



# **webDEALER User Guide Addendum Release 25.3**

July 2025



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

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## Document Overview

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

### Scope

The scope of this is to identify recent software changes to the webDEALER application as documented in the latest webDEALER User Guides. This document does not provide step-by-step instructions on how to use webDEALER.

### Audience

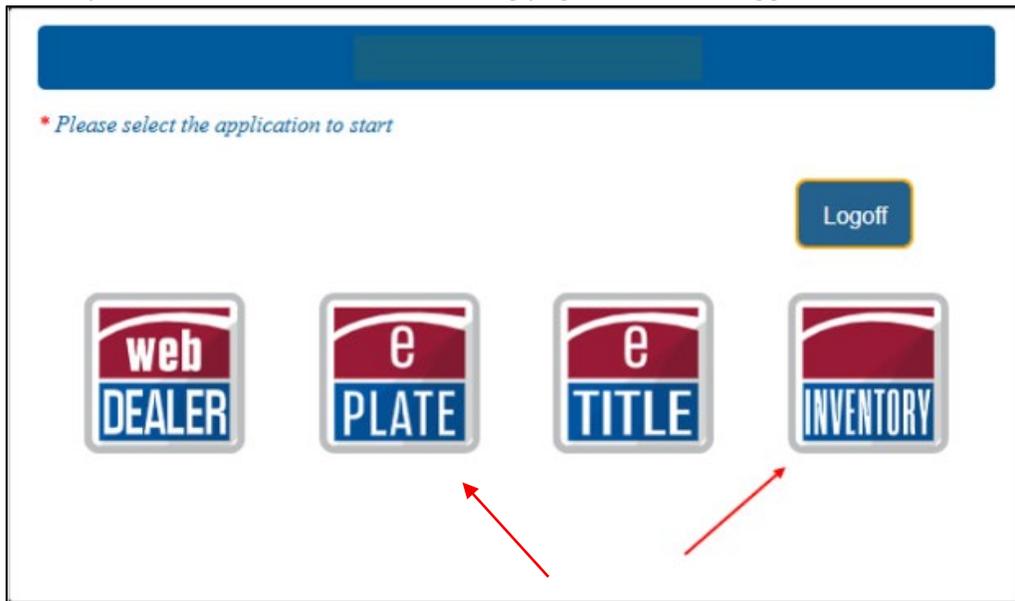
The intended audience of this document are users of webDEALER.

## Enhancements in Release 25.3

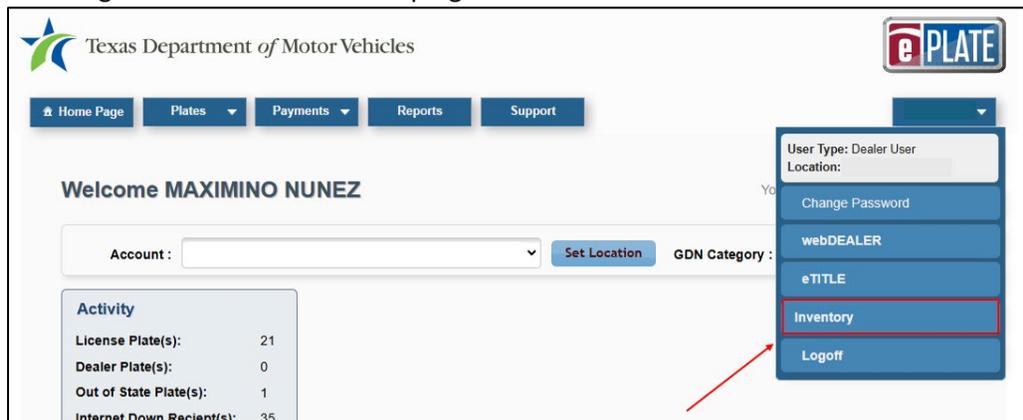
### General Updates

#### New Icons and Access

Dealers can now access the new license plate Inventory Management System (IMS) and ePLATE, formerly known as eTAG, within the landing page menu once logged into webDEALER.



In addition, a dealer can also access the IMS once on the homepage of ePLATE or webDEALER by selecting their username in the top right corner.



## Permissions

The webDEALER user permissions menu has been updated to account for House Bill (HB) 718 changes. Administrators now have the ability to update user permissions for the new license plate IMS and ePLATE.

**Assigned Permissions**

▶ webDEALER

▼ inventory

- Order Plates / Request Plate Allocation Increase
- Track Orders
- Receive Inventory
- Request a Plate Return
- Report Inventory Condition (missing/lost/stolen/damaged)
- Allocate Inventory between Locations
- View Only
- Reports

**Note:** Users with existing permissions in eTAG, will have the same equivalent permissions in ePLATE on July 1.

▼ ePlate

- Access Payment
  - Make Payment
- License Plate Assignment
  - Void Plate Assignment
- Dealer Plate Assignment
- Internet Down Receipt
- Vehicle Transfer Notification
- Reprint Assignment Receipts
- Report Plates Removed
- Reports
- Internet Down Tag - Assign Vehicle
- Void Tag
- Reprint Tag

## Plate Assignment Process in ePLATE

### Vehicle Transfer Notification (VTN)

VTNs are mandatory as of July 1, 2025, by all dealers when a vehicle is sold or transferred to a dealer. This means the purchasing dealer is required to complete the VTN. Completion of the VTN will determine the disposition of the plate on the vehicle and whether the existing general issue plate on the vehicle is added to the dealer's inventory in the IMS for subsequent issuance within 10 days of the dealer selling a vehicle of the same class.

Dealers will access the VTN process by navigating to the Vehicle Transfer Notification section within the Plates menu.

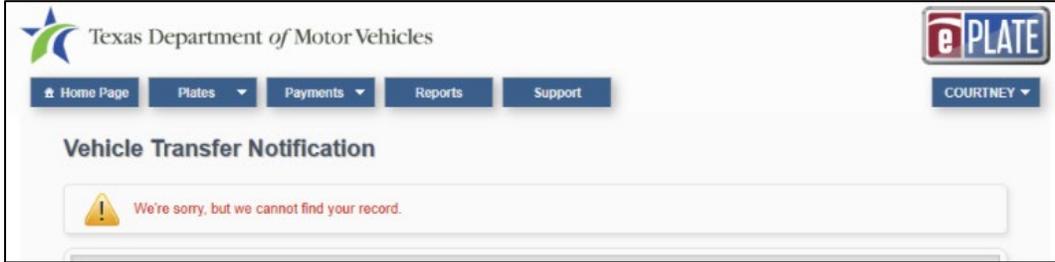
The screenshot shows the ePLATE interface with the 'Plates' dropdown menu open. The menu items include: License Plate Assignment, Void, Dealer Plate Assignment, Change Operator, Remove Assignment, Internet Down Receipt, Plate Assignment, Void, Vehicle Transfer Notification (highlighted with a red box), Reprint Plate Receipt, ePlates Data Import, Internet Down Tag - Assign Vehicle, Reprint Tag Images, and Void Tag Numbers. The background shows a user profile for 'COURTNEY' and a search bar with '3712 S TOWER F' and 'GDN Category: MOTOR VEHICLE'.

The dealer will be required to locate the existing Texas record by searching by Plate Number, last four digits of the VIN, and the titled owner’s name OR by searching the full VIN and the titled owner’s name.

**Note:** The Name 1 search criteria would be the full name of the first owner on the title record. The name entered must exactly match the name on the title record.

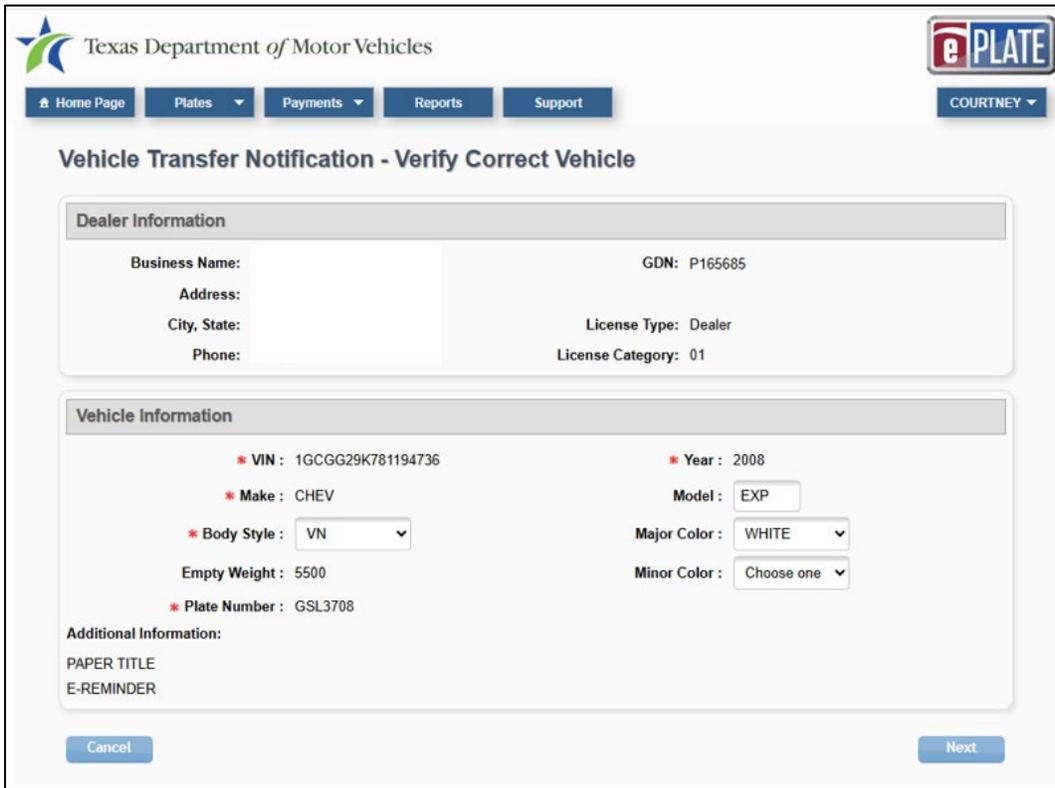
The screenshot shows the 'Vehicle Transfer Notification' form. It is divided into two main sections: 'Dealer Information' and 'Vehicle Information'.  
**Dealer Information:** Fields include Business Name, Address, City, State, Phone, GDN: P51769, License Type: Dealer, and License Category: 01.  
**Vehicle Information:** Search criteria include 'Search by Plate Number', 'VIN (Last 4 Characters)', 'Search by VIN', and 'Current Owner Details (as shown on title)' with fields for 'Name 1' and 'Name 2'. A 'Search' button is located at the bottom left of the form.

If the record cannot be located based on the search criteria, the following error will display. The dealer should ensure the information entered is accurate and the name matches exactly as shown on the title record.



The screenshot shows the Texas Department of Motor Vehicles webDEALER interface. At the top, there is a navigation menu with 'Home Page', 'Plates', 'Payments', 'Reports', and 'Support'. A user profile for 'COURTNEY' is visible in the top right. The main heading is 'Vehicle Transfer Notification'. Below this, a yellow warning icon is displayed next to the message: 'We're sorry, but we cannot find your record.'

If the record is located, the dealer will be presented with the Vehicle Transfer Notification – Verify Correct Vehicle page to confirm the vehicle information is for the correct vehicle.



The screenshot shows the 'Vehicle Transfer Notification - Verify Correct Vehicle' page. It is divided into two main sections: 'Dealer Information' and 'Vehicle Information'.  
**Dealer Information:**  
 - Business Name: [Blank]  
 - Address: [Blank]  
 - City, State: [Blank]  
 - Phone: [Blank]  
 - GDN: P165685  
 - License Type: Dealer  
 - License Category: 01  
**Vehicle Information:**  
 - VIN: 1GCGG29K781194736  
 - Year: 2008  
 - Make: CHEV  
 - Model: EXP  
 - Body Style: VN  
 - Major Color: WHITE  
 - Minor Color: Choose one  
 - Empty Weight: 5500  
 - Plate Number: GSL3708  
**Additional Information:**  
 - PAPER TITLE  
 - E-REMINDER  
 At the bottom of the form, there are 'Cancel' and 'Next' buttons.

On the Vehicle Transfer Notification – Current Owner Information page, the dealer will need to complete the information based on the seller’s information, the person or entity the dealer obtained the vehicle from.

**Note:** If an email is entered, the seller will receive a confirmation email once the VTN is completed.

Texas Department of Motor Vehicles

Home Page
Plates
Payments
Reports
Support
COURTNEY

### Vehicle Transfer Notification - Current Owner Information

**Dealer Information**

Business Name:	GDN: P165685
Address:	
City, State:	License Type: Dealer
Phone:	License Category: 01

**Current Owner Information (as shown on title)**

\* Name 1:

Name 2:

\* Address:

\* City:   USA

\* State: TX: Texas

\* ZIP:

Email:

\* Phone:

Cancel
Next

On the Vehicle Transfer Notification – Transfer Details page, the dealer is required to enter the date of sale and select how the vehicle was acquired.

Texas Department of Motor Vehicles

Home Page
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Payments
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COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name:	GDN: P165685
Address:	
City, State:	License Type: Dealer
Phone:	License Category: 01

**Transfer Details**

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

**Plates**

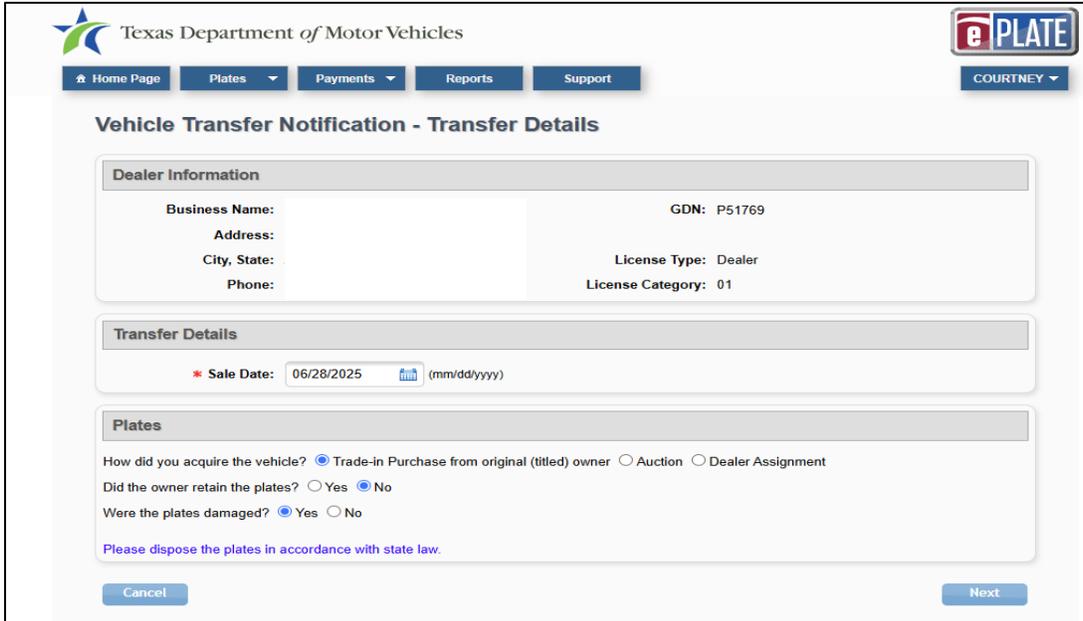
How did you acquire the vehicle?  Trade-in  Purchase from original (titled) owner  Auction  Dealer Assignment

Cancel
Next

If **Trade-in Purchase from original (titled) owner** is selected, the dealer will need to accurately respond to the additional questions. If **Yes**, is selected for “Did the owner retain the plates?” then the dealer can proceed to complete the VTN. If **No**, is selected then the dealer will be asked an additional question.

**Note:** A specialty or qualifying license plate should remain with the owner. A dealer should not retain these plates and will need to ensure they respond to this question accurately.

If **Yes**, is selected to “Were the plates damaged?” then the dealer will need to properly dispose of the license plates.



Texas Department of Motor Vehicles

Home Page | Plates | Payments | Reports | Support

COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: \_\_\_\_\_ GDN: P51769  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_ License Type: Dealer  
 Phone: \_\_\_\_\_ License Category: 01

**Transfer Details**

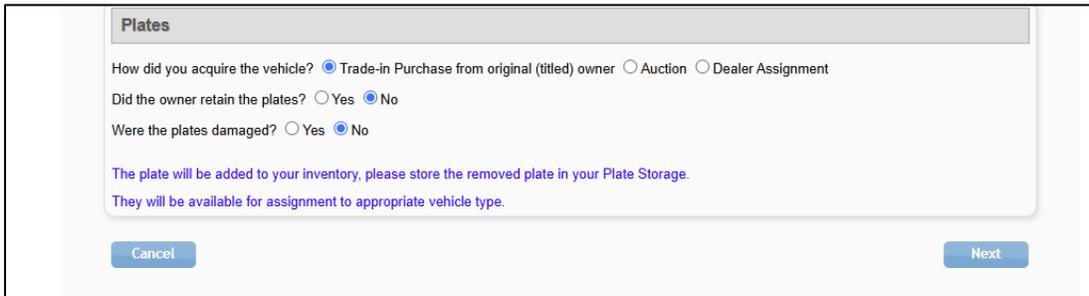
\* Sale Date: 06/28/2025 (mm/dd/yyyy)

**Plates**

How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment  
 Did the owner retain the plates?  Yes  No  
 Were the plates damaged?  Yes  No  
 Please dispose the plates in accordance with state law.

Cancel Next

If **No**, is selected then the plate will be added to the dealer’s inventory in the IMS for subsequent issuance.

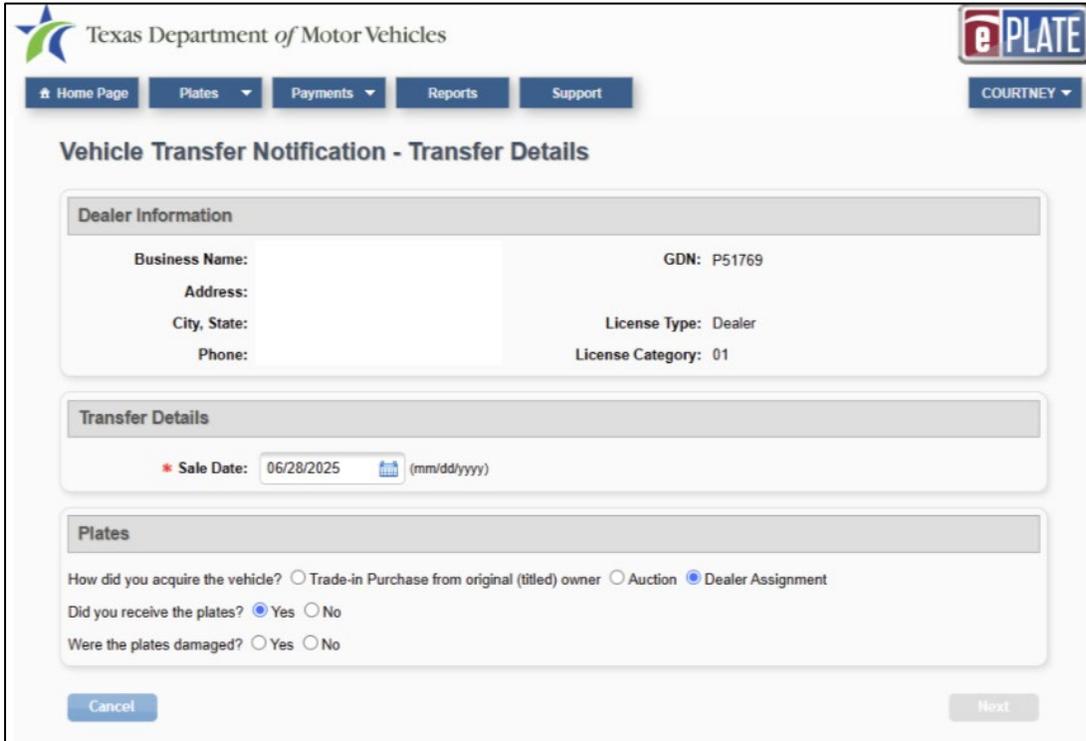


**Plates**

How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment  
 Did the owner retain the plates?  Yes  No  
 Were the plates damaged?  Yes  No  
 The plate will be added to your inventory, please store the removed plate in your Plate Storage.  
 They will be available for assignment to appropriate vehicle type.

Cancel Next

If **Auction** or **Dealer Assignment** is selected, the dealer will need to accurately respond to the additional questions presented. How the dealer responds will determine whether the license plate is added to the dealer's inventory in the IMS for subsequent issuance.



Texas Department of Motor Vehicles

Home Page | Plates | Payments | Reports | Support | COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: \_\_\_\_\_ GDN: P51769  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_ License Type: Dealer  
 Phone: \_\_\_\_\_ License Category: 01

**Transfer Details**

\* Sale Date: 06/28/2025 (mm/dd/yyyy)

**Plates**

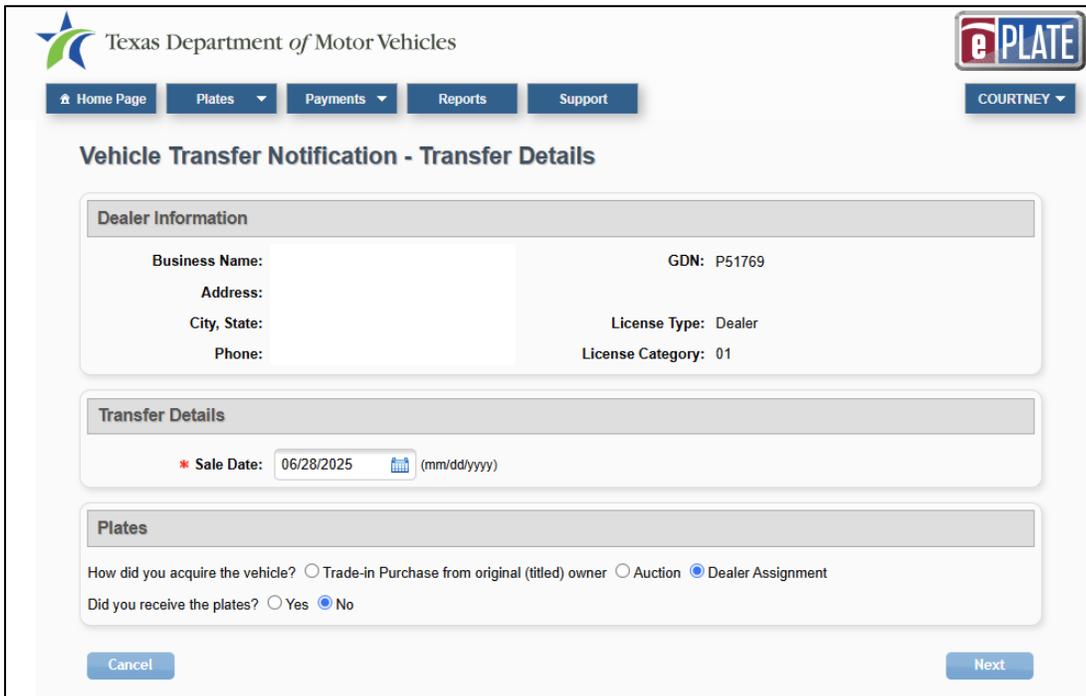
How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment

Did you receive the plates?  Yes  No

Were the plates damaged?  Yes  No

Cancel Next

If **Yes**, is selected to "Did you receive the plates?" then an additional question is presented. If **No**, is selected then the dealer can proceed to complete the VTN.



Texas Department of Motor Vehicles

Home Page | Plates | Payments | Reports | Support | COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: \_\_\_\_\_ GDN: P51769  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_ License Type: Dealer  
 Phone: \_\_\_\_\_ License Category: 01

**Transfer Details**

\* Sale Date: 06/28/2025 (mm/dd/yyyy)

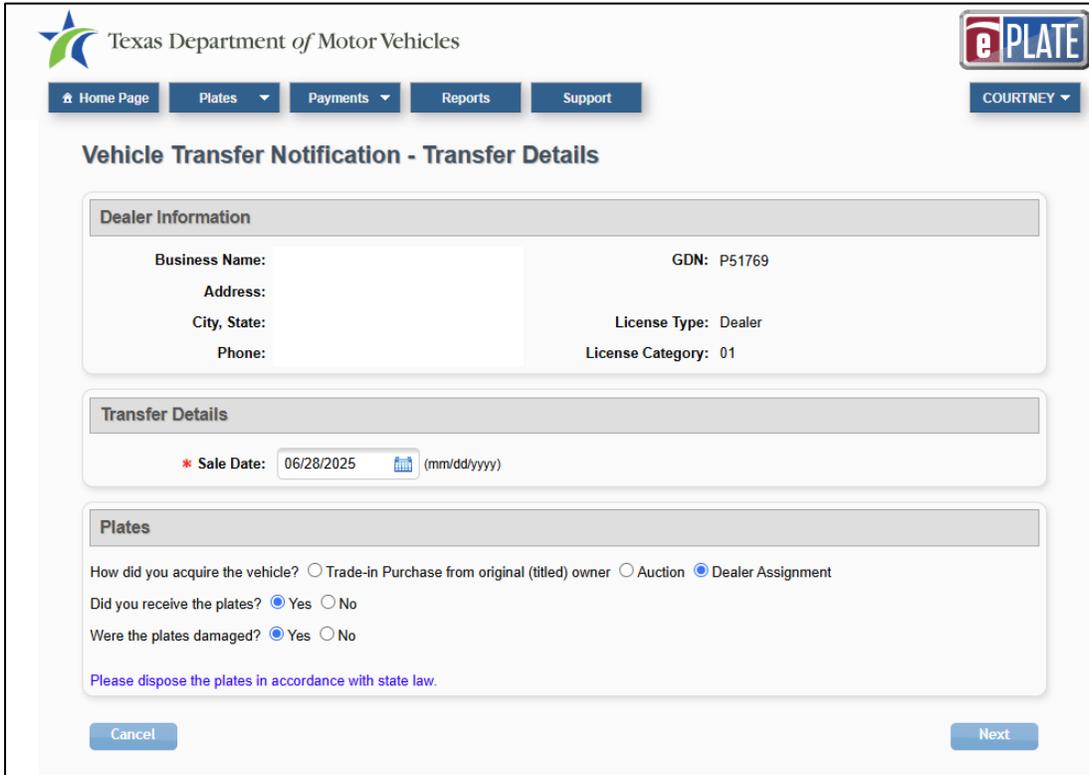
**Plates**

How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment

Did you receive the plates?  Yes  No

Cancel Next

If **Yes**, is selected to “Were the plates damaged?” then the dealer will need to properly dispose of the license plates.



Texas Department of Motor Vehicles

Home Page Plates Payments Reports Support COURTNEY

### Vehicle Transfer Notification - Transfer Details

**Dealer Information**

Business Name: GDN: P51769  
 Address:  
 City, State: License Type: Dealer  
 Phone: License Category: 01

**Transfer Details**

\* Sale Date: 06/28/2025 (mm/dd/yyyy)

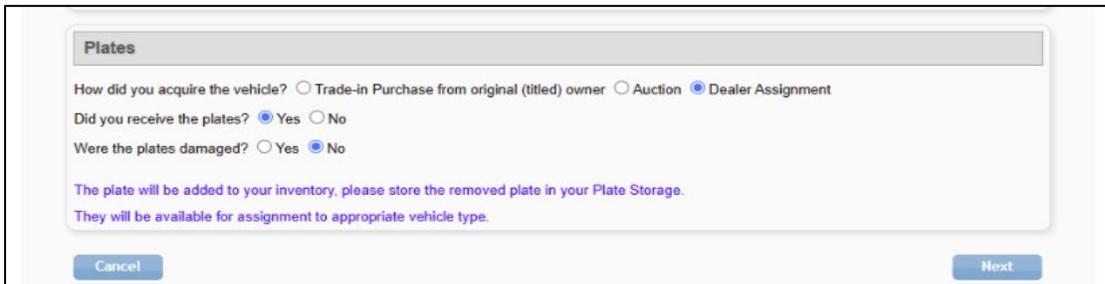
**Plates**

How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment  
 Did you receive the plates?  Yes  No  
 Were the plates damaged?  Yes  No

Please dispose the plates in accordance with state law.

Cancel Next

If **No**, is selected then the plate will be added to the dealer’s inventory in the IMS for subsequent issuance.



**Plates**

How did you acquire the vehicle?  Trade-in Purchase from original (titled) owner  Auction  Dealer Assignment  
 Did you receive the plates?  Yes  No  
 Were the plates damaged?  Yes  No

The plate will be added to your inventory, please store the removed plate in your Plate Storage.  
 They will be available for assignment to appropriate vehicle type.

Cancel Next

Once the information is completed, the dealer will be presented with the Vehicle Transfer Notification – Vehicle Transfer Summary page to verify the information they provided is accurate. If anything needs to be modified, the dealer can make corrections before saving the transaction.



Texas Department of Motor Vehicles



Home Page
Plates
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COURTNEY

### Vehicle Transfer Notification - Vehicle Transfer Summary

**Dealer Information**

Business Name:	GDN: P165685
Address:	
City, State:	License Type: Dealer
Phone:	License Category: 01

**Vehicle Information**  Edit

VIN: 1GCGG29K781104738	Year: 2008
Make: CHEV	Model: EXP
Body Style: VN	Major Color: WHITE
Empty Weight: 5500	
Plate Number : GSL3708	

**Additional Information:**  
PAPER TITLE  
E-REMINDER

**Current Owner Information**  Edit

Name 1:	
Address:	
City, State:	
Phone:	

**Transfer Details**  Edit

Sale Date(mm/dd/yyyy): 06/16/2025

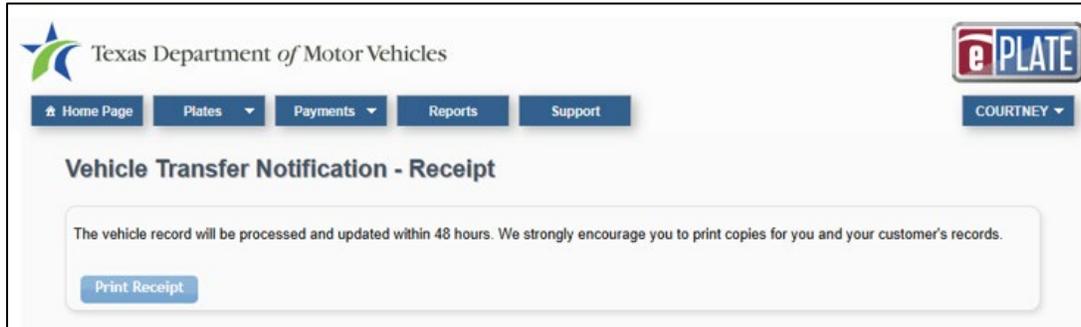
Did you receive the plates?: Yes

Were the plates damaged?: No

The plate will be added to your inventory, please store the removed plate in your Plate Storage.  
They will be available for assignment to appropriate vehicle type.

Cancel
Save

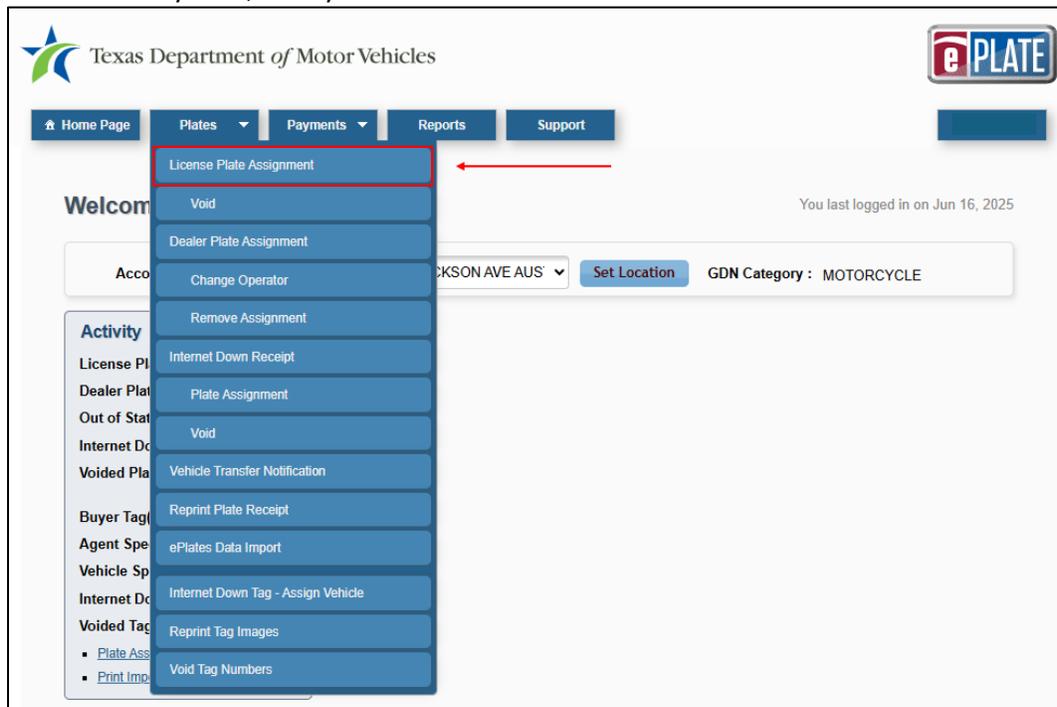
Once saved, the dealer will be presented with the Vehicle Transfer Notification – Receipt page where they can print a receipt for their records.



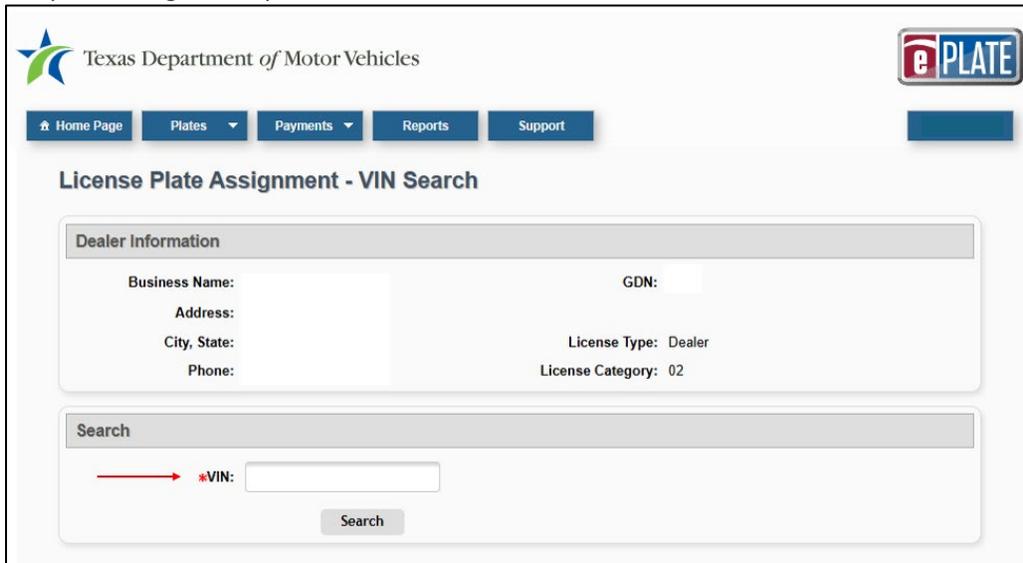
### Plate Assignment

At the time of sale, dealers will assign license plates to a vehicle by navigating to the License Plate Assignment section within the Plates menu.

**Note:** Dealers should ensure they have set the proper location on their homepage before taking any actions in the system, if they have more than one dealer location.

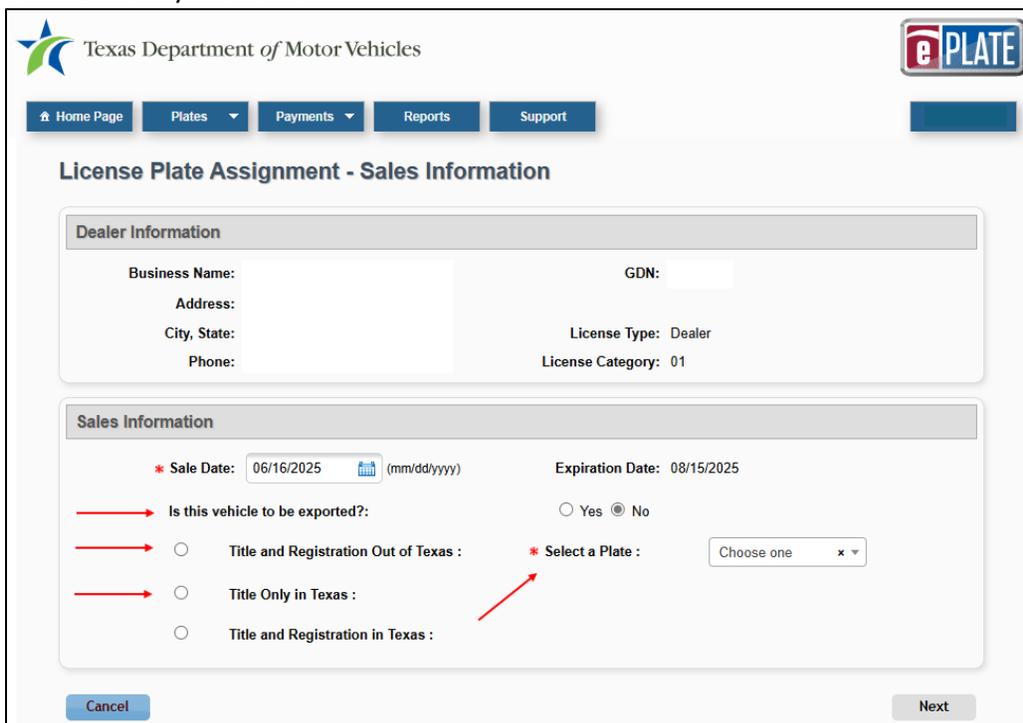


Dealers must enter a VIN and select search on the License Plate Assignment – VIN Search page to initiate the plate assignment process.

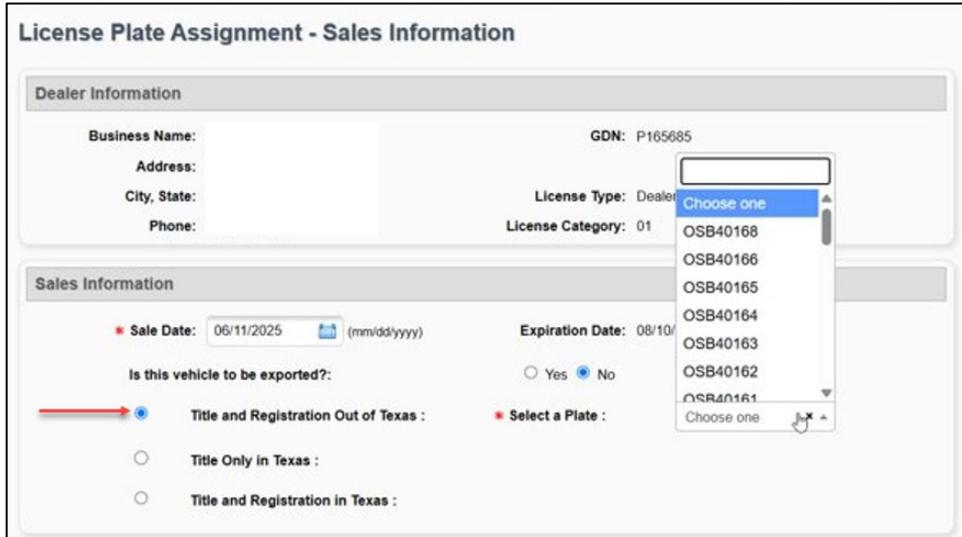


Dealers will continue through the plate assignment process by entering the vehicle information, purchaser information, and lienholder information (if applicable).

Once on the License Plate Assignment-Sales Information page the dealer must indicate whether the vehicle will be exported. If **Yes** is selected, the plate assignment process will be completed, no plate assigned, and a receipt generated. If **No** is selected, the additional radio button options will be provided for selection by the dealer.



If the dealer selects **Title and Registration Out of Texas**, this means the purchaser is not a Texas resident and the vehicle will be titled and registered in the purchaser's resident state. The dealer will select the next available Out of State Buyer (green) plate from their inventory to assign to the vehicle.



If the dealer selects **Title Only in Texas**, this means the vehicle will not receive registration and the plate assignment process will be completed, no plate assigned, and a receipt generated.

If the dealer selects **Title and Registration in Texas**, ePLATE will prompt the dealer to identify if the vehicle will be issued a General Issue Plate or a Customer Supplied Plate. If the dealer selects **General Issue Plate**, the dealer must select the registration class and plate type prior to selecting **Retrieve Inventory** to display the available plate numbers from the dealer's inventory to assign to the vehicle.

**Note:** General issue plates taken into the dealer's inventory in the IMS through the VTN process will appear last in the inventory list or in all instances, the dealer can manually begin to type the plate number to locate the plate in the list.

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Support

### License Plate Assignment - Sales Information

**Dealer Information**

Business Name:	GDN: P165685
Address:	
City, State:	License Type: Dealer
Phone:	License Category: 01

**Sales Information**

\* Sale Date: 06/01/2025 (mm/dd/yyyy)      Expiration Date: 07/31/2025

Is this vehicle to be exported?       Yes  No

Title and Registration Out of Texas :

Title Only in Texas :

Title and Registration in Texas :

General Issue Plate:      Retrieve Inventory  
 Customer Supplied Plate:

\* Registration Class List: 25 - PASSENGER-LESS/EQL... x

\* Plate Types : PSP v

\* Plate Number : WPM3862 x

When a dealer selects a registration class for the vehicle and the dealer does not have the corresponding plate type in inventory, the dealer will select the Target Item Code (i.e. plate type) for the corresponding plate type being requested.

This will present the dealer with the provisional plate inventory option, if the dealer has provisional plates in inventory (Plate Type BYRPLT). The dealer will select the plate number from the list and proceed with the transaction. The buyer will be responsible for obtaining the appropriate registration and license plate(s), or the county tax office will assign the license plates when processing the title application.

**Note:** If the dealer does not have provisional license plates in inventory, the dealer will need to modify the registration class selected to issue an appropriate plate type maintained in their inventory. A request for additional inventory will need to be submitted to the department.

**Sales Information**

\* Sale Date: 06/16/2025 (mm/dd/yyyy)      Expiration Date: 08/15/2025

Is this vehicle to be exported?:  Yes  No

Title and Registration Out of Texas :

Title Only in Texas :

Title and Registration in Texas :

General Issue Plate:      Retrieve Inventory

Customer Supplied Plate:

\* Registration Class List: 15 - FARM TRK-LESS/EQL 1 ...

\* Target Item codes : FTP

\* Plate Types : BYRPLT

\* Plate Numbers : Choose one

\* Tax Permit # :

**Note:** This example shows the purchaser is requesting Farm Truck license plates. To qualify for Farm registration, the purchaser must have a Tax Permit #, which the dealer must enter to proceed.

If the dealer selects **Customer Supplied Plate**, the dealer must enter the plate number and select **Validate** to retrieve the plate owner’s information. Before assigning the customer supplied plate, the dealer is required to review the plate owner’s information to confirm it matches the buyer’s information. If the information does not match the dealer is required to select the General Issue Plate option and assign new plates.

**Sales Information**

\* Sale Date: 06/21/2025 (mm/dd/yyyy)      Expiration Date: 08/20/2025

Is this vehicle to be exported?:  Yes  No

Title and Registration Out of Texas :

Title Only in Texas :

Title and Registration in Texas :

General Issue Plate:      Retrieve Inventory

Customer Supplied Plate:

Enter Customer Supplied Plate#: TBQUEEN      Validate

**Special Plate Details**

Plate Code: PLPB202      Organization Name: TEXAS BLACK 1836 B

Expiration Date: 5 / 2026      Owner(s):

Plate Term: 5 year      Email: @AOL.COM

\* Registration Class List: Choose one

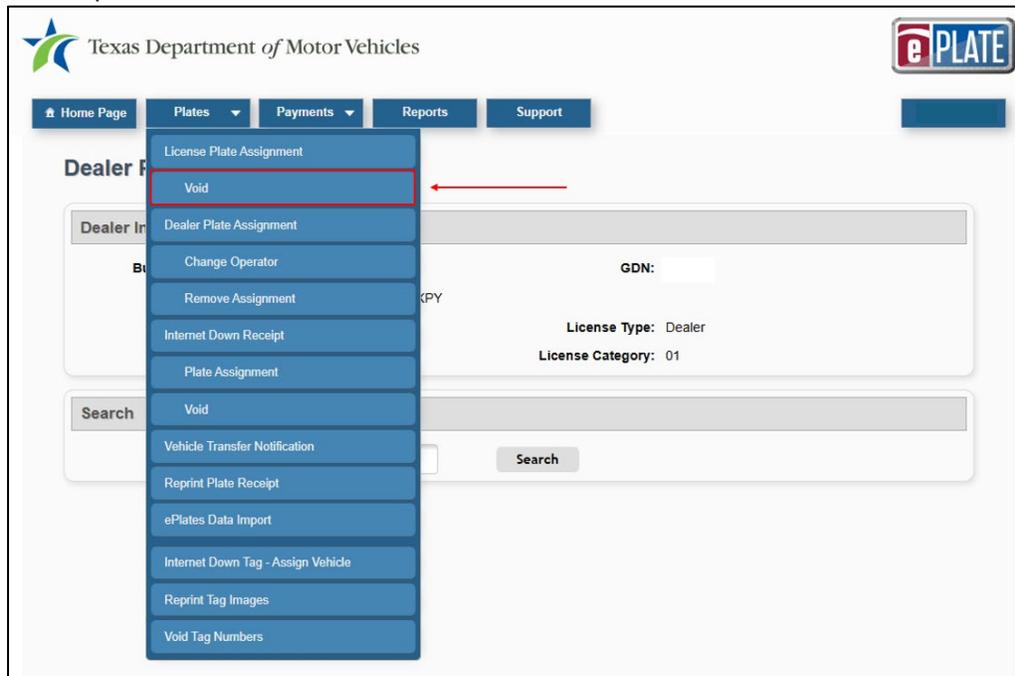
Cancel      Next

## Voiding a License Plate Assignment

A license plate assignment can be voided in ePLATE, provided there is not a title application in process for the associated VIN in either webDEALER or the Registration and Title System.

**Note:** If a title application has been initiated, the title application must be voided before the plate assignment can be voided. This may require the dealer to work with the county tax office to determine if the application can be returned or voided.

A plate assignment can be voided by navigating to the Void section of the License Plate Assignment menu option within the Plates menu.



On the Void Plate Assignment page dealers are required to enter the plate number, VIN, and buyer name(s) prior to selecting Search.

Texas Department of Motor Vehicles **e PLATE**

Home Page Plates Payments Reports Support

### Void Plate Assignment

**Dealer Information**

Business Name:  GDN:

Address:

City, State:  License Type: Dealer

Phone:  License Category: 01

**Search**

\* Plate Number :  or

\* VIN :  or

\* Name 1 :  Name 2 :

Search

Once the plate assignment is located, the dealer will provide a reason for the void to complete the void process. If the plate was assigned from the dealer's inventory, the voiding of the plate will result in the plate being added back to the dealer's inventory in the IMS for subsequent use.

Texas Department of Motor Vehicles **e PLATE**

Home Page Plates Payments Reports Support WEBDEALER

### Void Plate Assignments

**Dealer Information**

Business Name:  GDN: P51769

Address:

City, State:  License Type: Dealer

Phone:  License Category: 01

Plate Type:  Plate No: PA

Issue Date:  Plate Expiration Date:

Owner Name 1 :

VIN:

Void Reason: Choose One

Choose One

DAMAGED

OTHER

LOST

STOLEN

DEAL UNWOUND (BAILMENT, SPOT DELIVERY)

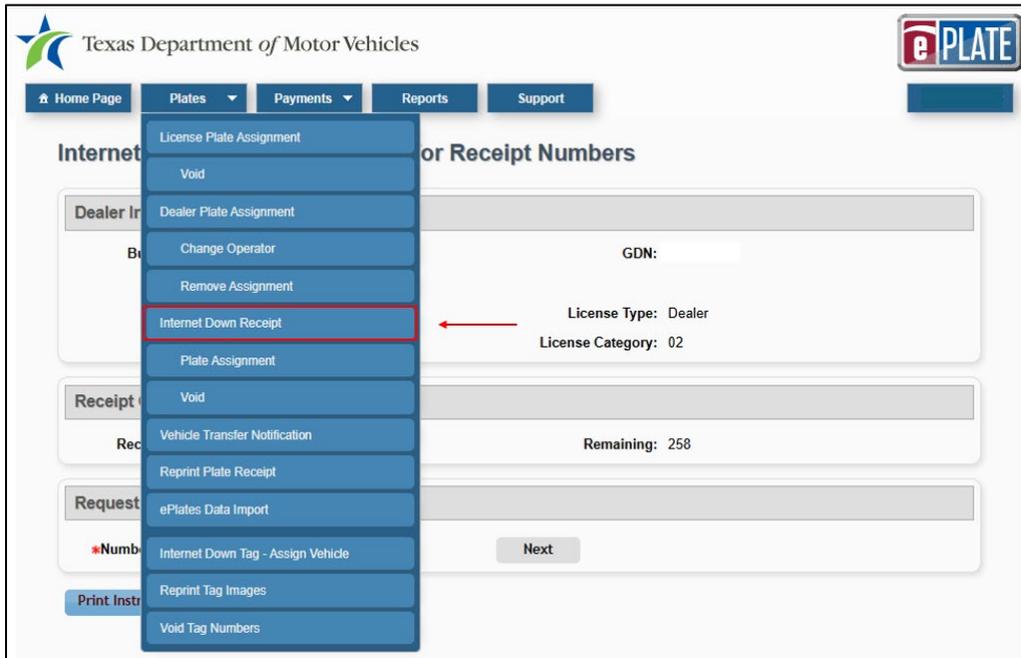
CUSTOMER RETURNED VEHICLE

VEHICLE INFORMATION WRONG

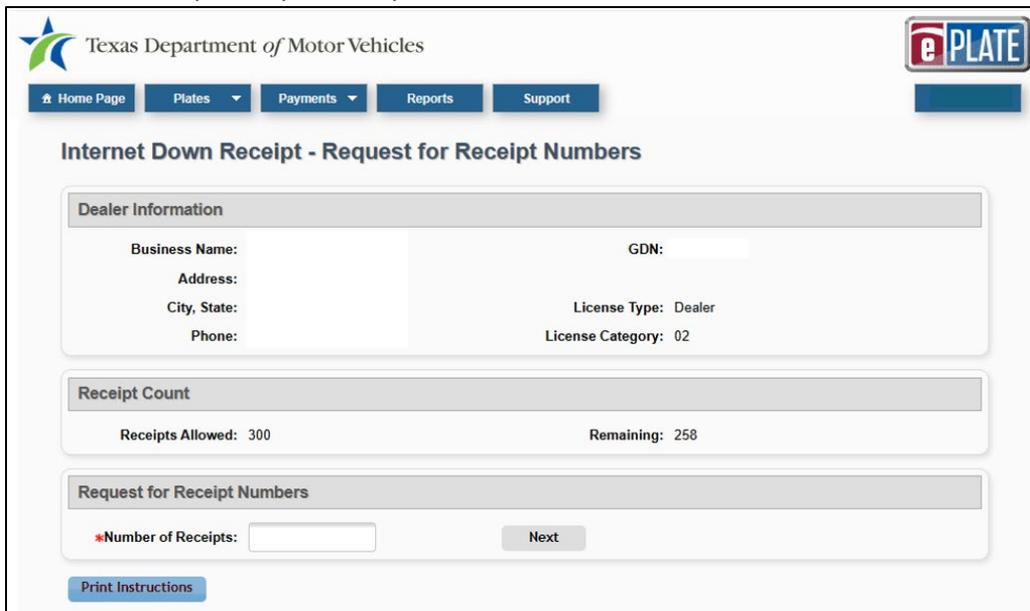
## Internet Down Receipts

In the event of an internet outage, dealers can still issue the appropriate plate(s) type for the transaction in question and will also issue an Internet Down Receipt to the buyer.

Dealers can print their Internet Down Receipts by navigating to the Internet Down Receipt section within the Plates menu.



On the Internet Down Receipt – Request for Receipt Numbers page dealers are required to enter the number of receipts they wish to print.



Once the number of receipts is entered and Next is selected, the system will allow the dealer to print the receipt(s).

**Internet Down Receipt - Print Receipts**

**Dealer Information**

Business Name: \_\_\_\_\_ GDN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State: \_\_\_\_\_ License Type: Dealer  
 Phone: \_\_\_\_\_ License Category: 02

**Receipt Count**

Receipts Allowed: 300 Remaining: 237

**Internet Down Receipt Numbers**

Receipt Number	Start Date	Expiration Date
Q0000807	Jun 25, 2025	Jun 25, 2026
Q0000808	Jun 25, 2025	Jun 25, 2026
Q0000809	Jun 25, 2025	Jun 25, 2026

Cancel Print Receipt(s) ←

Once internet connectivity has been restored, dealers should immediately enter the plate assignment information into ePLATE.

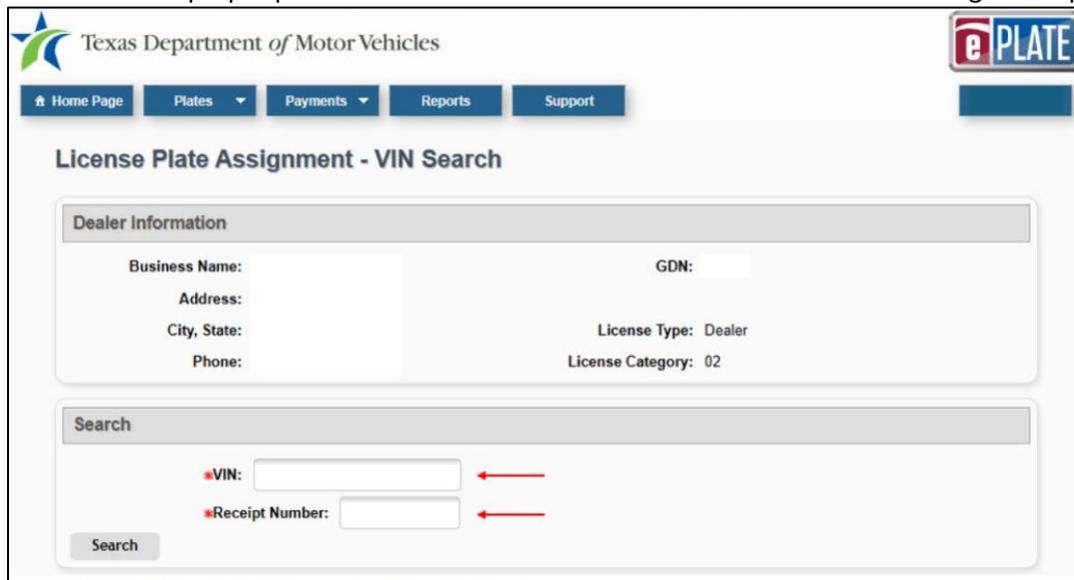
To enter the plate assignment information dealers can select the Internet Down Receipt - Plate Assignment option within the Plates menu.

**Plates** dropdown menu:

- License Plate Assignment
- Void
- Dealer Plate Assignment
- Change Operator
- Remove Assignment
- Internet Down Receipt
- Plate Assignment** ←
- Void
- Vehicle Transfer Notification
- Reprint Plate Receipt
- ePlates Data Import
- Internet Down Tag - Assign Vehicle
- Reprint Tag Images
- Void Tag Numbers

On the License Plate Assignment – VIN Search page dealers must enter the VIN and Internet Down Receipt Number to Search. The dealer will then complete the License Plate Assignment process described above.

**Note:** If an incorrect license plate for the transaction conducted was provided to the customer, it is the dealer’s responsibility to retrieve the incorrect plate and assign a correct plate in the system. The system will assist with proper plate issuance on the Sales Information section of the assignment process.



The screenshot displays the 'License Plate Assignment - VIN Search' interface. At the top, there is a navigation bar with 'Home Page', 'Plates', 'Payments', 'Reports', and 'Support'. The 'ePLATE' logo is in the top right corner. The main heading is 'License Plate Assignment - VIN Search'. Below this, there is a 'Dealer Information' section with the following fields: Business Name, Address, City, State, Phone, GDN, License Type: Dealer, and License Category: 02. A 'Search' section follows, containing two input fields: 'VIN:' and 'Receipt Number:', both preceded by a red asterisk and followed by a red arrow pointing to the input field. A 'Search' button is positioned at the bottom left of the search section.

ePLATE will continue to check for salvage and nonrepairable related brands at the time of plate assignment and prevent processing. However, with an Internet Down Receipt, the plate was issued to the vehicle before these system validations could occur.

When a dealer updates the assignment in the system once the internet or system is available, the brand check will occur at that time. If a salvage or nonrepairable related brand exists, the vehicle should not operate on the roads. Dealers must work with the customer to have the plates returned and not complete the assignment. If the vehicle is a salvage vehicle that has been rebuilt, then the dealer can proceed to update the assignment.

Texas Department of Motor Vehicles

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### License Plate Assignment - VIN Search

**Warning:** A plate cannot be assigned since the following remarks exist on the title record [[06/01/2018], SALV VEHICLE TITLE ISSUED] for VIN : 5Y2SL65807Z428691 (5829)

**Dealer Information**

Business Name: [Redacted] GDN: P51769  
 Address: [Redacted]  
 City, State: [Redacted] License Type: Dealer  
 Phone: [Redacted] License Category: 01

**Search**

\*VIN: 5Y2SL65807Z428691  
 \*Receipt Number: Q0000455

Search

**HardStopExist**

There is hardstop on this vehicle. Please click on "Yes" to continue and "No" to cancel.

Yes No

## ePLATE Data Import

Dealers can process a license plate assignment by uploading a **csv. file** through the ePlates Data Import option within the Plates menu.

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Welcome [Redacted] You last logged in on Jun 16, 2025

Account: [Redacted] 902 E CENTRAL Set Location GDN Category : MOTOR VEHICLE

**Activity**

- License Plate Assignment
- Void
- Dealer Plate Assignment
- Change Operator
- Remove Assignment
- Internet Down Receipt
- Plate Assignment
- Void
- Vehicle Transfer Notification
- Reprint Plate Receipt
- ePlates Data Import**
- Internet Down Tag - Assign Vehicle
- Reprint Tag Images
- Void Tag Numbers

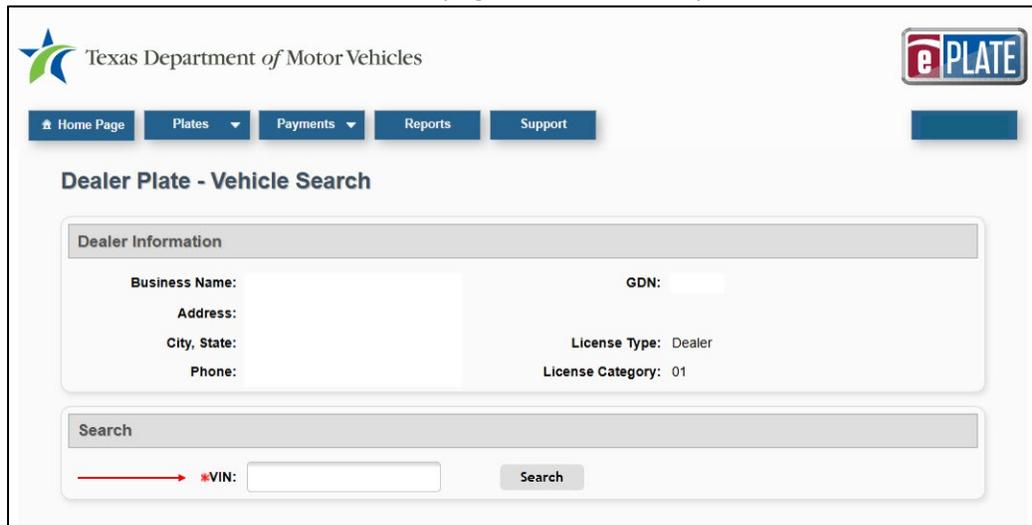
After selecting this option, the dealer is required to select the import type and must enter the VIN prior to selecting Show Record and completing the plate assignment.

### Dealer Plate Assignments

Dealer Standard, Prestige, and Temporary plates are assigned to a vehicle by navigating to the Dealer Plate Assignment option within the Plates menu. Converters will also have the same system functionality as described below to assign use of their Converter License plates.

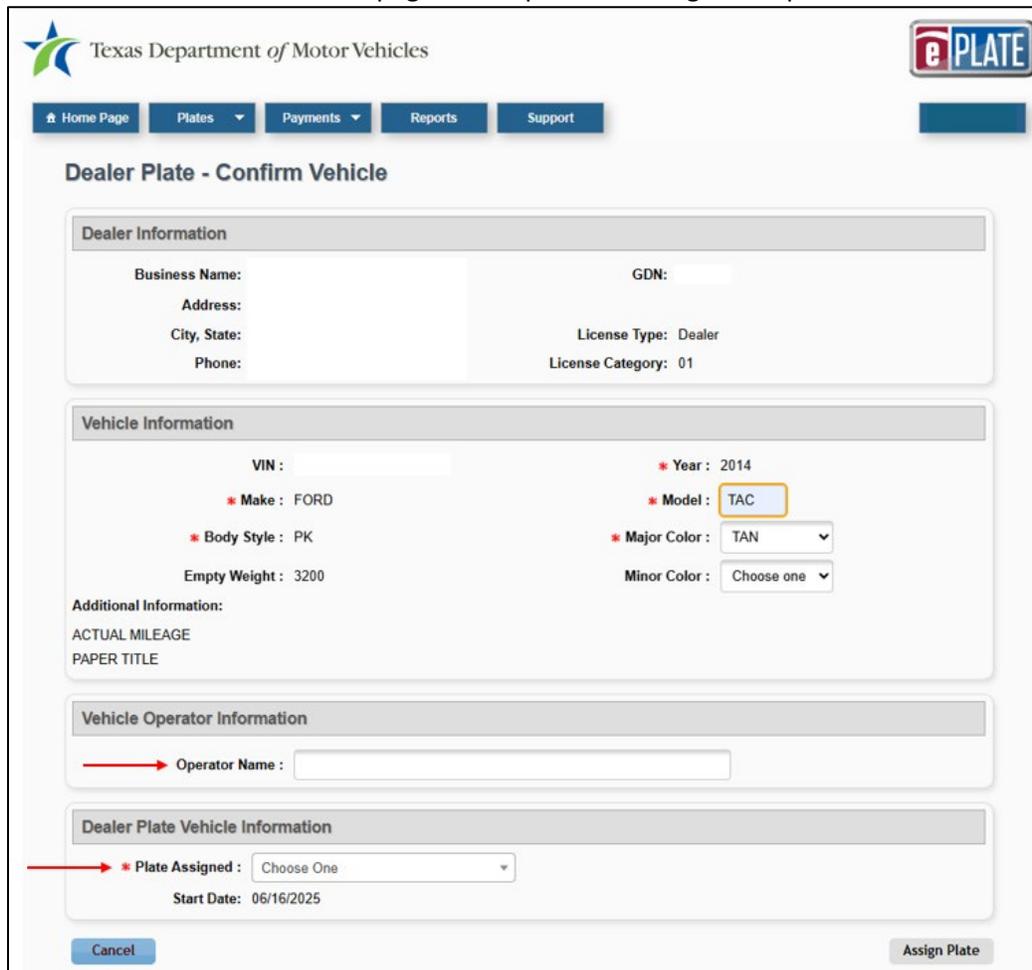
**Note:** Test drives/demonstrations are not required to be reported within the system.

On the Dealer Plate - Vehicle Search page the dealer is required to enter the VIN and select search.



The screenshot shows the 'Dealer Plate - Vehicle Search' page. At the top, there is a navigation bar with 'Home Page', 'Plates', 'Payments', 'Reports', and 'Support'. The 'ePLATE' logo is in the top right. Below the navigation is a 'Dealer Information' section with fields for Business Name, Address, City, State, Phone, GDN, License Type (Dealer), and License Category (01). A 'Search' section at the bottom has a red arrow pointing to a '\*VIN:' input field and a 'Search' button.

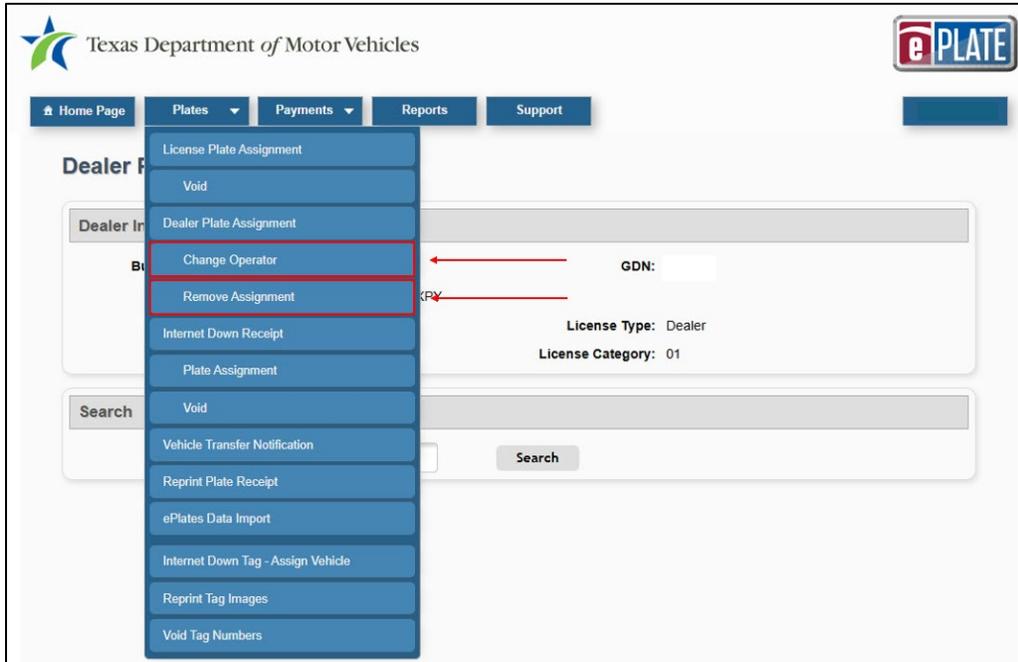
Dealers must select a plate from their existing inventory and may include the operator name on the Dealer Plate – Confirm Vehicle page to complete the assignment process.



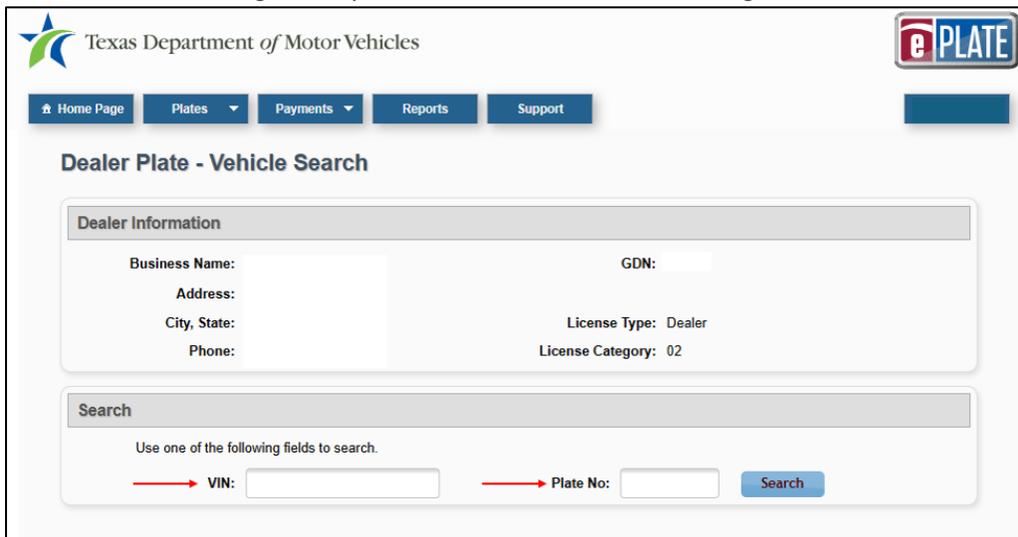
The screenshot shows the 'Dealer Plate - Confirm Vehicle' page. It features the same navigation and dealer information as the previous page. Below is a 'Vehicle Information' section with fields for VIN, Year (2014), Make (FORD), Model (TAC), Body Style (PK), Major Color (TAN), and Empty Weight (3200). There is also an 'Additional Information' section for ACTUAL MILEAGE and PAPER TITLE. A 'Vehicle Operator Information' section has a red arrow pointing to an 'Operator Name' input field. The 'Dealer Plate Vehicle Information' section has a red arrow pointing to a '\* Plate Assigned' dropdown menu (set to 'Choose One') and a 'Start Date' of 06/16/2025. At the bottom, there are 'Cancel' and 'Assign Plate' buttons.

To leave the plate assigned to the same vehicle, but to update the operator’s name, the dealer can select Change Operator within the Plates menu.

To remove the Dealer Plate Assignment from a particular vehicle, the dealer can select Remove Assignment within the Plates menu.

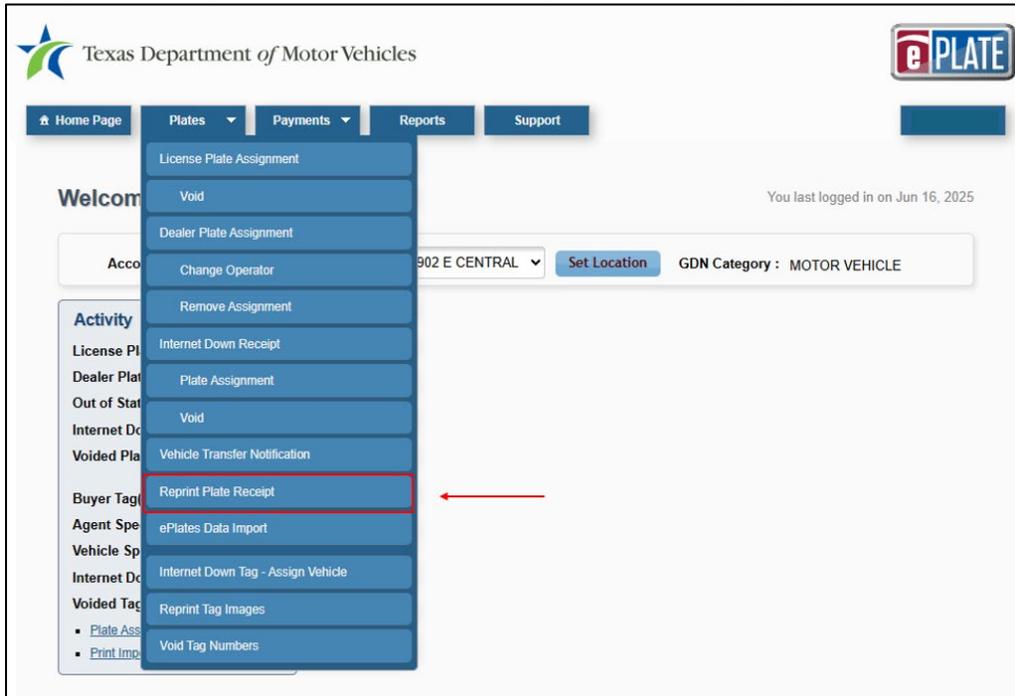


After making the appropriate selection, the dealer must enter the VIN or plate number on the Dealer Plate – Vehicle Search page. The system will return the plate assignment information and allow the dealer to either change the operator name or remove the assignment.

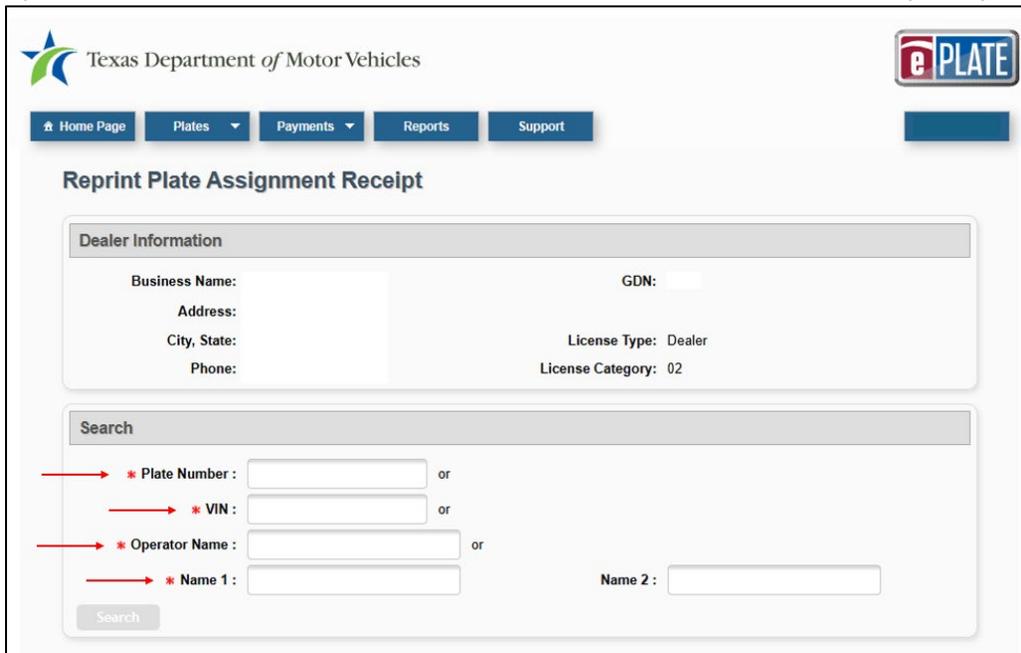


## Reprinting a Plate Assignment Receipt

To reprint a receipt dealers can select the Reprint Plate Receipt option within the Plates menu.

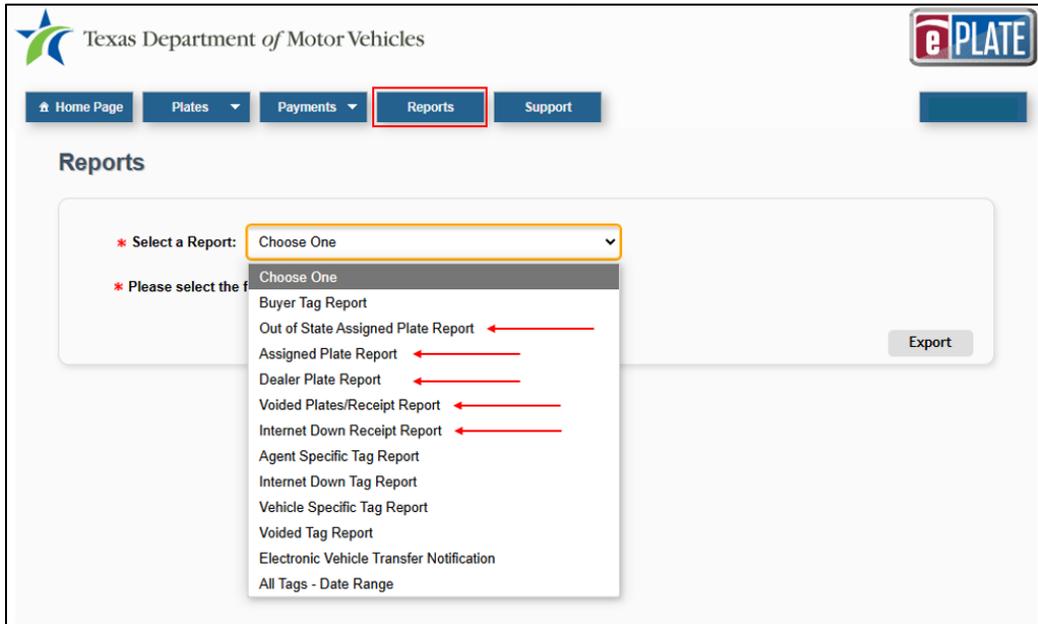


On the Reprint Plate Assignment Receipt page dealers are required to enter the plate number, VIN, Operator Name or Name associated to the Purchaser to search for the receipt for printing.



## Reports

Additional reports have been added to ePLATE and can be found by selecting the Reports menu option. Dealers can view these new reports by selecting the appropriate report on the Reports page.



## webDEALER Title Application Process Changes

### *Submit to a Full-Service Deputy (FSD)*

Dealers now have the ability to submit title applications to participating FSDs within webDEALER. If the Processing County that a dealer selects on the Seller Disclosure page has participating FSDs, then the FSD dropdown will display and allow the user to select the FSD location they want to submit the title application to for processing.

### Seller Disclosure

\* 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 : 1980  
 \* Vehicle Make : FORD : FORD  
 \* Vehicle Model : GFD  
 \* Body Style : LL  
 GDN Category : MOTOR VEHICLE  
 VIN : 1FMNU41L74ED26531  
 Deal No :

**Buyer ID Information**  
 \* ID Type : Driver License/Id Card  
 \* ID # : 45354354  
 \* State : TX  
 Email :

**Processing County**  
 \* County : FLOYD - 77  
 FSD : SUB 35 100 S. MAIN ST, CRTHSE RM 116, FLOYDADA 79235  
 Choose One  
 SUB 35 100 S. MAIN ST, CRTHSE RM 116, FLOYDADA 79235

**Sales Price and O**

Submitting a title application to an FSD will result in additional fees such as a Title Convenience Fee of up to \$20 dependent on the FSD, and a \$9 Registration Convenience Fee if the dealer is not a dealer deputy that has the ability to issue the registration sticker receipt.

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Search VIN / Deal # / Unit #

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WEBDEALER

### Fee

**12 Months of Registration Fees -- Expiration Month/Year: 05/2026**

TITLE APPLICATION FEE	\$13.00
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$281.25
DLR-ISSUED BUYER PLT	\$10.00
FSD TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION REPLACEMENT FEE	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
FSD REG CONVENIENCE FEE	\$9.00
<b>TOTAL AMOUNT</b>	<b>\$418.75</b>

Cancel
Optional Donations/Fees
Save

### Dealer Deputy Changes

Dealer Deputies will assign license plates through ePLATE and no longer assign the plate in the title application process within webDEALER. Dealer deputies will continue to issue registration stickers once license plates have been properly assigned and the title application has been submitted or approved through webDEALER, depending on the county configuration.

**Note:** These changes do not impact Commercial Fleet Buyers (CFBs) using webDEALER. CFBs will continue to obtain their license plates from the county tax office and will assign the plate in webDEALER during the title application process.

**Configuration by County**
✕

County: FLOYD - 77 ▼

Group Transactions: Yes

Group Reviewed Title Applications: Entity

Issue Registration Stickers: No

Issue Registration Stickers in Approved Status Only: No

**Note:** All dealers and CFBs are automatically set to have up to 5000 unapproved title applications pending at a time.

### General Title Application Changes

If a dealer attempts to start a title application and a plate assignment has not been completed in ePLATE, webDEALER will prevent processing when the transaction is not Title Only or Off-Highway where registration is not applicable. The dealer will have to first complete the plate assignment process.



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#### Vehicle Information

⚠ A title must either be checked as 'Title Only (No Registration)' or have a plate assigned in ePLATE before a new title application can be started.

Application Status: IN-PROGRESS
VIN: 5NMMCDTC7RH010751

\* Indicates Required Field

\* Vehicle Class: Passenger ▼

Registration Class: 25 : PASSENGER-LESS/EQL 6000

Year: 2024

\* Vehicle Model: FDS

\* Major Color: BEIGE ▼

Fuel Type: GAS

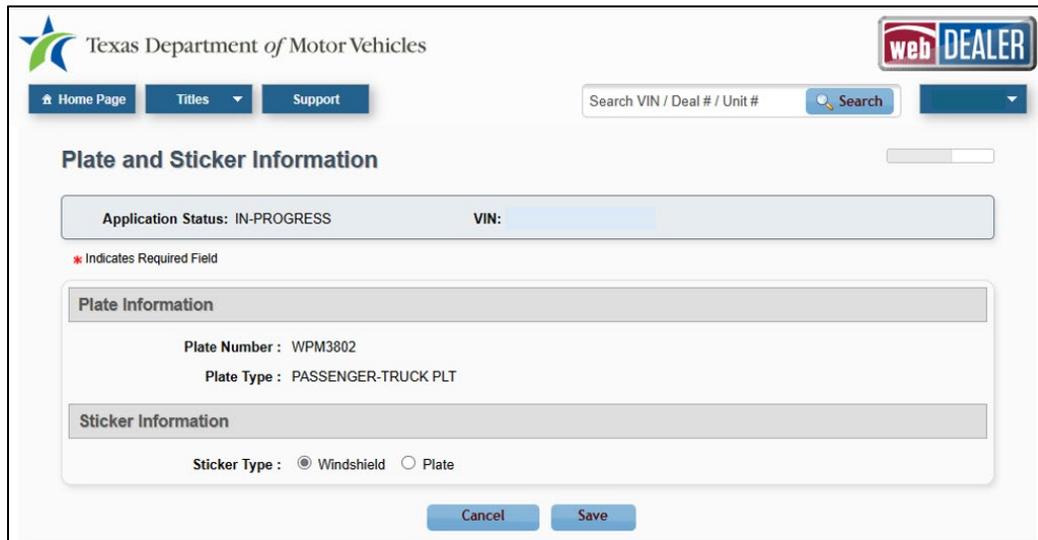
Title Only (No Registration):

Vehicle Make: GENS

\* Body Style: LL ▼

Minor Color: Choose one ▼

webDEALER will automatically carry forward the information completed with the plate assignment in ePLATE when a title application is started. As a result, the Plate and Sticker Information page will reflect the plate assigned to the vehicle from ePLATE.



**Plate and Sticker Information**

Application Status: IN-PROGRESS      VIN:

\* Indicates Required Field

**Plate Information**

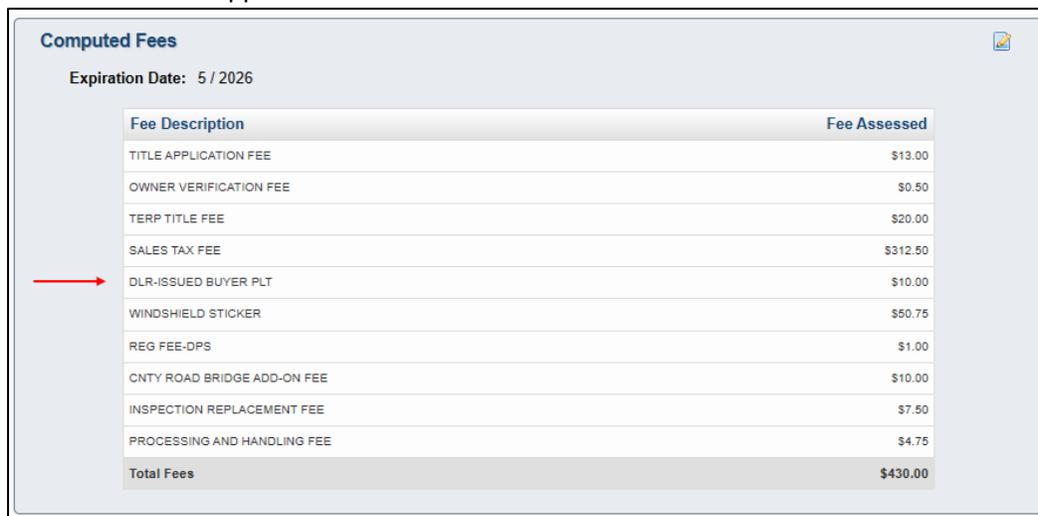
Plate Number : WPM3802  
Plate Type : PASSENGER-TRUCK PLT

**Sticker Information**

Sticker Type :  Windshield    Plate

HB 718 eliminates the \$5 buyer tag fee and replaces it with the \$10 plate fee for vehicles issued a license plate as of July 1 and later. This fee change is included in the Computed Fees section within the webDEALER title application.



**Computed Fees**      

Expiration Date: 5 / 2026

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
OWNER VERIFICATION FEE	\$0.50
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$312.50
DLR-ISSUED BUYER PLT	\$10.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
INSPECTION REPLACEMENT FEE	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$430.00</b>

## County and FSD Process Changes

County tax offices will continue to assign plates to vehicles in webDEALER on the Plate and Sticker Information page for vehicles sold prior to July 1, 2025, and a buyer tag was issued to the vehicle.

In addition, if the dealer issues a Provisional (purple) plate that the county has inventory to assign, the county will also be able to assign this plate in webDEALER.

County tax offices with FSDs who process webDEALER title applications must add the FSD users to their county location and grant them the new FSD Permission. Counties will add the RTS user ID for the FSD under their Account Details page. Once added, the county will assign the user the FSD Permission.

**Note:** This permission only grants access to FSDs for processing of title applications submitted to their location. If a county user is granted this permission, the user will not have access to take action on title transactions submitted to the county for review and approval.

County tax offices with FSDs will be able to view the title applications their FSDs are processing. A new FSD checkbox has been added to the Title Search page. Once selected, the county has view-only access to title applications in various statuses that were sent to the FSD location by a dealer for processing.

FSDs now have the ability to review, return, and approve title applications submitted to them by a dealer. FSD functionality in webDEALER mirrors the functionality of the county. For more information on processing title applications in webDEALER as a county, the FSD should work with their county tax office.

Submitted On	VIN	Vehicle	Fees
Jun 23, 2025		2006 HUMM WR	\$360.50

**Note:** At this time, a dealer configured for “Entity” grouping, which allows the dealer to group their title applications for review and payment, cannot submit their title applications to a FSD for processing. The dealer would either need to submit their transactions to the county for processing, or the dealer would need to work with their county to modify their configuration in webDEALER to be set to “None” or “County” grouping.