



# Dealer User Guide Addendum

September 2020

webDEALER 9.8



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.



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## Document Overview

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This document describes the latest software changes made to the Texas Department of Motor Vehicles (TxDMV) webDEALER application.

## Scope

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The scope of this is to identify recent software changes to the webDEALER application. **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 are dealer users of webDEALER.

## Introduction

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The following descriptions identify the enhancements and defect fixes incorporated into webDEALER 9.8 for dealer users:

- Title application fees calculate correctly before submission.
- eTAG expiration date correctly displays.
- Increase the number of transactions viewed.
- Improve the Tag Import process to start a title application.
- Odometer Disclosure Statement Included checkbox.
- Allow edits to the Seller Disclosure page.
- New void process in webDEALER.
- Display the required data elements on the receipt.
- Prohibit special characters in the ownership evidence fields.
- Track and limit the number of registration sticker receipts printed.
- Transfer Farm Truck and Farm Truck Tractor license plates.
- Include Paid To County amounts in the Excel and PDF reports.



## Title Application Fees Calculate Correctly Before Submission

webDEALER will ensure the summation of the total fees due is accurate before you can submit a title application. If the total fees do not sum correctly, webDEALER will require you to recalculate the fees before submitting.

## eTAG Expiration Date Correctly Displays

eTAGs will no longer erroneously display NULL in the expiration date and will prevent a tag from being printed without the proper expiration date.

## Increase the Number of Transactions Viewed

You can now select the maximum number of transactions that can be viewed on a page and view any additional transactions by selecting additional pages. The following is an example of the Title Search page where you will see this functionality.

### Title Search

**Search Filter**  
County : Choose One  
Type : Application Status  
Status : IN-PROGRESS  
Creation Date : FROM TO

Show 10 entries ← Filter:

VIN	Deal #	County	Vehicle	Owner Name(s)	Created On
1FT7W2BT5KFE20293	772282	HARRIS	2019 FORD F25	MOBILEASE INC	08/12/2019
1FTEJ1D34993	777329	HARRIS	2019 FORD F15	CHERRY CRUSHED CONCRETE INC	12/19/2019
1FT7W2BT5KFE20293	777062	HARRIS	2019 FORD F25	GARY ALLAN MILLER	12/19/2019
1FMSK7DH7LGA38053	777135	HARRIS	2020 FORD EXP	MICHEIL DOUGLAS MCCUNE	12/19/2019
1FTEW1E49KFC07847	777124	HARRIS	2019 FORD F15	JOHN GLENN LEE	12/19/2019

Showing 1 to 10 of 16 entries → First Previous 1 2 Next Last

### Title Search page



1. To change the number of transactions displayed on the page, select the **Show entries** drop-down list, and select the number of transactions per page you want to display.
2. To display certain transactions, use the **Filter** field. Type the text (numbers or letters) you want to filter with in the space provided. The system automatically displays transactions that contain that text.
3. When several transactions are displayed, use the **First**, **Previous**, **Next**, and **Last** links to navigate through the pages.

This functionality has been applied to the following pages:

- Payments Completed
- Title Search
- eTitle Inventory

## Improve the Tag Import Process to Start a Title Application

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You can now go directly to the Seller Disclosure page after selecting Tag Import so, the title application process is more streamlined. This will occur whether you select to Start a New Title Application and enter a VIN with an active buyer tag, or if you select the Active Buyer Tag(s) link from the homepage.

Once you are on the Tag Preview page and select Tag Import, webDEALER displays the Seller Disclosure page where you can continue the title application.

### Tag Preview

**Vehicle Information**  
VIN: 1FT7W2BT0KEG38271      Year: 2019  
Make: FORD      Model: 250  
Body Style: PK      Major Color: WHITE  
Empty Weight:

**Purchaser Information**  
Buyer Name 1: JESYCAR. HASS  
Address: 9053 GRAND LAKE ESTATES DRIVE  
City: MONTGOMERY  
State: TX      ZIP: 77316

**Sales Information**  
Sale Date(mm-dd-yyyy): 10/21/2019      Expiration Date: 12/20/2019  
[Tag Import](#)

### Tag Preview page

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**Seller Disclosure**

★ Indicates Required Field

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

**Vehicle Information**

★ Year : 2019

★ Vehicle Make : FORD : FORD

★ Vehicle Model : 250

★ Body Style : PK

GDN Category : MOTOR VEHICLE  
VIN : 1FT7W2BT0KEG38271  
Deal No :

**Buyer ID Information**

★ ID Type : Driver License/Id Card

★ ID # : 12345678

★ State : TX

Email : BillBuyer@Yahoo.com

**Processing County**

★ County : HARRIS - 101

**Sales Price and Odometer Reading**

★ Sales Price (after Rebate) : 20000

★ Odometer Reading : 12345

★ Odometer Brand : Actual Mileage

Odometer Reading Exempt :  ?

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

Seller Disclosure page



## Odometer Disclosure Statement Included Checkbox

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webDEALER now retains the selection of the Odometer Disclosure Statement Included checkbox regardless of what order you upload the documents. The requirement to upload a separate Odometer Disclosure Statement will only occur when the checkbox is not selected.

### Odometer Disclosure Statement Included checkbox

## Allow Edits to the Seller Disclosure Page

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You can now edit data elements on the Seller Disclosure page after an application has been initially saved. Edits may be made if the Upload Form 130-U was selected and the application is in the In Progress or Returned status or if Complete Buyer Acknowledgement Electronically was selected and the buyer has not completed the acknowledgement.

Once the application is submitted or the buyer has completed the electronic buyer acknowledgement, the system locks the Seller Disclosure page, and no further edits can be made.

All vehicle information fields that are made available for entry on the Seller Disclosure page can be edited. If an application is returned, the processing county is not available for editing. Depending on what data elements are modified, webDEALER will determine if other sections of the title application must be edited. Sections that are required to be edited will display with the words Incomplete Data in red text.



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Home Page | Titles | Payments | Administration | Support

Search VIN / Deal # / Unit # | RANDALL

### Title Preview

**Seller Disclosure**

Deal No: ---

Processing County: FLOYD

Buyer's ID Type: Driver License/Id Card

Buyer's ID: 2221026 Form 130-U has been uploaded in lieu of the electronic Buyer's Acknowledgment.

**Application Status:** IN-PROGRESS

**Created By:** RANDALL RUSSELL

**Created On:** Jun 24, 2020

**Vehicle Information**

Vehicle Class: Truck

Registration Class: 35 - TRUCK-LESS/EQL. 1 TON

Body Style: 4H

Major Color: GREEN Minor Color: ---

VIN: 1GBHP32K1S3329672

Year/Make/Model: 2019 CHEV S10

Edit button on Title Preview page

## New Void Process in webDEALER

A county user can now void an approved title application and return the application to the dealer for correction in the Returned status. Title applications voided by the county will reflect this in the Transaction History, along with the reason for the return.

To locate the Transaction History, click the Returned status hyperlink on the Title Preview page. The title application can be corrected and re-submitted to the county for processing.

### Title Preview

Current Vehicle Record

**Vehicle Information**

VIN: 1G1ND52F95M120381

Year/Make/Model: 2011 CHEV MCL

Vehicle Class: Passenger

Registration Class: 99 - TITLE ONLY (NO REGIS)

Body Style: 4D

Major Color: GOLD Minor Color: ---

Odometer Reading: 250000 Odometer Brand: Actual Mileage

**Application Type:** eTitle Conversion

**Application Status:** RETURNED

**Returned By:** JERICKS

**Returned On:** Sep 17, 2020

Returned status hyperlink on Title Preview page



Transaction History		
Date	Type	By
Sep 17, 2020	Returned	JERICKS County Voided
Reason: test return		

### County Voided indicated in the Transaction History

### Display the Required Data Elements on the Receipt

When the receipt is generated for a title application in the Reviewed status, the receipt will no longer include the barcodes for the VIN and for the document number. Only the Final Receipt in the Approved status will include both barcodes. In addition, the watermark will display on the receipt on the second print in any status, regardless of whether the county or dealer initiated the first print.

**WEB DEALER ORIGINAL TITLE**

COUNTY: FLOYD	TAC NAME: DELIA SUAREZ	EFFECTIVE DATE: 09/11/2020
PLATE NO: BBB74F	DATE: 09/11/2020	EXPIRATION DATE: 8/2021
DOCUMENT NO:	TIME: 09:13AM	WEB TITLE ID: 8129925
PREV DOC NO: 01420141295084257 P	USER: 077-JERICK4	
OWNER NAME AND ADDRESS		
JASON HARDSTOP 999		
123 ADDRESS WAY		
LEANDER, TX 79555		
REGISTRATION CLASS: PASSENGER-LESS/EQL 6000		
PLATE TYPE: PASSENGER-TRUCK PLT		
ORGANIZATION:		
STICKER TYPE: WS		

### Title application receipt in the Reviewed status



**WEB DEALER ORIGINAL TITLE**

5GAEV13778J180543

COUNTY: FLOYD

PLATE NO: BBB32D

DOCUMENT NO: 07740544083250000

PREV DOC NO: 01520741596115315 P

OWNER NAME AND ADDRESS  
HANK MCCOY  
587 MAIN ST  
AUSTIN, TX 78757

TAC NAME: DELIA SUAREZ  
DATE: 05/12/2020  
TIME: 10:45AM  
USER: 077-ANURAJ

EFFECTIVE DATE: 05/12/2020  
EXPIRATION DATE: 4/2021  
WEB TITLE ID: 8128902

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

### Title application receipt in the Approved status

### Prohibit Special Characters in the Ownership Evidence Fields

webDEALER no longer allows special characters in the Title Number field when entering Out of State title document details on the Evidence of Ownership and Supporting Documents page. This prevents title application errors when approved by the county.

### Track and Limit the Number of Registration Sticker Receipts Printed

webDEALER now tracks and limits the total number of registration sticker receipts that can be printed to two per transaction for dealer deputies: one initial print and one reprint across the Submitted, Reviewed, and Approved statuses. Once a registration sticker has been printed twice, the receipt will no longer display the registration sticker image.

webDEALER now displays a count of the number of registration sticker receipts printed by a dealer deputy per transaction on the Title Search page. 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.



Type : Application Status  
Status : APPROVE  
Approval Date : FROM 08/25/2020 TO 08/25/2020  
Search

Show 250 entries Filter:

<input type="checkbox"/>	VIN	Deal #	County	Vehicle	Owner Name(s)	Approved On	Sticker Print
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111132</a>	--	FLOYD	2020 INFI Q50	SWA-28 PRINT COUNT 4 COLLIN	08/25/2020	2
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111117</a>	--	FLOYD	2020 INFI Q50	SWA-28 BARCODE 8 BEXAR	08/25/2020	0
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111114</a>	--	FLOYD	2020 INFI Q50	SWA-28 BARCODE 6 COLLIN	08/25/2020	0
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111112</a>	--	FLOYD	2020 INFI Q50	SWA-28 BARCODE 5 BEXAR	08/25/2020	2
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111134</a>	--	FLOYD	2020 INFI CAM	SWA-28 PRINT COUNT 5 COLLIN	08/25/2020	0
<input type="checkbox"/>	<a href="#">3PCAJ5M18LF111133</a>	--	FLOYD	2020 INFI Q50	SWA-28 PRINT COUNT 5 COLLIN	08/25/2020	1

Showing 1 to 6 of 6 entries First Previous 1 Next Last

### Sticker print count on the Title Search page

## Transfer Farm Truck and Farm Truck Tractor License Plates

Farm Truck and Farm Truck Tractor license plates have been added to the list of license plates that can be transferred through webDEALER.

You can now create a title application and enter a customer supplied Farm Truck or Farm Truck Tractor license plate. The registration class will be updated in webDEALER based on the license plate type and weight of the vehicle. When transferring a Farm Truck or Farm Truck Tractor license plate, you must upload the *Application for Farm License Plates (Form VTR-52-A)*.

Registration classes now include:

- FARM TRK-LESS/EQL 1 TON
- FARM TRK-MORE THAN 1 TON
- FARM TRK TRACTOR > 1 TON

When entering the Texas Agricultural and Timber Exemption Registration Number on the Sales Tax Information page when Farm/Ranch is selected as an exemption type, webDEALER confirms



that the number combination is valid. The number must start with 1 or 3 and is 11 digits in length.

Vehicle Information		
Vehicle Class:	Truck	VIN: 1FUYYCYB4HP293320
Registration Class:	15 - FARM TRK-LESS/EQL 1 TON	Year/Make/Model: 2005 FRHT C16
Body Style:	FT	
Major Color:	BROWN	Minor Color: ---
Odometer Reading:	EXEMPT	Odometer Brand: ---
Empty Weight:	1000 (lbs)	Carrying Capacity: 1001 (lbs)
		Gross Weight: 2001 (lbs)

Vehicle Information		
Vehicle Class:	Truck	VIN: 4V1WDBDF5SN713458
Registration Class:	43 - FARM TRK-MORE THAN 1TON	Year/Make/Model: 1999 WHIT DUM
Body Style:	TR	
Major Color:	GRAY	Minor Color: ---
Odometer Reading:	EXEMPT	Odometer Brand: ---
Empty Weight:	16100 (lbs)	Carrying Capacity: 12000 (lbs)
		Gross Weight: 28100 (lbs)

### Transfer of Farm Truck license plates

Vehicle Information		
Vehicle Class:	Truck	VIN: 1XP5DB9X1HN250608
Registration Class:	62 - FARM TRK TRACTOR > 1TON	Year/Make/Model: 1991 PTRB TRK
Body Style:	TR	
Major Color:	PURPLE	Minor Color: ---
Odometer Reading:	EXEMPT	Odometer Brand: ---
Empty Weight:	18620 (lbs)	Carrying Capacity: 15000 (lbs)
		Gross Weight: 33620 (lbs)
Brands / Remarks		
✔ DIESEL		

### Transfer of Farm Truck Tractor license plates



The system displays the following error message if the first digit does not begin with a “1” or a “3” or the number is not eleven digits.

### 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 ▾

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

\* **Exempt Reason:** FARM/RANCH ▾

\* **Tax Permit #:** 23456789101

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

### Error message for invalid Tax Permit #

## Included Paid To County Amounts in the Excel and PDF Reports

When on the Title Search page filtered to the Approve status, you can generate an Excel or PDF report of the approved applications. This report now shows a “Paid To County” column that displays the total amount for each approved title application along with subtotals by date. This addition makes it easier to match up the daily approved total with payments submitted to the county.

VIN	Deal #	County	Vehicle	Owner Name(s)	Approved On	Paid To County
1GTGC24WXES507984	---	FLOYD	2002 GMC C15	FARM TRUCK II	09/15/2020	\$741.25
1FTDX1769VND35734	---	FLOYD	2009 FORD F25	FARM TRUCK TEST	09/15/2020	\$1,304.50
<b>TOTAL:</b>						<b>\$2,045.75</b>
1FTYY95U3SVA23855	---	FLOYD	1999 FORD F35	FARM TRACTOR TEST	09/11/2020	\$1,170.77
1FTYY95U1SVA27354	---	FLOYD	1999 FORD F55	TEST COLLINS	09/11/2020	\$1,410.70
5YFBURHE2EP061400	---	FLOYD	2018 TOYT COR	TEST PAYMENT	09/11/2020	\$1,482.75
JTDKB20U783407339	---	FLOYD	2012 TOYT PRI	COLLINS TEST	09/11/2020	\$1,670.24
3C8FY4BB61T297450	---	FLOYD	2005 CHRY PTC	COLLINS TEST	09/11/2020	\$1,201.50
<b>TOTAL:</b>						<b>\$6,935.96</b>

### Excel report example



**Title Search**  
**Status: APPROVE**  
**Report Generated: 09/16/2020 11:59 AM**

VIN	Deal #	County	Vehicle	Owner Name(s)	Approved On	Paid To County
1HD1FBW136Y617910	---	FLOYD	2020 HD FLH	OFF HIGHWAY TESTING	09/10/2020	\$28.00
<b>TOTAL:</b>						<b>\$28.00</b>
JSATF41A3D2117103	---	FLOYD	1983 SUZI C30	PEYTON MANNING	08/31/2020	\$28.00
<b>TOTAL:</b>						<b>\$28.00</b>
ZAPC161C115001875	---	FLOYD	2001 VESP C16	JOHN	08/24/2020	\$242.50
MLHJC7510J5008333	---	FLOYD	2018 HOND GRO	JOHN	08/24/2020	\$28.00
1HD1FBW136Y617904	---	FLOYD	2020 HD FLH	BIG RED	08/24/2020	\$28.00
<b>TOTAL:</b>						<b>\$298.50</b>
CB7502548976	---	FLOYD	1979 HOND YW	JERRY	08/22/2020	\$28.00
<b>TOTAL:</b>						<b>\$28.00</b>
1HFSC1802GA106973	---	FLOYD	2020 HOND VT1	MOUNTAIN DEW	08/21/2020	\$28.00
JYAVM01E92A040411	---	FLOYD	2002 YAMA XVS	TEST	08/21/2020	\$28.00
<b>TOTAL:</b>						<b>\$56.00</b>
1HD1GV41X7K341370	---	FLOYD	2007 HD FXD	JASON TEST 94	05/07/2020	\$305.00
<b>TOTAL:</b>						<b>\$305.00</b>

PDF report example