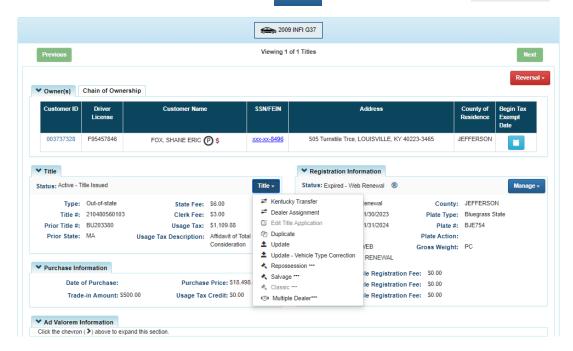


## **Duplicate Title Application**

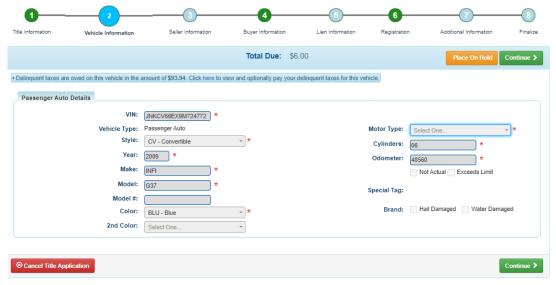
This guide demonstrates how processing a duplicate title should be completed in KAVIS. The duplicate title functionality is used when no changes have been made and the customer needs a copy of the existing title, as is.

## **Duplicate Title**

1. From the Vehicle Summary Page, click the Title drop-down and choose 🙆 Duplicate

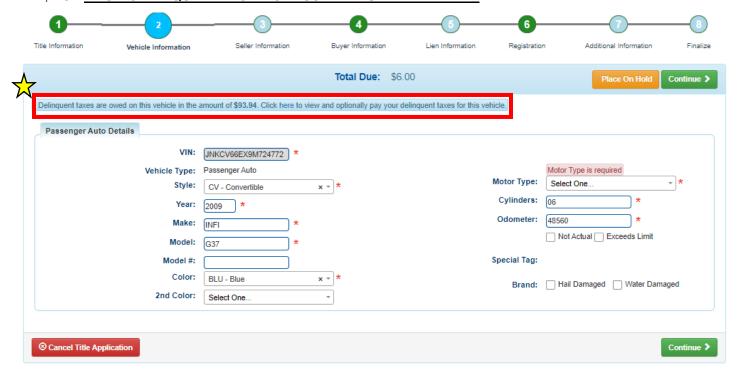


2. KAVIS will automatically navigate to bubble 2 (no fields are editable due to the duplicate title flow)

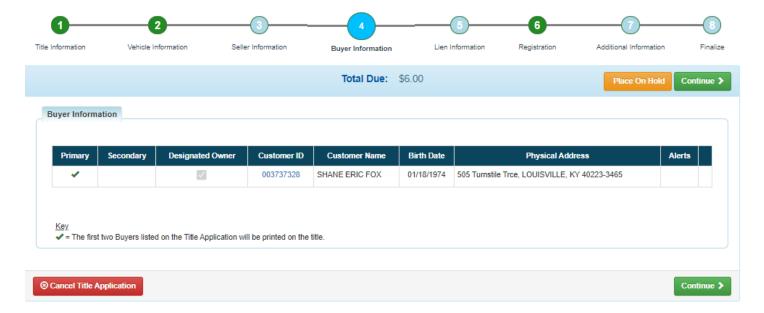




**NOTE:** THE BLUE BANNER THAT APPEARS AT THE TOP REGARDING DELINQUENT TAXES OWED IS AN INFORMATIONAL MESSAGE. THE CUSTOMER CAN CHOOSE TO PAY THE DELINQUENT TAXES AT THIS TIME, BUT IT IS NOT REQUIRED TO PROCESS THE DUPLICATE TITLE

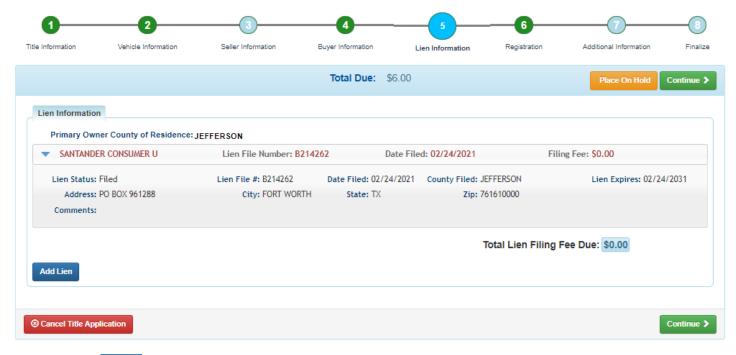


- 3. Click Continue >
- 4. KAVIS will automatically navigate to bubble 4 because bubble 3 is not applicable in this title flow
  - a. If a ppears next to the owner this means their customer account page is missing required information. You cannot continue without clicking the icon and editing the necessary fields
  - b. You cannot add or delete an owner during a duplicate title application.



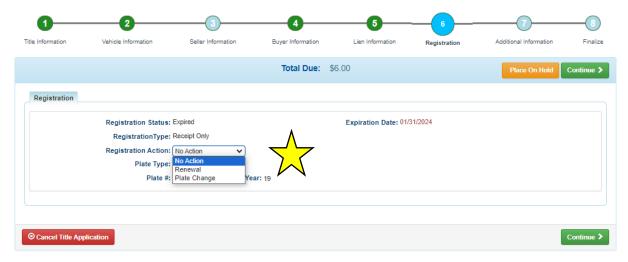


5. Clicking Continue > KAVIS will navigate to bubble 5 (Lien Information)



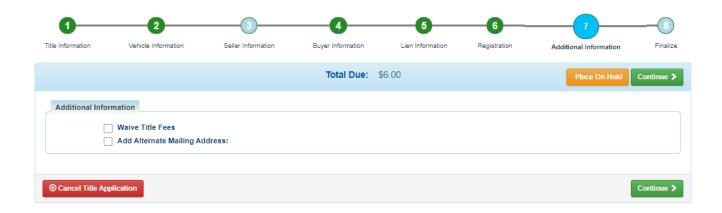
- 6. Click Add Lien if applicable to your transaction
  - a. If you don't have a lien to add, click continue > NOTE: Pending or filed is available from the drop-down menu, depending on if your user account has permissions to file a lien, and if the primary owner's county of residence matches your county
- 7. KAVIS will navigate to bubble 6 (Registration)

NOTE: IF YOU TAKE ANY TYPE OF REGISTRATION ACTION OTHER THAN 'NO ACTION' DELINQUENT TAXES MUST BE PAID WITH THIS TRANSACTION. ANY PLATE OR REGISTRATION ACTION DURING AN UPDATE TITLE APPLICATION WILL REQUIRE TAXES TO BE PAID IN ORDER TO PROCESS THIS APPLICATION. 'NO ACTION' DURING BUBBLE 6 WILL NOT REQUIRE TAXES TO BE PAID

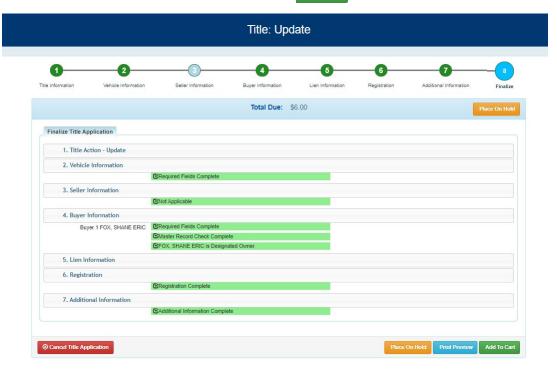




- 8. KAVIS will navigate to bubble 7 (Additional Information)
  - a. You may choose to waive title fees
  - b. You may choose to add an alternate mailing address if applicable



- 9. KAVIS will navigate to bubble 8 (Finalize)
  - a. Review the page. If anything is highlighted in red, click on either the bubble at the top or the warning itself to be taken to the page that needs attention
  - b. When all necessary data is entered, click Add To Cart





© Cancel Title Application At any point during this process will delete all information on this application

Will save the title application to the customer account page for 60 days.