Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

webDEALER

County User Guide

July 2026

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1 Overview

Title applications are submitted electronically to your office with scanned images of all the required documentation needed for processing, including, but not limited to, evidence of ownership (e.g., Manufacturer's Certificate of Origin (MCO), out-of-state title, Texas title, & Certified Copy of Texas title), Form 130-U, and the separate odometer disclosure statement, if applicable.

1.1 Features

Entering title applications through webDEALER allows for a more streamlined title and registration application process and provides a more efficient review process. Benefits and features include:

- Option to establish entities:
    - Without sticker paper – print the sticker at your office (no bond is required)
    - With sticker paper – entities are assigned an inventory of registration stickers (bond is required. Refer to 4.2.2 Dealer Deputies for more information)
- System monitoring of outstanding title applications for an entity
- Entities in other counties can submit title applications electronically to your county once approved and established by your county
- Examine and view documents as a single PDF regardless of how the entity uploads the title application documents
- Ability to easily return a title application with feedback
- Visibility of all title applications in your county from start to finish
- Ability to batch print receipts
- Payments and fees for each title application are calculated precisely

1.2 Signatures

With webDEALER, there are two ways an entity can process and complete a title application:

- Uploading the completed *Application for Texas Title and/or Registration* (Form 130-U)

- Electronically capturing the seller's and buyer's signatures using the Seller Disclosure and Buyer Acknowledgment feature

Note: An entity that is not a dealer (set up as a commercial fleet buyer) cannot use the Seller Disclosure and Buyer Acknowledgement feature.

1.2.1 Upload of *Application for Texas Title and/or Registration* (Form 130-U)

This method requires the entity to upload the completed Form 130-U for electronic processing in webDEALER. The seller and buyer(s) will sign the Form 130-U as usual, and the entity will then upload it during application processing.

1.2.2 Electronic Seller Disclosure and Buyer Acknowledgment

This method requires a dealer to begin the application by creating the seller's disclosure at the time of sale. The buyer must have a valid Texas Driver License/Identification (ID) card and is required to login to webDEALER using the last eight-digits of the VIN, Texas Driver License/ID number, date of birth, Driver License/ID card audit number, and last four-digits of their Social Security number to complete the Buyer Acknowledgment. A successful login and acknowledgment by the buyer constitutes the required signature for the odometer reading and sales price. The Form 130-U is not required to be uploaded in this instance, which will be evident when reviewing the title application.

See Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

Note: The buyer's and dealer's signature requirement on the back of the ownership document is not required and is satisfied if the purchaser and dealer elect to electronically complete the Electronic Buyer Acknowledgment.

2 Getting Started

2.1 Setup

Before a county can begin using webDEALER, a county administrator must be authorized to access the system. Once authorized, the administrator can:

- Add new county users
- Manage user permissions
- Remove county users
- Add new dealer entities

It is recommended that each county have a minimum of two administrators with full permissions to ensure continued account management.

To access webDEALER, each county user must have an active profile in the Registration and Title System (RTS) and ensure appropriate security rights have been assigned. The username and password used in RTS will also serve as the same login credentials for webDEALER.

If your county does not have an active administrator with login access, contact your local Regional Service Center (RSC) for assistance.

2.2 Recommendations

To maximize the benefits of webDEALER, the use of Automated Clearing House (ACH) is highly recommended. An ACH payment method can be established that allows your county to withdraw or “pull” funds directly from an entity’s account as needed. This payment method must be set up through your county’s financial institution. TxDMV is not involved in the setup of ACH, as you would only record the payment type in webDEALER for tracking purposes. For assistance with establishing ACH payments, contact your county’s bank directly.

See Appendix 2 – ACH Authorization Example.

2.3 You Should Know

You cannot set a bookmark for a webDEALER title application. You will need to access the website through RTS each time. See 3.1 Accessing webDEALER.

The original evidence of ownership (e.g., MCO, out of state title, Texas title, etc.) must be stamped **SURRENDERED** on the front and back, scanned, and uploaded to webDEALER. The **SURRENDERED** stamp on the back of the ownership document must be on the next blank assignment. If the back of the ownership document does not have a blank assignment, the back of the ownership document must still be stamped SURRENDERED, and should be stamped in the lienholder section or next available space. Stamps electronically applied or affixed to the documents are not acceptable.

If the back of the Dealer's Reassignment does not have a blank assignment, it should be stamped in the lienholder section or next available space. It must still be stamped **SURRENDERED.** Stamps electronically applied or affixed to the documents are not acceptable.

An entity is required to retain the original, stamped evidence of ownership in their purchase and sales records.

Figure 1: Surrendered Titles

Once a title is stamped **SURRENDERED**, that title becomes invalidated, is considered surrendered to the department, and cannot be used in any subsequent title application. If the transaction cannot be submitted through webDEALER due to system limitations or rejection reasons, you may still accept that title with the **SURRENDERED** stamp. Please contact your RSC if unsure what qualifies as a system limitation.

If the entity stamps **SURRENDERED** on a title in error, they will be required to replace the evidence of ownership document in order to submit a new title application.

Note: All signatures must be recreated (signed by the original persons). If assignments cannot be recreated or a duplicate title/MCO cannot be obtained, the only option is for the entity to pursue the bonded title process, if eligible.

Scanned images must be of the original documents. The scanned images cannot be copies of original documents. If you or the TxDMV determines the documents attached to a title application are copies, the application will be returned or rejected, and the entity will be required to scan the originals or obtain ownership through the bonded title process, if applicable. For information on equipment requirements, see Appendix 4 – Entity Equipment Requirements.

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

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

If a user has been idle for 10-minutes within any application, the user will receive a Session Expiration Warning with a 2-minute countdown. The user will have the option to select **Yes, keep me signed in** or **No, Sign Me Out** and if no action is taken, the user is logged off.

3 Accessing and Using the Home Page

County administrators must both grant each county user security rights through **RTS Local Options** and setup the user separately in webDEALER before the user can access the system. See 4.1 Adding/Configuring a County User.

Figure 2: Granting Security Rights - RTS Local Options

3.1 Accessing webDEALER

To access webDEALER, follow these steps:

1. Access webDEALER using an RTS workstation. The webDEALER menu link is found under the RTS “Title/Registration” menu.

2. The RTS Workstation ID you access webDEALER through will display on the login page.

3. Enter your Username and Password for webDEALER; these are the same as for RTS.

   Note: Password changes must be completed using the RTS “Security” menu.

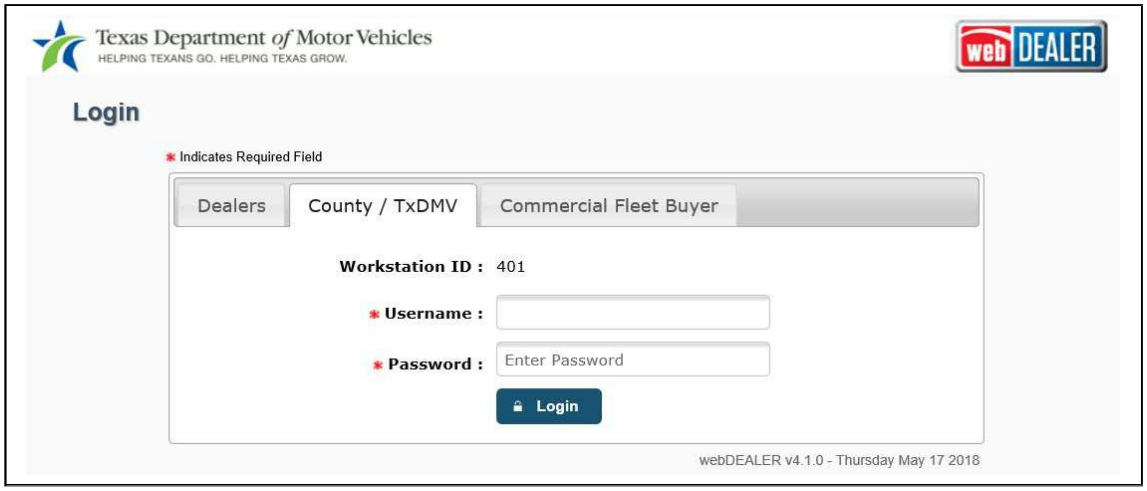

Figure 3: Login Page

Note: When RTS is closed out, all of your webDEALER approved title applications will be reflected under your RTS Workstation ID.

3.2 Using the Home Page

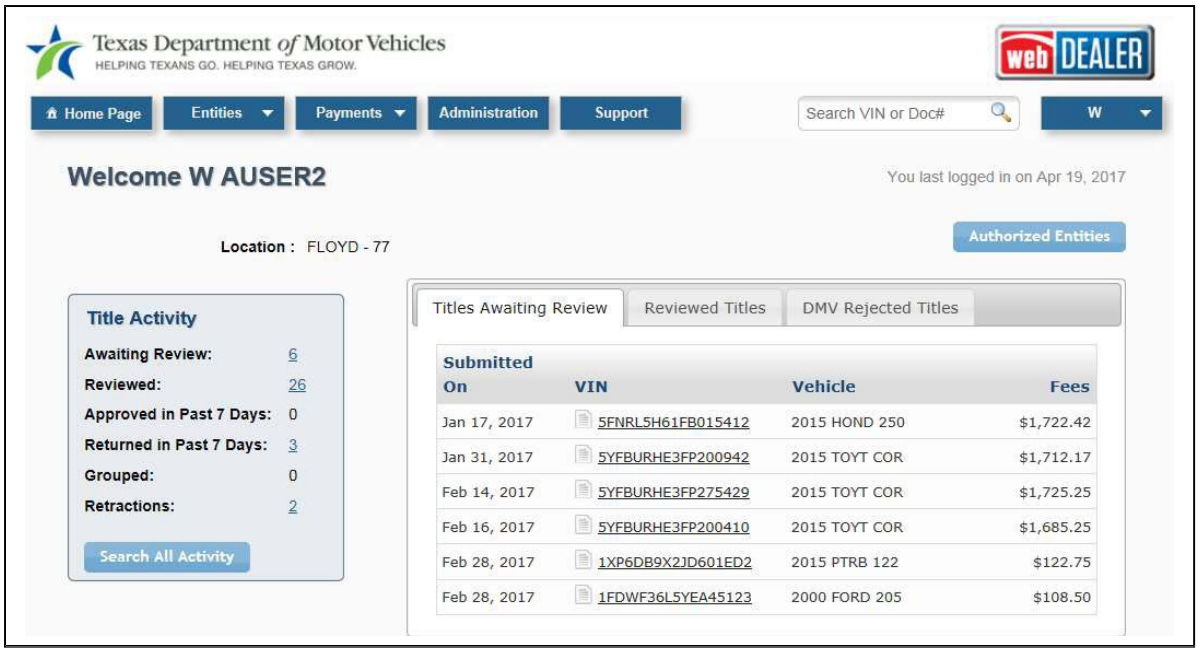

Figure 4: Home Page

The Home Page provides an overview of the actions needed in your county.

3.2.1 Home Page Tabs

The “Titles Awaiting Review” tab displays up to 10 of the oldest title applications awaiting your review. Titles Awaiting Review are applications considered complete by entities and submitted for your county’s review and approval.

The “Reviewed Titles” tab displays the titles that have been reviewed by your county but are awaiting payment and approval.

The “DMV Rejected” tab displays title applications approved by your county but rejected by the TxDMV after the 48-hour window.

3.2.2 Title Activity Box

Counts of certain activities are shown in the Title Activity box. Clicking on the **underlined number** will take you to the list of applications for activity.

3.2.3 Search Bar

You can utilize the search bar located in the top right corner to find a specific title application by Vehicle Identification Number (VIN) or the Document Number (Doc#).

3.2.4 Navigation Menu

The blue tabs at the top of each page will appear on every page, allowing quick navigation through webDEALER.

3.2.5 Authorized Entities

Clicking **Authorized Entities** displays a page listing all entities authorized to submit title applications to your county.

Authorized Dealers serviced by FLOYD

GDN	GDN Category	Dealer Name	Phone #
P109561X	TRAILER/SEMITRAILER	ACE AUTO & EQUIPMENT SALES INC	(210)669-0291
P105185	MOTOR VEHICLE	ADRIAN PRIETO - ARCO AUTOMOTIVE	(915)479-5000
P2337X	TRAVEL TRAILER	ANGELINA MANUFACTURED HOUSING - ANGELINA RV TRAVEL CENTER	(409)632-8414
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P121014	MOTORCYCLE	ARANSAS COUNTY MOTOR SPORT VEN - EBR OF SOUTH TEXAS	(361)205-4997
P108934	MOTOR VEHICLE	ARTHURO JOHNSON INC. - CITY AUTO SALES	(903)948-6261
P589	MOTORCYCLE	ATASCOSA COUNTRY SALES INC	(830)281-2244
P110937X	TRAVEL TRAILER	AUTO GROUP OF SAN ANTONIO LTD	(210)496-3222
P128859	MOTORCYCLE	BRADLEY L HANATH - B&M REPAIR	(979)865-2155
P112306	MOTORCYCLE	BRENT MCCULLOUGH - MCCULLOUGH MOTORS	(254)756-3491
P5234X	TRAILER/SEMITRAILER	CAMPBELL PORTABLE BUILDINGS LT	(936)598-3389
P1095X	TRAVEL TRAILER	CAMPER CLINIC INC	(361)729-0031
P100647X	TRAILER/SEMITRAILER	CHARLIE BOILES - CHARLIE BOILES AUTO SALES	(254)840-2488
P10842	MOTOR VEHICLE	CLEO BAY IMPORTS, INC. - CLEO BAY HONDA	(254)690-7355

Figure 5: Authorized Entries

Authorized CFBs for HARRIS County

10 entries per page Search:

CFB ID	CFB Name	Address	Contact Name	Phone #
C10011	EAN HOLDINGS, LLC	14002 EAST 21ST STREET, SUITE 1500, TULSA, 74134	---	---
C10014	PV HOLDING CORP	3937 SOUTH 26TH AVE, DALLAS, 75261	KEN ANDERSON	(972)453-4056
C10014	PV HOLDING CORP	17307 PINE CUT, HOUSTON, 77032	GREG NICHOLS	(281)230-2084

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Figure 6: Authorized CFBs

4 Administrator

webDEALER is intended to have a minimum of two administrators in each county, each with full access to all assigned permissions. Administrators are responsible for adding users, managing user permissions, and removing users.

To access webDEALER, a county user must have an active RTS username. The same RTS username and password are used to log in to webDEALER.

Note: The county administrator must delete an employee's access when they are no longer employed by the county or no longer need to access webDEALER. To delete a user, see 4.1 Managing a County User Account.

4.1 Managing a County User Account

1. The administrator logs into webDEALER.
2. On the Home Page, click the **Administration** tab.

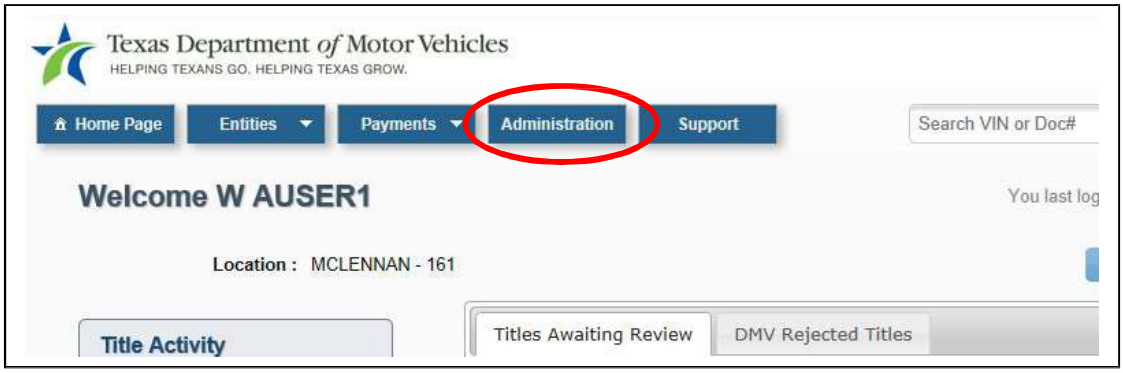

Figure 7: Home Page

3. The Location Details page displays your county information and authorized users.
4. On the Locations Details page, click **Manage User Accounts**. (**Note**: To delete a user, select Remove Association.)

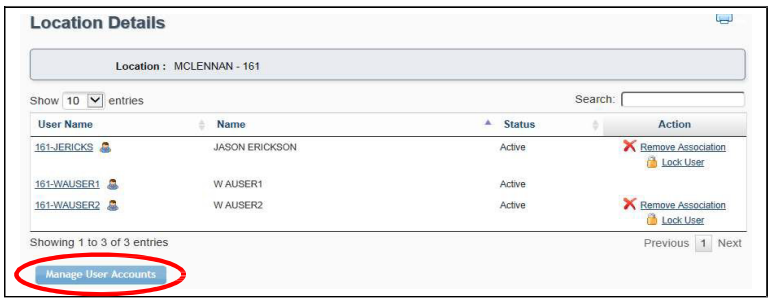

Figure 8: Location Details Page

Figure 9: Search User

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

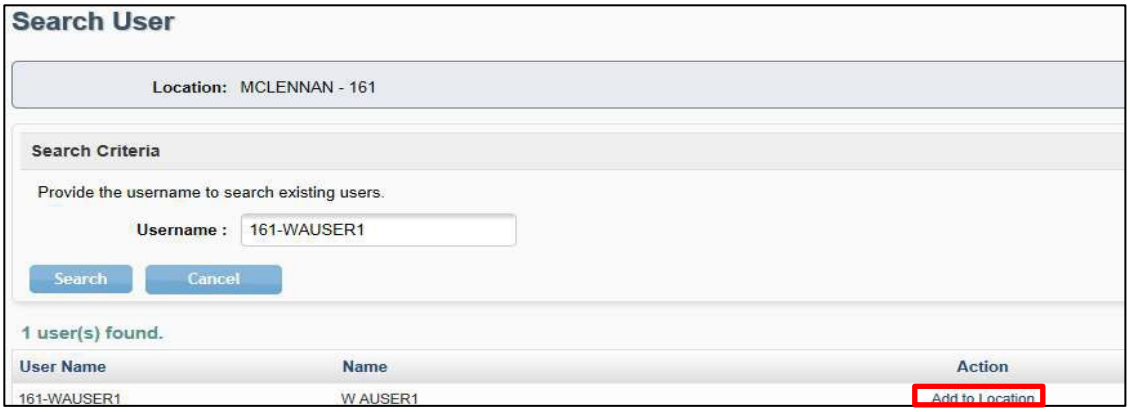

Figure 10: Add User to Location

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

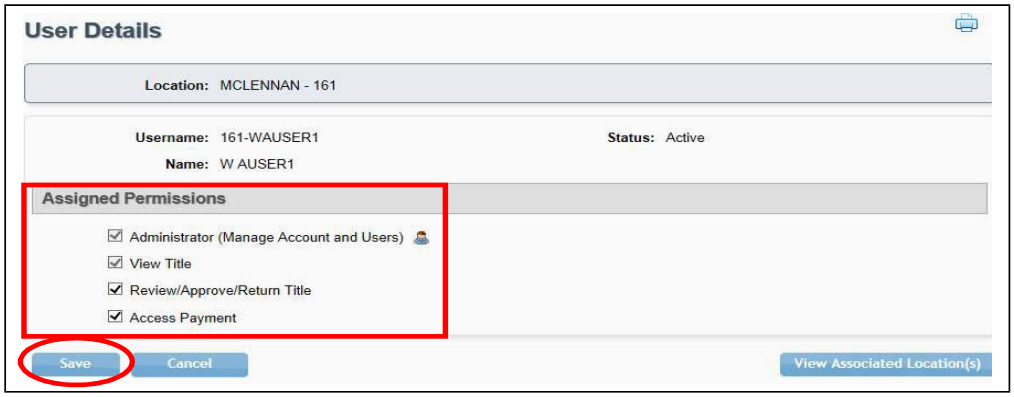

Figure 11: Assigned Permissions

4.2 Adding Dealerships

County administrators are responsible for adding dealerships. Dealership users must have an active ePLATE username and password before the dealership administrator can add them as users. Their ePLATE credentials are also used to access webDEALER. Dealership administrators may manage their own users independently.

Note: Dealer Administrator designations are managed by TxDMV eLICENSING. (See 4.2.3 Dealership Administrators).

If a dealership operates multiple DBAs under a single GDN license, you will need to add and configure each DBA separately. Follow the steps below to **Add a New Dealer** for each DBA location. Each Dealer ID will need to be added.

When a dealer's license is updated, a new Dealer ID is generated. Dealers must contact your county for the county administrator to add their dealership with their new Dealer ID. Follow the steps below to **Add a New Dealer** for the new Dealer ID.

To authorize a dealership to submit title applications to your county, follow these steps:

1. From any page, click **Dealer Management** under the Entities tab.

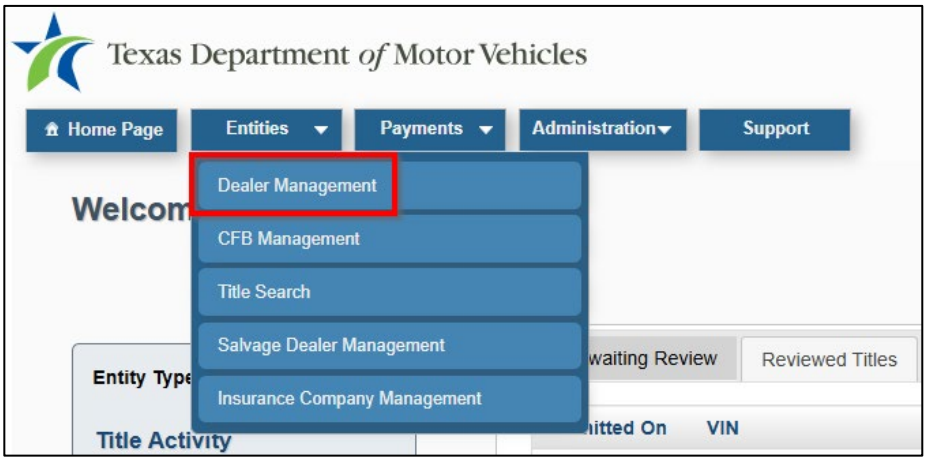

Figure 12: Entities Tab – Dealer Management

2. Click **Add New Dealer** at the bottom of the screen.

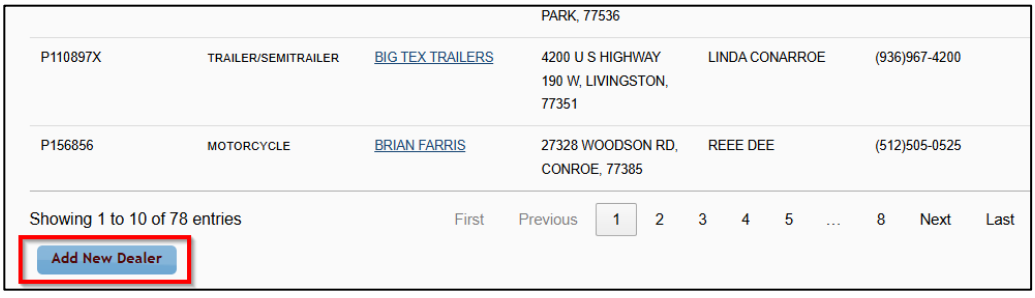

Figure 13: Add New Dealer

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

Figure 14: Search for Dealer

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

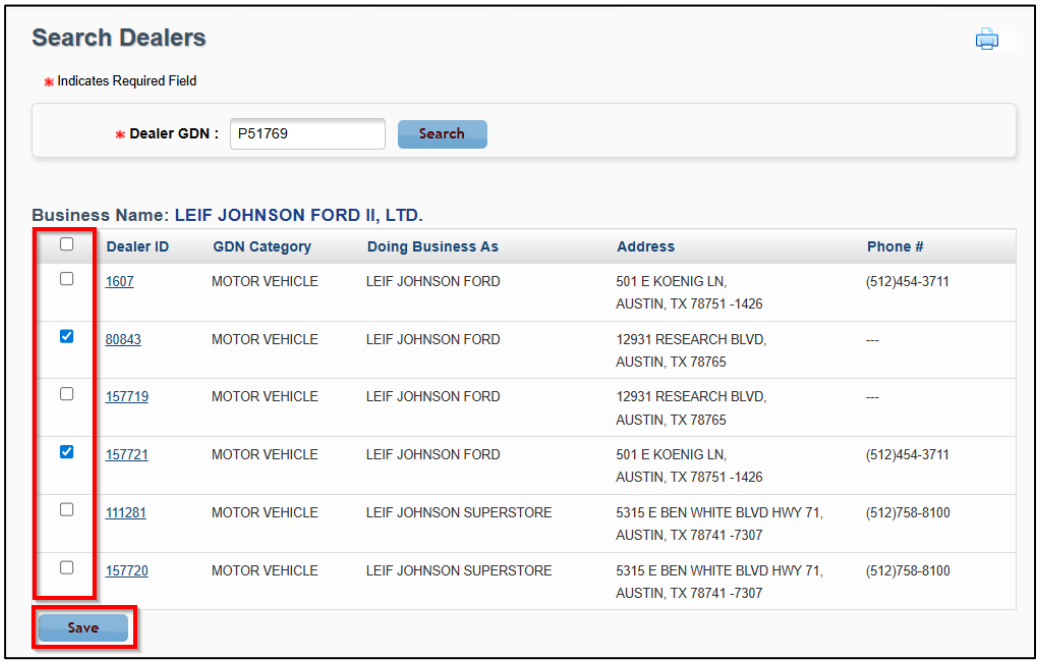

Figure 15: Search Results

Note: The Dealer ID hyperlink will show the Account Details for that specific dealer location. All information is pulled directly from the dealer's license information in eLICENSING and cannot be modified by your county. If the dealer requests changes to any dealer information, they must contact TxDMV eLICENSING.

Note: Only the **active** Dealer ID for each GDN will be displayed. This is the Dealer ID that must be used across all online platforms by the dealer: webDEALER, ePLATE, & the Inventory Management System (IMS).

4.2.1 Configuring Dealerships

After you have added the dealership, you will need to configure their permissions.

To configure a dealership, follow these steps:

Figure 16: Account Details Page

1. On the dealership's Account Details page, click **Configure**.

   Note: After configuration, the following message will display on their Account Details page depending on how the dealership is set up:

   - For franchise dealerships, it will show "New & Used Vehicle Sales"
   - For independent dealerships (used vehicles), it will show "Used Vehicle Sales Only"

2. Complete the Configure Account for {County Name} page.

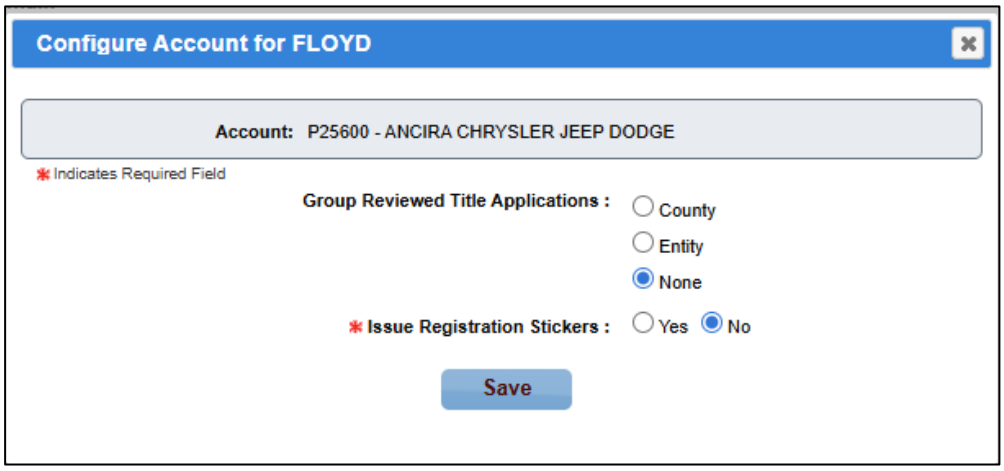

Figure 17: Configure Account by County

a. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

b. Choose Issue Registration Stickers, if applicable.

3. Click **Save**.

4.2.2 Dealer Deputies

A Dealer Deputy is a dealer that has been deputized, posted a bond to your county office, and authorized to issue registration stickers. Once approved by your county, the Dealer Deputy can set a Title Convenience Fee of up to $10.00 that will apply to each title application processed.

Note: A bond or contract is only required when the dealer is deputized as a dealer deputy in accordance with Texas Administrative Code, §217.167. A county may deputize a dealer as a dealer deputy in accordance with Texas Administrative Code, §217.166, which currently allows the county to allocate registration stickers to the deputized dealer. A dealer is not required to become a dealer deputy to assign general issue plates in ePLATE or to process title transactions in webDEALER.

4.2.3 Dealership Administrators

Dealer administrators are responsible for adding users to webDEALER. The administrator must have an active ePLATE user account. The same ePLATE username and password will be used to access webDEALER. Prior to receiving administrator privileges, TxDMV must verify the completion of the fingerprinting process through eLICENSING. If a dealership requires a new administrator, the user must complete the *Add ePLATE Administrator* form (LeP701).

4.3 Adding a Commercial Fleet Buyer (CFB)

To access webDEALER, a CFB must have a Texas Department of Motor Vehicles (TxDMV) issued CFB ID. To receive a CFB ID and Username, the CFB must contact your office and provide the following information with a request to have a webDEALER CFB account set up:

- Business name
- The business address, city, state, zip
- Federal Employer Identification Number (FEIN) and Tax Permit Number
- Vehicle physical location (where the vehicles will be kept for titling purposes) if the CFB is a rental company
- The first and last name of the administrator and their contact information (phone number and email address)

Once received, you will need to open a TxDMV Service Desk request with this information to have the CFB location and first CFB administrator added to webDEALER.

4.3.1 Configuring Commercial Fleet Buyers

Once the TxDMV has added the CFB location, you must configure their account. To configure a CFB account, follow these steps:

1. From any page, select **CFB Management** under the Entities tab.

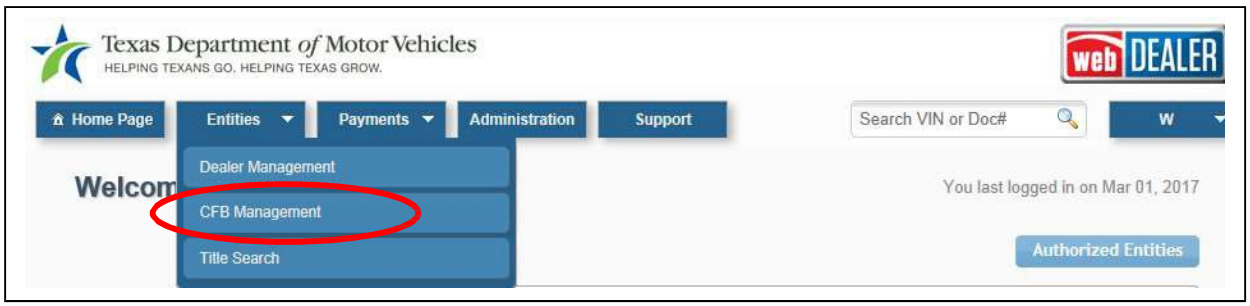

Figure 18: Entities Tab – CFB Management

2. Click on the entity's name under the CFB Name column.

Figure 19: Select CFB

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

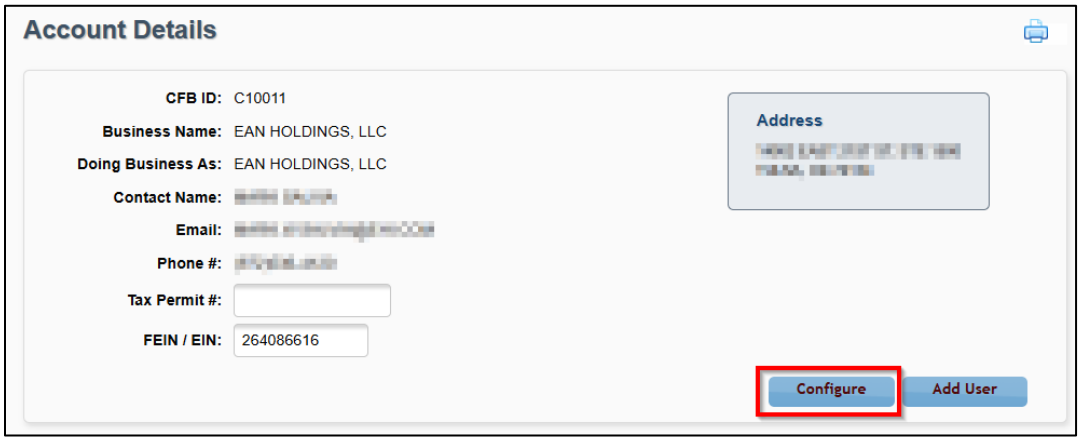

Figure 20: Configure

4. Complete the Configure Account for {County Name} page.

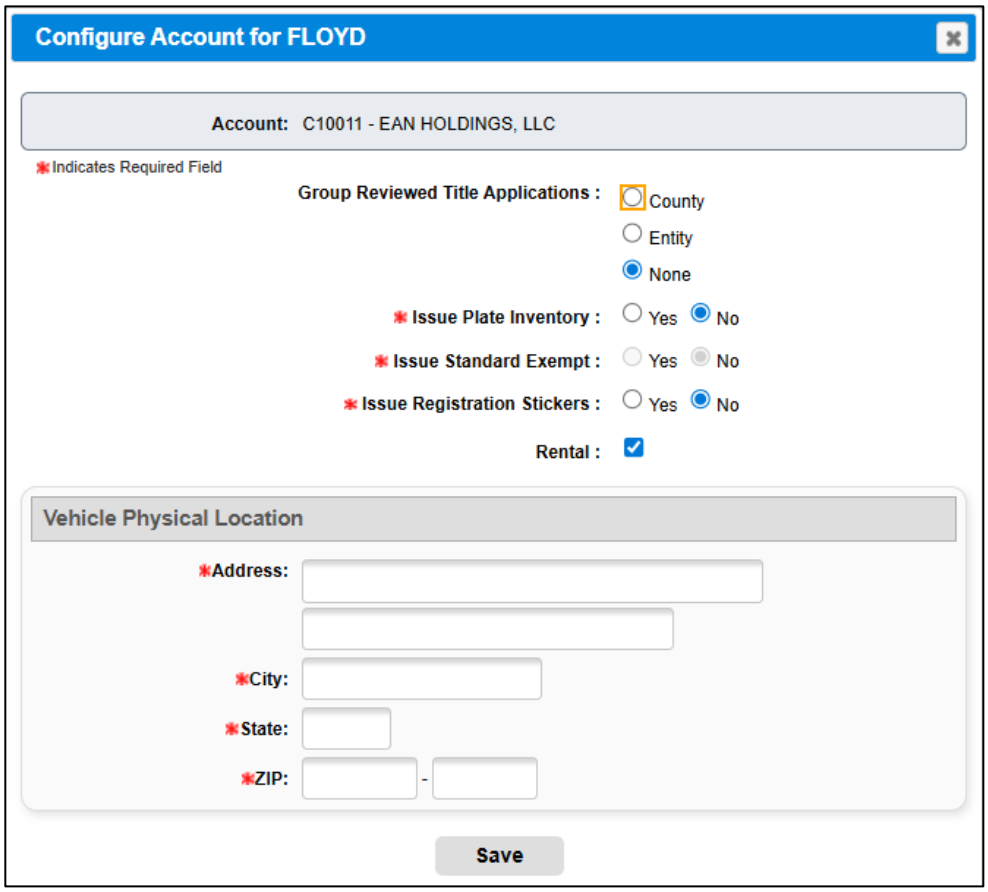

Figure 21: Configure CFB Account

a. Select County, Entity, or None in the Group Reviewed Title Applications section (Refer to Section 7 – Grouping Title Applications).

   Note: You can change the authority to group titles at any time. If you change the selection from County or Entity to None, a Confirm Request popup window displays advising existing groups will automatically be ungrouped.

b. Choose Issue Plate Inventory and Issue Registration Stickers if desired. An RTS Entity ID Number is required if plates are to be issued by the CFB.

   Note: When CFB's issue plate inventory, webDEALER will check RTS to verify the inventory has been allocated. Counties are responsible for allocating plate inventory to the CFB.

c. Select the “Rental” checkbox if the CFB is a vehicle rental company. If not, leave the box unchecked (selecting the “Rental” checkbox will make the physical address a required field).

d. Complete the Vehicle Physical Location section if the CFB is a rental company.

5. Click **Save.**

4.3.2 Adding Additional CFB Users

Each CFB user must be added by the TxDMV. You will need to open a new TxDMV Service Desk request to add additional CFB users to webDEALER. Once the user is in webDEALER, the CFB administrator can set the user’s permissions.

The first and last name of the user and their contact information (phone number and email address) will be required with each new user request.

4.4 Authorizing Full-Service Deputies (FSDs)

If your county has FSDs and you authorize them to review and approve webDEALER title applications, you must add the FSD user to your county location and grant them the Full Service Deputy permission in webDEALER. The FSD user will login to webDEALER with their RTS username and password. Dealers will be able to select a FSD location as their processing entity in webDEALER in lieu of selecting the main county.

Note: The FSD must be granted webDEALER permission in RTS. See 3 Accessing and Using the Home Page.

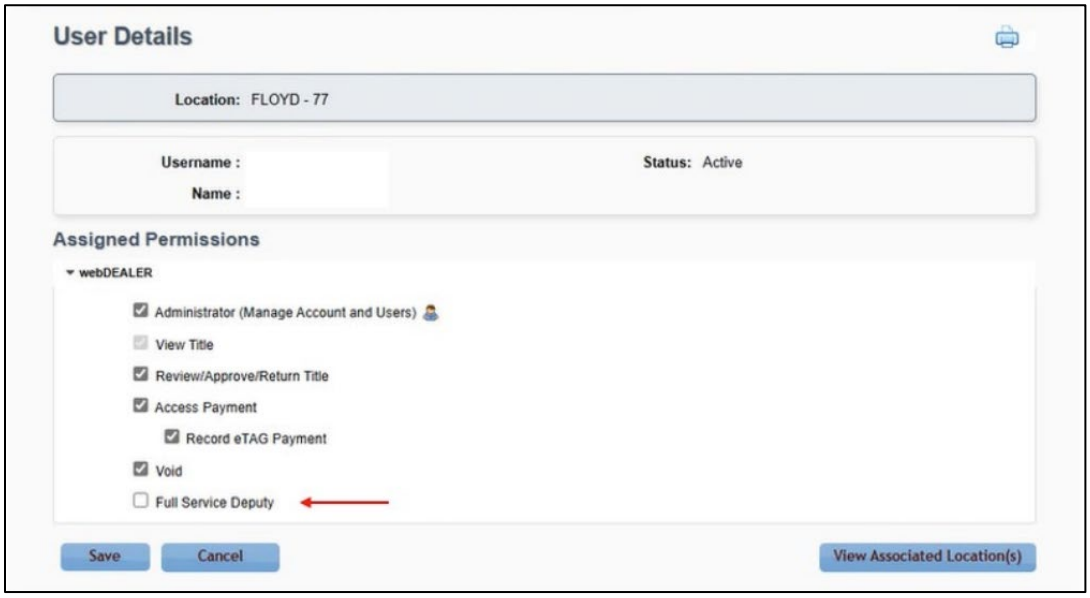

Figure 22: Assigned Permissions – Full Service Deputy

Note: This permission only grants access to FSDs for processing of title applications submitted to their location by a dealer. If a county user were to be granted this permission, the user will not have access to take action on title transactions submitted to the county for processing.

4.4.1 FSD webDEALER Fee Update Event in RTS

FSDs authorized to process webDEALER transactions will need to set their Title and Registration Convenience Fees that will be assessed on all webDEALER title transactions they process. The county must grant a FSD RTS user the FSD webDEALER Fee Update permission. This permission will allow the FSD access to a new event within RTS for them to set their fees on their own.

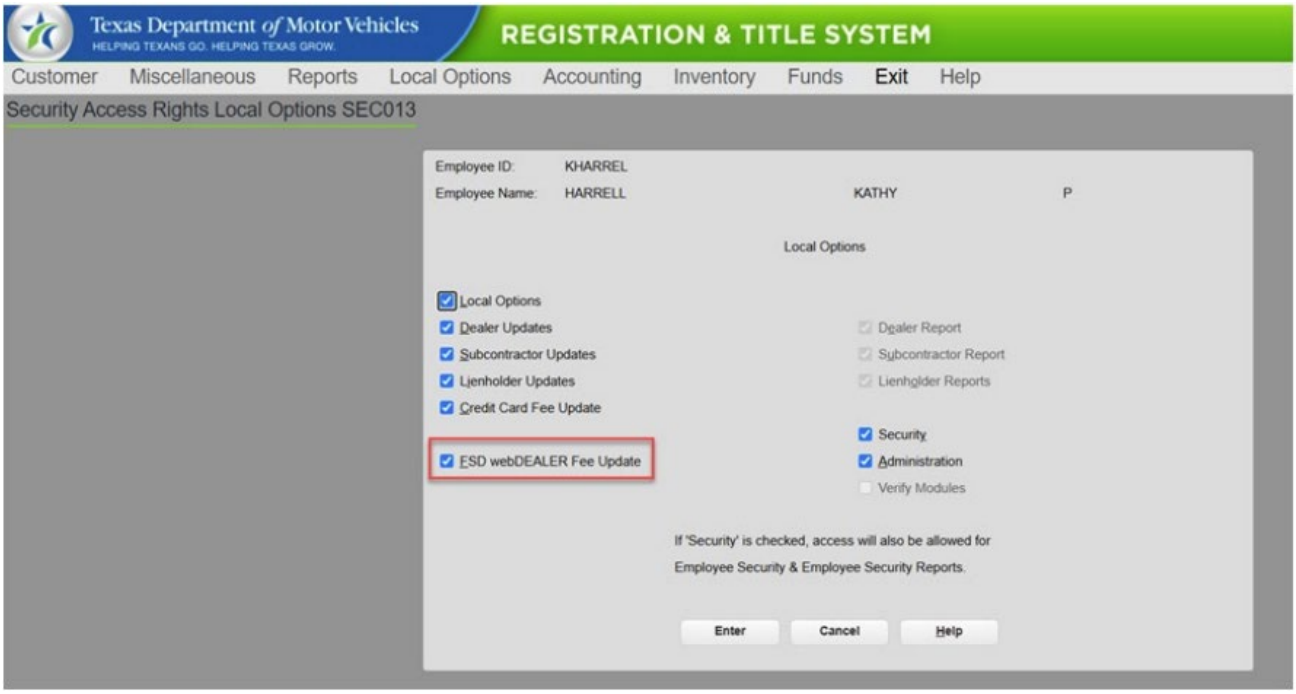

Figure 23: FSD webDEALER Fee Update

4.4.2 County Read-Only Access to Transactions

County offices with FSDs will be able to view the title applications their FSDs are processing by selecting the FSD checkbox on the Title Search page. Once selected, the county has view-only access to title applications in various statuses that were sent to the FSD location by a dealer for processing.

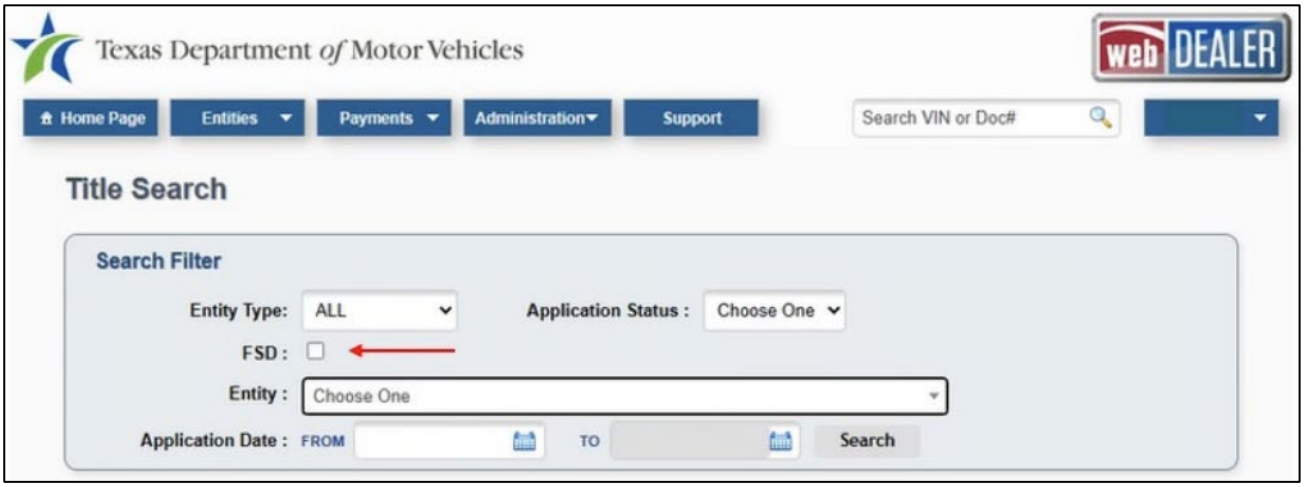

Figure 24: Title Search - FSD Checkbox

4.4.3 FSD Homepage

FSDs granted webDEALER access will have the ability to review, return, and approve title applications submitted to them by a dealer. FSD functionality in webDEALER mirrors the functionality of the county.

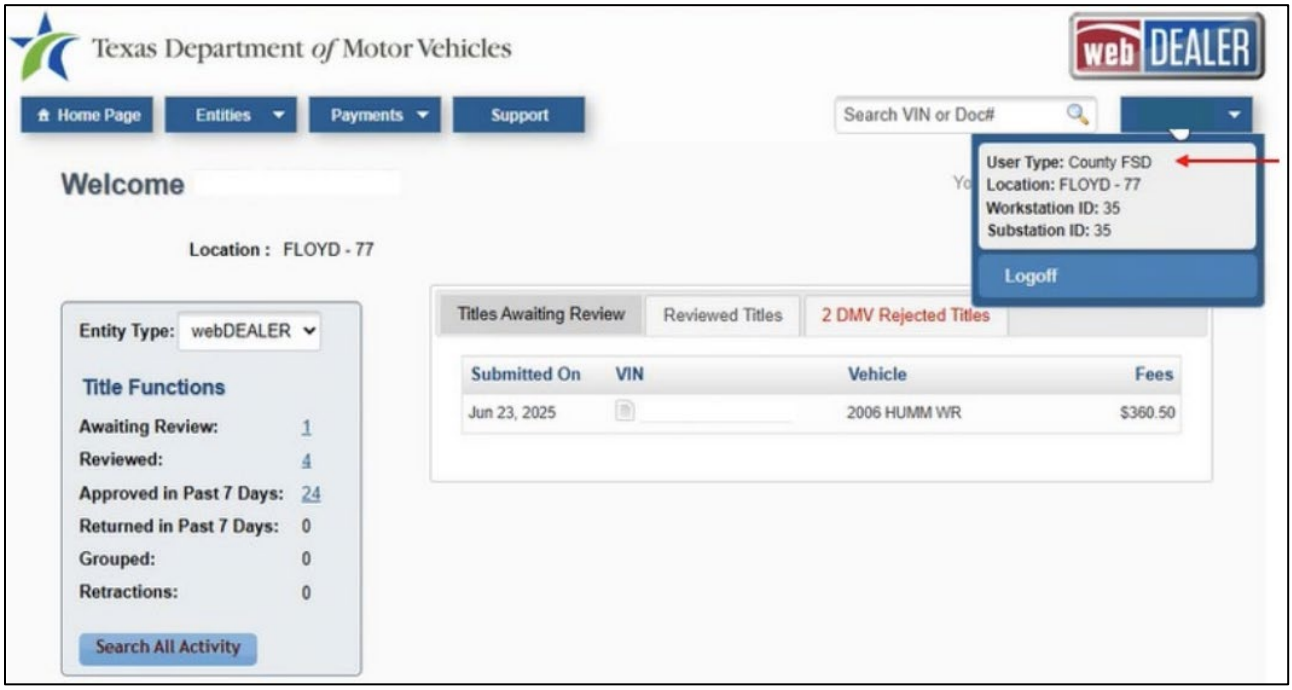

Figure 25: FSD Homepage

Note: At this time, a dealer configured for “Entity” grouping, which allows the dealer to group their title applications for review and payment, cannot submit their title applications to a FSD for processing. The dealer would either need to submit their transactions to the county for processing, or the dealer would need to work with their county to modify their configuration in webDEALER to be set to “None” or “County” grouping.

4.4.4 Dealer Selection of FSD

Dealers have the ability to submit title applications to participating FSDs within webDEALER. If the Processing County that a dealer selects on the Seller Disclosure page has participating FSDs, then the FSD dropdown will display and allow the user to select the FSD location they want to submit the title application to for processing.

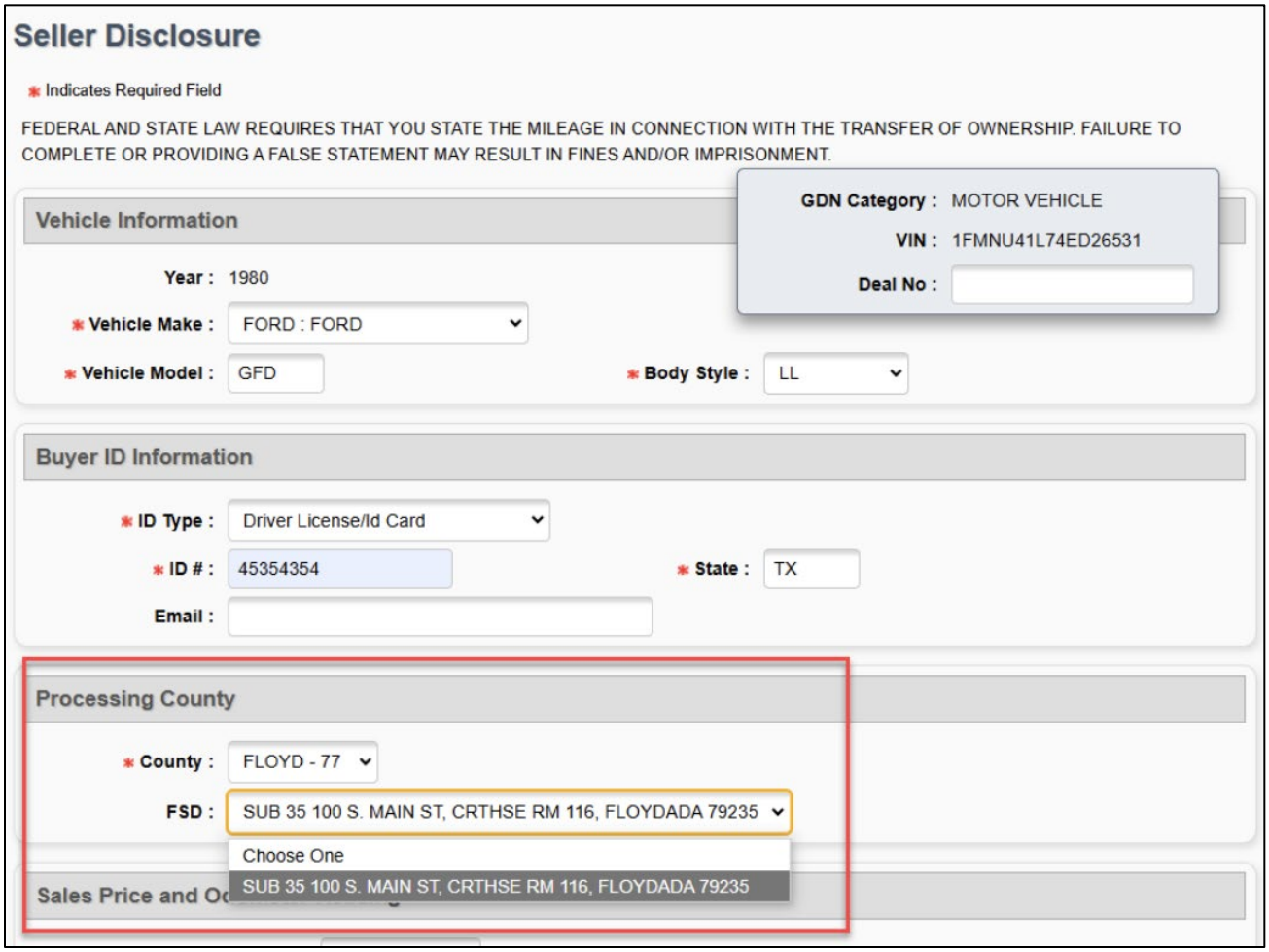

Figure 26: Seller Disclosure - FSD Location

5 Reviewing Title Applications

You can view a title application and mark it as reviewed while awaiting payment. To review a title application, the user must have "Review/Approve/Return Title" as an Assigned Permission (Refer to Section 4.1 – Adding/Configuring a County User).

You can find the title applications awaiting review in the following ways:

- On the Home Page, click the number adjacent to Awaiting Review in the Title Activity box.
- On the Home Page, under the **Titles Awaiting Review** tab.
- From any page, select **Title Search** under the Entities tab, and filter for "Submitted" application status.

To review a title application, follow these steps:

1. Click the **VIN**.
2. The Title Preview page displays, showing the Application Status as Submitted.

Figure 27: Submitted Title Application

3. Check to see if there is a retraction request on the title application. If there is a retraction request, the status of the application will appear in red, and there will be a warning message in red at the top of the Title Preview page (refer to Section 11 – Retracting Title Applications).

Figure 28: Submitted Application with a Retraction Request

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

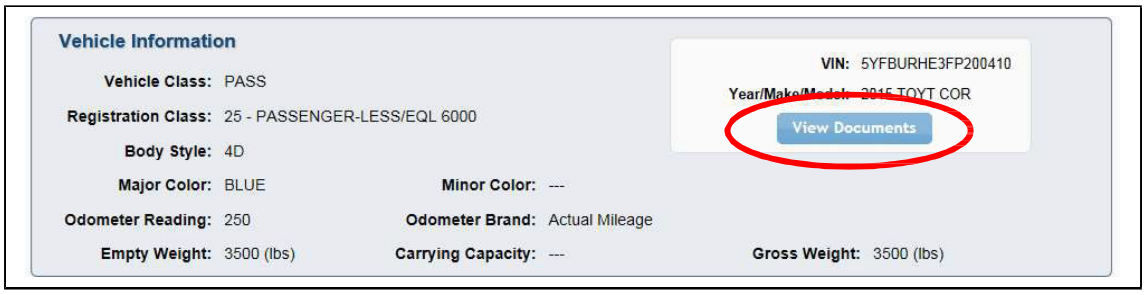

Figure 29: View Documents Button

5. The left-hand column of the Document's pop-up window represents the information that has been manually entered by the entity, while the right-hand column contains the documents that have been uploaded by the entity. Verify that the information in both columns match, then close the pop-up window by clicking the 'X' in the right-hand corner.

Figure 30: Documents Popup

Note: For used Texas vehicle transfers, you can access the current vehicle record by clicking on the Current Vehicle Record link in the upper right-hand corner of the Title Preview page.

6. If an entity has not been configured to issue or been allocated the desired plate type, the Plate and Sticker Information section of the Title Preview page will reflect there is Incomplete Data (e.g., Plate number is missing). Click the **Edit Icon** on the right to open the Plate and Sticker Information page.

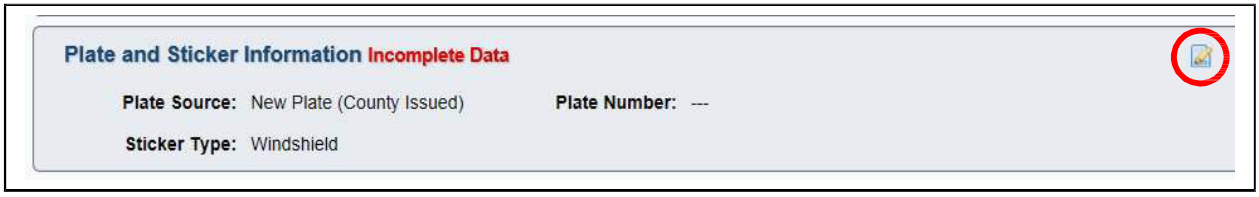

Figure 31: Plate and Sticker Information

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

Figure 32: Plate Number

Note: The “Plate Number” field of the “Plate and Sticker Information” page in webDEALER has been limited to 7 alpha-numeric characters.

8. If the entity is transferring the buyer’s special plate or assigning a standard plate, the Plate and Sticker Information section of the Title Preview page will display the plate information.

Figure 33: Special Plate

9. When an emissions inspection is manually verified by the entity, the Inspection Information section is shown on the Title Preview page. A message will display to prompt you to verify the Vehicle Inspection Report (VIR) was uploaded by the entity and the emissions inspection information entered matches the VIR.

   Note: The uploaded VIR will show in the View Documents popup.

Figure 34: Inspection Information

10. Click **Review** at the bottom of the Title Preview Screen. The status will change from Submitted to Reviewed.

    The title application will appear on the Reviewed Titles with Payments Due page (if no grouping is enabled), on the Group Reviewed Titles for Payment (if county grouping is enabled), or on the Title Search page filtered for “Reviewed” status (if entity grouping is enabled). Refer to Section 7 – Grouping Title Applications.

    Note: Once an entity groups the title application, it will appear on your Reviewed Title Groups with Payments Due page.

    Note: You can filter transactions by origin (webDEALER or webSALVAGE) using the search filer on the Homepage, Title Search, and Payment pages.

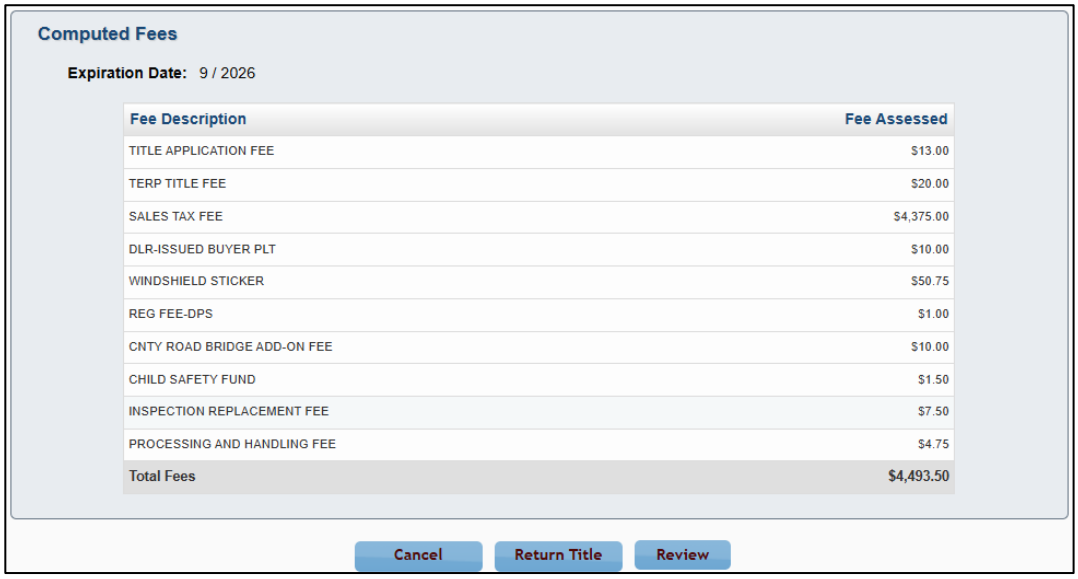

Figure 35: Review Button

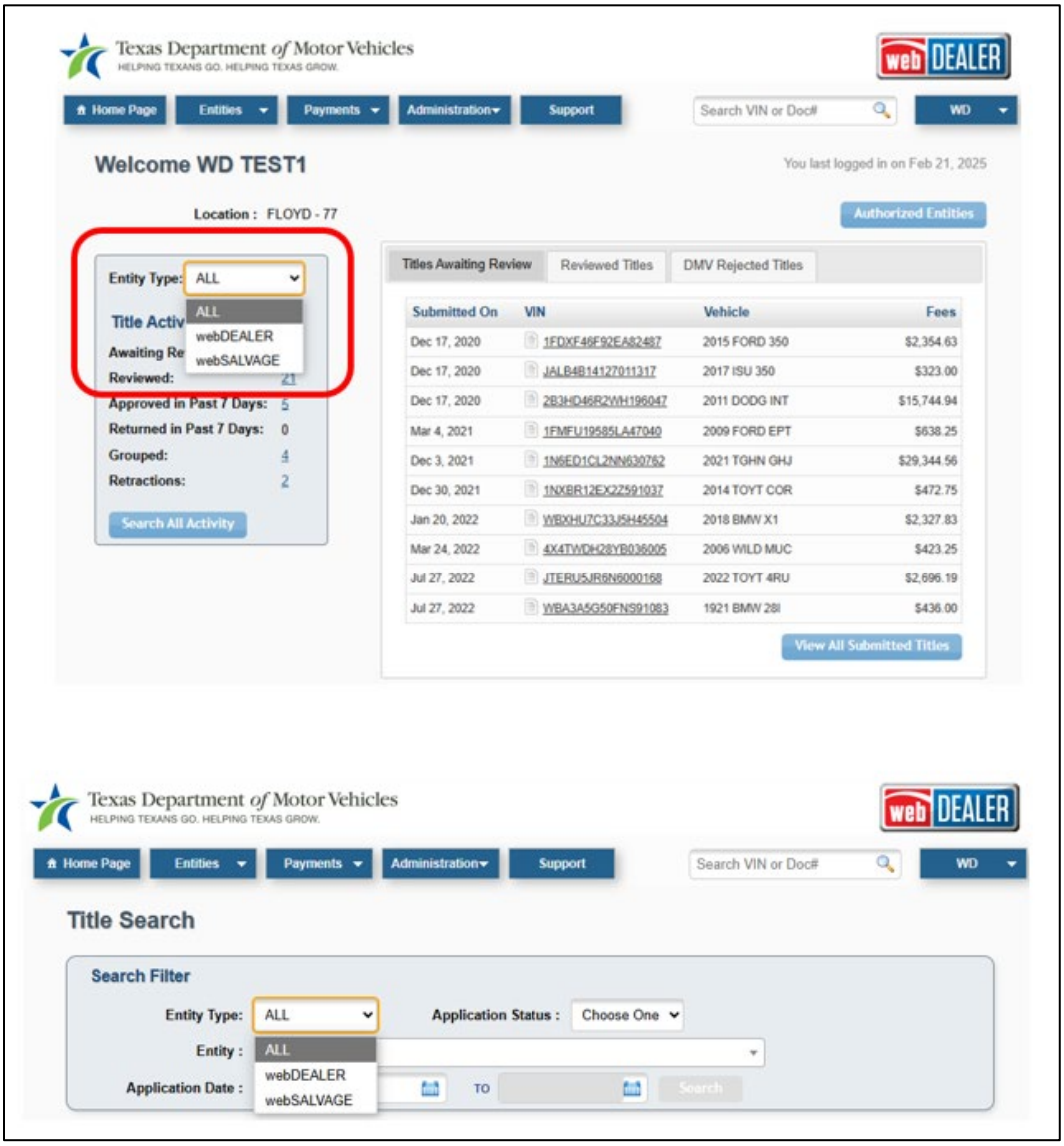

Figure 36: Filter Transactions by Origin

Note: You can filter transactions by origin (webDEALER or webSALVAGE) using the search filer on the Homepage, Title Search, and Payment pages. Transactions originating via webSALVAGE are original title applications applied for in the name of an insurance company.

6 Returning a Title Application

A title application may be returned by the county for any reason, such as the documents scanned were not the originals, the images were unreadable, missing signatures, or incorrect information. When an application is returned, its status will be changed from Submitted or Reviewed to Returned, and it can be found in the list of Returned Titles on the Home Page.

To return a title application, follow these steps:

1. Locate the application you want to return. Click the **VIN**.
2. On the Title Preview page, click **Return Title** at the bottom of the page.

Figure 37: Return Title Button

Note: The Review button will not display if the title application is in the Reviewed status or if the documents have not been viewed.

3. The Return Title Application popup displays. Type the reason for the return in the reason section of the popup. Click **Return**.

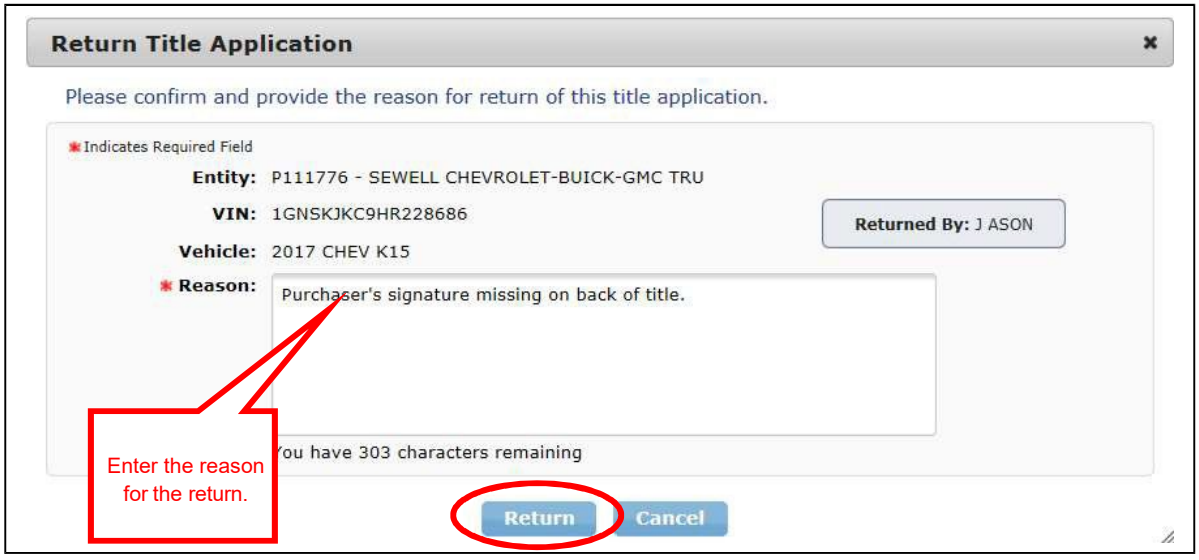

Figure 38: Return Title Popup

Note: Ensure that all documents and requirements for the transaction have been reviewed prior to returning the application.

Note: In order to return a Title Application that is in a group, the group will first need to be ungrouped (refer to Section 7.2 – Ungrouping Title Applications).

7 Grouping Title Applications

Title applications in Reviewed status can be grouped for payment. You can group and ungroup reviewed title applications or configure entity accounts, so they can group reviewed title applications. County or Entity grouping must be enabled to use this feature (refer to Section 4.2.1 – Configuring Dealerships and Section 4.3.1 – Configuring Commercial Fleet Buyers). If grouping functionality is enabled for you or the entity, a title application must be grouped before payment and approval can be processed.

Note: If an entity is set up to group title applications, they will only be able to group those applications after your office has marked them as Reviewed.

If county grouping of title applications is enabled, Group Reviewed Titles is an option under the Payments tab. It allows you to group title applications that have a Reviewed status. Once grouped, payment can be applied, and the title applications can be approved as a batch instead of individually.

Figure 39: Payments Tab

If title applications have already been grouped, the Title Activity box will display the number of groups in the number adjacent to “Grouped.” Only groups created in the last 30 days will be counted.

Figure 40: Grouped in Title Activity Box

7.1 Grouping Title Applications

If county grouping of title applications is enabled, follow these steps to group title applications:

1. Click on **Group Reviewed Titles** under the Payments tab.
2. On the Group Reviewed Titles for Payment page, select the entity you want to group applications for or use the Search Filter for submission date to populate the list of applications for grouping.
3. Mark the box to the left of each application to include in the group. Click **Group Titles**.

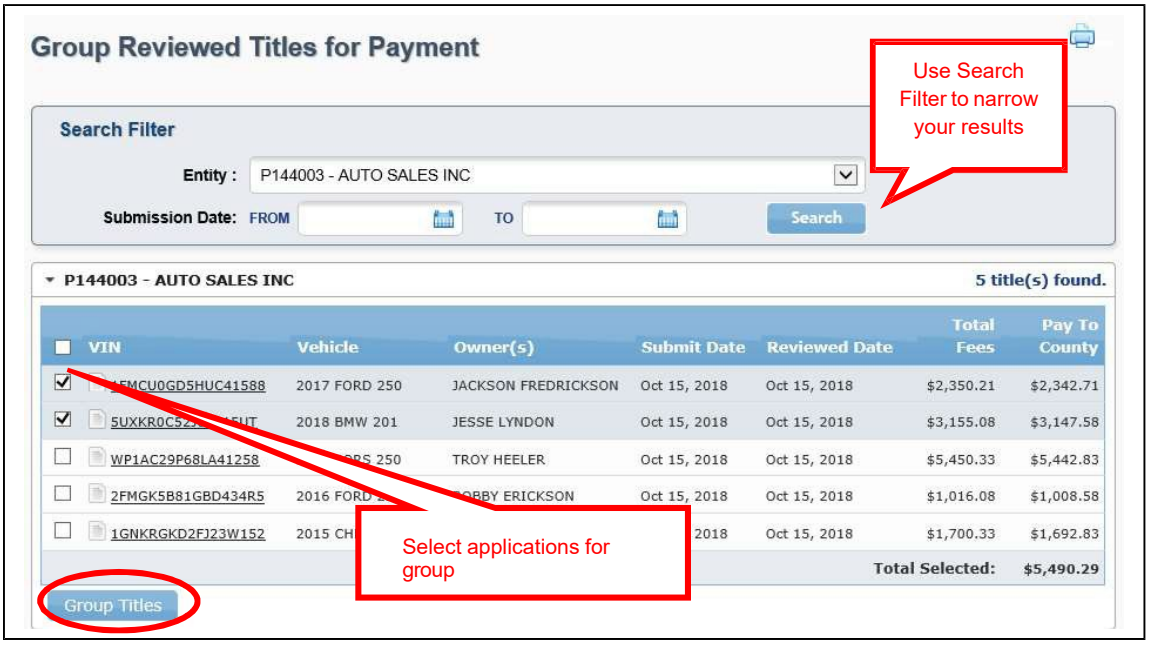

Figure 41: Group Reviewed Titles for Payment

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

Figure 42: Group Reviewed Titles for Payment Popup

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

Figure 43: Group ID

6. The group can be found on the Reviewed Title Groups with Payments Due page. The Group ID number is shown to the left of the group.

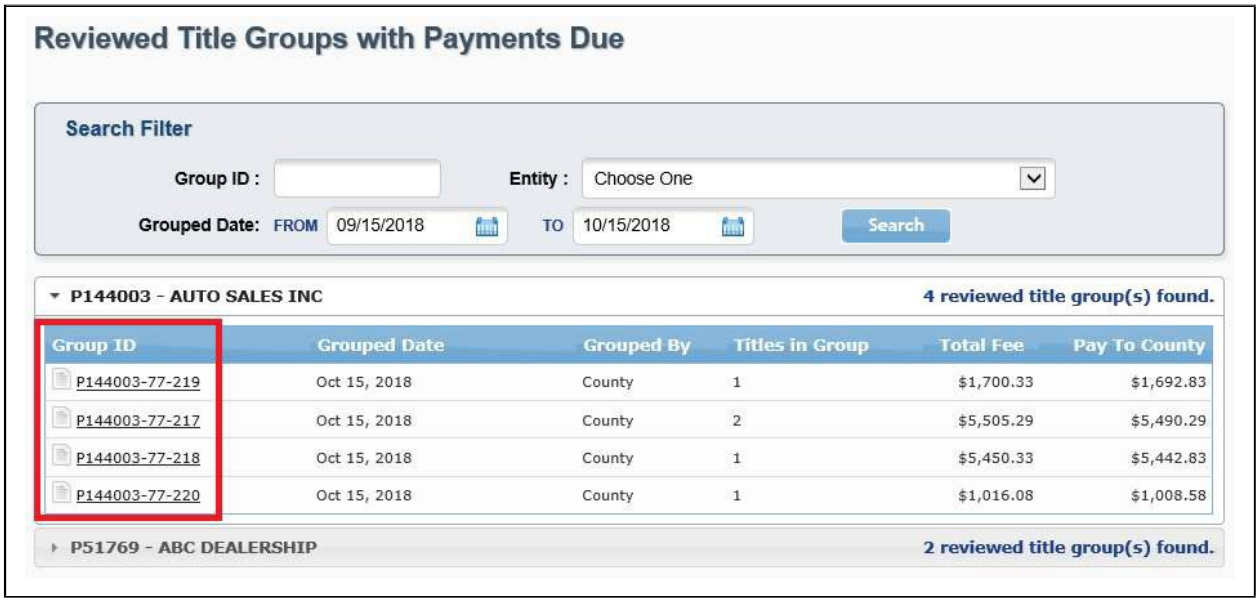

Figure 44: Reviewed Title Groups with Payments Due

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

7.2 Ungrouping Title Applications

Whomever is set up to do the grouping (county or entity) can also choose to ungroup the title applications.

Note: If the entity is set up to do the grouping, you cannot ungroup their grouped title applications.

Follow these steps to ungroup title applications your office has grouped.

1. From the Reviewed Title Groups with Payments Due page, click the **Group ID** of the group you want to ungroup.

Figure 45: Reviewed Title Groups with Payments Due

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

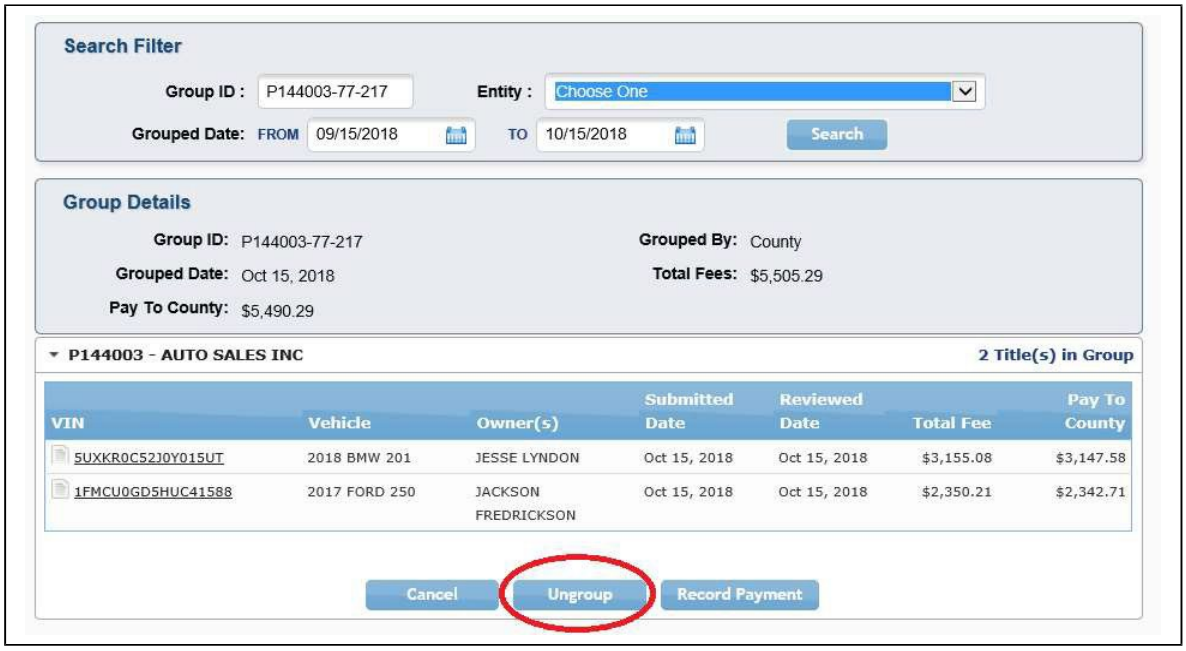

Figure 46: Ungroup Title Applications

3. A confirmation popup will display to verify you want to ungroup these applications. Click **Yes** to confirm.

Figure 47: Ungroup Confirmation Request

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

8 Approving and Recording Payment

Once title applications are in the Reviewed status or applications have been reviewed and grouped, you can approve and record payment.

8.1 Approving Non-grouped Applications

A title application in the Reviewed status can be approved if you or the entity are not set up to group.

To approve and record payment on non-grouped title applications, follow these steps:

1. Go to the Reviewed Titles with payments Due Page by selecting **Reviewed Titles with Payments Due** under the Payments tab.

Figure 48: Payments Tab

2. Select the entity that submitted the application you want to approve and record payment.

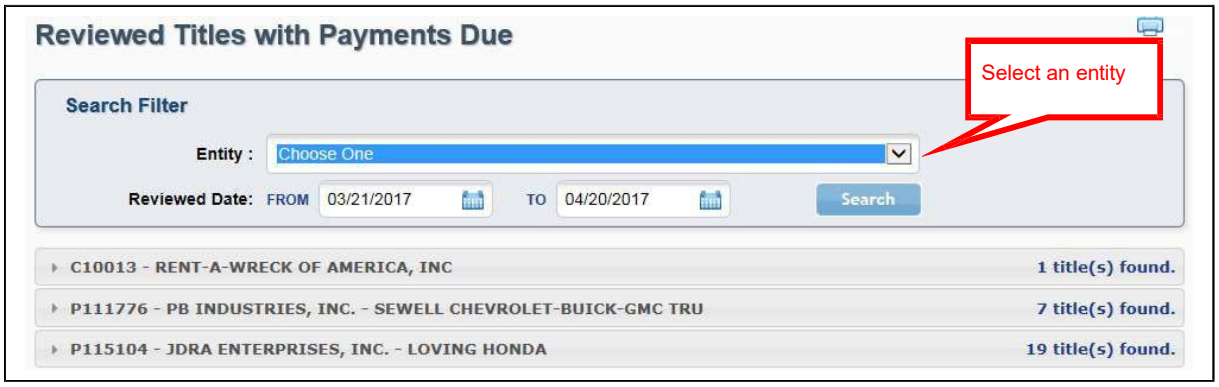

Figure 49: Select Entity

3. Mark the box next to the title applications for approval and recording payment. Click **Record Payment**.

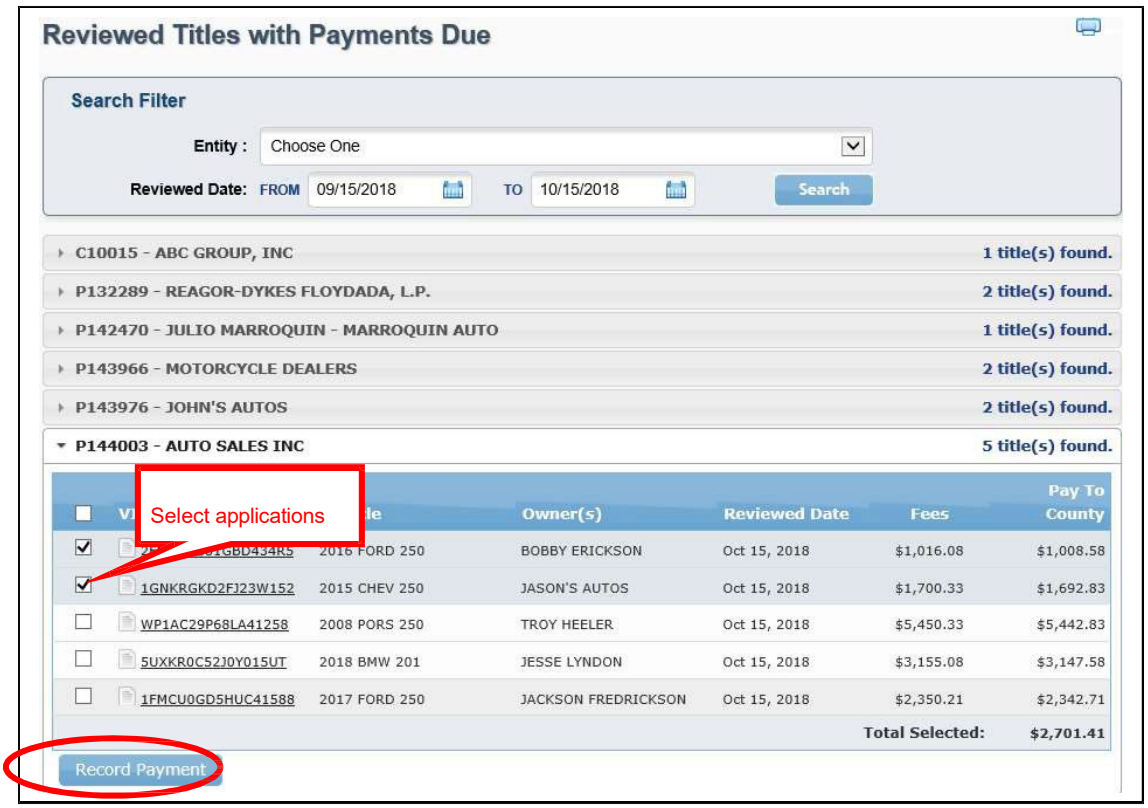

Figure 50: Select Title Applications

4. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

Figure 51: Approval and Payment Confirmation Popup

8.2 Approving Grouped Applications

Once applications are grouped, they can be approved, and payment can be recorded.

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

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

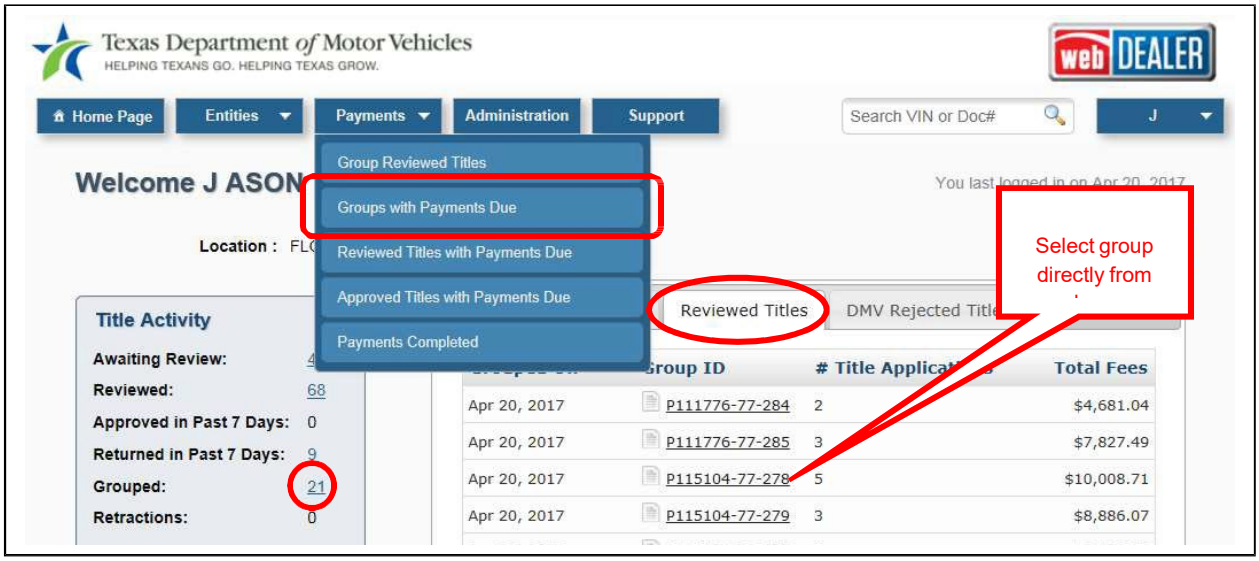

Figure 52: Groups with Payments Due

1. The Reviewed Title Groups with Payments Due page displays. Use the Search Filter to narrow your results, or expand an entity menu and click a **Group ID**.

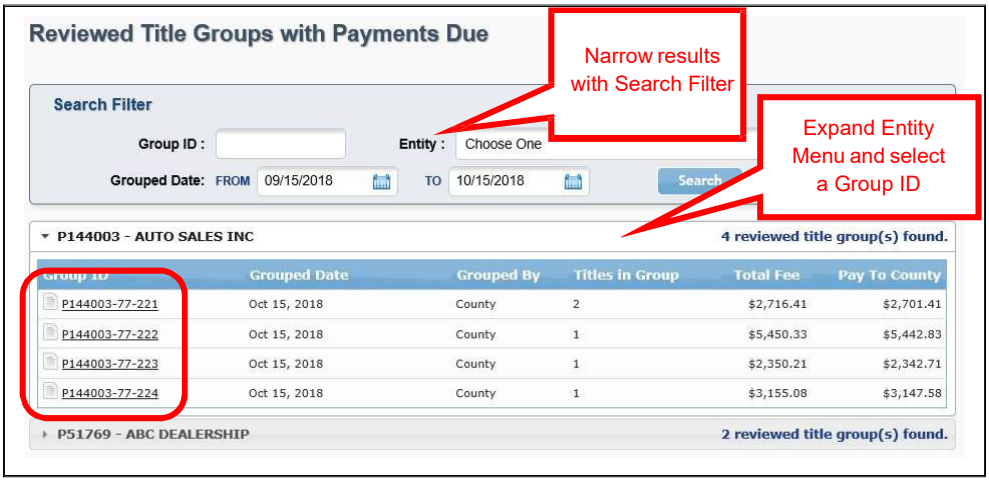

Figure 53: Reviewed Title Groups with Payments Due

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

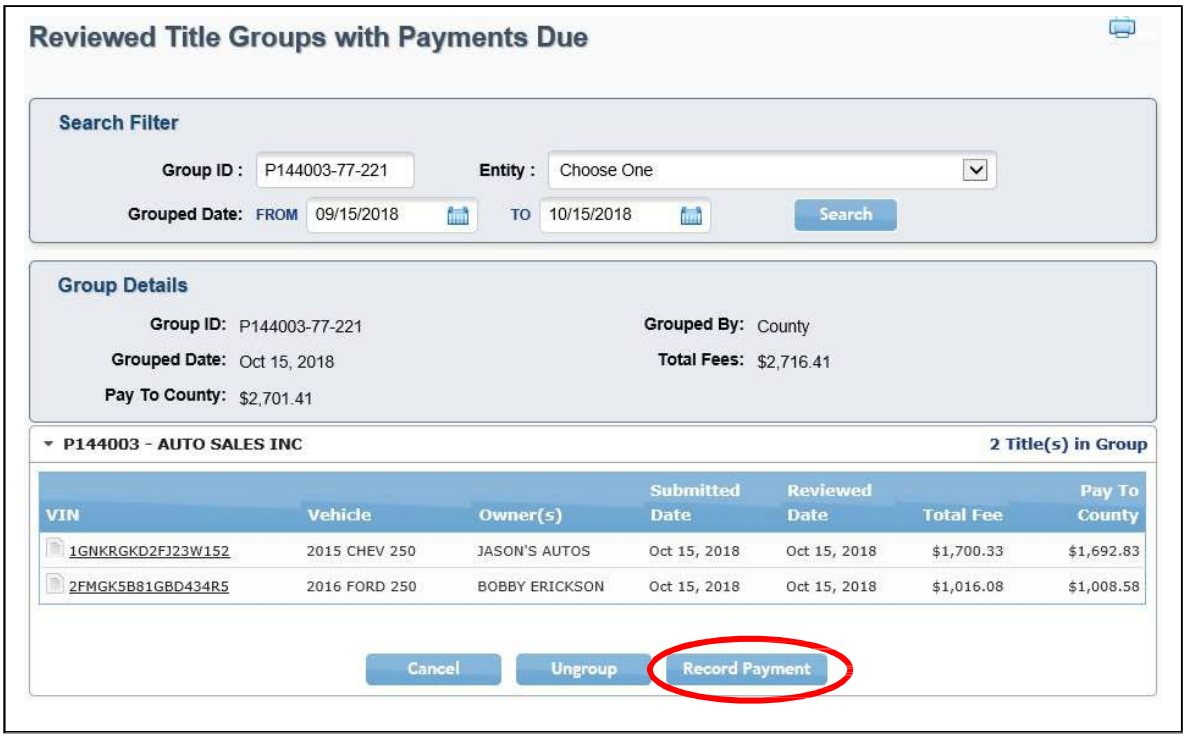

Figure 54: Record Payment

3. The Approval and Payment Confirmation popup displays. Provide a Reference #, and select the Payment Type. Optionally, include any notes needed for the payment. Click **Approve and Record Payment**.

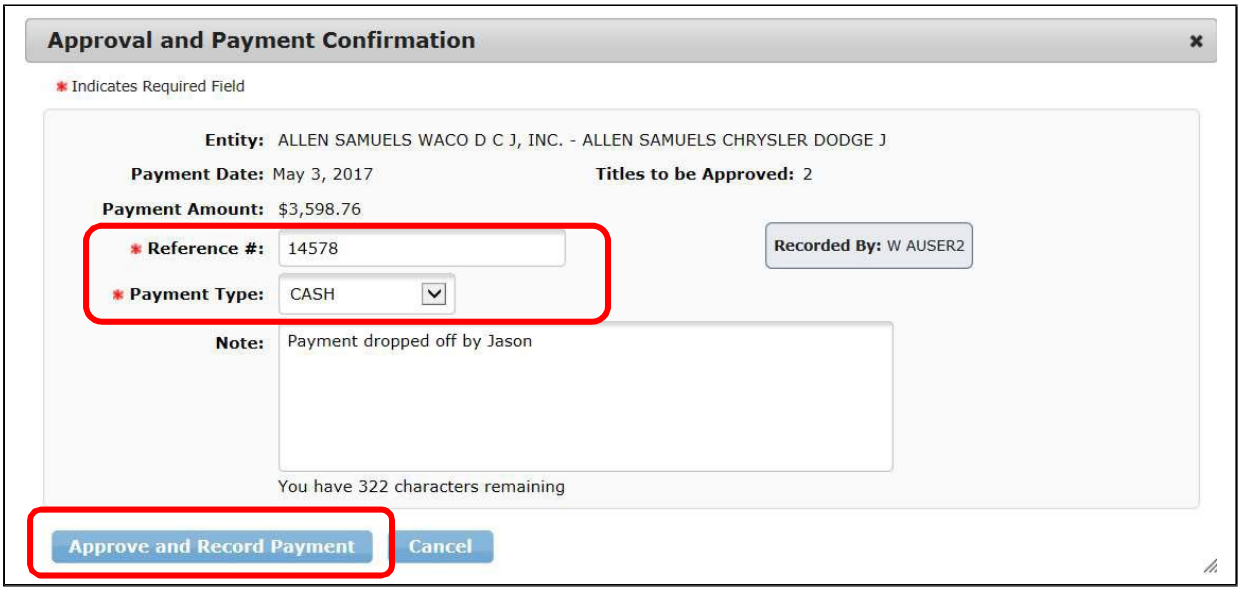

Figure 55: Approve and Record Payment

9 View Payment

You can view payments that have been processed for all title applications.

To view payments, follow these steps:

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

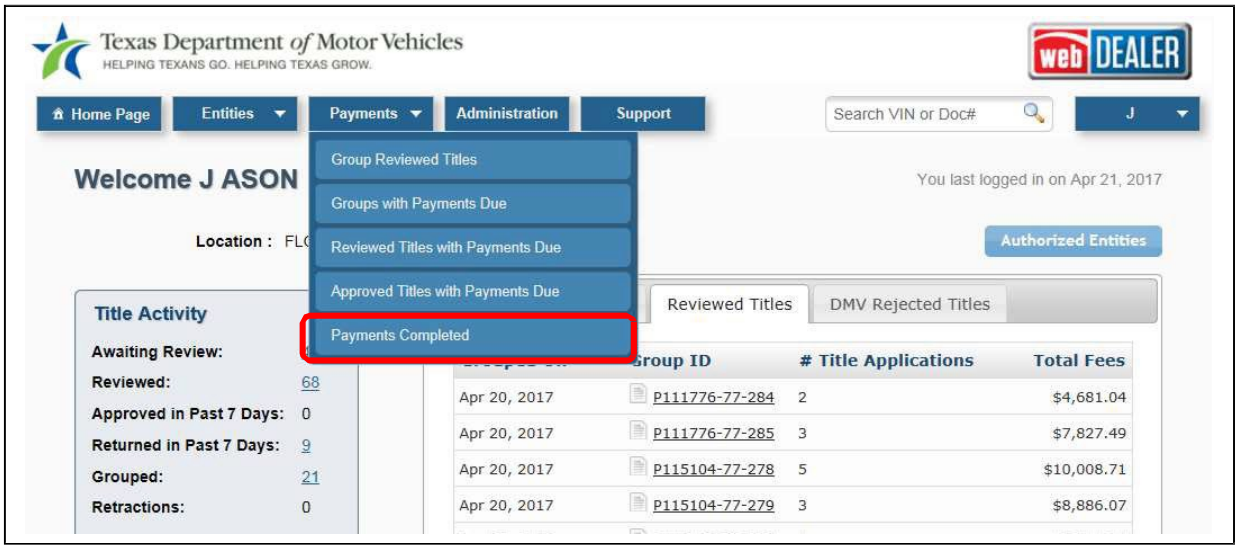

Figure 56: Select Payments Completed

2. The Payments Completed page displays. Narrow the results by using the Search Filter, or click a Reference # to view the payment information.

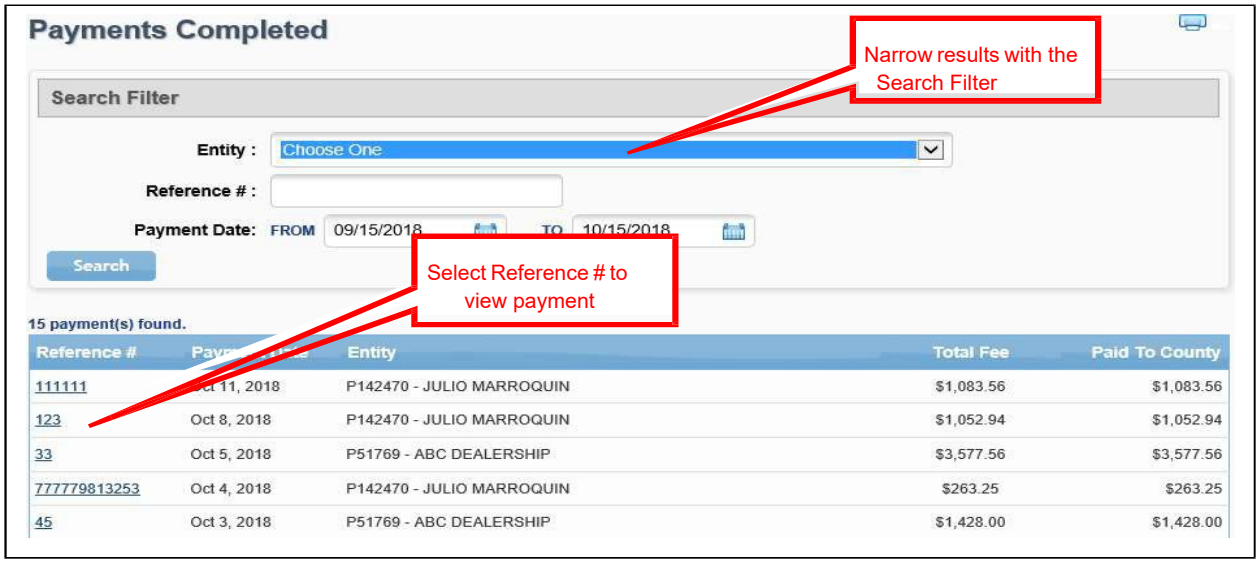

Figure 57: Payments Completed Page

3. The Payment Details section displays the payment information.

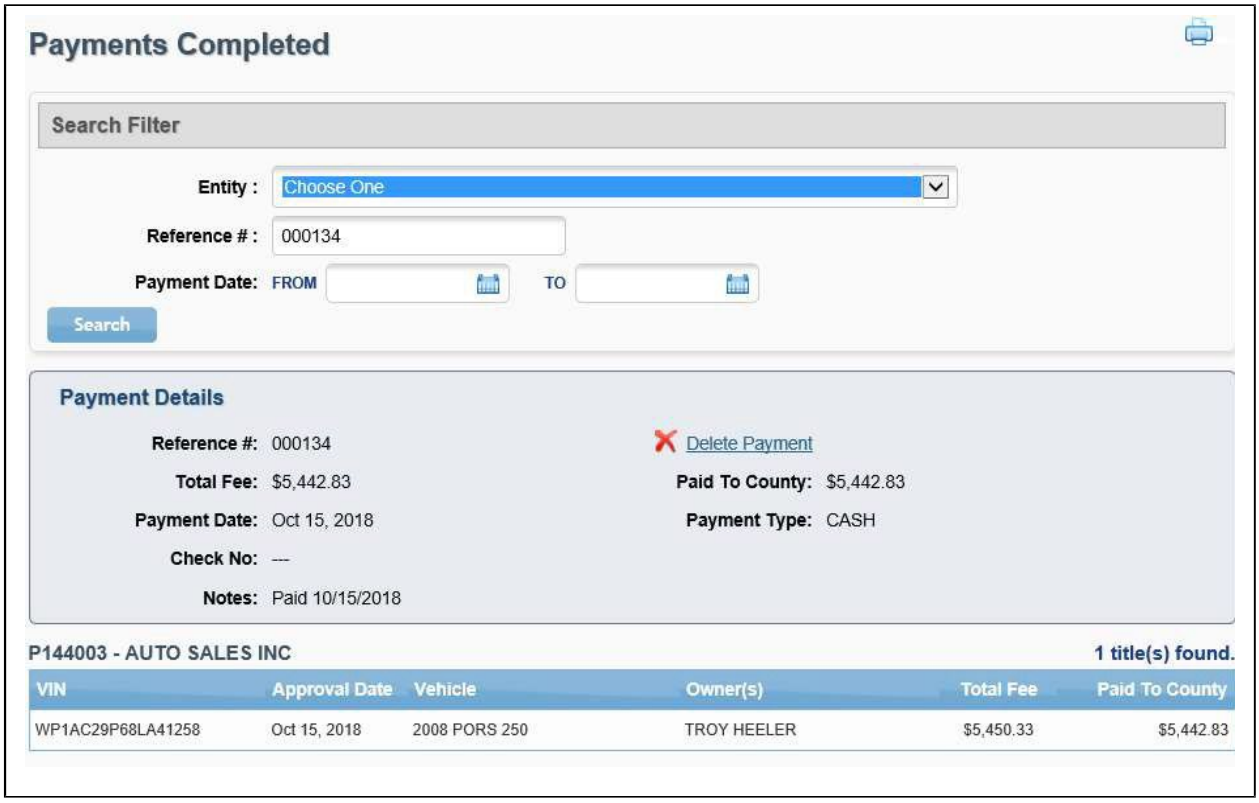

Figure 58: Payment Details

9.1 Delete Payment

If you processed a payment incorrectly, by mistake, or VOIDED the transaction, you may delete the payment from the Payments Completed page.

Once a payment is deleted, the title application reverts back to an unpaid status; however, the application will still be approved. To delete a payment, follow these steps:

1. Click the **Reference #** of the payment on the Payments Completed Page.
2. Click **Delete Payment** in the Payment Details section.

Figure 59: Delete Payment

3. The Payments Completed page displays with the message “Payment record has been deleted. All associated titles have been marked as unpaid.”

4. Once a payment is deleted, the title application reverts back to an unpaid status. However, the application will still be approved. These applications will appear on the Approved Titles with Payments Due page. This page can be accessed by selecting **Approved Titles with Payments Due** under the Payments tab.

Figure 60: Payments Tab

5. You can re-record the payment from the Approved Titles with Payments Due page by selecting the application(s) for payment and clicking **Record Payment**.

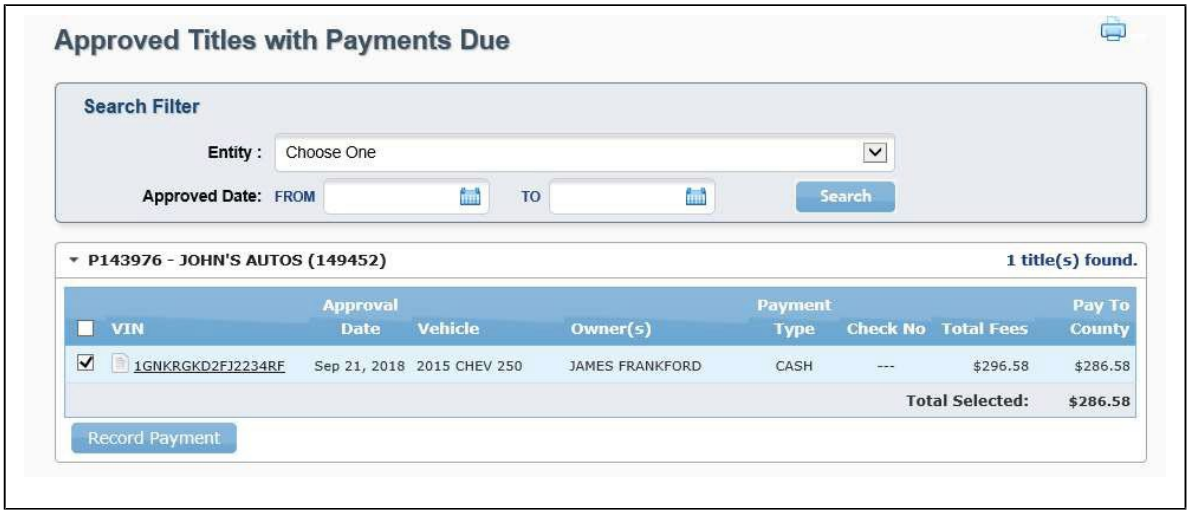

Figure 61: Approved Titles with Payments Due

6. Complete the Payment Confirmation information. Click **Record Payment.**

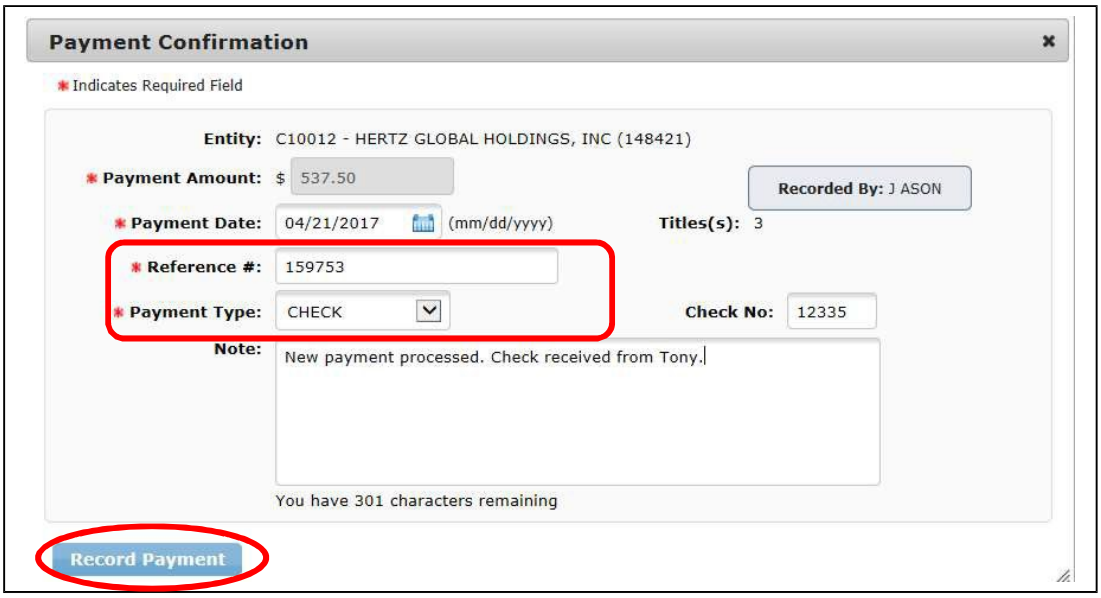

Figure 62: Payment Confirmation

10 Printing Receipts

If an entity is not configured to issue registration stickers, you can print the final receipt either individually or by a batch once a title application is approved. Follow these steps to print a receipt:

1. Go to the Approved Title List page. To get there, select the **Home Page** tab, then click the hyperlinked number next to **Approved in Past 7 Days**: under **Title Activity.** The page is grouped by Approval Date. But you can change it to sort by Entity at the bottom of the page.

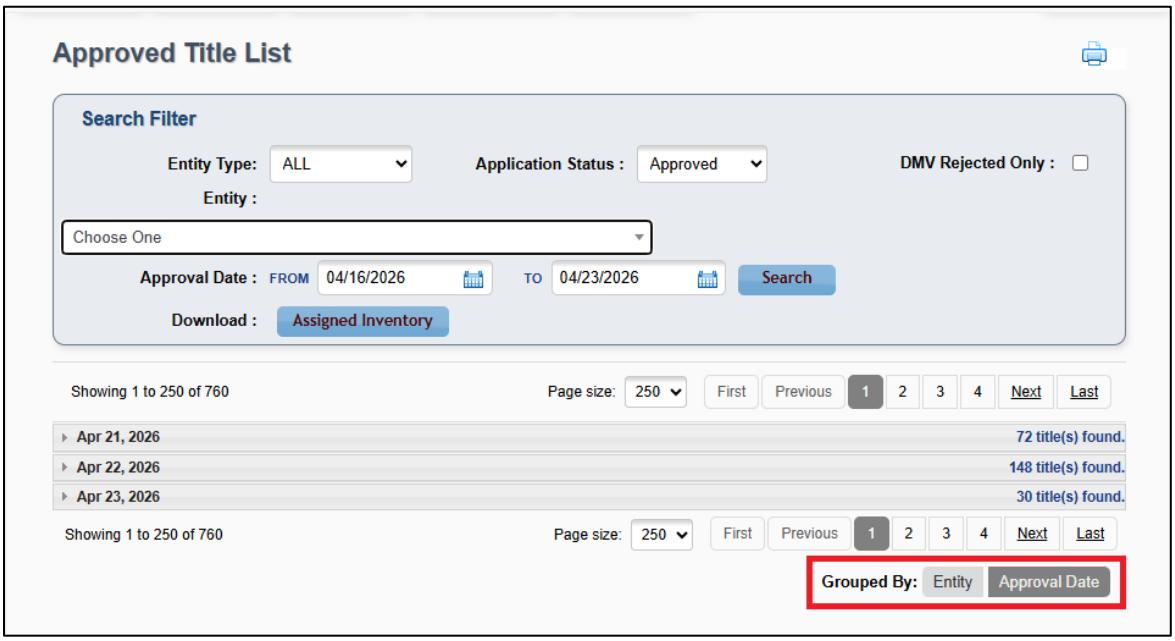

Figure 63: Approved Title List page

2. Expand the Date or Entity selection to display the title applications. Mark the boxes next to the applicable title applications. Mark the box at the top of the list to mark all title applications. Click **Print Receipt(s)**.

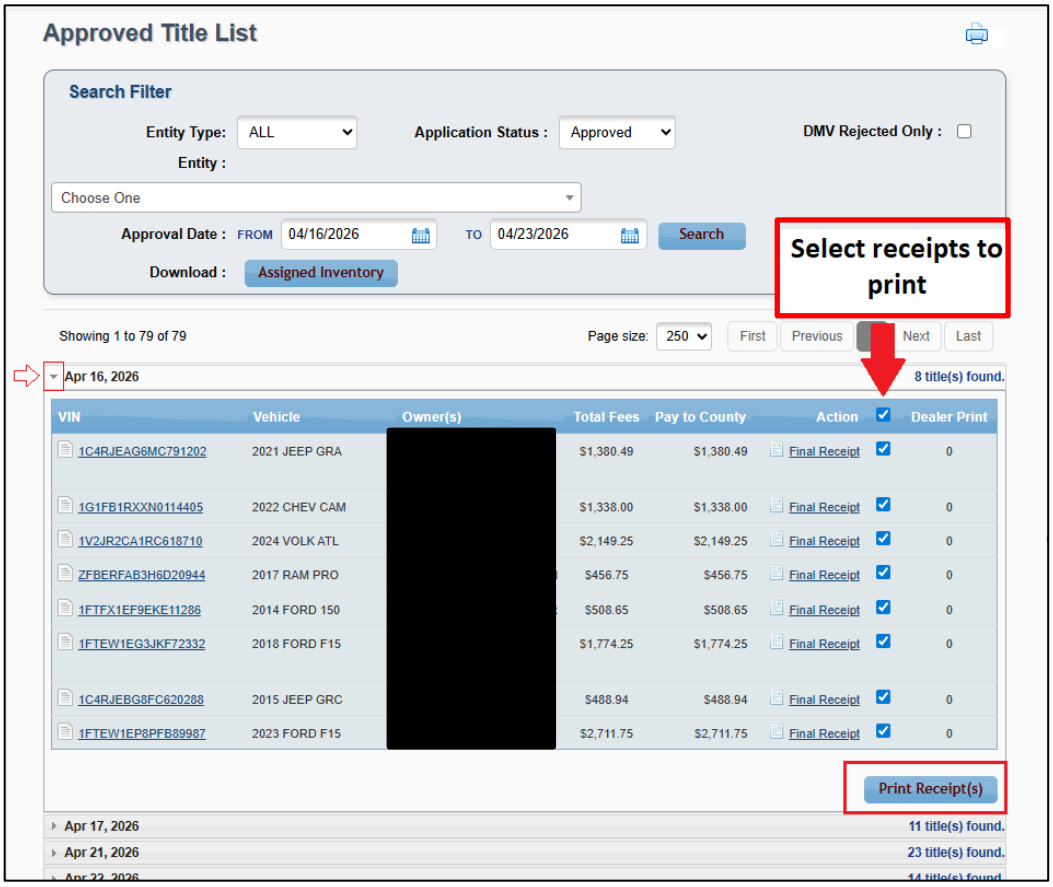

Figure 64: Select receipts to print

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

10.1 Print Receipt from Title Preview

The Title Preview screen will also show a link to “View Final Receipt” where you can print the final receipt for the individual title application.

Figure 66: Title Preview Page Print Receipt

11 Retracting Title Applications

An entity can request the retraction of a submitted title application. This request is initiated by the submitting entity, but you can approve or decline the request. Declining a retraction request from the entity changes the status of an application from Submitted to Reviewed. Approving a retraction request changes the status of an application from Submitted to Returned. Once returned, a title application can be modified and resubmitted by the entity.

11.1 Viewing Retraction Requests

You can locate title applications with retraction requests through the Title Activity box or from the Title Search page.

- On the Home Page, click the number next to Retractions in the Title Activity box.

Figure 67: Retraction Requests

- From any page, select **Title Search** under the Entities tab at the top of the page. Use the Search Filter to select an Application Status of “Submitted” with the Retraction Requests Only check box checked.

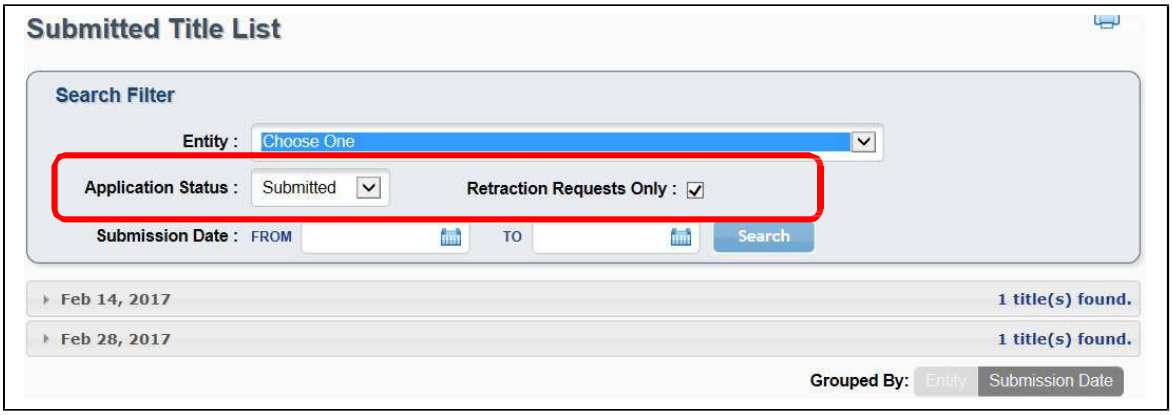

Figure 68: Title Search Page – Retraction Requests

To review a retraction request, follow these steps:

1. On the Submitted Title List page, click the **VIN**.

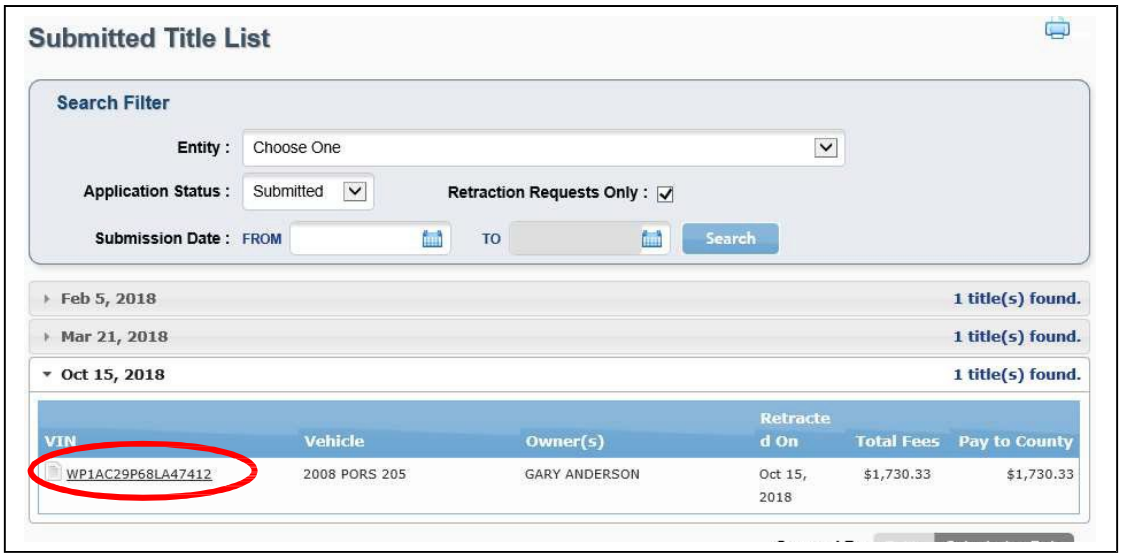

Figure 69: Select VIN

2. The Title Preview page will display. The Application Status will be in red, and there will be a warning message at the top of the page.

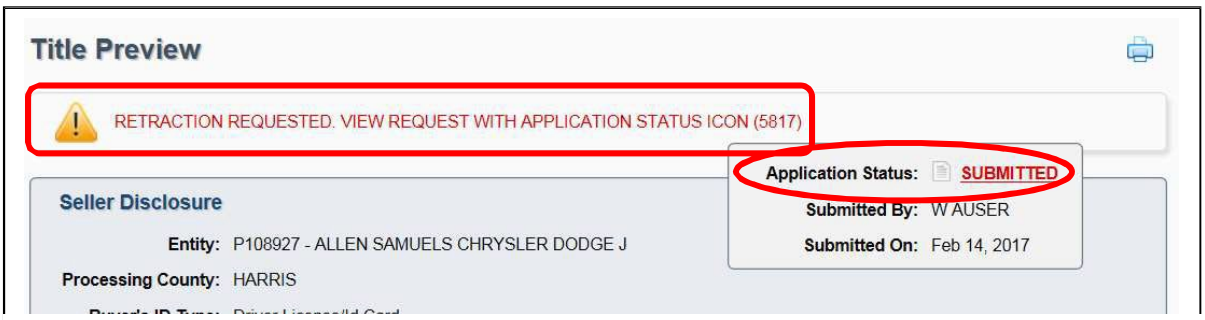

Figure 70: Retraction Request, Title Preview Page

3. You can view the reason for the retraction request by clicking the red **Application Status** to view the Transaction History.

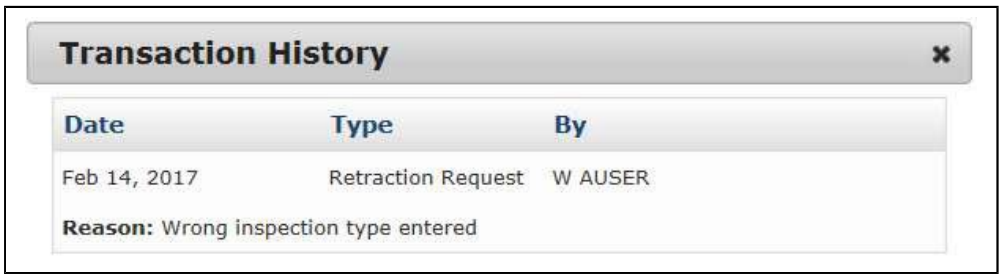

Figure 71: Transaction History

11.2 Approving Retraction Requests

To approve a retraction request and place the application in the Returned status, follow these steps:

1. On the Title Preview page, click **Return Title.**

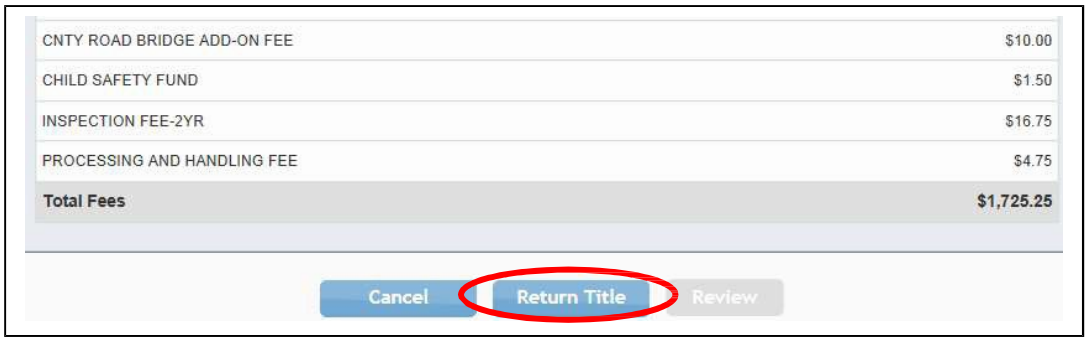

Figure 72: Return Title Button

2. The Return Title Application popup will appear. Enter the reason for returning the application, which enables the **Return** button. Click **Return**.

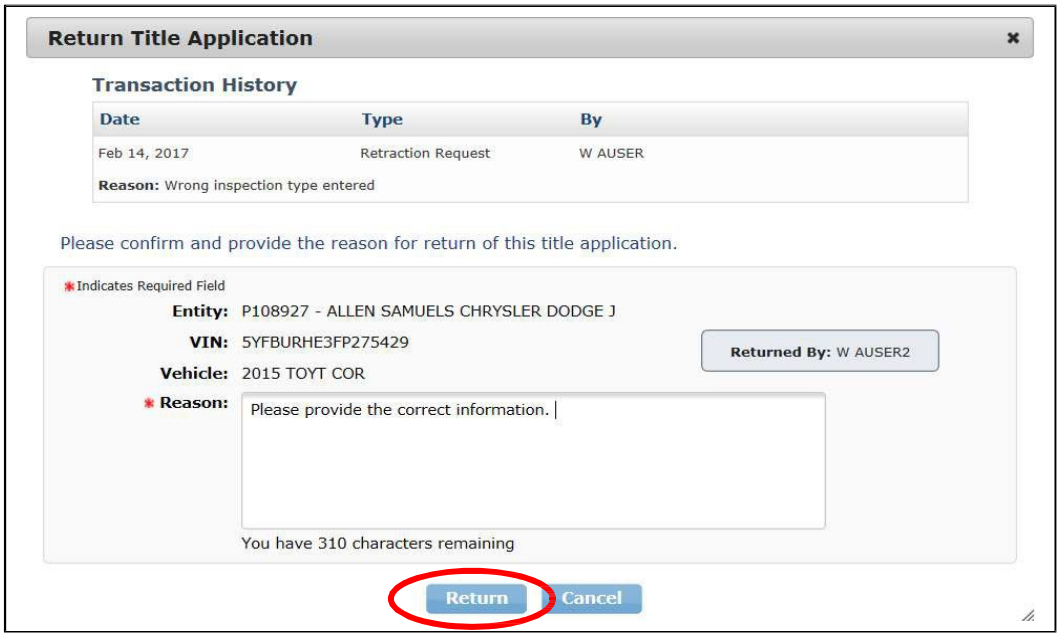

Figure 73: Return Title Application Popup

3. This will approve the retraction request and change the status of the application from Submitted to Returned. With this change in status, the submitting entity can edit and resubmit the title application.

11.3 Declining Retraction Requests

To decline a retraction request, follow these steps:

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

Figure 74: View Documents

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

Figure 75: Click Review

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

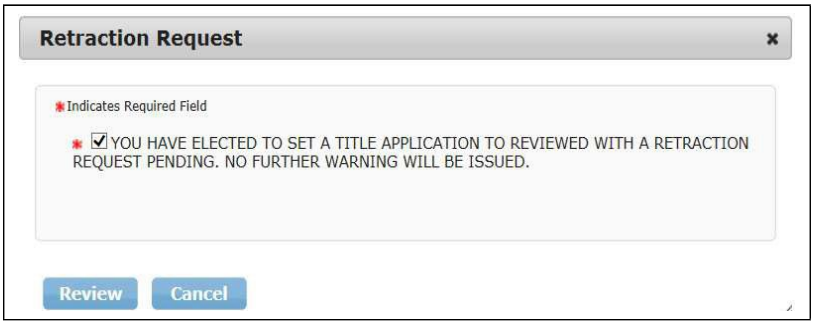

Figure 76: Retraction Request Certification

4. The declined retraction request will be documented in the Transaction History and can be seen by clicking the **Application Status** on the Title Preview page.

12 Transaction History

The history of title applications is tracked and displayed in a Transaction History that can be viewed by clicking on the **Application Status** on the Title Preview page.

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

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

To view the transaction history on an application, follow these steps:

1. Locate the title application and open the Title Preview page by clicking the **VIN**.
2. Click the **Application Status** on the top of the page.

Figure 77: Application Status

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

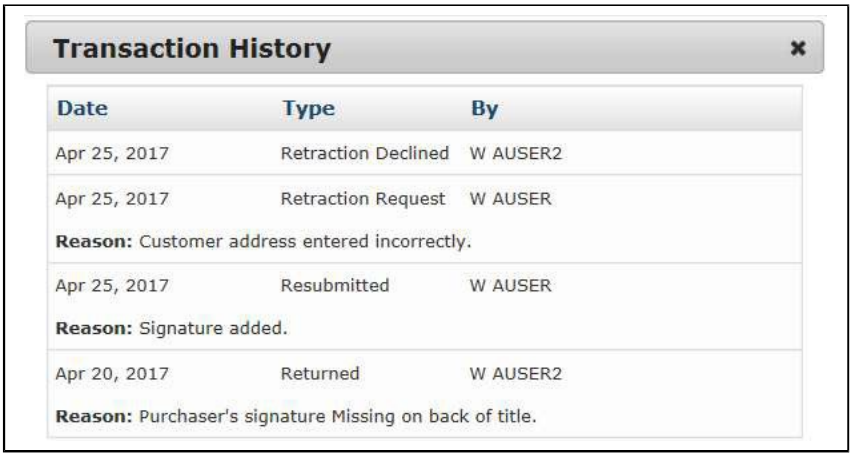

Figure 78: Transaction History

Appendices

Appendix 1 – Title Application Receipt

WEB DEALER ORIGINAL TITLE

1N4AL3AP1FC229714

07703545839250000

PROCESSING COUNTY: FLOYD
RESIDENT COUNTY: TRAVIS
PLATE NO: IN93100
DOCUMENT NO: 07703545839250000
PREV DOC NO: 2343-CO-07/03/2025 (P)

TAC NAME: DELIA SUAREZ
DATE: 07/03/2025
TIME: 01:09PM
USER: 077-SWETHA

EFFECTIVE DATE: 07/03/2025
EXPIRATION DATE: 6/2026
WEB TITLE ID: 3491756

OWNER NAME AND ADDRESS
TRAVIS ADDRESS
TRAVIS ADDRESS
8038 EXCHANGE DR
AUSTIN, TX 78754

REGISTRATION CLASS: COMBINATION
PLATE TYPE: COMBINATION PLT
ORGANIZATION:
STICKER TYPE: WS

VEHICLE IDENTIFICATION NO: 1N4AL3AP1FC229714
YR/MAKE: 2015/NISS MODEL: ALT BODY STYLE: 4D UNIT NO:
EMPTY WT: 50000 CARRYING CAPACITY: 30000 GROSS WT: 80000 TRAILER TYPE:
BODY VEHICLE IDENTIFICATION NO: TVL TRLR L/W/SQFT: 0'0"
PREV OWNER NAME: SEWELL CHEVROLET-BUICK-G PREV CITY/STATE: ANDREWS, TX

VEHICLE CLASSIFICATION: TRK<=1

INVENTORY ITEM(S)	YR
COMBINATION PLT	
WINDSHIELD STICKER	2026

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

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

2ND LIEN

3RD LIEN

FEES ASSESSED

TITLE APPLICATION FEE	$ 13.00
TERP TITLE FEE	20.00
SALES TAX FEE	3,125.00
DLR-ISSUED BUYER PLT	10.00
FSD TITLE CONVENIENCE FEE	0.00
COMBINATION PLT	840.00
REGISTRATION EMISSIONS FEE	84.00
REG FEE-DPS	1.00
CNTY ROAD BRIDGE ADD-ON FEE	10.00
CHILD SAFETY FUND	1.50
INSPECTION FEE-1YR	7.50
PROCESSING AND HANDLING FEE	4.75
TOTAL	$ 4,116.75

SALES TAX CATEGORY: SALES/USE
Date of Assignment/Sales Tax Date: 07/03/2025

Sales Price	$ 50,000.00
Less Trade In Allowance	$ 0.00
Taxable Amount	$ 50,000.00
Sales Tax Paid	$ 3,125.00
Less Other State Tax Paid	$ 0.00
Tax Penalty	$ 0.00
TOTAL TAX PAID	$ 3,125.00

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

IN93100

06 26

TRAVIS FC229714

VOID
DO NOT USE/
NO USE

Appendix 2 – ACH Authorization Example

<IMA SAMPLE>
Tax Assessor Collector

Automatic Bank Draft Authorization Form

****** Please note that if your bank has an ACH limit, please notify this office and make sure that; your work does not exceed that limit, have the limit raised if necessary or authorize the <Name> County Tax Office to be able to exceed the limit if your work requires******

I (we) hereby authorize the <Name> County Tax Assessor/Collector's Office, herein called Company, to initiate debit transactions from the U.S. Bank named below, herein called Depository, for the payment of the tax, title and registration fees. I (we) understand that a NSF fee will be charged, as allowed by applicable law, if any item is returned for any reason.

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Phone _____

Bank Name _____ Account Name _____

Routing Number _____ Account Number _____

Bank Representative _____ Phone _____

This Authority is to remain in full force and effect until Company and Depository have received written notification from me (us) of this termination in a timely manner as to afford Company and Depository a reasonable opportunity to act on it.

Authorized Signature:

Signature _____ Date _____

Printed Name _____ Title _____

Signature _____ Date _____

Printed Name _____ Title _____

Return this form to <Name> County Tax Assessor/Collectors office at <County Address, City, State>, Attn: <County Contact> or fax to us at (555) 555-5555. For more information please call (555) 555-5555.

<Name> County

Main Office:	Satellite Locations			
123 Sample	123 Sample	123 Sample	123 Sample	123 Sample
Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751	Austin, TX 78751
(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567	(555) 123-4567
Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567	Fax (555) 123-4567

Appendix 3 – Requirements for Use of the Electronic Buyer Acknowledgment

- $.50 Verification Fee
- The buyer must have a valid Texas Driver License/Identification (ID) Card.
- The title application cannot be submitted to the county tax assessors-collector's office without the Electronic Buyer Acknowledgment being completed by the buyer.

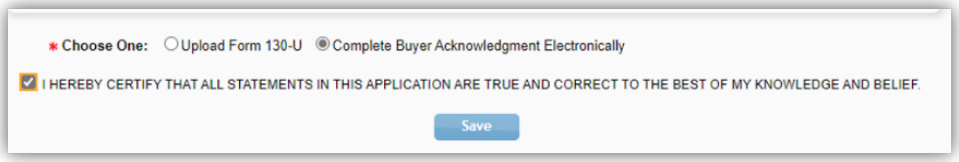

Figure 79: Electronic Buyer Acknowledgement

- The buyer will receive an email from webDEALER. The email contains a hyperlink to the webDEALER Buyer Acknowledgement Login webpage. Alternatively, the dealer may navigate to the webDEALER Buyer Acknowledgment Login website in their internet web browser to have the buyer complete the required information here:

  https://webdealer.txdmv.gov/title/buyerLogin
- After three (3) failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgment Login webpage for 24 hours.
- The buyer is required to login to webDEALER using the following:
  - Last eight digits of the VIN
  - Texas Driver License/ID Number
  - Date of Birth
  - Driver License/ID card audit number
  - Last four digits of their Social Security

Figure 80: Login Page

A successful login and acknowledgment by the buyer constitute the required signature for the odometer reading and sales price.

Note: The form 130-U is not required to be uploaded and the assignment/odometer disclosure on the ownership document does not have to be completed in the case of the dealer utilizing the Electronic Buyer Acknowledgment.

If the information is correct, the buyer will check the box next to the certification statement and then select "**I Agree**".

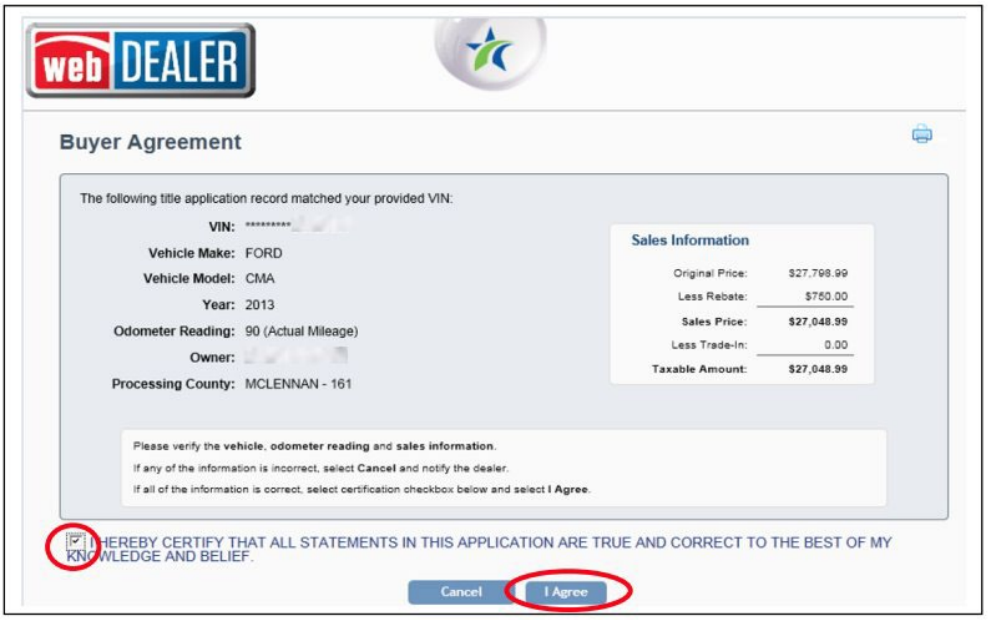

Figure 81: Buyer Agreement

A confirmation screen is displayed with a “thank you” message.

The title application is automatically updated. The dealer is then able to complete the rest of the title application.

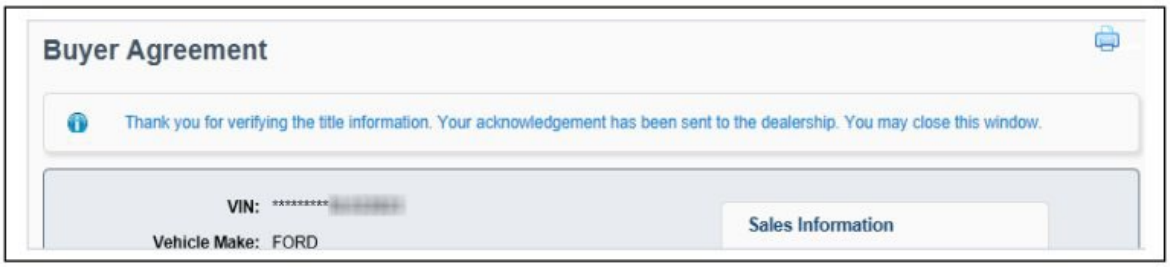

Figure 82: Confirmation

Appendix 4 – Entity Equipment Requirements

For the implementation to be successful, each location must include the proper equipment and infrastructure necessary for the webDEALER application.

Operating System

This application was designed for use on Windows and Macintosh (MAC) operating systems. Supported versions of the operating systems, with current security patching, are recommended. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

This application requires access to the Internet; a high-speed Internet connection is recommended.

Web Browsers

The system was designed to be compatible with the latest web browsers.

Web Browser	Website
Microsoft Edge	www.microsoftedge.com
Firefox	www.mozilla.com/firefox
Safari	www.apple.com/safari
Chrome	www.google.com/chrome

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

Adobe Acrobat Reader

Adobe Acrobat Reader is used to view Portable Document Format (PDF) documents. Using Adobe Acrobat Reader, you may choose to view, print, or save these documents. If you don't already have the program installed, you may click here to download Adobe Acrobat Reader. Adobe Acrobat Reader is the standard for PDF document viewing.

Printer Requirements

Printers used to print registration stickers must meet the following minimum specifications:

- Printer must be laser technology
- Media size must support, at the minimum, 8.5 x 11 in
- Memory: 32MB
- Processor Speed: 400MHz
- Print Languages: HP PCL6 & 5e, HP postscript level 3 emulation; direct PDF (v1.4) printing
- Print Speed: Up to 30ppm, exact speed varies depending on the system configurations, software program, and document complexity
- Print Resolution, black: up to 1200 x 1200 dpi
- The laser jet printer fuser modes must have the capability to adjust heat range (from low, normal, high) in order to impose print on the documents
- The laser jet printer needs to come with LPT and/or USB connections based on computer system needs
- Printer must have the capability to adjust the X Y setting to compensate for alignment

Alignment is the most frequent challenge encountered with printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality.

The following criteria should be followed when verifying registration sticker appearance:

1. Ensure proper alignment on all print areas of the sticker paper.

2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

Printing on POS Sticker Paper

To print registration stickers:

1. In the Printer drop-down menu, select RTS-POS-Tray3.

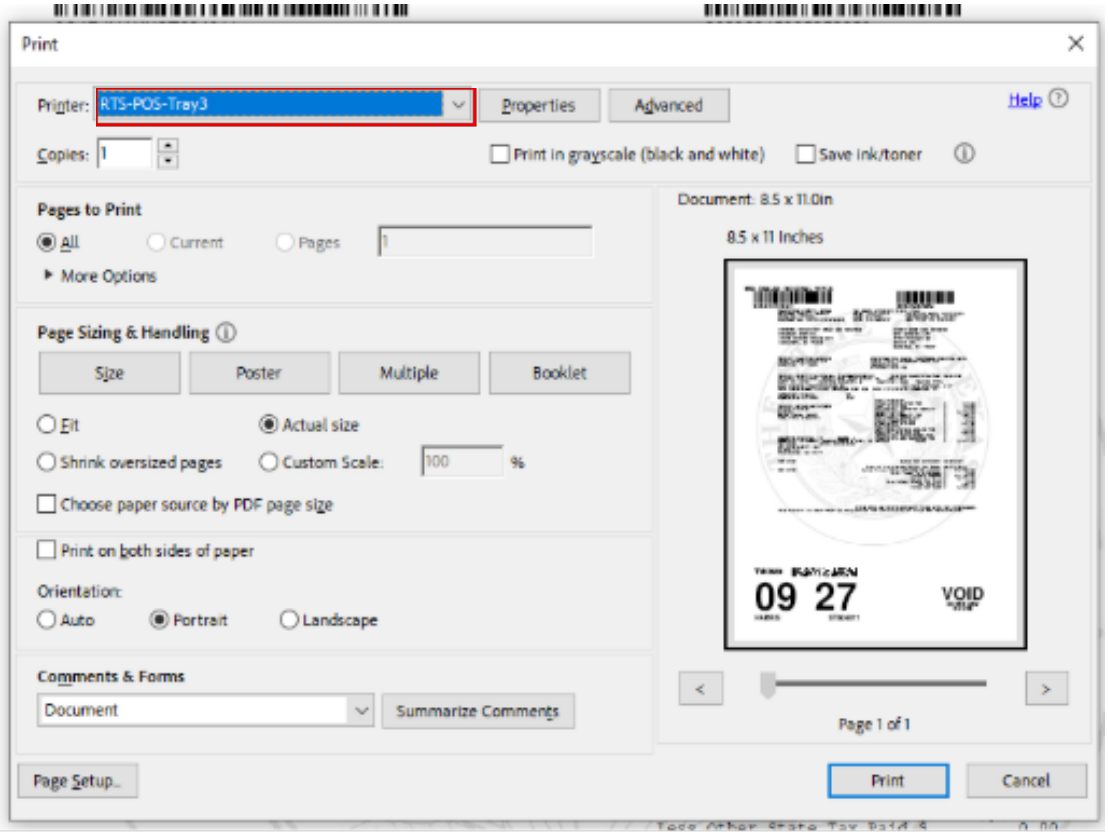

Figure 83: Printing on POS Sticker Paper - Tray Select

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

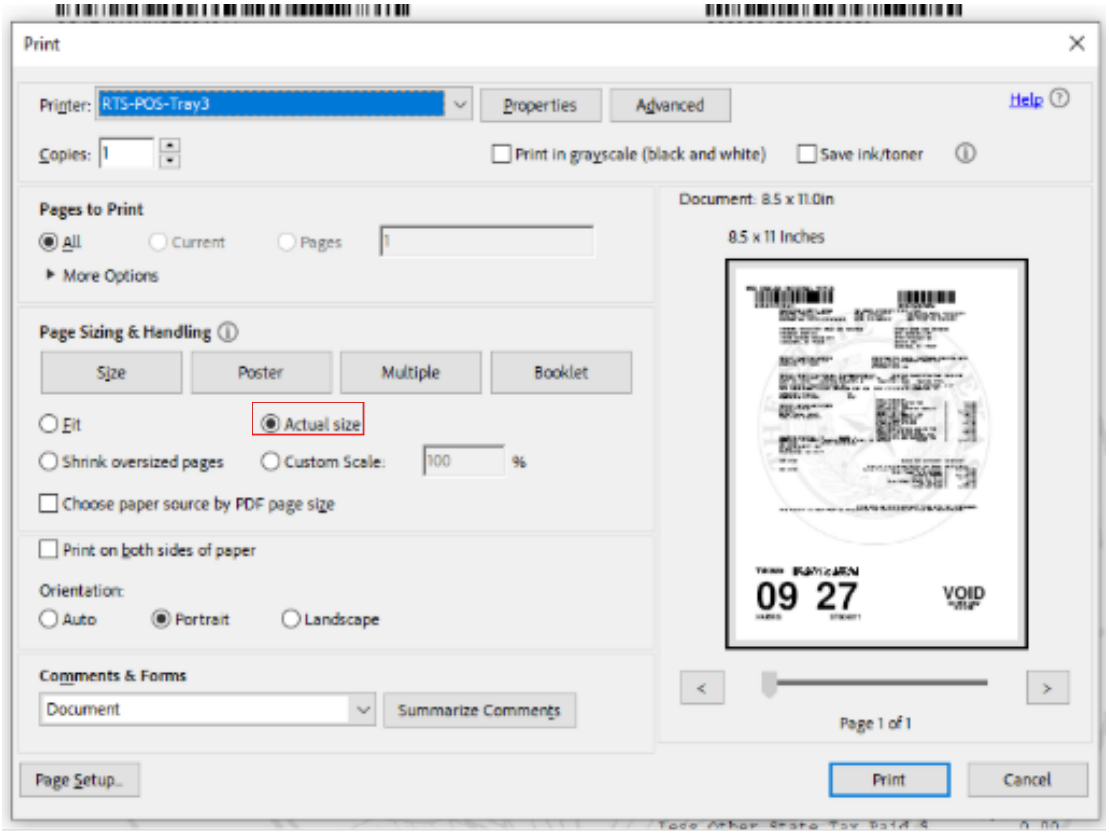

Figure 84: Print Setup Window

3. Click **Print** to complete the process.

Printing on RTS Receipt Paper, for County Receipt for Record Keeping

To print on RTS receipt paper:

1. In the Printer drop-down menu, select **RTS-POS-Tray2**.
2. Click Print.

Sticker Alignment Adjustment,

Troubleshooting

If selecting Actual Size does not provide proper alignment for the POS sticker, make the following adjustments:

1. Under Page Sizing & Handling, select Custom Scale.
2. Gradually lower the percentage (e.g., 99%, 98%) until alignment is correct.

Adobe Acrobat should remember the last-used print settings during the same session; however, that may not always be true. For best practice, verify the printer tray and page size setting before each print.

Scanner Requirements

The scanned document must show all information and be legible. Information that is not captured on the scan or is unreadable could delay processing.

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

When scanning, dealers can choose from three color options: black and white, grayscale, and colored. The recommended color mode for optimal OCR (optical character recognition software) accuracy is grayscale. Black-and-white would also work for most text documents with clear font.

Only stamp requirement is the “SURRENDERED” stamp, Texas Admin Code Rule 217.74

Surrendered Stamp

Each location must have a SURRENDERED stamp for stamping surrendered on the ownership evidence.

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

Appendix 5 – Document Upload Order

Note: This list is not intended as an all-inclusive list of supporting evidence.

1. *Application for Texas Title and/or Registration* (Form 130-U)

2. Evidence of Ownership:
    - Manufacturer's Certificate of Origin
    - Texas Certificate of Title
    - Texas Certified Copy of Title
    - Out of State Title
3. Other Supporting Evidence:
    - *Dealer's Reassignment of Title for a Motor Vehicle* (Form VTR-41-A)
    - *Limited Power of Attorney for Eligible Motor Transactions* (Form VTR-271)
    - *Power of Attorney for Transfer of Ownership to a Motor Vehicle* (Form VTR-271-A)
    - Repossession Affidavit
    - Release of Lien
    - *Beneficiary Designation for a Motor Vehicle* (Form VTR-121)
    - *Rights of Survivorship Ownership Agreement for a Motor Vehicle* (Form VTR-122)
    - Weight Certificate

4. Out of State Vehicles:
    - Self-Certification for Out of State Vehicles must be completed on the Application for Texas Title and/or Registration (Form 130-U)

5. Additional Supporting Documents

Appendix 6 – Support Information

Issue	Contact	Contact Information	Hours
County System Support	TxDMV Regional Service Center	Local phone or e-mail	**Monday – Friday** 8:00 AM – 5:00 PM
Dealer System Support	TxDMV Customer Service Support Line	(888) 368-4689	**Monday – Friday** 8:00 AM – 5:00 PM