



County User Guide Addendum

September 2020

webDEALER 9.8



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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Document Overview

This document describes the latest software changes made to the Texas Department of Motor Vehicles (TxDMV) webDEALER application.

Scope

The scope of this is to identify recent software changes to the webDEALER application. **This document does not provide step-by-step instructions on how to use webDEALER.**

Audience

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

Introduction

The following descriptions identify the enhancements and defect fixes incorporated into webDEALER 9.8 for county users:

- Display County Summary Report from Buyer Tag Payments page.
- Correct Paid to County Totals display on the Payments Completed page.
- Empty payments no longer recorded on the Payments Completed page.
- Empty groups no longer created on the Group Reviewed Titles for Payment page.
- Decrease load time for View Documents button.
- Transfer Farm Truck and Farm Truck Tractor license plates.
- Remove license plate inventory once title application is approved.
- Track and limit the number of registration sticker receipts printed.
- Add multiple dealer locations at one time.
- New void process in webDEALER and RTS.
- Provide the reason a title application is rejected.
- Display the required data elements on the receipt.
- Prevent title application approval if a vehicle record contains a hard stop.



Display County Summary Report from Buyer Tag Payments Page

The County Summary Report now displays without errors when you select the report from the Buyer Tag Payments page.

Batch Id: 10009947720082147624							
Dealer/Payor: [P106585 - RML WAXAHACHIE FORD, LLC]							
Payment Date: Aug 21, 2020							
Payment Type: COUNTY							
Total Fees: \$95.00							
Report Generated: 09/04/2020 02:31 PM							
VIN	Created Date	Vehicle	Owner	Buyer Tag Fee	Inspection Type	Inspection Fee	Total Fees
4T1BF1FK6FU939575	Aug 21, 2020	2015 TOYT CAM	KEVIN THOMPSON	\$5.00	OBDNL	\$8.25	\$13.25
1FTEW1CM1DKE96803	Aug 21, 2020	2013 FORD F15	FANNIE M JOHNSON	\$5.00	OBDNL	\$8.25	\$13.25
1FD0X9HYXHE86286	Aug 21, 2020	2017 FORD F55	HI COUNTRY LLC	\$5.00	1YR	\$7.50	\$12.50
3FADP4AJ8HM169922	Aug 21, 2020	2017 FORD FIE	SLEEPY P RANCH	\$5.00	1YR	\$7.50	\$12.50
1FT8W4DT6KEC07463	Aug 21, 2020	2019 FORD F45	AUTOSHOT PAINTLESS DENT	\$5.00	1YR	\$7.50	\$12.50
1FTFW1RG3JFB27757	Aug 21, 2020	2018 FORD RAP	CASY LOUJEAN WRIGHT	\$5.00	2YR	\$16.75	\$21.75
1FTFW1RG2JFD37489	Aug 21, 2020	2018 FORD F15	MICHAEL ARTHUR GAILEY	\$5.00	2YR	\$16.75	\$21.75

County Summary Report

Correct Paid to County Totals Display on the Payments Completed Page

The summation of fees for approved title applications on the Payments Completed page now reflects the correct amounts and no longer erroneously doubles payment totals.

Empty Payments No Longer Recorded on the Payments Completed Page

When you select to Approve and Record Payment for title applications and the payment fails, webDEALER will now prevent the payment from displaying incorrectly on the Payments Completes page. The user will be presented with an error message "An error occurred while trying to process your request. Please try again later." and will be able to attempt the payment again until successful.



Empty Groups No Longer Created on the Group Reviewed Titles for Payment Page

When more than one county user attempts to group reviewed title applications for payment for one or more of the same applications, webDEALER will correctly create only one group. The user whose applications were not grouped will be informed with the following message “A group was already created for a VIN. The VIN has been removed. Group ID: XXX” The user will be able to continue grouping available applications or can locate the group that was created.

Decrease Load Time for View Documents Button

Documents uploaded by the dealer are merged into one file when the dealer submits the title application. Merging the files prior to a county user selecting the View Documents button decreases the time it takes to load the documents for county review.

Transfer Farm Truck and Farm Truck Tractor License Plates

Farm Truck and Farm Truck Tractor license plates have been added to the list of license plates that can be transferred through webDEALER.

A dealer can now create a title application and enter a customer-supplied Farm Truck or Farm Truck Tractor license plate. The registration class will be updated in webDEALER based on the plate type and weight of the vehicle. The dealer is required to upload the *Application for Farm License Plates* (Form VTR-52-A).

Registration Classes include:

- FARM TRK-LESS/EQL 1 TON
- FARM TRK-MORE THAN 1 TON
- FARM TRK TRACTOR > 1 TON

When a dealer enters the Texas Agricultural and Timber Exemption Registration Number on the Sales Tax Information page and Farm/Ranch is selected as an exemption type, webDEALER confirms the number combination is valid. The number must start with 1 or 3 and is 11 digits in length; otherwise, the dealer receives an error message.



Vehicle Information

Vehicle Class: TRK<=1
Registration Class: 15 - FARM TRK-LESS/EQL 1 TON

Body Style: FT

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

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

Empty Weight: 1000 (lbs) **Carrying Capacity:** 1001 (lbs) **Gross Weight:** 2001 (lbs)

VIN: 1FUYYCYB4HP293320
Year/Make/Model: 2005 FRHT C16
[View Documents](#)

Vehicle Information

Vehicle Class: TRK>1
Registration Class: 43 - FARM TRK-MORE THAN 1TON

Body Style: TR

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

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

Empty Weight: 16100 (lbs) **Carrying Capacity:** 12000 (lbs) **Gross Weight:** 28100 (lbs)

VIN: 4V1WDBDF5SN713458
Year/Make/Model: 1999 WHIT DUM
[View Documents](#)

Transfer of Farm Truck license plates

Vehicle Information

Vehicle Class: TRK>1
Registration Class: 62 - FARM TRK TRACTOR > 1TON

Body Style: TR

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

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

Empty Weight: 18620 (lbs) **Carrying Capacity:** 15000 (lbs) **Gross Weight:** 33620 (lbs)

Brands / Remarks

DIESEL

VIN: 1XP5DB9X1HN250608
Year/Make/Model: 1991 PTRB TRK
[View Documents](#)

Transfer of Farm Truck Tractor license plates

Remove License Plate Inventory Once Title Application is Approved

When a license plate is assigned and the title application is approved, the license plate will be removed from inventory in the Registration and Title System (RTS), even when the inventory has been allocated to the dealer by a different location than the one approving the application. The RTS Batch Inventory Action Report has been updated to accommodate this change.



Track and Limit the Number of Registration Sticker Receipts Printed

webDEALER now tracks and limits the total number of registration sticker receipts that can be printed to two per transaction for dealer deputies: one initial print and one reprint across the Submitted, Reviewed, and Approved statuses. Once a registration sticker receipt has been printed twice, the receipt will no longer display the registration sticker image for the dealer.

webDEALER now displays a count of the number of registration sticker receipts printed by a dealer deputy per transaction on the Title Search page for the dealer. County users can also see the number of times a dealer deputy has printed the registration sticker receipt.

webDEALER does not track title application receipts that do not include a registration sticker. A non-dealer deputy will see the Sticker Print column, but webDEALER will not track the number of prints.

Approved Title List

Search Filter

Entity : Choose One

Application Status : Approved

DMV Rejected Only :

Approval Date : FROM 09/15/2020 TO 09/15/2020 Search

Download : Assigned Inventory

Sep 15, 2020 13 title(s) found.

VIN	Vehicle	Owner(s)	Total Fees	Pay to County	Action	Dealer Print
4T1BF1FK4DU267254	2019 TOYT CBA	JAON TEST 23	\$292.13	\$285.13	Final Receipt	1
2HKRM4H54EH692252	2014 HOND 500	JASON TEST PAY	\$332.75	\$325.75	Final Receipt	0
2HKRM4H54EH692255	2014 HOND 350	JASON TEST PAYMENT	\$2,314.13	\$2,307.13	Final Receipt	0
1ZVBP8CH7A5121385	2010 FORD MUS	JASON TEST PAYMENT 3	\$276.75	\$269.75	Final Receipt	0
1FMZU64E12ZA93872	2002 FORD EXP	TEXAS PARKS AND WILDLIFE DEPT	\$727.75	\$727.75	Final Receipt	1

Sticker print count on the Title Search page

Add Multiple Dealer Locations at One Time

You can now add more than one dealer location at a time to webDEALER. When you search for a dealer to add, webDEALER will list each Doing Business As (DBA) location and allow you to select all or multiple DBA locations to set up at one time.



On the Search Dealers page, you will now see a checkbox to the left of the Dealer IDs where you can select the Dealer IDs you want to add.

Click **Save** on the bottom left of the page to save the locations to webDEALER.

webDEALER then displays the Authorized Dealers list where you can configure each dealer or add an administrator.

Search Dealers

* Indicates Required Field

* Dealer GDN :

Business Name: **BRANSCO, INC.**

<input type="checkbox"/>	Dealer ID	GDN Category	Doing Business As	Address	Phone #
<input checked="" type="checkbox"/>	243389	MOTOR VEHICLE	BRANSCO, INC.	3929 S PORT AVE, CORPUS CHRISTI, TX 78415 -5305	(361)816-7626
<input checked="" type="checkbox"/>	157341	MOTOR VEHICLE	BUDGET MOTORS	3929 S PORT AVE, CORPUS CHRISTI, TX 78415 -5305	(361)816-7626
<input type="checkbox"/>	242904	MOTOR VEHICLE	BRANSCO, INC.	3922 S PORT AVE, CORPUS CHRISTI, TX 78415 -5300	(361)854-9942
<input type="checkbox"/>	157342	MOTOR VEHICLE	BUDGET MOTORS	3922 S PORT AVE, CORPUS CHRISTI, TX 78415 -5300	(361)854-9942

Search Dealers page to add new dealer locations

New Void Process in webDEALER and RTS

You can now void an approved title application in webDEALER, which will communicate the void back to RTS. The title application can be voided the same day or next day after approval. When an application is voided, you are provided the option to select how the application will be corrected. You can return the application to the dealer in the Returned status and provide a return reason or return the application to the county in the Submitted status.

Void is a new permission in webDEALER and must be provided to users that will need the ability to void applications in webDEALER. You do not have to be on the same RTS workstation where the webDEALER application was approved to void the application.

An approved title application can also be voided in RTS. To void an application in RTS, you must be on the same workstation that approved the webDEALER application. RTS will also allow you



to return the application to the dealer in the Returned status or return the application to the county in the Submitted status.

TITLE CONVENIENCE FEE	\$0.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRID	\$10.00
INSPECTION FEE	\$7.50
PROCESSING AN	\$4.75
Total Fees	\$435.13

Void Title ✕

How do you want to proceed with the void?

Payment Type: CHECK Check No: 1234

New void process

Transaction History ✕

Date	Type	By
Sep 17, 2020	Returned	JERICKS County Voided

Reason: test return

County Voided indicated in the Transaction History

1. Select **Void** on the Title Preview page. The void button will not be available if the application is outside of the void window, or if the user does not have the void permission.
2. Selecting **County Correction** will put the application back into the Submitted status for the county to correct. webDEALER retains the original submission date and takes you to the Title Preview page.
3. Selecting **Dealer Correction** will allow you to return the application to the dealer. Follow the existing return process, and provide a return reason.
4. A new Transaction History is created for the application that indicates the application was voided.



Once a title application is voided in webDEALER or RTS, the Payments Completed page will reflect the voided transaction by marking the payment red to indicate there is a voided transaction. Once you select the Reference # hyperlink for the payment, the application(s) that were voided will display in red, and the total amounts will be deducted from the Total Fee and Paid to County amounts in the Payment Details.

If you delete a payment that contains voided transactions, you will lose the payment details for the voided transactions. webDEALER will present a confirmation message when selecting to delete a payment.

Payments Completed 🖨️

Search Filter

Entity :

Reference # :

Payment Date: FROM TO

Payment Details

Reference #: TEST PAYMENT [Delete Payment](#)

Total Fee: \$2,590.88 Paid To County: \$2,578.88

Payment Date: Sep 15, 2020 Payment Type: CASH

Check No: ---

Notes: 1235552

P122421 - CALVIN JOE LAMB, LINDA GATEWOOD LAMB - J & L AUTO SALES 3 title(s) found.

Show entries Filter:

VIN	Approval Date	Vehicle	Owner(s)	Total Fee	Paid To County
2HKRM4H54EH892252	Sep 15, 2020	2014 HOND 500	JASON TEST PAY	(\$332.75)	(\$325.75)
2HKRM4H54EH892255	Sep 15, 2020	2014 HOND 350	JASON TEST PAYMENT	\$2,314.13	\$2,307.13
1ZVBP8CH7A5121385	Sep 15, 2020	2010 FORD MUS	JASON TEST PAYMENT 3	\$278.75	\$289.75

Voided applications on Payments Completed page



Payment Details

Reference #: T
Total Fee: \$
Payment Date: S
Check No: --
Notes: 1

Delete Payment Confirmation ✕

The Voided payment details will not be retained if the payment is deleted. Do you want to continue?

P122421 - CALVIN JOE LAMB, LINDA GATEWOOD LAMB - J & L AUTO SALES 3 title(s) found.

Show entries Filter:

VIN	Approval Date	Vehicle	Owner(s)	Total Fee	Paid To County
2HKRM4H54EH892252	Sep 15, 2020	2014 HOND 500	JASON TEST PAY	(\$332.75)	(\$325.75)
2HKRM4H54EH892255	Sep 15, 2020	2014 HOND 350	JASON TEST PAYMENT	\$2,314.13	\$2,307.13
1ZVBP8CH7A5121385	Sep 15, 2020	2010 FORD MUS	JASON TEST PAYMENT 3	\$276.75	\$269.75

Confirmation prior to deleting a payment with voided transactions

Provide the Reason a Title Application is Rejected

webDEALER now displays the date and reason a title application was rejected. When you log in to webDEALER, a rejected title application displays under the DMV Rejected Titles tab on the homepage.

Once you select a VIN, the DMV Rejected status is a hyperlink to the rejection information that includes:

- Rejection Date
- Reason for the rejection such as:
 - County requested
 - NMVTIS hold/brand details
 - Invalid VIN
 - Stolen
 - Other various Title Control System rejections

If the reason displays as “Unknown,” review the vehicle record in RTS to determine the reason for the rejection. If you are unable to determine the reason for the rejection, contact your local TxDMV Regional Service Center.



The screenshot shows the Texas Department of Motor Vehicles web DEALER interface. The main page is titled 'Title Preview' and includes a navigation menu with 'Home Page', 'Entities', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN or Doc#' is visible. A 'Transaction History' popup window is open, displaying a table with the following data:

Date	Type	By
Sep 8, 2020	DMV Rejected	DMV

The reason for rejection is listed as: (903) VIN POINTER RECORD FOUND FOR NEW VIN. The background page shows 'Application Status: DMV Rejected' and 'Seller Disclosure' information including Entity, Processing County, Buyer's ID Type, and Buyer's ID.

Reason for Rejected application

Display the Required Data Elements on the Receipt

When the receipt is generated for a title application in the Reviewed status, the receipt will no longer include the barcodes for the VIN and for the document number. Only the Final receipt in the Approved status will include both barcodes. In addition, the watermark will display on the receipt on the second print in any status, regardless of whether the county or dealer initiated the first print.

WEB DEALER ORIGINAL TITLE

COUNTY: FLOYD
TAC NAME: DELIA SUAREZ
DATE: 09/11/2020
EFFECTIVE DATE: 09/11/2020
PLATE NO: BBB74F
DOCUMENT NO: 01420141295084257 P
PREV DOC NO: 01420141295084257 P
USER: 077-JERICK4
EXPIRATION DATE: 8/2021
WEB TITLE ID: 8129925

OWNER NAME AND ADDRESS
JASON HARDSTOP 999
123 ADDRESS WAY
LEANDER, TX 79555

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
PLATE TYPE: PASSENGER-TRUCK PLT
ORGANIZATION:
STICKER TYPE: WS

Title application receipt in the Reviewed status



WEB DEALER ORIGINAL TITLE

5GAEV13778J180543

07740544083250000

COUNTY: FLOYD
TAC NAME: DELIA SUAREZ
DATE: 05/12/2020
EFFECTIVE DATE: 05/12/2020
PLATE NO: BBB32D
DOCUMENT NO: 07740544083250000
TIME: 10:45AM
EXPIRATION DATE: 4/2021
PREV DOC NO: 01520741596115315 P
USER: 077-ANURAJ
WEB TITLE ID: 8128902

OWNER NAME AND ADDRESS
HANK MCCOY
587 MAIN ST
AUSTIN, TX 78757

REGISTRATION CLASS: PASSENGER-LESS/EQL 6000
PLATE TYPE: PASSENGER-TRUCK PLT
ORGANIZATION:
STICKER TYPE: WS

Title application receipt in the Approved status

Prevent Title Application Approval if Vehicle Record Contains a Hard Stop

webDEALER now prevents you from approving a title application if a hard stop has been placed on the motor vehicle record after the dealer starts or submits the application to the county. webDEALER prevents you from approving the transaction and provides an informative error message that includes the VIN and the hard stop reason(s) associated with the vehicle record.

Reviewed Title Groups with Payments Due

VIN: WDBC820AXCB031534 - MULTIPLE RECORDS. (2104)

VIN 1G8AD698XD9130862 cannot be processed due to **** STOLEN **** VERIFY TCIC BY VIN

VIN 1G6AD698XD9130862 cannot be processed due to TITLE APPLICATION AWAITING RELEASE

VIN 1G6AD698XD9130862 cannot be processed due to EXPORT ONLY

VIN 1G6AD698XD9130862 cannot be processed due to VEHICLE CRUSHED: [08/01/2020]

Search Filter

Group ID : Entity : Choose One

Grouped Date: FROM 07/22/2020 TO 08/21/2020

P142610 - A & MUSTANG'S LLC 2 title(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fee	Pay To County
P142610-77-548	Aug 21, 2020	County	2	\$2,734.00	\$2,714.00

Hard stops displayed by VIN