Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

webDEALER

County User Guide

December 2025

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1 Overview

Title applications are submitted electronically to your office. Applications include scanned images of the required documents necessary for processing including, but not limited to, evidence of ownership (e.g., MCO, out-of-state title, Texas title,), Form 130-U, and odometer disclosure statement.

1.1 Features

Entering title applications through webDEALER allows for a more streamlined title and registration application process and provides a more efficient review process. Benefits and features include:

- Option to establish entities:
    - Without sticker paper – print the sticker at your office (no bond is required)
    - With sticker paper – entities are assigned an inventory of stickers (bond is required. Refer to 4.2.2 Dealer Deputies for more information)
- System monitoring of outstanding title applications for an entity
- Entities in other counties can submit title applications electronically to your county once approved and established by your county
- Examine and view documents as a single PDF regardless of how the entity uploads the title application documents
- Ability to easily return a title application with feedback
- Visibility of all title applications in your county from start to finish
- Ability to batch print receipts
- Payments and fees for each title application are calculated precisely

1.2 Signatures

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

- Uploading the completed *Application for Texas Title and/or Registration* (Form 130-U)

- Electronically capturing the seller's and buyer's signatures using the Seller Disclosure and Buyer Acknowledgment feature

Note: An entity that is not a dealer (set up as a commercial fleet buyer) cannot use the Seller Disclosure and Buyer Acknowledgement feature.

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

This method requires the entity to upload the completed Form 130-U for electronic processing in webDEALER. The seller and buyer(s) will sign the Form 130-U as usual, and the entity will then upload it during application processing.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires a dealer to begin the application by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this instance, which will be evident when reviewing the title application.

See Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

Note: The buyer's and dealer's signature requirement on the back of the ownership document is not required and is satisfied if the purchaser and dealer elect to electronically complete the Electronic Buyer Acknowledgment.

2 Getting Started

2.1 Setup

Before a county can begin using webDEALER, a county administrator must be authorized to access the system. Once authorized, the administrator can:

- Add new county users
- Manage user permissions
- Remove county users
- Add new dealer entities

It is recommended that each county have a minimum of two administrators with full permissions to ensure continued account management.

To access webDEALER, each county user must have an active profile in RTS and ensure appropriate security rights have been assigned. The username and password used in RTS will also serve as the same login credentials for webDEALER.

If your county does not have an active administrator with login access, contact your local Regional Service Center (RSC) for assistance.

2.2 Recommendations

To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). An ACH payment method can be established that allows your county to withdraw or "pull" funds directly from an entity's account as needed. This payment method must be set up through your county's financial institution. TxDMV does not participate in the setup of this type of payment, as you would only record the payment type in webDEALER for tracking purposes. For assistance with establishing this payment method, contact your county's bank directly.

See Appendix 2 – ACH Authorization Example.

2.3 You Should Know

You cannot set a bookmark for a webDEALER title application. You will need to access the website through RTS each time.

The original evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped **SURRENDERED** on the front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment. If the back of the ownership document does not have a blank assignment, the back of the ownership document must still be stamped SURRENDERED, and should be stamped in the lienholder section or next available space. Stamps electronically applied or affixed to the documents are not acceptable.

If the back of the Dealer's Reassignment does not have a blank assignment, it should be stamped in the lienholder section or next available space. It must still be stamped **SURRENDERED.** Stamps electronically applied or affixed to the documents are not acceptable.

An entity is required to retain the original, stamped evidence of ownership in their purchase and sales records.

Figure 1: Surrendered Titles

Once a title is stamped **SURRENDERED**, that title becomes invalidated, is considered surrendered to the department, and cannot be used in another title application. If the transaction cannot be submitted through webDEALER due to system limitations or rejection reasons, accept the title with the **SURRENDERED** stamp. Please contact your RSC if unsure on what is considered a system limitation.

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

Note: All signatures must be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate title/MCO cannot be obtained, the only option is for the entity to pursue the bonded title process, if eligible.

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

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

Note: Title applications with salvage titles cannot be submitted through webDEALER.

If a user has been idle for 10-minutes within any application, the user will receive a Session Expiration Warning with a 2-minute countdown. The user will have the option to select **Yes, keep me signed in** or **No, Sign Me Out** and if no action is taken, the user is logged off.

3 Accessing and Using the Home Page

County administrators must grant a county user security rights through RTS Local Options and add the user in webDEALER before the user can access the system.

Figure 2: Granting Security Rights - RTS Local Options

3.1 Accessing webDEALER

To access webDEALER, follow these steps:

1. Access webDEALER using an RTS workstation. The webDEALER menu link is found under the RTS “Title/Registration” menu.

2. The RTS Workstation ID you access webDEALER through will display on the login page.

3. Enter your Username and Password for webDEALER; these are the same as for RTS.

   Note: Password changes must be completed using the RTS “Security” menu.

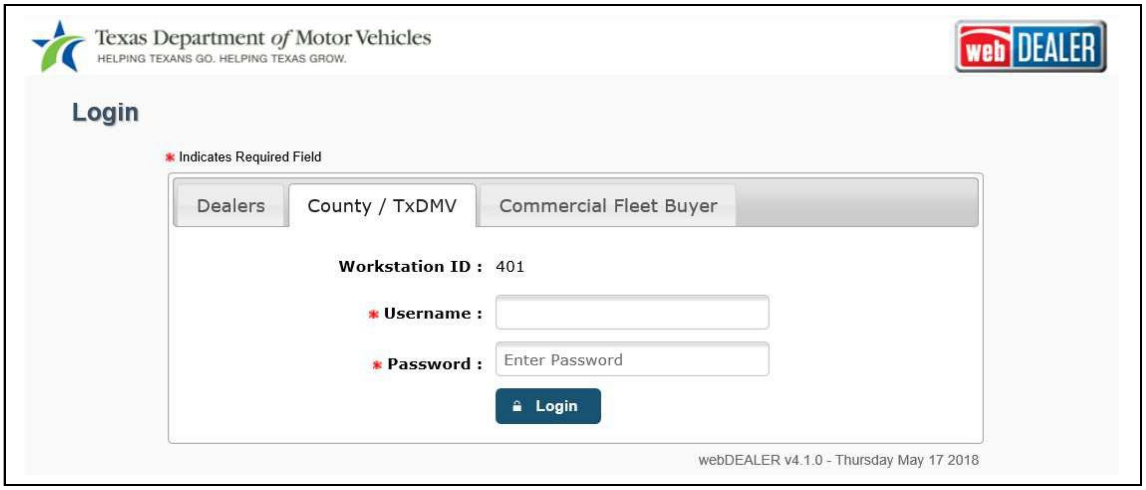


Figure 3: Login Page

Note: When RTS is closed out, all of your webDEALER approved title applications will be reflected under your RTS Workstation ID.

3.2 Using the Home Page

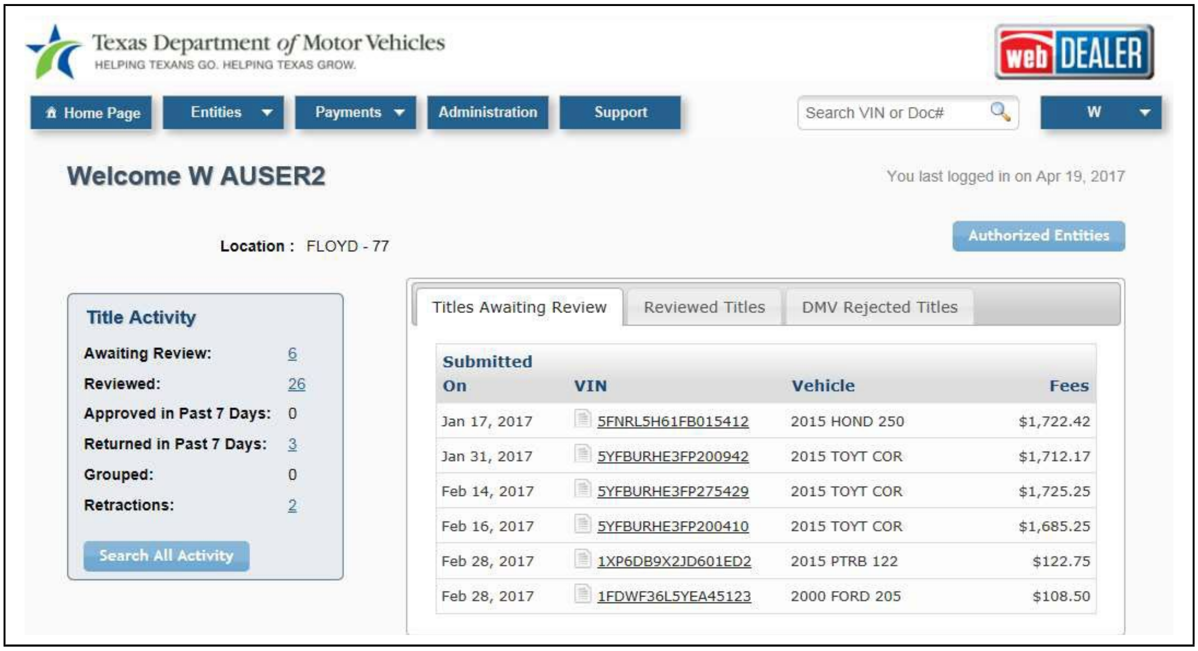


Figure 4: Home Page

The Home Page provides an overview of the actions needed in your county.

3.2.1 Home Page Tabs

The “Titles Awaiting Review” tab displays up to 10 of the oldest title applications awaiting your review. Titles Awaiting Review are applications considered complete by entities and submitted for your county’s review and approval.

The “Reviewed Titles” tab displays the Reviewed Title Groups awaiting payment and approval.

The “DMV Rejected” tab displays title applications approved by your county but rejected by the TxDMV after the 48-hour window.

3.2.2 Title Activity Box

Counts of certain activities are shown in the Title Activity box. Clicking on the **underlined number** will take you to the list of applications for activity.

3.2.3 Search Bar

You can utilize the search bar located in the top right corner to find a specific title application by Vehicle Identification Number (VIN) or the Document Number (Doc#).

3.2.4 Navigation Menu

The blue tabs at the top of each page will appear on every page, allowing quick navigation through webDEALER.

3.2.5 Authorized Entities

Clicking **Authorized Entities** displays a page listing all entities authorized to submit title applications to your county.

Authorized Dealers serviced by FLOYD

GDN	GDN Category	Dealer Name	Phone #
P109561X	TRAILER/SEMITRAILER	ACE AUTO & EQUIPMENT SALES INC	(210)669-0291
P105185	MOTOR VEHICLE	ADRIAN PRIETO - ARCO AUTOMOTIVE	(915)479-5000
P2337X	TRAVEL TRAILER	ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER	(409)632-8414
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P108934	MOTOR VEHICLE	ARTHURO JOHNSON INC. - CITY AUTO SALES	(903)948-6261
P589	MOTORCYCLE	ATASCOSA COUNTRY SALES INC	(830)281-2244
P110937X	TRAVEL TRAILER	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P128859	MOTORCYCLE	BRADLEY L HANATH - B&M REPAIR	(979)865-2155
P112306	MOTORCYCLE	BRENT MCCULLOUGH - MCCULLOUGH MOTORS	(254)756-3491
P5234X	TRAILER/SEMITRAILER	CAMPBELL PORTABLE BUILDINGS LT	(936)598-3389
P1095X	TRAVEL TRAILER	CAMPER CLINIC INC	(361)729-0031
P100647X	TRAILER/SEMITRAILER	CHARLIE BOILES - CHARLIE BOILES AUTO SALES	(254)840-2488
P10842	MOTOR VEHICLE	CLEO BAY IMPORTS, INC. - CLEO BAY HONDA	(254)690-7355

Figure 5: Authorized Entries

4 Administrator

webDEALER is intended to have a minimum of two administrators in each county, each with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users.

For a county user to access webDEALER, a current RTS username is required. The RTS username and password is the same to access webDEALER.

Note: It is the county administrator's responsibility to remove an employee's access when they are no longer employed by the county or no longer have a need to access the system.

4.1 Adding/Configuring a County User

1. The administrator logs into webDEALER.
2. On the Home Page, click the **Administration** tab.

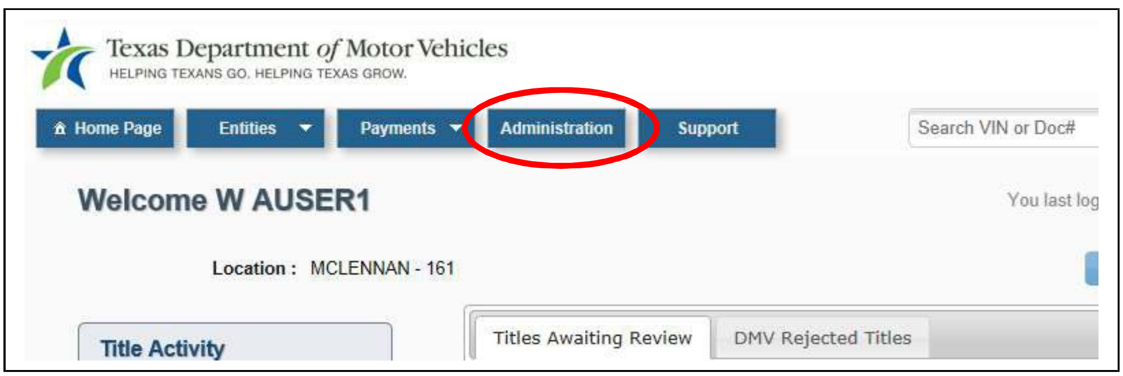


Figure 6: Home Page

3. The Location Details page displays your county information and authorized users.
4. On the Locations Details page, click **Manage User Accounts**.

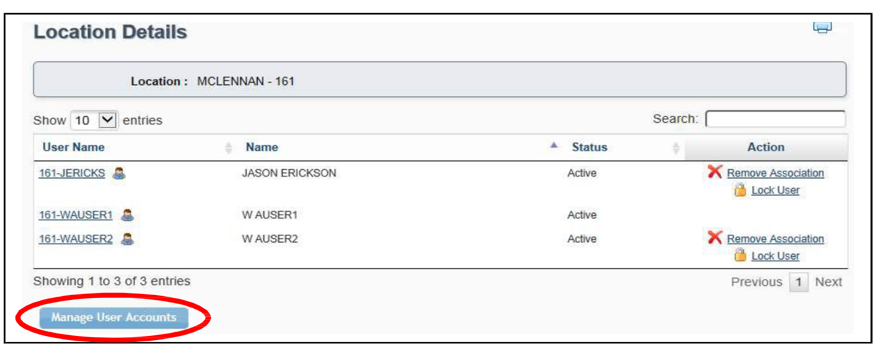


Figure 7: Location Details Page

Figure 8: Search User

5. Search for the user by entering their RTS username. Click **Search**.
6. Locate the user from the search results. Click **Add to Location** under the Action column.

Figure 9: Add User to Location

7. Select permissions for the user under the Assigned Permissions. Click **Save**.

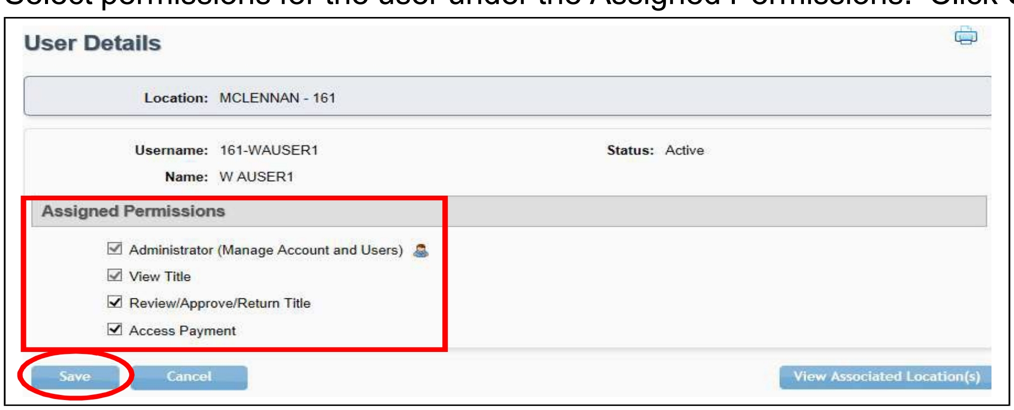


Figure 10: Assigned Permissions

4.2 Adding Dealerships

County administrators must add dealerships. Dealership users must have an ePLATE username and password in order for the dealership administrator to add them as users. Their ePLATE username and password will be used to access webDEALER. Dealership administrators may manage their users independently.

If a dealership operates with multiple DBAs under one GDN license, you will need to add and configure each DBA separately.

Note: When any change to a dealer's license is made, a new Dealer ID is generated. Dealers will be required to contact your county administrator to have their new Dealer ID added to your county.

To authorize a dealership to submit title applications to your county, follow these steps:

1. From any page, click **Dealer Management** under the Entities tab.

Figure 11: Entities Tab – Dealer Management

2. Click **Add New Dealer** at the bottom of the screen.

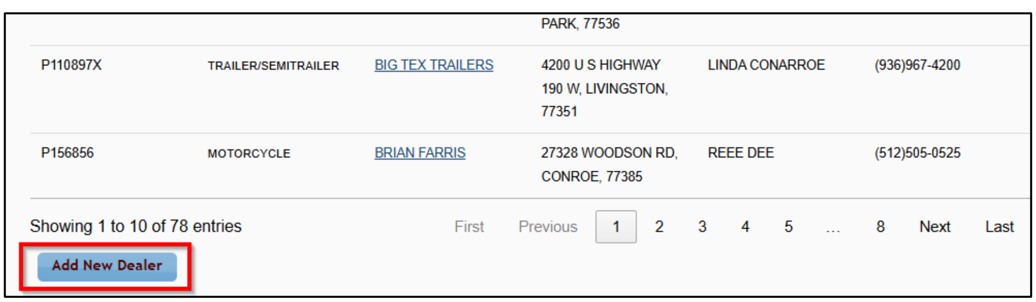
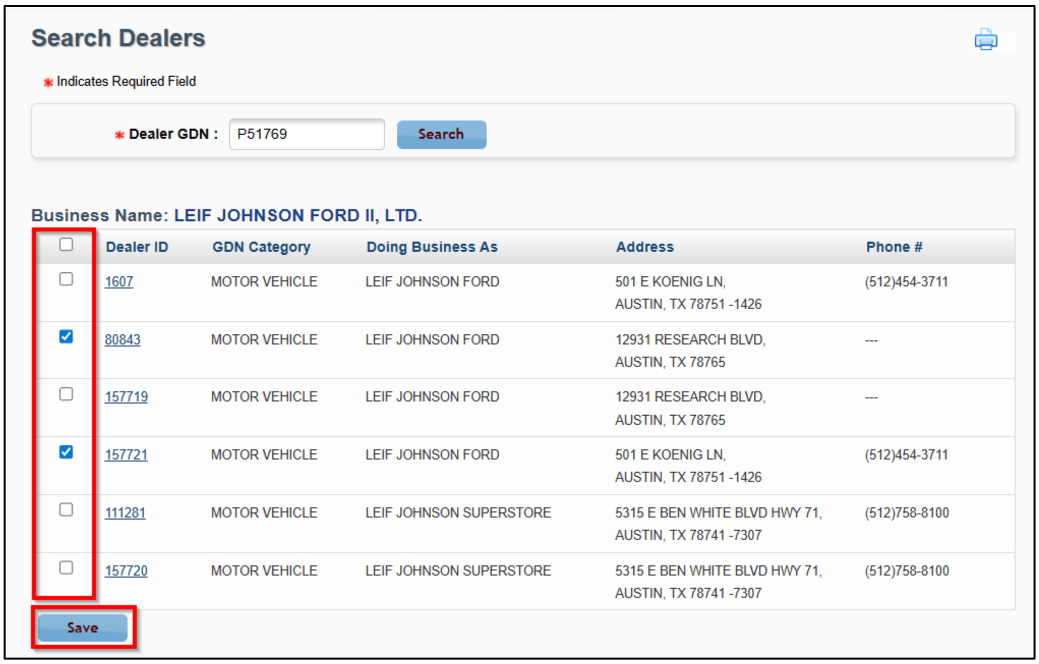


Figure 12: Add New Dealer

3. In the search box, enter the Dealer GDN. Click **Search**.

Figure 13: Search for Dealer

4. Select the checkbox for the appropriate location(s). Click **SAVE**.



	Dealer ID	GDN Category	Doing Business As	Address	Phone #
☐	1607	MOTOR VEHICLE	LEIF JOHNSON FORD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☑	80843	MOTOR VEHICLE	LEIF JOHNSON FORD	12931 RESEARCH BLVD, AUSTIN, TX 78765	---
☐	157719	MOTOR VEHICLE	LEIF JOHNSON FORD	12931 RESEARCH BLVD, AUSTIN, TX 78765	---
☑	157721	MOTOR VEHICLE	LEIF JOHNSON FORD	501 E KOENIG LN, AUSTIN, TX 78751 -1426	(512)454-3711
☐	111281	MOTOR VEHICLE	LEIF JOHNSON SUPERSTORE	5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX 78741 -7307	(512)758-8100
☐	157720	MOTOR VEHICLE	LEIF JOHNSON SUPERSTORE	5315 E BEN WHITE BLVD HWY 71, AUSTIN, TX 78741 -7307	(512)758-8100

Figure 14: Search Results

Note: The Dealer ID hyperlink will show the Account Details for that location. This information is populated from their dealer license information and cannot be modified.

4.2.1 Configuring Dealerships

After you have added the dealership, you will need to configure their permissions.

To configure a dealership, follow these steps:

Figure 15: Account Details Page

1. On the dealership's Account Details page, click **Configure**.

   Note: After configuration, the following message will display on their Account Details page depending on how the dealership is set up:

   - For franchise dealerships, it will show "New & Used Vehicle Sales"
   - For independent dealerships (used vehicles), it will show "Used Vehicle Sales Only"

2. Complete the Configure Account for {County Name} page.

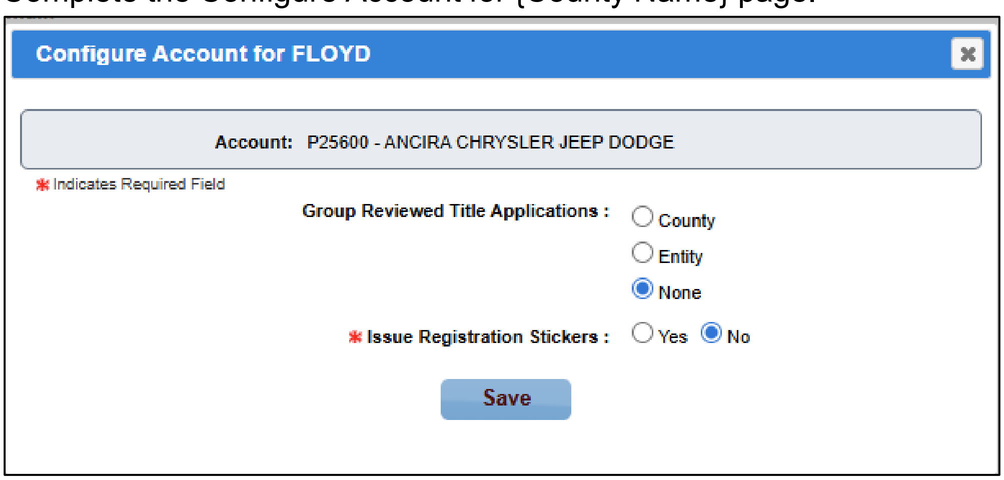


Figure 16: Configure Account by County

a. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

   Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

b. Choose Issue Registration Stickers, if applicable.

3. Click **Save**.

4.2.2 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized, posted a bond to your county office, and authorized to issue registration stickers. Once approved by your county, the Dealer Deputy can set a Title Convenience Fee of up to $10.00 that will apply to each title application processed.

> **Note:** A bond or contract is only required when the dealer is deputized as a dealer deputy in accordance with Texas Administrative Code, §217.167. A county may deputize a dealer as a dealer deputy in accordance with Texas Administrative Code, §217.166, which currently allows the county to allocate registration stickers to the deputized dealer. A dealer is not required to become a dealer deputy to use webDEALER.

4.2.3 Dealership Administrators

Dealer administrators are responsible for adding users and additional administrators to webDEALER. The administrator must have an ePLATE account. Their ePLATE username and password will be the same for webDEALER. As a reminder, prior to receiving administrator privileges, TxDMV must first verify the completion of the fingerprinting process through eLICENSING. If a dealership requires a new administrator, the user must complete the Add ePLATE Administrator form (LeP701).

4.3 Adding a Commercial Fleet Buyer (CFB)

In order to have access to webDEALER, a CFB must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. To receive a CFB ID and Username, the CFB must contact your office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name
- The business address, city, state, zip
- Federal Employer Identification Number (FEIN) and Tax Permit Number
- Vehicle physical location (where the vehicles will be kept for titling purposes) if the CFB is a rental company
- The first and last name of the administrator and their contact information (phone number and email address)

Once received, you will need to open a TxDMV Service Desk request with this information to have the CFB location and first CFB administrator added to webDEALER.

4.3.1 Configuring Commercial Fleet Buyers

Once the TxDMV has added the CFB location, you must configure their account. To configure a CFB account, follow these steps:

1. From any page, select **CFB Management** under the Entities tab.

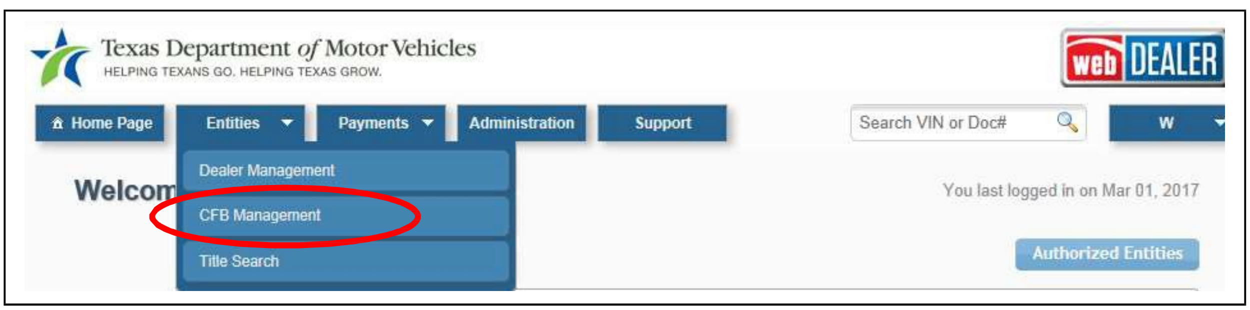


Figure 17: Entities Tab – CFB Management

2. Click on the entity's name under the CFB Name column.

Authorized CFBs for HARRIS County

Show 10 entries

Search:

CFB ID	CFB Name	Address	Contact Name	Phone #
C10014	AVIS RENT A CAR SYSTEM LLC	6929 N LAKEWOOD AVE, TULSA	GREG NICHOLS	---
C10014	AVIS RENT A CAR SYSTEM LLC - PV HOLDING CORP	3937 SOUTH 26TH AVE, DALLAS	JUDY ARNOLD	(972)453-4056
C10014	AVIS RENT A CAR SYSTEM LLC - PV HOLDING CORP	17307 PINE CUT, HOUSTON	GREG NICHOLS	(281)230-2084
C10011	EAN HOLDINGS, LLC - EAN HOLDINGS, LLC	6929 N. LAKEWOOD AVE., TULSA	TABATHA AULT	(713)300-7428

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Figure 18: Select CFB

3. On the Account Details page, click **Configure**.

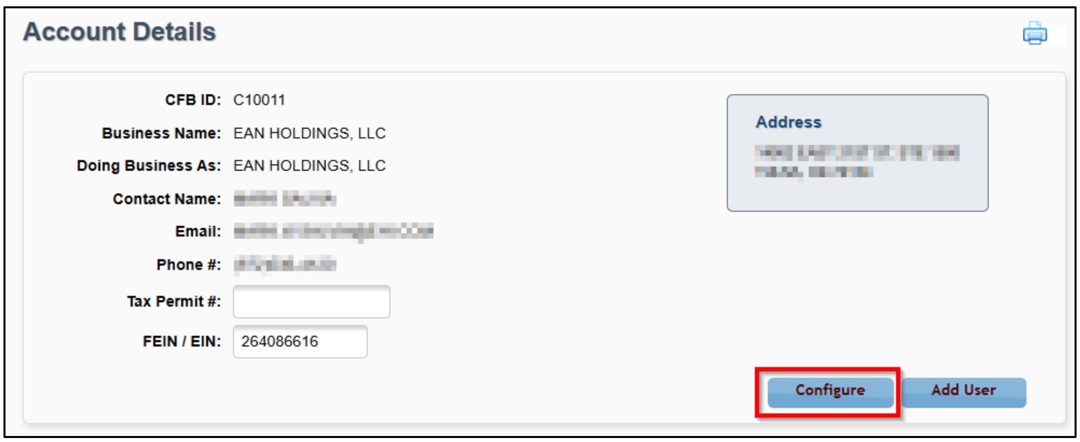


Figure 19: Configure

4. Complete the Configure Account for {County Name} page.

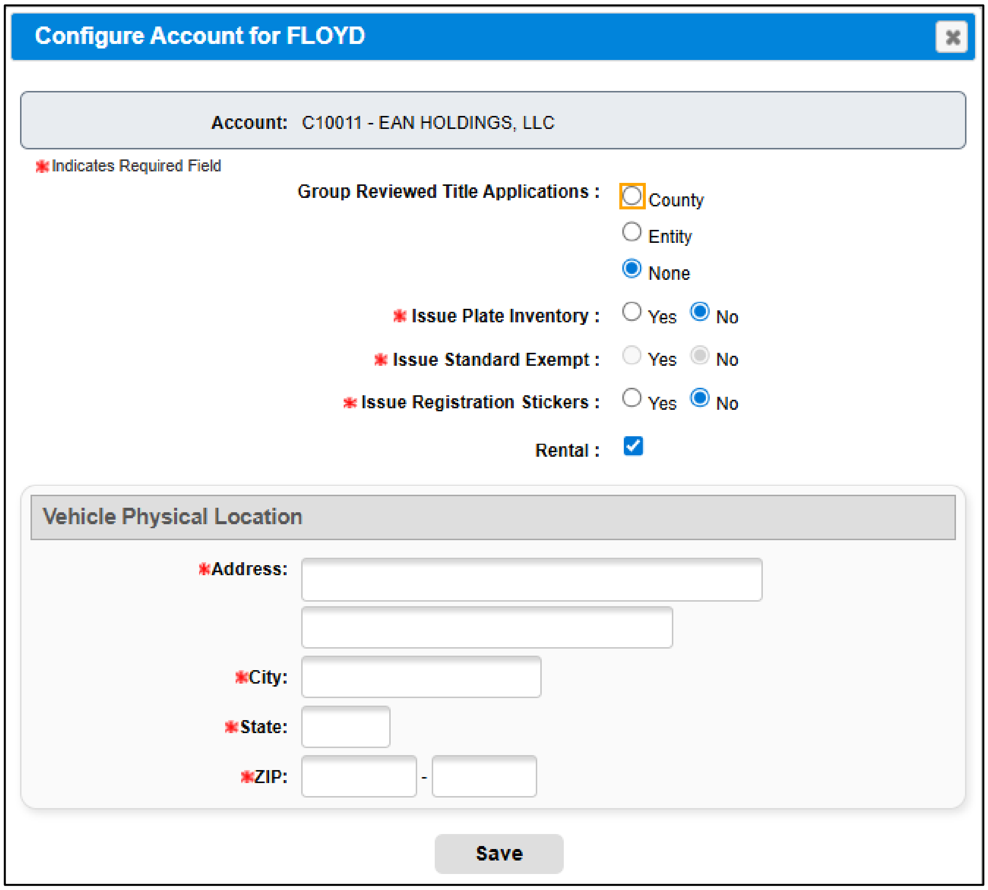


Figure 20: Configure CFB Account

a. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

   Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

b. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Entity ID Number is required if plates are to be issued by the CFB.

   Note: When CFB's issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated. Counties are responsible for allocating plate inventory to the CFB.

c. Select the "Rental" checkbox if the CFB is a vehicle rental company. If not, leave the box unchecked (selecting the "Rental" checkbox will make the physical address a required field).

d. Complete the Vehicle Physical Location section if the CFB is a rental company.

5. Click **Save.**

4.3.2 Adding Additional CFB Users

Each CFB user must be added by the TxDMV. You will need to open a new TxDMV Service Desk request to add additional CFB users to webDEALER. Once the user is in webDEALER, the CFB administrator can set the user's permissions.

The first and last name of the user and their contact information (phone number and email address) will be required with each new user request.

4.4 Authorizing Full-Service Deputies (FSDs)

If your county has FSDs and you authorize them to review and approve webDEALER title applications, you must add the FSD users to your county location and grant them the FSD Permission. The FSD user will use their RTS user ID to access webDEALER. Dealers will be able to select the FSD as their processing entity in webDEALER in lieu of selecting your county office.

Note: The FSD must be granted webDEALER permission in RTS. See 3 Accessing and Using the Home Page.

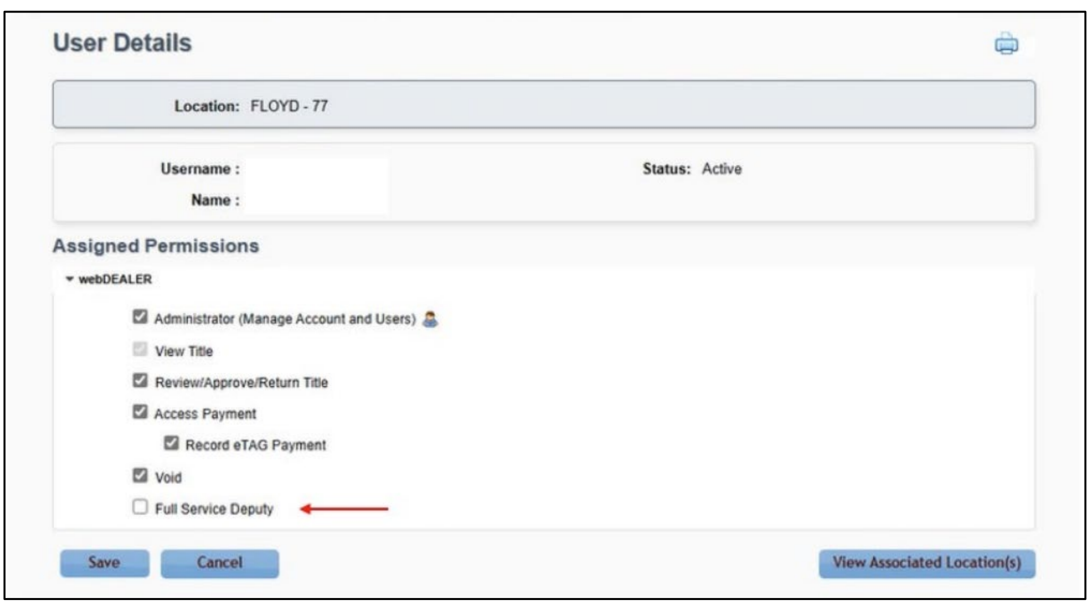


Figure 21: Assigned Permissions – Full Service Deputy

Note: This permission only grants access to FSDs for processing of title applications submitted to their location by a dealer. If a county user were to be granted this permission, the user will not have access to take action on title transactions submitted to the county for processing.

4.4.1 FSD webDEALER Fee Update Event in RTS

FSDs authorized to process webDEALER transactions will need to set their Title and Registration Convenience Fees that will be assessed on all webDEALER title transactions they process. The county must grant a FSD RTS user the FSD webDEALER Fee Update permission. This permission will allow the FSD access to a new event within RTS for them to set their fees on their own.

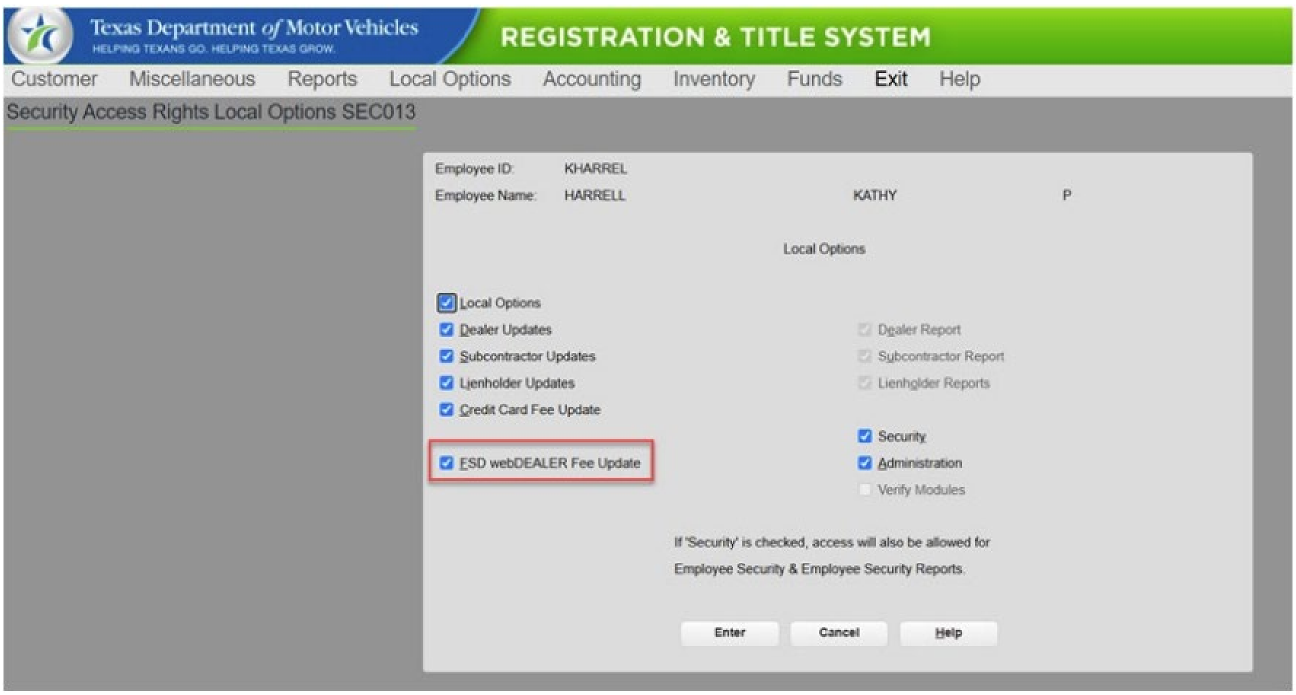


Figure 22: FSD webDEALER Fee Update

4.4.2 County Read-Only Access to Transactions

County offices with FSDs will be able to view the title applications their FSDs are processing by selecting the FSD checkbox on 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.

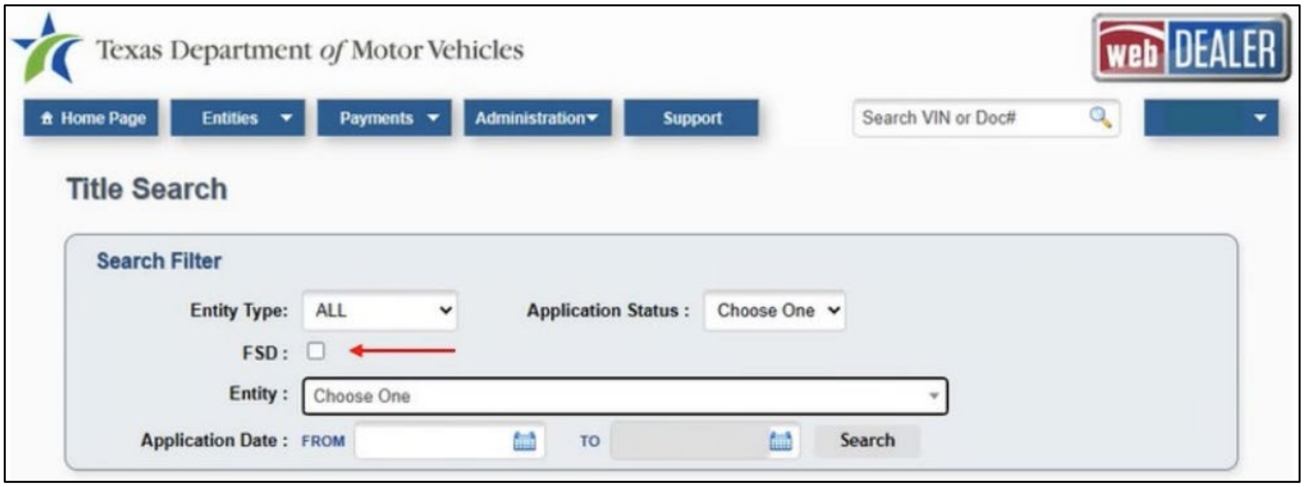


Figure 23: Title Search - FSD Checkbox

4.4.3 FSD Homepage

FSDs granted webDEALER access will 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.

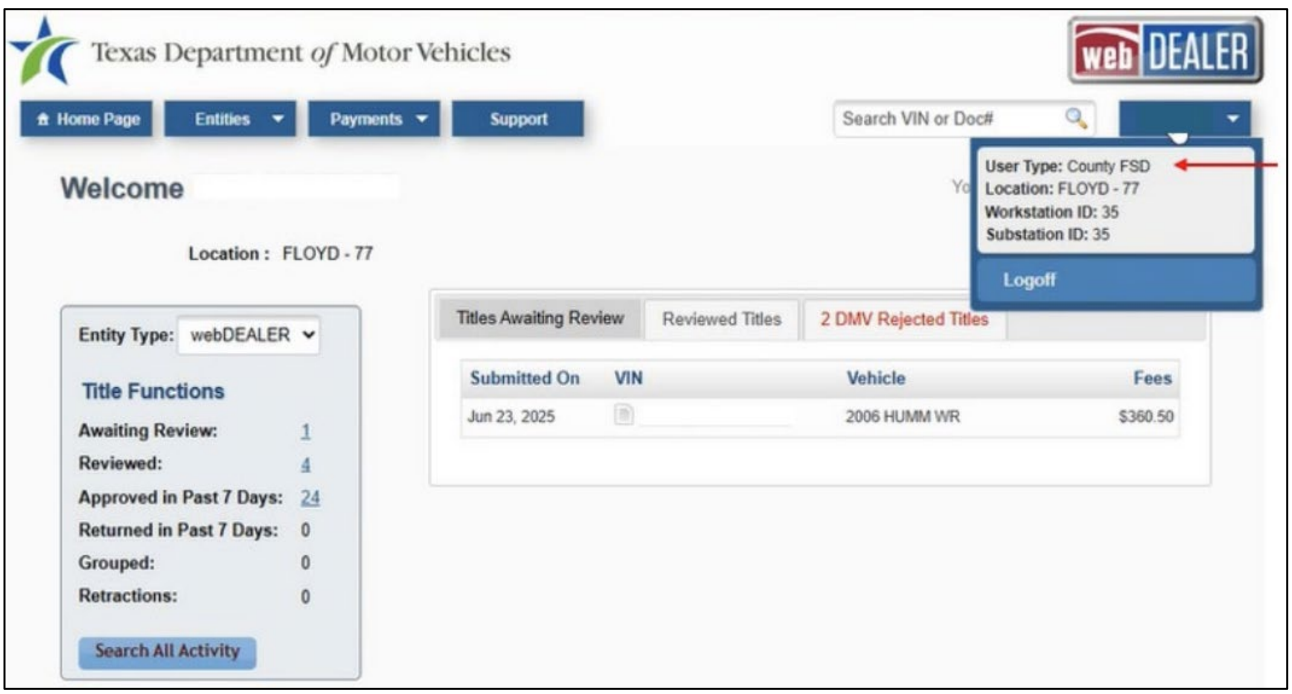


Figure 24: FSD Homepage

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.

4.4.4 Dealer Selection of FSD

Dealers 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.

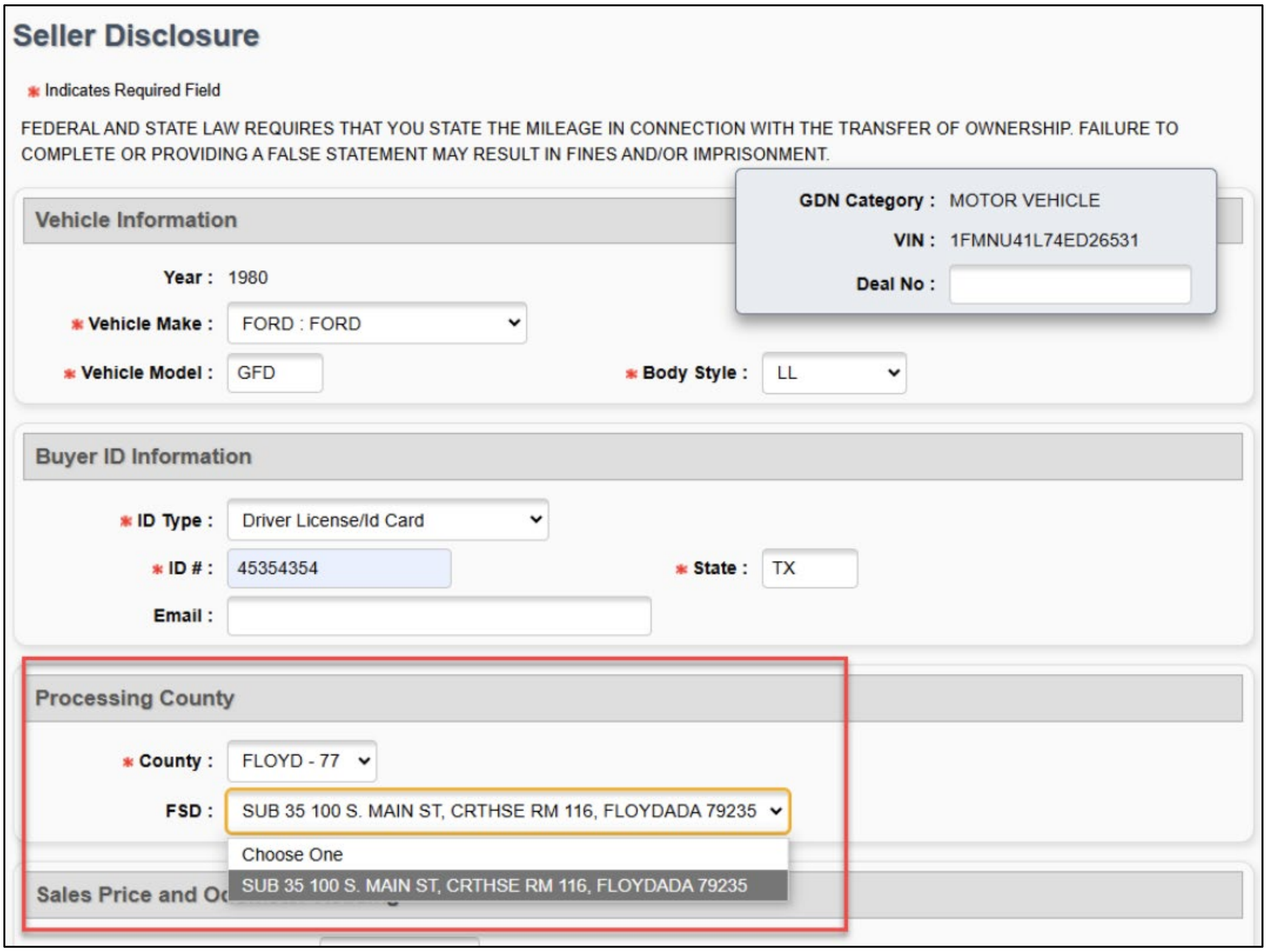


Figure 25: Seller Disclosure - FSD Location

5 Reviewing Title Applications

You can view a title application and mark it as reviewed while awaiting payment. To review a title application, the user must have "Review/Approve/Return Title" as an Assigned Permission (Refer to Section 4.1 – Adding/Configuring a County User).

You can find the title applications awaiting review in the following ways:

- On the Home Page, click the number adjacent to Awaiting Review in the Title Activity box.
- On the Home Page, under the **Titles Awaiting Review** tab.
- From any page, select **Title Search** under the Entities tab, and filter for "Submitted" application status.

To review a title application, follow these steps:

1. Click the **VIN**.
2. The Title Preview page displays, showing the Application Status as Submitted.

Figure 26: Submitted Title Application

3. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (refer to [Section 11 – Retracting Title Applications]()).

Figure 27: Submitted Application with a Retraction Request

4. Click **View Documents** to review the uploaded documents.

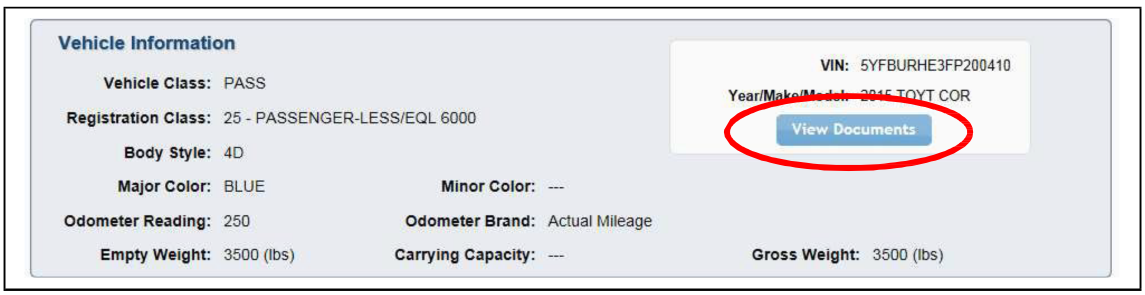


Figure 28: View Documents Button

5. The left-hand column of the Document's pop-up window represents the information that has been manually entered by the entity, while the right-hand column contains the documents that have been uploaded by the entity. Verify that the information in both columns match, then close the pop-up window by clicking the 'X' in the right-hand corner.

Figure 29: Documents Popup

Note: For used Texas vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.

6. If an entity has not been configured to issue or been allocated the desired plate type, the Plate and Sticker Information section of the Title Preview page will reflect there is Incomplete Data (e.g., Plate number is missing). Click the **Edit Icon** on the right to open the Plate and Sticker Information page.

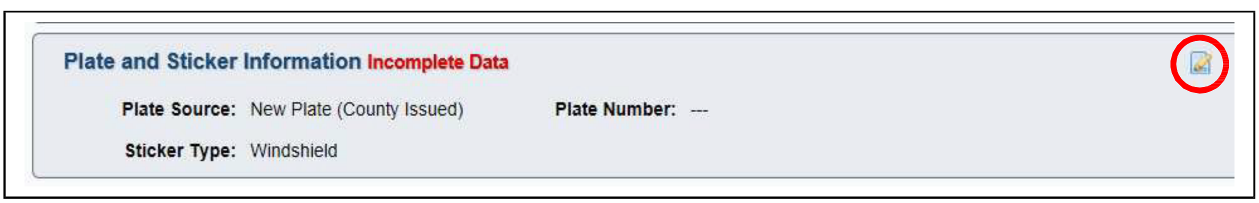


Figure 30: Plate and Sticker Information

7. Enter the Plate Number and verify the Sticker Type is correct. Click **Save**.

Figure 31: Plate Number

Note: The "Plate Number" field of the "Plate and Sticker Information" page in webDEALER has been limited to 7 alpha-numeric characters.

8. If the entity is transferring the buyer's special plate or assigning a standard plate, the Plate and Sticker Information section of the Title Preview page will display the plate information.

Figure 32: Special Plate

9. When an emissions inspection is manually verified by the entity, the Inspection Information section is shown on the Title Preview page. A message will display to prompt you to verify the Vehicle Inspection Report (VIR) was uploaded by the entity and the emissions inspection information entered matches the VIR.

Sales Tax Information

Sales Tax Category: SALES/USE

Sales Tax Date: Apr 2, 2017

Sales Price: $58,343.74

Inspection Information Vehicle Inspection Report MUST be verified.

Date of Inspection: Apr 2, 2017

Inspection Type: 2YR Inspection Fee: 16.75

Figure 33: Inspection Information

Note: The uploaded VIR will show in the View Documents popup.

Computed Fees

Expiration Date: 9 / 2026

Fee Description	Fee Assessed
TITLE APPLICATION FEE	$13.00
TERP TITLE FEE	$20.00
SALES TAX FEE	$4,375.00
DLR-ISSUED BUYER PLT	$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
Total Fees	$4,493.50

Cancel | Return Title | Review

Figure 34: Review Button

Click **Review** at the bottom of the Title Preview Screen. The status will change from Submitted to Reviewed.

1. The title application will appear on the Reviewed Titles with Payments Due page (if no grouping is enabled), on the Group Reviewed Titles for Payment (if county grouping is enabled), or on the Title Search page filtered for "Reviewed" status (if entity grouping is enabled). Refer to Section 7 – Grouping Title Applications.

   Note: Once an entity groups the title application, it will appear on your Reviewed Title Groups with Payments Due page.

   Note: You can filter transactions by origin (webDEALER or webSALVAGE) using the search filer on the Homepage, Title Search, and Payment pages.

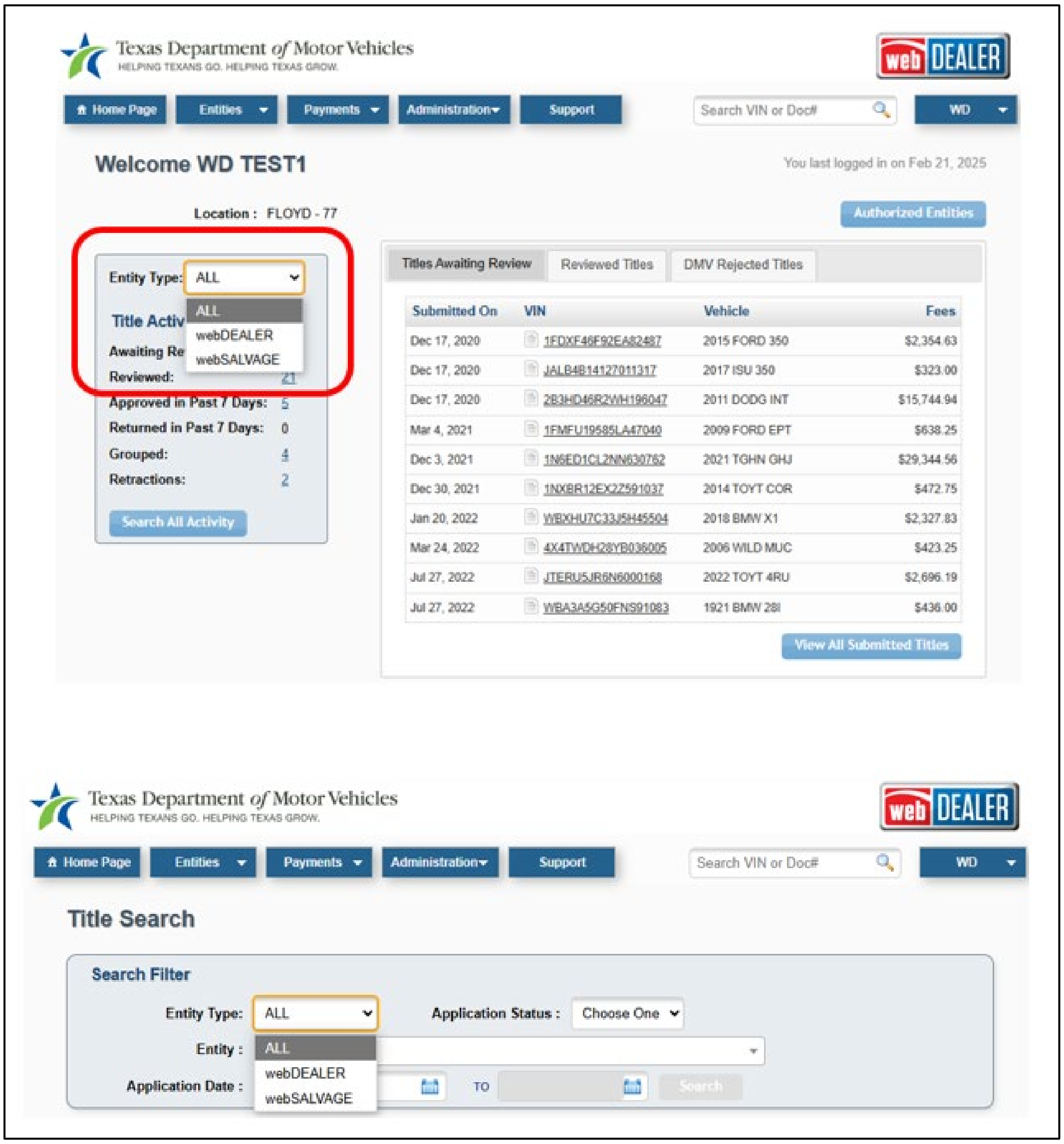


Figure 35: Filter Transactions by Origin

Note: You can filter transactions by origin (webDEALER or webSALVAGE) using the search filer on the Homepage, Title Search, and Payment pages. Transactions originating via webSALVAGE are original title applications applied for in the name of an insurance company.

6 Returning a Title Application

A title application may be returned by the county for any reason, such as the documents scanned were not the originals, the images were unreadable, missing signatures, or incorrect information. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles on the Home Page.

To return a title application, follow these steps:

1. Locate the application you want to return. Click the **VIN**.
2. On the Title Preview page, click **Return Title** at the bottom of the page.

Figure 36: Return Title Button

Note: The Review button will not display if the title application is in the Reviewed status or if the documents have not been viewed.

3. The Return Title Application popup displays. Type the reason for the return in the reason section of the popup. Click **Return**.

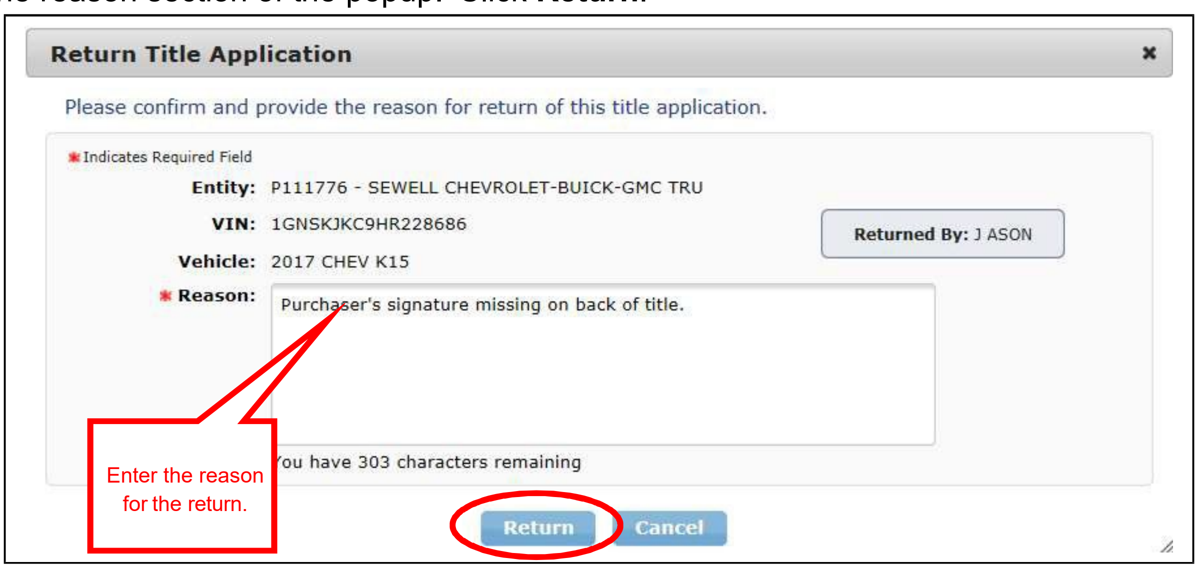


Figure 37: Return Title Popup

Note: Ensure that all documents and requirements for the transaction have been reviewed prior to returning the application.

Note: In order to return a Title Application that is in a group, the group will first need to be ungrouped (refer to Section 7.2 – Ungrouping Title Applications).

7 Grouping Title Applications

Title applications in Reviewed status can be grouped for payment. You can group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature (refer to Section 4.2.1 – Configuring Dealerships and Section 4.3.1 – Configuring Commercial Fleet Buyers). If grouping functionality is enabled for you or the entity, a title application must be grouped before payment and approval can be processed.

Note: If an entity is set up to group title applications, they will only be able to group those applications after your office has marked them as Reviewed.

If county grouping of title applications is enabled, Group Reviewed Titles is an option under the Payments tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.

Figure 38: Payments Tab

If title applications have already been grouped, the Title Activity box will display the number of groups in the number adjacent to "Grouped." Only groups created in the last 30 days will be counted.

Figure 39: Grouped in Title Activity Box

7.1 Grouping Title Applications

If county grouping of title applications is enabled, follow these steps to group title applications:

1. Click on **Group Reviewed Titles** under the Payments tab.
2. On the Group Reviewed Titles for Payment page, select the entity you want to group applications for or use the Search Filter for submission date to populate the list of applications for grouping.
3. Mark the box to the left of each application to include in the group. Click **Group Titles**.

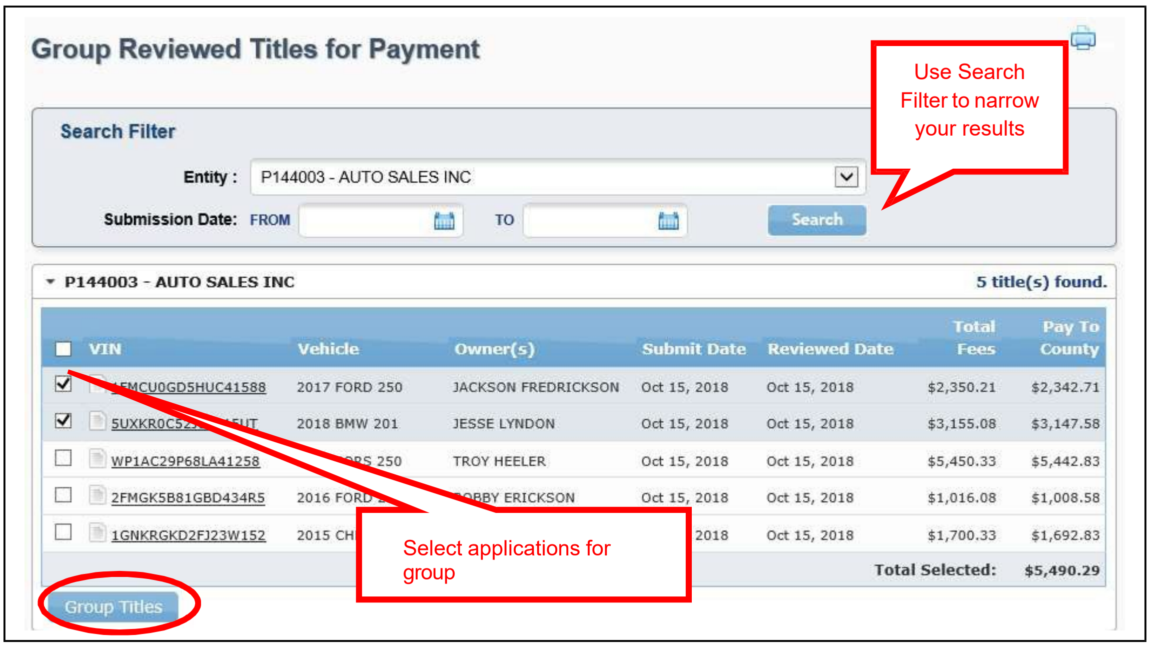


Figure 40: Group Reviewed Titles for Payment

4. The Group Reviewed Titles for Payment popup window will display. Click **Group Titles**.

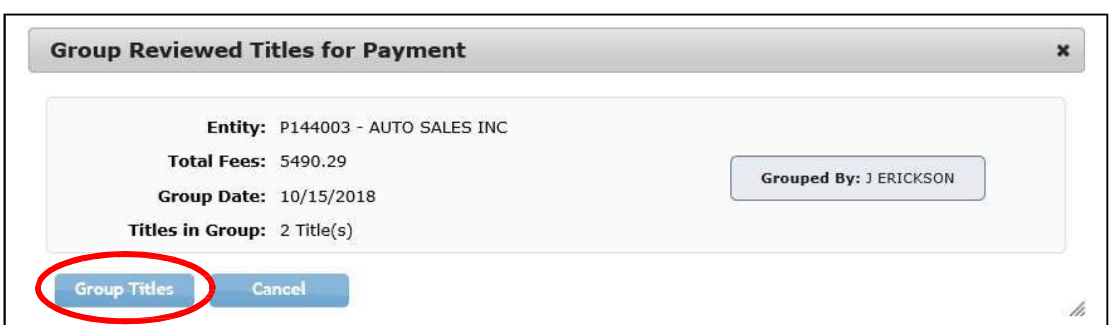


Figure 41: Group Reviewed Titles for Payment Popup

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

Figure 42: Group ID

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

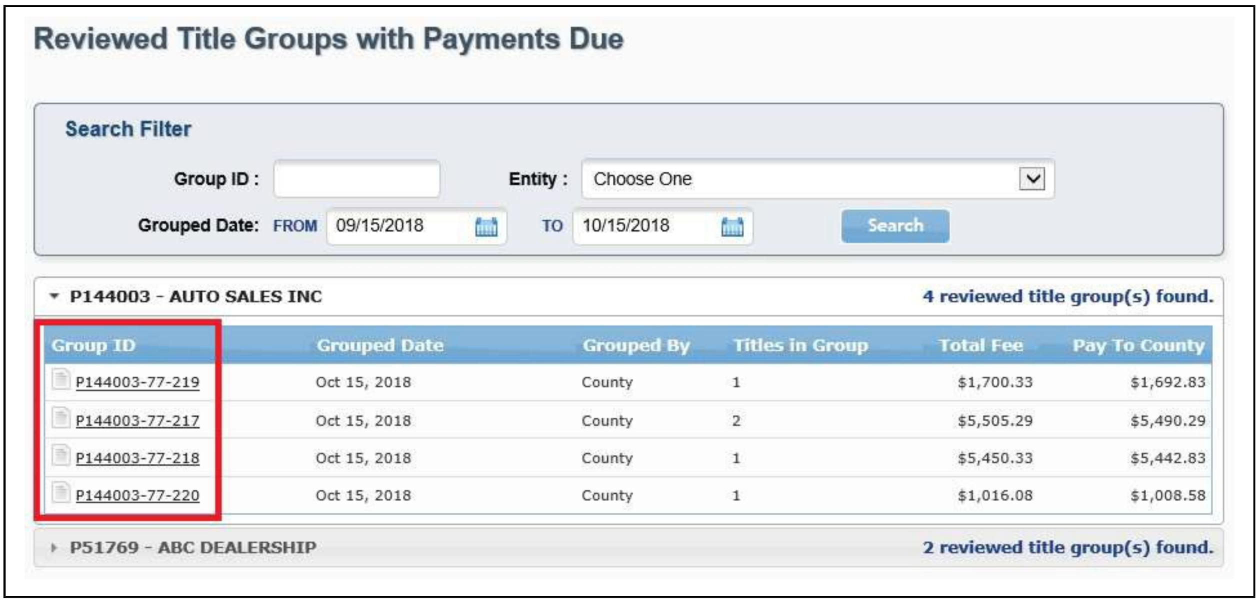


Figure 43: Reviewed Title Groups with Payments Due

Note: Both county grouped and entity grouped applications will show on the same page.

7.2 Ungrouping Title Applications

Whomever is set up to do the grouping (county or entity) can also choose to ungroup the title applications.

Note: If the entity is set up to do the grouping, you cannot ungroup their grouped title applications.

Follow these steps to ungroup title applications your office has grouped.

1. From the Reviewed Title Groups with Payments Due page, click the **Group ID** of the group you want to ungroup.

Figure 44: Reviewed Title Groups with Payments Due

2. Once the Group Details is open, click **Ungroup**.

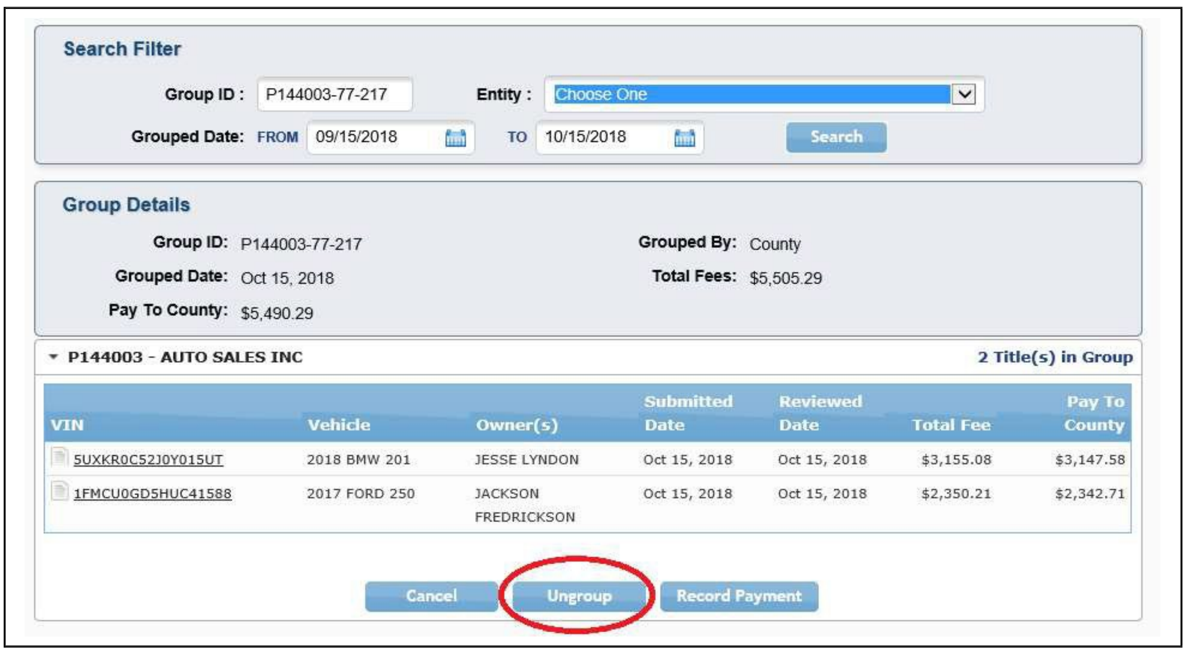


Figure 45: Ungroup Title Applications

3. A confirmation popup will display to verify you want to ungroup these applications. Click **Yes** to confirm.

Figure 46: Ungroup Confirmation Request

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

8 Approving and Recording Payment

Once title applications are in the Reviewed status or applications have been reviewed and grouped, you can approve and record payment.

8.1 Approving Non-grouped Applications

A title application in the Reviewed status can be approved if you or the entity are not set up to group.

To approve and record payment on non-grouped title applications, follow these steps:

1. Go to the Reviewed Titles with payments Due Page by selecting **Reviewed Titles with Payments Due** under the Payments tab.

Figure 47: Payments Tab

2. Select the entity that submitted the application you want to approve and record payment.

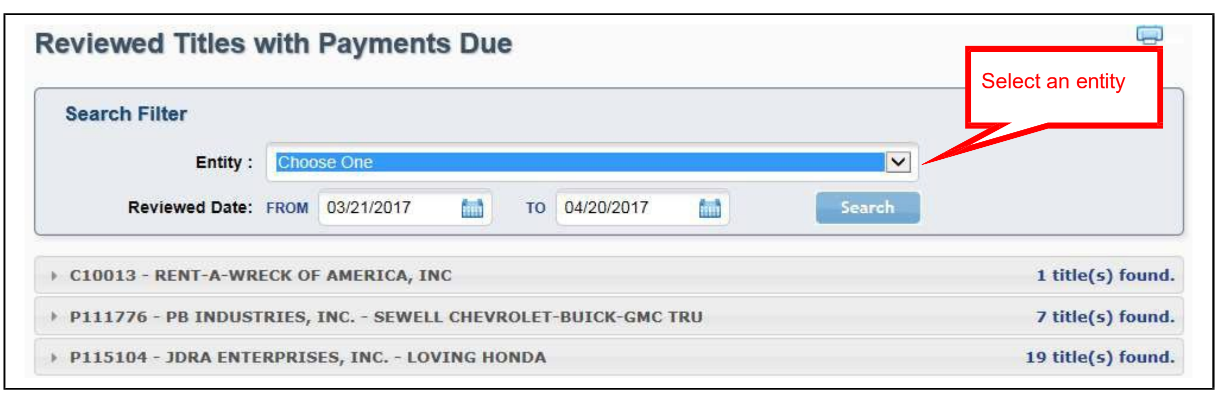


Figure 48: Select Entity

3. Mark the box next to the title applications for approval and recording payment. Click **Record Payment**.

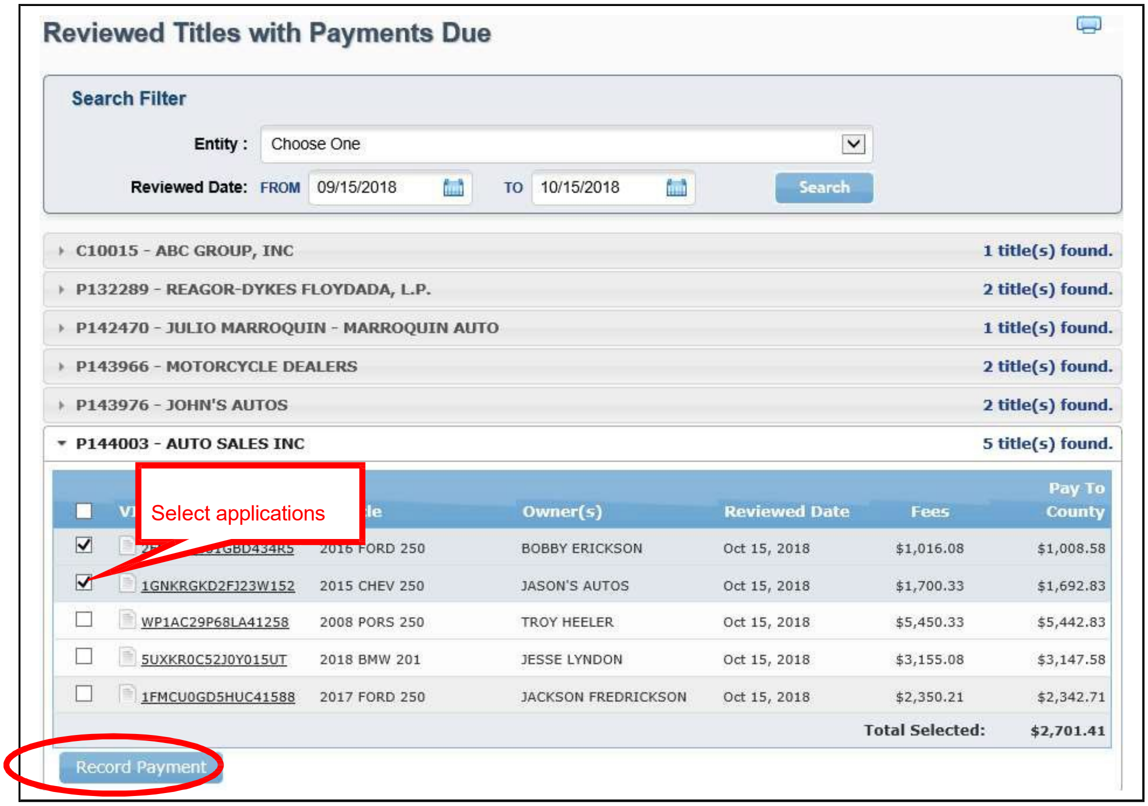


Figure 49: Select Title Applications

4. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

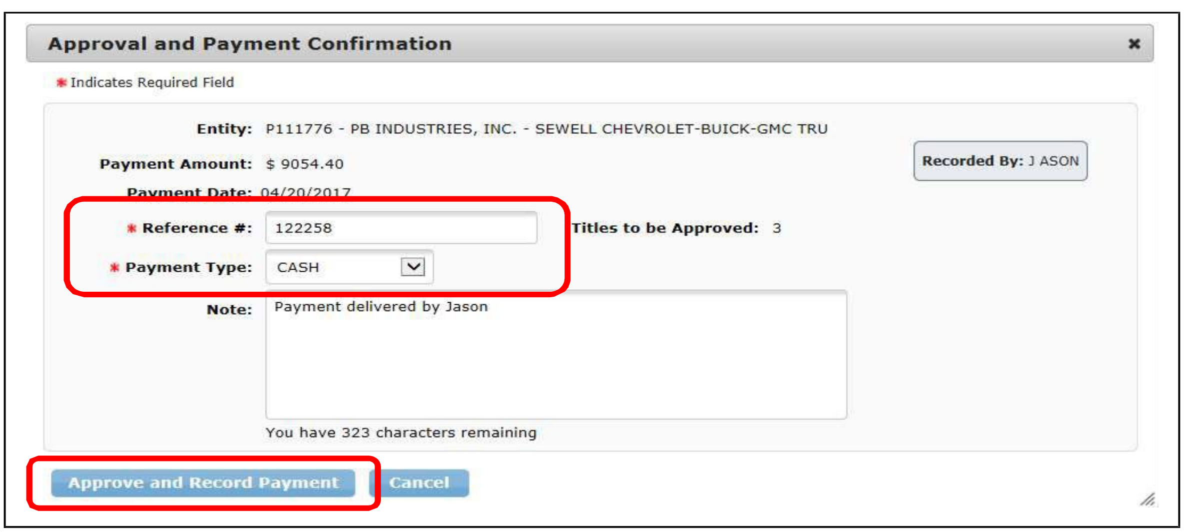


Figure 50: Approval and Payment Confirmation Popup

8.2 Approving Grouped Applications

Once applications are grouped, they can be approved, and payment can be recorded.

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

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

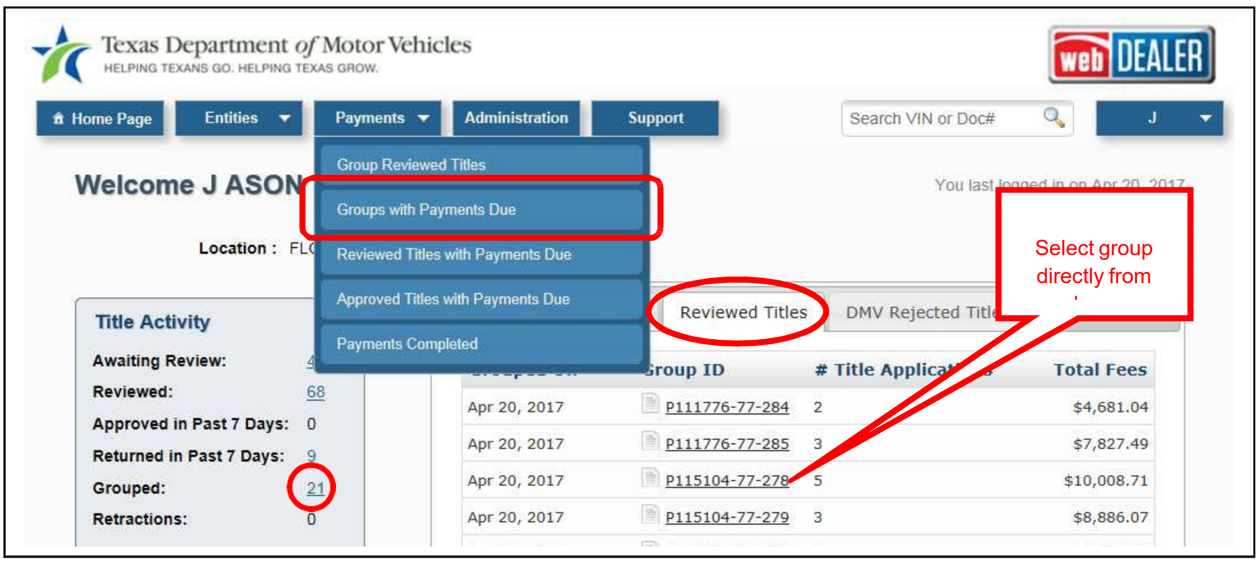


Figure 51: Groups with Payments Due

1. The Reviewed Title Groups with Payments Due page displays. Use the Search Filter to narrow your results, or expand an entity menu and click a **Group ID**.

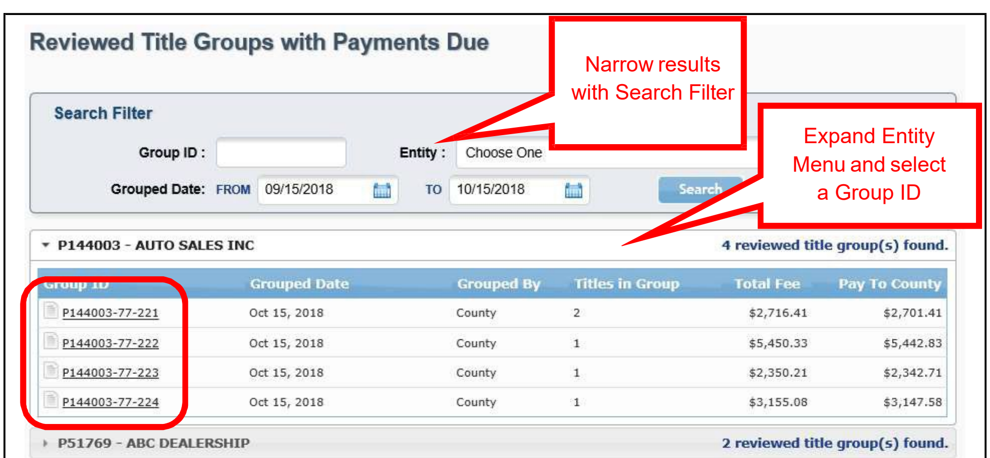


Figure 52: Reviewed Title Groups with Payments Due

2. The Group Details page displays. Click **Record Payment**.

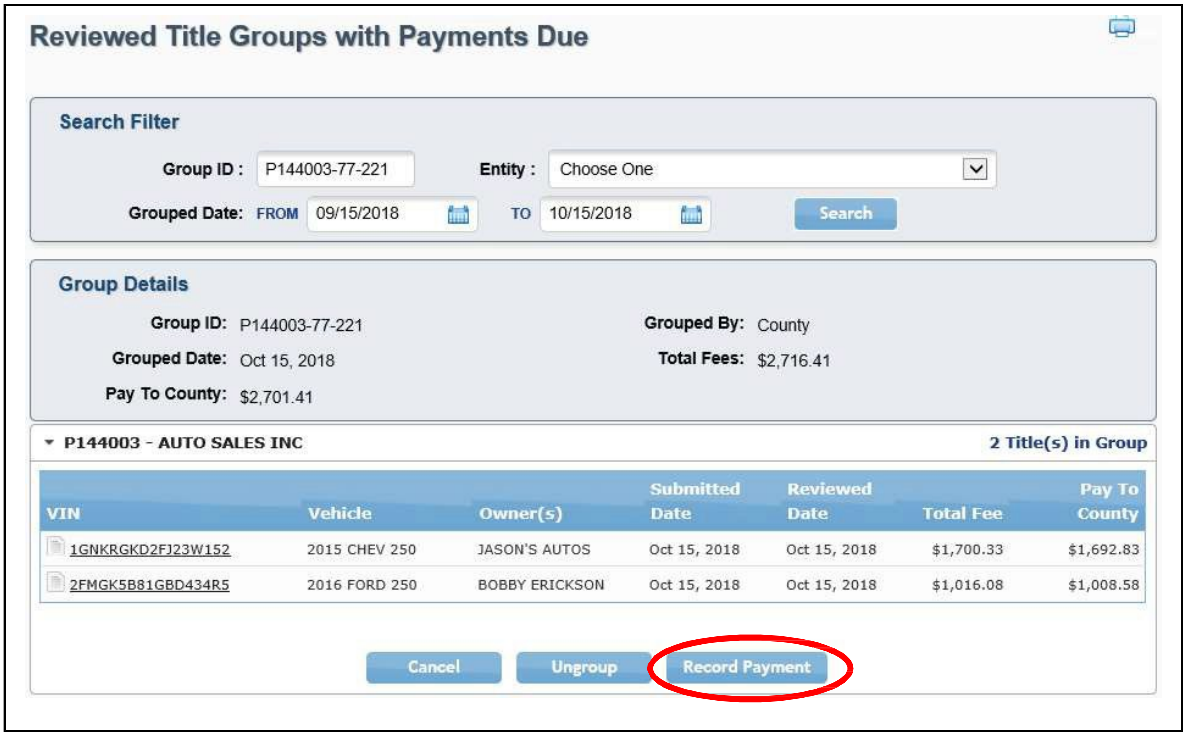


Figure 53: Record Payment

3. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

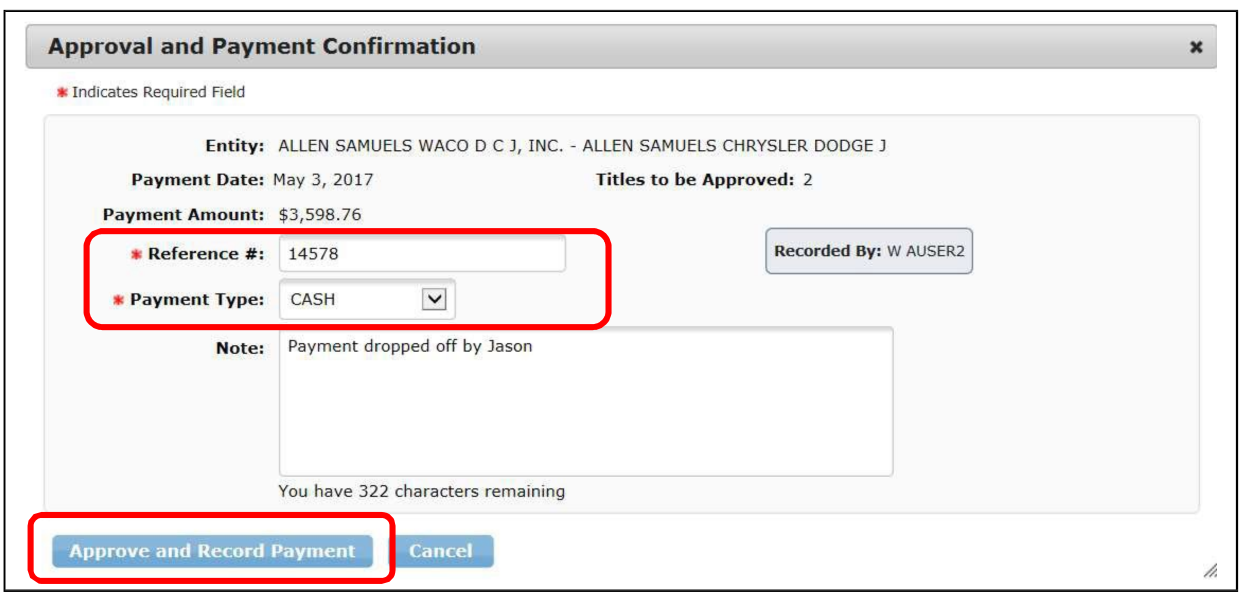


Figure 54: Approve and Record Payment

9 View Payment

You can view payments that have been processed for all title applications.

To view payments, follow these steps:

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

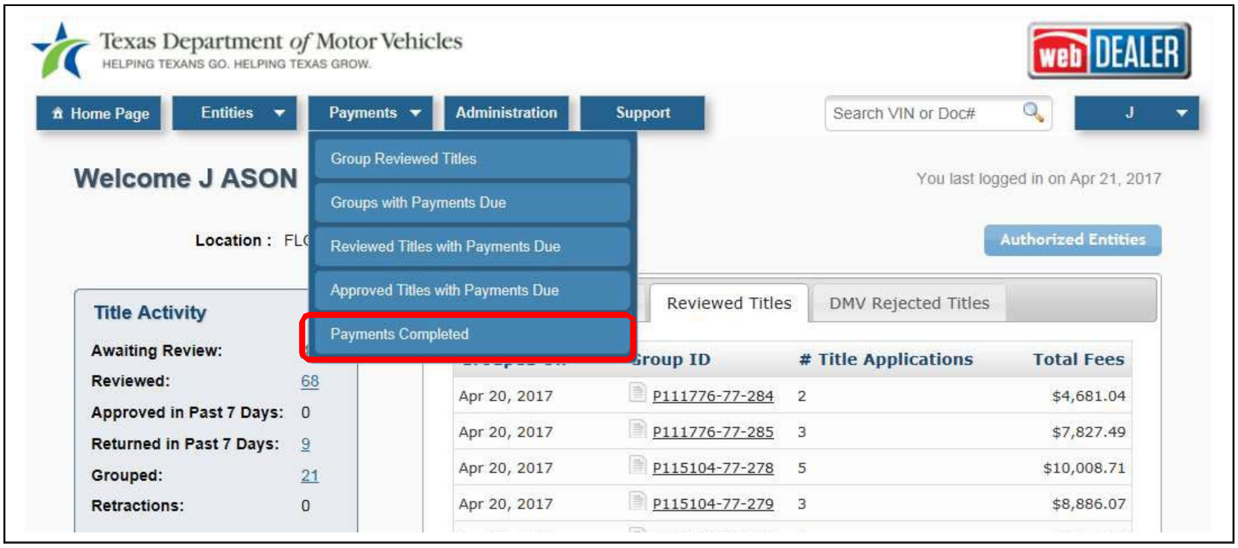


Figure 55: Select Payments Completed

2. The Payments Completed page displays. Narrow the results by using the Search Filter, or click a Reference # to view the payment information.

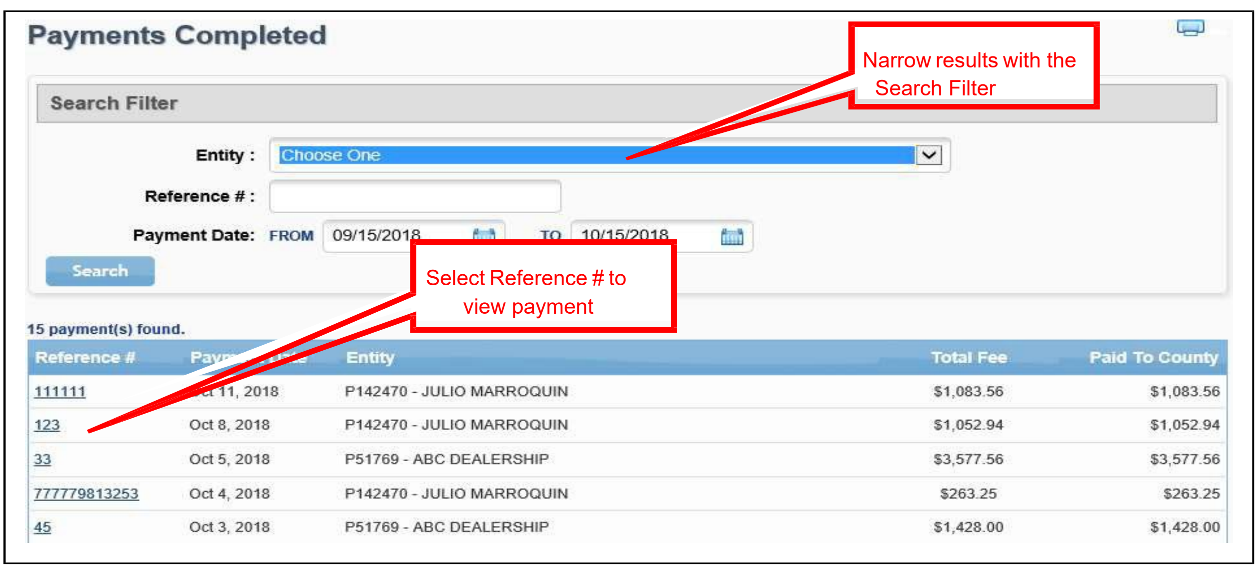


Figure 56: Payments Completed Page

3. The Payment Details displays with all the payment information.

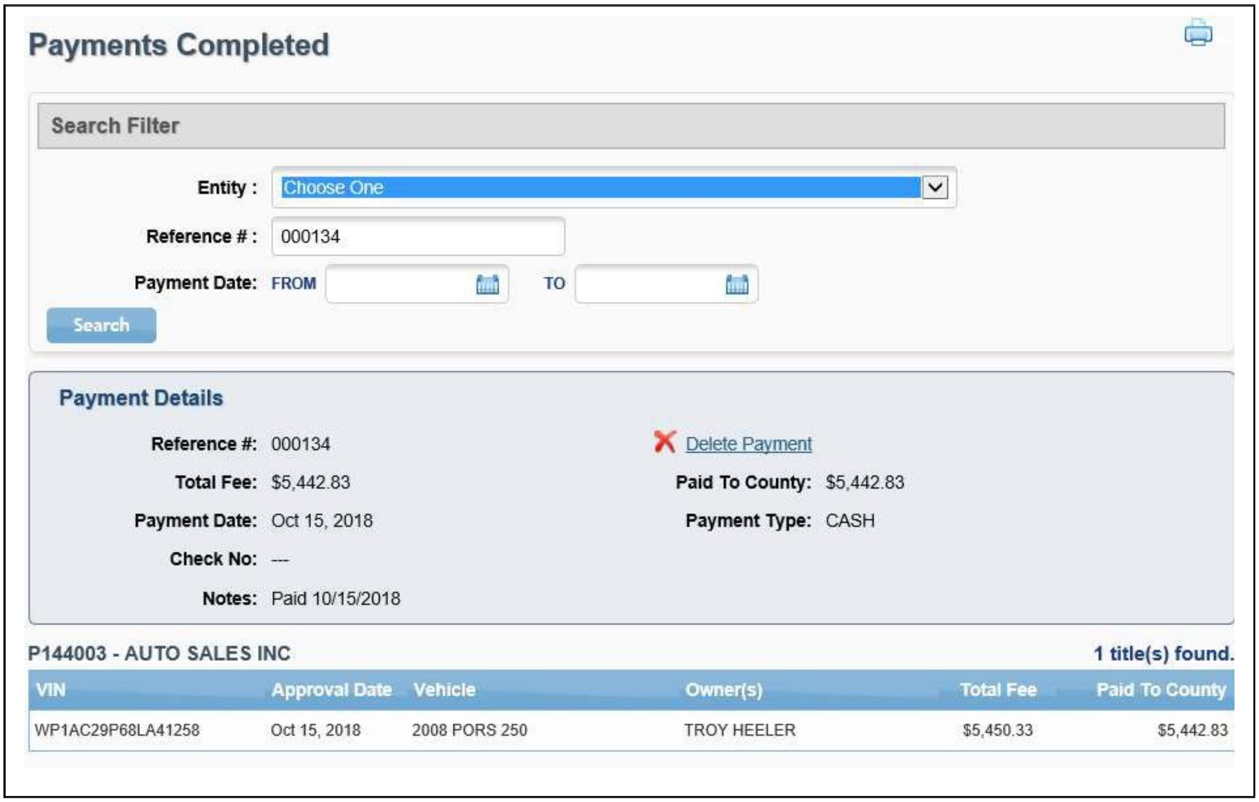


Figure 57: Payment Details

9.1 Delete Payment

If you processed a payment incorrectly, by mistake, or VOIDED the transaction, you may delete the payment from the Payments Completed page.

Once a payment is deleted, the title application reverts back to an unpaid status; however, the application will still be approved. To delete a payment, follow these steps:

1. Click the **Reference #** of the payment on the Payments Completed Page.
2. Click **Delete Payment** in the Payment Details section.

Figure 58: Delete Payment

3. The Payments Completed page displays with the message “Payment record has been deleted. All associated titles have been marked as unpaid.”

4. Once a payment is deleted, the title application reverts back to an unpaid status. However, the application will still be approved. These applications will appear on the Approved Titles with Payments Due page. This page can be accessed by selecting **Approved Titles with Payments Due** under the Payments tab.

Figure 59: Payments Tab

5. You can re-record the payment from the Approved Titles with Payments Due page by selecting the application(s) for payment and clicking **Record Payment**.

Figure 60: Approved Titles with Payments Due

6. Complete the Payment Confirmation information. Click **Record Payment.**

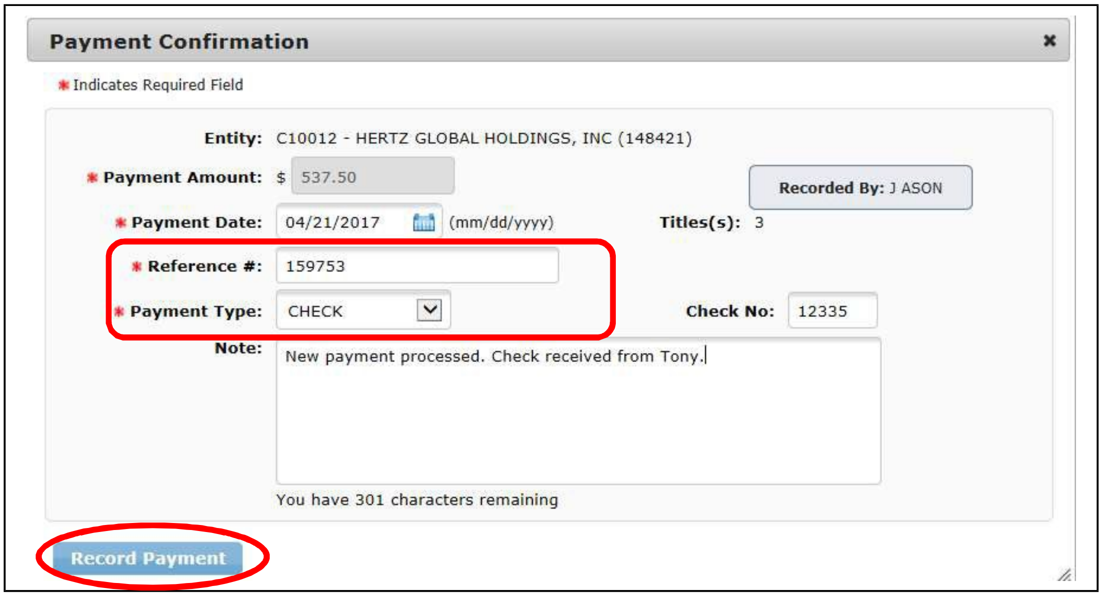


Figure 61: Payment Confirmation

10 Printing Receipts

If an entity is not configured to issue registration stickers, you can print the final receipt either individually or by a batch once a title application is approved. Follow these steps to print a receipt:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Entities tab. In the Search Filter, choose a status of "Approved." You can optionally select an Entity and/or enter a Date Range to narrow your search criteria. Click **Search**. The results can then be grouped by Approval Date (default) or Entity.
2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications. Click **Print Receipt(s)**.

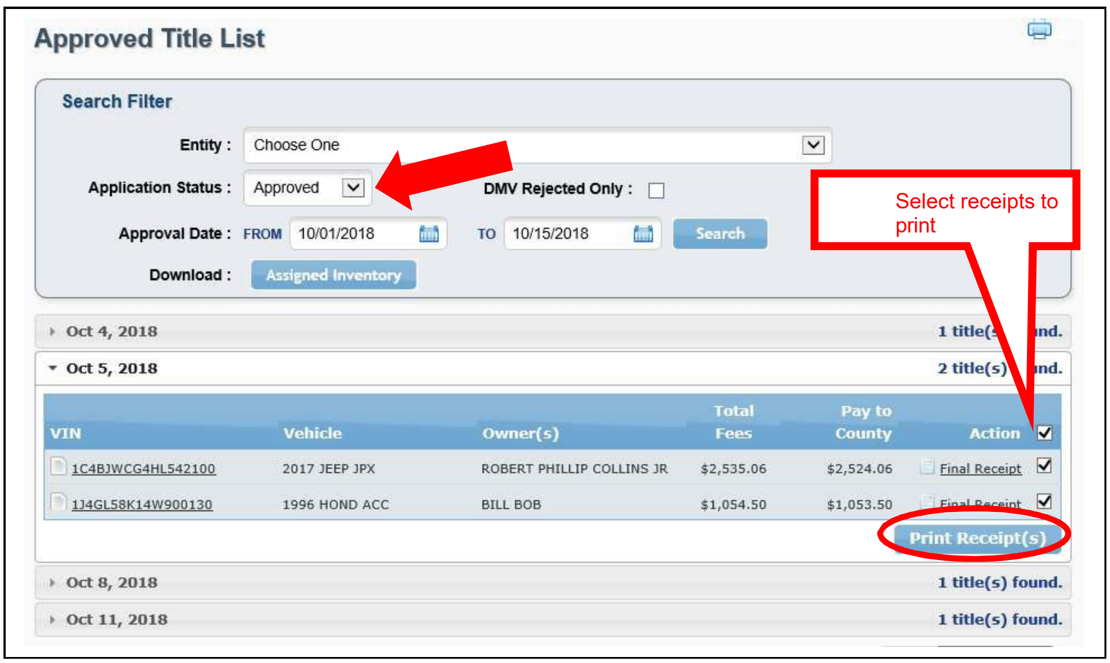


Figure 62: Print Receipts

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

10.1 Print Receipt from Title Preview

The Title Preview screen will also show a link to "View Final Receipt" where you can print the final receipt for the individual title application.

Figure 63: Title Preview Page Print Receipt

11 Retracting Title Applications

An entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the entity.

11.1 Viewing Retraction Requests

You can locate title applications with retraction requests through the Title Activity box or from the Title Search page.

- On the Home Page, click the number next to Retractions in the Title Activity box.

Figure 64: Retraction Requests

- From any page, select **Title Search** under the Entities tab at the top of the page. Use the Search Filter to select an Application Status of “Submitted” with the Retraction Requests Only check box checked.

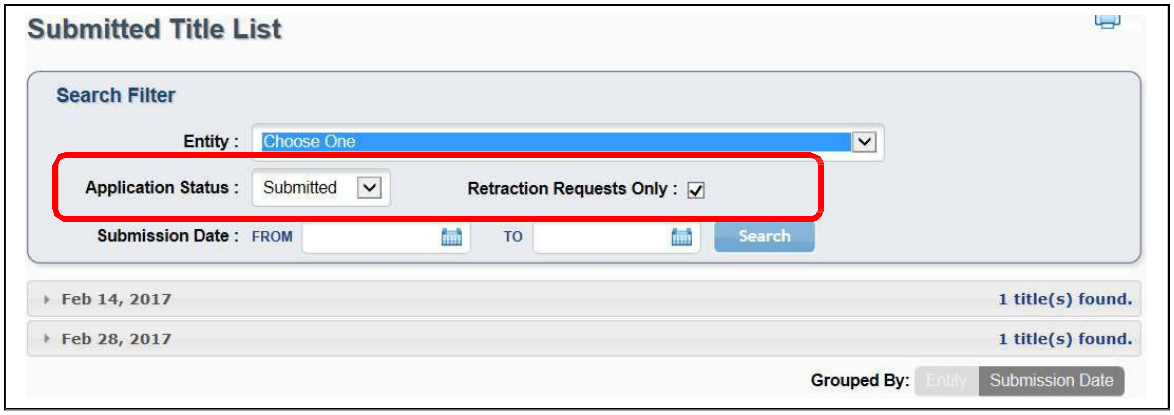


Figure 65 :Title Search Page – Retraction Requests

To review a retraction request, follow these steps:

1. On the Submitted Title List page, click the **VIN**.

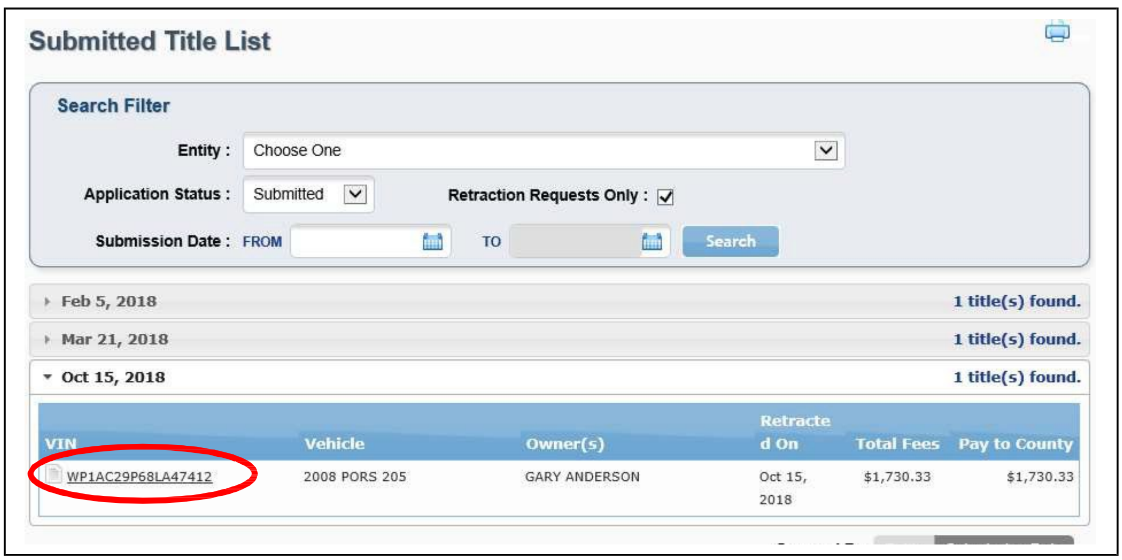


Figure 66: Select VIN

2. The Title Preview page will display. The Application Status will be in red, and there will be a warning message at the top of the page.

Figure 67: Retraction Request, Title Preview Page

3. You can view the reason for the retraction request by clicking the red **Application Status** to view the Transaction History.

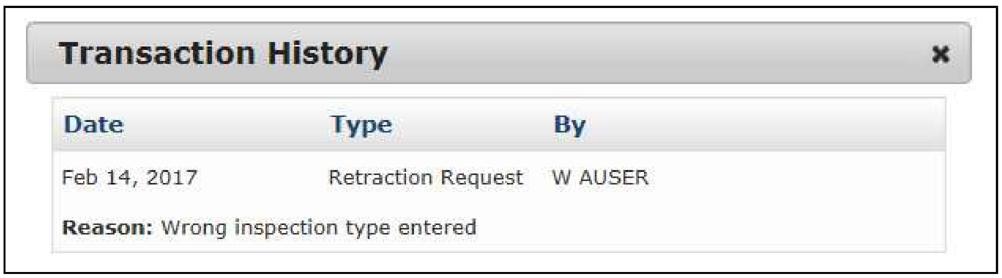


Figure 68: Transaction History

11.2 Approving Retraction Requests

To approve a retraction request and place the application in the Returned status, follow these steps:

1. On the Title Preview page, click **Return Title.**

Figure 69: Return Title Button

2. The Return Title Application popup will appear. Enter in the reason for returning the application, which enables the **Return** button. Click **Return**.

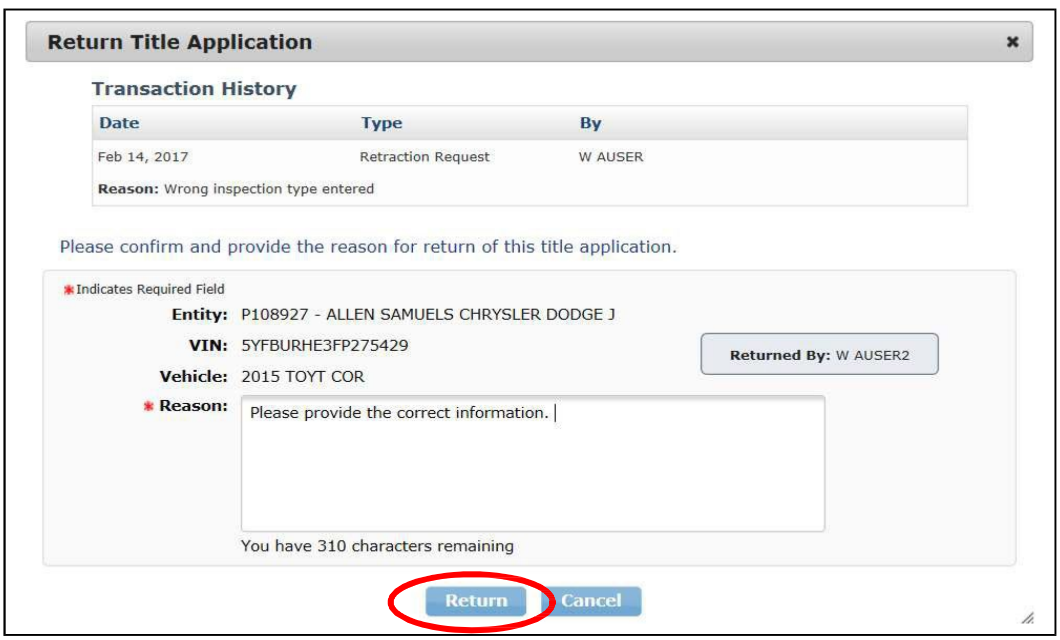


Figure 70: Return Title Application Popup

3. This will approve the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit and resubmit the title application.

11.3 Declining Retraction Requests

To decline a retraction request, follow these steps:

1. Review the information on the Title Preview page and review the uploaded documents by clicking **View Documents**.

Figure 71: View Documents

2. The Review button will activate after the View Documents popup closes, and the Plate and Sticker information has been updated, if applicable. Click **Review**.

Figure 72: Click Review

3. You must certify you want to proceed with the application even though there is a pending retraction request on the application. Click **Review**.

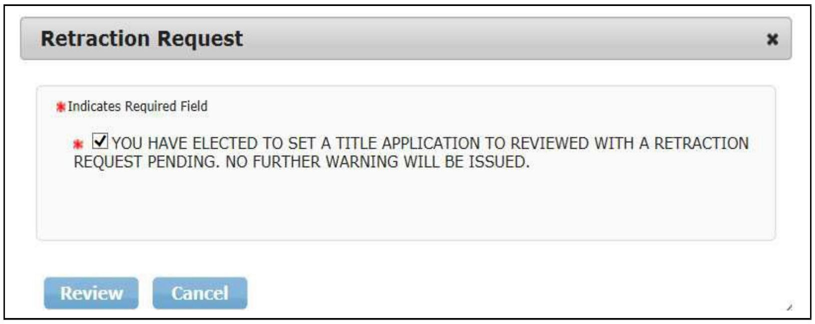


Figure 73:Retraction Request Certification

4. The declined retraction request will be documented in the Transaction History and can be seen by clicking the **Application Status** on the Title Preview page.

12 Transaction History

The history of title applications is tracked and displayed in a Transaction History that can be viewed by clicking on the **Application Status** on the Title Preview page.

The types of transactions collected and displayed in the Transaction History include:

- Retraction Request – when a retraction is requested
- Retraction Declined – when a retraction is requested and not accepted by your office
- Returned – when a title application is returned or when a retraction request is approved (thus returning the title application)
- Resubmitted – when a title application is resubmitted

To view the transaction history on an application, follow these steps:

1. Locate the title application and open the Title Preview page by clicking the **VIN**.
2. Click the **Application Status** on the top of the page.

Figure 74: Application Status

3. Any reasons added to retraction requests, returned transactions, or resubmitted transactions will appear for each entry in the Transaction History.

Figure 75: Transaction History

Appendices

Appendix 1 – Title Application Receipt

WEB DEALER ORIGINAL TITLE

1N4AL3AP1FC229714

07703545839250000

PROCESSING COUNTY: FLOYD
RESIDENT COUNTY: TRAVIS
PLATE NO: IN93100
DOCUMENT NO: 07703545839250000
PREV DOC NO: 2343-CD-07/03/2025 (P)

TAC NAME: DELIA SUAREZ
DATE: 07/03/2025
TIME: 01:09PM
USER: 077-SWETHA

EFFECTIVE DATE: 07/03/2025
EXPIRATION DATE: 6/2026
WEB TITLE ID: 3491756

OWNER NAME AND ADDRESS
TRAVIS ADDRESS
TRAVIS ADDRESS
8038 EXCHANGE DR
AUSTIN, TX 78754

REGISTRATION CLASS: COMBINATION
PLATE TYPE: COMBINATION PLT
ORGANIZATION:
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1N4AL3AP1FC229714 VEHICLE CLASSIFICATION: TRK<=1
YR/MAKE: 2015/NISS MODEL: ALT BODY STYLE: 4D UNIT NO:
EMPTY WT: 50000 CARRYING CAPACITY: 30000 GROSS WT: 80000 TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO: TVL TRLR L/W/SQFT: 0'0"
PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G PREV CITY/STATE: ANDREWS, TX

INVENTORY ITEM(S) YR
COMBINATION PLT
WINDSHIELD STICKER 2026

VEHICLE RECORD NOTATIONS
HEAVY VEHICLE USE TAX VERIFIED
PAPER TITLE
MAJOR COLOR: RED
FUEL TYPE: GAS

FEES ASSESSED		
TITLE APPLICATION FEE	$	13.00
TEMP TITLE FEE	$	20.00
SALES TAX FEE	$	3,125.00
DLR-ISSUED BUYER PLT	$	10.00
FSD TITLE CONVENIENCE FEE	$	0.00
COMBINATION PLT	$	840.00
REGISTRATION EMISSIONS FEE	$	84.00
REG FEE-DPS	$	1.00
CNTY ROAD BRIDGE ADD-ON FEE	$	10.00
CHILD SAFETY FUND	$	1.50
INSPECTION FEE-1YR	$	7.50
PROCESSING AND HANDLING FEE	$	4.75
TOTAL	$	4,116.75

ODOMETER READING: EXEMPT BRAND:
OWNERSHIP EVIDENCE: OUT-OF-STATE TITLE
1ST LIEN

2ND LIEN

3RD LIEN

SALES TAX CATEGORY: SALES/USE

Date of Assignment/Sales Tax Date: 07/03/2025

Sales Price	$	50,000.00
Less Trade In Allowance	$	0.00
Taxable Amount	$	50,000.00
Sales Tax Paid	$	3,125.00
Less Other State Tax Paid	$	0.00
Tax Penalty	$	0.00
TOTAL TAX PAID	$	3,125.00

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

IN93100

06 26

TRAVIS FC229714

VOID
DO NOT USE/ NO USE

Appendix 2 – ACH Authorization Example

<IMA SAMPLE>
Tax Assessor Collector

Automatic Bank Draft Authorization Form

****** Please note that if your bank has an ACH limit, please notify this office and make sure that; your work does not exceed that limit, have the limit raised if necessary or authorize the <Name> County Tax Office to be able to exceed the limit if your work requires******

I (we) hereby authorize the <Name> County Tax Assessor/Collector's Office, herein called Company, to initiate debit transactions from the U.S. Bank named below, herein called Depository, for the payment of the tax, title and registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

Name ______________________________

Mailing Address ______________ City __________ State ________ Zip ________

Email ______________ Phone ______________

Bank Name ______________ Account Name ______________

Routing Number ______________ Account Number ______________

Bank Representative ______________ Phone ______________

This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.

Authorized Signature:

Signature ______________________ Date ______________

Printed Name ______________________ Title ______________

Signature ______________________ Date ______________

Printed Name ______________________ Title ______________

Return this form to <Name> County Tax Assessor/Collectors office at <County Address, City, State>, Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<Name> County

Main Office:	Satellite Locations			
123 Sample	123 Sample	123 Sample	123 Sample	123 Sample
Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751
(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567
Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567

Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

- $.50 Verification Fee
- The buyer must have a valid Texas Driver License/Identification (ID) Card.
- The title application cannot be submitted to the county tax assessors-collector's office without the Electronic Buyer Acknowledgment being completed by the buyer.

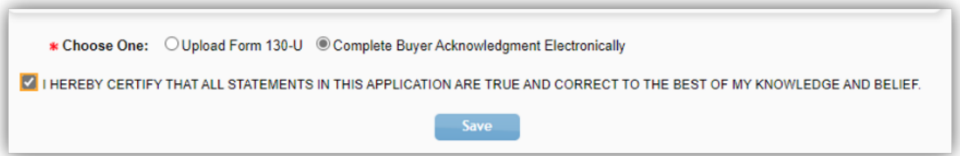


Figure 76: Electronic Buyer Acknowledgement

- The buyer will receive an email from webDEALER. The email contains a hyperlink to the webDEALER Buyer Acknowledgement Login webpage. Alternatively, the dealer may navigate to the webDEALER Buyer Acknowledgment Login website in their internet web browser to have the buyer complete the required information
- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
- The buyer is required to login to webDEALER using the following:
    - Last eight digits of the VIN
    - Texas Driver License/ID Number
    - Date of Birth
    - Driver License/ID card audit number
    - Last four digits of their Social Security

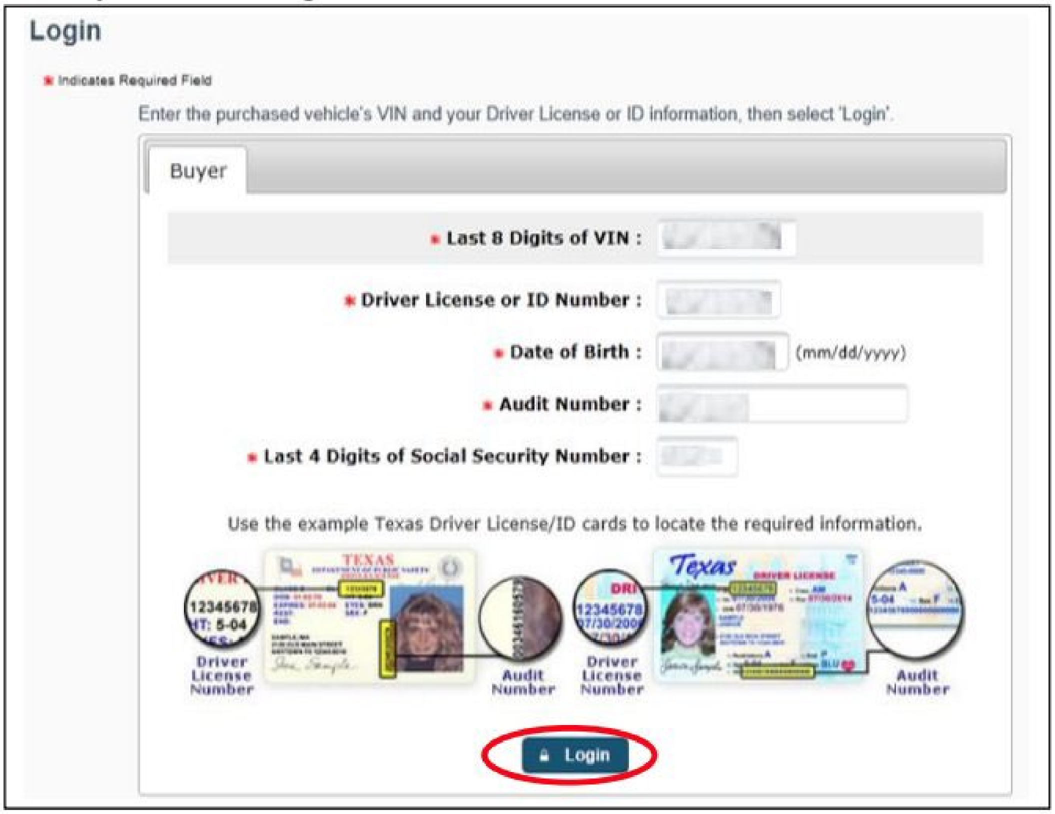


Figure 77: Login Page

A successful login and acknowledgment by the buyer constitute the required signature for the odometer reading and sales price.

Note: The form 130-U is not required to be uploaded and the assignment/odometer disclosure on the ownership document does not have to be completed in the case of the dealer utilizing the Electronic Buyer Acknowledgment.

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

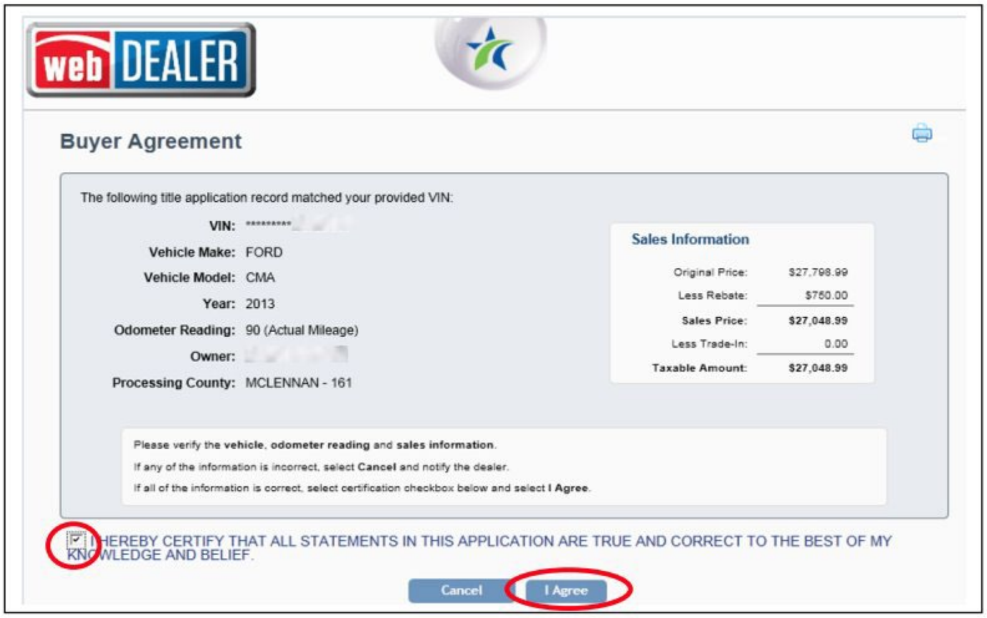


Figure 78: Buyer Agreement

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

The title application is automatically updated. The dealer is then able to complete the rest of the title application.

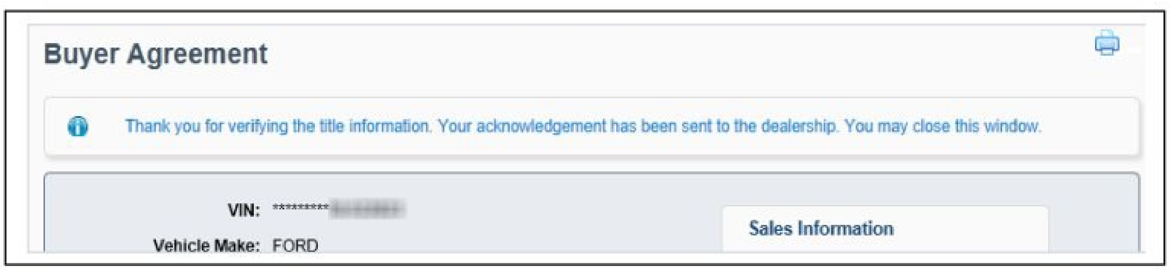


Figure 79: Confirmation

Appendix 4 – Entity Equipment Requirements

For the implementation to be successful, each location must include the proper equipment and infrastructure necessary for the webDEALER application.

Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Supported versions of the operating systems, with current security patching, are recommended. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

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

Web Browsers

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

Web Browser	Website
Microsoft Edge	www.microsoftedge.com
Firefox	www.mozilla.com/firefox
Safari	www.apple.com/safari
Chrome	www.google.com/chrome

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

Adobe Acrobat Reader

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

Printer Requirements

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

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Alignment is the most frequent challenge encountered with printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality.

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

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

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

Printing on POS Sticker Paper

To print registration stickers:

1. In the Printer drop-down menu, select RTS-POS-Tray3.

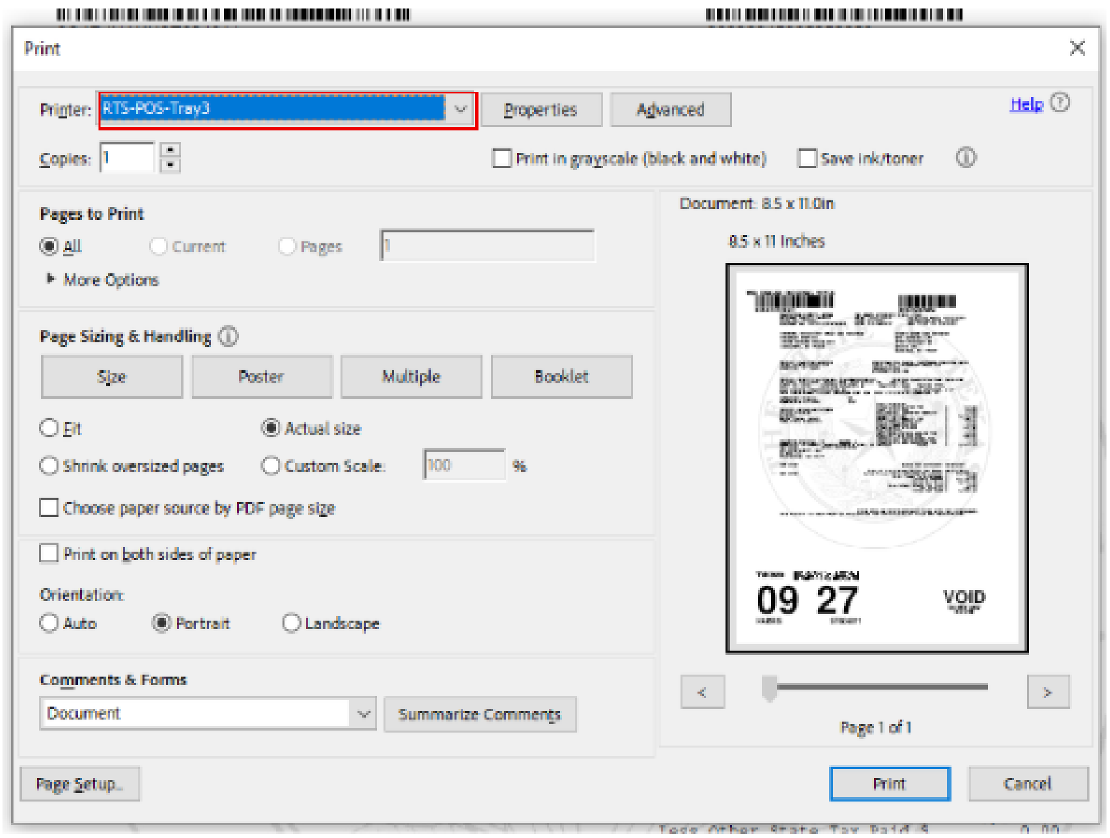


Figure 80: Printing on POS Sticker Paper - Tray Select

2. Under Page Sizing & Handling, select **Actual Size**.

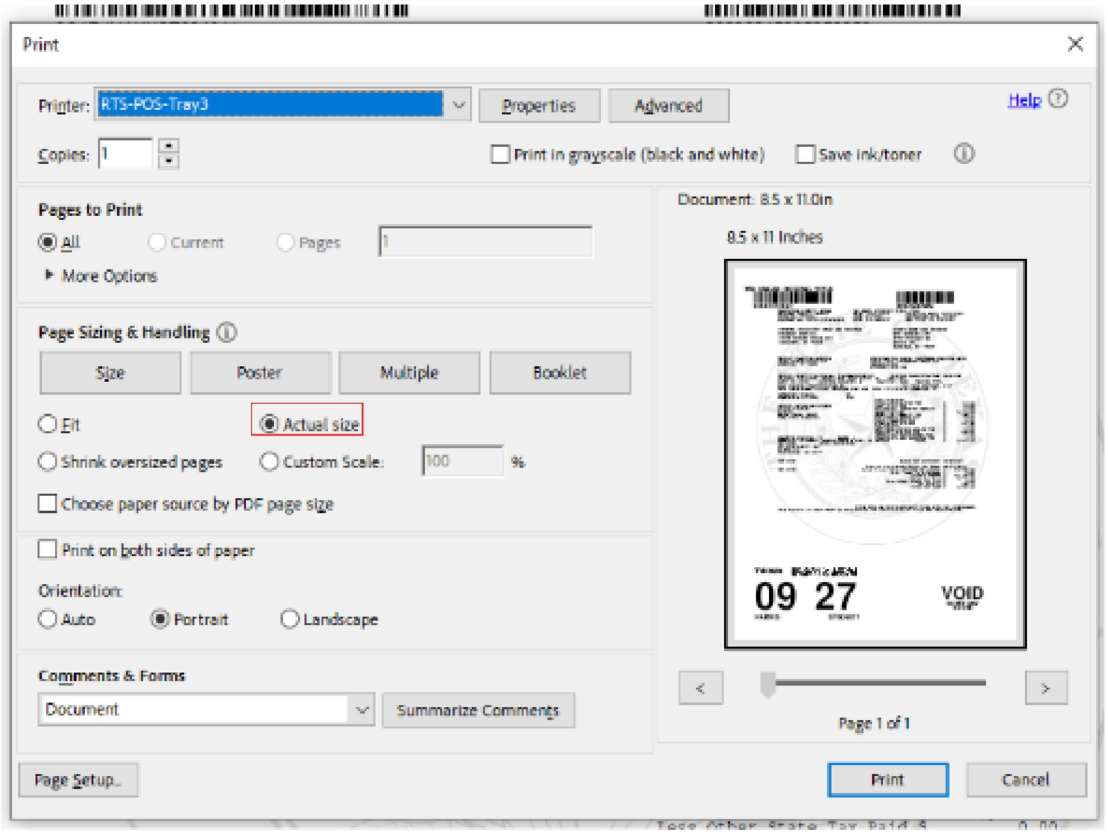


Figure 81: Print Setup Window

3. Click **Print** to complete the process.

Printing on RTS Receipt Paper, for County Receipt for Record Keeping

To print on RTS receipt paper:

1. In the Printer drop-down menu, select **RTS-POS-Tray2**.

2. Click Print.

Note: Sticker Alignment Adjustment, if needed

If selecting Actual Size does not provide proper alignment for the POS sticker, make the following adjustments:

1. Under Page Sizing & Handling, select Custom Scale.

2. Gradually lower the percentage (e.g., 99%, 98%) until alignment is correct.

Adobe Acrobat should remember the last-used print settings during the same session; however, that may not always be true. For best practice, verify the printer tray and page size setting before each print.

Scanner Requirements

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

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

When scanning, dealers can choose from three color options: black and white, grayscale, and colored. The recommended color mode for optimal OCR (optical character recognition software) accuracy is grayscale. Black-and-white would also work for most text documents with clear font.

Only stamp requirement is the “SURRENDERED” stamp, Texas Admin Code Rule 217.74

Surrendered Stamp

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

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

Appendix 5 – Document Upload Order

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

1. *Application for Texas Title and/or Registration* (Form 130-U)

2. Evidence of Ownership:
    - Manufacturer's Certificate of Origin
    - Texas Certificate of Title
    - Texas Certified Copy of Title
    - Out of State Title
3. Other Supporting Evidence:
    - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
    - *Limited Power of Attorney for Eligible Motor Transactions* (Form VTR-271)
    - *Power of Attorney for Transfer of Ownership to a Motor Vehicle* (Form VTR-271-A)
    - Repossession Affidavit
    - Release of Lien
    - *Beneficiary Designation for a Motor Vehicle* (Form VTR-121)
    - *Rights of Survivorship Ownership Agreement for a Motor Vehicle* (Form VTR-122)
    - Weight Certificate

4. Out of State Vehicles:
    - Self-Certification for Out of State Vehicles must be completed on the Application for Texas Title and/or Registration (Form 130-U)

5. Additional Supporting Documents

Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
County System Support	TxDMV Regional Service Center	Local phone or e-mail	**Monday – Friday** 8:00 AM – 5:00 PM
Dealer System Support	TxDMV Customer Service Support Line	(888) 368-4689	**Monday – Friday** 8:00 AM – 5:00 PM