KAVIS

BOAT REGISTRATION AND AD VALOREM MANUAL

Updated January 2021



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Boat with Missing Required Vehicle Information: ®

A boat with a R icon means that it is missing information that is required to either renew or issue a first time registration.

- 1. Hovering your mouse over the icon will open a message that will communicate specifically what is missing.
 - a. Hovering your mouse over the greyed-out 'Renew' or 'First Time' from the Manage dropdown will also display a message letting you know why it can't be registered.
 - b. Clicking the [®] icon will take you to the Vehicle Summary Page with the Vehicle Attributes section open for editing so you can add what is missing.
 - c. If the icon is there because of a problem with the HIN, clicking it will start an Updated Title Application where you can either enter the correct HIN or request a state-issued HIN.

DRIES, AARON st #:000768295	Edit View	Notes	Acti	on Center					
2 Buckshire Gln ORENCE, KY 41042	Financial His	tory	\$	Ad Valoren \$103.70.	n taxes are past d	ue for 2016 YAMA	HA VX1050FR. TI	ie total amour	nt past due is
			®	2016 YAMA	HA VX1050FR is	Missing Required	Information for R	egistration.	
Engine Drive Type is									
required. Click to resolve.	Renew All (0) R	enew Selected	(0)				•	lew Title S	witch to List View
🛥 s 🛯 🖊 1		Р							
2016 YAMAHA VX1050FR	KY074	I8WS							
Title#: 161650340304 Original	Active - Title Is	sued pired							
	Missing Required Information	ew							
a.	Renew	2.							
	First Time								
Disabled Placards	Ad Val Payment								
Issue Disabled Disease	Junk Sold Out of State								
	Incomplete Transfer			V contra contra de la contra de l	Property and the second second				

2. From the Vehicle Summary Page, the same is true if you hover your mouse over the [®] icon or greyed out Renew or First Time.

Previous Owner(s)	Chain of Owner	ship	Viewing 1 of	1 Titles				R	Next eversal +
Customer ID	Driver License	Customer Name	SSN/FE	IN		-	Address	Begin Exemp Date	Гах t
000768295	V07570588	VORIES, AARON 🕑 \$	<u>xxx-xx-36</u>	<u>552</u>	652 Bu	ckshire Gln,	FLORENCE, KY 41042-4715 BOONE	-	
Title Status: Active -	Title Issued		Title -	✓ Regi Status: E	Engine Drive Type required. Click to resolve.	e is o	2.		Engine Drive Type required
Type: Title #:	Original 161650340304	State Fee: \$0.00 Clerk Fee: \$0.00 Use Tax: \$0.00	1		Type: Reg. Date: Exp. Date: Remarks:	Renewal 04/26/2018 04/30/2019	County: Decal #: Prior Decal #:	BOONE KY0748V E008410 \$	Renew First Time Ad Val Payme Junk

3. To add or change anything in the Vehicle Attributes section of the Vehicle Summary Page, click the Edit button.

c	ounty of Dockage:	BOONE					
	Boat Type:	Other		Hull Material:	Fiberglass		
	Engine Drive:			Propulsion:	Water Jet		
	Length:	10' 11"		Beam:	4' 1"		
0	Occupant Capacity:	3		Weight Capacity:			
	Number of Toilets:	0 Diagonal		Toilet Type:	1		
		In the second seco		NUMBER OF MOTORS:	1		
	Primary Use:	1 Iououro		Brand:			
Motor(s)	Primary Use:	T IGUIGUTO		Brand:			
❤ Motor(s)	Primary Use:	Ticadure		Brand:			
❤ Motor(s) Year	Primary Use:	ake	Horsepower	Brand: Serial Nu	mber	Fuel Type	
Motor(s) Year 2016	Primary Use: M YAMA	ake	Horsepower 115	Brand: Serial Nu 6EY-1006359	mber	Fuel Type Gas	
Motor(s) Year 2016	Primary Use: M YAMA	ake	Horsepower	Brand: Serial Nu 6EY-1006359	mber	Fuel Type Gas	
✓ Motor(s) Year 2016	YAMA	ake	Horsepower 115	Brand: Serial Nu 6EY-1006359	mber	Fuel Type Gas	

- 4. If you clicked on the [®] icon in step 1 or 2, you will be brought to the Vehicle Attributes section already opened, ready for editing.
 - a. You can add or edit any field in this section, but you must click Save for KAVIS to retain the changes.
 - b. The information missing for this example is the Engine Drive.
 - c. To delete a motor, add a new motor or edit any motor attributes, use the buttons inside the Motor section.
 - d. Changes to the Boat Details will make the title ineligible for a Duplicate Title.
 - The only exceptions to this are changes to the County of Dockage, Situs Address, or Motor(s).

Coun	ty of Dockage:	GALLATIN	✓ *			Vehicle has a Situ	s Address	
	Boat Type:	Other	*		Hull Material:	Fiberglass	✓ *	
	Engine Drive:	Select One	*		Propulsion:	Water Jet	✓ *	
	Length Ft:	9 *		`	Length In:	8 *		
	Beam Ft:	2_ *		J.	Beam In:	6 *		
Occu	pant Capacity:	2			Weight Capacity:			
Num	ber of Toilets:	0_ *			Toilet Type:	Select One	\sim	
	Primary Use:	Pleasure	✓ *		Brand:			
Use the small action ic operate independently Motor #1	ons (Delete Moto from the larger re	r, Save Motor) to ed 'Cancel' and g	update Motor(s). reen 'Save' buttons	Fhese updates s.	are immediately applied and			+ Add Motor
	Year: 2	003 *		Make:	YAMA	Horsepowe	r: 120.0	x P Delete Edit Motor Motor
	Fuel:	Gas	× *	Serial	58A-1000628	Year of Purchas	e:	
Purcha	se Amount: 🛛	I.						

5. Back on Aaron's Customer Account Page, we can see that the [®] icon has been replaced with a [®] and the boat is now able to be registered.

VORIES, AARON	Edit View Notes	Action	Center					
Cust #:000768295		Autor	oenter					
652 Buckshire Gln FLORENCE, KY 41042	Financial History	\$	Ad Valoren \$103.73.	n taxes are past d	ue for 2016 YAM	AHA VX1050FR. 1	The total amou	nt past due is
		®	2016 YAMA	HA VX1050FR is	Ready for Regist	tration Renewal.		
Vehicles								
Boats (1)	Renew All (1) Renew Selected (0)						New Title	Switch to List View
🛥 \$ 🛛	P 🗌							
2016 YAMAHA VX1050	DFR KY0748WS							
Title#: 161650340304	Active - Title Issued							
Original	Reg: Expired							
5.	Manage - Title - View							
	Renew Renew							
	First Time							
Dischlad Discours	\$ Ad Val Payment							
Disabled Placards	â Junk							
Issue Disabled Placard	Sold Out of State							
	🛱 Incomplete Transfer							
Trans ID	Other Placard Plac Type Yes	ard Ir	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s	d Comments

Registration Actions

- To register a boat, Customers must pay all delinquent Ad Valorem on all vehicles.
 Ad Valorem does not need be paid in a separate transaction before the registration; it will be included with the renewal payment.
- Renewing a registration from March 1st April 30th will require the current year Ad Valorem to be paid for each boat being renewed.
- On May 1st all current year Ad Valorem is due for all boats a customer owns when renewing registration.
- Salvage titles and Rebuilt title applications are not eligible to be registered.
 - A rebuilt title can be registered after the application has been approved and the title is active.

Single Vehicle Registration

There are three primary ways to get started.

- 1. From a Customer Account Page, in the tile view.
 - a. In the specific boat's tile, select 'Renew' or 'First Time' from the Manage dropdown button to go to the Manage Page.
 - b. **OR**, to go straight to the Shopping Cart with the selected boat's registration fees and ad val due on all boats, select the checkbox in the boats' tiles and click Renew Selected.

1#:000510001		- Action	Ad Volume town on and do	for Quality The fatal area		
CONA KY 41092	Financial History	\$	Ad Valorem taxes are past due	e for 2 vehicles. The total amoi	int past due is \$49.12	
ne: (606) 485-7597		8	2000 LANDAU 170 BASS 000 i	s Ready for Registration Rene	wal.	_
hicles						
Boats (2)	w All (1) Renew Selec	ted (1) 📂 b.			New Title Switc	h to List View
	P 🖌 🗲	🛥 s	Р			
2000 LANDAU 170 BASS 000	KY0347WP	1958 STAR CRAFT 00	KY3494U			
Title#: 072190080112	Active - Title Issued	Title#: 961210370015	Active - Title Issued			
Manage -	Title - View	Transfer	Manage - Title - View			
				1		
Renew						
a. Renew	10					
a. First Tim sables - Model	ayment					
a. Renew First Tin \$ Ad Val F junk Sold Qu	Payment					_
a. Renew First Im Sables - New York Sables - New	t of State					

- 2. From a Customer Account Page, in the list view.
 - a. Select the checkbox for the specific boat you wish to renew.
 - b. Choose 'Renew' or 'First Time' from the Manage dropdown options.
 - c. Checking the 'Dup. Fee' will add a \$3. Duplicate Registration Fee.
 - d. **OR**, to go straight to the Shopping Cart with the selected boats' registration fees and taxes due on all boats, select the checkbox for the boats to be registered and click Renew Selected

Cuet #:000510001	ARD	Edit	View	Notes	•	Action Center						
15556 Glencoe Verd	ona Rd					\$ Ad Val	orem ta	axes are j	past due for 2 vehicles. The	total amount past d	due is \$49.1	2.
VERONA, KY 41092 Phone: (606) 485-75	2 597	Financ	ial History	У		8 2000 L	ANDAU	U 170 BA	\$\$ 000 is Ready for Registra	ation Renewal.		
Vehicles Boats (2)) Renew A	All (1)	Renew	Selecte	ed (1)					New Ti	itle Swit	ch to Tile Viev
						b <				_		
b. Show 10 2	Manage - Title - Renew First Time S Ad Val Payment	View	Í			∕d.				Fitter:	:	
b. Show 10 Select	Manage - Title - Renew First Time \$ Ad Val Payment iii Junk Sold Oct - 1 State	View	Model	14	Title #	d.	11	Owner	Title Type / Status	Filter: Reg. Status	Alerts	Dup. Fee
b. Show 10 Select	Manage - Title - Renew First Time S Ad Val Payment Junk Sold Out of State Incomplete Transfer	View III S	Model 000	Jh. 07	Title # 72190080112	KY / Plate # KY0347WP	12	Owner P	Title Type / Status Transfer Activo - Title Issued	Filter: Reg. Status Expired	Alerts	Dup. Fee

OR

3. From the **Vehicle Summary Page**, in the Registration Information section select 'Renew' or 'First Time' from the Manage dropdown options.

Previous				Viewing 3 of	3 Titles				Next Reversal -
Owner(s) Customer ID	Driver License	Customer N	ame	SSN/FE	IN	Addres	s	Begi Exen Date	n Tax 1pt
000510001		PARKER, WILLAF	RD (P) \$	<u>xxx-xx-6</u>	<u>114</u> 15556 G	Glencoe Verona Rd, VE BOONE	RONA, KY 41092-9145		
✓ Title					✓ Registration Inform	nation			
Status: Active - Ti	itle Issued			Title -	Status: Expired		3	. 🔪 🕻	Manage -
Type:	Transfer	State Fee:	\$0.00		Туре:	Renewal	County:	BOONE	Renew
Title #:	072190080112	Clerk Fee:	\$0.00		Reg. Date:	04/27/2018	Decal #:	KY0347V	First Time
Prior Title #:	191840085001	Use Tax:	\$0.00		Exp. Date:	04/30/2019	Prior Decal #:	E009957	\$ Ad Val Payment
		Use Tax Description:			Remarks:				Junk
					Comments:				Sold Out of State
						F&W State Fee:	\$44.00		mcomplete Trans

- 4. If 'Renew' or 'First Time' is not available to choose, hover your mouse over them or the icon to see a message explaining specifically what information is missing.
 - a. See the '<u>Boat with Missing Required Vehicle Information</u>' section of this manual for guidance entering the missing information.

Status: Expired R 4		4.		N	Engine Drive Type is required
Туре:	Renewal	County:	BOONE		Renew
Reg. Date:	06/07/2013	Decal #:	E010221		First Time
Exp. Date:	04/30/2014	Prior Decal #:	E509469	\$	Ad Val Payment
Remarks:				Ê	Junk
Comments:				•	Sold Out of State
				#	Incomplete Transfer
	F&W State Fee:	\$34.00		۲	Other
	KYTC State Fee:	\$0.00			
	Boat Safety Fee:	\$0.00			
	Clark Feet	\$6.00			

- 5. On the Manage Page, there are a few things you can do before clicking **±** Add To Cart.
 - a. Opening the Owner(s) section will show you all owners on the title.
 - b. You may choose from the Add duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.
 - c. 'Select All Items' is selected by default. Clicking the checkbox will unselect any Ad Valorem that is currently optional.
 - d. Click the hext to each boat to waive the penalty and/or interest fees.
 - e. If the Customer intends to return on a specific date, the Quote button will open a PDF of an estimated quote that you can print.
 - You may pick a date up to 2 weeks in the future in the 'Delinquent Date' box before clicking 'Quote'. (You will not be able to add an Ad Valorem amount to the Cart if there is a future date in the Delinquent Date field.)
 - f. If you choose a past date in the 'Delinquent Date' box(es), enter any helpful comments and select a reason from the dropdown menu.

15 VF	556 Glencoe Verona R RONA, KY41092-9145	5										
Ι,	> Owner(s)											
ľ	✓ Title					✓ Regi:	tration					
H	Title Status: Activ	ve - Title Iss	sued			Regis	tration Status: Exp	ired		Last Registration	n Date: 04/27/2018	
H	Title Type: Tran	sfer				Regist	ration Length: Sho	rt-Term	Las	t Registration Expir	res on: 04/30/2019	
	inte type. Hait	J. J				Regis	ration Action: Rer	newal	✓ Nev	v Registration Expir	res on: 04/30/2020	
							dd Duplicate: No	Only				
							Prin	nt, No Decal N	No Fee			
	Y Ad Valorem						b.	IL, NO DOCAL	viui r 66			_
ſ											Que	ote
	Select Al	l Items (2	of 2)									
										f.		
	🗸 🖌 1958 STA	R CRAFT		Title #: 9	61210370015	KY #: KY3494U	Days Past Due: 69	Delinguent Dat	07/18/2019	do Amount		
								Detinquent Dat				
	Ad valorem	Tax 2019						beinquent bat	_	\$1.68	1	
	Ad valorem T Penalty	Tax 2019				Select One DOR authorized - refur	d of penalty	Dean quene Dat		\$1.68	X Waive	d
	Ad valorem Penalty Interest	Tax 2019			f	Select One DOR authorized - refu DOR authorized - waiv Payment entered in sy	d of penalty e of penalty stem in error	Deringuent Dat		\$1.68 \$0.17 \$0.06	X Waive X Waive	- d
	Ad valorem Penalty Interest Lien Fee	Tax 2019		1	f	Select One DOR authorized - refur DOR authorized - waiw Payment entered in sy Taxpayer backed out c Payments postmarked	d of penalty e of penalty stem in error f transaction timely	Leninguene Lau		\$1.68 \$0.17 \$0.06 \$2.00	X Waive X Waive	- d
	Ad valorem Penalty Interest Lien Fee Comments:	Tax 2019			f.	Select One DOR authorized - refu DOR authorized - waiw Payment entered in sy Taxpayer backed out c Payments postmarked Last day of month fell Paymentercoeived tim	d of penalty e of penalty stem in error f transaction timely on Sat., Sun., holiday dy but not processed -	terminal down		\$1.68 \$0.17 \$0.06 \$2.00 iub Total: \$3.9	X Waive X Waive	- d
	Ad valorem Penalty Interest Lien Fee Comments:	Tax 2019			f. Reason:	Select One DOR authorized - refur DOR authorized - vaib Payment entered in sy Taxpayer backed out of Payments postmarked Last day of month fell Payment, received time	id of penalty e of penalty stem in error f transaction timely on Sat., Sun., holiday dy but not processed -	terminal down		\$1.68 \$0.17 \$0.06 \$2.00 iub Total: \$3.9	X Waive Waive	- d
	Ad valorem 1 Penalty Interest Lien Fee Comments:	Tax 2019	BASS	Title #; (f. Reason: 072190080112	Select One DOR authorized - refut DOR authorized - waiv Payment entered in sy Taxpayer backed out c Payments postmarked Last day of month fell Zermaniarceaiced kim KY #: KY0347WP	d of penalty e of penalty stem in error t transaction timely on Sat., Sun., holiday ly but not processed Days Past Due: 69	terminal down	S 10: 07/18/2019 United	51.68 50.17 50.06 52.00 iub Total: 53.9 Amount de	x x x x x x x x x x x x x x	— d
	Ad valorem 1 Penalty Interest Lien Fee Comments: 2000 LAN	Tax 2019	BASS	Title #: 0	f. Reason: 072190080112	Select One DOR authorized - refut DOR authorized - waik Payment entered in sy Taxpayer backed out c Payments postmarked Last day of month fell Payment reserved kim KY #: KY0347WP	d of penalty e of penalty stem in error transaction timely on Sat., Sun., holiday dy bot not processed Days Past Due: 69	terminal down	S 107/18/2019 Unit	51.68 50.17 50.06 52.00 iub Total: \$3.9 de Amount	v Waive waive 1 \$45.37	d
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	Ad valorem 1 Penalty Interest Lien Fee Comments: 2000 LAN	Tax 2019	BASS Boone (Title #: C	f. Reason: 072190080112	Select One DOR authorized - refut DOR authorized - waiv Payment entered in sy Tazpayer backed out of Payments postmarked Last day of month fell Payment received time KY #: KY0347WP	d of penalty e of penalty stem in error f transaction timely on Sat., sun., holiday dy but not processed Days Past Due: 69	terminal down	Selected	51.68 50.17 50.06 52.00 iub Total: \$3.9 Amount d Total: \$49 F&W State Registr	x x water x water x water x water x x water x x water x x x x x x x x x x x x x	d
	Ad valorem 1 Penalty Interest Lien Fee Comments: 2000 LAN	Tax 2019	BASS Boone (KENNY BRO	Title #: C County Clerk WN, County Cler	f. Reason:	Select One DOR authorized - refut DOR authorized - waiv Payment entered in sy Taxpayer backed out c Payments postmarked Last day of month fell <u>Payment received time</u> KY #: KY0347WP	d of penalty e of penalty stem in error f transaction timely on Sat., sun., holiday dy but not processed Days Past Due: 69	terninal down	Le: 07/18/2019 Unit	51.68 50.17 50.06 52.00 iub Total: \$3.9 do Amount d Total: \$49 F&W State Registr KYTC State Registr	x x x x x x x x x x x x x x	d
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er/s: :R, Wi 51000	Ad valorem 1 Penalty Interest Lien Fee Comments: 2000 LAN 2000 LAN ILLARD ILLARD IT Make STAR CRAFT	Tax 2019	BASS Boone (KENNY BRO BURLIN Ck Ad Valu For Registr 2000 LAND Title Number 961210370015	Title #: C County Clerk WN, County Cler GTON Branch erk: LPJ orem Quote ration Action or AU 170 BASS 000 KY Number KY3494U	f. Reason: 772190080112 k f: Days Past (Due 60	Select One DOR authorized - refut DOR authorized - waiw Payment entered in sy Taxpayer backed out of Payments postmarked Last day of month fell Payment recoived time KY #: KY0347WP	d of penalty e of penalty stem in error f transaction timely on Sat., Sun., holiday ty but not processed . Days Past Due: 69 3/2019 08:06 AM ir Amount 53.91	terminal down Definquent Dat	Selected	51.68 50.17 50.06 52.00 iub Total: \$3.9 6 Amount d Total: \$49 F&W State Registr KYTC State Registr Boat S County Registr Total Ad Valo Total		2

- 6. The Shopping Cart will have the selected boat's registration fees and any delinquent Ad Valorem due for any of the Account's boats.
 - a. in the Shopping Cart will take you back to the Manage Registration Page to make changes (see step 8).
 - b. Delete will remove the registration and ad valorem, leaving any other transaction in the Shopping Cart (anything under this KAVIS stamp will be removed, while anything else will remain in the Cart).
 - c. **O Cancel** will remove all items from the Shopping Cart.
 - d. **Continue Shopping** will take you to the Home Page, keeping everything in the Cart.
 - e. Select Checkout when you are ready, and reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

	Void Miscellaned	ous Items	\$ Payo	off Debits	🗷 Send Ite
		Current Depar	tment: Mo	OTOR VEHICLES	~
Collapse All / Expand All					
Select All Items (0 of 1 Selected)					
],					
PARKER, WILLARD + Add Miscellaneous Item					
Customer ID: 000510001					а
(Items: 8)					<u>,</u> u.
Item Description		Qtv	Price	Amount	∠
(KAVIS) 2000 LANDAU 170 BASS 000	Title #: 072190080112 KY #: KY0347	WP			×
Action: Manago (Registration) (Renowal)				E	dit Delete
Ad Valorem Tax 2019		1	43.22	\$43.22	
Clerk Lien Fee		1	2.00	\$2.00	\
F&W State Registration Fee		1	40.00	\$40.00	
KYTC State Registration Fee		1	3.00	\$3.00	
Boat Safety Fee		1	1.00	\$1.00	
Clerk Registration Fee		1	6.00	\$6.00	
1958 STAR CRAFT 00	litle #: <u>961210370015</u> KY #: <u>KY3494</u>	<u>U</u>			
Ad Valorem Tax, 2019		1	1.90	\$1.90	
Clerk Lien Fee		1	2.00	\$2.00	
				Add	
	CL	ustomer Total:		\$99.12	
GUEST CUSTOMER (Items: 0)					
Item Description		Qty	Price	Amount	
				+ Add	
		Sub Total:		\$99.12	
	C.	Total:	d.	\$99.12	e
Force AVIS Items	0	Cancel 上 Suspend	Items	 Continue Shopping 	C Check

7. If you return to the Customer's Account Page while the items are still in the Shopping Cart, the icons will have changed. Where the Cart glyphicon is present, you will not be able to add additional Actions for that Title to the Cart. You must use the 'Edit' function from the Cart if you wish to change the Action.

ARKER, WILLARD	Edit View		Action Cer	nter			
556 Glencoe Verona Rd RONA, KY 41092 one: (606) 485-7597	Financial History	\odot	There are no pending actions	required for this Customer			
Vehicles Boats (2)	Renew All (0)	Ad Valorem taxes cart	are in the			New Title	Switch to List View
2000 LANDAU 170 BASS 000 Title#: 072190080112 Transfer	P R KY0347WP Active - Title Issued Reg: Expired age - Title - View	\$ 1958 STAR CF Title#: 9612100 Transfer	RAFT 00 370015 Mar	P KY3494U Active - Title Issued Reg: Cancelled nage - Title - View			

- 8. Per step 6, clicking in the Shopping Cart will take you back to the Manage Page where you can change the Registration Action.
 - a. Click **Update Cart** when you are finished making changes, and this will update the Shopping Cart with the changes made.
 - b. **Cancel** here will only cancel the update to the item in the cart, the original items will remain in the Shopping Cart.

Title		✤ Registration	0			
Title Status: Active - Title Issued		Registration Status: E	xpired 8.	Last Registration	Date: 04/27/201	18
Ie Number: 072190080112 Title Type: Transfer		Registration Action:	cancellation d Val Payment rrint Only	.		
		Reason:	cicci one	× *		
		Comments:			*	
		Comments:			*	
Ad Valorem		Comments:]*	
 Ad Valorem ✓ Select All Items (2 of 2) 		Comments:) *	Quote
Ad Valorem Select All Items (2 of 2) ✓ 1958 STAR CRAFT	Title #: 961210370015 KY #	KY3494U Days Past Due: 69	Delinquent Date:	Amount	\$3.90	Quote
Ad Valorem ✓ Select All Items (2 of 2) ✓ 1958 STAR CRAFT ✓ 2000 LANDAU 170 BASS	Title #: 961210370015 KY # Title #: 072190080112 KY #	KY3494U Days Past Due: 69 KY0347WP Days Past Due: 69	Delinquent Date:	Amount	* \$3.90 \$45.22	Quote
Ad Valorem ✓ Select All Items (2 of 2) ✓ 1958 STAR CRAFT ✓ 2000 LANDAU 170 BASS	Title #: 961210370015 KY # Title #: 072190080112 KY #	KY3494U Days Past Due: 69 KY0347WP Days Past Due: 69	Delinquent Date: Delinquent Date: Sel	Amount Amount ected Total: \$49.	\$3.90 \$45.22	Quote
 Ad Valorem ✓ Select All Items (2 of 2) ✓ 1958 STAR CRAFT ✓ 2000 LANDAU 170 BASS 	Title #: 961210370015 KY # Title #: 072190080112 KY #	KY3494U Days Past Due: 69 KY0347WP Days Past Due: 69	Delinquent Date: Delinquent Date: Sel	Amount Amount ected Total: \$49. Total Ad Valore	\$3.90 \$45.22 12 em Due: \$49.12	Quote

Multiple Vehicle/Bulk Registration

To renew all boats that are currently eligible for Renewal, and go directly to the Shopping Cart, you must start with the Customer Account Page. Click Renew All (the number in parentheses tells you how many boats are eligible to renew). This will automatically bring all ad valorem due on all boats into the Shopping Cart as well, even those not being renewed.

1. From the Tile View:

	\$ Ad Valorem taxe	are past due for 4 vehicles. The	e total amount past due is \$7,295.1	4.
Financial History	Customer has 4	vehicles ready for Registration R	enewal.	
	(R) 2003 YAMAHA G	P800A-B is Missing Required Inf	ormation for Registration.	
All (4) Renew Selecter	d (0)		New Title Switch	to List View 🔺
P 🗌 ୟ	₩ \$ ®	P 🗌 🛥 \$	®	Р 🗌
KY0418JS	2003 GLASTRON BOATS GS-279	KY0434KA 2003 YAMAH	IA GP800A-B KY	0405WP
Active - Title Issued Reg: Expired 0	Title#: 041880390010 Active Out-of-state	Title Issued Title#: 03219 Reg: Expired Original	0390013 Active - Title Reg:	e Issued Expired
Title - View	Manage - Title	View	Manage + Title +	View
Р	®	м 🗌		
KY0405WR	1981 SEASWIRL CONTENDER	KY0107NW		
Active - Title Issued	Title#: 940830080148 Active	Title Issued		
Reg: Expired	Out-of-state	Reg: Expired		
Title v View	Manage - Title	View		
	V All (4) Renew Selecte P KY0418JS Active - Title Issued Reg: Expired View P KY0405WR Active - Title Issued Reg: Expired Title - View			

2. From the List View, checking the 'Dup. Fee' will add a Duplicate Registration Fee for that vehicle. This only adds the \$3. fee to each boat selected—it will not print the Duplicate.

AKKIS, K ust #:00163	RONALD	E CONTRACTOR OF CONTRACTOR	Edit	View	lotes		Action Center					
23 Main Stre mpsonville	eet KY 40067	F	inancia	al History		[\$ Ad Valorem	taxes are p	ast due for 4 vehicles. The	total amount past d	due is \$7,29	5.14.
none: (859)	567-2705						R Customer h	as 4 vehicle	es ready for Registration Re	enewal.		
							(R) 2003 YAMA	HA GP800A	-B is Missing Required Info	rmation for Registr	ration.	
/ehicles												
CTTre Bo	pats (5)	Renew	All (4)	Renew	Selec	cted (0)				New Ti	itle Swit	ch to Tile View
	Manage	e - Title -	View									
	Manage	e - Title -	View									
Showing 1 t	Manage	s	View							Filter:	:	
Showing 1 t	Manage to 5 of 5 entrie	e + Title + s es	View							Filter	:)
Showing 1 to Show 10 Select	Manage to 5 of 5 entrie entrie Year 1	e - Title - S 25 Make	View	Model	Įŝ	Title #	KY / Plate # 斗	Owner	Title Type / Status	Filter: Reg. Status	: Alerts	Dup. Fee
Showing 1 to Show 10 Select	Manage to 5 of 5 entrie entrie Year 17 2004	s S Make BAJA BOATS I	View	Model 200UT	ţ£	Title # 040370390003	KY / Plate # J≛ KY0418JS	Owner P	Title Type / Status Original Active - Title Issued	Filter: Reg. Status Expired	: Alerts \$®	Dup. Fee
Showing 1 to Show 10 Select	Manage to 5 of 5 entrie entrie Year 17 2004 2003	s s BAJA BOATS I GLASTRON BOATS	View LE NC 2 G	Model 200UT 3S-279	ţ£	Title # 040370390003 041880390010	KY / Plate # 📑 KY0418JS KY0434KA	Owner P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued	Filter: Reg. Status Expired Expired	 Alerts \$® \$®	Dup. Fee
Showing 1 to Show 10 Select	Manage to 5 of 5 entrie entrie 2004 2003 2003	s S BAJA BOATS I GLASTRON BOATS YAMAHA	View LE NC 2 G G	Model 200UT GS-279 GP800A-B	Įŝ	Title # 040370390003 041880390010 032190390013	KY / Plate # Ite KY0418JS KY0434KA KY0405WP	Owner P P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued Original Active - Title Issued	Filter: Reg. Status Expired Expired Expired	 Alerts \$® \$® \$® \$® 	Dup. Fee
Showing 1 to ihow 10 Select	Manage to 5 of 5 entrie entrie 2004 2003 2003 2003	s s BAJA BOATS I GLASTRON BOATS YAMAHA YAMAHA	View IE NC 2 G G G G	Model 200UT 3S-279 3P800A-B 3P800A-B	ţ	Title # 040370390003 041880390010 032190390013 032190390015	KY / Plate # Image: Control of the second seco	Owner P P P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued Original Active - Title Issued Original Active - Title Issued	Filter: Reg. Status Expired Expired Expired Expired	Alerts \$@ \$@ \$@ \$@ \$@ \$@	Dup. Fee

- 3. If the customer has a large amount of boats and you need to renew only some of them, start by selecting all boats by clicking Boats (or you can check them manually).
 - a. Deselect the boat(s) you do not want to renew.
 - b. When the desired boats are selected, click Renew Selected
 o From the Tile View:

RRIS, RONALD	Edit View Notes	Action Center			
Main Street		\$ Ad Valo	rem taxes are past due for	r 4 vehicles. The total amount pas	t due is \$7,295.14.
psonville, KY 40067 one: (859) 567-2705	Financial History	(R) Custom	er has 4 vehicles ready fo	r Registration Renewal.	
		R 2003 YA	MAHA GP800A-B is Missi	ng Required Information for Regis	stration.
thicles Boats (5)	new All (4) 🛛 Renew Selec	b.		New	Title Switch to List V
🚛 \$ ®	Р 🗸	🕊 \$ ®	Р 🗸	🕊 \$ ®	P 🗸
2004 BAJA BOATS INC 20OUT	KY0418JS	2003 GLASTRON BOATS GS-279	KY0434KA	2003 YAMAHA GP800A-B	KY0405WP
Title#: 040370390003	Active - Title Issued	Title#: 041880390010	Active - Title Issued	Title#: 032190390013	Active - Title Issued
Original	Reg: Expired	Out-of-state	Reg: Expired	Original	Reg: Expired
Manage 🛩	Title 🗸 View	Manage 🗸	Title - View	Manage	- Title - View
		-// 0			
\$ ®	P		M	2	
2003 YAMAHA GP800A-B	P KY0405WR	1981 SEASWIRL CONTENDER	KY0107NW	а.	
S B S	P KY0405WR Active - Title Issued	1981 SEASWIRL CONTENDER Title#: 940830080148	KY0107NW Active - Title Issued	ā.	
	P KY0405WR Active - Title Issued Reg: Expired	1981 SEASWIRL CONTENDER Title#: 940830080148 Out-of-state	KY0107NW Active - Title Issued Reg: Expired	`a.	

○ From the List View:



- 4. After clicking Renew Selected or Renew All, you will be sent to the Shopping Cart with all eligible boats' Registration and Ad Valorem dues.
 - a. For a Bulk Renewal, do not click Edit or beine, this will cause errors.
 - b. If changes need to be made, click *Cancel* to delete these from the Shopping Cart and return to the Home Page to start again.

$\leftarrow \ \ \ast 1 2 3 \ \ \ast \rightarrow $				Filter		Q
Item Description			Qty	Price	Amount	
KAVIS 2004 BAJA BOATS INC 200UT	Title #: 040370390003	KY #: KY0418JS				Fdit Delete
2003 GLASTRON BOATS GS-279	Title#: 041880390010	Plate#: KY0434KA				X 4
Ad Valorem Tax, 2018			1	610.41	\$610.41	$-\sum$
Clerk Lien Fee			1	2.00	\$2.00	้ล้
2004 BAJA BOATS INC 200UT	Title #: 040370390003	KY #: KY0418JS				u.
Ad Valorem Tax, 2018			1	220.79	\$220.79	
Clerk Lien Fee			1	2.00	\$2.00	
2003 YAMAHA GP800A-B	Title #: 032190390015	KY #: KY0405WR				
Ad Valorem Tax, 2019			1	38.84	\$38.84	
Clerk Lien Fee			1	2.00	\$2.00	
2003 YAMAHA GP800A-B	Title #: 032190390013	KY #: KY0405WP				
Ad Valorem Tax, 2019			1	40.53	\$40.53	
Clerk Lien Fee			1	2.00	\$2.00	
2003 GLASTRON BOATS GS-279	Title #: 041880390010	KY #: KY0434KA				
Ad Valorem Tax, 2019			1	506.06	\$506.06	
Clerk Lien Fee			1	2.00	\$2.00	
2004 BAJA BOATS INC 200UT	Title #: 040370390003	KY #: KY0418J5				
Ad Valorem Tax, 2019			1	181.46	\$181.46	
Clerk Lien Fee			1	2.00	\$2.00	
					Add	
KAVIS 2003 GLASTRON BOATS GS-279	Title #: 041880390010	KY #: KY0434KA				/ X
Action: Manage (Registration) (Renewal)						
F&W State Registration Fee			1	50.00	\$50.00	
KYTC State Registration Fee			1	3.00	\$3.00	
Boat Safety Fee			1	1.00	\$1.00	
Clerk Registration Fee			1	6.00	\$6.00	
					Add	
KAVIS 2003 YAMAHA GP800A-B	Title #: 032190390013	KY #: KY0405WP				Fdit Delete
Action: Manage (Registration) (Renewal)						Luit Delete
F&W State Registration Fee			1	21.00	\$21.00	
KYTC State Registration Fee			1	3.00	\$3.00	
Boat Safety Fee			1	1.00	\$1.00	
Clerk Registration Fee			1	6.00	\$6.00	
					Add	
		Customer Total	:		\$7,436.14	
GUEST CUSTOMER						
(Items: 0)						
·		Cub 7-1-1-			67 496 44	
		Sub Total:			\$7,436.14	

* Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

Registration Cancellation

There are three ways to get started.

- 1. From the **Customer Account Page**, tile view, click the Manage dropdown menu and select either Junk, Sold Out of State, # Incomplete Transfer, or O Other.
 - a. 'Other' should be chosen if you are Documenting the boat, there is a Court Order to cancel the registration, or if the Owner is requesting that it be cancelled.

516/ Willakin Pi	Financial History	\$ Ad Valorem taxes are past due for 2 vertices	ehicles. The total amount past due is \$274.94.
BURLINGTON, KY 41005 Phone: (859) 586-0747		Customer has 2 vehicles ready for Reg	gistration Renewal.
Vehicles			
Boats (2)	enew All (2) Renew Selected (0)		New Title Switch to List Vie
\$ 8	P 🗌 🕰	Р 🕻 🔞 Р 🗌	
2015 TRACKER MARINE Title#: 150850080182 Original	KY0714FX 2002 F Active - Title Issued Title#. Reg: Expired Update	ELICAN PONTOON KY0413AL 11170080188 Active - Title Issued Reg: Expired	
Manage	Title View	Manage - Title - View	
		First Time Ad Val Payment	
Disabled Placards		☐ Junk	
Issue Disabled Placard		Sold Out of State incomplete Transfer Other	

- 2. From the Customer Account Page, in the list view.
 - a. Select the checkbox for the specific boat the owner wishes the registration cancelled.
 - b. Click the Manage → dropdown menu and select ^m Junk, Sold Out of State,

 ^m Incomplete Transfer, or O Other.
 - c. Checking the 'Dup. Fee' will add a \$3. Duplicate Registration Fee-it will not print the previous registration receipt.

			Action Center					
87 Millakin Pl JRI INGTON KY 41005	inancial Histor	v	\$ Ad V	alorem taxes a	are past due for 2 vehicles. T	he total amount past	due is \$274	.94.
none: (859) 586-0747			R Cust	omer has 2 ve	hicles ready for Registration	Renewal.		
Vehicles								
Boats (2)	All (2) Ren	ew Selected (1)				New	litle Swit	tch to Tile Vie
Manage • Title •	View							
A Renew						Filte	r:	
Showing 1 to 2 a First Time Show 10 Show 10 Show						1 110		
Select Junk	Model 🗍	Title #	KY / Plate #	🖹 Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fee
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	ARINE	150850080182	KY0714FX	Р	Original Active - Title Issued	Expired	\$ ®	
	NOOTNC	111170080188	KY0413AL	Р	Update Active - Title Issued	Expired	\$ ®	
Other					/100/00 /100/00/00			

OR

From the Vehicle Summary Page, click the Manage → dropdown menu and select → Junk,
 Sold Out of State,
 Incomplete Transfer, or
 Other.

Previous Owner(s)	Chain of Owner	ship	Viewing 2 of	f 2 Titles					Next Reversal -
Customer ID	Driver License	Customer Name	SSN/FE	EIN	21071	Addres:	S	Beg Exe Dat	in Tax mpt e
• Title itatus: Active - T	itle Issued		Title -	✓ Registrat Status: Expir	ion Inform red @	BOONE			Manage -
Type: Title #: Prior Title #:	Update 111170080188 031840080118	State Fee: \$0.00 Clerk Fee: \$0.00 Use Tax: \$0.00		R E I Cc	Type: teg. Date: txp. Date: Remarks: omments:	Renewal 03/26/2018 04/30/2019	County: Decal #: Prior Decal #: 3	BOONE KY0413A E007959	 Renew First Time Ad Val Pay Junk Sold Out o
						F&W State Fee: KYTC State Fee: Boat Safety Fee: Clerk Fee:	\$14.00 \$0.00 \$0.00 \$6.00		 Incomplete Other

- 4. In the Registration section, you can make changes to any of the dropdowns and enter a helpful comment (a comment is not required if the reason is Junk).
 - a. If the registration reason requires a change to the title (Junk, Incomplete Transfer, Sold Out of State, or Documented), those changes will be automatically updated in the title section.

NOTE: If the boat **Moved Out of State** do not mark the boat **Sold Out of State.** There is now a specific action for a boat a customer owns and is moving the boat out of state but is retaining ownership. This will keep the title active. Once MVL has received the proper documentation they will surrender the title.

- b. For Incomplete Transfers, the Date of Sale is required.
 - Sell date selected before January 1st of the current year will require the buyer to pay the current year Ad Valorem at the time of the transfer.
 - Sell date selected on or after January 1st of the current year the seller is required to pay the current year Ad Valorem when performing an Incomplete Transfer.
- c. You may choose from the Add duplicate dropdown options to charge a \$3 Duplicate Registration Fee and/or reprint the registration receipt.
- d. See step 5 of the '<u>Single Vehicle Registration</u>' section of this manual for more options in the Ad Valorem Section.
 - If the Reason is a Court Order, the customer does not have to pay Ad Val on any of their vehicles, including the one being cancelled. You can deselect the checkboxes in the Ad Valorem section.
 - For all of the other reasons, the Customer **does** have to pay Ad Valorem on the vehicle being cancelled.



Table of Contents

- 5. After selecting ***** Add To Cart, see step 6 of the '<u>Single Vehicle Registration</u>' section of this manual if you need guidance on editing this from the Shopping Cart.
 - a. Reference the Point of Sale Manual for info on Checking Out the transaction.

Print a Registration Duplicate/PODD Receipt and/or Decal Replacement

This is how to print a duplicate registration, with or without reprinting the decal, also with or without a \$3 charge to the Customer.

You can reprint the Registration/PODD Receipt through the Manage dropdown, or from the Transaction Summary (see step 6).

- 1. From the **Customer Account Page**, <u>tile view</u>:
 - a. In the Manage dropdown menu, select O Other.

PIER, WILLIAM B	Edit View Unmerge	Actio	n Center					
3 Paragon Mill Dr	Notes	s	Ad Valoren	n taxes are past d	ue for 1994 STAR	CRAFT 14ADV.	The total amount	past due is \$9.54.
LINGTON, KY 41005	Financial History	®	1994 STAR	CRAFT 14ADV is	Ready for Registi	ation Renewal.		
ehicles								
Boats (1)	Renew All (1) Renew Selected (0)						New Title Sw	itch to List View
\$ ®	Р 🗌							
1994 STARCRAFT 14ADV	KY0470KA							
Transfer	Reg: Expired							
Mana	ge - Title - View							
8	Renew							
	First Time							
sabled Placards	Ad Val Payment							
	IUTIK Sold Out of State							
num Disselated Dissess 👘 🖞	Joid Out of State							
sue Disabled Placarc 🕤	ncomplete Transfer							

- 2. From the Customer Account Page, in the list view:
 - a. Select the checkbox for the specific vehicle.
 - b. In the Manage dropdown menu, select O Other.

NAPIER, WILLIAM B Cust #:000487352	Edit View	Unme	rge	Action Center						
2323 Paragon Mill Dr	Notes			\$ Ad \	/alore	m taxes are	e past due for 1994 STARCR	AFT 14ADV. The tot	al amount pa	ast due is \$
BURLINGTON, KT 41005	Financial Histo	огу		(R) 1994	STA	RCRAFT 14	ADV is Ready for Registration	on Renewal.		
Vehicles										
Boats (1)	Renew All (1) Re	new Selec	ted (1)					New T	itle Swit	ch to Tile V
Manage -	Title - View									
Showing 1 to 1 C	2							Filter	:	
S Ad Val P	ayment Model	12	Title #	KY / Plate #	Æ	Owner	Title Type / Status	Reg. Status	Alerts	Dup. Fe
Select Sold Out				KV0470KA		Р	Transfer	Expired	¢@	
Select Sold Out	te Transfer	1321	130080134	K10470KA			Active - Title Issued		9 😡	

3. From the Vehicle Summary Page, click the Manage dropdown and select O Other.

❤ Owner(s)	Chain of Owner	ship	Viewing 2 o	f 2 Titles				l	Reversal -
Customer ID	Driver License	Customer Name	SSN/F	EIN		Address	s	Begi Exei Date	in Tax mpt
000487352	N94496533	NAPIER, WILLIAM B 🕑 \$	<u>xxx-xx-</u>	7717	2323 Pa	ragon Mill Dr, BURLIN BOONE	GTON, KY 41005-9033		
Title	itle Issued		Title -	✓ Registra Status: Exp	tion Inform	ation		(Manage -
Type: Title #: Prior Title #:	Transfer 132130080134 051780590205	State Fee: \$0.00 Clerk Fee: \$0.00 Use Tax: \$0.00 Use Tax Description:		c	Type: Reg. Date: Exp. Date: Remarks: omments:	Renewal 04/23/2018 04/30/2019	County: Decal #: Prior Decal #:	BOONE KY0470k E009224	 Renew First Time Ad Val Payment Junk Sold Out of State
						F&W State Fee:	\$25.00		Incomplete Transf Other

- 4. You will be brought to the Manage Page, choose 'Print Only' from the Registration Action dropdown options.
 - a. Also choose from the Add Duplicate dropdown menu options.
 - This is where you can choose to reprint the decal and/or charge them the \$3 reprint fee.
 - b. You are not able to select the Ad Valorem checkboxes.
 - c. See the '<u>Registration Actions</u>' section of this manual for more information on Renewal, Cancellation, and Ad Valorem Payments that can be chosen from this page.

> Owner(s)	
M THE	W Paralestation
Title Status: Active - Title Issued	Registration Registration Status: Expired Last Paristration Date: 04/23/2018
Title Number: 132130080134	Registration Length; Short-Term Last Registration Expires on: 04/30/2019
Title Type: Transfer	Registration Action: Print Only
	Add Duplicate: No Decal No Fee
✓ Ad Valorem Select All Items (1 of 1)	
Ad Valorem Select All Items (1 of 1) 1994 STARCRAFT Title #: 1:	22130880134 KY P: KY0470KA Days Past Due: 191 Delinquent Date: Amount \$9,54
Ad Valorem Select All Items (1 of 1) 1994 STARCRAFT Title #: 1:	2110080134 KY F: KY0470KA Days Past Due: 191 Delinquent Date: Amount \$9.54 Selected Total: \$0.00
Ad Valorem Select All Items (1 of 1) 1994 STARCRAFT Title P: 1:	2130000134 KY F: KY0470XA Days Past Due: 191 Delinquent Date: Amount \$9.54 Selected Total: \$0.00 Duplicate Registration Fee - Print, No Decal: \$0.00

- 5. After clicking Add To Cart, reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.
 - a. You MUST check out from the Shopping Cart, even if the Total Due is \$0.00.

Within 2 weeks from checking out a transaction, you are able to reprint the Registration/PODD Receipt from the Transaction Summary.

6. Click 'Receipt Search' from the Home Page.



 Choose from the 'Search By' dropdown menu options depending on the information you have to search with and click Q Search.

	Search By:	Receipt Number Control Number Vehicle Information Transaction ID Check Details ACH Details Date and Time User
ļ		Ø Cancel Ø Reset Q Search

8. From the Search Results, click Recall to go to the Transaction Summary.

Showing 1 to 3 of 3 entries			Q Display Search Criteria
Receipt Number	Date - Time Paid	Processed by User Name	
LPJ191113103840	11/13/2019 T AM	Jebsen, Lara	Preview Receipt Recall
LPJ191113093052	11/13/2019 T AM	Jebsen, Lara	Preview Receipt Recall
LPJ191113092806	11/13/2019 T AM	Jebsen, Lara	Preview Receipt Recall

9. On the Transaction Summary, click the printer button 🖻 to reprint the Registration/PODD Receipt.

Transact	tion ID:	033431805	Transaction Date:	11/13/2019						
leceipt N	umber:	LPJ191113103840	Date Paid:	11/13/2019						
🔻 мое	BLEY, ED	WARD								
Custe	omer ID: 0	01279259								
(Iten	ns: 4) (Veh	icles: 1)								
Item	Descrip	ption					Qty	Price	Amount	\frown
KAV	1992 F	ROCRAFT PVC1805D1H		Title #: 051330080176	KY #: KY0462XI	2			(
	F	&W State Registration Fee					1	40.00	\$40.00	
	K	YTC State Registration Fee					1	3.00	\$3.00	\sim
	B	loat Safety Fee					1	1.00	\$1.00	
	C	Clerk Registration Fee					1	6.00	\$6.00	
						Customer Total:			\$50.00	
						Sub Total:			\$50.00	
						Total:			\$50.00	
						Cash Payment:			\$50.00	
🕀 Reprir	nt/⊠E-m	nail 🔄 Preview								C Do

Making a Single Ad Valorem Payment

Customers can pay for their past due ad valorem in one transaction, or they can split it up and pay one or multiple years per payment.

• If the customer is going to be renewing and/or titling a boat, you do not need to pay the ad valorem first, it will be automatically included with those actions.

There are 3 ways to get started.

- 1. From the Customer Account Page, tile view:
 - a. In the Manage dropdown menu and select 'Ad Val Payment'.

RRIS, RONALD	Edit View Notes	Action Center	·		
3 Main Street		\$ Ad V	/alorem taxes are past due fo	r 4 vehicles. The total amount past	due is \$1,710.27.
npsonville, KY 40067	Financial History	R Custor	tomer has 4 vehicles ready fo	r Registration Renewal.	
one. (659) 507-2705		(R) 2003	3 YAMAHA GP800A-B is Missi	ing Required Information for Regis	tration.
hicles					
Boats (5) Rene	w All (4) Renew Selected (0)			New	Title Switch to List Vi
		1			
	P 🗌 🕰	₽ \$ ®	P 🗌	🛥 \$ ®	P
2004 BAJA BOATS INC 20OUT	KY0418JS 2003	GLASTRON BOATS GS-2	279 KY0434KA	2003 YAMAHA GP800A-B	KY0405WP
Title#: 040370390003	Active - Title Issued Title#	041880390010	Active - Title Issued	Title#: 032190390013	Active - Title Issued
Original	Reg: Expired Out-of	-state	Reg: Expired	Original	Reg: Expired
	Concernment (Concernment)				Title - Miow
Manage 🕶	Title - View	Manag	e - Title - View	Manage	The View
Manage -	Title - View	Manag	e - Title - View	Manage Ren	iew view
Manage ~	P	Manag	e - Title - View	Manage Ren E First	ew t Time
Manage ~	P KY0405WR	Baswirl contender	M KY0107NW	Manage Ren First \$ Ad 1	ew t Time Val Payment
Manage -	P KY0405WR Active - Title Issued	Manag B SEASWIRL CONTENDER 940830080148	M M KY0107NW Active - Title Issued	Annage Ren First \$ Ad 1 Juni	ew t Time Val Payment k
Manage Image Image Image Image 2003 YAMAHA GP800A-B Image Title#: 032190390015 Original	P KY0405WR Active - Title Issued Reg: Expired Out-ol	Manag SEASWIRL CONTENDER 940830080148 -state	KY0107NW Active - Title Issued Reg: Expired	a. Manage @ Ren @ First a. Solo Solo	ew t Time Val Payment k d Out of State
Manage - Class S (2003 YAMAHA GP800A-B Title#: 032190390015 Original Manage -	P KY0405WR Active - Title Issued Reg: Expired Title - View	Manag BEASWIRL CONTENDER 940830080148 -state Manag	Title View M KY0107NW Active - Title Issued Reg: Expired e Title - View	a. Manage Ren First Sold	ew t Time Val Payment k d Out of State omplete Transfer

OR

- 2. From the Customer Account Page, in the list view:
 - a. Select the checkbox for the specific vehicle.
 - b. In the Manage dropdown menu and select 'Ad Val Payment'.

0	RONALD		Edit View	Notes	Action Center					
123 Main Str	eet				\$ Ad Valorem	taxes are p	ast due for 4 vehicles. The	total amount past d	lue is \$1,71	0.27.
Simpsonville	, KY 40067	7	Financial Histor	у	Customer h	as 4 vehicle	s ready for Registration Re	newal.		
Phone: (859)) 567-2705				(R) 2003 YAMA	HA GP800A	B is Missing Required Info	rmation for Registr	ation.	
Vehicles										
venicies										
Boa	its (5)	Renew All	(4) Renew Sele	ected (1)				New Tr	tle Swit	ch to Tile
(Manag	e - Title - V	lew							
Showing 1 to	Manag	enew						Filter	:	
Showing 1 to Show 10	Manag 5 Pi	enew Irst Time	b.					Filter:	: [
Showing 1 to Show 10	Manag 5 Pi E \$ Av	enew Inde V enew Irst Time d Val Payment Junk	b.					Filter	:	
Showing 1 to Show 10 Select	Manag 5 (Pi 5 S Ai 1 Ju 1 S	enew irst Time d Val Payment unk old Out of State	b.	Title #	KY / Plate # 🏨	Owner	Title Type / Status	Filter: Reg. Status	Alerts	Dup. F
Showing 1 to Show 10 Select	Manag 5 (enew rst Time d Val Payment Junk old Out of State ccomplete Transfer	b. Model 1	Title # 040370390003	KY / Plate # 🗯 KY0418JS	Owner P	Title Type / Status Original Active - Title Issued	Filter: Reg. Status Expired	Alerts	Dup. F
Showing 1 to Show 10 Select	Manag 5 (enew rst Time d Val Payment Junk old Out of State ccomplete Transfer ther	b. Model 11 200UT GS-279	Title # 040370390003 041880390010	KY / Plate # La KY0418JS KY0434KA	Owner P P	Title Type / Status Original Active - Title Issued Out-of-state	Filter: Reg. Status Expired Expired	Alerts \$® \$®	Dup. F
Showing 1 to Show 10 Select	Manag 5 (■ Fi S Ar â Ju t S at In ⊙ O	enew rst Time d Val Payment unk old Out of State ccomplete Transfer ther BOATS	b. Model 11 200UT GS-279	Title # 040370390003 041880390010	KY / Plate #	Owner P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued	Filter: Reg. Status Expired Expired	Alerts \$® \$®	Dup. F
Showing 1 to Show 10 Select	Manag 5 (enew rst Time d Val Payment Jink old Out of State complete Transfer ther BOATS YAMAHA	b. 200UT GS-279 GP800A-B	Title # 040370390003 041880390010 032190390013	KY / Plate # La KY0418JS KY0434KA KY0405WP	Owner P P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued Original Active - Title Issued	Filter: Reg. Status Expired Expired Expired	Alerts \$® \$® \$®	Dup. F
Showing 1 to Show 10 Select	Manage 5 () Fi () S A/ () J/ () S () S () O 2003 2003	d Val Payment which d Val Payment which old Out of State ccomplete Transfer ther BOATS YAMAHA YAMAHA	b. 200UT GS-279 GP800A-B GP800A-B	Title # 040370390003 041880390010 032190390013 032190390015	KY / Plate # La KY0418JS KY0434KA KY0405WP KY0405WR	Owner P P P P	Title Type / Status Original Active - Title Issued Out-of-state Active - Title Issued Original Active - Title Issued Original	Filter: Reg. Status Expired Expired Expired	Alerts	Dup. F

OR

3. From the **Vehicle Summary Page**, click the Manage dropdown and select 'Ad Val Payment'.

Previous • Owner(s)	Chain of Owne	rship	Viewing 1 o	f 1 Titles				l	Next Reversal +
Customer ID	Driver License	Customer Name	SSN/FI	EIN		Address	5	Begi Exer Date	n Tax npt
001637592		HARRIS, RONALD P \$	<u>xxx-xx-5</u>	<u>505</u>	12	3 Main Street, Simpso	nville, KY 40067		
Title	tie Issued		Title -	✓ Registr Status: Ex	ation Inform	ation		(Manage +
Type: Title #:	Original 032190390013	State Fee: \$2.00 Clerk Fee: \$4.00 Use Tax: \$0.00 Use Tax Description: \$			Type: Reg. Date: Exp. Date: Remarks: Comments:	Ad Valorem 03/19/2004 04/30/2005	County: Decal #: Prior Decal #:	GALLATI E553357 E727302 3.	 Renew First Time Ad Val Paymer Junk Sold Out of State
						F&W State Fee: KYTC State Fee: Boat Safety Fee: Clerk Fee:	\$0.00 \$0.00 \$0.00 \$0.00		 Incomplete Tra Other

- 4. On the Manage Page, in the Ad Valorem section, click the next to each boat to waive the penalty and/or interest fees.
 - a. You may deselect the checkboxes of the years they will not be paying.
 - The Selected Total will include only the years that are chosen.
 - b. If it is a delinquent payment, you may pick a date up to 2 weeks in the future in the 'Delinquent Date' box. (You will not be able to add it to the cart with a future date.)
 - The Quote button will open a PDF of an estimated receipt which you can print for the customer. This is helpful if they need to come back to pay on another day.
 - c. If you choose a past date in the 'Delinquent Date' box, enter any helpful comments and select a reason from the dropdown menu.
 - d. Click Add To Cart when you are ready to add the ad val to the shopping cart.

23 Main Str Simpsonville Owr	reet 5, KY40067 her(s)		IX1W.	RIONOSWI										
♥ Title Title S	e tatus: Ac	tive - Title Issued					Registration Registration	ion on Status	: Expired		Last	Registration	Date: 03/19/200	4
Title Nu Title	mber: 03 Type: Ori	2190390013 iginal					Registratio Registratio Add I	n Length on Action Duplicate	Short-Ten Ad Val Pa	m ayment 💙	Last Regist	tration Expire	s on: 04/30/200	5
✓ Ad V	alorem Select A	ll Items (8 of 8)											٩	luote
	2003 YA	мана		Title #: 032190	390015 K	Y #: KY0405WF	R Days P	ast Due: 43	4			Amount		
	Ad valorem	Tax 2018										\$36.14		
	Penalty											\$3.62	× Walve	
	Interest			C	· \							\$7.33	¥ Waive	- 4.
_	Lien Fee											\$2.00		-
	Comments:			R	eason:	ielect One				~	Sub Total:	\$49.09		
▶ 🗸	2003 YA	MAHA		Title #: 032190	390013 K	Y #: KY0405WI	Days P	ast Due: 43	4			Amount	\$51.56	
▶ 🗸	2003 GL	ASTRON BOATS		Title #: 041880	390010 K	Y #: KY0434KA	Days P	ast Due: 43	4			Amount	\$615.39	
	2004 BA	JA BOATS INC		Title #: 040370	390003 K	Y #: KY0418JS	Days P	ast Due: 43	4	/ '	J,C	Amount	\$223.86	_
	. 2002 VA			Title # 022100	200015				•		0	Amount	¢ 44.07	
	2003 TA	мана		THE #. 032170.	370015 K	1 #. KT040311	Days	Past Due: 0	Delinqu	ent Date: 07/22/2019	Undo	Amount	\$41.07	
▶ 🗸	2003 YA	MAHA		Title #: 032190	390013 K	Y #: KY0405WI	Days	Past Due: 6	9 Delingu	uent Date: 07/22/2019	CobnU	Amount	\$42.77	
	2003 GL	ASTRON BOATS		Title #: 041880	390010 K	Y #: KY0434KA	Days	Past Due: 6	9 Deling	ont Date: 07/22/2019	C	Amount	\$510.90	
	2004 BA	IA BOATS INC		Title #: 040370	390003 K	Y #: KY0418JS	Davs	Past Due: 6	9		D	Amount	\$184.50	
									Delinqu	uent Date: 0//22/2019	Undo			
	1			Boone (KENNY BRC BURLIN	County Clerk WN, County GTON Branc	: Clerk				Selec	ted Tota	al: \$1,71	19.14	
	Ow HAI Cus	/ner/s: 8/85, RONALD 4 #:1637592		Cle Ad Val For Registr	erk: LPJ orem Quot ration Actio	e on of:					То	otal Ad Valore	m Due: \$1,719.1	4
	Ad	Valorem:		2003 YAA	AHA GP8004	-8		Date: 07/08/2	019 02:16 PM			Total	Due: \$1,7	19.14
	Y	ear Make	Model	Title Number	KY Num	ber Days Pas Due	t Delinquent Date	Tax Year	Amount			00		To Cont
	20	003 YAMAHA	GP800A-B	032190390015	KY0405W	/R 434	7/22/2019	2018	\$49.09	2 0mm	Carro W	Court	Add	to Cart
	2	303 YAMAHA 303 GLASTRON BOATS	GP800A-B GS-279	032190390013	KY04050 KY04348	nº 434 X 434	7/22/2019	2018	\$51.56 \$615.30	 Open 	Save	Cancel X		
	21	004 BAJA BOATS INC	200UT	040370390003	KY0418J	IS 434	7/22/2019	2018	\$223.06					
	2	303 YAMAHA	GP800A-B	032190390015	KY0406W	/R 69	7/22/2019	2019	\$41.07					
			CD900A-P	032100300013	KY0406W	/P 69	7/22/2019	2019	\$42.77					

- 5. The Shopping care will have the sector taxes, remember nothing is permanent until you check out and finalize payment.
 - a. in will allow you to go back to the Manage Page and make changes (see step 7).

- b. Delete will remove the specific action from the Shopping Cart.
- c. Cancel will delete all items from the shopping cart and return you to the Customer's Account Page.
- d. Select Checkout to proceed with checking out and finalize the transaction.

Customer ID: 001637592						a.	
(Items: 16)							, b
Item Description			Qty	Price	Amount		
KAVIS 2003 YAMAHA GP800A-B	Title #: 032190390013	KY #: KY0405WP				Edit	* Delete
Action: Manage (Ad Val Payment)							
Ad Valorem Tax, 2018			1	49.32	\$49.32		
Clerk Lien Fee			1	2.00	\$2.00		
Ad Valorem Tax, 2019			1	40.53	\$40.53		
Clerk Lien Fee			1	2.00	\$2.00		
2003 YAMAHA GP800A-B	Title #: 032190390015	KY #: KY0405WR					
Ad Valorem Tax, 2018			1	46.86	\$46.86		
Clerk Lien Fee			1	2.00	\$2.00		
Ad Valorem Tax, 2019			1	38.84	\$38.84		
Clerk Lien Fee			1	2.00	\$2.00		
2003 GLASTRON BOATS GS-279	Title #: 041880390010	KY #: KY0434KA					
Ad Valorem Tax, 2018			1	610.41	\$610.41		
Clerk Lien Fee			1	2.00	\$2.00		
Ad Valorem Tax, 2019			1	506.06	\$506.06		
Clerk Lien Fee			1	2.00	\$2.00		
2004 BAJA BOATS INC 200UT	Title #: 040370390003	KY #: KY0418JS					
Ad Valorem Tax, 2018			1	220.79	\$220.79		
Clerk Lien Fee			1	2.00	\$2.00		
Ad Valorem Tax, 2019			1	181.46	\$181.46		
Clerk Lien Fee			1	2.00	\$2.00		
						+ Add	
						A40	
		Customer Total:			\$1,710.27		
CHEST CUSTOMER							
(Items: 0)							
(
Item Description			Qty	Price	Amoun		
No Miscellaneous Items have been added							
						+ Add	
					A . A		
		Sub Total:			\$1,710.27		
		Total:			\$1,710.27		

6. If you return to the Customer's Account Page while the items are still in the Shopping Cart, the icons will have changed from \$ to \$.

ARRIS, RONALD	Edit View Not	es	Action Center			
ist #:001637592 3 Main Street			(R) Custome	er has 4 vehicles ready fo	r Registration Renewal.	
npsonville, KY 40067	Financial History		(D) 0002 VA	MALIA COMMA D is Missi	- Required Information for Degistr	ation
one: (859) 567-2705			2003 14	MARIA GFOUDA-D IS MISSI	ng Required mormation for Registi	auon.
Boats (5)	ew All (4) Renew Sele	ected (0)			Ad Valorem taxes are in the cart	tle Switch to List
5 8	P 🗌	\$	®	P 🗌	🛥 \$ ®	P
2004 BAJA BOATS INC 200UT	KY0418JS	2003 GLASTI	RON BOATS GS-279	KY0434KA	2003 YAMAHA GP800A-B	KY0405WF
Title#: 040370390003	Active - Title Issued	Title#: 04188	0390010	Active - Title Issued	Title#: 032190390015	Active - Title Issued
Original	Reg: Expired	Out-of-state		Reg: Expired	Original	Reg: Expired
Manage 🛩	Title - View		Manage 🗸	Title - View	Manage -	Title - View
── \$ ®	Р			м 🗌		
2003 YAMAHA GP800A-B	KY0405WR	1981 SEASW	IRL CONTENDER	KY0107NW		
Title#: 032190390015	Active - Title Issued	Title#: 940830	0080148	Active - Title Issued		
Original	Reg: Expired	Out-of-state		Reg: Expired		
Manage 🗸	Title - View		Manage +	Title - View		

- 7. In step 5, End in the Shopping Cart will take you back to the Manage Registration Page if you need to make changes.
 - a. In this example, I unchecked the 2018 Ad Val for each boat.
 - b. Click \pm Update Cart when you are done with the changes.

c. **Or Cancel** here will only cancel the cart update, the items will remain in the shopping cart and you will be returned to the Customer's Account Page.

▼ Title		*	Registration					
Title Status: Active - Title Issued		R	egistration Status: E	xpired	Last F	Registration	Date: 03/19/20	004
tle Number: 032190390013		R	egistration Length: S	hort-Term	Last Registr	ation Expire	es on: 04/30/20	005
Title Type: Original		R	egistration Action:	Ad Val Payment 🗸 📜	2			
			Add Duplicate:	40 🖌	=			
Ad Valorem								
Select All Items (8 of 8)								Quote
2003 YAMAHA	Title #: 032190390015	KY #: KY0405WR	Days Past Due: 434			Amount	\$48.86	1
2003 YAMAHA	Title #: 032190390013	KY #: KY0405WP	Days Past Due: 434			Amount	\$51.32	=
2003 GLASTRON BOATS	Title #: 041880390010	KY #: KY0434KA	Days Past Due: 434			Amount	\$612.41	
2004 BAJA BOATS INC	Title #: 040370390003	KY #: KY0418JS	Days Past Due: 434			Amount	\$222.79	1
2003 YAMAHA	Title #: 032190390015	KY #: KY0405WR	Days Past Due: 69	Delinquent Date:		Amount	\$40.84	1
2003 GLASTRON BOATS	Title #: 041880390010	KY #: KY0434KA	Days Past Due: 69	Delinquent Date:	5	Amount	\$508.06	1
2003 YAMAHA	Title #: 032190390013	KY #: KY0405WP	Days Past Due: 69	Delinquent Date:		Amount	\$42.53	1
> 2004 BAJA BOATS INC	Title #: 040370390003	KY #: KY0418JS	Days Past Due: 69	Delinquent Date:		Amount	\$183.46	
				Se	ected Tota	al: \$774	4.89	

- 8. The Shopping Cart has been updated with only the 2019 ad valorem.
 - a. Select Checkout to proceed with checking out and finalize the transaction.

(Items: 8	9							
Item	Description			Qty	Price	Amount		
KAVIS	2003 YAMAHA GP800A-B	Title #: 032190390013	KY #: KY0405WP				Edit	× Delete
	Action: Manage (Ad Val Payment)							
	Ad Valorem Tax, 2019			1	40.53	\$40.53		
	Clerk Lien Fee			1	2.00	52.00		
	2003 YAMAHA GP800A-B	Ittle #: 032190390015	KY #: KY0405WR					
	Ad Valorem Tax, 2019			1	38.84	\$38.84		
	Clerk Lien Fee			1	2.00	\$2.00		
	2003 GLASTRON BOATS GS-279	Title #: 041880390010	KY #: KY0434KA					
	Ad Valorem Tax, 2019			1	506.06	\$506.06		
	Clerk Lien Fee			1	2.00	\$2.00		
	2004 BAJA BOATS INC 200UT	Title #: 040370390003	KY #: KY0418JS					
	Ad Valorem Tax, 2019			1	181.46	\$181.46		
	Clerk Lien Fee			1	2.00	\$2.00		
						A	F M	
	STOLIED		Customer Total:			\$774.89		
(Items: 0)	STOWER							
Item E	Description			Qtv	Price	Amount		
No Misc	ellaneous Items have been added							
							+ dd	
			Sub Totali			C774 90		
			Jub Total:			\$774.00		
			Total:			\$774.07		

Reference the Point of Sale Manual for info on Checking Out from the Shopping Cart.

Table of Contents

Multiple Owners with Delinquent Ad Valorem

A Customer will not be allowed to Register a boat if a co-owner owes delinquent ad valorem on any of the other boats they own.

- Registration of other boats owned are not blocked, just the specific boat(s) that are coowned by someone with delinquent ad val.
- Check if any Customer Accounts need to be merged. This will keep boats and Disabled Placards consolidated onto 1 account for each person and increase clarity and organization.
- 1. The Vehicle Summary Page will show a message that a shared owner has ad valorem due on at least one boat that they own separately from each other.
 - a. Click on the Customer ID to go to the Customer Account Page to see what boats have delinquent ad valorem.

	ANO, CARLENE NAS	pasi que Au valorent taxes owed on anoti	ier venicie. These taxes must be p	aid before some Actions can be taken on this title.	
Previous					N
			Viewing 2 of 2 Titles		Boy
Y Oumor(a)	Chain of Ownersh	in			Rev
• Owner(s)		P			
Owners	hip Connector: ANI	0			
Customer	Driver	Customer Name	SSN/FEIN	Address	Begin Ta Exempt
ID	Liocuse				Dute
ID 001488203		EVANS, DANIEL 🕑 \$	<u>xxx-xx-4281</u>	7542 E Bend Rd, BURLINGTON, KY 41005-8422 BOONE	

- 2. If a boat cannot be registered, hover over the greyed-out 'Renew' or 'First Time' and a message will appear with the specific reason.
 - a. The Action Center will include the shared owner's name as a hyperlink that will take you to their Customer Account Page.

ANS, CARLENE at #.000210997	Edit View No	tes	Action Center			
'0 E Bend Rd RLINGTON, KY 41005	Financial History		R Custon	ner has 2 vehicles ready fo	r Registration Renewal.	
one: (859) 555-5555			(R) 1989 K.	AWASAKI X2 is Missing Re	equired Information for Registration.	
			M Shared taxes n	owner EVANS, DANIEL ha	is past due Ad Valorem taxes owed or Actions can be taken on KY0286NF.	n another vehicle. These
/ehicles					`a.	
Boats (3)	Renew All (2) Renew Se	elected (0)			New Title	e Switch to List View
Boats (3)	Renew All (2) Renew Se	elected (0)	®	P 🗌	New Title	e Switch to List View

- 3. In this example, Carlene and Daniel share ownership of 1 boat, and have 2 other boats they each own either separately.
 - a. To renew the boat they share, ad valorem on all boats owned by both must be paid.

VANS, DANIEL	Edit View Notes		Action Cente	ər		
ist #:001488203 42 F Bend Rd			ə Au	valorem taxes are past que for	z venicies. The total amount p	dst uue 15 000.04.
JRLINGTON, KY 41005	Financial History		® 198	0 SEA RAY SRC225 is Ready f	or Registration Renewal.	
ione: (606) 291-6769			R Cu	stomer has 2 vehicles Missing	Required Information for Regist	tration.
			M Sha vel	ared owner EVANS, CARLENE nicle. These taxes must be paid	has past due Ad Valorem taxes before some Actions can be tal	owed on another ken on KY0286NF.
Vehicles Boats (3)	Renew All (1) Renew Selec	cted (0)	2		Ne	w Title Switch to List View
Vehicles Boats (3) 1989 KAWASAKI X2 Tiffeir, 991410590234 Out-of-state	Renew All (1) Renew Select P M Kry0280NF Co-Owners with elssued delinquescies Check Action Centre or Details.	ted (0) 1980 SEA RAY Title#: 0626500 Out-of-state	® * SRC225 080134 Mana	P KY0510LA Active - Title Issued Reg. Expired ge • Tritle • View	Nervice Solution Science	Switch to List View P KY0157MB Active - Tille Issued ge • Title • View
Vehicles Boats (3) 1989 KAWASAKI X2 Trile#: 991410590234 Out-of-state	Renew All (1) Renew Select P M KY0280NF Co-Omers with delinquescies. Check Action Conter for Derlais. Essued Essued View P Renew	cted (0) 1980 SEA RAY Title#: 0626500 Out-of-state	® 7 SRC225 390134 Mana	P KY0510LA Active - Title Issued Reg: Expired ge - Title - View	Nervice Solution Science Solution Science Solution Science Solution Science Solution Science Management Science Science Management Science Sci	Switch to List View P KY0157MB Active - Title Issued Reg. Expired sge • Title • View

4. To renew the shared boat, either Carlene or Daniel's delinquent ad valorem must be added to the Shopping Cart and checked out. The registration can then be checked out with the other owner's delinquent ad valorem.

Paying Delinquent Ad Valorem with a Title Application

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or in the same transaction as the application and/or registration fees.

Vehicles with Ad Valorem Due

To process a title application (except a Dealer Assignment), the vehicle's past due ad valorem must be paid.

- Sellers in the application are not required to pay ad valorem on other vehicles they own.
- Dealer Assignments, Lienholder Repossessions, and Salvage applications with Lienholders as the Buyer do not require delinquencies to be paid for the boat being transferred.
 - \circ $\;$ The delinquent ad valorem will remain unpaid on the Seller's account.
- 1. From the Vehicle Information Page of the Title Application Process, click here to pay the vehicle's past due ad valorem.

0-	2	3	4	5	6		8
Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
						Place On Hold >	Continue
		1.				т	otal Due: \$9.00
Delinquent taxes are o	wed on this vehicle. Click	nere to view and pay your o	lelinquent taxes for this v	ehicle. You can continue pa	ast this step, but deling	uent taxes must be paid ir	n the amount of \$30.30 to
complete this transaction	1.						7
Boat Details							a.'
	County of Dockage:	Select One V	*			Vehicle has a Situs	Address
	Year:	2002 *			Length Fi	¤ 10 *	
	Make:	GAME FISHER	*		Length In	: 3 *	

a. \$30.30 is only the <u>delinquent</u> ad valorem.

- - a. Current year ad valorem that is not delinquent can be deselected.
 - b. Ocancel will take you back to the Vehicle Information Step of the application.
 - c. C Pay With Application will add the ad valorem with the application fees and include them in the 'Total Due' amount (see step 4).

0	2	-3	-4		()		8
e Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Regis	tration Add	itional Information	Final
BARKER, Cust #: 11 3721 Jona HEBRON,	, CHRISTOPHER 145154 athan Dr , KY41048-8275 lect All Items (4 of 4)							
200	2 GAME FISHER	Title #: 1123800801	75 KY #: KY0634WP	Days Past Due: 992			Amount	\$11.54
> 🖌 200	2 GAME FISHER	Title #: 1123800801	75 KY #: KY0634WP	Days Past Due: 627			Amount	\$10.04
> 🖌 200	2 GAME FISHER	Title #: 1123800801	75 KY #: KY0634WP	Days Past Due: 262	Delinquent Date:		Amount	\$8.72
200	2 GAME FISHER	Title #: 1123800801	75 KY #: KY0634WP				Amount	
Ad va	lorem Tax 2020						\$5.25	
Penal	lty						\$0.00	
Intere	est						\$0.00	
Lien F	Fee						\$0.00	
						Sub	Fotal: \$5.25	
						Selected T	otal: \$35.5	5
				b.	•	C. Tota	al Due: \$35.	55

- 3. Selecting ^C Pay With Application</sup> will add the ad val to the application fees displayed in the Total Due.
 - a. Click **Delinquent Taxes** to change return to the above Manage Page if the customer would like to 'Pay Now'.

0	2	3		5	6		
Title Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finalize
						Place On Hold > Co	ontinue
						Total D	1101 \$44.55
						I Otal D	ue: \$44.55
▲							
Delinquent Taxe	s \$35.55 owed and paying v	with application					
Delinquent Taxe Boat Details	s \$35.55 owed and paying v	with application					
Delinquent Taxe Boat Details	s \$35.55 owed and paying to be compared by the	with application : Select One	*		E	Vehicle has a Situs Addr	ess
Delinquent Taxe Boat Details	s \$35.55 owed and paying t County of Dockage Year	with application : Select One : 2002 *	*		[Length Ft:	Vehicle has a Situs Addr	ess

Buyers with Ad Valorem Due

To be a Buyer on a title application, Individuals and Organizations cannot have delinquent ad valorem on any vehicle they own.

The following are exceptions to this rule.

- Duplicate and Update Title Applications do not have to include delinquencies for any other vehicle owned by the Customer.
- Lienholder Repossessions and Salvage titles with Lienholders as the Buyer do not include delinquencies for other vehicles owned by the Lienholder.

Payment of delinquent ad valorem can be done either beforehand in a separate transaction or with the application's payment.

- 1. On the Buyer Information Step of a title application, the red Shopping Cart Icon appears when the Customer's ad valorem is currently in the Shopping Cart.
- 2. The red 'Yes' in the Delinquency column means that the Buyer owes ad valorem on at least 1 other boat.
 - a. A Customer can have both the red 'Yes' and the Shopping Cart Icon. This occurs when some, but not all, of the required ad valorem is in the Shopping Cart.

		Title: O	ut-of-state Tr	ransfer				Resume Transaction	\$407.8
1 nformation	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	6 Registration	Additional Information Place On Hold > Con	Finalize	1.	
Buyer Inform Ownership Pay Delinc Primary	nation p Connector: OR quency: \$ Pay All Secondary Customer 00135875	* 2b. Customer Name BRENDA A Jennings OR ADAM HUL	Delinque Yes	2.		Total D	ue: \$9.00		
Buyer Not	001294020 ary Date: 01/09/2020	or AMY ELIZABET	H CHAPMAN None	1.					

b. Select ^{\$ Pay All}.

- 3. Pay With Application will add all ad val due to the Total Due to be paid with the title application fee.
 - a. If a Buyer wants to pay the ad val separately from the title application fees, select Pay Now
 - If there are multiple Buyers with ad val due, they can be paid separately from each other by deselecting the checkboxes next to their name.
 - In this example, deselecting Amy's checkbox and clicking ^[C] Pay Now will put only Adam's ad val in the Shopping Cart to check out in a separated transaction.
 - b. **Cancel** will return you to the Buyer Information Step.

_		2			5	6			-(
Title Infor	rmation	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Inform	nation	Fin
□ ▼ ((1 F	CHAPMAN, AM Cust #: 1091393 10065 Duncan E FLORENCE, KY	Y)r 41042-3148							
	Select Al	Items (1 of 1)							
•	✓ 2005 SEA	DOO	Title #: 071861000	036 KY #: KY0472ML	Days Past Due: 66	Delinquent Date:		Amount	
						Sel	ected Total	: \$41.16	3
•	🖌 1999 FOL	IR WINNS	Title #: 101820080	167 KY #: KY0504XU	Days Past Due: 431			Amount	
•	🖌 1999 FOL	IR WINNS	Title #: 101820080	167 KY #: KY0504XU	Days Past Due: 66	Delinquent Date:		Amount	
	Ad valorem	ax 2019						\$92.13	
	Penalty							\$9.22	Wa
	Interest							\$2.74	Wa
	Lien Fee						Sub Total:	\$2.00 \$106.09	
						Sel	ected Total	: \$233.6	69

- 4. After checking out a Buyer's ad val from the Shopping Cart, you will be brought back to the Buyer Information Step.
 - a. Select **Pay All** to repeat the previous step and pay the remaining Buyer's Ad Valorem.

1 Title Information	2 Vehicle Information	3 Seller Information	4 Buyer Information	5 Lien Information	Registration	Additional Information Place On Hold > Contin	Finalize
Buyer Informa	ation					Total Due:	\$621.20
Ownership Pay Deling Primary S	Connector: AND uency: \$ Pay All econdary Customer I	✓ * → a. D Customer Name	Delinquency				
•	001375789 001091393	ADAM HILL AND AMY CHAPMAN	None Yes	0			
Buyer Nota	ry Date: 07/04/2019	*					
<u>Key</u> ✔ = The first	t two Buyers listed on the Tit	le Application will be printed of	on the title.				
⊗ Cancel Title	Application						

- 5. If a Buyer has chosen to pay their Ad Valorem with the application but changes their mind, return to this step and select **\$ Edit Pay All**.
 - a. This will return you to the Manage page where the ^{\$ Pay All} button is available to pay the ad valorem separately from the application fees.
 - b. Click > **Continue** to continue with the title application.

1	2	3					-8
tle Information	Vehicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional Information	Finaliz
						Place On Hold > Con	tinue
						h	
D	<i>d</i>					U. Due	\$662.
Buyer Informa	ation						
Ownership	Connector: AND	*					
Pay Delinqu	uency: \$ Edit Pay All	5					
Primary Se	econdary Customer I	D Customer Name	Delinquency				
v	001375789	ADAM HILL	None	0			
0	✓ 001091393	AND AMY CHAPMA	N Paving w/A	8			
0	 ✓ 001091393 	AND AMY CHAPMA	N Paying w/A	0			
Buyer Notar	✓ 001091393 ry Date: 07/04/2019	AND AMY CHAPMA	N Paying w/A	0			
Buyer Notar Add a Buy	 ✓ 001091393 ry Date: (07/04/2019) er 	AND AMY CHAPMA	N Paying w/A	0			
Buyer Notar Add a Buy	 ✓ 001091393 ry Date: (07/04/2019) 	AND AMY CHAPMA	N Paying w/A	0			
€ Buyer Notau Add a Buy Key ✓ = The first	• 001091393 ry Date: (07/04/2019 er two Buyers listed on the Til	AND AMY CHAPMA	N Paying w/A	0			
€ Buyer Notar Add a Buy Key ✓ = The first	001091393 ry Date: (07/04/2019) er two Buyers listed on the Til	*	N Paying w/A	0			
Output Buyer Notar Add a Buy Key ✓ = The first	001091393 ry Date: (07/04/2019) er two Buyers listed on the Til	*	N Paying w/A	0			

Working With Your PVA

PVA Issues not Allowing Registrations

- The ^(PVA) icon is attached to boats that need a PVA to adjust at least 1 year of ad valorem.
 - It might be missing a tax segment entirely, or there is an existing tax segment that is missing either the tax district, value, and/or the tax district.
- PVAs have their own KAVIS accounts with which they can add or change tax segments. This means you may call any county's PVA office while the customer stays with you and the PVA issues are resolved.
- To be able to register any of a customer's boats, they cannot have a evaluation on any of their other boats.
- 1. On the Customer Account Page, the Action Center will let you know the specific boat that needs the attention of the PVA. Also, the boat's tile will have the icon.
 - a. You will not be able to renew other boats until the PVA has entered the missing information and any unpaid ad val can be included with the registration renewal.

Cust #.000480066 10624 Pine Hill Rd MCDONALD, TN 37353	Financial History	Action C	Please contact the PVA. There is a problem with one SKEETER 211CLASS.	or more Ad Valorem year(s) for the 2012
2hone: (859) 250-9861		1. \$	Ad Valorem taxes are past due for 1984 TIDECRAFT \$986.66.	XV150F/S. The total amount past due is
Vehicles				
Boats (2)	Renew All (0) Renew Selecte	d (0)		New Title Switch to List Vie
	P	\$	Р	
2012 SKEETER 211CLASS Title#: 150510080022 Original	KY0712PN Active - Title Issued Reg: Expired Title - View	1984 TIDECRAFT XV150 Title#: 941470590090 Out-of-state	F/S KY0118GF Artive Title (ssued Contact PIA Action Center for Action Center for Details. View	
L			Renew	
Disabled Placards		a.	First Time Ad Val Payment	
Disabled Placards		a.	First Time Ad Val Payment Junk Sold Out of State	

2. Once the PVA has finished their adjustments, refresh your screen and you will be able to take actions on the title or registration of any boat they own.

UENCH, JAMES ust #:000480066	Edit View Notes	•	Action C	enter				
624 Pine Hill Rd	Financial History		\$	Ad Valorem taxes	are past du	e for 2 vehicles.	. The total amount past du	e is \$1,253.50.
one: (859) 250-9861			®	Customer has 2 ve	ehicles read	y for Registratio	on Renewal.	
Mahiatan .								
Boats (2)	enew All (2) Renew Sele	cted (0)					New Title	Switch to List View
5 8	Р 🗌	<u> </u>	®		Р 🗌			
2012 SKEETER 211CLASS	KY0712PN	1984 TIDECR	AFT XV150F	-/S	KY0118GF			
Title#: 150510080022	Active - Title Issued	Title#: 941470	590090	Active -	Title Issued			
Manage	Title - View	Out-oi-state	M	anage - Title -	View			
				Renew		J		
				In First Time				
Disabled Placarde		ł	י א	Ad Val Payment				
Disubled Flueurus		`	' 1	ີ່ມ Junk				
Issue Disabled Placard			· · · · ·	 Sold Out of State 				
Trans ID Control M	lumber Placare	l Placa	rd 🤅	 Incomplete Transl Other 	fer te	Expiration	Status Auth	orized Comment