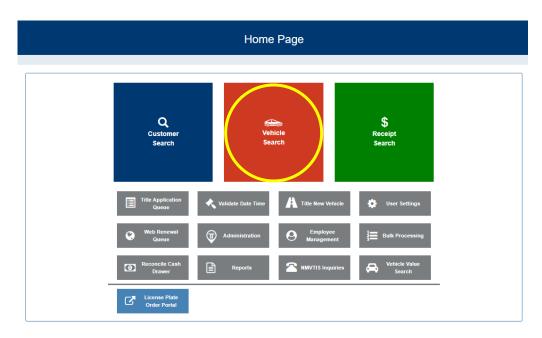
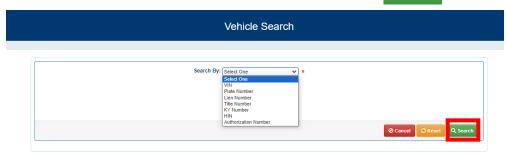
Title Action- KY Transfer

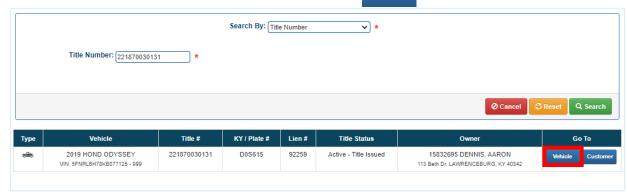
1. FROM THE KAVIS HOME PAGE, SELECT VEHICLE SEARCH



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

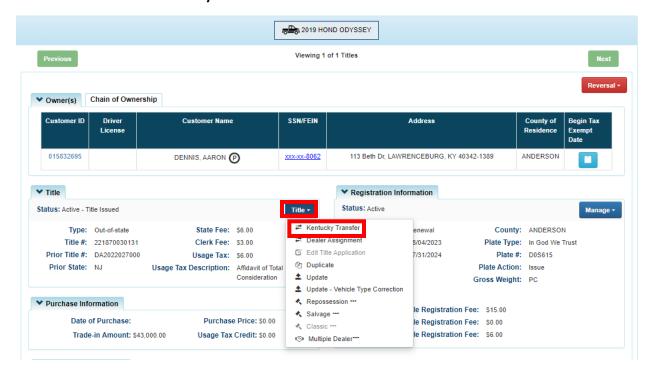


3. NAVIGATE TO THE VEHICLE SUMMARY PAGE BY CLICKING Vehicle

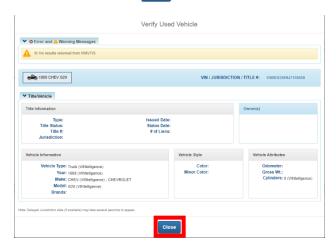


4. FROM THE VEHICLE SUMMARY PAGE, CLICK THE BLUE DROP-DOWN MENU

a. Select 'Kentucky Transfer'



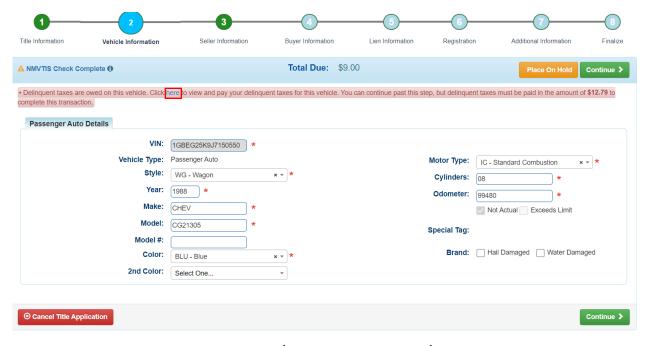
- b. NMVTIS will run an inquiry to check for errors. If errors exist they will display at the top of the screen
- c. If no errors, click the close button



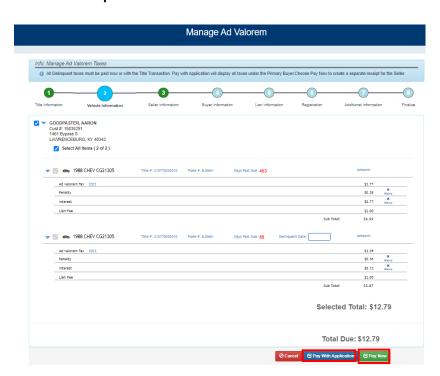
5. KAVIS WILL NAVIGATE TO BUBBLE 2 (PASSENGER AUTO DETAILS PAGE)



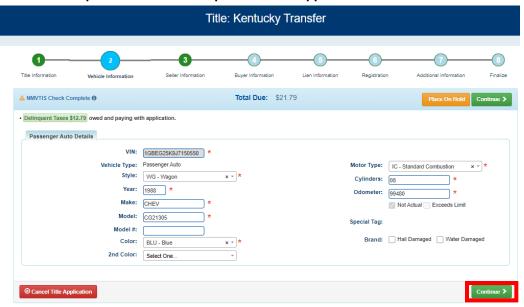
- a. Any delinquent taxes owed will display as a pink banner at the top of the page
- b. If taxes are owed they can be paid by choosing Click here



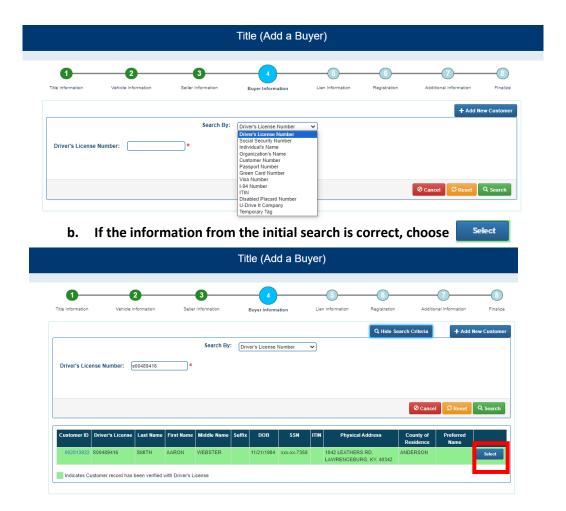
- 6. KAVIS WILL NAVIGATE TO BUBBLE 3 (MANAGE AD VALOREM)
 - a. You may choose Pay Now to pay in a separate transaction (to create a separate receipt for the seller) or you can choose Pay With Application to add it to the shopping cart to process all in one transaction



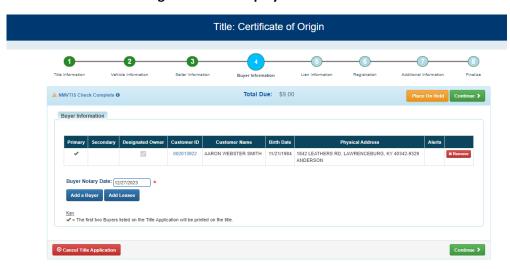
b. If you choose Pay With Application you will navigate back to Bubble 2 to confirm the delinquent taxes are to be paid with the application fees



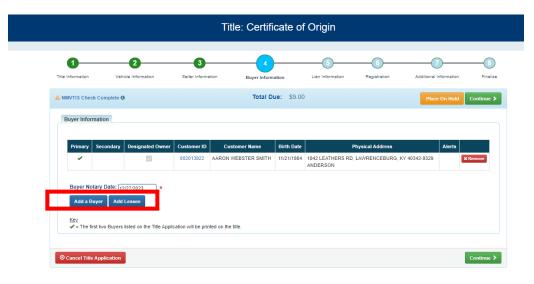
- c. Ensure all required information is populated and click Continue >
- 7. KAVIS WILL NAVIGATE TO BUBBLE 4 (BUYER INFORMATION)
 - a. Search by an option in the drop-down menu



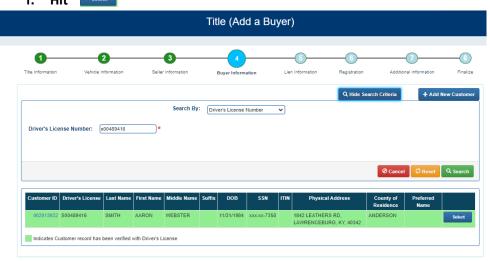
c. The following screen will display:



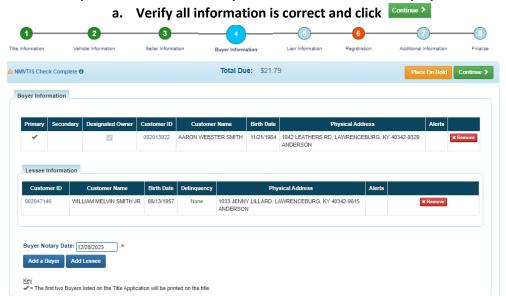
NOTE: To add an additional buyer or a lessee you would select the buttons below before Continuing



- d. If you add a buyer or lessee KAVIS will navigate back to the search screen
- e. Enter all required information for the additional buyer or lessee
- f. Hit Select



8. If you add an additional buyer or lessee Bubble 4 will display:

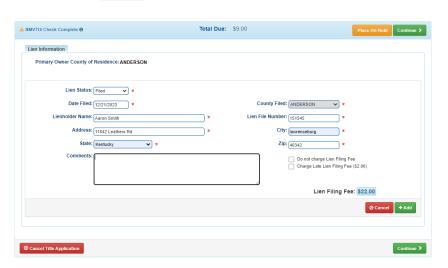


9. KAVIS WILL NAVIGATE TO BUBBLE 5 (LIEN INFORMATION)

⊗ Cancel Title Application

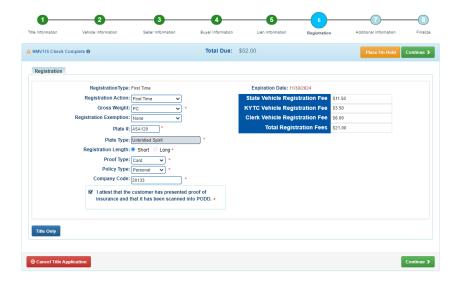


a. Select Addlien and enter all required information. If there's not an existing lien, select Continue >



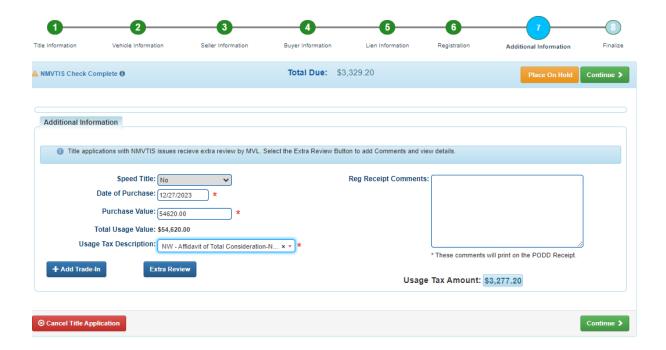
10. KAVIS WILL NAVIATE TO BUBBLE 6 (REGISTRATION)

a. Enter all required information and select Continue >



11. KAVIS WILL NAVIGATE TO BUBBLE 7 (ADDITIONAL INFORMATION)

a. Enter all required information and select Continue >



12. KAVIS WILL NAVIATE TO BUBBLE 8 (FINALIZE)

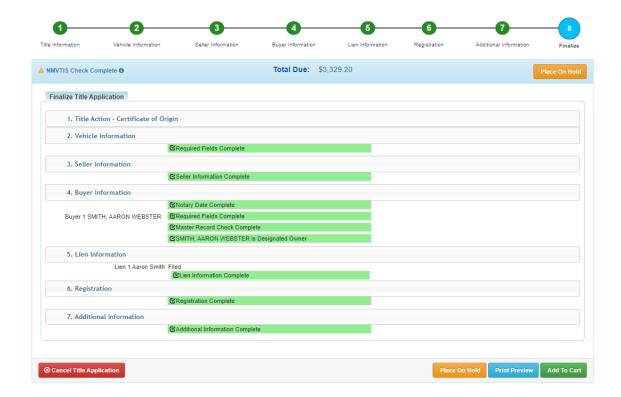
- a. If anything is in red, click on either the bubble at the top of the warning itself to navigate to the page that needs attention
- b. If all required data is showing green and complete, click Add To Cart

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 info to complete the transaction

Clicking Print Preview will print the VTR for this transaction



13. KAVIS WILL NAVIGATE TO SHOPPING CART SUMMARY PAGE

- a. If you need to edit information, click the $\frac{1}{2}$ button and select 'Yes' to edit the information
- b. To delete, click the x button and click 'Yes'
- c. To cancel the application, click the ocancel button
- d. To return to the Home Page and select other options, click Continue Shopping

