Dealer Plate Renewal

This guide will demonstrate how to renew a dealer plate.

1. Search for the dealer Customer using Customer Search.

Q	€eee	Title	
Customer	Vehicle	Application	
Search	Search	Queue	
•	User Settings	ts	

 On the dealer Customer Account page under the Plates section, any of the tiles with be ready for renewal.

will

a. User will select the Manage dropdown and the Renew option.

		No Ve	hicle(s) found!		
Plates (9)					
Renew All (0) Renew	Selected (0)			Dealer Plate - 1	emp: Taps Go to List View
PLATE		PLATE	0	PLATE	
	X9170		X9170A		X9170B
	Dealer Master Reg: Active		Dealer Duplicate Reg: Active		Reg: Active
	Manage -		Manage -		Manage -
ENUMA		E-MARK)		ENDERING OF	
BEAUE	U.	PLATE			
	Dealer Duplicate		Dealer Duplicate	2.	Dealer Duplicate
	Reg: Active		Reg Active		
	Manage -		Manage +		Manage
PLATE	0	PLATE		PLATE (× Cancel
	X9170F		XM170	a.	A Replace
	Reg: Active	2	Reg Active		Reg: Active
	Manage -	2	Manage -		Manage -

3. The user may select Go to List View to view the plates in a list. Under the Alerts column, any

record with will be ready for renewal.

- a. User will check the box next to the vehicle they wish to renew.
- b. User will click the Manage dropdown and select the Renew option.

Plates (9)			
Renew All (0) Renew Select	ted (1) Manage Total Selected: 1 b.	Dealer	Plate - Temp. Tags Go to Tile View
Showing 1 to 9 of 9 entries	¥ Cancel ≓t Replace		Filter:
Plate #	Plate Type	JF Reg. Status	1h Alerts 1h
XM170	Dealer Master Motorcycle	Active	. 8
X9170	Dealer Master	Active	
XM170A	Dealer Duplicate Motorcycle	Active	
X9170A	Dealer Duplicate	Active	
X9170B	Dealer Duplicate	Active	
X9170C	Dealer Duplicate	Active	3.
X9170D	Dealer Duplicate	Active	
X9170E	a. Dealer Duplicate	Active	
X9170E	Dealer Duplicate	Active	8
X9170A X9170B X9170C X9170C X9170F X9170F	Dealer Duplicate Dealer Duplicate	Active Active Active Active Active Active	3.

4. User will then land on the Manage page and select the Hold To Cart button.

OR

vis		Manage	Enganteria SCOTT COUNTY Enganteria Motor Vehicles Resume Transaction SO 00 PODDC FKTC003U (10 58.44.49) 4 HELP 0
Home	Customer Search Customer Account Manage		
		PLATE	
	❤ Owner(s)		
	Primary Secondary Designated Owner Custon	er ID Dealer Name Dealer Number	Inc. Month Physical Address
	✓ ☑ 015820	191 DOUGDOTSON'SCHAMPIONAUTOMART 0002079	DEC 740 Main Street, Benton, KY 42025
	License Plate Plate Type: Dealer Duplicate Plate #: X9170E	✓ Registration Registration Action: Renewal → * Gross Weight: PC PC ✓ Registration Length: * Short	Expiration Date: 12/31/2023
			State Vehicle Registration Fee: \$8.50 KYTC Vehicle Registration Fee: \$3.50 Clerk Vehicle Registration Fee: \$3.00
			@ Cancel Add To Cr

5. User will land on the Shopping Cart Summary page where they may review all information.

When ready they may select Creckout button and checkout as normal.

Home Customer Searc	h Cart Summary	Void Miscellaneous Items		\$ Payoff	Debut		
		Void Miscellaneous Items		\$ Payoff	Debite		
ç					Debits	Send Items	
9			Current Depa	tment: Moto	r Vehicles	~	
E C	Collapse All / Expand All						
	Select All Items (0 of 1 Selected)						
	DOUGDOTSON'SCHAMPIONAUTOMART + Add Miscellaneous Item Customer ID: 015820191						
	(Items: 6)						
	Item Description		Qty	Price	Amount		
	KAVIS Untethered Dealer Plate: X9170E	KY/Plate #: X9170E				× Delete	
	State Vehicle Registration Fee		1	8.50	\$8.50		
	KYTC Vehicle Registration Fee			3.50	\$3.50		
	Lierk venicle Registration Fee			3.00	\$3.00		
	(KAVIS) Untethered Dealer Plate: X9170	KY/Plate #: 39170				×	
	State Vehicle Registration Fee		1	22.00	\$22.00	Contract of Contra	
	KYTC Vehicle Registration Fee		1	3.50	\$3.50		
	Clerk Vehicle Registration Fee		1	3.00	\$3.00		
					2		
		Customer 1	otal:		\$43.50		
	GUEST CUSTOMER (Items: 0)						
	Item Description		Ot	Price	Amount		
	No Miscellaneous Items have been added						
						+ dd	
		Sub Tot	al:		\$43,50		
		Tot	al:		\$43.50		
	+ Force AVIS Items	Ø Cancel	± Suspend	Items 🗸	Continue Shopp	ing 🕑 Checkout	