

County Clerk Practice Scenarios

Follow these scenarios using the data provided to practice KAVIS Boat functionality. Anything done in the practice environment (UAT) doesn't impact Production (real data).

UAT Practice Site: <https://kavis-uat.kytc.ky.gov/>

Contact us at kavis@ky.gov for the KAVIS team to supply you with your specific county's data to use with these scenarios (customer and title numbers). If the data given has a PVA issue and you cannot complete the scenario, use another Customer or title number.

1. Single Registration Renewal

In this scenario, you will perform a single boat renewal that may include an ad valorem payment.

- **You DO NOT need to add ad valorem to the Shopping Cart before renewing the registration.** It will be included with the renewal payment.
 - If you are going to be registering a boat as part of a title transfer, it can be included with the title application fees; it does not have to be a separate transaction.
1. From the Home Page, click the blue **Customer Search** tile.
 2. Search using a **Customer Name** from the data sheet provided.
 3. From the Customer Search Results, click the **blue Customer ID Number**.
 - a. This will open an overlay in which you can scroll down to see the boats they own.
 4. The blue R icon means that it is within the renewal period .
 - a. If there is not a boat with a blue R icon, search using another Customer Name from the data sheet.
 5. For a Customer that has a boat with a blue R icon[®], click the blue **Select** button to proceed to their **Customer Account Page**.
 6. Once on the Customer Account Page, using the boat's tile with the blue R icon, choose the **Manage** dropdown and select **Renew**.
 7. This will take you to the Manage Page.
 - a. In the Ad Valorem section, the current year's taxes can be deselected by unchecking the checkbox, if they are not delinquent.
 - b. Delinquent ad valorem will be included with the renewal fees.
 8. Click **Add to Cart**, notice the ad val is included in the Shopping Cart.
 9. Finish checking out the transaction.



2. Single Ad Valorem Payment

In the scenario, you will perform a single Ad Valorem payment and see where to waive the penalty and interest fees, if necessary.

- A single Ad Valorem payment is only to be used if it is the only action the customer needs to do with any of their boats. For example, **it does not need to be added to the Shopping Cart before starting a registration renewal.**
1. Search using a **Customer Name** from the data sheet provided and go to their Customer Account Page.
 2. From a **Customer Account Page**, choose a boat with no PVA issues, that also has Ad Valorem due (there will be a \$ icon in the boat's tile).
 3. In the **Manage** dropdown, choose **Ad Val Payment**.
 4. This will take you to the Manage Page.
 - a. In the Ad Valorem section, click the **blue arrow** next to an ad valorem segment for a year that is delinquent. **Waive** both the penalty and interest fees.
 - b. Select a **Reason** from the dropdown menu and enter a **comment**.
 - c. Click **Undo** next to the penalty fee to charge the fees.
 5. If there are multiple years owed, deselect a checkbox for 1 of the year's taxes.
 - a. Customers do not have to pay their past due ad valorem all at once. The payment can be broken up by each year's payment.
 6. **Add to Cart** and **Checkout**.

3. Bulk Registration Renewal

In this scenario, you will perform a bulk registration renewal. This is the renewal of multiple boats from **one button** on the Customer Account Page.

1. Search for a Customer from the data list provided.
 - a. You are looking for a Customer that has multiple boats with the blue R icon, which means their registrations are ready for renewal.
 - b. From the Search Results, click on the **blue Customer ID Number** to open an overlay for a quick view of the customer's vehicles.
 - c. Then click **Select** to go to their Customer Account Page.
2. From the Customer Account Page, click the blue '**Renew All**' button in the Vehicle Section. The number in parenthesis will be the number of vehicles that are available to be renewed.
3. This will take you to the Shopping Cart, where you can click **Checkout** and finalize the transaction.



4. Kentucky Transfer

In this scenario, you will be performing a KY Transfer from one individual to another. Along with paying delinquent taxes, issuing a valid state issued HIN, adding a registration, pending/filing a lien, placing the application on hold, and successfully checking out a Title Application.

1. From the Home Page, click the **Customer Search** tile
2. Use a **Customer Name** from the data sheet provided and proceed to their **Customer Account** Page.
3. Once on the **Customer Account** Page, select the blue **Title** button from a boat's tile, and choose **Kentucky Transfer** from the dropdown menu.
4. KAVIS navigates to Step 2 of the Title Application- **Vehicle Information**.
5. If the boat has delinquent taxes, a warning message at the top of the screen will appear.
"Delinquent taxes are owed on this vehicle. Click [here](#) to view and pay your delinquent taxes for this vehicle. You can continue past this step, but delinquent taxes must be paid in the amount of **\$46.32** to complete this transaction."
 - a. Select the hyperlink on the word 'here' to continue to the **Manage Ad Val** page.
 - b. Choose the **Pay with Application** button to pay the delinquent taxes with the Title Application.
6. On the **Vehicle Information** page, choose your county for the **County of Dockage** and fill in any missing information.
 - a. If KAVIS has detected a missing or invalid HIN, choose the checkbox to request a state-issued HIN.
 - b. Select **Continue**.
7. On the **Seller Information** page, add the **Seller Notary Date**.
 - a. KAVIS provides an option to select the **Seller is Buyer** checkbox in cases where an Owner will remain on the new title.
 - b. Select **Continue** to continue to the **Buyer Information** page.
8. On the **Buyer Information** page, select **Add a Buyer**.
9. Use a **Customer Name** from the data sheet provided.
 - a. If a Buyer has a  next to their name, their account has missing information. Select the icon and input any missing information.
 - b. You may also click the  to remove buyers.
 - c. If you add more than 1 buyer, select the Ownership Connector Dropdown and use the blue arrow to change Primary Buyer.
 - d. If the Buyer does not have Delinquencies, continue with step 10.
 - e. If the Buyer owes delinquent ad valorem on other boats, there will be a **Yes** in the Delinquency column. Click the **\$ Pay All** button. KAVIS will navigate to the **Manage Ad Valorem** page.
 - o Choose the **Pay Now** button and check out the transaction.
 - f. At the top of the page, click the **Buyer Information** bubble.
10. Enter a **Buyer Notary Date** (required) and click **Continue**.
11. This will take you to the Lien Information Page. Select **Add Lien**.
 - a. Choose **Pending** from the Lien Status dropdown menu.
 - b. Create the **Lienholder Name** and click **Add**.
 - o Click the **blue arrow** next to the Lienholder's name, this is where you may edit the lien information or remove them from the application.



- c. Click **Continue**.
12. If the Registration is expired, click **Add Registration**, then **Add** and **Continue**.
 - a. On the Additional Information Page, enter a **Date of Purchase** and **Purchase Price**.
 - b. In the Use Tax Description dropdown, select **Transfer from Individual to Individual**.
 - c. Click **Continue**.
13. On the Finalize Title Application page, if all lines are green, continue with Step 14.
 - a. If a line or bubble at the top is red, click the **red bubble** to return to the page and create the missing information.
14. Click the **Finalize** bubble, if all lines are green, click the **Print Preview** button at the bottom of the page.
 - a. This will create a title application filled out with the information entered.
 - o This is just a convenience, if a Customer has an application already filled out, you do not have to print this one.
 - b. Scroll to the bottom, click **Add to Cart** and **complete the transaction**.
15. If you are not taken to the Transaction Summary Page after Checkout, click the '**Recall Last Transaction**' button at the top of the page.
 - a. This will have the new Title # (and HIN # if requested).
 - b. Click the **Title #** in the middle of the screen and go to the Vehicle Summary Page.
16. Stay on this Vehicle Summary Page and continue to the next scenario.

5. Filing a Pending Lien

During this scenario, you will file a pended Lien from the Vehicle Summary Page.

1. On the Vehicle Summary Page from the previous KY Transfer scenario, scroll down to the Lien Information section.
 - a. Click **View** next to the pending lien that was added during the application process.
2. Click **Edit** and change the lien status from Pending to **Filed**.
 - a. Notice this is also where the lien can be deleted if it was pended or filed in error.
 - b. Create the missing required information and click **Save**.
 - c. Click **Add to Cart** and checkout the transaction.

6. Adding a Continued Date to a Filed Lien

1. At the top left of the page, click the  icon.
 - a. This will open the last 5 Customer and Vehicle account pages that have been viewed.
 - b. Click the **top option** in the 'Recent Vehicles' column.
2. Scroll down to the Lien Information section.
 - a. Click **View** next to the filed lien, notice the lien history section that is now available.
3. Click **Edit**, enter **today's date**, and click **Save**.
4. A message appears above the date communicating that you cannot continue the current lien since it isn't 6 months prior to the lien expiration date.
 - a. When the time is right, this is where you will come to add a continuation to a lien.



7. Multiple Transfer - Kentucky Transfer

In this scenario, you will be performing a KY Transfer that includes 2 Dealers in the ownership before being sold to the final Individual Buyer.

- If the boat being transferred or a Buyer has PVA Issues or delinquent taxes due, they are not required to be paid to process this application since there are Dealers involved. The taxes will remain due by the owners.
1. Starting on the Home Page, click the blue **Customer Search** tile. Search using a **Customer Name** from the data sheet provided and proceed to their **Customer Account** page.
 2. Once on the **Customer Account** page, select the blue **Title** button from a boat's tile.
 - a. Choose Multiple Transfer from the bottom of the dropdown menu and notice there are different types of multi-transfers that are allowed.
 - b. Select **Kentucky Transfer** from the expanded choices.
 - c. KAVIS navigates to Step 2 of the Title Application- Vehicle Information.
 3. On the **Vehicle Information** page, choose your county for the **County of Dockage** and fill in any missing information.
 - a. Select **Continue**.
 4. On the **Seller Information** page, add the **Seller Notary Date**.
 - a. Select **Continue** to continue to the **Buyer Information** page.
 5. On the **Buyer Information** page, in the Intermediate Buyer Information section, select **Add a Buyer**.
 - a. Enter a **Dealer Name** from the data sheet provided and click **Select** to add them to the application.
 - This will be the first Dealer in the transaction.
 - b. Change the Date of Purchase.
 - c. Add another **Dealer** from the data sheet.
 - This is the second Dealer in the transaction.
 6. In the Buyer Information section, select **Add a Buyer**.
 - a. Use a Customer name from the data sheet provided and add them to the application.
 - b. If a Buyer has a  next to their name, their account has missing information. Select the icon and input any missing information.
 7. Enter a **Buyer Notary Date** (required) and click **Continue**.
 8. Click **Continue** until you are on the Additional Information step.
 9. On the Additional Information page, create the required information:
 - a. Enter a **Date of Purchase** and **Purchase Price**.
 - b. In the Use Tax Description dropdown, select **Transfer from Individual to Individual**.
 - c. Click **Continue**.
 10. On the Finalize Title Application page, choose the checkboxes that there is not a lien or registration to add to the application.
 - a. If all lines are green, scroll to the bottom and click **Add to Cart**.
 11. Click **Checkout** to go to the Checkout screen.
 - a. From the **Navigate To:** dropdown menu, choose 'Transaction Summary' and **complete the transaction**.
 12. On the Transaction Summary Page, notice that a title number has been generated for each of the Dealer Assignments.



- a. Click the top **Title #** to navigate to the Vehicle Summary Page.
13. At the top of the Vehicle Summary Page, click the '**Chain of Ownership**' tab.
 - a. Each Dealer has their own title.

If Multi Dealer Applications need to be reversed, each title will need to be reversed individually.

8. Issuing a New Title: Out-of-State Transfer

In this scenario, you will process an Out of State Transfer Application for an Individual who has recently moved to KY from Alabama and is bringing their boat with them, so it needs a KY Title.

- You will also put the application on hold, as if the Customer needed to leave and continue the application on another date.
1. Using a **Customer Name** from any of the data lists that does not have PVA Issues, go to the Customer's Account Page.
 2. On the Customer Account Page, click the green **New Title** button.
 - a. KAVIS will navigate to the Title Application Process.
 3. On the Title Information page, select **Out of State Transfer** from the Title Action dropdown menu.
 - a. Select the **Move-In** checkbox and enter the **Move-In Date**.
 - b. Select **Alabama** from the Titling State dropdown, and click **Continue**.
 4. On the Vehicle Information Step, choose your county for the County of Dockage and create the boat's information however you like.
 - a. Check the '**Request State-Issued HIN**' checkbox.
 - b. At the bottom, click **Add Motor**. Create the information and click **Continue**.
 5. Since Move-In was selected, the Seller Information is not required, click **Continue**.
 6. On the Buyer Information Step, the Customer whose account we started with has been saved as a Buyer. Click **Add a Buyer** and add at least 1 more Buyer from the either data list.
 - a. If a buyer has a  next to their name, their account is missing required information, click the flag icon and create any missing information.
 - You may also click the red x next to their name and choose another customer from your data list.
 - b. If no Buyers have Delinquencies, continue with step e.
 - c. If a Buyer owes delinquent ad valorem, there will be a **Yes** in the Delinquency column. Click the **\$ Pay All** button.
 - If you have multiple Buyers owing ad valorem, deselect the checkbox next to 1 of the Customer's name and choose '**Pay Now**'. **Checkout** the Customer, this will allow you to pay for the Customer separately from the application fees.
 - d. Click on the **Buyer Information** bubble at the top of the page if you are not brought back to the application.
 - Select the **\$ Pay All** button again and choose 'Pay with Application' for the remaining Buyer's delinquent ad valorem.
 - e. Choose '**OR**' for the Ownership Connector.
 - f. Click the **blue** arrow to the left of the second Buyer to switch the positions of the owners on the title.
 - g. Enter a **Notary Date** and click **Continue**.



7. We will not add a lien, click **Continue**.
8. On the Registration Page, click **Add Registration**, then **Add**.
 - a. Click **Remove** to remove the registration from the application, then **Continue**.
9. On the Additional Information Page, select **yes** for an Extra Review by MVL.
 - a. Choose an extra review reason, enter a comment, and click **Continue**.
10. On the Finalize Page, write down 1 of the Buyer's name and click **'Place On Hold'**.
 - a. This is in case the Title Application cannot be completed. It will be saved to their Customer Account Pages for 60 days, after which it will be deleted.
11. Using the name you wrote down, go to that **Buyer's Customer Account Page**.
 - a. Near the top you will see a new section, 'Title Applications On Hold'.
 - b. Click **'Resume'** to be taken back to the Title Application Process.
12. If any line or bubble is red, make the necessary corrections. Otherwise, click on the **Finalize** bubble.
 - a. If all lines are green, select the **checkboxes** acknowledging there is no lien or registration being added to this application.
 - b. Click **Add to Cart** and complete the transaction.
13. If you are not taken to the Transaction Summary Page after Checkout, click the **'Recall Last Transaction'** button at the top of the page.
 - a. This will have the new Title # and HIN #.

9. Editing a Title Application

In this scenario, you will make changes to the Out-of-State application that was processed in the preceding scenario.

- This scenario is for those Users who have the 'Full Edit' Permission granted to their KAVIS User Account. Managers are in charge of who has the ability in their office to perform this functionality.
 - If changes need to be made to an application that is not in either of your queues because it has been submitted to MVL, call them and request they 'Pend' it back to you. It will then be available in your 'Returned Work' Queue.
1. From the Home Page, click **Title Application Queue**.
 - a. From the overlay, choose **'For Approval'**.
 2. Copy the Title Number for the Out-of-State Transfer you just completed in the previous scenario.
 3. Go to the Home Page and click the red **Vehicle Search** button.
 - a. Search by the title number and click **Customer** to go to the Customer Account Page.
 4. On the Customer Account Page, click the **Title** dropdown menu on the boat's tile.
 - a. Choose **Edit Title Application** from the menu options.
 5. Click on the Buyer Information step and **add another Buyer** to the application.
 - a. Choose an **Ownership Connector**.
 6. Click on the **Finalize bubble**.
 - a. At the bottom, click **Add to Cart**.
 7. Checkout the transaction.



10. Cancel a Registration

This scenario will walk you through cancelling a registration.

- If the Reason is Junk, Sold Out of State, or Incomplete Transfer, the paper title must be surrendered, as the Title Status in KAVIS will be marked as surrendered.
1. Choose a Customer from the data list and go to their Customer Account Page.
 2. Select a boat that does not have PVA issues.
 - a. In the **Manage** dropdown of that boat's tile, select **Sold Out of State**.
 - b. If you get a message that the boat has a pending or filed lien, choose another boat.
 3. In the 'Reason' dropdown, change Sold Out of State to **Junk**.
 - a. Notice the other options in the 'Reason' dropdown menu.
 - Documented, Customer Request, and Court Order are also available.
 - b. After choosing 'Junk', notice the Title section to the left has been updated to 'Surrendered-Junked'.
 4. Click **Add to Cart**.
 - a. In the Shopping Cart, click the **blue Customer ID Number** under their name.
 - This will take you to the Customer Account Page. In the boat's tile, hover over the red shopping cart icon to see a message that items are in the Shopping Cart.
 - If there is Ad Valorem in the Shopping Cart as well, the \$ will now be \$.
 5. Return to the Shopping Cart by clicking on the cart icon at the top of the screen and finish checking out the Customer.

11. Reactivating a Cancelled Registration

This scenario will reactivate a registration that has been Junked.

- You must either have Manager credentials or have a Manager nearby to enter their credentials to be able to process a Reversal.
 - This functionality is also available for registrations that have been cancelled with the reason of Sold Out of State or Incomplete Transfer.
1. Return to the **Customer Account Page** of the Customer whose boat was just Junked in the previous scenario.
 2. At the bottom, open the **Previously Owned Vehicles** section.
 - a. To the right of the Junked boat, click **View** to go to the Vehicle Summary Page.
 3. At the top right of the Vehicle Summary Page, click the red **Reactivate** button.
 4. Enter a **comment** in the field and click **Continue Reactivation**.
 - a. This comment will appear in a message in the History Section of the Vehicle Summary Page.
 5. Checkout the transaction and return to the Vehicle Summary Page.



12. Salvage-Transfer

In this scenario you will transfer an existing KY title to a new owner as a Salvage title.

- Salvage title applications that are being transferred from an existing KY title do not go to your 'For Approval' Title Application Queue, they will go directly to being printed the evening they are completed.
1. Using a Customer Name from the data sheet provided, navigate to their Customer Account Page.
 2. Select a boat with no PVA issues.
 - a. In the boat's tile, click the **Title** dropdown menu and choose **Salvage**.
 - b. From the expanded options, select '**Salvage-Transfer**'.
 3. On the Title Information Step, select the checkbox for 'Buyer is and Insurance Company'.
 - a. Notice the Lien Information Step is now unavailable.
 - b. Uncheck the box and click **Continue**.
 4. If there are delinquent taxes due, click [here](#) in the red alert and choose 'Pay with Application'.
 - a. All delinquent ad valorem must be paid in order to transfer a boat, even to a Lienholder. (Dealer involvement is the only exception to this rule.)
 - b. Choose '**Pay with Application**'.
 5. Add a **County of Dockage** and/or **Situs Address**.
 - a. If it is missing any required information, create what is needed and click **Continue**.
 6. Enter a **Seller Notary Date** and click **Continue**.
 - a. Add **2 Buyers** from your list.
 - b. Choose an **Ownership Connector**, enter a **Notary Date** and fix any customer profile issues.
 - c. If either of the Buyers' owe ad valorem, choose to pay them with the application.
 7. Click **Continue** until you are at the Additional Information Page.
 - a. Add a **Date of Purchase** and **Purchase Price**, and choose the Use Tax Description of '**Transfer from individual to Individual**'.
 8. On the Finalize Page, click **Add to Cart** and Checkout the transaction.
 9. Continue with the next scenario to reverse this application.

13. Reversal of a Salvage-Transfer Application

This scenario will revert ownership of a boat back to the previous owner/seller of the application.

- You must either have Manager credentials or have a Manager nearby to enter their credentials to be able to process a Reversal.
1. Using the  icon, return to the Customer who transferred their boat in the previous Salvage-Transfer scenario.
 2. At the bottom of their Customer Account Page, open the **Previously Owned Vehicles** section.
 - a. Click **View** to the right of the boat that was transferred to navigate to the Vehicle Summary Page for that specific title.
 3. At the top of the Vehicle Summary Page, click **Next** to go to the most recent title for this boat.
 4. Click the red **Reversal** button.



- a. Choose **Clerk Error** from the dropdown menu options.
5. Select the checkbox next to '**Reverse Title Action**'. This will automatically include all ad valorem that was paid with the application for this title.
6. Enter a comment and click 'Continue Reversal'.
 - a. This comment will appear in a message in the History Section of the Vehicle Summary Page.
7. Manager credentials will always need to be entered to put a Reversal into the Shopping Cart.
8. Checkout the transaction and return to the Vehicle Summary Page.
 - a. Click on the '**Chain of Ownership**' tab near the top.
 - b. Notice the Reversed title has the title status of 'Reversed' and is available for viewing by clicking the title number.

14. Repossession-Lienholder Transfer

This scenario will walk you through a Repossession of a boat to a Lienholder.

- All Lienholders should have an Organization's Account.
1. Search using a Customer name from the data provided and proceed to their **Customer Account Page**.
 - a. Select a boat with no PVA issues.
 2. From the **Title** dropdown menu, select **Repossession**.
 - a. From the expanded option, select **Repo-Lienholder Transfer**.
 - b. If an alert tells you there is an active lien on this vehicle, choose another boat.
 3. On the Vehicle Information step, if there are delinquent taxes due, click [here](#) in the red alert and choose to **pay with this application**.
 - a. The boat being transferred must not have any delinquent ad valorem for the application to be processed.
 4. Add your County as the **County of Dockage** and click **Continue** until you reach the Buyer Information Page.
 5. Click '**Add a Buyer**' and search by **Organization's Name**.
 - a. Type '**Bank**' in the search field and select 'Jefferson' from the County dropdown menu.
 - a. Click **Search** and select a bank from the search results.
 6. Chose a **Buyer Notary Date** and click **Continue** to the Additional Information Page.
 7. On the Additional Information Page, enter a **Date of Purchase**.
 - a. Request **Extra Review** from MVL, choosing from the 'Extra Review Reason' dropdown menu and citing '**Practice**' as the comment.
 8. If everything on the Finalize step is green, check out the transaction.



15. Title Application Queue- For Approval

In this scenario, you will visit the [Title Application 'For Approval' Queue](#).

- These are all of the applications that have been completed in your office and are awaiting submission to MVL.
 - Salvage applications that are being transferred from an existing KY title, Dealer Assignments (that aren't Salvage or Rebuilts), and Duplicate applications do not go to your 'For Approval' Title Application Queue because they do not need to be reviewed by MVL. In Production, they will be sent directly to the printers the evening they are completed.
- If you have the 'Full Edit' option assigned to your KAVIS User Account you will be able to see and submit to MVL all applications that have been checked out in your County.
 - If you do not have the 'Full Edit' option, you will only be able to view and edit the applications you have personally checked out.

1. From the Home Page, click **Title Application Queue**.
2. In the overlay, choose **For Approval**.
3. Notice the different options for filtering the results.
 - a. You can search by Date, Title Number, or applications processed by a specific clerk by entering their KAVIS User Name (kyfd01\first.last)
 - b. Click the **Title Action** dropdown menu.
 - This will narrow the applications shown to only the specific types chosen.
 - c. The 'Display Only Unlocked Title Applications' checkbox will remove all applications that are currently being looked at by other Users.
4. The applications will default to being ordered numerically by title number.
 - a. Clicking the arrows beside the **Primary Owner, Clerk Name, or Clerk Hold** column headers will organize the list alphabetically or numerically by that column.
5. Click any **Title Number** to go to the **Vehicle Summary Page**.
 - a. To view the actions that have been taken on this application, click the **Title Application Status** button.
6. The application is 'locked' by you. Other Users will not be able to view this application so that there are not multiple actions being taken on the application.
 - a. Scroll to the bottom of the page, the Back to Application Queue button will return you to the queue and unlock the application for others to view.
7. In the new **Review** section at the bottom, the **Cancel Title Application** button will stop the application from being reviewed and printed.
 - a. If your intent is to revert ownership back to the previous owner, you must perform a Reversal.
 - b. If you have the 'Full Edit' permission assigned to your User Account, you will also have 2 other buttons.
 - The **Submit to MVL** button will send the application to MVL for review and approval. You can add comments or request extra review from the review.
 - c. The **Hold in Clerk's Office** button will let others in the office know not to submit the application to MVL until a specific issue is resolved.
8. Click **Hold in Clerk's Office**. Add a comment and click **Save & Continue**.
 - a. You will be returned to the For Approval Queue. Notice this application now says 'Yes' in the Clerk Hold Column and if you hover your mouse over the comment icon, others can see why it was needs to wait on submission to MVL.



16. Repossession-New Buyer Transfer

This scenario will walk you through a Repossession of a boat to an Individual or Organization that is not a Lienholder.

1. From the **Customer Account** page, select a boat with no PVA issues.
 - a. Click the **Title** dropdown menu, select **Repossession**.
 - b. From the expanded option, select **Repo-New Buyer Transfer**.
2. If there are delinquent taxes due, click [here](#) in the red alert and choose to pay them with this application.
3. Add your County as the **County of Dockage** and click **Continue** until you reach the Buyer Information Page.
6. Add 1 **Buyer**, enter a **Buyer Notary Date** and **Continue** to the Registration Page.
 - a. If there are delinquent taxes owed on the Buyer's other vehicles, choose to pay them with the application.
 - b. Add **Registration** and **Continue**.
7. On the Additional Information Page, the **Use Tax Description** will be **In-State Transaction from Kentucky Dealer** and complete the **Purchase Date** and **Purchase Price** fields.
8. Continue through the Finalize step and check out the transaction.

17. Filing a Lien on an Active Title

1. Using a Title Number from the data provided, navigate to the **Vehicle's Summary Page**.
 - a. For this scenario, you want an active title that does not currently have 2 liens.
2. In the Lien Information Section, click **Add Lien**.
 - a. If this button isn't available, that's because the boat already has 2 liens on it and you cannot add another. Choose another title from your data.
3. In the Lien Status dropdown, select **Filed**.
4. **Create the required information** and select the **checkbox** next to 'charge late lien filing fee'.
 - a. KAVIS does not create the lien file numbers. Your business process for validating the Lien File Number is to remain the same; this is where you will enter that number.
5. Click **Add**, then **Add to Cart / Save** and checkout the Customer.

18. Update Title Application

How to perform an Updated Title Application:

1. Using a **Title Number** from the data list provided, go to the Vehicle Summary Page.
 - a. In the Vehicle Information section, click the **Update** button.
2. If there are delinquent taxes owed on the vehicle, choose to pay them with the application fees.
 - a. Change the **Engine Drive** and **Propulsion**.
 - b. If KAVIS has detected a missing or invalid HIN, choose the checkbox to request a state-issued HIN.
 - i. In production after we go live with the boats module, you will need to continue to scan all HIN Application documentation into PODD.



- c. In the Motor section, if there is a motor, click **Copy** and create a **Serial Number** for the new Motor.
 - d. If there is not a motor, click **Add Motor** and create the information.
3. Click **Continue** till you are on the Buyer Information Page.
 - a. If there is a red flag next to the Buyer's name, click on it and **create** the missing information.
 - b. Click **Save** to return to the Title Application.
4. Click **Continue** to go to the Lien Information Page. If there is less than 2 liens on the boat, click **Add Lien** and add a **Filed Lien** to this application.
5. On the Additional Information Page you can request Extra Review by MVL and this where you may waive the fees associated with Updating the Title by clicking on the Waive Title Fees check box. Click **Continue** to go to the finalize page.
6. On the Finalize Page, Click **Add To Cart** and finalize the application.

19. Duplicate Title Application

This is how to update an address on a current KY Title.

1. Using a **Customer Name** from the data list provided, go to their Customer Account Page.
2. Click the **Edit** button next to their name.
 - a. Create a **new Physical Address** and click **Save**.
 - i. If the customer is missing any required information, create that as well.
3. In the Title dropdown for one of their boats, choose '**Duplicate**'.
 - a. If the boat has delinquent Ad Valorem, choose **Pay with Application**.
 - b. Choose a **County of Dockage** that is a different county than the owner's county of residence, create a **Situs Address**.
4. Click on the **Buyer Information** bubble at the top of the page.
 - a. If there is a red flag next to the Buyer's name, click on it and **create** the missing information.
5. Click the **Additional Information** bubble at the top of the page.
 - a. Chose the **Add Alternate Mailing Address** checkbox.
 - b. Choose **PO Box** from the dropdown and create the address.
 - i. This is available if the new title needs to be sent to an address other than the Customer's.
6. From the Finalize step, click **Print Preview** and notice the Owner's new home address that was changed in step 2 (if they are the Primary Owner).
 - a. Click **Add to Cart** and finalize the application.

20. Salvage-Update

To change an active title to a Salvage Title while keeping the same Owners, perform a Salvage-Update Title Application.

1. Starting from a **Customer Account Page**, start with **Title** dropdown menu. Choose 'Salvage' and then '**Salvage-Update**' from the expanded options.
 - a. If an error message appears stating that the action cannot be performed because an active lien exists, choose another Vehicle.
 - i. In Production, you will need to delete the lien from the title, then add it back to the new application.



2. On the Vehicle Information Step, if there are delinquent taxes owed on this vehicle, pay them with the application fees.
3. On the Buyer Information Page, if there are red flags next to the Owner(s), create the missing information.
4. On the Finalize Step, Add the application to the cart and checkout.

Please feel free to practice these and other actions available in the Practice Environment (UAT). <https://kavis-uat.kytc.ky.gov/>

We will update this document as more functionality is released.

Don't hesitate to contact us with any questions or recommendations you have:
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