



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 Acknowledgment 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.



The left image is a Texas Certificate of Title for a 2014 Ford 4D. It features a 'SURRENDERED' stamp in the center. The right image is a Texas Certificate of Title for a 2014 Ford 4D, also featuring a 'SURRENDERED' stamp. The right image also includes a section for 'WHEN VEHICLE IS SOLD, TITLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE INDICATING A DATE OF SALE TO THE PURCHASER WHO MUST FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 30 DAYS TO AVOID PENALTY.' and a section for '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.'

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.

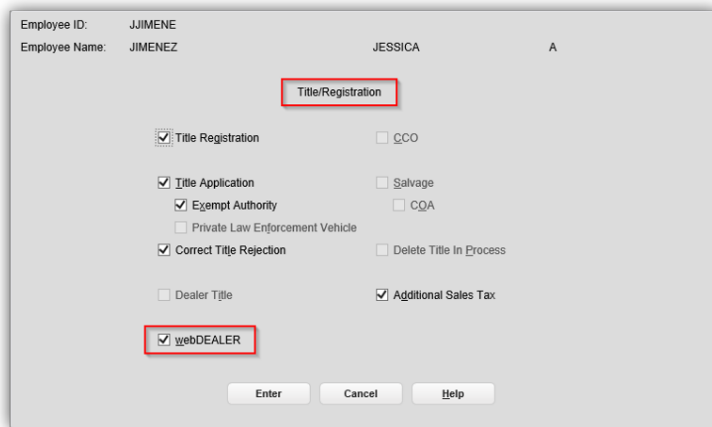
Note: Title applications with salvage titles cannot be submitted through webDEALER.



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.



Employee ID: JJIMENE
Employee Name: JIMENEZ JESSICA A

Title/Registration

<input checked="" type="checkbox"/> Title Registration	<input type="checkbox"/> CCO
<input checked="" type="checkbox"/> Title Application	<input type="checkbox"/> Salvage
<input checked="" type="checkbox"/> Exempt Authority	<input type="checkbox"/> CQA
<input type="checkbox"/> Private Law Enforcement Vehicle	<input type="checkbox"/> Delete Title In Process
<input checked="" type="checkbox"/> Correct Title Rejection	<input type="checkbox"/> Dealer Title
<input type="checkbox"/> Dealer Title	<input checked="" type="checkbox"/> Additional Sales Tax
<input checked="" type="checkbox"/> webDEALER	

Enter Cancel Help

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.



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web DEALER

Login

* Indicates Required Field

Dealers County / TxDMV Commercial Fleet Buyer

Workstation ID : 401

* Username :

* Password :

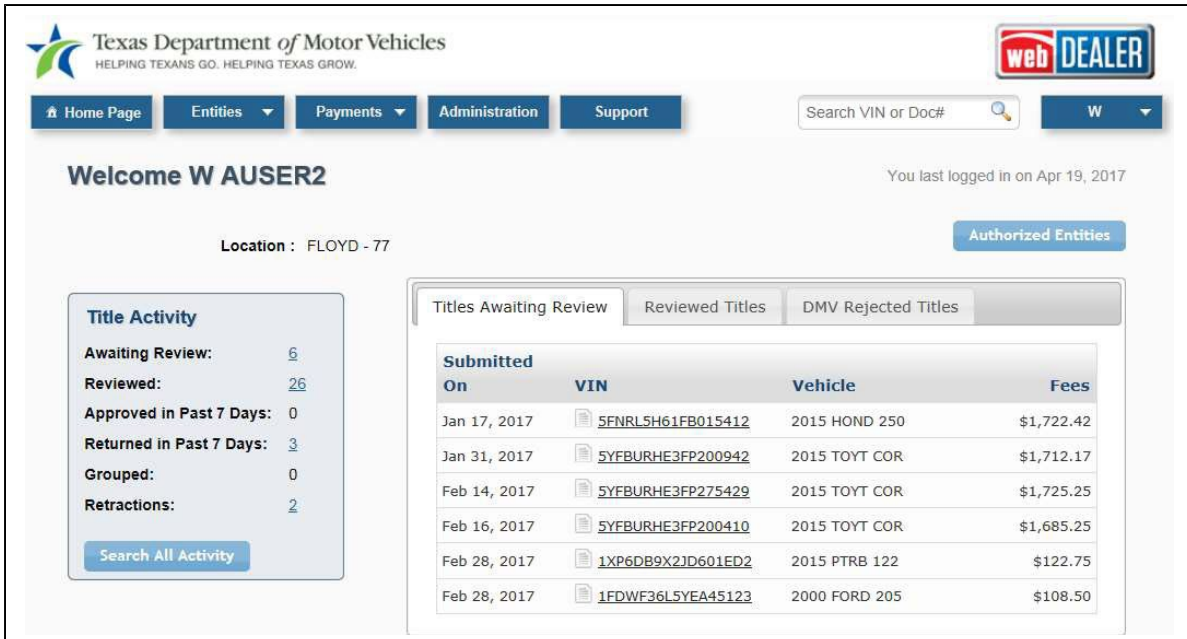
Login

webDEALER v4.1.0 - Thursday May 17 2018

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



Welcome W AUZER2 You last logged in on Apr 19, 2017

Location : FLOYD - 77

Title Activity

- Awaiting Review: 6
- Reviewed: 26
- Approved in Past 7 Days: 0
- Returned in Past 7 Days: 3
- Grouped: 0
- Retractions: 2

[Search All Activity](#)

Titles Awaiting Review | Reviewed Titles | DMV Rejected Titles

Submitted On	VIN	Vehicle	Fees
Jan 17, 2017	<u>5FNRL5H61FB015412</u>	2015 HOND 250	\$1,722.42
Jan 31, 2017	<u>5YFBURHE3FP200942</u>	2015 TOYT COR	\$1,712.17
Feb 14, 2017	<u>5YFBURHE3FP275429</u>	2015 TOYT COR	\$1,725.25
Feb 16, 2017	<u>5YFBURHE3FP200410</u>	2015 TOYT COR	\$1,685.25
Feb 28, 2017	<u>1XP6DB9X2JD601ED2</u>	2015 PTRB 122	\$122.75
Feb 28, 2017	<u>1FDWVF36L5YEA45123</u>	2000 FORD 205	\$108.50

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.

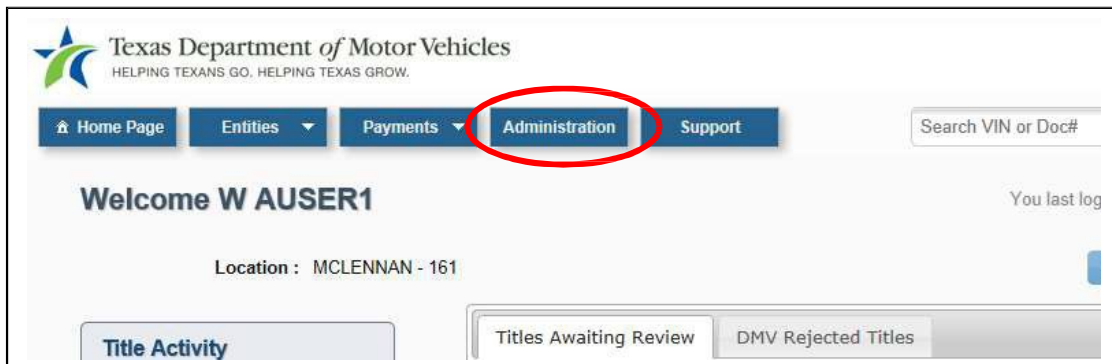


Figure 6: Home Page

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

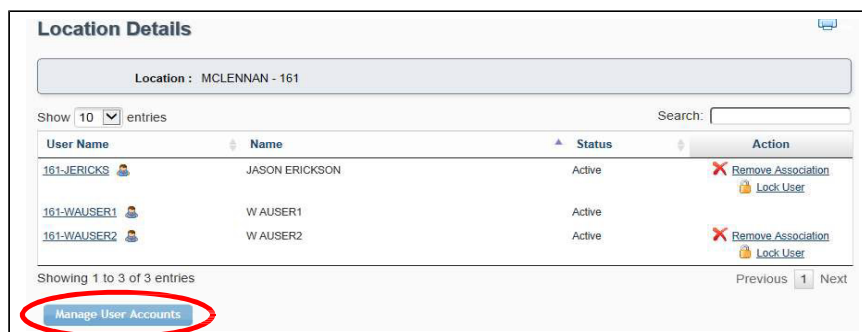


Figure 7: Location Details Page



The screenshot shows the 'Search User' form. At the top, there is a header bar with 'Location: MCLENNAN - 161'. Below this is a 'Search Criteria' section with the instruction 'Provide the username to search existing users.' A text input field labeled 'Username :' contains the text 'WAUSER1'. Below the input field are two buttons: 'Search' and 'Cancel'. The 'Search' button is circled in red.

Figure 8: Search User

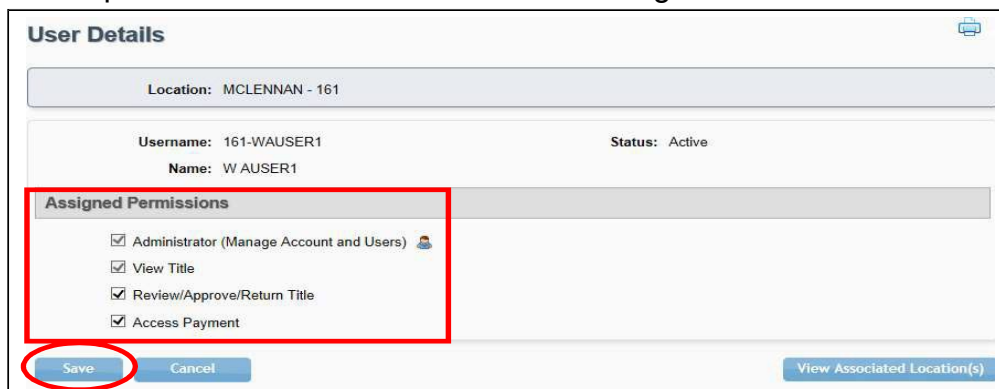
5. Search for the user by entering their RTS username. Click **Search**.
6. Locate the user from the search results. Click **Add to Location** under the Action column.



The screenshot shows the 'Search User' form with search results. The 'Search Criteria' section is the same as in Figure 8, but the 'Username :' field now contains '161-WAUSER1'. Below the search buttons, it says '1 user(s) found.' Below this is a table with three columns: 'User Name', 'Name', and 'Action'. The table has one row with the following data: '161-WAUSER1' in the 'User Name' column, 'W AUSER1' in the 'Name' column, and 'Add to Location' in the 'Action' column. The 'Add to Location' link is circled in red.

Figure 9: Add User to Location

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



The screenshot shows the 'User Details' form. At the top, there is a header bar with 'Location: MCLENNAN - 161'. Below this is a section with 'Username: 161-WAUSER1' and 'Status: Active'. Below that is 'Name: W AUSER1'. The 'Assigned Permissions' section is highlighted with a red box and contains four checked items: 'Administrator (Manage Account and Users)', 'View Title', 'Review/Approve/Return Title', and 'Access Payment'. Below the permissions list are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. At the bottom right, there is a button labeled 'View Associated Location(s)'.

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.

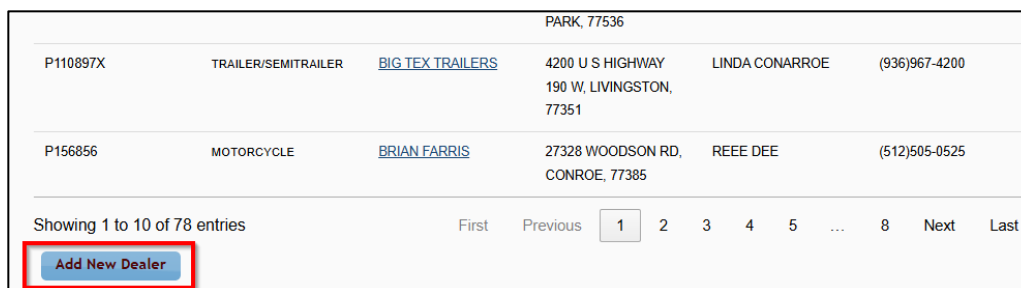


Figure 12: Add New Dealer



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

The 'Search Dealers' form features a title bar, a legend for required fields, and a search input area. The input area contains a label with a red asterisk, a text box, and a 'Search' button.

Search Dealers

* Indicates Required Field

* Dealer GDN :

Figure 13: Search for Dealer

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

The 'Search Results' section displays a table of dealer locations for 'LEIF JOHNSON FORD II, LTD.'. The table has columns for Dealer ID, GDN Category, Doing Business As, Address, and Phone #. A red box highlights the checkboxes in the first column, and another red box highlights the 'Save' button at the bottom.

Search Dealers

* Indicates Required Field

* Dealer GDN : P51769

Business Name: LEIF JOHNSON FORD II, LTD.

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

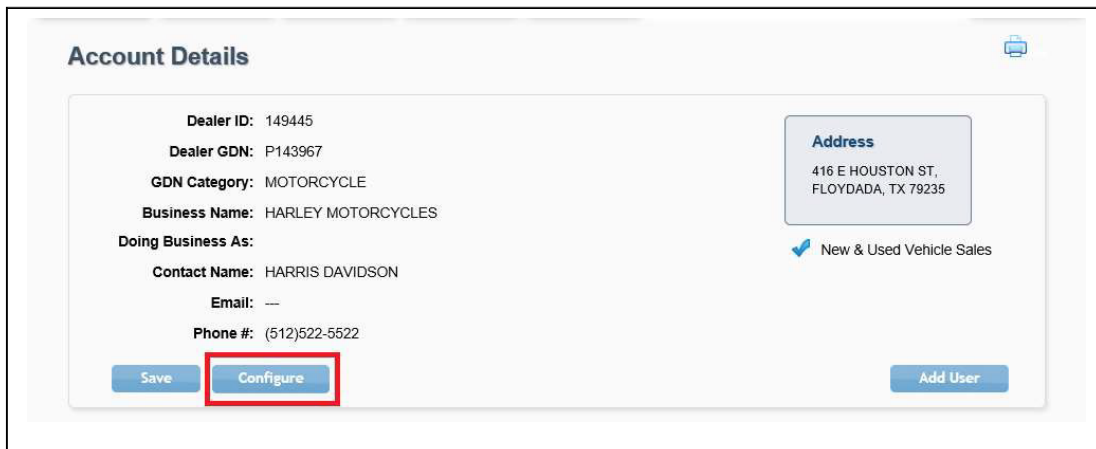
Figure 14: Search Results

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:



Account Details

Dealer ID: 149445
 Dealer GDN: P143967
 GDN Category: MOTORCYCLE
 Business Name: HARLEY MOTORCYCLES
 Doing Business As:
 Contact Name: HARRIS DAVIDSON
 Email: ---
 Phone #: (512)522-5522

Address
 416 E HOUSTON ST,
 FLOYDADA, TX 79235

☒ New & Used Vehicle Sales

[Save](#) [Configure](#) [Add User](#)

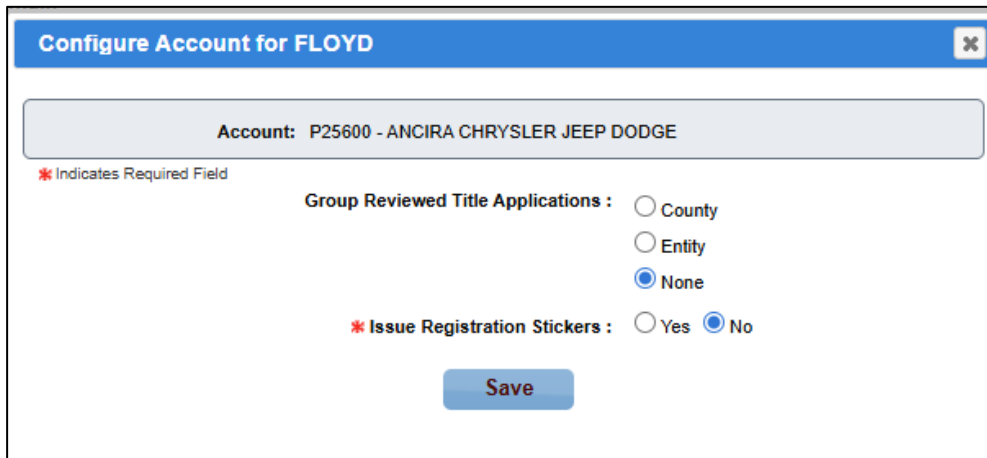
Figure 15: Account Details Page

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.



Configure Account for FLOYD

Account: P25600 - ANCIRA CHRYSLER JEEP DODGE

* Indicates Required Field

Group Reviewed Title Applications : ☐ County ☐ Entity ☒ None

* Issue Registration Stickers : ☐ Yes ☒ No

[Save](#)

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

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

Account Details

CFB ID: C10011

Business Name: EAN HOLDINGS, LLC

Doing Business As: EAN HOLDINGS, LLC

Contact Name:

Email:

Phone #:

Tax Permit #:

FEIN / EIN:

Address

Configure **Add User**

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.

4.3.2 Adding Additional CFB Users

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)

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.

The screenshot shows the 'REGISTRATION & TITLE SYSTEM' interface. The top navigation bar includes links for Customer, Miscellaneous, Reports, Local Options, Accounting, Inventory, Funds, Exit, and Help. The main content area is titled 'Security Access Rights Local Options SEC013'. It displays a form for setting permissions for an employee. The employee's ID is KHARREL and their name is HARRELL. The form lists various permissions with checkboxes. The 'ESD webDEALER Fee Update' checkbox is highlighted with a red box. Other permissions include Local Options, Dealer Updates, Subcontractor Updates, Lienholder Updates, Credit Card Fee Update, Dealer Report, Subcontractor Report, Lienholder Reports, Security, Administration, and Verify Modules. At the bottom, there are buttons for Enter, Cancel, and Help.

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.

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 : [blank]

Buyer ID Information

* ID Type : Driver License/Id Card

* ID # : 45354354

* State : TX

Email : [blank]

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

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.



Title Preview

Seller Disclosure

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J

Processing County: HARRIS

Buyer's ID Type: Driver License/Id Card

Buyer's ID: 2221005885 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Application Status: SUBMITTED

Submitted By: W AUSER

Submitted On: Feb 16, 2017

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](#)).

The screenshot shows the 'Title Preview' page. At the top, a yellow warning icon is next to a red-bordered box containing the text: 'RETRACTION REQUESTED. VIEW REQUEST WITH APPLICATION STATUS ICON (5817)'. Below this, on the right side, is a box for 'Application Status' which shows a red 'SUBMITTED' status. To the left of this, under 'Seller Disclosure', the following information is listed: Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J, Processing County: HARRIS, Buyer's ID Type: Driver License/Id Card, and Buyer's ID: 222100058. A note states: 'Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.'

Figure 27: Submitted Application with a Retraction Request

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

The screenshot shows the 'Vehicle Information' page. On the left, vehicle details are listed: Vehicle Class: PASS, Registration Class: 25 - PASSENGER-LESS/EQL 6000, Body Style: 4D, Major Color: BLUE, Minor Color: ---, Odometer Reading: 250, Odometer Brand: Actual Mileage, Empty Weight: 3500 (lbs), Carrying Capacity: ---, and Gross Weight: 3500 (lbs). On the right, the VIN is 5YFBURHE3FP200410 and the Year/Make/Model is 2015 TOYT COR. A blue 'View Documents' button is highlighted with a red circle.

Figure 28: View Documents Button



- 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.

Documents

TITLE APPLICATION DATA
ANTONIO GARCIA JR.
PLATE TERM
1 YEAR

INSPECTION INFORMATION
DATE OF INSPECTION
AUG 3, 2015
INSPECTION TYPE
1YR
INSPECTION FEE
7.50

STICKER INFORMATION
STICKER TYPE
WINDSHIELD

SALES TAX INFORMATION
SALES TAX CATEGORY
SALES/USE
SALES TAX DATE
AUG 11, 2015
SALES PRICE

**STATE OF ALASKA
CERTIFICATE OF VEHICLE TITLE**

CONTROL NO. 3245416

VEHICLE IDENTIFICATION NUMBER: SAMPLEPASSENGER

YEAR: 2007 MAKE: TOYT MODEL: TUN BODY: PK ODOMETER: 12500 DATE ISSUED: 07/02/20

REMARKS/LEGENDS

NAME AND MAILING ADDRESS OF REGISTERED OWNER: I AM A SAMPLE-TEST

RESIDENCE ADDRESS: 3RD HOUSE FROM THE SCHOOL BARROW AK 99723

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.

- 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.

Plate and Sticker Information Incomplete Data

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

Sticker Type: Windshield



Figure 30: Plate and Sticker Information

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



Plate and Sticker Information

Application Status: SUBMITTED VIN: 1GBFK16R9XJ441258

* Indicates Required Field

Plate Information

* Plate Source : New Plate (County Issued)

* Plate Number :

Sticker Information

Sticker Type : ☒ Windshield ☐ Plate

Cancel Save

Vehicle Class: PASS
Registration Class: 25 - PASSENGER-LESS/EQL 6000
Plate Type: PSP

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.

Plate and Sticker Information

Plate Source: Special Plate Plate Number: BEVOCG

Special Plate Details

Plate Code: PLPC117 Organization Name: LONGHORN C
Expiration Date: 6 / 2014 Owner: [REDACTED]
Plate Term: 5 year

Sticker Type: Windshield

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

CancelReturn TitleReview

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 filter on the Homepage, Title Search, and Payment pages.



The screenshot displays the Texas Department of Motor Vehicles webDEALER interface. The top navigation bar includes links for Home Page, Entities, Payments, Administration, and Support. A search bar for VIN or Doc# is present, along with a WD dropdown menu. The main content area is divided into two sections: 'Welcome WD TEST1' and 'Title Search'.

Welcome WD TEST1

Location: FLOYD - 77

Entity Type: ALL (dropdown menu highlighted in red, showing options: ALL, webDEALER, webSALVAGE)

Title Activity

Awaiting Review: 21

Reviewed: 21

Approved in Past 7 Days: 5

Returned in Past 7 Days: 0

Grouped: 4

Retractions: 2

Search All Activity

Titles Awaiting Review

Submitted On	VIN	Vehicle	Fees
Dec 17, 2020	1FDXF46F92E682487	2015 FORD 350	\$2,354.63
Dec 17, 2020	JALB4B14127011317	2017 ISU 350	\$323.00
Dec 17, 2020	2B3HD46R2YH196047	2011 DODG INT	\$15,744.94
Mar 4, 2021	1FMFU19585L47040	2009 FORD EPT	\$638.25
Dec 3, 2021	1N6ED1CL2N630762	2021 TGHN GHJ	\$29,344.56
Dec 30, 2021	1NXBR12EX22591037	2014 TOYT COR	\$472.75
Jan 20, 2022	WBDXHU7C33JSH45504	2018 BMW X1	\$2,327.83
Mar 24, 2022	4X4TYWDH28YB036005	2006 WILD MUC	\$423.25
Jul 27, 2022	JTERU5JR6N6000168	2022 TOYT 4RU	\$2,696.19
Jul 27, 2022	WBA3A5G50FNS91083	1921 BMW 28i	\$436.00

View All Submitted Titles

Title Search

Search Filter

Entity Type: ALL (dropdown menu highlighted in red, showing options: ALL, webDEALER, webSALVAGE)

Application Status: Choose One (dropdown menu)

Entity: ALL (dropdown menu)

Application Date: [] TO []

Search

Figure 35: Filter Transactions by Origin

Note: You can filter transactions by origin (webDEALER or webSALVAGE) using the search filter 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.



PROCESSING AND HANDLING FEE \$4.75

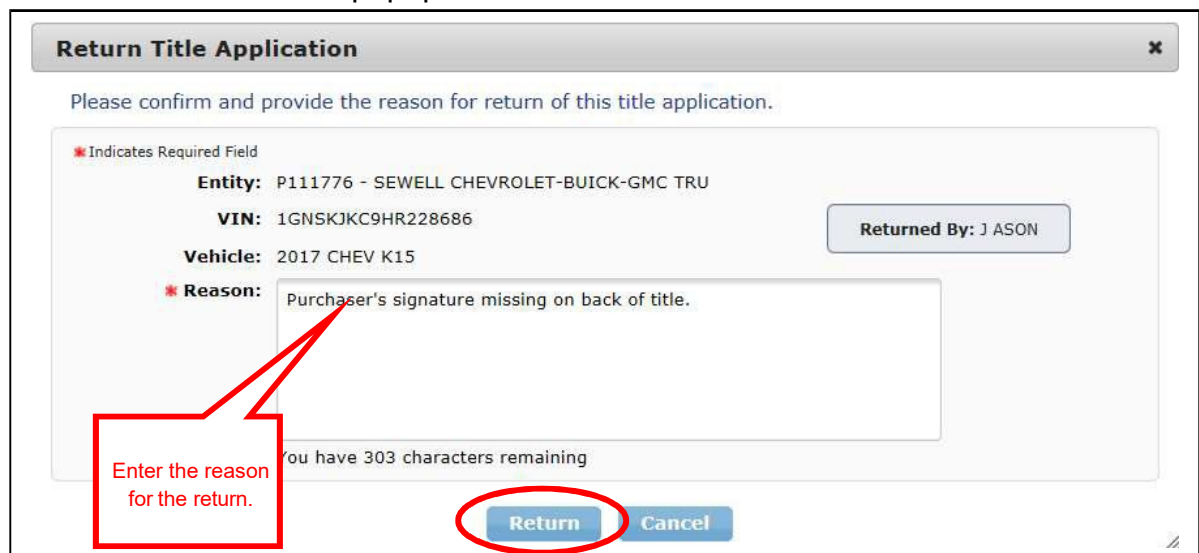
Total Fees \$1,676.50

Cancel Return Title Review

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**.



Return Title Application

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

* Indicates Required Field

Entity: P111776 - SEWELL CHEVROLET-BUICK-GMC TRU

VIN: 1GNSKJKC9HR228686

Vehicle: 2017 CHEV K15

Reason: Purchaser's signature missing on back of title.

Returned By: JASON

You have 303 characters remaining

Return Cancel

Enter the reason for the 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.

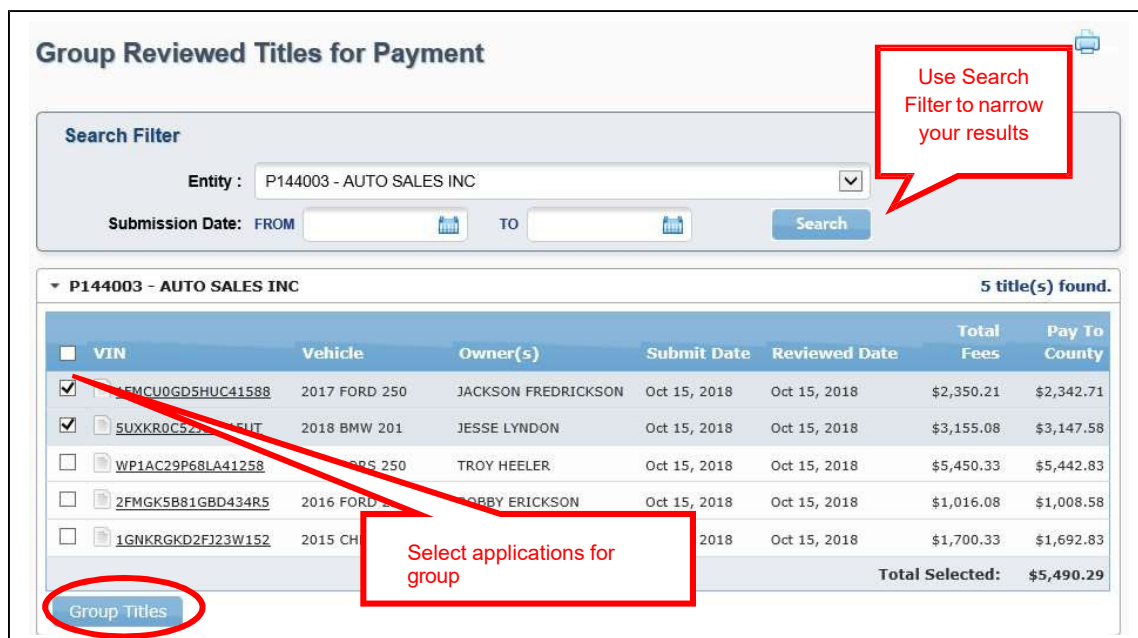


Figure 39: Grouped in Title Activity Box

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**.



Group Reviewed Titles for Payment

Search Filter

Entity: P144003 - AUTO SALES INC

Submission Date: FROM TO Search

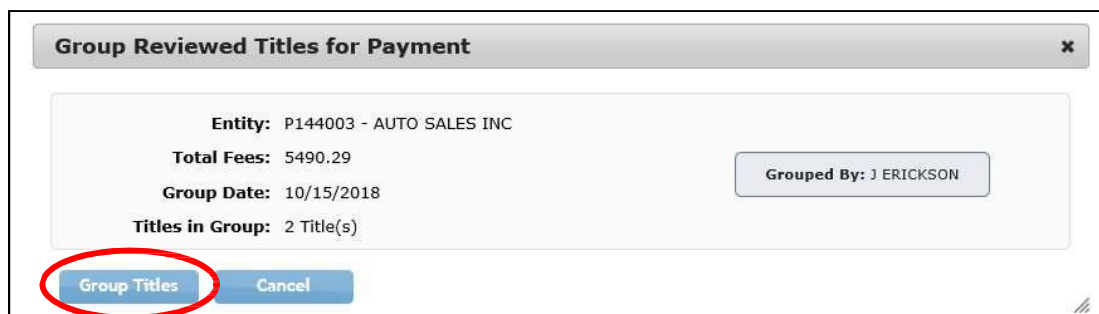
▼ P144003 - AUTO SALES INC 5 title(s) found.

<input type="checkbox"/>	VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Total Fees	Pay To County
<input checked="" type="checkbox"/>	1FMCU0GD5HUC41588	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	Oct 15, 2018	\$2,350.21	\$2,342.71
<input checked="" type="checkbox"/>	SUXKROC92...	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	Oct 15, 2018	\$3,155.08	\$3,147.58
<input type="checkbox"/>	WP1AC29P68LA41258	2018 FORD 250	TROY HEELER	Oct 15, 2018	Oct 15, 2018	\$5,450.33	\$5,442.83
<input type="checkbox"/>	2FMGK5B81GBD434R5	2016 FORD 250	BOBBY ERICKSON	Oct 15, 2018	Oct 15, 2018	\$1,016.08	\$1,008.58
<input type="checkbox"/>	1GNKRKGD2FJ23W152	2015 CH		2018	Oct 15, 2018	\$1,700.33	\$1,692.83
						Total Selected:	\$5,490.29

Group Titles

Figure 40: Group Reviewed Titles for Payment

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



Group Reviewed Titles for Payment

Entity: P144003 - AUTO SALES INC

Total Fees: 5490.29

Group Date: 10/15/2018

Titles in Group: 2 Title(s)

Grouped By: J ERICKSON

Group Titles Cancel

Figure 41: Group Reviewed Titles for Payment Popup



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



Figure 42: Group ID

- 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.

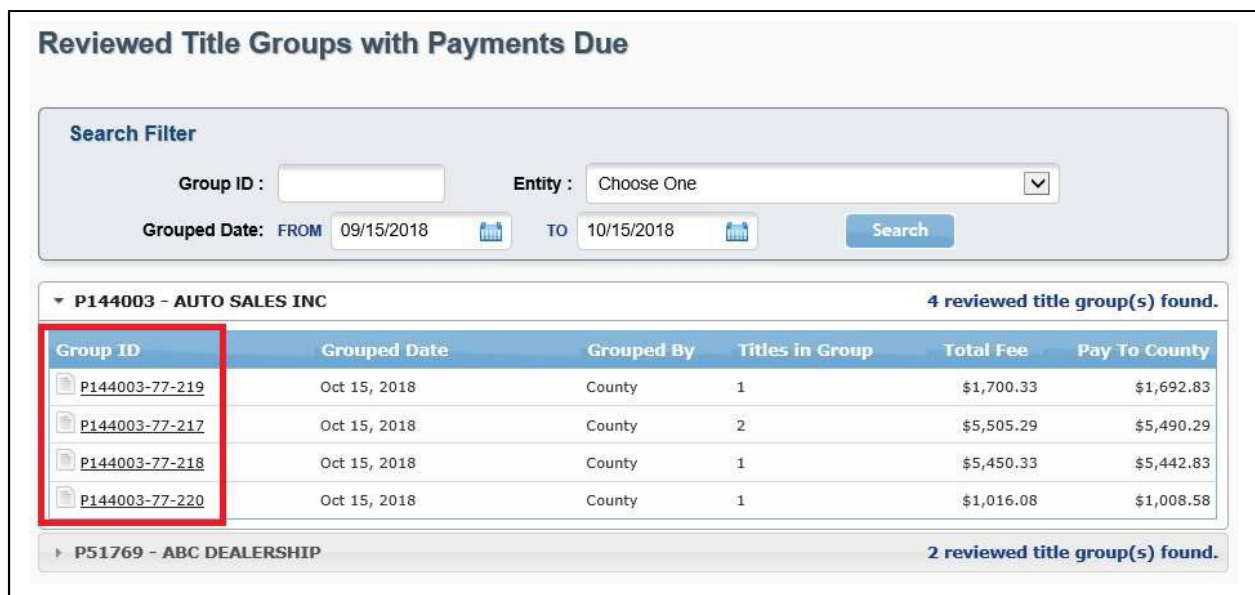


Figure 43: Reviewed Title Groups with Payments Due

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

7.2 Ungrouping Title Applications

Whoever 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.

P144003 - AUTO SALES INC					4 reviewed title group(s) found	
Group ID	Grouped Date	Grouped By	Titles in Group	Total Fee	Pay To County	
P144003-77-219	Oct 15, 2018	County	1	\$1,700.33	\$1,692.8	
P144003-77-217	Oct 15, 2018	County	2	\$5,505.29	\$5,490.2	
P144003-77-218	Oct 15, 2018	County	1	\$5,450.33	\$5,442.8	
P144003-77-220	Oct 15, 2018	County	1	\$1,016.08	\$1,008.5	
P51769 - ABC DEALERSHIP					2 reviewed title group(s) found	

Figure 44: Reviewed Title Groups with Payments Due

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

Search Filter
Group ID : P144003-77-217 Entity : Choose One
Grouped Date: FROM 09/15/2018 TO 10/15/2018 Search

Group Details
Group ID: P144003-77-217 Grouped By: County
Grouped Date: Oct 15, 2018 Total Fees: \$5,505.29
Pay To County: \$5,490.29

P144003 - AUTO SALES INC 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Total Fee	Pay To County
SUXKR0C52J0Y015UT	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	Oct 15, 2018	\$3,155.08	\$3,147.58
1FMCU0GD5HUC41588	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	Oct 15, 2018	\$2,350.21	\$2,342.71

Cancel Ungroup Record Payment

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**.

Reviewed Titles with Payments Due

Search Filter

Entity : Choose One

Reviewed Date: FROM 09/15/2018 TO 10/15/2018 Search

▶ C10015 - ABC GROUP, INC 1 title(s) found.

▶ P132289 - REAGOR-DYKES FLOYDADA, L.P. 2 title(s) found.

▶ P142470 - JULIO MARROQUIN - MARROQUIN AUTO 1 title(s) found.

▶ P143966 - MOTORCYCLE DEALERS 2 title(s) found.

▶ P143976 - JOHN'S AUTOS 2 title(s) found.

▼ P144003 - AUTO SALES INC 5 title(s) found.

<input type="checkbox"/>	VIN	Year	Owner(s)	Reviewed Date	Fees	Pay To County
<input checked="" type="checkbox"/>	1GNDKRGK2FJ23W152	2015 CHEV 250	JASON'S AUTOS	Oct 15, 2018	\$1,700.33	\$1,692.83
<input checked="" type="checkbox"/>	1GNDKRGK2FJ23W152	2015 CHEV 250	JASON'S AUTOS	Oct 15, 2018	\$1,700.33	\$1,692.83
<input type="checkbox"/>	WP1AC29P68LA41258	2008 PORS 250	TROY HEELER	Oct 15, 2018	\$5,450.33	\$5,442.83
<input type="checkbox"/>	SUXKR0C52J0Y015UT	2018 BMW 201	JESSE LYNDON	Oct 15, 2018	\$3,155.08	\$3,147.58
<input type="checkbox"/>	1FMCU0GD5HUC41588	2017 FORD 250	JACKSON FREDRICKSON	Oct 15, 2018	\$2,350.21	\$2,342.71
Total Selected:						\$2,701.41

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**.

Approval and Payment Confirmation

* Indicates Required Field

Entity: P111776 - PB INDUSTRIES, INC. - SEWELL CHEVROLET-BUICK-GMC TRU

Payment Amount: \$ 9054.40

Payment Date: 04/20/2017

Recorded By: JASON

* Reference #: 122258

* Payment Type: CASH

Titles to be Approved: 3

Note: Payment delivered by Jason

You have 323 characters remaining

Approve and Record Payment Cancel

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.

The screenshot shows the Texas Department of Motor Vehicles webDEALER interface. The 'Payments' tab is selected, and the 'Groups with Payments Due' option is highlighted in the dropdown menu. In the 'Title Activity' section, the 'Grouped' status is highlighted with a red circle, showing a count of 21. The 'Reviewed Titles' tab is also highlighted. A red arrow points from a text box 'Select group directly from' to the 'Reviewed Titles' tab.

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**.

The screenshot shows the 'Reviewed Title Groups with Payments Due' page. The 'Search Filter' section is highlighted with a red box, showing fields for 'Group ID', 'Entity', and 'Grouped Date'. A red arrow points from a text box 'Narrow results with Search Filter' to the 'Search Filter' section. Another red arrow points from a text box 'Expand Entity Menu and select a Group ID' to the 'Entity' dropdown menu. The table below shows four reviewed title groups for 'P144003 - AUTO SALES INC'.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fee	Pay To County
P144003-77-221	Oct 15, 2018	County	2	\$2,716.41	\$2,701.41
P144003-77-222	Oct 15, 2018	County	1	\$5,450.33	\$5,442.83
P144003-77-223	Oct 15, 2018	County	1	\$2,350.21	\$2,342.71
P144003-77-224	Oct 15, 2018	County	1	\$3,155.08	\$3,147.58

Figure 52: Reviewed Title Groups with Payments Due



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

Reviewed Title Groups with Payments Due

Search Filter

Group ID: P144003-77-221 Entity: Choose One

Grouped Date: FROM 09/15/2018 TO 10/15/2018 Search

Group Details

Group ID: P144003-77-221 Grouped By: County
Grouped Date: Oct 15, 2018 Total Fees: \$2,716.41
Pay To County: \$2,701.41

▼ P144003 - AUTO SALES INC 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Total Fee	Pay To County
1GNKRGKD2FJ23W152	2015 CHEV 250	JASON'S AUTOS	Oct 15, 2018	Oct 15, 2018	\$1,700.33	\$1,692.83
2FMGK5B81GBD434R5	2016 FORD 250	BOBBY ERICKSON	Oct 15, 2018	Oct 15, 2018	\$1,016.08	\$1,008.58

Cancel Ungroup **Record Payment**

Figure 53: Record Payment

- 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**.

Approval and Payment Confirmation

* Indicates Required Field

Entity: ALLEN SAMUELS WACO D C J, INC. - ALLEN SAMUELS CHRYSLER DODGE J
Payment Date: May 3, 2017 Titles to be Approved: 2
Payment Amount: \$3,598.76

* Reference #: 14578 Recorded By: W AUER2

* Payment Type: CASH

Note: Payment dropped off by Jason

You have 322 characters remaining

Approve and Record Payment Cancel

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.

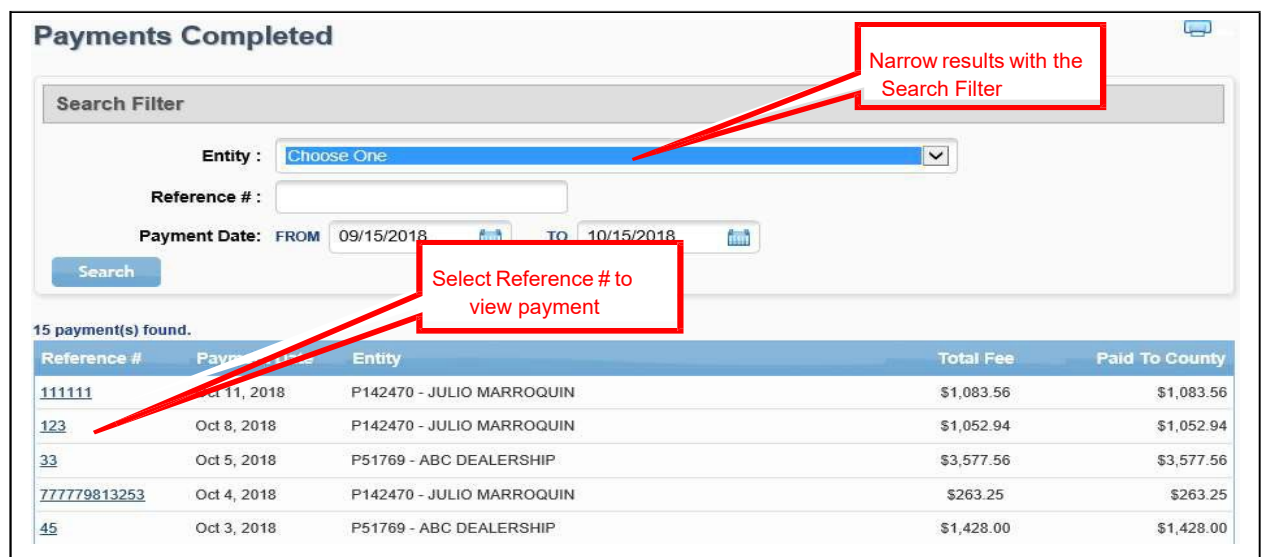


Figure 56: Payments Completed Page



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

Payments Completed

Search Filter

Entity : Choose One

Reference # : 000134

Payment Date: FROM TO

Search

Payment Details

Reference #: 000134 [Delete Payment](#)

Total Fee: \$5,442.83 Paid To County: \$5,442.83

Payment Date: Oct 15, 2018 Payment Type: CASH

Check No: ---

Notes: Paid 10/15/2018

P144003 - AUTO SALES INC 1 title(s) found.

VIN	Approval Date	Vehicle	Owner(s)	Total Fee	Paid To County
WP1AC29P68LA41258	Oct 15, 2018	2008 PORS 250	TROY HEELER	\$5,450.33	\$5,442.83

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.

Payment Details

Reference #: 14578 [Delete Payment](#)

Total Fee: \$4,681.04 Paid To County: \$4,681.04

Payment Date: Apr 21, 2017 Payment Type: CASH

Check No: ---

Notes: Payment dropped off by Jason

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**.

Payment Confirmation [X]

* Indicates Required Field

Entity: C10012 - HERTZ GLOBAL HOLDINGS, INC (148421)

* **Payment Amount:** \$ 537.50

Payment Date: 04/21/2017 (mm/dd/yyyy)

Titles(s): 3

* **Reference #:** 159753

* **Payment Type:** CHECK

Check No: 12335

Note: New payment processed. Check received from Tony.

You have 301 characters remaining

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)**.

Approved Title List

Search Filter

Entity : Choose One

Application Status : Approved

DMV Rejected Only : ☐

Approval Date : FROM 10/01/2018 TO 10/15/2018

Search

Download : Assigned Inventory

Oct 4, 2018 1 title(s) found.

Oct 5, 2018 2 title(s) found.

VIN	Vehicle	Owner(s)	Total Fees	Pay to County	Action
1C4BJWCG4HL542100	2017 JEEP JPY	ROBERT PHILLIP COLLINS JR	\$2,535.06	\$2,524.06	Final Receipt <input checked="" type="checkbox"/>
1J4GL58K14W900130	1996 HOND ACC	BILL BOB	\$1,054.50	\$1,053.50	Final Receipt <input checked="" type="checkbox"/>

Print Receipt(s)

Oct 8, 2018 1 title(s) found.

Oct 11, 2018 1 title(s) found.

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.



Title Preview

Please print the Sticker Receipt and provide it to the dealership or owner of record. [Return to Title Search](#)

Seller Disclosure

Entity: P111776 - SEWELL CHEVROLET-BUICK-GMC TRU

Processing County: FLOYD

Buyer's ID Type: Passport

Buyer's ID: 123456 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Application Status: APPROVED

Approved By: J ESSE1

Approved On: Apr 24, 2017

Document #: 07749742647238887


 [View Final Receipt](#)

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.



Submitted Title List

Search Filter

Entity : Choose One

Application Status : Submitted

Retraction Requests Only : ☒

Submission Date : FROM TO Search

Feb 14, 2017 1 title(s) found.

Feb 28, 2017 1 title(s) found.

Grouped By: Entity Submission Date

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**.

Submitted Title List

Search Filter

Entity : Choose One

Application Status : Submitted

Retraction Requests Only : ☒

Submission Date : FROM TO Search

Feb 5, 2018 1 title(s) found.

Mar 21, 2018 1 title(s) found.

Oct 15, 2018 1 title(s) found.

VIN	Vehicle	Owner(s)	Retracted On	Total Fees	Pay to County
WP1AC29P68LA47412	2008 PORS 205	GARY ANDERSON	Oct 15, 2018	\$1,730.33	\$1,730.33

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.



Title Preview

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

Seller Disclosure

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J
Processing County: HARRIS
Buyer's ID Type: Driver License/Id Card
Buyer's ID: 222100058 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

Application Status:  **SUBMITTED**
Submitted By: WAUSER
Submitted On: Feb 14, 2017

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.

Transaction History		
Date	Type	By
Feb 14, 2017	Retraction Request	W AUUSER
Reason: Wrong inspection type entered		

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**.

CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-2YR	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$1,725.25

Buttons: Cancel, **Return Title** (circled in red), Review

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**.

Return Title Application [X]

Transaction History

Date	Type	By
Feb 14, 2017	Retraction Request	W AUER

Reason: Wrong inspection type entered

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

* Indicates Required Field

Entity: P108927 - ALLEN SAMUELS CHRYSLER DODGE J

VIN: 5YFBURHE3FP275429

Vehicle: 2015 TOYT COR

Reason: Please provide the correct information.. |

Returned By: W AUER2

You have 310 characters remaining

Buttons: **Return** (circled in red), Cancel

Figure 70: Return Title Application Popup

- 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:

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



Vehicle Information	
Vehicle Class:	PASS
Registration Class:	25 - PASSENGER-LESS/EQL 6000
Body Style:	4D
Major Color:	BLACK
Minor Color:	---
Odometer Reading:	250
Odometer Brand:	Actual Mileage
Empty Weight:	3500 (lbs)
Carrying Capacity:	---
Gross Weight:	3500 (lbs)

VIN: 5YFBURHE3FP275429

Year/Make/Model: 2015 TOYT COR

[View Documents](#)

Figure 71: View Documents

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



INSPECTION FEE-2YR	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
Total Fees	\$1,725.25

[Cancel](#) [Return Title](#) [Review](#)

Figure 72: Click Review

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



The image shows a web-based dialog box titled "Retraction Request" with a close button (X) in the top right corner. Inside the dialog, there is a section with a red asterisk icon and the text "Indicates Required Field". Below this, there is a checked checkbox followed by the text: "YOU HAVE ELECTED TO SET A TITLE APPLICATION TO REVIEWED WITH A RETRACTION REQUEST PENDING. NO FURTHER WARNING WILL BE ISSUED." At the bottom of the dialog, there are two buttons: "Review" and "Cancel".

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.

The screenshot shows the 'Title Preview' page. On the right side, there is a box labeled 'Application Status' with a red circle around the word 'RETURNED'. Below this, it says 'Returned By: JASON' and 'Returned On: Apr 20, 2017'. On the left side, under 'Seller Disclosure', it lists 'Entity: P105185 - ARCO AUTOMOTIVE', 'Processing County: FLOYD', 'Buyer's ID Type: US Military', and 'Buyer's ID: 43545'. A note at the bottom states 'Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.'

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.

Transaction History		
Date	Type	By
Apr 25, 2017	Retraction Declined	W AUSER2
Apr 25, 2017	Retraction Request	W AUSER
Reason: Customer address entered incorrectly.		
Apr 25, 2017	Resubmitted	W AUSER
Reason: Signature added.		
Apr 20, 2017	Returned	W AUSER2
Reason: Purchaser's signature Missing on back of title.		

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: 2348-GS-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 FLT
 ORGANIZATION:
 STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1N4AL3AP1FC229714 VEHICLE CLASSIFICATION: TRK<-1
 YR/MAKE: 2015/NISS MODEL: ALT BODY STYLE: 4D UNIT NO:
 SMYTY WT: 5000 CARRYING CAPACITY: 30000 GROSS WT: 80000 TRAILER TYPE:
 BODY VEHICLE IDENTIFICATION NO: TRV TRLR L/W/SOFT: 0*0*
 PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G PREV CITY/STATE: ANDREWS, TX

INVENTORY ITEM(S) YR
 COMBINATION FLT 2026
 WINDSHIELD STICKER

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

FEE ASSESSED	
TITLE APPLICATION FEE	13.00
TRP TITLE FEE	20.00
SALES TAX FEE	3,125.00
DLE-ISSUED MOVER FLT	10.00
FSD TITLE CONVENIENCE FEE	0.00
COMBINATION FLT	840.00
REGISTRATION EMISSIONS FEE	24.00
REC FEE-OPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
CHILD SAFETY FUND	1.50
INSPECTION FEE-LTR	7.50
PROCESSING AND HANDLING FEE	4.75
TOTAL	4,116.75

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

SALES TAX CATEGORY: SALES/USE

2ND LIEN

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

3RD LIEN

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.

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

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

Save

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**”.



web DEALER

Buyer Agreement

The following title application record matched your provided VIN:

VIN: *****

Vehicle Make: FORD

Vehicle Model: CMA

Year: 2013

Odometer Reading: 90 (Actual Mileage)

Owner: *****

Processing County: MCLENNAN - 161

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

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

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

Cancel **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.

Buyer Agreement

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

VIN: *****

Vehicle Make: FORD

Sales Information

Figure 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.

<u>Web Browser</u>	<u>Website</u>
 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.

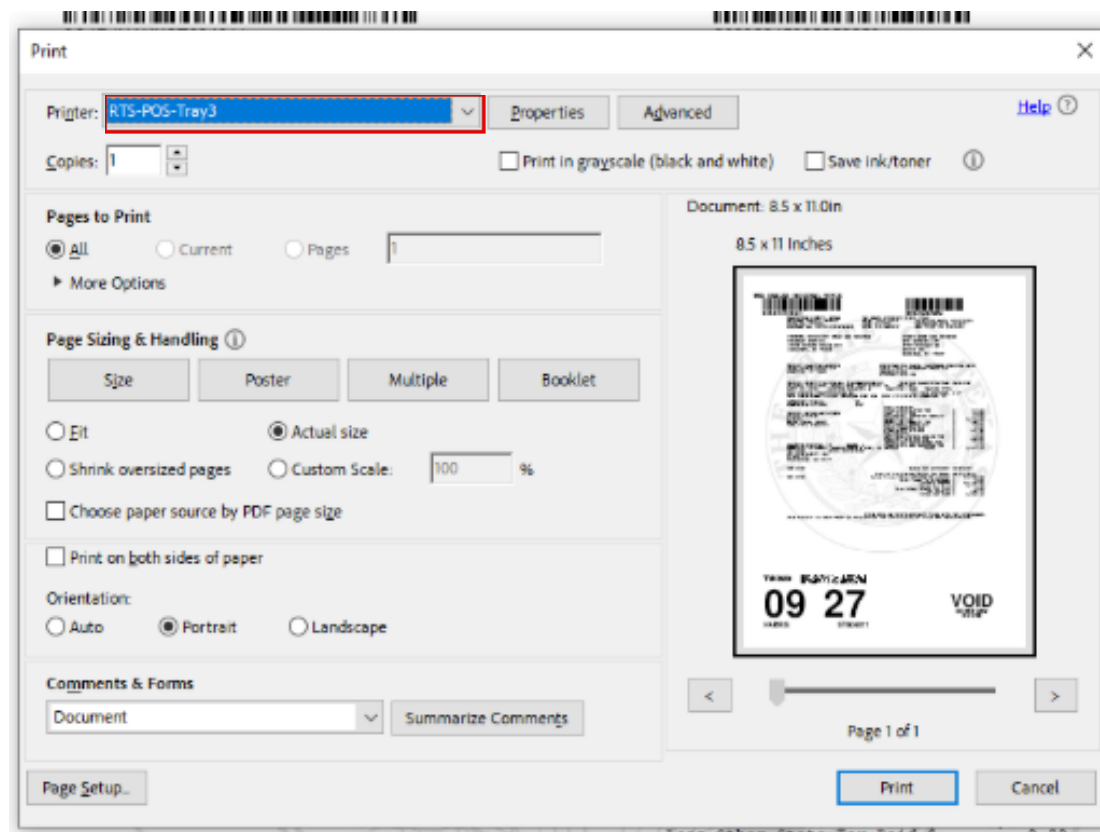


Figure 80: Printing on POS Sticker Paper - Tray Select

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

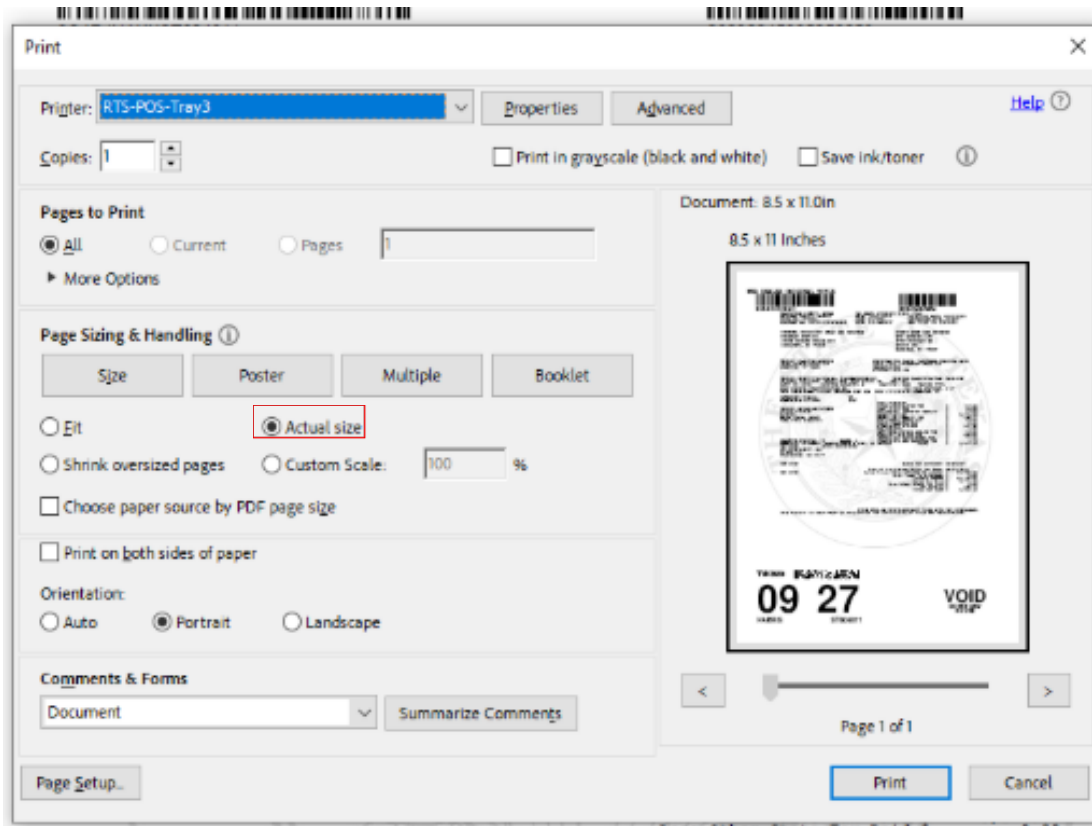


Figure 81: Print Setup Window

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