



Getting started with webDEALER

What to expect

The county tax office and TxDMV personnel are available to answer your questions.

In order to have access to webDEALER, you must have access to eTags. The Username and Password in eTags will be the same as the one used in webDEALER.

Please review the Equipment Requirements section in the appendix to ensure your equipment is up-to-date and you have all needed supplies.

Setup

The county tax office will set up the dealership in webDEALER. In addition to setting up the dealership, they will also set up the initial user to be the administrator at the dealership.

Processing notes

Dealers must provide the county with an eTags Username for the first administrative dealer user. The eTags Username is required for the county to authorize a user to access webDEALER.

Recommendations

1. To achieve the most benefit from webDEALER, it is highly recommended that payment be made via ACH.
2. To ensure the process is working, we recommend processing one or two titles the first week.
3. Dealers will continue to use their current process for title applications that do not meet the requirements listed below.

Requirements for processing a transaction

1. The buyer chooses to have their title application processed in webDEALER.
2. Only Registration Class, Passenger - 25 (passenger \leq 6000 lbs), and Registration Class, Trucks - 35 (light trucks \leq 10000 lbs) are available.
3. Buyer must electronically acknowledge the buyer acknowledgement on the webDEALER Buyer Acknowledgement Login website. This can be done on most pc and mobile browsers. The electronic buyer acknowledgement replaces the buyer's signature on the 130-U.
 - Only the buyer may interact with the buyer acknowledgement process.

- After 3 failed attempts to log in, the buyer will be locked out of the Buyer Acknowledgement Login website for 24 hours.
 - Once the buyer acknowledgment has been acknowledged and submitted, if it is accessed again, it will not show the option to acknowledge.
4. Buyer must have a current, valid Texas driver license/ID.
NOTE: If the buyer has recently renewed their driver license/ID or changed their name or address and attempts to purchase a vehicle before the new driver license/ID arrives, the system will not be able to verify the driver license/ID. With each change made to the Texas driver license/ID, the audit number changes so the system cannot verify the person's identity. However, an expired driver license/ID can be used for the paper process outside of webDEALER provided it meets the TxDMV requirements.
 5. If there is a 2nd owner (co-buyer), both buyers must meet the driver license/ID requirements, and both must sign the 130-U. Only one of the buyers will have their driver license/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.
 6. Only one trade-in is allowed.
 7. For a business purchase, the buyer must be a representative of the business and use their Texas driver license/ID to acknowledge the sale.
 8. Leased vehicles can be processed with the stipulation that the leasing company representative completes the buyer acknowledgement (having a current valid Texas driver license/ID).
 9. No powers of attorney (POA) can be processed. These are processed outside of webDEALER.
 10. The Manufacturer's Certificate of Origin (MCO) must be scanned and attached showing both sides with the "Surrendered" stamp on the back.

You should know

The form VTR-31-RTS is not required for a webDEALER transaction.

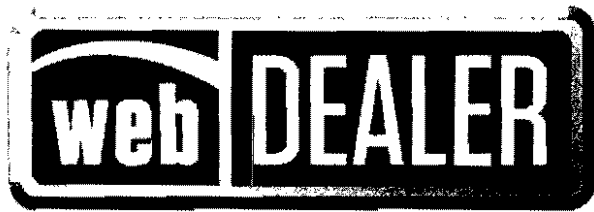
You cannot set a bookmark for webDEALER once the application has been started. You will need to access it through the login page every time.

Reminder check list

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

- Internet capability
- URL for webDEALER tested
- Sticker paper
- Plate inventory provided by the county
- eTags user accounts set up, *and access to webDEALER verified*
- Printer
- Scanner
- Surrendered stamp

If you have any questions, please contact your county tax office.



Equipment Requirements

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

Operating System





This application was designed for use on Windows and Macintosh (MAC) operating systems. Other systems such as Linux and UNIX may be able to run the application, but will not be supported.

Internet Connection

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

Web Browsers

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

<u>Web Browser</u>	<u>Website</u>	<u>Version Requirements</u>
 Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later <i>Note: Compatibility Mode should be turned off</i>
 Firefox	www.mozilla.com/firefox	Latest version
 Safari	www.apple.com/safari	Safari is a web browser designed and developed by Apple for the Macintosh Operating System.
 Chrome	www.google.com	Chrome is a freeware web browser developed by Google.

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 PDF (Portable Document Format) documents. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If you don't already have the program installed you may [click here to download Adobe Acrobat Reader](#).

Printer Requirements

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

- Printer must be laser technology
- Media size should 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 (v 1.4) 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 normal, low, 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

Printers must be on the approved list provided by the Texas Department of Motor Vehicles (TxDMV) or be approved by the county. Please contact your county tax office for a list of approved printers.

Counties may choose to approve printers that are not on the list of department approved printers. Alignment is the most frequent challenge encountered with other printers, especially light weight printers. Print testing is necessary to ensure proper alignment and print quality. Counties will decide how many test stickers should be printed for their review and sticker paper used for testing should be taken in to consideration.

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

1. Ensure proper alignment on all print areas of the sticker paper.
2. The ink should dry in a reasonable time period. Once dry, the ink should be tested to ensure it does not smear or scratch off on the sticker portions of the form.

Scanner Requirements

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

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

“Surrendered” Stamp

Each location should have a Surrendered stamp for MCOs.

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

