



Texas Department *of* Motor Vehicles

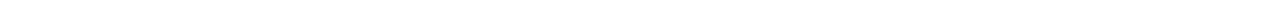
HELPING TEXANS GO. HELPING TEXAS GROW.

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**webDEALER**

**Dealer User Guide**

December 2025



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# 1 Overview

Title applications are submitted electronically to county tax assessor-collector's offices. Applications include scanned images of the required documents necessary to process the title application including, but not limited to, the evidence of ownership (e.g., MCO, out of state title, Texas title, etc.). webDEALER provides a straightforward process to transfer information quickly from a dealer management system to webDEALER, as well as a manual entry option (keyboard entry). When a title application is complete, submitting the title application to the county tax assessor-collector's office is just a click of a button.

## 1.1 Features

Entering title applications through webDEALER allows you to use a more streamlined title and registration application process and provides county tax assessor-collector's offices with a more efficient review process. Benefits and features include:

- Validation of inventory allocated to your dealership
- System monitoring of outstanding title applications for your dealership
- Ability to submit title applications electronically to multiple counties once approved and established by each county tax assessor-collector's office
- Live calculation of the prorated fees when transferring special plates
- Ability to easily review the reason for the return of a title transaction
- Visibility of all title applications from start to finish
- Ability to charge the Title Convenience Fee (if you are a Dealer Deputy)
- Payments and fees for each title application are calculated precisely
- Ability to batch print receipts

## 1.2 Signatures

With webDEALER, there are two ways to 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 signature using 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 you to upload the completed Form 130-U for the application to be electronically processed in webDEALER. The closer at your dealership will not need to log in to webDEALER when finalizing the sale. Instead, the closer and buyer(s) will sign the Form 130-U, as they normally do, and your dealership's titling clerk will then upload the form when processing the application.

### 1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires your dealership to begin the application in webDEALER by creating the Seller's Disclosure at the time of sale. This includes the closer or someone at your dealership providing vehicle information and the buyer's Texas Driver License/Identification (ID) card details.

To complete the Buyer Acknowledgment, the buyer must have a valid Texas Driver License/ID card, the last eight-digits of the VIN, Texas Driver License/ID card number, Date of Birth, Driver License/ID card audit number, and last four-digits of their Social Security number. Successful acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. Form 130-U is not required to be uploaded when the Electronic Seller Disclosure and Buyer Acknowledgement process is completed. See [Appendix 2 – Requirements for Use of the Electronic Buyer's Acknowledgment](#).

**Note:** Completion of the Electronic Seller Disclosure and Buyer Acknowledgment process satisfies the assignment and odometer disclosure requirements on the back of the ownership document between the buyer and your dealership. The assignment

and odometer disclosure section on the back of the ownership document can be left blank.

## 2 Getting Started

### 2.1 What to Expect

webDEALER access is restricted to business hours (6:00 AM to 11:59 PM CST). Notification by banner will remind all users of the availability schedule. If users attempt to access webDEALER outside the noted business hours, they will be redirected to the login page.

Your session will expire after 10 minutes of inactivity, with a two-minute warning to extend the session if needed. For security purposes, users must re-enter their login credentials after one hour of continuous use, and accounts will lock after three failed login attempts. Additionally, if your user permissions are updated while logged in, the system will log you out, and you will need to re-login to continue.

The county tax assessor-collector's office and TxDMV staff are available to answer your questions. To access webDEALER, you must have ePLATE access. The ePLATE username and password will be the same for webDEALER.

[Appendix 4 – Equipment Requirements](#) to ensure your equipment is compatible and you have all needed supplies.

### 2.2 Setup

The county tax assessor-collector's office will set up your dealership in webDEALER. New webDEALER Administrators must be fingerprinted through eLICENSING prior to receiving administrator privileges. Once TxDMV has verified that a user has completed the fingerprinting process, the dealership administrator is responsible for adding additional users, managing user permissions, and removing users.

To submit title applications to multiple counties, each of those counties must authorize your dealership in webDEALER.

**Note:** If you have multiple DBAs under one dealer license, you must inform the county tax assessor-collector's office of each location from which you will file webDEALER title applications.

**Note:** Dealers with a motor vehicle license can sell certain off-highway vehicles (all-terrain vehicles, recreational off-highway vehicles, and utility vehicles). webDEALER allows all motor vehicle dealers the ability to process title applications for off-highway vehicles. This does not include off-highway motorcycles.

## 2.3 Recommendations

It is highly recommended that payments be made via Automated Clearing House (ACH) to achieve the most benefit from webDEALER. Payments are completed outside of webDEALER between your dealership and the county tax assessor-collector's office. Your county tax assessor-collector's office can assist with this process.

## 2.4 You Should Know

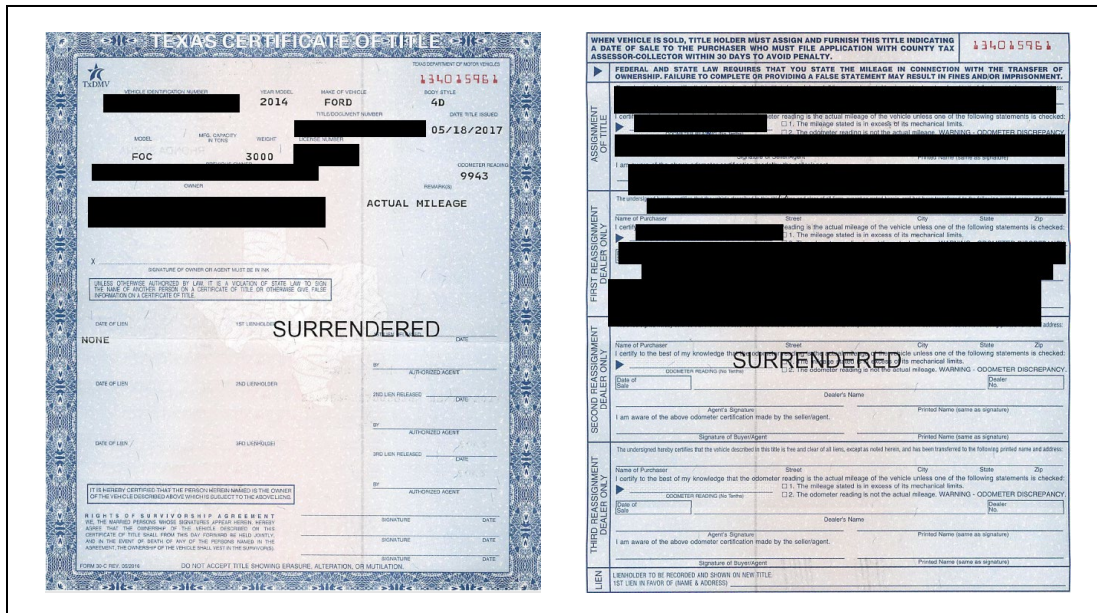
You cannot set a bookmark for webDEALER once the application has been started. You will need to access webDEALER through the login page each time.

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.

**Note:** If all assignments are full, stamp in the lien section or diagonally, if applicable, to avoid covering any important information.

If a Dealer's Reassignment accompanies the title application, the Dealer's Reassignment must also be stamped **SURRENDERED** on the next available assignment or diagonally, if applicable, to avoid covering any important information.

You are required to retain the original stamped evidence of ownership in your purchase and sales records.



The image shows two forms side-by-side. The left form is a 'TEXAS CERTIFICATE OF TITLE' for a 2014 Ford 4D. It includes fields for VIN, title number (13401596), date of issue (05/18/2017), and actual mileage (9943). The word 'SURRENDERED' is stamped in large letters across the center. The right form is a transfer document with sections for 'ASSIGNMENT OF TITLE', 'FIRST REASSIGNMENT - DEALER ONLY', 'SECOND REASSIGNMENT - DEALER ONLY', and 'THIRD REASSIGNMENT - DEALER ONLY'. Each section contains fields for purchaser information and odometer certification, with 'SURRENDERED' stamped across the odometer section.

Figure 1: Surrendered Title

It is your responsibility to verify the evidence of ownership is the latest. Once you stamp a title **SURRENDERED**, that title becomes invalid, is considered surrendered to the department, and cannot be used in another title application.

If you stamp **SURRENDERED** on a title in error, you will be required to replace the evidence of ownership document in order to submit the title application.

**Note:** All signatures are required to be recreated (i.e. signed by the original person or persons). If assignments cannot be recreated or a duplicate cannot be obtained, you will be required to obtain ownership through the bonded title process, if eligible.

**Note:** In the event the evidence of ownership is stamped **SURRENDERED** and webDEALER prevents the title application from being processed due to system limitations, you may submit the stamped documents to the county tax assessor-collector's office for processing. Otherwise, if webDEALER allows processing but the evidence of ownership was stamped in error, the above procedures apply.

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

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

## 2.5 Reminder Checklist

Please have the following items ready to begin processing title applications in webDEALER:

- Internet capability
- URL for webDEALER (<https://webdealer.txdmv.gov>)
- Sticker paper inventory provided by county, if applicable
- ePLATE user accounts set up and access to webDEALER verified
- Printer
- Scanner
- SURRENDERED stamp

If you have any questions, please contact your county tax assessor-collector's office.

## 3 Administrator

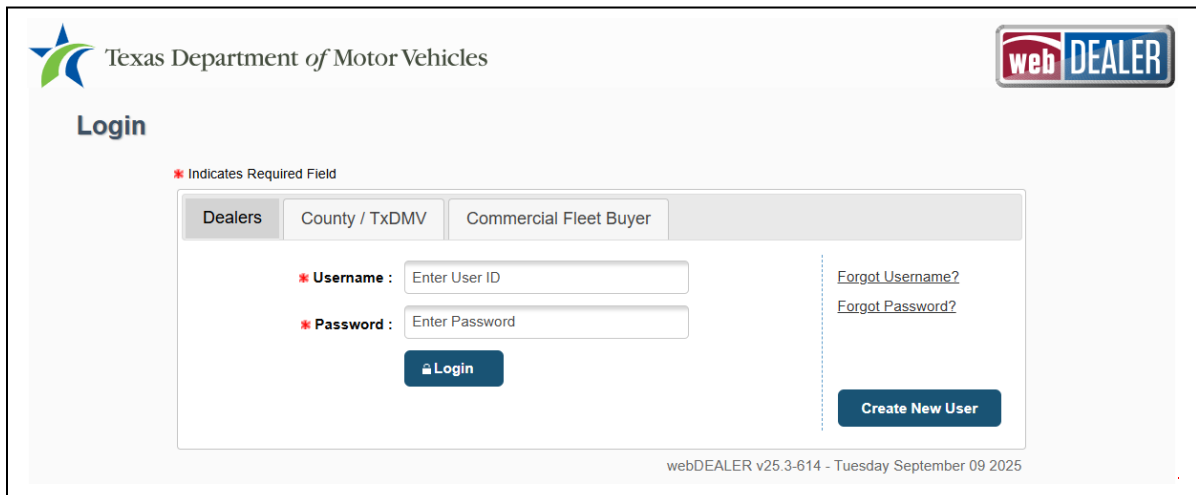
webDEALER is intended to have at least two administrators with access to all assigned permissions. Administrators can add users, manage user permissions, and remove users. As a reminder, prior to receiving administrator privileges, TxDMV must first verify the completion of the fingerprinting process through eLICENSING.

Users must first have ePLATE access to access webDEALER. Their ePLATE username and password will be the same for webDEALER.

**Note:** Password resets must be completed through the webDEALER login page.

### 3.1 Add/Configure a User

1. The administrator logs into webDEALER, using their ePLATE username and password.



The screenshot shows the webDEALER login interface. At the top left is the Texas Department of Motor Vehicles logo. At the top right is the webDEALER logo. Below the logo is the heading "Login". A red asterisk indicates a required field. There are three tabs: "Dealers" (selected), "County / TxDMV", and "Commercial Fleet Buyer". The login form includes fields for "Username" (labeled "Enter User ID") and "Password" (labeled "Enter Password"), both marked as required. There are "Forgot Username?" and "Forgot Password?" links. A "Login" button is located below the password field, and a "Create New User" button is located to the right. At the bottom right, the text "webDEALER v25.3-614 - Tuesday September 09 2025" is displayed.

Figure 2: Login Page

2. Select the webDEALER logo.

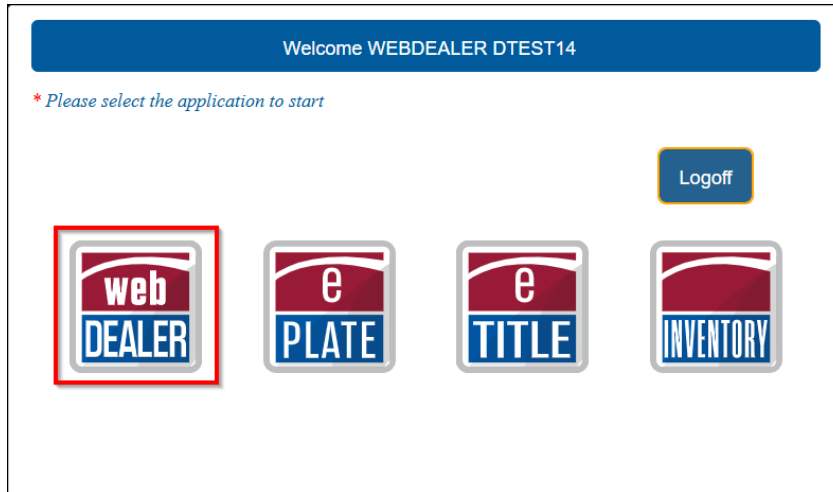


Figure 3: Select webDEALER Icon

3. Select the **Administration** tab, located at the top of any page.

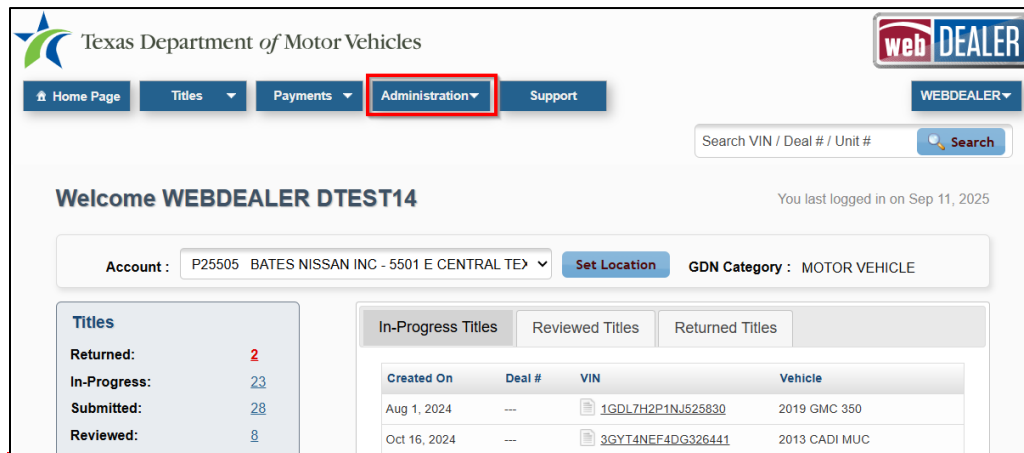


Figure 4: Home Page

4. The Account Details page displays your dealership information and authorized users.
5. On the Account Details page, select **Add User**.



**Account Details**

Dealer ID: 148921  
 Dealer GDN: P108927  
 GDN Category: MOTOR VEHICLE  
 Business Name: ALLEN SAMUELS WACO D C J, INC.  
 Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J  
 Contact Name: KEVIN SIX  
 Email: ---  
 Phone #: (254)772-1000  
 Title convenience fee: \$ 10.00 (Up to \$10 dollars)

Address: 201 W LOOP 340, WACO, TX 76712  
 New & Used Vehicle Sales

Buttons: Save, **Add User**, Configuration by County

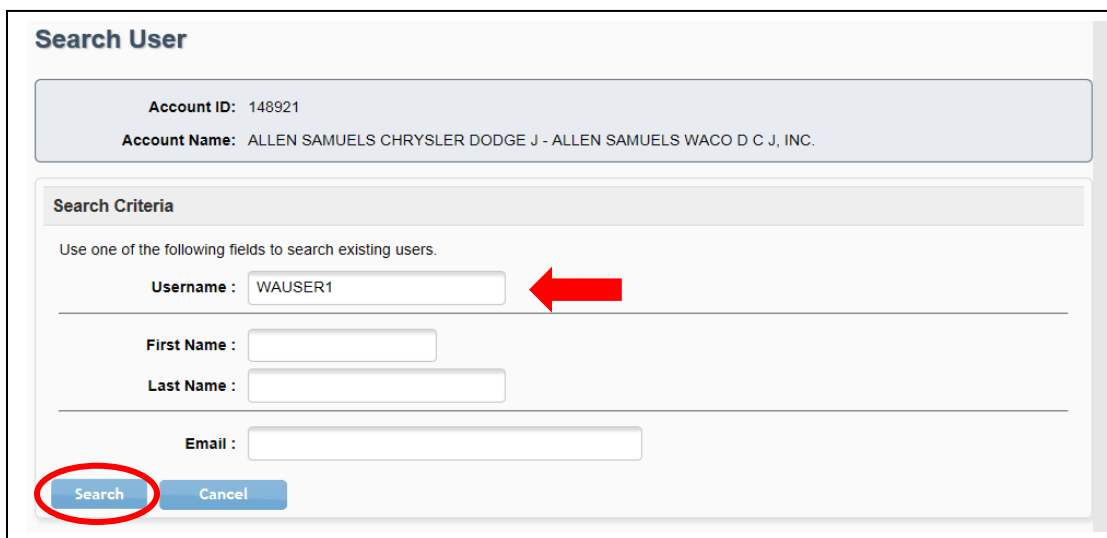
List of Associated Users

User Name	Name	Email	Status	Action
WAUSER2	W AUSER	kathy.mckee@txdmv.gov	Active	

Figure 5: Account Details Page

- Search for the user by entering their Username, their First and Last Name, or their Email. Select **Search**.

**Note:** A search by the Username yields the best results.




**Search User**

Account ID: 148921  
 Account Name: ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

Search Criteria

Use one of the following fields to search existing users.

Username: WAUSER1 

First Name:

Last Name:

Email:

Buttons: **Search**, Cancel

Figure 6: Search User

- Locate the user from the search results. Select **Add to Account** under the Action column.

### Search User

**Account ID:** 148921  
**Account Name:** ALLEN SAMUELS CHRYSLER DODGE J - ALLEN SAMUELS WACO D C J, INC.

**Search Criteria**

Use one of the following fields to search existing users.

**Username :** WAUSER1

---

**First Name :**

**Last Name :**

---

**Email :**

1 user(s) found.

User Name	Name	Email	Action
WAUSER1	WAUSER	KATHY.MCKEE@TXDMV.GOV	<a href="#">Add to Account</a>

Figure 7: Add User to Account

8. Select permissions for the user under the Assigned Permissions. Select **Save**.

### User Details

**Dealer ID:** 88429  
**Dealer Name:** BATES NISSAN INC - BATES NISSAN INC

**Username :** T\_WDTEST **Status:** Active  
**Name :** WEBDEALER DTEST10 **Email :** webdealertest10@mailinator.com

**Assigned Permissions**

- webDEALER
  - Administrator (Manage Account and Users)
  - View Title
  - Add/Edit Title
  - Access Payment
  - Web Service Access

▶ eTAG

▶ eTITLE (webDEALER)

Figure 8: Assigned Permissions

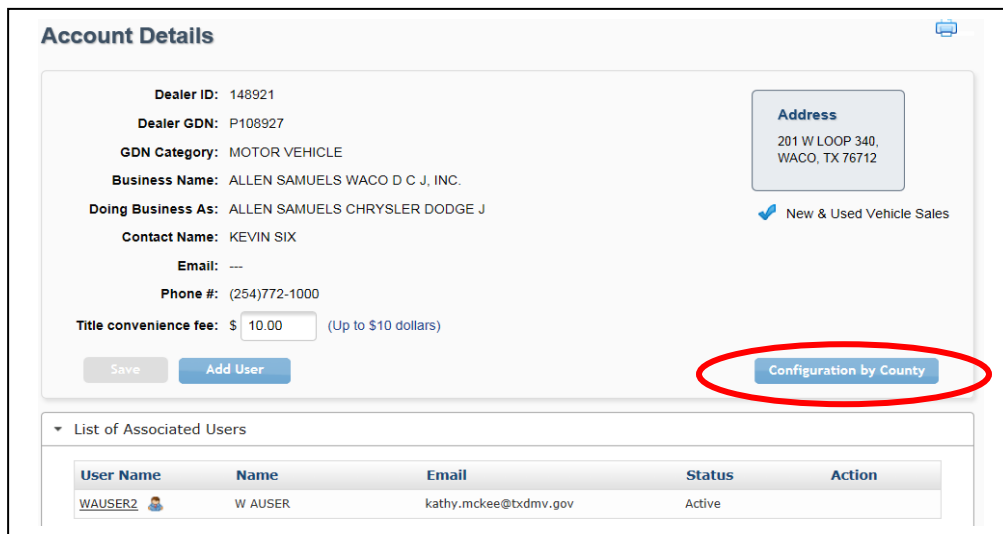
**Note:** The Web Service Access permission is for the setup of a vendor integrated solution (or dealer management system). A ticket must be submitted with the help desk for this option. To submit a ticket, call 1 (877) 933-2020 Option 2. Please have

the vendor name, dealer name, dealer license number, and the contact information available.

## Configuration by County

The Configuration by County button on the Account Details page displays the allowances placed on your dealership by each county.

1. From the Account Details page, select the **Configuration by County** button.



**Account Details**

Dealer ID: 148921  
 Dealer GDN: P108927  
 GDN Category: MOTOR VEHICLE  
 Business Name: ALLEN SAMUELS WACO D C J, INC.  
 Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J  
 Contact Name: KEVIN SIX  
 Email: ---  
 Phone #: (254)772-1000  
 Title convenience fee: \$ 10.00 (Up to \$10 dollars)

Address: 201 W LOOP 340, WACO, TX 76712  
 New & Used Vehicle Sales

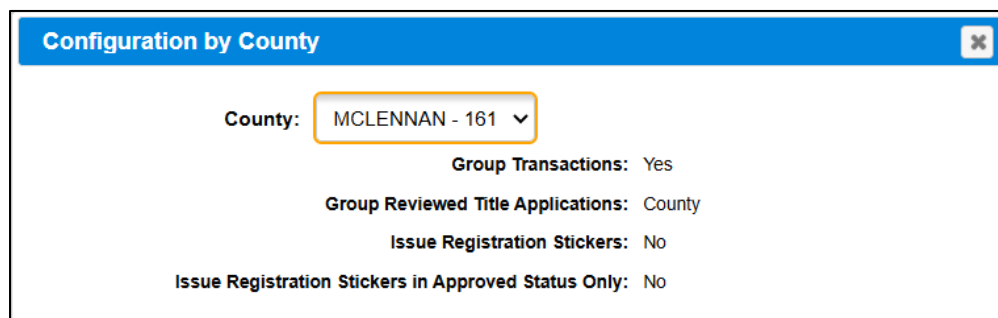
Buttons: Save, Add User, **Configuration by County** (circled in red)

List of Associated Users

User Name	Name	Email	Status	Action
WAUSER2	W AUSER	kathy.mckee@txdmv.gov	Active	

Figure 9: Account Details Page

2. The pop-up will show your configuration.
3. “Yes” or “No” for “Issue Registration Stickers” will indicate whether you have sticker inventory.



**Configuration by County**

County: MCLENNAN - 161

Group Transactions: Yes  
 Group Reviewed Title Applications: County  
 Issue Registration Stickers: No  
 Issue Registration Stickers in Approved Status Only: No

Figure 10: Configuration without Inventory

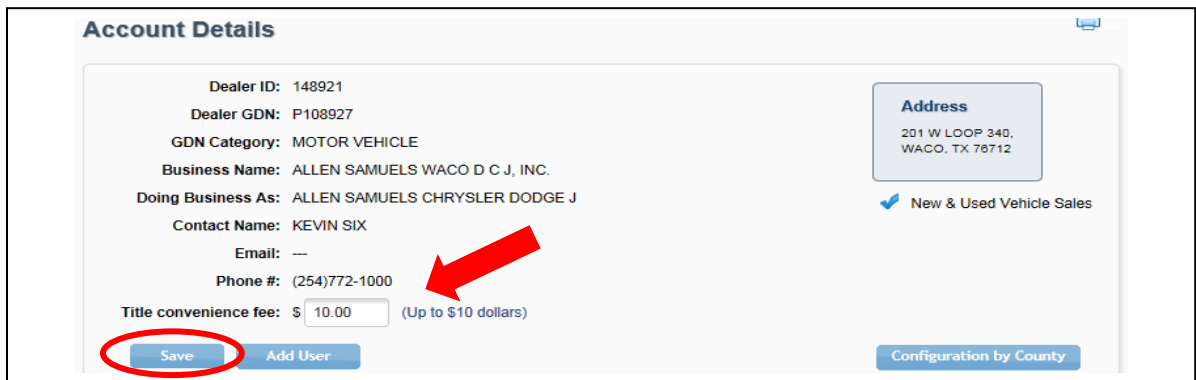
## 3.2 Dealer Deputy

A Dealer Deputy is a dealer that holds inventory and assigns stickers through webDEALER. If interested in the option of becoming a Dealer Deputy, please refer to the Texas Administrative Code, Rule §217.166, for additional information.

If you are set up as a Dealer Deputy, you will be able to charge a Title Convenience Fee of up to \$10.00 with county approval.

Follow these steps to set the Title Convenience Fee:

1. Select the **Administration** tab from any page (refer to [Figure 4](#)).
2. Enter a Title convenience fee of up to \$10.00 on the Account Details page.
3. Select **Save**.



**Account Details**

Dealer ID: 148921  
Dealer GDN: P108927  
GDN Category: MOTOR VEHICLE  
Business Name: ALLEN SAMUELS WACO D C J, INC.  
Doing Business As: ALLEN SAMUELS CHRYSLER DODGE J  
Contact Name: KEVIN SIX  
Email: ---  
Phone #: (254)772-1000

**Title convenience fee:** \$ 10.00 (Up to \$10 dollars)

**Address**  
201 W LOOP 340,  
WACO, TX 76712  
✓ New & Used Vehicle Sales

**Save** **Add User** **Configuration by County**

Figure 11: Dealer Deputy Fee

Once saved, the Title Convenience Fee will show on your title applications once you calculate the fees.

**Computed Fees**  
Expiration Date: 1 / 2018

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TEXAS MOBILITY FUND FEE	\$20.00
SALES TAX FEE	\$1,662.50
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
PERSONALIZED PLATE FEE	\$30.00
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION FEE-2YR	\$10.75
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,725.25</b>

Figure 12: Title Convenience Fee

**Note:** If the fees are calculated on an application prior to setting up an amount for the Title Convenience Fee, the fee will not reflect in the computed fees section until the fees are recalculated by selecting the edit icon in the fees section from the Title Preview page.

**Note:** For additional information regarding Deputy Fee Amounts, please refer to the Texas Administrative Code, Rule §217.168.

The fee amount due to the county will be different than the total amount shown on the payment screens.

**Group Reviewed Titles for Payment**

Search Filter  
County : FLOYD - 77  
Submission Date: FROM [ ] TO [ ] Search

▼ FLOYD 2 title(s) found.

VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Total Fees	Pay To County
<input checked="" type="checkbox"/> 2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$911.27	\$901.27
<input checked="" type="checkbox"/> 1GNKRKGD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$2,327.83	\$2,317.83
<b>Total Selected:</b>					<b>\$3,219.10</b>	

Group Titles

Figure 13: Total Fees

**Note:** In this example, the Total Fees are \$10.00 more than the Pay to County fees in Figure 13 to account for the \$10.00 Title Convenience Fee.

**Note:** Non-Dealer Deputies (dealers that use webDEALER but have not been issued an inventory of registration stickers) are not required to be deputized and cannot charge the Title Convenience Fee.

## 4 Starting Title Applications

With webDEALER, you can submit title applications for new and used vehicles, off-highway vehicles (e.g., ATVs, ROVs, UTVs, and off-highway motorcycles), apply for Title Only, and more.

### 4.1 How to Start a Title Application

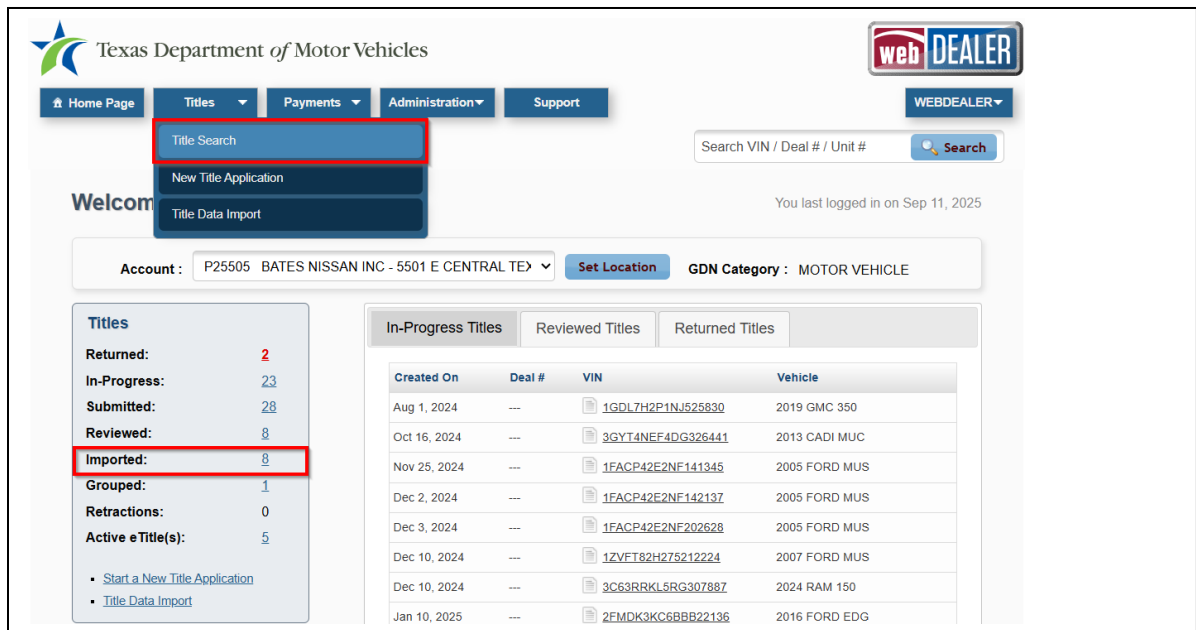
There are three ways to begin title applications:

- Using a webDEALER title integration service (Web Service)
- Using an imported CSV file
- Creating a title application manually

**Note:** All methods to start an application will automatically carry forward the license plate assignment information. If a license plate assignment is not found, the title application cannot be completed in webDEALER.

#### 4.1.1 Web Service

1. Transfer data from your Dealer Management System (DMS).
2. The title application will appear in the “Imported” status link in the Titles box on the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box to view the imported applications. Additionally, you can also locate transactions by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown. Use the search filter box with the status of “Import.”

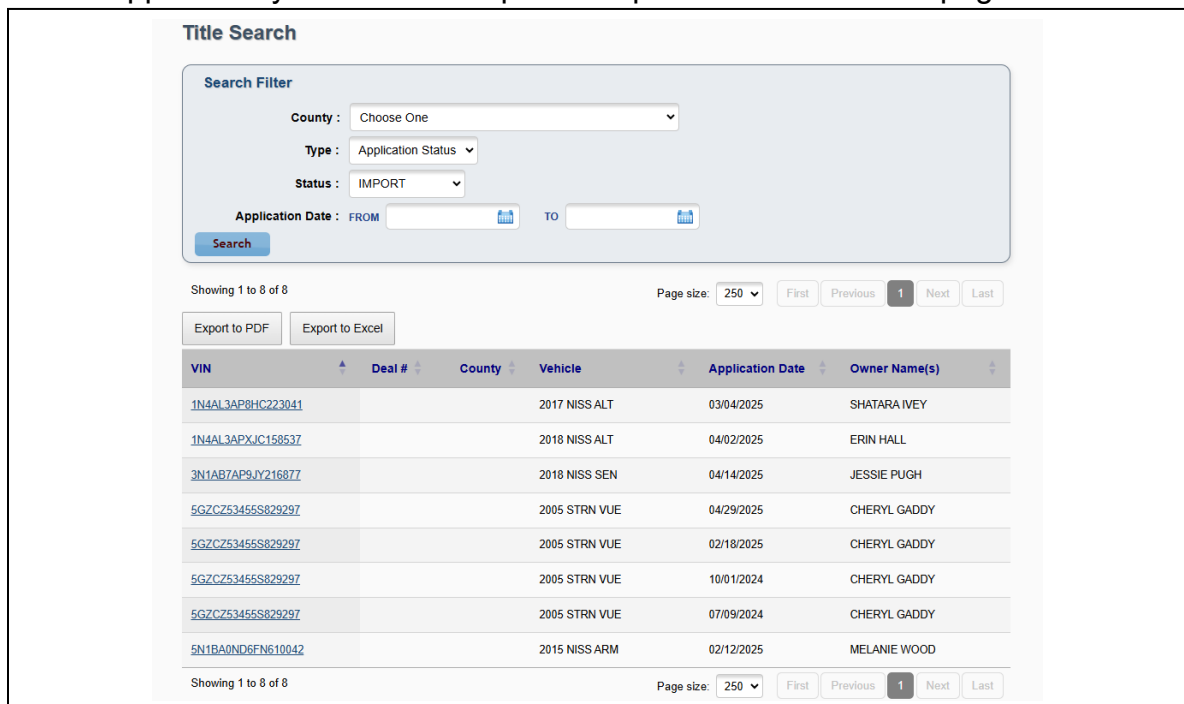


The screenshot shows the webDEALER interface. The 'Titles' menu is highlighted with a red box. Below it, a search filter box is visible. The main content area displays a list of titles with columns for 'Created On', 'Deal #', 'VIN', and 'Vehicle'. The 'Imported' count in the left sidebar is also highlighted with a red box.

Created On	Deal #	VIN	Vehicle
Aug 1, 2024	---	1GDL7H2P1NJ525830	2019 GMC 350
Oct 16, 2024	---	3GYT4NEF4DG326441	2013 CADI MUC
Nov 25, 2024	---	1FACP42E2NF141345	2005 FORD MUS
Dec 2, 2024	---	1FACP42E2NF142137	2005 FORD MUS
Dec 3, 2024	---	1FACP42E2NF202628	2005 FORD MUS
Dec 10, 2024	---	1ZVFT82H275212224	2007 FORD MUS
Dec 10, 2024	---	3C63RRKL5RG307887	2024 RAM 150
Jan 10, 2025	---	2FMDK3K3C6BB22136	2016 FORD EDG

Figure 14: Imported from Home Page

- Use the search filter box to assist in locating applications. Select the **VIN** of the application you wish to complete to open the Title Preview page.



The screenshot shows the 'Title Search' page. The search filter box is highlighted with a red box. Below it, a list of titles is displayed with columns for 'VIN', 'Deal #', 'County', 'Vehicle', 'Application Date', and 'Owner Name(s)'. The 'VIN' column is highlighted with a red box.

VIN	Deal #	County	Vehicle	Application Date	Owner Name(s)
<a href="#">1N4AL3AP8HC223041</a>			2017 NISS ALT	03/04/2025	SHATARA IVEY
<a href="#">1N4AL3APXJC158537</a>			2018 NISS ALT	04/02/2025	ERIN HALL
<a href="#">3N1AB7AP9JY21687Z</a>			2018 NISS SEN	04/14/2025	JESSIE PUGH
<a href="#">5GZCZ53455S829297</a>			2005 STRN VUE	04/29/2025	CHERYL GADDY
<a href="#">5GZCZ53455S829297</a>			2005 STRN VUE	02/18/2025	CHERYL GADDY
<a href="#">5GZCZ53455S829297</a>			2005 STRN VUE	10/01/2024	CHERYL GADDY
<a href="#">5GZCZ53455S829297</a>			2005 STRN VUE	07/09/2024	CHERYL GADDY
<a href="#">5N1BA0ND6FN610042</a>			2015 NISS ARM	02/12/2025	MELANIE WOOD

Figure 15: Import on Title Search

- To start the title transaction, you must complete the Seller Disclosure by selecting the **Begin Seller Disclosure** button.



Figure 16: Title Preview for Imported Application

## 4.1.2 Using an Imported File

Follow these steps to import a file:

1. On the Home Page, select **Title Data Import** from the Titles box.



Figure 17: Title Data Import on Home Page

From any other page, hover your cursor over the **Titles** tab and select **Title Data Import** from the dropdown.

2. Choose the file to import.

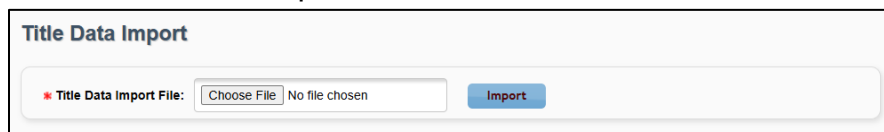


Figure 18: Title Data Import

3. Locate and select the file.

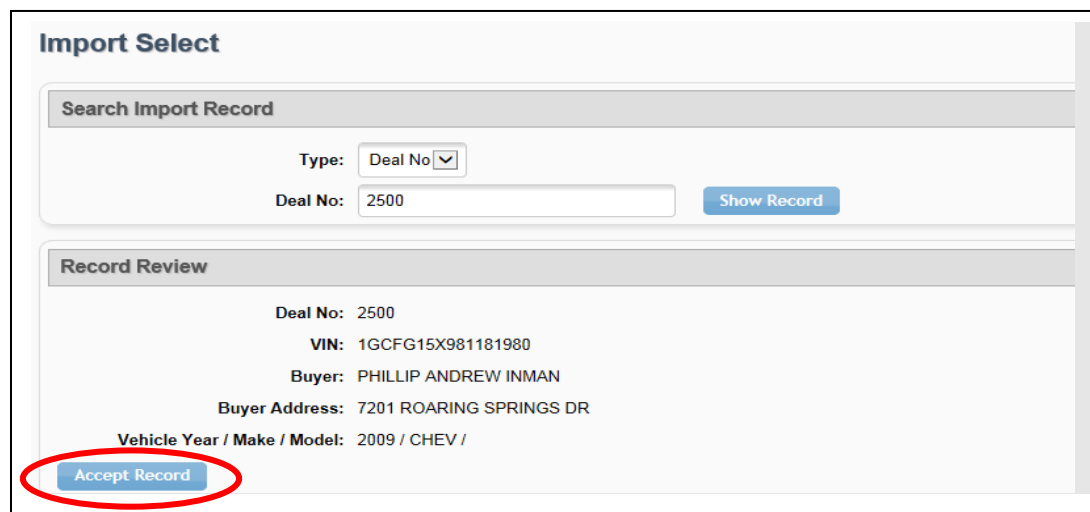
4. The text box will populate with the file name.
5. Select **Import**.
6. From the File Type dropdown, select Deal No. or VIN to retrieve the record.
7. Enter the number to locate and select **Show Record**.



The screenshot shows a web form titled "Import Select". At the top is a header "Search Import Record". Below this, there is a "Type:" label with a dropdown menu currently set to "Deal No.". Underneath is a "Deal No:" text input field which is empty. To the right of the input field is a blue button labeled "Show Record".

Figure 19: Search for Imported Record

8. The Record Review section displays the record for your verification before it is imported. If the correct record is displayed, select **Accept Record**.



This screenshot shows the same "Import Select" form as Figure 19, but now with data populated. The "Deal No:" field contains "2500". Below the search section is a "Record Review" section. It displays the following information: Deal No: 2500, VIN: 1GCFG15X981181980, Buyer: PHILLIP ANDREW INMAN, Buyer Address: 7201 ROARING SPRINGS DR, and Vehicle Year / Make / Model: 2009 / CHEV /. At the bottom of the record review section, there is a blue button labeled "Accept Record", which is circled in red.

Figure 20: Accept Record

9. If you choose to only import one record, select **Title Application** or **Title Preview** to see the vehicle information and begin the title application. Otherwise, you can continue to import additional records.
10. To complete the Seller Disclosure, select the **Seller Disclosure** icon.

The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

**To proceed with previously imported records:**

1. If title applications were previously imported, locate these transactions from the Home Page. Select the blue number adjacent to the word “Imported” in the Titles box.
2. Once the application is found, select the **VIN** to open the Title Preview page.
3. Select the **Begin Title Application** button to begin the title application.

Additionally, you can also locate the transaction by placing your cursor over the **Titles** tab and selecting **Title Search** from the dropdown. Use the search filter box with the status of “Import,” and select the VIN to open the Title Preview.

**Note:** Please refer to [Appendix 1 – Importing Dealer Management System \(DMS\) Files](#) for more information.

### 4.1.3 Creating a Title Application Manually

To create an application by entering all information manually, begin on the Home Page.

1. Select on **Start a New Title Application** in the Titles box.

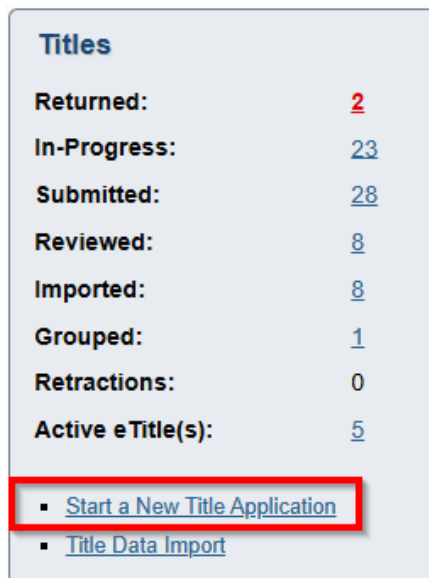
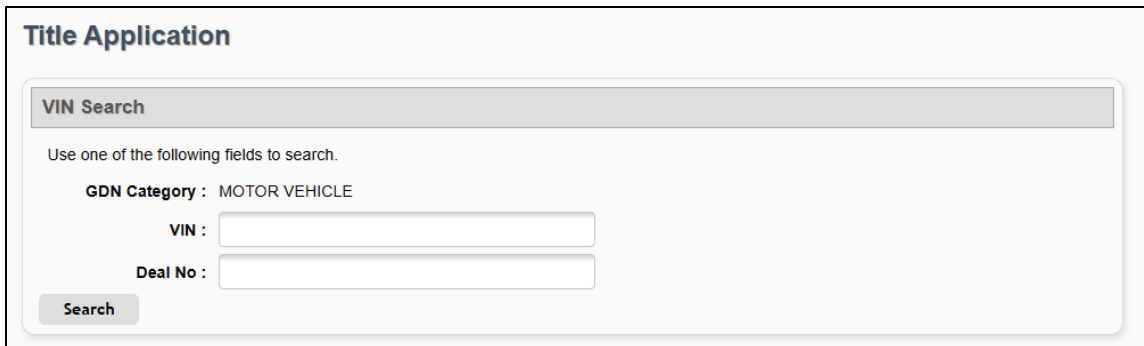


Figure 21: Start a New Title Application

2. Enter the VIN and/or Deal Number and select **Search**.



The screenshot shows a web form titled "Title Application". Inside the form, there is a section labeled "VIN Search". Below this label, it says "Use one of the following fields to search." There are two input fields: "VIN:" and "Deal No:". Above the "VIN:" field, it says "GDN Category : MOTOR VEHICLE". At the bottom left of the search section is a "Search" button.

Figure 22: New Title Application - Enter VIN

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

webDEALER will automatically carry forward the information completed with the plate assignment in ePLATE when a title application is started. Continue with the application using the information completed from the license plate assignment.

## 4.2 Seller Disclosure

The Seller Disclosure information must be completed and saved before you can continue with the title application. The Seller Disclosure page is where you make the choice to upload the Form 130-U or file the title application by capturing an electronic disclosure by the seller (your dealership) and buyer.

To complete the Seller Disclosure, follow these steps:

1. Optionally enter the Deal No.
2. Enter the buyer's ID Type, ID #, and Email in the Buyer ID Information section.
3. Select the county to process the title application from the dropdown in the Processing County section. If the processing County has Full Service Deputies (FSDs) located within the county that have been provided with webDEALER permissions, you may optionally select a FSD in the Processing County section.

**Note:** If the dealer wants to submit the title application to a county not listed in the Processing County dropdown, your dealership must first be setup by that county.

4. In the Sales Price and Odometer Reading section, enter the Sales Price (after rebate amount), the Odometer Reading, and select the Odometer Brand, or select Odometer Reading Exempt, if applicable.

**Note:** The Odometer Reading checkbox on the Seller Disclosure page will default to Exempt for any dealer when carried forward from an existing Texas vehicle record and must be set to Exempt for dealers processing title applications for off-highway vehicles.

**Note:** Trade-in amount and information will be entered in the sales tax portion of the application.


5. Select Upload Form 130-U or Complete Buyer Acknowledgment Electronically.

**Note:** The Complete Buyer Acknowledgment Electronically option is only available when the buyer has a valid Texas Driver License/Identification (ID) card and it is entered in the Buyer ID Information section. If a Texas Driver License or ID card is not provided, only the Upload Form 130-U option is available.

**Note:** If the buyer's e-mail address was provided and "Complete Buyer Acknowledgment Electronically" is chosen, an e-mail is immediately sent containing the link to the Buyer Acknowledgment login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in your internet browser). Refer to [Section 5 - Electronic Buyer Acknowledgment](#) for more information on this process.

6. Check the Certification Box.
7. Select **Save**.

### Seller Disclosure

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

\* Indicates Required Field

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

GDN Category : MOTOR VEHICLE  
VIN : 2GCEK19T5Y1231401  
Deal No :

**Vehicle Information**

Year : 2007  
Vehicle Make : CHEVROLET  
\* Vehicle Model :  \* Body Style : PK


**Buyer ID Information**

\* ID Type : Choose One   
\* ID # :   
Email :

**Processing County**

\* County : Choose One

**Sales Price and Odometer Reading**

\* Sales Price (after Rebate) :   
\* Odometer Reading : 10  \* Odometer Brand : Actual Mileage   
Odometer Reading Exempt :  

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

YOU HAVE ELECTED TO MANUALLY UPLOAD THE SIGNED FORM 130-U. PLEASE ENSURE THAT THE INFORMATION YOU ENTERED ON THIS PAGE MATCHES THE INFORMATION ON THE FORM 130-U. IN CASE OF A MISMATCH, THIS TITLE APPLICATION MAY BE RETURNED BY THE COUNTY.

Figure 23: Seller Disclosure

8. When the Seller's Disclosure page is saved, the status of the application is marked as In-Progress, and you are advanced to the Vehicle Information page.
9. Continue to Section 6 – Completing Title Applications.

## 5 Electronic Buyer Acknowledgment

This section does not apply to title applications if the “Upload Form 130-U” option is selected.

This section only applies to title applications where the option to “Complete Buyer Acknowledgment Electronically” is selected. If this option is selected, the title application cannot be submitted to the county tax assessor-collector’s office or Full Service Deputy without the electronic Buyer Acknowledgement being completed by the buyer.

**Note:** There is a \$0.50 Owner Verification Fee for completing the Buyer’s Acknowledgment. The fee is charged to the buyer and automatically included on the calculated fees for the title application.

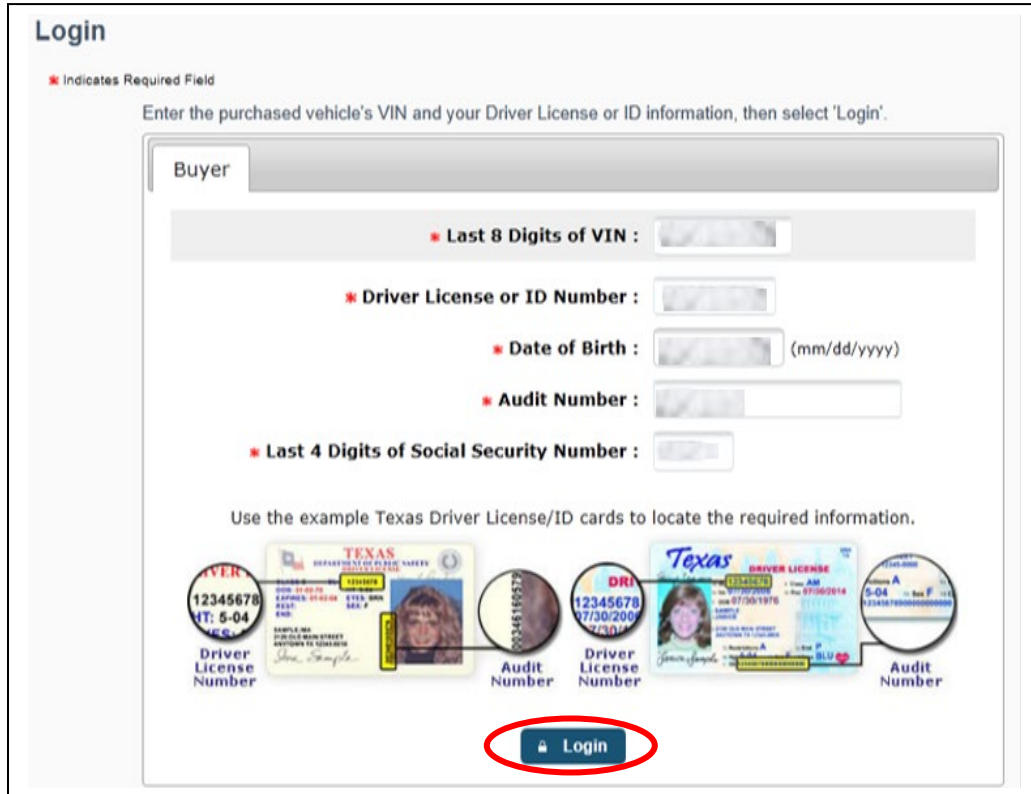
The information in the Seller Disclosure section of the title application is used to populate the Buyer Acknowledgment, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated e-mail is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgment Login website through the link supplied in the e-mail (or through a bookmark in your internet browser) and acknowledges the information is correct.

### 5.1 To Complete the Buyer Acknowledgment

1. The buyer opens the e-mail from webDEALER.
2. The e-mail contains a hyperlink to the webDEALER Buyer Acknowledgment Login webpage. The buyer clicks the URL or copies and pastes the URL into a web browser. 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 here:  
<https://webdealer.txdmv.gov/title/buyerLogin>
3. The buyer must enter:
  - The last 8 digits of the VIN of the vehicle they are purchasing
  - Their Texas Driver License/ID number
  - Their date of birth
  - Their Driver License/ID audit number

- Last 4 digits of their SSN

4. The buyer selects **Login**.



**Login**

\* Indicates Required Field

Enter the purchased vehicle's VIN and your Driver License or ID information, then select 'Login'.

Buyer

\* Last 8 Digits of VIN :

\* Driver License or ID Number :

\* Date of Birth :  (mm/dd/yyyy)

\* Audit Number :

\* Last 4 Digits of Social Security Number :

Use the example Texas Driver License/ID cards to locate the required information.

Driver License Number      Audit Number      Driver License Number      Audit Number

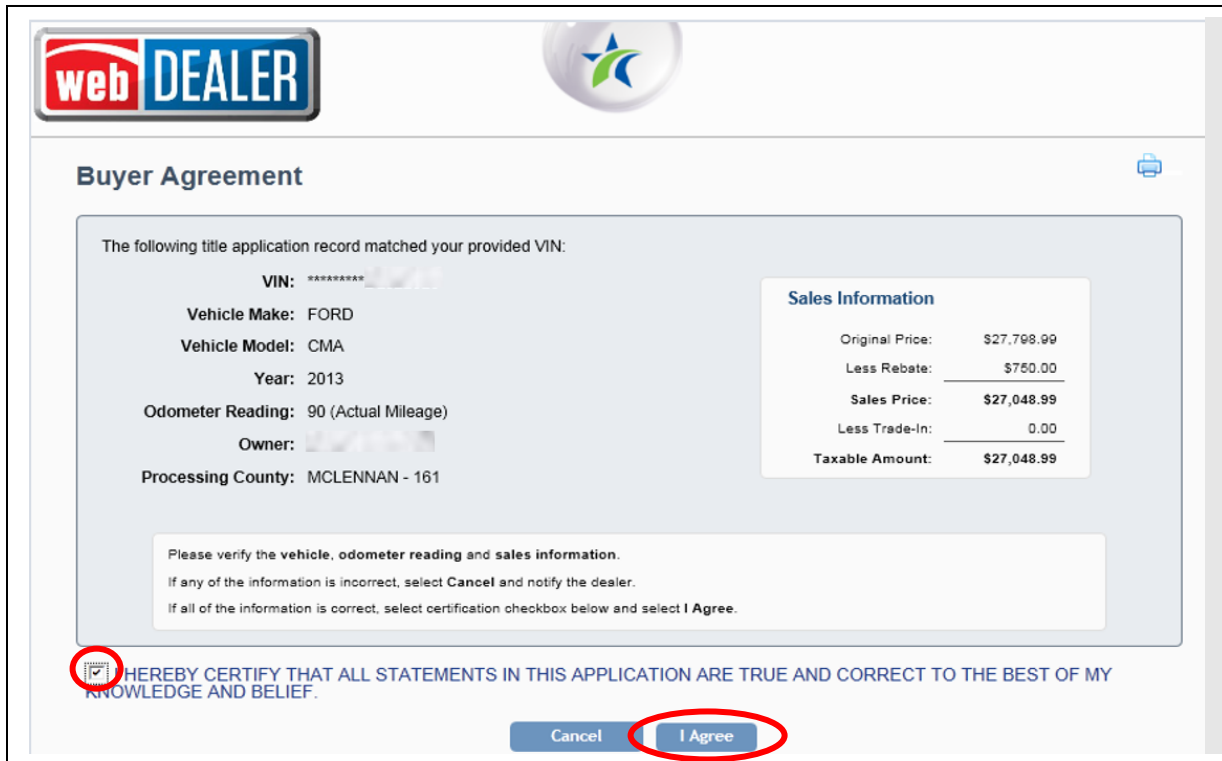
Figure 24: Buyer Agreement Login

**Note:** Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgment Login website using driver license/ID information. After the buyer attempts to log in three times unsuccessfully, they must wait 24 hours before they can try again.

5. The Buyer Agreement page displays the vehicle information along with the sales information.

**Note:** The buyer can print a copy by selecting the printer icon in the top right corner of the agreement.

6. 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
<b>Sales Price:</b>	<b>\$27,048.99</b>
Less Trade-In:	0.00
<b>Taxable Amount:</b>	<b>\$27,048.99</b>

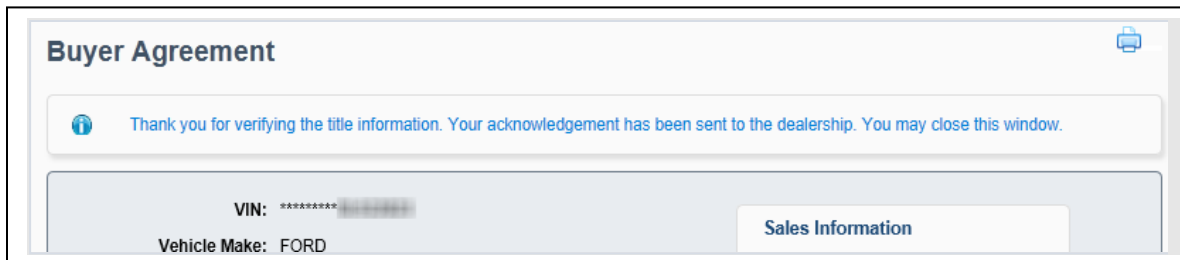
Please verify the vehicle, odometer reading and sales information.  
If any of the information is incorrect, select **Cancel** and notify the dealer.  
If all of the information is correct, select certification checkbox below and select **I Agree**.

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

**Cancel** **I Agree**

Figure 25: Buyer Agreement

7. A confirmation screen is displayed verifying completion by the buyer.



### 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 26: Buyer Agreement Confirmation

8. The title application is automatically updated. You can now complete the rest of the title application.

9. Continue to Section 6 – Completing Title Applications.

## 6 Completing Title Applications

After the Seller Disclosure is saved, the title application status is marked as In-Progress.

Fill out the information on each page and select **Next** to complete the remainder of the title application.

**Note:** If you select the VIN for an In-Progress title application from the Home Page or the Title Search page, the Title Preview page for the title application will open. You will have to select the edit icon located in the upper right corner of each section in order to complete that section. Additionally, you will have to save each section once the information is entered by selecting **Save**.

### 6.1 Vehicle Information

1. Complete the Vehicle Information page and select **Next**.

**Note:** This screen will display differently based on the type of dealer (motor vehicle, motorcycle, trailer).

### Vehicle Information

Current Vehicle Record

**Application Status:** IN-PROGRESS      **VIN:** 3GNGK26G41G154627

\* Indicates Required Field

**Title Only (No Registration):**

**Vehicle Class:** Passenger-Truck

**Year:** 2017      **Vehicle Make:** CHEV

\* **Vehicle Model:**       \* **Body Style:**

\* **Major Color:**       **Minor Color:**

**Fuel Type:** GAS

**Empty Weight:** 6700 (lbs)

**Carrying Capacity:**  (lbs)

**Gross Weight:** 6700 (lbs)      **Diesel:**

**Odometer Reading:** 3620      **Odometer Brand:** Actual Mileage

**Next**

Figure 27: Vehicle Information

**Note:** Reference form VTR-249 for standard abbreviations for vehicle makes and body styles, here: [https://www.txdmv.gov/sites/default/files/form\\_files/VTR-249.pdf](https://www.txdmv.gov/sites/default/files/form_files/VTR-249.pdf).

### Vehicle Information

Application Status: IN-PROGRESS      VIN: 1FT8W2BT8REC41231

\* Indicates Required Field

\* Vehicle Class:

Year: 2024

\* Vehicle Model:

\* Major Color:

Fuel Type: DIESEL

Title Only (No Registration):       Apportioned:

Vehicle Make: FORD

\* Body Style:

Minor Color:

\* Empty Weight:  (lbs)      Fixed Weight:

\* Carrying Capacity:  (lbs)

Gross Weight: 19000 (lbs)      Diesel:

Odometer Reading: 333      Odometer Brand: Actual Mileage

Figure 28: Diesel Checkbox

**Note:** For vehicles with a diesel fuel type and gross weight of more than 18,000 lbs, the **Diesel box must be selected** to add the required additional 11% Diesel Motor Fee outlined in Transportation Code, Section 502.359.

**Note:** Fully electric vehicles (EVs) under 10,000 lbs. are subject to an annual \$200 fee at time of initial registration, or \$400 for new EVs with two-year registration. Fees are determined by the vehicle’s fuel type.

**Note:** The fuel type is either auto-populated based on the fuel type code returned from the VIN decode, or manually selected from a dropdown list, if not decoded. The fuel type for travel trailers and trailers will default to “TRAILER- NO FUEL TYPE.”

1. Complete the Lienholder Information page to record a lien, select **Lienholder(s)**. You will automatically advance to the next page to enter the lienholder’s information.

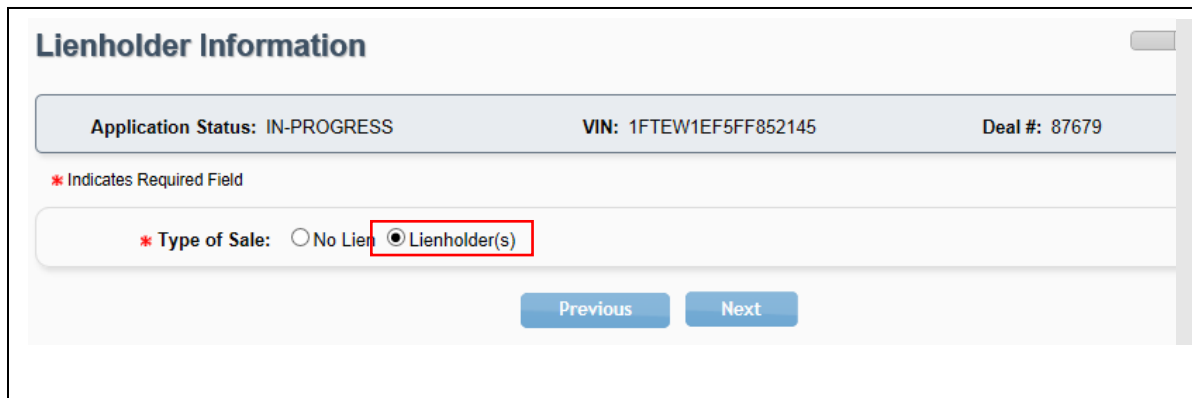


Figure 29: Lienholder Information

- Note:** If **No Lien** is selected, the system will default to Paper as the Title Type.
2. Enter the **Certified Lienholder Id** and **Date** of lien or select the **Local Lienholder** tab and move to Step 6.
  3. If the lienholder is Electronic Lien Title (ELT) Certified, select Type of Title as **Electronic**.
  4. Select **Search**.

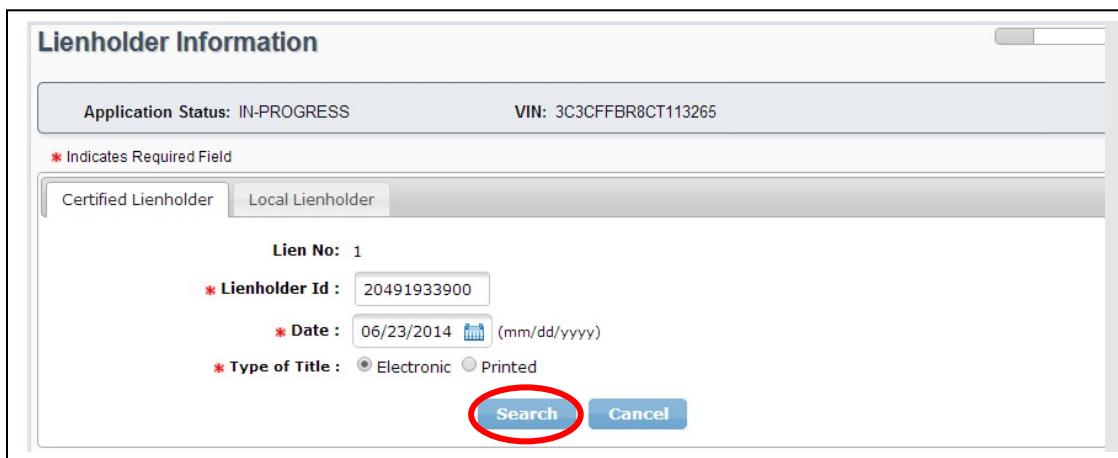
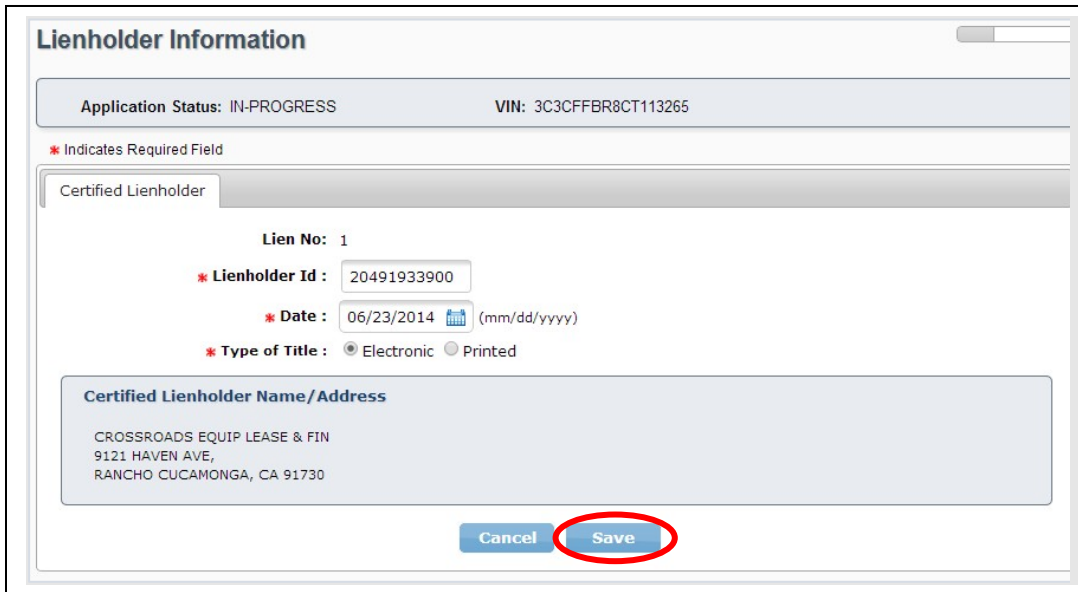


Figure 30: Certified Lienholder

5. Confirm the ELT Certified Lienholder results. Select **Save**.



**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 3C3CFFBR8CT113265

\* Indicates Required Field

Certified Lienholder

Lien No: 1

\* Lienholder Id : 20491933900

\* Date : 06/23/2014 (mm/dd/yyyy)

\* Type of Title :  Electronic  Printed

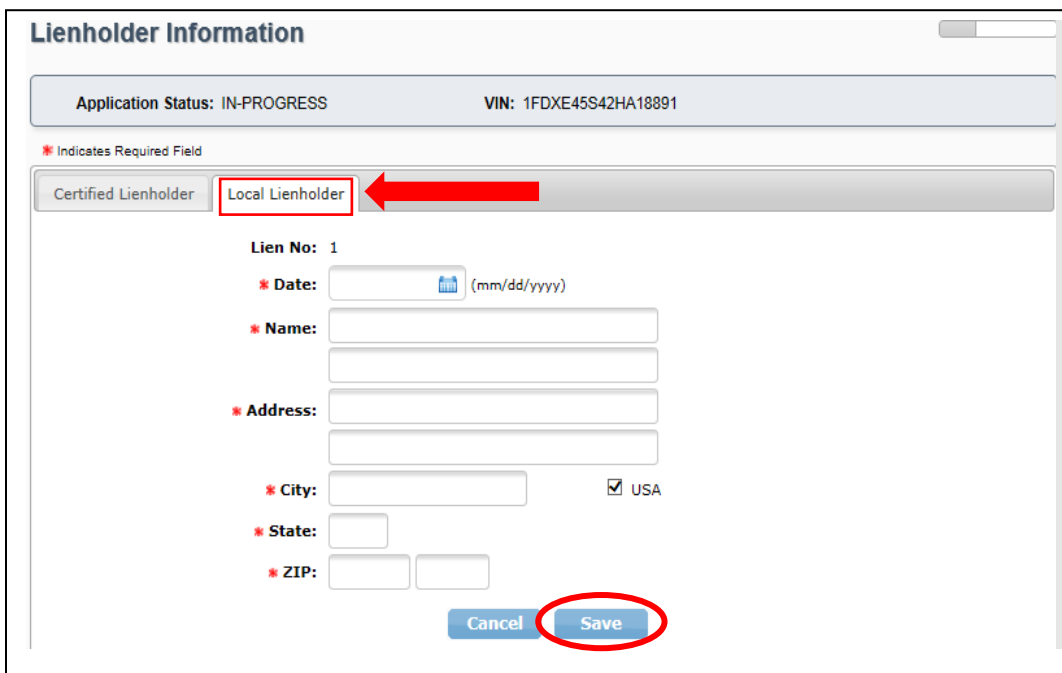
**Certified Lienholder Name/Address**

CROSSROADS EQUIP LEASE & FIN  
9121 HAVEN AVE,  
RANCHO CUCAMONGA, CA 91730

Cancel Save

Figure 31: Certified Lienholder Verification

- If the lienholder does not have a Certified Lienholder Id, select the Local Lienholder tab and complete all required fields. Select **Save**.



**Lienholder Information**

Application Status: IN-PROGRESS      VIN: 1FDXE45S42HA18891

\* Indicates Required Field

Certified Lienholder Local Lienholder

Lien No: 1

\* Date : (mm/dd/yyyy)

\* Name :

\* Address :

\* City :  USA

\* State :

\* ZIP :

Cancel Save

Figure 32: Local Lienholder

- The lien is added to the application. Select **Save**.

### Lienholder Information

**Application Status:** IN-PROGRESS      **VIN:** 1FUJA6AV54LM28996

Lien No	Type	Date	Name	Certified ID	Action
1	Local	Sep 5, 2025	<a href="#">LIENHOLDER NAME</a> LIENHOLDER ADDRESS, AUSTIN, TX 78731	--	<span style="color: red;">✖</span> <a href="#">Delete</a>

[Add Certified](#)   [Add Local](#)

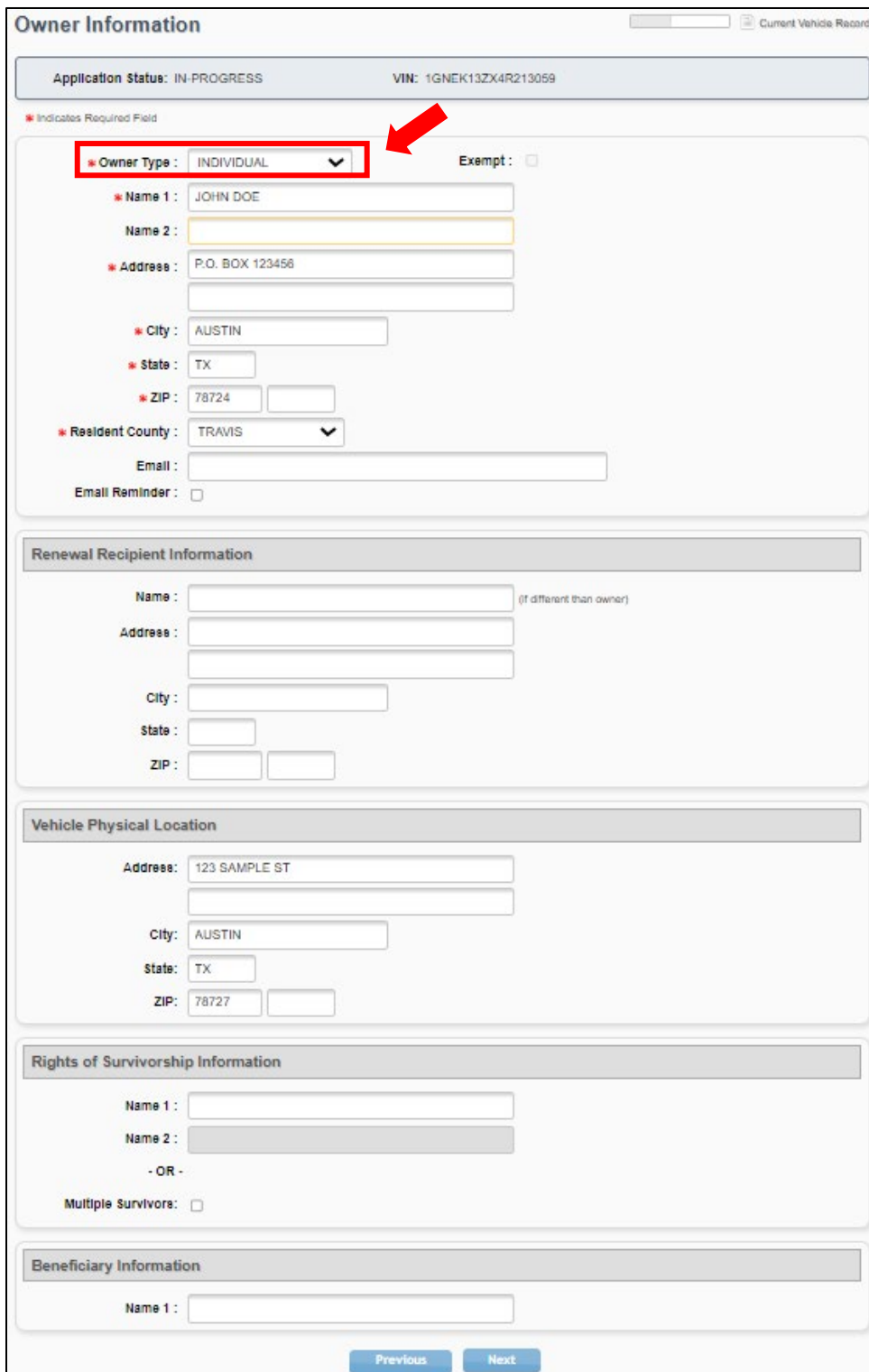
Cancel
Save

Figure 33: Lienholder Information

**Note:** Only one ELT lienholder or up to three local lienholders may be added.

## 6.2 Owner Information

Select the Owner Type and complete the Owner Information page. Select **Next**.



**Owner Information** Current Vehicle Record

Application Status: IN-PROGRESS VIN: 1GNEK13ZX4R213059

\* Indicates Required Field

\* Owner Type : INDIVIDUAL  Exempt

\* Name 1 : JOHN DOE

Name 2 :

\* Address : P.O. BOX 123456

\* City : AUSTIN

\* State : TX

\* ZIP : 78724

\* Resident County : TRAVIS

Email :

Email Reminder :

**Renewal Recipient Information**

Name : (if different than owner)

Address :

City :

State :

ZIP :

**Vehicle Physical Location**

Address: 123 SAMPLE ST

City: AUSTIN

State: TX

ZIP: 78727

**Rights of Survivorship Information**

Name 1 :

Name 2 :

- OR -

Multiple Survivors:

**Beneficiary Information**

Name 1 :

[Previous](#) [Next](#)

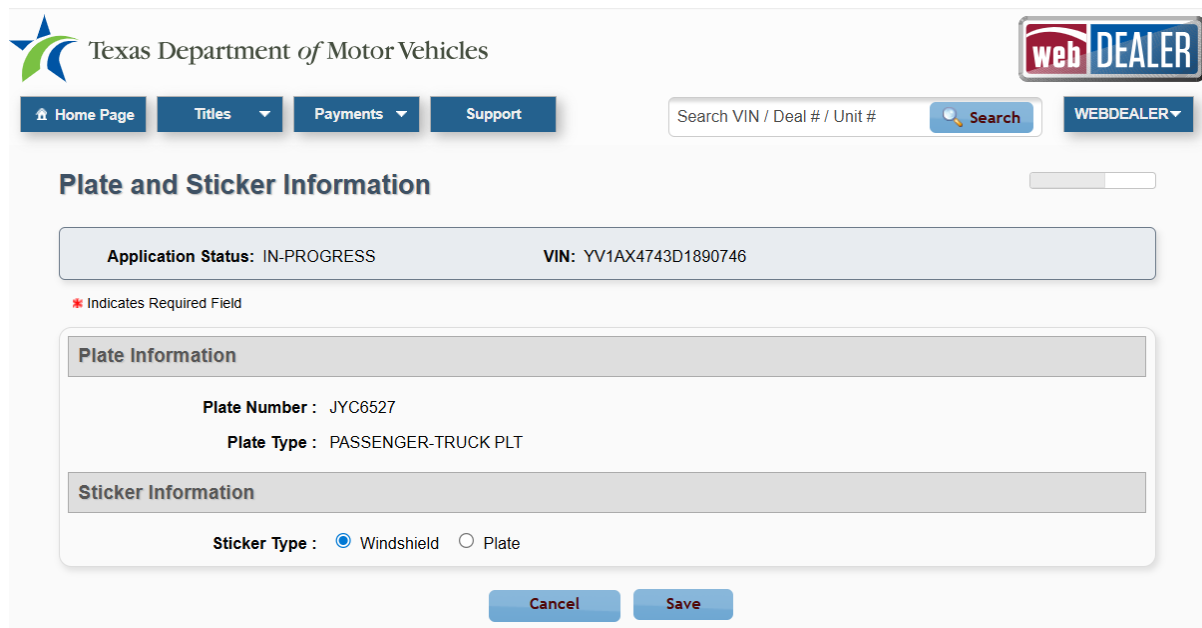
Figure 34: Owner Information

**Note:** The Beneficiary Information can only be added when the Owner Type “Individual” is selected. If multiple owners are on an application, Rights of Survivorship must be completed before the Beneficiary functionality is available.

**Note:** If a customer wants to use a P.O. Box for their owner address (i.e. where the title will be mailed), you can enter it in the Owner Information section. However, you are still required to provide a physical address in the Vehicle Physical Location section.

## 6.3 Plates and Sticker Information

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



Texas Department of Motor Vehicles

web DEALER

Home Page Titles Payments Support

Search VIN / Deal # / Unit # Search WEBDEALER

### Plate and Sticker Information

Application Status: IN-PROGRESS VIN: YV1AX4743D1890746

\* Indicates Required Field

**Plate Information**

Plate Number : JYC6527  
Plate Type : PASSENGER-TRUCK PLT

**Sticker Information**

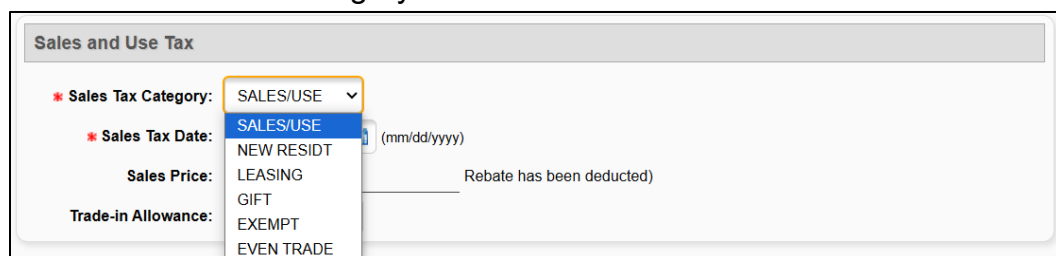
Sticker Type :  Windshield  Plate

Cancel Save

Figure 35: Plate and Sticker Information

## 6.4 Sales Tax Information

1. Select a Sales Tax Category.



Sales and Use Tax

\* Sales Tax Category: SALES/USE

\* Sales Tax Date: (mm/dd/yyyy)

Sales Price: Rebate has been deducted

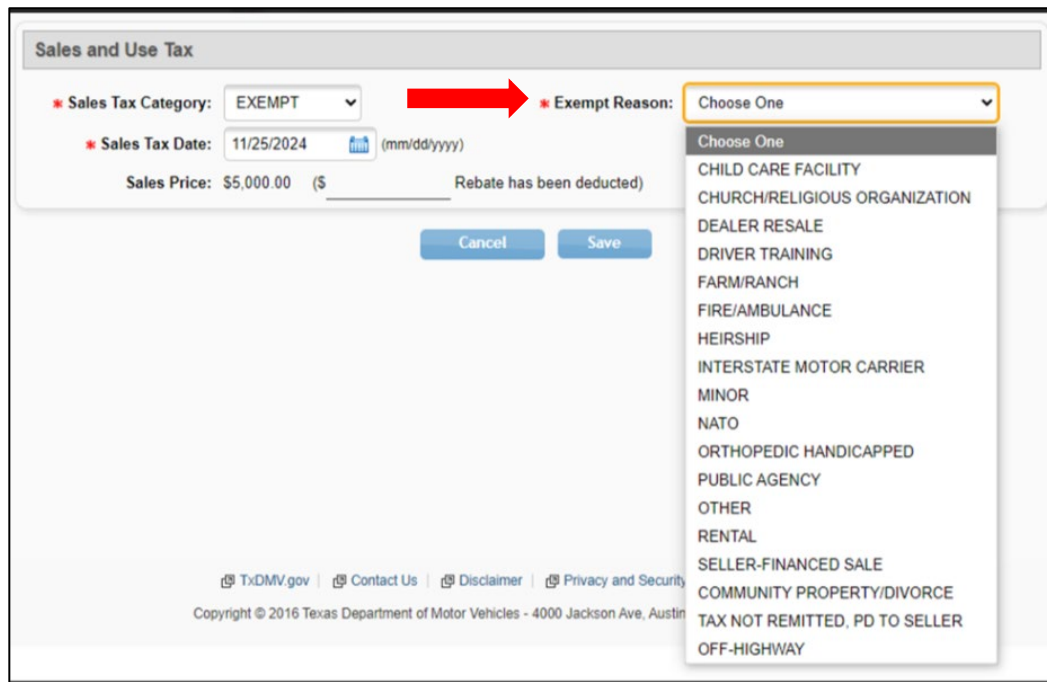
Trade-in Allowance:

SALES/USE  
NEW RESIDT  
LEASING  
GIFT  
EXEMPT  
EVEN TRADE

Figure 37: Sales and Use Tax

- If Exempt is selected, select an Exempt Reason.

**Note:** The system will default to Exempt and auto-populate the applicable Exempt Reason for certain transactions, such as off-highway vehicles and apportioned vehicles.



The screenshot shows the 'Sales and Use Tax' form. The 'Sales Tax Category' is set to 'EXEMPT'. A red arrow points from this field to the 'Exempt Reason' dropdown menu, which is currently set to 'Choose One'. The dropdown menu is open, showing a list of reasons: CHILD CARE FACILITY, CHURCH/RELIGIOUS ORGANIZATION, DEALER RESALE, DRIVER TRAINING, FARM/RANCH, FIRE/AMBULANCE, HEIRSHIP, INTERSTATE MOTOR CARRIER, MINOR, NATO, ORTHOPEDIC HANDICAPPED, PUBLIC AGENCY, OTHER, RENTAL, SELLER-FINANCED SALE, COMMUNITY PROPERTY/DIVORCE, TAX NOT REMITTED, PD TO SELLER, and OFF-HIGHWAY. The 'Sales Tax Date' is 11/25/2024, and the 'Sales Price' is \$5,000.00. There are 'Cancel' and 'Save' buttons at the bottom of the form.

Figure 38: Sales and Use Tax Exempt Reason

- Enter the sales tax information, including the trade-in, if applicable. Select **Next**.

**Note:** Trade-in information cannot be entered when Exempt is selected as the Sales Tax Category. However, the trade-in information can still be reflected on Form 130-U. Otherwise, for non-exempt transactions, the trade-in information displays once the Trade-in Allowance is entered.



**Sales Tax**

**Tax Permit #:** Format is not valid (5611)

**Application Status:** IN-PROGRESS      **VIN:** 1GTHK23D76F202221

\* Indicates Required Field

**Sales and Use Tax**

\* **Sales Tax Category:** EXEMPT

\* **Exempt Reason:** FARM/RANCH

\* **Sales Tax Date:** 09/21/2020 (mm/dd/yyyy)

\* **Tax Permit #:** 23456789101

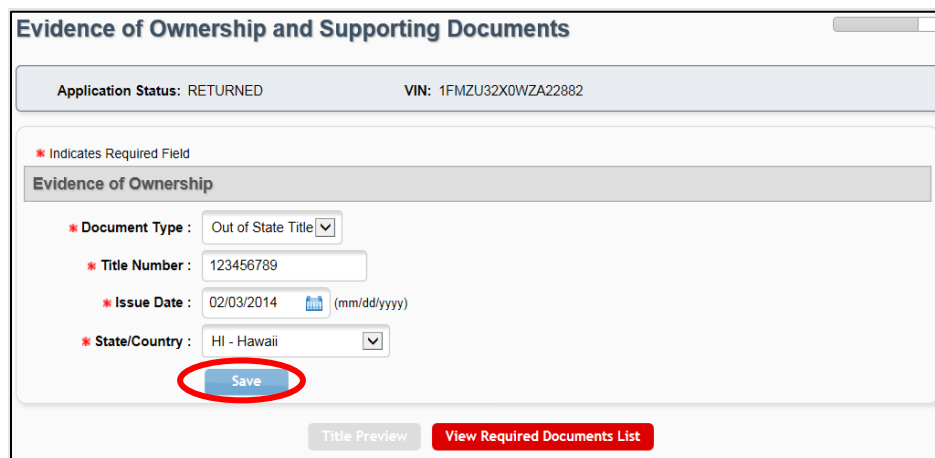
**Sales Price:** \$20,000.00 (\$      Rebate has been deducted)

Figure 39: Farm/Ranch Exempt Reason

**Note:** When Farm/Ranch is selected as the Exempt Reason, the system displays an error message if the first digit of the Tax Permit does not begin with a “1” or a “3” or the number is not eleven digits.

## 6.5 Evidence of Ownership and Supporting Documents

1. Select the appropriate Evidence of Ownership document in **Document Type**.
2. If submitting a Texas title, verify the title information matches.
3. If out of state title is selected, the Title Number, Issue Date, and issuing State/Country must be entered. Select **Save**.



**Evidence of Ownership and Supporting Documents**

**Application Status:** RETURNED      **VIN:** 1FMZU32X0WZA22882

\* Indicates Required Field

**Evidence of Ownership**

\* **Document Type:** Out of State Title

\* **Title Number:** 123456789

\* **Issue Date:** 02/03/2014 (mm/dd/yyyy)

\* **State/Country:** HI - Hawaii

**Save**

Title Preview      View Required Documents List

Figure 40: Evidence of Ownership

**Note:** Please use the NMVTIS Guide for any questions regarding title numbers and issue dates. You can access the guide here:

[https://www.txdmv.gov/sites/default/files/body-files/NMVTIS\\_Guide.pdf](https://www.txdmv.gov/sites/default/files/body-files/NMVTIS_Guide.pdf).

4. You can select the **View Required Documents List** to view missing documents.



**Figure 41: Required Document List**

**Note:** This list outlines the minimum documents you need to upload. However, all additional supporting documents, such as POAs, dealer reassignments, or releases of lien, etc., must be uploaded. Evidence of ownership will always be required and the Form 130-U will be required if this option is selected on the Seller Disclosure page.

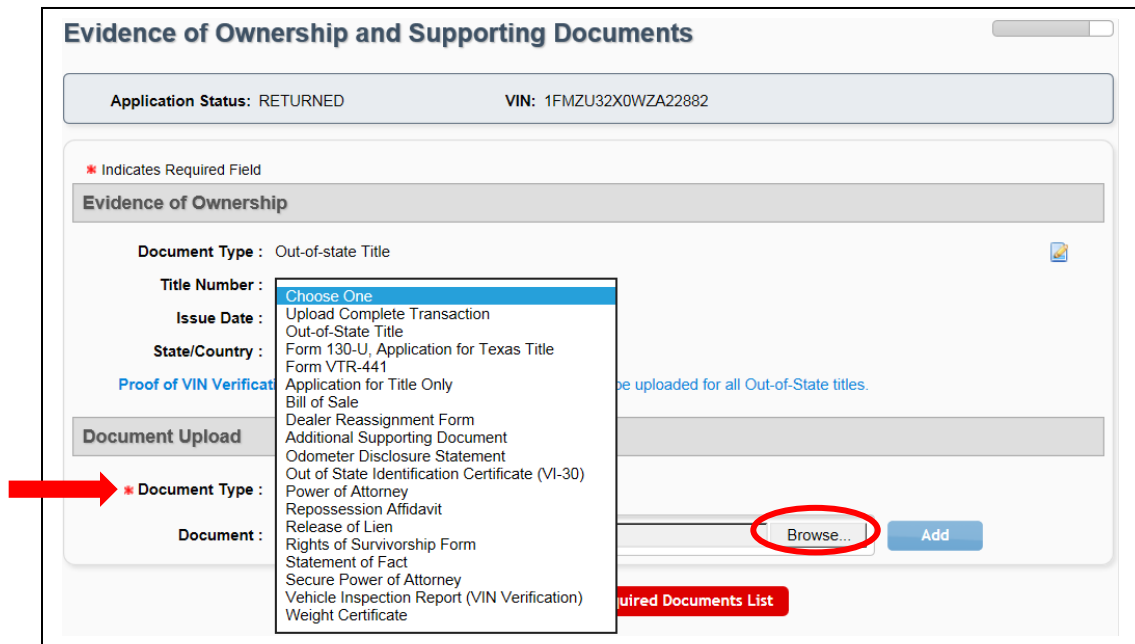
5. Upload the appropriate evidence of ownership and supporting documents.

**Note:** The evidence of ownership and supporting documents can be uploaded as a single PDF (i.e. Upload Complete Transaction) or as multiple individual files. The single file upload capability is available for all title applications. To upload a single PDF, you must first scan the multiple documents into a single PDF (refer to [Appendix 5 – Document Upload Order](#).)

6. Select **Upload Complete Transaction** or select individual documents from the Document Type drop down menu.

**Note:** The **Upload Complete Transaction** option only appears in the initial drop-down list. Once any other single document has been uploaded, the **Upload Complete Transaction** option is not offered.

7. **Browse** for the file you want to upload. Select **Add**.



**Evidence of Ownership and Supporting Documents**

Application Status: RETURNED      VIN: 1FMZU32X0WZA22882

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Out-of-state Title

Title Number : **Choose One**

Issue Date : Upload Complete Transaction

State/Country : Out-of-State Title

Proof of VIN Verification : Form 130-U, Application for Texas Title

Document Upload

\* Document Type : Form VTR-441

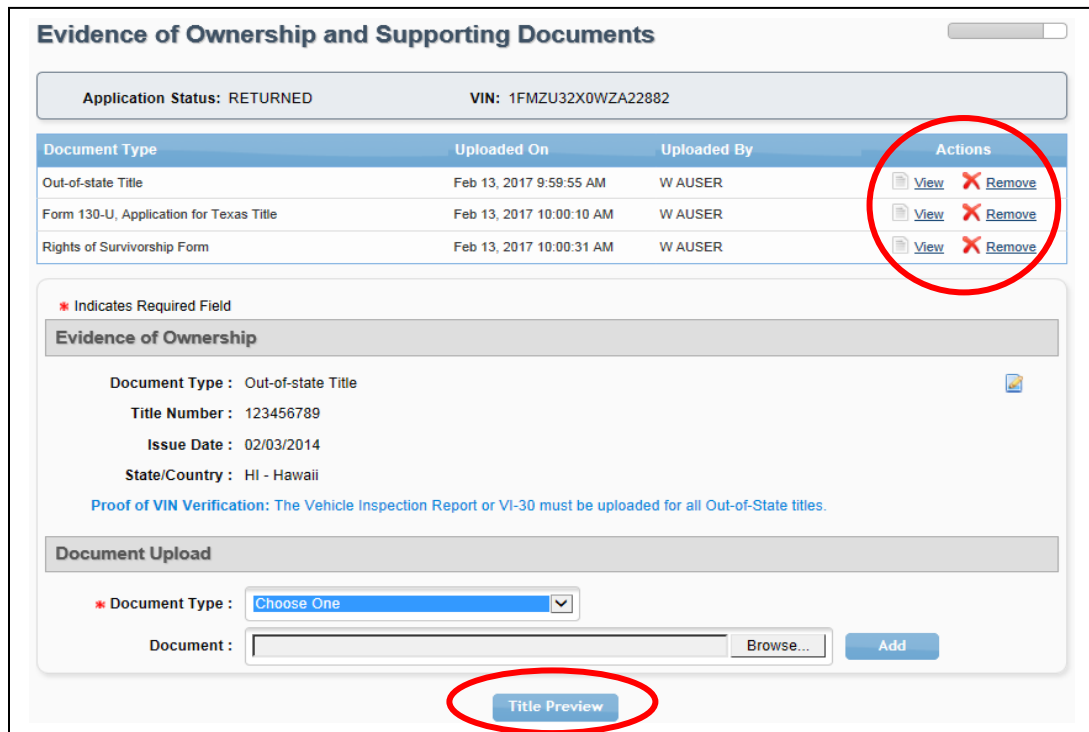
Document : Application for Title Only

Browse... Add

Required Documents List

Figure 42: Document Type Selection

8. Each document is shown at the top of the page as they are uploaded.



**Evidence of Ownership and Supporting Documents**

Application Status: RETURNED      VIN: 1FMZU32X0WZA22882

Document Type	Uploaded On	Uploaded By	Actions
Out-of-state Title	Feb 13, 2017 9:59:55 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>
Form 130-U, Application for Texas Title	Feb 13, 2017 10:00:10 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>
Rights of Survivorship Form	Feb 13, 2017 10:00:31 AM	W AUSER	<a href="#">View</a> <a href="#">Remove</a>

\* Indicates Required Field

**Evidence of Ownership**

Document Type : Out-of-state Title

Title Number : 123456789

Issue Date : 02/03/2014

State/Country : HI - Hawaii

Proof of VIN Verification: The Vehicle Inspection Report or VI-30 must be uploaded for all Out-of-State titles.

Document Upload

\* Document Type : **Choose One**

Document :  Browse... Add

Title Preview

Figure 43: Evidence of Ownership and Supporting Documents Completed

9. Title Preview becomes available when all document requirements are met. Select **Title Preview** to continue.

**Note:** Prior to selecting Title Preview, verify the uploaded documents. Ensure the documents are all facing the correct direction, that they match the correct customer and VIN, that the ownership evidence has been stamped SURRENDERED, and that the scanned images are clear for the county to review and approve.

## 6.6 Inspection Information

For non-commercial vehicles, webDEALER will verify the vehicle has a current passing emissions inspection within 180 days of the sale date, if the vehicle is sold by a dealer in one of the 17 emissions counties. For commercial vehicles (vehicles with a gross vehicle weight greater than 26,000 pounds), webDEALER will verify the vehicle has a current passing inspection within 180 days of the sale date. The inspection must be current when the application is submitted to the county tax assessor-collector's office.

When assessing the emissions inspection requirements for non-commercial vehicles, the system will determine when to charge the "Emissions Inspection Fee."

1. When the dealer AND the customer are in an emissions county the emissions inspection IS required and the "Emissions Inspection Fee" will be charged.
2. When the dealer is in emissions county and the customer is in a non-emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.
3. When the dealer is in a non-emissions county and the customer is in a non-emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.
4. When the dealer is in a non-emissions county and the customer is in an emissions county the emissions inspection is NOT required and the "Emissions Inspection Fee" will NOT be charged.

No	Dealer County	Customer County	Emissions Inspection and Fee Required
1	Emissions	Emissions	Yes
2	Emissions	Non-Emissions	No
3	Non-Emissions	Non-Emissions	No
4	Non-Emissions	Emissions	No

Figure 44: Emission Requirement Table

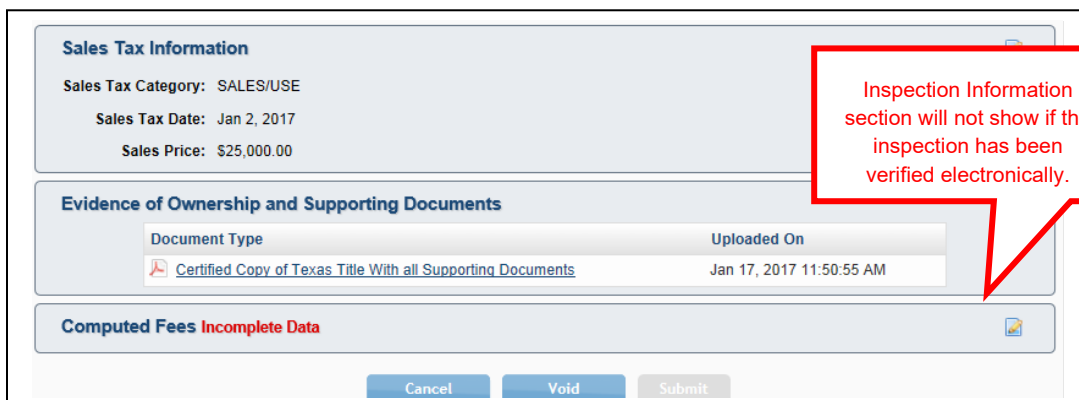
In all cases verify the "Inspection Replacement Fee" is charged.

**Note:** The Inspection Information section will not display on the Title Preview page for vehicles not subject to a state inspection.

### 6.6.1 Current, Passing Inspection

If the vehicle is subject to an inspection, validate the inspection is passing, and the inspection date is current. An inspection is current when the inspection expiration date (month/year) is greater than the creation date in webDEALER and the date the application is submitted to the county tax assessor-collector's office. A new inspection will be required if the inspection expiration is the same month/year as the creation date in webDEALER or as of the date you submit the application to the county tax assessor-collector's office.

If the inspection information is available electronically at the time of application, the Inspection Information section will not show on the Title Preview page, and you are not required to upload the VIR for inspection verification purposes.



The screenshot shows a web form with three main sections:
 

- Sales Tax Information:** Includes fields for Sales Tax Category (SALES/USE), Sales Tax Date (Jan 2, 2017), and Sales Price (\$25,000.00).
- Evidence of Ownership and Supporting Documents:** A table with columns for Document Type and Uploaded On. One document is listed: 'Certified Copy of Texas Title With all Supporting Documents' uploaded on Jan 17, 2017 11:50:55 AM.
- Computed Fees:** Shows 'Incomplete Data'.

 A red callout box with a white background and red border points to the area where the 'Inspection Information' section would normally be, containing the text: 'Inspection Information section will not show if the inspection has been verified electronically.'

Figure 45: Inspection Information Not Shown

## 6.6.2 Inspection Expires

If the inspection expires before submitting the title application to the county tax assessor-collector's office, you will be presented with the message "The Inspection Has Expired" on the Title Preview page. Current inspection information will need to be entered or updated prior to submitting the application. The VIR must be uploaded when you manually enter or update new inspection information.

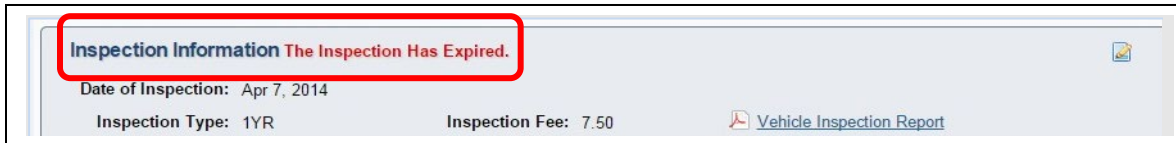


Figure 46: Expired Inspection

## 6.6.3 Inspection is Not Valid, Not Available, or Exempt from Emissions Inspection

For vehicles subject to an inspection, if the inspection is not available electronically, or the inspection is not current and passing upon the start of a new title application, you will be presented with the message "Incomplete Data" in the Inspection Information section on the Title Preview page. Follow these steps:

1. Select the edit icon in the top right corner of the Inspection Information section to enter the Date of Inspection and Inspection Type.

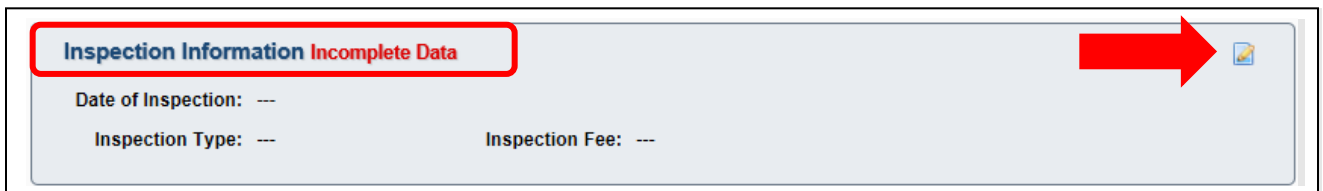


Figure 47: Inspection Information Shown

2. When selecting the edit icon, webDEALER will again query the state inspection database for a current and passing inspection. If a valid inspection record is found, the message "Inspection verified" will display. Select Cancel.

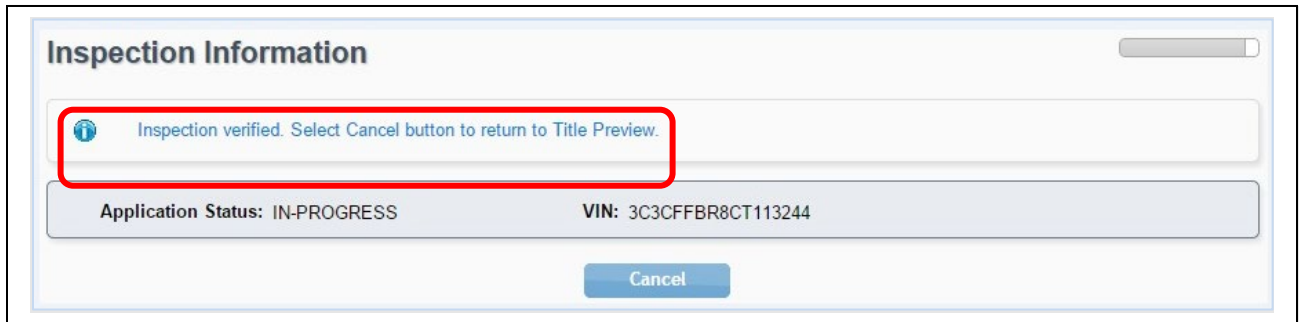


Figure 48: Inspection Verified

No further action is required by you, and the Inspection Information section will no longer appear on the Title Preview page.

If a record is not found, you must manually enter the Date of Inspection and select an Inspection Type from the drop-down list on the Inspection Information page. Select Save.

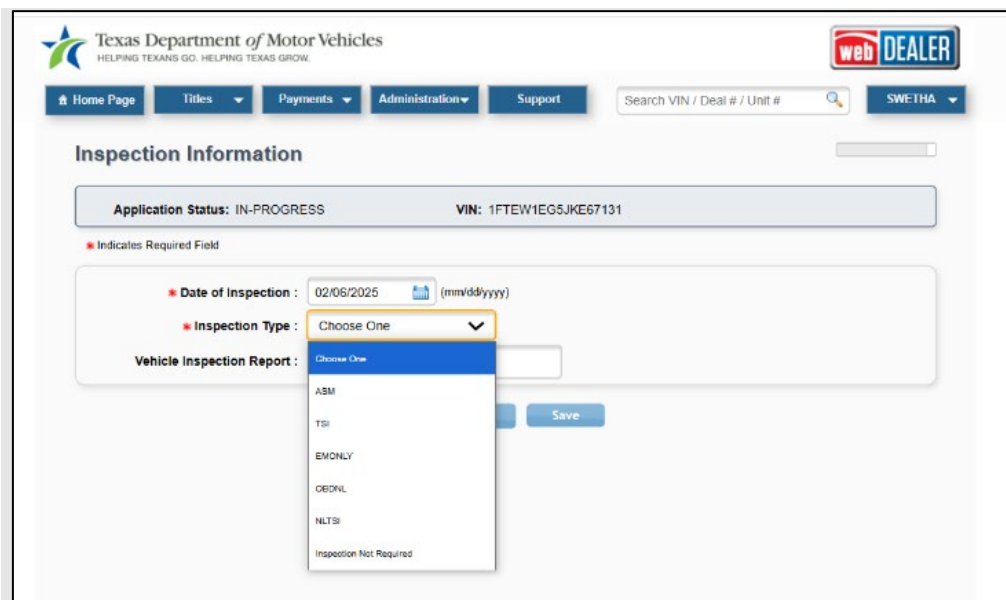
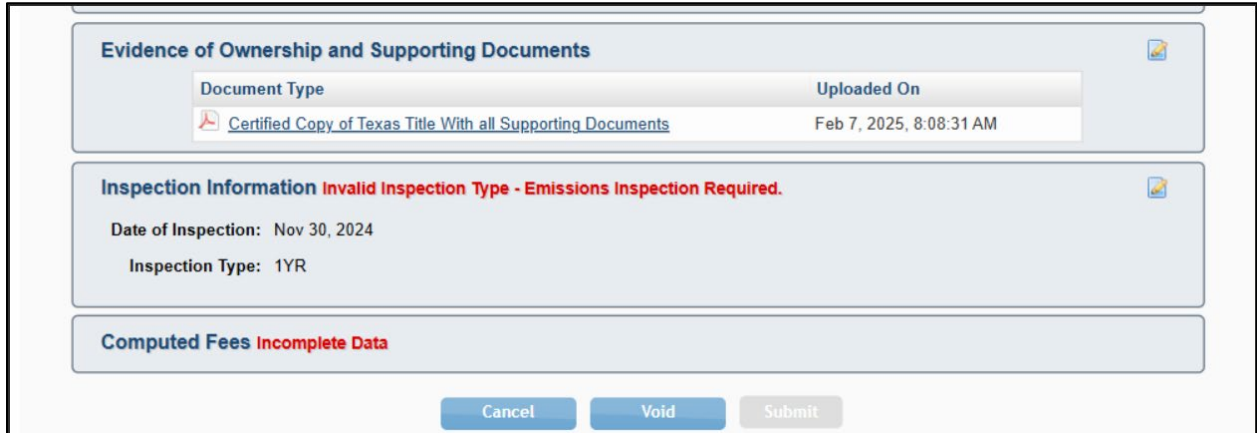


Figure 49: Inspection Information

3. Remove the existing VIR, if applicable.
4. A new VIR must be uploaded when you manually enter or update new inspection information. This can be done on the Inspection Information page or on the Evidence of Ownership and Supporting Documents page. Upload the VIR to continue.

- If the inspection information is found in the inspection database but does not satisfy the emissions inspection requirement, the following message displays on the Title Preview page. Select the edit icon and follow the steps above.



The screenshot shows a web interface with three main sections:

- Evidence of Ownership and Supporting Documents:** A table with two columns: 'Document Type' and 'Uploaded On'. One entry is 'Certified Copy of Texas Title With all Supporting Documents' uploaded on 'Feb 7, 2025, 8:08:31 AM'.
- Inspection Information:** A red error message reads 'Invalid Inspection Type - Emissions Inspection Required.' Below it, 'Date of Inspection: Nov 30, 2024' and 'Inspection Type: 1YR' are displayed.
- Computed Fees:** A red error message reads 'Incomplete Data'.

At the bottom of the form are three buttons: 'Cancel', 'Void', and 'Submit'.

Figure 50: Evidence of Ownership Invalid Inspection Type Message

- If the customer is exempt from an emissions inspection due to a qualifying affidavit exempt reason or exempt vehicle class option, your dealership will select the new “Inspection Not Required” from the Inspection Type dropdown to prompt the new “Affidavit Exempt Reasons” screen for a manual selection of an affidavit exempt reason. Upon selecting the appropriate affidavit exemption reason, you will continue processing the title application.

**Note:** If a vehicle was last titled out of state and the vehicle is not subject to a commercial or emissions inspection, your dealership or the title applicant will self-certify the VIN on the Form 130-U.

If your dealership selected the option on the Seller Disclosure page to “Complete Buyer Acknowledgment Electronically,” then your dealership will be required to self-certify the VIN on the Title Preview page prior to submitting the transaction. You will see the following certification statement:

**Evidence of Ownership and Supporting Documents**

Document Type	Uploaded On
<a href="#">Manufacturer's Cert. of Origin With all Supporting Documents</a>	Feb 6, 2025, 2:37:54 PM

**Computed Fees**

Expiration Date: 1 / 2027

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
OWNER VERIFICATION FEE	\$0.50
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$750.00
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$101.50
REG FEE-DPS	\$2.00
CNTY ROAD BRIDGE ADD-ON FEE	\$20.00
CHILD SAFETY FUND	\$3.00
INSPECTION REPLACEMENT FEE	\$16.75
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$936.50</b>

I have physically inspected the vehicle described and verified the vehicle identification number indicated in this application.

Cancel
Void
Submit

Figure 51: Evidence of Ownership and Supporting Documents Check Box

## 6.7 Fees

Follow these steps to calculate fees and input optional fees:

1. From the Title Preview page, select the edit icon next to Computed Fees.

**Evidence of Ownership and Supporting Documents**

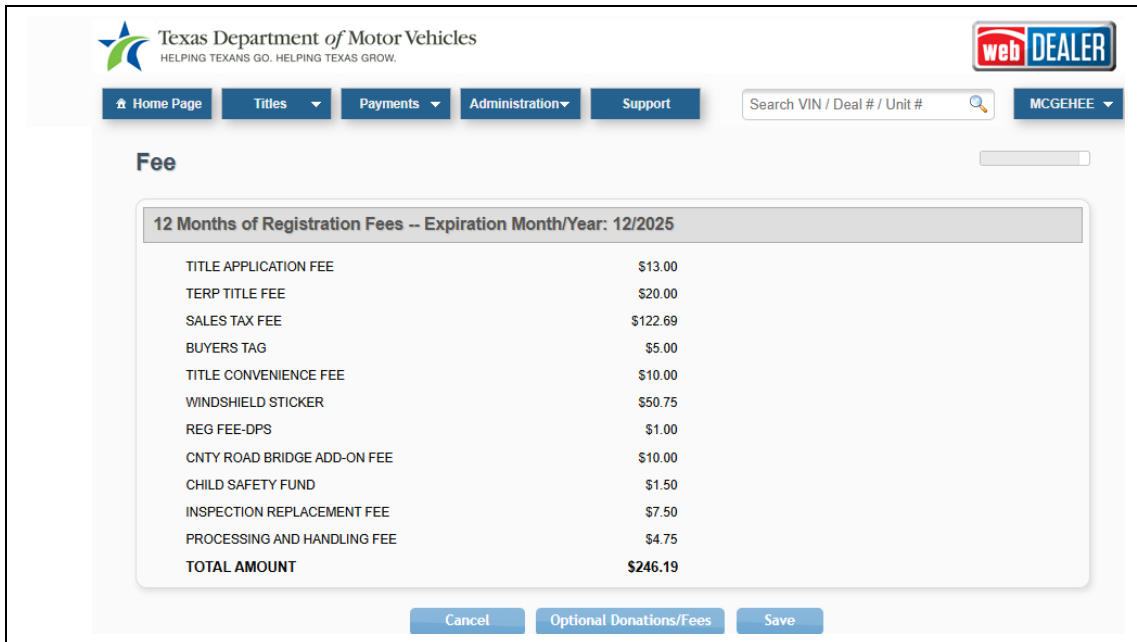
Document Type	Uploaded On
<a href="#">Certified Copy of Texas Title With all Supporting Documents</a>	Jan 17, 2017 11:50:55 AM

**Computed Fees** Incomplete Data

Cancel
Void
Submit

Figure 52: Computed Fees

2. The registration period of 12 months (1 year) will be determined and calculated automatically for used vehicles by the vehicle's registration class and ownership evidence surrendered.



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web DEALER

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | MCGEHEE

### Fee

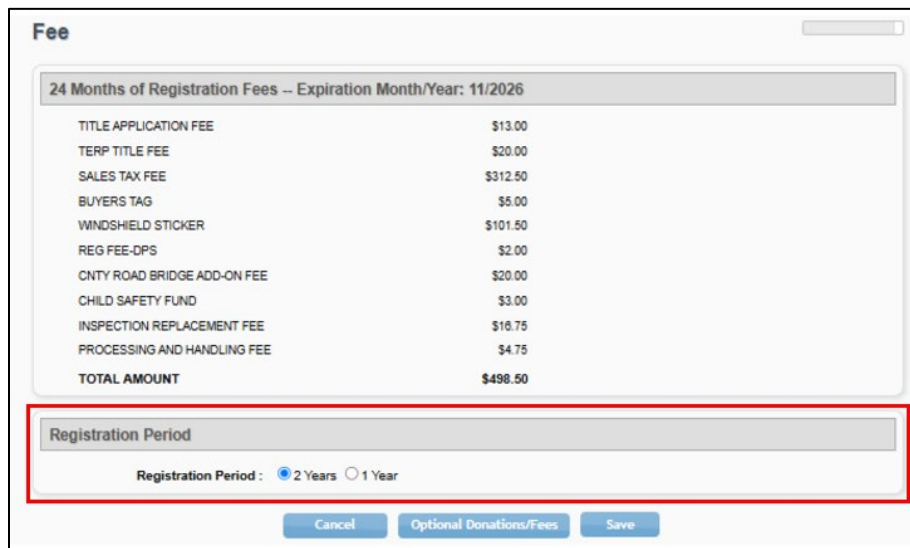
12 Months of Registration Fees -- Expiration Month/Year: 12/2025

TITLE APPLICATION FEE	\$13.00
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$122.69
BUYERS TAG	\$5.00
TITLE CONVENIENCE FEE	\$10.00
WINDSHIELD STICKER	\$50.75
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
INSPECTION REPLACEMENT FEE	\$7.50
PROCESSING AND HANDLING FEE	\$4.75
<b>TOTAL AMOUNT</b>	<b>\$246.19</b>

Cancel | Optional Donations/Fees | Save

Figure 53: Fee Page Used Vehicle

- The registration period of 24 months (2 years) will be defaulted for a new vehicle (current or previous model year) with a Manufacturers Certificate of Origin (MCO) as evidence of ownership. The option to select a 1-year registration period is available if the vehicle does not qualify for 2 years.



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Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | MCGEHEE

### Fee

24 Months of Registration Fees -- Expiration Month/Year: 11/2026

TITLE APPLICATION FEE	\$13.00
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$312.50
BUYERS TAG	\$5.00
WINDSHIELD STICKER	\$101.50
REG FEE-DPS	\$2.00
CNTY ROAD BRIDGE ADD-ON FEE	\$20.00
CHILD SAFETY FUND	\$3.00
INSPECTION REPLACEMENT FEE	\$10.75
PROCESSING AND HANDLING FEE	\$4.75
<b>TOTAL AMOUNT</b>	<b>\$498.50</b>

Registration Period

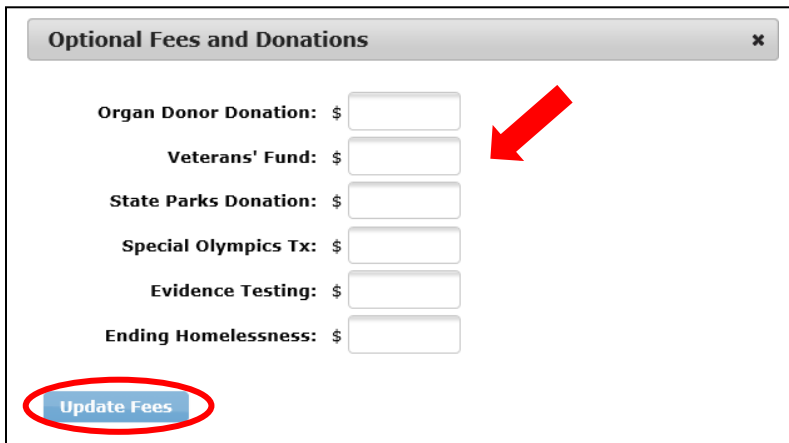
Registration Period :  2 Years  1 Year

Cancel | Optional Donations/Fees | Save

Figure 54: Fee Page New Vehicle

- If the buyer wishes to make a contribution to the Organ Donor Donation Fund, Veterans' Fund, State Parks, Special Olympics TX, Evidence Testing, or Ending Homelessness select **Optional Donations/Fees**.

5. Enter the amounts. Select **Update Fees**.



**Optional Fees and Donations** [X]

Organ Donor Donation: \$

Veterans' Fund: \$

State Parks Donation: \$

Special Olympics Tx: \$

Evidence Testing: \$

Ending Homelessness: \$

**Update Fees**

Figure 55: Optional Fees and Donations

6. Once returned to the Fee page, select **Save**.



**Fee**

12 Months of Registration Fees -- Expiration Month/Year: 08/2026

TITLE APPLICATION FEE	\$13.00
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$28,125.00
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
<b>TOTAL AMOUNT</b>	<b>\$28,243.50</b>

Cancel    Optional Donations/Fees    Save

Figure 56: Computed Fees Total

7. Submitting Title Applications

Follow these steps when the title application is complete, and you are ready to submit to the county tax assessor-collector's office:

1. From the Title Preview page, select **Submit**.

**Note:** webDEALER compares the Processing County selected on the Seller Disclosure page to the counties associated with each address provided in the title application. This is to determine if the Processing County is a statutory county required to process the transaction (i.e. purchaser’s resident county, dealer, or lienholder county), or a willing county. If the Processing County is none of the above, the following error message will be displayed when attempting to submit the transaction:

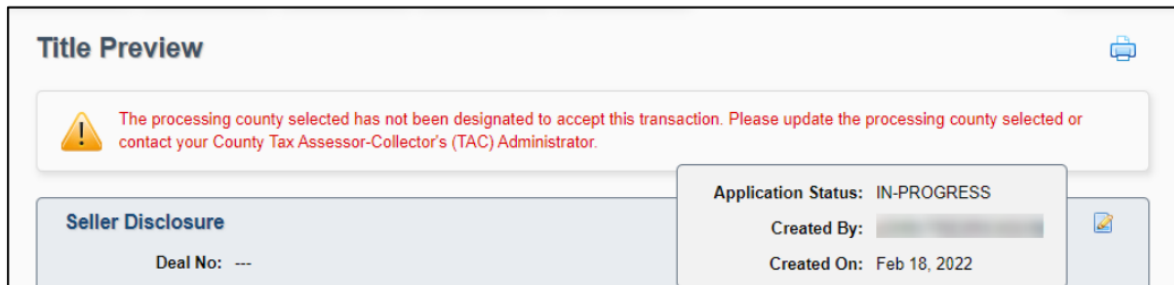


Figure 57: Title Preview Page

**Note:** At any time prior to submitting the title application to the county, or after it has been returned by the county, you can void the transaction to delete the application.

2. Once submitted, you are taken to the Title Search page.
3. To locate the submitted application, use the search filters. The status of “Submit” will narrow your search to only title applications that have been submitted to the county tax assessor-collector. Use the date range to further narrow your results.

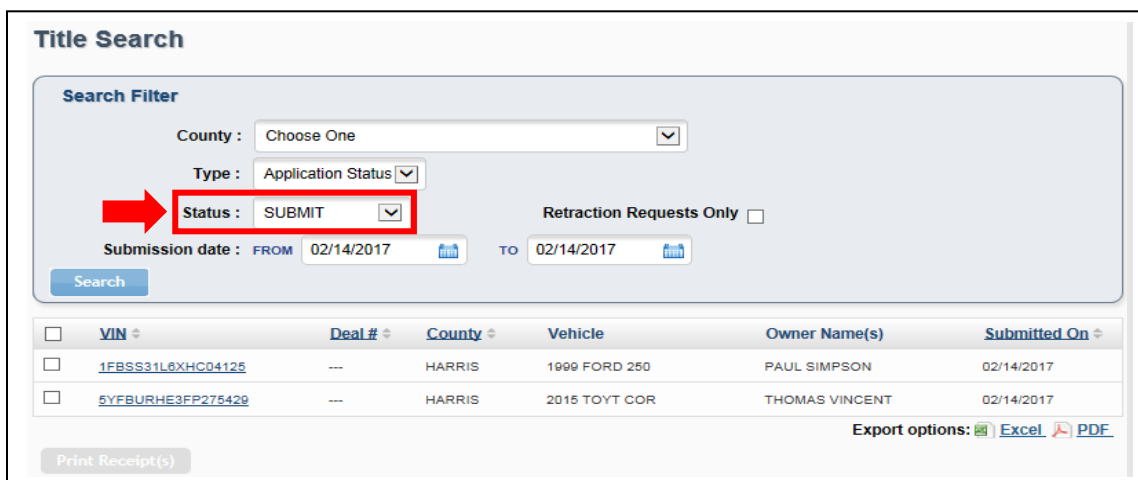
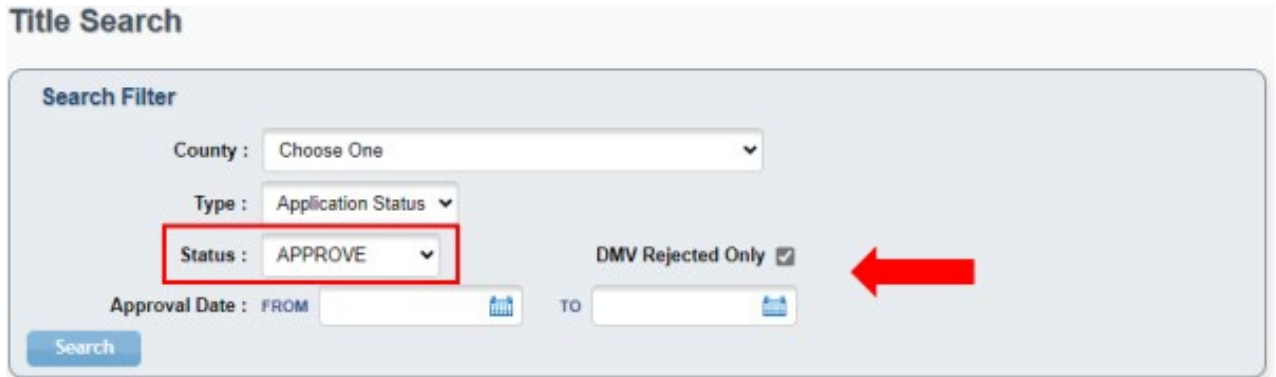


Figure 58: Title Search for Submitted Title Application

## 6.8 DMV Rejected Transactions

1. To locate DMV Rejected transactions from the Title Search page you'll need to use the status drop-down and select APPROVE. Then click the **DMV Rejected Only** checkbox and select **Search**.



**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : APPROVE

DMV Rejected Only

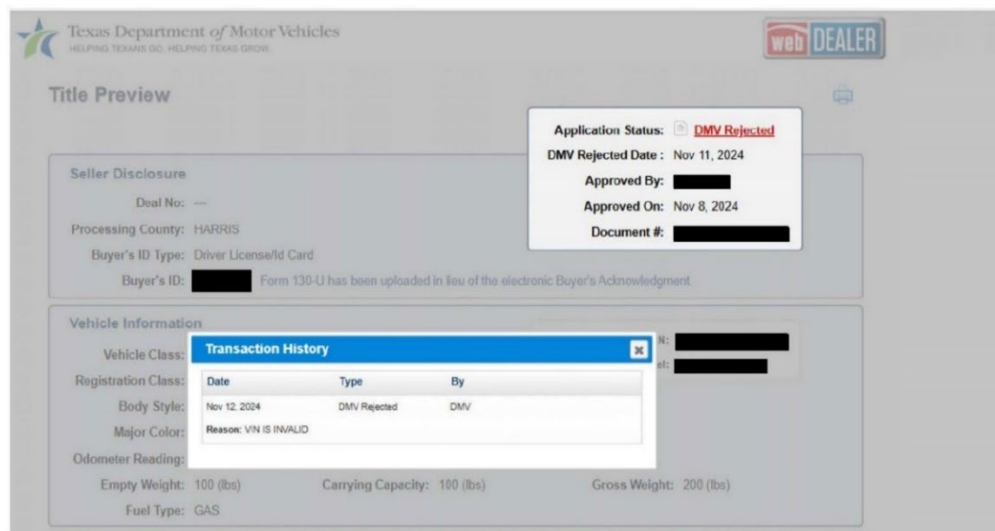
Approval Date : FROM [ ] TO [ ]

Search

Figure 59: DMV Rejected Only Checkbox

**Note:** DMV Rejected transactions are a result of errors or issues identified during the systematic update process after a county approves the title transaction, such as VIN errors or National Motor Vehicle Title Information System (NMVTIS) errors. These are transactions that will require working with your county tax assessor-collector's office to resolve.

2. The reason for the rejection can be found on the Title Preview page. Once you select the VIN from the list of DMV Rejected transactions, select the **DMV Rejected** hyperlink. The rejection information can be found in the **Transaction History** and includes the Rejection Date and Reason for the rejection.



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**Title Preview**

Application Status: **DMV Rejected**

DMV Rejected Date: Nov 11, 2024

Approved By: [REDACTED]

Approved On: Nov 8, 2024

Document #: [REDACTED]

**Transaction History**

Date	Type	By
Nov 12, 2024	DMV Rejected	DMV

Reason: VIN IS INVALID

Seller Disclosure

Deal No: --

Processing County: HARRIS

Buyer's ID Type: Driver License/ID Card

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

Vehicle Information

Vehicle Class: [REDACTED]

Registration Class: [REDACTED]

Body Style: [REDACTED]

Major Color: [REDACTED]

Odometer Reading: [REDACTED]

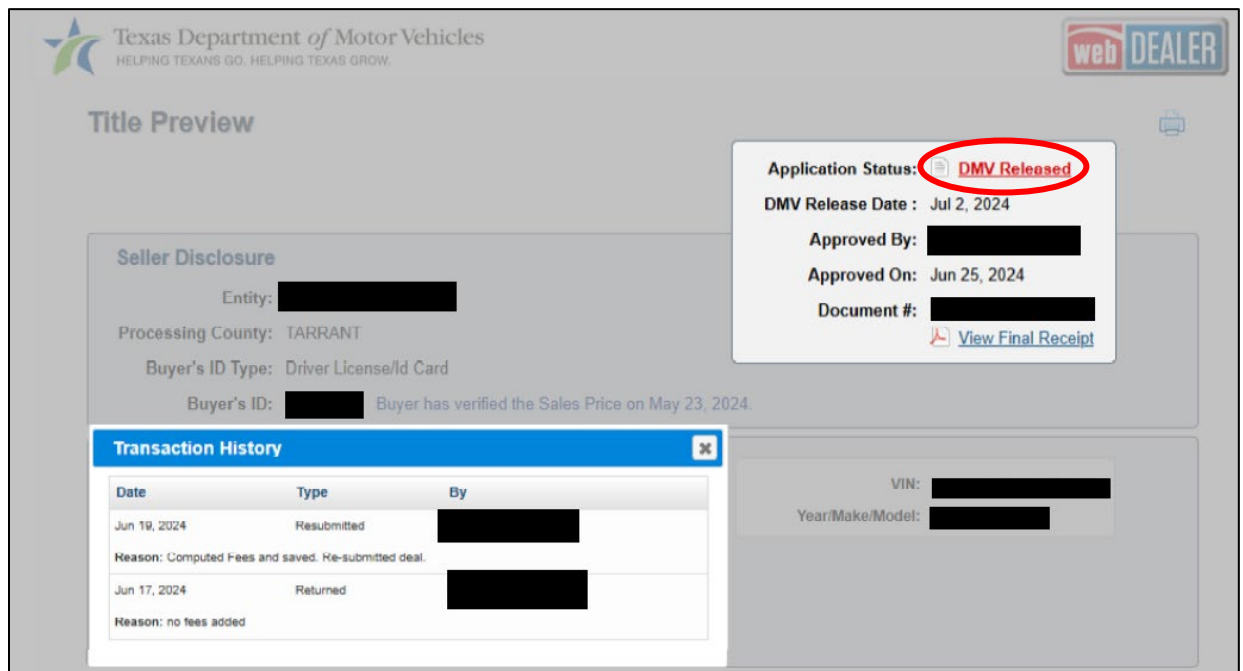
Empty Weight: 100 (lbs) Carrying Capacity: 100 (lbs) Gross Weight: 200 (lbs)

Fuel Type: GAS

Figure 60: DMV Rejected Transaction History

- Once a DMV rejected transaction is corrected by the county tax assessor-collector's office, webDEALER will update the transaction and remove it from the DMV rejected list.

To locate a previously rejected transaction that has been corrected from the Title Search page, select APPROVED under status, locate and select a VIN that was previously known to be rejected, and on the Title Preview page, select the **DMV Released** hyperlink. This will take you to the **Transaction History**, where you'll find the corrected document number and details.



The screenshot shows the 'Title Preview' page in the webDEALER system. The page header includes the Texas Department of Motor Vehicles logo and the 'webDEALER' logo. The main content area is titled 'Title Preview' and contains several sections:

- Seller Disclosure:** Entity: [REDACTED], Processing County: TARRANT, Buyer's ID Type: Driver License/Id Card, Buyer's ID: [REDACTED]. A note states: 'Buyer has verified the Sales Price on May 23, 2024.'
- Application Status:** DMV Released (highlighted with a red circle), DMV Release Date: Jul 2, 2024, Approved By: [REDACTED], Approved On: Jun 25, 2024, Document #: [REDACTED]. A 'View Final Receipt' link is present.
- Transaction History:** A table with columns 'Date', 'Type', and 'By'.
 

Date	Type	By
Jun 19, 2024	Resubmitted	[REDACTED]
Reason: Computed Fees and saved. Re-submitted deal.		
Jun 17, 2024	Returned	[REDACTED]
Reason: no fees added		
- VIN and Year/Make/Model:** VIN: [REDACTED], Year/Make/Model: [REDACTED]

Figure 61: DMV Release Hyperlink

## 7 Grouping Title Applications

Title applications in the Reviewed status can be grouped for payment.

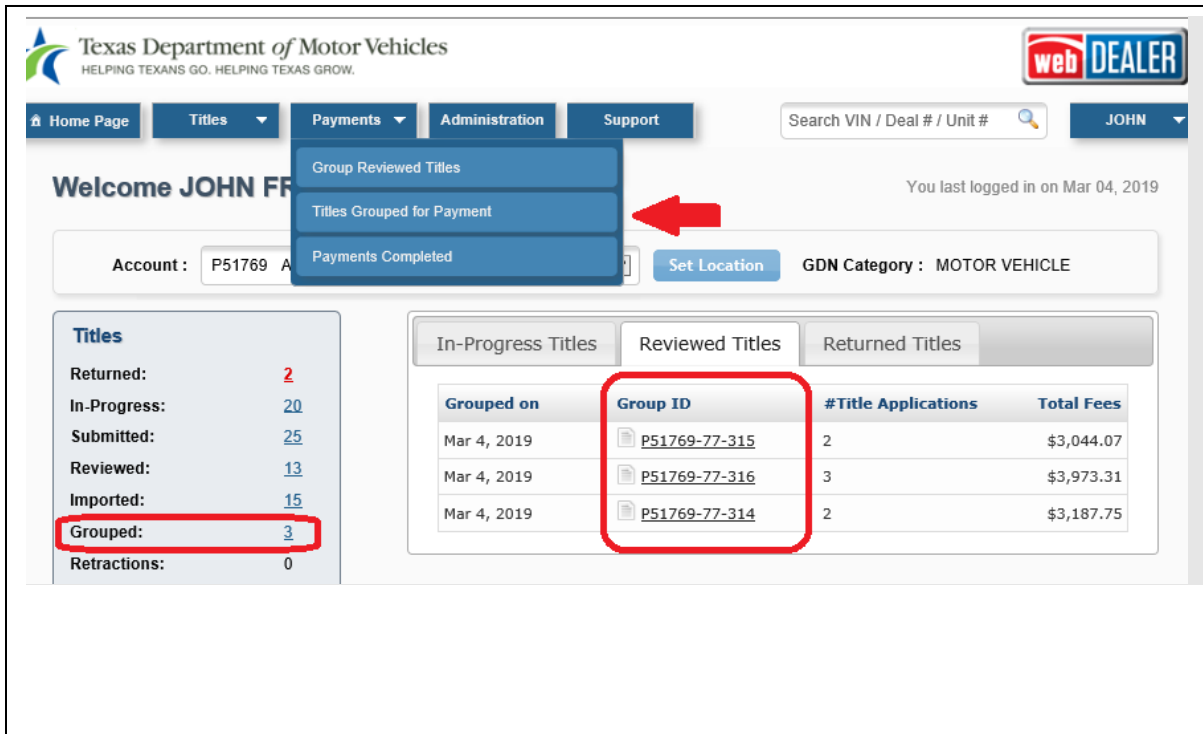
You may be able to group and ungroup title applications provided you have been authorized by the county to do so. Alternatively, counties can group your title applications for payment (refer to [Configuration by County](#) to determine your dealership's grouping configuration.)

### 7.1 Grouping by County

If county grouping is configured, you will only be able to view the groups on the Reviewed Title Groups with Payments Due page.

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

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



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Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | JOHN

Welcome JOHN FR | You last logged in on Mar 04, 2019

Account : P51769 A | Set Location | GDN Category : MOTOR VEHICLE

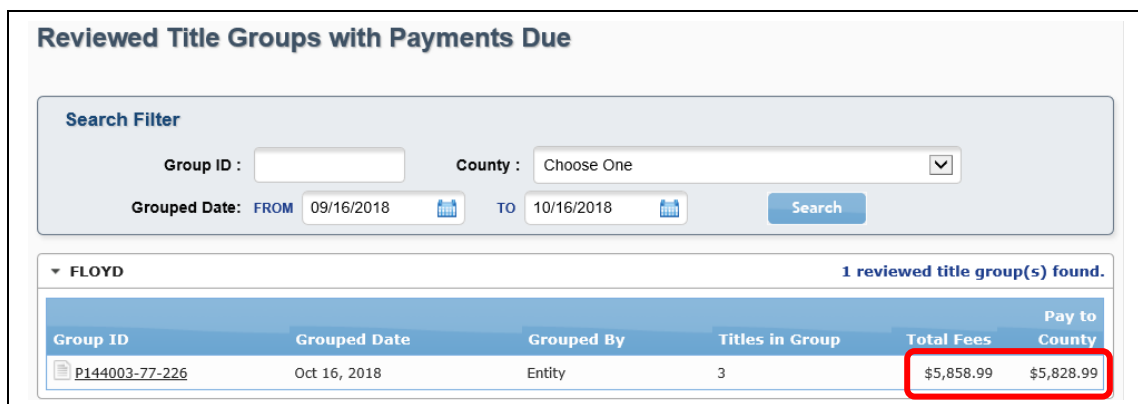
**Titles**  
 Returned: 2  
 In-Progress: 20  
 Submitted: 25  
 Reviewed: 13  
 Imported: 15  
**Grouped: 3**  
 Retractions: 0

Grouped on	Group ID	#Title Applications	Total Fees
Mar 4, 2019	P51769-77-315	2	\$3,044.07
Mar 4, 2019	P51769-77-316	3	\$3,973.31
Mar 4, 2019	P51769-77-314	2	\$3,187.75

Figure 62: Title Grouped for Payment

1. On the Title Groups with Payments Due page, use the Search Filter to narrow down your results in order to find the group of applications you want to view.

**Note:** The results may show different amounts in the Total Fees and the Pay to County because a Dealer Deputy can charge up to \$10.00 for the Title Convenience Fee (refer to [3.2 – Dealer Deputy](#) for more information). You will remit the amount that is under the Pay to County column.



Reviewed Title Groups with Payments Due

Search Filter

Group ID :  County : Choose One

Grouped Date: FROM 09/16/2018 TO 10/16/2018 Search

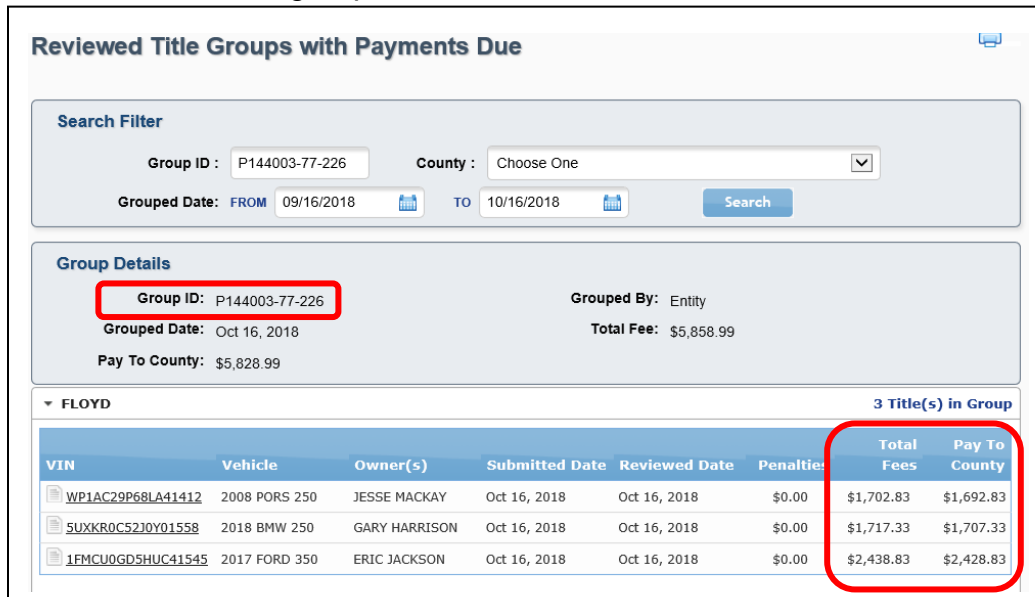
FLOYD 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees	Pay to County
P144003-77-226	Oct 16, 2018	Entity	3	\$5,858.99	\$5,828.99

Figure 63: Title Groups with Payment Due

2. Select a **Group ID** to open the Payment Details page.

The Group Details page displays the details of the group and the title applications associated with the group.



**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID : P144003-77-226    County : Choose One

Grouped Date: FROM 09/16/2018 TO 10/16/2018    Search

**Group Details**

Group ID: P144003-77-226    Grouped By: Entity

Grouped Date: Oct 16, 2018    Total Fee: \$5,858.99

Pay To County: \$5,828.99

▼ FLOYD    3 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
WP1AC29P68LA41412	2008 PORS 250	JESSE MACKAY	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,702.83	\$1,692.83
SUXKR0C52J0Y01558	2018 BMW 250	GARY HARRISON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$1,717.33	\$1,707.33
1FMCU0GD5HUC41545	2017 FORD 350	ERIC JACKSON	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,438.83	\$2,428.83

Figure 64: Group Payment Details

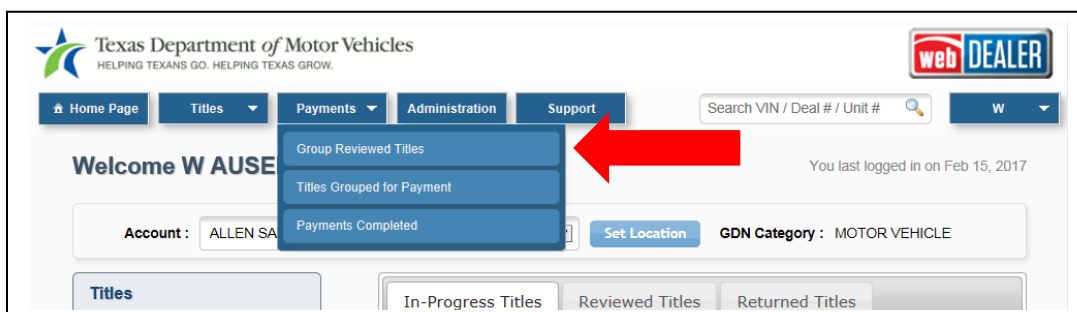
3. Remit the “Pay To County” amount.

## 7.2 Grouping by Dealer

If a county has authorized you to group title applications, you will create groups from the reviewed title applications that you want to pay for together. Once grouped, payment can be processed, and the title applications can be approved as a group by the county tax assessor-collector’s office.

To group title applications, follow these steps:

1. Navigate to the Group Reviewed Titles for Payment page by selecting **Group Reviewed Titles** under the **Payments** tab.



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

web DEALER

Home Page    Titles    **Payments**    Administration    Support

Search VIN / Deal # / Unit #    W

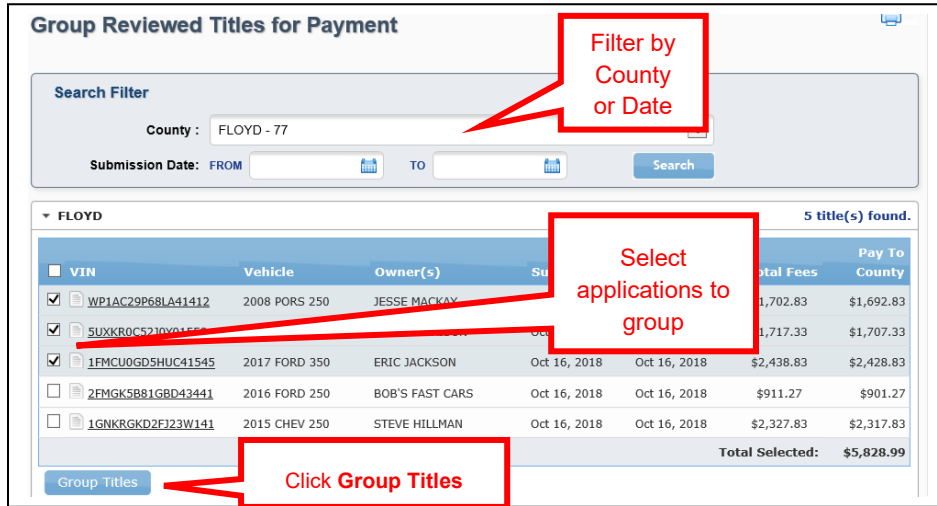
Welcome W AUSE    You last logged in on Feb 15, 2017

Account : ALLEN SA    Set Location    GDN Category : MOTOR VEHICLE

Titles    In-Progress Titles    Reviewed Titles    Returned Titles

Figure 65: Group Reviewed Titles

2. On the Group Reviewed Titles for Payment page, choose the county for which you want to group and optionally filter by date.
3. Mark the box to the left of each application to include it in the group. Select **Group Titles**.



**Group Reviewed Titles for Payment**

Search Filter

County: FLOYD - 77

Submission Date: FROM [ ] TO [ ] Search

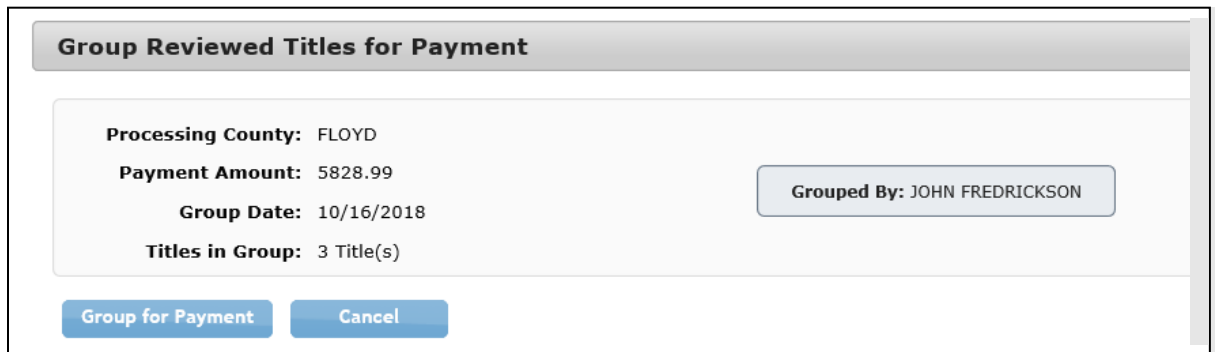
▼ FLOYD 5 title(s) found.

VIN	Vehicle	Owner(s)	Su	Oct 16, 2018	Oct 16, 2018	Total Fees	Pay To County
<input checked="" type="checkbox"/> WP1AC29P68LA41412	2008 PORS 250	JESSE MACKAY				\$1,702.83	\$1,692.83
<input checked="" type="checkbox"/> 5UXKR0C5210Y01552						\$1,717.33	\$1,707.33
<input checked="" type="checkbox"/> 1FMCU0GD5HUC41545	2017 FORD 350	ERIC JACKSON	Oct 16, 2018	Oct 16, 2018	\$2,438.83	\$2,428.83	
<input type="checkbox"/> 2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$911.27	\$901.27	
<input type="checkbox"/> 1GNKRKGD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$2,327.83	\$2,317.83	
						<b>Total Selected:</b>	<b>\$5,828.99</b>

Group Titles Click Group Titles

Figure 66: Group Reviewed Titles for Payment

4. A confirmation pop-up window will display. Select **Group for Payment**.



**Group Reviewed Titles for Payment**

Processing County: FLOYD

Payment Amount: 5828.99

Group Date: 10/16/2018

Titles in Group: 3 Title(s)

Grouped By: JOHN FREDRICKSON

Group for Payment Cancel

Figure 67: Group Reviewed Titles for Payment Confirmation

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

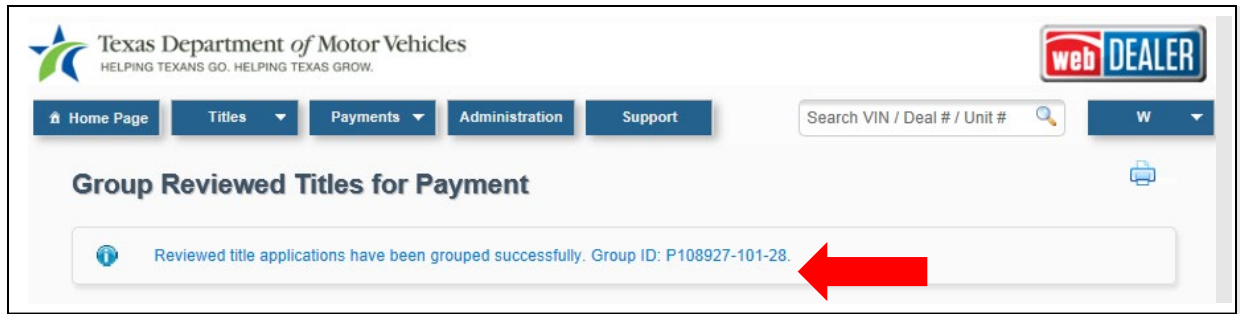


Figure 68: Confirmation Message and Group Number

- 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.

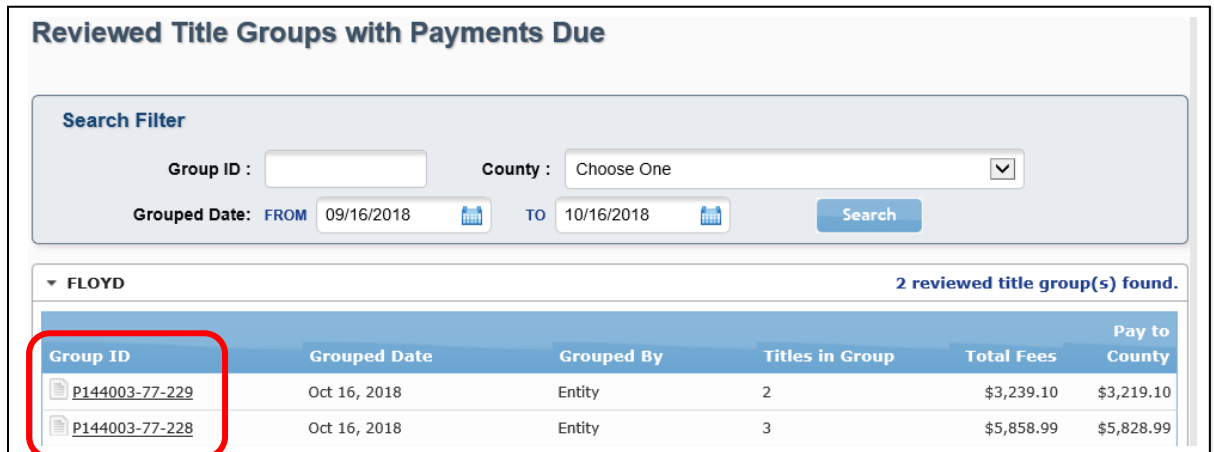


Figure 69: Reviewed Title Groups with Payment Due

## 7.3 Ungrouping Reviewed Title Application Groups

If you have been authorized to group title applications, you will also have the ability to ungroup them. Ungrouping reviewed title application groups allows you to process payment individually or to add them to a new group.

**Note:** You cannot ungroup title applications grouped by the county.

**Note:** If a county disables grouping, all of your existing groups will automatically be ungrouped.

Follow these steps to ungroup a group of title applications:

- Click **Titles Grouped for Payment** under the **Payments** tab to access the Reviewed Title Groups with Payments Due page.

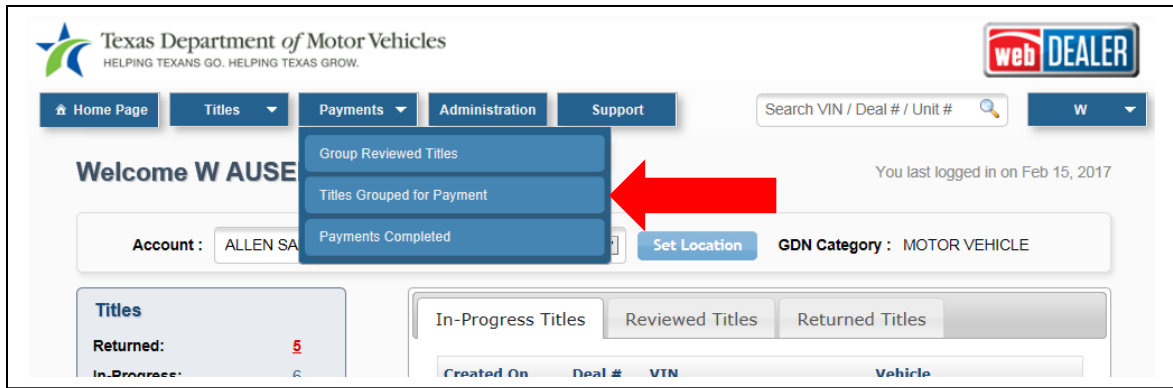


Figure 70: Titles Grouped for Payment

2. Filter by County or Date and locate the Group you wish to ungroup. Select the **Group ID**.

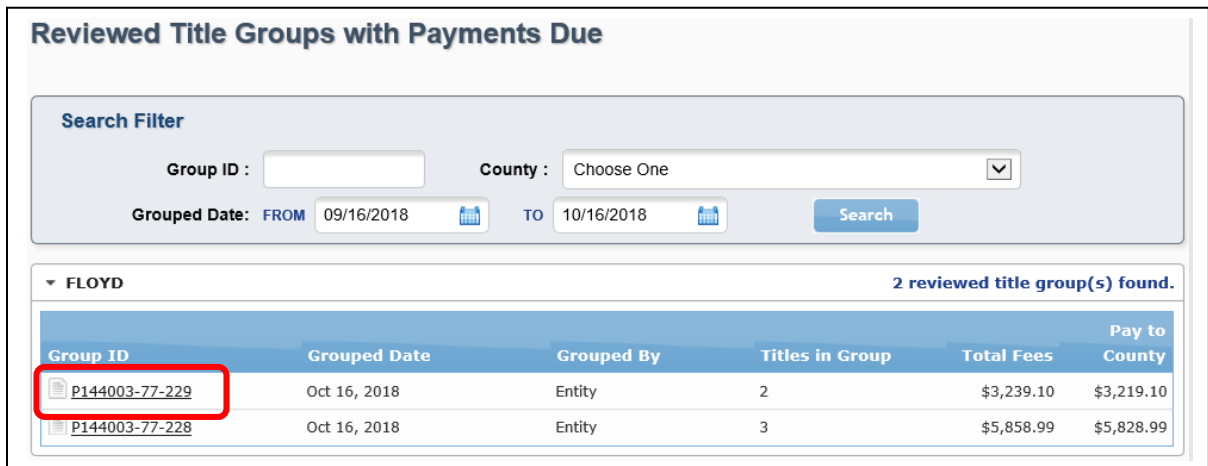
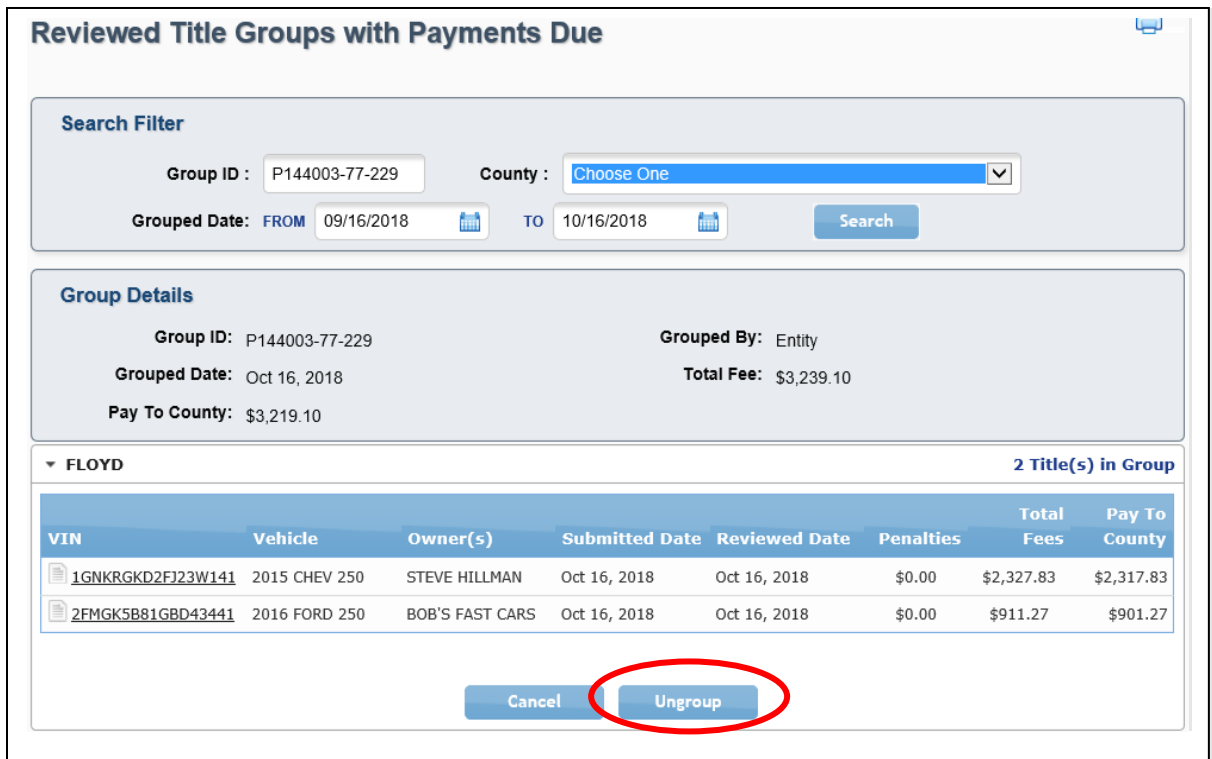


Figure 71: Reviewed Title Groups with Payments Due

3. Once the Group Details are open, select **Ungroup**.



**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID: P144003-77-229      County: Choose One

Grouped Date: FROM 09/16/2018 TO 10/16/2018      Search

**Group Details**

Group ID: P144003-77-229      Grouped By: Entity

Grouped Date: Oct 16, 2018      Total Fee: \$3,239.10

Pay To County: \$3,219.10

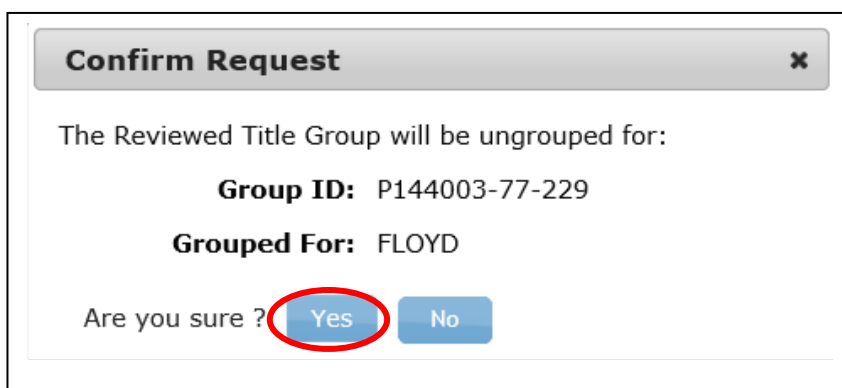
▼ FLOYD 2 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Total Fees	Pay To County
1GNKRGKD2FJ23W141	2015 CHEV 250	STEVE HILLMAN	Oct 16, 2018	Oct 16, 2018	\$0.00	\$2,327.83	\$2,317.83
2FMGK5B81GBD43441	2016 FORD 250	BOB'S FAST CARS	Oct 16, 2018	Oct 16, 2018	\$0.00	\$911.27	\$901.27

Cancel      **Ungroup**

Figure 72: Ungroup Title Applications

- A confirmation pop-up will display to verify you want to ungroup these applications. Select **Yes** to confirm.



**Confirm Request** [X]

The Reviewed Title Group will be ungrouped for:

**Group ID:** P144003-77-229

**Grouped For:** FLOYD

Are you sure? **Yes** No

Figure 73: Ungroup Confirmation Request

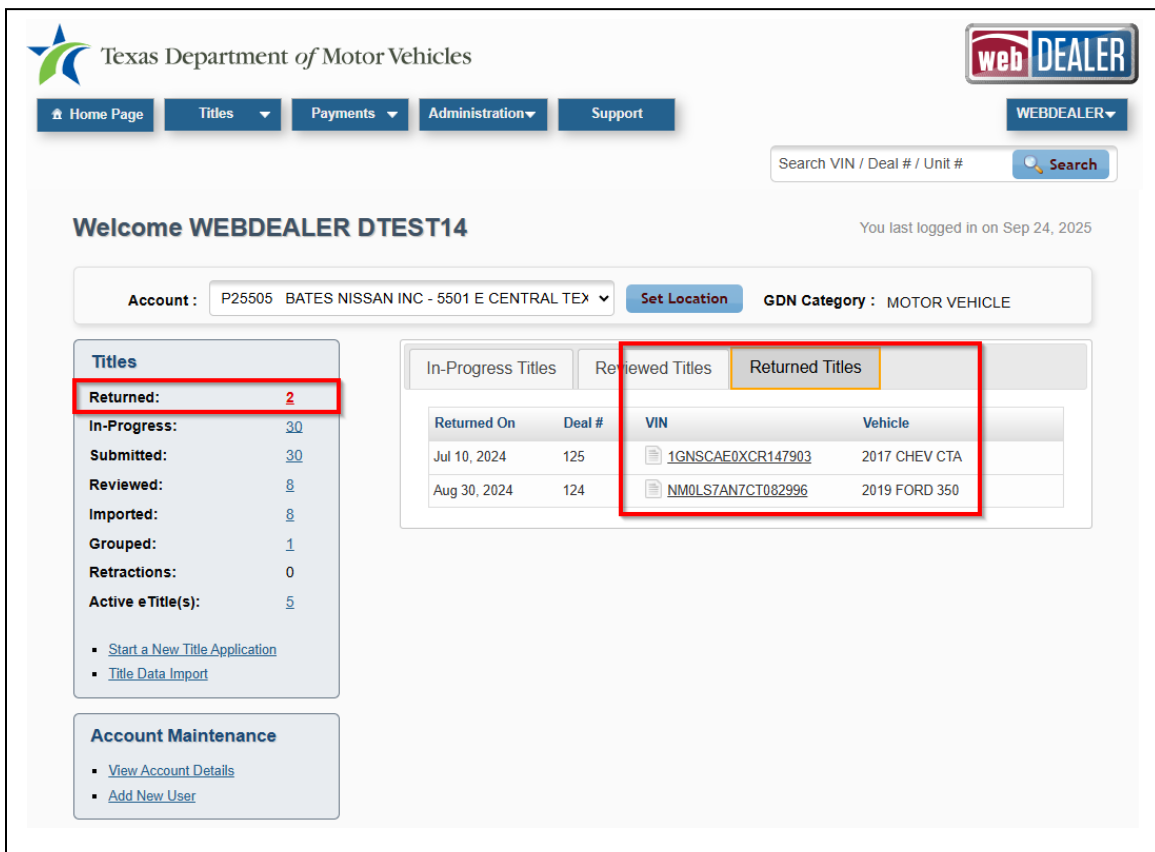
- This group is now ungrouped, and you may regroup these title applications as necessary.

## 8 Returned Title Applications

A title application may be returned by the county tax assessor-collector's office for several reasons, such as the documents scanned were not the originals, the images were unreadable, missing signatures, incorrect information, etc. 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.

You can find returned title applications in the following ways:

- On the Home Page, select the number adjacent to Returned in the Titles box.
- Select the **Returned Titles** tab on the Home Page. Select on a VIN.
- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of Returned.



The screenshot shows the webDEALER interface for user DTEST14. The account is P25505 BATES NISSAN INC - 5501 E CENTRAL TEX. The GDN Category is MOTOR VEHICLE. The 'Titles' sidebar shows 2 Returned titles. The 'Returned Titles' tab is selected, displaying a table with the following data:

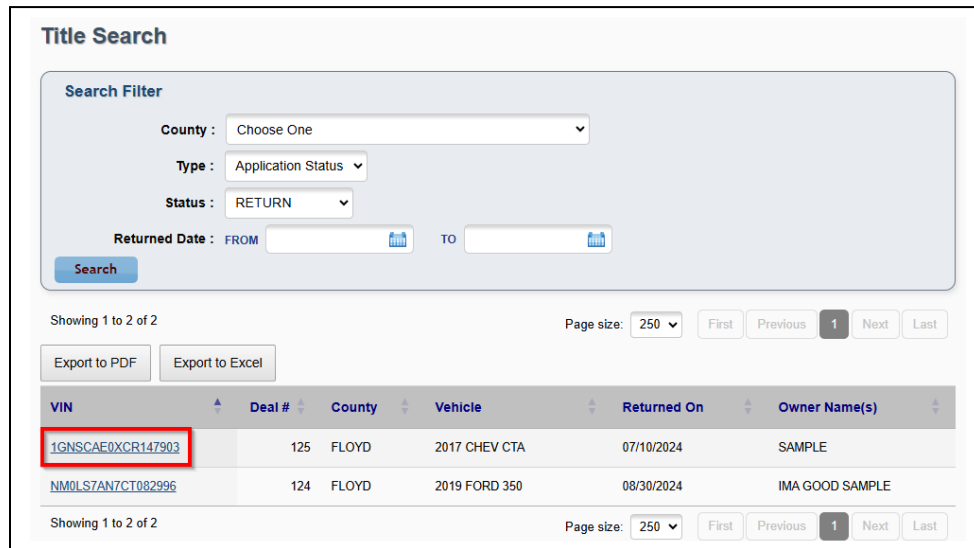
Returned On	Deal #	VIN	Vehicle
Jul 10, 2024	125	1GNSCAE0XCR147903	2017 CHEV CTA
Aug 30, 2024	124	NMQLS7AN7CT082996	2019 FORD 350

Figure 74: Returned Title Application

## 8.1 Reviewing a Returned Title Application

Follow these steps to review a returned title application:

1. Select the returned title application you wish to review by selecting the **VIN**.



**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : RETURN

Returned Date : FROM [ ] TO [ ]

Search

Showing 1 to 2 of 2

Page size: 250

Export to PDF

Export to Excel

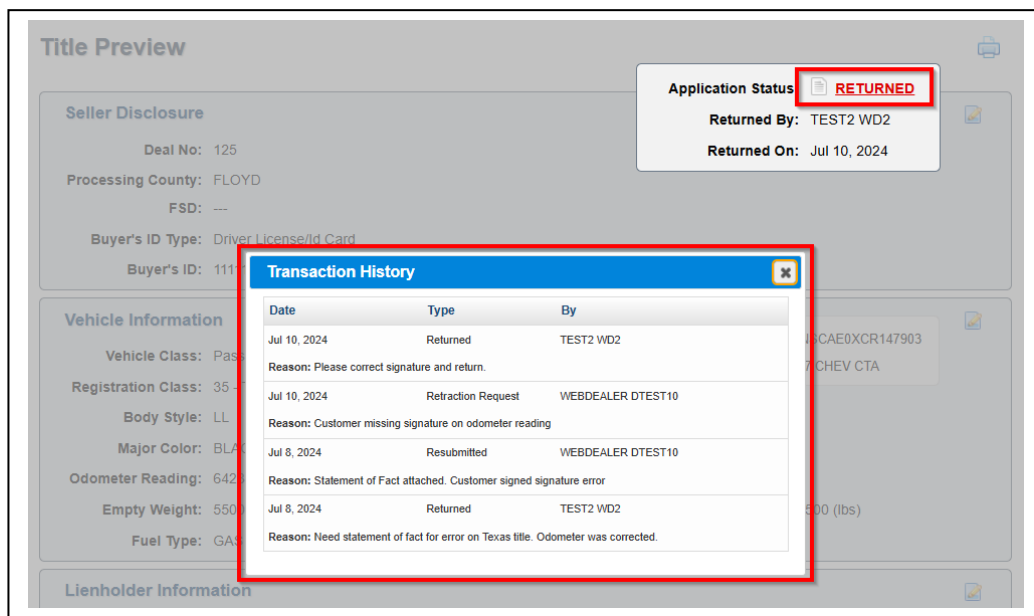
VIN	Deal #	County	Vehicle	Returned On	Owner Name(s)
1GNSCAF0XCR147903	125	FLOYD	2017 CHEV CTA	07/10/2024	SAMPLE
NM0LS7AN7CT082996	124	FLOYD	2019 FORD 350	08/30/2024	IMA GOOD SAMPLE

Showing 1 to 2 of 2

Page size: 250

Figure 75: Title Search - Returned Title Application

2. Selecting the Application Status **RETURNED** (in red) in the upper-right corner of the Title Preview page displays a Transaction History pop-up that will explain the reason for the return.



**Title Preview**

Application Status: RETURNED

Returned By: TEST2 WD2

Returned On: Jul 10, 2024

**Transaction History**

Date	Type	By
Jul 10, 2024	Returned	TEST2 WD2
Reason: Please correct signature and return.		
Jul 10, 2024	Retraction Request	WEBDEALER DTEST10
Reason: Customer missing signature on odometer reading		
Jul 8, 2024	Resubmitted	WEBDEALER DTEST10
Reason: Statement of Fact attached. Customer signed signature error		
Jul 8, 2024	Returned	TEST2 WD2
Reason: Need statement of fact for error on Texas title. Odometer was corrected.		

Figure 76: Transaction History

3. After closing the Transaction History pop-up, click on one of the edit icons to the right of a section to open the section's page.
4. Correct the information and select Save to view the Title Preview page with the correction. (Refer to [Section 10 – Resubmitting Title Applications](#)).

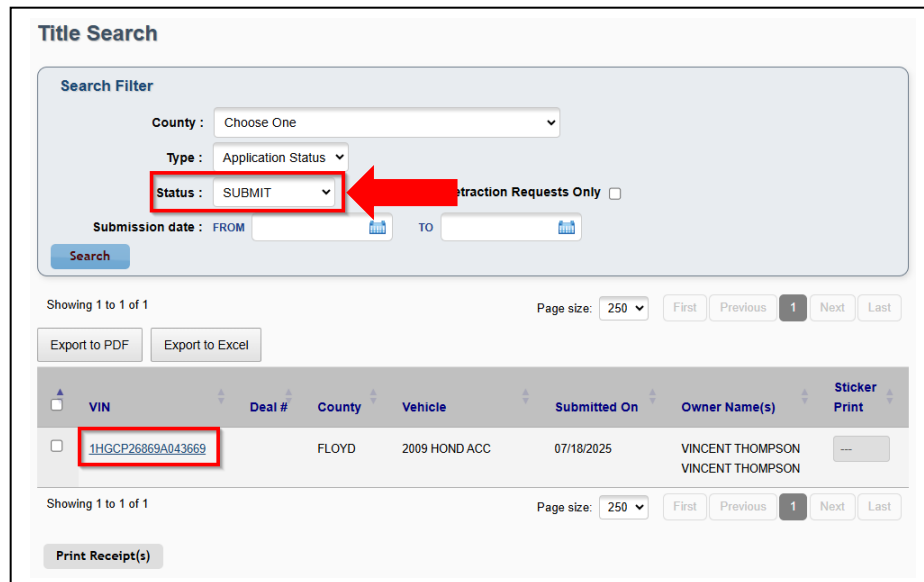
## 9 Retracting Title Applications

You may request to retract a title application before it is approved by the county. If the county approves the retraction request, the application's status will be changed from Submitted to Returned, and it can be found in the list of Returned Titles on the Home Page (refer to [Section 8 – Returned Title Applications](#))

**Note:** The county must approve the request before the application is returned to you.

Follow these steps to request a retraction on a submitted title application:

1. Locate the title application by using the Search Filter on the Title Search page. Filtered for a Status of SUBMIT. Select the **VIN** of the title application you want to retract.



**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : SUBMIT

Retraction Requests Only

Submission date : FROM TO

Search

Showing 1 to 1 of 1 Page size: 250 First Previous 1 Next Last

Export to PDF Export to Excel

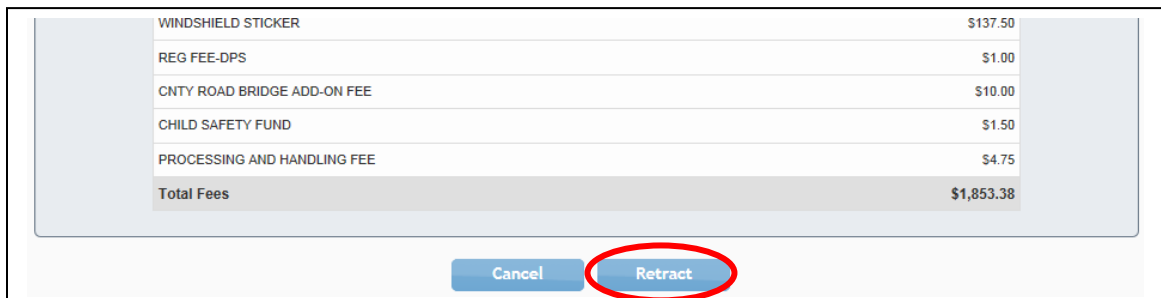
VIN	Deal #	County	Vehicle	Submitted On	Owner Name(s)	Sticker Print
1HGCP26869A043669		FLOYD	2009 HOND ACC	07/18/2025	VINCENT THOMPSON VINCENT THOMPSON	---

Showing 1 to 1 of 1 Page size: 250 First Previous 1 Next Last

Print Receipt(s)

Figure 77: Title Search Page

2. On the Title Preview page, select **Retract**.

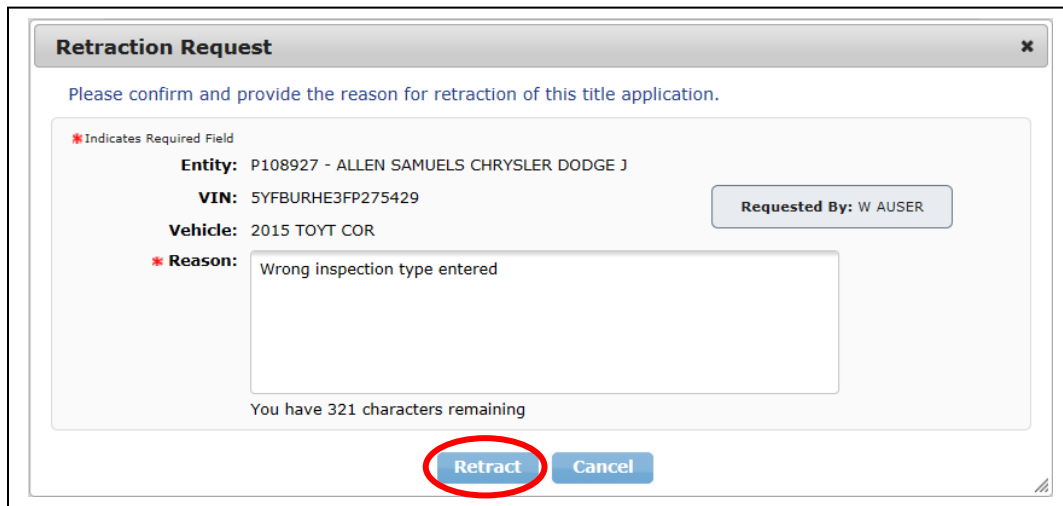


WINDSHIELD STICKER	\$137.50
REG FEE-DPS	\$1.00
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00
CHILD SAFETY FUND	\$1.50
PROCESSING AND HANDLING FEE	\$4.75
<b>Total Fees</b>	<b>\$1,853.38</b>

Cancel Retract

Figure 78: Retract a Title Application

3. The Retraction Request pop-up box will appear. Enter the Reason for the request. This reason will be visible to the county. Select **Retract**.



**Retraction Request** [X]

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

\*Indicates Required Field

**Entity:** P108927 - ALLEN SAMUELS CHRYSLER DODGE J

**VIN:** 5YFBURHE3FP275429

**Vehicle:** 2015 TOYT COR

**Requested By:** W AUSER

\* **Reason:** Wrong inspection type entered

You have 321 characters remaining

**Retract** **Cancel**

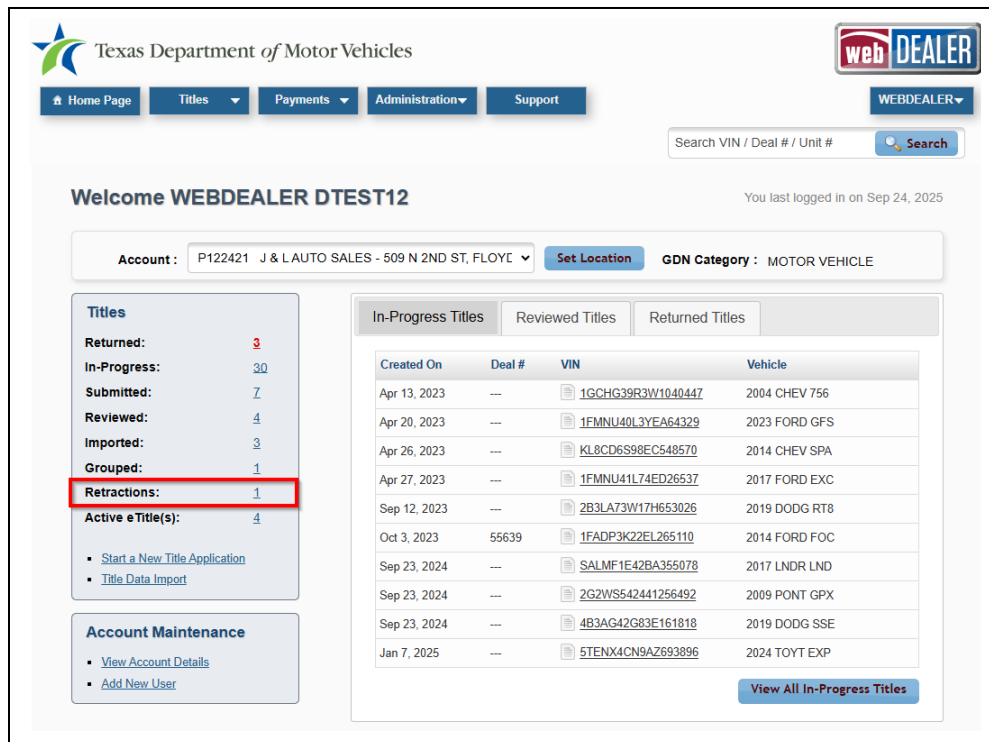
Figure 79: Retraction Request

4. If the county approves the retraction request, the status of the application will change to Returned.
5. Make the corrections, and resubmit the application (refer to [Section 10 – Resubmitting Title Applications](#))

## 9.1 Viewing Retraction Requests

You can find a retracted title application request in the following ways:

- On the Home Page, select the number next to Retractions in the Titles box.



Texas Department of Motor Vehicles

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # [Search]

Welcome WEBDEALER DTEST12 You last logged in on Sep 24, 2025

Account: P122421 J & L AUTO SALES - 509 N 2ND ST, FLOYD Set Location GDN Category: MOTOR VEHICLE

**Titles**

- Returned: 3
- In-Progress: 30
- Submitted: 7
- Reviewed: 4
- Imported: 3
- Grouped: 1
- Retractions: 1**
- Active eTitle(s): 4

Start a New Title Application  
Title Data Import

**Account Maintenance**

- View Account Details
- Add New User

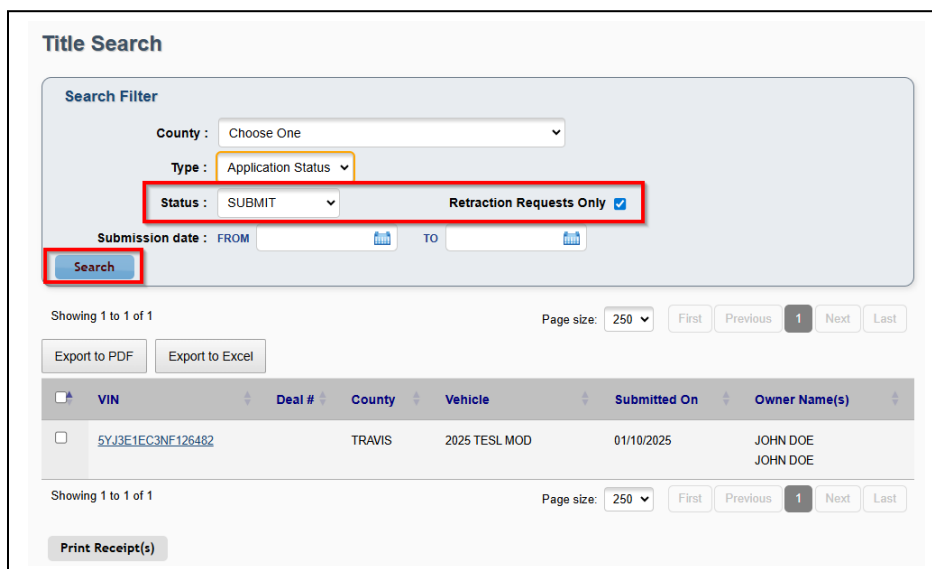
In-Progress Titles | Reviewed Titles | Returned Titles

Created On	Deal #	VIN	Vehicle
Apr 13, 2023	---	1GCHG39R3W1040447	2004 CHEV 756
Apr 20, 2023	---	1FMNU40L3YE64329	2023 FORD GFS
Apr 26, 2023	---	KL8CD6S98EC548570	2014 CHEV SPA
Apr 27, 2023	---	1FMNU41L74ED26537	2017 FORD EXC
Sep 12, 2023	---	2B3LA73W17H653026	2019 DODG RT8
Oct 3, 2023	55639	1FADP3K22EL265110	2014 FORD FOC
Sep 23, 2024	---	SALMF1E42BA355078	2017 LNDR LND
Sep 23, 2024	---	2G2WS542441256492	2009 PONT GPX
Sep 23, 2024	---	4B3AG42G83E161818	2019 DODG SSE
Jan 7, 2025	---	5TENX4CN9AZ693896	2024 TOYT EXP

View All In-Progress Titles

Figure 80: View Retraction Requests - Home Page

- From any page, select **Title Search** under the **Titles** tab at the top of the page, and use the Search Filter to select a status of “Submit” with the Retraction Requests Only check box checked, and select “Search”.



**Title Search**

Search Filter

County: Choose One

Type: Application Status

Status: SUBMIT Retraction Requests Only

Submission date: FROM [ ] TO [ ]

Search

Showing 1 to 1 of 1 Page size: 250 First Previous 1 Next Last

Export to PDF Export to Excel

VIN	Deal #	County	Vehicle	Submitted On	Owner Name(s)
5YJ3E1EC3NF126482		TRAVIS	2025 TESL MOD	01/10/2025	JOHN DOE JOHN DOE

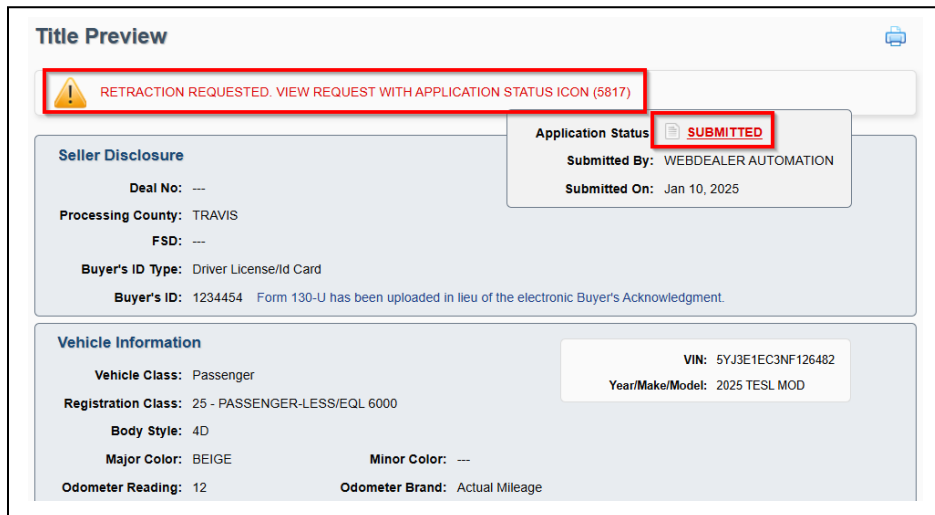
Showing 1 to 1 of 1 Page size: 250 First Previous 1 Next Last

Print Receipt(s)

Figure 81: Title Search Retraction Requests

Follow these steps to review a retracted title application request:

1. On the Title Search page, select the **VIN**.
2. The Title Preview page will display. If the request is pending county approval, the Application Status will be in red, and there will be a warning on the Title Preview page.



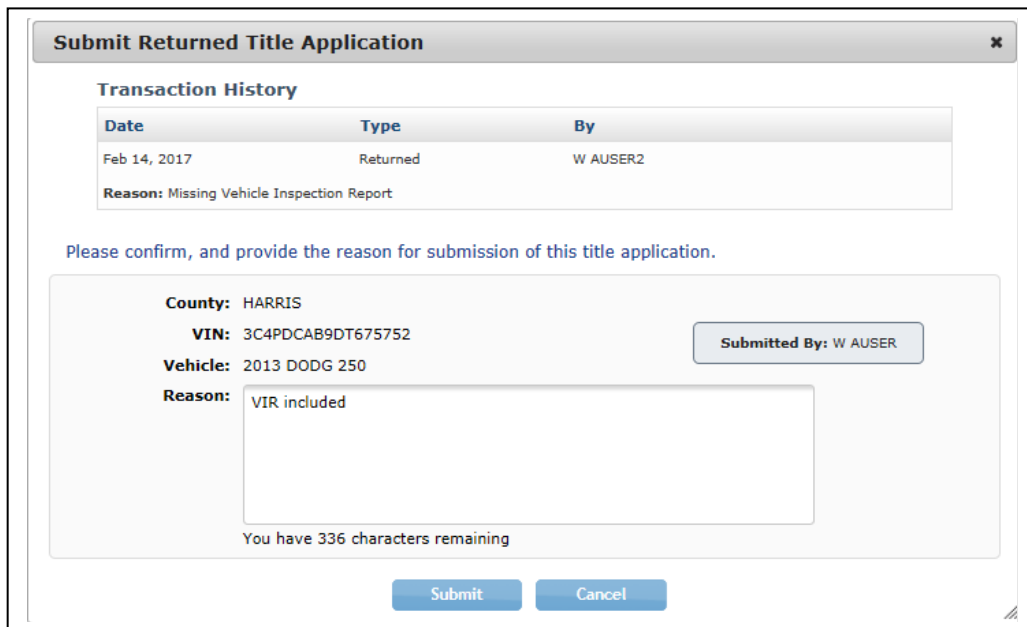
The screenshot displays the 'Title Preview' interface. At the top, a warning message is highlighted with a red box: 'RETRACTION REQUESTED. VIEW REQUEST WITH APPLICATION STATUS ICON (5817)'. Below this, the 'Application Status' is shown as 'SUBMITTED' in a red box. The page is divided into two main sections: 'Seller Disclosure' and 'Vehicle Information'. The 'Seller Disclosure' section includes fields for Deal No, Processing County (TRAVIS), FSD, Buyer's ID Type (Driver License/Id Card), and Buyer's ID (1234454). The 'Vehicle Information' section includes fields for Vehicle Class (Passenger), Registration Class (25 - PASSENGER-LESS/EQL 6000), Body Style (4D), Major Color (BEIGE), Minor Color, Odometer Reading (12), Odometer Brand (Actual Mileage), VIN (5YJ3E1EC3NF126482), and Year/Make/Model (2025 TESL MOD).

Figure 82: Title Preview - Retraction Request Message

## 10 Resubmitting Title Applications

After you have corrected the title application, as applicable, follow these steps to resubmit:

1. Verify the corrected information appears on the Title Preview page. Once verified, select **Submit**.
2. The Submit Returned Title Application pop-up will open. Enter the reason for the resubmission of the application (optional). Select **Submit**.



**Submit Returned Title Application** [X]

**Transaction History**

Date	Type	By
Feb 14, 2017	Returned	W AUUSER2

**Reason:** Missing Vehicle Inspection Report

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

**County:** HARRIS  
**VIN:** 3C4PDCAB9DT675752  
**Vehicle:** 2013 DODG 250  
**Reason:** VIR included

Submitted By: W AUUSER

You have 336 characters remaining

Submit Cancel

Figure 83: Submit Returned Title Application

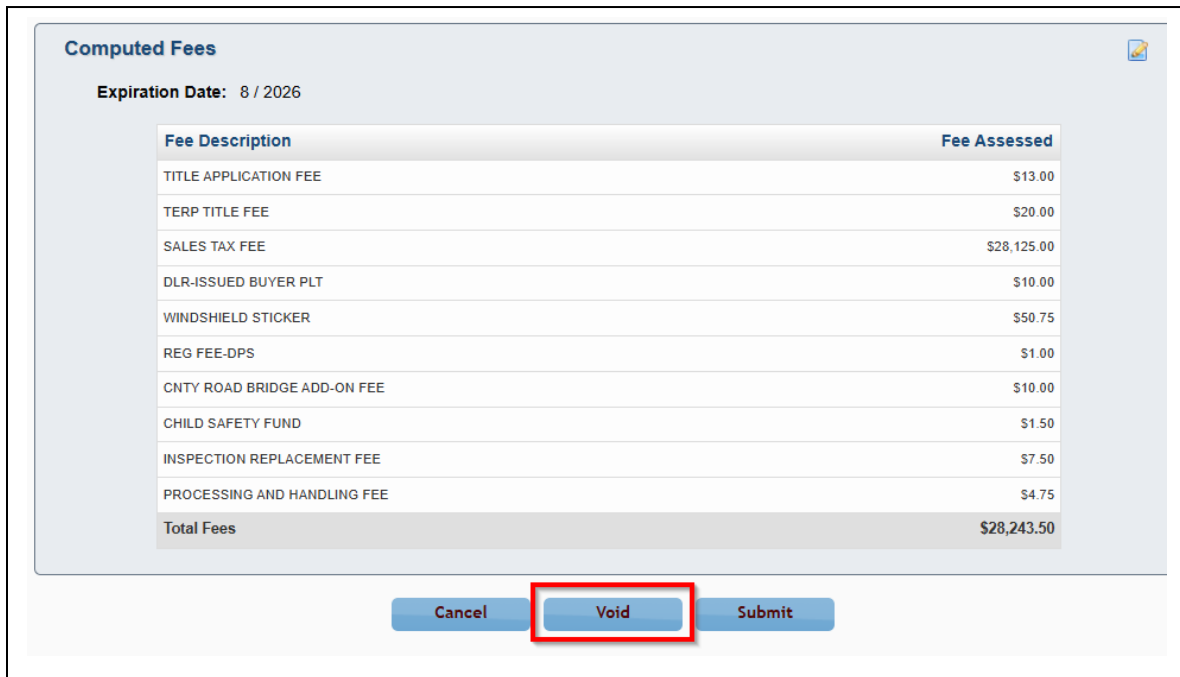
3. The status of the application will be changed to Submitted, and the title application is resubmitted to the county tax assessor-collector's office for review.

## 11 Voiding Title Applications

At any time prior to submitting the title application to the county tax assessor-collector's office, or after it has been returned by the county tax assessor-collector's office, you can void the application.

Follow these steps to void a title application:

1. Select **Title Search** under the **Titles** tab.
2. On the Title Search page, use the Search Filter to locate the title application.
3. Select the **VIN** of the title application you want to void.
4. On the bottom of the Title Preview page, select **Void**.



**Computed Fees**

Expiration Date: 8 / 2026

Fee Description	Fee Assessed
TITLE APPLICATION FEE	\$13.00
TERP TITLE FEE	\$20.00
SALES TAX FEE	\$28,125.00
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
<b>Total Fees</b>	<b>\$28,243.50</b>

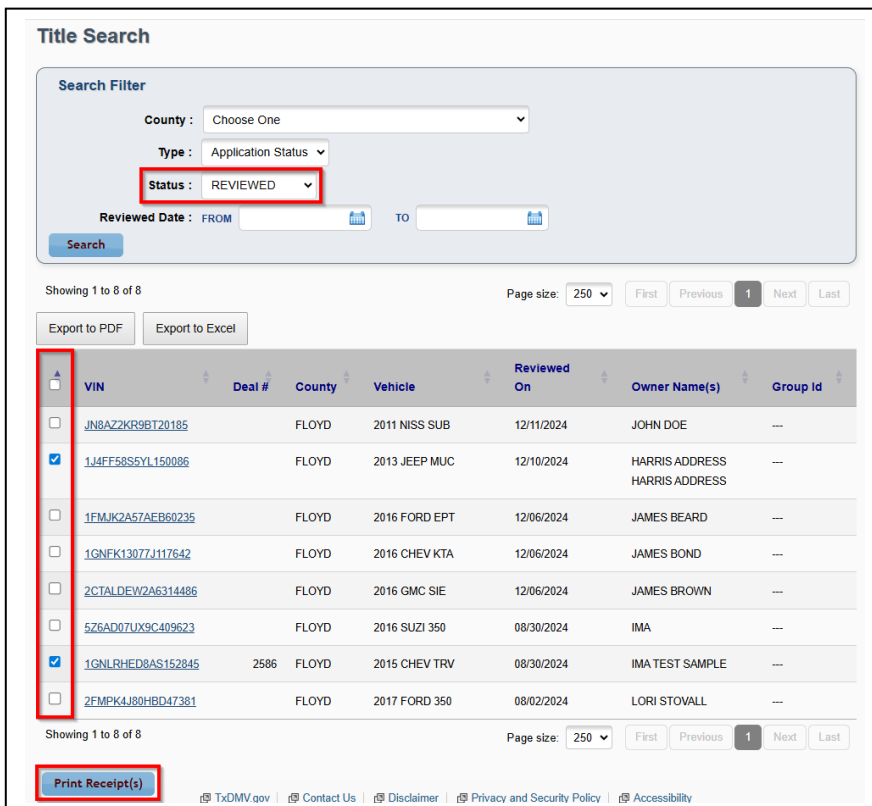
Figure 84: Voiding Title Application

## 12 Printing Receipts

The first opportunity to print a title application receipt is immediately after the application is submitted to the county tax assessor-collector's office, unless your dealership is a dealer deputy and the county has set your dealership configuration to only print receipts after approval. If printed after submitting, the receipt will not have a webDEALER Title ID number.

Receipts for submitted, reviewed, and approved title applications can be printed individually or as a group. Follow these steps to print receipts:

1. Go to the Title Search page. You can access this page by selecting **Title Search** under the Titles tab. In the Search Filter, choose a status of "Submit," "Reviewed," or "Approve." Select **Search**.
2. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications.
3. Select **Print Receipt(s)**.



**Title Search**

**Search Filter**

County : Choose One

Type : Application Status

Status : REVIEWED

Reviewed Date : FROM TO

Search

Showing 1 to 8 of 8 Page size: 250 First Previous 1 Next Last

Export to PDF Export to Excel

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Reviewed On	Owner Name(s)	Group Id
<input type="checkbox"/>	JN8AZ2KR9BT20185		FLOYD	2011 NISS SUB	12/11/2024	JOHN DOE	---
<input checked="" type="checkbox"/>	1J4FF58S5YL150086		FLOYD	2013 JEEP MUC	12/10/2024	HARRIS ADDRESS HARRIS ADDRESS	---
<input type="checkbox"/>	1FMJK2A57AEB60235		FLOYD	2016 FORD EPT	12/06/2024	JAMES BEARD	---
<input type="checkbox"/>	1GNFK1307ZJ117642		FLOYD	2016 CHEV KTA	12/06/2024	JAMES BOND	---
<input type="checkbox"/>	2CTALDEW2A6314486		FLOYD	2016 GMC SIE	12/06/2024	JAMES BROWN	---
<input type="checkbox"/>	5Z6AD07UX9C409623		FLOYD	2016 SUZI 350	08/30/2024	IMA	---
<input checked="" type="checkbox"/>	1GNLRHED8AS152845	2586	FLOYD	2015 CHEV TRV	08/30/2024	IMA TEST SAMPLE	---
<input type="checkbox"/>	2FMPK4J80HRD47381		FLOYD	2017 FORD 350	08/02/2024	LORI STOVALL	---

Showing 1 to 8 of 8 Page size: 250 First Previous 1 Next Last

Print Receipt(s)

TxDmv.gov | Contact Us | Disclaimer | Privacy and Security Policy | Accessibility

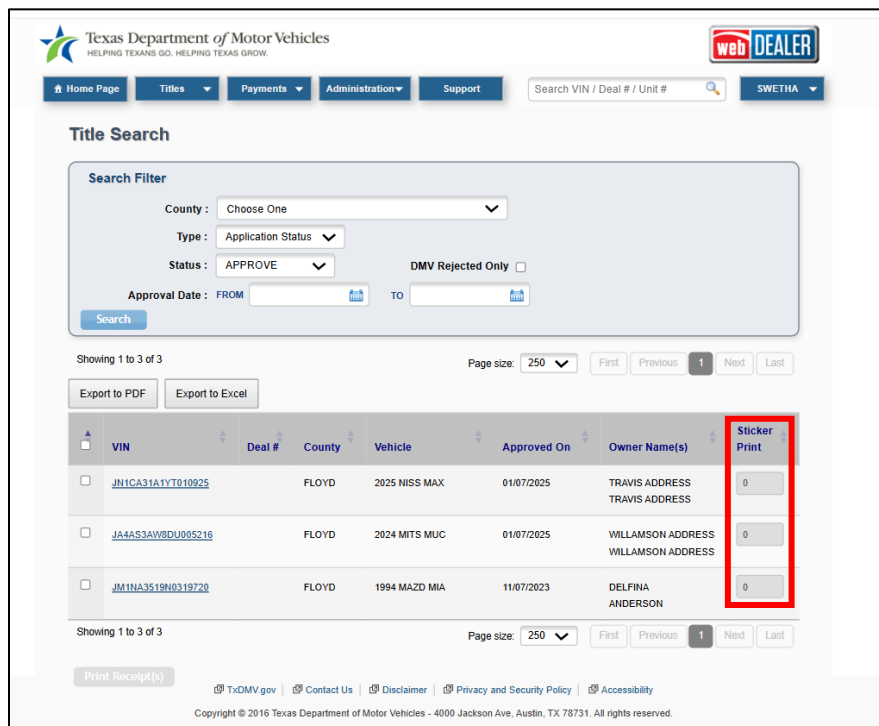
Figure 85: Print Receipts

**Note:** The first receipt will always print without a watermark. This is the owner’s copy. If you need a copy of the receipt for the lienholder, click the **Print Receipt(s)** button a second time. This copy will have a watermark.

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

**Note:** webDEALER limits the total number of registration sticker receipts that can be printed to two per transaction for a dealer deputy; one initial print and one reprint regardless of which status the two prints occur (Submitted, Reviewed, or Approved). Once a registration sticker has been printed twice, the receipt will no longer display the registration sticker image. A duplicate receipt would have to be obtained from the county tax office.

A count of the number of registration sticker receipts printed by a dealer deputy per transaction is found on the Title Search page under the Sticker Print column. County users can also see the number of times a dealer deputy has printed the registration sticker receipt. webDEALER does not track title application receipts that do not include a registration sticker. A non-dealer deputy will see the Sticker Print column, but webDEALER will not track the number of prints.



The screenshot shows the 'Title Search' page in webDEALER. It includes a search filter section with dropdowns for County, Type, Status, and DMV Rejected Only, along with date fields for Approval Date. Below the search filter is a table with the following columns: VIN, Deal #, County, Vehicle, Approved On, Owner Name(s), and Sticker Print. The 'Sticker Print' column is highlighted with a red box and contains the value '0' for all three rows. The table data is as follows:

VIN	Deal #	County	Vehicle	Approved On	Owner Name(s)	Sticker Print
<a href="#">JN1GA31A1Y010925</a>		FLOYD	2025 NISS MAX	01/07/2025	TRAVIS ADDRESS TRAVIS ADDRESS	0
<a href="#">JA4AS3AW8DU085216</a>		FLOYD	2024 MITS MUC	01/07/2025	WILLAMSON ADDRESS WILLAMSON ADDRESS	0
<a href="#">JM1HA3519N0319720</a>		FLOYD	1994 MAZD MIA	11/07/2023	DELFINA ANDERSON	0

Figure 86: Registration Sticker Receipt Column



**WEB DEALER ORIGINAL TITLE**

PROCESSING COUNTY: BELL TAC NAME: SHAY LUEDEKE EFFECTIVE DATE: 09/18/2025  
 RESIDENT COUNTY: TRAVIS DATE: 09/18/2025 EXPIRATION DATE: 8/2026  
 PLATE NO: WVX8885 TIME: 02:42PM USER: WEB TITLE ID: 3491814  
 DOCUMENT NO: PREVIOUS DOC NO: 22020939090150221-IX (P)

OWNER NAME AND ADDRESS  
 JOHN SMITH  
 4000 JACKSON AVE  
 AUSTIN, TX 78731

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

VEHICLE IDENTIFICATION NO: 1FMRU15L2YLC43027 VEHICLE CLASSIFICATION: PASS-TMK  
 YR/MAKE: 2013/FORD MODEL: EPT BODY STYLE: LL UNIT NO:  
 EMPTY WT: 5000 CARRYING CAPACITY: 0 GROSS WT: 5000 TRAILER TYPE:  
 BODY VEHICLE IDENTIFICATION NO: TVL TRLR L/W/SOFT: 0'0"  
 PREV OWNER NAME: BATES NISSAN INC PREV CITY/STATE: KILLEEN, TX

INVENTORY ITEM(S) YR  
 PASSENGER-TRUCK PLT 2026  
 WINDSHIELD STICKER

VEHICLE RECORD NOTATIONS  
 ACTUAL MILEAGE  
 S-TITLE  
 MAJOR COLOR: BLACK  
 FUEL TYPE: GAS

FEE ASSESSED	
TITLE APPLICATION FEE	13.00
TEMP TITLE FEE	20.00
SALES TAX FEE	531.25
DLR-ISSUED BUYER PLT	10.00
TITLE CONVENIENCE FEE	10.00
WINDSHIELD STICKER	50.75
REG FEE-DPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
CHILD SAFETY FUND	1.50
INSPECTION REPLACEMENT FEE	7.50
PROCESSING AND HANDLING FEE	4.75
VETERANS' FUND	20.00
TOTAL	679.75

ODOMETER READING: 131125 BRAND: A  
 OWNERSHIP EVIDENCE: CERTIFIED COPY TEXAS TITLE  
 1ST LIEN DATE: 09/18/2025  
 CROSSROADS EQUIP LEASE & FIN  
 2325 HAVEN AVE  
 RICH CUCAMONGA, CA 91730

2ND LIEN SALES TAX CATEGORY: SALES/USE  
 Date of Assignment/Sales Tax Date: 09/18/2025  
 3RD LIEN

Less Trade In Allowance	8,500.00
Taxable Amount	0.00
Sales Tax Paid	8,500.00
Less Other State Tax Paid	531.25
Tax Penalty	0.00
TOTAL TAX PAID	0.00

TITLE WILL BE ELECTRONICALLY FILED WITH THE LIENHOLDER.

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

WVX8885 |  |

**08 26**  
 TRAVIS YLC43027


**VOID**  
 DO NOT USE/  
 NO USE


Figure 88: Duplicated Receipt

## 12.3 Final Receipt

After the title application is approved by the county tax assessor-collector's office, the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code.

**WEB DEALER ORIGINAL TITLE**

  
 1N4AL3AP1FC229714

  
 07703545839250000

PROCESSING COUNTY: FLOYD      TAC NAME: DELIA SUAREZ      EFFECTIVE DATE: 07/03/2025  
 RESIDENT COUNTY: TRAVIS      DATE: 07/03/2025      EXPIRATION DATE: 6/2026  
 PLATE NO: IN93100      TIME: 01:09PM      USER: 077-SMETHA      WEB TITLE ID: 3491756  
 DOCUMENT NO: 07703545839250000  
 PREV DOC NO: 2343-CD-07/03/2025 (P)

**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: 5000      CARRYING CAPACITY: 3000      GROSS WT: 8000      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	FEE ASSESSED	
COMBINATION PLT		TITLE APPLICATION FEE	13.00
WINDSHIELD STICKER	2026	TRAP TITLE FEE	00.00
		SALES TAX FEE	3,125.00
VEHICLE RECORD NOTATIONS		DLR-ISSUED BUYER PLT	10.00
HEAVY VEHICLE USE TAX VERIFIED		PSD TITLE CONVENIENCE FEE	0.00
PAPER TITLE		COMBINATION PLT	840.00
MAJOR COLOR: RED		REGISTRATION EMISSIONS FEE	84.00
FUEL TYPE: GAS		REG FEE-DPS	1.00
		CHEV ROAD BRIDGE ADD-ON FEE	10.00
		CHILD SAFETY FUND	1.50
		INSPECTION FEE-1YR	7.50
		PROCESSING AND HANDLING FEE	4.75
		<b>TOTAL</b>	<b>4,116.75</b>


ODOMETER READING: EXEMPT      BRAND:  
 GENUINENESS 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**

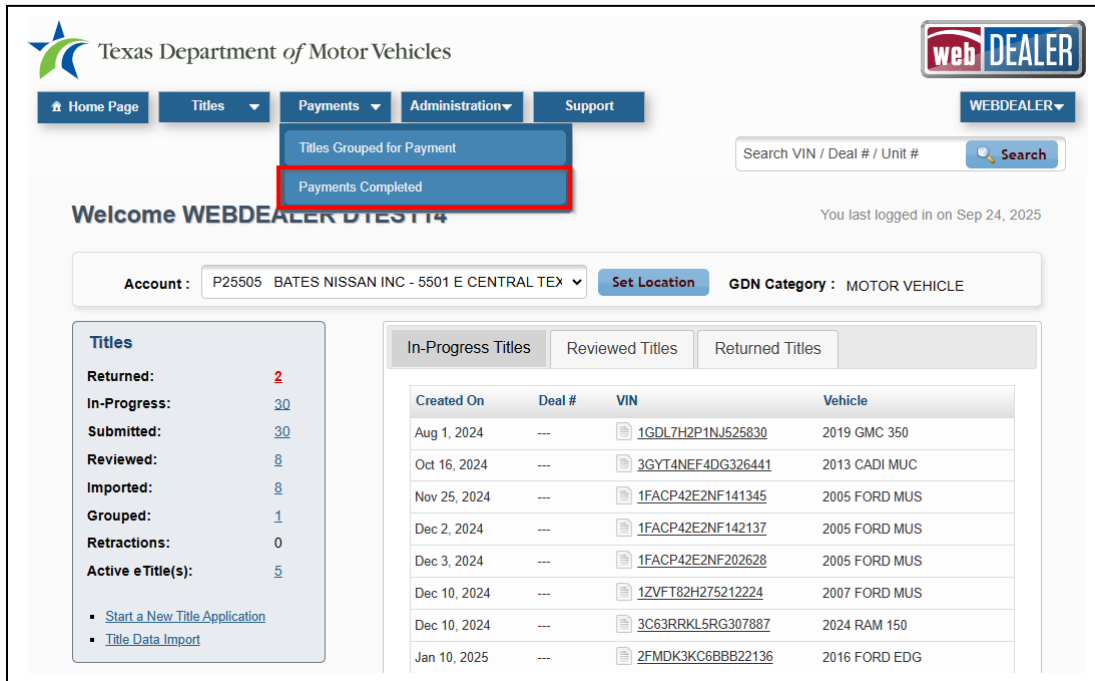
DO NOT USE/  
NO USE

Figure 89: Final Receipt Payments

The county tax assessor-collector's office will collect payment for all approved title applications. For each payment collected, the county tax assessor-collector's office will record the payment(s) and make a note in the payment details.

Follow these steps to view the payments recorded by the county tax assessor-collector's office:

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



The screenshot shows the webDEALER interface. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. The 'Payments' dropdown menu is open, and 'Payments Completed' is highlighted with a red box. Below the navigation, there is a search bar for VIN / Deal # / Unit # and a 'Search' button. The main content area displays 'Welcome WEBDEALER DTEST114' and 'You last logged in on Sep 24, 2025'. There is an account dropdown menu showing 'P25505 BATES NISSAN INC - 5501 E CENTRAL TEX' and a 'Set Location' button. The 'GDN Category' is set to 'MOTOR VEHICLE'. On the left, there is a 'Titles' summary box with counts for Returned (2), In-Progress (30), Submitted (30), Reviewed (8), Imported (8), Grouped (1), Retractions (0), and Active eTitle(s) (5). On the right, there is a table of titles with columns for Created On, Deal #, VIN, and Vehicle. The table is filtered to show 'In-Progress Titles'.

Created On	Deal #	VIN	Vehicle
Aug 1, 2024	---	1GDL7H2P1NJ525830	2019 GMC 350
Oct 16, 2024	---	3GYT4NEF4DG326441	2013 CADI MUC
Nov 25, 2024	---	1FACP42E2NF141345	2005 FORD MUS
Dec 2, 2024	---	1FACP42E2NF142137	2005 FORD MUS
Dec 3, 2024	---	1FACP42E2NF202628	2005 FORD MUS
Dec 10, 2024	---	1ZVFT82H275212224	2007 FORD MUS
Dec 10, 2024	---	3C63RRKL5RG307887	2024 RAM 150
Jan 10, 2025	---	2FMDK3KC6BBB22136	2016 FORD EDG

Figure 90: Access Payments Completed

2. Select a **Reference #** to display the Payment Details.

### Payments Completed

**Search Filter**

Reference # :

Payment Date: FROM  TO

**Search**

6 payment(s) found.  
Showing 1 to 6 of 6

Reference #	Payment Date	County	Viewed	Fee Collected	Paid To County
<a href="#">2</a>	Apr 30, 2025	FLOYD COUNTY	Apr 30, 2025, 3:04:50 PM	\$3,431.00	\$3,431.00
<a href="#">04292025</a>	Apr 29, 2025	FLOYD COUNTY	No	\$1,692.75	\$1,692.75
<a href="#">04222025</a>	Apr 22, 2025	FLOYD COUNTY	No	\$1,692.75	\$1,692.75
<a href="#">12345</a>	Apr 17, 2025	FLOYD COUNTY	No	\$1,684.50	\$1,684.50
<a href="#">04152025</a>	Apr 15, 2025	FLOYD COUNTY	No	\$1,689.50	\$1,689.50
<a href="#">12</a>	Apr 15, 2025	FLOYD COUNTY	No	\$329.50	\$329.50

Showing 1 to 6 of 6

Figure 91: Payments Completed Reference Number

- The Payment Details will show with the payment information for that group of title applications.

### Payments Completed

**Search Filter**

Reference # :

Payment Date: FROM  TO

**Search**

**Payment Details**

Reference #: 12345      Payment Type: ACH

Fee Collected: \$1,684.50      Paid To County: \$1,684.50

Payment Date: Apr 17, 2025      Check No: ---

▼ FLOYD COUNTY 1 title(s) found.

VIN	Deal #	Vehicle	Owner	Approved On	Penalties	Total Fee	Paid To County
2GTEC19C971588365	---	2016 GMC SIE	JOHN DOE JANE DOE	Apr 17, 2025	\$0.00	\$1,684.50	\$1,684.50
Total:					\$0.00	\$1,684.50	

Figure 92: Payment Details

## Appendices

### [Appendix 1 – Importing Dealer Management System \(DMS\) Files](#)

Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found in [Appendix 3 – Title Data File Format for Import](#).

When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place into webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of Import on the Title Search page, all records that have been imported, but not used to create an application will be listed. By using the status of Import and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.

## Appendix 2 – Requirements for Use of the Electronic Buyer’s Acknowledgment

- Buyer must electronically acknowledge the buyer acknowledgment on the webDEALER Buyer Acknowledgment Login webpage. This can be done on most computers and mobile browsers. The Electronic Buyer Acknowledgment replaces the buyer’s signature on the Form 130-U and the title assignment/odometer disclosure. As a result, the assignment of title is not required to be completed and can be left blank between the buyer and dealer.
- Only the buyer may interact with the buyer acknowledgment process.
- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
- Once the buyer acknowledgment has been completed and submitted, it cannot be accessed again.

Buyer must have a current, valid Texas Driver License/ID. **Note:** This process cannot be used if the buyer has recently renewed their Texas Driver License/ID or changed their name or address before the new Texas Driver License/ID arrives. With each change made to the Texas Driver License/ID, the audit number changes, so the system cannot verify the person’s identity.

- If there is joint ownership, only one of the buyers can have their Texas Driver License/ID entered in webDEALER and that buyer will electronically acknowledge the sale, which only replaces this one buyer’s signature. The remaining buyer would still be required to sign the Form 130-U and title assignment/odometer disclosure for upload with the title transaction.
- Only one trade-in is allowed.
- For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.
- Leased vehicles can be processed with the stipulation the leasing company representative completes the buyer acknowledgment (having a current valid Texas Driver License/ID).

## Appendix 3 – Title Data File Format for Import

The Export/Import file is a CSV file. If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:  
<https://webdealer.txdmv.gov/title/dmsFileCheck#!>

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	“P” = Purchase “L” = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	“New” or “Used”
5	Orig_Price (Retail)		
6	Rebate		
7	Sales_Price (after rebate)	2 of the 3 fields required	
8	Trade1_Gross_Value	Optional	
9	Trade1_VIN	Optional	
10	Trade1_Make	Optional	
11	Trade1_Year	Optional	
12	Trade2_Gross_Value	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Year	Not used	
16	VIN	Required	
17	Veh_Class	Optional but required in webDEALER	“C” = Car “T” = Truck
18	Make	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Year	Optional but required in webDEALER	
21	Body_Style	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color	Optional but required in webDEALER	
24	Minor_Color	Optional	
25	Miles	Required	
26	Buyer_Name	Required	
27	Co_Buyer_Name	Optional	

28	Buyer_Street1	Optional but required in webDEALER	
29	Buyer_Street2	Optional	
30	Buyer_City	Optional but required in webDEALER	
31	Buyer_County	Optional but required in webDEALER	
32	Buyer_State	Optional but required in webDEALER	
33	Buyer_Zip_Cd	Optional but required in webDEALER	
34	Buyer_Zip_Cd_P4	Optional	
35	Buyer_Country	Optional	
36	Buyer_Postal_Cd	Optional	
37	Buyer_Email_Address	Optional	
38	Buyer_Phone#	Optional	
<hr/>			
39	Lien_Date	Optional but required in webDEALER	
40	Lien_Co	Optional	“Cash”, or Finance Company Name or Abbreviation
41	Lien_ID	Optional but may be required in webDEALER	
42	Lien_Name1		
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City		
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
<hr/>			
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

None of these fields are required, and not necessary if Certified Lien No. is provided.

## Appendix 4 – 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. 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>	<u>Version Requirements</u>
 <p>Microsoft Edge</p>	<p><a href="http://www.microsoftedge.com">www.microsoftedge.com</a></p>	<p>Microsoft Edge is a secure and user-friendly web browser that offers features such as Microsoft Defender SmartScreen, Password Monitor, and InPrivate search.</p>
 <p>Firefox</p>	<p><a href="http://www.mozilla.com/firefox">www.mozilla.com/firefox</a></p>	<p>Latest version</p>
 <p>Safari</p>	<p><a href="http://www.apple.com/safari">www.apple.com/safari</a></p>	<p>Latest version</p>
 <p>Chrome</p>	<p><a href="http://www.google.com">www.google.com</a></p>	<p>Latest version</p>

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**", or "**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](#).

## 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) 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 other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. County tax assessor-collector's offices will decide how many test stickers should be printed for their review, and sticker paper used for testing should also be taken into consideration.

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.

## 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.

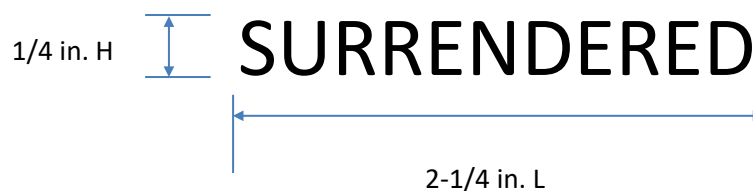
Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

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.

## 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



The Texas Department of Motor Vehicles does not endorse or advertise a specific vendor and will not provide these stamps for Counties or Dealers.

## 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)
  - *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
  - Vehicle Inspection Report or mytxcar.org printout (if applicable)
4. Any additional Supporting Documents

## Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
Title/Registration Questions	<a href="#">County Tax Assessor-Collector's Office</a>	Local phone or e-mail	Local Hours
System Process or Business Policy/Procedure	<a href="#">TxDMV Regional Service Center</a>	Local phone or e-mail	<b>Monday – Friday</b> 8:00 AM – 5:00 PM
webDEALER System Issues	TxDMV Customer Service Support Line	(888) 368-4689	<b>Monday – Friday</b> 8:00 AM – 5:00 PM