Title Action- Dealer Assignment- KY Title

		Home Page		
	Q Customer Search	Vehicle Search	\$ Receipt Search	
	Title Application Queue	Validate Date Time Administration O Employee Management	e 🔅 User Settings	
-	Queue Reconcile Cash Drawer	Administration Administ	3-	-
	Crder Portal			

1. FROM THE KAVIS HOME PAGE, SELECT VEHICLE SEARCH

2. SEARCH FROM THE DROP-DOWN MENU OPTIONS AND CLICK Q Search

Vehicle Search
Select One Select One VIN File Number Len Number KY Number HIN Authorization Number Q Cancel C Reset Q Search

3. NAVIGATE TO THE VEHICLE SMMARY PAGE BY CLICKING Vehicle

	Title Number: (2218700301)	31 *	Search By: Tit	le Number	v) *		
						Ø Cancel	Reset Q Search
Туре	Vehicle	Title #	KY / Plate #	Lien #	Title Status	Owner	Go To
-	2019 HOND ODYSSEY VIN: 5FNRL6H78KB077125 - 999	221870030131	D0S615	92259	Active - Title Issued	15832695 DENNIS, AARON 113 Beth Dr, LAWRENCEBURG, KY 40342	Vehicle Customer

4. FROM THE VEHICLE SUMMARY PAGE, CLICK THE BLUE THE DROP-DOWN MENU a. Select 'Dealer Assignment'

		а 2019 ном	D ODYSSEY		
Previous		Viewing 1 o	f 1 Titles		Next
V Owner(s) Chain of Ownership					Reversal
Customer ID Driver License	Customer Name	SSN/FEIN		Address	County of Begin Tax Residence Exempt Date
015832695 D	ENNIS, AARON 🕐	<u>xxx-xx-8062</u>	113 Beth Dr, LAWRE	ENCEBURG, KY 40342-1389	ANDERSON
Title Status: Active - Title Issued		Title -	 Registration Infor Status: Active 	mation	Manage •
Type: Out-of-state Title #: 221870030131 Prior Title #: DA2022027000 Prior State: NJ Usage T	State Fee: \$6.00 Clerk Fee: \$3.00 Usage Tax: \$6.00 ax Description: Affidavit of Tota Consideration	1 Update	ssignment Application	8/04/2023 Plate 7/31/2024 Pl Plate A	unty: ANDERSON Type: Bluegrass State IGWT ate #: D05615 ction: Issue eight: PC
✓ Purchase Information Date of Purchase: Trade-in Amount: \$43,000.00	Purchase Price: \$0.00 Usage Tax Credit: \$0.00	 Reposse Salvage Classic Multiple 	ssion	le Registration Fee: \$15.00 le Registration Fee: \$0.00 le Registration Fee: \$6.00	0
Ad Valorem Information Click the chevron (>) above to expand this sect	ion.				
Lien Information Click the chevron (>) above to expand this sect	ion.				
Vehicle Information					
Vehicle Type:	Wagon			Color: SIL - Silver 2nd Color: Motor Type: Cylinders: 06	
Make:	HOND			Odometer: 19571	

- b. NMVTIS will run an inquiry to check for errors. If errors exist they will display at the top of the screen
- c. If no errors, click the **Close** button

Error and Warning Messages O: No results returned from NMVTIS				
● 1988 CHEV G20		VIN / JURISDIC	TION / TITLE #:	1GBEG25K9J7150550
Title/Vehicle				
Title Information			Owner(s)
Туре:	Issued Date:			
Title Status:	Status Date:			
Title #: Jurisdiction:	# of Liens:			
/ehicle Information		Vehicle Style	Veh	icle Attributes
Vehicle Type: Truck (VINtelligence)		Color:		Odometer:
Year: 1988 (VINtelligence)		Minor Color:		Gross Wt.:
Make: CHEV (VINtelligence) - CHEVROLET				Cylinders: 8 (VINtelligence
Model: G20 (VINtelligence)				
Brands:				

5. KAVIS WILL NAVIGATE TO BUBBLE 4 (BUYER INFORMATION)

a. Enter Dealer number or Dealer Name and hit enter or click Q Search

			ssignment			
1 2 Title Information Vehicle Information	n Seller Information	4	5	6 Registration	Additional Information	(
NMVTIS Check Complete	n Seller Information	Buyer Information		Registration	Place On Hold	Continu
Buyer Information						
County ALL Dealer Number: 1591056 Instruction: Type & valid Dealer Numl	Dealer Name: Per and press Enter; or Search using et	ther Dealer Name or FEI	N.	FEIN:		L Search
Vehicle - Passenger Auto Odometer: (99480) 1988 CHEV CG21305	 For full Vehicle info dick bubble 2 VIN: 108EQ25K9J7² 		Seller Information GOODPASTER, AAF 1461 Bypass S LAWRENCEBURG,	RON	Seller Notary Date:	5291
	vill display as		l Seller No	tary Da	ite	Continu
d.Click	ntinue > Title: 3	Dealer Ass	signment	6		(
d. Click con brasion Vehicle Information	ntinue > Title:	Buyer Information	signment 	6 Registration	C Additional Information	(Fin
d. Click con December 2 Vehicle Information /TIS Check Complete 0	ntinue > Title: 3	Dealer Ass	signment 	6		Fin
d. Click Con Dealer Number {1591056	tinue > Title: 	Euver Information	signment 	6	C Additional Information	
d. Click or d. Click or d. Control vehicle information Vehicle information County: ALL	tinue > Title: 	Euver Information	signment 	Registration	Additional information Place On Hold	
d. Click Con Dealer Number {1591056	Atinue > Title:	Euver Information	Signment	Registration	Addional information Place On Hold	Continu
d. Click or d. Click or d. Click or demain vehicle information Vehicle information Vehicle information Vehicle information County: ALL County: ALL Dealer Number (1591056 Instruction: Type a valid Dealer Number ar Designated Owner O 015829176	Atinue > Title:	Euger Information Total Due: \$2 Dealer Name or FEIN. Dealer Number	Signment	© Registration FEIN: Physical Address	Addional information Place On Hold	Continu
d. Click or d. Click or d. Click or demain vehicle information Vehicle information Vehicle information Vehicle information County: ALL County: ALL Dealer Number (1591056 Instruction: Type a valid Dealer Number ar Designated Owner O 015829176	Atinue > Title:	Dealer Number 1591056	Signment	Begistration FEIN: Physical Address Court, Louisvile, KY N	Addional information Place On Hold	Continue Search Remove
d. Click Con- bornation Vehicle Information TIS Check Complete 0 yer Information County: ALL County: A	tinue > Trtle:	Dealer Number 1591056	Signment Lien Information Lien Information Lien Information MAY 100 Dxmoor I Seller Information GOODPASTER, AARO I 461 Bypass S	Begistration FEIN: Physical Address Court, Louisvile, KY N	Additional information Place On Hold Additional Place On Hold Alerts R0222 Alerts R022 Alerts R02 Alerts Alerts R02 Alerts R02 Alerts Alerts R02 Alerts Alerts	Continue Search Remove

NOTE: KAVIS will display stats of the vehicle. Odometer is required prior to proceeding to the next step

6. KAVIS WILL NAVIGATE TO BUBBLE 5 (LIEN INFORMATION)

a. Click **Continue** to navigate to Bubble 7 (Additional Information)

NOTE: Lien information and Registration is non-applicable to dealer assignments. You cannot dealer assign a title that has an active lien

	Title: Dealer Assi	gnment		
1 2 Tide Information Vehicle Information	3 4 Seller Information Buyer Information	5 Lien Information Regist	ration Additional Informa	3 tion Finalize
▲ NMVTIS Check Complete ❸	Total Due: \$8.0	0	Place On H	old Continue >
Lien Information	ERSON			
© Cancel Title Application				Continue >
a. Enter D	ATE TO BUBBLE 7 (ADDIT ate of Purchase (require sage Tax Description (re	ed)	IATION)	
c. Click		6	6	
title Information Vehicle Information	Seller Information Buyer Information Total Due	e: \$8.00	Registration	Additional Information Fina Place On Hold Continue
Additional Information				
Ittle applications with NMVTIS issues red	tieve extra review by MVL. Select the Extra Review	v Button to add Comments and	view details.	
Date of Purchase: (12/28/20 Usage Tax Description: DA - De	the second s	Reg Receipt Commen	ts:	
Extra Review			* These comments will pri	nt on the PODD Receipt.
	Usage	Tax Amount: \$0.00		
© Cancel Title Application				Continue

NOTE: Title applications with NMVTIS issues will be sent to MVL for 'Extra Review' You may click on the *Educed* button to review the information and add comments or another reason that you would like for MVL to review this application (i.e. fraud, odometer correction, VIN correction etc)

Review	Reason	Comment		Clerk Name	
Select Reason Select Reason Fraud Towing & Storage Mechanics Lien Court Order Other Odometer Correction VIN Correction			*	kytcilorir.woods	X Delete
NMVTIS Review		0 - No results returned from NMVTIS		kytcliorir.woods	
				Add Extra Review Reason	Confirm

8. KAVIS WILL NAVIGATE TO BUBBLE 8 (FINALIZE)

- a. If anything is in red, click on either the bubble at the top or the warning itself to navigate to the page that needs attention
- b. If all required data is showing green and complete, click Add To Cart

NOTE: Transactions cannot be added to the cart until all items on the checklist are green

Clicking © Cancel Title Application cancels the application and deletes all information with this transaction

Clicking Place On Hold allows the clerk to place transaction on hold if a customer needs more paperwork, money etc.

Clicking **Print Preview** will print the VTR for this transaction

1	2	3	-4	5	6	-7		
Information Ve	hicle Information	Seller Information	Buyer Information	Lien Information	Registration	Additional In	formation	Final
MVTIS Check Complete	0		Total Due: \$	8.00				Place On H
Finalize Title Applicatio	n							
1. Title Action - I)ealer Assignm	ent						
2. Vehicle Inform	ation							
		CRequired Fields Complete						
		No Lien on vehicle						
3. Seller Informa	tion							
	Seller 1	CName and Address Complete						
		Seller Information Complete						
4. Buyer Informa	tion							
		CNotary Date Complete						
Buyer 1 Neil Huffman A	cura at Oxmoor	Required Fields Complete						
		CNeil Huffman Acura at Oxmoor	r is Designated Owner					
5. Lien Informati	on							
6. Registration								
		Surrender Seller Plate.	9					
		CTitle Only						
7. Additional Info	rmation							
		CAdditional Information Complete	te					
Cancel Title Application					Place C	n Hold Prin	t Preview	Add To C

- 9. KAVIS WILL NAVIGATE TO THE SHOPPING CART SUMMARY PAGE
 - a. If you need to edit information, click the 🔬 button and select 'Yes'
 - b. To delete, click the *believe* button and click 'Yes'
 - c. To cancel the application, click the **O Cancel** button(THIS DELETES ALL INFORMATION)
 - d. To return to the Home page and select other options, click <a>Continue Shopping
 - e. To check out, click S Checkout

	💲 Payoff Debits 🖉 🚨 Se	nd Iten
	Current Department: Motor Vehicles	
ollapse All / Expand All		
Select All Items (0 of 1 Selected)		
Neil Huffman Acura at Oxmoor + Add Miscellaneous Item		
Customer ID: 015829176		
(items: 2)		
Item Description	Qty Price Amount	
KAVIS Passenger Auto, 1988 CHEV CG21305	Edit Dela	
Action: Title (Dealer Assignment)	Loit Unio	ite
Clerk Vehicle Registration Fee	1 6.00 \$6.00	
Dealer Assignment - Motor Vehicle	1 2.00 \$2.00	
	+ Add	
	Customer Total: \$8.00	
GUEST CUSTOMER (Items: 0)		
Item Description	Qty Price Amount	
No Miscellaneous Items have been added		
	+ Add	
	Sub Total: \$8.00	
	Total: \$8.00	
+ Force AVIS Items	⊘ Cancel ± Suspend Items ✓ Continue Shopping ☑ 0	Checko