Dealer User Guide

July 2014

webDEALER 1.2.0

Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

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Overview

What can webDEALER do for you?

Title work is submitted electronically to county offices. Included with each submission are images of the required documents necessary to process the title application including, but not limited to, the Manufacturer's Certificate of Origin (MCO), Form 130-U, Statement of Fact, and Power of Attorney. WebDEALER provides a straight forward process to transfer information quickly from a dealer's management system to webDEALER, as well as a manual entry option (keyboard entry). When you're ready, submitting the title application to the county is literally a click of a button.

Features

Entering title applications on the web allows dealers and counties to use a more streamlined title and registration application process for a more efficient approval process:

- Validation of allocated inventory to dealers.

- System monitoring of the number of outstanding title transactions for a dealership eliminates the need of the Form VTR-31-RTS requirement.

- Option to setup dealers without inventory – instead the county assigns the plate and prints the sticker. No bonding required.

- Allows your dealership to electronically submit title applications to multiple counties, once approved and set up by each county.

- Transfer of special plates with live calculation of the prorated fees.

- Easily see the reason for the return of a title transaction.

- Visibility of all titles from start to finish.

- Payments for each transaction are calculated precisely.

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Special Note on Signatures

With webDEALER, there are two ways a dealer can process and complete a webDEALER transaction:

1. Upload of the completed Application for Texas Title (Form 130-U), or
2. Electronically capture the seller's and buyer's signature using the Seller's Disclosure and Buyer's Acknowledgement login page.

Upload of the Application for Texas Title (Form 130-U)

This method requires the dealer to upload the title application (Form 130-U) in order for the transaction to be electronically processed in webDEALER. The "Closer" at the dealership will not have to login to webDEALER to create the "Seller's Disclosure" and get the "Buyer's Acknowledgment" during the closing. Instead, the "Closer" and buyer(s) will continue to sign the Form 130-U as they normally do, and the dealership's titling clerk will then upload it when processing the transaction.

Electronically capture the buyer's signature using a buyer's login page and acknowledgement

This method requires that the dealer begins the transaction by creating the seller's disclosure page 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 the Social Security number to complete the Buyer's Acknowledgement page. A successful login and acknowledgement 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 case, and this will be evident when processing the transaction through this method.

See Appendix 2 for a detailed list of requirements for the buyer's acknowledgement process.

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Getting Started

What to expect

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

In order to have access to webDEALER, you must have access to eTags. The Username and Password for eTags will be the same for webDEALER. Dealers must provide the county with an eTags Username for the dealer's first administrative user. The eTags Username is required for the county to authorize a user to access webDEALER.

Please review the Equipment Requirements section in the appendix to ensure your equipment is compatible 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. The dealership administrator is responsible for adding additional users.

To submit title applications to multiple counties, each of those counties must authorize your dealership.

Recommendations

1. To achieve the most benefit from webDEALER, it is highly recommended that payments be made via Automated Clearing House (ACH). Your county tax office can assist with this process.
2. To ensure the process is working, we recommend processing at least one or two titles during the first week.

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 each time.

The MCO must be scanned, attached, and show both sides (with the "Surrendered" stamp on the back).

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Reminder check list

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

- ☐ Internet capability
- ☐ URL for webDEALER (https://webdealer.txdmv.gov)
- ☐ eTags user accounts set up, *and access to webDEALER verified*
- ☐ Printer
- ☐ Scanner
- ☐ Surrendered stamp

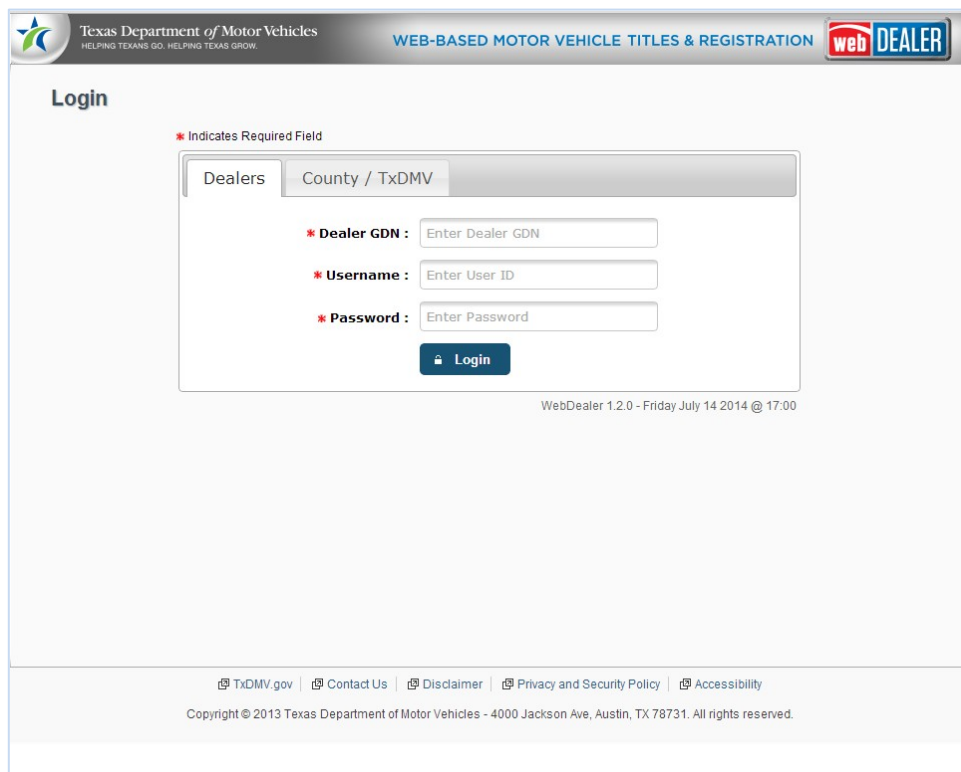If you have any questions, please contact your county tax office.

Add Users

webDEALER is designed to have a minimum of two users within the dealership designated as administrators with access to all Assigned Permissions. The administrator adds users to the dealership.

Users must first have access to eTags in order to access webDEALER. The Username and Password for eTags will be the same for webDEALER. *Note: Password resets must be completed through eTags.*

To add a user to webDEALER

1. The administrator logs into webDEALER.

2. On the home page in webDEALER, click the "Administration" tab.

3. Dealer Details lists the dealership information and currently authorized users.

4. On the Dealer Details page, click "Add User."

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5. Search for the user by entering their eTags information. Enter their Username, or their First and Last Name, or their email Address. Click "Search." *Note: A search by the Username yields the best results.*

6. From the search results, locate the user to add, and click "Add to Dealer" under the Action column.

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7. Choose options for the user under the Assigned Permissions. *Note: The "Web Service Access" permission is for setup of a dealer vendor integrated solution. It is for future use. More information will be made available when piloting of the integrated solution is complete.*

8. Click "Save."

Note: The "Dealer Configuration by County" button on the "Dealer Details" page displays the allowances placed on the dealership by each county.

Title Application – Seller Disclosure

The Seller Disclosure information must be completed and saved before you can continue with the title application. It is on the Seller Disclosure page where the dealer makes the choice to file the title transaction by capturing an electronic signature of the seller and buyer, or to upload the Form 130-U.

There are two ways to begin title applications.

Using an imported file

1. Proceed at the time of importing a file

   If you have finished importing a transaction, select "Title Preview" to view the import information. To complete the Seller Disclosure, click on the "Seller Disclosure" icon.

   The vehicle information in the Seller Disclosure section of the title application is populated with the VIN, deal number, year, make, model, and body style, as applicable.

2. Previously imported file

   If title transactions were previously imported, locate these transactions from the home page. Click the blue "Imported" number in the titles activity box. This displays a search filter box to assist in locating the transaction to be worked. Once the transaction is found, click the "VIN" to open the Title Preview.

   Additionally, you can also locate the transaction from the home page by placing your cursor over the "Titles" tab and selecting "Title Search" from the dropdown. Use the search filter box with the status of Import, and click the "VIN" to open the Title Preview.
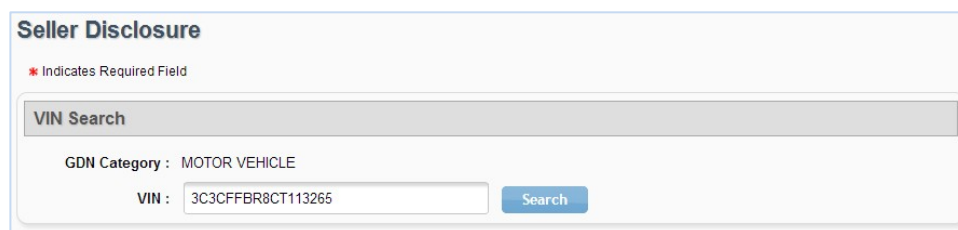
Note: Please refer to the Importing DMS Files section found in the Appendix for more information.

Creating a title application manually

To create an application by entering all information manually, begin on the home page.

1. Click on "Start a New Title Application" in the titles activity box.

2. Enter the "VIN" and click "Search."

The vehicle information will populate with the year, make, model, and body style. In the event that these values are not populated, they must be entered by the user.

3. Enter the optional "Deal #." See the next page for more details on the entries for this page.

To complete the Seller Disclosure:

1. Enter the buyer's ID Information: ID type, ID number, and email address.

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2. From the dropdown, select the buyer's choice of county to process the title application. *Note: If the buyer chooses to have the title application and taxes paid to a county not listed in the dropdown, the title application cannot be processed through webDEALER.*

3. Enter Sales Price. This will include the rebate amount. The trade-in amount and vehicle information will be entered on the sales tax portion of the application later in the application process.

4. Enter the Odometer Reading, and select the Odometer Brand. Select Exempt if it applies.

5. Select "Upload 130-U" or "Complete Buyer Acknowledgement Electronically." This selection is based upon your dealership's process.

6. Check the "Certification Box" and "Save."

Note: "Complete Buyer Acknowledgement Electronically" (at the bottom of this screen) is only available when a Texas Driver License or ID card is selected. If a Texas Driver License or ID card is not selected, only the "Upload 130-U" option is available.

7. When the Seller's Disclosure is saved, the title application status is marked In-Progress, and you are advanced to the Vehicle Information page. (Once the Seller's Disclosure has been saved, the "Closer" does not have to complete the remaining information.)

Note: If the buyer's email address was provided and "Complete Buyer Acknowledgement Electronically" is chosen, an email is immediately sent containing the link to the Buyer Acknowledgement login page (the Buyer Acknowledgment login page may also be accessed by a bookmark in the dealer's internet browser).

The Buyer Acknowledgement

This section only applies to title applications where the option to "Complete Buyer Acknowledgement Electronically" is chosen. *Note: There is a $0.50 Owner Verification Fee for completing the Buyer's Acknowledgement. The fee is charged to the buyer.*

The information in the Seller Disclosure section of the title application is the information used to populate the Buyer Acknowledgement, which can be completed immediately after the Seller Disclosure page is saved. Once the Seller Disclosure section is completed and saved, a system generated email is sent to the buyer if an e-mail address was provided. The buyer accesses the webDEALER Buyer Acknowledgement Login website through the link supplied in the email (or through a bookmark on a P.C.) and acknowledges the information is correct.

Once the Seller Disclosure is saved, the information contained cannot be changed. If any information is incorrect, the application must be voided and another application created. The title application cannot be submitted to the county without the buyer acknowledging the information is correct.

To complete the Buyer Acknowledgement

1. Open the email from webDEALER.

2. The email contains a hyperlink to the webDEALER Buyer Acknowledgement Login website. "Click" the URL, or copy and paste the URL address in the web browser.

3. The Buyer must enter:

   - The last 8 digits of the VIN of the vehicle they are purchasing

   - Their Texas Driver License/ID number

   - Their Driver License/ID audit number

   - Their date of birth

   - Last 4 digits of their SSN

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4. Click "Login."

5. The Buyer Agreement page displays the vehicle information along with the sales information.

Note: The buyer can print a copy by clicking the printer icon in the top right corner of the agreement.

6. If the information is correct, the buyer will click the box beside the certification statement.

7. Click "I agree."

8. A confirmation screen displays with the message "Thank you for verifying the information. Your acknowledgement has been sent to the dealership. You may close this window."

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The title application is automatically updated.

The dealer can now complete the rest of the title application for submission to the county tax office.

Note: Texas Driver Licenses/IDs are checked against an outside database each time the buyer logs in to the Buyer Acknowledgement Login website using driver license/ID information.

After the buyer attempts to log in three times unsuccessfully, you must wait 24 hours before the buyer can try again.

WDDLRBUYERACK1113
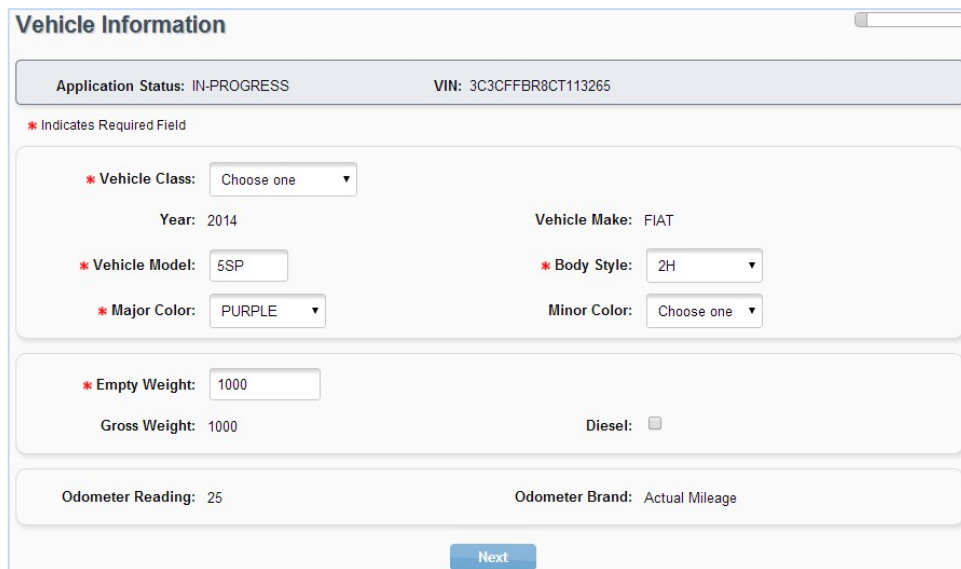
Completing the Application

After the Seller Disclosure is saved, the title application status is marked "In-Progress."

To complete the remaining application information, select the VIN for an In-Progress title to open the Title Preview page, and click the edit icon located in the upper right corner of each section.

Vehicle Information

Complete the Vehicle Information page and click "Next." *Note: This screen will display differently based on the type of dealer.*

Additional Title Information

There are only two items on this page, and both are already selected. Click "Next."

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Lienholder Information

Cash sales and financed sales are indicated on this page.

1. To record a lien, click "Lienholder(s)."

2. Enter the certified Lienholder Id and date of lien. If the lienholder is Electronic Lien Title (ELT) certified, leave Type of Title as "Electronic." Click "Search."

3. Confirm the ELT lienholder results and click "Save."

4. Lienholder is added to the list of lienholders.

Lienholder Information

Application Status: IN-PROGRESS			VIN: 3C3CFFBR8CT113265		

Action	Type	Lien No	Date	Name	Certified ID
Modify	View	Delete	Etitle	1	06/23/2014	CROSSROADS EQUIP LEASE & FIN	20491933900

Previous   Next

5. Click "Next."

Owner Information

Complete the Owner Information page and click "Next."

Owner Information

Application Status: IN-PROGRESS   VIN: 3C3CFFBR8CT113265

* Indicates Required Field

* Name 1 : JONATHAN LLYOD

Name 2 :

* Address : 123 MAIN ST

* City : AUSTIN

* Resident County : TRAVIS

* State : TX

* Zip : 78701

Email : jonathan@ccl.com

Email Reminder : ☑

Renewal Recipient Name : | (if different than owner)

Address :

City :

State :

Zip :

Previous   Next

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Vehicle Physical Location

If applicable, enter the Vehicle Physical Location. Click "Next."

Vehicle Physical Location

Application Status: IN-PROGRESS   VIN: 3C3CFFBR8CT113265

Address:

City:

State:

Zip:

Previous   Next

Depending upon the processing county chosen on the Seller Disclosure page, dealers may or may not have plates to assign.

1. If plates are supplied by the county, enter the Plate Number, and click "Next."

2. If plates are not supplied by the county where the title application is being submitted, the New Plate will indicate "(County Issued)." Click "Next" to continue.

Plate and Sticker Information

Application Status: IN-PROGRESS   VIN: 3C3CFFBR8CT113265

＊ Indicates Required Field

Plate Information
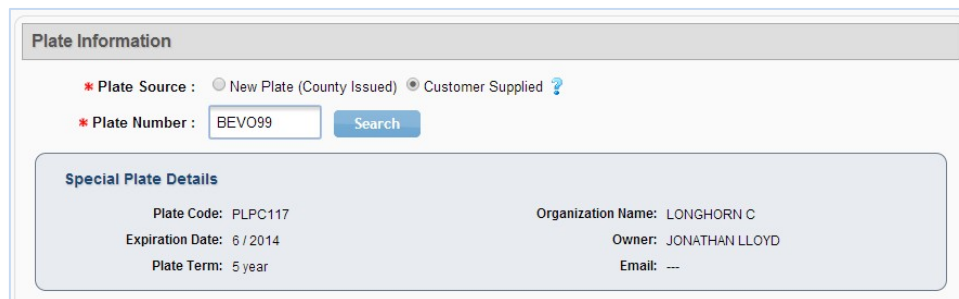
＊ Plate Source :   ● New Plate (County Issued)   ○ Customer Supplied ？

Sticker Information

Sticker Type: ● Windshield   ○ Plate Sticker

[Previous]   [Next]

3. If the buyer desires to transfer an existing plate (may be a general issue or special plate) to the new vehicle, select "Customer Supplied," and enter the plate number. Click "Search" to return the plate ownership information. Confirm that the license plate owner is the same as the buyer, and click "Next."

Plate Information

＊ Plate Source :   ○ New Plate (County Issued)   ● Customer Supplied ？

＊ Plate Number :   [BEVO99]   [Search]

Special Plate Details

Plate Code: PLPC117	Organization Name: LONGHORN C
Expiration Date: 6 / 2014	Owner: JONATHAN LLOYD
Plate Term: 5 year	Email: ---

Note: Some Customer Supplied plates are special plates and may result in a prorated fee to sync the special plate expiration with the new vehicle registration. This fee will be calculated in the Fees section of the title application.

Sales Tax Information

Enter the applicable sales tax information, including the trade-in. Click "Next." *Note: The "Trade-in Information" displays once the "Trade-in Allowance" is entered.*

Evidence of Ownership and Supporting Documents

Upload the appropriate Evidence of Ownership document on this page. If the title application requires additional supporting documents, upload those as well.

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Press View Required Documents List to view missing documents.

Missing Documents   ✕

Please upload the following documents to complete
the application.

- Manufacturer Certificate of Origin
- Odometer Disclosure Statement
- 130-U Application for Texas Title

Title Preview   **View Required Documents List**

Note: If a signed Odometer Disclosure Statement is on the back of the MCO, this can be specified upon upload of the MCO. If this is not the case, a separate statement is required to be uploaded.

Evidence of Ownership and Supporting Documents

Application Status: IN-PROGRESS   VIN: 3C3CFFBR8CT113265

Document Type	Uploaded On	Uploaded By	Actions
Manufacturer's Cert. of Origin (Odometer Disclosure Statement included)	Jun 23, 2014 2:56:12 PM	NIRAV PATEL	📄 View... ✕ Remove...
130-U Application for Texas Title	Jun 23, 2014 2:56:18 PM	NIRAV PATEL	📄 View... ✕ Remove...

✳ Indicates Required Field

Evidence of Ownership

✳ Document Type :   Choose One   ▼

✳ Document :   [Choose File] No file chosen   [Add]

Supporting Documents

Document Type :   Choose One   ▼

Document :   [Choose File] No file chosen   [Add]
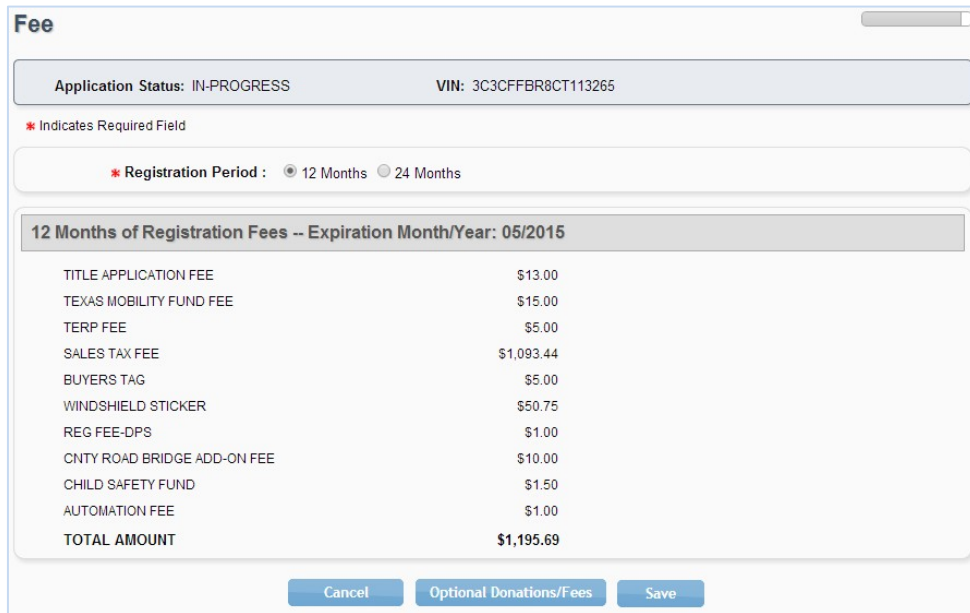
[Title Preview]

Each document is shown at the top of the page as they are uploaded. Title Preview becomes available when all document requirements are met.

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Fees

1. From the Title Preview page, click the edit icon next to Fees.

2. If the buyer wishes to make a donation to the Organ Donor Donation Fund, Veterans' Fund or the State Parks, click "Optional Donations/Fees."

Fee

Application Status: IN-PROGRESS	VIN: 3C3CFFBR8CT113265

* Indicates Required Field

* Registration Period : ⦿ 12 Months ◯ 24 Months

12 Months of Registration Fees -- Expiration Month/Year: 05/2015

TITLE APPLICATION FEE	$13.00
TEXAS MOBILITY FUND FEE	$15.00
TERP FEE	$5.00
SALES TAX FEE	$1,093.44
BUYERS TAG	$5.00
WINDSHIELD STICKER	$50.75
REG FEE-DPS	$1.00
CNTY ROAD BRIDGE ADD-ON FEE	$10.00
CHILD SAFETY FUND	$1.50
AUTOMATION FEE	$1.00
TOTAL AMOUNT	**$1,195.69**

[Cancel] [Optional Donations/Fees] [Save]

3. Additional changes can be made to the donations portion of the page. When the correct amount is displayed, click on "Update Fees."

Optional Fees and Donations

Organ Donor Donation : ☑ ($1.00)

Veterans' Fund : $ 5

State Parks Donation : $ 10

[Update Fees]

4. When the fee amounts are correct, click "Save."

Printing Receipts

The first opportunity to issue the buyer a title application receipt is immediately after the application is submitted to the county. It will have a webDEALER Title ID number (*Fig. 1 & 2*).

Fig. 1

Dealer Issued Plate Inventory and Sticker Receipt

Fig. 2

County Issued Plate Inventory and Sticker Receipt

Fig. 2 is an example of a receipt for a dealership without plate and sticker inventory. The action button will provide "Print Receipt" in the dropdown. *Note: There is no plate number specified or sticker image at the bottom.*

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When the title application is complete, click "Submit" to send it electronically to the county. Once submitted, you are returned to the Title Search page. To locate an application, use the search filters. The status of "Submit" will narrow your search to only title applications that have been submitted to the county. Use the date range to further narrow your results. When the application displays the listing of results, place your cursor over the Action button and click "Print Sticker Receipt" from the dropdown. Once the sticker receipt is printed, it will enable the leinholder receipt to be printed for the lienholder (*Fig. 3*).

Fig. 3

Copy of the Receipt for the Lienholder

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After the title application is approved by the county, a copy of the county approved final receipt can be printed from the Title Preview page. The county approved receipt will have a webDEALER Title ID number, a Document number, and a bar code across the top (*Fig. 4*).

Fig. 4

Title Application Receipt

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Payments

As titles are approved by the county for processing by TxDMV, the county will collect payment for all approved transactions. For each payment collected (either by ACH payment or check), the county will record the payment(s) and make a note in the payment details. A dealer can view the payments recorded by the county.

1. On the home page in webDEALER, hover your cursor over the "Payments" tab, click on "Payment Completed."

Payments Completed

Search Filter

Reference # :

Payment Date: FROM 04/24/2014 TO 06/23/2014

Search

8 payment(s) found.

Reference #	Payment Date	County	Viewed	Total Payment
ABCDEFG	Jun 19, 2014	TRAVIS COUNTY	No	$15,737.77
22212	May 8, 2014	TRAVIS COUNTY	No	$1,890.91
12355	May 8, 2014	TRAVIS COUNTY	No	$1,981.65
YYY	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:41:42 PM	$1,155.00
DDDD	May 7, 2014	TRAVIS COUNTY	May 7, 2014 2:35:04 PM	$2,519.00
BEELZEBUB	May 6, 2014	TRAVIS COUNTY	May 6, 2014 4:44:18 PM	$2,120.01
CHALUPAS	May 6, 2014	TRAVIS COUNTY	May 7, 2014 5:55:53 PM	$5,727.75
BLEPS	May 6, 2014	TRAVIS COUNTY	No	$179.13

2. Select a payment from the "Reference #" column to display the Payment Details.

Payments Completed

Search Filter

Reference # : ABCDEFG

Payment Date: FROM TO

Search

Payment Details

Reference #: ABCDEFG

Total Payment: $15,737.77   Payment Date: Jun 19, 2014

▼ TRAVIS COUNTY   6 title(s) found.

VIN #	Deal #	Vehicle	Owner	Approved On	Penalties	Fees
1ZVBP8CF9D5271306	167318	2013 FORD MUS	SCOTT R RAYS	Feb 12, 2014	$135.26	$1,526.64
2FMDK3GC2DBA48058	2724	2013 FORD 123	JOSE BANDIN	Jun 17, 2014	$178.69	$2,043.57
2G1WA5E38E1135182	---	2014 CHEV LSL	JOHN JACOB	Jun 12, 2014	$0.00	$4,416.90
KM8SC13E75U995585	---	2014 HYUN SAN	JOHN JACOB	Jun 17, 2014	$0.00	$837.00
JTJZK1BA6E2436759	4515	2014 LEXS RX	RALPH SANDERS	Jun 17, 2014	$281.72	$3,595.66
1G1JA5SH2D4268471	22	2014 CHEV CHE	MY BIG BUSINESS FIRST NAME MIDDLE LAST NAME	Jun 12, 2014	$0.00	$3,318.00
				Total:	$595.67	$15,737.77

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Appendices

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Appendix 1 - Importing DMS Files
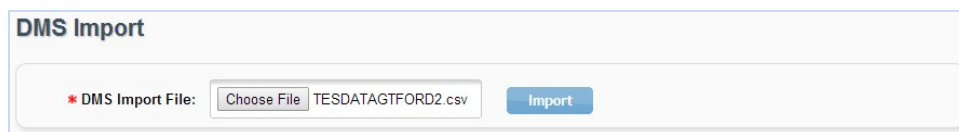
Imported files must be in comma-separated values (CSV) format. A CSV file format for the Title Data File can be found on pages 32-33.

Importing Dealer Management System (DMS) files make completing title applications much quicker and helps to eliminate data entry errors. Follow the steps below to import vehicle records.

To import a DMS file
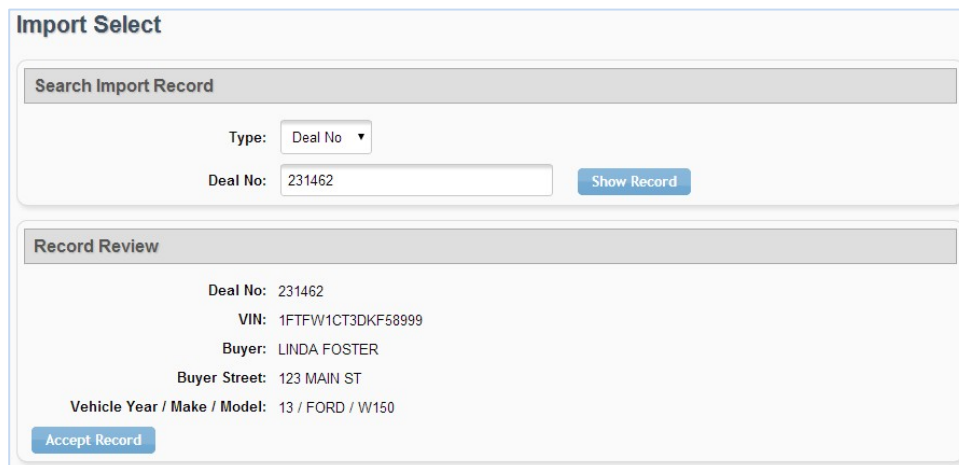
1. On the Home page, select "DMS Import" from the Titles Activity Box.

   From any other page, place your cursor over the "Titles" tab and click "DMS Import" from the dropdown.

2. Click "Choose File" or "Browse" to locate the file to import. *Note: Depending on your browser, the "Choose File" button may appear within the file location or next to the "Import" button.*

3. Locate the file, and double click on it.

4. The text box populates with the file name.

DMS Import

* DMS Import File: [Choose File] TESDATAGTFORD2.csv   [Import]

5. Click "Import."

6. From the File Type dropdown, select "Deal #" or "VIN" to retrieve the record.

7. Enter the number to locate and click "Show Record."

Import Select

Search Import Record

Type:	Deal No ▾
Deal No:	231462 [Show Record]

Record Review

Deal No:	231462
VIN:	1FTFW1CT3DKF58999
Buyer:	LINDA FOSTER
Buyer Street:	123 MAIN ST
Vehicle Year / Make / Model:	13 / FORD / W150

[Accept Record]

8. The Record Review displays the record to validate before it is imported. If it is the correct record, click "Accept Record."

9. The message "Successfully Imported" displays.

10. You can import records one at a time, or continue to import as many records as you like.

If you choose to only import one record, click "Seller Disclosure" or "Title Preview" to see the vehicle information and begin the title application.

Note: When selecting records to import, these records are not deleted from your import file. You are retrieving a copy of the record to place in to webDEALER. When you return to webDEALER to import additional records, all records in the original file will be listed, including the ones imported earlier.

By selecting the status of "Import" on the Title Search page, all records that have been imported but not used to create an application will be listed. By using the status of "Import" and giving a date range, all files that have been imported (meeting your other search criteria) will be listed.

1. Buyer must electronically acknowledge the buyer acknowledgement on the webDEALER Buyer Acknowledgement Login website. This can be done on most computer and mobile browsers. The electronic buyer acknowledgement replaces the buyer's signature on the Form 130-U and the odometer disclosure.

   - 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, it cannot be accessed again.

2. Buyer must have a current, valid Texas Driver License/ID.

   NOTE: If the buyer has recently renewed their Texas Driver License/ID, or changed their name or address, and attempts to purchase a vehicle before the new Texas Driver License/ID arrives, the system will not be able to verify the Texas 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 Texas Driver License/ID can be used for webDEALER's Form 130-U Upload method, provided it is one of the TxDMV's acceptable forms of identification.

3. If there is a 2nd owner (co-buyer), both buyers must meet the Texas Driver License/ID requirements, and both must sign the Form 130-U. Only one of the buyers will have their Texas Driver License/ID entered in webDEALER, and that buyer will electronically acknowledge the sale.

4. Only one trade-in is allowed.

5. For a business purchase, the buyer must be a representative of the business and use their Texas Driver License/ID to acknowledge the sale.

6. 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).

Appendix 3 - Title Data File Format for Import

The Export / Import file is a comma-separated values file (CSV). If no information is to be presented in any one field, a comma is necessary to represent the empty field.

The import file can be checked for accuracy by uploading to the secure website:
https://webdealer.txdmv.gov/title/dmsFileCheck.do

Pos	Field	Import Requirement	Format
1	Deal_No	Required	
2	Sale_Type	Required	"P" = Purchase "L" = Lease
3	Sale_Date	Required	Any date format
4	New_Used	Required	"New" or "Used"
5	Original_Price (Retail)		
6	Rebate_Amt	2 of the 3 fields required	
7	Sales_Price (after rebate)		
8	Trade1_Amt	Optional	
9	Trade1_VIN	Optional	
10	Trade1_Make	Optional	
11	Trade1_Model_Year	Optional	
12	Trade2_Amt	Not used	
13	Trade2_VIN	Not used	
14	Trade2_Make	Not used	
15	Trade2_Model_Year	Not used	
16	VIN	Required	
17	Vehicle_Class	Optional but required in webDEALER	"C" = Car "T" = Truck
18	Make	Optional but required in webDEALER	
19	Model	Optional but required in webDEALER	
20	Model_Year	Optional but required in webDEALER	
21	Body_Type	Optional but required in webDEALER	
22	Empty_Weight	Optional but required in webDEALER	
23	Major_Color_Cd	Optional but required in webDEALER	
24	Minor_Color_Cd	Optional	
25	Odometer_Reading	Required	
26	Owner1_Full_Name	Required	
27	Owner2_Full_Name	Optional	
28	Owner_Street1	Optional but required in webDEALER	

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29	Owner_Street2	Optional	
30	Owner_City	Optional but required in webDEALER	
31	Owner_County	Optional but required in webDEALER	
32	Owner_State	Optional but required in webDEALER	
33	Owner_Zip_Cd	Optional but required in webDEALER	
34	Owner_Zip_Cd_P4	Optional	
35	Owner_Country	Optional	
36	Owner_Postal_Cd	Optional	
37	Owner_Email_Address	Optional	
38	Owner_Phone	Optional	
39	Lien_Date	Optional but required in webDEALER	
40	Finance_Company	Optional	"Cash", or Finance Company Name or Abbreviation
41	Certified_Lien_No	Optional but may be required in webDEALER	
42	Lien_Name1		
43	Lien_Name2		
44	Lien_Street1		
45	Lien_Street2		
46	Lien_City	None of these fields are required, and not necessary if Certified Lien No is provided.	
47	Lien_State		
48	Lien_Zip_Cd		
49	Lien_Zip_Cd_P4		
50	Lien_Country		
51	Lien_Postal_Cd		
52	Recipient_Full_Name	Optional	
53	Recipient_Street1	Optional	
54	Recipient_Street2	Optional	
55	Recipient_City	Optional	
56	Recipient_State	Optional	
57	Recipient_Zip_Cd	Optional	
58	Recipient_Zip_Cd_P4	Optional	

Error #	Error Message
11	License Plate Number is invalid
182	No Record Found
2102	Item Not Found
2103	Invalid Vin
5600	VIN must be 17 characters
5601	A record with this VIN already exists
5602	Mainframe is unavailable
5603	This license plate cannot be transferred at this time
5604	This license plate cannot be transferred at this time
5605	This license plate cannot be transferred at this time
5606	This license plate cannot be transferred at this time
5607	This license plate cannot be transferred at this time
2360	WEBDEALER TRANSACTION NOT SUCCESSFUL
5610	Major color and minor color cannot be the same
5611	{0} is required
5613	Invalid VIN
5614	Date must be in MM/DD/YYYY format
5615	{0} is Invalid
5617	Please select the vehicle for this title
5618	Start and End Dates cannot be before today
5619	End Date must be after the Start Date
5621	Invalid Character, must be alphanumeric, space, or #():;?,&*/+
5622	Invalid state abbreviation
5623	Invalid country abbreviation
5624	Maximum 9 characters
5625	Maximum 19 characters
5626	Maximum 30 characters
5627	Maximum 32 characters
5628	Must be 17 characters
5629	Zip code format is 5 characters plus 4
5631	Invalid lienholder ID
5633	No result(s) found
5634	Vehicle data is not present
5635	Invalid Login
5636	Invalid Login
5637	You do not have authorization for that action

Error #	Error Message
5638	You are logged out of webDEALER
5639	The webDEALER system is currently unavailable
5640	An error occurred while trying to process your request
5641	You are not logged in or your session has expired due to inactivity
5642	An error occurred while trying to process your request.Please try again later.
5643	{0} is not valid for ELT
5646	{0} is only valid for ELT
5649	The maximum sales price for a vehicle is 99,999,999.99
5650	An exception occurred while save or update
5651	GDN not found
5652	License for GDN is expired
5653	You must provide an email address if eReminder is selected
5655	The amount must be less than $100,000
5656	The amount must be greater than $0
5657	Cannot select minor color without major color
5658	Incomplete address
5660	Computed gross weight (Empty weight + Carrying capacity) must be within the range {min} and {max}
5661	Last 8 digits of the VIN is required
5662	Last 8 digits of the VIN is incorrect
5663	Please certify by selecting the provided checkbox, then select 'I Agree'
5664	The file location is invalid
5665	Unable to create directory
5666	Maximum title limit for {0} county reached. No new title requests can be started.
5667	Please select Search and verify the provided Special Plate Information
5668	The import file is in an invalid format
5670	MCO FILE: {0} was not found
5672	Can void title only if the title is in-progress status
5673	An exception occurred while retrieving MCOs from the database
5674	An exception occurred while removing MCOs from the database
5676	The maximum number of MCO files allowed is two
5677	The MCO must be a PDF
5678	Buyer ID information not verified
5679	DATE cannot be more than 1 year in the past
5680	Minimum amount is $5.00
5682	Must be numeric
5683	Incorrect title application - Please verify the VIN and Deal #
5684	Title application is not available for seller disclosure
5685	VIN must be 17 characters
5686	RTS Transaction is not available - Please contact your County Administrator
5687	File or directory is not present to print sticker - Please contact your County Administrator

Error #	Error Message
5688	Invalid model year returned. Accepted year = {0}
5689	An application is already in progress for {0}
5690	A title for {0} has been returned
5691	Trade In Year Model Invalid
5692	The VIN in the import record contains invalid characters
5696	Please Compute the Fees before saving, or press Cancel to return to Preview
5697	DATE cannot be more than 1 day in the future
5698	DATE cannot be more than 1 day in the future
5699	A title for {0} has been previously submitted
5700	Rebate is not allowed when Sales Tax Category is Exempt
5701	Trade in allowance is not allowed when Sales Tax Category is Exempt
5702	Import not allowed when there is more than one trade in - Please process a Form 130-U
5703	You are not authorized to access this Dealer
5704	This license plate cannot be transferred - Please issue a new license plate
5705	Your account is locked. Please contact your administrator
5709	A title for {0} was already imported
5710	The VIN entered for the import search contains invalid characters ({0})
5712	A title for {0} has been approved
5714	Only one electronic certified lien holder is allowed per title
5715	No dealer accounts found

Appendix 4 -Equipment Requirements

In order for the implementation to be successful, each location must have 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.

Web Browser	Website	Version Requirements
Internet Explorer	www.microsoft.com/ie	Internet Explorer versions 8.0 and later *Note: Compatibility Mode should be turned off*
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 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.

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 (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 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

Printers must be on the approved list provided by the TxDMV or be approved by the county. Please contact your county tax office for a list of approved printers.

County tax offices 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 also be taken in to consideration.

Appendix 4 -Equipment Requirements (Continued)

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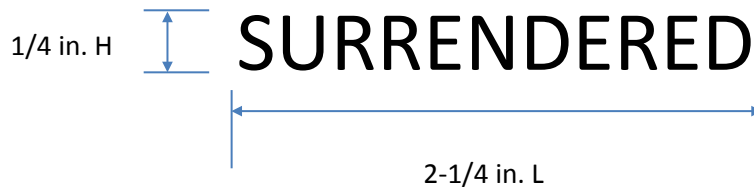
Scanners must be capable of at least 200 DPI, but we recommend 300 DPI, which is the most common resolution for desktop scanners.

"Surrendered" Stamp

Each location must have a Surrendered stamp for MCOs.

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

1/4 in. H ⇕ SURRENDERED

2-1/4 in. L

Issue	Contact	Contact Information	Hours
Title/Registration Questions	County Tax Office	Local phone or email	Local Hours
System Process or Business Policy/Procedure	TxDMV Regional Service Center	Local phone or email	Monday – Friday 8:00 AM – 5:00 PM
webDEALER System Issues	TxDMV IT Service Desk	(877) 933-2020	Monday – Friday 7:00 AM – 7:00 PM Saturday 8:00 AM – 3:30 PM