



# Dealer User Guide Addendum

February 2016

webDEALER 2.5.0



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



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## Document Overview

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This webDEALER Dealer User Guide Addendum documents webDEALER 2.5.0.

## Purpose

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The purpose of this document is to provide updated information about webDEALER 2.5.0.

## Scope

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The scope of this document includes changes to the procedures and pages of the webDEALER Dealer User Guide. This document does not provide step-by-step instructions on how to use webDEALER.

## Audience

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The intended audience of this document is dealer users of webDEALER.



## Introduction

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Based on feedback from webDEALER users, the following functionality has been incorporated into webDEALER 2.5.0 for dealer users:

- **Retracting Submitted Title Applications:** You can request the retraction of a title application after submitting it to a county. Refer to [Retracting Title Applications](#) within this document for further information.
- **Grouping Title Applications:** Title applications can now be grouped. This feature can be used to assemble all of the title applications from your dealership, so they can be handled easily at one time for payment and approval. A group of title applications can be paid and approved as a group instead of approving them individually. County permission to group title applications is required. Refer to [Grouping Title Applications](#) within this document for further information.
- **Print Submitted/Approved/Reviewed Receipts:** Receipts for submitted, approved, or reviewed title applications can be printed individually or as a batch. Refer to [Printing Receipts](#) within this document for further information.
- **Transaction History:** The transaction history of a title application can now be viewed by clicking on the Application Status on the Title Preview page. The Transaction History displays in a dialog box that documents all retraction requests, returns, and submissions of a title application. Refer to [Transaction History](#) within this document for further information.



## Retracting Title Applications

With webDEALER 2.5.0, you can now request a retraction of a title application after it has been submitted. Although this request is initiated by you, the county may approve or decline the request. If approved, the status of the application will change from Submitted to Returned.

### Title Application Retraction Procedures

The following steps explain how you can request the retraction of a title application:

1. Open the webDEALER home page.
2. In the **Titles** box, click on the number adjacent to Submitted, or

**Titles**

- Returned: 1
- In-Progress: 0
- Submitted: 3
- Reviewed: 2
- Imported: 0
- Grouped: 0
- Retractions: 1

- [Start a New Title Application](#)
- [Title Data Import](#)

open the Title Search page by clicking the **Titles** menu then the **Title Search** menu item. Use the Search Filter by setting the Type field to **Application Status** and the Status field to **Submit**. This will display all of the submitted titles. Select the title application you want to retract by clicking on the VIN.

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WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | ERIC

### Title Search

**Search Filter**

Type: Application Status | County: Choose One

Status: SUBMIT | Retraction Requests Only

Application Date: FROM [ ] TO [ ]

**Search**

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
<input type="checkbox"/>	<a href="#">3GCEK13CX7G515198</a>	---	FLOYD	2005 CHEV TK	BAT ROGERS	01/12/2016
<input type="checkbox"/>	<a href="#">2B3HD46R5YH385459</a>	---	FLOYD	2000 DODG INT	VINCE	01/15/2016
<input type="checkbox"/>	<a href="#">JN1AR5EF4GM290074</a>	570	TRAVIS	2016 NISS GT	GEENA SPIGARELLI	01/19/2016

Export options: [Excel](#) [PDF](#)



3. On the Title Preview page, select **Retract**.
4. On the Retraction Request pop-up window, provide a reason for the retraction request. This reason will be visible to the county. Click **Retract**.

**Retraction Request** [X]

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

\*Indicates Required Field

**Entity:** P105185 - ARCO AUTOMOTIVE

**VIN:** 3GCEK13CX7G515198

**Vehicle:** 2005 CHEV TK

**Returned By:** ERIC THOMPSON

\* **Reason:** The Renewal Recipient has changed their address.

You have 302 characters remaining

**Retract** **Cancel**

5. Verification that a retraction request has been submitted can be seen in the **Titles** box on the home page, by the number adjacent to Retractions, or

**Titles**

Returned:	1
In-Progress:	0
Submitted:	3
Reviewed:	2
Imported:	0
Grouped:	0
<b>Retractions:</b>	<b>1</b>

- [Start a New Title Application](#)
- [Title Data Import](#)

open the Title Search page by clicking the **Titles** menu then the **Title Search** menu item. Use the Search Filter by setting the Type field to **Application Status**, the Status field to **Submit**, and marking the box to the right of Retraction Requests Only.

**Title Search**

**Search Filter**

Type : Application Status [v] County : Choose One [v]

Status : SUBMIT [v] **Retraction Requests Only**

Application Date : FROM [calendar] TO [calendar]

**Search**



## Grouping Title Applications

With webDEALER 2.5.0, counties have the ability to review title applications and place them in a Reviewed status. Title applications in Reviewed status can be grouped provided the county has enabled this functionality for your dealership. Further, you may be able to group and ungroup title applications provided you have been authorized by the county to do so. Alternatively, counties can authorize themselves to group your title applications.

After title applications have been grouped, the **Titles** box will display the number of groups in the number adjacent to Grouped. Selecting the **Reviewed Titles** tab will also display grouped title applications. A group of title applications means those title applications have been reviewed, and a single payment can be submitted for that group.

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WEB-BASED MOTOR VEHICLE TITLES & REGISTRATION

Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit #

Welcome JASON ERICKSON

You last logged in on Feb 04, 2016

Account: SEWELL CHEVROLET-BUICK-GMC TRU - 1011 S M | Set Location | GDN Category: MOTOR VEHICLE

**Titles**

Returned: 0  
In-Progress: 1  
Submitted: 0  
Reviewed: 4  
Imported: 3  
**Grouped: 3**  
Retractions: 0

Start a New Title Application  
Title Data Import

In-Progress Titles | **Reviewed Titles** | Returned Titles

Grouped on	Group ID	#Title Applications	Total Fees
Feb 4, 2016	P111776-77-181	1	\$259.50
Feb 4, 2016	P111776-77-182	1	\$259.50
Feb 3, 2016	P111776-77-180	2	\$3,332.25

**Note:** You will not see Grouped in the **Titles** box if a county has not authorized grouping for your dealership.

## Grouping Title Applications for Payment Procedures

If a county has authorized you to group title applications, **Group Reviewed Titles** will be an option under the **Payments** menu. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be processed, and the title applications can be approved as a group instead of individually.

To group reviewed title applications for payment, follow these steps:

1. Open the webDEALER home page.
2. Click the **Payments** menu.



3. Click on **Group Reviewed Titles**. The Group Reviewed Titles for Payment page will show the reviewed title applications that can be grouped. Mark the box to the left of each title application to include in the group then click **Group Titles** to create the group.

Group Reviewed Titles for Payment

Search Filter

County: FLOYD - 77

Submission Date: FROM [ ] TO [ ] Search

FLOYD 4 title(s) found.

<input checked="" type="checkbox"/>	VIN	Vehicle	Owner(s)	Submit Date	Reviewed Date	Fees
<input checked="" type="checkbox"/>	1FAPF56U67A182394	2007 FORD TAU	JASON TEST 2	Feb 2, 2016	Feb 4, 2016	\$259.50
<input checked="" type="checkbox"/>	1FAPF56U67A180789	2007 FORD TAU	BRIAN JACKSON	Feb 2, 2016	Feb 4, 2016	\$259.50
<input checked="" type="checkbox"/>	1FAPF56U67A180098	2007 FORD TAU	JASON TEST	Feb 2, 2016	Feb 3, 2016	\$1,666.50
<input checked="" type="checkbox"/>	1FAPF56U67A180558	2007 FORD TAU	JASON TEST 36	Feb 2, 2016	Feb 3, 2016	\$1,665.75
Total Selected:						\$3,851.25

Group Titles

4. After clicking **Group Titles**, a confirmation pop-up window will display. Click **Group for Payment** to confirm these are the title applications you want grouped.

Group Reviewed Titles for Payment

Processing County: FLOYD

Payment Amount: 3851.25

Group Date: 02/4/2016

Titles in Group: 4 Title(s)

Grouped By: JASON ERICKSON

Group for Payment Cancel

5. The group is displayed on the Reviewed Title Groups with Payments Due page. Once a group has been created, it will be assigned a Group ID number shown to the left of the group.

Reviewed Title Groups with Payments Due

Search Filter

Group ID: [ ] County: Choose One

Grouped Date: FROM 12/20/2015 TO 01/19/2016 Search

TRAVIS 1 reviewed title group(s) found.

Group ID	Grouped Date	Grouped By	Titles in Group	Total Fees
P105185-227-64	Jan 19, 2016	Entity	2	\$3,157.00



## Viewing Grouped Title Applications

Whether you group title applications for payment or the county groups them for you, you can view them by following these steps:

1. In the **Titles** box, click on the number adjacent to Grouped, or click the **Payments** menu item and select **Titles Grouped for Payment**.
2. Click on a Group ID on the Reviewed Title Groups with Payment Due page.
3. The group field will open and show the reviewed title applications in the group with the fees due for each title application and the total due for all titles in the group.

The screenshot displays the 'Reviewed Title Groups with Payments Due' page. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support' menus. A search bar is present with the text 'Search VIN / Deal # / Unit #'. The user's name 'JASON' is visible in the top right corner.

The main content area is titled 'Reviewed Title Groups with Payments Due'. It includes a 'Search Filter' section with the following fields:  
Group ID: P111776-77-185  
County: Choose One  
Grouped Date: FROM 01/05/2016 TO 02/04/2016  
A 'Search' button is located to the right of the date range.

Below the search filter is the 'Group Details' section, which shows:  
Group ID: P111776-77-185  
Grouped Date: Feb 4, 2016  
Grouped By: Entity  
Total Fees: \$259.50 (This value is circled in red in the original image)

Underneath the group details, there is a section for 'FLOYD' with '1 Title(s) in Group'. A table lists the title application details:

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Fees
1FAFP56U67A180789	2007 FORD TAU	BRIAN JACKSON	Feb 2, 2016	Feb 4, 2016	\$0.00	\$259.50

At the bottom of the table, there are 'Cancel' and 'Ungroup' buttons.

4. If making payment, remit the Total Fees in the manner you have established with the county.

## Ungroup Reviewed Title Application Groups

If you have been authorized to group reviewed title applications, you will also be able to ungroup them. If the county groups reviewed title applications for you, you will not be able to ungroup them. Ungrouping reviewed title application groups allows you to process payment individually or add them to a new group. To ungroup, follow these steps:

1. In the **Titles** box, click on the number adjacent to Grouped or select the **Payments** menu then **Titles Grouped for Payment** menu item.
2. Click on a Group ID on the Reviewed Title Groups with Payments Due page.



3. Once the group is opened, click **Ungroup**.

**Reviewed Title Groups with Payments Due**

**Search Filter**

Group ID : P111776-77-185      County : Choose One

Grouped Date: FROM 01/05/2016 TO 02/04/2016      Search

**Group Details**

Group ID: P111776-77-185      Grouped By: Entity

Grouped Date: Feb 4, 2016      Total Fees: \$259.50

▼ FLOYD      1 Title(s) in Group

VIN	Vehicle	Owner(s)	Submitted Date	Reviewed Date	Penalties	Fees
<a href="#">1FAPP56U67A180789</a>	2007 FORD TAU	BRIAN JACKSON	Feb 2, 2016	Feb 4, 2016	\$0.00	\$259.50

Cancel      **Ungroup**

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



## Printing Receipts

Receipts for submitted, approved, and reviewed titles can now be printed individually or as a group. Follow these steps:

1. Click the **Titles** menu then the **Title Search** menu item.
2. In the Search Filter on the Title Search page, change the type to **Application Status** and the Status to Reviewed, Approve, or Submit, and click **Search**.
3. Reviewed, Approved, or Submitted titles will be displayed, as applicable. Mark each box to the left of the title application to print its receipt, or mark the top box if you want to print all of the receipts for all title applications on the page all at once. After you have made your selection(s), click the **Print Receipt(s)** button.

The screenshot shows the 'Title Search' page of the Texas Department of Motor Vehicles. The search filter is set to 'Application Status' and 'SUBMIT'. The table below shows three vehicle records with checkboxes for selection. The 'Print Receipt(s)' button is circled in red.

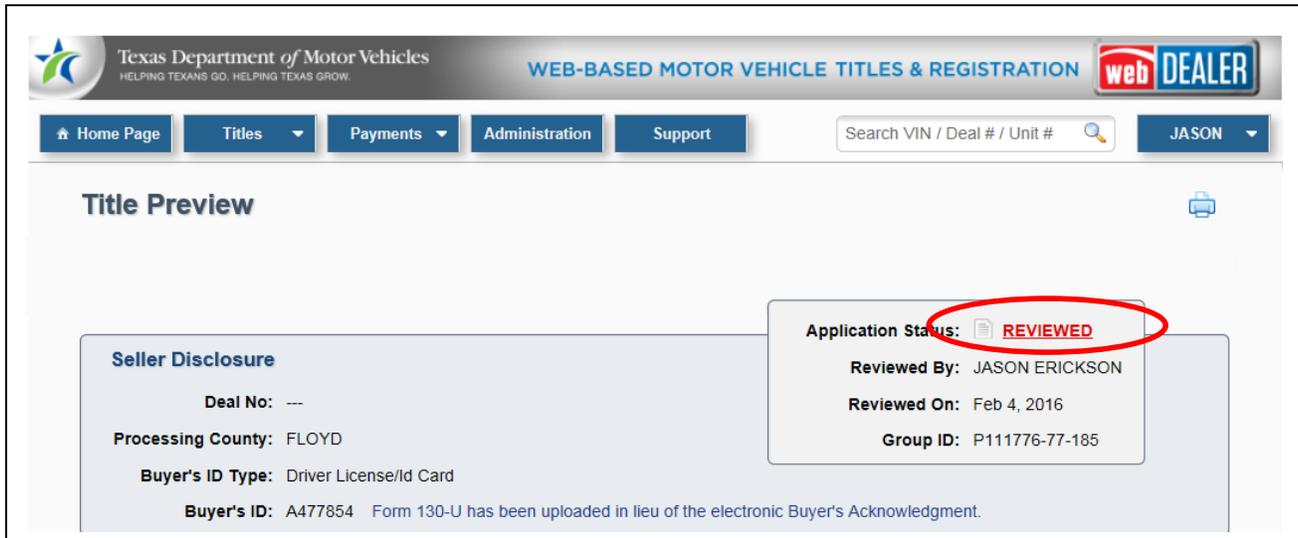
<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Submitted On
<input checked="" type="checkbox"/>	<a href="#">1FM5K7D87FGA36899</a>	7046	FLOYD	2015 FORD EPR	ALBERT ROBINSON	02/04/2016
<input checked="" type="checkbox"/>	<a href="#">1FAFP56U67A180463</a>	1174	FLOYD	2008 FORD TEL	GINNIFER LUEHRS GARRISON	02/04/2016
<input type="checkbox"/>	<a href="#">KMH44AE5BU081077</a>	1002	FLOYD	2012 HYUN EGM	MARIA MORALES	02/04/2016

Export options: [Excel](#) [PDF](#)

**Print Receipt(s)**

## Transaction History

webDEALER 2.5.0 tracks the history of title applications and displays them in a Transaction History pop-up window that can be viewed by clicking on the Application Status on the Title Preview page.



**Application Status:** REVIEWED

**Reviewed By:** JASON ERICKSON

**Reviewed On:** Feb 4, 2016

**Group ID:** P111776-77-185

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

Transaction History		
Date	Type	By
Feb 4, 2016	Retraction Declined	J ASON
Feb 2, 2016	Retraction Request	JASON ERICKSON
<b>Reason:</b> Customer changed address		
Feb 2, 2016	Resubmitted	JASON ERICKSON
<b>Reason:</b> VIR included		
Feb 2, 2016	Returned	J ASON
<b>Reason:</b> Missing Vehicle Inspection Report		

## Transaction History Types

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

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