



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Salvage Pool Operator User Guide

April 2018
webSALVAGE 4.0.0



Contents

- 1 Overview 4**
 - 1.1 Audience 4
 - 1.2 webSALVAGE Process Flow 4
- 2 Features 5**
- 3 Getting Started..... 6**
 - 3.1 Setup..... 6
 - 3.2 You Should Know 6
- 4 Administrative Procedures 7**
 - 4.1 Logging in to webSALVAGE 7
 - 4.2 Creating User Accounts 10
 - 4.3 Functions for webSALVAGE Administrators 16
 - 4.3.1 Granting Permissions to Users 16
 - 4.3.2 Removing a User’s Association to an Account 21
 - 4.3.3 Adding Applicant Information to an Account 22
- 5 Title Application Procedures 24**
 - 5.1 Viewing Salvage Title Applications 25
 - 5.2 Starting a Salvage Title Application 26
 - 5.3 Submitting Completed Title Applications and Making a Payment..... 38
 - 5.3.1 Submitting a Batch of Payments..... 41
 - 5.4 Reviewing Completed Payments 42
 - 5.5 Voiding a Title Application..... 45
 - 5.6 Resubmitting a Returned Title Application 46
- 6 Generating Reports 50**
 - 6.1 Status Reports 50
 - 6.2 Completed Payments (Summary) Report 51
- Appendix A: Equipment Requirements..... 52**



List of Figures

Figure 1: Process Flow of webSALVAGE 4

Figure 2: Login Page 7

Figure 3: Home Page of an Administrative User 8

Figure 4: Home Page of a Salvage User..... 8

Figure 5: Home Page of a Read Only User 9

Figure 6: Registering a New User 10

Figure 7: Use Agreement 11

Figure 8: Enter the Salvage Dealer License No. and Business ZIP 11

Figure 9: Error Message Displays 12

Figure 10: Certifying Acceptance of the webSALVAGE Account 12

Figure 11: Creating User Account Information 13

Figure 12: User Account Verification 14

Figure 13: Change Password Utility 14

Figure 14: Account Details Page Showing the New User..... 15

Figure 15: Viewing Account Details Page 16

Figure 16: Account Details Page 17

Figure 17: Adding a User 18

Figure 18: Searching for a New User 19

Figure 19: Add the New User to the Salvage Dealer Account..... 19

Figure 20: User Details Page 20

Figure 21: Accounts Associated with User 20

Figure 22: Remove a User's Association to an Account..... 21

Figure 23: Selecting Applicant Information 22

Figure 24: Entering Applicant Information 23

Figure 25: Title Application Process 24

Figure 26: Viewing Salvage Title Applications..... 25

Figure 27: Starting New Title Application 26

Figure 28: Searching for a Vehicle Title 27



Figure 29: Existing Vehicle Record 27

Figure 30: Salvage Title Application 28

Figure 31: Indicating Lien Information 29

Figure 32: Certified Lienholder 29

Figure 33: Local Lienholder 30

Figure 34: Certified Lienholder Information Is Displayed 30

Figure 35: Previous Owner Information Page 31

Figure 36: Applicant Information 32

Figure 37: Required Documents List 33

Figure 38: Select Ownership Evidence 34

Figure 39: Finding and Adding Evidence of Ownership to a Title Application 35

Figure 40: Title Preview Page Showing In-Progress Status 36

Figure 41: Title Preview Page Showing Completed Status 37

Figure 42: Selecting Payments Due 38

Figure 43: Selecting the Title Application for Payment 39

Figure 44: Select Payment Type 39

Figure 45: Batch ID Number 40

Figure 46: Creating a Batch of Title Applications for Payment 41

Figure 47: Submitted Titles with Batch IDs 42

Figure 48: Payments Completed Page Showing a List of Payments 43

Figure 49: Payments Completed Page Showing Payment Details 44

Figure 50: Returned Titles Shown on the Home Page 46

Figure 51: Transaction History Pop-Up 47

Figure 52: Submit Returned Title Application Pop-Up Window 48

Figure 53: Title Search Page Shows Status of Titles 49

Figure 54: Generating a Status Report 50

Figure 55: Payments Summary Report 51

Figure 56: Surrendered Stamp 54



1 Overview

webSALVAGE is a web-based TxDMV application that allows for the electronic submission and processing of salvage and nonrepairable vehicle title applications. This User Guide documents the process, features, and operating instructions of webSALVAGE 3.1.0.

1.1 Audience

The intended audience of this document is salvage pool operator users and account administrators of webSALVAGE.

1.2 webSALVAGE Process Flow

A high-level view of how webSALVAGE streamlines the title approval process is shown in [Figure 1](#).

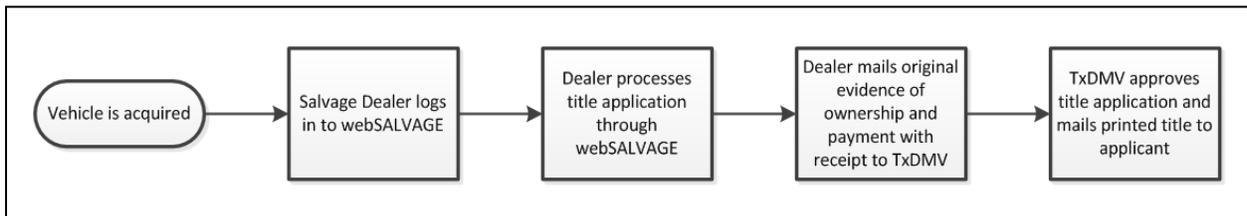


Figure 1: Process Flow of webSALVAGE



2 Features

webSALVAGE allows user to do the following:

- Create and manage Salvage Dealer Entity user accounts
- Create and submit salvage and nonrepairable vehicle title applications online
- Upload supporting documents
- Correspond with TxDMV electronically to correct returned salvage and nonrepairable vehicle title applications and electronically resubmit
- Generate reports



3 Getting Started

The user will use their existing license number. They can access the webSALVAGE application through the TxDMV online portal at <http://www.txdmv.gov/dealers>.

3.1 Setup

The first user account created for your dealership will be the administrator account by default. The administrator is responsible for administrating the salvage dealer entity account. For information on creating an account and administrator's functions refer to [Section 4.2](#) and [Section 4.3](#).

3.2 You Should Know

The evidence of ownership (e.g., out of state title, Texas title, etc.) is not required to be submitted when submitting transactions using webSALVAGE. The ownership evidence must be maintained in accordance with Administrative Code, Section 221.72. Both sides of the ownership document must show the "Surrendered" stamp ([Figure 56](#)).

IMPORTANT SCANNING REQUIREMENT: The scanned images must be of the *original* documents. The scanned images CANNOT be copies of original documents. If the TxDMV determines the documents attached to a transaction are copies of the originals, the transaction will be returned, and the entity will be required to scan the originals.

The summary report is the only document required to be mailed when paying by check. No documents are required to be mailed when paying online. All documents, including the evidence of ownership, are maintained by the salvage pool operator.



4 Administrative Procedures

Procedures necessary for the typical operation of webSALVAGE such as logging in, adding and removing users, and establishing levels of application permissions are covered in this section.

4.1 Logging in to webSALVAGE

All webSALVAGE users, whether administrators or users, log in by the same process. Follow these steps:

1. Go to the webSALVAGE Login page (**Figure 2**) by clicking the webSALVAGE icon located on the TxDMV website at <http://www.txdmv.gov/dealers>.
2. On the Login page, select the **Salvage Vehicle Dealer** tab.
3. Enter your License No., Username, and Password, and click **Login**.

The screenshot shows the login page for webSALVAGE. At the top left is the Texas Department of Motor Vehicles logo with the tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.'. At the top right is the 'web SALVAGE' logo. The main heading is 'Login'. Below it, a note says '* Indicates Required Field'. There are three tabs: 'Salvage Vehicle Dealer', 'Insurance Company', and 'TxDMV'. The 'Salvage Vehicle Dealer' tab is selected. Under this tab, there are three input fields: 'License No.' with the placeholder 'Enter License No.', 'Username' with 'Enter User ID', and 'Password' with 'Enter Password'. Each field has a red asterisk indicating it is required. To the right of these fields are two links: 'Forgot Username?' and 'Forgot Password?'. At the bottom left of the form is a 'Login' button with a lock icon. At the bottom right is a 'Create New User' button. The footer of the page reads 'webDEALER v3.1.0 - Thursday October 20 2016'.

Figure 2: Login Page

The system will give an Invalid Login error message if the username or password is incorrect.



- 4. If you are a webSALVAGE administrator, this is the Home Page that will display upon logging in

Account : 1ST PLACE MOTORS - 116 N 77 SUNSHINE ST, HARLINGEN

Created On	Stock #	VIN	Vehicle
Nov 7, 2016	---	1GFRD1B3FV6144588	2014 ACUR 250
Nov 7, 2016	---	4UZAAHAK33CL74575	2003 FRHT 205

Figure 3: Home Page of an Administrative User

- 5. If you are a webSALVAGE user with permissions to manage title applications, this is the Home Page that will display upon logging in:

Account : 1ST PLACE MOTORS - 116 N 77 SUNSHINE ST, HARLINGEN

Created On	Stock #	VIN	Vehicle
Nov 7, 2016	---	1GFRD1B3FV6144588	2014 ACUR 250
Nov 7, 2016	---	4UZAAHAK33CL74575	2003 FRHT 205

Figure 4: Home Page of a Salvage User



- 6. If you are a webSALVAGE user with Read-Only permissions, this is the Home Page that will display upon logging in:

The screenshot displays the webSALVAGE Home Page for a user named EVA GOWEN. The page includes a navigation menu with 'Home Page', 'Titles', and 'Support'. A search bar for VIN/Stock # and a user dropdown menu are also present. The main content area shows a 'Welcome EVA GOWEN' message and the account address: 1ST PLACE MOTORS - 116 N 77 SUNSHINE ST, HARLINGEN. A 'Titles' summary box on the left lists: Returned: 0, In-Progress: 2, Completed: 1, Submitted: 3, Reviewed: 0, and Approved in Past 7 Days: 0. The 'In-Progress Titles' table lists two entries:

Created On	Stock #	VIN	Vehicle
Nov 7, 2016	---	1GFRD1B3FV6144588	2014 ACUR 250
Nov 7, 2016	---	4UZAAHAK33CL74575	2003 FRHT 205

Figure 5: Home Page of a Read Only User



4.2 Creating User Accounts

Any new user not currently setup in webSALVAGE, whether an administrator or other user, will need to create a new user account. Once the new user's account is setup, an administrator will need to assign the appropriate permissions for the user. A user is a person who is authorized to use webSALVAGE. To register a new user with a webSALVAGE account, follow these steps:

1. Go to the webSALVAGE Login page.
2. On the Login page, select the **Salvage Vehicle Dealer** tab, and click **Create New User**.

The screenshot shows the webSALVAGE Login page. At the top left is the Texas Department of Motor Vehicles logo and tagline "HELPING TEXANS GO. HELPING TEXAS GROW.". At the top right is the "webSALVAGE" logo. Below the logo is the "Login" heading. A red asterisk indicates required fields. There are three tabs: "Salvage Vehicle Dealer" (selected), "Insurance Company", and "TxDMV". Below the tabs are three input fields: "License No. : Enter License No.", "Username : Enter User ID", and "Password : Enter Password". To the right of these fields are links for "Forgot Username?" and "Forgot Password?". At the bottom left is a "Login" button with a lock icon. At the bottom right is a "Create New User" button, which is highlighted with a red arrow. At the bottom of the page is the text "webDEALER v3.1.0 - Thursday October 20 2016".

Figure 6: Registering a New User



3. The Use Agreement page will display. Click **I Accept** to accept the agreement.

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Use Agreement

Texas Department of Motor Vehicles - Security Warning

This is an official Texas Department of Motor Vehicles web application for authorized use only. It is monitored to ensure proper operation to verify the function of applicable security features and other like purposes. Unauthorized access is prohibited. Attempts to access this system for other than its intended purpose are prohibited and may result in prosecution under the Computer Fraud and Abuse Act of 1996 or other applicable laws. Users of this system should not expect a "right to privacy" to any data transmissions hereon.

I Accept Cancel

Figure 7: Use Agreement

4. On the Account Registration: Step-1: Account Search page, enter the License No. of the Salvage Dealer and the Business ZIP code, and click **Search**.

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Account Registration: Step-1: Account Search

* Indicates Required Field

Account Search

* License No. : 227250328

* Business ZIP : 78744

Search Cancel

Figure 8: Enter the Salvage Dealer License No. and Business ZIP



- 5. An error message will display if the dealership account is not found.

The screenshot shows the Texas Department of Motor Vehicles logo and the webSALVAGE logo in the top right. The main heading is "Account Registration: Step-1: Account Search". Below this, a red warning icon and text state "License No.: No accounts found (5681)". A legend indicates that an asterisk (*) denotes a required field. The "Account Search" section contains two input fields: "License No.:" with the value "5155" and "Business ZIP:" with the value "78744". There are "Search" and "Cancel" buttons below the fields.

Figure 9: Error Message Displays

- 6. If the webSALVAGE system locates the dealership account, the account information will be displayed. Checking the box and clicking **Accept** will certify acceptance of the statement displayed and will complete Step 1 of the registration process.

The screenshot shows the same Texas Department of Motor Vehicles and webSALVAGE logos. The heading is "Account Registration: Step-1: Account Search". A blue information icon and text state "The account activation will take up to 15 minutes. Please contact your administrator to enable permissions for the webSALVAGE application." A legend indicates that an asterisk (*) denotes a required field. The "Account Search" section contains two input fields: "License No.:" with the value "031244408" and "Business ZIP:" with the value "78550". There are "Search" and "Cancel" buttons below the fields. Below the search section, a box displays the found account information: "License No. : 031244408", "License Category: USED AUTOMOBILE DEALER", "Business Name : 1ST PLACE MOTORS", and "Address : 116 N 77 SUNSHINE ST. HARLINGEN, TX 78550". At the bottom, there is a checkbox with the text "I HEREBY CERTIFY THAT THE ABOVE INFORMATION APPLIES TO MY BUSINESS." and an "Accept" button.

Figure 10: Certifying Acceptance of the webSALVAGE Account



7. On the Account Registration: Step-2: Create User page, the **Account Details** section will show the account details. Enter the new user's information (name, email, and phone), and click **Save**.

The screenshot displays the 'Account Registration: Step-2: Create User' interface. At the top left is the Texas Department of Motor Vehicles logo with the tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.' At the top right is the 'web SALVAGE' logo. The main heading is 'Account Registration: Step-2: Create User'. Below this is a section titled 'Account Details' containing the following information: License No. : 031244408, License Category : USED AUTOMOBILE DEALER, Business Name : 1ST PLACE MOTORS, and Address : 116 N 77 SUNSHINE ST, HARLINGEN, TX 78550. A red asterisk indicates required fields. Below the account details is a section titled 'User Information' with the following fields: First Name (TARA), Middle Initial (empty), Last Name (ROBERTS), Email (TERA_ROBERTS@WEBDEALER.COM), and Phone (1234567890 x). A note below the email field states '(Username and Password will be sent to this email address.)'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Figure 11: Creating User Account Information



8. A message will display indicating the new user account has been created.

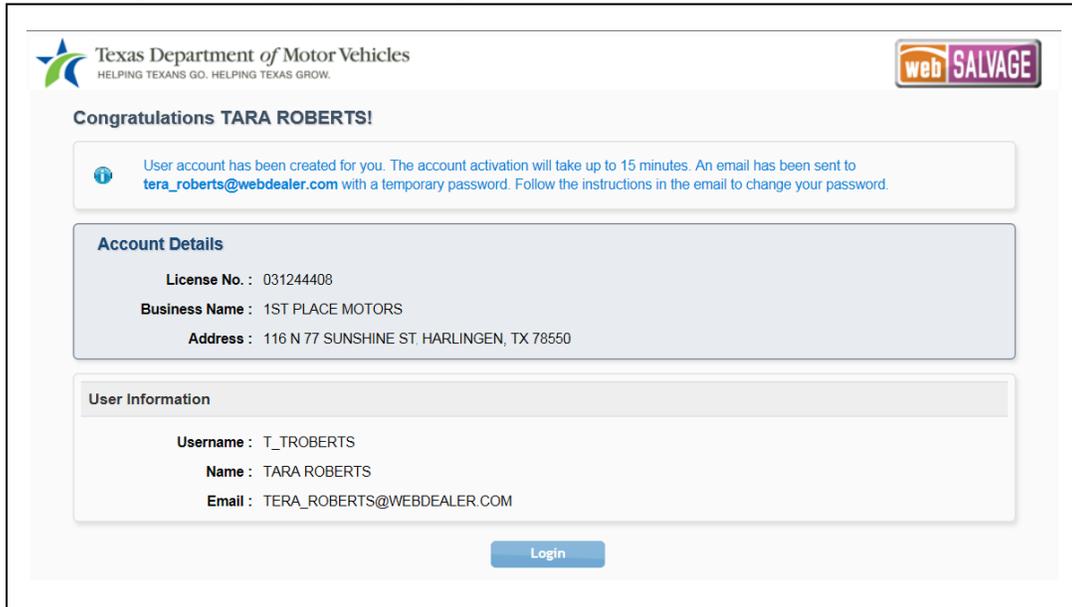


Figure 12: User Account Verification

9. An email will be sent to the new user with a temporary password. The user must use this password when logging in the first time. Use the **Change Password** utility on the drop down menu beneath the user's name on the Home Page to change the password.

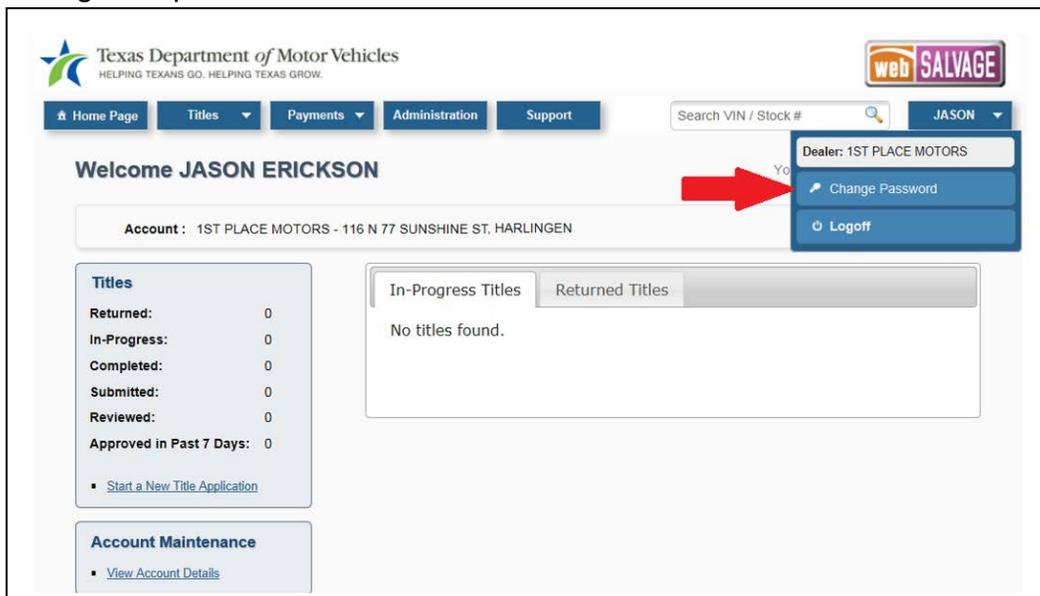


Figure 13: Change Password Utility



- 10. An administrator can view the Account Details page, which will show the new user has been added to the List of Associated Users.

The screenshot displays the 'Account Details' page for a user. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user dropdown for 'JASON' are also present. The main content area is titled 'Account Details' and contains the following information:

- License No.:** 031244408
- License Category:** USED AUTOMOBILE DEALER
- Business Name:** 1ST PLACE MOTORS
- Contact Name:** ---
- Email:** FIRSTPLACERGV@YAHOO.COM
- Phone #:** (956)412-5111

An 'Address' box on the right shows: 116 N 77 SUNSHINE ST, HARLINGEN, TX 78550. Below the account details are two buttons: 'Add User' and 'Applicant Information'.

Below the account details is a section titled 'List of Associated Users' containing a table:

User Name	Name	Email	Status	Action
T_JERICKSON4	JASON ERICKSON	jason.erickson@txdmv.gov	Active	
T_EGOWEN	EVA GOWEN	eva.gowen@txdmv.gov	Active	Remove Association Lock User
T_JDEALER3	JASON DEALER	jason.dealer@webdealer.com	Active	Remove Association Lock User
T_EDEALER	EVA DEALER	eva.dealer@webdealer.com	Active	Remove Association Lock User
T_TROBERTS	TARA ROBERTS	tera_roberts@webdealer.com	Active	Remove Association Lock User

Figure 14: Account Details Page Showing the New User



4.3 Functions for webSALVAGE Administrators

4.3.1 Granting Permissions to Users

The webSALVAGE account administrator may grant different levels of permissions to users. These individuals must be registered users (refer to 4.2 for instructions on enrolling users in webSALVAGE). An administrator may authorize the user to manage accounts and users, view title applications, add and edit title applications, and access payments.

Follow these instructions to grant permissions to users:

1. From the Home Page, click **View Account Details** in the **Account Maintenance** area.

The screenshot shows the webSALVAGE interface for user WILLIAM BROCK. The account is for '1 CUSTOM SHOP - 4749 E. BEN WHITE, AUSTIN'. The 'Titles' summary shows 2 returned, 16 in-progress, 2 completed, 11 submitted, and 8 reviewed titles. A table of 'In-Progress Titles' lists various vehicles with their creation dates, stock numbers, VINs, and models. A red arrow points to the 'View Account Details' link in the 'Account Maintenance' section.

Created On	Stock #	VIN	Vehicle
Jun 7, 2016	---	0014131	1974 VESP AES
Jun 7, 2016	---	JHNE124125KK11111	1999 CADI ASE
Jun 7, 2016	---	NHJSE125451D111	1980 CHRY ASE
Jun 7, 2016	---	KL122222DEDR11234	1997 CHEV ASE
Jun 7, 2016	---	HTTASDF2121251515	2000 CADI AES
Jun 7, 2016	---	1ACL4515121112121	2002 FORD PK
Jun 7, 2016	---	0000000BKLW914018	2003 HD HD
Jun 8, 2016	---	MN124512115588888	2002 BUIC ASE
Jun 8, 2016	123456	1HD1HDZ126K810368	2012 HD FOR
Jun 8, 2016	---	2C3CDZAG3GH240333	2016 DODG CHA

Figure 15: Viewing Account Details Page



2. On the Account Details page, click a User Name from the List of Associated Users to grant permissions to a user who is already associated with this account. To grant permissions to this user, go to Step 6.

Account Details

License No.: 031244408
License Category: USED AUTOMOBILE DEALER
Business Name: 1ST PLACE MOTORS
Contact Name: ---
Email: FIRSTPLACERGV@YAHOO.COM
Phone #: (956)412-5111

Address: 116 N 77 SUNSHINE ST, HARLINGEN, TX 78550

[Add User](#) [Applicant Information](#)

▼ List of Associated Users

User Name	Name	Email	Status	Action
T_JERICKSON4	JASON ERICKSON	jason.erickson@txdmv.gov	Active	
T_EGOWEN	EVA GOWEN	eva.gowen@txdmv.gov	Active	Remove Association Lock User
T_JDEALER3	JASON DEALER	jason.dealer@webdealer.com	Active	Remove Association Lock User
T_EDEALER	EVA DEALER	eva.dealer@webdealer.com	Active	Remove Association Lock User
T_TROBERTS	TARA ROBERTS	tera_roberts@webdealer.com	Active	Remove Association Lock User

Figure 16: Account Details Page



3. If you want to grant permissions to a user not seen in the List of Associated Users, you must search for the user by clicking **Add User**.

The screenshot shows the 'Account Details' page for a user named JASON. The page includes a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' is present. The account details section contains the following information:

- License No.: 031244408
- License Category: USED AUTOMOBILE DEALER
- Business Name: 1ST PLACE MOTORS
- Contact Name: ---
- Email: FIRSTPLACERGV@YAHOO.COM
- Phone #: (956)412-5111

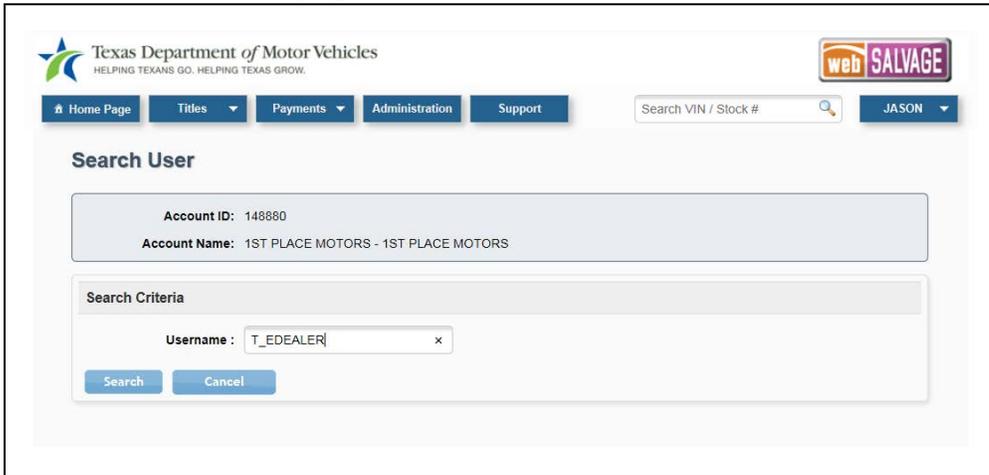
An 'Address' box shows: 116 N 77 SUNSHINE ST, HARLINGEN, TX 78550. There are two buttons: 'Add User' (circled in red) and 'Applicant Information'.

Below the account details is a section titled 'List of Associated Users' containing a table:

User Name	Name	Email	Status	Action
T_JERICKSON4	JASON ERICKSON	jason.erickson@txdmv.gov	Active	
T_EGOWEN	EVA GOWEN	eva.gowen@txdmv.gov	Active	Remove Association Lock User
T_JDEALER3	JASON DEALER	jason.dealer@webdealer.com	Active	Remove Association Lock User
T_EDEALER	EVA DEALER	eva.dealer@webdealer.com	Active	Remove Association Lock User
T_TROBERTS	TARA ROBERTS	tera_roberts@webdealer.com	Active	Remove Association Lock User

Figure 17: Adding a User

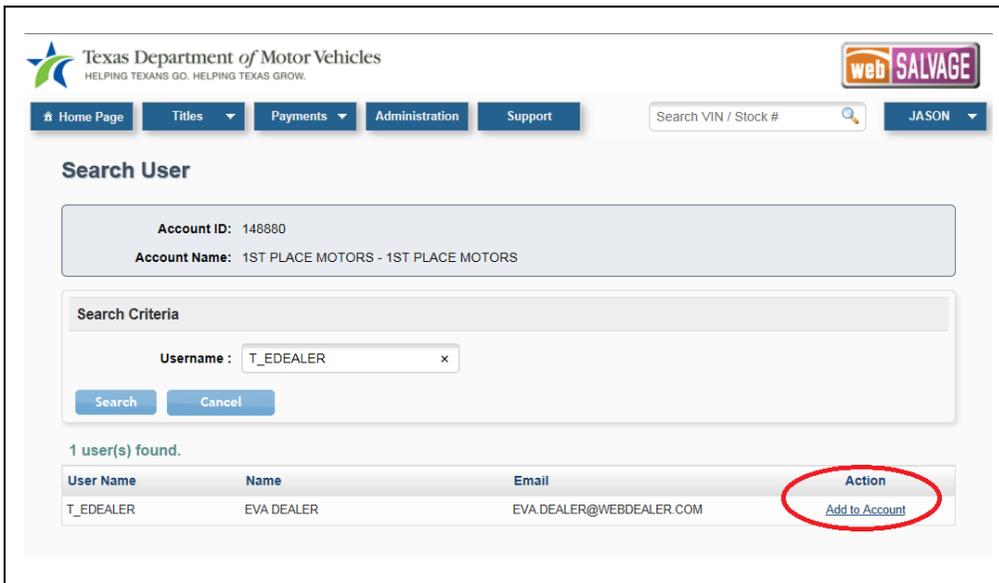
- On the Search User page, enter the Username, and click **Search**.



The screenshot shows the 'Search User' interface. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user profile for 'JASON' are also visible. The main content area displays account information: 'Account ID: 148880' and 'Account Name: 1ST PLACE MOTORS - 1ST PLACE MOTORS'. Below this is a 'Search Criteria' section with a 'Username' field containing 'T_EDEALER' and a search button.

Figure 18: Searching for a New User

- When the new user is located, click **Add to Account** to open the **User Details** page.



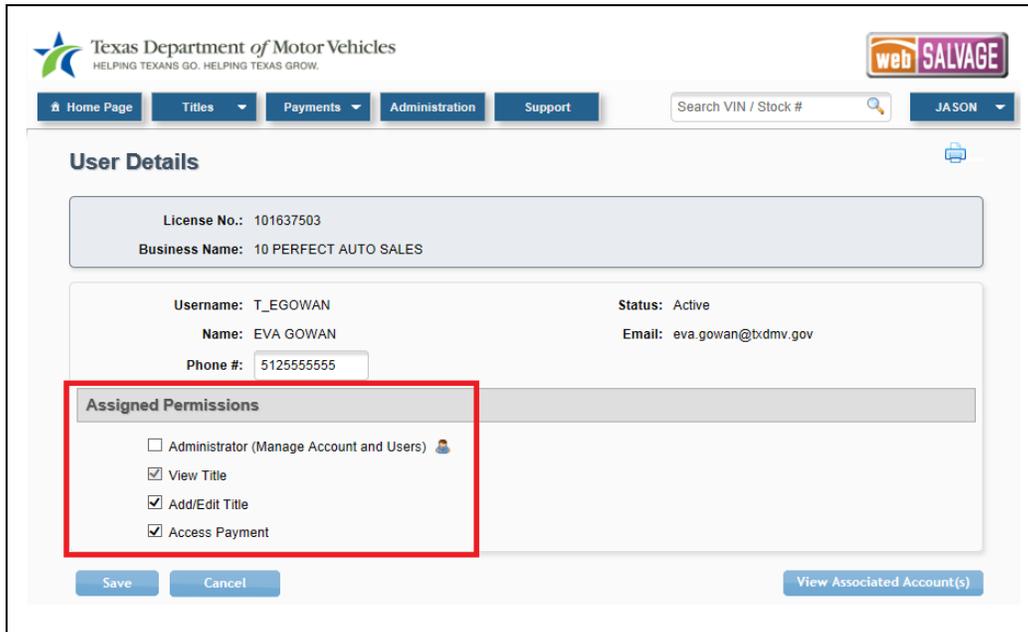
This screenshot shows the search results for the user 'T_EDEALER'. The search criteria are repeated. Below the search criteria, it states '1 user(s) found.' and displays a table with the following data:

User Name	Name	Email	Action
T_EDEALER	EVA DEALER	EVA.DEALER@WEBDEALER.COM	Add to Account

The 'Add to Account' link in the Action column is circled in red.

Figure 19: Add the New User to the Salvage Dealer Account

- On the User Details page, check the permissions you want the user to have, and click **Save**.



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Home Page Titles Payments Administration Support Search VIN / Stock # JASON

User Details

License No.: 101637503
Business Name: 10 PERFECT AUTO SALES

Username: T_EGOWAN Status: Active
Name: EVA GOWAN Email: eva.gowan@tdmv.gov
Phone #: 5125555555

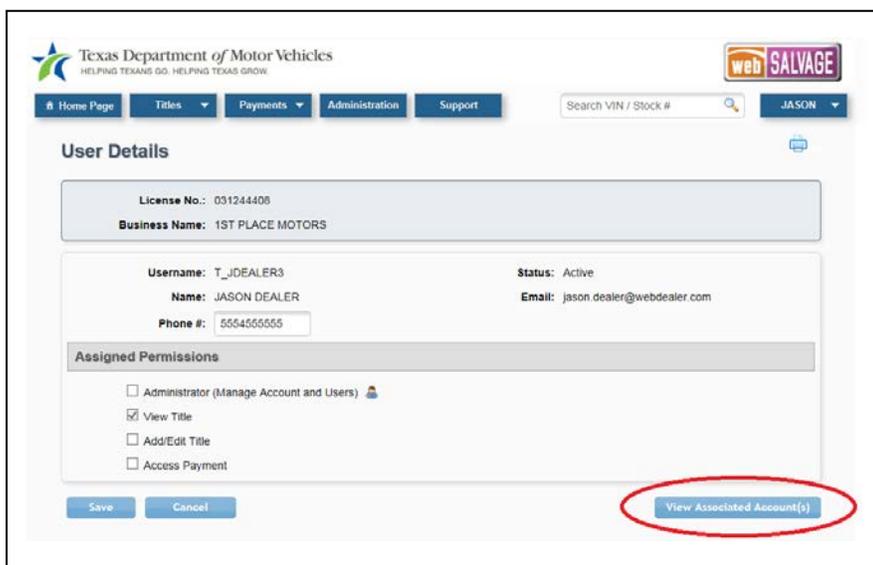
Assigned Permissions

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

Save Cancel View Associated Account(s)

Figure 20: User Details Page

- If desired, view other locations where the user is authorized by clicking **View Associated Account(s)**.



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Home Page Titles Payments Administration Support Search VIN / Stock # JASON

User Details

License No.: 031244400
Business Name: 1ST PLACE MOTORS

Username: T_JDEALER3 Status: Active
Name: JASON DEALER Email: jason.dealer@webdealer.com
Phone #: 5554555555

Assigned Permissions

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

Save Cancel View Associated Account(s)

Figure 21: Accounts Associated with User



4.3.2 Removing a User's Association to an Account

Only an administrator can remove an existing user from a webSALVAGE account. Follow these instructions to delete a user's association to an account:

1. As administrator, log in to the dealership's webSALVAGE account.
2. On the Home Page, click **View Account Details** in the **Account Maintenance** area (refer to **Figure 15**).
3. On the Account Details page, find the user listed in the List of Associated Users.
4. Click **Remove Association**. The user's association to this account will be removed, but the user's association to other accounts will remain in place.

The screenshot shows the 'Account Details' page for a webSALVAGE account. The page header includes the Texas Department of Motor Vehicles logo and navigation tabs for Home Page, Titles, Payments, Administration, and Support. A search bar for VIN / Stock # and a user dropdown menu (JASON) are also present. The main content area displays account information such as License No., License Category, Business Name, Contact Name, Email, and Phone #. An 'Address' box shows the dealership's location. Below this is a table titled 'List of Associated Users' with columns for User Name, Name, Email, Status, and Action. The table lists five users, and a red arrow points to the 'Remove Association' link for the user T_EDEALER.

User Name	Name	Email	Status	Action
T_JERICKSON4	JASON ERICKSON	jason.erickson@txdmv.gov	Active	
T_EGOWEN	EVA GOWEN	eva.gowen@txdmv.gov	Active	Remove Association Lock User
T_JDEALER3	JASON DEALER	jason.dealer@webdealer.com	Active	Remove Association Lock User
T_EDEALER	EVA DEALER	eva.dealer@webdealer.com	Active	Remove Association Lock User
T_TROBERTS	TARA ROBERTS	tera_roberts@webdealer.com	Active	Remove Association Lock User

Figure 22: Remove a User's Association to an Account



4.3.3 Adding Applicant Information to an Account

Applicant information can be saved to webSALVAGE enabling you to automatically populate the name and address of the applicant within webSALVAGE. Follow these instructions to add an applicant's information into webSALVAGE:

1. As administrator, log in to the dealership's webSALVAGE account.
2. On the Home Page, click **View Account Details** in the **Account Maintenance** area (refer to **Figure 15**).
3. Click the **Applicant Information** button.

The screenshot shows the 'Account Details' page in the webSALVAGE system. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user dropdown for 'JASON' are also present. The main content area is titled 'Account Details' and contains the following information:

- License No.:** 031244408
- License Category:** USED AUTOMOBILE DEALER
- Business Name:** 1ST PLACE MOTORS
- Contact Name:** ---
- Email:** FIRSTPLACERGV@YAHOO.COM
- Phone #:** (956)412-5111

An **Address** box contains: 116 N 77 SUNSHINE ST, HARLINGEN, TX 78550. Below this information are two buttons: 'Add User' and 'Applicant Information'. The 'Applicant Information' button is circled in red. Below the account details is a section titled 'List of Associated Users' containing a table:

User Name	Name	Email	Status	Action
T_JERICKSON4	JASON ERICKSON	jason.erickson@txdmv.gov	Active	
T_EGOWEN	EVA GOWEN	eva.gowen@txdmv.gov	Active	Remove Association Lock User
T_JDEALER3	JASON DEALER	jason.dealer@webdealer.com	Active	Remove Association Lock User
T_EDEALER	EVA DEALER	eva.dealer@webdealer.com	Active	Remove Association Lock User
T_TROBERTS	TARA ROBERTS	tera_roberts@webdealer.com	Active	Remove Association Lock User

Figure 23: Selecting Applicant Information



4. Enter the applicant information and, click **Submit**.

Home Page | Titles | Payments | Administration | Support | Search VIN / Stock # | JASON

Applicant Information

Account ID: 148880 | Account Name: 1ST PLACE MOTORS

Applicant Name	Address	City	State	Zip
<input type="radio"/> DONNY'S SALVAGE CAR	4355 FENEWAY STREET	LEANDER	TX	78555
<input type="radio"/> JASON'S WRECKS	123 MAIN STREET	CEDAR PARK	TX	78555

New address

* Indicates Required Field

* Applicant Name: EVA'S CRUSHER

* Address : 5543 DUNAWAY AVE

* City: PRESTON

* State: TX

* ZIP : 88554

Submit | Cancel

Figure 24: Entering Applicant Information

Once submitted, the applicant information can be selected on the applicant information page of the application (Figure 36) for faster processing, which eliminates the need to retype the same information for multiple applications.



5 Title Application Procedures

The procedures for viewing, starting, completing, and submitting a vehicle title application via webSALVAGE are explained in this section. **Figure 25** graphically displays how a title application's status progresses on the Title Preview page as stages are completed.

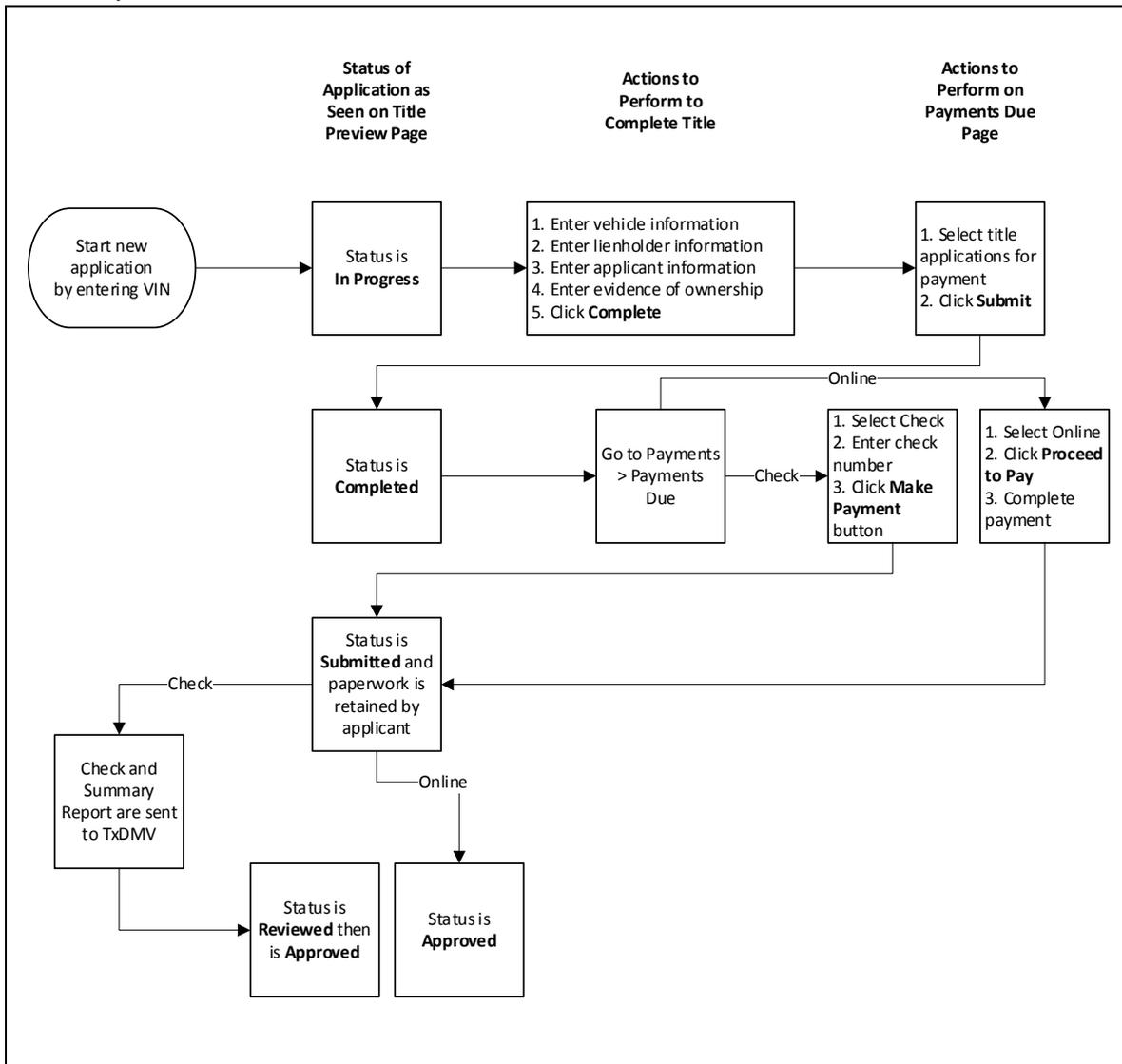
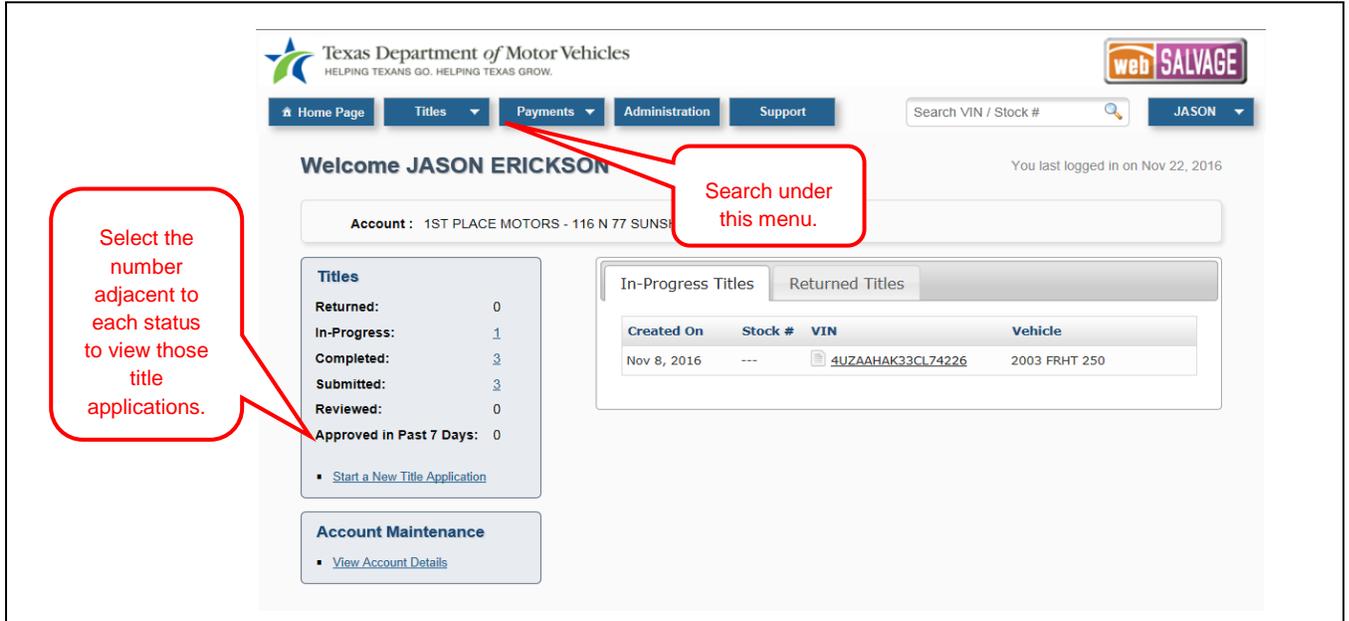


Figure 25: Title Application Process

5.1 Viewing Salvage Title Applications

All webSALVAGE users can search for and view title applications. These processes occur on the Home Page. **Figure 26** shows the locations on the Home Page where you can search for, or select, title applications to view.



The screenshot shows the user interface for JASON ERICKSON. At the top, there is a navigation bar with buttons for Home Page, Titles, Payments, Administration, and Support. A search bar for VIN / Stock # is also present. Below the navigation, the user's account information is displayed: Account: 1ST PLACE MOTORS - 116 N 77 SUNSHINE. The main content area is divided into two sections. On the left, under the heading 'Titles', there is a list of status counts: Returned: 0, In-Progress: 1, Completed: 3, Submitted: 3, Reviewed: 0, and Approved in Past 7 Days: 0. A link 'Start a New Title Application' is provided below this list. On the right, there is a table titled 'In-Progress Titles' with columns for Created On, Stock #, VIN, and Vehicle. The table contains one entry: Nov 8, 2016, ---, 4UZAHAHAK33CL74226, and 2003 FRHT 250. Two red callout boxes are present: one pointing to the 'Titles' menu item with the text 'Search under this menu.', and another pointing to the status counts with the text 'Select the number adjacent to each status to view those title applications.'

Figure 26: Viewing Salvage Title Applications



5.2 Starting a Salvage Title Application

If you have been granted permissions by an administrator to create title applications, follow these steps to initiate a new title application:

1. After logging in and opening the webSALVAGE Home Page, select **New Title Application** from the **Titles** menu or by clicking **Start a New Title Application** in the **Titles** area.

The screenshot shows the webSALVAGE Home Page. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. The 'Titles' menu is open, showing 'Title Search' and 'New Title Application'. A red arrow points to 'New Title Application'. Below the navigation bar, there is a search box for 'VIN / Stock #' and a user profile for 'JASON'. The main content area displays the user's account information: 'Account: 10 PERFECT AUTO SALES - 7203 AVOCET LN, HOUSTON'. On the left, there is a 'Titles' summary box with the following data:

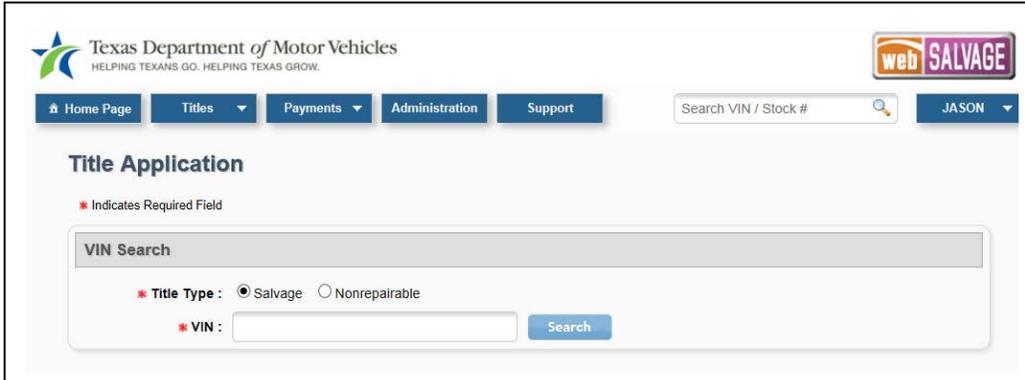
Titles	Count
Returned:	0
In-Progress:	3
Completed:	5
Submitted:	4
Reviewed:	0
Approved in Past 7 Days:	0

Below the summary box, there is a link 'Start a New Title Application' with a red arrow pointing to it. On the right, there is a table for 'In-Progress Titles' with the following data:

Created On	Stock #	VIN	Vehicle
Jul 21, 2016	---	1GD6P1B3FV612678	2011 ACUR 250
Jul 21, 2016	2555	1GD6P1B3FV641285	2015 ALLS 250
Jul 21, 2016	---	1GFRD1B3FV613456	2000 ALLS 155

Figure 27: Starting New Title Application

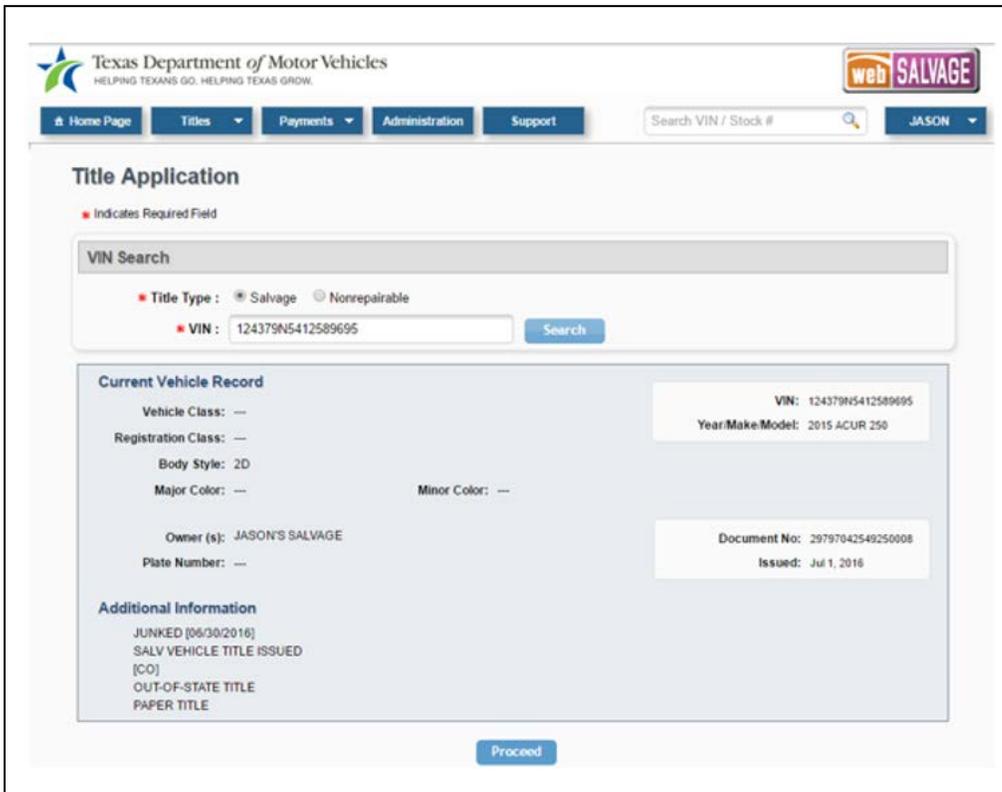
- On the Title Application page, select whether the vehicle is a salvage or a nonrepairable vehicle then enter the vehicle identification number (VIN) in the search field. Click **Search**.



The screenshot shows the 'Title Application' page. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' is present, along with a user name 'JASON'. The main heading is 'Title Application'. Below it, there is a legend: 'Indicates Required Field'. The search form includes a 'VIN Search' input field, a 'Title Type' section with radio buttons for 'Salvage' (selected) and 'Nonrepairable', and a 'VIN' input field containing a search button.

Figure 28: Searching for a Vehicle Title

- If a Texas record already exists for the vehicle, the Title Application page will show the existing vehicle record. Verify this is the correct vehicle, and click **Proceed**.



The screenshot shows the 'Title Application' page with an existing vehicle record displayed. The search form is filled with 'VIN: 124379N5412589695' and the 'Salvage' radio button is selected. Below the search form, the 'Current Vehicle Record' is shown with the following details:

- Vehicle Class: --
- Registration Class: --
- Body Style: 2D
- Major Color: --
- Minor Color: --
- Owner (s): JASON'S SALVAGE
- Plate Number: --
- VIN: 124379N5412589695
- Year/Make/Model: 2015 ACUR 250
- Document No: 29797042549250008
- Issued: Jul 1, 2016

Under 'Additional Information', the following text is displayed:

JUNKED [06/30/2016]
SALV VEHICLE TITLE ISSUED
[CO]
OUT-OF-STATE TITLE
PAPER TITLE

A 'Proceed' button is located at the bottom of the record section.

Figure 29: Existing Vehicle Record



Note: If the application returns an error, the application will need to be processed through the submission of a paper application and the original evidence of ownership.

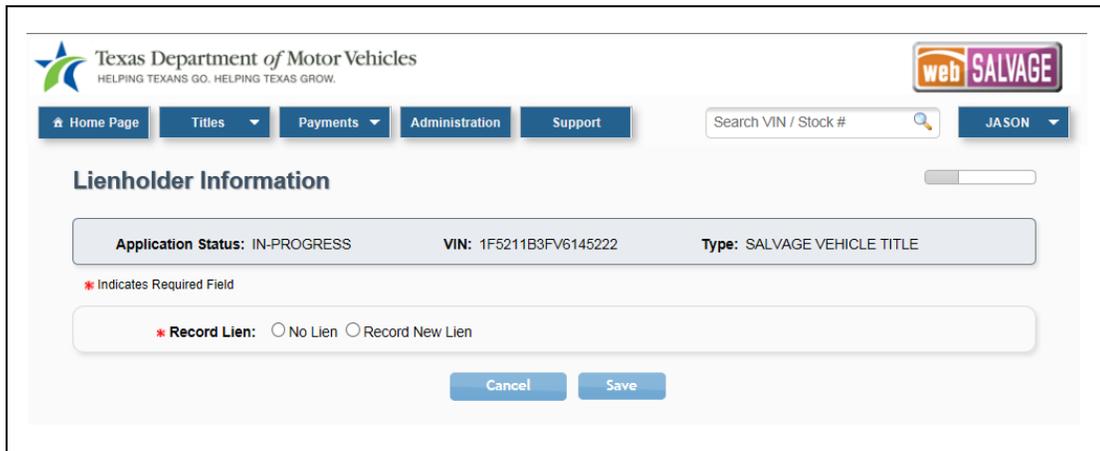
4. Complete the Vehicle Information and odometer reading fields on the Salvage Title Application page. You may optionally enter a stock number. To certify the information in the vehicle record is correct, check the certification box at the bottom of the page. Click **Save**.

Figure 30: Salvage Title Application

Remember to select the following check boxes if applicable:

- DOT Proof Required
- Manufacturer Buyback
- Flood Damage

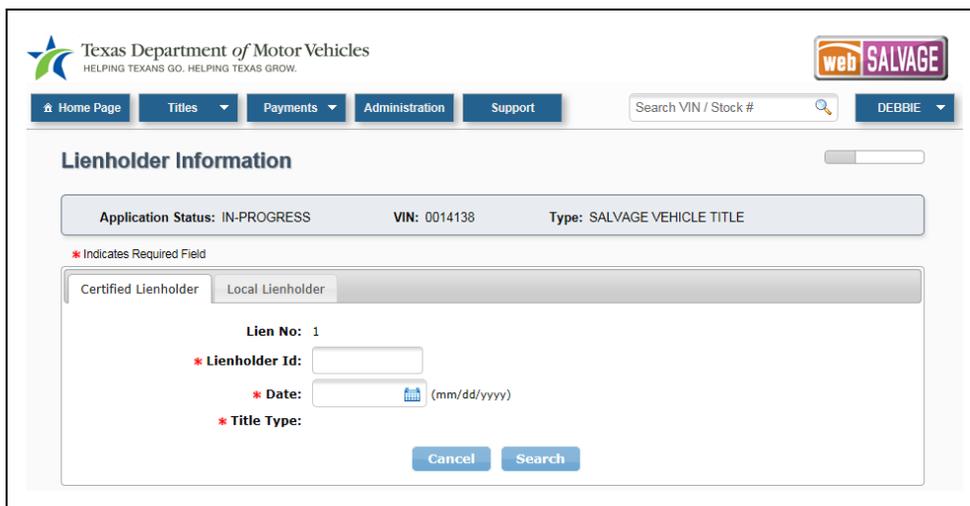
- On the Lienholder Information page, select No Lien or Record New Lien.



The screenshot shows the 'Lienholder Information' page. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user dropdown for 'JASON' are also present. The main content area displays 'Application Status: IN-PROGRESS', 'VIN: 1F5211B3FV6145222', and 'Type: SALVAGE VEHICLE TITLE'. Below this, a legend indicates that an asterisk (*) denotes a required field. The 'Record Lien' section contains two radio buttons: 'No Lien' and 'Record New Lien'. At the bottom, there are 'Cancel' and 'Save' buttons.

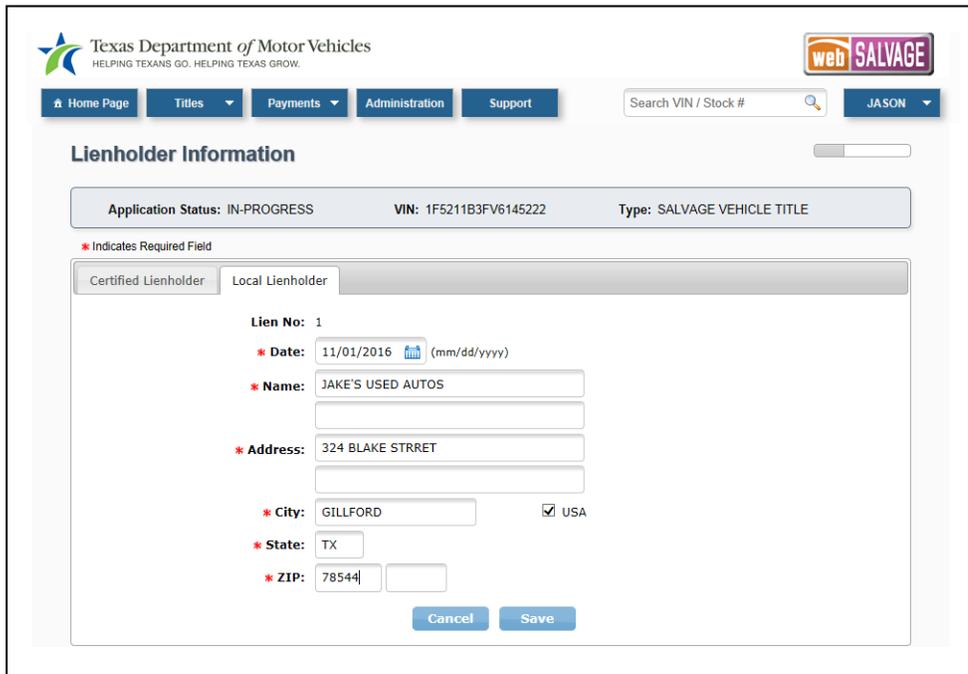
Figure 31: Indicating Lien Information

- If you select No Lien, and click **Next**, you will be taken to the Previous Owner Information page (Figure 35).
- If Record New Lien is selected, the Lienholder Information page displays two tabs: one for **Certified Lienholder** (Figure 32) and one for **Local Lienholder** (Figure 33).



This screenshot shows the 'Lienholder Information' page with the 'Certified Lienholder' tab selected. The top navigation and search elements are identical to Figure 31, but the user dropdown now shows 'DEBBIE'. The application details are 'Application Status: IN-PROGRESS', 'VIN: 0014138', and 'Type: SALVAGE VEHICLE TITLE'. The 'Record Lien' section is expanded to show two tabs: 'Certified Lienholder' (active) and 'Local Lienholder'. Under the active tab, there is a 'Lien No: 1' label. Below this are three required fields: 'Lienholder Id', 'Date' (with a calendar icon and '(mm/dd/yyyy)' format), and 'Title Type'. 'Cancel' and 'Search' buttons are located at the bottom.

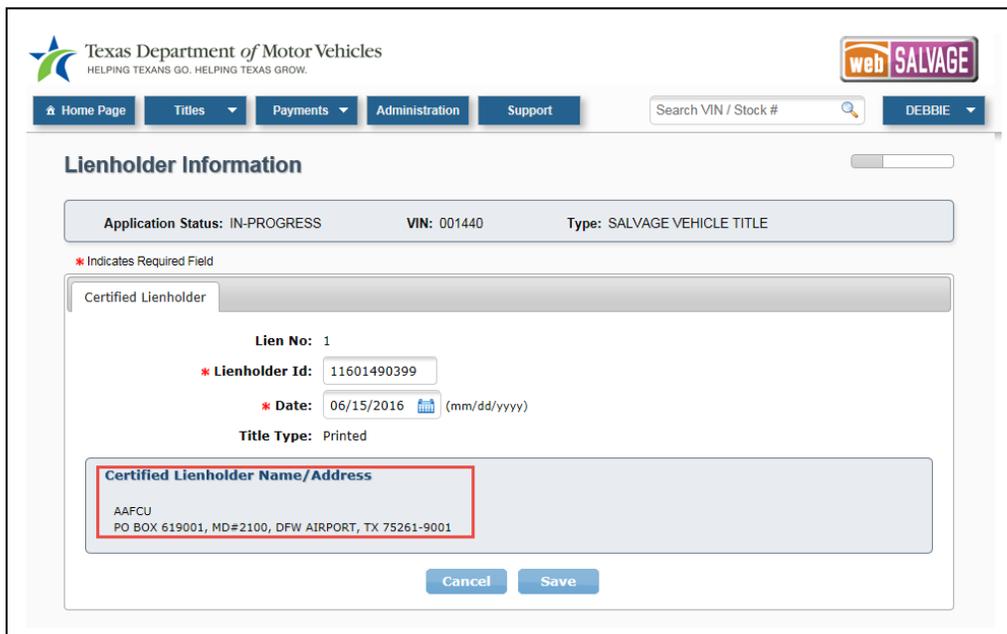
Figure 32: Certified Lienholder



The screenshot shows the 'Lienholder Information' page for a 'Local Lienholder'. The application status is 'IN-PROGRESS', the VIN is '1F5211B3FV6145222', and the type is 'SALVAGE VEHICLE TITLE'. The user is logged in as 'JASON'. The form includes fields for Lien No. (1), Date (11/01/2016), Name (JAKE'S USED AUTOS), Address (324 BLAKE STRRET), City (GILLFORD), State (TX), and ZIP (78544). There are 'Cancel' and 'Save' buttons at the bottom.

Figure 33: Local Lienholder

- If you selected the **Certified Lienholder** tab on the Lienholder Information page, enter the Certified Lienholder ID and date of lien. Click **Search**. The Certified Lienholder information will appear at the bottom. Select **Save** once you verify the Lienholder Information is correct.



The screenshot shows the 'Lienholder Information' page for a 'Certified Lienholder'. The application status is 'IN-PROGRESS', the VIN is '001440', and the type is 'SALVAGE VEHICLE TITLE'. The user is logged in as 'DEBBIE'. The form displays the following information: Lien No. 1, Lienholder ID: 11601490399, Date: 06/15/2016, and Title Type: Printed. A red box highlights the 'Certified Lienholder Name/Address' field, which contains: AAFCU, PO BOX 619001, MD#2100, DFW AIRPORT, TX 75261-9001. There are 'Cancel' and 'Save' buttons at the bottom.

Figure 34: Certified Lienholder Information Is Displayed



Note: A new lien cannot be recorded on a nonrepairable vehicle.

9. The Previous Owner Information page will display. The previous owner is the seller. Complete this information and, click **Next**.

The screenshot shows the 'Previous Owner Information' page. At the top, there is a navigation bar with links for Home Page, Titles, Payments, Administration, and Support. A search bar for VIN / Stock # is present, along with a user profile for JASON. The main content area displays the following information: Application Status: IN-PROGRESS, VIN: 1GDHFNK3FV641250, and Type: SALVAGE VEHICLE TITLE. Below this, there are three required fields: Name (JASON JACKSON), City (LITTLETON), and State (CO). A 'Next' button is located at the bottom right of the form.

Figure 35: Previous Owner Information Page



10. Complete the applicant information on the Applicant Information page. The name and address auto-populate if the applicant name is already in the system and they are selected using the drop down box. For information about how to add an applicant's information, refer to **Section 4.3.3**. Otherwise, the information must be manually entered. Click **Next**.

Note: The applicant is who you are filing the application for.

The screenshot displays the 'Applicant Information' page. At the top, there is a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user profile for 'JASON' are also present. The main content area shows 'Application Status: IN-PROGRESS', 'VIN: 4UZA AHAK33CL74226', and 'Type: SALVAGE VEHICLE TITLE'. Below this, a red asterisk indicates required fields. The 'Applicant Address' tab is active, showing a dropdown menu for 'Select' with 'DONNY'S SALVAGE CAR' selected. This selection has populated the 'Applicant Name' and 'Address' fields. Other fields include 'City' (LEANDER), 'State' (TX), and 'ZIP' (78555). A red callout box points to the dropdown menu with the text: 'If Applicant Name is already in the system it can be selected here. Otherwise, the Applicant Name and Address must be filled in.'

Figure 36 Applicant Information



11. After completing the lienholder, previous owner, and applicant information, the appropriate evidence of ownership and other supporting documents can be uploaded. The evidence of ownership and supporting documents can be uploaded as a single PDF file or as multiple, individual files.

Select **View Required Documents List** on the Evidence of Ownership and Supporting Documents page. The missing documents required to complete the application will be listed in the **Missing Documents** pop-up window.

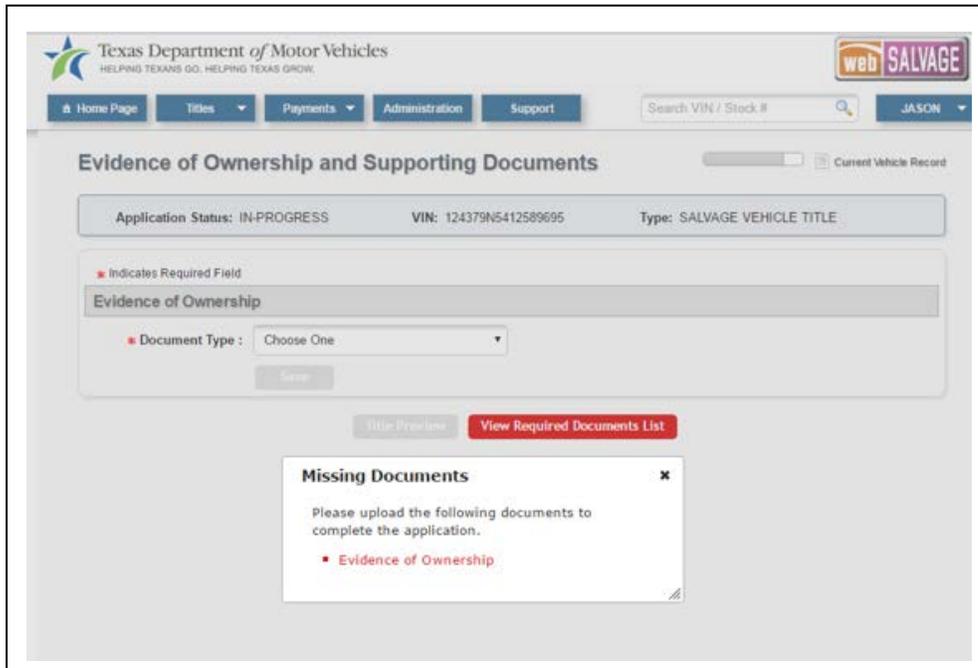


Figure 37: Required Documents List



12. Follow these steps to select the evidence of ownership and upload it along with the additional supporting documents:

1. Select the type of ownership evidence from the **Document Type** drop down menu in the **Evidence of Ownership** section (**Figure 38**).

The screenshot shows the Texas Department of Motor Vehicles web application interface. At the top, there is a navigation bar with links for Home Page, Titles, Payments, Administration, and Support. A search bar for VIN / Stock # and a user profile for JASON are also visible. The main heading is 'Evidence of Ownership and Supporting Documents'. Below this, a summary bar shows 'Application Status: IN-PROGRESS', 'VIN: 1F5211B3FV6145222', and 'Type: SALVAGE VEHICLE TITLE'. The 'Evidence of Ownership' section contains a form with the following fields:

- * Document Type : Out-of-State Title (dropdown menu)
- * Title Number : 289555214785WA
- * Issue Date : 10/01/2014 (calendar icon) (mm/dd/yyyy)
- * State/Country : DE - Delaware (dropdown menu)

A 'Save' button is located below the form. At the bottom of the form area, there are buttons for 'Title Preview' and 'View Required Documents List'.

Figure 38: Select Ownership Evidence

2. Click **Save**. The evidence of ownership you have selected will be shown on the page in the **Evidence of Ownership** section.



3. Select the type of evidence you chose in Step 1 from the **Document Type** drop down menu then browse through your computer to find the document, and click **Add**. This attaches the document to the title application (**Figure 39**). You can also upload a complete transaction.

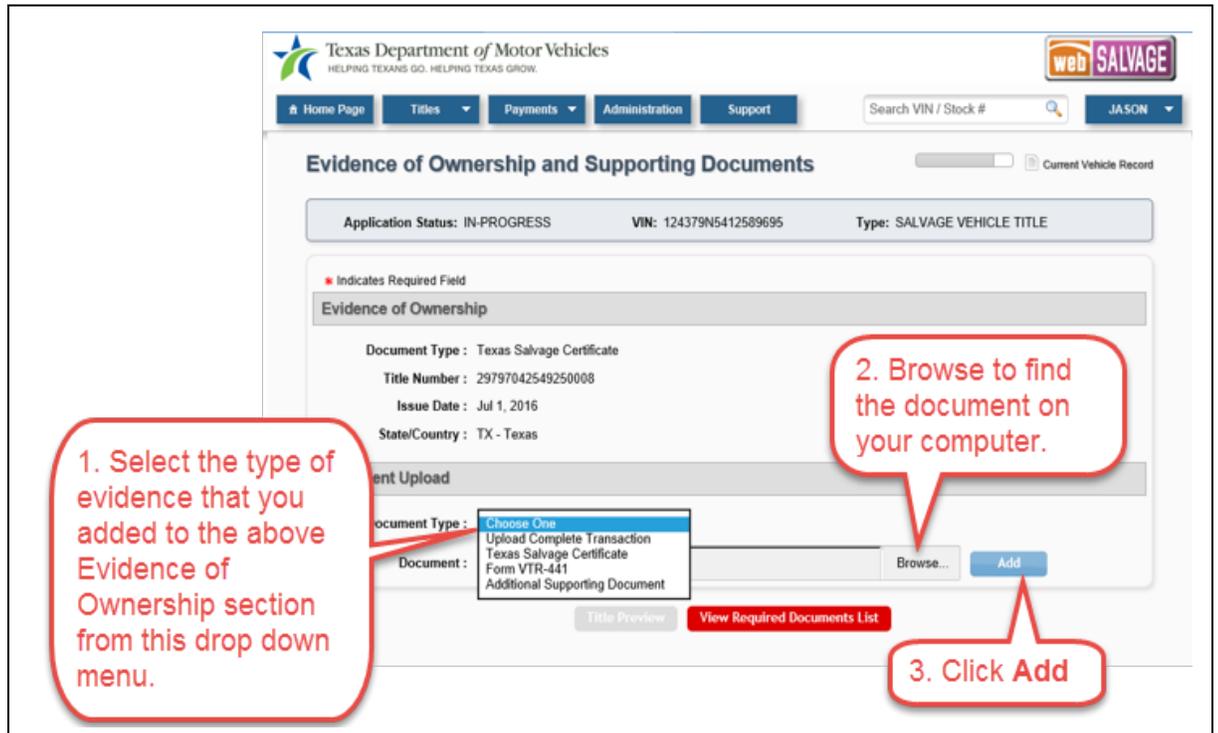


Figure 39: Finding and Adding Evidence of Ownership to a Title Application

4. Follow this procedure to attach other supporting documents to the title application.
5. You can see the list of documents you have added to the title application in the **Document Type** section of the Evidence of Ownership and Supporting Documents page.
6. When you have completed uploading documents, view the Title Preview page by clicking **Title Preview**.



13. **Figure 40** shows the Title Preview page displaying the title application as In-Progress. The vehicle, lienholder, previous owner, and applicant information has been entered, and the evidence of ownership and supporting documents have been uploaded. Fees that are owed are shown in the **Computed Fees** section. Clicking **Void** will void this title application. Clicking **Cancel** will not void the application, but will return you to the Title Search page with In-Progress title applications listed (i.e., the application you were working on has not progressed to the Completed status, but is marked as In-Progress).

If you have completed every section of the Title Preview page and wish to move an In-Progress title application to a Completed title application, click **Complete** on the Title Preview page.

Title Preview

Vehicle Information

VIN: 1GDHFNK3FV641250
Stock #: ---
Year/Make/Model: 2001 GMC 250
Body Style: 2T
Major Color: --- Minor Color: ---
Odometer Reading: EXEMPT Odometer Brand: ---

Type of Title: SALVAGE VEHICLE TITLE
Application Status: IN-PROGRESS
Created By: JASON ERICKSON
Created On: Jul 21, 2016

Lienholder Information

Type of Sale: No Lien Type of Title: Printed

Previous Owner Information

Prev Owner Name: JASON JACKSON
Prev Owner City: LITTLETON
Prev Owner State: CO

Applicant Information

Applicant Name: STATE INSURANCE
Address: 123 ADDRESS WAY, LEANDER, TX 78555

Mail-to Name and Address
Address: 10 PERFECT AUTO SALES
7203 AVOCET LN, HOUSTON, TX 77040

Evidence of Ownership and Supporting Documents

Document Type	Uploaded On
Out-of-state Title With all Supporting Documents	Jul 21, 2016 9:28:32 AM

Computed Fees

Fee Description	Fee Assessed
TITLE APPLICATION FEE	8.00
Total Fees	8.00

Cancel Void **Complete** ←

Figure 40: Title Preview Page Showing In-Progress Status



14. **Figure 41** shows the title application with a Completed status.

The screenshot displays the 'Title Preview' page. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user dropdown for 'JASON' are also present. The main content area is titled 'Title Preview' and contains two sections: 'Vehicle Information' and 'Lienholder Information'. A summary box on the right lists the 'Type of Title' as 'SALVAGE VEHICLE TITLE', 'Application Status' as 'COMPLETED', 'Completed By' as 'JASON ERICKSON', and 'Completed On' as 'Nov 8, 2016'. The 'Application Status' is circled in red. The 'Vehicle Information' section includes VIN: 1GFRD1B3FV614215, Stock #: ---, Year/Make/Model: 2000 BMW 325, Body Style: CV, Major Color: ---, Minor Color: ---, Odometer Reading: EXEMPT, and Odometer Brand: ---. A 'Brands / Remarks' section shows a checkmark and 'FLOOD DAMAGE'. The 'Lienholder Information' section includes Lien Date: Nov 1, 2016, Lien Type: Local, Name: ATLAS USED CARS, and Address: 359 OLYMPUS DRIVE, SAN ANTONIO, TX 78555.

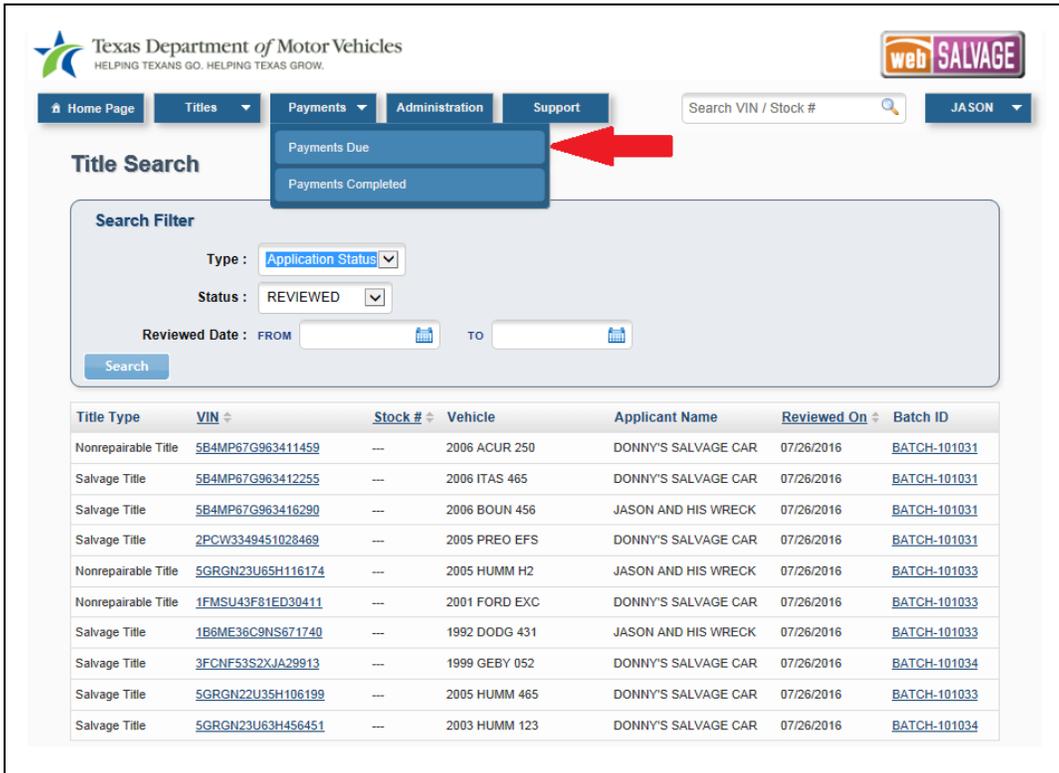
Figure 41: Title Preview Page Showing Completed Status

Note: Even though the application is marked Completed, it will not be transmitted to TxDMV until payment has been submitted (refer to 5.3).

5.3 Submitting Completed Title Applications and Making a Payment

After title applications have been correctly completed (as shown in **Figure 41**), follow these steps to make the payment due on the application, and submit it to the TxDMV:

1. From any page, select **Payments > Payments Due** (**Figure 42**) to open the Payments Due page.



The screenshot shows the Texas Department of Motor Vehicles web application. At the top, there is a navigation bar with tabs for Home Page, Titles, Payments, Administration, and Support. A dropdown menu is open under the 'Payments' tab, with 'Payments Due' highlighted by a red arrow. Below the navigation bar is a search area with a search filter and a table of title applications.

Title Search

Search Filter

Type:

Status:

Reviewed Date: FROM TO

Title Type	VIN	Stock #	Vehicle	Applicant Name	Reviewed On	Batch ID
Nonrepairable Title	5B4MP67G963411459	---	2006 ACUR 250	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101031
Salvage Title	5B4MP67G963412255	---	2006 ITAS 465	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101031
Salvage Title	5B4MP67G963416290	---	2006 BOUN 456	JASON AND HIS WRECK	07/26/2016	BATCH-101031
Salvage Title	2PCW3349451028469	---	2005 PREO EFS	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101031
Nonrepairable Title	5GRGN23U65H116174	---	2005 HUMM H2	JASON AND HIS WRECK	07/26/2016	BATCH-101033
Nonrepairable Title	1FMSU43F81ED30411	---	2001 FORD EXC	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101033
Salvage Title	1B6ME36C9NS671740	---	1992 DODG 431	JASON AND HIS WRECK	07/26/2016	BATCH-101033
Salvage Title	3FCNF53S2XJA29913	---	1999 GEBY 052	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101034
Salvage Title	5GRGN22U35H106199	---	2005 HUMM 465	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101033
Salvage Title	5GRGN23U63H456451	---	2003 HUMM 123	DONNY'S SALVAGE CAR	07/26/2016	BATCH-101034

Figure 42: Selecting Payments Due



- The Payments Due page shows all title applications for which payment is still owed. Check one or more boxes for which you will be submitting payment, and click **Submit**.

<input type="checkbox"/>	VIN	Stock No.	Vehicle	Owner	Completed On	Fees
<input checked="" type="checkbox"/>	4UZAAHAK33CL74575		2003 FRHT 205	DONNY'S SALVAGE CAR	Nov 8, 2016	8.00
<input type="checkbox"/>	1GFRD1B3FV6144588		2014 ACUR 250	JASON'S WRECKS	Nov 8, 2016	8.00
<input type="checkbox"/>	1GFRD1B3FV614215		2000 BMW 325	JASON'S WRECKS	Nov 8, 2016	8.00
Total Fees:						\$8.00

Figure 43: Selecting the Title Application for Payment

- When the Record Payment box opens, select either check or online payment type. If you selected more than one application on the Payments Due page to create a batch of title applications for payment (Figure 43), and are paying by check, enter the single check number of the check that is paying for all of those applications (Figure 44). Click **Proceed to Pay**. This changes the status of the title application(s) to Submitted and submits them to TxDMV. If paying online, click **Proceed to Pay** to open the online payment portal.

Record Payment

* Indicates Required Field

Number of Applications: 1

Total Fees: \$ 8.00*

Recorded By: JOHN FREDRICKSON

Payment Type: **ONLINE CHECK**

* Payment processing for this service will be included in the total transaction amount when payment is made by credit card. You will be redirected to a secured external website to complete payment.

Proceed To Pay Cancel

Figure 44: Select Payment Type



- Once payment is complete, the Payments Due page displays with a message on the top of the page identifying the batch number associated with the check or online payment.

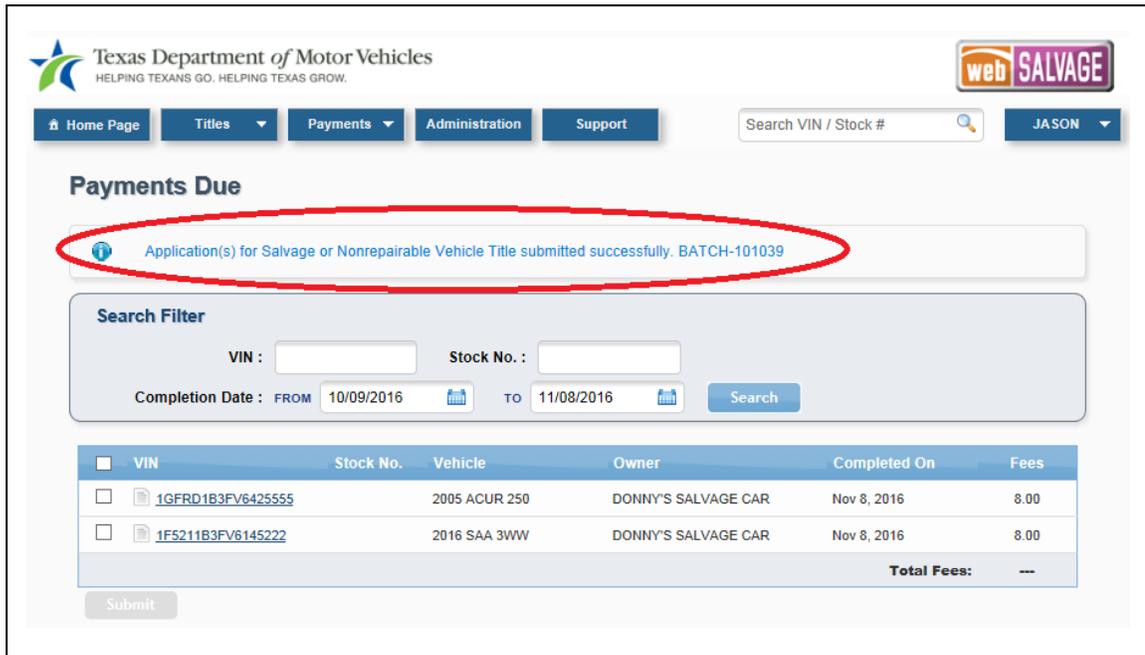


Figure 45: Batch ID Number

- Although the title application and supporting documents are now submitted to TxDMV, you must mail the payment if paying by check. In the mailing to TxDMV, include the payment (check), matching the amount on the summary report, and the **Summary Report** (refer to 6.2). No documentation is required to be mailed if paying online.

Note: When paying by check, the summary report, and payment can be mailed in the same envelope.

- Upon receipt of the payment, TxDMV will review the title application, and if the title application, supporting documents, and fees are correct, TxDMV will mark the title application as Approved and will mail the Salvage or Nonrepairable Vehicle Title to you.



5.3.1 Submitting a Batch of Payments

Instead of making payment for each title application, you can select more than one application and create a batch of applications on the Payments Due page. One payment can then be made for the entire batch.

The screenshot shows the 'Payments Due' interface. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' is present, along with a user dropdown for 'JASON'. The main section is titled 'Payments Due' and contains a 'Search Filter' box with fields for 'VIN', 'Stock No.', and 'Completion Date' (FROM 09/09/2016 TO 11/08/2016). Below the search filter is a table of applications:

<input type="checkbox"/>	VIN	Stock No.	Vehicle	Owner	Completed On	Fees
<input checked="" type="checkbox"/>	4UZA AHAK33CL74575		2003 FRHT 205	DONNY'S SALVAGE CAR	Nov 8, 2016	8.00
<input checked="" type="checkbox"/>	1GFRD1B3FV6144588		2014 ACUR 250	JASON'S WRECKS	Nov 8, 2016	8.00
<input checked="" type="checkbox"/>	1GFRD1B3FV614215		2000 BMW 325	JASON'S WRECKS	Nov 8, 2016	8.00
						Total Fees: \$24.00

A red callout box on the left side of the table contains the text: "Select more than one application to pay them as a batch." Below the table is a 'Submit' button.

Figure 46: Creating a Batch of Title Applications for Payment



5.4 Reviewing Completed Payments

If you want to review the title applications you have batched together, go to the Title Search page (from the menu, select Titles > Title Search), and search for the status of Submitted. This will display a list of submitted title applications that have been paid for, and the right-most column will show the Batch ID of the payments. A Batch ID is the identifier given a single or multiple title application payment. Clicking a Batch ID will display the Payments Completed page, which contains the payment details associated with a single payment or batch of payments.

The screenshot shows the Texas Department of Motor Vehicles Title Search interface. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user profile for 'JASON' are also visible. The main section is titled 'Title Search' and contains a 'Search Filter' box with dropdowns for 'Type' (set to 'Application Status') and 'Status' (set to 'SUBMITTED'). Below the filter is a 'Search' button. The results are displayed in a table with columns: Title Type, VIN, Stock #, Vehicle, Applicant Name, Submitted On, and Batch ID. The Batch ID column is highlighted with a red box. At the bottom right, there are 'Export options' for Excel and PDF.

Title Type	VIN	Stock #	Vehicle	Applicant Name	Submitted On	Batch ID
Salvage Title	2JGRR1B3FV613418	---	1998 CADi 320	STATE INSURANCE	07/21/2018	BATCH-101011
Salvage Title	1GESDF43FV642589	---	2015 ACUR 205	JOE FREDRICKSON	07/21/2018	BATCH-101012
Salvage Title	1GFRD1B3FV615214	3500	2010 ASTO 250	STATE INSURANCE	07/21/2018	BATCH-101013

Figure 47: Submitted Titles with Batch IDs



Alternatively, after you have submitted a title application for payment, go to the Payments Completed page if you want to review the payment details for that transaction.

1. You can display the Payments Completed page from any page by clicking **Payments > Payments Completed**. A list of payment batches is shown. The Viewed column indicates whether or not the batch has been viewed by TxDMV.
2. Click on the Batch ID to review the payment details of the batch.

Note: A Batch ID may encompass a payment for a single title application or a group of title applications.

The screenshot shows the 'Payments Completed' page. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user profile 'JASON' are also visible. The main heading is 'Payments Completed'. Below this is a 'Search Filter' section with a 'Batch ID' input field and a 'Payment Date' range from '10/09/2016' to '11/08/2016'. A 'Search' button is located below the filters. The results section is titled '031244408 - 1ST PLACE MOTORS' and indicates '2 payment(s) found.'. A table displays the following data:

Batch ID	Payment Date	Viewed	Total Payment
BATCH-101040	Nov 8, 2016	No	\$16.00
BATCH-101039	Nov 8, 2016	No	\$8.00

Figure 48: Payments Completed Page Showing a List of Payments



3. View the payment details on the Payments Completed page.

The screenshot shows the 'Payments Completed' page in the Texas Department of Motor Vehicles web application. The page includes a search filter section with a 'Batch ID' field containing 'BATCH-101040' and a 'Payment Date' range selector. Below this is a 'Payment Details' section showing: Batch ID: 608WS000010644, Total Payment: \$16.00, Payment Date: Mar 7, 2018, Total Applications: 2, Recorded By: JOHN FREDRICKSON, and Payment Type: ONLINE. At the bottom, there is a table titled '1ST PLACE MOTORS' with columns for VIN, Vehicle, Owner, Status, Status Date, and Fees. The table lists two vehicles: a 2005 ACUR 250 and a 2016 SAA 3WW, both submitted on 11/08/2016 with a fee of \$8.00 each, totaling \$16.00. An 'Export options: Summary Report' link is located at the bottom right of the table.

VIN	Vehicle	Owner	Status	Status Date	Fees
1GFRQ1B3FV0425555	2005 ACUR 250	DONNY'S SALVAGE CAR	SUBMITTED	11/08/2016	\$8.00
1F5211B3FV6145222	2016 SAA 3WW	DONNY'S SALVAGE CAR	SUBMITTED	11/08/2016	\$8.00
Total					\$16.00

Figure 49: Payments Completed Page Showing Payment Details

Note: From the Payments Completed page the Summary Report for that batch can be printed. The Summary Report is required when submitting payment by check; refer to (Section 6.2) for more information.

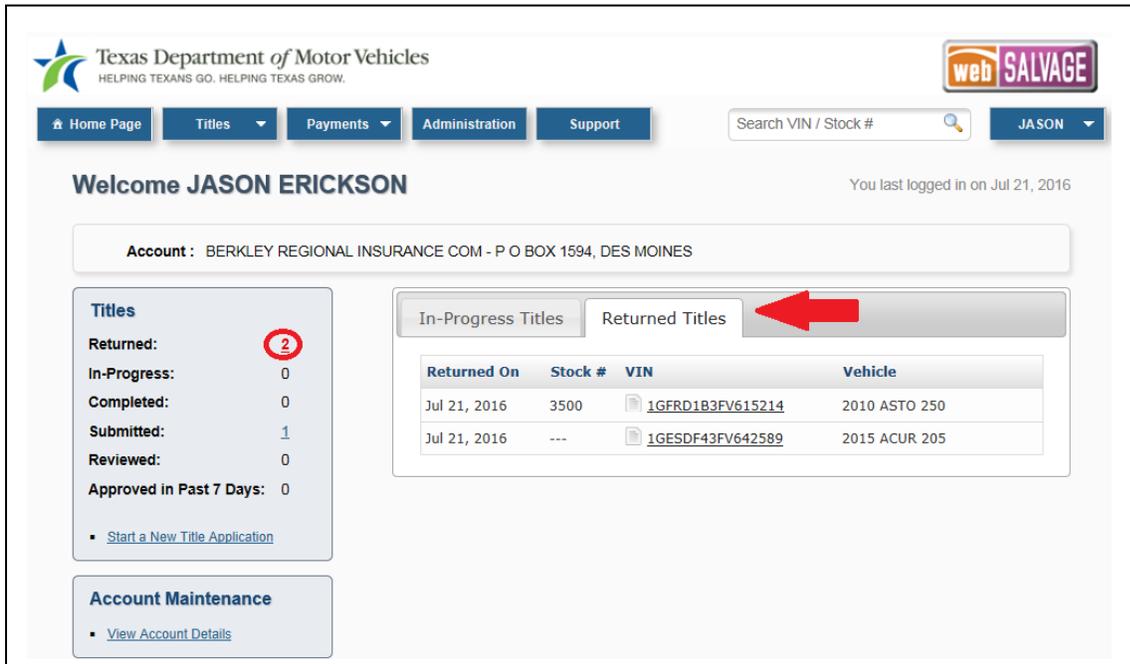


5.5 Voiding a Title Application

A title application may be voided by clicking **Void** on the Title Preview page of an In-Progress, Returned, or Completed title application.

5.6 Resubmitting a Returned Title Application

A title application may be returned by the TxDMV for a number of reasons: 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 to Returned, and it can be found in the list of Returned Titles on the Home Page.



The screenshot shows the user interface for a salvage pool operator. At the top, there is a navigation menu with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for 'VIN / Stock #' and a user profile for 'JASON' are also visible. The main content area is titled 'Welcome JASON ERICKSON' and shows the user's account information: 'BERKLEY REGIONAL INSURANCE COM - P O BOX 1594, DES MOINES'. On the left, a 'Titles' summary box shows 'Returned: 2' (with a red circle around the number 2), 'In-Progress: 0', 'Completed: 0', 'Submitted: 1', 'Reviewed: 0', and 'Approved in Past 7 Days: 0'. Below this is a 'Start a New Title Application' link. In the center, there are two tabs: 'In-Progress Titles' and 'Returned Titles', with a red arrow pointing to the 'Returned Titles' tab. Below the tabs is a table of returned titles:

Returned On	Stock #	VIN	Vehicle
Jul 21, 2016	3500	 1GFRD1B3FV615214	2010 ASTO 250
Jul 21, 2016	---	 1GESDF43FV642589	2015 ACUR 205

Below the table is an 'Account Maintenance' section with a 'View Account Details' link.

Figure 50: Returned Titles Shown on the Home Page

Follow these steps to resubmit a returned title:

1. To see a list of returned title applications, select the **Returned Titles** tab, or click on the number next to Returned in the **Titles** area.
2. Click the VIN of the returned title application you wish to resubmit to TxDMV.



3. Clicking 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.

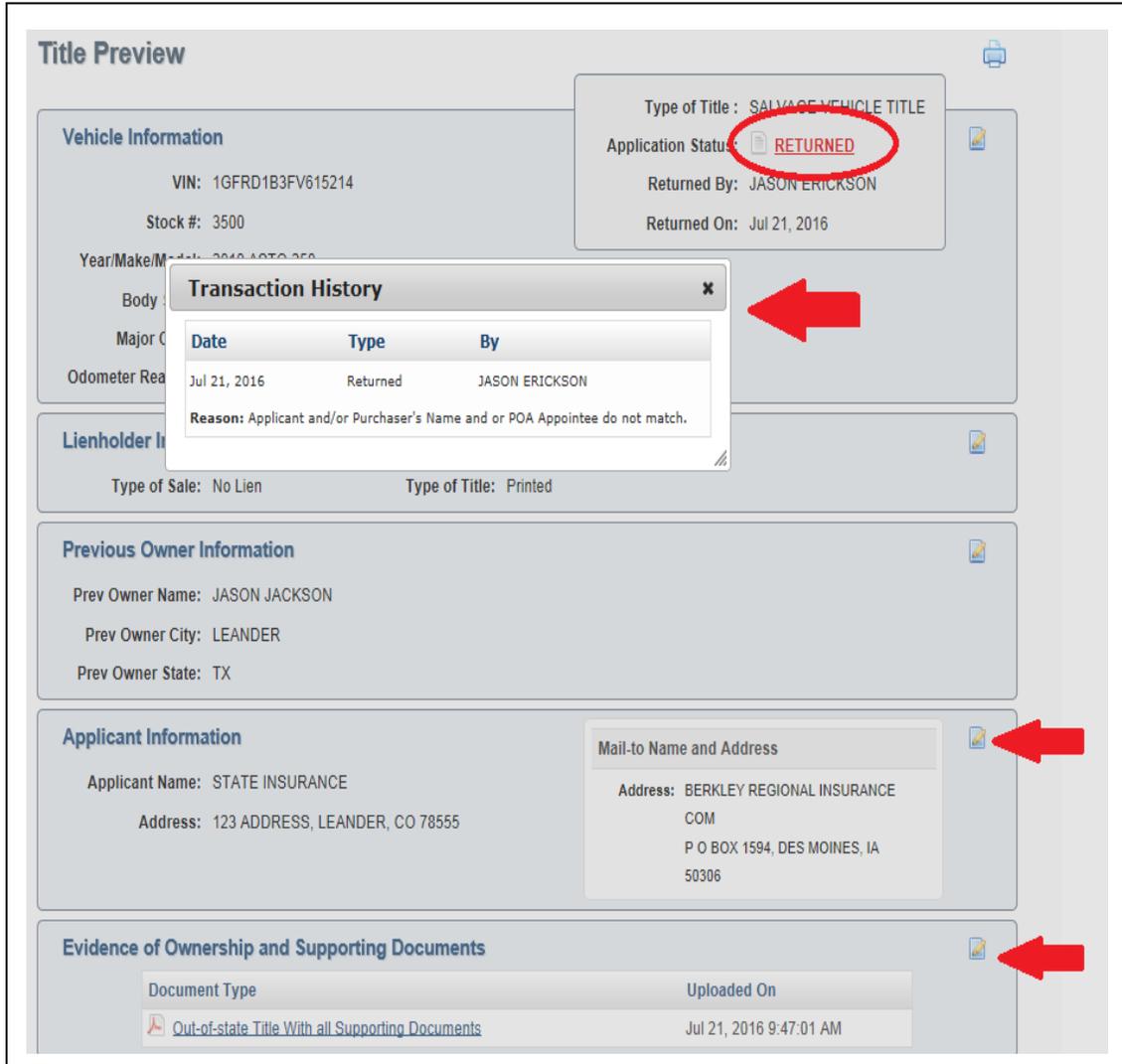


Figure 51: Transaction History Pop-Up

4. Clicking on the icons to the right of a section will open up the section page, so that you can correct the information. Click **Save** when you are finished editing.



5. After the Title Preview page reopens with the corrected information, click **Submit**. The **Submit Returned Title Application** pop-up will open. Enter the reason for the resubmission of the application, and click **Submit**. The status of the application has been changed to Submitted, and it is resubmitted to the TxDMV.

Date	Type	By
Jul 8, 2016	Returned	JASON ERICKSON

Reason: Applicant and/or Purchaser's Name and or POA Appointee do not match.

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

VIN: 1GDG6P1B3FV612678

Vehicle: 2015 GMC 250

Submitted By: JASON ERICKSON

Reason: Applicant name updated.

You have 326 characters remaining

Submit Cancel

Figure 52: Submit Returned Title Application Pop-Up Window



6. You can confirm the status of the title has changed from Returned to Submitted by seeing it in the list of Submitted Titles on the Title Search page.

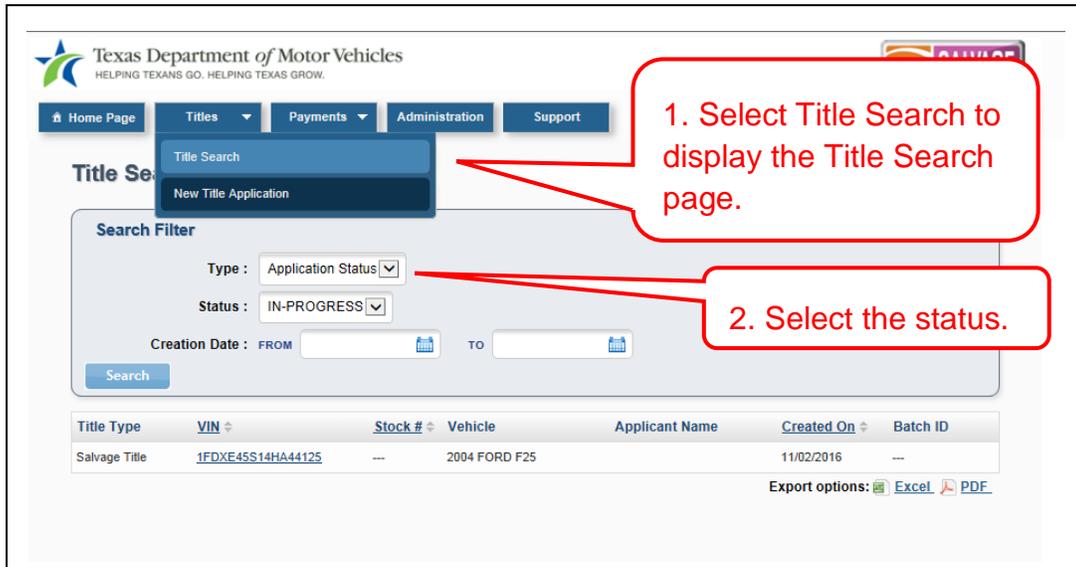


Figure 53: Title Search Page Shows Status of Titles

6 Generating Reports

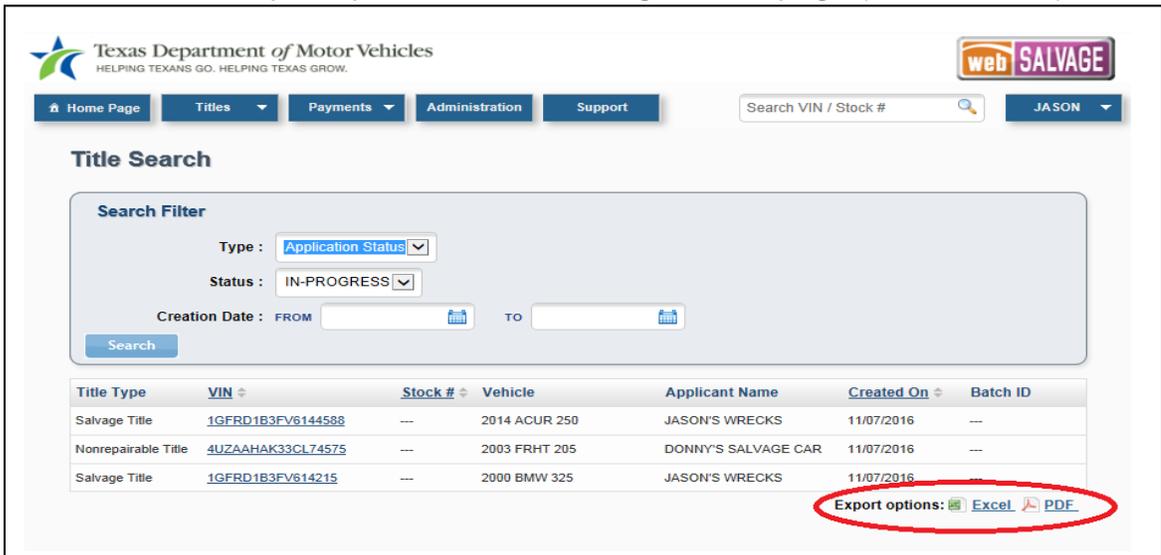
From the Title Search page, reports can be generated on every stage of a title application as it moves through webSALVAGE. An Excel or a PDF report can be produced for title applications in the following statuses:

- In-Progress
- Completed
- Submitted
- Returned
- Reviewed
- Approved
- Voided

6.1 Status Reports

Follow these instructions to generate a report on the status of title applications:

1. From any page, click **Titles > Title Search**.
2. Select the applicable status in the Search Filter box.
3. Click **Search**. A list of applicable title applications will be displayed.
4. Click one of the Export options at the lower right of the page (Excel or PDF).



The screenshot shows the 'Title Search' interface. The search filter is set to 'Application Status' with 'IN-PROGRESS' selected. The search results table is as follows:

Title Type	VIN	Stock #	Vehicle	Applicant Name	Created On	Batch ID
Salvage Title	1GFRD1B3FV6144588	---	2014 ACUR 250	JASON'S WRECKS	11/07/2016	---
Nonrepairable Title	4UZAHAHAK33CL74575	---	2003 FRHT 205	DONNY'S SALVAGE CAR	11/07/2016	---
Salvage Title	1GFRD1B3FV614215	---	2000 BMW 325	JASON'S WRECKS	11/07/2016	---

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

Figure 54: Generating a Status Report



6.2 Completed Payments (Summary) Report

A PDF report can be generated on completed payments. Follow these instructions to generate a completed payments report:

1. On any page, click **Payments > Payments Completed**.
2. Click on the batch for which you want a payment report.
3. On the Payments Completed page for that batch, click the Export options: **Summary Report** at the lower right of the page.
4. The **Summary Report** needs to be included when you mail in the payments for the title applications.

The screenshot displays the 'Payments Completed' interface. At the top, there's a navigation bar with 'Home Page', 'Titles', 'Payments', 'Administration', and 'Support'. A search bar for VIN/Stock # and a user dropdown for 'JASON' are also present. The main content area is titled 'Payments Completed' and includes a 'Search Filter' section with a 'Batch ID' dropdown set to 'BATCH-101040' and 'Payment Date' fields set to 'FROM' and 'TO'. A 'Search' button is located below these fields. The 'Payment Details' section shows: Batch ID: BATCH-101040, Total Payment: \$16.00, Payment Date: Nov 8, 2016, Total Applications: 2, and Recorded By: JASON ERICKSON. Below this is a table for '1ST PLACE MOTORS' with columns for VIN, Vehicle, Owner, Status, Status Date, and Fees. The table lists two vehicles: a 2005 ACUR 250 and a 2016 SAA 3WW, both with a status of 'SUBMITTED' and a fee of \$8.00. A 'Total' row shows a total fee of \$16.00. At the bottom right of the table, the text 'Export options: Summary Report' is circled in red.

VIN	Vehicle	Owner	Status	Status Date	Fees
1GFRD1B3FV6425555	2005 ACUR 250	DONNY'S SALVAGE CAR	SUBMITTED	11/08/2016	\$8.00
1F5211B3FV6145222	2016 SAA 3WW	DONNY'S SALVAGE CAR	SUBMITTED	11/08/2016	\$8.00
Total					\$16.00

Figure 55: Payments Summary Report

Appendix A: Equipment Requirements

In order for the implementation to be successful, each location must include the proper equipment and infrastructure necessary for the webSALVAGE 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>Internet Explorer</p>	<p>www.microsoft.com/ie</p>	<p>Internet Explorer versions 8.0 and later.</p> <p><i>Note: Compatibility Mode should be turned off</i></p>
 <p>Firefox</p>	<p>www.mozilla.com/firefox</p>	<p>Latest version.</p>
 <p>Safari</p>	<p>www.apple.com/safari</p>	<p>Safari is a web browser designed and developed by Apple for the Macintosh Operating System.</p>
 <p>Chrome</p>	<p>www.google.com</p>	<p>Chrome is a freeware web browser developed by Google.</p>

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



Adobe Acrobat Reader

Adobe Acrobat Reader is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save the documents. If you do not already have the program installed, you may click on <https://get.adobe.com/reader/> to download Adobe Acrobat Reader.

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.

“Surrendered” Stamp

Each location must have a “SURRENDERED” stamp for stamping surrendered on both sides of the ownership evidence.

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



Figure 56: Surrendered Stamp