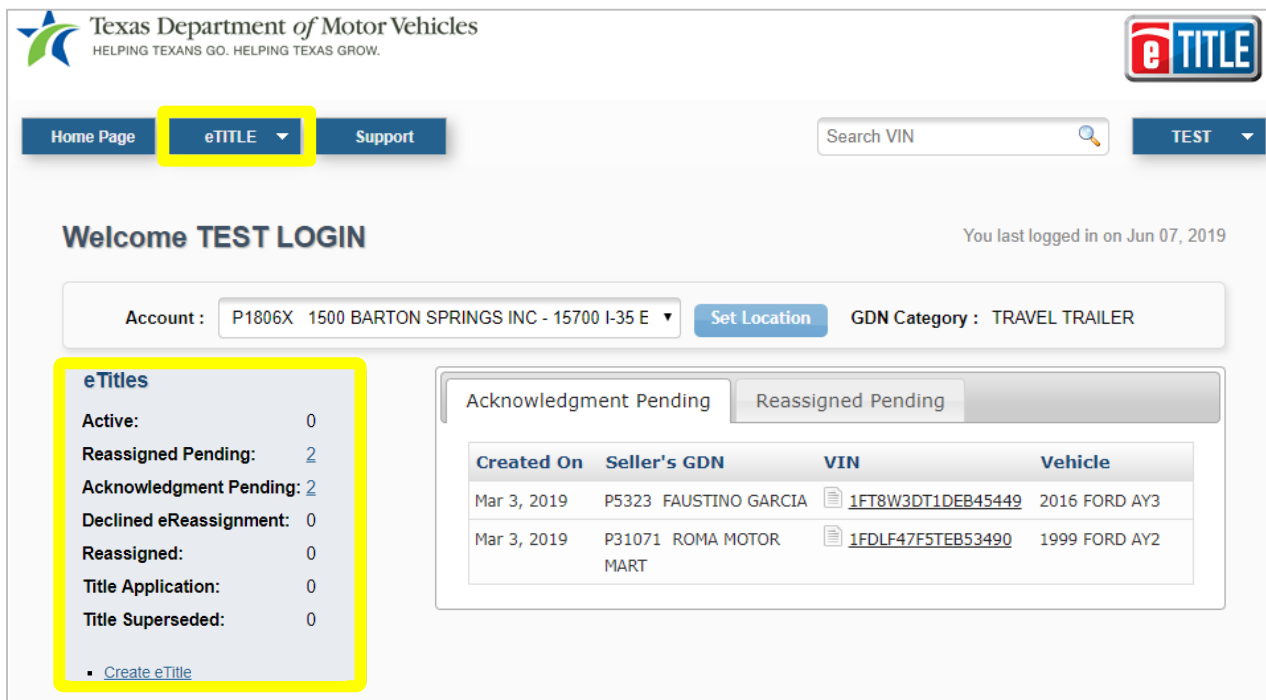
Document Type	Dealer GDN	Uploaded On
Texas Title	P108934 - CITY AUTO SALES	Apr 19, 2019 9:35:11 AM

[Cancel](#)

8 Reassigning eTitles from Dealer to Dealer

A user (with proper permissions) can reassign active eTitles to other webDEALER Dealers. The proper supporting documents must be attached before a reassignment can be completed.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the active status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu. You may also enter the VIN in the *Search VIN* field to display the *eTitle Record* page.



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

Home Page **eTITLE** Support

Search VIN TEST

Welcome TEST LOGIN You last logged in on Jun 07, 2019

Account : P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E Set Location GDN Category : TRAVEL TRAILER

eTitles

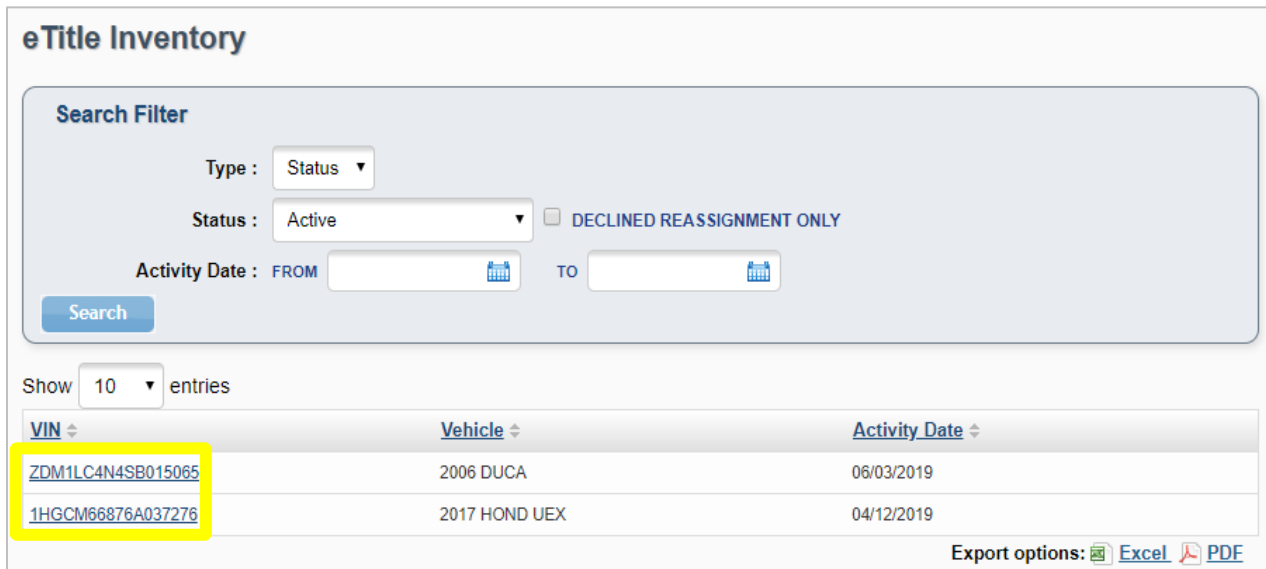
- Active: 0
- Reassigned Pending: 2
- Acknowledgment Pending: 2
- Declined eReassignment: 0
- Reassigned: 0
- Title Application: 0
- Title Superseded: 0

[Create eTitle](#)

Acknowledgment Pending **Reassigned Pending**

Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

Figure 36: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted



eTitle Inventory

Search Filter

Type : Status

Status : Active ☐ DECLINED REASSIGNMENT ONLY

Activity Date : FROM TO

Show 10 entries

VIN	Vehicle	Activity Date
ZDM1LC4N4SB015065	2006 DUCA	06/03/2019
1HGCM66876A037276	2017 HOND UEX	04/12/2019

Export options:

Figure 37: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status or Activity Date range. On initial display, the *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.

NOTE: Check the DECLINED REASSIGNMENT ONLY box to show only eTitle Records that are in ACTIVE status, but have had a reassignment action declined by the purchasing dealer.

3. Select a **VIN** from the VIN hyperlinks to display the *Reassign eTitle* page, then select the **Reassign** button.

eTitle Record

eTitle Status: ACTIVE

Created By: TEST LOGIN

Created On: Jun 10, 2019

Vehicle Information

VIN: 1ZVHT82H955123234

Year/Make/Model: 2017 / FORD / MGT

Body Style: CP

Major Color: --- **Minor Color:** ---

Odometer Reading: 6 **Odometer Brand:** Actual Mileage

Empty Weight: 3500 (lbs) **Carrying Capacity:** --- **Gross Weight:** 3500 (lbs)

Brands / Remarks:

ACTUAL MILEAGE

SURVIVORSHIP RIGHTS

PAPER TITLE

WEBDEALER: [P105114] 06/10/2019

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Texas Title With all Supporting Documents	P105114 - NAZIH ISSA	Jun 10, 2019 12:57:03 PM

Figure 38: eTitle Record – Reassign

4. Enter the purchasing dealer's GDN in the *Dealer GDN* search field to display a list of dealer location(s).

Reassign eTitle

eTitle Status: Active

VIN: 1ZVHT82H955123234

Year/Make/Model: 2017 FORD MGT

* Indicates Required Field

* Dealer GDN :

Search

	Dealer ID	License/GDN	Name	Address	Phone #
☐	149278	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐	149326	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐	500053	P51769	LEIF JOHNSON FORD II LTD	5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX 78741 -7307	(512)758-8100
☐	500054	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐	500055	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711

Cancel

Figure 39: Reassign eTitle Page

5. Choose a dealer location by selecting the corresponding radio button. Additional sections will display:
 - Sales and Odometer Information
 - Evidence of Ownership and Supporting Documents
 - Odometer Certifications

Reassign eTitle

eTitle Status: Active
 VIN: 1ZVHT82H955123234
 Year/Make/Model: 2017 FORD MGT

* Indicates Required Field

*** Dealer GDN :**

Dealer ID	License/GDN	Name	Address	Phone #
☐ 149278	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐ 149326	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐ 500053	P51769	LEIF JOHNSON FORD II LTD	5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX 78741 -7307	(512)758-8100
☒ 500054	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐ 500055	P51769	LEIF JOHNSON FORD II LTD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711

Sales and Odometer Information

*** Date of Sale :**  (mm/dd/yyyy)
 *** Odometer Reading :**
*** Odometer Brand :**

*** Evidence of Ownership and Supporting Documents** 

Document Type	Dealer GDN	Uploaded On
 Texas Title With all Supporting Documents	P105114 - NAZIH ISSA	Jun 10, 2019 12:57:03 PM

☒ 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.

☒ I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE ODOMETER READING IS THE ACTUAL MILEAGE OF THE VEHICLE UNLESS ONE OF THE FOLLOWING STATEMENTS IS SELECTED.

☐ The mileage stated is in excess of its mechanical limits.

☐ The odometer reading is NOT actual mileage. WARNING - ODOMETER DISCREPANCY.

Figure 40: Reassign eTitle – Additional Sections

6. Enter the **Date of Sale** in the *Sales and Odometer* section. This is required information. For vehicles subject to odometer disclosure, enter the **Odometer Reading**, and then select the **Odometer Brand** from the drop-down menu.

Sales and Odometer Information

* Date of Sale : (mm/dd/yyyy)

* Odometer Brand : Actual Mileage ▼

* Odometer Reading :

Figure 41: Reassign eTitle – Sales and Odometer Information Section

7. For vehicles subject to odometer disclosure, check the boxes for the Federal and State law acknowledgment and the odometer reading certification. The odometer radio buttons update based on the selected Odometer Brand.

☒ 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.

☒ I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE ODOMETER READING IS THE ACTUAL MILEAGE OF THE VEHICLE UNLESS ONE OF THE FOLLOWING STATEMENTS IS SELECTED:

☐ The mileage stated is in excess of its mechanical limits.

☐ The odometer reading is NOT actual mileage. WARNING – ODOMETER DISCREPANCY.

Figure 42: Reassign eTitle – Acknowledgment and Certification

8. Select the **Reassign** button at the bottom of the *Reassign eTitle* page. A *Reassignment Confirmation* page is displayed.

Reassignment Confirmation

Status: ACTIVE

Last Activity Date: Jan 15, 2019

Seller Information

License/GDN: P142470

Name: ABC DEALERSHIP

Address: 123 PENNY LN, AUSTIN, TX 78729

Purchaser Information

License/GDN: P51769

Name: LEIF JOHNSON FORD

Address: 5315 E BEN BLVD, AUSTIN, TX 78741

Vehicle Information

VIN: 1FA6P8TH4F5337746

Year/Make/Model: 2012 MERZ GLK

Body Style: LL

Major Color: GRAY

Minor Color:

Odometer Reading: 53819

Odometer Brand: Actual Mileage

Empty Weight: 3500 (lbs)

Carrying Capacity: ---

Gross Weight: 3500 (lbs)

Brands / Remarks

ACTUAL MILEAGE
 CCO ISSUED: [01/04/2019]
 PAPER TITLE

Sales and Odometer Information

Date of Sale: Jan 18, 2019

Odometer Reading: 60000

Odometer Brand: Actual Mileage

Evidence of Ownership and Supporting Documents

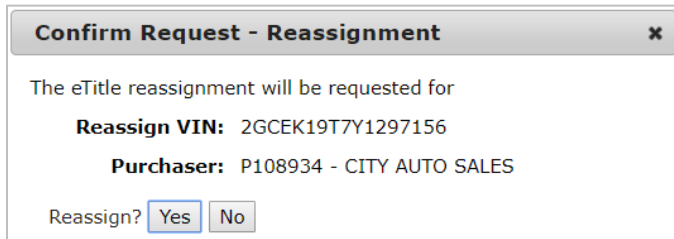
Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P51769 - LEIF JOHNSON FORD	Jan 15, 2019 10:39:21 AM

Cancel

Confirm Reassignment

Figure 43: Reassign eTitle – Reassignment Confirmation

9. Review all sections of the page for accuracy. If there are any discrepancies, select **Cancel** to return to the *eTitle Record* page, or select the edit icon to edit as appropriate.
10. If all information is correct, select **Confirm Reassignment** to display a confirmation pop-up.

A screenshot of a web browser dialog box titled "Confirm Request - Reassignment" with a close button (X) in the top right corner. The dialog contains the text "The eTitle reassignment will be requested for" followed by two lines of information: "Reassign VIN: 2GCEK19T7Y1297156" and "Purchaser: P108934 - CITY AUTO SALES". At the bottom, there is a label "Reassign?" followed by two buttons: "Yes" (highlighted with a blue border) and "No".

Confirm Request - Reassignment x

The eTitle reassignment will be requested for

Reassign VIN: 2GCEK19T7Y1297156

Purchaser: P108934 - CITY AUTO SALES

Reassign?

Figure 44: Reassignment Confirmation

11. Select **Yes** to confirm the reassignment. An updated *eTitle Record* page will display, with an eTitle Status of REASSIGNED PENDING, a system-generated Key Code, and a *Reassignment History* section.

NOTE: The selling dealer must provide the unique Key Code to the purchasing dealer. The purchasing dealer will use the Key Code to accept the reassignment. Refer to [Section 10](#) of this guide for more information on acknowledging reassignments.

8.1 Cancel Reassignment

1. Select **Cancel** to return to the selling dealer *eTitle Inventory* page. Select **Cancel Reassignment** to display a confirmation pop-up.
2. Select **Yes** to confirm the cancellation (the eTitle Record status will revert to ACTIVE for the selling dealer).

NOTE: The selling dealer can cancel a reassignment only if it has not been acknowledged by the purchasing dealer.

eTitle Record

eTitle Status: REASSIGNED PENDING

Last Activity Date: Jun 10, 2019

Key Code: 290919

Vehicle Information

VIN: 1ZVHT82H955123234

Year/Make/Model: 2017 / FORD / MGT

Body Style: CP

Major Color: --- **Minor Color:** ---

Odometer Reading: 6 **Odometer Brand:** Actual Mileage

Empty Weight: 3500 (lbs) **Carrying Capacity:** --- **Gross Weight:** 3500 (lbs)

Brands / Remarks:

ACTUAL MILEAGE

SURVIVORSHIP RIGHTS

PAPER TITLE

WEBDEALER: [P105114] 06/10/2019

Reassignment History

▼ **Reassignment 1** **Seller Name:** P105114 - NAZIH ISSA **Purchaser Name:** P51769 - LEIF JOHNSON FORD

Seller Agent: TEST LOGIN **Purchaser Agent:**

Seller Address: 1111 BRAZOSPORT BLVD N, CLUTE, TX, 77531-3232 **Purchaser Address:** 501 E KOENIG LN, AUSTIN, TX, 78751-1426

Odometer Reading: 25245 **Date of Sale:** Jun 10, 2019

Odometer Brand: Actual Mileage

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Texas Title With all Supporting Documents	P105114 - NAZIH ISSA	Jun 10, 2019 12:57:03 PM

Cancel

Cancel Reassignment

Figure 45: eTitle Record – Reassigned Pending and Reassignment History

Confirm Request - Cancel Reassignment

The eTitle reassignment will be cancelled for:

VIN: 1ZVHT82H955123234

Purchaser Name: P51769 - LEIF JOHNSON FORD

Are you sure ?

Figure 46: Cancel Reassignment Confirmation

eTitle Record

eTitle Status: REASSIGNED

Last Activity Date: Jan 17, 2019

Vehicle Information

VIN: WDCGG5GB3CF892416

Year/Make/Model: 2012 MERZ GLK

Body Style: LL

Major Color: GRAY **Minor Color:**

Odometer Reading: 53819 **Odometer Brand:** Actual Mileage

Empty Weight: 3500 (lbs) **Carrying Capacity:** --- **Gross Weight:** 3500 (lbs)

Brands / Remarks

ACTUAL MILEAGE

CCO ISSUED: [01/04/2019]

PAPER TITLE

Reassignment History

▶ Reassignment 1	Seller Name: P142470 - ABC DEALERSHIP	Purchaser Name: P6860 – ROGER BEASLEY MAZDA
▶ Reassignment 2	Seller Name: P6860 – ROGER BEASLEY MAZDA	Purchaser Name: P6861 – LEIF JOHNSON
▶ Reassignment 3	Seller Name: P6861 – LEIF JOHNSON	Purchaser Name: P51769 – ABC DEALERSHIP
▶ Reassignment 4	Seller Name: P51769 – ABC DEALERSHIP	Purchaser Name: P6862 – TEST DEALER
▶ Reassignment 5	Seller Name: P6862 – TEST DEALER	Purchaser Name: P51769 - LEIF JOHNSON FORD

Seller Agent: MICHAEL WILLIAMS **Purchaser Agent:** SANDY BROWN

Seller Address: 123 PENNY LN, AUSTIN, TX 78729 **Purchaser Address:** 6825 BURNET RD, AUSTIN, TX 78757

Odometer Reading: 60020 **Date of Sale:** Jan 17, 2019

Odometer Brand: ACTUAL MILEAGE

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P142470 - ABC DEALERSHIP	Jan 10, 2019 10:39:21 AM

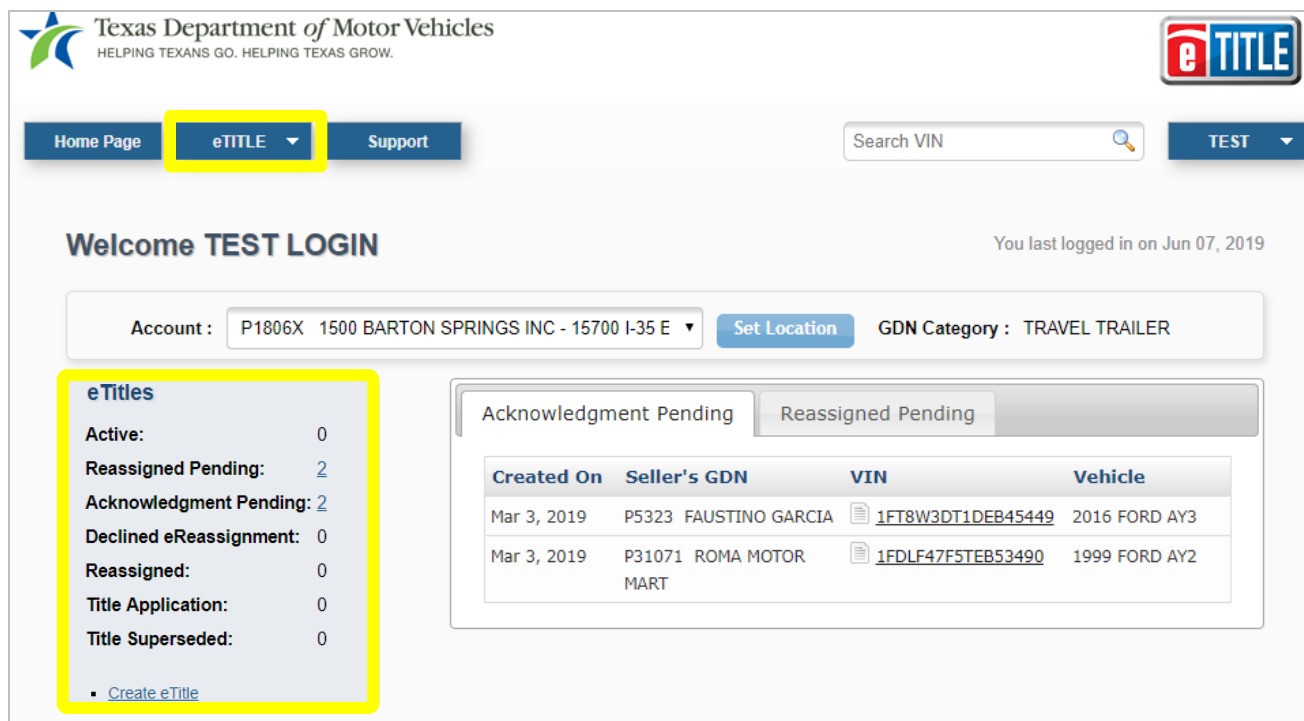
Cancel

Figure 47: eTitle Record – Reassigned Status with Multiple Reassignments

9 Acknowledging eReassignment of eTitles

After a selling dealer reassigns an eTitle, the purchasing dealer must acknowledge the reassignment to complete the process.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Acknowledgement Pending status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.



The screenshot shows the eTITLE Home Page. The navigation bar at the top includes 'Home Page', 'eTITLE' (highlighted with a yellow box), and 'Support'. A search bar for VIN is also present. Below the navigation bar, the user is logged in as 'TEST LOGIN' and last logged in on Jun 07, 2019. The account information shows 'P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E' with a 'Set Location' button and 'GDN Category : TRAVEL TRAILER'. The 'eTitles' activity box (highlighted with a yellow box) lists the following counts: Active: 0, Reassigned Pending: 2, Acknowledgment Pending: 2, Declined eReassignment: 0, Reassigned: 0, Title Application: 0, and Title Superseded: 0. A 'Create eTitle' link is at the bottom of this box. To the right, the 'Acknowledgment Pending' tab is selected, showing a table of pending reassignments.

Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

Figure 48: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

2. If necessary, choose ACKNOWLEDGMENT PENDING from the *Status* drop-down menu. Select the **Search** button to initiate a search.

eTitle Inventory

Search Filter

Type : Status

Status : ACKNOWLEDGMENT PENDING

Activity Date : FROM TO

Search

Show 10 entries

VIN	Vehicle	Selling Dealer GDN	Selling Dealer Name	Activity Date
JTEZU14R540028260	2015 TOYT RUN	P121650	MJJB AUTO GROUP, INC.	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	P103639	CARMAX AUTO SUPERSTORES INC	08/28/2018

Figure 49: eTitle Inventory – Acknowledgment Pending Status

3. Select a **VIN** from the *Acknowledgment Pending* tab on the eTITLE home page, or from the list of VIN hyperlinks on the *eTitle Inventory* page to display the *eTitle Record* page.

NOTE: To proceed with the acknowledgment, the selling dealer must provide the unique, system-generated **Key Code** to the purchasing dealer.

4. Enter the system-generated **Key Code** in the *Enter Key Code* field, or select **Decline Reassignment** to decline the reassignment. Select **Cancel** to return to the *eTitle Inventory* page.

eTitle Record

eTitle Status: ACKNOWLEDGMENT PENDING Seller Name: P105114 - NAZIH ISSA

VIN: 1ZVHT82H955123234 Year/Make/Model: 2017 / FORD / MGT

Enter Key Code : 290919 Submit

* Key Code will be locked for 24 hours after 3 failed attempts.

Cancel Decline Reassignment

Figure 50: eTitle Inventory – Enter Key Code

5. After the Key Code is validated, the full *eTitle Record* page will display.

NOTE: The Key Code will be locked for 24 hours after three failed entry attempts.

eTitle Record

eTitle Status: ACKNOWLEDGMENT PENDING

Last Activity Date: Jun 10, 2019

Vehicle Information

VIN: 1ZVHT82H955123234

Year/Make/Model: 2017 / FORD / MGT

Body Style: CP

Major Color: --- **Minor Color:** ---

Odometer Reading: 6 **Odometer Brand:** Actual Mileage

Empty Weight: 3500 (lbs) **Carrying Capacity:** --- **Gross Weight:** 3500 (lbs)

Brands / Remarks:

ACTUAL MILEAGE

SURVIVORSHIP RIGHTS

PAPER TITLE

WEBDEALER: [P105114] 06/10/2019

Lienholder Information

Lien Date: Aug 8, 2016 **Lien Release Date:** ---

Name: QUALTRUST FEDERAL CREDIT UNION

Reassignment History

▼ **Reassignment 1** **Seller Name:** P105114 - NAZIH ISSA **Purchaser Name:** P51769 - LEIF JOHNSON FORD

Seller Agent: TEST LOGIN **Purchaser Agent:**

Seller Address: 1111 BRAZOSPORT BLVD N, CLUTE, TX, 77531-3232 **Purchaser Address:** 501 E KOENIG LN, AUSTIN, TX, 78751-1426

Odometer Reading: 25245 **Date of Sale:** Jun 10, 2019

Odometer Brand: Actual Mileage

Evidence of Ownership and Supporting Documents

[View Documents](#)

Document Type	Dealer GDN	Uploaded On
Texas Title With all Supporting Documents	P105114 - NAZIH ISSA	Jun 10, 2019 12:57:03 PM

* ☒ I ACKNOWLEDGE A RELEASE OF LIEN IS REQUIRED FOR THIS RECORD.

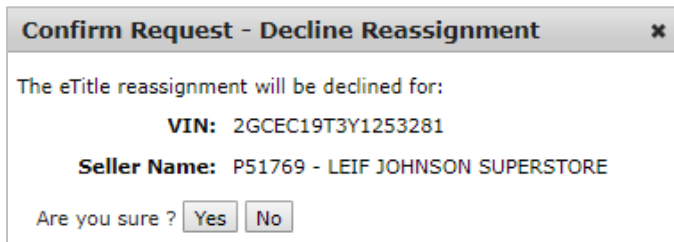
* ☒ I AM AWARE OF THE ABOVE ODOMETER CERTIFICATION MADE BY THE SELLER/AGENT.

[Cancel](#) [Accept](#) [Decline](#)

Figure 51: eTitle Inventory – eTitle Record after Key Code Validation

6. Select **Cancel** to return to the *eTitle Inventory* page.

7. Select **Accept** to accept the reassignment. Note that this option is not enabled until all odometer certification checkbox is selected. Once accepted, the record will be active in the purchasing Dealer's inventory.
8. Select **Decline** to decline the reassignment. If this option is selected, a confirmation pop-up will display.



A screenshot of a web browser dialog box titled "Confirm Request - Decline Reassignment" with a close button (X) in the top right corner. The dialog contains the following text: "The eTitle reassignment will be declined for:", "VIN: 2GCEC19T3Y1253281", and "Seller Name: P51769 - LEIF JOHNSON SUPERSTORE". At the bottom, it asks "Are you sure ?" followed by two buttons: "Yes" and "No".

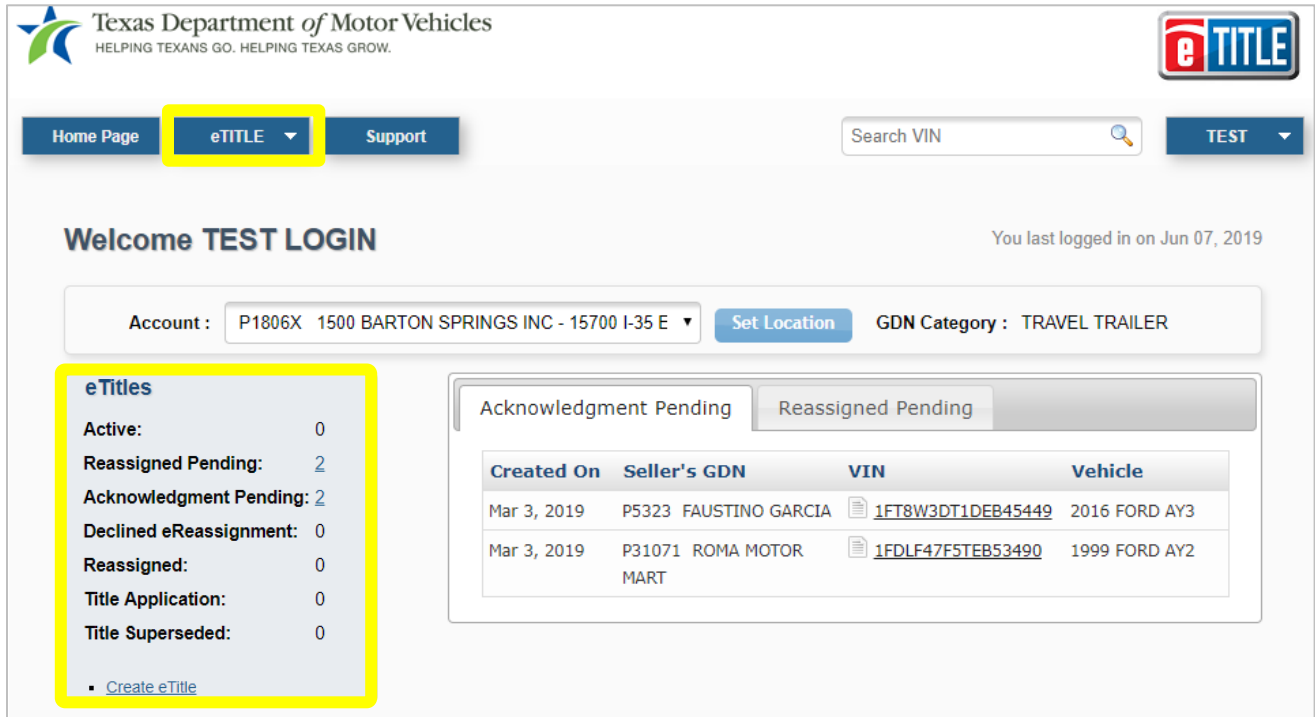
Figure 52: eTitle Record – Decline Reassignment Confirmation

9. Select **Yes** to confirm that the reassignment is declined.

10 Voiding an eTitle

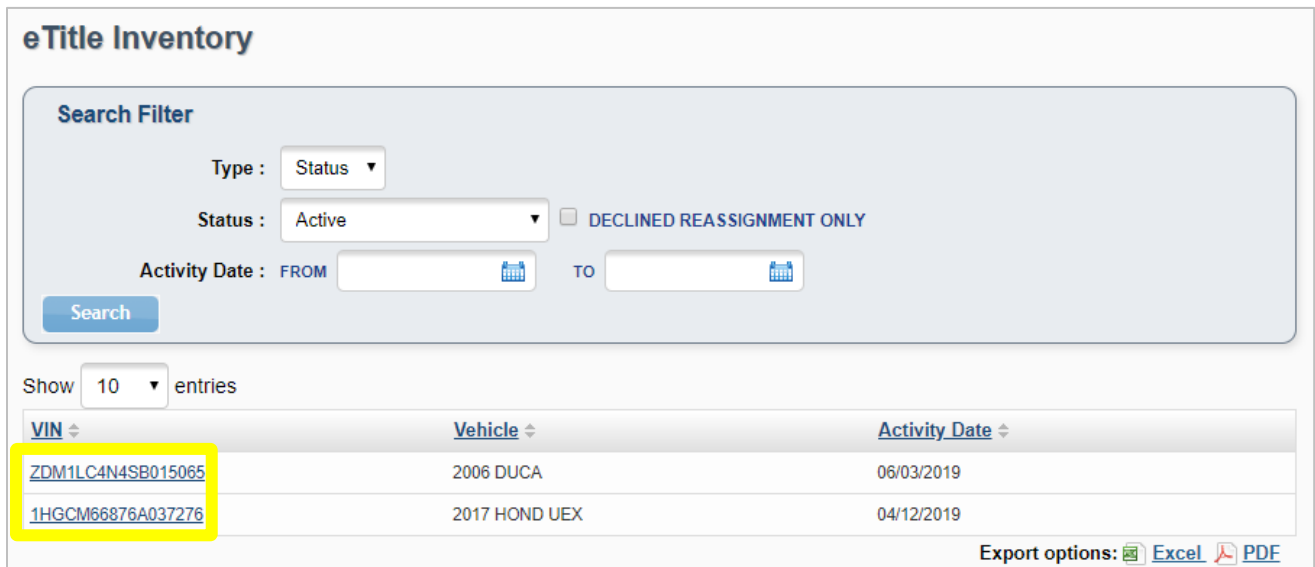
A user (with proper permissions) can view their eTitle Inventory to select eTitle(s) to void.

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Active status hyperlink in the *eTitles Activity Box* or from the eTitle tab drop-down menu.



The screenshot shows the eTITLE Home Page. At the top, there is a navigation bar with 'Home Page', 'eTITLE' (highlighted with a yellow box), and 'Support'. Below this, a 'Welcome TEST LOGIN' message is displayed. The account information section shows 'Account: P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E' and 'GDN Category: TRAVEL TRAILER'. On the left, the 'eTitles' section (highlighted with a yellow box) lists various status counts: Active (0), Reassigned Pending (2), Acknowledgment Pending (2), Declined eReassignment (0), Reassigned (0), Title Application (0), and Title Superseded (0). A 'Create eTitle' link is also present. On the right, there is a table with columns 'Created On', 'Seller's GDN', 'VIN', and 'Vehicle', showing two entries for vehicles with VINs 1FT8W3DT1DEB45449 and 1FDLF47F5TEB53490.

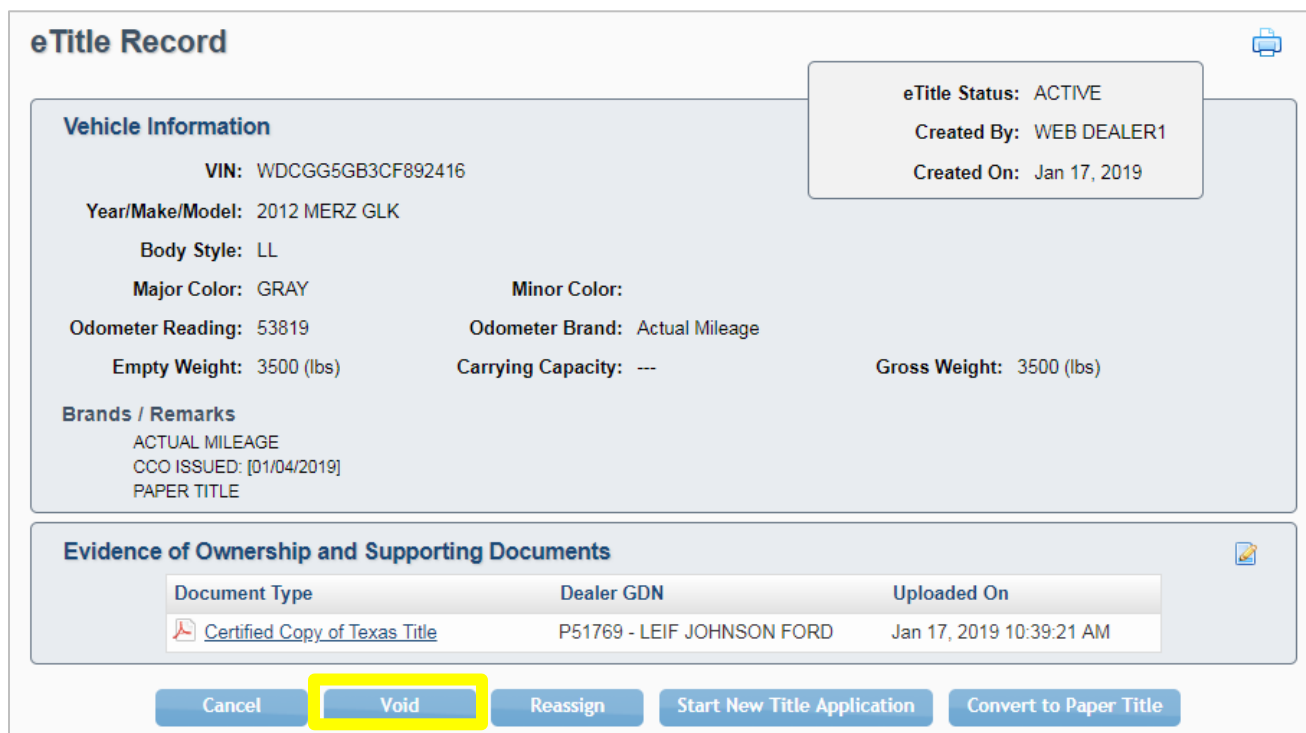
Figure 53: eTITLE Home Page – Options for Accessing eTitle Inventory



The screenshot shows the eTitle Inventory page. It features a 'Search Filter' section with dropdowns for 'Type' (set to Status) and 'Status' (set to Active), a checkbox for 'DECLINED REASSIGNMENT ONLY', and date pickers for 'Activity Date' (FROM and TO). A 'Search' button is located below these filters. Below the search section, there is a table with columns 'VIN', 'Vehicle', and 'Activity Date'. The first two rows of the table are highlighted with a yellow box, showing VINs ZDM1LC4N4SB015065 and 1HGCM66876A037276. At the bottom right, there are 'Export options' for Excel and PDF.

Figure 54: eTitle Inventory – VIN Hyperlinks Highlighted

2. Use the search filters to search for eTitle Records by Type, Status, or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.
3. The selected eTitle Record is displayed. To void the eTitle, select the **Void** button.



eTitle Record

Vehicle Information

VIN: WDCGG5GB3CF892416

Year/Make/Model: 2012 MERZ GLK

Body Style: LL

Major Color: GRAY Minor Color:

Odometer Reading: 53819 Odometer Brand: Actual Mileage

Empty Weight: 3500 (lbs) Carrying Capacity: --- Gross Weight: 3500 (lbs)

Brands / Remarks

ACTUAL MILEAGE
CCO ISSUED: [01/04/2019]
PAPER TITLE

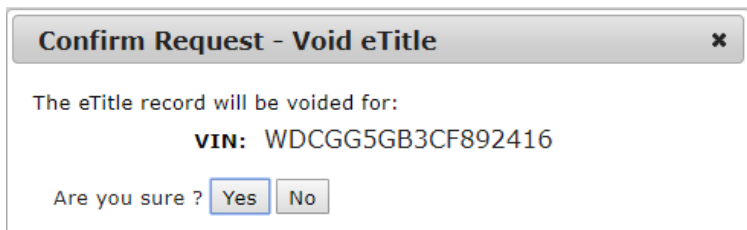
Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P51769 - LEIF JOHNSON FORD	Jan 17, 2019 10:39:21 AM

Buttons: Cancel, **Void**, Reassign, Start New Title Application, Convert to Paper Title

Figure 55: eTitle Record - Void

4. A *Confirm Request – Void eTitle* pop-up window will appear. To confirm, select **Yes**.



Confirm Request - Void eTitle

The eTitle record will be voided for:

VIN: WDCGG5GB3CF892416

Are you sure ?

Figure 56: Void eTitle Confirmation

5. After the void is confirmed, the *eTitle Inventory* page will be displayed with a default status of VOIDED, showing all voided eTitles.

NOTE: The Void option is available only if the dealer is the originator/creator of the eTitle Record and the eTitle is in an ACTIVE status.

eTitle Inventory

Search Filter

Type : Status

Status : VOIDED

Activity Date : FROM TO

Search

VIN	Vehicle	Activity Date
JTEZU14R540028260	2015 TOYT RUN	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	08/28/2018

Figure 57: eTitle Inventory – Voided Status

- When the voided eTitle Record is selected (by selecting the **VIN hyperlink**), the record will display with an eTitle Status of VOIDED.

eTitle Record

eTitle Status: VOIDED

Last Activity Date: Jan 17, 2019

Vehicle Information

VIN: WDCGG5GB3CF892416

Year/Make/Model: 2012 MERZ GLK

Body Style: LL

Major Color: GRAY Minor Color:

Odometer Reading: 53819 Odometer Brand: Actual Mileage

Empty Weight: 3500 (lbs) Carrying Capacity: --- Gross Weight: 3500 (lbs)

Brands / Remarks

ACTUAL MILEAGE

CCO ISSUED: [01/04/2019]

PAPER TITLE

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P51769 - LEIF JOHNSON FORD	Jan 17, 2019 10:39:21 AM

Figure 58: eTitle Record – Voided Status

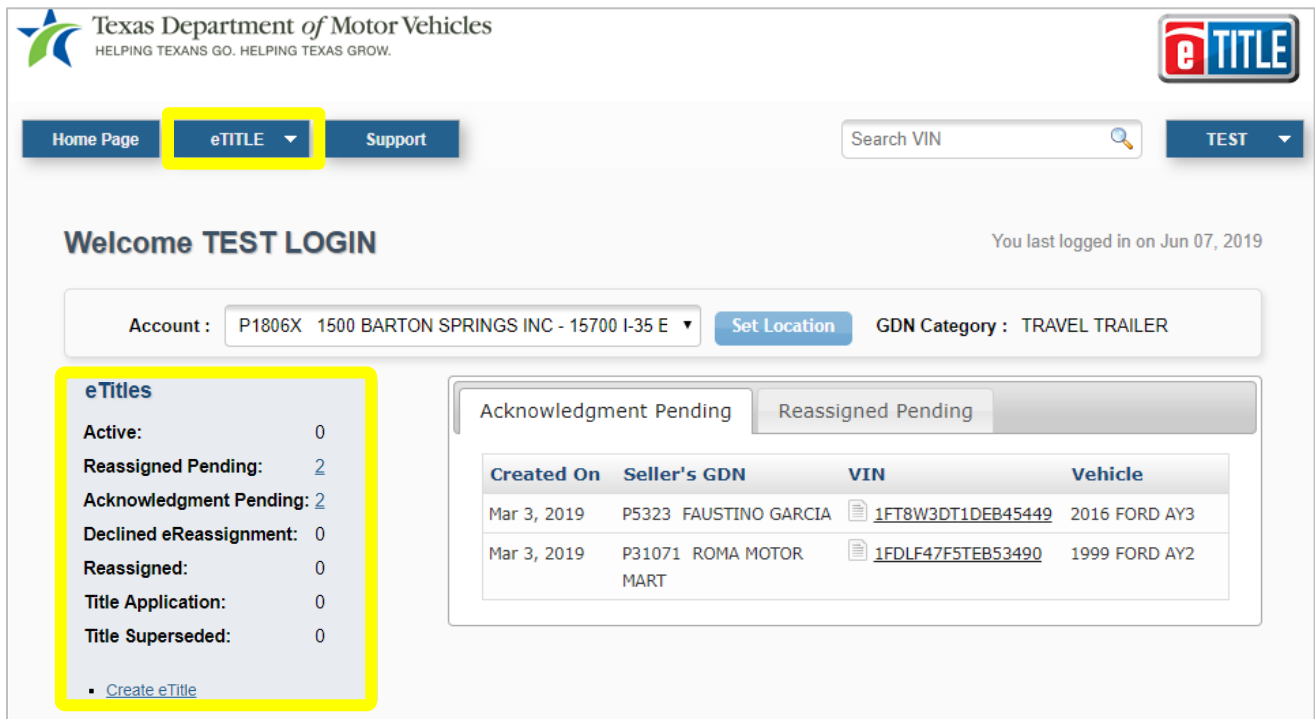
NOTE: Documents will only be visible for the 30-day retention period.

- Once an eTitle is voided, a dealer can reinitiate a new eTitle for the VIN. The voided eTitle cannot be reused or reestablished.

11 Requesting a Paper Title in Dealer Name

A title can be requested in the dealer's name when necessary for resale. A Texas title can only be requested for an eTitle that:

- Is in the dealer's eTitle Inventory.
 - Is in ACTIVE status.
 - Has the required uploaded documents attached to the eTitle Record.
1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the Active status hyperlink in the *eTitles Activity Box* or from the eTITLE tab drop-down menu. Alternatively, enter a VIN in the *Search VIN* field and either hit **Enter** or select the magnifying glass search icon.



The screenshot shows the eTITLE Home Page. At the top, there is a navigation bar with 'Home Page', 'eTITLE' (highlighted with a yellow box), and 'Support'. To the right is a 'Search VIN' field with a magnifying glass icon and a 'TEST' button. Below the navigation bar, the page says 'Welcome TEST LOGIN' and 'You last logged in on Jun 07, 2019'. The main content area includes an 'Account' section with 'P1806X 1500 BARTON SPRINGS INC - 15700 I-35 E' and a 'Set Location' button. To the right of the account section is a 'GDN Category : TRAVEL TRAILER' label. Below the account section is the 'eTitles' activity box (highlighted with a yellow box) showing counts for various title statuses. To the right of the activity box is a table of pending titles, with tabs for 'Acknowledgment Pending' and 'Reassigned Pending'.

Created On	Seller's GDN	VIN	Vehicle
Mar 3, 2019	P5323 FAUSTINO GARCIA	1FT8W3DT1DEB45449	2016 FORD AY3
Mar 3, 2019	P31071 ROMA MOTOR MART	1FDLF47F5TEB53490	1999 FORD AY2

Figure 59: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

eTitle Inventory

Search Filter

Type : Status

Status : ACTIVE ☐ DECLINED REASSIGNMENT ONLY

Activity Date : FROM TO

Search

VIN	Vehicle	Activity Date
JTEZU14R540028260	2015 TOYT RUN	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	08/28/2018
4S6CK58W0X4423523	1999 HOND 2E	09/18/2018

Figure 60: eTitle Inventory – VIN Hyperlinks Highlighted

- Use the search filters to search for eTitle Records by Type, Status or Activity Date range. The *Status* field defaults to ACTIVE. If a hyperlink was chosen from the *eTitle Activity Box*, the page will be filtered for that status. Select the **Search** button to initiate a search. Alternatively, select a VIN from the list of **VIN hyperlinks**.
- The selected *eTitle Record* is displayed. Select the **Convert to Paper Title** button (available only for eTitles with ACTIVE status).

eTitle Record

Vehicle Information

VIN: 1G4AL51R7HT422522

Year/Make/Model: 2005 / BUIC / CLM

Body Style: 4D

Major Color: --- Minor Color: ---

Odometer Reading: 130000 Odometer Brand: Actual Mileage

Empty Weight: 2800 (lbs) Carrying Capacity: --- Gross Weight: 2800 (lbs)

Brands / Remarks:

ACTUAL MILEAGE

PAPER TITLE

WEBDEALER: [P105114] 07/25/2019

eTitle Status: ACTIVE

Created By: TEST LOGIN

Created On: Jul 25, 2019

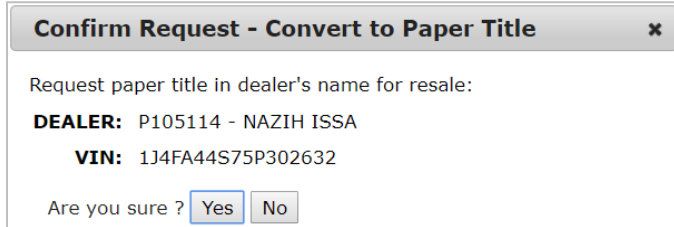
Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
Certified Copy of Texas Title	P105114 - NAZIH ISSA	Jul 25, 2019 11:53:38 AM

Cancel **Void** **Reassign** **Start New Title Application** **Convert to Paper Title**

Figure 61: eTitle Record – Convert to Paper Title

4. A confirmation pop-up will display. To confirm the conversion of the eTitle to a paper title, select **Yes**. Select **No** to return to the *eTitle Record* page.



Confirm Request - Convert to Paper Title x

Request paper title in dealer's name for resale:

DEALER: P105114 - NAZIH ISSA

VIN: 1J4FA44S75P302632

Are you sure ?

Figure 62: Convert to Paper Title Confirmation

5. After the conversion is confirmed, the webDEALER *Title Preview* page displays, with an Application Type of eTitle Conversion and an Application Status of IN-PROGRESS.

NOTE: The odometer reading must be updated if the odometer brand is actual mileage and there were no reassignments on the eTitle.

6. Select **Cancel** to return to the webDEALER home page. Select **Void** to change the webDEALER Title Transaction status from IN-PROGRESS to VOID. The eTitle status will be returned to ACTIVE status. Select **Submit** to submit the title application to the county to complete the paper title conversion process (application status will change from IN-PROGRESS to SUBMITTED).

Title Preview



Current Vehicle Record

Application Type: eTitle Conversion

Application Status: IN-PROGRESS

Created By: LISA DARBY4

Created On: Jul 29, 2019

Vehicle Information Incomplete Data
Odometer Reading Must be Updated

VIN: 1J4FA44S75P302632

Year/Make/Model: 2016 JEEP

Vehicle Class: Passenger

Registration Class: 25 - PASSENGER-LESS/EQL 6000

Body Style: LL

Major Color: --- **Minor Color:** ---

Odometer Reading: 210 **Odometer Brand:** Actual Mileage

Empty Weight: 3700 (lbs) **Carrying Capacity:** --- **Gross Weight:** 3700 (lbs)

Processing County: FLOYD

Owner Information

Owner Type: BUSINESS

Name: NAZIH ISSA

Address: 1111 BRAZOSPORT BLVD N, CLUTE, TX
77531-3232

Previous Owner Information

Prev Owner Name: EAMON BARANOVIC

Prev Owner City: EL PASO

Prev Owner State: TX

Sales Tax Information

Sales Tax Category: EXEMPT

Sales Tax Date: Jul 29, 2019

Exempt Reason: DEALER RESALE

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Texas eTitle With all Supporting Documents	Jul 29, 2019 1:45:55 PM
 eTitle History	Jul 29, 2019 5:32:19 PM

Computed Fees

Fee Description	Fee Assessed
webDEALER Dealer Title Fee	0.00
Total Fees	0.00

Cancel
Void
Submit

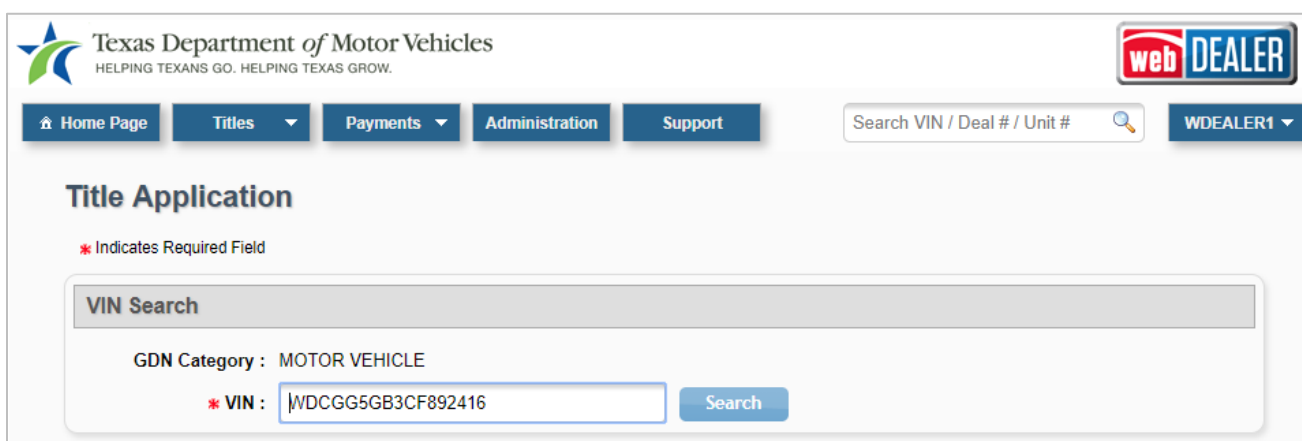
Figure 63: Convert to Paper Title – Title Preview

12 Initiating a Title Application Using an eTitle

This section describes the process for a dealer to initiate a webDEALER title application using an eTitle.

12.1 Starting a Title Application from webDEALER Using VIN Search

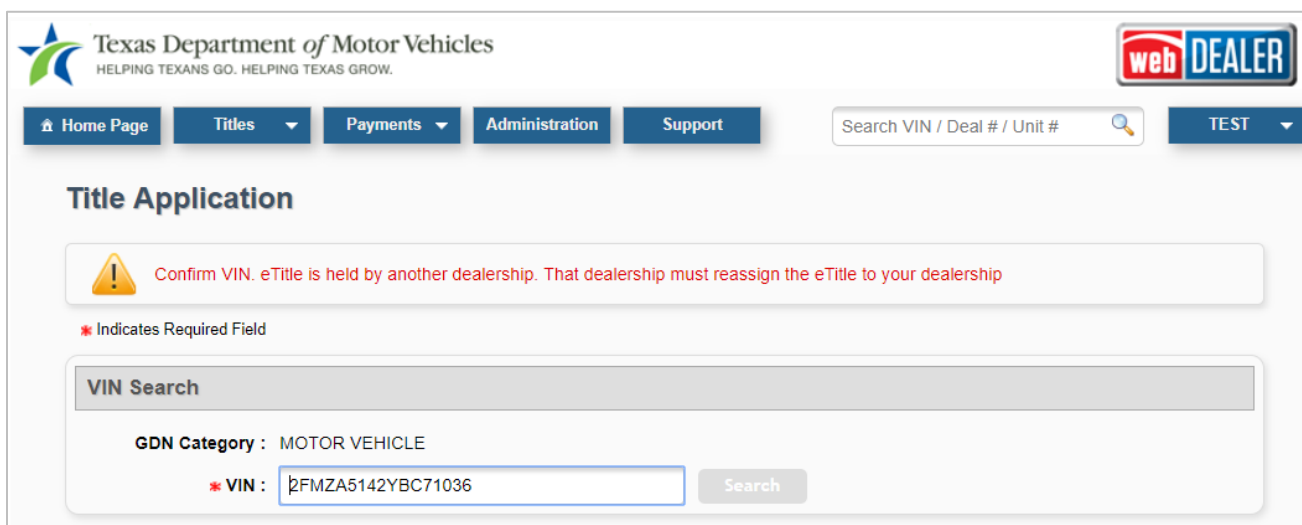
1. Select **New Title Application** from the *Titles* tab drop-down menu.



The screenshot shows the webDEALER interface. At the top, there's a navigation bar with tabs: Home Page, Titles (selected), Payments, Administration, and Support. A search bar for VIN / Deal # / Unit # is present, along with a 'WDEALER1' dropdown. The main heading is 'Title Application'. Below it, a note states '* Indicates Required Field'. The 'VIN Search' section is highlighted, showing 'GDN Category : MOTOR VEHICLE' and a text input field for '* VIN : WDCGG5GB3CF892416'. A 'Search' button is next to the input field.

Figure 64: webDEALER Title Application – VIN Search

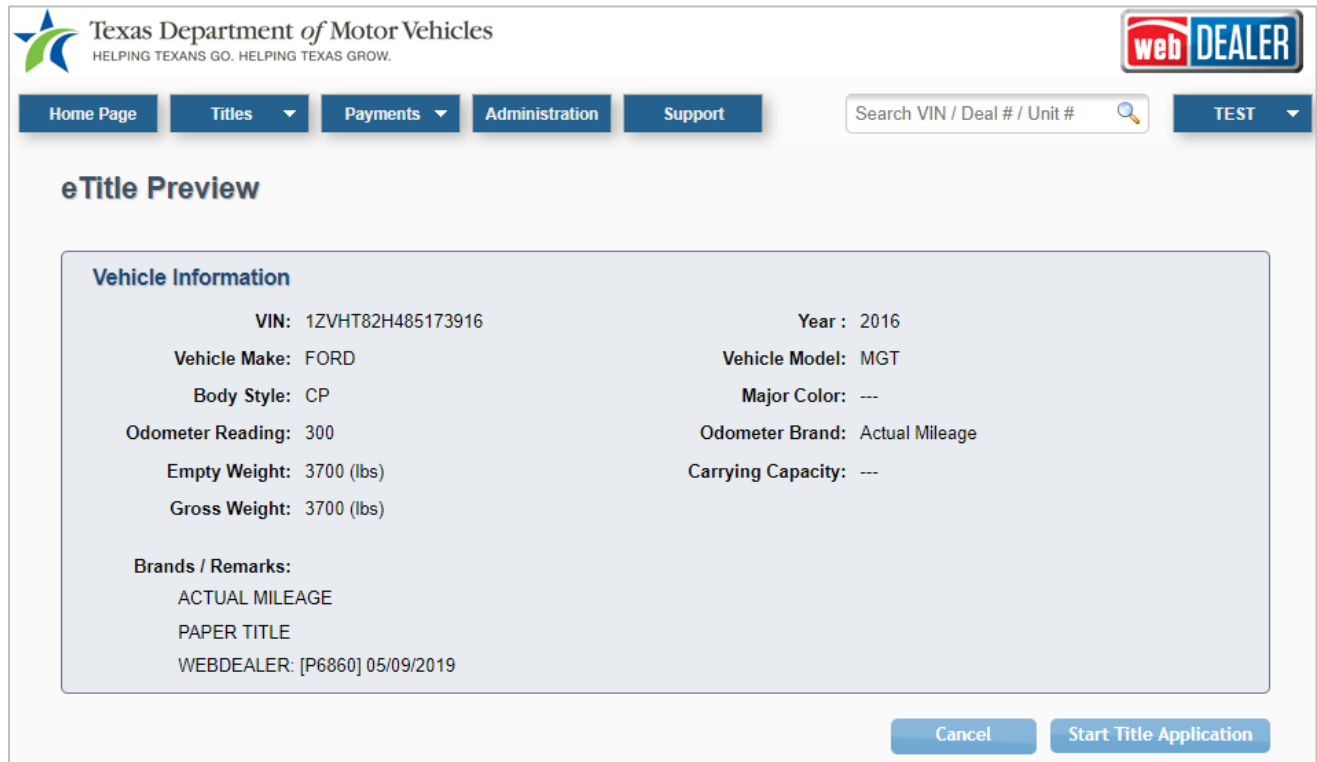
2. Enter a VIN, then select **Search**. If the VIN search produces a result that an active eTitle for the VIN is held by another dealership, an error message will display at the top of the *Title Application* page.



The screenshot shows the webDEALER interface with an error message displayed at the top of the 'Title Application' section. The error message, preceded by a yellow warning icon, reads: 'Confirm VIN. eTitle is held by another dealership. That dealership must reassign the eTitle to your dealership'. Below the message, the same 'VIN Search' section is visible, but with a different VIN entered: '* VIN : 2FMZA5142YBC71036'. The 'Search' button remains next to the input field.

Figure 65: Title Application – VIN Search Error

3. If the VIN has an ACTIVE eTitle Record, an *eTitle Preview* page displays.



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web DEALER

Home Page Titles Payments Administration Support

Search VIN / Deal # / Unit # TEST

eTitle Preview

Vehicle Information

VIN: 1ZVHT82H485173916	Year : 2016
Vehicle Make: FORD	Vehicle Model: MGT
Body Style: CP	Major Color: ---
Odometer Reading: 300	Odometer Brand: Actual Mileage
Empty Weight: 3700 (lbs)	Carrying Capacity: ---
Gross Weight: 3700 (lbs)	

Brands / Remarks:

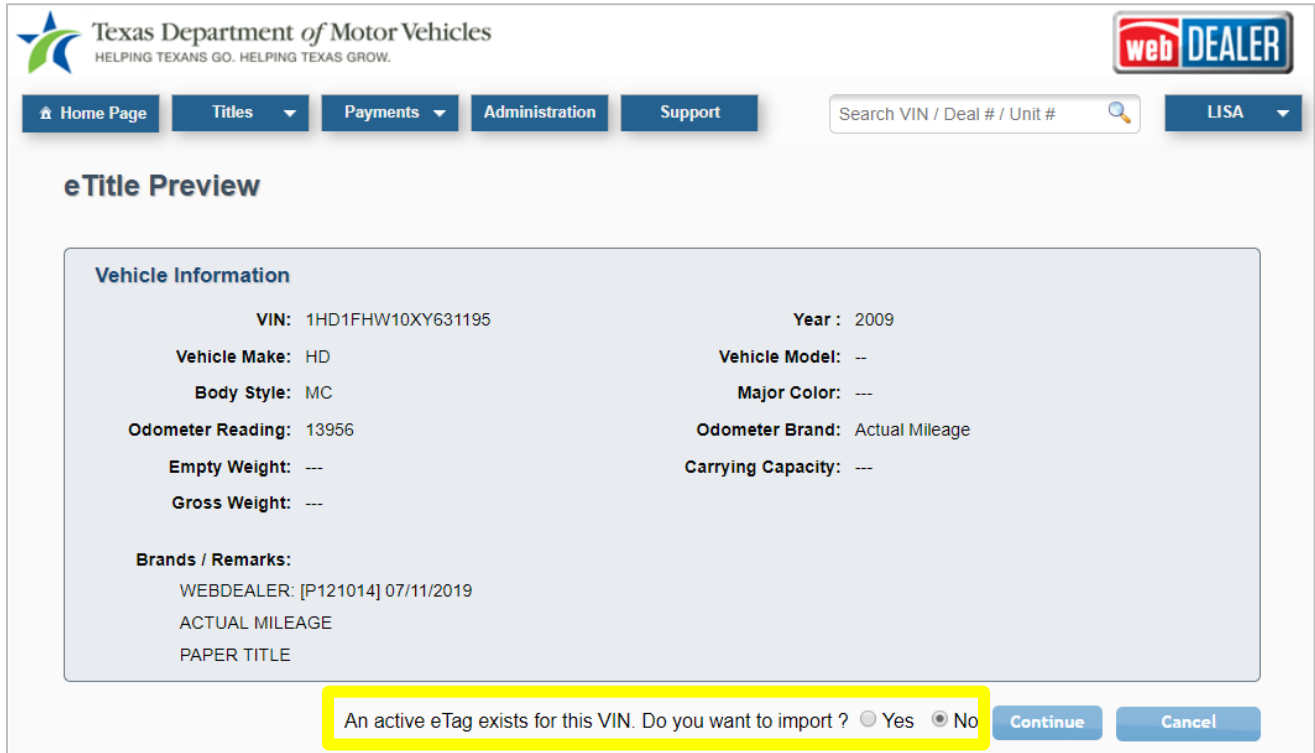
ACTUAL MILEAGE
PAPER TITLE
WEBDEALER: [P6860] 05/09/2019

Cancel Start Title Application

Figure 66: webDEALER eTitle Preview

4. Select **Cancel** to return to the webDEALER home page. Select **Start Title Application** to open the webDEALER *Seller Disclosure* page.

- If the VIN has an ACTIVE eTitle Record and an ACTIVE buyer tag, an *eTitle Preview* page displays with the option to import the buyer tag information.



The screenshot shows the webDEALER interface. At the top, there's a navigation bar with links: Home Page, Titles, Payments, Administration, and Support. A search bar is labeled "Search VIN / Deal # / Unit #". The user is logged in as "LISA". The main heading is "eTitle Preview". Below this is a "Vehicle Information" section with the following details:

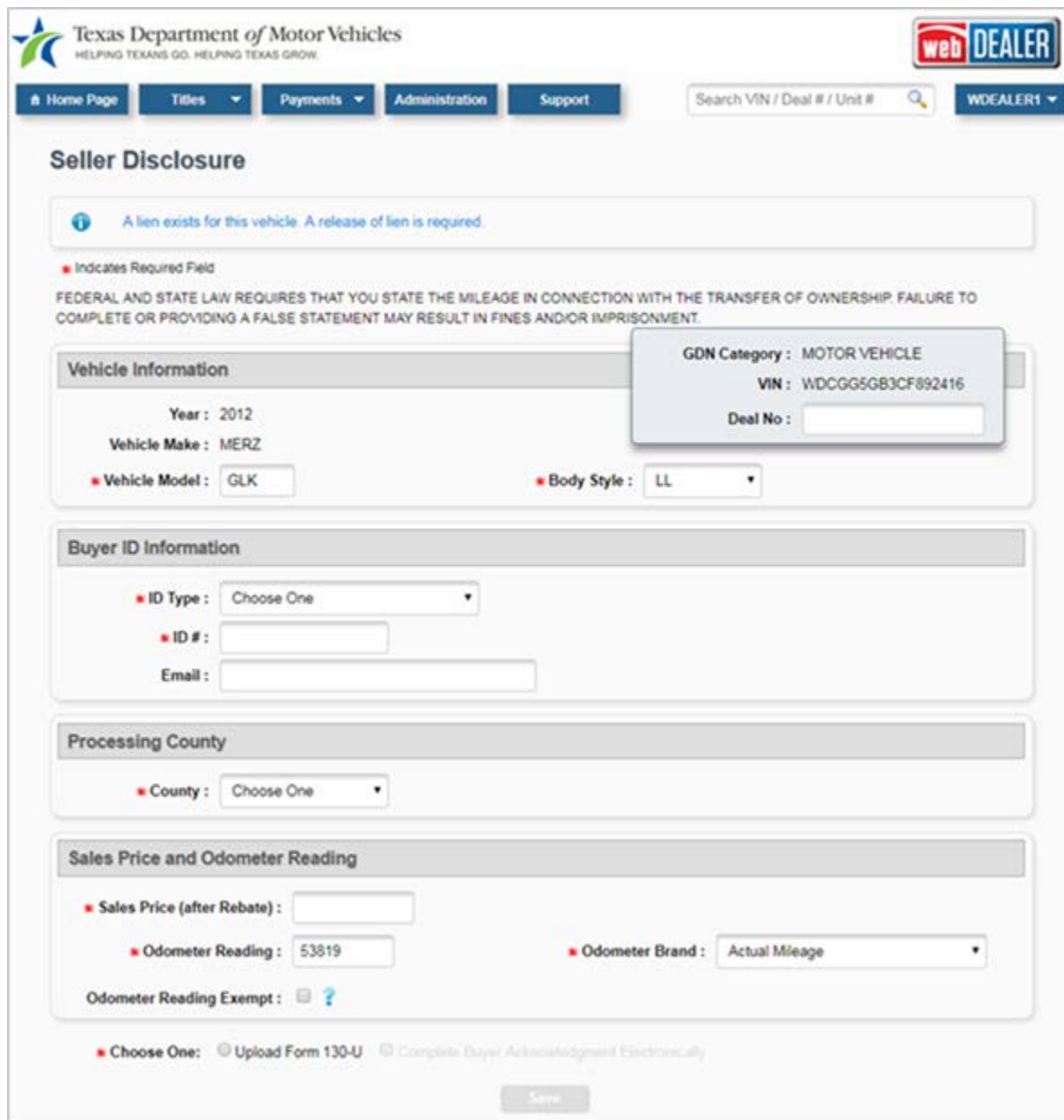
VIN: 1HD1FHW10XY631195	Year : 2009
Vehicle Make: HD	Vehicle Model: --
Body Style: MC	Major Color: ---
Odometer Reading: 13956	Odometer Brand: Actual Mileage
Empty Weight: ---	Carrying Capacity: ---
Gross Weight: ---	

Brands / Remarks:
 WEBDEALER: [P121014] 07/11/2019
 ACTUAL MILEAGE
 PAPER TITLE

At the bottom, a yellow box highlights the confirmation prompt: "An active eTag exists for this VIN. Do you want to import ?". There are two radio buttons: "Yes" (unselected) and "No" (selected). To the right are "Continue" and "Cancel" buttons.

Figure 67: webDEALER eTitle Preview – Active eTag Import Confirmation

6. Select **Cancel** to return to the webDEALER home page. Select **Yes** and **Continue** to import the Buyer Tag, and open the webDEALER *Seller Disclosure* page. Select **No** and **Continue** to skip the import, and open the webDEALER *Seller Disclosure* page.



Seller Disclosure

A lien exists for this vehicle. A release of lien is required.

Indicates Required Field

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.

Vehicle Information

Year : 2012

Vehicle Make : MERZ

Vehicle Model : GLK

Body Style : LL

GDN Category : MOTOR VEHICLE

VIN : WDCGG5GB3CF892416

Deal No : [blank]

Buyer ID Information

ID Type : Choose One

ID # : [blank]

Email : [blank]

Processing County

County : Choose One

Sales Price and Odometer Reading

Sales Price (after Rebate) : [blank]

Odometer Reading : 53819

Odometer Brand : Actual Mileage

Odometer Reading Exempt : ☐ ?

Choose One: ☐ Upload Form 130-U ☐ Complete Buyer Acknowledgment Electronically

Save

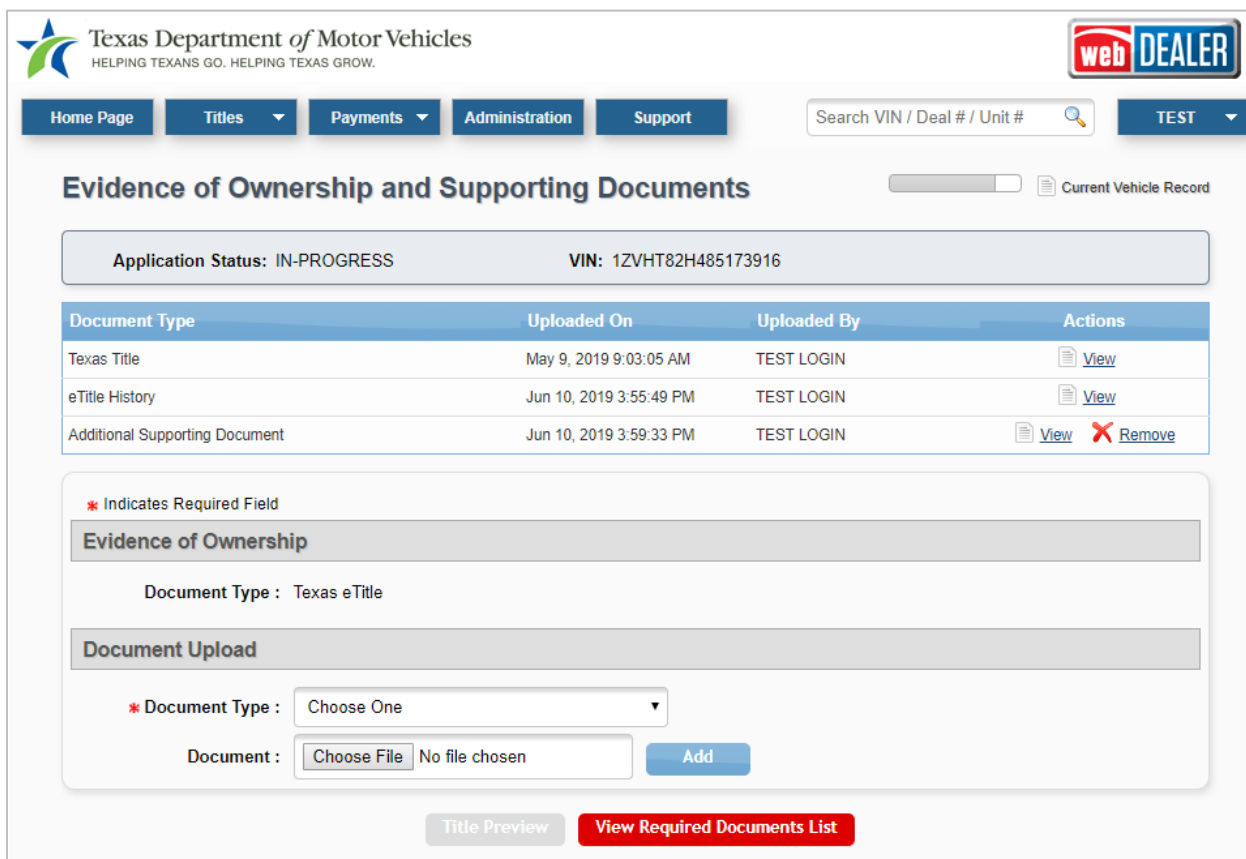
Figure 68: webDEALER Seller Disclosure

7. Enter the required information (indicated by a red *) and any optional information (Deal No., Email).
8. When all required information is entered, the **Save** button is activated. Select **Save**. The webDEALER status will update to IN-PROGRESS, and the status of the eTitle Record will be updated to TITLE APPLICATION.

9. Proceed through the webDEALER Title Application pages until you reach the *Evidence of Ownership and Supporting Documents* page. Refer to the webDEALER User Guide for information on these pages.

NOTE: The eTitle History document is automatically formatted and uploaded to the title application. This document provides a history of all the reassignments captured in eTITLE.

NOTE: Texas eTitle and any other supporting documents will be uploaded automatically and cannot be deleted or modified (such as changing it to Certified Copy of Texas Title or Texas Title) unless the titling dealer is the same as the dealer that uploaded the documents for the eTitle Record.



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web DEALER

Home Page Titles Payments Administration Support Search VIN / Deal # / Unit # TEST

Evidence of Ownership and Supporting Documents

Application Status: IN-PROGRESS VIN: 1ZVHT82H485173916

Document Type	Uploaded On	Uploaded By	Actions
Texas Title	May 9, 2019 9:03:05 AM	TEST LOGIN	View
eTitle History	Jun 10, 2019 3:55:49 PM	TEST LOGIN	View
Additional Supporting Document	Jun 10, 2019 3:59:33 PM	TEST LOGIN	View Remove

* Indicates Required Field

Evidence of Ownership

Document Type : Texas eTitle

Document Upload

* Document Type : Choose One

Document : Choose File No file chosen [Add](#)

[Title Preview](#) [View Required Documents List](#)

Figure 69: webDEALER Evidence of Ownership and Supporting Documents

10. Select **View Required Documents List**. Upload any required documents by choosing a document type (required), then select **Choose File** to browse to the document.
11. Select **Add** to upload the document. After required documents are uploaded, the **Title Preview** button will activate.
12. Select **Title Preview**. The webDEALER *Title Preview* page will display.



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[Home Page](#)
[Titles](#)
[Payments](#)
[Administration](#)
[Support](#)

[TEST](#)

Title Preview




Application Status: IN-PROGRESS
Created By: TEST LOGIN
Created On: Jun 10, 2019

Seller Disclosure

Deal No: ---

Processing County: TRAVIS

Buyer's ID Type: Passport

Buyer's ID: 123456 [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: CP

Major Color: BLACK Minor Color: ---

Odometer Reading: 300 Odometer Brand: Actual Mileage

Empty Weight: 3700 (lbs) Carrying Capacity: --- Gross Weight: 3700 (lbs)

VIN: 1ZVHT82H485173916
Year/Make/Model: 2016 FORD MGT

Lienholder Information

Type of Sale: No Lien Type of Title: Electronic

Owner Information

Owner Type: ENTITY/INDIVIDUAL

Name: TESTER 1

Address: 123 TESTER LANE, SAN ANGELO, TX 76903

Resident County: ANDERSON

Renewal Recipient

Name: (same as owner)

Address: ---

Rights of Survivorship

Name: ---

Beneficiary

Name: ---

Vehicle Physical Location (Not Provided)

Plate and Sticker Information

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

Sticker Type: Windshield

Sales Tax Information

Sales Tax Category: SALES/USE

Sales Tax Date: Jun 10, 2019

Sales Price: \$1,000.00

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Texas Title	May 9, 2019 9:03:05 AM
 eTitle History	Jun 10, 2019 3:55:49 PM
 Additional Supporting Document	Jun 10, 2019 3:59:33 PM
 Form 130-U Application for Texas Title	Jun 10, 2019 4:01:00 PM

Inspection Information Incomplete Data

Date of Inspection: ---

Inspection Type: --- Inspection Fee: ---

Computed Fees Incomplete Data

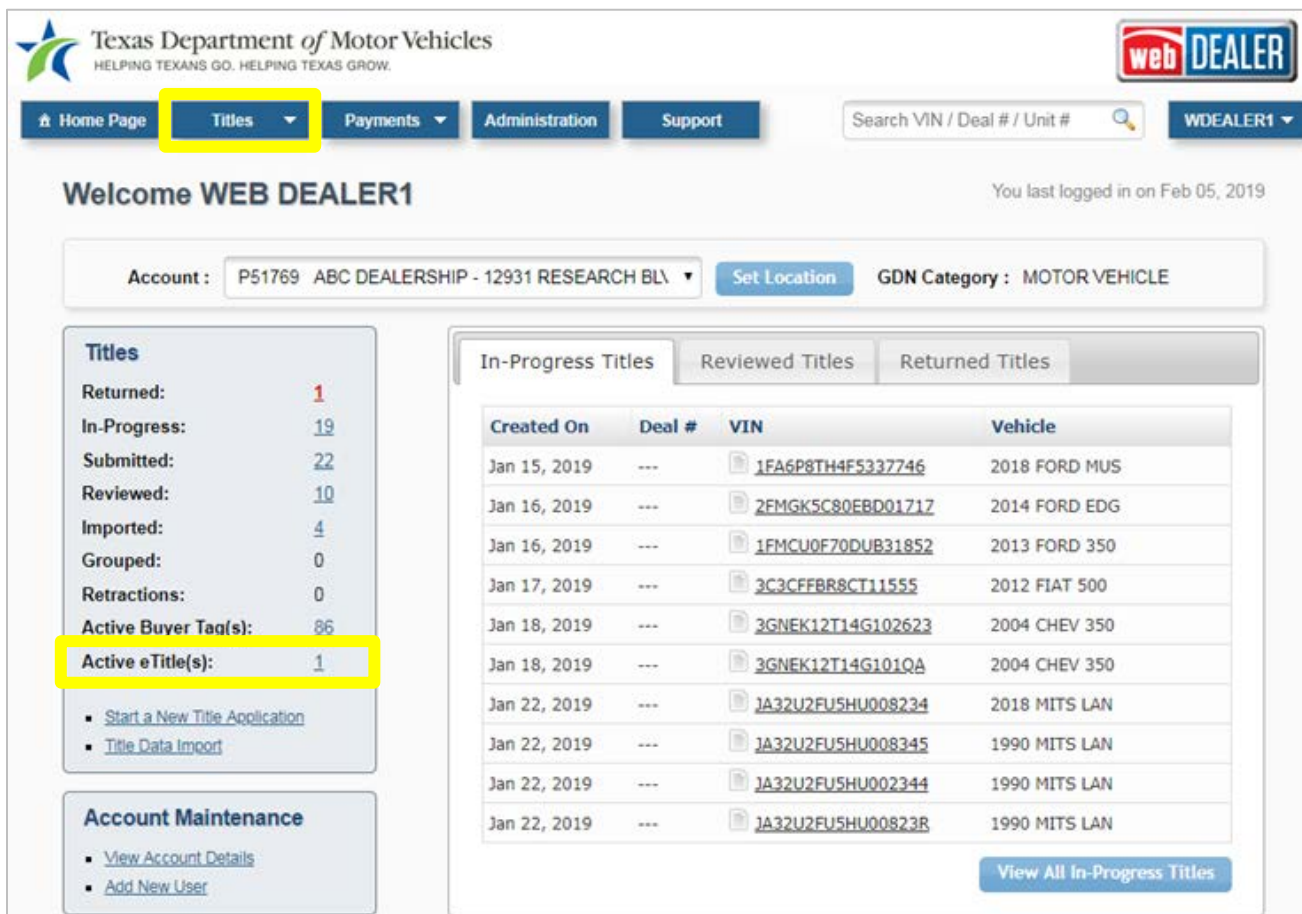
[Cancel](#)
[Void](#)
[Submit](#)

Figure 70: webDEALER Title Preview

13. Select **Cancel** to return to the webDEALER home page (Title Application status will be IN-PROGRESS).
14. Select **Void** to return to the webDEALER *Title Search* page (Title Application status is updated from IN-PROGRESS to VOID; eTitle Record status is updated from TITLE APPLICATION to ACTIVE).
15. Sections marked with Incomplete Data require information to be entered by the dealer before the **Submit** button activates. Select **Submit** (Title Application status is updated from IN-PROGRESS to SUBMITTED, and the title application is submitted to the county to complete the titling process). The webDEALER *Title Search* page displays.

12.2 Starting a Title Application from webDEALER Using Title Search

1. Log in to webDEALER to start a title application for an existing ACTIVE eTitle by selecting the **Active eTitle(s)** hyperlink in the *Titles Activity Box* or navigate to the *Title Search* page by selecting **Title Search** from the *Titles* tab drop-down menu.



Titles

Returned: 1

In-Progress: 19

Submitted: 22

Reviewed: 10

Imported: 4

Grouped: 0

Retractions: 0

Active Buyer Tag(s): 86

Active eTitle(s): 1

Start a New Title Application

Title Data Import

Account Maintenance

View Account Details

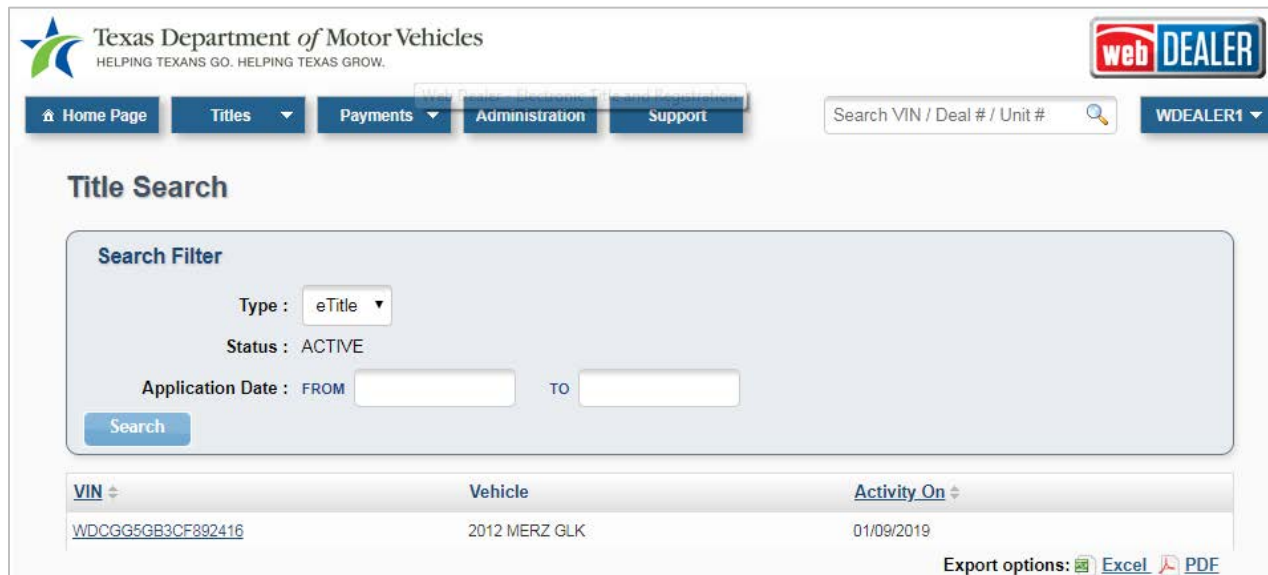
Add New User

In-Progress Titles

Created On	Deal #	VIN	Vehicle
Jan 15, 2019	---	1FA6P8TH4F5337746	2018 FORD MUS
Jan 16, 2019	---	2FMGK5C80EBD01717	2014 FORD EDG
Jan 16, 2019	---	1FMCU0F70DUB31852	2013 FORD 350
Jan 17, 2019	---	3C3CFFBR8CT11555	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
Jan 22, 2019	---	JA32U2FU5HU00823R	1990 MITS LAN

View All In-Progress Titles

Figure 71: webDEALER Home Page



Title Search

Search Filter

Type : eTitle ▼

Status : ACTIVE

Application Date : FROM TO

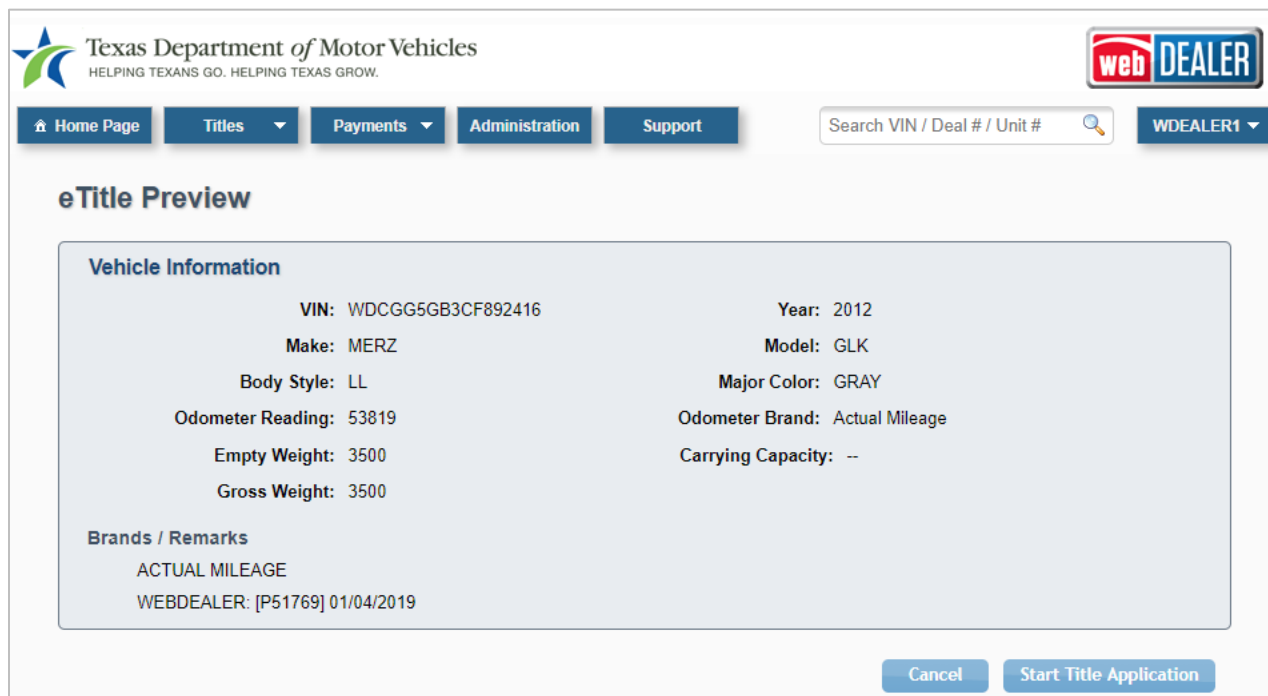
[Search](#)

VIN	Vehicle	Activity On
WDCGG5GB3CF892416	2012 MERZ GLK	01/09/2019

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

Figure 72: webDEALER Title Search

- The default Type is eTitle; the default Status is ACTIVE. Titles can be searched by Application Date range as well. A list of ACTIVE VINs will pre-populate. Select a VIN hyperlink. The webDEALER eTitle Preview page will display.



eTitle Preview

Vehicle Information

VIN: WDCGG5GB3CF892416 Year: 2012

Make: MERZ Model: GLK

Body Style: LL Major Color: GRAY

Odometer Reading: 53819 Odometer Brand: Actual Mileage

Empty Weight: 3500 Carrying Capacity: --

Gross Weight: 3500

Brands / Remarks

ACTUAL MILEAGE

WEBDEALER: [P51769] 01/04/2019

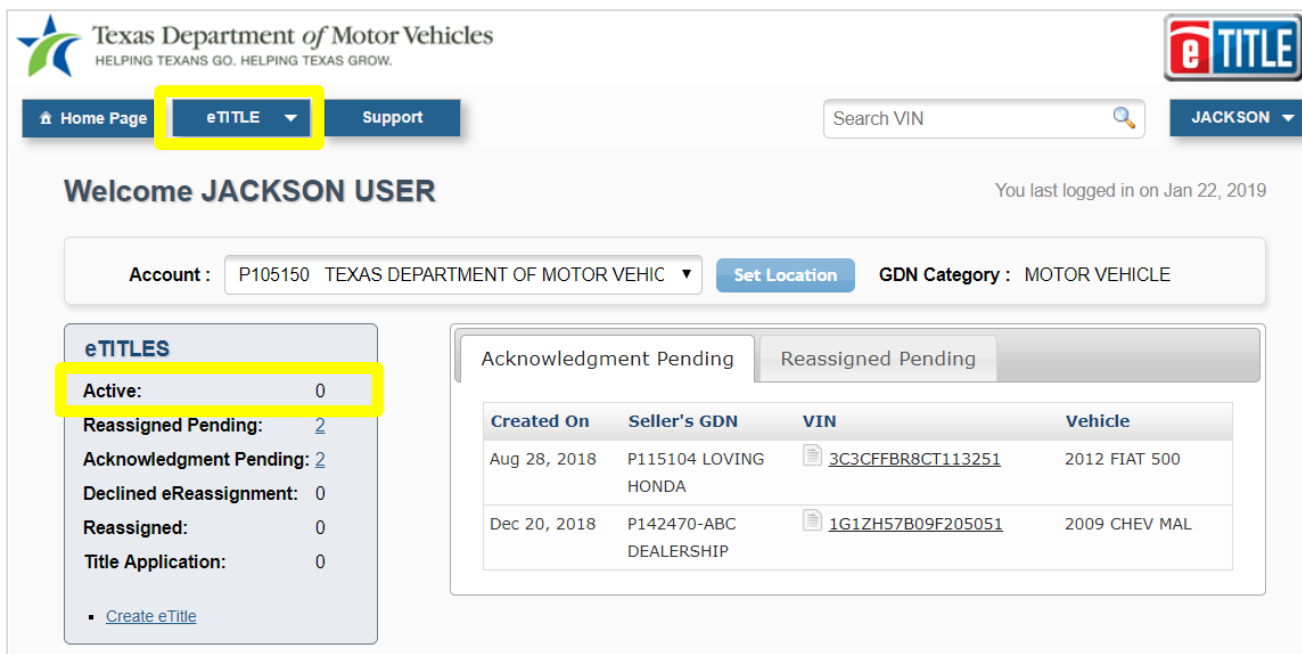
[Cancel](#) [Start Title Application](#)

Figure 73: webDEALER eTitle Preview

- Select **Cancel** to return to the webDEALER home page. Select **Start Title Application** to proceed to the webDEALER *Seller Disclosure* page. If an active buyer's tag exists, continue the Title Application process by following the steps in [Section 13.1](#).

12.3 Starting a Title Application from eTITLE

1. From the eTITLE home page, navigate to the *eTitle Inventory* page by selecting the ACTIVE category hyperlink in the *eTitles Activity Box* or from the eTITLE tab drop-down menu.



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Home Page **eTITLE** Support

Search VIN JACKSON

Welcome JACKSON USER You last logged in on Jan 22, 2019

Account: P105150 TEXAS DEPARTMENT OF MOTOR VEHIC Set Location GDN Category: MOTOR VEHICLE

eTITLES

Active: 0

Reassigned Pending: 2

Acknowledgment Pending: 2

Declined eReassignment: 0

Reassigned: 0

Title Application: 0

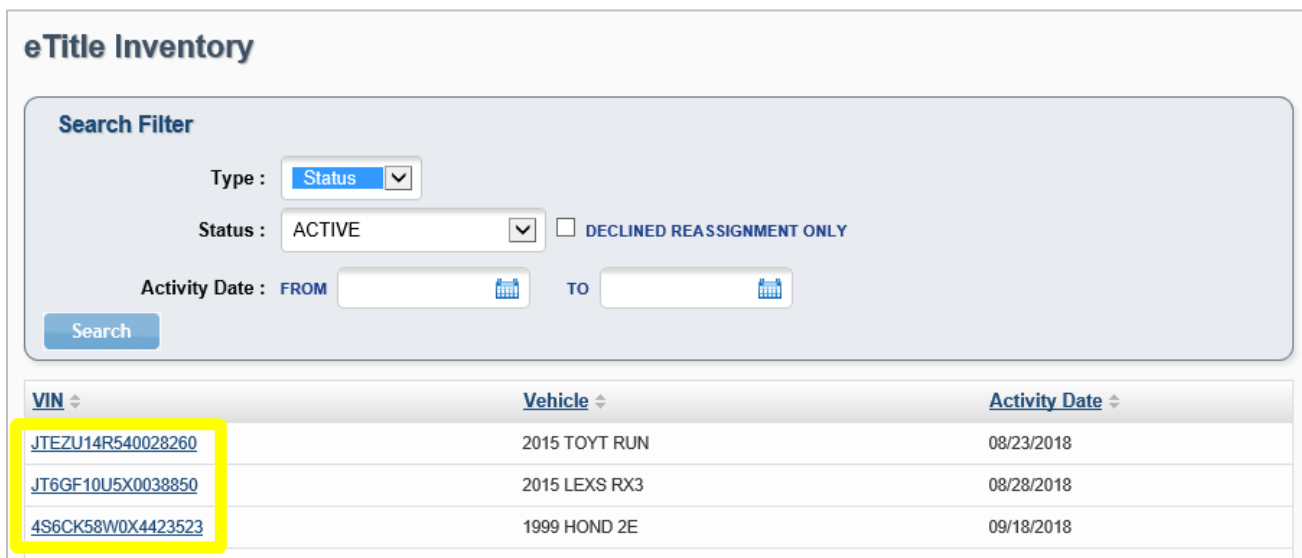
[Create eTitle](#)

Acknowledgment Pending Reassigned Pending

Created On	Seller's GDN	VIN	Vehicle
Aug 28, 2018	P115104 LOVING HONDA	3C3CFFBR8CT113251	2012 FIAT 500
Dec 20, 2018	P142470-ABC DEALERSHIP	1G1ZH57B09F205051	2009 CHEV MAL

Figure 74: eTITLE Home Page – eTitles Activity Box and eTITLE Drop-down Menu Highlighted

2. Select a VIN from the list of **VIN hyperlinks** on the *eTitle Inventory* page. The *eTitle Record* page displays.



eTitle Inventory

Search Filter

Type: Status

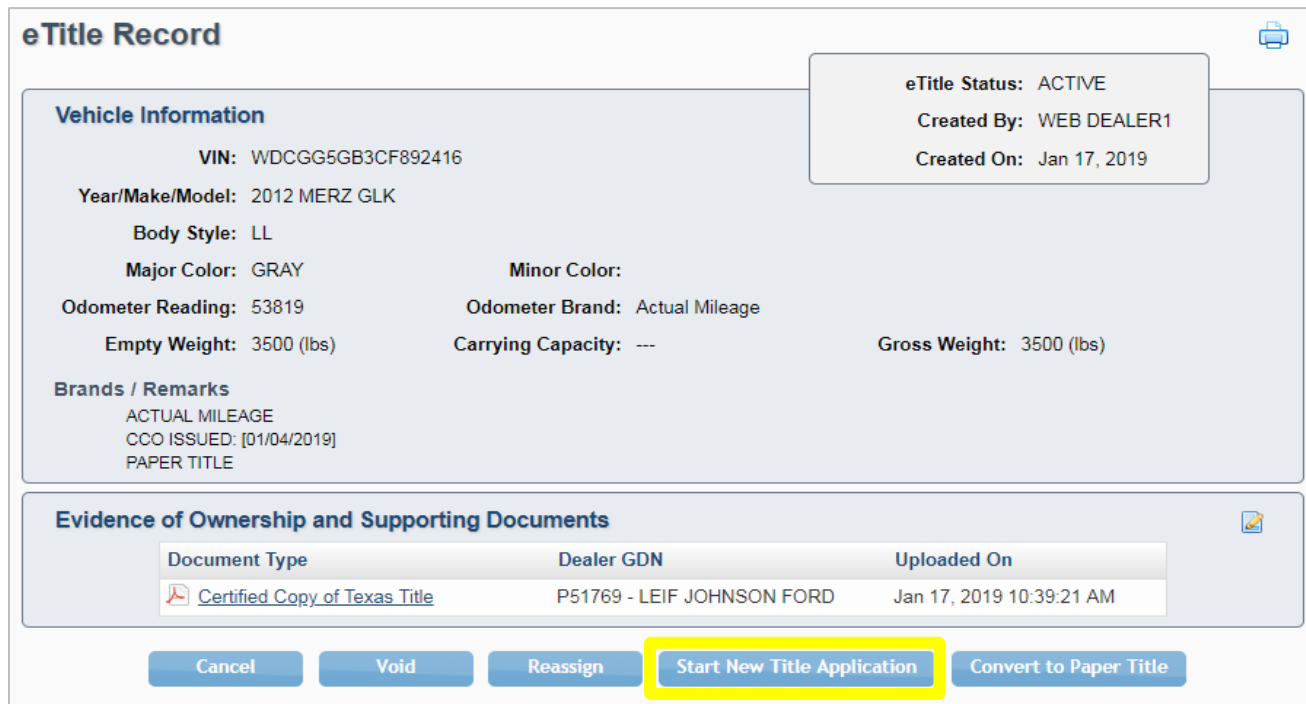
Status: ACTIVE ☐ DECLINED REASSIGNMENT ONLY

Activity Date: FROM TO

Search

VIN	Vehicle	Activity Date
JTEZU14R540028260	2015 TOYT RUN	08/23/2018
JT6GF10U5X0038850	2015 LEXS RX3	08/28/2018
4S6CK58W0X4423523	1999 HOND 2E	09/18/2018

Figure 75: eTitle Inventory – VIN Hyperlinks Highlighted



eTitle Record

Vehicle Information

VIN: WDCGG5GB3CF892416

Year/Make/Model: 2012 MERZ GLK

Body Style: LL

Major Color: GRAY Minor Color:

Odometer Reading: 53819 Odometer Brand: Actual Mileage

Empty Weight: 3500 (lbs) Carrying Capacity: --- Gross Weight: 3500 (lbs)

Brands / Remarks

ACTUAL MILEAGE
CCO ISSUED: [01/04/2019]
PAPER TITLE

eTitle Status: ACTIVE
Created By: WEB DEALER1
Created On: Jan 17, 2019

Evidence of Ownership and Supporting Documents

Document Type	Dealer GDN	Uploaded On
 Certified Copy of Texas Title	P51769 - LEIF JOHNSON FORD	Jan 17, 2019 10:39:21 AM

Cancel Void Reassign **Start New Title Application** Convert to Paper Title

Figure 76: eTITLE – eTitle Record

3. Select **Start New Title Application**. A confirmation pop-up window will display.



Confirm Request - Import to webDEALER

The title record will be started for:

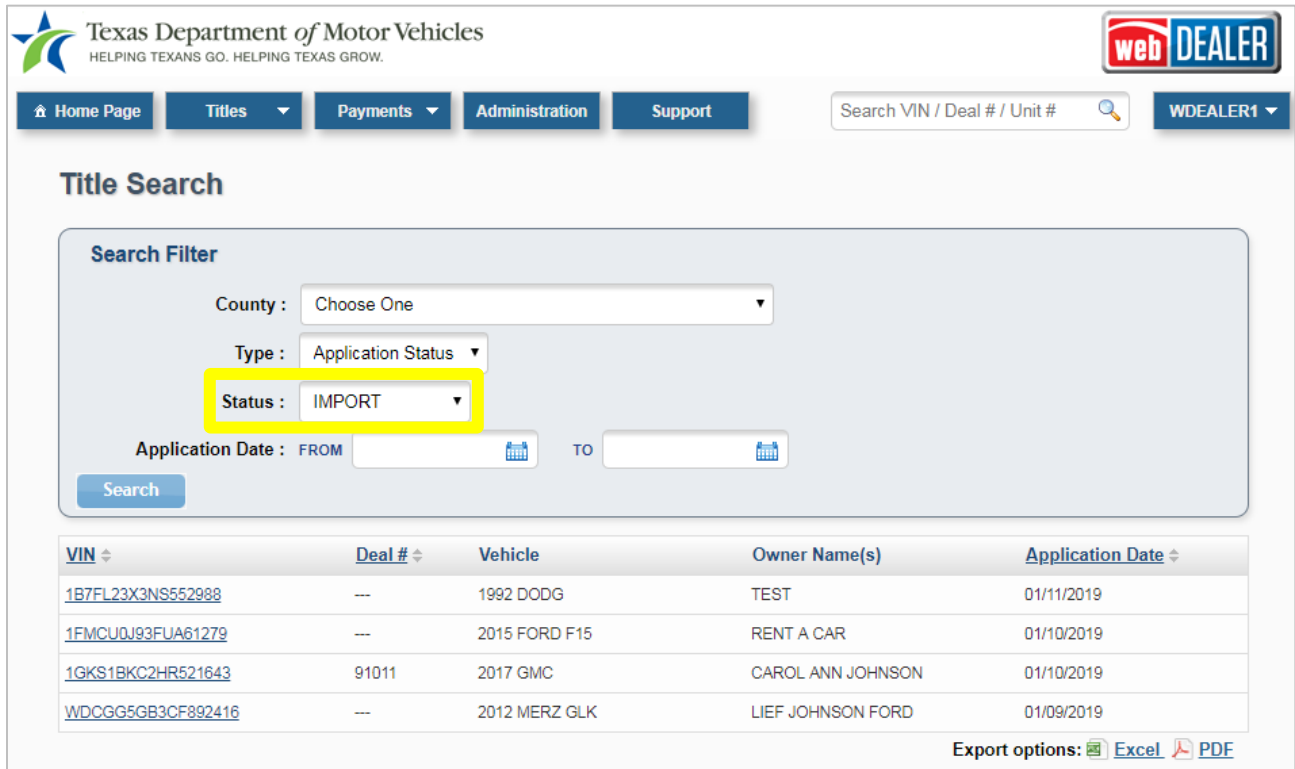
VIN: WDCGG5GB3CF892416

Are you sure?

Figure 77: Import to webDEALER Confirmation

4. Select **Yes** to continue to the webDEALER *Seller Disclosure* page (creates a Title Application in webDEALER with IN-PROGRESS status after Seller Disclosure is complete). The eTitle Record status updates from ACTIVE to TITLE APPLICATION.
5. Select **No** to return to the eTitle Record page with no change of status.
6. Select **Import to webDEALER** to create a Title Application in webDEALER with a status of IMPORTED (eTitle Record status updates from ACTIVE to TITLE APPLICATION).
7. Switch to webDEALER.
8. Navigate to IMPORTED Titles either by selecting the **Imported** hyperlink in the *Titles Activity Box* or by using the webDEALER Title Search with a status of IMPORT.

NOTE: If an active buyer tag exists for this VIN, the information from the buyer tag will be automatically included on the title application.



Search Filter

County : Choose One

Type : Application Status

Status : **IMPORT**

Application Date : FROM TO

Search

VIN	Deal #	Vehicle	Owner Name(s)	Application Date
1B7FL23X3NS552988	---	1992 DODG	TEST	01/11/2019
1FMCU0J93FUA61279	---	2015 FORD F15	RENT A CAR	01/10/2019
1GKS1BKC2HR521643	91011	2017 GMC	CAROL ANN JOHNSON	01/10/2019
WDCGG5GB3CF892416	---	2012 MERZ GLK	LIEF JOHNSON FORD	01/09/2019

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

Figure 78: webDEALER Title Search – IMPORT Status

9. Select a VIN from the list of **VIN hyperlinks**. A webDEALER *Title Preview* page will display with pre-populated *eTitle information* and *Evidence of Ownership and Supporting Documents* sections.



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[Home Page](#)
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[TEST](#)

Title Preview




Seller Disclosure

Deal No: ---

Processing County: FLOYD

Seller disclosure has not been initiated for this title. [Begin Seller Disclosure](#)

Application Status: IMPORTED

Created By: TEST LOGIN

Created On: Apr 18, 2019

Vehicle Information

Vehicle Class: Truck

Registration Class: ---

Body Style: PK

Major Color: --- Minor Color: ---

Odometer Reading: 126761 Odometer Brand: Actual Mileage

Empty Weight: 4200 (lbs) Carrying Capacity: 1000 (lbs) Gross Weight: 5200 (lbs)

VIN: 1FTRX17W91KA12821

Year/Make/Model: 2010 FORD

Lienholder Information

Owner Information

Owner Type: BUSINESS

Name: NAZIH ISSA

Address: 1111 BRAZOSPORT BLVD N, CLUTE, TX 77531-3232

Resident County: ---

Renewal Recipient

Name: (same as owner)

Address: ---

Rights of Survivorship

Name: ---

Beneficiary

Name: ---

Vehicle Physical Location (Not Provided)

Plate and Sticker Information

Plate Source: --- Plate Number: ---

Sticker Type: ---

Sales Tax Information

Sales Tax Category: EXEMPT

Sales Tax Date: Apr 18, 2019

Sales Price: \$0.00

Exempt Reason: DEALER RESALE

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
 Texas Title	Apr 18, 2019 7:58:03 AM
 eTitle History	Apr 18, 2019 7:58:22 AM

Computed Fees

[Cancel](#)
[Void](#)
[Submit](#)

Figure 79: webDEALER Title Preview

10. Select **Cancel** to return to the webDEALER home page. The title status remains as IMPORTED; the eTitle status remains as TITLE APPLICATION.
11. Select **Void** to return to the *Title Search* page. The title application status updates from IN-PROGRESS to VOID, and the eTitle Record status updates to ACTIVE.
12. Select the **Begin Seller Disclosure** button to proceed to the webDEALER *Seller Disclosure* page. Continue the Title Application process as described above in [Section 13.1](#).